

Digital Evidence PRO

Officer's Guide ■ NJSP Edition

version 4.0.10

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1

Introduction

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

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

DEP was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DEP.

This guide is geared primarily towards *Officer* users and other non-administrative users. If you are a System Administrator, refer to the *DEP Administrator'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
- Permissions, page 3
- Logging into the System for the First Time, page 4
- DEP Home Page, page 5
- Definitions, page 6
- Software Navigation, page 10
- DVD File Formats, page 13
- Using the Online Help System, page 14
- Content Summary, page 15.

Video Lifecycle

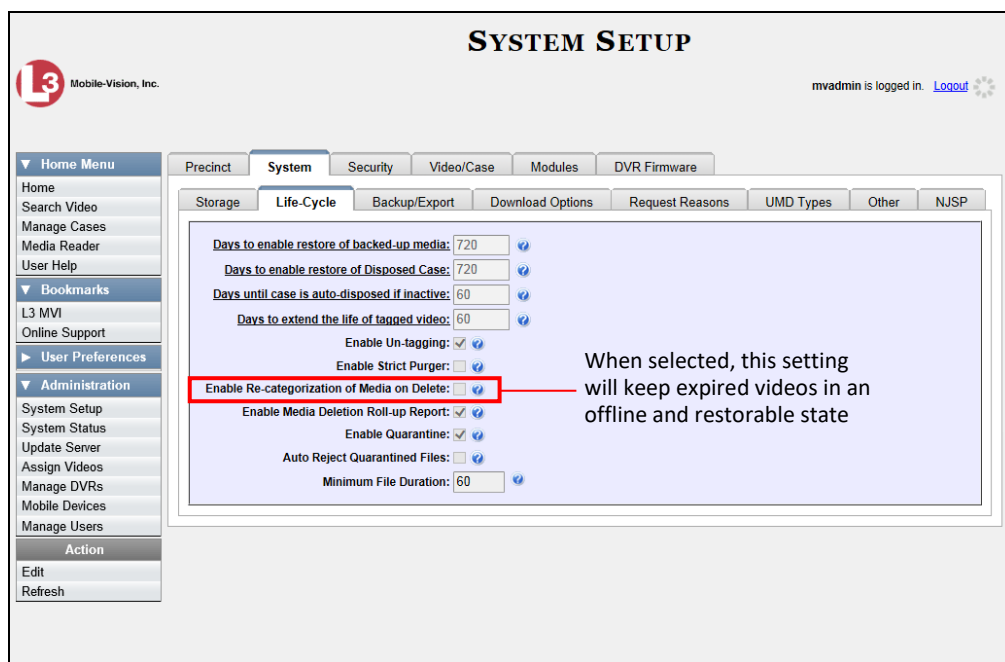
The video lifecycle consists of several stages, or *phases*.

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.



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The user 'mvadmin' is logged in. The 'System' tab is selected, and the 'Life-Cycle' sub-tab is active. The following settings are visible:

- 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:** (highlighted with a red box and arrow)
- Enable Media Deletion Roll-up Report:
- Enable Quarantine:
- Auto Reject Quarantined Files:
- Minimum File Duration: 60

A text box on the right side of the settings area states: "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 you log into DEP, the system will grant you access to various system functions according to the user role that's assigned to your User ID. Your System Administrator is 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. Your System Administrator 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 your System Administrator can create and then assign any number of permissions to. He can add, change, or delete custom user roles as desired.

Permissions

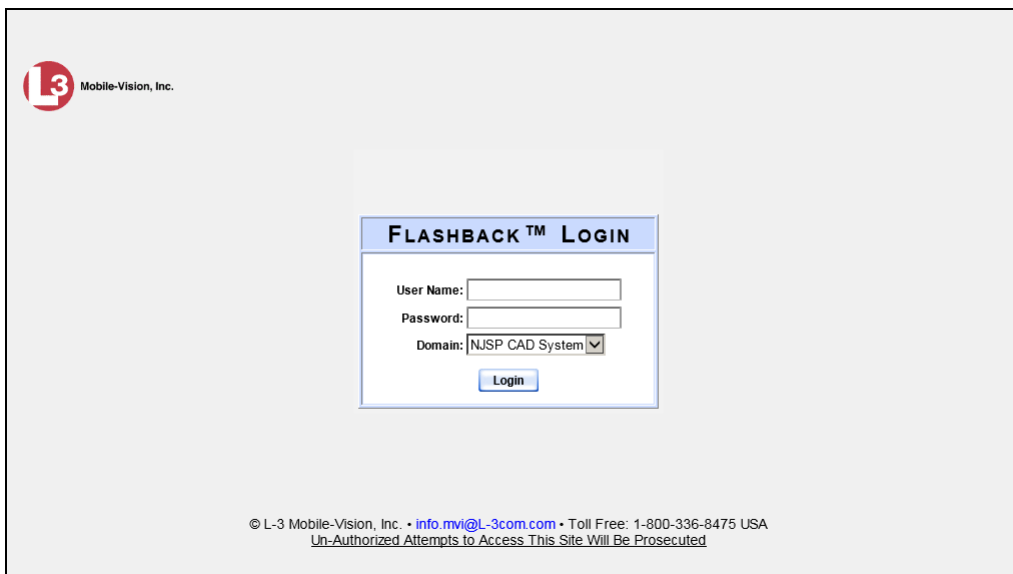


At system start-up, your System Administrator will determine which options he wants his users to have access to. This means that you will be able to perform some, but possibly not all, of the tasks described in this guide. Whenever you see the 'P' icon next to a procedure, it indicates that you must have the proper permissions to perform that task. If you cannot perform a function that you want or need access to, speak with your System Administrator.

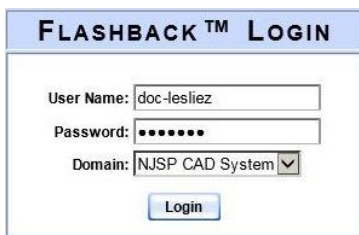
Logging into the System for the First Time

This section describes how to login to the Flashback application.

- 1 Double-click on the Safe Fleet 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.



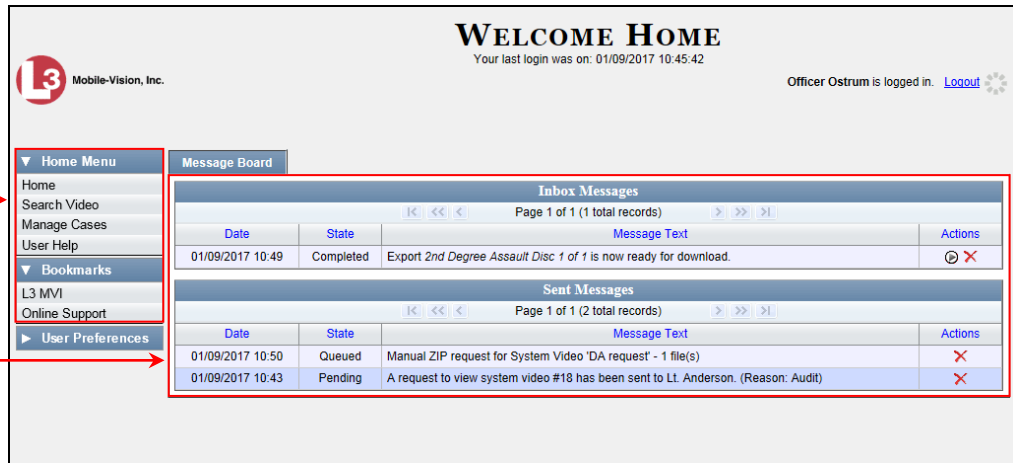
- 4 Click the **Login** button *or* press **Enter**. The DEP Home Page displays. For a detailed description of this page, see the next section, “DEP Home Page.”

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: 01/09/2017 10:45:42". On the right, it says "Officer Ostrum is logged in. Logout". On the left is the Main Menu with options: Home Menu, Search Video, Manage Cases, User Help, Bookmarks, L3 MVI, Online Support, and User Preferences. The Message Board is on the right, containing two sections: "Inbox Messages" and "Sent Messages".

Date	State	Message Text	Actions
01/09/2017 10:49	Completed	Export 2nd Degree Assault Disc 1 of 1 is now ready for download.	 



Date	State	Message Text	Actions
01/09/2017 10:50	Queued	Manual ZIP request for System Video 'DA request' - 1 file(s)	
01/09/2017 10:43	Pending	A request to view system video #18 has been sent to Lt. Anderson. (Reason: Audit)	

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*, such as *Export XYZ is now ready for download*.
- ❑ *Sent Messages*. These are the messages that *you* sent to the *system*, such as a burn request, download request, or reactivation 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. A *reactivation request* is a request to restore an offline video or case file from an archive disc to the DEP server.

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 *reactivation*, this means that the archived case or video you asked for has been restored. 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 in the table on the next page.

Icon	Action
	Download file
	If selected from <i>Inbox Messages</i> : Delete a system message If selected from <i>Sent Messages</i> : Delete a queued job
	View <i>export</i> or <i>video</i> details
	Resubmit job
	View Body Worn viewing request denials
	Resolve a DVR naming conflict

Main Menu

▼ Home Menu	
Home	← View system messages
Search Video	← Search for video; play video; burn video to disc
Manage Cases	← Search for a case; add a new case; burn a case to disc
Media Reader	← Transfer video from a storage card or external device to DEP
User Help	← Search the online help system
▼ Bookmarks	
L3 MVI	← Advance to Mobile-Vision’s regular website
Online Support	← Advance to Mobile-Vision’s Online Support Center
▼ User Preferences	
Favorite Cases	← View a list of favorite cases
DVR Login Key	

NJSP does not currently use this feature →

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 you to capture both high definition videos and JPG "snapshot" images, then upload them to your server via a *BodyVISION* docking station. Videos recorded using this device are assigned the category of **Body Worn**.

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 on the next page). 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. Your System Administrator defines 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 this topic, 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 DVR 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*, as described below:

- ❑ *Automatic transmission.* Whenever your 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 your 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.* Your DVR holds a temporary storage device called an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback2). This card is used to temporarily store your videos until they can be transferred to the server. If necessary, you can use this card to *manually* transfer videos to your PC, assuming you have the proper permissions. You would typically use this procedure if you can’t wait for an automatic file transfer to occur, or a problem has occurred that

interfered with the wireless file transfer. For more information, see “Manually Uploading New Videos” in chapter 2.

Software Concepts

Automatic Archive

An automatic archive is a backup process that is triggered by the system based on predefined rules set by your System Administrator. 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. Your System Administrator defines these fields. 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.

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 is based 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.

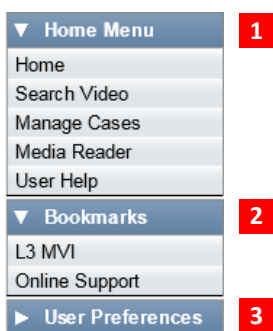
If a *video* is offline, you will be able to view that video’s thumbnail image and statistics (category, duration, record reason, etc.), but not the video itself. Also, you cannot *export* an offline video.

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

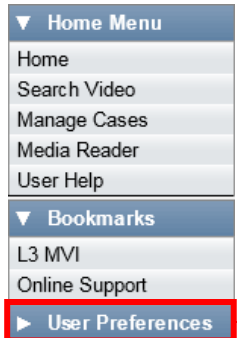
When you first login to DEP, you will see three main menus on the far left of your screen: *Home Menu*, *Bookmarks*, and *User Preferences*. These menus are the starting point for all DEP functions. By default, the Home Menu (1) and Bookmarks menus (2) are *maximized* upon login and the User Preferences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



Minimizing/Maximizing Menus

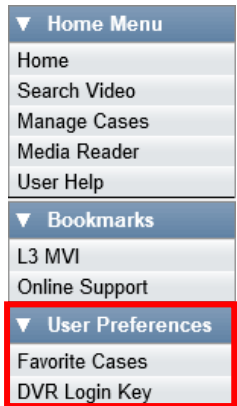
When you click on one of the menu buttons on the left side of your screen, you can toggle back and forth between a minimized (closed) and maximized (open) view.

Minimized menu



When the arrow points RIGHT, the menu options are hidden




Maximized menu



When the arrow points DOWN, the menu options are visible

Scrolling Through Multiple Records


Whenever you search for records in the application (videos, cases, 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.

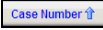
Sorting Multiple Records

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.

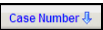
CASE SEARCH RESULTS

 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: 

DVD File Formats—A Side-by-Side Comparison

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

Interchange Format			
Consumer DVD			
Data DVD			
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 inserted at time of recording	✓		
View user metadata attached to videos	✓		
View media files attached to cases	✓		
View Chain of Custody Report	✓		✓
View ‘Record Triggers’	✓		
View GPS coordinates (permissions required)	✓		
View vehicle speed (permissions required)	✓		
View braking information	✓		
View radar information	✓		
View in Google Maps	✓		
Show both front and rear camera views	✓		
Include up to two audio streams per video		✓	✓
Include up to three audio streams per video	✓		
Play on a Macintosh		✓*	✓*



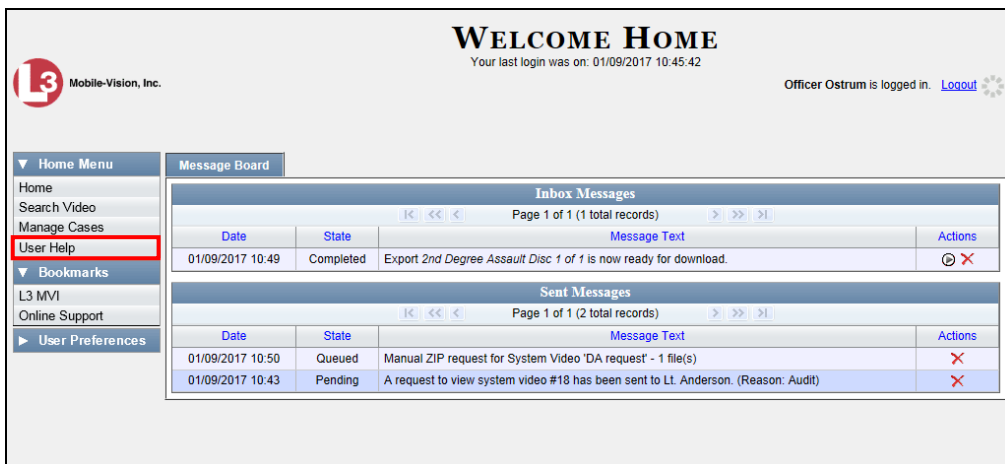
NOTE: There are two additional formats, *uncompressed* and *FOIA redacted*, that are typically only available to System Administrators. For more information, see “Uncompressed DVD Format” and/or “FOIA Redacted Format” in chapter 3 of the *DEP Administrator’s Guide ■ NJSP Edition*.

* Special software required, such as Power DVD.

Using the Online Help System

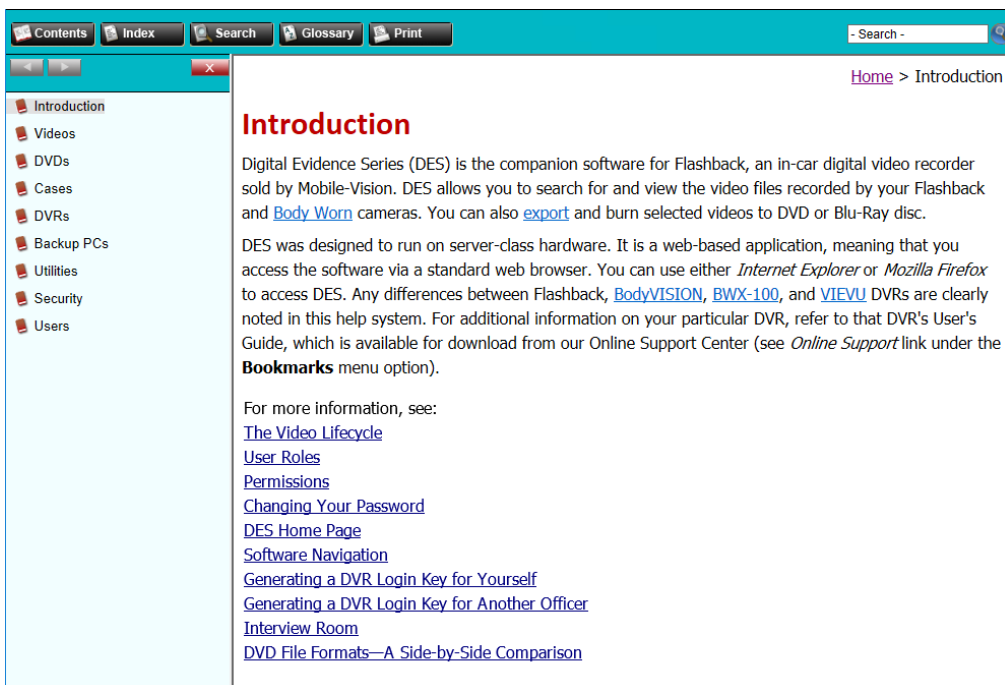
DEP comes with a searchable online help system that provides you with the same how-to steps and definitions that are covered in this manual.

To access Help, go to  and click **User Help**.



The screenshot shows the Mobile-Vision user interface. At the top, it says "WELCOME HOME" and "Your last login was on: 01/09/2017 10:45:42". The user is identified as "Officer Ostrum is logged in." with a "Logout" link. On the left, there is a "Home Menu" with several options: Home, Search Video, Manage Cases, **User Help** (highlighted with a red box), Bookmarks, L3 MVI, Online Support, and User Preferences. The main content area shows a "Message Board" with two sections: "Inbox Messages" and "Sent Messages". The "Inbox Messages" section shows one message from 01/09/2017 10:49, which is "Completed" and says "Export 2nd Degree Assault Disc 1 of 1 is now ready for download." The "Sent Messages" section shows two messages: one from 01/09/2017 10:50, which is "Queued" and says "Manual ZIP request for System Video 'DA request' - 1 file(s)", and another from 01/09/2017 10:43, which is "Pending" and says "A request to view system video #18 has been sent to Lt. Anderson. (Reason: Audit)".

The Help Contents page displays.



The screenshot shows the Help Contents page. At the top, there are tabs for "Contents", "Index", "Search", "Glossary", and "Print". A search bar is on the right. The left sidebar shows a tree view of the help system: Introduction, Videos, DVDs, Cases, DVRs, Backup PCs, Utilities, Security, and Users. The main content area is titled "Introduction" and contains the following text:

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

DES was designed to run on server-class hardware. It is a web-based application, meaning that you access the software via a standard web browser. You can use either *Internet Explorer* or *Mozilla Firefox* to access DES. Any differences between Flashback, [BodyVISION](#), [BWV-100](#), and [VIEWU](#) DVRs are clearly noted in this help system. For additional information on your particular DVR, refer to that DVR's User's Guide, which is available for download from our Online Support Center (see [Online Support](#) link under the **Bookmarks** menu option).

For more information, see:

- [The Video Lifecycle](#)
- [User Roles](#)
- [Permissions](#)
- [Changing Your Password](#)
- [DES Home Page](#)
- [Software Navigation](#)
- [Generating a DVR Login Key for Yourself](#)
- [Generating a DVR Login Key for Another Officer](#)
- [Interview Room](#)
- [DVD File Formats—A Side-by-Side Comparison](#)

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

Content Summary

This manual is divided into four chapters, as described below.

Chapter	Description
1: Introduction	Provides an overview of DEP and describes key system concepts.
2: Videos	Describes how to: <ul style="list-style-type: none"> ▪ Search for a video ▪ Play a video ▪ Change a video's category ▪ Notate a video with custom fields (i.e., <i>user metadata</i>) ▪ Notate a video with predefined video checkboxes ▪ Tag a video to extend its online life ▪ Add a video to a case ▪ Restore an offline video ▪ Manually upload new video ▪ Download video to your PC ▪ Export a Body Worn snapshot to a PDF File
3: DVDs	Describes how to burn video and case DVDs in a variety of formats using either the robotic DVD burner or your PC's DVD burner.
4: Cases	Describes how to: <ul style="list-style-type: none"> ▪ Create a new case ▪ Search for an existing case ▪ Update a case ▪ Add a case to your list of 'Favorites' ▪ Restore an offline case ▪ Download a case to your PC.

The manual also includes a Glossary and a topical index.

2 Videos

This chapter describes how to search for, display, and view your Flashback videos, Body Worn* videos, and Body Worn still images or “snapshots”. It also describes how to add video notations and user metadata (custom fields) to a video record.

The Flashback videos that you capture during each shift are automatically transmitted to the DEP server when you come 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 DEP server, you can access it by logging into the DEP application from your PC workstation.

Video viewing privileges are associated with User IDs. When your System Administrator creates a User ID for you, he sets your viewing privileges to either *private* or *public*. If your viewing privileges are *private*, the only users who can view and/or notate your files are you and users with *edit* permissions. If your viewing privileges are *public*, any DEP user can *view* your files, but only you 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 more information, see:

- Searching for Videos, next page
- Viewing Video Search Results, page 27
- Displaying a Video, page 31
- Displaying a Snapshot, page 49
- Playing a Video, page 55
- Flashback Player, page 57
- Submitting a Request to View a *BodyVISION* Video, page 61
- Exporting a Video Frame, page 65
- Changing a Video’s Category, page 68
- Adding Predefined User Metadata to a Media File, page 69
- Adding Predefined Video Notations to a Media File, page 70
- Tagging, page 71
- Generating a Chain of Custody Report for a Media File, page 74
- Reactivating an Offline Video, page 76
- Re-importing ‘Expired’ Video, page 81
- Manually Uploading Flashback Videos, page 85

(Continued)

* Includes BodyVISION and BWX-100 cameras

- Downloading Video Files to Your PC, page 88
- Manually Matching a Video to a CAD Incident, page 96
- Exporting a Snapshot, page 98.

Searching for Videos

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

Search Method	Used to search for video by some or all of this criteria...	
Basic	<ul style="list-style-type: none"> ▪ Date ▪ DVR ▪ System ID ▪ Owner ▪ Category 	<ul style="list-style-type: none"> ▪ CAD Sequence Number ▪ CAD Incident Number ▪ Officer videos ▪ Unit Code
Advanced	<ul style="list-style-type: none"> ▪ After Date ▪ Before Date ▪ DVR ▪ DVR Type ▪ Body Worn Mode ▪ System ID ▪ Owner ▪ Category ▪ Tagged ▪ Status 	<ul style="list-style-type: none"> ▪ Record Trigger ▪ Latitude ▪ Longitude ▪ Incident Number ▪ Speed Greater Than ▪ UMD ▪ CAD Sequence Number ▪ CAD Incident Number ▪ Officer videos ▪ Unit Code

For specific instructions, see:

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

Performing a Basic Video Search

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

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Date | <input type="checkbox"/> CAD Sequence Number |
| <input type="checkbox"/> System ID | <input type="checkbox"/> CAD Incident Number |
| <input type="checkbox"/> Category | <input type="checkbox"/> Officer Videos |
| <input type="checkbox"/> DVR | <input type="checkbox"/> Unit Code |
| <input type="checkbox"/> Owner | |

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

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

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 32. <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 32.
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 32. <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 33. <i>Select this value from the drop-down list.</i>
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

(Continued)

Basic Search Form (cont'd)	
Search Field	Description
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 22.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played. If 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


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

	Videos								
	Page 1 of 2 (12 total records)								
	Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
			Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
			Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
			Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	
			Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
			Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
			Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	


The example on the previous page shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.

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 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.

Videos								
Page 1 of 2 (12 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Officer Ostrum						
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
	Restricted	Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	

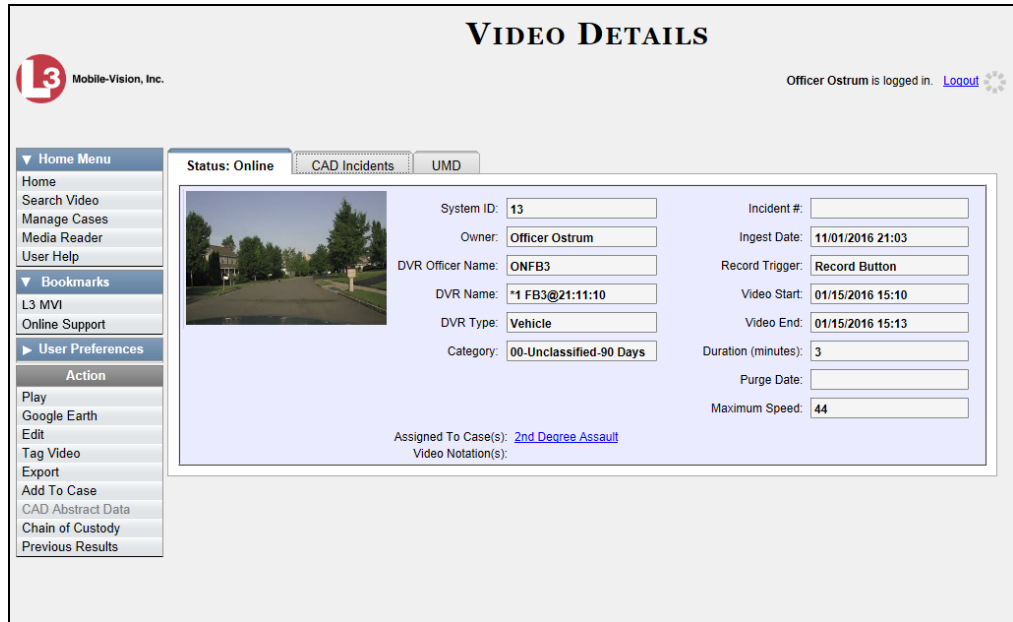
For a description of the Quick Search fields, see the table on page 28.

- 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 27.

* 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 this page, see the table beginning on page 32.

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 |

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

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

Advanced Search Form	
Search Field	Description
After Date	Limits your search to those videos that began recording after this date. To search for a date <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 before 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 32. <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"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module. ▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera. <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 Body Worn . <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 32.
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 32. <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 33. <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 70. <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’s been purged from DEP due to its age, category, and/or other system settings. You can still view that video’s thumbnail image and statistics (owner, category, duration, etc.), but not the video itself. <i>Select this value from the drop-down list.</i>
Record 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 35. <i>Select this value from the drop-down list.</i>
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Longitude’ field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Latitude’ field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Incident #	Limits your search to those videos in which the Incident number contains these digits.
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The <i>Player Display Speed</i> permission is required to search on this field.

Advanced Video Search (cont'd)	
Search Field	Description
UMD	Limits your search to videos that contain this user metadata. For more information, see “Adding Predefined User Metadata to a Video” on page 69.
CAD Information	
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	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 18.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the previous Video Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details page for the last video you viewed or played, if applicable. If you have not viewed or played a video since you logged on, this action will not display.
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 videos that match your selection criteria display on the Video Search Results page.

(Continued)

VIDEO SEARCH RESULTS


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


Videos									
Page 1 of 2 (12 total records)									
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes	
		Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51		
		Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51		
		Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10		

The example above shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.


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. For a detailed description of the components on this page, see the table beginning on page 32.

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

Viewing Video Search Results

This section describes the various components on the Video Search Results page. This page displays after you execute a search, as described in “Performing a Basic Video Search” on page 18 and “Performing an Advanced Video Search” on page 22.

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



VIDEO SEARCH RESULTS



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

Videos									
Page 1 of 2 (12 total records)									
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes	
		Officer Ostrum	BW-4161	Body Worn	Image	03	11/30/2016 12:51		
		Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51		
		Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32		
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10		

CAD match indicators




The example above shows the default columns for the Video Search Results page. If your System Administrator has customized this screen, different columns may display.

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 in the tables on the next page.










(Continued)

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 32. <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 32. <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 33. <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>

* Basic Search only.

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 32.
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 32.
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.
Category	The category assigned to this video. For more information, see <i>Category</i> in the table on page 33.
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none">  The video file has been tagged by a user. For more information, see "Tagging" on page 70.  The video file is <i>online</i>.  The video file is <i>offline</i> and has not been backed up to an archive disc.  The video file has been burned to an archive disc.  The video file is being burned to an archive disc (burn job in progress)  The video file belongs to a video group. For more information, see "Viewing a Video's Group Information" on page 39.  The video file is assigned to a case. For more on cases, see chapter 4.  The video record includes one or more snapshot still images. <i>Applies to Body Worn videos only.</i>  The video record is associated with one or more CAD incidents.

(Continued)

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 *1 No name .
DVR Type	The type of DVR that captured this video: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ <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. ▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera.
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. For a list of record triggers, see page 35.
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 88.
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 49 instead.

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

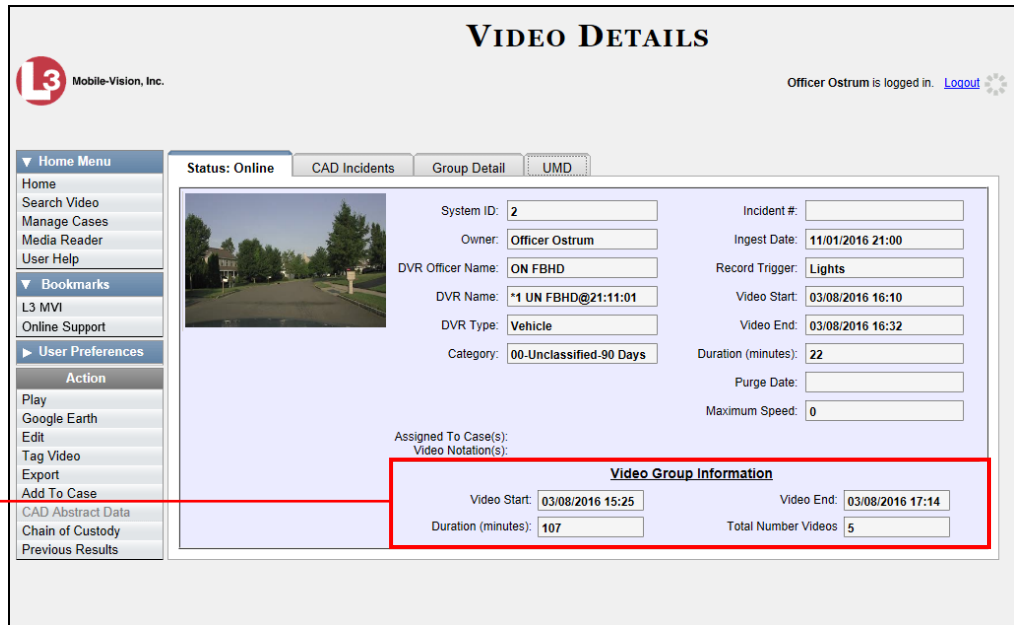


VIDEO SEARCH RESULTS								
		Officer Ostrum is logged in. Logout						
Videos								
Page 1 of 2 (12 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	 
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	 
	Restricted	Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	 

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

(Continued)

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



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
CAD Abstract Data
Chain of Custody
Previous Results

Status: Online CAD Incidents Group Detail UMD

System ID: 2 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:00

DVR Officer Name: ON FBHD Record Trigger: Lights

DVR Name: *1 UN FBHD@21:11:01 Video Start: 03/08/2016 16:10

DVR Type: Vehicle Video End: 03/08/2016 16:32

Category: 00-Unclassified-90 Days Duration (minutes): 22

Purge Date:

Maximum Speed: 0

Assigned To Case(s):
Video Notation(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

The information on the Video Details page is described below.

Status Tab	
Field	Description
System ID	The unique identification number that the system assigned to this video.
Owner	The name of the officer who owns this video. When a video first transmits to the server, this field will be set to a value of *No Name . 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” in chapter 2 of the <i>DEP NJSP Administrator’s Guide</i> (permissions required).
DVR Officer Name	The name of the officer who was logged into or assigned to 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 *1 No name .
DVR Name	The name of the DVR unit that recorded this video. Flashback DVRs are typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the <i>Interview Room</i> module, a Flashback DVR may also be associated with an interview room. Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.

Status Tab (cont'd)																																									
Field	Description																																								
DVR Name (cont'd)	<p>If the DVR is a <i>Flashback</i>, Vehicle or Interview Room will display here. If the DVR is a <i>VIEVU</i>, VieVu will display. If the DVR is a <i>BodyVISION</i> or <i>BWX-100</i>, Body Worn 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 of the <i>DEP Administrator’s Guide</i> ■ <i>NJSP Edition</i>.</p>																																								
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser. ▪ <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. ▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera. ▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera. 																																								
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. 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" data-bbox="716 1352 1378 1604"> <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” in chapter 2 of the <i>DEP NJSP Administrator’s Guide</i> (permissions required). If an option called <i>Strict Purger</i> is selected (NJSP <i>(Continued)</i>)</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																																						

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

Status Tab (cont'd)	
Field	Description
Category (cont'd)	<p>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"> ▪ <i>Power Failure.</i> A Flashback recording session was interrupted after a power failure occurred. ▪ <i>Background Mode.</i> A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X* number of minutes after the ignition is turned off. ▪ <i>Interrupted Recording.</i> A recording session was interrupted because the SD card (Flashback3/FlashbackHD) or CF card (Flashback2) was full. ▪ <i>Interview.</i> The Flashback video was captured using the optional <i>Interview Room</i> module, which is used to record interviews at your precinct. ▪ <i>Body Worn.</i> The video was captured using a <i>Body-VISION</i> or <i>BWX-100 Body Worn</i> camera. ▪ <i>VieVu.</i> The video was captured using a <i>VIEVU Body Worn</i> camera. ▪ <i>Firmware Upgrade.</i> An officer requested a Flashback firmware upgrade in the middle of a recording session (highly unlikely scenario). ▪ <i>Card Format.</i> An officer began formatting the DVR's SD card (Flashback3/FlashbackHD) or CF card (Flashback2) in the middle of a recording session (highly unlikely scenario). ▪ <i>Corrupt QBX.</i> The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video (highly unlikely scenario). ▪ <i>Crash Battery Died.</i> The CrashBat battery failed during an in-car Flashback recording session. The CrashBat is an optional piece of hardware used to trigger the RECORD function after a car crash occurs. ▪ <i>Aggressive Driving.</i> The optional "Aggressive Driving" add-on detected aggressive driving in the officer's vehicle during an in-car Flashback recording session. The Aggressive Driving module includes both a <p><i>(Continued)</i></p>

* 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"> ▪ <i>(Continued from previous page)</i> hardware and firmware component. If you are interested in purchasing this product, please contact Mobile-Vision Sales at 800-336-8475. ▪ <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. ▪ <i>Non Playable.</i> A problem occurred during the recording process or video ingestion process that rendered the video unplayable. ▪ <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 Life-Cycle tab is selected. <p>Note: 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 was 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"> ▪ <i>Auxiliary 1.</i> The CrashBat crash detector or other device detected an event, such as a vehicle crash. Automatic trigger. ▪ <i>Auxiliary 2.</i> A secondary device registered an event, such as the opening of a vehicle door. Automatic trigger. ▪ <i>Lights.</i> An officer turned the vehicle’s emergency lights on. Automatic trigger. ▪ <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. ▪ <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. ▪ <i>Record button.</i> An officer pressed the R button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger. ▪ <i>Siren.</i> An officer turned the vehicle’s siren on. Automatic trigger. ▪ <i>Speed.</i> The vehicle reached a pre-defined rate of speed set by your System Administrator.

Status Tab (cont'd)	
Field	Description
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 the 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 Body Worn camera, this field will not display.
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable. For more on cases, see chapter 4.
Video Notation(s)	The name of any video notations that are assigned to this video. Video notations are agency-defined checkboxes used to categorize videos.
Video Group Information*	
Video Start	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.

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

Available Actions	
Action	Description
Play	Play the video. For more information, see “Playing a Video” on page 49.
Google Earth	<p>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.</p> <p>If you do <i>not</i> have Google Earth installed on your PC <i>or</i> you do not have the proper permissions to use Google Earth, this action will not display. For more information, see “Viewing a Video in Google Earth” on page 42.</p>
Edit	Change the category, user metadata, and/or video notations saved with this video. For more information, see “Changing a Video’s Category” on page 68, “Adding Predefined User Metadata to a Media File” on page 69, and/or “Adding Predefined Video Notations to a Media File” on page 70.
Tag Video/ Untag Video	<p>Tag: Add extra days to the video’s on-line life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 72.</p> <p>Untag: Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 73.</p>
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 88.
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.
Request Activation (Offline videos only)	<p>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” on page 80.</p> <p>This action will only display if the video is offline.</p>
Reactivate Now (Offline videos only)	<p>Restore this video from a backup disc or external backup device to the server. For more information, see “Reactivating an Offline Video” on page 76.</p> <p>This action will only display if the video is offline <i>and</i> you have the <i>Reactivate Video</i> permission.</p>
Chain of Custody	Generate a Chain of Custody report for this video. For more information, see “Generating a Chain of Custody Report for a Media File” on page 74.

(Continued)

Available Actions (cont'd)	
Action	Description
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.

