

# Digital Evidence Series 4



## Administrator's Guide

Version 4.6

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# Chapter 1. Introduction

# In This Chapter

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# About This Document

This manual provides data entry instructions and technical reference information for users of the following standalone software products that compose the Digital Evidence Series (DES) version 4.6:

- Digital Evidence PRO (DEP)
- Digital Evidence Agency (DEA) - DEA Agency and DEA Precinct
- Digital Evidence Viewer (DEV)
- Digital Evidence Forwarder (DEF)

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

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

## **i** NOTE: About DVRs

Any differences between Flashback, FOCUS™ H1/H2, BodyVISION, BWX-100, VIEVU, and FOCUS™ X2 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).

# Software Overview

DES software applications allow you to search for and view the video files recorded by your in-car and body-worn DVRs. You can also export and burn selected videos to disc.

DES applications were designed to run on server-class hardware. They are web-based applications, meaning that you access the software via a standard web browser. You can use either Internet Explorer or Mozilla Firefox to access DES applications.

## DES Products Overview

### Digital Evidence PRO (DEP)

DEP is a full-featured, server-class, network-based digital evidence management system.

An agency using the DEP application has the ability to securely access the evidence from any network-connected PC through a simple web browser and without special client PC software. The functions are designed to be simple and intuitive and the system contains the ability to perform a simple search for any video based on a number of search criteria.

### Digital Evidence Agency (DEA) - Agency and Precinct

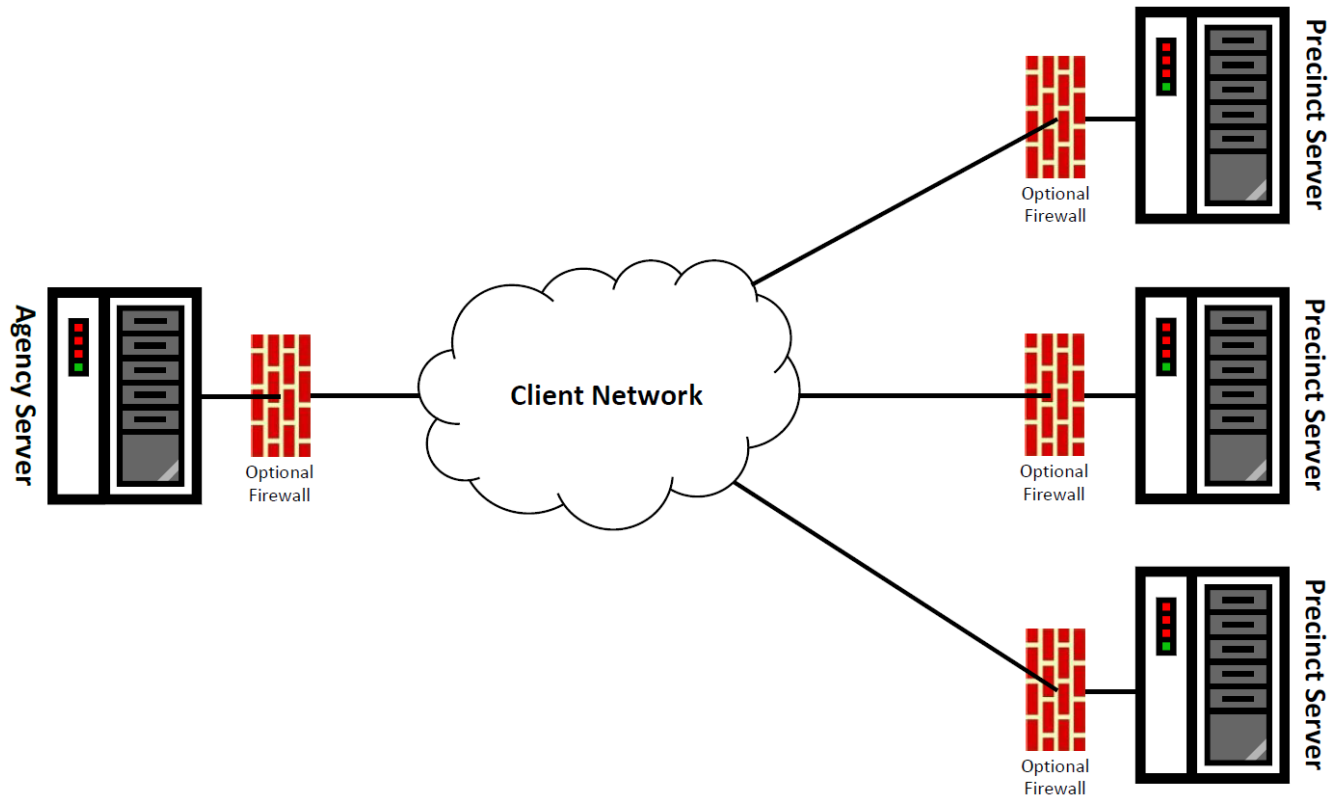
DEA is a client/server application. The client side is DEA Precinct, a group of multi-user servers that ingest videos from the in-field DVRs. The server side is DEA Agency, a multi-user server that collects video data from the Precinct servers. Since DEA Agency does not communicate directly with the DVRs, all DVR records are maintained on the DEA Precinct servers.

### Agency/Precinct Communication

In DEA, there is only one Agency server, but there can be multiple Precinct servers. Video data first downloads from the DVRs to the Precinct servers. It then transmits to the Agency server during night processing. The Agency and Precinct servers maintain separate administrative and backup settings, with the following exceptions:

- User metadata fields
- Video categories
- Case notations
- Race types
- Subject types

The data listed above is maintained on the Agency server, then copied to the Precinct servers during server-to-server transmissions. Users on the Precinct servers can view, but not update, these fields.



## Digital Evidence Forwarder (DEF)

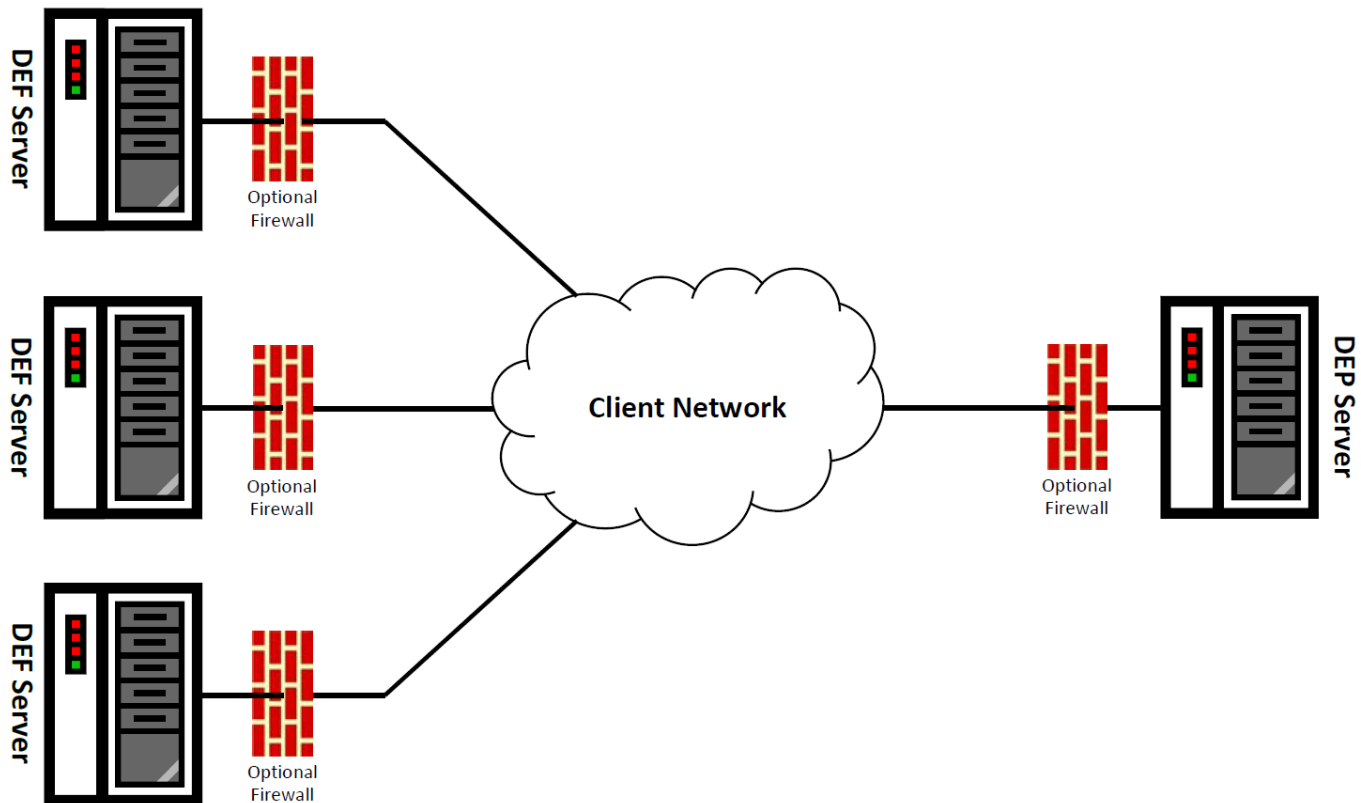
DEF is designed to forward videos to a main DEP server, also referred to as the “parent” server. Agencies that choose this software/server configuration typically run DEP at one central location and run DEF on multiple servers at different precinct locations.

The only major functional difference between these two applications is that DEP includes the case and exporting functionality, whereas DEF does not.

- **Cases** are a type of record used to store videos and other data that pertains to an incident, such as a motor vehicle accident.
- **Exporting** is a system process used to copy video files, case files, and/or BodyVISION snapshots for the purpose of burning them to disc or downloading them to your PC.

## Forwarding Videos to DEP

During night processing, DEF automatically forwards all newly ingested videos to the DEP server. This process does not require any action on your part. A copy of these videos will remain on your DEF server until those videos “age out”. The exact lifecycle for a video is determined by several factors, including the video’s category and your Online Lifecycle settings.



## Digital Evidence Viewer (DEV)

DEV is a PC application that users can access from other workstations via a standard web browser. You can use either Internet Explorer or Mozilla Firefox to access DEV.

As with all the Mobile-Vision solutions, it supports wireless uploading and the web-based interface is easy to navigate and intuitive. The solution contains its own secure log-in, a simple to use key data search/access capability and versatile player, it also contains an embedded chain of custody module.

## The Video Lifecycle

The video lifecycle consists of several stages, or phases.

### Phase 1: Online Status

The server ingests a new video. The video's status is online. Users can search for the video, play it from the server, export it, and/or change its associated data (i.e., video category, UMD fields, video notations, etc.). If the appropriate backup settings are selected, the system also archives the video during this phase.

### Phase 2: Offline Status

The video reaches an age where its status changes from online to offline, as determined by the Days Online setting and other system settings. Users can still search for the video and view its record, but they cannot play the video or export it. During this phase, users can reactivate the video, assuming that there is a backup file available for that video. If the video is reactivated, it returns to Phase 1. Otherwise it proceeds to Phase 3.

### Phase 3: Purging

The offline video reaches an age where it is too old to be reactivated. This is determined by the **Days to enable restore of**



**backed-up media** setting and other system settings. At that point, one of two things happens, depending on the following setting on the **Life-Cycle** tab:

- If the **Enable Re-categorization of Media on Delete** checkbox is selected, the system assigns the video a category of "Purged," which returns it to an offline but restorable state on the server.
- If the **Enable Re-categorization of Media on Delete** checkbox is not selected, the system permanently removes the video from the server.

## User Roles

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

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

### System-Defined User Roles

System-defined user roles are predefined user groups that come standard with your DES application. They include:

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

#### **NOTE: User roles availability**

Depending on the application you are using, some or all of these roles will be available to you.

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

### Custom User Roles

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

## Logging in to the System for the First Time

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

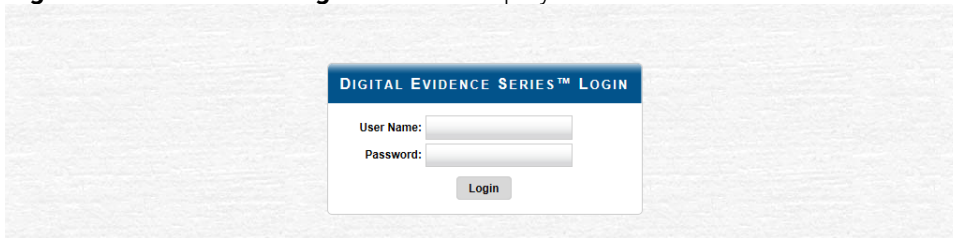
- URL needed to access your server
- User ID
- User password (if needed)

#### **NOTE: User password**

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

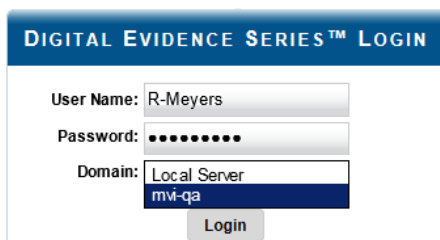
To log in to your DES application:

1. Double-click the Safe Fleet Mobile-Vision desktop icon or enter the provided URL into the browser's address bar. The **Digital Evidence Series Login** screen is displayed.



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

2. Enter your user name in the **User Name** field. **NOTE:** For DEV enter **mvadmin** as a first-time user name.
3. Enter your security password in the **Password** field. **NOTE:** For DEV enter **mobile** as a first-time password.
  - If your organization is using the Active Directory Interface, this is the same password that you use to log in to your regular Windows network or Novell eDirectory.
  - If your organization is not using the Active Directory Interface, this is the initial password that your System Implementation Specialist (SIS) provided you with.
4. If the **Domain** field appears on your screen, select the correct domain name from the **Domain** drop-down list.



5. Click the **Login** button or press **Enter**. Your DES application's **Welcome Home** page is displayed. For a detailed description of this page, see *DES Home Page on page 19*.

Date	State	Message Text	Actions
10/21/2020 13:07	Completed	Cloud Courier Success: 'Data_ISO' shared	✗
10/21/2020 08:57	Completed	Server Update to build number 4.3.1-24438 was successfully completed.	✗
10/20/2020 17:12	Completed	Export Park Patrol Disc 1 of 1 is now ready for download.	📧 ✗
10/20/2020 12:10	Completed	New DVR was discovered and added to your server, dvr name=FBBW2.3000000401.	✗
10/19/2020 11:44	Completed	Server Update to build number trunk-23261 was successfully completed.	✗

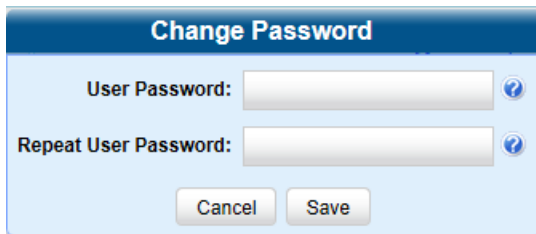
Date	State	Message Text	Actions
10/20/2020 17:14	Ouedued	Manual ZIP request for Case 'House Fire' - 1 file(s)	✗
10/20/2020 17:13	Working	Manual ZIP request for System Video 'Mayberry campsite' - Disc 1 of 1	✗

## Changing Your Password

Unless your agency is using the Active Directory Integration feature, you should change your password the first time you log in to a DES application, as described below.

Please note that passwords are case-sensitive.

1. Go to **User Preferences** and click **Change Password**. The **Change Password** pop-up is displayed.
2. Enter your new password in the **User Password** field. For security reasons, your password will not be displayed as you type it.



The image shows a 'Change Password' dialog box with a blue header. It contains two text input fields: 'User Password:' and 'Repeat User Password:'. Below the fields are 'Cancel' and 'Save' buttons. There are also small circular icons with question marks next to each input field.

3. Re-enter your new password in the **Repeat User Password** field.
4. Click **Save**. A confirmation message is displayed at the top of the page.

## Software Navigation

### DES Home Page

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



The screenshot shows the 'WELCOME HOME' page. At the top right, it displays 'Logged in user: mvadmin' and 'Last login: 10/20/2020 10:51:11' with a 'Logout' button. On the left is a 'HOME MENU' with items like HOME, SEARCH VIDEO, MANAGE CASES, MEDIA READER, CLOUD COURIER, USER HELP, BOOKMARKS, USER PREFERENCES, ADMINISTRATION, ACTION, and MANAGE REQUESTS. The main area is the 'Message Board', which has tabs for 'My Messages' and 'All Messages'. It is divided into 'Inbox Messages' and 'Sent Messages' sections, each with a table of messages including columns for Date, State, Message Text, and Actions.

**Callout 1:** The Main Menu is the starting point for all system tasks, such as searching for a video or case.

**Callout 2:** The Message Board contains information on recent burn requests and other system messages.

## Main Menu

### **i NOTE: Menu items availability**

Depending on the application you are using, some or all menu items will be available to you.

1. View system messages.
2. Search for video; play video; burn video to disc.
3. Search for a case; add a new case; burn a case to disc.
4. Transfer video from a storage card or external device to your DES application.
5. Review shared digital evidence.
6. Search the online help system.
7. Advance to Mobile-Vision's regular website.
8. Advance to Mobile-Vision's Online Support Center.
9. Change your login password.
10. View a list of favorite cases.
11. Copy your Flashback login information to a USB flash.
12. Configure the DES application; change system defaults.
13. View system logs and statuses; access manuals and training videos.
14. Check for system updates; update the server.
15. Reassign videos to a different officer or DVR.
16. Add/update DVR records and/or DVR Groups.
17. Assign body-worn DVRs to officers; configure new body-worn DVRs.
18. Add/update system users.




## Message Board

Whenever you log in to a DES application, the **Message Board** is displayed. It is divided into two parts:

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

Note the value in the **State** column under **Sent Messages**. This is the message's current status. There are seven 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 finished processing your request. If you requested a burn job, this means that your disc is ready. If you requested a file download, you will see a download icon  next to your request.
- **Incoming.** The system has discovered a new DVR on the network that does not have a DVR Group assigned to it yet.
- **Requested.** The system has forwarded your body-worn viewing request to your supervisor's Inbox Messages list.
- **Received.** Your supervisor has received your body-worn viewing request and has either approved or denied that request.
- **Failed.** Your request could not be processed. Click the icon to retry the job.

Beside some of your messages you will see icons in the **Actions** column. Click the icons to perform various actions, as described in the following table. Depending on the application you are using, some or all actions will be available to you.

Icon	Description	Icon	Description
	Download file or play quarantined video		Resubmit job
	<ul style="list-style-type: none"> <li>If selected from <b>Inbox Messages</b>: Delete a system message</li> <li>If selected from <b>Sent Messages</b>: Delete a queued job</li> </ul>		Accept quarantined video into the system
			Reject (i.e., delete) quarantined video
	Deny request		View DVR troubleshooting materials
	View export or video details		Resolve a DVR naming conflict

### Scrolling Through Multiple Records

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

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

### Sorting Multiple Records

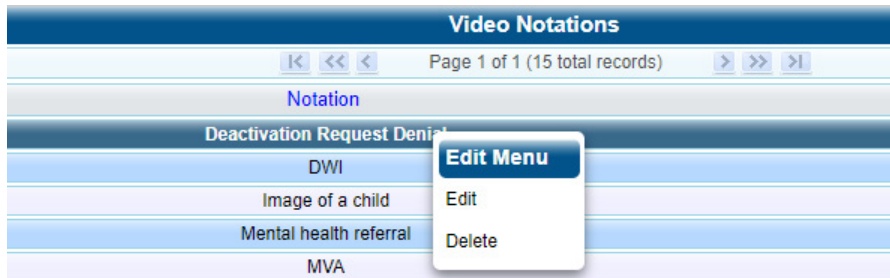
Whenever you display a list of records, you have the option of changing the manner in which those records are sorted. For example, by default, the **Case Search Results** page is sorted by **Incident Date**. However, you can change that sort value to **Display Name**, **Case Number**, or **Subject**,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



- To sort a list in ascending order—that is, from lowest value to highest value—click the new column header you want to sort by. An up arrow is displayed: **Incident Date ▲**.  
– OR –
- To sort a list in descending order—that is, from highest value to lowest value—click twice on the new column header you want to sort by. A down arrow is displayed: **Incident Date ▼**.

## Accessing Editable Row Options

If you right-click a row that is editable, the system will display an **Edit Menu** pop-up similar to this one.



You can also select these same options from the **Action** menu, as pictured here.



## Interview Room

Interview Room is an optional module that is used to record officer/subject interviews at your precinct, and is available to users of the DEP and DEF applications. If your agency chose to purchase this module, you will have one or more DVRs set up in your agency's interview room(s). All of the DES application features and functions for videos generated by these DVRs are the same as they are for videos generated by in-car units, with minor exceptions that are noted in the product documentation.

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

## Using the Online Help System

Your DES application 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 the online help system:

1. Go to **Home Menu** and click **User Help**. The Help Contents page is displayed.

[Show](#)

[Home](#) > Introduction

### Introduction

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](#), [BWX-100](#), and [VIEVU](#) 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](#)

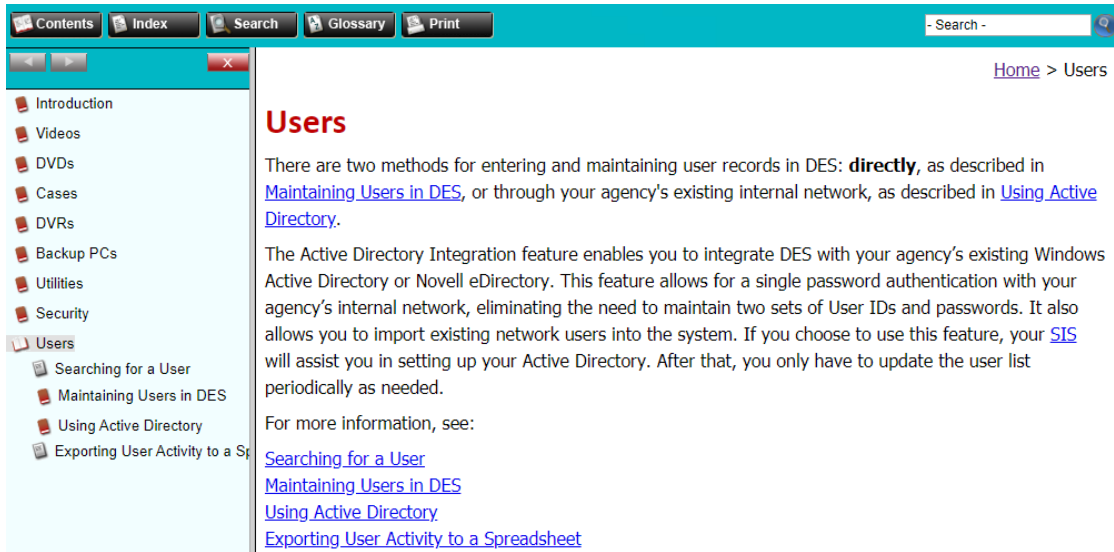
[DES Home Page](#)

[Software Navigation](#)

[Generating a DVR Login Key for Yourself](#)

[Generating a DVR Login Key for Another Officer](#)

2. Click the **Show** link at the top left corner of the screen to show navigation.



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

# Chapter 2. Videos



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# About Videos

This chapter describes how to search for, display, and view in-car videos, body-worn videos, and body-worn still images or "snapshots". It also describes how to update and maintain those system settings that relate to videos, such as video categories and notations.

The in-car videos that an officer captures during each shift are automatically transmitted to the server whenever their vehicle comes within range of an access point (see **Glossary**). Body-worn videos and snapshots, on the other hand, upload to the server after an officer places the body-worn DVR in a docking station that's connected to the server. In the DEA Agency-DEA Precinct situation, during the next server-to-server communication, those videos and/or snapshot files then transmit from the Precinct server to the Agency server.

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

**i NOTE: Snapshots vs. Video Frames**

What's the difference between a 'snapshot' and a 'video frame'?

**Snapshots** are still images that are captured from a body-worn DVR 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 standalone files that are separate and apart.

Video viewing privileges are associated with User IDs. When you create a User ID for a user, you set their viewing privileges to either private or public. If a user's viewing privileges are private, the only users who can view and/or notate their files are that user and users with edit permissions. If their viewing privileges are public, any user can view their files, but only that user and users with edit permissions can notate them.

Unless otherwise noted, all video procedures described in this chapter apply to both videos and body-worn snapshots. For brevity, the term "media file" is used to apply to both file types.

## Searching and Viewing Media Files

### Searching for Videos

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

Search method	Used to search for video by some or all of these criteria...
Basic	<ul style="list-style-type: none"> <li>• Date</li> <li>• DVR</li> <li>• System ID</li> <li>• Officer</li> <li>• Category</li> </ul>
Advanced	<ul style="list-style-type: none"> <li>• After Date</li> <li>• Before Date</li> <li>• DVR</li> <li>• DVR Type</li> <li>• System ID</li> <li>• Body Worn Mode</li> <li>• Officer</li> <li>• Category</li> <li>• Assigned to Case</li> <li>• Precinct (DEA Agency only)</li> <li>• Status</li> <li>• Tagged</li> <li>• Latitude</li> <li>• Record Trigger</li> <li>• Longitude</li> <li>• Speed Greater Than</li> <li>• Incident number</li> <li>• UMD</li> </ul>

Button	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form.
Clear	Remove all entries and selections from the Search form.

## Performing a Basic Video Search

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

1. Go to **Home Menu** and click **Search Video**. The **Media Information** pop-up is displayed. The fields on this pop-up are described in the corresponding table in **Appendix 2 - Videos**.

2. If you see the **Basic Search** button, click it. Otherwise proceed to the next step.
3. Enter/select the field values you want to search on.
4. Click **Search**. All videos that match your selection criteria are displayed on the **Video Search Results** page. The components of this page are described in the corresponding table in **Appendix 2 - Videos**.

Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Sergeant Zalewski	BWX-100-1276	Body Worn	20 min	Body Worn	09/20/2020 13:25	
		Sergeant Zalewski	BWX-100-1276	Body Worn	8 min	Body Worn	09/20/2020 13:17	
		Sergeant Zalewski	BWX-100-1276	Body Worn	5 min	Citation	09/20/2020 13:12	
		*1 No Name@12:12:34	BWX-100-1276	Body Worn	2 min	Citation	09/20/2020 13:09	

The example above shows the default columns for the **Video Search Results** page. If desired, your agency can customize this screen, as described in **Customizing the Video Search Results Page on page 30**.

5. To advance your search, perform one or more of the following tasks:
  - To sort the results, click the column heading you want to sort by. By default, videos are sorted chronologically by the video's start date/time.
  - 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, select a value from one or more of the drop-down lists at the top of the page.

The system automatically narrows the video list to those videos that match your newly entered criteria. The total number of videos included in your search results is displayed at the top of the results list.

## Performing an Advanced Video Search

This section describes how to search for a video using additional criteria.

1. Go to **Home Menu** and click **Search Video**. The **Media Information** pop-up is displayed. The fields on this pop-up are described in the corresponding table in **Appendix 2 - Videos**.

2. If you see the **Advanced Search** button, click it. Otherwise proceed to the next step.
3. Follow steps **3 - 7** of the **Performing a Basic Video Search** procedure.


## Searching for Snapshots Associated with a Video

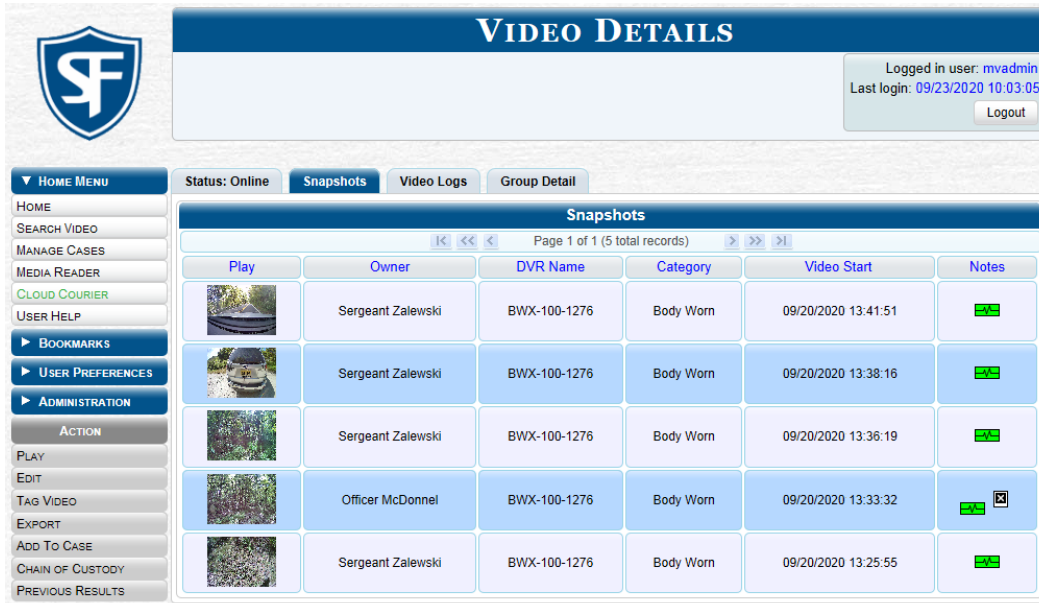
This section describes how to search for the snapshot files associated with a particular body-worn DVR.

To search for snapshots:

1. Follow steps **1 - 2** of the **Performing an Advanced Video Search** procedure.
2. Select **Body Worn** from the **DVR Type** drop-down list, and then, if desired, enter/select additional search criteria.
3. Click **Search**. All body-worn videos that match your selection criteria are displayed on the **Video Search Results** page.

Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Sergeant Zalewski	BWX-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:41	
		Sergeant Zalewski	BWX-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:38	
		Sergeant Zalewski	BWX-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:36	
		Sergeant Zalewski	BWX-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:25	
		Sergeant Zalewski	BWX-100-1276	Body Worn	20 min	Body Worn	09/20/2020 13:25	

- Click the **Details** icon  beside the video of interest, and then, in the displayed **Video Details** page, click the **Snapshots** tab. The list of snapshot(s) captured during this video is displayed. The columns on the Snapshots tab are described in the corresponding table in **Appendix 2 - Videos**.














**VIDEO DETAILS**

Logged in user: **mvadmin**  
Last login: 09/23/2020 10:03:05  
Logout


Status: Online | Snapshots | Video Logs | Group Detail

**Snapshots**

Page 1 of 1 (5 total records)

Play	Owner	DVR Name	Category	Video Start	Notes
	Sergeant Zalewski	BWX-100-1276	Body Worn	09/20/2020 13:41:51	
	Sergeant Zalewski	BWX-100-1276	Body Worn	09/20/2020 13:38:16	
	Sergeant Zalewski	BWX-100-1276	Body Worn	09/20/2020 13:36:19	
	Officer McDonnell	BWX-100-1276	Body Worn	09/20/2020 13:33:32	 
	Sergeant Zalewski	BWX-100-1276	Body Worn	09/20/2020 13:25:55	

**TIP: Video snapshots**

To determine if a body-worn video includes any snapshots, look for the  icon in the **Notes** column.

## Customizing the Video Search Results Page

If desired, your agency can customize the **Video Search Results** page to display columns of your choosing. By default, the system is displayed the following columns:

- **Owner**
- **DVR Name**
- **Category**
- **Duration**
- **Video Start (Date/Time)**
- **Notes**

In addition, you may display some or all of the following columns:

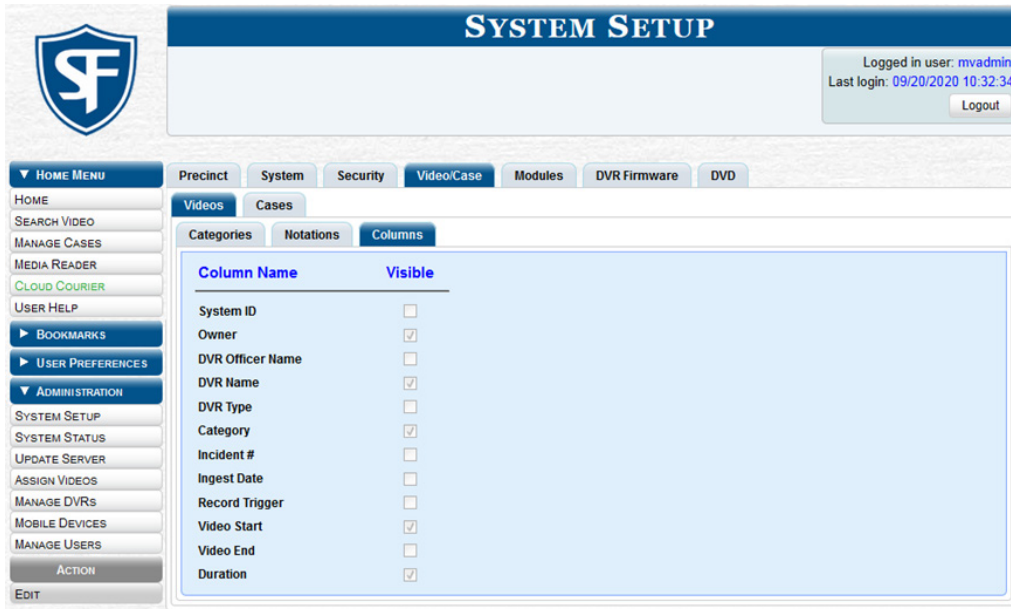
- **System ID**
- **DVR Officer Name**
- **Incident #**
- **Ingest Date**
- **Record Trigger**
- **Video End (Date/Time)**

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

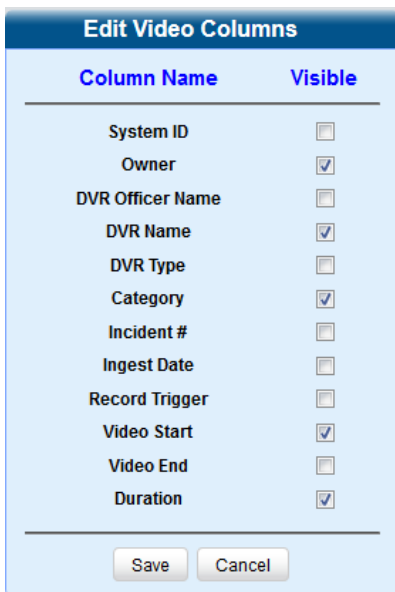
To customize the **Video Search Results** page:

- DEP and DEA users: go to **Administration > System Setup > Video/Case**.  
DEF and DEV users: go to **Administration > System Setup > Video**.

- Make sure the **Videos** tab is selected, and then click the **Columns** tab.



- Go to the **Action** menu and click **Edit**. The **Edit Video Columns** pop-up is displayed.



- Proceed to the **Visible** column. Select checkboxes for all the column names you want to include on the video list and deselect all the column names you want to exclude from the video list.

**TIP: Selecting columns**

Since there is a limited amount of space in which to display this data, it is not advisable to select all columns. Carefully evaluate which information is most helpful to your agency, then select the appropriate columns.

- Click **Save**.

## Viewing Video Details

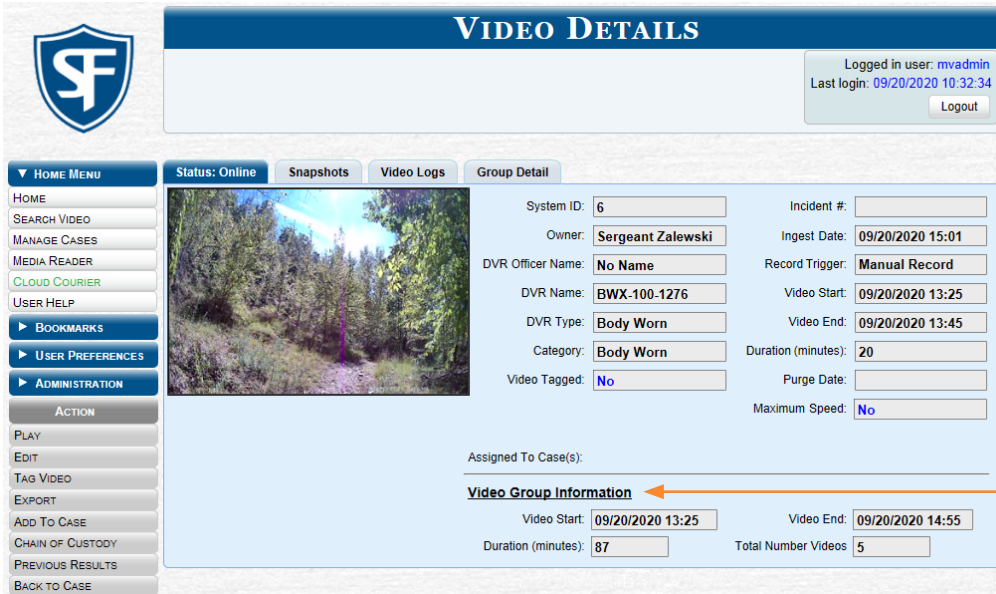
This section describes how to view videos other than body-worn snapshots, and their related information. Typically, you have access to your videos and any public videos. If you have the *Edit All Data* and/or *Edit Private Data* permissions, you will have access to other videos as well.

To view video details:

1. Perform a basic or advanced search, as described in **Searching for Videos on page 27**. The **Video Search Results** page is displayed.






2. Click the **Details** icon beside the video you want to view. The **Video Details** page is displayed. The components of this page are described in the corresponding table in **Appendix 2 - Videos**.



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



3. To view information about the video, perform one or more steps described in the following table. The components of each page are described in the corresponding tables in **Appendix 2 - Videos**.

