

# Digital Evidence PRO

## Administrator's Guide ■ NJSP Edition

version 4.0.10



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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 Mobile-Vision, Inc.

DEP allows you to:

- Search for and view the video files recorded by your Flashback and Body Worn cameras.
- Export and burn selected videos to disc.
- Add and register remote “DEF” precincts, which enables you to update information\* from the DEP server and push it out to the Precinct servers.

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

For more information, see:

- The Video Lifecycle, next page
- User Roles, page 3
- Logging into the System, page 4
- DEP Home Page, page 5
- Definitions, page 7
- Software Navigation, page 10
- Interview Room, page 13
- DVD File Formats, page 14
- Using the Online Help System, page 15.

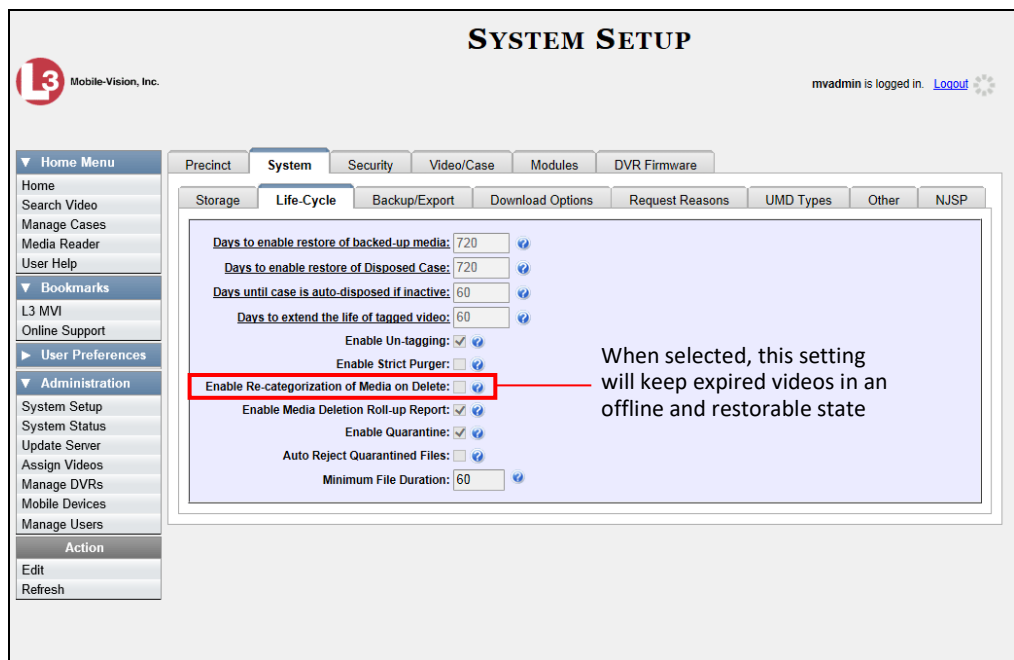
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\* DVR records, DVR Group records, download options, DVR firmware, user metadata records, and video categories.

## The Video Lifecycle

The video lifecycle consists of several stages, or *phases*.

- Phase 1:  
Online Status** The server ingests a new video. The video's status is *online*. Users can search for the video, play it from the server, export it, and/or change its associated data (i.e., video category, UMD fields, video notations, etc.). If the appropriate backup settings are selected, the system also archives the video during this phase.
- Phase 2:  
Offline Status** The video reaches an age where its status changes from *online* to *offline*, as determined by the *Days Online* setting and other system settings. Users can still search for the video and view its record, but they cannot play the video or export it. During this phase, users can reactivate the video, assuming that there is a backup file available for that video. If the video is reactivated, it returns to Phase 1. Otherwise it proceeds to Phase 3.
- Phase 3:  
Purging** The offline video reaches an age where it is too old to be reactivated. This is determined by the *Days to enable restore of backed-up media* setting and other system settings. At that point, one of two things happens, depending on the following setting on the **Life-Cycle** tab:
- If the *Enable Re-categorization of Media on Delete* checkbox is selected, the system assigns the video a category of "Purged," which returns it to an *offline* but *restorable* state on the server.
  - If the *Enable Re-categorization of Media on Delete* checkbox is *not* selected, the system permanently removes the video from the DEP server.



**SYSTEM SETUP**

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

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
Bookmarks  
L3 MVI  
Online Support  
User Preferences  
Administration  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Edit  
Refresh

Precinct System Security Video/Case Modules DVR Firmware

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

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: 60

Enable Un-tagging:   
Enable Strict Purger:   
**Enable Re-categorization of Media on Delete:**   
Enable Media Deletion Roll-up Report:   
Enable Quarantine:   
Auto Reject Quarantined Files:   
Minimum File Duration: 60

When selected, this setting will keep expired videos in an offline and restorable state



---

## User Roles

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

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

### System-Defined User Roles

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

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

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

### Custom User Roles

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

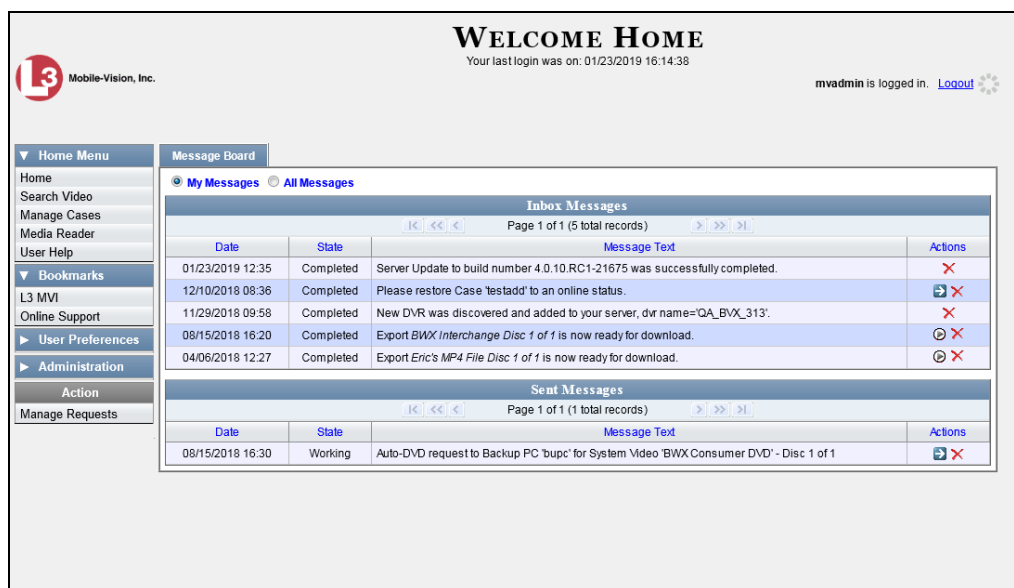
## Logging into the System

This section describes how to login to the Flashback application.

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



- 2 Enter your CAD user name in the *User Name* field.
- 3 Enter your CAD security password in the *Password* field.
- 4 Click the **Login** button *or* press **Enter**. The DEP Home Page displays.



Inbox Messages				
Page 1 of 1 (5 total records)				
Date	State	Message Text	Actions	
01/23/2019 12:35	Completed	Server Update to build number 4.0.10.RC1-21675 was successfully completed.		
12/10/2018 08:36	Completed	Please restore Case 'testadd' to an online status.		
11/29/2018 09:58	Completed	New DVR was discovered and added to your server, dvr name='QA_BVX_313'.		
08/15/2018 16:20	Completed	Export <i>BWX Interchange Disc 1 of 1</i> is now ready for download.		
04/06/2018 12:27	Completed	Export <i>Eric's MP4 File Disc 1 of 1</i> is now ready for download.		

Sent Messages				
Page 1 of 1 (1 total records)				
Date	State	Message Text	Actions	
08/15/2018 16:30	Working	Auto-DVD request to Backup PC 'bupc' for System Video 'BWX Consumer DVD' - Disc 1 of 1		

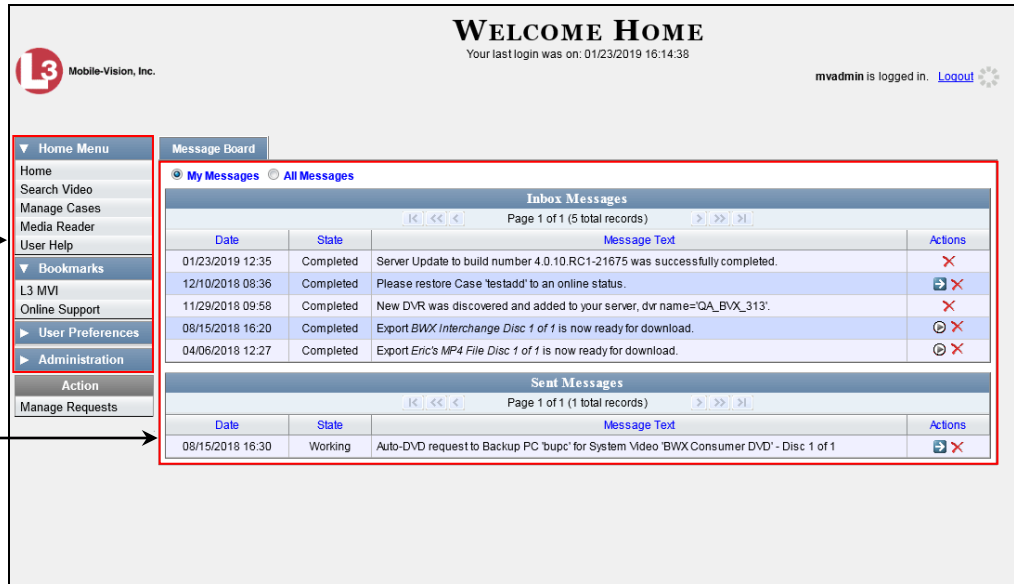
For a detailed description of this page, see “DEP Home Page” on the next page.

## DEP Home Page

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

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

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



The screenshot shows the DEP Home Page interface. At the top, it says "WELCOME HOME" and "Your last login was on: 01/23/2019 16:14:38". The user "mvadmin" is logged in. On the left is the "Home Menu" with options like Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks, L3 MVI, Online Support, User Preferences, and Administration. The "Message Board" is on the right, showing "My Messages" and "All Messages" tabs. The "Inbox Messages" section has a table with columns for Date, State, Message Text, and Actions. The "Sent Messages" section also has a table with similar columns.

Date	State	Message Text	Actions
01/23/2019 12:35	Completed	Server Update to build number 4.0.10.RC1-21675 was successfully completed.	✖
12/10/2018 08:36	Completed	Please restore Case 'testadd' to an online status.	📄 ✖
11/29/2018 09:58	Completed	New DVR was discovered and added to your server, dvr name='QA_BVX_313'.	✖
08/15/2018 16:20	Completed	Export <i>BWX Interchange Disc 1 of 1</i> is now ready for download.	📄 ✖
04/06/2018 12:27	Completed	Export <i>Eric's MP4 File Disc 1 of 1</i> is now ready for download.	📄 ✖

Date	State	Message Text	Actions
08/15/2018 16:30	Working	Auto-DVD request to Backup PC 'bupc' for System Video 'BWX Consumer DVD' - Disc 1 of 1	📄 ✖

## Message Board










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

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

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

- ❑ *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> or <i>video</i> details
	Resubmit job
	Accept quarantined video into the system
	Reject (i.e., delete) quarantined video
	View DVR troubleshooting materials
	Resolve a DVR naming conflict

## Main Menu

<b>▼ Home Menu</b>	
Home	← View system messages and/or user messages
Search Video	← Search for video; play video; burn video to disc
Manage Cases	← Search for a case; add a new case; burn a case to disc
Media Reader	← Transfer video from a storage card or external device to DEP
User Help	← Search the online help system
<b>▼ Bookmarks</b>	
L3 MVI	← Advance to Mobile-Vision's regular website
Online Support	← Advance to Mobile-Vision's Online Support Center
<b>▼ User Preferences</b>	
Change Password	← NJSP does not currently use this feature; to change your password, go through NJSP CAD
Favorite Cases	← View a list of favorite cases
DVR Login Key	← NJSP does not currently use this feature
<b>▼ Administration</b>	
System Setup	← Configure the DEP application; change system defaults
System Status	← View system logs and statuses; access manuals and training videos
Update Server	← Check for system updates; update DEP server
Assign Videos	← Reassign videos to a different officer or DVR
Manage DVRs	← Add/update DVR records and/or DVR group records
Mobile Devices	← Assign Body Worn DVRs to officers; configure new Body Worn DVRs
Manage Users	← View 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 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 sold by Mobile-Vision. This device allows officers to capture both high definition videos and JPG "snapshot" images, then upload them to their server via a *BodyVISION* docking station. Videos recorded using this device are assigned the category of **Body Worn**.

---

#### BWX-100 DVRs

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

---

#### Backup PC

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

---

### Robotic DVD Burner

A robotic DVD burner is a disc duplicator that burns and labels your *Certified Backup Discs* and *User-Requested Certified Copies* (see definitions below). 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 the system will back 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 the video transmits to the server (for more information, see *Transmission* below). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

---

### User-Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the Robotic DVD burner or your PC’s DVD burner. Also referred to as an *export* disc. You create these discs as needed for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

---

### Access Point

An access point is a device used to transmit videos from your in-car Flashback 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.

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

### Transmission

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

- Automatic transmission.* Whenever a vehicle comes within approximately 300 feet of an access point, it will trigger an automatic transmission, also referred to

as a “download”. During this transmission, all newly recorded videos will wirelessly transfer to the storage server via the access point. A copy of the videos will remain on the DVR’s flash card for a minimum of 24 hours after download. After 24 hours has elapsed, the system will remove those videos from the flash card during the next DVR-to-server transmission.

- ❑ *Manual transmission.* Each Flashback DVR holds a temporary storage device called an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback2). This card is used to temporarily store an officer’s videos until they can be transferred to the 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. Aside from the initial system configuration, automatic archives do not require any action on your part.

---

### Export

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

---

### Case

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

---

### User Metadata (UMD)

User Metadata or UMD refers to custom data fields that you can link to a video. You define these fields through DEP. 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 *export* an offline video.

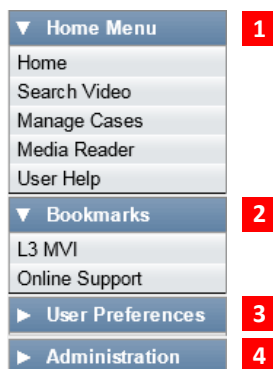
If a *case* is offline, you will be able to view the case record, but not its attached videos. Also, you cannot *export* an offline case.

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

---

## Software Navigation

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

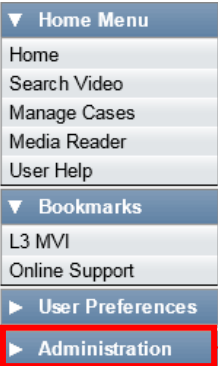




## Minimizing/Maximizing Menus

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

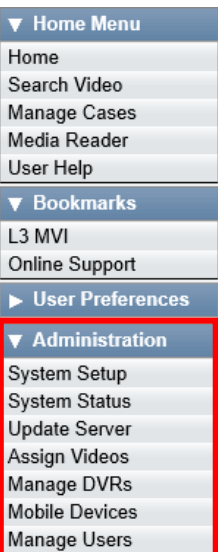
Minimized menu



When the arrow points RIGHT, the menu options are hidden

The screenshot shows a vertical menu with four sections: 'Home Menu' (with sub-items: Home, Search Video, Manage Cases, Media Reader, User Help), 'Bookmarks' (with sub-items: L3 MVI, Online Support), 'User Preferences', and 'Administration'. The 'Administration' item is highlighted with a red box and a right-pointing arrow.

Maximized menu






When the arrow points DOWN, the menu options are visible

The screenshot shows the same vertical menu as above, but the 'Administration' item is expanded to show a list of sub-items: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, and Manage Users. The 'Administration' header and its sub-items are highlighted with a red box and a down-pointing arrow.

## 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 here.

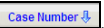
**CASE SEARCH RESULTS**

 mvadmin is logged in. [Logout](#)

	Manage Cases					
	Page 1 of 6 (51 total records)					
	<<	<	>	>>	>	>>
Details	Display Name	Case Number	Subject	Incident Date	Status	
	MVA on Rt. 80	---	---	11/01/2018		
	Auto theft	---	---	10/02/2018		
	House Fire	123	---	08/03/2018		
	Incident on Rt. 46	2018-000965	---	02/12/2018		
	Motor Vehicle Accident on Rt. 78	1234567	joe	01/03/2018		
	Quick Check Robbery	---	---	01/02/2018		
	Domestic	---	---	07/12/2017		
	Residential break-in	20-9834008	Multiple	03/02/2017		
	First Degree Assault	09-776345	169_000000003	03/01/2017		
	Dean Park Assault	2016-000456	Multiple	11/16/2016		

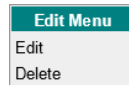
To sort a list in *ascending* order—that is, from lowest value to highest value—click *once* on the new column header you wish to sort by. An *up* arrow displays: 

– OR –

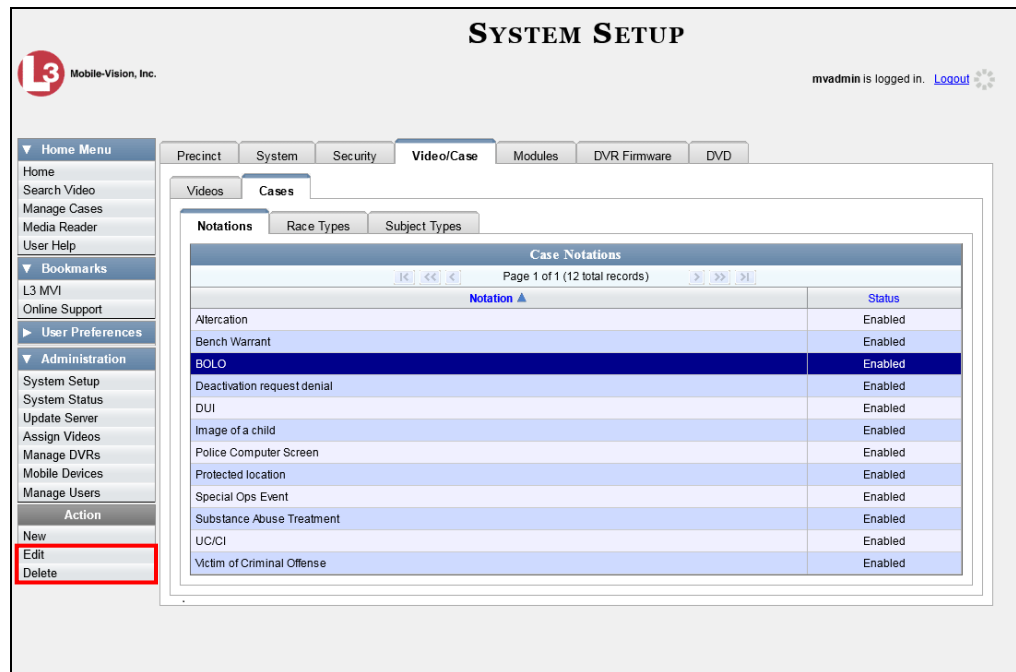
To sort a list in *descending* order—that is, from highest value to lowest value—click *twice* on the new column header you wish to sort by. A *down* arrow displays: 

## 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 product documentation.

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

If your agency is interested in the Interview Room module, contact 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*, *Uncompressed Format*, and *FOIA Redacted Format*. Each of these formats has advantages and disadvantages, as outlined below.

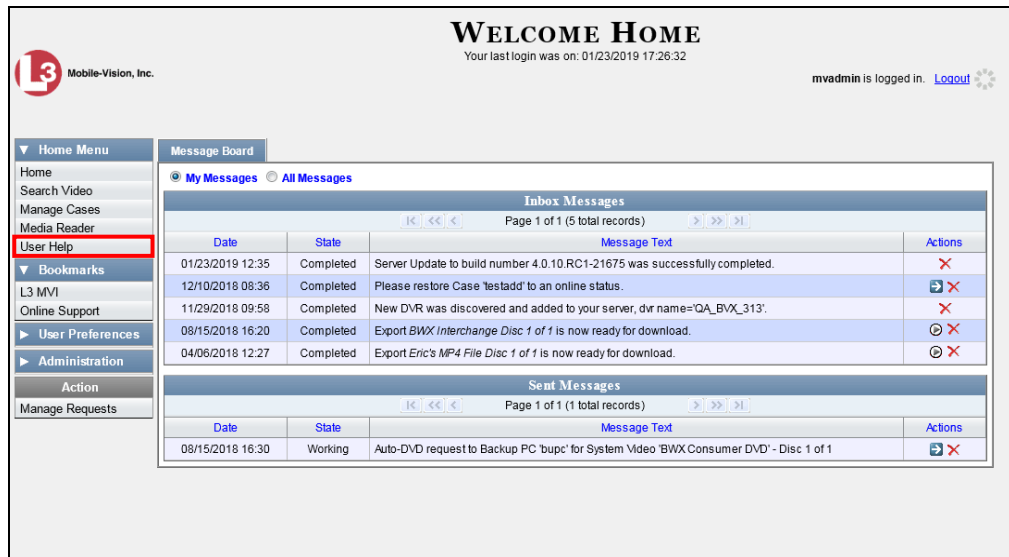
FOIA Redacted Format					
Interchange Format					
Consumer DVD					
Data DVD					
Uncompressed format					
Play on a consumer DVD player connected to a TV			✓		
Play on a PC	✓	✓	✓*	✓*	✓*
Import into third-party applications	✓		✓	✓	✓
Edit	✓			✓	✓
Tamper proof		✓			
Advance to 'Trace' points placemarkers	✓	✓			
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					✓
Convert QBX files to MP4 and DV files	✓				

\* Special software required, such as Power DVD.

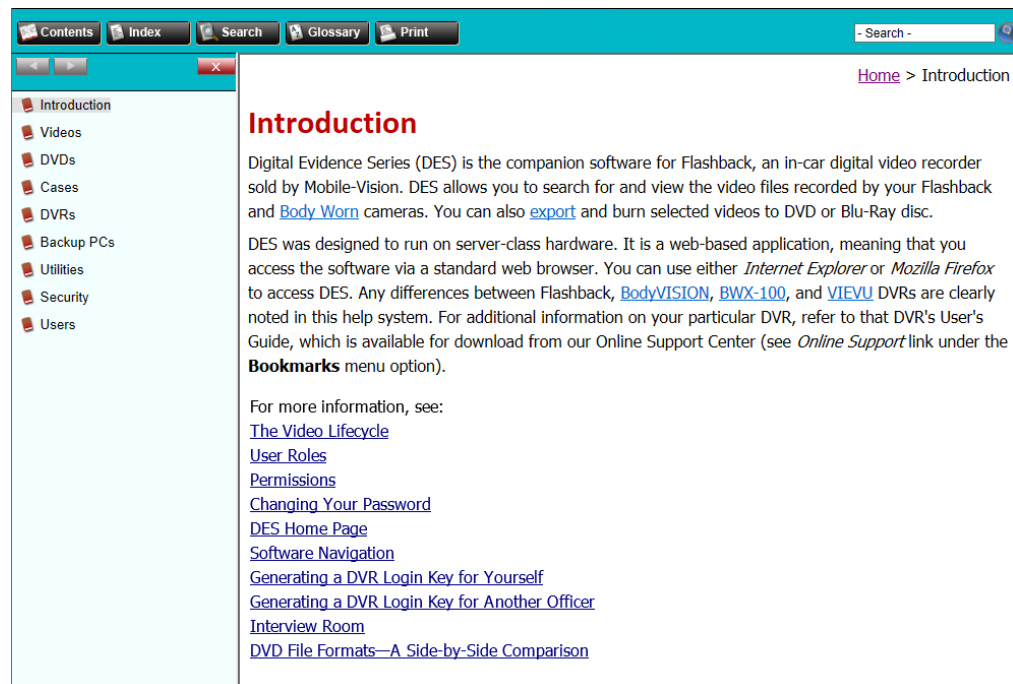
## Using the Online Help System

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 Help Contents page displays.



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



## 2 Videos

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

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

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

Video viewing privileges are associated with User IDs. When you create a User ID for a user, 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 Body Worn 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 33
- Displaying a Snapshot, page 52
- Playing a Video, page 58
- Flashback Player, page 60
- Exporting a Video Frame, page 64
- Changing a Video’s Category, page 67
- Adding Predefined User Metadata to a Media File, page 68
- Adding Predefined Video Notations to a Media File, page 69
- Tagging, page 70
- Generating a Chain of Custody Report for a Media File, page 73
- Reactivating an Offline Video, page 75

(Continued)

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\* Includes BodyVISION and BWX-100 cameras

- Re-importing “Expired” Video, page 80
- Manually Uploading Flashback Videos, page 84
- Downloading Video Files to Your PC, page 93
- Exporting a Snapshot, page 113
- Manually Matching a Video to a CAD Incident, page 118
- Viewing a Video’s Logs, page 120
- Viewing a Snapshot’s Logs, page 122
- Reassigning Video to a Different Officer, page 126
- Reassigning Video to a Different DVR, page 131
- Maintaining User Metadata, page 133
- Video Notations, page 140
- Updating Viewing Options, page 151
- Video Categories, page 157
- Installing the UMD Editor on an Officer’s Mobile Data Computer, page 162
- Accepting/Rejecting Quarantined Video, page 165
- Exporting Video Activity to a Spreadsheet, page 167
- Flashback File Converter, page 169
- Manually Installing the VIEVU Drivers, page 175
- Manually Installing the Flashback Player, page 178
- Body Worn Viewing Requests, page 182
- Keeping Offline Video Records on the Server, page 203
- Generating the Purged Videos Report, page 205
- Customizing the Video Search Results Page, page 208.

## 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>	<ul style="list-style-type: none"> <li>▪ CAD Sequence Number</li> <li>▪ CAD Incident Number</li> <li>▪ Officer videos</li> <li>▪ Unit Code</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 Mode</li> <li>▪ System ID</li> <li>▪ Owner</li> <li>▪ Category</li> <li>▪ Tagged</li> <li>▪ Status</li> </ul>	<ul style="list-style-type: none"> <li>▪ Record Trigger</li> <li>▪ Latitude</li> <li>▪ Longitude</li> <li>▪ Incident number</li> <li>▪ Speed Greater Than</li> <li>▪ UMD</li> <li>▪ CAD Sequence Number</li> <li>▪ CAD Incident Number</li> <li>▪ Officer videos</li> <li>▪ Unit Code</li> </ul>



For specific instructions, see:

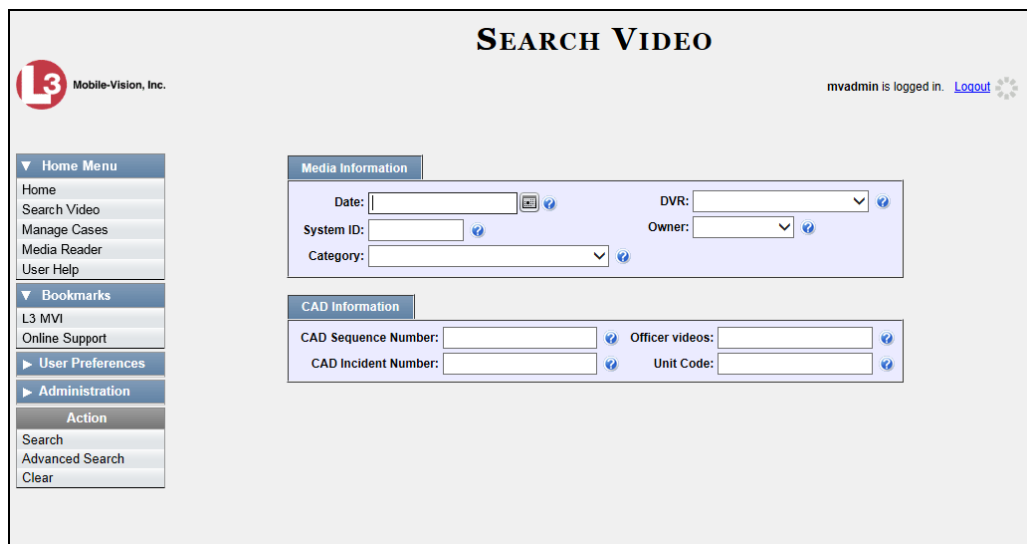
- Performing a Basic Video Search, below
- Performing an Advanced Video Search, page 19.

## Performing a Basic Video Search

This section describes how to search for video by the following criteria:

- Date
- System ID
- Category
- DVR
- Owner
- CAD Sequence Number
- CAD Incident Number
- Officer Videos
- Unit Code

- 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 in the table on the next page.

*(Continued)*

Basic Search Form	
Search Field	Description
Date	Limits your search to those videos that began recording on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see <i>System ID</i> in the table on page 35.
Owner	Limits your search to those videos that are owned by this officer. For more information, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within this category. For more information, see <i>Category</i> in the table on page 37. <i>Select this value from the drop-down list.</i>
CAD Information	
Search Field	Description
CAD Sequence Number	Limits your search to those videos that are linked to the CAD record with this sequence number.
CAD Incident Number	Limits your search to those videos that are linked to the CAD record with this incident number
Officer videos	Limits your search to those videos that are linked to the CAD record with this Officer Name
Unit code	Limits your search to those videos that are linked to the CAD record with this unit code.
Available Actions	
Action	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information, see “Performing an Advanced Video Search” on page 19.
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.

Available Actions (cont'd)	
Action	Description
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

mvadmin is logged in. [Logout](#)

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


Videos								
Page 1 of 3 (17 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	20 min	00-Unclassified-90 Days	03/08/2016 16:32	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	90 min	00-Unclassified-90 Days	03/08/2016 16:10	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	11 min	00-Unclassified-90 Days	03/08/2016 15:25	
		*1 ONFB3@21:03:10	*1 FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

The example above shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in “Customizing the Video Search Results Page” on page 208.


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

*(Continued)*

- Go to the column heading you wish to sort by\*:

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

– OR –

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


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



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

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

### VIDEO SEARCH RESULTS

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Home Menu		Videos							
Home	Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Search Video									
Manage Cases									
Media Reader									
User Help									
Bookmarks									
L3 MVI									
Online Support									
User Preferences									
Administration									
Action									
New Search									
Export									
Back to Video									

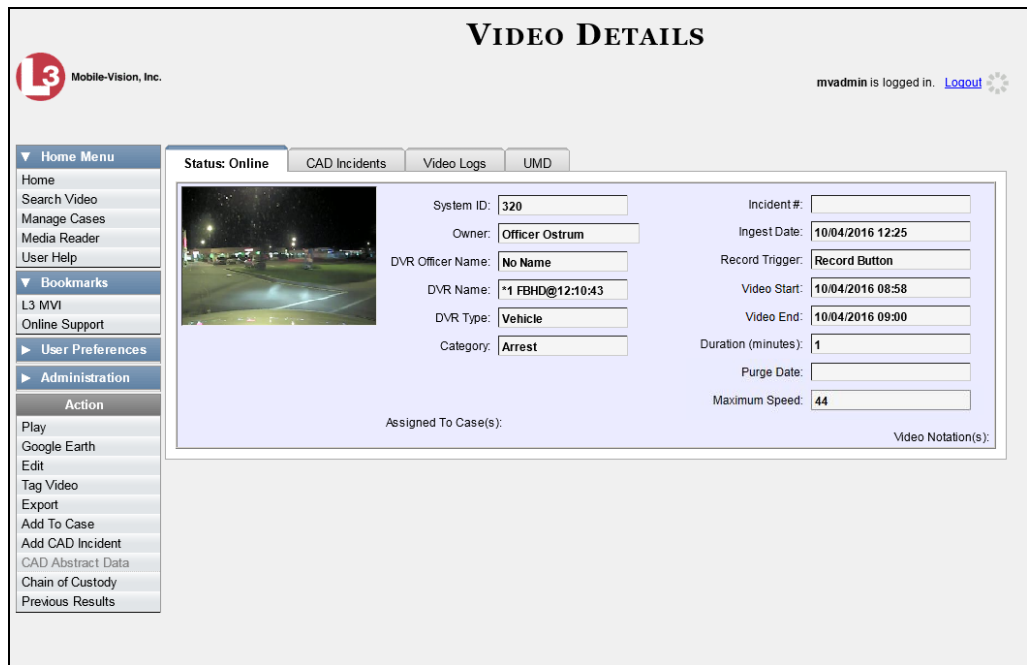
These fields are described in the table on page 30.

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

For a detailed description of the components on this page, see “Viewing Video Search Results” on page 28.

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

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



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

## Performing an Advanced Video Search

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

- |   |  |
|---|--|
| <input type="checkbox"/> After Date     | <input type="checkbox"/> Record Trigger      |
| <input type="checkbox"/> Before Date    | <input type="checkbox"/> Latitude            |
| <input type="checkbox"/> DVR            | <input type="checkbox"/> Longitude           |
| <input type="checkbox"/> DVR Type       | <input type="checkbox"/> Incident #          |
| <input type="checkbox"/> Body Worn Mode | <input type="checkbox"/> Speed Greater Than  |
| <input type="checkbox"/> System ID      | <input type="checkbox"/> UMD                 |
| <input type="checkbox"/> Owner          | <input type="checkbox"/> CAD Sequence Number |
| <input type="checkbox"/> Category       | <input type="checkbox"/> CAD Incident Number |
| <input type="checkbox"/> Tagged         | <input type="checkbox"/> Officer videos      |
| <input type="checkbox"/> Status         | <input type="checkbox"/> Unit Code           |

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

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

Advanced Search Form	
Search Field	Description
After Date	Limits your search to those videos that began recording <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Date	Limits your search to those videos that began recording <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
DVR Type	Limits your search to those videos that were captured by 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 <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera.</li> </ul> <i>Select this value from the drop-down list.</i>

Advanced Search Form (cont'd)	
Search Field	Description
Body Worn Mode	Limits your search to <i>BodyVISION</i> and BWX-100 videos, snapshots, or both. This field will only display if you select a <i>DVR Type</i> of <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 is equal to this value. For more information, see <i>System ID</i> on page 35.
Owner	Limits your search to those videos that are owned by this officer. For more information, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within this category. For more information, see <i>Category</i> in the table on page 37. <i>Select this value from the drop-down list.</i>
Tagged	Limits your search to those videos that are either tagged or not tagged. For more information, 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 DEP due to its age, category, and/or other system settings. You may still be able to view <i>some</i> of an offline video’s information (owner, category, duration, etc.), but not the video itself. <i>Select this value from the drop-down list.</i>
Record Trigger	Limits your search to those videos with this record trigger. For a list of record triggers, see <i>Record Trigger</i> in the table on page 37. <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. The <i>Player Display GPS</i> permission is required to search on this field. <i>Must be used in conjunction with the ‘Longitude’ field.</i>
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. The <i>Player Display GPS</i> permission is required to search on this field. <i>Must be used in conjunction with the ‘Latitude’ field.</i>
Incident #	Limits your search to those videos in which the Incident number contains these digits.

(Continued)

Advanced Search Form (cont'd)	
Search Field	Description
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The <i>Player Display Speed</i> permission is required to search on this field.
UMD	Limits your search to videos that contain this user metadata. For more information, see “Maintaining User Metadata” on page 133.
CAD Information	
Search Field	Description
CAD Sequence Number	Limits your search to those videos that are linked to the CAD record with this sequence number.
CAD Incident Number	Limits your search to those videos that are linked to the CAD record with this incident number
Officer name	Limits your search to those videos that are linked to the CAD record with this Officer Name
Unit code	Limits your search to those videos that are linked to the CAD record with this unit code.
Available Actions	
Action	Description
Search	Execute your search.
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and the Basic Search form. For more information, see “Performing a Basic Video Search” on page 19.
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


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Videos									
Page 1 of 3 (17 total records)									
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54		
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	20 min	00-Unclassified-90 Days	03/08/2016 16:32		
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	90 min	00-Unclassified-90 Days	03/08/2016 16:10		
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48		
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	11 min	00-Unclassified-90 Days	03/08/2016 15:25		
		*1 ONFB3@21:03:10	*1 FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10		

The example above shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in “Customizing the Video Search Results Page” on page 208.


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

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

- Go to the column heading you wish to sort by\*:

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

– OR –

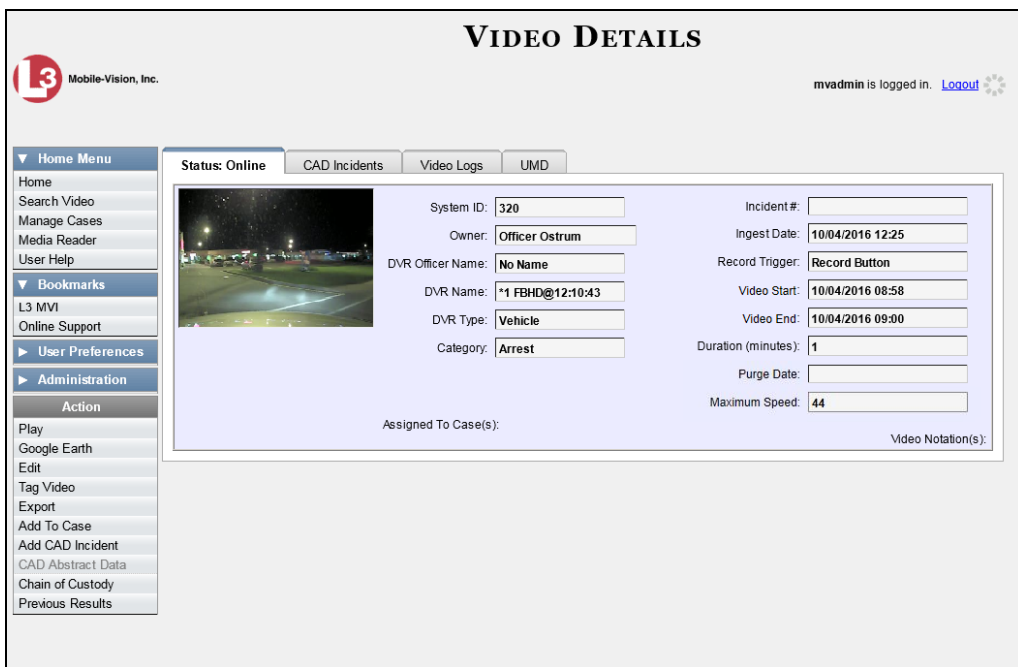
To sort in *descending* order—that is, from highest value to lowest value—click the column header *twice*. A *down* arrow displays: 

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



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

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



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

## 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 19.

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



## VIDEO SEARCH RESULTS


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Home Menu	Videos								
<ul style="list-style-type: none"> <li>Home</li> <li>Search Video</li> <li>Manage Cases</li> <li>Media Reader</li> <li>User Help</li> <li>Bookmarks</li> <li>L3 MVI</li> <li>Online Support</li> <li>User Preferences</li> <li>Administration</li> <li>Action</li> <li>New Search</li> <li>Export</li> <li>Back to Video</li> <li>Back to Case</li> </ul>	Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	20 min	00-Unclassified-90 Days	03/08/2016 16:32	
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	90 min	00-Unclassified-90 Days	03/08/2016 16:10	
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	11 min	03	03/08/2016 15:25	
			*1 ONFB3@21:03:10	*1 FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

CAD match indicators


The example above shows the default columns for the Video Search Results page. If desired, your agency can customize this screen, as described in “Customizing the Video Search Results Page” on page 208.

**How do I know if a video has been matched to a CAD incident?**  
 If the value of the *Category* column is a number and the  icon displays in the *Notes* column, it indicates that the video is matched to one or more CAD incidents. Conversely, if the value of the *Category* column is *text* and the  icon does *not* display in the *Notes* column, it indicates that the video is not yet matched to any CAD incidents.










The other components of the Video Search Results page are described below and on the next page.

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

If the navigation buttons are grayed out, it indicates that there is only one page of search results.

Quick Search Icon*	
	A toggle switch used to display or collapse a row of search fields. You can use these fields to 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 more information, see <i>Owner</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more information, see <i>DVR Name</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within a selected category. For more information, see <i>Category</i> in the table on page 37. <i>Select this value from the drop-down list.</i>
Video Start	Limits your search to those videos that began recording on a specified date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Default Video Information	
Column	Description
Details	The View Video Details icon. Used to display the Video Details page.
Play	A thumbnail image of the video. Used to launch the Flashback Player and watch the video (online videos only) or display a larger view of the Body Worn snapshot.
Owner	The name of the officer who owns this video. For more information, see <i>Owner</i> in the table on page 35.
DVR Name	The name of the DVR unit on which this video was recorded. For more information, see <i>DVR Name</i> in the table on page 35.
Duration	The video’s length, in minutes. If the word “Image” displays in this field rather than a number, it indicates that this record is a <i>BodyVISION</i> or <i>BWX-100</i> snapshot.

\* Basic Search only.

Default Video Information (cont'd)	
Column	Description
Category	The category assigned to this video. For more information, see <i>Category</i> in the table on page 37.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	Status icons used to provide details on each video. <ul style="list-style-type: none"> <li> The video file has been tagged by a user. For more information, 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 being burned to an archive disc (burn job in progress)</li> <li> The video file belongs to a video group. For more information, see “Viewing a Video’s Group Information” on page 42.</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 Body Worn videos only.</i></li> <li> The video record is associated with one or more CAD incidents.</li> </ul>
Custom Video Information	
If your agency has chosen to customize the Video list, some of the following columns may also appear.	
Column	Description
System ID	The unique identification number that the system assigned to this video.
DVR Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded. Because NJSP does not currently use the DVR login feature, the value of this field will always be <b>*1 No name</b> .
DVR Type	The type of DVR that captured this video: <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> </ul> <i>(Continued)</i>

Custom Video Information	
Column	Description
DVR Type (cont'd)	<ul style="list-style-type: none"> <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 <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <i>VieVu.</i> A <i>VIEVU</i> Body Worn camera.</li> </ul>
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. For a list of record triggers, see page 37.
Video End	The date and time at which this video stopped recording. Displays in mm/dd/yyyy hh:mm format.
Available Actions	
Action	Description
New Search	Return to the Search Video page and clear the search form.
Export	Select videos to download and/or burn to DVD. For more information, see chapter 3, DVDs, and/or “Downloading Video Files to Your PC” on page 93.
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* or *BWX-100* snapshot file, see “Displaying a Snapshot” on page 52 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**

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Home Menu		Videos								
Home		Page 1 of 3 (17 total records)								
Search Video		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Manage Cases				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	 
Media Reader				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	20 min	00-Unclassified-90 Days	03/08/2016 16:32	 
User Help				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	90 min	00-Unclassified-90 Days	03/08/2016 16:10	 
Bookmarks				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	 
User Preferences				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	11 min	00-Unclassified-90 Days	03/08/2016 15:25	 
Administration				*1 ONFB3@21:03:10	*1 FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10	
Action										
New Search										
Export										
Back to Video										
Back to Case										

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

(Continued)

Sample  
Flashback  
Record

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

### VIDEO DETAILS

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**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support


**User Preferences**

**Administration**

Action

- Play
- Google Earth
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Previous Results

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



System ID: <input type="text" value="28"/>	Incident #: <input type="text"/>
Owner: <input type="text" value="ON FBHD"/>	Ingest Date: <input type="text" value="10/26/2016 11:49"/>
DVR Officer Name: <input type="text" value="ON FBHD"/>	Record Trigger: <input type="text" value="Lights"/>
DVR Name: <input type="text" value="FBHD"/>	Video Start: <input type="text" value="03/08/2016 16:54"/>
DVR Type: <input type="text" value="Vehicle"/>	Video End: <input type="text" value="03/08/2016 17:14"/>
Category: <input type="text" value="No Citation"/>	Duration (minutes): <input type="text" value="19"/>
	Purge Date: <input type="text"/>
	Maximum Speed: <input type="text" value="44"/>

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

**Video Group Information**

Video Start: <input type="text" value="03/08/2016 15:25"/>	Video End: <input type="text" value="03/08/2016 17:14"/>
Duration (minutes): <input type="text" value="107"/>	Total Number Videos: <input type="text" value="5"/>

Sample  
BodyVISION  
Record

### SNAPSHOT DETAILS

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**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support


**User Preferences**

**Administration**

Action

- Play
- Google Earth
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Previous Results

Status: **Online**    CAD Incidents    **Snapshot Logs**    UMD



System ID: <input type="text" value="24"/>	Incident #: <input type="text"/>
Owner: <input type="text" value="Lt. McDonnel"/>	Ingest Date: <input type="text" value="10/20/2016 16:17"/>
DVR Officer Name: <input type="text" value="No Name"/>	Record Trigger: <input type="text" value="Manual Record"/>
DVR Name: <input type="text" value="BW-407"/>	Capture Date: <input type="text" value="10/20/2016 16:15"/>
DVR Type: <input type="text" value="Body Worn"/>	
Category: <input type="text" value="Body Worn"/>	

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

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

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Status Tab	
Field	Description
System ID	The unique identification number that the system assigned to this video.
Owner	The name of the officer who owns this video. When a video first transmits to the server, this field will be set to a value of <b>*No Name</b> . The CAD matching service will attempt to link the video to the appropriate owner or owners. If no match is located, you can manually assign a video to its proper owner, as described in “Reassigning Video to a Different Officer” on page 122.
DVR Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded. Because NJSP does not currently use the DVR login feature, the value of this field will always be <b>*1 No name</b> .
DVR Name	<p>The name of the DVR unit that recorded this video. Flashback DVRs are typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the <i>Interview Room</i> module, a Flashback DVR may also be associated with an interview room.</p> <p>Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.</p> <p>If the DVR is a <i>Flashback</i>, <b>Vehicle</b> or <b>Interview Room</b> will display here. If the DVR is a <i>VIEVU</i>, <b>VieVu</b> will display. If the DVR is a <i>BodyVISION</i> or <i>BWX-100</i>, <b>Body Worn</b> will display.</p> <p>If the DVR is <i>newly discovered</i> * and has a name that is identical to an existing DVR on the server, the system will give the newly discovered DVR a suffix of @[DVR serial number]. When you see this naming convention, it means that there is a potential conflict between a new and existing DVR record. To resolve such a conflict, see “Resolving Naming Conflicts” in chapter 5.</p>
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> </ul> <p>(Continued)</p>

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

Status Tab (cont'd)																																									
Field	Description																																								
DVR Type (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Body Worn.</i> A BodyVISION or BWX-100 Body Worn camera.</li> <li>▪ <i>VieVu.</i> A VIEVU Body Worn camera.</li> </ul>																																								
Category	<p>The category assigned to this video. Most categories are assigned automatically by the CAD matching service after a video transmits to the server. However, you have the ability to manually change a video's category, as described in "Maintaining Video Categories" on page 157. A video's category determines its <i>online life</i>, as shown in the following example. These are the category names and <i>Day(s) Online</i> settings that NJSP has chosen to use.</p> <table border="1"> <thead> <tr> <th colspan="4">Video Categories</th> </tr> <tr> <th>Description</th> <th>Day(s) Online</th> <th>In Use</th> <th>Backup Enabled</th> </tr> </thead> <tbody> <tr> <td>Unclassified</td> <td>90</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>Minor CAD incident</td> <td>180</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>CAD incident</td> <td>1095</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>Major CAD incident</td> <td>1095</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>CAD incident DUI</td> <td>1825</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>CAD incident with arrest</td> <td>2555</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Manually assigned retention 1</td> <td>18250</td> <td>Yes</td> <td>Enabled</td> </tr> <tr> <td>Manually assigned retention 2</td> <td>18250</td> <td>Yes</td> <td>Enabled</td> </tr> </tbody> </table> <p>If desired, you can increase a video's online days, as described in "Maintaining Video Categories" on page 157. If an option called <i>Strict Purger</i> is selected (NJSP default), then after a video reaches its category's predetermined age, the system will automatically purge that file from DEP.</p> <p>The following categories are assigned automatically by the system:</p> <ul style="list-style-type: none"> <li>▪ <i>ON.</i> 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 flash card was full.</li> <li>▪ <i>Interview.</i> The Flashback video was captured using the optional Interview Room module, which is used to record interviews at your precinct.</li> </ul> <p>(Continued)</p>	Video Categories				Description	Day(s) Online	In Use	Backup Enabled	Unclassified	90	Yes	Enabled	Minor CAD incident	180	Yes	Enabled	CAD incident	1095	Yes	Enabled	Major CAD incident	1095	Yes	Enabled	CAD incident DUI	1825	Yes	Enabled	CAD incident with arrest	2555	Yes	Disabled	Manually assigned retention 1	18250	Yes	Enabled	Manually assigned retention 2	18250	Yes	Enabled
Video Categories																																									
Description	Day(s) Online	In Use	Backup Enabled																																						
Unclassified	90	Yes	Enabled																																						
Minor CAD incident	180	Yes	Enabled																																						
CAD incident	1095	Yes	Enabled																																						
Major CAD incident	1095	Yes	Enabled																																						
CAD incident DUI	1825	Yes	Enabled																																						
CAD incident with arrest	2555	Yes	Disabled																																						
Manually assigned retention 1	18250	Yes	Enabled																																						
Manually assigned retention 2	18250	Yes	Enabled																																						

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

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>VieVu</i>. The video was captured using a VIEVU Body Worn camera.</li> <li>▪ <i>Firmware Upgrade</i>. An officer requested a Flashback 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 (Flashback/FlashbackHD) or CF card (Flashback2) in the middle of a recording session (highly unlikely scenario).</li> <li>▪ <i>Corrupt QBX</i>. The system detected a possible file corruption in a Flashback2, Flashback3, 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 after a car crash occurs.</li> <li>▪ <i>Aggressive Driving</i>. The optional "Aggressive Driving" add-on detected aggressive driving in the officer's vehicle during an in-car Flashback recording session. The Aggressive Driving module includes both a hardware and firmware component.</li> <li>▪ <i>Unknown</i>. A recording session was interrupted after an unrecognized event occurred, that is, an event that did not fall into any of the other system-assigned categories.</li> <li>▪ <i>Non Playable</i>. A problem occurred during the recording process or video ingestion process that rendered the video unplayable.</li> <li>▪ <i>Purged</i>. The system re-characterized a video as "restorable" after it reached the end of its online lifecycle. This occurs when the <i>Enable Re-categorization of Media on Delete</i> checkbox on the <b>Life-Cycle</b> tab is selected.</li> </ul> <p><b>Note:</b> System-assigned categories cannot be changed.</p>
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	<p>The event that caused your Flashback DVR to start recording. Record triggers include:</p> <ul style="list-style-type: none"> <li>▪ <i>Auxiliary 1</i>. The CrashBat crash detector or other device detected an event, such as a vehicle crash. Automatic trigger.</li> <li>▪ <i>Auxiliary 2</i>. A secondary device registered an event, such the opening of a vehicle door. Automatic trigger.</li> </ul> <p><i>(Continued)</i></p>

Status Tab (cont'd)	
Field	Description
Record Trigger (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Lights</i>. An officer turned the vehicle's emergency lights on. Automatic trigger.</li> <li>▪ <i>Microphone 1</i>. An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 1 port. Manual trigger.</li> <li>▪ <i>Microphone 2</i>. An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 2 port. Manual trigger.</li> <li>▪ <i>Record button</i>. An officer pressed the <b>R</b> button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger.</li> <li>▪ <i>Siren</i>. An officer turned the vehicle's siren on. Automatic trigger.</li> <li>▪ <i>Speed</i>. The vehicle reached a pre-defined rate of speed. You 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	The date and time at which the DVR began recording this video. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording this video. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of this video, rounded down to the nearest minute. If the word "Image" displays in this field, it indicates that this record is a <i>BodyVISION</i> or <i>BWX-100</i> snapshot.
Purge Date	The date on which this video is scheduled to be removed (i.e., purged) from the DEP server.
Maximum Speed	The highest vehicle speed that was reached during this Flashback recording. If you do not have the <i>Display MAX Speed</i> permission, this field will not display. If the video was recorded by a <i>Body Worn</i> 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.

Status Tab (cont'd)	
Video Group Information*	
Field	Description
Video Start	The date and time at which the DVR began recording the <i>first</i> video in this group. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording the <i>last</i> video in this group. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of this group, in minutes (i.e., the sum of minutes for all the videos in the group).
Total Number Videos	The total number of video files in this group.
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 Tracepoints, 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 44.
Edit	Change the category, user metadata, and/or video notations associated with this video. For more information, see “Changing a Video’s Category” on page 67, “Adding Predefined User Metadata to a Media File” on page 68, and/or “Adding Predefined Video Notations to a Media File” on page 69.
Tag Video/ Untag Video	<b>Tag:</b> Add extra days to the video’s on-line life. The specific number of days depends on your system settings. For more information, see “Tagging a Video,” page 70.  <b>Untag:</b> Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 72.
Export	Select videos to download and/or burn to DVD. For more information, see chapter 3 and/or “Downloading Video Files to Your PC” on page 93.
Add To Case	Add this video to a new or existing case. For more information, see “Adding a Video to a Case” in chapter 4.

(Continued)

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

Available Actions (cont'd)	
Action	Description
Request Activation (Offline videos only)	Submit a request to restore this video from a backup disc or external backup device 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 (NJSP Edition)</i> . This action will only display if the video is offline.
Reactivate Now (Offline videos only)	Restore this video from a backup disc or external backup device to the server. For more information, see “Reactivating an Offline Video” on page 75. 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 Media File” on page 73.
Previous Results	Return to the previous Video Search Results page.
Back to Case	Return to the last case that you viewed. If you have not viewed a case since you logged on, this action will not display.
Back to Video	Return to the last video that you viewed. If you have not viewed a video since you logged on, this action will not display.

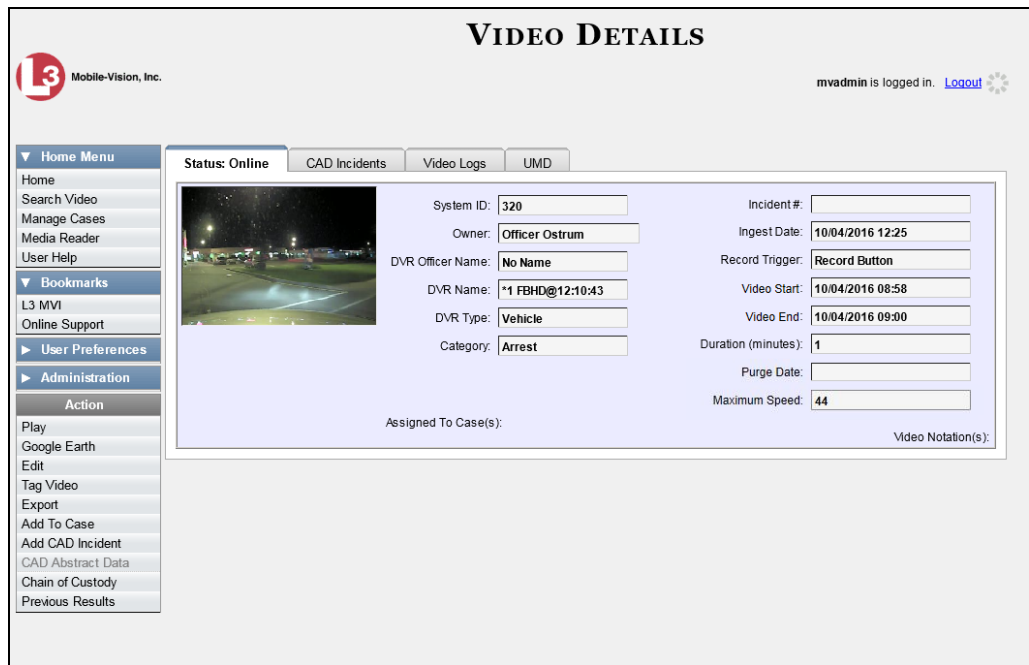
To view other information associated with this video, proceed to the appropriate section:

- Viewing a Video’s Logs, page 120, beginning with step 2
- Viewing a Video’s User Metadata, below, beginning with step 2
- Viewing a Video’s Group Information, page 42, beginning with step 2
- Viewing a Video in Google Earth, page 44, beginning with step 2
- Viewing a Video’s CAD Record, page 46, beginning with step 2
- Viewing a Video’s Snapshots (Body Worn cameras only), page 48.

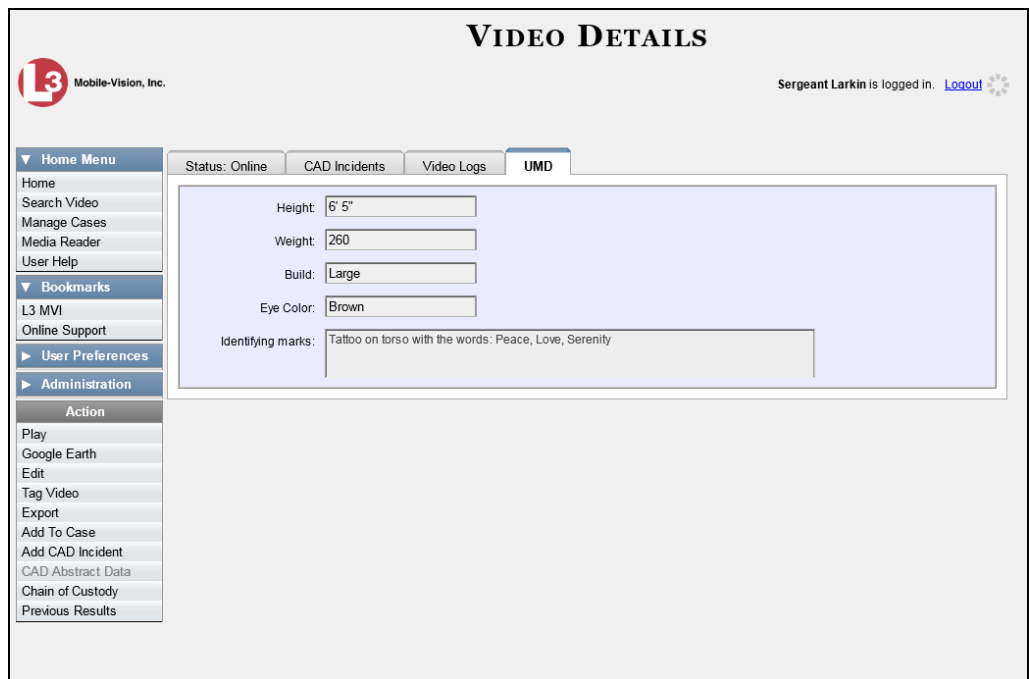
### Viewing a Video’s User Metadata

This section describes how to view the user metadata (UMD) that is saved as part of a video or snapshot’s record. UMD refers to custom data fields that are used to notate a video or snapshot. For instructions on adding/updating UMD fields, see “Maintaining User Metadata” on page 133.

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



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

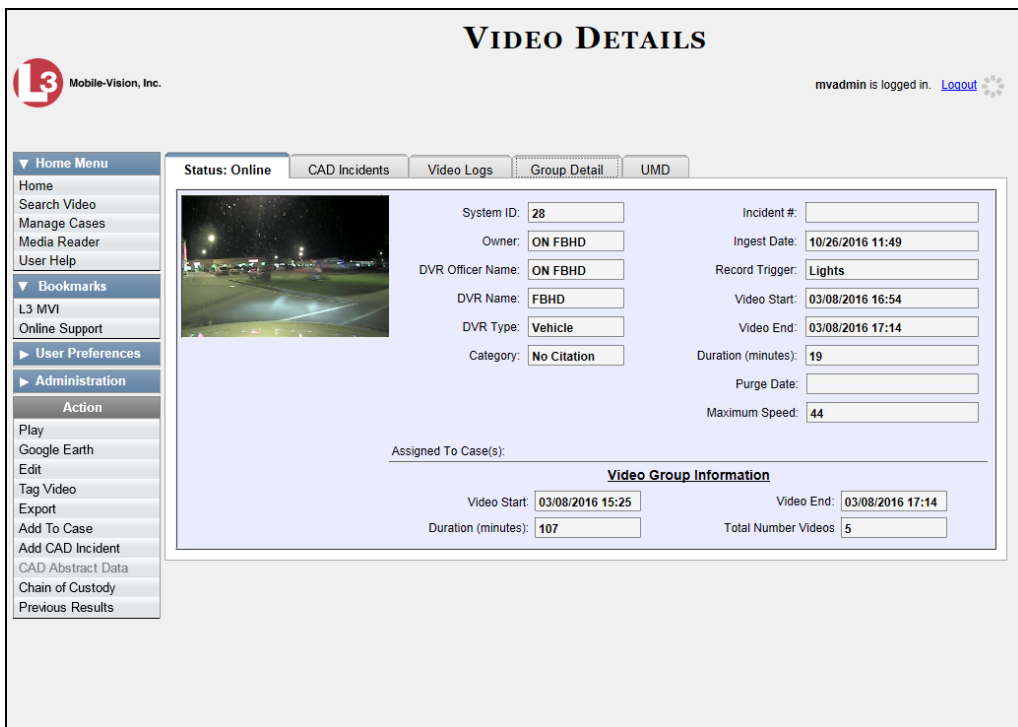


Because this data is custom-defined by each agency, your screen view may differ from the example above.

## Viewing a Video's Group Information

For burning purposes, videos cannot be any larger than one gigabyte in size. If an original video is too big, the system will automatically subdivide it into multiple video files. If you see a **Group Detail** tab on the Video Details page, it indicates that the system divided your original video file into two or more files.

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



The screenshot displays the 'VIDEO DETAILS' page for System ID 28. The page includes a navigation menu on the left, a top status bar, and a main content area with various tabs and data fields.

**VIDEO DETAILS**

Mobile-Vision, Inc. mvadmin is logged in. Logout

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

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

Action

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

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

System ID: 28 Incident #:

Owner: ON FBHD Ingest Date: 10/26/2016 11:49

DVR Officer Name: ON FBHD Record Trigger: Lights

DVR Name: FBHD Video Start: 03/08/2016 16:54

DVR Type: Vehicle Video End: 03/08/2016 17:14

Category: No Citation Duration (minutes): 19

Purge Date:

Maximum Speed: 44

Assigned To Case(s):

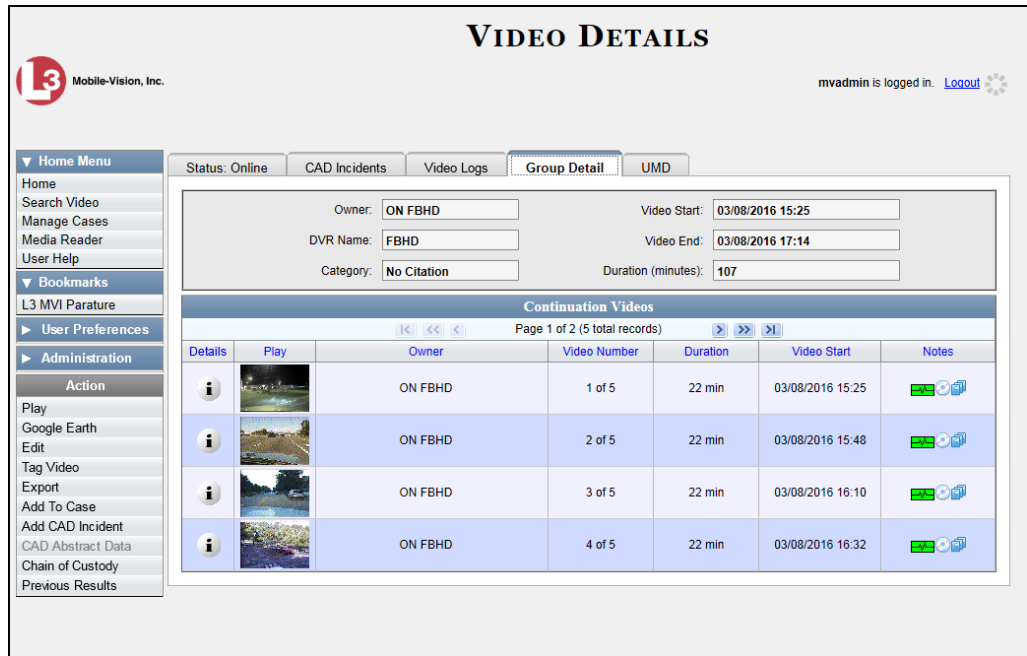
**Video Group Information**

Video Start: 03/08/2016 15:25 Video End: 03/08/2016 17:14

Duration (minutes): 107 Total Number Videos: 5

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





The components on this tab are described below.

Group Detail Tab	
Field	Description
Owner	The name of the officer who recorded the original full-length video. For more information, see <i>Owner</i> in the table on page 35.
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see <i>DVR Name</i> in the table on page 35.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 37.
Video Start	The date and time at which the DVR began recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.
Details	The Video Details icon. Used to display the Video Details page for this video segment.

(Continued)

Group Detail Tab (cont'd)	
Column	Description
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.
Owner	The name of the officer who owns this video. When the system divides the original video file into multiple files, it gives each file the same owner as the original file.
Video Number	The sequence of this video segment in the total group. For example, <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.
Video Start	The date and time at which this segment of the video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	Status icons used to provide details on each video. When the system divides the original video file into multiple files, it gives each file the same status icons as the original. For a description of these icons, see page 31.

## Viewing a Video in Google Earth

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

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

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

The Video Details page displays.

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

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


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

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



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

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**.

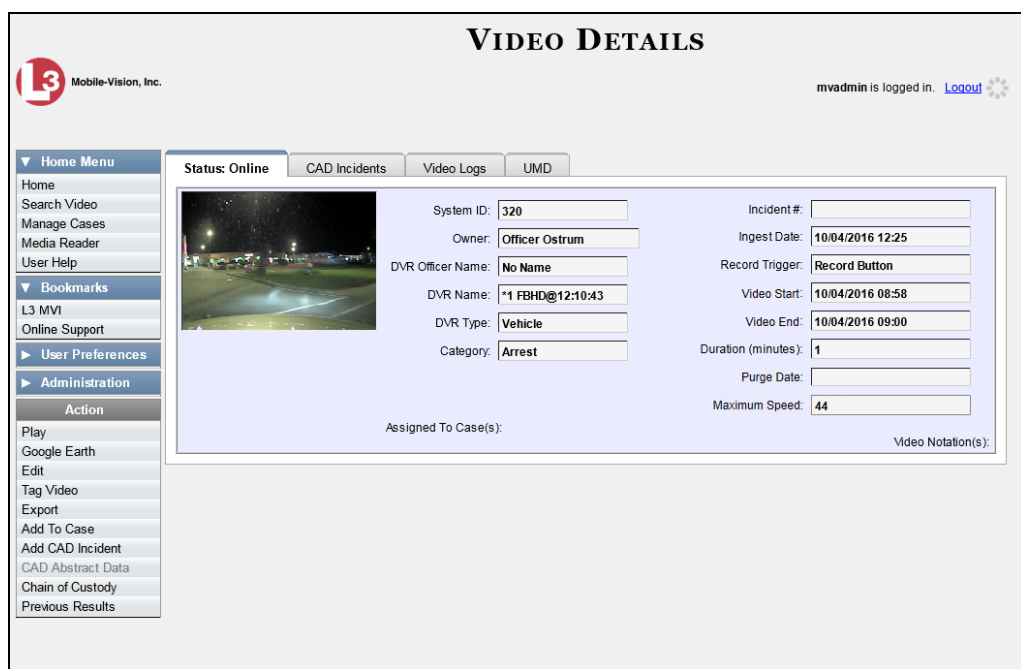
### Viewing a Video’s CAD Record

This section describes how to view a video’s CAD information, which displays on the **CAD Incidents** tab.

When a new video arrives in the system, the CAD matching service determines if that video is associated with an existing CAD (Computer Aided Dispatch) record or records. If one or more matches are found, the system links that video to the appropriate CAD record(s). If a match is *not* found, the system will continually check for the next 24 hours in 8 hour intervals, and then one final time before the video is purged from DEP.

Although CAD/video matches typically occur automatically, the system also provides a manual matching function, as described in “Manually Matching a Video to a CAD Incident” on page 113.

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



**VIDEO DETAILS**

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

▼ Home Menu

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

▼ Bookmarks

- L3 MVI
- Online Support


► User Preferences

► Administration

Action

- Play
- Google Earth
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Previous Results

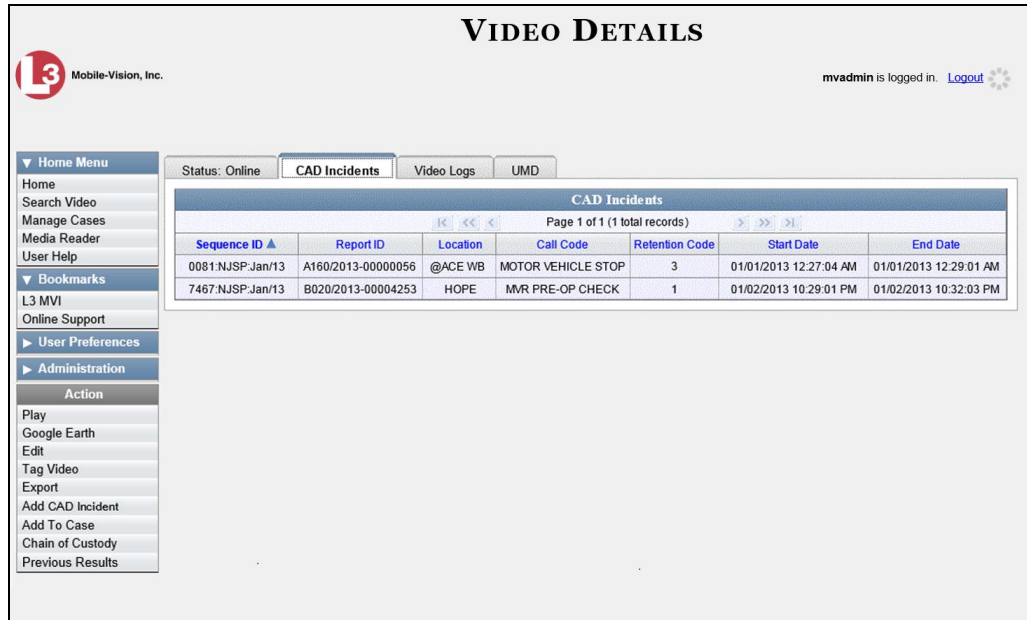
Status: **Online** | CAD Incidents | Video Logs | UMD



System ID: <input type="text" value="320"/>	Incident #: <input type="text"/>
Owner: <input type="text" value="Officer Ostrum"/>	Ingest Date: <input type="text" value="10/04/2016 12:25"/>
DVR Officer Name: <input type="text" value="No Name"/>	Record Trigger: <input type="button" value="Record Button"/>
DVR Name: <input type="text" value="*1 FBHD@12:10:43"/>	Video Start: <input type="text" value="10/04/2016 08:58"/>
DVR Type: <input type="text" value="Vehicle"/>	Video End: <input type="text" value="10/04/2016 09:00"/>
Category: <input type="text" value="Arrest"/>	Duration (minutes): <input type="text" value="1"/>
	Purge Date: <input type="text"/>
	Maximum Speed: <input type="text" value="44"/>

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

- 2 Click the **CAD Incidents** tab. The CAD record(s) that are linked to this video display.



**VIDEO DETAILS**

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

Status: Online **CAD Incidents** Video Logs UMD

CAD Incidents						
Page 1 of 1 (1 total records)						
Sequence ID ▲	Report ID	Location	Call Code	Retention Code	Start Date	End Date
0081.NJSP.Jan/13	A160/2013-00000056	@ACE WB	MOTOR VEHICLE STOP	3	01/01/2013 12:27:04 AM	01/01/2013 12:29:01 AM
7467.NJSP.Jan/13	B020/2013-00004253	HOPE	MVR PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM

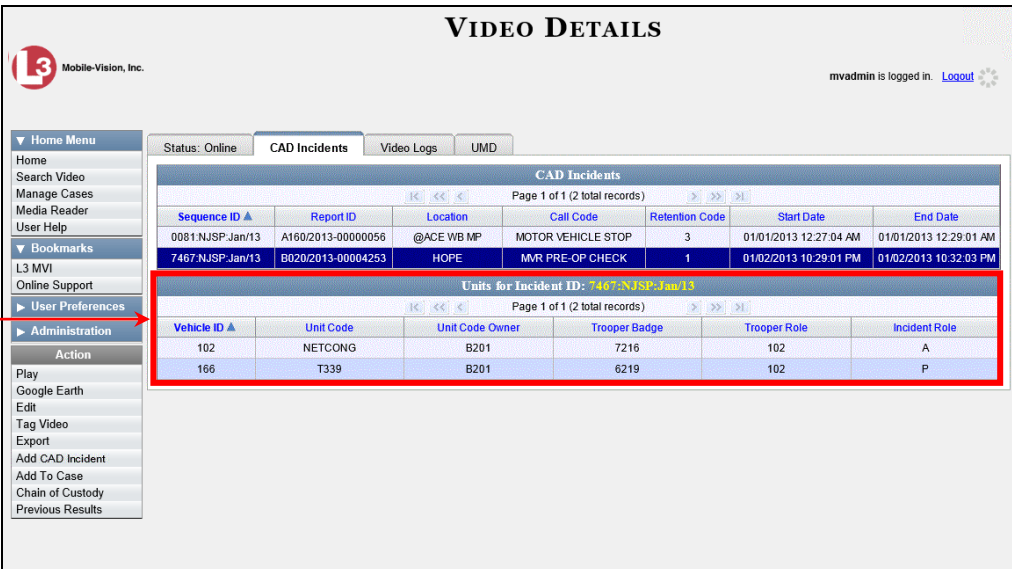
The columns on the **CAD Incidents** tab are described below.

CAD Incidents	
Column	Description
Sequence ID	The CAD incident's sequence identification number.
Report ID	The CAD incident's report identification number.
Location	The location of the unit that responded to this CAD incident. This field is populated by the Unit Codes table.
Call Code	A description of the Call Code that is assigned to this CAD incident. This field is populated by the Call Codes table.
Retention Code	<p>The retention code that is assigned to this CAD incident. This code will determine how long the video will remain on the DEP server before it's purged, as shown in the following NJSP example:</p> <ul style="list-style-type: none"> <li>0 Unclassified; retain for 90 days (default)</li> <li>1 Minor CAD incident; retain for 180 days</li> <li>2 CAD incident; retain for 3 years</li> <li>3 Major CAD incident; retain for 3 years</li> <li>4 CAD incident DUI; retain for 5 years</li> <li>5 CAD incident with arrest; retain for 7 years</li> <li>6 Manually assigned retention; retain for 50 years</li> <li>7 Manually assigned retention; retain for 50 years</li> </ul>

*(Continued)*

CAD Incidents (cont'd)	
Column	Description
Start Date	The date and time at which the CAD incident began. Displays in mm/dd/yyyy hh:mm:ss format.
End Date	The date and time at which the CAD incident ended. Displays in mm/dd/yyyy hh:mm:ss format.

- To view the unit(s) that are associated with a video's CAD record, click on the CAD record to highlight it. The associated unit information displays at the bottom of the page.



Unit information for the highlighted CAD record

VIDEO DETAILS							
CAD Incidents							
Sequence ID	Report ID	Location	Call Code	Retention Code	Start Date	End Date	
0081-NJSP-Jan/13	A160/2013-00000056	@ACE WB MP	MOTOR VEHICLE STOP	3	01/01/2013 12:27:04 AM	01/01/2013 12:29:01 AM	
7467-NJSP-Jan/13	B020/2013-00004253	HOPE	MVR PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM	

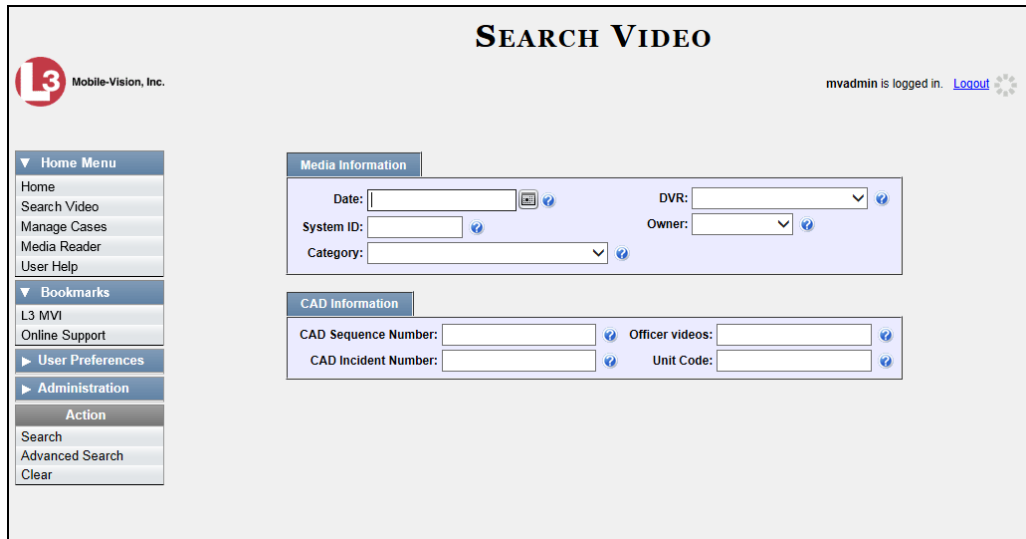
  

Units for Incident ID: 7467-NJSP-Jan/13					
Vehicle ID	Unit Code	Unit Code Owner	Trooper Badge	Trooper Role	Incident Role
102	NETCONG	B201	7216	102	A
166	T339	B201	6219	102	P

## Viewing a Video's Snapshots

This section describes how to view the snapshot files that are associated with a particular *BodyVISION* or *BWX-100* record. If you wish to view the Details page for an individual snapshot, see “Displaying a Snapshot” on page 52 instead.

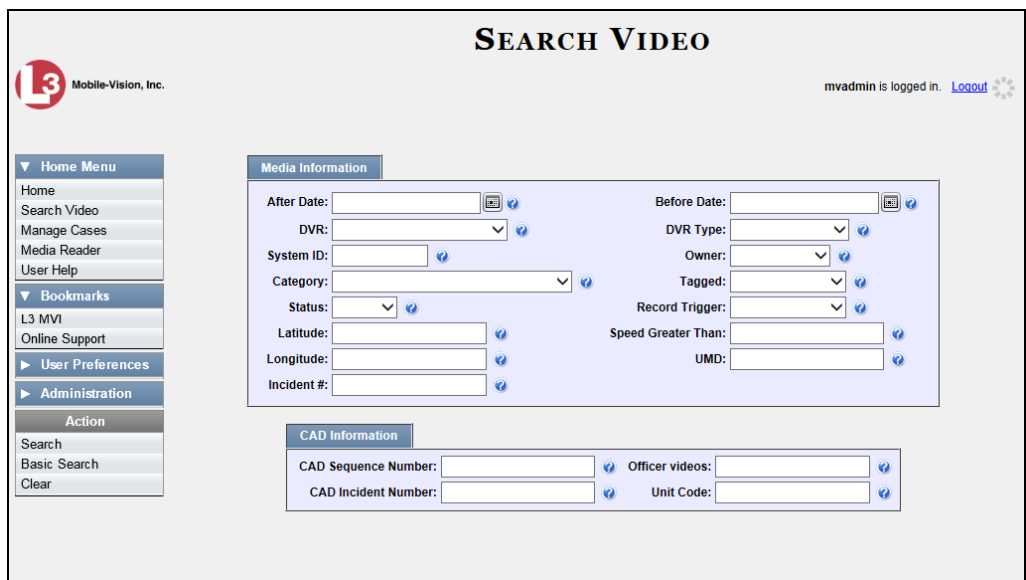
- Go to **Home Menu** and click **Search Video**. The Search Video page displays.



The screenshot shows the 'SEARCH VIDEO' page with the following elements:

- Header:** 'SEARCH VIDEO' title, 'L3 Mobile-Vision, Inc.' logo, and 'mvadmin is logged in. Logout' link.
- Left Navigation Menu:**
  - Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help
  - Bookmarks: L3 MVI, Online Support
  - User Preferences
  - Administration
  - Action: Search, Advanced Search, Clear
- Media Information Section:**
  - Date: [text input]
  - DVR: [dropdown menu]
  - System ID: [text input]
  - Owner: [dropdown menu]
  - Category: [dropdown menu]
- CAD Information Section:**
  - CAD Sequence Number: [text input]
  - Officer videos: [text input]
  - CAD Incident Number: [text input]
  - Unit Code: [text input]

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



The screenshot shows the 'SEARCH VIDEO' page with the following elements:

- Header:** 'SEARCH VIDEO' title, 'L3 Mobile-Vision, Inc.' logo, and 'mvadmin is logged in. Logout' link.
- Left Navigation Menu:**
  - Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help
  - Bookmarks: L3 MVI, Online Support
  - User Preferences
  - Administration
  - Action: Search, Basic Search, Clear
- Media Information Section:**
  - After Date: [text input]
  - Before Date: [text input]
  - DVR: [dropdown menu]
  - DVR Type: [dropdown menu]
  - System ID: [text input]
  - Owner: [dropdown menu]
  - Category: [dropdown menu]
  - Status: [dropdown menu]
  - Tagged: [dropdown menu]
  - Record Trigger: [dropdown menu]
  - Latitude: [text input]
  - Speed Greater Than: [text input]
  - Longitude: [text input]
  - UMD: [text input]
  - Incident #: [text input]
- CAD Information Section:**
  - CAD Sequence Number: [text input]
  - Officer videos: [text input]
  - CAD Incident Number: [text input]
  - Unit Code: [text input]

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


(Continued)

### VIDEO SEARCH RESULTS

mvadmin is logged in. [Logout](#)

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





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



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

### VIDEO DETAILS

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

Home Menu		Status: Online				
Home		Snapshots	CAD Incidents	Video Logs	UMD	
		System ID:	<input type="text" value="252"/>	Incident #:	<input type="text"/>	
		Owner:	<input type="text" value="*1 No Name@12:49:33"/>	Ingest Date:	<input type="text" value="11/06/2015 13:42"/>	
		DVR Officer Name:	<input type="text" value="No Name"/>	Record Trigger:	<input type="text" value="Manual Record"/>	
		DVR Name:	<input type="text" value="Lance's BV Unit"/>	Video Start:	<input type="text" value="11/06/2015 12:42"/>	
		DVR Type:	<input type="text" value="Body Worn"/>	Video End:	<input type="text" value="11/06/2015 12:43"/>	
		Category:	<input type="text" value="Body Worn"/>	Duration (minutes):	<input type="text" value="0"/>	
				Purge Date:	<input type="text"/>	
		Assigned To Case(s): Video Notation(s): <i>Deactivation request denial</i>				

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



## VIDEO DETAILS


mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Play
- Edit
- Tag Video
- Export
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Previous Results

Status: Online   **Snapshots**   CAD Incidents   Video Logs   UMD

**Snapshots**

Page 1 of 1 (4 total records)

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

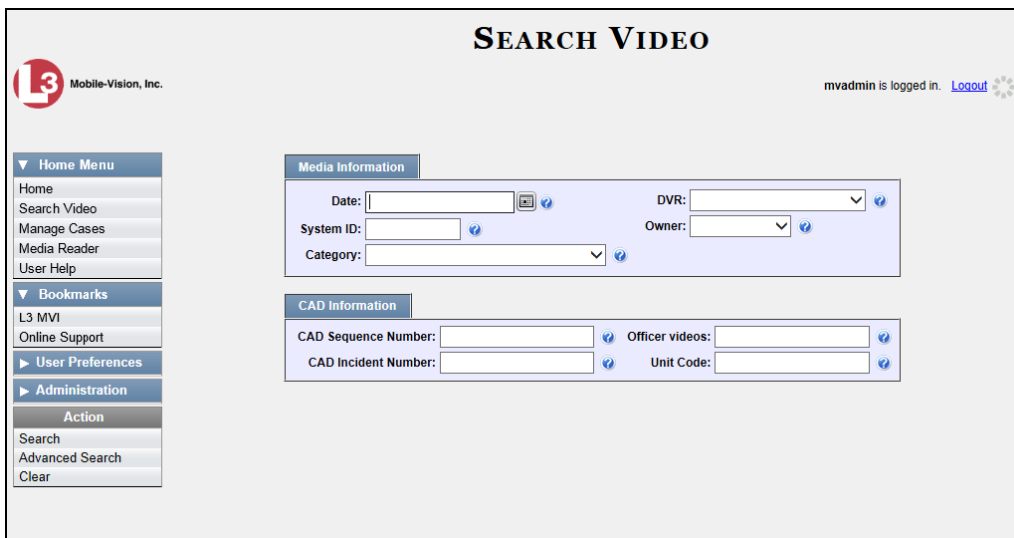
The columns on the **Snapshots** tab are described below.

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> or <i>BWX-100</i> device was assigned to at the time the snapshot was captured. For more information, see <i>Owner</i> in the table on page 35.
DVR Name	The name of the <i>BodyVISION</i> or <i>BWX-100</i> device that captured this snapshot. For more on DVRs, see <i>DVR Name</i> in the table on page 35.
Category	The video category that is assigned to this snapshot. The system automatically assigns all <i>BodyVISION</i> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
Video Start	The date and time at which the associated <i>Body Worn</i> camera captured this snapshot image. Displays in mm/dd/yyyy hh:mm:ss format.
Notes	Status icons used to provide details on this snapshot. For a description of each icon, see page 31.

## Displaying a Snapshot

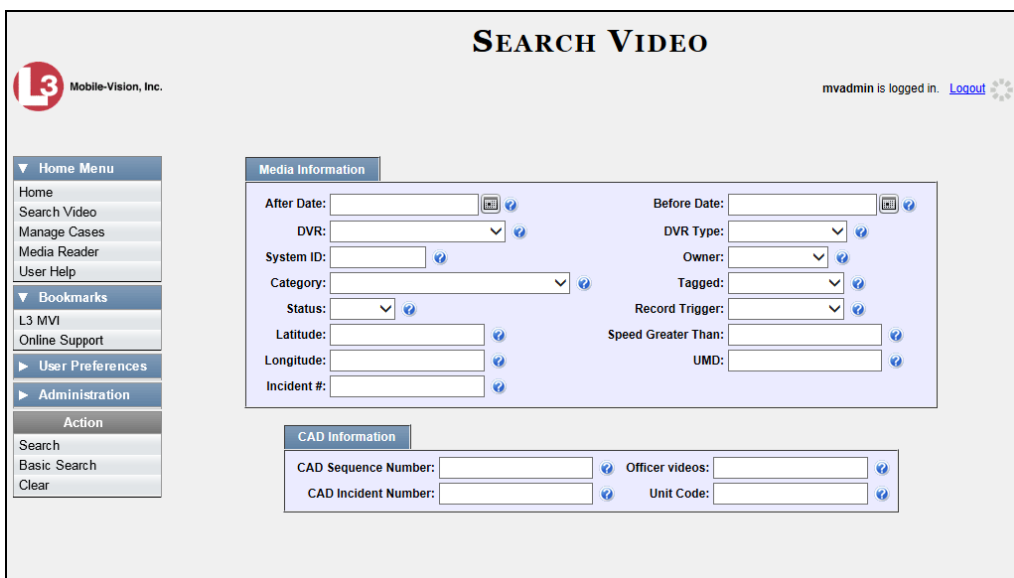
This section describes how to view the Details page for a *BodyVISION* or *BWX-100* still image, referred to as a *snapshot*.

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



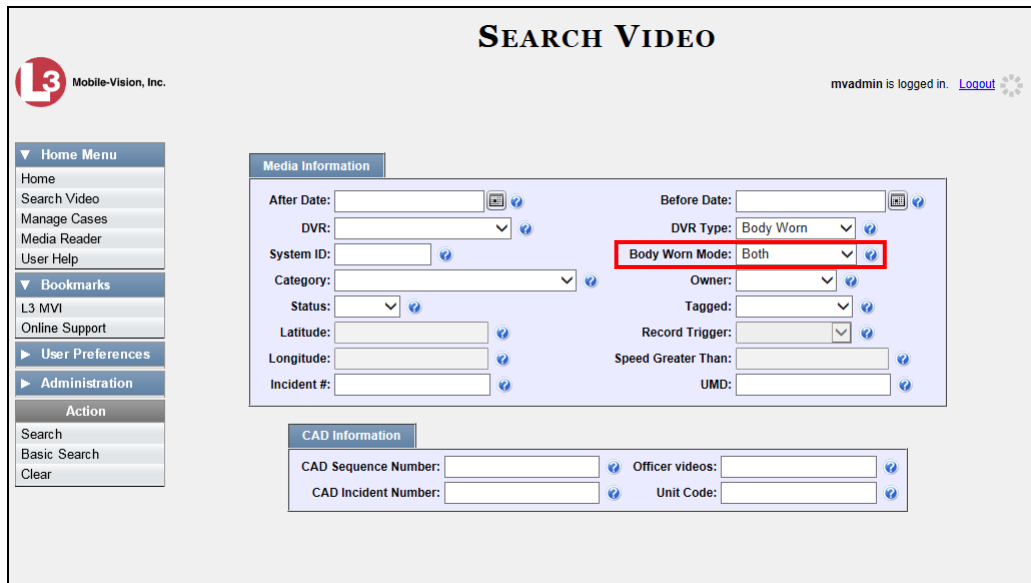
The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, Administration, and an Action column (Search, Advanced Search, Clear). The main area has two tabs: 'Media Information' and 'CAD Information'. The 'Media Information' tab is active, showing fields for Date, System ID, Category, DVR, and Owner. The 'CAD Information' tab shows fields for CAD Sequence Number, CAD Incident Number, Officer videos, and Unit Code. The user 'mvadmin' is logged in.

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



This screenshot shows the 'SEARCH VIDEO' page with the 'Advanced Search' option selected in the Action column. The 'Media Information' tab is active, displaying a more comprehensive set of search filters including After Date, Before Date, DVR, DVR Type, System ID, Category, Status, Latitude, Longitude, Incident #, Owner, Tagged, Record Trigger, Speed Greater Than, and UMD. The 'CAD Information' tab remains visible below.

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



**SEARCH VIDEO**

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**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

**Action**

- Search
- Basic Search
- Clear

**Media Information**

After Date:  Before Date:

DVR:  DVR Type:

System ID:  **Body Worn Mode:**

Category:  Owner:

Status:  Tagged:

Latitude:  Record Trigger:

Longitude:  Speed Greater Than:

Incident #:  UMD:

**CAD Information**

CAD Sequence Number:  Officer videos:

CAD Incident Number:  Unit Code:

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

*BodyVISION* snapshots display the word "Image" in this column



**VIDEO SEARCH RESULTS**

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Videos							
Page 1 of 4 (24 total records)							
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	<b>Image</b>	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	

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

– OR –

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

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

The fields on the Snapshot Details page are described below.


Snapshot Details	
Field	Description
System ID	The unique identification number that the system assigned to this snapshot.
Owner	The name of the officer who owns this snapshot. For more information, see <i>Owner</i> in the table on page 35.
DVR Officer Name	The name of the officer to whom the associated Body Worn device was assigned to at the time this snapshot was captured.
DVR Name	The name of the Body Worn device from which this snapshot was captured.
DVR Type	The type of DVR that captured this snapshot. Because snapshot images are captured from Body Worn cameras, the default value of the field will always be <i>Body Worn</i> .
Category	The video category that is assigned to this snapshot. The system assigns all <i>BodyVISION</i> snapshots a category of <i>Body Worn</i> .

Snapshot Details (cont'd)	
Field	Description
Incident #	The agency incident number associated with this snapshot, if applicable.
Ingest Date	The date and time at which this snapshot was uploaded to the DEP server. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The manner in which this Body Worn snapshot was captured. A snapshot image is captured by manually pressing the Body Worn camera's Snapshot/Tracepoint button. Therefore the value of this field will always be <i>Manual Record</i> .
Capture Date	The date and time at which this snapshot was captured from a Body Worn camera while a recording was in progress. Displays in mm/dd/yyyy hh:mm format.
Assigned To Case(s)	The name of the case or cases that this snapshot is assigned to, if applicable. For more on cases, see chapter 4.
Video Notation(s)	The name of any video notations that are assigned to this snapshot. Video notations are agency-defined checkboxes used to categorize video and snapshot files.
Actions	
Action	Description
Play	Display the snapshot image in a larger format.
Edit	Change the category, user metadata, and/or video notations saved with this snapshot. For more information, see "Changing a Video's Category" on page 67, "Adding Predefined User Metadata to a Media File" on page 68, and/or "Adding Predefined Video Notations to a Media File" on page 69.
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 72.
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, see chapter 3 and/or "Downloading Video Files to Your PC" on page 93. 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 Case" in chapter 4.

Actions (cont'd)	
Action	Description
Add CAD Incident	Manually link this snapshot to a CAD incident. For more information, see “Manually Matching a Video to a CAD Incident” on page 118.
Chain of Custody	Generate a Chain of Custody report for this snapshot. For more information, see “Generating a Chain of Custody Report for a Media File” on page 73.
Export Image to PDF	Export this image to a PDF file. For more information, 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.

- To view any CAD Incident(s) that are linked to this snapshot, click the **CAD Incidents** tab. Otherwise proceed to the next step.
- To view logs of all the activities performed on this snapshot, click the **Snapshot Logs** tab. Otherwise proceed to the next step.

### SNAPSHOT DETAILS


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

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Play
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Export Image to PDF
- Previous Results

Status: Online
CAD Incidents
Snapshot Logs
UMD

#### Video Logs

Page 1 of 1 (8 total records)

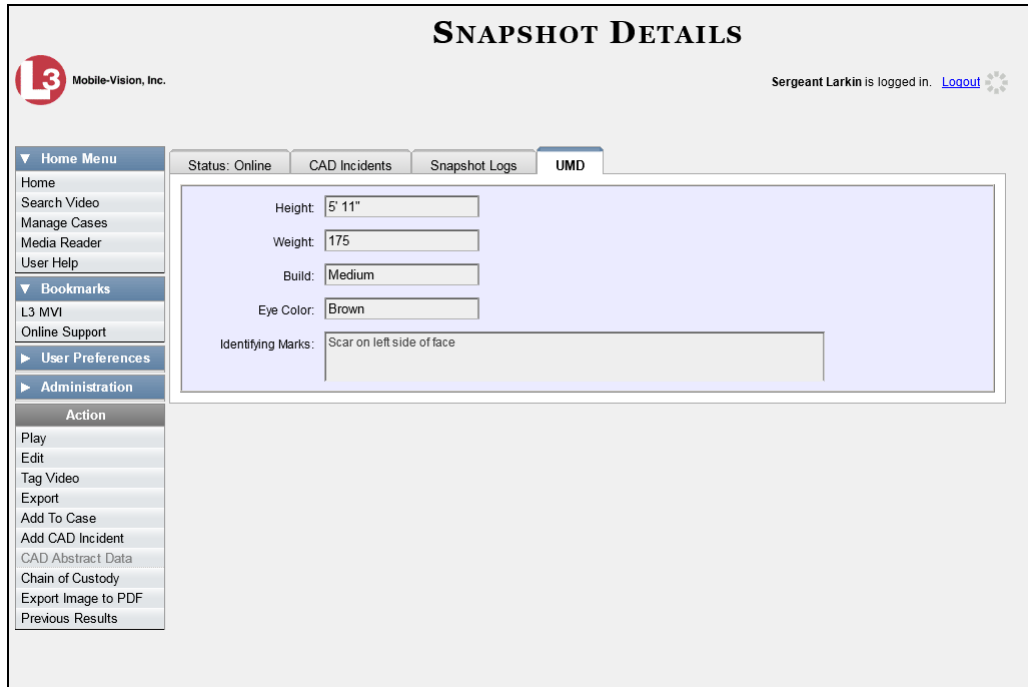
Date ▲	User	Action	IP Address
11/02/2015 11:24	---	System Media #242 Uploaded from DVR (ID: 1061510880)	---
12/24/2015 15:38	Sergeant Larkin	System Video Category Changed	166.20.100.160
12/29/2015 12:44	Sergeant Larkin	System Video Assigned from *1 No Name@12:49:33 to Officer Zalewski	166.20.100.160
01/06/2016 13:25	Sergeant Larkin	System Video Category Changed	166.20.100.160
01/06/2016 13:30	Sergeant Larkin	System Video Assigned from Lance's BV Unit to Mailand BV Unit	166.20.100.160
01/06/2016 17:47	Sergeant Larkin	System Video Category Changed	166.20.100.160
02/01/2016 16:40	Officer Zalewski	System Video Assigned from Sergeant Larkin to Officer Zalewski	166.20.100.160
02/02/2016 08:51	Officer Zalewski	System Video Assigned from Officer Zalewski to Officer Man	166.20.100.160

For a description of the columns on this tab, see the table on page 125.

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Safe Fleet Mobile-Vision • 7.19.2019

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



**SNAPSHOT DETAILS**

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

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

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

Action

Play  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Export Image to PDF  
Previous Results

Status: Online CAD Incidents Snapshot Logs **UMD**

Height: 5' 11"  
Weight: 175  
Build: Medium  
Eye Color: Brown  
Identifying Marks: Scar on left side of face

For more information on user metadata, see “Maintaining User Metadata” on page 133.

## Playing a Video



This section describes how to play an online video, that is, 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								
L3 Mobile-Vision, Inc.		mvadmin is logged in. <a href="#">Logout</a>						
Videos								
Page 1 of 3 (17 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	20 min	00-Unclassified-90 Days	03/08/2016 16:32	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	90 min	00-Unclassified-90 Days	03/08/2016 16:10	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	11 min	00-Unclassified-90 Days	03/08/2016 15:25	
		*1 ONFB3@21:03:10	*1 FB3@21:11:10	Vehicle	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

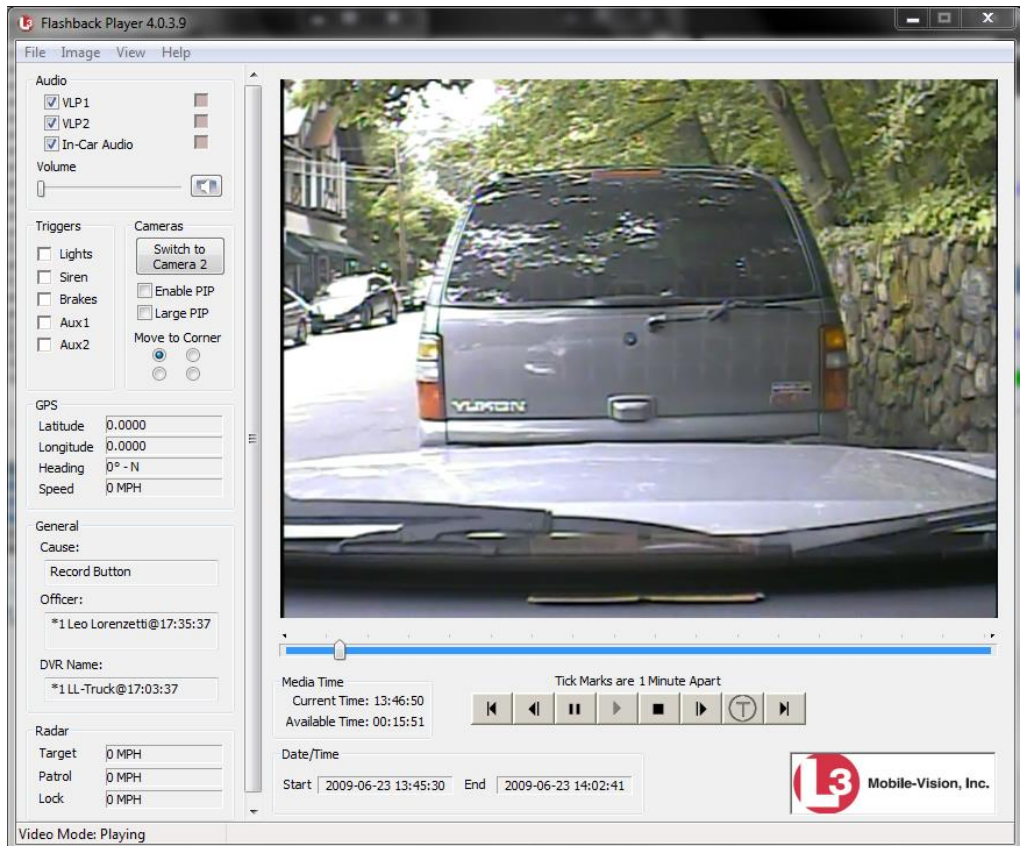
There are several ways to launch a video, as described below.

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

The Flashback Player launches in a separate window.

- ⇒ If the Flashback Player launches in a separate window (typical), proceed to the next step.
- ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Flashback Player launches in a separate window.






- 3 Use the Flashback Player to play, pause, stop, rewind, change cameras, and/or move between tracepoints. You can also view important information captured by the DVR during the recording, such as the active video and audio feeds, brake activation, and record trigger.

The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing an AVD file (Flashback1 only) or a QBX file (all other DVRs), as described in “Flashback Player” on page 60.

*(Continued)*


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

**View video on full screen**

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

– OR –

**Display video on a Google map**

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


– OR –

**Export a Video Frame**

To save a selected video frame as a file, press **Ctrl + S**. The Snapshot popup displays. Select a file format and any other options, then click **OK**. For a more detailed description of this procedure, see "Exporting a Video Frame" on page 64.

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



– OR –





Click the  in the upper right corner of the Flashback Player.


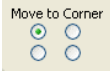
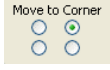
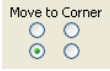

---

## Flashback Player








The components of the Flashback Player are described below.

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

Flashback Player (cont'd)	
<b>Audio</b>	
	<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.
<b>Triggers</b>	
As you watch a video, some of the boxes in the <i>Triggers</i> column may turn red, indicating when a particular trigger or triggers were engaged. A trigger is the event that causes a DVR to start recording. For example, if the <i>siren</i> is one of your triggers and the <i>Siren</i> box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.	
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brakes	If brakes are one of your "triggers" (see <b>Note</b> below), this box turns red when the vehicle's breaks were activated during the course of the video. <b>Note:</b> Brakes are technically a display option rather than a trigger.
Aux 1	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. If the Auxiliary 1 device is <i>not</i> one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.
Aux 2	If the 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.
<b>Cameras</b>	
	A control button used to switch to the viewpoint of Camera Channel 2, which includes the Backseat camera and/or Bullet camera(s).

<b>Flashback Player (cont'd)</b>	
<b>Cameras (cont'd)</b>	
	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.*
	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.*
<b>GPS</b>	
The GPS display indicates the exact speed and location of the vehicle during each segment of the video. The <i>Player Display Speed</i> permission is required to view the <i>Speed</i> field and the <i>Player Display GPS</i> permission is required to view the <i>Latitude</i> , <i>Longitude</i> , and <i>Heading</i> fields.	
Latitude	The GPS latitude coordinate.
Longitude	The GPS longitude coordinate.
Speed	The vehicle’s speed, as determined by the GPS coordinates.
Heading	The direction in which the vehicle is moving.
<b>General</b>	
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.
<b>Radar</b>	
If your department is using the Radar interface module, the following fields will be populated.	

\* See *Enable PIP* above

<b>Flashback Player (cont'd)</b>	
<b>Radar (cont'd)</b>	
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.
<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 tracepoint. A tracepoint is a placemaker that an officer can add to a video while it's recording.
	Go to end

## Exporting a Video Frame

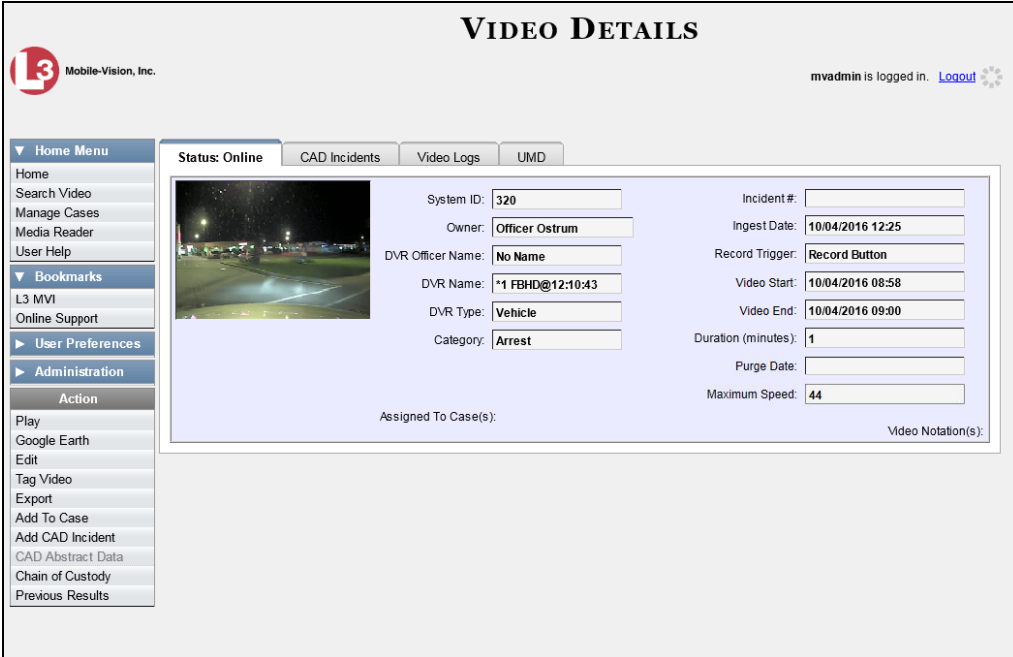
This section describes how to select a frame from a video that resides on the server and save it as a file. You may choose from one of the following file formats:

- JPEG
- GIF
- PNG
- TIF
- BMP

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

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

- 1 Search for and display the video from which you wish to export a frame. (If necessary, review “Displaying a Video” on page 33.) The Video Details page displays.



**VIDEO DETAILS**

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

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

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

Action

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

Status: Online CAD Incidents Video Logs UMD

System ID:  Incident#:

Owner:  Ingest Date:

DVR Officer Name:  Record Trigger:

DVR Name:  Video Start:

DVR Type:  Video End:

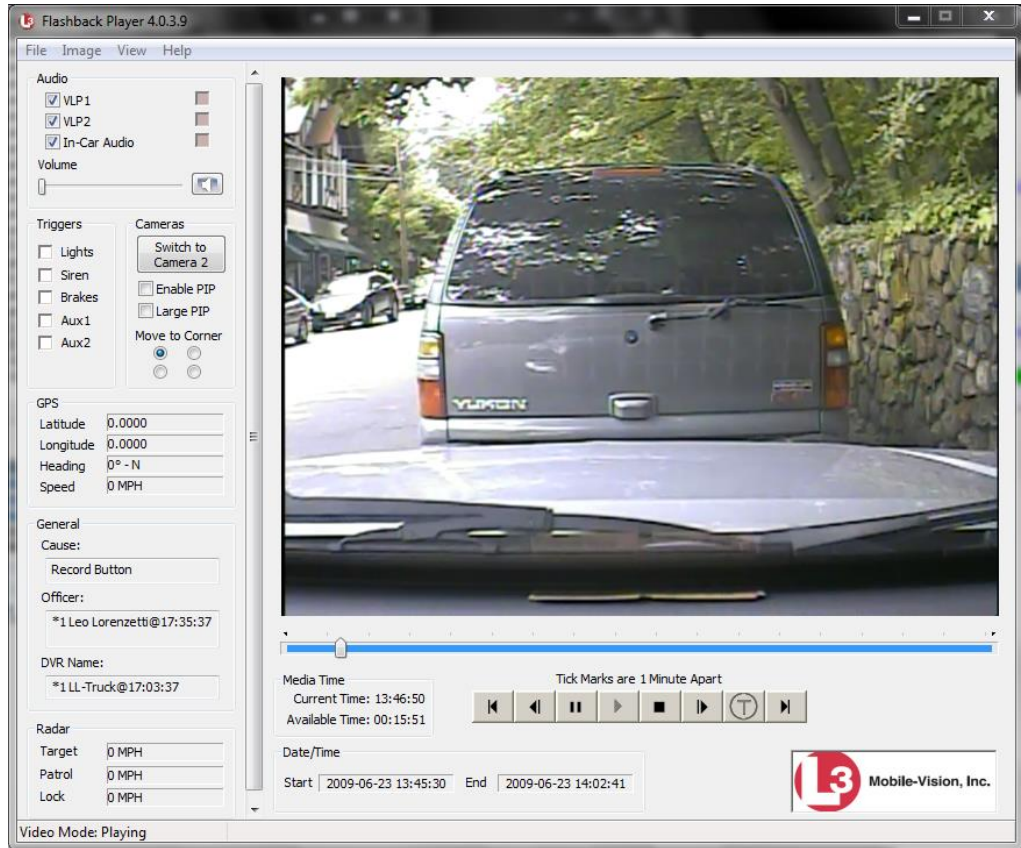
Category:  Duration (minutes):

Purge Date:

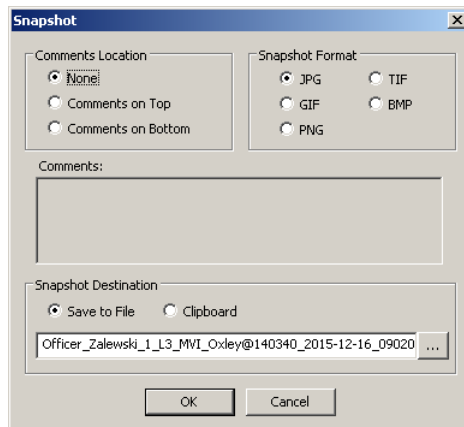
Maximum Speed:

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

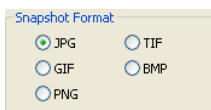
- 2 Click on the video's thumbnail image. The video begins playing in the Flashback Player.



- 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 pop up displays.



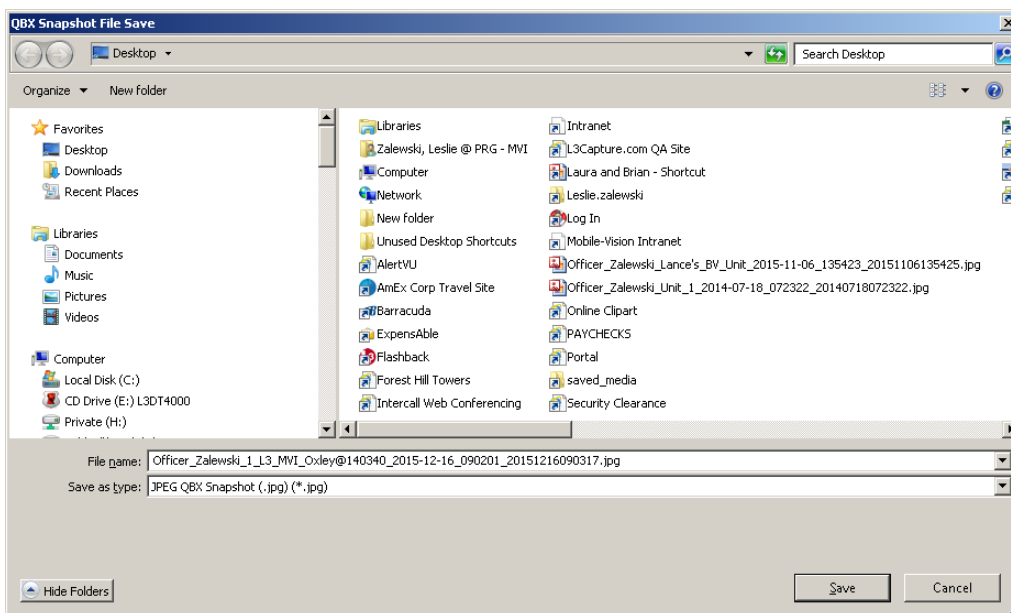
- 5 To attach a comment to this frame, proceed to the next step. Otherwise skip to step 8.
- 6 To attach a comment to the *top* of this frame, select the *Comments on Top* radio button.  
– OR –  
To attach a comment to the *bottom* of this frame, select the *Comments on Bottom* radio button.
- 7 Enter your comment in the *Comments* box provided.
- 8 To export this 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 your PC's *clipboard*, select the *Clipboard* radio button. Next, skip to step 13.



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



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



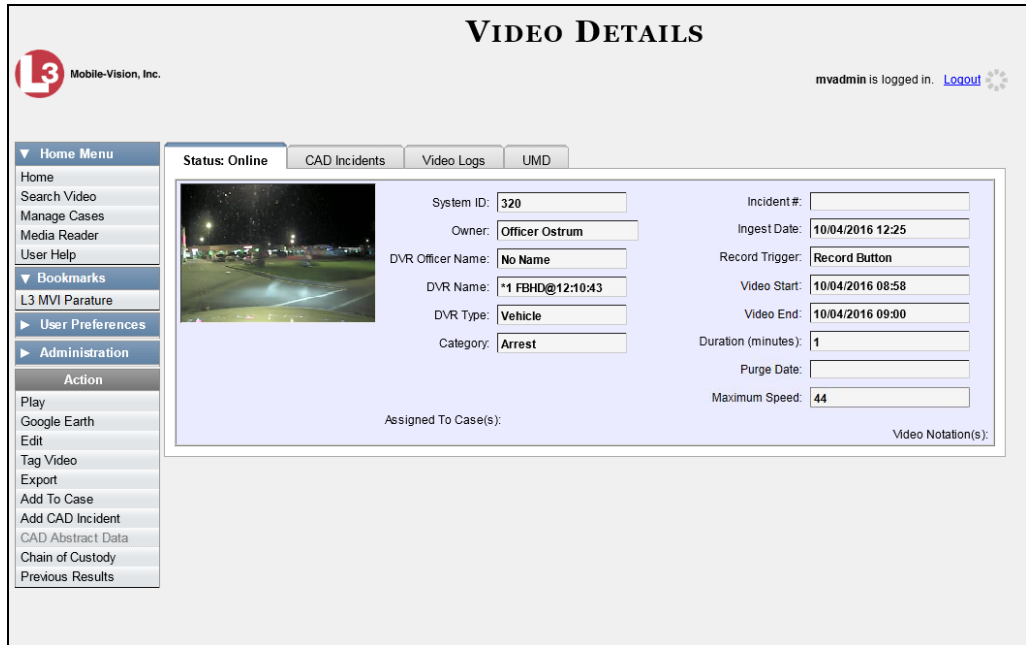
- 13 Click **Save**.
- 14 Click **OK**.

## Changing a Video's Category

This section describes how to change a video's category. For more information on video categories, see *Category* in the table on page 37.

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

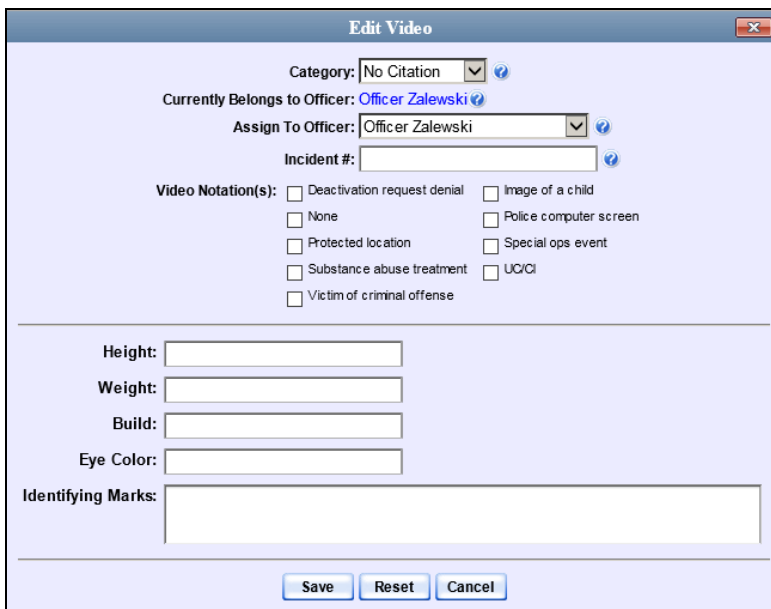
The Video Details page displays.




The screenshot shows the "VIDEO DETAILS" page. On the left is a navigation menu with sections: Home Menu, Bookmarks, User Preferences, Administration, and Action. The "Action" section is highlighted, showing options like Play, Edit, Tag Video, Export, Add To Case, Add CAD Incident, CAD Abstract Data, Chain of Custody, and Previous Results. The main content area has tabs for "Status: Online", "CAD Incidents", "Video Logs", and "UMD". A video thumbnail is shown on the left. To its right is a form with the following fields: System ID (320), Owner (Officer Ostrum), Incident# (empty), Ingest Date (10/04/2016 12:25), Record Trigger (Record Button), Video Start (10/04/2016 08:58), Video End (10/04/2016 09:00), Duration (minutes) (1), Purge Date (empty), Maximum Speed (44), and Category (Arrest). There is also a field for "Assigned To Case(s):" and a "Video Notation(s):" field.

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

(Continued)



-  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.

---

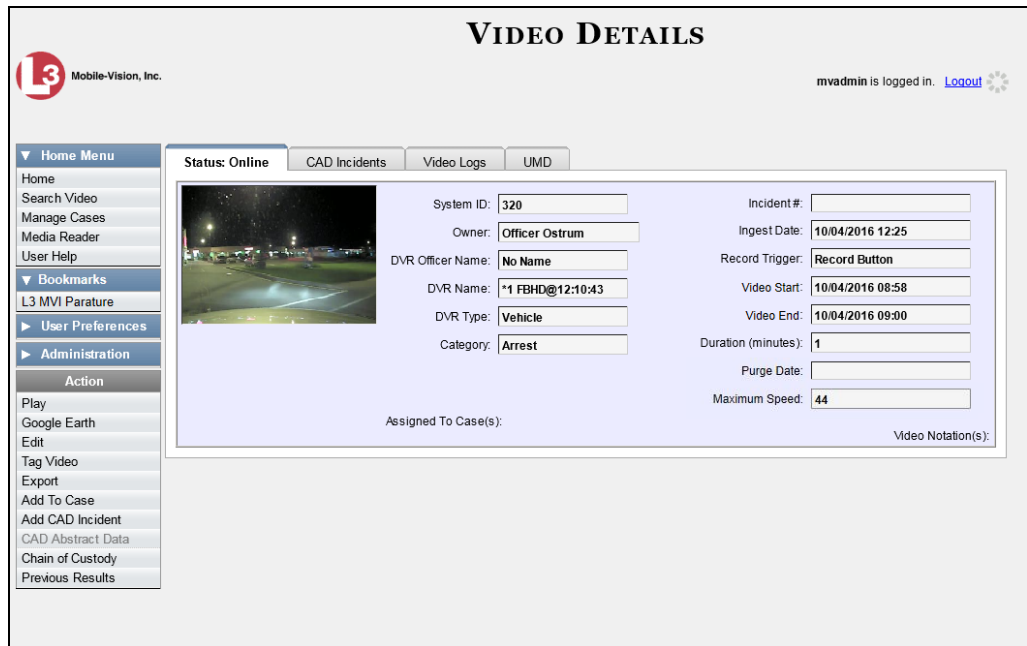
## Adding Predefined User Metadata to a Media File

This section describes how to use predefined user metadata (UMD) to notate a video or Body Worn snapshot with custom data, such as a subject description. For instructions on adding/updating these fields, see “Maintaining User Metadata” on page 133.

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

- 1 Search for and display the video or snapshot you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 33 or “Displaying a Snapshot” on page 52.)

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

## Adding Predefined Video Notations to a Media File

In addition to the agency-defined *user metadata* fields, you can also notate, or *tag*, videos and Body Worn snapshots using custom checkboxes that are stored in the video record. These checkboxes are referred to as *video notations*. For instructions on how to create these fields, see “Adding a Video Notation” on page 140.

- 1 Search for and display the video or snapshot you wish to notate. (If necessary, review “Displaying a Video” on page 33 or “Displaying a Snapshot” on page 52.)

The Video Details page displays, as pictured above.

- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured on the previous page.

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

- Your agency has not created any video notation records yet. For more information, see “Adding a Video Notation” on page 140.
- Your agency has created video notation records, but the feature is currently inactivated. For more information, see “Turning Video Notations On/Off” on page 146.

**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, below
- Untagging a Video, page 72.

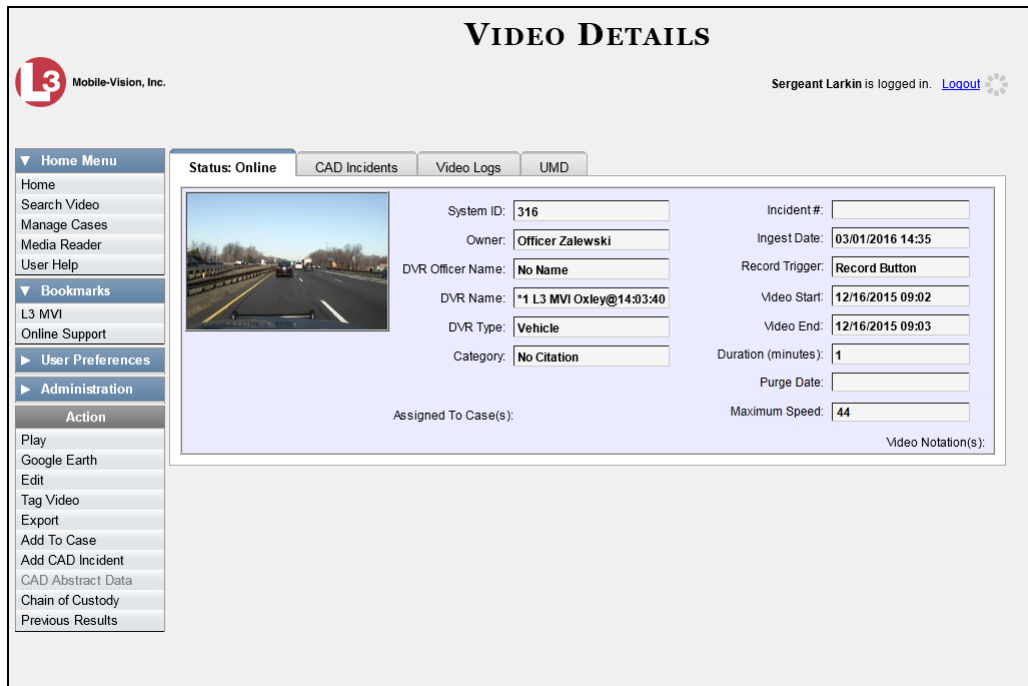
If you wish to “tag” a video using predefined checkbox notations instead, see the previous section, “Adding Predefined Video Notations to a Media File.”

### 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 33.)

The Video Details page displays.



**VIDEO DETAILS**

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

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

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

**Action**

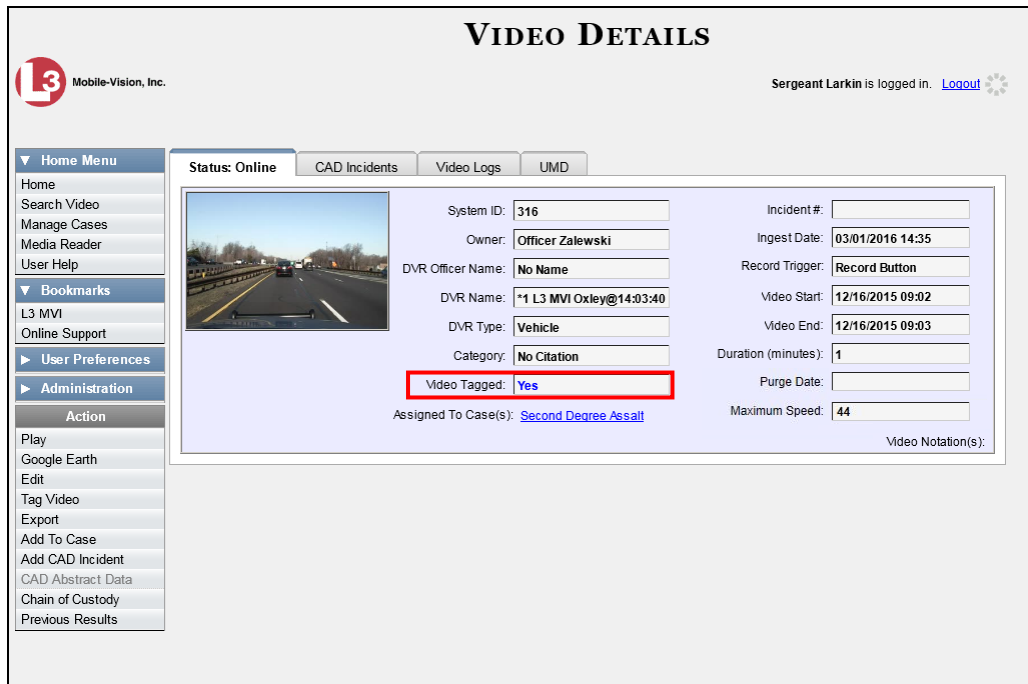
Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

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

System ID: 316 | Incident #:   
 Owner: Officer Zalewski | Ingest Date: 03/01/2016 14:35  
 DVR Officer Name: No Name | Record Trigger: Record Button  
 DVR Name: \*1 L3 MVI Oxley@14:03:40 | Video Start: 12/16/2015 09:02  
 DVR Type: Vehicle | Video End: 12/16/2015 09:03  
 Category: No Citation | Duration (minutes): 1  
 Purge Date:   
 Maximum Speed: 44

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

- 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**

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

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

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

**Action**

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

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

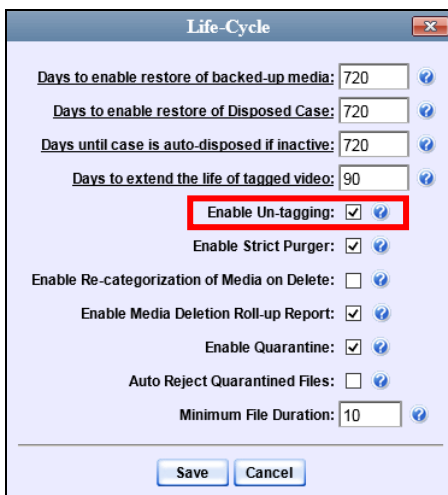
System ID: 316 | Incident #:   
 Owner: Officer Zalewski | Ingest Date: 03/01/2016 14:35  
 DVR Officer Name: No Name | Record Trigger: Record Button  
 DVR Name: \*1 L3 MVI Oxley@14:03:40 | Video Start: 12/16/2015 09:02  
 DVR Type: Vehicle | Video End: 12/16/2015 09:03  
 Category: No Citation | Duration (minutes): 1  
 Purge Date:   
 Maximum Speed: 44

Video Tagged: **Yes**  
 Assigned To Case(s): [Second Degree Assault](#) Video Notation(s):

## Untagging a Video

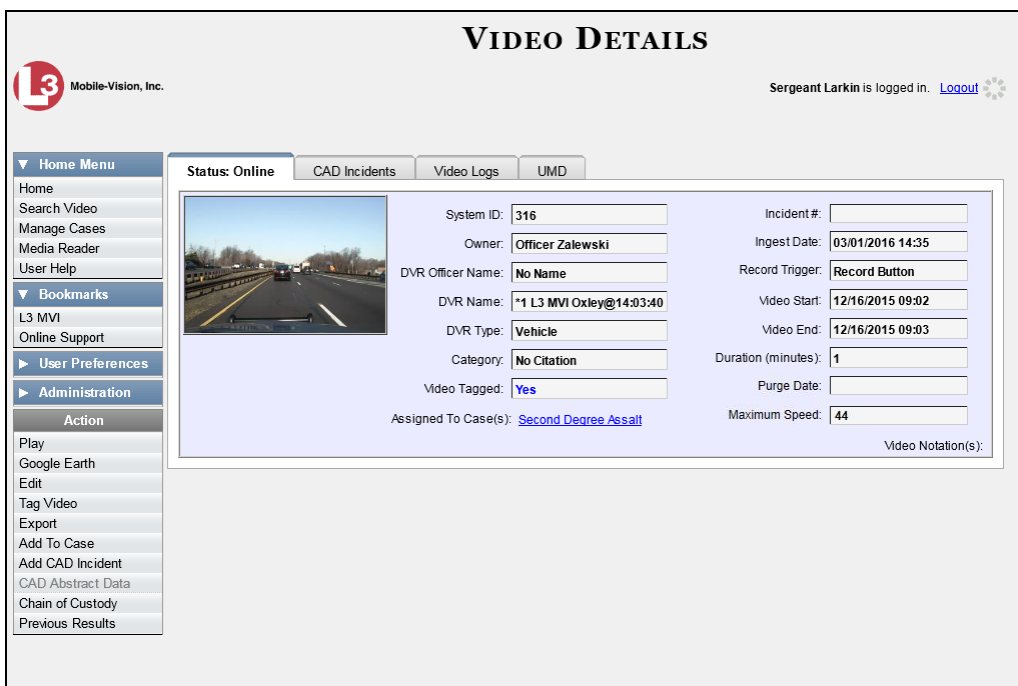
This section describes how to remove the “tagged” flag from a video. For a definition of tagging, see “Tagging” on page 69.

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.



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

The Video Details page displays.



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

---

## Generating a Chain of Custody Report for a Media File

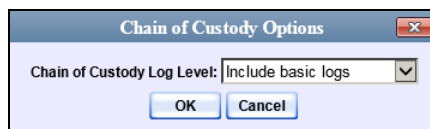
This section describes how to generate a Chain of Custody report for a selected video or *BodyVISION* snapshot. The Chain of Custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from a vehicle to the DEP server (i.e., *System Media 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 or snapshot you wish to generate a report for. (If necessary, review “Displaying a Video” on page 33 or “Displaying a Snapshot” on page 52.)

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

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



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

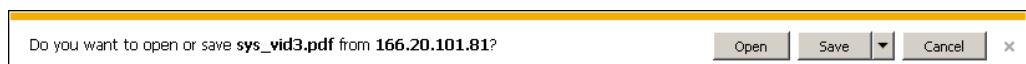
– OR –

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

– OR –

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

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



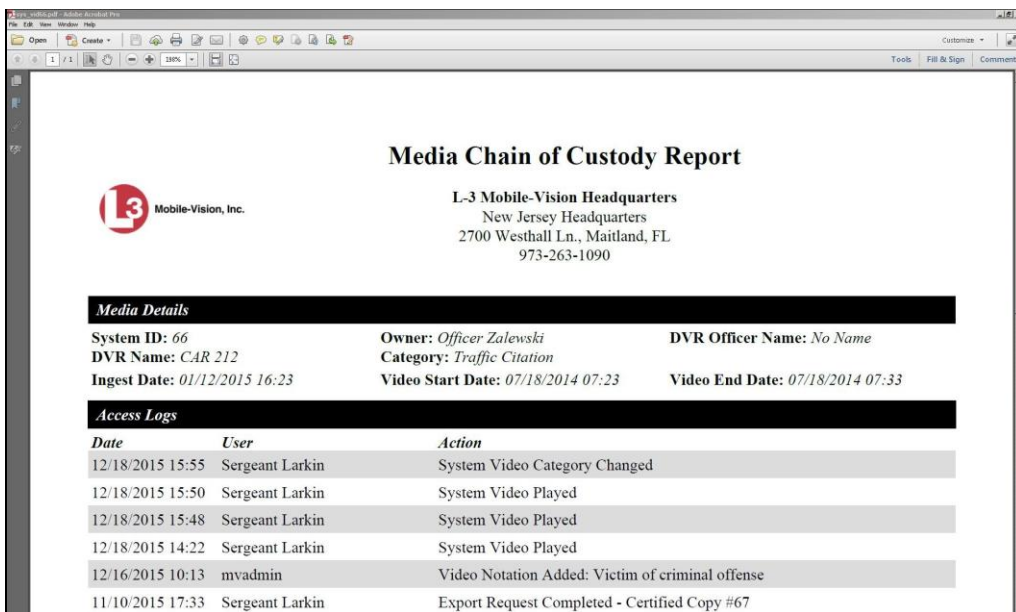
---

\* International Association of Chiefs of Police

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



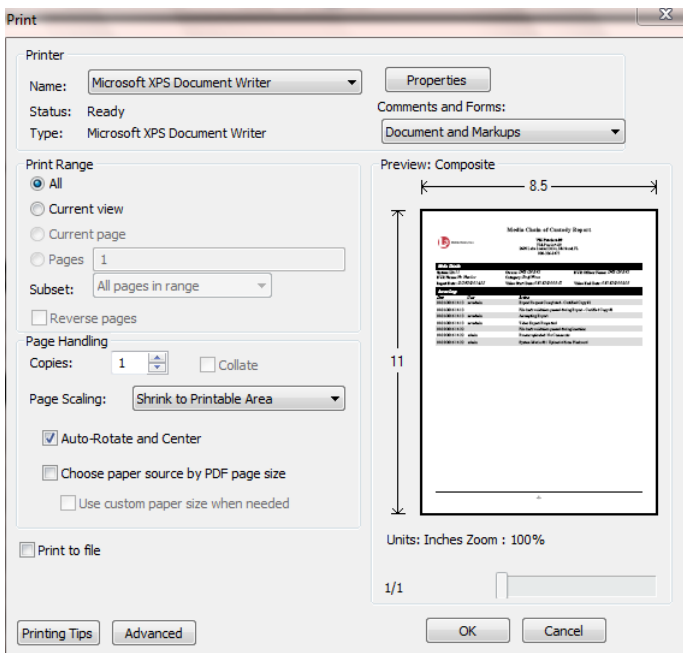
- Click **Open** again. The Chain of Custody Report displays.




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



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



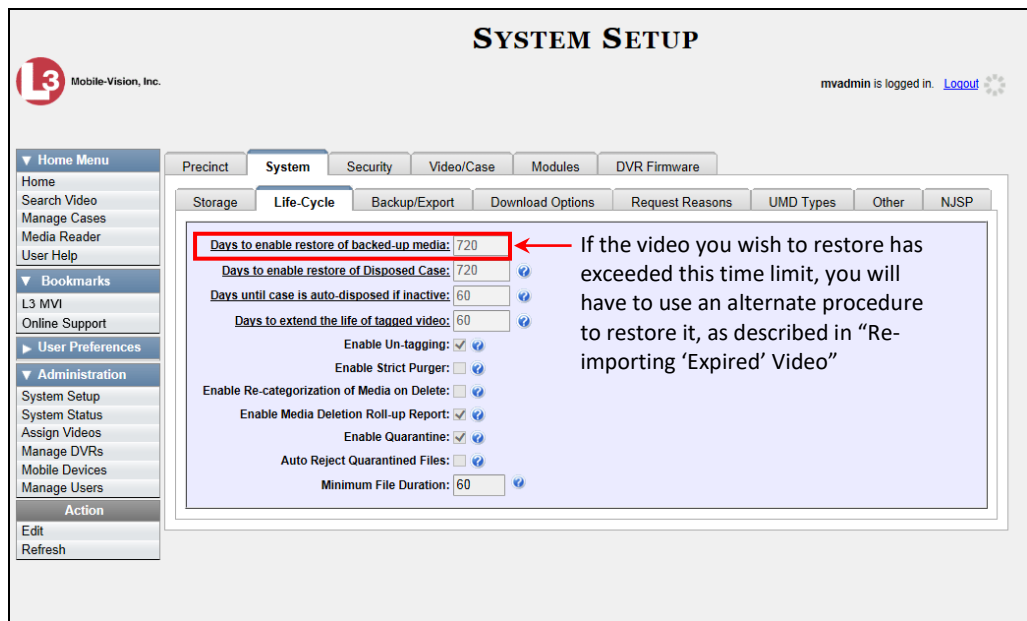


- 9 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 10 When you are finished viewing/printing the report, click the  in the upper right corner of the page to exit Adobe Reader.

## 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 trigger, 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 external backup device.

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.



You can tell that a video has exceeded its reactivation 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 78.

## 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 78 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 79.

- 1 To reactivate a video for your own use, search for and display the desired video. (If necessary, review “Displaying a Video” on page 33.) 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, then click the View Video Detail icon.








**WELCOME HOME**  
Your last login was on: 04/08/2019 11:45:35  
Sergeant Larkin is logged in. [Logout](#)



**Message Board**

My Messages  All Messages

**Inbox Messages**  
Page 1 of 1 (7 total records)

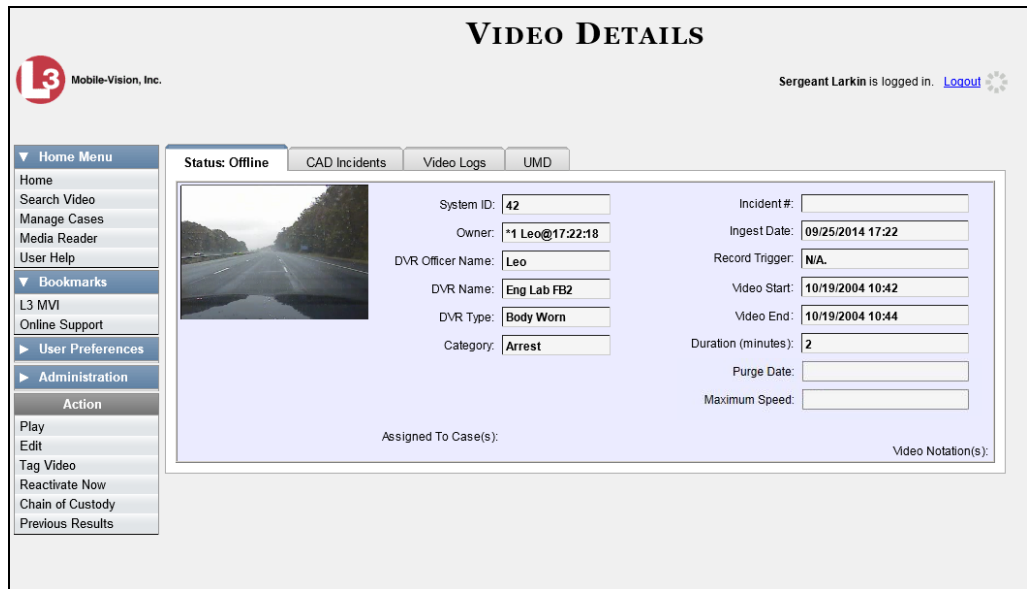
Date	State	Message Text	Actions
12/29/2015 15:33	Queued	Please restore System Video #42 to an online status.	  
12/23/2015 11:25	Completed	Export Discovery Disc 1 of 1 is now ready for download.	 
12/21/2015 11:57	Completed	Server Update to build number 3.9.1-17418 was successfully completed.	
12/16/2015 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**  
Page 1 of 1 (2 total records)

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”

The Video Details page displays.

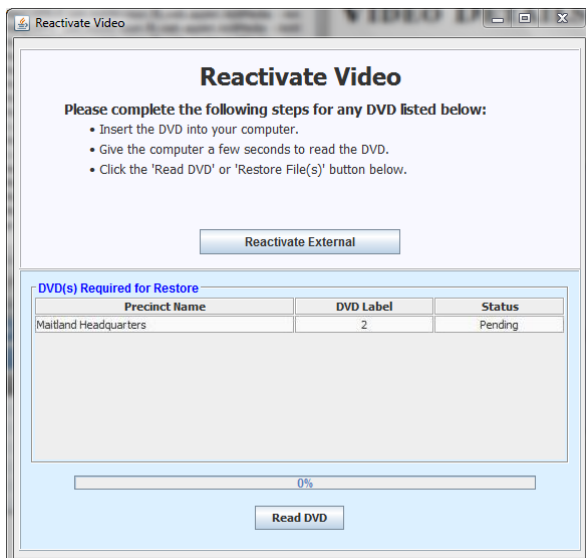


3 Go to the **Action** column and click **Reactivate Now**.

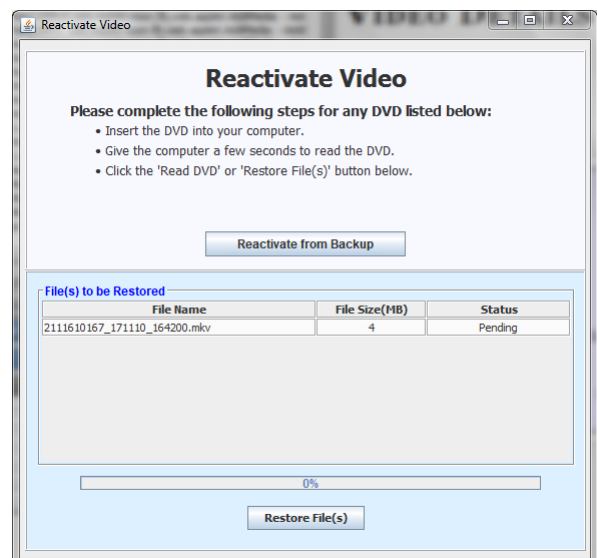
⇒ If the Reactivate Video popup displays, proceed to the next step.

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

This popup may appear slightly different depending on whether this video was previously backed up to an *Archive* disc (Certified Backup) or an *Export* disc (User-Requested Backup).



Reactivating from an Archive disc



Reactivating from an Export disc

- 4 If the center column reads *DVD Label*, proceed to the next step.  
– OR –  
If the center column reads *File Size(MB)*, locate your backup disc, then skip to step 6.
- 5 Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the video you're looking for. Locate this disc, then proceed to the next step.
- 6 Insert the backup disc in your PC's CD/DVD tray. (Must be either a Certified Backup Disc or an Export disc that is in Data DVD format.) Give the computer a few seconds to read the DVD, then proceed to the next step.
- 7 Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Video Details screen will redisplay, indicating that the video has been successfully restored.



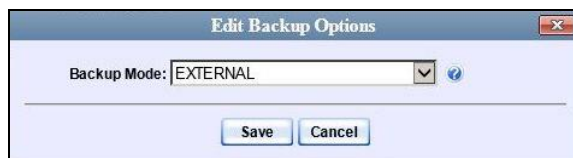
**NOTE:** If your session “times out” during the reactivation, you need to increase your Session Timeouts number. For instructions, see “Changing the Session Timeout Setting” in chapter 7.

## 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.

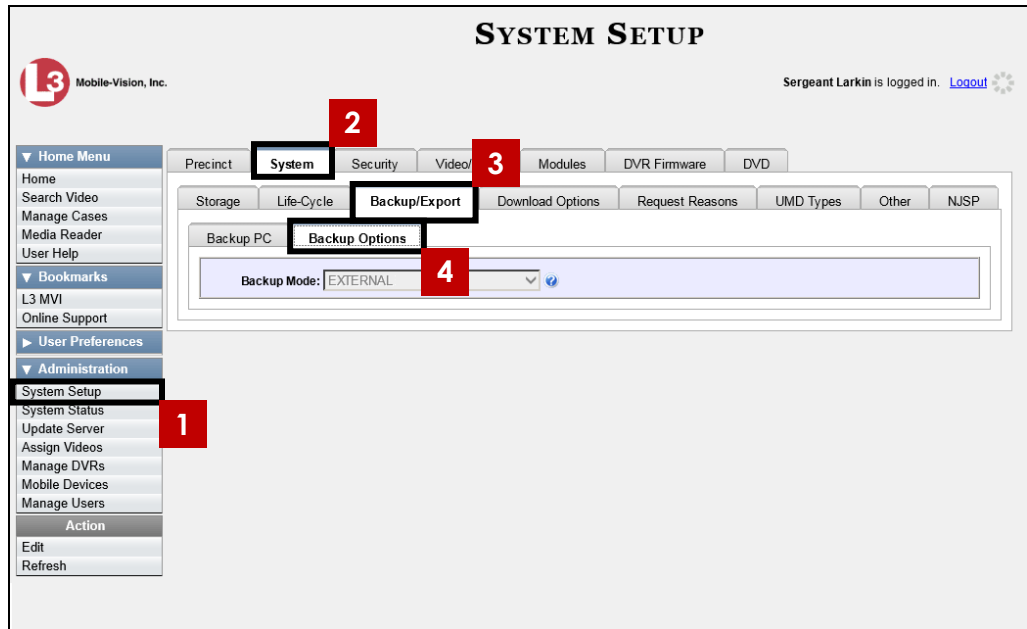
For more on *offline* vs. *online* videos, see “Reactivating an Offline Video” on page 75.

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.

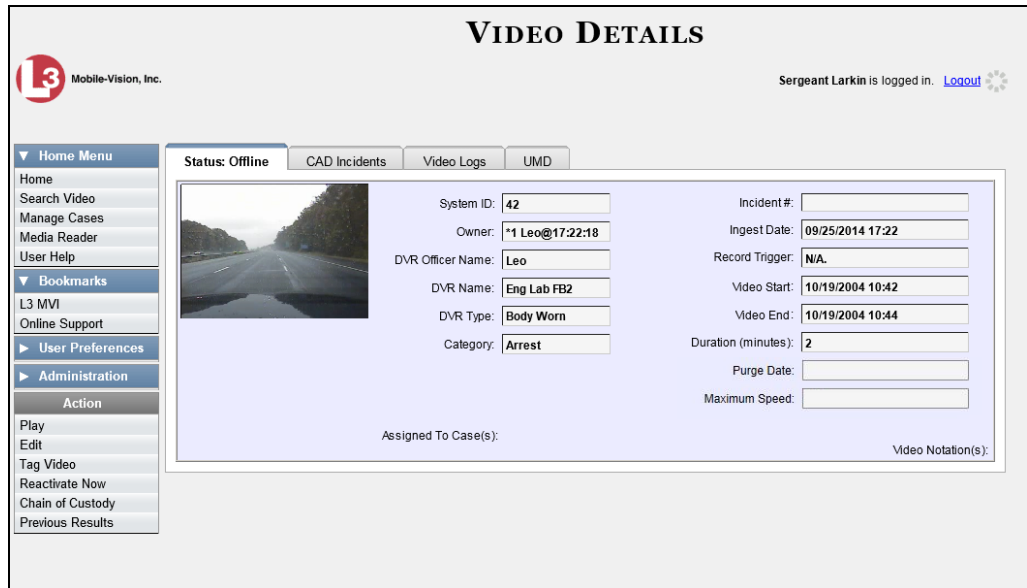
*View Your Backup Mode*



If your backup mode is set to something other than EXTERNAL, see “Reactivating a Video from a Backup Disc” on page 76 instead.

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

The Video Details page displays.



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



**DIRECTORIES TO RESTORE FOR REACTIVATION**

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

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

Bookmarks: L3 MVI, Online Support

User Preferences: Administration

Action: Cancel, Continue

Reactivate from Tape

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

Server Path	File Name	Backup Label
/bdata/00/media/2004/10/19/41/	HighwayFootageRainy.avd	60

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

Video Reactivate Successful.

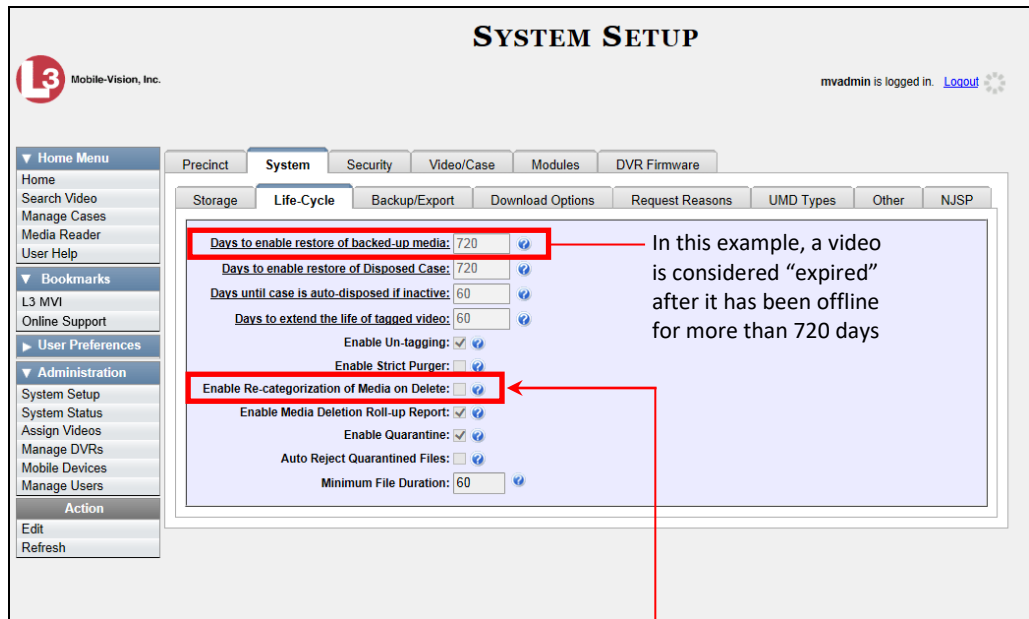
## Re-importing “Expired” Video

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 manual backup disc that is in **Data DVD** format.

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

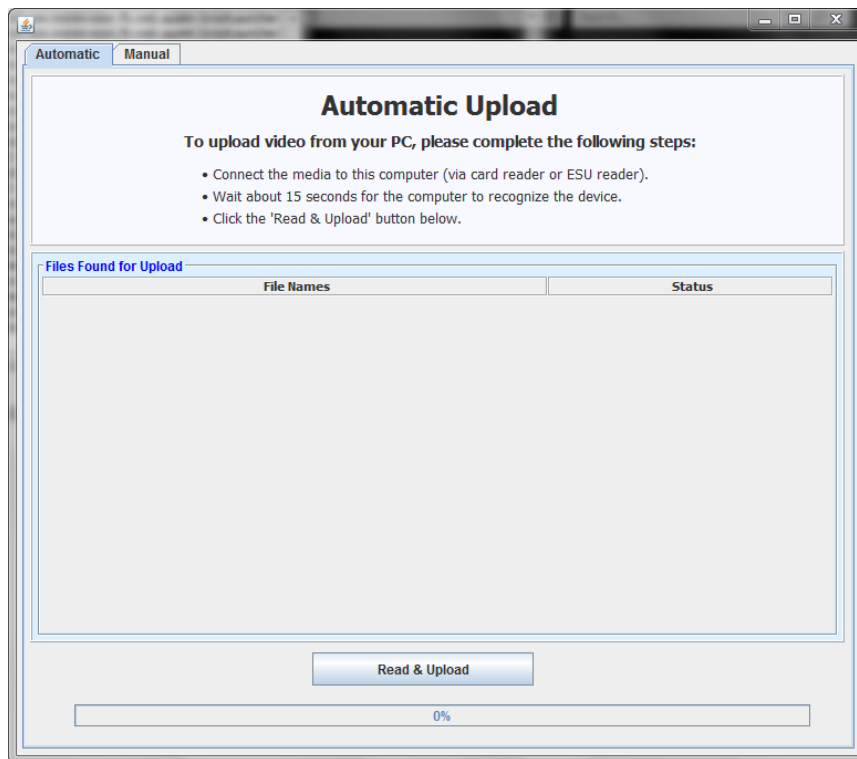
This procedure is not commonly performed.



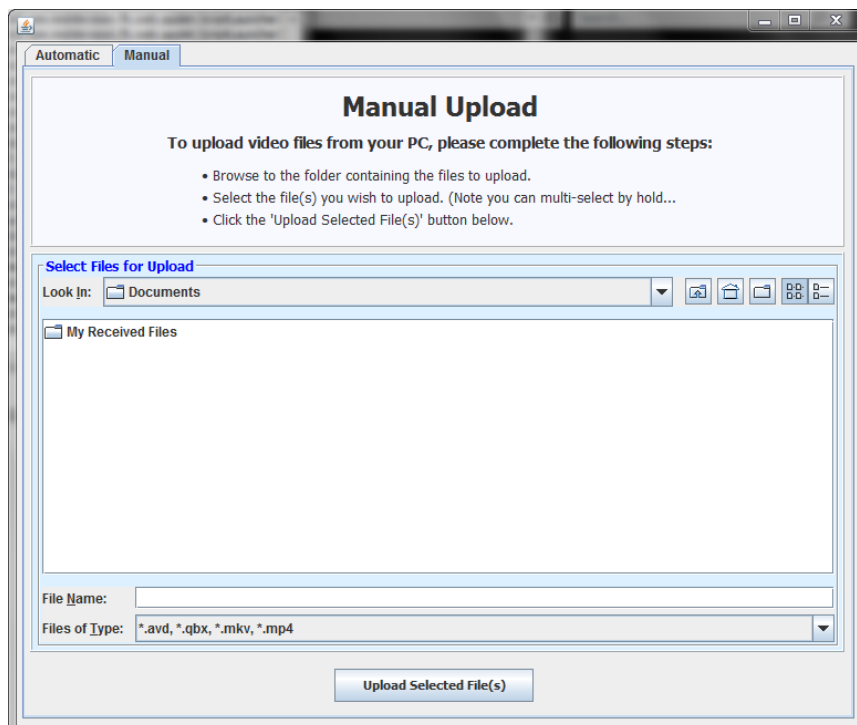
**NOTE:** If the *Enable Re-categorization of Media on Delete* option on the **Life-Cycle** tab is selected, you do not need to use this procedure. That’s because that feature causes the system to reassign all expired videos a category of “Purged”, which allows them to be reactivated at any time (assuming you have a backup disc). For more information, see “Reactivating an Offline Video” on page 75.

- 1 Insert the backup disc into your PC’s DVD/CD tray. This will either be an *Archive* disc (i.e., *Certified Backup Disc*) or an *Export* disc (i.e., *User Requested Certified Copy*).
- 2 Go to **▼ Home Menu** and click **Media Reader**.
  - ⇒ If the Automatic Upload popup displays (typical), proceed to the next step.
  - ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Automatic Upload popup displays.

(Continued)

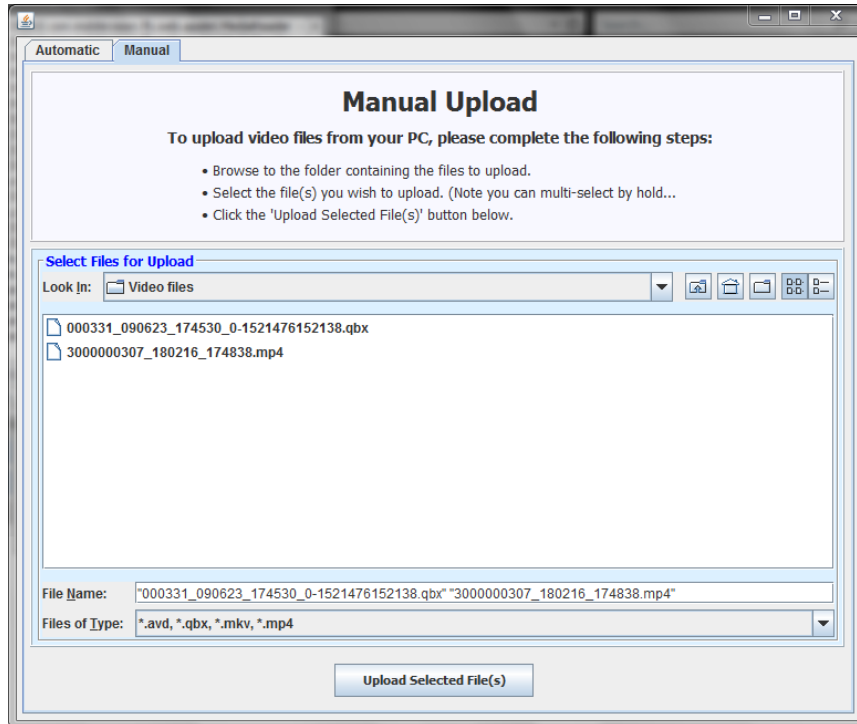


3 Click the **Manual** tab at the top of the page. The Manual Upload page displays.

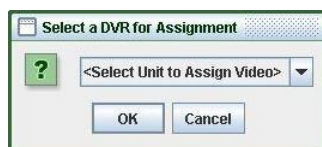




- Using the *Look in* field, *navigate* to your PC's CD/DVD drive. The files on the backup disc display onscreen.

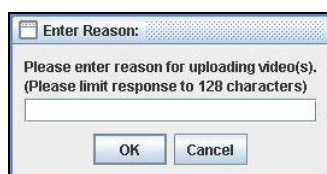


- Click on the video file you wish to upload (must have an extension of **QBX**, **MKV**, **MP4**, or **AVD**). To select more than one video, hold the **Ctrl** key *down* while you click on each video.
- Click **Upload Selected File(s)**.
  - ⇒ If the Select a DVR for Assignment popup displays, proceed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

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



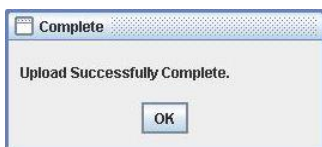
- 8 Enter the reason for this video upload in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.



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

– OR –

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



- 10 Click **OK**.


---

## Manually Uploading Flashback Videos

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


Typically, Flashback videos are transmitted automatically whenever your vehicle comes within about 300 feet of your precinct's access points. However, if you can't wait for the automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer, you can manually upload the videos instead. Manual uploads are also used to transmit videos captured with a *Body Worn* camera, such as *BodyVISION*, *BWX-100*, or *VIEVU*.

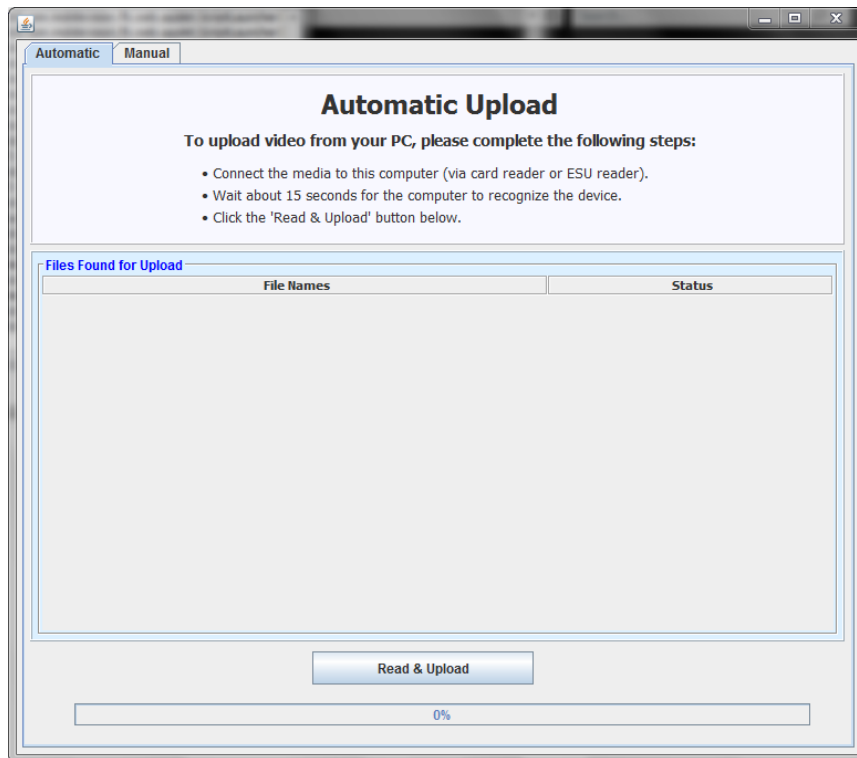
For specific instructions, see:

- Manually Uploading Flashback Videos, next page
- Manually Uploading VIEVU Videos, page 87
- Manually Uploading *BodyVISION* or *BWX-100* Videos. To upload these videos, simply place the Body Worn camera in your agency's Uplink Station, which consists of a group of docking stations connected to your storage server. For more information, see "Downloading Videos to DES or Basic Viewer HD" in the *BodyVISION User's Guide*, or "Uploading Videos to DES" in the *BWX-100 User's Guide*. These manuals are available for download from our Online Support Center. (To access, click the appropriate link under  **Bookmarks**.)

## Manually Uploading Flashback Videos

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

- 1 Go to  and click **Media Reader**.
  - ⇒ If the Automatic Upload popup displays (typical), proceed to the next step.
  - ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Automatic Upload popup displays.



- 2 If your PC has a built-in card reader (i.e., CF slot for Flashback2s or SD slot for Flashback3s/FlashbackHDs), proceed to the next step.

– OR –

If you are using a stand-alone card reader, make sure it’s connected to your PC.

*(Continued)*

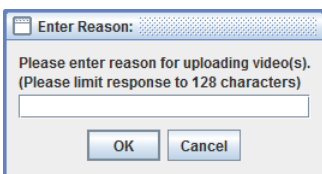


Sample CF/SD card reader

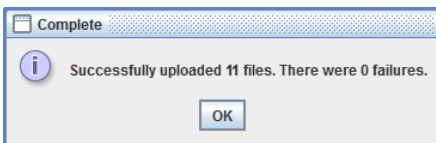
- 3 If you have not done so already, remove the memory card from your Flashback DVR.



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



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



- 7 Click **OK**. You may now remove the memory card from the PC or 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 Mobile-Vision. This procedure differs slightly depending on whether you have an LE2 or LE3 model VIEVU.

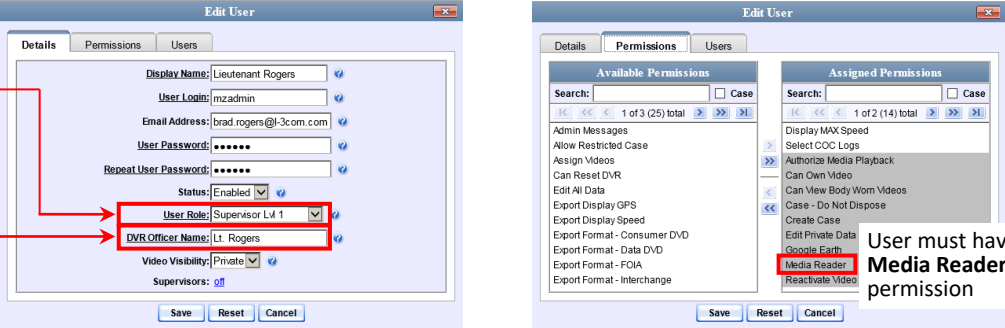
For specific instructions, see:

- Manually Uploading Videos from a VIEVU LE2, below
- Manually Uploading Videos from a VIEVU LE3, page 90.

---

### 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 Office Name* and is assigned the *Media Reader* permission. See illustration below.



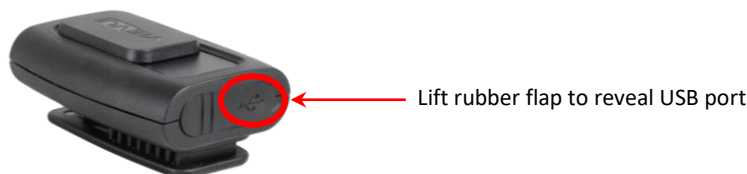
User Role cannot be Administrator

DVR Office Name field must be populated

User must have Media Reader permission


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

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

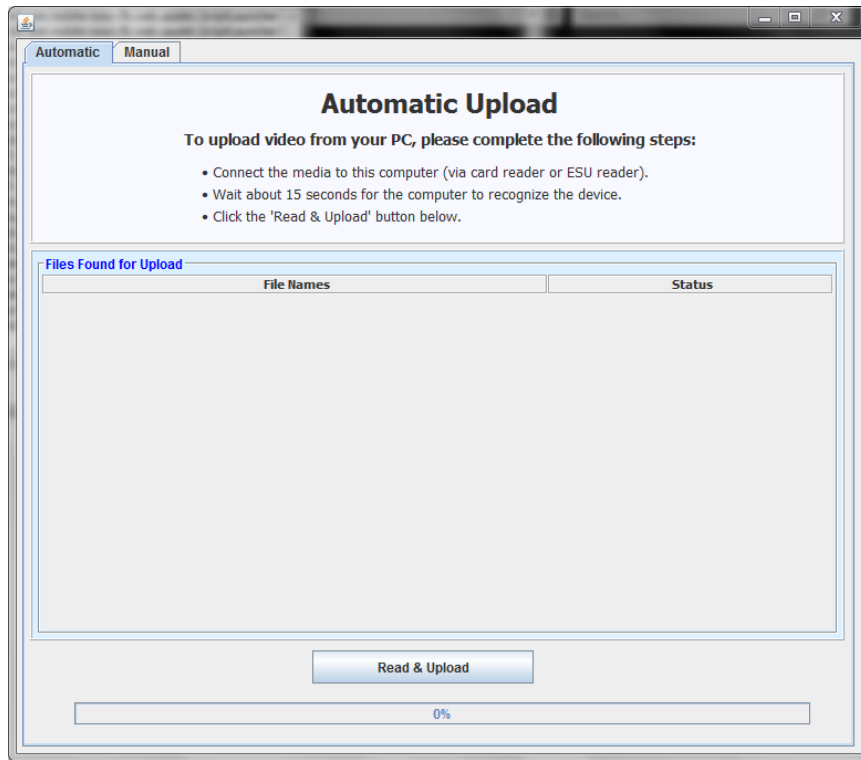


- 4 Insert the remaining USB plugs into any two USB ports on the PC that you use to access DEP.
- 5 If this is the first time you've connected the VIEVU to this PC and you are prompted to download the VIEVU drivers, proceed to the next step.  
– OR –  
If this is the first time you've connected the VIEVU 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 175 for instructions. Once the drivers are installed, proceed to step 12 below for further instructions.  
– OR –  
If this is *not* the first time you've used this PC to upload videos to DEP (i.e., this PC already has the VIEVU drivers installed on it), skip to step 14.
- 6 Select the **Yes, this time only** button.
- 7 Click **Next**.
- 8 Click **Next** again.
- 9 Click **Finish**.
- 10 Repeat steps 6 – 9.
- 11 Disconnect the USB cables, then reboot your PC.
- 12 Plug the USB cables back in.
- 13 Log back into DEP as a non-admin user who has a *DVR Office Name* and is assigned the *Media Reader* permission.
- 14 Push the VIEVU's slide bar into the ON position.



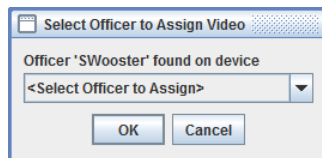
- 15 Go to  and click **Media Reader**.  
⇒ If the Automatic Upload popup displays (typical), proceed to the next step.  
⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**.

The Automatic Upload popup displays.

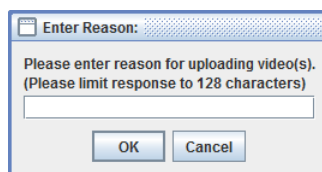


**WARNING:** If you are also using VIEVU's Veripatrol software, make sure the Veripatrol application is **closed** before you proceed.

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



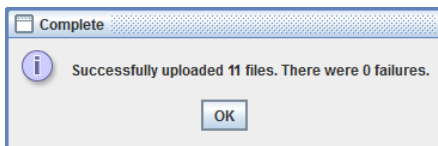
- 17 Select an officer name from the drop-down list, then click **OK**. The Enter Reason popup displays.



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

- 19 Click **Yes**. The system begins uploading your video files. This may take several seconds or several minutes, depending on the size of your files.

When the transmission is complete, a confirmation message displays.



- 20 Click **OK**.

---

### Manually Uploading Videos from a VIEVU LE3

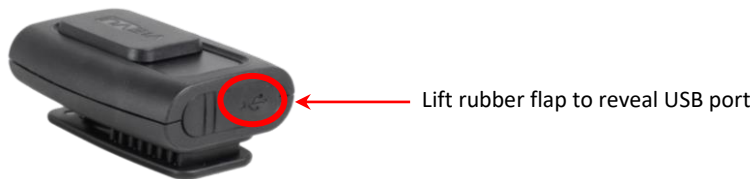
This section describes how to upload new videos from a VIEVU model LE3. This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.

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




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

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



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

- ⇒ If this is the first time you've connected the VIEVU to this PC, the system will automatically begin downloading the VIEVU drivers. Once the installation of the drivers is complete, click **Close** in response to the system prompt. Next, you need to set the VIEVU's COM port to COM9 or lower in Windows. Proceed to the next step.
- ⇒ If this is *not* the first time you've connected the VIEVU to this PC (i.e., the VIEVU drivers are already installed on this PC), skip to step 15.

- 4 Click the Windows **Start** button or  icon in the lower left corner of your screen.
- 5 Right-click on the word **Computer**.
- 6 Click **Manage**.
- 7 Go to the left column and click **Device Manager**.

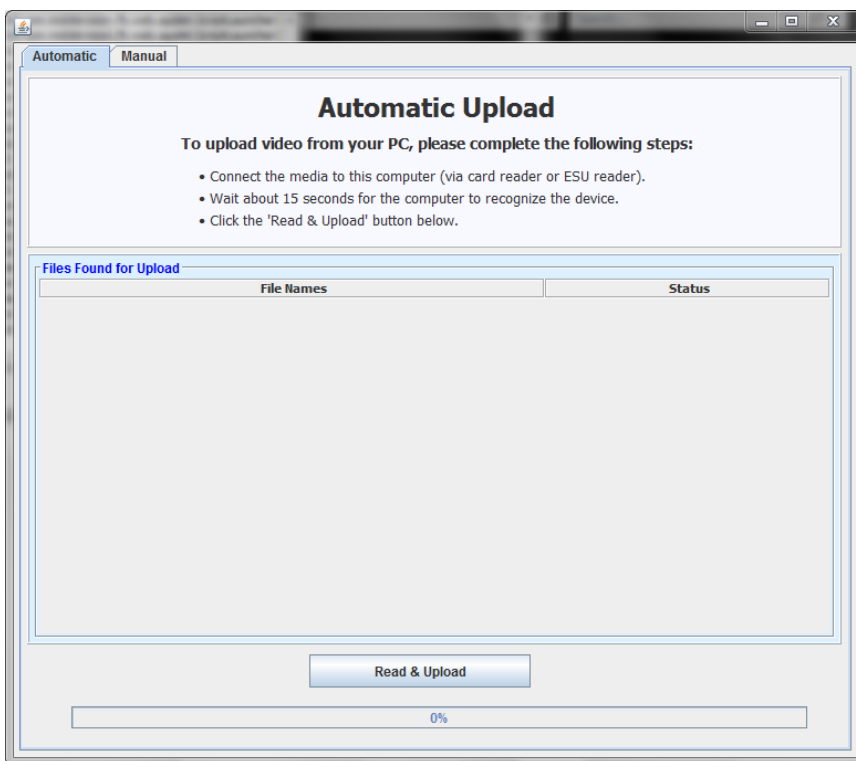


- 8 Double-click on **Ports (COM & LPT)**.
- 9 Double-click on **USB Serial Port**.
- 10 Click the **Port Settings** tab.
- 11 Click the **Advanced** button.
- 12 Select a new COM port from the *COM Port Number* drop-down list. You may select any unused port that is COM9 or lower.
- 13 Disconnect the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



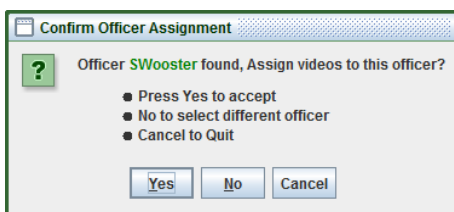
- 16 Login to DEP as an Administrator or Supervisor user.
- 17 Go to  and click **Media Reader**.
  - ⇒ If the Automatic Upload popup displays (typical), proceed to the next page.
  - ⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Automatic Upload popup displays.

*(Continued)*



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

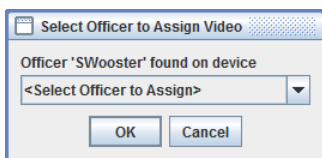
**18** Click the **Read & Upload** button. The Confirm Officer Assignment popup displays.



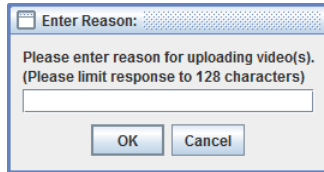
**19** If you wish to assign videos to the officer name displayed here, click **Yes**. The Enter Reason popup displays. Skip to step 21.

– OR –

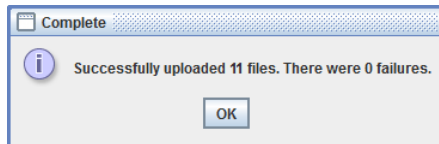
If you do *not* wish to assign videos to the officer displayed here, click **No**. The Select Officer to Assign Video popup displays.



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



- 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 107.

### 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.

*(Continued)*

A Data DVD download will include:

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

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.

### SELECT VIDEO(S) FOR EXPORT


mvadmin is logged in. [Logout](#)

Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	

**Selected Videos**

Owner	DVR Name	Category	Duration	Video Start	Remove
-------	----------	----------	----------	-------------	--------

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

3 Go to the top of the page and click on each of the videos you wish to download. You can click on any part of the record except the thumbnail image, as that will launch the Flashback Player. As you select each video, it will appear in the *Selected Videos* list at the bottom of the page.

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

### SELECT VIDEO(S) FOR EXPORT

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

Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25		
*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10		

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

### EXPORT VIDEO(S)

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

Videos					
Page 1 of 1 (2 total records)					
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

Output Format:
Data DVD

Action
Save
Return to Detail
Return to Select
Cancel
Help

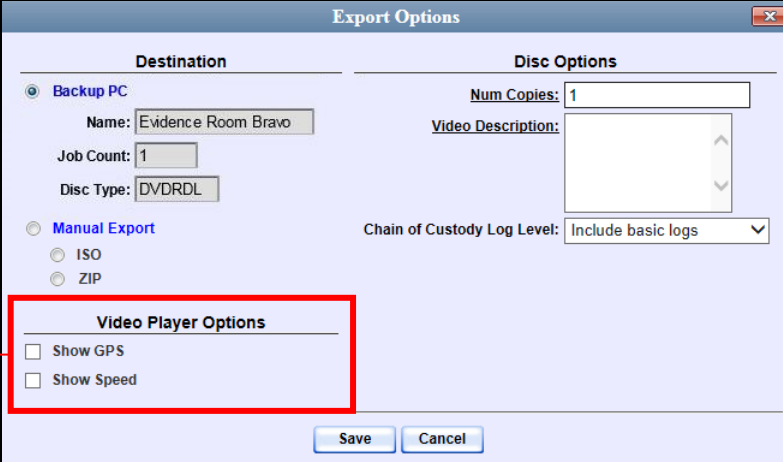
- 5 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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

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



- Select **ZIP**.
- Enter a description for this DVD 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.
- If a *Video Player Options* section displays in the lower left corner of the Export Options popup (pictured above; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- If the *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- If you want this download to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- If the *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

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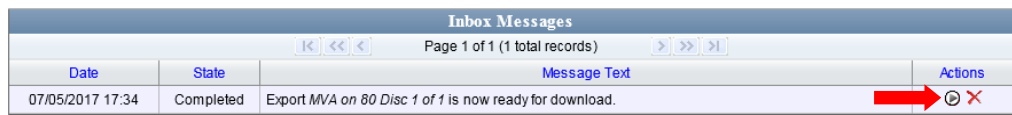
\* International Association of Chiefs of Police




- 14 If you want this download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
- 15 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

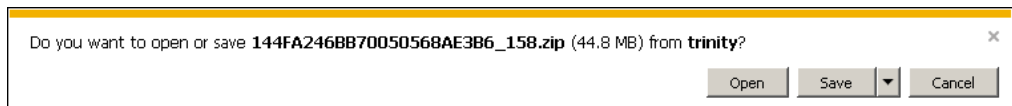
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

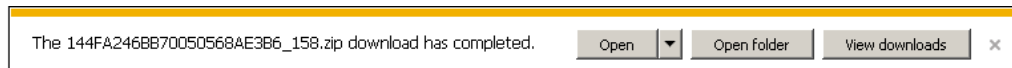


- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



- 18 Select **Save As** from the *Save* drop-down list. The Save As popup displays.
- 19 Navigate to the disk drive location where you wish to store the video file.
- 20 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 21 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.



Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#)

### SELECT VIDEO(S) FOR EXPORT

Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	

**Selected Videos**

Owner	DVR Name	Category	Duration	Video Start	Remove
-------	----------	----------	----------	-------------	--------

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



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

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

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

### SELECT VIDEO(S) FOR EXPORT

mvadmin is logged in. [Logout](#)

Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	✖	
*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	✖	

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

(Continued)

### EXPORT VIDEO(S)

mvadmin is logged in. [Logout](#)

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

**Action**

- Save
- Return to Detail
- Return to Select
- Cancel
- Help

**Videos**

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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

### EXPORT VIDEO(S)

mvadmin is logged in. [Logout](#)

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**



**Action**

- Save
- Return to Detail
- Return to Select
- Cancel
- Help

**Videos**

Page 1 of 1 (2 total records)

Output Format: Interchange Format

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	11 min	03/08/2016 15:25

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

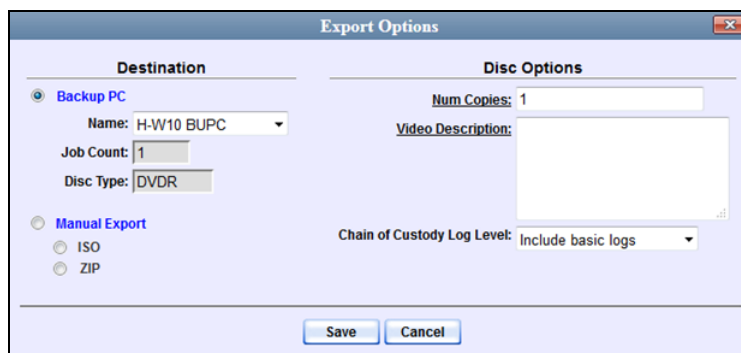
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel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

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

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

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

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

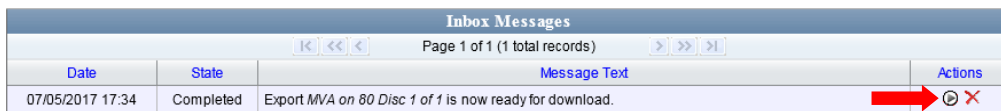




- Select **ZIP**.
- (Continued)


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

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

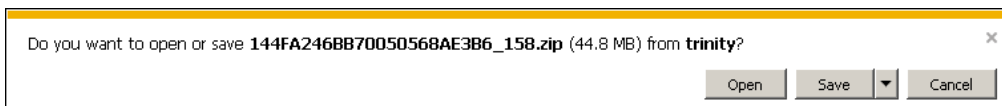
- 13 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.



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

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

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

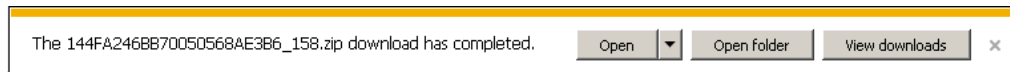


- 15 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 16 Navigate to the disk drive location where you wish to store the video file.
- 17 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

---

\* International Association of Chiefs of Police

- 18 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 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.

*(Continued)*

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

### SELECT VIDEO(S) FOR EXPORT

mvadmin is logged in. [Logout](#)

Home Menu		Videos							
Home		Page 1 of 3 (14 total records)							
Search Video		Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases		4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader		8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
User Help		2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
Bookmarks		3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI		1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Online Support		13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences		<b>Selected Videos</b>							
Administration				Owner	DVR Name	Category	Duration	Video Start	Remove
Action				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Return to Video				*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
Cancel									

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

mvadmin is logged in. [Logout](#)

Home Menu		Videos							
Home		Page 1 of 3 (14 total records)							
Search Video		Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases		4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader		8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
User Help		2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
Bookmarks		3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI		1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Online Support		13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences		<b>Selected Videos</b>							
Administration				Owner	DVR Name	Category	Duration	Video Start	Remove
Action				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Export Video(s)				*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
Return to Video									
Cancel									

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



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

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



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

(Continued)

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 If a *Video Player Options* section displays in the lower left corner of the Export Options popup (pictured left; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.

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



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

13 If the *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.





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

15 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*.


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

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

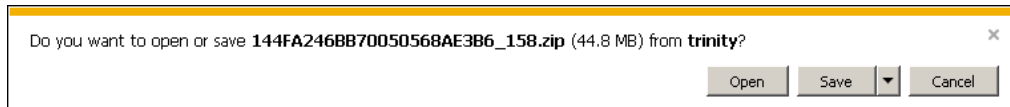
⇒ If you see the download icon, proceed to the next step.

\* International Association of Chiefs of Police

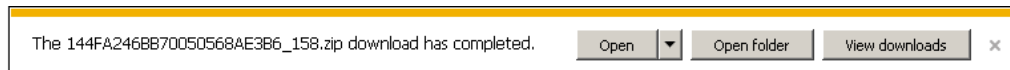


⇒ If you do *not* see the download icon, the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



- 18 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 19 Navigate to the disk drive location where you wish to store the video file.
- 20 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 21 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.

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

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

### SELECT VIDEO(S) FOR EXPORT

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

Home Menu		Videos						
Home	Page 1 of 3 (14 total records)							
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases	4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader	8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
User Help	2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
Bookmarks	3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Online Support	13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences	Selected Videos							
Administration	Owner		DVR Name		Category		Duration	
Action	Video Start		Remove					
Return to Video	*1 ON FBHD@21:00:01		*1 UN FBHD@21:11:01		00-Unclassified-90 Days		11 min	
Cancel	03/08/2016 15:25		00-Unclassified-90 Days		3 min		01/15/2016 15:10	

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.

### SELECT VIDEO(S) FOR EXPORT

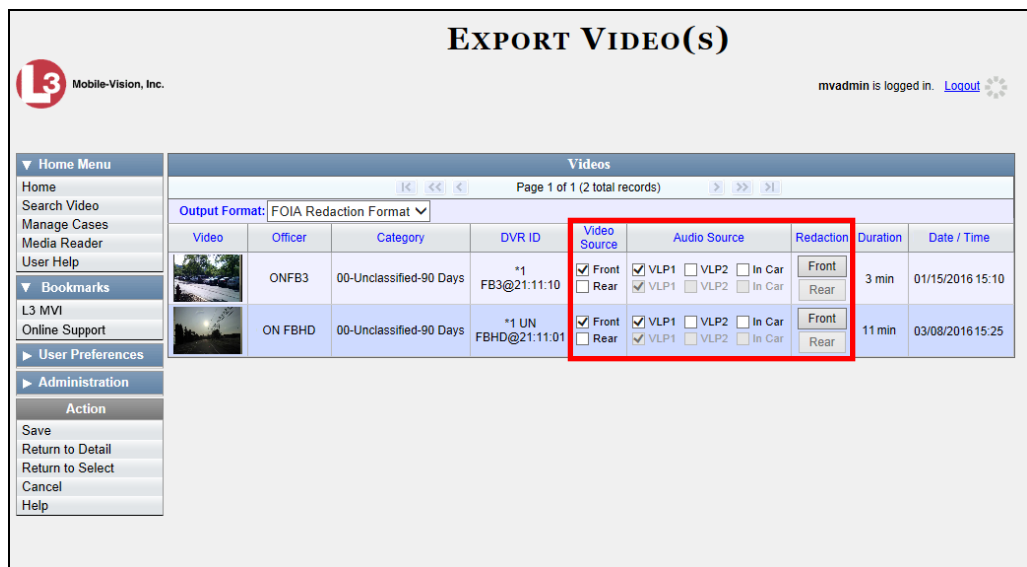
 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu		Videos						
Home	Page 1 of 3 (14 total records)							
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases	4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader	8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
User Help	2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
Bookmarks	3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI	1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
Online Support	13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences	Selected Videos							
Administration	Owner		DVR Name		Category		Duration	
Action	Video Start		Remove					
Export Video(s)	*1 ON FBHD@21:00:01		*1 UN FBHD@21:11:01		00-Unclassified-90 Days		11 min	
Return to Video	03/08/2016 15:25		00-Unclassified-90 Days		3 min		01/15/2016 15:10	
Cancel								

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



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



- 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.

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), deselect the VLP1 checkbox. Skip to step 9.

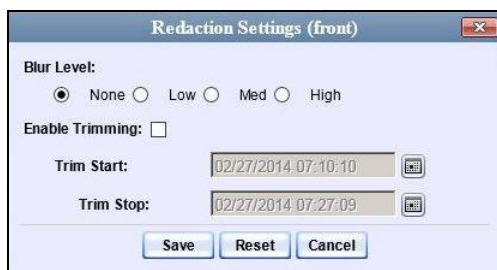
8 Go to the *Audio Source* column and select the audio sources that you wish to include for each video. You may select up to two sources for each video. These audio tracks will play concurrently when watching the video.

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




9 Go to the *Redaction* column and click on one of the following buttons:

- Camera**. Redact the video from a Body Worn 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/bullet cameras.

The Redaction Settings popup displays.



The Redaction settings are described in the following table.

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; 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> <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 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 above).
- 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.

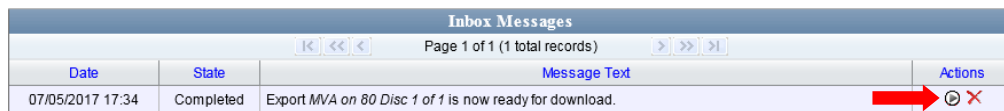


The dialog box titled "Export Options" has two sections: "Destination" and "Disc Options". Under "Destination", there are radio buttons for "ISO" (selected) and "ZIP". Under "Disc Options", there is a "Num Copies" field with the value "1", a "Video Description" text field, and a "Chain of Custody Log Level" dropdown menu set to "Include basic logs". At the bottom are "Save" and "Cancel" buttons.


- 19 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.



The table shows a single message in the "Inbox Messages" section. The message is dated 07/05/2017 17:34, is in a "Completed" state, and the text is "Export MVA on 80 Disc 1 of 1 is now ready for download." A red arrow points to a download icon in the "Actions" column.

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

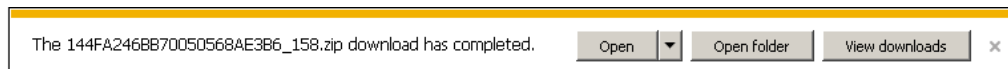
- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

\* International Association of Chiefs of Police

- 24 Click the download icon to the right of the export message. 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:



## Exporting a Snapshot

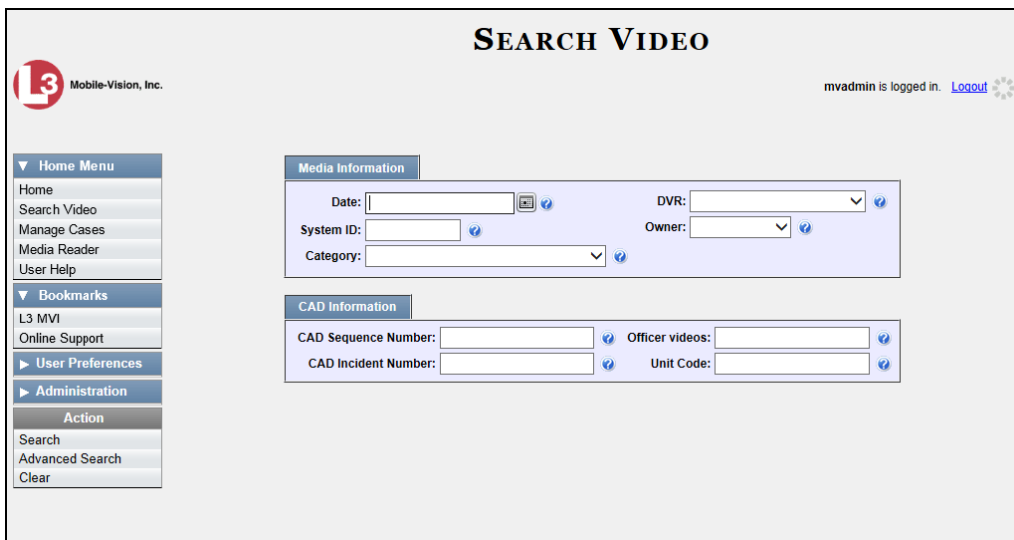
This section describes how to export a Body Worn still image or “snapshot” to a PDF file.

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

If you prefer to export a snapshot to a JPG file, see “Downloading Video Files to Your PC” on page 93 instead.

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

(Continued)



**SEARCH VIDEO**

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

- Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- Bookmarks
  - L3 MVI
  - Online Support
- User Preferences
- Administration
  - Action
    - Search
    - Advanced Search
    - Clear

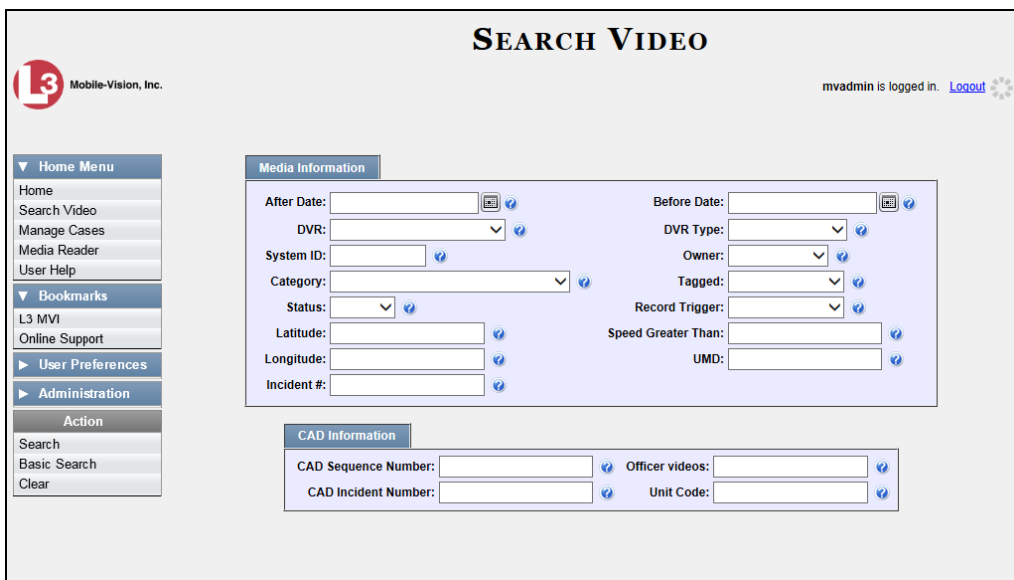
**Media Information**

Date:    DVR:    
 System ID:   Owner:    
 Category:

**CAD Information**

CAD Sequence Number:   Officer videos:    
 CAD Incident Number:   Unit Code:

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



**SEARCH VIDEO**

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

- Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- Bookmarks
  - L3 MVI
  - Online Support
- User Preferences
- Administration
  - Action
    - Search
    - Basic Search
    - Clear

**Media Information**

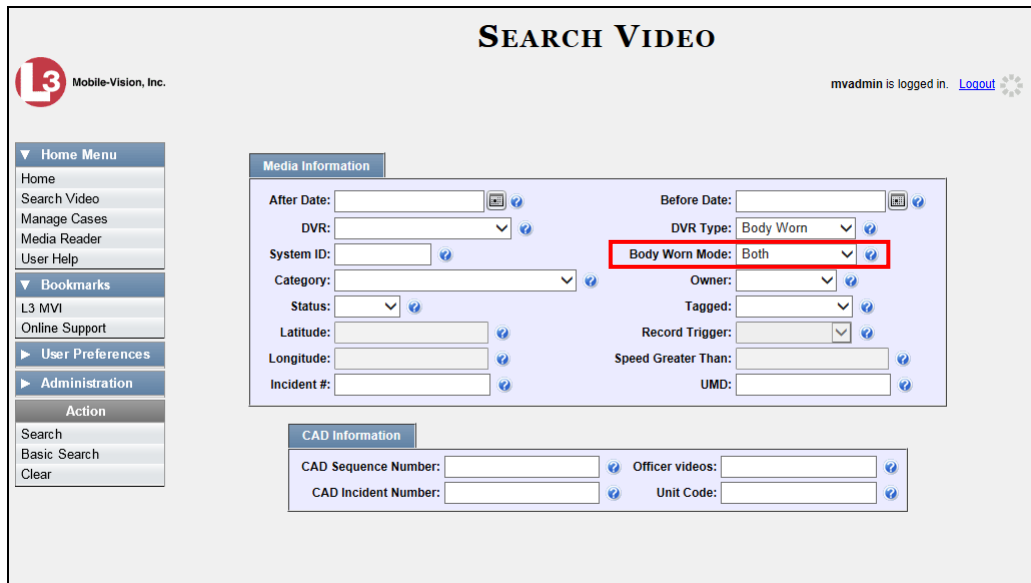
After Date:    Before Date:     
 DVR:   DVR Type:    
 System ID:   Owner:    
 Category:   Tagged:    
 Status:   Record Trigger:    
 Latitude:   Speed Greater Than:    
 Longitude:   UMD:    
 Incident #:

**CAD Information**

CAD Sequence Number:   Officer videos:    
 CAD Incident Number:   Unit Code:

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





**SEARCH VIDEO**

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

**Media Information**

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

**CAD Information**

CAD Sequence Number:  Officer videos:   
 CAD Incident Number:  Unit Code:

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

BodyVISION snapshots display the word "Image" in this column



**VIDEO SEARCH RESULTS**

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

**Videos**

Page 1 of 4 (24 total records)

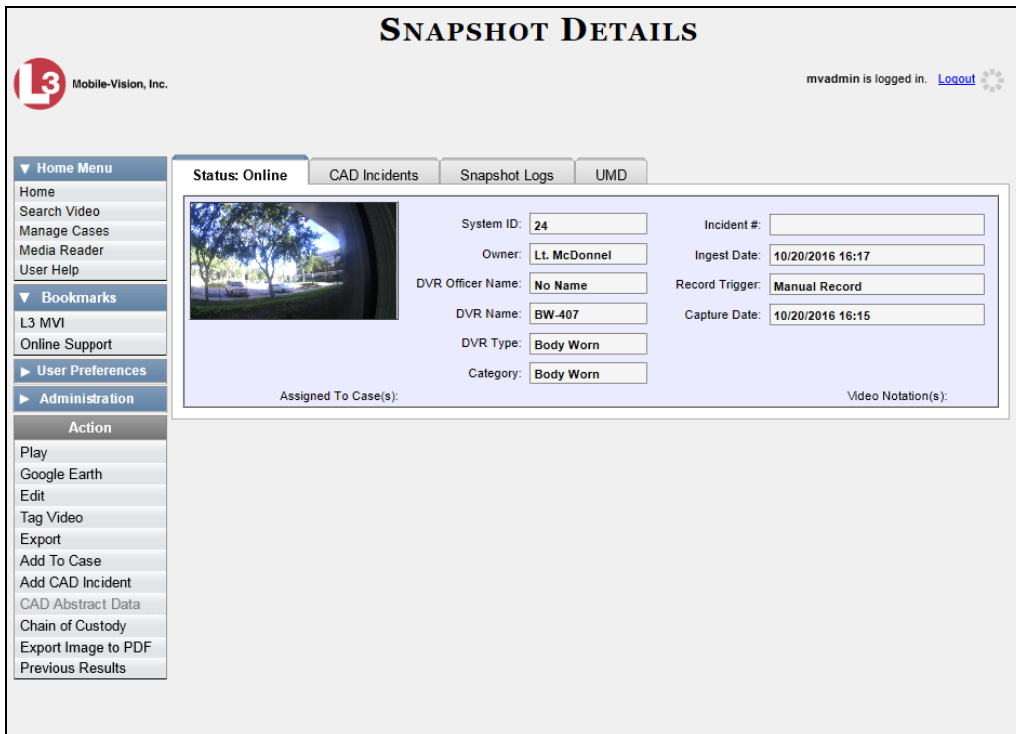
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	<b>Image</b>	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	

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

– OR –

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

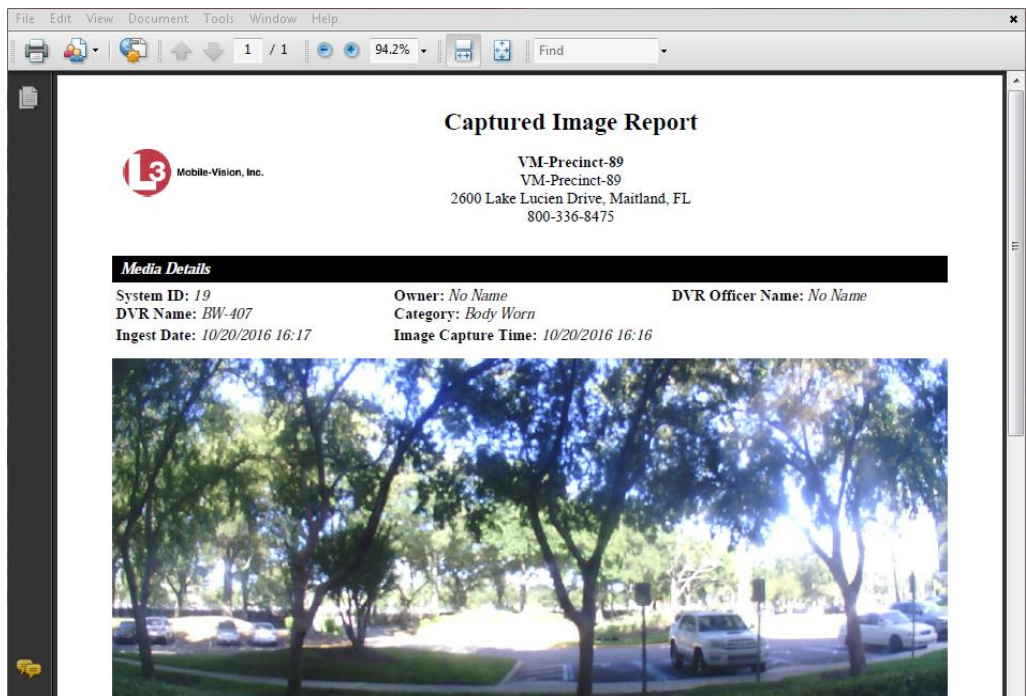
- 8** Click on the snapshot's Details icon. The Snapshot Details page displays.



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

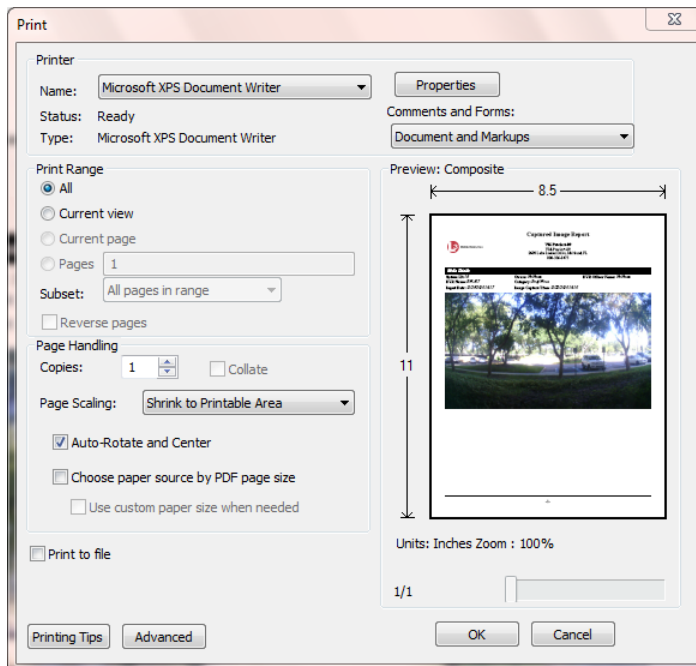


- 10** Click **Open**. The Captured Image Report displays.



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.

## Manually Matching a Video to a CAD Incident

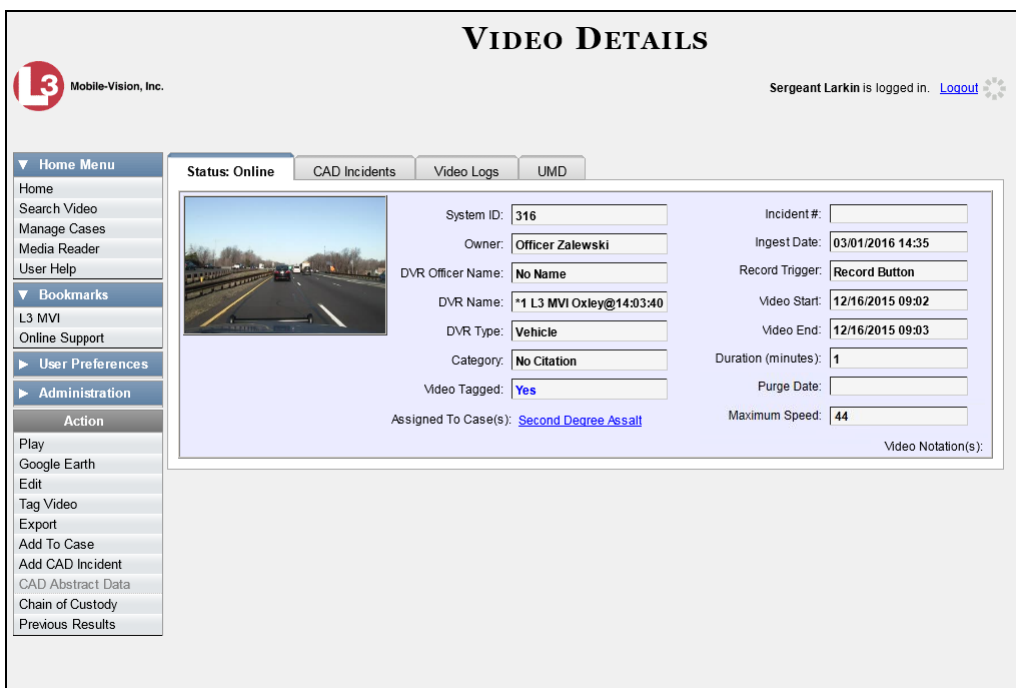
This section describes how to manually link a video to a CAD incident. Normally, this function is performed *automatically* by the system. However, if, for some reason, the auto-match service does not match a video to the correct CAD incident, you have the ability to *manually* link a video to a selected CAD incident.




**WARNING:** Once you've linked a CAD incident to a video, the action cannot be undone. Proceed with caution.

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

The Video Details page displays.



**VIDEO DETAILS**

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

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


▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

**Action**  
Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

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



System ID:  Incident #:

Owner:  Ingest Date:

DVR Officer Name:  Record Trigger:

DVR Name:  Video Start:

DVR Type:  Video End:

Category:  Duration (minutes):

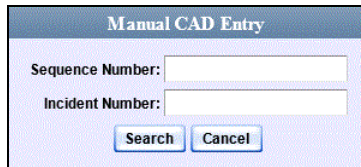
Video Tagged:  Purge Date:

Assigned To Case(s): [Second Degree Assault](#) Maximum Speed:

Video Notation(s):

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

- 2 Go to the **Action** column and click **Add CAD Incident**. The Manual CAD Entry popup displays:



The form is titled "Manual CAD Entry". It contains two input fields: "Sequence Number:" and "Incident Number:". Below these fields are two buttons: "Search" and "Cancel".

3 Enter the CAD sequence number in the *Sequence Number* field.

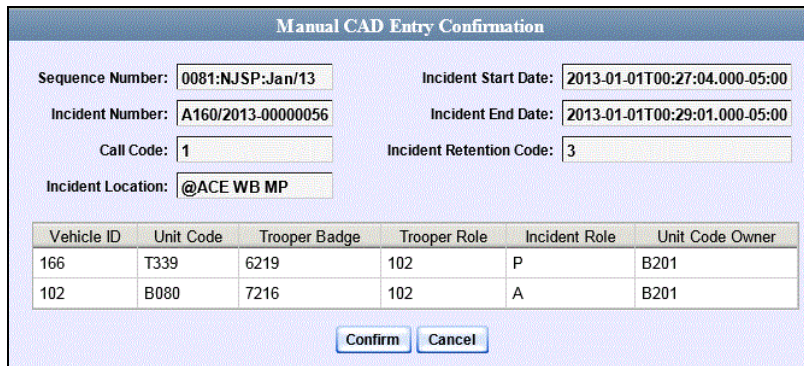
– OR –

Enter the CAD Incident Number in the *Incident Number* field.



**NOTE:** You can enter a Sequence Number *or* Incident Number, but not both.

4 Click **Search**. If a match is found, the Manual CAD Entry Confirmation popup displays.



The form is titled "Manual CAD Entry Confirmation". It contains several input fields with pre-filled values: "Sequence Number: 0081:NJSP:Jan/13", "Incident Start Date: 2013-01-01T00:27:04.000-05:00", "Incident Number: A160/2013-00000056", "Incident End Date: 2013-01-01T00:29:01.000-05:00", "Call Code: 1", "Incident Retention Code: 3", and "Incident Location: @ACE WB MP". Below these fields is a table with the following data:

Vehicle ID	Unit Code	Trooper Badge	Trooper Role	Incident Role	Unit Code Owner
166	T339	6219	102	P	B201
102	B080	7216	102	A	B201

At the bottom of the form are two buttons: "Confirm" and "Cancel".

5 Review the popup to make sure that you've selected the correct CAD record.

6 If the displayed CAD record is correct, click **Confirm**. The CAD incident is linked to your video. To view the record, click the **CAD Incidents** tab. **End of Procedure**.

– OR –

If the displayed CAD record is *not* correct, click **Cancel**. Return to step 2.

## 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.

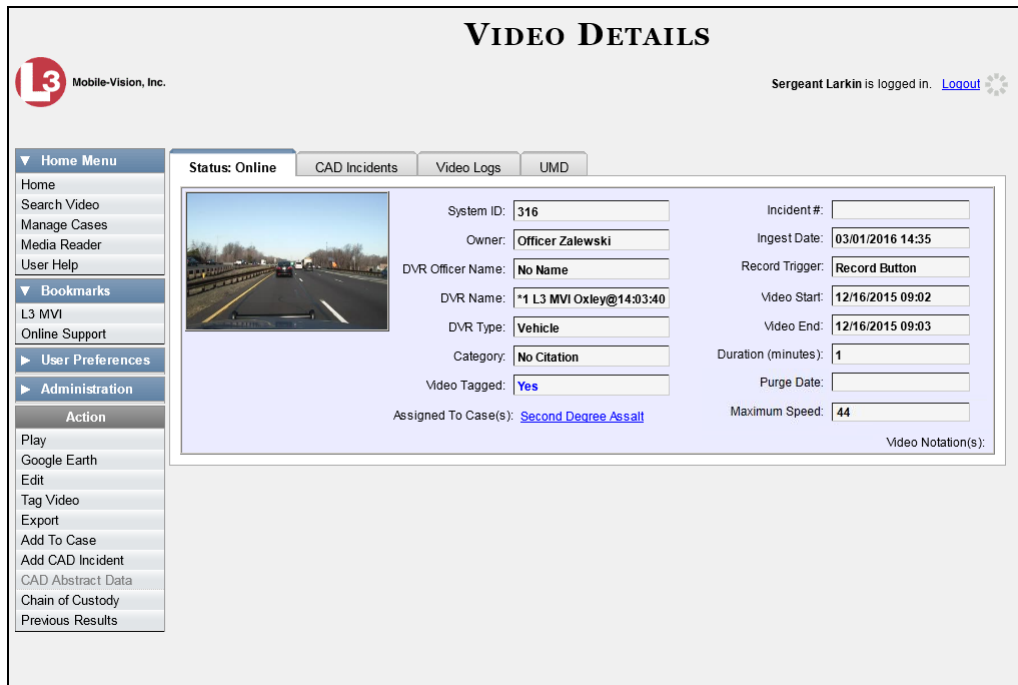
The video logs can, for example, answer these questions:

- 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* or *BWX-100* snapshot, see the next section, "Viewing a Snapshot's Logs."

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

The Video Details page displays.



**VIDEO DETAILS**

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


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

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

Status: Online | CAD Incidents | Video Logs | UMD

System ID: 316 | Incident #:   
Owner: Officer Zalewski | Ingest Date: 03/01/2016 14:35  
DVR Officer Name: No Name | Record Trigger: Record Button  
DVR Name: \*1 L3 MVI Oxley@14:03:40 | Video Start: 12/16/2015 09:02  
DVR Type: Vehicle | Video End: 12/16/2015 09:03  
Category: No Citation | Duration (minutes): 1  
Video Tagged: Yes | Purge Date:   
Assigned To Case(s): [Second Degree Assault](#) | Maximum Speed: 44  
Video Notation(s):

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



## VIDEO DETAILS

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

Status: Online
CAD Incidents
Video Logs
UMD

[Home Menu](#)  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**Video Logs**  
 Page 1 of 2 (11 total records)

[Bookmarks](#)  
L3 MVI  
Online Support

[User Preferences](#)  
[Administration](#)  
 Action

Date ▲	User	Action	IP Address
03/01/2016 14:35	Sergeant Larkin	System Media #316 Uploaded from Flashcard	166.20.100.160
03/01/2016 14:35	Sergeant Larkin	Reason uploaded: Manual Upload	166.20.100.160
03/01/2016 14:35	---	File hash validation passed during Insertion	---
03/01/2016 14:37	Sergeant Larkin	System Video Assigned from *1 No Name@12:49:33 to Officer Zalewski	166.20.100.160
03/01/2016 15:35	Officer Zalewski	System Video Tagged	166.20.100.160
03/07/2016 09:08	Sergeant Larkin	Video Export Requested	166.20.100.160
03/07/2016 09:09	Sergeant Larkin	Attempting Export	---
03/07/2016 09:09	---	File hash validation passed during Export - Certified Copy#109	---

The columns on this tab are described below.