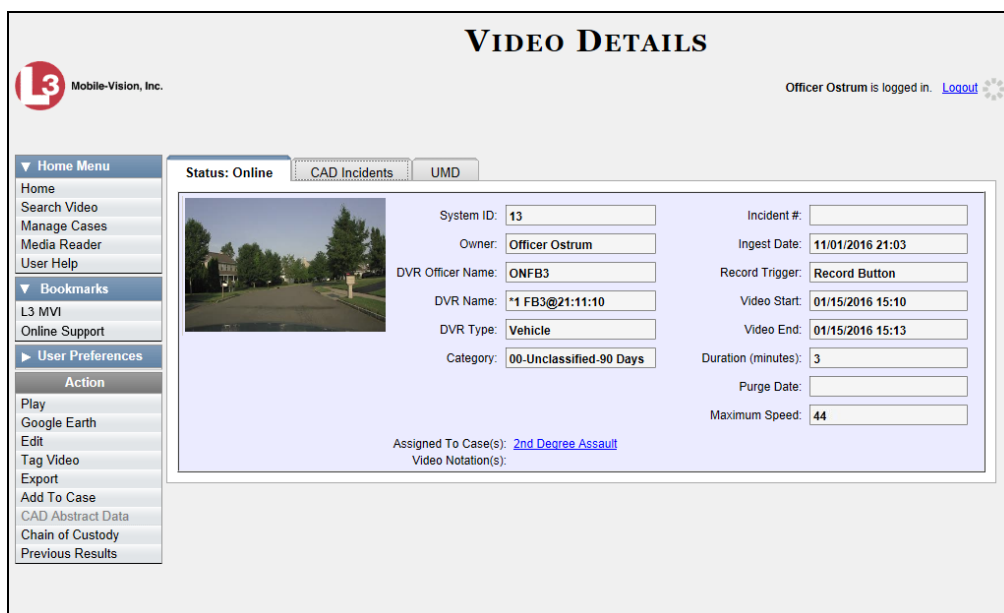
To view other information associated with the displayed video, proceed to the appropriate section:

- Viewing a Video’s User Metadata, below, beginning with step 2
- Viewing a Video’s Group Information, page 39, beginning with step 2
- Viewing a Video in Google Earth, page 42, beginning with step 2
- Viewing a Video’s Snapshots (Body Worn cameras only), page 43, beginning with step 2
- Viewing a Video’s CAD Record, page 43, beginning with step 2.

Viewing a Video’s User Metadata

This section describes how to view the user metadata (UMD) that is saved as part of a video or snapshot’s record. UMD refers to custom data fields that are used to notate a video or snapshot. Your System Administrator defines these fields.

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



VIDEO DETAILS

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

Mobile-Vision, Inc.

Status: Online | CAD Incidents | UMD

System ID: 13 | Incident #:

Owner: Officer Ostrum | Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 | Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 | Video Start: 01/15/2016 15:10

DVR Type: Vehicle | Video End: 01/15/2016 15:13

Category: 00-Unclassified-90 Days | Duration (minutes): 3

Assigned To Case(s): [2nd Degree Assault](#) | Purge Date:

Video Notation(s): | Maximum Speed: 44

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

The screenshot shows the 'VIDEO DETAILS' page with the 'UMD' tab selected. The page header includes the L3 Mobile-Vision, Inc. logo and the user 'Officer Ostrum is logged in.' with a 'Logout' link. The left sidebar contains a 'Home Menu' with options like 'Home', 'Search Video', 'Manage Cases', 'Media Reader', and 'User Help'. Below that is a 'Bookmarks' section with 'L3 MVI' and 'Online Support'. The 'User Preferences' section is expanded to show an 'Action' menu with options like 'Play', 'Edit', 'Tag Video', 'Export', 'Add To Case', 'Request Viewing', 'CAD Abstract Data', 'Chain of Custody', and 'Previous Results'. The main content area has three tabs: 'Status: Online', 'CAD Incidents', and 'UMD'. The 'UMD' tab is active and displays a form with the following fields: Height (5' 10"), Weight (170), Hair color (Brown), Eye color (Blue), Build (Medium), and Distinguishing characteristics (Scar on nose).

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

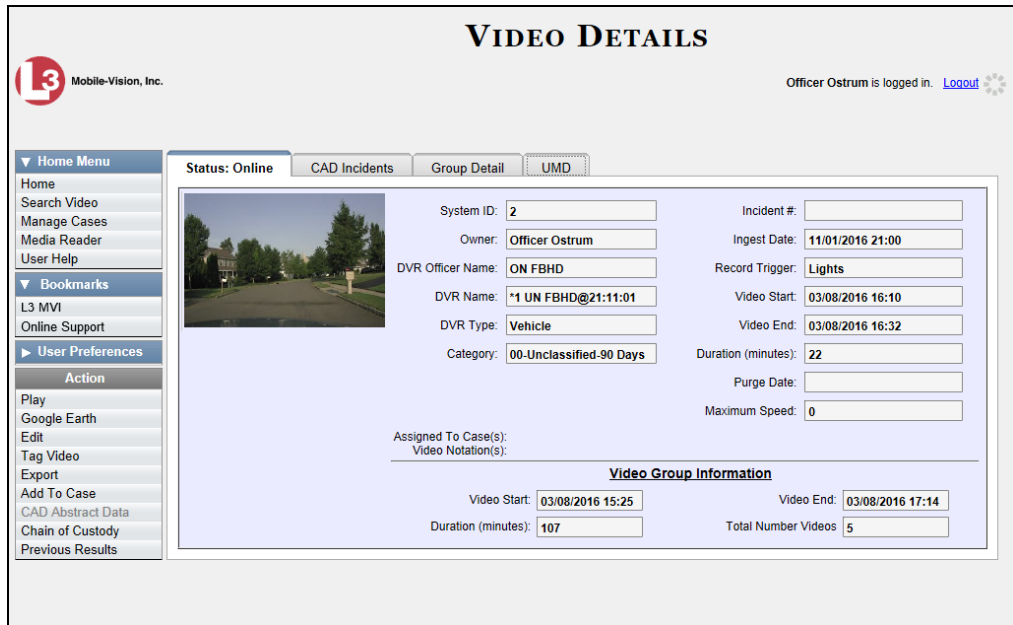
Viewing a Video's Group Information

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 31.)

The Video Details page displays.

(Continued)



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
CAD Abstract Data
Chain of Custody
Previous Results

Status: Online CAD Incidents Group Detail UMD

System ID: 2 Incident #:
 Owner: Officer Ostrum Ingest Date: 11/01/2016 21:00
 DVR Officer Name: ON FBHD Record Trigger: Lights
 DVR Name: *1 UN FBHD@21:11:01 Video Start: 03/08/2016 16:10
 DVR Type: Vehicle Video End: 03/08/2016 16:32
 Category: 00-Unclassified-90 Days Duration (minutes): 22
 Purge Date:
 Maximum Speed: 0

Assigned To Case(s):
Video Notation(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.



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences
Action
Play
Google Earth
Edit
Tag Video
Export
Add To Case
CAD Abstract Data
Chain of Custody
Previous Results

Status: Online CAD Incidents Group Detail UMD

Owner: Officer Ostrum Video Start: 03/08/2016 15:25
 DVR Name: *1 UN FBHD@21:11:01 Video End: 03/08/2016 17:14
 Category: 00-Unclassified-90 Days Duration (minutes): 107

Continuation Videos

Page 1 of 2 (5 total records)

Details	Play	Owner	Video Number	Duration	Video Start	Notes
		Officer Ostrum	1 of 5	22 min	03/08/2016 15:25	
		Officer Ostrum	2 of 5	22 min	03/08/2016 15:48	
		Officer Ostrum	3 of 5	22 min	03/08/2016 16:10	
		Officer Ostrum	4 of 5	22 min	03/08/2016 16:32	

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

Group Detail Tab	
Field	Description
Owner	The name of the officer who recorded the original full-length video. For more information, see page 32.
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 32.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 33.
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.
Column	Description
Details	The Video Details icon. Used to display the Video Details page for this video segment.
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.
Owner	The name of the officer who owns this video. When the system divides the original video file into multiple files, it gives each file the same owner as the original file.
Video Number	The sequence of this video segment in the total group. For example, 2 of 6 means that this is the second video in a group of six.
Duration	The length of this video segment, in minutes.
Video Start	The date and time at which this segment of the video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	Status icons used to provide details on each video. When the system divides the original video file into multiple files, it gives each file the same status icons as the original. For a description of these icons, see page 29.

Viewing a Video in Google Earth

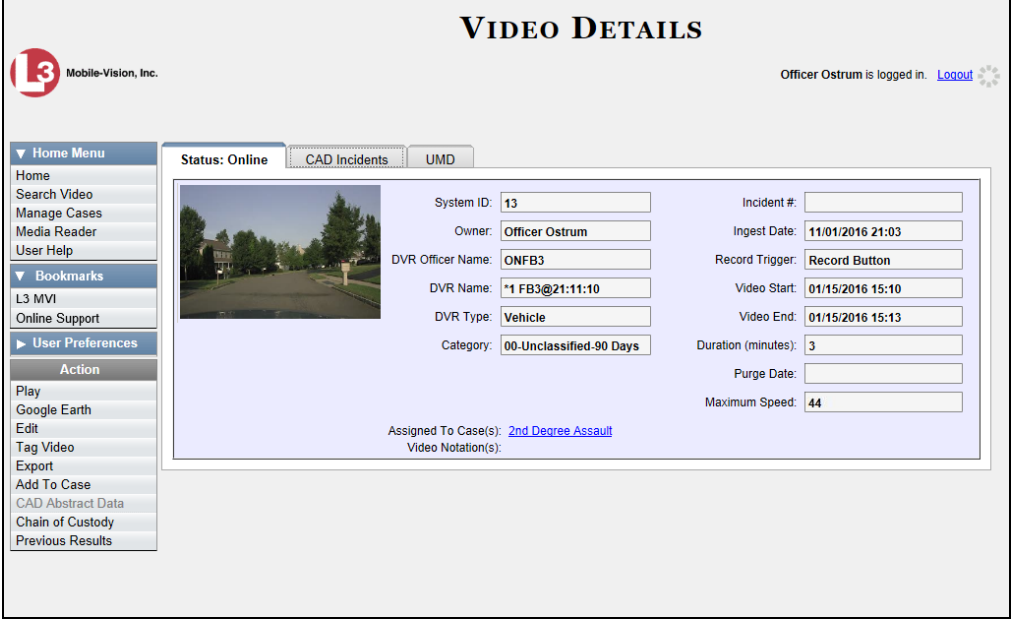
This section describes how to use the Google Earth application to display an aerial view of a video's route and its tracepoints, if applicable. To accomplish this, the system downloads GPS data into a KML file format that can be read by Google Earth.

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



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

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



VIDEO DETAILS

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

Status: Online CAD Incidents UMD

System ID: 13 Incident #: []
Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03
DVR Officer Name: ONFB3 Record Trigger: Record Button
DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10
DVR Type: Vehicle Video End: 01/15/2016 15:13
Category: 00-Unclassified-90 Days Duration (minutes): 3
Purge Date: []
Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s): []

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

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



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

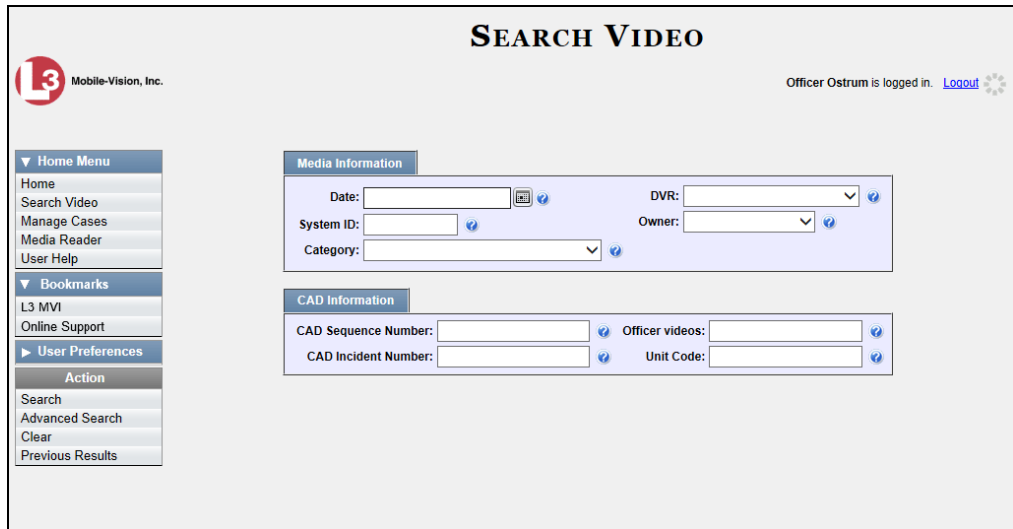
- 4 To reposition the map and/or zoom in or out, use the Google Earth controls provided. For information on other Google Earth functions and features, refer to the Google Earth documentation.
- 5 When you are ready to exit Google Earth, click the in the upper right corner of the window, then click **Discard**.

Viewing a Video's Snapshots

This section describes how to view the snapshot files that are associated with a particular *BodyVISION* or *BWX-100* record. If you wish to view the Details page for an individual snapshot, see “Displaying a Snapshot” on page 49 instead.

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

(Continued)



SEARCH VIDEO

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

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

Media Information

Date: DVR:

System ID: Owner:

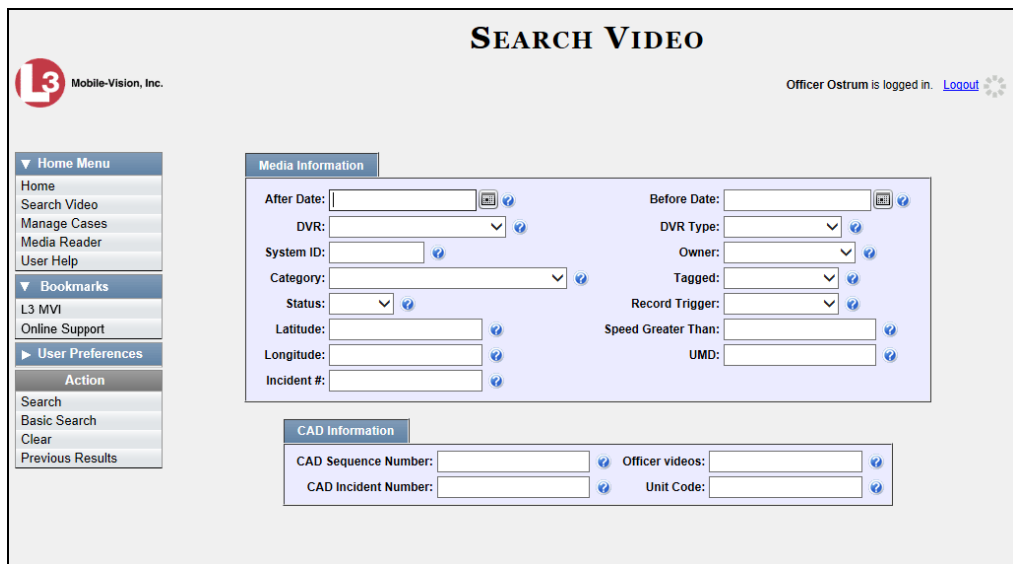
Category:

CAD Information

CAD Sequence Number: Officer videos:

CAD Incident Number: Unit Code:

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



SEARCH VIDEO

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

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

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:


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

VIDEO SEARCH RESULTS

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

Home Menu		Videos								
<ul style="list-style-type: none"> Home Search Video Manage Cases Media Reader User Help 		Page 1 of 1 (6 total records)								
<ul style="list-style-type: none"> Bookmarks L3 MVI Online Support 		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
				Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	
<ul style="list-style-type: none"> User Preferences Action New Search Export 				Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 09:02	
				Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 08:58	
				Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 08:55	



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




NOTE: If you see the word **Restricted** instead of the video's thumbnail image, it means that you lack the required permissions to view that record. For instructions on how to obtain viewing permission, see "Submitting a Request to View a Body Worn Video" on page 61, beginning with step 7.



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

VIDEO DETAILS

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

Home Menu		Status: Online																																			
<ul style="list-style-type: none"> Home Search Video Manage Cases Media Reader User Help 		<ul style="list-style-type: none"> Snapshots CAD Incidents UMD 																																			
<ul style="list-style-type: none"> Bookmarks L3 MVI Online Support 																																					
<ul style="list-style-type: none"> User Preferences Action Play Edit Tag Video Export Add To Case CAD Abstract Data Chain of Custody Previous Results 		<table border="0" style="width: 100%;"> <tr> <td>System ID:</td> <td><input type="text" value="18"/></td> <td>Incident #:</td> <td><input type="text"/></td> </tr> <tr> <td>Owner:</td> <td><input type="text" value="Officer Ostrum"/></td> <td>Ingest Date:</td> <td><input type="text" value="11/30/2016 15:00"/></td> </tr> <tr> <td>DVR Officer Name:</td> <td><input type="text" value="No Name"/></td> <td>Record Trigger:</td> <td><input type="text" value="Manual Record"/></td> </tr> <tr> <td>DVR Name:</td> <td><input type="text" value="BW-4161"/></td> <td>Video Start:</td> <td><input type="text" value="11/30/2016 12:51"/></td> </tr> <tr> <td>DVR Type:</td> <td><input type="text" value="Body Worn"/></td> <td>Video End:</td> <td><input type="text" value="11/30/2016 12:51"/></td> </tr> <tr> <td>Category:</td> <td><input type="text" value="Body Worn"/></td> <td>Duration (minutes):</td> <td><input type="text" value="0"/></td> </tr> <tr> <td colspan="2">Assigned To Case(s):</td> <td>Purge Date:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Video Notation(s):</td> <td colspan="2"></td> </tr> </table>				System ID:	<input type="text" value="18"/>	Incident #:	<input type="text"/>	Owner:	<input type="text" value="Officer Ostrum"/>	Ingest Date:	<input type="text" value="11/30/2016 15:00"/>	DVR Officer Name:	<input type="text" value="No Name"/>	Record Trigger:	<input type="text" value="Manual Record"/>	DVR Name:	<input type="text" value="BW-4161"/>	Video Start:	<input type="text" value="11/30/2016 12:51"/>	DVR Type:	<input type="text" value="Body Worn"/>	Video End:	<input type="text" value="11/30/2016 12:51"/>	Category:	<input type="text" value="Body Worn"/>	Duration (minutes):	<input type="text" value="0"/>	Assigned To Case(s):		Purge Date:	<input type="text"/>	Video Notation(s):			
System ID:	<input type="text" value="18"/>	Incident #:	<input type="text"/>																																		
Owner:	<input type="text" value="Officer Ostrum"/>	Ingest Date:	<input type="text" value="11/30/2016 15:00"/>																																		
DVR Officer Name:	<input type="text" value="No Name"/>	Record Trigger:	<input type="text" value="Manual Record"/>																																		
DVR Name:	<input type="text" value="BW-4161"/>	Video Start:	<input type="text" value="11/30/2016 12:51"/>																																		
DVR Type:	<input type="text" value="Body Worn"/>	Video End:	<input type="text" value="11/30/2016 12:51"/>																																		
Category:	<input type="text" value="Body Worn"/>	Duration (minutes):	<input type="text" value="0"/>																																		
Assigned To Case(s):		Purge Date:	<input type="text"/>																																		
Video Notation(s):																																					

- Click the **Snapshots** tab. The system displays the snapshot(s) that were captured during this video.



The screenshot shows the 'VIDEO DETAILS' interface. At the top, it says 'Mobile-Vision, Inc.' and 'Officer Ostrum is logged in. Logout'. Below this is a navigation menu with 'Home Menu', 'Bookmarks', and 'User Preferences'. The 'Snapshots' tab is selected, showing a table with the following data:

Play	Owner	DVR Name	Category	Video Start	Notes
	Officer Ostrum	BW-4161	Body Worn	11/30/2016 12:51:23	
	Officer Ostrum	BW-4161	Body Worn	11/30/2016 12:51:06	

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 32.
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 32.
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 29.

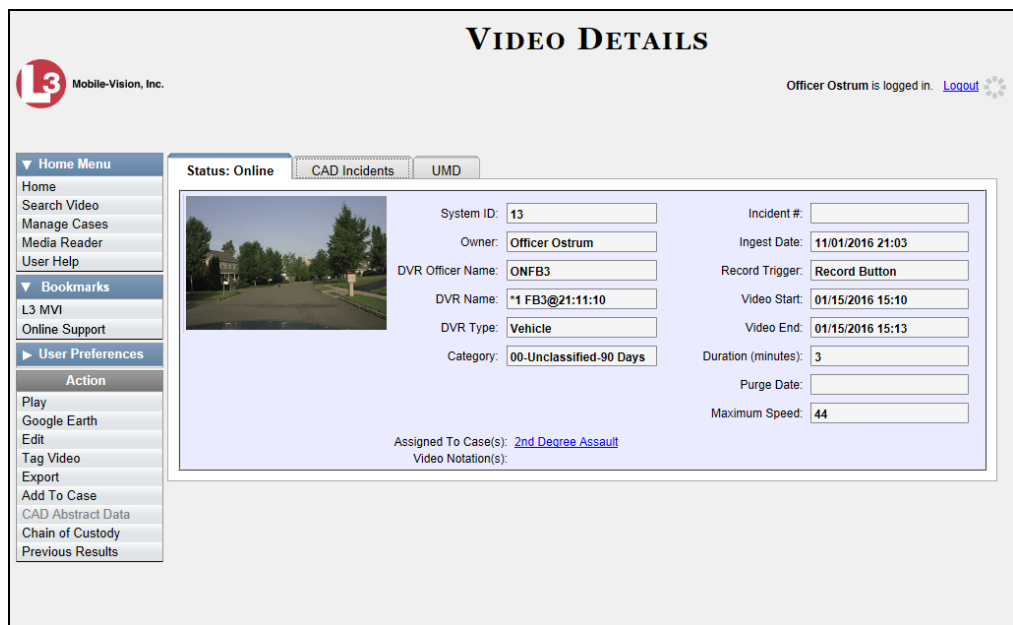
Viewing a Video's CAD Record

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 96.

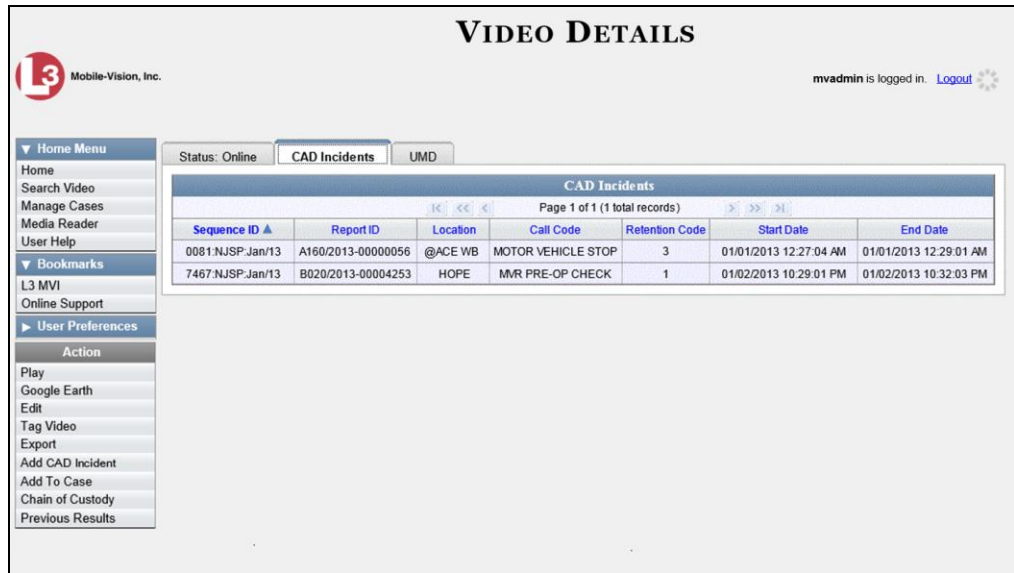
- 1 Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 31.) The Video Details page displays.



The screenshot shows the "VIDEO DETAILS" page. At the top left is the L3 Mobile-Vision, Inc. logo. At the top right, it says "Officer Ostrum is logged in. Logout". Below the logo is a "Home Menu" with options: Home, Search Video, Manage Cases, Media Reader, User Help. Below that is a "Bookmarks" section with L3 MVI and Online Support. Below that is a "User Preferences" section. Below that is an "Action" section with options: Play, Google Earth, Edit, Tag Video, Export, Add To Case, CAD Abstract Data, Chain of Custody, Previous Results. The main content area has three tabs: "Status: Online", "CAD Incidents", and "UMD". The "CAD Incidents" tab is selected. Below the tabs is a video player showing a street scene. To the right of the video player are several fields for video information: System ID: 13, Incident #: (empty), Owner: Officer Ostrum, Ingest Date: 11/01/2016 21:03, DVR Officer Name: ONFB3, Record Trigger: Record Button, DVR Name: *1 FB3@21:11:10, Video Start: 01/15/2016 15:10, DVR Type: Vehicle, Video End: 01/15/2016 15:13, Category: 00-Unclassified-90 Days, Duration (minutes): 3, Purge Date: (empty), Maximum Speed: 44. At the bottom of the main content area, it says "Assigned To Case(s): 2nd Degree Assault" and "Video Notation(s):".

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

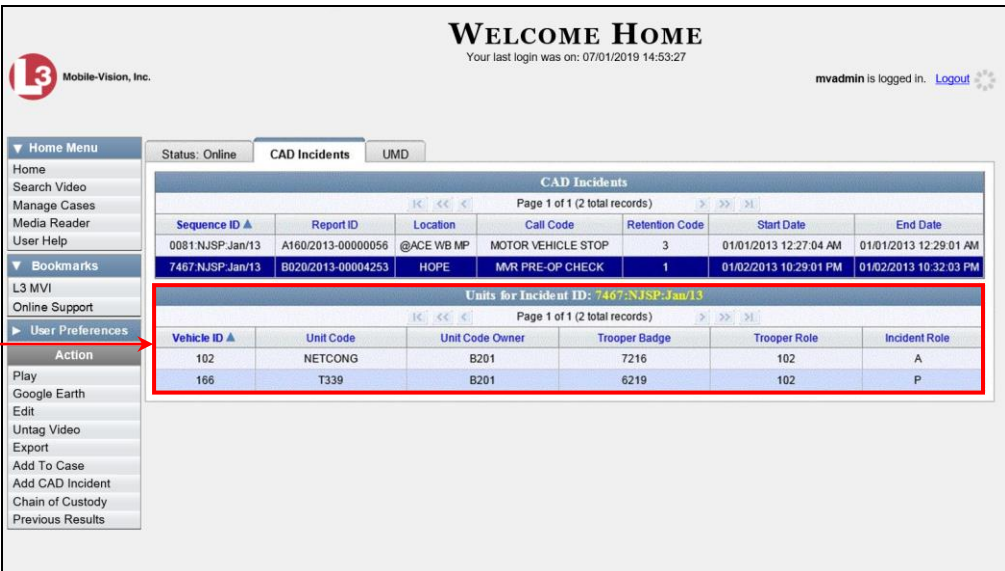
(Continued)



The columns on this form 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	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 examples: 0 Unclassified; retain for 90 days (default) 1 Minor CAD incident; retain for 180 days 2 CAD incident; retain for 3 years 3 Major CAD incident; retain for 3 years 4 CAD incident DUI; retain for 5 years 5 CAD incident with arrest; retain for 7 years 6 Manually assigned retention; retain for 50 years 7 Manually assigned retention; retain for 50 years
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

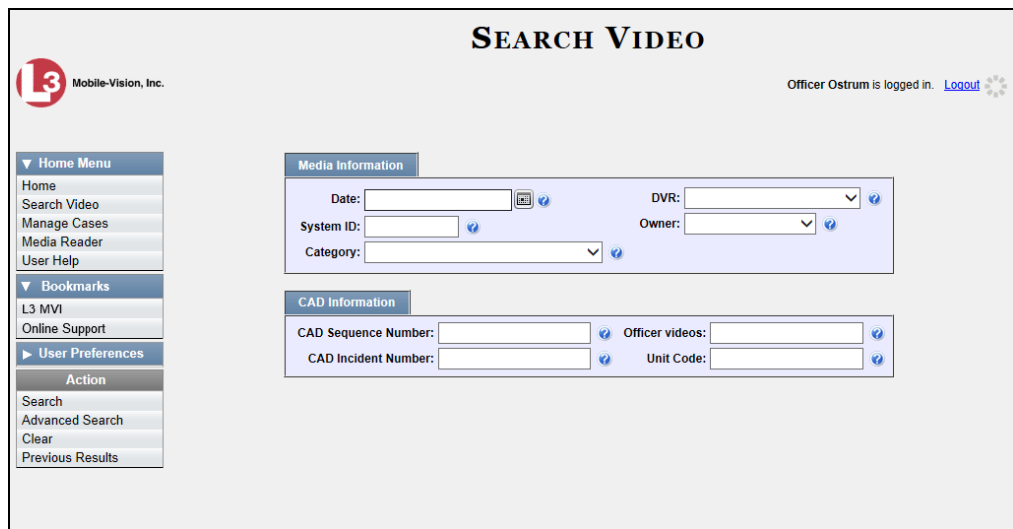
Sequence ID ▲	Report ID	Location	Call Code	Retention Code	Start Date	End Date
0081-NJSP:Jan/13	A160/2013-00000056	@ACE WB MP	MOTOR VEHICLE STOP	3	01/01/2013 12:27:04 AM	01/01/2013 12:29:01 AM
7467-NJSP:Jan/13	B020/2013-00004253	HOPE	MVR PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM

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

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*.

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



SEARCH VIDEO

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

Media Information

Date: DVR:

System ID: Owner:

Category:

CAD Information

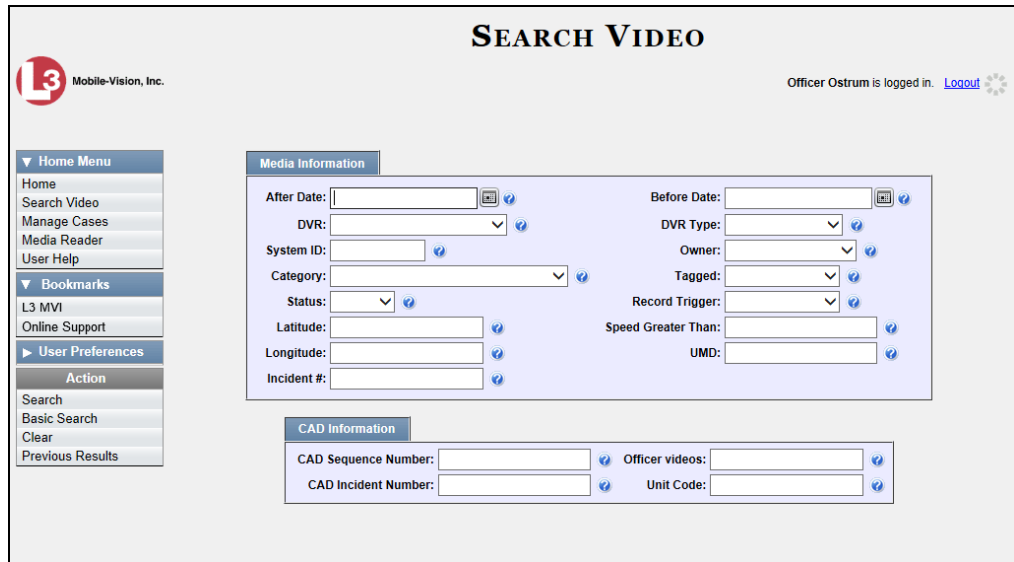
CAD Sequence Number: Officer videos:

CAD Incident Number: Unit Code:

Action

Search
Advanced Search
Clear
Previous Results

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



SEARCH VIDEO

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

Media Information

After Date: Before Date:

DVR: DVR Type:

System ID: Owner:

Category: Tagged:

Status: Record Trigger:

Latitude: Speed Greater Than:

Longitude: UMD:

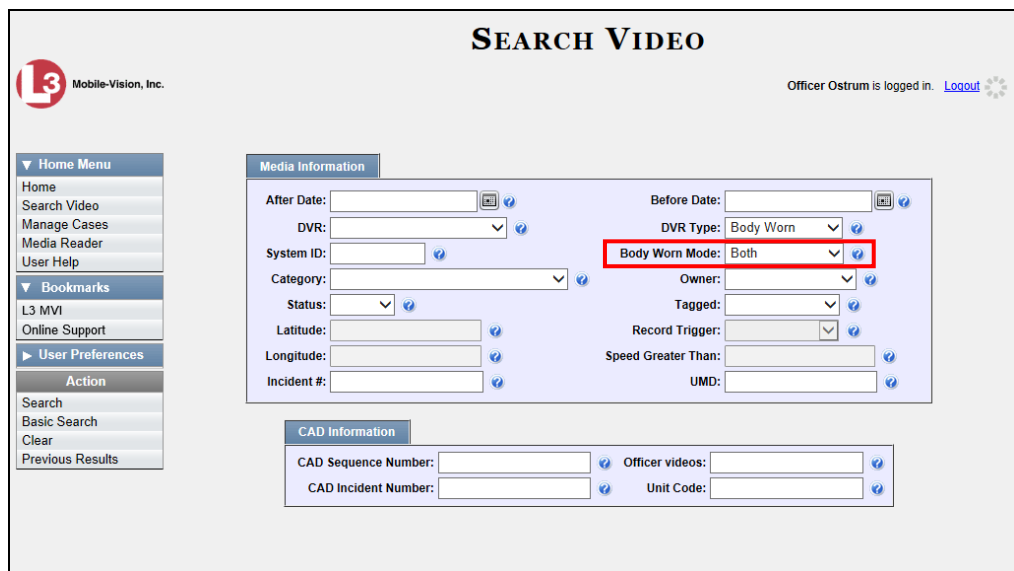
Incident #:

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

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

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

Home Menu		Videos								
Home		Page 1 of 1 (2 total records)								
Search Video		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Manage Cases				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
Media Reader				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
User Help										

- 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.




NOTE: If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 61.

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

SNAPSHOT DETAILS

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

Home Menu		Status: Online		CAD Incidents	UMD
Home		<div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 2;"> <p>System ID: <input type="text" value="19"/></p> <p>Owner: <input type="text" value="Officer Ostrum"/></p> <p>DVR Officer Name: <input type="text" value="No Name"/></p> <p>DVR Name: <input type="text" value="BW-4161"/></p> <p>DVR Type: <input type="text" value="Body Worn"/></p> <p>Category: <input type="text" value="Body Worn"/></p> <p>Assigned To Case(s):</p> <p>Video Notation(s):</p> </div> <div style="flex: 1;"> <p>Incident #: <input type="text"/></p> <p>Ingest Date: <input type="text" value="11/30/2016 15:00"/></p> <p>Record Trigger: <input type="text" value="Manual Record"/></p> <p>Capture Date: <input type="text" value="11/30/2016 12:51"/></p> </div> </div>			
Search Video					
Manage Cases					
Media Reader					
User Help					
Bookmarks					
L3 MVI					
Online Support					
User Preferences					
Action					
Play					
Edit					
Tag Video					
Export					
Add To Case					
CAD Abstract Data					
Chain of Custody					
Export Image to PDF					
Previous Results					

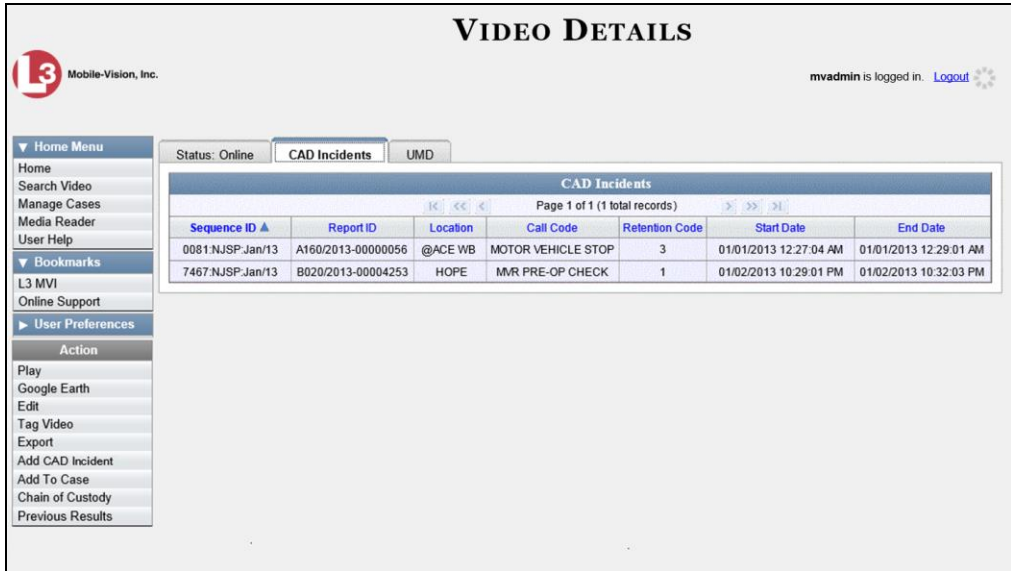
The fields on the Snapshot Details page are described below.