To...	Do this...																																				
View a video's logs	<ul style="list-style-type: none"> <li>Click the <b>Video Logs</b> tab. The video's log records are displayed.</li> </ul>  <table border="1"> <thead> <tr> <th>Date</th> <th>User</th> <th>Action</th> <th>IP Address</th> </tr> </thead> <tbody> <tr> <td>10/22/2019 12:47</td> <td>---</td> <td>Media file transfer successful during Insertion</td> <td>---</td> </tr> <tr> <td>10/22/2019 12:47</td> <td>---</td> <td>System Media #38 Uploaded from DVR (ID: 2111610167)</td> <td>---</td> </tr> <tr> <td>04/19/1970 19:37</td> <td>mvadmin</td> <td>System Video Played</td> <td>166.20.100.42</td> </tr> <tr> <td>04/19/1970 19:36</td> <td>mvadmin</td> <td>System Video Played</td> <td>166.20.100.42</td> </tr> <tr> <td>04/19/1970 19:33</td> <td>mvadmin</td> <td>Export Request Completed - Certified Copy #1</td> <td>---</td> </tr> <tr> <td>04/19/1970 19:33</td> <td>---</td> <td>Media file transfer successful during Export - Certified Copy #1</td> <td>---</td> </tr> <tr> <td>04/19/1970 19:33</td> <td>mvadmin</td> <td>Attempting Export</td> <td>---</td> </tr> <tr> <td>04/19/1970 19:33</td> <td>mvadmin</td> <td>Video Export Requested</td> <td>166.20.100.42</td> </tr> </tbody> </table>	Date	User	Action	IP Address	10/22/2019 12:47	---	Media file transfer successful during Insertion	---	10/22/2019 12:47	---	System Media #38 Uploaded from DVR (ID: 2111610167)	---	04/19/1970 19:37	mvadmin	System Video Played	166.20.100.42	04/19/1970 19:36	mvadmin	System Video Played	166.20.100.42	04/19/1970 19:33	mvadmin	Export Request Completed - Certified Copy #1	---	04/19/1970 19:33	---	Media file transfer successful during Export - Certified Copy #1	---	04/19/1970 19:33	mvadmin	Attempting Export	---	04/19/1970 19:33	mvadmin	Video Export Requested	166.20.100.42
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04/19/1970 19:33	mvadmin	Export Request Completed - Certified Copy #1	---																																		
04/19/1970 19:33	---	Media file transfer successful during Export - Certified Copy #1	---																																		
04/19/1970 19:33	mvadmin	Attempting Export	---																																		
04/19/1970 19:33	mvadmin	Video Export Requested	166.20.100.42																																		
View the user metadata (UMD) that is saved as part of a video or snapshot's record	<ul style="list-style-type: none"> <li>Click the <b>UMD</b> tab. The UMD form is displayed.</li> </ul>  <p> <b>Vehicle Make:</b> Ford  <b>Vehicle Model:</b> Focus  <b>Vehicle Year:</b> 2007  <b>Vehicle Color:</b> Red  <b>Vehicle Plate:</b> UUU90D  <b>Notes:</b> Hood replaced but not painted     </p>																																				
View a video's group information	<ul style="list-style-type: none"> <li>Click the <b>Group Detail</b> tab. Details for the video group are displayed.</li> </ul>  <p> <b>Status:</b> Online    <b>Owner:</b> Sergeant Zalewski    <b>Video Start:</b> 09/20/2019 13:25  <b>DVR Name:</b> BWX-100-1276    <b>Video End:</b> 09/20/2019 14:55  <b>Category:</b> Body Worn    <b>Duration (minutes):</b> 87     </p> <table border="1"> <thead> <tr> <th>Details</th> <th>Play</th> <th>Owner</th> <th>Video Number</th> <th>Duration</th> <th>Video Start</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Sergeant Zalewski</td> <td>1 of 5</td> <td>20 min</td> <td>09/20/2019 13:25</td> <td></td> </tr> <tr> <td></td> <td></td> <td>*1 No Name@12:12:34</td> <td>2 of 5</td> <td>20 min</td> <td>09/20/2019 13:45</td> <td></td> </tr> <tr> <td></td> <td></td> <td>*1 No Name@12:12:34</td> <td>3 of 5</td> <td>20 min</td> <td>09/20/2019 14:06</td> <td></td> </tr> <tr> <td></td> <td></td> <td>*1 No Name@12:12:34</td> <td>4 of 5</td> <td>20 min</td> <td>09/20/2019 14:27</td> <td></td> </tr> </tbody> </table>	Details	Play	Owner	Video Number	Duration	Video Start	Notes			Sergeant Zalewski	1 of 5	20 min	09/20/2019 13:25				*1 No Name@12:12:34	2 of 5	20 min	09/20/2019 13:45				*1 No Name@12:12:34	3 of 5	20 min	09/20/2019 14:06				*1 No Name@12:12:34	4 of 5	20 min	09/20/2019 14:27		
Details	Play	Owner	Video Number	Duration	Video Start	Notes																															
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		*1 No Name@12:12:34	2 of 5	20 min	09/20/2019 13:45																																
		*1 No Name@12:12:34	3 of 5	20 min	09/20/2019 14:06																																
		*1 No Name@12:12:34	4 of 5	20 min	09/20/2019 14:27																																

## 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:

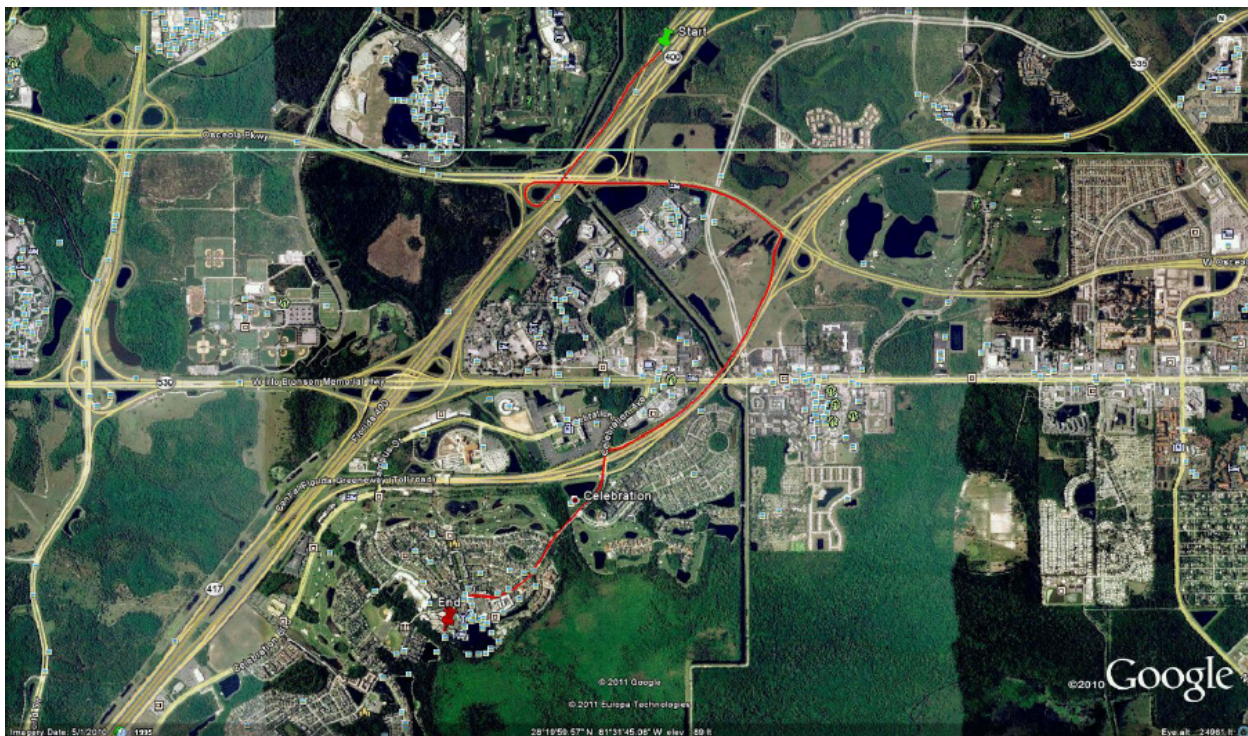
<http://www.google.com/earth/download/ge/agree.html>

### **i** NOTE: DEA Agency users

This workflow is not available to users of the DEA Agency application.

To view video in Google Earth:

1. Search for and display the video you want to view in Google Earth. (If necessary, review **Searching for Videos on page 27**) The **Video Details** page is displayed.
2. Go to the **Action** menu and click **Google Earth**. **NOTE:** If Google Earth does not launch, 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.
3. Perform one of the following steps:
  - If a pop-up message is displayed, proceed to the next step.
  - If an aerial view of the video's route is displayed in red, skip to step 5.
4. Click **Open**. After a pause of a few seconds to a few minutes, an aerial view of the video's route is displayed in red. Note that the beginning and end of the video route are marked by a green and red thumbtack icon, respectively.



5. 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.
6. When you are ready to exit Google Earth, click the cross icon in the upper right corner of the window, then click **Discard**.

## Viewing and Exporting Individual Snapshots

This section describes how to view the details for a body-worn DVR still image, referred to as a snapshot.

1. Follow steps **1 - 2** of the **Searching for Snapshots Associated with a Video** procedure.
2. Select **Snapshots Only** from the **Body Worn Mode** drop-down list that is displayed.
3. Click **Search**. All body-worn snapshot files that match your selection criteria are displayed on the **Video Search Results** page.

The screenshot shows the 'VIDEO SEARCH RESULTS' page. At the top right, it indicates the user is logged in as 'mvadmin' with a last login of '09/20/2020 17:11:01'. A 'Logout' button is present. Below the header is a navigation menu on the left and a table of search results. The table has columns for 'Details', 'Play', 'Owner', 'DVR Name', 'DVR Type', 'Duration', 'Category', 'Video Start', and 'Notes'. Five results are shown, all for 'Sergeant Zalewski' with DVR name 'BWV-100-1276' and 'Body Worn' type. The 'Image' column for the second result is highlighted with an orange arrow pointing to a text box.

Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Sergeant Zalewski	BWV-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:41	
		Sergeant Zalewski	BWV-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:38	
		Sergeant Zalewski	BWV-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:36	
		Sergeant Zalewski	BWV-100-1276	Body Worn	Image	Body Worn	09/20/2020 13:25	
		Sergeant Zalewski	BWV-100-1276	Body Worn	20 min	Body Worn	09/20/2020 13:25	

Body-worn DVR snapshots display the word "Image" in this column


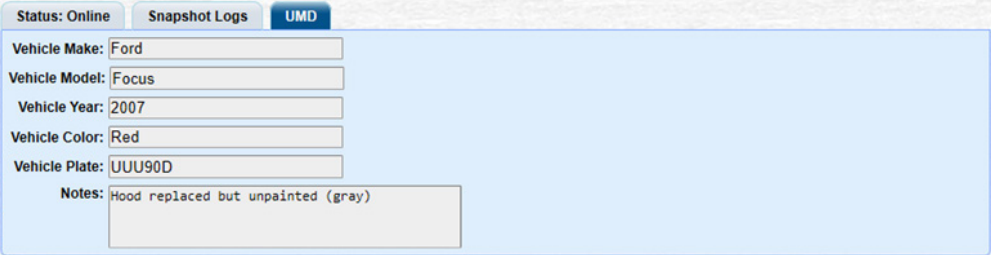
4. Find the snapshot of interest in the displayed list using the navigation arrows, and then click its **Details** icon . The **Snapshot Details** page is displayed. The fields on this page are described in the corresponding table in **Appendix 2 - Videos**.

The screenshot shows the 'SNAPSHOT DETAILS' page. It features a 'Status: Online' indicator and 'Snapshot Logs' tab. A large image of a wooded area is displayed on the left. On the right, there is a form with the following fields:

- System ID: 9
- Incident #: [Empty]
- Owner: Sergeant Zalewski
- Ingest Date: 09/20/2020 15:01
- DVR Officer Name: No Name
- Record Trigger: Manual Record
- DVR Name: BWV-100-1276
- Capture Date: 09/20/2020 13:36
- DVR Type: Body Worn
- Category: Body Worn
- Video Tagged: No

Assigned To Case(s):

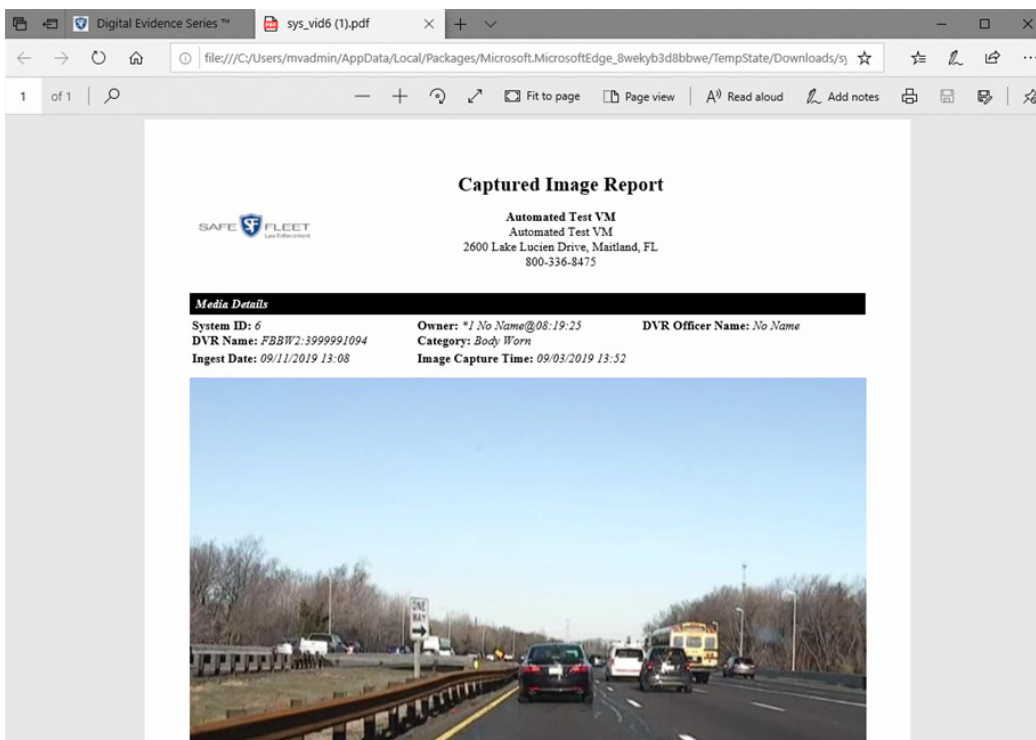
- To view information about the snapshot, perform one or more steps described in the following table. The components of each page are described in the corresponding tables in **Appendix 2 - Videos**.

To...	Do this...
View logs of all the activities performed on this snapshot	<ul style="list-style-type: none"> <li>Click the <b>Snapshot Logs</b> tab. The log records are displayed.</li> </ul> 
View any user metadata associated with this snapshot	<ul style="list-style-type: none"> <li>Click the <b>UMD</b> tab. The UMD form is displayed.</li> </ul> 

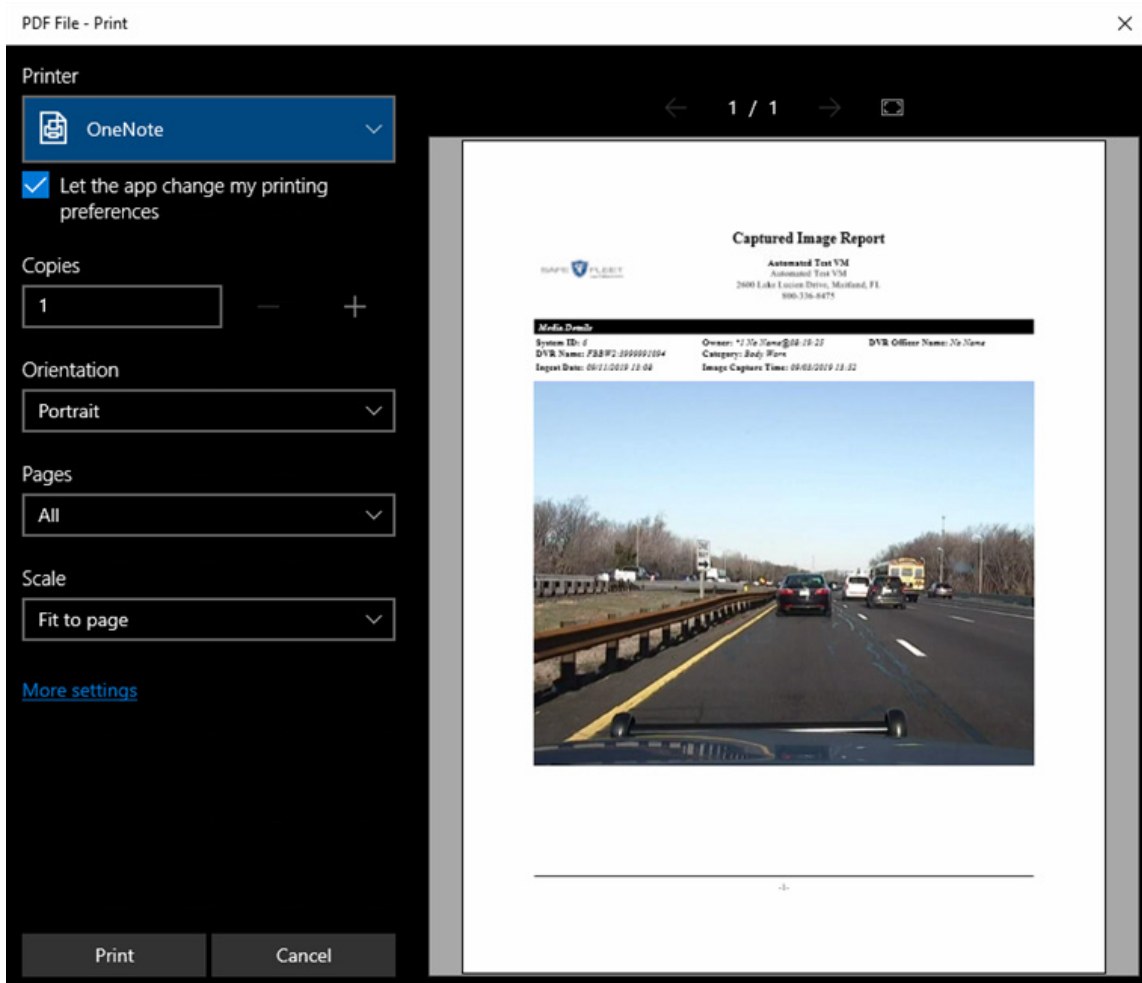
- To export a snapshot, go to the **Action** menu and click **Export Image to PDF**. A Windows message is displayed.



- Click **Open**. The **Captured Image Report** is displayed.



8. To print this report, click the printer icon, or press **Ctrl+P**. The **Print** pop-up is displayed.



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

## Playing Video and Exporting Video Frames

There are two video players available in DES for playing evidence video files: Flashback Player and Evidence Player.

You can use either player to play an online video (a video that is currently stored on your agency's server). You can play, pause, stop, rewind, change cameras, and export video frames as snapshots. 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.

Evidence Player provides you with additional options, such as the ability to view metadata and track the vehicle path on the map.

For information about each player's components and their functions, refer to **Appendix 2 - Videos**.

## Selecting Players and Video Playback Methods

This section describes how to select the video player the system will use to play back videos by default and how to change the manner in which the system delivers videos to users for viewing purposes. For example, you can choose to download and play videos on a PC, or stream the videos directly from the server.

The optimal playback method for your agency will depend on your networking environment and available bandwidth. If the default playback method, Stream-No Cache (SMB), isn't working for you, consult with your agency's IT specialist to determine which playback method might be preferable.

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

Note that Evidence Player supports only the download-and-play (With Cache) methods.

The available playback methods are described in the corresponding table in **Appendix 2 - Videos**.

To select a player and its playback options:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.

2. Go to the **Select Video Player** setting and select one of the available radio buttons: **Flashback** (for Flashback Player) or **Evidence** (for Evidence Player).
3. Go to the **Video Playback Method** field and select a value from the drop-down list. Note that the **No Cache** options are greyed out if you selected the **Evidence** radio button in step 2.
4. Click **Save**.

## Using Flashback Player

To play a video and export video frames in Flashback Player:

1. Make sure that Flashback Player is set as your default video player. See **Selecting Players and Video Playback Methods**.
2. Search for the video you want to play. (If necessary, review **Searching for Videos on page 27**) The **Video Search Results** page is displayed.

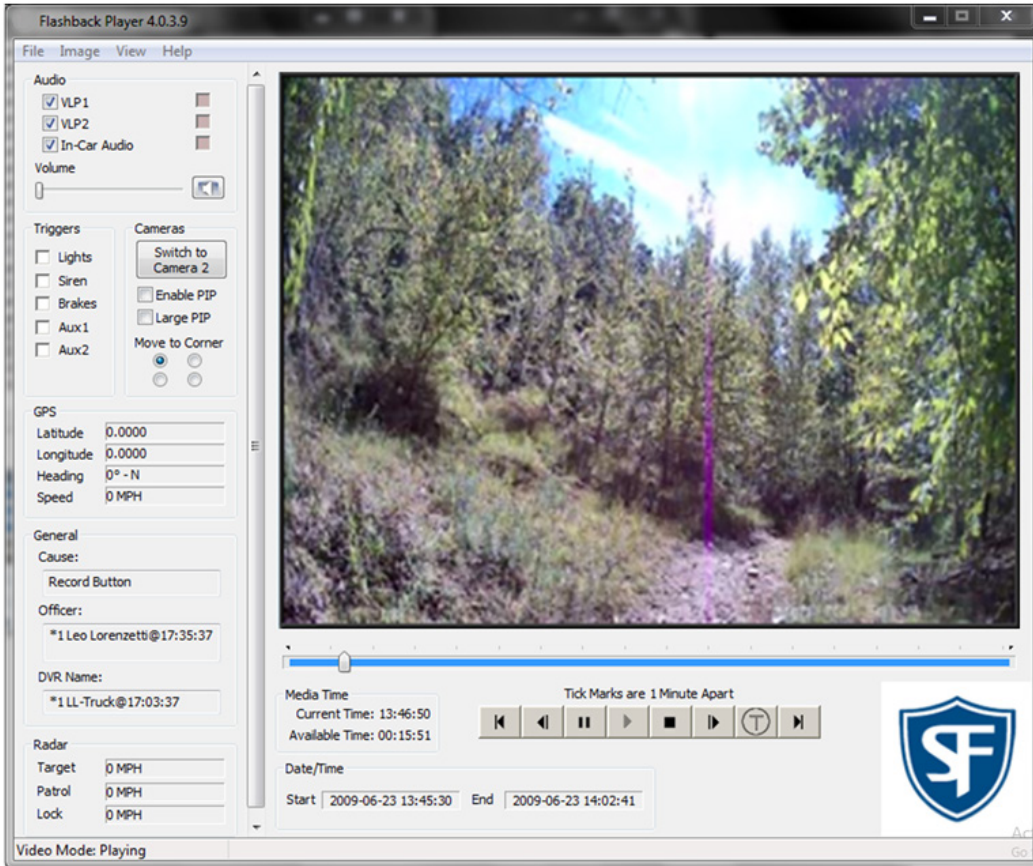
The screenshot displays the 'VIDEO SEARCH RESULTS' page. At the top, there is a blue header with the 'SF' logo on the left and a user login status on the right: 'Logged in user: mvadmin', 'Last login: 09/20/2020 17:11:01', and a 'Logout' button. Below the header is a navigation sidebar on the left with options like 'HOME MENU', 'SEARCH VIDEO', 'MANAGE CASES', 'MEDIA READER', 'CLOUD COURIER', 'USER HELP', 'BOOKMARKS', 'USER PREFERENCES', 'ADMINISTRATION', 'ACTION', 'NEW SEARCH', 'EXPORT', 'BACK TO VIDEO', and 'BACK TO CASE'. The main content area is titled 'Videos' and shows 'Page 1 of 1 (4 total records)'. It contains a table with the following data:

Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Sergeant Zalewski	BWX-100-1276	Body Worn	20 min	Body Worn	09/20/2020 13:25	
		Sergeant Zalewski	BWX-100-1276	Body Worn	8 min	Body Worn	09/20/2020 13:17	
		Sergeant Zalewski	BWX-100-1276	Body Worn	5 min	Citation	09/20/2020 13:12	
		*1 No Name@12:12:34	BWX-100-1276	Body Worn	2 min	Citation	09/20/2020 13:09	

3. To play the video, perform one of the following tasks:
  - Go to the **Play** column and click the video's thumbnail image.
  - OR–
  - Click the **Details** icon beside the video thumbnail, then click the video's thumbnail image.
  - OR–
  - Click the **Details** icon to the left of the video, then go to the **Action** menu and click **Play**.
4. If a pop-up dialog is displayed, select the checkbox in it, then click **Open Link**. Flashback Player is launched in a separate window and the video starts playing. **NOTE:** If the video is not launched automatically, click the icon under the viewing window.

### NOTE: Launching Flashback Player

- If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. Next, select the checkbox at the bottom of the second pop-up, then click **Run**.
- Note that if another instance of Flashback Player is already open, you need to close it before the selected video can be played.

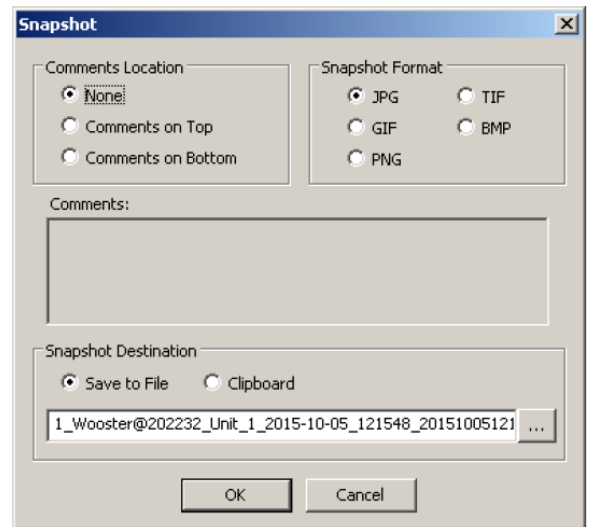


5. To choose how you want to view the video, perform one of the following tasks:


To...	Do this...
View the video in full-screen mode	<ul style="list-style-type: none"> <li>Press <b>Ctrl + F</b>. When you're ready to exit full-screen mode, press <b>Esc</b>.</li> </ul>
View the video's route on a Google map	<ul style="list-style-type: none"> <li>Press <b>Ctrl + M</b>. The GPS Mapper window is displayed. When you're finished viewing the map, click the cross icon in the upper right corner of the GPS Mapper window to exit.</li> </ul>

6. To export video frames:

- a. Find a video frame that you want to export using the navigation buttons to advance to the desired segment, and then press **Ctrl + S**. The **Snapshot** pop-up is displayed.
- b. Make the following selections in the dialog box:
  - **Comment's Location**. You can have the comment appear either at the top or at the bottom of the frame
  - **Snapshot Format**. You have five file types available to save the frame.
- c. If desired, enter a comment in the **Comments** field.
- d. Perform one of the following tasks:





To...	Do this...
Save the frame to your PC's clipboard	<ul style="list-style-type: none"> <li>Select the <b>Clipboard</b> radio button.</li> </ul>
Save this frame to your hard disk	<ol style="list-style-type: none"> <li>Click the ellipsis button . The <b>QBX Snapshot File Save</b> pop-up is displayed.</li> <li>Navigate to the disk drive location where you want to save this file.</li> <li>Enter a new file name is desired, and then click <b>Save</b> to close the pop-up.</li> </ol>

e. Click **OK** to close the **Snapshot** pop-up. The frame is saved to the location you have specified.

7. To close Flashback Player, do one of the following:

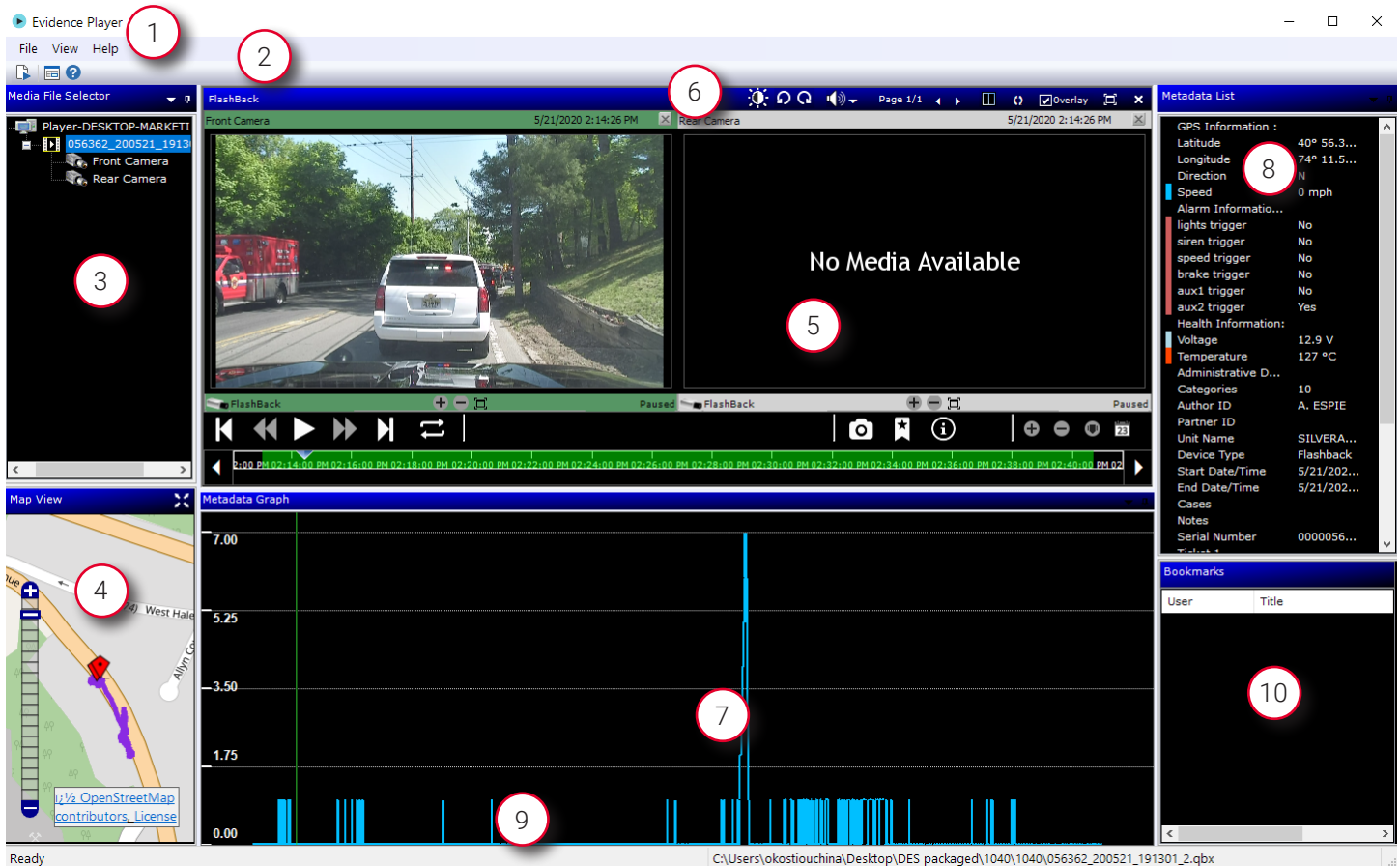
- Select **File>Exit** from the menu bar.
- OR –
- Click the cross icon in the upper right corner of the Flashback Player window.

## Using Evidence Player

This section describes how to use the full-featured Evidence Player software.

### Understanding the Evidence Player Interface

If you selected Evidence Player as your default video player, all video files will open in a separate Evidence Player window. For detailed information about each interface element, see **Evidence Player on page 310**.



The Evidence Player interface contains the following elements:

1. **Menu bar.** Use the menu bar options to open media files from locations on your PC, to change the way the player elements are displayed, and access help.
2. **Quick access toolbar.** Use the quick access toolbar options to open media files from locations on your PC, hide or display the **Metadata Graph** pane, and view the application information.
3. **Media File Selector** pane. Use the links displayed in this pane to open video files.
4. **Map View** pane. Use the map to view the vehicle position synchronized with the video playback. This feature is available if the recording device has the capability to record GPS data.
5. **Video display area.** Your video file plays in the video display area. Videos from multiple cameras are displayed in their own tiles.
6. **Layout toolbar.** Use the options displayed on this toolbar to change the way the video file is displayed in the video display area during playback. For example, you can adjust the volume, hide or display the overlay, switch to full screen, rearrange camera tiles (if multiple videos are opened for playback), etc.
7. **Player controls, timeline, and collector controls.** Use the available icons to control the video playback, the way the timeline is displayed, and to save snapshots of the current video frames.
8. **Metadata List** pane. View various metadata information associated with the video files. For example, you can view the GPS data, the device information, as well as incident-related information.
9. **Metadata Graph** pane. View the visual representation of the metadata related to device inputs. From this pane you can configure which metadata information will be displayed in either metadata panes. See **Configuring Metadata Display Settings**.
10. **Bookmarks** pane. Note that you cannot add bookmarks to videos at this time.

## Playing Video



### **NOTE:** Launching Evidence Player

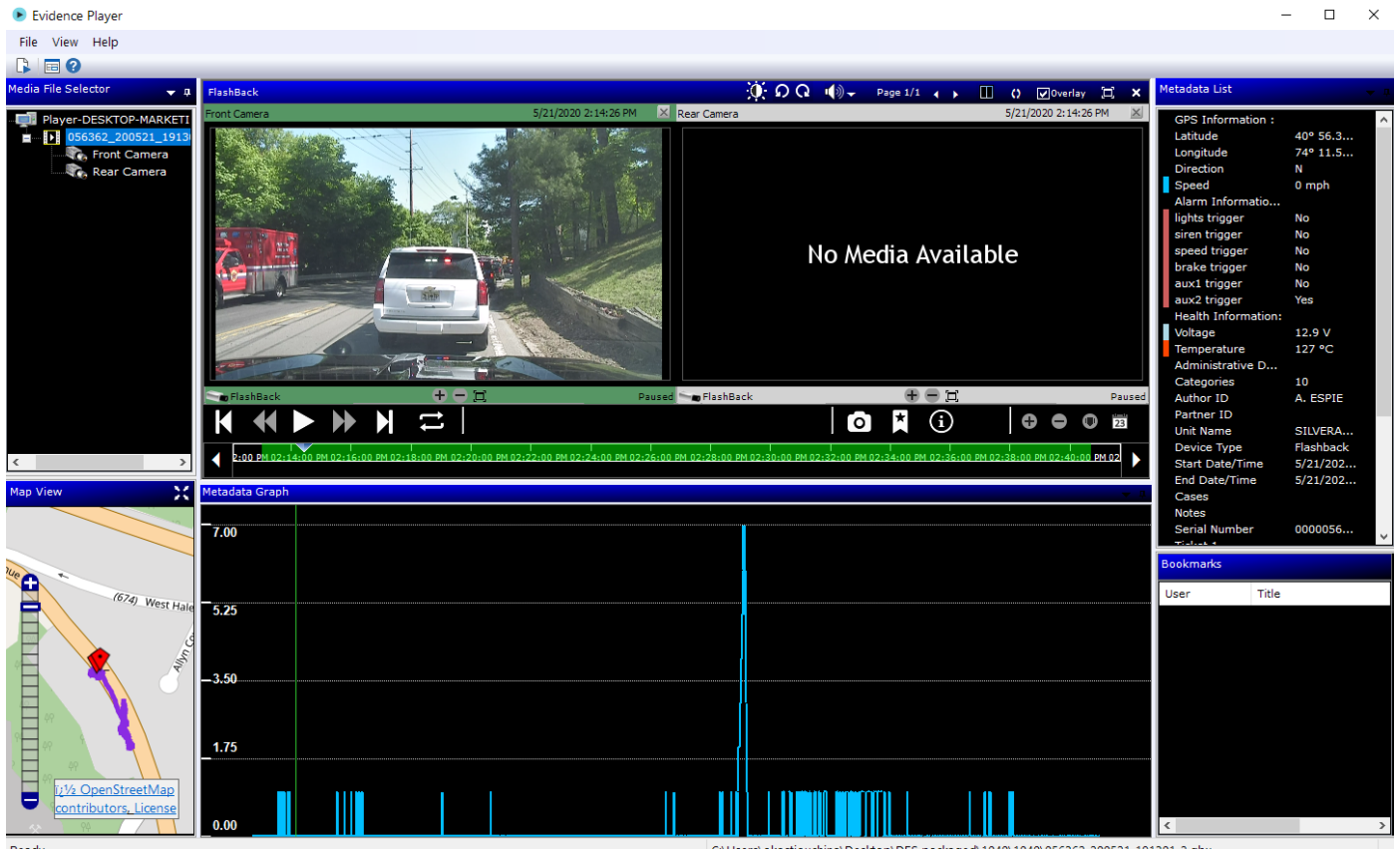
- If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. Next, select the checkbox at the bottom of the second pop-up, then click **Run**.
- Note that if another instance of Evidence Player is already open, you may need to close it before the selected video can be played.

To play a video and export video frames in Evidence Player:

1. Make sure that the Evidence Player is set as your default video player. See **Selecting Players and Video Playback Methods**.
2. Search for the video you want to play. (If necessary, review **Searching for Videos on page 27**) The **Video Search Results** page is displayed.

Details	Play	Owner	DVR Name	DVR Type	Duration	Category	Video Start	Notes
		Sergeant Zalewski	BWX-100-1276	Body Worn	20 min	Body Worn	09/20/2020 13:25	
		Sergeant Zalewski	BWX-100-1276	Body Worn	8 min	Body Worn	09/20/2020 13:17	

3. To play the video, perform one of the following tasks:
  - Go to the **Play** column and click the video's thumbnail image.
  - OR–
  - Click the **Details** icon  beside the video thumbnail, then click the video's thumbnail image.
  - OR–
  - Click the **Details** icon  to the left of the video, then go to the **Action** menu and click **Play**.
4. If a pop-up dialog is displayed, select the checkbox in it, then click **Open Link**. Evidence Player is launched in a separate window and the video starts playing. **NOTE:** For better viewing experience, you can resize the available panes by placing your mouse cursor over the dividing line, then left-clicking and dragging in the desired direction.

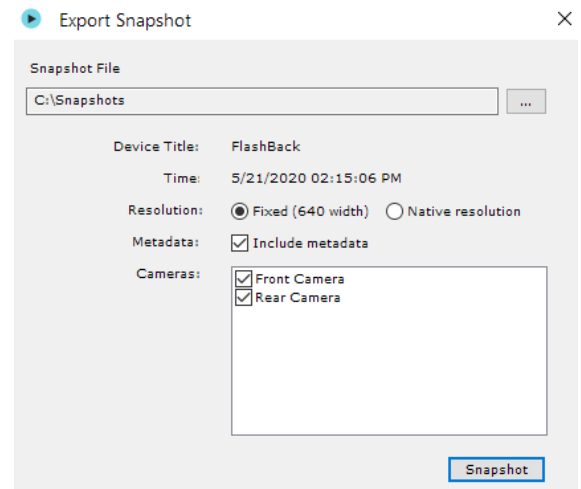



5. If the incident has been recorded by more than one camera, you can switch between recorded videos. To do so, go to the **Media File Selector** pane and select the desired camera, or click inside the desired camera tile, then click the play icon in the player control bar.



6. To view the vehicle's route on the map, refer to the **Map View** pane and zoom in or out as needed using the mouse scroll wheel or the available slider.
7. To review the video metadata information, refer to the **Metadata List** pane and the **Metadata Graph** pane.
8. To export a video frame:
  - a. Find a video frame that you want to export using the navigation buttons to advance to the desired video segment, and then click the camera icon below the video display area. The **Export Snapshot** pop-up is displayed.

- b. Make the following selections in the dialog box:
  - **Resolution.**
    - To save a snapshot image with a 640 dpi width, select the **Fixed (640 width)** radio button
    - To save a snapshot with a native video resolution, select the **Native resolution** radio button.
  - **Metadata.** To include the metadata information with the saved snapshot, select the **Metadata** checkbox.
  - **Cameras.** To save the snapshots from more than one camera, select the checkboxes for the desired cameras.



- c. To save the snapshot:
  - i. Click the ellipsis button . The **Browse For Folder** pop-up is displayed.
  - ii. Navigate to the existing disk drive location where you want to save this file, or click **Make New Folder** and enter the folder name to create it.
  - iii. Click **OK**.
- d. Click **Snapshot**, then click **OK** to close the confirmation message. The frame is saved to the location you have specified. If you selected checkboxes for multiple cameras, separate snapshots will be saved for each.
- e. Click the cross icon to close the **Export Snapshot** pop-up.

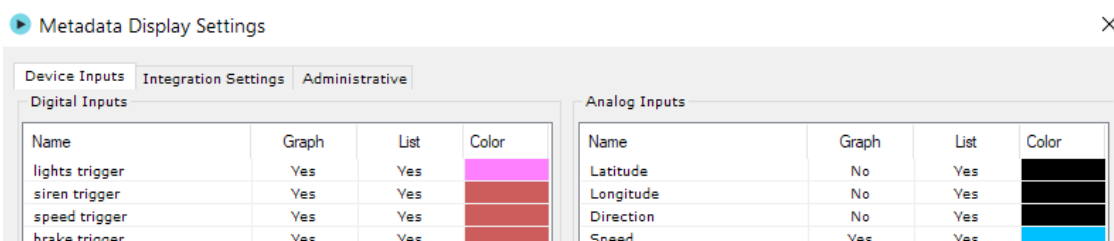
9. To open a video file saved on your PC:
  - a. Go to **File > Open Media File** OR click the **Open Media File** icon on the quick access toolbar OR press **Ctrl + O** on your keyboard.
  - b. Navigate to the location of the file on your PC, then click **Open**.
  - c. Click **Yes** in the pop-up informing you that the currently open media file will be closed. The video loads and starts playing.
10. To close Evidence Player, do one of the following:
  - Select **File > Exit** from the menu bar.
  - OR –
  - Click the cross icon in the upper right corner of the Evidence Player window.

## Configuring Metadata Display Settings

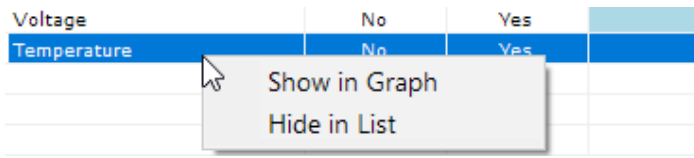
There are two metadata panes in Evidence Player. The **Metadata List** pane presents exhaustive video metadata information in the form of a list while the **Metadata Graph** pane presents metadata related to device inputs visually, in the form of color-coded graphs. The graphs are displayed to scale, in accordance with the measurement unit of each input type.