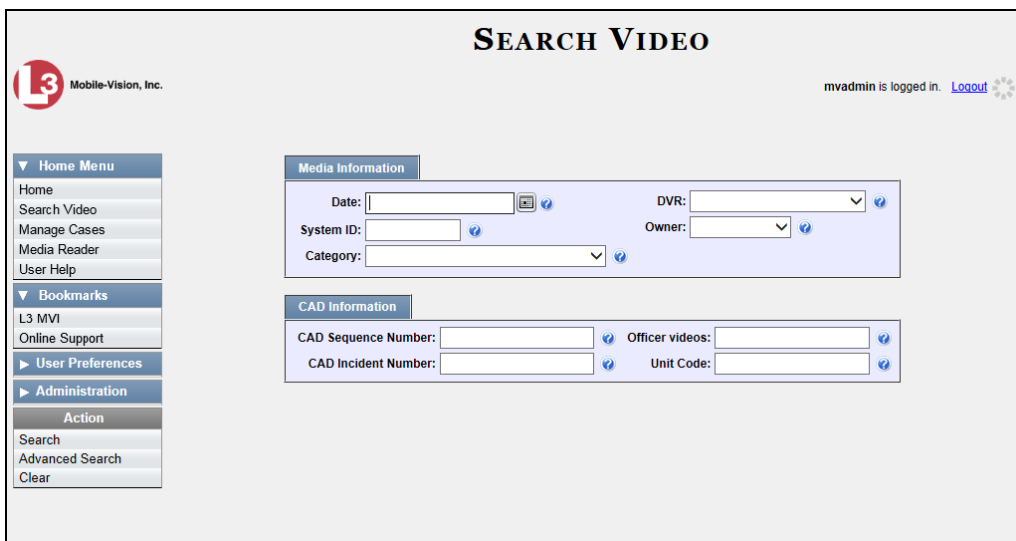
Video Logs	
Column	Description
Date	The date and time at which the action was performed on this video. Displays in mm/dd/yyyy hh:mm format.
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.
Action	A description of the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

## Viewing a Snapshot's Logs

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

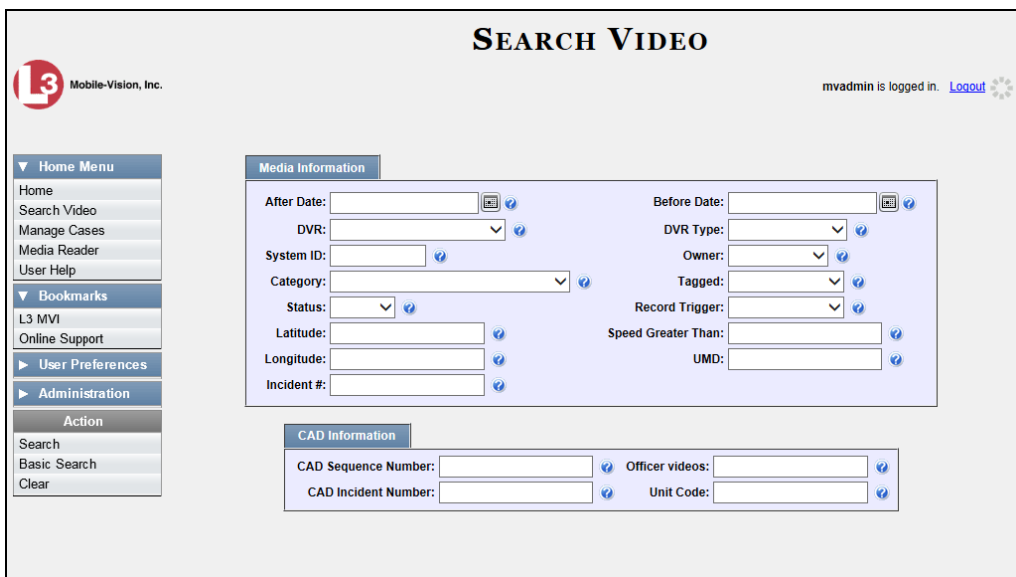
- The date/time at which the snapshot was uploaded to the server
- The users who have viewed the source video (i.e., the video from which the snapshot was excerpted), and the date/time at which they did so.

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



The screenshot shows the 'SEARCH VIDEO' interface. On the left is a navigation menu with 'Home Menu' expanded to show 'Search Video'. The main area has two sections: 'Media Information' and 'CAD Information'. 'Media Information' includes fields for Date, System ID, Category, DVR, and Owner. 'CAD Information' includes fields for CAD Sequence Number, CAD Incident Number, Officer videos, and Unit Code. The user 'mvadmin' is logged in.

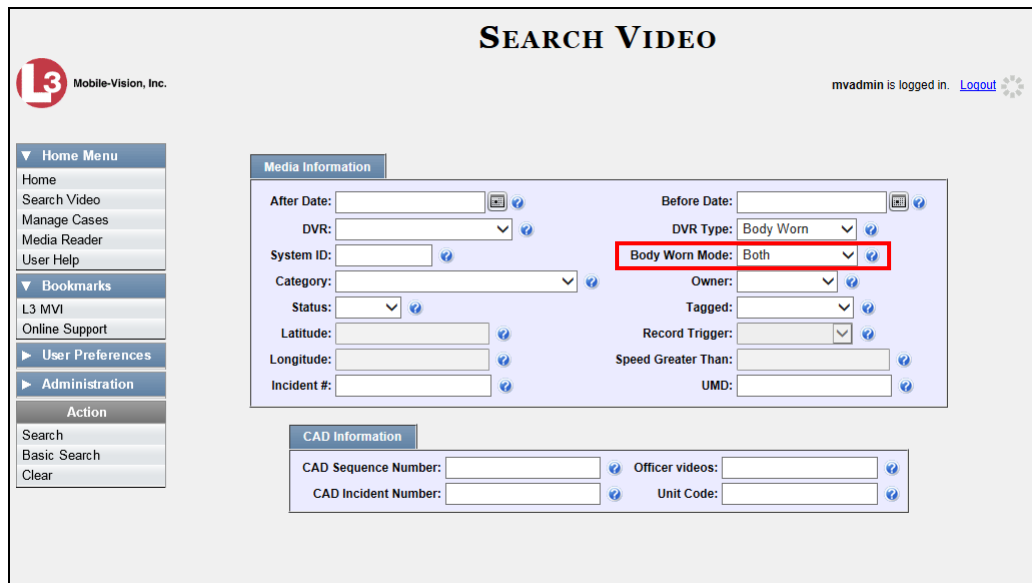
- 2 Go to the **Action** column and click **Advanced Search**.



This screenshot shows the 'SEARCH VIDEO' page with the 'Action' column expanded to show 'Advanced Search'. The 'Media Information' section is more detailed, including 'After Date', 'Before Date', 'DVR', 'DVR Type', 'System ID', 'Owner', 'Category', 'Tagged', 'Status', 'Record Trigger', 'Latitude', 'Speed Greater Than', 'Longitude', and 'UMD'. The 'CAD Information' section remains the same as in the previous screenshot.



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



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

BodyVISION snapshots display the word "Image" in this column




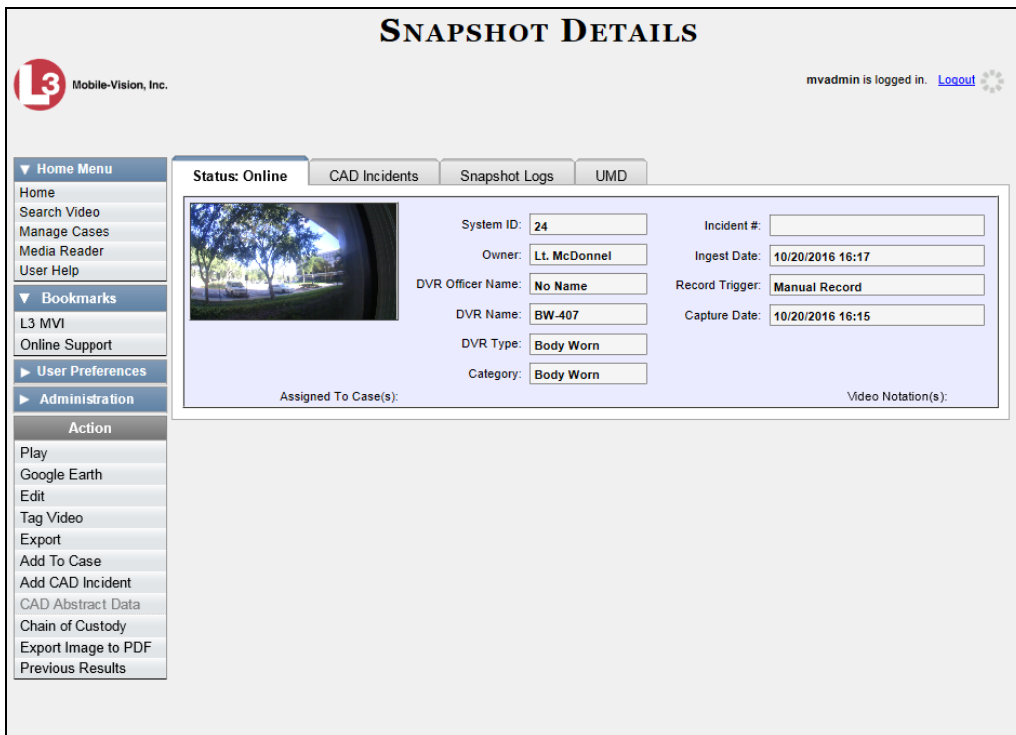
Videos							
Page 1 of 4 (24 total records)							
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:16	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	
		No Name	BW-407	Image	Body Worn	10/20/2016 16:15	

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


– OR –

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

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



**SNAPSHOT DETAILS**

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

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

▼ Bookmarks  
L3 MVI  
Online Support


► User Preferences

► Administration

Action

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Export Image to PDF  
Previous Results

Status: Online   CAD Incidents   Snapshot Logs   UMD



System ID:    Incident #:

Owner:    Ingest Date:

DVR Officer Name:    Record Trigger:

DVR Name:    Capture Date:


DVR Type:

Category:

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

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


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

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Play
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Export Image to PDF
- Previous Results

Status: Online
CAD Incidents
Snapshot Logs
UMD

### Video Logs

Page 1 of 1 (8 total records)

Date ▲	User	Action	IP Address
11/02/2015 11:24	---	System Media #242 Uploaded from DVR (ID: 1061510880)	---
12/24/2015 15:38	Sergeant Larkin	System Video Category Changed	166.20.100.160
12/29/2015 12:44	Sergeant Larkin	System Video Assigned from *1 No Name@12:49:33 to Officer Zalewski	166.20.100.160
01/06/2016 13:25	Sergeant Larkin	System Video Category Changed	166.20.100.160
01/06/2016 13:30	Sergeant Larkin	System Video Assigned from Lance's BV Unit to Maitland BV Unit	166.20.100.160
01/06/2016 17:47	Sergeant Larkin	System Video Category Changed	166.20.100.160
02/01/2016 16:40	Officer Zalewski	System Video Assigned from Sergeant Larkin to Officer Zalewski	166.20.100.160
02/02/2016 08:51	Officer Zalewski	System Video Assigned from Officer Zalewski to Officer Man	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 file. Displays in mm/dd/yyyy hh:mm format.
User	The name of the user who performed the action. If this column is blank, it indicates that the <i>system</i> performed this action.
Action	A description of the action performed on this snapshot file.
IP Address	The IP address of the device from which the activity was executed. For example, if an officer viewed the snapshot on a PC with an IP address of 192.168.250.10, that number will display here.

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## 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:

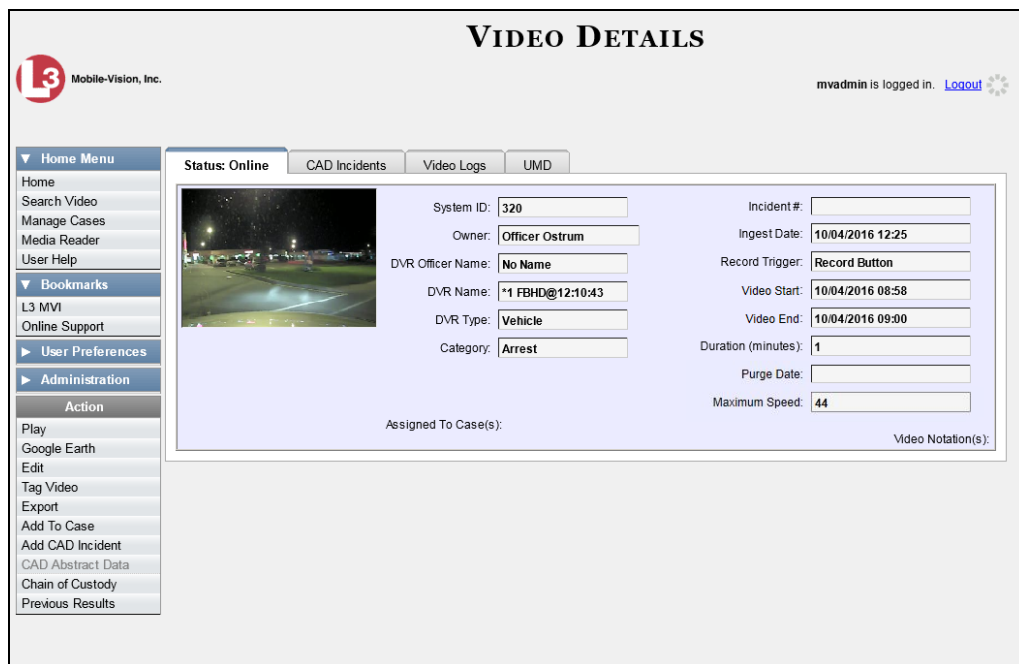
- Reassigning One Video to a Different Officer, below
- Reassigning Multiple Videos to a Different Officer, page 127.

### 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 33.)

The Video Details page displays.



**VIDEO DETAILS**

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

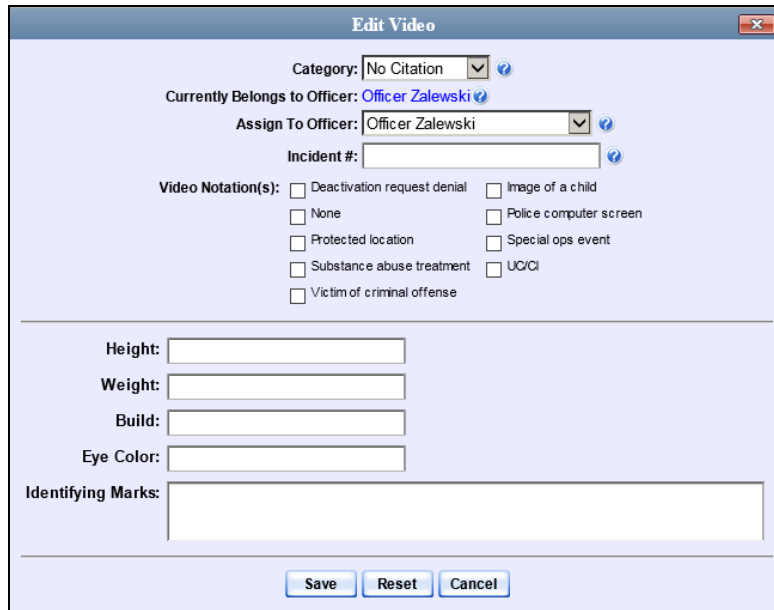
Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
Bookmarks  
L3 MVI  
Online Support  
User Preferences  
Administration  
Action  
Play  
Google Earth  
Edit  
Tag Video  
Export  
Add To Case  
Add CAD Incident  
CAD Abstract Data  
Chain of Custody  
Previous Results

Status: Online CAD Incidents Video Logs UMD

System ID: 320 Incident #:   
Owner: Officer Ostrum Ingest Date: 10/04/2016 12:25  
DVR Officer Name: No Name Record Trigger: Record Button  
DVR Name: \*1 FBHD@12:10:43 Video Start: 10/04/2016 08:58  
DVR Type: Vehicle Video End: 10/04/2016 09:00  
Category: Arrest Duration (minutes): 1  
Purge Date:   
Maximum Speed: 44  
Assigned To Case(s):  Video Notation(s):

For a description of the fields on this screen, see the table on page 35.

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



The screenshot shows the 'Edit Video' window. At the top, the title is 'Edit Video'. Below it, there are several fields: 'Category' is a dropdown menu set to 'No Citation'; 'Currently Belongs to Officer' is a dropdown menu set to 'Officer Zalewski'; 'Assign To Officer' is a dropdown menu set to 'Officer Zalewski'; 'Incident #' is a text input field. Below these are 'Video Notation(s)' with a list of checkboxes: 'Deactivation request denial', 'Image of a child', 'None', 'Police computer screen', 'Protected location', 'Special ops event', 'Substance abuse treatment', 'UC/CI', and 'Victim of criminal offense'. Below the checkboxes are four text input fields: 'Height:', 'Weight:', 'Build:', and 'Eye Color:'. Below these is a larger text input field for 'Identifying Marks:'. At the bottom of the form are three buttons: 'Save', 'Reset', and 'Cancel'.

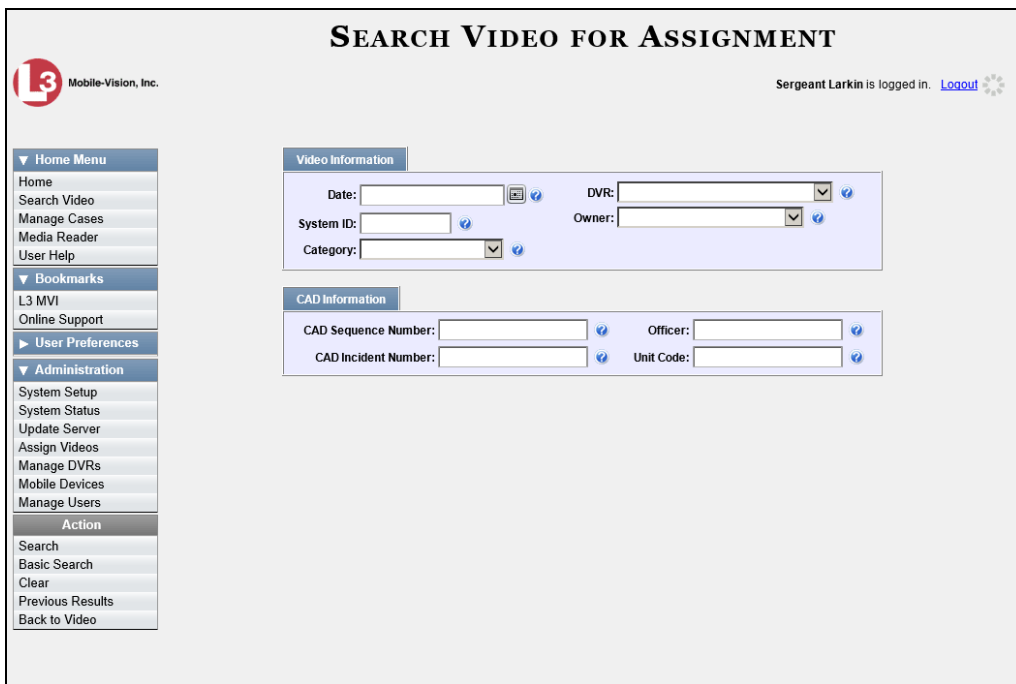
- 3 Select a new name from the *Assign To Officer* drop-down list.
- 4 Click **Save**.

### Reassigning Multiple Videos to a Different Officer

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

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

*(Continued)*



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

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

– OR –

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

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

## ASSIGN VIDEOS


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

▼ Home Menu

Home

Search Video

Manage Cases

Media Reader

User Help

▼ Bookmarks

L3 MVI

Online Support

► User Preferences

▼ Administration

System Setup

System Status

Update Server

Assign Videos

Manage DVRs

Mobile Devices

Manage Users

Action

Select All On Page

Assign Selected

Assign All 119 Videos

Deselect

Assignment Information

Assign To Officer:

Assign To DVR:

Videos

Page 1 of 2 (12 total records)

Video	Owner	Category	DVR Type	DVR Name	Video Start	Duration
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 12:42	11 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 11:59	5 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 11:35	24 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/16/2015 09:02	1 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/15/2015 14:24	3 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/11/2015 09:32	1 min

The columns and available actions on the Assign Videos page are described below.

Assign Videos Page	
Column	Description
Video	A thumbnail image of the video.
Owner	The name of the officer who currently owns this video. For more information, see <i>Owner</i> in the table on page 35.
Category	The category assigned to this video. For more on video categories, see <i>Category</i> in the table on page 37.
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 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> or BWX-100 Body Worn camera.</li> <li>▪ <i>VieVu</i>. A VIEVU Body Worn camera.</li> </ul>
DVR Name	The name of the DVR that captured this video. or more information, see <i>DVR Name</i> in the table on page 35.
Duration	The video’s length, in minutes. If the word “Image” displays in this field rather than a number, it indicates that this record is a <i>BodyVISION</i> or BWX-100 snapshot.

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Safe Fleet Mobile-Vision • 7.19.2019

Page | 129

Assign Videos Page (cont'd)	
Column	Description
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm:ss format.
Available Actions	
Action	Description
Select All on Page	Highlight the videos that are currently displayed on-screen.
Assign Selected	Assign all selected (i.e., highlighted) videos to the officer shown in the <i>Assign to Officer</i> field.
Assign All # Videos	Assign all the videos in your search results to the officer shown in the <i>Assign to Officer</i> field.
Deselect	Deselect all videos that are currently selected. You can also click on a video to deselect it.

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



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

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

– OR –

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

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

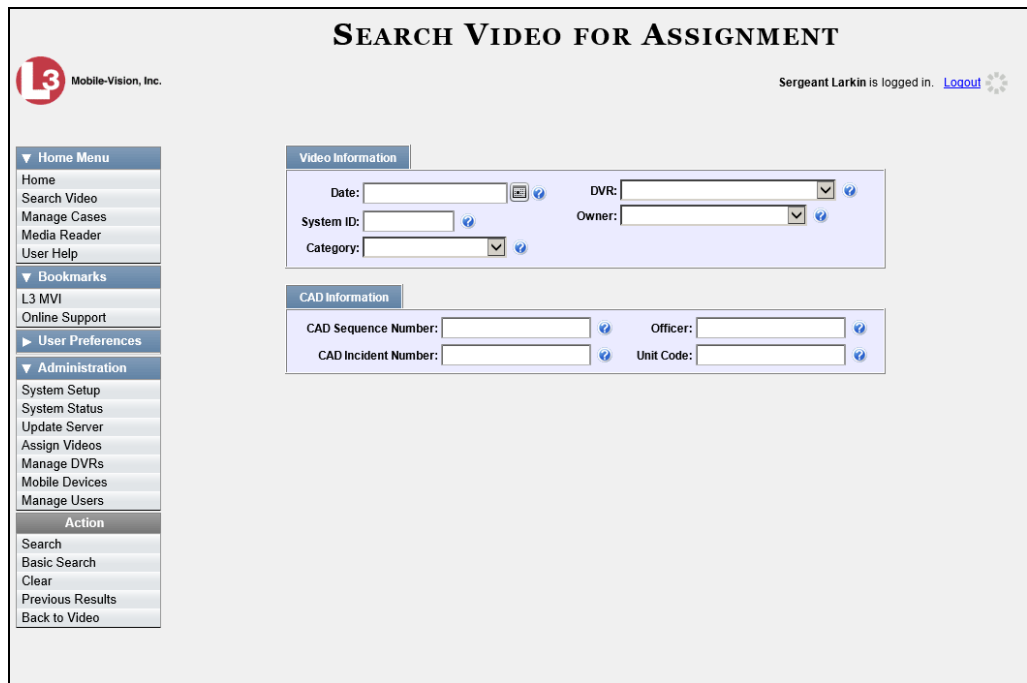
18 video(s) successfully assigned to James Ward



## Reassigning Video to a Different DVR

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

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



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

– OR –

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

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

*(Continued)*

## ASSIGN VIDEOS

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

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

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

**Action**

- Select All On Page
- Assign Selected
- Assign All 119 Videos
- Deselect

**Assignment Information**

Assign To Officer:

Assign To DVR:

Videos						
Video	Owner	Category	DVR Type	DVR Name	Video Start	Duration
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 12:42	11 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 11:59	5 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	01/19/2016 11:35	24 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/16/2015 09:02	1 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/15/2015 14:24	3 min
	Officer Zalewski	No Citation	Vehicle	*1 L3 MM Oxley@14:03:40	12/11/2015 09:32	1 min

The columns and available actions on this page are described in the table on page 129.

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



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

- 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 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.

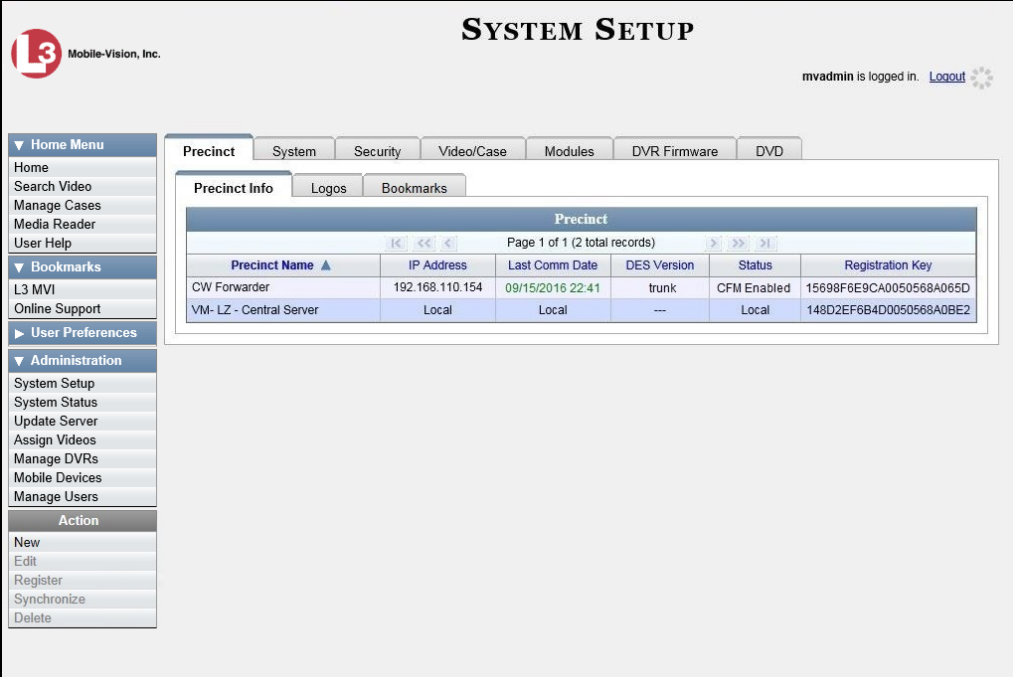
For further instructions, see:

- Displaying the UMD Types List, below
- Adding a User Metadata Field, page 135
- Changing a User Metadata Field, page 137
- Deleting a User Metadata Field, page 138
- Changing the User Metadata Display Order, page 139.

### 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.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

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

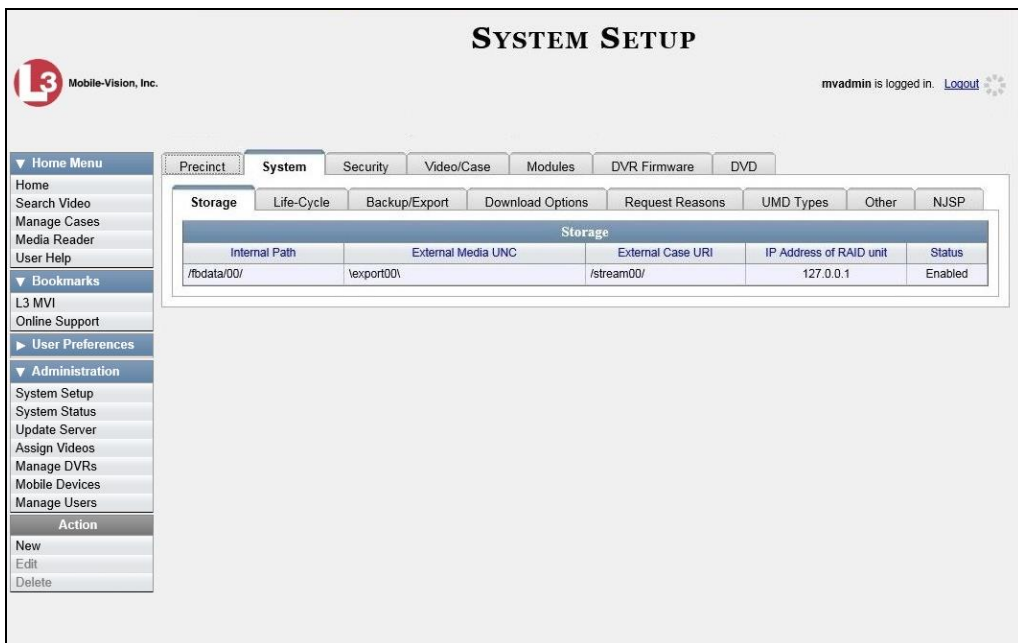
**Bookmarks**  
L3 MVI  
Online Support

**User Preferences**

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

**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **System** tab.



**SYSTEM SETUP**

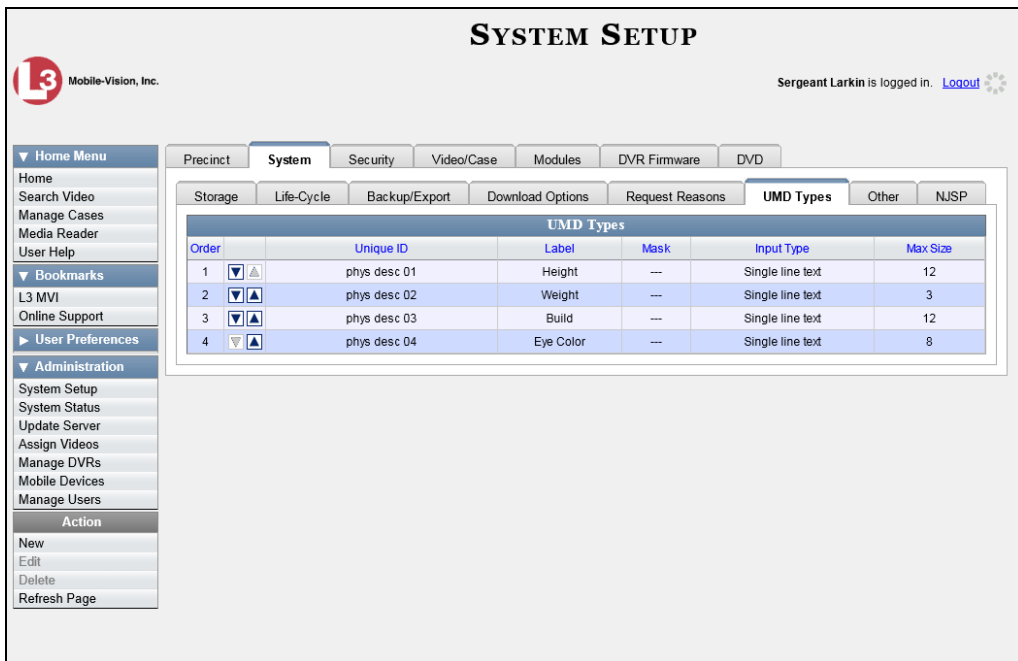
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Sub-navigation: Storage | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

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

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



**SYSTEM SETUP**

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 | NJSP

UMD Types						
Order	Unique ID	Label	Mask	Input Type	Max Size	
1	phys desc 01	Height	---	Single line text	12	
2	phys desc 02	Weight	---	Single line text	3	
3	phys desc 03	Build	---	Single line text	12	
4	phys desc 04	Eye Color	---	Single line text	8	

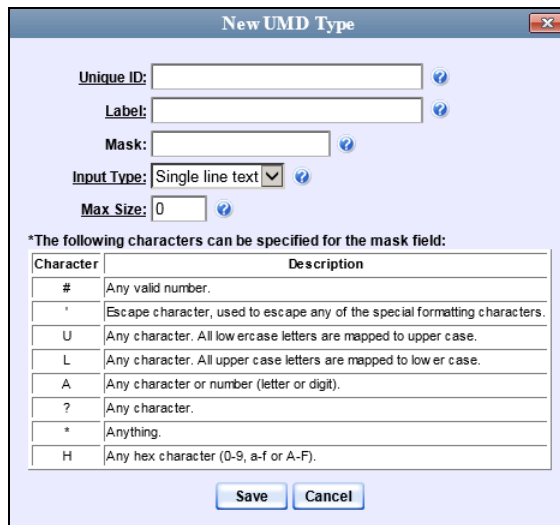
For further instructions, see:

- Adding a User Metadata Field, below, beginning with step 2
- Changing a User Metadata Field, page 137, beginning with step 2
- Deleting a User Metadata Field, page 138, beginning with step 2
- Changing the User Metadata Display Order, page 139, 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 133.

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



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

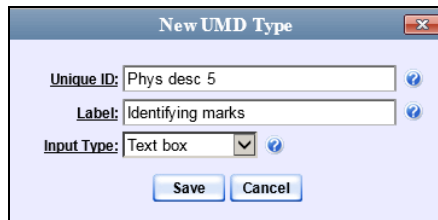
The fields on this form are described in the table on the next page.

*(Continued)*

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 description. 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 To apply a mask to this UMD (see *Mask* 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.



A dialog box titled "New UMD Type" with a close button (X) in the top right corner. It contains three input fields: "Unique ID:" with the value "Phys desc 5", "Label:" with the value "Identifying marks", and "Input Type:" with a dropdown menu set to "Text box". There are "Save" and "Cancel" buttons at the bottom.

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 video record.

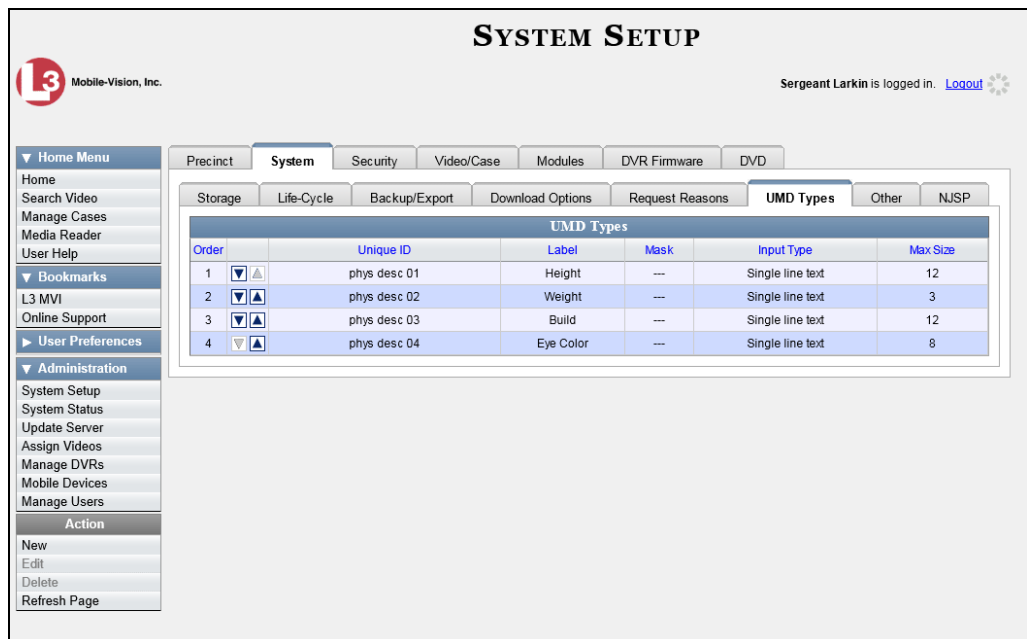


- 10 To move the new data field up the list, click the up arrow to the left of that record. Each mouse click will move the record *up* one row.

## Changing a User Metadata Field

This section describes how to change an existing user metadata field in DEP. For more on this topic, see “Maintaining User Metadata” on page 133.

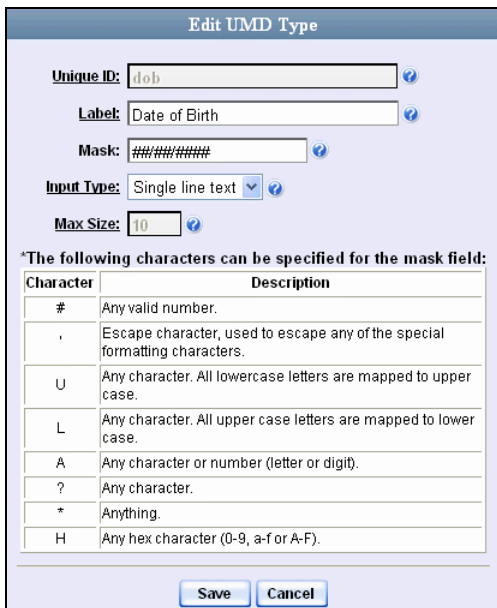
- 1 Display the UMD Types List, as described in “Displaying the UMD Types List” on page 133.



The screenshot shows the "SYSTEM SETUP" interface. The "System" tab is selected, and the "UMD Types" sub-tab is active. A table lists the UMD Types with columns for Order, Unique ID, Label, Mask, Input Type, and Max Size.

Order	Unique ID	Label	Mask	Input Type	Max Size
1	phys desc 01	Height	---	Single line text	12
2	phys desc 02	Weight	---	Single line text	3
3	phys desc 03	Build	---	Single line text	12
4	phys desc 04	Eye Color	---	Single line text	8

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



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

For a description of the fields on this popup, see the table on page 136.

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

## Deleting a User Metadata Field

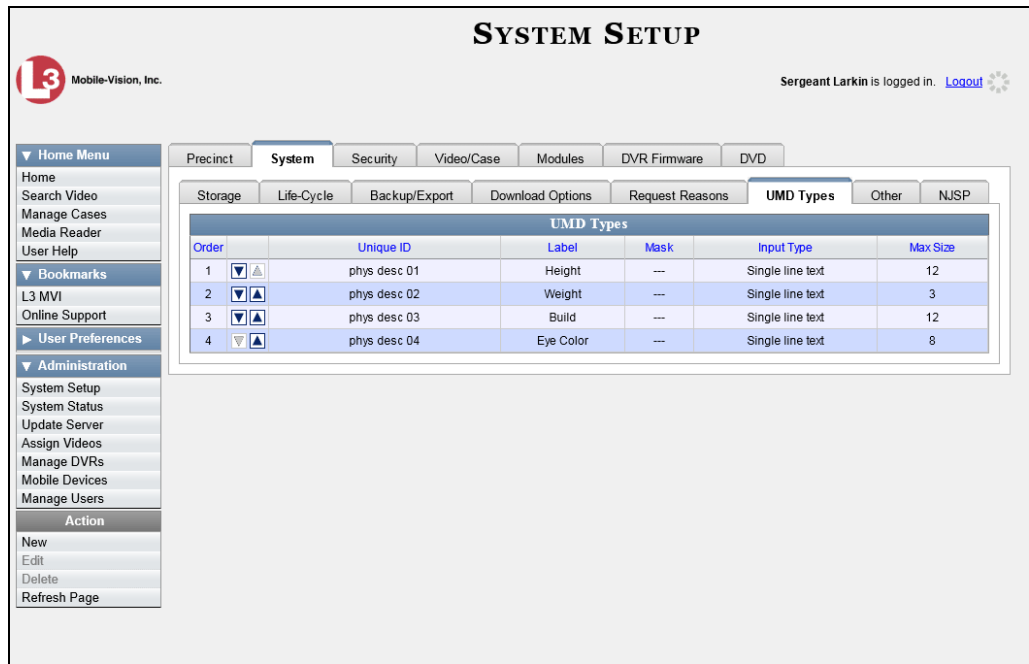
This section describes how to delete a user metadata field in DEP. For more on this topic, see “Maintaining User Metadata” on page 133.



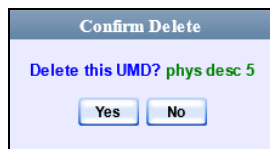
**WARNING:** If you delete a UMD field that is currently attached to one or more videos, the system will permanently remove that UMD field from those videos.

- 1 Display the UMD Types List. (If necessary, see “Displaying the UMD Types List” on page 133.)





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





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

## Changing the User Metadata Display Order

This section describes how to change the display order for your custom user metadata fields. For more on this topic, see “Maintaining User Metadata” on page 133.

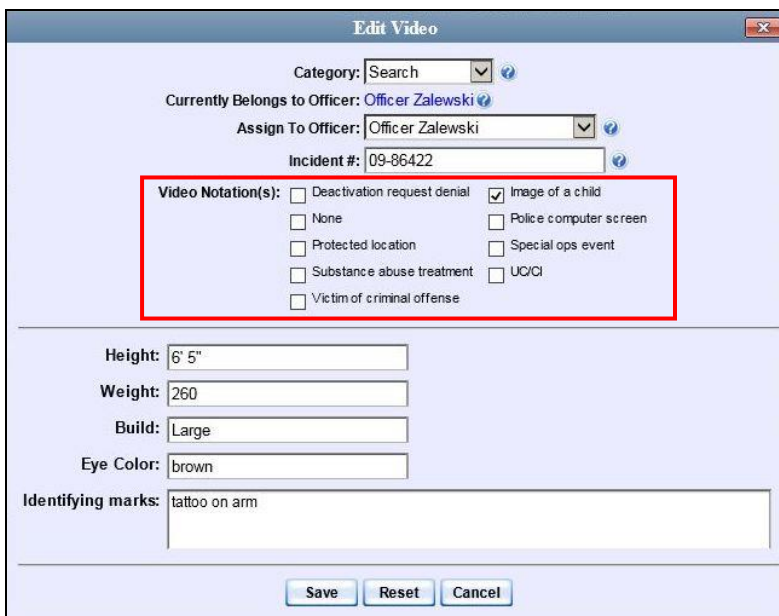
- Display the UMD Types List, as pictured above. (If necessary, see “Displaying the UMD Types List” on page 133.)

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

- 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 146), any video notations you create will display on the Edit Video form, as pictured below.



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

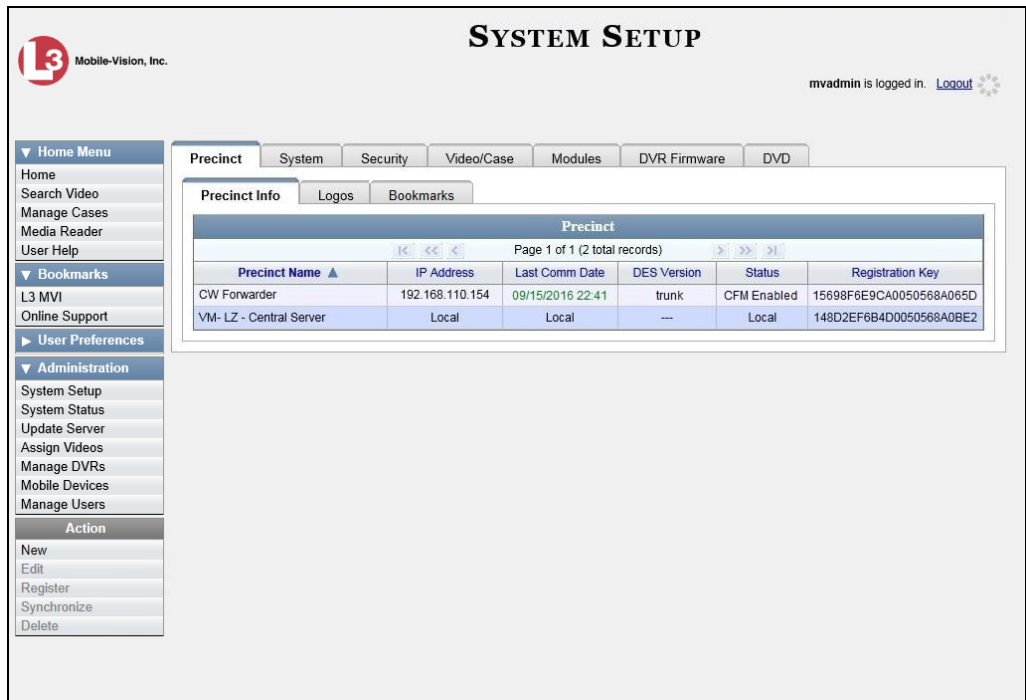
For more information, see:

- Adding a Video Notation, below
- Changing a Video Notation, page 142
- Deleting a Video Notation, page 144
- Turning Video Notations On/Off, page 146
- Exporting Video Notations Activity to a Spreadsheet, page 148.

### 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**

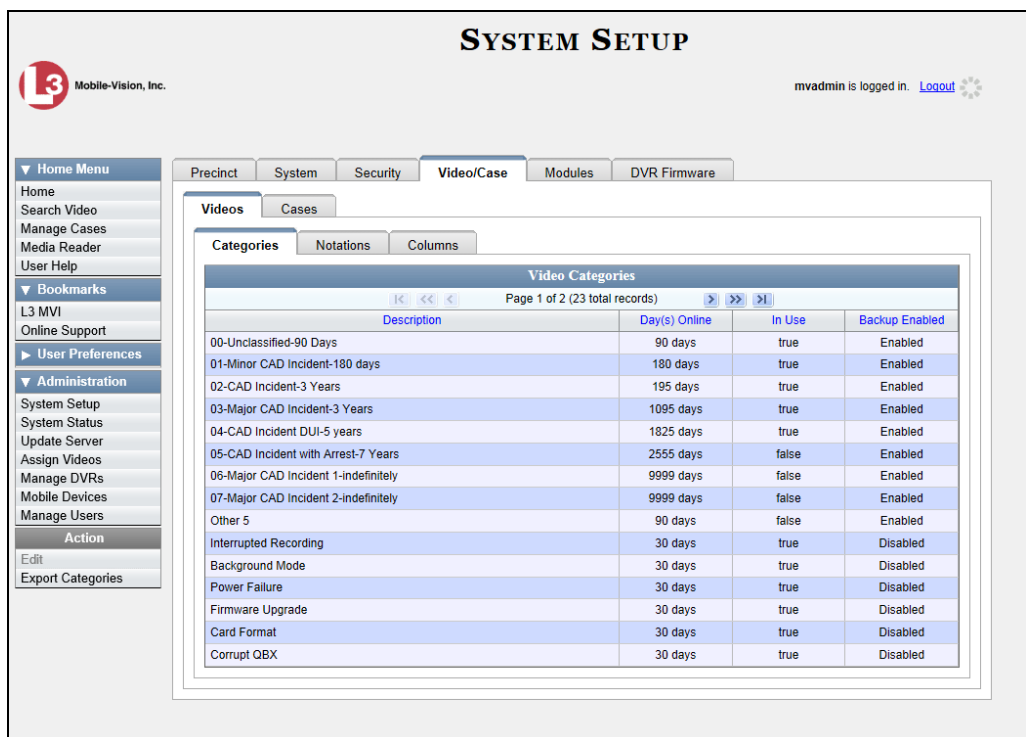
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

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



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

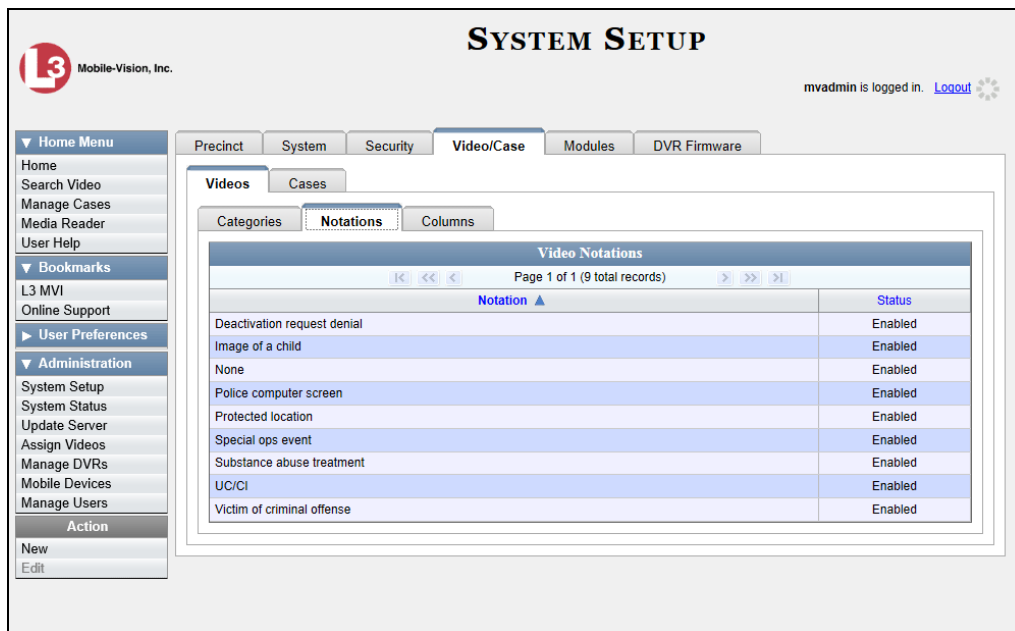
**Videos** | Cases

**Categories** | Notations | Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

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

- Click the **Notations** tab.



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



The 'New Video Notation' form contains the following fields:

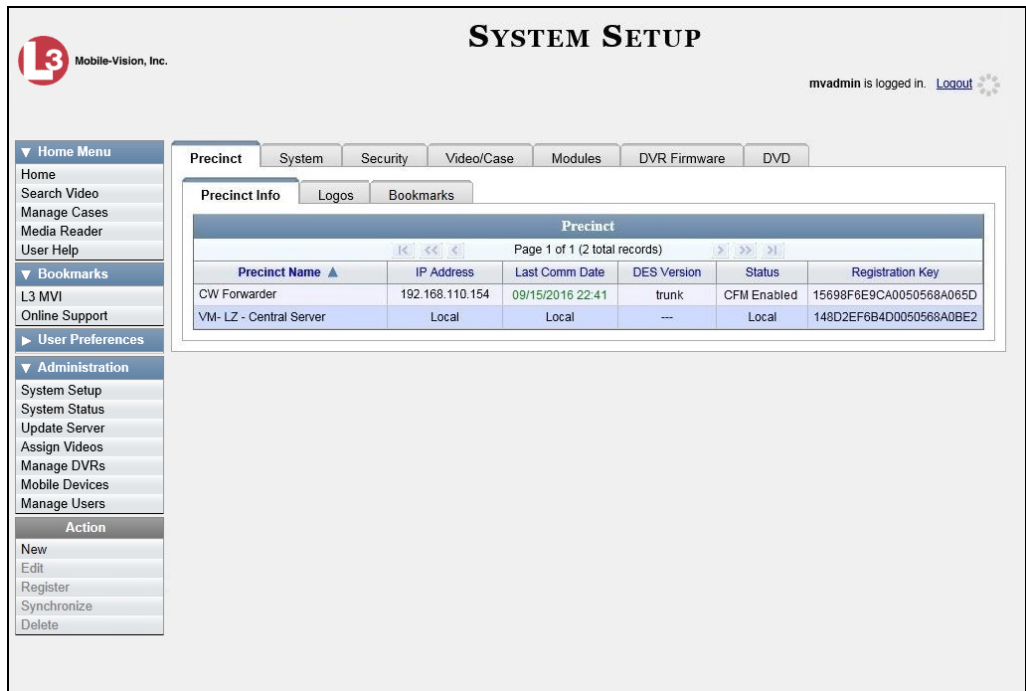
- Notation:** A text input field.
- Status:** A dropdown menu currently set to 'ENABLED'.
- Buttons:** 'Save' and 'Cancel' buttons.

- Enter a name for the new video notation in the *Notation* field.
- 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 140.

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



**SYSTEM SETUP**

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

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

Bookmarks  
L3 MVI  
Online Support

User Preferences

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

Action  
New  
Edit  
Register  
Synchronize  
Delete

Precinct System Security Video/Case Modules DVR Firmware DVD

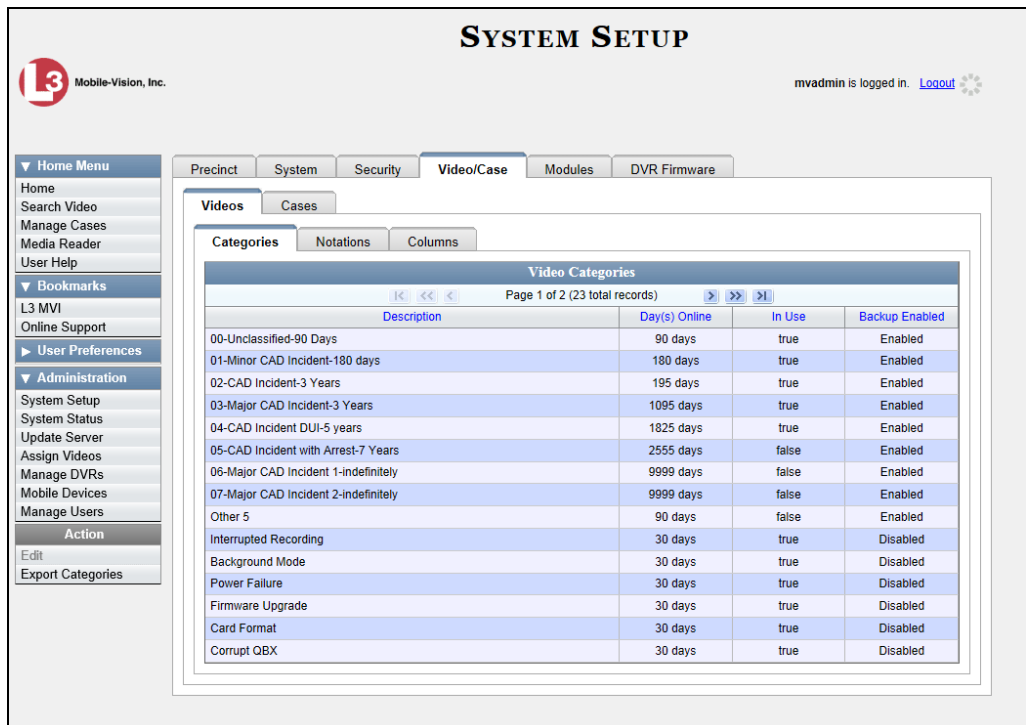
Precinct Info Logos Bookmarks

Precinct

Page 1 of 1 (2 total records)

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

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



**SYSTEM SETUP**

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

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

Bookmarks  
L3 MVI  
Online Support

User Preferences

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

Action  
Edit  
Export Categories

Precinct System Security Video/Case Modules DVR Firmware

Videos Cases

Categories Notations Columns

Video Categories

Page 1 of 2 (23 total records)

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

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

4 Click the **Notations** tab, as pictured on the previous page.

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

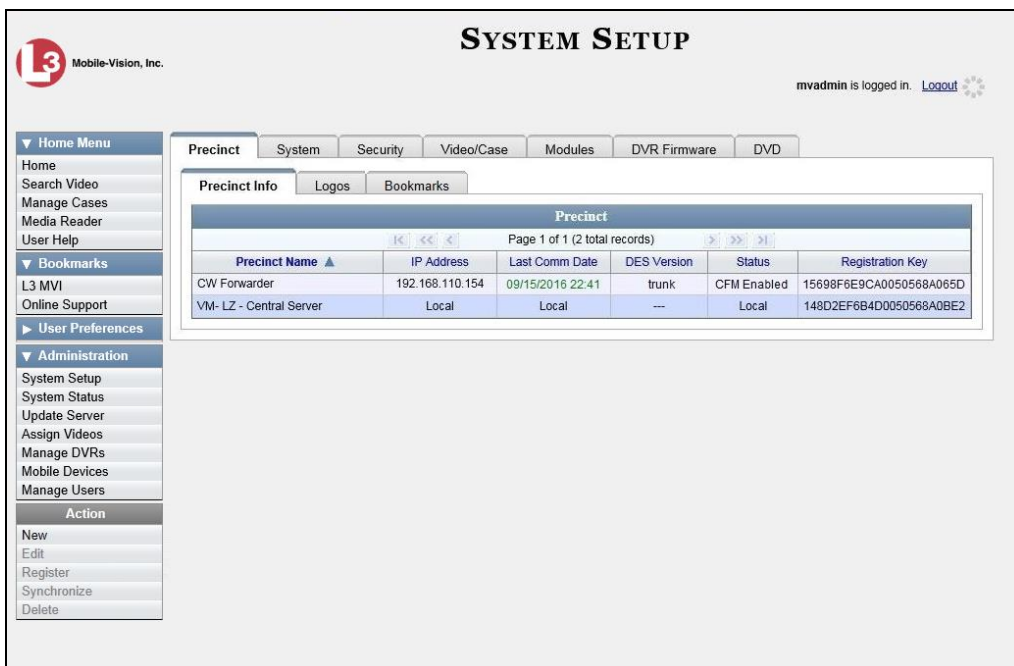


- To change the name of this video notation, enter a new value in the *Notation* field. Otherwise proceed to the next field.
- To change this video notation’s status (i.e., *active* vs. *inactive*), proceed to the next step. Otherwise skip to step 9.
- To *inactivate* this video notation, select **DISABLED** 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

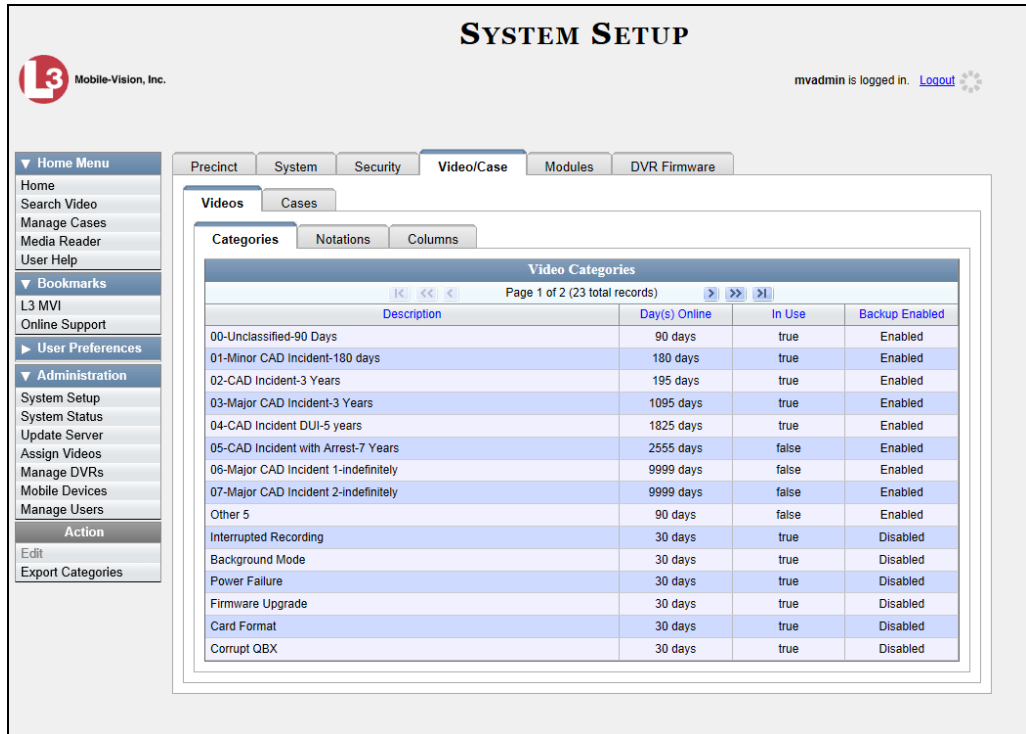
This section describes how to delete a video notation record that was previously created by you or another user.

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



Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

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

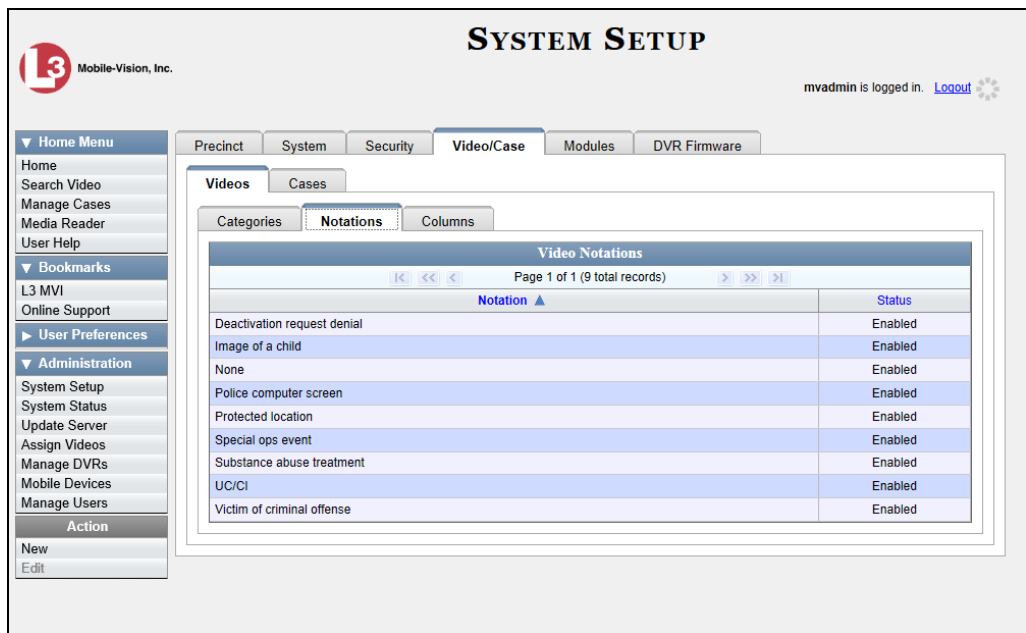


The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'Video/Case' tab is selected in the top navigation bar. Below it, the 'Videos' sub-tab is active, displaying a table of 'Video Categories'.

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

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

4 Click the **Notations** tab.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Notations' sub-tab selected. It displays a table of 'Video Notations'.

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

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



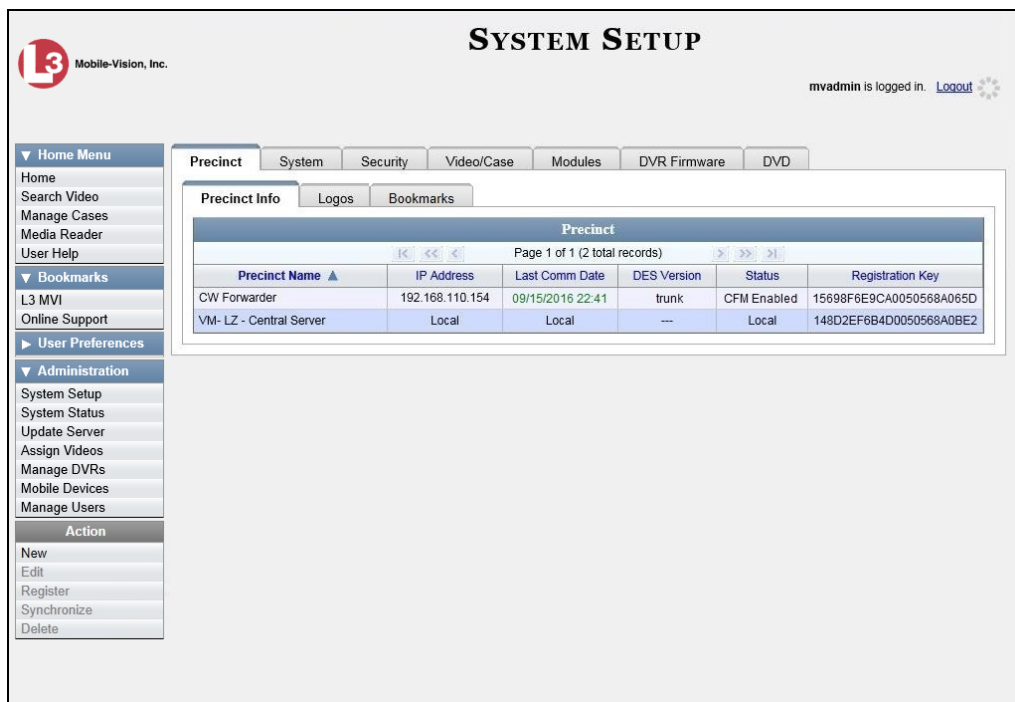
- 6 Click **Yes**. The selected record is removed from the Video Notations list.

## 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 140.

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

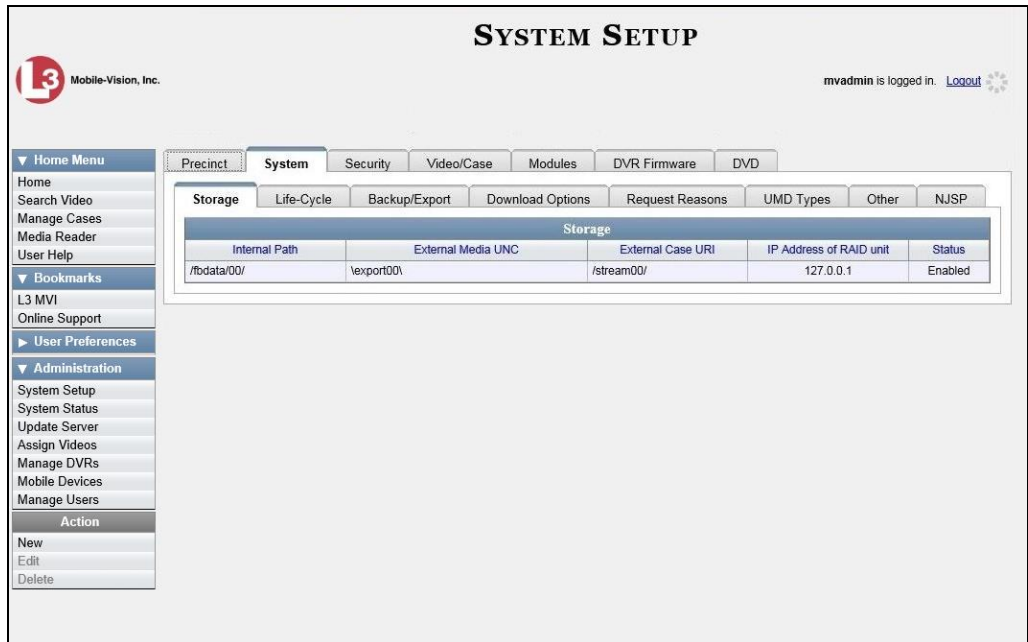


The screenshot shows the "SYSTEM SETUP" interface for Mobile-Vision, Inc. The user "mvadmin" is logged in. The "Administration" menu is expanded, showing "System Setup" selected. The "System" tab is active, displaying a table of Precincts.

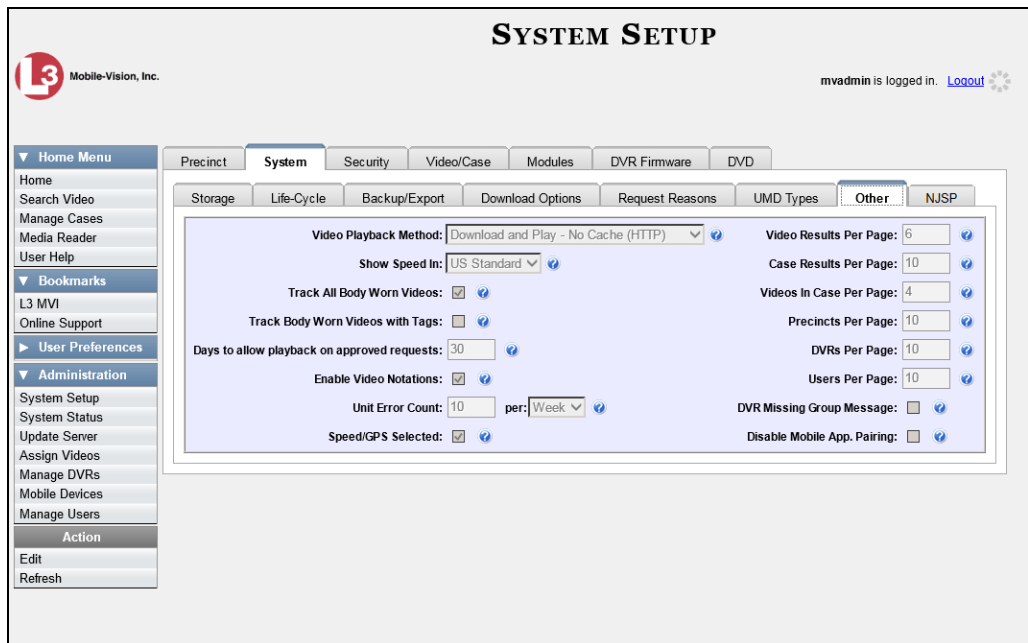
Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **System** tab.



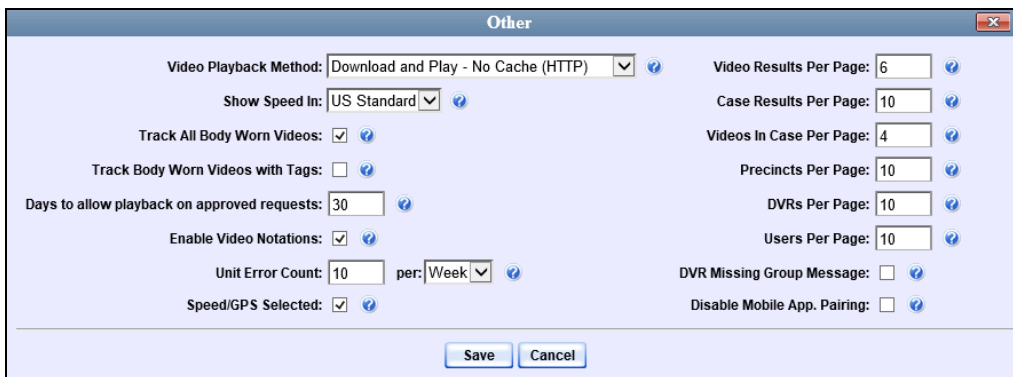


3 Click the **Other** tab.



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

(Continued)



The screenshot shows a configuration window titled "Other" with the following settings:

- Video Playback Method: Download and Play - No Cache (HTTP)
- Show Speed In: US Standard
- 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: 10 per: Week
- Speed/GPS Selected:
- Video Results Per Page: 6
- Case Results Per Page: 10
- Videos In Case Per Page: 4
- Precincts Per Page: 10
- DVRs Per Page: 10
- Users Per Page: 10
- DVR Missing Group Message:
- Disable Mobile App. Pairing:


- 5 To turn the Video Notations feature *on*, select the *Enable Video Notations* checkbox.  
– OR –  
To turn the Video Notations feature *off*, deselect the *Enable Video Notations* checkbox.
- 6 Click **Save**.

## Exporting Video Notations Activity to a Spreadsheet

This section describes how to export video notations activity to a spreadsheet for use with another application, such as a custom reporting tool. 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

 mvadmin is logged in. [Logout](#)


- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Refresh Page

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

Storage Capacity:	587.2 GB	↕	Active Users:	mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Available Disc Space:	496 GB	↕		
Enabled DVRs:	18	↕		
Disabled DVRs:	37	↕		
Total Video Count:	269	↕		
Non-archived Video Count:	0	↕		
Last 24 Hours Video Count:	0	↕		
Last 7 Days Video Count:	0	↕		
Last 30 Days Video Count:	0	↕		
Body Worn Video Count:	111	↕		
Body Worn Hours:	16	↕		
Average Body Worn Video Length:	8 min	↕		
ViVu Video Count:	0	↕		
Oldest Non-case Video:	1482 days	↕		
Oldest Case Video:	1910 days	↕		
Number of Active Cases:	24	↕		
Number of Backup DVDs:	239	↕		
Number of Exported DVDs:	142	↕		
Archiver Errored Out:	false	↕		
Downloader Errored Out:	false	↕		
Simultaneous Users Allowed:	unlimited	↕		
Backup Scheme:	all	↕		
Untagging Allowed:	true	↕		
Last Update Check:	06/18/2019 04:15	↕		
Version:	4.0.10.RC3	↕		

2 Click the **Reports** tab.

### SYSTEM STATUS

 mvadmin is logged in. [Logout](#)

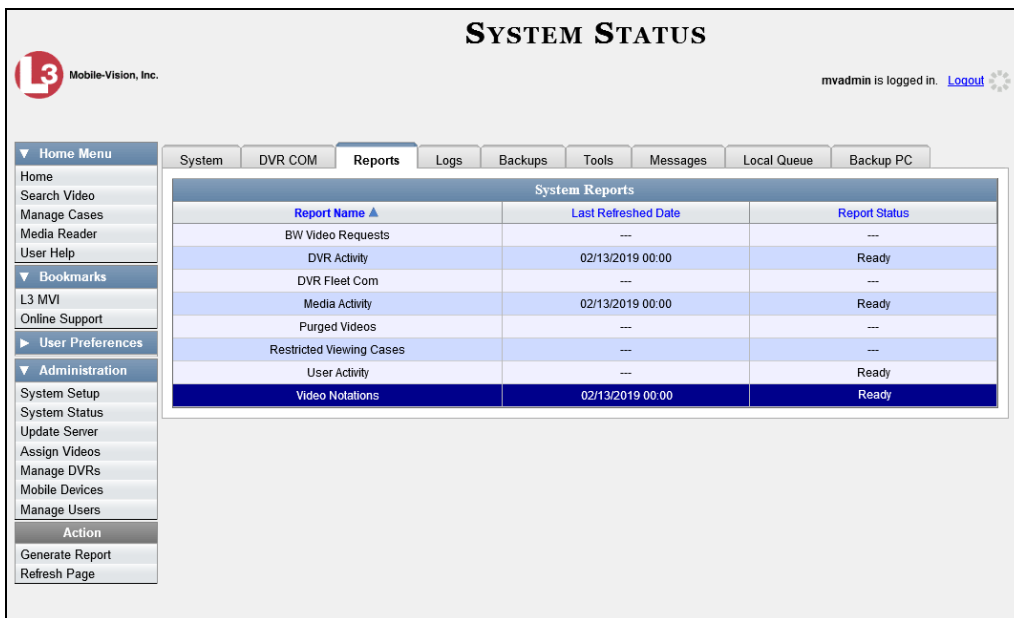
- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Download Report
- Refresh Report
- Refresh Page

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/13/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	02/13/2019 00:00	Ready

(Continued)

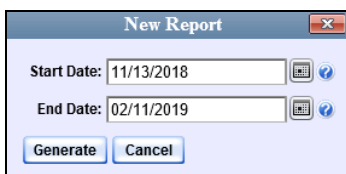
- 3 Click on the **Video Notations** report to highlight it.



The screenshot shows the 'SYSTEM STATUS' page for Mobile-Vision, Inc. The 'Reports' tab is selected, displaying a table of 'System Reports'. The table has three columns: 'Report Name', 'Last Refreshed Date', and 'Report Status'. The 'Video Notations' report is highlighted in blue.

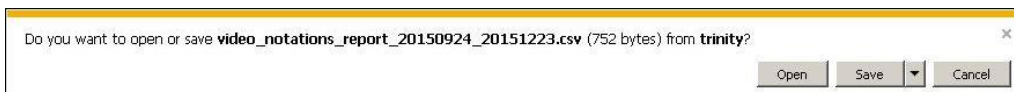
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/13/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
<b>Video Notations</b>	02/13/2019 00:00	Ready

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



The 'New Report' dialog box contains two date fields: 'Start Date' with the value '11/13/2018' and 'End Date' with the value '02/11/2019'. Each field has a calendar icon to its right. At the bottom are 'Generate' and 'Cancel' buttons.

- 5 Proceed to the *Start Date* field. Using the calendar icon, select the beginning of the date range for this report.
- 6 Proceed to the *End Date* field. Using the calendar icon, select the end of the date range for this report.
- 7 Click **Generate**. A Windows message displays.



The dialog box asks: 'Do you want to open or save video\_notations\_report\_20150924\_20151223.csv (752 bytes) from trinity?'. It has 'Open', 'Save', and 'Cancel' buttons.

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

## Updating Viewing Options

There are two viewing options that you can change:

- Video Playback Method.* You can select the manner in which the system delivers videos to 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.
- Metric Display.* You have the option of displaying vehicle speeds in either *miles per hour* or *kilometers per hour*.

For further instructions, see:

- Changing the Video Playback Method, below
- Turning the Metric Display On or Off, page 154

### 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.

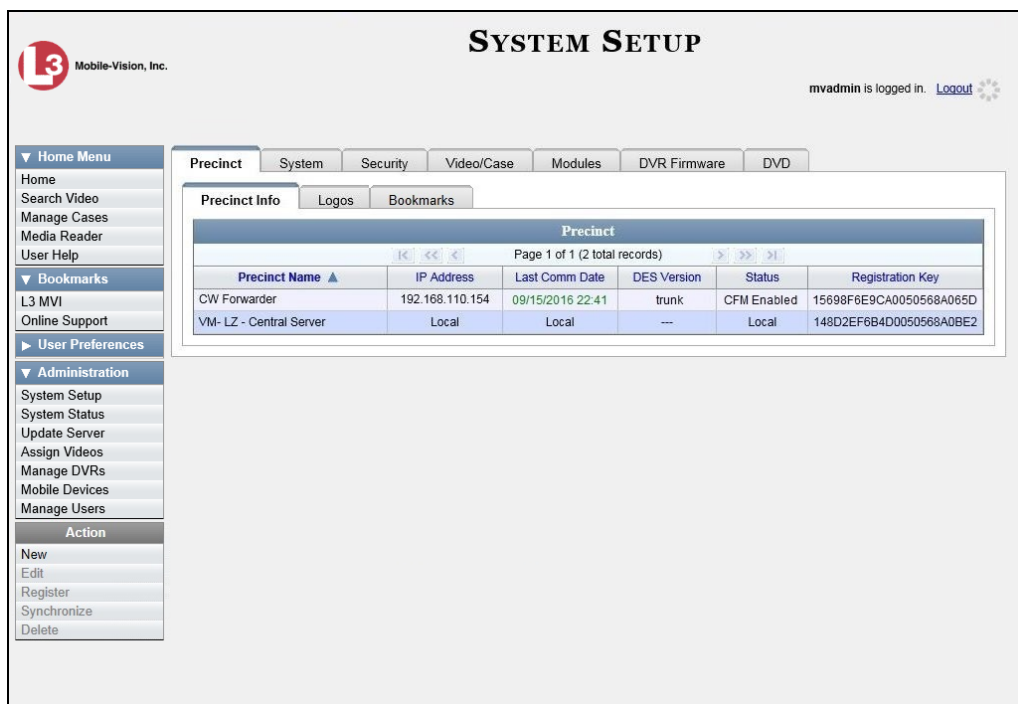
Video Playback Methods	
Method	Description
Download and Play – No Cache (SMB)	Download the video file to the user's PC via the SMB internet protocol. Once the user exits the Flashback Player, the system will remove the video file from the user's PC.
Download and Play – No Cache (HTTP)	Download the video 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.
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.

(Continued)

Video Playback Methods (cont'd)	
Method	Description
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.



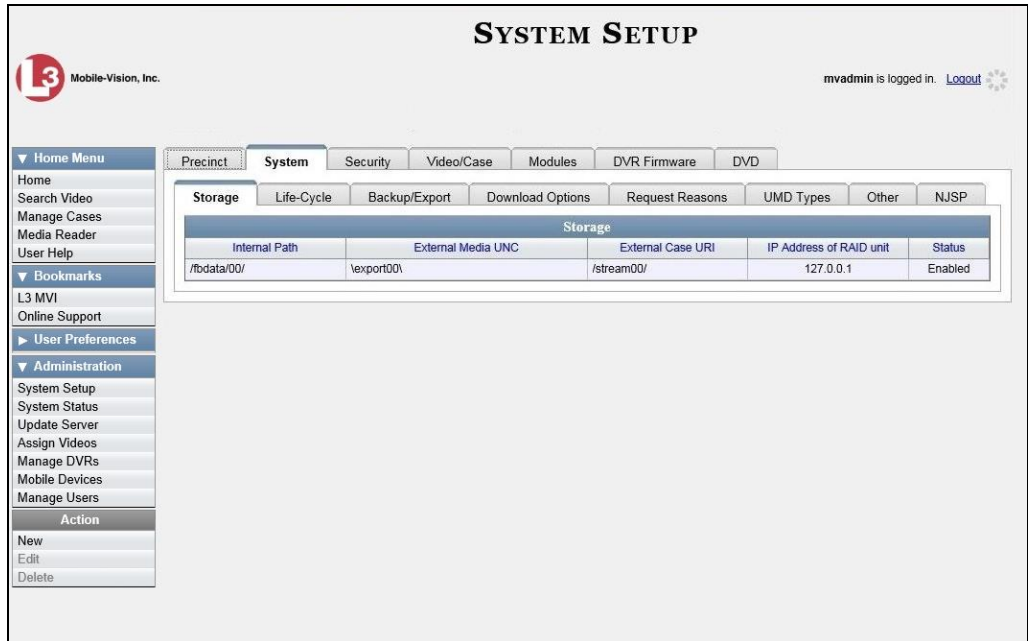
**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

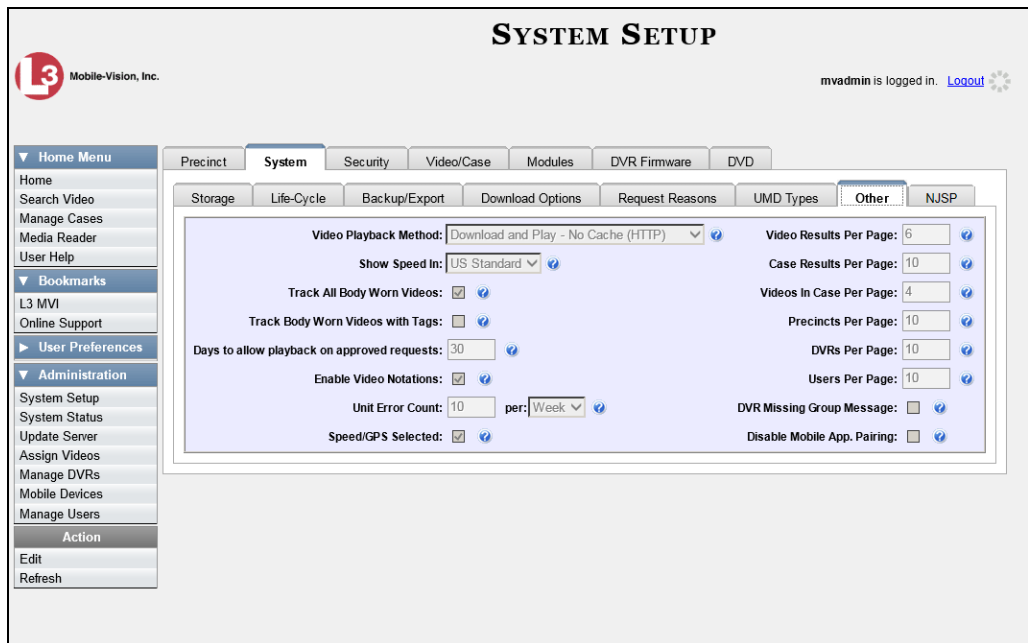
Navigation: Home Menu, Administration, System Setup

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.

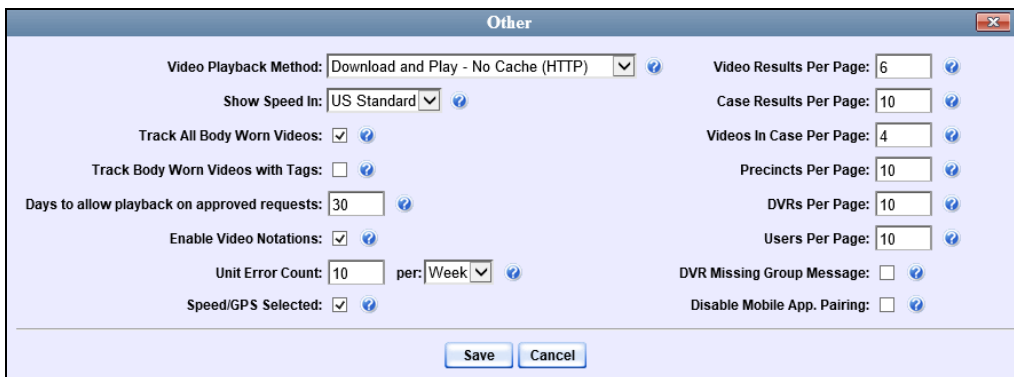


3 Click the **Other** tab.



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

(Continued)

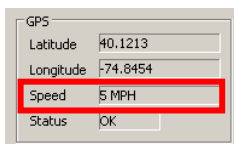


The screenshot shows a configuration window titled "Other" with various settings for video playback. The settings are organized into two columns. The left column includes: "Video Playback Method" (set to "Download and Play - No Cache (HTTP)"), "Show Speed In" (set to "US Standard"), "Track All Body Worn Videos" (checked), "Track Body Worn Videos with Tags" (unchecked), "Days to allow playback on approved requests" (set to 30), "Enable Video Notations" (checked), "Unit Error Count" (set to 10) per "Week", and "Speed/GPS Selected" (checked). The right column includes: "Video Results Per Page" (set to 6), "Case Results Per Page" (set to 10), "Videos in Case Per Page" (set to 4), "Precincts Per Page" (set to 10), "DVRs Per Page" (set to 10), "Users Per Page" (set to 10), "DVR Missing Group Message" (unchecked), and "Disable Mobile App. Pairing" (unchecked). At the bottom of the window are "Save" and "Cancel" buttons.

- 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 151.
- 6 Click **Save**.

## Turning the Metric Display On/Off

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



The screenshot shows a small window titled "GPS" with several fields: "Latitude" (40.1213), "Longitude" (-74.8454), "Speed" (5 MPH), and "Status" (OK). The "Speed" field is highlighted with a red border.

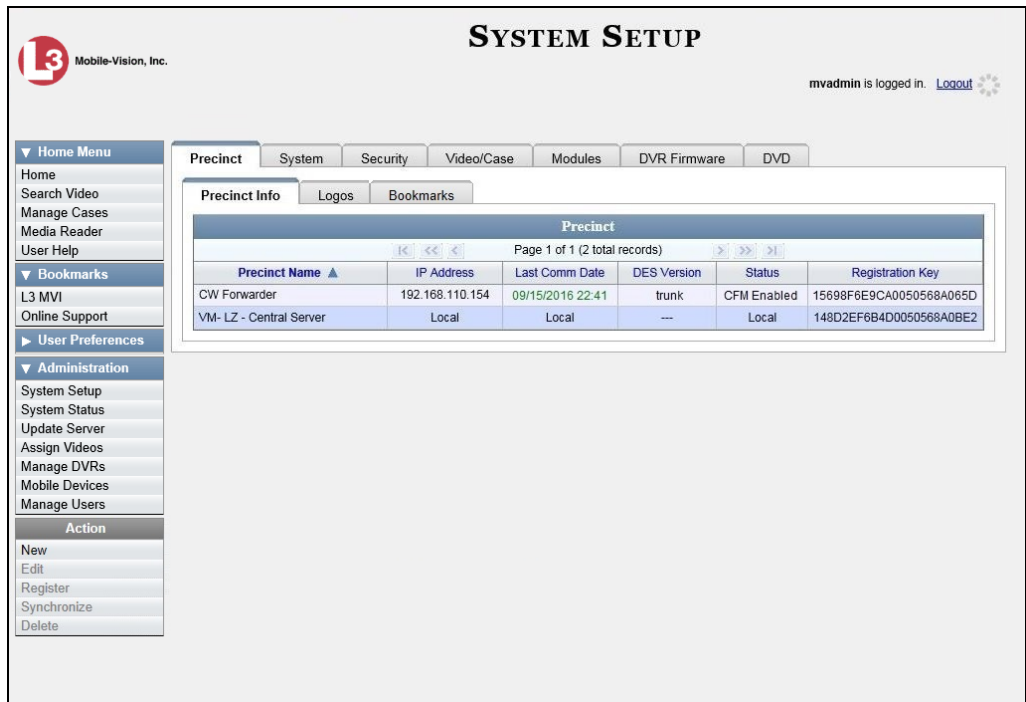
*Speed* field as it may appear on the Flashback Player



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

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





**SYSTEM SETUP**

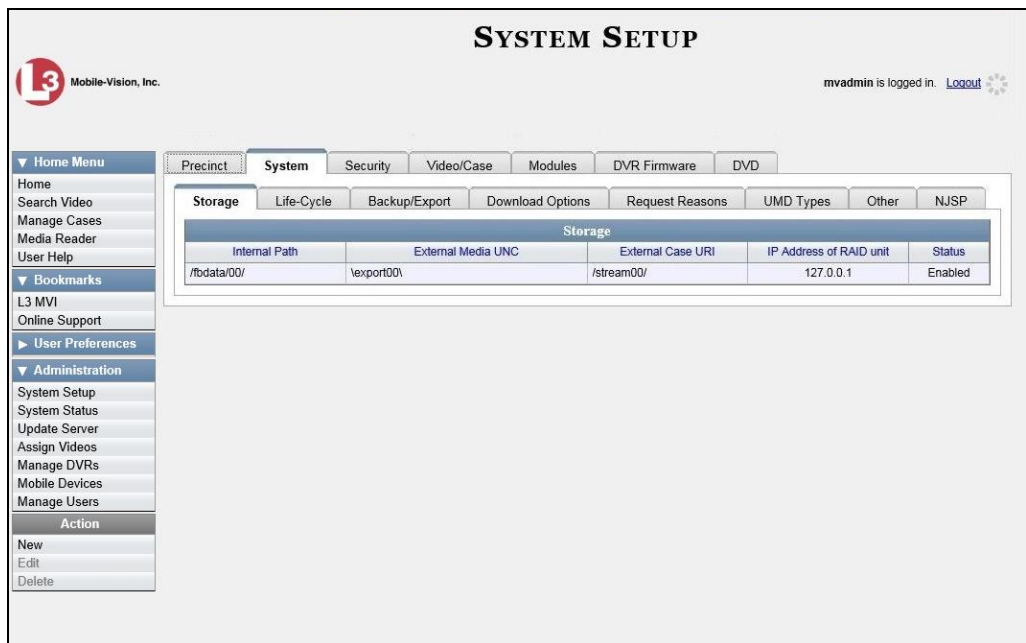
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

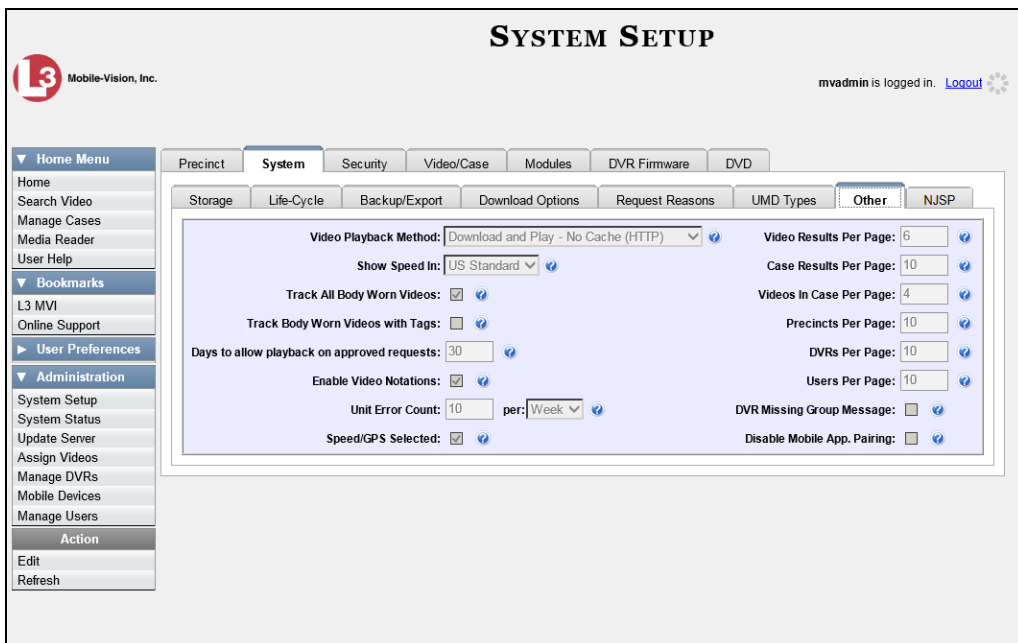
**Precinct** | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

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

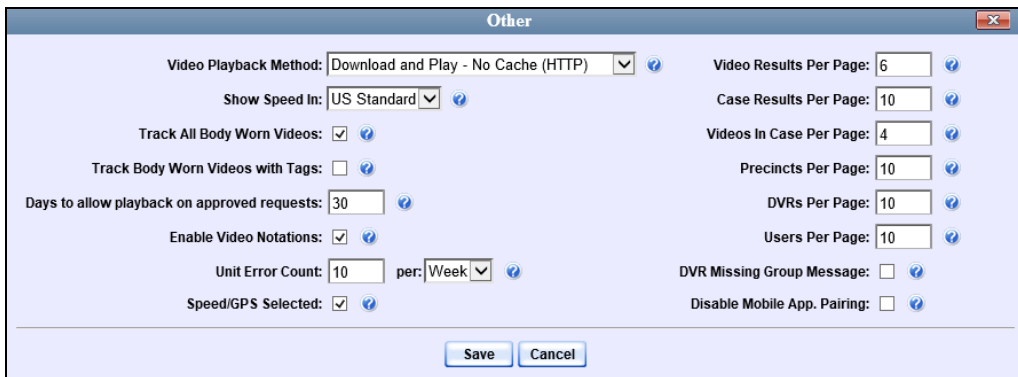
Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **Other** tab.

*(Continued)*



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



- 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).
- 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 37.

For specific instructions, see:

- Maintaining Video Categories, below
- Manually Exporting Video Categories, page 160.

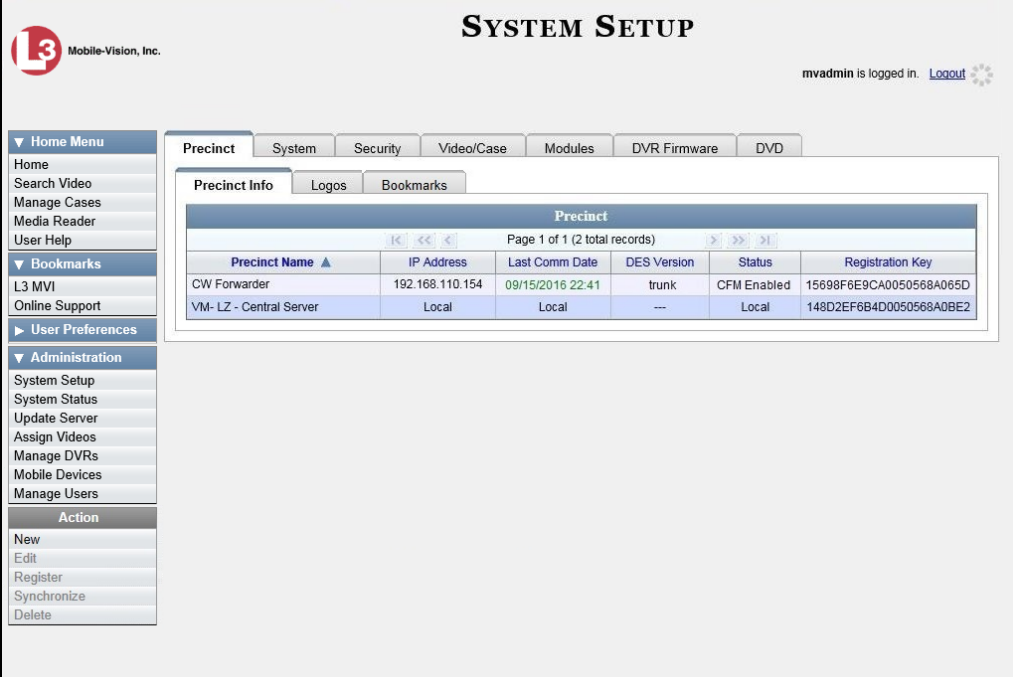
### Maintaining Video Categories

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 37.

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



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

Bookmarks  
L3 MVI  
Online Support

User Preferences

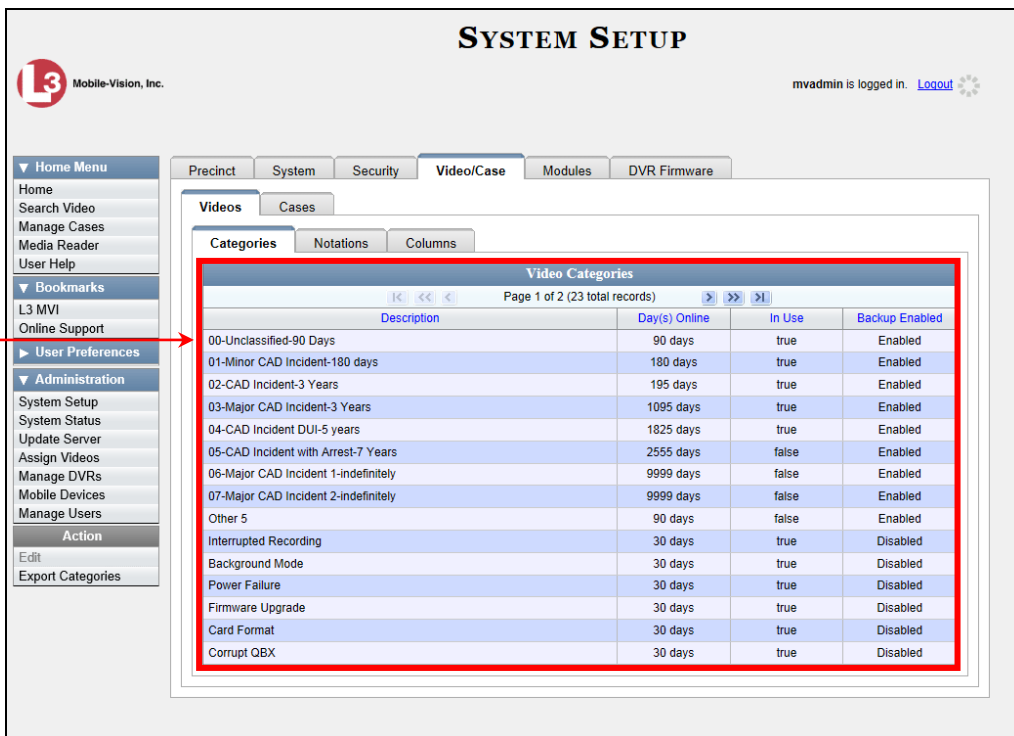
Administration  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
New  
Edit  
Register  
Synchronize  
Delete

(Continued)

- Click the **Video/Case** tab. The current category list displays.

These are the category names and retention settings that the NJSP has chosen to use. At system startup, be sure to change the default settings to these values



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The 'Video/Case' tab is selected. A table titled 'Video Categories' is displayed, listing various categories with their retention periods, online status, and backup settings. A red box highlights the table content.

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

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



The 'Edit Video Category' popup window contains the following fields:

- Priority: 2
- Description: Minor CAD incident
- Day(s) Online: 180
- Backup Enabled: ENABLED
- In Use: Yes

Buttons: Save, Cancel

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

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. This number can be increased, but not decreased.
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.

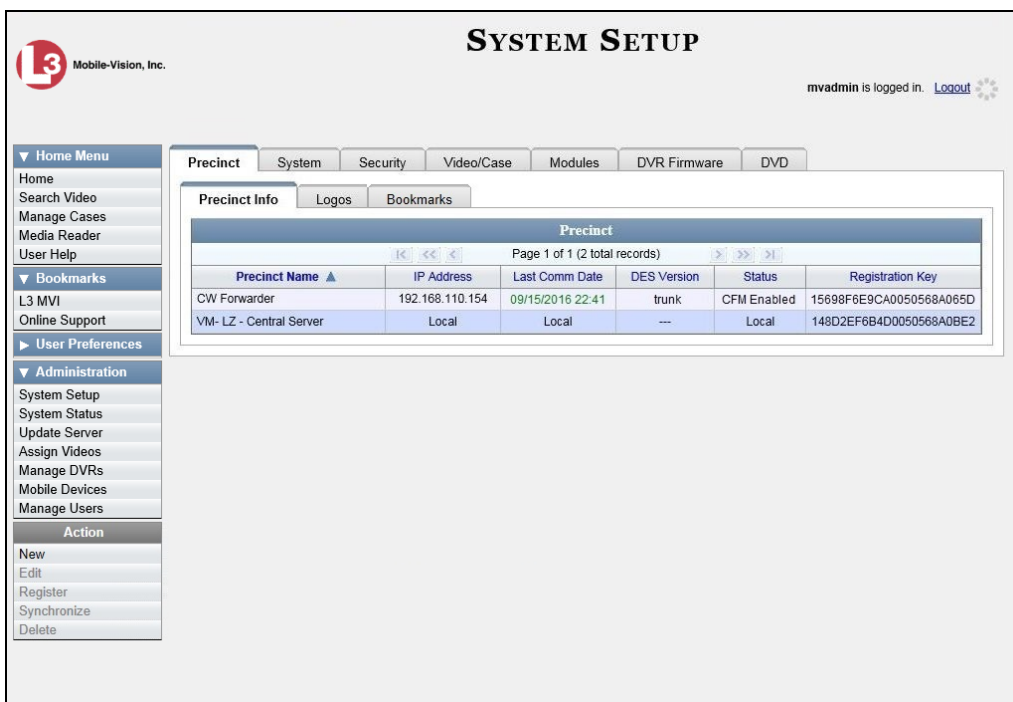
- 4 To change the name of this category, enter a new name in the *Description* field. Otherwise proceed to the next step.
- 5 To increase the number of days that a video or snapshot with this category will remain online before it can be purged, enter a new number in the *Day(s) Online* field. Otherwise proceed to the next step.
- 6 To change the *Backup Enabled* status for this category (see description above), 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 above), select a new value from the *In Use* drop-down list. Otherwise proceed to the next step.
- 8 Click **Save**.

- To update another category, repeat steps 4 – 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 Flashback2 DVR, as described below.

- Insert a USB drive in a USB port on your PC.
- Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

Precinct Info Logos Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

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

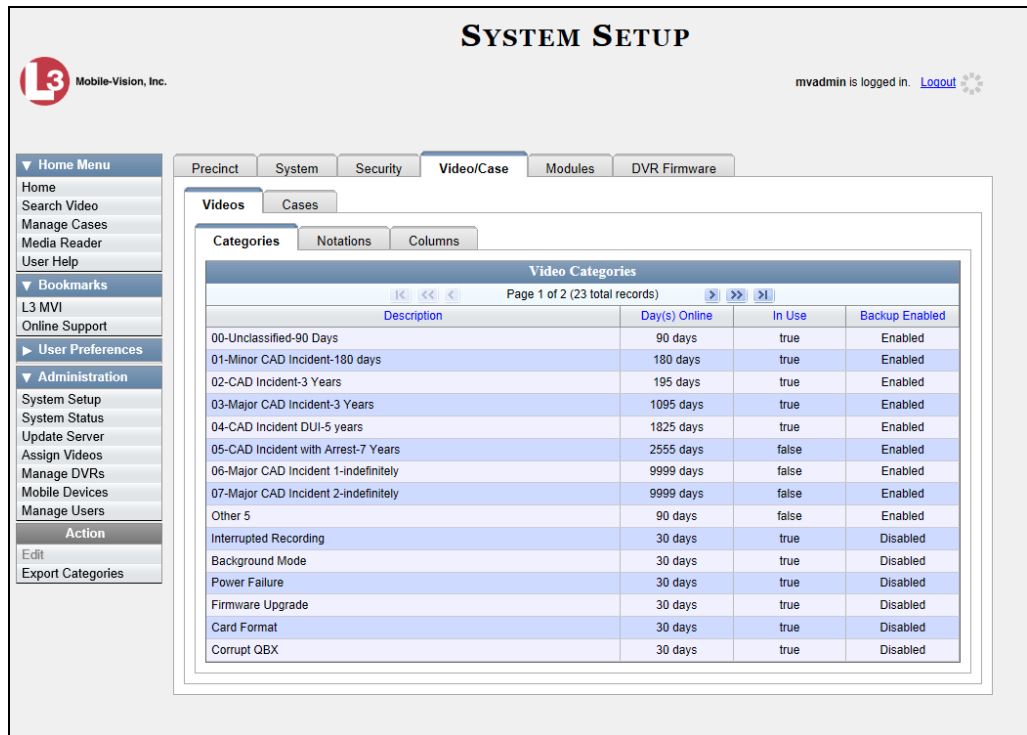
**Bookmarks**  
L3 MVI  
Online Support

**User Preferences**

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

**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- Click the **Video/Case** tab. The current category list displays.



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



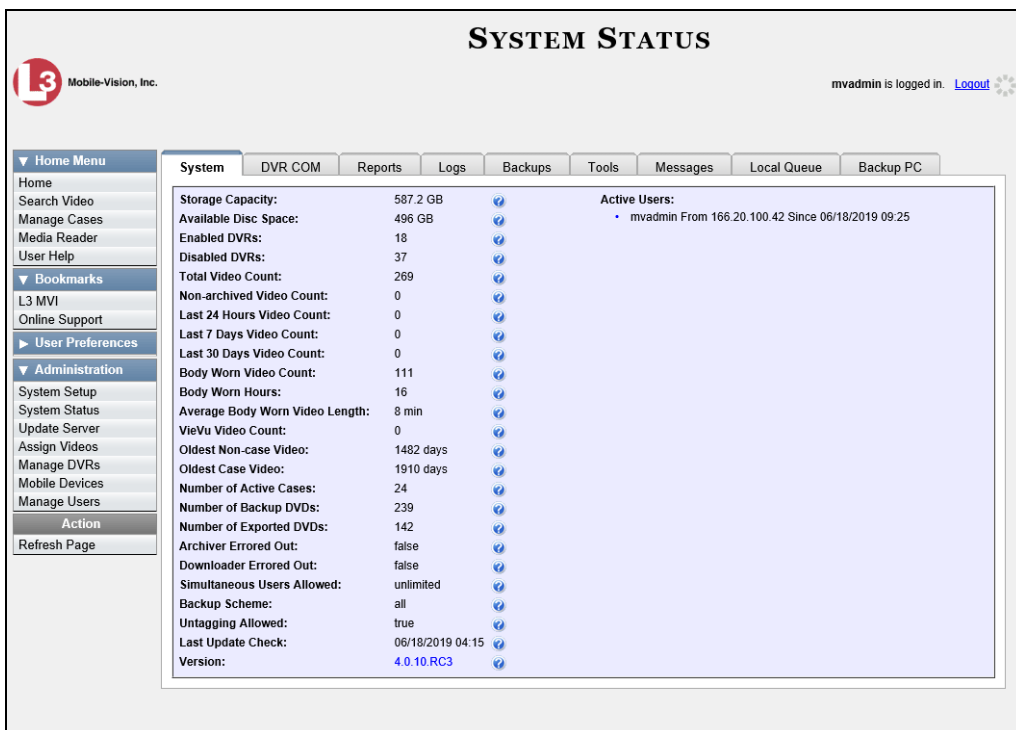
- Select **Save As** from the *Save* drop-down list. The Save As window displays.
- Navigate to your USB drive.
- Click **Save**.
- Take the USB drive and use it to load the config.xml file onto the Flashback2, as described in "Copying the config.xml File from a USB Drive to Your DVR" in your *Flashback2 User's Guide*.

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

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

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

- 1 If you have not done so already, configure each of your MDCs as an Ethernet network, as described in “Configuring a Flashback DVR for Use With Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor” in chapter 5—DVRs. (**Note:** Using an Ethernet connection in the vehicle will not interfere with your wireless video transmission.)
- 2 Insert a USB flash drive into a USB port on your PC (i.e., the PC you use to connect to the DEP application).
- 3 Go to [Administration](#) and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

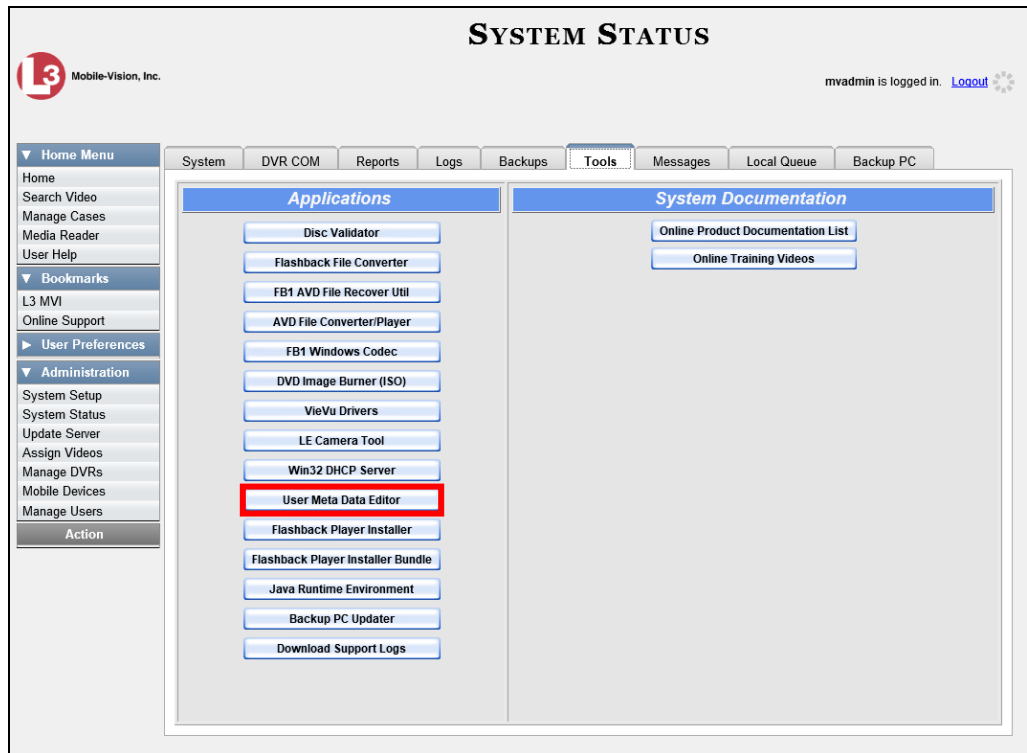
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

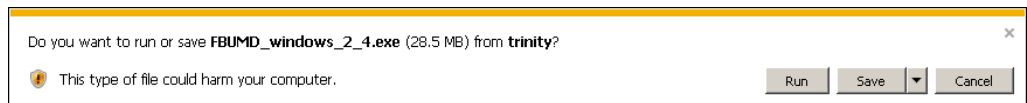
Storage Capacity:	587.2 GB	🔍	<b>Active Users:</b>
Available Disc Space:	496 GB	🔍	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	🔍	
Disabled DVRs:	37	🔍	
Total Video Count:	269	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	0	🔍	
Last 30 Days Video Count:	0	🔍	
Body Worn Video Count:	111	🔍	
Body Worn Hours:	16	🔍	
Average Body Worn Video Length:	8 min	🔍	
ViVu Video Count:	0	🔍	
Oldest Non-case Video:	1482 days	🔍	
Oldest Case Video:	1910 days	🔍	
Number of Active Cases:	24	🔍	
Number of Backup DVDs:	239	🔍	
Number of Exported DVDs:	142	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	all	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	06/18/2019 04:15	🔍	
Version:	4.0.10.RC3	🔍	

- 4 Click the **Tools** tab.





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



- 6 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 7 Navigate to your USB drive, then click **Save**. A confirmation message displays.

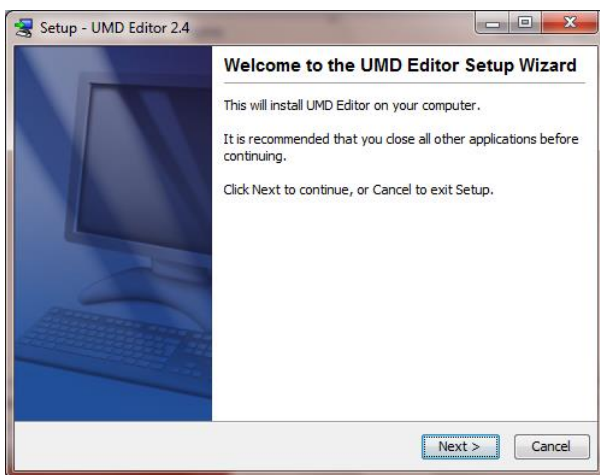


- 8 Remove the USB drive from your PC.

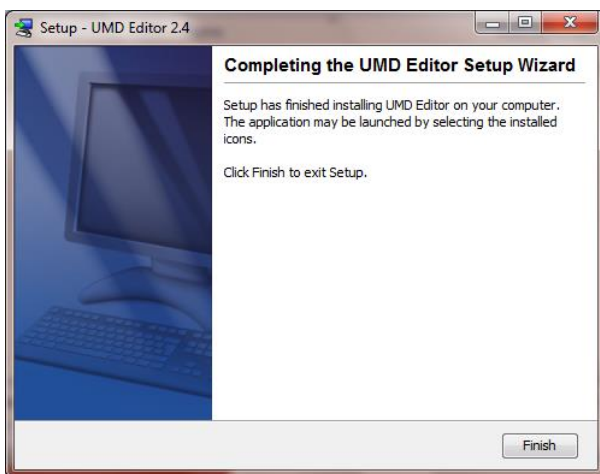
Next, you need to install the UMD editor application on each mobile data computer, as described below.

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

- 12 Click on the **FBUMD\_windows\_2\_4.exe** file, then press **Ctrl + C** to copy it to your clipboard.
- 13 Navigate to the directory on your mobile data computer where you wish to install the UMD editor.
- 14 Press **Ctrl + V** to copy the .exe file to the selected directory.
- 15 Double-click on the **FBUMD\_windows\_2\_4.exe** file. After a momentary delay, the Install Wizard displays.



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



- 17 Click **Finish**.
- 18 Remove the USB stick from the USB port.
- 19 Repeat steps 9 – 18 for all of the vehicles in your fleet.

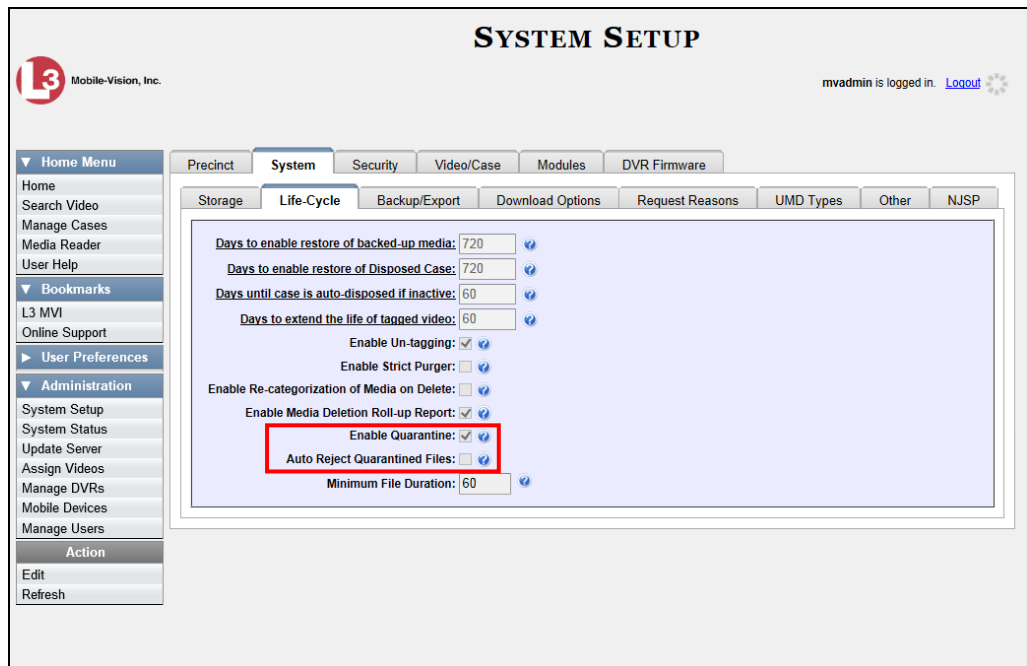


**NOTE:** The first time you use the UMD Editor you will be prompted to enter the DVR’s IP address. If you don’t know the IP address, you can find it in the DVR’s record. For more information, see “Searching for a DVR” in chapter 5.


## Accepting/Rejecting Quarantined Video

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

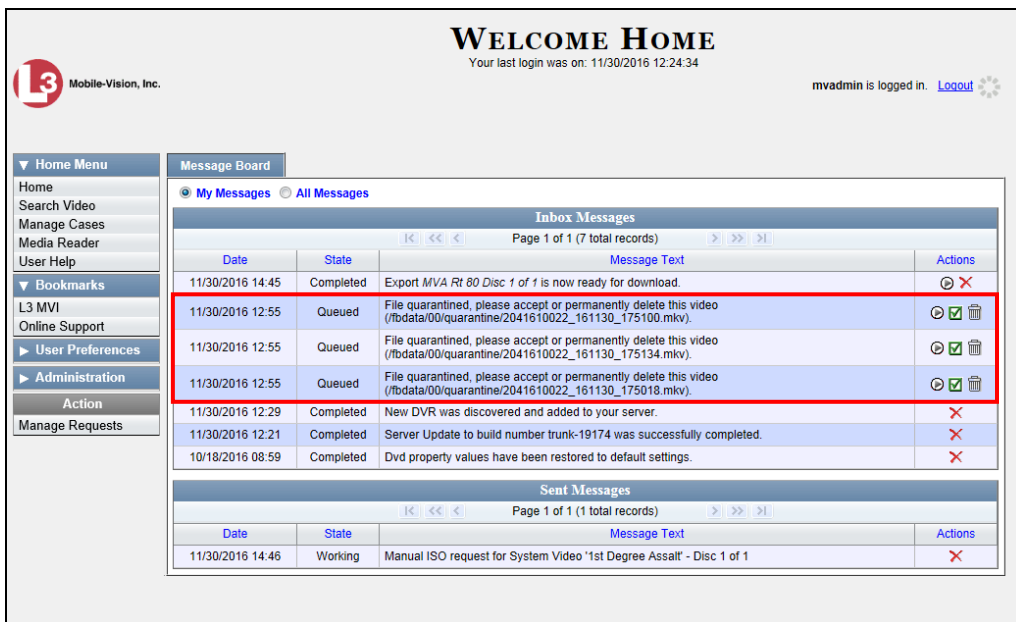
If you selected the quarantine settings pictured below, then all quarantine videos will display on your Home Page. You will need to periodically review each of the quarantined videos and either accept or reject them, as described in this section.



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

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

(Continued)



- 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.

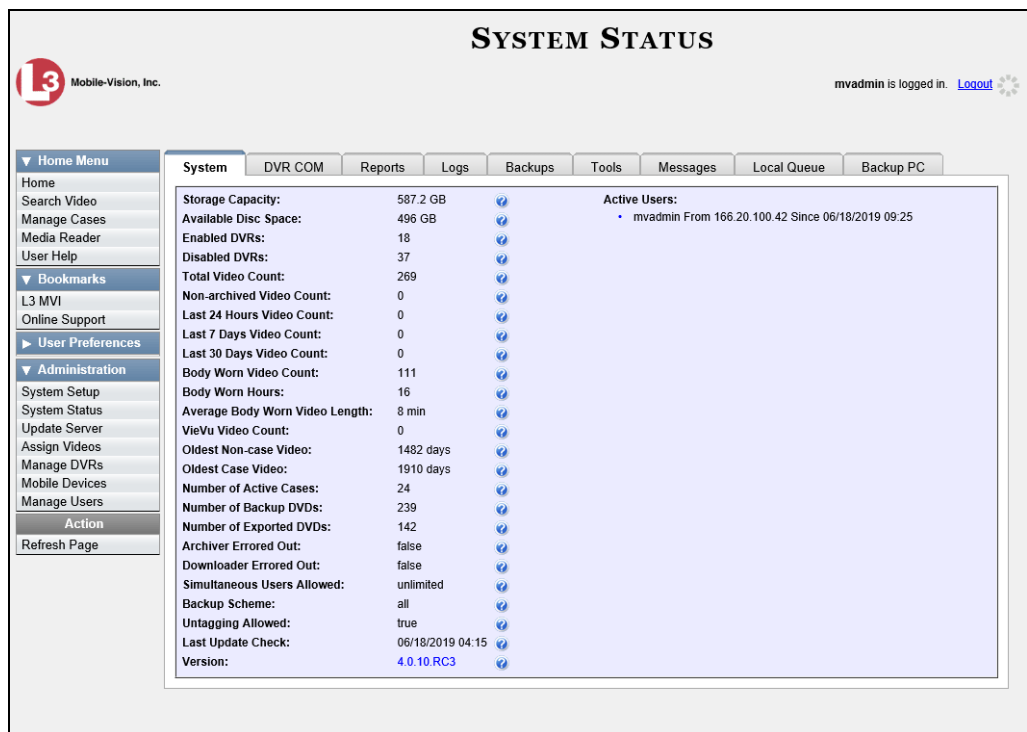


- 9 Click **Yes**. The video is permanently removed from DEP.
- 10 Repeat steps 3 – 9 for all the quarantined files on your *Inbox Messages* list.

## 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**

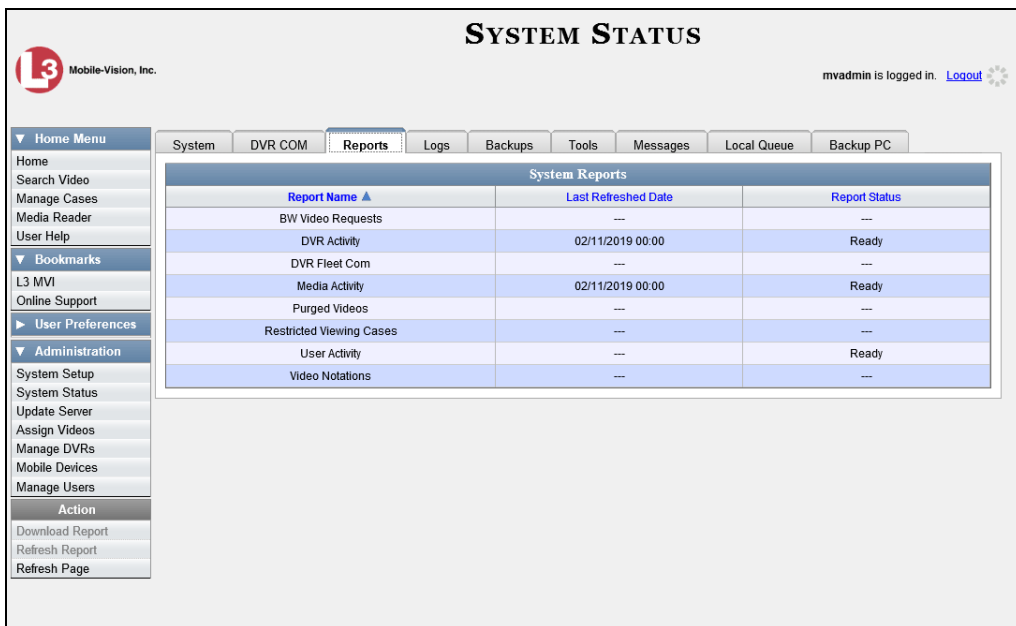
mvadmin is logged in. [Logout](#)

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

Storage Capacity:	587.2 GB	?	<b>Active Users:</b>
Available Disc Space:	496 GB	?	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	?	
Disabled DVRs:	37	?	
Total Video Count:	269	?	
Non-archived Video Count:	0	?	
Last 24 Hours Video Count:	0	?	
Last 7 Days Video Count:	0	?	
Last 30 Days Video Count:	0	?	
Body Worn Video Count:	111	?	
Body Worn Hours:	16	?	
Average Body Worn Video Length:	8 min	?	
VieVu Video Count:	0	?	
Oldest Non-case Video:	1482 days	?	
Oldest Case Video:	1910 days	?	
Number of Active Cases:	24	?	
Number of Backup DVDs:	239	?	
Number of Exported DVDs:	142	?	
Archiver Errored Out:	false	?	
Downloader Errored Out:	false	?	
Simultaneous Users Allowed:	unlimited	?	
Backup Scheme:	all	?	
Untagging Allowed:	true	?	
Last Update Check:	06/18/2019 04:15	?	
Version:	4.0.10.RC3	?	

- 2 Click the **Reports** tab.

(Continued)



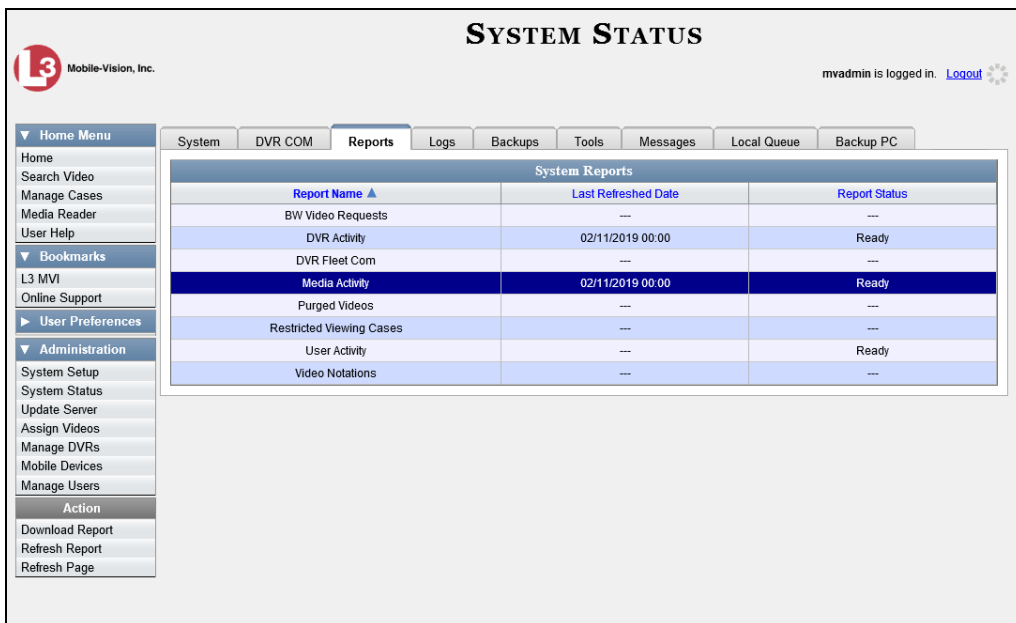
**SYSTEM STATUS**

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

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/11/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/11/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---

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



**SYSTEM STATUS**

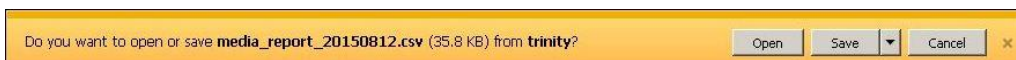
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/11/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/11/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---

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

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



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

Open Save Cancel

- 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 third party software applications. Specifically, you can convert:

- AVD files into AVI files (VIEVU videos)
- QBX files into MP4 files (Flashback2, Flashback3, and FlashbackHD videos).

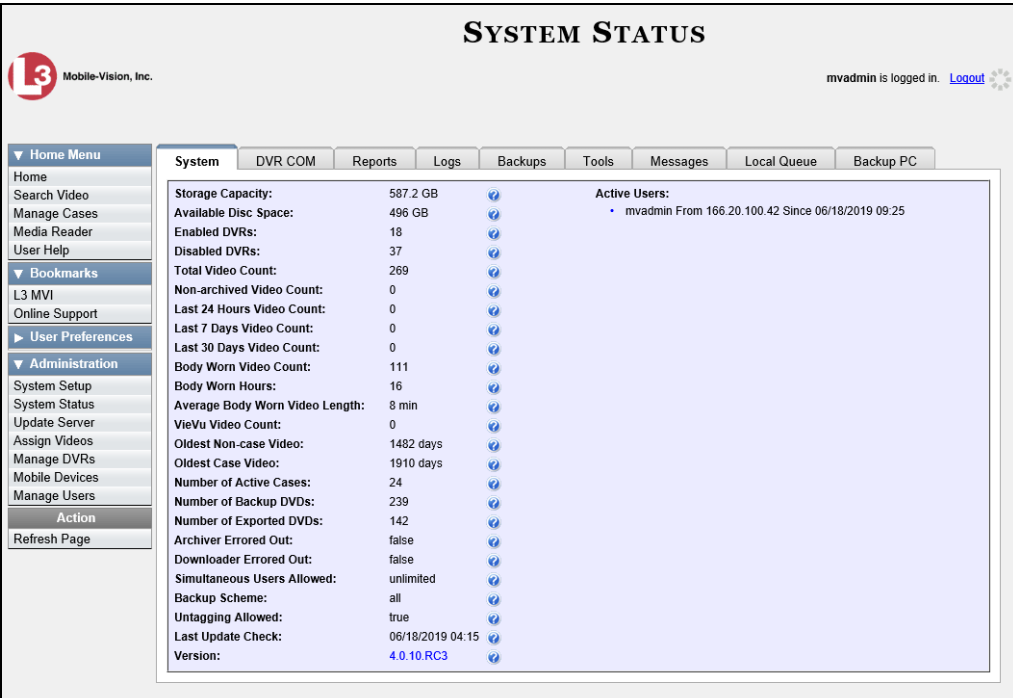
For specific instructions, see:

- Installing the Flashback File Converter, below
- Using the Flashback File Converter, page 170.

## Installing the Flashback File Converter

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

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



**SYSTEM STATUS**

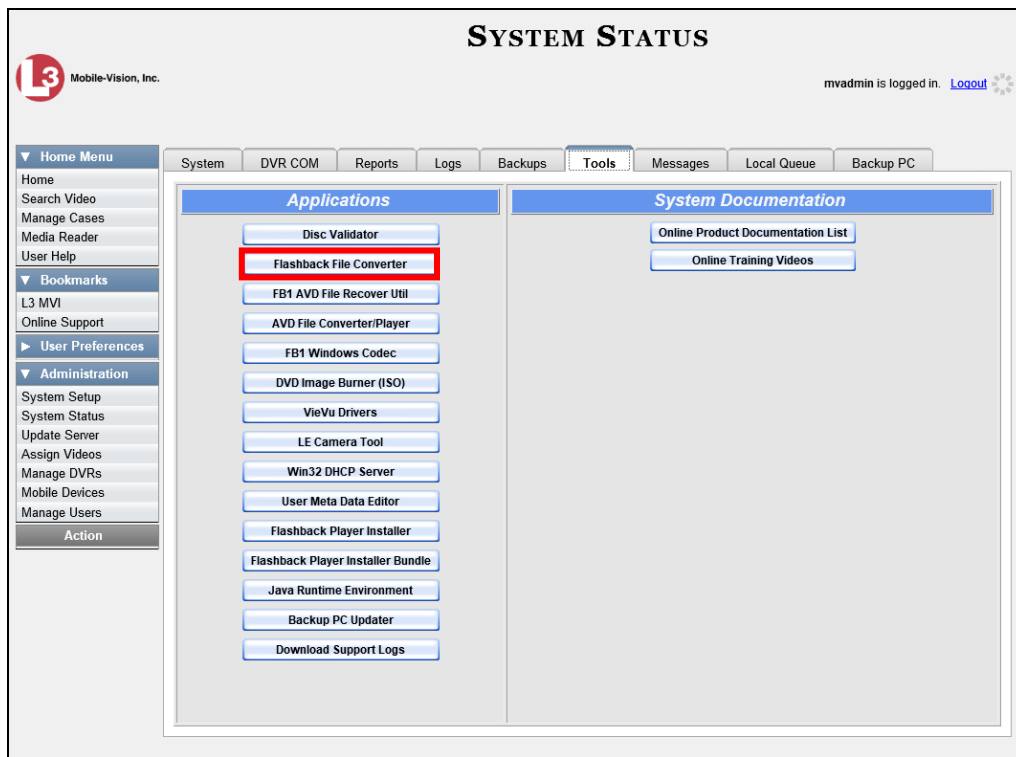
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

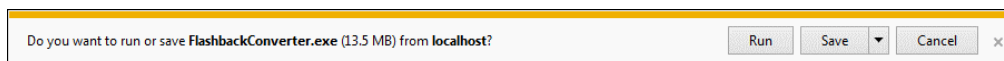
Storage Capacity:	587.2 GB		<b>Active Users:</b>
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
ViVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

(Continued)

- 2 Click the **Tools** tab.



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



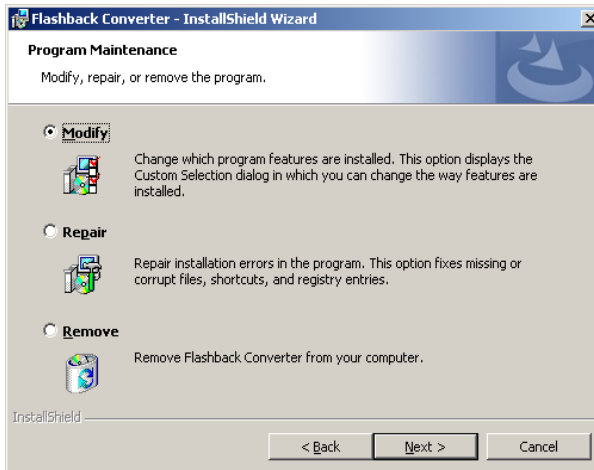
- 4 Click **Run**. If a security message displays, click **Run** again. Otherwise proceed to the next step.

The Flashback Converter InstallShield Wizard displays.

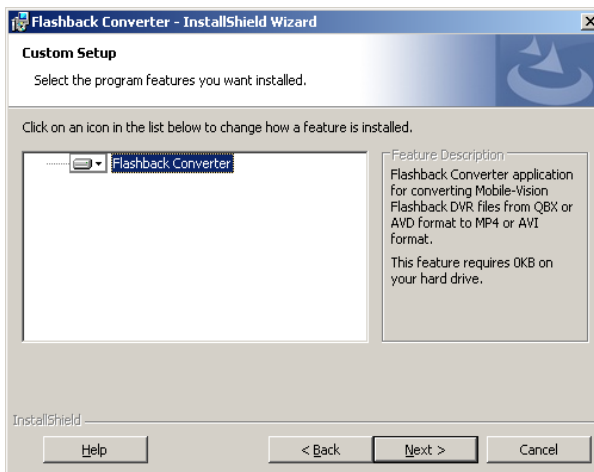




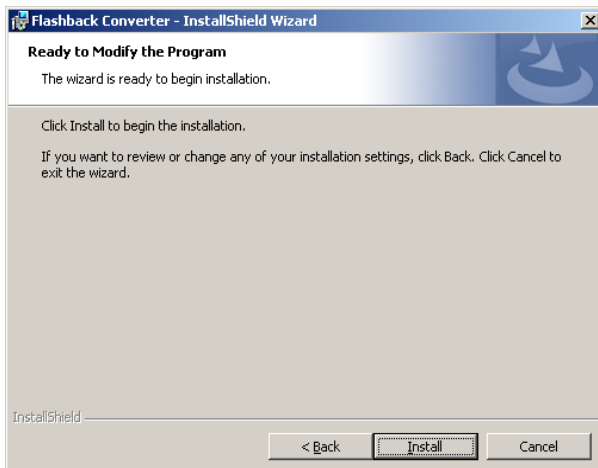
5 Click Next.



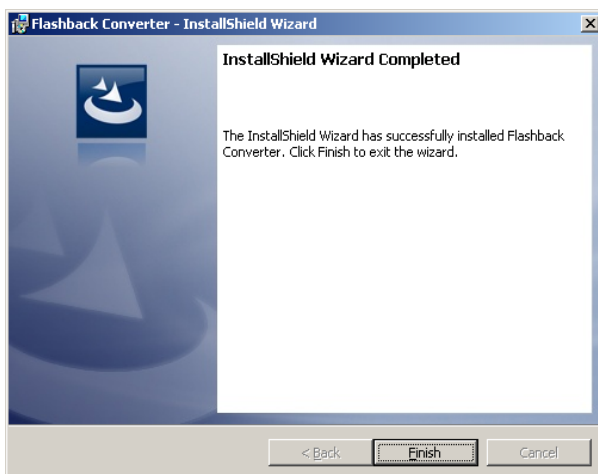
6 Click Next again.



- 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.



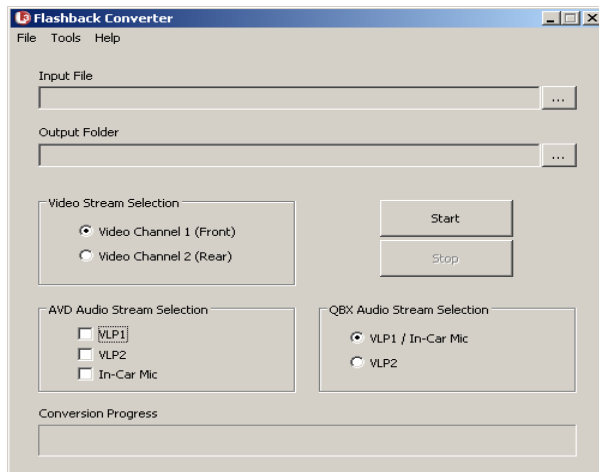
- 9 Click **Finish**.

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

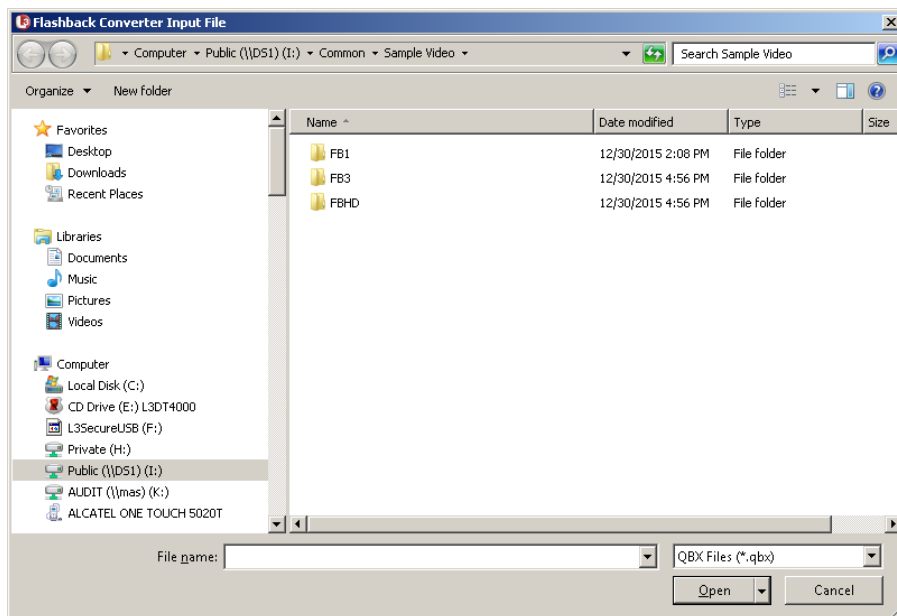
## Using the Flashback File Converter

This section describes how to use the Flashback File Converter utility to convert selected Flashback QBX files into MP4 files.


- 1 If you have not done so already, install the Flashback File Converter on your PC, as described in “Installing the Flashback File Converter” on page 169.
- 2 Go to your desktop and double-click on the Flashback Converter icon. The Flashback Converter application opens.

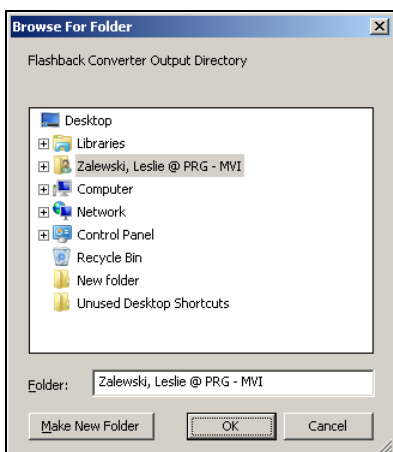


- 3 Click on the ellipsis icon to the right of the *Input File* field. The Flashback Converter Input File screen displays.

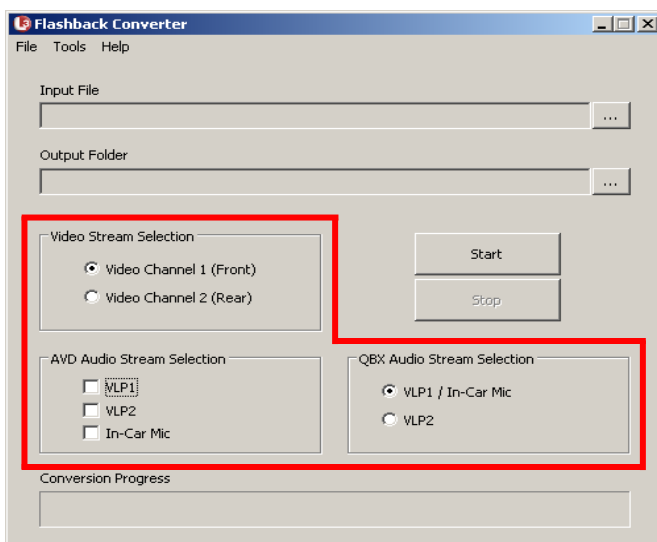


- 4 Navigate to the disk drive location where the file you wish to convert is located.

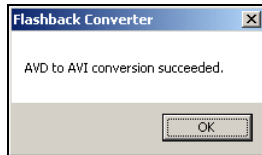
- 5 If you are converting a Flashback1 or VIEVU AVD file to AVI, select AVD from the Files of type drop down list. Otherwise proceed to the next step.
- 6 To change the file's name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 7 Click **Open**. The selected file name displays in the *Input File* field.
-  8 Click on the ellipsis icon to the right of the *Output Folder* field. The Browse For Folder popup displays.



- 9 Navigate to the folder in which you wish to save the converted file, then click on that folder to highlight it.
- 10 Click **OK**. The selected disc drive location displays in the *Output Folder* field.
- 11 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.



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




- 13 Click **OK**. When you're ready to import the file into a third-party application, you will find it in your selected output folder.
- 14 To convert another file, repeat steps 3 – 13. Otherwise select **File** → **Exit** from the menubar to exit the application.

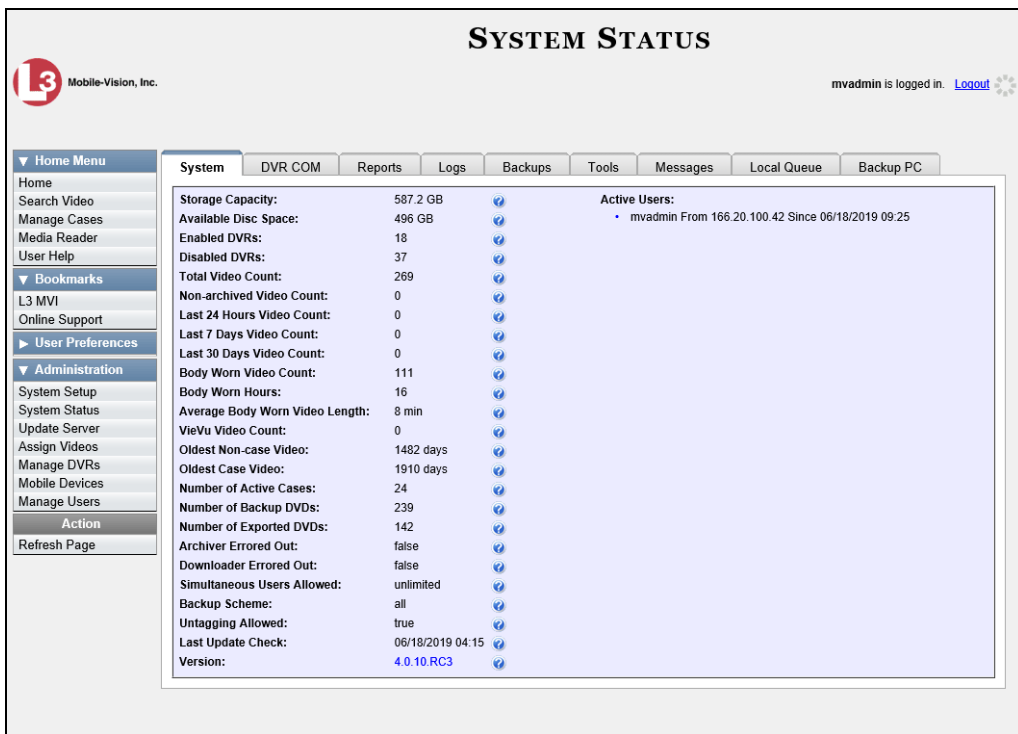
---

## Manually Installing the VIEVU Drivers

The VIEVU is a small, body worn DVR previously sold by 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 a 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.
- 2 Go to  **Administration** and click **System Status**. The System Status page displays.

(Continued)



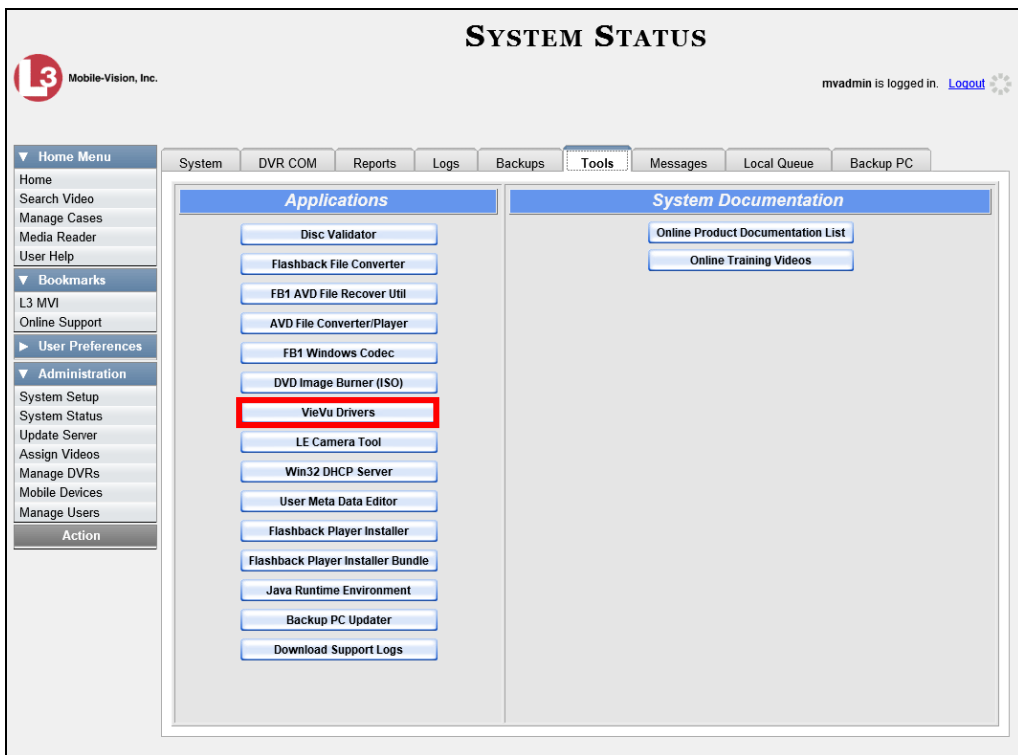
**SYSTEM STATUS**

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

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

Storage Capacity:	587.2 GB		<b>Active Users:</b>
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
VieVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

3 Click the **Tools** tab.



**SYSTEM STATUS**

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

System | DVR COM | Reports | Logs | Backups | **Tools** | 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
- User Meta Data Editor
- Flashback Player Installer
- Flashback Player Installer Bundle
- Java Runtime Environment
- Backup PC Updater
- Download Support Logs

**System Documentation**

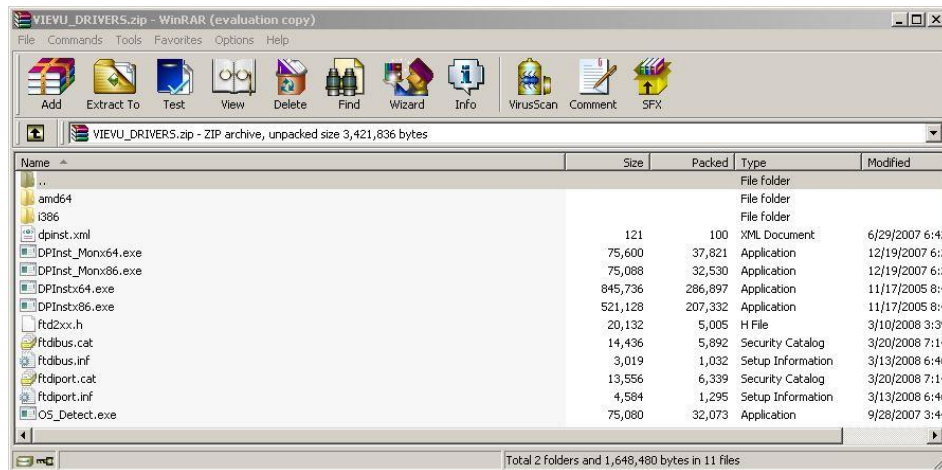
- Online Product Documentation List
- Online Training Videos

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

message displays.



- 5 Select **Save As** from the *Save* drop-down list.
- 6 Navigate to an empty folder, then select the “extract to [name] folder” option.
- 7 Click **Open**. The contents of the VIEVU\_DRIVERS.zip file display.



- 8 If your PC has a 64-bit operating system, double-click on **DPInstx64.exe**  
– OR –  
If your PC has a 32-bit operating system, double-click on **DPInst\_Mon86.exe**



**HINT:** If you aren't sure what type of operating system you have, double-click on either **DPInstx64.exe** or **DPInst\_Mon86.exe**. If you get an error message, you'll know that you selected the *wrong* file.

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

- 9 Go to the upper right corner of the page and click **Logout** to exit DEP.
- 10 Click the  in the upper right corner of the page to close your browser.
- 11 Reboot your PC.
- 12 Log back into DEP.
- 13 If you plan to upload VIEVU videos right now, plug the VIEVU's USB cables back into your PC, then proceed to the appropriate topic: (*Continued*)

- Manually Uploading Videos from a VIEVU LE2, page 87, beginning with step 13, or
- Manually Uploading Videos from a VIEVU LE3, page 90, beginning with step 4.

## Manually Installing the Flashback Player

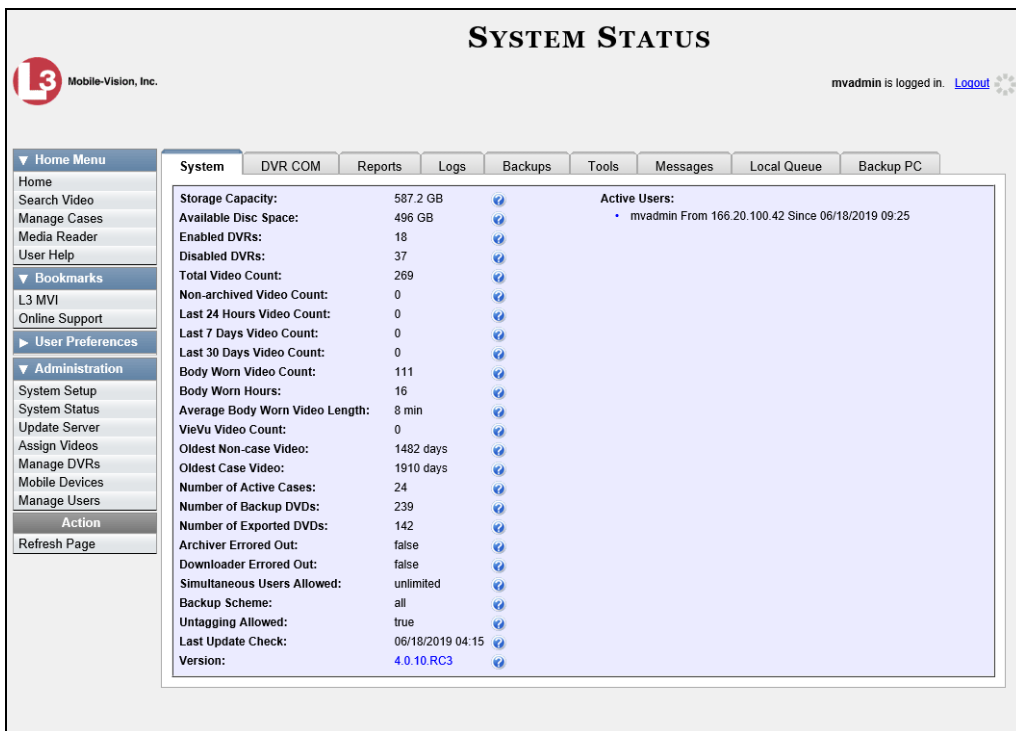
Typically, the Flashback Player launches automatically when you attempt to play a video from the DEP server. However, if your agency prohibits the running of .exe files from the browser's "temp" folder, you can manually download the Flashback Player from the **Tools** tab. The Flashback Player is installed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

There are two file options available for installing the Flashback Player:

- .exe file (*Flashback Player Installer* button)
- .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.



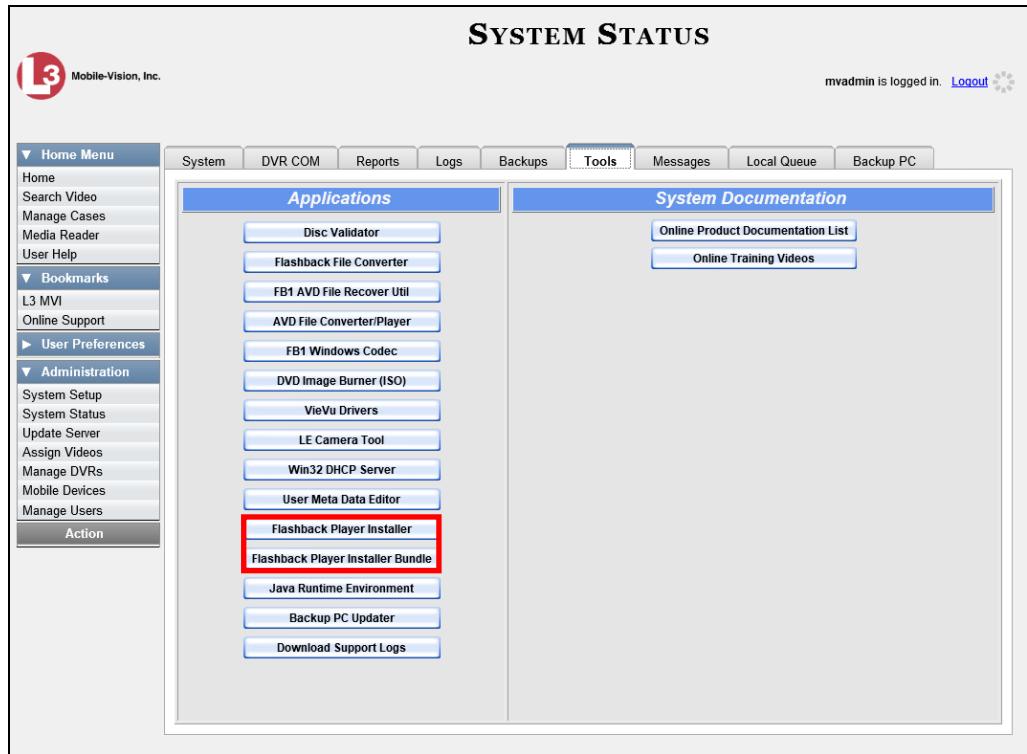
The screenshot displays the 'SYSTEM STATUS' page. At the top left is the L3 Mobile-Vision, Inc. logo. At the top right, it says 'mvsadmin is logged in.' with a 'Logout' link. Below the header is a navigation menu with tabs: System (selected), DVR COM, Reports, Logs, Backups, Tools, Messages, Local Queue, and Backup PC. On the left is a sidebar menu with categories: Home Menu, Bookmarks, User Preferences, and Administration. The main content area shows system metrics:

Metric	Value	Action
Storage Capacity:	587.2 GB	?
Available Disc Space:	496 GB	?
Enabled DVRs:	18	?
Disabled DVRs:	37	?
Total Video Count:	269	?
Non-archived Video Count:	0	?
Last 24 Hours Video Count:	0	?
Last 7 Days Video Count:	0	?
Last 30 Days Video Count:	0	?
Body Worn Video Count:	111	?
Body Worn Hours:	16	?
Average Body Worn Video Length:	8 min	?
VieVu Video Count:	0	?
Oldest Non-case Video:	1482 days	?
Oldest Case Video:	1910 days	?
Number of Active Cases:	24	?
Number of Backup DVDs:	239	?
Number of Exported DVDs:	142	?
Archiver Errored Out:	false	?
Downloader Errored Out:	false	?
Simultaneous Users Allowed:	unlimited	?
Backup Scheme:	all	?
Untagging Allowed:	true	?
Last Update Check:	06/18/2019 04:15	?
Version:	4.0.10.RC3	?

Active Users: mvsadmin From 166.20.100.42 Since 06/18/2019 09:25

- 2 Click the **Tools** tab.





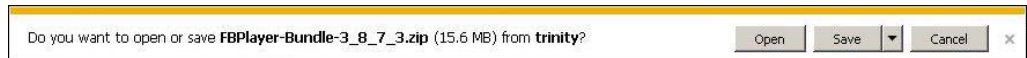
- 3 To install the Flashback Player on your local PC, click the **Flashback Player Installer** button.

– OR –

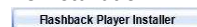
To install the Flashback Player through SMS or ConfigMgr (also referred to as a *silent* installation or update), click the **Flashback Player Installer Bundle** button.

A Windows message displays. This message will differ slightly depending on whether you are performing a *silent* or *PC* installation.

#### Silent Installation



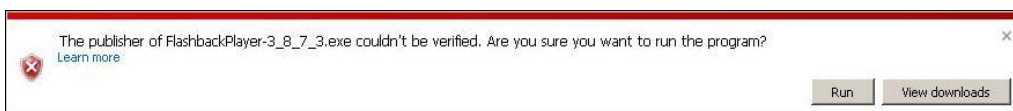
#### PC Installation



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

– OR –

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



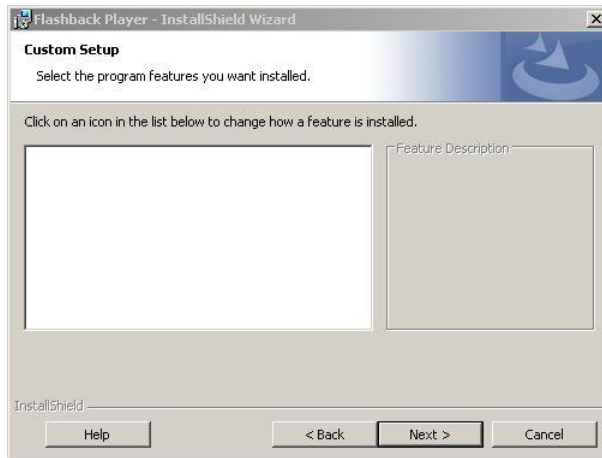
- 5 If a security message like the one pictured above displays, click **Run** again. Otherwise proceed to the next step.



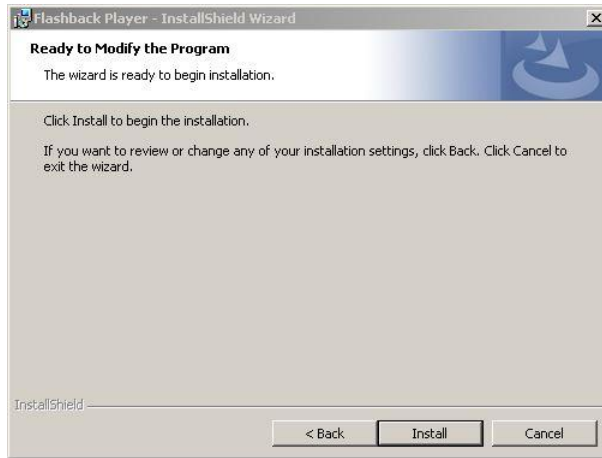
- 6 Once the Install Wizard displays, click **Next**.



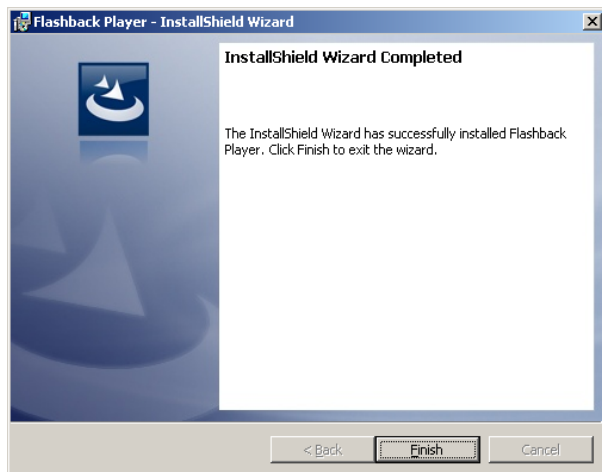
- 7 Click **Next** again.




- 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 Open your browser again and log back into DEP.

---

## Body Worn Viewing Requests

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

- Track All Body Worn Videos*. When this feature is on, DEP will restrict the viewing of all *BodyVISION* and BWX-100 videos unless a user has the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Users who lack the required permissions will have to submit a *viewing request* to their supervisor. The supervisor, in turn, will subsequently approve or deny their subordinate's viewing request as described in "Approving/Denying a Viewing Request" on page 182.
- Track All Body Worn Videos with Tags*. When this feature is on, DEP will restrict the viewing of *BodyVISION* and BWX-100 videos that have a tracepoint or video notation attached to them. The only exception is for users that have the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Such users will be able to view all Body Worn videos, regardless of whether a video has an embedded tracepoint 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:

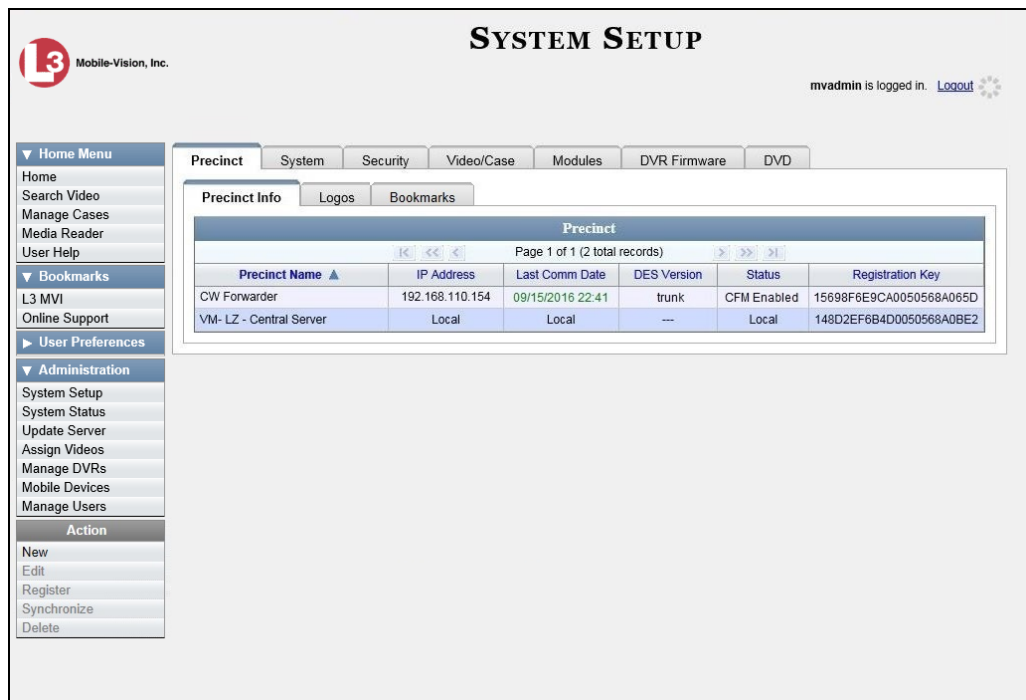
- Tracking Body Worn Videos, next page
- Approving/Denying a Viewing Request, page 185
- Displaying Your Active Viewing Requests, page 188
- Revoking an Active Viewing Request, page 190
- Changing the Expiration Date for Viewing Approvals, 191
- Exporting Viewing Request Activity to a Spreadsheet, page 194
- Maintaining Viewing Request Reasons, page 196.

## Tracking Body Worn Videos

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

- Track All Body Worn Videos.* When this function is *on*, all users who lack the proper permissions\* will have to submit a viewing request to their supervisor in order to view any Body Worn video or its associated snapshots.
- Track All Body Worn Videos with Tags.* When this function is *on*, all users who lack the required permissions\* will have to submit a viewing request to their supervisor in order to view a Body Worn video that has an embedded *tracepoint* or *video notation*.

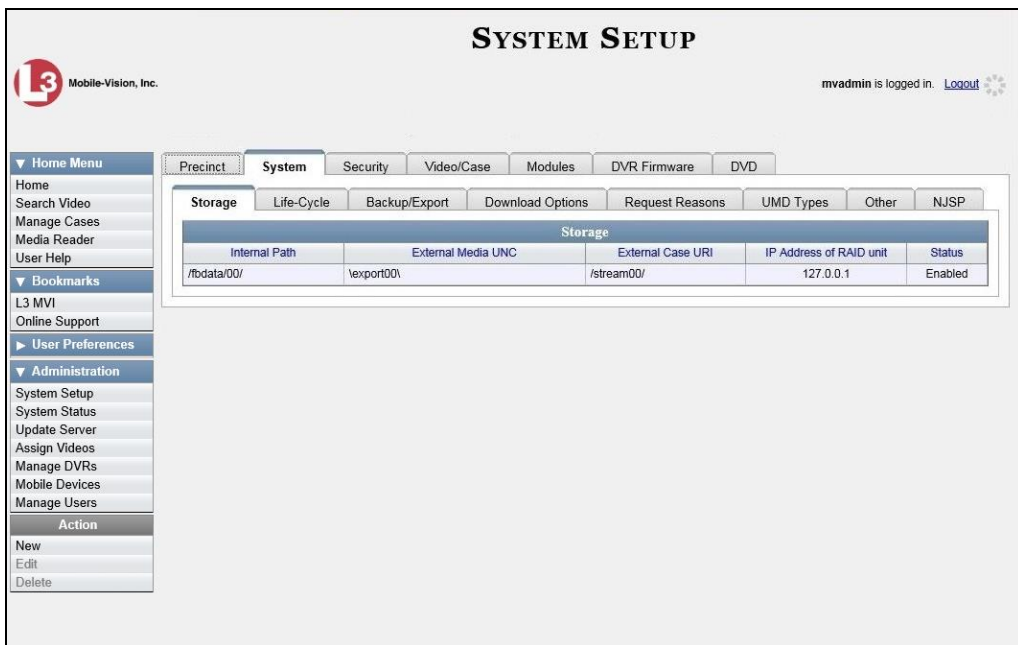
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



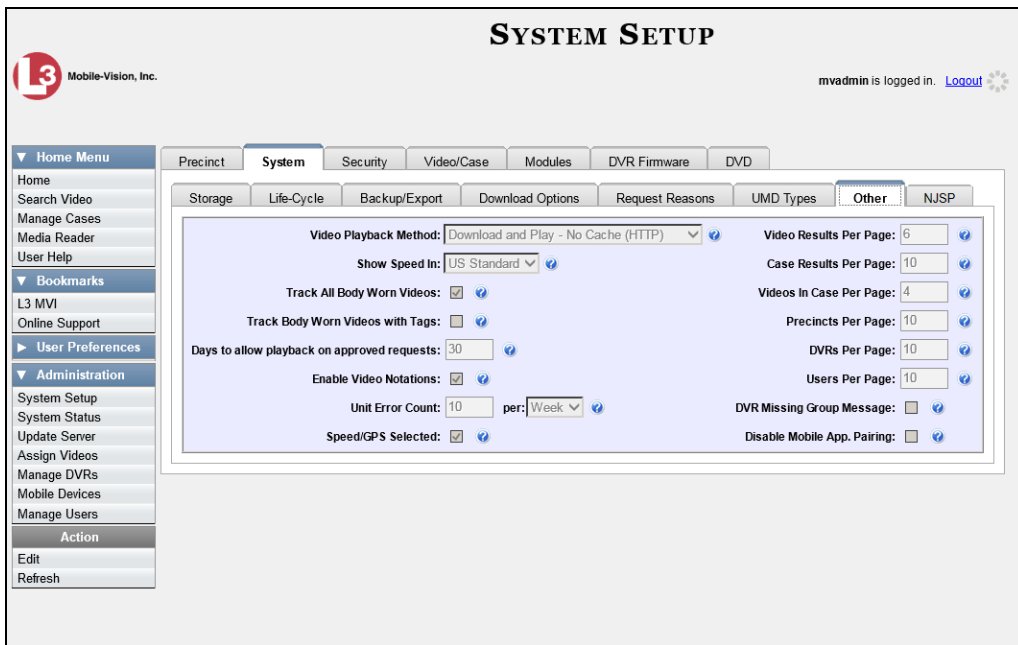
- 2 Click the **System** tab.

(Continued)

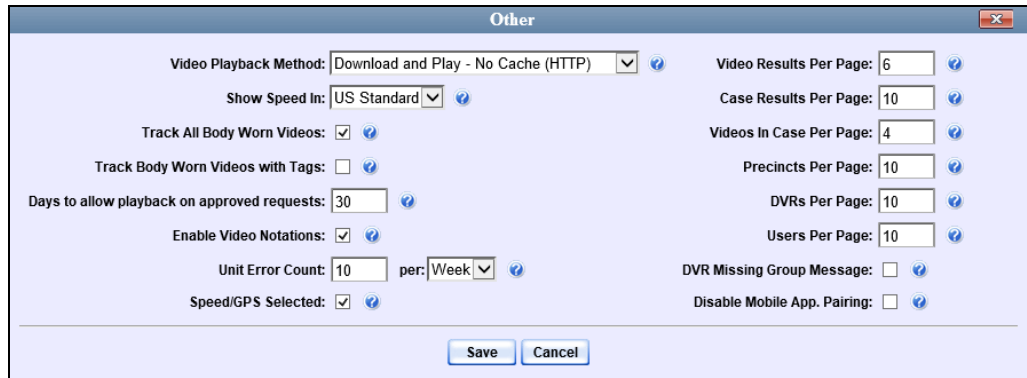
\* Authorize Media Playback and/or Can View Body Worn Videos permission



3 Click the **Other** tab.



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



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

– OR –

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


- 6 Click **Save**.

## Approving/Denying a Viewing Request

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

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


For more information on *viewing requests* and how they are used in DEP, see “Body Worn Viewing Requests” on page 182.

- 1 Make sure the Home page displays. (If necessary, go to  and click **Home**.)
- 2 Locate the *viewing request* on your *Inbox Messages* list.

(Continued)

---

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



## 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
- Bookmarks
- L3 MVI
- Online Support
- 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 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.	▶ ✖

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

– OR –

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




## VIDEO DETAILS

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

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Administration
- Action
- Play
- Google Earth
- Edit
- Tag Video
- Export
- Add To Case
- Add CAD Incident
- CAD Abstract Data
- Chain of Custody
- Previous Results

Status: Online
CAD Incidents
Video Logs
UMD



System ID:

Owner:

DVR Officer Name:

DVR Name:

DVR Type:

Category:

Video Tagged:

Assigned To Case(s): [Second Degree Assault](#)

Incident #:

Ingest Date:

Record Trigger:

Video Start:

Video End:

Duration (minutes):

Purge Date:




Maximum Speed:

Video Notation(s):

Page | 186

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Safe Fleet Mobile-Vision • 7.19.2019




- 4 Click on the video’s thumbnail image. The video launches in the Flashback Player.
- 5 When you’ve finished viewing the video, click the  in the upper right corner of the window to close the Flashback Player.
- 6 Go to  and click **Home**. The Home page redisplay.
- 7 To *accept* the viewing request, click the  icon to the right of that request. A confirmation message displays at the top of the page: *Request Approved*. The system also sends an approval notice to the requestor’s *Inbox Messages* list, as pictured below.  
**End of Procedure.**

– OR –

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





The 'Deny Request' popup contains a text input field with the label 'Enter a reason below:' and two buttons at the bottom: 'Save' and 'Cancel'.

- 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.



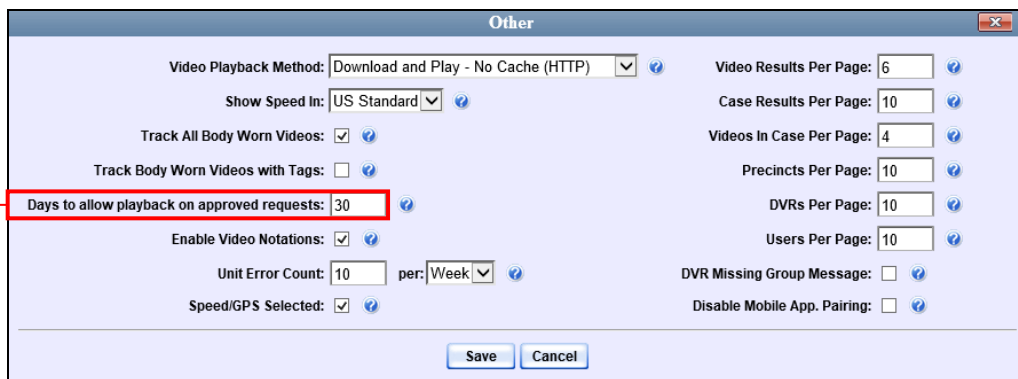
The screenshot shows the 'WELCOME HOME' page for Officer Zalewski. The 'Message Board' section displays the 'Inbox Messages' table. Red arrows point from the text 'Sample denial' to the first message and 'Sample approval' to the second message.

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.	 

## 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.

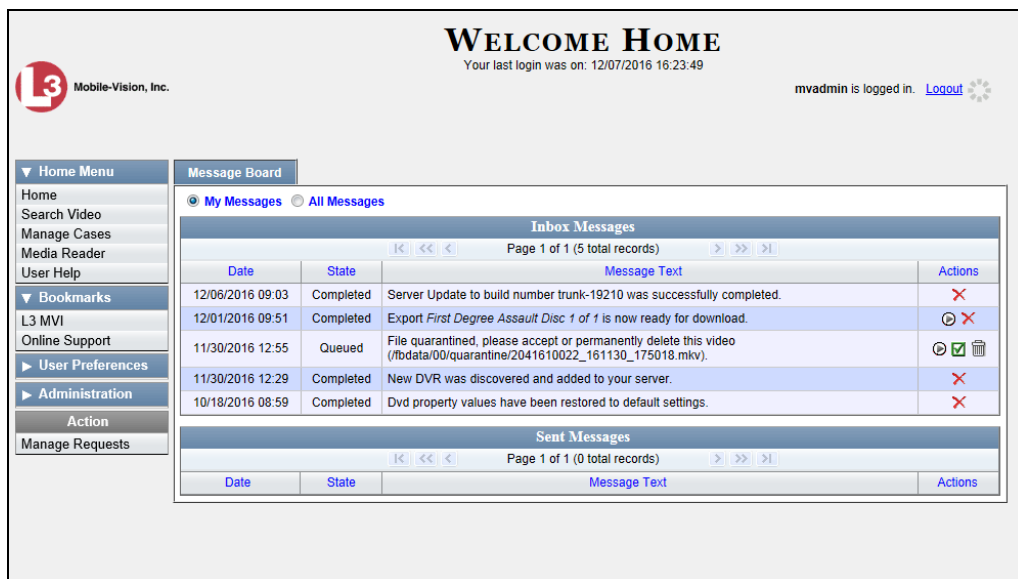
In this example, all viewing requests will remain in effect for 30 days after they are granted



The screenshot shows the 'Other' configuration window with various settings. The 'Days to allow playback on approved requests' field is highlighted with a red box and contains the value '30'. Other visible settings include 'Video Playback Method' set to 'Download and Play - No Cache (HTTP)', 'Show Speed In' set to 'US Standard', and 'Track All Body Worn Videos' checked.

For more information on *viewing requests* and how they are used in DEP, see “Body Worn Viewing Requests” on page 182.

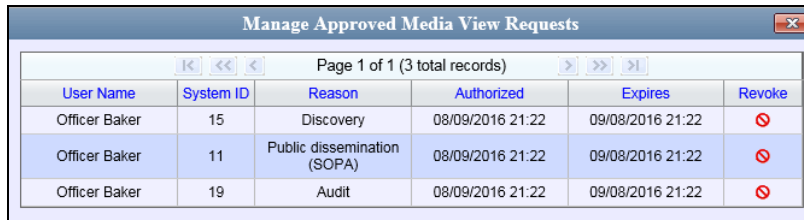
- 1 Make sure the Home page displays. (If necessary, go to  and click **Home**.)






The screenshot shows the 'WELCOME HOME' dashboard. The 'Action' column in the 'Inbox Messages' table is highlighted. The 'Manage Requests' link is visible in the left sidebar.

Date	State	Message Text	Actions
12/06/2016 09:03	Completed	Server Update to build number trunk-19210 was successfully completed.	
12/01/2016 09:51	Completed	Export <i>First Degree Assault Disc 1 of 1</i> is now ready for download.	
11/30/2016 12:55	Queued	File quarantined, please accept or permanently delete this video (/fbddata/00/quarantine/2041610022_161130_175018.mkv).	
11/30/2016 12:29	Completed	New DVR was discovered and added to your server.	
10/18/2016 08:59	Completed	Dvd property values have been restored to default settings.	


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



User Name	System ID	Reason	Authorized	Expires	Revoke
Officer Baker	15	Discovery	08/09/2016 21:22	09/08/2016 21:22	
Officer Baker	11	Public dissemination (SOPA)	08/09/2016 21:22	09/08/2016 21:22	
Officer Baker	19	Audit	08/09/2016 21:22	09/08/2016 21:22	

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 ID	The system identification number of the Body Worn video or snapshot file that the user requested to view.
Reason	The reason that the user gave for wanting to view the video or snapshot file identified in the <i>System ID</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.




Deny Request

Enter a reason below:

Save Cancel


- Enter the reason why you are revoking this *viewing request*.
- Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured on page 187. That user will have an opportunity to view your denial reason by clicking the  icon.

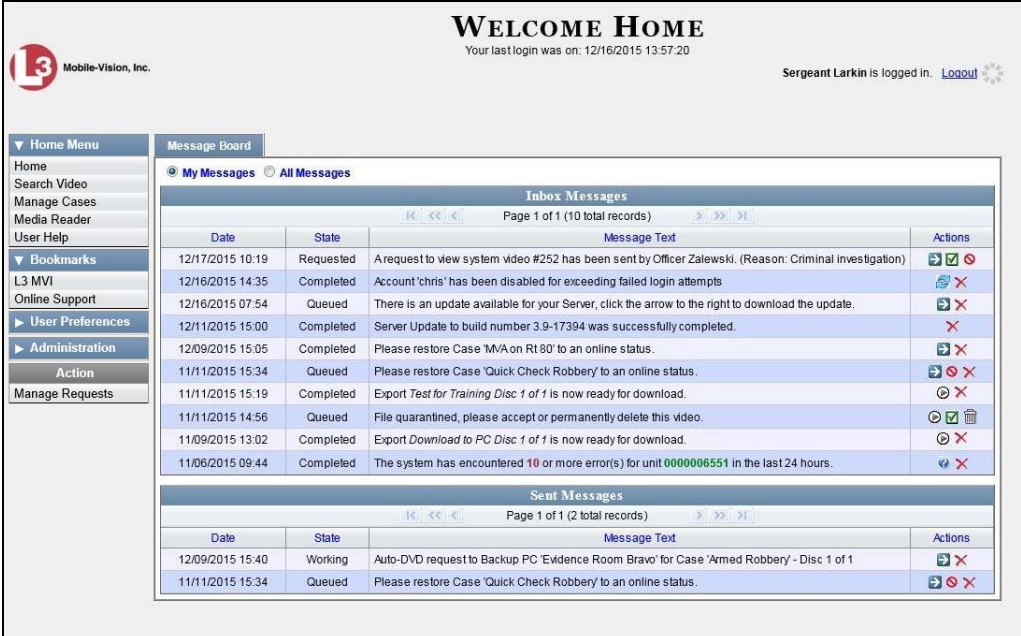
- When you are finished viewing the active viewing requests, click the  in the upper right corner of the popup.

## 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 Body Worn video or snapshot record within a pre-defined time period.

For more information on *viewing requests* and how they are used in DEP, see “Body Worn Viewing Requests” on page 182.





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



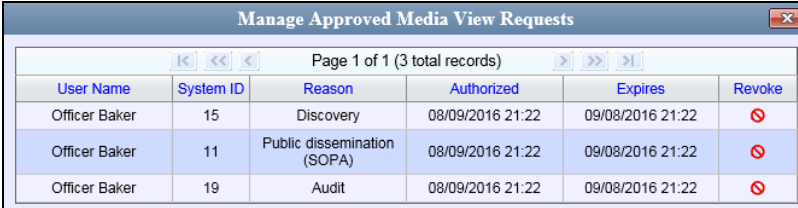
The screenshot shows the 'WELCOME HOME' dashboard for Mobile-Vision, Inc. The user is logged in as Sergeant Larkin. The 'Message Board' is active, showing 'My Messages' and 'All Messages'. The 'Inbox Messages' table is displayed below.

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 'M/A 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.	 




Below the inbox messages, there is a 'Sent Messages' section with 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.




The screenshot shows the 'Manage Approved Media View Requests' popup window. It displays a table with 3 total records.

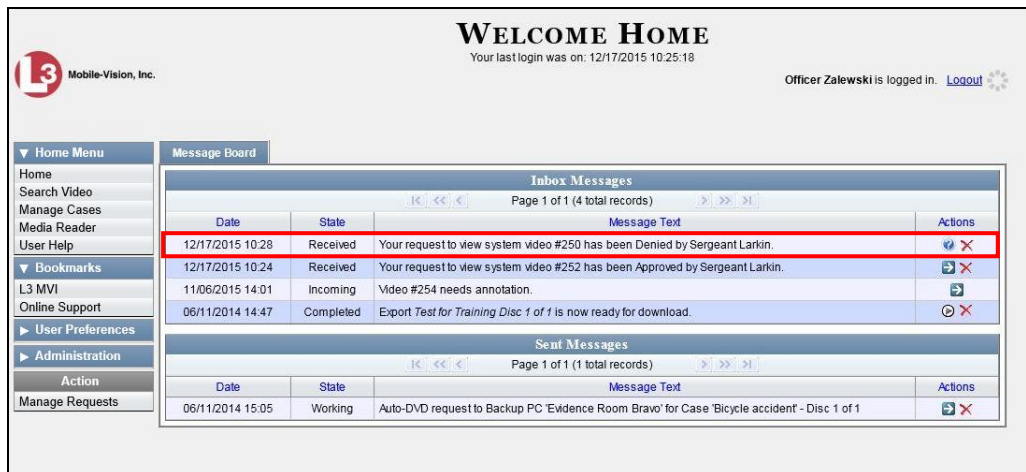
User Name	System ID	Reason	Authorized	Expires	Revoke
Officer Baker	15	Discovery	08/09/2016 21:22	09/08/2016 21:22	
Officer Baker	11	Public dissemination (SOPA)	08/09/2016 21:22	09/08/2016 21:22	
Officer Baker	19	Audit	08/09/2016 21:22	09/08/2016 21:22	


The columns on the Manage Approved Media View Requests popup are described in the table on page 189.

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



- 4 Enter the reason why you are revoking this user's viewing approval.
- 5 Click **Save**. The system sends a denial notice to the requestor's *Inbox Messages* list, as pictured below. That user will have an opportunity to view your denial reason by clicking the  icon.



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

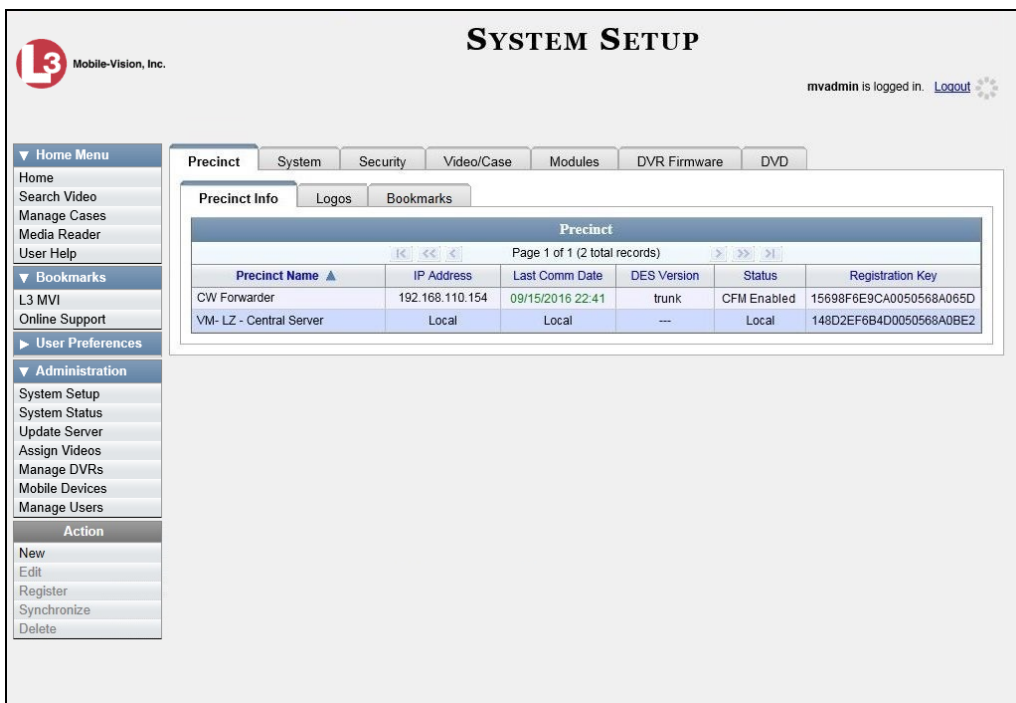
## Changing the Expiration Date for Viewing Approvals

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

For more information on *viewing requests* and how they are used in DEP, see “Body Worn Viewing Requests” on page 182.

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

(Continued)



**SYSTEM SETUP**

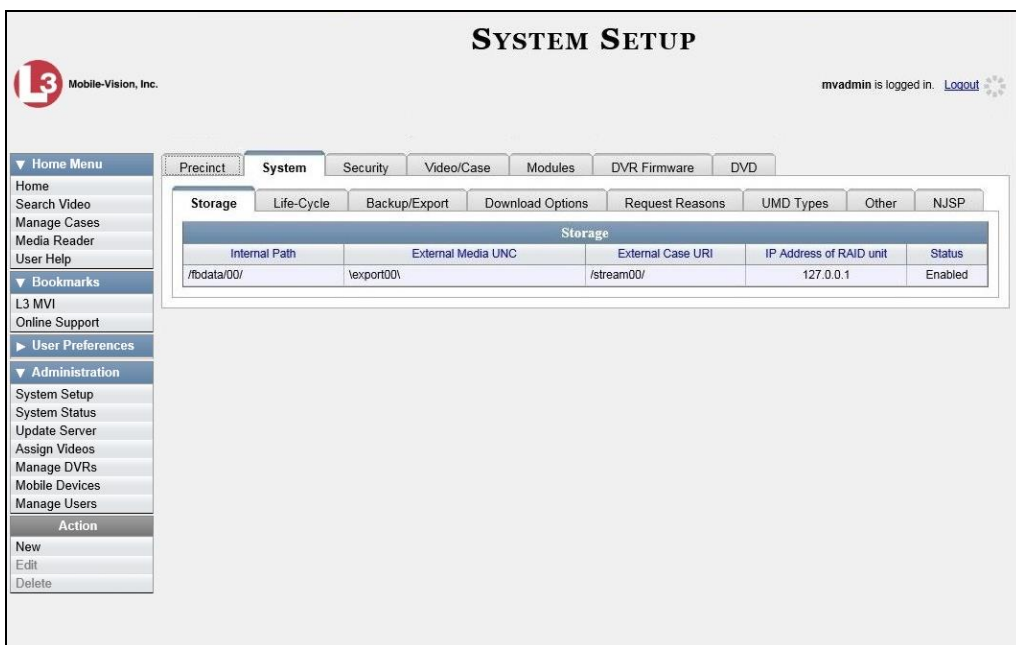
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.



**SYSTEM SETUP**

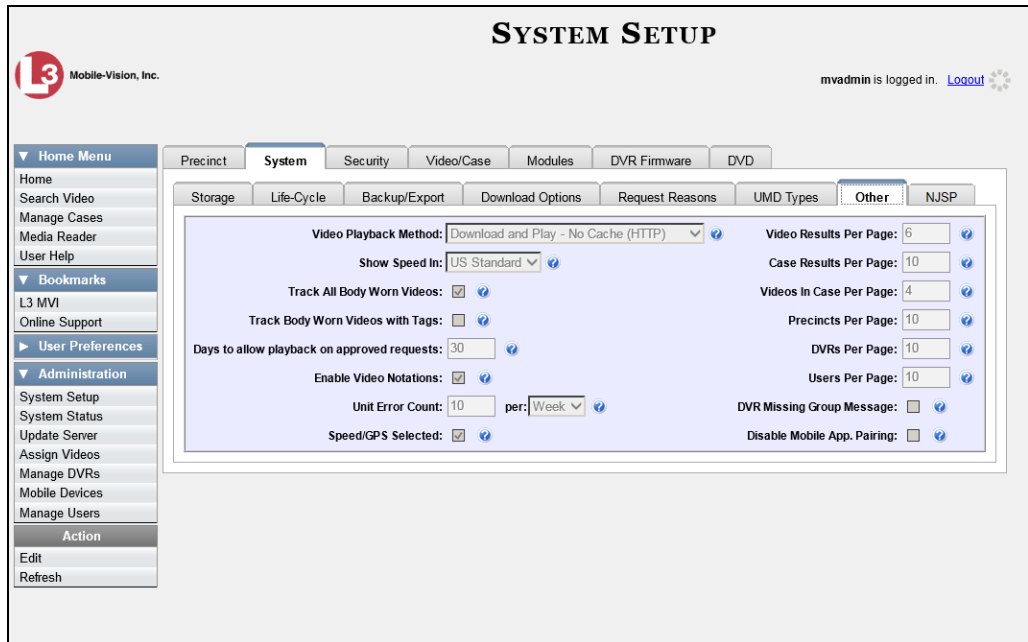
mvadmin is logged in. [Logout](#)

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

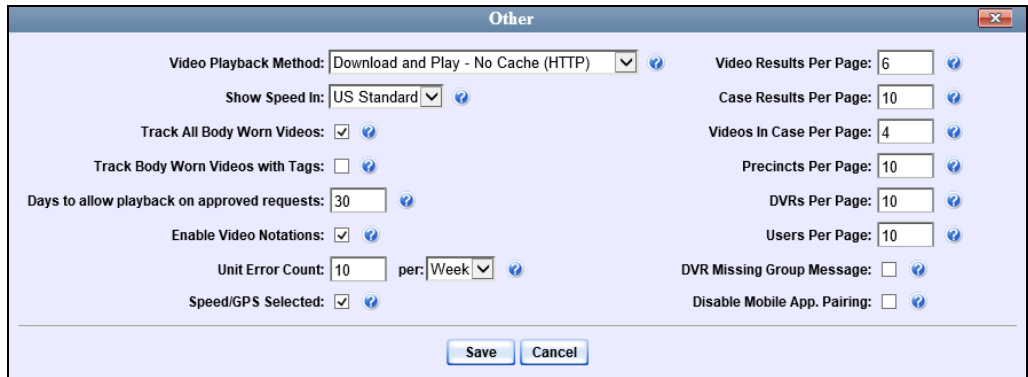
**Storage** | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

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

3 Click the **Other** tab.



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



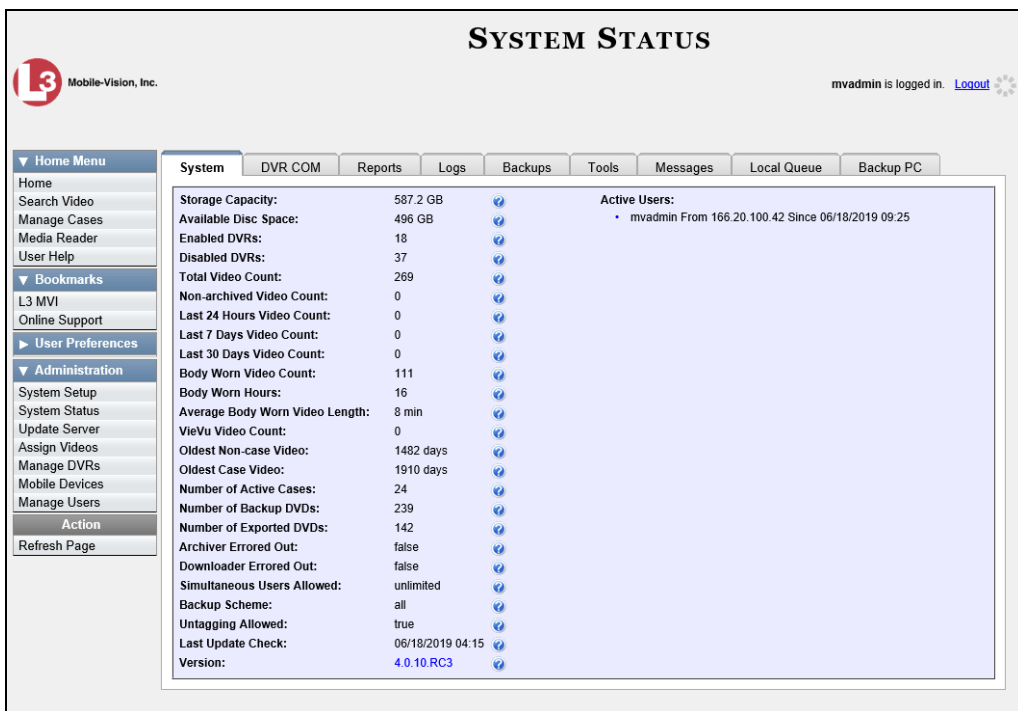
5 Enter a new number in the *Days to allow playback on approved requests* field.

6 Click **Save**.

## Exporting Viewing Request Activity to a Spreadsheet

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

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



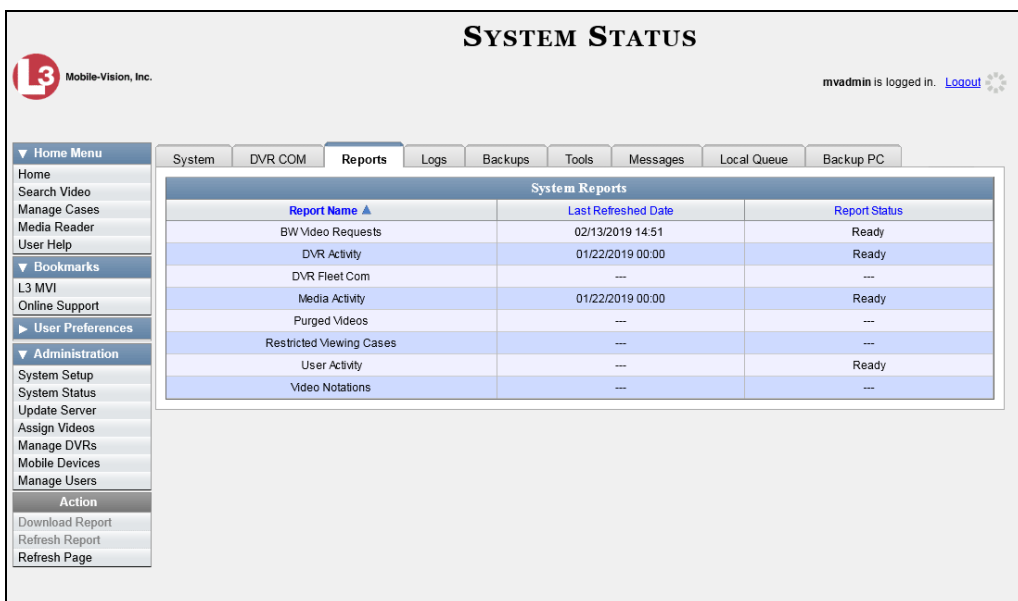
**SYSTEM STATUS**

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

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

Storage Capacity:	587.2 GB	?	Active Users:	
Available Disc Space:	496 GB	?	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25	
Enabled DVRs:	18	?		
Disabled DVRs:	37	?		
Total Video Count:	269	?		
Non-archived Video Count:	0	?		
Last 24 Hours Video Count:	0	?		
Last 7 Days Video Count:	0	?		
Last 30 Days Video Count:	0	?		
Body Worn Video Count:	111	?		
Body Worn Hours:	16	?		
Average Body Worn Video Length:	8 min	?		
View Video Count:	0	?		
Oldest Non-case Video:	1482 days	?		
Oldest Case Video:	1910 days	?		
Number of Active Cases:	24	?		
Number of Backup DVDs:	239	?		
Number of Exported DVDs:	142	?		
Archiver Errored Out:	false	?		
Downloader Errored Out:	false	?		
Simultaneous Users Allowed:	unlimited	?		
Backup Scheme:	all	?		
Untagging Allowed:	true	?		
Last Update Check:	06/18/2019 04:15	?		
Version:	4.0.10_RC3	?		

- 2 Click the **Reports** tab.



**SYSTEM STATUS**

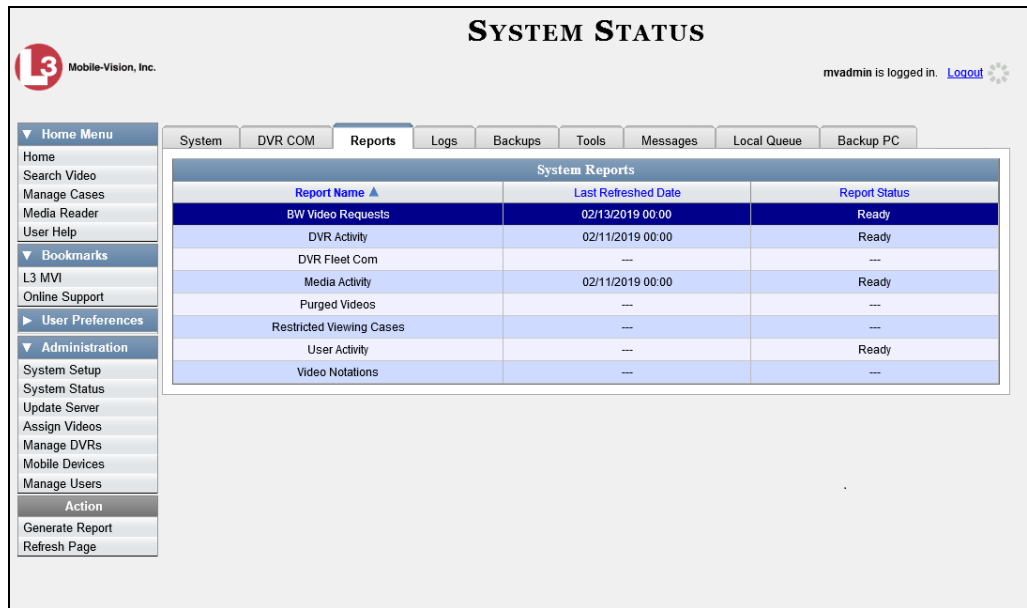
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

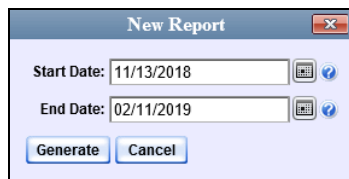
System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	02/13/2019 14:51	Ready
DVR Activity	01/22/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	01/22/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---



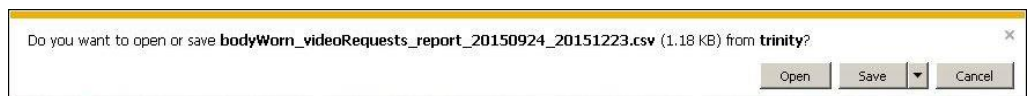
- 3 Click on the **BW Video Requests** report to highlight it.



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



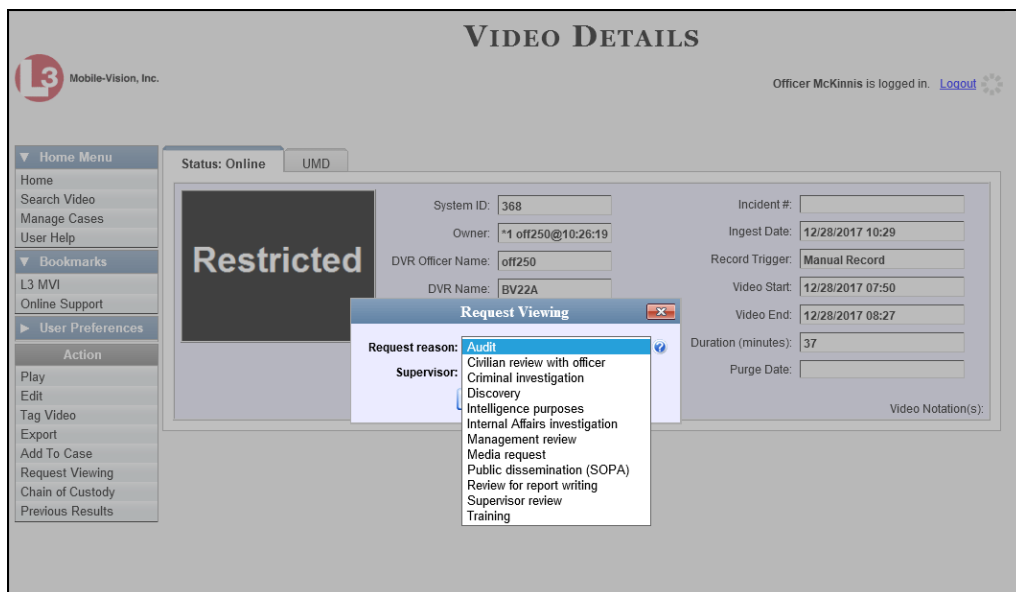
- 5 Using the *Start Date* and *End Date* fields, select a date range for your report.
- 6 Click **Save**. A Windows message displays.



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

## Maintaining Viewing Request Reasons

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



These agency-defined reasons are used to help create *viewing requests*, which an officer submits to his supervisor in order to obtain permission to view a Body Worn video or snapshot file. For more information on *viewing requests* and how they are used in DEP, see “Body Worn Viewing Requests” on page 182.

For specific instructions, see:

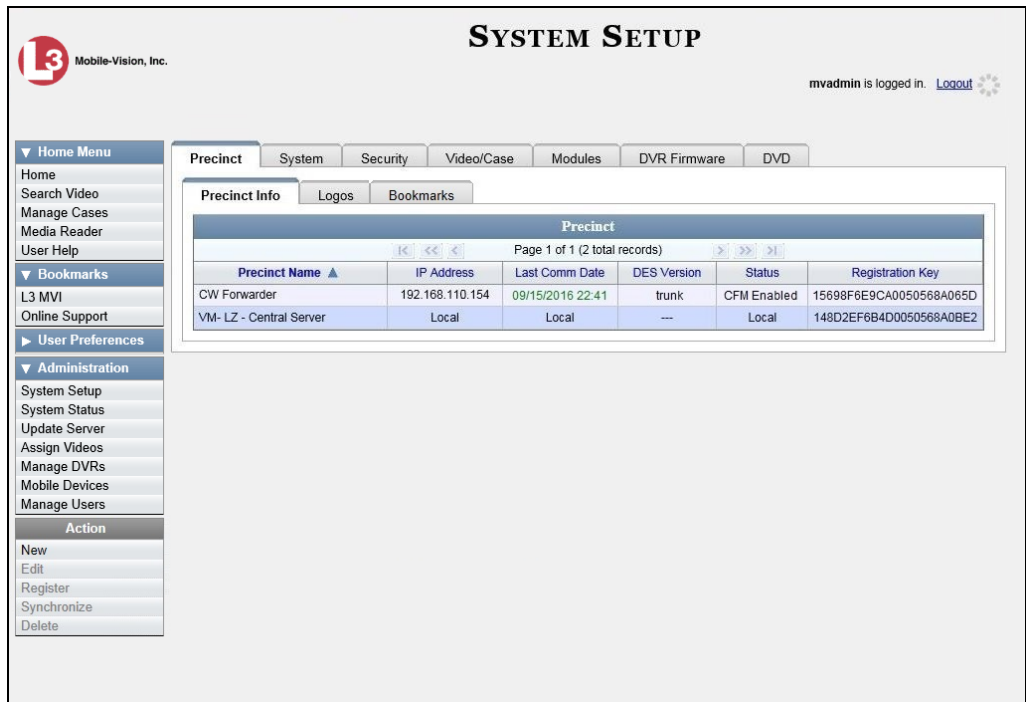
- Adding a Viewing Request Reason, below
- Changing a Viewing Request Reason, page 198
- Deleting a Viewing Request Reason, page 201.

---

### 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.



**SYSTEM SETUP**

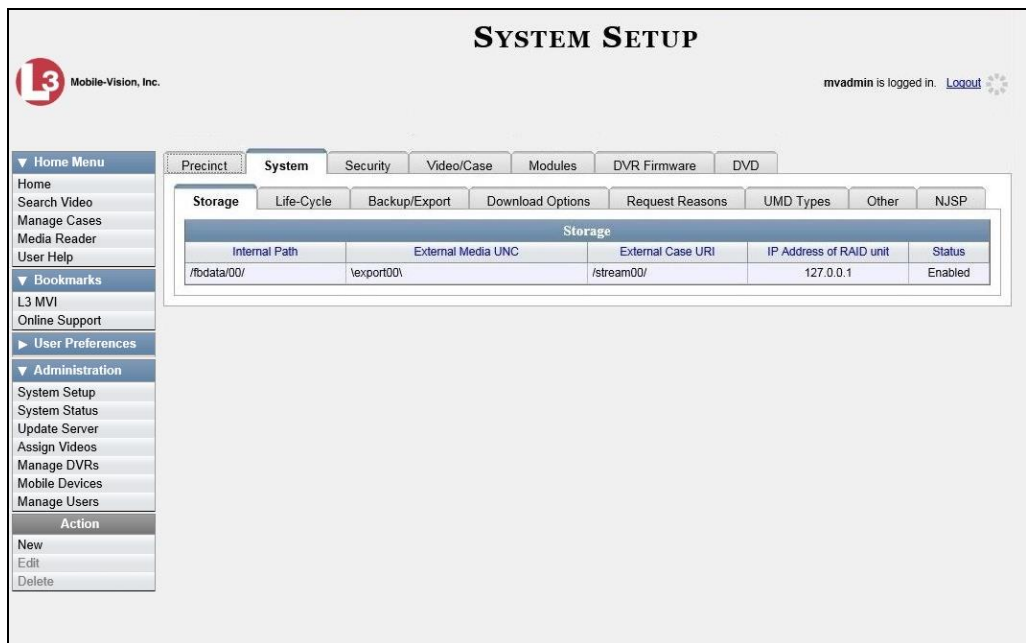
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

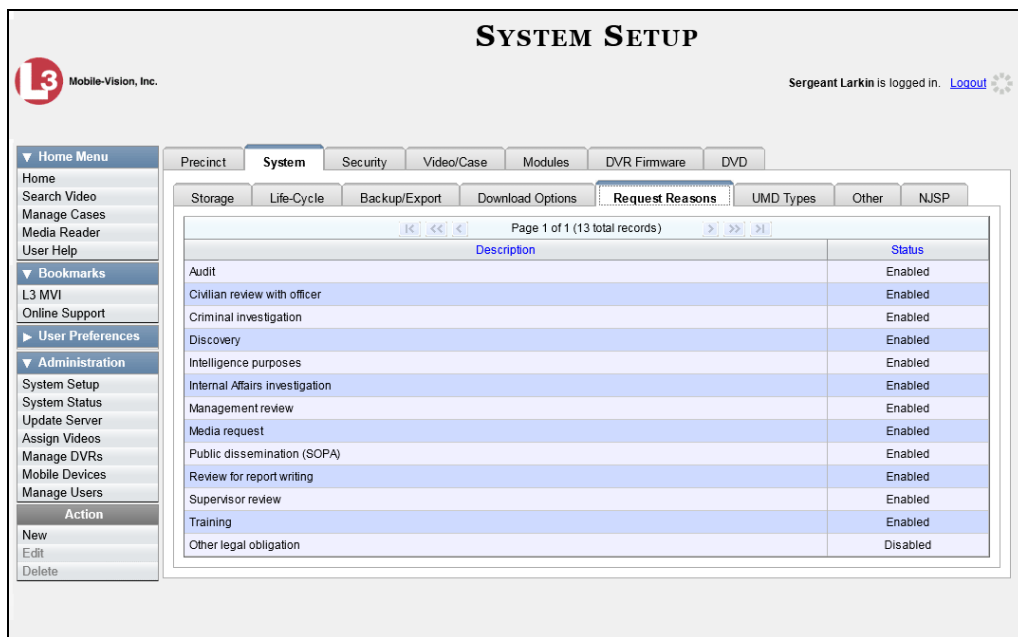
**Precinct** | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

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

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

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

(Continued)



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



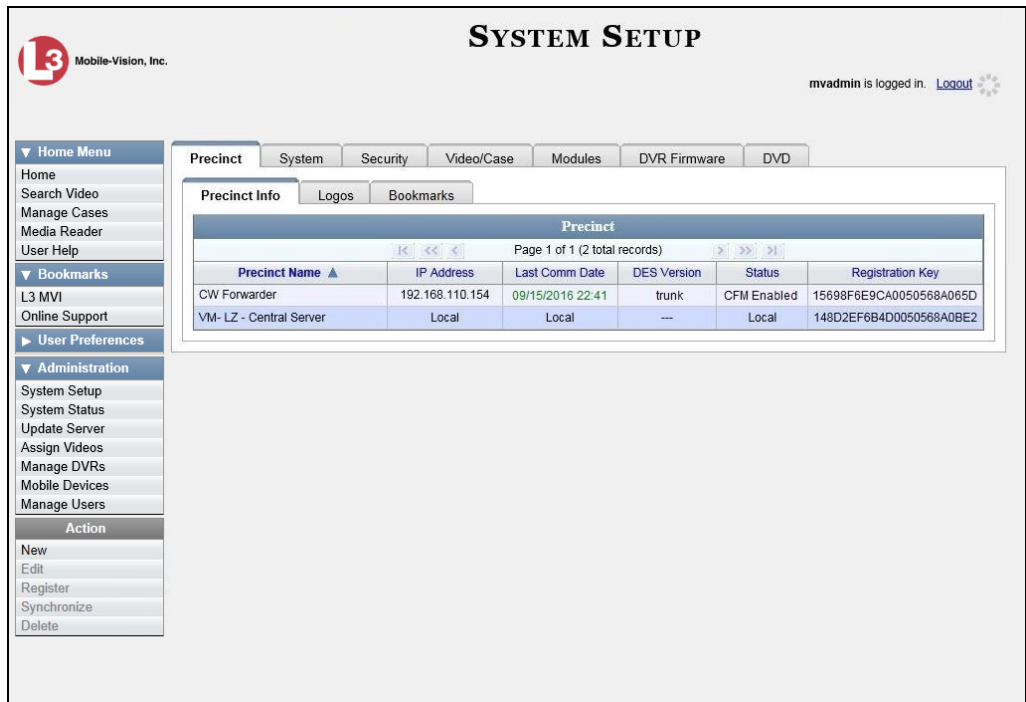
- 5 Enter a name for the *viewing request reason* in the *Description* field.
- 7 Click **Save**. The new reason is added to the Reasons list.