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 32.
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> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
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 68, “Adding Predefined User Metadata to a Media File” on page 69, and/or “Adding Predefined Video Notations to a Media File” on page 70.
Tag Video / Untag Video	Tag: Add extra days to the snapshot’s online life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 72. Untag: Remove the “tagged” flag from a snapshot. For more information, see “Untagging a Video” on page 73
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 88. If you prefer to export a snapshot to a PDF file, select the Export Image to PDF 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.
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 96.
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 74.
Export Image to PDF	Export this image to a PDF file. For more information, see “Exporting a Snapshot” on page 98. If you prefer to export a snapshot as a JPG file, select the Export option instead.
Previous Results	Return to the previous Video Search Results page.

- 9 To view any the CAD incident(s) that are linked to this snapshot, click the **CAD Incidents** tab. Otherwise proceed to the next step.

(Continued)



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

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

Status: Online **CAD Incidents** UMD

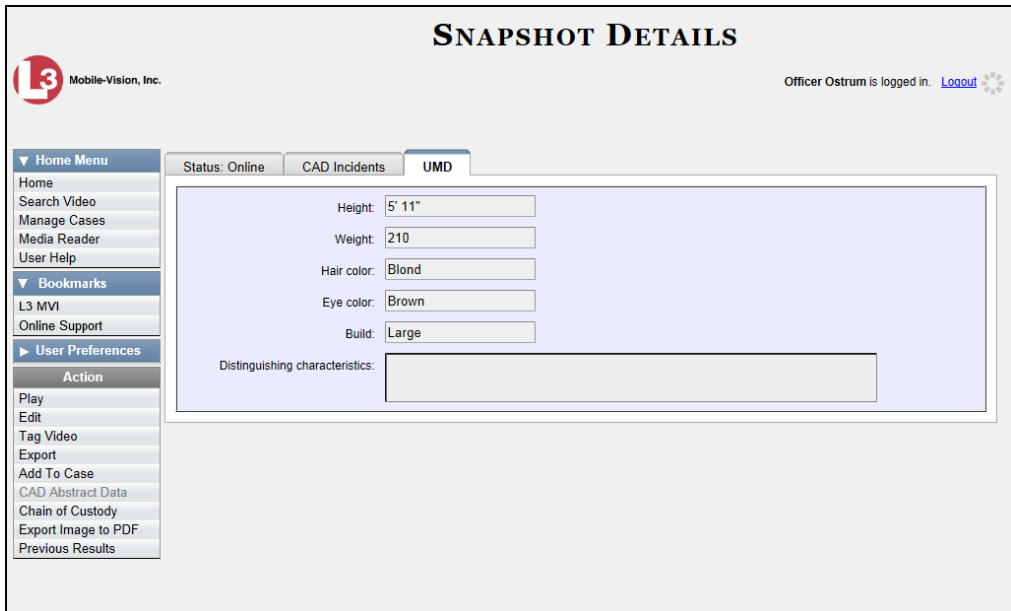
CAD Incidents

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	M/R PRE-OP CHECK	1	01/02/2013 10:29:01 PM	01/02/2013 10:32:03 PM

For a description of the columns on this screen, see page 48.

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



SNAPSHOT DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

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

Status: Online CAD Incidents **UMD**

Height:

Weight:

Hair color:

Eye color:

Build:

Distinguishing characteristics:

Playing a Video



This section describes how to play an online video, that is, a video that is currently stored on your agency's DEP server. If you wish to view a Body Worn video and lack the permissions to do so, see "Submitting a Request to View a Body Worn Video" on page 61 instead.

- 1 Search for the video you wish to play. (If necessary, review "Searching for Videos" on page 18.) The Video Search Results page displays.

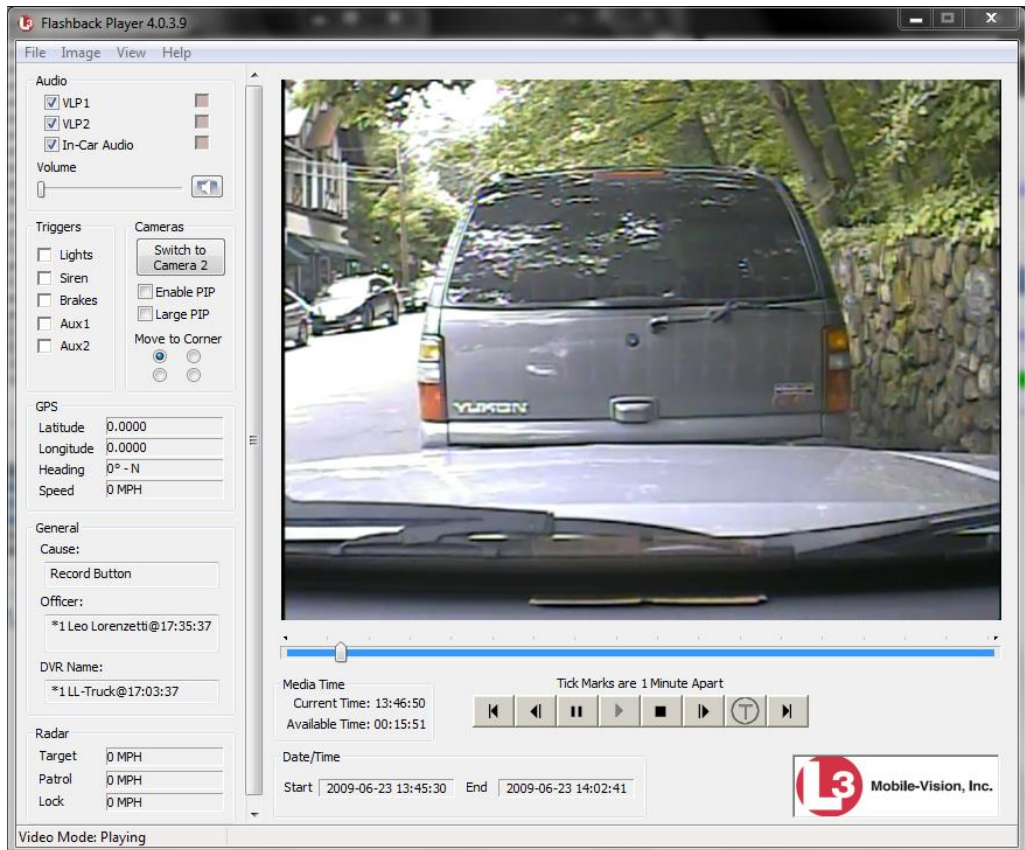


VIDEO SEARCH RESULTS								
		Officer Ostrum is logged in. Logout						
Videos								
Page 1 of 2 (12 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	03	11/30/2016 12:51	 
	Restricted	Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	 
	Restricted	Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	19 min	00-Unclassified-90 Days	03/08/2016 16:54	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:32	 
		Officer Ostrum	*1 UN FBHD@21:11:01	Vehicle	22 min	00-Unclassified-90 Days	03/08/2016 16:10	 

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**.*
- ⇒ 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.

* If the word "RESTRICTED" displays in place of a video thumbnail image, it means that you lack the permissions required to view Body Worn videos. For instructions, see "Submitting a Request to a View a Body Worn Video" on page 61.




- 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 57.

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

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

– OR –


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

– OR –

Export a Video Frame To save a selected video frame as a file, press **Ctrl + S**. The Snapshot popup displays. Select a file format and any other options, then click **OK**. For a more detailed description of this procedure, see "Exporting a Video Frame" on page 61.





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




– OR –


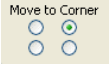
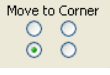
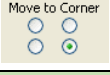
Click the  in the upper right corner of the Flashback Player.

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.
	<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.

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

Flashback Player (cont'd)	
Cameras (cont'd)	
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.*
GPS	
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.
General	
Cause	The trigger event that started the recording (lights, siren, etc.)
Officer	The name of the officer who owns this video.
DVR Name	The name of the DVR that recorded this video.
Radar	
If your department is using the Radar interface module, the following fields will be populated.	
Target	The MPH or KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.
Patrol	The MPH or KPH reading of the officer's patrol car at the time a radar reading was obtained.
Lock	The minimum MPH or KPH reading that the officer was looking for when the radar device was aimed at a speeding vehicle.

(Continued)

* See *Enable PIP* on the previous page.

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

Submitting a Request to View a Body Worn Video

Some agencies choose to restrict the viewing of *BodyVISION* videos to users who have certain permissions (i.e., the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission). All other users are required to submit a valid “need to know” reason to the appropriate supervisor, as described below.

How do I know if a Body Worn video is restricted? If your assigned user role requires that you request permission to view Body Worn videos, all such videos will be marked as “Restricted” on the Video Search Results:

	Restricted	Officer Baker	BW-101	0 min	Arrest	06/16/2016 14:29	
---	------------	---------------	--------	-------	--------	------------------	---

Also, when you attempt to play a *BodyVISION* or BWX-100 video, the following message will display: *This video has been marked for restricted viewing. A request to view it must be submitted and approved by an authorized supervisor.*

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



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

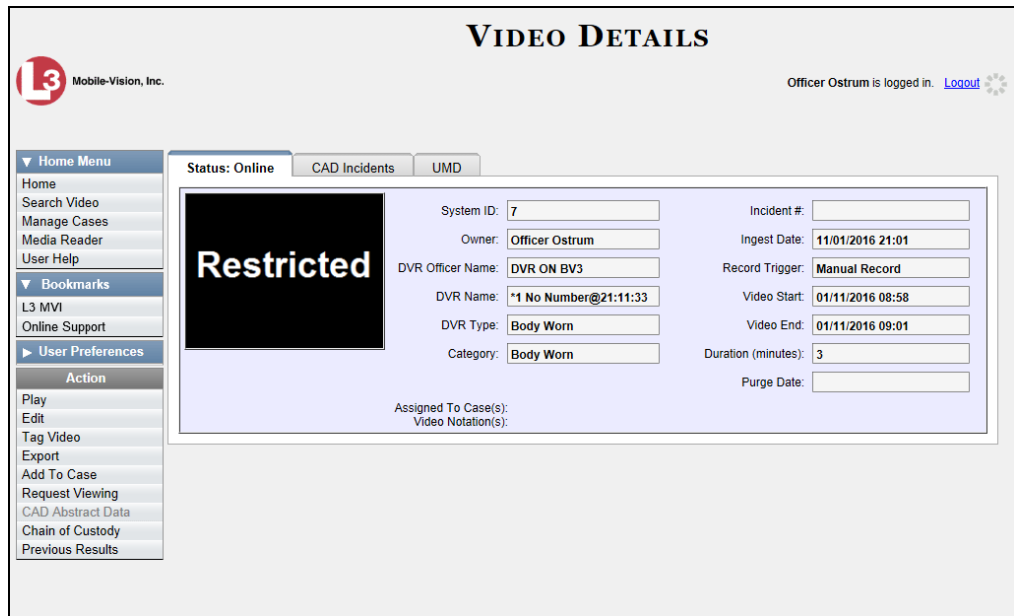
(Continued)

- 3 Select **Body Worn** from the *DVR Type* drop-down list.
- 4 If desired, enter/select additional search criteria.
- 5 Go to the **Action** column and click **Search**. All *BodyVISION* and *BWX-100* records that match your selection criteria display on the Video Search Results page.

Videos								
Page 1 of 1 (6 total records)								
Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
		Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
		Officer Ostrum	BW-4161	Body Worn	0 min	Body Worn	11/30/2016 12:51	
		Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 09:02	
		Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 08:58	
		Officer Ostrum	*1 No Number@21:11:33	Body Worn	3 min	Body Worn	01/11/2016 08:55	

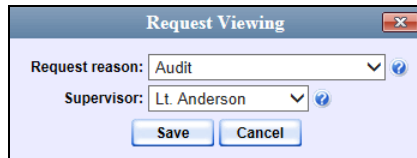
- 6 If the video you wish to view displays on this page, proceed to the next step.
– OR –
If the video you wish to view does *not* display on this page, use the navigation arrows to scroll through the results list.

- 7 Click on the video's Details icon. The Video Details page displays.



The screenshot shows the 'VIDEO DETAILS' page. On the left is a sidebar menu with sections: Home Menu (Home, Search Video, Manage Cases, Media Reader, User Help), Bookmarks (L3 MVI, Online Support), User Preferences, and Action (Play, Edit, Tag Video, Export, Add To Case, Request Viewing, CAD Abstract Data, Chain of Custody, Previous Results). The main content area has tabs for 'Status: Online', 'CAD Incidents', and 'UMD'. A video player shows a black screen with the word 'Restricted' in white. To the right of the video player is a form with the following fields: System ID (7), Incident #, Owner (Officer Ostrum), Ingest Date (11/01/2016 21:01), DVR Officer Name (DVR ON BV3), Record Trigger (Manual Record), DVR Name (*1 No Number@21:11:33), Video Start (01/11/2016 08:58), DVR Type (Body Worn), Video End (01/11/2016 09:01), Category (Body Worn), Duration (minutes) (3), and Purge Date. At the bottom of the form, it says 'Assigned To Case(s):' and 'Video Notation(s):'. In the top right corner, it says 'Officer Ostrum is logged in. Logout' with a gear icon.

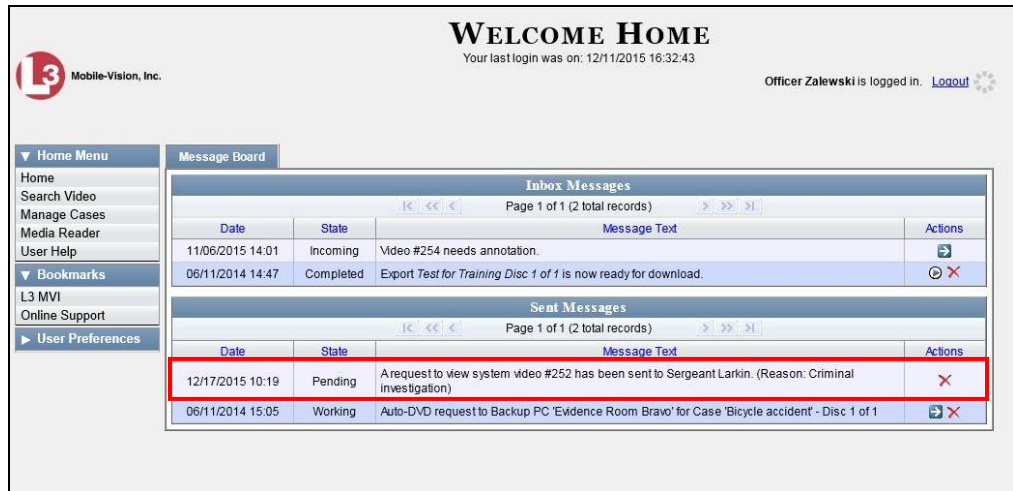
- 8 Go to the **Action** column and click **Request Viewing**. The Request Viewing popup displays.



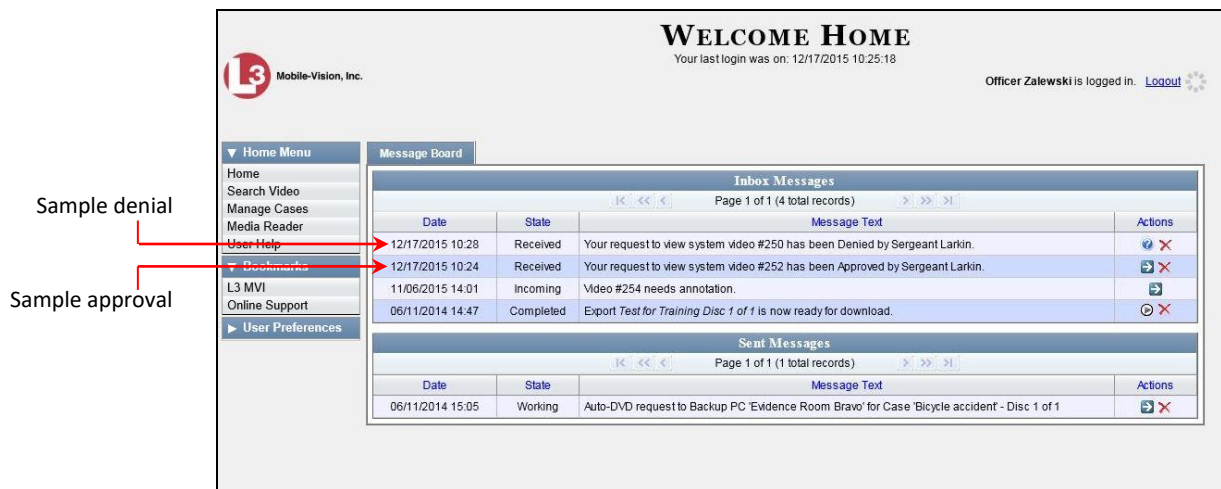
The screenshot shows a 'Request Viewing' dialog box. It has two dropdown menus: 'Request reason:' with 'Audit' selected, and 'Supervisor:' with 'Lt. Anderson' selected. There are 'Save' and 'Cancel' buttons at the bottom.


- 9 Select a reason from the *Request reason* drop-down list.
- 10 Select your supervisor's name from the *Supervisor* drop-down list.
- 11 Click **Save**. The system sends the request to your supervisor's *Inbox Messages* list. A copy of the request displays on your *Sent Messages* list.

(Continued)




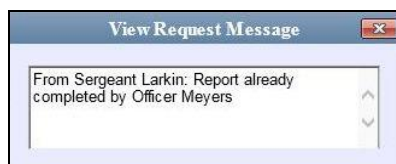
- 12** Check your *Inbox Messages* list periodically until you receive an approval or denial from your supervisor.



- 13** If you received an *approval* message, click the  icon to advance to the video. For further instructions, see “Playing a Video” on page 55, beginning with step 2.

– OR –

If you received a *denial* message, click the  icon to view the denial reason.



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:

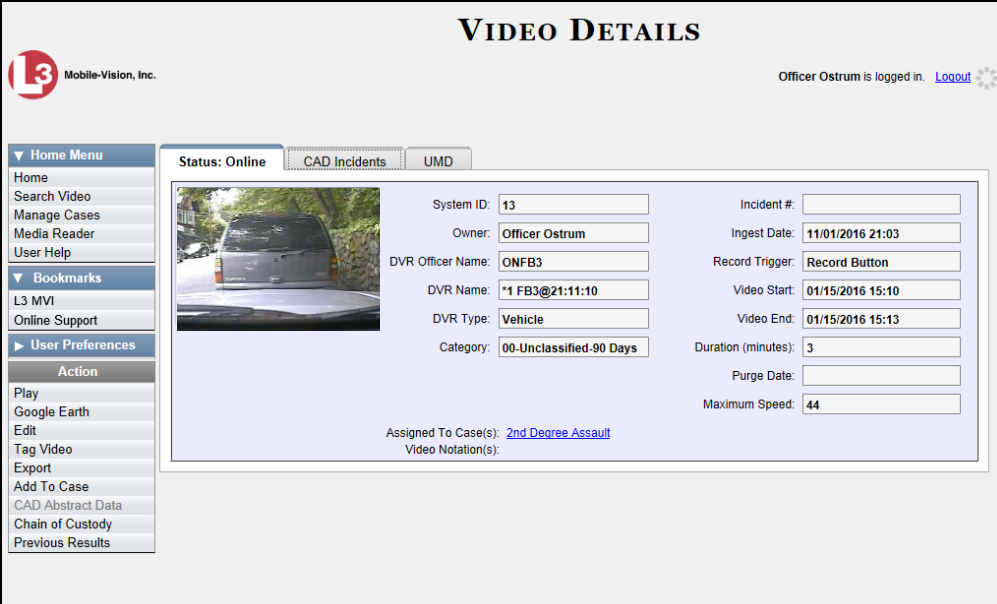
- JPEG
- GIF
- PNG
- TIF
- BMP

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 31.)

The Video Details page displays.



VIDEO DETAILS

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


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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

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

Status: Online CAD Incidents UMD



System ID: 13 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10

DVR Type: Vehicle Video End: 01/15/2016 15:13

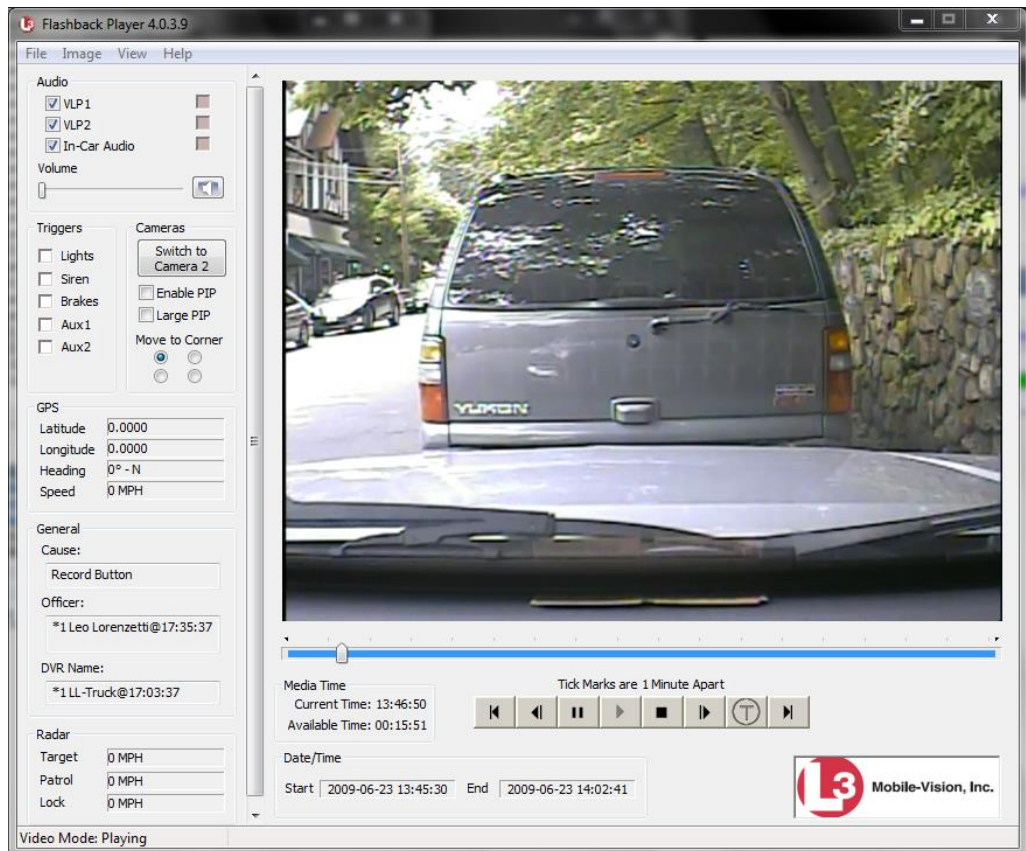
Category: 00-Unclassified-90 Days Duration (minutes): 3

Purge Date:

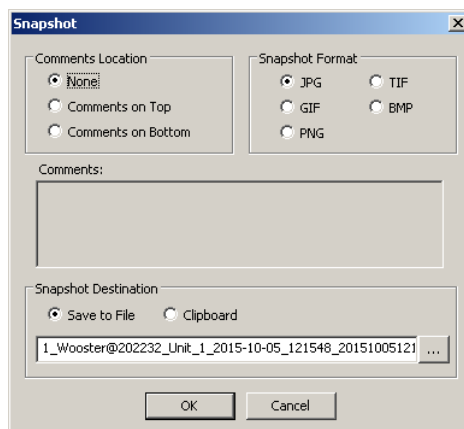
Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s):

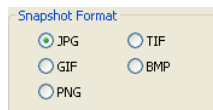
- Click on the video's thumbnail image. The video begins playing in the Flashback Player.



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



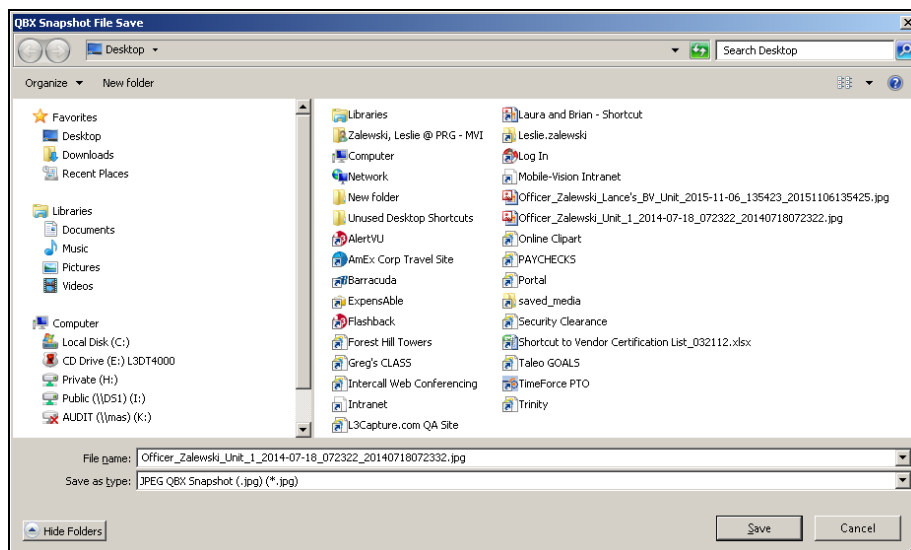
- 5 To attach a comment to this frame, proceed to the next step. Otherwise skip to step 8.
- 6 To attach a comment to the *top* of this frame, select the *Comments on Top* radio button.
– OR –
To attach a comment to the *bottom* of this frame, select the *Comments on Bottom* radio button.
- 7 Enter your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

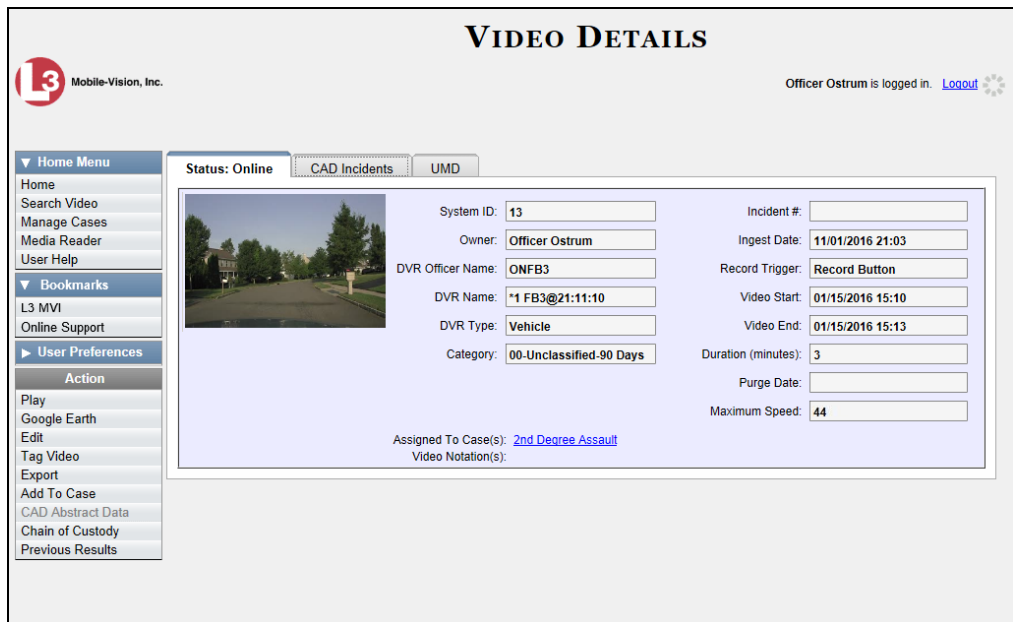
This section describes how to change a video's category. For more information on video categories, see *Category* in the table on page 33.



In order to change a category, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

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

The Video Details page displays.



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

Action

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

Status: Online CAD Incidents UMD

System ID: 13 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10

DVR Type: Vehicle Video End: 01/15/2016 15:13

Category: 00-Unclassified-90 Days Duration (minutes): 3

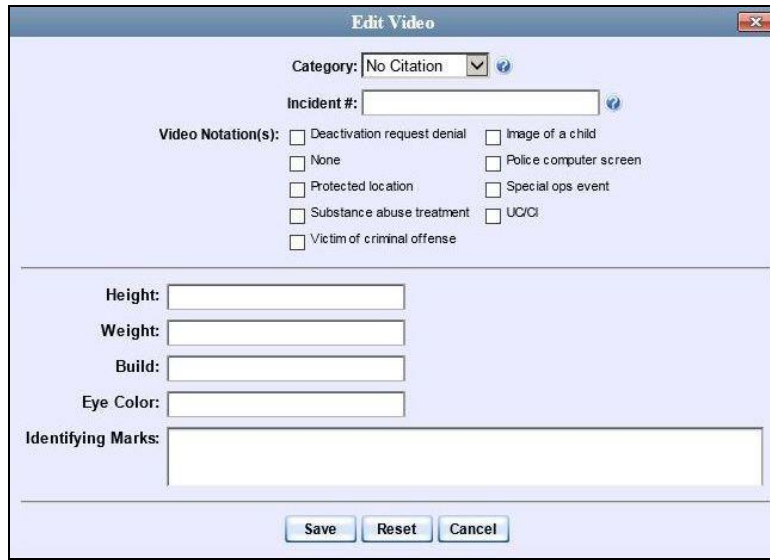
Purge Date:


Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s):

For a description of the Video Details fields, see the table on page 32.

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



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

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. Your System Administrator defines these fields.

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.



In order to add UMD to a video, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the video or snapshot you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 31 or “Displaying a Snapshot” on page 49.)

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

- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured above.
- 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).

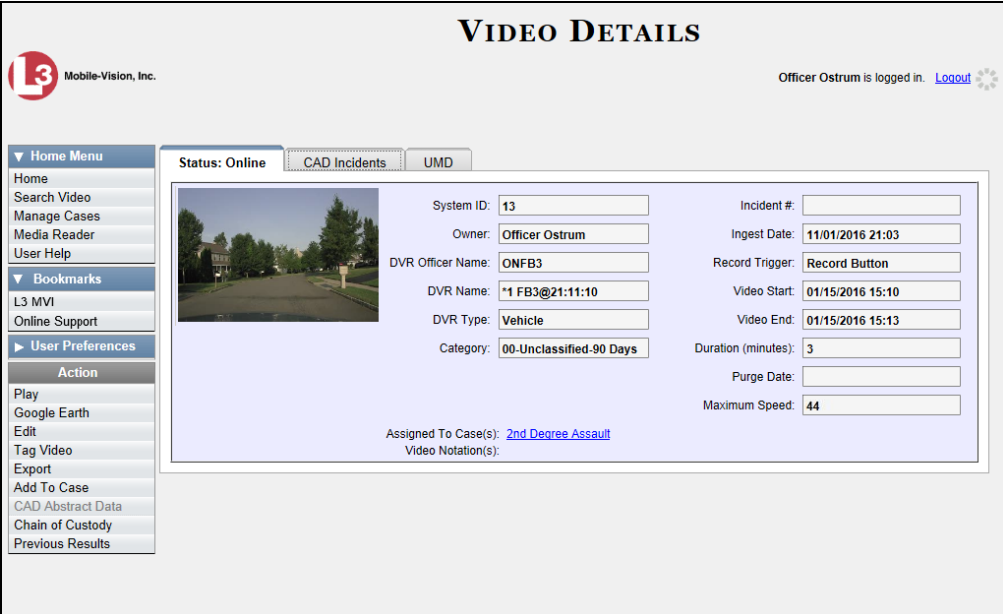
- 4 Click **Save**. Your entries are saved under the **UMD** tab.

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*. They are defined by your System Administrator.

- 1 Search for and display the video or snapshot you wish to notate. (If necessary, review “Displaying a Video” on page 31 or “Displaying a Snapshot” on page 49.)

The Video Details page displays.



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

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

Status: Online CAD Incidents UMD

System ID: 13 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10

DVR Type: Vehicle Video End: 01/15/2016 15:13

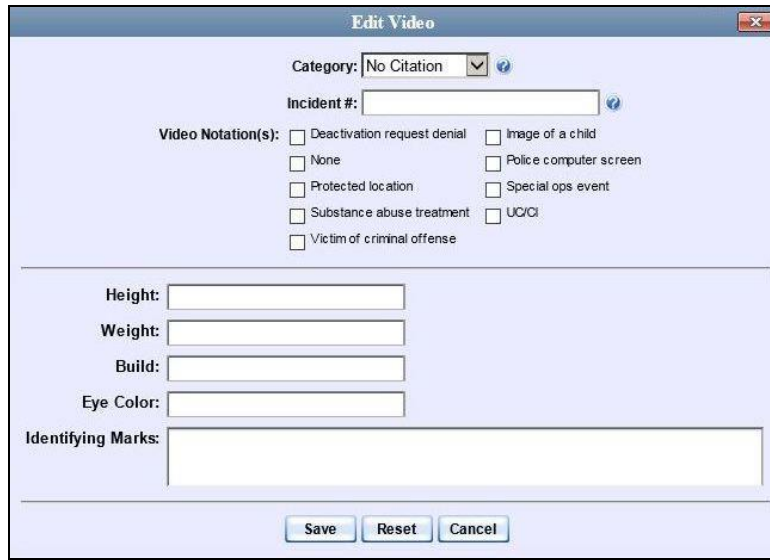
Category: 00-Unclassified-90 Days Duration (minutes): 3

Purge Date:

Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s):

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



If no checkboxes display here, it indicates one of two things: 1) your agency has not created any video notation records yet, or 2) your agency *has* created video notation records, but the feature is currently inactivated.

- 3 Select all checkboxes that apply.
- 4 Click **Save**.

Tagging

Tagging is a procedure used to add extra days to a video’s online life. By tagging a video, you extend the video’s online life by a certain number of days set by your System Administrator.

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

For specific instructions, see:

- Tagging a Video, next page
- Untagging a Video, page 73.

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

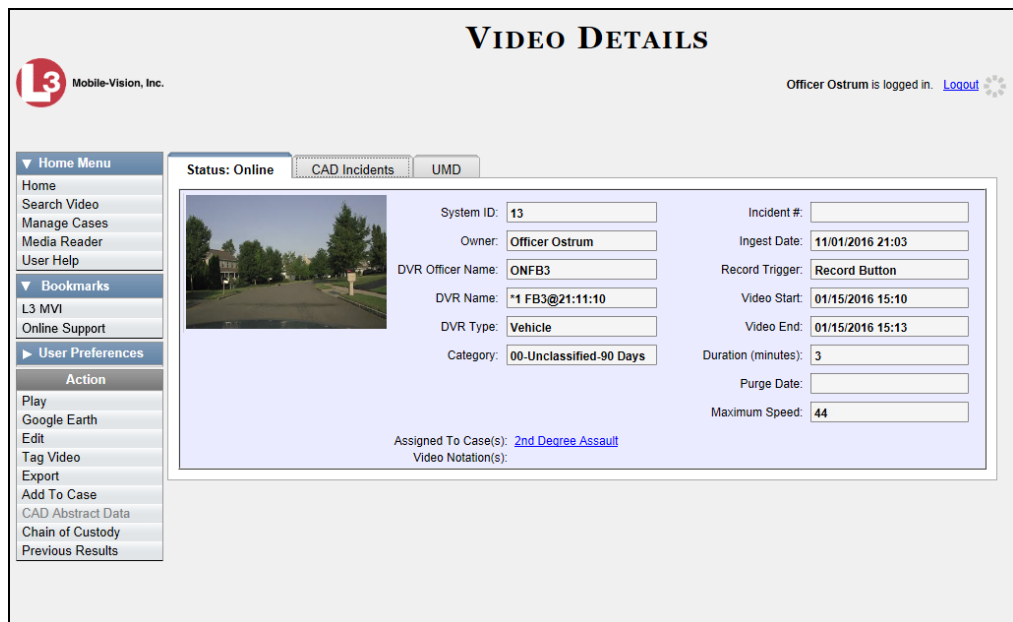
This section describes how to tag a video. For a definition of tagging, refer to the previous section.



In order to tag a video, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

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

The Video Details page displays.