To configure how the metadata information is displayed:

1. Right-click inside the **Metadata Graph** pane, then select the **Metadata Display Settings** option. The **Metadata Display Settings** window is displayed., with the **Device Inputs** tab open by default.

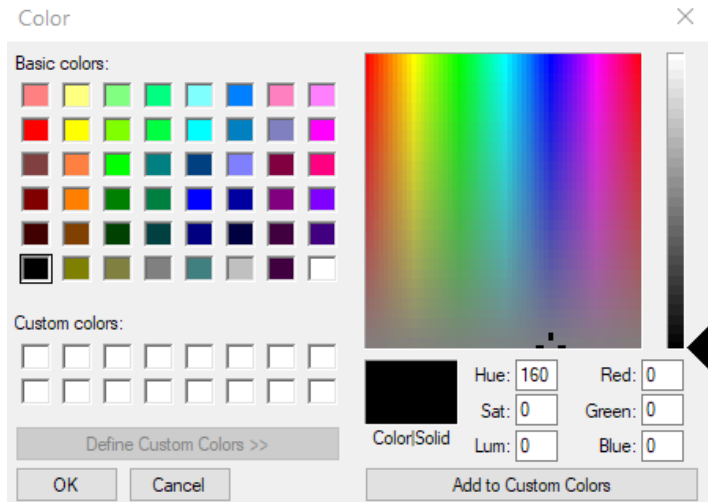


- Find an input you want to configure, then right-click it and select the hide or show option for each metadata pane.



- To change the color representing each input:

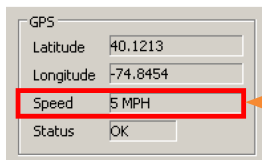
- Click the color bar for the input of interest in the **Color** column. The **Color** pop-up is displayed.
- Select the desired color from the available basic color options, or to define a custom color:
  - Click **Define Custom Colors**.
  - Select any color from the displayed color field or enter numerical values in the available fields.
  - Adjust the luminance slider to brighten or darken the selected color.
  - Click **Add to Custom Colors**.
- Click **OK** to close the pop-up.
- Repeat steps **a - c** for other inputs as needed.



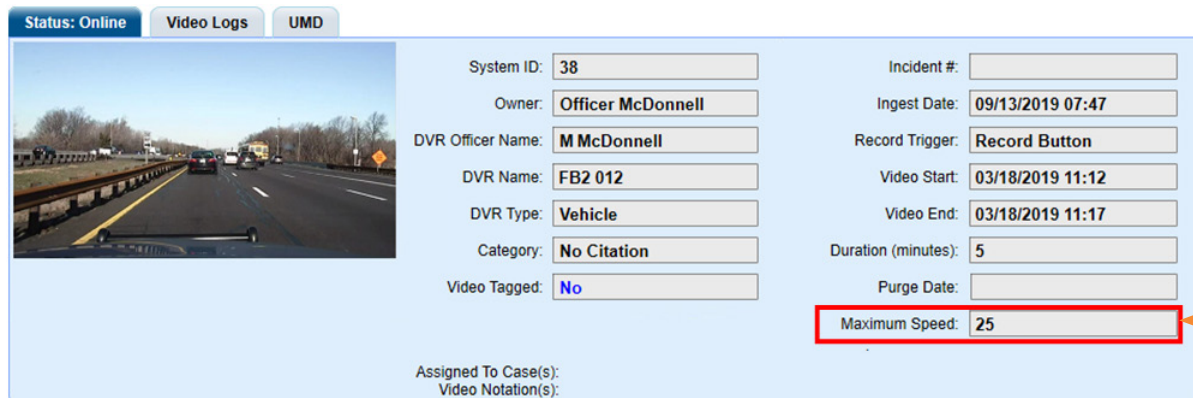
- Go to the **Administrative** tab, then follow step **2** to configure where the rest of the metadata will be displayed.
- Click **OK**. Both metadata panes are adjusted according to your configuration.

## Configuring Speed Unit Display

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



Speed unit display on Flashback Player



Speed unit display on Video Details page

To configure the speed units:

- Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.

### **i** NOTE: Permissions for viewing speed

The *Display MAX Speed* permission is required to view speed information on the **Video Details** page; the *Player Display Speed* permission is required to view speed information on the default video player while online (i.e., from the server); and the *Export Display Speed* permission is required to view speed information on the default video player while offline (i.e., from an export disc or file). For more information, see **Managing User Roles and Permissions on page 254**.

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

## Working with Media Files

### Editing Media Files

This section describes how you can edit the attributes that define media files (a video or a body-worn snapshot):

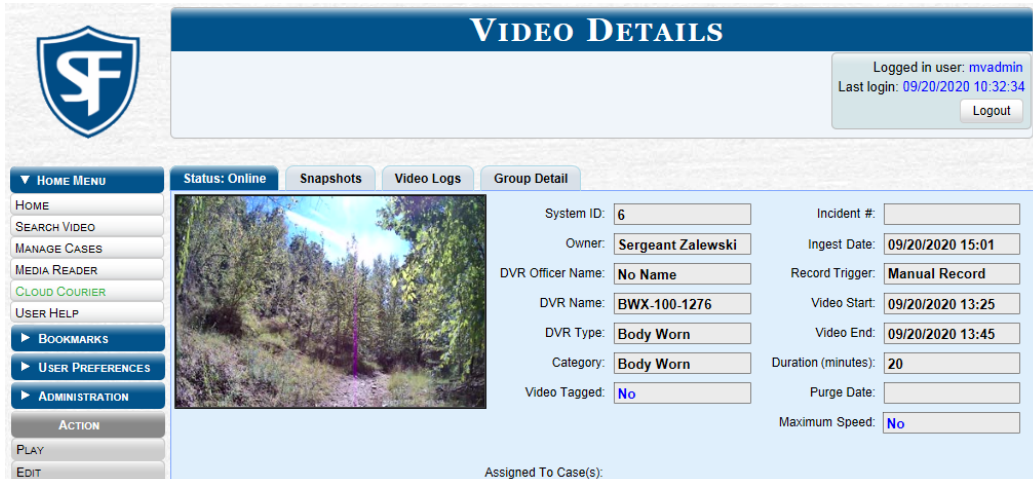
- Change a video category
- Reassign a video to a different officer
- Add predefined user metadata
- Add predefined notations.

To edit a media file:

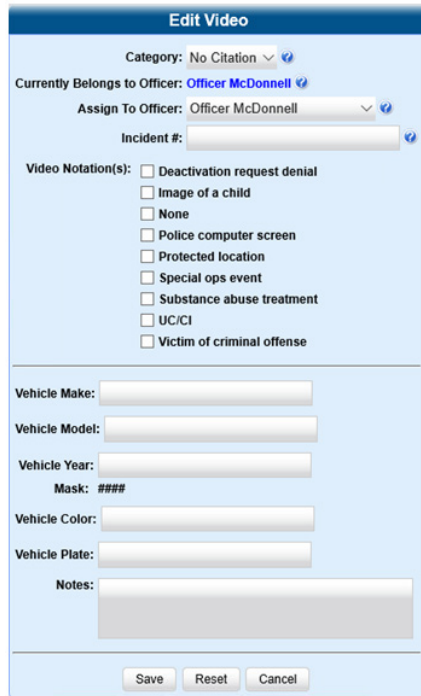
1. Search for and display the video you want to update. (If necessary, review **Searching for Videos on page 27**) The **Video Details** page is displayed.

### **i** NOTE: DEA Agency users

This workflow is not available to users of the DEA Agency application.



2. Go to the **Action** menu and click **Edit**. The **Edit Video** pop-up is displayed.



3. Perform one or more of the following tasks:

To...	Do this...
Change a video category For more information on video categories, see <b>Video Details Page on page 296</b> .	<ul style="list-style-type: none"> <li>Select a new value from the <b>Category</b> drop-down list at the top of the form.</li> </ul>
Reassign the video to a different officer For information on other ways to reassign videos, see <b>Reassigning Videos to a Different Officer or DVR on page 48</b> .	<ul style="list-style-type: none"> <li>Select a new name from the <b>Assign To Officer</b> drop-down list.</li> </ul> <p><b>NOTE:</b> You cannot reassign video in the DEA Agency application.</p>

To...	Do this...
Add predefined user metadata  <b>NOTE:</b> If you have a mobile data computer with the UMD Editor installed on it, you can attach UMD to an in-car video immediately after it is finished recording. Otherwise you can use this procedure to attach UMD back at the precinct.	<ul style="list-style-type: none"> <li>Enter your data in the appropriate fields. If you see a <b>Mask</b> field beside the data entry field, it indicates that your entry must adhere to a specific format. Alpha characters (<b>a – z</b>) are represented by an A, and numeric characters are represented by a pound sign (<b>#</b>). For example, if you see <b>##-A####</b> next to a field labeled <b>Citation No.</b>, 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).</li> </ul>
Add predefined video notations	<ul style="list-style-type: none"> <li>Select all <b>Video Notation(s)</b> checkboxes that apply.</li> </ul> <b>NOTE:</b> If no checkboxes are displayed on the <b>Edit Video</b> pop-up, it indicates one of two things: <ul style="list-style-type: none"> <li>Your agency has not created any video notation records yet. For more information, see <b>Adding a New Video Notation on page 79</b>.</li> <li>Your agency has created video notation records, but the feature is currently inactivated. For more information, see <b>Turning Video Notations On/Off on page 79</b>.</li> </ul>

4. Click **Save** to save the changes you've made.

## Reassigning Videos to a Different Officer or DVR

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

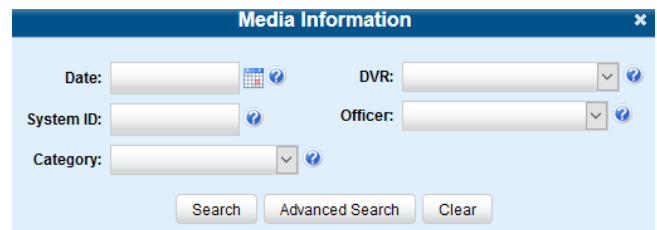
**NOTE: DEA Agency users**

The workflow on reassigning videos is not available to users of the DEA Agency application.

For steps on how to reassign **one** video to a different officer, see **Editing Media Files on page 46**.

To reassign videos to a different officer:

- Go to the **Administration > Assign Videos**. The **Media Information** pop-up is displayed.



- To search for videos, enter or select your search criteria in the displayed form (default), or click **Advanced Search**, and then enter or select your search criteria
- Click **Search**. The **Assign Videos** page is displayed. The components on this page are described in the corresponding table in **Appendix 2 - Videos**.





**⚠ WARNING: Video assignments**

Video assignments cannot be undone. Before you proceed, make sure you are reassigning the videos to the correct officer or DVR.

4. Perform one of the following tasks:

To...	Do this...
Reassign videos to a different officer	<ul style="list-style-type: none"> <li>Go to the <b>To Officer</b> field at the top of the page and select a new officer from the drop-down list.</li> </ul>
Reassign videos to a different DVR	<ul style="list-style-type: none"> <li>Go to the <b>To DVR</b> field at the top of the page and select a new DVR from the drop-down list.</li> </ul>
Reassign videos to a different case	<ul style="list-style-type: none"> <li>Go to the <b>To Case</b> field at the top of the page and enter the desired case number.</li> </ul>
Remove the selected videos from other cases	<ul style="list-style-type: none"> <li>Select the <b>Remove from other cases</b> checkbox.</li> </ul>

5. Perform one of the following tasks:

To...	Do this...
Reassign all of the videos in your search results	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>Assign All ## Videos</b>.</li> <li>Click <b>Yes</b> in response to the confirmation message.</li> </ol>
Reassign some of the videos in your search results	<ol style="list-style-type: none"> <li>Either click the videos you want to reassign or go to the <b>Action</b> menu and click <b>Select All on Page</b>.</li> <li>Go to the <b>Action</b> menu and click <b>Assign Selected</b>. A confirmation message is displayed.</li> </ol>

## Tagging and Untagging Videos

You can tag a video to add extra days to a video's online life.

**NOTE: DEA Agency users**

This workflow is not available to users of the DEA Agency application.

Tagging directly relates to the value entered in the **Days to extend the life of tagged video** field on the **Life-Cycle** form as pictured below. The system will archive a tagged video just as it archives other videos—according to your system settings.

Untagging removes the "tagged" flag from the video. To perform this task, the **Enable Un-tagging** check box must be selected on the **Life-Cycle** form.

For instructions on how to access this form, see *Changing the Online Lifecycle Settings on page 272*.

**Life-Cycle**

Days to enable restore of backed-up media: 720

Days to enable restore of Disposed Case: 720

Days until case is auto-disposed if inactive: 60

Days to extend the life of tagged video: 60

**Enable Un-tagging:**

Enable Strict Purger:

Enable Re-categorization of Media on Delete:

Enable Media Deletion Roll-up Report:

Enable Quarantine:

Save Cancel

**NOTE: Life-Cycle form**

Depending on the DES application you are using, the **Life-Cycle** form may appear different.

To tag or untag a video:

1. Search for and display the video you want to tag or untag. (If necessary, review *Searching for Videos on page 27*) The **Video Details** page is displayed.

**VIDEO DETAILS**

Logged in user: mvadmin  
Last login: 09/20/2020 10:32:34  
Logout

Status: Online | Snapshots | Video Logs | Group Detail

System ID: 6 | Incident #: | Owner: Sergeant Zalewski | Ingest Date: 09/20/2020 15:01

DVR Officer Name: No Name | Record Trigger: Manual Record

DVR Name: BWX-100-1276 | Video Start: 09/20/2020 13:25

DVR Type: Body Worn | Video End: 09/20/2020 13:45

Category: Body Worn | Duration (minutes): 20

Video Tagged: No | Purge Date: | Maximum Speed: No

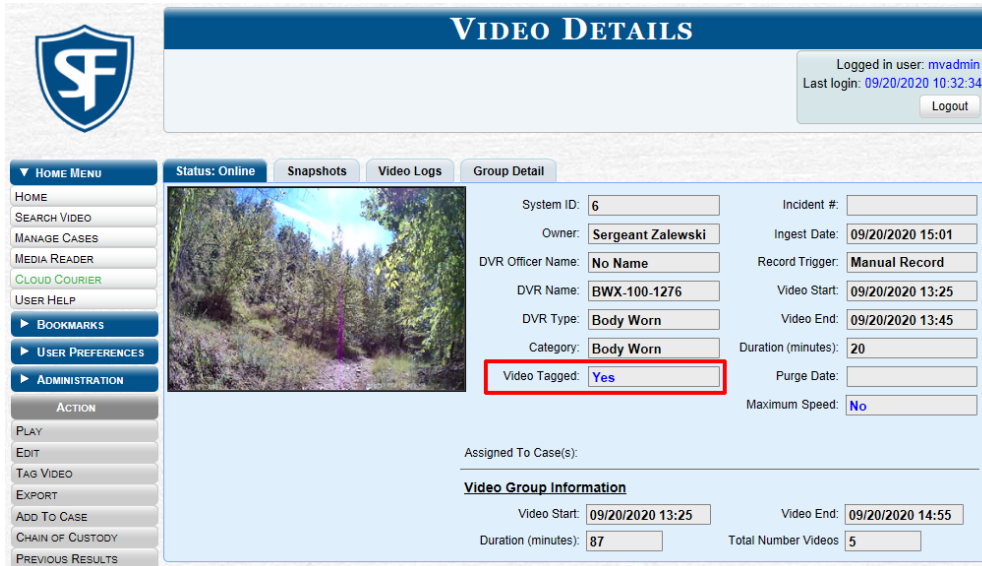
Assigned To Case(s):

**Video Group Information**

Video Start: 09/20/2020 13:25 | Video End: 09/20/2020 14:55

Duration (minutes): 87 | Total Number Videos: 5

- To tag a video, go to the **Action** menu and click **Tag Video**. The word "Yes" is displayed in the **Video Tagged** field, indicating that the video is now tagged.



- To untag a video, go to the **Action** menu and click **Untag Video**. The word "No" is displayed in the **Video Tagged** field, indicating that the video is no longer tagged.

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

### **i** NOTE: About chain of custody reports

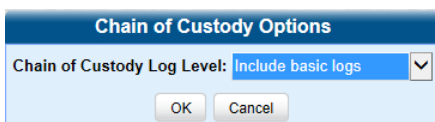
The chain of custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from a vehicle to the server (i.e., System Media Uploaded from Unit). It shows the date and time at which each activity occurred, as well as the user ID of the officer who performed the action, if applicable. If the **User** field is blank, it indicates that the action listed was performed automatically by the system.

### **i** NOTE: Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

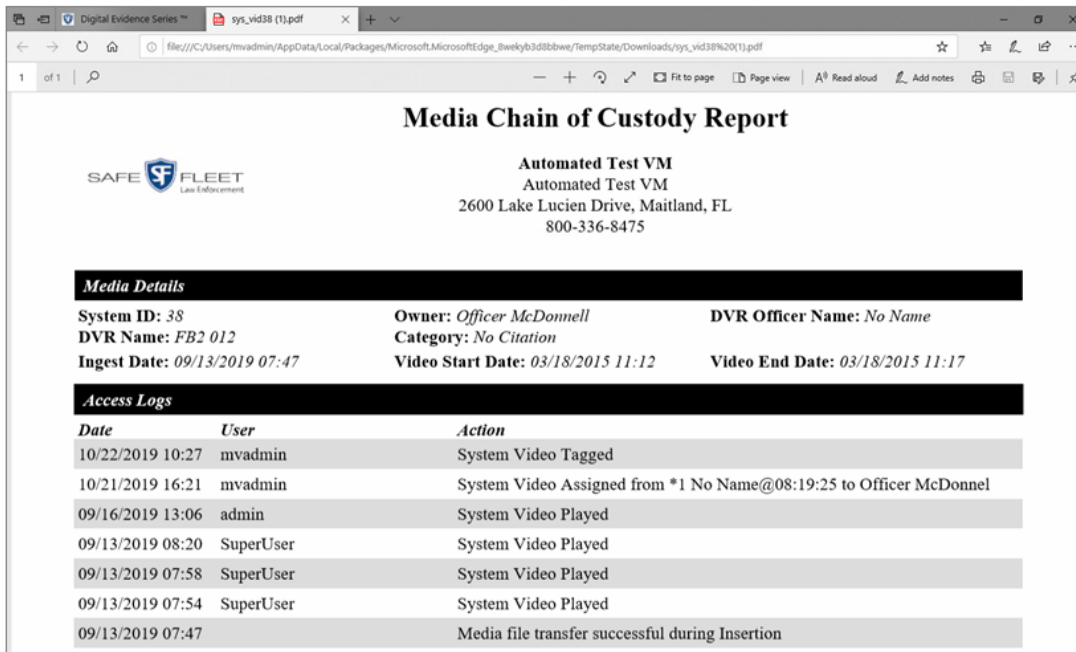
To generate and display the report:

- Search for and display the video or snapshot you want to generate a report for. (If necessary, review **Searching for Videos on page 27** or **Searching for Snapshots Associated with a Video on page 29**) The **Video Details** page is displayed.
- Go to the **Action** menu and click **Chain of Custody**. The **Chain of Custody Options** pop-up is displayed.

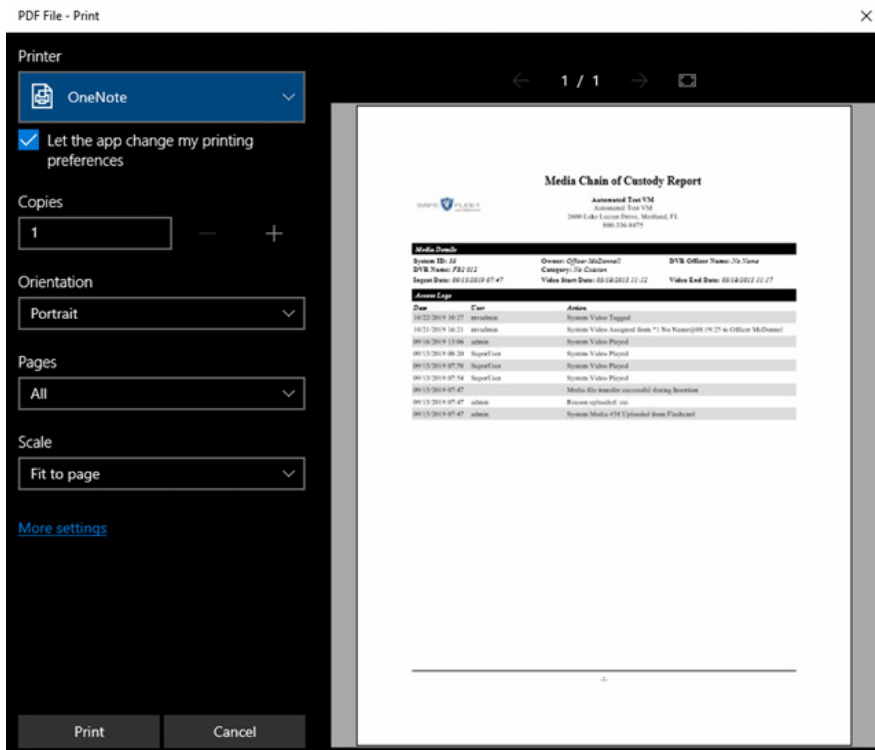


- Make your selection from the **Chain of Custody Log Level** drop-down list, and then click **OK**. The system downloads the report to your PC's Downloads folder.

- Navigate to your **Downloads** folder, and then double-click the PDF report file. The report is displayed in Adobe Acrobat.



- To print this report, click the **Printer** icon, or press **Ctrl+P**. The **Print** pop-up is displayed.



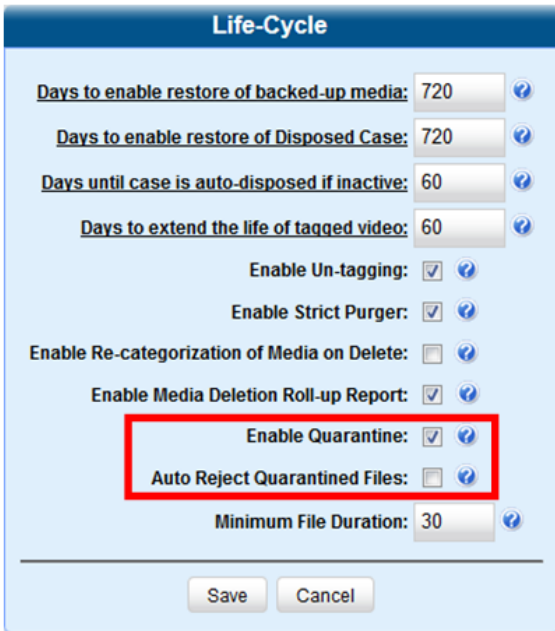
- Select your desired printer settings, then click **Print**. The report is sent to your active printer.
- When you are finished viewing/printing the report, click the cross icon in the upper right corner of the page to close it.

# Accepting and Rejecting Quarantined Videos

A quarantined file is a video that is shorter than the **Minimum File Duration** value entered on the **Life-Cycle** tab.

Typically, a quarantine file is a small "test" video that an officer makes at the beginning of each shift to test their equipment before going out into the field. The system automatically marks these short videos for review or disposal, depending on your system settings.

If you selected the quarantine settings pictured on the screenshot below (**Enable Quarantine** checkbox selected; **Auto Reject Quarantined** files checkbox deselected), then all quarantine videos will be displayed on your home page. You will need to periodically review each of the quarantined videos and either accept or reject them, as described in this section.

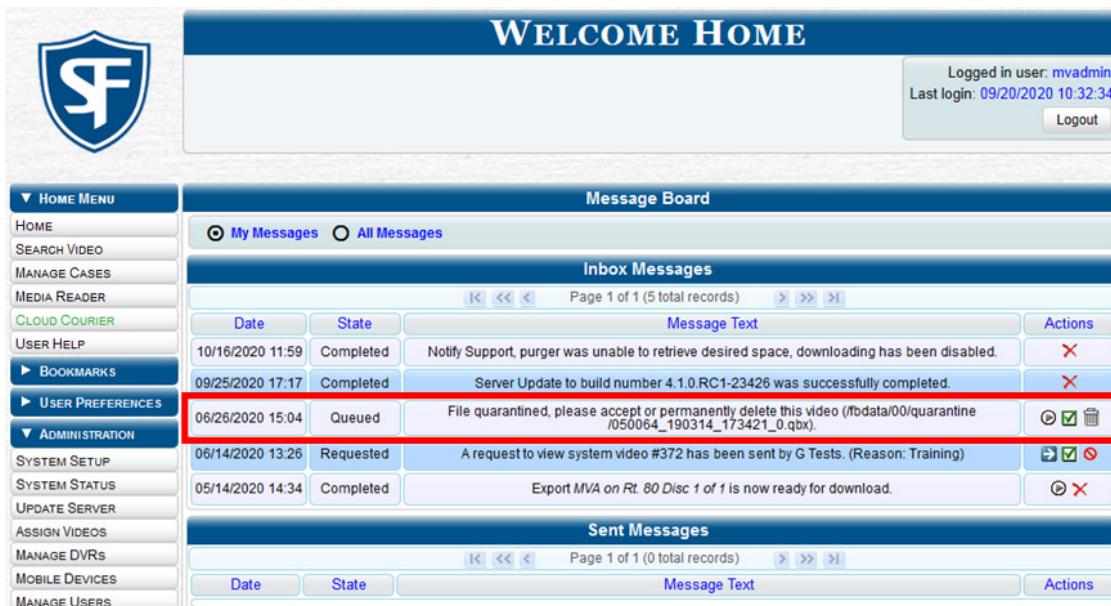



**NOTE: DEA Agency and DEV users**  
The workflow described in this section is not available to users of the DEA Agency and DEV applications.




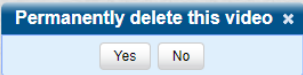
For more information on quarantine settings, see *Changing the Online Lifecycle Settings on page 272*.

To accept or reject a quarantined video:

1. Make sure the **Welcome Home** page is displayed, and then locate the quarantined files on your **Inbox Messages** list.



- Click the  icon beside the first file you want to review. Flashback Player is launched and the selected video plays.
- When you are finished reviewing the video, click the cross icon in the upper right corner of default video player to close it.
- Perform one of the following tasks:

To...	Do this...
Accept the new video into the system	<ol style="list-style-type: none"> <li>Click the  icon beside that record. The following pop-up is displayed.  </li> <li>Click <b>Yes</b>. A confirmation message is displayed: Video is being accepted into the server now.</li> </ol>
To reject the new video	<ol style="list-style-type: none"> <li>Click the  icon beside that record. The following pop-up is displayed.  </li> <li>Click <b>Yes</b>. The video is permanently removed from the system.</li> </ol>

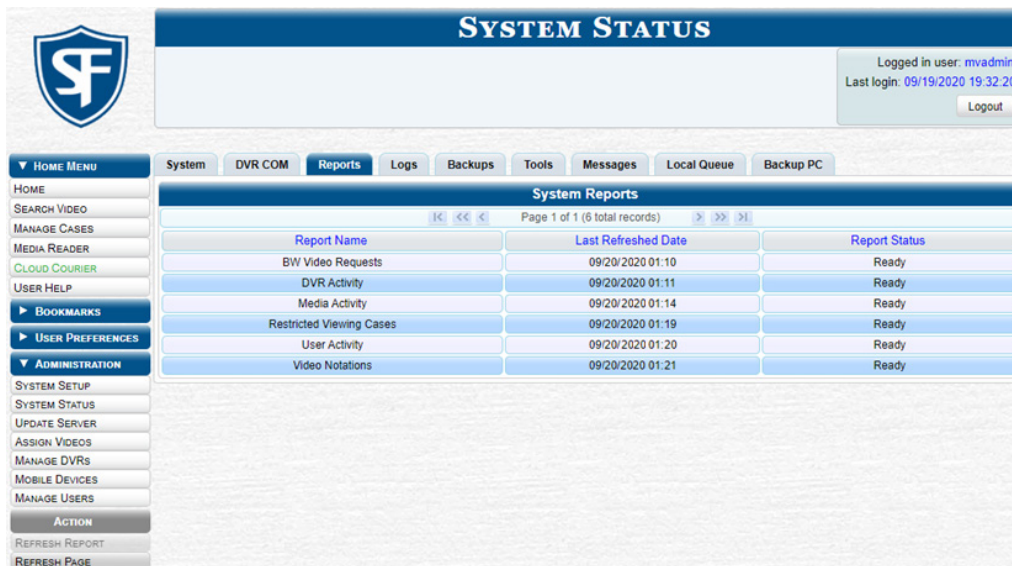
- Repeat step **4** for all the quarantined files on your **Inbox Messages** list.

## Exporting Video Activity to a Spreadsheet

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

To export video activity:

- Go to **Administration > System Status > Reports**, and then click the **Media Activity** report to highlight it.



**NOTE: Last refreshed date**

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

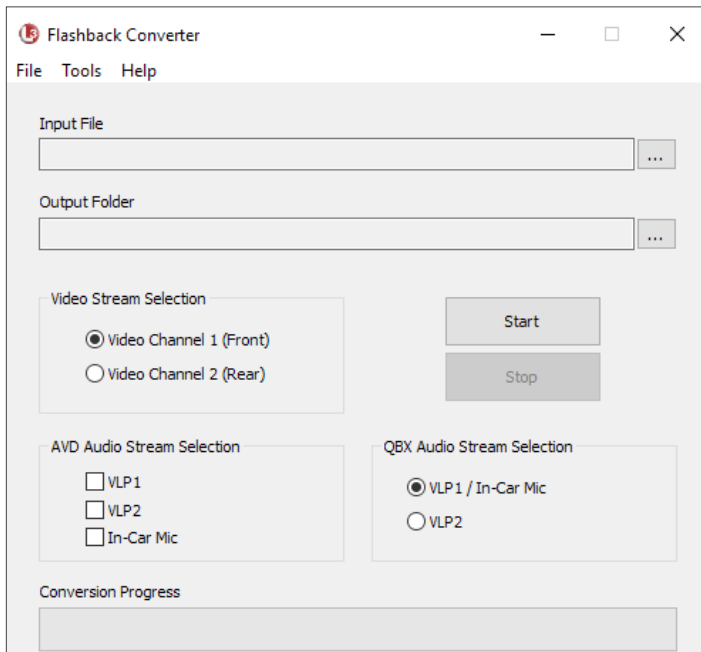
- Go the **Action** menu and click **Download Report**. The system downloads the report to your PC's **Downloads** folder.
- Navigate to your **Downloads** folder, and then double-click the CSV report file. The report is displayed in your default spreadsheet application, such as Microsoft Excel.


## Converting Videos for Use with Redaction Software

This section describes how to use the Flashback File Converter utility to convert selected video files into a format that can be used with redaction software. Specifically, you can convert QBX files into MP4 files.

To convert videos:

1. If you have not done so already, install the Flashback File Converter on your PC, as described in *Installing the Flashback File Converter on page 85*.
2. Go to your desktop and double-click the **Flashback Converter** icon. The **Flashback Converter** application opens.



3. Click the ellipsis icon  beside the **Input File** field, and then, in the displayed **Flashback Converter Input File** screen navigate to the disk drive location of the file you want to convert.
4. If you are converting a VIEVU AVD file to AVI, select **AVD** from the **Files of type** drop-down list. Otherwise proceed to the next step.
5. Click the file you want to convert, and then, if desired, enter a new name in the **File name** field.
6. Click **Open**. The selected file name is displayed in the **Input File** field.
7. Click the ellipsis icon beside the **Output Folder** field. The **Browse For Folder** pop-up is displayed.
8. Navigate to the folder in which you want to save the converted file, then click that folder.
9. Click **OK**. The selected disc drive location is displayed in the **Output Folder** field.
10. To change any of the default video/audio settings, select the appropriate radio button or checkbox in the following sections of the screen:
  - **Video Stream Selection**
  - **AVD Audio Stream Selection**
  - **QBX Audio Stream Selection.**
11. Click the **Start** button. The conversion begins. When the process is complete, a confirmation message is displayed.
12. Click **OK**. When you're ready to import the file into a third-party application, you will find it in your selected output folder.
13. To convert another file, repeat steps **3 – 13**. Otherwise select **File > Exit** from the menu bar to exit the application.

## Requesting a No Transfer Video

### **NOTE: DEA Agency users only**

The workflow described in this section applies only to users of the DEA Agency application.

On the **Video Categories** screen, there is a field called **Auto Transfer Enabled** that determines whether or not standalone videos of a particular category will automatically transfer to the Agency server. For example, you may decide not to bother transferring "No Citation" videos from the Precinct servers to the Agency server, as videos of this category are typically low priority.

This section describes how to transmit a particular standalone video to the Agency server even through it has a "no transfer" category, you can use the following procedure to request that video.

To request a "no transfer" video:

1. Search for and display the video you wish to request. The **Video Details** page is displayed.
2. Go to the **Action** menu and click **Request Video**. A confirmation message is displayed.  
A confirmation message will also be displayed on your **Welcome Home** page under **Sent Messages**. Once the video transfer is complete, a notification message will be displayed in your Inbox.



# Restoring Videos

This section describes how to restore videos that are offline or expired.

## **i** NOTE: DEF users

Video restoration workflows are not available to users of the DEF application.

## **i** NOTE: Offline and expired videos

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.

An **expired video** is one that is too old to be reactivated. You can tell that a video has exceeded its reactivation time limit when its thumbnail image and statistics are no longer displayed online. You can reimport expired video from either a Certified Backup Disc or a manual backup disc (also referred to as an "export" disc or a "user-requested certified copy") that is in Data DVD format. Although this is not the recommended method for restoring videos, this procedure may be used in an emergency situation to reimport important data that is too old to be reactivated.

The time period during which an offline video can be reactivated is set in the **Days to enable restore of backed-up media** field on the **Life-Cycle** tab, as pictured below. Videos that are older than the value in this field are expired.

For instructions on changing this setting, see [Changing the Online Lifecycle Settings on page 272](#).

The screenshot shows the 'SYSTEM SETUP' interface with the 'Life-Cycle' tab selected. 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:
- Enable Media Deletion Roll-up Report:
- Enable Quarantine:

If the video you want to restore has exceeded this time limit, you will have to use an alternate procedure to restore it, as described in [Restoring Expired Videos on page 60](#).

## **i** NOTE: Reactivation of purged expired videos

If the **Enable Re-categorization of Media on Delete** option on the **Life-Cycle** tab is selected, the system reassigns all expired videos a category of "**Purged**", which allows them to be reactivated at any time (assuming you have a backup disc).

# Restoring Offline Videos

This section describes how to reactivate, or restore, an offline video from a backup disc or device. Depending on your current **Backup Mode** setting, you can reactivate a video from one of the following storage options:

- Certified Backup Disc or manual backup disc (also referred to as an “export” disc or a “user-requested certified copy”) that is in Data DVD format
- External backup device, such as a tape drive.

To check or change your **Backup Mode** setting, see **Setting Backup Options on page 157**.




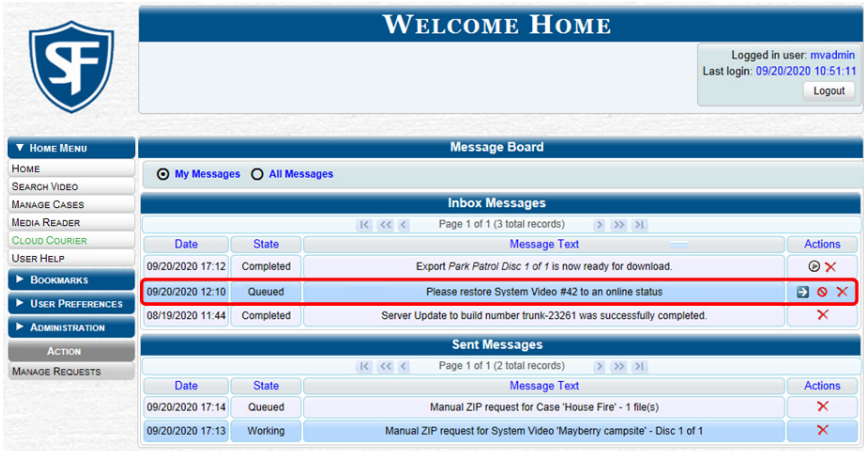
**NOTE: Restoring from NAS**

If Network Attached Storage (NAS) is enabled at your agency, the system will ignore the backup mode setting and will restore evidence from the NAS device. Refer to the **Enabling Network Attached Storage** procedure for details.

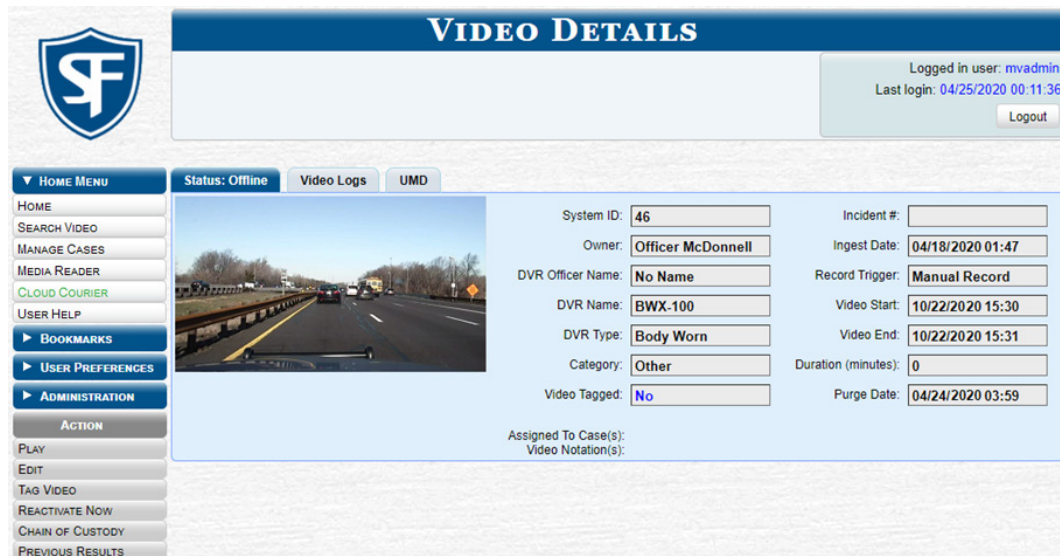
You can reactivate a video for your own use, or at the request of another user. Requests from other users are displayed on your **Inbox Messages** list, located on the **Welcome Home** page.

## Reactivating a Video from a Backup Disc

1. Perform one of the following tasks:

To...	Do this...																
Reactive a video for your own use	<ul style="list-style-type: none"> <li>• Search for and display the desired video. If necessary, review <b>Searching for Videos on page 27</b>.</li> </ul>																
Reactive a video for another user	<ol style="list-style-type: none"> <li>1. Go to the <b>Home Menu</b> and click <b>Home</b>.</li> <li>2. Locate the reactivation request on your <b>Inbox Messages</b> list, then click the <b>View Video Detail</b> icon .</li> </ol>  <p>The screenshot shows the 'WELCOME HOME' page. At the top right, it indicates 'Logged in user: mvadmin' and 'Last login: 09/20/2020 10:51:11'. Below this is a 'Logout' button. The main navigation area includes tabs for 'HOME MENU', 'HOME', 'SEARCH VIDEO', 'MANAGE CASES', 'MEDIA READER', 'CLOUD COURIER', 'USER HELP', 'BOOKMARKS', 'USER PREFERENCES', 'ADMINISTRATION', 'ACTION', and 'MANAGE REQUESTS'. The 'Message Board' section is active, showing 'My Messages' and 'All Messages' tabs. The 'Inbox Messages' list is displayed, with the following entries:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>State</th> <th>Message Text</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>09/20/2020 17:12</td> <td>Completed</td> <td>Export Park Patrol Disc 1 of 1 is now ready for download.</td> <td> </td> </tr> <tr> <td>09/20/2020 12:10</td> <td>Queued</td> <td>Please restore System Video #42 to an online status</td> <td> </td> </tr> <tr> <td>08/19/2020 11:44</td> <td>Completed</td> <td>Server Update to build number trunk-23261 was successfully completed.</td> <td></td> </tr> </tbody> </table> <p>The 'View Video Detail' icon (arrow) is highlighted in the 'Actions' column for the 'Please restore System Video #42' message.</p>	Date	State	Message Text	Actions	09/20/2020 17:12	Completed	Export Park Patrol Disc 1 of 1 is now ready for download.		09/20/2020 12:10	Queued	Please restore System Video #42 to an online status		08/19/2020 11:44	Completed	Server Update to build number trunk-23261 was successfully completed.	
Date	State	Message Text	Actions														
09/20/2020 17:12	Completed	Export Park Patrol Disc 1 of 1 is now ready for download.															
09/20/2020 12:10	Queued	Please restore System Video #42 to an online status															
08/19/2020 11:44	Completed	Server Update to build number trunk-23261 was successfully completed.															