---

### 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 196.

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



**SYSTEM SETUP**

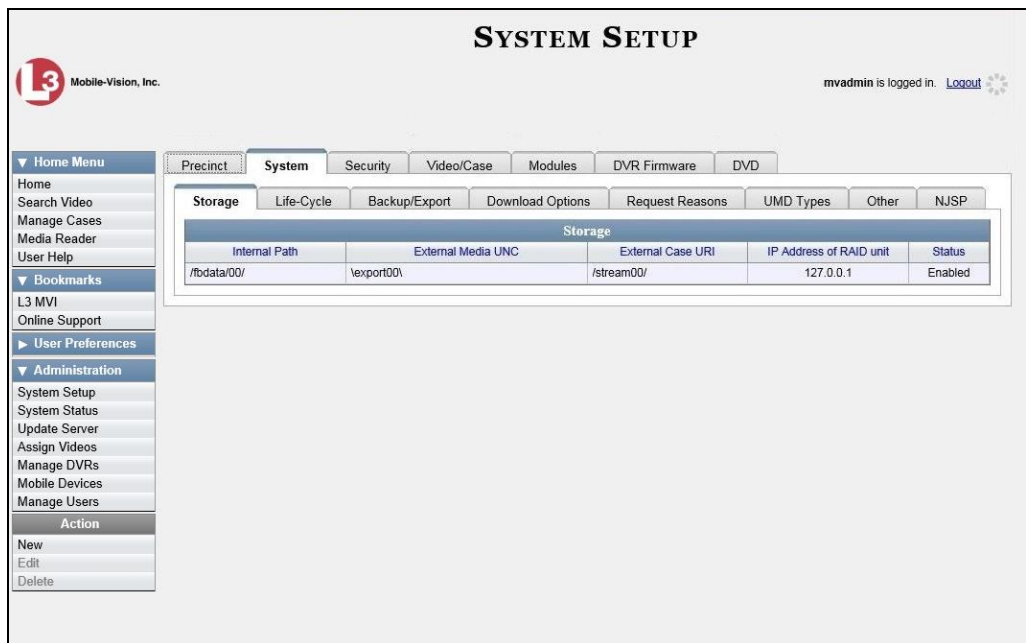
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

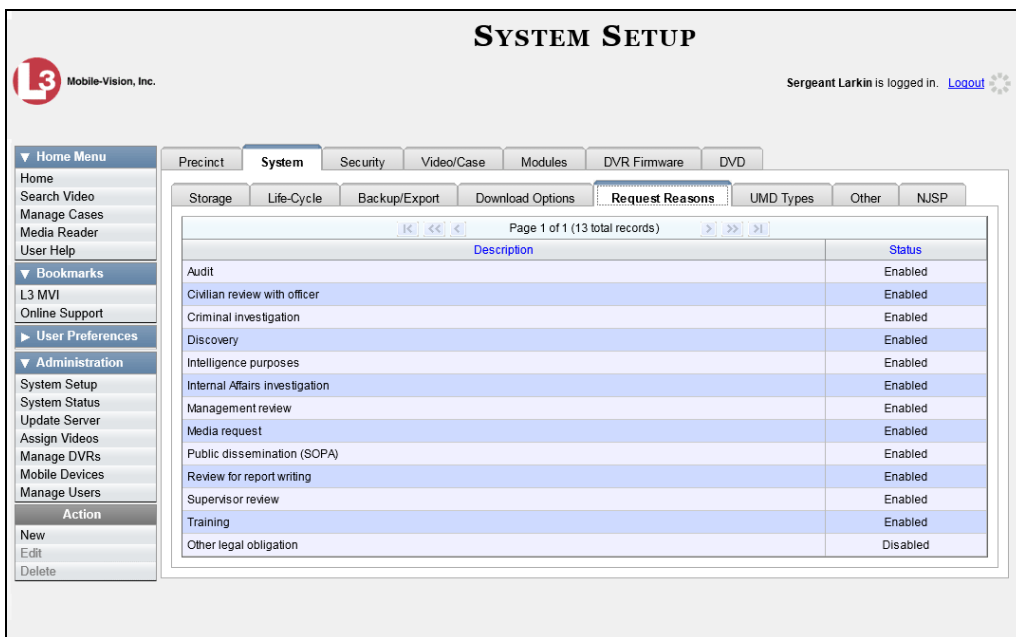
**Precinct** | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

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

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

3 Click the **Request Reasons** tab.

*(Continued)*



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

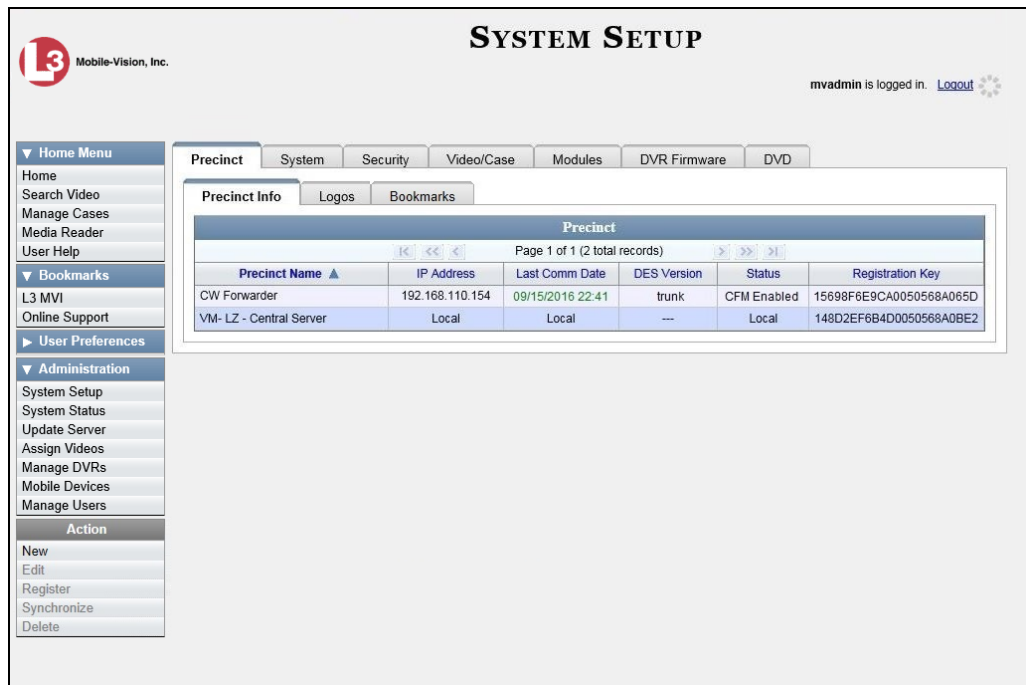


- 5 To change the name of this request reason, enter a new value in the *Description* field. Otherwise proceed to the next field.
- 6 To change the request reason's *status* (i.e., *disabled* vs. *enabled*), proceed to the next step. Otherwise skip to step 8.
- 7 To *inactivate* this request reason, 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 196.

- 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

Bookmarks: L3 MVI, Online Support

User Preferences

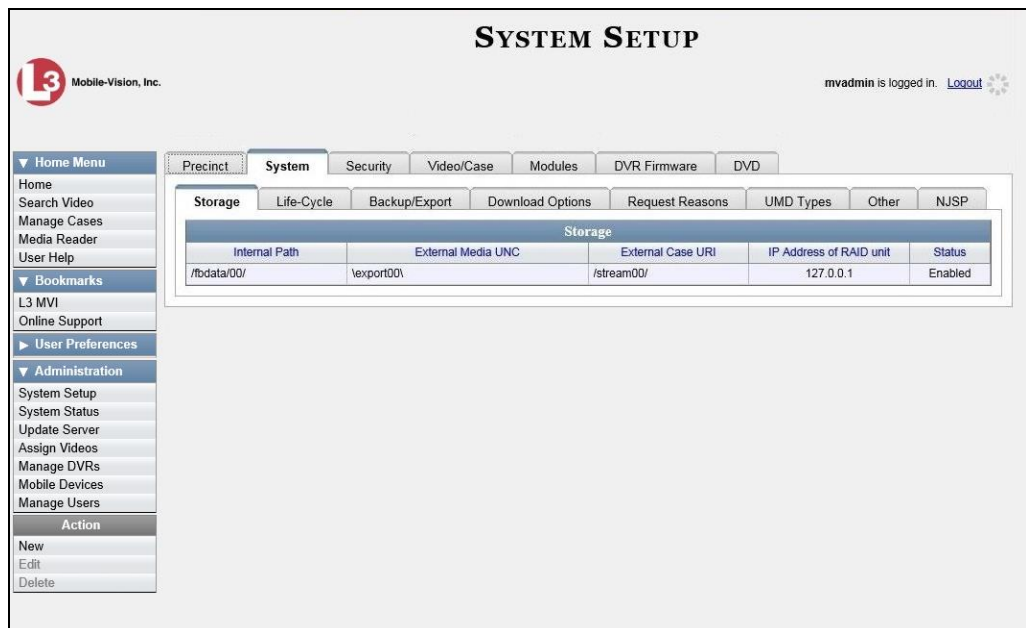
Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New, Edit, Register, Synchronize, Delete

Precinct Info Logos Bookmarks

Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **System** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

Bookmarks: L3 MVI, Online Support

User Preferences

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

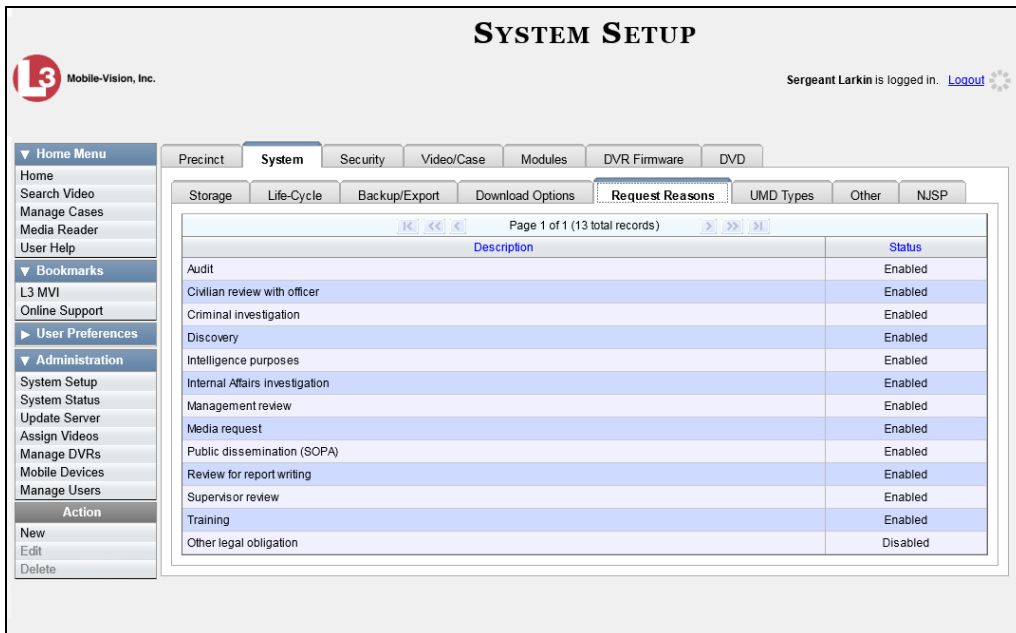
Action: New, Edit, Register, Synchronize, Delete

Precinct System Security Video/Case Modules DVR Firmware DVD

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

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

- 3 Click the **Request Reasons** tab.



The screenshot shows the SYSTEM SETUP interface for Mobile-Vision, Inc. The user is logged in as Sergeant Larkin. The interface includes a navigation menu on the left and a main content area with tabs for Precinct, System, Security, Video/Case, Modules, DVR Firmware, and DVD. The System tab is active, and the Request Reasons sub-tab is selected. A table displays 13 records with columns for Description and Status. The 'Media request' record is highlighted.

Description	Status
Audit	Enabled
Civilian review with officer	Enabled
Criminal investigation	Enabled
Discovery	Enabled
Intelligence purposes	Enabled
Internal Affairs investigation	Enabled
Management review	Enabled
Media request	Enabled
Public dissemination (SOPA)	Enabled
Review for report writing	Enabled
Supervisor review	Enabled
Training	Enabled
Other legal obligation	Disabled

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



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



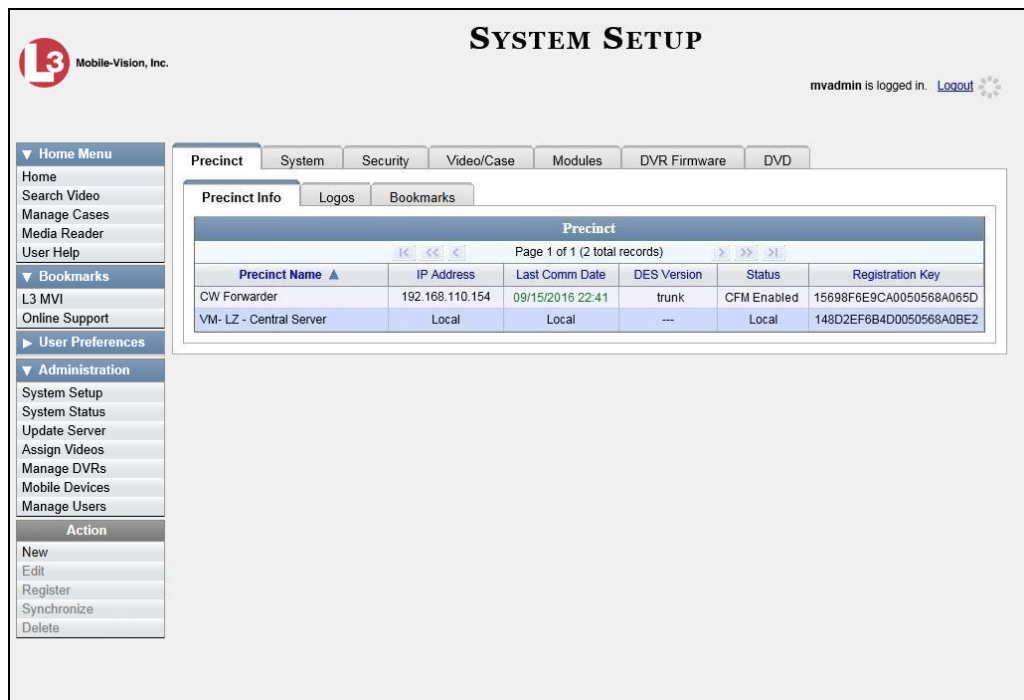
## Keeping Offline Video Records on the Server

Normally, when a video reaches the end of its online lifecycle, the system permanently removes its record from the DEP server. However, if desired, you can change a system setting that will cause expired<sup>1</sup> videos to remain in an offline<sup>2</sup> but restorable state indefinitely (see **NOTE** below). The system assigns such videos a category of “purged.” As with all offline videos, you will still be able to search for the video and view its Video Details page, but you won’t be able to play it, export it, or edit it unless you reactivate it first. (For more on reactivation, see “Reactivating an Offline Video” on page 75).



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

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



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

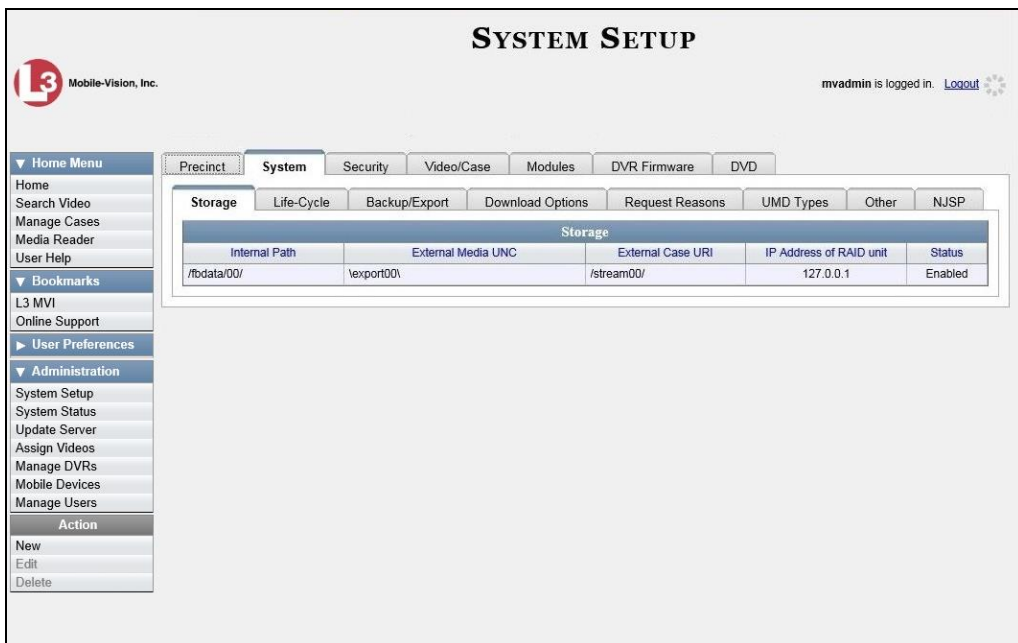
**Precinct Info** | Logos | Bookmarks

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

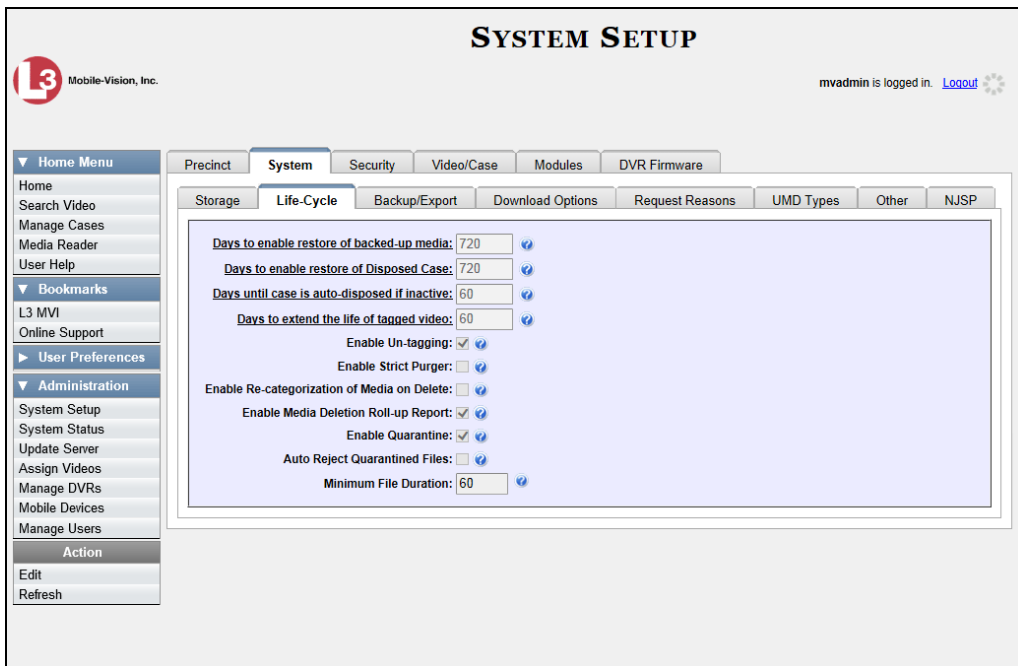
- 2 Click the **System** tab.

(Continued)

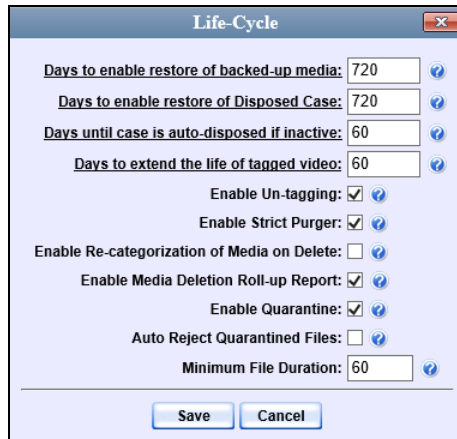
- <sup>1</sup> Media that is too old to be reactivated, based on the *Days to enable restore of backed up media* setting and other system settings
- <sup>2</sup> A video status which indicates that some, but not all, of that video’s data associated data is available on the server. If a video is offline, you will be able to view its thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot [export](#) an offline video.



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



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



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

---

## Generating the Purged Videos Report

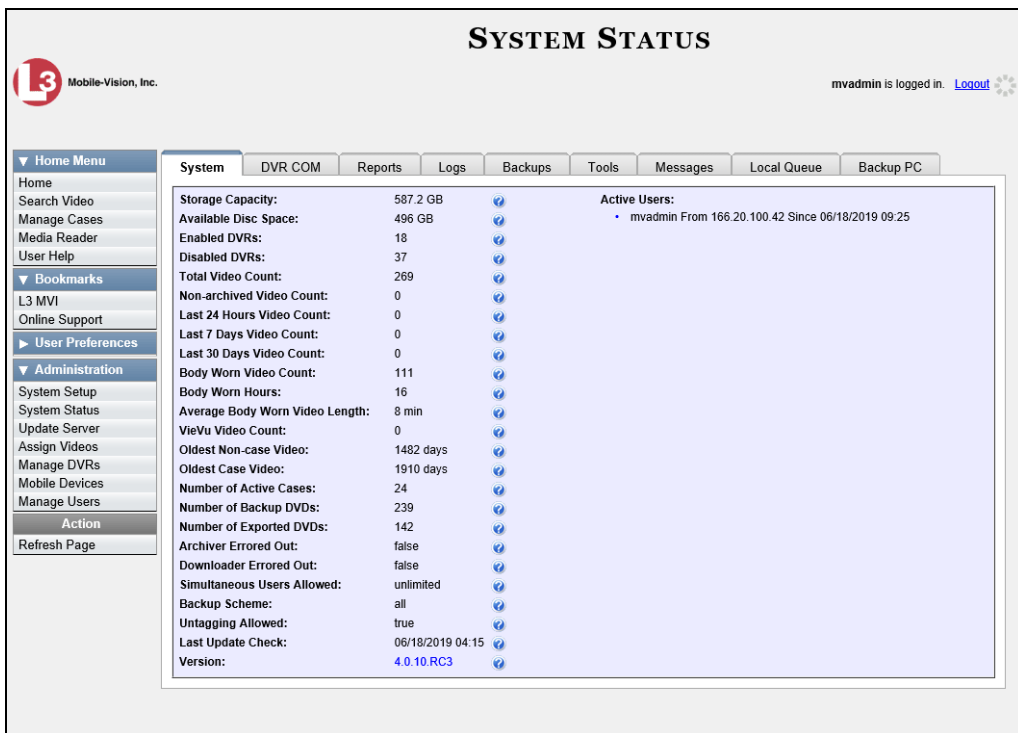
This section describes how to generate the Purged Videos Report, which lists all videos with a system-assigned category of “Purged.” This category indicates that an expired\* video was reclassified as “purged” in order to remain in an *offline* but *restorable* state on the server. This occurs when the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

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

*(Continued)*

---

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



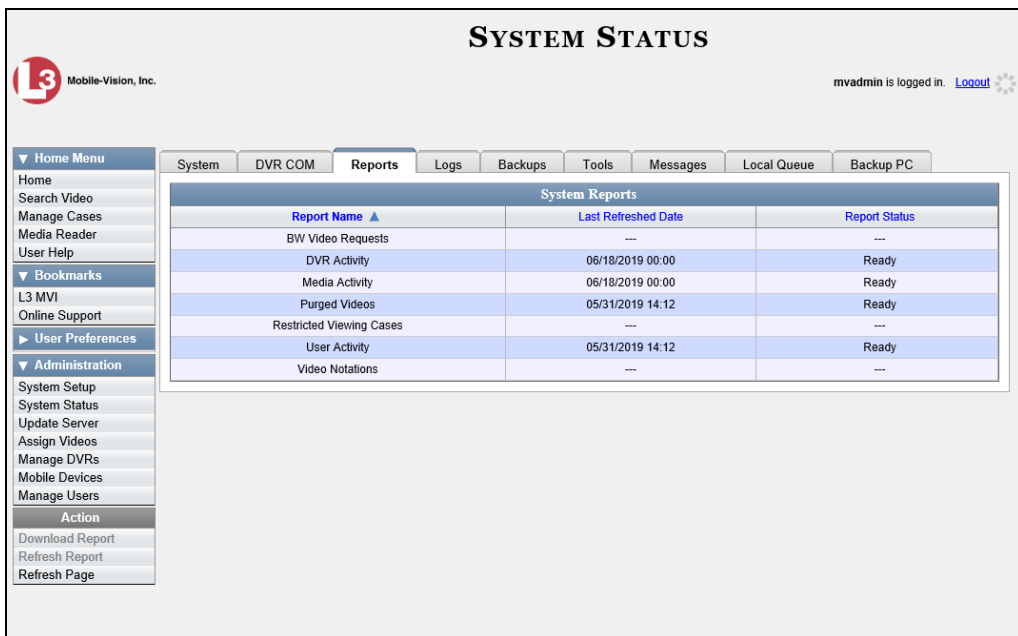
**SYSTEM STATUS**

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

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

Storage Capacity:	587.2 GB		<b>Active Users:</b>	
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25	
Enabled DVRs:	18			
Disabled DVRs:	37			
Total Video Count:	269			
Non-archived Video Count:	0			
Last 24 Hours Video Count:	0			
Last 7 Days Video Count:	0			
Last 30 Days Video Count:	0			
Body Worn Video Count:	111			
Body Worn Hours:	16			
Average Body Worn Video Length:	8 min			
ViVu Video Count:	0			
Oldest Non-case Video:	1482 days			
Oldest Case Video:	1910 days			
Number of Active Cases:	24			
Number of Backup DVDs:	239			
Number of Exported DVDs:	142			
Archiver Errored Out:	false			
Downloader Errored Out:	false			
Simultaneous Users Allowed:	unlimited			
Backup Scheme:	all			
Untagging Allowed:	true			
Last Update Check:	06/18/2019 04:15			
Version:	4.0.10.RC3			

2 Click the **Reports** tab.



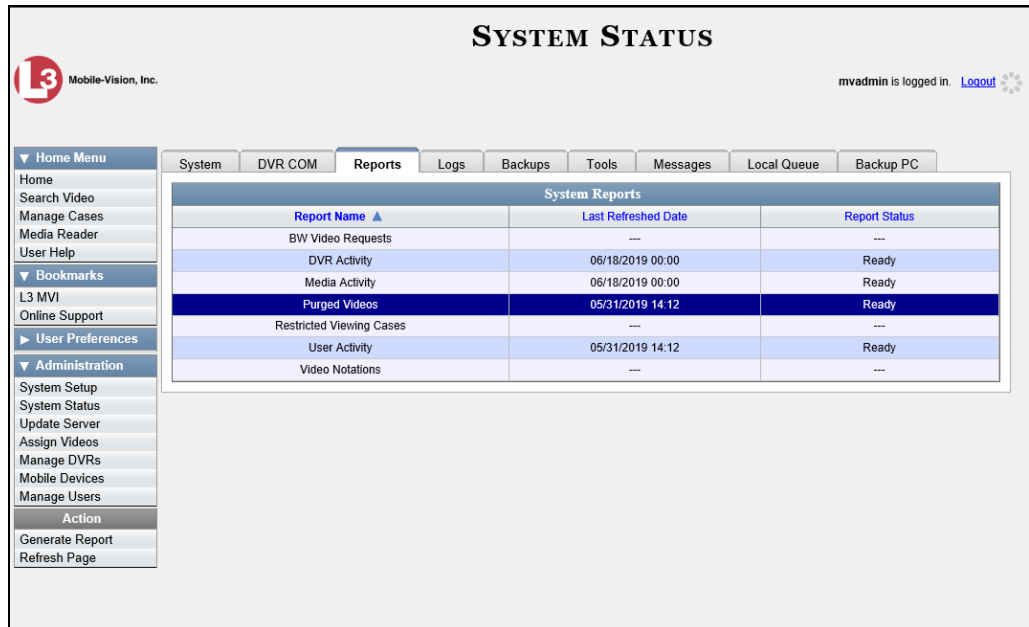
**SYSTEM STATUS**

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

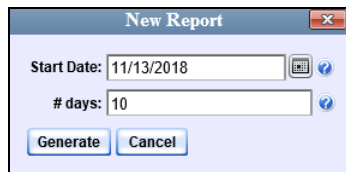
System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	06/18/2019 00:00	Ready
Media Activity	06/18/2019 00:00	Ready
Purged Videos	05/31/2019 14:12	Ready
Restricted Viewing Cases	---	---
User Activity	05/31/2019 14:12	Ready
Video Notations	---	---

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



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



- Using the calendar popup, select a start date for the report.
- Enter the number of days you wish to report on, starting from the date you just selected.
- Click **Generate**. A Windows message displays.



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

## Customizing the Video Search Results Page

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

By default, the system displays the following columns:

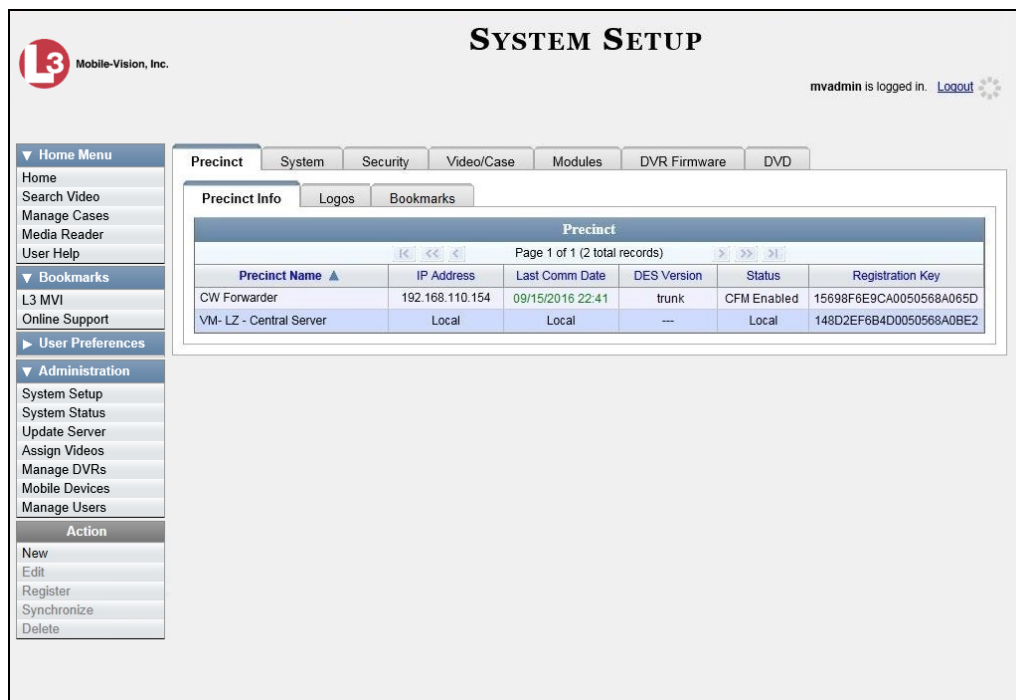
- Owner
- DVR Name
- Category
- Duration
- Video Start (Date)
- Notes

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

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

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

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



**SYSTEM SETUP**

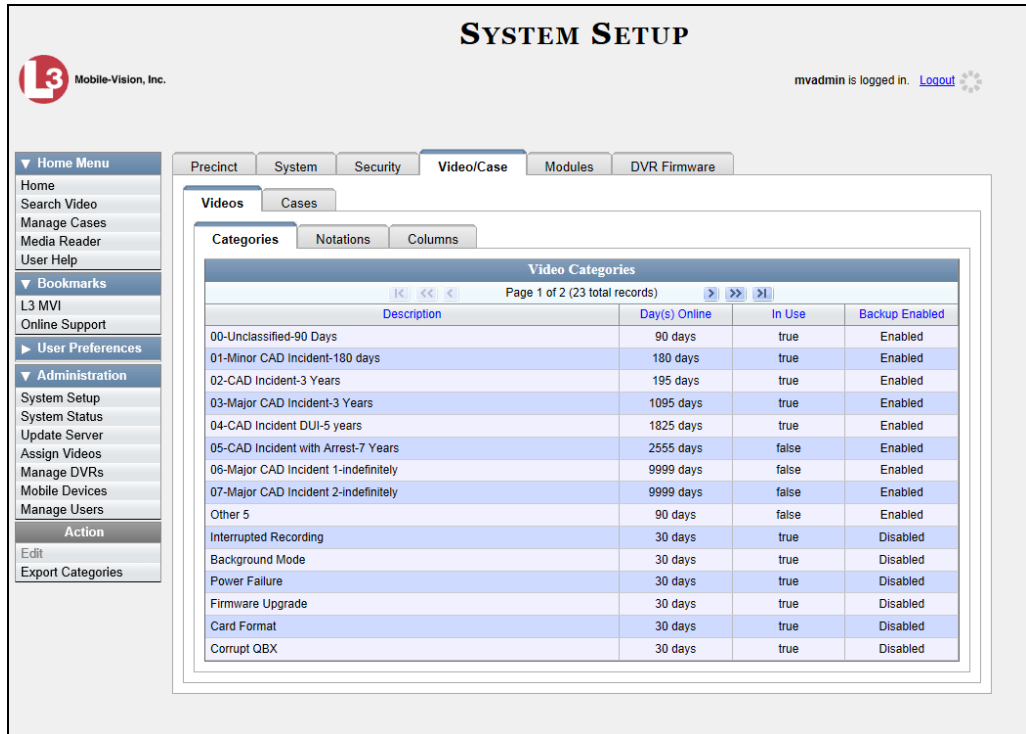
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

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

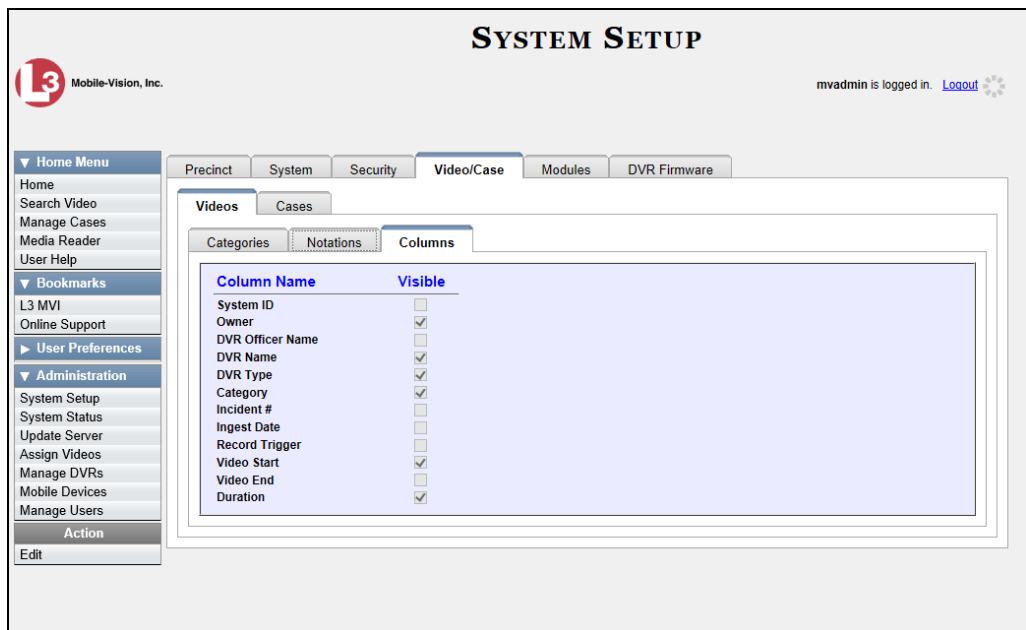


The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The navigation tabs include Precinct, System, Security, **Video/Case**, Modules, and DVR Firmware. Under the 'Video/Case' tab, the 'Videos' sub-tab is selected. The 'Video Categories' table is displayed with the following data:

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

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

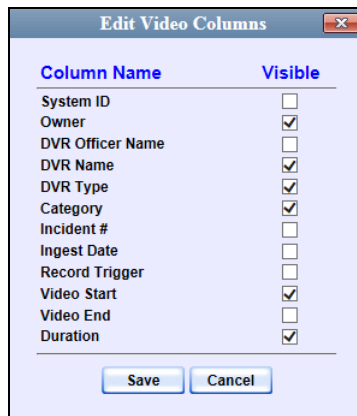
4 Click the **Columns** tab.



The screenshot shows the 'SYSTEM SETUP' interface with the 'Columns' sub-tab selected under the 'Videos' tab. The 'Column Name' and 'Visible' columns are shown with checkboxes for each item:

Column Name	Visible
System ID	<input type="checkbox"/>
Owner	<input checked="" type="checkbox"/>
DVR Officer Name	<input checked="" type="checkbox"/>
DVR Name	<input checked="" type="checkbox"/>
DVR Type	<input checked="" type="checkbox"/>
Category	<input checked="" type="checkbox"/>
Incident #	<input type="checkbox"/>
Ingest Date	<input type="checkbox"/>
Record Trigger	<input type="checkbox"/>
Video Start	<input checked="" type="checkbox"/>
Video End	<input type="checkbox"/>
Duration	<input checked="" type="checkbox"/>

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



Column Name	Visible
System ID	<input type="checkbox"/>
Owner	<input checked="" type="checkbox"/>
DVR Officer Name	<input type="checkbox"/>
DVR Name	<input checked="" type="checkbox"/>
DVR Type	<input checked="" type="checkbox"/>
Category	<input checked="" type="checkbox"/>
Incident #	<input type="checkbox"/>
Ingest Date	<input type="checkbox"/>
Record Trigger	<input type="checkbox"/>
Video Start	<input checked="" type="checkbox"/>
Video End	<input type="checkbox"/>
Duration	<input checked="" type="checkbox"/>

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



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

- Click **Save**.



## 3 DVDs

This chapter describes how to create DVDs for backup and/or evidential purposes. This process may be 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, page 216
- Viewing DVDs, page 277
- Changing the File Types that are Automatically Archived, page 283
- Customizing the Consumer DVD Menus, page 286
- Customizing DVD Labels, 297
- Viewing the Certified Backups List, 300
- Downloading a DVD Burn Application to Your PC, 302
- Validating that a Disc is Unaltered, 307
- Viewing the DVD Burn Queue, 309
- Deleting a DVD Burn Request, 314
- Changing the Default Export Type for DVDs, 316
- Generating the Video Deletion Roll-Up Report, 319
- Changing the Default Values for the ‘Show GPS’ & ‘Show Speed’ Checkboxes, page 322.

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## Disc Capacity

The storage capacity of your discs will vary depending on the type of disc you select. Blu-Ray discs store the most data, but they also require a special Blu-Ray disc burner. 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 system permissions, there are several file formats that may be available to you:

- Data DVD Format, below
- Consumer DVD Format, page 213
- Interchange DVD Format, page 214
- Uncompressed Format, page 214
- FOIA Redacted DVD Format, page 215.

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.

For specific instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, page 217
- Burning Video to a Data DVD via the Robotic DVD Burner, page 250
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 231
- Burning Video to a Data DVD via Your PC's DVD Burner, page 262.

## Consumer DVD Format

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

One advantage of this format is that it comes with a customizable play menu/submenu. (See "Customizing the Consumer DVD Menus" on page 286.)

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, System ID

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

For specific instructions, see:

- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 221
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 252

## Interchange DVD Format

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

Video from VIEVU DVRs will have an extension of **AVI**. Video from *BodyVISION* DVRs will have an extension of **MKV**. And video from all other DVRs will have an extension of **MP4**.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in “Data DVD Format” on page 212. 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 224
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 255
- Burning a Case to an Interchange Format DVD via Your PC’s DVD Burner, page 234
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 265.

## 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 212). The difference is that this DVD includes a button that allows you to convert each QBX file into two raw video files: an **MP4** file and a **DV** (digital video) file. You can use these files with third party software, such as video editing or redaction software. The type of file that you need (i.e., MP4 vs. DV) depends on the type of software that you are importing the video into. MP4 files can be imported into most modern software applications, whereas DV files are required for some older applications.

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



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

For specific instructions, see:

- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 227
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 259
- Burning a Case to an Uncompressed Format DVD via Your PC’s DVD Burner, page 238
- Burning Video to an Uncompressed Format DVD via Your PC’s DVD Burner, page 269.

### 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 VIEVU DVRs will have an extension of **AVI**. Video from *BodyVISION* DVRs will have an extension of **MKV**. And video from all other DVRs will have an extension of **MP4**.

For specific instructions, see:

- Burning a Case to an FOIA Redacted DVD via Your PC’s DVD Burner, page 242
- Burning Video to an FOIA Redacted DVD via Your PC’s DVD Burner, page 272.

## Burning DVDs

To burn an evidential or backup DVD, also referred to as an “export” disc, you must forward a burn request to the Backup PC’s job queue.

<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 your job, it could take hours for your job to even start.

For more information, see:

- Burning a Case to DVD, below
- Burning Video to DVD, page 247.

### Burning a Case to DVD

This section describes how to burn a case record to a DVD.

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

**CASE DETAILS**

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

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

Bookmarks: L3 MVI, Online Support

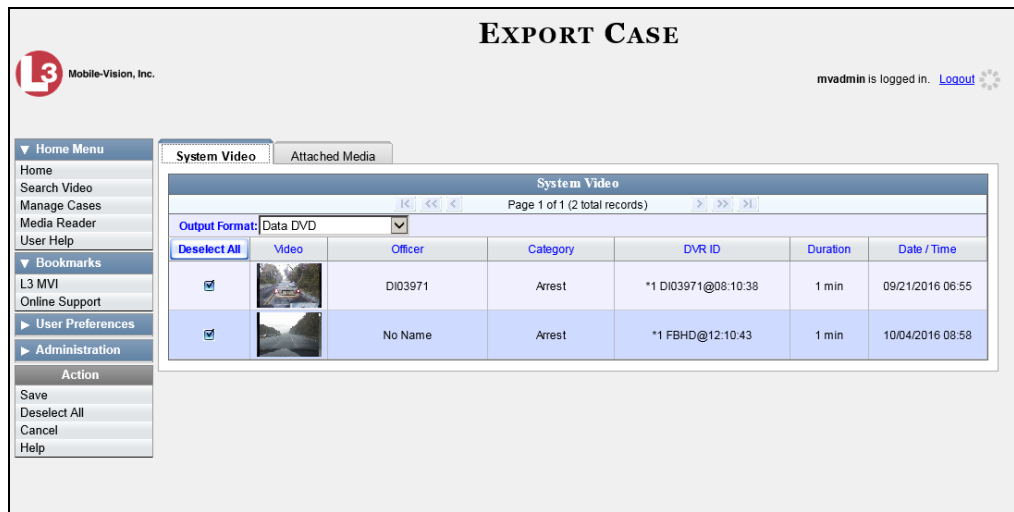
User Preferences

Administration

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

Display Name:	First Degree Assault	Case Number:	2017-004398
Status:	Online	Citation Number:	
Owner:	mvadmin	Vehicle Registration #:	
Visible:	No	Vehicle Plate #:	UUU90D
Creation Date:	11/01/2016 16:50	Notations:	
Incident Date:	10/06/2016		

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



The remaining steps will vary slightly depending on your file format and disk burning method. For further instructions, see:

- Burning a Case to a Data DVD via the Robotic DVD Burner, below, beginning with step 2
- Burning a Case to a Consumer DVD via the Robotic DVD Burner, page 221, beginning with step 2
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 224, beginning with step 2
- Burning a Case to an Uncompressed Format DVD via the Robotic DVD Burner, page 227, beginning with step 2
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 231, beginning with step 2
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 234, beginning with step 2
- Burning a Case to an Uncompressed Format DVD via Your PC's DVD Burner, page 238, beginning with step 2
- Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner, page 242, beginning with step 2.

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

This section describes how to burn case information to a *Data DVD* using your agency's robotic DVD burner. For a definition of Data DVDs, see "Data DVD Format" on page 212.

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 231 instead.

- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see “Burning a Case to DVD” on page 216.) The Export Case page displays.



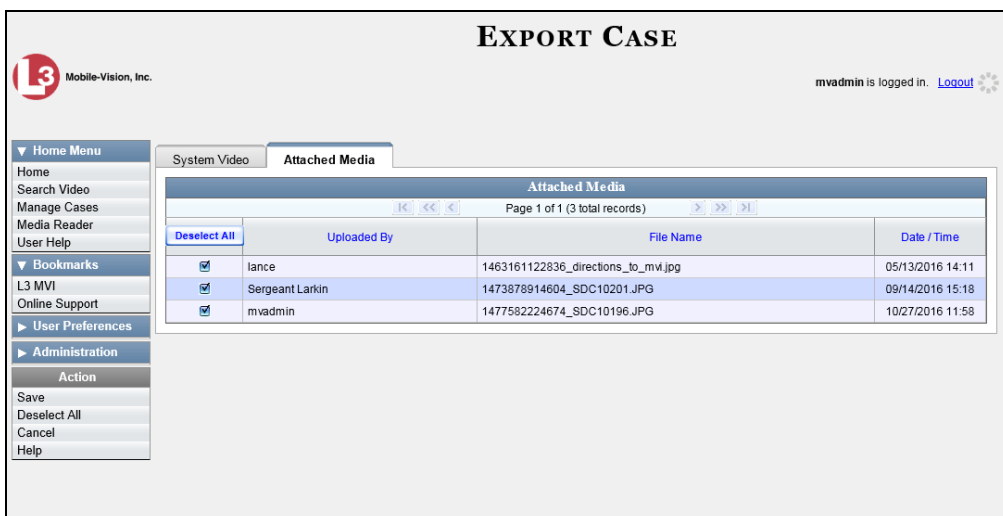
- 2 To include all of the case’s videos on your DVD (default), proceed to the next step.  
– OR –

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

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

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

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







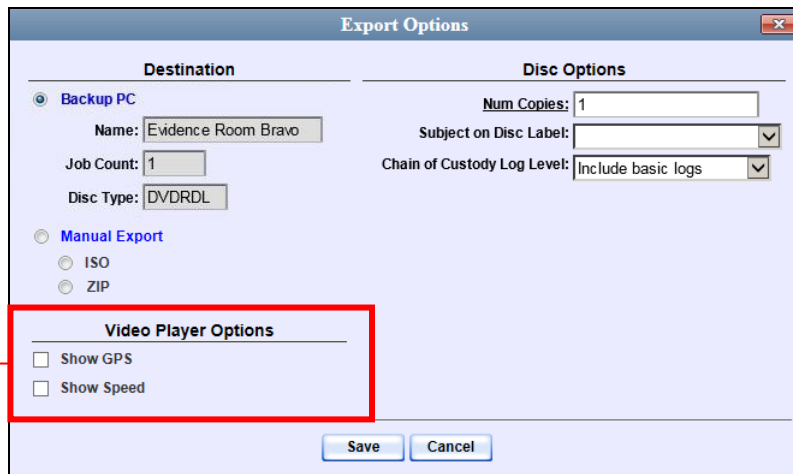
**NOTE:** If any of the file names are “grayed out”, it indicates that the media file is missing. That data will therefore not be included in your export.

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

– OR –

To include some, but not all, of the case’s attached media on your DVD, deselect the checkbox to the left of each file you wish to exclude.

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



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

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

– OR –

If your agency has *more than one* robotic DVD burner, and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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

- 9 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.
- 10 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 12 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 17.
- 13 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.
- 14 If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NE/E

- 15 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 17.

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

- 16 If you want this case/video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
- 17 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 213.

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



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

- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see “Burning a Case to DVD” on page 216.) The Export Case page displays.

The screenshot shows the 'EXPORT CASE' interface. The 'Output Format' dropdown is set to 'Data DVD'. The table below shows two video records.

System Video						
Page 1 of 1 (2 total records)						
Output Format:	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

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

The screenshot shows the 'EXPORT CASE' interface with 'Output Format' set to 'Consumer DVD'. The table now includes 'Video Source' and 'Audio Source' columns. Red boxes labeled '1' and '2' highlight the 'Output Format' dropdown and the new columns respectively.

System Video							Total Video: 2 minute(s) Max: 120 minutes			
Output Format:	Video	Officer	Category	DVR ID	Video Source	Audio Source		Duration	Date / Time	
<input checked="" type="checkbox"/>		DI03971	Arrest	*1 DI03971@08:10:38	<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="checkbox"/> In Car	1 min	09/21/2016 06:55	
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	<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="checkbox"/> In Car	1 min	10/04/2016 08:58	

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

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

– OR –

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

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

– OR –

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

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

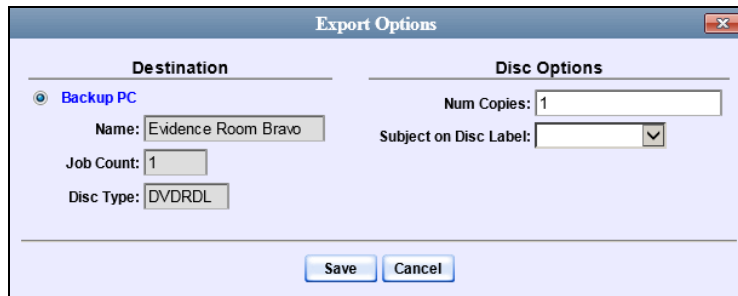
- 5 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

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

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

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



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

– OR –

If your agency has *more than one* robotic DVD burner, and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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

- 9 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.

- 10 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.

- 11 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

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

This section describes how to burn selected videos from a case to an *Interchange Format* DVD using your agency's robotic DVD burner. For a description of this format, see "Interchange Data Format" on page 214.

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 234 instead.



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

- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 216.) The Export Case page displays.



**EXPORT CASE**

mvadmin is logged in. [Logout](#)

System Video Attached Media

System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

<a href="#">Deselect All</a>	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		D103971	Arrest	*1 D103971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

Action

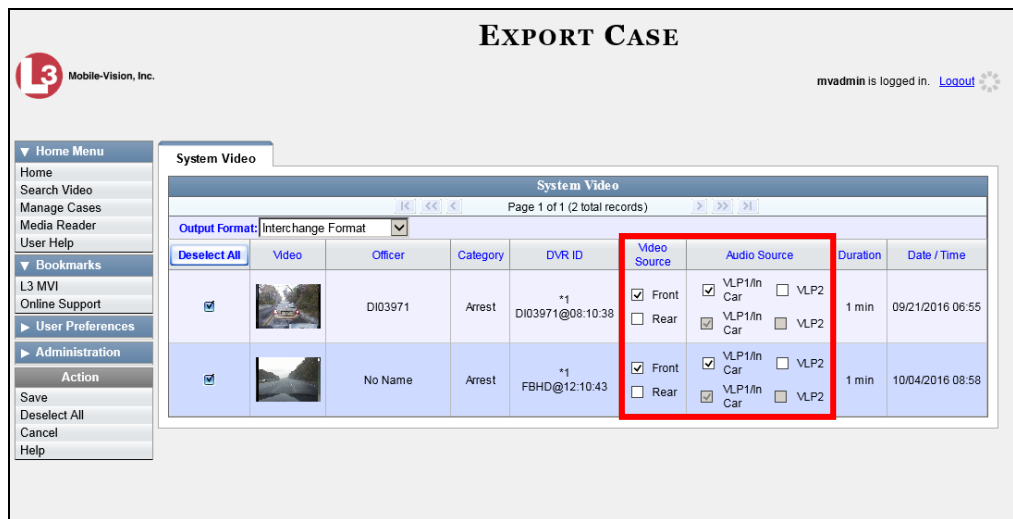
- Save
- Deselect All
- Cancel
- Help

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

– OR –

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

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



- 4 If 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.

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

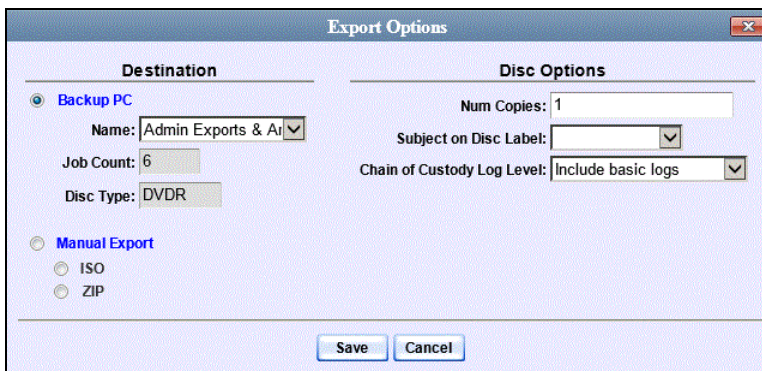
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below.

- VLP1/In Car. The audio from the wireless microphone that’s connected to your Flashback’s VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page.*
- VLP2. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port, if applicable.

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

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

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



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

– OR –

If your agency has *more than one* robotic DVD burner, and you wish to use the Backup PC displayed in the *Name* field, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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



- 9 If the *Subject on Disc Label* field displays on this form, proceed to the next step. Otherwise skip to step 11.
- 10 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 12 Click **Save**. The system 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 link that allows you to convert the included videos into MP4 and DV files.

For more information on Uncompressed Format DVDs, see "Uncompressed Format" on page 214.

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 238 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 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 216.) The Export Case page displays.

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**EXPORT CASE**


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

System Video Attached Media

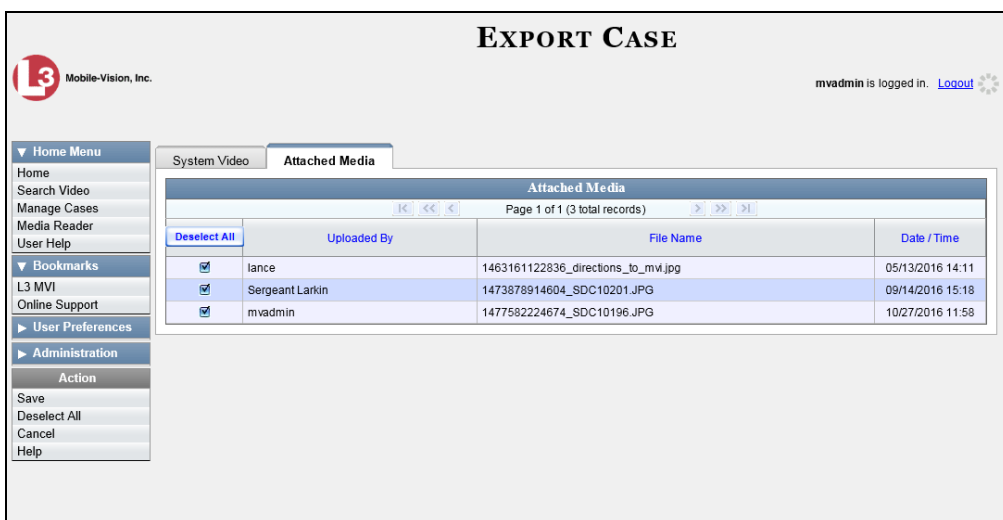
System Video

Page 1 of 1 (2 total records)

Output Format: Data DVD

Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

- 2 To include all of the case’s videos on your DVD (default), proceed to the next step.  
– OR –  
To include some, but not all, of the case’s videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.
- 3 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- 4 Click the **Attached Media** tab. A list of the case’s attached media (if any) displays.



**EXPORT CASE**

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

System Video Attached Media

Attached Media

Page 1 of 1 (3 total records)

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



**NOTE:** If any of the file names are “grayed out”, it indicates that the media file is missing. That data will therefore not be included in your export.


If this case does *not* have any attached media, skip to step 6.

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

– OR –

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

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



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

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

– OR –

If your agency has *more than one* robotic DVD burner, and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- 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 11.

- 10 Select a name from the *Subject on Disc Label* drop-down list. This is the name that will print on the disc label.
- 11 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 12 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 17.
- 13 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

- 14 If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- 15 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 17.
- 16 If you want this case/video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
- 17 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

Speed	5 MPH
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When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

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

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## Burning a Case to a 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 212.

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 217 instead.

- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 216.) The Export Case page displays.



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

– OR –

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

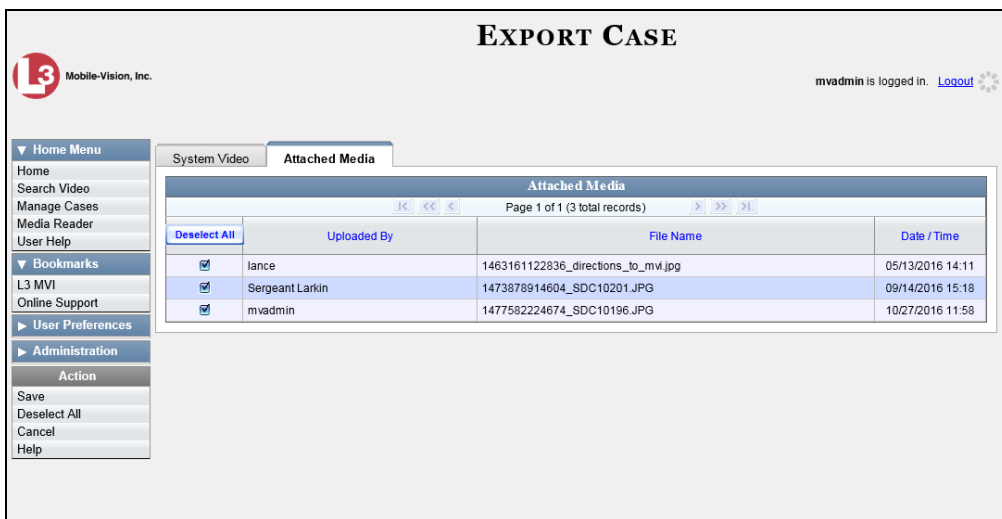
- 3 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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

(Continued)



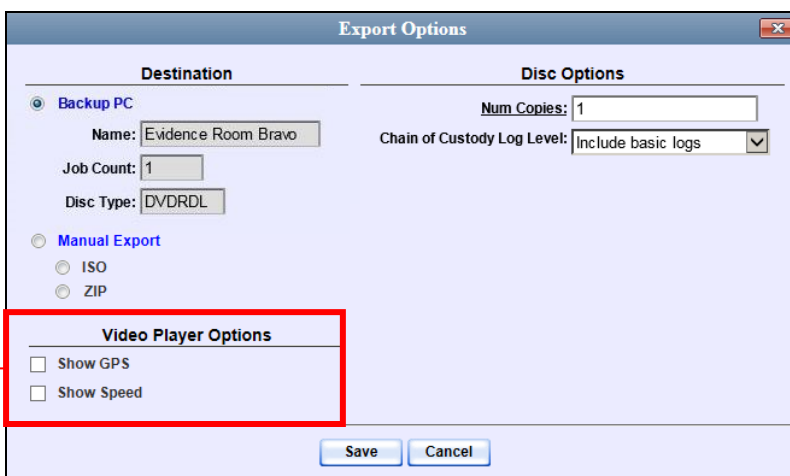
**NOTE:** If any of the file names are “grayed out”, it indicates that the media file is missing. That data will therefore not be included in your export.

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

– OR –

To include some, but not all, of the case’s attachment files in your DVD, deselect the checkbox to the left of each video you wish to exclude.

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



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

- Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 8 To burn this case as an ISO file (default), proceed to the next step.  
– OR –  
To burn this case as a *zip* file, select **ZIP**.
- 9 If 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 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- 11 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

- 12 If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

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



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

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

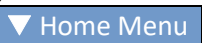
- 15 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.


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

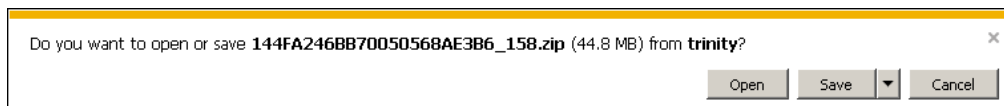
- 16 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.

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

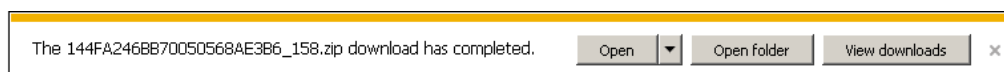
\* International Association of Chiefs of Police

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

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



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



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

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### 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 214.

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 224 instead.



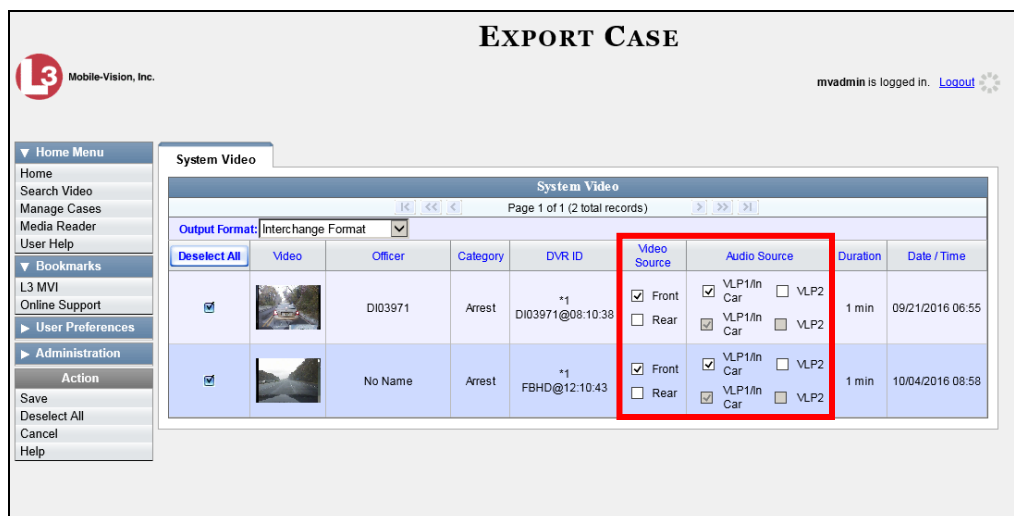
**WARNING:** Once a video has been exported in interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1** If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 216.) 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 (default), proceed to the next step.  
– OR –  
To include some, but not all, of the case’s videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.
- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
– OR –  
If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described in the 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 camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).
<input checked="" type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy the video that was recorded from <i>both</i> Camera Channel 1 and Camera Channel 2. When you choose this option, the system will burn two separate video files on the DVD that will appear as separate menu items. This doubles your DVD space requirement.

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

– OR –

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

- VLP1/In Car. The audio from the wireless microphone that’s connected to your Flashback’s VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
- VLP2. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port, if applicable.

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

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

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



**7 Select Manual Export.**

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

**8 To burn this case as an ISO file (default), proceed to the next step.**

– OR –

To burn this case as a *zip* file, select **ZIP**.

**9 If 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*.

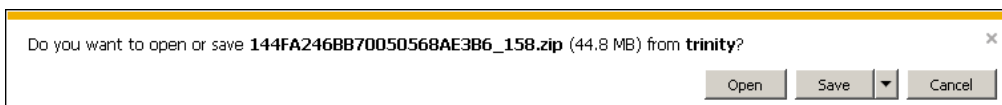
**11 Go to your Inbox Messages and look for a download icon next to the export confirmation message.**

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

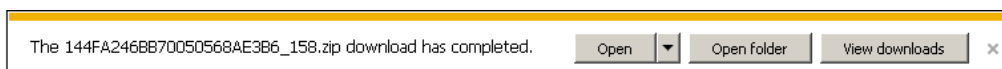
\* International Association of Chiefs of Police

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

- 12 Click the download icon to the right of the export message. 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 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 Use the Windows Disc Image Burner or other commercial disc burning software to burn the case video to DVD.

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### 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.

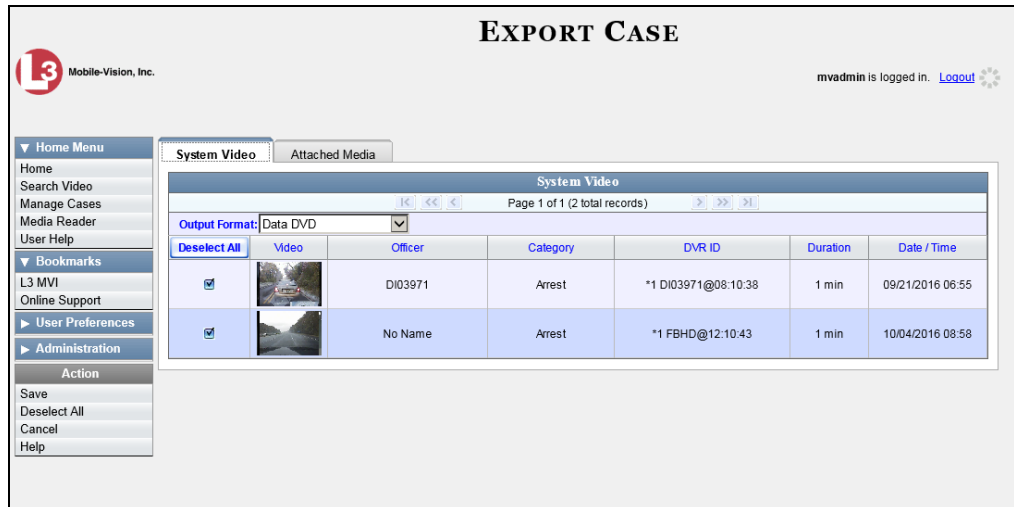
For more information on Uncompressed Format DVDs, see “Uncompressed DVD Format” on page 214.



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 227 instead.



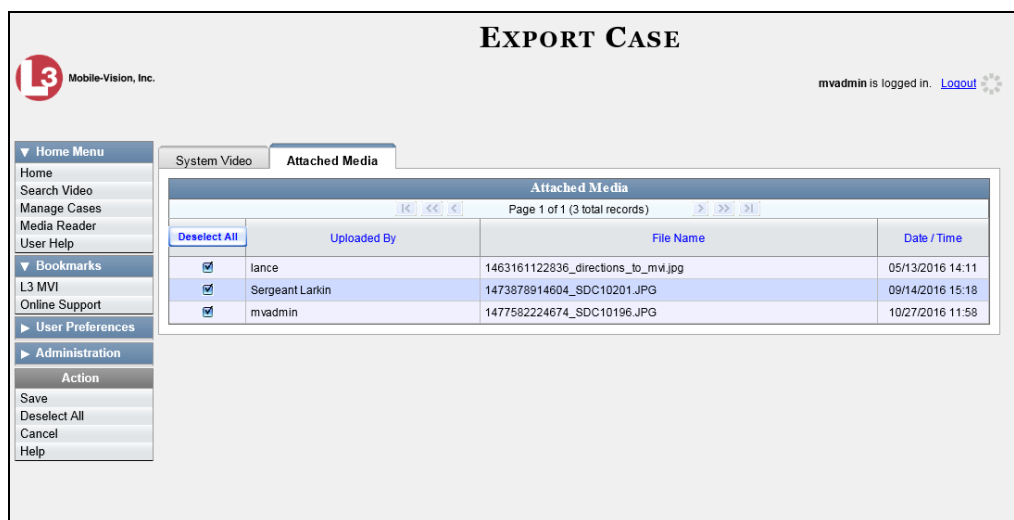
**WARNING:** Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see “Burning a Case to DVD” on page 216.) The Export Case page displays.



System Video						
Page 1 of 1 (2 total records)						
Output Format: Data DVD						
Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		D103971	Arrest	*1 D103971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

- 2 Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- 3 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 5.



Attached Media			
Page 1 of 1 (3 total records)			
Deselect All	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	lance	1463161122836_directions_to_mw.jpg	05/13/2016 14:11
<input checked="" type="checkbox"/>	Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18
<input checked="" type="checkbox"/>	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58



**NOTE:** If any of the file names are “grayed out”, it indicates that the media file is missing. That data will therefore not be included in your export.

(Continued)

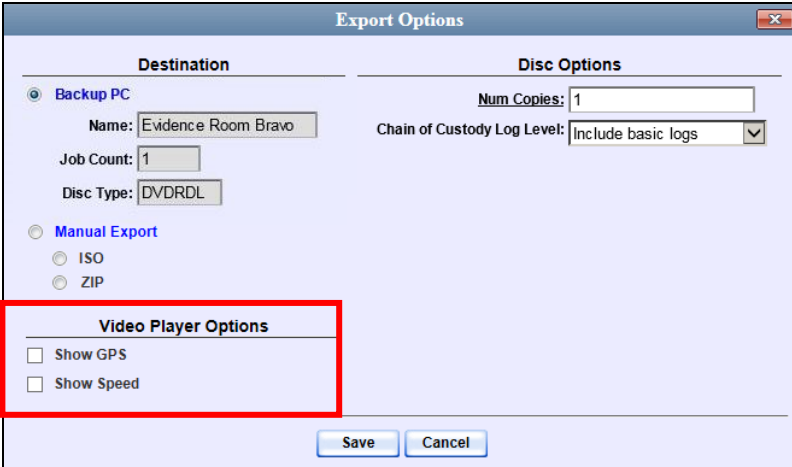
- 4 To include all of the case's attached media on your DVD (default), proceed to the next step.

– OR –

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

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

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



- 6 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 7 To burn this case as an ISO file (default), proceed to the next step.

– OR –

To burn this case as a *zip* file, select **ZIP**.

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

– OR –

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

– OR –

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

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- 9 If a Video Player Options section displays in the lower left corner of the Export Options popup (pictured on the previous page; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 14.
- 10 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

- 11 If you want this case/video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

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




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


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

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

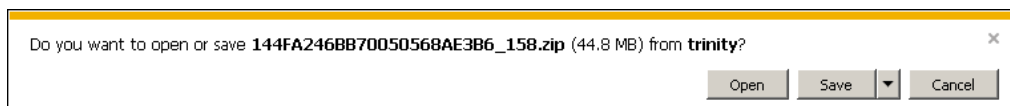
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

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

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

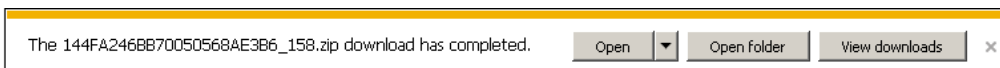
- 16 Click the download icon to the right of the export message. A Windows message displays.



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

- 18 Navigate to the disk drive location where you wish to temporarily store this file.

- 19 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 20 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.



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

### Burning a Case to an 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 215.



**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 If you have not done so already, display the case you wish to burn, then select the Export option. (For detailed instructions, see "Burning a Case to DVD" on page 216.) The Export Case page displays.

EXPORT CASE



mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Save
- Deselect All
- Cancel
- Help

System Video
Attached Media

System Video

Output Format: Data DVD
Page 1 of 1 (2 total records)

Deselect All	Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>		D103971	Arrest	*1 D103971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>		No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

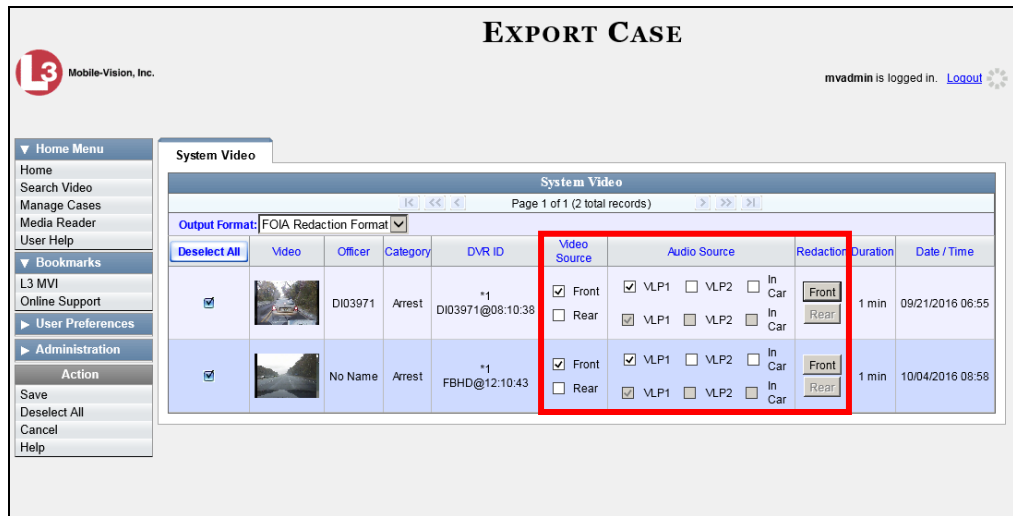
- 2 Go to the *Output Format* field and select **FOIA Redaction Format** from the drop-down list. Three new columns display: *Video Source*, *Audio Source*, and *Redaction*.

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DEP Administrator's Guide • NJSP Edition  
Safe Fleet Mobile-Vision • 7.19.2019

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





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

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

- 4 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.

- 5 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), deselect the VLP1 checkbox. Skip to step 7.

(Continued)

- 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 sources for each video. These audio tracks will play concurrently when watching the video.

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

**Note on Flashback 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 Flashback’s VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

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




- 7 Go to the *Redaction* column and click on one of the following buttons:

- Camera.** Redact the video from a *BodyVISION* or *BWX-100 Body Worn* 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 camera(s).

The Redaction Settings popup displays.



The Redaction settings are described in the following table.

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; 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> <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>

- 8 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 10.
- 9 Select a *Blur Level*: **Low**, **Med**, or **High** (see samples above).
- 10 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 14.
- 11 Select the *Enable Trimming* checkbox.
- 12 Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 13 Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 14 Click **Save**.

- 15 To redact other videos that are included with this case DVD, repeat steps 7 – 14. Otherwise proceed to the next step.
- 16 Go to the **Action** column and click **Save**. The Export Options popup displays.

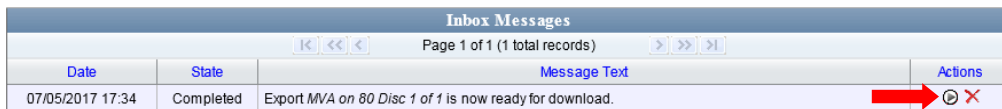



You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 17 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**.
- 18 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.
- 19 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*.

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

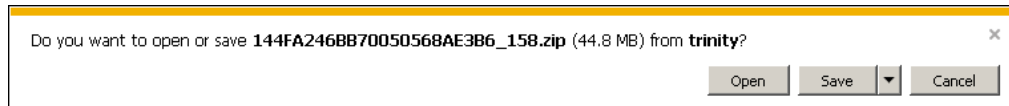


Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	

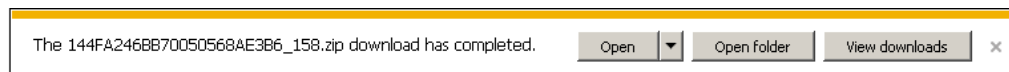
\* International Association of Chiefs of Police

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

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




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



- 26 Use the Windows Disc Image Burner or other commercial disc burning software to burn the case video to DVD.

## Burning Video to DVD

This section describes how to burn video to a DVD.

- 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  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


mvadmin is logged in. [Logout](#)

Videos							
Page 1 of 3 (14 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	 
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	 
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	 
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	 
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	 
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	 

Selected Videos

Owner	DVR Name	Category	Duration	Video Start	Remove

- ⇒ If you selected *one* video, skip to step 4.
  - ⇒ If you selected *multiple* videos, 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.

### SELECT VIDEO(S) FOR EXPORT

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Videos							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	20 min	03/08/2016 16:32	
2		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	90 min	03/08/2016 16:10	
3		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25	
13		*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	

Selected Videos						
Owner	DVR Name	Category	Duration	Video Start	Remove	
*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	11 min	03/08/2016 15:25		
*1 ONFB3@21:03:10	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10		

- 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)					
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

The remaining steps will vary slightly depending on your file format and disk burning method. For further instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, next page, beginning with step 2
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 252, beginning with step 2
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner,

- page 255, beginning with step 2
- Burning Video to an Uncompressed Format DVD via the Robotic DVD Burner, page 259, beginning with step 2
  - Burning Video to a Data DVD via Your PC's DVD Burner, page 262, beginning with step 2
  - Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 265, beginning with step 2
  - Burning Video to an Uncompressed Format DVD via Your PC's DVD Burner, page 269, beginning with step 2
  - Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner, page 272, beginning with step 2

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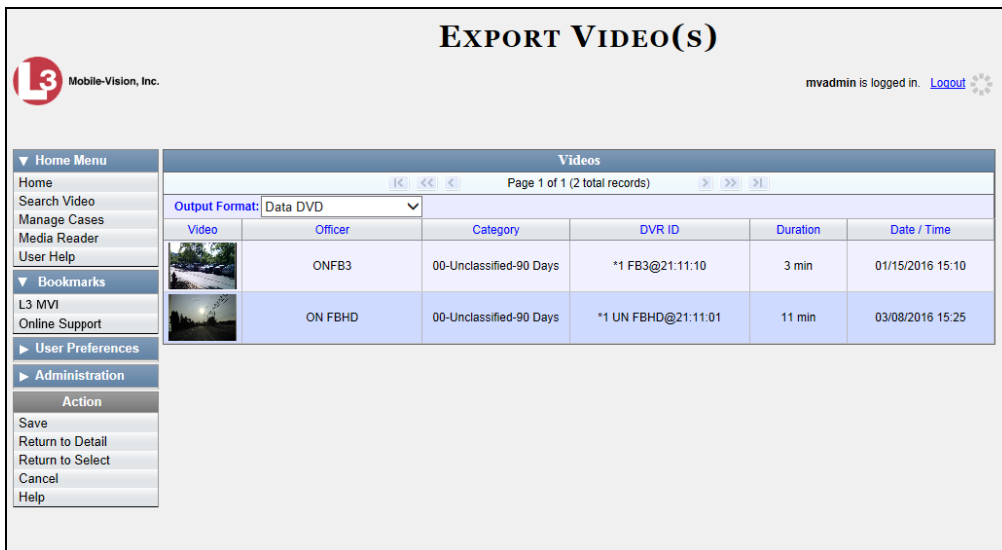
### Burning Video to a Data DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your agency's robotic DVD burner. For a definition of Data DVDs, see "Data DVD Format" on page 212.

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 262 instead.

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning Video to DVD" on page 247.)

The Export Video(s) page displays.



**EXPORT VIDEO(S)**

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Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Administration

Action

- Save
- Return to Detail
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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

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



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

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



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

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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

- 6 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

- 7 If 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.

- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- 9 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.
- 10 If you want this video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

- 11 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.

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

- 12 If you want this video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
- 13 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

---

### Burning Video to 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 213.

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.

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

\* International Association of Chiefs of Police

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see “Burning Video to DVD” on page 247.)

The Export Video(s) page displays.



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

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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



The screenshot shows the 'EXPORT VIDEO(S)' interface with 'Output Format' set to 'Consumer DVD'. The table now includes 'Video Source' and 'Audio Source' columns. A red box labeled '1' highlights the 'DVR ID' column, and another red box labeled '2' highlights the 'Total Video: 25 minute(s) Max: 120 minutes' status bar. The table below shows the same two video records with source information:

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	22 min	03/08/2016 15:25

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.

(Continued)

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

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

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

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

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

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

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



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

(Continued)

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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

- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 9 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

When your request reaches the top of the list, the robotic DVD burner will automatically burn 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 214.

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 265 instead.




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

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see “Burning Video to DVD” on page 247.)

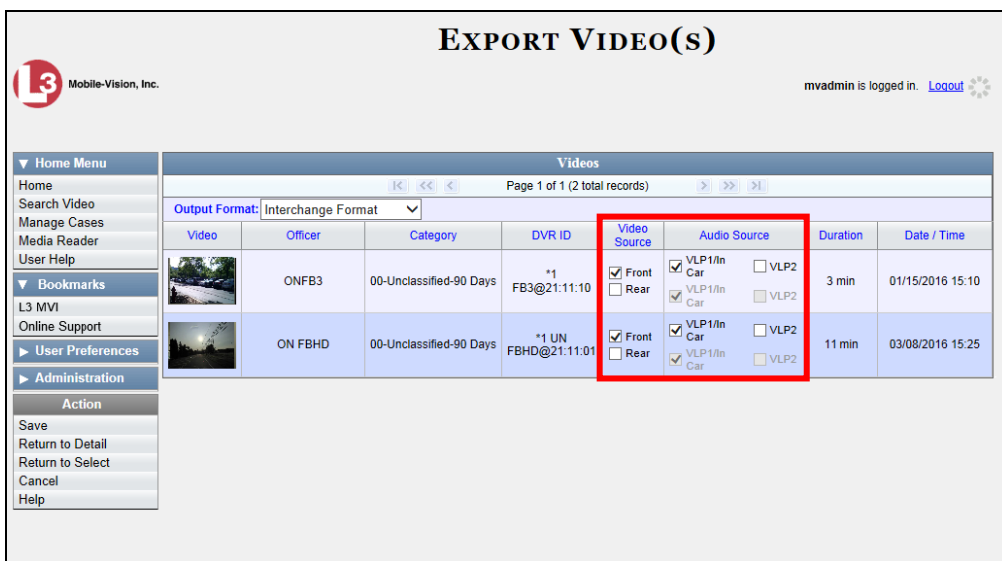
The Export Video(s) page displays.





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

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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



The screenshot shows the 'EXPORT VIDEO(S)' interface with 'Output Format' set to 'Interchange Format'. The table now includes 'Video Source' and 'Audio Source' columns. A red box highlights these two columns for both video records.

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	11 min	03/08/2016 15:25

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

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

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

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

– OR –

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

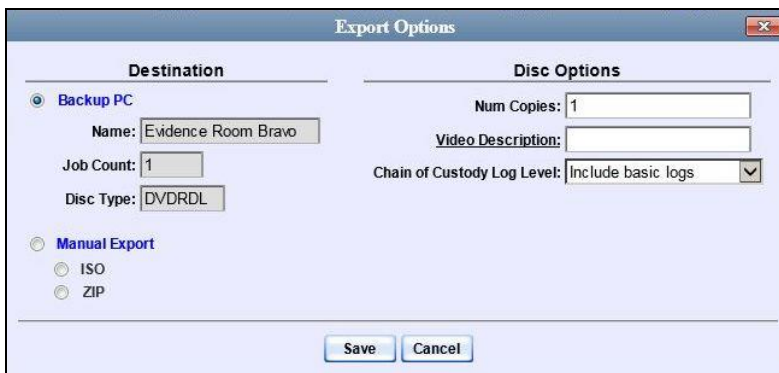
- VLP1/In Car. The audio from the wireless microphone that’s connected to your Flashback’s VLP 1 port *and* the audio from your in-car microphone (default). *See note below.*
- VLP2. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port, if applicable.

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

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

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

(Continued)



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

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

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

– OR –

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

- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

- 9 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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\* 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 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 214.

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 269 instead.

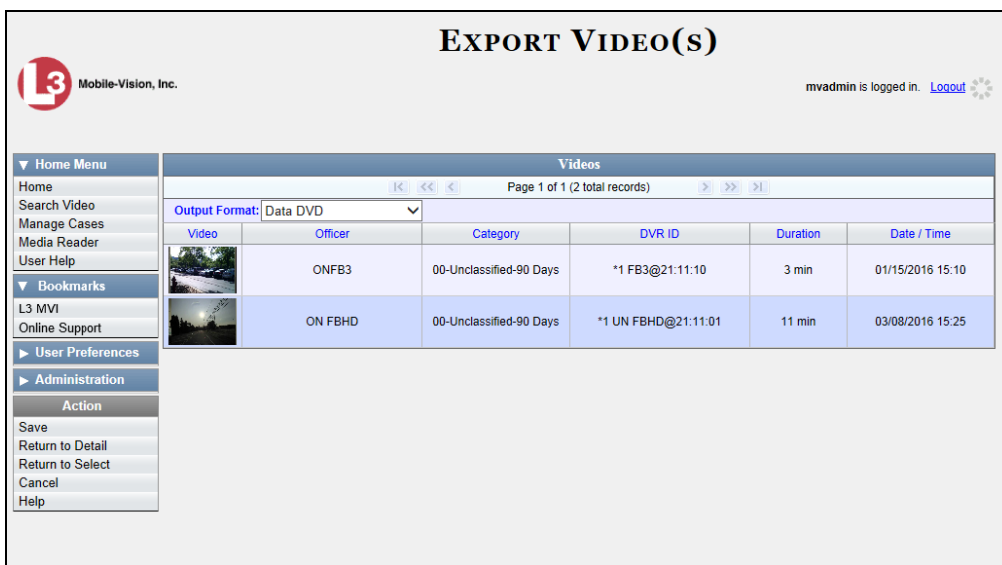


**WARNING:** Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning Video to DVD" on page 247.)

The Export Video(s) page displays.

*(Continued)*



- 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.

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



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

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** on the next page), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- 5 If you want to burn only *one* DVD (default), proceed to the next step.  
– OR –  
If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.
- 6 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 7 If 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.
- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- 9 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.
- 10 If you want this video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- 11 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.
- 12 If you want this video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.
- 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*.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NE/E

Speed	5 MPH
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When your request reaches the top of the list, the robotic DVD burner will automatically burn the DVD. A status message will then appear on your Home Page under *Inbox Messages* notifying you that the job is complete.

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

---

### Burning Video to a Data DVD via Your PC's DVD Burner

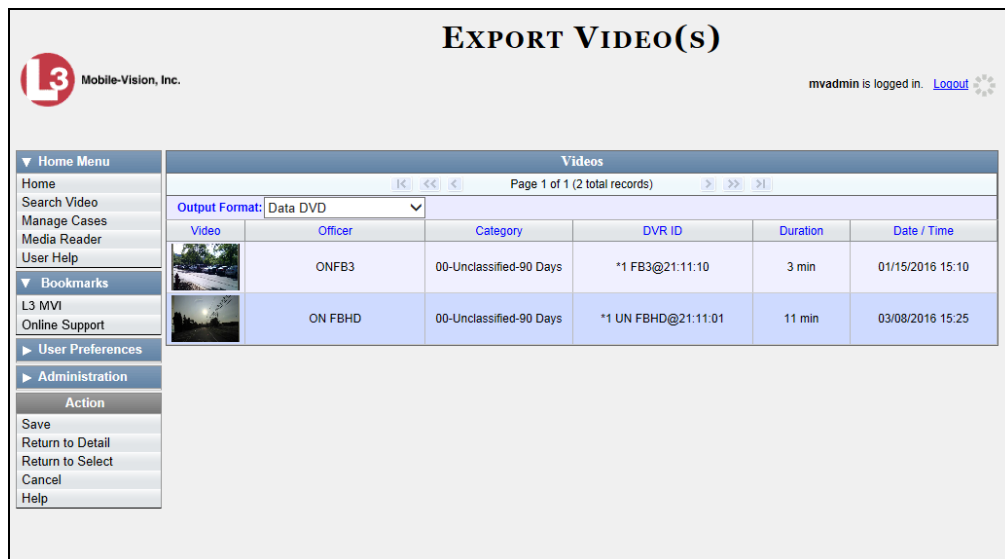
This section describes how to burn stand-alone video information to a *Data DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of Data DVDs, see "Data DVD Format" on page 212.

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 250 instead.

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning Video to DVD" on page 247.)

The Export Video(s) page displays.



**EXPORT VIDEO(S)**

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Administration



Action

- Save
- Return to Detail
- Return to Select
- Cancel
- Help

Videos

Page 1 of 1 (2 total records)

Output Format: Data DVD

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25


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

– OR –

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

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

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



**4 Select Manual Export.**

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

**5** To burn this video as an ISO file (default), proceed to the next step.

– OR –

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

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

**7** If 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.

**8** If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.

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

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Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE

**10** If you want this video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

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




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

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


**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*.

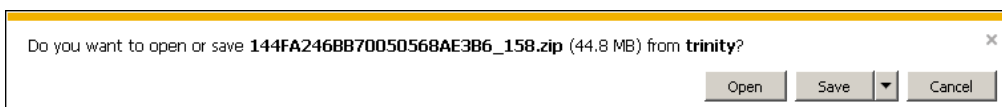
**14** Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

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

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

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

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

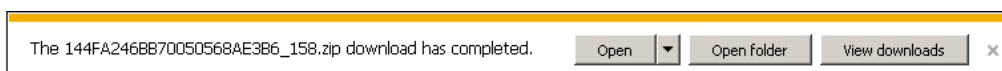


**16** Select **Save As** from the *Save* drop-down list. The Save As window displays.

**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.



- 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 214.


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 255 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.



- If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see “Burning Video to DVD” on page 247.)

The Export Video(s) page displays.


Mobile-Vision, Inc.

## EXPORT VIDEO(S)

mvadmin is logged in. [Logout](#)

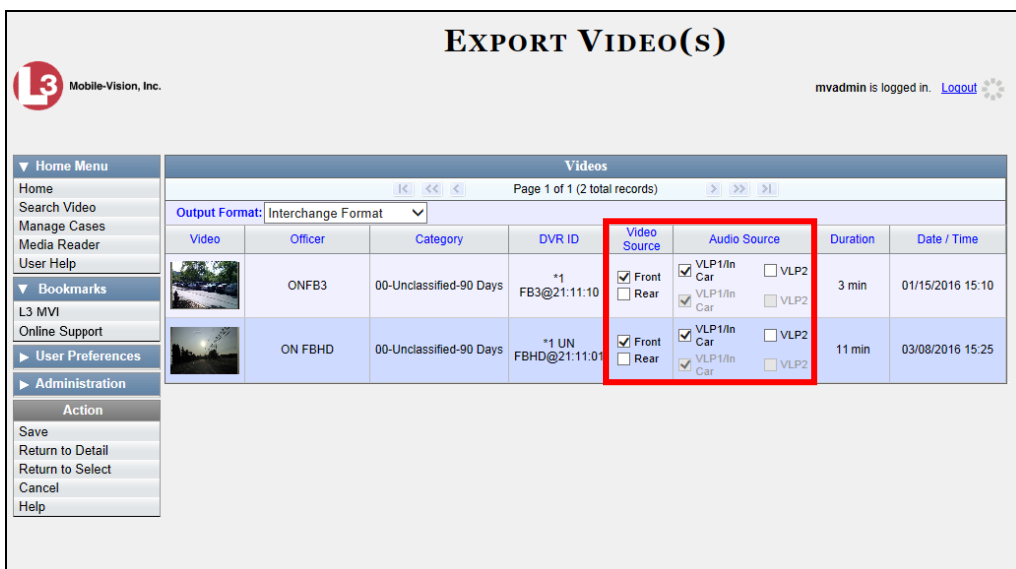
Videos					
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Administration
- Action
- Save
- Return to Detail
- Return to Select
- Cancel
- Help

Output Format: Data DVD

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

(Continued)



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

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

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

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

- VLP1/In Car. The audio from the wireless microphone that’s connected to your Flashback’s VLP 1 port *and* the audio from your in-car microphone (default). *See note on the next page.*
- VLP2. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port, if applicable.



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

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

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



- 6 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 7 To burn this video as an ISO file (default), proceed to the next step.

– OR –

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

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

- 9 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.

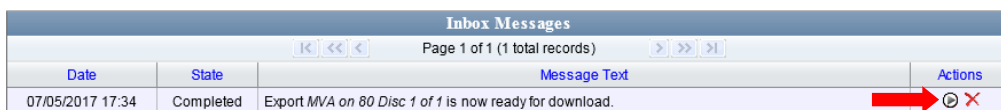
– OR –



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*.

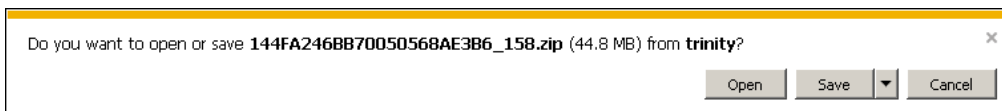
- 11 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



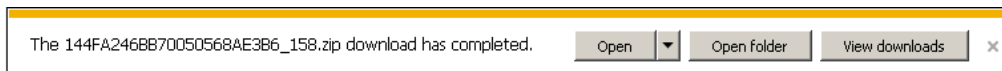
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

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

- 12 Click the download icon to the right of the export message. 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 temporarily store the video file.
- 15 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- 16 Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message displays.



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- 17 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 more information on Uncompressed Format DVDs, see “Uncompressed DVD Format” on page 214.


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 259 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 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see “Burning Video to DVD” on page 247.)

The Export Video(s) page displays.



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mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Save
- Return to Detail
- Return to Select
- Cancel
- Help

EXPORT VIDEO(S)

Output Format: Data DVD
Page 1 of 1 (2 total records)

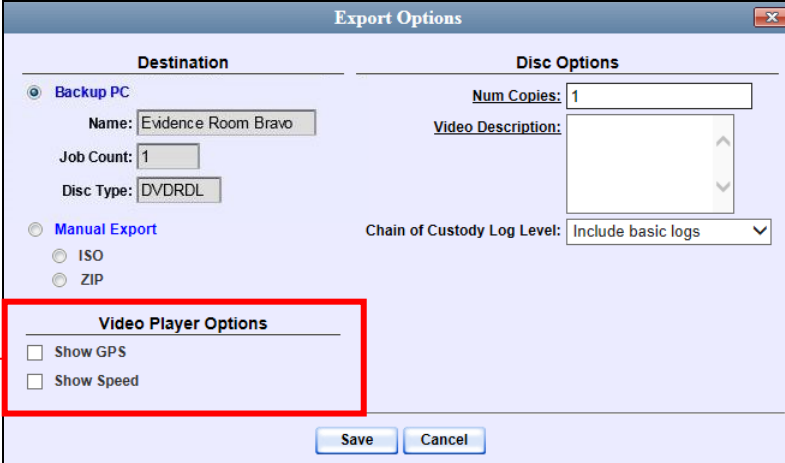
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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

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



- 4 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 5 To burn this video as an ISO file (default), proceed to the next step.  
– OR –  
To burn this video as a ZIP file, select **ZIP**.
- 6 Enter a description for this DVD in the *Video Description* field.
- 7 If 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.
- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.

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

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

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

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




Speed	5 MPH
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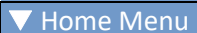
- If you want this video export to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.

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

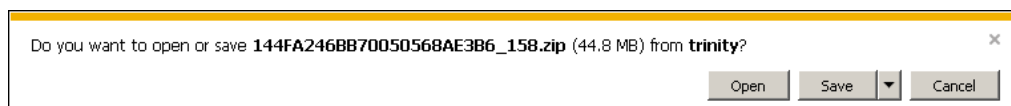
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

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

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

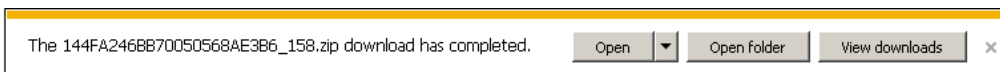
- Click the download icon to the right of the export message. A Windows message displays.



- Select **Save As** from the *Save* drop-down list. The Save As window displays.
- Navigate to the disk drive location where you wish to temporarily store the video file.
- To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

(Continued)

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



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

### Burning Video to an 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 215.



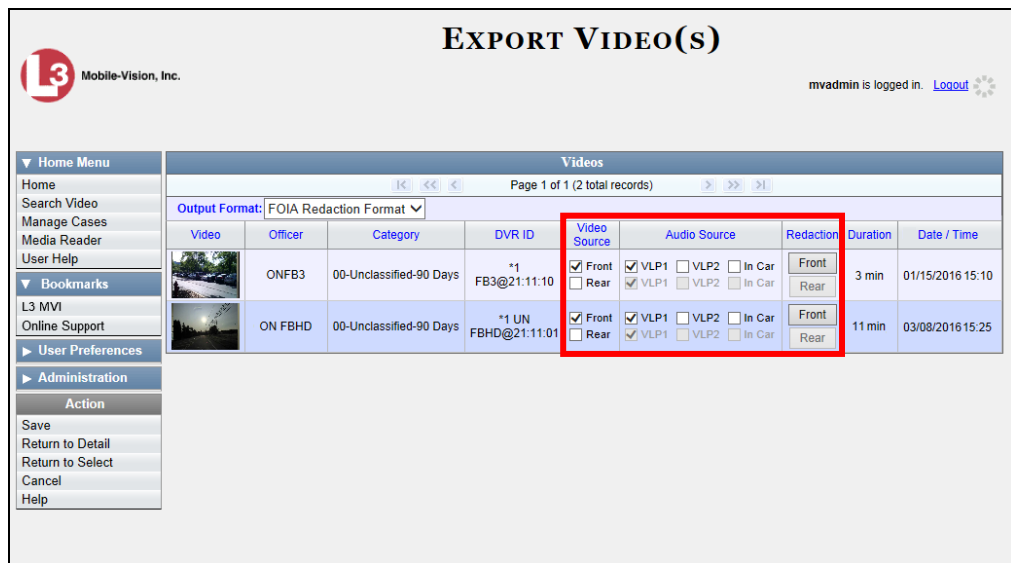
**WARNING:** Once a video has been exported in FOIA Redacted format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning Video to DVD" on page 247.)

The Export Video(s) page displays.

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

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





**EXPORT VIDEO(S)**

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

Output Format: FOIA Redaction Format

Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	<input type="checkbox"/> Front <input type="checkbox"/> Rear	3 min	01/15/2016 15:10
	ONFBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	<input type="checkbox"/> Front <input type="checkbox"/> Rear	11 min	03/08/2016 15:25

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

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

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

- 4 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), deselect the VLP1 checkbox. Skip to step 6.
- 5 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.  
– OR –

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

(Continued)

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

**Note on Flashback 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 Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the **VLP1** audio stream is available on the *left* stereo channel, and the **In Car** audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

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

- 6 Go to the *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 camera(s).

The Redaction Settings popup displays. For a description of the settings on this popup, see page 245.



- 7 To blur the entire video or video segment, proceed to the next step. Otherwise skip to step 9.
- 8 Select a *Blur Level: Low, Med, or High* (see samples on page 245).
- 9 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 13.



- 10 Select the *Enable Trimming* checkbox.
- 11 Proceed to *Trim Start* field. Using the calendar popup, select the beginning of the video date/time range you wish to export.
- 12 Proceed to *Trim Stop* field. Using the calendar popup, select the end of the video date/time range you wish to export.
- 13 Click **Save**.
- 14 To redact other videos that are included with this DVD, repeat steps 6 – 13. Otherwise proceed to the next step.
- 15 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.

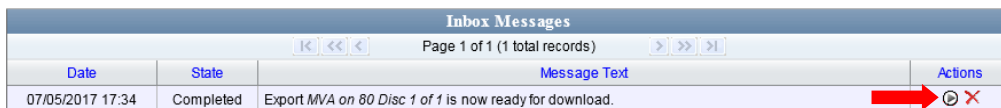
- 16 To burn this video as an ISO file (default), proceed to the next step.  
– OR –  
To burn this video as a ZIP file, select **ZIP**.
- 17 Enter a description for this DVD in the *Video Description* field.
- 18 If you'd like the Chain of Custody report to include basic logs only (default), proceed 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


- 19 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*.

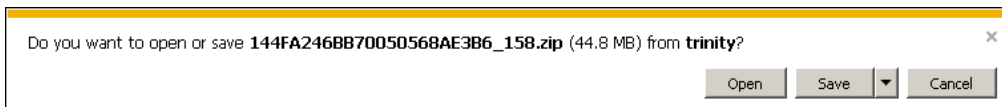
- 20 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



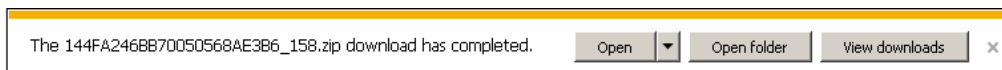
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

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

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



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



- 26 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, below
- Viewing a Consumer DVD, page 278
- Viewing an Interchange or FOIA Redacted Format DVD, page 280
- Viewing an Uncompressed Format DVD, page 281.

### Viewing a Data DVD

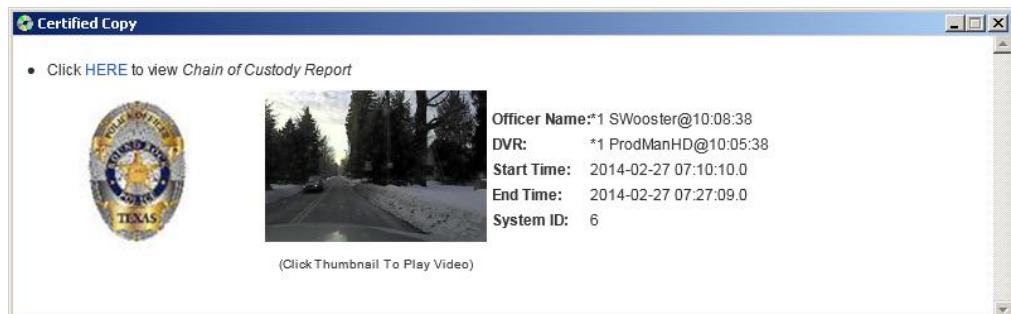
This section describes how to view information stored on an export disc (i.e., *user requested certified copy*) that is in *Data DVD* format.



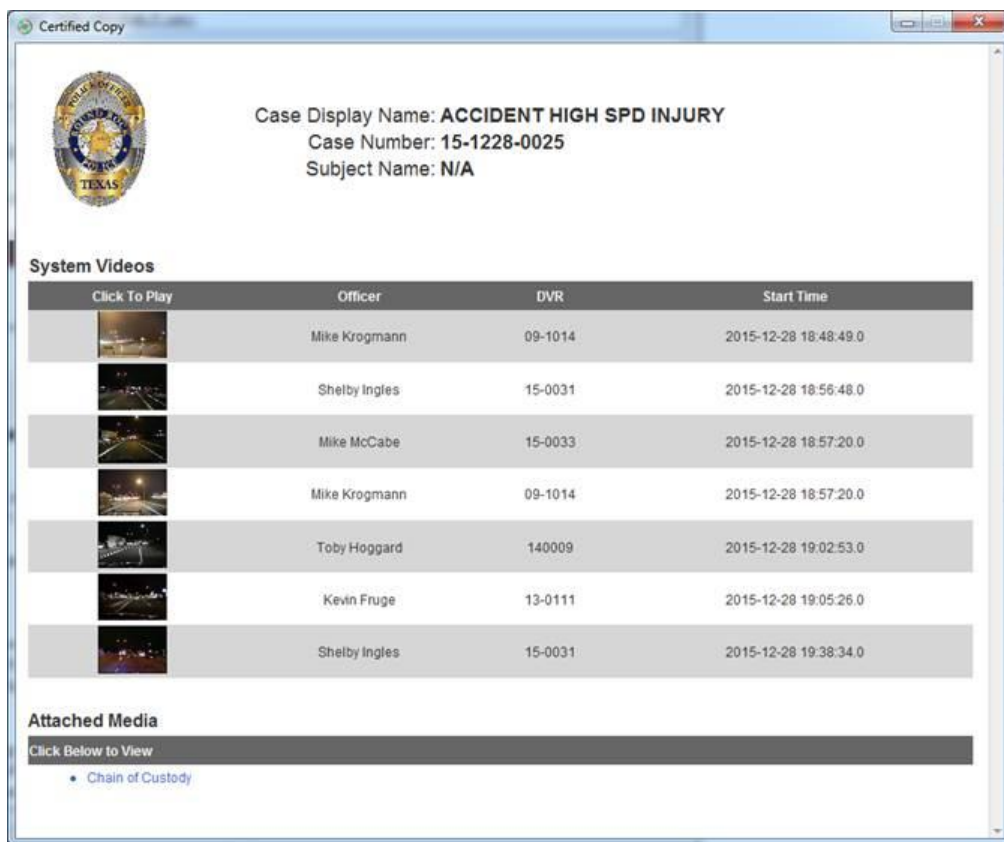
- 1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

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

### Video DVD



(Continued)

*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.

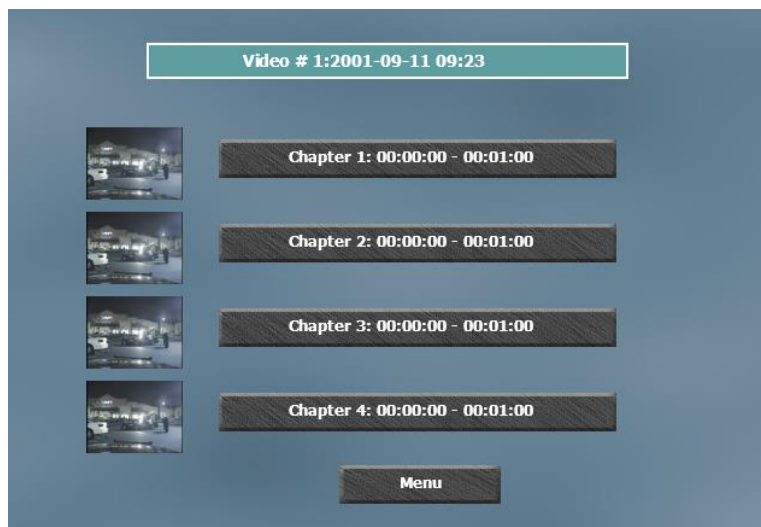
## Viewing a Consumer DVD

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 Click on the button that corresponds to the video and camera view you are interested in. The Group menu displays.



The system automatically divides each video into four time segments. This allows you to start viewing at a particular point in the video without having to watch the whole thing.

- 3 To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To start viewing the video partway in, click the **Chapter 2**, **Chapter 3**, or **Chapter 4** button. The video begins playing on your TV screen or monitor.

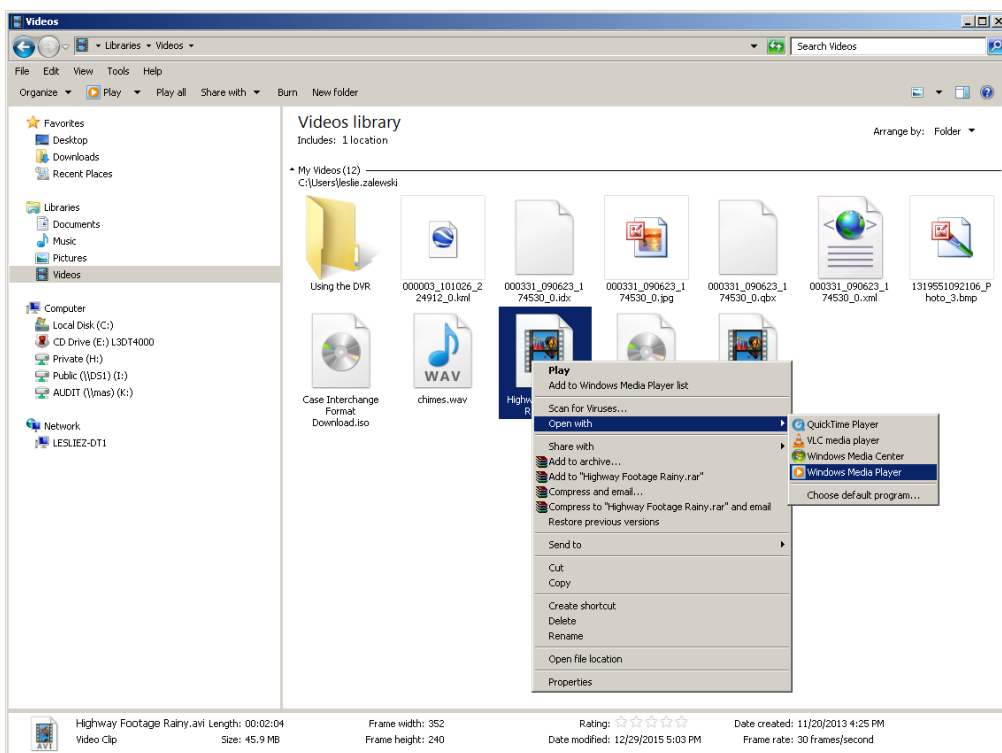
## Viewing an Interchange or FOIA Redacted Format DVD

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

- 1 Insert the *Interchange* or *FOIA Redacted* DVD into your PC's DVD drive.
- 2 Using Windows Explorer, navigate to the DVD drive.
- 3 Locate the desired video file, which will have an extension of either **.mkv** (*BodyVISION* videos), **.avi** (*VIEVU* videos), or **.mp4** (all other videos).
- 4 Right-click on the video file, then select **Open with**→[**player software**] from the popup menu. For example, to play your video on the Windows Media Player, select **Open with**→**Windows Media Player**.



**HINT:** If you are playing a *BodyVISION* video, select the **VLC media player**.



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.



- 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.**

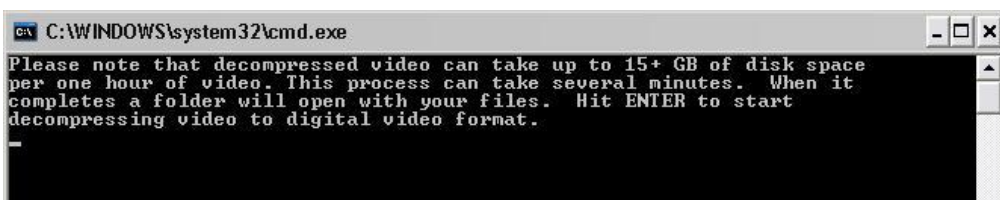
– OR –

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.**

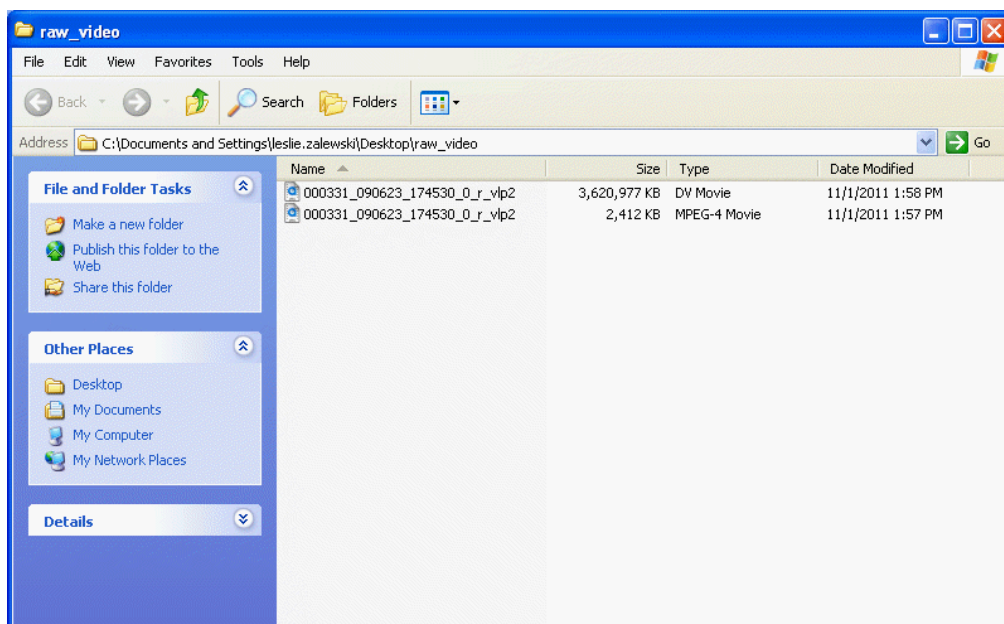
– OR –

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.



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

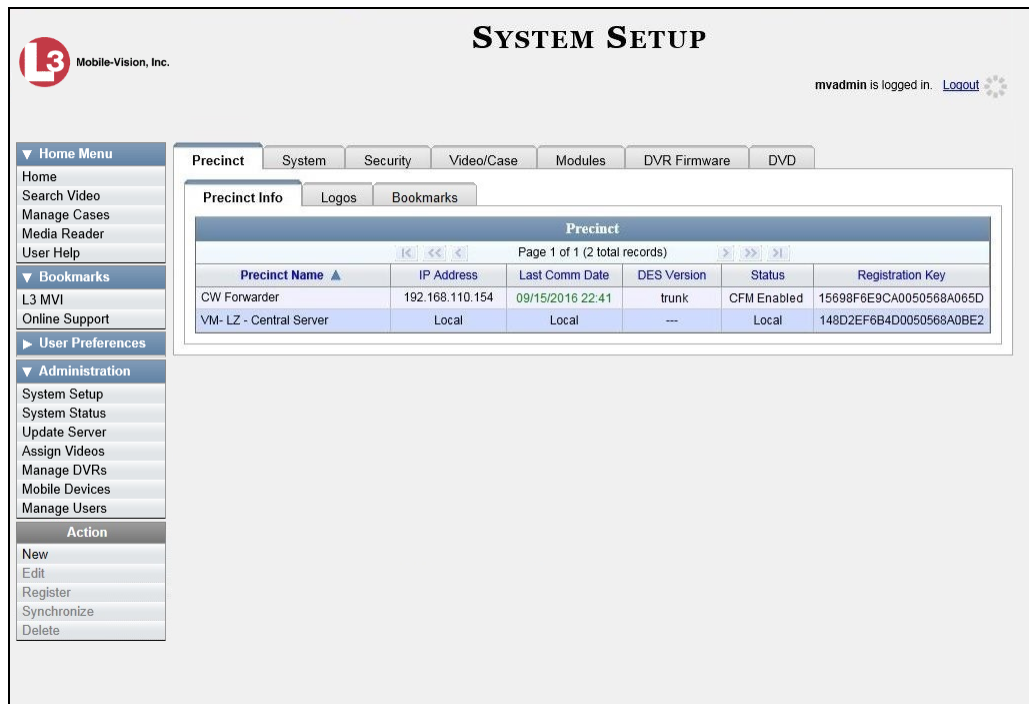




## Changing the File Types that are Automatically Archived

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

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



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

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

**Bookmarks**  
L3 MVI  
Online Support

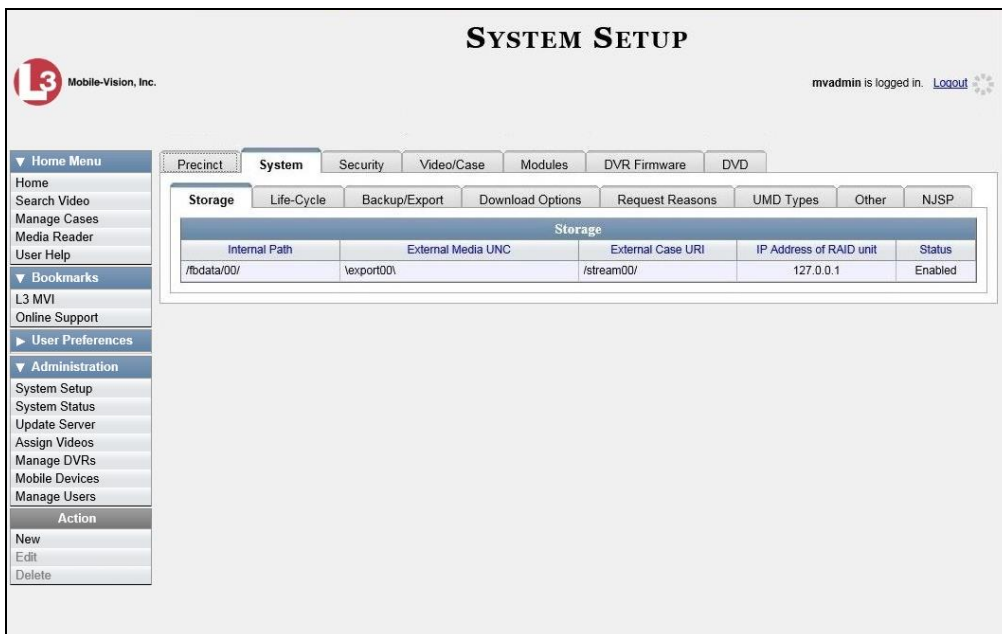
**User Preferences**

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

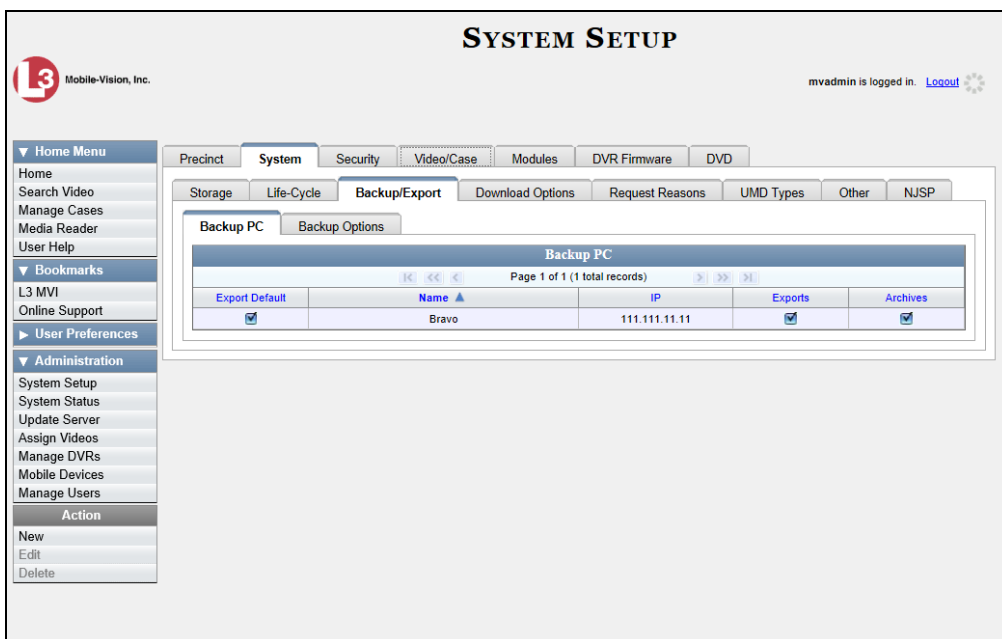
**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **System** tab.

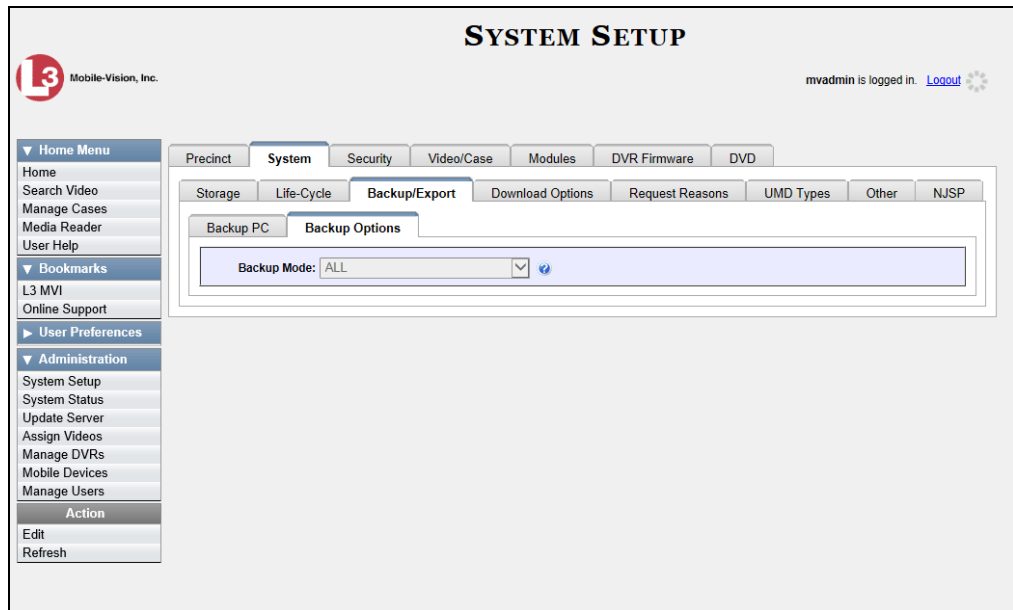
*(Continued)*



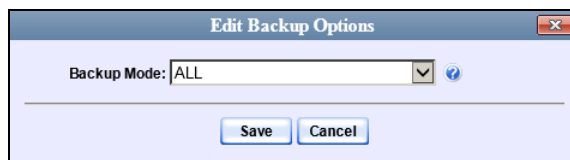
3 Click the **Backup/Export** tab.



4 Click the **Backup Options** tab.



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



- 6 Go to the *Backup Mode* field and select an option from the drop-down list, as described 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 information, see “Changing Video Categories” in chapter 2.</li> </ul>
CASE & CATEGORY & TAGGED	Before purging, the system will 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 information, see “Changing Video Categories” in chapter 2.</li> </ul> <p>(Continued)</p>

Backup Modes (cont'd)	
Mode	Description
CASE & CATEGORY & TAGGED (cont'd)	<ul style="list-style-type: none"><li>Videos that are tagged. For more information, see “Tagging” in chapter 2.</li></ul>
EXTERNAL	Before purging, the system will use an external backup device, such as the Dell Power Vault 124T*, to backup all cases and videos.
NONE	The system will 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 Group menu that divides each video into four viewing segments.

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

- Case DVD Main Menu
- Case DVD Group Menu
- Video DVD Main Menu
- Video DVD Group Menu.

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 291
- Changing the Button Values for the Consumer DVD Main Menu, page 295.

---

\* Works in conjunction with the Barracuda Yosemite backup software.

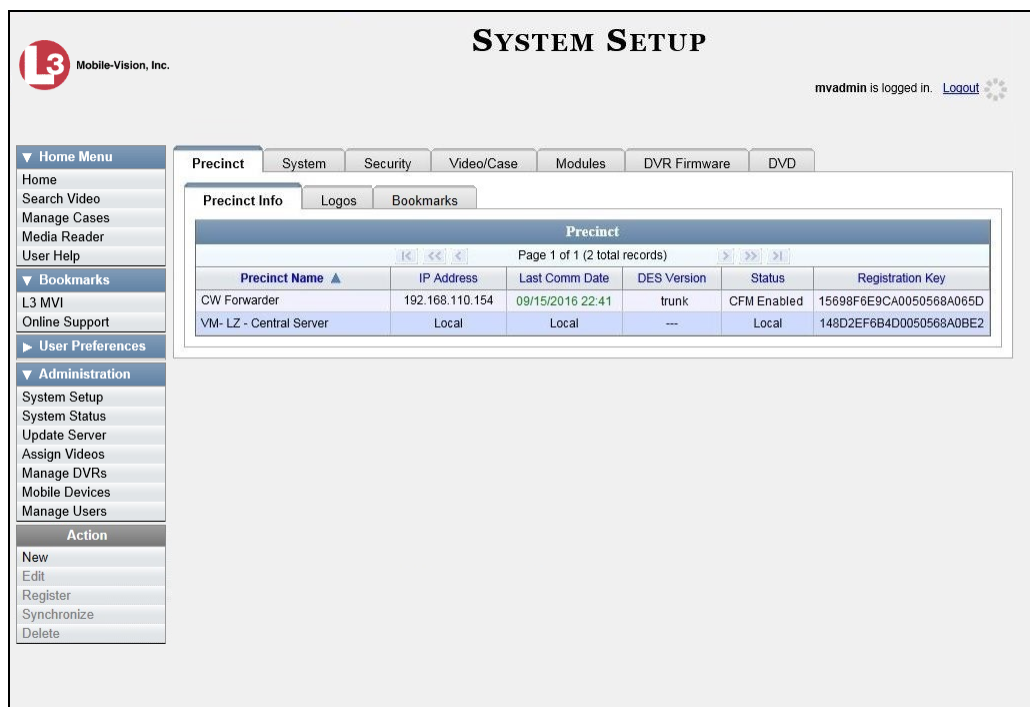
## Changing the Color & Style of the Consumer DVD Menus

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 Group Menu
- Video DVD Main Menu
- Video DVD Group Menu.

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**

mvadmin is logged in. [Logout](#)

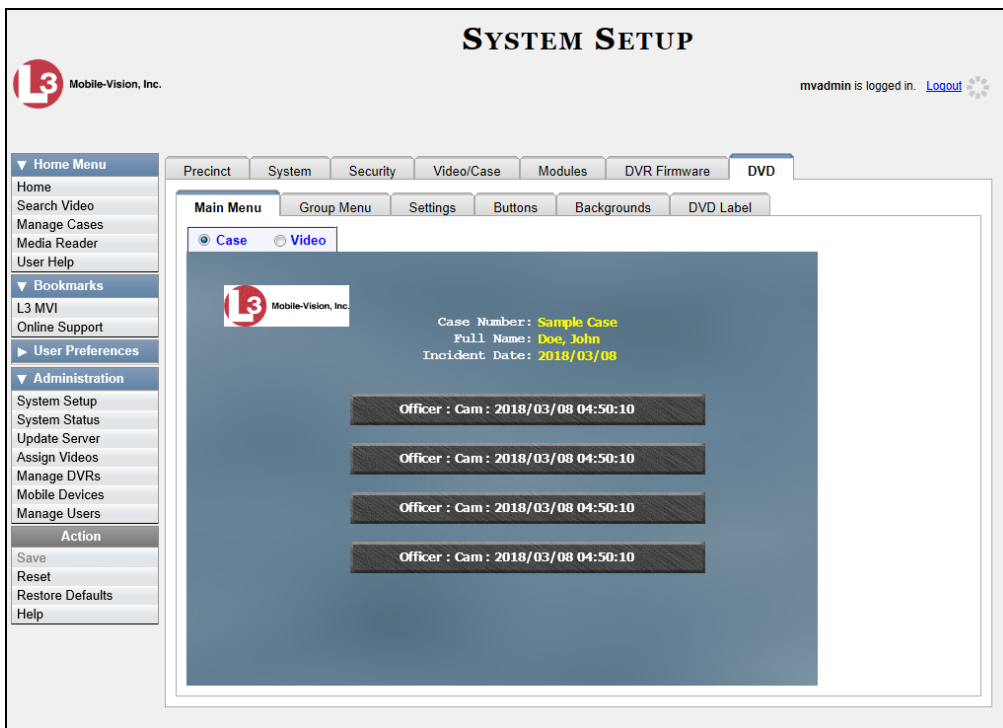
**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

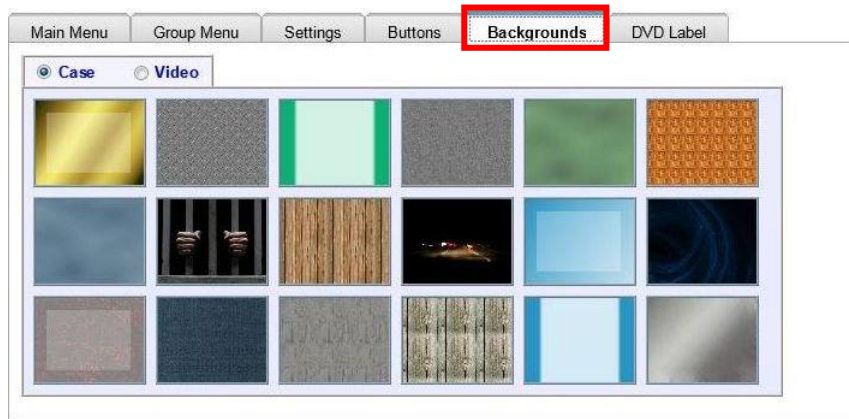
- 2 Click the **DVD** tab.

*(Continued)*



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





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

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

To customize the *Case DVD Main Menu*, select  +  Case  Video .

– OR –

To customize the *Case DVD Group Menu*, select  +  Case  Video .

– OR –

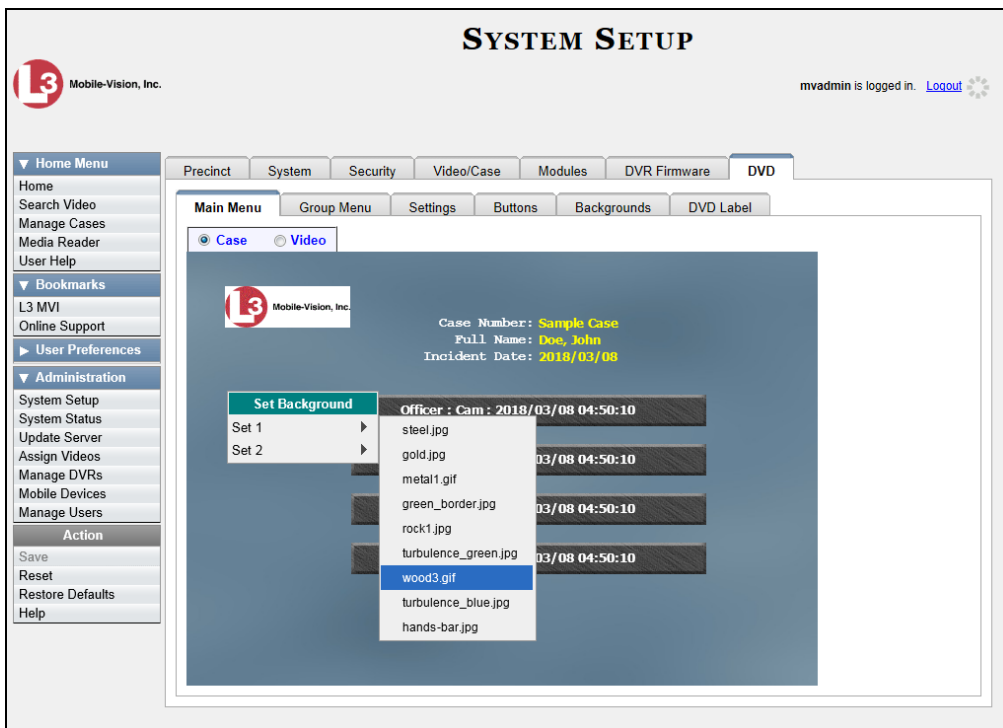
To customize the *Video DVD Main Menu*, select  +  Case  Video .

– OR –

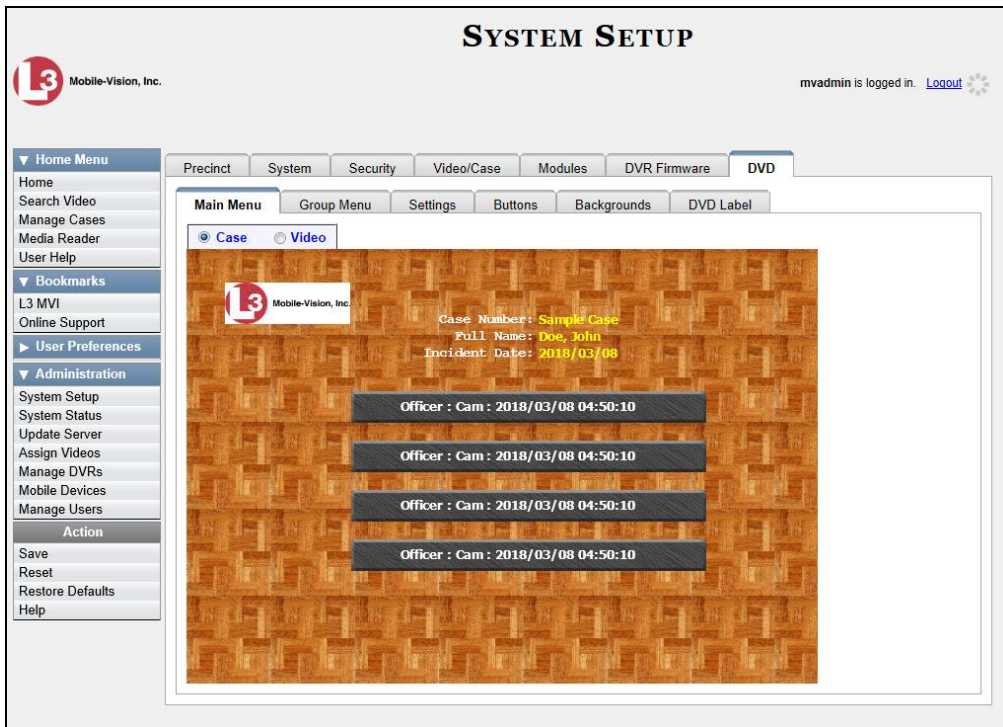
To customize the *Video DVD Group Menu*, select  +  Case  Video .

**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 left of the Consumer DVD main menus. There are two versions of this menu: A *video* version and a *case* version, as pictured below.

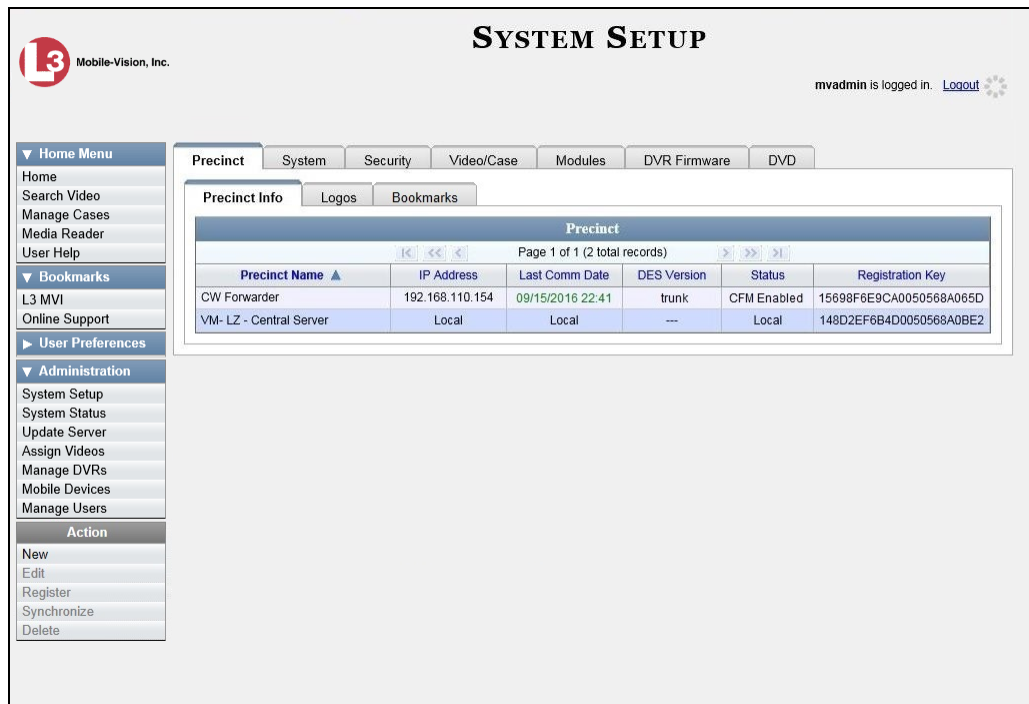


Consumer DVD Main Menu—Video Version



Consumer DVD Main Menu—Case Version

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



**SYSTEM SETUP**

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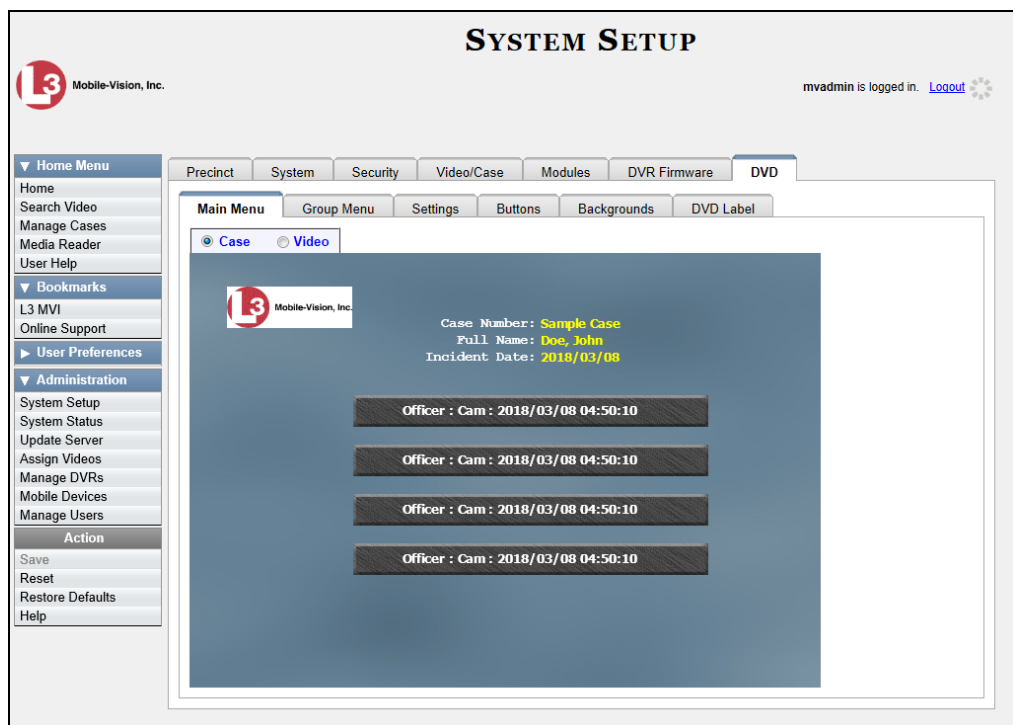
Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Precinct Info | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

Left sidebar menu items: Home Menu, Bookmarks, User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Register, Synchronize, Delete).

- 2 Click the **DVD** tab.



**SYSTEM SETUP**

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

Sub-navigation: Main Menu | Group Menu | Settings | Buttons | Backgrounds | DVD Label

Case Selection: Case (selected) | Video

Case Information:

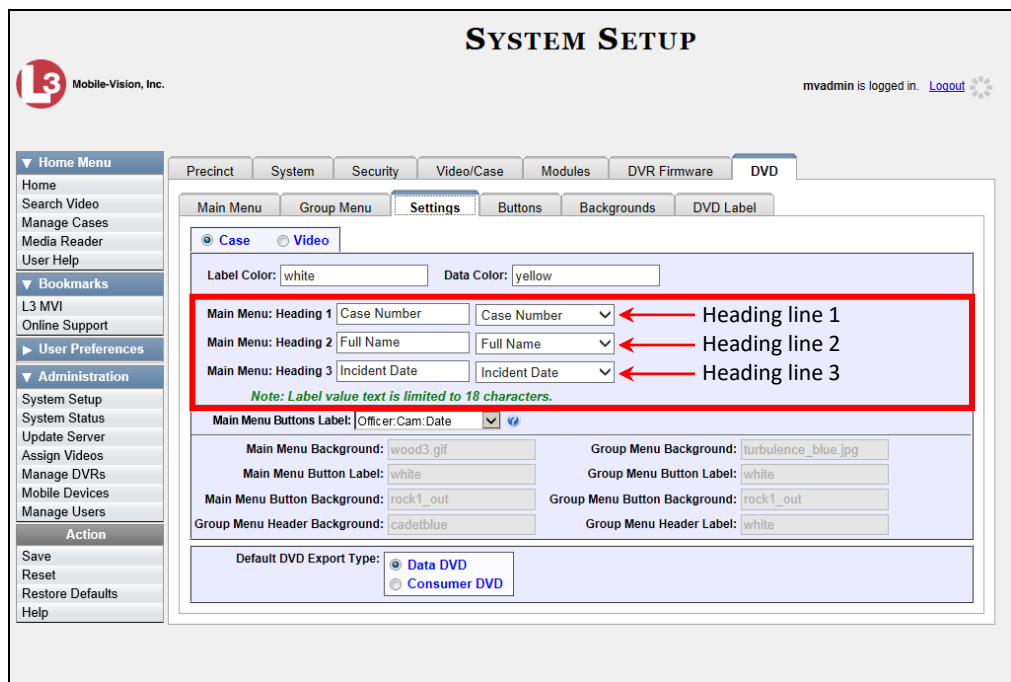
- Case Number: **Sample Case**
- Full Name: **Doe, John**
- Incident Date: **2018/03/08**

Officer Labels:

- Officer : Cam : 2018/03/08 04:50:10
- Officer : Cam : 2018/03/08 04:50:10
- Officer : Cam : 2018/03/08 04:50:10
- Officer : Cam : 2018/03/08 04:50:10

Left sidebar menu items: Home Menu, Bookmarks, User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (Save, Reset, Restore Defaults, Help).

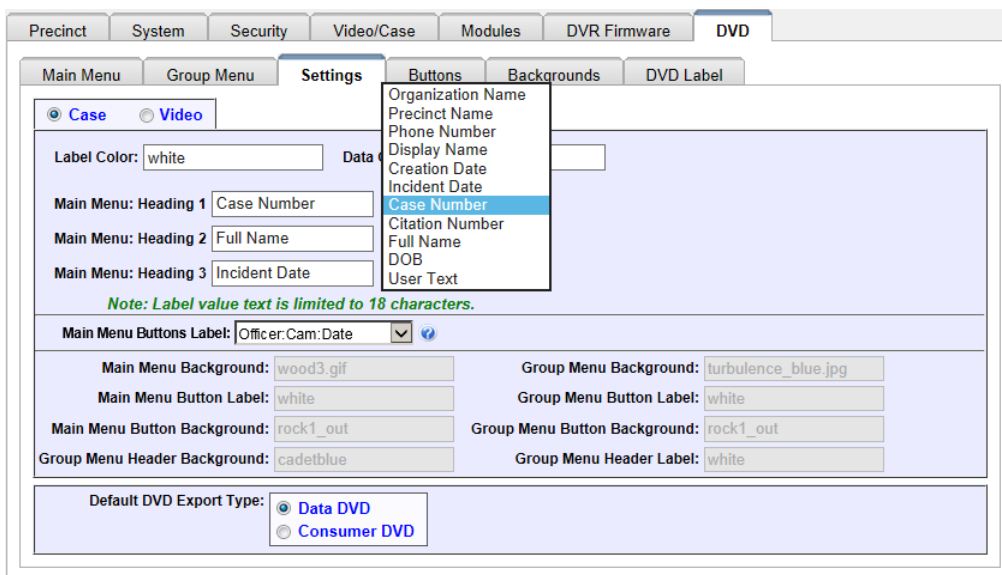
- 3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display, as pictured below.
- 4 To change the main menu for the *case* DVD, select the *Case* radio button.  
– OR –  
To change the main menu for the *video* DVD, select the *Video* radio button.



- 5 To change the *first* heading line, proceed to the next step. Otherwise skip to step 8.
- 6 Select a new label name from the *Main Menu Heading 1* 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 *Main Menu Heading 1* field to the left of the drop-down list.
- 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 *Main Menu Heading 2* drop-down list.

(Continued)

- 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 *Main Menu Heading 2* field to the left of the drop-down list.
- 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 *Main Menu Heading 3* drop-down list.



The screenshot shows a web-based configuration interface for DVD menus. The top navigation bar includes tabs for Precinct, System, Security, Video/Case, Modules, DVR Firmware, and DVD. The main content area has sub-tabs for Main Menu, Group Menu, Settings, Buttons, Backgrounds, and DVD Label. The Settings tab is active, and the 'Case' radio button is selected. A dropdown menu is open over the 'Main Menu Heading 3' field, listing various data fields: Organization Name, Precinct Name, Phone Number, Display Name, Creation Date, Incident Date, Case Number (highlighted), Citation Number, Full Name, DOB, and User Text. Other fields include 'Label Color' (white), 'Main Menu: Heading 1' (Case Number), 'Main Menu: Heading 2' (Full Name), and 'Main Menu: Heading 3' (Incident Date). A note states: 'Note: Label value text is limited to 18 characters.' Below this, there are fields for 'Main Menu Buttons Label' (Officer:Cam:Date), 'Main Menu Background' (wood3.gif), 'Main Menu Button Label' (white), 'Main Menu Button Background' (rock1\_out), 'Group Menu Background' (turbulence\_blue.jpg), 'Group Menu Button Label' (white), 'Group Menu Button Background' (rock1\_out), and 'Group Menu Header Background' (cadetblue). At the bottom, the 'Default DVD Export Type' is set to 'Data DVD'.

- 13 To use the *default* label value, proceed to the next step.  
– OR –  
To use a *custom* label value, enter a new label value in the *Main Menu Heading 3* field to the left of the drop-down list.
- 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

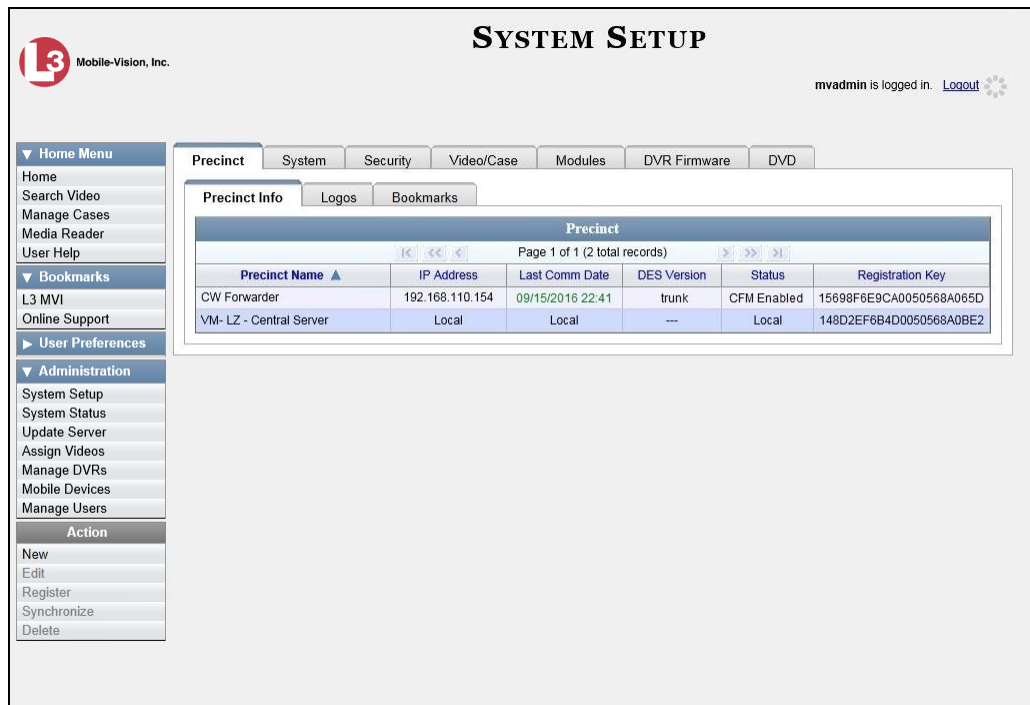
This section describes how to change the field values that display on the video selection buttons located on the Consumer DVD main menu.

Default button values: Officer name, Camera number & date/time



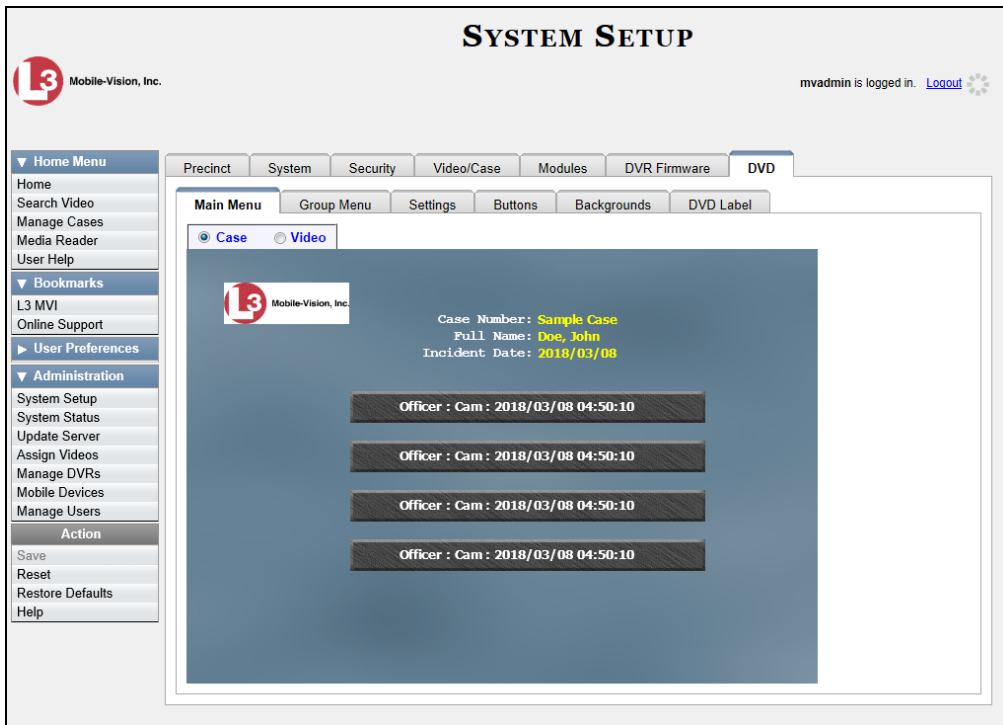
Consumer DVD Main Menu—Video Version

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

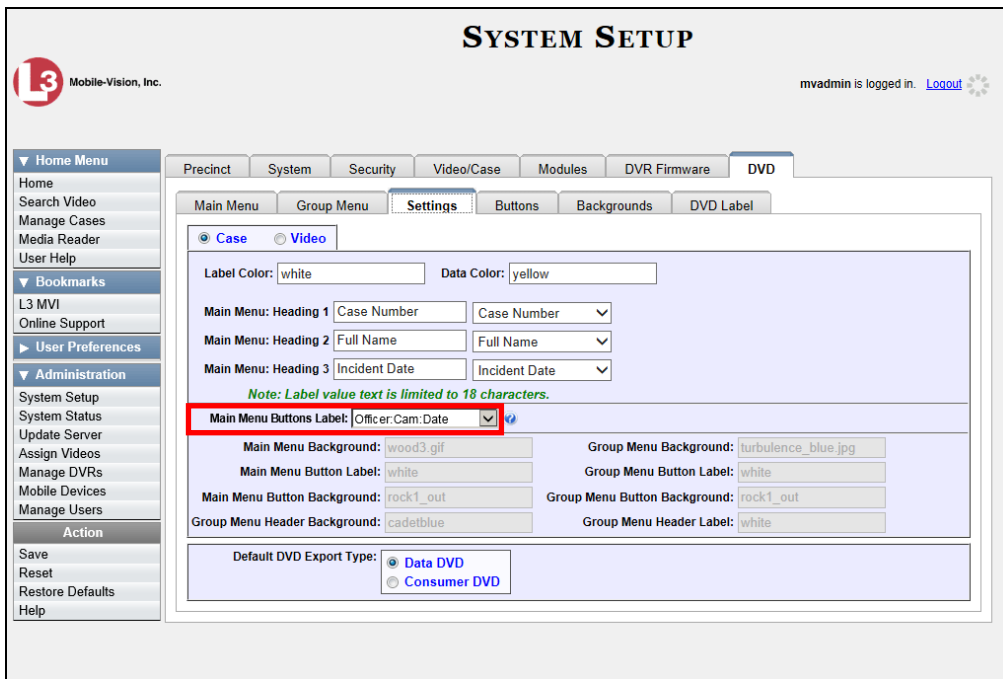


(Continued)

2 Click the **DVD** tab.



3 Click the **Settings** tab. Your current menu settings for the selected DVD menu display.





- 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 *Main Menu Buttons Label* 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
System ID	The video's system identification number. This ID is assigned automatically by the system.
Cam (Flashback videos only)	The Camera Channel on which the Flashback 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. Displays in yyyy/mm/dd hh:mm format.
Officer	The name of the officer who was logged into the DVR at the time the video was recorded. Because NJSP does not currently use the DVR login feature, the value of this field will always begin with <b>*No Name</b> .
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:

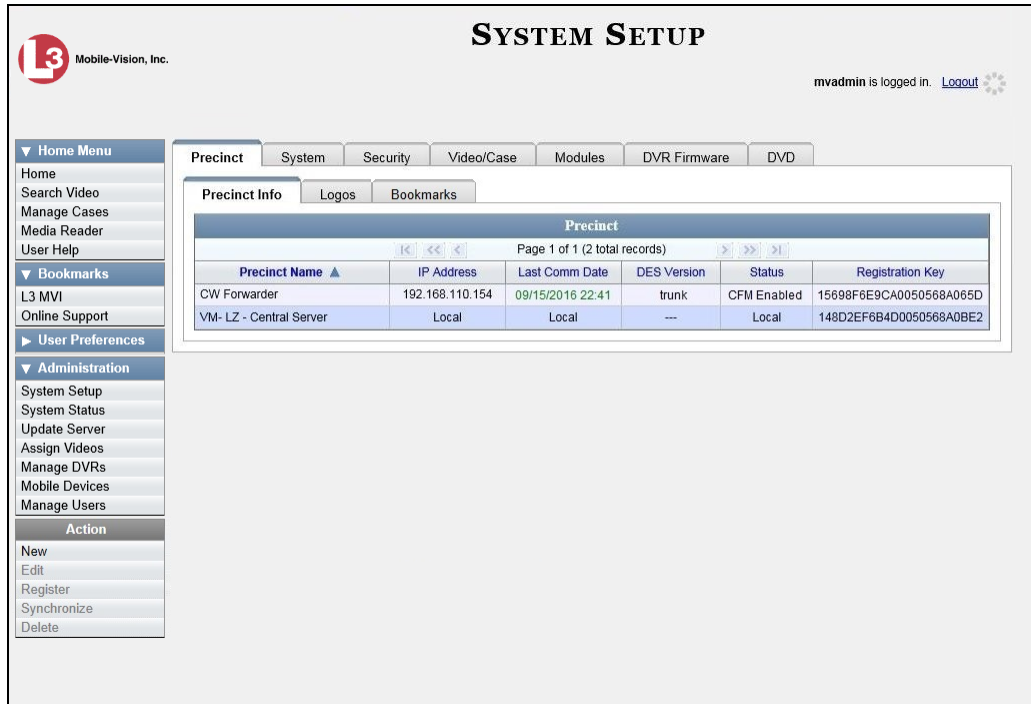
- Archive – Certified Backup Disc
- Data DVD – Case
- Consumer DVD – Case
- Data DVD – Video
- Consumer DVD – Video



**NOTE:** Interchange format and Uncompressed format DVDs receive the Data DVD label. Therefore all customizations to the Data DVD label will affect those DVDs also.

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

(Continued)



**SYSTEM SETUP**

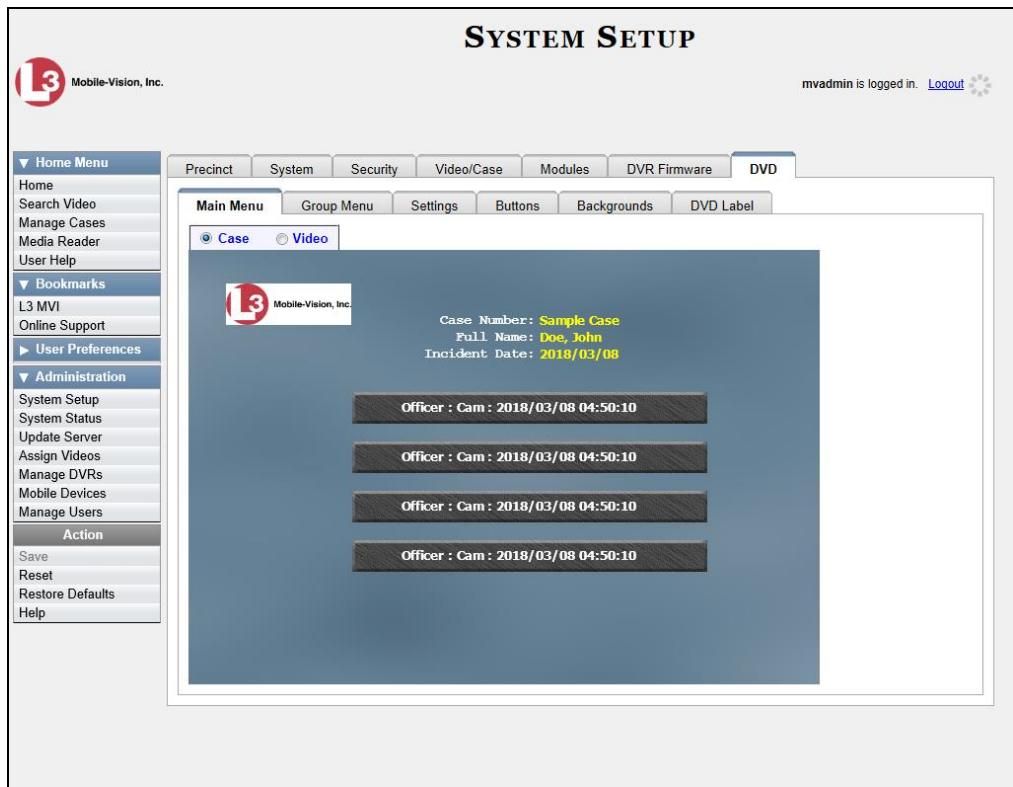
mvadmin is logged in. [Logout](#)

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

Precinct Info | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **DVD** tab.




**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

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

Main Menu | Group Menu | Settings | Buttons | Backgrounds | DVD Label

Case  Video

 Case Number: **Sample Case**  
Full Name: **Doe, John**  
Incident Date: **2018/03/08**

Officer : Cam : 2018/03/08 04:50:10

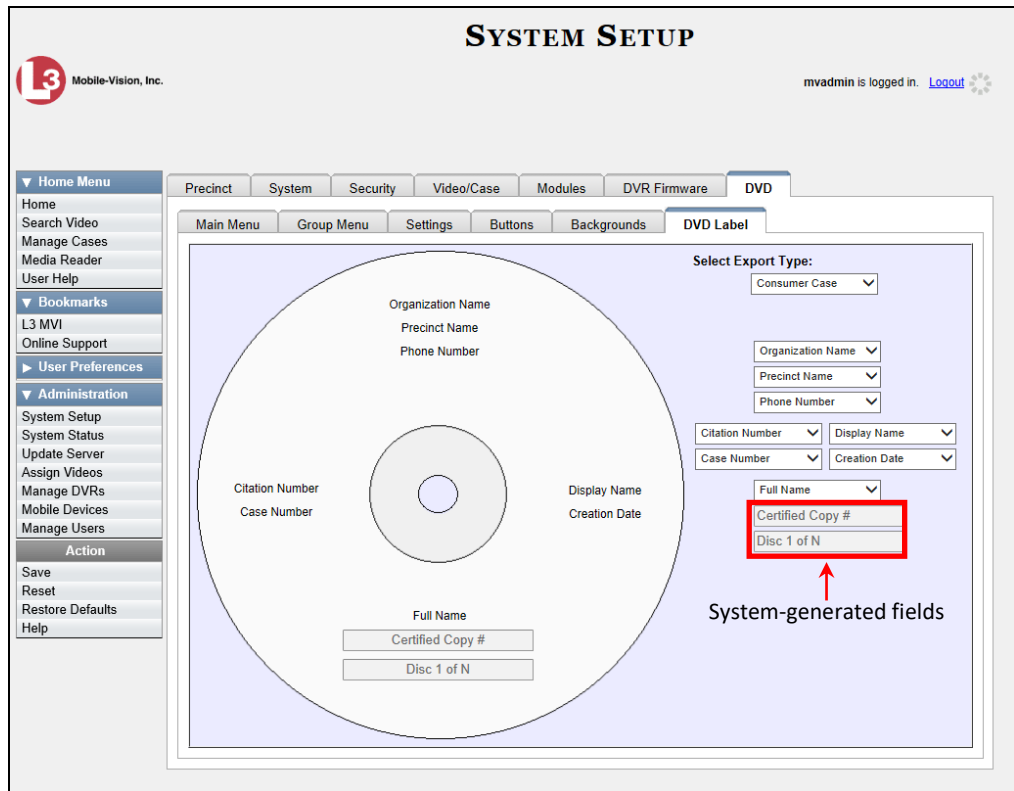
Officer : Cam : 2018/03/08 04:50:10

Officer : Cam : 2018/03/08 04:50:10

Officer : Cam : 2018/03/08 04:50:10



- 3 Click the **DVD Label** tab. A mock-up of a DVD label displays.



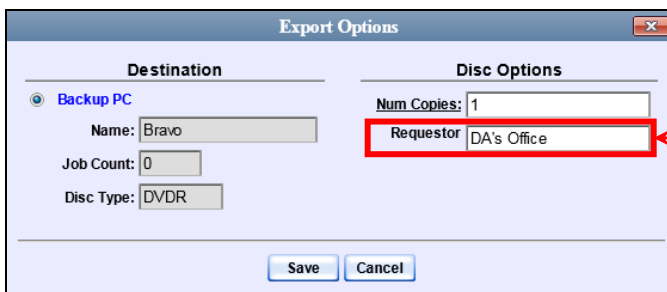
The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'DVD' tab is selected in the breadcrumb trail. The 'DVD Label' sub-tab is active, displaying a large circular disc diagram. The disc diagram has fields for 'Organization Name', 'Precinct Name', 'Phone Number', 'Citation Number', 'Case Number', 'Display Name', and 'Creation Date'. Below the disc diagram are input fields for 'Full Name', 'Certified Copy #', and 'Disc 1 of N'. To the right of the disc diagram is a 'Select Export Type' section with dropdown menus for 'Consumer Case', 'Organization Name', 'Precinct Name', 'Phone Number', 'Citation Number', 'Display Name', 'Case Number', and 'Creation Date'. A red box highlights the 'Certified Copy #' and 'Disc 1 of N' fields in the 'Full Name' dropdown, with an arrow pointing to them and the text 'System-generated fields'.

- 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 on the next page.)

(Continued)



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.

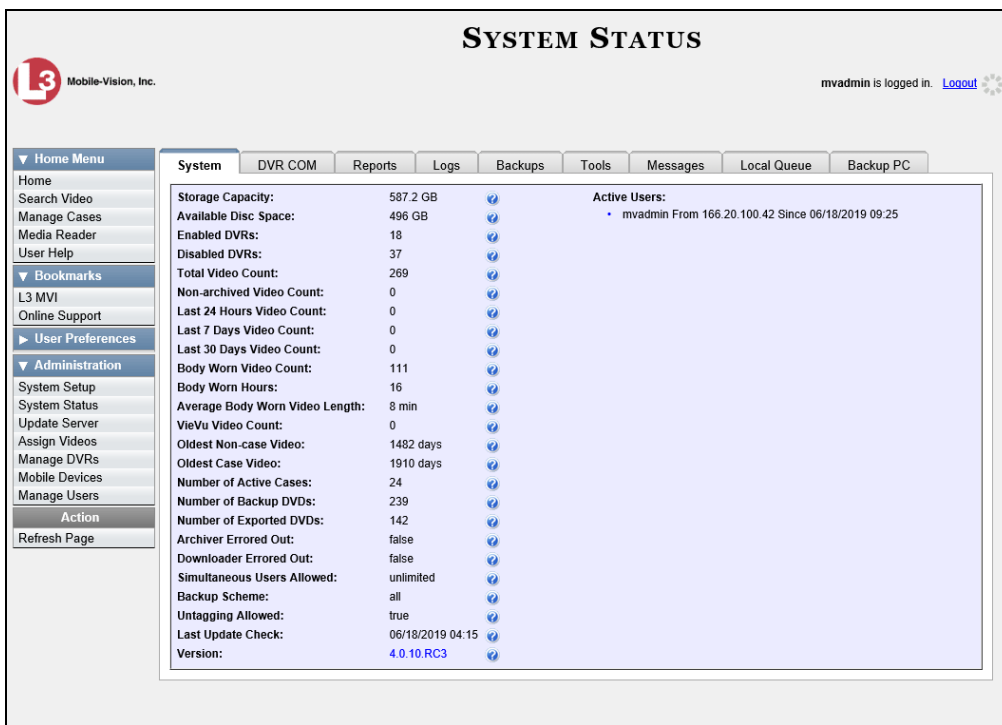
- Go to the **Action** column and click **Save**.

## Viewing the Certified Backups List

This section describes how to view a list of the following:

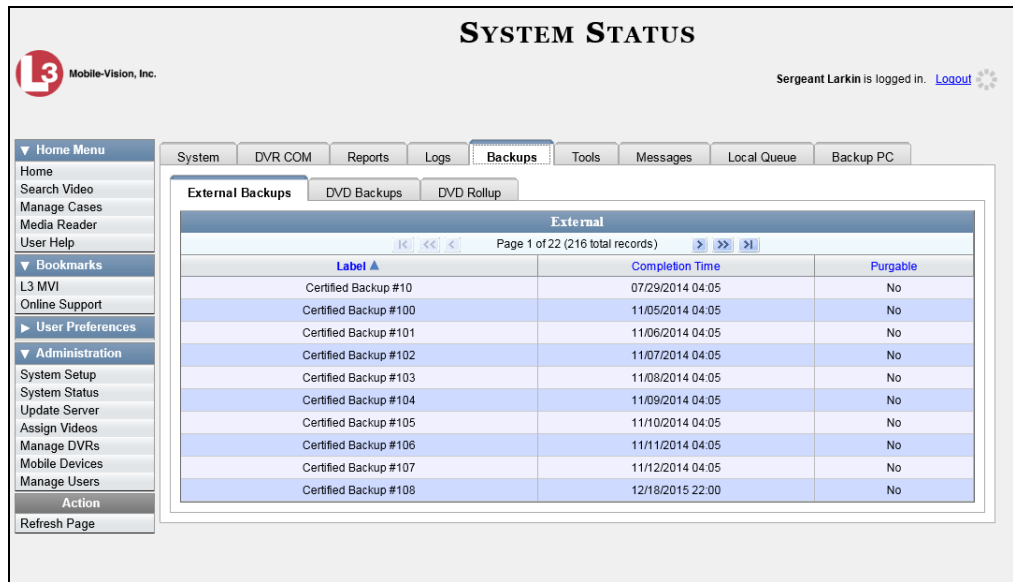
- All of the prior backups made to an external backup device (if applicable)
- All of the prior DVD backups.
- All of the *pending* backups. These are the backup jobs that are in the queue but have not occurred yet (e.g., archive discs that are waiting to be burned).

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



SYSTEM STATUS	
Storage Capacity:	587.2 GB
Available Disc Space:	496 GB
Enabled DVRs:	18
Disabled DVRs:	37
Total Video Count:	269
Non-archived Video Count:	0
Last 24 Hours Video Count:	0
Last 7 Days Video Count:	0
Last 30 Days Video Count:	0
Body Worn Video Count:	111
Body Worn Hours:	16
Average Body Worn Video Length:	8 min
VieVu Video Count:	0
Oldest Non-case Video:	1402 days
Oldest Case Video:	1910 days
Number of Active Cases:	24
Number of Backup DVDs:	239
Number of Exported DVDs:	142
Archiver Errored Out:	false
Downloader Errored Out:	false
Simultaneous Users Allowed:	unlimited
Backup Scheme:	all
Untagging Allowed:	true
Last Update Check:	06/18/2019 04:15
Version:	4.0.10.RC3

**2** Click the **Backups** tab.



**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. Displays in mm/dd/yyyy hh:mm format. If a backup is in the queue but has not been performed yet, the word <b>Pending</b> will display here.

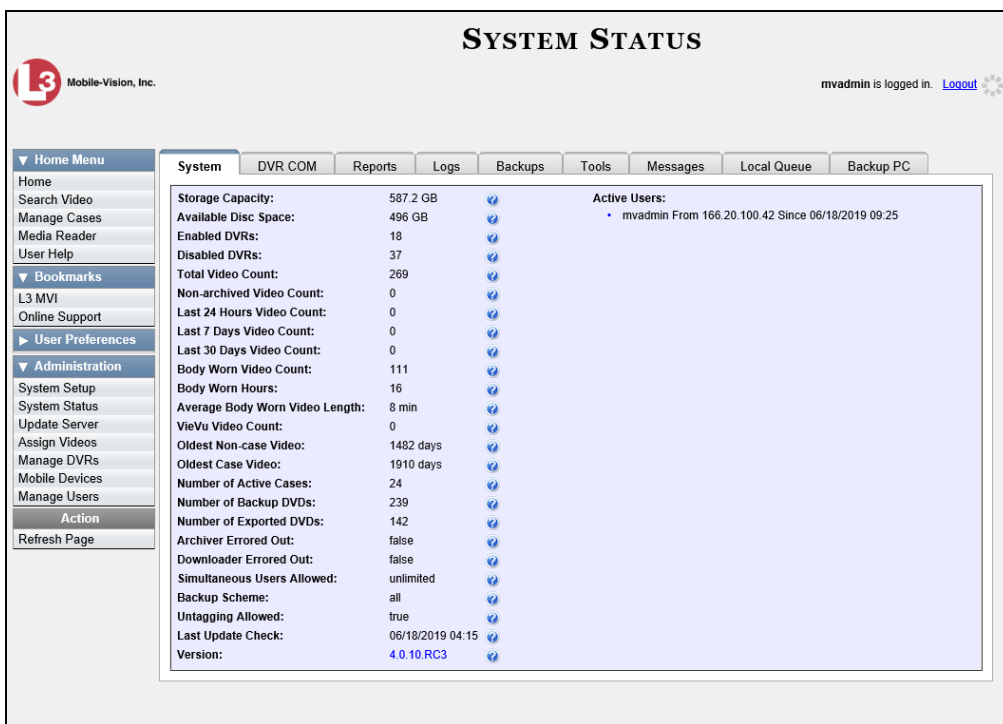
(Continued)

Column	Description
Purgable	<p>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:</p> <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 *cdrtools*, as described in this section.

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



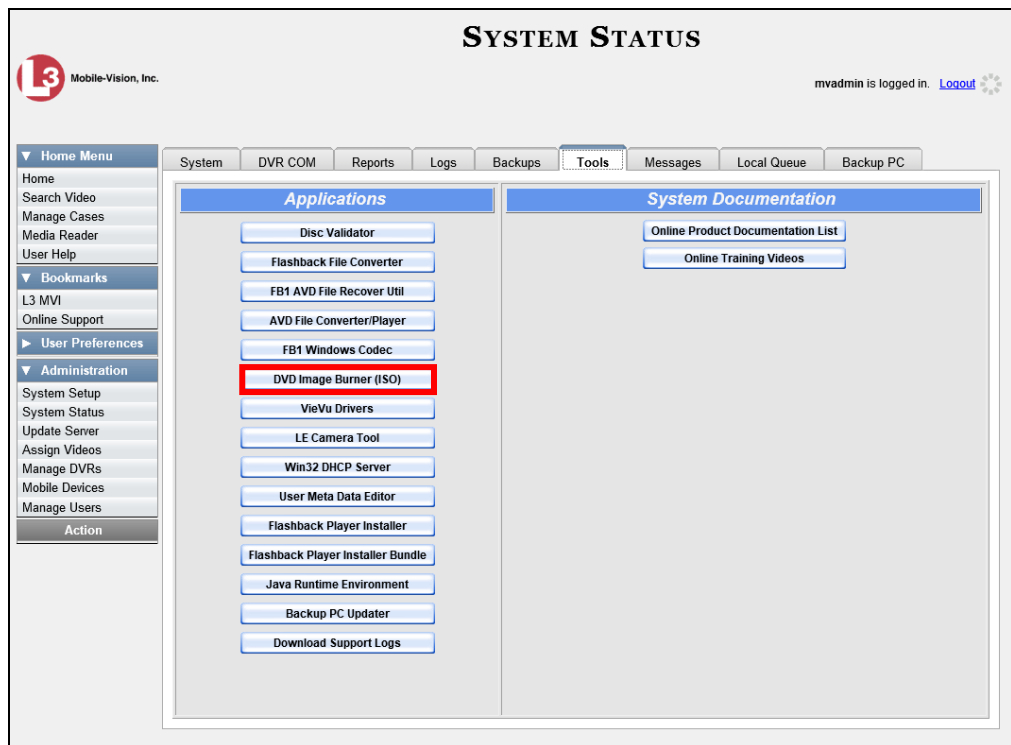
**SYSTEM STATUS**

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

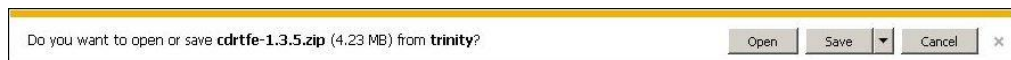
System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		<b>Active Users:</b>
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
VieVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

- 2 Click the **Tools** tab.



- 3 Click the **DVD Image Burner (ISO)** button. A Windows message displays.

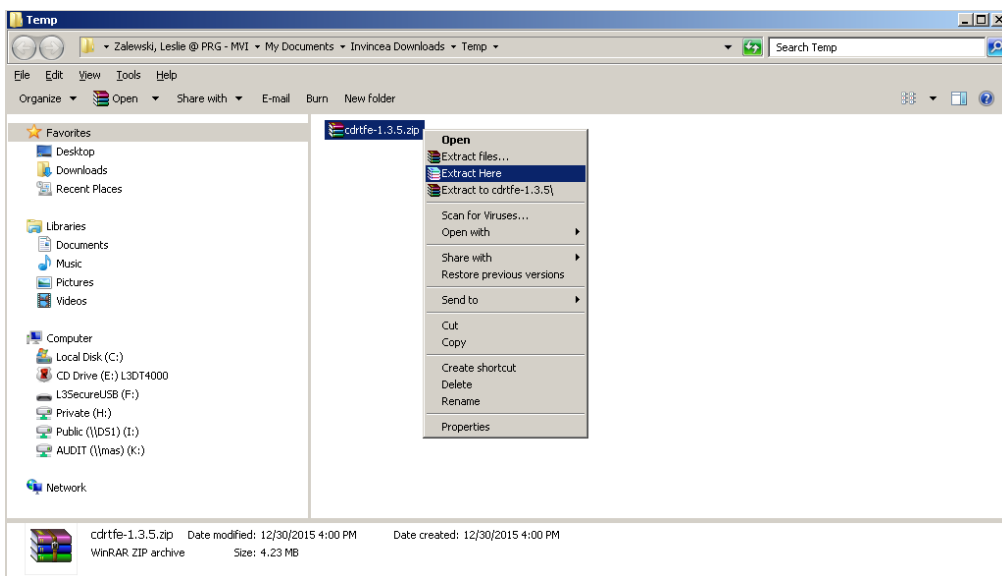


- 4 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 5 Navigate to the disk drive location where you wish to install this application, then click **Save** again. The system copies the application files to the selected directory.



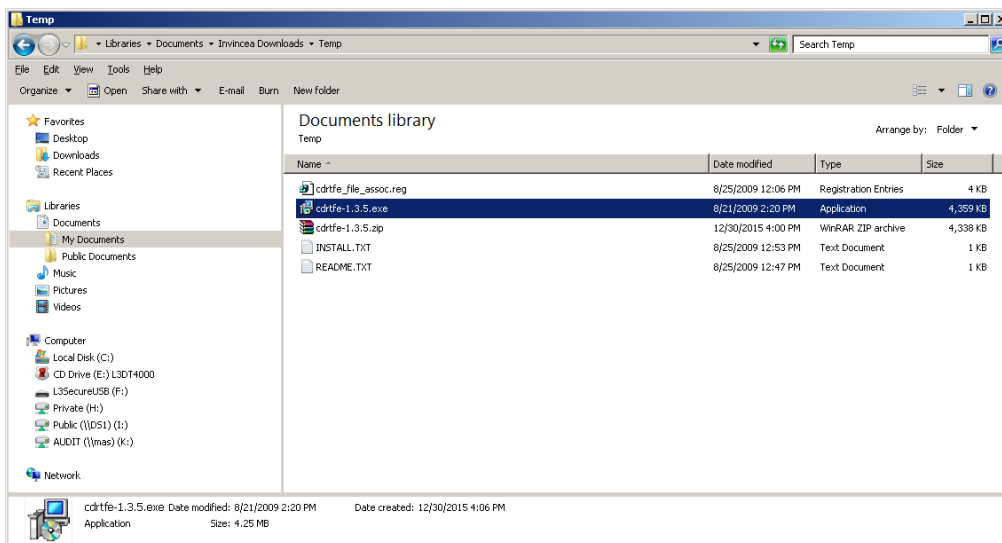
- 6 Click **Open Folder**.  
– OR –  
Use Windows to navigate to the disk drive location where you just copied the application.
- 7 Right-click on the **cdrtfe-1.3.5** folder, then select **Extract All** or **Extract Here** from the popup menu.

*(Continued)*



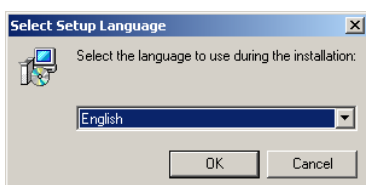
8 If prompted, press **Enter**. Otherwise proceed to the next step.

9 Double-click on the **cdrtfe-1.3.5.exe** file.

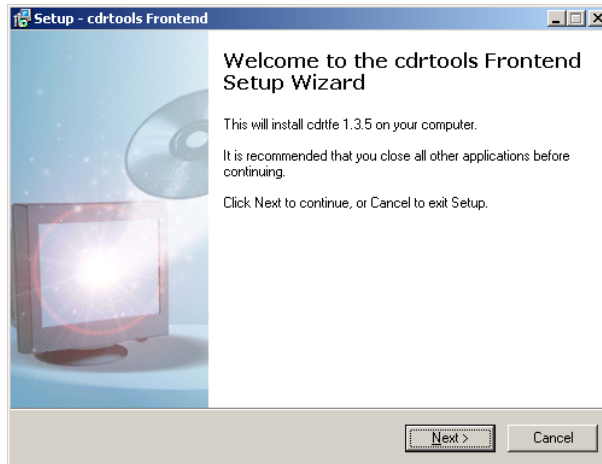


10 If you are prompted with a security warning, click **Run**. Otherwise proceed to the next step.

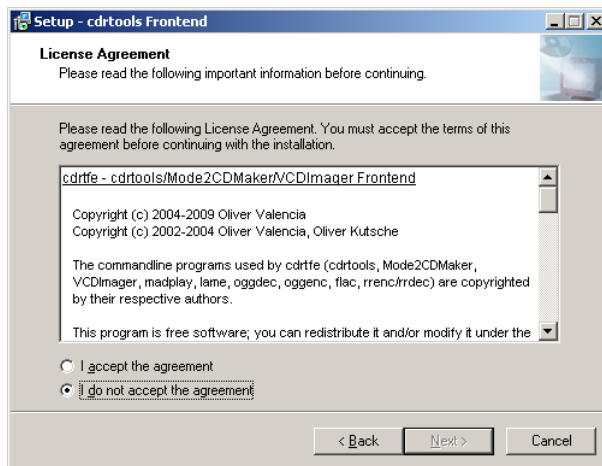
The Select Setup Language popup displays.



- 11 Click **OK**. The Setup cdrtools Frontend setup wizard displays.

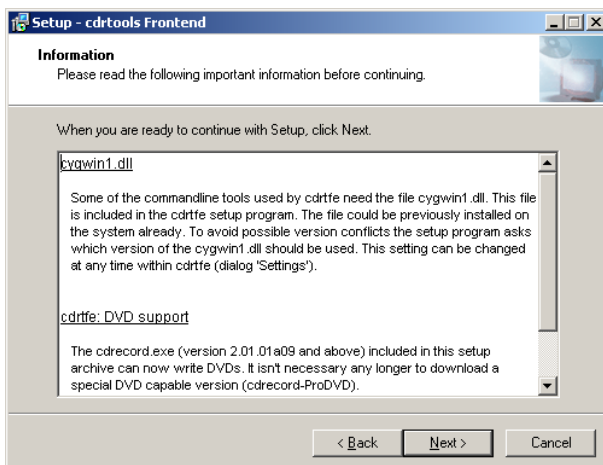


- 12 Click **Next**. A license agreement displays.

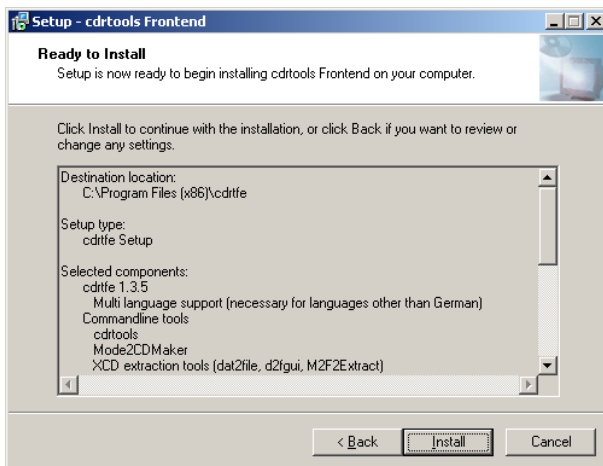


- 13 Review the on-screen license agreement. If you agree with the terms, click the "I accept..." radio button.
- 14 Click **Next**.

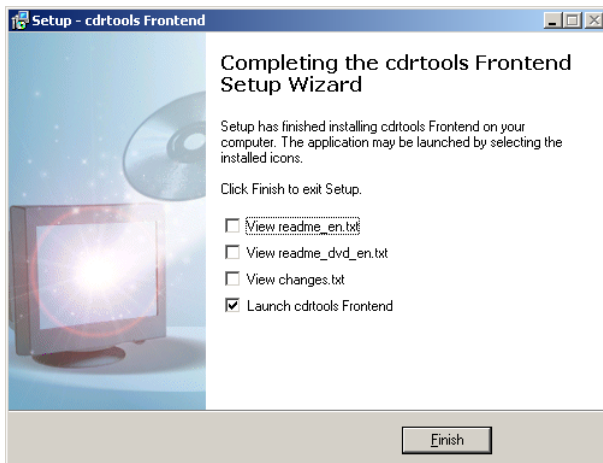
*(Continued)*



- 15 Continue to click the **Next** button in response to each of the system prompts until the “Ready to Install” message displays.



- 16 Click **Install**. The system begins installing the disc burner software. When the installation is complete, a confirmation message displays.



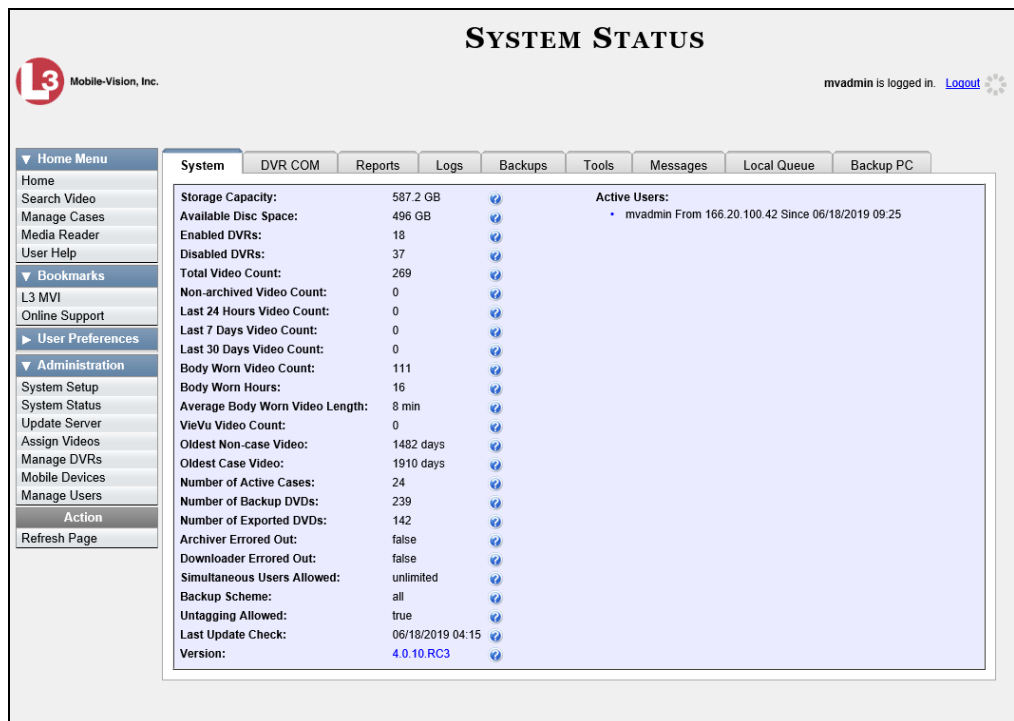


- 17 Click **Finish**. The cdrtools Application screen displays.

## 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**

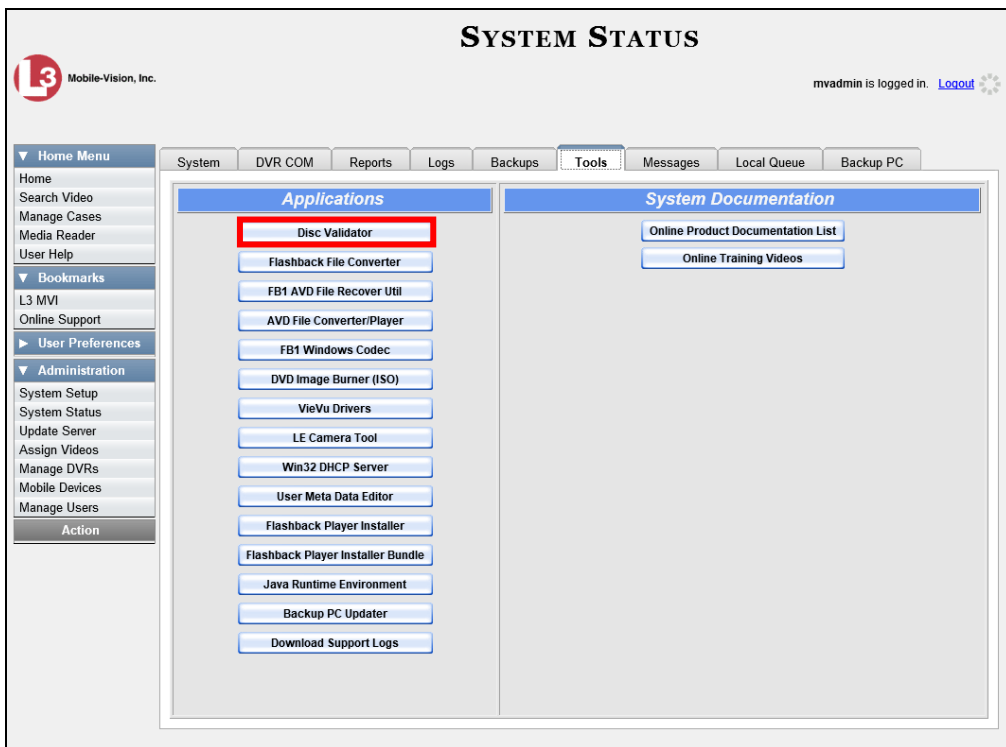
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

Storage Capacity:	587.2 GB	🔍	<b>Active Users:</b>
Available Disc Space:	496 GB	🔍	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	🔍	
Disabled DVRs:	37	🔍	
Total Video Count:	269	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	0	🔍	
Last 30 Days Video Count:	0	🔍	
Body Worn Video Count:	111	🔍	
Body Worn Hours:	16	🔍	
Average Body Worn Video Length:	8 min	🔍	
VieVu Video Count:	0	🔍	
Oldest Non-case Video:	1482 days	🔍	
Oldest Case Video:	1910 days	🔍	
Number of Active Cases:	24	🔍	
Number of Backup DVDs:	239	🔍	
Number of Exported DVDs:	142	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	all	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	06/18/2019 04:15	🔍	
Version:	4.0.10.RC3	🔍	

- 3 Click the **Tools** tab. A list of downloadable applications displays on the left side of the page.

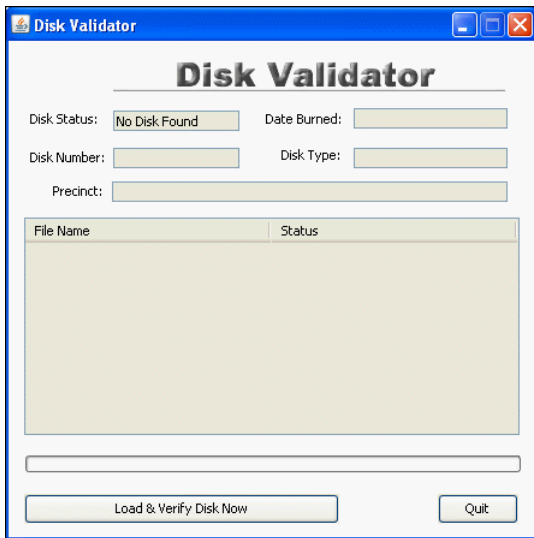
(Continued)



- 4 Click the **Disk Validator** button. A Windows message displays.



- 5 Click **Open**. The Disk Validator screen displays.



- 6 Click the **Load & Verify Disk Now** button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.

- ⇒ 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.



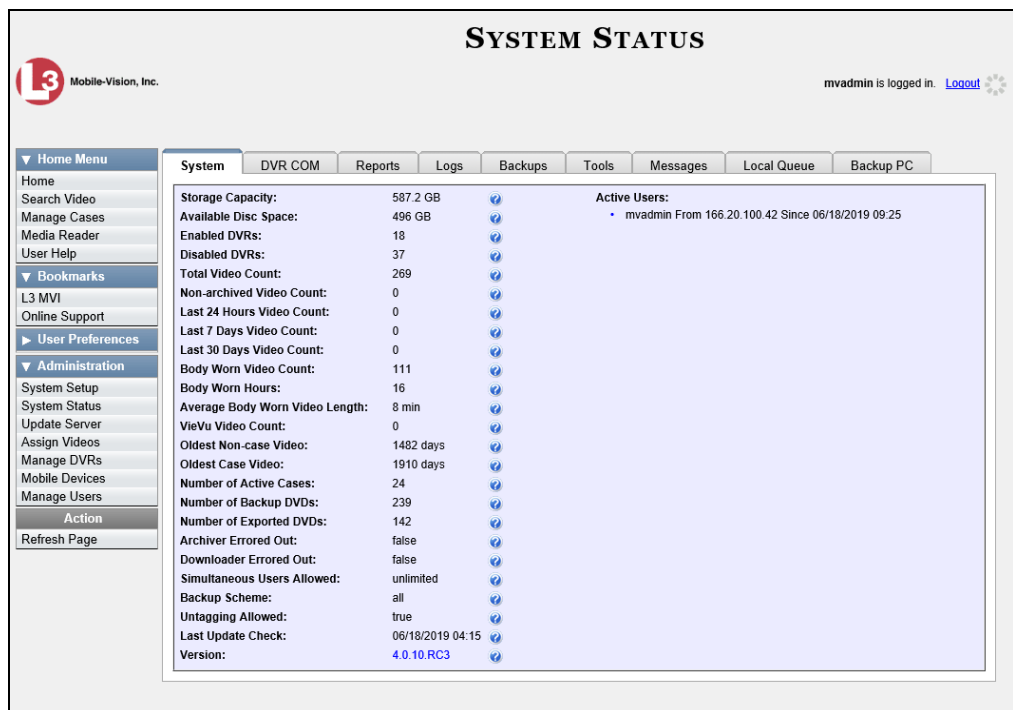
- 7 Click **OK** to close the popup.
- 8 Click **Quit** to close the Validator application.

If you determine that a disc has been altered, throw it away and burn a new one. You may also wish to evaluate your agency's policies/procedures for burning and storing evidence DVDs.

## Viewing the DVD Burn Queue

After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or "job" to the local burn queue. This section describes how to view the pending burn jobs in that queue.

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



**SYSTEM STATUS**

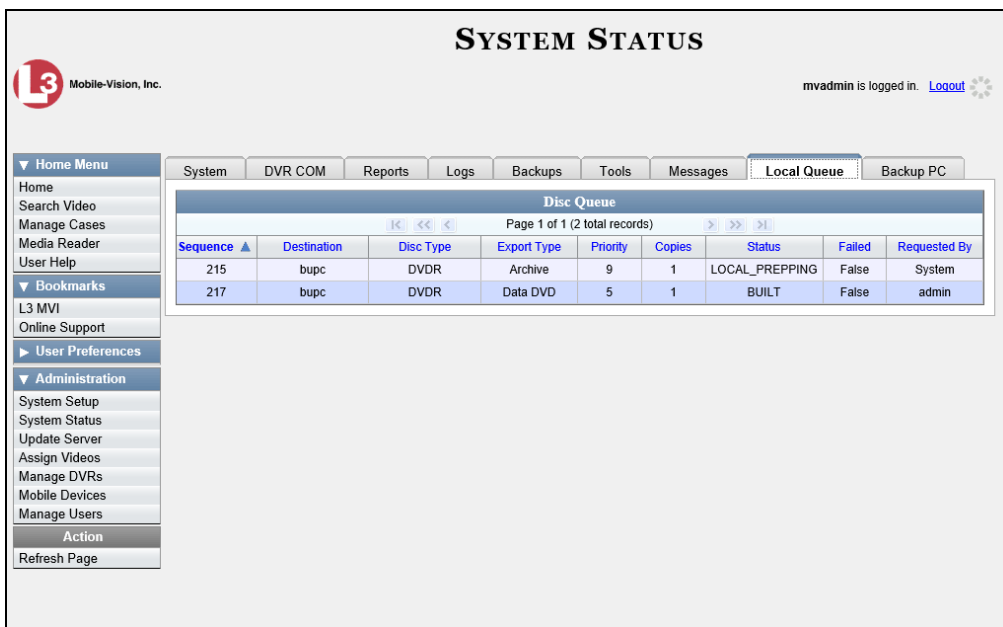
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Administration, Action

System	DVR.COM	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	496 GB							
Enabled DVRs:	18							
Disabled DVRs:	37							
Total Video Count:	269							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	111							
Body Worn Hours:	16							
Average Body Worn Video Length:	8 min							
VieVu Video Count:	0							
Oldest Non-case Video:	1482 days							
Oldest Case Video:	1910 days							
Number of Active Cases:	24							
Number of Backup DVDs:	239							
Number of Exported DVDs:	142							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	all							
Untagging Allowed:	true							
Last Update Check:	06/18/2019 04:15							
Version:	4.0.10.RC3							

Active Users:  
• mvadmin From 166.20.100.42 Since 06/18/2019 09:25

- Click the **Local Queue** tab. A list of all system-requested and user-requested burn jobs displays.



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), Data DVD, Consumer DVD, Interchange Format, Decompressed</i> (a.k.a. <i>Uncompressed</i> ), or <i>FOIA Redacted</i> . For a detailed description of these file formats, see “Available File Formats for User-Requested DVDs” on page 212.

\* You must have a Blu-Ray burner to use this type of disc

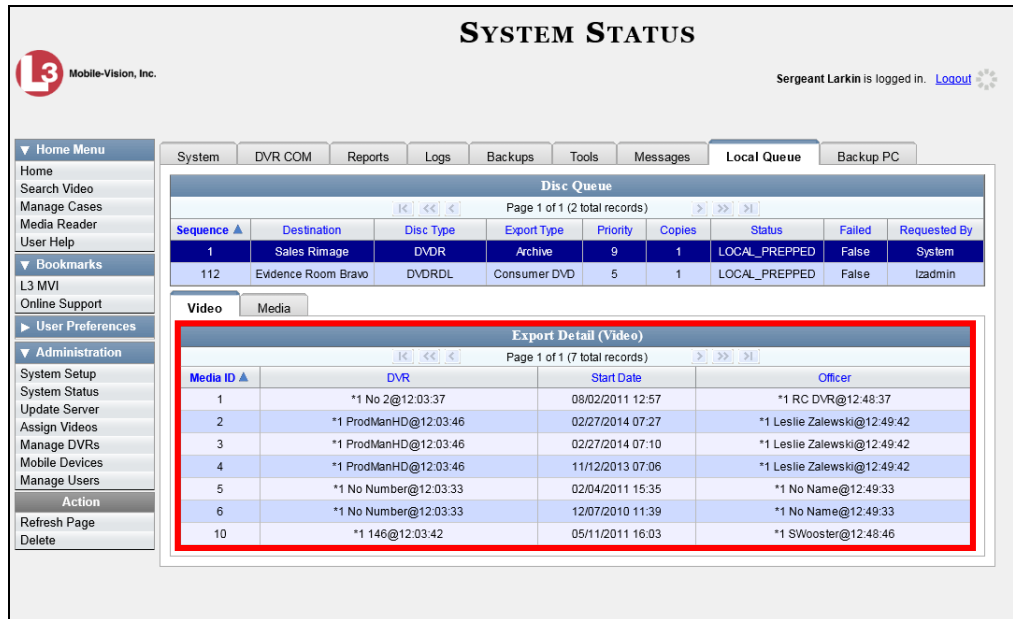
Disk Queue (cont'd)	
Column	Description
Priority	<p>A number between 1 and 9 that represents the system-assigned priority code for this burn job. By default, the system assigns a code of <b>5</b> or <b>9</b> to each burn job:</p> <p><b>5</b> ..... User-requested export—medium priority  <b>9</b> ..... System-requested archive—low priority.</p> <p>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.</p> <p>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.</p>
Copies	The total number of discs included in this burn job.
Status	<p>The current status of this burn job. The status codes will differ slightly depending on the type of job that is being processed.</p> <p><b>Archive jobs:</b></p> <p><b>NEW.</b> The system has begun processing (i.e., compiling) an archive job.</p> <p><b>LOCAL PREPPING.</b> The system is waiting for enough video to come in to fill an archive disc.</p> <p><b>LOCAL PREPPED.</b> 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><b>TRANSFERRING.</b> The system is downloading the archive job from the server to the Backup PC.</p> <p><b>BUILDING.</b> The Backup PC is merging the video and/or case files into one single burn job.</p> <p><b>BUILT.</b> The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p><b>BURNING.</b> 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><b>COMPLETE.</b> The archive job is complete; you may retrieve the disc from your burner's output tray.</p> <p><b>Export jobs:</b></p> <p><b>LOCAL PREPPED.</b> 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><i>(Continued)</i></p>

Disk Queue (cont'd)	
Column	Description
Status (cont'd)	<p><b>Export jobs:</b> (cont'd)</p> <p><b>SUBMITTED.</b> 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><b>TRANSFERRING.</b> The system is in the process of downloading the export job to the Backup PC.</p> <p><b>TRANSCODING</b> (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><b>BUILDING.</b> The Backup PC is merging the video and/or case files into one single burn job.</p> <p><b>BUILT.</b> The Backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p><b>BURNING.</b> 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><b>COMPLETE.</b> The export job is complete; you may retrieve the disc from your burner's output tray.</p>
Failed	<p>A True/False indicator that denotes whether or not the burn job failed:</p> <p><b>TRUE.</b> An error occurred while processing this burn request. The DVD will <i>not</i> be burned.</p> <p><b>FALSE.</b> No errors occurred while processing this burn request. The DVD will be burned in the appropriate order.</p>
Requested By	<p>The requestor of this burn job. If this is an <i>archive</i> DVD, the word <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.</p>

- 3 To view more detailed information on a burn job, click once on the record you wish to view. The **Video** tab displays at the bottom of your page, as pictured on the next page. If the burn job you selected also has attached media, a **Media** tab will display as well.

---

\* Same as 'Uncompressed'



The screenshot shows the 'SYSTEM STATUS' interface for Mobile-Vision, Inc. The user 'Sergeant Larkin' is logged in. 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 'Video' tab is selected, showing an 'Export Detail (Video)' table with columns: Media ID, DVR, Start Date, and Officer. The 'Export Detail (Video)' table contains 7 records, with the first row highlighted in red.

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
112	Evidence Room Bravo	DVDRDL	Consumer DVD	5	1	LOCAL_PREPPED	False	Izadmin

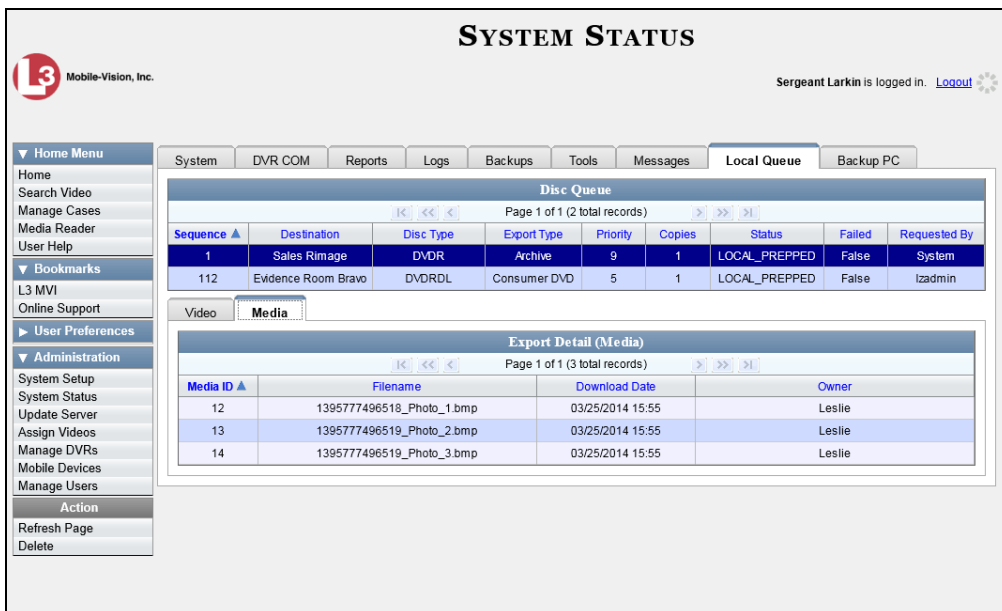
Media ID	DVR	Start Date	Officer
1	*1 No 2@12:03:37	08/02/2011 12:57	*1 RC DVR@12:48:37
2	*1 ProdManHD@12:03:46	02/27/2014 07:27	*1 Leslie Zalewski@12:49:42
3	*1 ProdManHD@12:03:46	02/27/2014 07:10	*1 Leslie Zalewski@12:49:42
4	*1 ProdManHD@12:03:46	11/12/2013 07:06	*1 Leslie Zalewski@12:49:42
5	*1 No Number@12:03:33	02/04/2011 15:35	*1 No Name@12:49:33
6	*1 No Number@12:03:33	12/07/2010 11:39	*1 No Name@12:49:33
10	*1 146@12:03:42	05/11/2011 16:03	*1 Swooster@12:48:46

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. Also referred to as the <i>System ID</i> .
DVR	The name of the DVR unit that recorded this video. If the video was recorded by a VIEVU, the word <b>VieVu</b> will display in this column. If the video was recorded by a <i>BodyVISION</i> or <i>BWX-100</i> , the words <b>Body Worn</b> will display here.
Start Date	The date and time at which the DVR began recording this video. Displays in mm/dd/yyyy hh:mm 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>

- 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.

(Continued)



The screenshot shows the 'SYSTEM STATUS' interface for Mobile-Vision, Inc. The user 'Sergeant Larkin' is logged in. 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 selected, showing an 'Export Detail (Media)' table with columns: Media ID, Filename, Download Date, and Owner.

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
1	Sales Rimage	DVDR	Archive	9	1	LOCAL_PREPPED	False	System
112	Evidence Room Bravo	DVDRDL	Consumer DVD	5	1	LOCAL_PREPPED	False	lzadmin

Media ID	Filename	Download Date	Owner
12	1395777496518_Photo_1.bmp	03/25/2014 15:55	Leslie
13	1395777496519_Photo_2.bmp	03/25/2014 15:55	Leslie
14	1395777496519_Photo_3.bmp	03/25/2014 15:55	Leslie

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

Media Tab	
Column	Description
Media ID	The unique identification number that the system assigned to the associated video (i.e., the video to which this media file is attached). Also referred to as the <i>System ID</i> .
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. Displays in mm/dd/yyyy hh:mm format.
Owner	The name of the individual who is responsible for collecting this evidence.

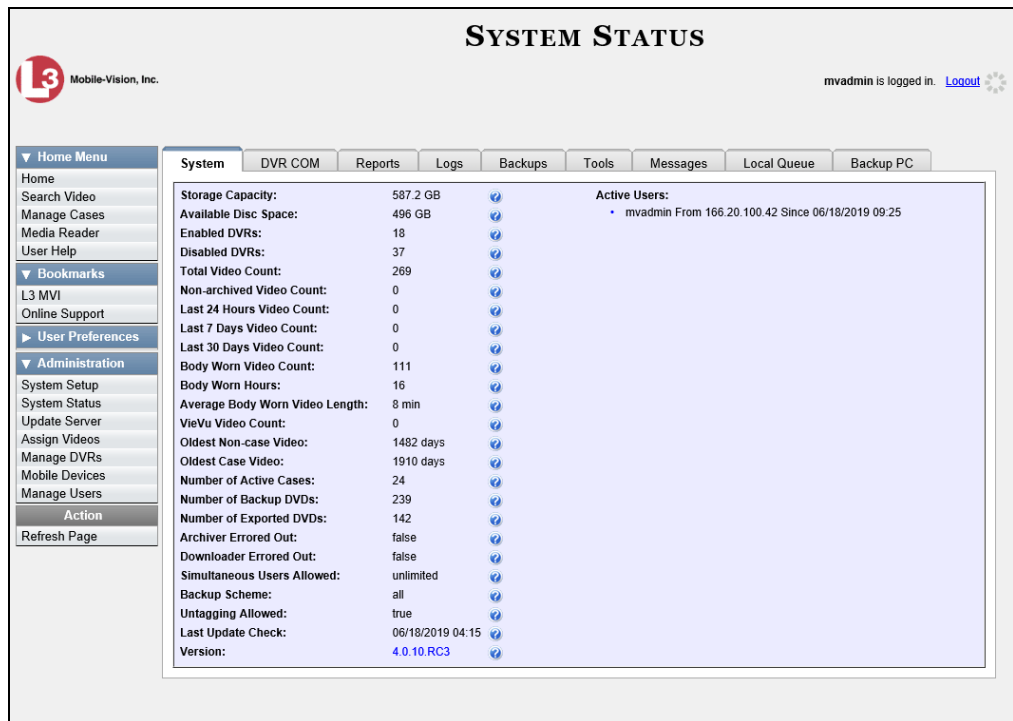
## Deleting a DVD Burn Request

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.



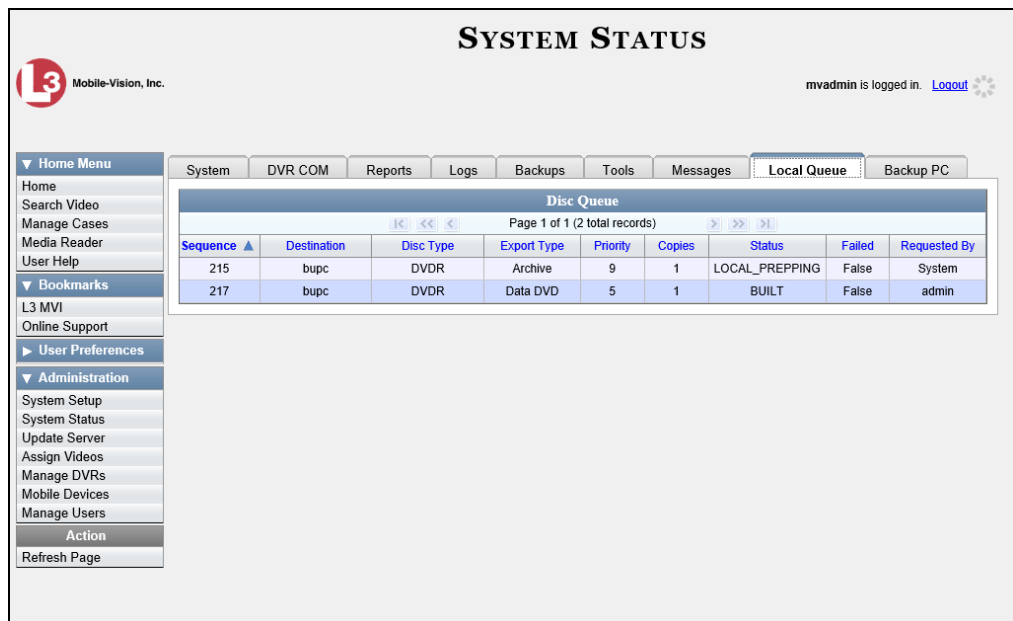
**SYSTEM STATUS**

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

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

<b>Storage Capacity:</b>	587.2 GB		<b>Active Users:</b>	
<b>Available Disc Space:</b>	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25	
<b>Enabled DVRs:</b>	18			
<b>Disabled DVRs:</b>	37			
<b>Total Video Count:</b>	269			
<b>Non-archived Video Count:</b>	0			
<b>Last 24 Hours Video Count:</b>	0			
<b>Last 7 Days Video Count:</b>	0			
<b>Last 30 Days Video Count:</b>	0			
<b>Body Worn Video Count:</b>	111			
<b>Body Worn Hours:</b>	16			
<b>Average Body Worn Video Length:</b>	8 min			
<b>VieVu Video Count:</b>	0			
<b>Oldest Non-case Video:</b>	1482 days			
<b>Oldest Case Video:</b>	1910 days			
<b>Number of Active Cases:</b>	24			
<b>Number of Backup DVDs:</b>	239			
<b>Number of Exported DVDs:</b>	142			
<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>	06/18/2019 04:15			
<b>Version:</b>	4.0.10.RC3			

- 2 Click the **Local Queue** tab. A list of all pending burn jobs displays.



**SYSTEM STATUS**

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

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

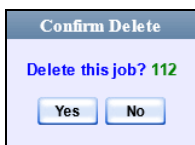
**Disc Queue**

Page 1 of 1 (2 total records)

Sequence	Destination	Disc Type	Export Type	Priority	Copies	Status	Failed	Requested By
215	bupc	DVDR	Archive	9	1	LOCAL_PREPPING	False	System
217	bupc	DVDR	Data DVD	5	1	BUILT	False	admin

(Continued)

- 3 Right-click on the burn job, then select **Delete** from the popup menu. A confirmation message displays.