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

Action

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

Status: Online CAD Incidents UMD

System ID: 13 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10

DVR Type: Vehicle Video End: 01/15/2016 15:13

Category: 00-Unclassified-90 Days Duration (minutes): 3

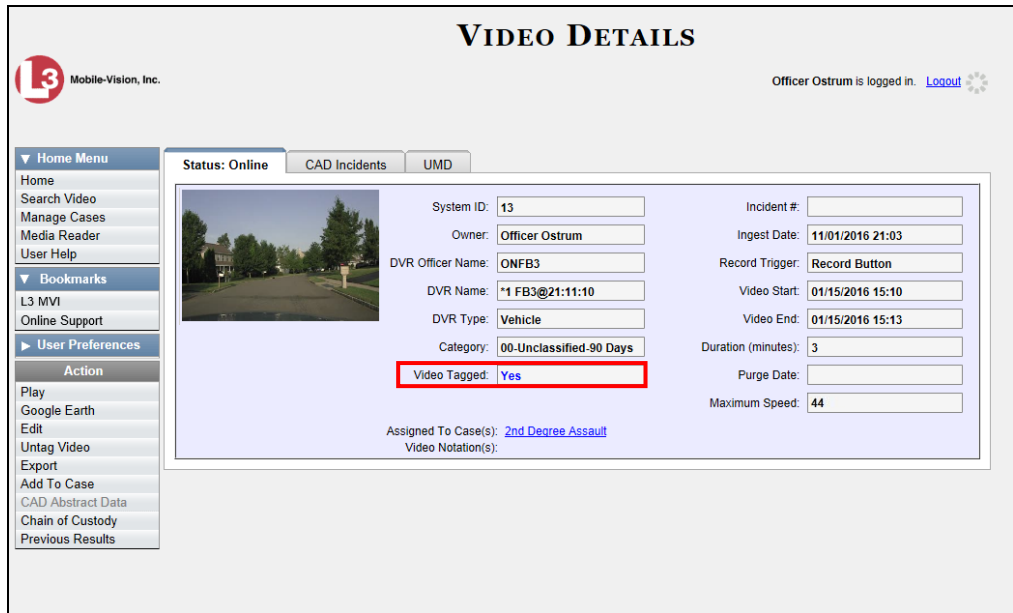
Purge Date:

Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s):

- 2 Go to the **Action** column and click **Tag Video**.

A new field displays on the **Status** tab, indicating that the video is now tagged.



Untagging a Video

This section describes how to remove the “tagged” flag from a video. For a definition of tagging, see “Tagging” on page 70.



In order to untag a video, you must either be the video’s owner or have *edit* permissions. For more information, contact your System Administrator.

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

The Video Details page displays, as pictured above. The *Video Tagged* field indicates that the video is currently tagged.

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

* If **Untag Video** does not display, it means that you lack the permissions required to perform this function.

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 your 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.

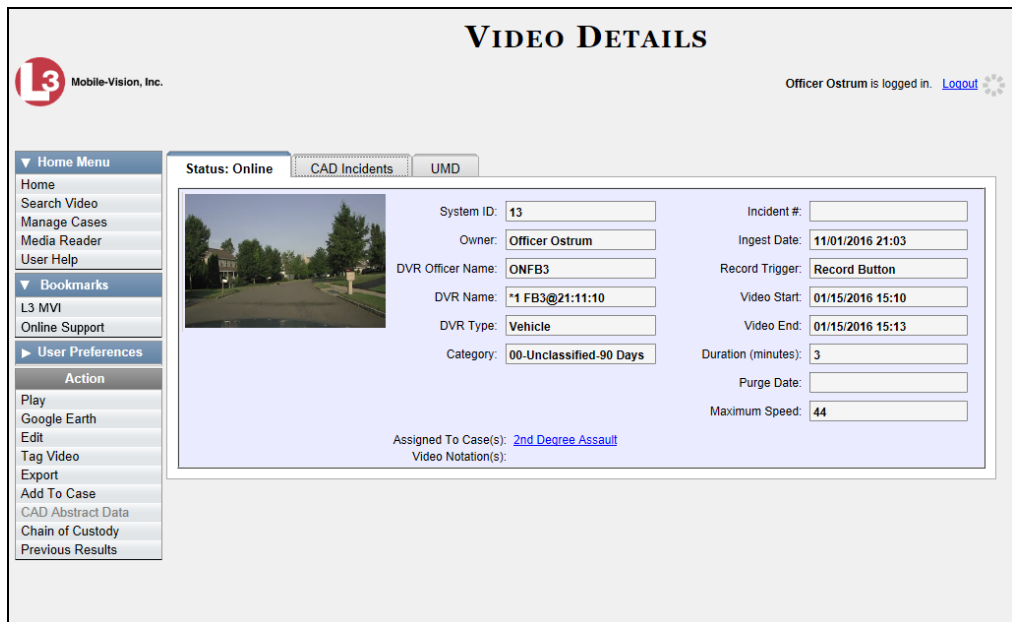
To display this report, you must have the Adobe Reader installed on your PC.



In order to generate a Chain of Custody Report, you must either be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the video or snapshot you wish to generate a report for. (If necessary, review “Displaying a Video” on page 31 or “Displaying a Snapshot” on page 49.)

The Video Details page displays.



VIDEO DETAILS

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

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

▼ Bookmarks
L3 MVI
Online Support

► User Preferences

Action

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

Status: Online CAD Incidents UMD

System ID: 13 Incident #:

Owner: Officer Ostrum Ingest Date: 11/01/2016 21:03

DVR Officer Name: ONFB3 Record Trigger: Record Button

DVR Name: *1 FB3@21:11:10 Video Start: 01/15/2016 15:10

DVR Type: Vehicle Video End: 01/15/2016 15:13

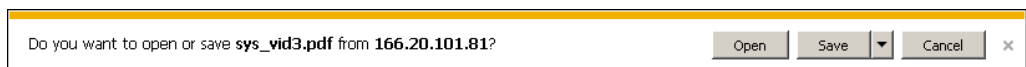
Category: 00-Unclassified-90 Days Duration (minutes): 3

Purge Date:

Maximum Speed: 44

Assigned To Case(s): [2nd Degree Assault](#)
Video Notation(s):

- 2 Go to the **Action** column and click **Chain of Custody**. A Windows message displays.

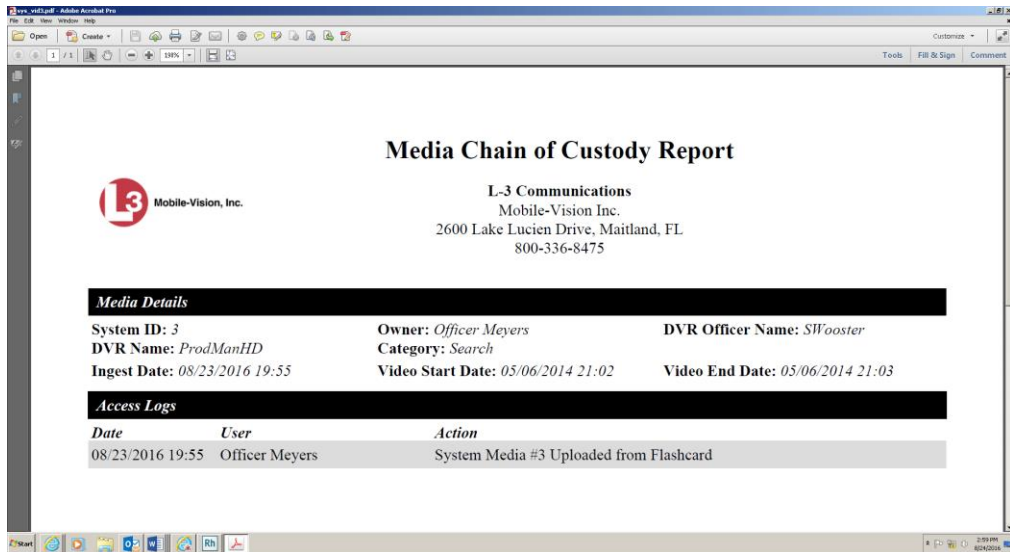


Do you want to open or save **sys_vid3.pdf** from **166.20.101.81**?

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



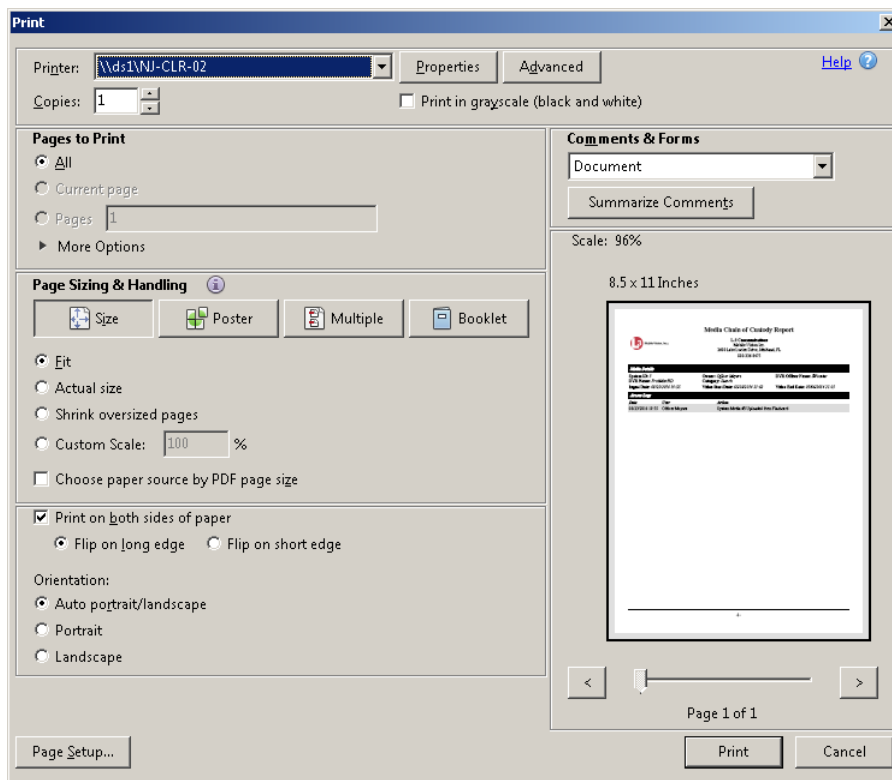
- 4 Click **Open** again. The Media Chain of Custody Report displays.




- 5 To print this report, proceed to the next step. Otherwise skip to step 8.



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



- 7 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- 8 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 a system setting selected by your System Administrator. You can tell that a video has exceeded its reactivation time limit when its thumbnail image and statistics no longer display online. If the video you wish to restore has exceeded this time limit, you will have to use an alternate procedure to restore it, as described in "Re-importing 'Expired' Video" on page 81.

For specific instructions, see:

- Reactivating a Video from a Backup Disc, below
- Reactivating a Video from an External Backup Device, page 78
- Submitting a Request to Reactivate a Video, page 80.

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."



Use this procedure if you have reactivating privileges (see **HINT** below) **and** you have physical access to the backup disc. Otherwise see "Submitting a Request to Reactivate a Video" on page 80.

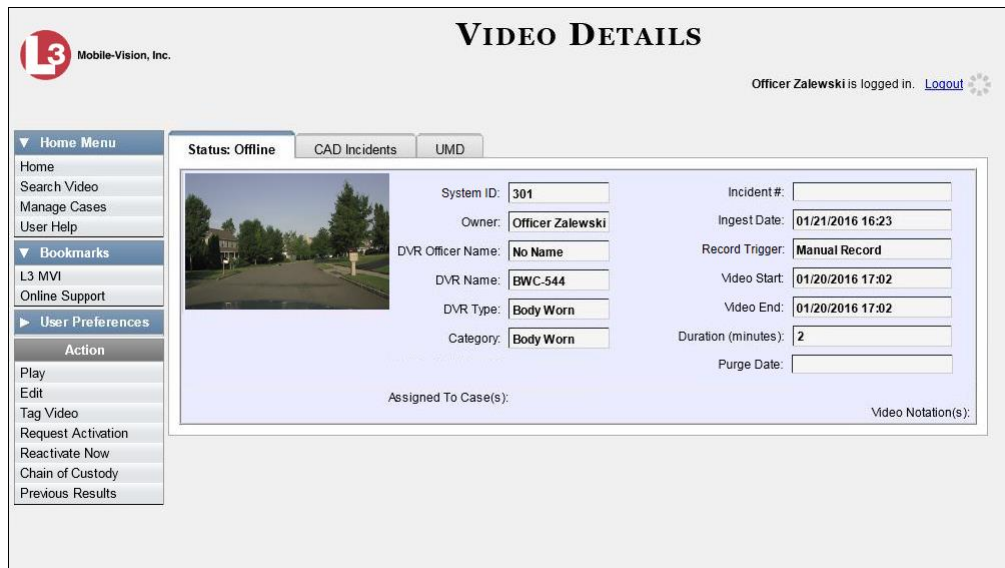


HINT: To determine if you have reactivating privileges, look in the **Action** column. If **Reactivate Now** displays, you have reactivating privileges. If only **Request Reactivation** displays, you do *not* have reactivating privileges.

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

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

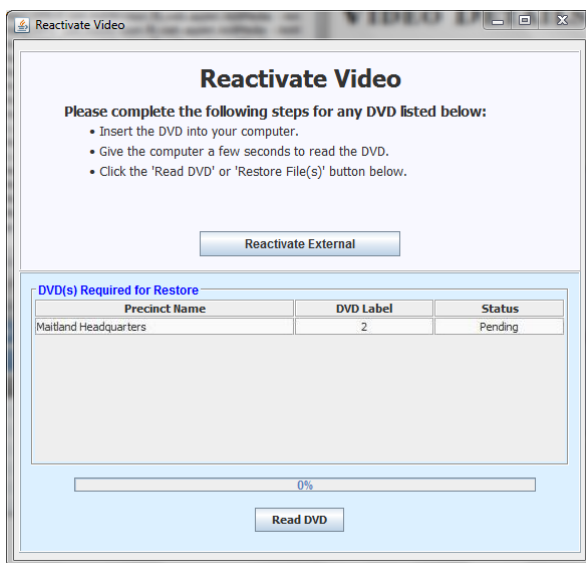
- 1 Search for and display the desired video. (If necessary, review “Displaying a Video” on page 31.) The Video Details page displays.



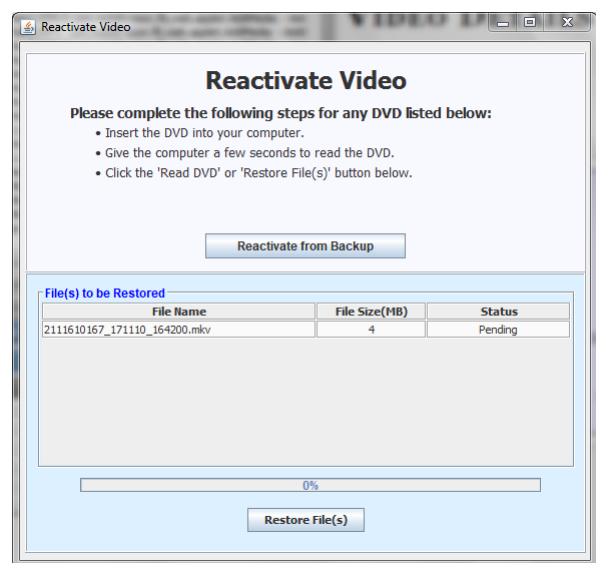
- 2 Go to the **Action** column and click **Reactivate Now**.

- ⇒ 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.

The Reactivate Video 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

- 3 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 5.
- 4 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.
- 5 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.
- 6 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 of the *DEP Administrator's Guide ■ NJSP Edition*.

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 76.

Use this procedure if your Backup Mode is set to **EXTERNAL**. If you're not sure what your backup mode is, ask your System Administrator. If your backup mode is set to something other than **EXTERNAL**, see “Reactivating a Video from a Backup Disc” on page 76 instead.

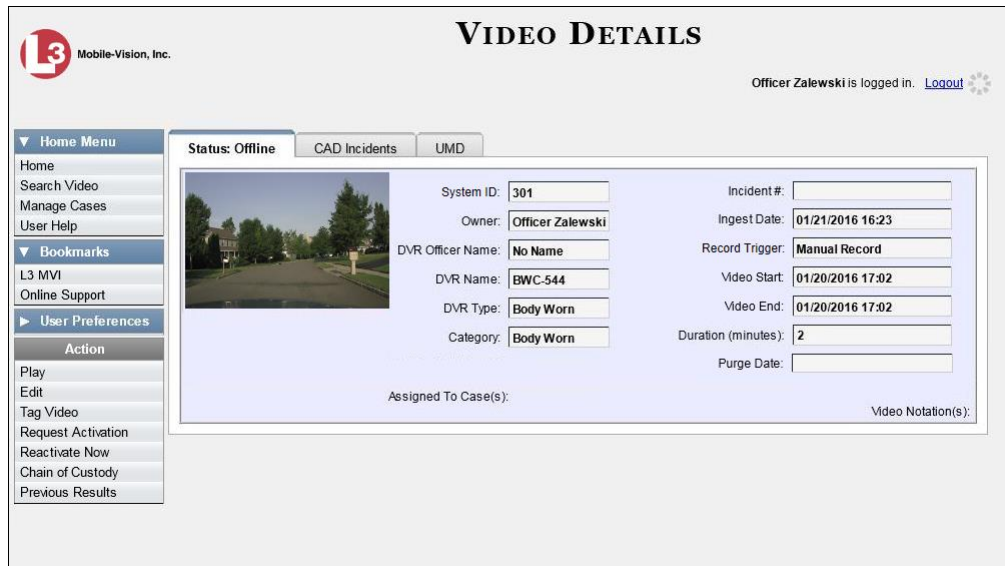


You must have reactivating privileges to perform this task (see **HINT** below).

HINT: To determine if you have reactivating privileges, look in the **Action** column. If **Reactivate Now** displays, you have reactivating privileges. If only **Request Reactivation** displays, you do *not* have reactivating privileges.

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

The Video Details page displays.



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



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

Video Reactivate Successful.

Submitting a Request to Reactivate a Video

This section describes how to submit a request to reactivate an offline video, that is, ask another user to copy a video from a Certified Backup Disc to the DEP server. Specifically, this procedure will send a message to the *In Box* of all users who have reactivation privileges. The message will include the CBD number for the disc that contains the video you wish to restore (e.g., *Please restore video 123 to an online status*).

For more on *offline* vs. *online* videos, see “Reactivating an Offline Video” on page 76.



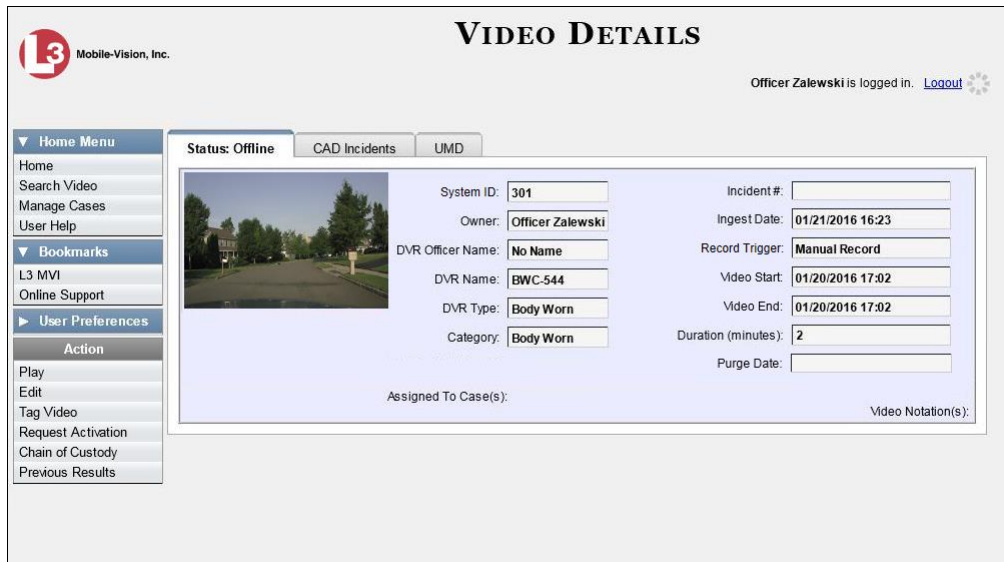
Use this procedure if you do *not* have reactivating privileges (see **HINT** below), and/or you do not have access to the Certified Backup Disc. If you *do* have reactivation privileges as well as access to the archive disc, see “Reactivating a Video from a Backup Disc” on page 76 instead.



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Activation* displays, you do *not* have reactivating privileges.

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

The Video Details page displays.



VIDEO DETAILS

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

Mobile-Vision, Inc.

Status: Offline | CAD Incidents | UMD

System ID: 301 | Incident #: |
Owner: Officer Zalewski | Ingest Date: 01/21/2016 16:23
DVR Officer Name: No Name | Record Trigger: Manual Record
DVR Name: BWC-544 | Video Start: 01/20/2016 17:02
DVR Type: Body Worn | Video End: 01/20/2016 17:02
Category: Body Worn | Duration (minutes): 2
Purge Date: |

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

Navigation Menu:
Home Menu
Home
Search Video
Manage Cases
User Help
Bookmarks
L3 MVI
Online Support
User Preferences
Action
Play
Edit
Tag Video
Request Activation
Chain of Custody
Previous Results

- 2 Go to the **Action** column and click **Request Activation**. A confirmation message displays at the top of the page.

Your request to make this video available online has been made.

An activation request will display on the Message Board of all DEP users who have reactivation privileges.



After a user with reactivation privileges restores your video, the word **Completed** will display in the *State* column of your reactivation request.



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 a setting in the System Administrator’s application. Although this is not the recommended method for restoring videos, this procedure may be used in an emergency situation to re-import important data that is too old to be reactivated.

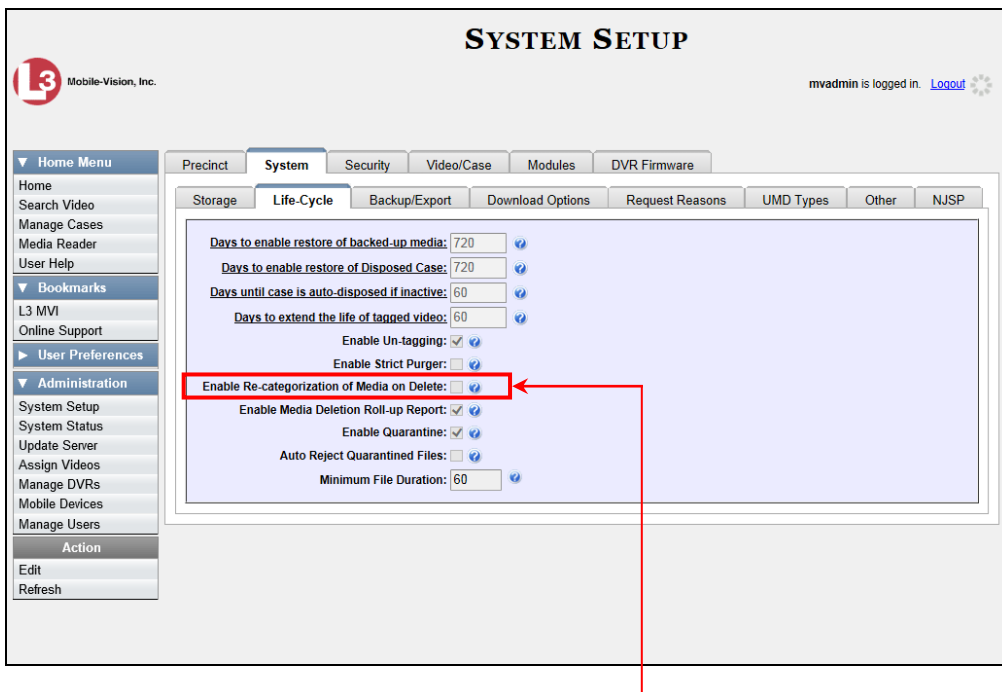
You can re-import expired video from either a Certified Backup Disc or a manual backup disc* that is in **Data DVD** format.

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.

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

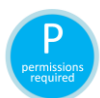
* Also referred to as an “export” disc or a “user-requested certified copy”



The screenshot shows the 'SYSTEM SETUP' interface for Mobile-Vision, Inc. The 'Life-Cycle' tab is selected, and the 'Enable Re-categorization of Media on Delete' checkbox is highlighted with a red box and a red arrow pointing to it. Other settings visible include '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' (checked), 'Enable Strict Purger' (unchecked), 'Enable Media Deletion Roll-up Report' (checked), 'Enable Quarantine' (checked), 'Auto Reject Quarantined Files' (unchecked), and 'Minimum File Duration' (60).

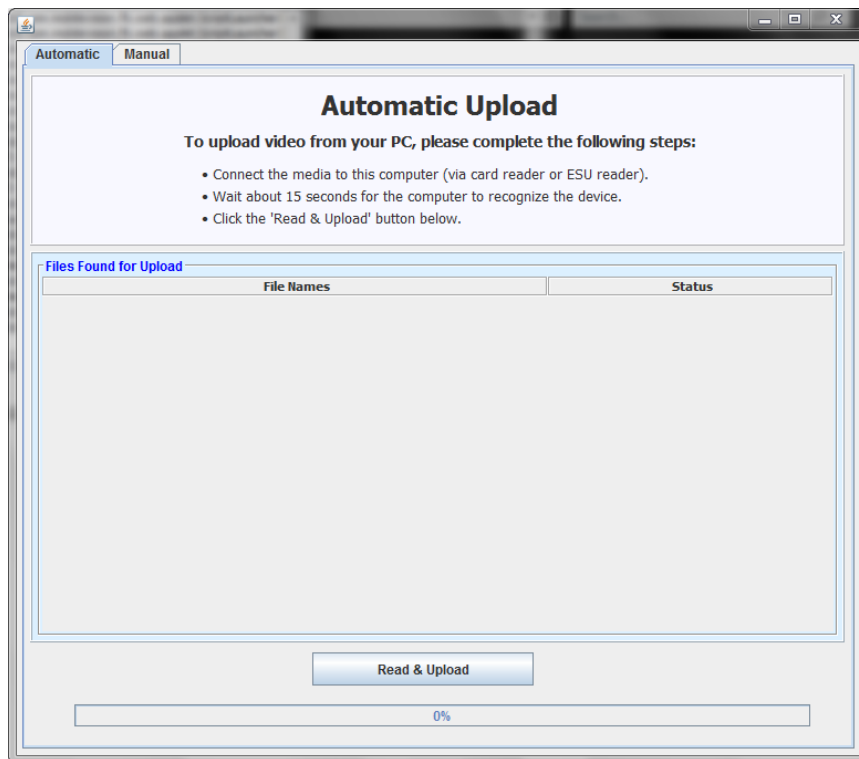


NOTE: If the *Enable Re-categorization of Media on Delete* option on the **Life-Cycle** tab is selected, you do not need to use this procedure. That’s because that feature causes the system to reassign all expired videos a category of “Purged”, which allows them to be reactivated at any time (assuming you have a backup disc). For more information, see “Reactivating an Offline Video” on page 76.

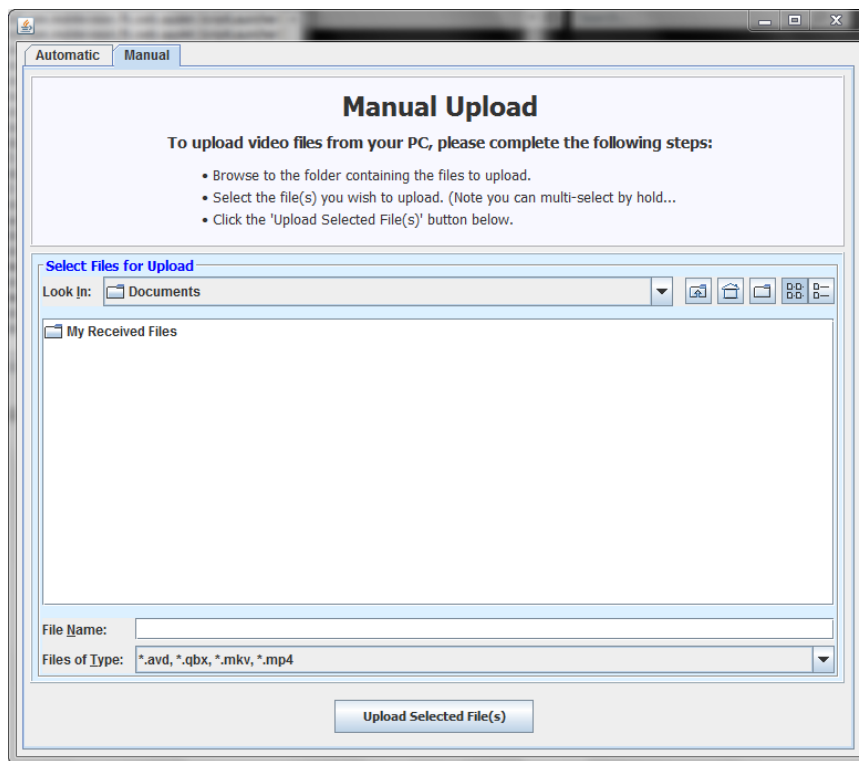


You must have the proper permissions to perform this task. For more information, contact your System Administrator.

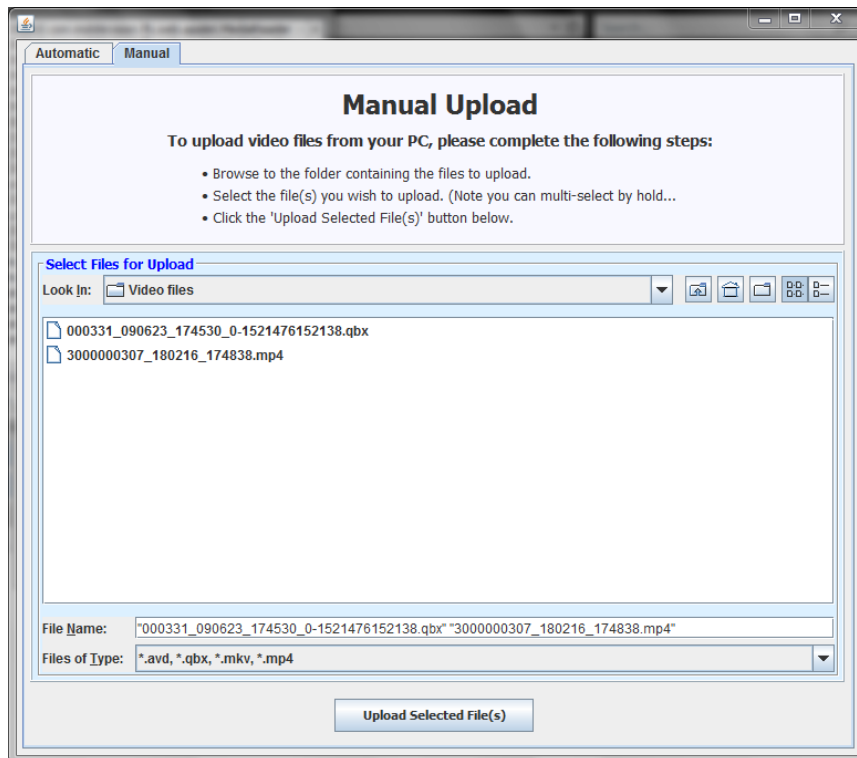
- 1 Insert the backup disc into your PC’s DVD/CD tray. This will either be an *Archive* disc (i.e., *Certified Backup Disc*) or an *Export* disc (i.e., *User Requested Certified Copy*).
- 2 Go to **Home Menu** and click **Media Reader**.
 - ⇒ If the Automatic Upload popup displays (typical), proceed 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.



3 Click the **Manual** tab at the top of the page.



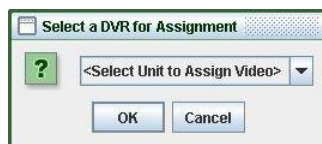
- Using the *Look in* field, *navigate* to your PC's CD/DVD drive. The files on the backup disc display onscreen.



- 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.

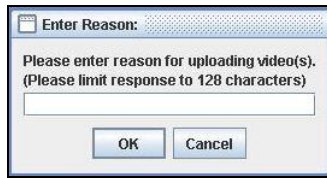
- Click **Upload Selected File(s)**.

- ⇒ 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.



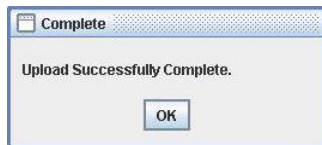
- 8 Enter the reason for this video upload in the blank field provided, then click **OK**. Your entry displays for confirmation purposes.



- 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 external device, such as an SD Card (Flashback3 or 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.

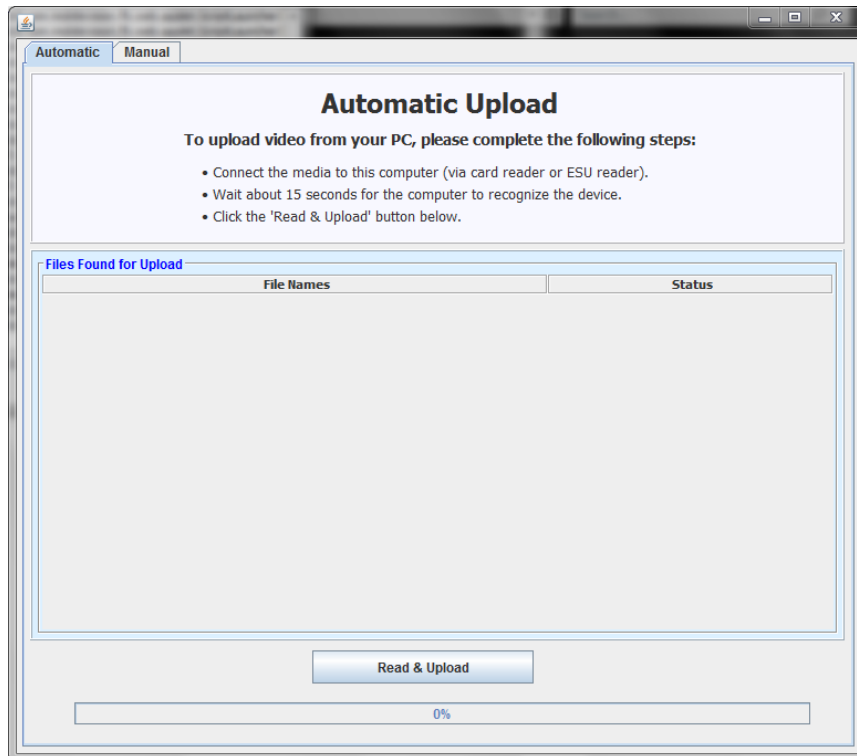


NOTE: To upload *BodyVISION* videos, see “Downloading Videos to DES or Basic Viewer HD” in the *BodyVISION* User's Guide. To upload BWX-100 videos, see “Uploading Videos to DES” in the BWX-100 User's Guide. Both of these manuals are available for download from the Mobile-Vision Online Support Center. (To access this site, click the appropriate link under  **Bookmarks** .)



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

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



- 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.

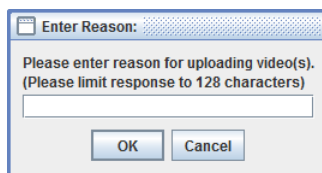


Sample CF/SD card reader

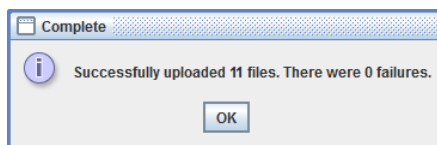
- 3 If you have not done so already, remove the memory card from the Flashback DVR.



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



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



- 7 Click **OK**. You may now remove the memory card from the card reader and reinsert it in your Flashback DVR.

Downloading Video Files to Your PC

If you have the proper permissions, 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 92.

Downloading Video to Your PC in Data DVD Format

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

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

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

A Data DVD download will include:

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



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

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

– OR –

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

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

* If necessary, review “Searching for Videos” on page 20.

SELECT VIDEO(S) FOR EXPORT

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

Home Menu		Videos							
Home		Page 1 of 1 (6 total records)							
Search Video		Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases		4		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader		8		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:32	
User Help		2		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:10	
Bookmarks		3		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI		1		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	
Online Support		13		Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences		Selected Videos							
Action				Owner	DVR Name	Category	Duration	Video Start	Remove
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 each of the videos you wish to download.

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

SELECT VIDEO(S) FOR EXPORT

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


Home Menu		Videos							
Home		Page 1 of 1 (6 total records)							
Search Video		Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases		4		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader		8		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:32	
User Help		2		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:10	
Bookmarks		3		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
L3 MVI		1		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	
Online Support		13		Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences		Selected Videos							
Action				Owner	DVR Name	Category	Duration	Video Start	Remove
Export Video(s)				Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
Cancel				Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	

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



Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25

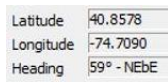
- If **Data DVD** displays in the *Output Format* field, proceed to the next step.
– OR –
If **Data DVD** does *not* display in the *Output Format* field, select it from the drop-down list.
- Go to the **Action** column and click **Save**. The Export Options popup displays.



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

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

- 9 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 14.
- 10 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.



- 11 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.

- 12 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 14.

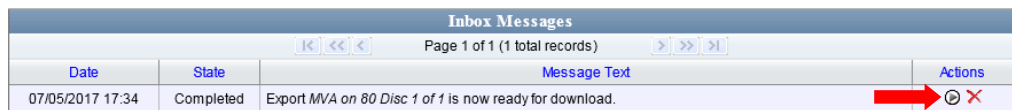


- 13 If you want this download to include vehicle speed data with the Flashback Player (displays in the GPS section during video playback, as pictured left), select the *Show Speed* checkbox. Otherwise proceed to the next step.