The **Video Details** page is displayed.



2. Go to the **Action** menu and click **Reactivate Now**, then perform one of the following tasks:

If...	Then...
The <b>Reactivate Video</b> pop-up is displayed	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>
A security pop-up is displayed	<ul style="list-style-type: none"> <li>Select the checkbox at the bottom of the pop-up, then click <b>Allow</b>.</li> </ul>

The **Reactivate Video** pop-up is displayed.

**NOTE: Reactivate video pop-up**

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

3. Perform one of the following tasks:

If...	Then...
The center column reads <b>DVD Label</b>	<ul style="list-style-type: none"> <li>Look at the number in the <b>DVD Label</b> column. This is the number of the Certified Backup Disc that contains the video you're looking for. Locate this disc.</li> </ul>
The center column reads <b>File Size(MB)</b>	<ul style="list-style-type: none"> <li>Locate your backup disc.</li> </ul>

4. Insert the located disc in your PC's CD/DVD tray. (This 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.

5. 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.

**TIP: Session timeouts**

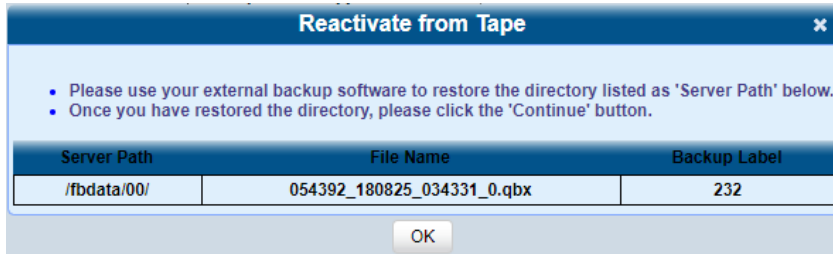
If your session "times out" during the reactivation, you need to increase your **Session Timeouts** setting. For instructions, see **Managing User Roles and Permissions on page 254**.

## Reactivating a Video from an External Backup Device

### **NOTE:** For EXTERNAL backup mode only

Use this procedure if your **Backup Mode** is set to **EXTERNAL**. To check or change your **Backup Mode** setting, see *Setting Backup Options on page 157*.

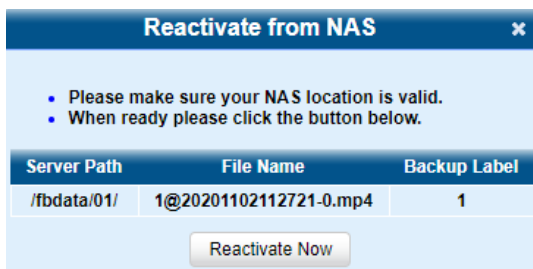
1. Follow steps **1 - 2** of the *Reactivating a Video from a Backup Disc* procedure.
2. Go to the **Action** menu and click **Reactivate Now**. The **Reactivate from Tape** pop-up is displayed.



3. Make a note of the directory or directories that are listed in the **Server Path** column, and then, using the software that came with your backup device (e.g., tape backup software), restore the directory(ies).
4. Go to the **Action** menu and click **Continue**. After a momentary delay, a confirmation message is displayed at the top of the page.

## Reactivating a Video from Network Attached Storage (NAS)

1. Follow steps **1 - 2** of the *Reactivating a Video from a Backup Disc* procedure.
2. Go to the **Action** menu and click **Reactivate Now**. The **Reactivate from NAS** pop-up is displayed.



3. Make sure that the directory listed in the **Server Path** column is the correct NAS directory, and then click the **Reactivate Now** button.
4. Go to the **Action** menu and click **Continue**. After a momentary delay, a confirmation message is displayed at the top of the page.

## Restoring Expired Videos

You can reimport expired video from either a Certified Backup Disc or a manual backup disc that is in Data DVD format. This procedure is not commonly performed.

### **NOTE:** DEA Agency users

This workflow is not available to users of the DEA Agency application.

The reuploaded video is treated by the system 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.

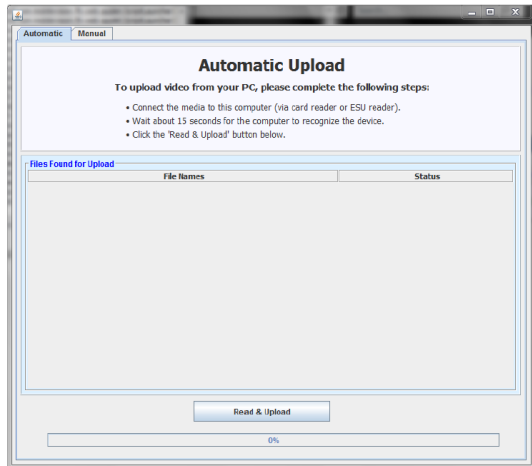
- If you are restoring video from an export disc (i.e., user-requested certified copy) rather than an archive disc (i.e., Certified Backup Disc), that disc must be in Data DVD format.
- If the **Enable Re-categorization of Media on Delete** option on the **Life-Cycle** tab is selected, you do not need to use this procedure. For more information, see the beginning of **Restoring Videos on page 57**.

To reimport a video:

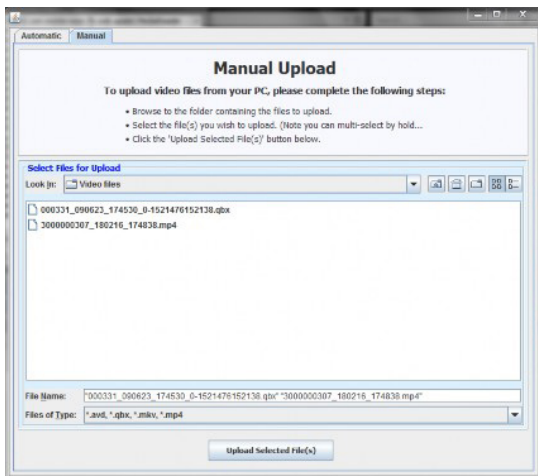
1. Insert the backup disc into your PC's DVD/CD tray. This will either be an Archive disc (i.e., Certified Backup Disc) or an Export disc (i.e., User Requested Certified Copy).
2. Go to the **Home Menu** and click **Media Reader**, then perform one of the following tasks:

If...	Then...
The <b>Automatic Upload</b> pop-up is displayed (typical)	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>
A security pop-up is displayed	<ol style="list-style-type: none"> <li>1. Select the checkbox at the bottom of the pop-up, then click <b>Allow</b>.</li> <li>2. Select the checkbox at the bottom of the second pop-up, then click <b>Run</b>.</li> </ol>

The **Automatic Upload** pop-up is displayed.

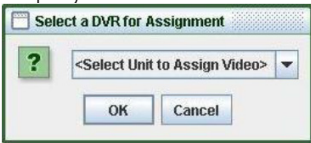


3. Click the **Manual** tab at the top of the page, and then, using the **Look in field**, navigate to your PC's CD/DVD drive. The files on the backup disc are displayed on-screen.



4. Click the video file you want 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 each video.

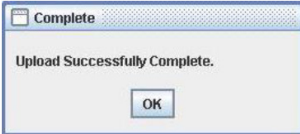
5. Click **Upload Selected File(s)** and then perform one of the following tasks:

If...	Then...
The <b>Select a DVR for Assignment</b> pop-up is displayed 	<ul style="list-style-type: none"> <li>Select a DVR unit from the drop-down list, then click <b>OK</b>. The <b>Enter Reason</b> pop-up is displayed.</li> </ul>
The <b>Enter Reason</b> pop-up is displayed	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>

6. Enter the reason for this video upload in the blank field provided, then click **OK**. A confirmation message is displayed.



7. Perform one of the following tasks:

If...	Then...
The displayed reason for the video upload is correct	<ul style="list-style-type: none"> <li>Click <b>Yes</b>. The system begins uploading your video file(s). When the transmission is complete, a confirmation message is displayed, as pictured below. Click <b>OK</b>.</li> </ul> 
The displayed reason for the video upload is not correct	<ol style="list-style-type: none"> <li>Click <b>No</b>. The <b>Enter Reason</b> pop-up is displayed.</li> <li>Repeat step <b>6</b>.</li> </ol>

The video is re-uploaded.

## Keeping Offline Video Records on the Server

Normally, when a video reaches the end of its online lifecycle, the system permanently removes its record from the server. If desired, you can change a system setting that will cause expired videos to remain in an offline but restorable state indefinitely. The system assigns such videos a category of **"Purged"**. As with all offline videos, you will still be able to search for the video and view its **Video Details** page, but you won't be able to play it, export it, or edit it unless you reactivate it first.

### **i** NOTE: Videos that can be restored

You can only restore a video for which there is a backup file, such as on an archive or export disc.

To keep offline videos on the server:

- Go to **Administration > System Setup > System > Life-Cycle**, then go to the **Action** menu and click **Edit**. The **Life-Cycle** form is displayed, as pictured on the next page.

### Life-Cycle

**Days to enable restore of backed-up media:**  [?](#)

**Days to enable restore of Disposed Case:**  [?](#)

**Days until case is auto-disposed if inactive:**  [?](#)

**Days to extend the life of tagged video:**  [?](#)

**Enable Un-tagging:**  [?](#)

**Enable Strict Purger:**  [?](#)

**Enable Re-categorization of Media on Delete:**  [?](#)

**Enable Media Deletion Roll-up Report:**  [?](#)

**Enable Quarantine:**  [?](#)

2. Select the **Enable Re-categorization of Media on Delete** checkbox, and then click **Save**.

## Generating the Purged Videos Report

This section describes how to generate the Purged Videos Report, which lists all videos with a system-assigned category of **"Purged."** This category indicates that an expired video was reclassified as "purged" in order to remain in an offline but restorable state on the server.

**NOTE: Windows users**

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

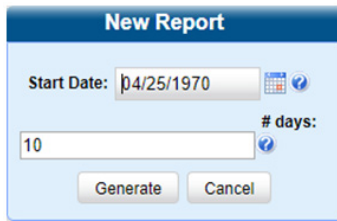
To generate a purged videos report:

1. Go to **Administration > System Status > Reports**, and then click the **Purged Videos** report to highlight it.

The screenshot shows the 'SYSTEM STATUS' interface. At the top right, it indicates the user is logged in as 'madmin' with a last login of '04/19/2020 19:32:20'. Below this is a navigation bar with tabs for System, DVR COM, Reports, Logs, Backups, Tools, Messages, Local Queue, and Backup PC. The 'Reports' tab is active, displaying a 'System Reports' table. The table has three columns: Report Name, Last Refreshed Date, and Report Status. It shows six reports, all with a status of 'Ready'. A sidebar on the left contains a 'HOME MENU' and an 'ADMINISTRATION' section with various system management options.

Report Name	Last Refreshed Date	Report Status
BW Video Requests	04/20/2020 01:10	Ready
DVR Activity	04/20/2020 01:11	Ready
Media Activity	04/20/2020 01:14	Ready
Restricted Viewing Cases	04/20/2020 01:19	Ready
User Activity	04/20/2020 01:20	Ready
Video Notations	04/20/2020 01:21	Ready

2. Go the **Action** menu and click **Generate Report**. The **New Report** pop-up is displayed.



3. Using the calendar pop-up, select a start date for the report.
4. Enter the number of days you want to report on, starting from the date you just selected.
5. Click **Generate**. The system generates the report and places it in your PC's **Downloads** folder.
6. Navigate to your **Downloads** folder, and then double-click the CSV report file. The report is displayed in your default spreadsheet application, such as Microsoft Excel.



# Uploading and Downloading Videos

This section describes how to manually upload or download new videos, recorded by DVRs.

Typically, in-car videos are transmitted to the server automatically whenever your vehicle comes within about 300 feet of your precinct's access points. However, if you can't wait for the automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer, you can manually upload videos instead.

Manual uploads are also used to transmit videos captured with a body-worn DVR.

## **i** NOTE: Uploading videos from body-worn DVRs

To upload body-worn videos, simply place the body-worn DVR in your agency's Uplink Station, which consists of a group of docking stations connected to your storage server. For more information, see the relevant sections in your body-worn DVR's user documentation. Both of these manuals are available for download from the Mobile-Vision Online Support Center accessible from the **Bookmarks** menu.

## **i** NOTE: DEA Agency users

Workflows on manually uploading videos are not available to users of the DEA Agency application.

## Manually Uploading In-Car Videos

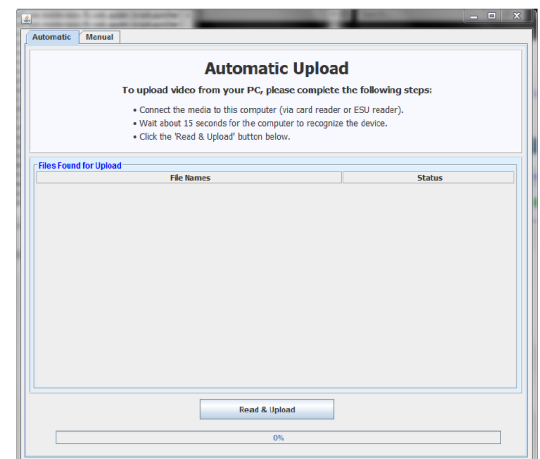
This section describes how to manually upload new in-car videos from an SD Card (Flashback3/FlashbackHD or FOCUS H1/H2) or CF Card (Flashback2).

To upload videos:

1. Go to **Home Menu** and click **Media Reader**, then perform one of the following tasks:

If...	Then...
The <b>Automatic Upload</b> pop-up is displayed (typical)	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>
A security pop-up is displayed	<ol style="list-style-type: none"> <li>1. Select the checkbox at the bottom of the pop-up, then click <b>Allow</b>.</li> <li>2. Select the checkbox at the bottom of the second pop-up, then click <b>Run</b>.</li> </ol>

The **Automatic Upload** pop-up is displayed.



- If you have not done so already, remove the memory card from your in-car DVR, and then insert it into your PC's built-in card reader (i.e., CF slot for Flashback2s or SD slot for Flashback3s/FlashbackHDs or FOCUS H1/H2), or the external card reader, connected to your PC.



Sample CF/  
SD card  
reader



- Click the **Read & Upload** button. The **Enter Reason** pop-up is displayed.



- 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 is displayed.
- Click **OK**. You may now remove the memory card from the PC or card reader and reinsert it in your in-car DVR.

## Manually Uploading VIEVU Videos

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

### Manually Uploading Videos from a VIEVU LE2

This procedure must be performed by a non-admin user (typically a Supervisor Lvl 1 or Supervisor Lvl 2) who:

- Has a **DVR Officer Name**, and
- Is assigned the **Media Reader** permission.

For instructions on viewing or updating user records, see **Changing a User on page 250**.

To upload videos:

- Log in to the DES application as a non-admin user who has a **DVR Office Name** and is assigned the **Media Reader** permission.
- Connect the USB cable that comes with a VIEVU LE2 unit as follows:
  - Insert the smaller USB plug into the VIEVU's USB port, as pictured.
  - Insert the remaining USB plugs into any two USB ports on the PC that you use to access your DES application.



3. Perform one of the following tasks:

If...	Then...
This is the first time you've connected the VIEVU to this PC and you are prompted to download the VIEVU drivers	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>
This is the first time you've connected the VIEVU to this PC and you are not prompted to download the VIEVU drivers	<ul style="list-style-type: none"> <li>You will have to manually download them before continuing. See <b>Manually Installing the VIEVU Drivers on page 87</b> for instructions. Once the drivers are installed, proceed to step <b>7</b>.</li> </ul>
This is not the first time you've used this PC to upload videos to the server (i.e., this PC already has the VIEVU drivers installed on it)	<ul style="list-style-type: none"> <li>Skip to step <b>7</b>.</li> </ul>

4. Download and install the drivers. To do so:

- Select the **Yes, this time only** button.
- Click **Next**.
- Click **Next** again.
- Click **Finish**.
- Repeat steps **a - d**.

5. Disconnect the USB cables, reboot your PC, then plug the USB cables back in.

6. Log back into your DES application as a non-admin user who has a **DVR Office Name** and is assigned the **Media Reader** permission.

7. Push the VIEVU's slide bar into the **ON** position.

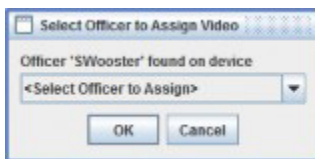


8. Follow step **1** of the **Manually Uploading In-Car Videos** procedure.

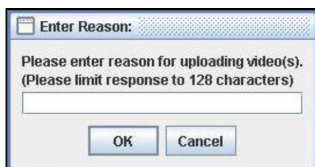
**CAUTION: Veripatrol users**

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

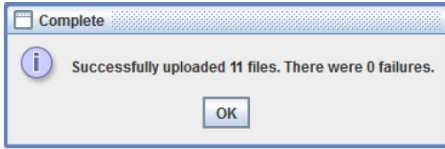
9. Click the **Read & Upload** button. The **Select Officer to Assign Video** pop-up is displayed.



10. Select an officer name from the drop-down list, then click **OK**. The **Enter Reason** pop-up is displayed.



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



## Manually Uploading Videos from a VIEVU LE3

This procedure must be performed by a user who has the *Media Reader* permission, such as an Administrator or Supervisor.

To upload videos:

1. Follow step **2** of the *Manually Uploading Videos from a VIEVU LE2* procedure, using your LE3 cable.

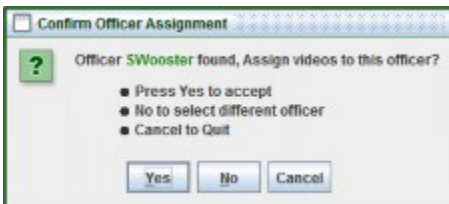
**NOTE: Use the correct USB cable**

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

2. Perform one of the following tasks:

If...	Then...
This is the first time you've connected the VIEVU to this PC, the system will automatically begin downloading the VIEVU drivers.	Once the installation of the drivers is complete: <ul style="list-style-type: none"> <li>• Click <b>Close</b> in response to the system prompt, and then proceed to the next step.</li> </ul>
This is not the first time you've connected the VIEVU to this PC (i.e., the VIEVU drivers are already installed on this PC)	<ul style="list-style-type: none"> <li>• Skip to step <b>7</b>.</li> </ul>

3. Navigate to your PC's **Device Manager** window, and then set the VIEVU's COM port to **COM9** or lower. To do so:
  - a. Double-click **Ports (COM & LPT)**.
  - b. Double-click **USB Serial Port**.
  - c. Click the **Port Settings** tab.
  - d. Click the **Advanced** button, and then select a new COM port from the **COM Port Number** drop-down list. You may select any unused port that is **COM9** or lower.
4. Follow step **5** of the *Manually Uploading Videos from a VIEVU LE2* procedure.
5. Log in to your DES application as an Administrator or Supervisor user.
6. Follow step **8** of the *Manually Uploading Videos from a VIEVU LE2* procedure.
7. Click the **Read & Upload** button. The **Confirm Officer Assignment** pop-up is displayed.



8. Perform one of the following tasks:

If...	Then...
You want to assign videos to the officer name displayed here	<ul style="list-style-type: none"> <li>Click <b>Yes</b>.</li> </ul>
You do not want to assign videos to the officer displayed here	<ul style="list-style-type: none"> <li>Click <b>No</b>, and then perform step <b>10</b> of the <b>Manually Uploading Videos from a VIEVU LE2</b> procedure.</li> </ul>

The **Enter Reason** pop-up is displayed.



9. Follow steps **11 - 12** of the **Manually Uploading Videos from a VIEVU LE2** procedure.

## Downloading Video Files to Your PC

This section describes how to download selected videos to your PC. You can download videos in the following formats:

- Data DVD
- Interchange
- Uncompressed
- FOIA redacted.

**NOTE: DEF users**

Workflows on downloading videos are not available to users of the DEF application.

For more information on these formats, refer to the **Available File Formats for User-Requested DVDs table in Chapter 4**. For a side-by-side comparison of the formats, see **DVD File Formats in Appendix 4**.

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

This section describes how to download standalone video information to your PC in a Data DVD or an Uncompressed Format. Standalone video is video that is not linked to a case.

Perform this procedure if you want 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 want to download video for the sole purpose of burning a DVD, see **Burning Video to a Data DVD or an Uncompressed Format DVD on page 144** instead.

**WARNING: Video authenticity**

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

A Data DVD or Uncompressed Format download will include:

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

To download video in Data DVD format or Uncompressed format:

1. If necessary, review **Searching for Videos on page 27**, and then perform one of the following tasks:
  - To download one video, search for and display the desired video. The **Video Details** page is displayed.

- To download more than one video, search for the desired videos. The **Video Search Results** page is displayed.
- Go to the **Action** menu and click **Export**. The **Select Video(s) for Export** page is displayed.

**NOTE: Offline videos**

If a video you're trying to export is offline, there will be no **Export** option in the **Action** menu, or the following message will be displayed at the top of the page: **Media must be online to export.**

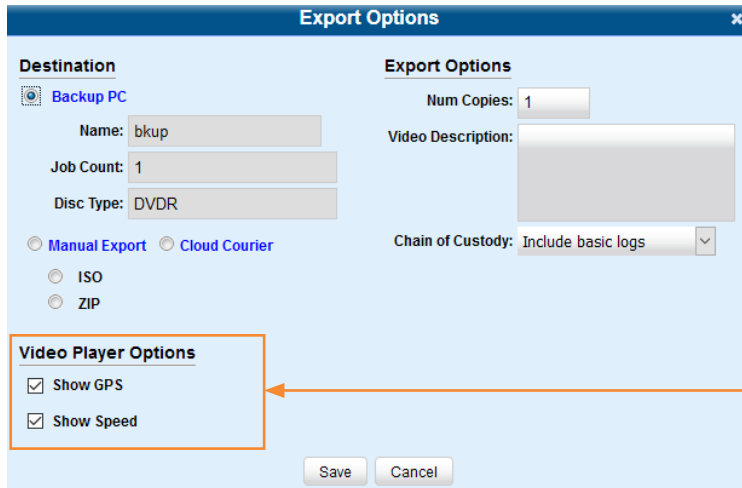
- If in step **1** you have chosen to download multiple videos, click each of the videos you want to download; otherwise skip to the next step. **NOTE:** You can click any part of the record except the thumbnail image, as that will launch the default video player. As you select each video, it will appear in the **Selected Videos** list at the bottom of the page.



- Go to the **Action** menu and click **Export Video(s)**. The **Export Video(s)** page is displayed.



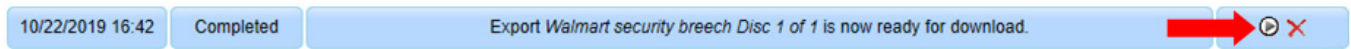
- Select **Data DVD** from the **Output Format** drop-down list.
- Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed as pictured on the next page.



**NOTE: Export options**  
Depending on the application you are using, the **Export Options** pop-up may appear differently.

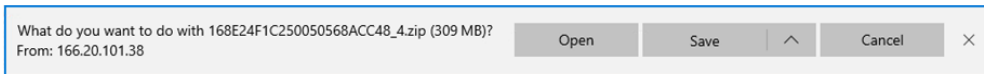
Depending on your user permissions, these checkboxes may or may not be displayed

7. Select the **Manual Export** radio button, and then the **ZIP** radio button.
8. Enter a description for this video download in the **Video Description** field.
9. Make your selection from the **Chain of Custody Log Level** drop-down list.
10. If a **Video Player Options** section is displayed in the lower left corner of the **Export Options** pop-up:
  - Select the **Show GPS** checkbox to include GPS data with the default video player in this download.
  - Select the **Show Speed** checkbox to include vehicle speed data with the default video player in this download.
11. Click **Save**. The system places your burn request in the burn queue and is displayed a status message on your **Welcome Home** page under **Sent Messages**.
12. Go to your **Inbox Messages**, and then click the download icon next to the export confirmation message.

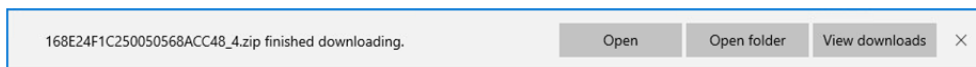


**TIP: Download icon**  
If you do not see the download icon, the system is still processing your request. Go to the **Home Menu** and click **Home** to refresh your screen.

A Windows message is displayed.



13. Select **Save As** from the **Save** drop-down list. The **Save As** window is displayed.
14. Navigate to the disk drive location where you want to temporarily save this file, and then, if desired, enter a new name in the **File name** field.
15. Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message is displayed.



## Downloading Video to Your PC in Interchange Format

This section describes how to download selected standalone videos to your PC in interchange format. Standalone video is video that is not linked to a case.

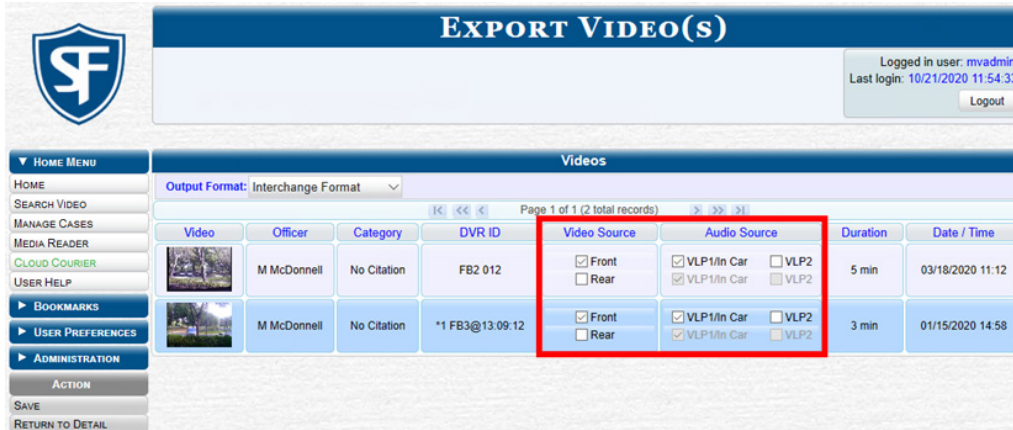
Perform this procedure if you want to email video, put it on a USB drive or other device, play it back locally without burning it to a disc, and/or import the video into another software application. If you want to download video for the sole purpose of burning a DVD, see **Burning Video to an Interchange Format DVD on page 147** instead.

**⚠ WARNING: Video authenticity**

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

To download video in Interchange format:

1. Follow steps **1 - 4** of the **Downloading Video to Your PC in Data DVD Format or Uncompressed Format** procedure.
2. Go to the **Output Format** field and select **Interchange Format** from the drop-down list. Two new columns are displayed: **Video Source** and **Audio Source**.



3. Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>• Select the camera views you want to include for each video, as follows:                             <table border="1" style="width: 100%;"> <tbody> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </tbody> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						



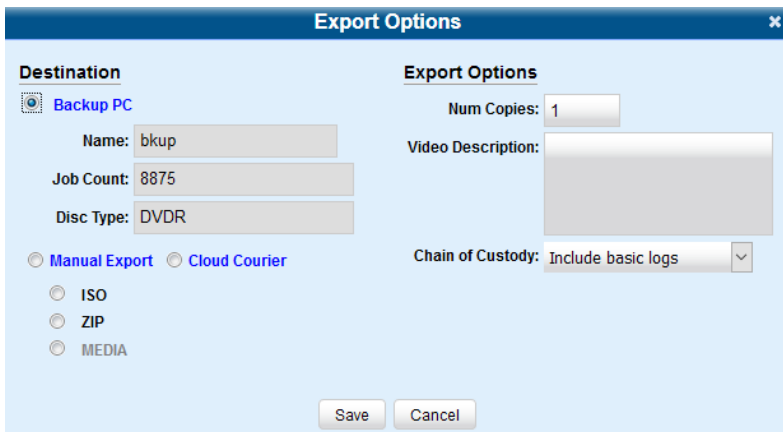
<p>Checkboxes are displayed in the <b>Audio Source</b> column</p>	<ul style="list-style-type: none"> <li>• Select the audio sources that you want to include for each video. You may select up to two audio sources for each video, as described below. These audio tracks will play concurrently when watching the video. <ul style="list-style-type: none"> <li>• <b>VLP1/In Car.</b> 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).</li> <li>• <b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.</li> </ul> </li> </ul>
---	---

**NOTE: Audio Playback**

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

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

4. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



5. Follow steps **7 - 8**, and then **10 - 14** of the **Downloading Video to Your PC in Data DVD Format or Uncompressed Format** procedure.

### Downloading Video to Your PC in FOIA Redacted Format

This section describes how to download selected standalone videos to your PC in FOIA Redacted format. Standalone video is video that is not linked to a case.

**WARNING: Video authenticity**

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

To download video in FOIA Redacted format:

1. Follow steps **1 - 4** of the **Downloading Video to Your PC in Data DVD Format or Uncompressed Format** procedure.
2. Select **FOIA Redaction Format** from the **Output Format** drop-down list. Three new columns are displayed: **Video Source**, **Audio Source**, and **Redaction**.



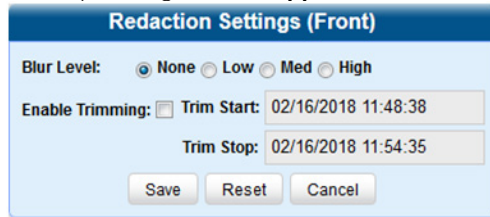
3. Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>Select the camera views you want to include for each video, as follows:                             <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </tbody> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						
Checkboxes are displayed in the <b>Audio Source</b> column	<ul style="list-style-type: none"> <li>Select the audio sources that you want 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.                             <ul style="list-style-type: none"> <li><b>VLP1.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default).</li> <li><b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable</li> <li><b>In Car.</b> The audio from your in-car microphone.</li> </ul> </li> </ul>						

4. Go to the **Redaction** column and click one of the following buttons:

- Camera.** Redact the video from a FOCUS H1/H2, BodyVISION, BWX-100, or FOCUS X2 DVR.
- Front.** Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.

- **Rear.** Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your Backseat camera and/or Bullet cameras. The **Redaction Settings** pop-up is displayed. For detailed description of redaction settings refer to the corresponding table in **Appendix 2 - Videos**.



The image shows a dialog box titled "Redaction Settings (Front)". It contains the following elements:

- Blur Level:** Three radio buttons labeled "None", "Low", "Med", and "High". The "None" button is selected.
- Enable Trimming:** A checkbox that is currently unchecked.
- Trim Start:** A text input field containing the date and time "02/16/2018 11:48:38".
- Trim Stop:** A text input field containing the date and time "02/16/2018 11:54:35".
- At the bottom, there are three buttons: "Save", "Reset", and "Cancel".

- To blur the entire video or video segment, select a **Blur Level: Low, Med, or High**.
- To export a video segment instead of the original full-length video, perform the following steps:
  - Select the **Enable Trimming** checkbox
  - Enter the beginning of the video date/time range in the **Trim Start** field.
  - Enter the end of the video date/time range in the **Trim Stop** field.
- Click **Save**, and then, if desired, repeat steps **4 – 7** to redact other videos that are included with this case DVD.
- Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



The image shows a dialog box titled "Export Options". It contains the following elements:

- Destination:** Two radio buttons labeled "Manual Export" and "Cloud Courier". The "Manual Export" button is selected.
- Export Options:**
  - Video Description:** A large, empty text input field.
  - Chain of Custody:** A dropdown menu currently showing "Include basic logs".
- At the bottom, there are two buttons: "Save" and "Cancel".

- Follow steps **7 - 8**, and then **10 - 14** of the **Downloading Video to Your PC in Data DVD Format or Uncompressed Format** procedure.

# Managing Video Attributes

## Managing User Metadata

As a System Administrator, you have the ability to add, change, and/or delete user metadata fields at any time. These fields allow officers to notate their videos with custom data, such as a citation number or subject description. You can perform the following tasks:

- Add a new user metadata field
- Change or delete an existing user metadata field.

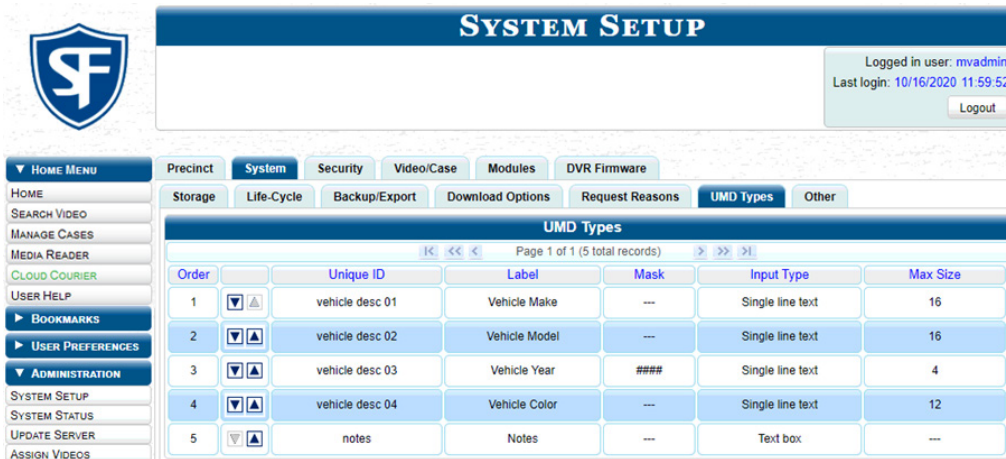
**NOTE: DEA Precinct users**

DEA Precinct users can only view user metadata as described in step 1 of **Adding a New User Metadata Field** below.

### Adding a New User Metadata Field

To add a user metadata field:

1. Go to **Administration > System Setup > System > UMD Types**. A list of existing UMD records (if any) is displayed.



**NOTE: Changing display order**  
Click the up and down arrows to change the order in which the user metadata fields are displayed.

2. Go to the **Action** menu and click **New**. The **New UMD Type** form is displayed. The fields on this form are described in the corresponding table in **Appendix 2 - Videos**.

**New UMD Type**

Unique ID:

Label:

Mask:

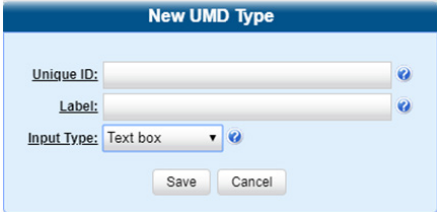
Input Type: Single line text

Max Size: 0

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

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

3. Perform one of the following tasks:

If...	Then...
This UMD will be a single line text field (default)	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>
This UMD will be a text box	<ul style="list-style-type: none"> <li>Select <b>Text box</b> from the <b>Input Type</b> drop-down list. The text box version of the <b>New UMD Type</b> pop-up is displayed.</li> </ul> 

4. Enter the following information:

- An ID code for this UMD in the **Unique ID** field
- The name of the UMD in the **Label** field. This is how the UMD field will appear on the actual data entry form.

5. If you are creating a text box UMD, click **Save** to close the **New UMD Type** pop-up.

6. To apply a mask to this UMD, enter a UMD mask in the **Mask** field using the appropriate characters (see on-screen list).

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

8. Click the **Save** button. The **UMD Types** list is displayed. Notice that the new record is displayed at the bottom of the list. Unless you move the record up or down, this is the order in which the new data field will appear on the video record.



**NOTE: Changing display order**

Click the up and down arrows to change the order in which the user metadata fields are displayed.

## Changing or Deleting an Existing User Metadata Field

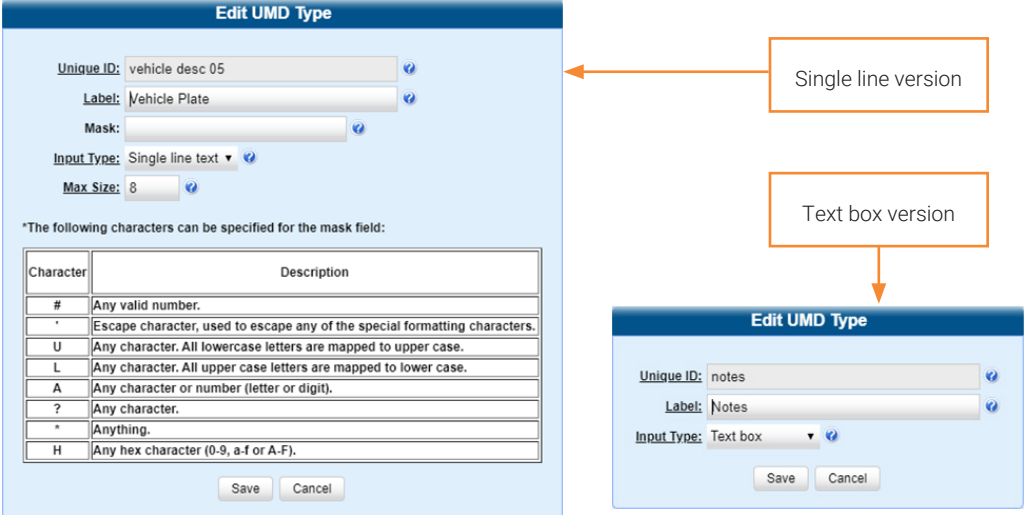
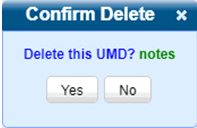
This section describes how to change or delete an existing user metadata field in your DES application.

**WARNING: Deleting a UMD field**

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

To change or delete a user metadata field:

1. Follow step **1** of the **Adding a New User Metadata Field** procedure.
2. Right-click the record of interest, and then perform one of the following tasks:

To...	Do this...
Change an existing UMD type	<p>1. Select <b>Edit</b> from the pop-up menu. The <b>Edit UMD Type</b> pop-up is displayed.</p>  <p>2. Enter/select your new field value(s), and then click <b>Save</b>.</p>
Delete an existing UMD type	<p>1. Select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.</p>  <p>2. Click <b>Yes</b>. The system removes the selected record from the UMD list and from any videos that it is currently attached to.</p>

## Managing Video Notations

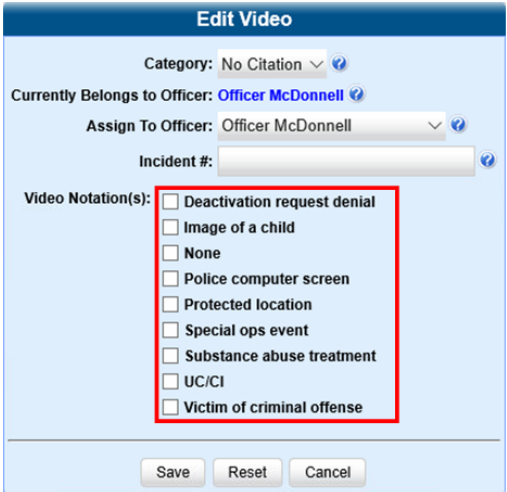
Video notations are custom pieces of information that you can use to classify and organize videos. Once the Video Notation feature is activated, any video notations you create will be displayed on the **Edit Video** form.

You can perform the following tasks:

- Add a new video notation
- Change or delete an existing video notation
- Turn video notations on or off
- Export video notations activity to a spreadsheet.

**NOTE: DEA Precinct users**

Workflows described in this section are not available to users of the DEA Precinct application.

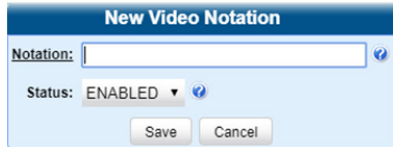


## Adding a New Video Notation

This section describes how to add a new video notation to the **Video Details** page.