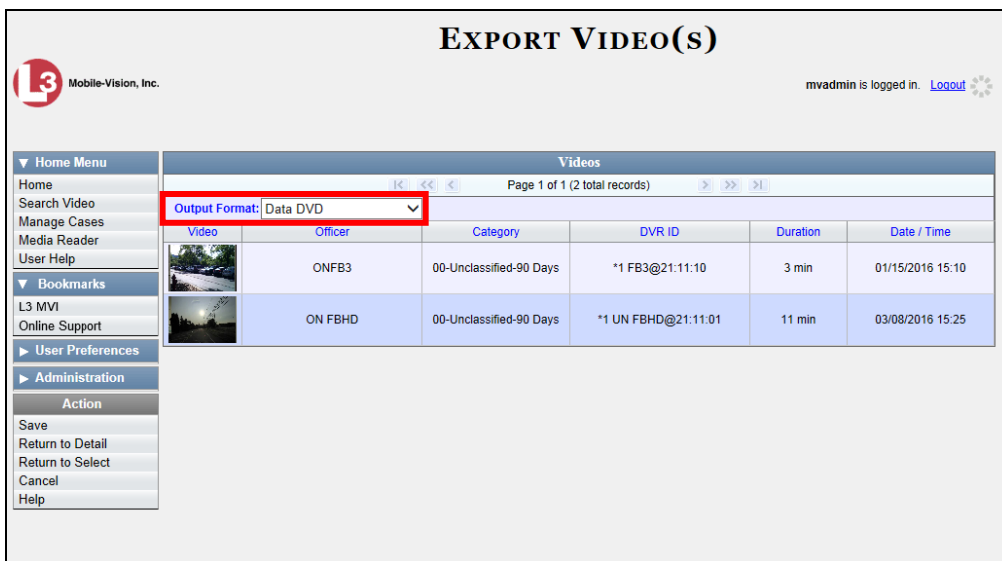




- 4 Click **Yes**. The selected job is removed from the Local Queue.

---

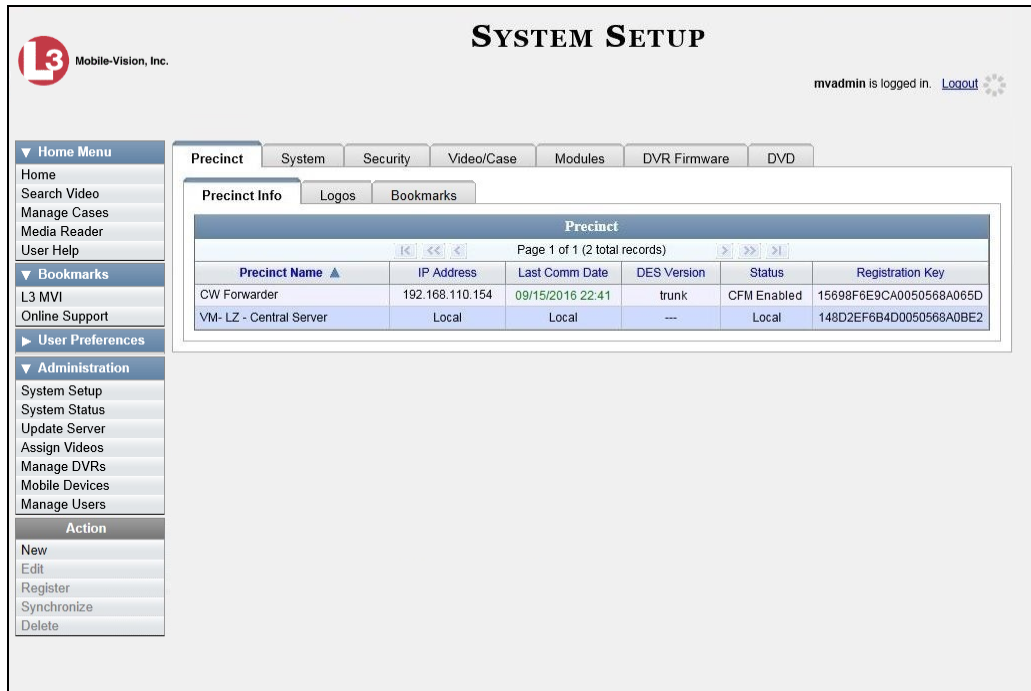
## Changing the Default Export Type for DVDs

This section describes how to change the default value for the *Output Format* field on the Export Video(s) page and/or Export Case page. For all other file formats, you will have to manually select a value from the *Output Format* drop-down list.

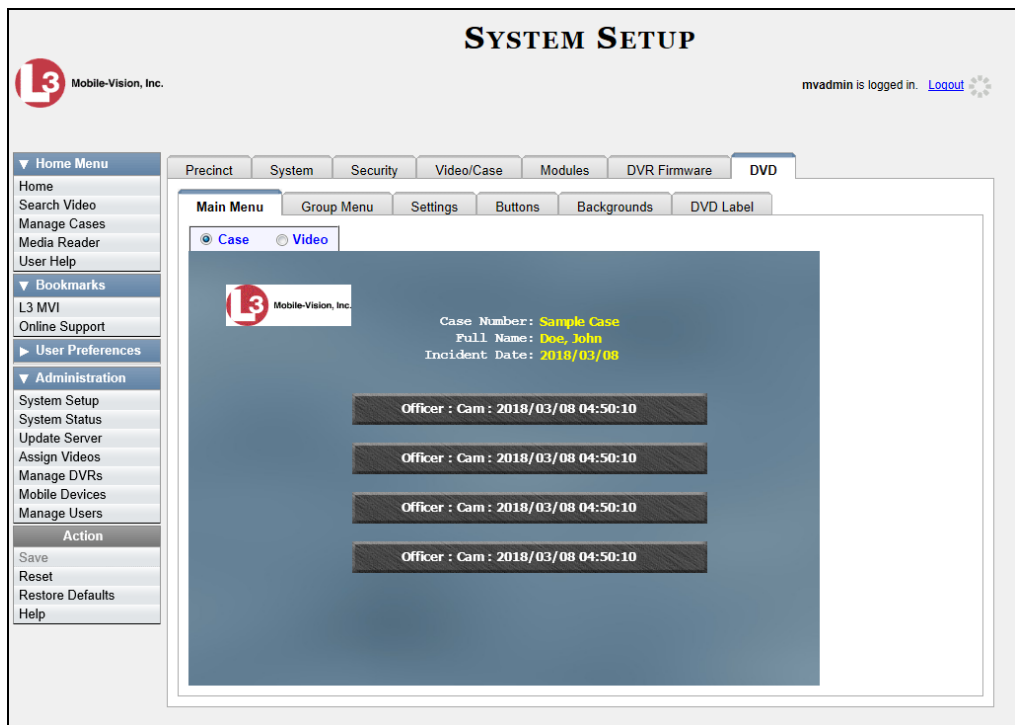
A screenshot of the "EXPORT VIDEO(S)" page in the Mobile-Vision system. The page title is "EXPORT VIDEO(S)" and the user "mvadmin" is logged in. A sidebar menu on the left includes "Home Menu", "Bookmarks", "User Preferences", and "Administration". The main content area shows a table of videos with columns for Video, Officer, Category, DVR ID, Duration, and Date / Time. A red box highlights the "Output Format" dropdown menu, which is currently set to "Data DVD".

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	11 min	03/08/2016 15:25

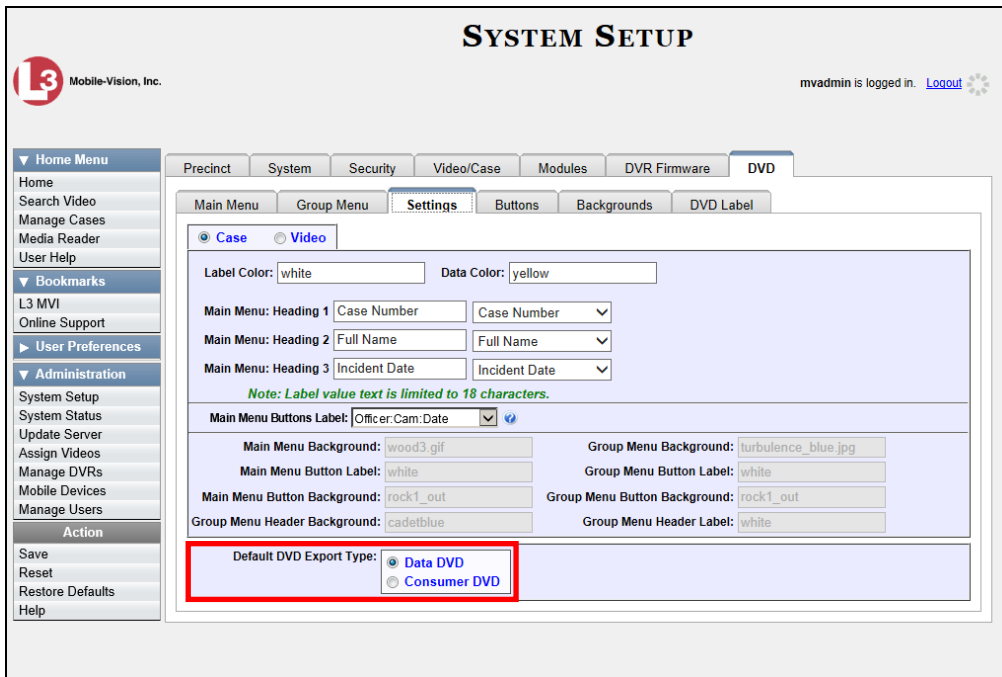
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



2 Click the **DVD** tab.



(Continued)

**3** Click the **Settings** tab.

The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'DVD' tab is selected in the top navigation bar. Under the 'DVD' tab, the 'Settings' sub-tab is active. The 'Case' radio button is selected for the 'Default DVD Export Type' field, which is highlighted with a red box. Other settings include 'Label Color: white', 'Data Color: yellow', and various menu and button labels and backgrounds.



- 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.

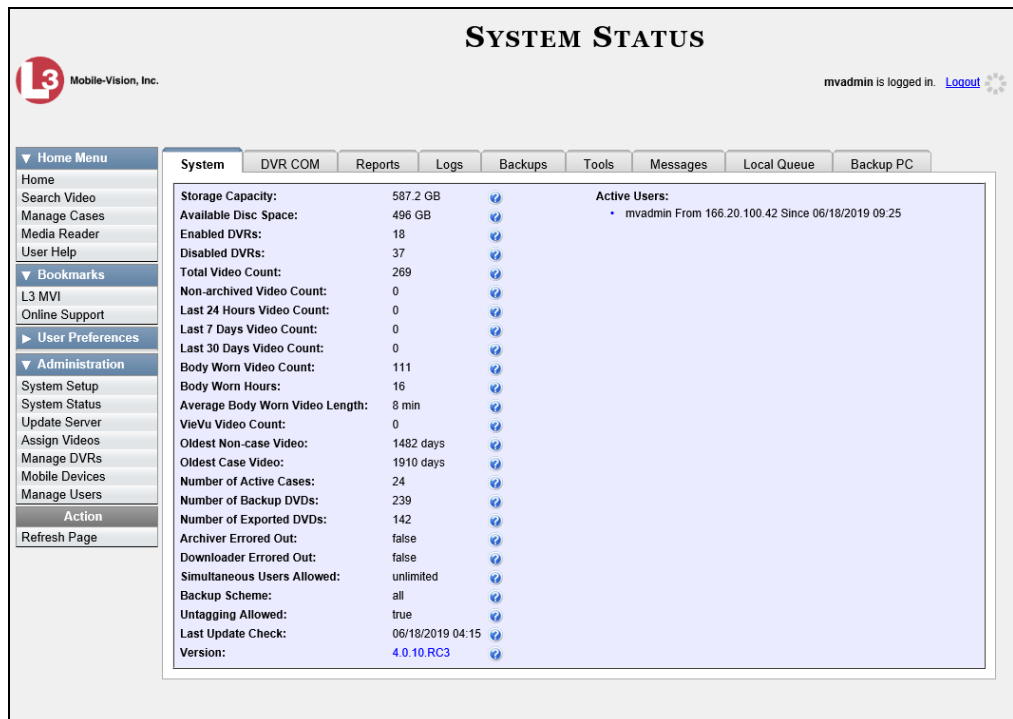
- 7** To change the *Output Format* for the other DVD type (i.e., case or video), repeat steps 4 – 6. Otherwise proceed to the next step.
- 8** Go to the **Action** column and click **Save**.

## 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 and *BodyVISION* snapshots 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 and snapshots that are too old to be restored (i.e., files that have “aged out”).

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



**SYSTEM STATUS**

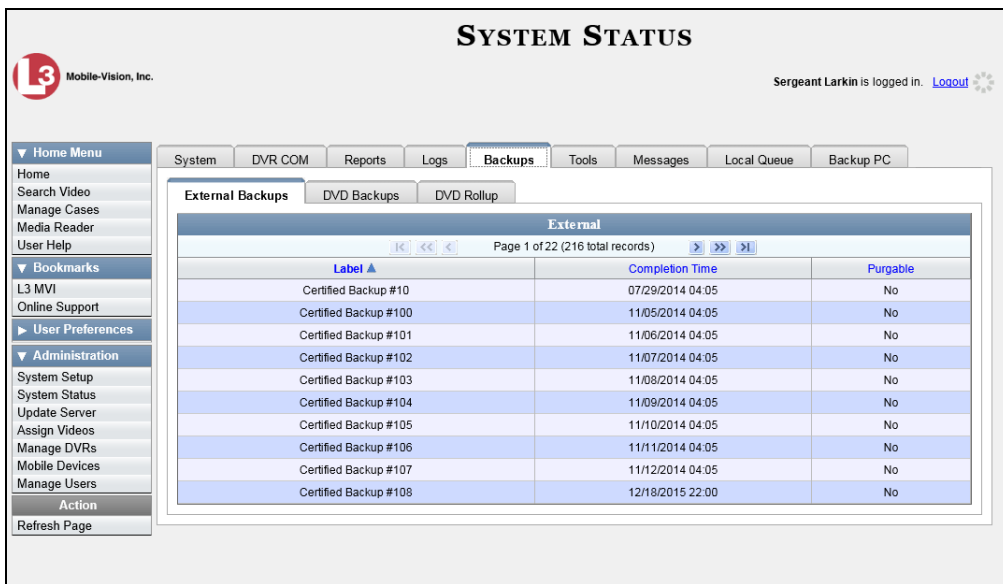
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

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

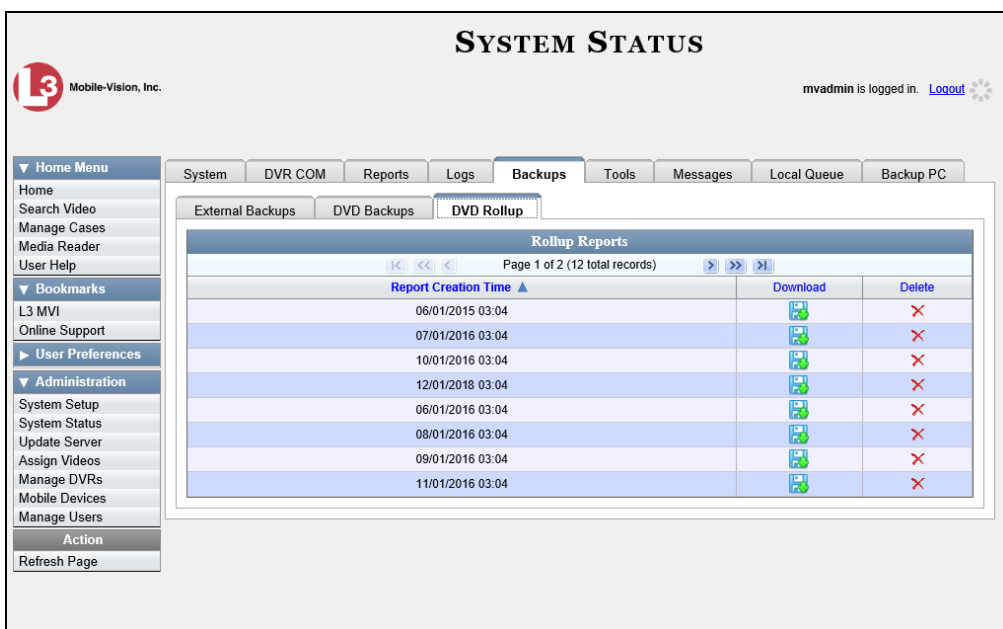
Storage Capacity:	587.2 GB	🔍	<b>Active Users:</b>
Available Disc Space:	496 GB	🔍	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	🔍	
Disabled DVRs:	37	🔍	
Total Video Count:	269	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	0	🔍	
Last 30 Days Video Count:	0	🔍	
Body Worn Video Count:	111	🔍	
Body Worn Hours:	16	🔍	
Average Body Worn Video Length:	8 min	🔍	
VieVu Video Count:	0	🔍	
Oldest Non-case Video:	1482 days	🔍	
Oldest Case Video:	1910 days	🔍	
Number of Active Cases:	24	🔍	
Number of Backup DVDs:	239	🔍	
Number of Exported DVDs:	142	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	all	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	06/18/2019 04:15	🔍	
Version:	4.0.10.RC3	🔍	

- 2 Click the **Backups** tab.

(Continued)



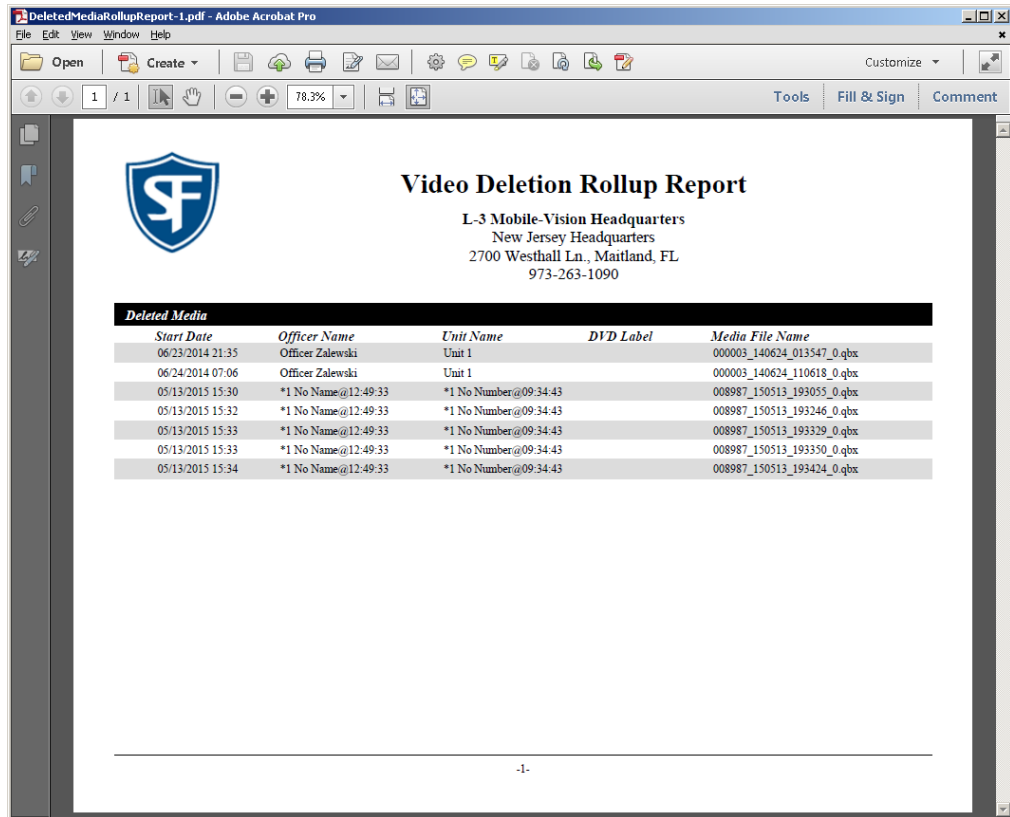
- Click the **DVD Rollup** tab. A list of reports displays. Each report is identified by a first-of-the-month date, which lists all media that has aged-out in the previous month. For example, the 06/01/2015 report will include all videos, *BodyVISION* snapshots, and cases that have aged-out in May 2015.



- 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 columns on this report are described below.

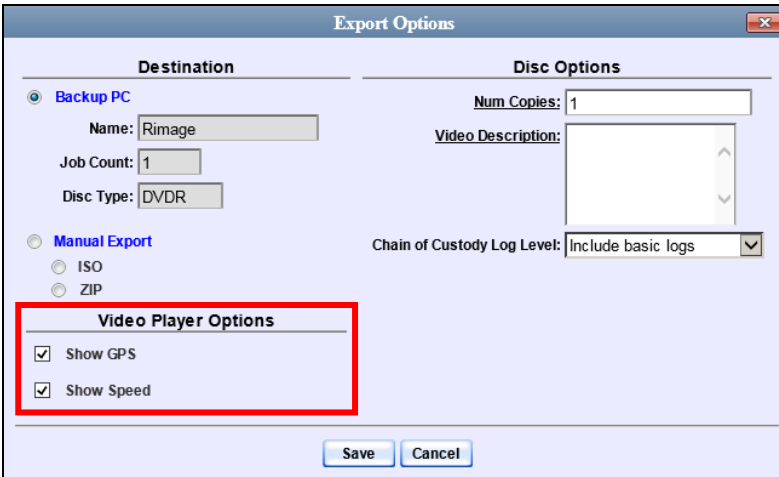
Video Deletion Rollup Report	
Column	Description
Start Date	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Officer Name	The name of the officer who was logged into the DVR unit at the time the recording was made.
Unit Name	The name of the DVR that recorded this video.
DVD Label	The number of the archive disc to which this video file was copied.
Media File Name	The name of the media file that was deleted. The file's extension can help you identify what type of media it is: qbx..... Flashback2, Flashback3, or FlashbackHD video mkv..... BodyVISION video mp4..... BWX-100 video jpg..... BodyVISION or BWX-100 snapshot

- 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.

## Changing the Default Values for the 'Show GPS' & 'Show Speed' Checkboxes

When you export a video or case file in Data DVD or Uncompressed format, you will see two checkboxes in the lower left corner: *Show GPS* and *Show Speed*. By default, these checkboxes are *selected*. However, if desired, you can change this default value to *deselected*, as described in this section.

Factory default:  
Checkboxes selected

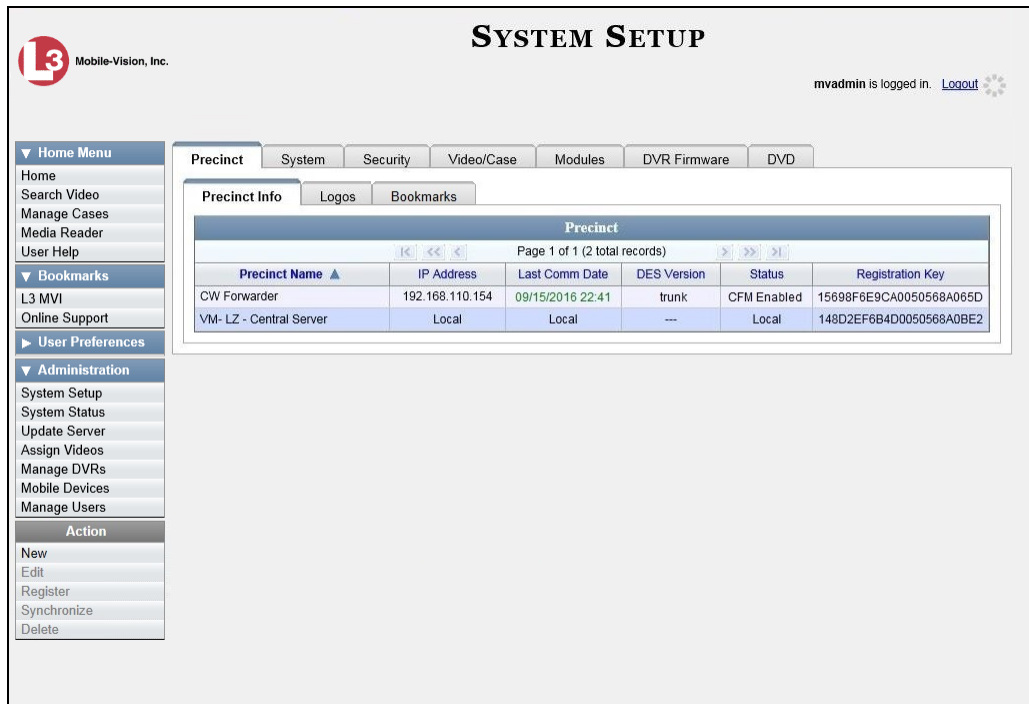


The screenshot shows the 'Export Options' dialog box with the following settings:

- Destination:** Backup PC (selected), Name: Rimage, Job Count: 1, Disc Type: DVDR.
- Manual Export:** ISO, ZIP.
- Disc Options:** Num Copies: 1, Video Description: (empty), Chain of Custody Log Level: Include basic logs.
- Video Player Options:** Show GPS (checked), Show Speed (checked).

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





**SYSTEM SETUP**

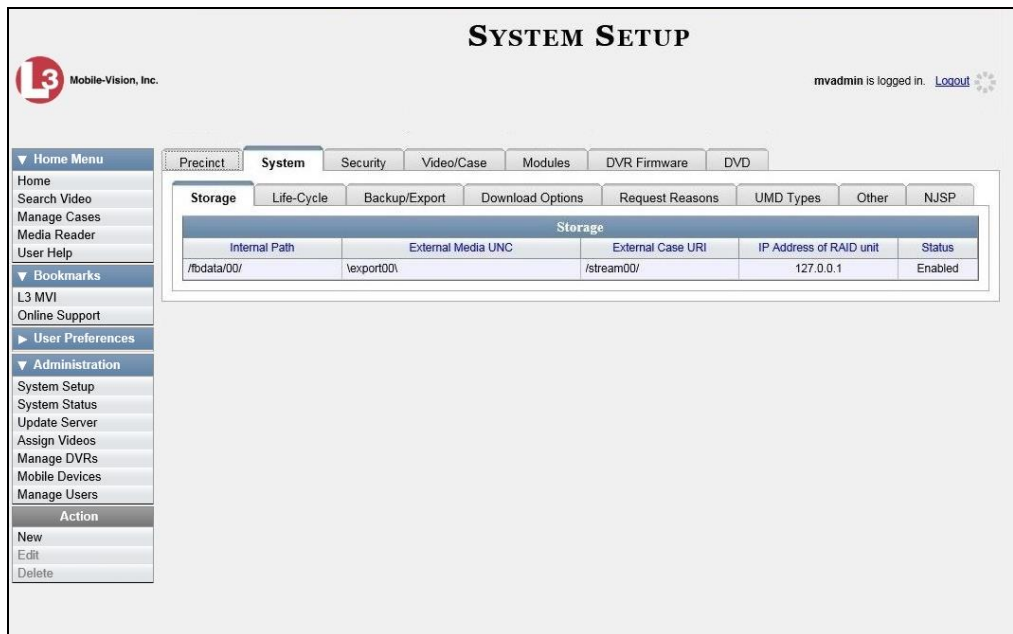
mvadmin is logged in. [Logout](#)

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

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

**2 Click the System tab.**



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

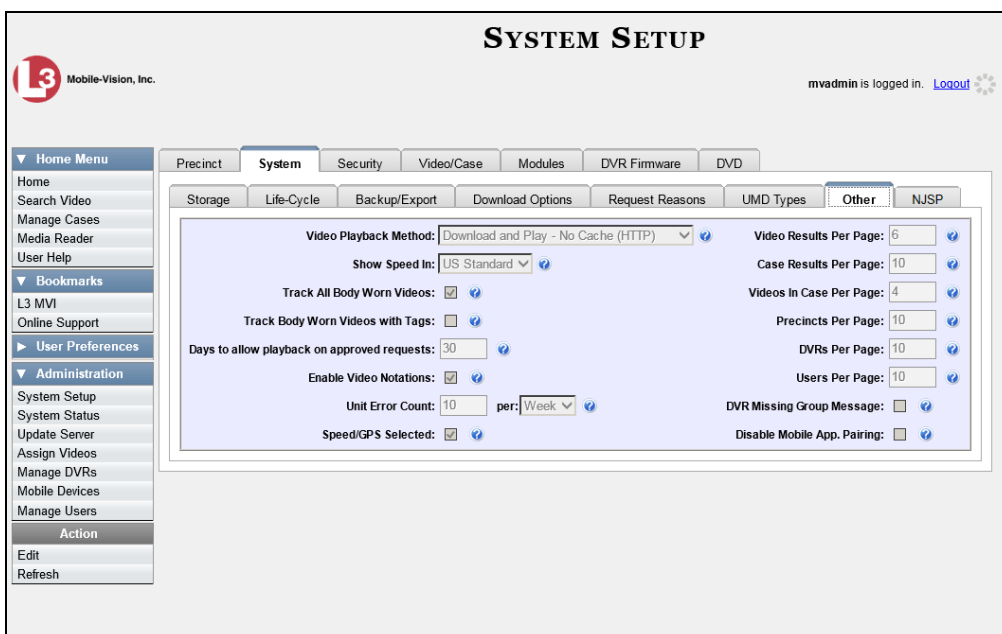
**Precinct** | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

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

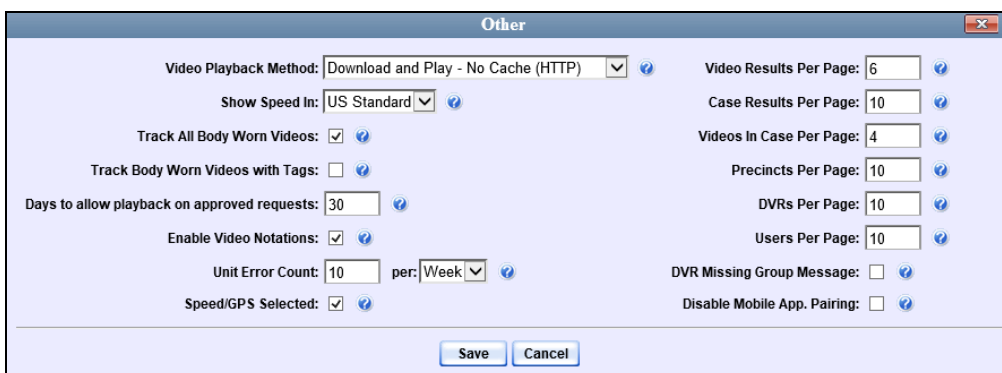
Storage					
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status	
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled	

**3 Click the Other tab.**

*(Continued)*



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



5 Deselect the *Speed/GPS Selected* checkbox.

6 Click **Save**.

## 4 Cases

This chapter describes how to work with cases in the DEP application. A case is a record that contains one or more videos and other data that pertains to an incident, such as a motor vehicle accident. This feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

Besides video, a case may contain other media files (such as photographs), subject names, comments, and general information relating to the incident.

If you have a case that you access frequently, you may add it to a list of favorite cases. This feature provides you with a quick and easy method to access those cases that you refer to often.

For more information, see:

- Creating a Case, below
- Searching for Cases, page 332
- Viewing Case Search Results, page 340
- Displaying a Case, page 341
- Viewing Your List of Favorite Cases, page 354
- Updating a Case, page 354
- Adding a Case to Your List of Favorite Cases, page 371
- Removing a Case from Your List of Favorite Cases, page 373
- Marking a Case for Disposal, page 373
- Reactivating an Offline Case, page 374
- Generating a Chain of Custody Report for a Case, page 380
- Downloading Case Files to Your PC, page 382
- Maintaining Case Notations, page 400
- Maintaining Subject Types, page 406
- Generating the Restricted Viewing Cases Report, page 419

### 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 329. 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.

## 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 329 instead.

- 1 Go to  and click **Manage Cases**. The Search Case page displays.
- 2 Go to the  column and click **New Case**. The New Case form displays.



The fields on this form are described below.

New Case Form	
Field	Description
Owner	The name of the case’s owner. By default, the owner is the person who creates the case (i.e., <i>you</i> ), but you can change this name if desired. <i>Select this value from the drop-down list.</i>
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 329. <input checked="" type="checkbox"/> This is a restricted case <input type="checkbox"/> This is <i>not</i> a restricted case
Visibility	The visibility status for this case: <i>private</i> (default) or <i>public</i> . If you mark a case as <i>private</i> , it can only be viewed by the case’s owner and users who have <i>edit</i> permissions. If you mark a case as <i>public</i> , it can be viewed by any DEP user. <i>Select this value from the drop-down list.</i>

New Case Form (cont'd)	
Field	Description
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>
Notations	<p>User-defined checkboxes used to notate a case. You define these notations using the procedure described in "Adding a Case Notation" on page 401.</p> <p><i>Select all that apply.</i></p>

(Continued)

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

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 case's incident date 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.

14 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Bomb Scare at CMS successfully saved

\* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.

At this point, you may wish to perform one of the following tasks:

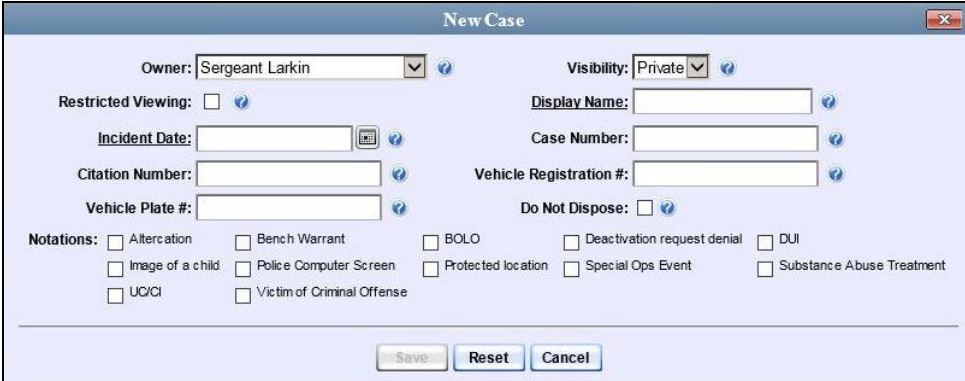
- Add a video to this case. See “Adding a Video to a Case” on page 355, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 359, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 361, beginning with step 2
- Add a comment to this case. See “Adding a Comment to a Case” on page 366, beginning with step 2
- Add this case to your “Favorite Cases” list. See “Adding a Case to Your List of Favorite Cases” on page 371, 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 **New Case**. The New Case form displays.




The fields on this form are described in the table on page 326.

- 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 Select the *Restricted Viewing* checkbox. Note that a new tab displays at the top of the New Case form.



This tab will be used later to specify which users you want to have access to this case.

- 5 Enter a descriptive name for this case in the *Display Name* field. *Required field.*
-  6 Enter or select the case's incident date 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.

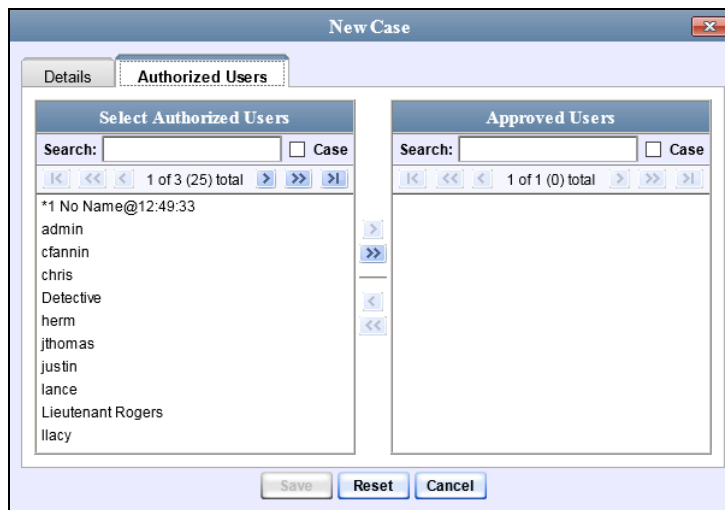
\* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 273.





**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.
- 14 Click the **Authorized Users** tab. A list of system users displays.

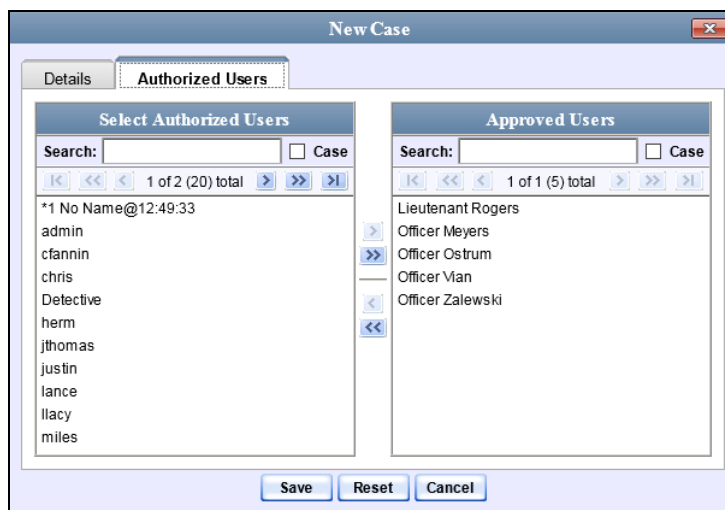


- 15 Go to the left column (Select Authorized Users) and click on each of the users that you wish to allow access to this case.



**HINT:** To scroll through a large user list, use the navigation arrows at the top of the column *or* enter a user name in the *Search* field.

- 16 Once you've highlighted the desired users, click the  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, 5 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 355, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 359, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 361, beginning with step 2.
- Add a comment to this case. See “Adding a Comment to a Case” on page 366, beginning with step 2.
- Add this case to your “Favorite Cases” list. See “Adding a Case to Your List of Favorite Cases” on page 371, 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 Number</li> <li>▪ Case Number</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 Number</li> <li>▪ Case Number</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:

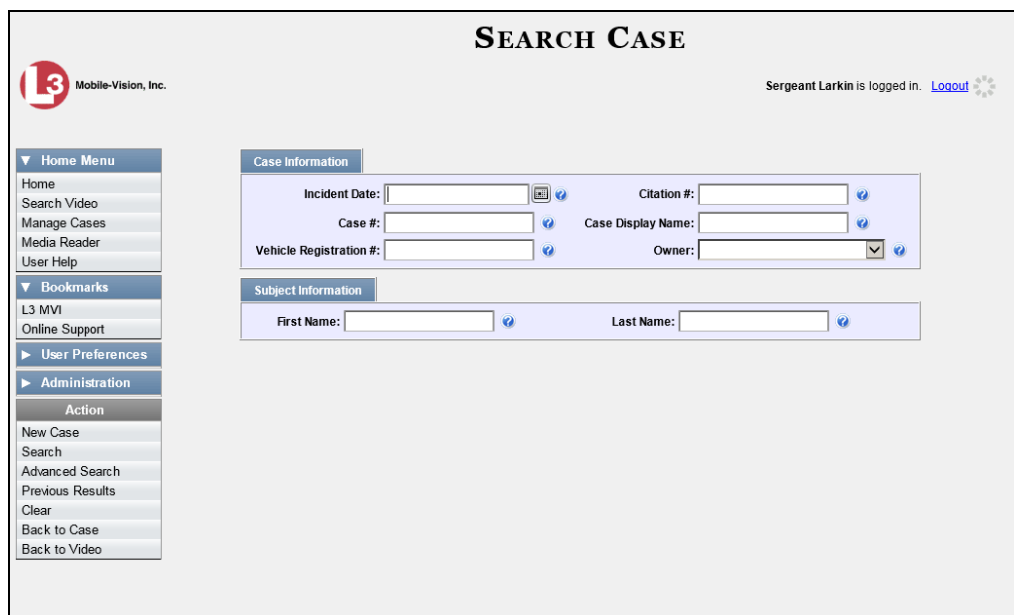
- Performing a Basic Case Search, next page
- Performing an Advanced Case Search, page 336.

## 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.



**SEARCH CASE**

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

**Case Information**

Incident Date:  Citation #:

Case #:  Case Display Name:

Vehicle Registration #:  Owner:

**Subject Information**

First Name:  Last Name:

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

**Action**

- New Case
- Search
- Advanced Search
- Previous Results
- Clear
- Back to Case
- Back to Video

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


*(Continued)*

Case Information	
Search Field	Description
Incident Date	Limits your search to those cases that involve an incident that occurred on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation Number	Limits your search to those cases in which the <i>Citation Number</i> field contains this text.
Case Number	Limits your search to those cases in which the <i>Case Number</i> field contains this text.
Case Display Name	Limits your search to those cases in which the <i>Display Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.
Owner	Limits your search to those cases that are owned by a particular officer. <i>Select this value from the drop-down list.</i>
Subject Information	
Search Field	Description
First Name	Limits your search to those cases in which the subject's first name contains this text.
Last Name	Limits your search to those cases in which the subject's last name contains this text.
Available Actions	
Action	Description
New Case	Enter a new case record.
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information on the Advanced Search form, see "Performing an Advanced Case Search" on page 336.
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 326 and/or "Creating a Restricted Case" on page 329.

Available Actions (cont'd)	
Action	Description
Back to Case	Display the Case Details of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.

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

### CASE SEARCH RESULTS



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

	Manage Cases				
	Page 1 of 4 (39 total records)				
Details	Display Name	Case Number	Subject	Incident Date	Status
	Second Degree Assault	009-543321	Multiple	03/01/2019	
	Domestic Violence	009-887544	---	01/05/2019	
	Noise Disturbance	009-593323	---	01/05/2019	
	Mugging	009-807575	---	01/05/2019	
	Child Neglect	009-543391	---	01/04/2019	
	Armed Robbery	009-890505	Multiple	12/01/2019	
	CW-test	010-443095	---	11/09/2019	
	First Degree Assault	010-607575	Multiple	11/05/2019	
	First Degree Assault	010-403091	---	11/05/2019	
	MVA on Rt 10	010-807515	Multiple	11/03/2019	
	Robbery at Quick Check	010-303005	Multiple	11/03/2019	
	Mugging in Lake Hiawatha Park	010-167575	Multiple	11/02/2019	

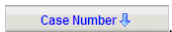
For a detailed description of the components on the Case Search Results page, see “Viewing Case Search Results” on page 340.


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: 

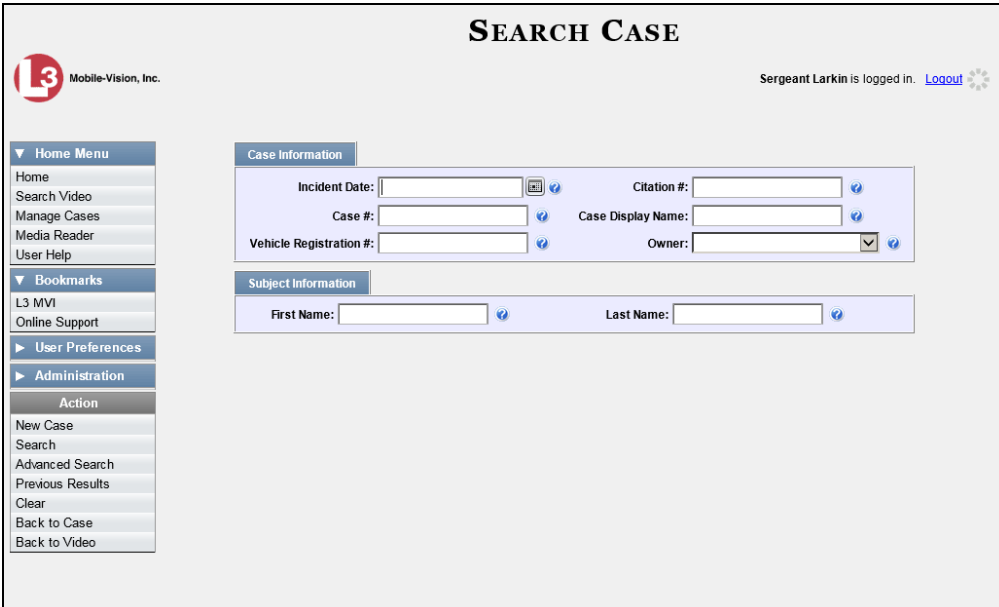
-  **6** To view a case's details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 342.

## 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.

## SEARCH CASE


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

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

- Action
- New Case
- Search
- Basic Search
- Previous Results
- Clear
- Back to Case
- Back to Video

**Case Information**

Creation Date: <input type="text"/>	After Incident Date: <input type="text"/>
Before Incident Date: <input type="text"/>	Citation #: <input type="text"/>
Case #: <input type="text"/>	Case Display Name: <input type="text"/>
Vehicle Registration #: <input type="text"/>	Owner: <input type="text"/>
Vehicle Plate #: <input type="text"/>	Comments: <input type="text"/>
Notations: <input type="text"/>	

**Subject Information**

First Name: <input type="text"/>	Last Name: <input type="text"/>
Drivers License #: <input type="text"/>	Race: <input type="text"/>
Gender: <input type="text"/>	Date of Birth: <input type="text"/>

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


Case Information	
Search Field	Description
Creation Date	Limits your search to those cases that were created on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
After Incident Date	Limits your search to those cases that involve an incident that occurred <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Incident Date	Limits your search to those cases that occurred <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Incident Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Citation Number	Limits your search to those cases in which the <i>Citation Number</i> field contains this text.
Case Number	Limits your search to those cases in which the <i>Case Number</i> field contains this text.
Case Display Name	Limits your search to those cases in which the <i>Display Name</i> field contains this text.
Vehicle Registration #	Limits your search to those cases in which the <i>Vehicle Registration #</i> field contains this text.

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. <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 "Performing a Basic Case Search" on page 333.
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.



Available Actions (cont'd)	
Action	Description
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 325.
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.


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

### CASE SEARCH RESULTS


Home Menu	Manage Cases					
Home	Page 1 of 4 (39 total records)					
Search Video	Details	Display Name	Case Number	Subject	Incident Date	Status
Manage Cases		Second Degree Assault	009-543321	Multiple	03/01/2019	
Media Reader		Domestic Violence	009-887544	---	01/05/2019	
User Help		Noise Disturbance	009-593323	---	01/05/2019	
Bookmarks		Mugging	009-807575	---	01/05/2019	
L3 MVI		Child Neglect	009-543391	---	01/04/2019	
Online Support		Armed Robbery	009-890505	Multiple	12/01/2019	
User Preferences		CW-test	010-443095	---	11/09/2019	
Administration		First Degree Assault	010-607575	Multiple	11/05/2019	
Action		First Degree Assault	010-403091	---	11/05/2019	
New Search		MVA on Rt 10	010-807515	Multiple	11/03/2019	
Create		Robbery at Quick Check	010-303005	Multiple	11/03/2019	
Back to Case		Mugging in Lake Hiawatha Park	010-167575	Multiple	11/02/2019	
Back to Video						

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.


*(Continued)*

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

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

– OR –




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

-  6 To view a case’s details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 342.

## 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 333 and “Performing an Advanced Case Search” on page 336. It consists of a table that contains information about each case, as pictured on the previous page.

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 here.

Case Information (cont'd)	
Column	Description
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.) Displays in mm/dd/yyyy format.
Status	The current status of this case: <i>online</i> (green bar), or permanently <i>offline</i> (red bar).
Available Actions	
Action	Description
New Search	Return to the Search Case page and clear the search form.
Create	Display the New Case form used to enter a new case. For more information, see “Creating a Case” on page 325.
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 332.

– OR –

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

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

*(Continued)*

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

**CASE DETAILS**

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

Display Name: **2nd Degree Assault** Case Number: **009-543321**

Status: **Online** Citation Number:

Owner: **Officer Zalewski** Vehicle Registration #:

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

Creation Date: **03/02/2016 14:20** Do Not Dispose: **No**

Incident Date: **03/01/2016** Notations: [Altercation](#)

**Home Menu**

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

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

**Action**

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

The information on this page is described below.

Case Details Tab	
Field	Description
Display Name	The name of this case.
Status	<p>The current status of this case:</p> <ul style="list-style-type: none"> <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 374.</li> </ul>
Owner	The individual to whom this case is assigned.
Visible	<p>The visibility status of this case:</p> <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> <p>If this is a restricted case, this field will not display.</p>

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. Displays in mm/dd/yyyy hh:mm format.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.) Displays in mm/dd/yyyy hh:mm format.
Case Number	The agency-assigned case number.
Citation Number	The agency-assigned citation number, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox that indicates whether or not the system will keep this case’s data available online after the Auto Dispose Time has expired. For more information on this feature, see page 327.
Notations	Agency-specific checkboxes used to notate a case. You define case notations using the procedure described in “Adding a Case Notation” on page 401.
Available Actions	
Action	Description
Edit	Update information stored in this case record.
Dispose	Change this case’s status from <i>online</i> to <i>offline</i> .
Add Video	Add a video to this case. For instructions, see “Adding a Video to a Case” on page 355, 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 359, 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 361, beginning with step 2.
Add Comment	Add a comment to this case. For instructions, see “Adding a Comment to a Case” on page 366, beginning with step 2.

(Continued)

Available Actions (cont'd)	
Action	Description
Export	Open the Export page in order to burn a case to DVD or download it to your PC. For more information on exporting, see chapter 3. If this case is currently <i>offline</i> , this action will not display.
Add to Favorites	Add this case to your <i>Favorite Cases</i> list. For instructions, see “Adding a Case to Your List of Favorite Cases” on page 371, 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 (NJSP Edition)</i> . This action will only display if the case is offline.
Reactivate Now	Restore this case from a backup disc or external backup device to the server. For more information, see “Reactivating an Offline Case” on page 374. 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 380, 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.

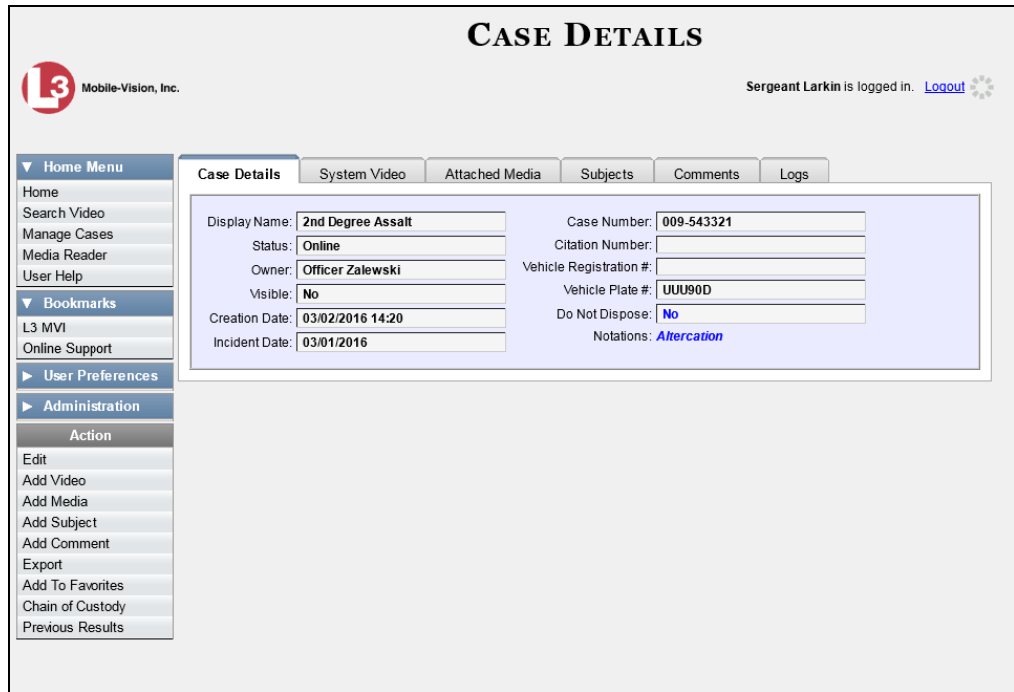
To view the other case information, proceed to the appropriate section:

- Viewing a Case’s Videos, next page, beginning with step 2
- Viewing a Case’s Media Attachments, page 346, beginning with step 2
- Viewing a Case’s Subjects, page 348, beginning with step 2
- Viewing a Case’s Comments, page 350, beginning with step 2
- Viewing a Case’s Logs, page 351, beginning with step 2
- Viewing a Restricted Case’s Authorized Users, page 352, 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 341.) The Case Details page displays.



**CASE DETAILS**

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

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

Bookmarks: L3 MVI, Online Support

User Preferences

Administration

Action: Edit, 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:	2nd Degree Assault	Case Number:	009-543321
Status:	Online	Citation Number:	
Owner:	Officer Zalewski	Vehicle Registration #:	
Visible:	No	Vehicle Plate #:	UUU90D
Creation Date:	03/02/2016 14:20	Do Not Dispose:	No
Incident Date:	03/01/2016	Notations:	Altercation

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



**CASE DETAILS**

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

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

Bookmarks: L3 MVI Parature

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



System Video

Page 1 of 1 (3 total records)

Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove
			Officer Ryan	Body Worn	Body Worn	*1 No Number@21:11:33	3 min	01/11/2016 08:55	
			*1 ONFB3@21:03:10	00- Unclassified- 90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:06	
			*1 ONFB3@21:03:10	00- Unclassified- 90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:10	

The columns on the **System Video** tab are described below.

System Video Tab	
Column	Description
Details	View Video Details icon. Used to open the Video Details page.
Play	Play button. Used to launch the Flashback Player and view the video recording.
Video	A thumbnail image of the beginning of this video.
Owner	The officer who owns this video.
Category	The category assigned to this video.
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 Interview Room module.</li><li>▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li><li>▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera.</li></ul>
DVR Name	The name of the DVR unit that recorded this video.
Duration	The length of this video, in minutes.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm:ss format.
Remove	Unlink this video from the case record.

-  **3** To view a video's details, click the video's Details icon. Otherwise proceed to the next step.
-  **4** To play a video, click the video's *Play* button. The Flashback Player launches in a separate window. For more information, see "Flashback2/3/BV Player" in chapter 2.

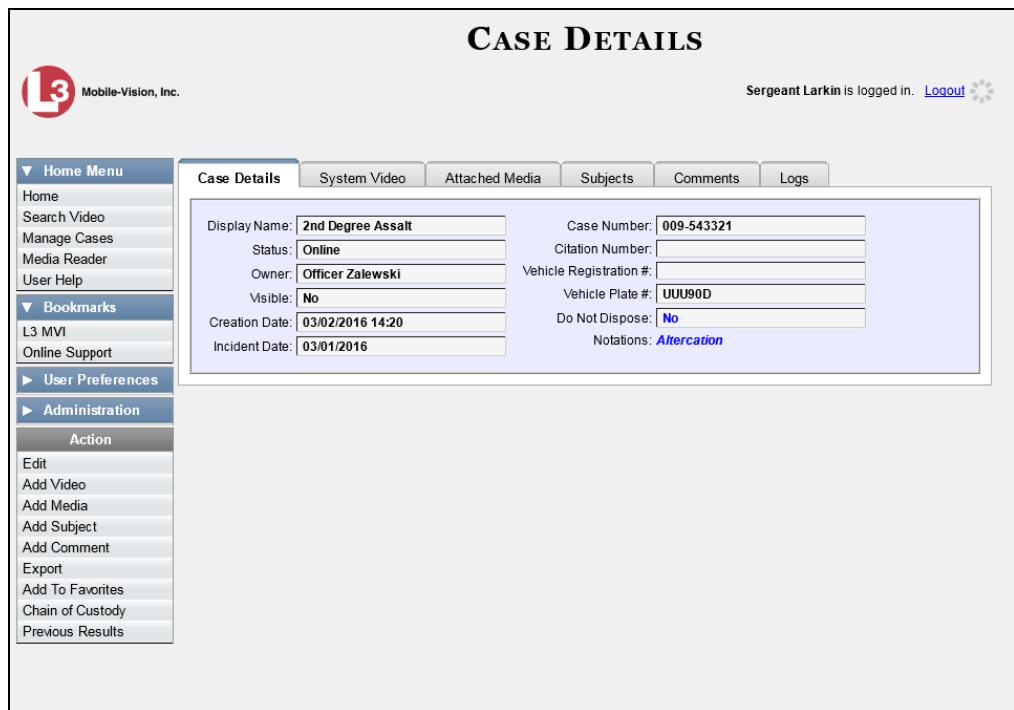
## Viewing a Case's Media Attachments

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 341.)

The Case Details page displays.





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**CASE DETAILS**

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

Display Name: **2nd Degree Assault** Case Number: **009-543321**  
 Status: **Online** Citation Number:   
 Owner: **Officer Zalewski** Vehicle Registration #:   
 Visible: **No** Vehicle Plate #: **UUU90D**  
 Creation Date: **03/02/2016 14:20** Do Not Dispose: **No**  
 Incident Date: **03/01/2016** Notations: **Altercation**

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**Administration**

**Action**  
Edit  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

- Click the **Attached Media** tab. All media 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 (2 total records)

Open	Preview	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
		Officer Zalewski	Officer Zalewski	1456946827681_SDC10196.JPG	03/02/2016 14:25	
		Officer Zalewski	Officer Zalewski	1456946827681_SDC10201.JPG	03/02/2016 14:25	

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**User Preferences**

**Administration**

**Action**  
Edit  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

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

(Continued)

Attached Media Tab	
Column	Description
Open	View the attached media file.
Preview	View the thumbnail image of an attached photo or graphic, if applicable. Text files will read <i>No Preview Available</i> .
Uploaded By	The user name of the officer who attached this media file to the case.
Collected By	The name of the officer who is responsible for collecting this evidence.
File Name	The name of this media file.
Date / Time	The date and time at which this media file was attached to the case. Displays in mm/dd/yyyy hh:mm:ss format.
Delete	Remove this media file from the case record.




- 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.

- Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays.

CASE DETAILS



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- Export
- Add To Favorites
- Chain of Custody
- Previous Results

Case Details

System Video

Attached Media

Subjects

Comments

Logs

Display Name: <input type="text" value="2nd Degree Assault"/>	Case Number: <input type="text" value="009-543321"/>
Status: <input type="text" value="Online"/>	Citation Number: <input type="text"/>
Owner: <input type="text" value="Officer Zalewski"/>	Vehicle Registration #: <input type="text"/>
Visible: <input type="text" value="No"/>	Vehicle Plate #: <input type="text" value="UUU90D"/>
Creation Date: <input type="text" value="03/02/2016 14:20"/>	Do Not Dispose: <input type="text" value="No"/>
Incident Date: <input type="text" value="03/01/2016"/>	Notations: <span style="color: blue;">Altercation</span>

- Click the **Subjects** tab. All subjects that are currently linked to this case display.

The columns on the **Subjects** tab are described below.

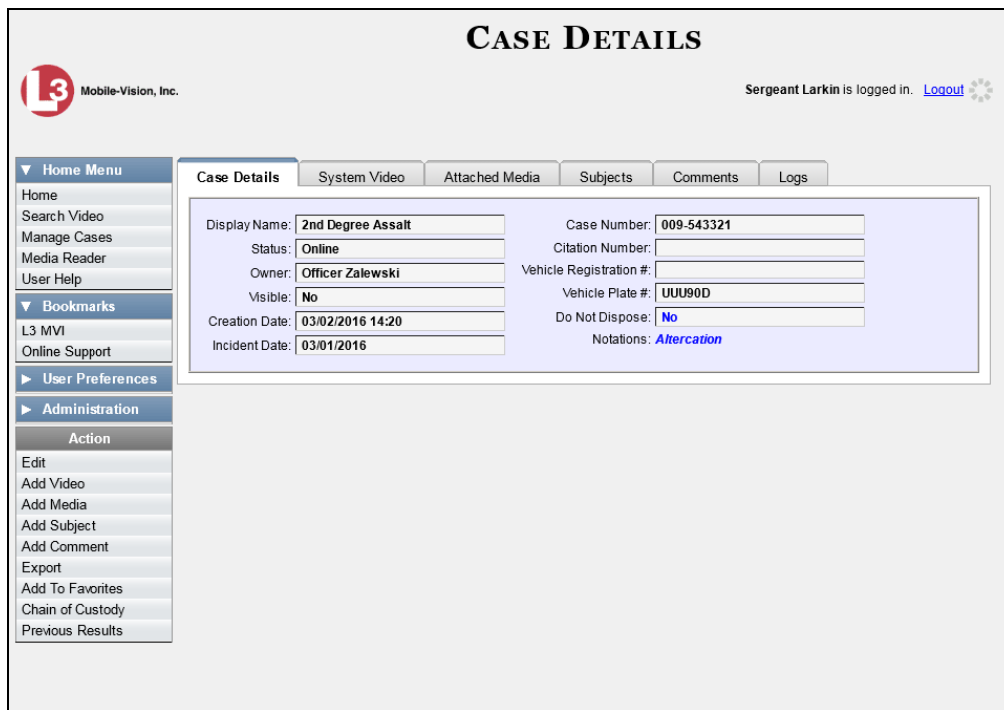
Subjects Tab	
Column	Description
Full Name	The subject's first and last name.
Date of Birth	The subject's date of birth.
Gender	The subject's gender.
Race	The subject's race. This field's values are defined by the System Administrator. For more information, see "Adding a Race" in chapter 7.
Type	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.). This field's values are defined by the System Administrator. For more information, see "Maintaining Subject Types" on page 408.
Edit	Update this subject record.
Delete	Permanently delete this subject record.

## Viewing a Case's Comments

This section describes how to view the comment records that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.



**CASE DETAILS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

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Action

Edit  
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: **2nd Degree Assault** Case Number: **009-543321**

Status: **Online** Citation Number:

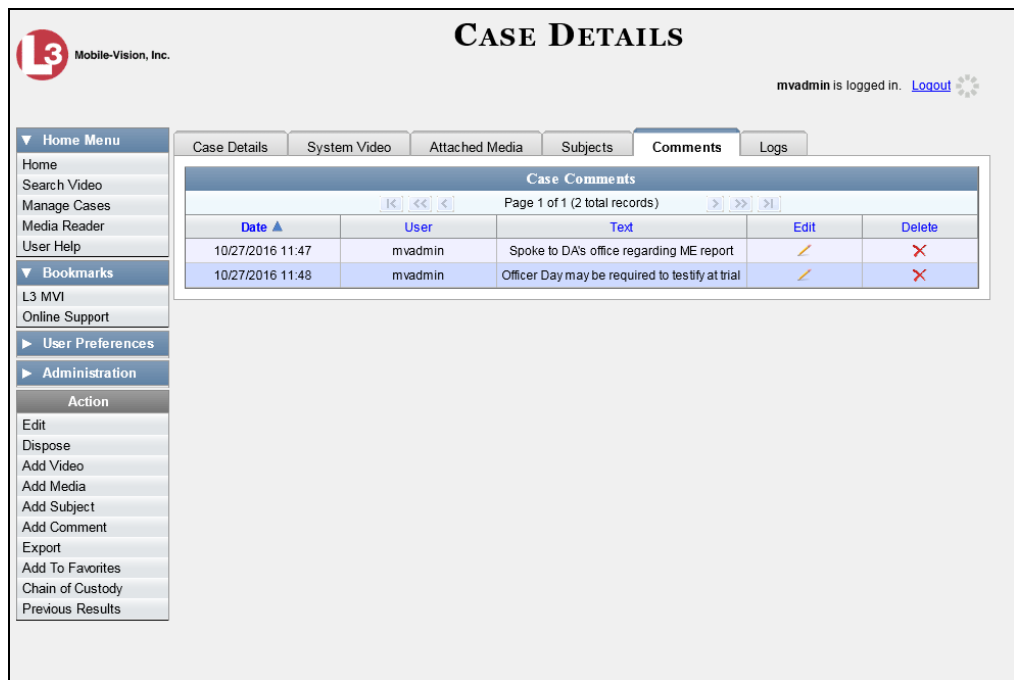
Owner: **Officer Zalewski** Vehicle Registration #:

Visible: **No** Vehicle Plate #: **UUU90D**

Creation Date: **03/02/2016 14:20** Do Not Dispose: **No**

Incident Date: **03/01/2016** Notations: **Altercation**

- 2 Click the **Comments** tab. All comments that are currently linked to this case display.



**Mobile-Vision, Inc.**

**CASE DETAILS**

mvdadmin is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | **Comments** | Logs

**Case Comments**

Page 1 of 1 (2 total records)

Date ▲	User	Text	Edit	Delete
10/27/2016 11:47	mvdadmin	Spoke to DA's office regarding ME report		
10/27/2016 11:48	mvdadmin	Officer Day may be required to testify at trial		

**Home Menu**

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**Administration**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

The columns on the **Comments** tab are described below.

Comments Tab	
Column	Description
Date	The date and time at which this comment was added to the case. Displays in mm/dd/yyyy hh:mm format.
User	The user name of the officer who entered this comment.
Text	The comment itself.
Edit	Update this comment.
Delete	Permanently delete this comment.


## Viewing a Case's Logs

This section describes how to view a case's logs. The case logs show *who* performed various actions on a case and *when*. The case logs can, for example, tell you who created, edited, reactivated, or added media attachments to a case and when.

- 1 Search for and display the case you wish to view. (If necessary, review "Displaying a Case" on page 341.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Logs** tab. The case's log records display.

(Continued)

## CASE DETAILS


Sergeant Larkin is logged in. [Logout](#)

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- Edit
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- Add Subject
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- Chain of Custody
- Previous Results

Case Details
System Video
Attached Media
Subjects
Comments
Logs

**Case Logs**

Page 1 of 2 (16 total records)

Date ▲	User	Action	IP Address
03/02/2016 14:20	Officer Zalewski	Case Created	166.20.100.160
03/02/2016 14:25	Officer Zalewski	System Media #324 Added To Case	166.20.100.160
03/02/2016 14:25	Officer Zalewski	System Media #316 Added To Case	166.20.100.160
03/02/2016 14:25	Officer Zalewski	User Media #326 Uploaded With File Name '1456946827680_Quick_Check.JPG' Collected By 'Officer Zalewski'	166.20.100.160
03/02/2016 14:25	Officer Zalewski	User Media #327 Uploaded With File Name '1456946827681_SDC10196.JPG' Collected By 'Officer Zalewski'	166.20.100.160
03/02/2016 14:25	Officer Zalewski	User Media #328 Uploaded With File Name '1456946827681_SDC10201.JPG' Collected By 'Officer Zalewski'	166.20.100.160
03/02/2016 14:44	Officer Zalewski	Subject Devin Cates' Added To Case	166.20.100.160
03/02/2016 14:44	Officer Zalewski	Subject Elaine Ostrum' Added To Case	166.20.100.160

If necessary, use the navigation arrows at the top of the page to scroll through the list.

The columns on the **Logs** tab are described below.

Logs Tab	
Column	Description
Date	The date and time at which this action occurred. Displays in mm/dd/yyyy hh:mm format.
User	The user name of the individual 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.

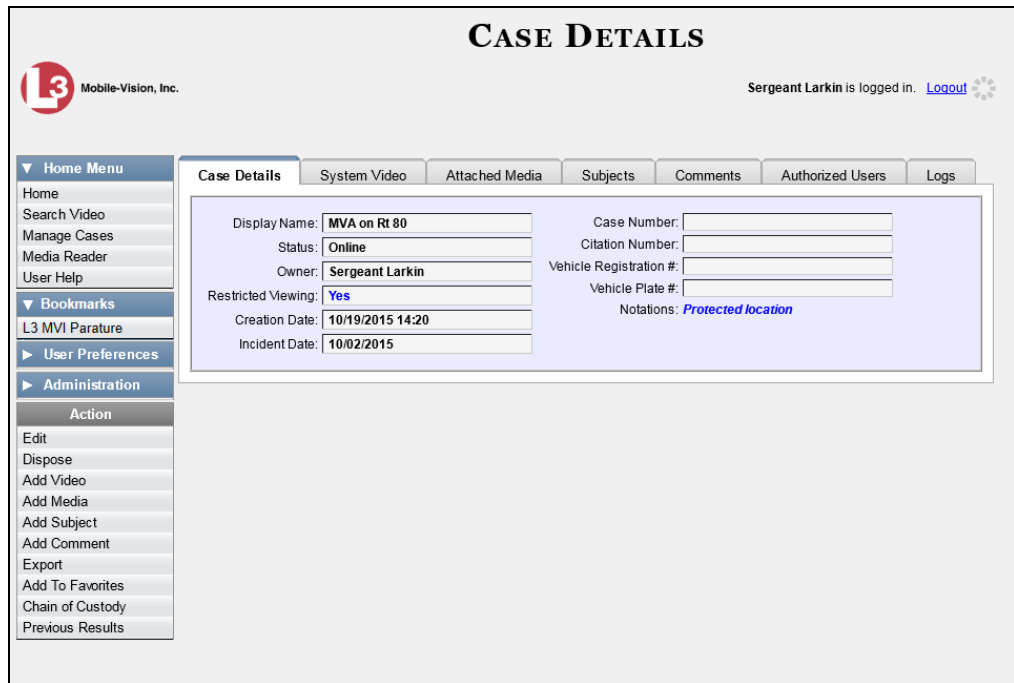
### Viewing a Restricted Case’s Authorized Users

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 329.

- 1 Search for and display the restricted case you wish to view. (If necessary, review “Displaying a Case” on page 341.)

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Safe Fleet Mobile-Vision • 7.19.2019



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**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Authorized Users | Logs

Display Name: **MVA on Rt 80** Case Number:

Status: **Online** Citation Number:

Owner: **Sergeant Larkin** Vehicle Registration #:

Restricted Viewing: **Yes** Vehicle Plate #:

Creation Date: **10/19/2015 14:20** Notations: **Protected location**

Incident Date: **10/02/2015**

**Home Menu**

- Home
- Search Video
- Manage Cases
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- L3 MVI Parature

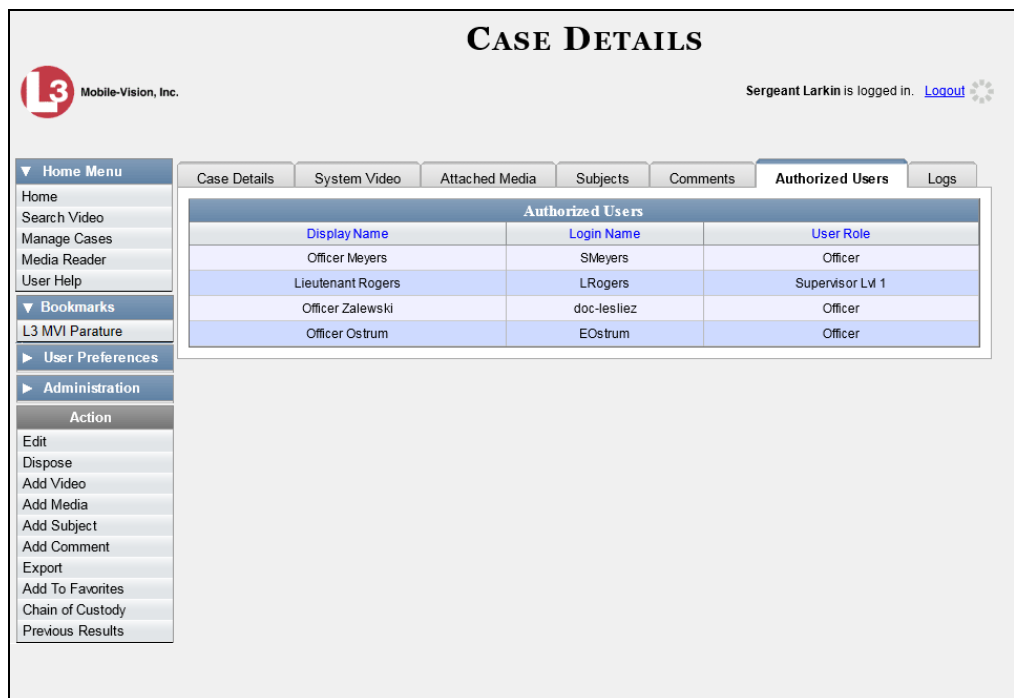
**User Preferences**

**Administration**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

2 Click the **Authorized Users** tab. The list of authorized users for this case displays.



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**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | **Authorized Users** | Logs

**Authorized Users**

Display Name	Login Name	User Role
Officer Meyers	SMeyers	Officer
Lieutenant Rogers	LRogers	Supervisor LM 1
Officer Zalewski	doc-lesliez	Officer
Officer Ostrum	EOstrum	Officer

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- L3 MVI Parature

**User Preferences**

**Administration**

**Action**

- Edit
- Dispose
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

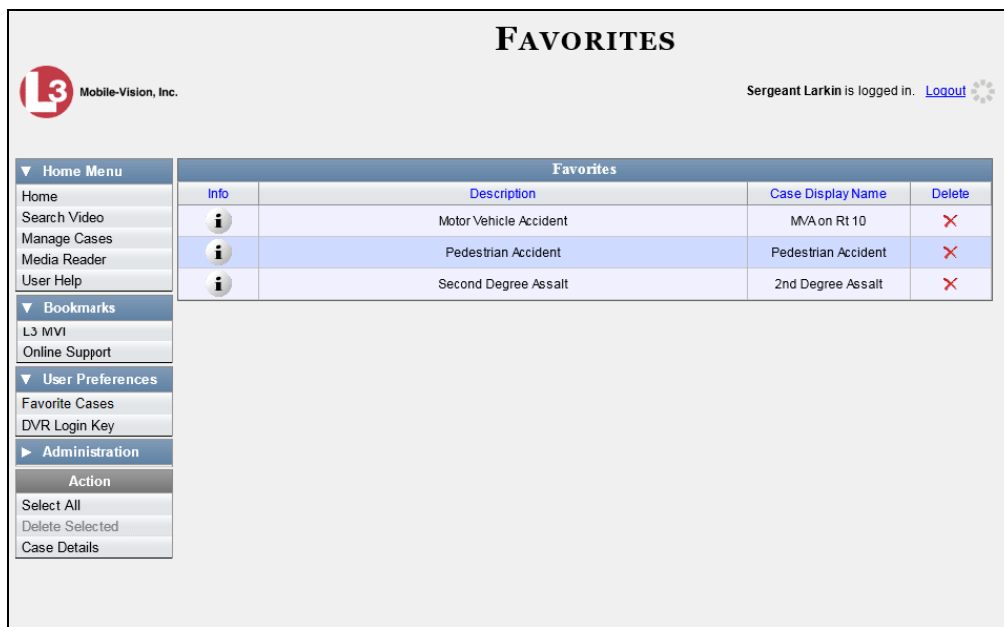
For instructions on adding/removing users from this list, refer to the following sections:

- Adding a User to a Restricted Case, page 368, beginning with step 3
- Removing a User from a Restricted Case, page 370, beginning with step 3.

## Viewing Your List of Favorite Cases







This section describes how to view cases on your “Favorite Cases” list. For more information on this feature, see page 371.

- 1 Go to **▼ User Preferences** and click **Favorite Cases**. The Favorite Cases page displays.



**FAVORITES**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu	Favorites			
Home	Info	Description	Case Display Name	Delete
Search Video		Motor Vehicle Accident	MVA on Rt 10	
Manage Cases		Pedestrian Accident	Pedestrian Accident	
Media Reader		Second Degree Assault	2nd Degree Assault	
User Help				

▼ Bookmarks

- L3 MVI
- Online Support

▼ User Preferences

- Favorite Cases
- DVR Login Key


► Administration

Action

- Select All
- Delete Selected
- Case Details

- 2 To *add* a case to this list, see “Adding a Case to Your List of Favorite Cases” on page 371.

– OR –

To *remove* a case from this list, click the  icon to the right of the case you wish to remove.

-  3 To access one of the cases on your list, click the Details icon to the left of that case.



## 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 357
- Adding a Media Attachment to a Case, page 359
- Removing a Media Attachment from a Case, page 361
- Adding a Subject to a Case, page 361
- Removing a Subject from a Case, page 362
- Updating a Case's Subjects, page 364
- Adding a Comment to a Case, page 366
- Removing a Comment from a Case, page 367
- Updating a Case's Comments, page 367
- Adding a User to a Restricted Case, page 368
- Removing a User from a Restricted Case, page 370.


## Adding a Video to a Case

This section describes how to add a video to an existing case.

- 1 Search for and display the case you wish to add a video to. (If necessary, review "Displaying a Case" on page 341.) The Case Details page displays.



**CASE DETAILS**

 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu  
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► Administration

Action

- Edit
- 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

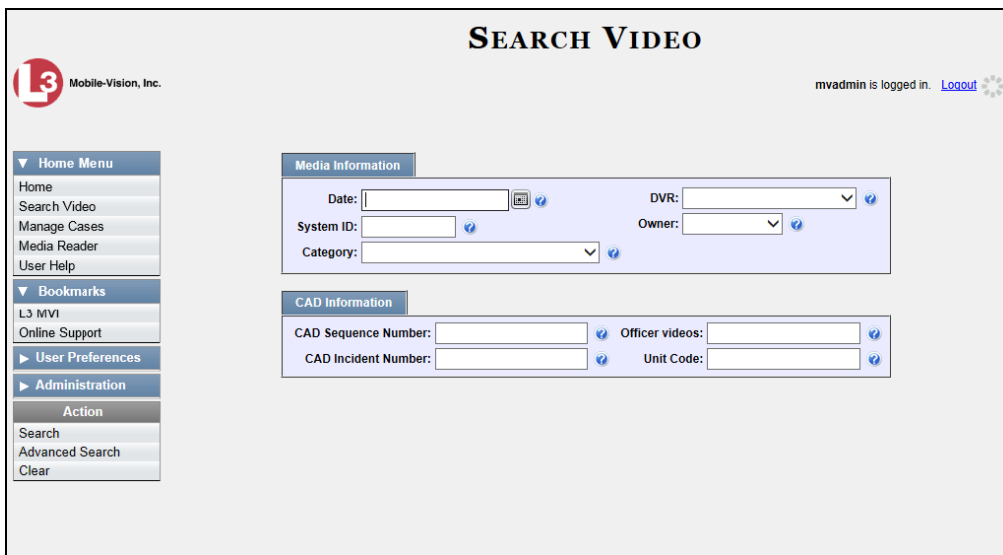
Display Name:	2nd Degree Assault	Case Number:	009-543321
Status:	Online	Citation Number:	
Owner:	Officer Zalewski	Vehicle Registration #:	
Visible:	No	Vehicle Plate #:	UUU90D
Creation Date:	03/02/2016 14:20	Do Not Dispose:	No
Incident Date:	03/01/2016	Notations:	Altercation

- Go to the **Action** column and click **Add Video**. The Choose Video to Add popup displays.

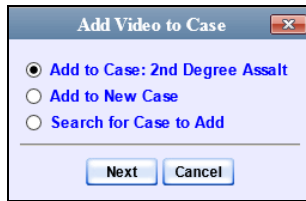


If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

- ⇒ If *one* radio button displays, skip to step 4.
  - ⇒ If *two* radio buttons display, proceed to the next step.
- To add the displayed video to your case, click **Next**. Skip to step 8.  
– OR –  
To add a *different* video to your case, select **Search for Video to add to Case**.
  - Click **Next**. The Search Video page displays.



- Search for and display the video you wish to add. (If necessary, review “Searching for Videos” in chapter 2.)
- Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.



- 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.



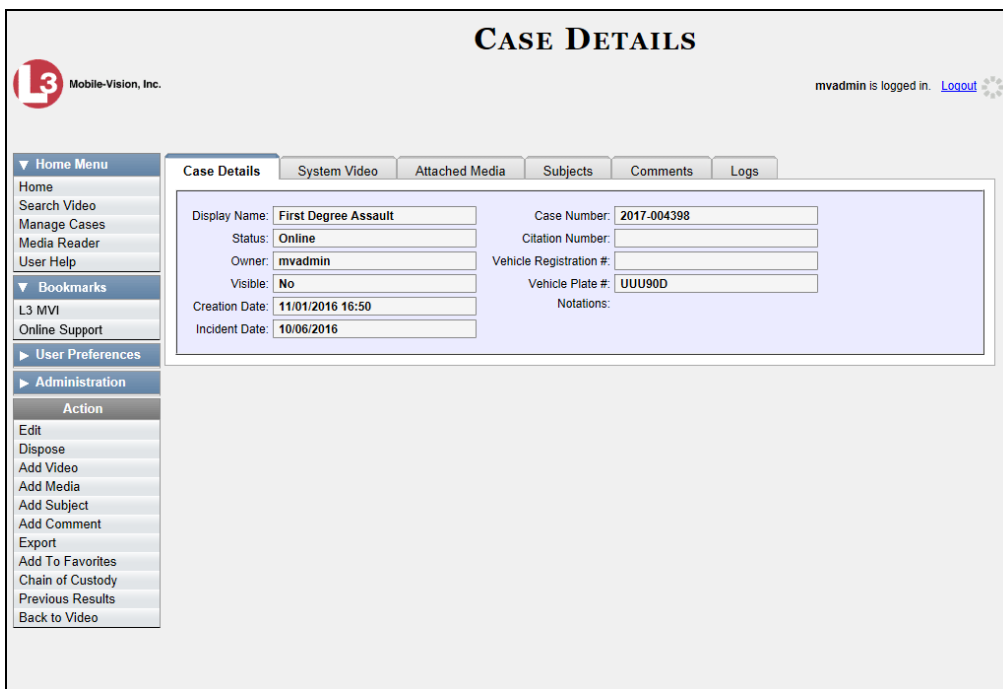
- 9 To add another video to this case, repeat steps 2 through 8.

## Removing a Video from a Case

This section describes how to remove a video from an existing case.

- 1 Search for and display the case you wish to remove a video from. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays.


*(Continued)*



- 2 Click the **System Video** tab. All the videos that are currently linked to this case display.



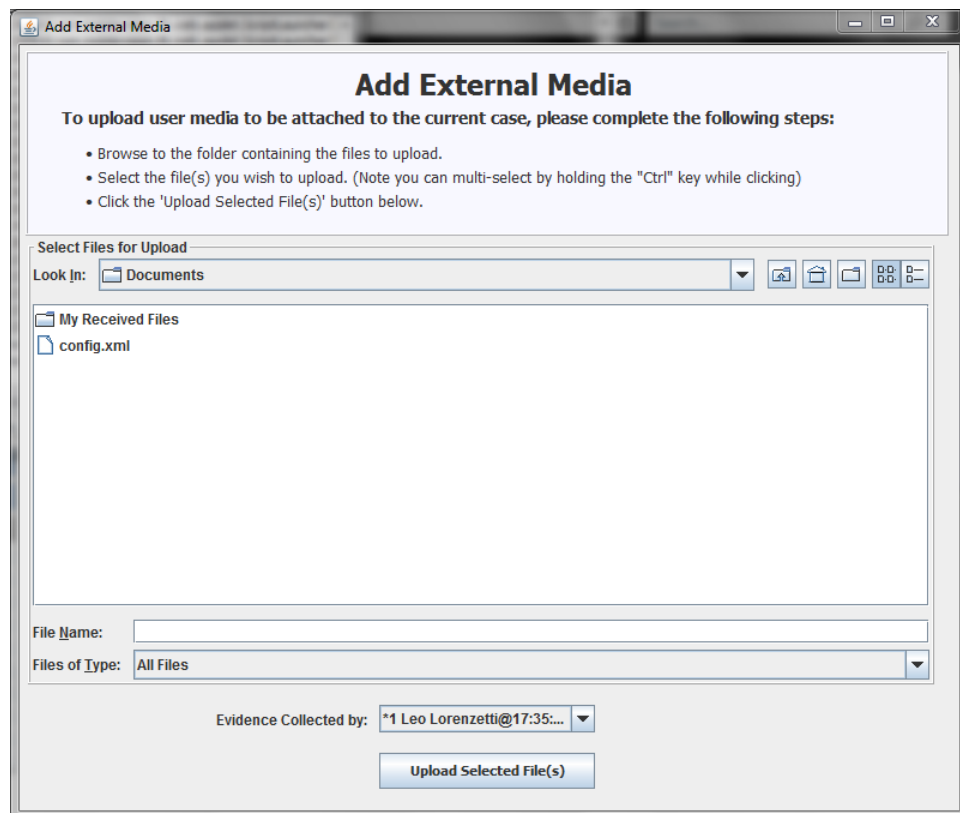
Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove
			Officer Ryan	Body Worn	Body Worn	*1 No Number@21:11:33	3 min	01/11/2016 08:55	
			*1 ONFB3@21:03:10	00- Unclassified- 90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:06	
			*1 ONFB3@21:03:10	00- Unclassified- 90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:10	

- 3 Locate the video you wish to remove, then go to the *Remove* column and click . The system removes the selected video from the case's video list.

## Adding a Media Attachment to a Case

This section describes how to add an attachment file to a case, such as an evidential photograph.

- 1 Search for and display the case you wish to attach a file to. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Add Media**.  
⇒ If the Add External Media page displays (typical), proceed to the next step.  
⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. Next, select the checkbox at the bottom of the *second* popup, then click **Run**. The Add External Media page displays.



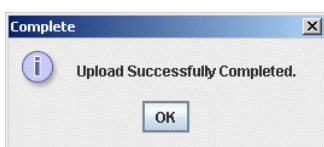
- 3 Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- 4 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.

- If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 7.

– OR –

If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.

- Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- Click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message displays.



- Click **OK**.
- Close the Add External Media popup.
- 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
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▶ Administration
- Action
- Edit
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
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Case Details
System Video
Attached Media
Subjects
Comments
Logs

**Attached Media**

Page 1 of 1 (2 total records)

Open	Preview	Uploaded By	Collected By	File Name ▲	Date / Time	Delete
		Officer Zalewski	Officer Zalewski	1456946827681_SDC10196.JPG	03/02/2016 14:25	✖
		Officer Zalewski	Officer Zalewski	1456946827681_SDC10201.JPG	03/02/2016 14:25	✖

For a description of the columns on this tab, see page 348.

Page | 360

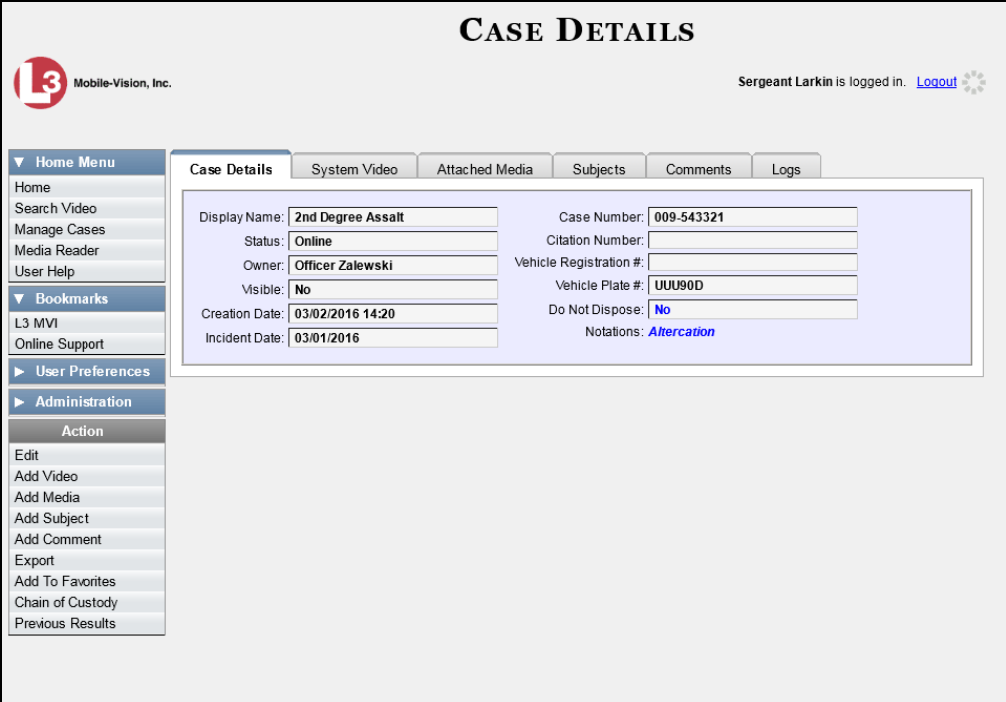
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Safe Fleet Mobile-Vision • 7.19.2019

## Removing a Media Attachment from a Case

This section describes how to remove a media file from a case.

- 1 Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.



CASE DETAILS	
Mobile-Vision, Inc.	Sergeant Larkin is logged in. <a href="#">Logout</a>
<b>Case Details</b>	System Video   Attached Media   Subjects   Comments   Logs
Display Name:	2nd Degree Assault
Status:	Online
Owner:	Officer Zalewski
Visible:	No
Creation Date:	03/02/2016 14:20
Incident Date:	03/01/2016
Case Number:	009-543321
Citation Number:	
Vehicle Registration #:	
Vehicle Plate #:	UUU90D
Do Not Dispose:	No
Notations:	Altercation

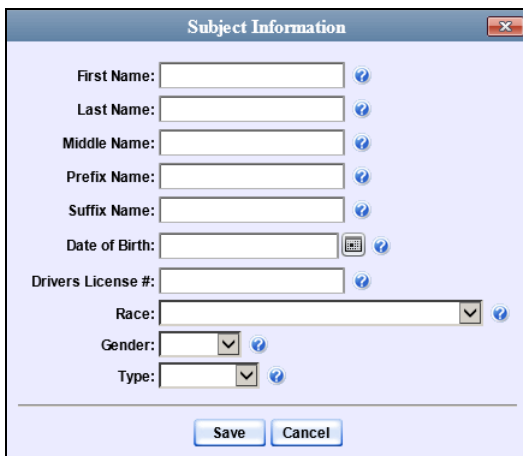
- 2 Click the **Attached Media** tab. All files that are currently linked to this case display, as pictured on the previous page.
- 3 Locate the file that you wish to remove, then go to the *Delete* column and click **X**. The system removes the selected file from the case’s Attached Media list.

## Adding a Subject to a Case

This section describes how to add a subject name to a case.

- 1 Search for and display the case you wish to add a subject to. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured above.
- 2 Go to the **Action** column and click **Add Subject**. The Subject Information popup displays.

(Continued)

A screenshot of a web form titled "Subject Information". The form contains several input fields: "First Name", "Last Name", "Middle Name", "Prefix Name", "Suffix Name", "Date of Birth" (with a calendar icon), "Drivers License #", "Race" (a dropdown menu), "Gender" (a dropdown menu), and "Type" (a dropdown menu). Each field has a small blue question mark icon to its right. At the bottom of the form are two buttons: "Save" and "Cancel".

3 Enter the subject's name in the following fields:

- First Name
- Last Name
- Middle Name, if applicable
- Prefix Name (Mr., Mrs., Ms., etc.)
- Suffix Name, if applicable (Jr., III, etc.)



4 Enter or select the subject's date of birth in the *Date of Birth* 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.

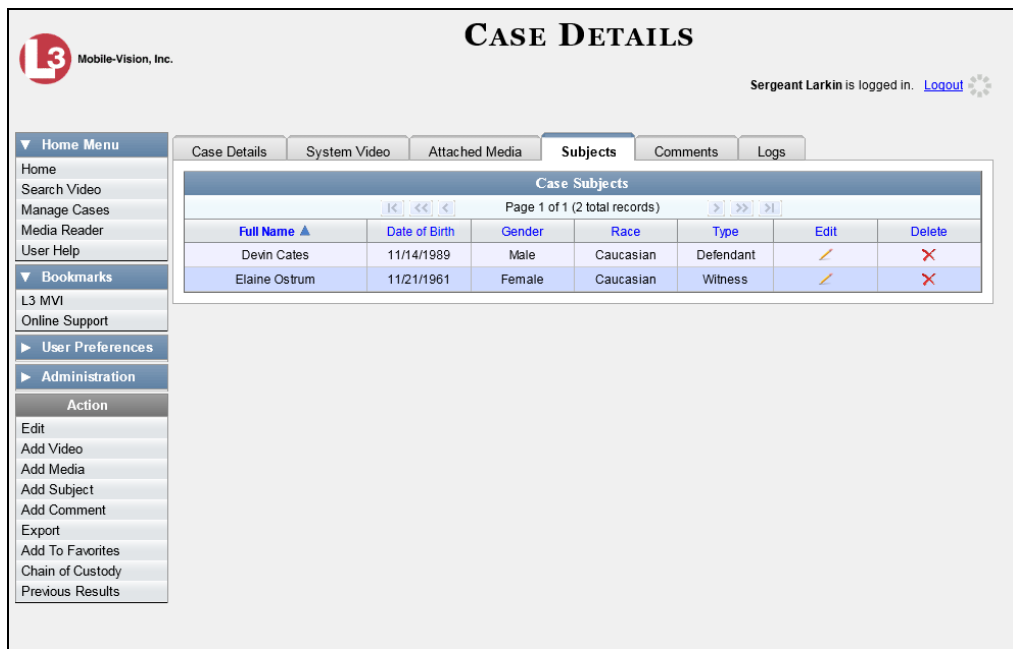
8 If your agency is using the *Type* field, select the type of subject from the *Type* drop-down list. Otherwise proceed to the next step.

9 Click **Save**. A confirmation message displays.

Subject Edward Ostrum successfully saved.

10 Click the **Subjects** tab. Your newly added subject displays.





**Mobile-Vision, Inc.** Sergeant Larkin is logged in. [Logout](#)

Case Details | System Video | Attached Media | **Subjects** | Comments | Logs

**Case Subjects**  
Page 1 of 1 (2 total records)

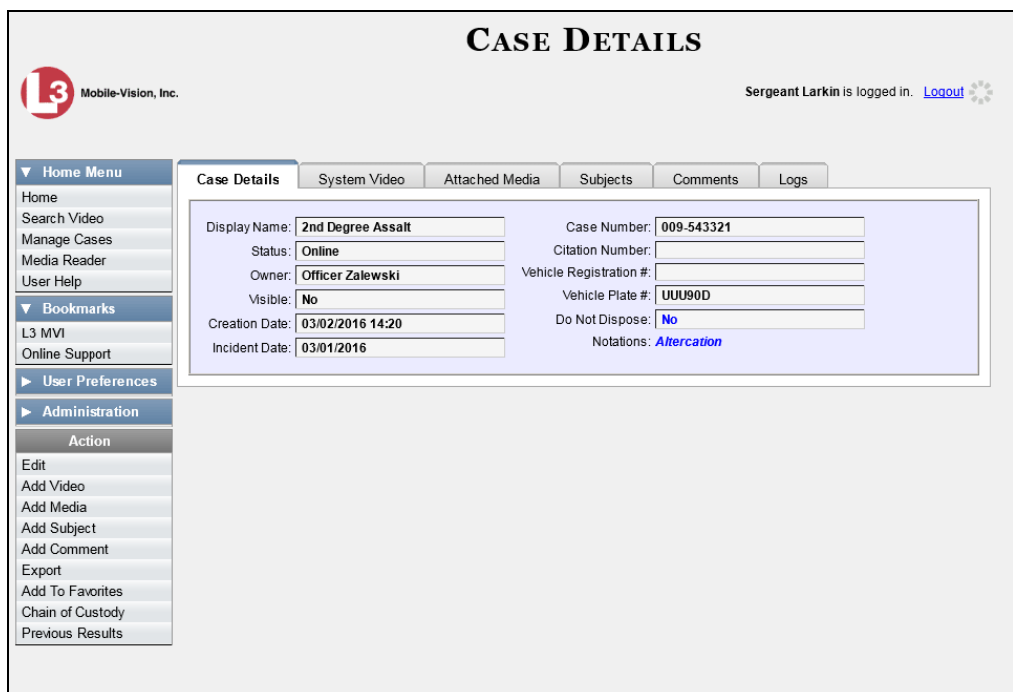
Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Defendant		
Elaine Ostrum	11/21/1961	Female	Caucasian	Witness		

- 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.

- Search for and display the case you wish to remove a subject from. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays.

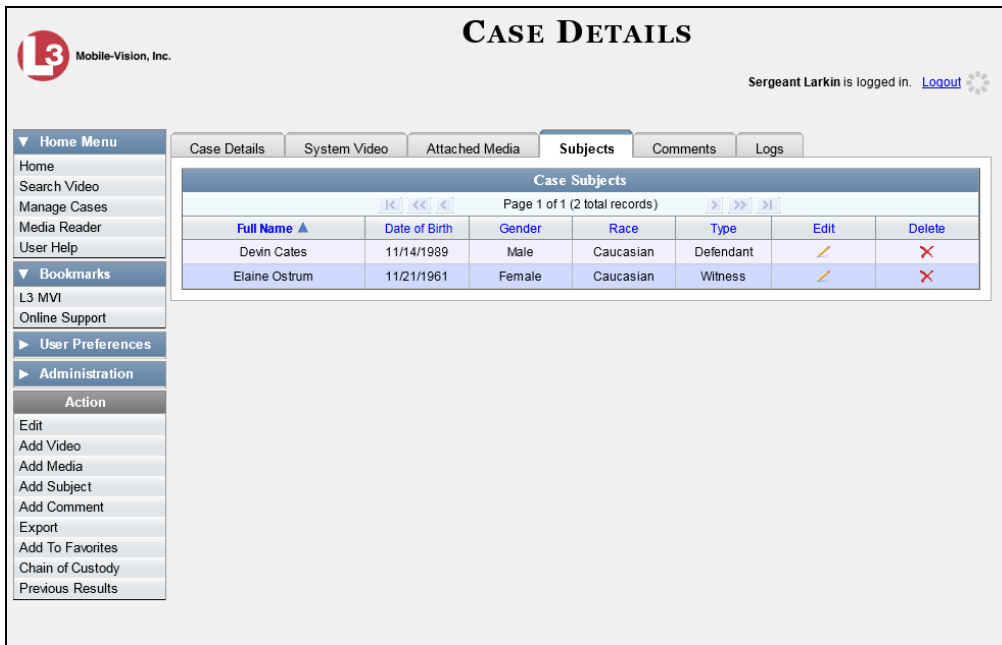


**Mobile-Vision, Inc.** Sergeant Larkin is logged in. [Logout](#)

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name:  Case Number:   
 Status:  Citation Number:   
 Owner:  Vehicle Registration #:   
 Visible:  Vehicle Plate #:   
 Creation Date:  Do Not Dispose:   
 Incident Date:  Notations: [Altercation](#)





- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display.




**Mobile-Vision, Inc.** **CASE DETAILS** Sergeant Larkin is logged in. [Logout](#)

Case Details System Video Attached Media **Subjects** Comments Logs

Case Subjects Page 1 of 1 (2 total records)

Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	Caucasian	Defendant		
Elaine Ostrum	11/21/1961	Female	Caucasian	Witness		

Home Menu  
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Administration  
Action  
Edit  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

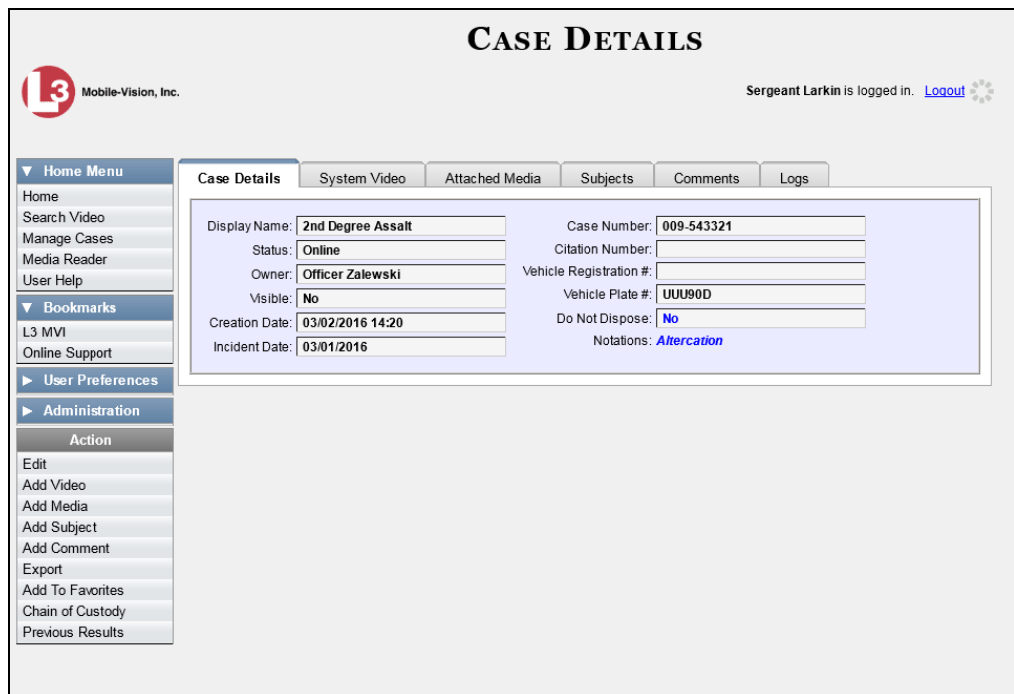
- 3 Locate the subject name you wish to remove, then go to the *Delete* column and click . The system removes the selected subject from the case's *Subjects* list.

### Updating a Case's Subjects

This section describes how to update information on the subject(s) that are currently linked to a case.

- 1 Search for and display the case you wish to update. (If necessary, review "Displaying a Case" on page 341.)

The Case Details page displays.



**Mobile-Vision, Inc.** Sergeant Larkin is logged in. [Logout](#)

**CASE DETAILS**

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **2nd Degree Assault** Case Number: **009-543321**

Status: **Online** Citation Number:

Owner: **Officer Zalewski** Vehicle Registration #:

Visible: **No** Vehicle Plate #: **UUU90D**

Creation Date: **03/02/2016 14:20** Do Not Dispose: **No**


Incident Date: **03/01/2016** Notations: **Altercation**

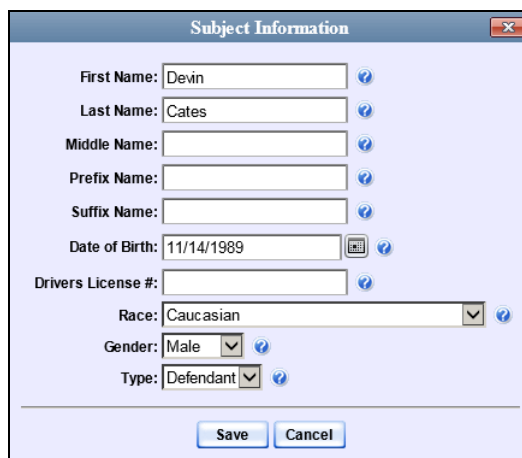
**Action**

- Edit
- 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, as pictured on the previous page.

The columns on the **Subjects** tab are described in the table on page 349.

- Click the  icon in the *Edit* column. The Subject Information popup displays.



**Subject Information**

First Name:  ?

Last Name:  ?

Middle Name:  ?

Prefix Name:  ?

Suffix Name:  ?

Date of Birth:  ?

Drivers License #:  ?

Race:  ?

Gender:  ?

Type:  ?

- Enter/select your changes, then click **Save**.

## Adding a Comment to a Case

This section describes how to add a comment to a case.

- 1 Search for and display the case you wish to add a comment to. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays.

**CASE DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Case Details System Video Attached Media Subjects Comments Logs

Display Name: **2nd Degree Assault** Case Number: **009-543321**

Status: **Online** Citation Number: [ ]

Owner: **Officer Zalewski** Vehicle Registration #: [ ]

Visible: **No** Vehicle Plate #: **UUU90D**

Creation Date: **03/02/2016 14:20** Do Not Dispose: **No**

Incident Date: **03/01/2016** Notations: **Altercation**

Home Menu

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- Media Reader
- User Help

Bookmarks

- L3 MVI
- Online Support

User Preferences

Administration

Action

- Edit
- Add Video
- Add Media
- Add Subject
- Add Comment
- Export
- Add To Favorites
- Chain of Custody
- Previous Results

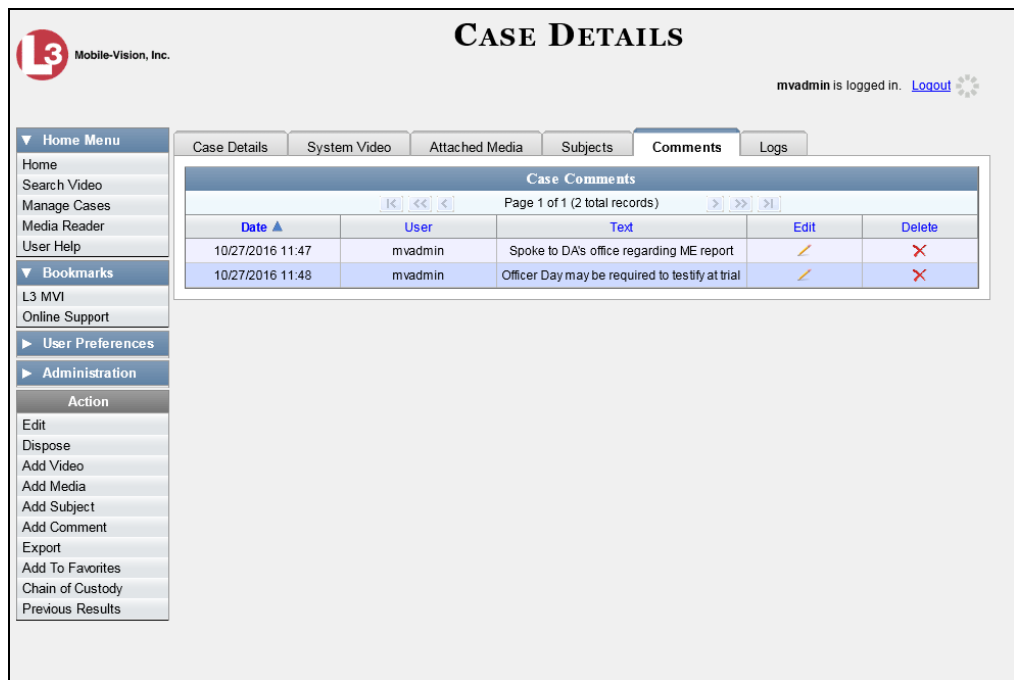
- 2 Go to the **Action** column and click **Add Comment**. The Please Add Your Comment Below popup displays.

Please Add Your Comment Below:





You have 256 characters left.

Save Cancel

- 3 Enter your comment in the space provided, then click **Save**.
- 4 Click the **Comments** tab. The new comment displays on the *Comments* list.




The screenshot shows the 'CASE DETAILS' page for 'Mobile-Vision, Inc.'. The user 'madmin' is logged in. The 'Comments' tab is active, displaying a table of case comments. The table has columns for Date, User, Text, Edit, and Delete. Two comments are listed: one from 10/27/2016 11:47 by madmin about a report, and another from 10/27/2016 11:48 by madmin about a trial testimony. The Edit column contains pencil icons, and the Delete column contains red X icons.

Date ▲	User	Text	Edit	Delete
10/27/2016 11:47	madmin	Spoke to DA's office regarding ME report		
10/27/2016 11:48	madmin	Officer Day may be required to testify at trial		


## Removing a Comment from a Case

This section describes how to remove an existing comment from a case.

- 1 Search for and display the case you wish to remove a comment from. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured above. The columns on this tab are described on page 351.
- 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.

## Updating a Case’s Comments

This section describes how to update information on the subject(s) that are currently linked to a case.

- 1 Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured on the previous page.
- 2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured above. The columns on this tab are described in the table on page 351.
- 3 Click the  icon in the *Edit* column. The Comments box displays.



Please Edit Your Comment Below:

Court date tentatively set for April 8th

You have 256 characters left.

Save Cancel

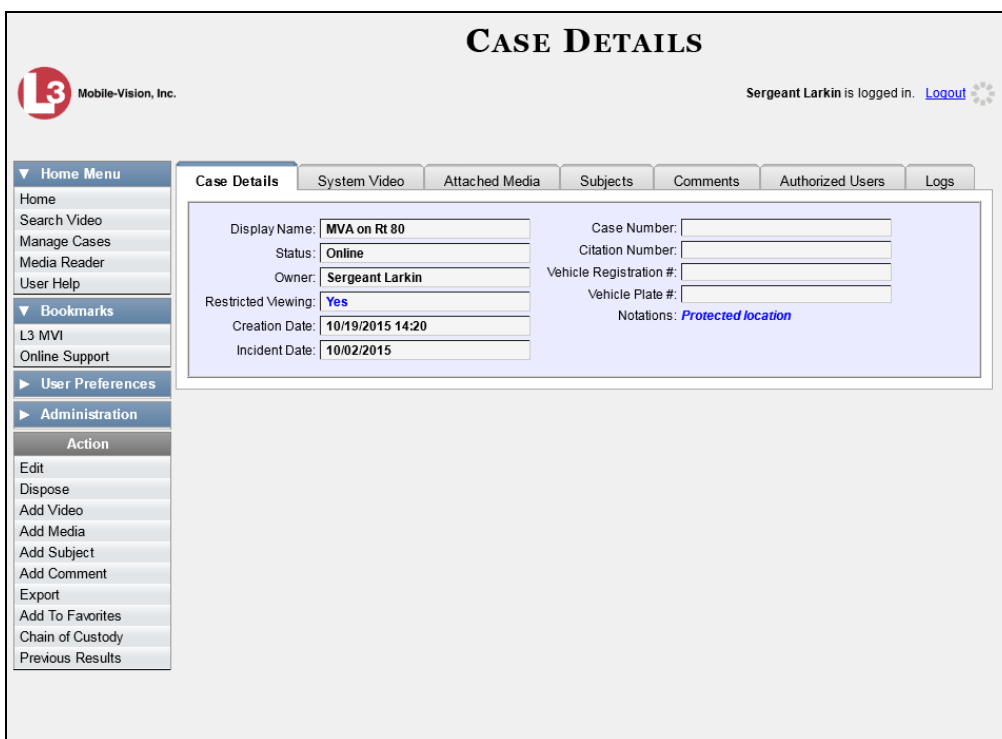
- 4 Enter your changes, then click **Save**.

## 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 329.

- 1 Search for and display the restricted case you wish to add a user to. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.



**CASE DETAILS**

 Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

Bookmarks  
L3 MVI  
Online Support

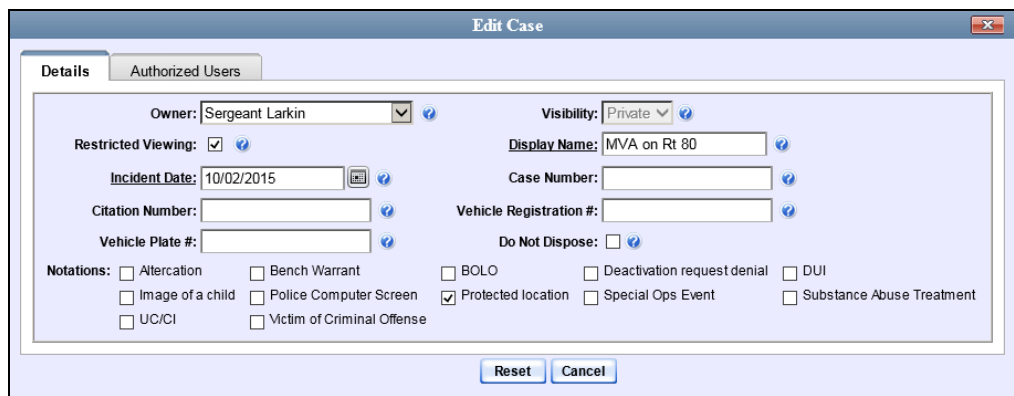
User Preferences  
Administration

Action  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results

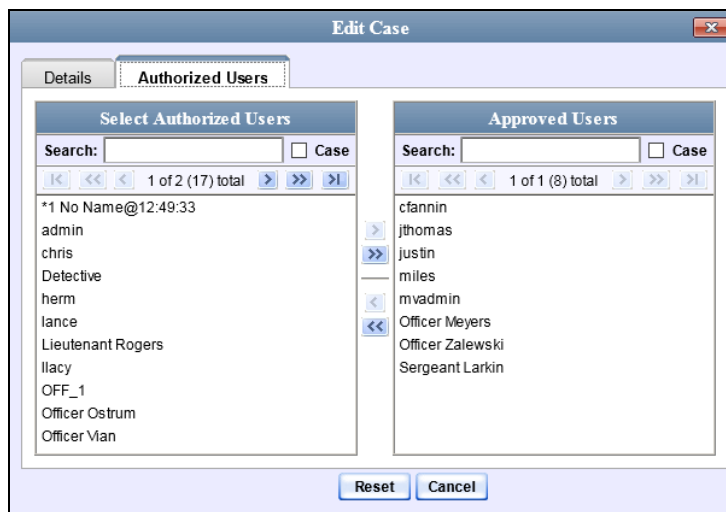
Case Details System Video Attached Media Subjects Comments Authorized Users Logs


Display Name: **MVA on Rt 80** Case Number:   
Status: **Online** Citation Number:   
Owner: **Sergeant Larkin** Vehicle Registration #:   
Restricted Viewing: **Yes** Vehicle Plate #:   
Creation Date: **10/19/2015 14:20** Notations: **Protected location**  
Incident Date: **10/02/2015**

- 2 Go to the **Action** column and click **Edit**. The Edit Case form displays.



3 Click the **Authorized Users** tab.



- 4 Go to the left column (Select Authorized Users) and click on the user you wish to allow access to this case. If the user name is not visible, 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 at the top of the *Authorized Users* column.
- 5 Once you've highlighted the appropriate user, click the  icon in the center column. The selected user name moves to the right column (Approved Users).
- 6 Click **Save**. A confirmation message displays at the top of the Case Details page.

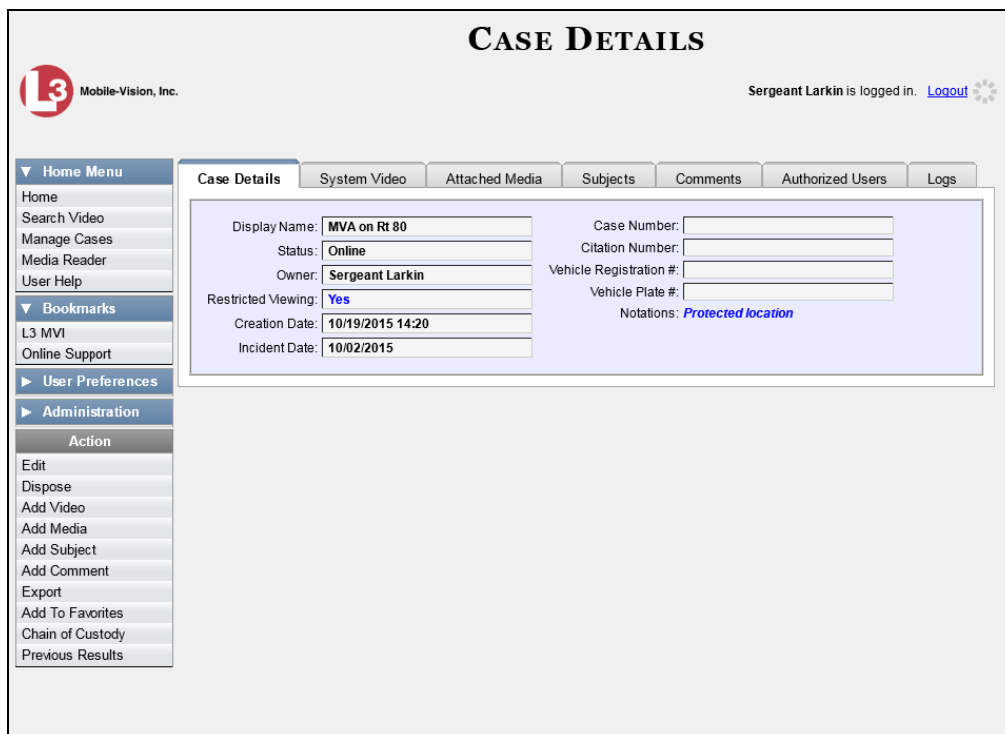
Case MVA on Rt 80 successfully saved

## Removing a User from a Restricted Case

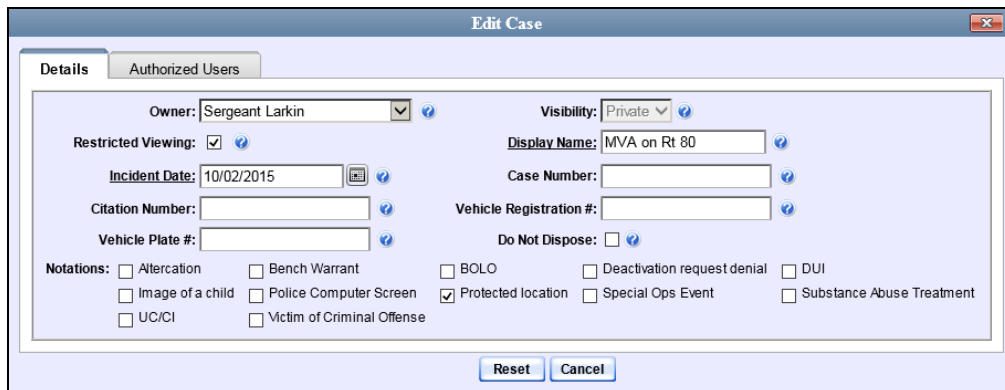
This section describes how to remove a user from the *Authorized Users* list for a restricted case. For more on restricted cases, see “Creating a Restricted Case” on page 329.

- 1 Search for and display the restricted case you wish to remove a user from. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.

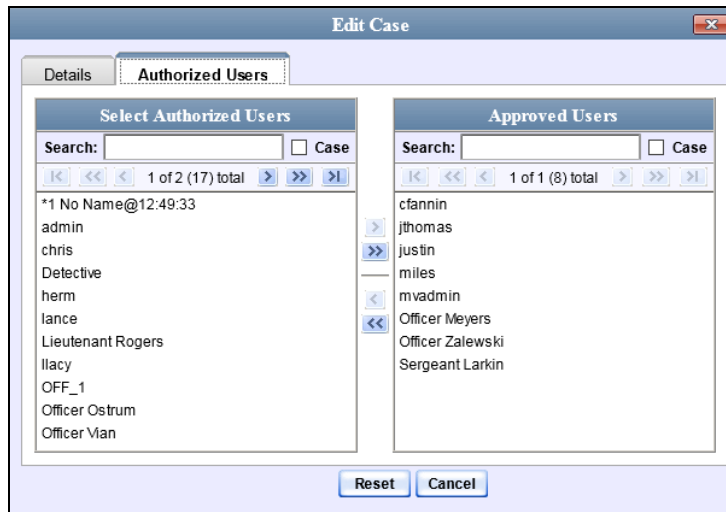



- 2 Go to the **Action** column and click **Edit**. The Edit Case form displays.



- 3 Click the **Authorized Users** tab.





- 4 Go to the right column (Approved Users) and click on the user you wish to remove.
- 5 Once you've highlighted the correct user, click the  icon in the center column. The selected user is removed from the Approved Users list.
- 6 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case MVA on Rt 80 successfully saved

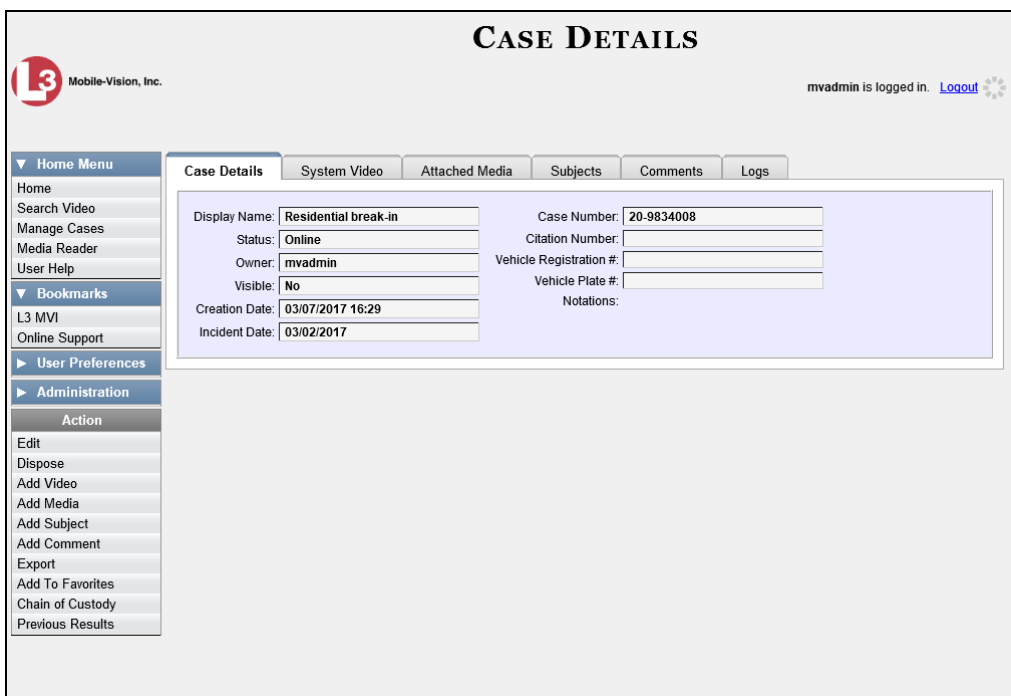
## Adding a Case to Your List of Favorite Cases

This section describes how to add a case to your “Favorite Cases” list. This feature provides you with a quick and easy method to access those cases that you refer to frequently.

- 1 Search for and display the case you wish to add to your Favorite Cases list. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.

*(Continued)*

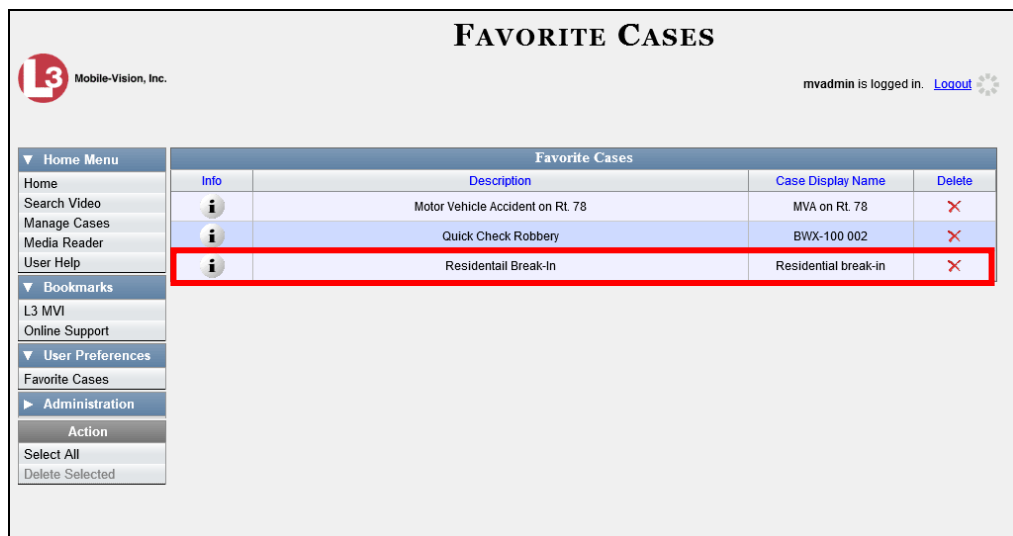


- Go to the **Action** column and click **Add To Favorites**. The Add Description for Favorite popup displays.



- Enter a description for the case in the field provided, then click **Save**. The selected case is added to your Favorite Cases list.

To view the Favorite Cases list, go to **User Preferences** and click **Favorite Cases**.



## Removing a Case from Your List of Favorite Cases

This section describes how to remove a case from your “Favorite Cases” list.

- 1 Go to **User Preferences** and click **Favorite Cases**. Your Favorite Cases list displays, as pictured above.
- 2 Locate the case you wish to remove from the list, then go to the *Delete* column and click **X**. The system removes the selected case from the Favorite Cases list.

## Marking a Case for Disposal

This section describes how to mark, or flag, a case for *disposal*. Disposal is the process of changing a case’s status from *online* to *offline*. Once a case is offline, you can still view the case record, but you can’t export 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 **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 341.)

The Case Details page displays, as pictured on the previous page.



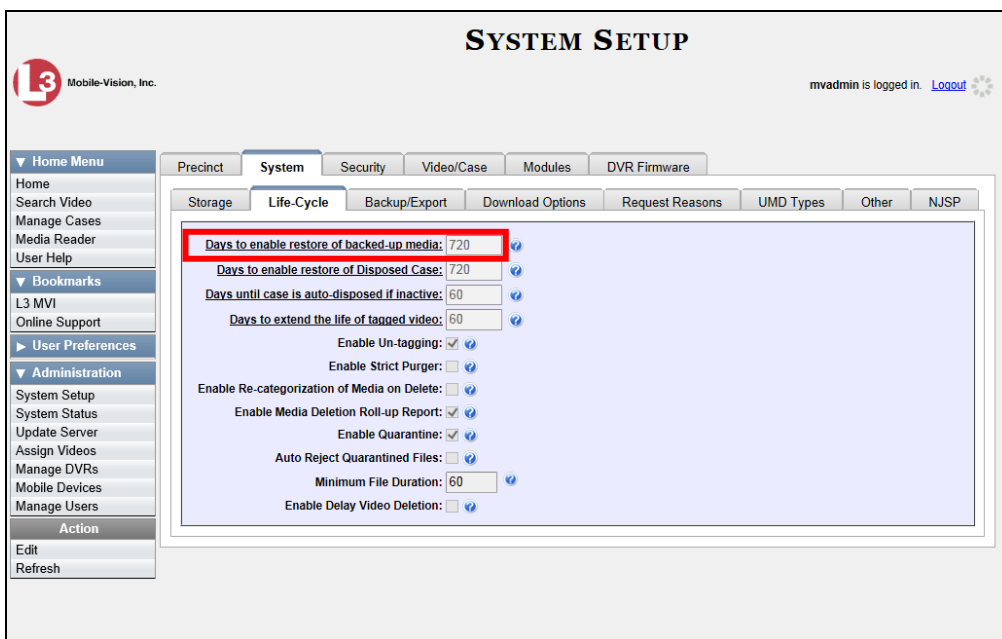
**HINT:** Before you continue, look in the **Action** column. If the **Dispose** option does *not* display, it means that the dispose feature is not available for this case. Either the case is already offline, it is too young to be disposed of, or the case's *Do Not Dispose* checkbox is selected. For more on the *Do Not Dispose* feature, see page 327.

- 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 external backup device drive.

There is a limited time period in which you can reactivate an offline case. This time period depends on the *Days to enable restore of backed-up media* setting.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The 'System' tab is selected, and the 'Life-Cycle' sub-tab is active. The 'Days to enable restore of backed-up media' setting is highlighted with a red box and set to 720. Other settings include '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' (60), 'Enable Un-tagging' (checked), 'Enable Strict Purger' (unchecked), 'Enable Re-categorization of Media on Delete' (unchecked), 'Enable Media Deletion Roll-up Report' (checked), 'Enable Quarantine' (checked), 'Auto Reject Quarantined Files' (unchecked), 'Minimum File Duration' (60), and 'Enable Delay Video Deletion' (unchecked).

For instructions on changing this setting, see “Viewing/Changing the Online Life-cycle 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, next page
- Reactivating a Case from an External Backup Device, page 377.

## Reactivating a Case from a Backup Disc


This section describes how to reactivate, or restore, an offline case from an archive or 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.



**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 377 for further instructions. If you’re not sure what your backup mode is, see “View Your Backup Mode” on page 378.

- 1 To reactivate a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured on the next page. Skip to step 3.

– OR –

To reactivate a case for another user, go to  and click **Home**. The Home menu displays.

**WELCOME HOME**  
Your last login was on: 04/08/2019 11:45:35  
mvadmin is logged in. [Logout](#)


**Message Board**

My Messages  All Messages

Inbox Messages				
Page 1 of 1 (6 total records)				
Date	State	Message Text	Actions	
04/08/2019 15:32	Queued	Please restore Case 'Robbery at Quick Check' to an online status.		
04/04/2019 14:13	Completed	A partial server update was successfully completed (2.1.18).		
04/02/2019 14:02	Completed	Export Domestic Disc 1 of 1 is now ready for download.		
03/28/2019 10:57	Completed	Server Update to build number 4.0.10.RC2-22069 was successfully completed.		
03/26/2019 17:23	Completed	Export FB video export 01 Disc 1 of 1 is now ready for download.		
02/15/2019 08:15	Completed	Connection issue retrieving CAD data for media id: 390		

Sent Messages				
Page 1 of 1 (2 total records)				
Date	State	Message Text	Actions	
04/08/2019 15:36	Working	Auto-DVD request to Backup PC 'bupc' for Case 'MVA on Rt. 80' - Disc 1 of 1		

- 2  Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon.

The Case Details page displays.

(Continued)

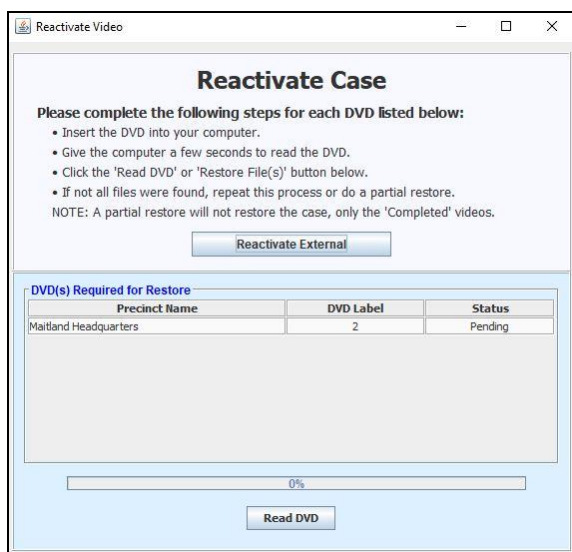


3 Go to the **Action** column and click **Reactivate Now**.

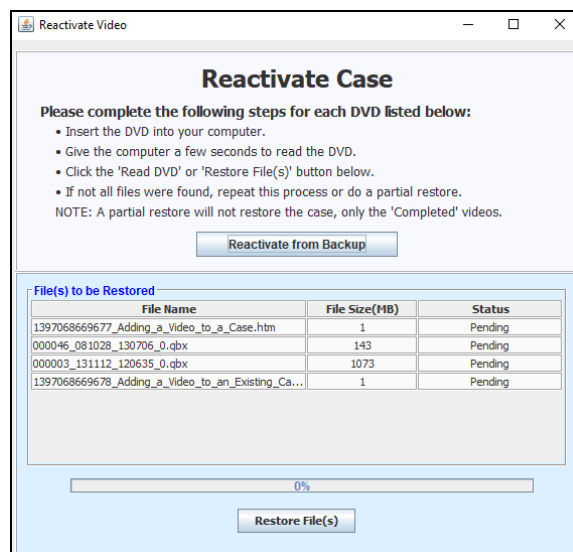
⇒ If the Reactivate Case popup displays (pictured below), proceed to the next step.

⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. The Reactivate Case popup displays.

This popup may appear slightly different depending on whether this case was previously backed up to an *Archive* disc (Certified Backup) or an *Export* disc (User-Requested Backup).



Reactivating from an Archive disc



Reactivating from an Export disc

- 4 If the center column reads *DVD Label*, proceed to the next step.  
– OR –  
If the center column reads *File Size(MB)*, locate your backup disc, then skip to step 6.
- 5 Look at the number in the *DVD Label* column. This is the number of the Certified Backup Disc that contains the case you're looking for. Locate this disc, then proceed to the next step.
- 6 Insert the backup disc in your PC's CD/DVD tray. (Must be either a Certified Backup Disc or an Export disc that is in Data DVD format.) Give the computer a few seconds to read the DVD, then proceed to the next step.
- 7 Click **Read DVD** or **Restore File(s)**. After a momentary delay, the Case Details screen will redisplay, indicating that the case has been successfully restored.



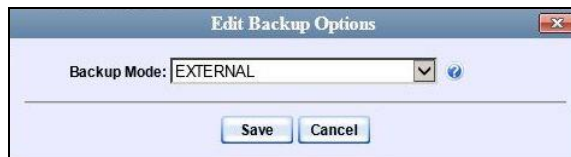
**NOTE:** If your session “times out” during the reactivation, you need to increase your Session Timeout number. For further instructions, see “Changing the Session Timeout Setting” in chapter 7.

## 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 374.

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.

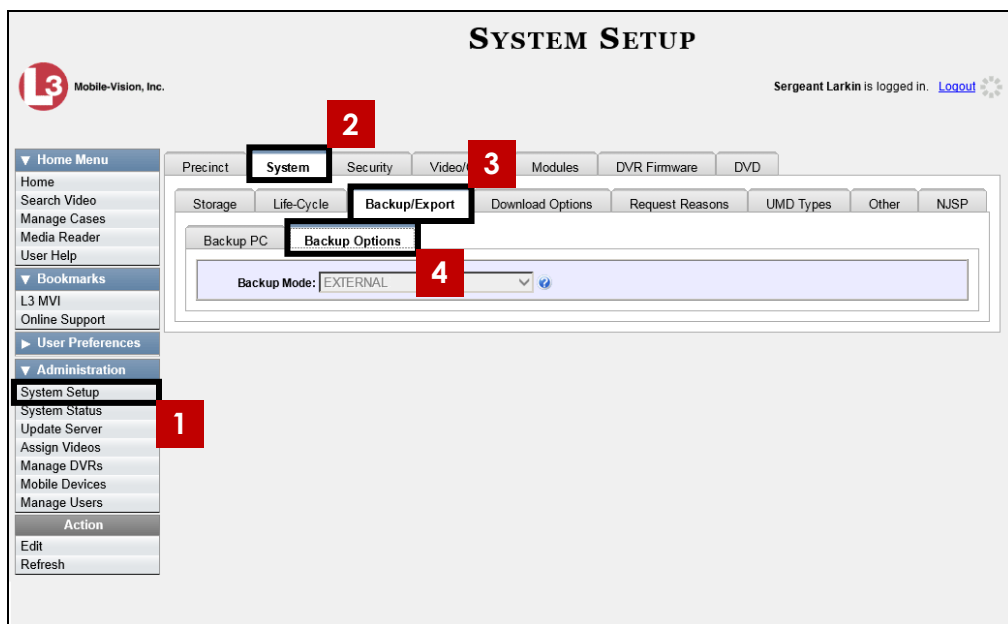
Use this procedure if your Backup Mode is set to **EXTERNAL**.



If you're not sure what your backup mode is, select the following menu options to display the **Backup Options** tab.

*(Continued)*

### 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 375 instead.

- 1 To reactive a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 341.) The Case Details page displays, as pictured on the next page. Skip to step 3.

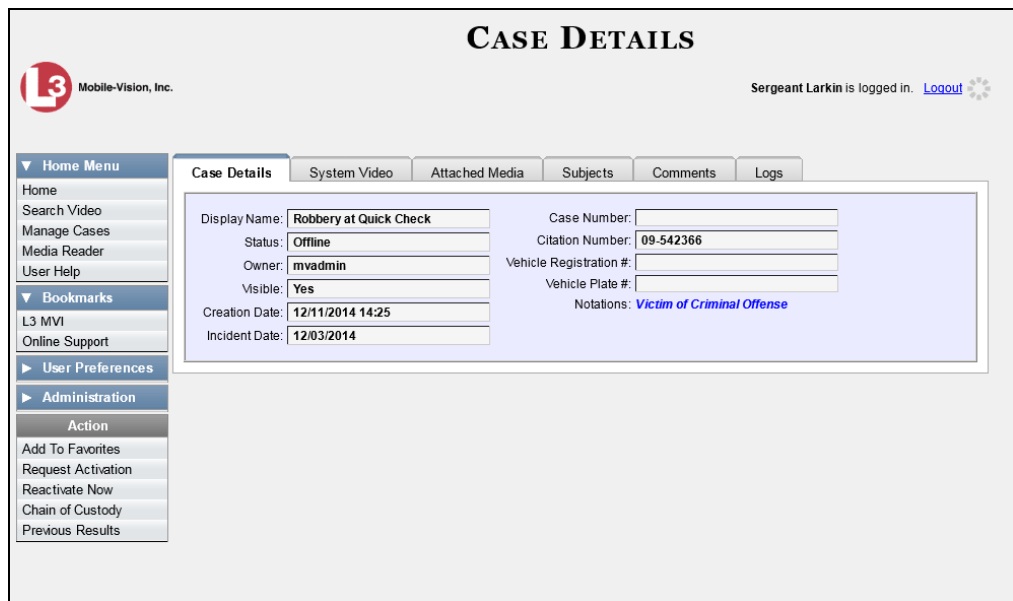
– OR –

To reactive a case for another user, go to **Home Menu** and click **Home**. The Home menu displays.

- ➔ 2 Locate the reactivation request on your *Inbox Messages* list, then click the View Case Detail icon.

The Case Details page displays.





**CASE DETAILS**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences  
► Administration  
Action  
Add To Favorites  
Request Activation  
Reactivate Now  
Chain of Custody  
Previous Results

Case Details | System Video | Attached Media | Subjects | Comments | Logs

Display Name: **Robbery at Quick Check** Case Number:   
 Status: **Offline** Citation Number: **09-542366**  
 Owner: **mvadmin** Vehicle Registration #:   
 Visible: **Yes** Vehicle Plate #:   
 Creation Date: **12/11/2014 14:25** Notations: **Victim of Criminal Offense**  
 Incident Date: **12/03/2014**

- Go to the **Action** column and click **Reactivate Now**. The Directories to Restore for Reactivation page displays.



**DIRECTORIES TO RESTORE FOR REACTIVATION**

Mobile-Vision, Inc. Sergeant Larkin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences  
► Administration  
Action  
Cancel  
Continue

Reactivate from Tape

- Please use your tape backup software to restore the directories listed as 'Server Path' below.
- Once you have restored all the directories, please click the 'Continue' button.

Server Path	File Name	Backup Label
#bdata/00/media/2008/10/28/11/	000046_081028_130706_0.qbx	2

- Using the software that came with your backup device (e.g., tape backup software), restore the directory(ies) that are listed in the *Server Path* column.
- Go to the **Action** column and click **Continue**. After a momentary delay, a confirmation message will display.

Case Reactivate Successful.

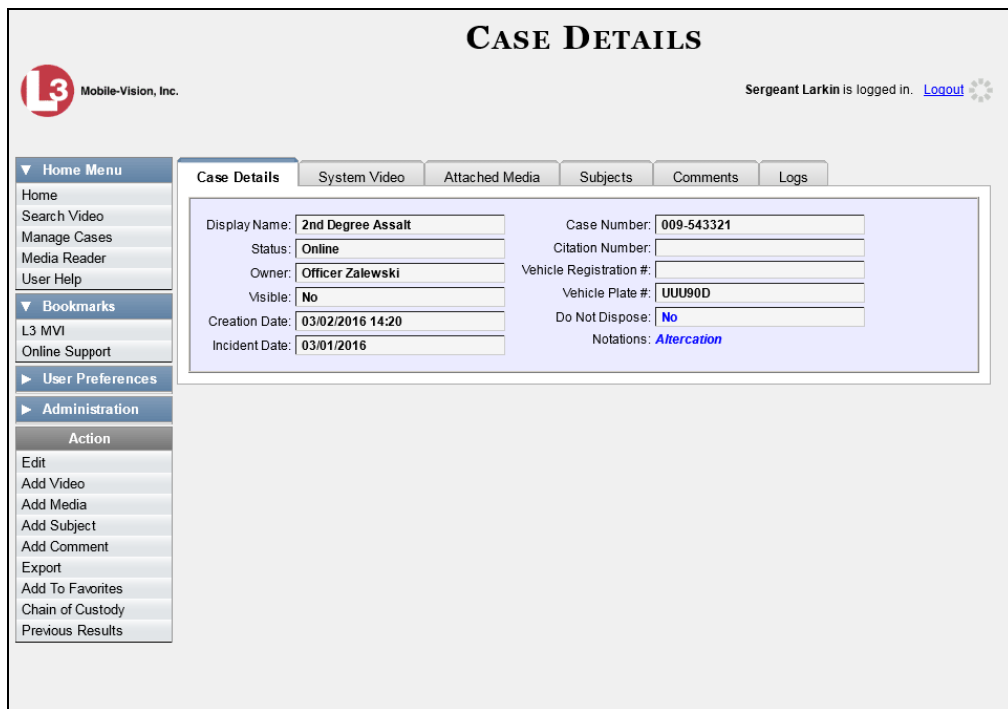
## Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case. This report contains a log of all operations that have been performed on the case, such as *Export of Case Completed*. It shows the time and date on which an activity occurred, as well as the user name of the officer who performed the action, if applicable. If the *User* field is blank, it means that the system performed the action.

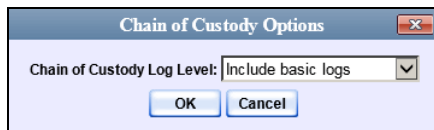
To view the Chain of Custody report, you must have Adobe Reader installed on your PC.

- 1 Search for and display the case you wish to report on. (If necessary, review “Displaying a Case” on page 341.)

The Case Details page displays.



- 2 Go to the **Action** column and click **Chain of Custody**. The Chain of Custody Options popup displays.



- 3 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.

– OR –

If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.

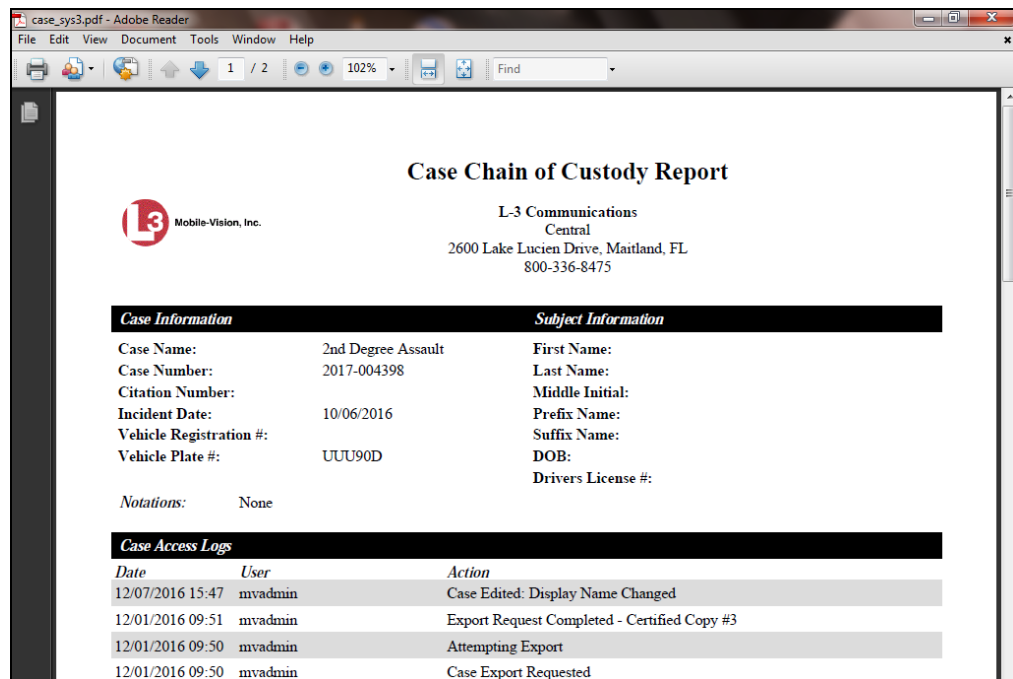
– OR –

If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.


- 4 Click **OK**. A Windows message displays.



- 5 Click **Open**. The Case Chain of Custody Report displays in Adobe Reader.



**Case Chain of Custody Report**

 Mobile-Vision, Inc.

L-3 Communications  
Central  
2600 Lake Lucien Drive, Mattland, FL  
800-336-8475

Case Information		Subject Information	
Case Name:	2nd Degree Assault	First Name:	
Case Number:	2017-004398	Last Name:	
Citation Number:		Middle Initial:	
Incident Date:	10/06/2016	Prefix Name:	
Vehicle Registration #:		Suffix Name:	
Vehicle Plate #:	UUU90D	DOB:	
		Drivers License #:	
Notations:	None		

**Case Access Logs**

Date	User	Action
12/07/2016 15:47	mvadmin	Case Edited: Display Name Changed
12/01/2016 09:51	mvadmin	Export Request Completed - Certified Copy #3
12/01/2016 09:50	mvadmin	Attempting Export
12/01/2016 09:50	mvadmin	Case Export Requested


- 6 To print the 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.

\* International Association of Chiefs of Police

- 9 When you are finished viewing/printing the report, click the  in the upper right corner of the page to exit Adobe Reader.

---

## Downloading Case Files to Your PC

If you have the proper permissions, you have the option of downloading a case and its associated videos to your PC.

For specific instructions, see:

- Downloading a Case to Your PC in Data DVD Format, below
- Downloading a Case to Your PC in Interchange Format, page 387
- Downloading a Case to Your PC in Uncompressed Format, page 391
- Downloading a Case to Your PC in FOIA Redacted Format, page 395.

### Downloading a Case to Your PC in Data DVD Format

This section describes how to download a case record to your PC in *Data DVD* format. Perform this procedure if you wish to email a case's video, put it on a USB drive or other external device, and/or play it back locally without having to burn it to a disc. If you wish to download this case for the sole purpose of burning a DVD, see "Burning a Case to a Data DVD via Your PC's DVD Burner" in chapter 3 instead.

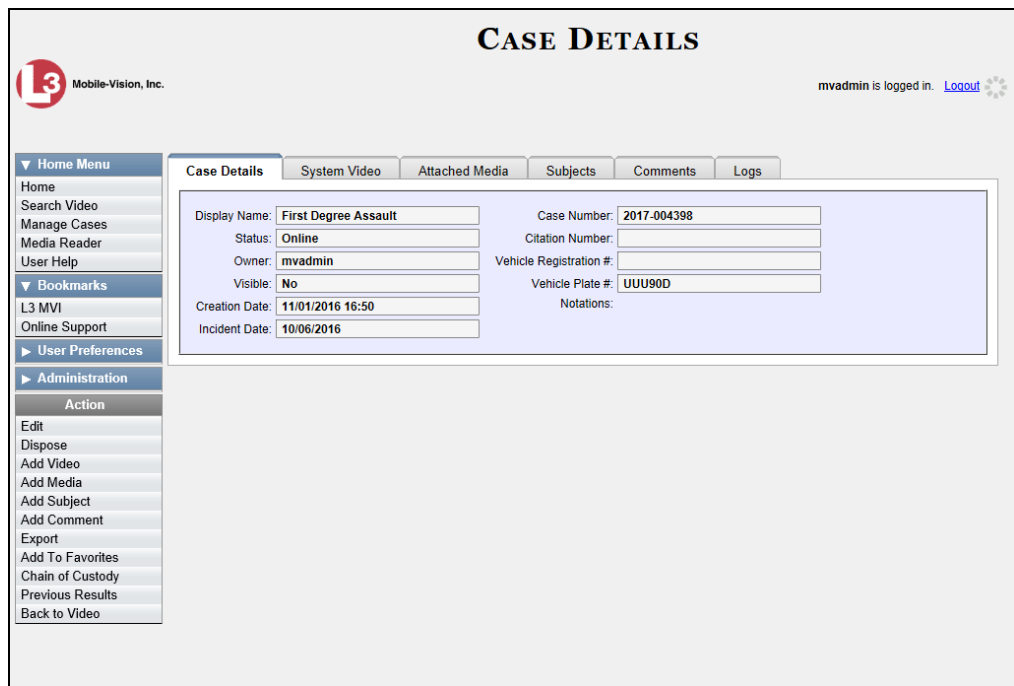
A Data DVD download will include some or all of the following:

- Selected videos from the case
- General information associated with the videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case, if applicable
- A copy of the Flashback Player.

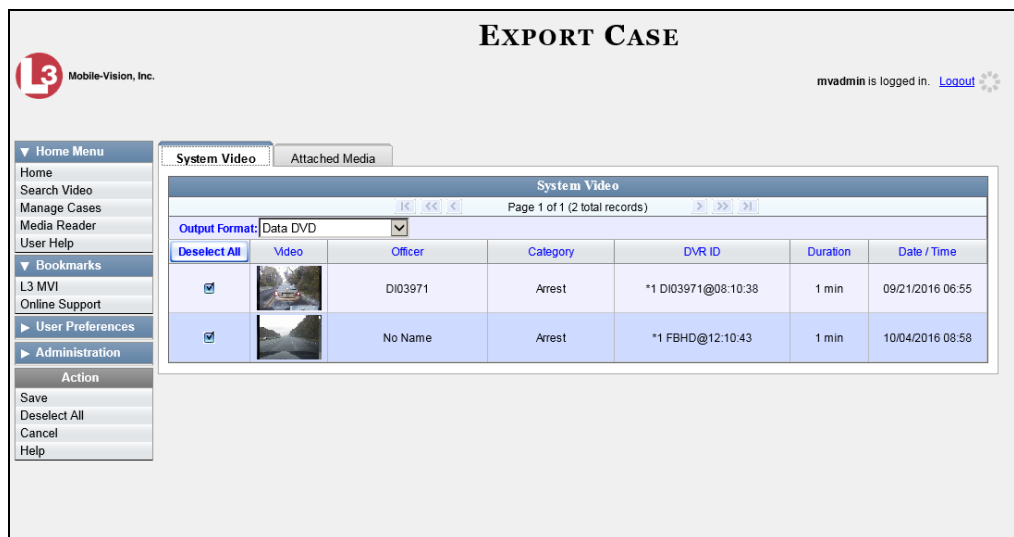
For more information on the Data DVD format, see "Data DVD Format" in chapter 3.

- 1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 341.)

The Case Details page displays.



2 Go to the **Action** column and click **Export**. The Export Case page displays.



3 To include all of the case’s videos in your download (default), proceed to the next step.

– OR –

To include some, but not all, of the case’s videos in your download, deselect the checkbox to the left of each video you wish to exclude.

- 4 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

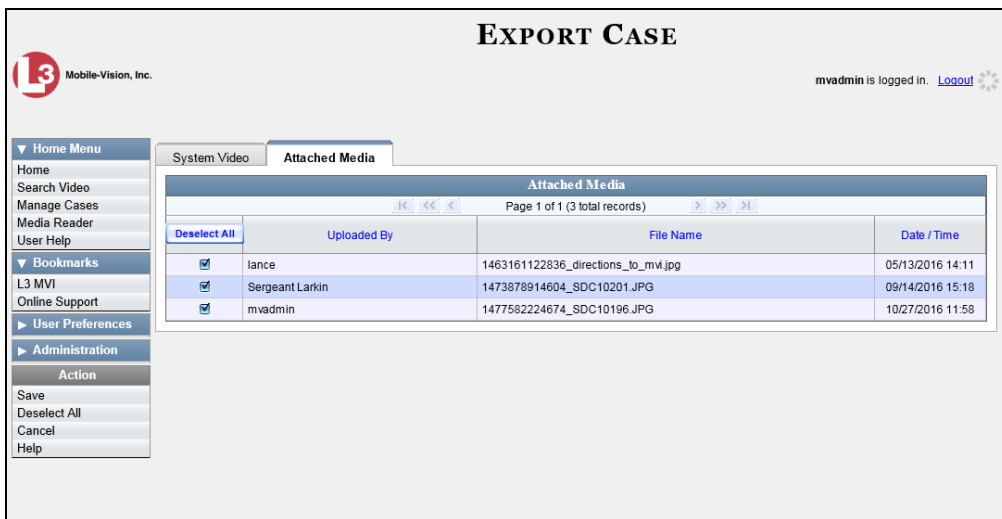
– OR –

If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.

- 5 If the **Attached Media** tab displays on this page, click on it. Proceed to the next step.

– OR –

If the **Attached Media** tab *does not* display on this page, skip to step 7.



The screenshot shows the 'EXPORT CASE' interface. At the top, there is a logo for 'L3 Mobile-Vision, Inc.' and a user status indicator 'mvadmin is logged in. Logout'. Below the logo is a navigation menu with options like 'Home Menu', 'Search Video', 'Manage Cases', 'Media Reader', 'User Help', 'Bookmarks', 'L3 MVI', 'Online Support', 'User Preferences', and 'Administration'. The 'Attached Media' tab is selected, displaying a table of files. The table has columns for 'Deselect All', 'Uploaded By', 'File Name', and 'Date / Time'. Three files are listed, each with a checked checkbox in the 'Deselect All' column.

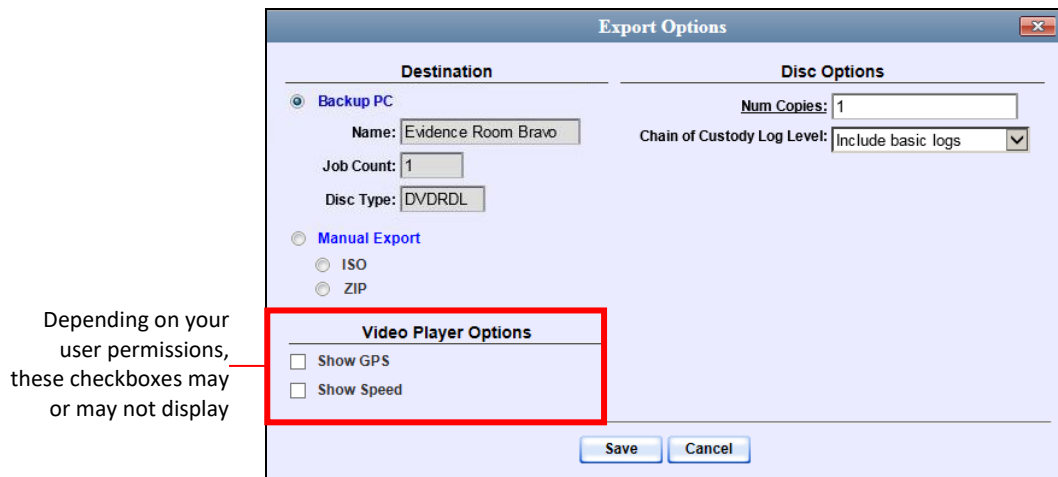
Deselect All	Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/>	lance	1463161122836_directions_to_mv.jpg	05/13/2016 14:11
<input checked="" type="checkbox"/>	Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18
<input checked="" type="checkbox"/>	mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58

- 6 To include all of the case's attachment files in your download (default), proceed to the next step.

– OR –

To include some, but not all, of the case's attachment files in your download, deselect the checkbox to the left of each video you wish to exclude.

- 7 Go to the **Action** column and click **Save**. The Export Options popup displays.



Depending on your user permissions, these checkboxes may or may not display

- 8 Select **ZIP**.
- 9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.
  - OR –
  - If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.
  - OR –
  - If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 10 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.
- 11 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.
- 12 If you want this download to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- 13 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.
- 14 If you want this download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NE/E

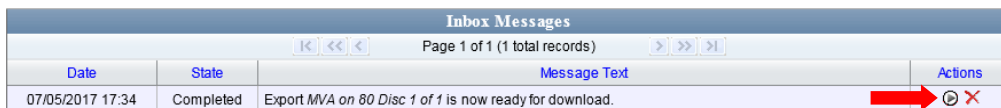
Speed	5 MPH
-------	-------



\* International Association of Chiefs of Police


- Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

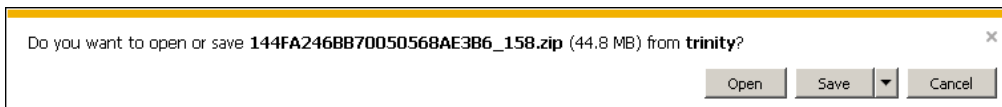
- Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



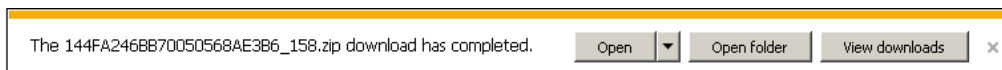
Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- Click the download icon to the right of the export message. A Windows message displays.



- Select **Save As** from the *Save* drop-down list. The Save As window displays.
- Navigate to the disk drive location where you wish to save this file.
- To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.
- Click **Save**. The system copies the ZIP file to the selected location. When the download is complete, a confirmation message displays.





## Downloading a Case to Your PC in Interchange Format

This section describes how to download selected videos from a case to your PC in *interchange format*. For a detailed description of this format, see “Interchange DVD Format” in chapter 3.

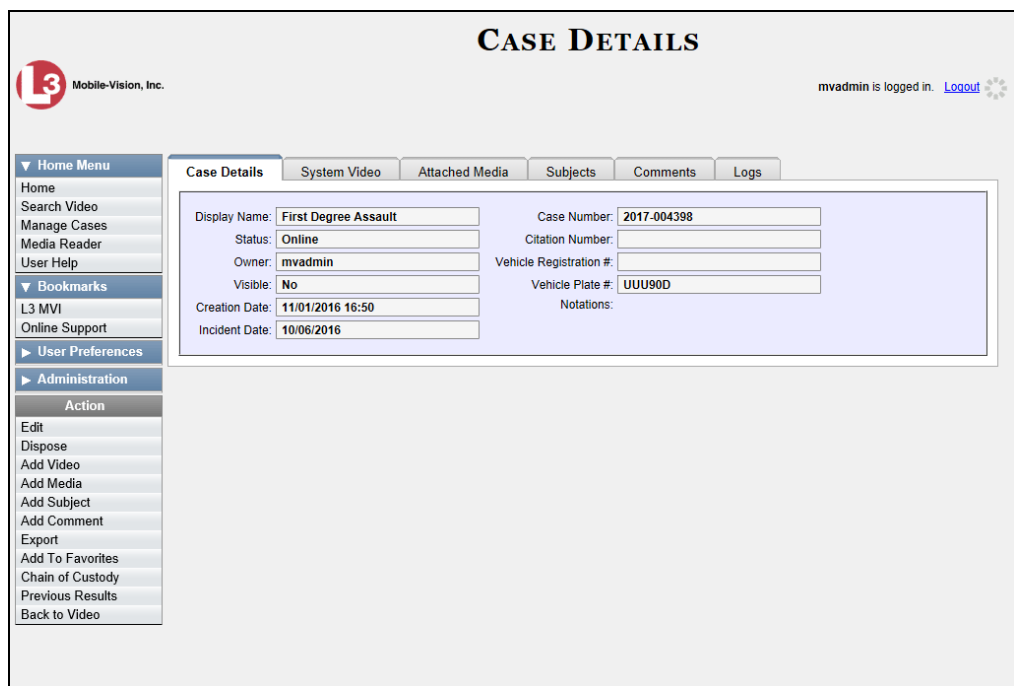
Perform this procedure if you wish to email a case’s video, put it on a USB drive or other external device, play it back locally without burning it to a disc, and/or import the video into another software application. If you wish to download this case for the sole purpose of burning a DVD, see “Burning 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 341.)

The Case Details page displays.



**CASE DETAILS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
▼ Bookmarks  
L3 MVI  
Online Support  
► User Preferences  
► Administration

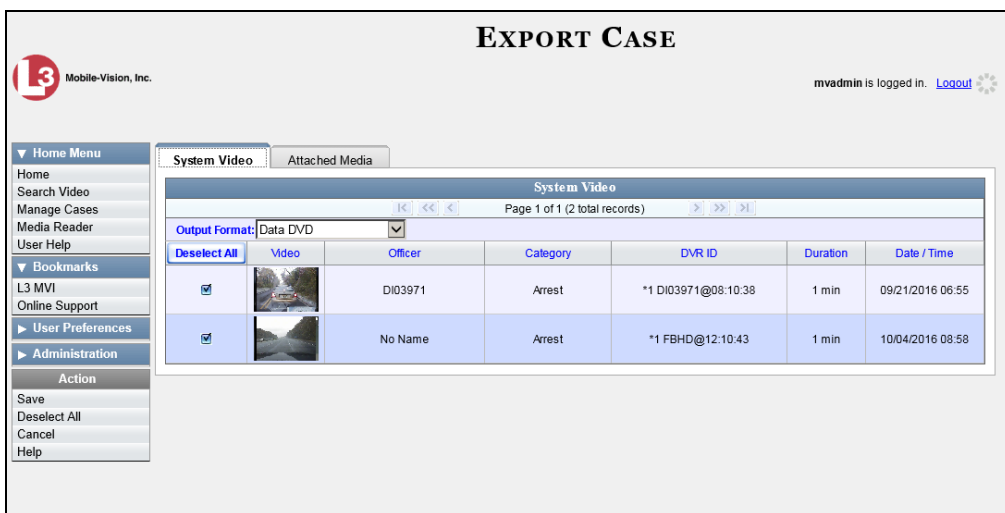
**Action**  
Edit  
Dispose  
Add Video  
Add Media  
Add Subject  
Add Comment  
Export  
Add To Favorites  
Chain of Custody  
Previous Results  
Back to Video

Case Details | System Video | Attached Media | Subjects | Comments | Logs

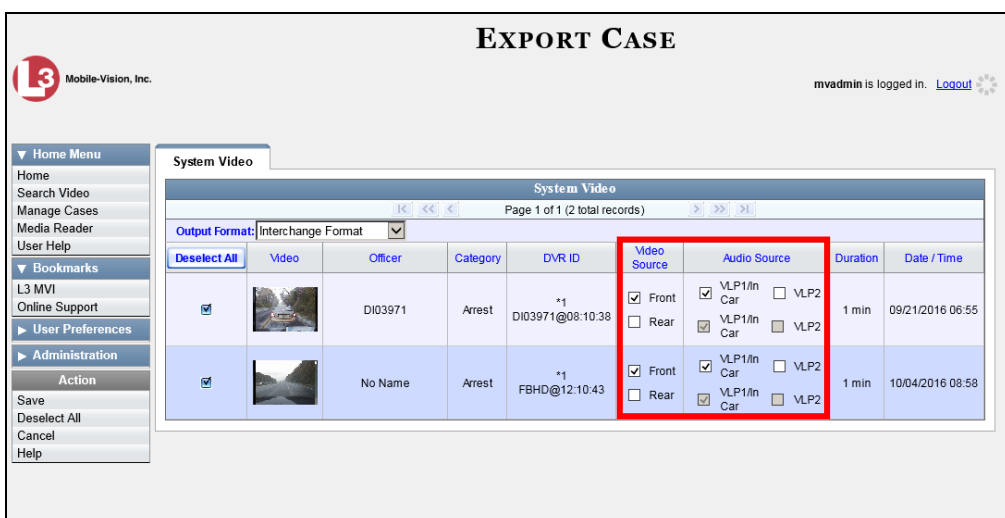
Display Name:	First Degree Assault	Case Number:	2017-004398
Status:	Online	Citation Number:	
Owner:	mvadmin	Vehicle Registration #:	
Visible:	No	Vehicle Plate #:	UUU90D
Creation Date:	11/01/2016 16:50	Notations:	
Incident Date:	10/06/2016		

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.

(Continued)



- Go to the *Output Format* field and select **Interchange Format** from the drop-down list. Two new columns display: *Video Source* and *Audio Source*.



- To include all of the case’s videos in your download (default), proceed to the next step.  
– OR –  
To include some, but not all, of the case’s videos in your download, deselect the checkbox to the left of each video you wish to exclude.
- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
– OR –  
If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described 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.


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 Flashback’s VLP 1 port *and* the audio from your in-car microphone (default).
- VLP2. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port.

7 Go to the **Action** column and click **Save**. The Export Options popup displays.



8 Select **ZIP**.

9 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**

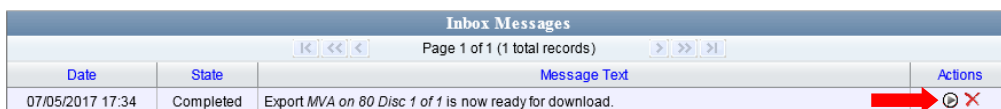
\* International Association of Chiefs of Police



**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*.

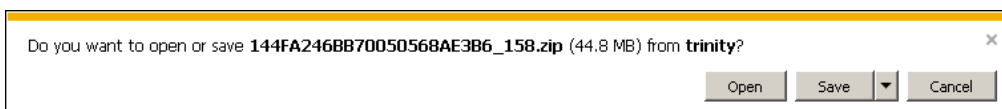
- 11 Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.



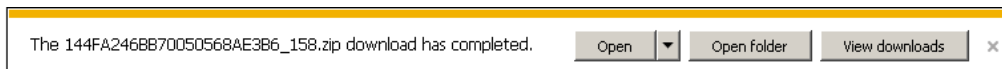
Inbox Messages			
		Page 1 of 1 (1 total records)	
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

- 12 Click the download icon to the right of the export message. 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.

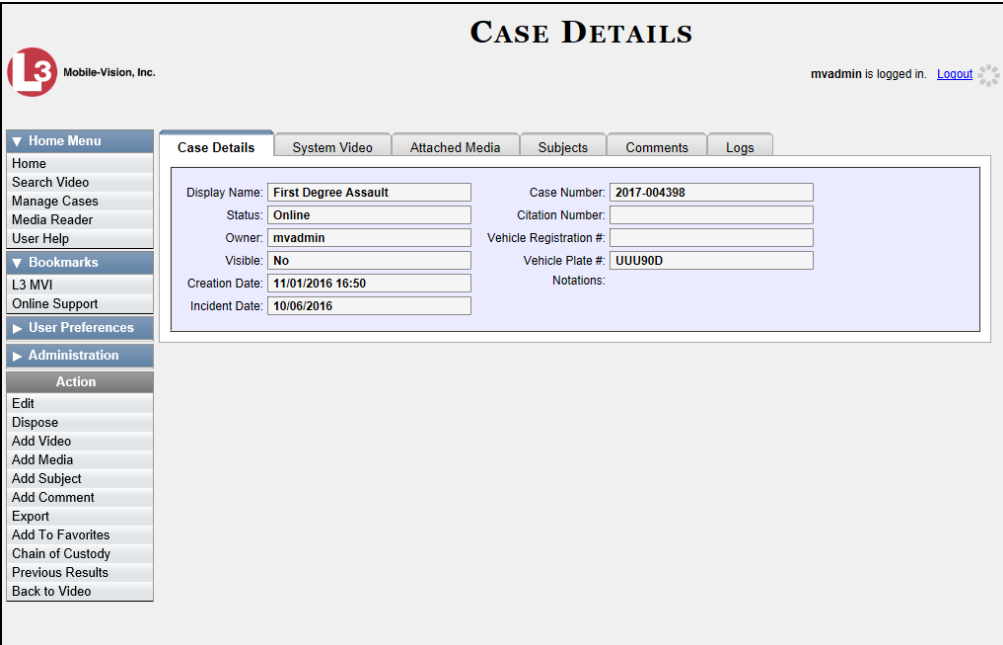
In addition, the Play Menu for this type of download includes a button that allows you to convert the case’s videos into MP4 and DV files.

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 341.) The Case Details page displays.



**CASE DETAILS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help


Bookmarks: L3 MVI, Online Support

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:	First Degree Assault	Case Number:	2017-004398			
Status:	Online	Citation Number:				
Owner:	mvadmin	Vehicle Registration #:				
Visible:	No	Vehicle Plate #:	UUU90D			
Creation Date:	11/01/2016 16:50	Notations:				
Incident Date:	10/06/2016					

- Go to the **Action** column and click **Export**. The Export Case page displays.



Video	Officer	Category	DVR ID	Duration	Date / Time
<input checked="" type="checkbox"/>	DI03971	Arrest	*1 DI03971@08:10:38	1 min	09/21/2016 06:55
<input checked="" type="checkbox"/>	No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

- To include all of the case's videos in your download (default), proceed to the next step.

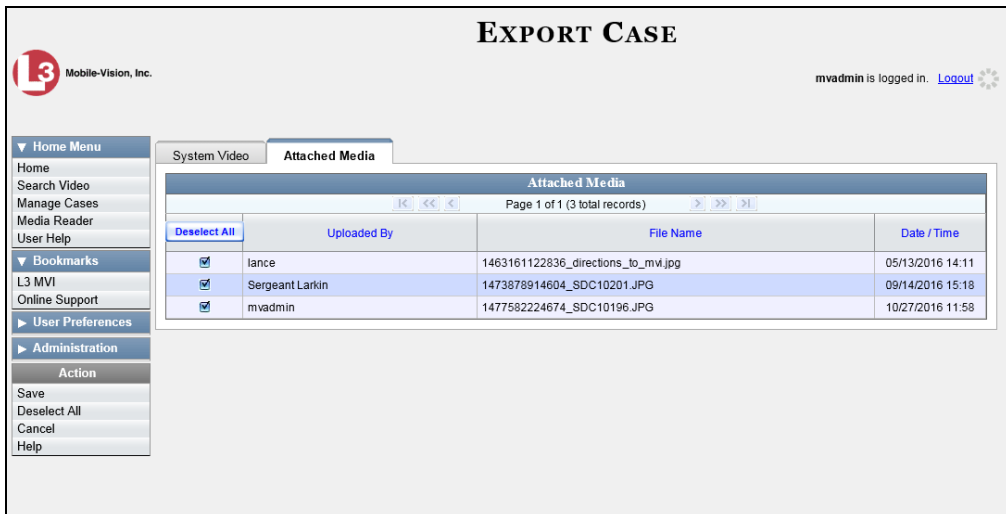
– OR –

To include some, but not all, of the case's videos in your download, deselect the checkbox to the left of each video you wish to exclude.

- Go to the *Output Format* field and select **Uncompressed Format** from the drop-down list.
- If the **Attached Media** tab displays on this page, click on it. Proceed to the next step.

– OR –

If the **Attached Media** tab *does* not display on this page, skip to step 7.



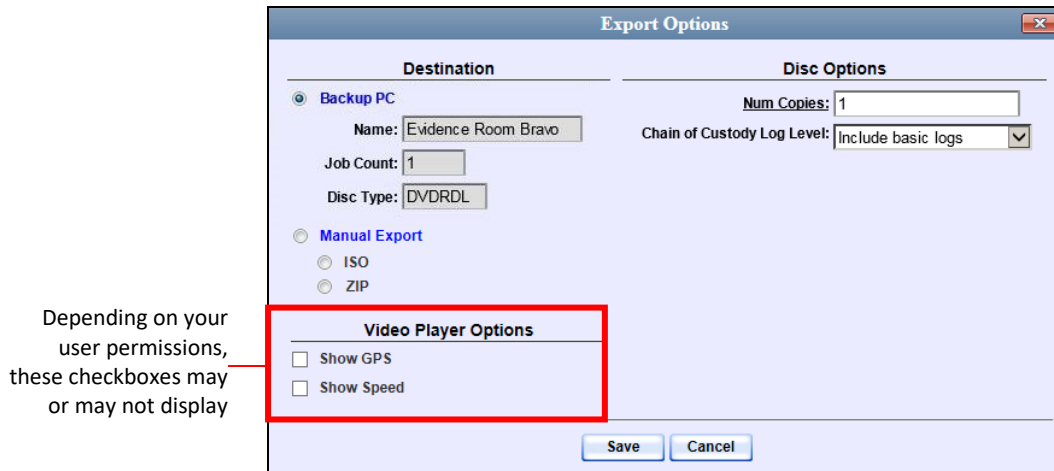
Uploaded By	File Name	Date / Time
<input checked="" type="checkbox"/> lance	1463161122836_directions_to_mv.jpg	05/13/2016 14:11
<input checked="" type="checkbox"/> Sergeant Larkin	1473878914604_SDC10201.JPG	09/14/2016 15:18
<input checked="" type="checkbox"/> mvadmin	1477582224674_SDC10196.JPG	10/27/2016 11:58

- To include all of the case's attachment files in your download (default), proceed to the next step.

– OR –

To include some, but not all, of the case's attachment files in your download, deselect the checkbox to the left of each video you wish to exclude.

- Go to the **Action** column and click **Save**. The Export Options popup displays.



- Select **ZIP**.

- If 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.

- If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 15.

- If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

- If you want this download to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.

\* International Association of Chiefs of Police

**13** If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 15.

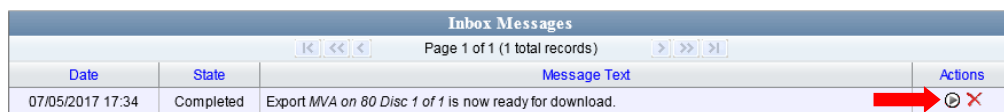
Speed 5 MPH


**14** If you want this download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.

**15** 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*.


**16** Go to your *Inbox* messages and look for a download icon next to the export confirmation message.

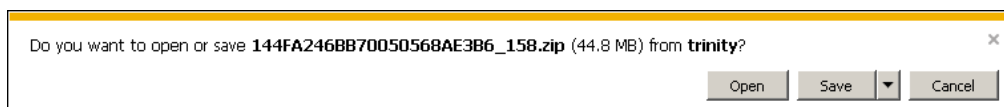


Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	

⇒ If you see the download icon, proceed to the next step.

⇒ If you do *not* see the download icon, the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

 **17** Click the download icon to the right of the export message. A Windows message displays.

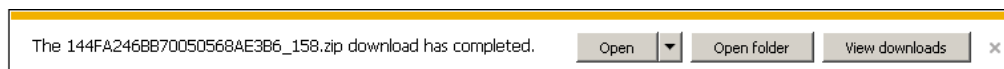


**18** Select **Save As** from the *Save* drop-down list. The Save As window displays.

**19** Navigate to the disk drive location where you wish to store this file.

**20** To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

**21** 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.

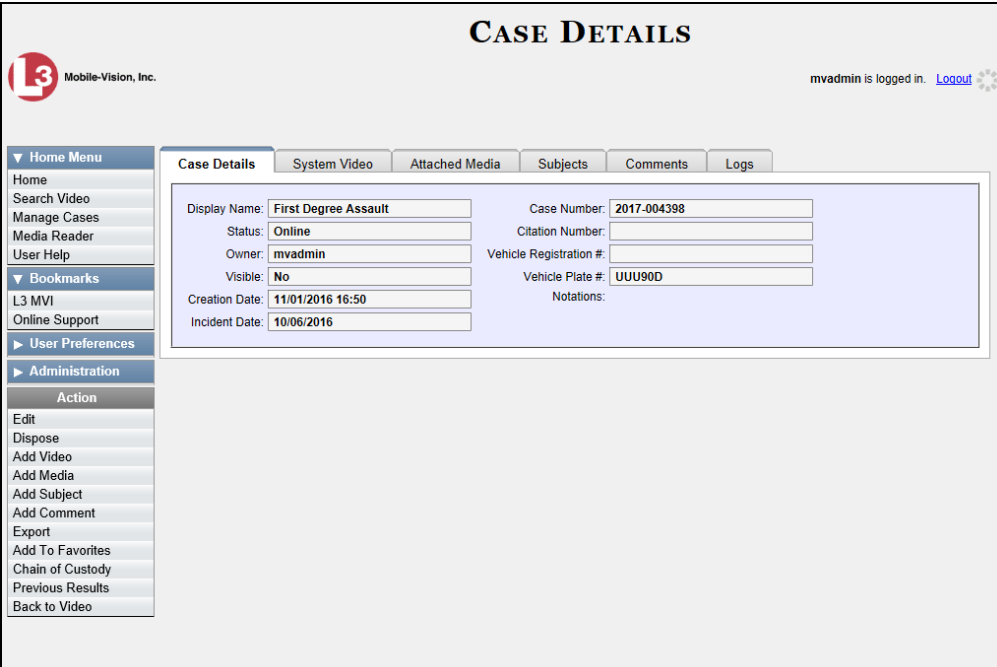
If you wish to download a case’s video for the sole purpose of burning a DVD, see “Burning a Case to an FOIA Redacted DVD via Your PC’s DVD Burner” in chapter 3 instead.



**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 “Displaying a Case” on page 341.)

The Case Details page displays.

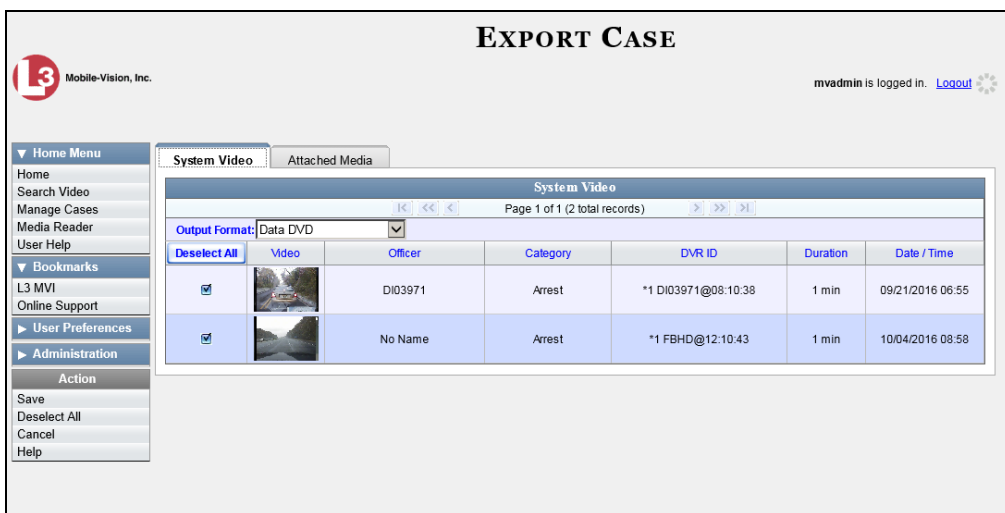


The screenshot shows the 'CASE DETAILS' page for a case titled 'First Degree Assault'. The page includes a navigation menu on the left with options like 'Home', 'Search Video', and 'Administration'. The main content area displays case details in a table format:

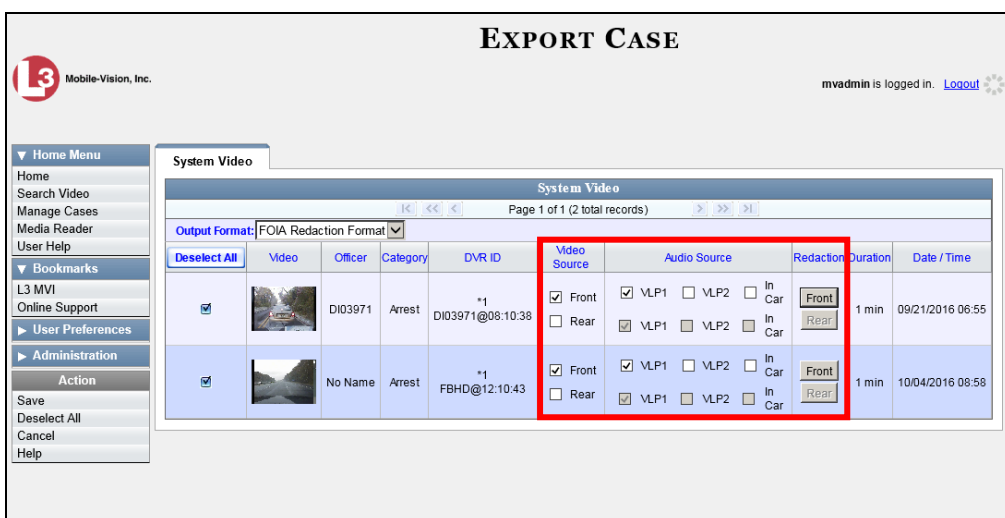
Display Name:	First Degree Assault	Case Number:	2017-004398
Status:	Online	Citation Number:	
Owner:	mvadmin	Vehicle Registration #:	
Visible:	No	Vehicle Plate #:	UUU90D
Creation Date:	11/01/2016 16:50	Notations:	
Incident Date:	10/06/2016		

Below the table, there is an 'Action' column with a list of options: Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results, and Back to Video. The 'Export' option is highlighted.

- 2 Go to the **Action** column and click **Export**. The Export Case page displays.



- Go to the *Output Format* field and select **FOIA Redacted Format** 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 (default), proceed to the next step.  
– OR –  
To include some, but not all, of the case’s videos in your download, deselect the checkbox to the left of each video you wish to exclude.
- If the word “Camera” displays in the *Video Source* column, proceed to the next step.  
– OR –  
If two checkboxes display in the *Video Source* column, select the camera views you wish to include for each video, as described 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.

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), deselect the VLP1 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 Flashback’s VLP 1 port (default)
- VLP2*. The audio from the wireless microphone that’s connected to your Flashback’s VLP 2 port, if applicable
- In Car*. The audio from your in-car microphone.




8 Go to the *Redaction* column and click on one of the following buttons:

- Camera**. Redact the video from a *BodyVISION* or *BWX-100* 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; 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> <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 the <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 above).
- 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.

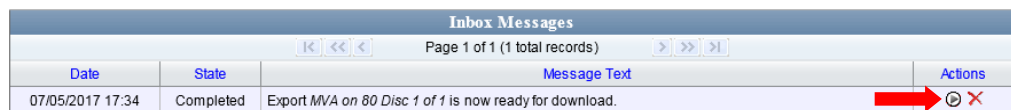


The 'Export Options' dialog box has two tabs: 'Destination' and 'Disc Options'. The 'Destination' tab is selected, showing radio buttons for 'ISO' (selected) and 'ZIP'. The 'Disc Options' tab contains a 'Num Copies' field with the value '1', a 'Subject on Disc Label' dropdown menu, and a 'Chain of Custody Log Level' dropdown menu with 'Include basic logs' selected. At the bottom are 'Save' and 'Cancel' buttons.




- 18 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.



The 'Inbox Messages' table shows a single record with the following details:

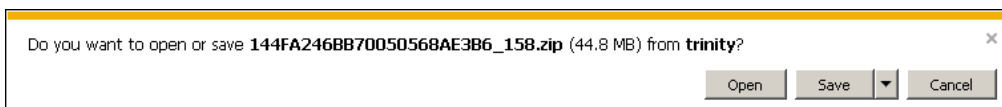
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, the system is still processing your request. Go to **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

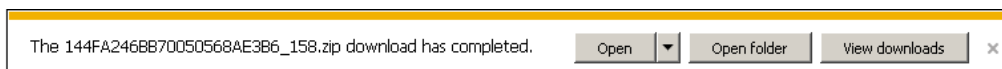
(Continued)

\* International Association of Chiefs of Police

- 22 Click the download icon to the right of the export message. 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 save 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:



## 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.

Owner: Sergeant Larkin      Visibility: Private

Restricted Viewing:       Display Name: MVA on Rt 80

Incident Date: 10/02/2015      Case Number:      Citation Number:      Vehicle Registration #:      Vehicle Plate #:      Do Not Dispose:

**Notations:**  Alteration     Bench Warrant     BOLO     Deactivation request denial     DUI  
 Image of a child     Police Computer Screen     Protected location     Special Ops Event     Substance Abuse Treatment  
 UC/CI     Victim of Criminal Offense

Reset    Cancel

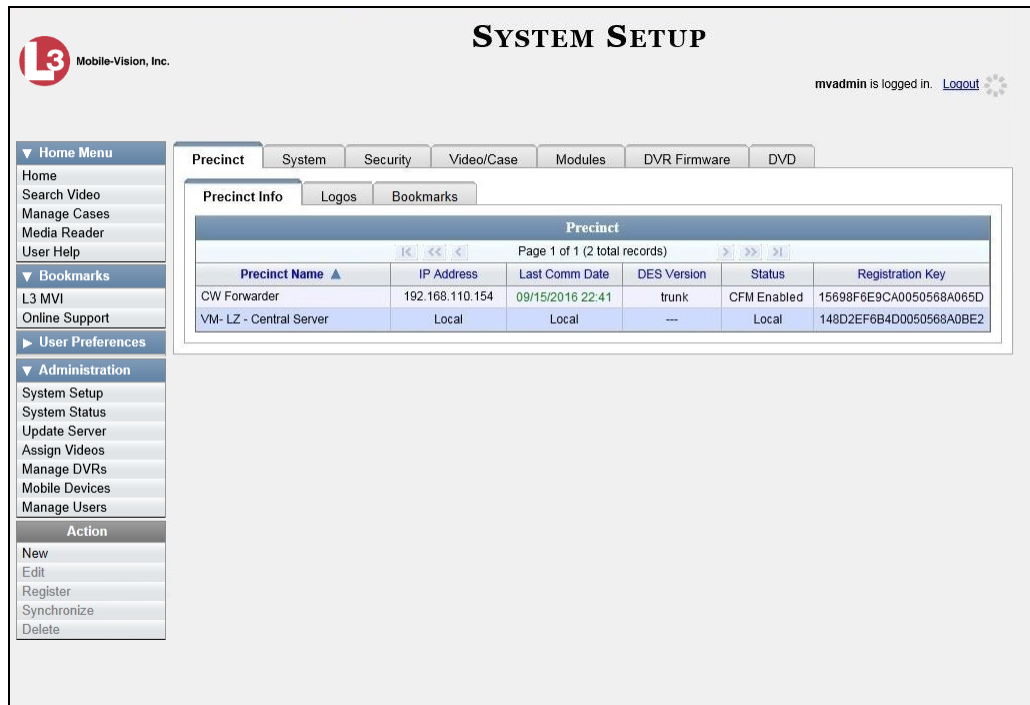
For specific instructions, see:

- Adding a Case Notation, next page
- Changing a Case Notation, page 403
- Deleting a Case Notation, page 403
- Disabling a Case Notation, page 406.

## Adding a Case Notation

This section describes how to create a new case notation. For more on case notations, see the previous section, “Maintaining Case Notations.”

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**Bookmarks**  
L3 MVI  
Online Support

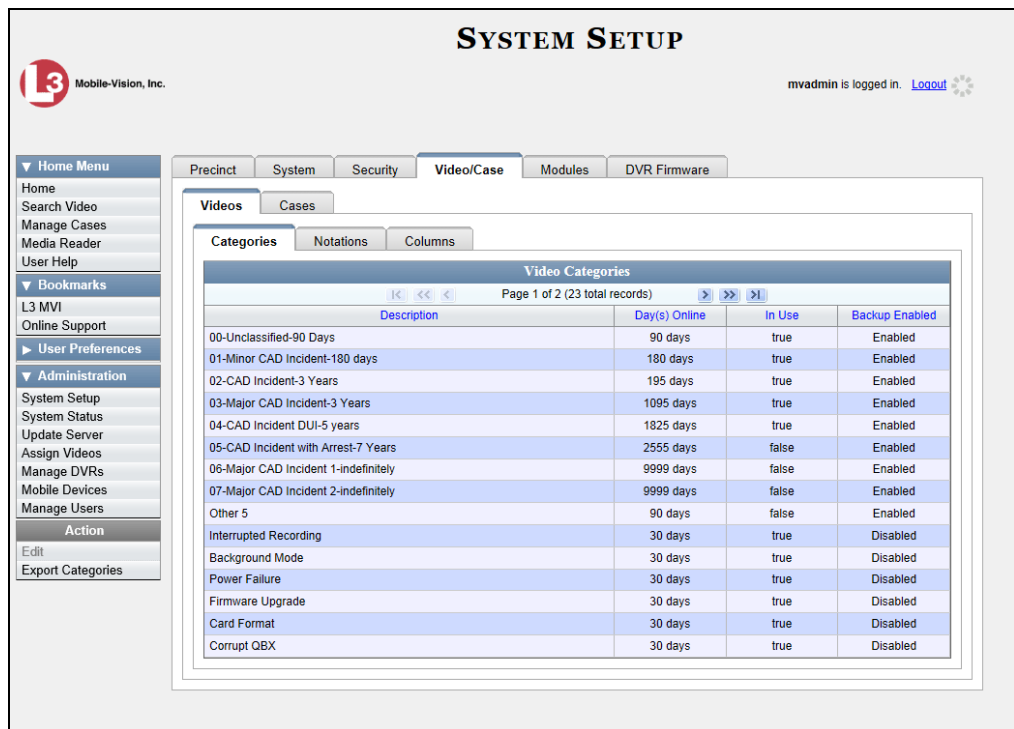
**User Preferences**

**Administration**  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **Video/Case** tab.

*(Continued)*



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security **Video/Case** Modules DVR Firmware

Videos Cases

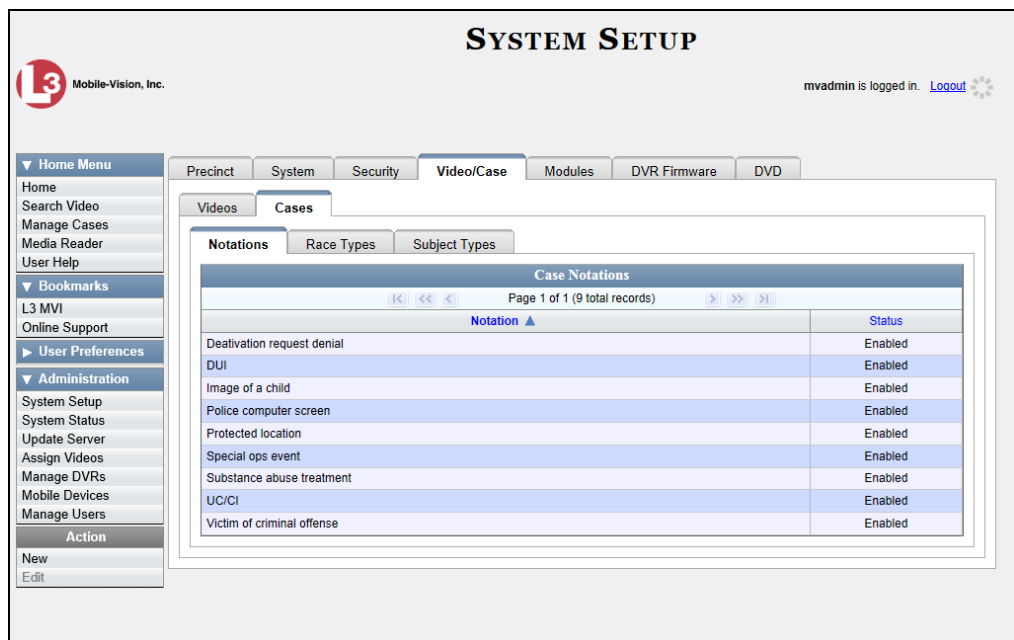
Categories Notations Columns

Video Categories

Page 1 of 2 (23 total records)

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

Videos **Cases**

Notations Race Types Subject Types

Case Notations

Page 1 of 1 (9 total records)

Notation	Status
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 Go to the **Action** column and click **New**. The New Case Notation popup displays.



- 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 “Maintaining Case Notations” on page 400.

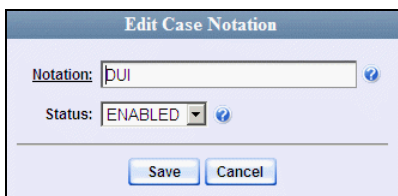
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 2 Click the **Video/Case** tab, as pictured on the previous page.
- 3 Click the **Cases** tab, as pictured on the previous page.
- 4 Make sure the **Notations** tab is selected, as pictured on the previous page.

*(Continued)*

- Right-click on the record you wish to update, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

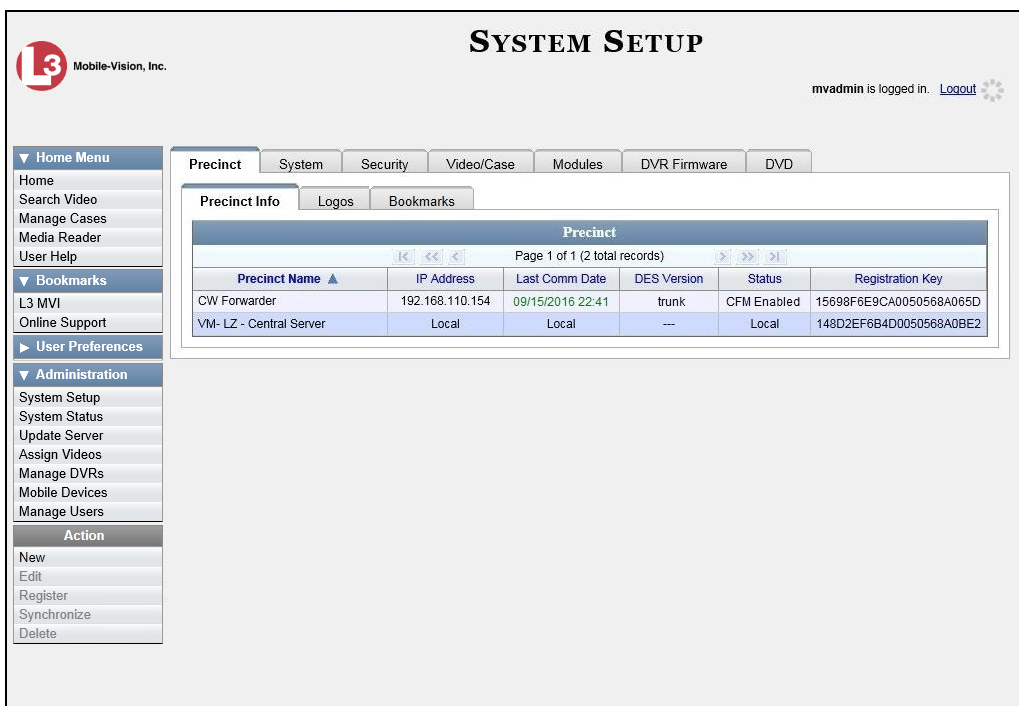


- To change the checkbox's label, enter a new value in the *Notation* field. Otherwise proceed to the next step.
- To change the checkbox's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- Click **Save**.

## Deleting a Case Notation

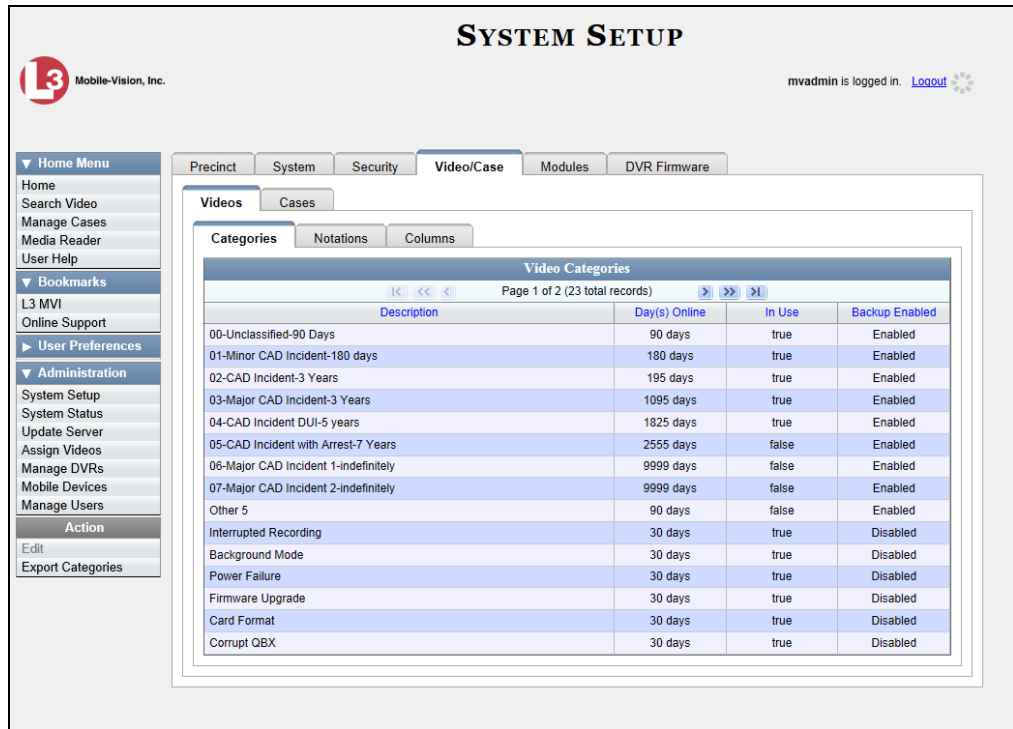
This section describes how to delete a case notation. You can only delete those notations that are not in use by an active case. If you wish to discontinue use of a notation but cannot delete it, see “Disabling a Case Notation” on page 406 instead.

- Go to **Administration** and click **System Setup**. The System Setup page displays.

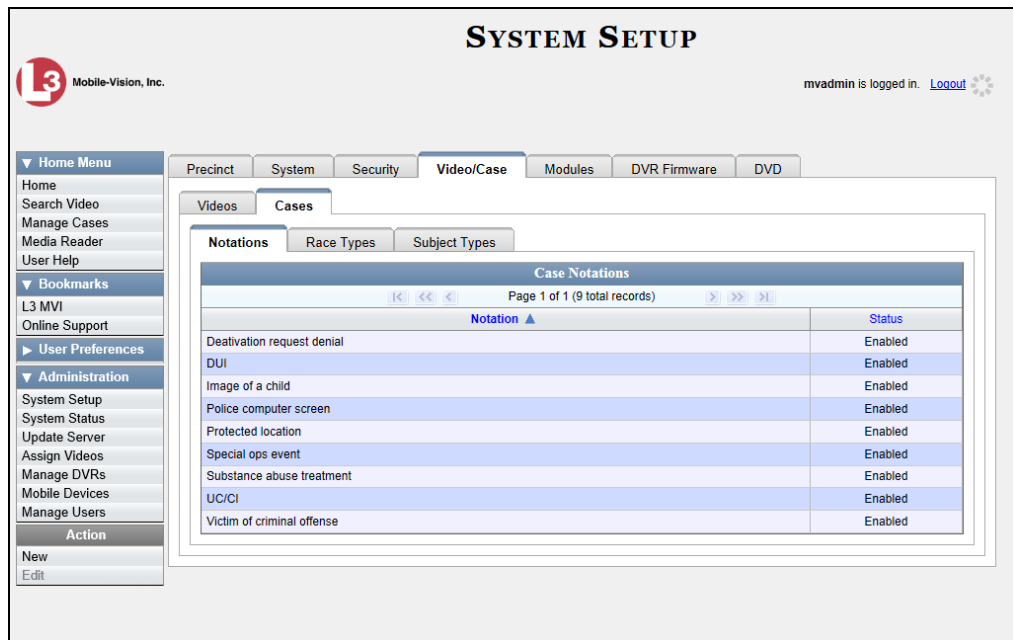


Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- Click the **Video/Case** tab.



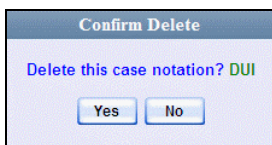
3 Click the **Cases** tab.



4 Make sure the **Notations** tab is selected, as pictured above.

(Continued)

- 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:

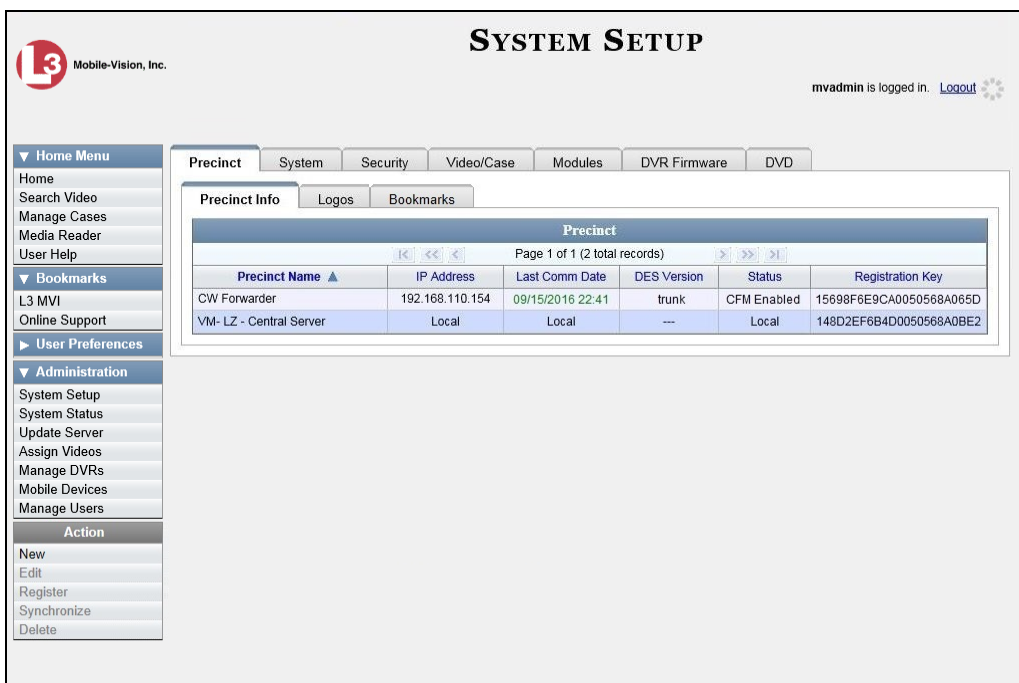
Notation *DUI* currently in use by an active case

In this instance, you will have to disable 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 value 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.

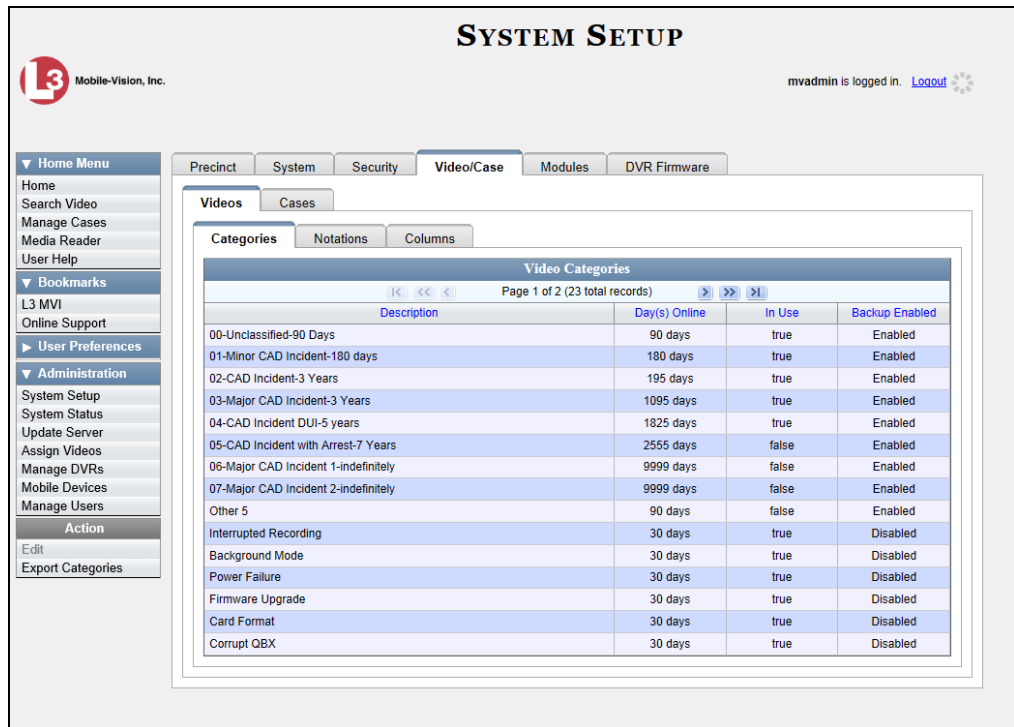
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the "SYSTEM SETUP" interface for Mobile-Vision, Inc. The user "mvadmin" is logged in. The "Administration" menu is expanded, and "System Setup" is selected. The "Precinct" tab is active, showing a table of precinct information.

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

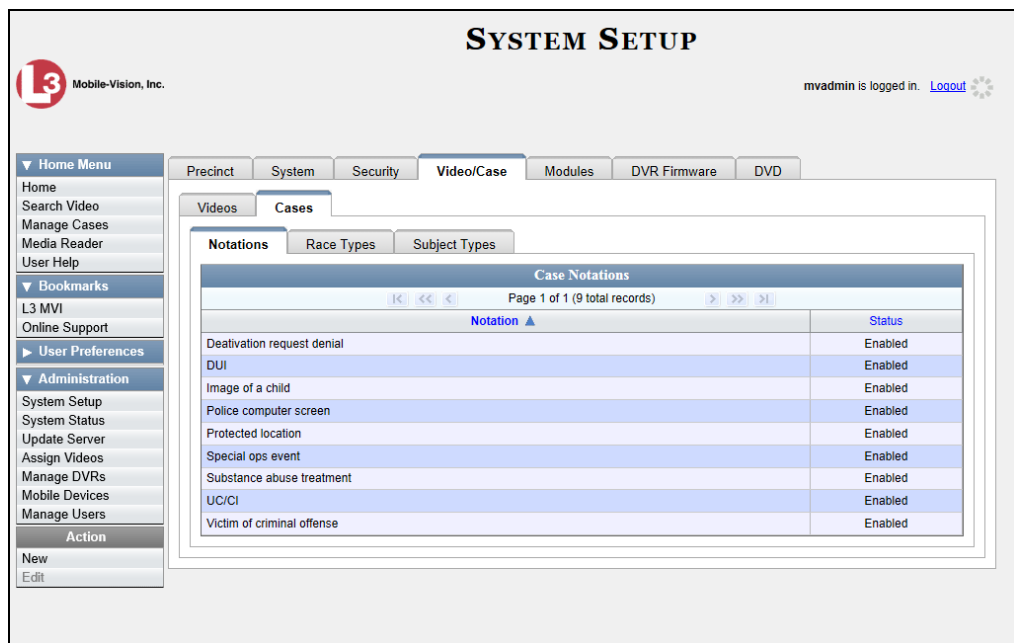
Precinct System Security **Video/Case** Modules DVR Firmware

Videos Cases

Categories Notations Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

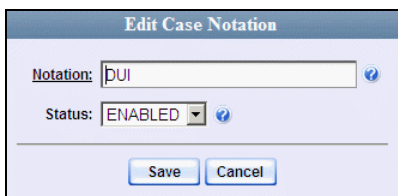
Videos **Cases**

Notations Race Types Subject Types

Case Notations	
Page 1 of 1 (9 total records)	
Notation	Status
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, as pictured above.

- 5 Right-click on the notation you wish to disable, then select **Edit** from the popup menu. The Edit Case Notation popup displays.

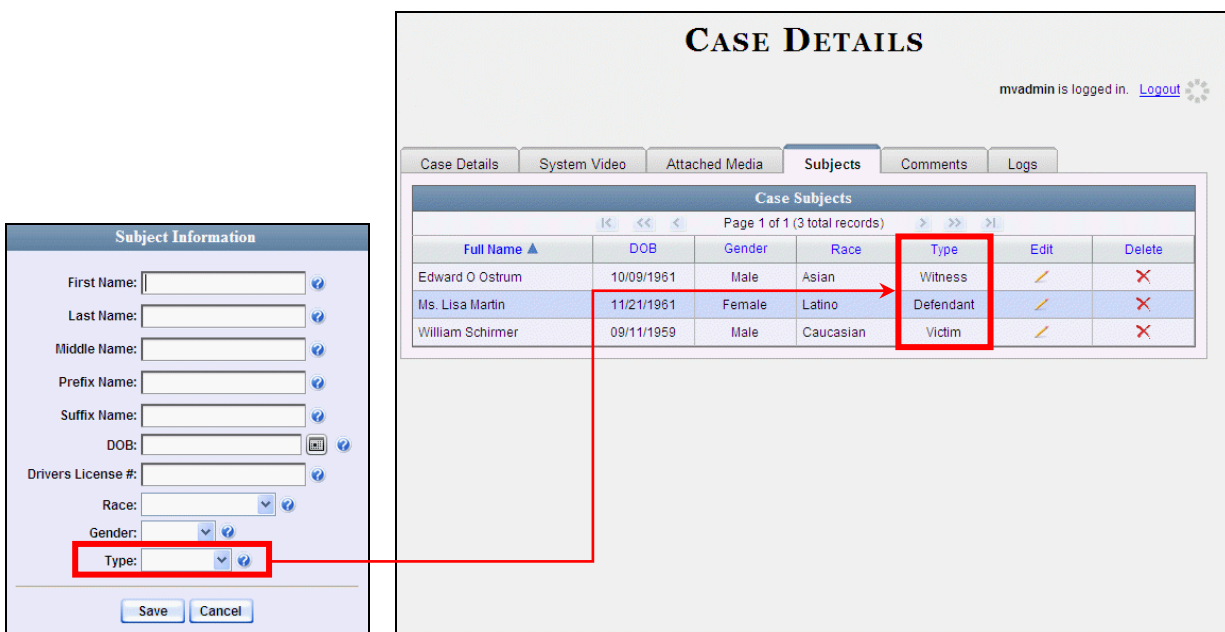


The 'Edit Case Notation' popup form contains a text field for 'Notation' with the value 'DUI', a dropdown menu for 'Status' set to 'ENABLED', and 'Save' and 'Cancel' buttons at the bottom.

- 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 screenshot shows the 'CASE DETAILS' interface. On the left is the 'Subject Information' form with a 'Type' dropdown menu highlighted in red. On the right is the 'Case Subjects' table with a red box around the 'Type' column and a red arrow pointing from the 'Subject Information' form to the table.

Full Name ▲	DOB	Gender	Race	Type	Edit	Delete
Edward O Ostrum	10/09/1961	Male	Asian	Witness		
Ms. Lisa Martin	11/21/1961	Female	Latino	Defendant		
William Schirmer	09/11/1959	Male	Caucasian	Victim		

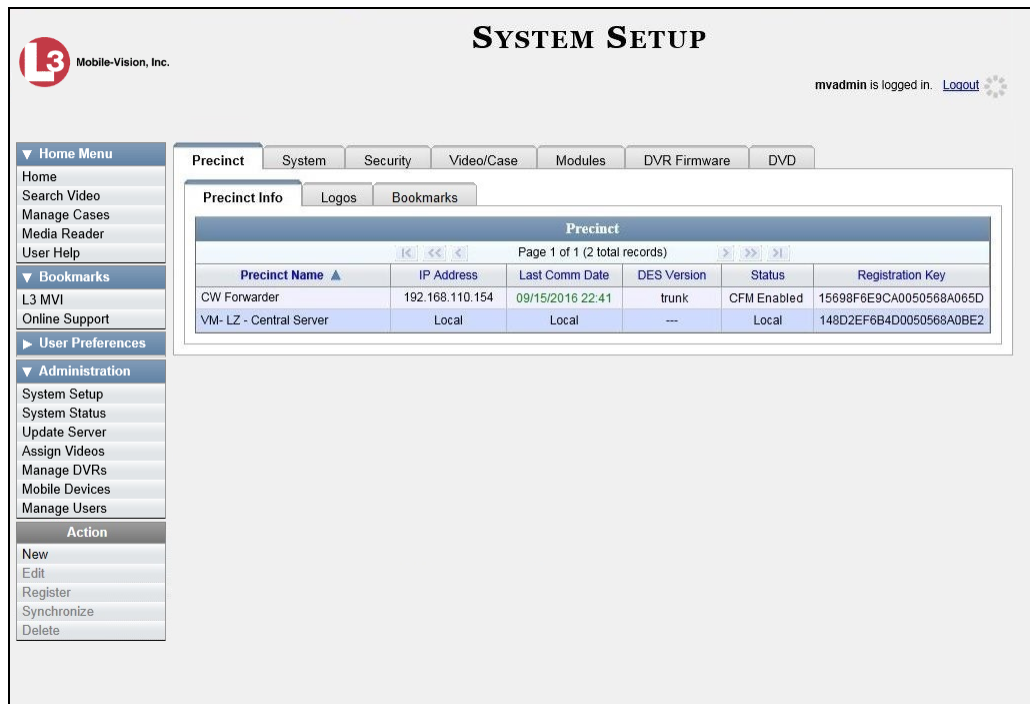
For specific instructions, see:

- Adding a Subject Type, next page
- Changing a Subject Type, page 409
- Deleting a Subject Type, page 411
- Disabling a Subject Type, page 414.