- 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.



- ⇒ 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.

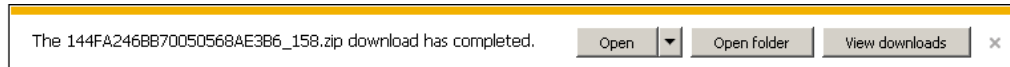
- 16 Click the download icon to the right of the export message. A Windows message displays.



- 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 save the video 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 the video files 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.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.



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

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

* If necessary, review “Searching for Videos” on page 20.

SELECT VIDEO(S) FOR EXPORT

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:32	
2		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:10	
3		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	
13		Officer Ostrum	*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
Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	

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.

- Click on each of the videos you wish to download. As you select each video, it will display on the *Selected Videos* list at the bottom of the page.

SELECT VIDEO(S) FOR EXPORT

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

Export Video(s)

Cancel

Videos							
Page 1 of 1 (6 total records)							
Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
4		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
8		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:32	
2		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:10	
3		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:48	
1		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	
13		Officer Ostrum	*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
Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	

(Continued)

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

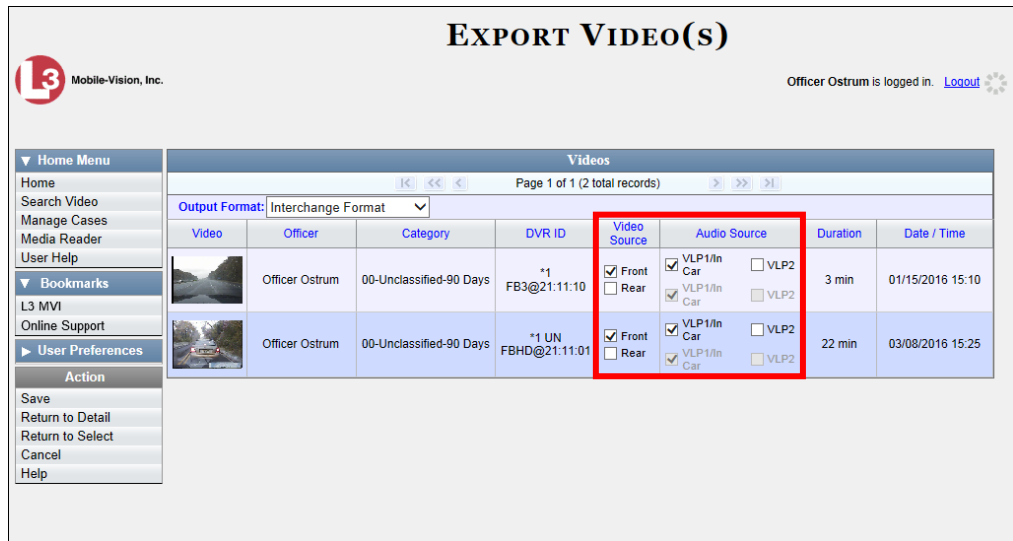


The screenshot shows the 'EXPORT VIDEO(S)' interface. The 'Output Format' dropdown is set to 'Data DVD'. The table below shows two video records:



Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 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*.



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 columns for both video records:

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	Officer Ostrum	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 checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input type="checkbox"/> VLP2	3 min	01/15/2016 15:10
	Officer Ostrum	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 checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input type="checkbox"/> VLP2	22 min	03/08/2016 15:25

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

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

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

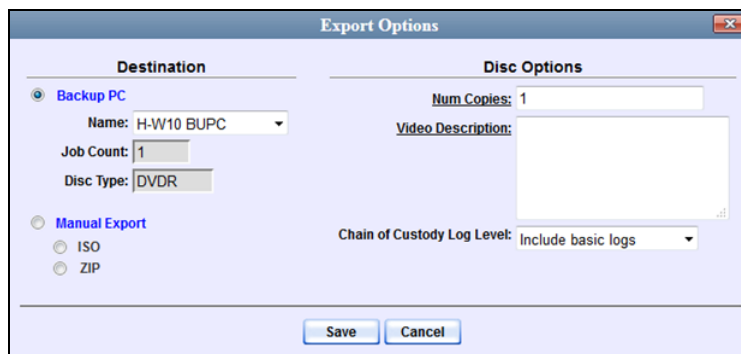
- 7 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.

– OR –

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

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


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




- 9 Select **ZIP**.
- 10 Enter a description for this video download in the *Video Description* field.
- 11 Click **Save**. The system begins processing your request. A copy of this request will display on your Home Page under *Sent Messages*.

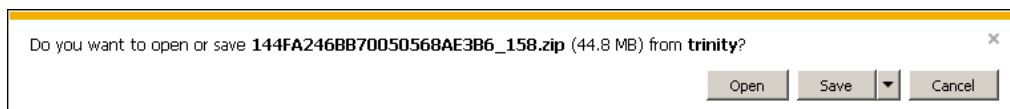
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

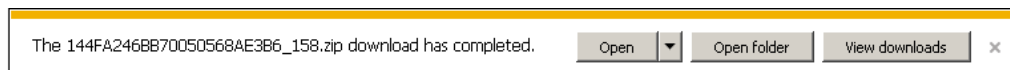
Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	

- ⇒ 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.

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



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



Manually Matching a Video to a CAD Incident

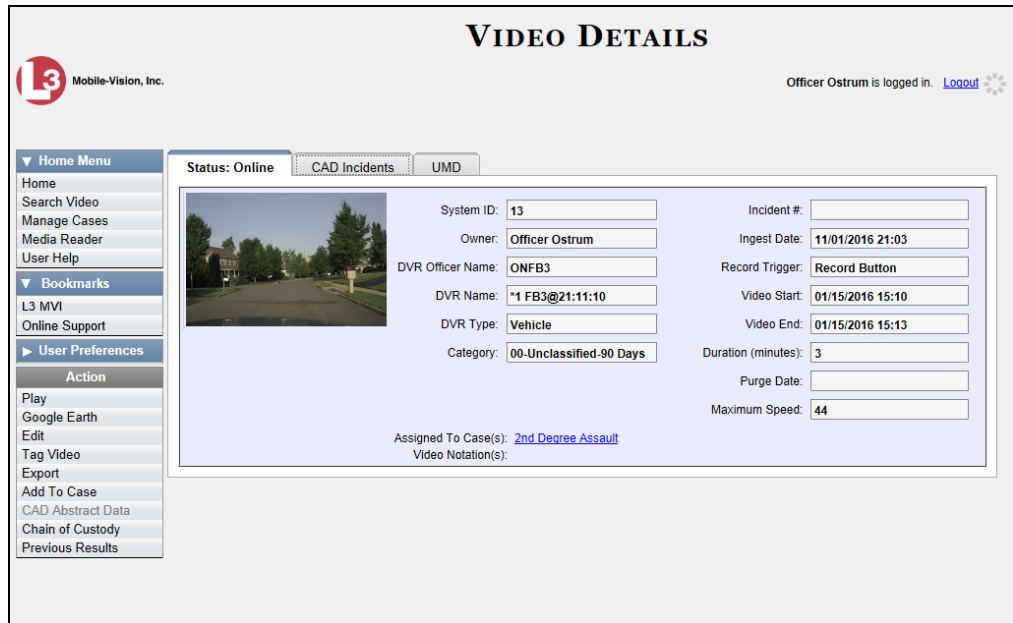
This section describes how to manually link a video to a CAD incident. Normally, this function is performed *automatically* by the system. However, if, for some reason, the auto-match service does not match a video to the correct CAD incident, you have the ability to *manually* link a video to a selected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



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

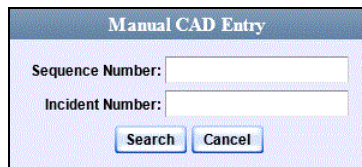
- 1 Search for and display the video you wish to link a CAD incident to. (If necessary, review “Displaying a Video” on page 31.)

The Video Details page displays.



For a description of the Video Details fields, see the table on page 32.

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



- 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.

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

(Continued)

Manual CAD Entry Confirmation

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		
Incident Location:	@ACE WB MP				

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

- 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.

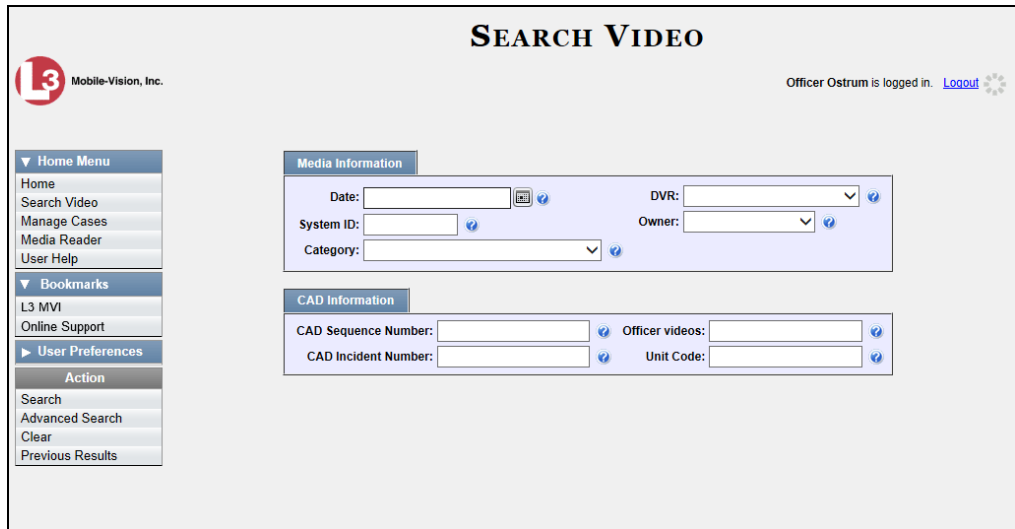
Exporting a Snapshot

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.

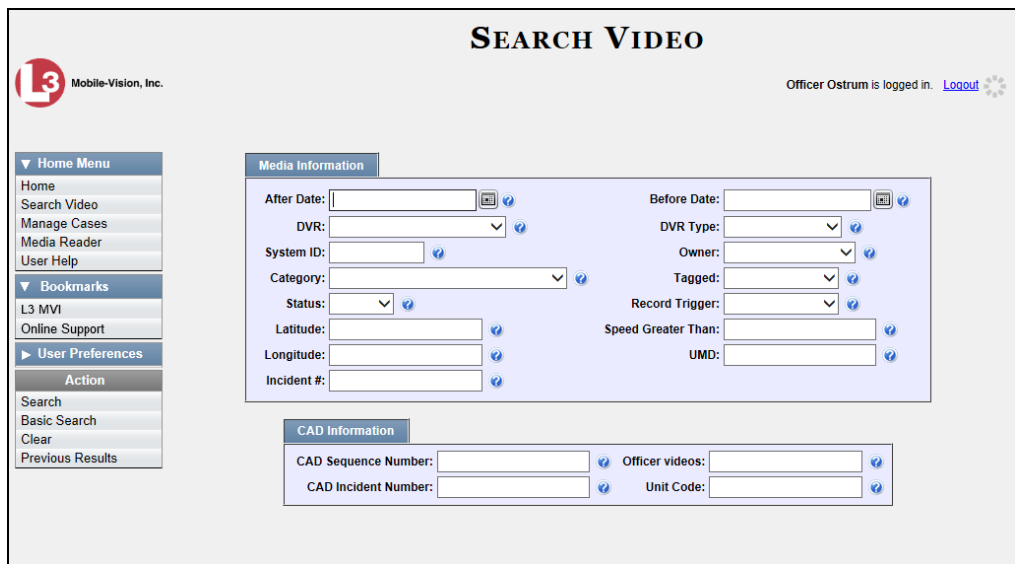
If you prefer to export a snapshot to a JPG file, see “Downloading Video Files to Your PC” on page 88 instead.

- 1 Go to  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, and Action (Search, Advanced Search, Clear, Previous Results). The main area has two tabs: 'Media Information' and 'CAD Information'. The 'Media Information' tab contains fields for Date, System ID, Category, DVR, and Owner. The 'CAD Information' tab contains fields for CAD Sequence Number, CAD Incident Number, Officer videos, and Unit Code. The user 'Officer Ostrum' is logged in.

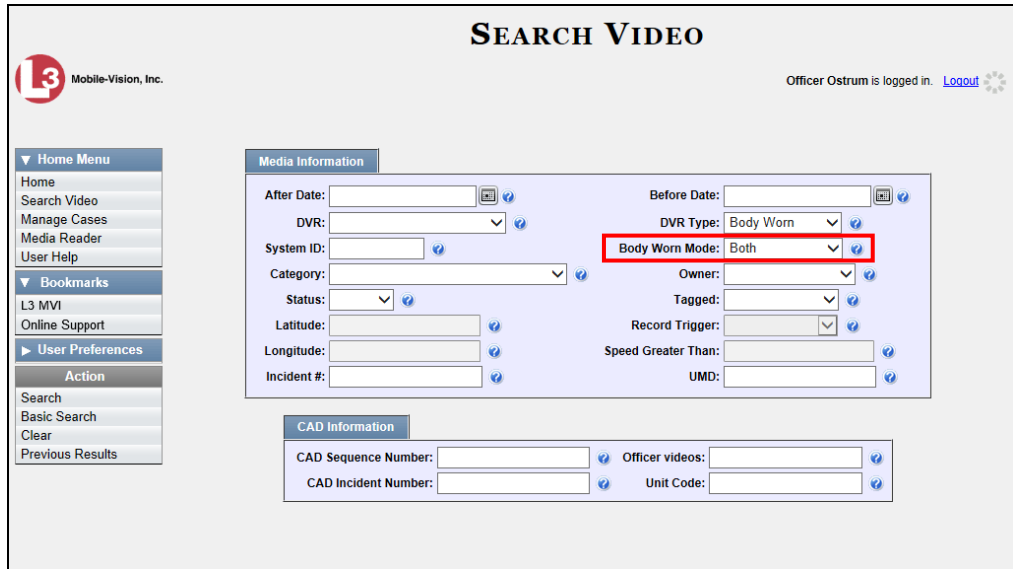
- 2 Go to the **Action** column and click **Advanced Search**.



This screenshot shows the 'SEARCH VIDEO' interface with the 'Advanced Search' option selected in the Action menu. The 'Media Information' tab is active and contains a larger set of filters: After Date, Before Date, DVR, DVR Type, System ID, Owner, Category, Tagged, Status, Record Trigger, Latitude, Speed Greater Than, Longitude, UMD, and Incident #. The 'CAD Information' tab remains the same as in the previous screenshot.

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

(Continued)



SEARCH VIDEO

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

Media Information

After Date: Before Date:

DVR: DVR Type: Body Worn

System ID: **Body Worn Mode: Both**

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

Home Menu		Videos								
Home		Page 1 of 1 (2 total records)								
Search Video		Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
Manage Cases				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
Media Reader				Officer Ostrum	BW-4161	Body Worn	Image	Body Worn	11/30/2016 12:51	
User Help										

User Preferences

Action

New Search
Export

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

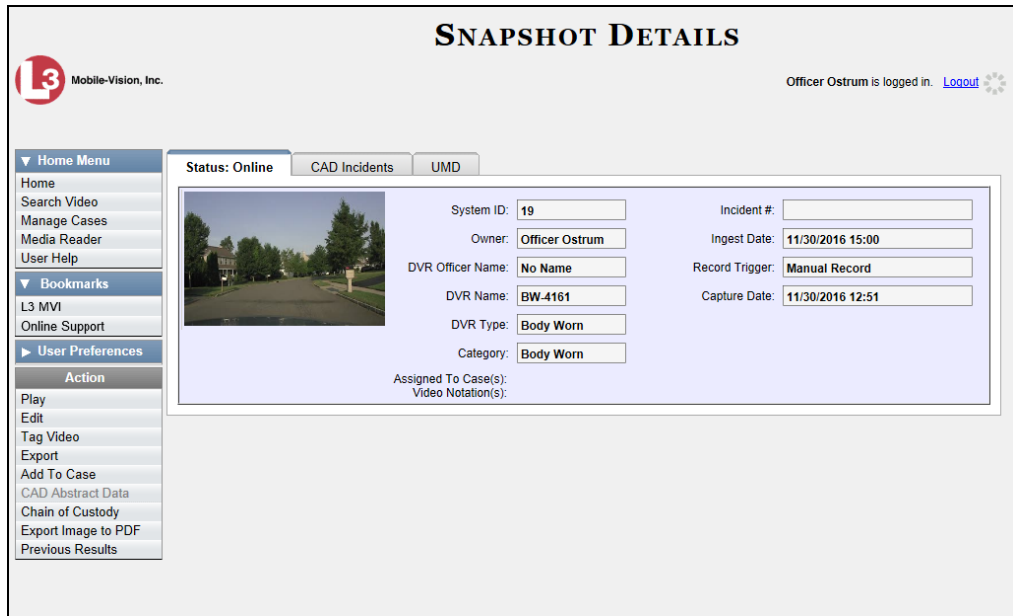
– OR –

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



NOTE: If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 61.

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

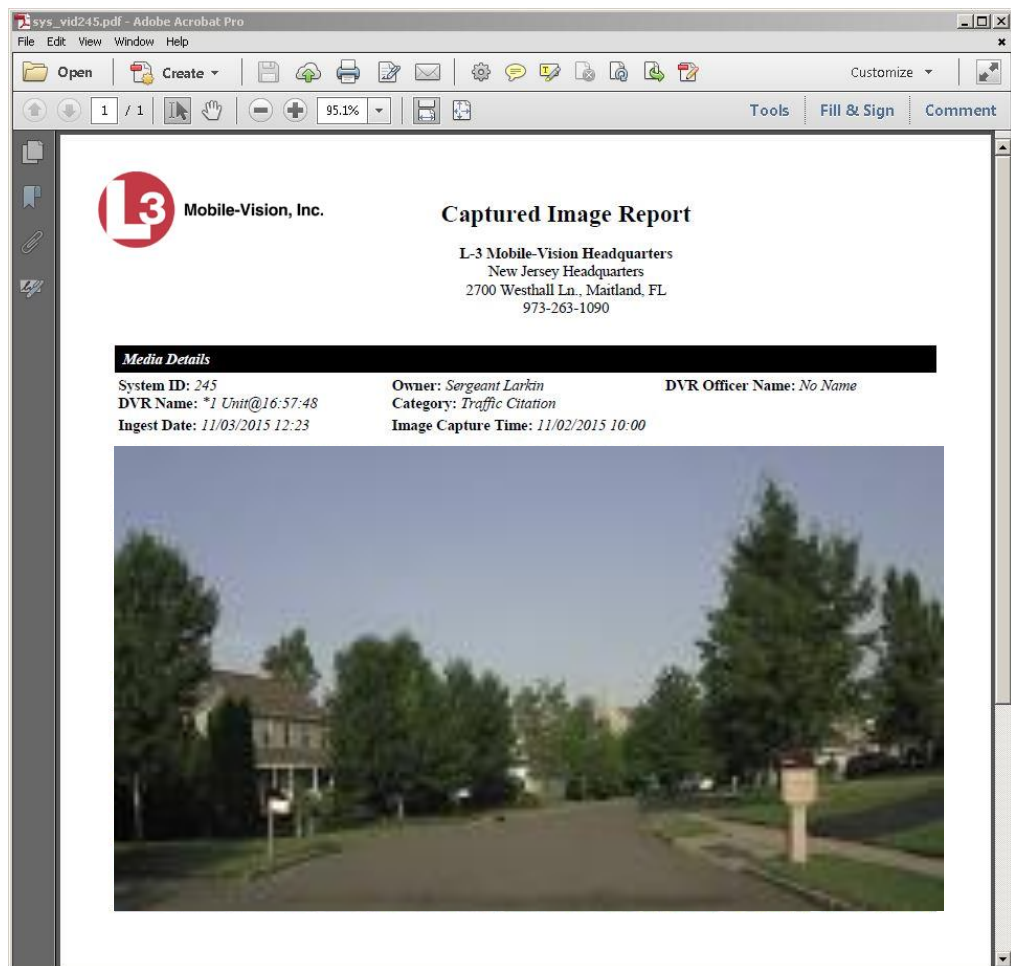



- 9 Go to the **Action** column and click **Export Image to PDF**. A Windows message displays.



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

(Continued)



- 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.

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).

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 are set in the application by your System Administrator. 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.



NOTE: Depending on your user role, you may not have the proper permissions to perform all of the tasks described in this chapter. Permission-driven functions are marked by the ‘P’ symbol.

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 107
- Viewing DVDs, page 107.

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. Blu-Ray discs also 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 105
- Interchange DVD Format, page 106.

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



NOTE: Two additional formats, *Uncompressed* and *ROIA Redacted*, are only available to System Administrators and other users with the required permissions. For more information on these formats, refer to the *DEP Administrator's Guide, NJSP Edition*.

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 you 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 108
- Burning Video to a Data DVD via the Robotic DVD Burner, page 127
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 118
- Burning Video to a Data DVD via Your PC's DVD Burner, page 136.

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 or Macintosh equipped with a DVD player and appropriate software.

One advantage of this format is that it comes with a customizable play menu/submenu.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as listed in the previous section.

* Officer Name, DVR, Start/End Times, 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 111
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 129

Interchange DVD Format

The Interchange format allows you to import MP4 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 104. 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 114
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 132
- Burning a Case to an Interchange Format DVD via Your PC’s DVD Burner, page 121
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 139.

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.

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



NOTE: The burn times listed above refer to the time it takes to burn a disc once the job’s status changes from *Queued* to *Working*. If your server has a high maximum queue size and there are a number of queued DVD jobs ahead of 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 125.

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: Action

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		

Actions: Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results, Back to Video

(Continued)

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



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"/>	D103971	Arrest	*1 D103971@08:10:38	1 min	09/21/2016 08:55
<input checked="" type="checkbox"/>	No Name	Arrest	*1 FBHD@12:10:43	1 min	10/04/2016 08:58

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- Deselect All
- Cancel
- Help

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 111, beginning with step 2
- Burning a Case to an Interchange Format DVD via the Robotic DVD Burner, page 114, beginning with step 2
- Burning a Case to a Data DVD via Your PC's DVD Burner, page 118, beginning with step 2
- Burning a Case to an Interchange Format DVD via Your PC's DVD Burner, page 121, 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 104.

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 118 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 107.)

The Export Case page displays.



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"/>		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 To include all of the case’s videos on your DVD (default), proceed to the next step.

– OR –

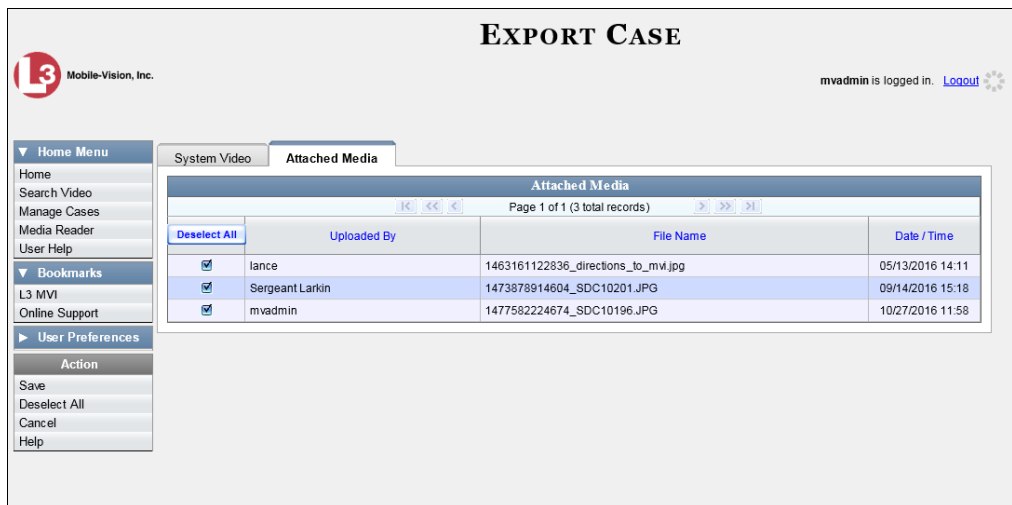
To include some, but not all, of the case’s videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

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.



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_mv4.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.

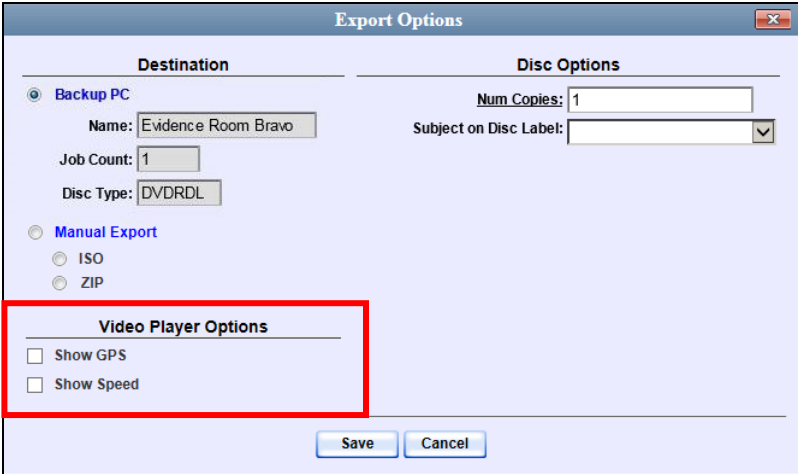
- To include all of the case's attached media on your DVD (default), proceed to the next step.

– 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.

- 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 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 16.
- 12 If a *Show GPS* 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

- 13 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.

- 14 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 16.

Speed	5 MPH
-------	-------

- 15 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.

- 16 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 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 105.

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 107.)

The Export Case page displays.

(Continued)



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



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

- 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 following table.

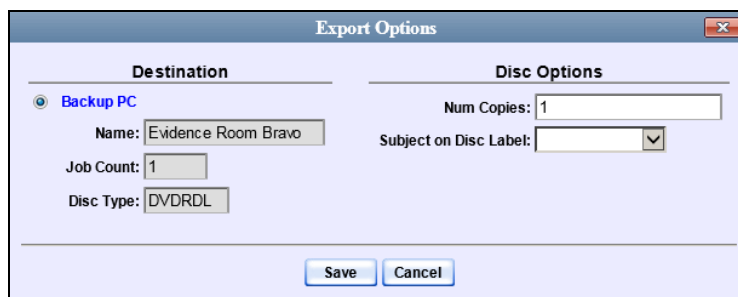
Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).
<input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear	Copy only the video recorded from Camera Channel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

- 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 106.

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 121 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 107.)

The Export Case page displays.

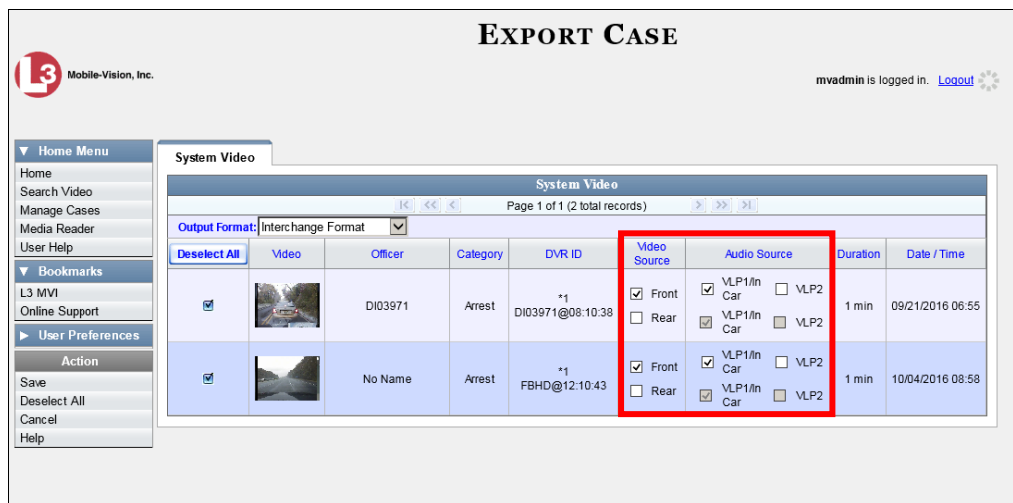


2 To include all of the case’s videos on your DVD (default), proceed to the next step.

– 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 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 in the table on the next page.

(Continued)

Video Source Setting	Description
<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	Copy only the video recorded from Camera Channel 1 (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 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 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 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 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 104.

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 108 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 107.)

The Export Case page displays.



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

<input type="checkbox"/>	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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

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 –

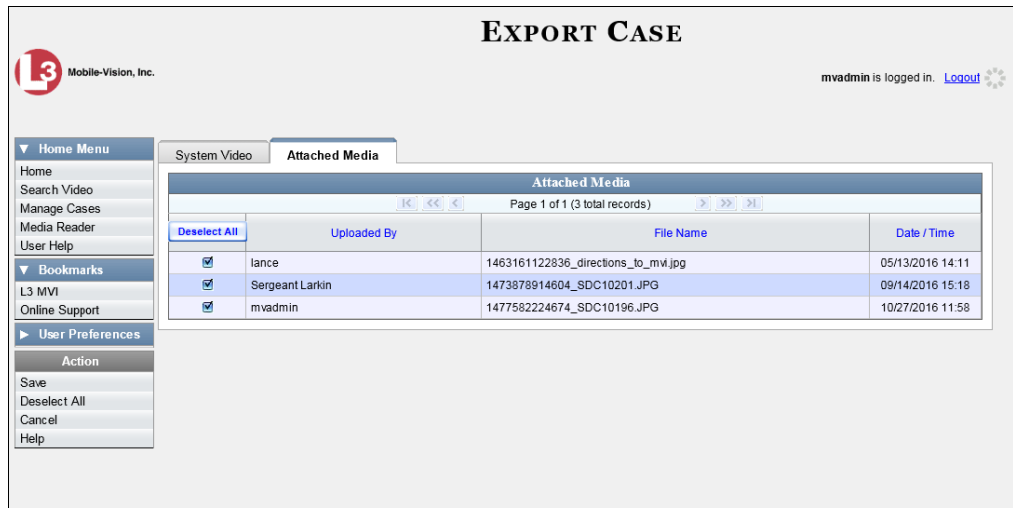
To include some, but not all, of the case's videos on your DVD, deselect the checkbox to the left of each video you wish to exclude.

- 3 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.



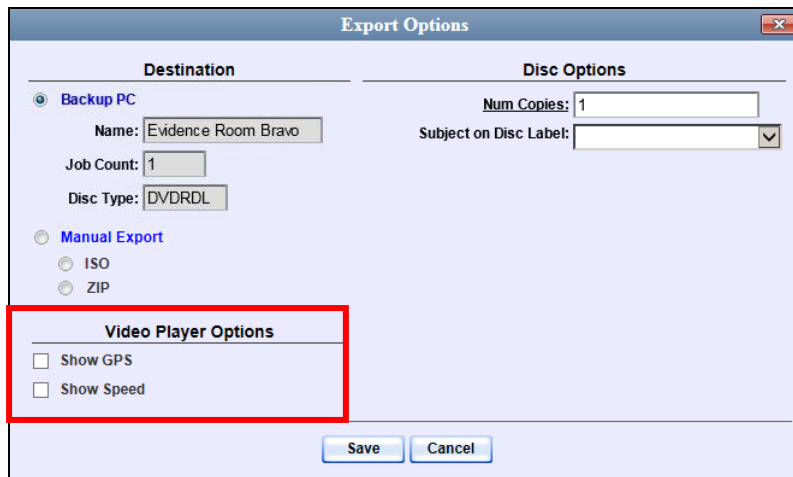
NOTE: If any of the file names are “grayed out”, it indicates that the media file is missing. That data will therefore not be included in your export.

- To include all of the case’s 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 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 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*.

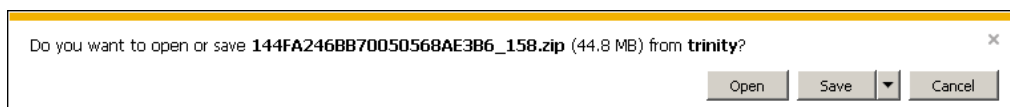
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

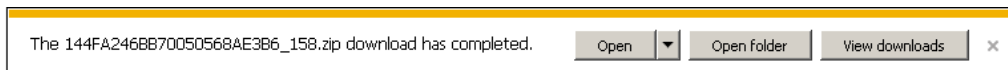
Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ 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 popup displays.
- 18 Navigate to the disk drive location where you wish to temporarily save 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 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 106.

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 114 instead.



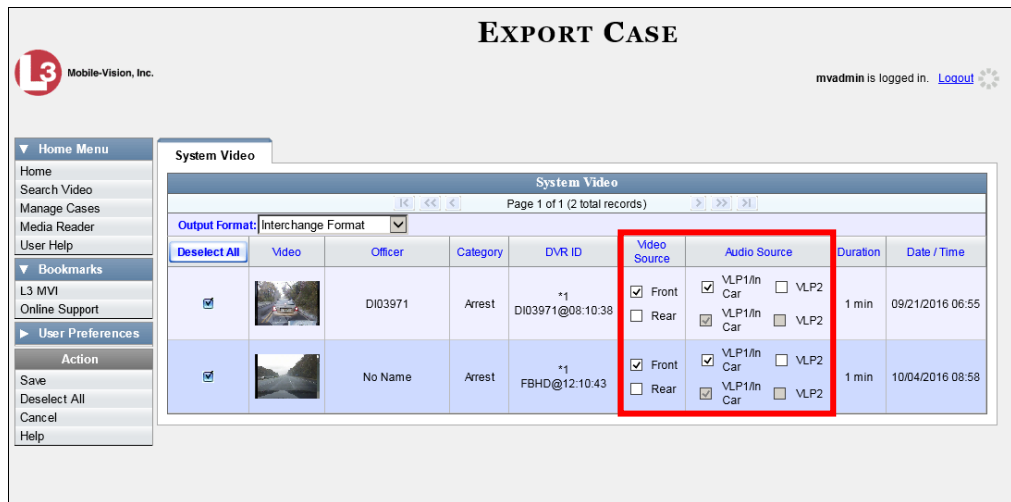
WARNING: Once a video has been exported in Interchange format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

- 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 107.) 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

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

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

If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described on the next page: *(Continued)*

- 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.



Manual Export

- 7 Select **Manual Export**.

You have two file options: an **ISO** file or a **ZIP** file. If you are exporting this data for the *sole purpose* of burning a DVD, select **ISO**. Otherwise select **ZIP**, which will copy your videos and any metadata to a folder first.

- 8 To burn this case as an ISO file (default), proceed to the next step.

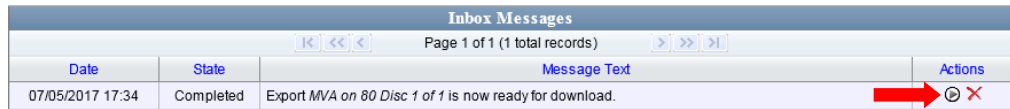
– OR –



To burn this case as a ZIP file, select **ZIP**.


- 9 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*.

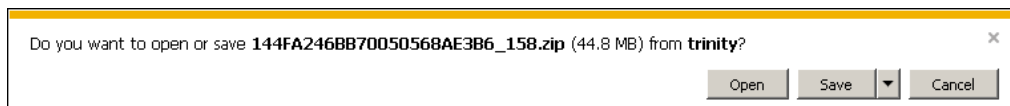
- Go to your *Inbox Messages* and look for a download icon next to the export confirmation message.



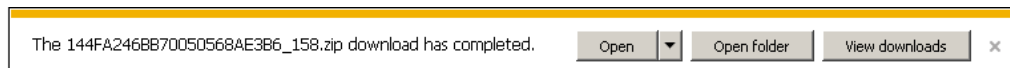
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ 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.

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



SELECT VIDEO(S) FOR EXPORT

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

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

(Continued)

* If necessary, review “Searching for Videos” in chapter 2.

SELECT VIDEO(S) FOR EXPORT

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

Home Menu		Videos						
Home	Page 1 of 1 (6 total records)							
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
Manage Cases	4		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Media Reader	8		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:32	
User Help	2		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 16:10	
Bookmarks	3		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:43	
L3 MVI	1		Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25	
Online Support	13		Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10	
User Preferences	Selected Videos							
Action	Owner	DVR Name	Category	Duration	Video Start	Remove		
Export Video(s)	Officer Ostrum	*1 FB3@21:11:10	00-Unclassified-90 Days	3 min	01/15/2016 15:10			
Cancel	Officer Ostrum	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	22 min	03/08/2016 15:25			

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

EXPORT VIDEO(S)

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

Home Menu		Videos				
Home	Page 1 of 1 (2 total records)					
Search Video	Output Format:					
Manage Cases	Video	Officer	Category	DVR ID	Duration	Date / Time
Media Reader		Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
User Help		Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25
Bookmarks						
L3 MVI						
Online Support						
User Preferences						
Action						
Save						
Return to Select						
Cancel						
Help						

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 129, beginning with step 2

- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 132, beginning with step 2
- Burning Video to a Data DVD via Your PC’s DVD Burner, page 136, beginning with step 2
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 139, beginning with step 2.