To add a video notation:

1. DEA Agency and your DEP users: go to **Administration > System Setup > Video/Case > Videos > Notations**.  
DEF and DEV users: go to **Administration > System Setup > Video > Notations**.  
Then go to the **Action** menu and click **New**. The **New Video Notation** pop-up is displayed.



2. Enter a name for the new video notation in the **Notation** field, and then click **Save**. The new notation is added to the Video Notations list.

## Changing or deleting an Existing Video Notation

This section describes how to update an existing video notation, or delete a video notation record that was previously created.

To change or delete a video notation:

1. Follow step **1** of the **Adding a New Video Notation** procedure.
2. Right-click the record of interest, and then perform one of the following tasks:

To...	Do this...
Change, enable or disable an existing video notation	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the pop-up menu. The <b>Edit Video Notation</b> pop-up is displayed.                             <div data-bbox="412 1087 747 1234" data-label="Image"> </div> </li> <li>2. To change the name of this video notation, enter a new value in the <b>Notation</b> field.</li> <li>3. To change this video notation's status, select a value from the <b>Status</b> drop-down list.</li> <li>4. Click <b>Save</b>.</li> </ol>
Delete an existing video notation	<div data-bbox="365 1388 1495 1612" data-label="Complex-Block"> <p><b>NOTE: Deleting video notations</b></p> <p>You can only delete those video notations that are not in use by a video. If you want to discontinue use of a notation but cannot delete it, you will have to disable it as described above.</p> </div> <ol style="list-style-type: none"> <li>1. Select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.                             <div data-bbox="412 1667 659 1793" data-label="Image"> </div> <p><b>NOTE:</b> If the selected notation is in use by an active case, the system will display an error message.</p> </li> <li>2. Click <b>Yes</b>. The selected record is removed from the <b>Video Notations</b> list.</li> </ol>

## Turning Video Notations On/Off

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

To turn video notations on or off:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.

The screenshot shows the 'Other' configuration page. The 'Enable Video Notations' checkbox is checked and highlighted with a red box. Other settings include Video Playback Method (Download and Play - With Cache (HTTPS)), Show Speed In (Metric), Track All Body Worn Videos (checked), Track Body Worn Videos with Tags (checked), Days to allow playback on approved requests (31), Unit Error Count (0 per Day), Speed/GPS Selected (checked), and Disable case date time requirement (unchecked). The page also includes fields for Video Results Per Page (20), Case Results Per Page (12), Videos in Case Per Page (4), Precincts Per Page (10), DVRs Per Page (15), and Users Per Page (14). There are also checkboxes for DVR Missing Group Message and Disable Mobile App. Pairing, and a radio button for Select Video Player (Flashback or Evidence).

2. To turn the video notations feature on or off, select or deselect the **Enable Video Notations** check box as desired, and then click **Save**.

## Exporting Video Notations Activity to a Spreadsheet

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

To export video notations activity:

1. Go to **Administration > System Status > Reports**, then click the **Video Notations** report to highlight it.
2. Go the **Action** menu and click **Generate Report**. The **New Report** pop-up is displayed.

The screenshot shows the 'New Report' pop-up dialog. It has fields for Start Date (06/22/2019) and End Date (09/20/2019), each with a calendar icon. There are 'Generate' and 'Cancel' buttons at the bottom.

3. Using the calendar icon beside the **Start Date** field, select the beginning of the date range for this report.
4. Using the calendar icon beside the **End Date** field, select the end of the date range for this report.
5. Click **Generate**. The system generates the report and places it in your PC's **Downloads** folder.
6. Navigate to your **Downloads** folder, and then double-click the CSV report file. The report is displayed in your default spreadsheet application, such as Microsoft Excel.



# Managing Video Categories

This section describes how to change or export the information associated with video categories. For a detailed description of video categories and how they are used in your DES application, see the **Video Details Page table in Appendix 2**.

**NOTE: DEA Precinct users**

DEA Precinct users you can only view video categories as described in step 1 of **Changing Video Category Information** below.

## Changing Video Category Information

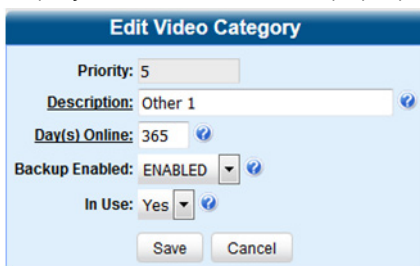
This section describes how to change the following information for a video category: category name, backup status (enabled vs. disabled), usage status (in-use vs. disabled), days online (i.e., the number of days a video or snapshot of a certain category will remain online before it can be purged from the server).

To change video category information:

1. DEA and DEP users: go to **Administration > System Setup > Video/Case > Videos > Categories**.  
 DEF and DEV users: go to **Administration > System Setup > Video > Categories**.  
 The current category list is displayed.



2. Right-click the category you want to change, then select **Edit** from the pop-up menu. The **Edit Video Category** pop-up is displayed. The fields on this pop-up are described in the corresponding table in **Appendix 2 - Videos**.



**NOTE: Video category options**

Depending on the application you are using, the options available to you in the **Edit Video Category** pop-up may be different.

3. Perform one or more of the following steps:

To change...	Do this...
The name of this category	<ul style="list-style-type: none"> <li>Enter a new name in the <b>Description</b> field. <b>NOTE:</b> DEF users should only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.</li> </ul>
The number of days that a video or snapshot with this category will remain online before it can be purged	<ul style="list-style-type: none"> <li>Enter a new number in the <b>Day(s) Online</b> field</li> </ul>
The <b>Backup Enabled</b> status for this category	<ul style="list-style-type: none"> <li>Select a new value from the <b>Backup Enabled</b> drop-down list. <b>NOTE:</b> DEF users should not change this field value unless instructed to do so by the DEP System Administrator</li> </ul>
The <b>In Use</b> status for this category	<ul style="list-style-type: none"> <li>Select a new value from the <b>In Use</b> drop-down list. <b>NOTE:</b> DEF users should only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.</li> </ul>
The <b>Auto Transfer</b> status for this category	<ul style="list-style-type: none"> <li>Select the new value from the <b>Auto Transfer Enabled</b> drop-down list.</li> </ul>

4. Click **Save**.
5. To update another category, repeat steps **2 – 4**.

## Manually Exporting Video Categories

Normally, when you change video categories on the server, that information is automatically transmitted to each DVR during the next server-to-DVR transmission. However, if your department does not use the wireless downloading feature, you can manually copy updated video categories from the server to a Flashback2 DVR, as described here.

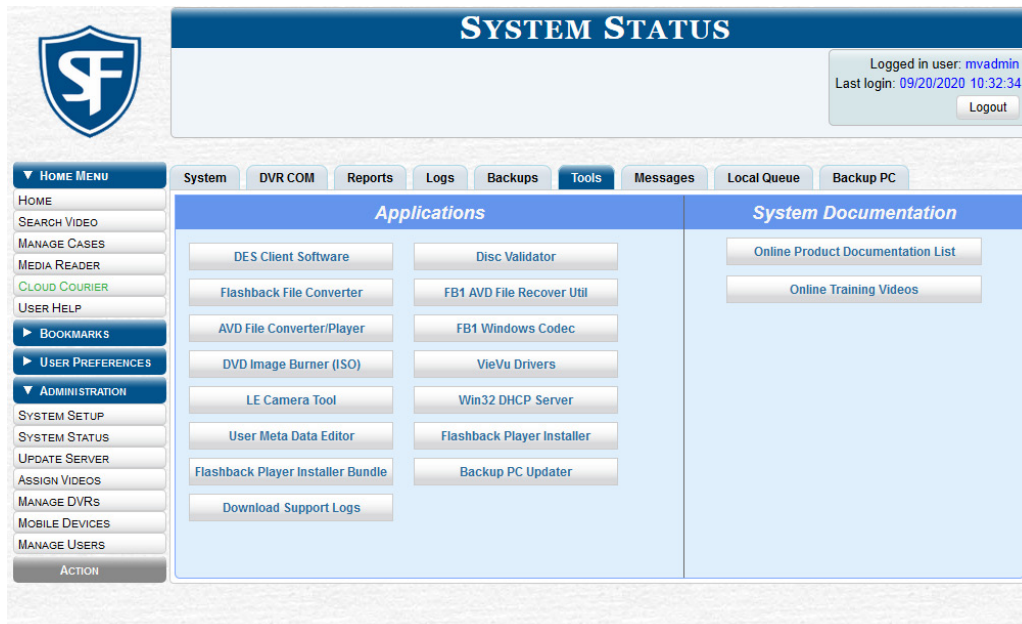
To export video categories:

1. Insert a USB drive in a USB port on your PC.
2. Follow step **1** of the **Changing Video Category Information** procedure.
3. Go to the **Action** menu and click **Export Categories**. A Windows message is displayed.
4. Select **Save As** from the **Save** drop-down list. The **Save As** window is displayed.
5. Navigate to your USB drive, and then click **Save**.
6. Take the USB drive and use it to load the *config.xml* file onto the in-car DVR, as described in **Copying the config.xml File from a USB Drive to Your DVR** in your **Flashback2 User's Guide**.

# Installing Applications

You can install various applications that will help your organization manage videos and related data.

All applications are accessible from the **Applications** menu in the **Tools** tab pictured below, which you can open by going to **Administration > System Status > Tools**.



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

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

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

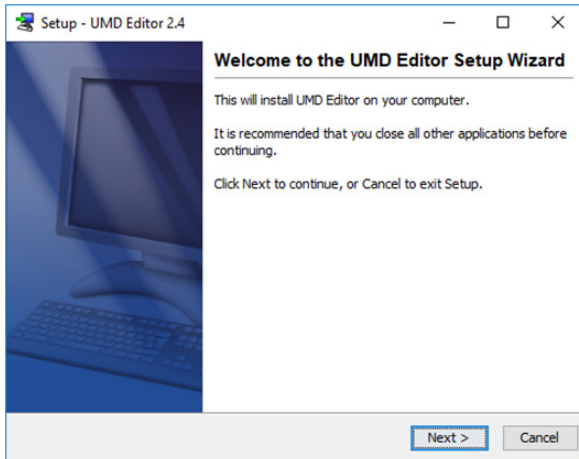
### **i** NOTE: Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

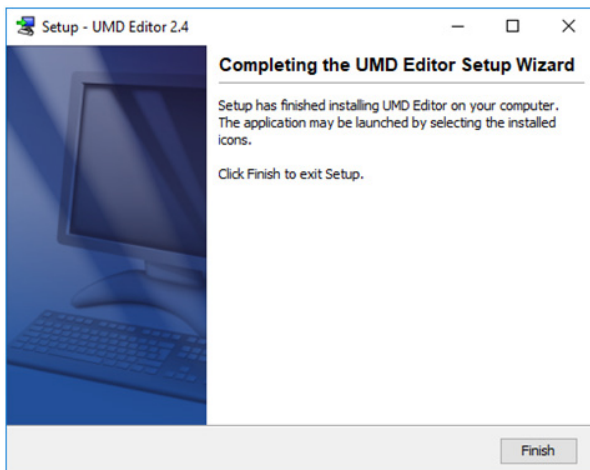
To install the UMD editor:

1. If you have not done so already, configure each of your MDCs as an Ethernet network, as described in **Configuring an In-Car DVR Not Assigned to a DVR Group on page 194**. **NOTE:** Using an Ethernet connection in the vehicle will not interfere with your wireless video transmission.
2. Insert a USB flash drive into a USB port on your PC (i.e., the PC you use to connect to the your DES application).
3. Go to **Administration > System Status > Tools**, and then click the **User Meta Data Editor** button. The system downloads the installation file to your PC's Downloads folder.
4. Navigate to your **Downloads** folder. Make sure the **FBUMD\_windows\_2\_4.exe** file is selected, then press **Ctrl + C** to copy it to your clipboard.
5. Navigate to your USB drive, then press **Ctrl + V** to copy the **FBUMD\_windows\_2\_4.exe** file to that drive.
6. Remove the USB drive from your PC, and then insert it into a USB port on the in-car mobile data computer.

7. Log in to the mobile data computer, and then navigate to the USB drive.
8. Click the *FBUMD\_windows\_2\_4.exe* file, then press **Ctrl + C** to copy it to your clipboard.
9. Navigate to the PC directory where you want to install the UMD editor.
10. Press **Ctrl + V** to copy the EXE file to the selected directory.
11. Double-click the *FBUMD\_windows\_2\_4.exe* file, and then click **Run** in the displayed security pop-up. After a momentary delay, the **Install Wizard** is displayed.



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



13. Click **Finish**, and then remove the USB stick from the USB port.
14. Repeat steps **6 – 13** for all of the vehicles in your fleet.

#### **i** NOTE: Entering DVR's IP address

The first time you use the UMD Editor you will be prompted to enter the DVR's IP address. If you don't know the IP address, you can find it in the DVR's record. For more information, see **Searching for an Existing DVR or 8-Bay/6-Bay Dock on page 190**.

# Installing the Flashback File Converter

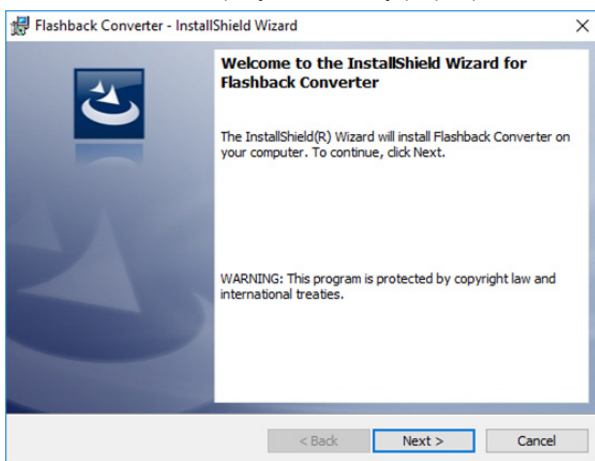
This procedure describes how to install the Flashback File Converter utility on your PC.

## **i** NOTE: Windows users

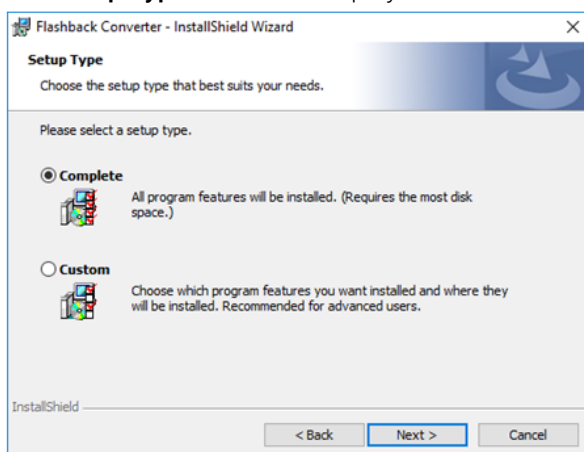
This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To install the Flashback file converter:

1. Go to **Administration > System Status > Tools**, and then click the **Flashback File Converter** button. The system downloads the application to your PC's **Downloads** folder.
2. Navigate to your **Downloads** folder, and then double-click the *FlashbackConverter-1.0.0.5.exe* file.
3. Click **Run** in the displayed security pop-up. The **Flashback Converter - InstallShield Wizard** is displayed.



4. Click **Next**, and then select **I accept the terms in the license agreement** radio button in the **License Agreement** window. The **Setup Type** window is displayed.



5. Click **Next**, and then click **Install** in the displayed **Ready to Install the Program** window. The system begins installing the application. After the installation is complete, a confirmation message is displayed.
6. Click **Finish**.

## Installing the Windows Codec Utility for AVI Videos

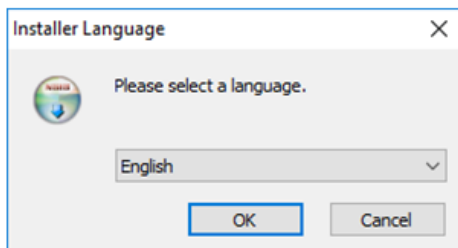
Occasionally, customers who have purchased a new PC or reimaged an existing PC may have difficulty playing or VIEVU videos on their PC. In this circumstance, we recommend that you install a utility called a "codec," which restores the files that are necessary to play AVI files on a Windows PC. If this procedure does not solve your problem, please contact Mobile-Vision Support for assistance.

### **i** NOTE: Windows users

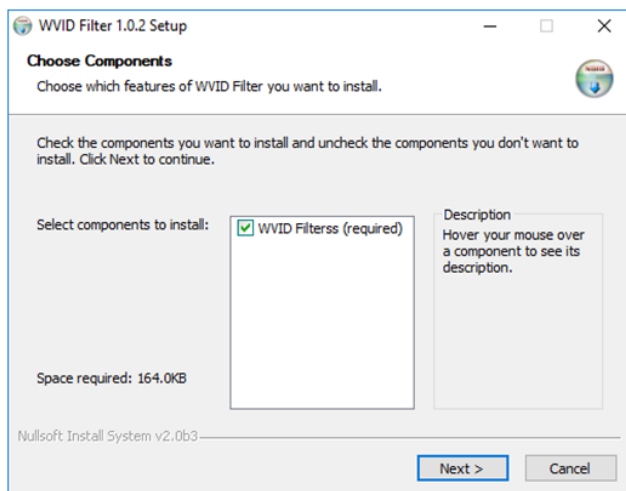
This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To install the Windows Codec utility:

1. Go to **Administration > System Status > Tools**, and then click the **FB1 Windows Codec** button. The system downloads the installation file to your PC's **Downloads** folder.
2. Navigate to your **Downloads** folder, and then double-click the *WVIDInstall.exe* file.
3. Click **Run** in the displayed security pop-up. The **Installer Language** pop-up is displayed.



4. Click **OK**. The **WVID Filter** pop-up is displayed.



5. Click **Next**, and then click **Install**. Once the installation is complete, a confirmation message is displayed.
6. Click **Close**.

## Manually Installing the VIEVU Drivers

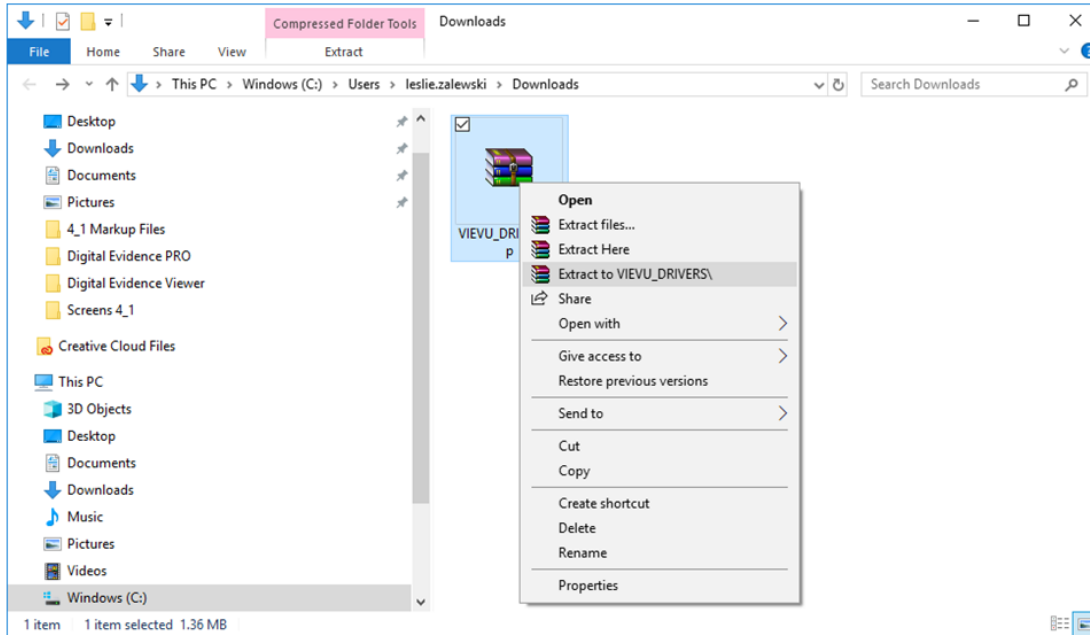
The VIEVU is a small body-worn DVR previously sold by Mobile-Vision. The first time you connect a VIEVU to your PC, you will typically be prompted to download two drivers that are required to operate the VIEVU. However, if your computer does not recognize the VIEVU cable or cannot automatically locate the drivers, you can manually download these drivers from the **Tools** tab.

### **i** NOTE: Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To install VIEVU drivers:

1. If the VIEVU is currently connected to your PC, disconnect the VIEVU's two USB cables.
2. Go to **Administration > System Status > Tools**, and then click the **VieVu Drivers** button. The system downloads the VIEVU drivers to your **Downloads** folder.
3. Navigate to your **Downloads** folder, then right-click the **VIEVU\_DRIVERS.zip** file and select **Extract to VIEVU\_DRIVERS\** from the drop-down list.



4. Double-click the new **VIEVU\_DRIVERS** folder. The contents of the **VIEVU\_DRIVERS.zip** file are displayed.

Name	Date modified	Type	Size
amd64	10/29/2019 9:19 AM	File folder	
i386	10/29/2019 9:19 AM	File folder	
Downloads - Shortcut	10/29/2019 9:20 AM	Shortcut	2 KB
dpinst.xml	6/29/2007 6:42 AM	XML Document	1 KB
DPIInst_Monx64.exe	12/19/2007 5:20 AM	Application	74 KB
DPIInst_Monx86.exe	12/19/2007 5:20 AM	Application	74 KB
DPIInstx64.exe	11/17/2005 7:46 AM	Application	826 KB
DPIInstx86.exe	11/17/2005 7:46 AM	Application	509 KB
ftd2oc.h	3/10/2008 3:39 AM	H File	20 KB
ftdibus.cat	3/20/2008 7:14 AM	Security Catalog	15 KB
ftdibus.inf	3/13/2008 6:46 AM	Setup Information	3 KB
ftdiport.cat	3/20/2008 7:14 AM	Security Catalog	14 KB
ftdiport.inf	3/13/2008 6:46 AM	Setup Information	5 KB
OS_Detect.exe	9/28/2007 3:44 AM	Application	74 KB

5. If your PC has a 64-bit operating system, double-click ***DPInstx64.exe***  
– OR –  
If your PC has a 32-bit operating system, double-click ***DPInst\_Mon86.exe***  
Once you double-click the appropriate file, a DOS screen will briefly flash on-screen, indicating that the drivers have been installed.

#### TIP: Your operating system

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

6. Go to the upper right corner of the page and click **Logout** to exit your DES application.
7. Click the cross icon in the upper right corner of the page to close your browser.
8. Reboot your PC, and the log back into your DES application.
9. If you plan to upload VIEVU videos right now, plug the VIEVU's USB cables back into your PC, then proceed to the appropriate topic:
  - ***Manually Uploading Videos from a VIEVU LE2 on page 66***, beginning with step **5**,  
-OR-
  - ***Manually Uploading Videos from a VIEVU LE3 on page 68***, beginning with step **3**.

## Manually Installing Flashback Player

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

There are two file options available for installing Flashback Player:

- EXE file (Flashback Player Installer button)
- ZIP file (Flashback Player Installer Bundle button).

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

#### NOTE: Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To install Flashback Player:

1. Go to **Administration > System Status > Tools**, and then perform one of the following tasks:

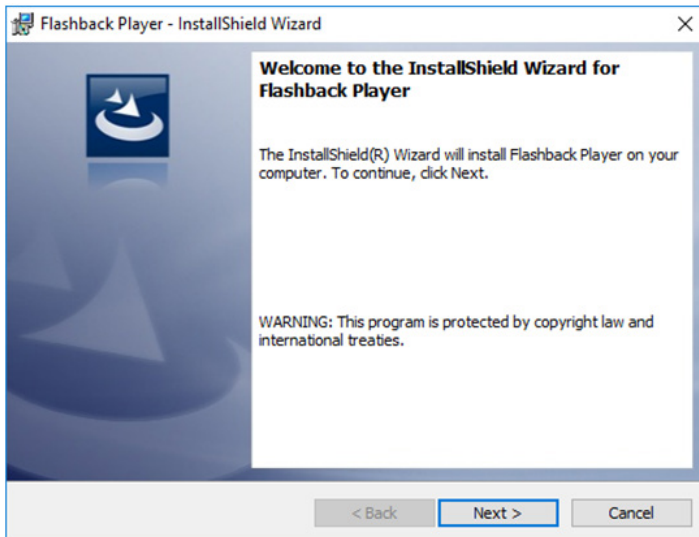
To...	Do this...
Install Flashback Player on your local PC	<ul style="list-style-type: none"> <li>• Click the <b>Flashback Player Installer</b> button.</li> </ul>
Install Flashback Player through SMS or ConfigMgr (also referred to as a silent installation or update)	<ul style="list-style-type: none"> <li>• Click the <b>Flashback Player Installer Bundle</b> button.</li> </ul>

The system downloads the application to your PC's **Downloads** folder.

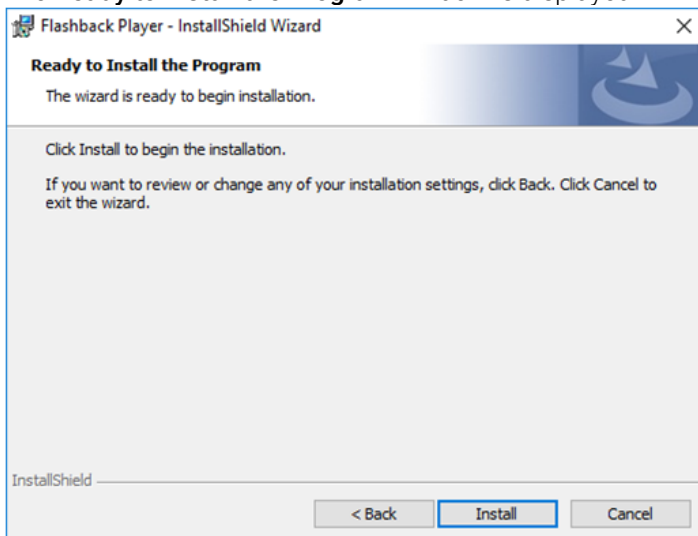


2. Navigate to your PC's **Downloads** folder, and then perform one of the following tasks:
  - Double-click the *FlashbackPlayer-4\_0\_3\_9.exe* file, and then click **Run** in the displayed security pop-up.  
-OR-
  - Perform the following steps:
    - a. Right-click the *FBPlayer-Bundle-4\_0\_3\_8.zip* file, then select **Extract to FBPlayer-Bundle-4\_0\_3\_8** from the drop-down list.
    - b. Double-click the new **FBPlayer-Bundle-4\_0\_3\_8** folder to open it.
    - c. Double-click the *FlashbackPlayer-4\_0\_3\_8.exe* file.

The **Flashback Player - InstallShield Wizard** window is displayed.



3. Click **Next**, and then select **I accept the terms in the license agreement** radio button in the **License Agreement** window. The **Ready to Install the Program** window is displayed.



4. Click **Install**. The system begins installing Flashback Player. Once the installation is complete, a confirmation message is displayed.
5. Click **Finish**, then click **Logout** in the upper right corner of the page to exit your DES application.
6. Click the cross icon in the upper right corner of the page to close your browser.
7. Open your browser and log back into your DES application.

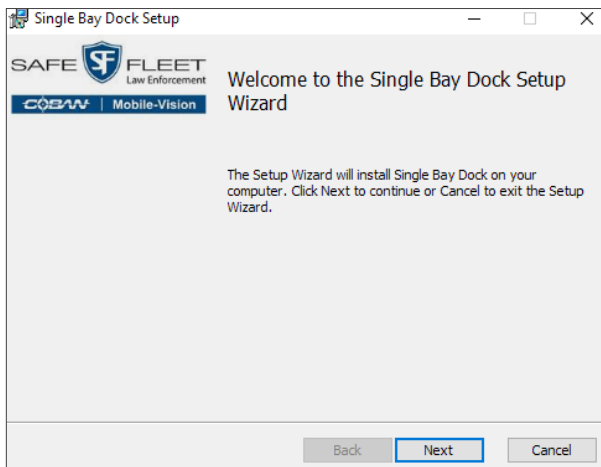
## Installing the FOCUS X2 Single-Bay Software

The X2 Single-Bay Software is an application that allows the X2 body-worn DVR inserted into a single-bay office dock to communicate with the server. The application is installed on an agency PC and when the office dock is connected to that PC via a USB cable, X2 and the server are able to exchange information, such as:

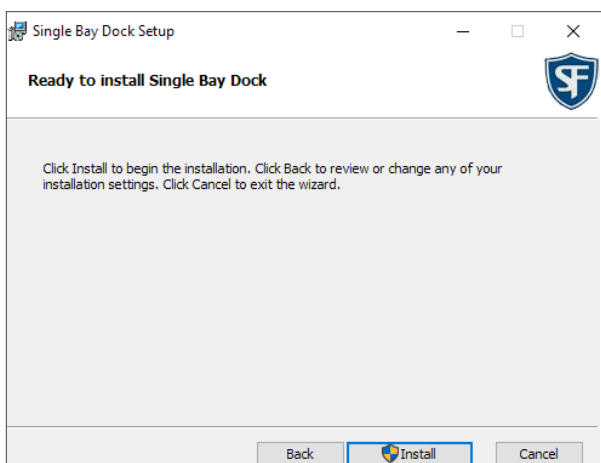
- Upload of recorded videos
- Configuration settings updates
- Firmware updates.

To install the X2 Single-Bay Software:

1. Go to **Administration > System Status > Tools**, and then click the **Single-Bay Software** button. The system downloads the application to your PC's **Downloads** folder.
2. Navigate to your **Downloads** folder, and then double-click the *dock-2.0.0.msi* file. **NOTE:** If you get a system warning about an executable file, click **OK**.
3. Click **Run** in the displayed security pop-up. The **Single Bay Dock Setup** window is displayed.



4. Click **Next**, then select **I accept the terms in the License Agreement** checkbox in the **End-User License Agreement** window, and click **Next** again. The **Ready to install Single Bay Dock** window is displayed.



5. Click **Install**. Follow system prompts to advance through the installation. After the installation is complete, a confirmation message is displayed.
6. Click **Finish**.

# Managing Body-Worn Viewing Requests

This section describes how your agency can limit access to body-worn videos by activating body-worn tracking functions, and how to manage viewing requests.

You can limit access to body-worn videos by activating the following functions:

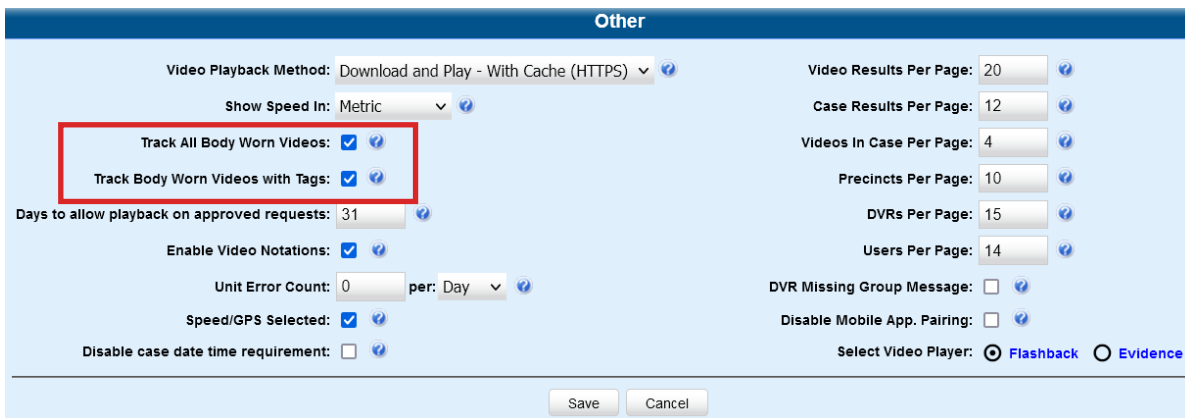
- **Track all body-worn videos.** When this feature is on, your DES application will restrict the viewing of all body-worn videos unless a user has the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Users who lack the required permissions will have to submit a viewing request to their supervisor. The supervisor, in turn, will subsequently approve or deny their subordinate’s viewing request as described in *Approving/Denying Viewing Requests on page 92*.
- **Track all body-worn videos with tags.** When this feature is on, your DES application will restrict the viewing of body-worn videos that have a tracepoint or video notation attached to them. The only exception is for users that have the *Authorize Media Playback* or *Can View Body Worn Videos* permission. Such users will be able to view all body-worn videos, regardless of whether a video has an embedded trace-point or video notation. Users who lack the required permissions will have to submit a viewing request to their supervisor.

## Tracking Body-Worn Videos

This section describes how to activate (turn on) the two functions used to limit user access to body-worn videos.

To activate video tracking:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.



2. Perform one of the following tasks:

To...	Do this...
Require that all users without proper permissions submit a viewing request to view any body-worn video	<ul style="list-style-type: none"> <li>• Select the <b>Track Body Worn Videos</b> checkbox</li> </ul>
Require that all users without proper permissions submit a viewing request to view a body-worn video that has an embedded tracepoint or video notation	<ul style="list-style-type: none"> <li>• Select the <b>Track Body Worn Videos with Tags</b> checkbox</li> </ul>

3. Click **Save**.

# Approving/Denying Viewing Requests

This section describes how to approve or deny a request to view a body-worn video. Users submits such a request to the supervisor when they wants to view a particular body-worn video or snapshot image, but lack the required permissions to do so (i.e., the *Can View Body Worn Videos* and/or *Authorize Media Playback* permission).

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

The screenshot shows the 'WELCOME HOME' dashboard with a 'Message Board' section containing 'Inbox Messages'. The messages list is as follows:

Date	State	Message Text	Actions
05/21/2020 18:41	Received	Your request to view system video #366 has been Denied by mvadmin.	🔍 ✖
05/21/2020 18:40	Received	Your request to view system video #372 has been Approved by mvadmin.	🔍 ✔
05/21/2020 18:12	Completed	Export Evidence for court Disc 1 of 1 is now ready for download.	🔍 ✖
05/21/2020 18:10	Completed	Export MVA on Rt. 80 Disc 1 of 1 is now ready for download.	🔍 ✖

Callout boxes on the right indicate: 'Sample denial' pointing to the first message and 'Sample approval' pointing to the second message.

To approve and deny viewing requests:

1. Make sure the **Welcome Home** page is displayed, and then locate the viewing request on your **Inbox Messages** list.



The screenshot shows the 'WELCOME HOME' dashboard with a 'Message Board' section containing 'Inbox Messages'. The messages list is as follows:

Date	State	Message Text	Actions
05/14/2020 13:26	Requested	A request to view system video #372 has been sent by G Taylor. (Reason: Training)	🔍 ✔ ✖
05/21/2020 18:40	Received	Your request to view system video #372 has been Approved by mvadmin.	🔍 ✖
05/21/2020 18:12	Completed	Export Evidence for court Disc 1 of 1 is now ready for download.	🔍 ✖
05/21/2020 18:10	Completed	Export MVA on Rt. 80 Disc 1 of 1 is now ready for download.	🔍 ✖

The first message is highlighted with a red box.

2. To view the video before making a determination, click the 📺 icon to the right of the request. Otherwise skip to step **5**. The **Video Details** page is displayed.
3. Click the video's thumbnail image. The video launches in default video player.
4. When you've finished viewing the video, close default video player, and then go to **Home Menu** and click **Home**. The **Welcome Home** page is displayed.
5. Perform one of the following tasks:

To...	Do this...
Accept the viewing request	<ul style="list-style-type: none"> <li>Click the <input checked="" type="checkbox"/> icon beside that request. A confirmation message is displayed at the top of the page: <b>Request Approved</b>. The system also sends an approval notice to the requestor's <b>Inbox Messages</b> list.</li> </ul>

To...	Do this...
Deny the viewing request	<ol style="list-style-type: none"> <li>Click the  icon. The <b>Deny Request</b> pop-up is displayed.                     <div data-bbox="557 283 945 472" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Deny Request</div> <p style="margin: 0;">Enter a reason below:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div> </li> <li>Enter the reason why you are denying this viewing request, and then click <b>Save</b>. The system sends a denial notice to the requestor's <b>Inbox Messages</b> list. That user will have an opportunity to view your denial reason by clicking the .</li> </ol>

## Reviewing and Revoking Active Viewing Requests

This section describes how to review all active viewing requests that you previously approved and how to revoke an active viewing request, which is an approval granted to an officer to view a body-worn video or snapshot record within a predefined time period. Once you grant a viewing request to a user, that request remains active for X number of days, where X is equal to the value of the **Days to allow playback on approved requests** field on the **Other** form.

Other

Video Playback Method: Download and Play - With Cache (HTTPS)

Show Speed In: Metric

Track All Body Worn Videos:

Track Body Worn Videos with Tags:

Days to allow playback on approved requests: 31

Enable Video Notations:

Unit Error Count: 0 per: Day

Speed/GPS Selected:

Disable case date time requirement:

Video Results Per Page: 20

Case Results Per Page: 12

Videos In Case Per Page: 4

Precincts Per Page: 10

DVRs Per Page: 15

Users Per Page: 14

DVR Missing Group Message:

Disable Mobile App. Pairing:

Select Video Player: Flashb


In this example, all viewing requests will remain in effect for 30 days after they are granted.

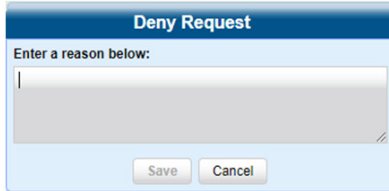
For example, let's say that an officer submitted a viewing request to you on December 1st to view body-worn video number 241. You reviewed and approved the request, which would have remained in effect until December 30th according to your system settings. However, on December 15th, you received an email from your Chief stating that from now on, only Detectives can access video 241. In that instance, you could use this procedure to revoke that user's video access permission.

To review and revoke viewing requests:

- Make sure the **Welcome Home** page is displayed, then go to the **Action** menu and click **Manage Requests**. The **Manage Approved Media View Requests** pop-up is displayed. The columns on this pop-up are described in the corresponding table in **Appendix 2 - Videos**.


Manage Approved Media View Requests					
User Name	System ID	Reason	Authorized	Expires	Revoke
Officer McKinnis	372	Media request	10/16/2019 15:56	11/15/2019 15:56	
Officer McKinnis	375	Management review	10/16/2019 15:56	11/15/2019 15:56	
Officer McKinnis	368	Review for report writing	10/16/2019 15:56	11/15/2019 15:56	
Linda Silver	372	Training	10/16/2019 15:52	11/15/2019 15:52	

- To revoke a user's viewing permission, click the  icon to the right of that request. The **Deny Request** pop-up is displayed.



**Deny Request**

Enter a reason below:

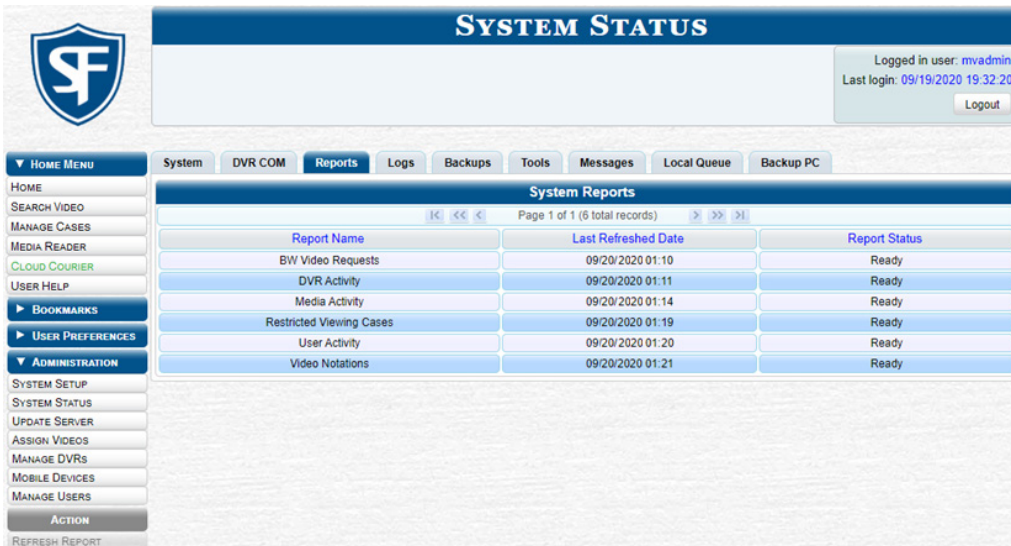
- Enter the reason why you are revoking this user's viewing approval, and then click **Save**. The system sends a denial notice to the requestor's **Inbox Messages** list. That user will have an opportunity to view your denial reason by clicking the  icon.
- Click the cross icon in the upper right corner to close this pop-up.