## 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, “Maintaining Subject Types.”

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Navigation:** Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Register, Synchronize, Delete).

**System Setup Tabs:** Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD.

**Precinct Info:** Logos, Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **Video/Case** tab.

*(Continued)*

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

Precinct System Security **Video/Case** Modules DVR Firmware

Videos **Cases**

Categories Notations Columns

Video Categories			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.

### SYSTEM SETUP

mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

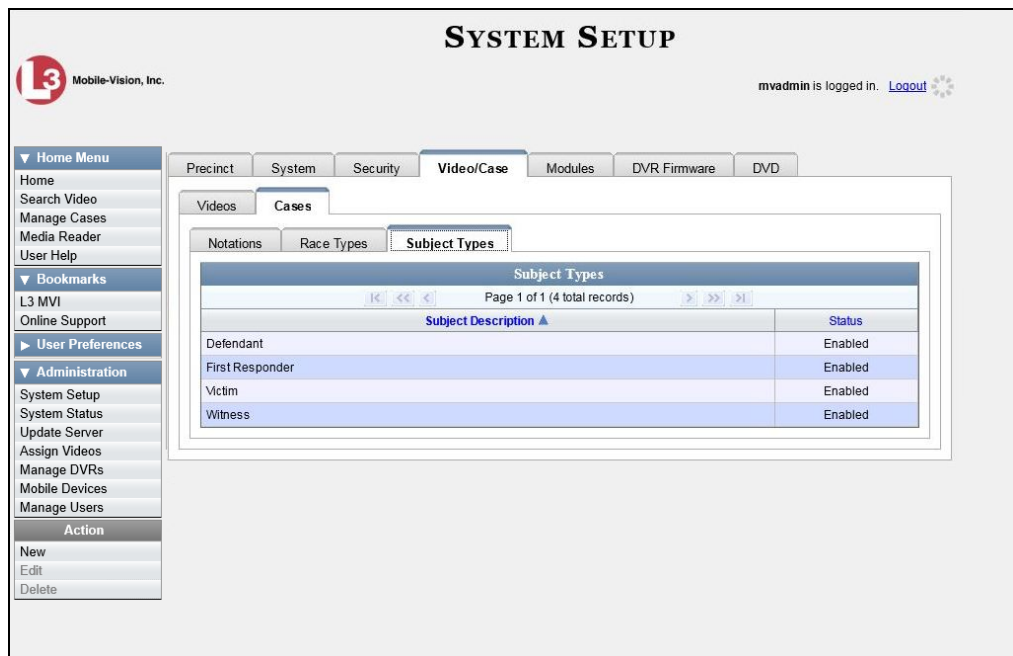
Videos **Cases**

Notations Race Types **Subject Types**

Case Notations	
Notation	Status
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.





- Go to the **Action** column and click **New**. The New Subject Type popup displays.

The 'New Subject Type' popup form contains the following fields and controls:

- Subject Description:** A text input field with a search icon on the right.
- Status:** A dropdown menu currently set to 'Enabled' with a search icon on the right.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

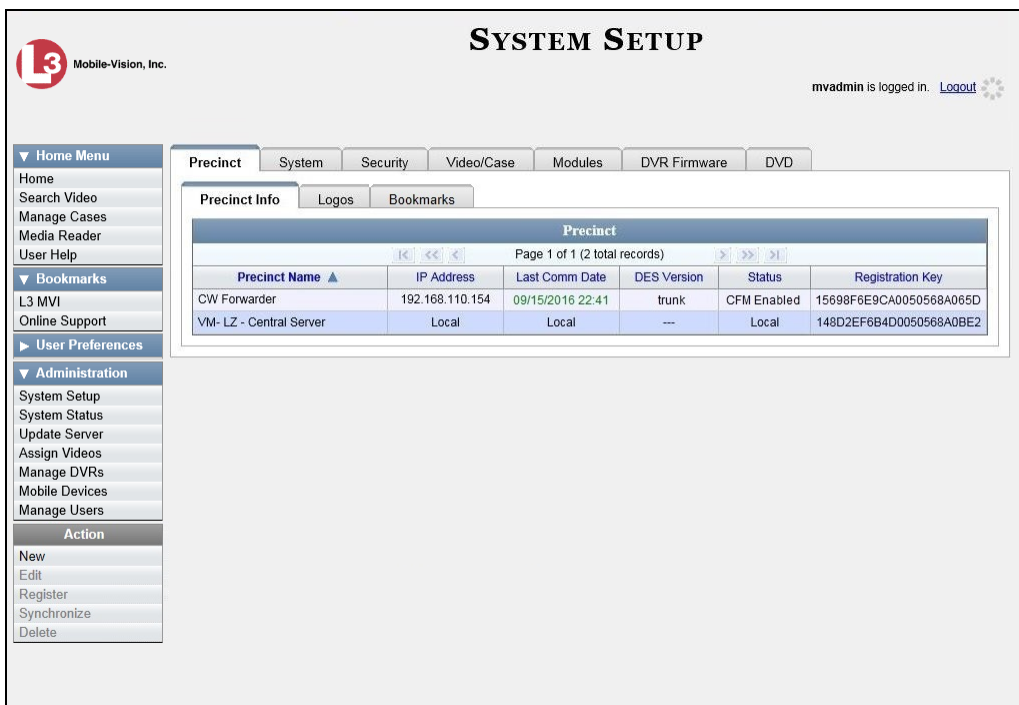
- Enter a name for the new subject type in the *Subject Description* field. This is the value that will display on the Subject Information form.
- Click **Save**. The new subject type displays on the Subject Types list.

## Changing a Subject Type

This section describes how to change a Subject Type's name or status. For more on this topic, see "Maintaining Subject Types" on page 406.

- Go to **Administration** and click **System Setup**. The System Setup page displays.

(Continued)



**SYSTEM SETUP**

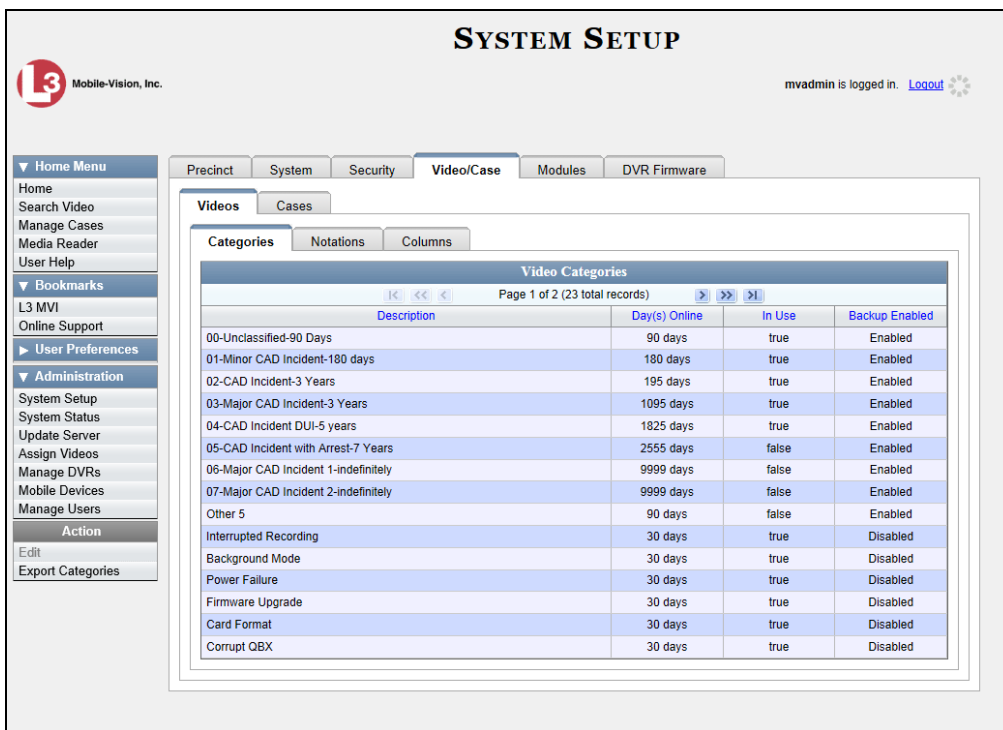
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

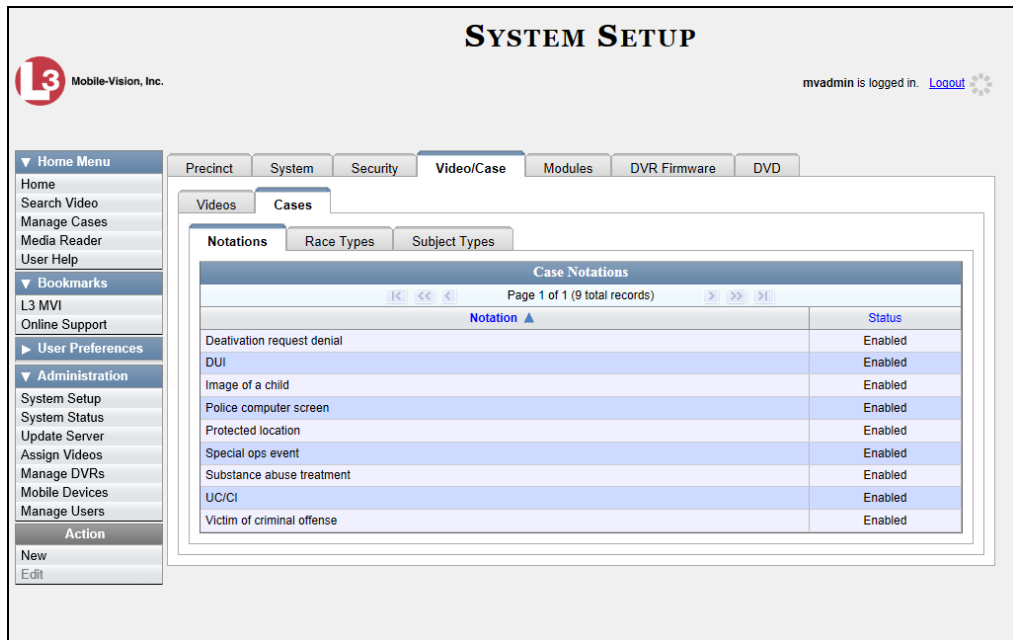
Precinct | System | Security | **Video/Case** | Modules | DVR Firmware

Videos | Cases

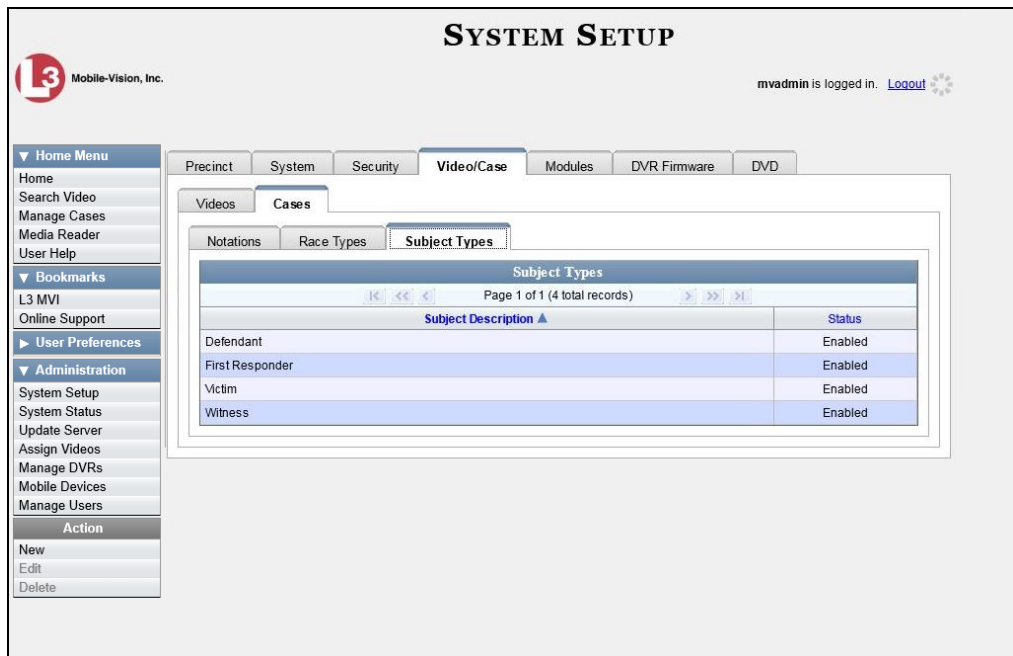
Categories | Notations | Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.



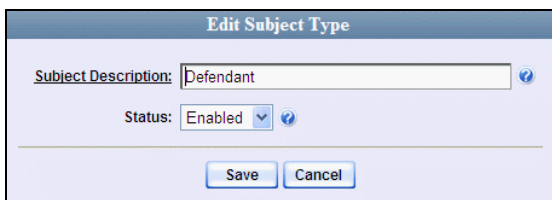
4 Click the **Subject Types** tab.



5 Right-click on the record you wish to update, then select **Edit** from the popup menu.

The Edit Subject Type popup displays.

*(Continued)*



**Edit Subject Type**

Subject Description:

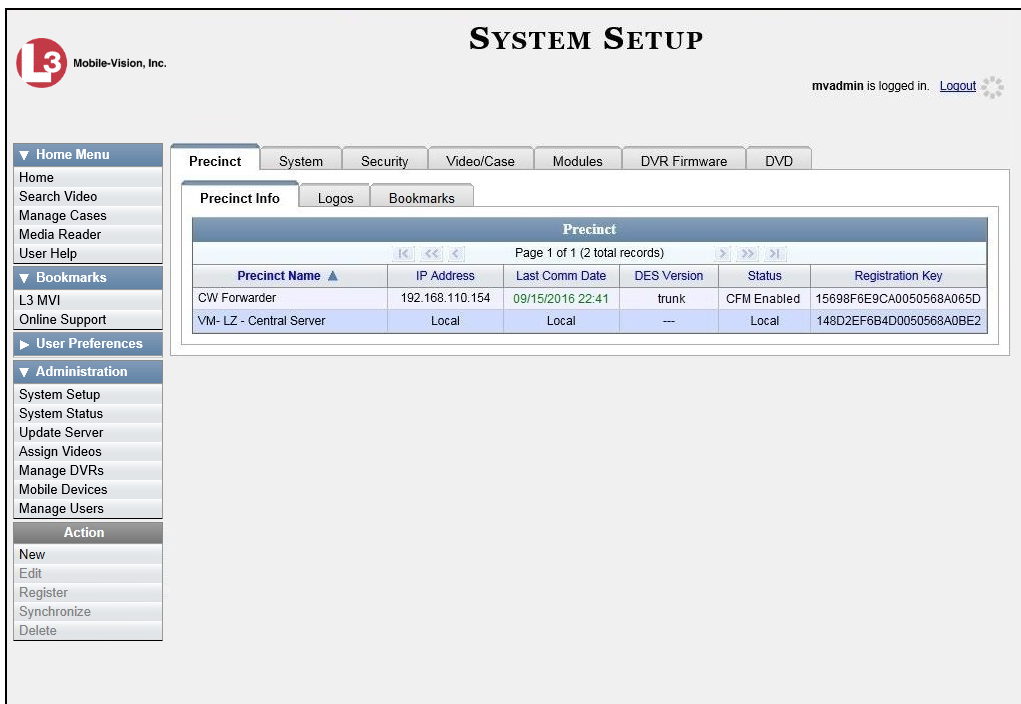
Status:

- 6 To change the description for the Subject Type, enter a new value in the *Subject Description* field. Otherwise proceed to the next step.
- 7 To change the Subject Type's status, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 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 414 instead.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

Precinct Info | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

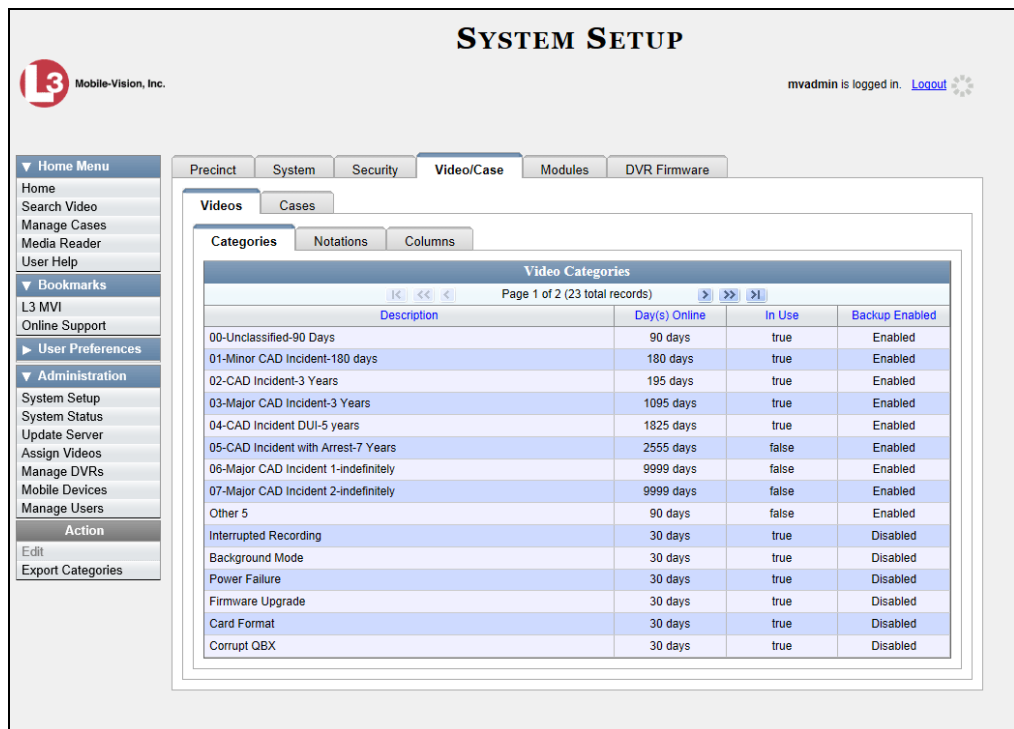
**Administration**

- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- New
- Edit
- Register
- Synchronize
- Delete

- 2 Click the **Video/Case** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security **Video/Case** Modules DVR Firmware

Videos Cases

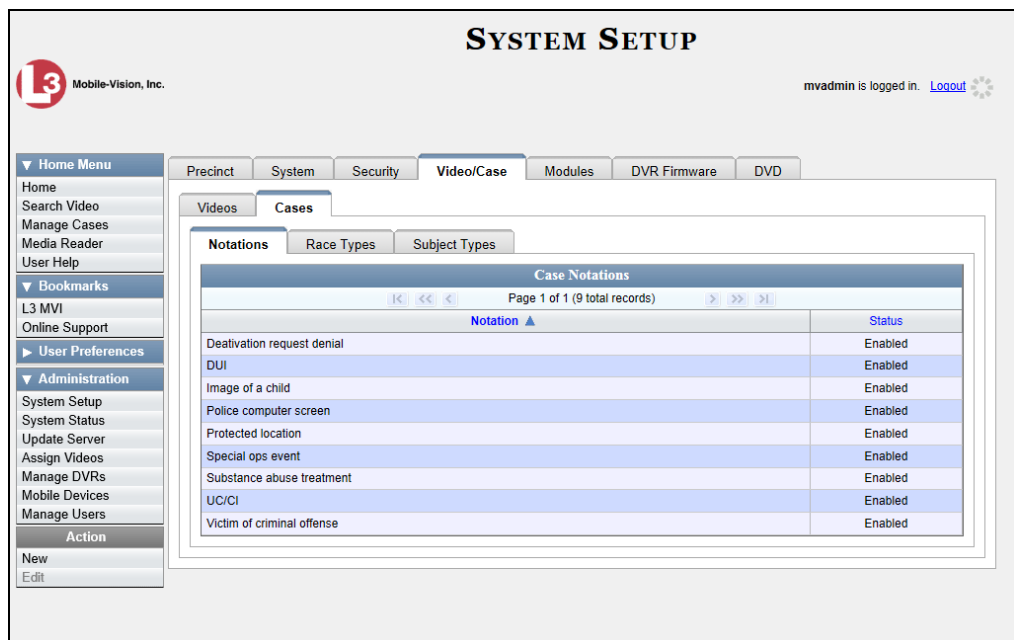
Categories Notations Columns

Video Categories

Page 1 of 2 (23 total records)

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

Videos **Cases**

Notations Race Types Subject Types

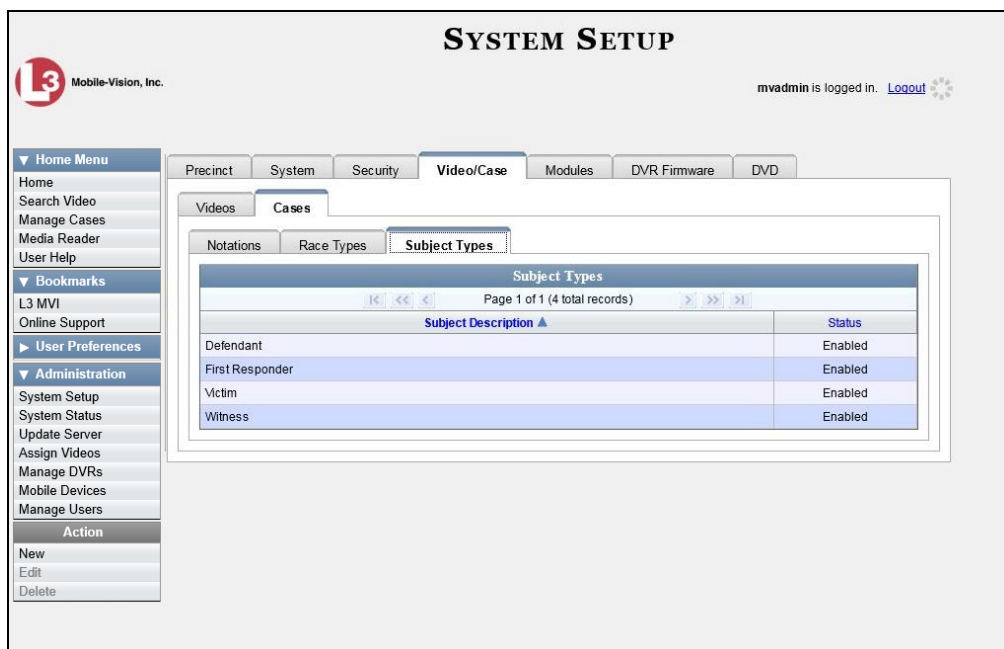
Case Notations

Page 1 of 1 (9 total records)

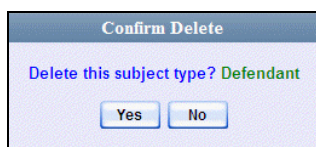
Notation	Status
Deactivation request denial	Enabled
DUI	Enabled
Image of a child	Enabled
Police computer screen	Enabled
Protected location	Enabled
Special ops event	Enabled
Substance abuse treatment	Enabled
UC/CI	Enabled
Victim of criminal offense	Enabled

4 Click the **Subject Types** tab.

(Continued)



- 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:

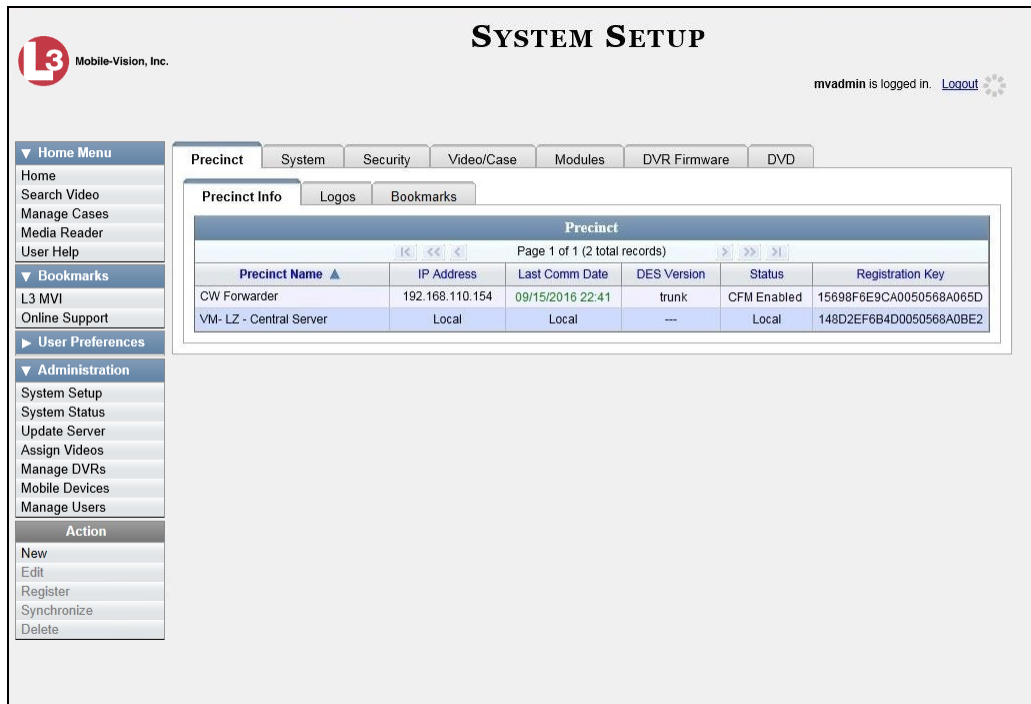
**Defendant used in active case!**

In this instance, you will have to disable 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 in this section.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

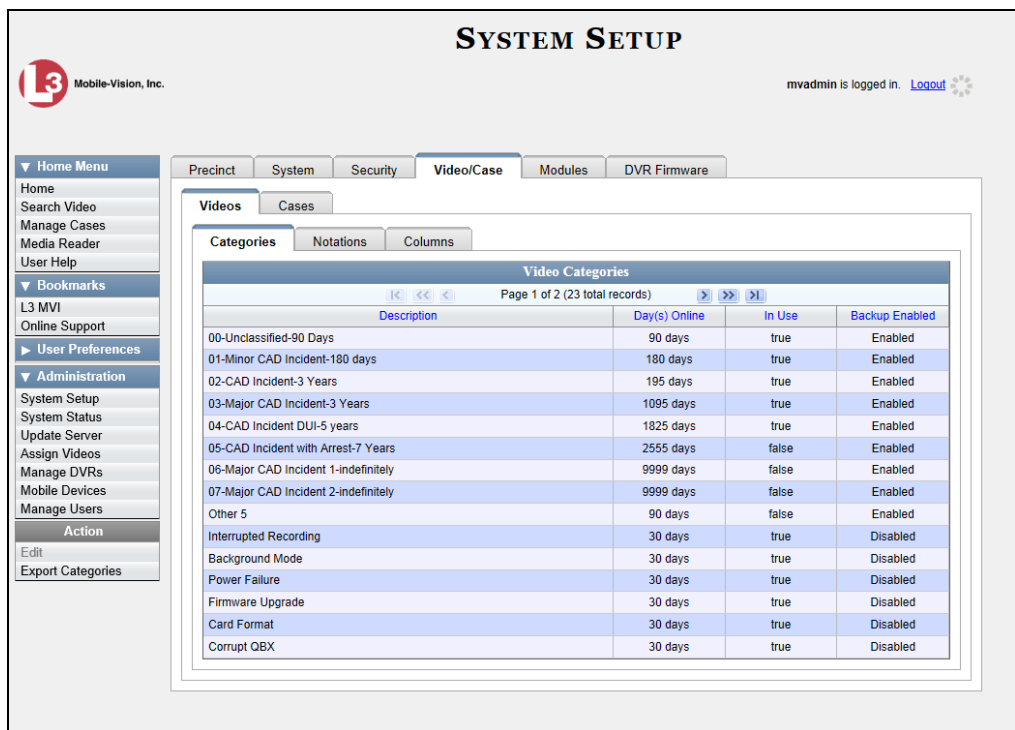
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

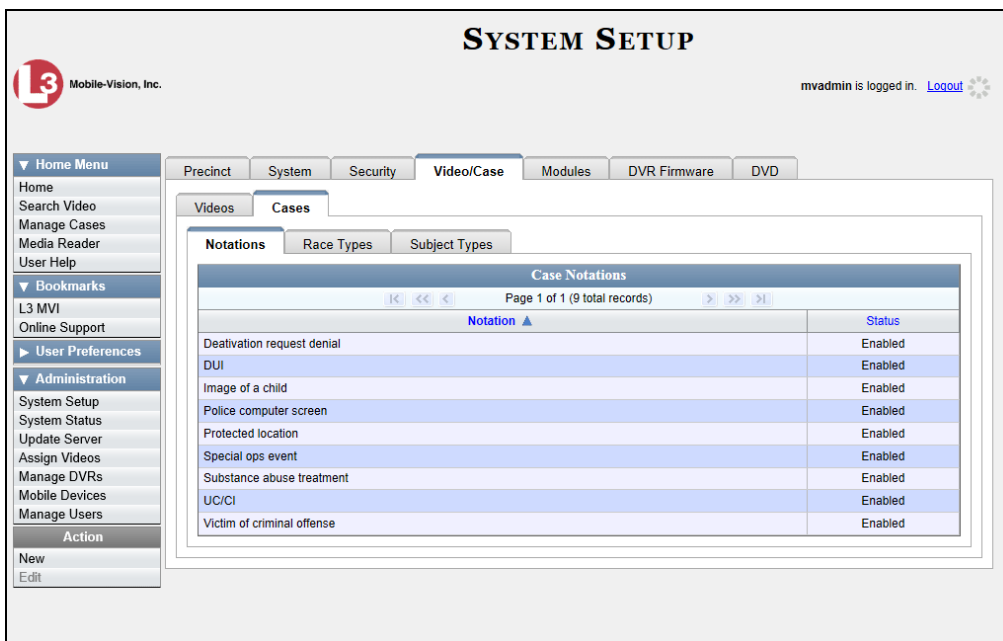
Precinct | System | Security | **Video/Case** | Modules | DVR Firmware

**Videos** | Cases

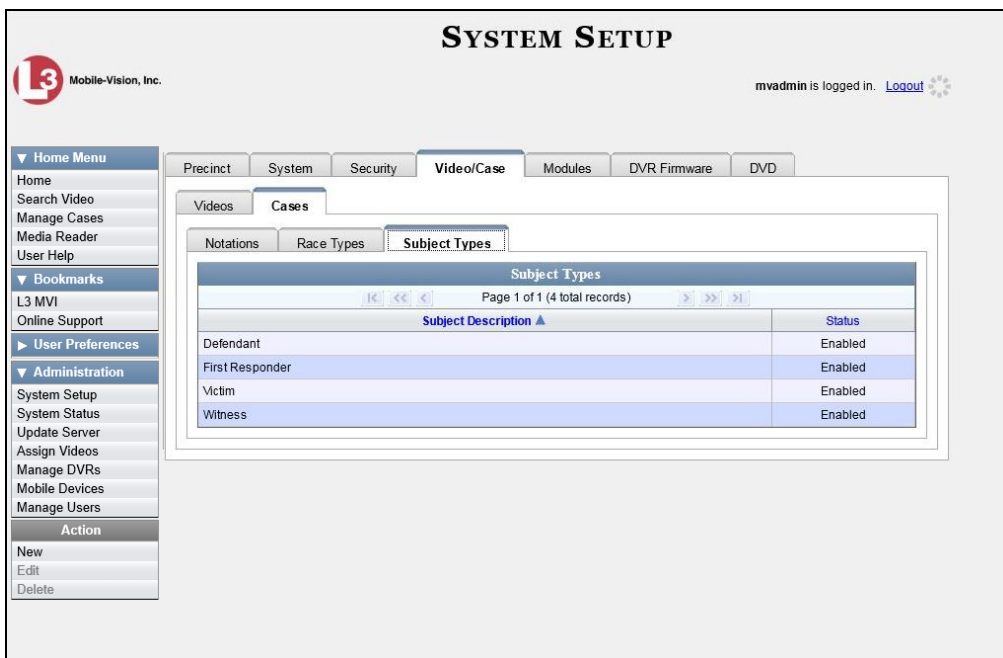
**Categories** | Notations | Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.

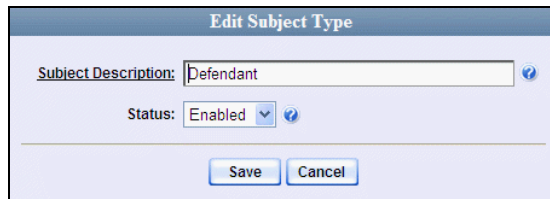


4 Click the **Subject Types** tab.



5 Right-click on the Subject Type you wish to disable, then select **Edit** from the popup menu. The Edit Subject Type popup displays.



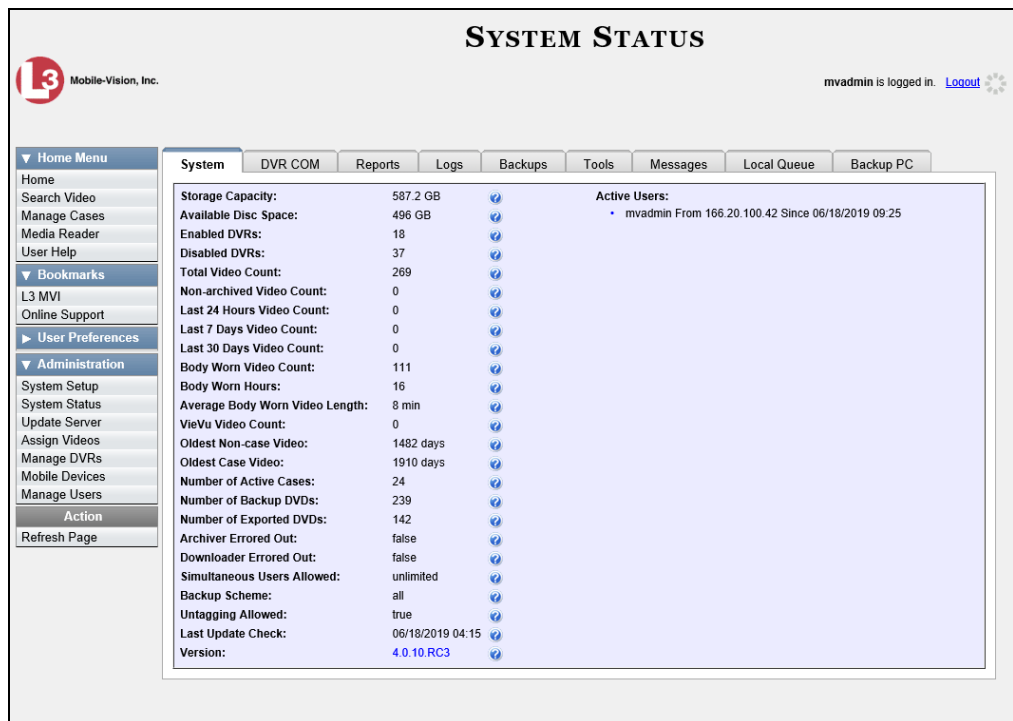


- 6 Select **Disabled** from the *Status* drop-down list.
- 7 Click **Save**.

## Generating the Restricted Viewing Cases Report

This section describes how to download information on restricted cases to a .csv spreadsheet file. Restricted cases are those cases that can only be accessed by a specified group of users, as listed on the case's **Authorized Users** tab.

- 1 Go to  **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

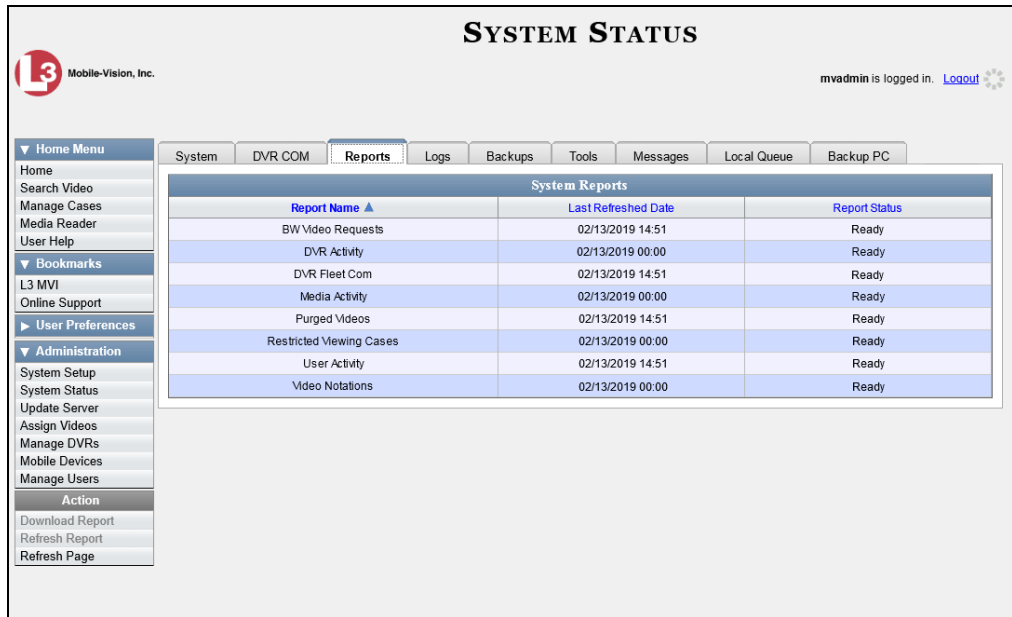
Mobile-Vision, Inc. madmin is logged in. [Logout](#)

Navigation: **System** | DVR.COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	Active Users:	madmin From 166.20.100.42 Since 06/18/2019 09:25
Available Disc Space:	496 GB	Enabled DVRs:	18
Disabled DVRs:	37	Disabled DVRs:	37
Total Video Count:	269	Non-archived Video Count:	0
Last 24 Hours Video Count:	0	Last 7 Days Video Count:	0
Last 30 Days Video Count:	0	Last 30 Days Video Count:	0
Body Worn Video Count:	111	Body Worn Hours:	16
Average Body Worn Video Length:	8 min	VieVu Video Count:	0
Oldest Non-case Video:	1482 days	Oldest Case Video:	1910 days
Number of Active Cases:	24	Number of Backup DVDs:	239
Number of Exported DVDs:	142	Archiver Errored Out:	false
Downloader Errored Out:	false	Simultaneous Users Allowed:	unlimited
Backup Scheme:	all	Untagging Allowed:	true
Last Update Check:	06/18/2019 04:15	Version:	4.0.10.RC3

- 2 Click the **Reports** tab.

*(Continued)*



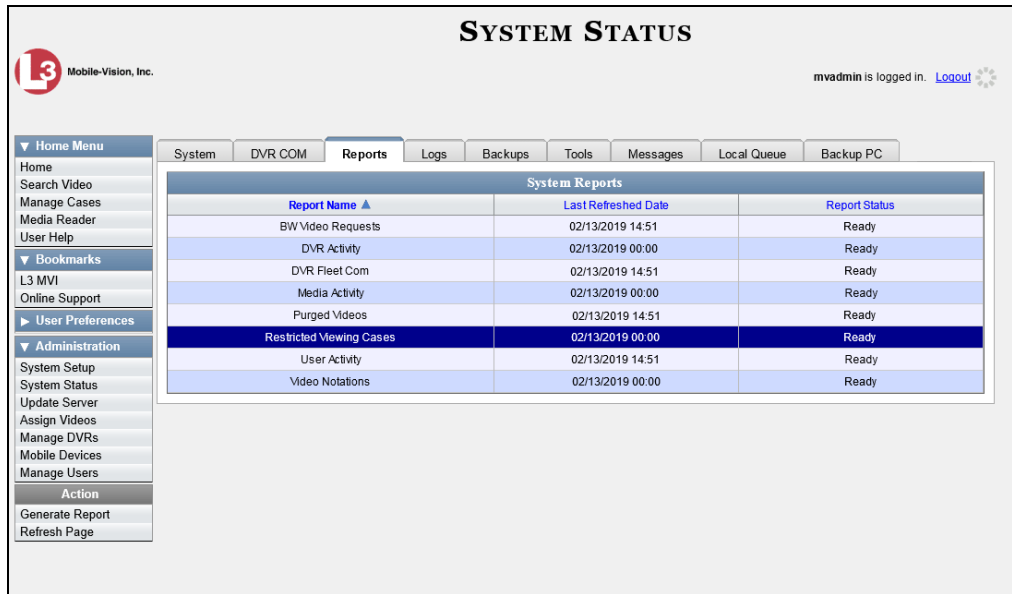
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR.COM | **Reports** | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	02/13/2019 14:51	Ready
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	02/13/2019 14:51	Ready
Media Activity	02/13/2019 00:00	Ready
Purged Videos	02/13/2019 14:51	Ready
<b>Restricted Viewing Cases</b>	<b>02/13/2019 00:00</b>	<b>Ready</b>
User Activity	02/13/2019 14:51	Ready
Video Notations	02/13/2019 00:00	Ready

3 Click on the **Restricted Viewing Cases** report to highlight it.



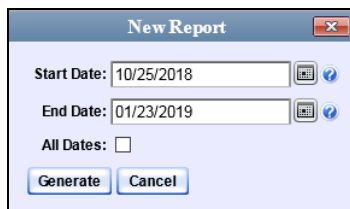
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR.COM | **Reports** | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	02/13/2019 14:51	Ready
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	02/13/2019 14:51	Ready
Media Activity	02/13/2019 00:00	Ready
Purged Videos	02/13/2019 14:51	Ready
<b>Restricted Viewing Cases</b>	<b>02/13/2019 00:00</b>	<b>Ready</b>
User Activity	02/13/2019 14:51	Ready
Video Notations	02/13/2019 00:00	Ready

4 Go to the **Action** column and click **Generate Report**. The New Report popup displays.



**New Report**

Start Date: 10/25/2018

End Date: 01/23/2019

All Dates:

**Generate** **Cancel**

5 To report on a selected date range, proceed to the next step.

– OR –

To report on *all* dates, select the *All Dates* checkbox. Skip to step 8.

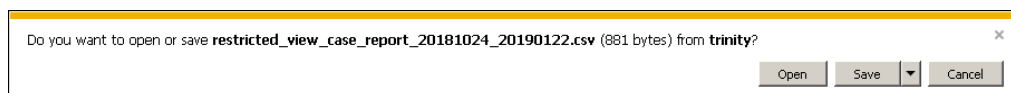


6 Proceed to the *Start Date* field. Using the calendar icon, select the beginning of the date range you wish to report on.



7 Proceed to the *End Date* field. Using the calendar icon, select the end of the date range for this report.

8 Click **Generate**. A Windows message displays.



9 Click **Open**. The report displays in your default spreadsheet application, such as Microsoft Excel.



## 5 DVRs

This chapter describes the various procedures used to update and maintain your Flashback and Body Worn DVRs. If you have an Extended Maintenance Agreement with Mobile-Vision, you will occasionally receive DVR firmware updates via the DEP application. The procedure for updating the firmware is described later in this chapter.

For more information, see:

- DVR Units, below
- Fleet Management, page 510
- DVR Firmware, page 564
- Viewing the DVRs' Status List, page 577
- Turning the DVR Error Notification Feature On/Off, page 580
- Troubleshooting DVR Errors, page 583
- Viewing the DVR Downloader Log, page 588
- Disabling/Enabling Your DVRs, page 590
- Exporting DVR Activity to a Spreadsheet, page 592.

### DVR Units

Each of your Flashback and Body Worn DVRs has a corresponding record entered in DEP. These records store all the information required for successful communication between your DVRs and the server.

At system start-up, your System Implementation Specialist (SIS) will assist you in getting your DVRs properly configured in DEP. After that, you will only have to make occasional changes to these records as needed. For example, when you add a new Flashback DVR to your fleet, you may need to enter a new DVR record in DEP.

Procedures that do not reference a particular DVR type apply to both Flashback and Body Worn DVRs.

For specific instructions, see:

- Importing Multiple DVRs from a Spreadsheet, next page
- Configuring a New 'Auto Insert' DVR, page 426
- Searching for a DVR, page 424
- Changing a Flashback DVR, page 431
- Replacing a Flashback DVR, page 469
- Deleting a DVR, page 470
- Exporting DVR Information to a Spreadsheet, page 471
- Generating the DVR Fleet Communication Report, 471
- BodyVISION DVRs, page 475

*(Continued)*


- BWX-100 DVRs, page 488
- Viewing the Mobile Devices Page for a Body Worn Camera, page 504
- Resolving Naming Conflicts, page 488.

## Importing Multiple DVRs from a Spreadsheet

At system start-up, your System Installation Specialist (SIS) will provide you with a spreadsheet that contains all your basic DVR records. You can import this information to DEP to save data entry time. After that, you will typically add DVR records one at a time whenever you add a new vehicle/DVR to your fleet.

- 1 Using Microsoft Excel, open the DVR spreadsheet provided by your System Implementation Specialist (SIS).

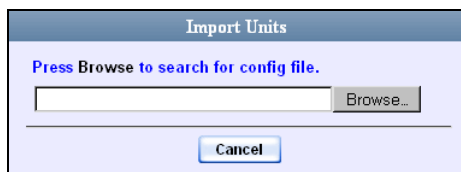
	<i>VEH #</i>	<i>IP</i>	<i>FLASH CARD</i>	<i>ID</i>	<i>SERIAL #</i>	<i>WLAN MAC</i>
24						
25						
26	4312	192.168.10.101	216785	13783	29446	00.80.48.6e.68.af
27	4313	192.168.10.102	216628	13784	29447	00.80.48.6b.96.90
28		192.168.10.103	216629	13785	29448	00.80.48.6b.98.6f
29		192.168.10.104	216630	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

- 2 Using the Excel conversion utility, convert the spreadsheet from **XLS** to **CSV** format. For specific instructions, refer to your Excel documentation.
- 3 If you have not done so already, login to the DEP application as an administrator.
- 4 Go to  **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

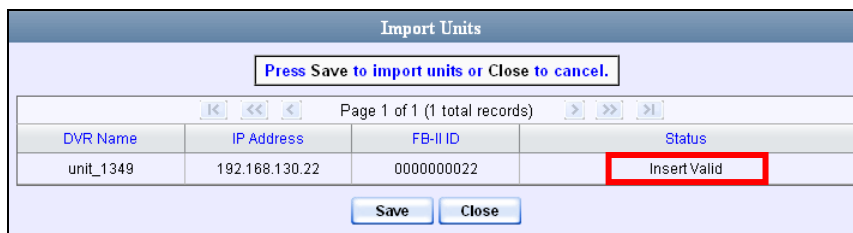
5 Go to the **Action** column and click **Import Units**. The Import Units popup displays.



6 Click **Browse**.

7 Navigate to the spreadsheet that contains your DVR information.

8 Double-click on the spreadsheet file. A confirmation screen displays.



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.

(Continued)

- Click **Save**. A confirmation message displays.

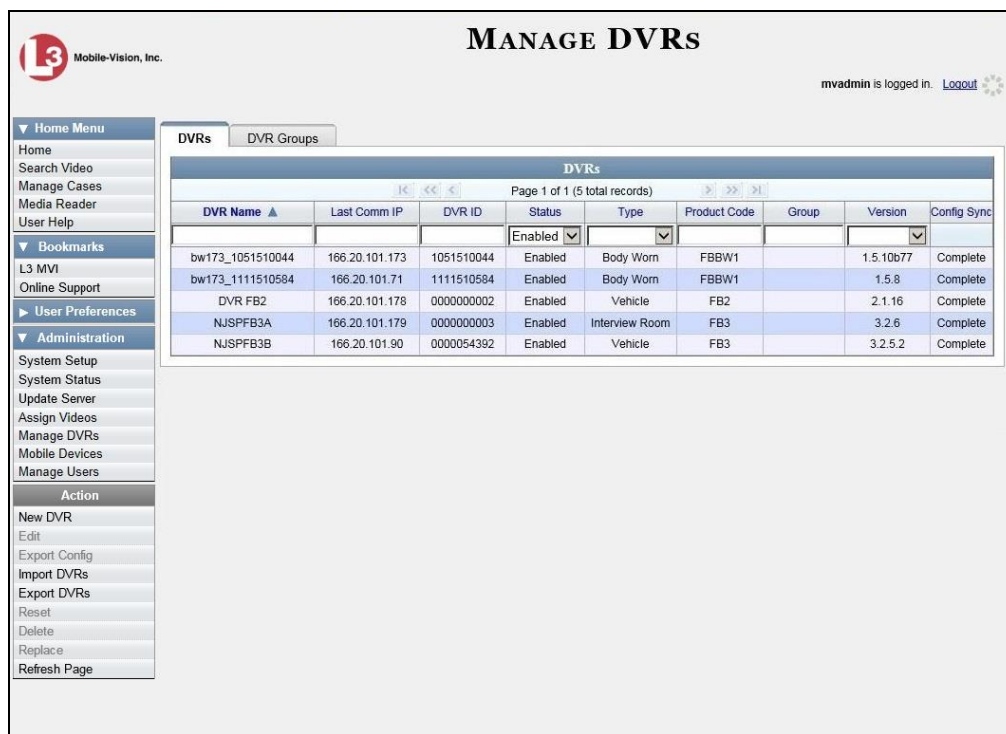
Config file **configunits.csv** successfully loaded. 10 unit(s) added.

The default status of your imported DVRs will be set to **Disabled**. When you're ready to start using the DVRs, make sure you change their status to **Enabled**, as described in the next section, "Changing a DVR."

## Configuring a New 'Auto Insert' DVR Record

This section describes how to configure a new Flashback or Body Worn DVR record that was created automatically by the system.

- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

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DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.171	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- Search for the new DVR record:

Enter the device's serial number in the *DVR ID* field. You can find this number on the silver sticker located on the inside door of Flashback DVR *or* on the back of the Body Worn device.

– OR –

Enter the DVR's Product Code in the *Product Code* field:

**FBHD**..... FlashbackHD

**FB3**..... Flashback3



- FB2**..... Flashback2
- FBBW1** ..... *BodyVISION*
- BWX-100**..... BWX-100

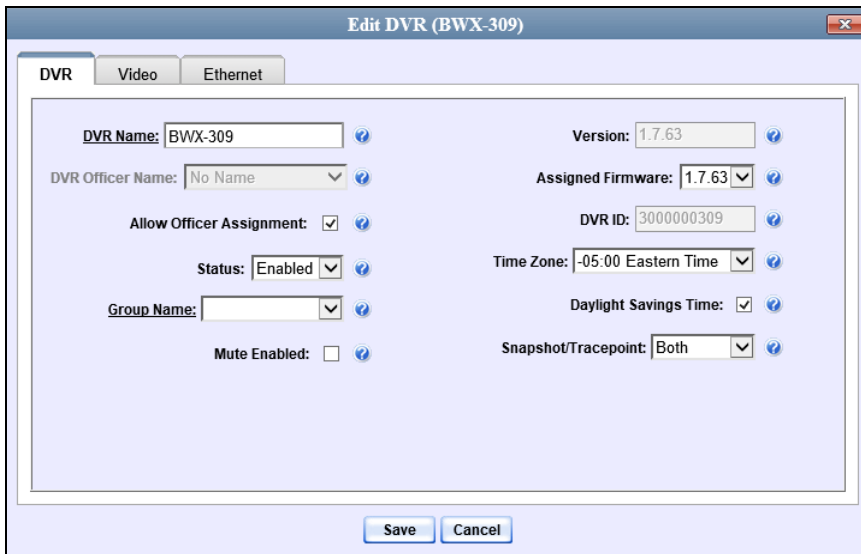
Once the desired DVR record displays on-screen, proceed to the next step.

- 3 Right-click on the new DVR record, then select **Edit** from the popup menu. The Edit DVR form displays.

Sample  
Flashback  
record

Sample  
*BodyVISION*  
record

Sample  
BWX-100 record

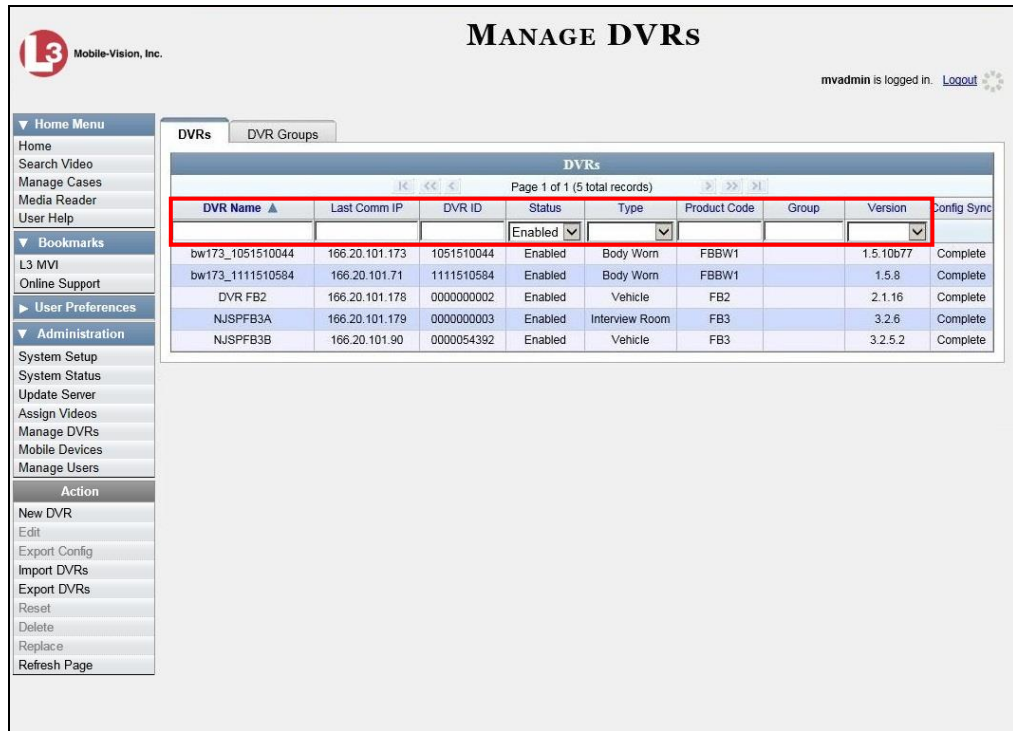


- 4 Using your agency's naming conventions, enter a new name for the DVR in the *DVR Name* field.
- 5 If your agency is using the Fleet Management feature, proceed to the next step. Otherwise skip to step 7.
- 6 Using the *Group Name* drop-down list, select the DVR Group to which you wish to assign this DVR.
- 7 Review the remaining field values. Enter/select any necessary changes.
- 8 Click **Save**.

### 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.



**MANAGE DVRs**

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Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

Bookmarks  
L3 MVI  
Online Support  
User Preferences

Administration  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

Action  
New DVR  
Edit  
Export Config  
Import DVRs  
Export DVRs  
Reset  
Delete  
Replace  
Refresh Page

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
			Enabled					
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

2 Enter/select the field values you wish to search on, as described below.

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 <i>Flashback</i> 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>
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> </ul> <p>(Continued)</p>

DVR Search Fields (cont'd)	
Search Field	Description
Type (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Body Worn.</i> A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <i>VieVu.</i> A <i>VIEVU</i> Body Worn camera.</li> </ul> <p><i>Select this value from the drop-down list.</i></p>
Product Code	<p>Limits your search to those DVR units that have this Product Code (enter one):</p> <p><b>FB1</b> .....Flashback1  <b>FB2</b> .....Flashback2  <b>FB3</b> .....Flashback3  <b>FBHD</b> .....FlashbackHD  <b>FBBW1</b> .....<i>BodyVISION</i>  <b>BWX-100</b> .....<i>BWX-100</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>

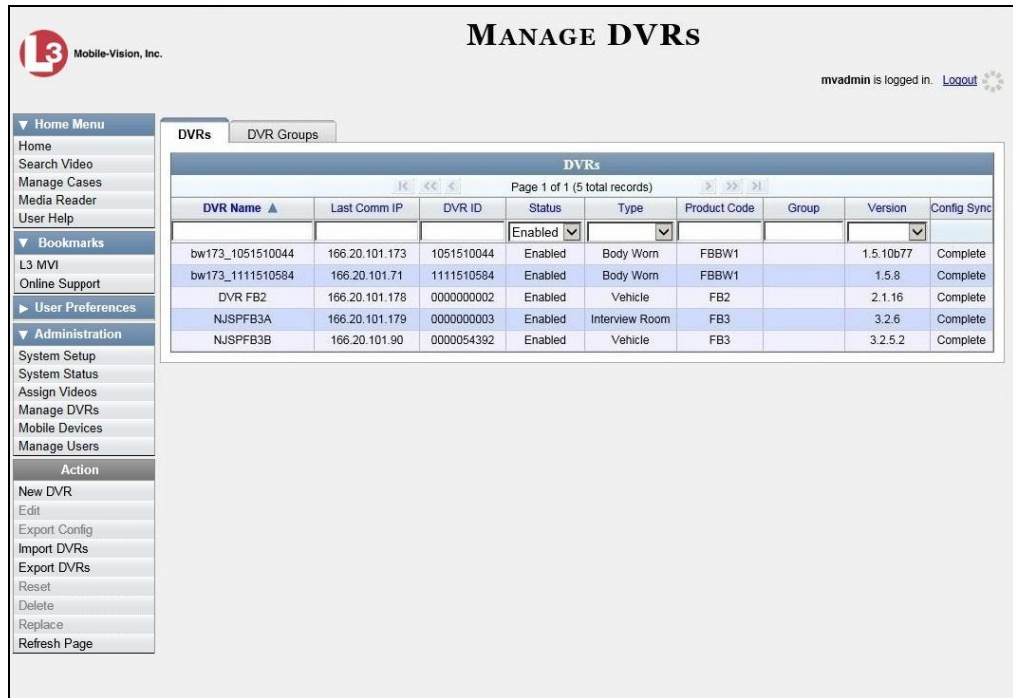
After you enter a search value, the system will automatically display those records that match your search criteria.

***What is the 'Config Sync' field for?***

The *Config Sync* field displays the DVR's configuration synchronicity for Flashback and Body Worn devices, as described below.

- Pending.** The system is in the process of synchronizing the *server's* DVR configuration with the actual *device's* DVR configuration. In other words, the server and DVR are not yet synchronized.
- Complete.** All previous changes to the server's DVR configuration have already been copied to the actual DVR. The server and DVR are fully synchronized.

After you enter a search value, the system will automatically display those records that match your search criteria.



**MANAGE DVRs**

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**DVRs** | DVR Groups

Page 1 of 1 (5 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
			Enabled					
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

## Changing a Flashback DVR

This section describes how to change the setting(s) for a single Flashback DVR record.

To make global changes to a fleet of Flashback2 or Flashback3/HD DVRs, see “Changing a Flashback DVR Group” on page 528 instead.

To update a *BodyVISION* DVR, see “Changing a *BodyVISION* DVR” on page 480 instead.

To update a BWX-100 DVR, see “Changing a BWX-100 DVR” on page 493 instead.

For detailed instructions, see:

- Changing a Flashback DVR that is Not Assigned to a DVR Group, below
- Changing a Flashback DVR that is Assigned to a DVR Group, page 465.

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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 group of Flashback2 or Flashback3/HD DVRs, see “Changing a Flashback DVR Group” on page 528 instead.

To update a *BodyVISION* DVR, see “Changing a *BodyVISION* DVR” on page 480 instead.

To update a BWX-100 DVR, see “Changing a BWX-100 DVR” on page 493 instead.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.


For specific instructions, see:

- Displaying the Edit DVR Popup, below
- Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 434
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 438
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 449
- Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 453.
- Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group, page 457
- Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 460.

### 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.


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**MANAGE DVRs**

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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 Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

Administration

- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

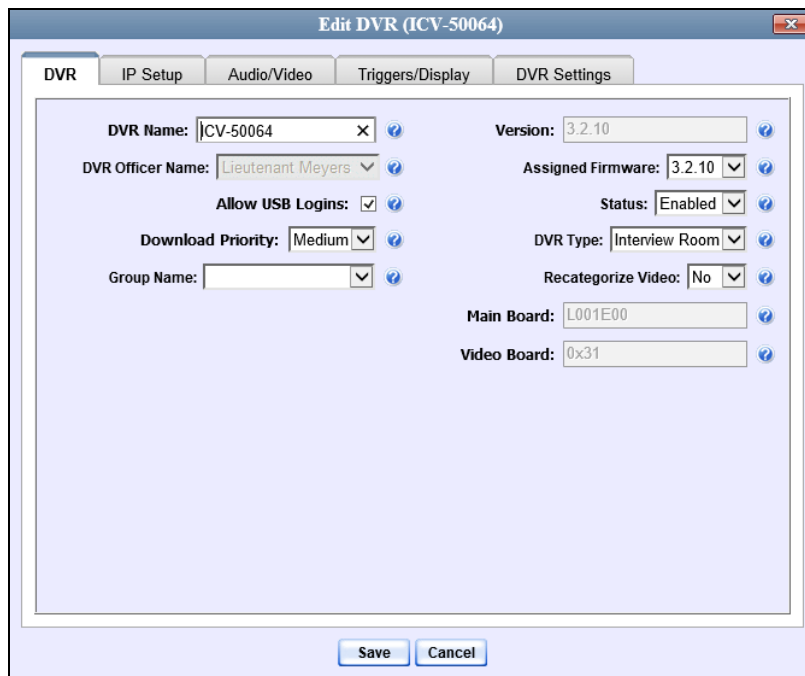
Action

- New DVR
- Edit
- Export Config
- Import DVRs
- Export DVRs
- Reset
- Delete
- Replace
- Refresh Page

- 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 424, 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.

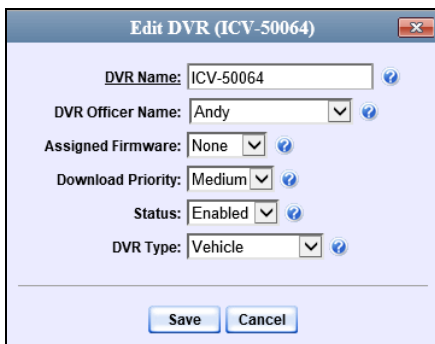
**Discovered vs. Undiscovered DVRs.** A *discovered* DVR is one that has been in communication with the server at least once. An *undiscovered* DVR is one that has not been in communication with the server yet (i.e., a DVR for which you just created a record or uploaded a record). To determine if a DVR 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.

Discovered DVR



(Continued)

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, below, beginning with step 2
- Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 438, beginning with step 2
- Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 449, beginning with step 2
- Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group, page 453, beginning with step 2
- Changing the Triggers for a Flashback DVR that is not Assigned to a DVR Group, page 457
- Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group, page 460, beginning with step 2.

### Changing the General DVR Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the following settings for a Flashback2, Flashback3, or FlashbackHD DVR record that is not currently assigned to a DVR Group:

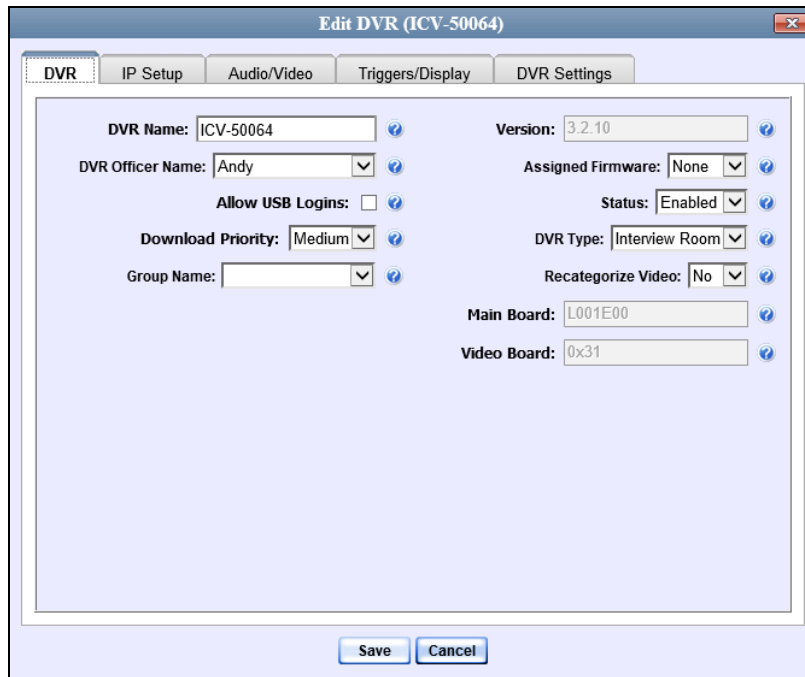
- DVR Name
- DVR Officer Name
- Allow USB Logins checkbox
- Download Priority setting
- Group Name
- Assigned Firmware
- Status (*Enabled* vs. *Disabled*)
- DVR Type
- Recategorize Video setting
- Admin Login Name
- Admin Login Password
- Time Zone
- Ignition Timer

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing the General DVR Settings for a Flashback DVR Group” on page 539 instead.



To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)



The fields on the **DVR** tab are described below.

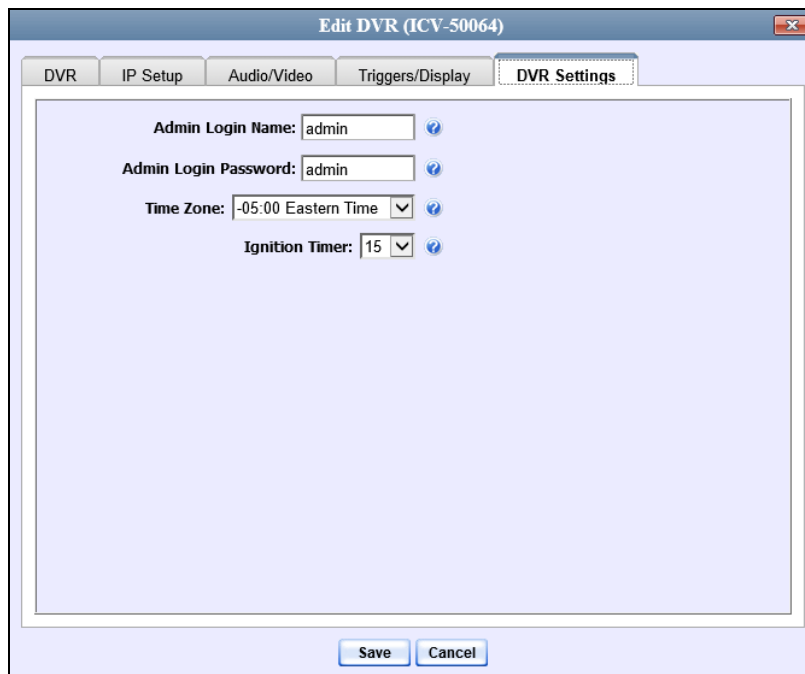
DVR Tab	
Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146). If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see “Resolving Naming Conflicts” on page 488.
Version	The firmware version that is currently loaded on this DVR. <i>System-generated field.</i>
DVR Officer Name	The default officer associated with this video. This is the officer to whom the videos recorded on this DVR will be linked.

(Continued)

DVR Tab (cont'd)	
Field	Description
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 as the value in the <i>Version</i> field. <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. <input checked="" type="checkbox"/> Different officers will be able to log in and out of this DVR using a USB login key. <input type="checkbox"/> No officers will be able to log in and out of this DVR using a USB login key. Select this option if 1) this DVR is used by only one officer (i.e., the officer whose name appears in the <i>DVR Officer Name</i> field), or 2) your agency has chosen not to use USB Login Keys. NJSP does not currently allow USB Logins.
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: <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> System defaults to <b>Enabled</b> . <i>Select this value from the drop-down list.</i>
Download Priority	The download priority for the DVR's video transmissions: <i>low, medium, or high</i> . The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <i>Download Priority</i> of <b>High</b> will transmit <i>first</i> ; DVRs with a <i>Download Priority</i> of <b>Medium</b> will transmit <i>second</i> ; and DVRs with a <i>Download Priority</i> of <b>Low</b> (default) will transmit <i>last</i> . <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.</li> <li>▪ <i>Body Worn.</i> A <i>BodyVISION</i> or BWX-100 Body Worn camera.</li> </ul> <i>Select a value from the drop-down list.</i>

DVR Tab (cont'd)	
Field	Description
Group Name	A drop-down list used to assign this DVR to a DVR group.
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 <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 not recategorize all videos recorded from this DVR as <i>Interview Room</i> (default), as this DVR is installed in a vehicle.</li> </ul> <p>This field will only be visible if your agency is using the Interview Room module. Does not apply to Flashback2s. <i>Select a value from the drop-down list.</i></p>
Main Board	The DVR's Main Board ID. <i>For internal use only</i> . Does not apply to Flashback2s.
Video Board	The DVR's Video Board ID. <i>For internal use only</i> . Does not apply to Flashback2s.

- 2 To change one or more settings on this tab, enter or select your changes in the appropriate field(s). Otherwise proceed to the next step.
- 3 If you wish to change additional DVR settings, click the **DVR Settings** tab. Otherwise, skip to step 5.



The fields on the **DVR Settings** tab are described below.

DVR Settings Tab	
Field	Description
Admin Login Name	The Flashback User ID. The system uses this ID in combination with the <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 a 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 a 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 <i>after</i> a vehicle's ignition has been turned <i>off</i> . <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 ICV-50064 successfully saved.

#### Changing the IP Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the IP settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR Group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing the IP Settings for a DVR Group” on page 530 instead.

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. *(Continued)*

- 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 440.
- 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 446.

For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

#### 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(s)*.<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(s)*.<sup>\*</sup> A list of unique IP address(es) 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* (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

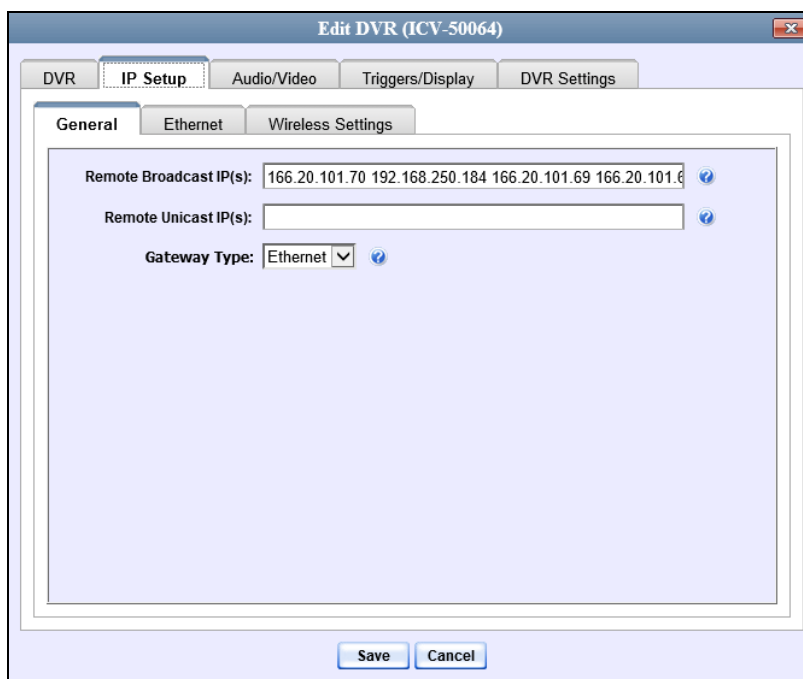
To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback DVR record you wish to update. (If necessary, review “Displaying the Edit DVR Pop-up” on page 432.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display.

(Continued)

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<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(es)*, enter a list of IP addresses in the *Remote Broadcast IP(s)* field, each separated by a space. Otherwise proceed to the next step.
- 4 To change the *remote unicast IP address(es)*, enter a list of IP addresses in the *Remote Unicast IP(s)* field, each separated by a space. Otherwise proceed to the next step.
- 5 To change the *gateway type*, select a new value from the *Gateway Type* drop-down list. Otherwise proceed to the next step.
- 6 Click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

#### Changing the Ethernet Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the Ethernet settings for a discovered Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. Ethernet settings are required for the following DVR configurations:

- DVRs that are installed in an Interview Room
- DVRs that are installed in a vehicle and interface with one of the following applications: Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor.

For instructions, see:

- Configuring a Flashback DVR for Use with Interview Room, next page
- Configuring a Flashback DVR for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 443

### 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 532.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method.



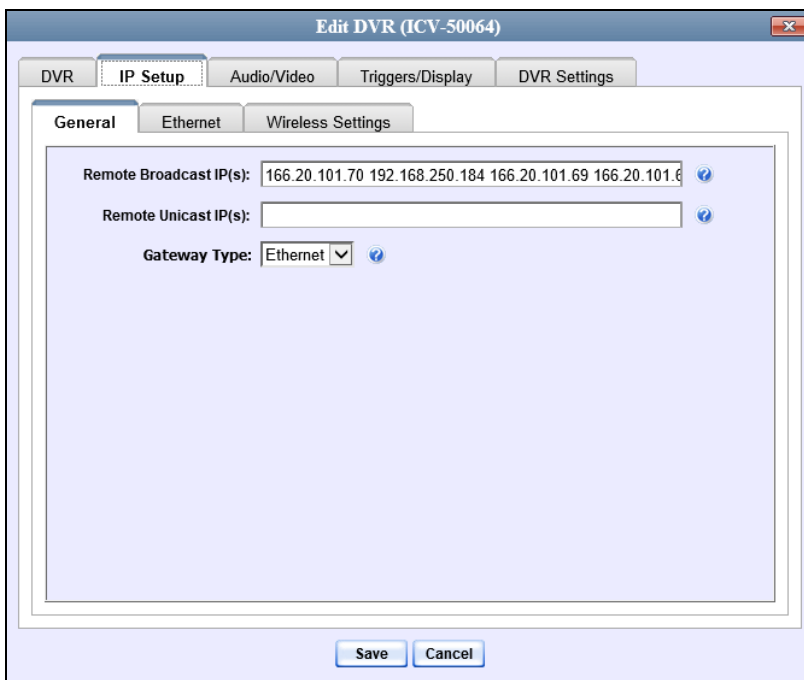
**WARNING:** Do not attempt the following procedure without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

- 1 Search for and display the Flashback record you wish to configure for Interview Room. (If necessary, review "Displaying the Edit DVR Popup" on page 432.)

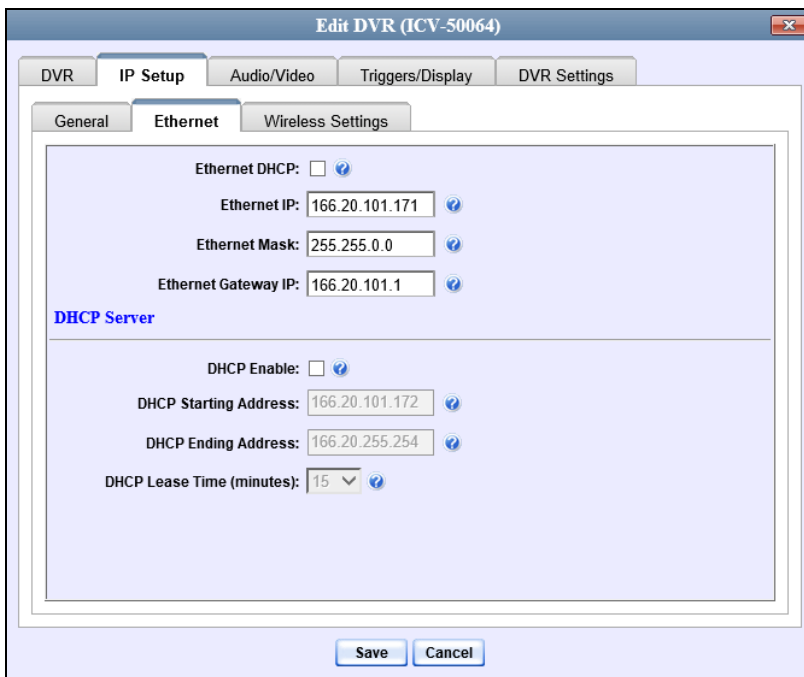
Field	Value
DVR Name	ICV-50064
Version	3.2.10
DVR Officer Name	Andy
Assigned Firmware	None
Allow USB Logins	<input type="checkbox"/>
Status	Enabled
Download Priority	Medium
DVR Type	Interview Room
Group Name	
Recategorize Video	No
Main Board	L001E00
Video Board	0x31

- 2 Click the **IP Setup** tab. The IP options display.

(Continued)



3 Click the **Ethernet** tab. The Ethernet form displays.





- 4 If this Flashback will be installed on a *DHCP* network, check the *Ethernet DHCP* checkbox at the top of the form. The system grays out the *Ethernet IP*, *Ethernet Mask*, and *Ethernet Gateway IP* fields. Skip to step 8.

– OR –

If this Flashback will be installed on a non-*DHCP* network, make sure the *Ethernet DHCP* checkbox is deselected, then proceed to the next step.

- 5 Go to the *Ethernet IP* field and enter the Ethernet IP address that this DVR will use on your network.
- 6 Go to the *Ethernet Mask* field and enter the Ethernet Mask IP address that this DVR will use on your network.
- 7 Go to the *Ethernet Gateway IP* field and enter the Ethernet gateway IP address that this DVR will use on your network.
- 8 Click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

#### **Configuring a Flashback DVR for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor**

This procedure describes how to configure a Flashback2, Flashback3, or FlashbackHD DVR to automatically assign IP addresses to a laptop or MDC that has Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on it.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

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 534 instead.



**WARNING:** Do not attempt the following procedure without the assistance of your agency’s network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

- 1 Search for and display the DVR you wish to configure. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)

*(Continued)*

**Edit DVR (ICV-50064)**

**DVR** | IP Setup | Audio/Video | Triggers/Display | DVR Settings

DVR Name: ICV-50064    Version: 3.2.10

DVR Officer Name: Andy    Assigned Firmware: None

Allow USB Logins:     Status: Enabled

Download Priority: Medium    DVR Type: Interview Room

Group Name:    Recategorize Video: No

Main Board: L001E00

Video Board: 0x31

Save    Cancel

2 Click the **IP Setup** tab.

**Edit DVR (ICV-50064)**

DVR | **IP Setup** | Audio/Video | Triggers/Display | DVR Settings

General | **Ethernet** | Wireless Settings

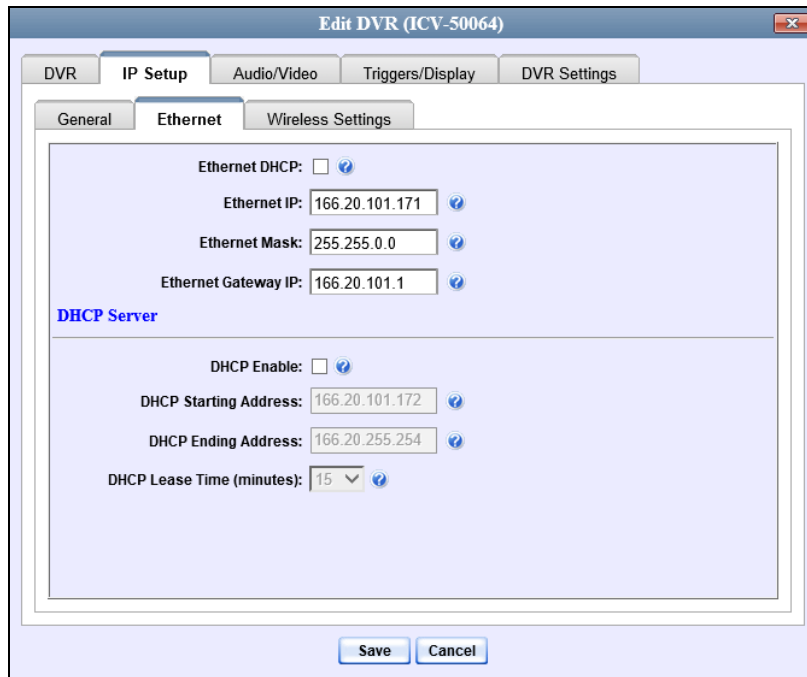
Remote Broadcast IP(s): 166.20.101.70 192.168.250.184 166.20.101.69 166.20.101.6

Remote Unicast IP(s):

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**. A confirmation message displays.

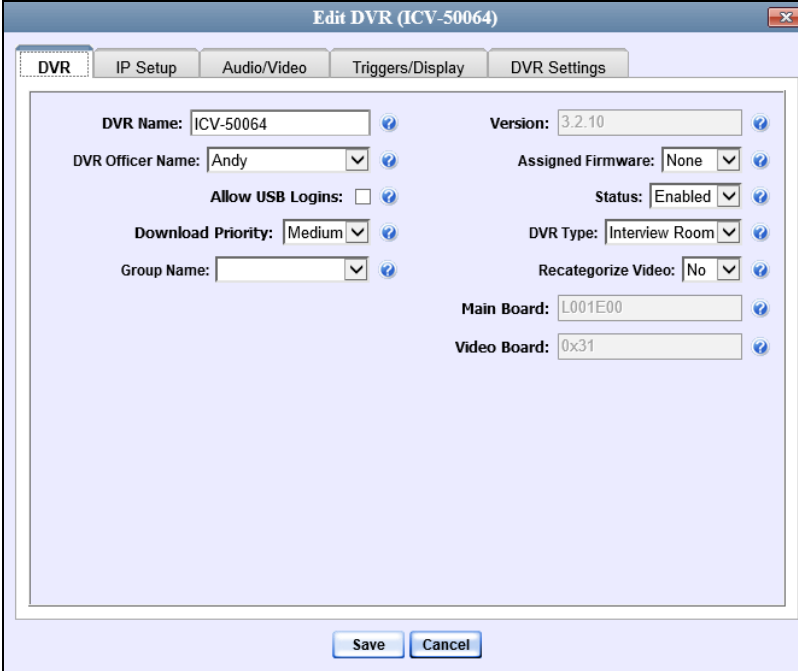
DVR ICV-50064 successfully saved.

### Changing the Wireless Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the wireless settings for a Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. This procedure is only necessary if you selected a wireless mode of **WPA-ENTERPRISE** or **WPA2-ENTERPRISE** on the *Wireless Settings* tab.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)

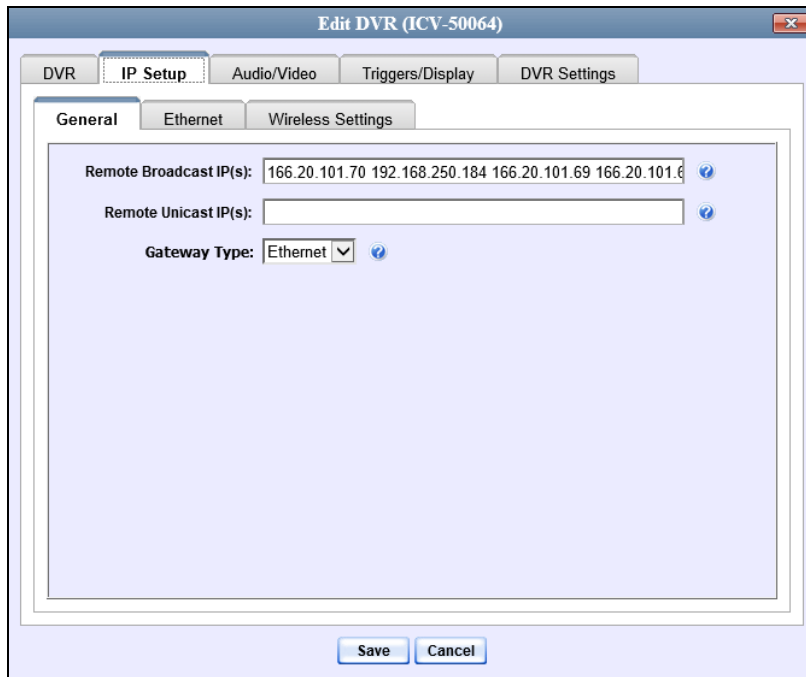


The screenshot shows the 'Edit DVR (ICV-50064)' window with the 'DVR' tab selected. The window contains the following fields and options:

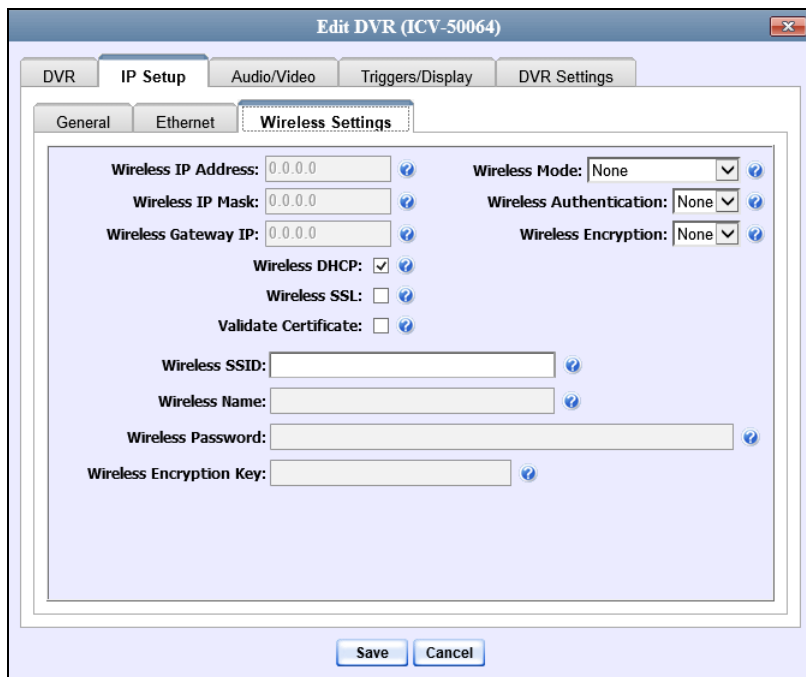
- DVR Name:** ICV-50064
- Version:** 3.2.10
- DVR Officer Name:** Andy
- Assigned Firmware:** None
- Allow USB Logins:**
- Status:** Enabled
- Download Priority:** Medium
- DVR Type:** Interview Room
- Group Name:** (empty)
- Recategorize Video:** No
- Main Board:** L001E00
- Video Board:** 0x31

At the bottom of the window are 'Save' and 'Cancel' buttons.

- 2 Click the **IP Setup** tab. The IP options display.



3 Click the **Wireless Settings** tab. The Wireless settings display.



The fields on the **Wireless Settings** tab are described in the table on the next page.

*(Continued)*



Dual WiFi Antenna

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. <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	The 802.11 mode that you are using on your wireless network. <i>Select this value from the drop-down list.</i> If you are a Flashback3 customer using the <i>Dual WiFi</i> antenna (see photo at left), select <b>802.11n</b> .
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> Do not change this setting unless instructed to do so by your IT staff.  <input checked="" type="checkbox"/> DHCP server automatically assigns an IP address to this DVR via the <i>Wireless IP Address</i> and <i>Wireless IP Mask</i> fields <input type="checkbox"/> User manually assigns an IP address to this DVR
Wireless SSL (Secure Socket Layer)	A checkbox used to indicate whether or not you are using the SSL (Secure Socket Layer) type encryption to authenticate on your wireless network.  <input checked="" type="checkbox"/> Using SSL <input type="checkbox"/> Not using SSL
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"/> Not Providing valid certificates for communication

\* Network Interface Controller, sometimes referred to as a "network card"

Wireless Settings Tab (cont'd)	
Setting	Description
Wireless SSID	The name of your wireless network, also referred to as a <i>wireless service set identifier</i> . This field is required for all wireless modes.
Wireless Name	Your wireless username. Used in combination with the <i>Wireless Password</i> field to login to the wireless network. This field is required for wireless modes <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. Your password may contain any combination of the following characters: <b>a b c d e f g h i j k l m</b> <b>n o p q r s t u v w x y z</b> <b>A B C D E F G H I J K L M</b> <b>N O P Q R S T U V W X Y Z</b> <b>0 1 2 3 4 5 6 7 8 9 ~ ! @</b> <b># % ^ * ( ) _ + . ; : { }</b>
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, the Wireless 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 a Mobile-Vision Technical Support Engineer.

- 4 Enter or select your changes in the appropriate field(s), then click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

### Changing the Audio Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the audio settings for a Flashback2, Flashback3, or FlashbackHD that is not currently assigned to a DVR Group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing the Audio Settings for a DVR Group” on page 535 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)

- 2 Click the **Audio/Video** tab. The Audio form displays.

Flashback2s only



The fields on the **Audio** tab are described below.

<b>Audio Tab</b>	
<b>Audio Feedback</b>	
Setting	Description
VLP1	A checkbox used to indicate whether or not you wish to include the audio from the wireless microphone that's connected to the Flashback's VLP 1 port. <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 Flashback's VLP 2 port. <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
In-Car Mic	A checkbox used to indicate whether or not you wish to include the audio from the in-car microphone. <input checked="" type="checkbox"/> Include audio from in-car microphone <input type="checkbox"/> Do <i>not</i> include audio from in-car microphone
Recycle Record <i>Flashback2s only</i>	A checkbox used to indicate whether or not you wish to continue recording even after the space on your CF card is used up. When this feature is selected, the Flashback will record over existing files after the CF card is full, beginning with the oldest file. When this feature is <i>off</i> (default), the Flashback will automatically stop recording as soon as the CF card is full. <input checked="" type="checkbox"/> Continue recording after space on CF card is used up <input type="checkbox"/> Stop recording after space on CF card is used up
<b>Audio Properties</b>	
Background Record	A checkbox used to indicate whether or not you wish to use your wireless microphone (see <b>Note</b> on the next page) to capture audio for Background Record videos. ( <i>cont'd</i> )

Audio Tab (cont'd)	
Audio Properties (cont'd)	
Setting	Description
Background Record (cont'd)	<p><input checked="" type="checkbox"/> Use wireless microphone to capture audio for Background Record videos.</p> <p><input type="checkbox"/> Use wireless microphone to capture audio for regular (foreground) videos only.</p> <p><b>Note:</b> If you have <i>two</i> 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 Flashback'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>Select this value from the drop-down list. System default is 4.</i></p> <p><b>Note:</b> If you notice increased distortion after changing this setting, increase the numeric value of this 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 Flashback'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><i>Select this value from the drop-down list. System default is 4.</i></p> <p><b>Note:</b> If you notice increased distortion after changing this setting, increase the numeric value of this 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><i>Select value from the drop-down list. System default is 2.</i></p> <p><b>Note:</b> If you notice increased distortion after changing this setting, increase the numeric value of this field.</p>

- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

DVR Unit FB2 successfully saved.

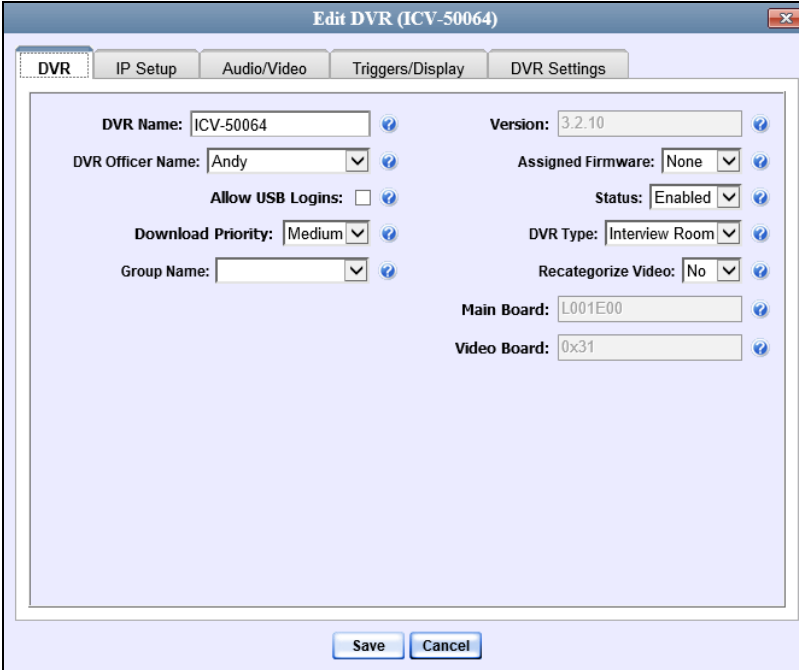
### Changing the Video Settings for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the video settings for a Flashback2, Flashback3, or FlashbackHD that is not assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing the Video Settings for a DVR Group” on page 536 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)



- 2 Click the **Audio/Video** tab. The Audio form displays.

*(Continued)*

Video tab:  
Flashback2  
version

- 3 Click the **Video** tab. The Video form displays. This form will appear slightly different for Flashback2s vs. Flashback3/HDs.

Video tab:  
Flashback3/  
FlashbackHD  
version

The fields on this form are described in the following table.

Video Tab									
Video Properties									
Field	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	<p>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></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Flashback2/3 Settings:</u></td> <td style="width: 50%;"><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>								
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	The frame rate for your Backseat camera videos and/or Bullet camera videos. This is the number of frames that will display every second. The higher the number, the smoother the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>								
(Channel 2) Quality	<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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 .....250 kbps</td> <td style="width: 50%;">4..... 1.0 mbps</td> </tr> <tr> <td>2 .....500 kbps</td> <td>5..... 1.25 mbps</td> </tr> <tr> <td>3 .....750 kbps</td> <td></td> </tr> </table>	1 .....250 kbps	4..... 1.0 mbps	2 .....500 kbps	5..... 1.25 mbps	3 .....750 kbps			
1 .....250 kbps	4..... 1.0 mbps								
2 .....500 kbps	5..... 1.25 mbps								
3 .....750 kbps									

Video Tab (cont'd)	
Video Properties (cont'd)	
Field	Description
(Channel 2) Resolution	The display resolution (pixels per inch) for your Backseat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture <i>and</i> the larger the video's file size. <i>Select this value from the drop-down list.</i>
Active Cameras <i>Flashback3s &amp; FlashbackHDs only</i>	The number of cameras that will be recording on Channel 2. You can have up to four cameras recording on this channel: the <i>Backseat</i> camera and 1 – 3 <i>Bullet</i> cameras. If there will be <i>no</i> cameras recording on Channel 2, set the value of this field to <b>OFF</b> .  This field will only display on Flashback3 and FlashbackHD DVR records.
Background Record	A checkbox used to indicate whether or not you want the Flashback2, Flashback3, or FlashbackHD to record continuously whenever the vehicle's ignition is on. Keep in mind that the use of Background Record requires a lot of disc space.  <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	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.  <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	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> .  <input checked="" type="checkbox"/> Continue recording after the vehicle's ignition is turned off

Video Tab (cont'd)	
Video Properties (cont'd)	
Field	Description
Unit Shutdown (cont'd)	<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 below.
Delay Stop	A checkbox used to indicate whether or not you wish to use the <i>Delay Stop</i> feature, which enables you to continue 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. <input checked="" type="checkbox"/> Use <i>Delay Stop</i> feature <input type="checkbox"/> Do <i>not</i> use <i>Delay Stop</i> feature If you select this checkbox, you must enter a value in the <i>Delay Minutes</i> field.
Delay Minutes	The number of minutes that you wish to continue recording <i>after</i> pressing the <b>Stop</b> button on your DVR. Used in conjunction with the <i>Delay Stop</i> field above. <i>Select this value from the drop-down list.</i>

- 4 Enter/select your changes in the appropriate field(s).
- 5 Click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

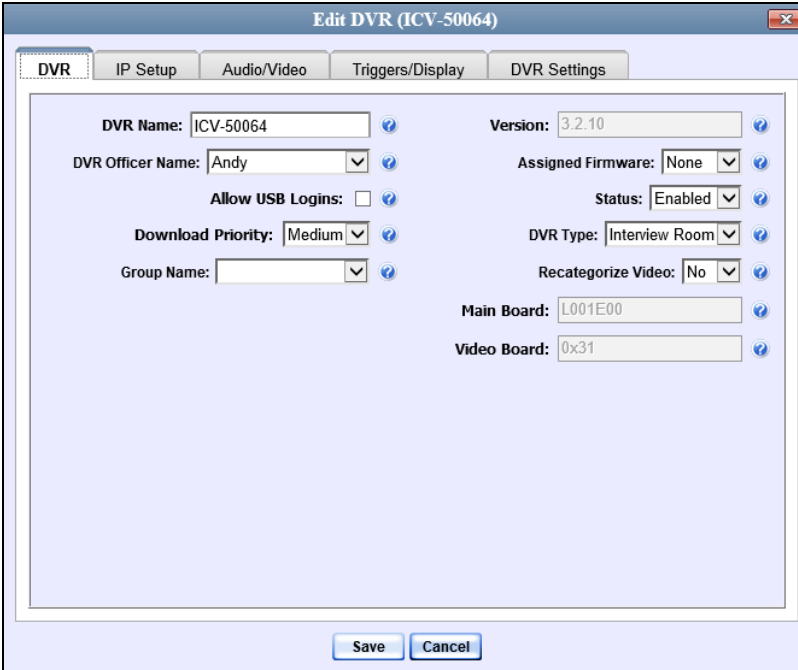
## Changing the Triggers for a Flashback DVR that is Not Assigned to a DVR Group

This section describes how to change the video record triggers for a Flashback2, Flashback3, or FlashbackHD that is not assigned to a DVR group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing the Triggers for a DVR Group” on page 537 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)



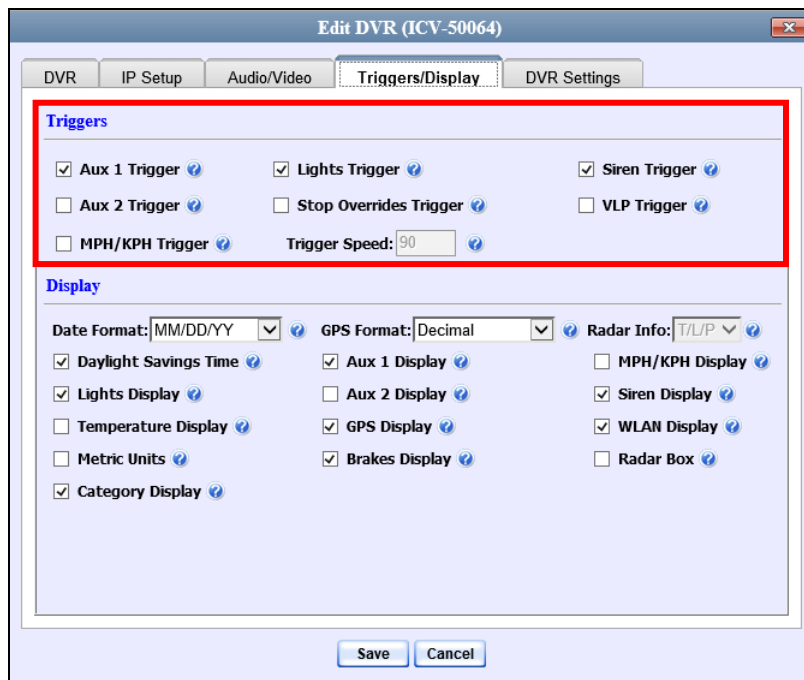
The screenshot shows the 'Edit DVR (ICV-50064)' window with the 'DVR' tab selected. The form contains the following fields and values:

DVR Name:	ICV-50064	Version:	3.2.10
DVR Officer Name:	Andy	Assigned Firmware:	None
Allow USB Logins:	<input type="checkbox"/>	Status:	Enabled
Download Priority:	Medium	DVR Type:	Interview Room
Group Name:		Recategorize Video:	No
Main Board:	L001E00	Video Board:	0x31

Buttons: Save, Cancel

- 2 Click the **Triggers/Display** tab. A list of triggers displays at the top of the form.





The available triggers are described below.

Triggers Tab	
Trigger Name	Description
Aux 1 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 1 device detects an event, such as a vehicle crash on vehicles equipped with the CrashBat2. <input checked="" type="checkbox"/> Start recording when Aux 1 device is engaged <input type="checkbox"/> Do <i>not</i> start recording when Aux 1 device is engaged
Aux 2 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 2 trigger device detects an event, such as the opening of a door or other triggering event. <input checked="" type="checkbox"/> Start recording when Aux 2 device is engaged <input type="checkbox"/> Do <i>not</i> start recording when Aux 2 device is engaged
MPH/KPH Trigger	A checkbox used to indicate whether or not a recording will begin if the police vehicle reaches the speed entered in the <i>Trigger Speed</i> field. <input checked="" type="checkbox"/> Start recording when police vehicle reaches <i>Trigger Speed</i> <input type="checkbox"/> Do <i>not</i> start recording when police vehicle reaches <i>Trigger Speed</i>
Lights Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's emergency lights go on. <input checked="" type="checkbox"/> Start recording when emergency lights go on <input type="checkbox"/> Do <i>not</i> start recording when emergency lights go on

Triggers Tab (cont'd)	
Trigger Name	Description
Stop Overrides Trigger	A checkbox used to indicate what will happen when the emergency lights are on and an officer tries to manually stop a lights-triggered recording. By default, officers are not allowed to stop a recording while the emergency lights are still on. If they press <input type="radio"/> , nothing will happen. However, you can override this default by checking the <i>Stop Overrides Trigger</i> checkbox. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pressing the <input type="radio"/> button when the emergency lights are on will stop a lights-triggered recording</li> <li><input type="checkbox"/> Pressing the <input type="radio"/> button when the emergency lights are on will <i>not</i> stop a lights-triggered recording</li> </ul>
Trigger Speed	The miles-per-hour <i>or</i> kilometers-per-hour speed that the vehicle must reach before a recording will begin. Used in conjunction with the <i>MPH/KPH Trigger</i> field.
Siren Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Start recording when siren goes on</li> <li><input type="checkbox"/> Do <i>not</i> start recording when siren goes on</li> </ul>
VLP Trigger	A checkbox used to indicate whether or not a recording will begin if the officer presses the <i>record</i> button on his wireless microphone. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Start recording when wireless mic is engaged</li> <li><input type="checkbox"/> Do <i>not</i> start recording when wireless mic is engaged</li> </ul>

- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

### Changing the Display Options for a Flashback DVR that is Not Assigned to a DVR Group

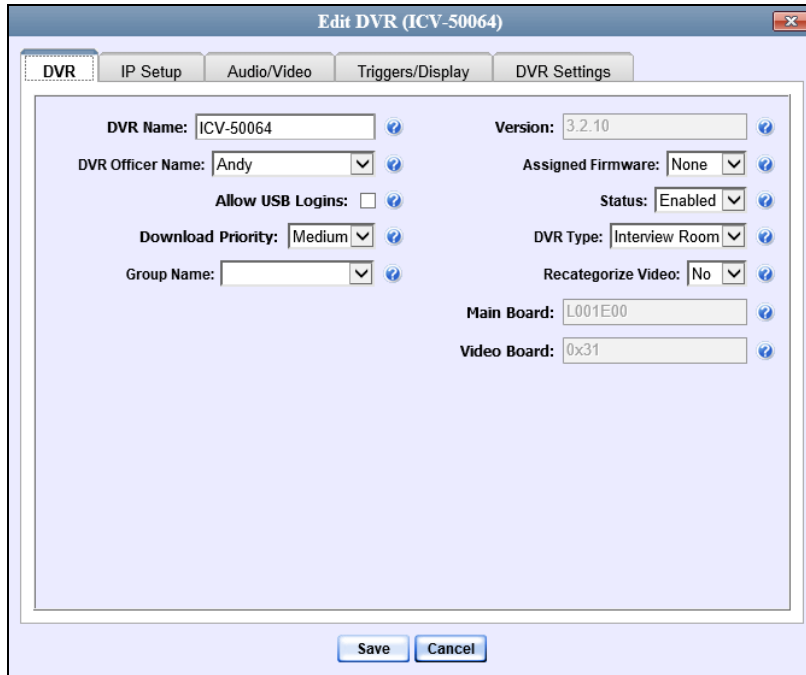
This section describes how to change the display options for a Flashback2, Flashback3, or FlashbackHD DVR that is not currently assigned to a DVR group. Display options are the status indicators that will display on the following:

- The Flashback monitor during a recording,
- The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- The Flashback Player while you are viewing a video off the server or off an export disc.

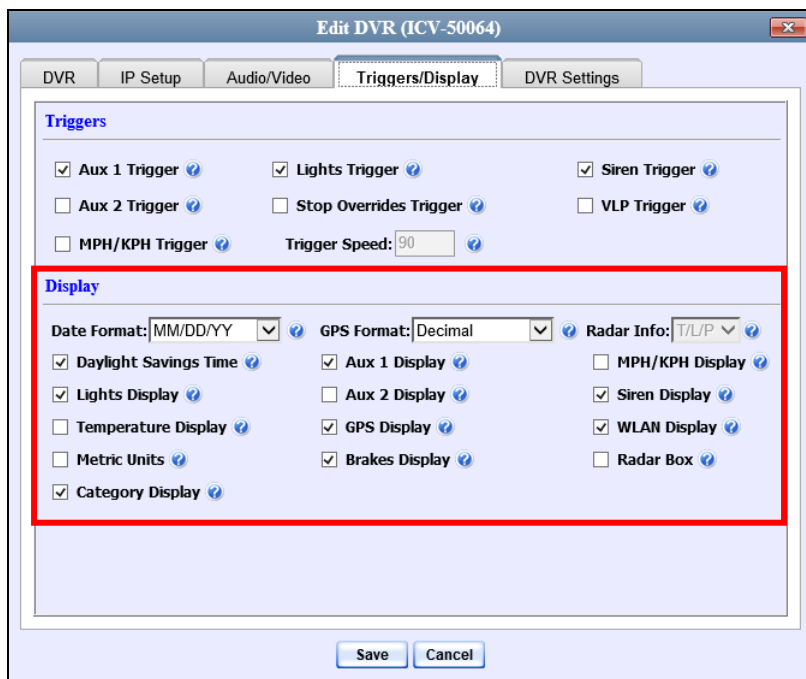
To make global changes to a group of Flashback2s or Flashback3/HDs, see “Changing the Display Options for a Flashback DVR Group” on page 538 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.



- 1 Search for and display the Flashback record you wish to change. (If necessary, review “Displaying the Edit DVR Popup” on page 432.)








- 2 Click the **Triggers/Display** tab. Display options are listed at the bottom of the form.


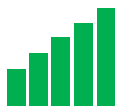


The *Display* fields are described below.

Display Options	
Display Option	Description
Date Format	The format in which the video's start date will display on the Flashback monitor, Flashback 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 When this checkbox is selected, the DVR will automatically adjust its videos' recording start/end times to reflect daylight savings time.
Lights Display 	A checkbox used to indicate whether or not you want to show the <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
Temperature Display	A checkbox used to indicate whether or not you want to show the Temperature Display during videos. This display indicates what the temperature was inside the DVR at each point in the video. <input checked="" type="checkbox"/> Show Temperature display <input type="checkbox"/> Do <i>not</i> show Temperature display
Metric Units	A checkbox used to indicate whether or not you want to display readings in metric units, such as <i>kilometers-per-hour</i> . <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
Category Display	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 <i>(Continued)</i>

Display Options (cont'd)	
Display Option	Description
Category Display (cont'd)	<p>videos the first category listed on the <b>Video Categories</b> tab (i.e., “Unclassified”).</p> <p><input checked="" type="checkbox"/> Display the Category Selection List after an officer presses the  button.</p> <p><input type="checkbox"/> Do <i>not</i> display the Category Selection List after an officer presses the  button.</p>
GPS Format	<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>Player Display GPS</i> permission. <i>Select this value from the drop-down list.</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</p> <p><input type="checkbox"/> Do <i>not</i> show Aux 1 display</p>
Aux 2 Display 	<p>A checkbox used to indicate whether or not you want to show the Aux 2 Display during a video (see sample pictured left). This display indicates when the Aux 2 Trigger device detected an event, such as the opening of a vehicle door.</p> <p><input checked="" type="checkbox"/> Show Aux 2 display</p> <p><input type="checkbox"/> Do <i>not</i> show Aux 2 display</p>
GPS Display	<p>A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle’s longitudinal and latitudinal coordinates are at each point in the video.</p> <p><input checked="" type="checkbox"/> Show GPS display</p> <p><input type="checkbox"/> Do <i>not</i> show GPS display</p> <p>To access this field, you must have the <i>Player Display GPS</i> permission.</p>
Brakes Display 	<p>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.</p> <p><input checked="" type="checkbox"/> Show Brakes display</p> <p><input type="checkbox"/> Do <i>not</i> show Brakes display</p>

(Continued)

Display Options (cont'd)	
Display Option	Description
Radar Info	<p>The 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></p> <p><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).</p> <p>This field is used in conjunction with the <i>Radar Box</i> field.</p>
MPH/KPH Display	<p>A checkbox used to indicate whether or not you want to show a vehicle's current speed during videos. The speed will display in either miles-per-hour (default) or kilometers-per-hour (if <i>Metric Units</i> checkbox is selected).</p> <p><input checked="" type="checkbox"/> Show MPH/KPH display  <input type="checkbox"/> Do <i>not</i> show MPH/KPH display</p>
Siren Display 	<p>A checkbox used to indicate whether or not you want to show the Siren display during videos (see sample pictured left). This display indicates when a vehicle's siren is engaged.</p> <p><input checked="" type="checkbox"/> Show siren display  <input type="checkbox"/> Do <i>not</i> show siren display</p>
WLAN Display 	<p>A checkbox used to indicate whether or not you want to show the WLAN display during videos (see Flashback3/HD sample pictured left). This display indicates when a vehicle is within range of the wireless local area network.</p> <p><input checked="" type="checkbox"/> Show WLAN display  <input type="checkbox"/> Do <i>not</i> show WLAN display</p>
Radar Box	<p>A checkbox used to indicate whether or not your radar device's target, lock, and/or patrol speeds will display during a video. In order for this feature to work, your radar device must be wired to the radar trigger on your Flashback DVR.</p> <p><input checked="" type="checkbox"/> Show Radar display  <input type="checkbox"/> Do <i>not</i> show Radar display</p> <p>This field is used in conjunction with the <i>Radar Info</i> field.</p>

- 3 To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.
- 4 To change the format for your GPS display (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 ICV-50064 successfully saved.

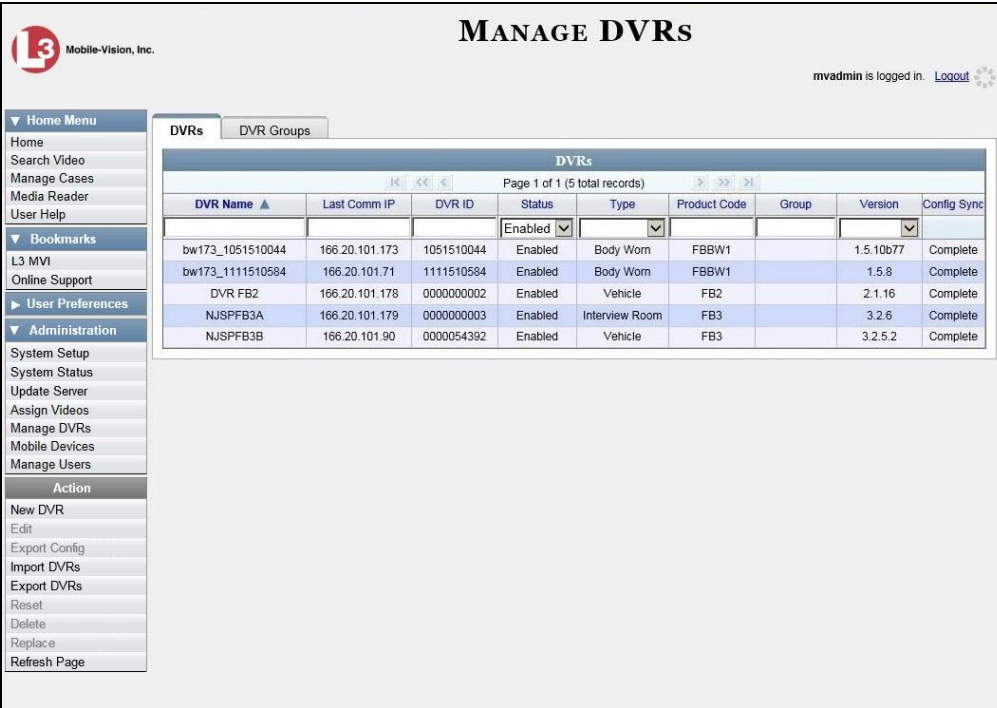
### Changing a Flashback DVR that is Assigned to a DVR Group

This section describes how to update a Flashback2, Flashback3, or FlashbackHD record that is currently assigned to a DVR Group.

To make global changes to a group of Flashback2 or Flashback3/HD DVRs, see “Changing a Flashback DVR Group” on page 528 instead.

To perform this procedure, the DVR record must be *discovered*. For a definition of *discovered* vs. *undiscovered* DVRs, see the box on page 433.

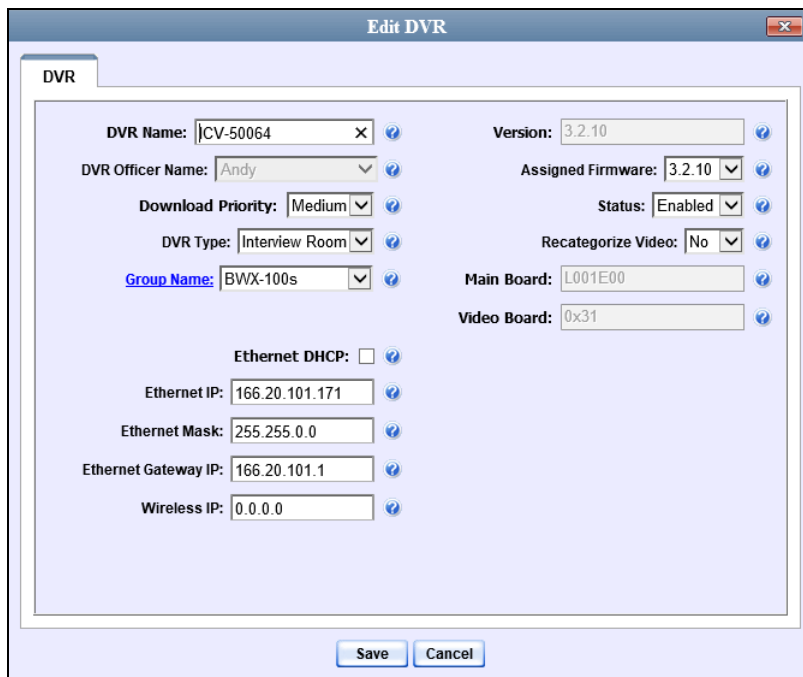
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page in the Mobile-Vision, Inc. web application. The page includes a navigation menu on the left with options like 'Home Menu', 'Bookmarks', 'User Preferences', and 'Administration'. The 'Administration' menu is expanded, showing 'Manage DVRs' as the selected option. The main content area displays a table of DVR records with columns for Name, IP, ID, Status, Type, Product Code, Group, Version, and Config Sync. The table contains five rows of data, all with a status of 'Enabled' and a 'Complete' configuration sync.

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 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 424, beginning with step 2.
- 3 Right-click on the DVR record you wish to update, then select **Edit** from the popup menu. The Edit DVR form displays.




If the *Group Managed Ethernet* checkbox is selected on the DVR’s **group** record, then the three ethernet fields will be grayed out here. To edit these fields at the group level, see “Changing the Ethernet Settings for a DVR Group” on page 532.

The fields on this screen are described below.

DVR Tab	
Field	Description
DVR Name	The name of this DVR. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see “Resolving Naming Conflicts” on page 488.
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.
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



DVR Tab (cont'd)	
Field	Description
Download Priority (cont'd)	the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <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	<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> or BWX-100 Body Worn camera.</li> </ul> <p>This field will only be visible if your agency is using the Interview Room module. <i>Select a value from the drop-down list.</i></p>
Group Name	A drop-down list used to assign this DVR to an existing DVR group.
Version	The firmware version that is currently loaded on this DVR. <i>Display-only field.</i>
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	<p>A system setting that determines whether or not video transmissions are allowed for this DVR:</p> <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> <p>System defaults to <b>Enabled</b>. <i>Select this value from the drop-down list.</i></p>
Recategorize Video	<p>A checkbox used to recategorize all video recorded from this DVR as Interview Room.</p> <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). <i>(Continued)</i></li> </ul>

DVR Tab (cont'd)	
Field	Description
Recategorize Video (cont'd)	This field will only be visible if your agency is using the Interview Room module. Does not apply to Flashback2s. <i>Select a value from the drop-down list.</i>
Main Board	The DVR's Main Board ID. For internal use only. Applies to Flashback3s and FlashbackHDs.
Video Board	The DVR's Video Board ID. For internal use only. Applies to Flashback3s and FlashbackHDs.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR. <input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVR <input type="checkbox"/> User will manually assign an IP address to the DVR If your agency does not have a DHCP server, leave this checkbox deselected.
Ethernet IP*	The same Ethernet IP address that you use on your private Ethernet network.
Ethernet Mask*	The same <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.

- 4 Enter/select your changes in the appropriate fields (see **NOTE** below).
- 5 Click **Save**. A confirmation message displays.

DVR ICV-50064 successfully saved.

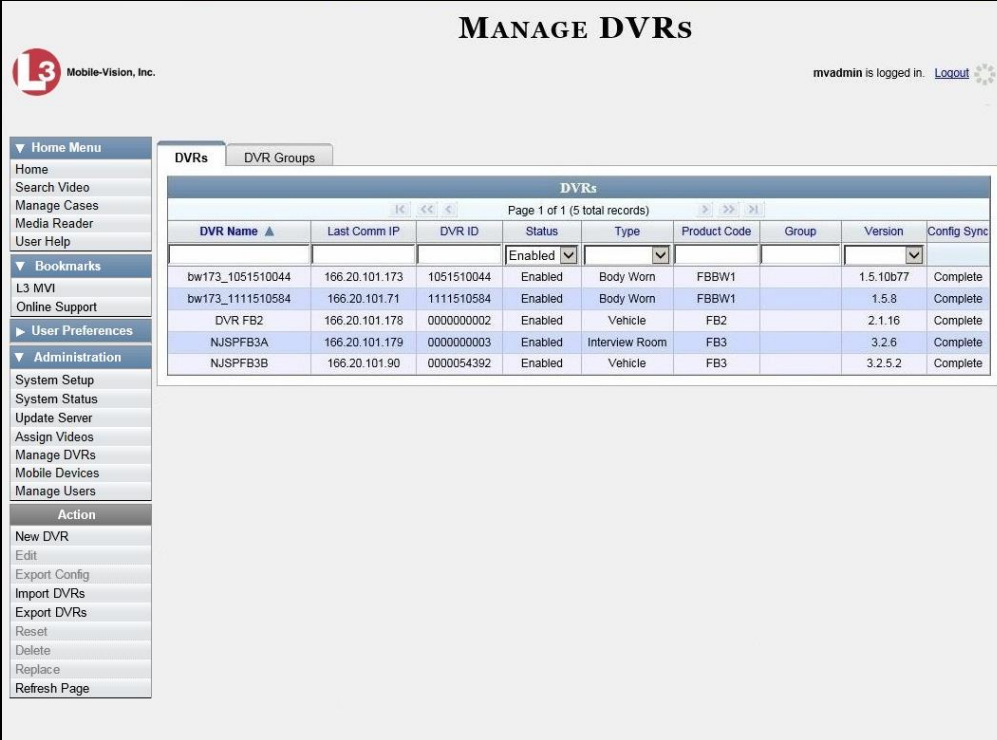


**NOTE:** Some changes can only be made at the group level. To change a DVR setting that does not appear on the Edit Group form, see “Changing a Flashback DVR Group” on page 528.

## Replacing a Flashback DVR

Occasionally, you may need to replace a Flashback that is lost, stolen, or damaged beyond repair. If you have an older model Flashback, you may also wish to upgrade to a newer model, such as the FlashbackHD. This section describes how to perform a replacement procedure that will allow the *new* DVR record to assume the name and video assignments of the *old* DVR record.

- 1 Write down the serial numbers for both the old Flashback and the new one. You can find this number on the inside door of the Flashback.
- 2 Install the new Flashback in the appropriate vehicle or Interview Room. If the unit is installed in a *vehicle*, make sure that the vehicle is within 300 feet of your agency's access point. This will enable the server to discover the device on the network.
- 3 Return to the precinct and login to DEP as an administrator.
- 4 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

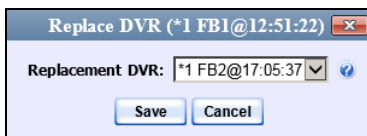


The screenshot shows the 'MANAGE DVRs' page in the Mobile-Vision, Inc. web application. The user 'mvadmin' is logged in. The interface includes a navigation menu on the left with options like 'Home Menu', 'Bookmarks', 'User Preferences', and 'Administration'. The main content area displays a table of DVR records under the 'DVRs' tab.

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 5 Enter the serial number for the *old* DVR record in the *DVR ID* field. The old DVR record displays.
- 6 Click on the old DVR record to highlight it.

- 7 Go to the **Action** column and click **Replace**. The Replace DVR popup displays.



Replace DVR (\*1 FBI@12:51:22)

Replacement DVR: \*1 FB2@17:05:37

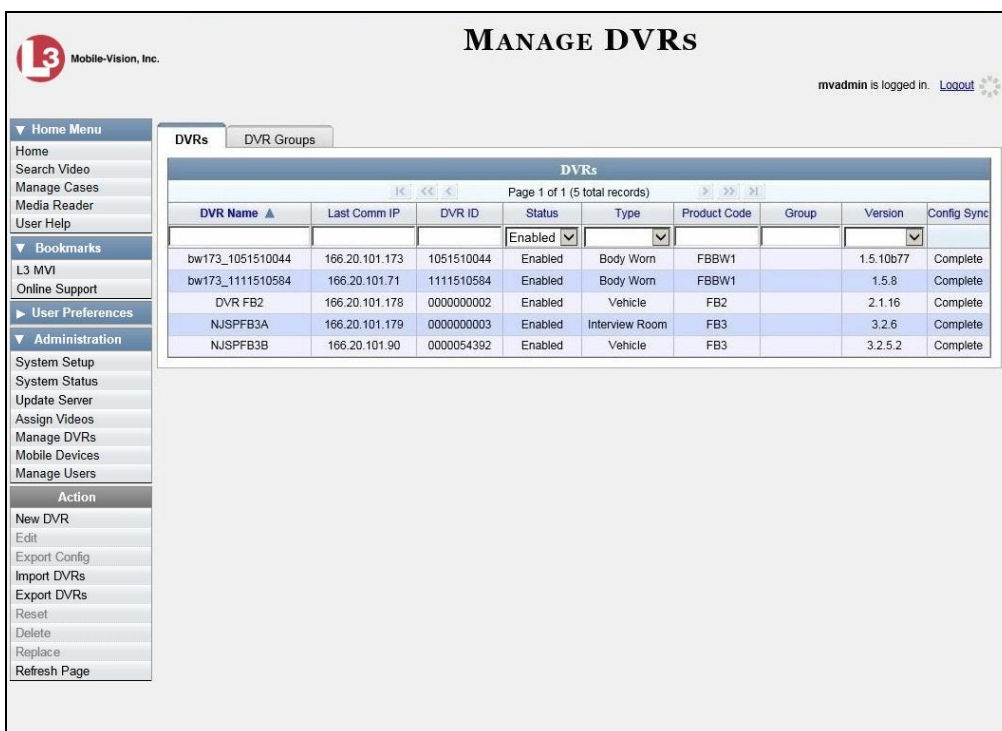
Save Cancel

- 8 Using the drop-down list provided, select the name of the *new* DVR. To identify the correct DVR, look for the DVR's Product Code (**FB2**, **FB3**, or **FBHD**) followed by its 10-digit serial number.
- 9 Click **Save**.

## Deleting a DVR

This section describes how to permanently remove a DVR record from the server. You can only delete a DVR that does not currently have any videos assigned to it. If the DVR you wish to delete *does* have video(s) assigned to it, first reassign those videos to a different DVR, as described in “Reassigning Video to a Different DVR” in chapter 2.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

mvadmin is logged in. [Logout](#)

**DVRs** | DVR Groups

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 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 424, beginning with step 2.

- 3 Right-click on the DVR record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



- 4 Click **Delete**. The system removes the selected record from the DVR list.

## Exporting DVR Information to a Spreadsheet

This procedure describes how to copy the basic DVR information for all of your DVRs to a text file. The text file will be in **CSV** format, which you can use with spreadsheet software such as Excel. If your agency has more than server, this procedure can be used to copy DVR information from one server to another.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.
- 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 the export file.
- 5 Click **Save**.
- 6 If a confirmation message displays, click **Close**.

If you wish to copy the Flashback DVR configurations to another server, first login to the second server as a System Administrator, then proceed to “Importing Multiple Flashback DVRs from a Spreadsheet” on page 424 for further instructions.

## Generating the DVR Fleet Communication Report

This section describes how to generate the DVR Fleet Communication Report. This report provides detailed information on DVR-to-server communications, such as the number of DVRs that have connected to each DEF server within a specified time-frame. You can generate this report for one DVR, all DVRs, or all DVRs at a specified Precinct.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.

*(Continued)*

### SYSTEM STATUS

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Refresh Page

System
DVR COM
Reports
Logs
Backups
Tools
Messages
Local Queue
Backup PC

<b>Storage Capacity:</b>	587.2 GB	✔	<b>Active Users:</b>
<b>Available Disc Space:</b>	496 GB	✔	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
<b>Enabled DVRs:</b>	18	✔	
<b>Disabled DVRs:</b>	37	✔	
<b>Total Video Count:</b>	269	✔	
<b>Non-archived Video Count:</b>	0	✔	
<b>Last 24 Hours Video Count:</b>	0	✔	
<b>Last 7 Days Video Count:</b>	0	✔	
<b>Last 30 Days Video Count:</b>	0	✔	
<b>Body Worn Video Count:</b>	111	✔	
<b>Body Worn Hours:</b>	16	✔	
<b>Average Body Worn Video Length:</b>	8 min	✔	
<b>ViVu Video Count:</b>	0	✔	
<b>Oldest Non-case Video:</b>	1482 days	✔	
<b>Oldest Case Video:</b>	1910 days	✔	
<b>Number of Active Cases:</b>	24	✔	
<b>Number of Backup DVDs:</b>	239	✔	
<b>Number of Exported DVDs:</b>	142	✔	
<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>	06/18/2019 04:15	✔	
<b>Version:</b>	4.0.10.RC3	✔	

2 Click the **Reports** tab.

### SYSTEM STATUS

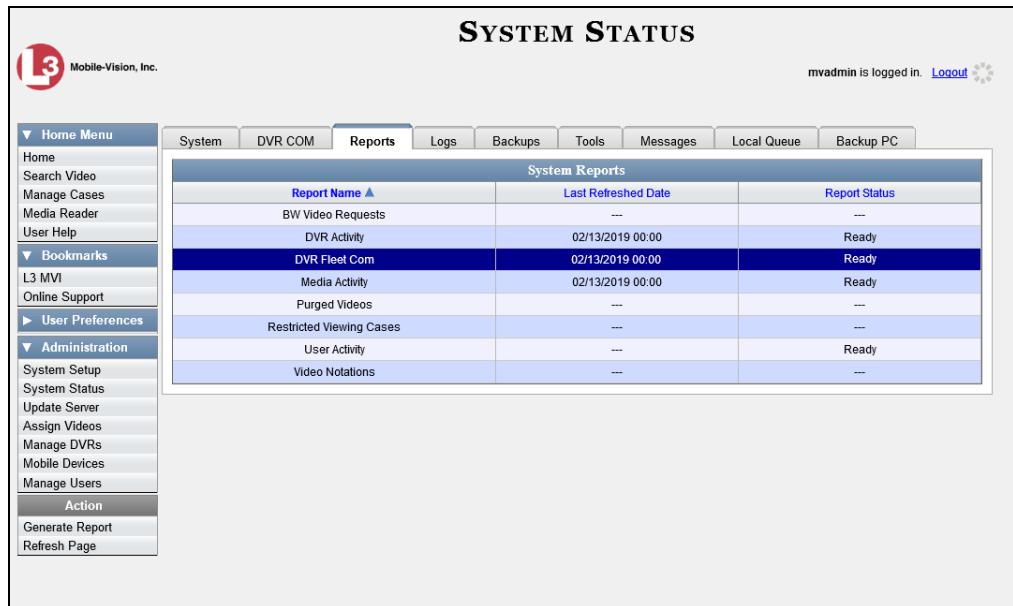
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Download Report
- Refresh Report
- Refresh Page

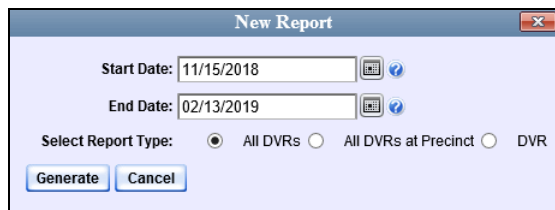
System
DVR COM
Reports
Logs
Backups
Tools
Messages
Local Queue
Backup PC


System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	01/22/2019 00:00	Ready
DVR Fleet Com	02/13/2019 14:51	Ready
Media Activity	01/22/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---

3 Click on the **DVR Fleet Com** report to highlight it.



- Go to the **Action** column and click **Generate Report**. The New Report popup displays.



- Using the *Start Date* and *End Date* fields, specify a date range for this report. To do so, either click the  icon to select the dates from a calendar popup *or* manually enter the dates in mm/dd/yyyy format.

- Proceed to the *Select Report Type* field:

To report on all DVRs at all precincts (default), skip to step 9.

– OR –

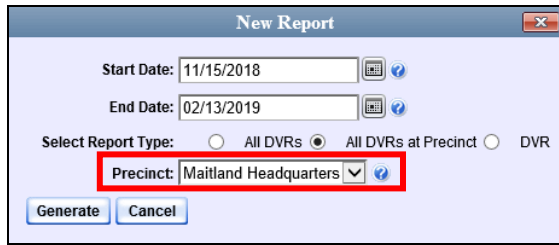
To report on all DVRs at a selected precinct, select **All DVRs at Precinct**. Proceed to the next step.

– OR –

To report on one DVR, select **DVR**. Skip to step 8.

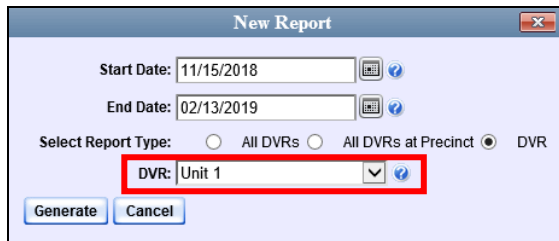
- Select a precinct from the *Precinct* drop-down list.

*(Continued)*

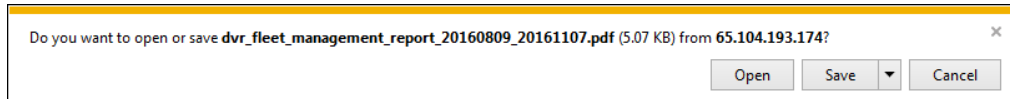


Once you've selected a precinct, skip to step 9.


- 8 Select a DVR from the *DVR* drop-down list.



- 9 Click **Generate**. A Windows message displays.



- 10 Click **Open**. The DVR Fleet Communications report displays in Adobe Acrobat.




## DVR Fleet Com Report

**NJSP Headquarters**  
NJSP Headquarters  
389 Route 130, Bordentown, NJ 08505  
800-336-8475

<i>Historical Details</i>				
DVRs connected to System:				433
DVRs connected to Precinct NJSP Hamilton:				2
DVRs connected to Precinct NJSP Bridgton :				3
DVRs connected to Precinct NJSP Headquarters:				424
DVRs connected to Precinct NJSP Bordentown:				4
<i>07/30/2016 - 10/28/2016</i>				
<i>Last Com. Date</i>	<i>DVR Name</i>	<i>DVR Type</i>	<i>Serial #</i>	<i>Location</i>
01/13/2014	395	Vehicle		NJSP Headquarters
01/13/2014	952	Vehicle		NJSP Headquarters
09/23/2013	817	Vehicle		NJSP Headquarters
03/08/2013	891	Vehicle		NJSP Headquarters
---	TPK837	Vehicle	0000058562	NJSP Headquarters
---	TPK905	Vehicle	0000058559	NJSP Headquarters
---	TPK850	Vehicle	0000058574	NJSP Headquarters
---	3516	Vehicle	0000053813	NJSP Headquarters
---	TPK813	Vehicle	0000058568	NJSP Headquarters
---	ACE611	Vehicle	0000055319	NJSP Headquarters
---	GSP197	Vehicle	0000058570	NJSP Headquarters
---	GSP144	Vehicle	0000058581	NJSP Headquarters
---	GSP148	Vehicle	0000058564	NJSP Headquarters
---	TPK820	Vehicle	0000058558	NJSP Headquarters
---	TPK860	Vehicle	0000058556	NJSP Headquarters



- 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.

### **BodyVISION DVRs**

*BodyVISION* is a body worn digital video recorder that can be used to capture high definition video with audio. After recording video, you upload it to DEP by placing the device in a docking station connected to your DEP server.

#### ***Officer Dispatch Feature***

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* devices to different officers each shift. This allows multiple officers working different shifts to share a limited number of *BodyVISION* devices. Once an officer completes his shift and places the *BodyVISION* back in its docking station, the system downloads that device's files and flags the device as "In" (i.e., available). You may then reassign that device to a different officer.

Alternately, some agencies may choose to assign one "take home" *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 will then be linked to that officer.

*(Continued)*

Option 1:  
Assign different  
*BodyVISIONs* to  
different officers  
each shift

**NOTE:** If Fleet Management is OFF, these fields will appear in a slightly different order on your screen

Option 2:  
Permanently assign  
one *BodyVISION*  
to each officer

For more information, see:

- Configuring a New *BodyVISION*, next page
- Changing a *BodyVISION* DVR, page 480
- Assigning a *BodyVISION* to an Officer, page 485
- BodyVISION* Battery Status Indicators, page 487
- Checking Record Time Left on Your *BodyVISION*, page 487.

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for *BodyVISION* devices as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 423.

## Configuring a New *BodyVISION*

This section describes how to configure a new *BodyVISION* Body Worn camera. Perform this task whenever you:


- Replace an existing *BodyVISION* camera with a new device. See “Replacing an Existing *BodyVISION*,” below
- Add an additional *BodyVISION* camera to your fleet. See “Adding a New *BodyVISION*” on page 478.



**NOTE:** If this is a *replacement BodyVISION*, you need to know the name of the old device that the new device is replacing.

### Replacing an Existing *BodyVISION*

- 1 Dock the *BodyVISION* on the D-Block DEF.
- 2 Login to DEF as an Administrator.
- 3 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.


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- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Sever
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New DVR
- Edit
- Export Config
- Import DVRs
- Export DVRs
- Reset
- Delete
- Replace
- Refresh Page

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 Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 4 If you have not done so already, locate the new *BodyVISION*'s serial number. You can find this number on a silver sticker attached to the back of the device.

(Continued)

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Safe Fleet Mobile-Vision • 7.19.2019

Page | 477

- 5 Search for the new DVR record:  
Enter the new device's serial number in the *DVR ID* field.  
– OR –  
Enter **FBBW1\_** in the *DVR Name* field to display all newly discovered *BodyVISION* records.
- 6 Click on the new DVR record to highlight it.
- 7 Go to the **Action** column and click **Replace**. The Replace DVR popup displays, as pictured below.
- 8 Using the drop-down list provided, select the name of the *old* DVR that this new device is replacing.

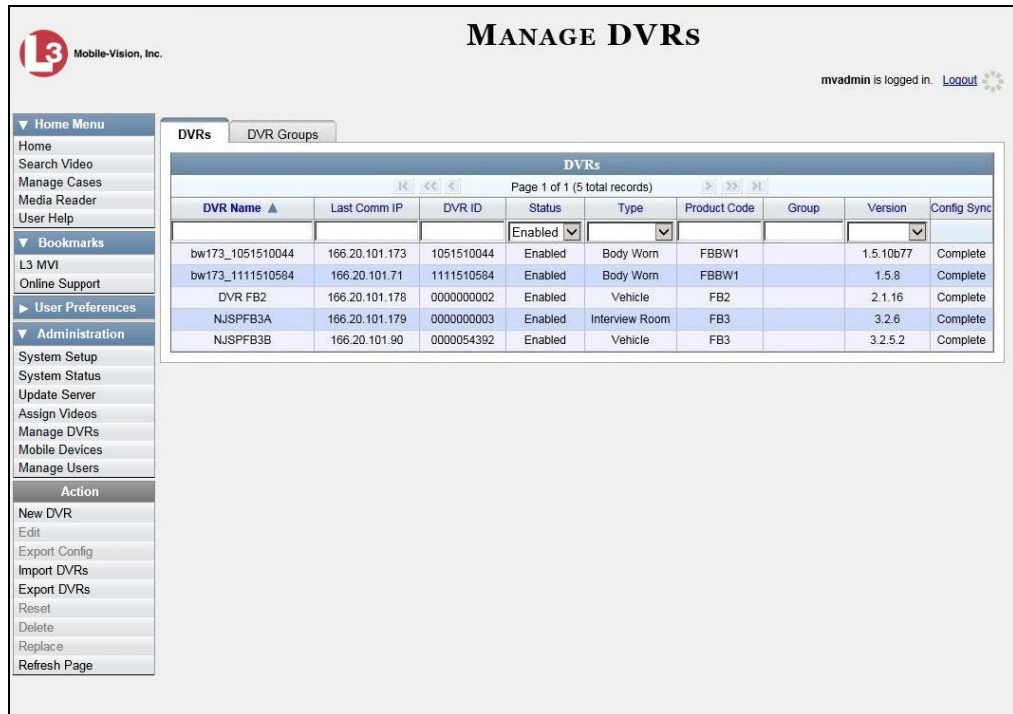


- 9 Click **Save**.

### Adding a New *BodyVISION*

This section describes how to add a new *BodyVISION* device to your fleet.

- 1 Dock the new *BodyVISION* on the D-Block DEF.
- 2 Login to DEF as an Administrator.
- 3 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

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**DVRs** | **DVR Groups**

Page 1 of 1 (5 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

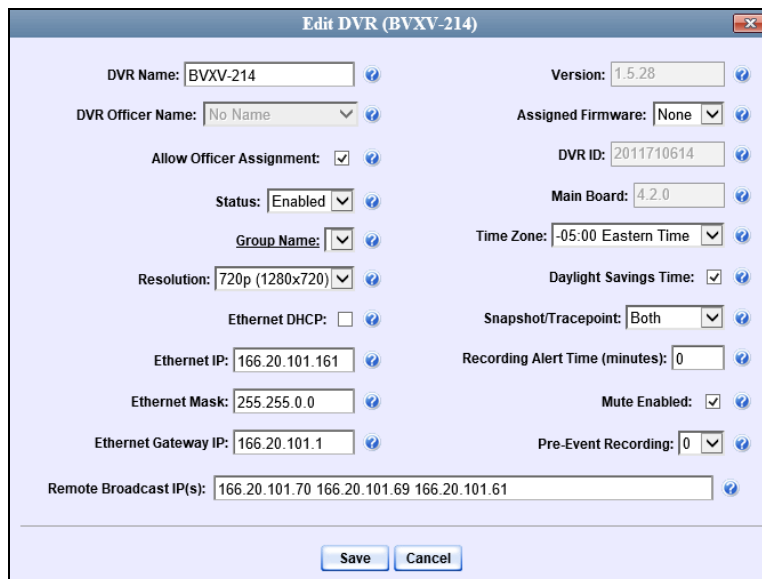
**4** Search for the new DVR record:

Enter the new device’s serial number in the *DVR ID* field.

– OR –

Enter **FBBW1\_** in the *DVR Name* field to display all newly discovered *BodyVISION* records.

**5** Right-click on the new record, then select **Edit** from the popup menu. The Edit DVR popup displays.



**Edit DVR (BVXV-214)**

DVR Name:  Version:

DVR Officer Name:  Assigned Firmware:

Allow Officer Assignment:  DVR ID:

Status:  Main Board:

Group Name:  Time Zone:

Resolution:  Daylight Savings Time:

Ethernet DHCP:  Snapshot/Tracepoint:

Ethernet IP:  Recording Alert Time (minutes):

Ethernet Mask:  Mute Enabled:

Ethernet Gateway IP:  Pre-Event Recording:

Remote Broadcast IP(s):

- Enter/select the values listed below.

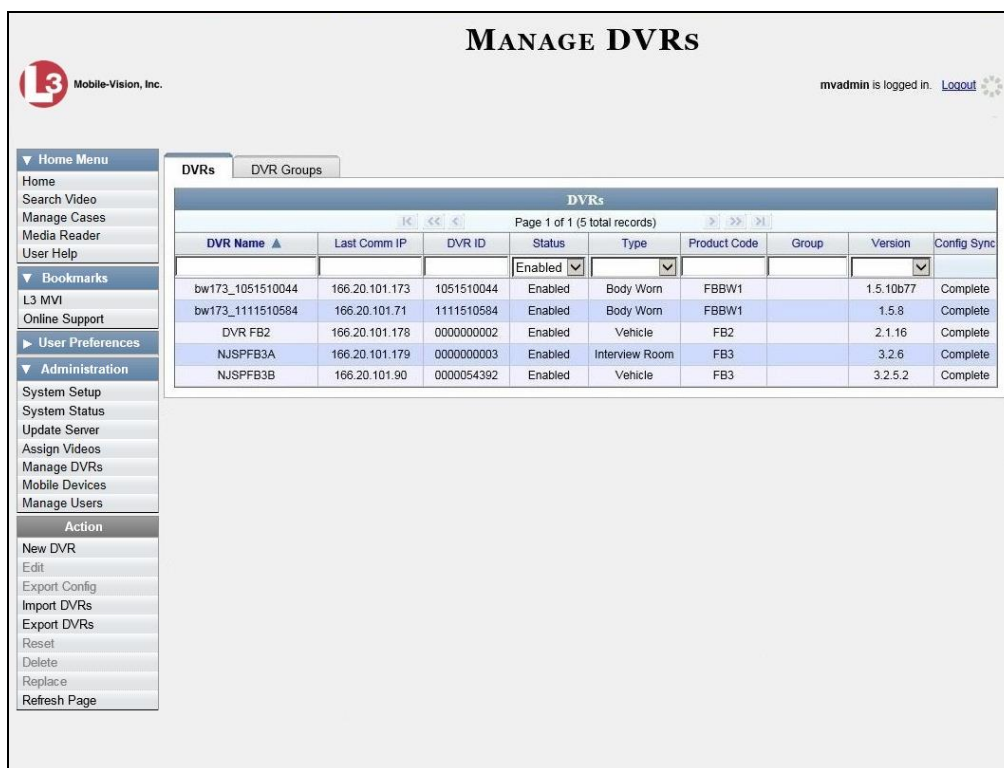
Field	Action
Allow Officer Assignment	Deselect this checkbox
Group Name	Select the device's DVR Group from the drop-down list.
Ethernet DHCP	Select this checkbox
Snapshot/Tracepoint	Select <b>Both</b> from the drop-down list
Mute Enabled	Deselect this checkbox
Pre-Event Recording	Select <b>10</b> from the drop-down list.

- Click **Save**.

### Changing a BodyVISION DVR

This section describes how to update a *BodyVISION* record. If you are configuring a *BodyVISION* record **for the first time**, see “Adding a New BodyVISION” on page 478 instead.

- Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

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Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

Administration: System Setup, System Status, Update Server, Assign Videos, **Manage DVRs**, Mobile Devices, Manage Users

Action: New DVR, Edit, Export Config, Import DVRs, Export DVRs, Reset, Delete, Replace, Refresh Page

DVRs								
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Locate the DVR record you wish to view. If you have a large number of records to scroll through, use the *Search* fields and/or navigation arrows at the top of the page to scan the list.



**HINT:** To display all Body Worn DVRs (including *BodyVISIONs*), 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.

The fields on the Edit DVR form are described below.

Edit DVR	
Column	Description
DVR Name	The name of this <i>BodyVISION</i> device. By default, the system assigns the following name to a newly discovered device: [product code]_[serial number]. For example, if this is a <i>BodyVISION XV</i> , the DVR Name would begin with <b>FBW1_</b> , followed by the device's 10-digit serial number.  If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see "Resolving Naming Conflicts" on page 488.
DVR 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>

Edit DVR (cont'd)	
Column	Description
Allow Officer Assignment (cont'd)	<p>A checkbox used to turn the <i>Officer Dispatch</i> feature on/ off. For more information on this feature, see page 475.</p> <p><input checked="" type="checkbox"/> Officer Dispatch feature is <i>on</i> (activated)  <input type="checkbox"/> Officer Dispatch feature is <i>off</i> (deactivated)</p>
Status	<p>A system setting that determines whether or not video uploads are allowed for this DVR:</p> <ul style="list-style-type: none"> <li>▪ <i>Enabled</i>. The system is allowed to upload video from this <i>BodyVISION</i> when the device is connected to the server.</li> <li>▪ <i>Disabled</i>. The system is <i>not</i> allowed to upload video from this <i>BodyVISION</i> when the device is connected to the server. <b>Note:</b> If you select this option, disabled <i>BodyVISION</i> devices 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> <p><i>Select this value from the drop-down list.</i></p>
Group Name	<p>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></p>
Resolution	<p>The video resolution for this DVR's recordings. The system defaults to high definition (1280 x 720). <i>Select this value from the drop-down list.</i></p>
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>
Ethernet IP	<p>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.</p>
Ethernet Mask	<p>The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the <i>Ethernet DHCP</i> checkbox is deselected.</p>
Ethernet Gateway IP	<p>The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the Ethernet DHCP checkbox is deselected.</p>



Edit DVR (cont'd)	
Column	Description
Remote Broadcast IP(s) (cont'd)	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> . Separate multiple IP addresses with a space.
Version	The current firmware version loaded on this <i>BodyVISION</i> . Display-only field.
Assigned Firmware	The new firmware version that you wish to assign to this <i>BodyVISION</i> device. <i>Select this value from the drop-down list.</i>
DVR ID	The <i>BodyVISION</i> 's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication. Display-only field.
Main Board	The DVR's Main Board ID. Display-only field. <i>For internal use only.</i>
Time Zone	The time zone in which this <i>BodyVISION</i> device will be recording. System default is <i>Eastern Time</i> . <i>Select this value from the drop-down list.</i>
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.  <input checked="" type="checkbox"/> Daylight Savings Time is observed in this device's recording region <input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this device's recording region
Snapshot/Tracepoint	A field used to program the <i>BodyVISION</i> to capture a JPG still image and/or insert a "tracepoint" placemaker in a video whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of the device while a recording is in progress. Select a value from the drop-down list:  <ul style="list-style-type: none"> <li>▪ <i>Snapshot</i>. Capture a JPG still image</li> <li>▪ <i>Tracepoint</i>. Insert a "tracepoint" placemaker in a video</li> <li>▪ <i>Both</i> (default). Perform both actions—capture a JPG still image <i>and</i> insert a "tracepoint" placemaker in a video.</li> <li>▪ <i>Off</i>. Do not perform either action.</li> </ul>

Edit DVR (cont'd)	
Column	Description
Recording Alert Time (minutes)*	<p>Enable the <i>recording-in-progress</i> alert, which causes the <i>BodyVISION</i> device to vibrate every X number of minutes after a recording is initiated. System defaults to <b>0</b> (alert feature disabled).</p> <p><i>To <u>enable</u> recording alerts, enter a number between 1 and 30; to <u>disable</u> recording alerts, enter 0.</i></p>
Mute enabled*	<p>Enable/disable the recording mute button.</p> <p><input checked="" type="checkbox"/> User can mute audio on this device while a recording is in progress (default)</p> <p><input type="checkbox"/> User <i>cannot</i> mute audio on this device while a recording is in progress</p>
Pre-Event Recording <i>BodyVISION XV's only</i>	<p>If you have a <i>BodyVISION XV</i>, you may capture 10, 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 device is, in fact, recording all the time; it just doesn't save all that data to the device's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <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.</p> <p><i>Select a value from the drop-down list:</i></p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording</li> <li><b>10</b> Capture 10 seconds of 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.

5 Click **Save**.

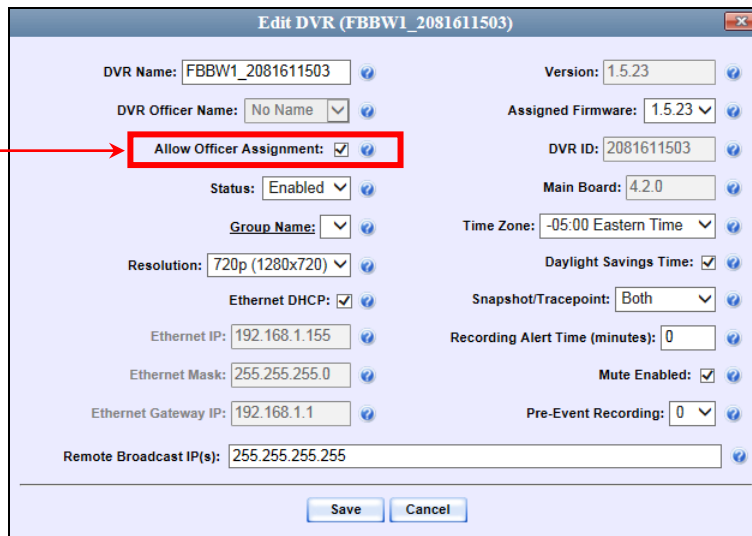
\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher

## Assigning a BodyVISION to an Officer

This section describes how to assign an available *BodyVISION* device to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

- 1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record or DVR group record is selected.

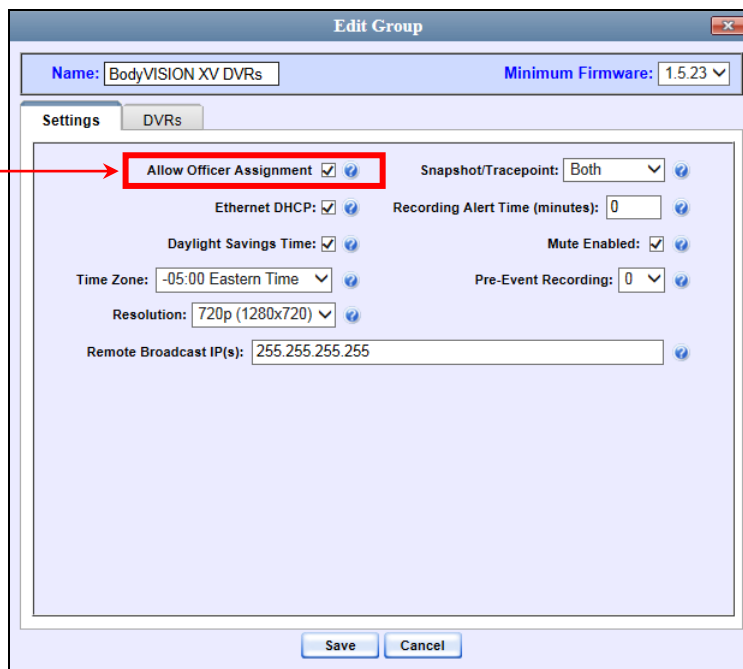
In order to assign *BodyVISIONs* to your officers, this checkbox must be selected on the DVR record or DVR group record



**Edit DVR (FBBW1\_2081611503)**

DVR Name: FBBW1_2081611503	Version: 1.5.23
DVR Officer Name: No Name	Assigned Firmware: 1.5.23
<b>Allow Officer Assignment: <input checked="" type="checkbox"/></b>	DVR ID: 2081611503
Status: Enabled	Main Board: 4.2.0
Group Name:	Time Zone: -05:00 Eastern Time
Resolution: 720p (1280x720)	Daylight Savings Time: <input checked="" type="checkbox"/>
Ethernet DHCP: <input checked="" type="checkbox"/>	Snapshot/Tracepoint: Both
Ethernet IP: 192.168.1.155	Recording Alert Time (minutes): 0
Ethernet Mask: 255.255.255.0	Mute Enabled: <input checked="" type="checkbox"/>
Ethernet Gateway IP: 192.168.1.1	Pre-Event Recording: 0
Remote Broadcast IP(s): 255.255.255.255	

Save Cancel



**Edit Group**

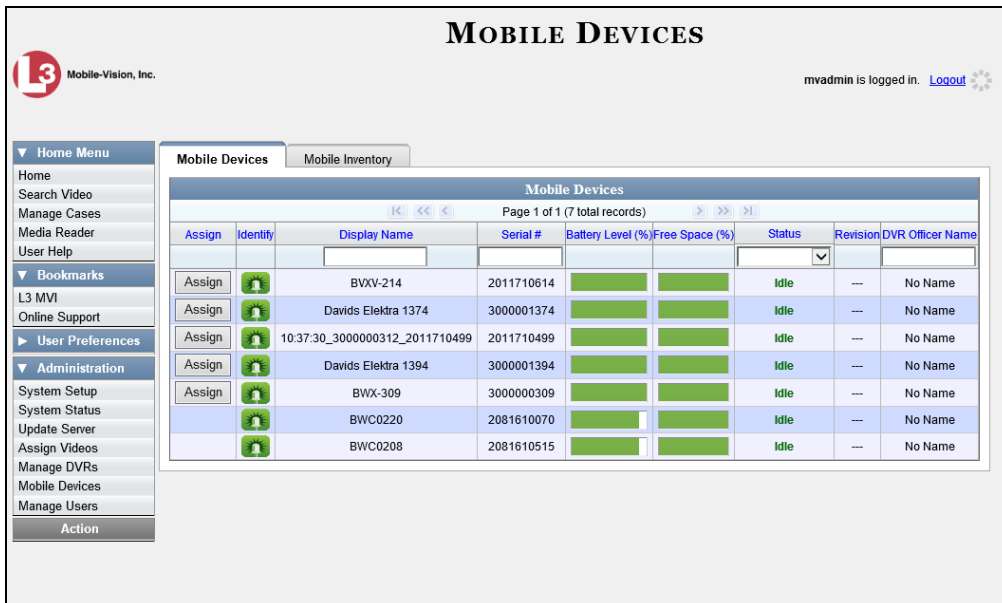
Name: BodyVISION XV DVRs Minimum Firmware: 1.5.23






















Settings DVRs

<b>Allow Officer Assignment: <input checked="" type="checkbox"/></b>	Snapshot/Tracepoint: Both
Ethernet DHCP: <input checked="" type="checkbox"/>	Recording Alert Time (minutes): 0
Daylight Savings Time: <input checked="" type="checkbox"/>	Mute Enabled: <input checked="" type="checkbox"/>
Time Zone: -05:00 Eastern Time	Pre-Event Recording: 0
Resolution: 720p (1280x720)	
Remote Broadcast IP(s): 255.255.255.255	

Save Cancel

- Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.



Assign	Identify	Display Name	Serial #	Battery Level (%)	Free Space (%)	Status	Revision	DVR Officer Name
Assign		BVXV-214	2011710614			Idle	---	No Name
Assign		Davids Elektra 1374	3000001374			Idle	---	No Name
Assign		10:37:30_3000000312_2011710499	2011710499			Idle	---	No Name
Assign		Davids Elektra 1394	3000001394			Idle	---	No Name
Assign		BWX-309	3000000309			Idle	---	No Name
		BWC0220	2081610070			Idle	---	No Name
		BWC0208	2081610515			Idle	---	No Name

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 505.

- Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.



- Select an officer from the *DVR Officer Name* drop-down list.
- Click **Save**. The officer you just selected now displays in the *DVR Officer Name* field. If that officer happens to be in close proximity to the *BodyVISION* Uplink 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 for that device. The device's alert will sound and the Status/Battery LED on the top of the device will flash yellow/red.



### BodyVISION Battery Status Indicators



Battery Status	Indicators
50% – <100% capacity	<ul style="list-style-type: none"> <li>▪ If device is <i>idle</i>, battery LED flashes green every 5 seconds</li> <li>▪ If device is <i>recording</i>, battery LED flashes green every 2 seconds</li> </ul>
15% – 50% capacity	<ul style="list-style-type: none"> <li>▪ If device is <i>idle</i>, battery LED flashes yellow every 5 seconds</li> <li>▪ If device is <i>recording</i>, LED flashes yellow every 2 seconds</li> </ul>
< 15% capacity	Battery LED displays solid red <i>and</i> device vibrates twice every 5 minutes



**WARNING:** When possible, avoid letting the battery become completely depleted. If this does occur, you must connect the *BodyVISION* to your agency’s Uplink 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 Uplink Station right away could result in inaccurate date/time information.

### Checking Record Time Left on Your BodyVISION

To determine how much recording time you have left on your *BodyVISION*, make sure the device is in idle mode (i.e., not recording), then press and release the *Stealth/Record Time* button. An LED light will display. The color of this light will tell you how much time you have, as described in the table below.

To check your remaining record time, press and release this button



Color of Status LED tells you how much record time you have left; see table below

Time Status Indicators	Recording Time Left
Status LED is solid green for 5 seconds	> 3 hours
Status LED is solid yellow for 5 seconds	> = 1 hour and < = 3 hours
Status LED is solid red for 5 seconds	< 1 hour

## BWX-100 DVRs

BWX-100 is a body worn digital video recorder that can be used to capture full high definition video with audio. After recording video, you upload it to DES by placing the device in a docking station connected to your DES server.

### *Officer Dispatch Feature*

As with Flashback videos, BWX-100 videos are typically linked to a particular officer, that is, the officer who recorded the video or captured the snapshot. To create this link, DES includes an *Officer Dispatch* feature that is somewhat similar to the *USB Login Key* feature used with Flashbacks. Specifically, the *Officer Dispatch* feature allows you to assign different BWX-100 devices to different officers each shift. This allows multiple officers working different shifts to share a limited number of BWX-100 devices. Once an officer completes his shift and places the BWX-100 back in its docking station, the system uploads that device's files and flags the device as "In" (i.e., available). You may then reassign that DVR to a different officer.

Alternately, some agencies may choose to assign one "take home" BWX-100 to each officer. This eliminates the need for the *Officer Dispatch* feature. Instead, you simply enter each officer's name on their BWX-100 record. In the future, all videos recorded on that device will then be linked to that officer.



**WARNING:** Under certain circumstances, your Mobile-Vision Service professional may provide you with a procedure used to reset the configuration file within your BWX-100 device. If you are familiar with this procedure, do *not* use it again unless instructed to do so by a Mobile-Vision Service professional! Doing so could interfere with DVR-to-server communication, making it impossible for you to upload your videos to the server.

Option 1:  
Assign different  
BWX-100s to  
different officers  
each shift

Option 2:  
Permanently assign  
one BWX-100  
to each officer

**NOTE:** If Fleet Management is OFF, these fields will appear in a slightly different order on your screen

For more information, see:

- Configuring a BWX-100 DVR, next page
- Assigning a BWX-100 to an Officer, page 499
- Replacing a BWX-100 DVR, page
- Disabling/Enabling Mobile App Pairing for BWX-100s, page 502.

All other DVR procedures, such as those that relate to Fleet Management and firmware, are the same for BWX-100 devices as they are for Flashbacks. For more information, refer to the relevant procedures in this chapter, as listed on page 423.

## Configuring a BWX-100 DVR

This section describes how to configure a new BWX-100 body worn camera. Perform this task whenever you:

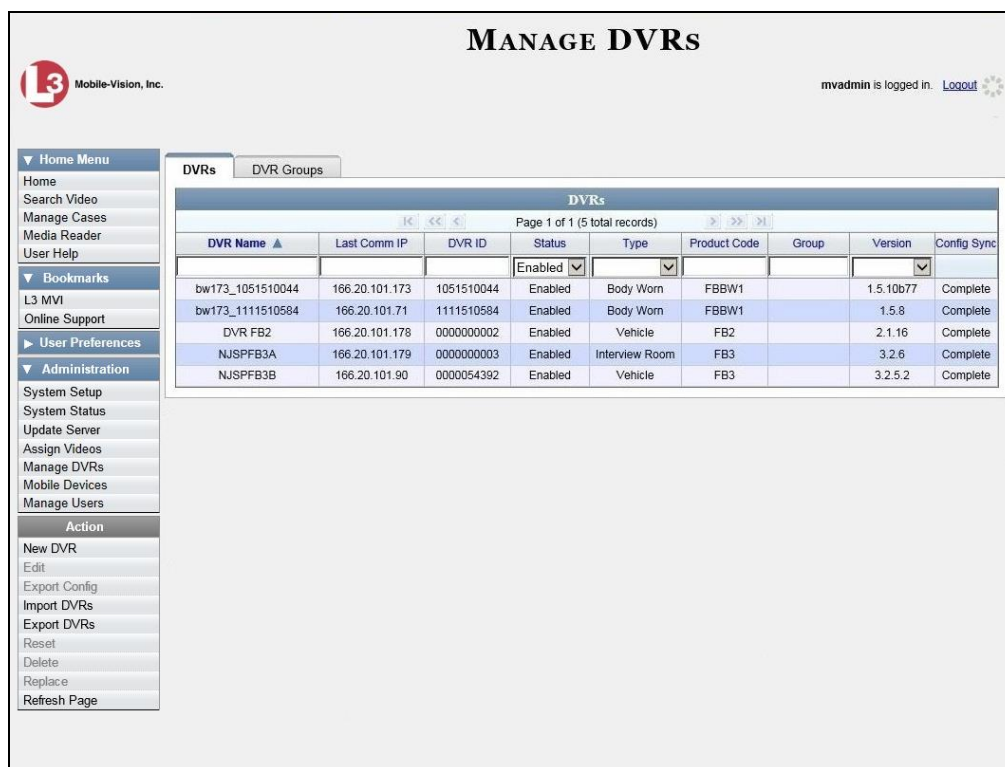
- Replace an existing BWX-100 camera with a new device. See “Replacing an Existing BWX-100,” below
- Add an additional BWX-100 camera to your fleet. See “Adding a New BWX-100” on page 491.



**NOTE:** If this is a *replacement* BWX-100, you need to know the name of the old device that the new device is replacing.

### Replacing an Existing BWX-100

- 1 Dock the BWX-100 on the D-Block DEF.
- 2 Login to DEF as an Administrator.
- 3 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New DVR, Edit, Export Config, Import DVRs, Export DVRs, Reset, Delete, Replace, Refresh Page

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 4 If you have not done so already, locate the new BWX-100 number. You can find this number on a silver sticker attached to the back of the device.



- 5 Search for the new DVR record:  
Enter the new device's serial number in the *DVR ID* field.  
– OR –  
Enter **BWX-100\_** in the *DVR Name* field to display all newly discovered BWX-100 records.
- 6 Click on the new DVR record to highlight it.
- 7 Go to the **Action** column and click **Replace**. The Replace DVR popup displays, as pictured below.
- 8 Using the drop-down list provided, select the name of the *old* DVR that this new device is replacing.



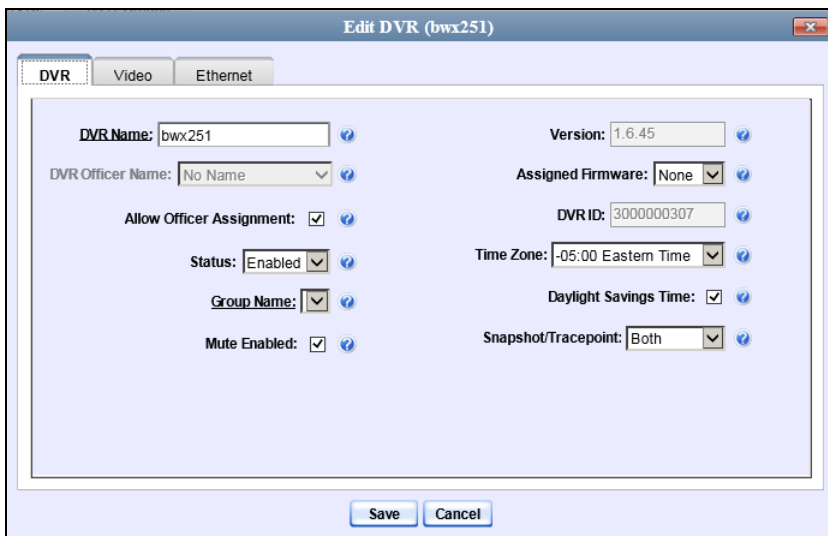
- 9 Click **Save**.

#### **Adding a New BWX-100**

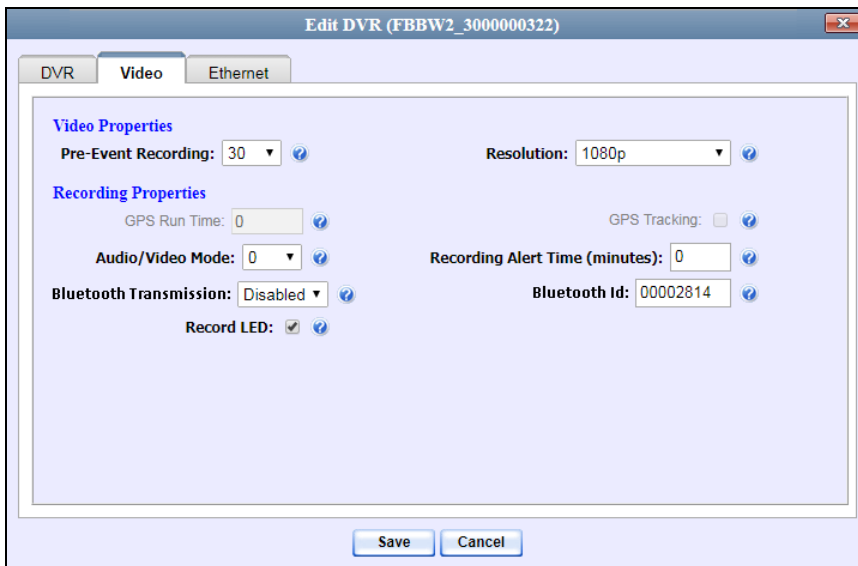
This section describes how to add a new BWX-100 device to your fleet.

- 1 Dock the new BWX-100 on the D-Block DEF.
- 2 Login to DEF as an Administrator.
- 3 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays, as pictured on the previous page.
- 4 Search for the new DVR record:  
Enter the new device's serial number in the *DVR ID* field.  
– OR –  
Enter **BWX-100\_** in the *DVR Name* field to display all newly discovered BWX-100 records.
- 5 Right-click on the new record, then select **Edit** from the popup menu. The Edit DVR popup displays.

*(Continued)*



- 6 Deselect the *Allow Officer Assignment* checkbox.
- 7 Select the device's DVR Group from the *Group Name* drop-down list.
- 8 Deselect the *Mute Enabled* checkbox.
- 9 Click the **Video** tab.

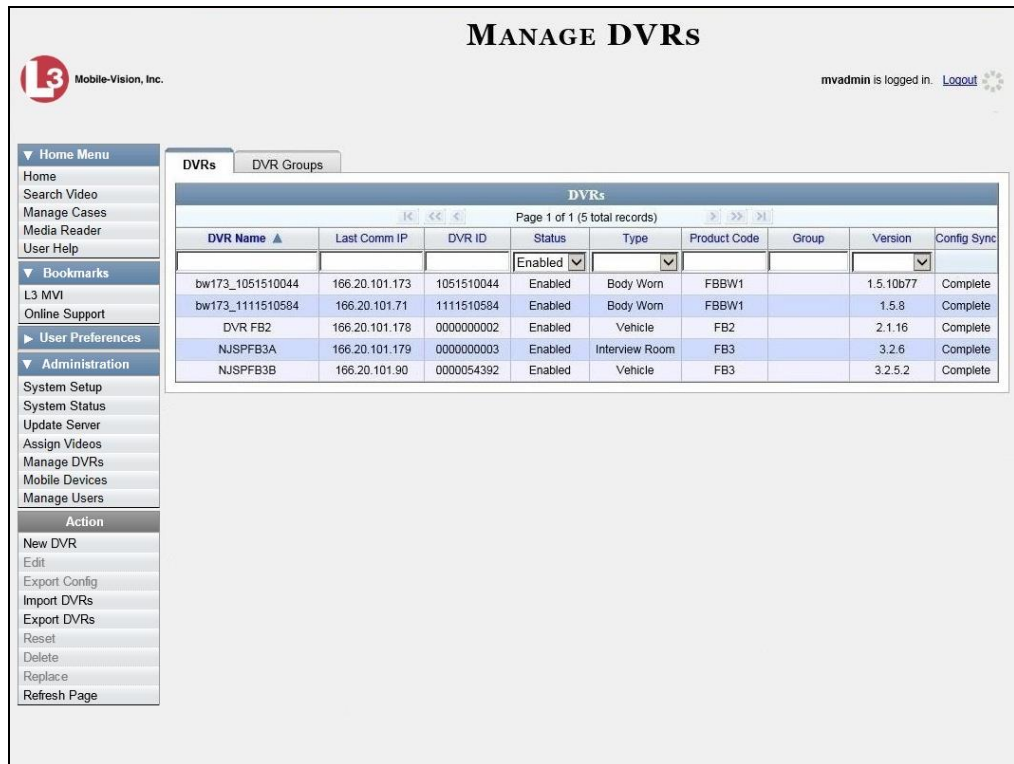


- 10 Select **10** from the *Pre-Event Recording* drop-down list.
- 11 Click **Save**.

## Changing a BWX-100 DVR

This section describes how to update an existing BWX-100 record. If you are configuring a BWX-100 record **for the first time**, see “Adding a New BWX-100” on page 491 instead.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

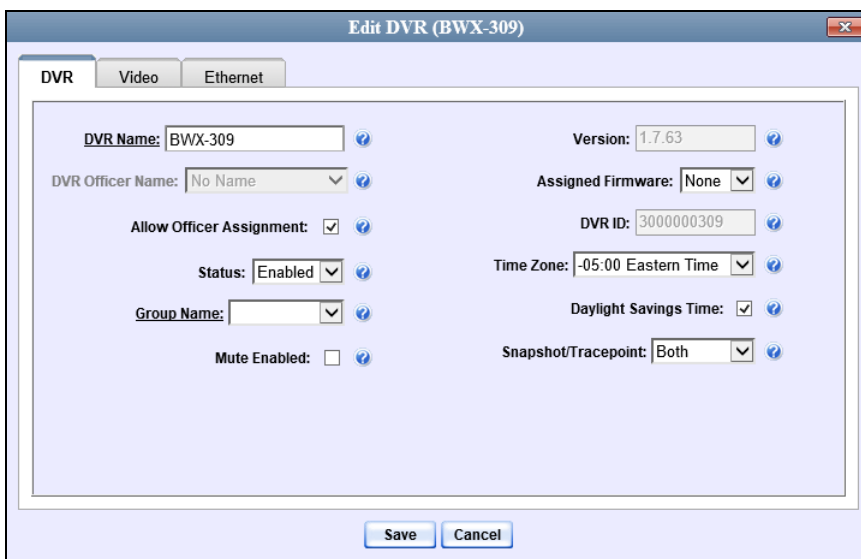
Administration: System Setup, System Status, Update Server, Assign Videos, **Manage DVRs**, Mobile Devices, Manage Users

Action: New DVR, Edit, Export Config, Import DVRs, Export DVRs, Reset, Delete, Replace, Refresh Page

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Locate the DVR record you wish to view. If you have a large number of records to scroll through, enter **BWX-100** in the *Product Code* field to display BWX-100 records only.
- 3 Right-click on the DVR record you wish to view, then select **Edit** from the popup menu. The BWX-100’s Edit DVR record displays.

(Continued)



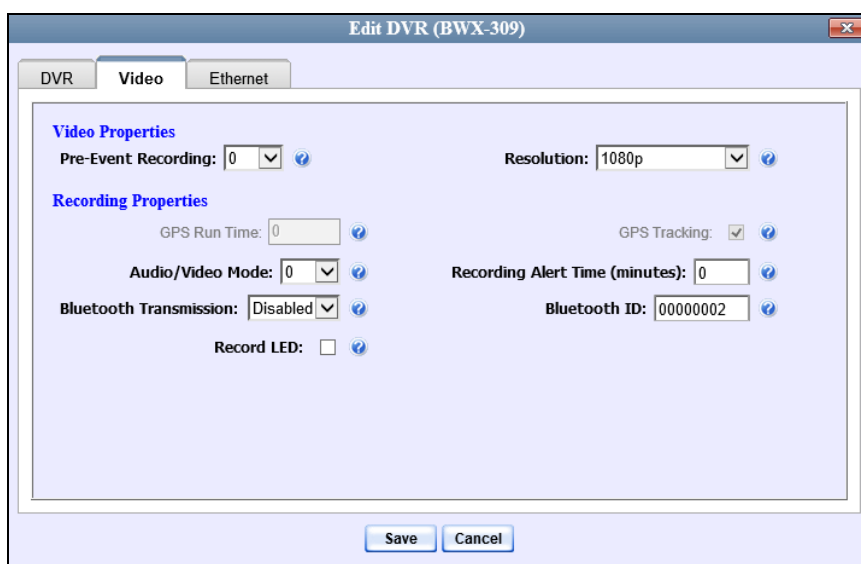
The fields on the **DVR** tab are described below.

Edit DVR: DVR Tab	
Field	Description
DVR Name	The name assigned to this BWX-100. By default, the system assigns the following name to a newly discovered device: <b>[product code]_[serial number]</b> . If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. For more information, see “Resolving Naming Conflicts” on page 507.
DVR Officer Name	The name of the officer to whom this BWX-100 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 turn the <i>Officer Dispatch</i> feature on/off. For more information on this feature, see page 488. <input checked="" type="checkbox"/> Officer Dispatch feature is <i>on</i> (activated) <input type="checkbox"/> Officer Dispatch feature is <i>off</i> (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 upload video off of this BWX-100 when the device is connected to the server.</li> <li>▪ <i>Disabled</i>. The system is <i>not</i> allowed to upload video off of this BWX-100 when the device is</li> </ul>

Edit DVR: DVR Tab (cont'd)	
Field	Description
Status (cont'd)	connected to the server. If you select this option, disabled BWX-100 devices 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> .
Group Name	The name of the BWX-100 DVR group to which this DVR is currently assigned, if applicable. <i>Select this value from the drop-down list.</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 cannot mute audio while a recording is in progress
Version	The current firmware version loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you wish to assign this BWX-100. <i>Select this value from the drop-down list.</i>
DVR ID	The BWX-100's serial number. The system obtains this number from the device during the first DVR-to-server communication.
Time Zone	The time zone in which this BWX-100 will be recording. System default is Eastern Time. <i>Select this value from the drop-down list.</i>
Daylight Savings Time	A checkbox used to indicate whether or not this device will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100 will automatically adjust its videos' recording start/end times to reflect daylight savings time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this device's recording region (default) <input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this device's recording region
Snapshot/Tracepoint	A field used to program the BWX-100 to capture a JPG still image and/or insert a "tracepoint" place-marker in a video whenever a user presses the <i>Snap/Trace</i> button on the side of the device while a recording is in progress. Select a value from the drop-down list:

Edit DVR: DVR Tab (cont'd)	
Field	Description
Snapshot/Tracepoint (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Snapshot</i>. Capture a JPG still image</li> <li>▪ <i>Tracepoint</i>. Insert a “tracepoint” placemaker</li> <li>▪ <i>Both</i> (default) Perform both actions—capture a JPG still image <i>and</i> insert a “tracepoint” placemaker</li> <li>▪ <i>Off</i>. Do not perform either action.</li> </ul>

- 4 Enter/select any changes in the desired field(s).
- 5 Click the **Video** tab.



The fields on this tab are described below.

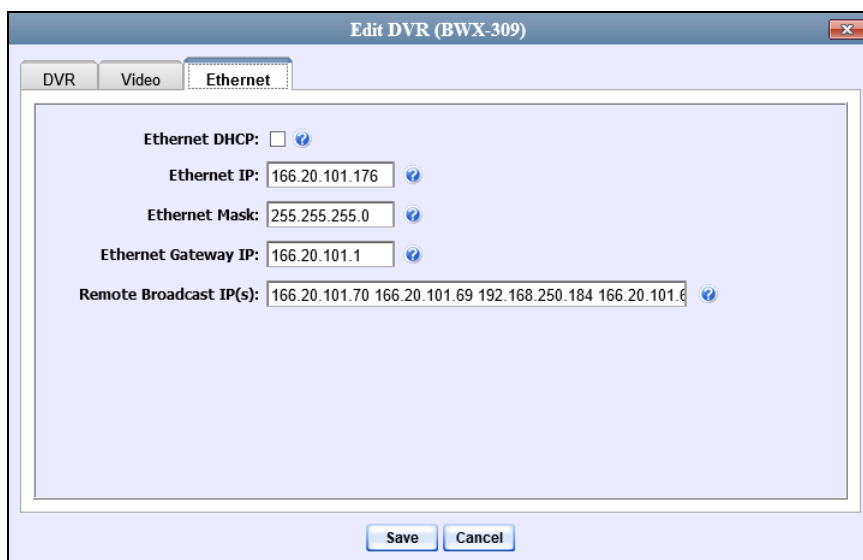
Edit DVR: Video Tab	
Video Properties	
Field	Description
Pre-Event Recording	If desired, you may capture 10, 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the BWX-100 is able to capture video <i>before</i> a recording session even begins is because the device is, in fact, recording all the time—it just doesn’t save all that data to the device’s internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <i>record</i> button), there is still some data stored in the computer’s short-term memory.

Edit DVR: Video Tab (cont'd)	
Video Properties (cont'd)	
Field	Description
Pre-Event Recording (cont'd)	<p><i>Select a value from the drop-down list:</i></p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording</li> <li><b>10</b> Capture 10 seconds of 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>
Resolution	<p>The video resolution for this camera. <i>Select a value from the drop-down list:</i></p> <ul style="list-style-type: none"> <li>▪ 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as “480p cropped.”</li> <li>▪ 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as “720p cropped.”</li> <li>▪ 1280 x 720. High definition video with a full field of view. Also referred to as “720p.”</li> <li>▪ 1920 x 1080 (default). Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as “1080p.”</li> </ul>
Recording Properties	
GPS Runtime	<i>This feature will be available in a future release.</i>
GPS Tracking	<i>This feature will be available in a future release.</i>
Audio/Video Mode	<p>The type of data this BWX-100 will capture:</p> <ul style="list-style-type: none"> <li><b>0</b> Audio and video (default)</li> <li><b>1</b> Video only</li> <li><b>2</b> Audio only</li> </ul>
Recording Alert Time (minutes)	<p>When a value higher of <b>1</b> or higher is entered in this field, it activates the <i>recording-in-progress</i> alert, which causes the BWX-100 to vibrate every X number of minutes after a recording is initiated. System default is <b>0</b> (alert feature disabled).</p> <p>To <i>enable</i> recording alerts, enter a number between <b>1</b> and <b>30</b>; to <i>disable</i> recording alerts, enter <b>0</b>.</p>
Bluetooth Transmission	<p>The BWX-100’s Bluetooth transmission status:</p> <ul style="list-style-type: none"> <li>▪ <i>Enabled</i>. Automatically initiate a recording on remote device(s) whenever an officer manually (<i>Continued</i>)</li> </ul>

Edit DVR: Video Tab (cont'd)	
Recording Properties (cont'd)	
Bluetooth Transmission (cont'd)	<p>starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for Bluetooth transmission.</p> <ul style="list-style-type: none"> <li>▪ <i>Disabled.</i> Do not broadcast or receive Bluetooth transmission messages.</li> </ul> <p>For more on this feature, see “Remotely Starting a Recording” in the BWX-100 User’s Guide.</p>
Bluetooth ID	<p>A code used to identify a device <i>group</i>. When you assign a Bluetooth ID to a BWX-100, that camera will only communicate with devices that share the same Bluetooth ID.</p> <p><i>ID Requirements:</i> 1 - 12 characters, with a combination of numbers from 1 - 9 and/or letters from a - f.</p>
Record LED	<p>A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100 to illuminate whenever a recording is in progress.</p> <p><input checked="" type="checkbox"/> Enable LED recording-in-progress lights (default).  <input type="checkbox"/> Disable LED recording-in-progress lights.</p>

6 Enter/select any changes in the desired field(s).

7 Click the **Ethernet** tab.



The fields on this tab are described in the following table.



Edit DVR: Ethernet Tab	
Column	Description
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BWX-100. <input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this device <input type="checkbox"/> User will manually assign an IP address to this device
Ethernet IP	The unique IP address that is assigned to this BWX-100.*
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network.*
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.*
Remote Broadcast IP(s)	An IP address range across which the BWX-100 devices announce their identity so the server can locate them. System default is <b>255.255.255.255</b> . Separate multiple IP addresses with a space.

- 8 Enter/select any changes in the desired field(s).
- 9 Click **Save**.

For more information, see:

- Assigning a BWX-100 to an Officer, below
- Replacing an Existing BWX-100 DVR, page 490
- Viewing the Mobile Devices Page, page 504.

---

### Assigning a BWX-100 to an Officer

This section describes how to assign an available BWX-100 device to a selected officer. In order to perform this procedure, the *Officer Dispatch* feature must be activated, as described in step 1 below.

- 1 Check to make sure the *Allow Officer Assignment* checkbox on the DVR record or DVR group record is selected.

*(Continued)*

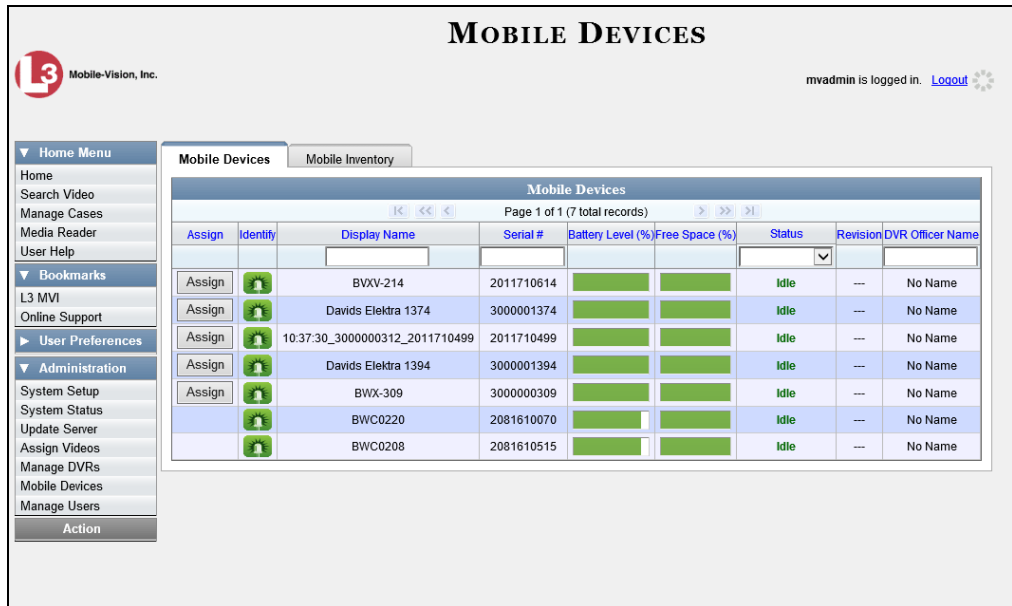
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

















\* This field is only required when the *Ethernet DHCP* checkbox is *not* selected.

BWX-100  
DVR Record

BWX-100  
DVR Group  
Record

- Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.



Assign	Identify	Display Name	Serial #	Battery Level (%)	Free Space (%)	Status	Revision	DVR Officer Name
Assign		BVXV-214	2011710614			Idle	---	No Name
Assign		Dauids Elektra 1374	3000001374			Idle	---	No Name
Assign		10:37:30_3000000312_2011710499	2011710499			Idle	---	No Name
Assign		Dauids Elektra 1394	3000001394			Idle	---	No Name
Assign		BWX-309	3000000309			Idle	---	No Name
		BWC0220	2081610070			Idle	---	No Name
		BWC0208	2081610515			Idle	---	No Name

This displays all the devices that are currently connected to the server (in this example, there is only *one*). 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 505.

- 3 Click the **Assign** button to the left of the device you wish to assign. The Assign Officer popup displays.



- 4 Select an officer from the *DVR Officer Name* drop-down list.
- 5 Click **Save**. The officer you just selected now displays in the *DVR Officer Name* field. If that officer happens to be in close proximity to the BWX-100 Uplink station, you may wish to activate an audio/visual alert. This will make it easier for the officer to identify his BWX-100. To activate this alert, click the green notification icon for that device. The BWX-100 will buzz/chirp for five seconds.

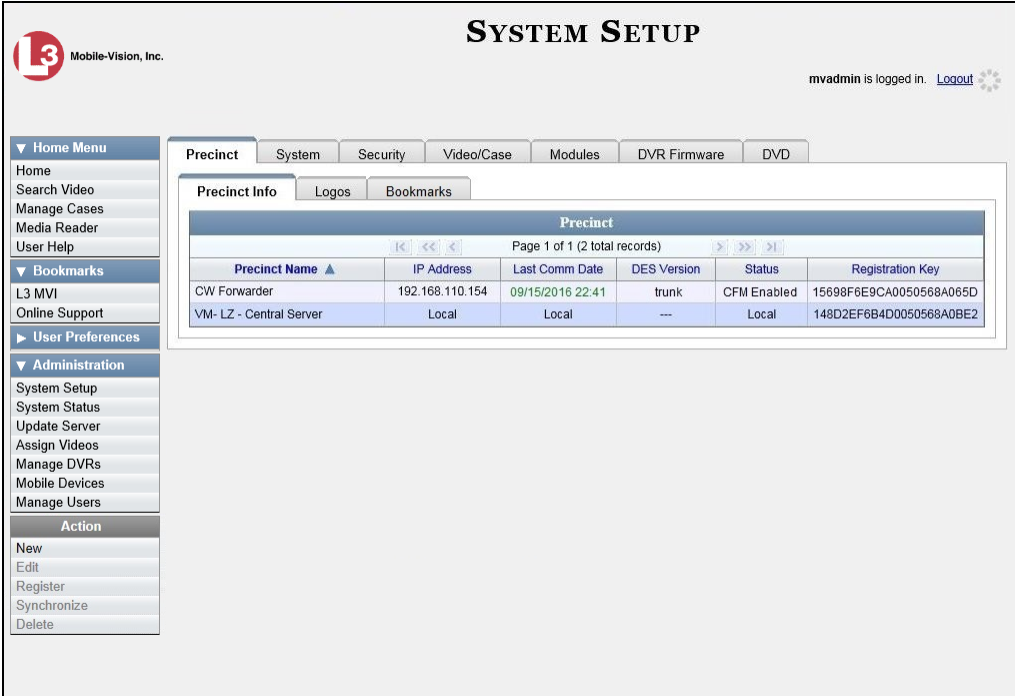


## Disabling/Enabling Mobile App Pairing for BWX-100s

There is a Mobile-Vision app called “LEC Mobile.” This app is used to view BWX-100 videos from a smart phone or tablet in the field. This section describes how to disable or re-enable the pairing function between LEC Mobile and your BWX-100 cameras.

When the *Disable Mobile App Pairing* feature is *selected*, none of your agency’s BWX-100 Body Worn cameras will have the ability to communicate with the LEC Mobile app. When the *Mobile App Pairing* feature is *deselected* (default), all of your agency’s BWX-100 cameras will have the ability to communicate with LEC Mobile.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

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Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

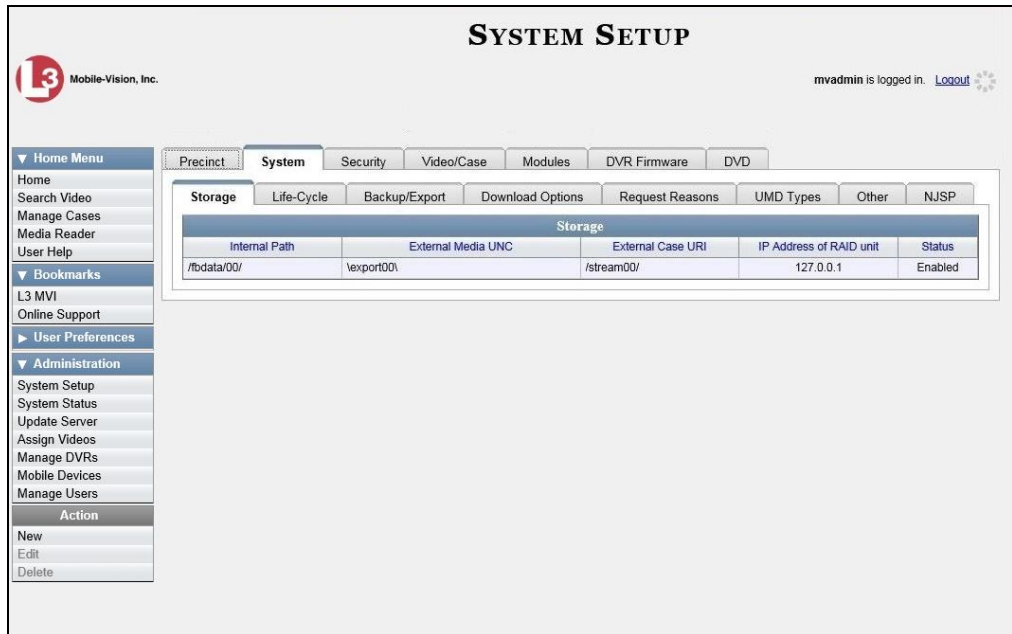
Sub-navigation: Precinct Info | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

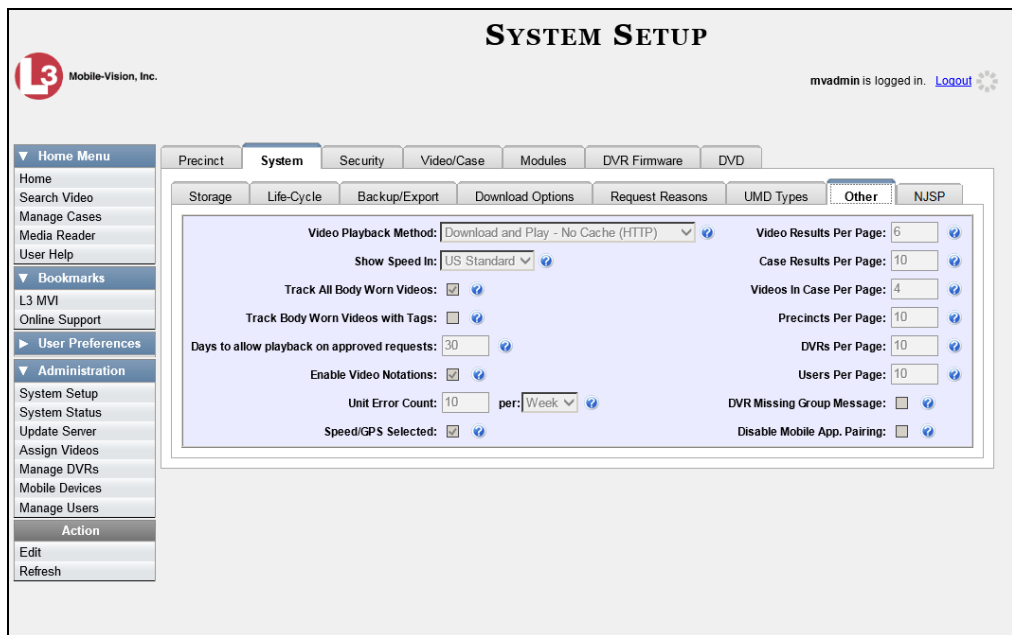
Left Navigation Menu:

- Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- Bookmarks
  - L3 MVI
  - Online Support
- User Preferences
- Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New
  - Edit
  - Register
  - Synchronize
  - Delete

- 2 Click the **System** tab.

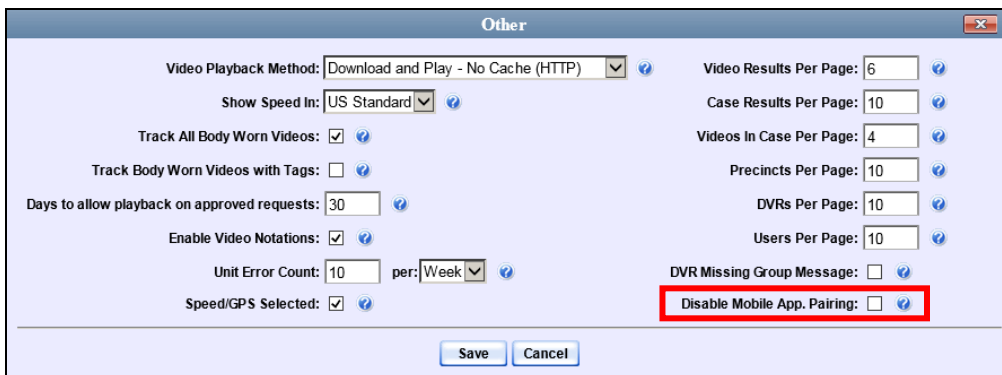


3 Click the **Other** tab.



4 Go to the **Action** column and click **Edit**. The Other popup displays.

*(Continued)*



The screenshot shows a configuration window titled "Other" with the following settings:

- Video Playback Method: Download and Play - No Cache (HTTP)
- Show Speed In: US Standard
- 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: 10 per: Week
- Speed/GPS Selected:
- Video Results Per Page: 6
- Case Results Per Page: 10
- Videos In Case Per Page: 4
- Precincts Per Page: 10
- DVRs Per Page: 10
- Users Per Page: 10
- DVR Missing Group Message:
- Disable Mobile App. Pairing:**  (highlighted with a red box)

Buttons: Save, Cancel

- 5 To prevent your BWX-100 cameras from pairing with the LEC Mobile app, select the *DVR Missing Group Message* checkbox, located in the lower right corner of the popup.

– OR –

To allow your BWX-100 cameras to pair with the LEC Mobile app, deselect the *DVR Missing Group Message* checkbox.


- 6 Click **Save**.

## Viewing the Mobile Devices Page for a Body Worn Camera

This section describes how to view the Mobile Devices page, which lists the following information:

- BodyVISION* and BWX-100 Body Worn cameras that are currently connected to the server
- BodyVISION* and BWX-100 Body Worn cameras that have been in communication with the server at least once.

- 1 Go to **Administration** and click **Mobile Devices**. The Mobile Devices page displays.



## MOBILE DEVICES

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





- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action

Mobile Devices

Mobile Inventory

Mobile Devices

Page 1 of 1 (7 total records)

Assign	Identify	Display Name	Serial #	Battery Level (%)	Free Space (%)	Status	Revision	DVR Officer Name
Assign		BVXV-214	2011710614	100%	100%	Idle	---	No Name
Assign		Davids Elektra 1374	3000001374	100%	100%	Idle	---	No Name
Assign		10:37:30_3000000312_2011710499	2011710499	100%	100%	Idle	---	No Name
Assign		Davids Elektra 1394	3000001394	100%	100%	Idle	---	No Name
Assign		BWX-309	3000000309	100%	100%	Idle	---	No Name
Assign		BWC0220	2081610070	100%	100%	Idle	---	No Name
Assign		BWC0208	2081610515	100%	100%	Idle	---	No Name

Click here to trigger an audio/visual alert on a docked *BodyVISION* or *BWX-100*

The **Mobile Devices** tab displays all Body Worn devices that are currently connected to the server via a docking station. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.

The columns on the **Mobile Devices** tab are described in the following table.

Mobile Devices Tab	
Column	Description
Assign	A button used to assign this Body Worn camera to an officer. This button will only display when the following conditions apply: 1) the Allow Officer Assignment checkbox is on the device's DVR record or DVR Group record is selected, and 2) the device is currently available for assignment. A device is considered "available" when it is connected to the server via a docking station, uploading/downloading is complete, and the device is not currently assigned to another officer.
Identify	An icon used to activate an audio/visual alert on the Body Worn camera, making it easy for an officer or evidence clerk to locate the device. This alert varies slightly depending on what model of Body Worn camera you have: <ul style="list-style-type: none"> <li>▪ <i>BodyVISIONs</i>. Device will beep and its Status/Battery LED on the top of the device will flash yellow/red,</li> <li>▪ <i>BWX-100s</i>. Device will repeatedly buzz/chirp for five seconds.</li> </ul>
Display Name	The name of this Body Worn device, as displayed on its DVR record.

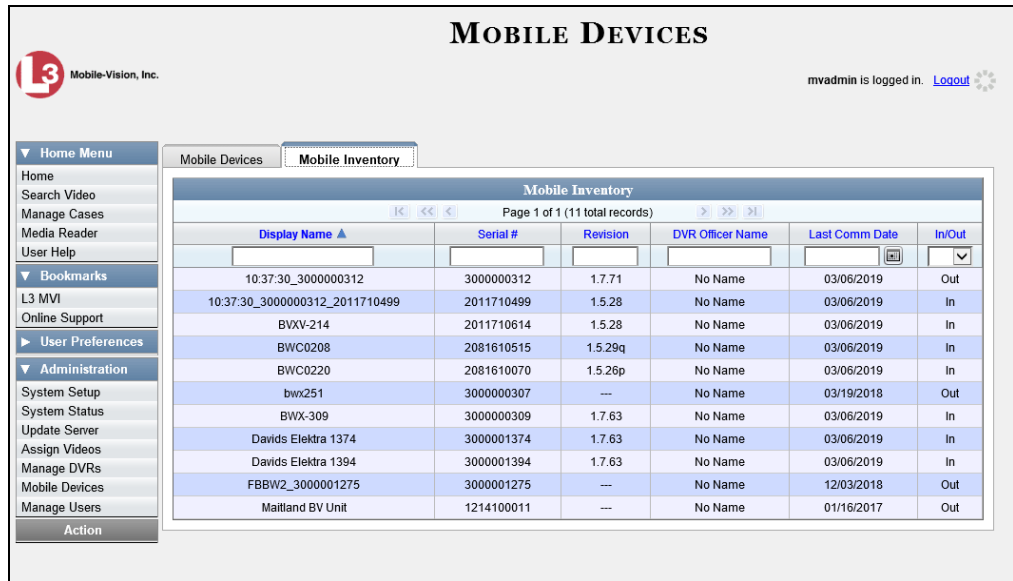
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Safe Fleet Mobile-Vision • 7.19.2019

Page | 505

Mobile Devices Tab (cont'd)	
Column	Description
Serial #	The Body Worn device's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication.
Battery Level (%)	<p>The percentage of battery power remaining on this Body Worn device.</p> <ul style="list-style-type: none"> <li>▪ If the <i>Battery Level</i> bar is solid green, it indicates that the device is fully charged.</li> <li>▪ If the <i>Battery Level</i> bar is partially yellow, it indicates that this device has 1 – 3 hours of recording time left.</li> <li>▪ If the <i>Battery Level</i> bar is partially red, it indicates that this device has less than one hour of recording time left. In this case, you should leave the device in the docking station until the Battery Level % is either solid green (preferred) or at least yellow.</li> </ul>
Free Space (%)	<p>The percentage of storage space remaining on this Body Worn device.</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 device</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 device</li> </ul>
Status	<p>The current status of this Body Worn camera:</p> <ul style="list-style-type: none"> <li>▪ <i>Idle</i>. The device's media files (video and snapshots) have finished uploading to the server.</li> <li>▪ <i>Downloading</i>. The device is currently uploading media to the server</li> <li>▪ <i>Upgrading</i>. The server is currently downloading a firmware update to the device.</li> </ul>
Revision	The current firmware version loaded on this Body Worn device.
DVR Officer Name	The name of the officer to whom this Body Worn device is currently assigned. If <b>No Name</b> displays here, it indicates that this device is not assigned to anyone.
Revision	The current firmware version loaded on this <i>BodyVISION</i> .
DVR 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* Body Worn cameras, including those devices that are not currently connected to the server, click the **Mobile Inventory** tab.





**MOBILE DEVICES**

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Mobile Devices **Mobile Inventory**

Mobile Inventory  
Page 1 of 1 (11 total records)

Display Name ▲	Serial #	Revision	DVR Officer Name	Last Comm Date	In/Out
10:37:30_3000000312	3000000312	1.7.71	No Name	03/06/2019	Out
10:37:30_3000000312_2011710499	2011710499	1.5.28	No Name	03/06/2019	In
BWX-214	2011710614	1.5.28	No Name	03/06/2019	In
BWC0208	2081610515	1.5.29q	No Name	03/06/2019	In
BWC0220	2081610070	1.5.26p	No Name	03/06/2019	In
bwx251	3000000307	---	No Name	03/19/2018	Out
BWX-309	3000000309	1.7.63	No Name	03/06/2019	In
Davids Elektra 1374	3000001374	1.7.63	No Name	03/06/2019	In
Davids Elektra 1394	3000001394	1.7.63	No Name	03/06/2019	In
FBBW2_3000001275	3000001275	---	No Name	12/03/2018	Out
Maitland BV Unit	1214100011	---	No Name	01/16/2017	Out

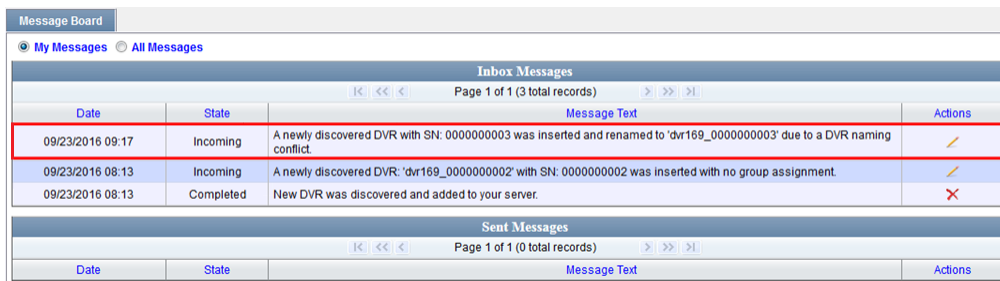
These are all the Body Worn devices that have been in communication with the server at least once. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list.




The columns on the **Mobile Inventory** tab are described below.

Mobile Inventory Tab	
Column	Description
Display Name	The name of this Body Worn device, as displayed on its DVR record.
Serial #	The Body Worn device's 10-digit serial number. The system obtains this number from the device during the first DVR-to-server communication.
Revision	The current firmware version loaded on this Body Worn device.
DVR Officer Name	The name of the officer to whom this Body Worn camera is currently assigned. If <b>No Name</b> displays here, it indicates that this Body Worn camera is not assigned to anyone.
Last Comm Date	The date and time of the most recent communication between this Body Worn camera and the server. Displays in mm/dd/yyyy hh:mm format.
In/Out	An indicator used to denote whether or not this Body Worn device is currently connected to the server via a docking station. <ul style="list-style-type: none"> <li>▪ <i>In</i>. The Body Worn device is connected to the server</li> <li>▪ <i>Out</i>. The Body Worn device is <i>not</i> connected to the server.</li> </ul>

## Resolving Naming Conflicts

Whenever a DVR transmits video to the server for the first time, the system checks all existing DVR records for possible duplicates. If it finds another DVR on the system that has the same exact same name but a different serial number, it does two things. First, it gives the newly discovered DVR a suffix of @[DVR serial number]. Secondly, the system sends a message to the Administrators' *Inbox Messages* list, indicating that there is a potential naming conflict.



Message Board			
My Messages All Messages			
Inbox Messages			
Page 1 of 1 (3 total records)			
Date	State	Message Text	Actions
09/23/2016 09:17	Incoming	A newly discovered DVR with SN: 0000000003 was inserted and renamed to 'dvr169_0000000003' due to a DVR naming conflict.	
09/23/2016 08:13	Incoming	A newly discovered DVR: 'dvr169_0000000002' with SN: 0000000002 was inserted with no group assignment.	
09/23/2016 08:13	Completed	New DVR was discovered and added to your server.	



  

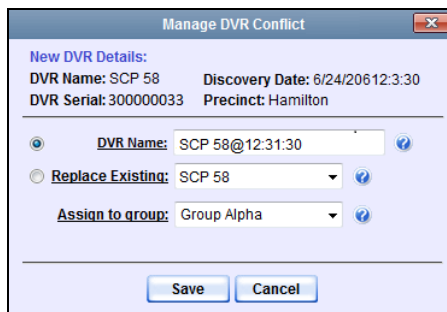
Sent Messages			
Page 1 of 1 (0 total records)			
Date	State	Message Text	Actions






When you see this message, follow the procedure described in this section to resolve the naming conflict.



**NOTE:** The *naming conflict* message does not necessarily mean that something is wrong. For example, any time you replace a damaged DVR or decommission an older DVR, it makes sense that you would assign the replacement DVR the same name as the old one (after all, it *is* going in the same vehicle). The system only prompts you with the *naming conflicts* message to *verify* that the duplicate DVR is, indeed, an intentional replacement for an existing DVR, rather than a naming error.

- 1 Make sure the **Home** page displays. (If necessary, go to  and click **Home**.)
- 2 Locate the DVR naming conflict message on your *Inbox Messages* list, as pictured above.
- 3 Click the  icon to the right of the naming conflict message. The Manage DVR Conflict form displays.



New DVR Details:	
DVR Name: SCP 58	Discovery Date: 6/24/2016 12:30:30
DVR Serial: 300000033	Precinct: Hamilton
<b>DVR Name:</b> SCP 58@12:31:30	
<b>Replace Existing:</b> SCP 58	
<b>Assign to group:</b> Group Alpha	
 	

- 4 Determine whether or not the newly discovered DVR is a *replacement* for an existing DVR in the system. For example, if one of your DVRs was destroyed in a car accident (SCP 58) and you had to purchase a new DVR to put in that vehicle (SCP 58@000000016), that would be considered a *replacement*. Also, if you recently upgraded from a Flashback2 (DVR SCP 58) to a FlashbackHD (SCP 58@000000029), that would also be considered a *replacement*. However, if you purchased a DVR for a brand new vehicle but accidentally gave it the same name as an existing DVR, that would *not* be considered a replacement.
  
- 5 If the newly discovered DVR is a *replacement* for an existing DVR, select the *Replace Existing* radio button. Proceed to the next step.  
– OR –  
If the newly discovered DVR is *not* a replacement for an existing DVR (i.e., you gave the new DVR the same name as an existing DVR *in error*), enter a new name in the *DVR Name* field. Skip to step 8.
  
- 6 If the newly discovered DVR is a replacement for the DVR displayed in the *Replace Existing* field, proceed to the next step.  
– OR –  
If the newly discovered DVR is a replacement for a *different* DVR, select the appropriate DVR from the *Replace Existing* drop-down list.
  
- 7 To assign the new or replacement DVR to an existing DVR Group, select a value from the *Assign to group* drop-down list. Otherwise proceed to the next step.
  
- 8 Click **Save**. If you chose the *replacement* option, several actions will occur automatically:
  - All videos that were previously assigned to the original DVR will be reassigned to the replacement DVR.
  - The auto-created DVR NAME@[DVR serial number] record will be deleted from the system
  - The naming conflict message will be removed from the Administrators' *Inbox Messages* list.

---

## Fleet Management

Fleet Management is a system feature that grants you access to many of the same DVR functions that are found on your Flashback menus. Previously, you could only access the DVR functions via the Flashback menu, which required physical access to the DVR. Now you can access these options from the server back at your precinct.

If desired, you can use the Fleet Management feature to make global changes across multiple Flashback and Body Worn DVRs. This is accomplished using a feature called *DVR groups*. A DVR group is simply a record that contains the same information found on an individual DVR record. After you create a DVR group and assign DVRs to it, you can update an entire fleet of DVRs at the same time from the server. If, for example, your agency adds an Aux 2 device, you could display the appropriate DVR group record and select the *Aux 2 Trigger* checkbox on the *Triggers/Display* tab. Each of the DVRs that were assigned to that group would, in turn, be updated during their next DVR-to-server transmission.

Because Fleet Management is enabled for NJSP, you should always update your DVRs from the server. Do *not* use the Flashback menu to update DVRs from within the vehicles.

When you create DVR groups, always place similar DVRs together in the same DVR group. Flashback3s and FlashbackHDs may be placed in the same group, but all other DVRs must be in a group by themselves. See recommended groups below.

- Group 1: Flashback2s that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 2: Flashback2s that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 3: Flashback3s and/or FlashbackHDs that are installed in a vehicle with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 4: Flashback3s and/or FlashbackHDs that are installed in a vehicle *without* Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor
- Group 5: Flashback2s that are installed in an Interview Room
- Group 6: Flashback3s and/or FlashbackHDs that are installed in an Interview Room
- Group 7: *BodyVISION* DVRs
- Group 8: BWX-100 DVRs
- Group 9: CycleVision DVRs

For more information, see:

- Adding a DVR Group, next page
- Exporting a DVR's config.xml File, page 511
- Changing a DVR Group, page 528
- Deleting a DVR Group, page 541
- Identifying DVRs that are Not Assigned to a Group, page 556
- Assigning a New DVR to a DVR Group, page 559
- Reassigning a DVR to a Different DVR Group, page 560

## Adding a DVR Group

There are three methods for adding a new Flashback or Body Worn DVR group:

1. Create a group from an existing DVR group record
2. Create a group from an existing DVR record
3. Create a group from a DVR configuration file (config.xml).