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 104.

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 136 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 125.)

The Export Video(s) page displays.



Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 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.

(Continued)

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 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 12.

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

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NE/E

- 9 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.
- 10 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

Speed	5 MPH
-------	-------

- 11 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.
- 12 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

Burning Video to 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 105.

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



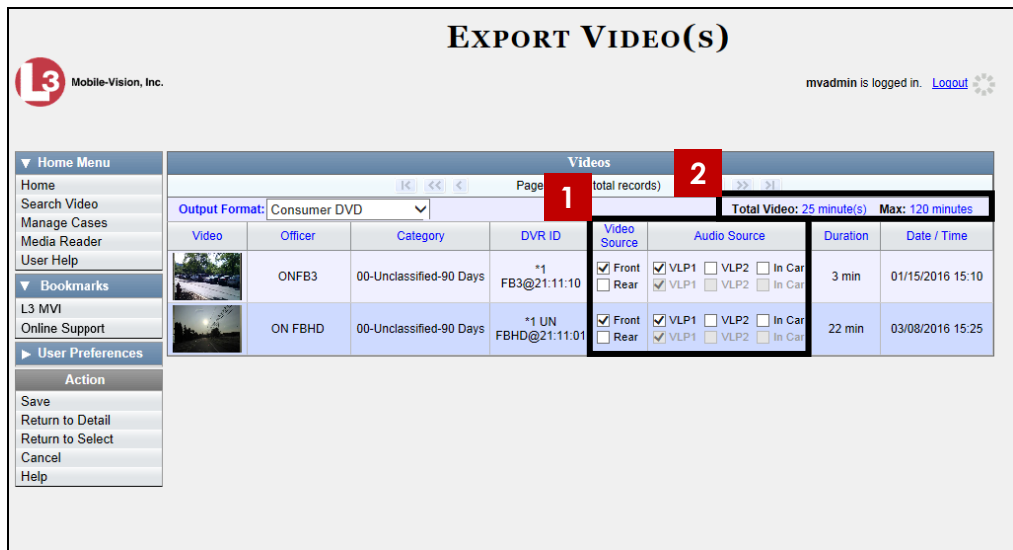
NOTE: You can only create Consumer DVDs using single- or double-layer DVDs, *not* Blu-Ray discs.

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning Video to DVD" on page 125.)
- 2 The Export Video(s) page displays.

(Continued)



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



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

- 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 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 –

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** on the next page), 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 106.

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 139 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 125.)

The Export Video(s) page displays.

EXPORT VIDEO(S)

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- 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
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 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)

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences



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
	Officer Ostrum	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
	Officer Ostrum	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	22 min	03/08/2016 15:25

- 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.

(Continued)

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

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

– OR –

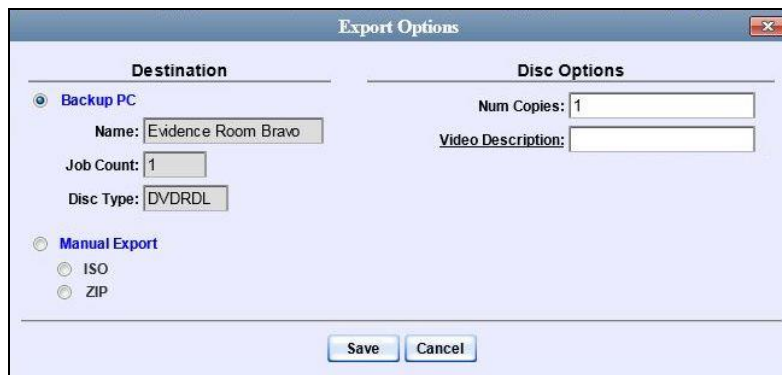
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- 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.



- 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, 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.

- 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 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 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 104.

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 127 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 125.)

The Export Video(s) page displays.



EXPORT VIDEO(S)

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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- Save
- 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
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 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

 Manual Export

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 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 12.

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

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

9 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.

10 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

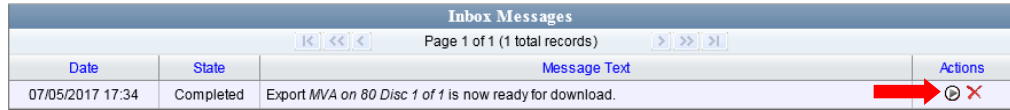
Speed	5 MPH
-------	-------



11 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.


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*.

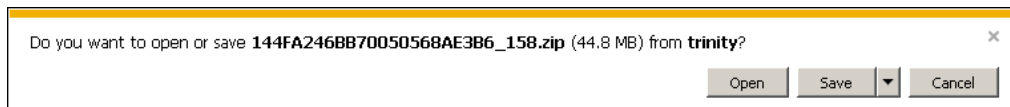
- Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



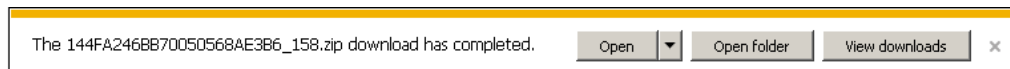
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

- ⇒ 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.

- 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.
- 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 106.

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 132 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 125.)

The Export Video(s) page displays.



EXPORT VIDEO(S)					
Mobile-Vision, Inc.		Officer Ostrum is logged in. Logout			
Videos					
Page 1 of 1 (2 total records)					
Output Format: Data DVD					
Video	Officer	Category	DVR ID	Duration	Date / Time
	Officer Ostrum	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	Officer Ostrum	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 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*.

(Continued)

EXPORT VIDEO(S)

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

Videos							
Page 1 of 1 (2 total records)							
Output Format: Interchange Format							
Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	Officer Ostrum	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
	Officer Ostrum	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	22 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 If the word “Camera” displays in the *Audio Source* column, proceed to the next step.
– OR –

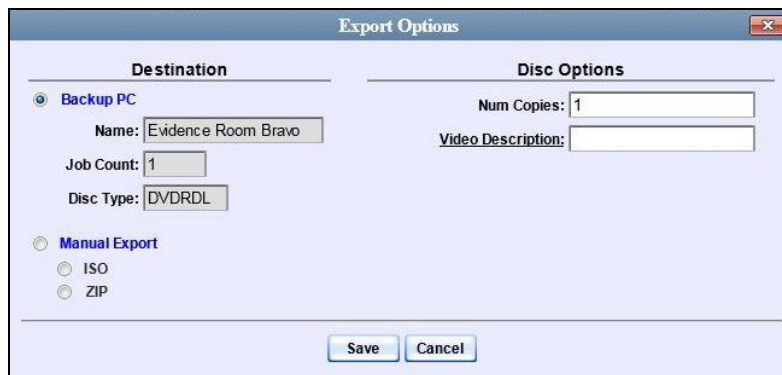
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

- 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.



Manual Export

- 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 –

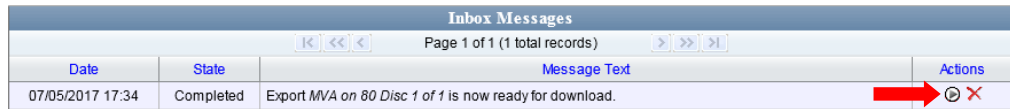
To burn this video as a ZIP file, select **ZIP**.




- 8 Enter a description for this DVD in the *Video Description* field.
- 9 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*.

(Continued)

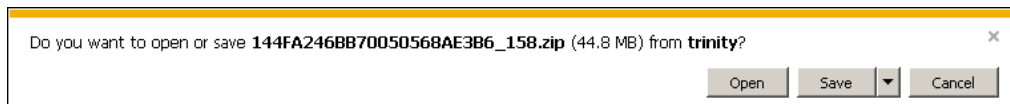
- 10 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



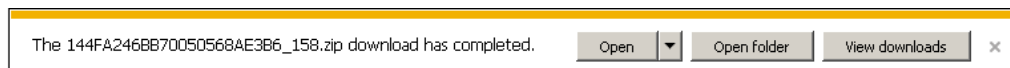
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ 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.

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



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



- 16 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 144
- Viewing an Interchange or FOIA Redacted Format DVD, page 146.

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.



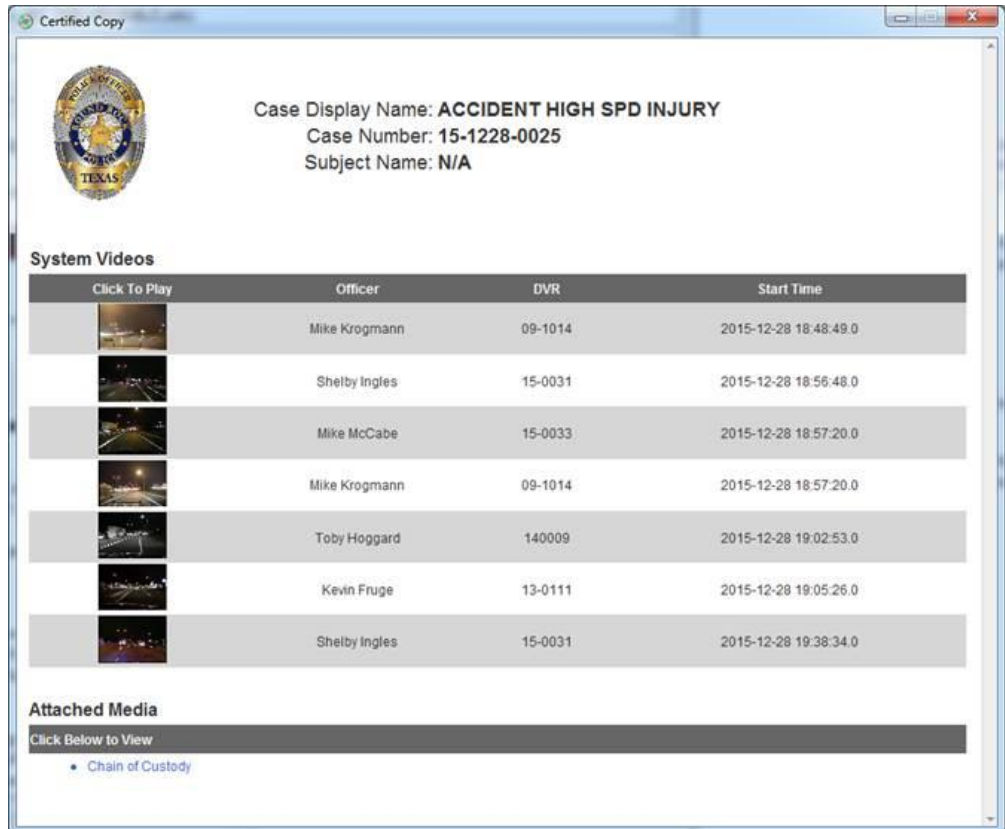
- 1 Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will display automatically. If it does *not* display, navigate to your PC's DVD/CD drive and double-click on the **AutoPlay.exe** icon.

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 popup to exit the DVD menu.

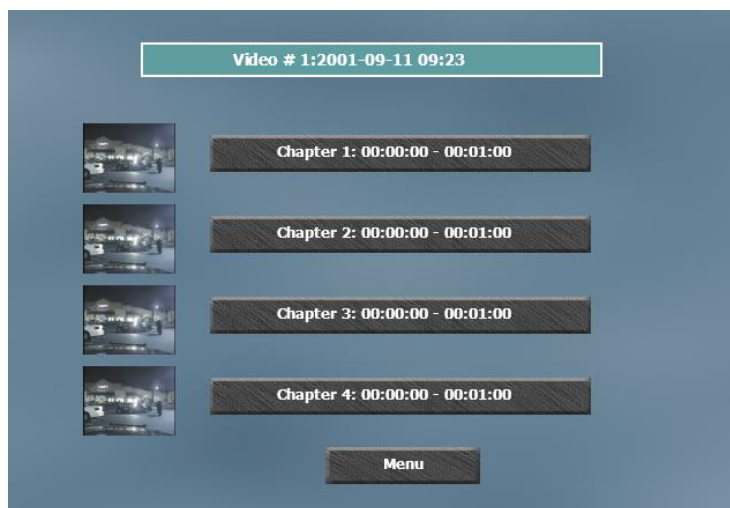
Viewing a Consumer DVD

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 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.

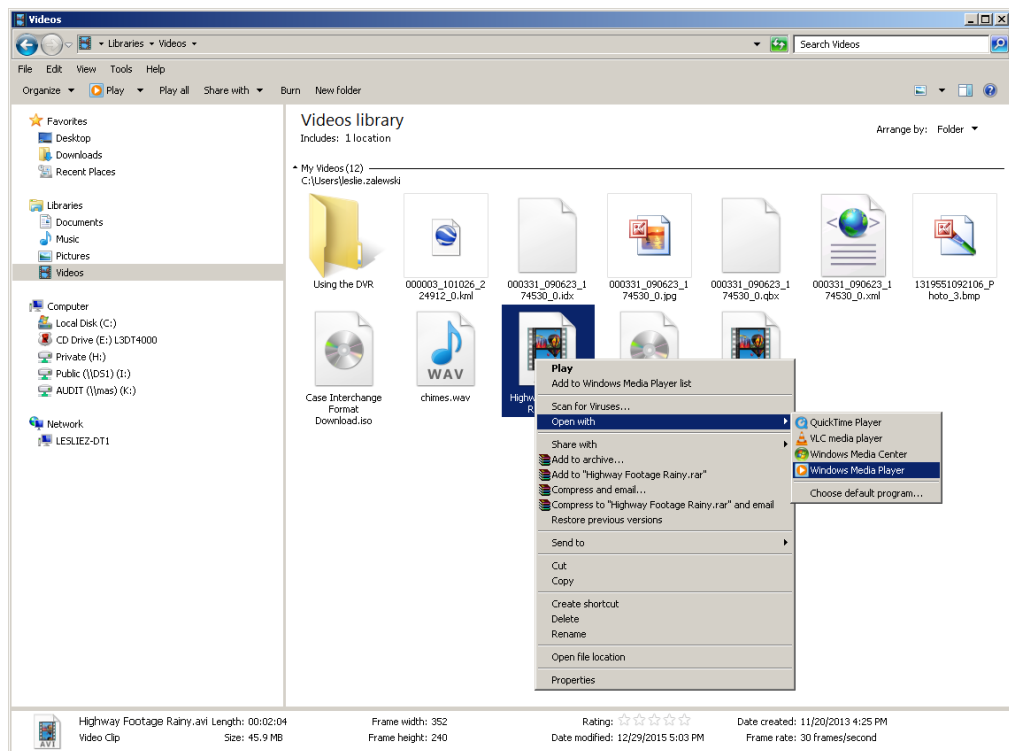
Viewing an Interchange or FOIA Redacted Format DVD

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.

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 New Case, below
- Searching for Cases, page 153
- Viewing Case Search Results, page 161
- Displaying a Case, page 162
- Viewing Your List of Favorite Cases, page 172
- Updating a Case, page 172
- Adding a Case to Your List of Favorite Cases, page 186
- Removing a Case from Your List of Favorite Cases, page 187
- Marking a Case for Disposal, page 188
- Reactivating an Offline Case, page 189
- Generating a Chain of Custody Report for a Case, page 194
- Downloading Case Files to Your PC, page 195.

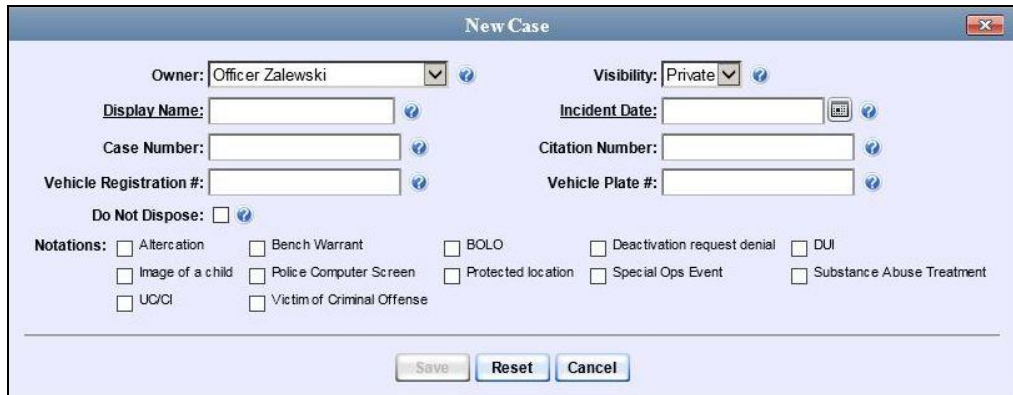
Creating a New Case

This section describes how to create a new case. For a description of cases and how they are using 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). This method is described in this section
- Method 2: Open a video and create a new case to attach it to.

- 1 Go to **Home Menu** and click **Manage Cases**. The Search Case page displays.
- 2 Go to the **Action** 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>
Visibility	The visibility status for this case: <i>private</i> (default) or <i>public</i> . If you mark a case as <i>private</i> , it can only be viewed by the case's owner and users who have <i>edit</i> permissions. If you mark a case as <i>public</i> , it can be viewed by any DEP user. <i>Select this value from the drop-down list.</i>
Display Name	The case name. This is the name that will appear on the Case Results page after you search for the case. It is also the default label value for case DVDs.
Incident Date	The date on which the incident occurred. The <i>incident</i> is the event that the case pertains to, such as a motor vehicle accident. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format. Required field.</i>
Case Number	Your agency's case number.
Citation Number	The citation number associated with this case, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The vehicle license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox used to indicate whether or not you want the system to keep this case online even after the Auto Dispose <i>(Continued)</i>

New Case Form (cont'd)	
Field	Description
Do Not Dispose (cont'd)	<p>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>. * If, for example, your System Administrator sets 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 <i>Auto Dispose</i> is 60 days. However, your System Administrator may choose to change this default.</p> <p>If this checkbox does <i>not</i> display, it means that you lack the proper permissions to perform this task.</p> <p>For more information on this topic, see "Viewing/Changing the Online Lifecycle Settings" in chapter 7 of the <i>DEP Administrator's Guide ■ NJSP Edition</i>.</p> <p><input checked="" type="checkbox"/> Keep this case's status as <i>online</i> even after the <i>Auto Dispose Time</i> expires.</p> <p><input type="checkbox"/> Change this case's status to <i>offline</i> after the <i>Auto Dispose Time</i> expires.</p>
Notations	User-defined checkboxes used to notate a case. Your System Administrator defines these notations. <i>Select all that apply.</i>

- 3 If you will be the owner of this case (default), proceed to the next step.

– OR –

If you will *not* be the owner of this case, select another name from the *Owner* drop-down list.

- 4 If you wish to mark this case as *private* (i.e., only viewable by its owner and users with *edit* permissions), proceed to the next step.

– OR –

If you wish to mark this case as *public* (i.e., viewable by all users), select **Public** from the *Visibility* drop-down list.

- 5 Enter a descriptive name for this case in the *Display Name* field. *This is a required field.*



- 6 Enter or select the incident date associated with this case in the *Incident Date* field. Observe mm/dd/yyyy format. *This is a required field.*

* Videos that are attached to the case will remain online as long as their categories allow

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



NOTE: Once you select the *Do Not Dispose* checkbox, the system will *not* remove the case from the server until you de-select that checkbox.

- 13 If there are any checkboxes to the right of the *Notations* field, select all that apply to this case. Otherwise proceed to the next step.
- 14 Click **Save**. A confirmation message displays at the top of the Case Details page.

Case Bomb Scare at CMS successfully saved

At this point, you may wish to perform one of the following tasks:

- Add a video to this case. See “Adding a Video to a Case” on page 174, beginning with step 2
- Add a media attachment to this case. See “Adding a Media Attachment to a Case” on page 177, beginning with step 2
- Add a subject name to this case. See “Adding a Subject to a Case” on page 179, beginning with step 2
- Add a comment to this case. See “Adding a Comment to a Case” on page 184, beginning with step 2
- Add this case to your “Favorite Cases” list. See “Adding a Case to Your List of Favorite Cases” on page 186, beginning with step 2.

* For more information on Auto Dispose Time, see *Do Not Dispose* in the table on page 153.

Searching for Cases

You can search for cases by a number of different criteria, as described below.

Search Method	Used to search for cases by some or all of this criteria...	
Basic	Case Information: <ul style="list-style-type: none"> ▪ Incident Date ▪ Citation Number ▪ Case Number ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner 	Subject Information: <ul style="list-style-type: none"> ▪ First Name ▪ Last Name
Advanced	Case Information: <ul style="list-style-type: none"> ▪ Creation Date ▪ After Incident Date ▪ Before Incident Date ▪ Citation Number ▪ Case Number ▪ Case Display Name ▪ Vehicle Registration # ▪ Owner ▪ Vehicle Plate # ▪ Comments ▪ Notations 	Subject Information: <ul style="list-style-type: none"> ▪ First Name ▪ Last name ▪ Driver's License # ▪ Race ▪ Gender ▪ Date of Birth

For specific instructions, see:

- Performing a Basic Case Search, below
- Performing an Advanced Case Search, page 156.


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  and click **Manage Cases**. The Search Case page displays.

SEARCH CASE


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

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

- New Case
- Search
- Advanced Search
- Previous Results
- Clear

Case Information

Incident Date: <input type="text"/>	Citation Number: <input type="text"/>
Case Number: <input type="text"/>	Case Display Name: <input type="text"/>
Vehicle Registration #: <input type="text"/>	Owner: <input type="text"/>

Subject Information

First Name: <input type="text"/>	Last Name: <input type="text"/>
----------------------------------	---------------------------------

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


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 156.
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 New Case" on page 149.
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.

(Continued)

CASE SEARCH RESULTS

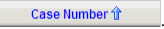
 Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Manage Cases						
Page 1 of 2 (20 total records)						
Details	Display Name	Case Number	Subject	Incident Date	Status	
	Armed Robbery	---	Multiple	12/01/2015		
	CW-test	---	---	11/09/2015		
	First Degree Assault	---	Multiple	11/05/2015		
	Robbery at Quick Check	---	Multiple	11/03/2015		
	MVA on Rt. 23	---	---	11/02/2015		
	Pedestrian Accident	---	Multiple	11/02/2015		
	MVA on Rt 80	---	Multiple	10/02/2015		
	MVA on Rt. 80	---	Cates, Devn	12/04/2014		
	Robbery at Quick Check	---	Multiple	12/03/2014		
	Street Fight	---	Multiple	08/04/2014		
	Accident on Rt 80	04-000945	---	07/04/2014		
	Quick Check Robbery	09-008765	Cates, Devn	07/04/2014		

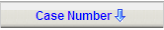
For a detailed description of the components on the Case Search Results page, see “Viewing Case Search Results” on page 161.

By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- 5 Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

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

– OR –

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

- 6 To view a case’s details, click the Details icon to the left of that case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 163.

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 Notations |
| <input type="checkbox"/> After Incident Date | <input type="checkbox"/> Subject’s First Name |
| <input type="checkbox"/> Before Incident Date | <input type="checkbox"/> Subject’s Last name |
| <input type="checkbox"/> Citation Number | <input type="checkbox"/> Subject’s Driver’s License Number |
| <input type="checkbox"/> Case Number | <input type="checkbox"/> Subject’s Race |
| <input type="checkbox"/> Case Display Name | <input type="checkbox"/> Subject’s Gender |
| <input type="checkbox"/> Vehicle Registration Number | <input type="checkbox"/> Subject’s Date of Birth |
| <input type="checkbox"/> Case Owner | <input type="checkbox"/> Vehicle Plate Number |
| <input type="checkbox"/> Case Comments | |

- 1 Go to **Home Menu** and click **Manage Cases**. The Search Case page displays.

- 2 Look under the **Action** column. If the **Advanced Search** option displays, click on it. Otherwise proceed to the next step.

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

(Continued)

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.
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 Comments 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
New Case	Enter a new case record.
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 153.
Previous Results	Return to the previous Case Search Results page, if applicable. If you have not performed a search since you logged on, this action will not display.
Clear	Remove all entries and selections from the Advanced Search form.
Create	Open a new case. For more information, see "Creating a New Case" on page 149.
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.

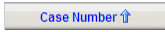


CASE SEARCH RESULTS					
L3 Mobile-Vision, Inc. Officer Zalewski is logged in. Logout					
Manage Cases					
Page 1 of 2 (20 total records)					
Details	Display Name	Case Number	Subject	Incident Date	Status
	Armed Robbery	---	Multiple	12/01/2015	
	CW-test	---	---	11/09/2015	
	First Degree Assault	---	Multiple	11/05/2015	
	Robbery at Quick Check	---	Multiple	11/03/2015	
	MVA on Rt. 23	---	---	11/02/2015	
	Pedestrian Accident	---	Multiple	11/02/2015	
	MVA on Rt 80	---	Multiple	10/02/2015	
	MVA on Rt. 80	---	Cates, Devin	12/04/2014	
	Robbery at Quick Check	---	Multiple	12/03/2014	
	Street Fight	---	Multiple	08/04/2014	
	Accident on Rt 80	04-000945	---	07/04/2014	
	Quick Check Robbery	09-008765	Cates, Devin	07/04/2014	

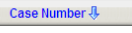
For a detailed description of the components on this page, see the next section, “Viewing Case Search Results.”


By default, cases are sorted chronologically by *Incident Date*. To sort the results differently, proceed to the next step. Otherwise skip to step 6.

- Go to the column heading you wish to sort by: *Display Name*, *Case Number*, or *Subject*.

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

– OR –

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




-  To view a case’s details, click the Details icon to the left of the case. The Case Details page displays. For a detailed description of the components on this page, see the table beginning on page 163.

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 153 and “Performing an Advanced Case Search” on page 156.



The total number of cases included in your search results displays at the top of the results list. The other components on this page are described below.

Navigation Buttons	
Button	Description
	Next Page/Previous Page. Used to scroll through the search results one page at a time.
	Fast forward/fast rewind. Used to scroll through the search results ten pages at a time.
	First Page/Last Page. Used to advance to the first 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 multiple will display in this column.

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 149.
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 153.

– OR –


Go to  **User Preferences** 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.

CASE DETAILS


mvadmin is logged in. [Logout](#)

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

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: <input type="text" value="First Degree Assault"/>	Case Number: <input type="text" value="2017-004398"/>
Status: <input type="text" value="Online"/>	Citation Number: <input type="text"/>
Owner: <input type="text" value="mvadmin"/>	Vehicle Registration #: <input type="text"/>
Visible: <input type="text" value="No"/>	Vehicle Plate #: <input type="text" value="UUU90D"/>
Creation Date: <input type="text" value="11/01/2016 16:50"/>	Notations: <input type="text"/>
Incident Date: <input type="text" value="10/06/2016"/>	

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"> ▪ <i>Online</i>. The case is still stored on the DEP server; you can add new videos, media files, subjects, and/or comments to the case. ▪ <i>Offline</i>. Some, but not all, of the case functions are available on the server. You can still view the case record, but you can't view its media attachments. Also, you can't export the case or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). If desired, you can restore an offline case to online status within a limited time period. For more information, see "Reactivating an Offline Case" on page 189.
Owner	The individual to whom this case is assigned.
Visible	<p>The visibility status of this case:</p> <ul style="list-style-type: none"> ▪ <i>No</i>. This case is marked as private; therefore it can only be viewed by its owner <i>or</i> users with <i>edit</i> permissions. ▪ <i>Yes</i>. This case is marked as public; therefore it can be viewed by all DEP users. <p>If this is a restricted case, this field will not display.</p>

Case Details Tab (cont'd)	
Field	Description
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 citation number associated with this case, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox that indicates whether or not the system will keep this case's data available online after the Auto Dispose Time has expired. For more information on this feature, see page 151.
Notations	Agency-specific checkboxes used to notate a case. Case notations are defined by your System Administrator (e.g., DUI, Argumentative, etc.).
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 174, 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 177, 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 179, beginning with step 2.
Add Comment	Add a comment to this case. For instructions, see "Adding a Comment to a Case" on page 184, beginning with step 2.
Export	Open the Export page in order to burn a case to DVD or download it to your PC. <i>(Continued)</i>

Available Actions (cont'd)	
Action	Description
Export (cont'd)	For more information, 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 186, 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” on page 192. 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 189. 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 194, 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:

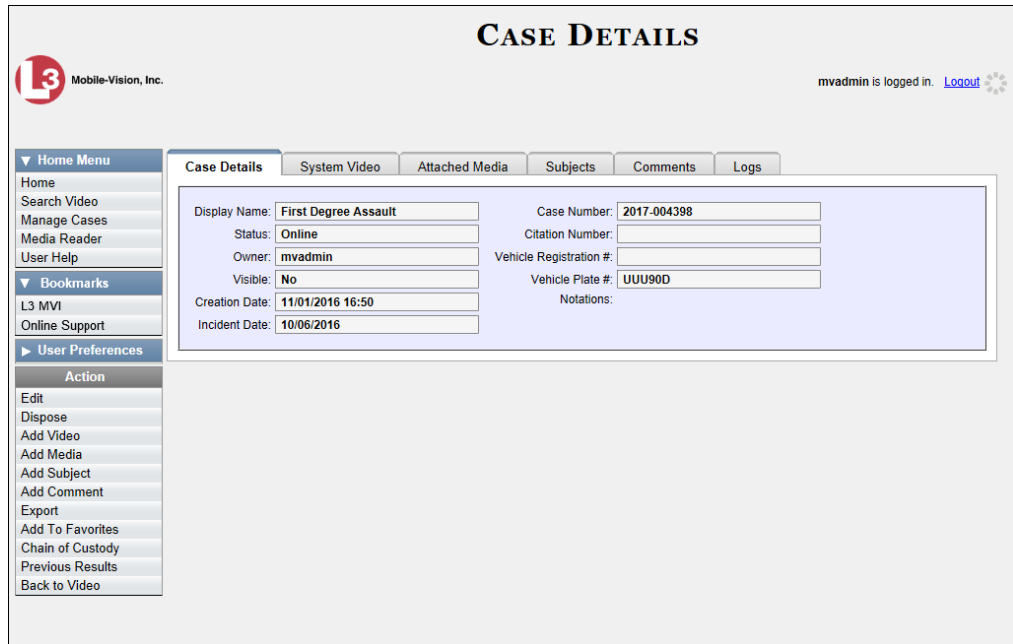
- Viewing a Case’s Videos, next page, beginning with step 2
- Viewing a Case’s Media Attachments, page 168, beginning with step 2
- Viewing a Case’s Subjects, page 169, beginning with step 2
- Viewing a Case’s Comments, page 170, beginning with step 2.

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 162.)

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: 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 Click the **System Video** tab. All videos that are currently linked to this case display.



CASE DETAILS

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

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

Bookmarks: L3 MVI, Online Support

User Preferences: 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



System Video

Page 1 of 1 (3 total records)

Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start ▲	Remove
			Officer Ostrum	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	
			Officer Ostrum	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. By default, the owner of a video file is the officer who was logged on to the DVR unit during the recording. However, your System Administrator may, in some circumstances, reassign a video to another officer. Note: If the value of the <i>Owner</i> field begins with *1 No Name@ , it means one of two things: 1) no officer was logged in to the DVR unit when the recording began, or 2) an officer was manually logged in to the unit* when the recording began, but they logged in using a DVR Officer Name that was not an exact match to the one on the server.
Category	The category assigned to this video.
DVR Type	The type of DVR that captured this video: <ul style="list-style-type: none"> ▪ <i>Vehicle</i>. A DVR that is installed inside a vehicle, such as a police cruiser. ▪ <i>Interview Room</i>. A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module. ▪ <i>Body Worn</i>. A <i>BodyVISION</i> or BWX-100 Body Worn camera. ▪ <i>VieVu</i>. A VIEVU Body Worn camera.
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	A button used to detach or unlink this video from the case.

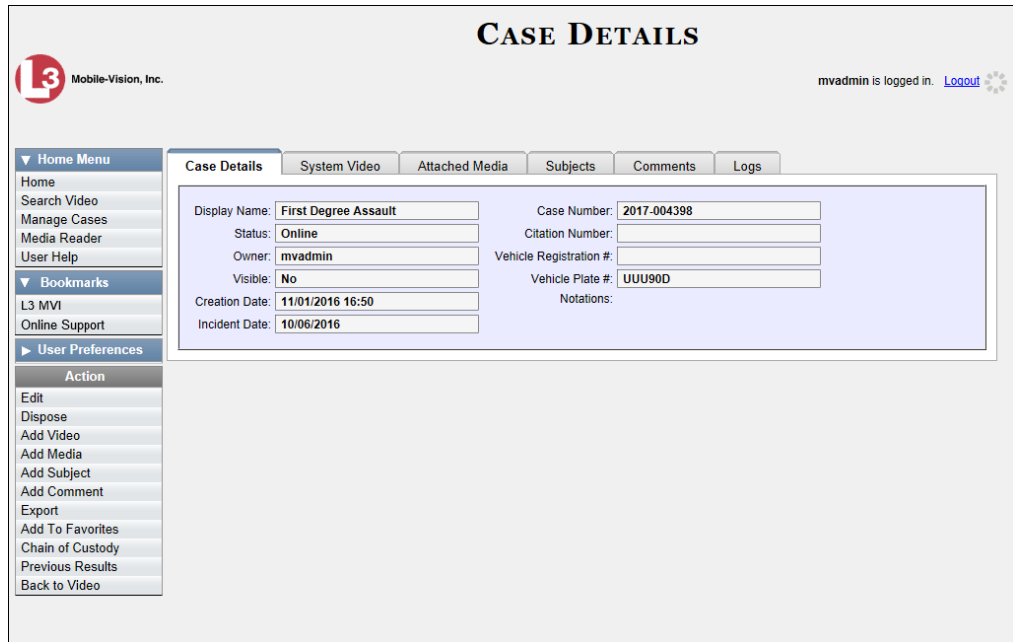
-  **3** To view a video’s details, click the video’s Details icon. Otherwise proceed to the next step.
-  **4** To play a video, click the video’s *Play* button. The Flashback Player launches in a separate window. For more information, see “Flashback2/3/BV Player” in chapter 2.

* Using the ‘User’ screen on the DVR

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 162.) The Case Details page displays.



CASE DETAILS

Mobile-Vision, Inc. mvadmin 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: Notations:
 Incident Date:

- 2 Click the **Attached Media** tab. All media files that are currently linked to this case display.



CASE DETAILS

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

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

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	

The columns on the **Attached Media** tab are described below.

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.



- 3 To view an attachment, click the folder icon in the *Open* column.

Viewing a Case's Subjects

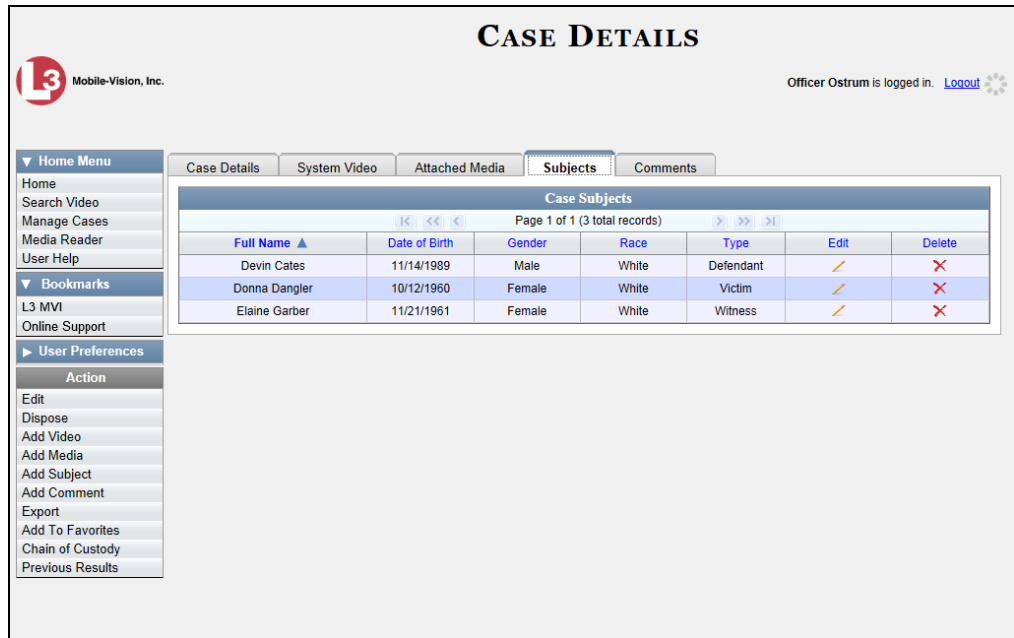
This section describes how to view information on the subject(s) that are currently linked to a case.

- 1 Search for and display the case you wish to view. (If necessary, review “Displaying a Case” on page 162.)

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

- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display.

(Continued)



CASE DETAILS

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

Home Menu
Home
Search Video
Manage Cases
Media Reader
User Help

Bookmarks
L3 MVI
Online Support

User Preferences
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

Case Subjects
Page 1 of 1 (3 total records)

Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	White	Defendant		
Donna Dangler	10/12/1960	Female	White	Victim		
Elaine Garber	11/21/1961	Female	White	Witness		

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 your System Administrator.
Type	The type of subject (e.g., <i>Witness</i> , <i>Victim</i> , <i>Defendant</i> , etc.)
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 162.)