## Exporting Viewing Request Activity to a Spreadsheet

This section describes how to export viewing request activity to a spreadsheet for use with another application, such as a custom reporting tool. This data includes a list of all body-worn viewing requests that have been made during a selected time period.

To export viewing request activity:

- Go to **Administration > System Status > Reports**, and then click the **BW Video Requests** report to highlight it.



**SYSTEM STATUS**

Logged in user: mvadmin  
Last login: 09/19/2020 19:32:20

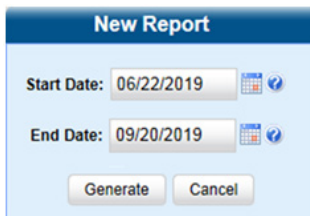
System | DVR COM | **Reports** | Logs | Backups | Tools | Messages | Local Queue | Backup PC

**System Reports**


Page 1 of 1 (5 total records)


Report Name	Last Refreshed Date	Report Status
BW Video Requests	09/20/2020 01:10	Ready
DVR Activity	09/20/2020 01:11	Ready
Media Activity	09/20/2020 01:14	Ready
Restricted Viewing Cases	09/20/2020 01:19	Ready
User Activity	09/20/2020 01:20	Ready
Video Notations	09/20/2020 01:21	Ready

- Go to the **Action** menu and click **Generate Report**. The **New Report** pop-up is displayed.



**New Report**

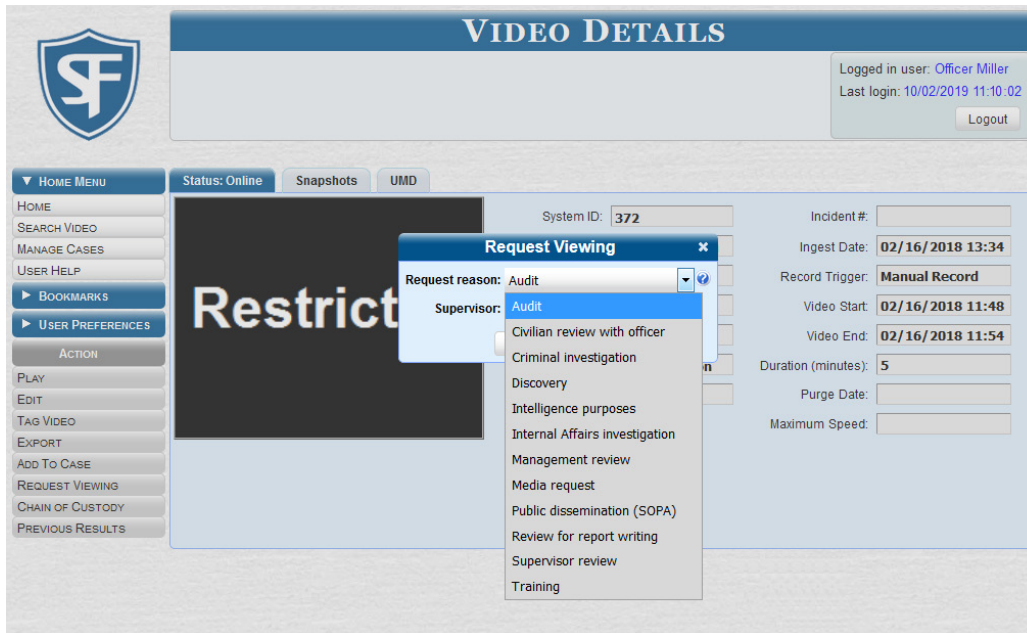
Start Date: 06/22/2019 

End Date: 09/20/2019 

- Using the **Start Date** and **End Date** fields, select a date range for your report, and then click **Generate**. The system generates the report and places it in your PC's **Downloads** folder.
- Navigate to your **Downloads** folder, and then double-click the CSV report file. The report is displayed in your default spreadsheet application, such as Microsoft Excel.

# Managing Viewing Request Reasons

This section describes how to add, change, and/or delete viewing request reasons, which are used to populate the **Request Reason** drop-down list on the **Request Viewing** pop-up.



These agency-defined reasons are used to help create viewing requests, which an officer submits to their supervisor in order to obtain permission to view a body-worn video or snapshot file.

To add, change or delete viewing request reasons:

1. Go to **Administration > System Setup > System > Request Reasons**. A list of all existing viewing request reasons is displayed.



2. Perform one of the following tasks:

To...	Do this...
Add a viewing request reason	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Request Reason</b> pop-up is displayed.                     <div data-bbox="561 380 998 583" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div> </li> <li>Enter a name for the viewing request reason in the <b>Description</b> field, and then click <b>Save</b>. The new reason is added to the <b>Request Reasons</b> list.</li> </ol>
Change, enable, or disable a viewing request reason	<ol style="list-style-type: none"> <li>Right-click the record you want to update, then select <b>Edit</b> from the pop-up menu. The <b>Edit Request Reason</b> pop-up is displayed.                     <div data-bbox="561 768 1003 976" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div> </li> <li>To change the name of this request reason, enter a new value in the <b>Description</b> field.</li> <li>To change the request reason's status, select <b>Enabled</b> or <b>Disabled</b> from the <b>Status</b> drop-down list accordingly to activate or inactivate this request reason.</li> <li>Click <b>Save</b>.</li> </ol>
Delete a viewing request reason	<div data-bbox="513 1203 1510 1413" style="border: 1px solid #0070c0; border-radius: 10px; padding: 10px; background-color: #0070c0; color: white;"> <p><b>NOTE: Deleting request reasons</b></p> <p>You can only delete those request reasons that are not in use by an active request. If you want to discontinue use of a request reason but cannot delete it, you will have to disable it as described above.</p> </div> <ol style="list-style-type: none"> <li>Right-click the record you want to delete, then select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.                     <div data-bbox="561 1507 863 1642" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div> <p><b>NOTE:</b> If the selected request reason is in use by an active request, the system will display an error message.</p> </li> <li>Click <b>Yes</b>. The selected record is removed from the <b>Request Reasons</b> list.</li> </ol>



## Changing the Expiration Date for Viewing Approvals

By default, all viewing approvals that you grant your staff members will remain in effect for 30 days. However, you can increase or decrease this number to meet your agency's needs, as described in this section.

To change the expiration date:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.

The screenshot shows the 'Other' configuration page with various settings. The 'Days to allow playback on approved requests' field is highlighted with a red box and contains the value '31'. Other settings include 'Video Playback Method' set to 'Download and Play - With Cache (HTTPS)', 'Show Speed In' set to 'Metric', 'Track All Body Worn Videos' checked, 'Track Body Worn Videos with Tags' checked, 'Enable Video Notations' checked, 'Unit Error Count' set to '0' per 'Day', 'Speed/GPS Selected' checked, 'Disable case date time requirement' unchecked, 'Video Results Per Page' set to '20', 'Case Results Per Page' set to '12', 'Videos In Case Per Page' set to '4', 'Precincts Per Page' set to '10', 'DVRs Per Page' set to '15', 'Users Per Page' set to '14', 'DVR Missing Group Message' unchecked, 'Disable Mobile App. Pairing' unchecked, and 'Select Video Player' set to 'Flashback'.

2. Enter a new number in the **Days to allow playback on approved requests** field, and then click **Save**.

# Chapter 3. Cases

# In This Chapter

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# Working with Cases

This chapter describes how to work with cases in DES applications.

## **i** NOTE: DEF and DEV users

The contents of this chapter is not applicable to users of the DEF and DEV applications.

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 frequently.

## **i** NOTE: Cases in DEA applications

Cases can be created both on the Agency server and on the Precinct server(s). However, if a case is originally created on a Precinct server, you cannot update it on the Agency server unless you first request control of that case from the Precinct.

If you are a DEA Precinct user, occasionally, a user on the Agency server may request control of one of your case records. When that happens, you will no longer be able to update that case on the Precinct server. However, you will still be able to view, export, and/or generate a Chain of Custody Report for that case.

## Creating Cases

This section describes how to enter a new case. There are two methods for creating a new case:

- **Method 1:** Open a new case and attach video(s) to it. This method is described in **Creating a Regular Case** and **Creating a Restricted Case** sections in this chapter. Restricted cases allow you to define which users will be allowed to access a case.
- **Method 2:** Open a video and create a new case to attach it to.

### Creating a Regular Case

This section describes how to enter a new case that has the typical access privileges. In a DES application, this means that the case is either public or private. Public cases can be accessed by any DES user. Private cases can be accessed by the case's owner and users who have edit permissions. If you prefer to create a case that grants access to a specific group of users, see **Creating a Restricted Case on page 101** instead.

To create a regular case:

1. Go to **Home Menu** and click **Manage Cases**. The **Case Information** pop-up is displayed.

- Click **New Case**. The **New Case** form is displayed. The fields on this form are described in the corresponding table in **Appendix 3 - Cases**.

- Select the name of the officer who will be the owner of this case from the **Owner** drop-down list.
- Select **Public** or **Private** from the **Visibility** drop-down list to mark the case as public (viewable by all users) or private (only viewable by its owner and users with edit permissions).
- Enter the following information:
  - A descriptive name for this case in the **Display Name** field. This is a required field.
  - The case's incident date and time in the **Incident Date** field. Observe *mm/dd/yyyy* format. This is a required field. **NOTE:** The requirement to enter the date and time can be disabled on the **System Setup > System > Other** page by selecting the **Disable case date time requirement** checkbox.
  - Your agency's case number in the **Case Number** field.
- If available, enter the following information associated with this case in the corresponding fields:
  - A citation number
  - A vehicle registration number
  - A license plate number.
- If the **Do Not Dispose** checkbox is displayed, you can select it to keep this case available online even after the **Auto Dispose Time** has expired. **NOTE:** Once you select the **Do Not Dispose** checkbox, the system will not remove the case from the server until you deselect that checkbox.
- If there are any checkboxes to the right of the **Notations** field, select all that apply to this case.
- Click **Save**. A confirmation message is displayed at the top of the **Case Details** page.

## Creating a Restricted Case

This section describes how to enter a new case that is restricted. Restricted cases can only be accessed by a predefined list of users. This feature is particularly useful if you want to limit video access across multiple permission levels.

For example, let's say that you only want detectives to have access to Interview Room videos. In this scenario, you could create ONE restricted case called **Restricted Viewing—Interview Room**, then add all of your detectives to that case's list of authorized users. Whenever there is a new Interview Room video available, you would then link that video to the **Restricted Viewing—Interview Room** case. In this manner, the Interview Room videos would always be hidden from unauthorized users on the system, even if those videos are linked to other cases.

You must have the proper permissions to perform this task. Typically, this capability is given to Internal Affairs detectives.

To create a restricted case:

- Follow steps **1 - 3** of the **Creating a Regular Case** procedure.
- Select the **Restricted Viewing** checkbox. The **Visibility** field becomes grayed out, and a new **Authorized Users** tab is displayed at the top of the form, as pictured on the next page.

The screenshot shows the 'New Case' form with the 'Authorized Users' tab selected. The form includes fields for Owner (mvadmin), Visibility (Private), Restricted Viewing (checked), Incident Date, Citation Number, Vehicle Plate #, Display Name, Case Number, Vehicle Registration #, and Do Not Dispose (unchecked). Buttons for Save, Reset, and Cancel are at the bottom.


3. Follow steps **5 - 8** of the *Creating a Regular Case* procedure.
4. Click the **Authorized Users** tab. A list of system users is displayed.

The screenshot shows the 'New Case' form with the 'Authorized Users' tab selected. The 'Select Authorized Users' column contains a list of users: admin, Lt. Meyers, mvadmin, Officer Duffy, Officer Johnson, Officer McDonnel, Officer Ostrum, and Sergeant Zalewski. The 'Approved Users' column is currently empty. Buttons for Save, Reset, and Cancel are at the bottom.

5. Go to the **Select Authorized Users** column and click each of the users that you want to allow access to this case.

**TIP: Navigating the list of users**

To scroll through a large user list, use the navigation arrows at the top of the column or enter a user name in the **Search** field.

6. Once you've highlighted the desired users, click the  icon in the center column. The selected users are displayed in the **Approved Users** column.

The screenshot shows the 'New Case' form with the 'Authorized Users' tab selected. The 'Select Authorized Users' column now contains: admin, mvadmin, Officer Johnson, and Sergeant Zalewski. The 'Approved Users' column contains: Lt. Meyers, Officer Duffy, Officer McDonnel, and Officer Ostrum. Buttons for Save, Reset, and Cancel are at the bottom.

7. Click **Save**. A confirmation message is displayed at the top of the **Case Details** page.

## Searching for Cases

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


Search method	Used to search for cases by some or all of these criteria...	
Basic	Case Information: <ul style="list-style-type: none"> <li>• Incident Date</li> <li>• Citation Number</li> <li>• Case Number</li> <li>• Case Display Name</li> <li>• Vehicle Registration #</li> <li>• Owner</li> <li>• Precinct</li> </ul>	Subject Information: <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> </ul>
<b>Additional advanced search criteria</b>		
Advanced	Case Information: <ul style="list-style-type: none"> <li>• Creation Date</li> <li>• After Incident Date</li> <li>• Before Incident Date</li> <li>• Vehicle Plate #</li> <li>• Comments</li> <li>• Notations</li> </ul>	Subject Information: <ul style="list-style-type: none"> <li>• Driver's License #</li> <li>• Race</li> <li>• Gender</li> <li>• Date of Birth</li> </ul>
Button	Description	
Search	Execute your search.	
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form.	
Clear	Remove all entries and selections from the search form.	
New Case	Enter a new case record.	

### Performing a Basic Case Search

This section describes how to search for a case by the following criteria: incident date, citation number, case number, case display name, vehicle registration number, owner, and subject first/last name.

1. Go to **Home Menu** and click **Manage Cases**. The **Case Information** pop-up is displayed.

- If you see the **Basic Search** button, click it. Otherwise proceed to the next step.
- Enter/select the field values you want to search on. The fields on this form are described in the corresponding table in **Appendix 3 - Cases**.
- Click **Search**. All cases that match your selection criteria are displayed on the **Case Search Results** page. The total number of cases included in your search results is displayed at the top of the results list. The components on this page are described in the corresponding table in **Appendix 3 - Cases**.

- By default, cases are sorted chronologically by the video's start date/time. To sort the results differently, click the column heading you want to sort by.
- To view a case's details, click the **Details** icon  beside that case. The **Case Details** page is displayed. The components on this page are described in the corresponding table in **Appendix 3 - Cases**.

## Performing an Advanced Case Search

This section describes how to search for a case using additional criteria.


- Go to **Home Menu** and click **Manage Cases**. The **Case Information** pop-up is displayed. The fields on this form are described in the corresponding table in **Appendix 3 - Cases**.

- If you see the **Advanced Search** button, click it. Otherwise, follow steps **3 - 5** of the **Performing a Basic Case Search** procedure.





## Viewing Case Details

This section describes how to view cases and related information. 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.

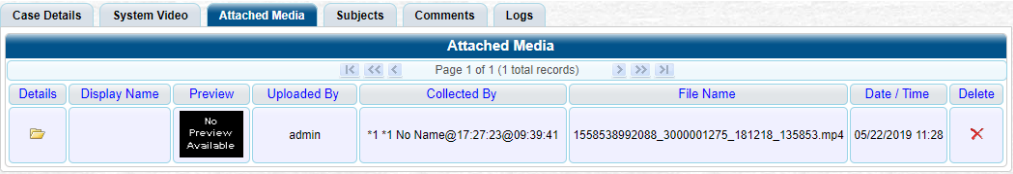
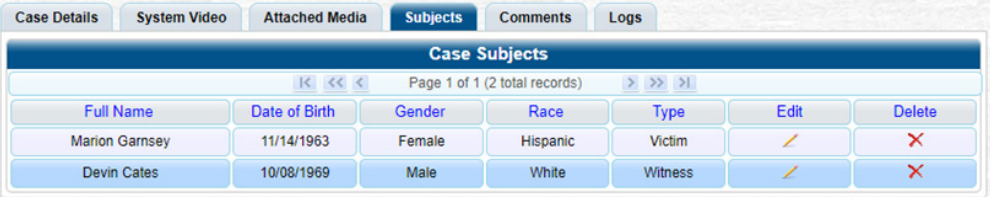
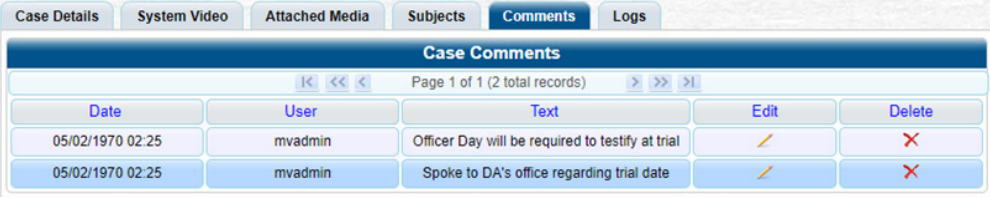
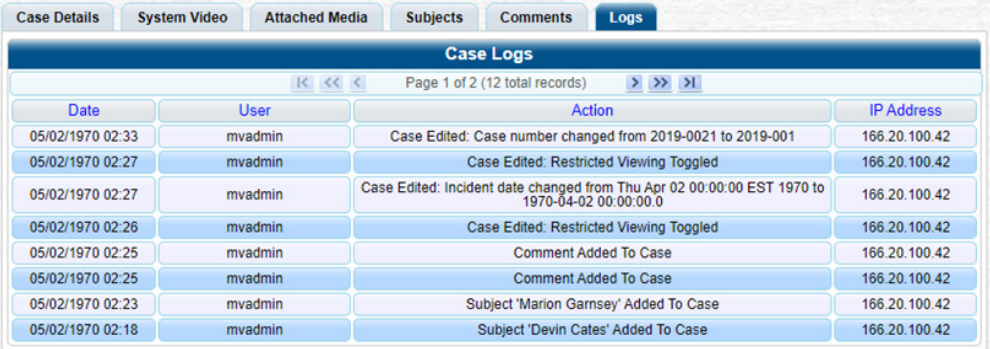
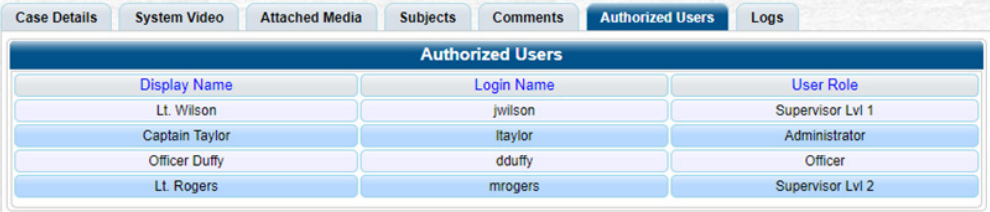
1. Perform a basic or advanced search, as described in **Searching for Cases on page 103**. A list of cases is displayed.
2. Click the **Details** icon  beside the case you want to view. The **Case Details** page is displayed. The components on this page are described in the corresponding table in **Appendix 3 - Cases**.



3. To view information about the case, perform one or more steps described in the following table. For more information on components on each of the tabs, see **Appendix 3 - Cases**.

To...	Do this...
View a case's videos	<ol style="list-style-type: none"> <li>1. Click the <b>System Video</b> tab. All videos that are currently linked to this case are displayed.                     <div data-bbox="500 1249 1494 1528" data-label="Image"> </div> </li> <li>2. To view a video's details, click the video's <b>Details</b> icon .</li> <li>3. To play a video, click the video's <b>Play</b> button . The default video player launches in a separate window. For more information, see <b>Flashback Player</b> and <b>Evidence Player</b> in <b>Appendix 2 - Videos</b>.</li> </ol>

This table is continued on the next page.

To...	Do this...
View a case's media attachments	<ol style="list-style-type: none"> <li>Click the <b>Attached Media</b> tab. All media files that are currently linked to this case are displayed.                      </li> <li>To view an attachment, click the folder icon in the <b>Details</b> column.</li> </ol>
View a case's subjects	<ul style="list-style-type: none"> <li>Click the <b>Subjects</b> tab. All subjects that are currently linked to this case are displayed.                      </li> </ul>
View a case's comments	<ul style="list-style-type: none"> <li>Click the <b>Comments</b> tab. All comments that are currently linked to this case are displayed.                      </li> </ul>
View a case's logs  <b>NOTE:</b> The case logs show who performed various actions on a case and when. The case logs can, for example, tell you who created, edited, reactivated, or added media attachments to a case and when.	<ul style="list-style-type: none"> <li>Click the <b>Logs</b> tab. The case's log records are displayed. If necessary, use the navigation arrows at the top of the page to scroll through the list.                      </li> </ul>
View a restricted case's authorized users	<ul style="list-style-type: none"> <li>Click the <b>Authorized Users</b> tab. The list of authorized users for this case is displayed.                      </li> </ul>

## Requesting a Case's Media Files from a Remote Precinct

### **NOTE: DEA Agency users only**

This workflow is only applicable to users of the DEA Agency application.

When a case is originally created on a Precinct server, you may find that some of the case's videos or media attachments are offline, that is, not viewable from the Agency server. In this instance, you can use the Request Media option to transmit that media from the Precinct server to the Agency server.

To request media files:

1. Follow steps **1 - 2** of the **Viewing Case Details** procedure.
2. Go to the **Action** menu and click **Request Media**. A confirmation message is displayed.  
The requested files will be transmitted to the Agency server during the next server-to-server communication.

## Updating Cases

Periodically, you may need to add/remove data from a case, including videos, subject names, media attachments, and comments. Typically, you can only update cases that you own. Depending on your permissions, however, you may be able to update other cases as well.

### Requesting Control of a Case from a Remote Precinct

### **NOTE: DEA Agency users only**

This workflow is only applicable to users of the DEA Agency application.

As a DEA Agency user, before you can update a case, you need to verify that you have control of that case. If the value of the **Locked** field is **No**, then you have control of the case. If the value of the **Locked** field is **Yes**, it indicates that the "source" precinct (that is, the precinct from which the case originated) currently has control of the case. In this instance, you will have to ask the system to give you control of the case before you can update it.

### **CAUTION: Assuming control of a case**

Do not perform this procedure unless you wish to assume full and permanent control over a case file. Once you assume control of a case, you can never transfer that control back to the original precinct.

To request control of a case:

1. Follow steps **1 - 2** of the **Viewing Case Details** procedure.
2. Go to the **Action** menu and click **Request Control**. You now have permanent control over the case. Precinct users can no longer update this case.

## Adding or Removing Case Videos

To add or remove videos:

1. Search for and display the case you want to add a video to. The **Case Details** page is displayed.

2. Go to the **Action** menu and click **Add Video**. The **Choose Video to Add** pop-up is displayed. The most recent video you viewed will be displayed on this pop-up.



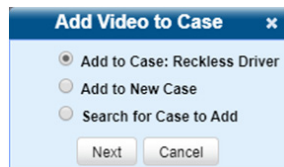
3. DEA Precinct users: check the value of the **Locked** field.

If...	Then...
The value is <b>Yes</b>	This case is controlled by the Agency server. You cannot update it. <b>End of procedure.</b>
The value is <b>No</b>	This case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

4. To add the displayed video to the case, click **Next**, and then skip to step **5**.
5. To search for a different video to add to the case, perform the following steps:
  - a. Select the **Search for Video to add to Case** radio button, and then click **Next**. The **Media Information** pop-up is displayed.



- b. Search for and display the video you want to add. (If necessary, review **Searching for Videos on page 27**)
  - c. Go to the **Action** menu and click **Add To Case**. The **Add Video to Case** pop-up is displayed.



- d. Click **Next**. The **Case Details** page is displayed.
6. Click the **System Video** tab. The new video now is displayed on the case's video list.
7. To add another video to this case, repeat steps **2 - 5**. **NOTE:** The maximum number of videos you can add to a case is 200.
8. To remove a video from a case:
  - a. Locate it on the case's video list.
  - b. Go to the **Remove** column and click the cross icon .
  - c. Accept the displayed confirmation message. The system removes the selected video from the list.

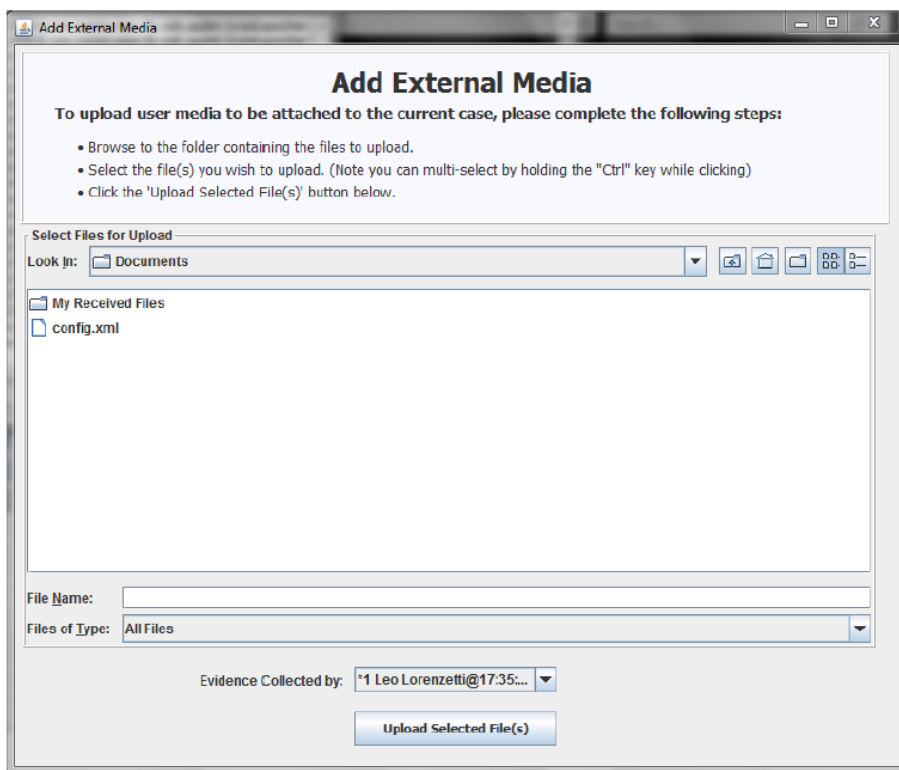
## Adding or Removing Case Media Attachments


To add or remove media attachments:

1. Search for and display the case you want to attach a file to. The **Case Details** page is displayed.
2. DEA Precinct users: check the value of the **Locked** field.

If...	Then...
The value is <b>Yes</b>	This case is controlled by the Agency server. You cannot update it. <b>End of procedure.</b>
The value is <b>No</b>	This case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3. Go to the **Action** menu and click **Add Media**. The **Add External Media** page is displayed. **NOTE:** If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. Next, select the checkbox at the bottom of the second pop-up, then click **Run**.



4. Using the **Look in:** drop-down list, navigate to the disk drive location where the file is located.
5. Click the file or files you want to link. To select more than one file, hold the **Ctrl** key down while you click each file.
6. If the owner of this case is the same person who is responsible for collecting this evidence (default), skip to step **7**. Otherwise, proceed to the next step.
7. Go to the **Evidence Collected by** field and select the name of the officer who is responsible for collecting this evidence.
8. Click **Upload Selected File(s)**. After the selected files are uploaded, a confirmation message is displayed.
9. Click **OK**, and then close the **Add External Media** pop-up.
10. Click the **Attached Media** tab. Your newly added files are displayed on the **Attached Media** list.
11. To remove the attached media file, locate it on the list, then go to the **Delete** column and click the cross icon . The system removes the selected file from the case's **Attached Media** list.

## Adding, Removing, and Updating Case Subjects

To add, remove, or update a subject:

1. Search for and display the case you want to add a subject to. The **Case Details** page is displayed.
2. DEA Precinct users: check the value of the **Locked** field.

If...	Then...
The value is <b>Yes</b>	This case is controlled by the Agency server. You cannot update it. <b>End of procedure.</b>
The value is <b>No</b>	This case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3. Go to the **Action** menu and click **Add Subject**. The **Subject Information** pop-up is displayed.

4. Enter/select the subject's information in the corresponding fields and lists:
  - First Name
  - Last Name
  - Middle Name, if applicable
  - Prefix Name (Mr., Mrs., Ms., etc.)
  - Suffix Name, if applicable (Jr., III, etc.)
  - Date of birth. Observe *mm/dd/yyyy* format.
  - Driver's license number, if applicable.
  - Race, if your agency is using the **Race** field.
  - Subject's gender.
  - Type of subject, if your agency is using the **Type** field.
5. Click **Save**. A confirmation message is displayed.
6. Click the **Subjects** tab. Your newly added subject is displayed.
7. To add another subject to this case, repeat steps **2 – 4**.
8. To remove a subject from the case, locate the subject's name on the list of subjects, then go to the **Delete** column and click the cross icon . The system removes the selected subject from the case's **Subjects** list.
9. To update a subject, locate the subject's name on the list of subjects, click the pencil icon in the **Edit** column, and then enter/select your changes in the displayed **Subject Information** pop-up. Click **Save** to close the pop-up.

## Adding, Removing, and Updating Case Comments

To add, remove, or update comments:

1. Search for and display the case you want to add a comment to. The **Case Details** page is displayed.
2. DEA Precinct users: check the value of the **Locked** field.

If...	Then...
The value is <b>Yes</b>	This case is controlled by the Agency server. You cannot update it. <b>End of procedure.</b>
The value is <b>No</b>	This case is controlled by the Precinct server. You can update it as long as you have the proper permissions.

3. Go to the **Action** menu and click **Add Comment**. The **Please Add Your Comment Below** pop-up is displayed.

4. Enter your comment in the space provided, then click **Save**.
5. Click the **Comments** tab. The new comment is displayed on the **Comments** list.
6. To remove a comment, locate it on the list of comments, then go to the **Delete** column and click the cross icon **X**. The system removes the selected comment from the case's **Comments** list.
7. To update a comment, locate it on the list of comments, then click the pencil icon **✎** in the **Edit** column, and enter your changes in the displayed **Comments** box. Click **Save** to close the box.

## Adding and Removing Authorized Users of Restricted Cases



To add or remove users:

1. Search for and display the restricted case you want to update.
2. Go to the **Action** menu and click **Edit**. The **Edit Case** form is displayed.

- Click the **Authorized Users** tab.



- Perform one of the following tasks:

To...	Do this...
Add an authorized user	<ol style="list-style-type: none"> <li>Go to the <b>Select Authorized Users</b> column and click the user you want to allow access to this case. If the user name is not visible, use the navigation arrows at the top of the column to scroll through the list or enter the user's name in the <b>Search</b> field at the top of the <b>Authorized Users</b> column.</li> <li>Once you've highlighted the appropriate user, click  in the center column. The selected user name moves to <b>Approved Users</b> column.</li> </ol>
Remove an authorized user	<ol style="list-style-type: none"> <li>Go to the <b>Approved Users</b> column and click the user you want to remove.</li> <li>Once you've highlighted the correct user, click  in the center column. The selected user is removed from the <b>Approved Users</b> list.</li> </ol>

- Click **Save**. A confirmation message is displayed at the top of the **Case Details** page.

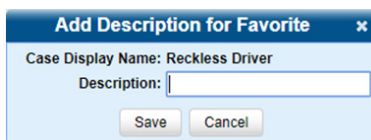
## Adding and Removing Favorite Cases


This section describes how to add or remove a case to or from 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 or remove a case to or from your favorite cases list, you must be the case's owner or have edit permissions.

To add or remove a favorite case:

- Search for and display the case you want to add to your favorite cases list. The **Case Details** page is displayed.
- Go to the **Action** menu and click **Add To Favorites**. The **Add Description for Favorite** pop-up is displayed.



- 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 that list, go to **User Preferences** and click **Favorite Cases**.
- To remove a favorite case, locate it in the list, then go to the **Delete** column and click the cross icon . The system removes the selected case from the favorite cases list.



## Marking Cases for Disposal

This section describes how to mark, or flag, a case for disposal.

### **i** NOTE: About cases for disposal

Disposal is the process of changing a case's status from online to offline. Once a case is offline, you can still view the case record, but you can't export it or add any new attachments to it (i.e., videos, media files, subjects, and/or comments). After a case goes offline, it enters a "countdown" period, after which it can no longer be restored to the server. For more information, see the definition of the **Days to enable restore of Disposed Case** setting in the **Online Lifecycle Settings page: Life-Cycle Tab** table in **Appendix 7 - Utilities**.

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

1. Search for and display the case you want to dispose of. The **Case Details** page is displayed.
2. Go to the **Action** menu and click **Dispose**. The value of the **Status** field changes to **Offline**.

### **i** NOTE: About the Dispose action

If the **Dispose** option is not displayed, 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 step **7** of **Creating a Regular Case on page 100**.

## Reactivating Offline Cases

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 want 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 the **Days to enable restore of backed-up media** setting.

The screenshot shows the SYSTEM SETUP interface with the Life-Cycle tab selected. The following settings are visible:

Setting	Value	Action
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:	<input checked="" type="checkbox"/>	🔗
Enable Strict Purger:	<input type="checkbox"/>	🔗
Enable Re-categorization of Media on Delete:	<input type="checkbox"/>	🔗
Enable Media Deletion Roll-up Report:	<input checked="" type="checkbox"/>	🔗
Enable Quarantine:	<input type="checkbox"/>	🔗

For instructions on changing this setting, see **Changing the Online Lifecycle Settings on page 272**.

You can tell that a case has exceeded this time limit when you can no longer view its record online.

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

## Reactivating a Case from a Backup Disc


This section describes how to reactivate, or restore, an offline case from an archive or export disc.

### **i** NOTE: About backup mode

If your backup mode is set to **EXTERNAL**, use the *Reactivating a Case from an External Backup Device* procedure. If you're not sure what your backup mode is, see *Setting Backup Options on page 157*.

To reactivate an offline case:

1. Perform one of the following tasks:

To...	Do this...
Reactive a case for your own use	<ul style="list-style-type: none"> <li>• Search for and display the desired case.</li> </ul>
Reactive a case for another user	<ol style="list-style-type: none"> <li>1. Go to <b>Home Menu</b> and click <b>Home</b>. The <b>Welcome Home</b> page is displayed.                     <div data-bbox="602 730 1510 1255" data-label="Image"> </div> </li> <li>2. Locate the reactivation request on your <b>Inbox Messages</b> list, then click the <b>View Case Detail</b> icon .</li> </ol>

The **Case Details** page is displayed.

2. Go to the **Action** menu and click **Reactivate Now**.
3. If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. The **Reactivate Case** pop-up may appear slightly different depending on whether this case was previously backed up to an Archive disc (Certified Backup Disc) or an Export disc (User-Requested CertiBackup).
4. Perform one of the following tasks:

If...	Then...
The center column reads <b>DVD Label</b>	<ul style="list-style-type: none"> <li>• Locate the Certified Backup disc whose number is listed in the <b>DVD Label</b> column.</li> </ul>
The center column reads <b>File Size(MB)</b>	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>

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.

- 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: Session timeout**

If your session “times out” during the reactivation, you need to adjust your **Session Timeout** setting. For further instructions, see *Managing User Roles and Permissions on page 254*.

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

### **NOTE: About backup mode**

If your backup mode is set to something other than **EXTERNAL**, use the *Reactivating a Case from a Backup Disc* procedure. If you're not sure what your backup mode is, see *Setting Backup Options on page 157*.

To reactivate an offline case:

- Follow steps **1 - 2** of the *Reactivating a Case from a Backup Disc* procedure. The **Directories to Restore for Reactivation** page is displayed.
- Using the software that came with your backup device (e.g., tape backup software), restore the directory(ies) that are listed in the **Server Path** column.
- Go to the **Action** menu and click **Continue**. After a momentary delay, a confirmation message will be displayed.

## Generating a Chain of Custody Report for a Case

This section describes how to generate a Chain of Custody Report for a selected case.

### **NOTE: About chain of custody reports**

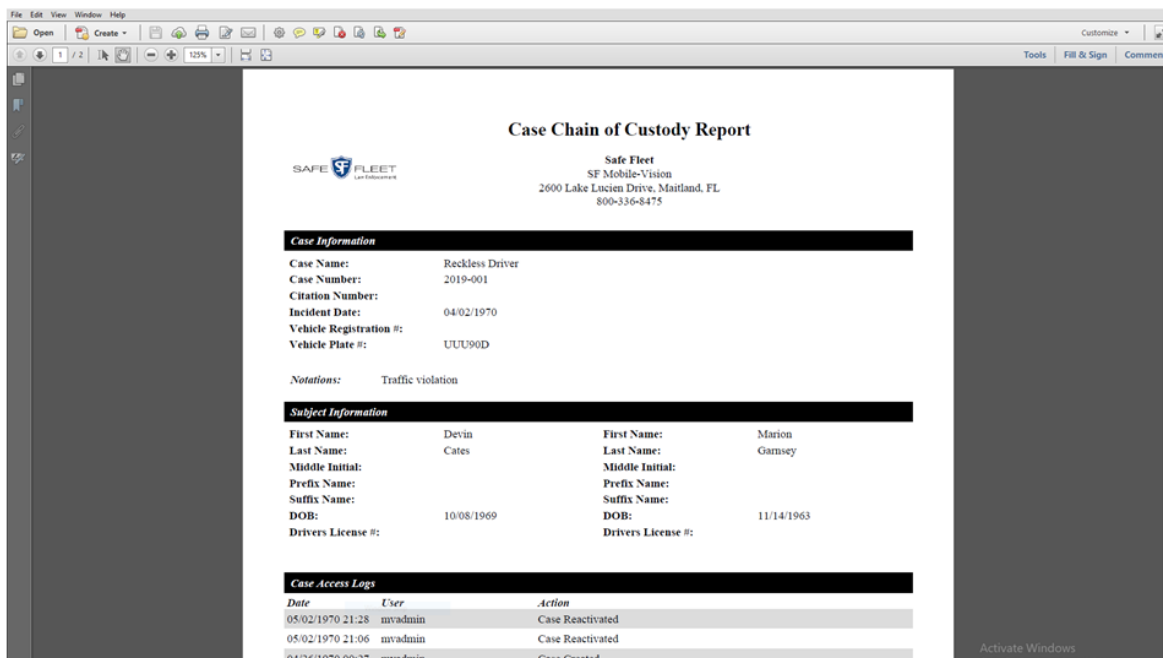
This report contains a log of all operations that have been performed on the case, such as Export of Case Completed. It shows the time and date on which an activity occurred, as well as the user name of the officer who performed the action, if applicable. If the User field is blank, it means that the system performed the action.

To view the Chain of Custody report, you must have Adobe Reader installed on your PC.

To generate and display the report:

- Search for and display the case you want to report on. (If necessary, review *Searching for Cases on page 103*) The **Case Details** page is displayed.
- Go to the **Action** menu and click **Chain of Custody**. The **Chain of Custody Options** pop-up is displayed.

3. Make your selection from the **Chain of Custody Log Level** drop-down list, and then click **OK**. The system downloads the report to your PC's **Downloads** folder.
4. Navigate to your **Downloads** folder, and then double-click the PDF report file. The **Case Chain of Custody Report** is displayed in Adobe Reader.



5. To print this report, go to the Acrobat menu bar and click the printer icon in the upper left corner. The **Print** pop-up is displayed.
6. Select your desired printer settings, then click **Print**. The report is sent to your active printer.
7. Click the cross icon in the upper right corner of the page to exit Adobe Reader.