If you have a mixed fleet of DVRs, please note that only Flashback3s and FlashbackHDs may share the same group. All other DVRs must be in a group by themselves. For a list of recommended groups, see page 488.

For specific instructions, see:

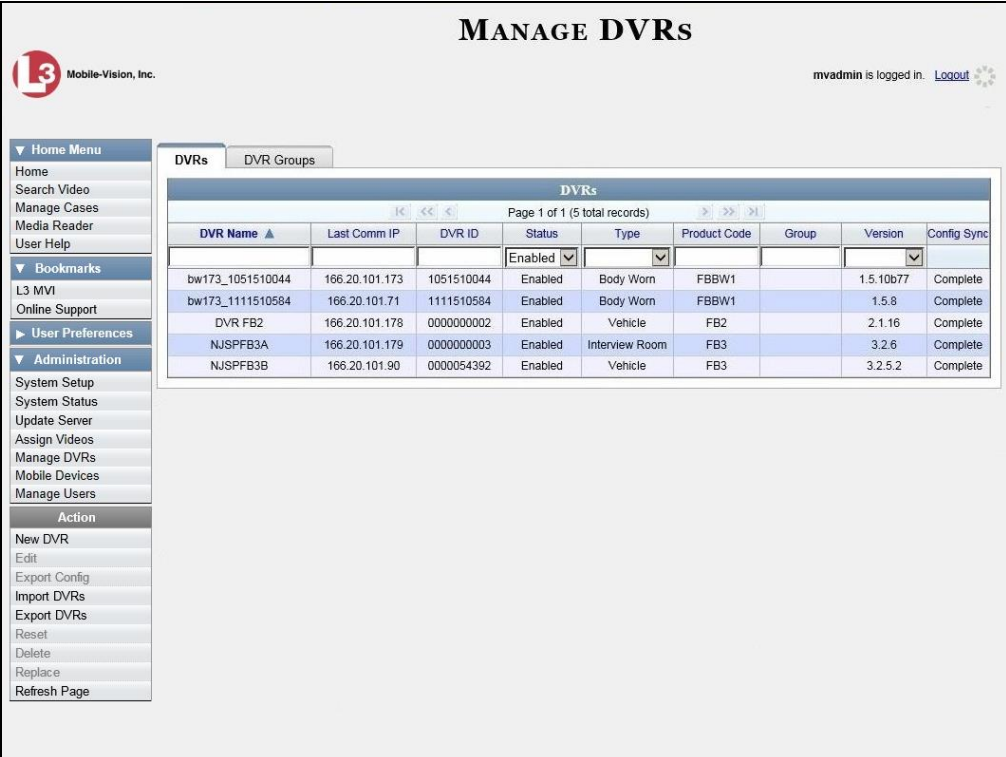
- Creating a DVR Group from an Existing DVR Group, below
- Creating a DVR Group from an Existing DVR, page 515
- Creating a DVR Group from a DVR's config.xml File, page 520.

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### Creating a DVR Group from an Existing DVR Group

This section describes how to create a new DVR group from an existing group. To do so, you simply copy the settings from an existing DVR group to a new group, then edit the new group as desired.

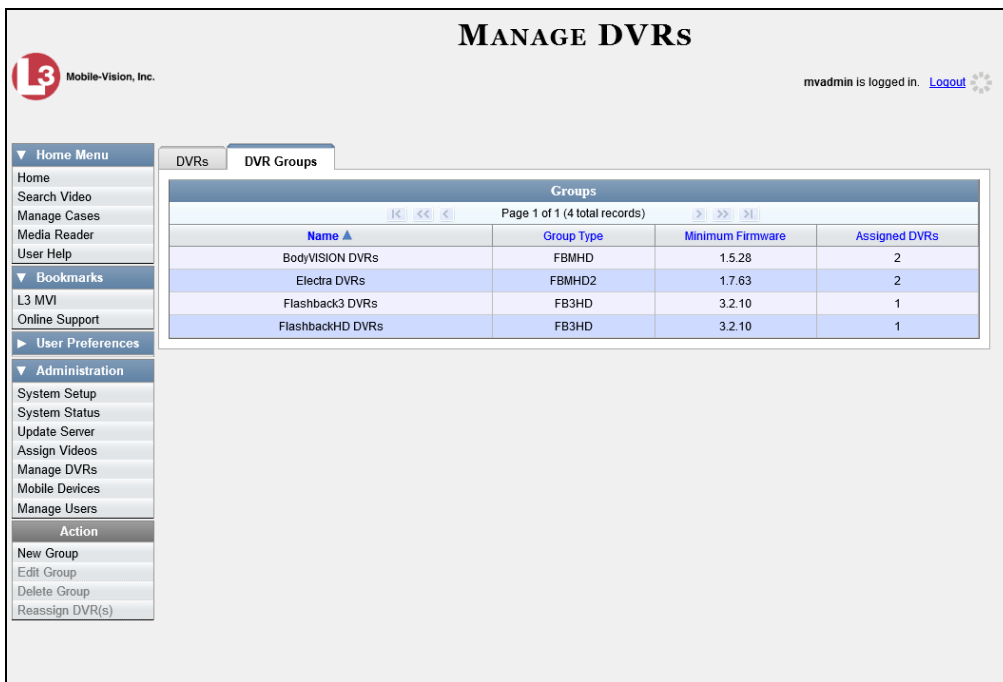
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



The screenshot shows the 'MANAGE DVRs' page in the Mobile-Vision system. The page title is 'MANAGE DVRs' and the user 'mvadmin' is logged in. The interface includes a sidebar menu with 'Administration' selected, and a main content area with a 'DVRs' tab. Below the tab is a table of DVR records.

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays.



- Go to the **Action** column and click **New 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**.

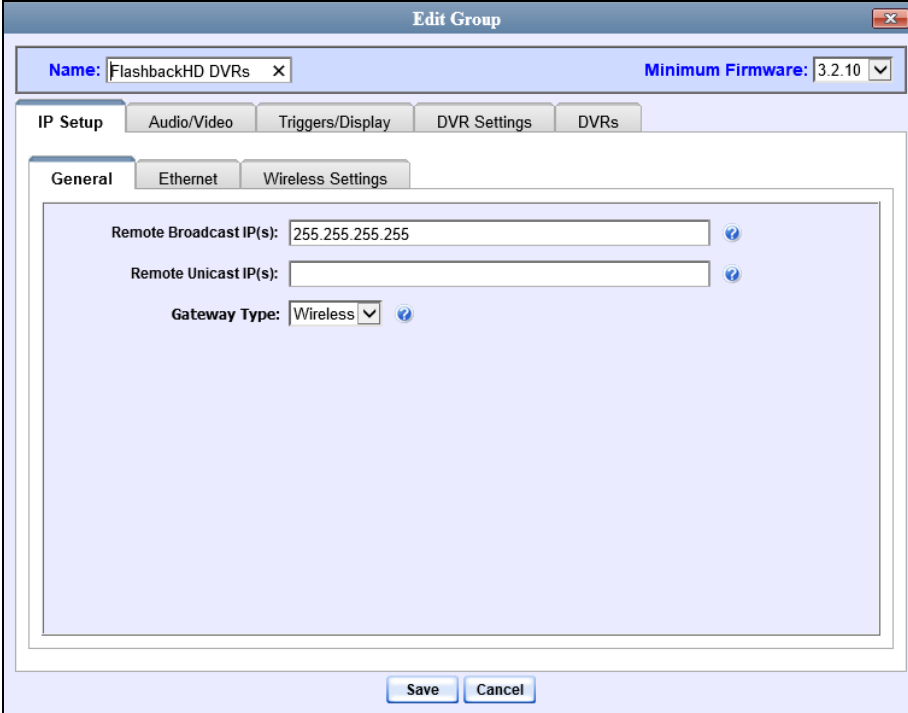
- 6 Go to the *Select Type* drop-down list and select the new group's type:
  - FB2*. This group will contain Flashback2 DVRs only
  - FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - BodyVision*. This group will contain *BodyVISION* DVRs only
  - BWX-100*. This group will contain BWX-100 DVRs only.
- 7 Go to the *Select Group* drop-down list and select the DVR group that you wish to use as a template for your new group.
- 8 Click **Save**. A confirmation message displays.

Group BWX-100 DVRs successfully created.

Next, you need to assign DVRs to your new group.

- 9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

Flashback version of  
Edit Group record



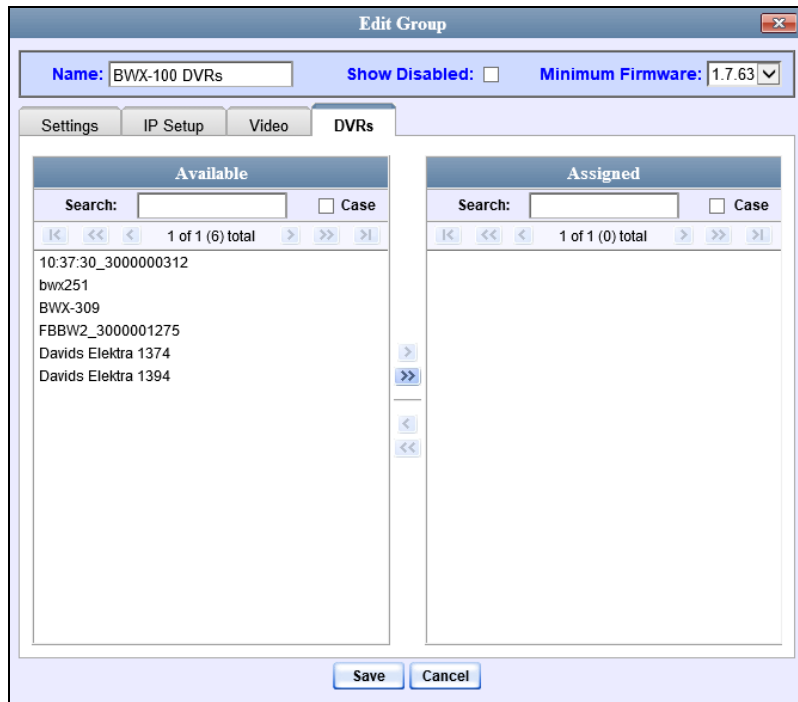
(Continued)

BodyVISION version of Edit Group record


BWX-100 version of Edit Group record

10 Click the **DVRs** tab. A list of available DVRs displays in the left column.





Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

- 11 Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR Group. As you do so, keep in mind that Flashback3s and FlashbackHDS may be in the same group, but all other DVRs must be in a group by themselves.
- 12 Once you've highlighted the correct DVRs, click the  icon located between the two columns. The selected DVRs display in the right column (Assigned).
- 13 If you wish to modify this record (i.e., change audio/video settings, display options, etc), click the appropriate tab, then enter/select your changes. More detailed instructions can be found in "Changing a Flashback DVR Group" on page 528, "Changing a BodyVISION DVR Group" on page 541, or "Changing a BWX-100 DVR Group" on page .

– OR –

If you do *not* wish to modify this record at this time, proceed to the next step.

- 14 Click **Save**. A confirmation message displays.

The group BWX-100 DVRs successfully saved.

## Creating a DVR Group from an Existing DVR

This section describes how to create a new DVR group from an existing Flashback or *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.

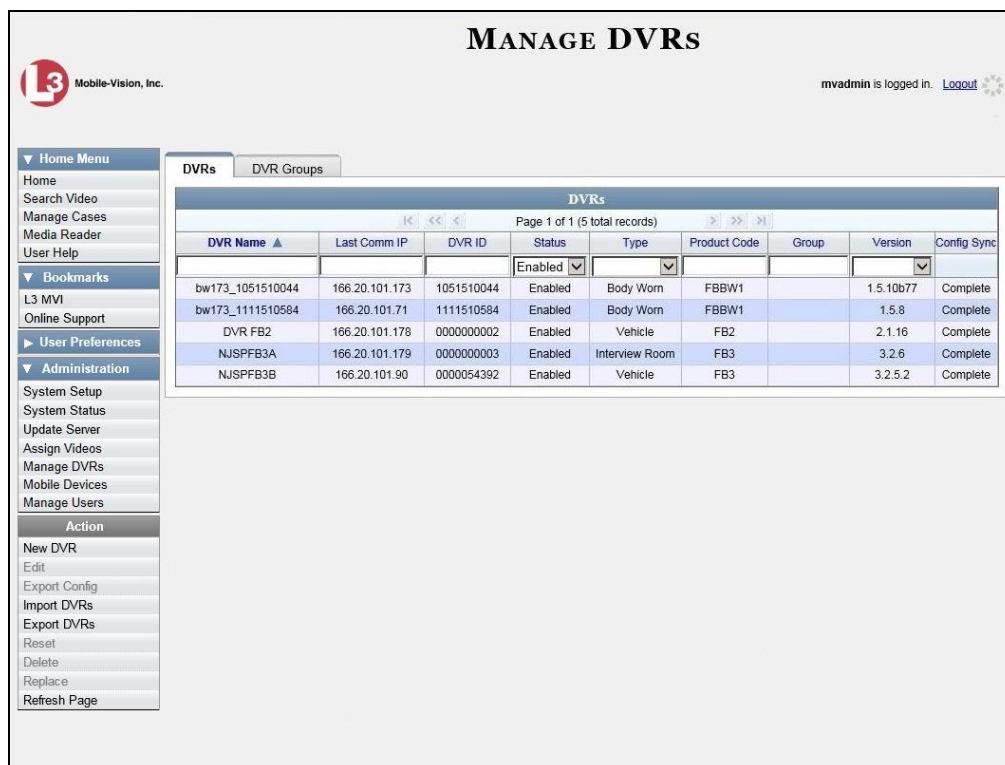


**NOTE:** You can only copy information from a DVR that has been “discovered,” that is, a DVR that has been in communication with the server at least once. If you are a new customer, some of your DVRs may not be recognized by the server yet. If such is the case, you can use the procedure titled “Creating a DVR Group from a DVR’s config.xml File” on page 520 instead.



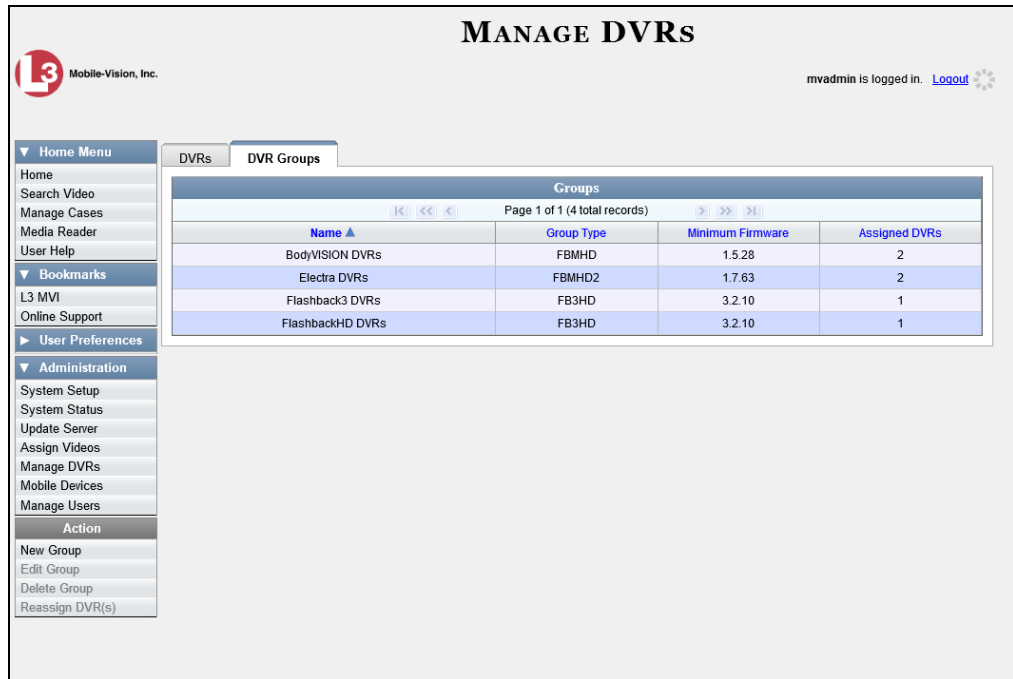
**HINT:** If your agency has more than one server and you wish to copy a DVR’s settings from one server to another, you will have to use a slightly different procedure. First, export the DVR’s config.xml file to a USB drive, as described in “Exporting a DVR’s config.xml File” on page 526. Next, upload the config.xml file to the other server, as described in “Creating a DVR Group from a DVR’s config.xml File” on page 520.

- 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
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays, if any.



- Go to the **Action** column and click **New Group**. The Create Group form displays.

**Create Group**

Group Name:

Select Source:

Select Type:

Minimum Firmware:

- Enter a unique name for this group in the *Group Name* field.
- Go to the *Select Source* drop-down list and select **From DVR**.

**Create Group**

Group Name:

Select Source:

Select Type:

Minimum Firmware:

Status:

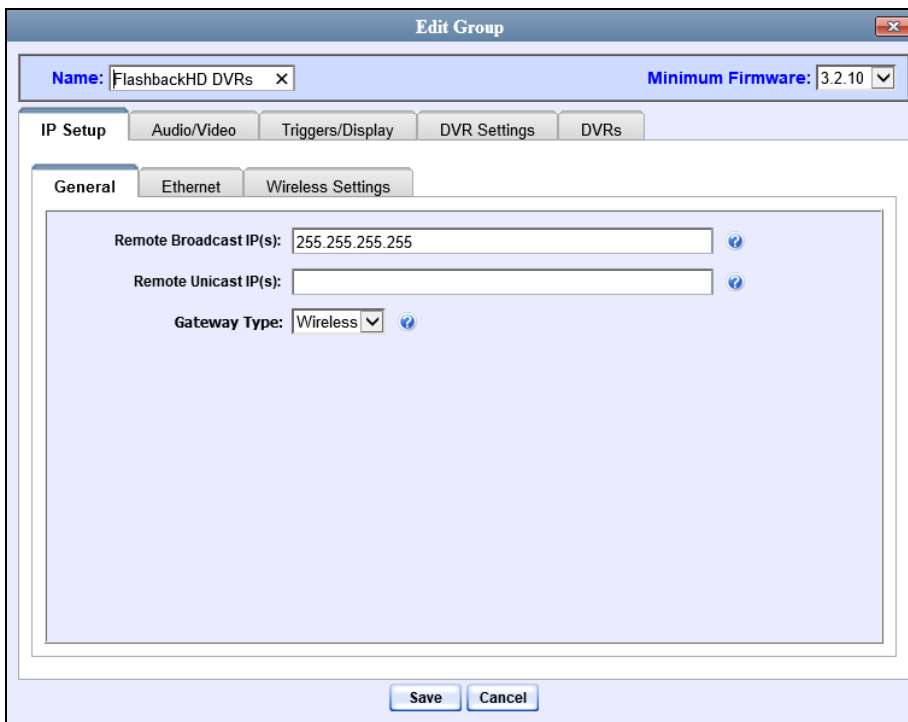
- 6 Go to the *Select Type* drop-down list and select the new group's type:
  - FB2*. This group will contain Flashback2 DVRs only
  - FB3/FBHD*. This group will contain Flashback3 and/or FlashbackHD DVRs
  - BodyVision*. This group will contain *BodyVISION* DVRs only
  - BWX-100*. This group will contain BWX-100 DVRs only.
- 7 Go to the *Select DVR* field and select a template DVR from the drop-down list.
- 8 Click **Save**. A confirmation message displays.

Group BWX-100 DVRs successfully created.

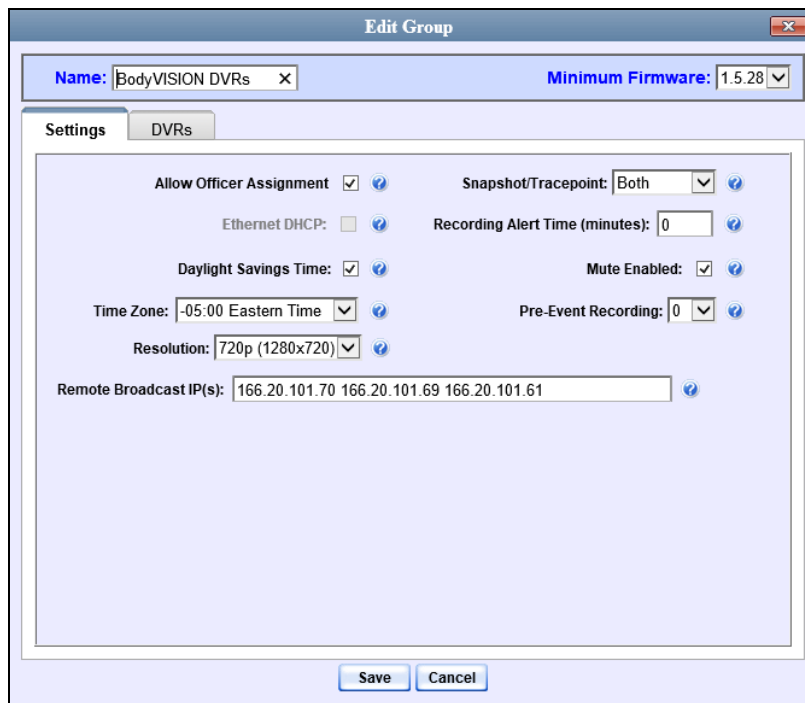
Next, you need to assign DVRs to your new group.

- 9 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

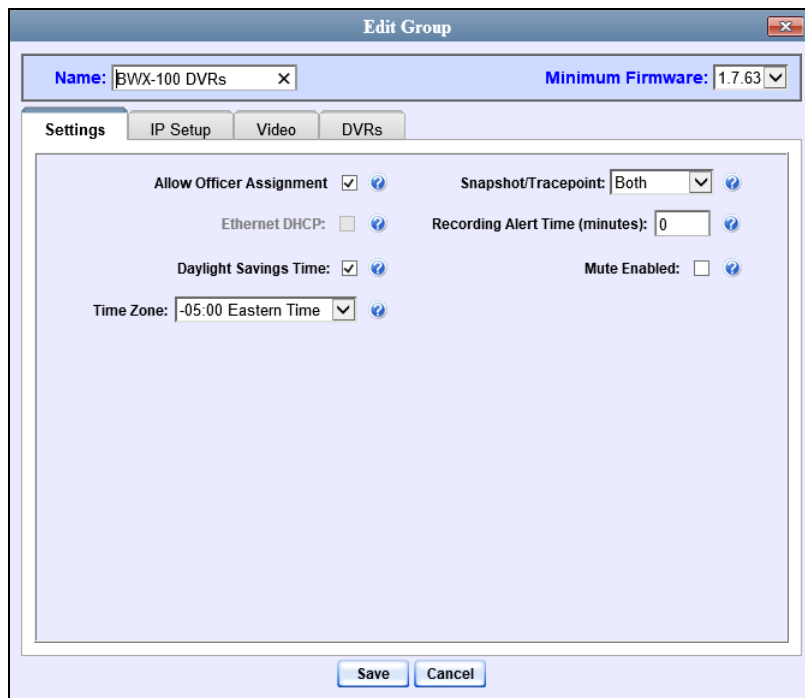
Flashback version of  
Edit Group record



BodyVISION version  
of Edit Group record

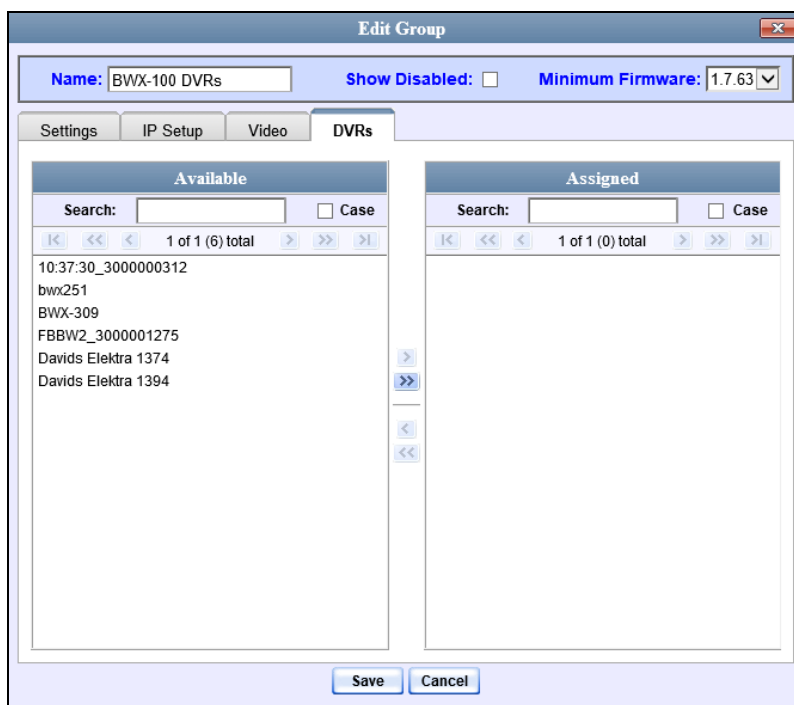


BWX-100 version of  
Edit Group record




- 10 Click the **DVRs** tab. A list of available DVRs displays in the left column.

*(Continued)*



Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

- 11 Go to the left column (Available) and click on each of the DVRs you wish to assign to this DVR Group. As you do so, keep in mind that Flashback3s and FlashbackHDS may be in the same group, but all other DVRs must be in a group by themselves.
- 12 Once you've highlighted the correct DVRs, click the  icon located between the two columns. The selected DVRs display in the right column (Assigned).
- 13 If you wish to modify this record (i.e., change audio/video settings, display options, etc.), click the appropriate tab, then enter/select your changes. More detailed instructions can be found in “Changing a Flashback DVR Group” on page 528, “Changing a *BodyVISION* DVR Group” on page 541, or “Changing a BWX-100 DVR Group” on page 546.

– OR –

If you do *not* wish to modify this record at this time, proceed to the next step.

- 14 Click **Save**. A confirmation message displays.

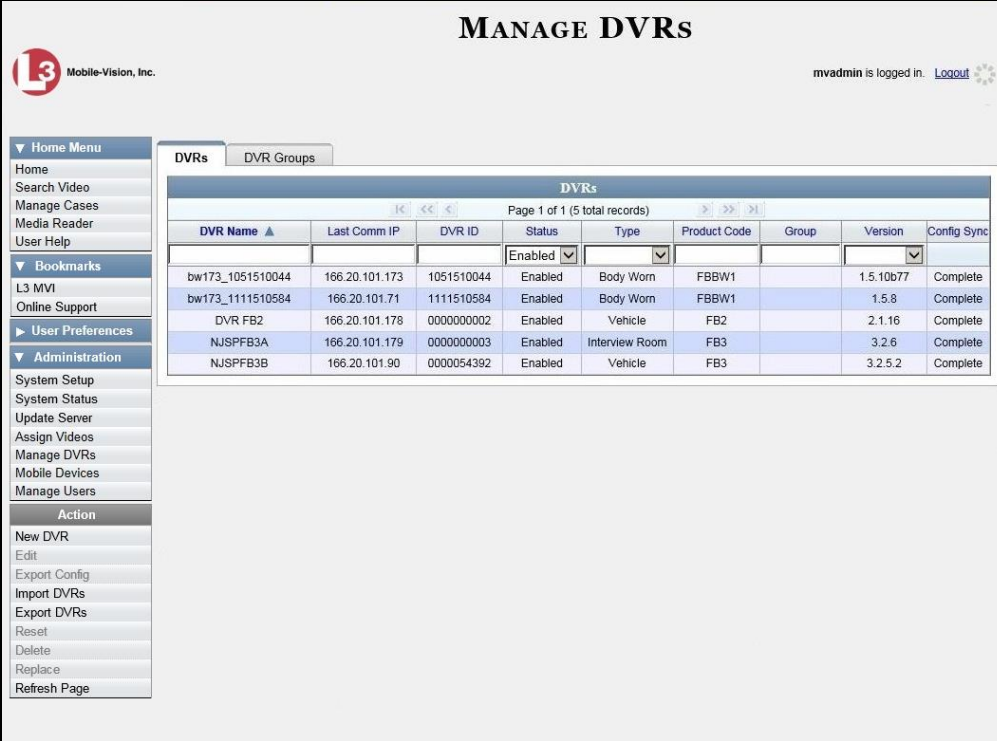
Group BWX-100 DVRs successfully created.

## 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. There are two ways in which you can acquire this file:

- Your Mobile-Vision Technical Support Engineer can give it to you.
- You can copy the file from a Flashback DVR to a USB drive, as described in “Copying the config.xml File from Your DVR to a USB Drive” in your *Flashback User's Guide*.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

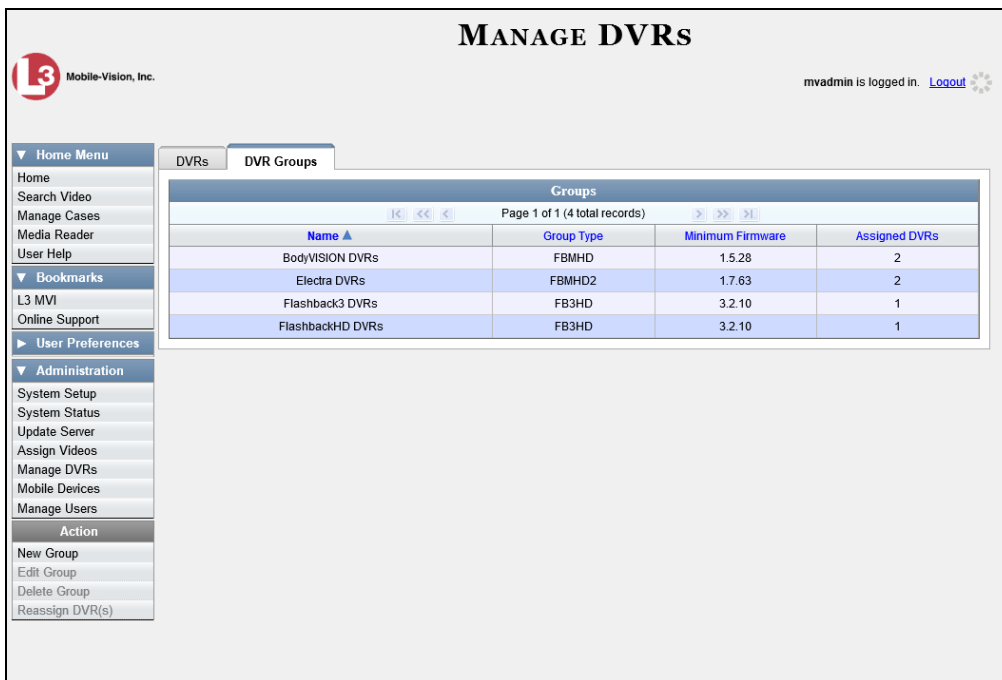
mvadmin is logged in. [Logout](#)

**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 Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays, if applicable.

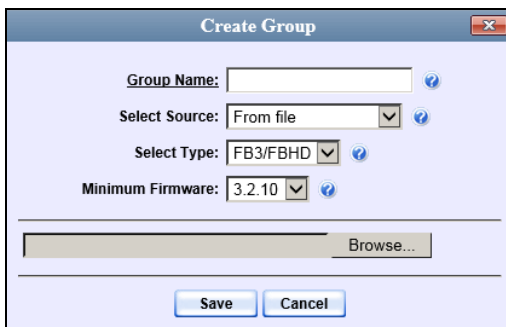
*(Continued)*



The screenshot shows the 'MANAGE DVRs' interface. At the top, it says 'Mobile-Vision, Inc.' and 'mvadmin is logged in. Logout'. On the left is a navigation menu with sections: Home Menu, Bookmarks, User Preferences, and Administration. The 'Administration' section is expanded, showing 'Action' with options: New Group, Edit Group, Delete Group, and Reassign DVR(s). The main content area shows a tabbed interface with 'DVR Groups' selected. Below the tabs is a table titled 'Groups' with the following data:

Name	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	2
Electra DVRs	FBMHD2	1.7.63	2
Flashback3 DVRs	FB3HD	3.2.10	1
FlashbackHD DVRs	FB3HD	3.2.10	1

- 3 Go to the **Action** column and click **New Group**. The Create Group form displays.



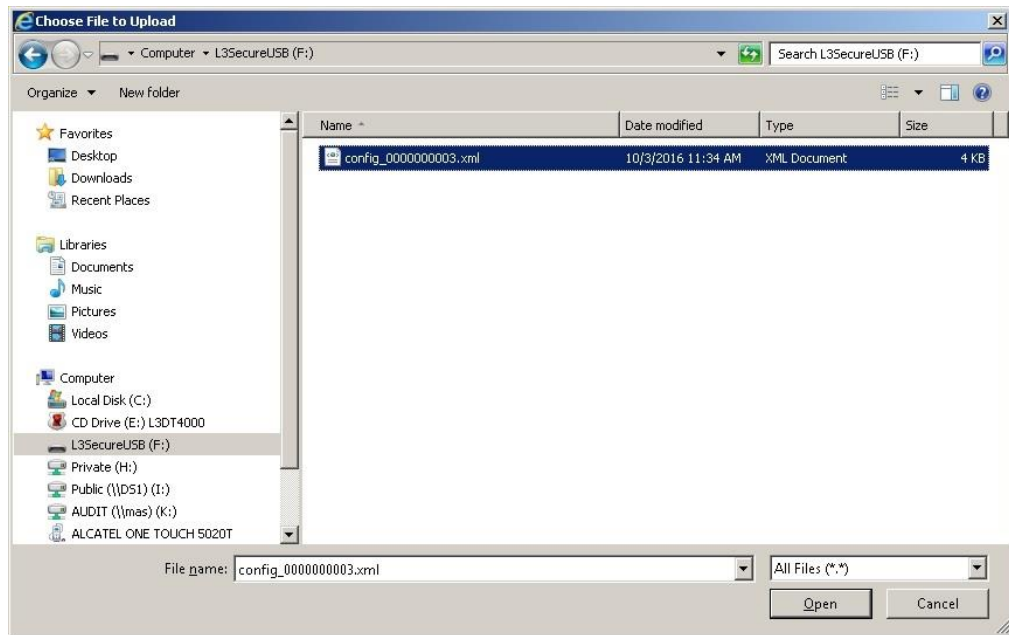
The 'Create Group' form has the following fields:

- Group Name:
- Select Source:
- Select Type:
- Minimum Firmware:
- Browse... button
- Save and Cancel buttons

- 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
  - BWX-100*. This group will contain *BWX-100* DVRs only.



- 8 Click **Browse**. The Choose File to Upload Popup displays.
- 9 Navigate to the disk drive location where the config.xml file is located.
- 10 Double-click on the config.xml file to select it.



- 11 Click **Save**. A confirmation message displays.

Group save successful: Traffic

Next, you need to assign DVRs to your new group.

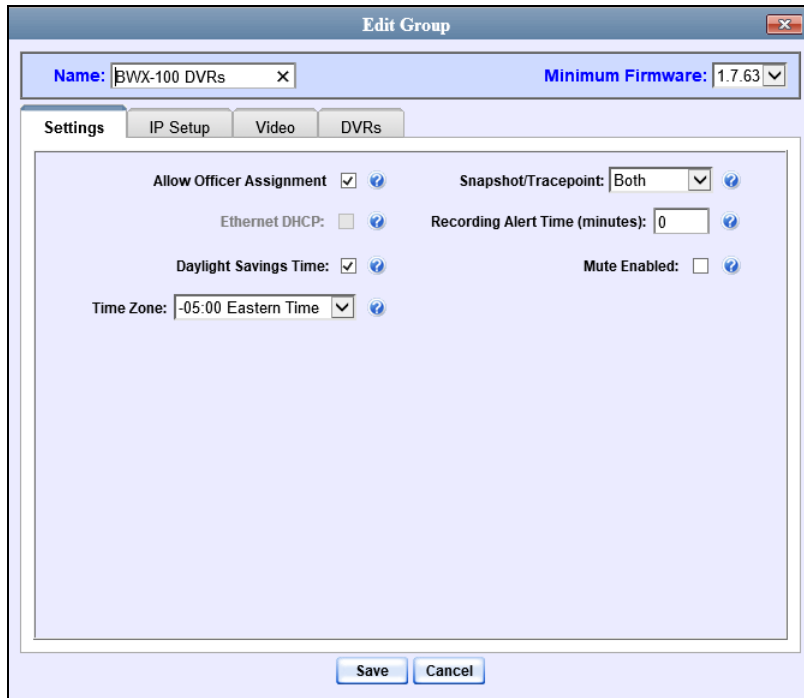
- 12 Right-click on the new group record you just created, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback records vs. Body Worn records.

*(Continued)*

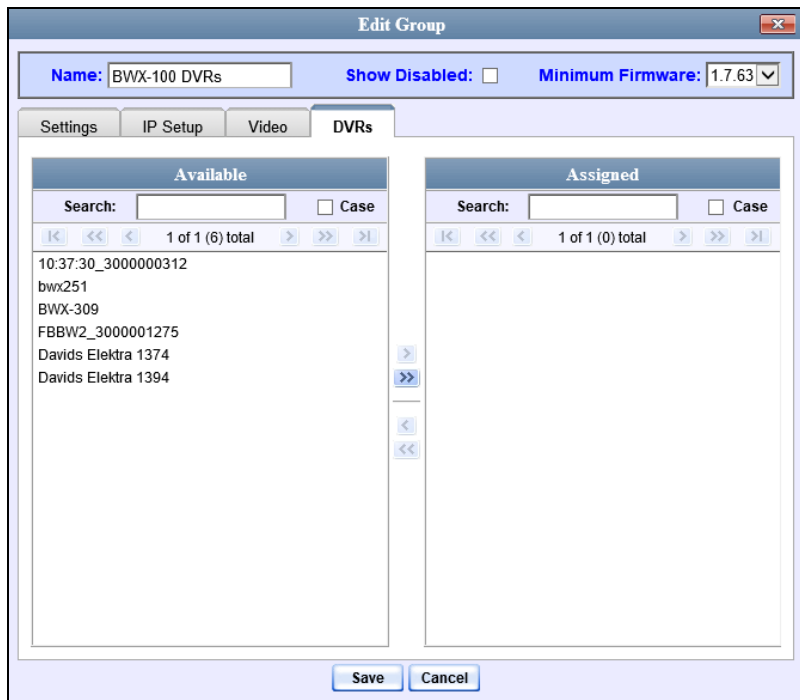
Flashback version of Edit Group record

BodyVISION version of Edit Group record


BWX-100 version of  
Edit Group record



13 Click the **DVRs** tab. A list of available DVRs displays in the left column.



Any DVRs that are currently assigned to a different group will display that group's name in parentheses—e.g., *NJSPFBHD(Traffic Patrol)*.

- 14 Go to the left column (Available) and click on each of the DVRs you wish to add to this DVR Group. As you do so, keep in mind that Flashback3s and FlashbackHDs may be in the same group, but all other DVRs must be in a group by themselves.
- 15 Once you've highlighted the correct DVRs, click the  icon located between the two columns. The selected DVRs display in the right column (Assigned).
- 16 If you wish to modify this record (i.e., change audio/video settings, display options, etc), click on the appropriate tab, then enter/select your changes. More detailed instructions can be found in “Changing a Flashback DVR Group” on page 528, “Changing a *BodyVISION* DVR Group” on page 541, or “Changing a BWX-100 DVR Group” on page 546.  
– OR –  
If you do *not* wish to modify this record at this time, proceed to the next step.
- 17 Click **Save**. A confirmation message displays.

Group BWX-100 DVRs successfully created.

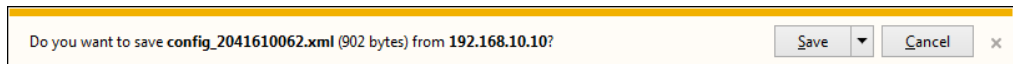
## Exporting a DVR's config.xml File

This procedure describes how to export a DVR's config.xml file from the server to a USB drive. The config.xml file contains all of a DVR's settings. This procedure is typically performed by Mobile-Vision employees. However, if your agency has more than one server, there may be a circumstance where you wish to use a DVR record on *one* server as a template for creating a new DVR Group on a *different* server. To do so, first perform this procedure to copy the config.xml file to a USB stick. Next, login to the other server and proceed to “Creating a DVR Group from a DVR's config.xml File” on page 520 for further instructions.

- 1 Go to  and click **Manage DVRs**. The Manage DVRs page displays.

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 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 424, beginning with step 2.
- Go to the **Action** column and click **Export Config**. A Windows message displays.



- Select **Save As** from the *Save* drop-down list. The Save As window displays.
- Navigate to the USB drive where you wish to save the file, then click **Save**. A confirmation message displays.



- Click  to close the popup.

## Changing a DVR Group

This section describes how to change the attributes for a DVR Group. For more information, see:

- Changing a Flashback DVR Group, below
- Changing a BodyVISION DVR Group, page 541
- Changing a BWX-100 DVR Group, page 546.

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## 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 DVR group will automatically be applied to all of the DVRs that are assigned to that group during the next DVR-to-server transmission.

If you need to change the setting(s) for a Body Worn group, see “Changing a *Body-VISION* DVR Group” on page 541 or “Changing a BWX-100 DVR Group” on page 546 instead.

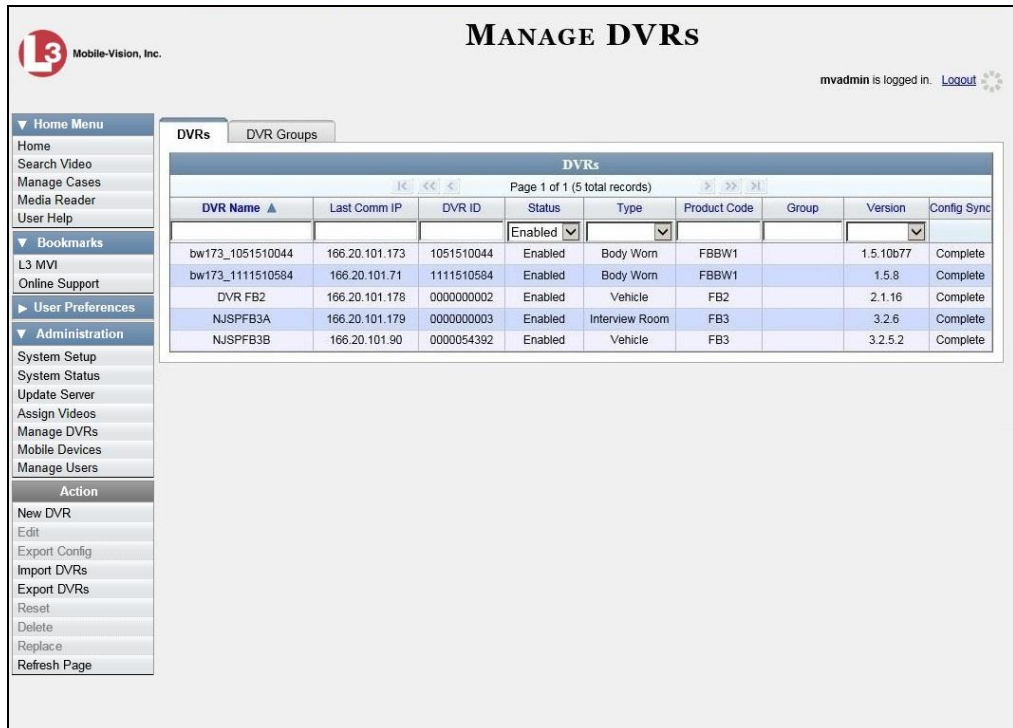
For specific instructions, see:

- Displaying the Edit Group Popup, below
- Changing the IP Settings for a Flashback DVR Group, page 530
- Changing the Audio Settings for a Flashback DVR Group, page 536
- Changing the Video Settings for a Flashback DVR Group, page 536
- Changing the Triggers for a Flashback DVR Group, page 537
- Changing the Display Options for a Flashback DVR Group, page 538
- Changing the General DVR Settings for a Flashback DVR Group, page 539.

### 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.



**MANAGE DVRs**

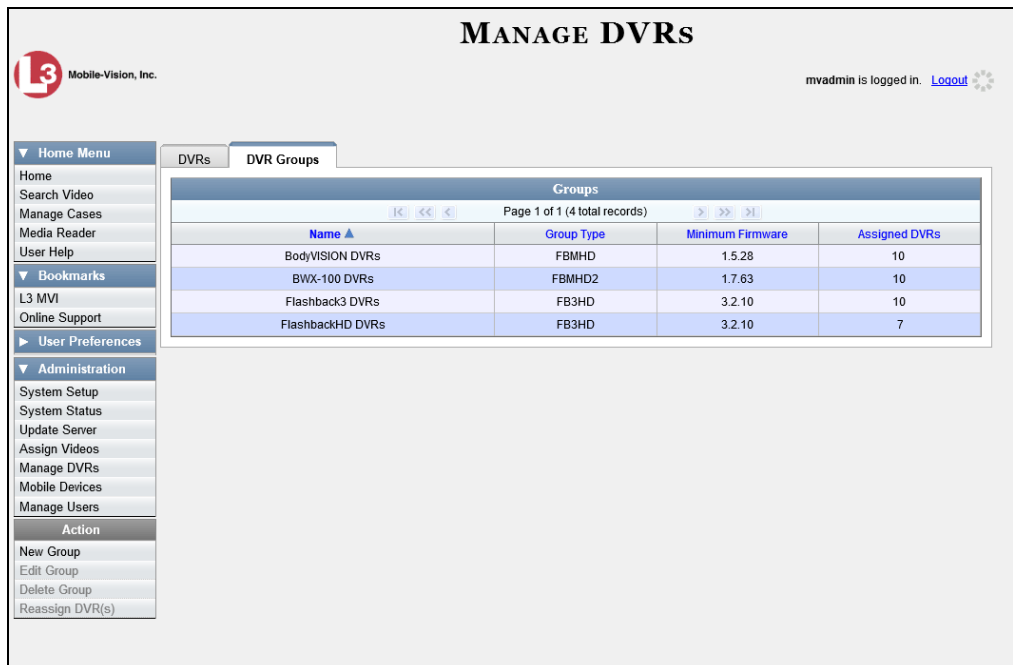
mvadmin is logged in. [Logout](#)

**DVRs** | DVR Groups

Page 1 of 1 (5 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

2 Click the **DVR Groups** tab. A list of existing groups displays.



**MANAGE DVRs**

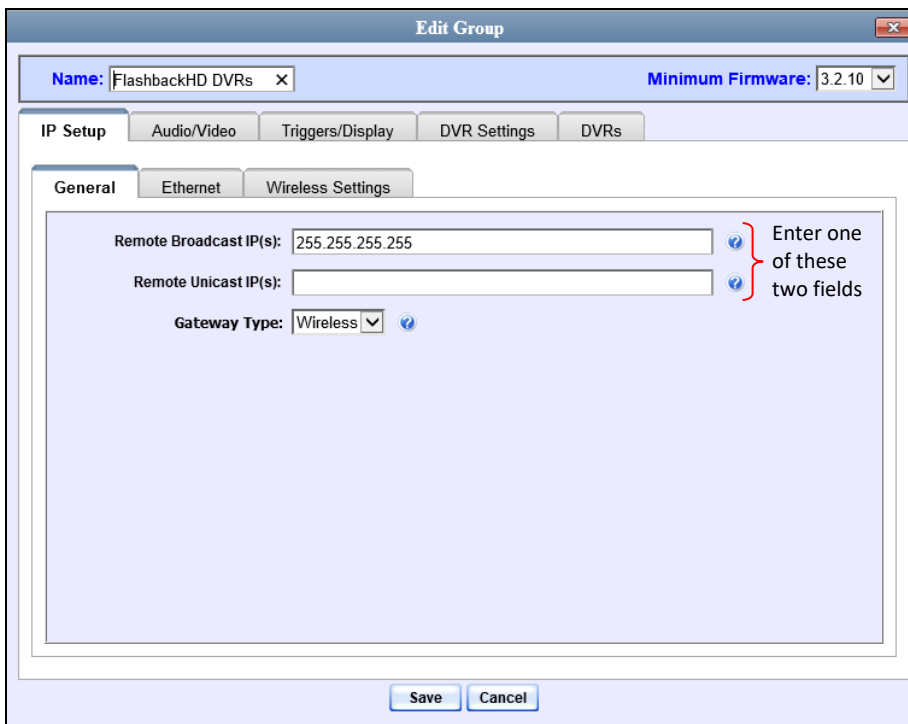
mvadmin is logged in. [Logout](#)

DVRs | **DVR Groups**

Page 1 of 1 (4 total records)

Name ▲	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	10
BWX-100 DVRs	FBMHD2	1.7.63	10
Flashback3 DVRs	FB3HD	3.2.10	10
FlashbackHD DVRs	FB3HD	3.2.10	7

3 Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays.



Proceed to the appropriate section:

- Changing the IP Settings for a Flashback DVR Group, below
- Changing the Audio Settings for a Flashback DVR Group, page 535
- Changing the Video Settings for a Flashback DVR Group, page 536
- Changing the Triggers for a Flashback DVR Group, page 537
- Changing the Display Options for a Flashback DVR Group, page 538
- Changing the General DVR Settings for a Flashback DVR Group, page 539.

### Changing the IP Settings for a Flashback DVR Group

This section describes how to change the IP settings for a Flashback2 or Flashback3/HD group.

Interview Room DVRs typically utilize an *Ethernet* connection, whereas in-car DVRs typically utilize a *wireless* connection. However, in-car units are still *Ethernet-enabled* to support Vehicle Viewer, Vehicle Viewer Live, and the UMD Editor, which require the use of the Ethernet port on the Flashback DVR.

- To change the *remote broadcast IP address*, *remote unicast IP address*, and/or *gateway type* for a Flashback DVR group, see “Changing the General IP Settings for a Flashback DVR Group,” next page.
- To configure a Flashback DVR group for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, see “Changing the Ethernet Settings for a Flashback DVR Group” on page 532.
- 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 535.



### **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(s).*\* An IP address range across which the group’s Flashback DVRs announce their identity so the server can locate them. System default is **255.255.255.255**.
- Remote unicast IP(s).*\* A list of unique IP address(es) to which the group’s Flashback DVRs announce their identity so that the server can locate them.
- Gateway type.* The type of connection used to link a group’s Flashback DVRs to the server: *wireless* (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or *Ethernet* (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

- 1 Search for and display the Flashback DVR group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 528.)
- 2 If it is not already selected, click the **General** tab. The *Remote Broadcast IP*, *Remote Unicast IP*, and *Gateway Type* fields display, as pictured on the previous page.
- 3 To change the group’s *remote broadcast IP address(es)*, enter the new IP address(es) in the *Remote Broadcast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.
- 4 To change the group’s *remote unicast IP address(es)*, enter the new IP address(es) in the *Remote Unicast IP(s)* field, separating multiple addresses with a space. Otherwise proceed to the next step.
- 5 To change the *gateway type*, select a new value from the *Gateway Type* drop-down list. Otherwise proceed to the next step.
- 6 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

If you changed the gateway type, you may need to update your Ethernet or wireless settings. For more information, see:

- Changing the Ethernet Settings for a Flashback DVR Group, next page
- Changing the Wireless Settings for a Flashback DVR Group, page 535, beginning with step 2.

---

\* Based on your department’s network setup and security requirements, you would enter **either** Remote broadcast IP address(es)—typical—**or** Remote unicast IP address(es).

### **Changing the Ethernet Settings for a Flashback DVR Group**

There are four DVR groups that utilize Ethernet settings:

1. Flashback2s that are installed in an Interview Room
2. Flashback3s and/or FlashbackHDs that are installed in an Interview Room
3. Flashback2s that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor.
4. Flashback3s and/or FlashbackHDs that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor

For instructions, see:

- Configuring a Flashback DVR Group for Use with Interview Room, below
- Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor, page 534.

#### ***Configuring a Flashback DVR Group for Use with Interview Room***

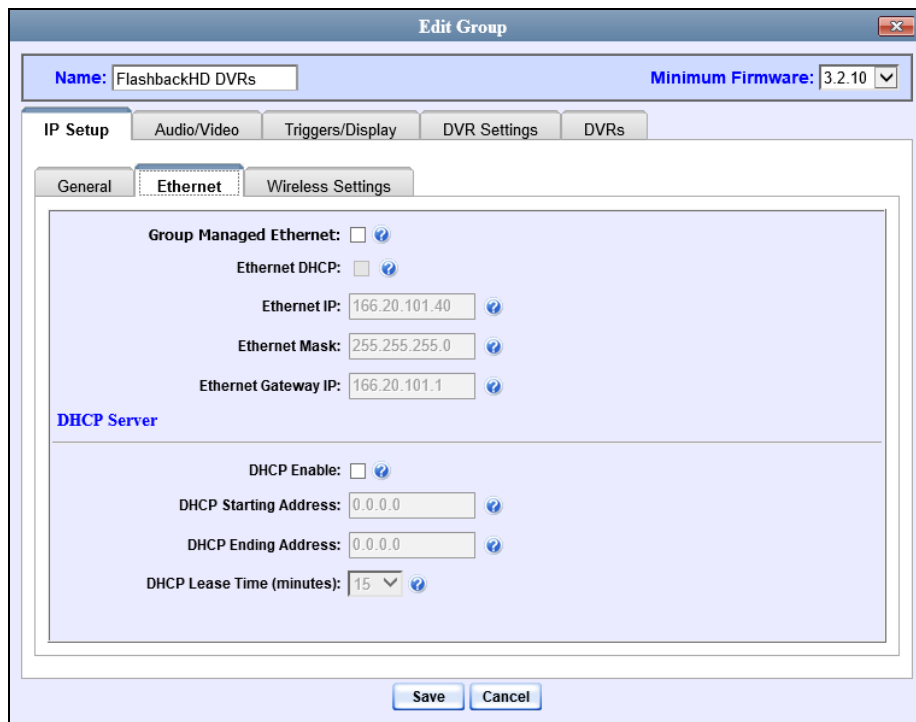
This section describes how to select the settings required to use a group of Interview Room Flashback2s or Flashback3/HDs with your agency's Ethernet network.

This configuration is typically used in conjunction with the *UDP Broadcast* discovery method.



**WARNING:** When using this feature, exercise extreme caution. Any incorrect entries could cause transmission problems for a group's interview room cameras, and/or conflicts with in-car mobile data computers that have Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on them.

- 1 Search for and display the DVR group you wish to configure for Interview Room. (If necessary, review "Displaying the Edit Group Popup" on page 528.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.



The screenshot shows the 'Edit Group' window for 'FlashbackHD DVRs'. The 'Minimum Firmware' is set to 3.2.10. The 'Ethernet' tab is active, displaying the following settings:

- Group Managed Ethernet:
- Ethernet DHCP:
- Ethernet IP: 166.20.101.40
- Ethernet Mask: 255.255.255.0
- Ethernet Gateway IP: 166.20.101.1
- DHCP Server section:
  - DHCP Enable:
  - DHCP Starting Address: 0.0.0.0
  - DHCP Ending Address: 0.0.0.0
  - DHCP Lease Time (minutes): 15

Buttons for 'Save' and 'Cancel' are at the bottom.

- 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.

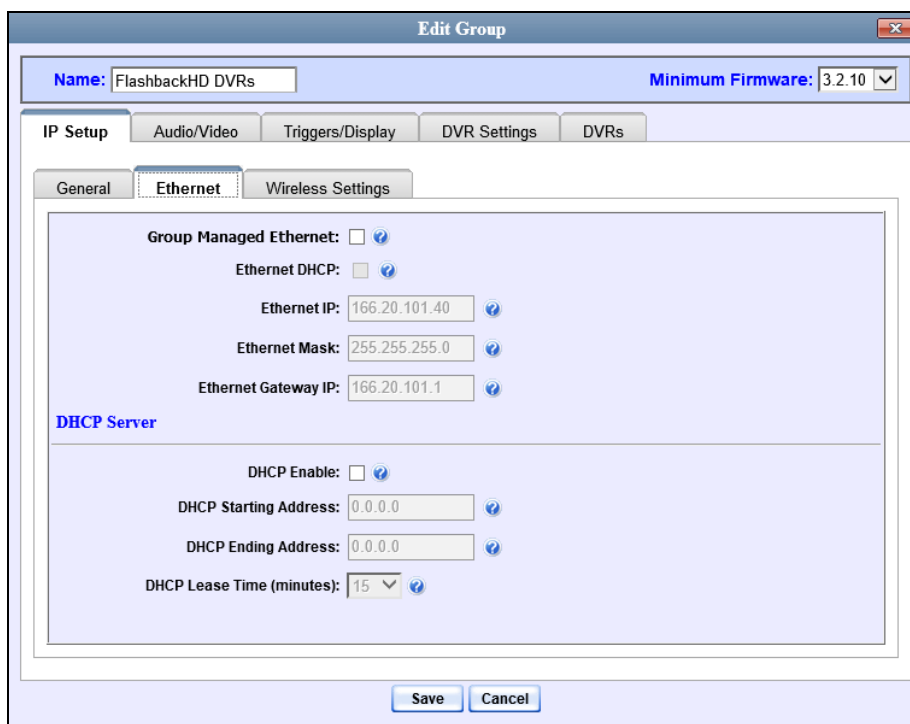
Group FlashbackHD DVRs successfully saved.

### **Configuring a Flashback DVR Group for Use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor**

This procedure describes how to configure a group of in-car Flashback2s or 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 528.)
- 2 Click the **Ethernet** tab. The Ethernet fields display.



- 3 Go to the *DHCP Server* section at the bottom of the form and select the *DHCP Enable* checkbox.
- 4 Go to the *DHCP Starting Address* field and enter the first IP address that can be assigned to a device by the DVR DHCP server.
- 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 FlashbackHD DVRs successfully saved.

**Changing the Wireless Settings for a Flashback DVR Group**

This section describes how to change the wireless LAN settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- 1 Search for and display the Flashback DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 528.)
- 2 Click the **Wireless Settings** tab. The Wireless fields display.

For a description of the fields on this form, see the table beginning on page 448.

- 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 448 first.

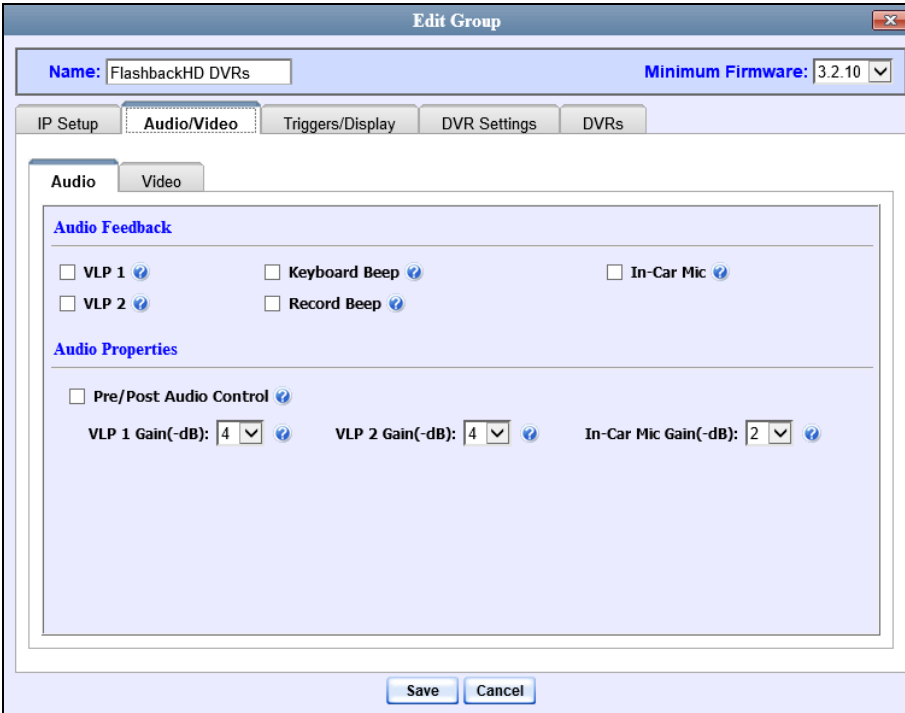
- 4 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

### Changing the Audio Settings for a Flashback DVR Group

This section describes how to change the audio settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- 1 Search for and display the Flashback DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 528.)
- 2 Click the **Audio/Video** tab. The available audio options display.



The screenshot shows the 'Edit Group' dialog box with the 'Audio/Video' tab selected. The 'Name' field contains 'FlashbackHD DVRs' and the 'Minimum Firmware' is set to '3.2.10'. The 'Audio' sub-tab is active, showing the following settings:

- Audio Feedback:**
  - VLP 1
  - VLP 2
  - Keyboard Beep
  - Record Beep
  - In-Car Mic
- Audio Properties:**
  - Pre/Post Audio Control
  - VLP 1 Gain(-dB): 4
  - VLP 2 Gain(-dB): 4
  - In-Car Mic Gain(-dB): 2

Buttons for 'Save' and 'Cancel' are located at the bottom of the dialog.

For a description of the fields on this tab, refer to the table on page 451.

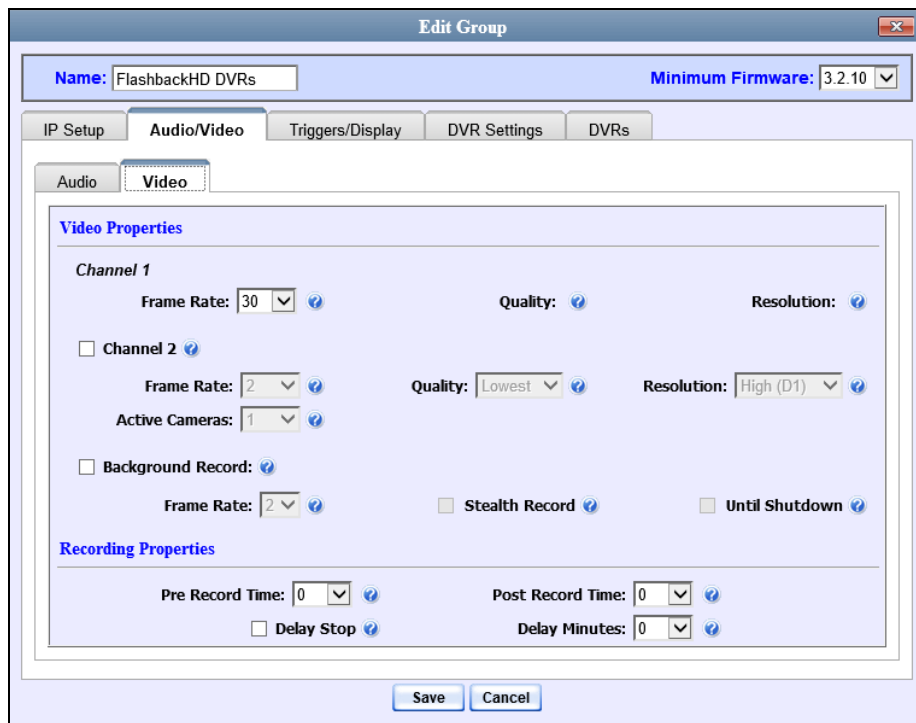
- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

### Changing the Video Settings for a Flashback DVR Group

This section describes how to change the video settings for all the DVRs in a selected Flashback2 or Flashback3/HD group.

- 1 Search for and display the Flashback DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 528.)
- 2 Click the **Audio/Video** tab. The Audio properties display.
- 3 Click the **Video** tab. The Video Properties display.



The screenshot shows the 'Edit Group' window for 'FlashbackHD DVRs'. The 'Video' tab is selected, displaying the following settings:

- Channel 1:** Frame Rate: 30, Quality: [unselected], Resolution: [unselected]
- Channel 2:**  Channel 2, Frame Rate: 2, Quality: Lowest, Resolution: High (D1)
- Active Cameras:** 1
- Background Record:**  Background Record, Frame Rate: 2,  Stealth Record,  Until Shutdown
- Recording Properties:** Pre Record Time: 0, Post Record Time: 0,  Delay Stop, Delay Minutes: 0

For a description of the fields on this form, see the table on page 455.

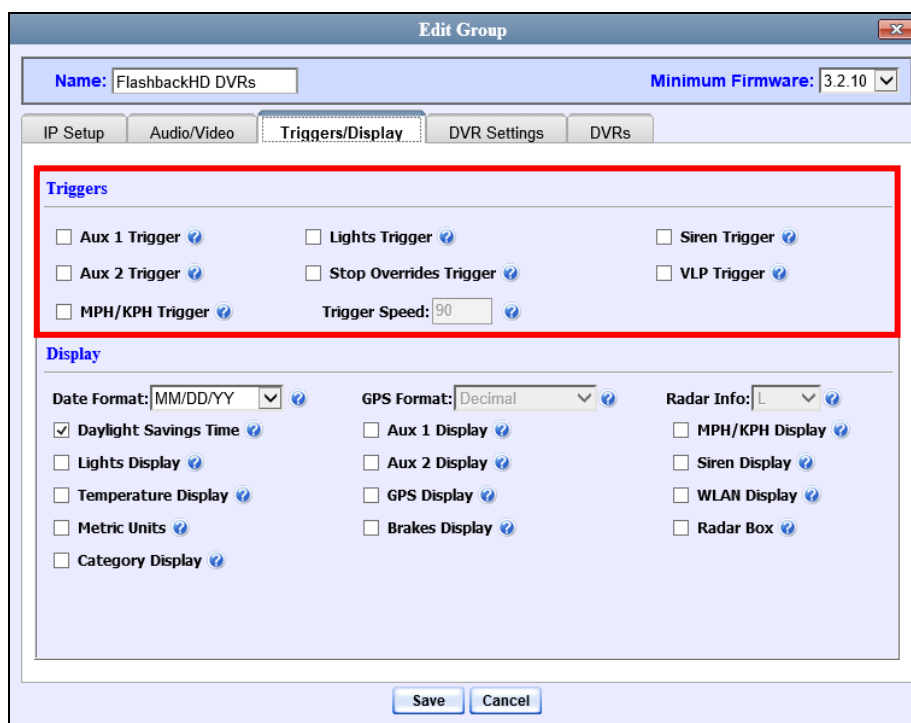
- 4 Enter/select your changes in the appropriate field(s).
- 5 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

## Changing the Triggers for a Flashback DVR Group

This section describes how to change the trigger settings for all the DVRs in a selected Flashback2 or Flashback3/HD group. A *trigger* is the event that causes a DVR to automatically start recording.

- 1 Search for and display the Flashback DVR Group record you wish to update. (If necessary, review “Displaying the Edit Group Popup” on page 528.)
- 2 Click the **Triggers/Display** tab. Your trigger options display at the top of the form.



The screenshot shows the 'Edit Group' window for 'FlashbackHD DVRs'. The 'Triggers/Display' tab is selected. The 'Triggers' section is highlighted with a red box and contains the following options:

- Aux 1 Trigger
- Aux 2 Trigger
- MPH/KPH Trigger
- Lights Trigger
- Stop Overrides Trigger
- Siren Trigger
- VLP Trigger

The 'Trigger Speed' is set to 90. The 'Display' section includes the following options:

- Date Format: MM/DD/YY
- GPS Format: Decimal
- Radar Info: L
- Daylight Savings Time
- Lights Display
- Temperature Display
- Metric Units
- Category Display
- Aux 1 Display
- Aux 2 Display
- GPS Display
- Brakes Display
- MPH/KPH Display
- Siren Display
- WLAN Display
- Radar Box

For a detailed description of all the available triggers, see the table on page 459.

- 3 Enter/select your changes in the appropriate field(s).
- 4 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

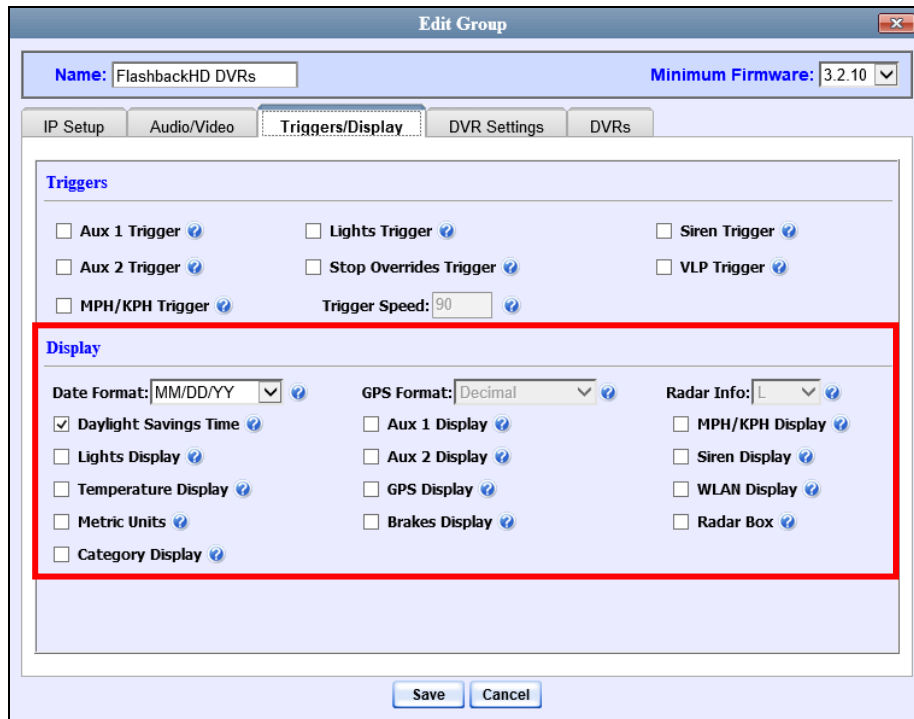
## Changing the Display Options for a Flashback DVR Group

This section describes how to change the display options for all the DVRs in a selected Flashback2 or Flashback3/HD group. Display options are the status indicators that will display on the following:

- The Flashback monitor during a recording
- The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- The Flashback Player while you are viewing a video off the server 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 Pop-up” on page 528.)
- 2 Click the **Triggers/Display** tab. The display options are listed at the bottom of the form.



- 3 To change the format for your date display, select a new value from the *Date Format* drop-down list. Otherwise proceed to the next step.
- 4 To change the format for your GPS display, select a new value from the *GPS Format* drop-down list (see **NOTE** below). Otherwise proceed to the next step.



**NOTE:** If the GPS Format field does not display, it indicates that you lack the *Player Display GPS* permission required to display this field.

- 5 To change the type of radar reading\* that will display during a video, select a new value from the *Radar Info* drop-down list. Otherwise proceed to the next step.
- 6 Using the checkboxes provided, select those items you wish to display on your Flashback monitor, Flashback Player, and/or Vehicle Viewer/Vehicle Viewer Live screen.
- 7 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs successfully saved.

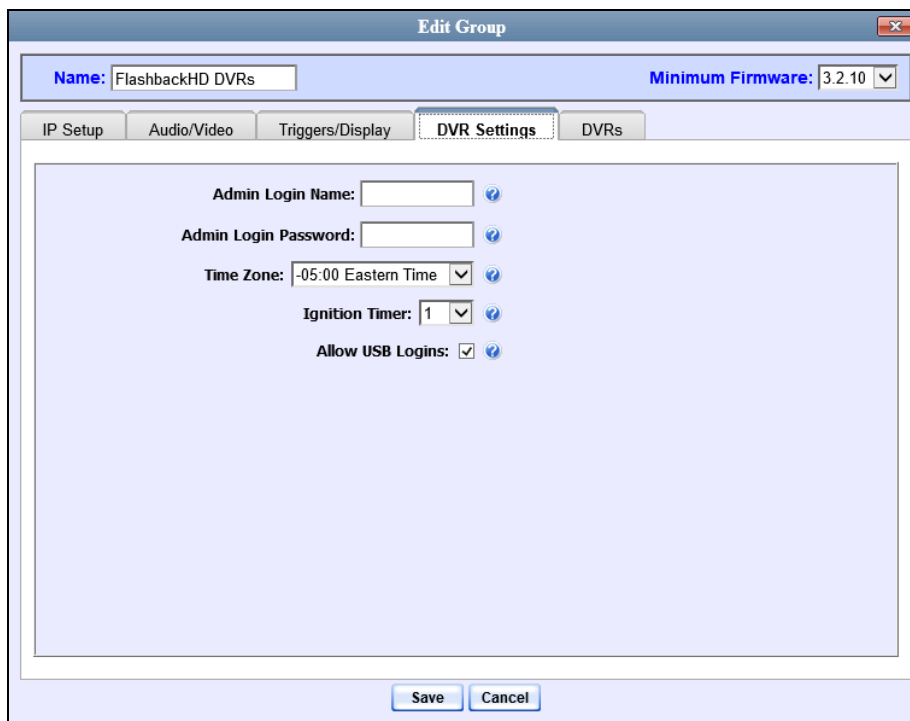
\* Target, lock, and/or patrol

## Changing the General DVR Settings for a Flashback DVR Group

This section describes how to change the following settings for a selected Flashback2 or Flashback3/HD Group:

- Admin login name and password.* The Flashback User ID and password used by the system to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the group's DVRs. *Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.*
- Time zone.* The time zone in which the group's DVRs will be recording.
- Ignition timer setting.* The number of minutes the group's DVRs will remain on in *idle* mode after a vehicle's ignition has been turned off.
- Allow USB Logins.* A checkbox used to indicate whether or not an officer will be able to use a USB login key to access the DVRs in this group. If this checkbox is selected, different officers will be able to log in and out of the group's DVRs using a USB login key. If this checkbox is *not* selected, *no* officers will be able to log in and out of the group's DVRs using a USB login key. Select the latter option if 1) each DVR in a group is used by only *one officer*, or 2) your agency has chosen not to use USB 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 528.)
- 2 Click the **DVR Settings** tab.



- 3 Enter/select your changes in the appropriate field(s).

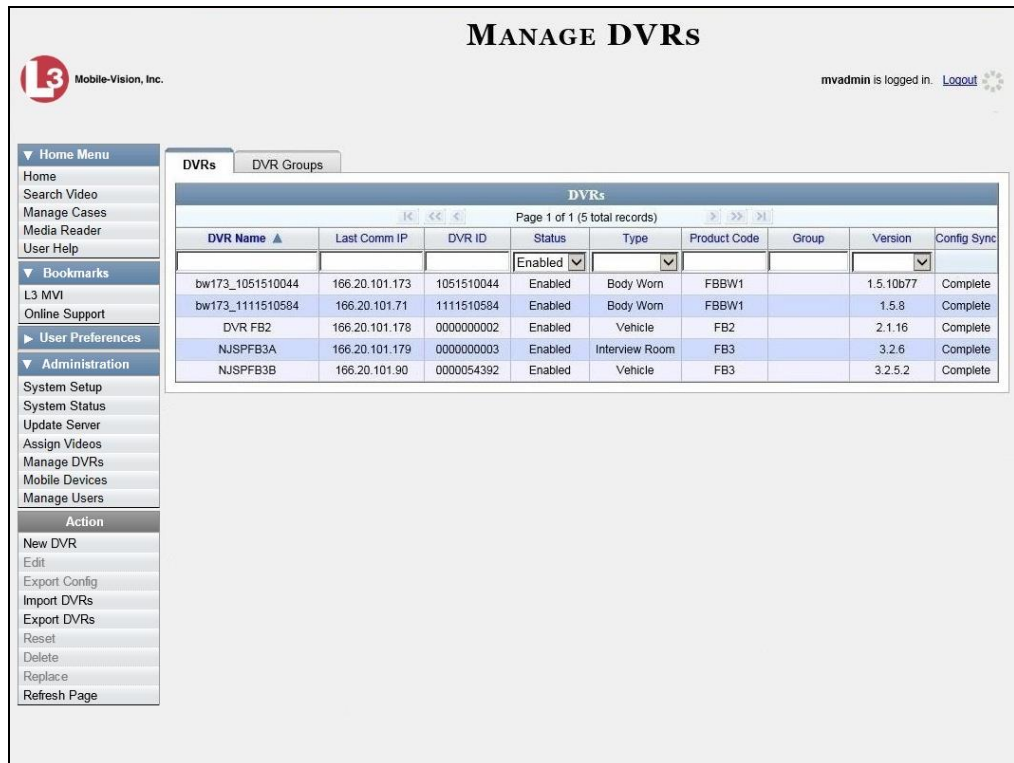
- 4 Click **Save**. A confirmation message displays.

Group FlashbackHD DVRs 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 each *BodyVISION*'s next DVR-to-server download.

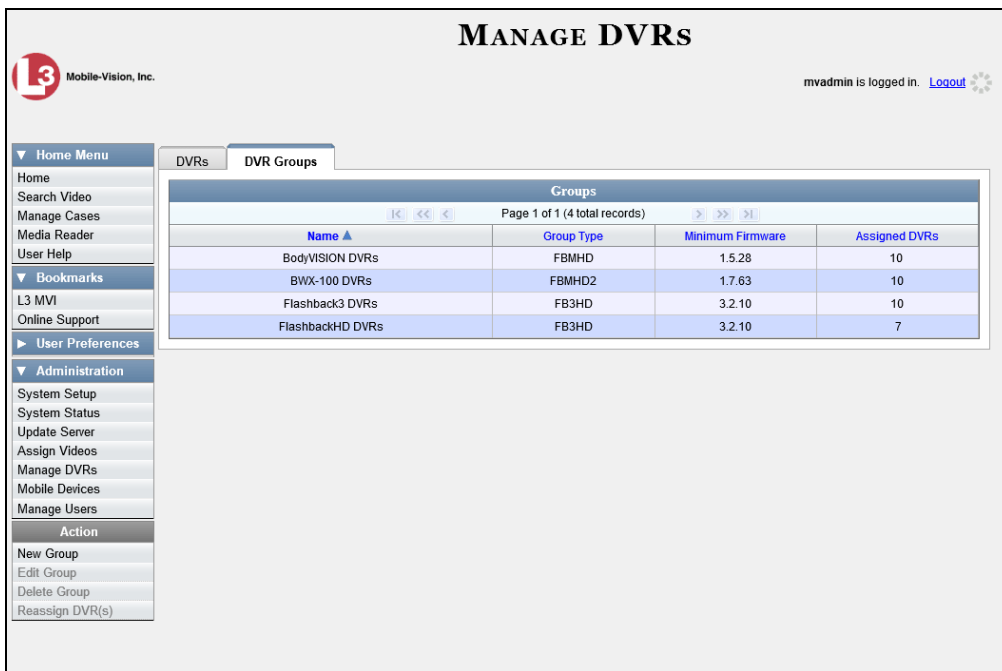
- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



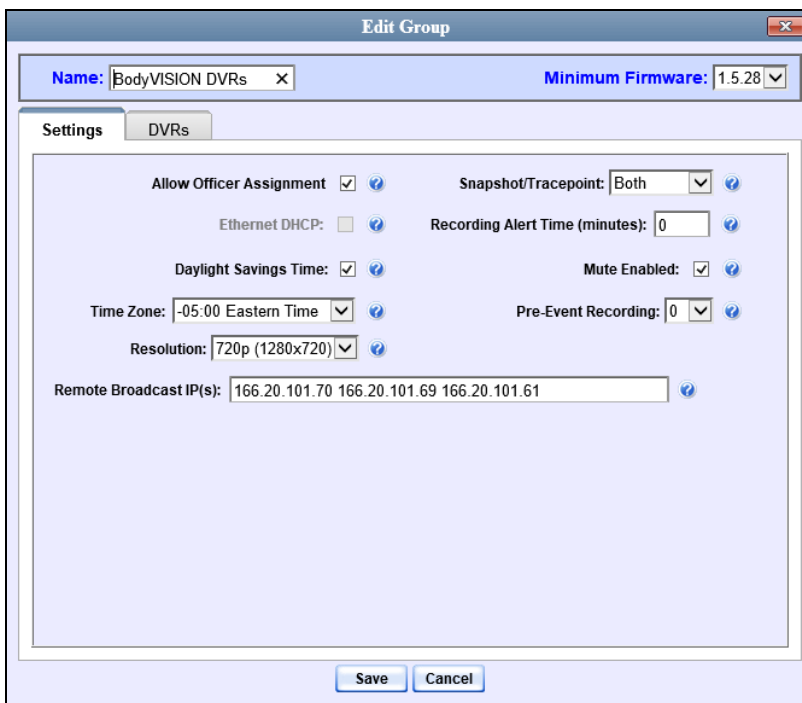
DVRs								
DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	0000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	0000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays.

(Continued)



- 3 Locate the *BodyVISION* Group you wish to update. *BodyVISION* DVRs have a type of **FBMHD**.
- 4 Right-click on the *BodyVISION* record, then select **Edit** from the popup menu. The Edit Group popup displays.



The fields on this popup are described in the following table.

Edit Group	
Field	Description
Allow Officer Assignment	<p>A checkbox used to turn the <i>Officer Assignment</i> feature on/off.</p> <p><input checked="" type="checkbox"/> Users can assign the <i>BodyVISIONs</i> in this group to different officers each shift</p> <p><input type="checkbox"/> Users <i>cannot</i> assign the <i>BodyVISIONs</i> in this group to different officers each shift. Rather, you will assign one <i>BodyVISION</i> to each officer for his/her exclusive use.</p> <p>For more information on this feature, see page 475.</p>
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the <i>BodyVISIONs</i> in this group.</p> <p><input checked="" type="checkbox"/> The DHCP server will automatically assign an IP address to each <i>BodyVISION</i> in this group</p> <p><input type="checkbox"/> An <i>Admin</i> user will manually assign an IP address to each <i>BodyVISION</i> 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 <i>BodyVISIONs</i> in this group will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the <i>BodyVISIONs</i> 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	<p>The time zone in which the <i>BodyVISIONs</i> in this group will be recording. <i>Select this value from the drop-down list.</i></p>
Resolution	<p>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></p>
Remote Broadcast IP(s)	<p>An IP address range across which the group's <i>BodyVISIONs</i> announce their identity so the server can locate them. System default is <b>255.255.255.255</b>. Separate multiple IP addresses with a space.</p>

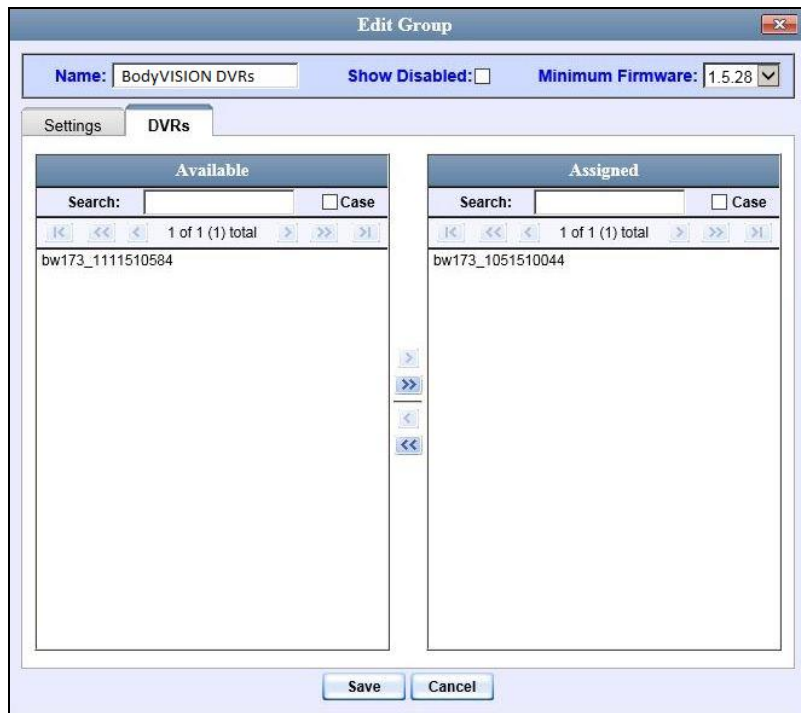
(Continued)


Edit Group (cont'd)	
Field	Description
Snapshot/Tracepoint	<p>A field used to program the <i>BodyVISIONs</i> in this group to capture a JPG still image and/or insert a “Tracepoint” placemaker in a video whenever a user presses the <i>Snapshot/Tracepoint</i> button on the top of a device 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 “tracepoint” placemaker in a video.</li> <li>▪ <i>Off</i>. Do not perform either action (default).</li> </ul>
Recording Alert Time (minutes)*	<p>Enable the <i>recording-in-progress</i> alert, which causes the <i>BodyVISIONs</i> in this group 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></p>
Mute Enabled*	<p>A checkbox used to enable/disable the recording mute button for <i>BodyVISIONs</i> in this group.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default)</li> <li><input type="checkbox"/> Officer <i>cannot</i> mute audio while a recording is in progress</li> </ul>
Pre-Event Recording*	<p>If desired, you may capture 10, 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the <i>BodyVISION XV</i> is able to capture video <i>before</i> a recording session even begins is because the <i>BodyVISION XV</i> is, in fact, recording all the time—it just doesn’t save all that data to the <i>BodyVISION XV</i>’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></p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording for <i>BodyVISION XV</i>s in this group</li> <li><b>10</b> Capture 10 seconds of pre-event recording for <i>BodyVISION XV</i>s in this group</li> <li><b>30</b> Capture 30 seconds of pre-event recording for <i>BodyVISION XV</i>s in this group</li> </ul> <p>(Continued)</p>


\* Feature available for *BodyVISIONs* with firmware version 1.5.2 and higher

Edit Group (cont'd)	
Field	Description
Pre-Event Recording (cont'd)	<p><b>60</b> Capture 60 seconds of pre-event recording for <i>BodyVISION</i> XVs in this group</p> <p><b>90</b> Capture 90 seconds of pre-event recording for <i>BodyVISION</i> XVs in this group</p>

- 5 Enter/select your changes in the appropriate field(s).
- 6 To add/remove *BodyVISION*s from this group, proceed to the next step. Otherwise skip to step 14.
- 7 Click the **DVRs** tab. A list of available *BodyVISION*s displays in the left column.



- 8 To *add* *BodyVISION*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 *BodyVISION*s you wish to assign to this DVR group.
- 10 Once you've highlighted the correct *BodyVISION*s, click the  icon located between the two columns. The selected *BodyVISION*s display in the right column (Assigned).
- 11 To *remove* *BodyVISION*s from this group, proceed to the next step. Otherwise skip to step 14.

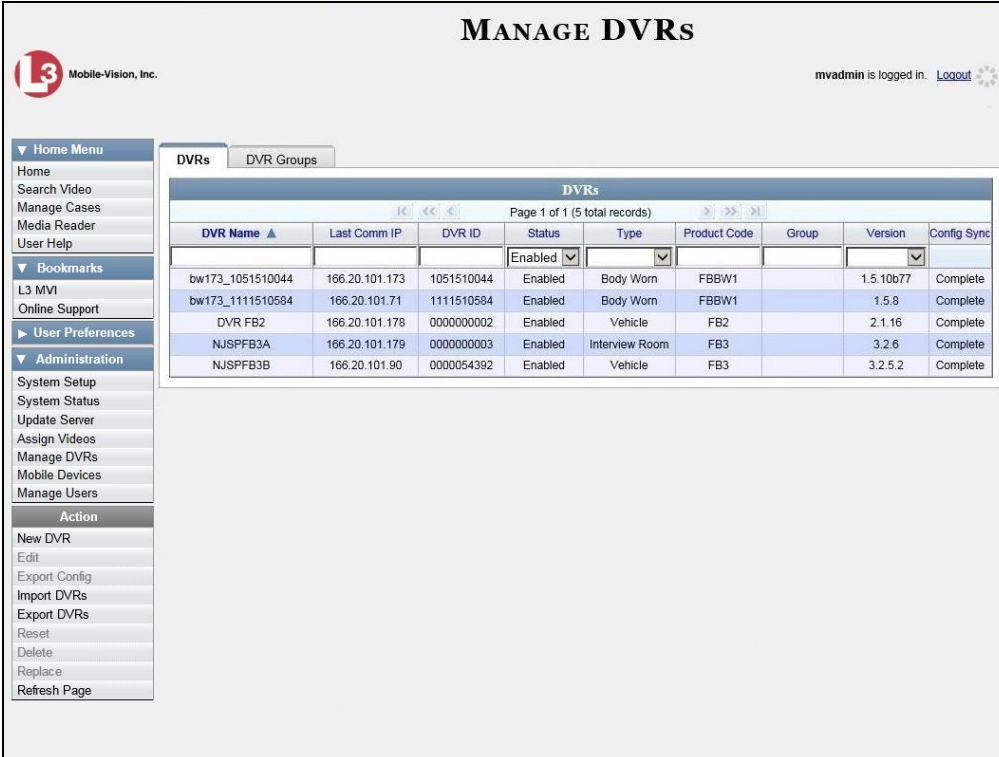
- Go to the right column (Assigned) and click on each of the *BodyVISIONs* you wish to remove from this DVR group.
- Once you've highlighted the correct *BodyVISIONs*, click the  icon located between the two columns. The selected *BodyVISIONs* are removed from the DVR group.
- Click **Save**. A confirmation message displays.

The group **BodyVISION DVRs** successfully saved.

## Changing a BWX-100 DVR Group

This section describes how to change the attributes for a selected BWX-100 DVR group record. Any change you make to a BWX-100 group will automatically be applied to all of the BWX-100s that are assigned to that group during each BWX-100's next DVR-to-server download.

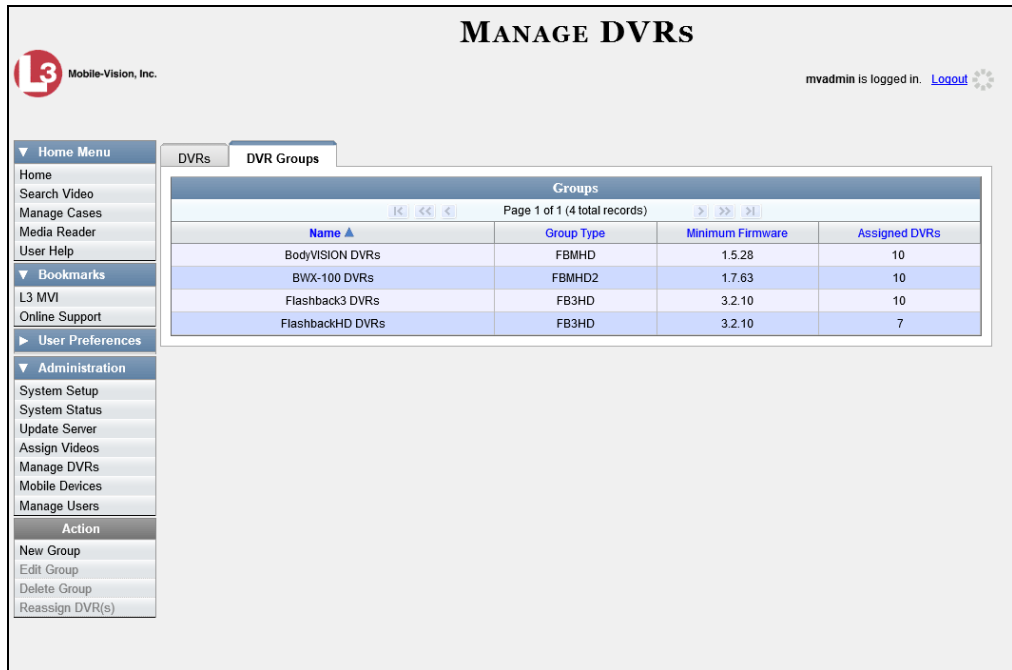
- Go to  and click **Manage DVRs**. The Manage DVRs page displays.



DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- Click the **DVR Groups** tab. A list of existing groups displays.

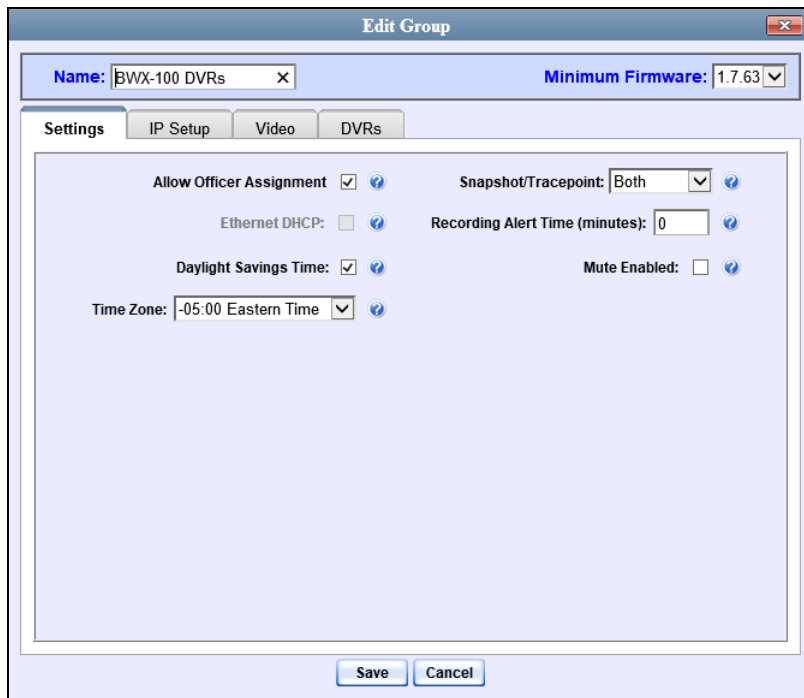




The screenshot shows the 'MANAGE DVRs' interface. On the left is a navigation menu with options like Home, Search Video, and Administration. The main area displays a table of DVR groups under the 'DVR Groups' tab. The table has columns for Name, Group Type, Minimum Firmware, and Assigned DVRs.

Name ▲	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	10
BWX-100 DVRs	FBMHD2	1.7.63	10
Flashback3 DVRs	FB3HD	3.2.10	10
FlashbackHD DVRs	FB3HD	3.2.10	7

- 3 Locate the BWX-100 Group you wish to update. BWX-100 DVRs have a *Group Type* of **FBMHD2**.
- 4 Right-click on the BWX-100 record, then select **Edit** from the popup menu. The Edit Group popup displays.



The screenshot shows the 'Edit Group' popup window. At the top, the 'Name' field contains 'BWX-100 DVRs' and the 'Minimum Firmware' dropdown is set to '1.7.63'. Below this are tabs for 'Settings', 'IP Setup', 'Video', and 'DVRs'. The 'Settings' tab is active, showing various configuration options:

- Allow Officer Assignment:
- Ethernet DHCP:
- Daylight Savings Time:
- Time Zone: -05:00 Eastern Time
- Snapshot/Tracepoint: Both
- Recording Alert Time (minutes): 0
- Mute Enabled:

At the bottom of the popup are 'Save' and 'Cancel' buttons.

The fields on this popup are described in the table on the next page.

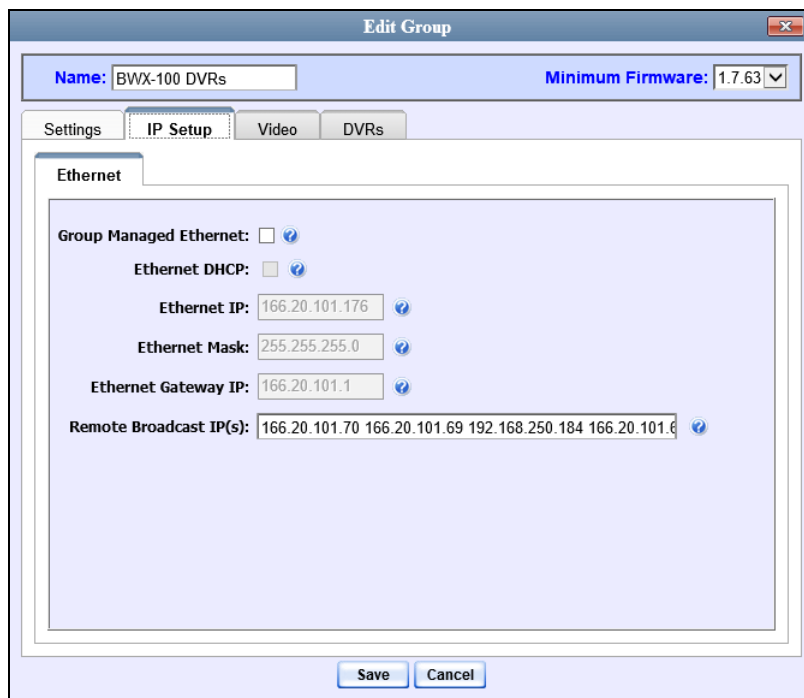
Edit Group: Settings tab	
Field	Description
Allow Officer Assignment	<p>A checkbox used to turn the <i>Officer Assignment</i> feature on/off.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Users can assign the BWX-100 in this group to different officers each shift</li> <li><input type="checkbox"/> Users <i>cannot</i> assign the BWX-100s in this group to different officers each shift. Rather, you will assign one BWX-100 to each officer for his/her exclusive use.</li> </ul> <p>For more information on this feature, see page 488.</p>
Ethernet DHCP <i>If your agency does not have a DHCP server, leave this checkbox deselected</i>	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide IP addresses to the BWX-100s in this group.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The DHCP server will automatically assign an IP address to each BWX-100 in this group</li> <li><input type="checkbox"/> An <i>Admin</i> user will manually assign an IP address to each BWX-100 in this group</li> </ul>
Daylight Savings Time	<p>A checkbox used to indicate whether or not the BWX-100s in this group will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100s in this group will automatically adjust their videos' recording start/ end time to reflect daylight savings time.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Daylight Savings Time is observed in this recording region</li> <li><input type="checkbox"/> Daylight Savings Time is <i>not</i> observed in this recording region</li> </ul>
Time Zone	<p>The time zone in which the BWX-100s in this group will be recording. <i>Select this value from the drop-down list.</i></p>
Snapshot/Tracepoint	<p>A field used to program the BWX-100s in this group to capture a JPG still image and/or insert a “tracepoint” placemaker in a video whenever a user presses the <i>Snap/Trace</i> button on the top of a device 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> (default) Perform both actions—capture a JPG still image and insert a “tracepoint” placemaker in a video.</li> <li>▪ <i>Off.</i> Do not perform either action.</li> </ul> <p><i>Select this value from the drop-down list.</i></p>

Edit Group: Settings tab (cont'd)	
Field	Description
Recording Alert Time (minutes)	Enable the <i>recording-in-progress</i> alert, which causes the BWX-100s in this group 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 for BWX-100s in this group. <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

- 5 Enter/select your changes in the appropriate field(s).
- 6 If you wish to change the Ethernet settings for this BWX-100 group, click the **IP Setup** tab. Proceed to the next step.

– OR –

If you do *not* wish to change the Ethernet settings for this BWX-100 group, skip to step 8.



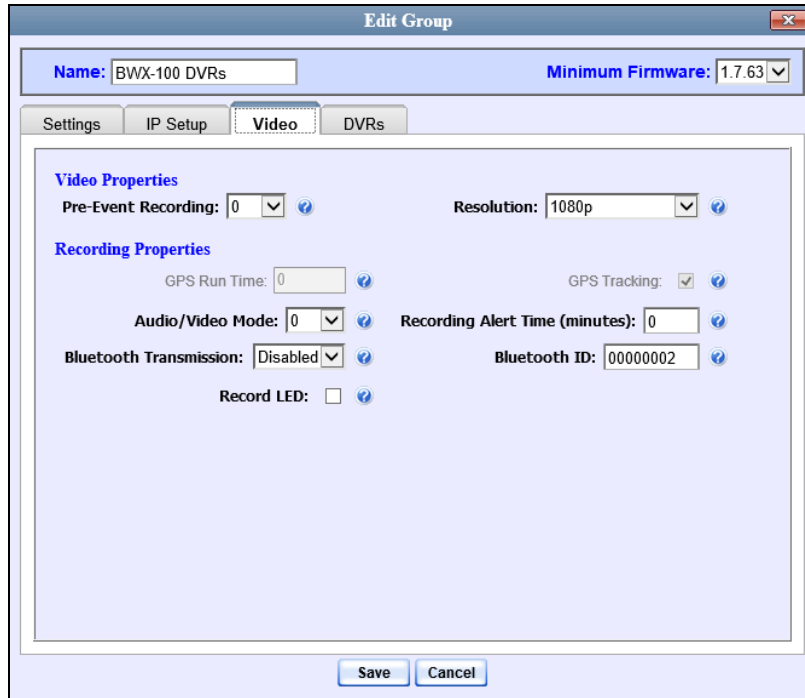
The fields on this tab are described in the table on the next page.

Edit Group: IP Setup tab	
Field	Description
Group Managed Ethernet	<p>A checkbox used to determine whether your agency will manage Ethernet settings within the individual BWX-100 DVR records or within the parent DVR Group record.</p> <p><input checked="" type="checkbox"/> Allow changes to the Ethernet settings within the parent DVR Group record only (that is, the group to which the individual BWX-100 records are assigned). If the DVRs in this group will be installed on a DHCP network, choose this setting.</p> <p><input type="checkbox"/> Allow changes to Ethernet settings within each individual DVR record</p>
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to the DVRs in this DVR group.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVRs in this DVR group</p> <p><input type="checkbox"/> Individual users will manually assign an IP address to their DVRs</p> <p>If your agency does not have a DHCP server, leave this checkbox deselected.</p> <p>If the <i>Group Managed Ethernet</i> setting is deselected, this field will be grayed out.</p>
Ethernet IP	<p>The Ethernet IP address that the DVRs in this group will use on their private Ethernet networks.</p> <p>If the <i>Group Managed Ethernet</i> setting is deselected, this field will be grayed out.</p>
Ethernet Mask	<p>The Ethernet mask IP address that the DVRs in this group will use on their Ethernet network.</p> <p>If the <i>Group Managed Ethernet</i> setting is deselected, this field will be grayed out.</p>
Ethernet Gateway IP	<p>The Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network.</p> <p>If the <i>Group Managed Ethernet</i> setting is deselected, this field will be grayed out.</p>
Remote Broadcast IP(s)	<p>An IP address range across which the group's BWX-100s announce their identity so the server can locate them. System default is <b>255.255.255.255</b>. Separate multiple IP addresses with a space.</p>

- 7 Enter/select your changes in the appropriate field(s).
- 8 If you wish to change the video settings for this BWX-100 group, click the **Video** tab. Proceed to the next step.

– OR –

If you do *not* wish to change the video settings for this BWX-100 group, skip to step 10.



The fields on this tab are described in the table on the next page.

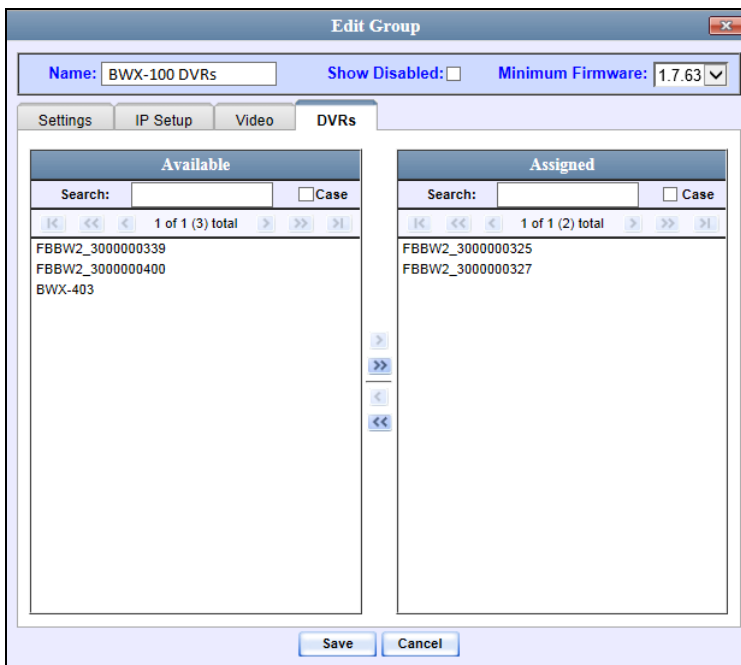
*(Continued)*



Edit Group: Video tab	
Field	Description
Pre-Event Recording	<p>If desired, you may capture 10, 30, 60, or 90 seconds of video <i>before</i> a recording session is initiated. The reason that the BWX-100 is able to capture video <i>before</i> a recording session even begins is because the BWX-100 is, in fact, recording all the time—it just doesn’t save all that data to the BWX-100’s internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <i>record</i> button), there is still some data stored in the computer’s short-term memory. <i>Select a value from the drop-down list:</i></p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording for BWX-100s in this group</li> <li><b>10</b> Capture 10 seconds of pre-event recording for BWX 100s in this group</li> <li><b>30</b> Capture 30 seconds of pre-event recording for BWX-100s in this group</li> <li><b>60</b> Capture 60 seconds of pre-event recording for BWX-100s in this group</li> <li><b>90</b> Capture 90 seconds of pre-event recording for BWX-100s in this group</li> </ul>
Resolution	<p>The video resolution for recordings made by BWX-100s in this group. <i>Select this value from the drop-down list:</i></p> <ul style="list-style-type: none"> <li>▪ 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as “480p cropped.”</li> <li>▪ 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as “720p cropped.”</li> <li>▪ 1280 x 720. High definition video with a full field of view. Also referred to as “720p.”</li> <li>▪ 1920 x 1080. Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as “1080p.” <i>System default.</i></li> </ul>
GPS Run Time	This field is not currently available.
GPS Tracking	This field is not currently available.
Audio/Video Mode	<p>The type of data that BWX-100s in this group will capture:</p> <ul style="list-style-type: none"> <li><b>0</b> Audio and video (default)</li> <li><b>1</b> Video only</li> <li><b>2</b> Audio only</li> </ul>

Edit Group: Video tab (cont'd)	
Field	Description
Recording Alert Time (minutes)	<p>The interval, in minutes, for the recording-in-progress alert. This alert will cause all BWX-100s in the group to vibrate every X number of minutes, reminding the officer that a recording is progress.</p> <ul style="list-style-type: none"> <li>▪ If <b>0</b> is entered in this field, it means that the <i>recording-in-progress</i> alert is disabled (default)</li> <li>▪ If a number between <b>1</b> and <b>30</b> is entered in this field, it means that the <i>recording-in-progress</i> alert is enabled and the BWX-100s in this group will vibrate every X minutes, where X = the value entered here</li> </ul> <p><i>To enable recording alerts, enter a number from 1 - 30.</i></p>
Bluetooth Transmission	<p>The BWX-100 group's Bluetooth transmission status:</p> <ul style="list-style-type: none"> <li>▪ <i>Enabled.</i> Automatically initiate a recording on remote device(s) whenever an officer manually starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for Bluetooth transmission.</li> <li>▪ <i>Disabled.</i> Do not broadcast or receive Bluetooth transmission messages.</li> </ul>
Bluetooth ID	<p>A code used to identify other devices—Flashback DVRs, BWX-100s, and/or Bluetooth Transmitters. When you assign a Bluetooth ID to a BWX-100 Group, the BWX-100s in that group will only communicate with devices that share the same Bluetooth ID.</p> <p><i>ID Requirements:</i> 1 - 12 characters, with a combination of numbers from 1 - 9 and/or letters from a - f.</p>
Record LED	<p>A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100s in this group to illuminate whenever a recording is in progress.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Enable LED recording-in-progress lights (default).</li> <li><input type="checkbox"/> Disable LED recording-in-progress lights.</li> </ul>

- 9 Enter/select your changes in the appropriate field(s).
- 10 To add/remove BWX-100s from this group, proceed to the next step. Otherwise skip to step 18.
- 11 Click the **DVRs** tab. A list of available BWX-100s displays in the left column.

*(Continued)*



- 12 To *add* BWX-100s to this group, proceed to the next step. Otherwise skip to step 15.
- 13 Go to the left column (Available) and click on each of the BWX-100s you wish to assign to this DVR group.
- 14 Once you've highlighted the correct BWX-100s, click the  icon located between the two columns. The selected BWX-100s display in the right column (Assigned).
- 15 To *remove* BWX-100s from this group, proceed to the next step. Otherwise skip to step 18.
- 16 Go to the right column (Assigned) and click on each of the BWX-100s you wish to remove from this DVR group.
- 17 Once you've highlighted the correct BWX-100s, click the  icon located between the two columns. The selected BWX-100s are removed from the DVR group.
- 18 Click **Save**. A confirmation message displays.

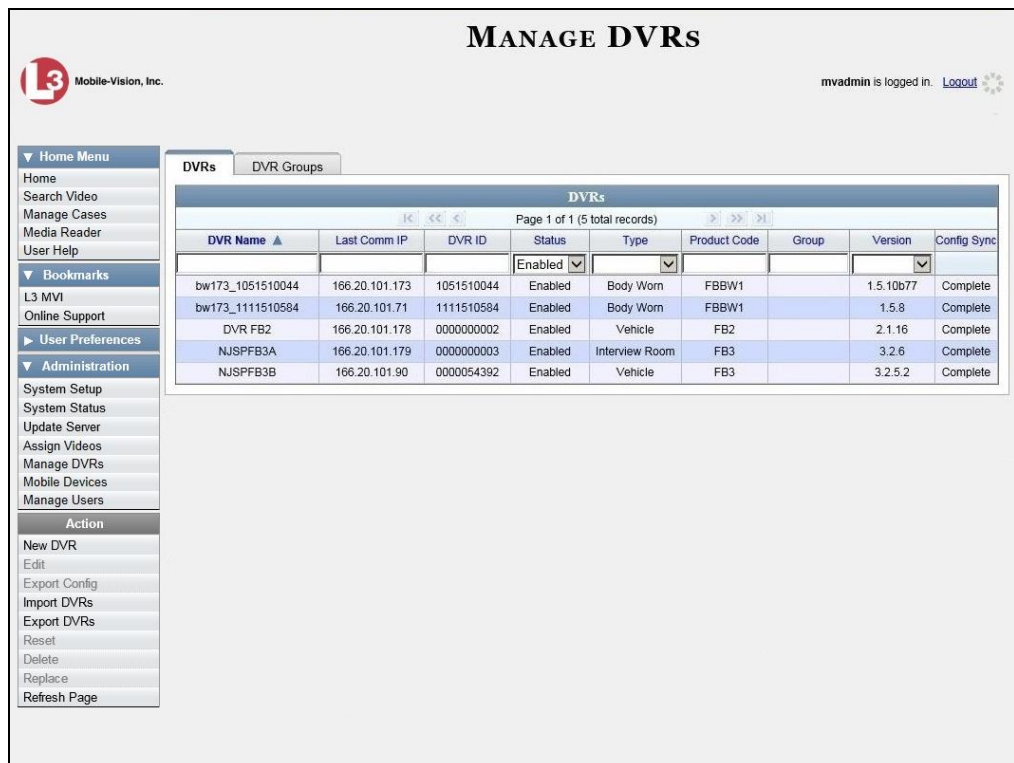
The group **BWX-100 DVRs** successfully saved.



## Deleting a DVR Group

This section describes how to delete a DVR group record. You can only delete a DVR Group that has no DVRs currently assigned to it. If the DVR Group you wish to delete *does* have DVRs assigned to it, you will first have to reassign those DVRs to another DVR group or groups, *or* remove them from all groups. For more information, see “Reassigning a DVR to a Different DVR Group” on page 556.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

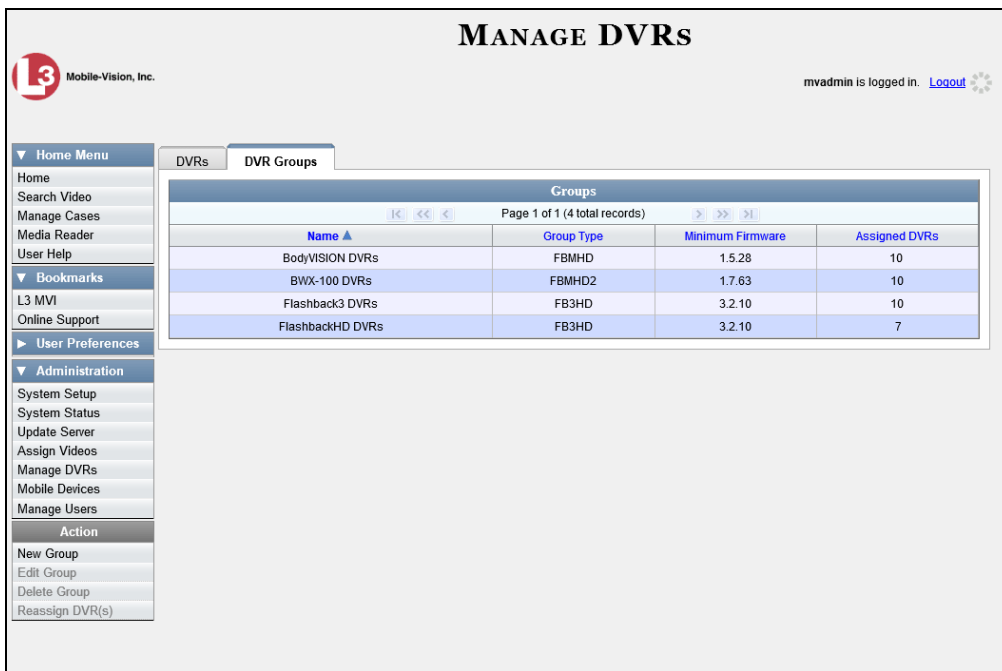
**DVRs** | **DVR Groups**

Page 1 of 1 (5 total records)

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

- 2 Click the **DVR Groups** tab. A list of existing groups displays.

(Continued)



The screenshot shows the 'MANAGE DVRs' interface. On the left is a navigation menu with sections: Home Menu, Bookmarks, User Preferences, and Administration. The 'Administration' section is expanded, showing options like System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, and Manage Users. The 'Manage DVRs' option is selected. The main content area shows a 'DVR Groups' tab with a table of groups. The table has columns for Name, Group Type, Minimum Firmware, and Assigned DVRs. The data is as follows:

Name	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	10
BWX-100 DVRs	FBMHD2	1.7.63	10
Flashback3 DVRs	FB3HD	3.2.10	10
FlashbackHD DVRs	FB3HD	3.2.10	7

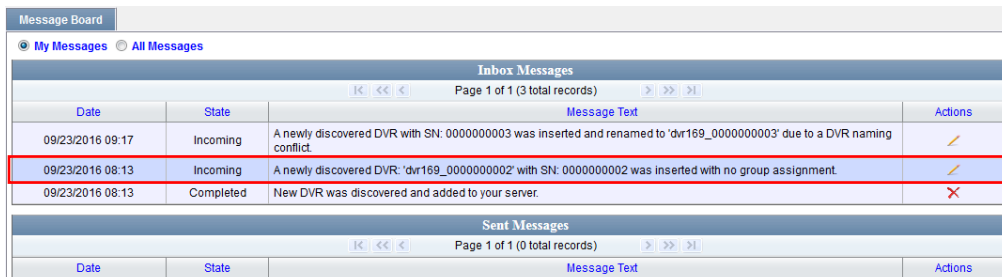
- Right-click on the group record you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.






- Click **Yes**. The selected DVR Group is removed from the Groups list.

## Identifying DVRs that are Not Assigned to a Group

If desired, you can opt to have the system notify you whenever it detects a newly discovered DVR that is not assigned to a DVR Group yet.

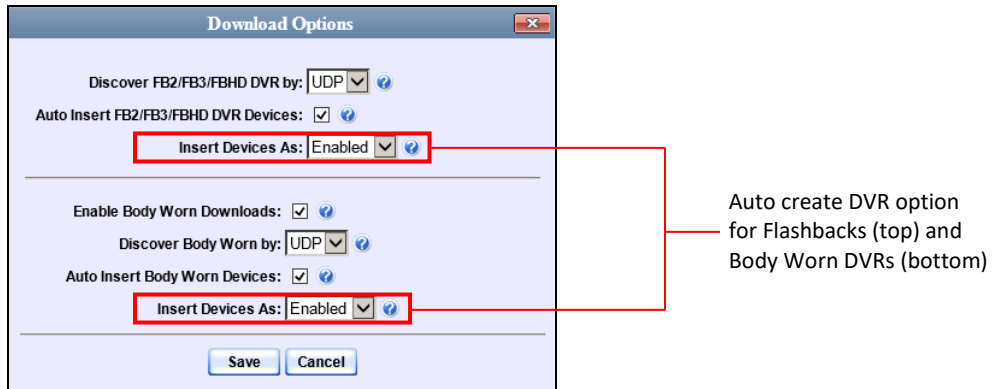


The screenshot shows the 'Message Board' interface. The 'Inbox Messages' section is active, showing a table of messages. The table has columns for Date, State, Message Text, and Actions. The data is as follows:

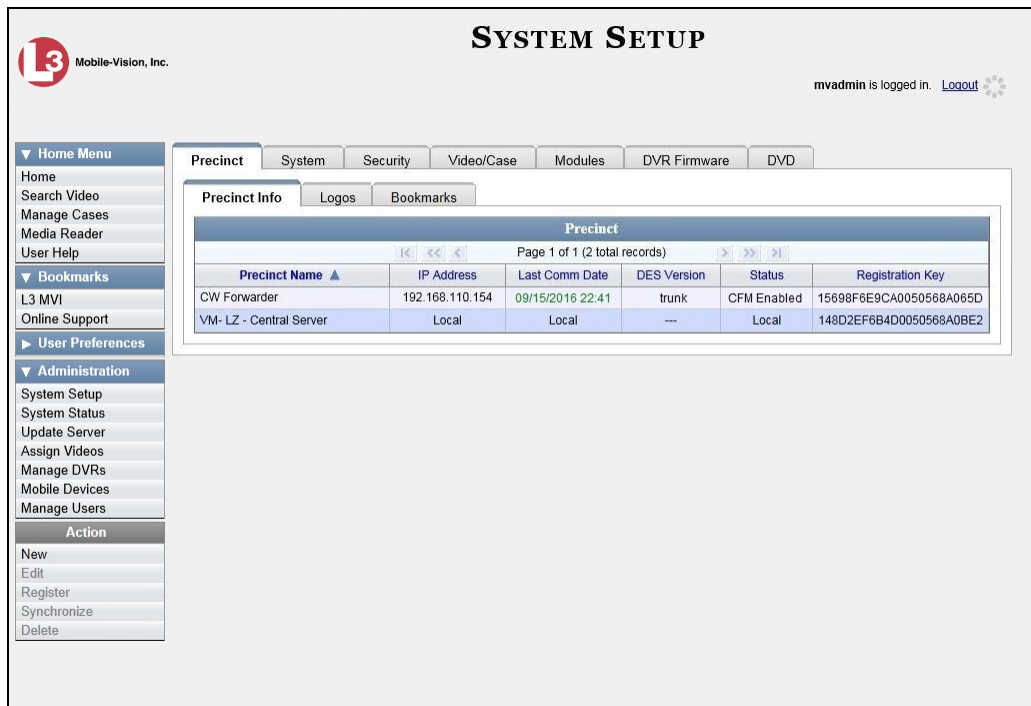
Date	State	Message Text	Actions
09/23/2016 09:17	Incoming	A newly discovered DVR with SN: 0000000003 was inserted and renamed to 'dvr169_0000000003' due to a DVR naming conflict.	
09/23/2016 08:13	Incoming	A newly discovered DVR: 'dvr169_0000000002' with SN: 0000000002 was inserted with no group assignment.	
09/23/2016 08:13	Completed	New DVR was discovered and added to your server.	

We suggest that you select this function when the circumstances apply:

- Your agency has decided to assign every DVR in your fleet to a DVR Group
- Your agency is using the “auto create DVR” function for its DVRs.

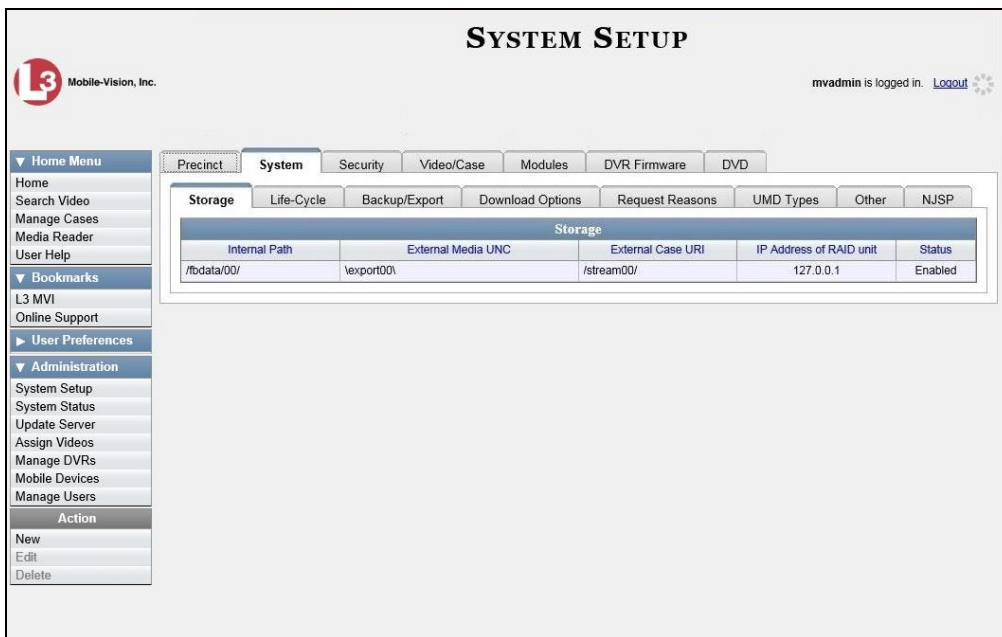


- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

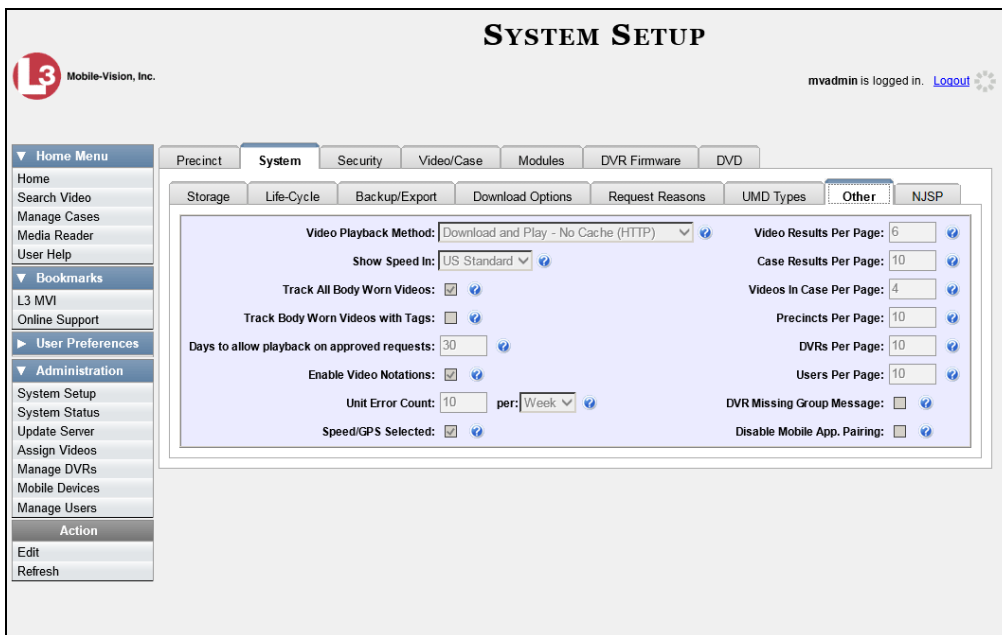


- 2 Click the **System** tab.

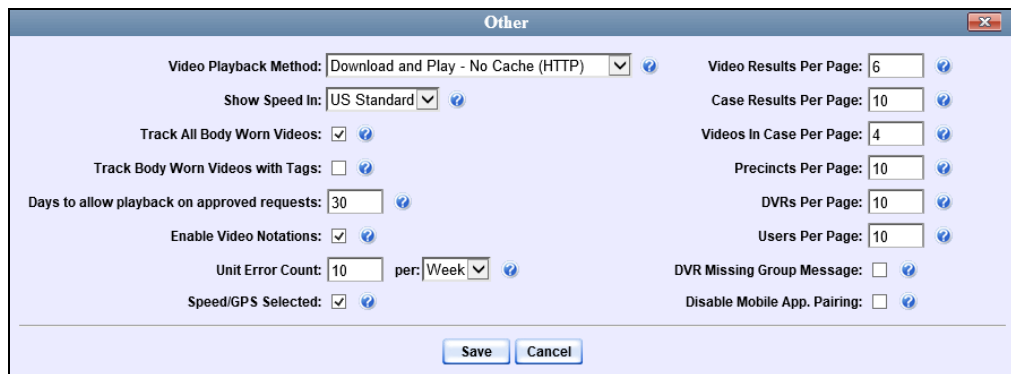
*(Continued)*



3 Click the **Other** tab.



4 Go to the **Action** column and click **Edit**. The Other popup displays.



The 'Other' settings window includes the following options:

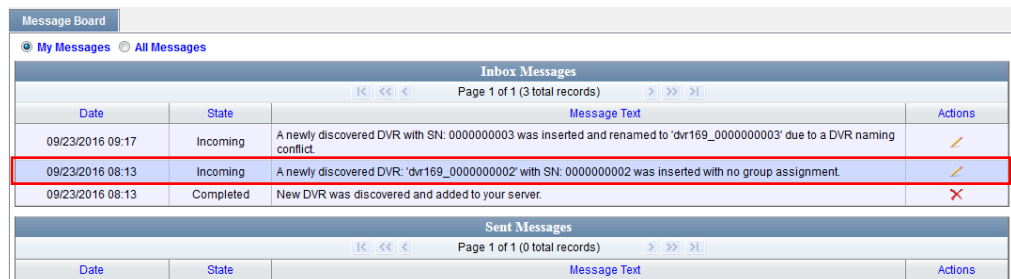
- Video Playback Method: Download and Play - No Cache (HTTP)
- Show Speed In: US Standard
- Track All Body Worn Videos:
- Track Body Worn Videos with Tags:
- Days to allow playback on approved requests: 30
- Enable Video Notations:
- Unit Error Count: 10 per: Week
- Speed/GPS Selected:
- Video Results Per Page: 6
- Case Results Per Page: 10
- Videos In Case Per Page: 4
- Precincts Per Page: 10
- DVRs Per Page: 10
- Users Per Page: 10
- DVR Missing Group Message:  (highlighted)
- Disable Mobile App. Pairing:

- 5 Select the *DVR Missing Group Message* checkbox located in the lower right corner of the popup.
- 6 Click **Save**.

For instructions on making a DVR Group assigning from the *Inbox Messages* list, see the next section, “Assigning a New DVR to a DVR Group.”

### Assigning a New DVR to a DVR Group


This section describes how to assign a newly discovered DVR to a DVR Group from the *Inbox Messages* list.



Message Board			
My Messages   All Messages			
Inbox Messages			
Page 1 of 1 (3 total records)			
Date	State	Message Text	Actions
09/23/2016 09:17	Incoming	A newly discovered DVR with SN: 0000000003 was inserted and renamed to 'dvr169_0000000003' due to a DVR naming conflict.	
09/23/2016 08:13	Incoming	A newly discovered DVR: 'dvr169_0000000002' with SN: 0000000002 was inserted with no group assignment.	
09/23/2016 08:13	Completed	New DVR was discovered and added to your server.	

Depending on your system settings, the system may display this message when it discovers a new DVR on the network that is not yet assigned to a DVR Group.

To turn this notification feature on, see “Identifying DVRs that are Not Assigned to a DVR Group” on page 510.

- 1 Make sure the **Home** page displays. (If necessary, go to  and click **Home**.)
- 2 Locate the “...DVR...was inserted with no group assignment” message on your *Inbox Messages* list.

(Continued)

WELCOME HOME  
Your last login was on: 01/09/2015 18:51:59  
mvadmin is logged in. [Logout](#)

Message Board


My Messages All Messages

Inbox Messages  
Page 1 of 1 (7 total records)

Date	State	Message Text	Actions
09/13/2016 18:16	Incoming	A newly discovered DVR: 'DVR FB2' with SN: 000000002 was inserted with no group assignment.	
09/13/2016 18:16	Completed	New DVR was discovered and added to your server.	
09/13/2016 18:16	Incoming	A newly discovered DVR: 'NJSPFB3A' with SN: 000000003 was inserted with no group assignment.	
09/13/2016 18:15	Incoming	A newly discovered DVR: 'NJSPFB3B' with SN: 0000054392 was inserted with no group assignment.	
09/13/2016 18:15	Incoming	A newly discovered DVR: 'bw173_1051510044' with SN: 1051510044 was inserted with no group assignment.	
09/13/2016 18:15	Incoming	A newly discovered DVR: 'bw173_1111510584' with SN: 1111510584 was inserted with no group assignment.	
09/13/2016 17:40	Completed	Server Update to build number trunk-18510 was successfully completed.	

Sent Messages  
Page 1 of 1 (0 total records)

Date	State	Message Text	Actions
------	-------	--------------	---------

- Click the  icon to the right of the message. The Assign to Group popup displays.

Assign to Group

New DVR Details:

DVR Name: dvr169\_0000000003      DVR Serial: 0000000003

Discovery Date: 09/23/2016 08:01      Precinct: NJSP Bordentown

Assign to Group: FB2 Northside Group

- Select a DVR Group from the *Assign to Group* drop-down list.
- Click **Save**.

## Reassigning a DVR to a Different DVR Group

This section describes how to change the assignment of a DVR from one DVR group to another.

- 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
- Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New DVR
  - Edit
  - Export Config
  - Import DVRs
  - Export DVRs
  - Reset
  - Delete
  - Replace
  - Refresh Page

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 Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

2 Click the **DVR Groups** tab. A list of existing groups displays.

### MANAGE DVRs

mvadmin is logged in. [Logout](#)

- Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- Bookmarks
- L3 MVI
- Online Support
- User Preferences
- Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New Group
  - Edit Group
  - Delete Group
  - Reassign DVR(s)

DVRs
DVR Groups

Groups			
Page 1 of 1 (4 total records)			
Name ▲	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	10
BWX-100 DVRs	FBMHD2	1.7.63	10
Flashback3 DVRs	FB3HD	3.2.10	10
FlashbackHD DVRs	FB3HD	3.2.10	7

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. The Edit Group record

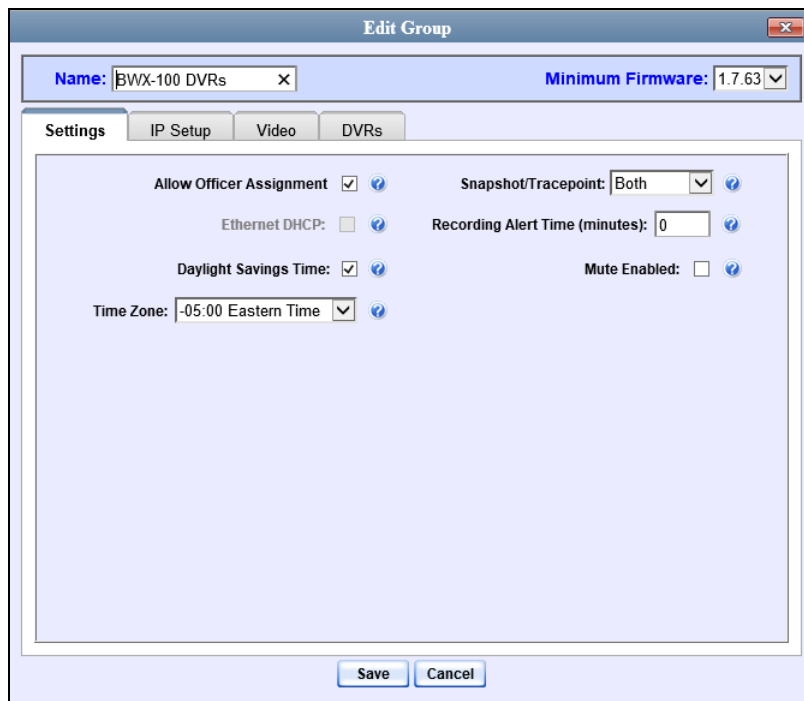
displays. This screen will look slightly different for Flashback records vs. Body Worn records.

Flashback version of Edit Group record

BodyVISION version of Edit Group record

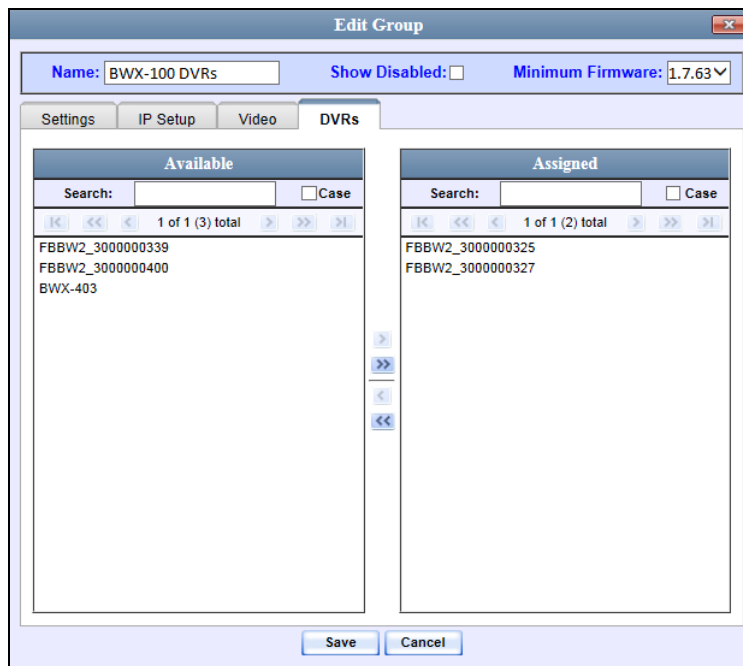



BWX-100 version of  
Edit Group record



- 4 Click the **DVRs** tab. The DVRs that are currently assigned to this DVR Group display in the *Assigned* column, and all other DVRs display in the *Available* column.

The DVRs that are currently assigned to a different group show the group's name in parentheses—e.g., *NJSPFBHDs(Traffic Patrol)*.



- 5 Go to the *Available* column and click on the DVR you wish to reassign.
- 6 Click the  icon located between the two columns. The selected DVR moves to the *Assigned* column.
- 7 Click **Save**. A confirmation message displays.

The group **BWX-100 DVRs** successfully saved.

---

## DVR Firmware

This section describes the procedures related to DVR firmware. Depending on your service agreement with Mobile-Vision, you may occasionally receive DVR firmware updates via the application. If you qualify for upgrades, the upgraded firmware files will automatically appear on the **DVR Firmware** tab within the application.

It's recommended that you upgrade your firmware from the server.

For specific instructions, see:

- Updating DVR Firmware from the Server, below
- Viewing/Printing Firmware Release Notes, page 574.

### 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 566
- Updating the Firmware for a DVR Group Record, page 571.

---

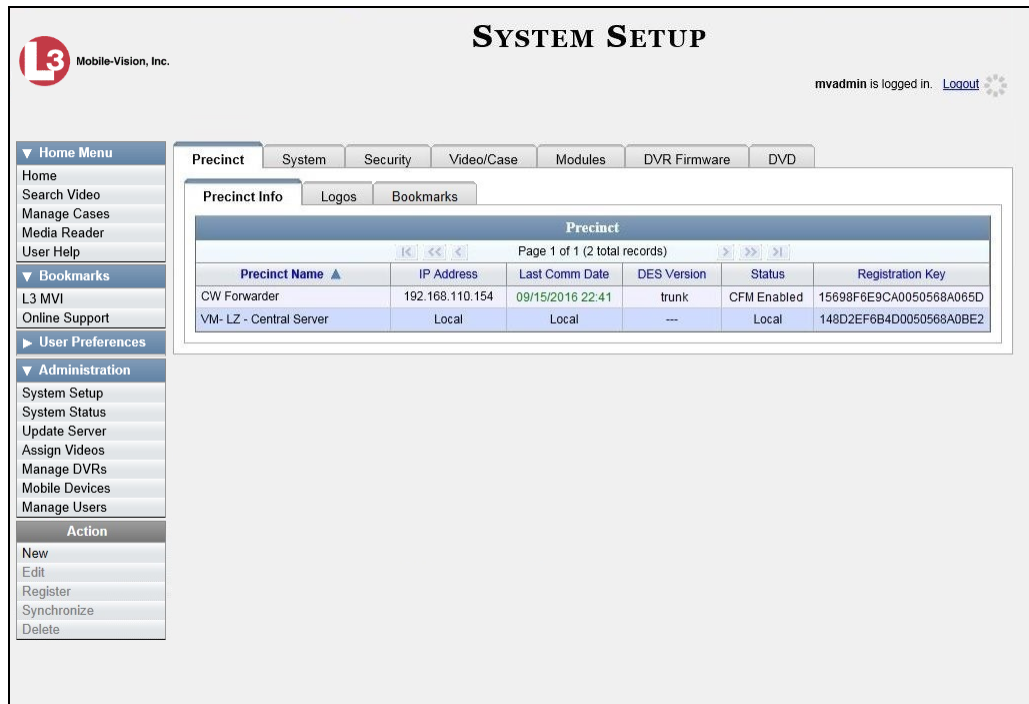
### Globally Updating Firmware for an Entire Fleet of DVRs

This section describes how to update the firmware on all of your Flashback and/or Body Worn DVRs. This is the fastest and easiest method for updating your firmware. Perform this task whenever Mobile-Vision notifies you that there is a new firmware version available.

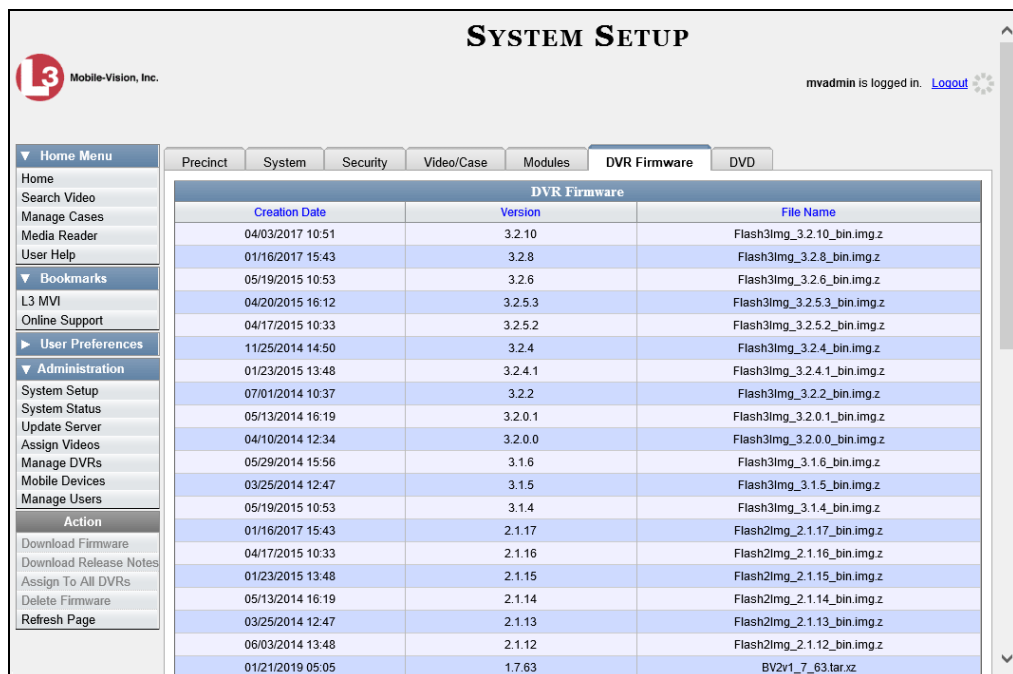


**HINT:** Before you perform this procedure, you may want to test the new firmware on just one unit before pushing the firmware out to all of the DVRs in your fleet. For further instructions, see “Updating the Firmware for a DVR Record” on page 566.

- 1 Go to  and click **System Setup**. The System Setup page displays.



- Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.



- Click on the record at the top of the firmware list (i.e., the most recent firmware version for Flashback3s and FlashbackHDs).

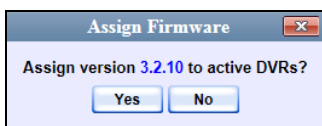
**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help  
▼ Bookmarks  
L3 MVI  
Online Support  
► User Preferences  
▼ Administration  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users  
Action  
Download Firmware  
Download Release Notes  
Assign To All DVRs  
Delete Firmware  
Refresh Page

Creation Date	Version	File Name
04/03/2017 10:51	3.2.10	Flash3img_3.2.10_bin.img.z
01/16/2017 15:43	3.2.8	Flash3img_3.2.8_bin.img.z
05/19/2015 10:53	3.2.6	Flash3img_3.2.6_bin.img.z
04/20/2015 16:12	3.2.5.3	Flash3img_3.2.5.3_bin.img.z
04/17/2015 10:33	3.2.5.2	Flash3img_3.2.5.2_bin.img.z
11/25/2014 14:50	3.2.4	Flash3img_3.2.4_bin.img.z
01/23/2015 13:48	3.2.4.1	Flash3img_3.2.4.1_bin.img.z
07/01/2014 10:37	3.2.2	Flash3img_3.2.2_bin.img.z
05/13/2014 16:19	3.2.0.1	Flash3img_3.2.0.1_bin.img.z
04/10/2014 12:34	3.2.0.0	Flash3img_3.2.0.0_bin.img.z
05/29/2014 15:56	3.1.6	Flash3img_3.1.6_bin.img.z
03/25/2014 12:47	3.1.5	Flash3img_3.1.5_bin.img.z
05/19/2015 10:53	3.1.4	Flash3img_3.1.4_bin.img.z
01/16/2017 15:43	2.1.17	Flash2img_2.1.17_bin.img.z
04/17/2015 10:33	2.1.16	Flash2img_2.1.16_bin.img.z
01/23/2015 13:48	2.1.15	Flash2img_2.1.15_bin.img.z
05/13/2014 16:19	2.1.14	Flash2img_2.1.14_bin.img.z
03/25/2014 12:47	2.1.13	Flash2img_2.1.13_bin.img.z
06/03/2014 13:48	2.1.12	Flash2img_2.1.12_bin.img.z
01/21/2019 05:05	1.7.63	BV2v1_7_63.tar.xz

- Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays:



- Click **Yes**. A confirmation message displays.

Assigned 11 active DVRs to version **3.2.10**

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**.

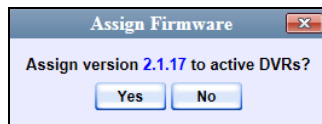
**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

[Home Menu](#)  
[Home](#)  
[Search Video](#)  
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[Media Reader](#)  
[User Help](#)  
[Bookmarks](#)  
[L3 MVI](#)  
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[User Preferences](#)  
[Administration](#)  
[System Setup](#)  
[System Status](#)  
[Update Server](#)  
[Assign Videos](#)  
[Manage DVRs](#)  
[Mobile Devices](#)  
[Manage Users](#)  
[Action](#)  
[Download Firmware](#)  
[Download Release Notes](#)  
[Assign To All DVRs](#)  
[Delete Firmware](#)  
[Refresh Page](#)

Creation Date	Version	File Name
04/03/2017 10:51	3.2.10	Flash3Img_3.2.10_bin.img.z
01/16/2017 15:43	3.2.8	Flash3Img_3.2.8_bin.img.z
05/19/2015 10:53	3.2.6	Flash3Img_3.2.6_bin.img.z
04/20/2015 16:12	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z
04/17/2015 10:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z
11/25/2014 14:50	3.2.4	Flash3Img_3.2.4_bin.img.z
01/23/2015 13:48	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z
07/01/2014 10:37	3.2.2	Flash3Img_3.2.2_bin.img.z
05/13/2014 16:19	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z
04/10/2014 12:34	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z
05/29/2014 15:56	3.1.6	Flash3Img_3.1.6_bin.img.z
03/25/2014 12:47	3.1.5	Flash3Img_3.1.5_bin.img.z
05/19/2015 10:53	3.1.4	Flash3Img_3.1.4_bin.img.z
01/16/2017 15:43	2.1.17	Flash2Img_2.1.17_bin.img.z
04/17/2015 10:33	2.1.16	Flash2Img_2.1.16_bin.img.z
01/23/2015 13:48	2.1.15	Flash2Img_2.1.15_bin.img.z
05/13/2014 16:19	2.1.14	Flash2Img_2.1.14_bin.img.z
03/25/2014 12:47	2.1.13	Flash2Img_2.1.13_bin.img.z
06/03/2014 13:48	2.1.12	Flash2Img_2.1.12_bin.img.z
01/21/2019 05:05	1.7.63	BV2r1_7_63.tar.xz

- 8 Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays:



- 9 Click **Yes**. A confirmation message displays.

Assigned 5 active DVRs to version 2.1.17

The system will automatically copy the most recent Flashback2 firmware to each of your Flashback2 DVRs during the next server-to-DVR communication.

- 10 If you also have *BodyVISION* DVRs, proceed to the next step.

– OR –

If you do *not* have *BodyVISION* DVRs, skip to step 14.

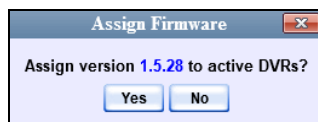
- 11 Click on the highest firmware version that begins with the number **1** and has a *File Name* that starts with **BodyVision**.

(Continued)

mvadmin is logged in. [Logout](#)

SYSTEM SETUP			
Mobile-Vision, Inc.			
DVR Firmware			
Creation Date	Version	File Name	
04/03/2017 10:51	3.2.10	Flash3Img_3.2.10_bin.img.z	
01/16/2017 15:43	3.2.8	Flash3Img_3.2.8_bin.img.z	
05/19/2015 10:53	3.2.6	Flash3Img_3.2.6_bin.img.z	
04/20/2015 16:12	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z	
04/17/2015 10:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z	
11/25/2014 14:50	3.2.4	Flash3Img_3.2.4_bin.img.z	
01/23/2015 13:48	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z	
07/01/2014 10:37	3.2.2	Flash3Img_3.2.2_bin.img.z	
05/13/2014 16:19	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z	
04/10/2014 12:34	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z	
05/29/2014 15:56	3.1.6	Flash3Img_3.1.6_bin.img.z	
03/25/2014 12:47	3.1.5	Flash3Img_3.1.5_bin.img.z	
05/19/2015 10:53	3.1.4	Flash3Img_3.1.4_bin.img.z	
01/16/2017 15:43	2.1.17	Flash2Img_2.1.17_bin.img.z	
04/17/2015 10:33	2.1.16	Flash2Img_2.1.16_bin.img.z	
01/23/2015 13:48	2.1.15	Flash2Img_2.1.15_bin.img.z	
05/13/2014 16:19	2.1.14	Flash2Img_2.1.14_bin.img.z	
03/25/2014 12:47	2.1.13	Flash2Img_2.1.13_bin.img.z	
06/03/2014 13:48	2.1.12	Flash2Img_2.1.12_bin.img.z	
01/21/2019 05:05	1.7.63	BV2v1_7_63.tar.xz	
08/16/2018 12:55	1.7.40	BV2v1_7_40.tar.xz	
03/16/2018 16:25	1.7.6	BV2v1_7_6.tar.xz	
02/15/2018 04:44	1.6.34	BV2v1_6_34.tar.xz	
01/21/2019 05:05	1.5.28	BodyVision_1_5_28.tar	
03/08/2018 14:30	1.5.23	BodyVision_1_5_23.tar	
11/13/2017 13:03	1.5.16	BodyVision_1_5_16.tar	

- 12 Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays.



- 13 Click **Yes**. A confirmation message displays.

Assigned 8 active DVRs to version 1.5.28

- 14 If you also have BWX-100 DVRs, proceed to the next step.

– OR –

If you do *not* have BWX-100 DVRs, **End of Procedure**.

- 15 Click on the highest firmware version that begins with the number **1** and has a *File Name* that starts with **BV**.

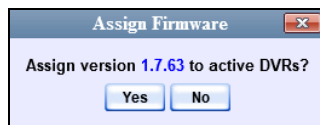
**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

[Home Menu](#) | [Precinct](#) | [System](#) | [Security](#) | [Video/Case](#) | [Modules](#) | **[DVR Firmware](#)** | [DVD](#)

DVR Firmware		
Creation Date	Version	File Name
04/03/2017 10:51	3.2.10	Flash3Img_3.2.10_bin.img.z
01/16/2017 15:43	3.2.8	Flash3Img_3.2.8_bin.img.z
05/19/2015 10:53	3.2.6	Flash3Img_3.2.6_bin.img.z
04/20/2015 16:12	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z
04/17/2015 10:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z
11/25/2014 14:50	3.2.4	Flash3Img_3.2.4_bin.img.z
01/23/2015 13:48	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z
07/01/2014 10:37	3.2.2	Flash3Img_3.2.2_bin.img.z
05/13/2014 16:19	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z
04/10/2014 12:34	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z
05/29/2014 15:56	3.1.6	Flash3Img_3.1.6_bin.img.z
03/25/2014 12:47	3.1.5	Flash3Img_3.1.5_bin.img.z
05/19/2015 10:53	3.1.4	Flash3Img_3.1.4_bin.img.z
01/16/2017 15:43	2.1.17	Flash2Img_2.1.17_bin.img.z
04/17/2015 10:33	2.1.16	Flash2Img_2.1.16_bin.img.z
01/23/2015 13:48	2.1.15	Flash2Img_2.1.15_bin.img.z
05/13/2014 16:19	2.1.14	Flash2Img_2.1.14_bin.img.z
03/25/2014 12:47	2.1.13	Flash2Img_2.1.13_bin.img.z
06/03/2014 13:48	2.1.12	Flash2Img_2.1.12_bin.img.z
01/21/2019 05:05	1.7.63	BV2r1_7_63.tar.xz
08/16/2018 12:55	1.7.40	BV2r1_7_40.tar.xz

- 16 Go to the **Action** column and click **Assign to All DVRs**. A verification prompt displays.



- 17 Click **Yes**. A confirmation message displays.

Assigned 7 active DVRs to version 1.7.63

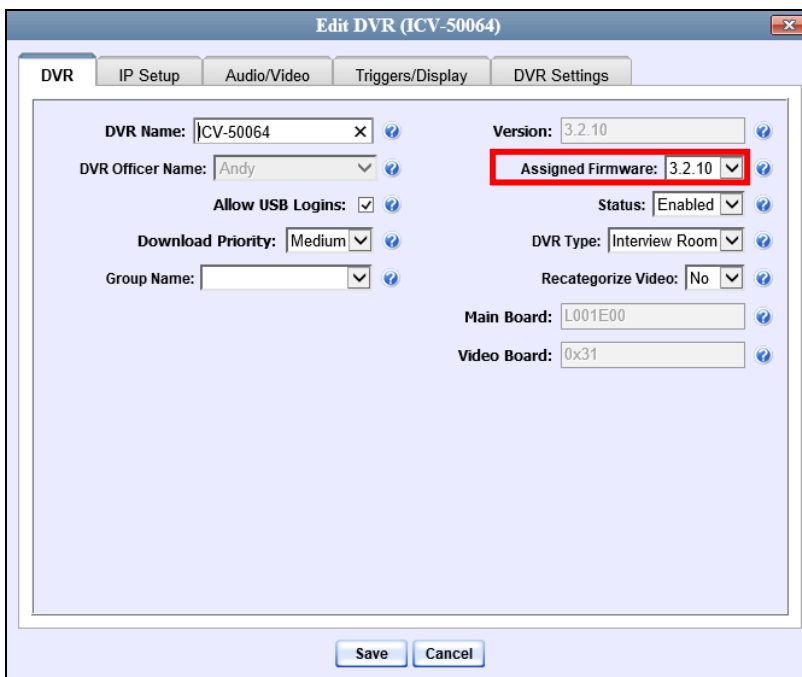
### Updating the Firmware for a DVR Record

This section describes how to update the firmware for a single DVR record. That firmware will then be transmitted to the DVR during the next server-to-DVR transmission. You can perform this procedure for both Flashback and Body Worn DVRs.

- 1 Search for and display the DVR record you wish to update. (If necessary, review “Displaying the Edit DVR Popup” on page 432.) The Edit DVR popup displays. This screen will differ slightly depending on whether this is a Flashback or Body Worn record.

*(Continued)*

Flashback version of Edit DVR record



**Edit DVR (ICV-50064)**

Tabs: DVR | IP Setup | Audio/Video | Triggers/Display | DVR Settings

DVR Name: ICV-50064

DVR Officer Name: Andy

Allow USB Logins:

Download Priority: Medium

Group Name:

Version: 3.2.10

**Assigned Firmware: 3.2.10**

Status: Enabled

DVR Type: Interview Room

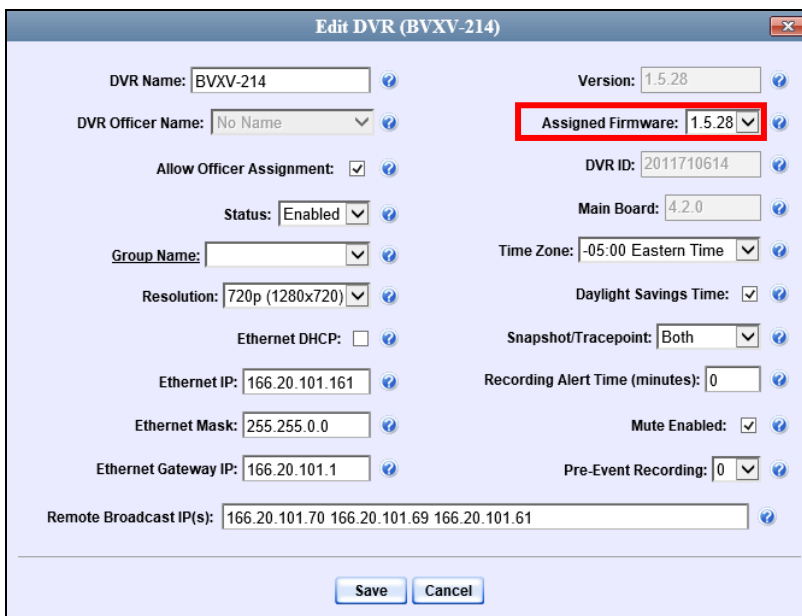
Recategorize Video: No

Main Board: L001E00

Video Board: 0x31

Buttons: Save | Cancel

BodyVISION version of Edit DVR record



**Edit DVR (BVXV-214)**

DVR Name: BVXV-214

DVR Officer Name: No Name

Allow Officer Assignment:

Status: Enabled

Group Name:

Resolution: 720p (1280x720)

Ethernet DHCP:

Ethernet IP: 166.20.101.161

Ethernet Mask: 255.255.0.0

Ethernet Gateway IP: 166.20.101.1

Remote Broadcast IP(s): 166.20.101.70 166.20.101.69 166.20.101.61

Version: 1.5.28

**Assigned Firmware: 1.5.28**

DVR ID: 2011710614

Main Board: 4.2.0

Time Zone: -05:00 Eastern Time

Daylight Savings Time:

Snapshot/Tracepoint: Both

Recording Alert Time (minutes): 0

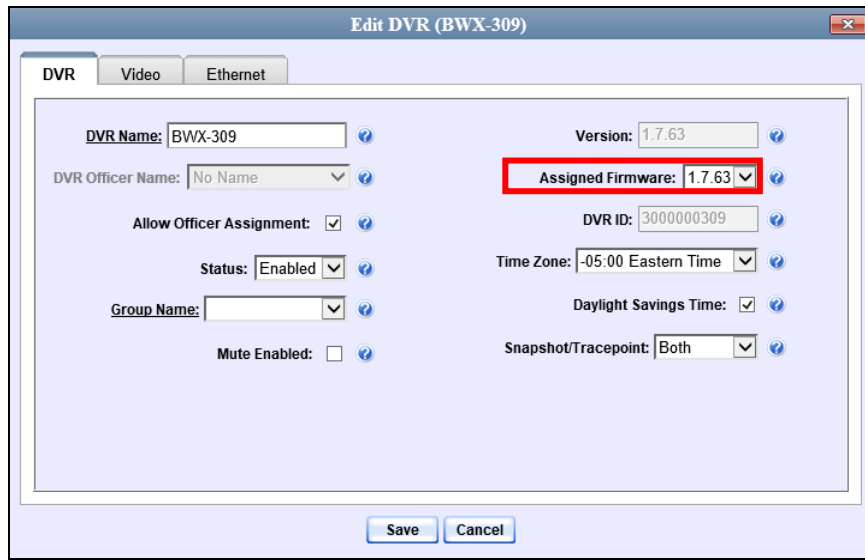
Mute Enabled:

Pre-Event Recording: 0

Buttons: Save | Cancel



BWX-100 version of  
Edit DVR record



- 2 If this is a Flashback record, make sure the **DVR** tab is selected. Otherwise proceed to the next step.
- 3 Go to the *Assigned Firmware* field and select the highest firmware version from the drop-down list.
- 4 Click **Save**. A confirmation message displays.

DVR BWX-309 successfully saved.

### Updating the Firmware for a DVR Group Record

This section describes how to update the firmware for a selected DVR Group record. That firmware will then be transmitted to the group's DVRs during the next DVR-to-server transmission.

- 1 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.

(Continued)

### MANAGE DVRs

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- ▼ Bookmarks
  - L3 MVI
  - Online Support
- ▶ User Preferences
- ▼ Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New DVR
  - Edit
  - Export Config
  - Import DVRs
  - Export DVRs
  - Reset
  - Delete
  - Replace
  - Refresh Page

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 Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

2 Click the **DVR Groups** tab. A list of existing groups displays.

### MANAGE DVRs

mvadmin is logged in. [Logout](#)

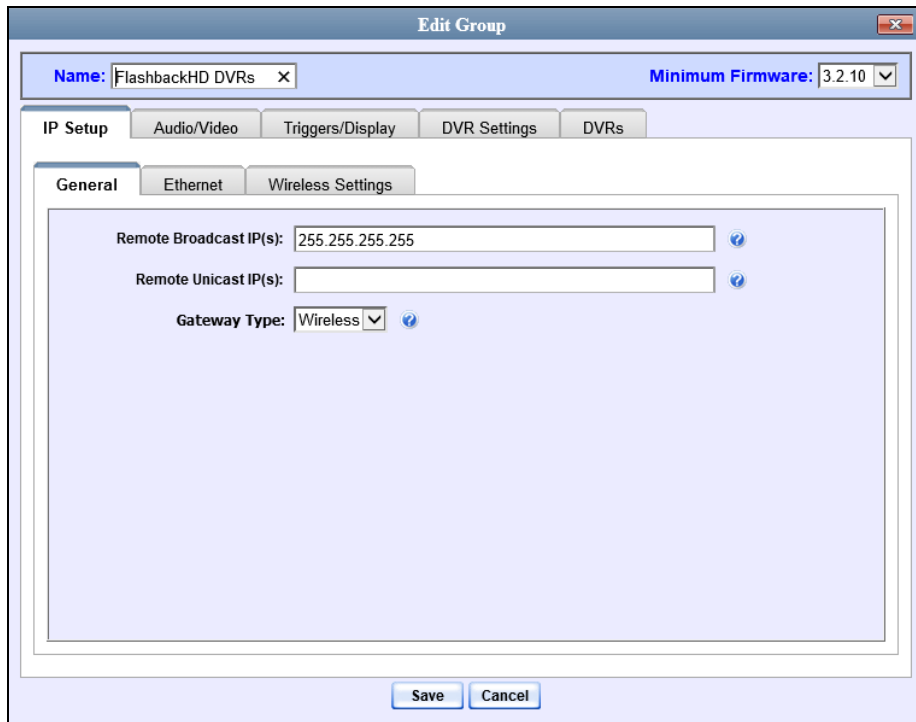
- ▼ Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- ▼ Bookmarks
  - L3 MVI
  - Online Support
- ▶ User Preferences
- ▼ Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New Group
  - Edit Group
  - Delete Group
  - Reassign DVR(s)

DVRs
DVR Groups

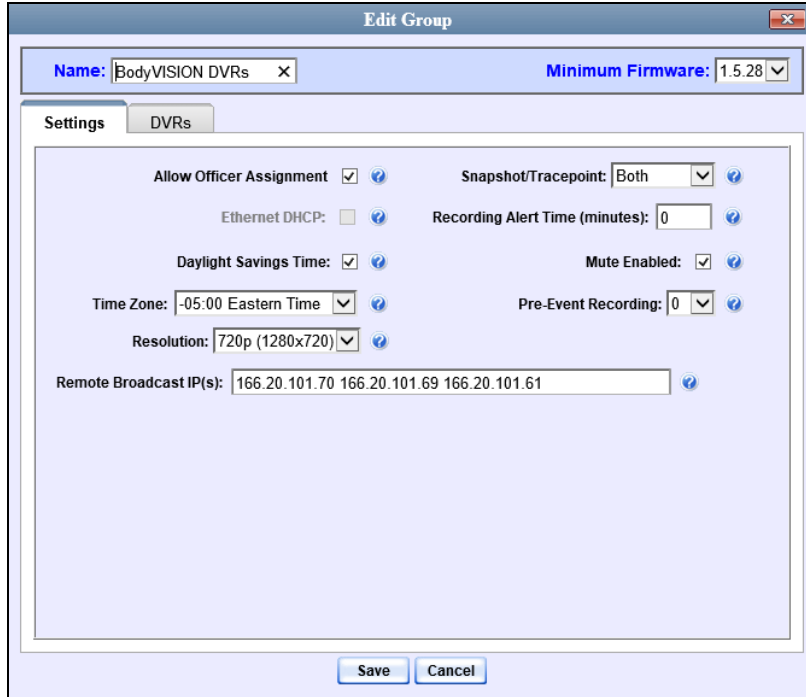
Groups			
Page 1 of 1 (4 total records)			
Name ▲	Group Type	Minimum Firmware	Assigned DVRs
BodyVISION DVRs	FBMHD	1.5.28	10
BWX-100 DVRs	FBMHD2	1.7.63	10
Flashback3 DVRs	FB3HD	3.2.10	10
FlashbackHD DVRs	FB3HD	3.2.10	7

3 Right-click on the group record you wish to update, then select **Edit** from the popup menu. The Edit Group record displays. This screen will look slightly different for Flashback vs. Body Worn records.

Flashback version of Edit Group record

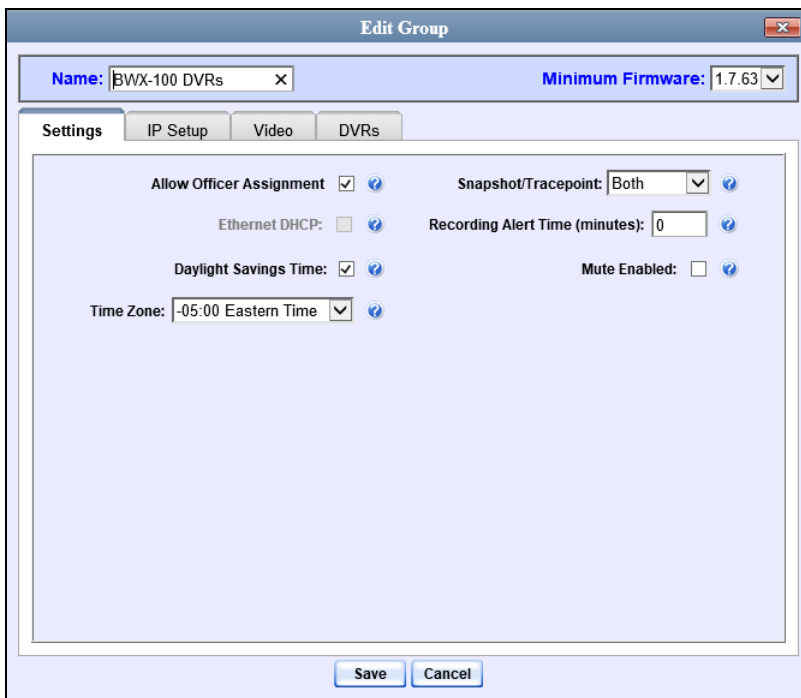


BodyVISION version of Edit Group record



(Continued)

BWX-100 version of  
Edit Group record



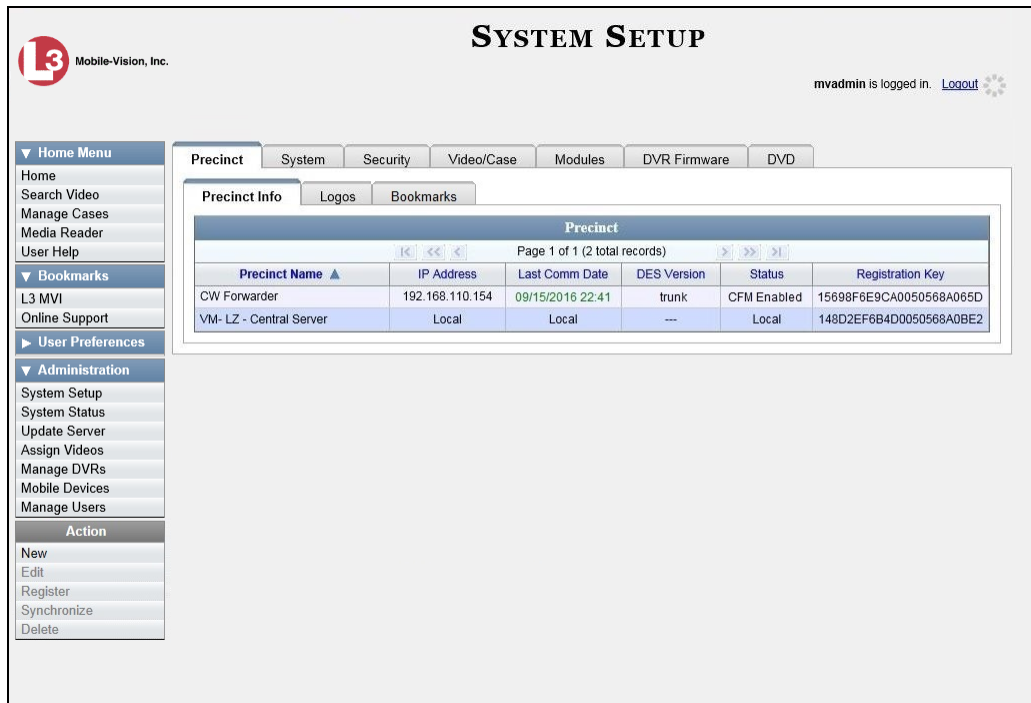
- 4 Go to the *Minimum Firmware* field in the upper right corner of the screen and select the highest firmware version from the drop-down list.
- 5 Click **Save**. A confirmation message displays.

Group BWX-100 DVRs successfully saved.

## Viewing/Printing Firmware Release Notes

This section describes how to view and/or print firmware Release Notes for Flashback and Body Worn DVRs. These notes describe the changes and enhancements to each new firmware version.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

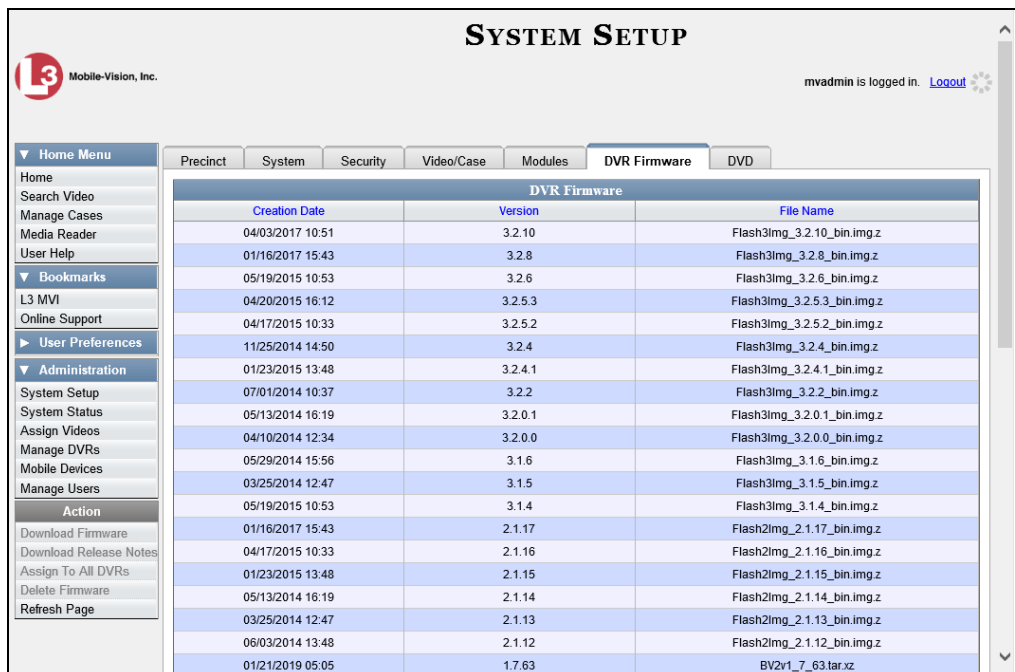
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | System | Security | Video/Case | Modules | **DVR Firmware** | DVD

Sub-navigation: Precinct Info | Logos | Bookmarks

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- Click the **DVR Firmware** tab. A list of the current and past firmware versions displays.



**SYSTEM SETUP**

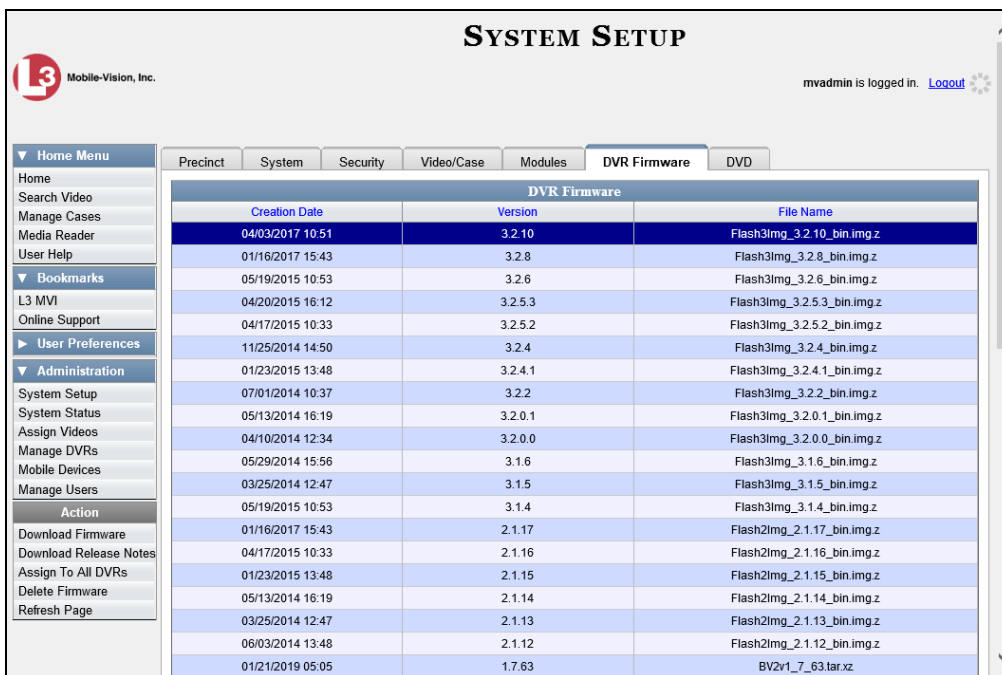
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | System | Security | Video/Case | Modules | **DVR Firmware** | DVD

DVR Firmware		
Creation Date	Version	File Name
04/03/2017 10:51	3.2.10	Flash3Img_3.2.10_bin.img.z
01/16/2017 15:43	3.2.8	Flash3Img_3.2.8_bin.img.z
05/19/2015 10:53	3.2.6	Flash3Img_3.2.6_bin.img.z
04/20/2015 16:12	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z
04/17/2015 10:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z
11/25/2014 14:50	3.2.4	Flash3Img_3.2.4_bin.img.z
01/23/2015 13:48	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z
07/01/2014 10:37	3.2.2	Flash3Img_3.2.2_bin.img.z
05/13/2014 16:19	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z
04/10/2014 12:34	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z
05/29/2014 15:56	3.1.6	Flash3Img_3.1.6_bin.img.z
03/25/2014 12:47	3.1.5	Flash3Img_3.1.5_bin.img.z
05/19/2015 10:53	3.1.4	Flash3Img_3.1.4_bin.img.z
01/16/2017 15:43	2.1.17	Flash2Img_2.1.17_bin.img.z
04/17/2015 10:33	2.1.16	Flash2Img_2.1.16_bin.img.z
01/23/2015 13:48	2.1.15	Flash2Img_2.1.15_bin.img.z
05/13/2014 16:19	2.1.14	Flash2Img_2.1.14_bin.img.z
03/25/2014 12:47	2.1.13	Flash2Img_2.1.13_bin.img.z
06/03/2014 13:48	2.1.12	Flash2Img_2.1.12_bin.img.z
01/21/2019 05:05	1.7.63	BV2v1_7_63.tar.xz

(Continued)

- 3 Click on a record in the 1, 2, or 3 series:
  - ⇒ To view the release notes for Flashback3/FlashbackHD DVRs, click on any version number that starts with a **3**.
  - ⇒ To view the release notes for Flashback2 DVRs, click on any version number that starts with a **2**.
  - ⇒ To view the release notes for BodyVISION DVRs, click on any version number that starts with a **1** and has a *File Name* that begins with **BodyVision**.
  - ⇒ To view the release notes for BWX-100 DVRs, click on any version number that starts with a **1** and has a *File Name* that begins with **BV**.



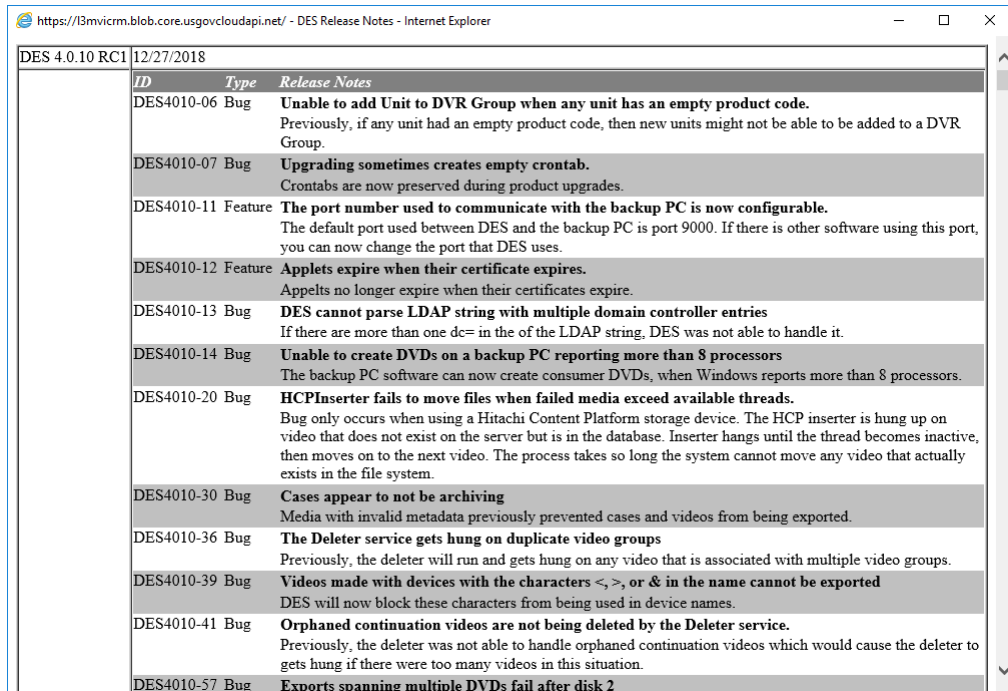
The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'DVR Firmware' tab is selected, displaying a table with the following data:

Creation Date	Version	File Name
04/03/2017 10:51	3.2.10	Flash3Img_3.2.10_bin.img.z
01/16/2017 15:43	3.2.8	Flash3Img_3.2.8_bin.img.z
05/19/2015 10:53	3.2.6	Flash3Img_3.2.6_bin.img.z
04/20/2015 16:12	3.2.5.3	Flash3Img_3.2.5.3_bin.img.z
04/17/2015 10:33	3.2.5.2	Flash3Img_3.2.5.2_bin.img.z
11/25/2014 14:50	3.2.4	Flash3Img_3.2.4_bin.img.z
01/23/2015 13:48	3.2.4.1	Flash3Img_3.2.4.1_bin.img.z
07/01/2014 10:37	3.2.2	Flash3Img_3.2.2_bin.img.z
05/13/2014 16:19	3.2.0.1	Flash3Img_3.2.0.1_bin.img.z
04/10/2014 12:34	3.2.0.0	Flash3Img_3.2.0.0_bin.img.z
05/29/2014 15:56	3.1.6	Flash3Img_3.1.6_bin.img.z
03/25/2014 12:47	3.1.5	Flash3Img_3.1.5_bin.img.z
05/19/2015 10:53	3.1.4	Flash3Img_3.1.4_bin.img.z
01/16/2017 15:43	2.1.17	Flash2Img_2.1.17_bin.img.z
04/17/2015 10:33	2.1.16	Flash2Img_2.1.16_bin.img.z
01/23/2015 13:48	2.1.15	Flash2Img_2.1.15_bin.img.z
05/13/2014 16:19	2.1.14	Flash2Img_2.1.14_bin.img.z
03/25/2014 12:47	2.1.13	Flash2Img_2.1.13_bin.img.z
06/03/2014 13:48	2.1.12	Flash2Img_2.1.12_bin.img.z
01/21/2019 05:05	1.7.63	BV2v1_7_63.tar.xz

- 4 Go to the **Action** column and click **Download Release Notes**. A Windows message displays.



- 5 Click **Open**. The release notes display.



ID	Type	Release Notes
DES4010-06	Bug	<b>Unable to add Unit to DVR Group when any unit has an empty product code.</b> Previously, if any unit had an empty product code, then new units might not be able to be added to a DVR Group.
DES4010-07	Bug	<b>Upgrading sometimes creates empty cronab.</b> Crontabs are now preserved during product upgrades.
DES4010-11	Feature	<b>The port number used to communicate with the backup PC is now configurable.</b> The default port used between DES and the backup PC is port 9000. If there is other software using this port, you can now change the port that DES uses.
DES4010-12	Feature	<b>Applets expire when their certificate expires.</b> Applets no longer expire when their certificates expire.
DES4010-13	Bug	<b>DES cannot parse LDAP string with multiple domain controller entries</b> If there are more than one dc= in the of the LDAP string, DES was not able to handle it.
DES4010-14	Bug	<b>Unable to create DVDs on a backup PC reporting more than 8 processors</b> The backup PC software can now create consumer DVDs, when Windows reports more than 8 processors.
DES4010-20	Bug	<b>HCPInserter fails to move files when failed media exceed available threads.</b> Bug only occurs when using a Hitachi Content Platform storage device. The HCP inserter is hung up on video that does not exist on the server but is in the database. Inserter hangs until the thread becomes inactive, then moves on to the next video. The process takes so long the system cannot move any video that actually exists in the file system.
DES4010-30	Bug	<b>Cases appear to not be archiving</b> Media with invalid metadata previously prevented cases and videos from being exported.
DES4010-36	Bug	<b>The Deleter service gets hung on duplicate video groups</b> Previously, the deleter will run and gets hung on any video that is associated with multiple video groups.
DES4010-39	Bug	<b>Videos made with devices with the characters &lt;, &gt;, or &amp; in the name cannot be exported</b> DES will now block these characters from being used in device names.
DES4010-41	Bug	<b>Orphaned continuation videos are not being deleted by the Deleter service.</b> Previously, the deleter was not able to handle orphaned continuation videos which would cause the deleter to gets hung if there were too many videos in this situation.
DES4010-57	Bug	<b>Exports spanning multiple DVDs fail after disk 2</b>

- 6 If you wish to print the release notes, press **Ctrl + P**. The Print form displays. Proceed to the next step.  
– OR –  
If you do *not* wish to print the release notes, skip to step 8.
- 7 Select your printer options, then click **OK** or **Print**. The print job is directed to your active printer.
- 8 When you are finished viewing/printing the release notes, click the  in the upper right corner of the page.

## Viewing the DVRs' Status List

This section describes how to view information on your DVRs' most recent download to the server.

- 1 Go to  and click **System Status**. The System Status page displays.

*(Continued)*

### SYSTEM STATUS

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Refresh Page

System
DVR COM
Reports
Logs
Backups
Tools
Messages
Local Queue
Backup PC

<b>Storage Capacity:</b>	587.2 GB	↕	<b>Active Users:</b>
<b>Available Disc Space:</b>	496 GB	↕	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
<b>Enabled DVRs:</b>	18	↕	
<b>Disabled DVRs:</b>	37	↕	
<b>Total Video Count:</b>	269	↕	
<b>Non-archived Video Count:</b>	0	↕	
<b>Last 24 Hours Video Count:</b>	0	↕	
<b>Last 7 Days Video Count:</b>	0	↕	
<b>Last 30 Days Video Count:</b>	0	↕	
<b>Body Worn Video Count:</b>	111	↕	
<b>Body Worn Hours:</b>	16	↕	
<b>Average Body Worn Video Length:</b>	8 min	↕	
<b>VieVu Video Count:</b>	0	↕	
<b>Oldest Non-case Video:</b>	1482 days	↕	
<b>Oldest Case Video:</b>	1910 days	↕	
<b>Number of Active Cases:</b>	24	↕	
<b>Number of Backup DVDs:</b>	239	↕	
<b>Number of Exported DVDs:</b>	142	↕	
<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>	06/18/2019 04:15	↕	
<b>Version:</b>	4.0.10.RC3	↕	

2 Click the **DVR COM** tab.

### SYSTEM STATUS

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- Get DVR Log
- Refresh Page

System
DVR COM
Reports
Logs
Backups
Tools
Messages
Local Queue
Backup PC

DVR Status by Last Contact Date			
Page 1 of 3 (25 total records)			
DVR Name	IP Address	DL Status	Last COM Date ▲
Unit 1	166.20.101.84	Idle	09/14/2016 21:07
*1 FB1@12:51:22	166.20.101.254	Idle	09/15/2016 14:45
Officer Hermann BV	166.20.101.95	Idle	09/15/2016 15:38
Officer Lance BV	166.20.101.98	Idle	09/15/2016 15:38
*1 bw220@11:33:31	166.20.101.71	Idle	09/15/2016 15:38
*1 BV2A@13:08:38	169.254.122.214	Idle	09/15/2016 15:58

The download status of each of your DVRs displays, as described in the following table.

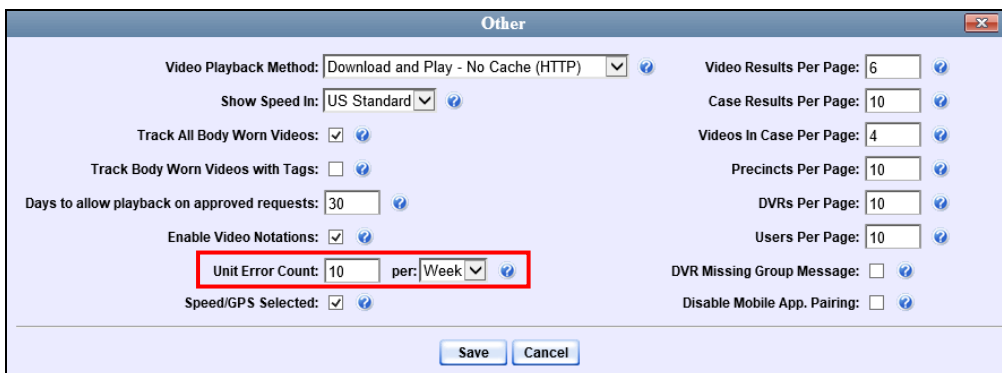


DVR Status by Last Contact Date	
Column	Description
DVR Name	The name of the DVR. If a DVR name is followed by @[DVR serial number], it indicates that the DVR has an unresolved naming conflict. For more information, see “Resolving Naming Conflicts” on page 488.
IP Address	The IP Address for this DVR. An IP Address is a numerical label that identifies the DVR to the network.
DL Status (To update status, click <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 Precinct	The last Precinct that this DVR was seen at.
Last Download Date	The last date and time at which this DVR downloaded videos to a DEF server. If this DVR has not downloaded videos to any DEF server for 48 hours or longer, this field will display in red.
Last COM Date	The date and time at which the last communication occurred between this DVR and the server. Displays in mm/dd/yyyy hh:mm format. If this DVR has not communicated with any DEF server for 48 hours or longer, this field will display in red.

To view more detailed information on a particular transmission, see the next section, “Viewing the DVR Downloader Log,” beginning with step 3.

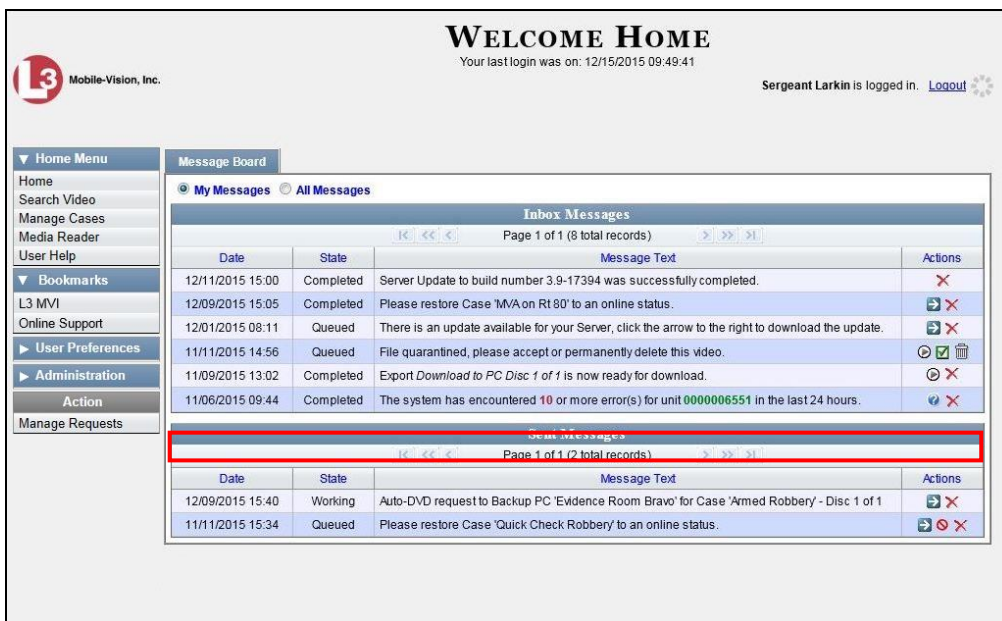
## Turning the DVR Error Notification Feature On/Off

If desired, you can choose to have the system automatically notify you whenever one of your DVRs generates X number of “problem” videos per day or week, where X is equal to the value of the *Unit Error Count* field on the **Other** tab.



The screenshot shows the 'Other' configuration window. The 'Unit Error Count' field is highlighted with a red box, showing a value of 10 per Week. Other fields include Video Playback Method (Download and Play - No Cache (HTTP)), Show Speed In (US Standard), Track All Body Worn Videos (checked), Track Body Worn Videos with Tags (unchecked), Days to allow playback on approved requests (30), Enable Video Notations (checked), Speed/GPS Selected (checked), Video Results Per Page (6), Case Results Per Page (10), Videos In Case Per Page (4), Precincts Per Page (10), DVRs Per Page (10), Users Per Page (10), DVR Missing Group Message (unchecked), and Disable Mobile App. Pairing (unchecked).

In the previous example, if any of your agency’s DVRs generate 10 problem videos within a one-week period, the system will automatically display a notification message on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission.

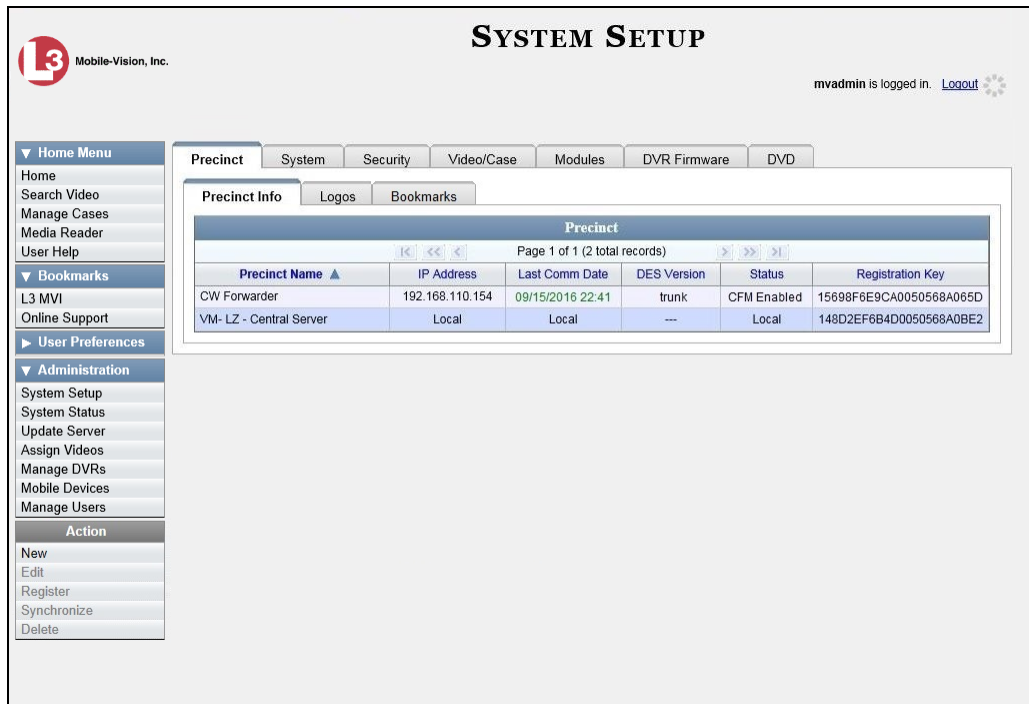


The screenshot shows the 'WELCOME HOME' dashboard. The 'Inbox Messages' list is displayed, showing a message about the system encountering 10 or more error(s) for unit 000006551 in the last 24 hours. The message is highlighted with a red box.

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 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.	🔄 ✕

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**

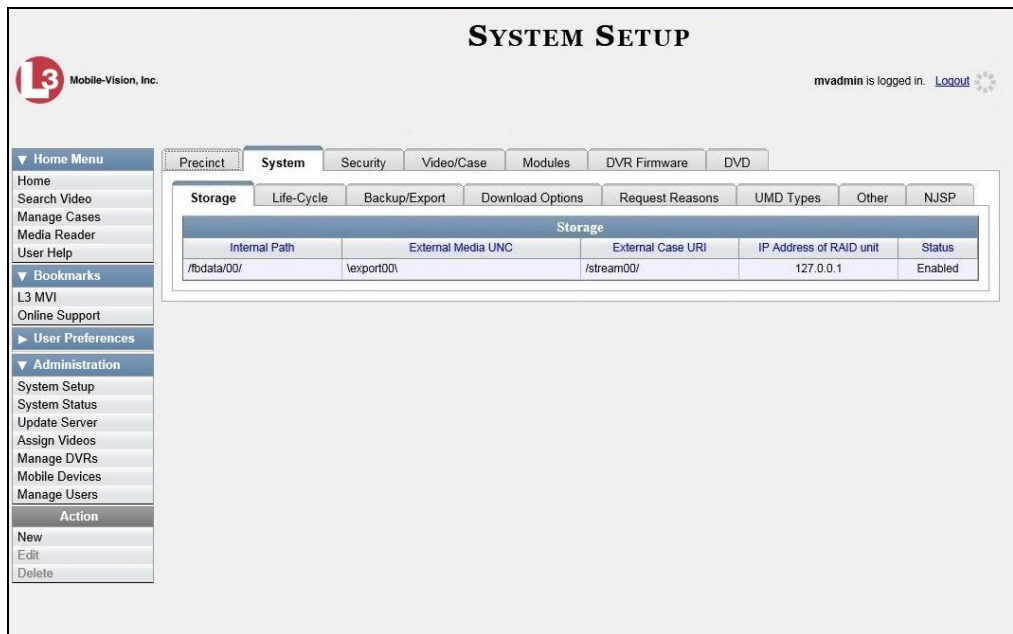
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

**2 Click the **System** tab.**



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

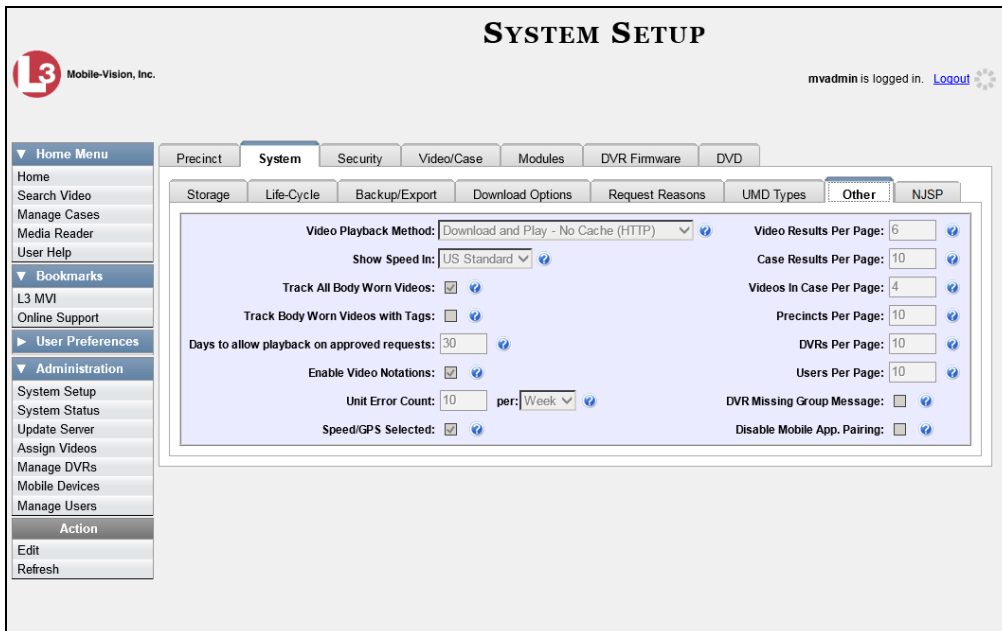
**System** | Precinct | Security | Video/Case | Modules | DVR Firmware | DVD

**Storage** | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

**3 Click the **Other** tab.**

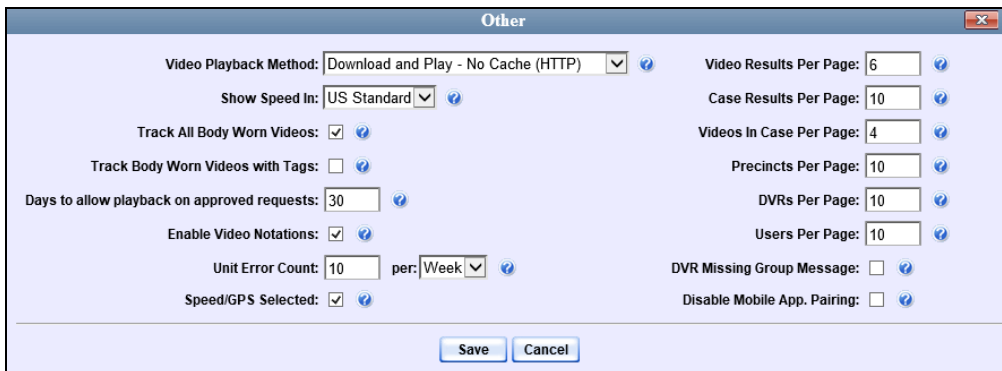
*(Continued)*



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The 'System' tab is selected, and the 'Other' sub-tab is active. The configuration includes:

- Video Playback Method: Download and Play - No Cache (HTTP)
- Show Speed In: US Standard
- 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: 10 per: Week
- Speed/GPS Selected:
- Video Results Per Page: 6
- Case Results Per Page: 10
- Videos In Case Per Page: 4
- Precincts Per Page: 10
- DVRs Per Page: 10
- Users Per Page: 10
- DVR Missing Group Message:
- Disable Mobile App. Pairing:

- 4 Go to the **Action** column and click **Edit**. The Other popup displays.



The 'Other' popup window displays the same configuration options as the main interface, with 'Save' and 'Cancel' buttons at the bottom.

- 5 Go to the *Unit Error Count* field and enter the number of DVR errors that should occur each day or week before the system sends a notification message to the appropriate users (i.e., all users who have the *Authorize Media Playback* permission). If you no longer wish to receive notification messages, change this number to **0** (zero).
- 6 If you entered **0** in the *Unit Error Count* field, skip to step 8. Otherwise proceed to the next step.
- 7 Select the appropriate value from the *per* drop-down list (e.g., 10 errors per *day* or 10 errors per *week*).
- 8 Click **Save**.

## Troubleshooting DVR Errors

If your agency has chosen to receive DVR error notifications, then when a particular DVR produces a predefined number of “problem” videos within a one day or one-week time period, a message will display on the *Inbox Messages* list of all users who have the *Authorize Media Playback* permission. For example, if you have the *Authorize Media Playback* permission and the *Unit Error Count* field on the *Other* popup looks like this:  , 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](#)

Mobile-Vision, Inc.

Home Menu  
 Home  
 Search Video  
 Manage Cases  
 Media Reader  
 User Help

Bookmarks  
 L3 MVI  
 Online Support

User Preferences

Administration  
 Action  
 Manage Requests

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 Mobile-Vision Support, we commend that you try and troubleshoot the problem yourself, as described in this section.



**NOTE:** The information below is also in the DES Online Help System, which you can access directly from the error message by clicking on the help icon .

- Determine if the “problem” DVR is a Flashback, *BodyVISION*, or *BWX-100*. To do so, note the value of the device number, which is highlighted in green:
  - If the unit number begins with multiple zeros, it is a *Flashback* device.
  - If the unit number begins with **1** or **2**, it is a *BodyVISION* device.
  - If the unit number begins with **3**, it is a *BWX-100* device.

(Continued)



- 2 If the device is a *Flashback*, skip to step 4.  
– OR –  
If the device is a *BodyVISION*, skip to step 5.  
– OR –  
If the device is a BWX-100, proceed to the next step.
- 3 Verify that the BWX-100 has sufficient storage space and a sufficient battery charge, as described in the BWX-100 User’s Guide—See “Checking Remaining Record Time” and “Checking Remaining Batter Power.”
- 4 If you determine that the BWX-100 lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency’s Uplink Station. The videos on the unit will automatically upload to the DEP server, creating more storage space. The device’s battery will also begin to charge. You’ll know that charging is complete when the word “CHARGED” displays on the LCD screen.  
– OR –  
If you determine that the BWX-100 has both sufficient storage space and a sufficient battery charge, contact your Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components).

#### End of Procedure.

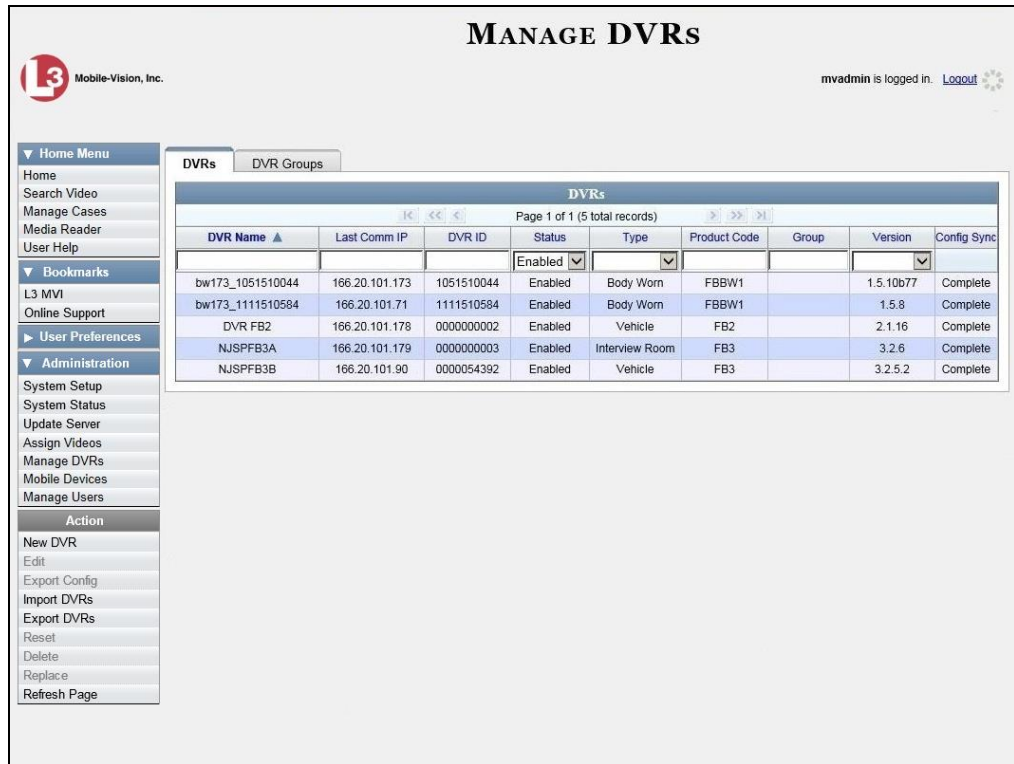
- 5 Verify that the *BodyVISION* has sufficient storage space and a sufficient battery charge, as described in the following sections:
  - BodyVISION* Battery Status Indicators, page 487
  - Checking Record Time Left on Your *BodyVISION*, page 487
- 6 If you determine that the *BodyVISION* lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency’s Uplink Station. The videos on the unit will automatically upload to the 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 Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components).

#### End of Procedure.

- 7 Proceed to the error message on your *Inbox Messages* list.

11/06/2015 09:44	Completed	The system has encountered 10 or more error(s) for unit 0000006551 in the last 24 hours.	 
------------------	-----------	--	---

- 8 Highlight the green unit number and press **Ctrl + C** to copy it to your clipboard.
- 9 Go to **Administration** and click **Manage DVRs**. The Manage DVRs page displays.



**MANAGE DVRs**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

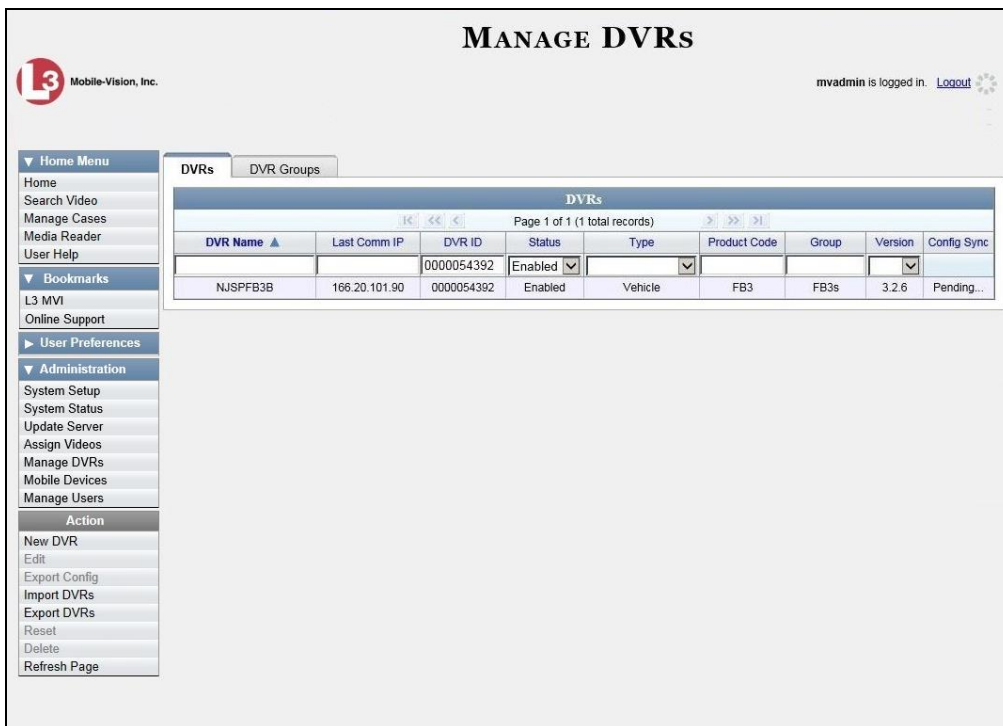
Action: New DVR, Edit, Export Config, Import DVRs, Export DVRs, Reset, Delete, Replace, Refresh Page

DVR Name ▲	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
bw173_1051510044	166.20.101.173	1051510044	Enabled	Body Worn	FBBW1		1.5.10b77	Complete
bw173_1111510584	166.20.101.71	1111510584	Enabled	Body Worn	FBBW1		1.5.8	Complete
DVR FB2	166.20.101.178	000000002	Enabled	Vehicle	FB2		2.1.16	Complete
NJSPFB3A	166.20.101.179	000000003	Enabled	Interview Room	FB3		3.2.6	Complete
NJSPFB3B	166.20.101.90	0000054392	Enabled	Vehicle	FB3		3.2.5.2	Complete

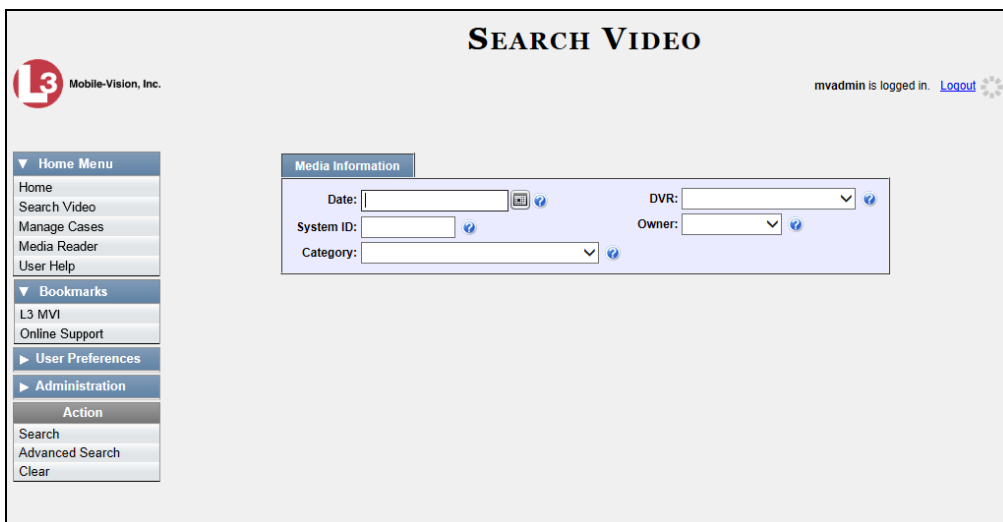
- 10 Position your cursor in the *DVR ID* field and press **Ctrl + V** to insert the unit number you copied from the error message.

The record for the “problem” DVR displays.

*(Continued)*



- 11 Write down the values in the *DVR Name* and *Product Code* columns. This information will help you select the appropriate troubleshooting procedures later.
- 12 Go to **Home Menu** and click **Search Video**. The Search Video page displays.



- 13 Select the unit's DVR name from the *DVR* drop-down list (i.e., the DVR Name that you jotted down earlier).
- 14 Go to the **Action** column and click **Search**. All videos that were recorded by the "problem" DVR display.



## VIDEO SEARCH RESULTS


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	Videos								
	Page 1 of 2 (8 total records)								
	Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	  
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	  
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	  
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:48	  
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 15:25	  
			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	Vehicle	3 min	00-Unclassified-90 Days	01/11/2016 17:56	  

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

- New Search
- Export

15 Look in the *Category* column to determine if any of the videos share a common *system-assigned* video category:

- ⇒ If any of the videos share one of the system-assigned categories listed in the table below, proceed to step 16.
- ⇒ If any of the videos do *not* share one of the system-assigned categories listed in the following table, contact Mobile-Vision Technical Support for assistance. **End of Procedure.**

Common System-Assigned Categories	
Category	Description
Background Mode	A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X, where X = the Ignition Timer setting.
Power Failure	A Flashback recording session was interrupted after a power failure occurred.
Interrupted Recording	A recording session was interrupted because the SD card (Flashback3/Flashback HD) or CF card (Flashback2) was full.
Corrupt QBX	The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video.

(Continued)

- 16 Download the appropriate troubleshooting guide from the Mobile-Vision Online Support Center:

- Flashback3 & FlashbackHD Troubleshooting Guide
- Flashback2 Troubleshooting Guide



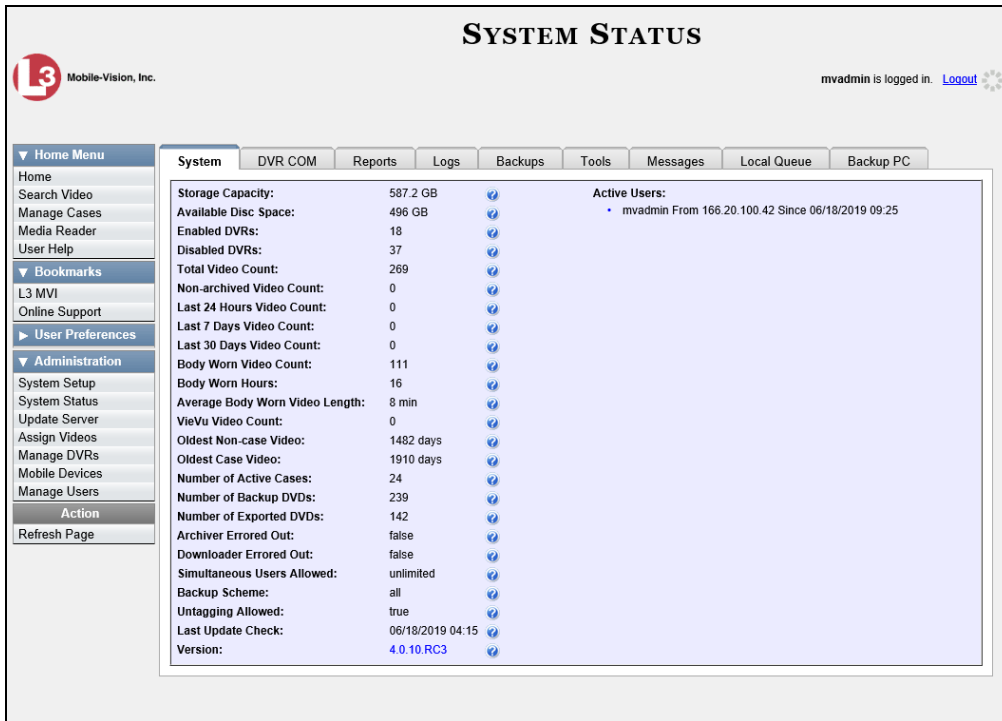
**NOTE:** If you're not sure if the DVR is a Flashback2, Flashback3, or FlashbackHD, look at the Product Code that you jotted down earlier. Flashback2s have a product code of **FB2**, Flashback3s have a product code of **FB3**, and FlashbackHDs have a product code of **FBHD**.