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: 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: Case Number:
 Status: Citation Number:
 Owner: Vehicle Registration #:
 Visible: Vehicle Plate #:
 Creation Date: Notations:
 Incident Date:

2 Click the **Comments** tab. All comments 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, Online Support

User Preferences: Action (Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results)

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

Case Comments

Page 1 of 1 (2 total records)

Date ▲	User	Text	Edit	Delete
10/27/2016 11:47	mvadmin	Spoke to DA's office regarding ME report		
10/27/2016 11:48	mvadmin	Officer Day may be required to testify at trial		

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

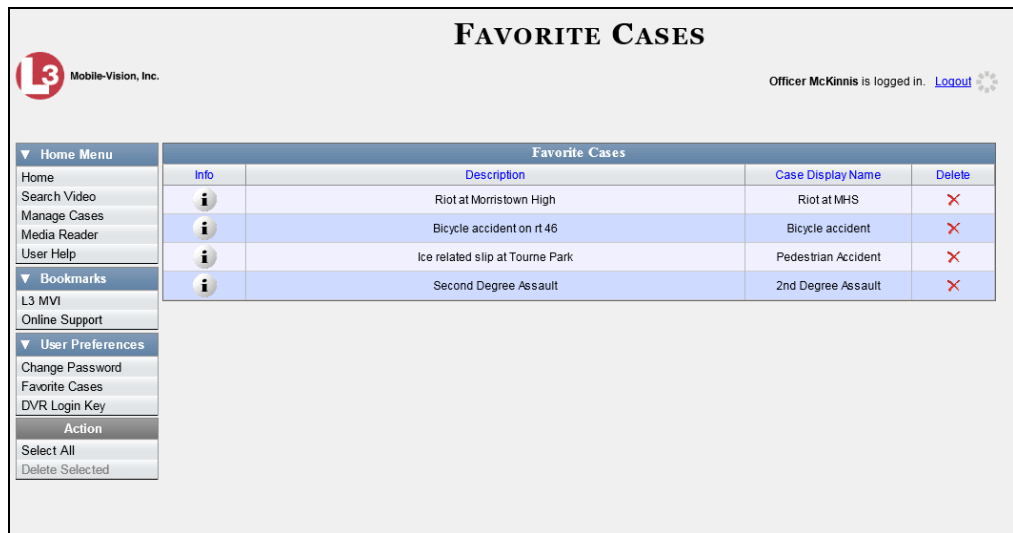
(Continued)

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 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 186.

- 1 Go to **▼ User Preferences** and click **Favorite Cases**. The Favorite Cases page displays.




FAVORITE CASES

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

Info	Description	Case Display Name	Delete
	Riot at Morristown High	Riot at MHS	
	Bicycle accident on rt 46	Bicycle accident	
	Ice related slip at Tourne Park	Pedestrian Accident	
	Second Degree Assault	2nd Degree Assault	

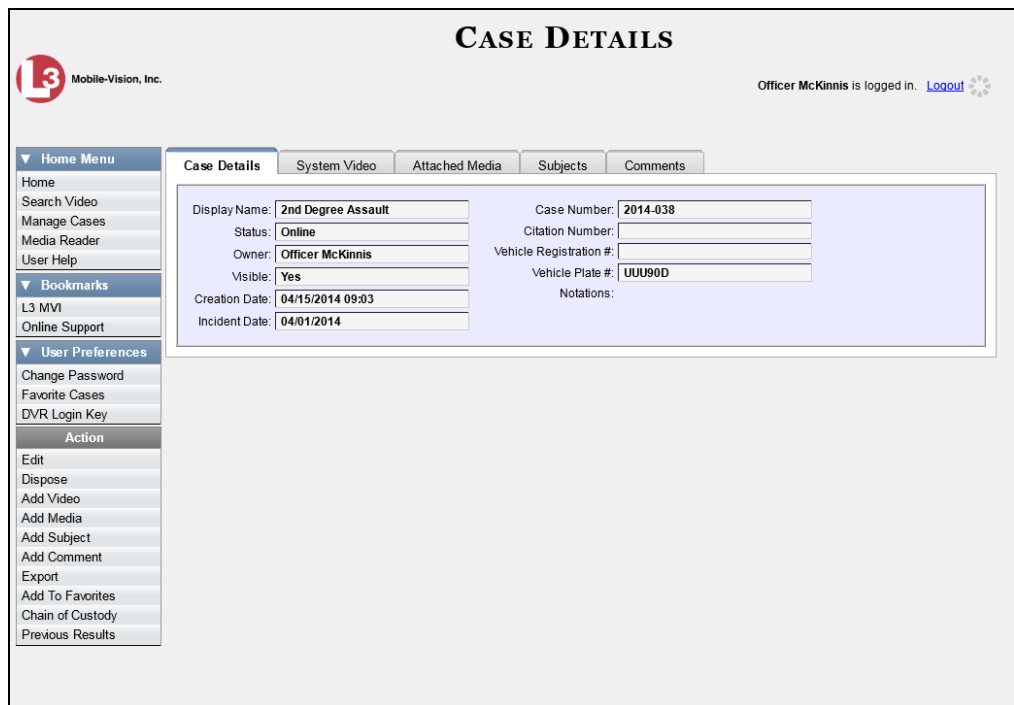
- 2 To *add* a case to this list, see “Adding a Case to Your List of Favorite Cases” on page 186.

– 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.

The Case Details page displays.



Mobile-Vision, Inc.

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

CASE DETAILS

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

Display Name:	2nd Degree Assault	Case Number:	2014-038
Status:	Online	Citation Number:	
Owner:	Officer McKinnis	Vehicle Registration #:	
Visible:	Yes	Vehicle Plate #:	UUU90D
Creation Date:	04/15/2014 09:03	Notations:	
Incident Date:	04/01/2014		

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

- Change Password
- Favorite Cases
- DVR Login Key

Action

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

For a detailed description of the components on this page, see the table beginning on page 163.

Updating a Case

Periodically, you may need to add/remove data from a case, including videos, subject names, media attachments, and comments.

For specific instructions, see:

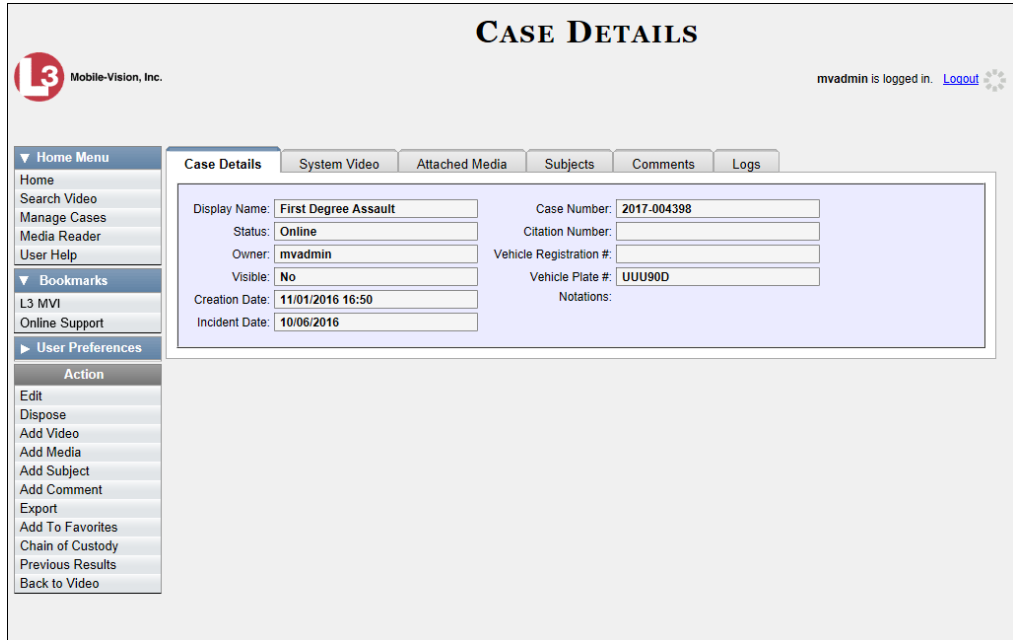
- Adding a Video to a Case, next page
- Removing a Video from a Case, page 176
- Adding a Media Attachment to a Case, page 177
- Removing a Media Attachment from a Case, page 179
- Adding a Subject to a Case, page 179
- Removing a Subject from a Case, page 180
- Updating a Case's Subjects, page 182
- Adding a Comment to a Case, page 184
- Removing a Comment from a Case, page 185
- Updating a Case's Comments, page 185.

Typically, you can only update cases that you *own*. Depending on your permissions, however, you may be able to update other cases as well.

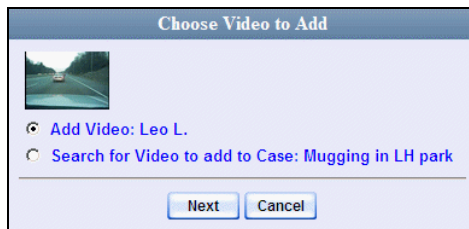
Adding a Video to a Case

This section describes how to add a video to an existing case.

- 1 Search for and display the case you wish to add a video to. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays.



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



If you've viewed a video since you last logged onto the system, the most recent video you viewed will display on this popup.

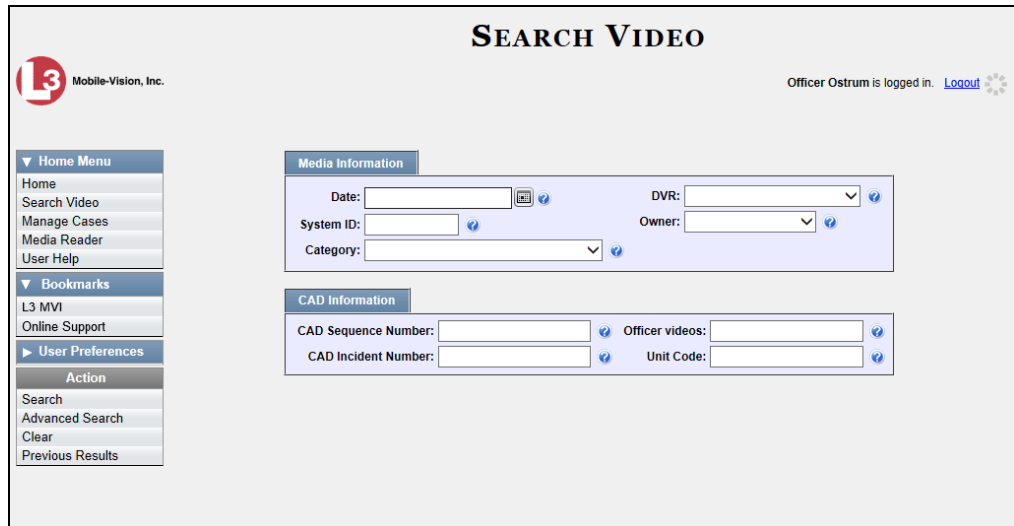
- ⇒ If *one* radio button displays, skip to step 4.
- ⇒ If *two* radio buttons display, proceed to the next step.

- 3 To add the displayed video to your case, click **Next**. Skip to step 8.

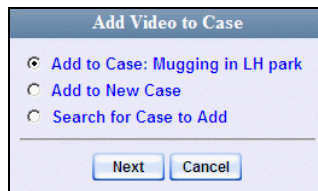
– OR –

To add a *different* video to your case, select **Search for Video to add to Case**.

- 4 Click **Next**. The Search Video page displays.



- 5 Search for and display the video you wish to add. (If necessary, review “Searching for Videos” in chapter 2.)
- 6 Go to the **Action** column and click **Add To Case**. The Add Video to Case popup displays.



- 7 Click **Next**. The Case Details page redisplay.
- 8 Click the **System Video** tab. Note that the new video now displays on the case’s video list.

(Continued)



CASE DETAILS

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

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

Bookmarks: L3 MVI, Online Support

User Preferences: Action (Edit, Dispose, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results)

System Video Table:

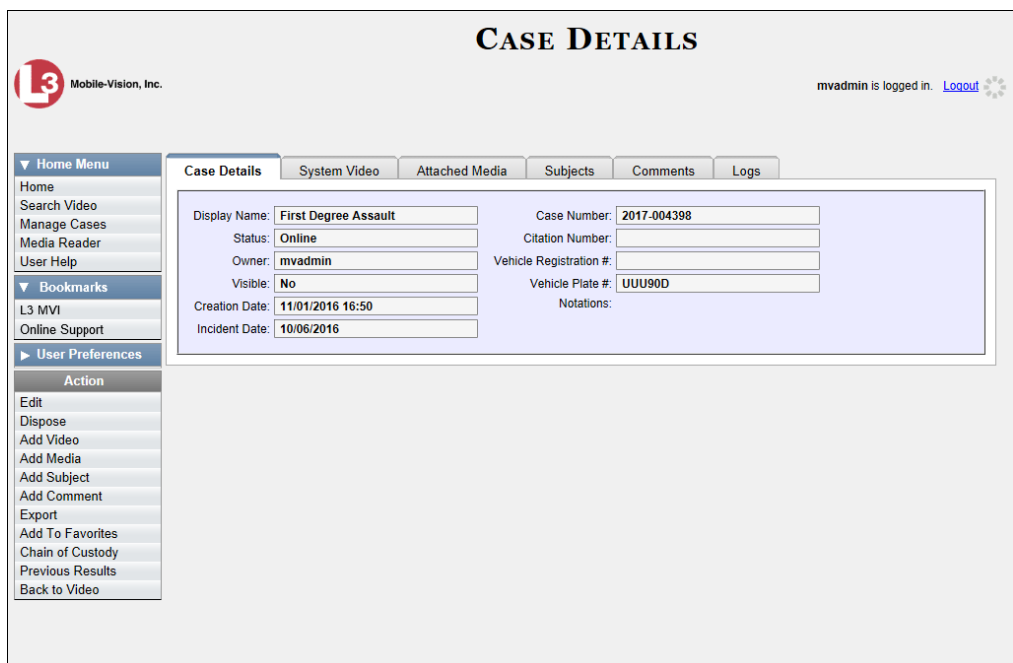
Details	Play	Video	Owner	Category	DVR Type	DVR Name	Duration	Video Start	Remove
			Officer Ostrum	Body Worn	Body Worn	*1 No Number@21:11:33	3 min	01/11/2016 08:55	
			*1 ONFB3@21:03:10	00-Unclassified-90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:06	
			Officer Ostrum	00-Unclassified-90 Days	Vehicle	*1 FB3@21:11:10	3 min	01/15/2016 15:10	

- 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.

- Search for and display the case you wish to remove a video from. (If necessary, review “Displaying a Case” on page 162.) 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: 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 Form:

Display Name: <input type="text" value="First Degree Assault"/>	Case Number: <input type="text" value="2017-004398"/>
Status: <input type="text" value="Online"/>	Citation Number: <input type="text"/>
Owner: <input type="text" value="mvadmin"/>	Vehicle Registration #: <input type="text"/>
Visible: <input type="text" value="No"/>	Vehicle Plate #: <input type="text" value="UUU90D"/>
Creation Date: <input type="text" value="11/01/2016 16:50"/>	Notations: <input type="text"/>
Incident Date: <input type="text" value="10/06/2016"/>	

- 2 Click the **System Video** tab. All the videos that are currently linked to this case display, as pictured on the previous page.

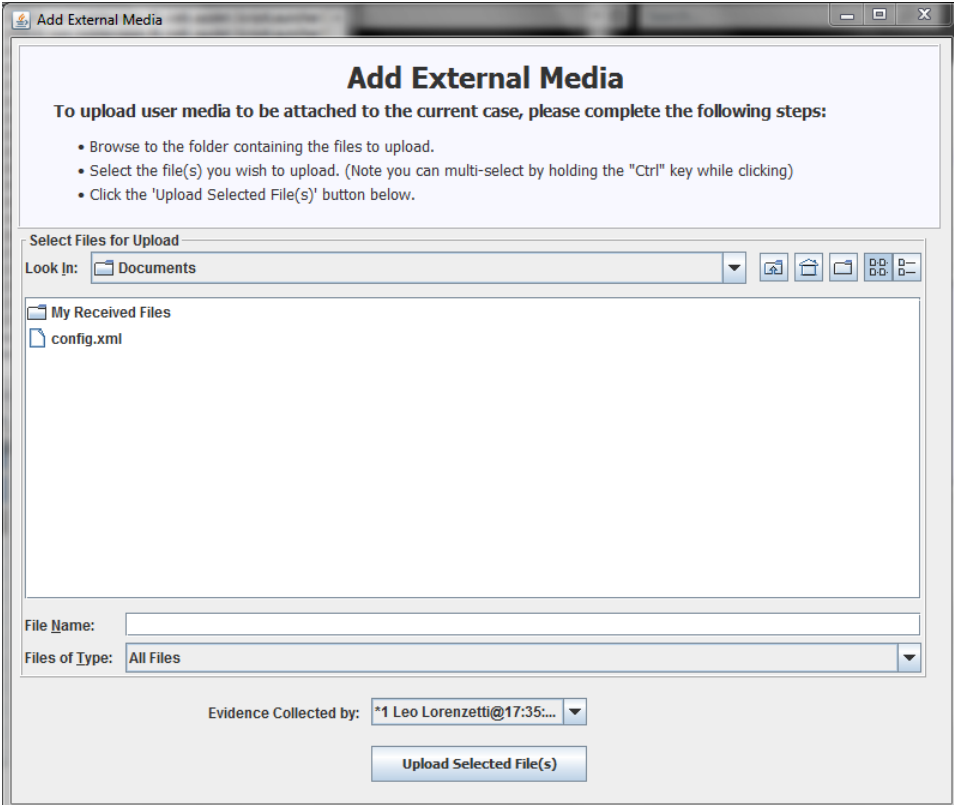
For a description of the columns on this tab, see page 167.

- 3 Locate the video you wish to remove, then go to the *Remove* column and click **X**. 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 162.) 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.

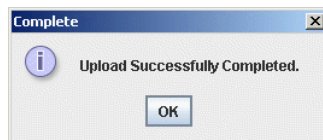


- 3 Using the *Look in* drop-down list, navigate to the disk drive location where the file is located.
- 4 Click on the file or files you wish to link. To select more than one file, hold the **Ctrl** key down while you click on each file.
- 5 If the owner of this case is the same person responsible for collecting this evidence (default), skip to step 7.


– OR –

If the owner of this case is *not* the same person responsible for collecting this evidence, proceed to the next step.

- 6 Go to the *Evidence Collected By* field and select the name of the officer who is responsible for collecting this evidence.
- 7 Click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message displays.



- 8 Click **OK**.
- 9 Close the Add External Media popup.



Mobile-Vision, Inc.

CASE DETAILS

mvadmin is logged in. [Logout](#)

▼

Home Menu

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

▼

Bookmarks

- L3 MVI
- Online Support

▶

User Preferences

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: <input type="text" value="First Degree Assault"/>	Case Number: <input type="text" value="2017-004398"/>
Status: <input type="text" value="Online"/>	Citation Number: <input type="text"/>
Owner: <input type="text" value="mvadmin"/>	Vehicle Registration #: <input type="text"/>
Visible: <input type="text" value="No"/>	Vehicle Plate #: <input type="text" value="UUU90D"/>
Creation Date: <input type="text" value="11/01/2016 16:50"/>	Notations: <input type="text"/>
Incident Date: <input type="text" value="10/06/2016"/>	

- Click the **Attached Media** tab. Your newly added files display on the Attached Media list.



CASE DETAILS

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

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


Bookmarks: L3 MVI, Online Support

User Preferences: Action, Edit, Add Video, Add Media, Add Subject, Add Comment, Export, Add To Favorites, Chain of Custody, Previous Results

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	

Removing a Media Attachment from a Case

This section describes how to remove a media file from a case.

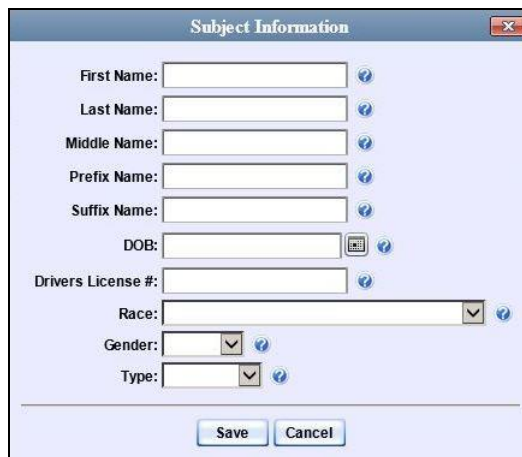
- Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays, as pictured on the previous page.
- Click the **Attached Media** tab. All files that are currently linked to this case display, as pictured above.
- Locate the file that you wish to remove, then go to the *Delete* column and click . The system removes the selected file from the case’s Attached Media list.

Adding a Subject to a Case

This section describes how to add a subject name to a case.

- Search for and display the case you wish to add a subject to. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays, as pictured on the previous page.
- Go to the **Action** column and click **Add Subject**. The Subject Information popup displays.

(Continued)



The image shows a 'Subject Information' form with the following fields: First Name, Last Name, Middle Name, Prefix Name, Suffix Name, DOB (with a calendar icon), Drivers License #, Race (with a dropdown arrow), Gender (with a dropdown arrow), and Type (with a dropdown arrow). There are 'Save' and 'Cancel' buttons at the bottom.

3 Enter the subject's name in the following fields:

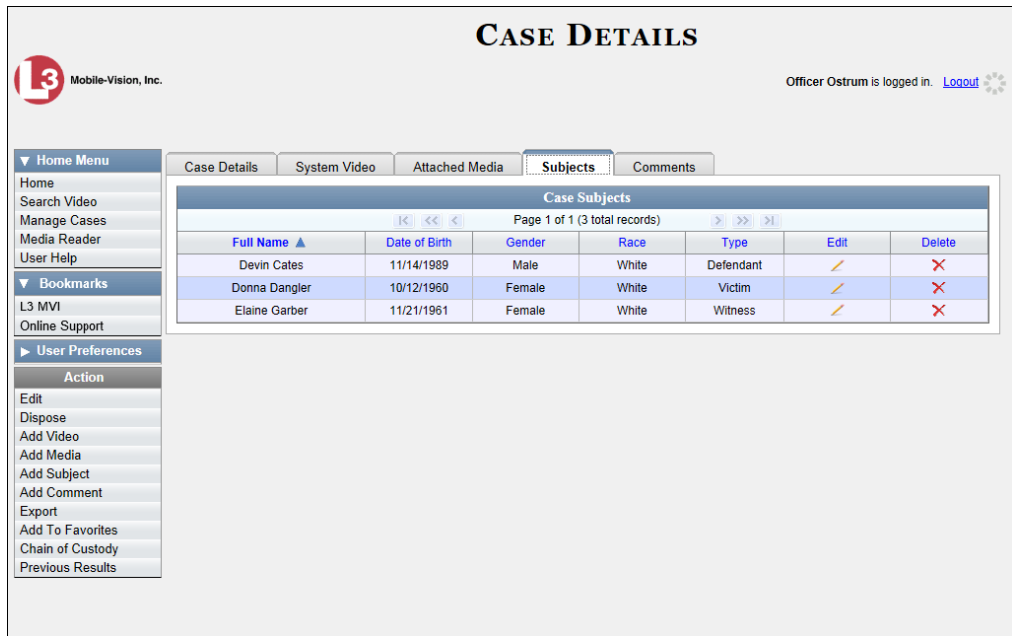
- First Name
- Last Name
- Middle Name, if applicable
- Prefix Name (Mr., Mrs., Ms., etc.)
- Suffix Name, if applicable (Jr., III, etc.)



- 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 Elaine Garber successfully saved.

10 Click the **Subjects** tab. Your newly added subject displays.



CASE DETAILS

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

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

Case Subjects
Page 1 of 1 (3 total records)

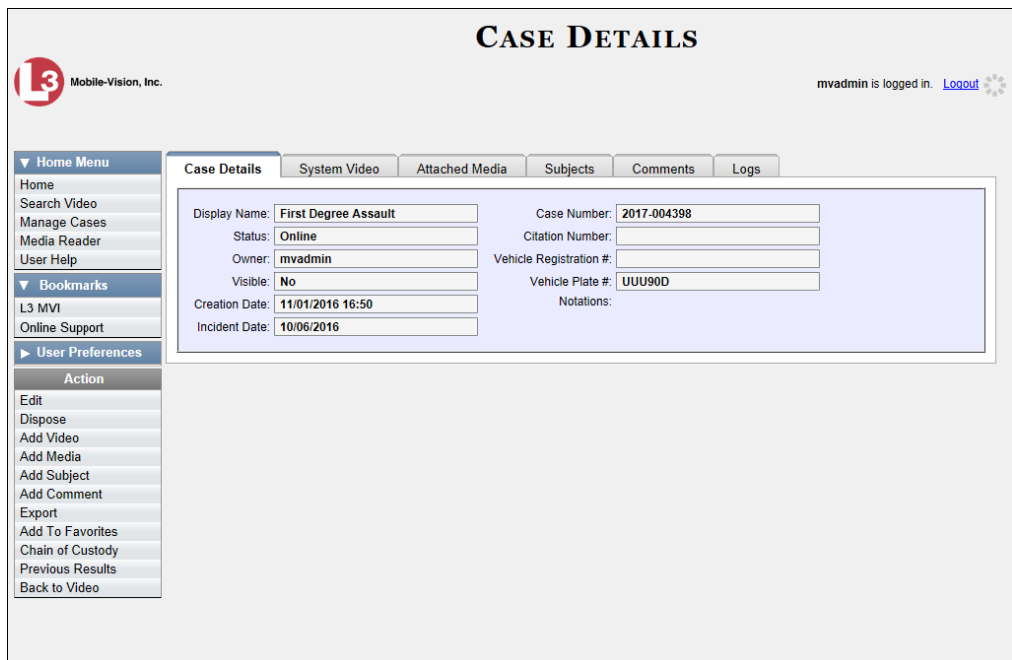
Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	White	Defendant		
Donna Dangler	10/12/1960	Female	White	Victim		
Elaine Garber	11/21/1961	Female	White	Witness		

- To add another subject to this case, repeat steps 2 – 9.

Removing a Subject from a Case

This section describes how to remove a 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 162.) The Case Details page displays.



CASE DETAILS

mvadmin is logged in. [Logout](#)

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

Display Name: Case Number:

Status: Citation Number:

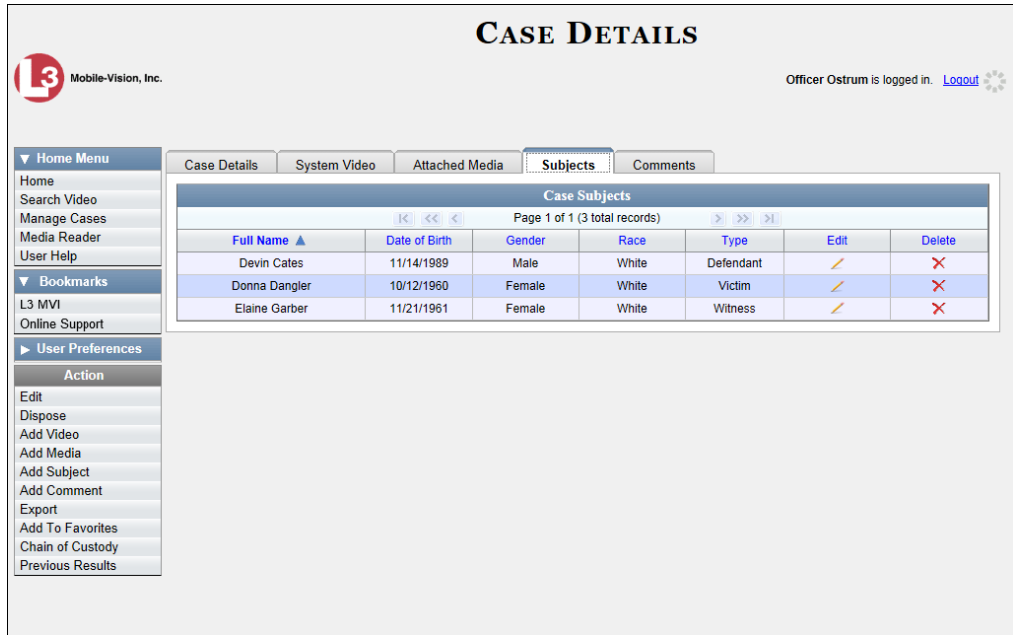
Owner: Vehicle Registration #:

Visible: Vehicle Plate #:

Creation Date: Notations:

Incident Date:

- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display.



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

Case Details System Video Attached Media **Subjects** Comments

Case Subjects

Page 1 of 1 (3 total records)

Full Name ▲	Date of Birth	Gender	Race	Type	Edit	Delete
Devin Cates	11/14/1989	Male	White	Defendant		
Donna Dangler	10/12/1960	Female	White	Victim		
Elaine Garber	11/21/1961	Female	White	Witness		

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

Action

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

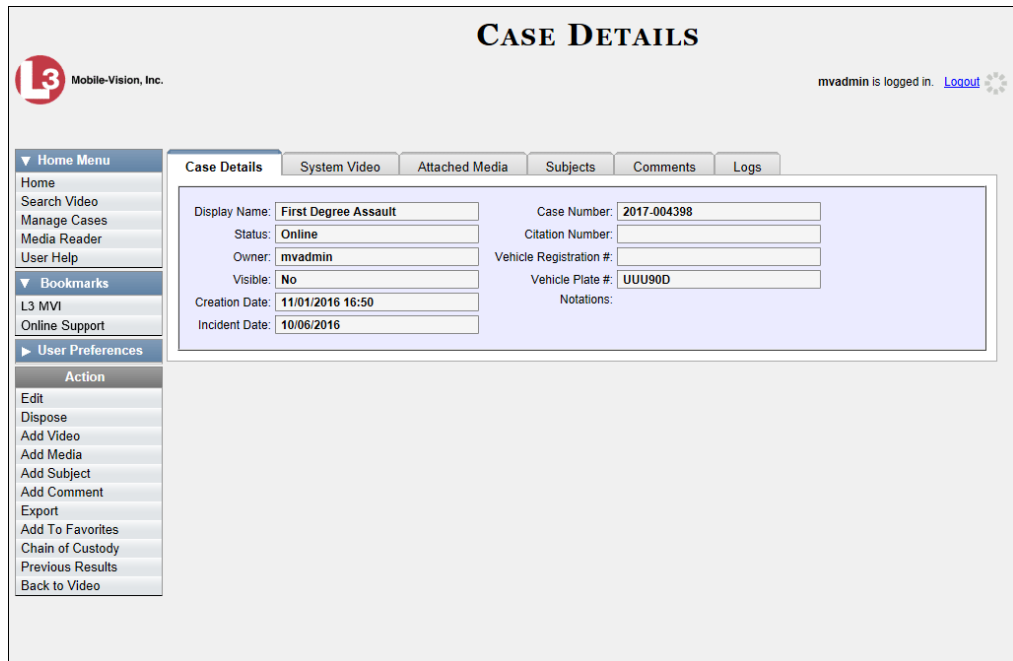
- 3 Locate the subject name you wish to remove, then go to the *Delete* column and click . The system removes the selected subject from the case's *Subjects* list.


Updating a Case's Subjects

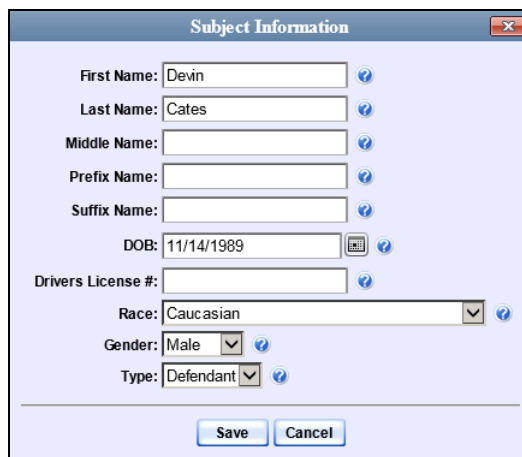
This section describes how to update information on the subject(s) that are currently linked to a case.

- 1 Search for and display the case you wish to update. (If necessary, review “Displaying a Case” on page 162.)

The Case Details page displays.



- 2 Click the **Subjects** tab. All subjects that are currently linked to this case display, as pictured on the previous page.
- 3 Click the  icon in the *Edit* column. The Subject Information popup displays.

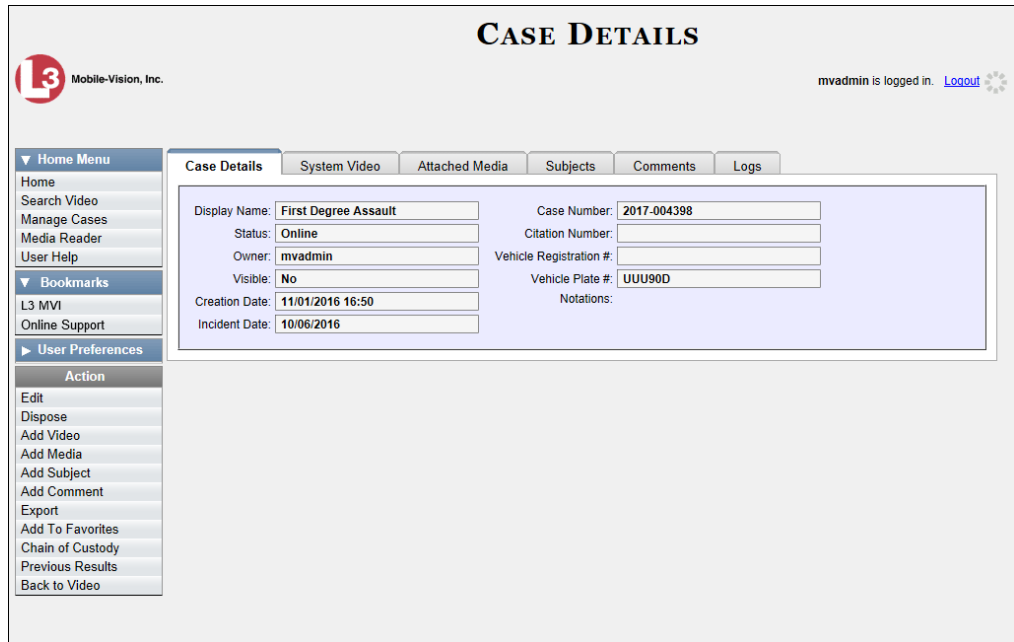


- 4 Enter/select your changes, then click **Save**.

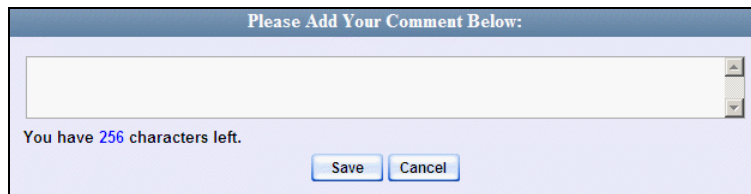
Adding a Comment to a Case

This section describes how to add a comment to a case.

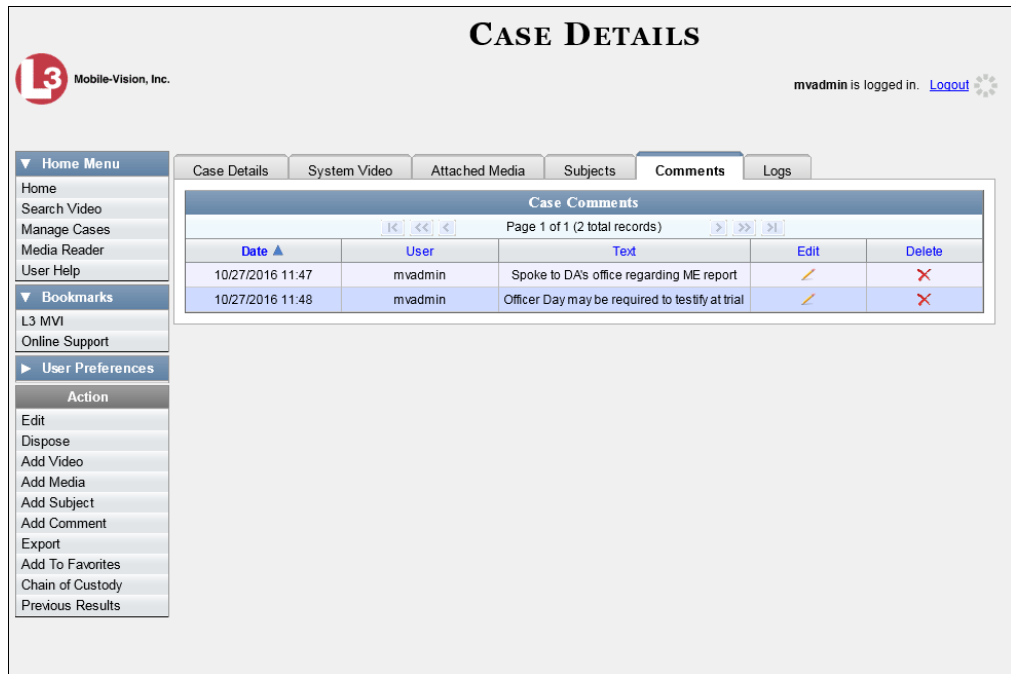
- 1 Search for and display the case you wish to add a comment to. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays.