## Downloading Case Files to Your PC

This section describes how to download selected cases and their associated videos to your PC. If you have the proper permissions, you can download a case and its associated videos in the following formats:

- Data DVD
- Interchange
- Uncompressed
- FOIA redacted

For more information on these formats, refer to **Available File Formats for User-Requested DVDs on page 132**. For a side-by-side comparison of the formats, see a corresponding table in **Appendix 4 - Evidence Backup and Sharing**.

### Downloading a Case to Your PC in Data DVD Format or Uncompressed Format

This section describes how to download a case record to your PC in Data DVD or uncompressed format. For a detailed description of this format, see **Available File Formats for User-Requested DVDs on page 132**.

Perform this procedure if you want 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 want to download this case for the sole purpose of burning a DVD, see **Burning a Case to a Data DVD or an Uncompressed Format DVD on page 136** instead.

A Data DVD or Uncompressed Format download will include some or all of the following:

- Selected videos from the case

- General information associated with the case's videos (Officer Name, DVR, Start/End Times, System ID)
- The Chain of Custody Report
- Selected media files attached to the case
- A copy of the default video player.

In addition, the Play Menu for this type of download includes a button that allows you to convert the case's videos into MP4 and DV files.

**⚠ WARNING: Video authenticity**

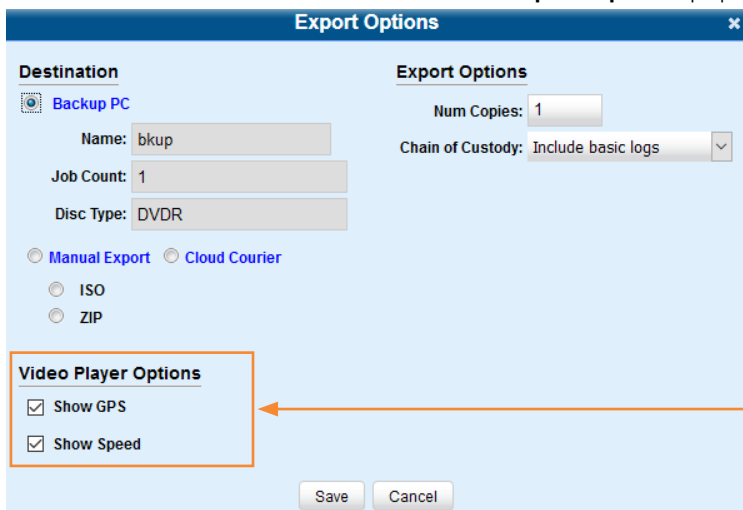
Once a video has been downloaded in uncompressed format and then converted to MP4 and DV files, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

To download a case in Data DVD or uncompressed format:

1. Search for and display the case you want to download. The **Case Details** page is displayed.
2. Go to the **Action** menu and click **Export**. The **Export Case** page is displayed.





3. Deselect the checkboxes beside videos you want to exclude from this download.
4. Select **Data DVD** or **Uncompressed Format** from the **Output Format** drop-down list as needed.
5. If you see the **Attached Media** tab, click it and then deselect the checkbox to the left of each file you want to exclude.
6. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



Depending on your user permissions, these checkboxes may or may not be displayed.

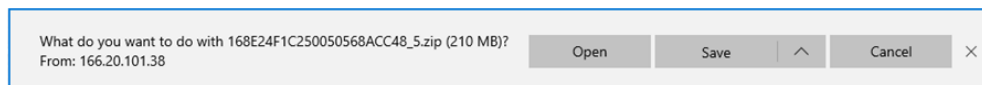
7. Select the **Manual Export** radio button, and then the **ZIP** radio button.
8. Make your selection from the **Chain of Custody Log Level** drop-down list.
9. If a **Video Player Options** section is displayed in the lower left corner of the **Export Options** pop-up:
  - Select the **Show GPS** checkbox to include GPS data with the default video player in this download.
  - Select the **Show Speed** checkbox to include vehicle speed data with the default video player in this download.
10. Click **Save**. The system begins processing your request. A copy of this request will be displayed on your **Welcome Home** page under **Sent Messages**. When processing is complete, a confirmation message will be displayed on your **Welcome Home** page under **Inbox Messages**.
11. Go to your **Inbox Messages** and click the download icon next to the export confirmation message.

Inbox Messages			
Date	State	Message Text	Actions
10/30/2019 15:56	Completed	Export Reckless Driver Disc 1 of 1 is now ready for download.	 

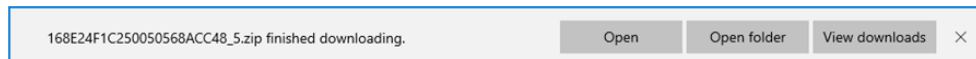
### TIP: The Download icon

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.

A Windows message is displayed.



12. Select **Save As** from the **Save** drop-down list. The **Save As** pop-up is displayed.
13. Navigate to the disk drive location where you want to temporarily save this file, and then, if desired, enter a new name in the **File name** field.
14. Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message is displayed.



## 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 **Available File Formats for User-Requested DVDs on page 132**.

Perform this procedure if you want 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 want to download this case for the sole purpose of burning a DVD, see **Burning a Case to an Interchange Format DVD** instead.

### ⚠ WARNING: Video authenticity

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

To download a case in Interchange format:

1. Follow steps **1 - 2** of the **Downloading a Case to Your PC in Data DVD Format or Uncompressed Format** procedure.

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



- Deselect the checkboxes beside videos you want to exclude from this download.
- Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>Select the camera views you want to include for each video, as follows:                             <table border="1" style="width: 100%;"> <tbody> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td>Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </tbody> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						
Checkboxes are displayed in the <b>Audio Source</b> column	<ul style="list-style-type: none"> <li>Select the audio sources that you want 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.                             <ul style="list-style-type: none"> <li><b>VLP1/In Car.</b> 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.</li> <li><b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.</li> </ul> </li> </ul>						

- Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.

- Follow steps **7 - 8**, and then **10 - 14** of the **Downloading a Case to Your PC in Data DVD Format or Uncompressed Format** procedure.

## Downloading a Case to Your PC in FOIA Redacted Format

This section describes how to download selected videos from a case to your PC in FOIA redacted format. For a detailed description of this format, see **Available File Formats for User-Requested DVDs on page 132**.

Perform this procedure if you want to redact a case's video(s) and then perform one of the following actions with it:

- Place the video on a USB drive or other external device
- Play the video back locally without burning it to a disc
- Import the video into another software application.

If you want to download a case's video for the sole purpose of burning a DVD, see **Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner on page 142** instead.

### **⚠ WARNING: Video authenticity**

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

To download a case in FOIA redacted format:

- Follow steps **1 - 3** of the **Downloading a Case to Your PC in Data DVD Format or Uncompressed Format** procedure.
- Select **FOIA Redacted Format** from the **Output Format** drop-down list. Three new columns are displayed: **Video Source**, **Audio Source**, and **Redaction**.

Deselect All	Video	Officer	Category	DVR ID	Video Source	Audio Source	Redaction	Duration	Date / Time
<input checked="" type="checkbox"/>		M Dole	No Citation	FB2 012	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	<input type="checkbox"/> Front <input type="checkbox"/> Rear	5 min	03/18/2020 11:12
<input checked="" type="checkbox"/>		No Name	Body Worn	BWX 4	Camera	Camera	Camera	1 min	09/12/2020 07:21



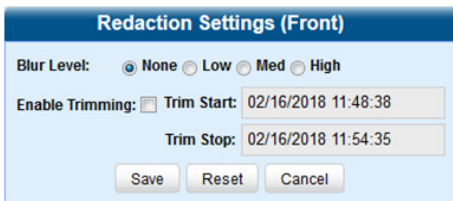
3. Deselect the checkboxes beside videos you want to exclude from this download.
4. Perform one or more of the following tasks:

If...	Then...
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>• Select the camera views you want to include for each video, as follows:                             <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="border: 1px solid #add8e6; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </div> <span style="margin-left: 10px;">Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</span> </div> <div style="border: 1px solid #add8e6; padding: 2px; display: inline-block;"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </div> <span style="margin-left: 10px;">Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</span> </li></ul>

 Front  
 Rear
 

5. Go to the **Redaction** column and click one of the following buttons:
  - **Camera.** Redact the video from a FOCUS H1/H2, BodyVISION, BWX-100, or FOCUS X2 DVR.
  - **Front.** Redact the video from a Flashback's Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - **Rear.** Redact the video from a Flashback's Camera Channel 2. For in-car systems, this is the video captured with your Backseat camera and/or Bullet cameras.

The Redaction Settings pop-up is displayed. Redaction settings are described in the corresponding table in **Appendix 2 - Videos**.



6. To blur the entire video or video segment, select a **Blur Level: Low, Med, or High**.
7. To export a video segment instead of the original full-length video, perform the following steps:
  - a. Select the **Enable Trimming** checkbox.
  - b. Enter the beginning of the video date/time range in the **Trim Start** field.
  - c. Enter the end of the video date/time range in the **Trim Stop** field.

8. Click **Save**, and then, if desired, repeat steps **5 – 7** to redact other videos that are included with this case download.
9. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



10. Follow steps **7 - 8**, and then **10 - 14** of the *Downloading a Case to Your PC in Data DVD Format or Uncompressed Format* procedure.

# Managing Case Notations

Case notations are custom pieces of information that you can use to classify and organize cases. Once the Case Notation feature is activated, any case notations you create will be displayed at the bottom of the **New Case** and **Edit Case** forms.

**Edit Case**

Details | Authorized Users

Owner: mvdadmin | Visibility: Private

Restricted Viewing:  | Display Name: Reckless Driver

Incident Date: 04/02/1970 00:00 | Case Number: 2019-001

Citation Number: | Vehicle Registration #: |

Vehicle Plate #: UUU90D | Do Not Dispose:

**Notations:**

- Assault
- Breaking & entering
- Domestic violence
- Medical emergency
- Motor vehicle accident
- Noise complaint
- Property damage
- Suspicious activity
- Theft
- Traffic violation
- Trespassing

Save | Reset | Cancel

You can perform the following tasks:

- Add a new case notation
- Change, delete, or disable an existing case notation

**NOTE: DEA Precinct users**

The workflow described in this section is not available to users of the DEA Precinct application.

To add, change, delete, or disable a case notation:

1. Go to **Administration > System Setup > Video/Case > Cases > Notations**.

**SYSTEM SETUP**

Logged in user: admin  
Last login: 11/03/2020 19:25:44  
Logout

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

Videos | Cases

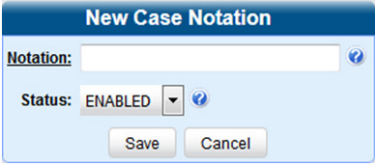
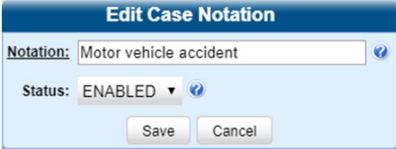
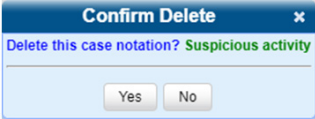
Categories | Notations | Columns

**Video Notations**

Page 1 of 1 (9 total records)

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

2. Perform one of the following tasks:

To...	Do this...
Add a new case notation	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click New. The <b>New Case Notation</b> form is displayed.                              </li> <li>Enter a name for the new notation in the <b>Notation</b> field. This is the value that will be displayed on the <b>New Case</b> and <b>Edit Case</b> forms.</li> <li>Click <b>Save</b>. The new notation is added to the <b>Case Notations</b> list.</li> </ol>
Change, enable or disable an existing case notation	<ol style="list-style-type: none"> <li>Right-click the record of interest, and then select <b>Edit</b> from the pop-up menu. The <b>Edit Case Notation</b> pop-up is displayed.                              </li> <li>To change the name of this case notation, enter a new value in the <b>Notation</b> field.</li> <li>To disable the notation, select <b>DISABLED</b> from the <b>Status</b> drop-down list.</li> <li>Click <b>Save</b>.</li> </ol>
Delete an existing case notation	<div style="background-color: #0070C0; color: white; padding: 5px; border-radius: 5px;"> <p><b>NOTE: Deleting case notations</b></p> <p>You can only delete those notations that are not in use by an active case. If you want to discontinue use of a notation but cannot delete it, you will have to disable it.</p> </div> <ol style="list-style-type: none"> <li>Right-click the record of interest, and then select <b>Delete</b> from the pop-up menu. A confirmation message is displayed.                              </li> <li>Click <b>Yes</b>. The selected record is removed from the <b>Case Notations</b> list.                             <p><b>NOTE:</b> If the selected notation is in use by an active case, the system will display an error message. In this instance, you will have to disable the notation instead, as described above.</p> </li> </ol>

## Managing Race Types

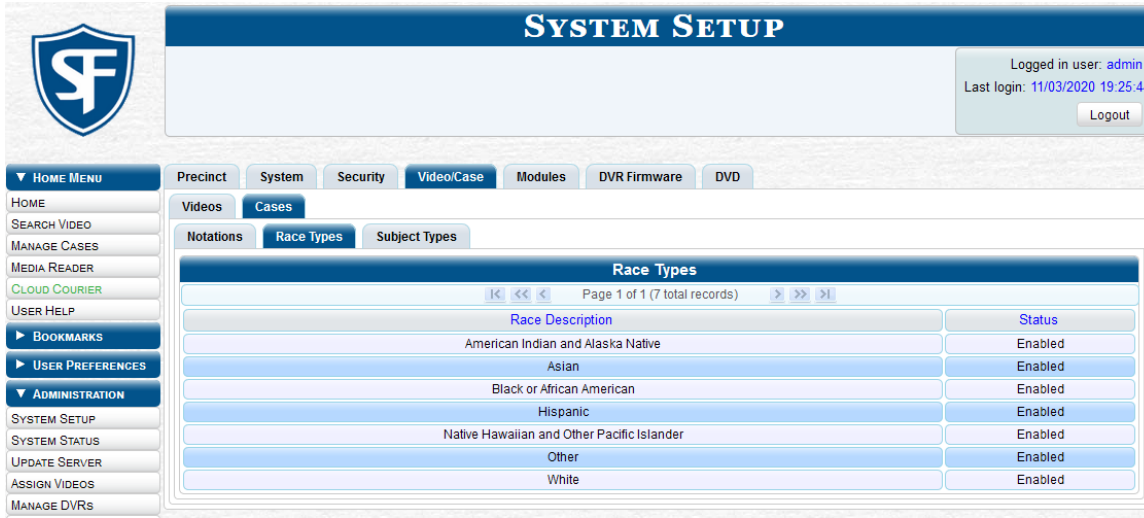
The **Race** field is displayed on the **Case** form. You can add, change, or delete the values in the **Race** drop-down list. You can also temporarily disable a race so that users cannot use it to notate a case.

**NOTE: DEF, DEV and DEA Precinct users**

The workflow described in this section is not available to users of the DEF, DEV and DEA Precinct applications.

To add, change, delete, or disable the race field:

1. Go to **Administration > System Setup > Video/Case > Cases > Race Types**.



2. Perform one of the following tasks:

To...	Do this...
Add a new race type	<ol style="list-style-type: none"> <li>1. Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Race Type</b> pop-up is displayed.                     <div data-bbox="461 968 959 1125" data-label="Image"> </div> </li> <li>2. Enter the race's name in the <b>Race Description</b> field, and then click <b>Save</b>.</li> </ol>
Change or disable an existing race type	<ol style="list-style-type: none"> <li>1. Right-click the value you wish to update, then select <b>Edit</b> from the pop-up menu. The <b>Edit Race Type</b> pop-up is displayed.                     <div data-bbox="461 1266 948 1423" data-label="Image"> </div> </li> <li>2. To change the race name, enter a new value in the <b>Race Description</b> field.</li> <li>3. To disable the race type, select <b>Disabled</b> from the <b>Status</b> drop-down list.</li> <li>4. Click <b>Save</b>.</li> </ol>
Delete an existing race type	<ol style="list-style-type: none"> <li>1. Right click the race code you wish to delete, then select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.                     <div data-bbox="461 1650 678 1780" data-label="Image"> </div> </li> <li>2. Click <b>Yes</b>. The selected value is removed from the <b>Race</b> list.</li> </ol>

## Managing Subject Types

Subject types are the field values that are displayed in the **Type** drop-down list on the **Subject Information** form. These user-defined categories help you classify the subject names that you attach to your cases.

**Subject Information**

First Name: Devin  
 Last Name: Cates  
 Middle Name:  
 Prefix Name:  
 Suffix Name:  
 Date of Birth: 10/08/1969  
 Drivers License #:  
 Race: White  
 Gender: Male  
 Type: Witness

**Case Subjects**

Full Name	Date of Birth	Gender	Race	Type	Edit	Delete
Melissa Larkin	12/23/1963	Female	White	Defendant		
Marion Garnsey	11/14/1963	Female	Hispanic	Victim		
Devin Cates	10/08/1969	Male	White	Witness		

You can perform the following tasks:

- Add a new subject type
- Change, delete, or disable an existing subject type.

**NOTE: DEA Precinct users**

The workflow described in this section is not available to users of the DEA Precinct application.

To do so:

1. Go to **Administration > System Setup > Video/Case > Cases > Subject Types**.

**SYSTEM SETUP**

Logged in user: mvadmin  
 Last login: 09/02/2020 18:52:49  
 Logout

Precinct System Security Video/Case Modules DVR Firmware

Videos Cases

Notations Race Types Subject Types

**Subject Types**

Subject Description	Status
Defendant	Enabled
First responder	Enabled
Press	Enabled
Victim	Enabled
Witness	Enabled

2. Perform one of the following tasks:

To...	Do this...
Add a new subject type	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Subject Type</b> pop-up is displayed.                     <div data-bbox="461 348 945 533" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> </div> </li> <li>Enter a name for the new subject type in the <b>Subject Description</b> field. This is the value that will be displayed on the <b>Subject Information</b> form.</li> <li>Click <b>Save</b>. The new subject type is displayed on the <b>Subject Types</b> list.</li> </ol>
Change or disable an existing subject type	<ol style="list-style-type: none"> <li>Right-click the record of interest, and then select <b>Edit</b> from the pop-up menu. The <b>Edit Subject Type</b> pop-up is displayed.                     <div data-bbox="461 751 945 936" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> </div> </li> <li>To change the description for the <b>Subject Type</b>, enter a new value in the <b>Subject Description</b> field.</li> <li>To disable the subject type, select <b>Disabled</b> from the <b>Status</b> drop-down list.</li> <li>Click <b>Save</b>.</li> </ol>
Delete an existing subject type	<div data-bbox="412 1125 1507 1339" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>NOTE: Deleting subject types</b></p> <p>You can only delete those subject types that are not in use by active cases. If you want to discontinue use of a particular subject type, you will have to disable it, so that users cannot attach it to any future cases.</p> </div> <ol style="list-style-type: none"> <li>Right-click the record of interest, and then select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.                     <div data-bbox="461 1432 704 1570" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> </div> </li> <li>Click <b>Yes</b>. The selected record is removed from the <b>Subject Types</b> list.                     <p><b>NOTE:</b> If the selected notation is in use by an active case, the system will be displayed an error message. In this instance, you will have to disable the notation instead, as described above.</p> </li> </ol>

## Generating the Restricted Viewing Cases Report

This section describes how to download information on restricted cases to a .csv spreadsheet file. Restricted cases are those cases that can only be accessed by a specified group of users, as listed on the case's Authorized Users tab.

To generate a report:

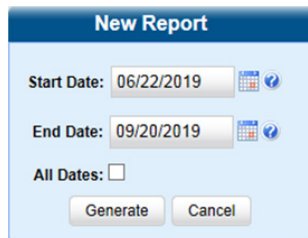
1. Go to **Administration > System Status > Reports**, and then click the **Restricted Viewing Cases** report to highlight it.



The screenshot shows the 'SYSTEM STATUS' dashboard. The 'Reports' tab is selected, displaying a table of system reports. The 'Restricted Viewing Cases' report is highlighted in blue.

Report Name	Last Refreshed Date	Report Status
BW Video Requests	09/20/2020 01:10	Ready
DVR Activity	09/20/2020 01:11	Ready
Media Activity	09/20/2020 01:14	Ready
Restricted Viewing Cases	09/20/2020 01:19	Ready
User Activity	09/20/2020 01:20	Ready
Video Notations	09/20/2020 01:21	Ready

2. Go the **Action** menu and click **Generate Report**. The **New Report** pop-up is displayed.



The 'New Report' dialog box contains the following fields and options:

- Start Date:** 06/22/2019
- End Date:** 09/20/2019
- All Dates:**
- Buttons:** Generate, Cancel

3. Using the **Start Date** and **End Date** fields, select a date range for your report. Alternatively, select the **All Dates** checkbox to generate reports for all dates.
4. Click **Generate**. The system downloads the file to your PC's **Downloads** folder.
5. Navigate to your **Downloads** folder, and then double-click the report file. The report is displayed in your default spreadsheet application, such as Microsoft Excel.



# Chapter 4. Evidence Backup and Sharing

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# About Evidence Backup and Sharing

This chapter describes how to back up evidence to DVD or Blu-ray media, and how to share digital evidence via a secure cloud.

## About DVDs

You can create DVDs for backup and/or evidential purposes. This process may be either automatic (i.e., system-requested) or manual (i.e., user-requested). This chapter also describes how to update and maintain system settings that relate to DVDs. Unless otherwise noted, the term **DVD** is used throughout this chapter to refer to both DVD and Blu-ray discs.

### **i** NOTE: DEF users

The workflows described in this chapter are not available to users of the DEF application.

## Certified Backup Discs

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

## User-Requested Certified Copies

User-requested certified copies are video and/or case files that you burn to DVD on an as-needed basis for evidential and/or backup purposes. The process of copying files for the purpose of creating a DVD is called exporting. Therefore this type of disc is sometimes referred to as an "export" disc.

### **i** NOTE: Disc capacity and burn times

- The storage capacity and burn times of your discs will vary depending on the type of disc you select. For more information refer to **Appendix 4 - Evidence Backup and Sharing**.
- The burn times 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.
- 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

Refer to the following table for information on available file formats for user-requested DVDs. For a side-by-side comparison of DVD file formats, see the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.

File format	Uses	Advantages	Disadvantages
Data DVD	<ul style="list-style-type: none"> <li>Can be played on any PC DVD player using the default video player.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to three audio streams</li> <li>View images from all cameras</li> <li>Automatically advance to "Trace Point" placeholders inserted in the video at the time it was recorded</li> <li>View general information associated with the videos</li> <li>View additional information that is displayed only on the default video player, such as the active video and audio feeds, brake activation, and video trigger</li> <li>View the Chain of Custody Report</li> <li>View selected media files for a case</li> </ul>	<ul style="list-style-type: none"> <li>Cannot be played in a standard consumer DVD player connected to a TV.</li> </ul>
Consumer DVD	<ul style="list-style-type: none"> <li>Can be played in any standard consumer DVD player that connects to a TV.</li> <li>Useful for playing a video in court on a large screen TV for a jury to see.</li> <li>Can also be played on a Windows PC equipped with a DVD player and appropriate software.</li> </ul>	<ul style="list-style-type: none"> <li>Comes with a customizable DVD menu.</li> </ul>	<ul style="list-style-type: none"> <li>Lacks the special viewing options available with the default video player.</li> <li>Requires the Consumer DVD module (available free of charge to all our customers).</li> </ul>
Interchange DVD	<ul style="list-style-type: none"> <li>Allows to import videos into various third-party applications, such as video editing software.</li> </ul>		<ul style="list-style-type: none"> <li>Lacks the special viewing options available with the default video player.</li> <li>Anyone with access to the video could potentially tamper with it.</li> <li>Converting a video to interchange format effectively breaks the chain of custody.</li> </ul>

This table is continued on the next page.

File format	Uses	Advantages	Disadvantages
Uncompressed (decompressed) DVD	<ul style="list-style-type: none"> <li>Allows to convert each QBX file into raw video files (MP4 for most modern applications and DV for some older applications) that can be edited in third-party applications, such as video editing or redaction software</li> </ul>	<ul style="list-style-type: none"> <li>Provides all the viewing options available with the default video player. (see Data DVD above)</li> <li>Allows to export raw video into third-party applications, including older "legacy" software.</li> </ul>	<ul style="list-style-type: none"> <li>Anyone with access to raw video could potentially tamper with it.</li> <li>Converting a video to uncompressed format effectively breaks the chain of custody.</li> </ul>
FOIA Redacted DVD	<ul style="list-style-type: none"> <li>Gives you the ability to redact videos prior to downloading them to your PC or external storage device.</li> </ul>		<ul style="list-style-type: none"> <li>Redacted videos cannot be burned via the robotic DVD burner.</li> </ul>

## About Digital Evidence

You can share digital evidence, such as videos and case information, from within DES via the secure Safe Fleet Cloud using the Cloud Courier feature. Digital evidence shared in this way becomes accessible to parties outside of your agency that requested the evidence.

The following file types can be shared via the cloud:

- Video
- Still images
- Documents.

**NOTE: DEA Precinct, DEV, and DEF users**

This feature is not available to users of the DEA Precinct, DEV, and DEF applications.

## Burning DVDs

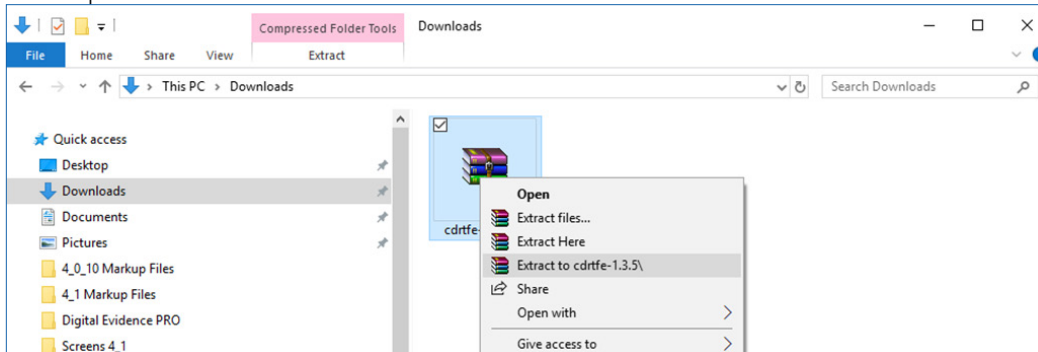
This section describes how to burn video and case records to a DVD.

### Installing a DVD Burning Application to Your PC

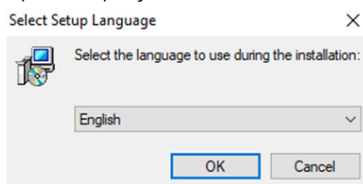
In order to burn a DVD on your PC, you need to have DVD burning software installed, such as Roxio Creator. If you don't have such an application, you can download one called *cdrttools*. This section provides an overview of steps you need to take to download and install this application. The appearance and content of the dialog boxes and prompts that you will encounter in each step depend on the Windows version and web browser installed on your PC.

To download and install the application:

1. Go to **Administration > System Status > Tools**, and then click the **DVD Image Burner (ISO)** button. The system downloads the installation file to your PC's **Downloads** folder.
2. Navigate to your **Downloads** folder, and then right-click the **cdrtfe-1.3.5.zip** file and select **Extract to cdrtfe-1.3.5\** from the drop-down list.



3. Double-click the new **cdrtfe-1.3.5** folder, and then double-click the **cdrtfe-1.3.5.exe** file. The **Select Setup Language** pop-up is displayed.



4. Click **OK**, and then click **Next** in the **Setup - cdrtools Frontend** setup wizard that is displayed.
5. Select the **I accept the agreement** radio button in the displayed **Licensed Agreement** window, and then click **Next**.
6. Continue to click the **Next** button in response to each of the system prompts until the **Ready to Install** window is displayed, then click **Install**. The system begins installing the disc burner software. When the installation is complete, a confirmation message is displayed.
7. Click **Finish**. The **cdrtools** application screen is displayed.

## Burning Case Records to 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. For more information on backup options, see **Setting Backup Options on page 157**.

### **i** NOTE: DEV users

The workflows described in this section are not available to users of the DEV application.

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

- Selected videos from the case
- General information associated with the case’s videos\*
- The Chain of Custody Report
- Selected media files attached to the case
- A copy of the default video player (if videos are included).

## Burning a Case to a Data DVD or an Uncompressed Format DVD

This section describes how to burn case information to a Data DVD or an Uncompressed Format DVD using either your agency's robotic DVD burner, or your PC's DVD burner.

An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a link that allows you to convert the included videos into MP4 and DV files.

### **WARNING: Video authenticity**

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

To burn a case to a Data DVD or an Uncompressed Format DVD:

1. Search for and display the case you want to burn. (If necessary, review [Searching for Cases on page 103](#)) The **Case Details** page is displayed.

2. Go to the **Action** menu and click **Export**. The **Export Case** page is displayed.

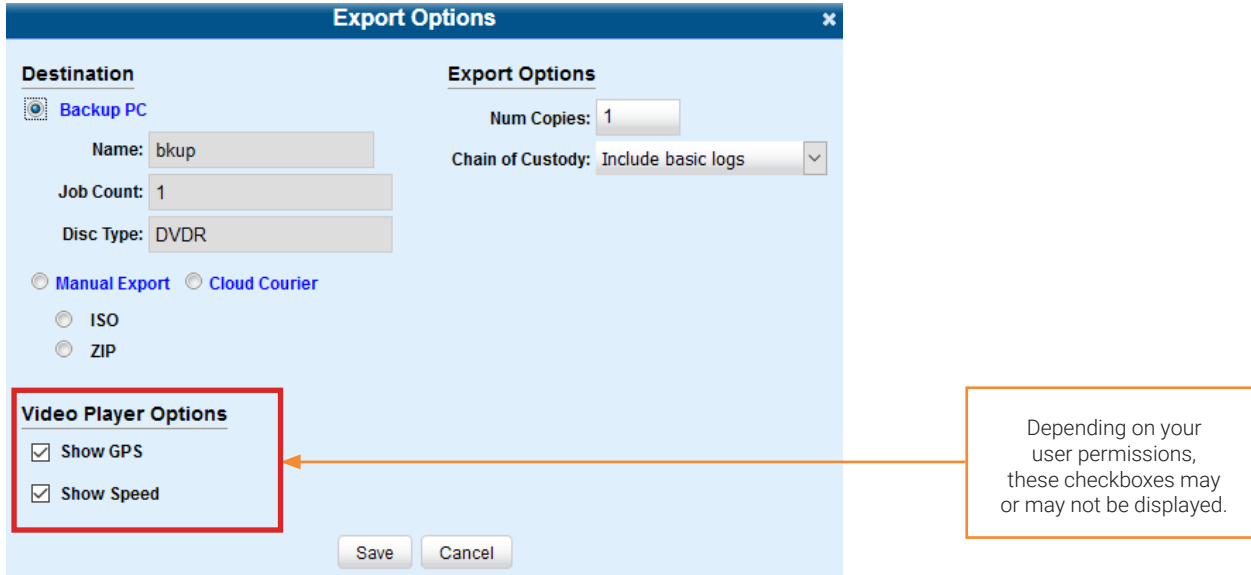
### **NOTE: Missing data**

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.

3. To include some, but not all, of the case's videos on your DVD, deselect the checkbox beside each video you want to exclude.
4. Select **Data DVD** or **Uncompressed Format** as needed from the **Output Format** drop-down list.
5. If you see the **Attached Media** tab, click it and then deselect the checkbox to the left of each file you want to exclude.



6. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



7. Perform one of the following tasks:

If...	Then...
You are using a robotic DVD burner	<ol style="list-style-type: none"> <li>1. Select the <b>Backup PC</b> radio button.</li> <li>2. Select a new backup PC from the drop-down list if your agency has more than one robotic DVD burner and you do not want to use the backup PC displayed in the <b>Name</b> field; otherwise, proceed to the next step.</li> <li>3. Enter the desired quantity in the <b>Num Copies</b> field.</li> <li>4. If you see the <b>Subject on Disc Label</b> drop-down list, select a name from the list. This is the name that will print on the disc label.</li> </ol>
You are using your PC's DVD burner	<ol style="list-style-type: none"> <li>1. Select the <b>Manual Export</b> radio button.</li> <li>2. To export this data for the sole purpose of burning a DVD, select <b>ISO</b>; otherwise, select <b>ZIP</b>. <b>NOTE:</b> Selecting a <b>ZIP</b> radio button will copy your videos and any metadata to a folder first.</li> </ol>

**NOTE: Backup PC selection**

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** pop-up. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8. Make your selection from the **Chain of Custody Log Level** drop-down list.

9. If a **Video Player Options** section is displayed in the lower left corner of the **Export Options** pop-up:

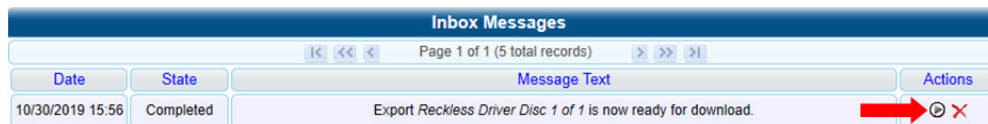
- Select the **Show GPS** checkbox to include GPS data with the default video player in this case/video export.
- Select the **Show Speed** checkbox to include vehicle speed data with the default video player in this case/video export.

This workflow continues on the next page.

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

If...	Then...
You are using a robotic DVD burner, it will automatically burn the DVD when your request reaches the top of the list. A status message will then appear on your <b>Welcome Home</b> page under <b>Inbox Messages</b> notifying you that the job is complete.	<ul style="list-style-type: none"> <li>Once you see the <b>Completed</b> message in your <b>Inbox</b>, you may retrieve the disc from your burner's output tray. <b>End of procedure.</b></li> </ul>
You are using your PC's DVD burner, a confirmation message will be displayed on your <b>Welcome Home</b> page under <b>Inbox Messages</b> , once the system finishes processing your request.	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>

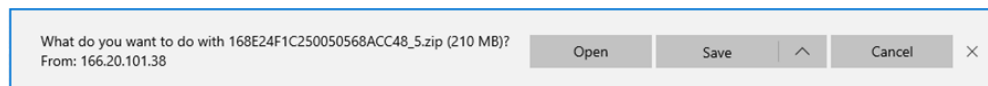
- Go to your **Inbox Messages** and click the download icon next to the export confirmation message.



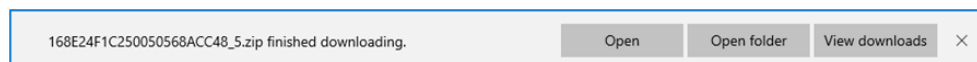
**TIP: The Download icon**

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.

A Windows message is displayed.



- Select **Save As** from the **Save** drop-down list. The **Save As** pop-up is displayed.
- Navigate to the disk drive location where you want to temporarily save this file, and then, if desired, enter a new name in the **File name** field.
- Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message is displayed.



- Use the Windows Disc Image Burner or other commercial disc burning software to burn the case to DVD.

## Burning a Case to a Consumer DVD

This section describes how to burn selected videos from a case to a Consumer DVD. Your burn time will be approximately three hours per 120 minutes of video.

**NOTE: Burning Consumer DVDs**

- You can only create Consumer DVDs using single- or double-layer DVDs, not Blu-ray discs.
- Consumer DVDs are usually burned using your agency's robotic DVD burner.
- Alternatively, you can first export the case file in Interchange format by following the steps of the **Downloading a Case to Your PC in Interchange Format** procedure, then extract the files from the exported ZIP file and convert them into a format that can be played on a consumer DVD player prior to burning them, using commercial DVD burning software or video editing software.

To burn a case to a Consumer DVD:

1. Follow steps **1 - 3** of the **Burning a Case to a Data DVD or an Uncompressed Format DVD** procedure.
2. Select **Consumer DVD** from the **Output Format** drop-down list. Two new columns are displayed: **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.

3. Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>• Select the camera views you want to include for each video, as follows:                             <table border="1" data-bbox="545 1199 1511 1598"> <tr> <td data-bbox="557 1199 704 1283"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td data-bbox="729 1199 1503 1283">Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td data-bbox="557 1314 704 1398"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="729 1314 1503 1398">Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td data-bbox="557 1430 704 1514"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="729 1430 1503 1598">Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						
Checkboxes are displayed in the <b>Audio Source</b> column	<ul style="list-style-type: none"> <li>• Select the audio sources that you want 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.                             <ul style="list-style-type: none"> <li>• <b>VLP1.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 1 port (default).</li> <li>• <b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable</li> <li>• <b>In Car.</b> The audio from your in-car microphone.</li> </ul> </li> </ul>						

- Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.

- Select a new backup PC from the drop-down list if your agency has more than one robotic DVD burner and you do not want to use the backup PC displayed in the **Name** field; otherwise, proceed to the next step.

### **NOTE: Backup PC selection**

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 is displayed that backup PC in the **Name** field on the **Export Options** pop-up. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- Enter the desired quantity in the **Num Copies** field.
- If you see the **Subject on Disc Label** drop-down list, select a name from the list. This is the name that will print on the disc label.
- Click **Save**. The system places your burn request in the burn queue and displays a status message on your **Welcome 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 **Welcome 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

This section describes how to burn selected videos from a case to an Interchange Format DVD using your agency's robotic DVD burner, or your PC's DVD burner.

### **WARNING: Video authenticity**

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

To burn a case to an Interchange Format DVD:

- Follow steps **1 - 3** of the **Burning a Case to a Data DVD or an Uncompressed Format DVD** procedure.
- Select **Interchange Format** from the **Output Format** drop-down list. Two new columns are displayed: **Video Source** and **Audio Source**. See the screenshot on the next page.



3. Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>Select the camera views you want to include for each video, as follows:                             <table border="1" data-bbox="545 1020 1510 1417"> <tbody> <tr> <td data-bbox="557 1031 704 1108"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td data-bbox="729 1031 1498 1108">Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td data-bbox="557 1136 704 1213"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="729 1136 1498 1213">Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td data-bbox="557 1241 704 1318"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="729 1241 1498 1318">Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </tbody> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						
Checkboxes are displayed in the <b>Audio Source</b> column	<ul style="list-style-type: none"> <li>Select the audio sources that you want 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.                             <ul style="list-style-type: none"> <li><b>VLP1/In-car.</b> 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).</li> <li><b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.</li> </ul> </li> </ul>						

This workflow continues on the next page.

**NOTE: 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.

4. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.

5. Follow steps **7 - 8**, and then **10 - 15** of the **Burning a Case to a Data DVD or an Uncompressed Format DVD** section.

## Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected videos from a case to an FOIA Redacted DVD using your PC's DVD burner.

**NOTE: Burning FOIA Redacted DVDs**

- FOIA redacted DVDs can only be burned using your PC's DVD burner.

**WARNING: Video authenticity**

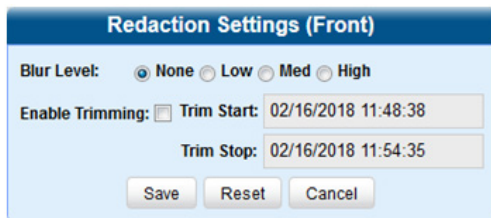
Once a video has been exported in FOIA Redacted format, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

To burn a case to a FOIA Redacted DVD:

1. Follow steps **1 - 3** of the **Burning a Case to a Data DVD or an Uncompressed Format DVD** procedure.
2. Go to the **Output Format** field and select **FOIA Redaction Format** from the drop-down list. Three new columns are displayed: **Video Source**, **Audio Source**, and **Redaction**. See the screenshot on the next page.



- Follow step **3** of the *Burning a Case to a Consumer DVD* procedure.
- Go to the **Redaction** column and click one of the following buttons:
  - Camera.** Redact the video from a FOCUS H1/H2, BodyVISION, BWX-100 or FOCUS X2 DVR.
  - Front.** Redact the video from a Flashback’s Camera Channel 1. For in-car systems, this is the video captured with your forward facing zoom camera.
  - Rear.** Redact the video from a Flashback’s Camera Channel 2. For in-car systems, this is the video captured with your Backseat camera and/or Bullet cameras.
 The **Redaction Settings** pop-up is displayed. The fields on this pop-up are described in the corresponding table in *Appendix 2 - Videos*. See the screenshot on the next page.