- 17 Once you've downloaded the appropriate troubleshooting guide, review the section(s) that relate to the video category(ies) you saw. For example, if some of the videos had a category of "Power Failure", review the section titled "Power and Boot Problems."

## Viewing the DVR Downloader Log

This section describes how to view the DVR Downloader Log. This log contains detailed information on each video transmitted to the server during a DVR's most recent download.

- 1 Go to [Administration](#) and click **System Status**. The System Status page displays.



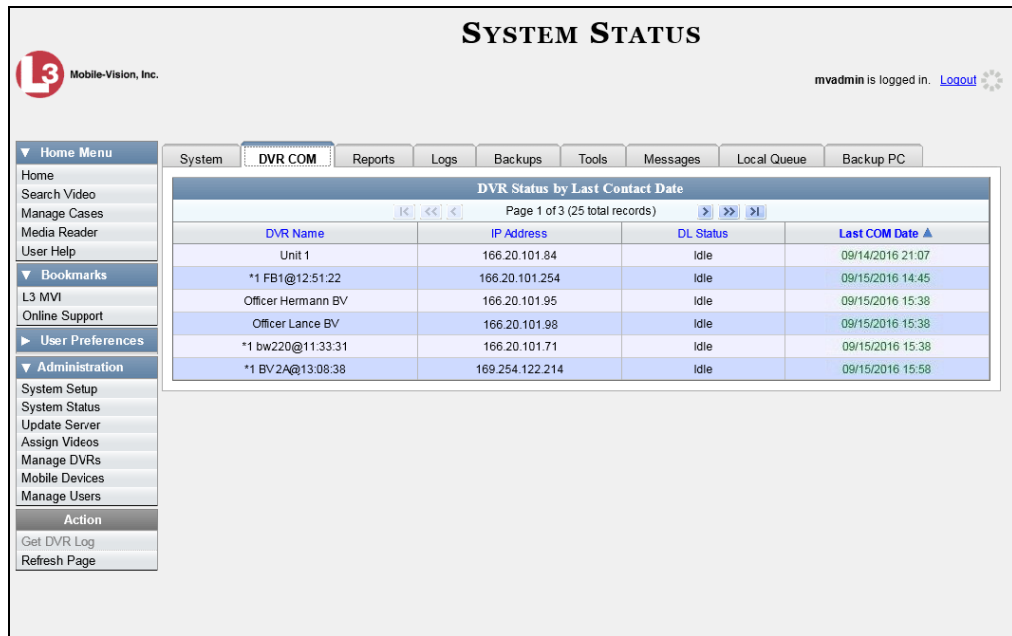
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | **DVR COM** | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB		<b>Active Users:</b>
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
VieVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

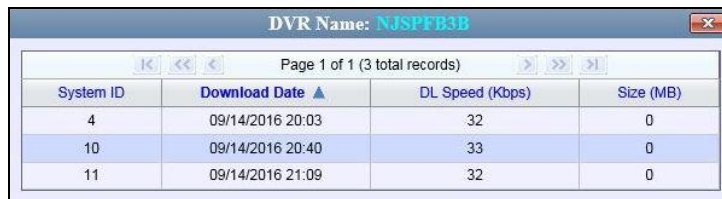
- 2 Click the **DVR COM** tab. The status of each of your DVRs displays.



DVR Name	IP Address	DL Status	Last COM Date
Unit 1	166.20.101.84	Idle	09/14/2016 21:07
*1 FB1@12:51:22	166.20.101.254	Idle	09/15/2016 14:45
Officer Hermann BV	166.20.101.95	Idle	09/15/2016 15:38
Officer Lance BV	166.20.101.98	Idle	09/15/2016 15:38
*1 bw220@11:33:31	166.20.101.71	Idle	09/15/2016 15:38
*1 BV2A@13:08:38	169.254.122.214	Idle	09/15/2016 15:58

For a description of the columns on this page, see the table on page 579.

- 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.



System ID	Download Date	DL Speed (Kbps)	Size (MB)
4	09/14/2016 20:03	32	0
10	09/14/2016 20:40	33	0
11	09/14/2016 21:09	32	0

The columns on this popup are described below.

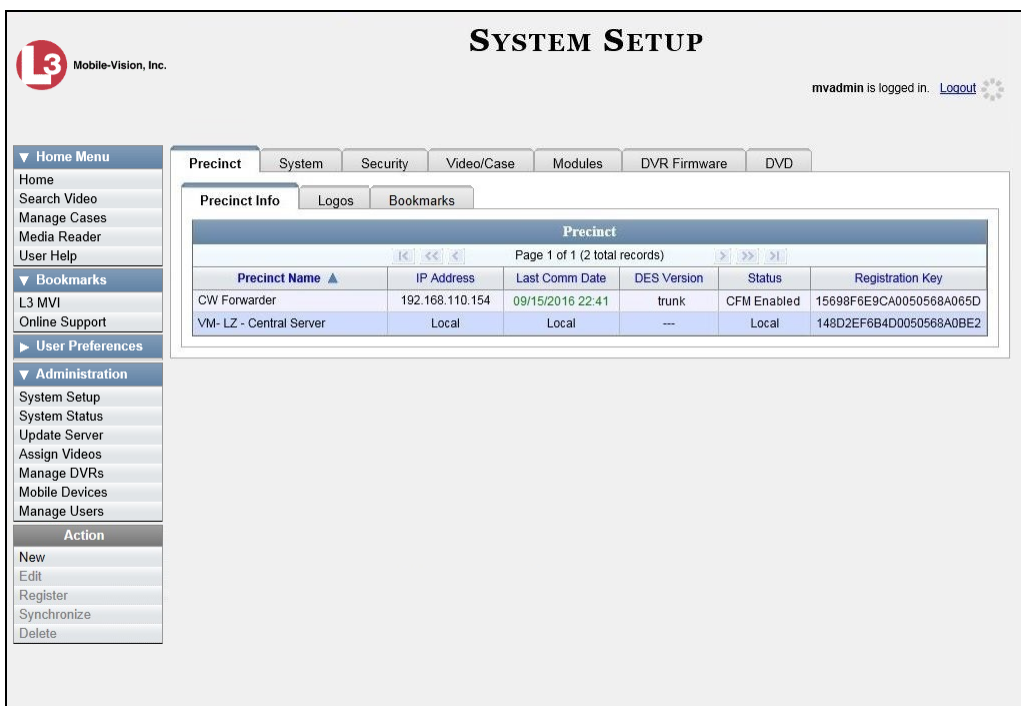
DVR Name: XYZ	
Column	Description
System ID	The system-assigned video identification number for each video clip included in this download.
Download Date	The date and time at which this video clip was transmitted to the server. Displays in mm/dd/yyyy hh:mm format.
DL Speed (Kbps)	The download speed for this video clip, in kilobits per second.
Size (MB)	The size of this video clip, in megabytes.

- When you are finished viewing the DVR Log, click the  in the upper right corner of the popup.

## Disabling/Enabling Your DVRs

This section describes how to disable or enable your Flashback and/or Body Worn DVRs. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

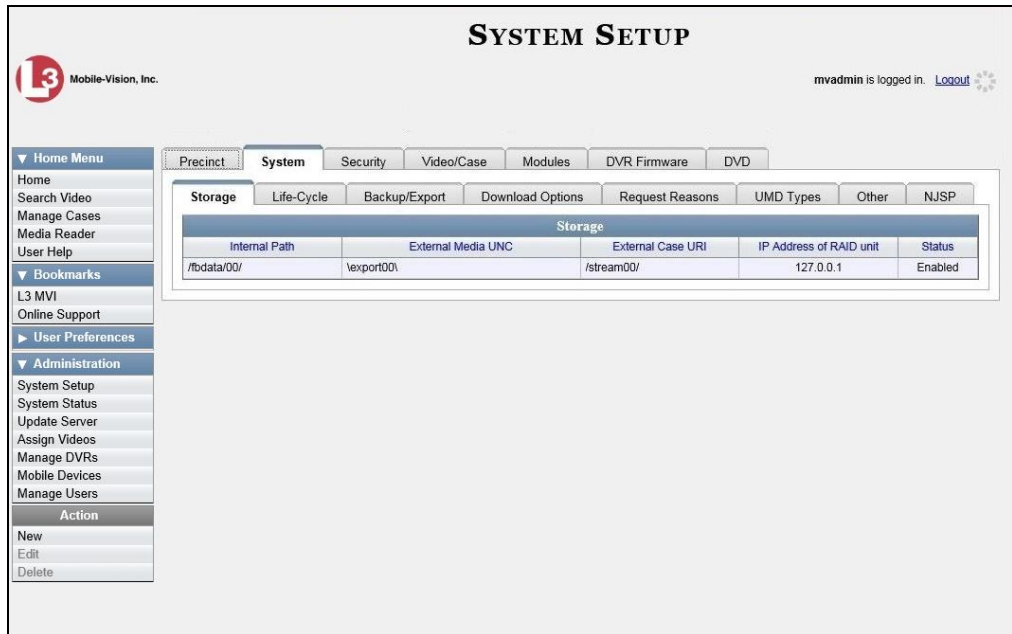
Navigation: Home Menu, Bookmarks, User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Register, Synchronize, Delete).

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD.

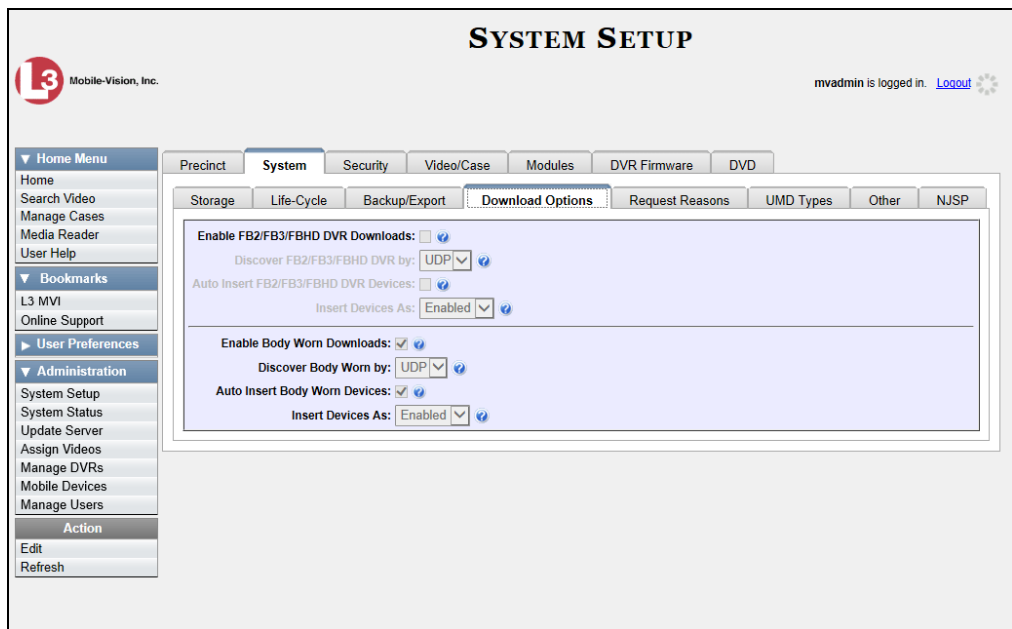
Precinct Info: Logos, Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **System** tab.

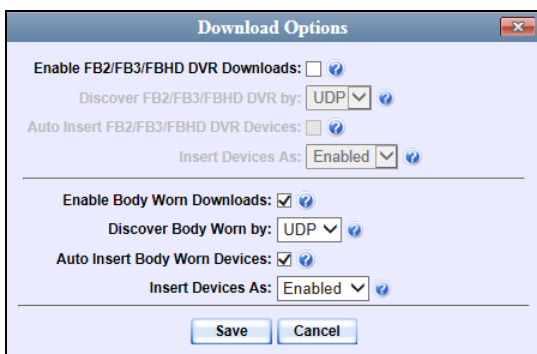


3 Click the **Download Options** tab. The Download options display.



4 Go to the **Action** column and click **Edit**. The Download Options popup displays.

(Continued)



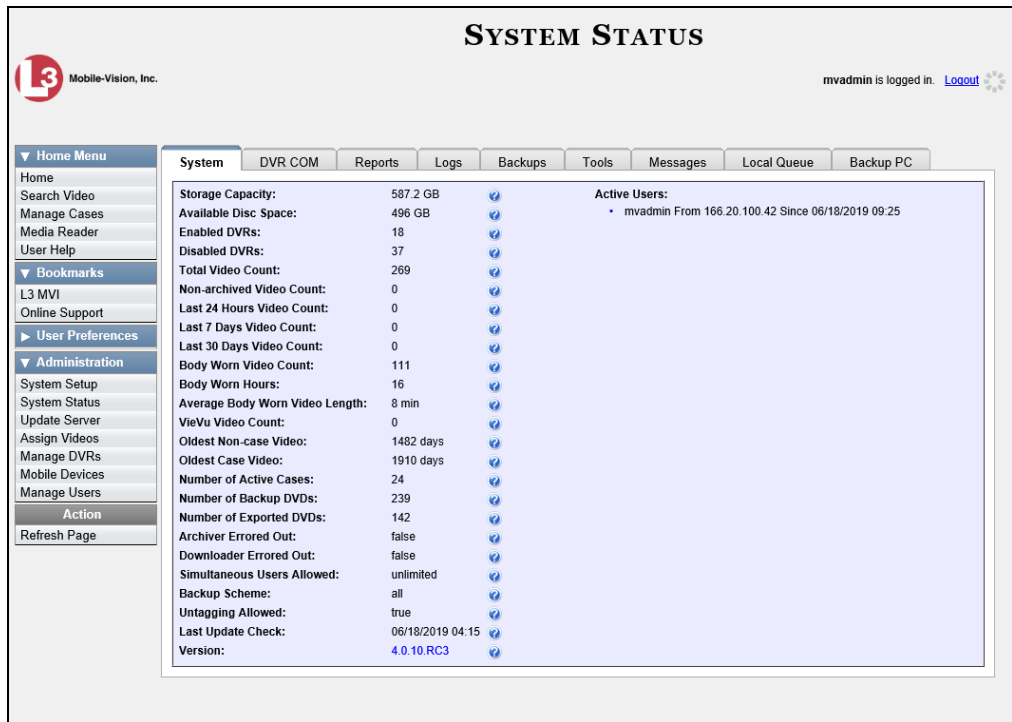
- 5 To enable/disable your Flashback2/3/HD devices, proceed to the next step. Otherwise skip to step 8.
- 6 To *enable* your Flashback2/3/HD devices, select the *Enable FB2/FB3/FBHD DVR Downloads* checkbox.  
– OR –  
To *disable* your Flashback2/3/HD devices, deselect the *Enable FB2/FB3/FBHD DVR Downloads* checkbox.
- 7 To enable/disable your Body Worn devices (includes both *BodyVISIONs* and *BWX-100s*), proceed to the next step. Otherwise skip to step 9.
- 8 To *enable* your Body Worn devices, select the *Enable Body Worn Downloads* checkbox.  
– OR –  
To *disable* your Body Worn devices, deselect the *Enable Body Worn Downloads* checkbox.
- 9 Click **Save**.

---

## 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.



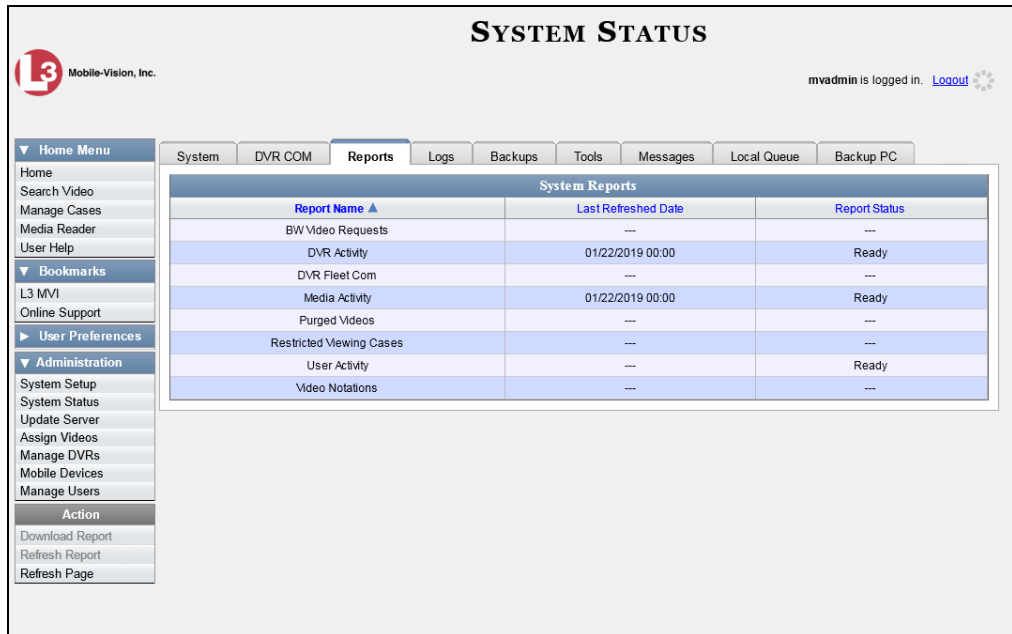
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍	<b>Active Users:</b>
Available Disc Space:	496 GB	🔍	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	🔍	
Disabled DVRs:	37	🔍	
Total Video Count:	269	🔍	
Non-archived Video Count:	0	🔍	
Last 24 Hours Video Count:	0	🔍	
Last 7 Days Video Count:	0	🔍	
Last 30 Days Video Count:	0	🔍	
Body Worn Video Count:	111	🔍	
Body Worn Hours:	16	🔍	
Average Body Worn Video Length:	8 min	🔍	
ViVu Video Count:	0	🔍	
Oldest Non-case Video:	1482 days	🔍	
Oldest Case Video:	1910 days	🔍	
Number of Active Cases:	24	🔍	
Number of Backup DVDs:	239	🔍	
Number of Exported DVDs:	142	🔍	
Archiver Errored Out:	false	🔍	
Downloader Errored Out:	false	🔍	
Simultaneous Users Allowed:	unlimited	🔍	
Backup Scheme:	all	🔍	
Untagging Allowed:	true	🔍	
Last Update Check:	06/18/2019 04:15	🔍	
Version:	4.0.10.RC3	🔍	

2 Click the **Reports** tab.



**SYSTEM STATUS**

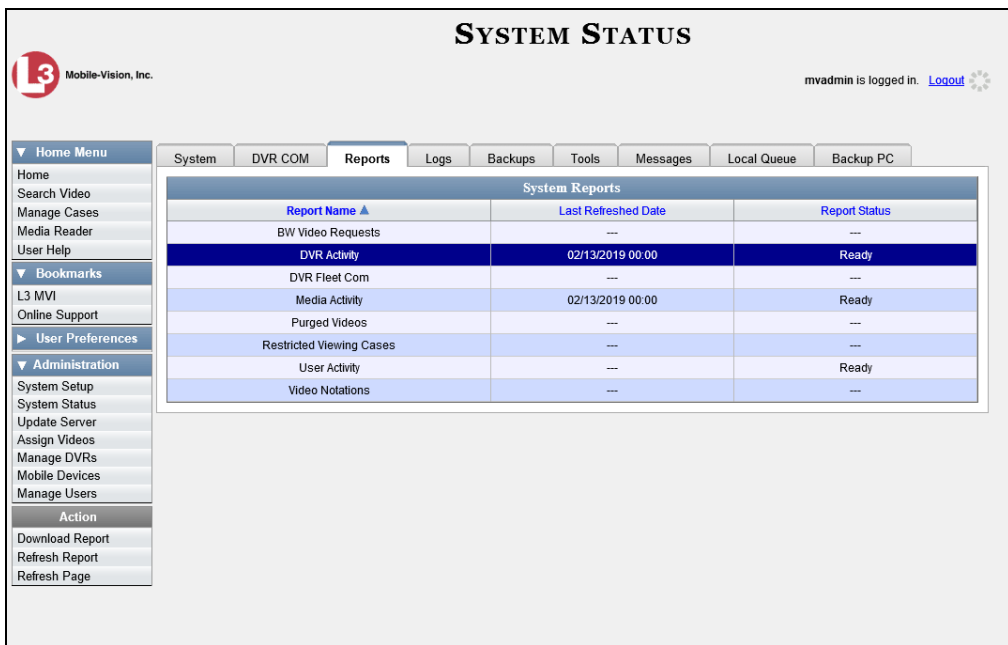
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	01/22/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	01/22/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---

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.

- Click on the **DVR Activity** report to highlight it.



The screenshot shows the 'SYSTEM STATUS' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'Reports' tab is selected, displaying a table of 'System Reports'.

Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
<b>DVR Activity</b>	02/13/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/13/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
User Activity	---	Ready
Video Notations	---	---

The 'Action' column is visible at the bottom of the interface, containing options like 'Download Report', 'Refresh Report', and 'Refresh Page'.

- Go to the **Action** column and click **Download Report**. A download message displays.



The dialog box asks: "Do you want to open or save **dvr\_activity\_report\_20160915.csv** (1.48 KB) from 166.20.101.81?" with buttons for 'Open', 'Save', and 'Cancel'.

- Click **Open**. The report displays in your default spreadsheet application.



## 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 599.

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 page 599
- Changing a Backup PC, page 603
- Deleting a Backup PC, page 606
- Viewing the Backup PC Status Page, page 608.

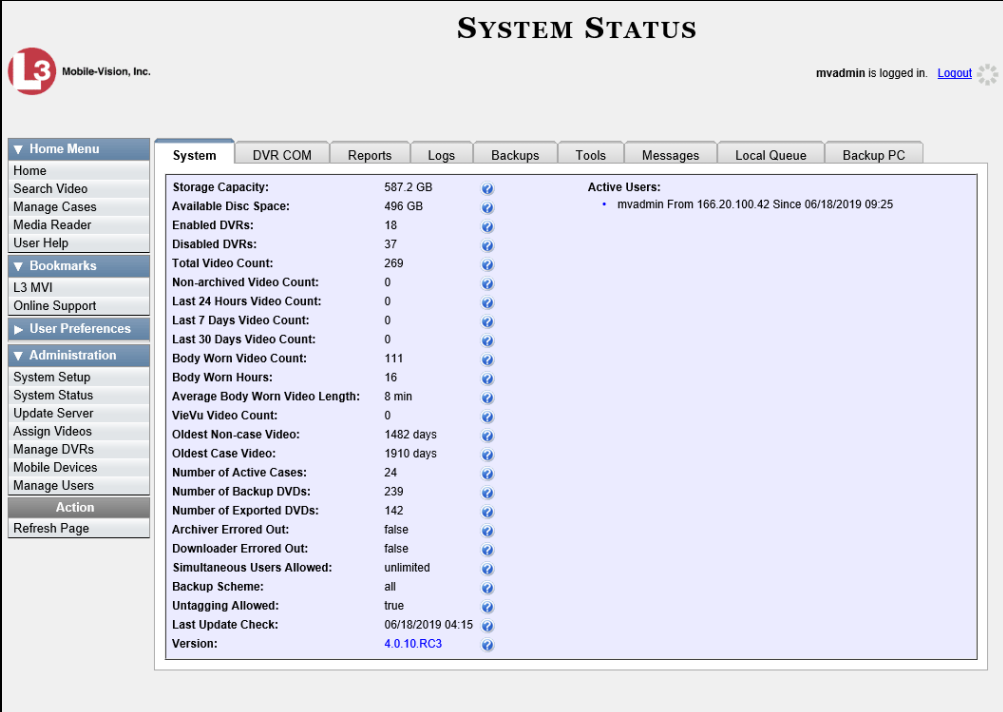
To change your auto-backup settings, see “Changing the File Types that are Automatically Archived” in chapter 3.

## 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 a 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**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

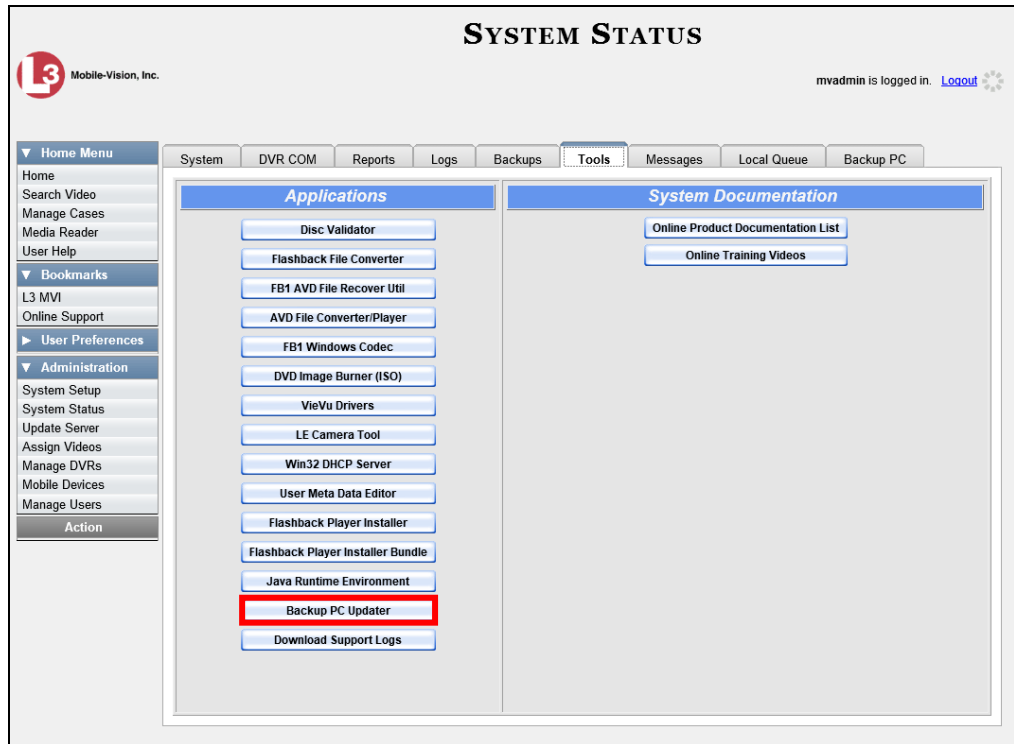
Navigation: Home Menu, Bookmarks, User Preferences, Administration, Action

System Status Page Content:

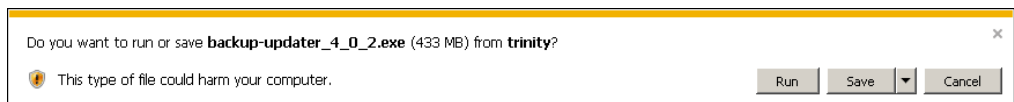
System	DVR.COM	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Storage Capacity:	587.2 GB							
Available Disc Space:	496 GB							
Enabled DVRs:	18							
Disabled DVRs:	37							
Total Video Count:	269							
Non-archived Video Count:	0							
Last 24 Hours Video Count:	0							
Last 7 Days Video Count:	0							
Last 30 Days Video Count:	0							
Body Worn Video Count:	111							
Body Worn Hours:	16							
Average Body Worn Video Length:	8 min							
VieVu Video Count:	0							
Oldest Non-case Video:	1482 days							
Oldest Case Video:	1910 days							
Number of Active Cases:	24							
Number of Backup DVDs:	239							
Number of Exported DVDs:	142							
Archiver Errored Out:	false							
Downloader Errored Out:	false							
Simultaneous Users Allowed:	unlimited							
Backup Scheme:	all							
Untagging Allowed:	true							
Last Update Check:	06/18/2019 04:15							
Version:	4.0.10.RC3							

Active Users: mvadmin From 166.20.100.42 Since 06/18/2019 09:25

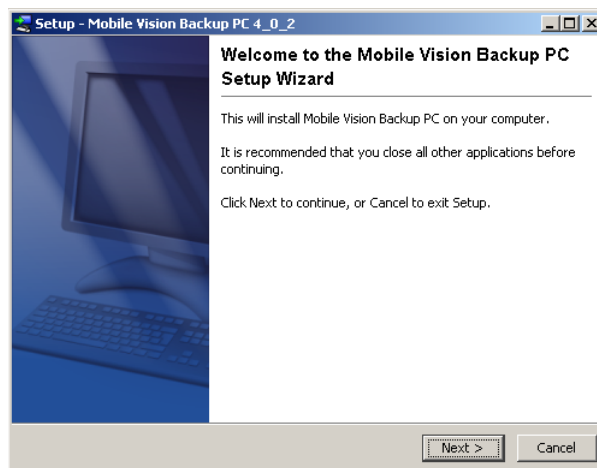
- 5 Click the **Tools** tab.



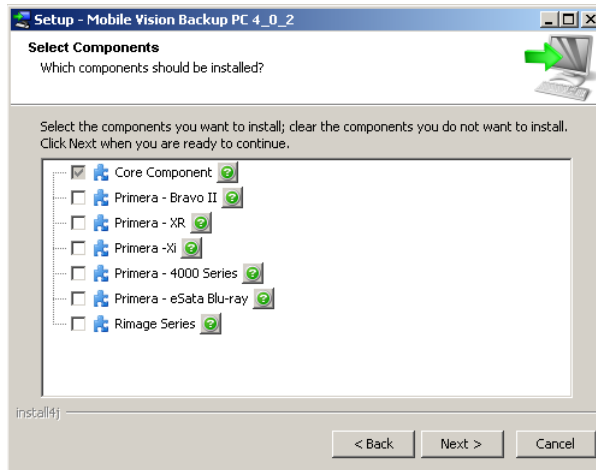
- 6 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.



- 7 Click **Run**. The system copies some files from the server to your PC. After a momentary delay, the Setup Wizard launches.



- 8 Click **Next**. A list of DVD burners displays.

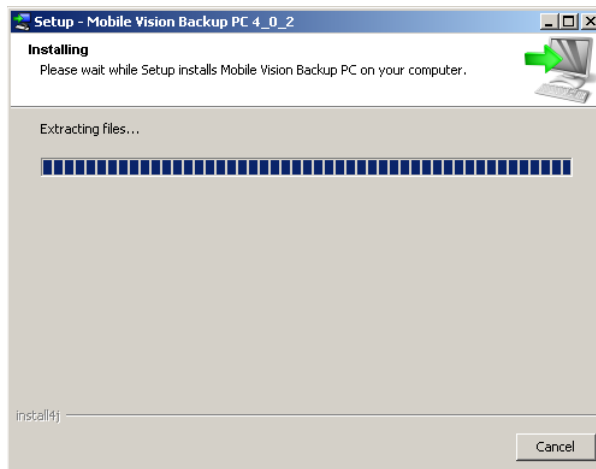


- 9 Select the type of disc burner that your Backup PC is connected to. Make sure you select *only one* burner.

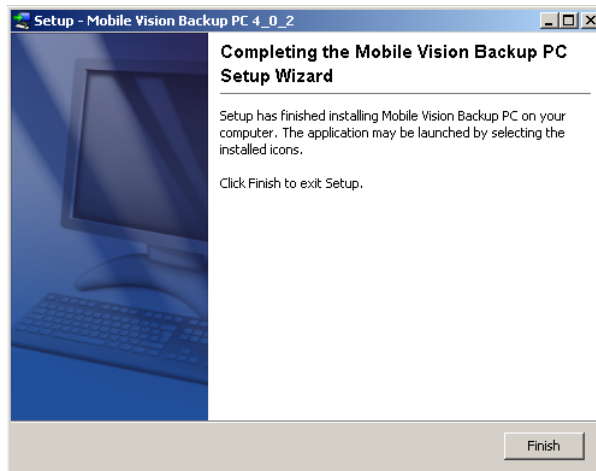


**WARNING:** If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

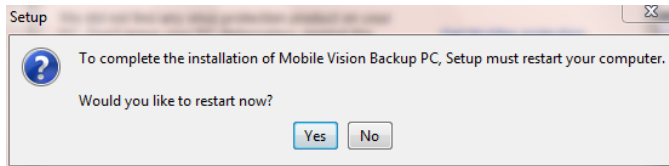
- 10 Click **Next**. The system begins updating your Backup PC.



Once the software has been installed on your PC, a confirmation message displays.



- 11 Click **Finish**. The system prompts you to reboot your PC.



- 12 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 595.

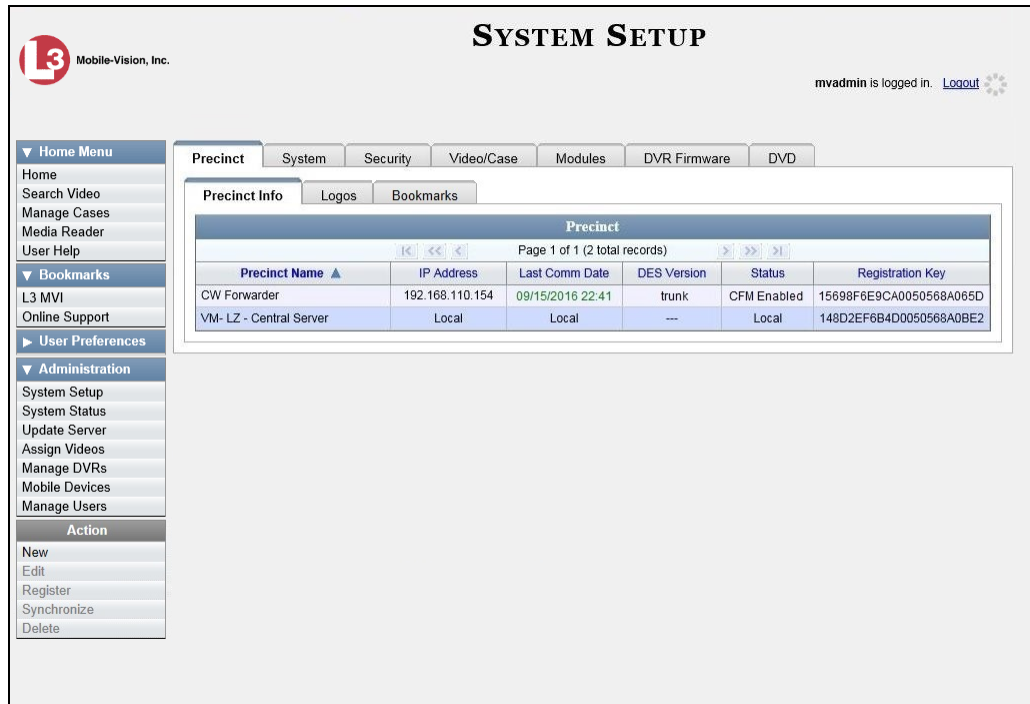
### *Regarding Bravo units*

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 a Mobile-Vision Technical Support Engineer to assist you.

- 1 Contact 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.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

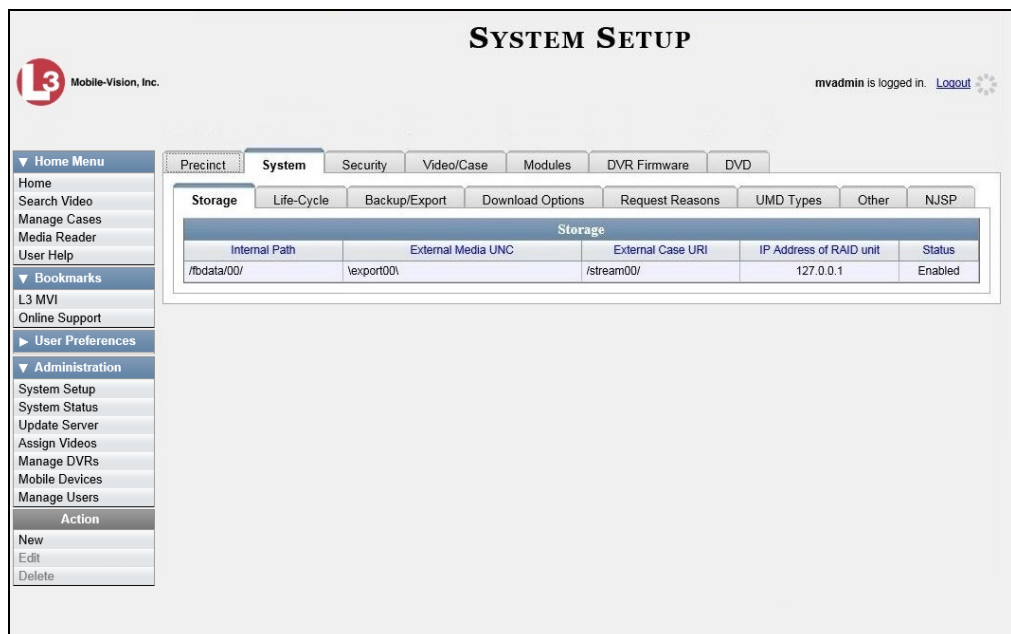
Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New, Edit, Register, Synchronize, Delete

Precinct Info Logos Bookmarks

Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 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

Bookmarks: L3 MVI, Online Support

User Preferences

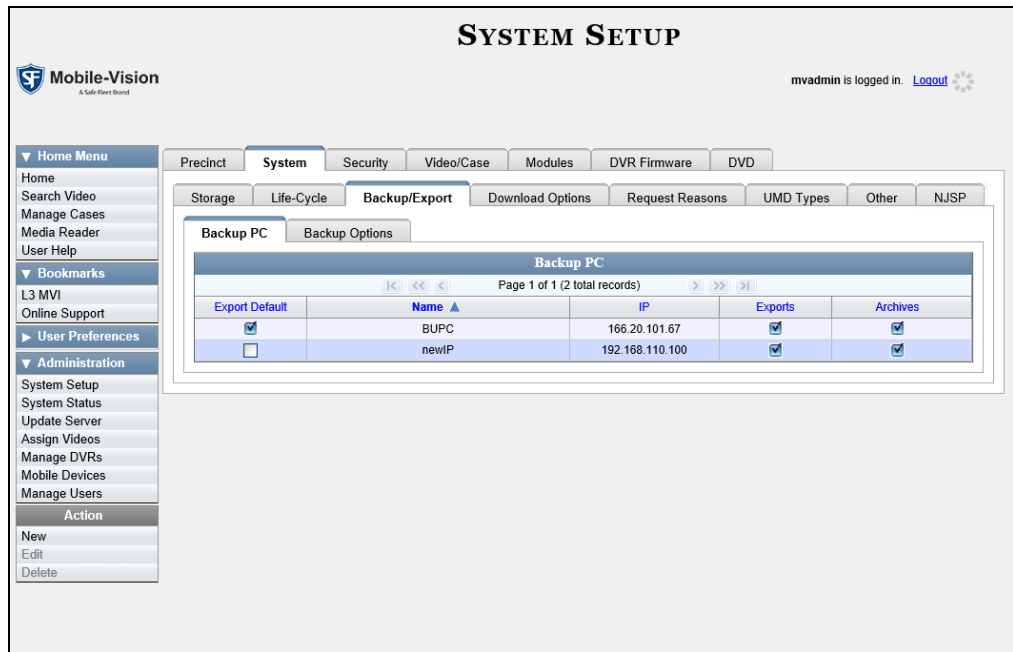
Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users

Action: New, Edit, Register, Synchronize, Delete

Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other NJSP

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

5 Click the **Backup/Export** tab.

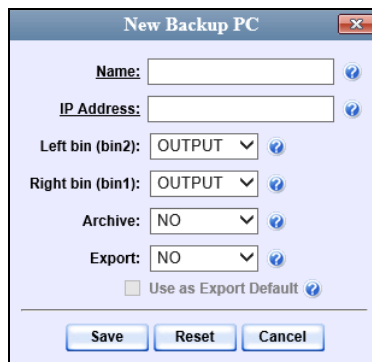


6 Make sure that the **Backup PC** tab is selected, as pictured above. The columns on this form are described below.

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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Use this backup PC as the default on the Export Options popup</li> <li><input type="checkbox"/> Do <i>not</i> use this backup PC as the default on the Export Options popup</li> </ul>
Name	The name of this Backup PC.
IP	The IP address of this Backup PC.
Exports	<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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Allow this Backup PC to process user-requested burn jobs</li> <li><input type="checkbox"/> Do <i>not</i> allow this Backup PC to process user-requested burn jobs</li> </ul>

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.



- 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 599), proceed to the next step.
- OR –
- If you plan to use the DVD burner in *regular* mode (see description on page 599), 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.
- 14 Go to the *Archive* field and select the type of disc that you wish to use for your system-generated archive discs (i.e., Certified Backup Discs).
- 15 Go to the *Export* field and select the type of disc that you wish to use for your user-requested certified copies (i.e., export discs).
- 16 If you wish to use this backup PC as the default on the Export Options popup, select the *Use as Export Default* checkbox.  
– OR –  
If you do *not* wish to use this backup PC as the default on the Export Options popup, proceed to the next step.
- 17 Click **Save**. The new Backup PC record displays on the Backup PC list.

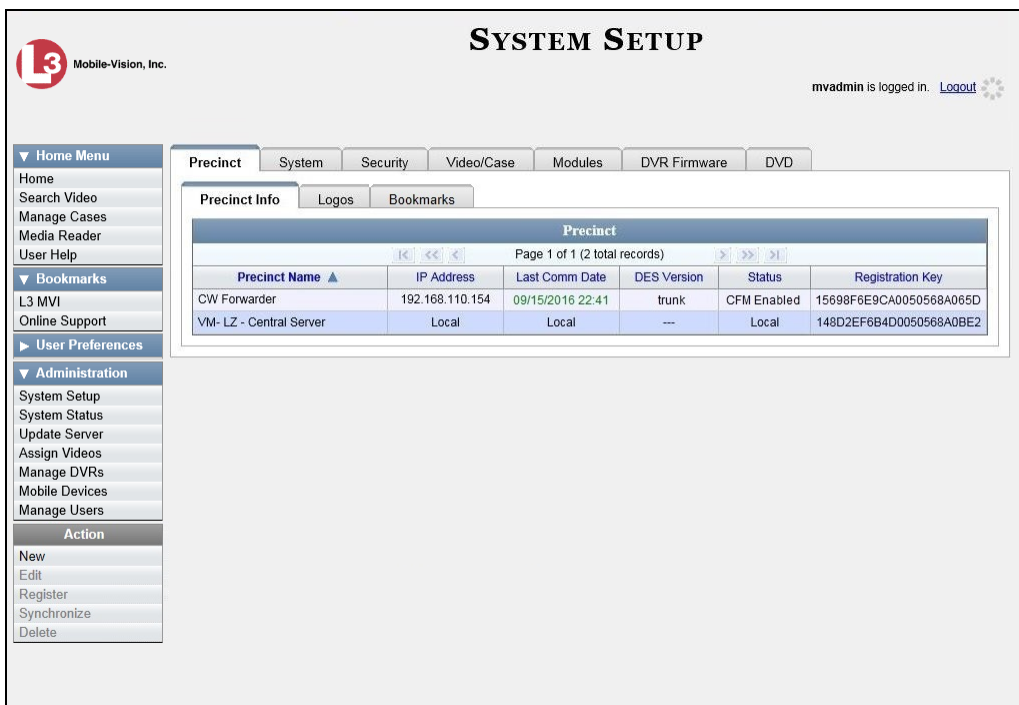
---

## Changing a Backup PC

This section describes how to update an existing backup PC record. For example, if you decide to switch from using *single* layer DVDs to *dual* layer DVDs, you'd need to update the associated backup PC record.

- 1 Go to  and click **System Setup**. The System Setup page displays.

*(Continued)*



**SYSTEM SETUP**

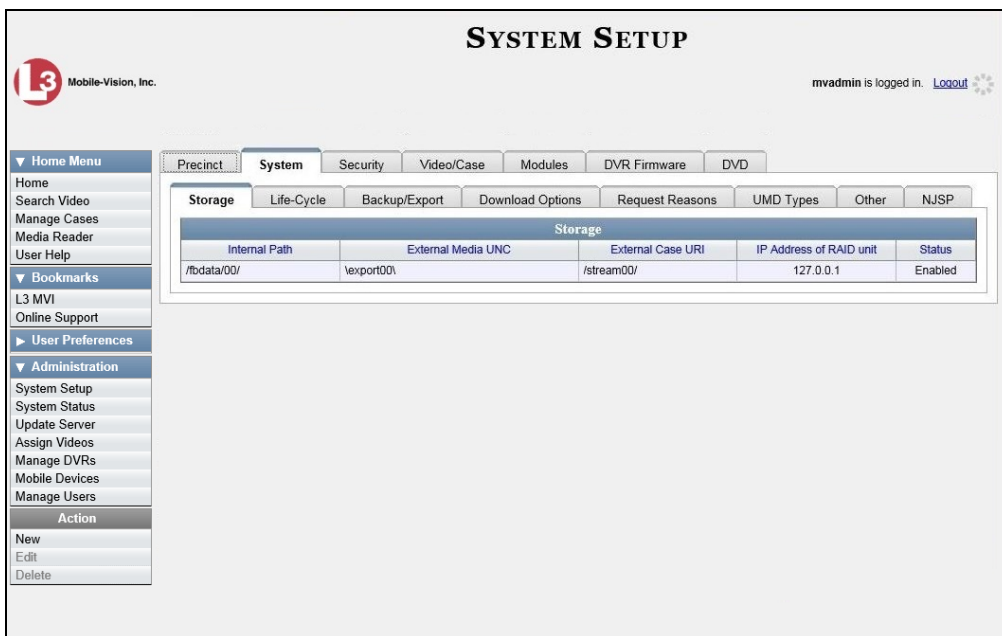
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **System** tab.



**SYSTEM SETUP**

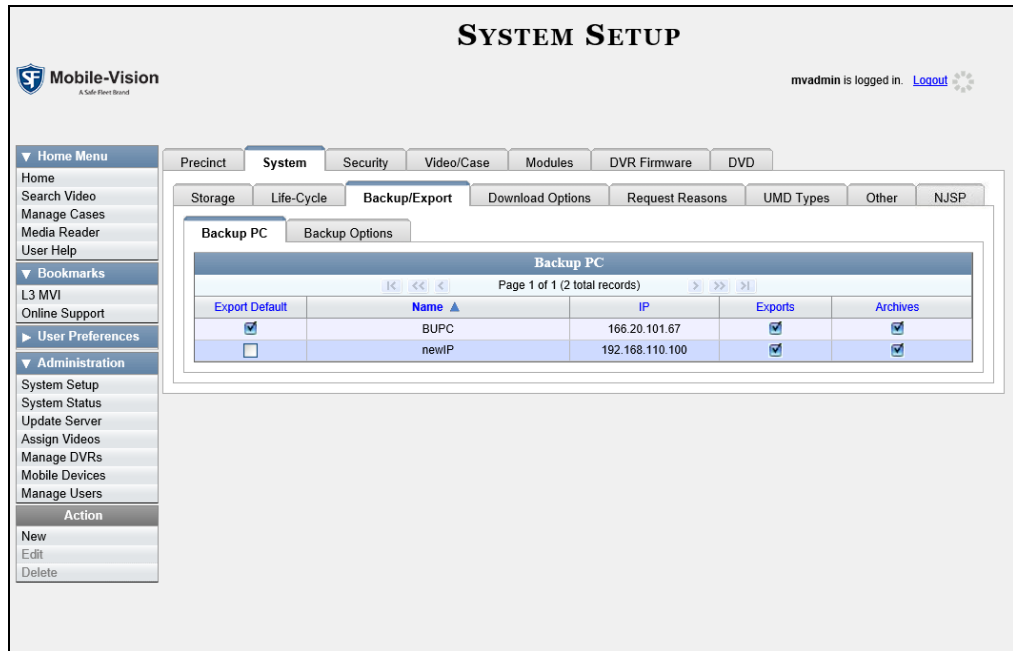
mvadmin is logged in. [Logout](#)

**System** | Precinct | Security | Video/Case | Modules | DVR Firmware | DVD

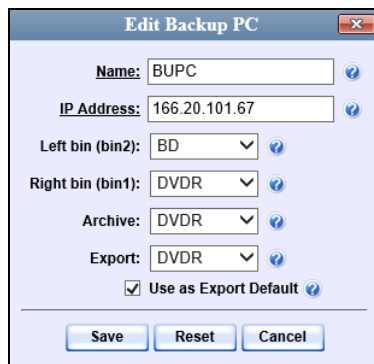
**Storage** | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **Backup/Export** tab.



- 4 Make sure that the **Backup PC** tab is selected, as pictured above. For a description of the columns on this form, see the table on page 601.
- 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.

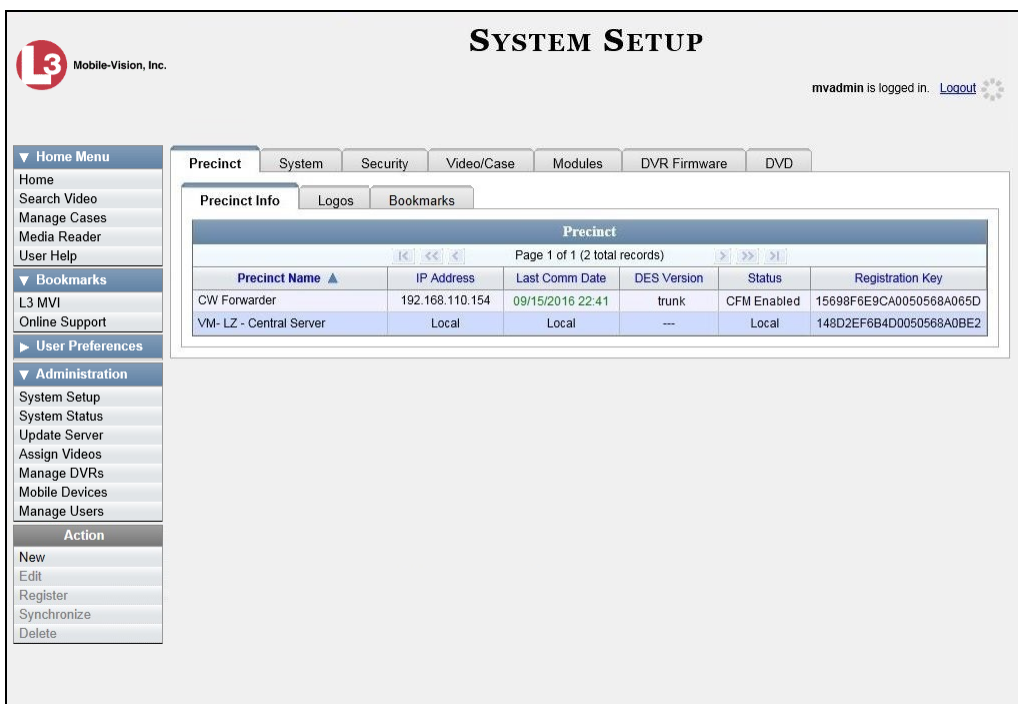


- 6 Enter/select your changes in the appropriate field(s), then click **Save**.

## 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 Mobile-Vision Technical Support Engineer.

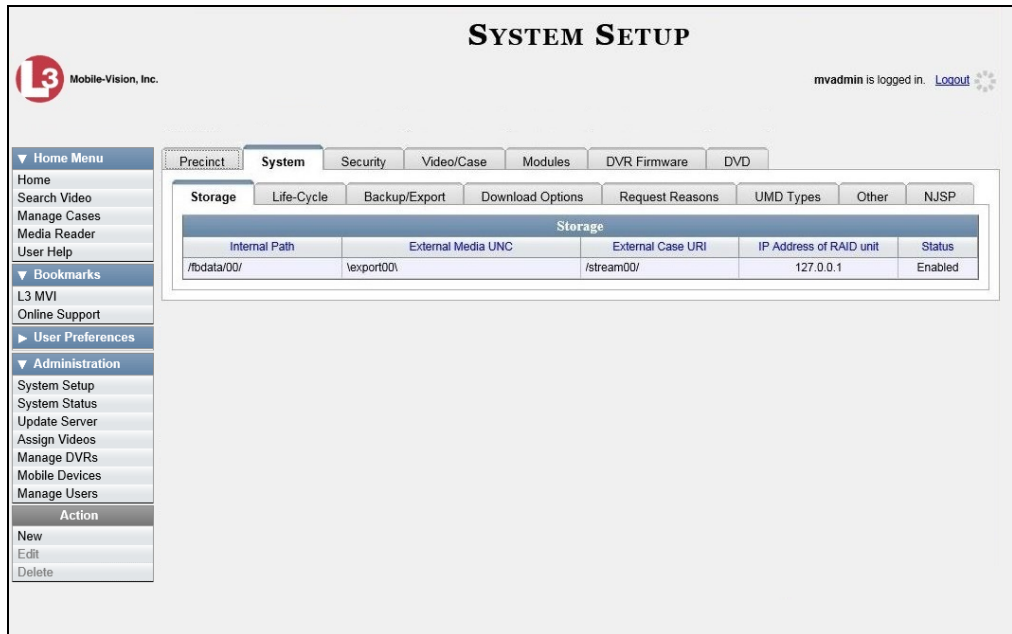
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



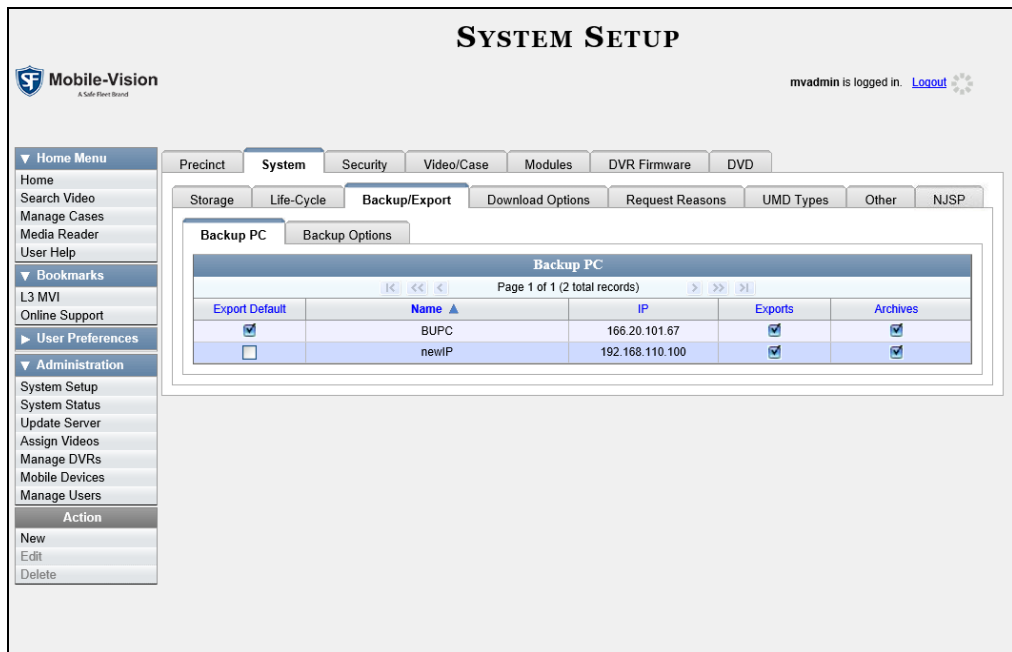
The screenshot displays the 'SYSTEM SETUP' page. The left sidebar contains a navigation menu with sections: Home Menu, Bookmarks, User Preferences, and Administration. The Administration section is expanded, showing 'System Setup' as the selected option. The main content area has tabs for 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is active, showing a 'Precinct Info' section with a table of records. The table has columns for Precinct Name, IP Address, Last Comm Date, DES Version, Status, and Registration Key. Two records are visible: 'CW Forwarder' and 'VM- LZ - Central Server'.

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 2 Click the **System** tab.



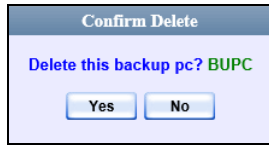
3 Click the **Backup/Export** tab.



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.

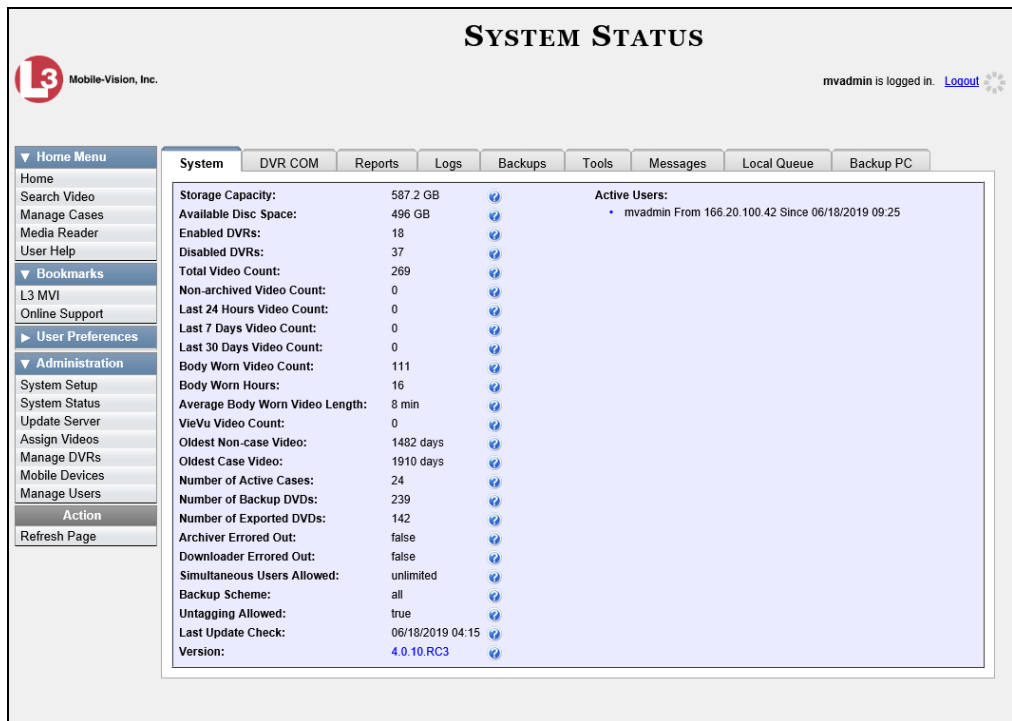


- Click **Yes**. The selected record is removed from the system.

## 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.



The screenshot shows the "SYSTEM STATUS" page in the Mobile-Vision, Inc. interface. The user "mvadmin" is logged in. The page has a navigation menu on the left and a main content area with tabs for System, DVR.COM, Reports, Logs, Backups, Tools, Messages, Local Queue, and Backup PC. The "System" tab is selected, displaying various system metrics and active users.


System Metric	Value	Status
Storage Capacity:	587.2 GB	✓
Available Disc Space:	496 GB	✓
Enabled DVRs:	18	✓
Disabled DVRs:	37	✓
Total Video Count:	269	✓
Non-archived Video Count:	0	✓
Last 24 Hours Video Count:	0	✓
Last 7 Days Video Count:	0	✓
Last 30 Days Video Count:	0	✓
Body Worn Video Count:	111	✓
Body Worn Hours:	16	✓
Average Body Worn Video Length:	8 min	✓
VieVu Video Count:	0	✓
Oldest Non-case Video:	1482 days	✓
Oldest Case Video:	1910 days	✓
Number of Active Cases:	24	✓
Number of Backup DVDs:	239	✓
Number of Exported DVDs:	142	✓
Archiver Errored Out:	false	✓
Downloader Errored Out:	false	✓
Simultaneous Users Allowed:	unlimited	✓
Backup Scheme:	all	✓
Untagging Allowed:	true	✓
Last Update Check:	06/18/2019 04:15	✓
Version:	4.0.10.RC3	✓

**Active Users:**

- mvadmin From 166.20.100.42 Since 06/18/2019 09:25

- Click the **Backup PC** tab. The current status of your backup PC displays.

## SYSTEM STATUS


mvadmin is logged in. [Logout](#)

▼ Home Menu

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

▼ Bookmarks

- L3 MVI
- Online Support

▼ Administration

- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

Action

- Refresh Page

System
DVR COM
Reports
Logs
Backups
Tools
Messages
Local Queue
Backup PC

Current Status						
Name	State	Error Message	Discs	Ribbon Count	Black/Color %	Version
Rimage	READY	No Errors	9/5	341	-/-	8.7.56.0

If there are any error messages, they will display here. The columns on this tab 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 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).

(Continued)

Backup PC (cont'd)	
Column	Description
Ribbon Count <i>(Rimage 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 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.

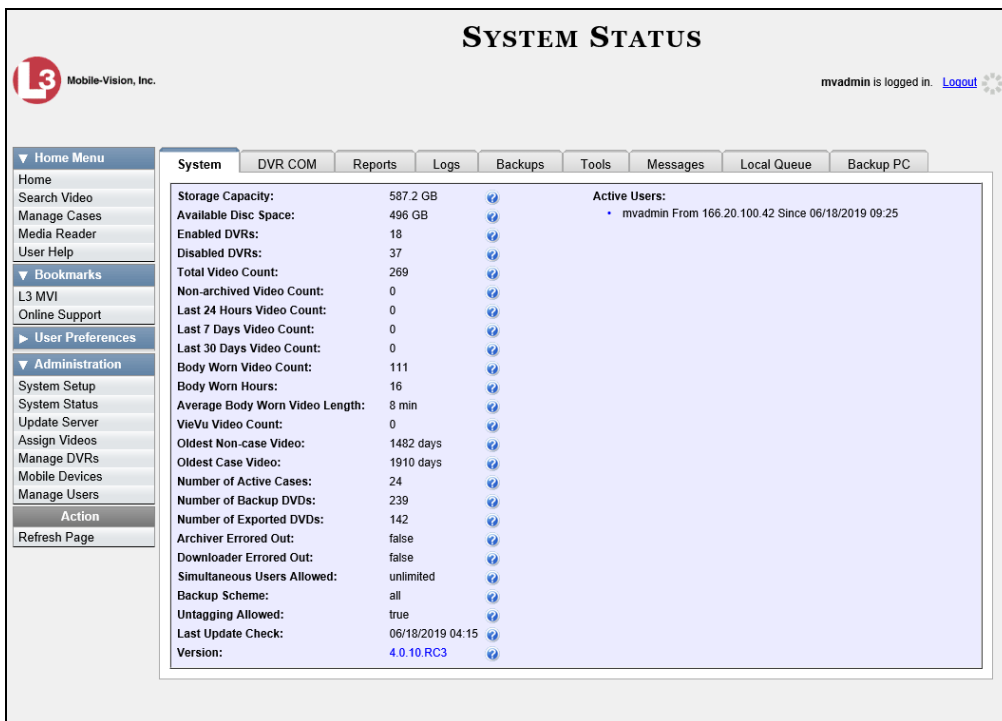
For more information, see:

- Viewing the System Logs, next page
- Viewing System Alerts from the 'Messages' Tab, page 613
- Adding a Remote Precinct, page 615
- Updating Precinct Information, page 618
- Forwarding System Messages to Your Regular Mailbox, page 621
- Changing the Application Display Logo, page 623
- Maintaining Storage Devices, page 625
- Viewing/Changing the Online Lifecycle Settings, page 632
- Maintaining the 'Race' Field, page 637
- Activating the Interview Room Module, page 644
- Viewing the System Status Page, page 648
- Viewing/Printing Software Release Notes, page 652
- Accessing Product Manuals & Training Videos, page 652
- Updating the Application, page 657
- Changing the Session Timeout Setting, page 665
- Changing the Application's Color Scheme, page 667
- Downloading the Support Logs, page 670
- Downloading the Java Runtime Environment (JRE) Application, page 672
- Maintaining the NJSP Tables, page 674
- Manually Synchronizing the DEP Server with DEF Servers, page 690
- Maintaining Bookmarks, page 691
- Changing the Number of Rows Per Page, page 696.

## 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.



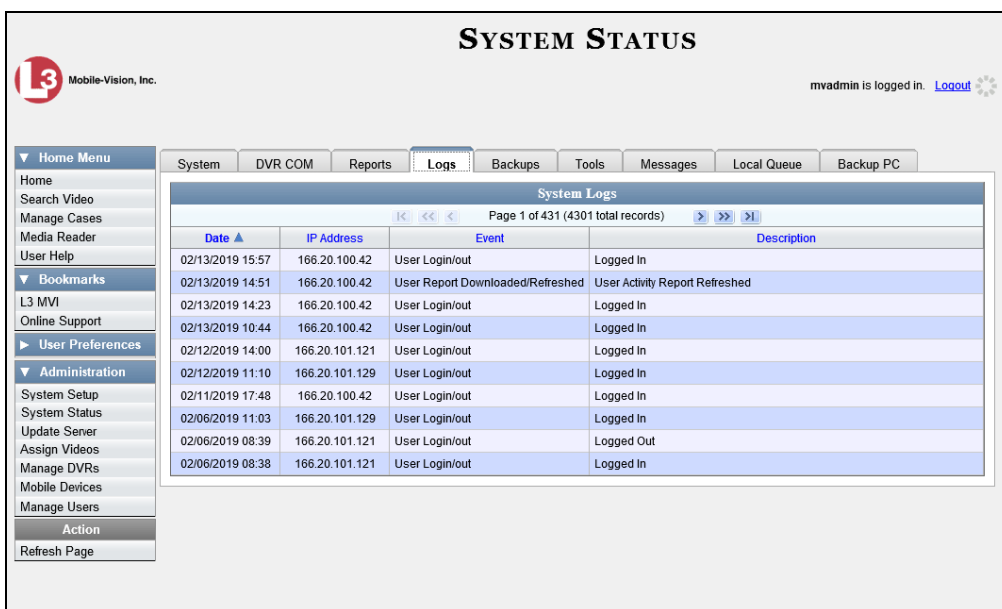
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	587.2 GB	Active Users:	mvadmin From 166.20.100.42 Since 06/18/2019 09:25
<b>Available Disc Space:</b>	496 GB		
<b>Enabled DVRs:</b>	18		
<b>Disabled DVRs:</b>	37		
<b>Total Video Count:</b>	269		
<b>Non-archived Video Count:</b>	0		
<b>Last 24 Hours Video Count:</b>	0		
<b>Last 7 Days Video Count:</b>	0		
<b>Last 30 Days Video Count:</b>	0		
<b>Body Worn Hours:</b>	111		
<b>Body Worn Video Length:</b>	16		
<b>Average Body Worn Video Length:</b>	8 min		
<b>VieVu Video Count:</b>	0		
<b>Oldest Non-case Video:</b>	1482 days		
<b>Oldest Case Video:</b>	1910 days		
<b>Number of Active Cases:</b>	24		
<b>Number of Backup DVDs:</b>	239		
<b>Number of Exported DVDs:</b>	142		
<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>	06/18/2019 04:15		
<b>Version:</b>	4.0.10.RC3		

- Click the **Logs** tab. The system logs display.



**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | **Logs** | Backups | Tools | Messages | Local Queue | Backup PC

**System Logs**

Page 1 of 431 (4301 total records)

Date	IP Address	Event	Description
02/13/2019 15:57	166.20.100.42	User Login/out	Logged In
02/13/2019 14:51	166.20.100.42	User Report Downloaded/Refreshed	User Activity Report Refreshed
02/13/2019 14:23	166.20.100.42	User Login/out	Logged In
02/13/2019 10:44	166.20.100.42	User Login/out	Logged In
02/12/2019 14:00	166.20.101.121	User Login/out	Logged In
02/12/2019 11:10	166.20.101.129	User Login/out	Logged In
02/11/2019 17:48	166.20.100.42	User Login/out	Logged In
02/06/2019 11:03	166.20.101.129	User Login/out	Logged In
02/06/2019 08:39	166.20.101.121	User Login/out	Logged Out
02/06/2019 08:38	166.20.101.121	User Login/out	Logged In

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

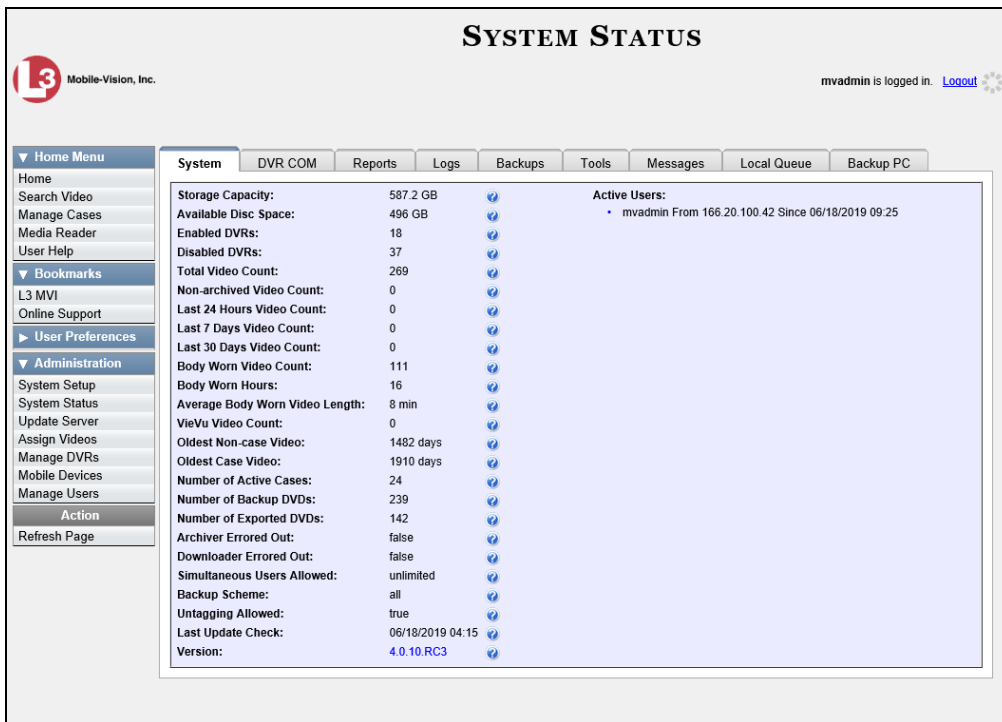
Occasionally, the system may send alert messages to the System Administrator, informing you of a possible problem or error that may require some action on your part. These messages show up in two places: on your Home page's *Inbox Messages* list, and on the *Messages* tab. The difference between viewing 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 (as described in this section), and then review individual messages on the Home page if more information is required.

*(Continued)*

- Go to **Administration** and click **System Status**. The System Status page displays.



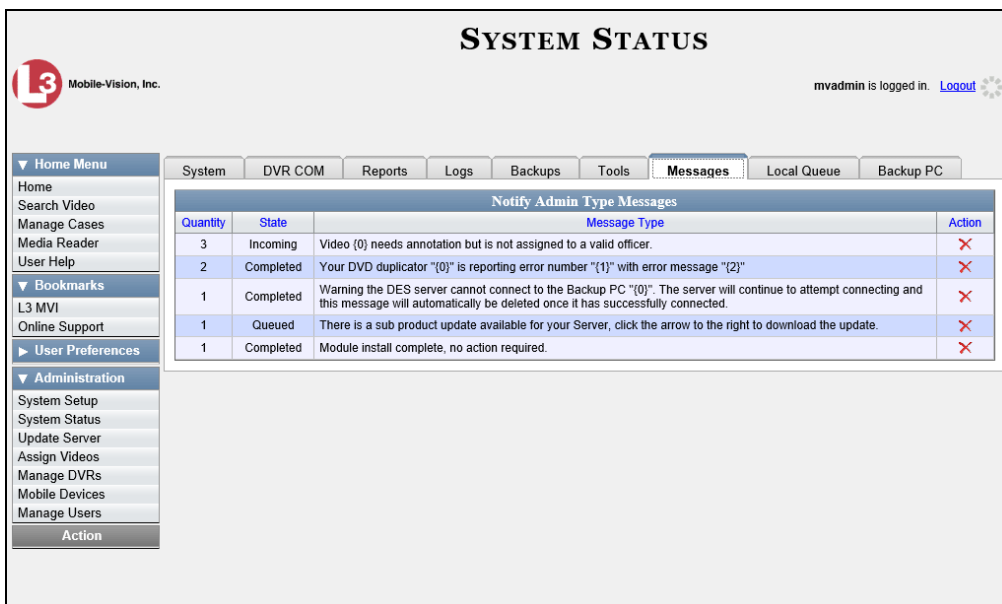
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System	Value	Action	Active Users
Storage Capacity:	587.2 GB		Active Users: • mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Available Disc Space:	496 GB		
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
VieVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

- Click the **Messages** tab. Any alert messages for the System Administrator display.



**SYSTEM STATUS**


Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | **Messages** | Local Queue | Backup PC

Notify Admin Type Messages			
Quantity	State	Message Type	Action
3	Incoming	Video (0) needs annotation but is not assigned to a valid officer.	
2	Completed	Your DVD duplicator "[0]" is reporting error number "[1]" with error message "[2]"	
1	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	Queued	There is a sub product update available for your Server, click the arrow to the right to download the update.	
1	Completed	Module install complete, no action required.	

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.

- 3 After you have resolved the issue associated with an alert message, click the  to the right of that message to delete all messages related to that issue.

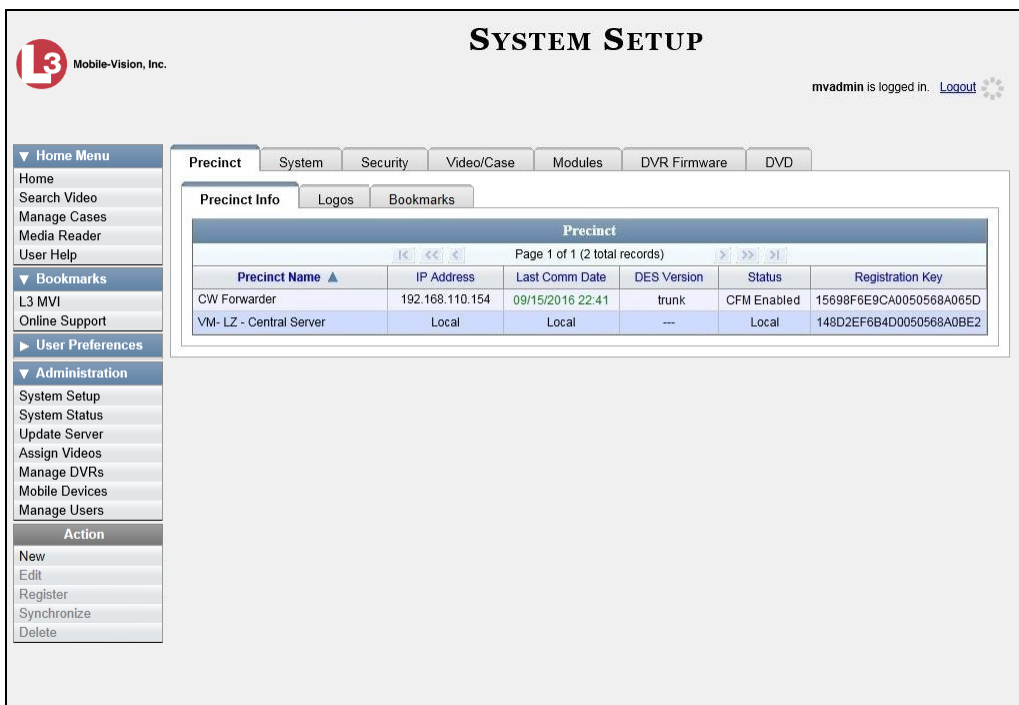
## Adding a Remote Precinct

This section describes how to add a new record for each of your remote DEF servers. This step enables your central DEP server to manage the following data on the DEF servers:

- Add/change/delete custom User Metadata fields
- Update DVR records
- Add/change/delete DVR Group records
- Change video download options
- Update DVR firmware
- Update Video Categories. Video categories affect both the backup status and video retention policy for your videos.

- 1 Go to  and click **System Setup**. The System Setup page displays.

(Continued)



- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.
- 4 Go to the **Action** column and click **New**. The New Precinct form displays.

The 'New Precinct' form contains the following fields and options:

- Precinct Data:**
  - Organization Name: [Text Field]
  - Precinct Name: [Text Field]
  - Address: [Text Field]
  - Phone Number: [Text Field]
  - IP Address: [Text Field]
- Current Versions:**
  - Centralized Fleet Management:
  - Current DES Version: [Text Field]
  - FB2 Current FW Version: [Text Field]
  - FB3/HD Current FW Version: [Text Field]
  - BW1 Current FW Version: [Text Field]

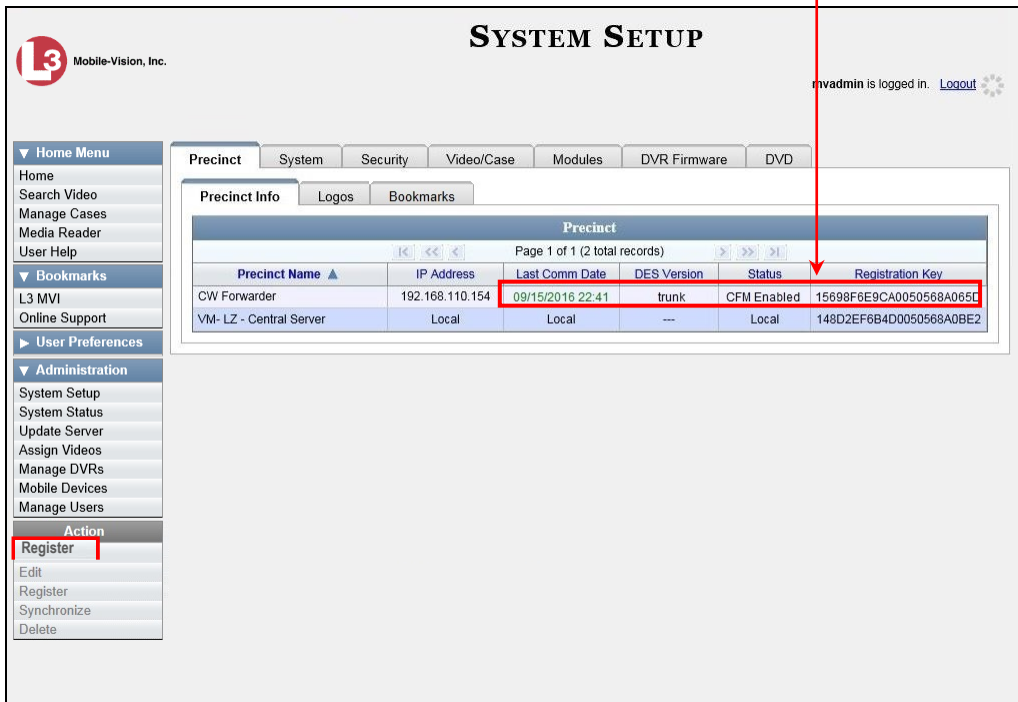
Buttons: Save, Cancel

The fields on this form are described in the following table.

Precinct Data	
Field	Description
Organization Name	The name of your parent agency—NJSP. <i>Required field.</i>
Precinct Name	The name of the remote precinct that the DEF server is installed at. <i>Required field.</i>
Address	The mailing address for the remote precinct.
Phone Number	The phone number for the remote precinct.
IP Address	The IP address of the DEF server that is installed at the remote precinct. <i>Required field.</i>
Current Versions	
Centralized Fleet Management	A checkbox that, when selected, enables the central DEP server to manage the remote DEF server’s UMD, DVR, DVR Group, download options, firmware, and video category data. <b>Note:</b> After you select this checkbox, the System Administrators at the remote precinct will no longer be able to control these functions.
Current DES Version	The current version of DEF that is installed on the remote DEF server. <i>Display only field.</i>
FB2 Current Firmware Version	The current firmware version that is assigned to the Flashback2 DVRs that reside on the remote DEF server. <i>Display only field.</i>
FB3/FBHD Current Firmware Version	The current firmware version that is assigned to the Flashback3 and FlashbackHD DVRs that reside on the remote DEF server. <i>Display only field.</i>
BW1 Current Firmware Version	The current firmware version that is assigned to the BodyVISION DVRs that reside on the remote DEF server. <i>Display only field.</i>

- 5 Enter **NJSP** in the *Organization Name* field.
- 6 Enter a unique name for the remote precinct in the *Precinct Name* field.
- 7 Enter the address for the remote precinct in the *Address* field (optional).
- 8 Enter the main phone number for the remote precinct in the *Phone Number* field (optional).
- 9 Enter the IP address of the DEF server that is installed at the remote precinct.
- 10 Select the *Centralized Fleet Management* checkbox. This will give your central DEP server control over this remote DEF server.

- 11 Click **Save**. The local DEP server will establish communication with the remote DEF server. This may take several minutes. Once communication has been established, the last four columns of the remote precinct record will be populated.



**SYSTEM SETUP**

Mobile-Vision, Inc. madmin is logged in. Logout

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

Precinct Page 1 of 1 (2 total records)

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065C
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

Action

- Register
- Edit
- Register
- Synchronize
- Delete

- 12 Click on the remote precinct record to highlight it.
- 13 Go to the **Action** column and click **Register**. Once registration is complete, a confirmation message will display.

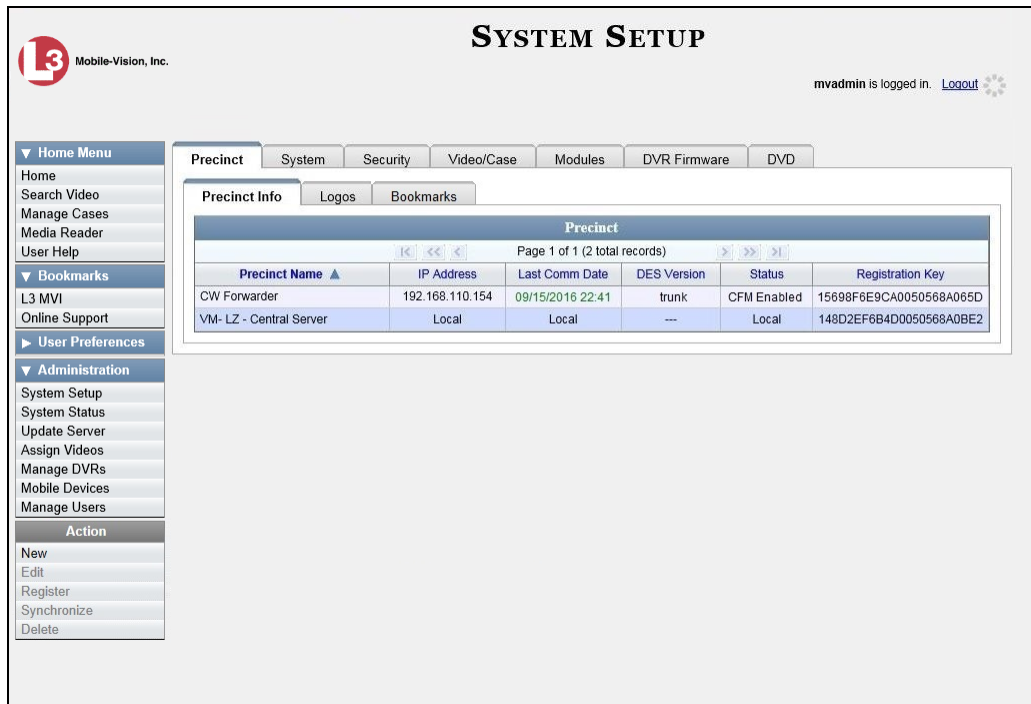
The Precinct has been successfully registered.

## Updating Precinct Information

This section describes how to update a precinct record. You have one precinct record for your central DEP server and one precinct record for each of your remote DEF servers

- 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 remote or local precinct record you wish to update, then select **Edit** from the popup menu. The Edit Precinct form displays.

The 'Edit Precinct' form contains the following fields:

- Precinct Data:**
  - Organization Name: CW Central
  - Precinct Name: Mobile-Vision Inc.
  - Address: 2600 Lake Lucien Drive, Maitland, FL
  - Phone Number: 800-336-8475
  - Support Expiration: 08/17/2017
  - Registration Key: 156949739EF0050568A71F2
- Current Versions:**
  - Current DES Version: trunk
  - FB2 Current FW Version: 2.1.16
  - FB3/HD Current FW Version: 3.2.6
  - BW1 Current FW Version: 1.5.8
- Mail Server:**
  - Mail Server Login: [Empty]
  - Mail Server Password: [Empty]
  - Sender Address: [Empty]
  - SMTP Host: [Empty]
  - SMTP Port: [Empty]

Buttons: Save, Cancel

Sample local precinct

Sample remote precinct

The fields on this form are described below.

Precinct Data	
Field	Description
Organization Name	The name of your parent agency—NJSP. <i>Required field.</i>
Precinct Name	The name of the local or remote precinct. <i>Required field.</i>
Address	The mailing address for the local or remote precinct.
Phone Number	The phone number for the local or remote precinct.
IP Address	The IP address of the server that is installed at the local or remote precinct. <i>Required field.</i>
Centralized Fleet Management	A checkbox that, when selected, enables the central DEP server to manage the remote DEF server’s UMD, DVR, DVR Group, download options, firmware, and video category data. You can only change this setting from the central DEP server. <b>Note:</b> After you select this checkbox, the System Administrators at the remote precinct will no longer be able to control these functions.
Current Versions	
Current DES Version	The current version of this local or remote server. <i>Display only field.</i>
FB2 Current Firmware Version	The current firmware version that is assigned to the Flashback2 DVRs that reside on this local or remote server. <i>Display only field.</i>
FB3/FBHD Current Firmware Version	The current firmware version that is assigned to the Flashback3 and FlashbackHD DVRs that reside on this local or remote server. <i>Display only field.</i>

Current Versions (cont'd)	
BW1 Current Firmware Version	The current firmware version that is assigned to the <i>BodyVISION</i> DVRs that reside on this local or remote server. <i>Display only field.</i>

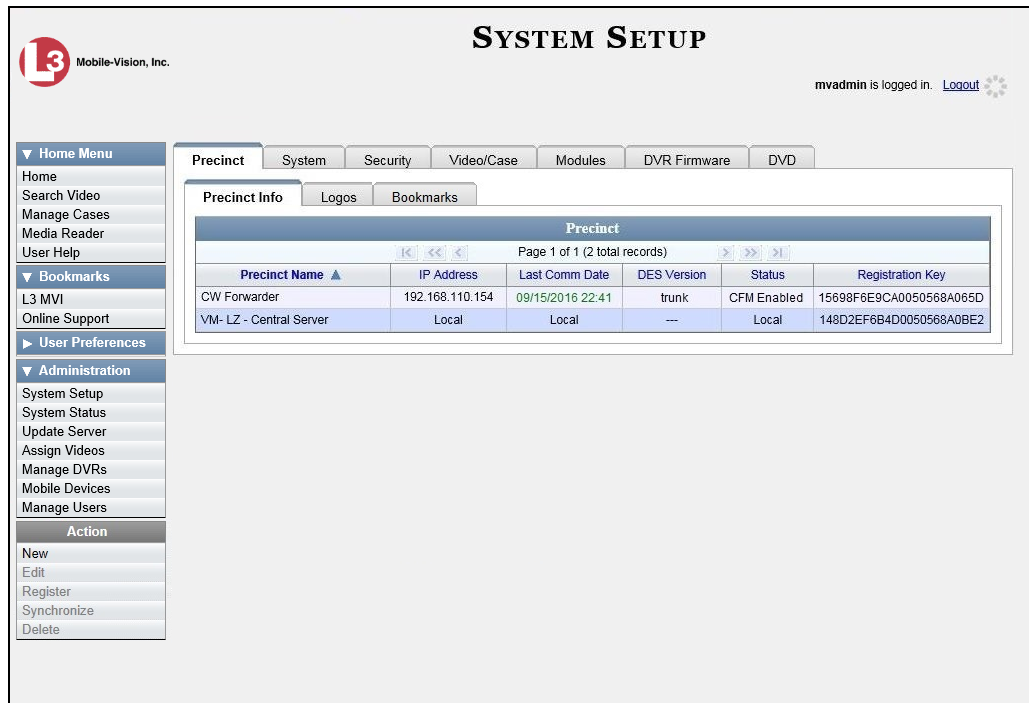
For information on the Mail Server function, see the next section, “Forwarding System Messages to Your Regular Mailbox.”

- Go to the Precinct Data section of the form and enter your changes in the appropriate field(s).
- 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.

- Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Bookmarks, User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), Action (New, Edit, Register, Synchronize, Delete).

System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Tab: Precinct

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- If it is not already selected, click the **Precinct** tab.
- If it is not already selected, click the **Precinct Info** tab.

- Right-click on the precinct record, then select **Edit** from the popup menu. The Edit Precinct popup displays.

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 617.

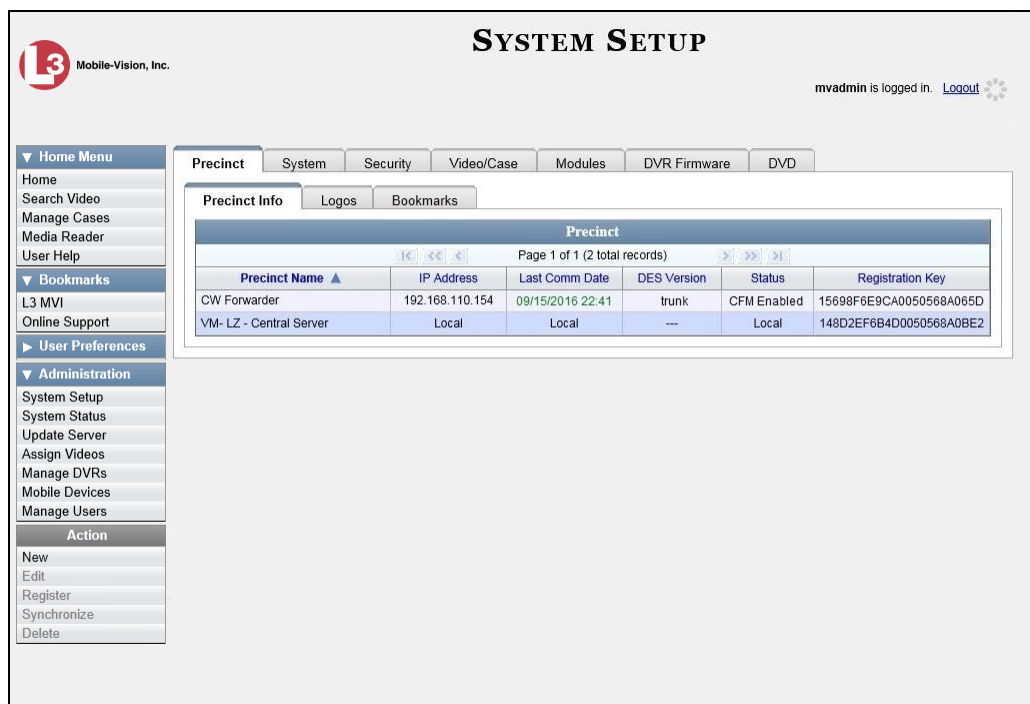
- Position your cursor in the *Mail Server Login* field. Enter a User ID that has send-mail privileges in your mail system, then press **Tab**.
- Enter the security password for the *Mail Server Login*, then press **Tab**.

- 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.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Bookmarks, User Preferences, Administration, Action

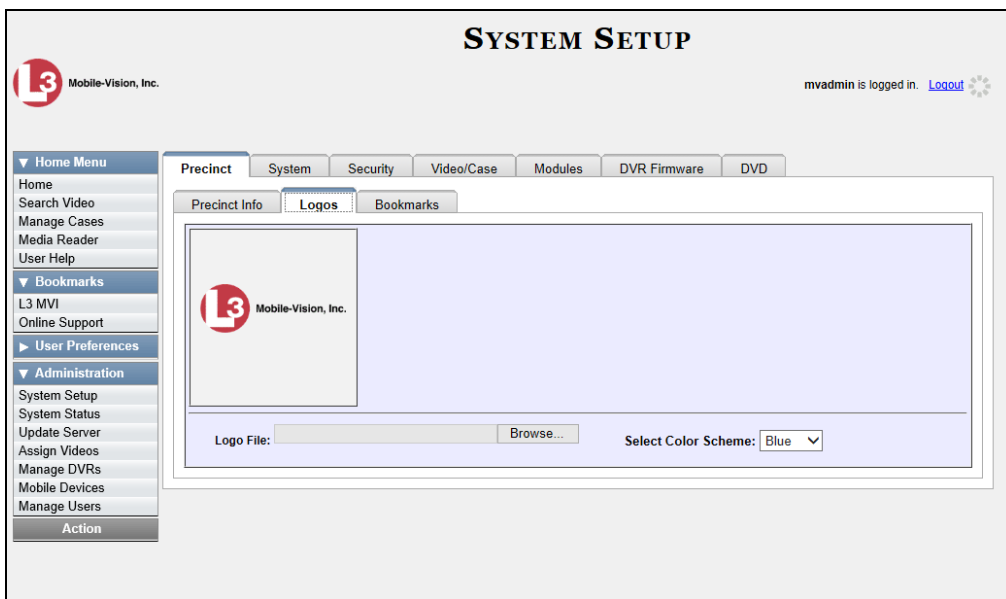
System Setup: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info | Logos | Bookmarks

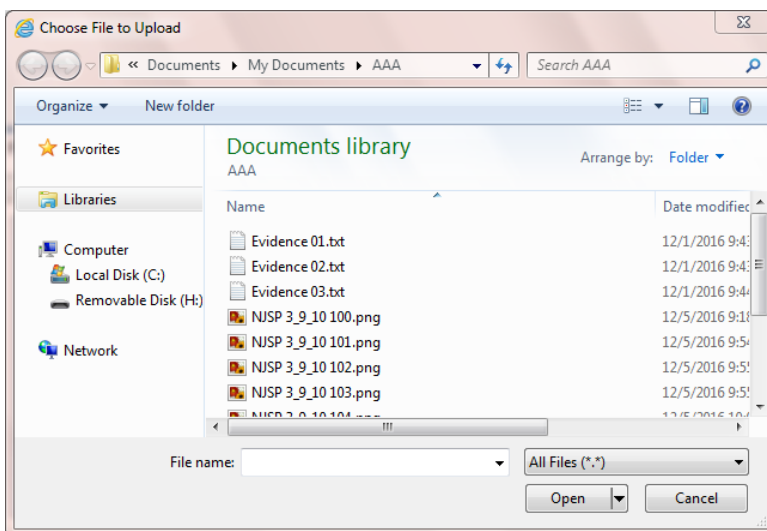
Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 If it is not already selected, click the **Precinct** tab. Your precinct records display, 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 Mobile-Vision logo will display.

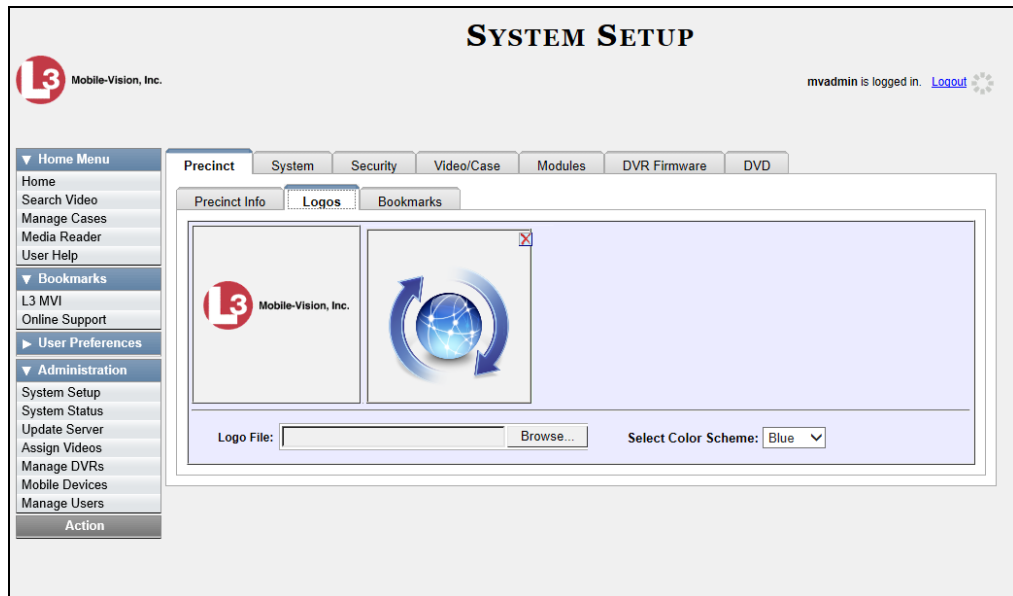
*(Continued)*



- 4 If the desired graphic already displays on-screen, skip to step 8. Otherwise proceed to the next step.
- 5 Click the **Browse** button to the right of the *Logo File* field.



- 6 Navigate to the disk drive location where the graphics file is located.
- 7 Double-click on the graphics file you wish to upload. A thumbnail image of the graphic displays in the space above the *Logo File* field.



- 8 Click on the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner of the 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 a Mobile-Vision Technical Support Engineer. Entering incorrect data could have dire consequences. Some of your video could become inaccessible, wireless transmission could fail, and/or data could be permanently lost.

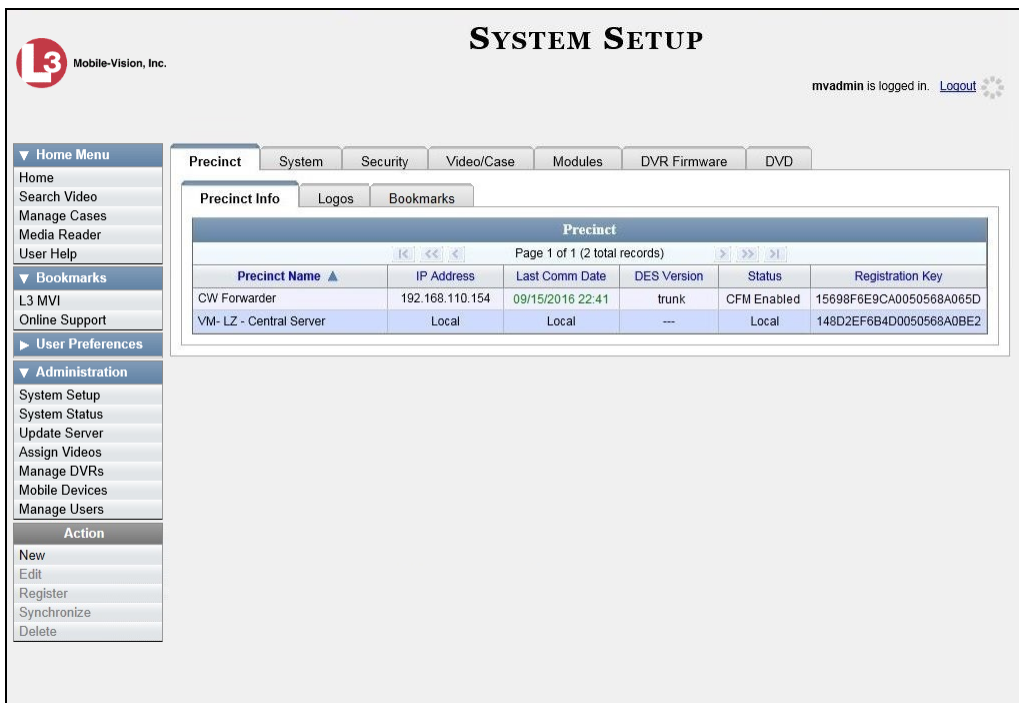
For specific instructions, see:

- Adding a Storage Device, next page
- Viewing/Changing a Storage Device, page 629
- Deleting a Storage Device, page 631.

## 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**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Precinct Info | Logos | Bookmarks

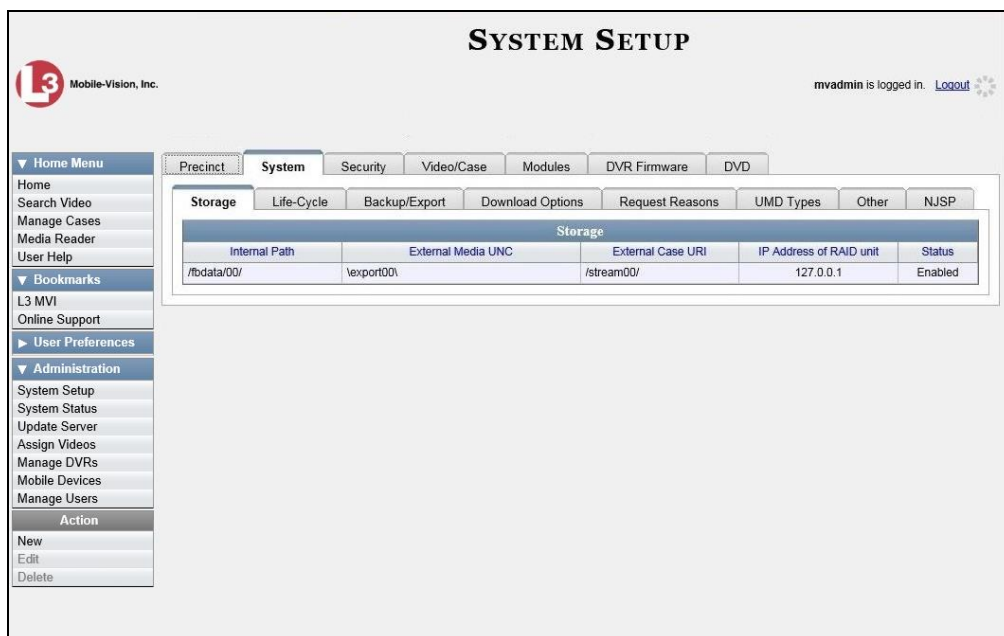
Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

Left Navigation Menu:

- Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- Bookmarks
  - L3 MVI
  - Online Support
- User Preferences
- Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New
  - Edit
  - Register
  - Synchronize
  - Delete

- 2 Click the **System** tab.
- 3 If it is not already selected, click the **Storage** tab.





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.

Edit Storage	
Field	Description
Internal Path	The server path to the storage machine being added.
External Media UNC	The path by which AVD (VIEVU), QBX (Flashback2/3/HD), MKV ( <i>BodyVISION</i> ), and MP4 (BWX-100) 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	The current status of this storage device. <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.

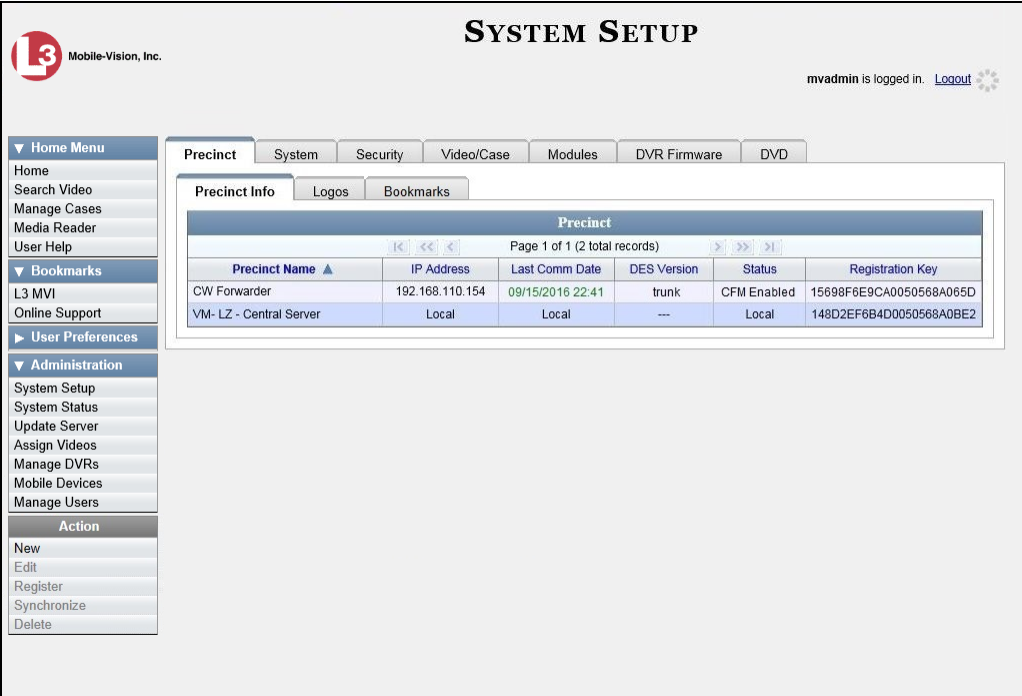
Storage save successful

## 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 625.

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.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Navigation:** Home Menu, Bookmarks, User Preferences, Administration, Action

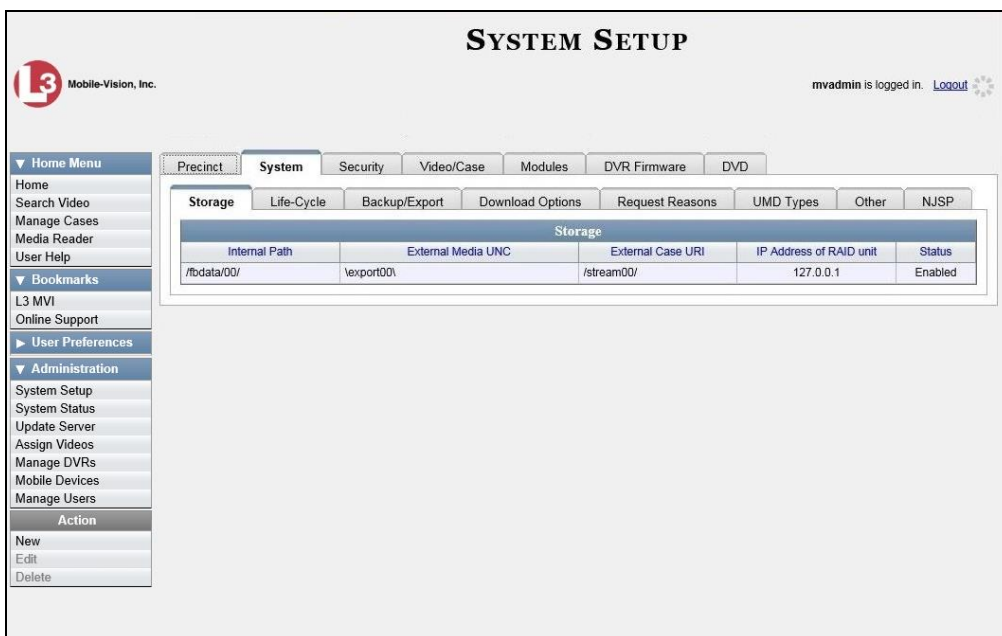
**System Setup Tabs:** Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

**Precinct Info Table:**

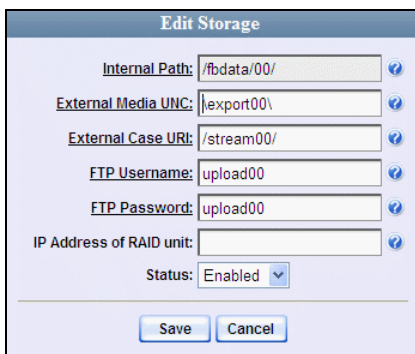
Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **System** tab.
- 3 If it is not already selected, click the **Storage** tab.

*(Continued)*



- Right-click on the storage device you wish to view/edit, then select **Edit** from the popup menu. The Edit Storage popup displays.



For a description of the fields on the Edit Storage popup, see the table on page 627.

- To change your storage configuration, proceed to the next step. Otherwise click **Cancel** to close the popup.



**WARNING:** Do not modify any of the field values on this popup without the assistance of your agency’s network specialist OR Mobile-Vision Technical Support Engineer.

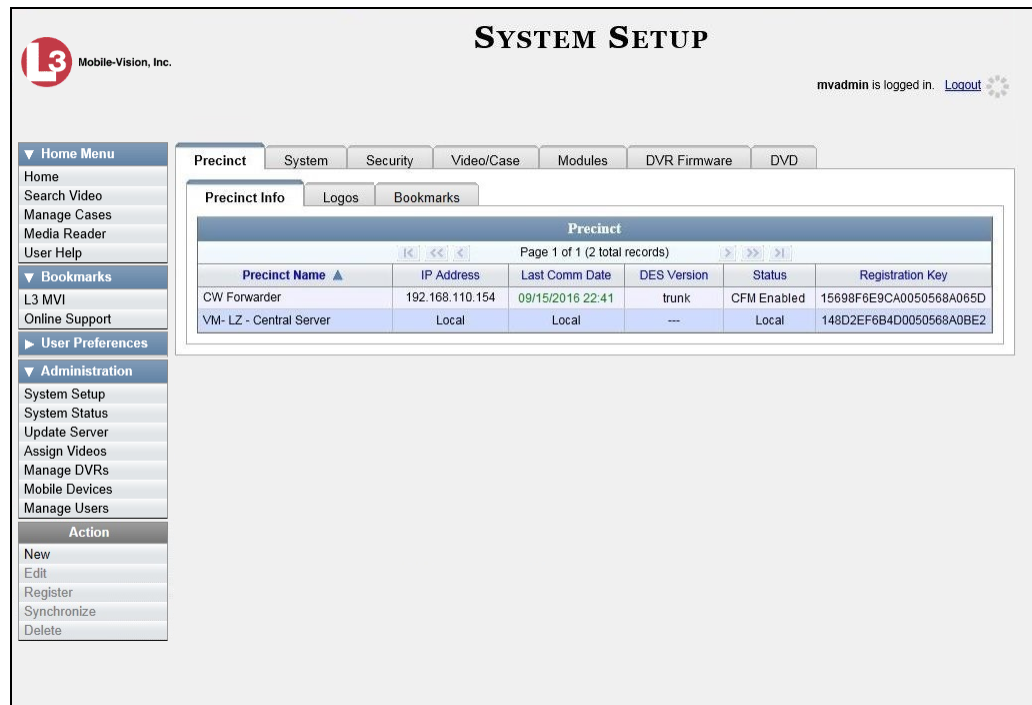
- Enter your changes in the appropriate field(s).
- Click **Save**. A confirmation message displays at the top of the page.

Storage save successful

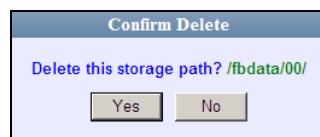
## Deleting a Storage Device

This section describes how to delete an existing storage device record. Only perform this procedure when instructed to do so by a Mobile-Vision Technical Support Engineer.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 2 Click the **System** tab, as pictured on the previous page.
- 3 Make sure that the **Storage** tab is selected.
- 4 Right-click on the storage device you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.



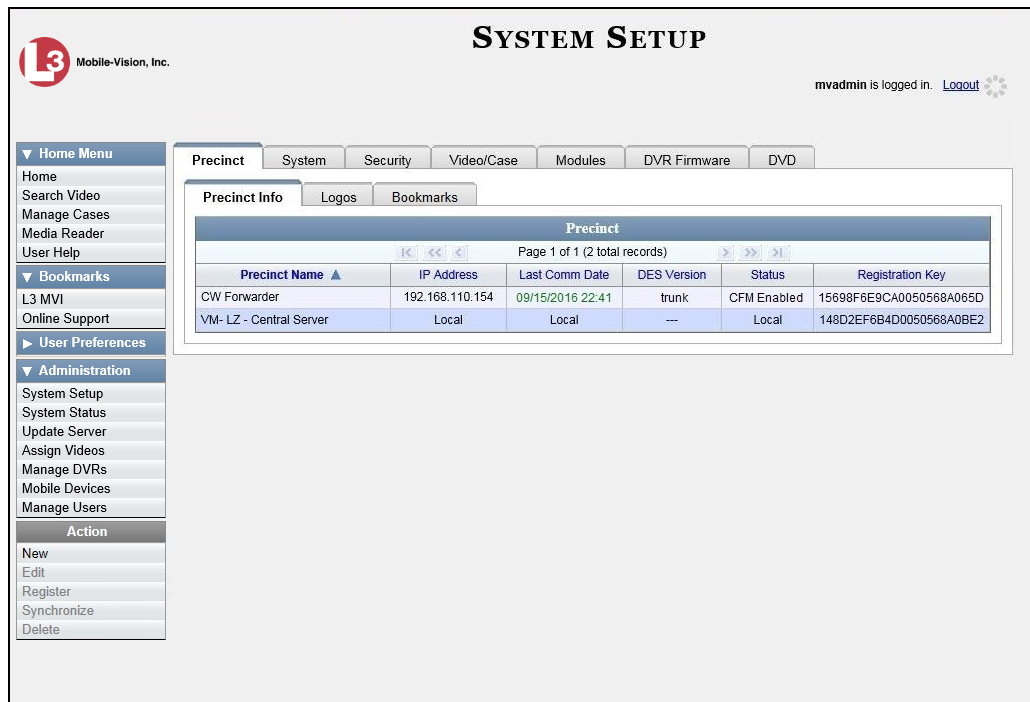
- 5 Click **Yes**. The selected storage device is removed from the Storage Machines list.

## Viewing/Changing the Online Lifecycle Settings

This section describes how to change the lifecycle settings for video, 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.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ- Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

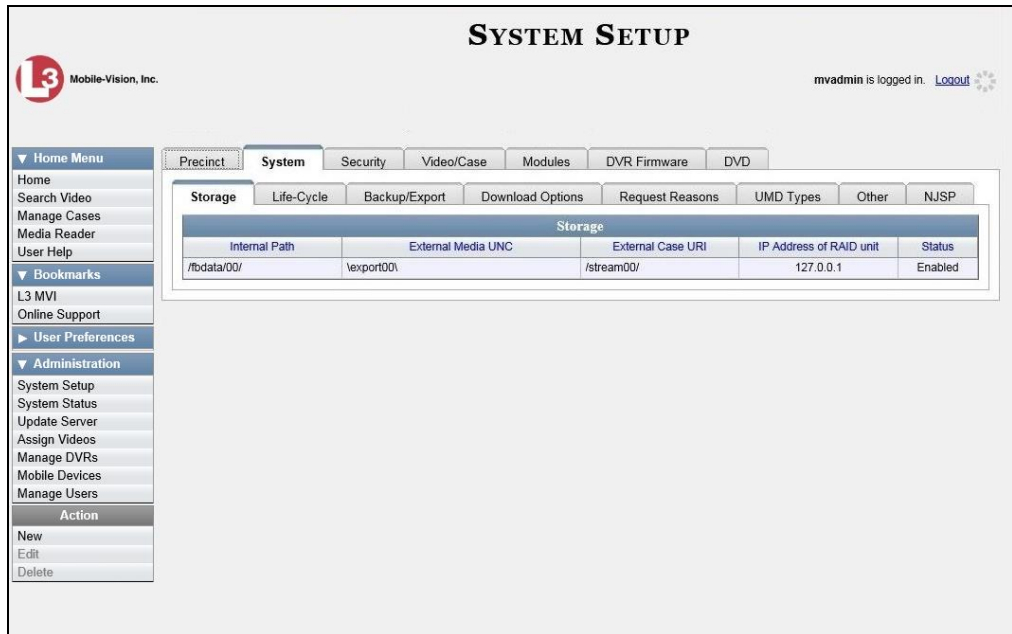
**Bookmarks**  
L3 MVI  
Online Support

**User Preferences**

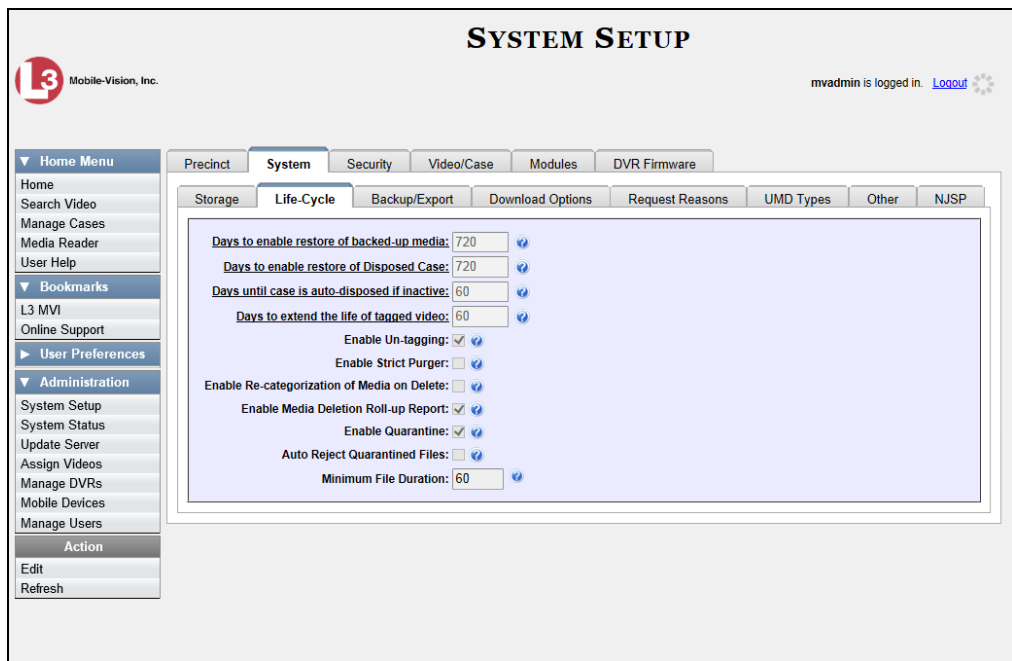
**Administration**  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **System** tab.

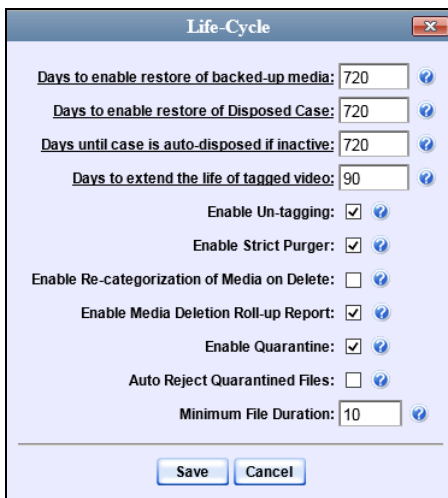


3 Click the **Life-Cycle** tab.



4 Go to the **Action** column and click **Edit**. The Life-Cycle form displays.

(Continued)



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. For more on tagging, see "Tagging" in chapter 2.



Online Lifecycle (cont'd)	
Field	Description
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. <i>This is the setting that the NJSP has chosen to use.</i></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 Re-categorization of Media	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will reassign expired* videos and snapshots the category of “Purged”, which will keep that media in an <i>offline but restorable</i> state on the server indefinitely.</p> <p><input type="checkbox"/> If this checkbox is <i>not</i> selected, the system will permanently purge expired videos and snapshots from the server.</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 on the next page) 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>(Continued)</p>

\* Media that is too old to be reactivated, based on its category’s *Days Online* setting and other system settings.

Online Lifecycle (cont'd)	
Field	Description
Enable Quarantine (cont'd)	<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> <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	<p>The minimum length (in seconds) that a video must be before it will be classified as a quarantine file. Default is 60 seconds. The system treats these files in one of several ways depending on whether or not the <i>Enable Quarantine</i> and <i>Auto Reject Quarantined Files</i> checkboxes are selected:</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>Enable Quarantine: <input type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input type="checkbox"/></p> </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <p>If the <i>Enable Quarantine</i> checkbox is de-selected, the system will automatically transfer files shorter than X seconds to the server.</p> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>Enable Quarantine: <input checked="" type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input type="checkbox"/></p> </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <p>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.</p> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>Enable Quarantine: <input checked="" type="checkbox"/></p> <p>+</p> <p>Auto Reject Quarantined Files: <input checked="" type="checkbox"/></p> </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <p>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.</p> </div>
Enable Delay Video Deletion	<p><input checked="" type="checkbox"/> If this checkbox is selected, then after a video download occurs, the system will keep a copy of that video on the DVR for 24 hours</p> <p><input type="checkbox"/> If this checkbox is <i>not</i> selected, then after a video download occurs, the system will immediately delete that video from the DVR</p>

- 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.

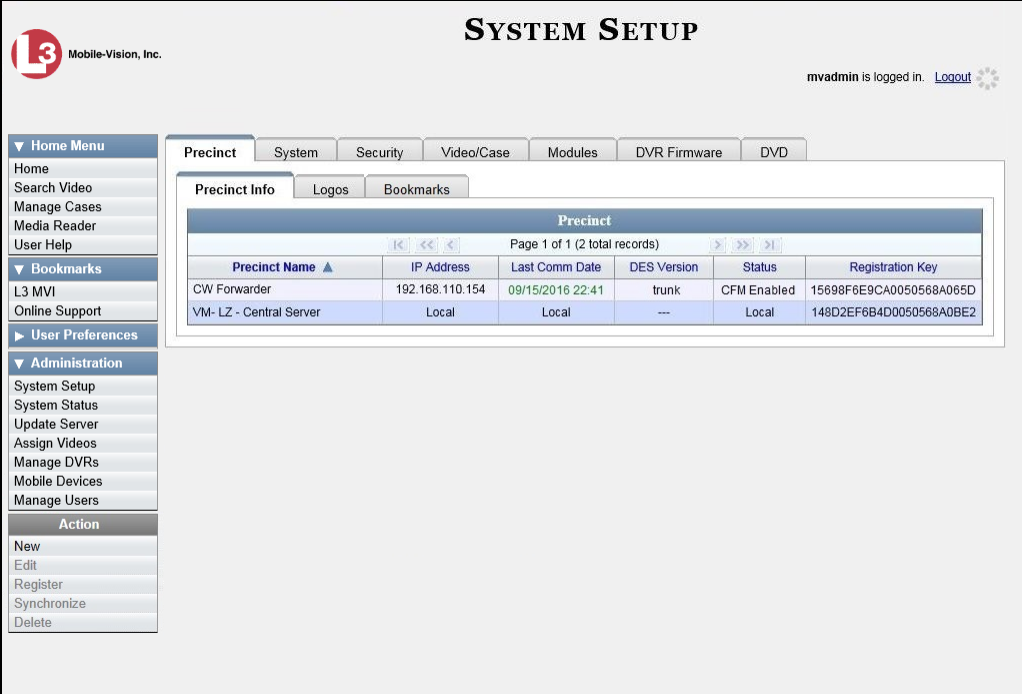
For specific instructions, see:

- Adding a Race, below
- Changing a Race, page 639
- Deleting a Race, page 639.

### 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.

- Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Administration, Action


System Setup

Precinct Info | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	CFM Enabled	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk			15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local		148D2EF6B4D0050568A0BE2

- Click the **Video/Case** tab.

**SYSTEM SETUP**

 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security **Video/Case** Modules DVR Firmware

Videos Cases

Categories Notations Columns


**Video Categories**

Page 1 of 2 (23 total records)

Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.

**SYSTEM SETUP**

 Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security **Video/Case** Modules DVR Firmware DVD

Videos **Cases**

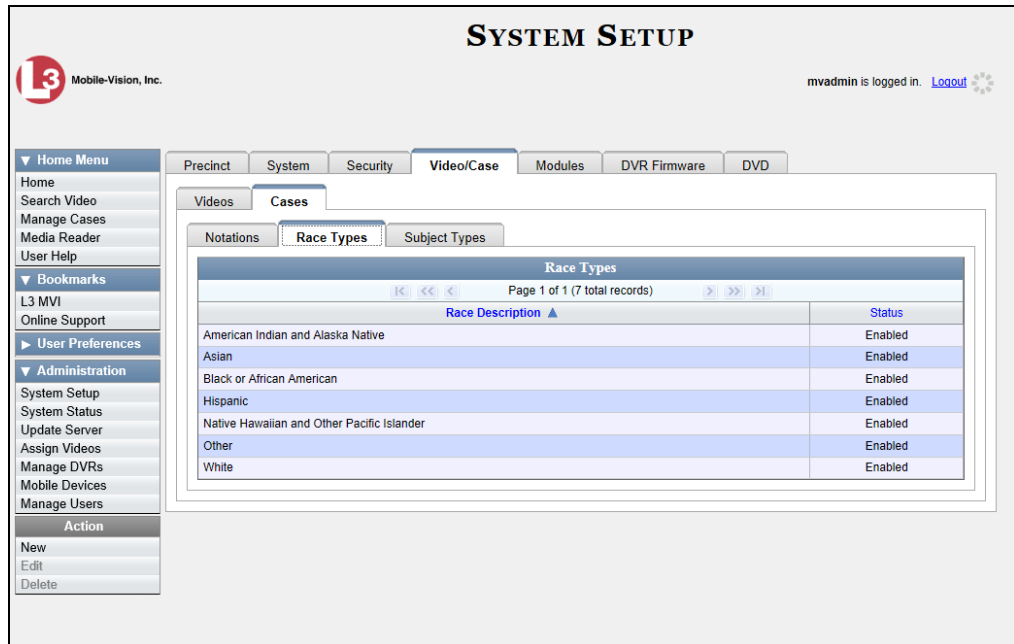
Notations Race Types Subject Types

**Case Notations**

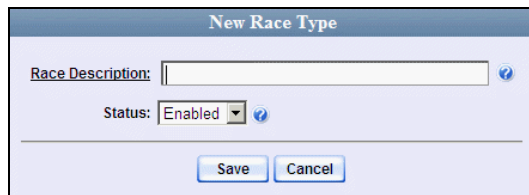
Page 1 of 1 (9 total records)

Notation	Status
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.



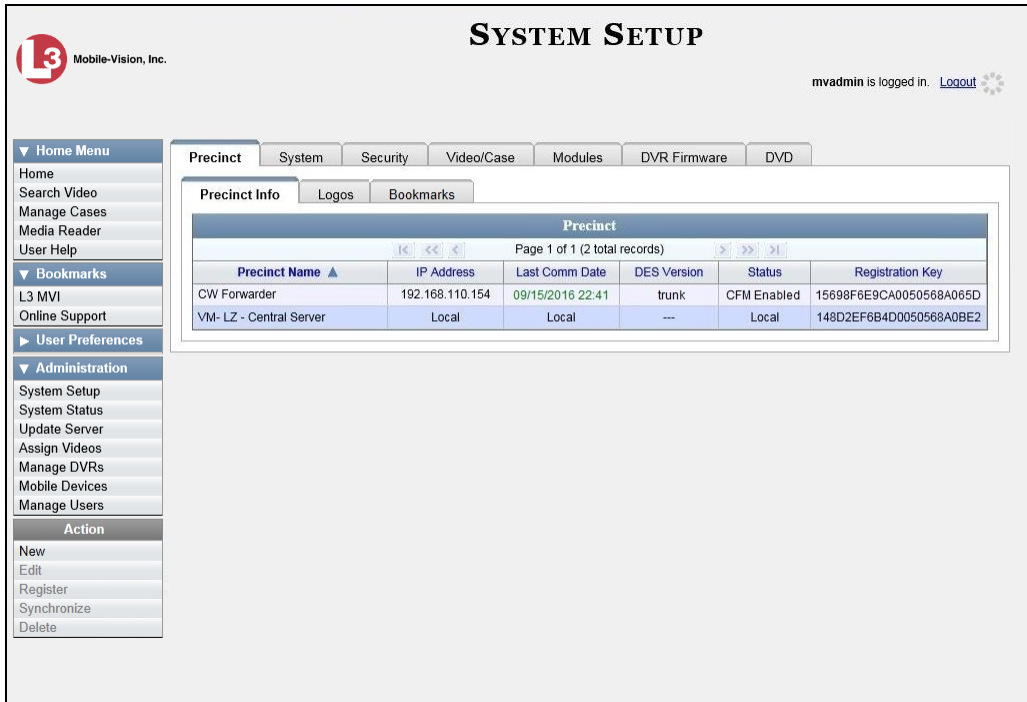
- 6 Enter the race's name in the *Race Description* field.
- 7 Click **Save**.

## 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.

(Continued)



**SYSTEM SETUP**

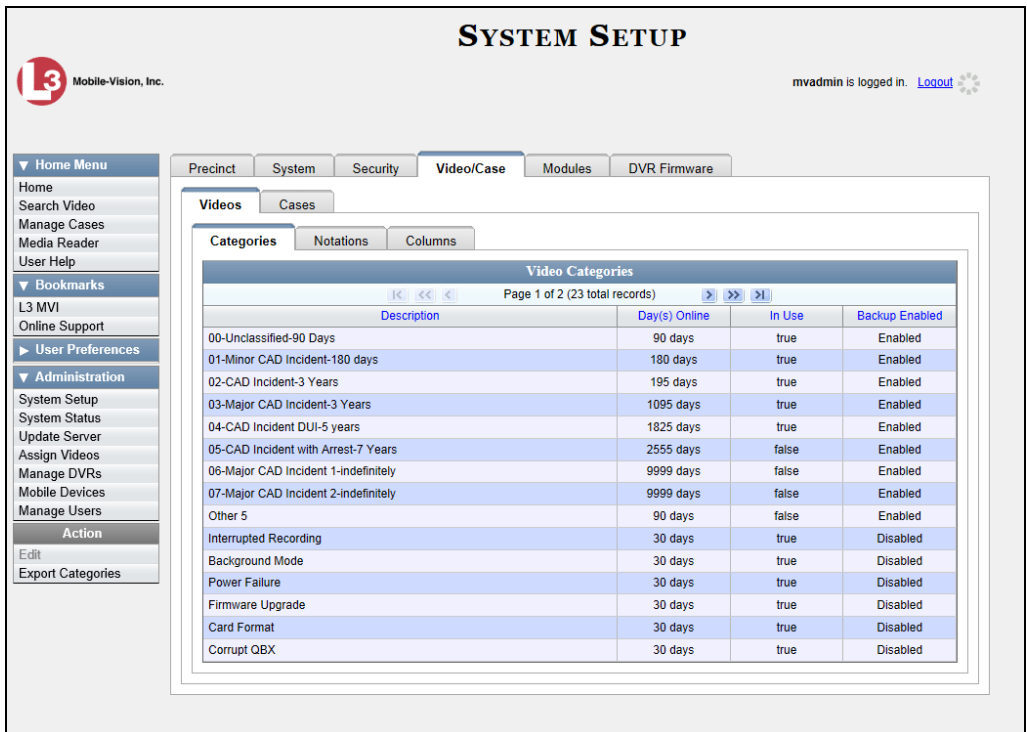
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Precinct Info | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Video/Case** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

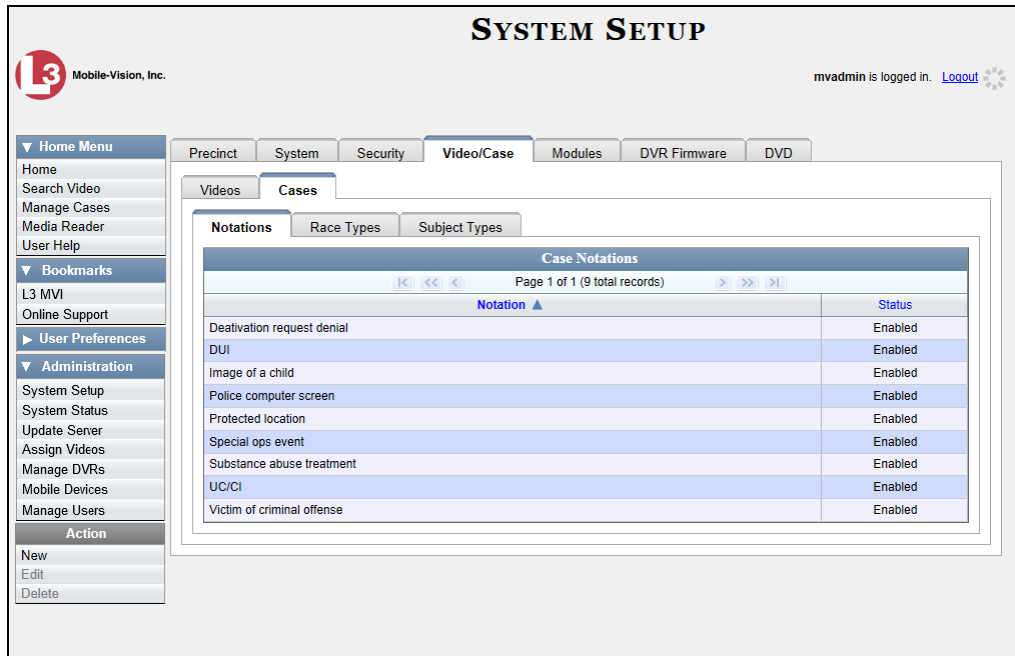
Navigation: Precinct | System | Security | **Video/Case** | Modules | DVR Firmware

Sub-navigation: Videos | Cases

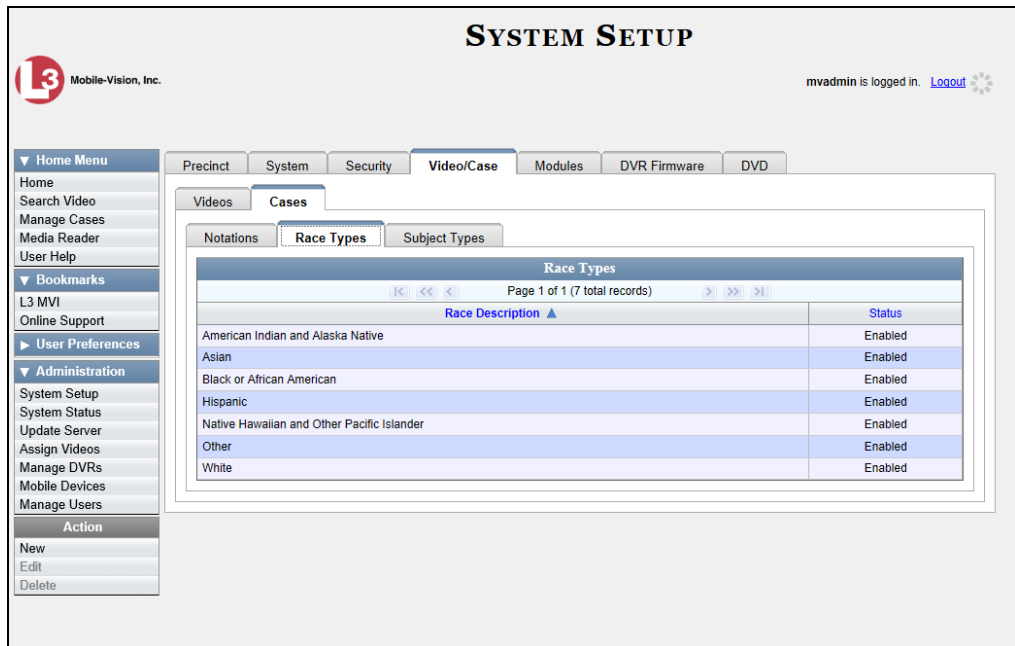
Sub-sub-navigation: Categories | Notations | Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.

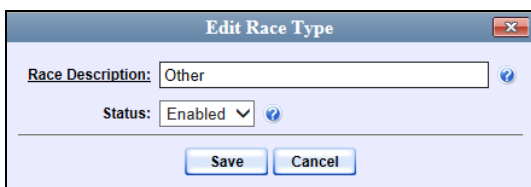


4 Click the **Race Types** tab.



5 Right-click on the value you wish to update, then select **Edit** from the popup menu. The Edit Race Type popup displays.

*(Continued)*

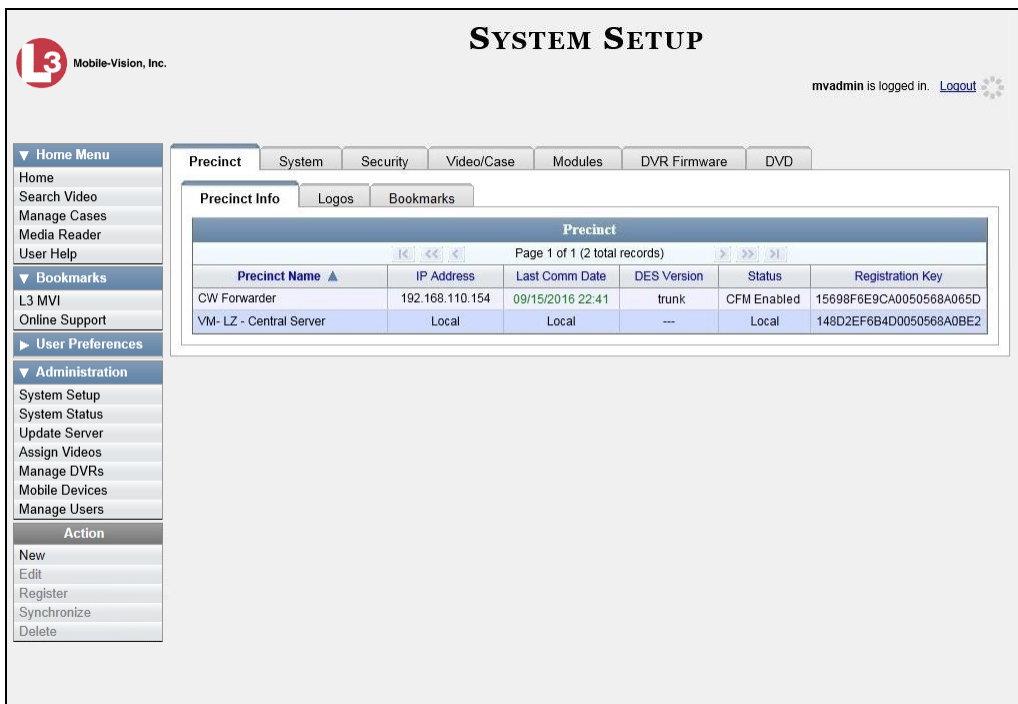


- 6 To change the race *name*, enter a new value in the *Race Description* field. Otherwise proceed to the next step.
- 7 To change the race's *status*, select a new value from the *Status* drop-down list. Otherwise proceed to the next step.
- 8 Click **Save**.

## 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.

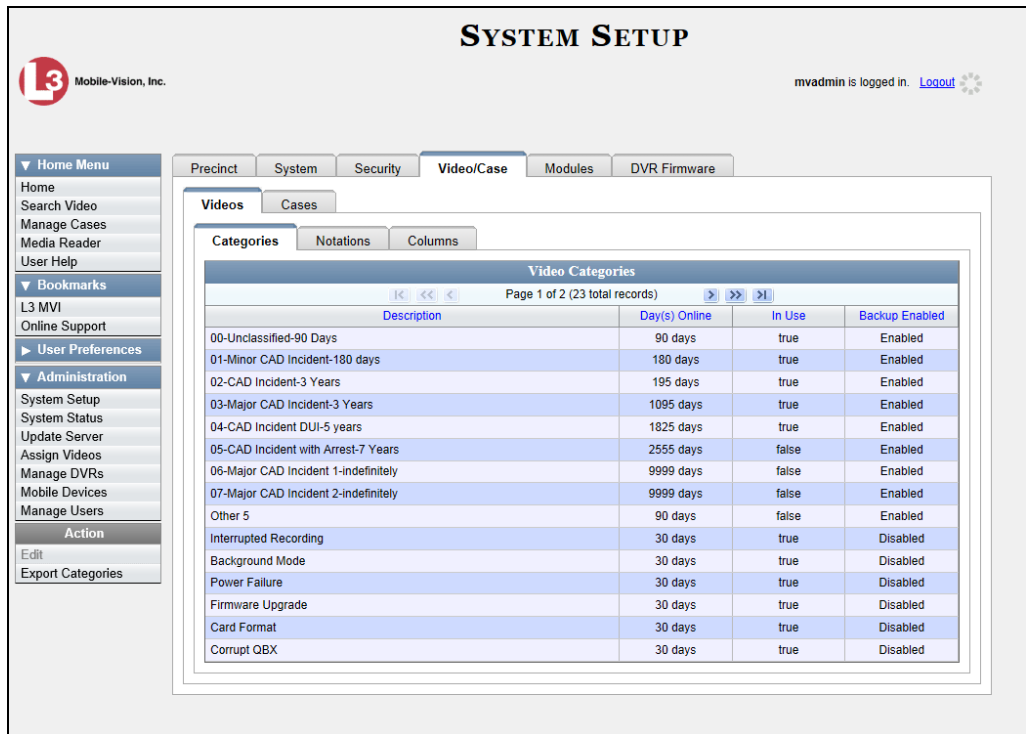
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 2 Click the **Video/Case** tab.





**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

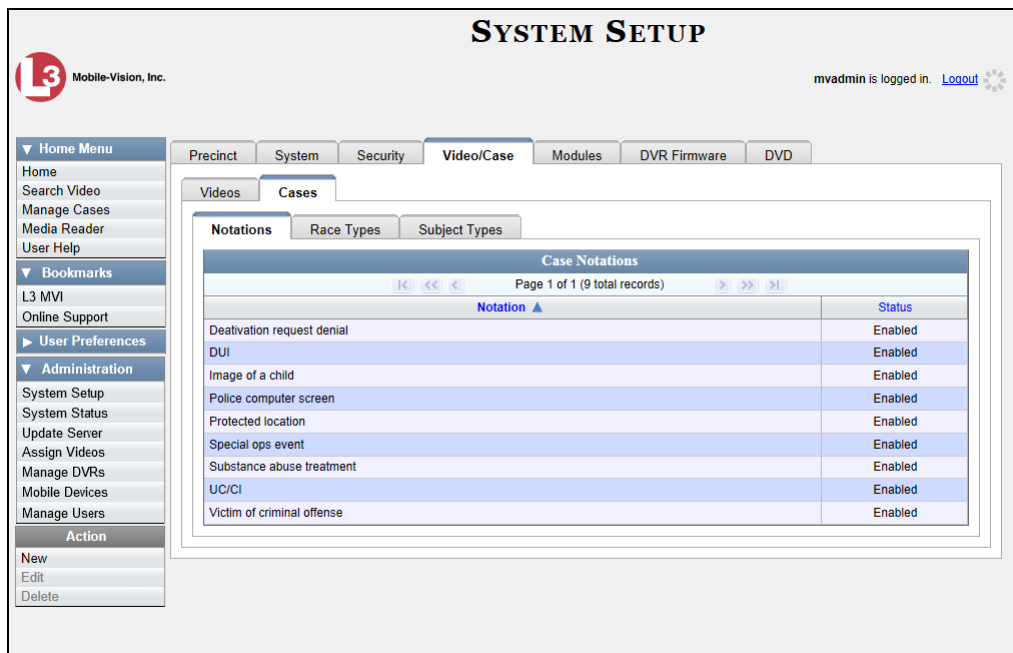
Navigation: Precinct | System | Security | **Video/Case** | Modules | DVR Firmware

Sub-navigation: Videos | **Cases**

Sub-sub-navigation: **Categories** | Notations | Columns

Video Categories			
Page 1 of 2 (23 total records)			
Description	Day(s) Online	In Use	Backup Enabled
00-Unclassified-90 Days	90 days	true	Enabled
01-Minor CAD Incident-180 days	180 days	true	Enabled
02-CAD Incident-3 Years	195 days	true	Enabled
03-Major CAD Incident-3 Years	1095 days	true	Enabled
04-CAD Incident DUI-5 years	1825 days	true	Enabled
05-CAD Incident with Arrest-7 Years	2555 days	false	Enabled
06-Major CAD Incident 1-indefinitely	9999 days	false	Enabled
07-Major CAD Incident 2-indefinitely	9999 days	false	Enabled
Other 5	90 days	false	Enabled
Interrupted Recording	30 days	true	Disabled
Background Mode	30 days	true	Disabled
Power Failure	30 days	true	Disabled
Firmware Upgrade	30 days	true	Disabled
Card Format	30 days	true	Disabled
Corrupt QBX	30 days	true	Disabled

3 Click the **Cases** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

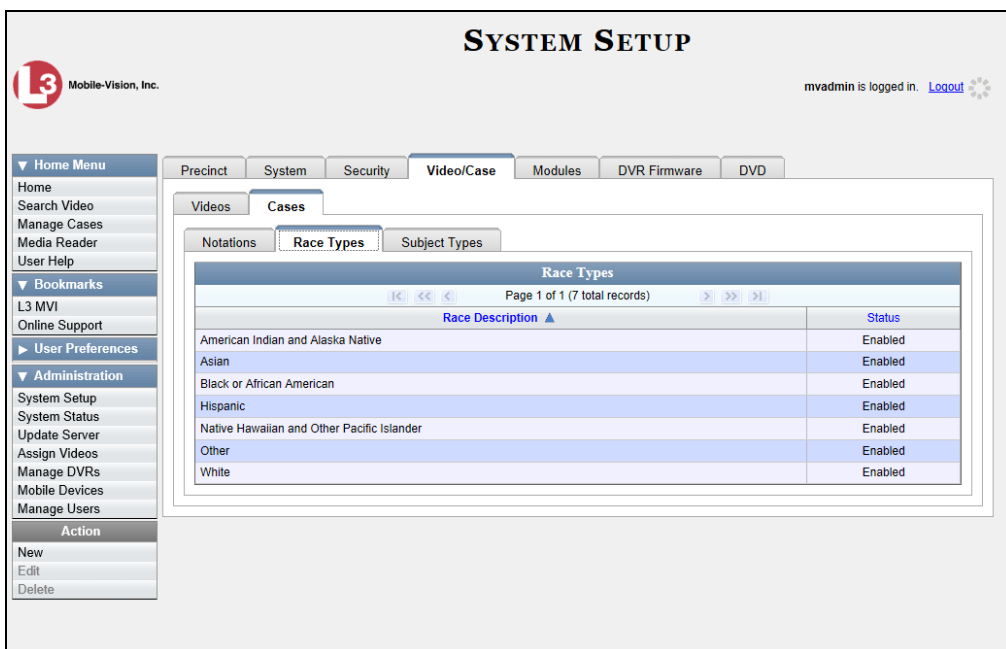
Navigation: Precinct | System | Security | **Video/Case** | Modules | DVR Firmware | DVD

Sub-navigation: Videos | **Cases**

Sub-sub-navigation: **Notations** | Race Types | Subject Types

Case Notations	
Page 1 of 1 (9 total records)	
Notation	Status
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. 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 Mobile-Vision Sales Representative at 800-336-8475 before proceeding.

There are two procedures used to activate Interview Room. Typically, you would use Procedure 1. However, if there is a technical problem or security issue of some kind, your Mobile-Vision Technical Support Engineer may instruct you to use Procedure 2 instead.

For specific instructions, see:

- Procedure 1: Activating Interview Room via the Update Server, next page
- Procedure 2: Activating Interview Room via the Modules Tab, page 647.

## Procedure 1: Activating Interview Room via the Update Server

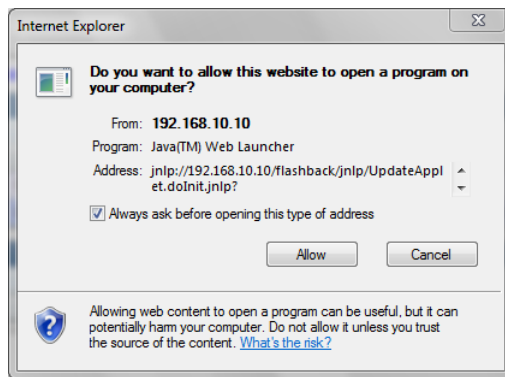
This section describes how to activate the Interview Room module. For a description of this module, see the previous section.

After you perform this task, the system will automatically update the software license that is required to access Interview Room.

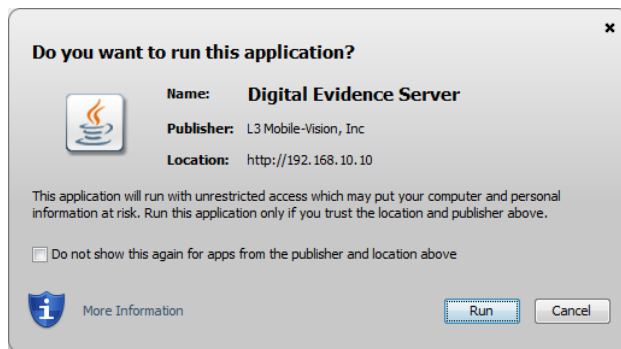
Please note that this procedure requires remote access to the Mobile-Vision update server. If this raises security concerns within your organization, you may wish to use Procedure 2 on page 647 instead.

Before performing this procedure, contact your Mobile-Vision Sales Representative.

- 1 Go to **Administration** and click **Update Server**. The following message displays.

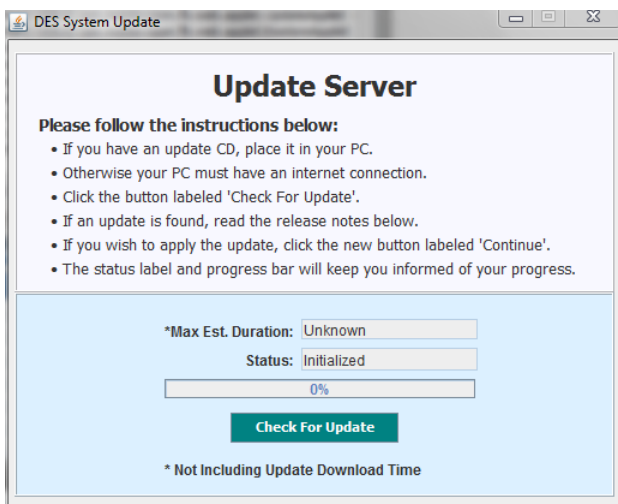


- 2 Click **Allow**. The following message displays.

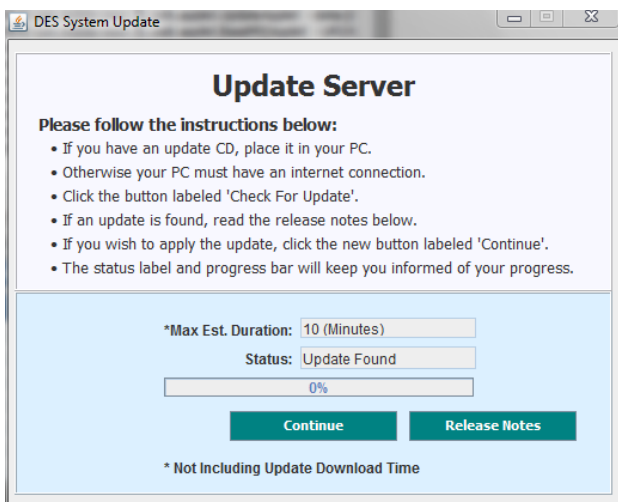


- 3 Click **Run**. The Update Server popup displays.

*(Continued)*



- 4 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.
- 5 Click the **Check for Update** button. The system searches for the update. Once it's discovered, the message *Update Found* displays in the *Status* field.



- 6 Click **Continue** to begin the update. When the update is complete, the system logs you out of the application.
- 7 Restart your browser.
- 8 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.

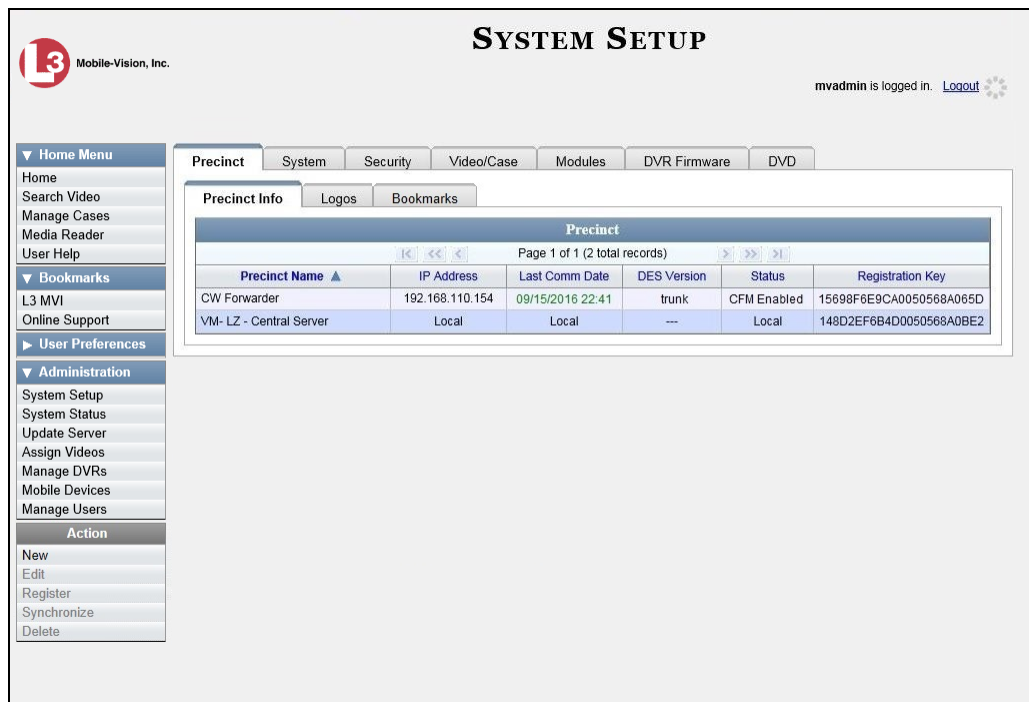
## Procedure 2: Activating Interview Room via the Modules Tab

This section describes how to activate the Interview Room module. For a description of this module, see “Activating the Interview Room Module” on page 642.

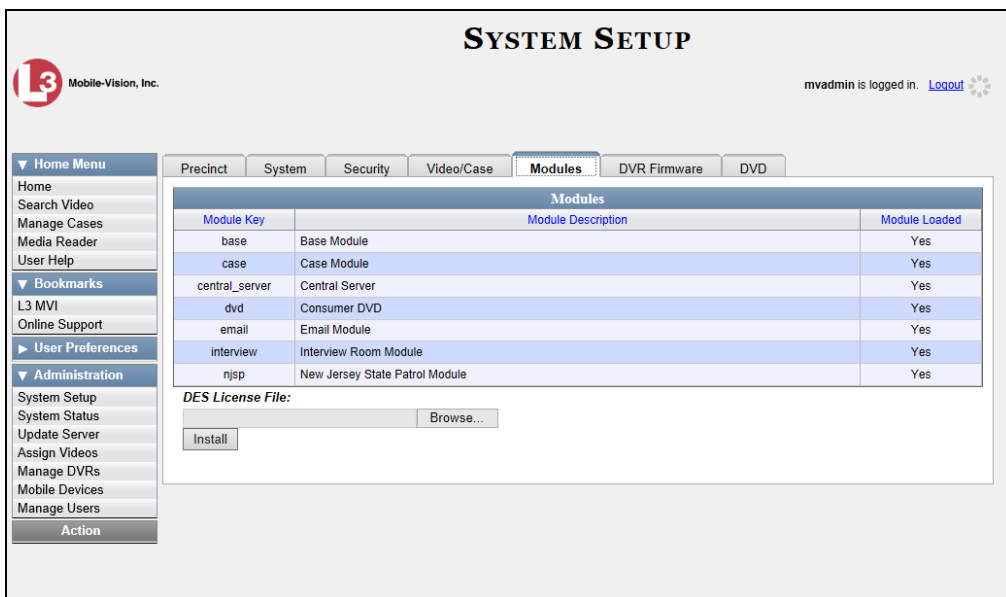
This is one of two procedures used to perform this task. Procedure 1 on page 645 is the simpler, preferred method. Only use Procedure 2 when one of the following conditions applies:

- You already tried Procedure 1 and it resulted in an error message
- Procedure 1 raises security concerns within your organization since it requires remote access to the Mobile-Vision update server
- Your Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.

- 1 Call Mobile-Vision Technical Support at 800-336-8475.
- 2 Ask the Technical Support Engineer to create and email a new license file for Interview Room.
- 3 After you receive the email attachment, place the new license file on your PC’s desktop.
- 4 Go to **Administration** and click **System Setup**. The System Setup page displays.



- 5 Click the **Modules** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Home Menu: Home, Search Video, Manage Cases, Media Reader, User Help, Bookmarks, L3 MVI, Online Support, User Preferences, Administration: System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users, Action

Precinct System Security Video/Case **Modules** DVR Firmware DVD

Module Key	Module Description	Module Loaded
base	Base Module	Yes
case	Case Module	Yes
central_server	Central Server	Yes
dvd	Consumer DVD	Yes
email	Email Module	Yes
interview	Interview Room Module	Yes
njsp	New Jersey State Patrol Module	Yes

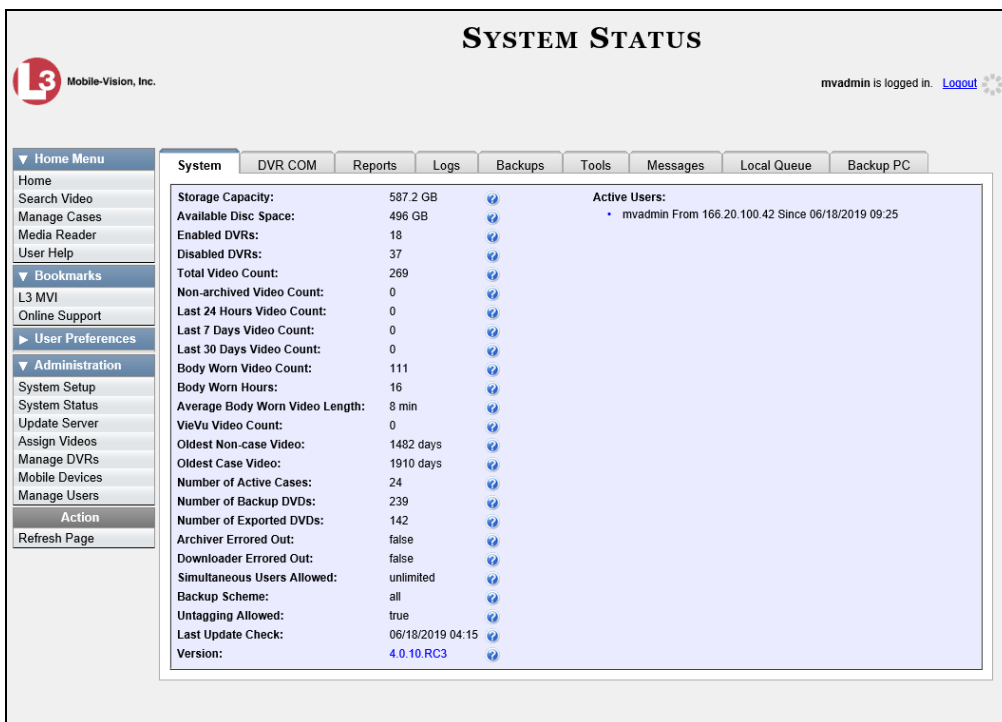
DES License File:

- 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 Exit the application and restart your browser.
- 11 Log back in to 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.



**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	👍	<b>Active Users:</b>
Available Disc Space:	496 GB	👍	• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18	👍	
Disabled DVRs:	37	👍	
Total Video Count:	269	👍	
Non-archived Video Count:	0	👍	
Last 24 Hours Video Count:	0	👍	
Last 7 Days Video Count:	0	👍	
Last 30 Days Video Count:	0	👍	
Body Worn Video Count:	111	👍	
Body Worn Hours:	16	👍	
Average Body Worn Video Length:	8 min	👍	
VieVu Video Count:	0	👍	
Oldest Non-case Video:	1482 days	👍	
Oldest Case Video:	1910 days	👍	
Number of Active Cases:	24	👍	
Number of Backup DVDs:	239	👍	
Number of Exported DVDs:	142	👍	
Archiver Errored Out:	false	👍	
Downloader Errored Out:	false	👍	
Simultaneous Users Allowed:	unlimited	👍	
Backup Scheme:	all	👍	
Untagging Allowed:	true	👍	
Last Update Check:	06/18/2019 04:15	👍	
Version:	4.0.10.RC3	👍	

- 2 If it is not already selected, click the **System** tab, as pictured above. The statuses on this page are described in the following table.

System Status Settings	
Field	Description
Storage Capacity	The total amount of usable space allotted for storing videos on the server.
Available Disk Space	The amount of storage space that is currently available to store videos.
Enabled DVRs	The number of active DVRs in your fleet. Active DVRs have a status of <i>Enabled</i> .*
Disabled DVRs	The number of disabled DVRs in your fleet. Disabled DVRs have a status of <i>Disabled</i> *. They cannot be used to record videos.
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.

\* To view a particular DVR's status, go to **Administration** and click **Manage DVRs**.

System Status Settings (cont'd)	
Field	Description
Last 7 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last seven days.
Last 30 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last 30 days.
Body Worn Video Count	The number of searchable <i>BodyVISION</i> and <i>BWX-100</i> videos that are currently on the server.
Body Worn Hours	The number of recorded hours from searchable <i>BodyVISION</i> and <i>BWX-100</i> videos that are currently on the server.
Average Body Worn Video Length	The average length, in minutes, of the searchable <i>BodyVISION</i> and <i>BWX-100</i> videos that are currently on the server.
VieVu Video Count	The number of <i>VIEVU</i> 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 <i>DEP</i> 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 <i>DEP</i> 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 ( <i>DEP</i> ) or hardware side (DVD burner). <ul style="list-style-type: none"> <li>▪ <i>True</i>. There is an error with the archive service</li> <li>▪ <i>False</i>. There is no error with the archive service</li> </ul>
Downloader Errored Out	A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server: <ul style="list-style-type: none"> <li>▪ <i>True</i>. There is a video transmission problem.</li> <li>▪ <i>False</i>. There is no video transmission problem.</li> </ul>



System Status Settings (cont'd)	
Field	Description
Simultaneous Users Allowed	The number of DEP users that are allowed on the application at the same time. The value of this field will always be <b>unlimited</b> for DEP users.
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 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>▪ <i>True</i>. 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>▪ <i>False</i>. 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	The last date and time at which the DEP update service connected to the Mobile-Vision update server.
Version	The version of DEP that you currently have installed. This field also includes a link to the technical Release Notes. Whenever you call Mobile-Vision Technical Support, please have the current version number on hand.
Message Broker Status	<p>A message used to indicate whether or not the DEA Agency server is successfully communicating with the DEA Precinct servers.</p> <ul style="list-style-type: none"> <li>▪ <i>Running</i>. The Agency and Precinct servers are communicating with each other.</li> <li>▪ <i>Down</i>. The Agency and Precinct servers are <i>not</i> communicating with each other.</li> </ul>

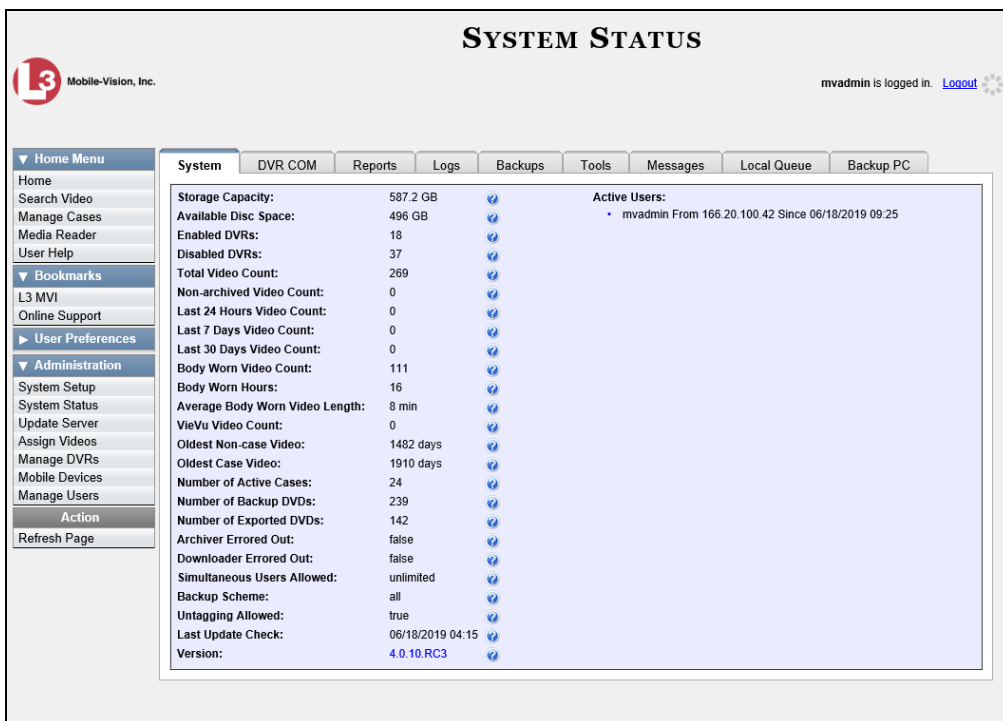
(Continued)

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	
Refresh Page	Redisplay the System Status page so that you can see any changes that have occurred since you first displayed the page. The system updates screen information every 15 minutes.

## Viewing/Printing Software Release Notes

This section describes how to view and/or print the technical release notes for the current software release.

- 1 Go to  and click **System Status**. The System Status page displays.



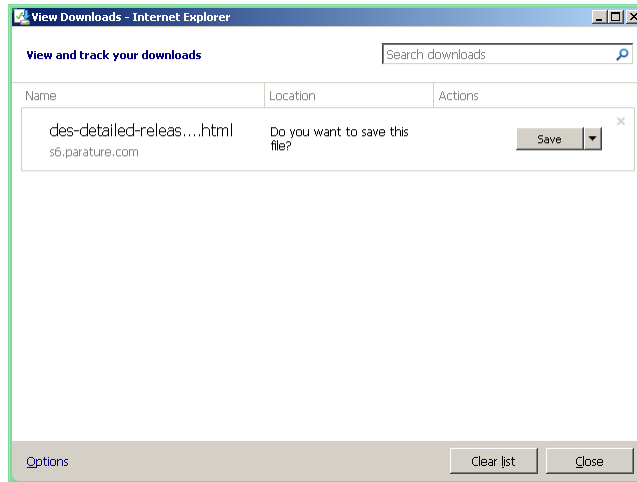
**SYSTEM STATUS**

Mobile-Vision, Inc. madmin is logged in. [Logout](#)

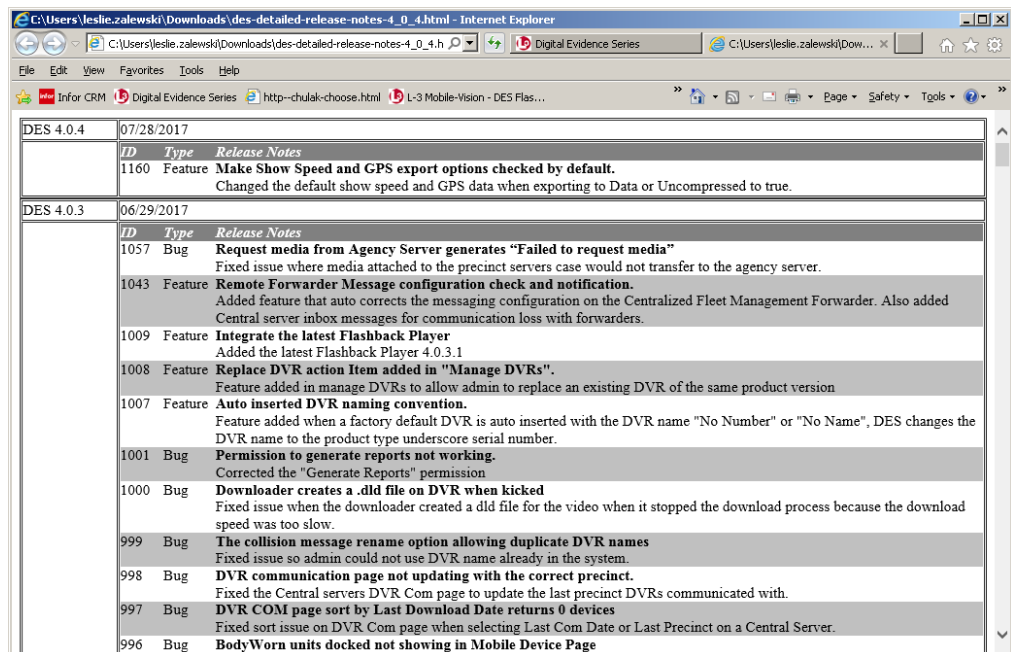
System | DVR.COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

<b>Storage Capacity:</b>	587.2 GB		<b>Active Users:</b>	madmin From 166.20.100.42 Since 06/18/2019 09:25
<b>Available Disc Space:</b>	496 GB			
<b>Enabled DVRs:</b>	18			
<b>Disabled DVRs:</b>	37			
<b>Total Video Count:</b>	269			
<b>Non-archived Video Count:</b>	0			
<b>Last 24 Hours Video Count:</b>	0			
<b>Last 7 Days Video Count:</b>	0			
<b>Last 30 Days Video Count:</b>	0			
<b>Body Worn Video Count:</b>	111			
<b>Body Worn Hours:</b>	16			
<b>Average Body Worn Video Length:</b>	8 min			
<b>VieVu Video Count:</b>	0			
<b>Oldest Non-case Video:</b>	1482 days			
<b>Oldest Case Video:</b>	1910 days			
<b>Number of Active Cases:</b>	24			
<b>Number of Backup DVDs:</b>	239			
<b>Number of Exported DVDs:</b>	142			
<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>	06/18/2019 04:15			
<b>Version:</b>	4.0.10.RC3			

- Click the link to the right of the *Version* field at the bottom of the page. A Windows popup displays.



- Click **Save**.
- Click **Open**. The release notes display.



- If you wish to print the release notes, press **Ctrl + P**. The Print form displays. Proceed to the next step.

– OR –

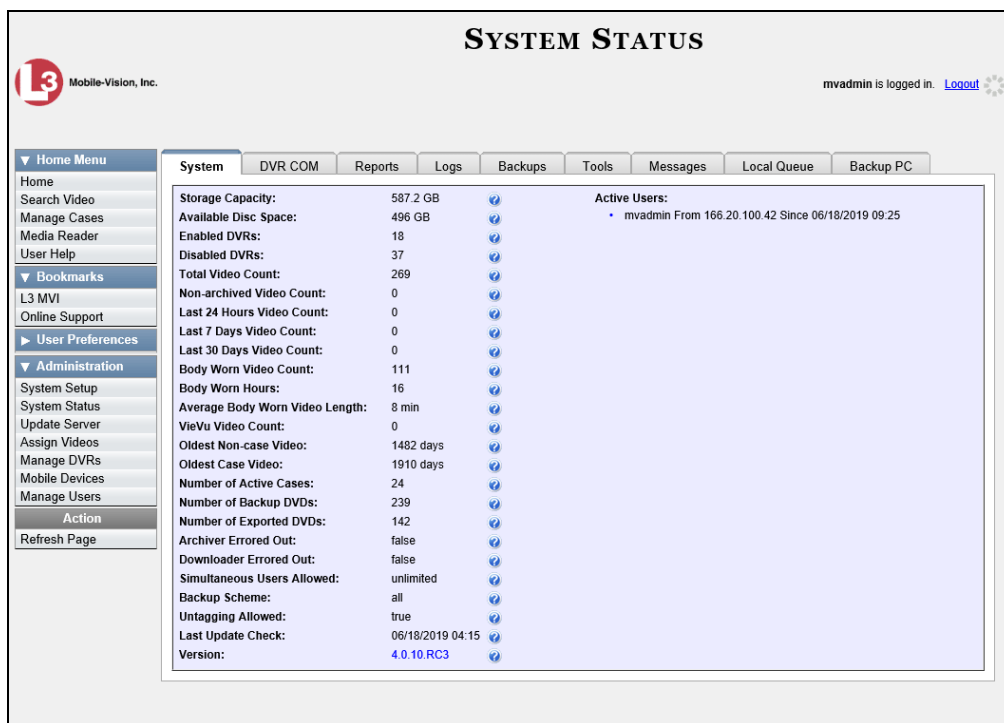
If you do *not* wish to print the release notes, skip to step 7.

- 6 Select your print options, then click **OK** or **Print**. The print job is directed to your active printer.
- 7 When you are finished viewing/printing the release notes, click the  in the upper right corner of the page.

## Accessing Product Manuals & Training Videos

This section describes how to access Mobile-Vision's product manuals and training videos via links to our Online Support Center.

- 1 Go to **Administration** and click **System Status**. The System Status page displays.



**SYSTEM STATUS**

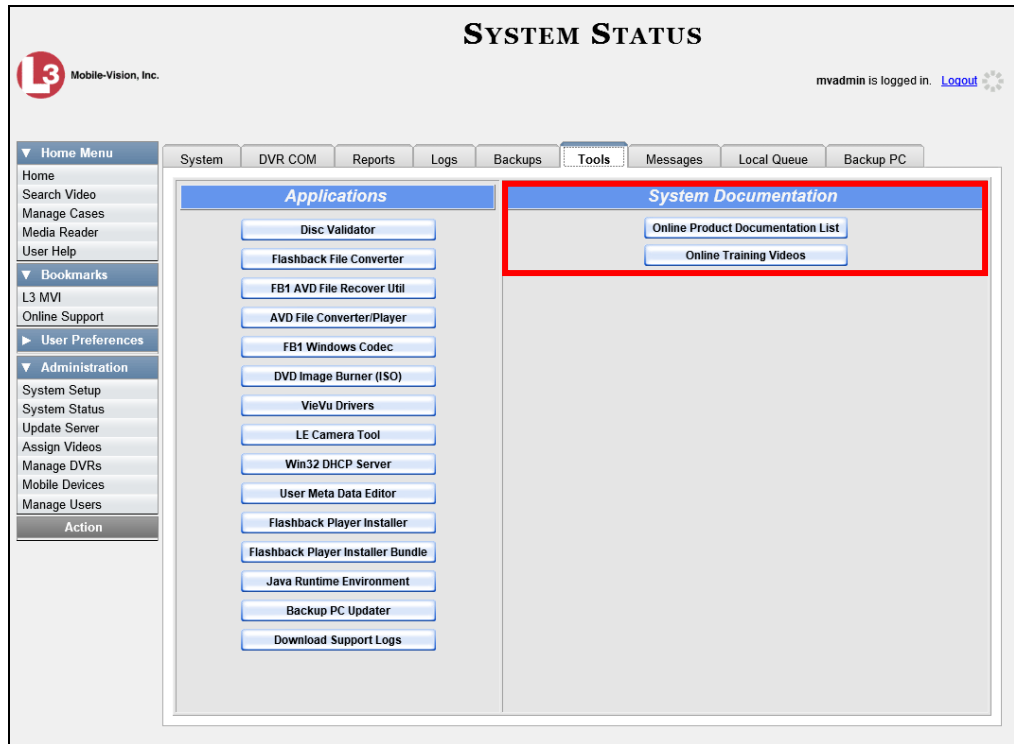
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: [Home Menu](#), [Home](#), [Search Video](#), [Manage Cases](#), [Media Reader](#), [User Help](#), [Bookmarks](#), [L3 MVI](#), [Online Support](#), [User Preferences](#), [Administration](#), [System Setup](#), [System Status](#), [Update Server](#), [Assign Videos](#), [Manage DVRs](#), [Mobile Devices](#), [Manage Users](#), [Action](#), [Refresh Page](#)

System Status Page Tabs: [System](#), [DVR COM](#), [Reports](#), [Logs](#), [Backups](#), [Tools](#), [Messages](#), [Local Queue](#), [Backup PC](#)

Storage Capacity:	587.2 GB		Active Users:
Available Disc Space:	496 GB		• mvadmin From 166.20.100.42 Since 06/18/2019 09:25
Enabled DVRs:	18		
Disabled DVRs:	37		
Total Video Count:	269		
Non-archived Video Count:	0		
Last 24 Hours Video Count:	0		
Last 7 Days Video Count:	0		
Last 30 Days Video Count:	0		
Body Worn Video Count:	111		
Body Worn Hours:	16		
Average Body Worn Video Length:	8 min		
VieVu Video Count:	0		
Oldest Non-case Video:	1482 days		
Oldest Case Video:	1910 days		
Number of Active Cases:	24		
Number of Backup DVDs:	239		
Number of Exported DVDs:	142		
Archiver Errored Out:	false		
Downloader Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Backup Scheme:	all		
Untagging Allowed:	true		
Last Update Check:	06/18/2019 04:15		
Version:	4.0.10.RC3		

- 2 Click the **Tools** tab. The video and documentation links are listed at the top of the page.



**3** Click on the appropriate button:

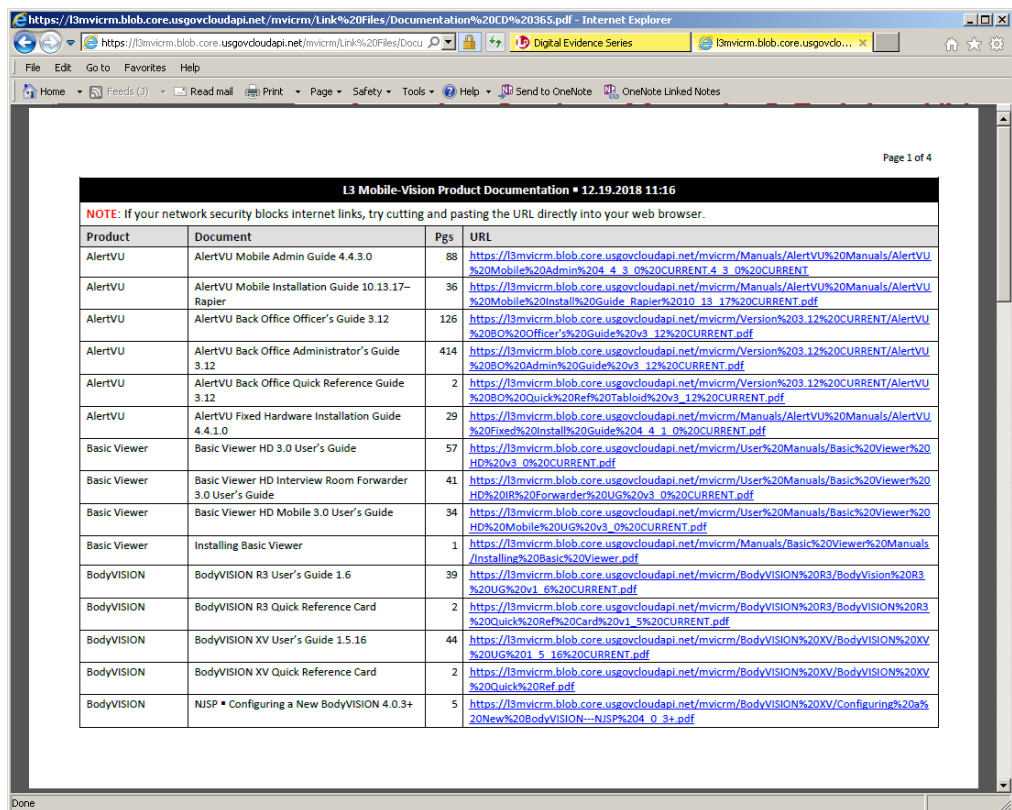
To view a list of training videos, click **Online Training Videos**.

– OR –

To view a list of manuals and quick reference guides, click **Online Product Documentation List**.

A PDF file displays.

*(Continued)*



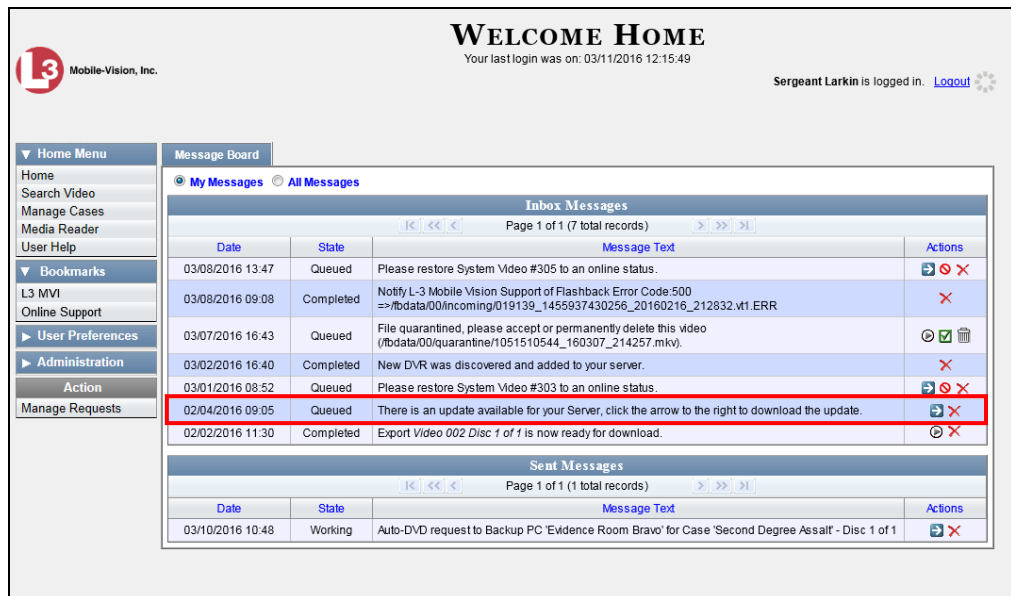
- 4 Click on the desired documentation or video link. If you selected the Product Documentation List (pictured above), the DEP documentation that may pertain to your agency is listed below.

Document	Audience
DEP NJSP Officer's Guide	DEP Officer users & other non-supervisory users
DEP NJSP Administrator's Guide	DEP System administrators & other supervisory users
DEF Officer's Guide	DEF Officer users & other non-supervisory users
DEF Administrator's Guide	DEF System administrators & other supervisory users
Flashback3/HD User's Guide	Flashback3 & FlashbackHD users
Flashback3 Installation Guide	Flashback3 installers
FlashbackHD Installation Guide	FlashbackHD installers
BodyVISION R3 User's Guide	BodyVISION R3 users
BodyVISION XV User's Guide	BodyVISION XV users
BWX-100 User's Guide	BWX-100 users

- 5 Follow the Windows prompts to view the selected document.

## Updating the Application

If your agency has an up-to-date Extended Maintenance Agreement (EMA) and your hardware/software configuration meets our system requirements, you qualify for software upgrades whenever one is available. This section describes how to update the DEP application after you receive an upgrade notification in your in-box (“*There is an update available for your Server...*”).



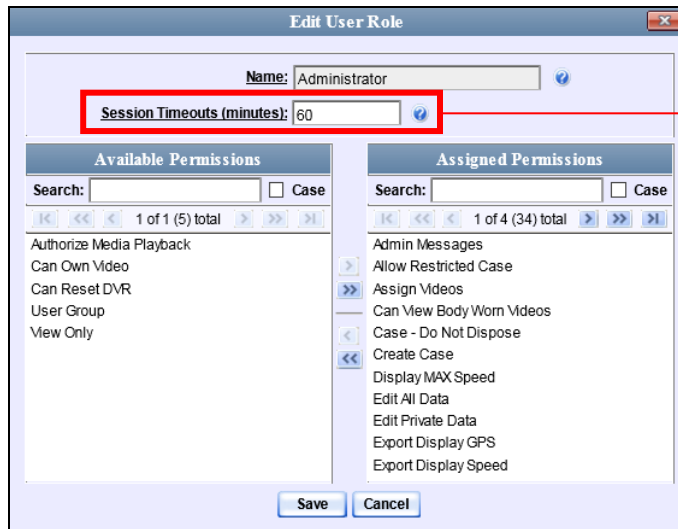
The screenshot shows the 'WELCOME HOME' dashboard for Mobile-Vision, Inc. The user is logged in as Sergeant Larkin. The 'Message Board' section is active, showing a list of 'Inbox Messages'. One message, dated 02/04/2016 09:05, is highlighted with a red box. The message text reads: 'There is an update available for your Server, click the arrow to the right to download the update.' The message is in a 'Queued' state. Below the inbox messages, there is a section for 'Sent Messages'.

Inbox Messages				
Page 1 of 1 (7 total records)				
Date	State	Message Text	Actions	
03/08/2016 13:47	Queued	Please restore System Video #305 to an online status.		
03/08/2016 09:08	Completed	Notify L-3 Mobile Vision Support of Flashback: Error Code:500 =>fbdata\00\incoming\019139_1455937430256_20160216_212832.v1.ERR		
03/07/2016 16:43	Queued	File quarantined, please accept or permanently delete this video (fbdata\00\quarantine\1051510544_160307_214257.mkv).		
03/02/2016 16:40	Completed	New DVR was discovered and added to your server.		
03/01/2016 08:52	Queued	Please restore System Video #303 to an online status.		
02/04/2016 09:05	Queued	There is an update available for your Server, click the arrow to the right to download the update.		
02/02/2016 11:30	Completed	Export Video 002 Disc 1 of 1 is now ready for download.		

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 Mobile-Vision Service at 800-336-8475. 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.


(Continued)

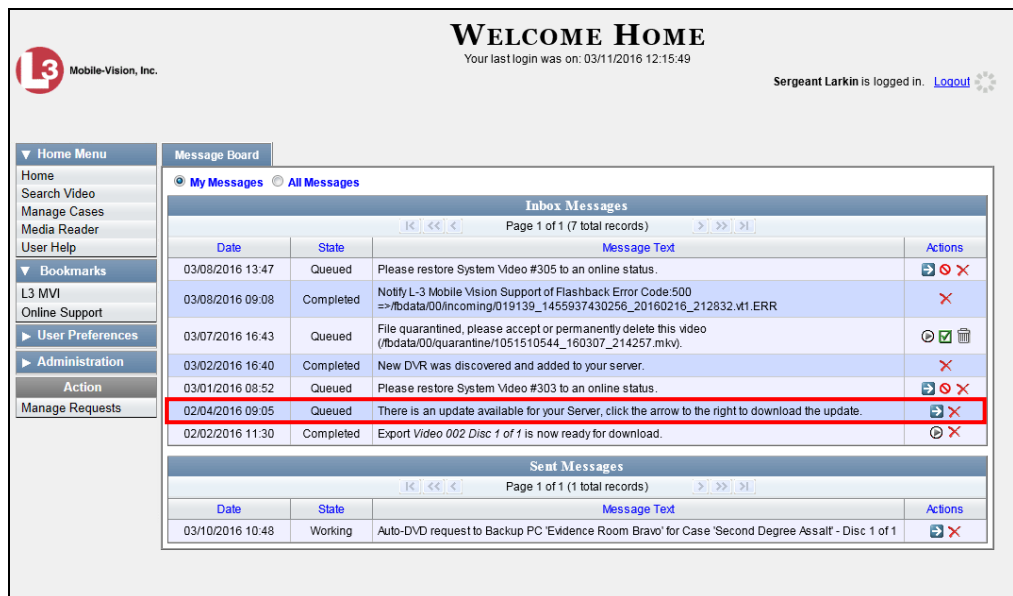


Make sure that this field is set to 60 or higher

For instructions on changing this setting, see “Changing the Session Timeout Setting” on page 657.

Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

- 1 Make sure the Home page displays. (If necessary, go to  and click **Home**.)



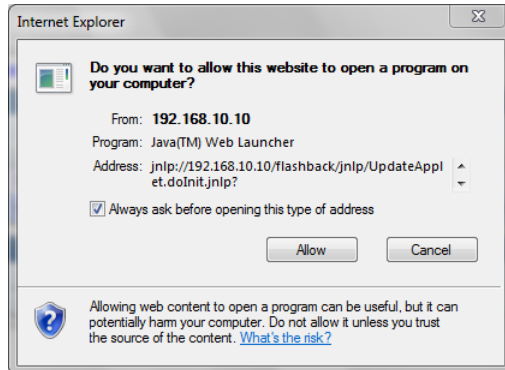
- 2 Go to your *Inbox Messages* list and click on the arrow icon to the right of the upgrade notification message (‘*There is an update available for your Server...*’).

– OR –

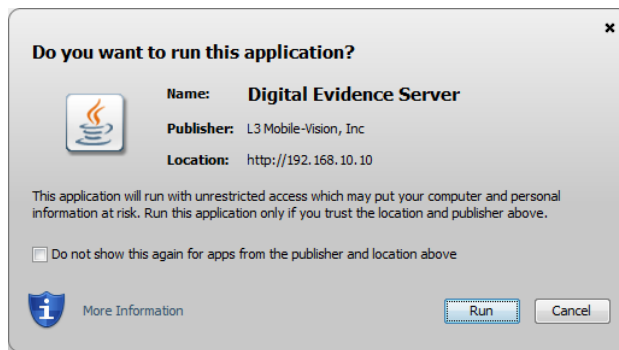
Go to  and click **Update Server**.



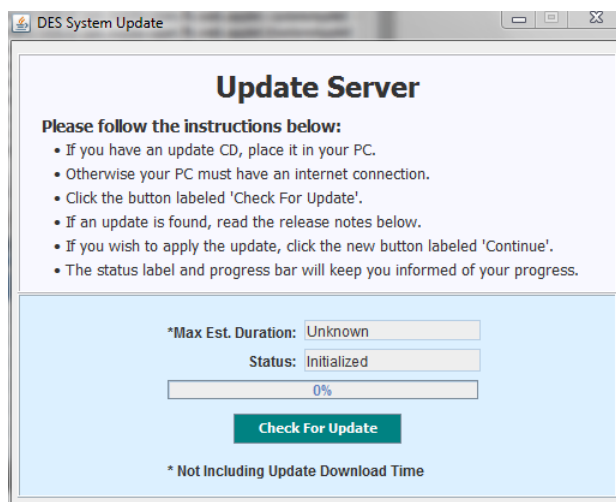
The following message displays.



3 Click **Allow**. The following message displays.

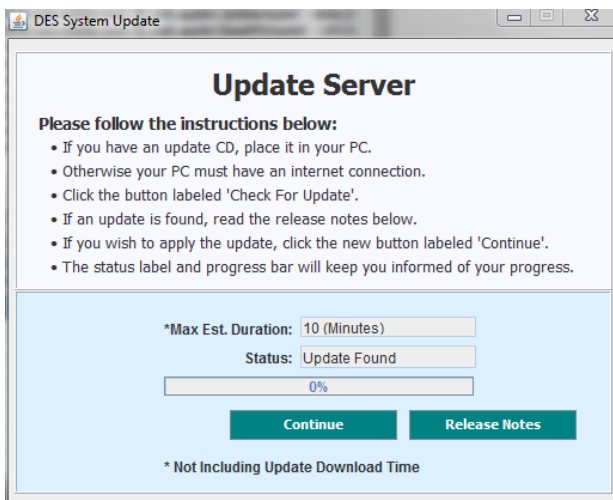


4 Click **Run**. The Update Server popup displays.

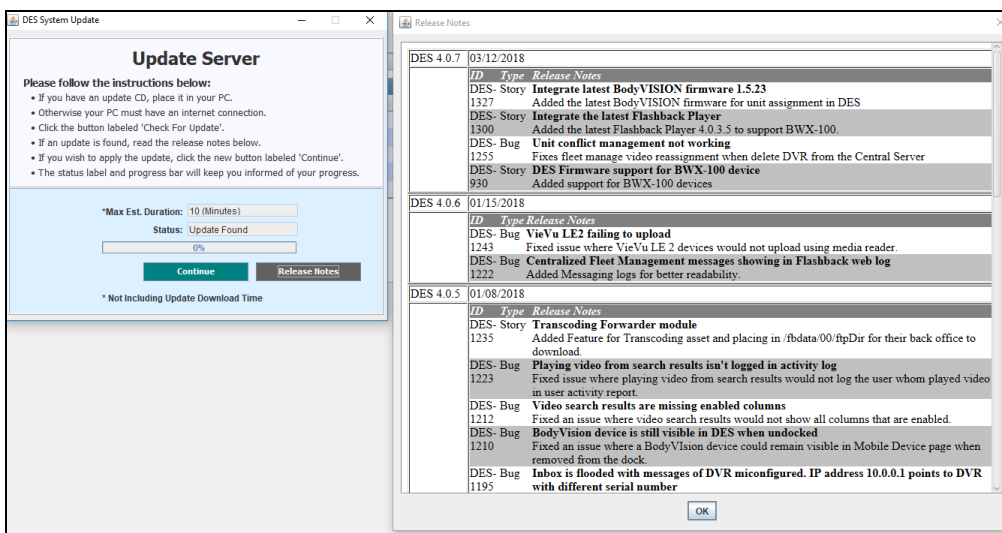


*(Continued)*

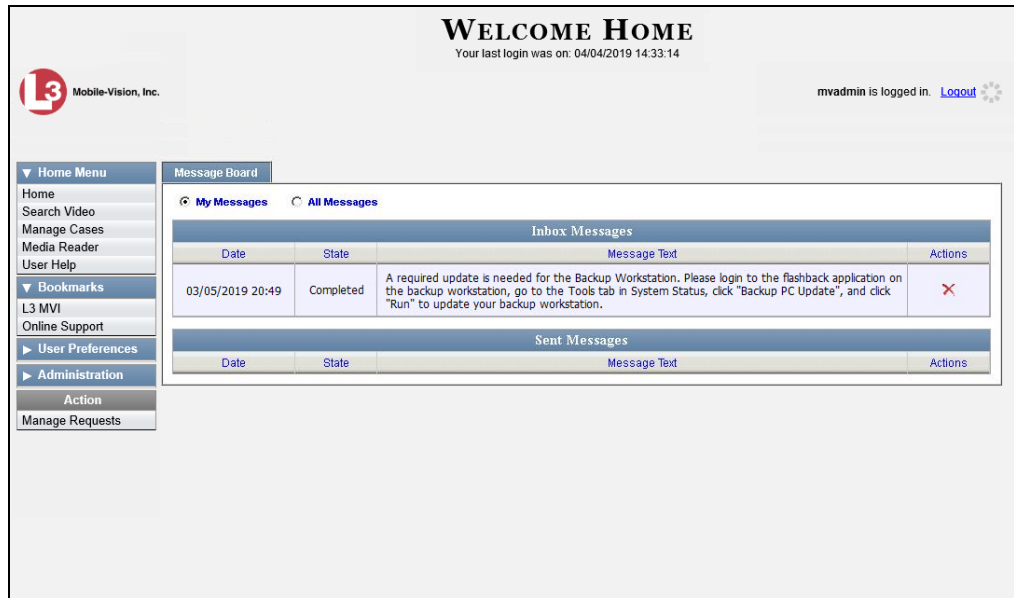
- 5 Click the **Check for Update** button. The system searches for a new update.
  - ⇒ If an update is available, the message *Update Found* displays in the *Status* field. Proceed to the next step.
  - ⇒ If an update is *not* available, the message *No Update Found* displays in the *Status* field. Click the  in the upper corner of the page to exit. **End of Procedure.**



- 6 If you would like to review the Release Notes before beginning the update, click the **Release Notes** button. Otherwise proceed to the next step.



- 7 Click **Continue**. The system begins updating the system. When the update is complete, the system logs you out of the application.
- 8 Login to DEP again.
- 9 Once the Home page displays, look for a new message in your Inbox that says: “A Required update is needed for the Backup Workstation...”

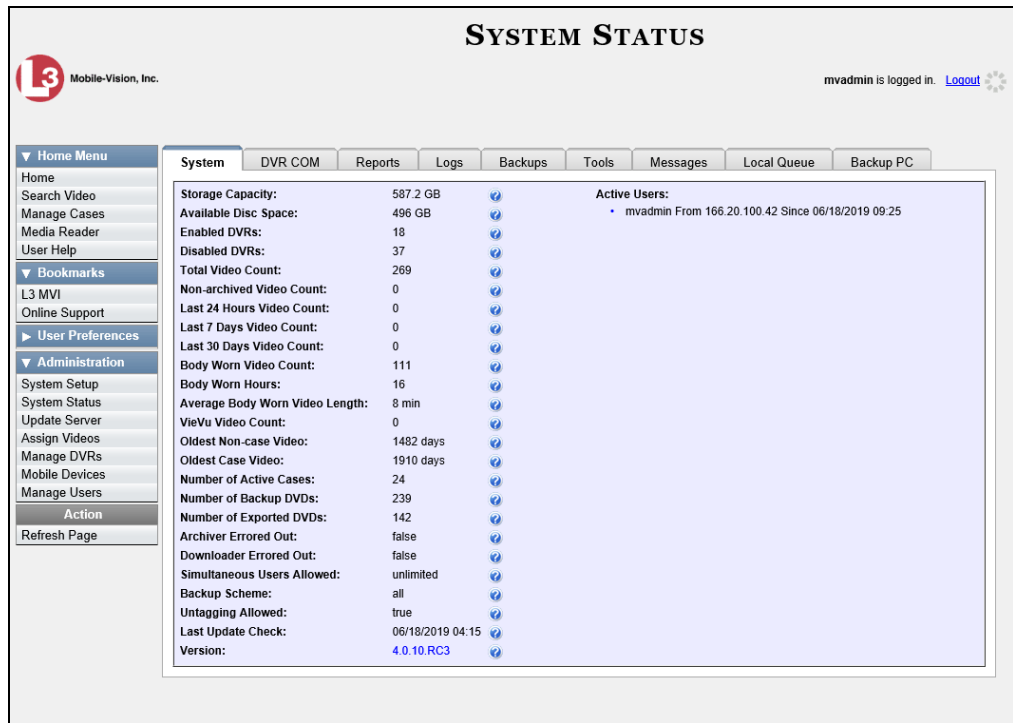


- ⇒ If you see the update message pictured above, it means that you have to update your Backup PC(s) in order for the new DEP update to work properly. Proceed to the next step.
- ⇒ If you do *not* see the update message pictured above, it means that you do *not* have to update your Backup PC(s). **End of Procedure.**

The Backup PC update procedure needs to be performed on the Backup PC itself, so you must log out of the DEV application now, then log back in from the Backup PC, as described below.

- 10 Go to the top right of the Home page and click **Logout**.
- 11 Walk to the Backup PC.
- 12 Login to DEP again from the Backup PC. (Be sure to login as an Administrator.)
- 13 Go to **Administration** and click **System Status**. The System Status page displays.

(Continued)



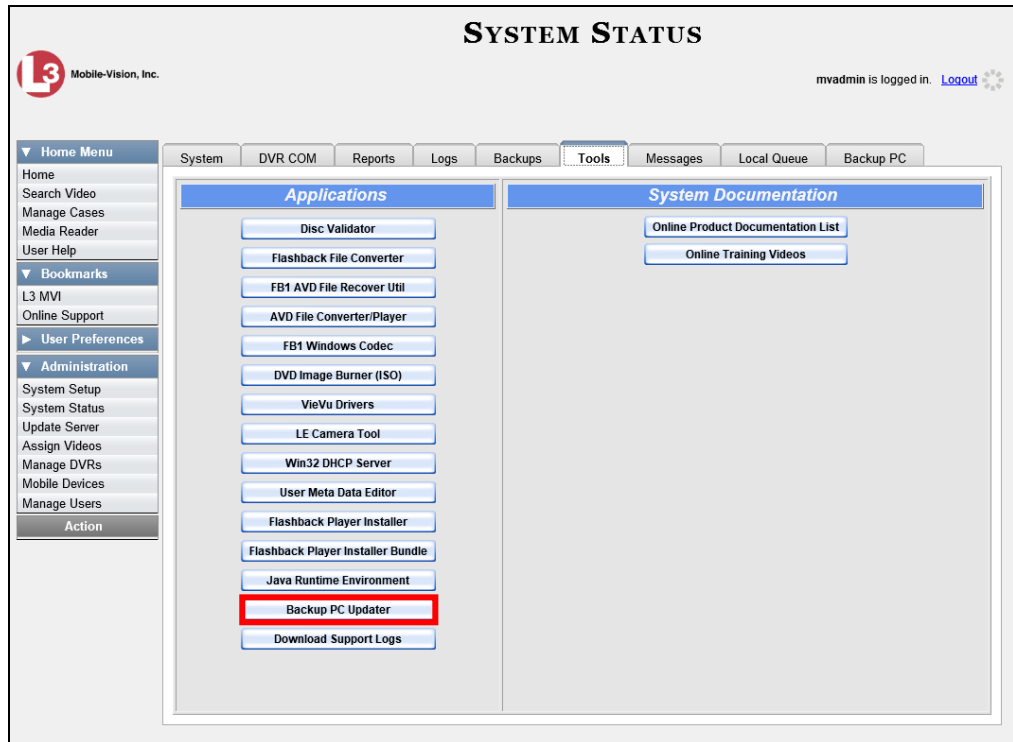
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	✓	<b>Active Users:</b>
Available Disc Space:	496 GB	✓	
Enabled DVRs:	18	✓	
Disabled DVRs:	37	✓	
Total Video Count:	269	✓	
Non-archived Video Count:	0	✓	
Last 24 Hours Video Count:	0	✓	
Last 7 Days Video Count:	0	✓	
Last 30 Days Video Count:	0	✓	
Body Worn Video Count:	111	✓	
Body Worn Hours:	16	✓	
Average Body Worn Video Length:	8 min	✓	
VieVu Video Count:	0	✓	
Oldest Non-case Video:	1482 days	✓	
Oldest Case Video:	1910 days	✓	
Number of Active Cases:	24	✓	
Number of Backup DVDs:	239	✓	
Number of Exported DVDs:	142	✓	
Archiver Errored Out:	false	✓	
Downloader Errored Out:	false	✓	
Simultaneous Users Allowed:	unlimited	✓	
Backup Scheme:	all	✓	
Untagging Allowed:	true	✓	
Last Update Check:	06/18/2019 04:15	✓	
Version:	4.0.10.RC3	✓	

14 Click the **Tools** tab.



**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | **Tools** | Messages | Local Queue | Backup PC

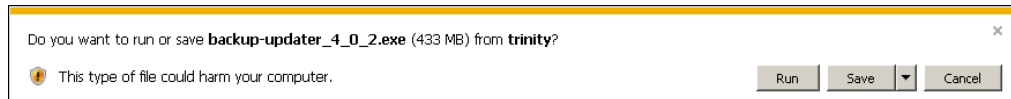
**Applications**

- 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
- User Meta Data Editor
- Flashback Player Installer
- Flashback Player Installer Bundle
- Java Runtime Environment
- Backup PC Updater**
- Download Support Logs

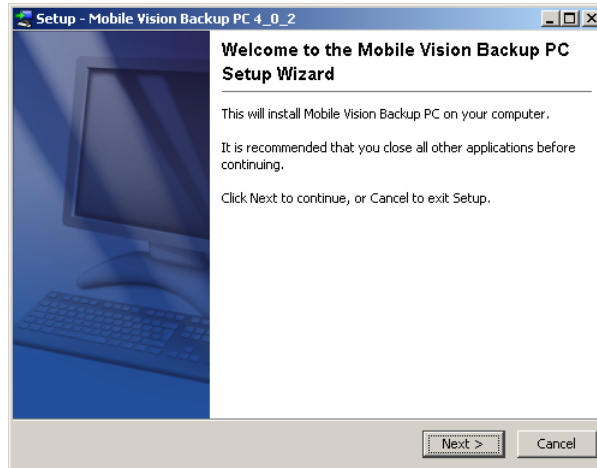
**System Documentation**

- Online Product Documentation List
- Online Training Videos

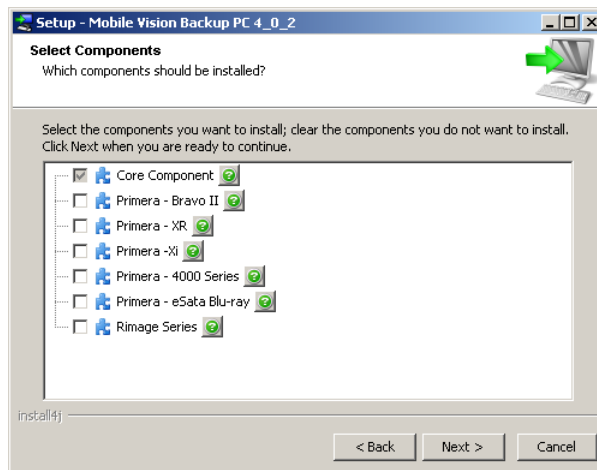
15 Go to the *Applications* column and click the **Backup PC Updater** button. A Windows message displays.



- 16 Click **Run**. The system copies some files from the server to the Backup PC. After a momentary delay, the Setup Wizard launches.



- 17 Click **Next**. A list of DVD burners displays.

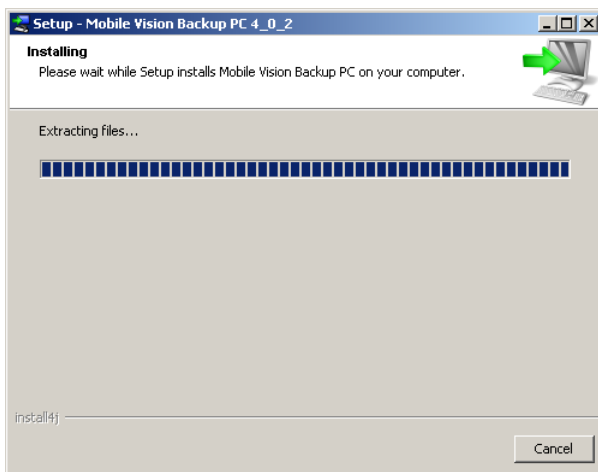


- 18 Select the type of disc burner that your Backup PC is connected to. Make sure you select *only one* burner.

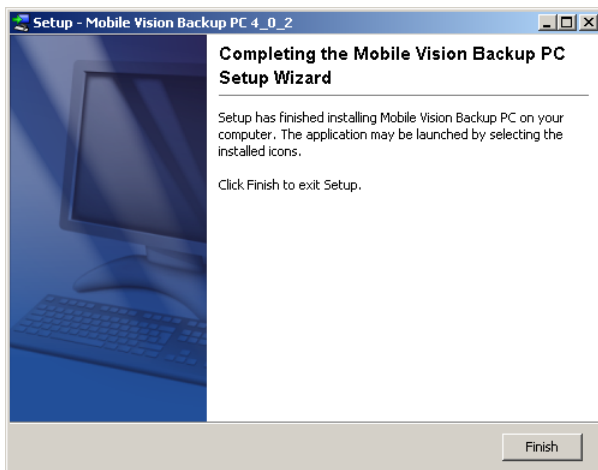


**WARNING:** If you select more than one DVD burner *or* you select the *wrong* DVD burner, or it could render your Backup PC system temporarily inoperable.

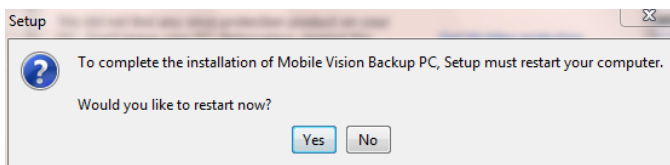
- 19 Click **Next**. The system begins updating your Backup PC.



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.

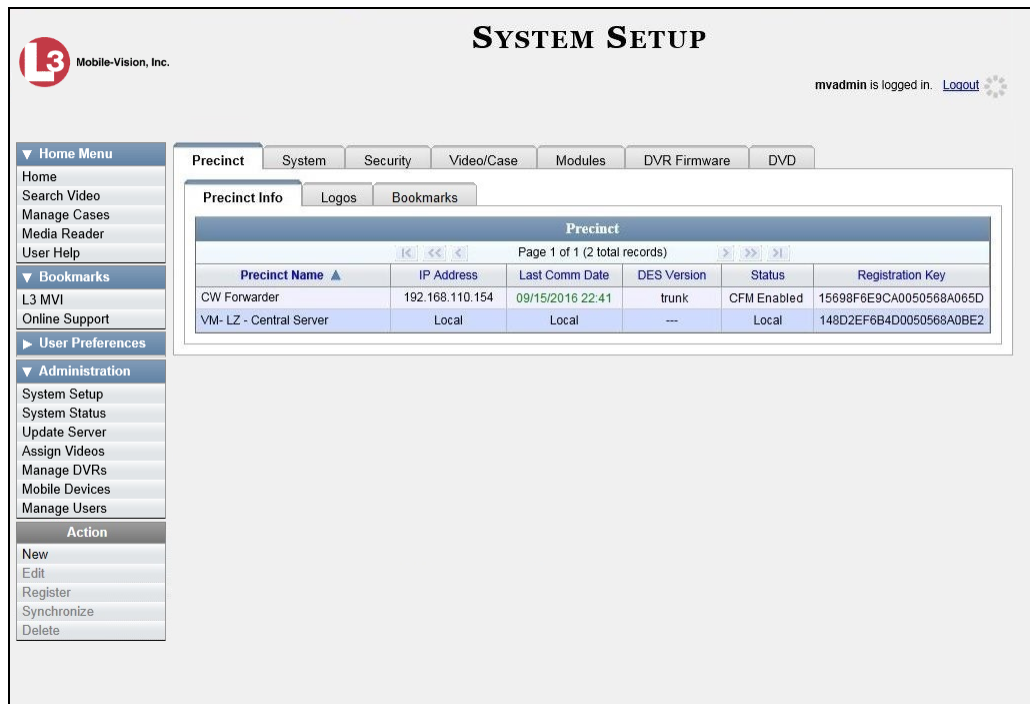


- 21** Close any files that you may have open on the Backup PC, then click **Yes**.
- ⇒ If you have only *one* Backup PC, **End of Procedure**.
  - ⇒ If you have *more than one* Backup PC, log out of DEV and repeat steps 11 – 21 for your next Backup PC.