- 2 Go to the **Action** column and click **Add Comment**. The Please Add Your Comment Below popup displays.



- 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 'mvadmin' 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:

Date ▲	User	Text	Edit	Delete
10/27/2016 11:47	mvadmin	Spoke to DA's office regarding ME report		
10/27/2016 11:48	mvadmin	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 162.) The Case Details page displays.
- 2 Click the **Comments** tab. All comments that are currently linked to this case display, as pictured above. The columns on the **Comments** tab are described on page 172.
- 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.

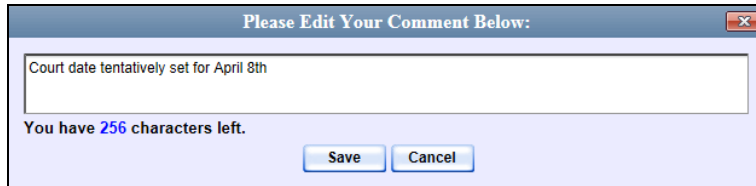
Updating a Case’s Comments

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 162.)

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 the **Comments** tab are described in the table on page 172.
- 3 Click the  icon in the *Edit* column. The Comments box displays.



- 4 Enter your changes, then click **Save**.

Adding a Case to Your List of Favorite Cases

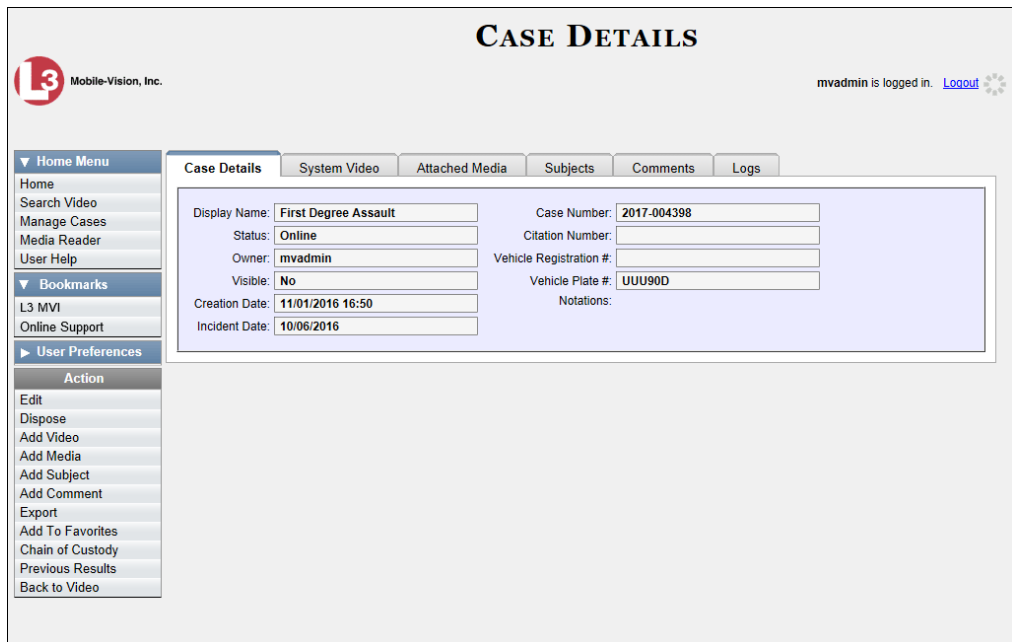
This section describes how to add a case to your “Favorite Cases” list. This feature provides you with a quick and easy method to access those cases that you refer to frequently.



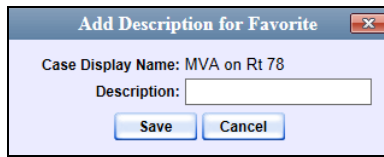
In order to add a case to your Favorite Cases list, you must be the case’s owner or have edit permissions.

- 1 Search for and display the case you wish to add to your Favorite Cases list. (If necessary, review “Displaying a Case” on page 162.)

The Case Details page displays.

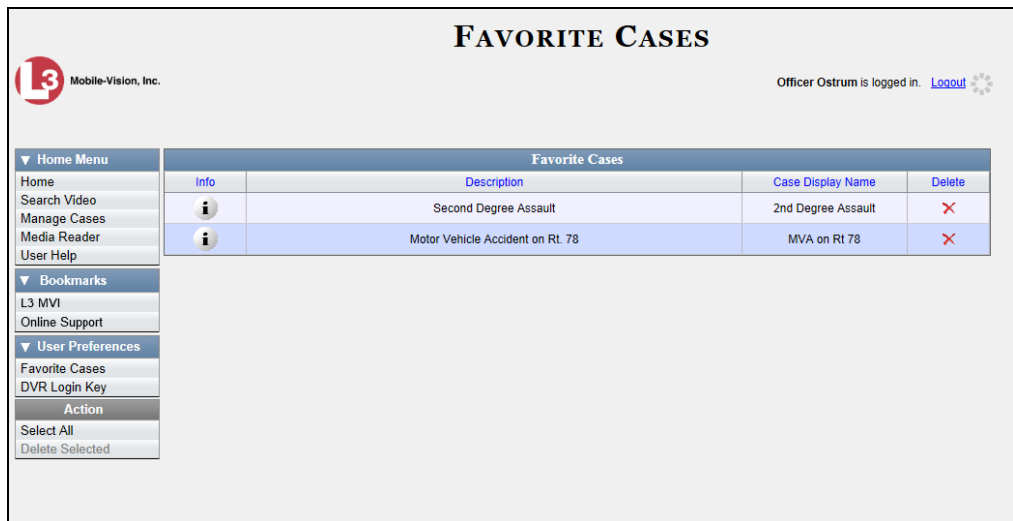






- 2 Go to the **Action** column and click **Add To Favorites**. The Add Description for Favorite popup displays.



- 3 Enter a description for the case in the field provided, then click **Save**. The selected case is added to your Favorite Cases list.


To view the Favorite Cases list, go to **User Preferences** and click **Favorite Cases**.



FAVORITE CASES			
Info	Description	Case Display Name	Delete
	Second Degree Assault	2nd Degree Assault	
	Motor Vehicle Accident on Rt. 78	MVA on Rt 78	

Removing a Case from Your List of Favorite Cases

This section describes how to remove a case from your “Favorite Cases” list.

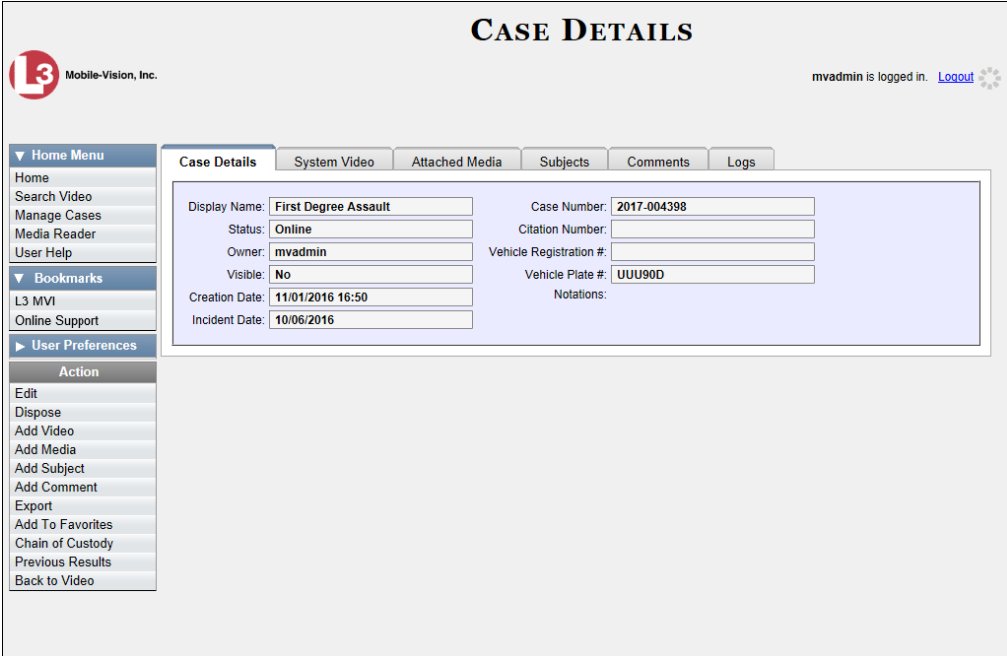
- 1 Go to **User Preferences** and click **Favorite Cases**. Your Favorite Cases list displays, as pictured above.
- 2 Locate the case you wish to remove from the list, then go to the *Delete* column and click . The system removes the selected case from the Favorite Cases list.

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.

Perform this task when you no longer need to track a case online.

- 1 Search for and display the case you wish to dispose of. (If necessary, review "Displaying a Case" on page 162.) The Case Details page displays.



CASE DETAILS	
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



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 151.

- 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.

There is a limited time period in which you can reactivate an offline case. This time period depends on a system setting chosen by your System Administrator. You can tell that a case has exceeded this time limit when you can no longer view its record online.

For specific instructions, see:

- Reactivating a Case from a Backup Disc, below
- Reactivating a Case from an External Backup Device, page 191
- Submitting a Request to Reactivate a Case, page 192.

Reactivating a Case from a Backup Disc

This section describes how to reactivate, or restore, an offline case from an archive or export 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 191 for further instructions. If you’re not sure what your backup mode is, ask your System Administrator.




Use this procedure if you have reactivating privileges (see **HINT** below) **and** you have physical access to the Certified Backup Disc. Otherwise see “Submitting a Request to Reactivate a Case” on page 192.



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- 1 To reactive a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays. Skip to step 3.

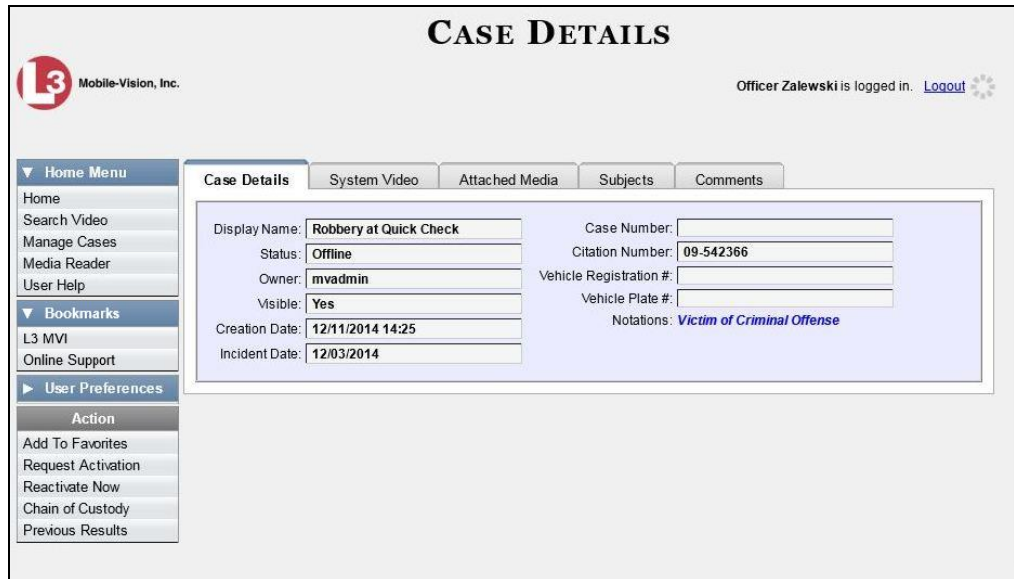
– OR –

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

(Continued)

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

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

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**

Home Menu

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

Bookmarks

- L3 MVI
- Online Support

User Preferences

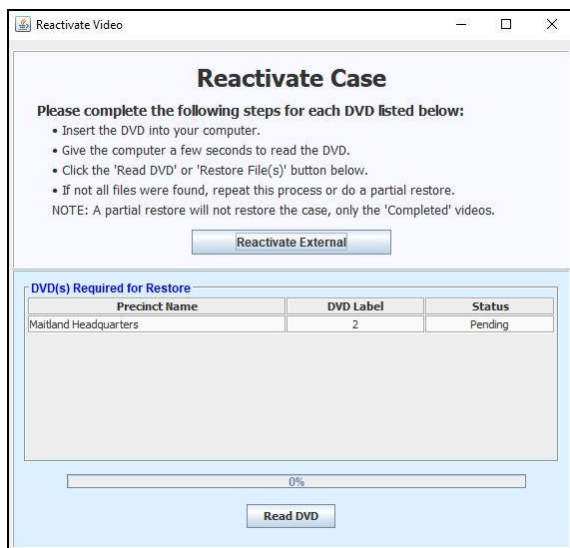
Action

- Add To Favorites
- Request Activation
- Reactivate Now
- Chain of Custody
- Previous Results

- 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.

The Reactivate Case 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).



Reactivate Case

Please complete the following steps for each DVD listed below:

- Insert the DVD into your computer.
- Give the computer a few seconds to read the DVD.
- Click the 'Read DVD' or 'Restore File(s)' button below.
- If not all files were found, repeat this process or do a partial restore.

NOTE: A partial restore will not restore the case, only the 'Completed' videos.

Reactivate External

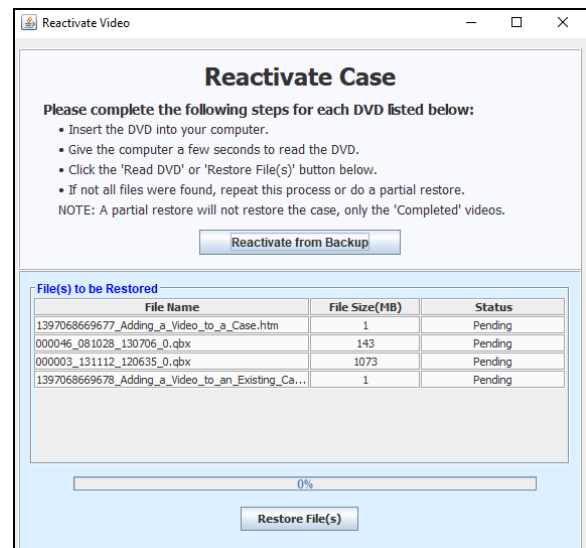
DVD(s) Required for Restore

Precinct Name	DVD Label	Status
Maitland Headquarters	2	Pending

0%

Read DVD

Reactivating from an Archive disc



Reactivate Case

Please complete the following steps for each DVD listed below:

- Insert the DVD into your computer.
- Give the computer a few seconds to read the DVD.
- Click the 'Read DVD' or 'Restore File(s)' button below.
- If not all files were found, repeat this process or do a partial restore.

NOTE: A partial restore will not restore the case, only the 'Completed' videos.

Reactivate from Backup

File(s) to be Restored

File Name	File Size(MB)	Status
1397068669677_Adding_a_Video_to_a_Case.htm	1	Pending
000046_081028_130706_0.qbx	143	Pending
000003_131112_120635_0.qbx	1073	Pending
1397068669678_Adding_a_Video_to_an_Existing_Ca...	1	Pending

0%

Restore File(s)

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 Timeouts number. For further instructions, see “Changing the Session Timeout Settings” in chapter 7 of the *DEP NJSP Administrator's Guide*.

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 189.

Use this procedure if your Backup Mode is set to **EXTERNAL**. If you're not sure what your backup mode is, ask your System Administrator. If your backup mode is set to something other than **EXTERNAL**, see “Reactivating a Case from a Backup Disc” on page 189 instead.



You must have reactivating privileges to perform this task (see **HINT** below).



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

- 1 To reactive a case for your own use, search for and display the desired case. (If necessary, review “Displaying a Case” on page 162.) The Case Details page displays, as pictured on the previous 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, as pictured on the previous page.

- 3 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

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

- 4 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.
- 5 Go to the **Action** column and click **Continue**. After a momentary delay, a confirmation message will display.

Case Reactivate Successful.

Submitting a Request to Reactivate a Case

This section describes how to submit a request to reactivate an offline case, that is, ask another user to copy a case from a Certified Backup Disc to the DEP server. Specifically, this procedure will display a message on the *Inbox Messages* list of all users who have reactivation privileges. The message will include the CBD number for the disc that contains the case you wish to restore (e.g., *Please restore case 123 to an online status*).

Use this procedure if you do not have reactivating privileges (see **HINT** below), and/or you do not have access to the Certified Backup Disc. If you *do* have reactivation privileges as well as physical access to the archive disc, see “Reactivating a Case from a Backup Disc” on page 189 instead.



HINT: To determine if you have reactivating privileges, look in the **Action** column. If *Reactivate Now* displays, you have reactivating privileges. If only *Request Reactivation* displays, you do *not* have reactivating privileges.

For more on *offline* vs. *online* videos, see “Reactivating an Offline Case” on page 189.

- 1 Search for and display the case you wish to reactivate. (If necessary, review “Displaying a Case” on page 162.)




The Case Details page displays.






- 2 Go to the **Action** column and click **Request Activation**. A confirmation message displays at the top of the page.

Your request to make this case available online has been made

An activation request will display on the *Inbox Messages* list of all DEP users who have reactivation privileges.

05/21/2019 18:12 Queued Please restore Case 'Dean Park Assalt' to an online status.   

After a user with reactivation privileges restores your case, a confirmation message will appear on your *Inbox Messages* list. You will see the word **Completed** in the message's *State* column.

05/21/2019 18:12 **Completed** Please restore Case 'Dean Park Assalt' to an online status.   

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.



In order to generate a Chain of Custody Report, you must be the video's owner or have *edit* permissions. For more information, contact your System Administrator.

- 1 Search for and display the case you wish to report on. (If necessary, review “Displaying a Case” on page 162.)

The Case Details page displays.

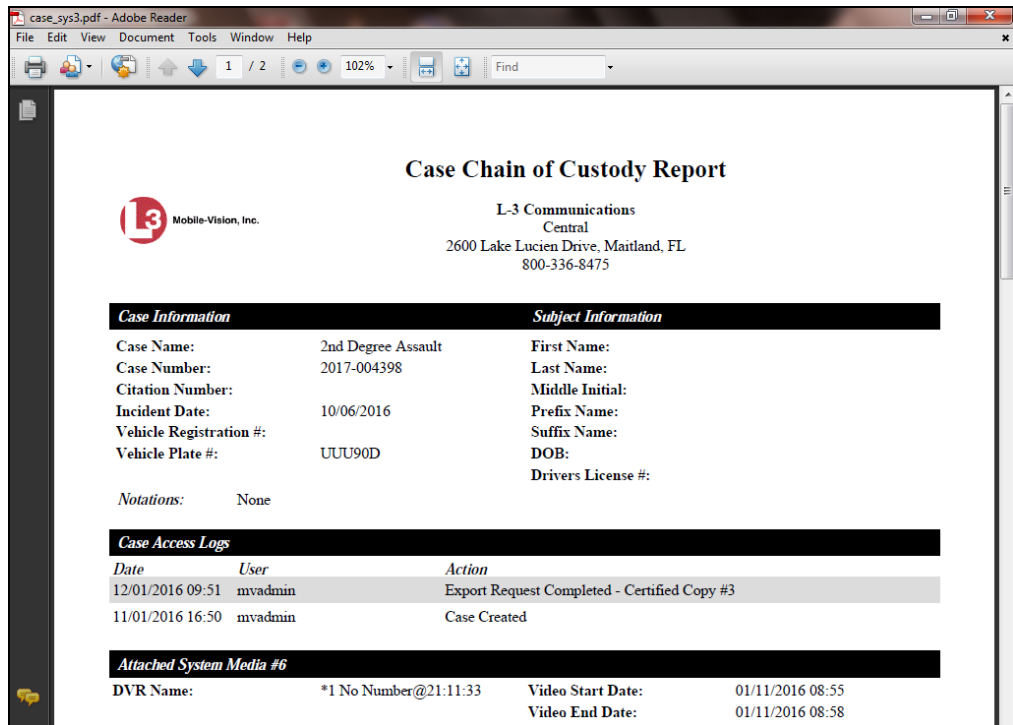
CASE DETAILS	
Display Name:	First Degree Assault
Status:	Online
Owner:	mvadmin
Visible:	No
Creation Date:	11/01/2016 16:50
Incident Date:	10/06/2016
Case Number:	2017-004398
Citation Number:	
Vehicle Registration #:	
Vehicle Plate #:	UUU90D
Notations:	


- 2 Go to the **Action** column and click **Chain of Custody**. A Windows message displays.

Do you want to open or save case_sys2.pdf from 192.168.20.31?

Open Save Cancel

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



- To print this report, proceed to the next step. Otherwise skip to step 7.
-  Go to the Acrobat menubar and click the Printer icon. The Print popup displays.
- Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.
- When you are finished viewing the report, click the in the upper right corner of the page to exit Adobe Reader.

Downloading Case Files to Your PC

If you have the proper permissions, you have the option of downloading a case and its associated videos to your PC.

For specific instructions, see:

- Downloading a Case to Your PC in Data DVD Format, next page
- Downloading a Case to Your PC in Interchange Format, page 199.

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.

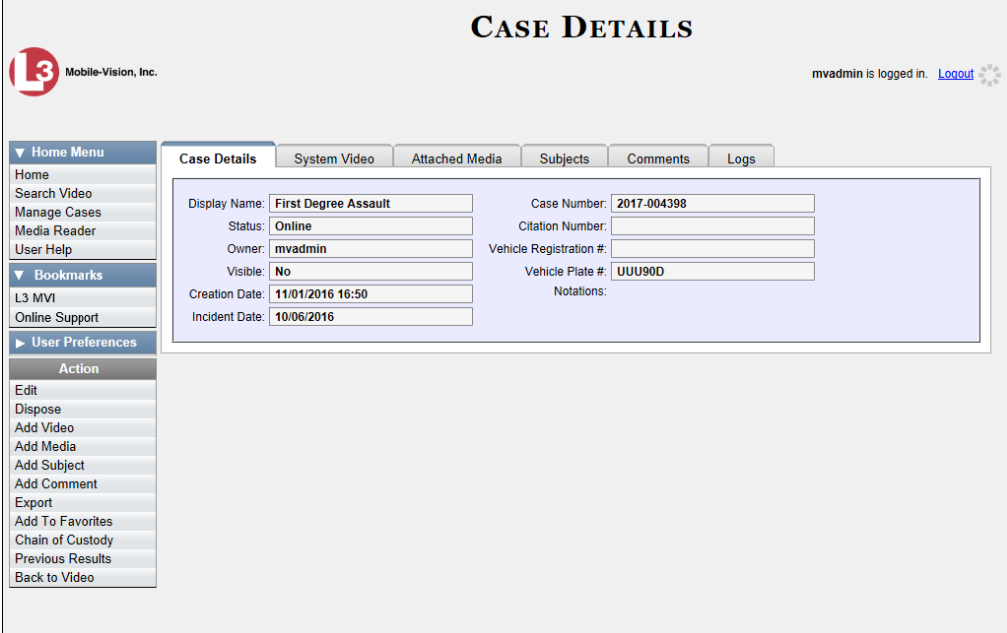
For more information on the Data DVD format, see "Data DVD Format" in chapter 3.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.

- 1 Search for and display the case you wish to download. (If necessary, review "Displaying a Case" on page 162.)

The Case Details page displays.



CASE DETAILS	
Mobile-Vision, Inc.	mvadmin is logged in. Logout
Home Menu	Case Details System Video Attached Media Subjects Comments Logs
Home	Display Name: <input type="text" value="First Degree Assault"/> Case Number: <input type="text" value="2017-004398"/>
Search Video	Status: <input type="text" value="Online"/> Citation Number: <input type="text"/>
Manage Cases	Owner: <input type="text" value="mvadmin"/> Vehicle Registration #: <input type="text"/>
Media Reader	Visible: <input type="text" value="No"/> Vehicle Plate #: <input type="text" value="UUU90D"/>
User Help	Creation Date: <input type="text" value="11/01/2016 16:50"/> Notations: <input type="text"/>
Bookmarks	Incident Date: <input type="text" value="10/06/2016"/>
L3 MVI	
Online Support	
User Preferences	
Action	
Edit	
Dispose	
Add Video	
Add Media	
Add Subject	
Add Comment	
Export	
Add To Favorites	
Chain of Custody	
Previous Results	
Back to Video	

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



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.

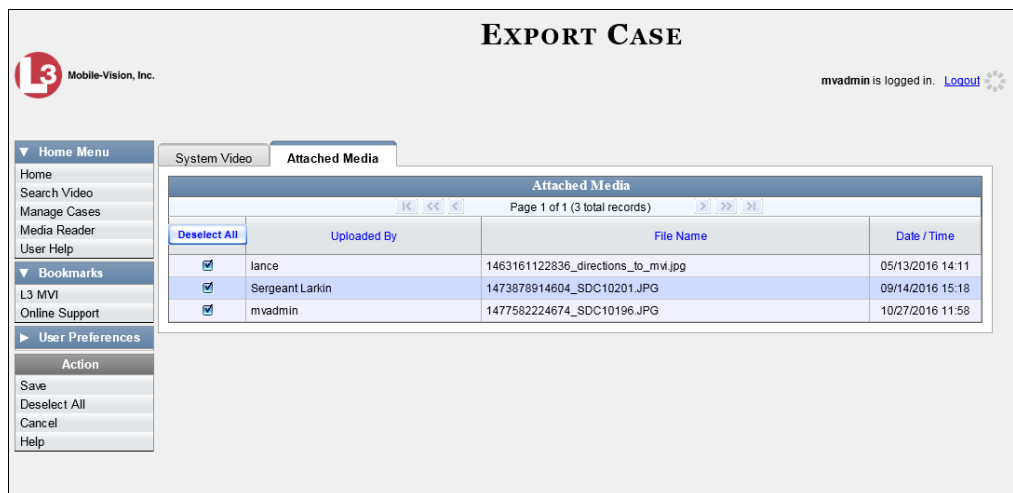
– OR –

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.



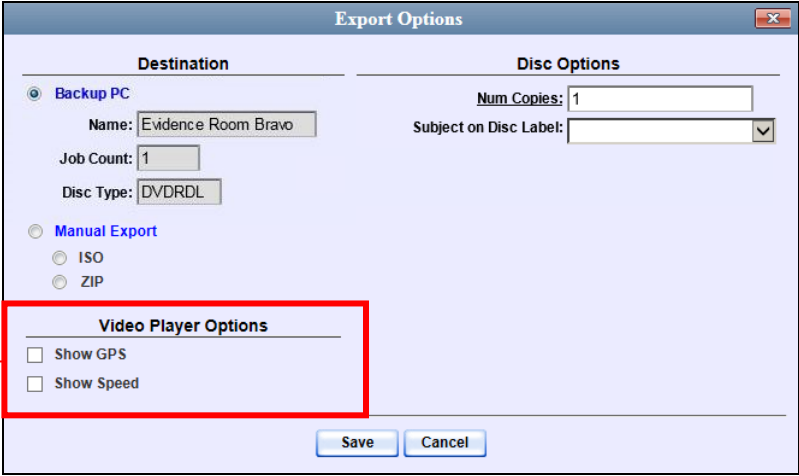
- To include all of the case's attachment files in your download (default), proceed to the next step.

– 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.

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



Destination		Disc Options	
<input checked="" type="radio"/> Backup PC		Num Copies: 1	
Name: Evidence Room Bravo		Subject on Disc Label: [dropdown]	
Job Count: 1			
Disc Type: DVRDL			
<input type="radio"/> Manual Export			
<input type="radio"/> ISO			
<input type="radio"/> ZIP			
Video Player Options			
<input type="checkbox"/> Show GPS			
<input type="checkbox"/> Show Speed			
Save		Cancel	

- Select **ZIP**.
- 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 14.
- If a *Show GPS* checkbox displays in the Display Options section, proceed to the next step. Otherwise skip to step 13.

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.

- If a *Show Speed* checkbox displays in the Display Options section, proceed to the next step. Otherwise skip to step 14.

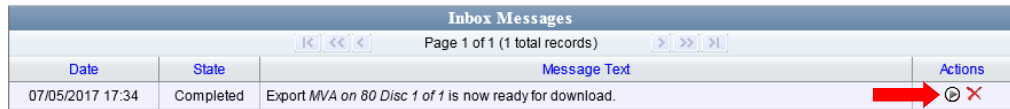
Speed	5 MPH
-------	-------




- 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.


- 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*.

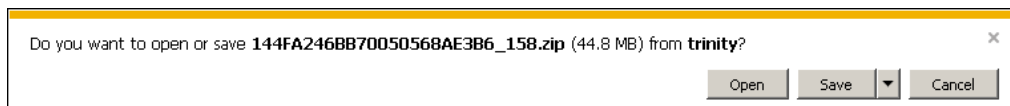
- 15 Go to your *Inbox* messages and look for a download icon next to the export confirmation message.



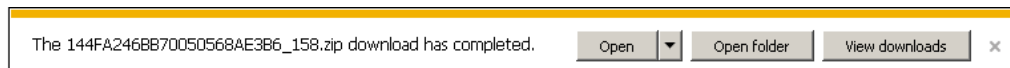
Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	  

- ⇒ 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.

- 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 save 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 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 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.



You must have the proper permissions to perform this task. For more information, contact your System Administrator.



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 162.) The Case Details page displays.

CASE DETAILS

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

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**

Action
 Edit
 Dispose
 Add Video
 Add Media
 Add Subject
 Add Comment
 Export
 Add To Favorites
 Chain of Custody
 Previous Results
 Back to Video

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

EXPORT CASE

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

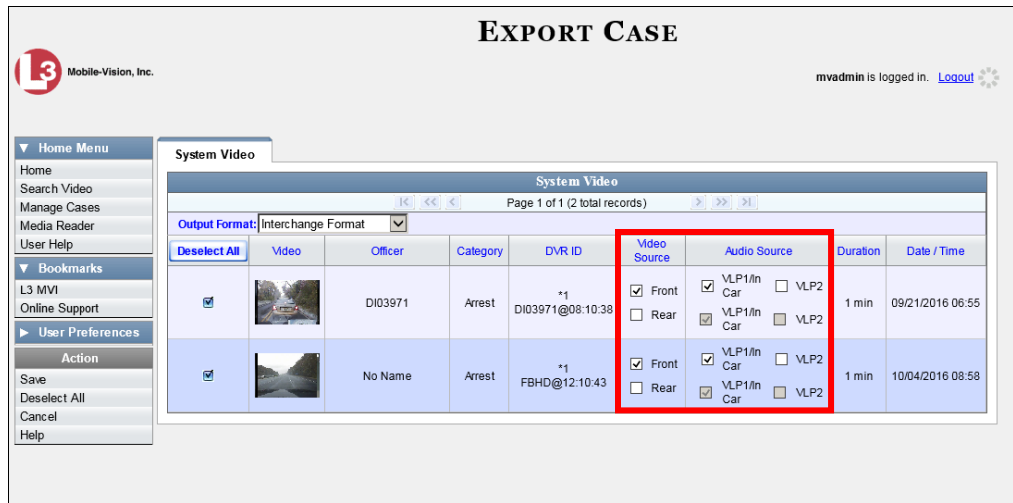
[Deselect All](#)

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

Action
 Save
 Deselect All
 Cancel
 Help

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

Two new columns display: *Video Source* and *Audio Source*.



- 4 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.

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

– OR –

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

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


- 6 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, if applicable.

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

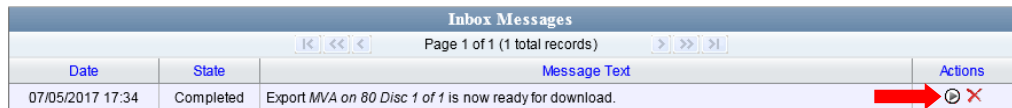


The **Export Options** dialog box is shown. It has two main sections: **Destination** and **Disc Options**. Under **Destination**, the **Backup PC** radio button is selected. The **Name** field contains "Evidence Room Bravo", **Job Count** is "1", and **Disc Type** is "DVDRDL". Under **Disc Options**, **Num Copies** is "1" and **Subject on Disc Label** is a dropdown menu. Below these sections, the **Manual Export** radio button is selected, with **ISO** and **ZIP** sub-options. **Save** and **Cancel** buttons are at the bottom.



- 8 Select **ZIP**.
- 9 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*.

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

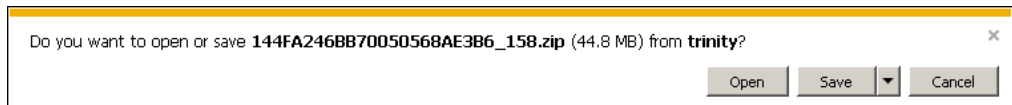


The **Inbox Messages** table shows a single message. The **Actions** column contains a download icon (a red arrow pointing right) and a close icon (an 'X').

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 **Home Menu** and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

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



The Windows message dialog box asks: "Do you want to open or save 144FA246BB70050568AE3B6_158.zip (44.8 MB) from trinity?". It has **Open**, **Save** (with a dropdown arrow), and **Cancel** buttons.

- 12 Select **Save As** from the *Save* drop-down list. The Save As window displays.
- 13 Navigate to the disk drive location where you wish to save this file.
- 14 To change the file name, enter a new name in the *File name* field. Otherwise proceed to the next step.

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





Glossary

Access Point

A device used to transmit videos from your in-car DVR to your [server](#). The access point is connected to a wireless network antenna mounted on the outside of the building that houses your server.

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

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

Auto Dispose Time

A period of inactivity after which the system automatically changes a case's status from [online](#) to [offline](#).^{*} If, for example, you set the *Auto Dispose Time* to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to *offline*. If you have archiving enabled for your case files, the system will archive the case first.

The default setting for Auto Dispose is 60 days. However, your System Administrator can change this setting if desired.

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 *Primera 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.

* 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 you to capture both high definition videos and JPG “snapshot” images, then upload them to your server via a *BodyVISION* docking station. Videos recorded using this device are assigned the category of **Body Worn**.

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. Your System Administrator defines 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 211). 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\(s\)](#)
- [Storage server\(s\)](#)
- [DEP software](#)
- [Backup PC\(s\)](#)
- [Robotic DVD burner\(s\)](#)
- [RAID storage device \(optional\)](#).

Discovered DVR

A DVR that has been in communication with the [server](#) at least once.

Download Request

A request to download, or [export](#), a selected *video file* or *case file* to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a 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 [case](#) or video to DVD 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 before you download it to your PC or external storage device. The exported video will have an extension of MP4, allowing you to play it on any MP4 player. You can also burn exported video to DVD using your PC's DVD burner.

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 and functions are currently available 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.


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 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.

Record Reason

The event or “trigger” that caused a DVR to start recording. Common record reasons include pressing the  button, turning the emergency lights on, activating the siren, or reaching a particular speed, such as 90 miles per hour.

Redaction

The process of editing a video 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).

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 *Primera 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 [BWV-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 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 your System Administrator.

Transmission


The process of transferring video files from your in-car DVR to the [server](#). This transmission can occur either *automatically* (typical) or *manually*.

- ❑ *Automatic transmission.* Whenever your vehicle comes within approximately 300 feet of an [access point](#), it triggers an automatic transmission. During this transmission, all videos that are currently stored on your DVR will wirelessly transfer to the server via the access point.

- ❑ **Manual transmission.** Your DVR holds a temporary storage device called an [SD card](#) or [CF card](#). This card is used to temporarily store your videos until they can be transferred to the server. If necessary, you can use this card to *manually* transfer videos to your PC, assuming you have the proper permissions. You would typically use this procedure if you can't wait for an automatic file transfer to occur, or a problem 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.”

Undiscovered DVR

A DVR that has not been in communication with the [server](#) yet.

User Metadata (UMD)

Custom data fields that you can link to a video. Your System Administrator defines these fields. 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](#).

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 discs on an “as-needed” basis for evidential and/or backup purposes.

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. Your System Administrator is 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 [BWX-100](#) Body Worn video. Users who lack the *Can View Body Worn Videos* permission are required to submit viewing requests to their supervisor, who will then review each request and either approve or deny it.

Viewing Request Reason

The reason why a user wants or needs to view a particular [BodyVISION](#) or [BWX-100](#) video. When a user submits a Body Worn [viewing request](#) to their supervisor, they are required to select a reason for that request from a drop-down list. These reasons are defined by your agency.

A Appendices

Appendix A: End-User License Agreement

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For a list of third party software licenses, please click on the following link:

<https://l3mVICRM.blob.core.usgovcloudapi.net/mVICRM/Flashback/Third%20Party%20Software%20Licenses.pdf>

Appendix B: 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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