## 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.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

**Administration**

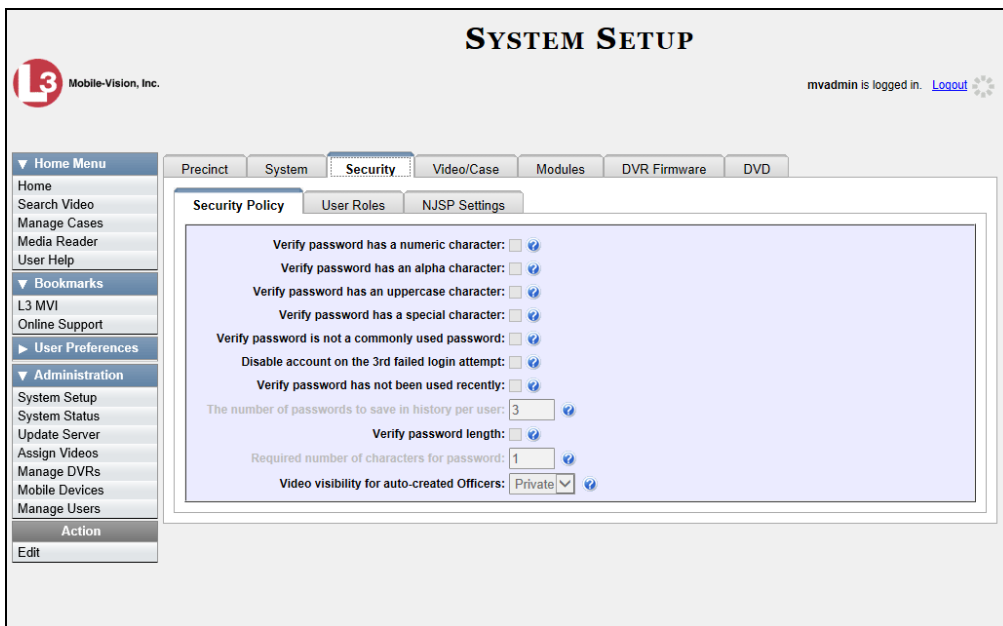
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users

**Action**

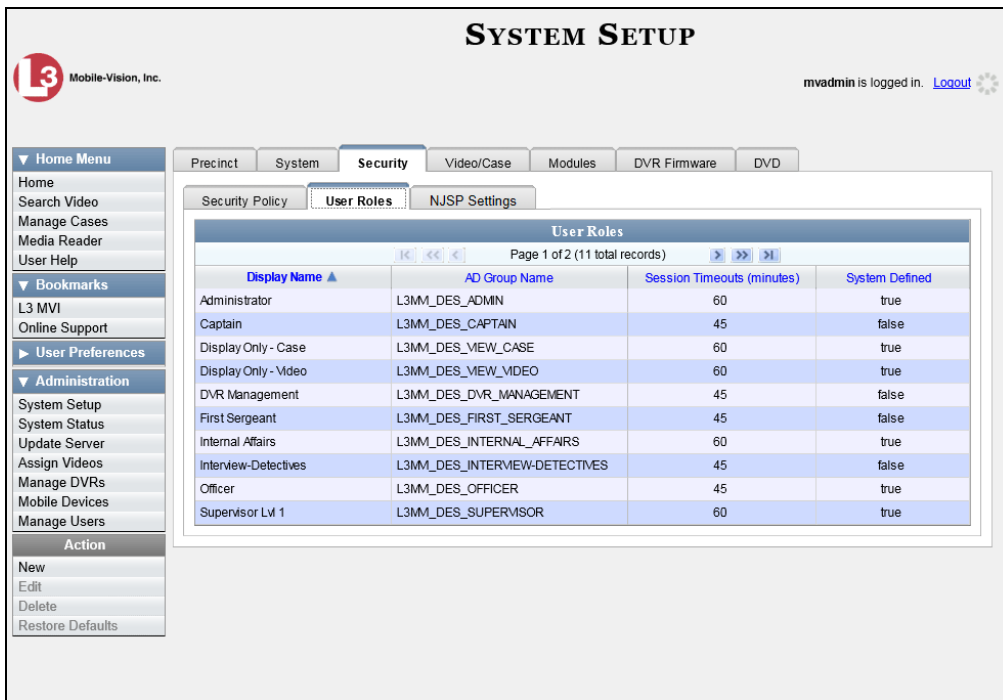
- New
- Edit
- Register
- Synchronize
- Delete

- 2 Click the **Security** tab.

*(Continued)*

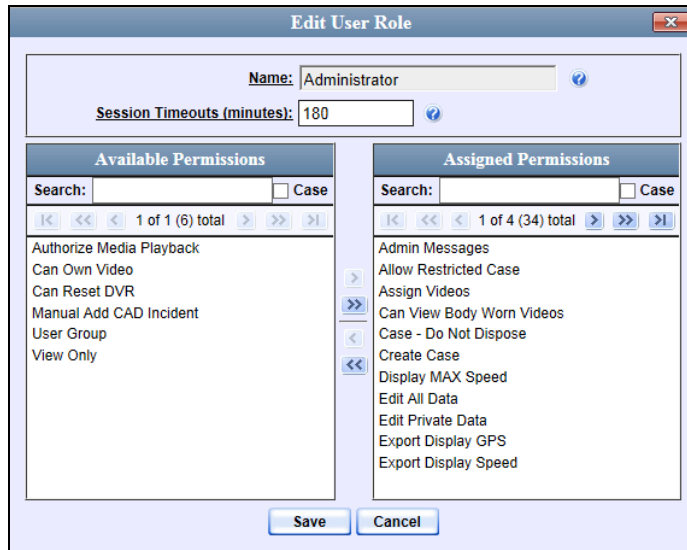


3 Click the **User Roles** tab. A list of User Roles displays.



4 Right-click on the user type you wish to update, then select **Edit** from the popup menu. The Edit User Role popup displays.





- 5 Go to the *Session Timeouts (minutes)* field and enter the number of minutes you wish to elapse before this user type is automatically logged off the system.
- 6 Click **Save**. A confirmation message displays:

User Role **Sergeant** successfully saved.

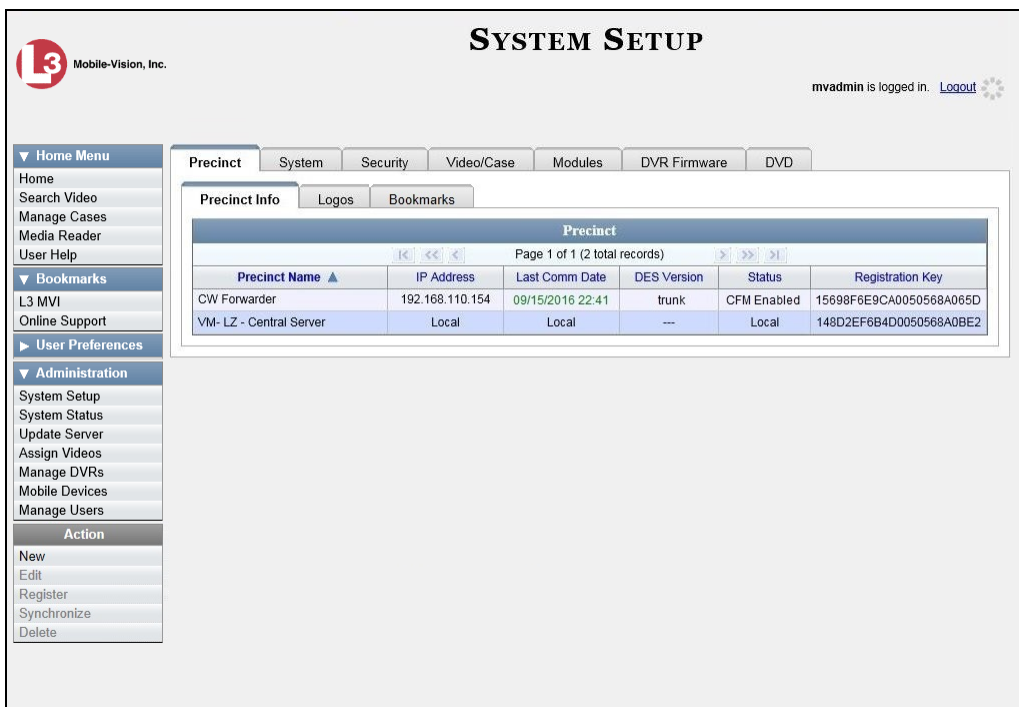
---

## 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*.

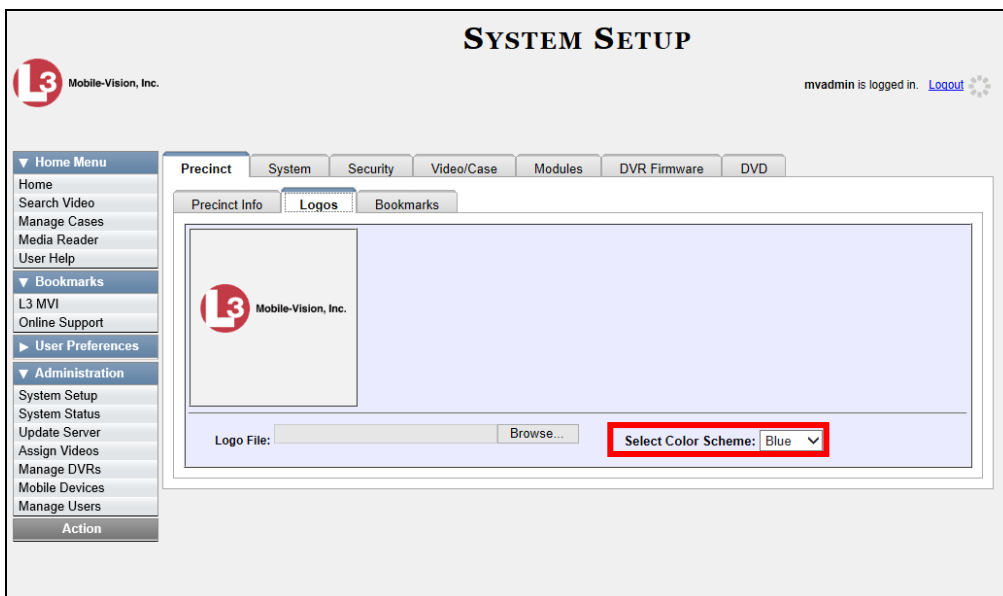
- 1 Go to  **Administration** and click **System Setup**. The System Setup page displays.

*(Continued)*

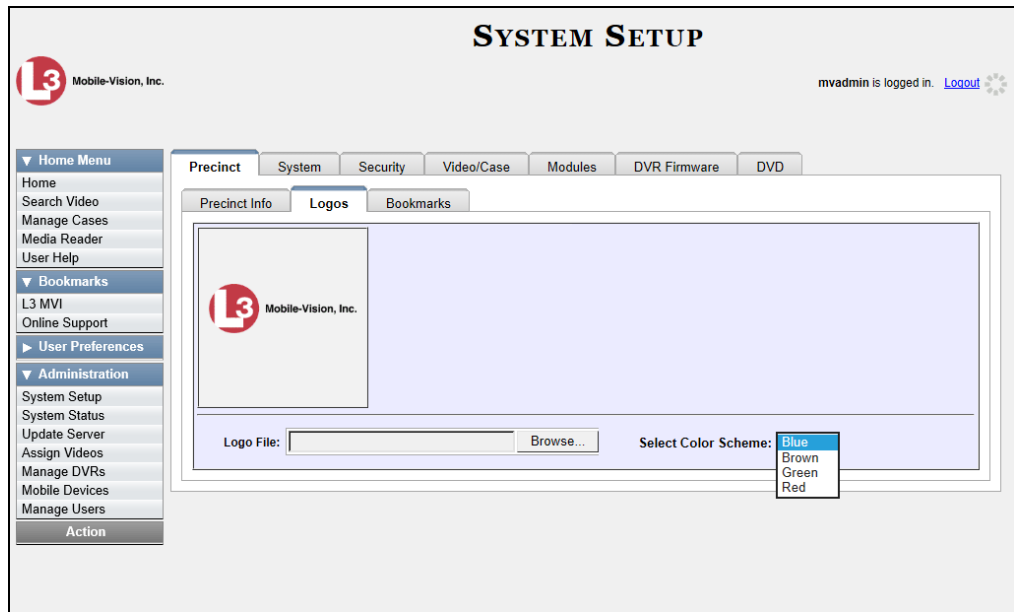


2 If it is not already selected, click the **Precinct** tab.

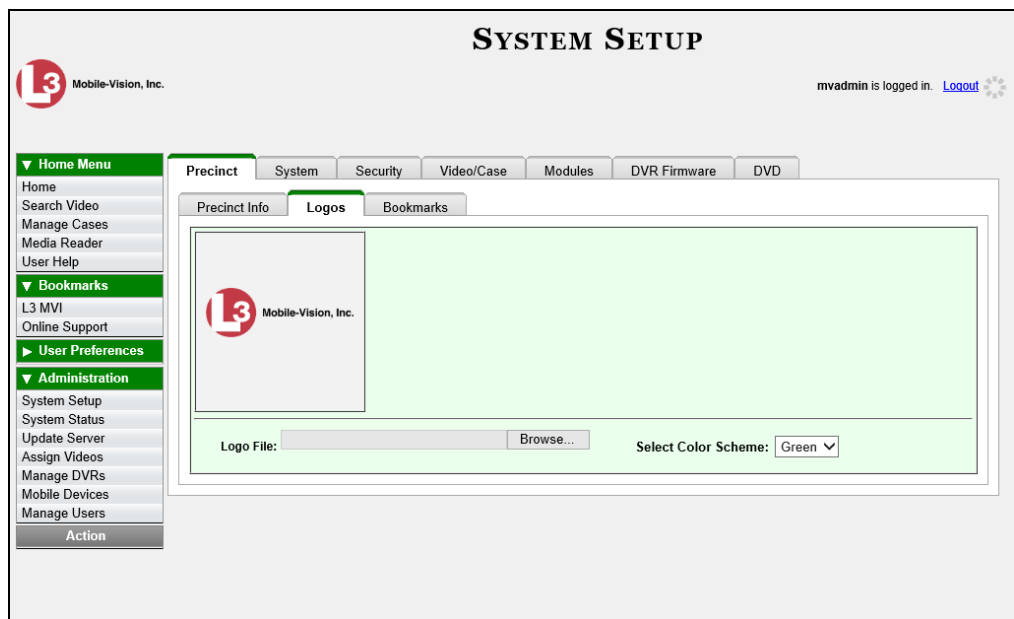
3 Click the **Logos** tab.



- 4 Select a new color scheme from the *Select Color scheme* drop-down list.



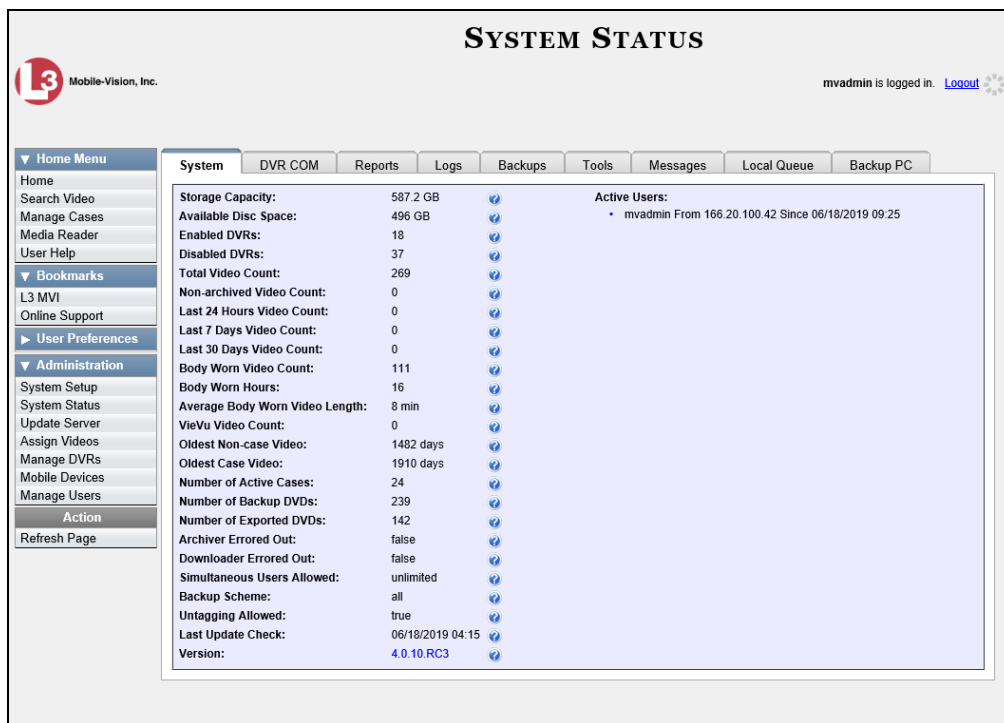
The new color scheme immediately takes effect.



## Downloading the Support Logs

This section describes how to download the logs that are used by Mobile-Vision's Technical Support Engineers to troubleshoot technical problems. This procedure is only used by those customers who have no remote access whatsoever (i.e., your agency is unable or unwilling to allow remote access to the 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.



**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR.COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

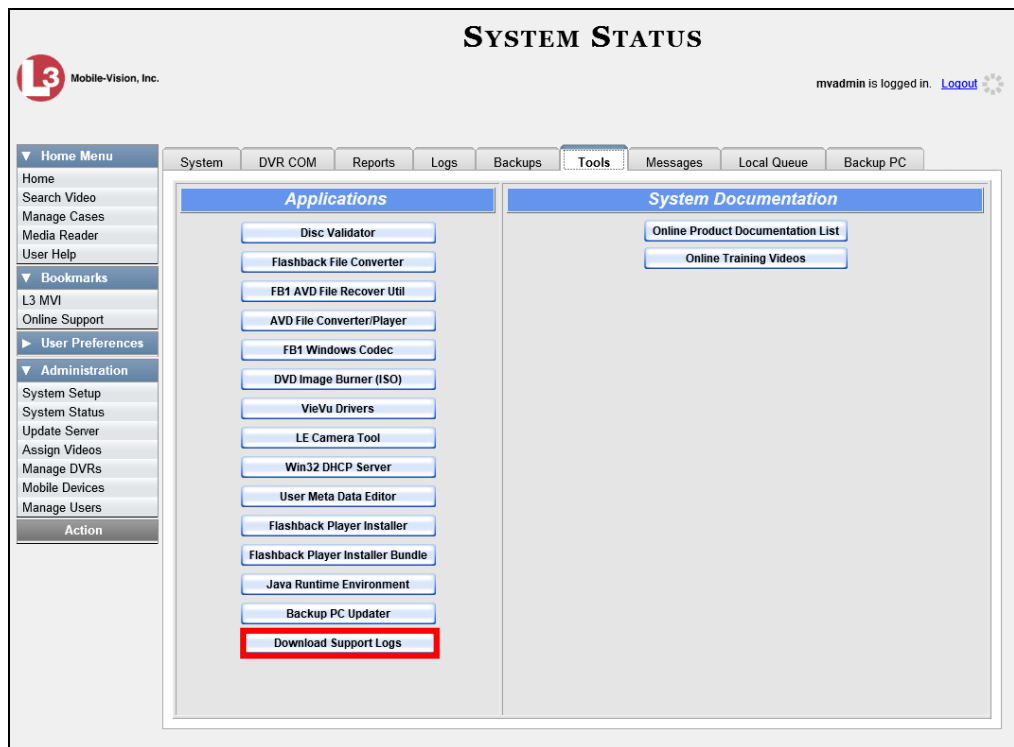
**System**

Storage Capacity:	587.2 GB	🔍
Available Disc Space:	496 GB	🔍
Enabled DVRs:	18	🔍
Disabled DVRs:	37	🔍
Total Video Count:	269	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	0	🔍
Last 30 Days Video Count:	0	🔍
Body Worn Video Count:	111	🔍
Body Worn Hours:	16	🔍
Average Body Worn Video Length:	8 min	🔍
VieVu Video Count:	0	🔍
Oldest Non-case Video:	1482 days	🔍
Oldest Case Video:	1910 days	🔍
Number of Active Cases:	24	🔍
Number of Backup DVDs:	239	🔍
Number of Exported DVDs:	142	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	all	🔍
Untagging Allowed:	true	🔍
Last Update Check:	06/18/2019 04:15	🔍
Version:	4.0.10.RC3	🔍

**Active Users:**

- mvadmin From 166.20.100.42 Since 06/18/2019 09:25

- 2 Click the **Tools** tab. An applications list displays on the left of the page.



- 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 uploading this file to Mobile-Vision.)
- 6 Click **Save**. The system copies the logs4u.mvi file to the selected location. When the process is complete, a confirmation message will display.



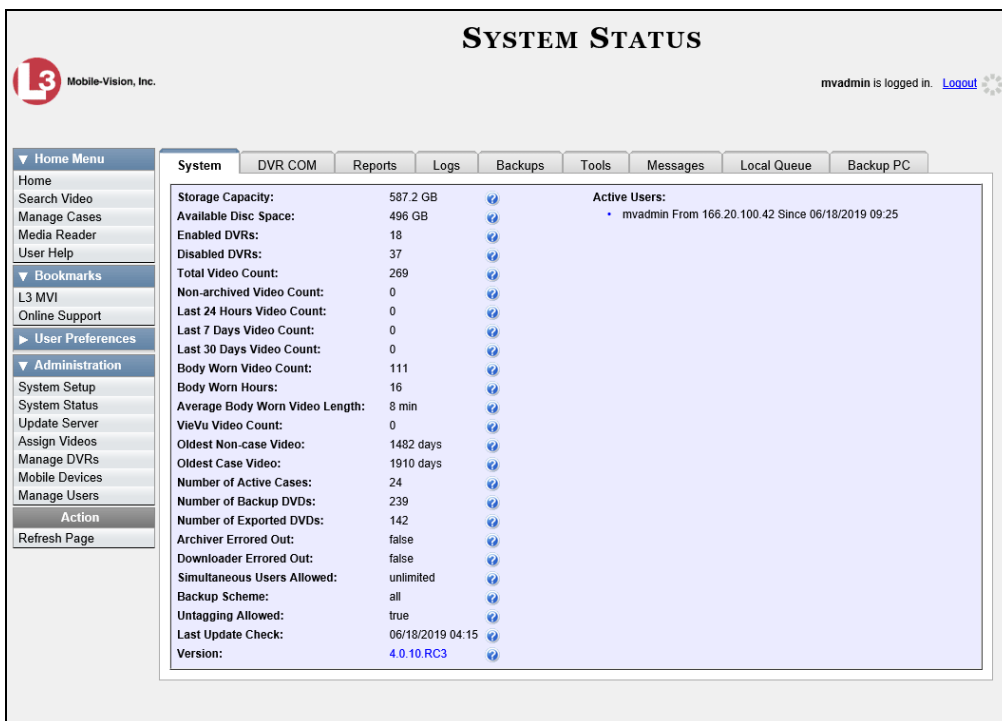
- 7 Click **Open folder** to display the file.
- 8 Upload the file to Mobile-Vision, as per your Technical Support Engineer's instructions.

## 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.



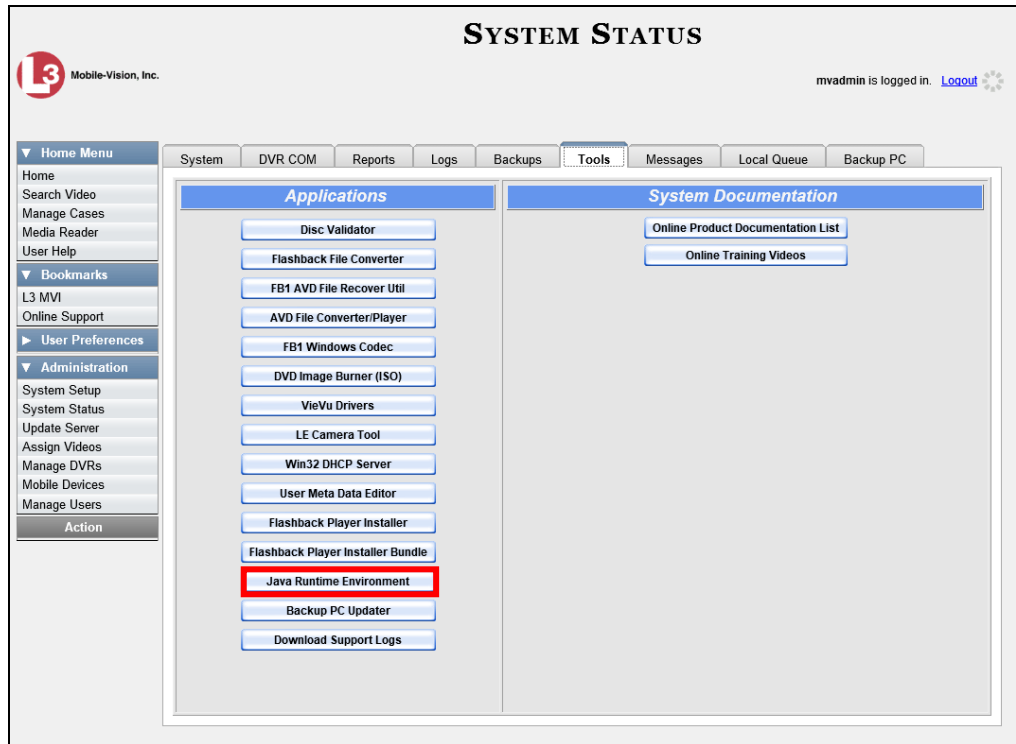
**SYSTEM STATUS**

Mobile-Vision, Inc. madmin is logged in. [Logout](#)

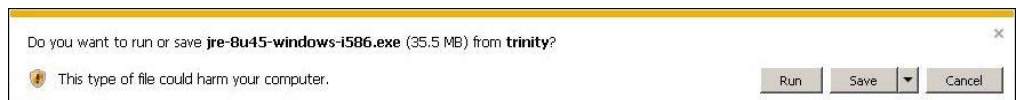
System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

Storage Capacity:	587.2 GB	🔍	Active Users:	
Available Disc Space:	496 GB	🔍	• madmin From 166.20.100.42 Since 06/18/2019 09:25	
Enabled DVRs:	18	🔍		
Disabled DVRs:	37	🔍		
Total Video Count:	269	🔍		
Non-archived Video Count:	0	🔍		
Last 24 Hours Video Count:	0	🔍		
Last 7 Days Video Count:	0	🔍		
Last 30 Days Video Count:	0	🔍		
Body Worn Video Count:	111	🔍		
Body Worn Hours:	16	🔍		
Average Body Worn Video Length:	8 min	🔍		
VieVu Video Count:	0	🔍		
Oldest Non-case Video:	1482 days	🔍		
Oldest Case Video:	1910 days	🔍		
Number of Active Cases:	24	🔍		
Number of Backup DVDs:	239	🔍		
Number of Exported DVDs:	142	🔍		
Archiver Errored Out:	false	🔍		
Downloader Errored Out:	false	🔍		
Simultaneous Users Allowed:	unlimited	🔍		
Backup Scheme:	all	🔍		
Untagging Allowed:	true	🔍		
Last Update Check:	06/18/2019 04:15	🔍		
Version:	4.0.10.RC3	🔍		

- 3 Click the **Tools** tab.



- Go to the *Applications* column and click the **Java Runtime Environment** button. A Windows message displays.



- Click **Run**.
- If you receive a security warning, click **Run** again. Otherwise proceed to the next step.



- Click **Install**.

- 8 Follow the Java system prompts. At the end of the installation process, a confirmation message will display.
- 9 Click **Close**.
- 10 Reboot your PC.

## Maintaining the NJSP Tables

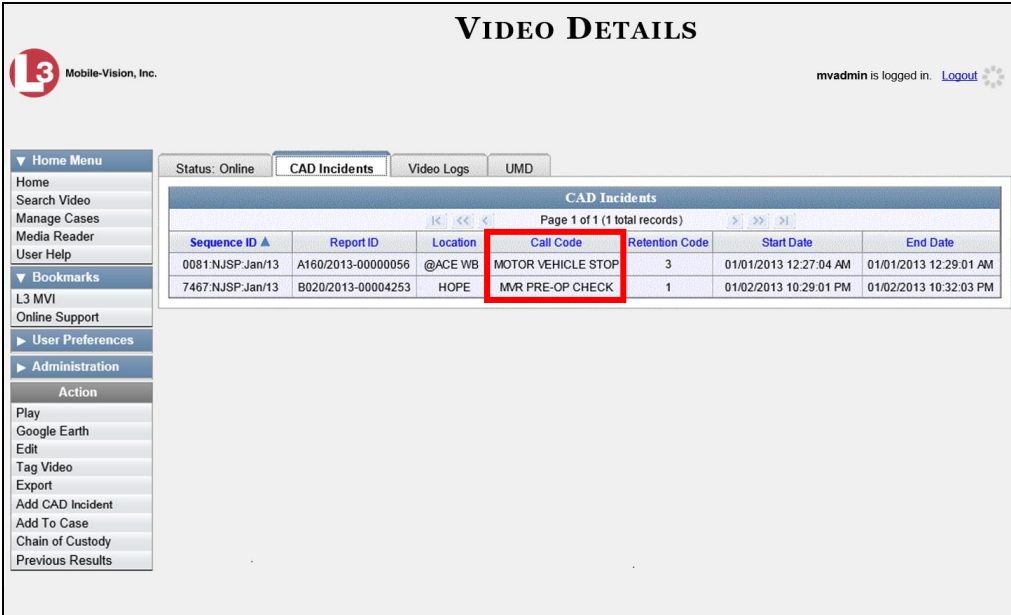
There are two NJSP tables in the DEP system: a *Call Codes* table, and a *Unit Codes* table. The data for these tables is provided by NJSP and typically remains the same. However, DEP does include a facility to add, change, or delete table records, should the need arise. The NJSP will notify you when/if an update is required.

For specific instructions, see:

- Maintaining the Call Codes Table, below
- Maintaining the Unit Codes Table, page 681.

## Maintaining the Call Codes Table

This section describes how to add, change, and/or delete records on the Call Code Table. This table is used to populate the *Call Code* column on the **CAD Incidents** tab.



**VIDEO DETAILS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Status: Online **CAD Incidents** Video Logs UMD

CAD Incidents						
Page 1 of 1 (1 total records)						
Sequence ID	Report ID	Location	Call Code	Retention Code	Start Date	End Date
0081.NJSP:Jan/13	A160/2013-00000056	@ACE WB	MOTOR VEHICLE STOP	3	01/01/2013 12:27:04 AM	01/01/2013 12:29:01 AM
7467.NJSP:Jan/13	B020/2013-00004253	HOPE	MVR PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM

**Home Menu**

- Home
- Search Video
- Manage Cases
- Media Reader
- User Help

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Administration**

**Action**

- Play
- Google Earth
- Edit
- Tag Video
- Export
- Add CAD Incident
- Add To Case
- Chain of Custody
- Previous Results

For specific instructions, see:

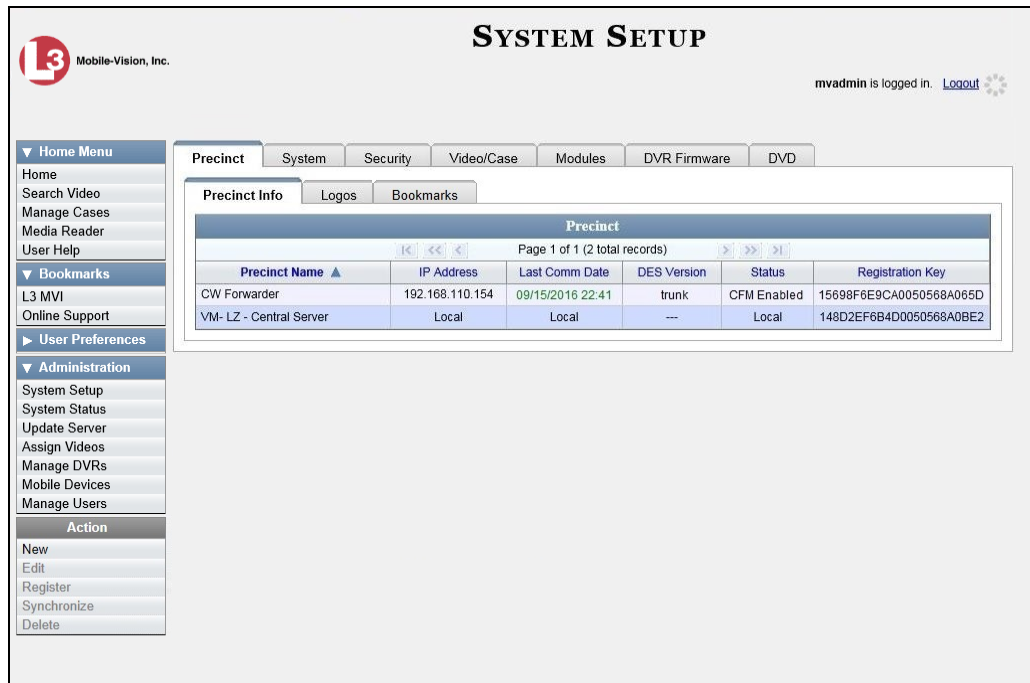
- Adding a Call Code, next page
- Changing a Call Code, page 677
- Deleting a Call Code, page 679.



## Adding a Call Code

This section describes how to add a new record to the Call Codes table. For more information on Call Codes, see the previous section, “Maintaining the Call Codes Table.” *Perform this task at the request of NJSP only.*

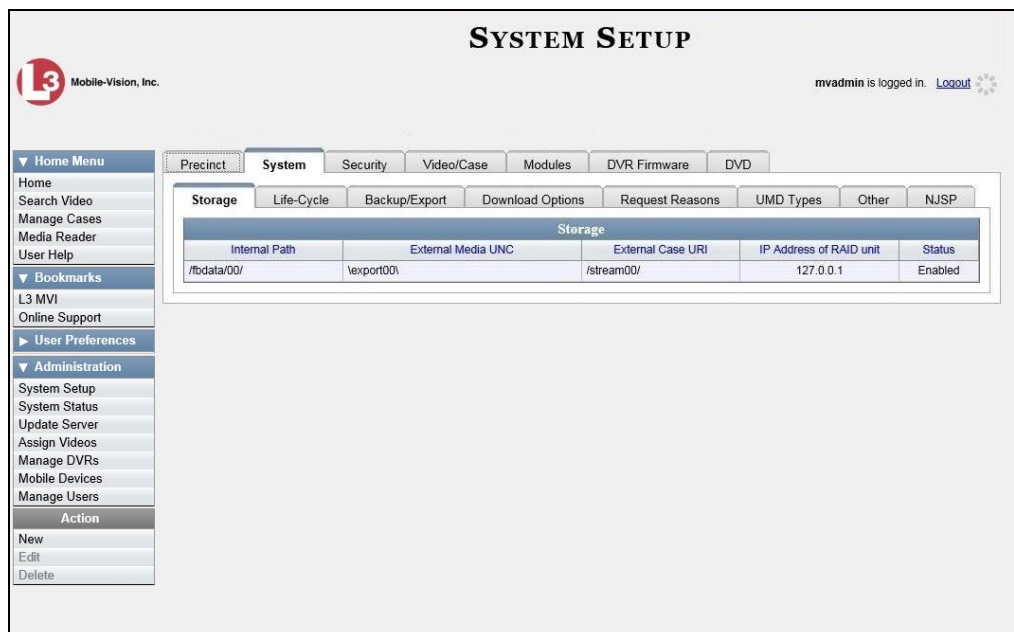
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'Administration' menu is expanded to 'System Setup'. The 'Precinct' tab is selected, displaying a table with the following data:

Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

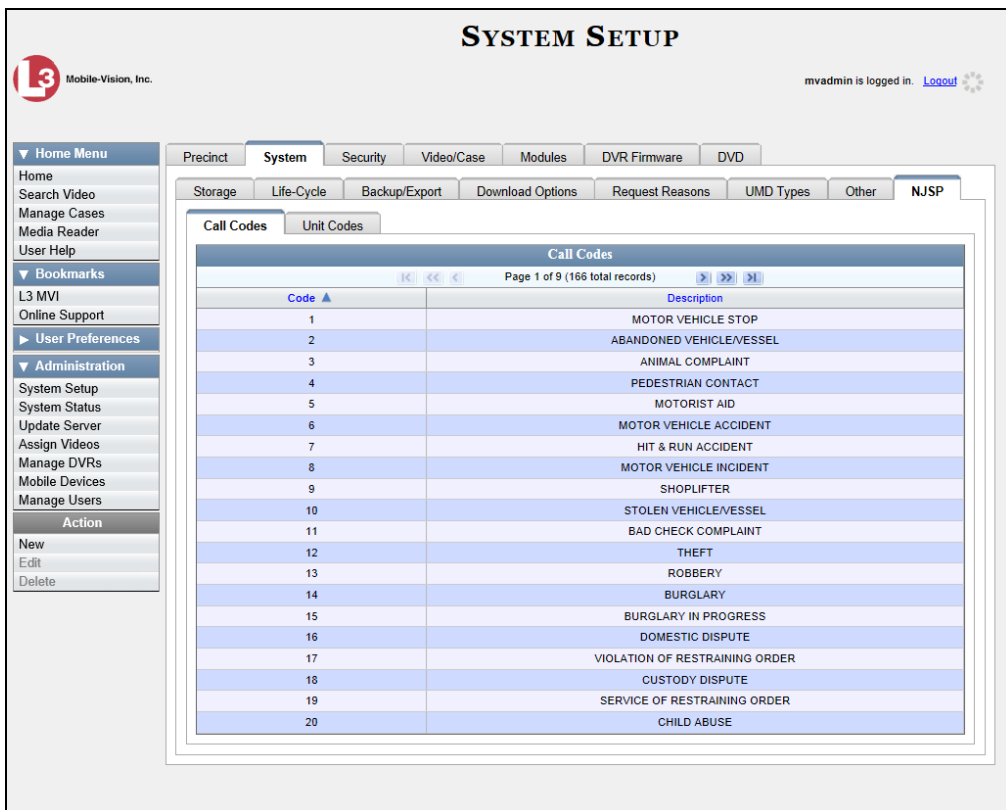
- 2 Click the **System** tab.



The screenshot shows the 'SYSTEM SETUP' interface 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

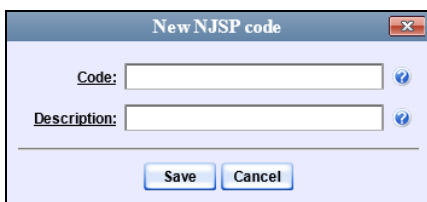
- 3 Click the **NJSP** tab.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The 'System' tab is selected, and the 'NJSP' sub-tab is active. The 'Call Codes' table is displayed, showing a list of 20 records with columns for 'Code' and 'Description'. The 'Code' column is sorted in ascending order. The 'Description' column contains various incident types such as 'MOTOR VEHICLE STOP', 'ABANDONED VEHICLE/VESSEL', 'ANIMAL COMPLAINT', etc.

Code	Description
1	MOTOR VEHICLE STOP
2	ABANDONED VEHICLE/VESSEL
3	ANIMAL COMPLAINT
4	PEDESTRIAN CONTACT
5	MOTORIST AID
6	MOTOR VEHICLE ACCIDENT
7	HIT & RUN ACCIDENT
8	MOTOR VEHICLE INCIDENT
9	SHOPLIFTER
10	STOLEN VEHICLE/VESSEL
11	BAD CHECK COMPLAINT
12	THEFT
13	ROBBERY
14	BURGLARY
15	BURGLARY IN PROGRESS
16	DOMESTIC DISPUTE
17	VIOLATION OF RESTRAINING ORDER
18	CUSTODY DISPUTE
19	SERVICE OF RESTRAINING ORDER
20	CHILD ABUSE

- 4 Make sure the **Call Codes** tab is selected, as pictured above.
- 5 Click **New**. The New NJSP code popup displays.



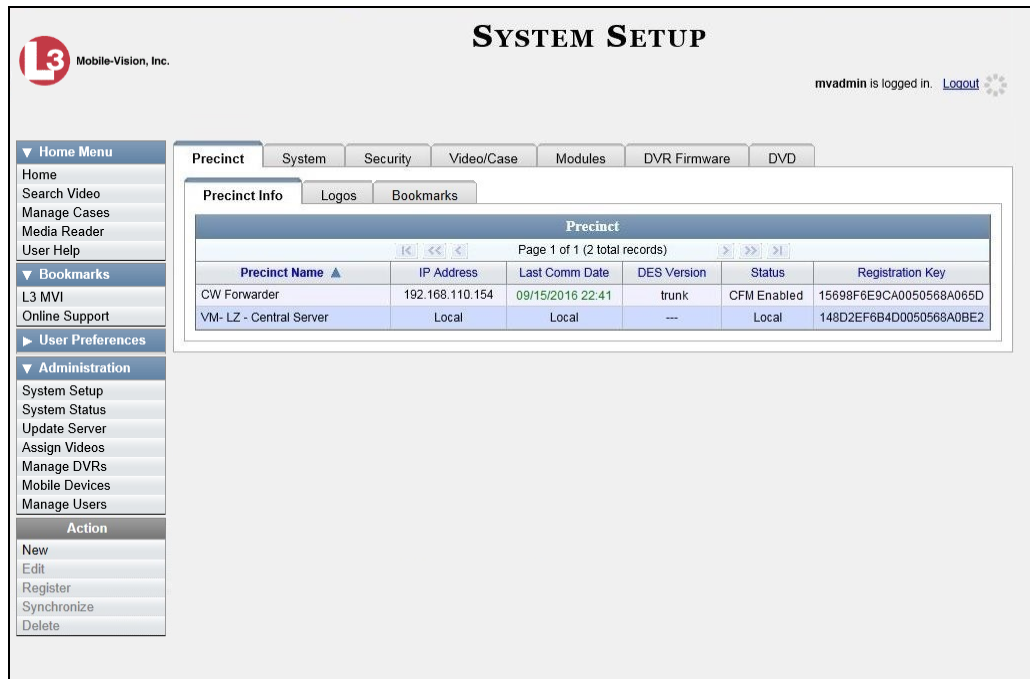
The 'New NJSP code' popup window contains two input fields: 'Code' and 'Description'. Below the fields are 'Save' and 'Cancel' buttons.

- 6 Enter the new Call Code in the *Code* field, provided by NJSP.
- 7 Enter the Call Code's description in the *Description* field, provided by NJSP.
- 8 Click **Save**. The new record is added to the Call Codes list.

## Changing a Call Code

This section describes how to change an existing record on the Call Codes table. For more information on Call Codes, see “Maintaining the Call Codes Table” on page 674. *Perform this task at the request of NJSP only.*

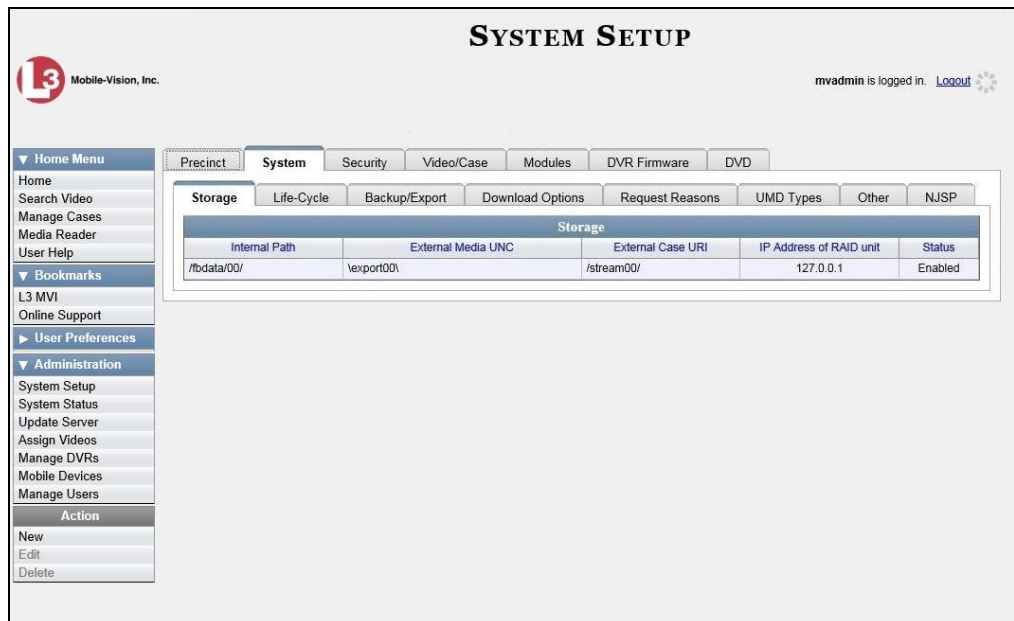
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'Administration' menu is expanded, and 'System Setup' is selected. The 'Precinct' tab is active, displaying a table of precinct information.

Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

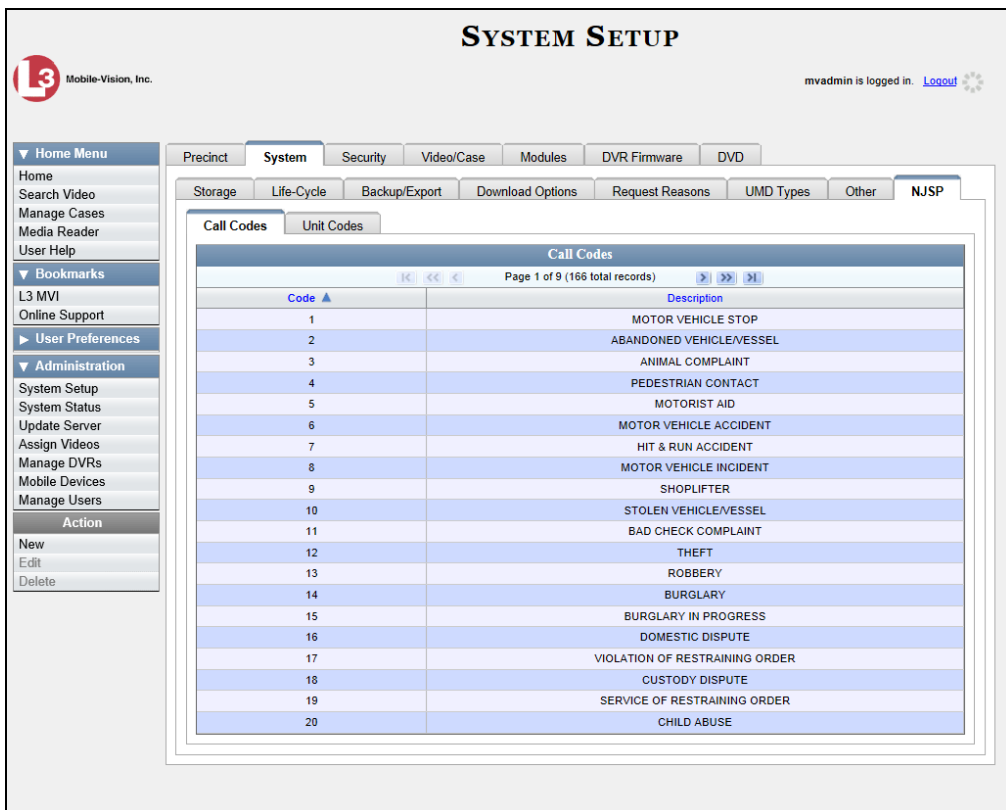
- 2 Click the **System** tab.



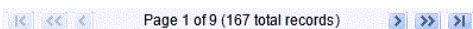
The screenshot shows the 'SYSTEM SETUP' interface with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table of storage configurations.

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/fbddata/00/	\export00\	/stream00/	127.0.0.1	Enabled

- 3 Click the **NJSP** tab.



- 4 Make sure the **Call Codes** tab is selected, as pictured above.
- 5 Locate the record that NJSP instructed you to update. If necessary, use the navigation arrows at the top of the page to scroll through the Call Codes list.



- 6 Right-click on the appropriate record, then select **Edit** from the popup menu. The Edit NJSP code popup displays.

- 7 Enter the changes provided by NJSP.
- 8 Click **Save**.

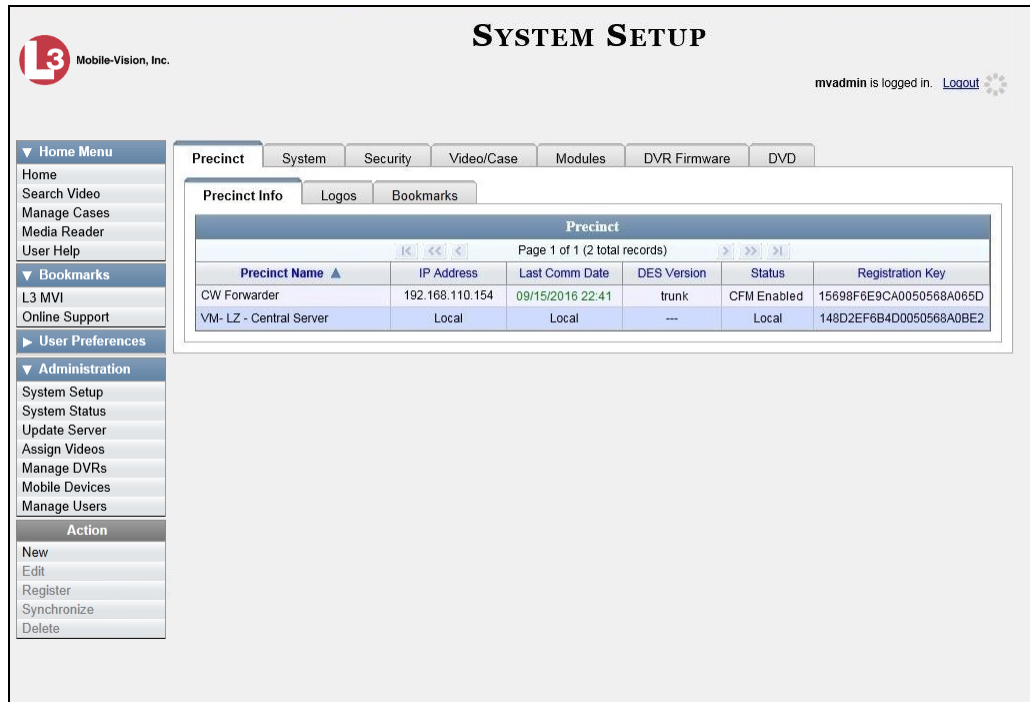
## Deleting a Call Code

This section describes how to delete a record on the Call Codes table. For more information on Call Codes, see “Maintaining the Call Codes Table” on page 674. *Perform this task at the request of NJSP only.*



**NOTE:** You cannot delete a Call Code that is currently in use by one or more videos.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM- LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

**Bookmarks**  
L3 MVI  
Online Support

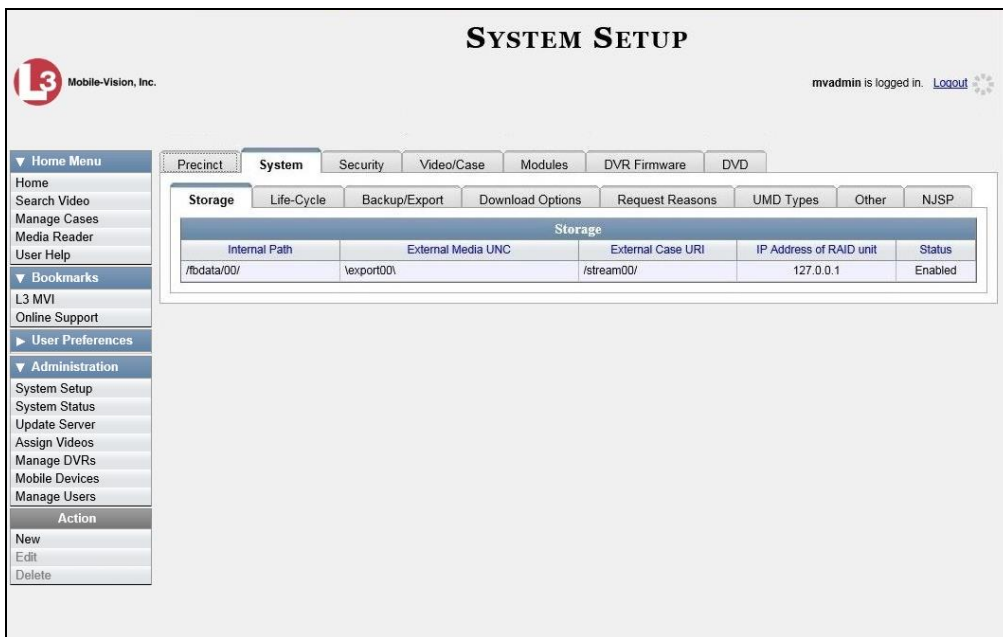
**User Preferences**

**Administration**  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

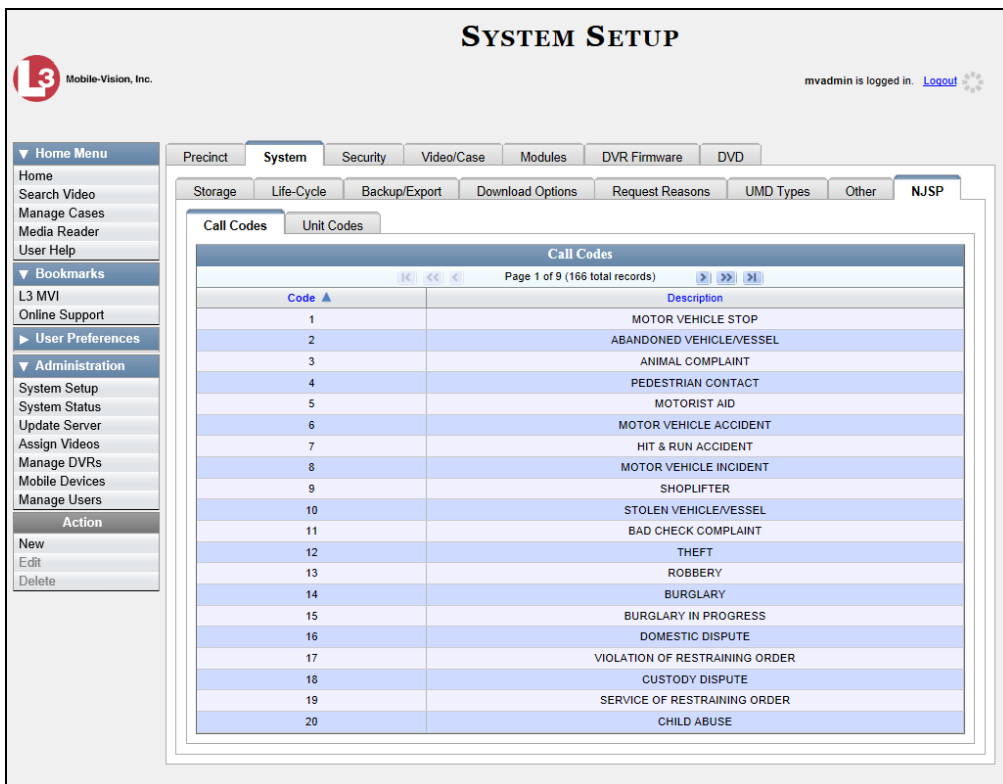
**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **System** tab.

*(Continued)*



3 Click the **NJSP** tab.



4 Make sure the **Call Codes** tab is selected, as pictured above.

- Locate the record that NJSP instructed you to delete. If necessary, use the navigation arrows at the top of the page to scroll through the Call Codes list.



- Right-click on the appropriate record, then select **Delete** from the popup menu. A confirmation message displays.




- Click **Yes**. The selected code is permanently removed from the Call Codes table.

## Maintaining the Unit Codes Table

This section describes how to add, change, and/or delete records on the Unit Codes Table. This table is used to populate the *Location* column on the **CAD Incidents** tab, as pictured below.

**VIDEO DETAILS**

 mvadmin is logged in. [Logout](#)

▼ Home Menu  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

► Administration

Action

Play  
Google Earth  
Edit  
Tag Video  
Export  
Add CAD Incident  
Add To Case  
Chain of Custody  
Previous Results

Status: Online    CAD Incidents    Video Logs    UMD

CAD Incidents

Page 1 of 1 (1 total records)

Sequence ID ▲	Report ID	Location	Call Code	Retention Code	Start Date	End Date
0081.NJSP:Jan/13	A160/2013-00000056	@ACE WB	MOTOR VEHICLE STOP	3	01/01/2013 12:27:04 AM	01/01/2013 12:29:01 AM
7467.NJSP:Jan/13	B020/2013-00004253	HOPE	MVR PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM

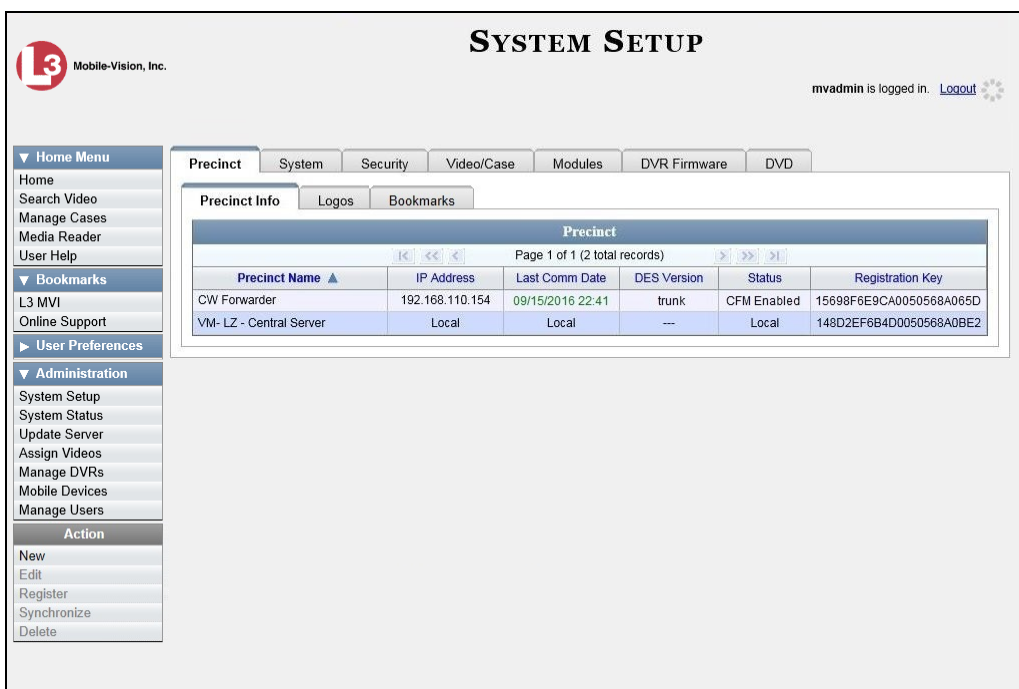
For specific instructions, see:

- Adding a Unit Code, next page
- Changing a Unit Code, page 684
- Deleting a Unit Code, page 687.

## Adding a Unit Code

This section describes how to add a new record to the Unit Codes table. For more information on Unit Codes, see the previous section, “Maintaining the Unit Codes Table.” *Perform this task at the request of NJSP only.*

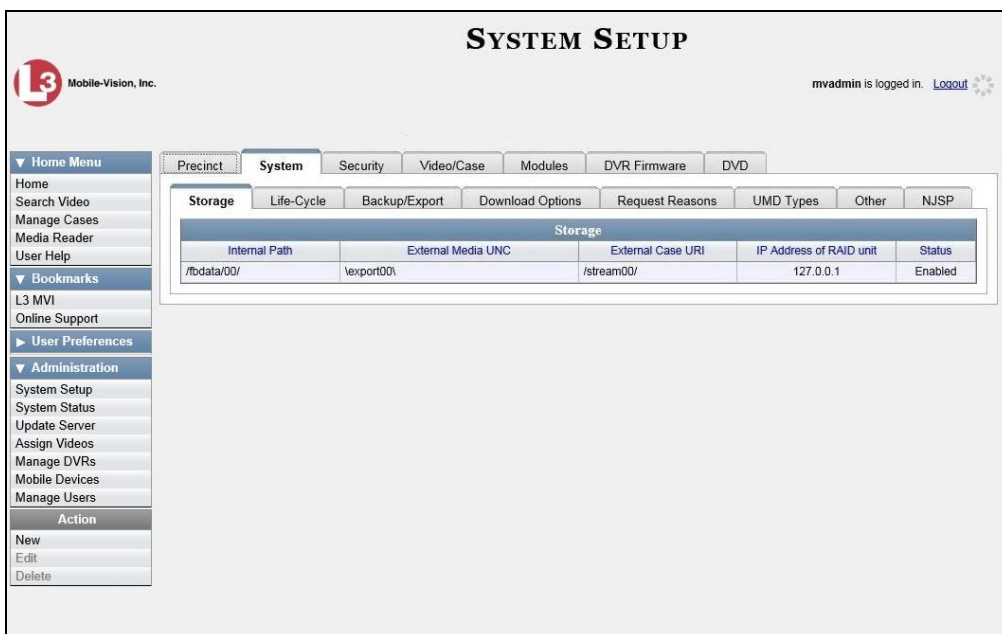
- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'Administration' menu is expanded, and 'System Setup' is selected. The 'Precinct' tab is active, displaying a table of precinct information.

Precinct					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 2 Click the **System** tab.

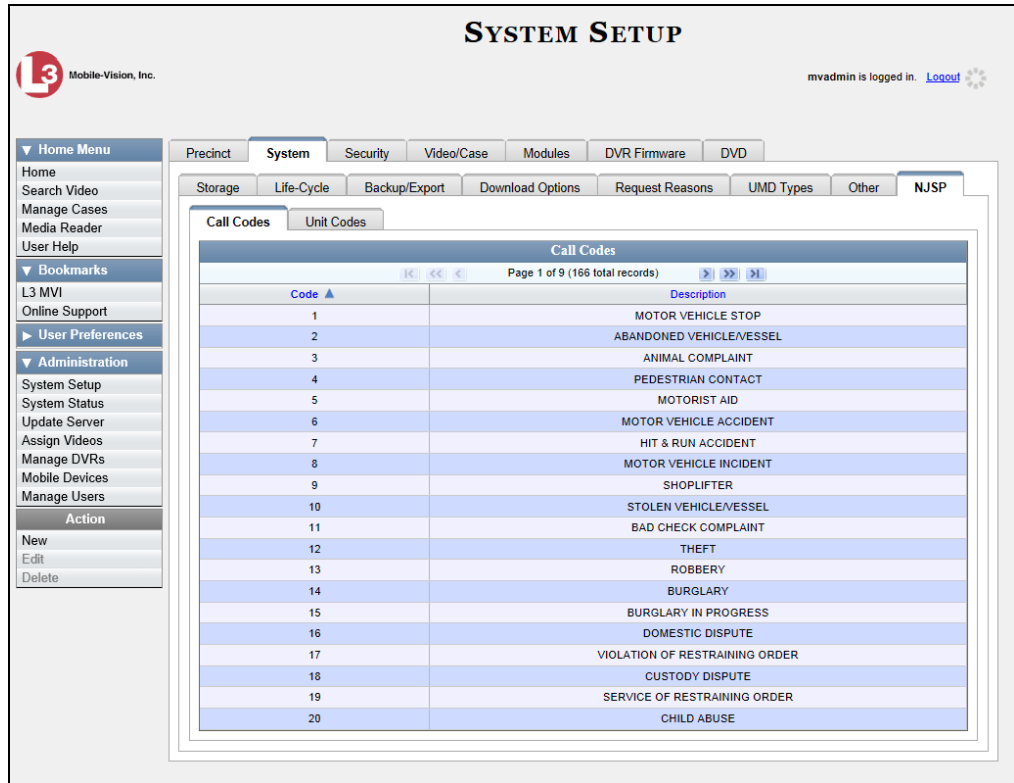


The screenshot shows the 'SYSTEM SETUP' interface with the 'System' tab selected. The 'Storage' sub-tab is active, displaying a table of storage configurations.

Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\\export00\	/stream00/	127.0.0.1	Enabled



3 Click the **NJSP** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

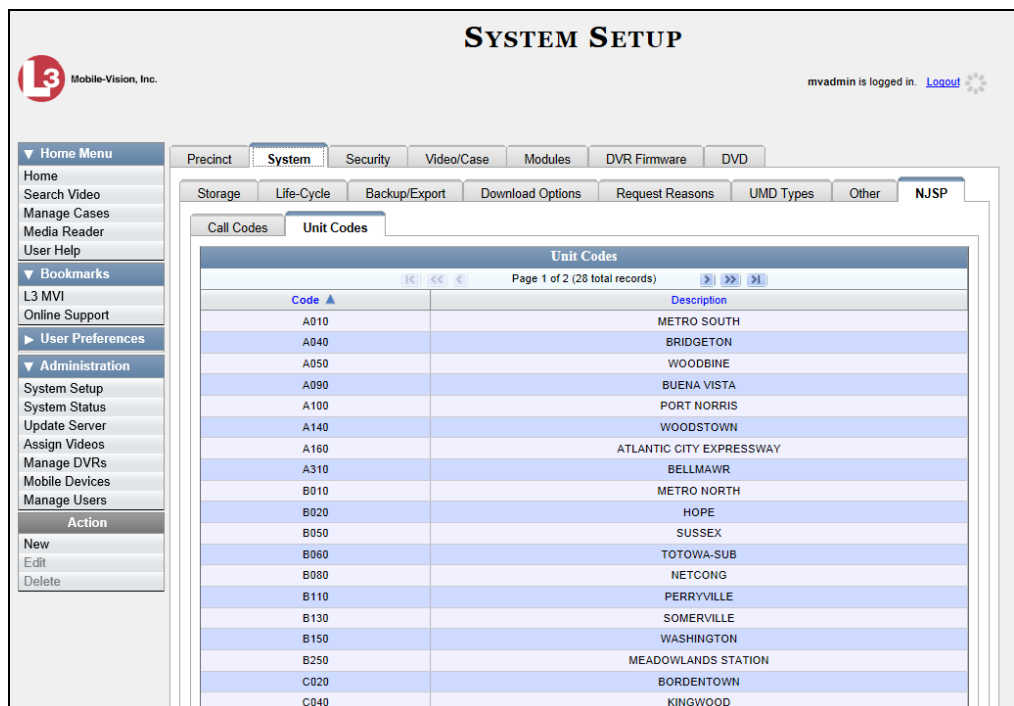
System

Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other **NJSP**

Call Codes Unit Codes

Code	Description
1	MOTOR VEHICLE STOP
2	ABANDONED VEHICLE/VESSEL
3	ANIMAL COMPLAINT
4	PEDESTRIAN CONTACT
5	MOTORIST AID
6	MOTOR VEHICLE ACCIDENT
7	HIT & RUN ACCIDENT
8	MOTOR VEHICLE INCIDENT
9	SHOPLIFTER
10	STOLEN VEHICLE/VESSEL
11	BAD CHECK COMPLAINT
12	THEFT
13	ROBBERY
14	BURGLARY
15	BURGLARY IN PROGRESS
16	DOMESTIC DISPUTE
17	VIOLATION OF RESTRAINING ORDER
18	CUSTODY DISPUTE
19	SERVICE OF RESTRAINING ORDER
20	CHILD ABUSE

4 Click the **Unit Codes** tab.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

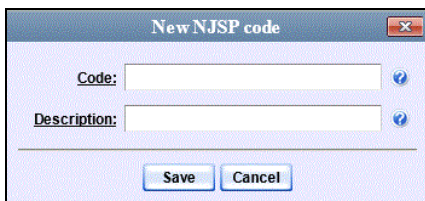
System

Storage Life-Cycle Backup/Export Download Options Request Reasons UMD Types Other **NJSP**

Call Codes **Unit Codes**

Code	Description
A010	METRO SOUTH
A040	BRIDGETON
A050	WOODBINE
A090	BUENA VISTA
A100	PORT NORRIS
A140	WOODSTOWN
A160	ATLANTIC CITY EXPRESSWAY
A310	BELLMAWR
B010	METRO NORTH
B020	HOPE
B050	SUSSEX
B060	TOTOWA-SUB
B080	NETCONG
B110	PERRYVILLE
B130	SOMERVILLE
B150	WASHINGTON
B250	MEADOWLANDS STATION
C020	BORDENTOWN
C040	KINGWOOD

- 5 Click **New**. The New NJSP code popup displays.



The image shows a 'New NJSP code' popup window. It has a title bar with a close button. Below the title bar, there are two text input fields: 'Code:' and 'Description:'. Each field has a small blue question mark icon to its right. At the bottom of the window, there are two buttons: 'Save' and 'Cancel'.

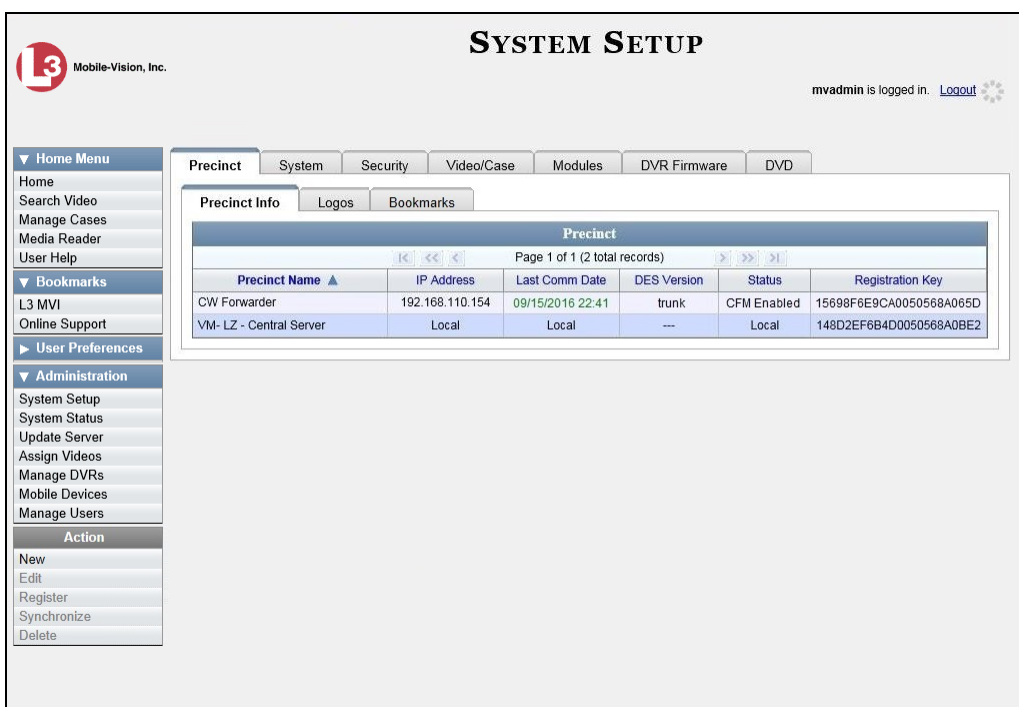
- 6 Enter the new Unit Code in the *Code* field, provided by NJSP.
- 7 Enter the Unit Code's description in the *Description* field, provided by NJSP.
- 8 Click **Save**. The new record is added to the Unit Codes list.

---

## Changing a Unit Code

This section describes how to change an existing record on the Unit Codes table. For more information on Unit Codes, see “Maintaining the Unit Codes Table” on page 681. *Perform this task at the request of NJSP only.*

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.

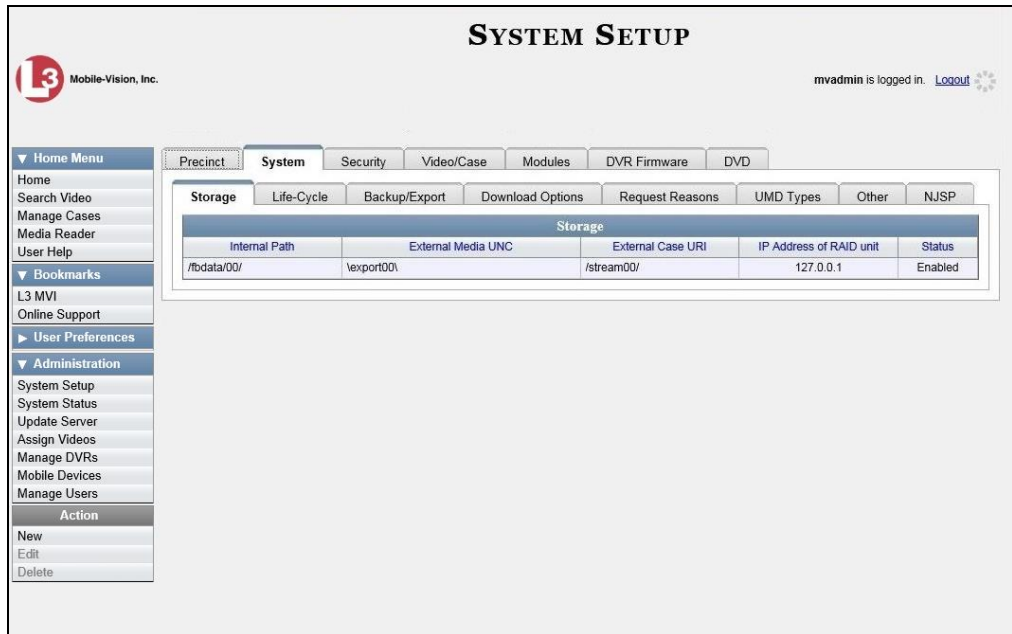


The image shows the 'SYSTEM SETUP' page in the Mobile-Vision, Inc. interface. The page has a header with the logo and 'mvadmin is logged in. Logout'. Below the header, there are several tabs: 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'Precinct' tab is selected, and it has sub-tabs for 'Precinct Info', 'Logos', and 'Bookmarks'. The 'Precinct Info' sub-tab is active, showing a table with the following data:

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

On the left side of the page, there is a navigation menu with the following items: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, Administration (System Setup, System Status, Update Server, Assign Videos, Manage DVRs, Mobile Devices, Manage Users), and Action (New, Edit, Register, Synchronize, Delete).

- 2 Click the **System** tab.



**SYSTEM SETUP**

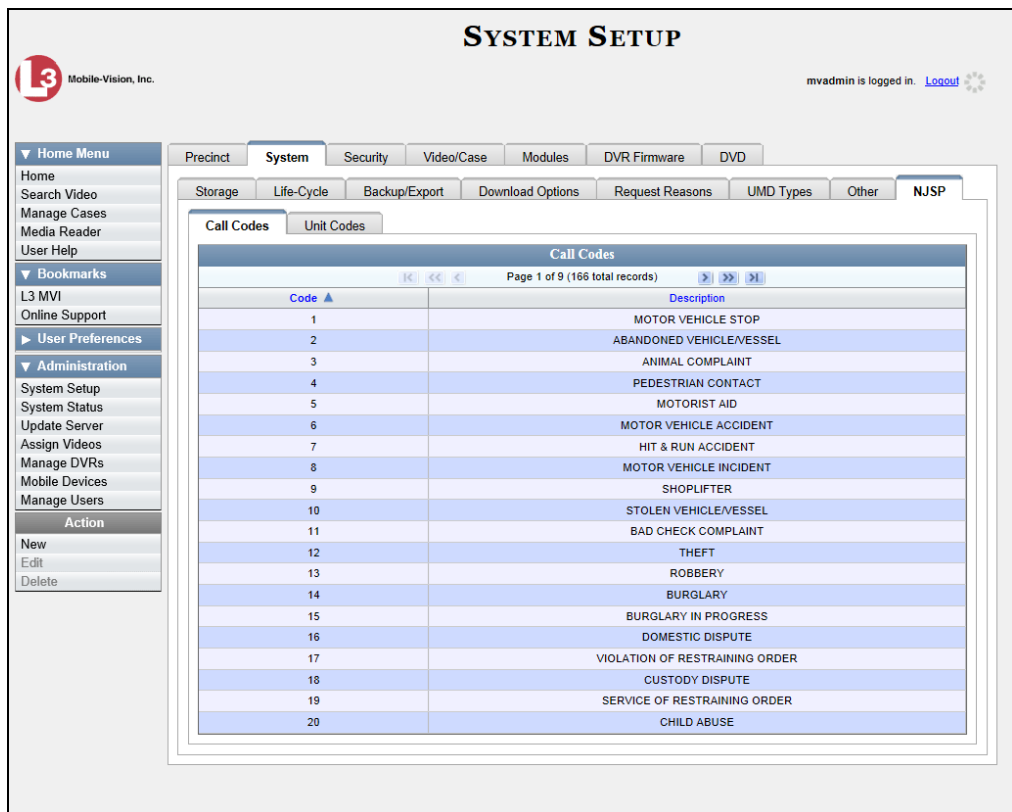
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Storage | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **NJSP** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

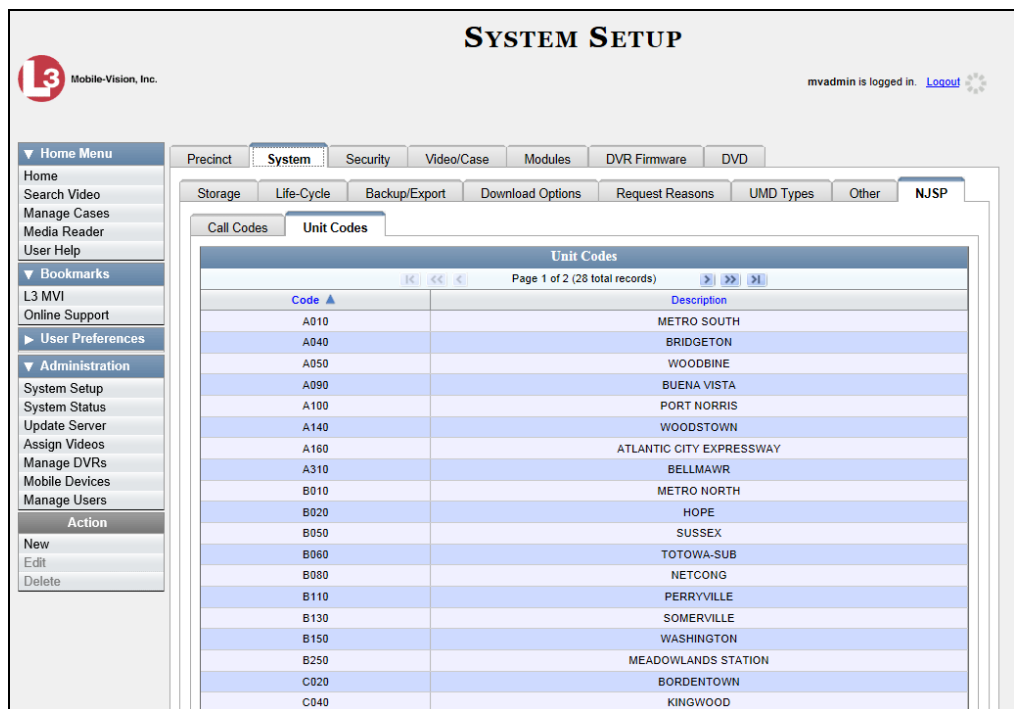
Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Storage | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | **NJSP**

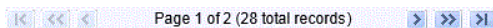
Call Codes | Unit Codes

Call Codes	
Code	Description
1	MOTOR VEHICLE STOP
2	ABANDONED VEHICLE/VESSEL
3	ANIMAL COMPLAINT
4	PEDESTRIAN CONTACT
5	MOTORIST AID
6	MOTOR VEHICLE ACCIDENT
7	HIT & RUN ACCIDENT
8	MOTOR VEHICLE INCIDENT
9	SHOPLIFTER
10	STOLEN VEHICLE/VESSEL
11	BAD CHECK COMPLAINT
12	THEFT
13	ROBBERY
14	BURGLARY
15	BURGLARY IN PROGRESS
16	DOMESTIC DISPUTE
17	VIOLATION OF RESTRAINING ORDER
18	CUSTODY DISPUTE
19	SERVICE OF RESTRAINING ORDER
20	CHILD ABUSE

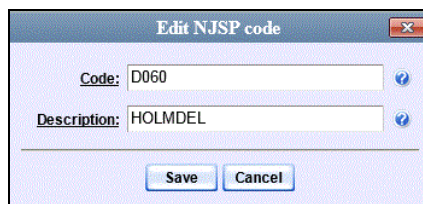
4 Click the **Unit Codes** tab.



- 5 Locate the record that NJSP instructed you to update. If necessary, use the navigation arrows at the top of the page to scroll through the Unit Codes list.



- 6 Right-click on the appropriate record, then select **Edit** from the popup menu. The Edit NJSP code popup displays.



- 7 Enter the changes provided by NJSP.
- 8 Click **Save**.

## Deleting a Unit Code

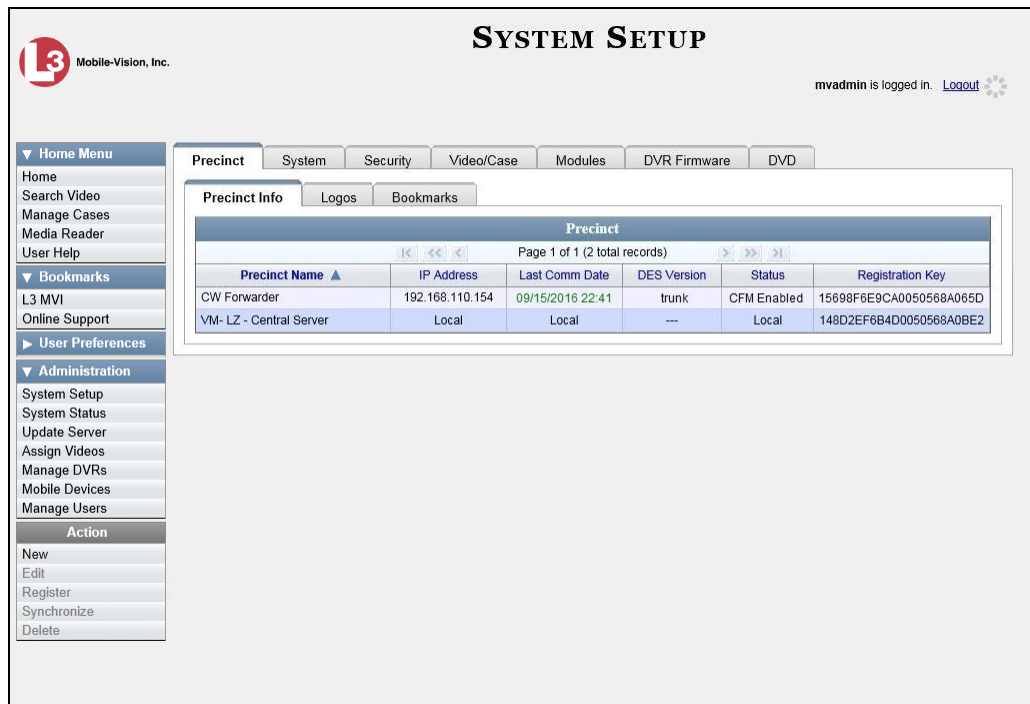
This section describes how to delete a record on the Unit Codes table.

For more information on Unit Codes, see “Maintaining the Unit Codes Table” on page 681. *Perform this task at the request of NJSP only.*



**NOTE:** You cannot delete a Unit Code that is currently in use by one or more videos.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

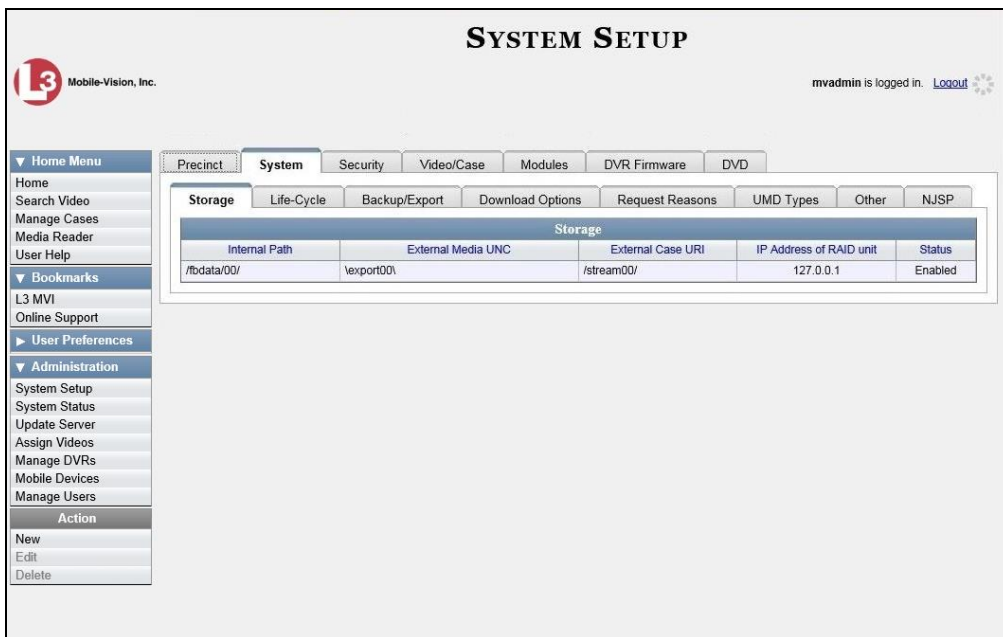
Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

**Action**

- New
- Edit
- Register
- Synchronize
- Delete

- 2 Click the **System** tab.

*(Continued)*



**SYSTEM SETUP**

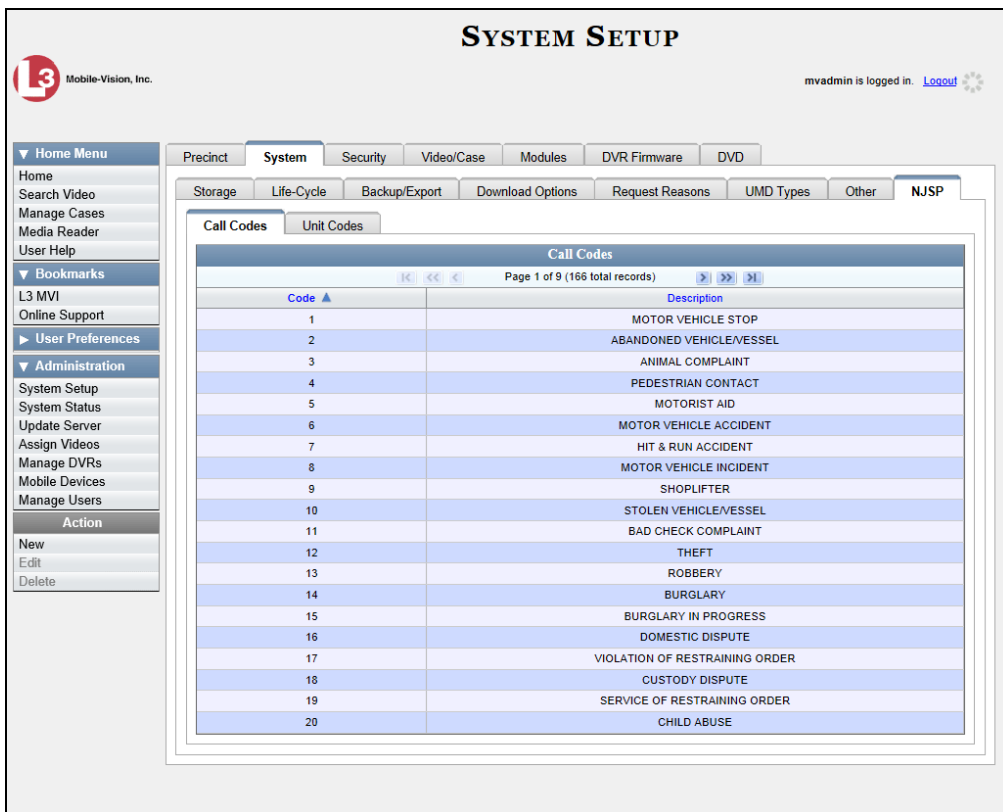
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Precinct | **System** | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Storage | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | NJSP

Storage				
Internal Path	External Media UNC	External Case URI	IP Address of RAID unit	Status
/bdata/00/	\export00\	/stream00/	127.0.0.1	Enabled

3 Click the **NJSP** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

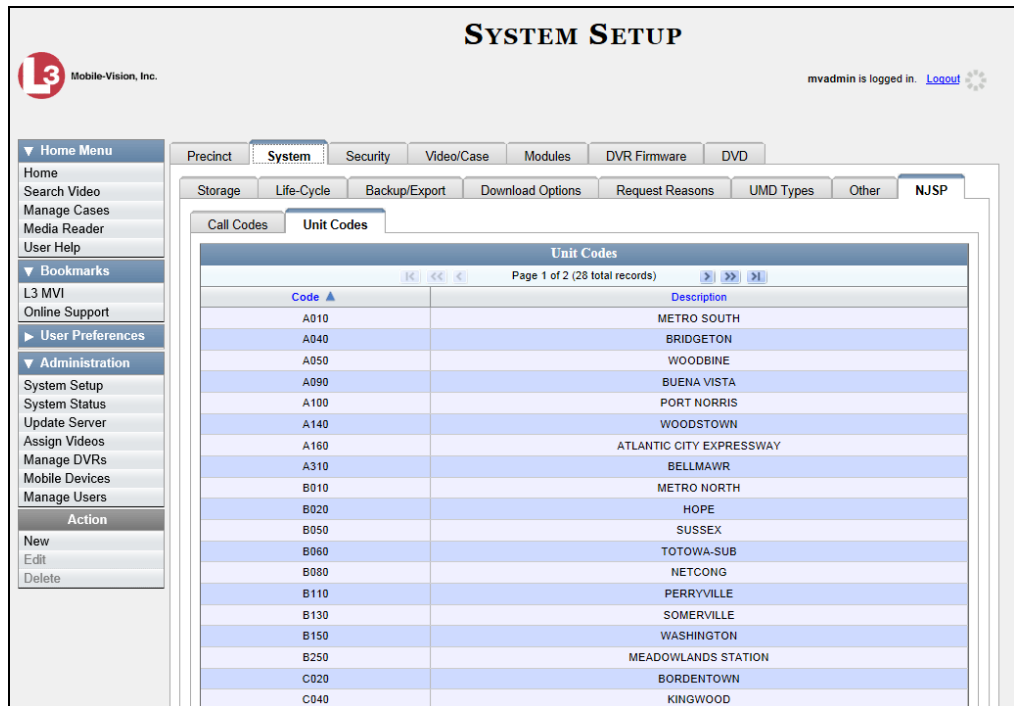
Navigation: Precinct | System | Security | Video/Case | Modules | DVR Firmware | DVD

Sub-navigation: Storage | Life-Cycle | Backup/Export | Download Options | Request Reasons | UMD Types | Other | **NJSP**

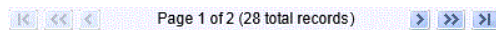
Call Codes | Unit Codes

Call Codes	
Code	Description
1	MOTOR VEHICLE STOP
2	ABANDONED VEHICLE/VESSEL
3	ANIMAL COMPLAINT
4	PEDESTRIAN CONTACT
5	MOTORIST AID
6	MOTOR VEHICLE ACCIDENT
7	HIT & RUN ACCIDENT
8	MOTOR VEHICLE INCIDENT
9	SHOPLIFTER
10	STOLEN VEHICLE/VESSEL
11	BAD CHECK COMPLAINT
12	THEFT
13	ROBBERY
14	BURGLARY
15	BURGLARY IN PROGRESS
16	DOMESTIC DISPUTE
17	VIOLATION OF RESTRAINING ORDER
18	CUSTODY DISPUTE
19	SERVICE OF RESTRAINING ORDER
20	CHILD ABUSE

4 Click the **Unit Codes** tab.



- Locate the record that NJSP instructed you to delete. If necessary, use the navigation arrows at the top of the page to scroll through the Unit Codes list.



- Right-click on the appropriate record, then select **Delete** from the popup menu. A confirmation message displays.



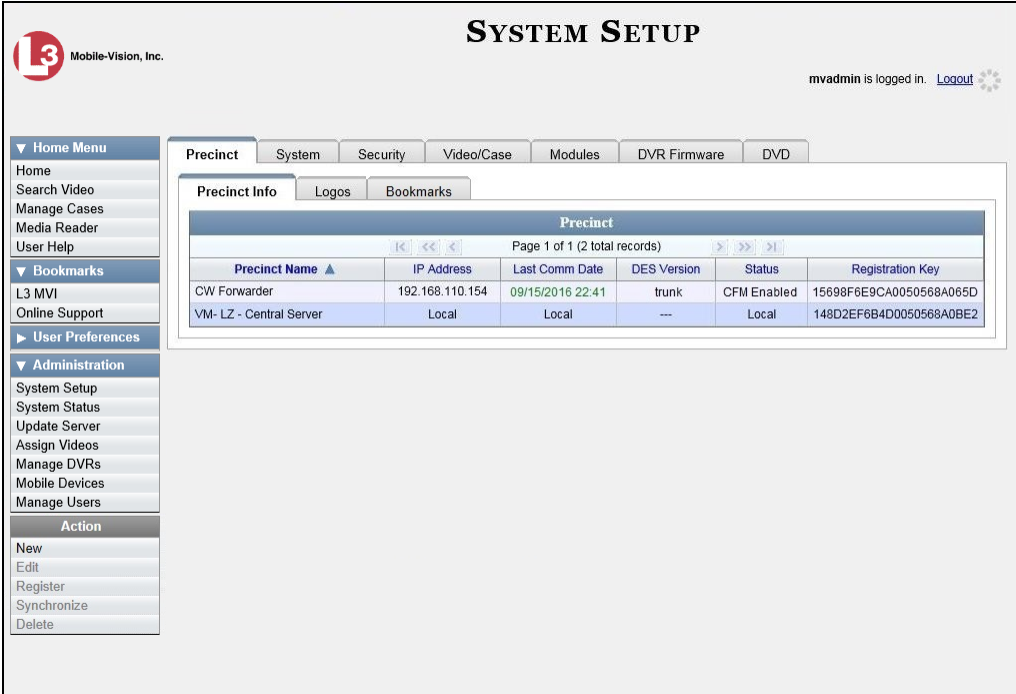
- Click **Yes**. The selected code is permanently removed from the Unit Codes table.

## Manually Synchronizing the DEP Server with DEF Servers

Every day, automatic communication occurs between the DEP server and the DEF servers. Videos, DVR settings, and other system data all transmit to and from the various servers on a continual basis. However, if a remote precinct server is down for a period of time, it may no longer be “in sync” with the DEP server. In this case, you can perform a manual synchronization to make sure that the following data on the remote server is up-to-date:

- DVR records
- DVR configuration records
- DVR firmware
- User Metadata records
- Video categories.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured below.
- 2 If it is not already selected, click the **Precinct** tab.
- 3 If it is not already selected, click the **Precinct Info** tab.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Bookmarks, User Preferences, Administration, Action

System Setup Navigation: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Navigation: Precinct Info, Logos, Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 4 Click on the Precinct you wish to synchronize with.



- 5 Go to the **Action** column and click **Synchronize**. The following confirmation message displays:

**Synchronize Started.**

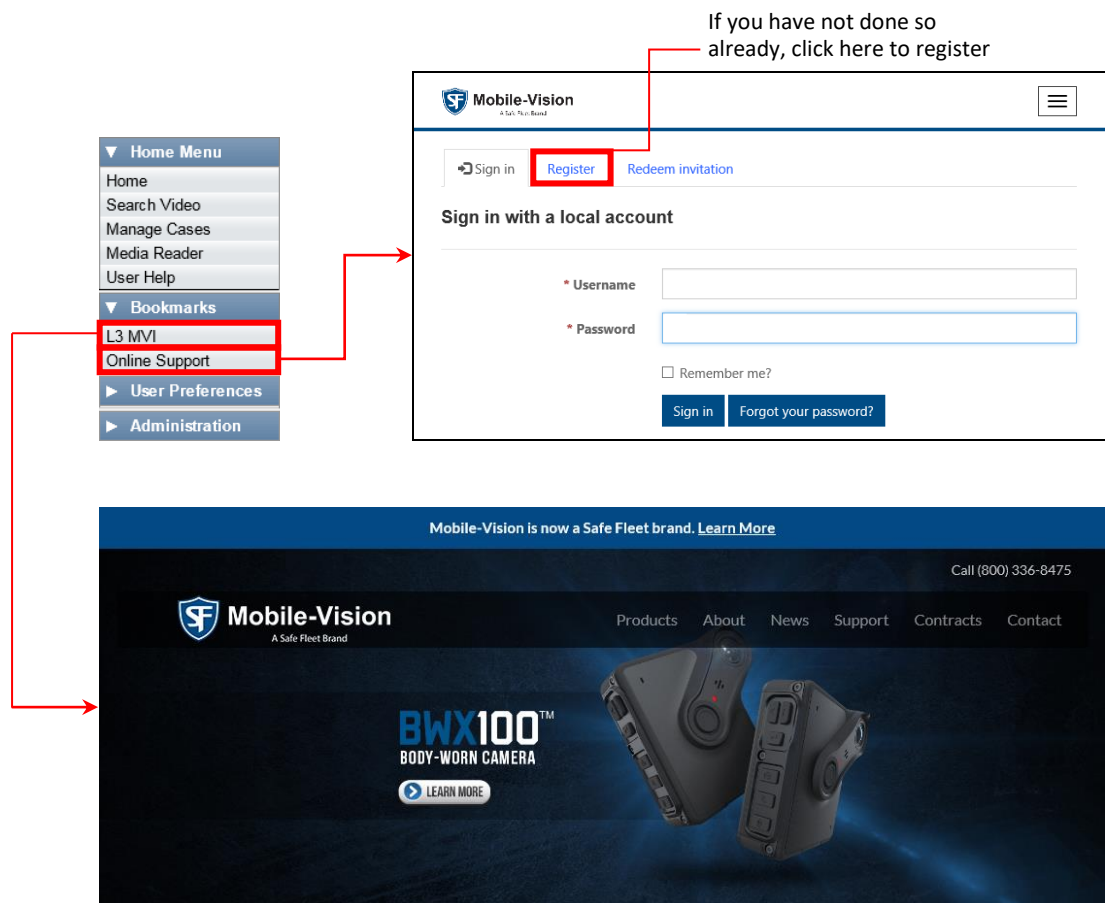
A confirmation message will also display on your Home page under *Sent Messages*. Once the data transfer is complete, a notification message will display in your *Inbox*.

## Maintaining Bookmarks

A bookmark is a link to a website. By default, DEP comes with two bookmarks:

- L3 MVI*. Takes you to the regular Mobile-Vision web site
- Online Support*. Takes you to the login page for our Online Support Center.

These links display under the *Bookmarks* column on the Main Menu.



If desired, you may wish to set up some agency-defined links as well. Doing so will provide you with quick and easy access to frequently used websites. You can display up to five links on the Main Menu, including the *L3 MVI* and *Online Support* links.

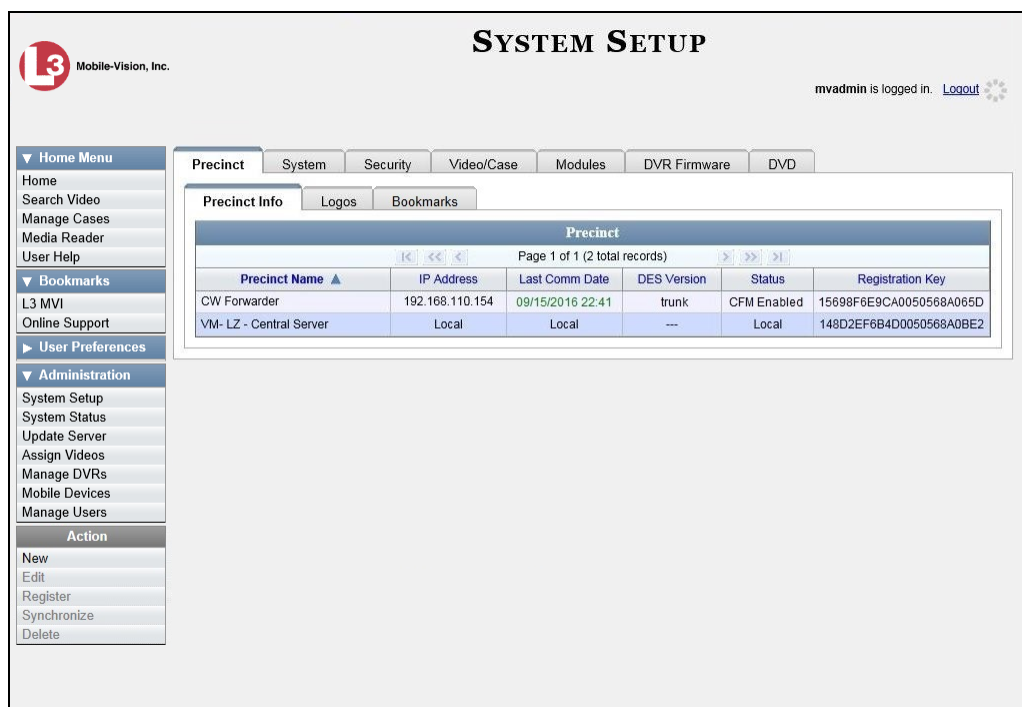
For specific instructions, see:

- Adding a Bookmark, below
- Changing a Bookmark, page 694
- Deleting a Bookmark, page 695.

## Adding a Bookmark

This section describes how to add a new bookmark link, which will display in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEP application, see the previous section, “Maintaining Bookmarks.”

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

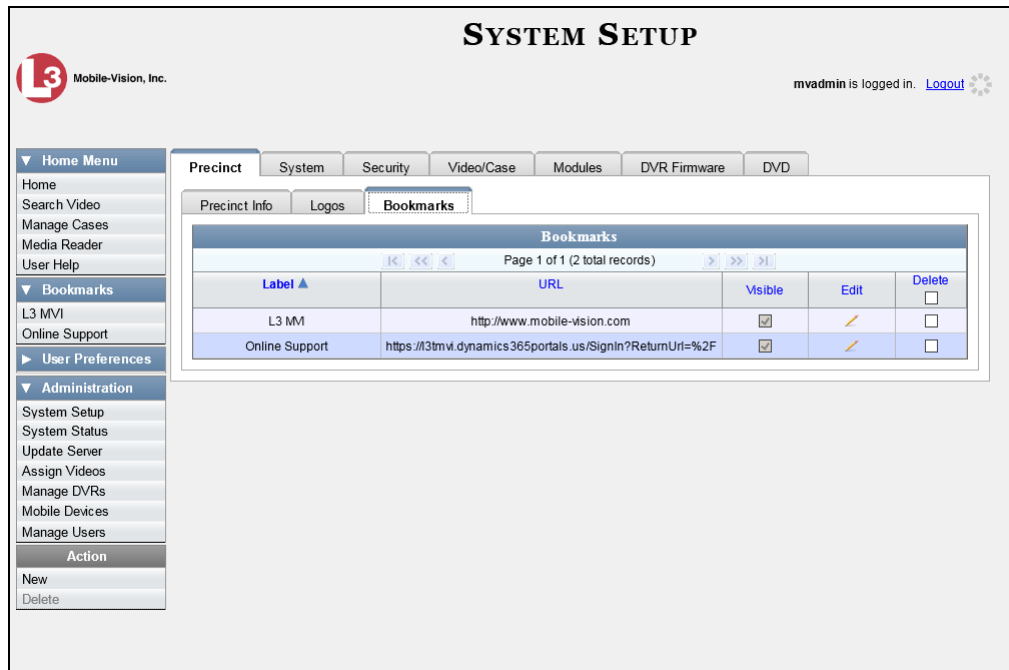
Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **Bookmarks** tab. Your existing bookmarks display.



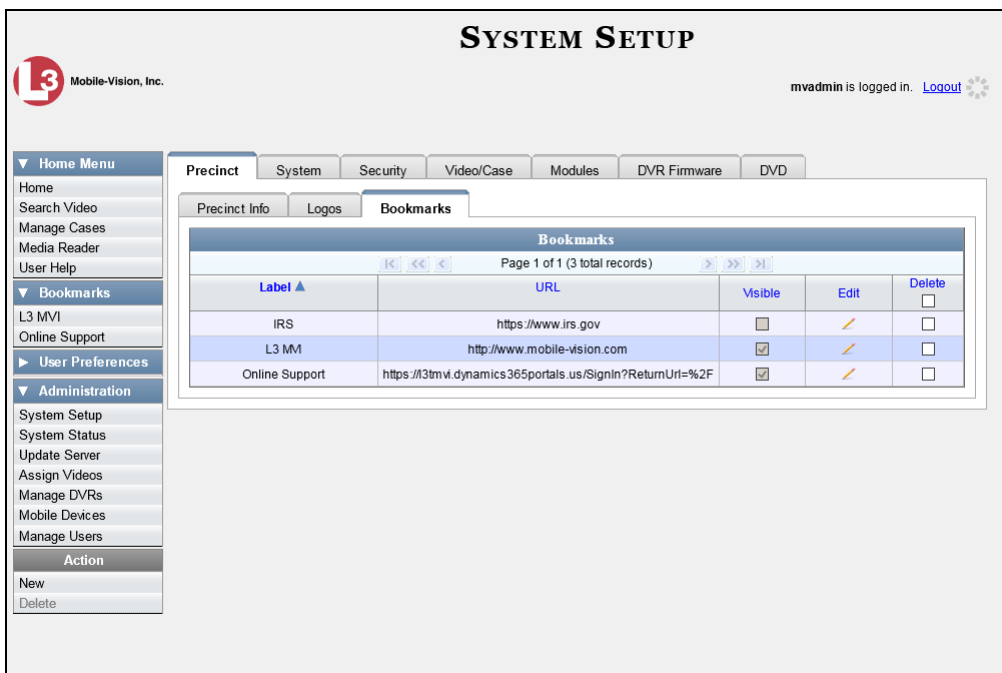
- Go to the **Action** column and click **New**. The New Bookmark form displays.

The 'New Bookmark' form contains the following fields and controls:

- Label:** An empty text input field.
- URL:** A text input field with 'http://' prepopulated.
- Visible:** A checkbox that is currently unchecked.
- Buttons:** 'Save' and 'Cancel' buttons.

- Enter a descriptive name for the new bookmark in the *Label* field. This is the text that will display in the *Bookmarks* column on the Main Menu.
- Enter the website's web address in the *URL* field. The **http://** portion of the URL is prepopulated for you, but you may need to insert an "s" if your web address begins with **https://**.
- If you want this bookmark to display in the *Bookmarks* column on the Main Menu, select the *Visible* checkbox. Otherwise proceed to the next step.
- Click **Save**. If you selected the *Visible* checkbox, your new bookmark displays on the Bookmarks list.

(Continued)



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

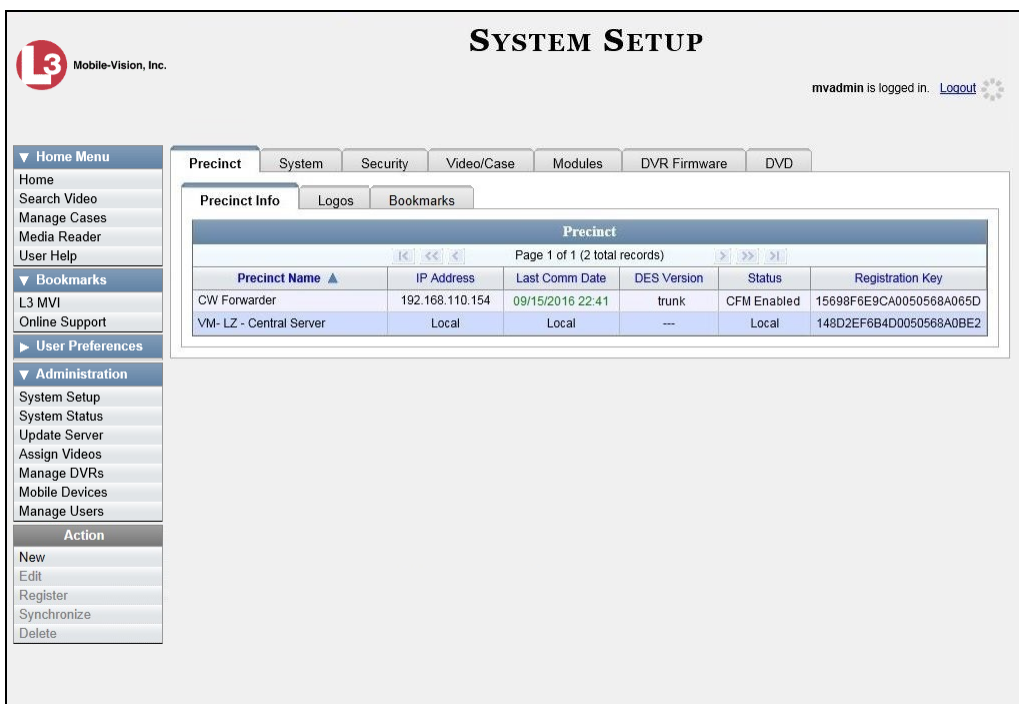
Precinct Info Logos **Bookmarks**

Bookmarks					
Label ▲	URL	Visible	Edit	Delete	
IRS	https://www.irs.gov	<input type="checkbox"/>		<input type="checkbox"/>	
L3 MM	http://www.mobile-vision.com	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Online Support	https://3tmv.dynamics365portals.us/SignIn?ReturnUri=%2F	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

## Changing a Bookmark

This section describes how to update an existing bookmark. This section describes how to update an existing bookmark link. For more on bookmarks and how they are used in the DEP application, see “Maintaining Bookmarks” on page 691.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.




**SYSTEM SETUP**


Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

Precinct System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos **Bookmarks**

Precinct						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

- 2 Click the **Bookmarks** tab. Your existing bookmarks display, as pictured on the previous page.
- 3 Go to the *Edit* column and click . The Edit Bookmark form displays.

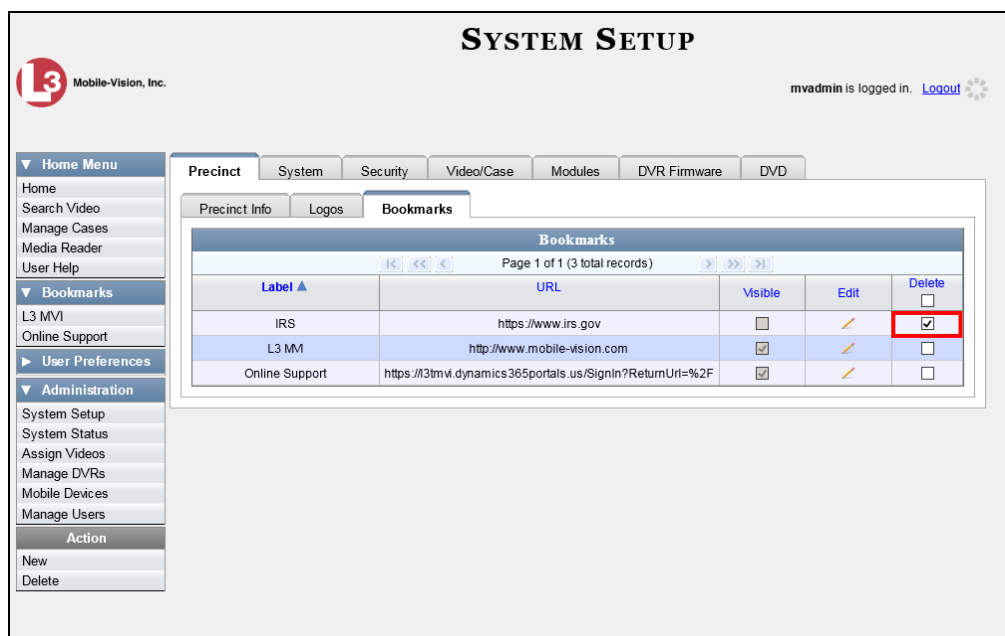





- 4 Enter/select your changes in the appropriate field(s).
- 5 Click **Save**.

## Deleting a Bookmark

This section describes how to delete a bookmark link so that it no longer displays in the *Bookmarks* column on the Home page. For more on bookmarks and how they are used in the DEP application, see “Maintaining Bookmarks” on page 691.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays, as pictured on the previous page.
- 2 Click the **Bookmarks** tab. Your existing bookmarks display, as pictured on the previous page.
- 3 Go to the *Delete* column and select the bookmark(s) you wish to delete.



Label ▲	URL	Visible	Edit	Delete
IRS	https://www.irs.gov	<input type="checkbox"/>		<input type="checkbox"/>
L3 MM	http://www.mobile-vision.com	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Online Support	https://3tmv.dynamics365portals.us/SignIn?ReturnUrl=%2F	<input checked="" type="checkbox"/>		<input type="checkbox"/>



**HINT:** To delete *all* the Bookmarks, select the first checkbox at the top of the *Delete* column.

- Go to the **Action** column and click **Delete**. A confirmation message displays.

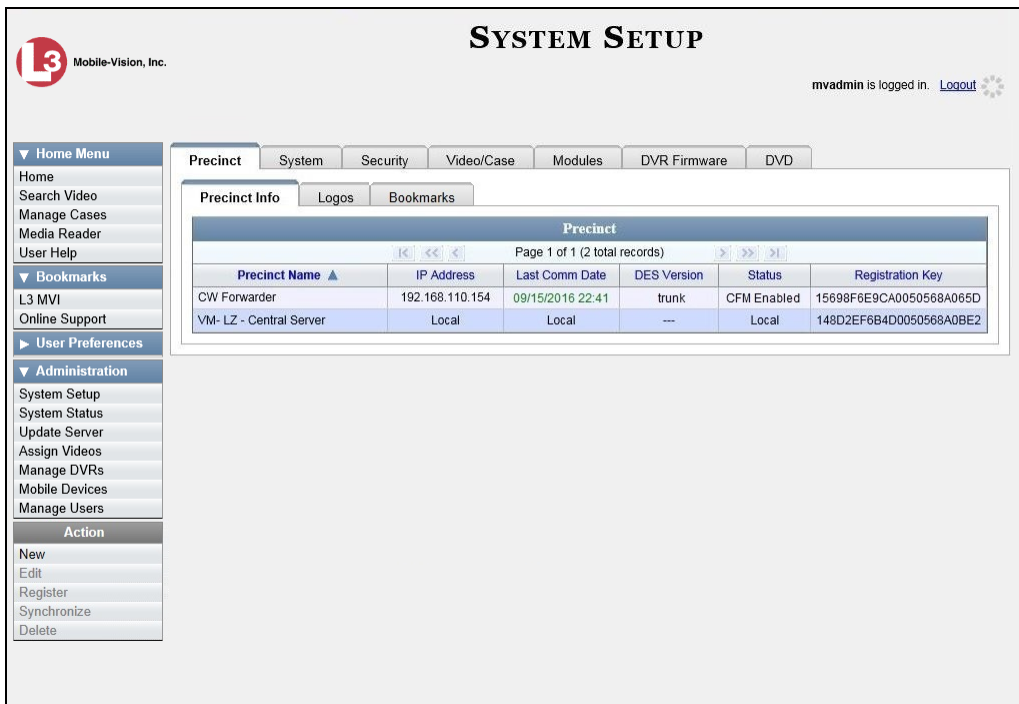


- Click **Yes**. The selected record(s) are removed from the Bookmarks list.

## Changing the Number of Rows Per Page

Whenever you search for or display certain records (videos, cases, DVRs, etc.), a certain number of records will display by default, such as six rows per page for videos. If desired, you may increase or decrease these defaults, as described in this section.

- Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

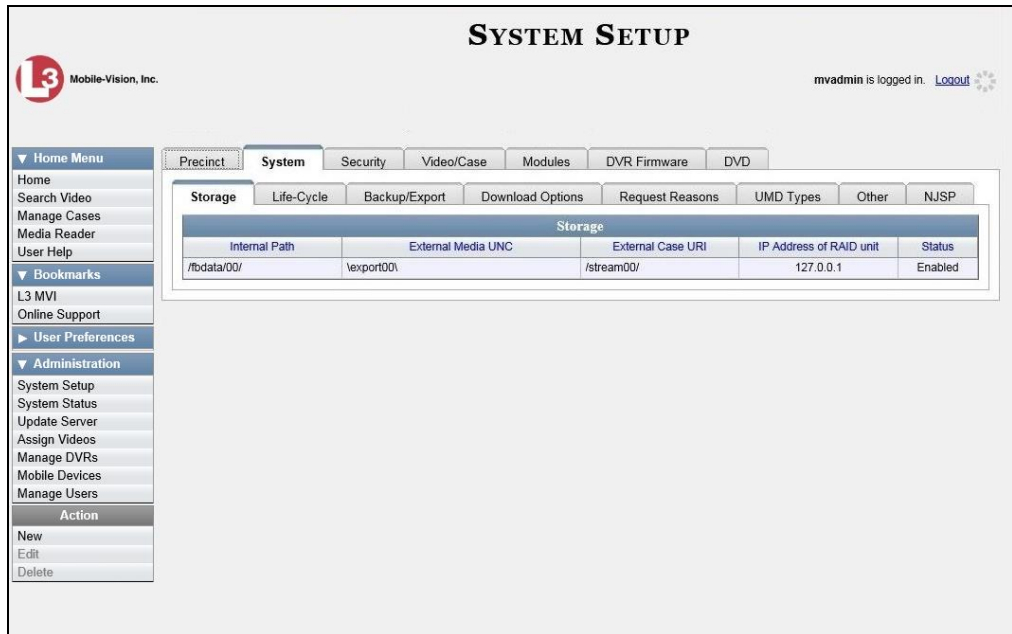
**Precinct** System Security Video/Case Modules DVR Firmware DVD

Precinct Info Logos Bookmarks

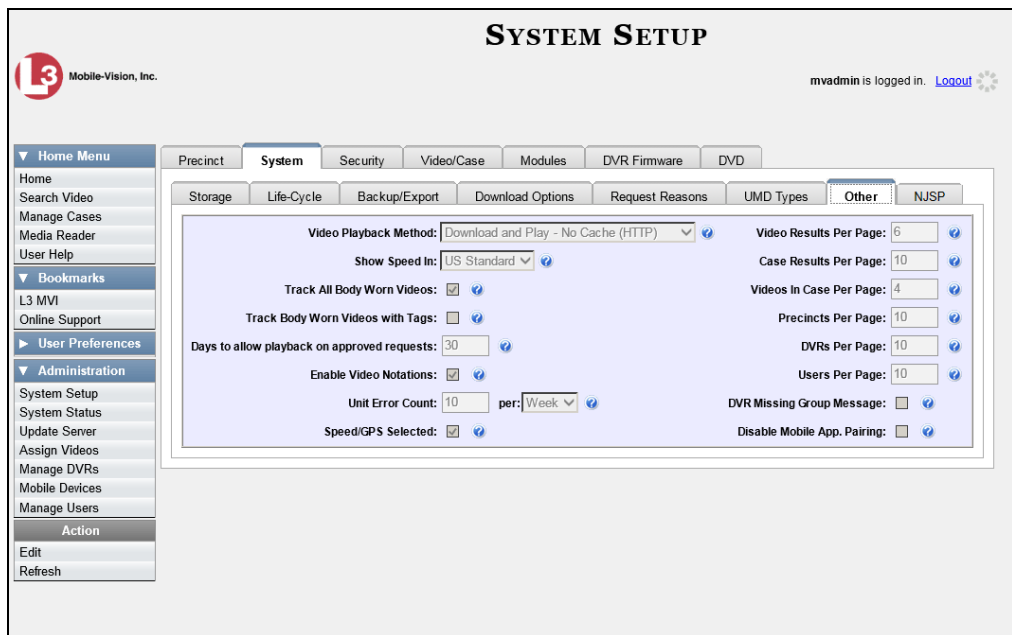
Precinct Page 1 of 1 (2 total records)

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- Click the **System** tab.

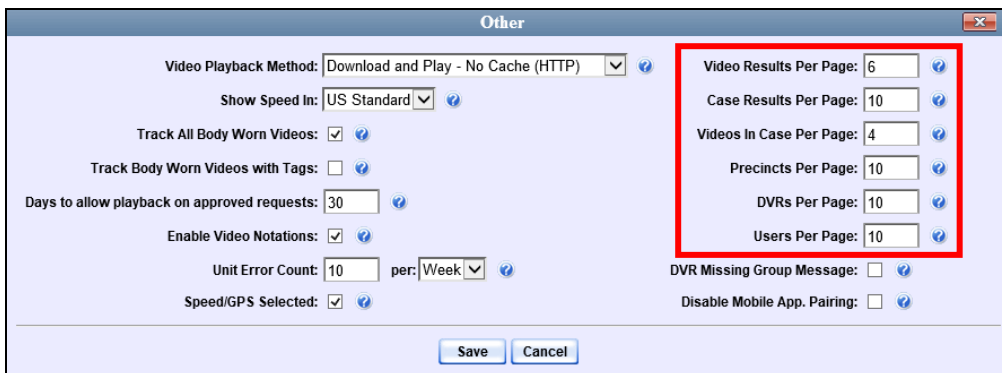


3 Click the **Other** tab.



4 Go to the **Action** column and click **Edit**. The Other popup displays.


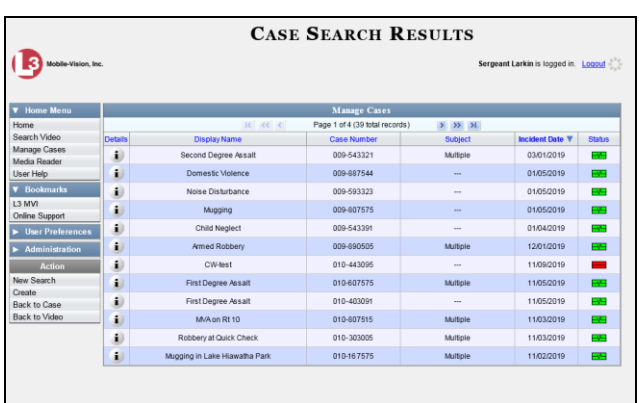
*(Continued)*




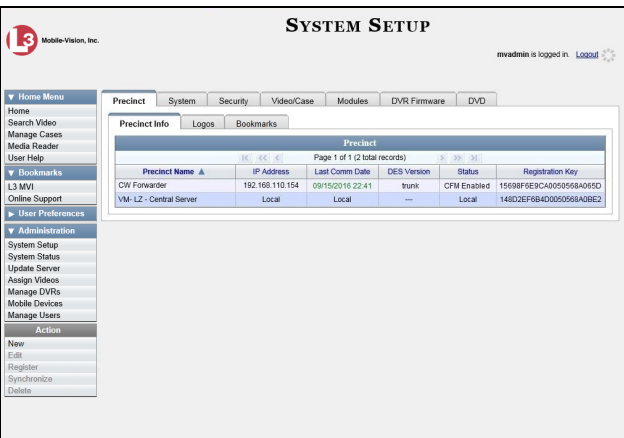
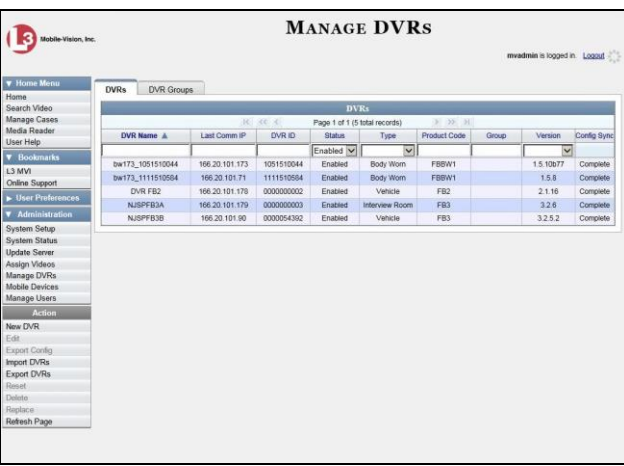
The rows per page settings are on the right side of the Other popup.

- 5 Go to the right of the screen and enter the desired number of rows in the boxes provided.

The screens that correspond to each setting are displayed in the following table.

Setting	Corresponding Screen
Video Results Per Page	
Case Results Per Page	



Setting	Corresponding Screen																																																						
<p>Videos in Case Per Page</p>	 <p><b>CASE DETAILS</b></p> <p>Mobile-Vision, Inc. mrvadmin is logged in. Logout</p> <p>Case Details   System Video   Attached Media   Subjects   Comments   Logs</p> <p>System Video</p> <p>Page 1 of 1 (3 total records)</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Play</th> <th>Video</th> <th>Owner</th> <th>Category</th> <th>DVR Type</th> <th>DVR Name</th> <th>Duration</th> <th>Video Start</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Officer Ryan</td> <td>Body Worn</td> <td>Body Worn</td> <td>*1 No Number@21:11:33</td> <td>3 min</td> <td>01/15/2016 08:55</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td></td> <td>*1 ONFB3@21:03:10</td> <td>00-Unclassified-90 Days</td> <td>Vehicle</td> <td>*1 FB3@21:11:10</td> <td>3 min</td> <td>01/15/2016 15:06</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td></td> <td>*1 ONFB3@21:03:10</td> <td>00-Unclassified-90 Days</td> <td>Vehicle</td> <td>*1 FB3@21:11:10</td> <td>3 min</td> <td>01/15/2016 15:10</td> <td>X</td> </tr> </tbody> </table>	Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove				Officer Ryan	Body Worn	Body Worn	*1 No Number@21:11:33	3 min	01/15/2016 08:55	X				*1 ONFB3@21:03:10	00-Unclassified-90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:06	X				*1 ONFB3@21:03:10	00-Unclassified-90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:10	X														
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<p>Precincts Per Page</p>	 <p><b>SYSTEM SETUP</b></p> <p>Mobile-Vision, Inc. mrvadmin is logged in. Logout</p> <p>Precinct   System   Security   Video/Case   Modules   DVR Firmware   DVD</p> <p>Precinct Info   Logs   Bookmarks</p> <p>Precinct</p> <p>Page 1 of 1 (2 total records)</p> <table border="1"> <thead> <tr> <th>Precinct Name</th> <th>IP Address</th> <th>Last Comm Date</th> <th>DES Version</th> <th>Status</th> <th>Registration Key</th> </tr> </thead> <tbody> <tr> <td>CW Forwarder</td> <td>192.168.110.154</td> <td>09/15/2016 22:41</td> <td>trunk</td> <td>CFM Enabled</td> <td>15698FEE9CA005568A065D</td> </tr> <tr> <td>VM-LZ - Central Server</td> <td>Local</td> <td>Local</td> <td>---</td> <td>Local</td> <td>14802EF6840005568A06E2</td> </tr> </tbody> </table>	Precinct Name	IP Address	Last Comm Date	DES Version	Status	Registration Key	CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698FEE9CA005568A065D	VM-LZ - Central Server	Local	Local	---	Local	14802EF6840005568A06E2																																				
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6 Click **Save**.

## 8

# Security

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**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 723
- Updating the NJSP Web Service Connection, page 728.

## 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 703
- Custom User Roles, page 711
- Assigning Permissions to a User, page 721.

## 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 following table describes all the system tasks that are permission-driven.

Permissions for User Roles	
Name of Permission	Allows the User to...
Admin Messages	Send administrator messages to the user's <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)
Assign Videos	Access the Assign Video menu
Authorize Media Playback	Grant or deny user access to <i>BodyVISION</i> and/or <i>BWX-100</i> videos
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> and <i>BWX-100</i> videos or 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	View the <i>Maximum Speed</i> field on the Video Details page
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 Display GPS	Include a <i>Show GPS</i> checkbox on the Export Options popup, which, when selected, will allow user to view the <i>Latitude</i> , <i>Longitude</i> , and <i>Heading</i> fields while playing exported Data DVD videos.
Export Display Speed	Include a <i>Show Speed</i> checkbox on the Export Options popup, which, when selected, will allow user to view the <i>Speed</i> field while playing exported Data DVD videos.
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 file
Export Format—Uncompressed	Export video to .MP4 or 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
Manual Add CAD Incident	Manually enter a CAD record

Permissions for User Roles	
Name of Permission	Allows the User to...
Media Reader	Upload video via the Media Reader option
Mobile Devices	Access the Mobile Devices menu, which is used to track <i>BodyVISION</i> and <i>BWX-100</i> DVRs
Player Display GPS	View the <i>Latitude</i> , <i>Longitude</i> , and <i>Heading</i> fields while playing videos on the server; search on the <i>Latitude</i> and <i>Longitude</i> fields.
Player Display Speed	View the <i>Speed</i> field while playing videos on the server; search on the <i>Speed Greater Than</i> field.
Reactivate Video	Restore videos and cases from DVD backups
Search Cases	Search case records
Search Videos	Search video records
Select COC Logs	Select the type of information that will display on the Chain of Custody Report
System Setup	Access the System Setup menu. This permission should only be given to System Administrators.
System Status	Access the System Status menu
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 a description of system permissions, see “Permissions for User Roles” in the table on page 702.

For more information, see:

- Default Permissions for System-Defined User Roles, below
- Changing the Settings for a System-Defined User Role, page 705
- Restoring a System-Defined User Role to its Default Settings, page 709.

### 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” on the previous page.

System Administrator		System Administrator	Display-only Case	Display-only Video	Internal Affairs	Officer	Supervisor	Supervisor Lvl 2
Admin Messages	Access administrator messages	✓						✓
Allow Restricted Case	Enter a <i>restricted</i> case record			✓				✓
Assign Videos	Access the Assign Video menu	✓						✓
Authorize Media Playback	Grant or deny user access to Body Worn videos	✓	✓					
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 Body Worn 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	View <i>Maximum Speed</i> field on the Video Details page	✓	✓	✓	✓	✓	✓	✓
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 Display GPS	Include GPS fields with video exports*	✓	✓	✓	✓	✓	✓	✓
Export Display Speed	Include <i>Speed</i> field with video exports*	✓	✓	✓	✓	✓	✓	✓
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 file							✓
Export Format—Uncompressed	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							✓

\* Data DVD format only

System Administrator		System Administrator	System Administrator	System Administrator	System Administrator	System Administrator	System Administrator
Display-only Case		Display-only Case	Display-only Case	Display-only Case	Display-only Case	Display-only Case	Display-only Case
Display-only Video		Display-only Video	Display-only Video	Display-only Video	Display-only Video	Display-only Video	Display-only Video
Internal Affairs		Internal Affairs	Internal Affairs	Internal Affairs	Internal Affairs	Internal Affairs	Internal Affairs
Officer		Officer	Officer	Officer	Officer	Officer	Officer
Supervisor		Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor
Supervisor Lvl 2		Supervisor Lvl 2	Supervisor Lvl 2	Supervisor Lvl 2	Supervisor Lvl 2	Supervisor Lvl 2	Supervisor Lvl 2
Google Earth	Download GPS data as .KML file for use with Google	✓	✓	✓	✓	✓	✓
Manage DVRS	Access the Manage DVRS menu	✓	✓	✓	✓	✓	✓
Manage Users	Access the Manage Users menu	✓	✓	✓	✓	✓	✓
Manual Add CAD	Manually enter a CAD record	✓	✓	✓	✓	✓	✓
Media Reader	Upload video via the Media Reader option	✓	✓	✓	✓	✓	✓
Mobile Devices	Access the Mobile Devices menu	✓	✓	✓	✓	✓	✓
Player Display GPS	View GPS fields when playing videos on the server	✓	✓	✓	✓	✓	✓
Player Display Speed	View <i>Speed</i> field when playing videos on the server	✓	✓	✓	✓	✓	✓
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 Admin 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	✓	✓	✓	✓	✓	✓

### 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 here.

- 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

\* This limits the user's video searches to 1) public videos and 2) videos owned by users in his group.

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 702.

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.

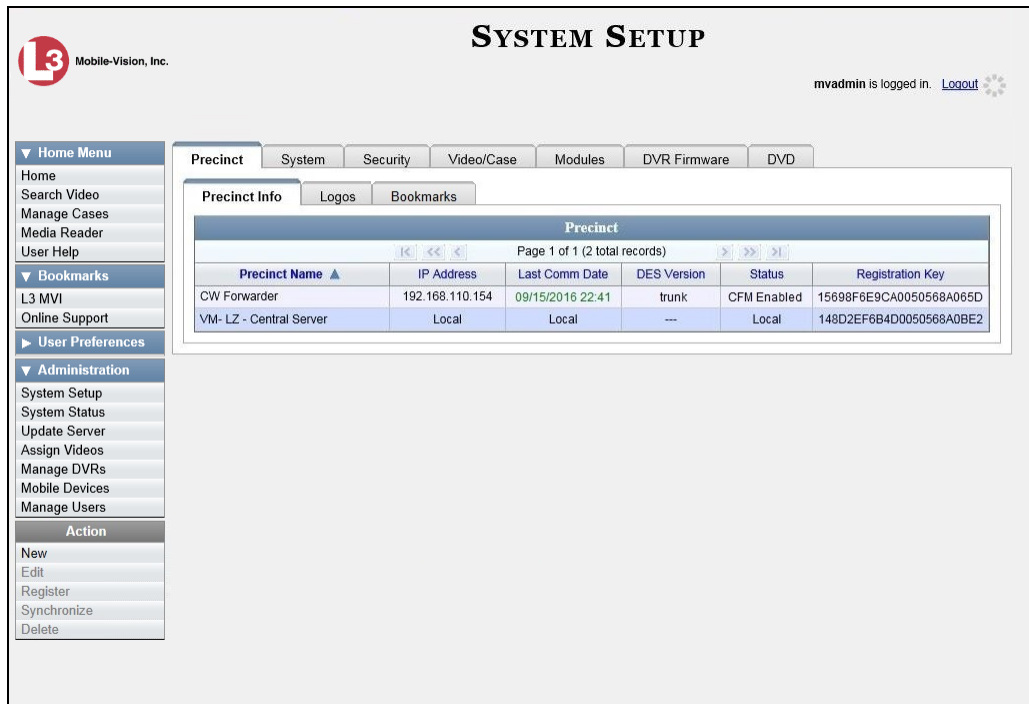
**FAQ: Do I need to update my user records after I modify a user role?** No. The new permissions will automatically be assigned to all users who share that user role. However, there **are** two circumstances where you should update a user's permissions from within their user record:

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 721.

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 712 instead.

- 1 Go to  and click **System Setup**. The System Setup page displays.





**SYSTEM SETUP**

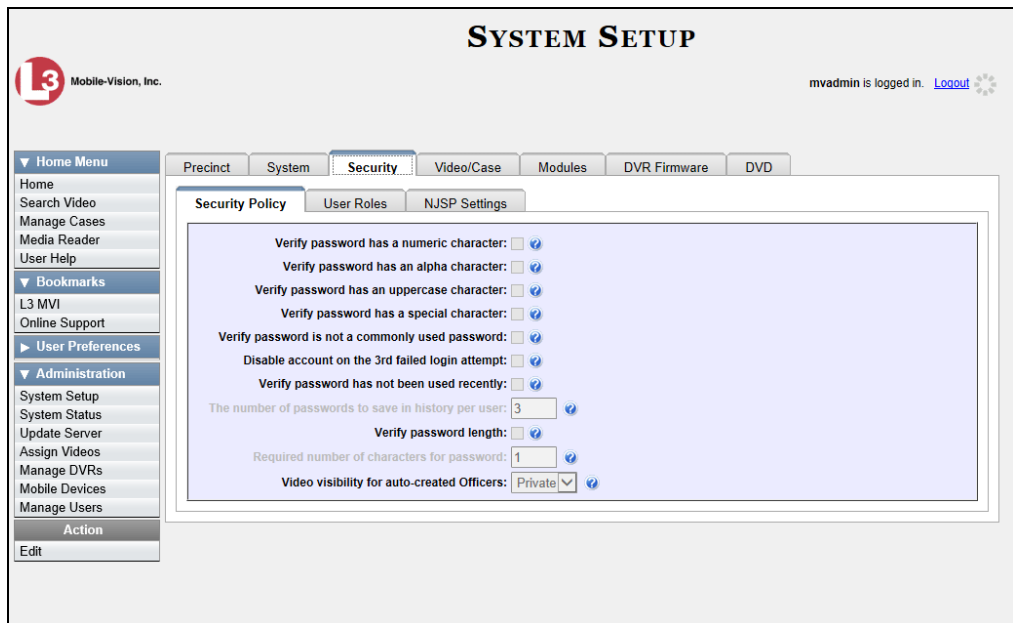
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Security** tab.





**SYSTEM SETUP**


mvadmin is logged in. [Logout](#)


**Precinct** | System | **Security** | Video/Case | Modules | DVR Firmware | DVD


**Security Policy** | User Roles | NJSP 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:  

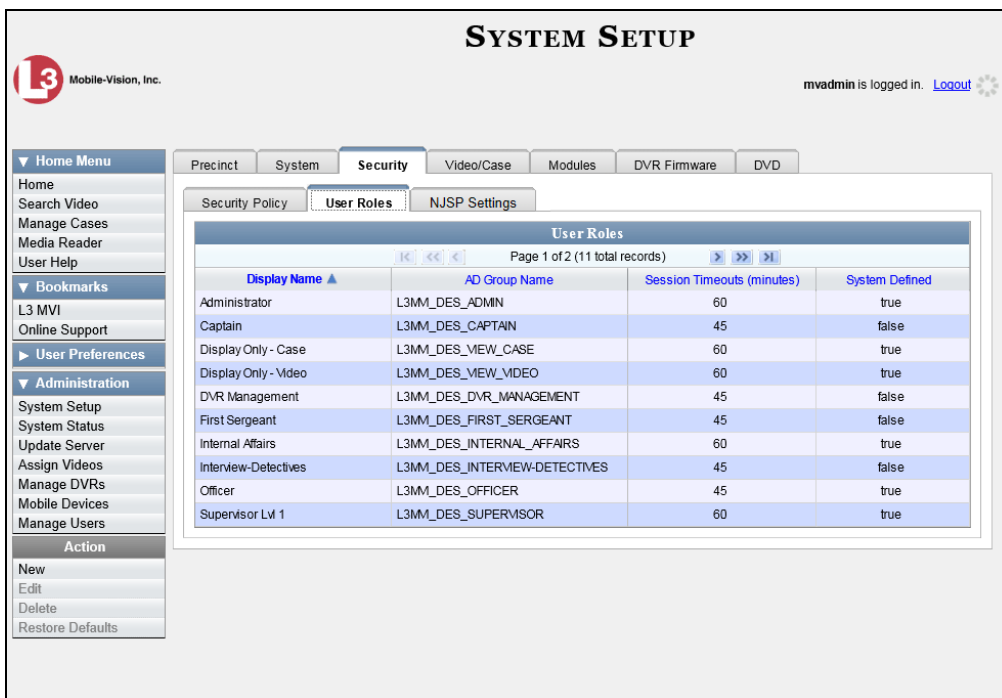
Verify password length:  

Required number of characters for password:  

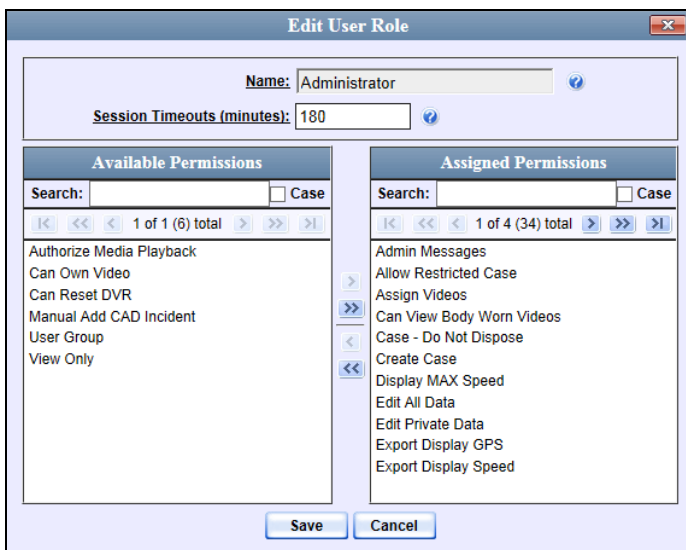
Video visibility for auto-created Officers:  

3 Click the **User Roles** tab. The User Roles form displays.



*(Continued)*



- 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.



- To change the *Session Timeout* setting for this user role (see definition on page 705), proceed to the next step. Otherwise skip to step 7.
- Enter a new value in the *Session Timeouts (minutes)* field.
- 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.

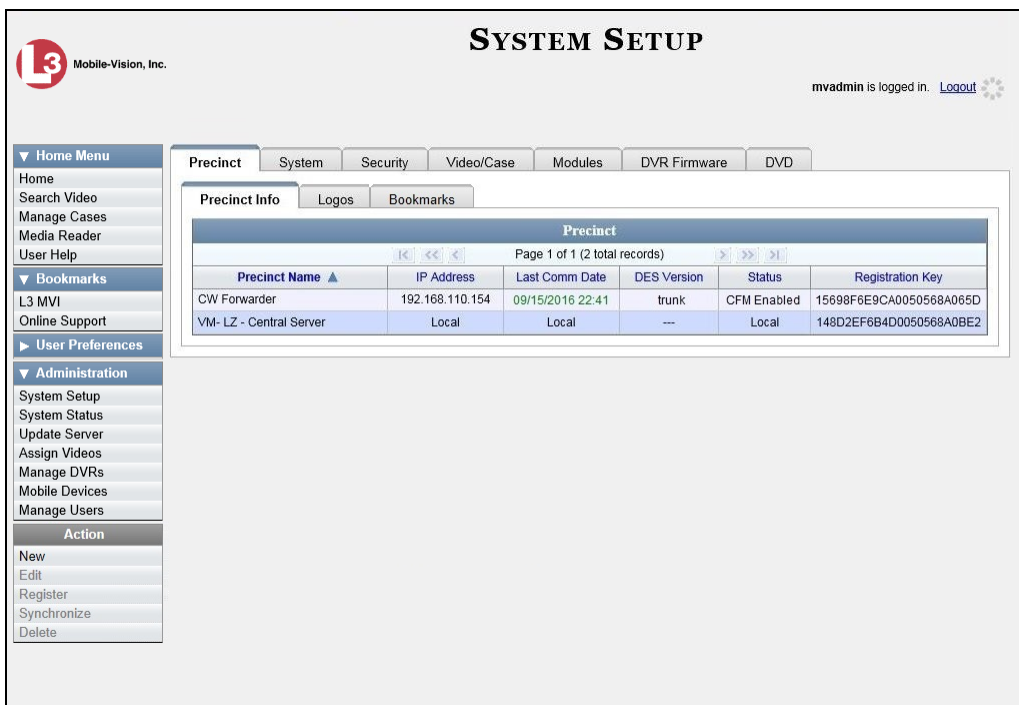
---

### 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  **Administration** and click **System Setup**. The System Setup page displays.

(Continued)



**SYSTEM SETUP**

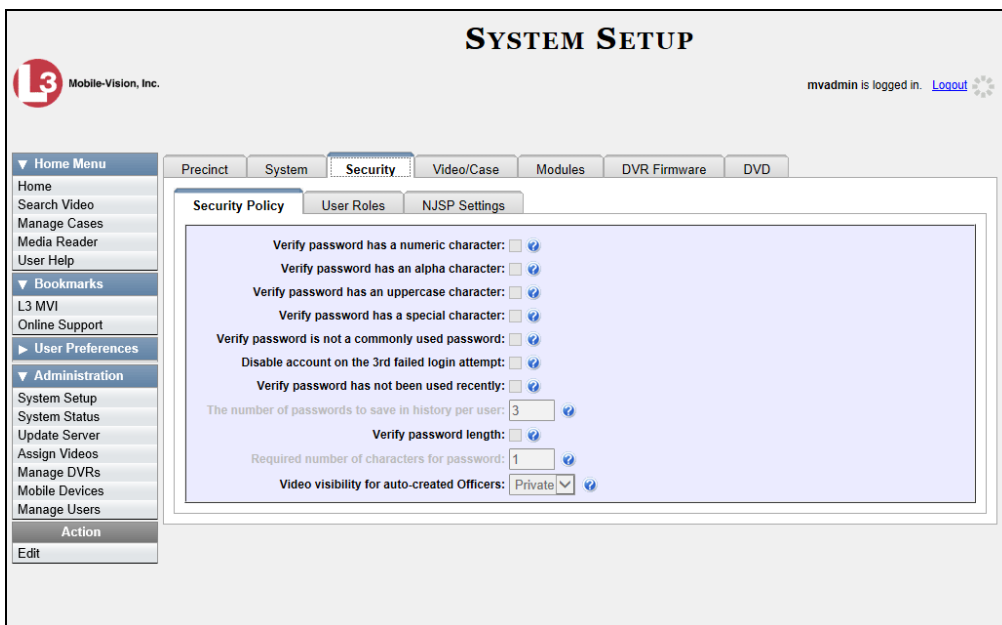
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

Precinct Info | Logos | Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

2 Click the **Security** tab.





**SYSTEM SETUP**


mvadmin is logged in. [Logout](#)


Precinct | System | **Security** | Video/Case | Modules | DVR Firmware | DVD


Security Policy | User Roles | NJSP 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:  

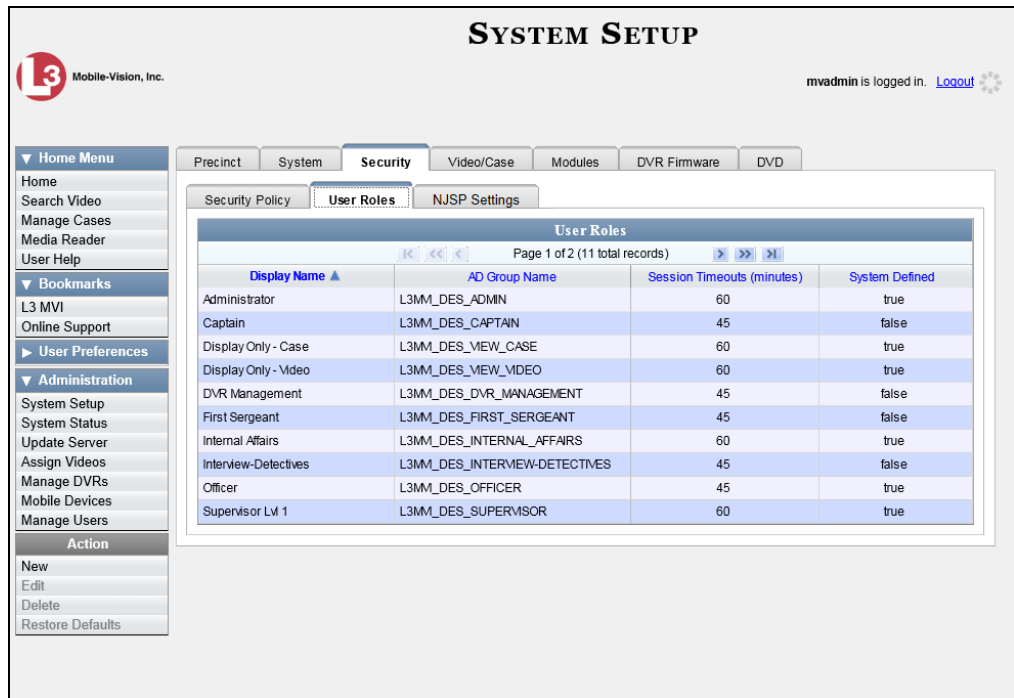
The number of passwords to save in history per user:  

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.



- 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 702.

For specific instructions, see:

- Adding a Custom User Role, next page
- Changing a Custom User Role, page 715
- Deleting a Custom User Role, page 719.

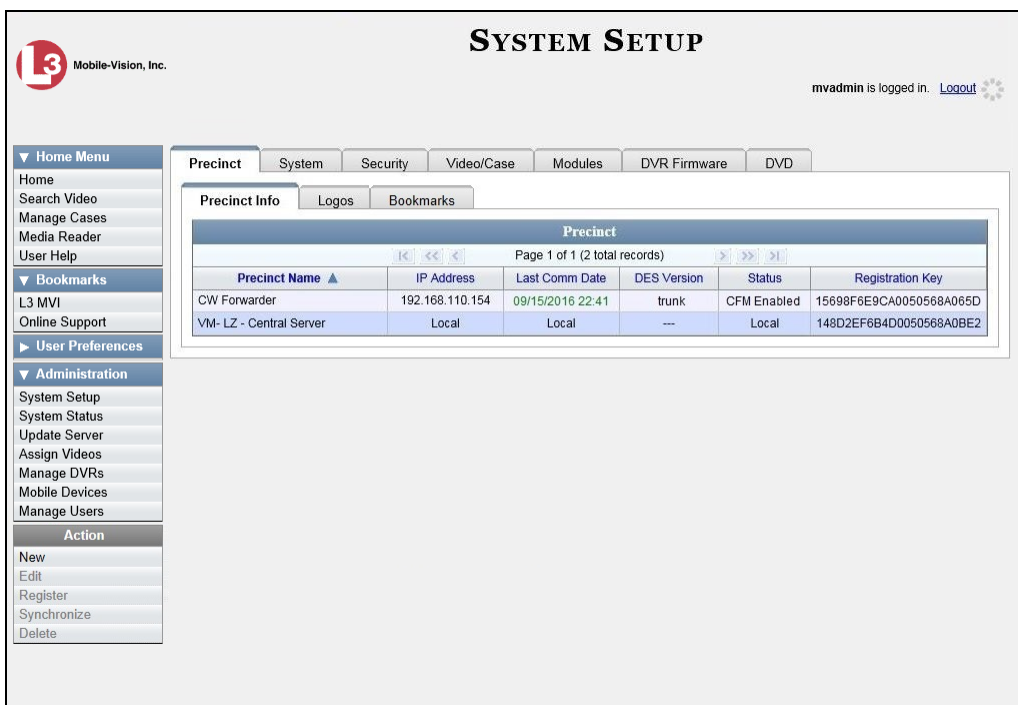
\* Officer, View-only Case, View-only Video, Supervisor Lvl 1, Supervisor Lvl 2, Internal Affairs, and System Administrator

## Adding a Custom User Role

This section describes how to create a new user role. For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on the previous page.

Perform this task when you wish to create a user role that has a *unique name*. Otherwise you can simply customize the system-defined user roles that come with DEP, as described in "Changing the Settings for a System-Defined User Role" on page 705.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Precinct** System Security Video/Case Modules DVR Firmware DVD

**Precinct Info** Logos Bookmarks

Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	CFM Enabled	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	Local	CFM Enabled	15698F6E9CA0050568A065D
VM- LZ - Central Server	Local	Local	---	Local		148D2EF6B4D0050568A0BE2

**Home Menu**  
Home  
Search Video  
Manage Cases  
Media Reader  
User Help

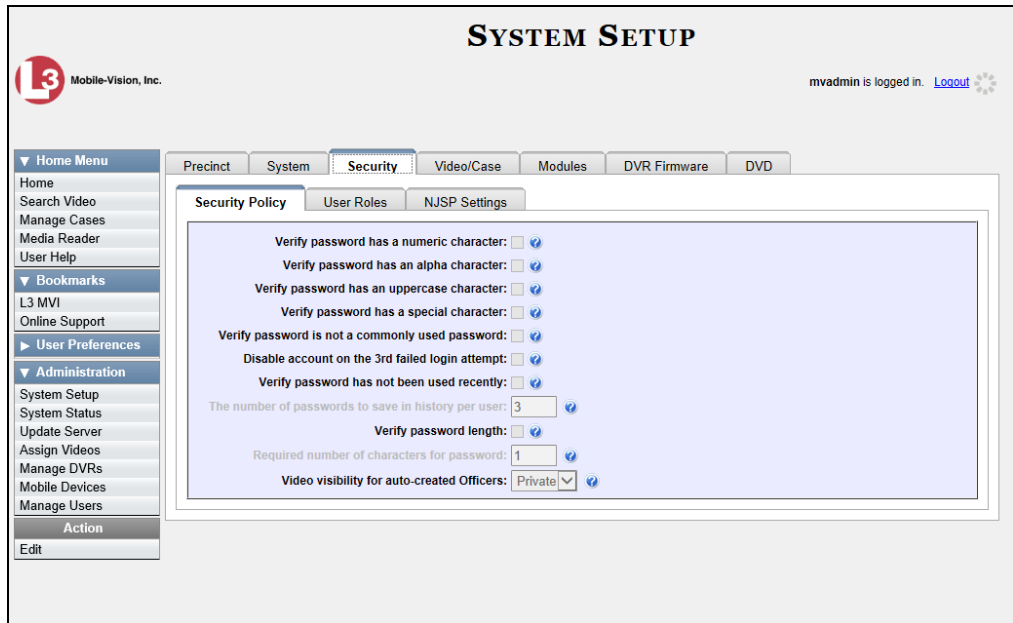
**Bookmarks**  
L3 MVI  
Online Support

**User Preferences**

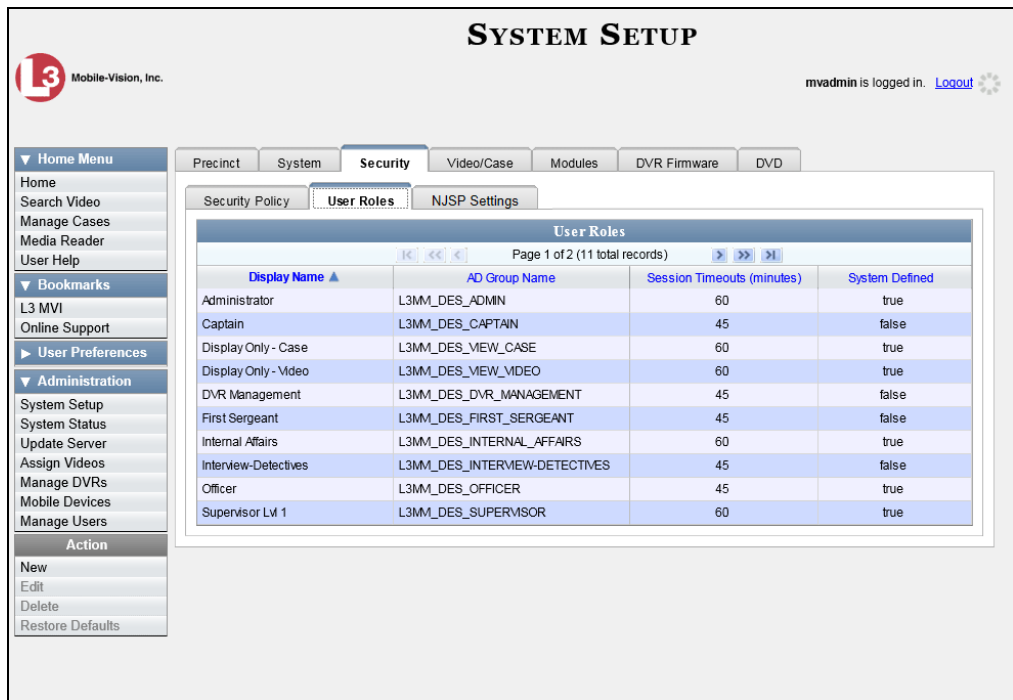
**Administration**  
System Setup  
System Status  
Update Server  
Assign Videos  
Manage DVRs  
Mobile Devices  
Manage Users

**Action**  
New  
Edit  
Register  
Synchronize  
Delete

- 2 Click the **Security** tab.



3 Click the **User Roles** tab. The User Roles form displays.



The columns on this form are described in the table on the next page.

(Continued)

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	The CAD Group that is associated with the DEP User Role in the <i>Display Name</i> column.
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: <b>True</b> ..... The user role is system-defined <b>False</b> ..... The user role is <i>not</i> system-defined (i.e., it is <i>user-defined</i> )

4 Go to the **Action** column and click **New**. The New User Role form displays.

5 Go to the *Name* field and enter the name you wish to give this custom user role.




- 6 If 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.

- 7 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 each of these permissions, see “Permissions for User Roles” in the table on page 702.

- 8 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).
- 9 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 L3MVI\_DES\_EVIDENCE\_TECH 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 702.

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 on the next page.

---

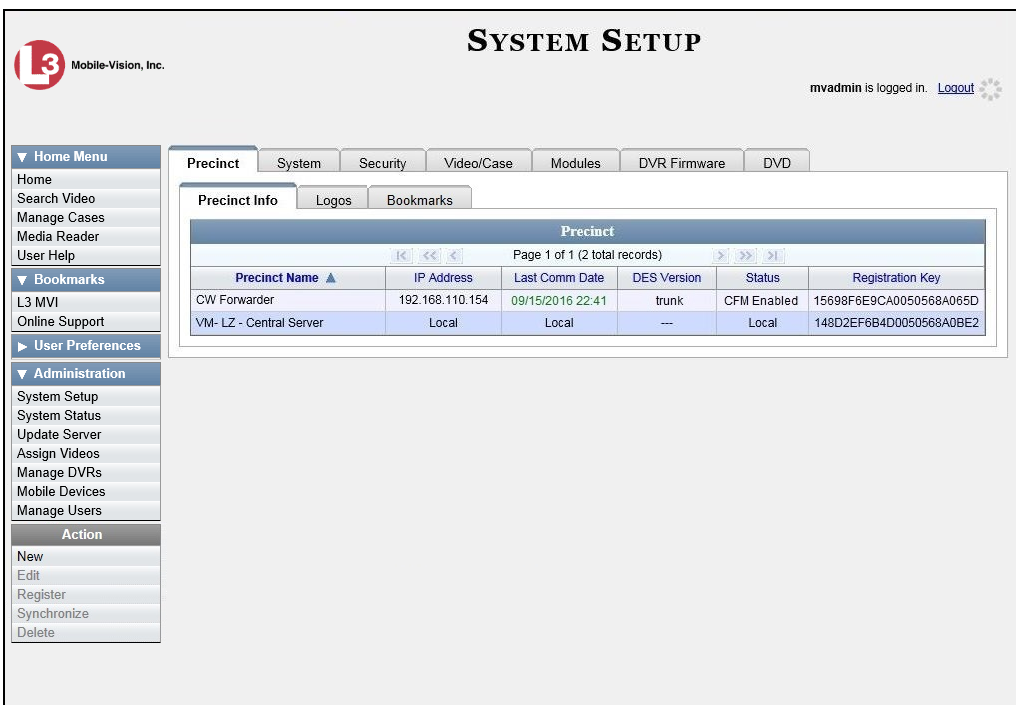
\* The number of idle-time minutes that must pass before the system automatically logs a user off the system.

**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 721.

For more on user roles, refer to this chapter's introduction and/or "Custom User Roles" on page 711.

- 1 Go to **Administration** and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

**Administration**

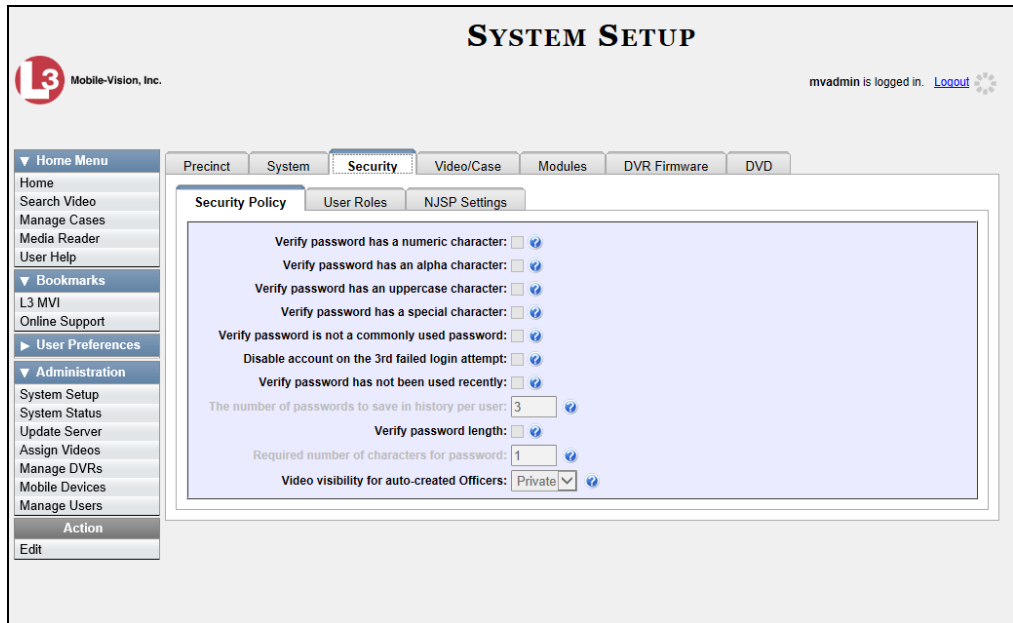
- Home Menu
  - Home
  - Search Video
  - Manage Cases
  - Media Reader
  - User Help
- Bookmarks
  - L3 MVI
  - Online Support
- User Preferences
- Administration
  - System Setup
  - System Status
  - Update Server
  - Assign Videos
  - Manage DVRs
  - Mobile Devices
  - Manage Users
- Action
  - New
  - Edit
  - Register
  - Synchronize
  - Delete

**Precinct**

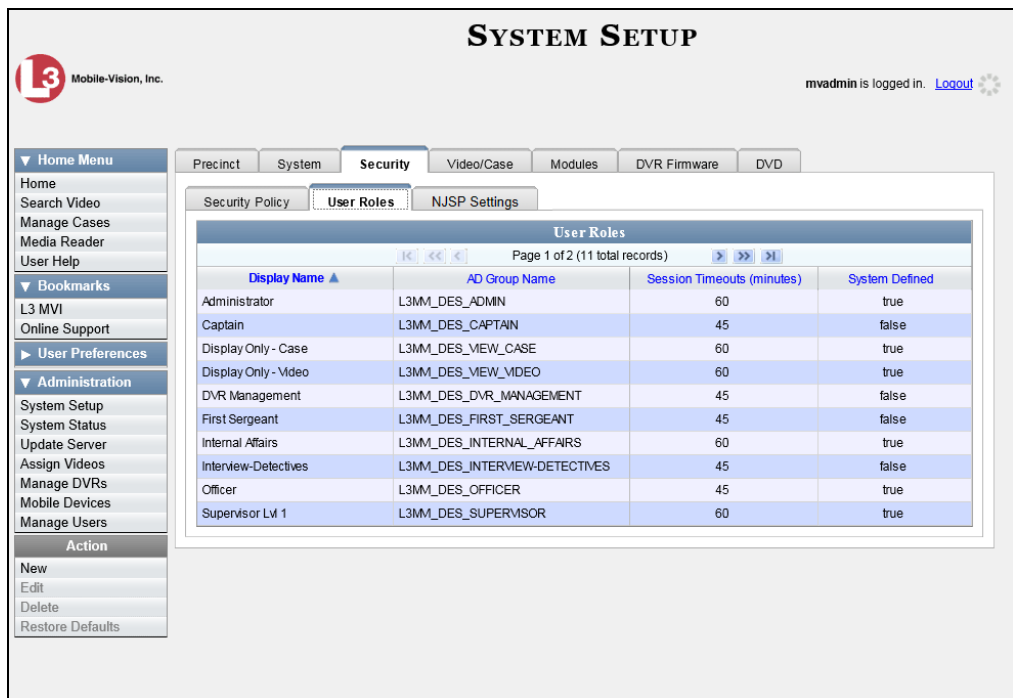
Precinct Info Logos Bookmarks

Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

- 2 Click the **Security** tab.

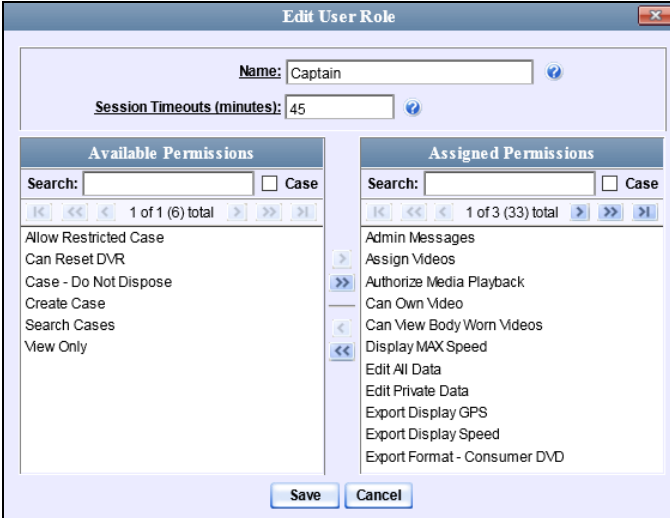



- Click the **User Roles** tab. The User Roles form displays. For a description of the columns on this form, see the table on page 714.




- 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.

(Continued)



- 5 To change the name of this user role, enter a new value in the *Name* field. Otherwise proceed to the next step.
- 6 To change the Session Timeout setting\* for this user role, proceed to the next step. Otherwise skip to step 8.
- 7 Enter a new value in the *Session Timeouts (minutes)* field.
- 8 To add a permission to this user role, proceed to the next step. Otherwise skip to step 11.
- 9 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.
- 10 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).
- 11 To *remove* a permission from this user role, proceed to the next step. Otherwise skip to step 14.
- 12 Go to the right column (Assigned Permissions) and click on each of the permissions you wish to remove.

\* The number of idle-time minutes that must pass before the system automatically logs a user off the system.

- 13 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.
- 14 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.

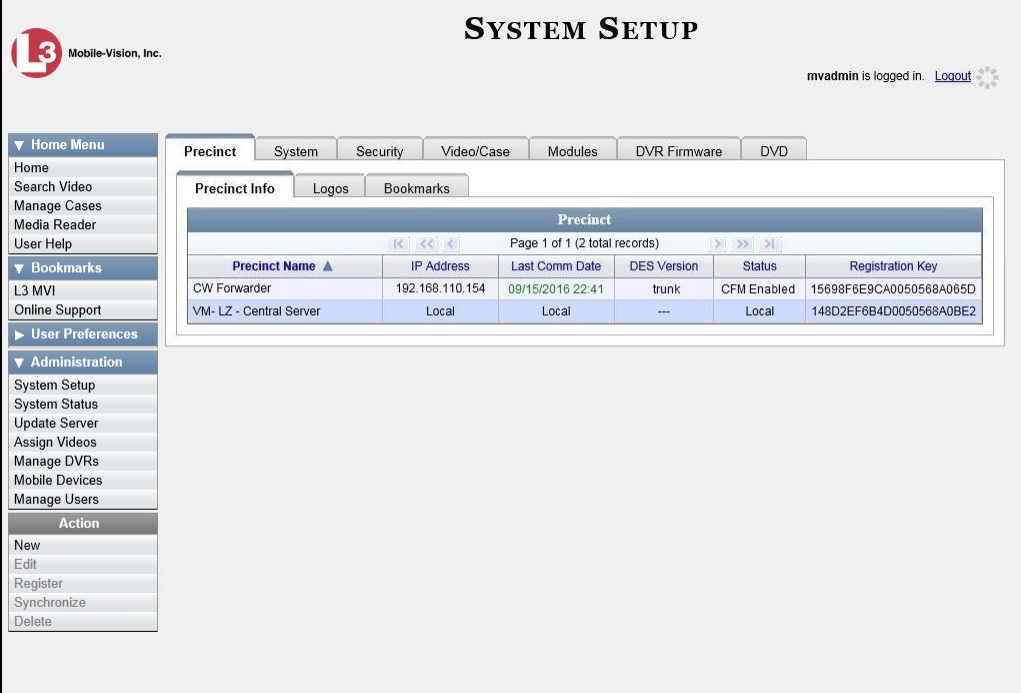
User Role **Captain** successfully saved.

### Deleting a Custom User Role

This section describes how to delete a custom user role that is not currently assigned to any users. If the user role you wish to delete *is* currently assigned to one or more users, you will have to change each user's role assignment first before you can perform this procedure.

For more information, see "Changing a User" in chapter 9.

- 1 Go to  and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

Navigation: Home Menu, Bookmarks, User Preferences, Administration, Action

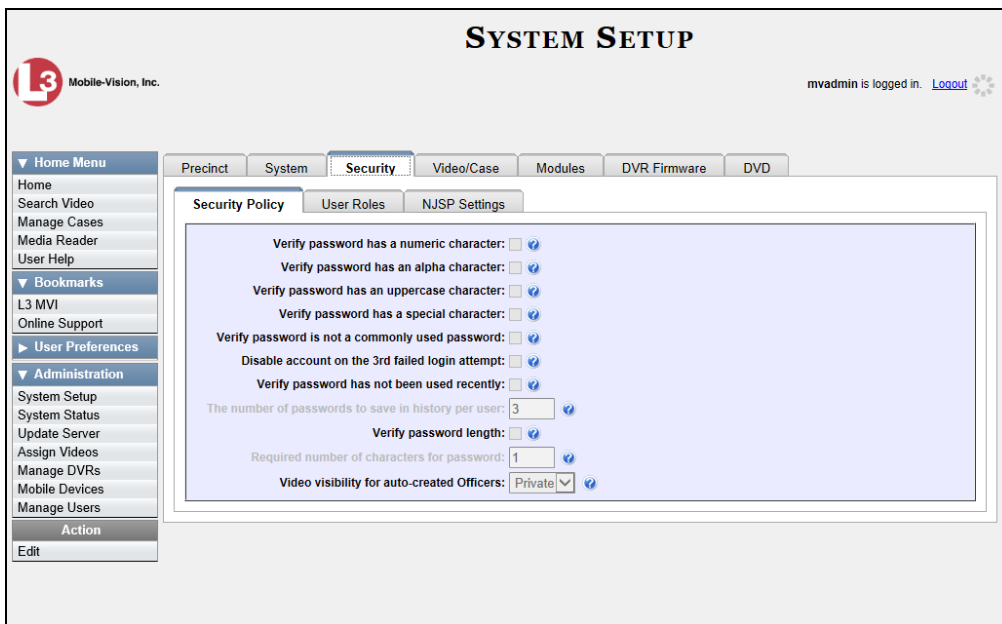
System Setup Tabs: Precinct, System, Security, Video/Case, Modules, DVR Firmware, DVD

Precinct Info Logos Bookmarks

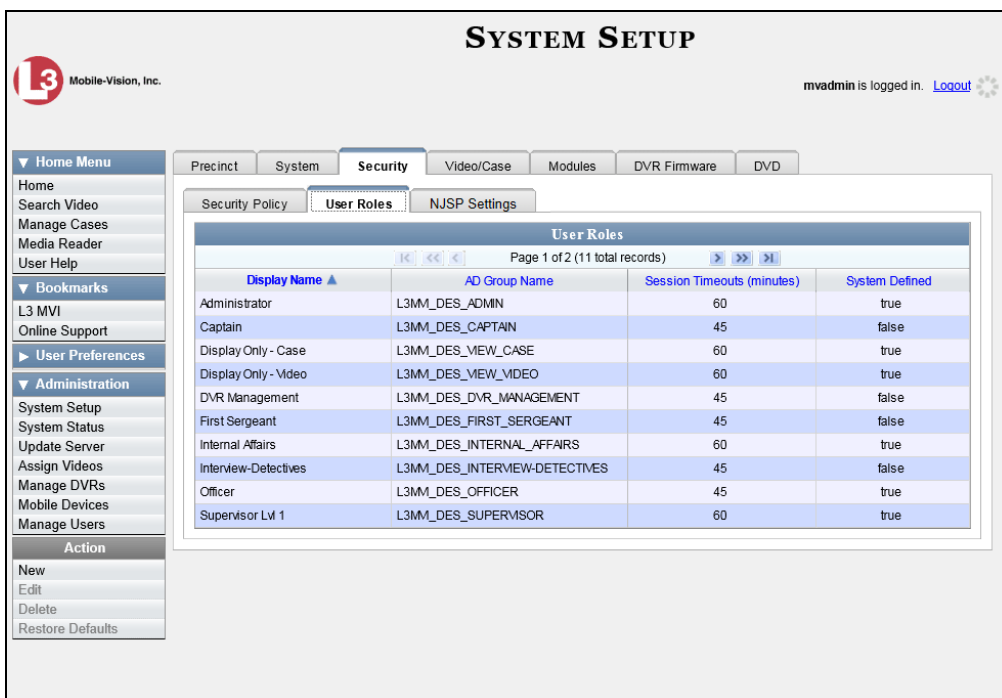
Precinct						
Page 1 of 1 (2 total records)						
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key	
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D	
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2	

(Continued)

- 2 Click the **Security** tab.



- 3 Click the **User Roles** tab. The User Roles form displays.



- 4 Right-click on the custom user role that you wish to delete, then select **Delete** from the popup menu. A confirmation message displays.




- Click **Yes**. The selected user role is permanently removed from the User Roles list.

## Assigning Permissions to a User

There are two ways in which you can assign permissions to a user. First, you can assign permissions at the same time you create a user. This method is described in chapter 9, “Adding a User.” Secondly, you can assign permissions by changing an existing user’s *role* and/or granting additional permissions to a user on an ad-hoc basis, as described below.

- Go to **Administration** and click **Manage Users**. The Manage Users page displays.



### MANAGE USERS

mvadmin is logged in. [Logout](#)

	Users			
	Display Name ▲	User Login	User Role	Status
	admin	admin	Administrator	Enabled
	Kenny Carter	kcarter	Administrator	Enabled
	Lt. Anderson	randerson	Supervisor Lvl 1	Enabled
	Lt. Gates	mgates	Supervisor Lvl 1	Enabled
	mvadmin	mvadmin	Administrator	Enabled
	Officer Frier	bfrier	Officer	Enabled
	Officer Jackson	sjackson	Officer	Enabled
	Officer O'Donnell	mmdonnell	Officer	Enabled
	Officer Ostrum	eostrum	Officer	Enabled
	Officer Ryan	doc-lesliez	Officer	Enabled
	Officer Wooster	swooster	Officer	Enabled
	Officer Zaleski	mzalewski	Officer	Enabled
	Sergeant Williams	swilliams	Supervisor Lvl 1	Enabled

**Action**

- New User
- Edit
- Delete
- Add Active Directory User
- Generate Key

- If the user record you wish to update appears in the *Display Name* column, skip to step 4.

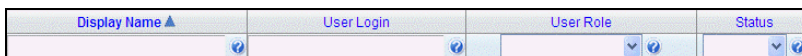
– OR –

If the user record you wish to update does *not* appear in the *Display Name* column, proceed to the next step.

*(Continued)*

- 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.




- 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.

- To change this user's *user role*, select a new role from the *User Role* drop-down list. Otherwise proceed to the next step.

- Click the **Permissions** tab. A list of permissions displays.

Please note that you cannot remove any of the permissions highlighted in gray. These are the permissions associated with the user's assigned *role*.



- 7 Review the current list of permissions for this user. If you want to assign *additional* permissions to this user, proceed to the next step.  
– OR –  
If you do *not* want to assign additional permissions to this user (i.e., the default permissions are sufficient), skip to step 10.
- 8 Go to the left column (Available Permissions) and click on the new permissions you wish to assign. If a permission you're looking for does not appear onscreen, use the *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 Daniel Saldutti successfully saved.

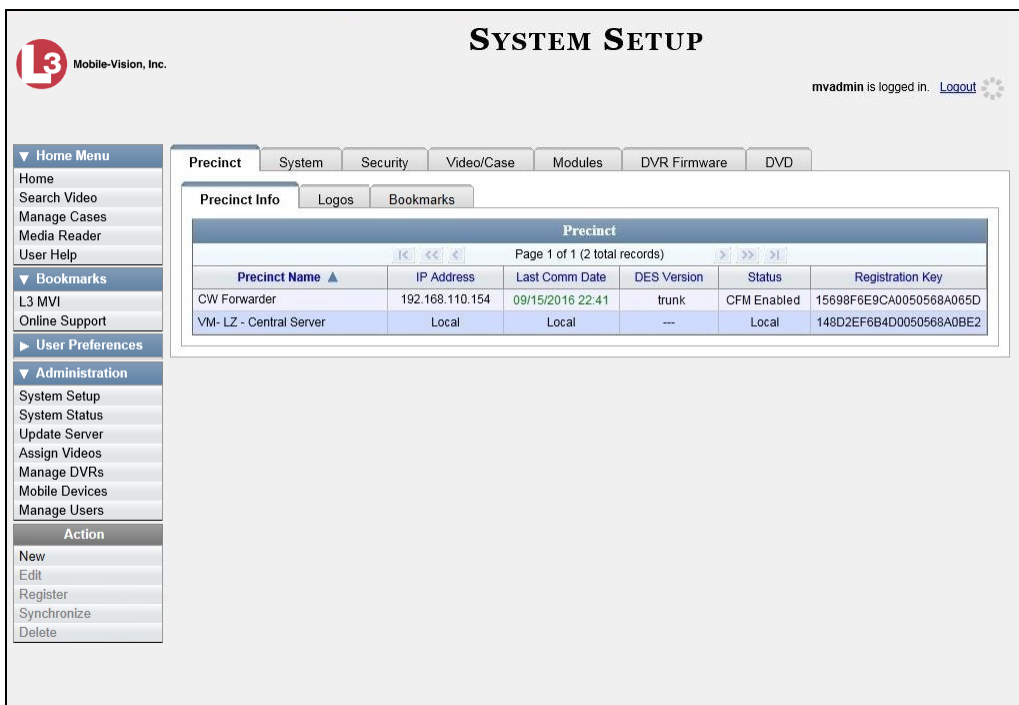
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## Defining Password Policies

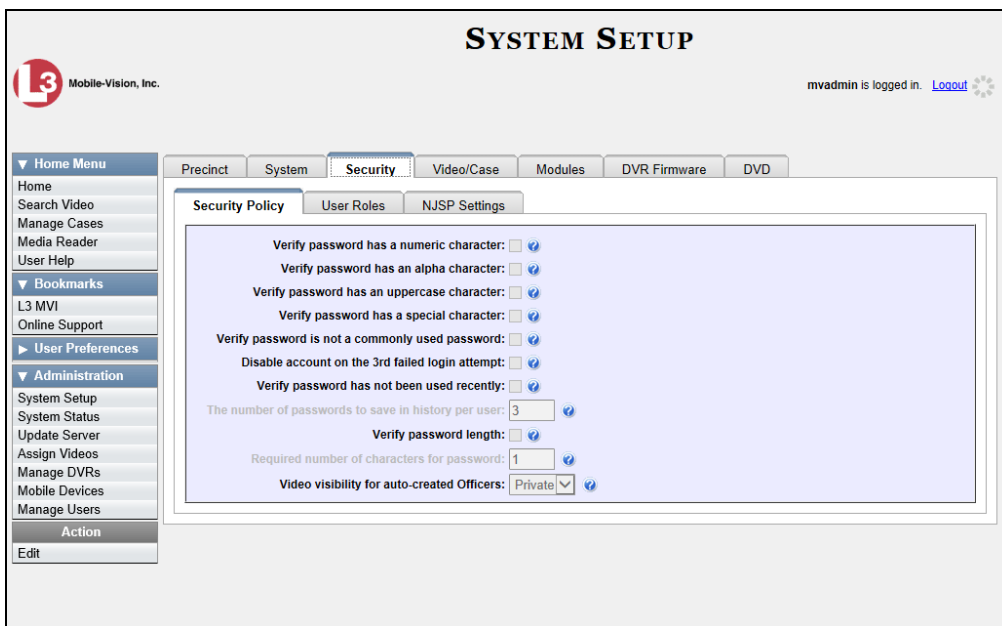
This section describes how to define the rules that apply to a user password. These include password length, password complexity, and the number of login attempts allowed before the system disables a password.

- 1 Go to  and click **System Setup**. The System Setup page displays.

*(Continued)*



2 Click the **Security** tab.



3 Make sure the **Security Policy** tab is selected, as pictured above.

4 Go to the **Action** column and click **Edit**. The Edit Security Policy popup displays.

The security options on this form are described below.

Edit Security Policy	
Security Option	Description
Verify password has a numeric character	When you select this checkbox, the system will check to make sure all new passwords contain at least one numeric character (e.g., 1 – 9).
Verify password has an alpha character	When you select this checkbox, the system will check to make sure all new passwords contain at least one alpha character (e.g., a – z).
Verify password has an uppercase character	When you select this checkbox, the system will check to make sure all new passwords contain at least one uppercase character (e.g., A – Z).
Verify password has a special character	When you select this checkbox, the system will check to make sure all new passwords contain at least one special character (e.g., ! @ # \$ % &, etc.)
Verify password is not a commonly used password	When you select this checkbox, the system will check to make sure all new passwords do not match any of the passwords on the “common passwords” list. A copy of this list is found in the /fb/conf/word_list.txt file on the server. You can add more passwords to this file, if desired.
Disable account on the 3 <sup>rd</sup> failed login attempt	When you select this checkbox, the system will lock a user out of the system after he has tried to login to the system three consecutive times using invalid User ID(s) and/or password(s).

(Continued)

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*.
- 8 Enter the number of passwords you want each of your users to have in the *number of passwords to save in history per user* field.
- 9 To set a minimum required length for passwords, proceed to the next step. Otherwise skip to step 12.
- 10 Select the checkbox to the right of the *Verify password length* field.
- 11 Enter the minimum number of characters that your passwords must have in the *Required number of characters for password* field.
- 12 To allow only those users with the *View Private Data* or *View All Data* permission to view videos owned by auto-created Officers (see box 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.

*(Continued)*

**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**.

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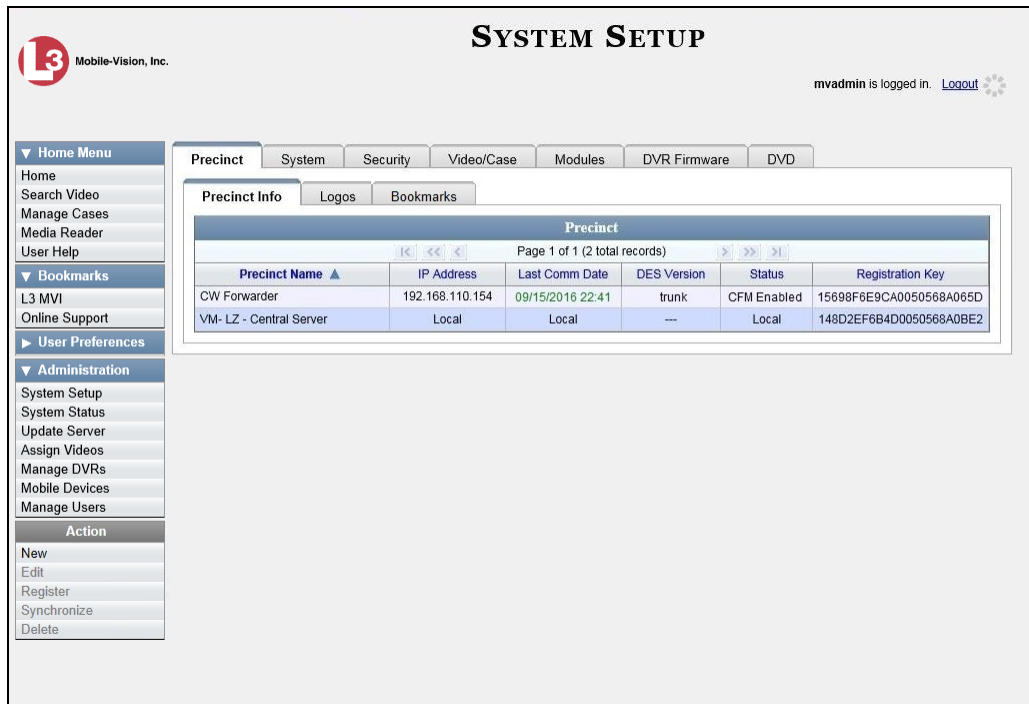
## Updating the NJSP Web Service Connection

In order to link DEP videos to the appropriate CAD records, the system needs to be able to connect to the remote server which hosts the NJSP Web Service. At system start-up, your System Implementation Specialist (SIS) will enter the field values required to make this connection. 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 the NJSP Web Service screen without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data will prevent the CAD update service from working properly.

- 1 Go to  and click **System Setup**. The System Setup page displays.



**SYSTEM SETUP**

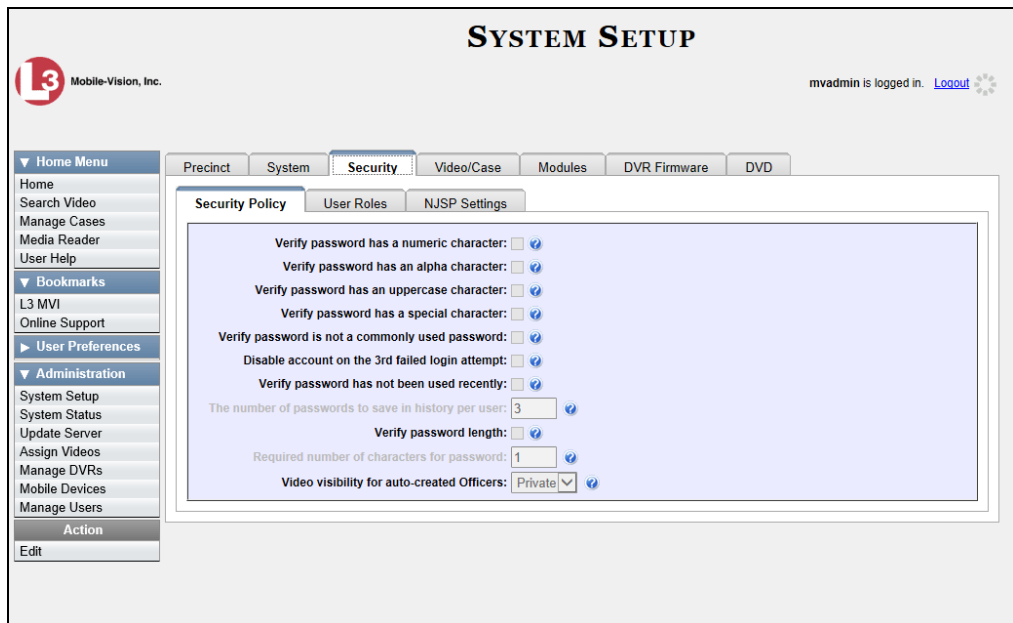
mvadmin is logged in. [Logout](#)

**Precinct** | System | Security | Video/Case | Modules | DVR Firmware | DVD

**Precinct Info** | Logos | Bookmarks

Precinct					
Page 1 of 1 (2 total records)					
Precinct Name ▲	IP Address	Last Comm Date	DES Version	Status	Registration Key
CW Forwarder	192.168.110.154	09/15/2016 22:41	trunk	CFM Enabled	15698F6E9CA0050568A065D
VM-LZ - Central Server	Local	Local	---	Local	148D2EF6B4D0050568A0BE2

2 Click the **Security** tab.














**SYSTEM SETUP**

mvadmin is logged in. [Logout](#)

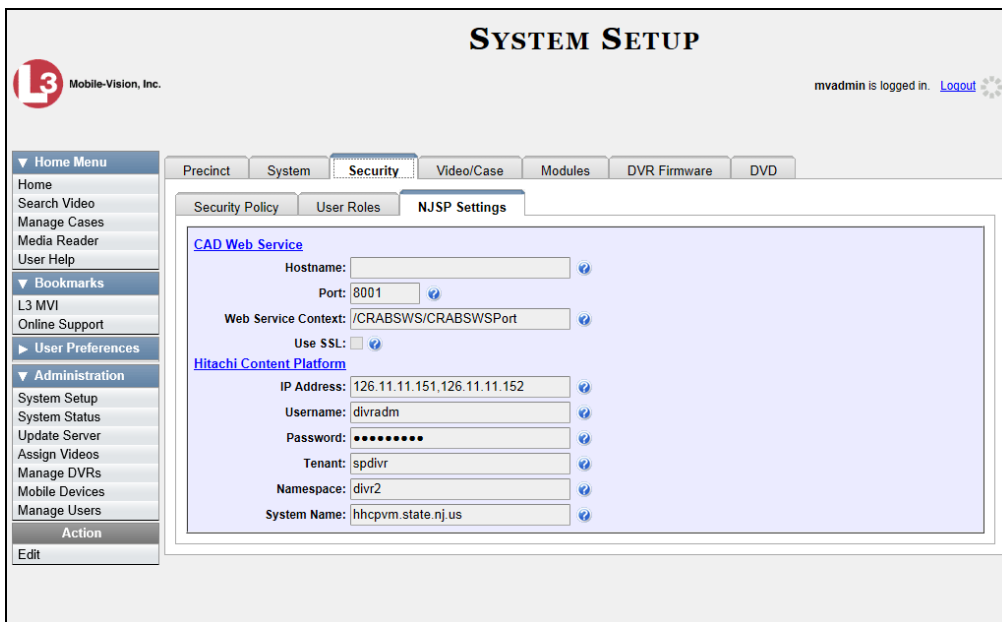
Precinct | System | **Security** | Video/Case | Modules | DVR Firmware | DVD

**Security Policy** | User Roles | NJSP 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 **NJSP Settings** tab.

*(Continued)*



- Go to the **Action** column and click **Edit**. The Edit NJSP Settings popup displays.



The fields on this popup are described in the following table.



Edit NJSP Settings	
CAD Web Service	
Field	Description
Hostname	The hostname or IP address of the server on which the web service resides.
Port	The port number for the NJSP web service.
Web Service Context	The NJSP web service's context or path
Use SSL	A checkbox used to indicate whether or not you are using SSL (Secure Socket Layer) type encryption to authenticate on the NJSP network. <input checked="" type="checkbox"/> Using SSL <input type="checkbox"/> <i>Not</i> using SSL
Hitachi Content Platform	
IP Address	The addresses of the network interfaces on the server that will be used to communicate to the HCP Device
Username	The HCP login name
Password	The HCP login password
Tenant	The HCP Tenant name being used for the DEP System
Namespace	The HCP Namespace being used for the DEP System
System Name	The HCP system name

- 5 Enter/select your changes in the appropriate fields.
- 6 Click **Save**.



# 9

## Users

This chapter describes how to view user records and export user activity to a spreadsheet. For more information, see:

- ❑ Searching for a User, below
- ❑ Exporting User Activity to a Spreadsheet, page 735.

### Searching for a User

This section describes how to search for an existing user record by one or more of the following fields: *Display Name*, *User Login*, *User Role*, and/or *Status*.

- 1 Go to **Administration** and click **Manage Users**. The Manage Users page displays.

**MANAGE USERS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)


Display Name ▲	User Login	User Role	Status
admin	admin	Administrator	Enabled
Kenny Carter	kcarter	Administrator	Enabled
Lt. Anderson	randerson	Supervisor Lvl 1	Enabled
Lt. Gates	mngates	Supervisor Lvl 1	Enabled
mvadmin	mvadmin	Administrator	Enabled
Officer Frier	bfrier	Officer	Enabled
Officer Jackson	sjackson	Officer	Enabled
Officer O'Donnell	mmcdonnel	Officer	Enabled
Officer Ostrum	eostrum	Officer	Enabled
Officer Ryan	doc-lesliez	Officer	Enabled
Officer Wooster	swooster	Officer	Enabled
Officer Zaleski	mzalewski	Officer	Enabled
Sergeant Williams	swilliams	Supervisor Lvl 1	Enabled

- 2 Enter/select the field values you wish to search on, as described in the table on the next page.

*(Continued)*

Search Fields	
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 7. <i>Select the desired 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 desired 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.




## MANAGE USERS

mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- Manage Cases
- Media Reader
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- ▼ Administration
- System Setup
- System Status
- Update Server
- Assign Videos
- Manage DVRs
- Mobile Devices
- Manage Users
- Action
- New User
- Edit
- Delete
- Generate Key

Users

Page 1 of 1 (3 total records)



Display Name ▲	User Login	User Role	Status
<input type="text" value="Lt. Anderson"/>	<input type="text" value="randerson"/>	Supervisor Lvl 1 ▼	Enabled ▼
Lt. Anderson	randerson	Supervisor Lvl 1	Enabled
Lt. Gates	mgates	Supervisor Lvl 1	Enabled
Sergeant Williams	swilliams	Supervisor Lvl 1	Enabled

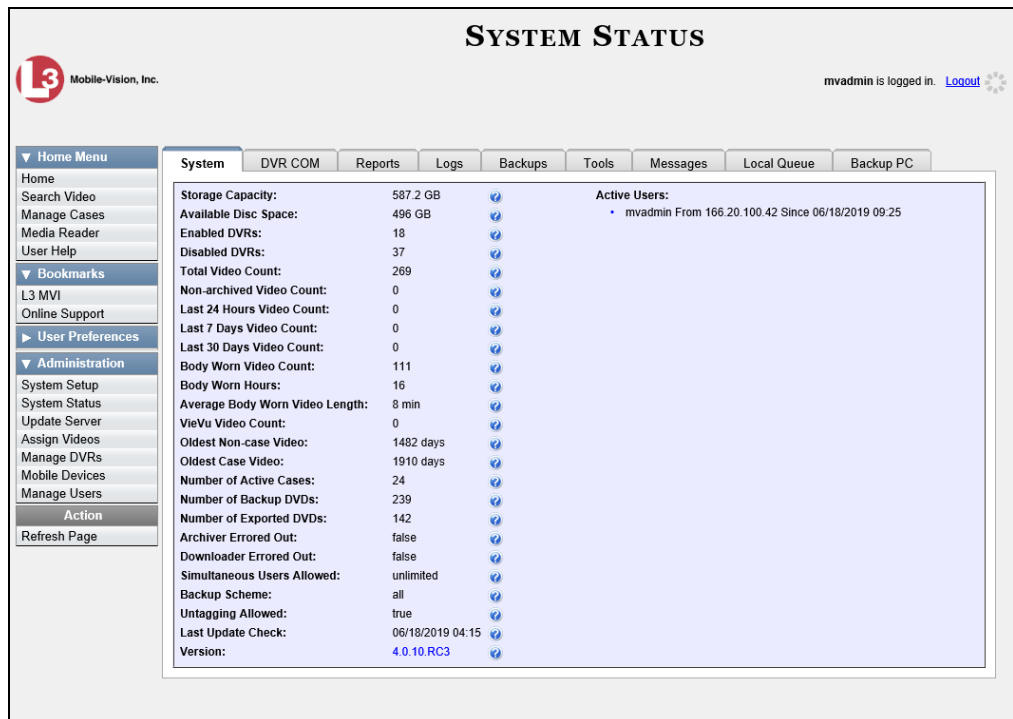
- If your search results are more than one page long, use the navigation buttons at the top of the user list to scan through the remaining search results.



## 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**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | Reports | Logs | Backups | Tools | Messages | Local Queue | Backup PC

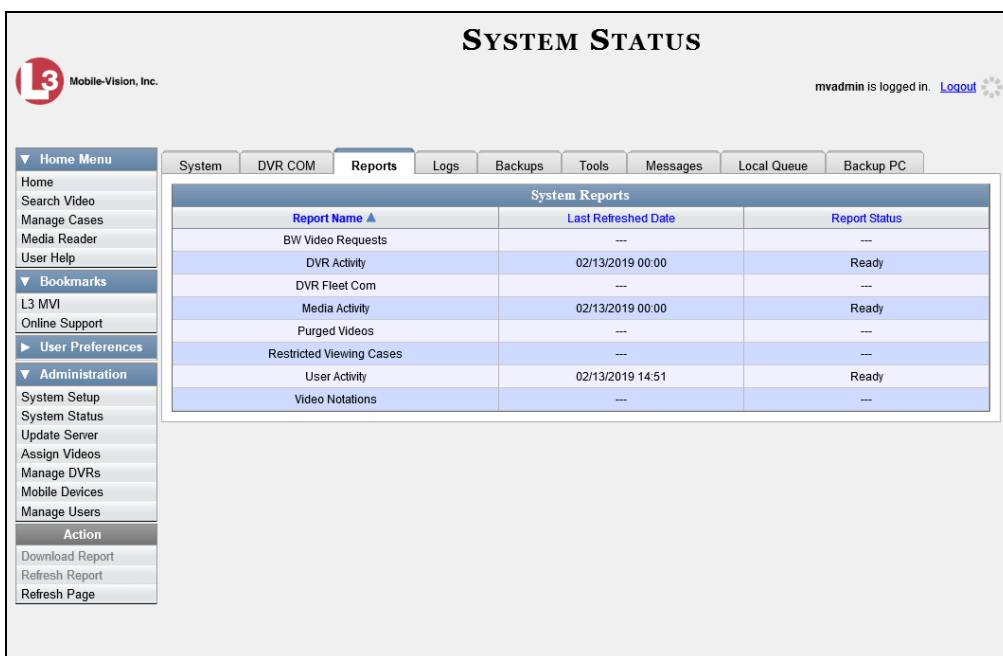
Storage Capacity:	587.2 GB	🔍
Available Disc Space:	496 GB	🔍
Enabled DVRs:	18	🔍
Disabled DVRs:	37	🔍
Total Video Count:	269	🔍
Non-archived Video Count:	0	🔍
Last 24 Hours Video Count:	0	🔍
Last 7 Days Video Count:	0	🔍
Last 30 Days Video Count:	0	🔍
Body Worn Video Count:	111	🔍
Body Worn Hours:	16	🔍
Average Body Worn Video Length:	8 min	🔍
VieVu Video Count:	0	🔍
Oldest Non-case Video:	1482 days	🔍
Oldest Case Video:	1910 days	🔍
Number of Active Cases:	24	🔍
Number of Backup DVDs:	239	🔍
Number of Exported DVDs:	142	🔍
Archiver Errored Out:	false	🔍
Downloader Errored Out:	false	🔍
Simultaneous Users Allowed:	unlimited	🔍
Backup Scheme:	all	🔍
Untagging Allowed:	true	🔍
Last Update Check:	06/18/2019 04:15	🔍
Version:	4.0.10.RC3	🔍

**Active Users:**

- mvadmin From 166.20.100.42 Since 06/18/2019 09:25

- 2 Click the **Reports** tab.

(Continued)



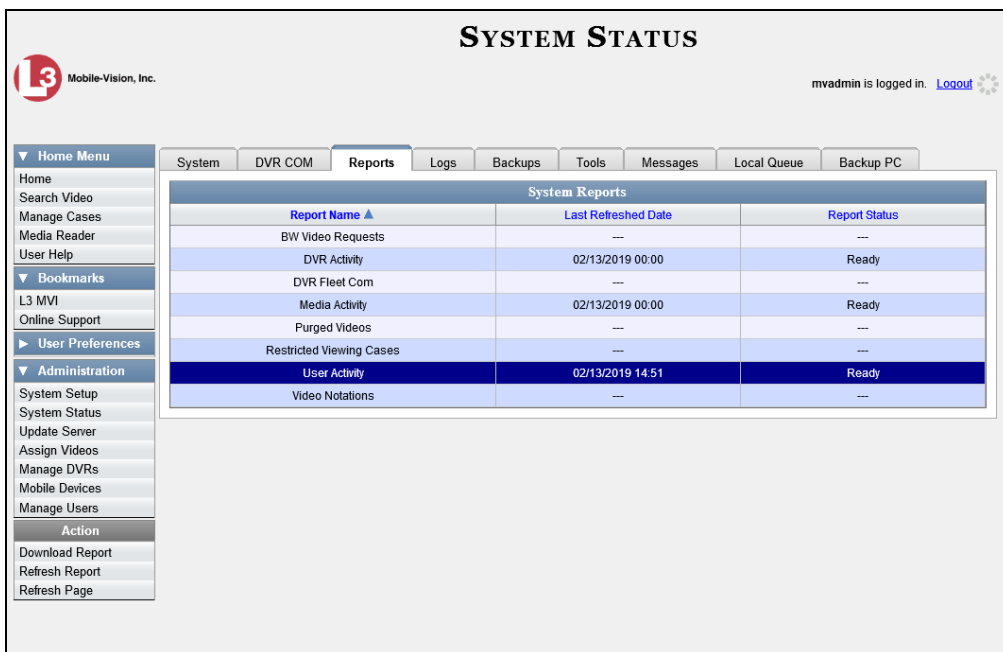
**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | **Reports** | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/13/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
<b>User Activity</b>	<b>02/13/2019 14:51</b>	<b>Ready</b>
Video Notations	---	---

3 Click on the **User Activity** report to highlight it.



**SYSTEM STATUS**

Mobile-Vision, Inc. mvadmin is logged in. [Logout](#)

System | DVR COM | **Reports** | Logs | Backups | Tools | Messages | Local Queue | Backup PC

System Reports		
Report Name ▲	Last Refreshed Date	Report Status
BW Video Requests	---	---
DVR Activity	02/13/2019 00:00	Ready
DVR Fleet Com	---	---
Media Activity	02/13/2019 00:00	Ready
Purged Videos	---	---
Restricted Viewing Cases	---	---
<b>User Activity</b>	<b>02/13/2019 14:51</b>	<b>Ready</b>
Video Notations	---	---

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.



- 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 an in-car DVR to the [server](#). The access point is connected to a wireless network antenna mounted on the outside of the building that houses your server.

Some precincts have more than one access point to accommodate multiple vehicles that park in different areas outside the building. 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](#). Aside from the initial system configuration, 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, 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.

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\* Videos that are attached to the case will remain online as long as their categories allow

## Bookmark

An agency-defined link to a website. These links display in the *Bookmarks* column on the Main Menu. The default link will take you to the Mobile-Vision Online Support Center.

## BodyVISION

A small, wearable digital video recorder sold by Mobile-Vision. This device allows officers to capture both high definition videos and JPG “snapshot” images, then upload them to their [server](#) via a *BodyVISION* docking station. Videos recorded using this device are assigned the category of **Body Worn**.

## BWX-100

A small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both full high definition videos and JPG “snapshot” images, then upload them to the server via a BWX-100 docking station. Videos recorded using this device are assigned the category of **Body Worn**.

## Body Worn Tracking Function

A system feature that, when activated, restricts the viewing of [BodyVISION](#) and [BWX-100](#) videos to users who have the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission. All other users who are interested in viewing a Body Worn video are required to submit a [viewing request](#) to their supervisor, which includes a “need to know” reason, referred to as a [viewing request reason](#).

## 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. If one of those users approves your request, that will send your burn job to 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 data the system will back 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 the video transmits to the server (for more on *transmission*, see page 746). 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 storage card that saves your Flashback2 videos until they can be transmitted to your agency’s [server](#).

## Chain of Custody Report

A log of all operations that have been performed on a particular video, Body Worn [snapshot](#), or [case](#) (e.g., *System Media Uploaded from Unit*). This report shows the date and time at which each activity occurred, as well as the User ID of the officer who performed the action, if applicable.

## Consumer DVD

An MP4 disc format that you can play on any standard consumer DVD player. Includes a customizable DVD menu.

## Data DVD

A disc format that you can play on any PC DVD player using the [Flashback Player](#). When you burn a [case](#) in Data DVD format, the disc will include selected videos from the case; any [user metadata](#) attached to the case’s videos; the [Chain of Custody Report](#); selected media files attached to the case, if applicable; and a copy of the Flashback Player. When you burn *videos* in Data DVD format, the disc will include selected videos; general information about the videos; the Chain of Custody Report; and a copy of the Flashback Player.

## DEP

An acronym for *Digital Evidence PRO*, the software component of Mobile-Vision’s *Digital Evidence Collection System* (see description on the next page).

## Digital Evidence Collection System

A Mobile-Vision product that is used by law enforcement personnel to collect digital evidence. It includes the following hardware and software components:

- [Flashback DVRs](#)
- [BodyVISION Body Worn cameras](#) (optional)
- [BWX-100 Body Worn cameras](#) (optional)
- [Access point](#)
- [Storage server](#)
- [DEP software](#)
- [Backup PC](#)
- [Robotic DVD burner](#)
- [RAID storage device](#) (optional).

## Discovered DVR

A DVR that has been in communication with the [server](#) at least once.

## Download Request

A request to download, or [export](#), a selected *video file* or *case file* to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a confirmation message and download icon will appear on your *Inbox Messages* list.

## DVR

See [Flashback](#), [BodyVISION](#), [BWX-100](#), or [VIEVU](#).

## DVR Login Key

A file on a USB drive that contains your user information. You insert this flash drive in your DVR's USB port at the beginning of each shift, then log in. This identifies you as the owner of all videos recorded on that DVR while you are logged in.

## Export

The system process used to copy video files, [case](#) files, and/or Body Worn [snapshots](#) for the purpose of either burning them to DVD *or* downloading them to your PC. You must have the proper permissions to export files.

## Flashback DVR

A digital video recorder that is installed inside a vehicle or interview room. This recorder collects video evidence and stores it temporarily on an [SD card](#) or [CF card](#) until the video can be transmitted to the [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.

## FOIA Redacted Format

An export format that allows you to [redact](#) a video prior to downloading it to your PC or external storage device. The exported video will have an extension of MP4, allowing you to play it using any MP4 player. You can also burn exported video to DVD using your PC's DVD burner.

## Incident

An event, such as a motor vehicle accident, that has digital evidence associated with it. In [DEP](#), data that pertains to an incident is stored in a [case](#) record.

## Ingest Date

The date and time at which a video file was transmitted to the [server](#) from the DVR unit or Interview Room.

## Interchange Format

A disc format that allows you to import videos into various third-party applications, such as video editing software. If your agency has any [VIEVU](#) Body Worn cameras, your Interchange videos will have an extension of **AVI**. If your agency has any [BodyVISION](#) Body Worn DVRs, your Interchange videos will have an extension of **MKV**. All other Interchange videos will have an extension of **MP4**.

## LEC Mobile

A Mobile-Vision app used to view [BWX-100](#) videos from a smart phone or tablet in the field.

## Manual Backup Disc

See [User Requested Certified Copy](#).

## Manual Export

The system process used to download video and/or [case](#) files to your PC. You must have the proper permissions to perform a manual export.

## Online

A status for a video or [case](#) file which indicates that all of the file's information is currently available for viewing on the [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 [export](#) an offline video.

If a *case* is offline, you will be able to view the case record, but not its attached videos. Also, you cannot export an offline case.

You can, in some cases, reactivate an offline file. See also [Reactivation](#).

## Private File

A video, [snapshot](#), or [case](#) that can only be viewed by its owner or a user with one of the following permissions: *Edit Private Data* or *Edit All Data*.

## Public File

A video, [snapshot](#), or [case](#) that can be viewed by *all DEP* users.

## Quarantined File

A video that is shorter than the *Minimum File Duration* value entered on the **Life-Cycle** tab. Typically, a quarantine file is a small "test" video that an officer makes at the beginning of each shift to test his equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.

## RAID

An acronym for *Redundant Array of Independent Disks*, a storage device that contains multiple disk drives but is treated by the system as one device.

## Reactivation

The process used to restore a video or case file that the system took *offline* after it reached a predefined age that you set in the application. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the **Life-Cycle** tab.

## Record Reason

The event or "trigger" that caused a DVR to start recording. Common record reasons include pressing the **R** button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

## Redaction

The process of editing a video prior to downloading it to your PC. 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](#). Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate [Backup PC](#). Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

## SD Card

The temporary storage device that stores Flashback3 and/or FlashbackHD videos until they can be transmitted to the agency [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 a [BodyVISION](#) or [BWX-100](#) Body Worn camera. These images are uploaded to the [server](#) along with the device's videos.

## Stand-alone Video

Video that is not currently linked to any [cases](#).

## System Implementation Specialist (SIS)

A Mobile-Vision representative who assists with the installation and configuration of the "back office" components of the Flashback [Digital Evidence Collection System](#).

## 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 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 DVR will wirelessly transfer to the server via the [access point](#).
- ❑ *Manual transmission.* Your DVR 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 if a problem has occurred that interfered with the wireless file transfer. For more information, see "Manually Uploading New Videos" in chapter 2.

## Tracepoint



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 device (configuration required). If you are using a [BWX-100](#), this is accomplished by pressing the Snap/Trace button on the side of the unit (configuration required). By marking a video with a tracepoint, it allows you to quickly advance to an important segment in that video during playback.

## Trigger

See [Record Reason](#).

## Uncompressed DVD

A [Data DVD](#) disc that includes a link to two raw video files: an **MP4** file and a **DV** (digital video) file. You can import MP4 and DV files into third party software, such as video editing or redaction software. Uncompressed DVDs are available for Flashback videos only.

## Undiscovered DVR

A DVR that has not been in communication with the [server](#) yet.



## User Metadata (UMD)

Custom data fields that an officer can link to a video. You define these fields on the UMD Types tab. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If you have a mobile data computer with the UMD Editor installed on it, you have the option of attaching UMD to a video immediately after it is finished recording. Otherwise, you can attach UMD back at the precinct when you connect to the [server](#). For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

## User Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the [robotic DVD burner](#) or your PC’s DVD burner. Also referred to as an *export* disc. This type of DVD is, as its name implies, requested by the user. You create these DVDs on an “as-needed” basis for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

## User Role

A group of permissions that determines what system functions a user will have access to. Whenever you login to [DEP](#), the system will grant you access to various system functions according to the user role that is assigned to your User ID. As System Administrator, you are responsible for assigning permissions to each user role.

## Video Notation

A custom checkbox used to notate video records and [snapshots](#). These checkboxes are defined by your agency.

## VIEVU

A small DVR that is worn on an officer’s body. Videos recorded using this device are assigned the category of **VieVu**.

## Viewing Request

A request to view a [BodyVISION](#) or [BWV-100](#) Body Worn video. Users who lack the *Can View Body Worn Videos* permission are required to submit viewing requests to their supervisor, who will then review each request and either approve or deny it.

## Viewing Request Reason

The reason why a user wants or needs to view a particular [BodyVISION](#) or [BWV-100](#) video. When a user submits a Body Worn [viewing request](#) to their supervisor, they are required to select a reason for that request from a drop-down list. These reasons are defined by your agency.



# A Appendices

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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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<https://l3mvicrm.blob.core.usgovcloudapi.net/mvicrm/Flashback/Third%20Party%20Software%20Licenses.pdf>

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## Appendix C: Suppressing Java Security Prompts

If you receive a security popup each time you access DEP, you may want to perform a procedure that enables you to turn off this popup on all your workstation PCs. This procedure is documented in an article found on our Online Support Center. To access it, click on the following link:

<https://l3tmvi.dynamics365portals.us/article/KA-04163/en-us>

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