- To blur the entire video or video segment, select a **Blur Level: Low, Med, or High**.
- To export a video segment instead of the original full-length video, perform the following steps:
  - Select the **Enable Trimming** checkbox.
  - Enter the beginning of the video date/time range in the **Trim Start** field.
  - Enter the end of the video date/time range in the **Trim Stop** field.
- Click **Save**, and then, if desired, repeat steps **4 – 7** to redact other videos that are included with this case DVD.
- Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



- To export this data for the sole purpose of burning a DVD, select **ISO**; otherwise, select **ZIP**. **NOTE:** Selecting a **ZIP** radio button will copy your videos and any metadata to a folder first.
- Follow steps **8 - 15** of the *Burning a Case to a Data DVD or an Uncompressed Format DVD* procedure, ignoring the robotic DVD burner section in step **10**.

# Burning Videos to a DVD

This section describes how to burn video to a DVD.

## Burning Video to a Data DVD or an Uncompressed Format DVD

This section describes how to burn standalone video information to a Data DVD or to an Uncompressed Format DVD using your agency's robotic DVD burner, or your PC's DVD burner. Standalone video is video that is not linked to a case.

An Uncompressed Format DVD will include the same information found on a Data DVD. In addition, this type of DVD includes a button that allows you to convert the included videos into raw data format.

**⚠ WARNING: Video authenticity**

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

To burn video to a Data DVD or an Uncompressed Format DVD:

1. If necessary, review **Searching for Videos on page 27**, and then perform one of the following tasks:
    - To burn **one** video, search for and display the desired video. The **Video Details** page is displayed.
    - To burn **more than one** video, search for the desired videos. The **Video Search Results** page is displayed.
  2. Go to the **Action** menu and click **Export**. The **Select Video(s) for Export** page is displayed.
  3. If in step **1** you have chosen to burn multiple videos, click each of the videos you want to include on this DVD; otherwise proceed to the next step. **NOTE:** You can click any part of the record except the thumbnail image, as that will launch the default video player.
- As you select each video, it will appear in the **Selected Videos** list at the bottom of the page.

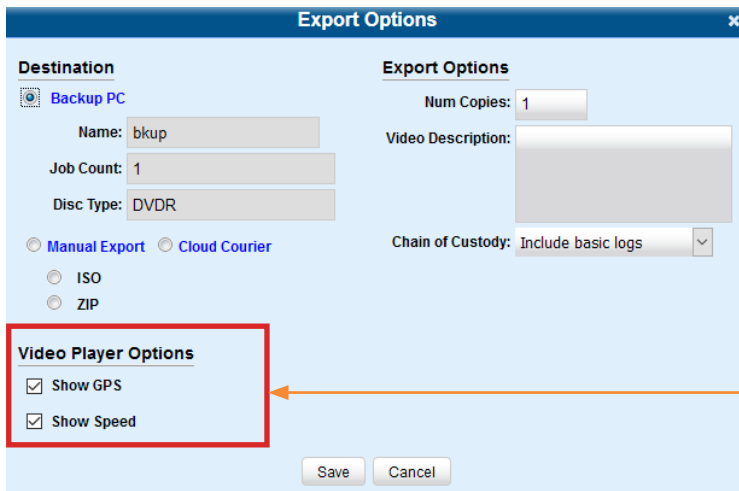


4. Go to the **Action** menu and click **Export Video(s)**. The **Export Video(s)** page is displayed as pictured on the next page.





5. Select **Data DVD** or **Uncompressed Format** as needed from the **Output Format** drop-down list.
6. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.



Depending on your user permissions, these checkboxes may or may not be displayed

7. Perform one of the following tasks:

If...	Then...
You are using a robotic DVD burner	<ol style="list-style-type: none"> <li>1. Select the <b>Backup PC</b> radio button.</li> <li>2. Select a new backup PC from the drop-down list if your agency has more than one robotic DVD burner and you do not want to use the backup PC displayed in the <b>Name</b> field; otherwise, proceed to the next step.</li> <li>3. Enter the desired quantity in the <b>Num Copies</b> field.</li> </ol>
You are using your PC's DVD burner	<ol style="list-style-type: none"> <li>1. Select the <b>Manual Export</b> radio button.</li> <li>2. To export this data for the sole purpose of burning a DVD, select <b>ISO</b>; otherwise, select <b>ZIP</b>. <b>NOTE:</b> Selecting a <b>ZIP</b> radio button will copy your videos and any metadata to a folder first.</li> </ol>

This workflow continues on the next page.

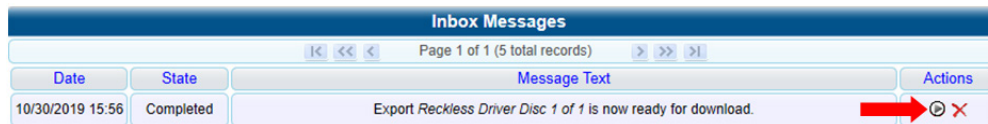
**NOTE: Backup PC selection**

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 is displayed that backup PC in the **Name** field on the **Export Options** pop-up. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

8. Enter a description for this DVD in the **Video Description** field. This text will print on the surface of the DVD.
9. Make your selection from the **Chain of Custody Log Level** drop-down list.
10. If a **Video Player Options** section is displayed in the lower left corner of the **Export Options** pop-up:
  - Select the **Show GPS** checkbox to include GPS data with the default video player in this case/video export.
  - Select the **Show Speed** checkbox to include vehicle speed data with the default video player in this case/video export.
11. Click **Save**. The system places your burn request in the burn queue and displays a status message on your **Welcome Home** page under **Sent Messages**.

If...	Then...
You are using a robotic DVD burner, it will automatically burn the DVD when your request reaches the top of the list. A status message will then appear on your <b>Welcome Home</b> page under <b>Inbox Messages</b> notifying you that the job is complete.	<ul style="list-style-type: none"> <li>• Once you see the <b>Completed</b> message in your Inbox, you may retrieve the disc from your burner's output tray. <b>End of procedure.</b></li> </ul>
You are using your PC's DVD burner, a confirmation message will be displayed on your <b>Welcome Home</b> page under <b>Inbox Messages</b> , once the system finishes processing your request.	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>

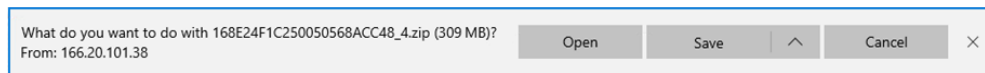
12. Go to your **Inbox Messages** and click the download icon next to the export confirmation message.



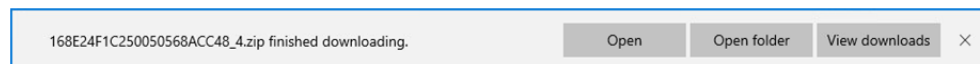
**TIP: The Download icon**

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.

A Windows message is displayed.



13. Select **Save As** from the **Save** drop-down list. The **Save As** pop-up is displayed.
14. Navigate to the disk drive location where you want to temporarily save this file, and then, if desired, enter a new name in the **File name** field.
15. Click **Save**. The system copies your file to the selected location. When the download is complete, a confirmation message is displayed.



16. Use the Windows Disc Image Burner or other commercial disc burning software to burn the video to DVD.

## Burning Video to a Consumer DVD

This section describes how to burn selected standalone videos to a Consumer DVD using your agency's robotic DVD burner. Standalone video is video that is not linked to a case.

### **NOTE: Burning Consumer DVDs**

- Consumer DVDs can only be burned using your agency's robotic DVD burner.
- You can only create Consumer DVDs using single- or double-layer DVDs, not Blu-ray discs.

To burn video to a Consumer DVD:

1. Follow steps **1 - 4** of the **Burning Video to a Data DVD or an Uncompressed Format DVD** procedure.
2. Select **Consumer DVD** from the **Output Format** drop-down list. Two new columns are displayed: **Video Source** and **Audio Source**. (see no. 1 below).

The screenshot shows the 'EXPORT VIDEO(S)' interface. The 'Output Format' dropdown is set to 'Consumer DVD'. A message in the upper right corner states: 'Logged in user: mvadmin', 'Last login: 10/21/2020 11:54:33', and a 'Logout' button. Below the dropdown, a message indicates 'Total Video: 8 minute(s) Max: 120 minutes'. The table below has columns for Video, Officer, Category, DVR ID, Video Source, Audio Source, Duration, and Date / Time. Two rows of video records are shown, with the 'Video Source' and 'Audio Source' columns highlighted by a red box. A red '1' is placed over the 'Output Format' dropdown, and a red '2' is placed over the 'Total Video' message.

Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	M McDonnell	No Citation	FB2 012	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	5 min	03/18/2020 11:12
	M McDonnell	No Citation	*1 FB3@13:09:12	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car <input checked="" type="checkbox"/> VLP1 <input type="checkbox"/> VLP2 <input type="checkbox"/> In Car	3 min	01/15/2020 14:58

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.

3. Follow steps **3 - 8** of the **Burning a Case to a Consumer DVD** procedure.

## Burning Video to an Interchange Format DVD

This section describes how to burn selected standalone videos to an Interchange Format DVD using your agency's robotic DVD burner, or your PC's DVD burner. Standalone video is video that is not linked to a case.

### **WARNING: Video authenticity**

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

To burn video to an Interchange Format DVD:

1. Follow steps **1 - 4** of the **Burning Video to a Data DVD or an Uncompressed Format DVD** procedure.
2. Select **Interchange Format** from the **Output Format** drop-down list. Two new columns are displayed: **Video Source** and **Audio Source**.

This workflow continues on the next page.



3. Perform one or more of the following tasks:

If...	Then...						
The word <b>Camera</b> is displayed in both the <b>Video Source</b> and <b>Audio Source</b> columns	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>						
Checkboxes are displayed in the <b>Video Source</b> column	<ul style="list-style-type: none"> <li>Select the camera views you want to include for each video, as follows:                             <table border="1" data-bbox="630 976 1526 1354"> <tbody> <tr> <td data-bbox="641 982 782 1066"> <input checked="" type="checkbox"/> Front  <input type="checkbox"/> Rear                             </td> <td data-bbox="808 982 1518 1066">Copy only the video recorded from Camera Channel 1 (forward facing zoom camera).</td> </tr> <tr> <td data-bbox="641 1081 782 1165"> <input type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="808 1081 1518 1165">Copy only the video recorded from Camera Channel 2 (Backseat and/or Bullet cameras).</td> </tr> <tr> <td data-bbox="641 1180 782 1264"> <input checked="" type="checkbox"/> Front  <input checked="" type="checkbox"/> Rear                             </td> <td data-bbox="808 1180 1518 1348">Copy the video that was recorded from both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.</td> </tr> </tbody> </table> </li> </ul>	<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.
<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 both Camera Channel 1 and Camera Channel 2. <b>NOTE:</b> 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.						
Checkboxes are displayed in the <b>Audio Source</b> column	<ul style="list-style-type: none"> <li>Select the audio sources that you want to include for each video. You may select up to two audio sources for each video. These audio tracks will play concurrently when watching the video.                             <ul style="list-style-type: none"> <li><b>VLP1/In Car.</b> 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).</li> <li><b>VLP2.</b> The audio from the wireless microphone that's connected to your Flashback's VLP 2 port, if applicable.</li> </ul> </li> </ul>						

This workflow continues on the next page.

**NOTE: 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.

4. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed.

5. Follow steps **7 - 9**, and then **11 - 15** of the **Burning Video to a Data DVD or an Uncompressed Format DVD** procedure.

## Burning Video to an FOIA Redacted DVD via Your PC's DVD Burner

This section describes how to burn selected standalone videos to an FOIA Redacted DVD using your PC's DVD burner. Standalone video is video that is not linked to a case

**NOTE: Burning FOIA Redacted DVDs**

- FOIA redacted DVDs can only be burned using your PC's DVD burner.

**WARNING: Video authenticity**

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

To burn video to an FOIA Redacted DVD:

1. Follow steps **1 - 4** of the **Burning Video to a Data DVD or an Uncompressed Format DVD** procedure.
2. Select **FOIA Redaction Format** from the **Output Format** drop-down list. Three new columns are displayed: **Video Source**, **Audio Source**, and **Redaction**. See the screenshot on the next page.



3. Follow steps **3 - 9** of the **Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner** procedure.
4. Follow steps **8 - 16** of the **Burning Video to a Data DVD or an Uncompressed Format DVD** procedure, ignoring the robotic DVD burner section in step **10**.

# Viewing the DVD Burn Queue and Deleting a Burn Request

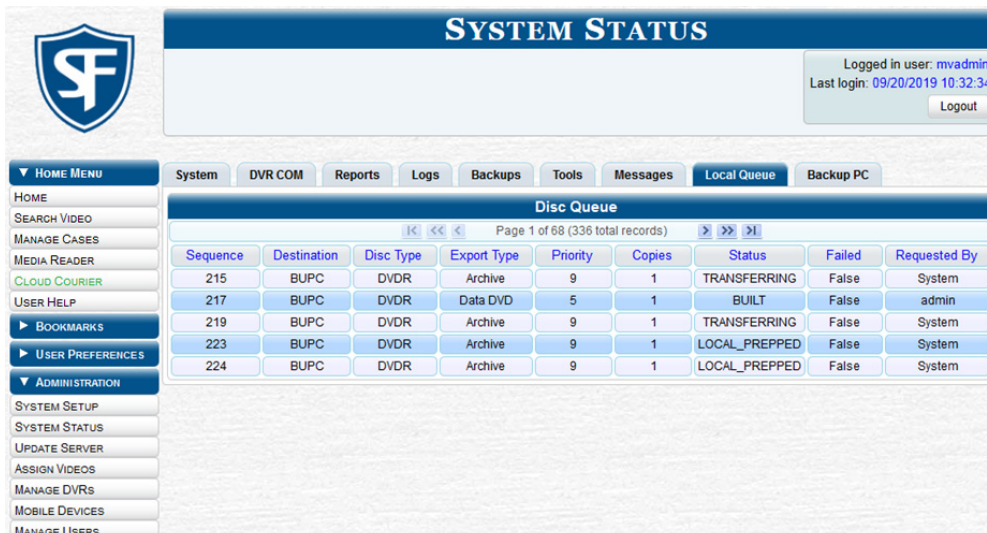
After a user submits a request to burn selected video and/or case files to DVD, the system sends that burn request or "job" to the local burn queue. This section describes how to view the pending burn jobs in that queue.

This section also describes how to delete a burn request, or burn job, that is in the DVD Queue. When you delete a system-requested archive job as opposed to a user-requested export job, the system will reassign that job's videos to the next archive disc. Also, that job's intended CBD number will be skipped.

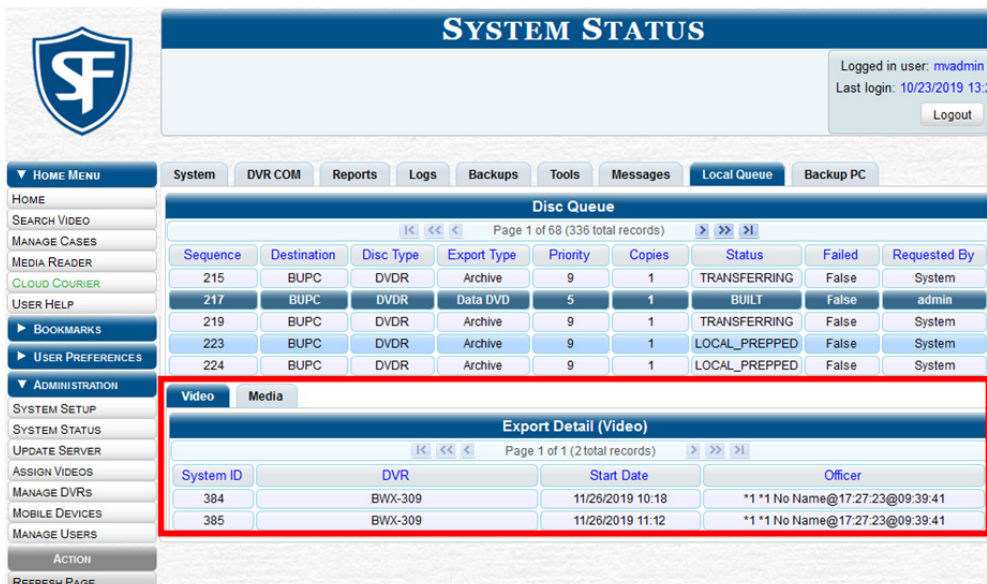
In other words, the system will not reassign the job's CBD number to the next sequential disc. Keep this in mind when you are searching for archive discs in the future. If there appears to be a disc number missing, it doesn't necessary mean that a disc is lost. Rather, it's likely that someone deleted an archive burn job at one point.

To view the DVD burn queue and delete a burn request:

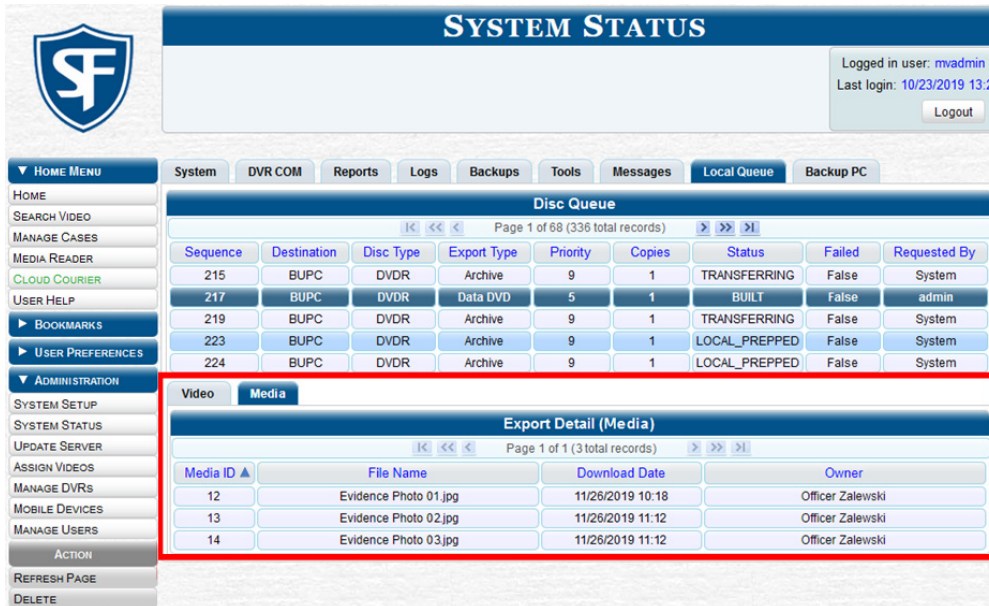
1. Go to **Administration > System Status > Local Queue**. A list of all system-requested and user-requested burn jobs is displayed. The columns on this page are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.



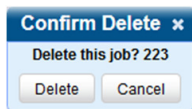
2. To view more detailed information on a burn job, click the record of interest. The **Video tab** is displayed at the bottom of your page. If the burn job you selected also has attached media, a **Media tab** will be displayed as well. The columns on this page are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.



- To view more information on the burn job's media attachments (if applicable), click the **Media tab**. Detailed information on each of the media attachments is displayed. The columns on this page are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.



- To delete a burn job, return to the **Local Queue** tab, right-click the burn job you want to delete, then select **Delete** from the pop-up menu. A confirmation pop-up is displayed.



- Click **Delete**. The selected job is removed from the Local Queue.



# 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.

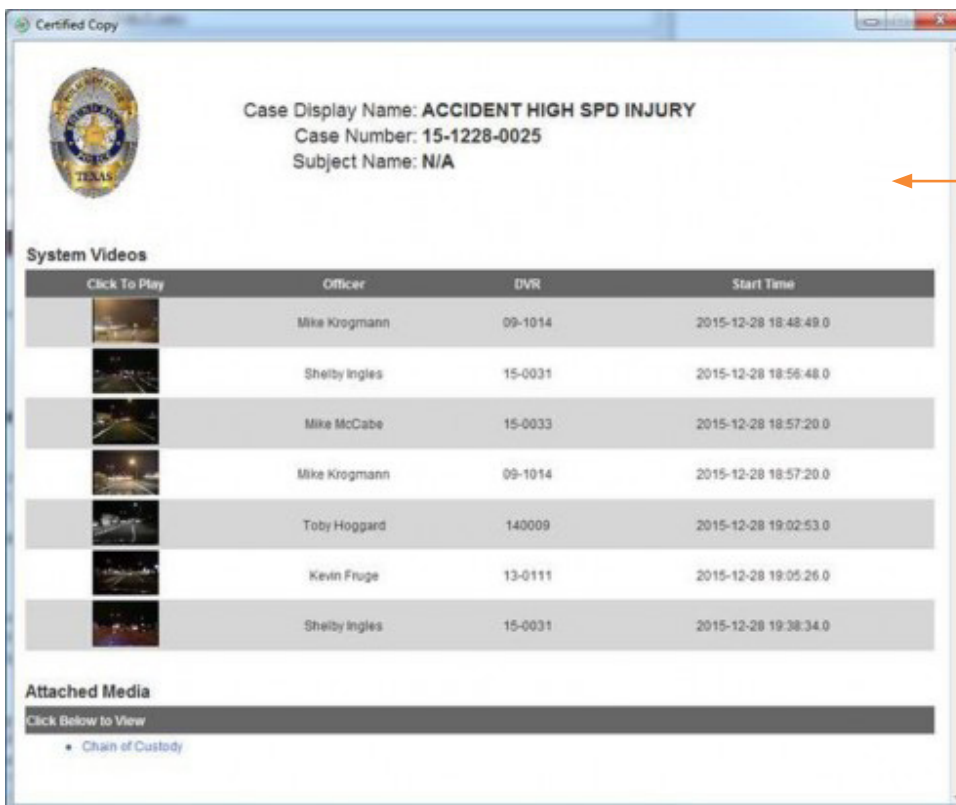
The manner in which you view videos and other data on a DVD depends on the DVD's format.

## 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.

To view a Data DVD:

1. Insert the Data DVD into your PC's DVD player. In most cases, the DVD menu will be displayed automatically. If it is not displayed, navigate to your PC's DVD/CD drive and double-click the **AutoPlay.exe** icon. The appearance of this menu will differ slightly depending on whether this is a video or case DVD.



2. To play a video, click the thumbnail image for that video. The default video player launches. For more information, see **Flashback Player** and **Evidence Player** in **Appendix 2 - Videos**.
3. To display other information, such as the Chain of Custody Report or an attached media file, click the appropriate hypertext link. The file will be displayed in the associated software application, such as Adobe Reader.
4. When you are finished viewing the files on this DVD, click the cross icon in the upper right corner of the menu to exit the DVD menu.

## Viewing a Consumer DVD

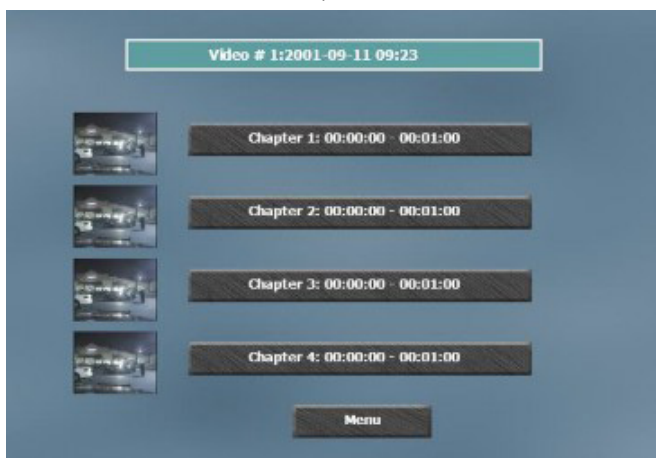
This section describes how to view videos stored on an export disc (i.e., user requested certified copy) that is in Consumer DVD format.

To view a Consumer DVD:

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 be displayed 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 is displayed.



3. Perform one of the following tasks:
  - To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor.
  - 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

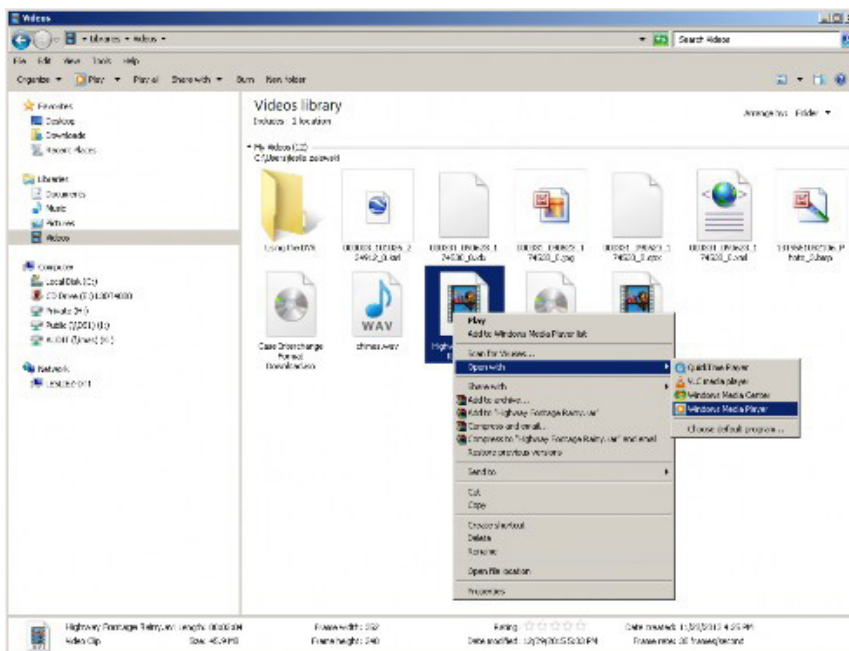
This section describes how to view videos stored on an export disc (i.e., user re-requested certified copy) that is in Interchange or FOIA Redacted format.

To view an Interchange or FOIA Redacted format DVD:

1. Insert the Interchange or FOIA Redacted DVD into your PC's DVD drive.
2. Using Windows Explorer, navigate to the DVD drive to locate the desired video file, which will have an extension of either MKV (BodyVISION videos), AVI (VIEVU videos), or MP4 (all other videos).
3. Right-click the video file, then select **Open with > [player software]** from the pop-up menu.

### TIP: Viewing BodyVision files

If you are playing a BodyVISION video, select the **VLC media player**.



The selected video player is displayed.



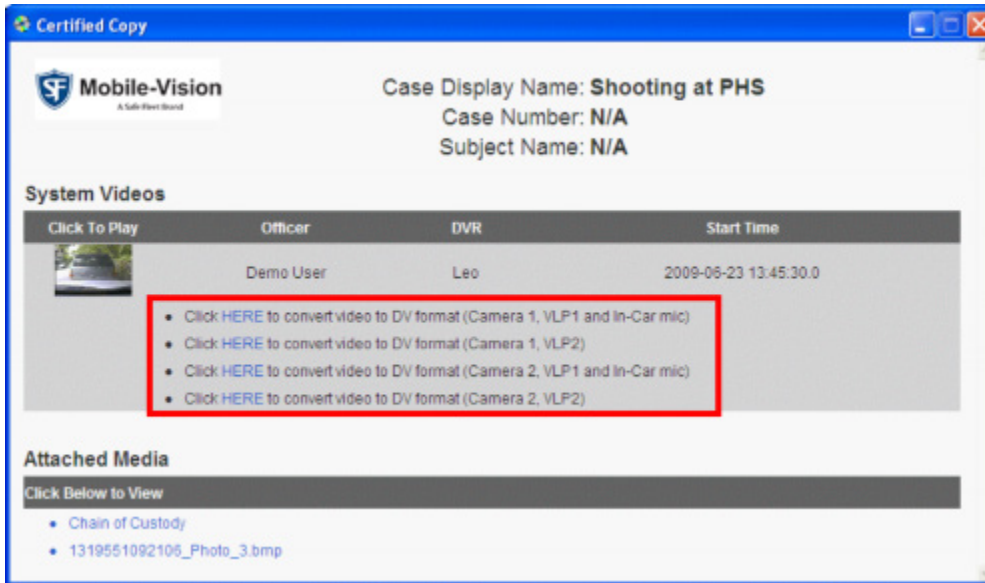
4. If the video does not launch automatically, click the **Play** button.

## Viewing an Uncompressed Format DVD

This section describes how to view information stored on an export disc (i.e., user requested certified copy) that is in Uncompressed format.

To view an Uncompressed format DVD:

1. Insert the Uncompressed format DVD into your PC's DVD player. In most cases, the DVD menu will be displayed automatically. If it is not displayed, navigate to your PC's DVD/CD drive and double-click the **AutoPlay.exe** icon. The appearance of this menu is similar to that of a Data DVD disc, except that it includes links at the bottom of the screen that are used to convert selected .QBX files into DV and MP4 files.



2. Perform one of the following tasks:

To...	Do this...
Play a video	<ul style="list-style-type: none"> <li>• Click the thumbnail image for that video. The default video player is launched. For more information, see <b>Flashback Player</b> and <b>Evidence Player</b> in <b>Appendix 2 - Videos</b>.</li> </ul>
Display other information, such as the Chain of Custody Report or an attached media file	<ul style="list-style-type: none"> <li>• Click the appropriate hypertext link. The file will be displayed in the associated software application, such as Adobe Reader.</li> </ul>
Convert a selected video to DV and MP4 files	<ol style="list-style-type: none"> <li>1. Click the <b>HERE</b> link to the left of the file you want to convert.</li> <li>2. If a security message is displayed, click <b>Run</b>. A confirmation message is displayed.                     <div data-bbox="586 1575 1511 1755" data-label="Image"> </div> </li> <li>3. Proceed to the next step.</li> </ol>

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

# Performing Other Backup-Related Tasks

You can perform a number of tasks to define or edit backup-related settings, and to customize the appearance of DVD interfaces.

The tasks described in this section are performed from either the **System Setup** or the **System Status** pages, as pictured below. To access these pages, go to the **Administration** column and click either **System Setup** or **System Status** as needed.

System	DVR COM	Reports	Logs	Backups	Tools	Messages	Local Queue	Backup PC
Enabled DVRs:				7				
Total Video Count:				51				
Last 24 Hours Video Count:				0				
Last 30 Days Video Count:				30				
Body Worn Video Count:				0				
VieVu Video Count:				0				
Oldest Non-case Video:				84 days				
Number of Active Cases:				15				
Number of Exported DVDs:				2308				
Downloader Errored Out:				false				
Backup Scheme:				all				
Last Update Check:				11/03/2020 22:30				
Storage Capacity:				88.6 GB				
Available Disc Space:				25.1 GB				
Disabled DVRs:				0				
Non-archived Video Count:				16				
Last 7 Days Video Count:				4				
Oldest Case Video:				84 days				
Number of Backup DVDs:				0				
Archiver Errored Out:				false				
Simultaneous Users Allowed:				unlimited				
Untagging Allowed:				true				
Version:				4.3.1				

## Setting Backup Options

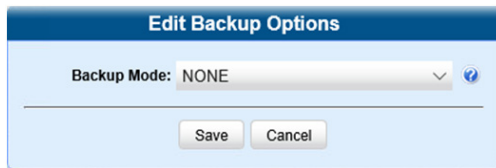
This section describes how to designate which type of files the system will automatically back up using your agency's robotic DVD burner or Blu-ray burner. Backups occur on a schedule according to video category. A video's category determines how long it will remain online. For more information on video category settings, see **Video Details Page on page 296**.

To set your backup options:

1. Go to **Administration > System Setup > System > Backup/Export > Backup Options**.



2. Go to the **Action** menu and click **Edit**. The **Edit Backup Options** pop-up is displayed.



3. Select an option from the **Backup Mode** drop-down list, as described below, and then click **Save**.

Backup Mode	Description
ALL	Before purging, the system will back up all videos, regardless of what the video categories' individual backup settings are.
CASE	Before purging, the system will back up cases only.
CASE & CATEGORY	Before purging, the system will back up: <ul style="list-style-type: none"> <li>• All cases</li> <li>• Videos with a video category that is backup enabled.</li> </ul>
CASE & CATEGORY & TAGGED	Before purging, the system will back up: <ul style="list-style-type: none"> <li>• All cases</li> <li>• Videos with a video category that is backup enabled.</li> <li>• Videos that are tagged.</li> </ul>
EXTERNAL	Before purging, the system will use an external backup device, such as the Dell Power Vault 124T (works in conjunction with the Barracuda Yosemite backup software), to back up all cases and videos.
NONE	The system will not back up any media. Select this option if either of the following circumstances apply: <ul style="list-style-type: none"> <li>• Your agency does not have a robotic DVD burner or Blu-ray burner</li> <li>• Your agency only wants to use your disc burner to generate export discs (i.e., user-requested certified copies).</li> </ul>

## Enabling Network Attached Storage

This section describes how to enable a Network Attached Storage (NAS) server. Once the NAS is connected to your agency's network and mounted to the file system, you must enable it in your DES application in order to make it available to the system for archiving evidence. To do so:

1. Go to **Administration > System Setup > System > Backup/Export > Network/Cloud Storage**.

The screenshot shows the 'SYSTEM SETUP' interface. The top navigation bar includes 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'System' tab is active, and the 'Backup/Export' sub-tab is selected. Within 'Backup/Export', the 'Network/Cloud Storage' sub-tab is active. The configuration area includes the following options:

- Limit Cloud Courier Bandwidth:
- Maximum Bandwidth (MB/s):
- Enable Cloud Archive:
- Enable NAS:
- NAS Location:

On the left side, there is a 'HOME MENU' with options like 'HOME', 'SEARCH VIDEO', 'MANAGE CASES', 'MEDIA READER', 'CLOUD COURIER', and 'USER HELP'. Below that is a 'BOOKMARKS' section, 'USER PREFERENCES', and an 'ADMINISTRATION' section with options like 'SYSTEM SETUP', 'SYSTEM STATUS', 'UPDATE SERVER', 'ASSIGN VIDEOS', 'MANAGE DVRs', 'MOBILE DEVICES', and 'MANAGE USERS'. At the bottom of the left menu is an 'ACTION' section with an 'EDIT' button.

2. Go to the **Action** menu and click **Edit**. The **Network/Cloud Storage** pop-up is displayed.

The screenshot shows the 'Network/Cloud Storage' pop-up dialog box. It contains the same configuration options as the main interface:

- Limit Cloud Courier Bandwidth:
- Maximum Bandwidth (MB/s):
- Enable Cloud Archive:
- Enable NAS:
- NAS Location:

At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

3. Select the **Enable NAS** checkbox, and then enter the network location path in the **NAS Location** field.
4. Click **Save** to close the pop-up. Your DES system will now archive all evidence to the NAS.

## Customizing the Consumer DVD Menus and DVD Labels

When you insert a Consumer DVD disc into a consumer DVD player, a menu is displayed. This menu, referred to as the DVD main menu, lists the videos and other files that are stored on that disc. There is a separate main menu for case and video DVDs. Both menus are customizable. There is also a customizable Group menu that divides each video into four viewing segments. You can customize the color and style, heading text, and button values.

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

- Case DVD Main Menu
- Case DVD Group Menu
- Video DVD Main Menu
- Video DVD Group Menu.

You can design a different label for five of the DVD formats:

- Archive – Certified Backup Disc
- Data DVD – Case
- Consumer DVD – Case
- Data DVD – Video
- Consumer DVD – Video

### **i** NOTE: Interchange and Uncompressed DVD labels

Interchange format and Uncompressed format DVDs receive the Data DVD label. Therefore all customizations to the Data DVD label will affect those DVDs as well.

## Changing the Color & Style of the Consumer DVD Menus

This section describes how to change the style and/or color of the various components on the four Consumer DVD menus. Specifically, you can change each menu's background colors, text colors, button style/color, and logo display.

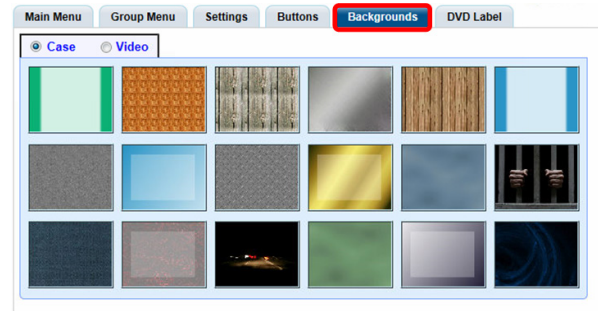
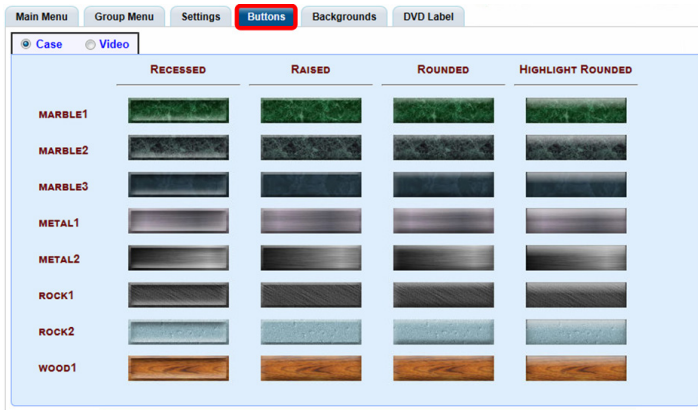
To change color and style:

1. Go to **Administration > System Setup > DVD**.

The screenshot displays the 'SYSTEM SETUP' interface for 'SAFE FLEET'. The top navigation bar includes 'Precinct', 'System', 'Security', 'Video/Case', 'Modules', 'DVR Firmware', and 'DVD'. The 'DVD' tab is selected, and the sub-menu 'DVD Label' is active. The main content area shows a configuration for a 'Case' menu. It displays the 'SAFE FLEET' logo and the following information: Case Number: Sample Case, Full Name: Doe, John, Incident Date: 2020/11/04. Below this, there are four video segments, each with a button labeled 'Video # X : Cam : 2020/11/04 07:37:33'. The left sidebar contains various system management options, and the top right shows the user is logged in as 'admin' with a 'Logout' button.



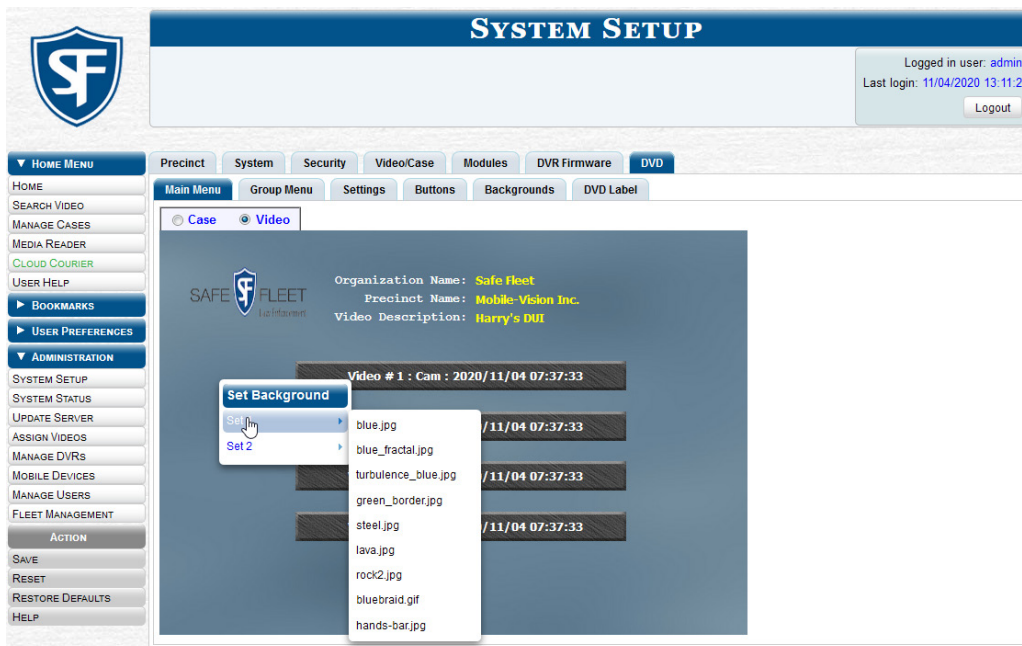
- Review the available styles/colors for buttons and backgrounds. To do so, click the **Buttons and Backgrounds** tab.



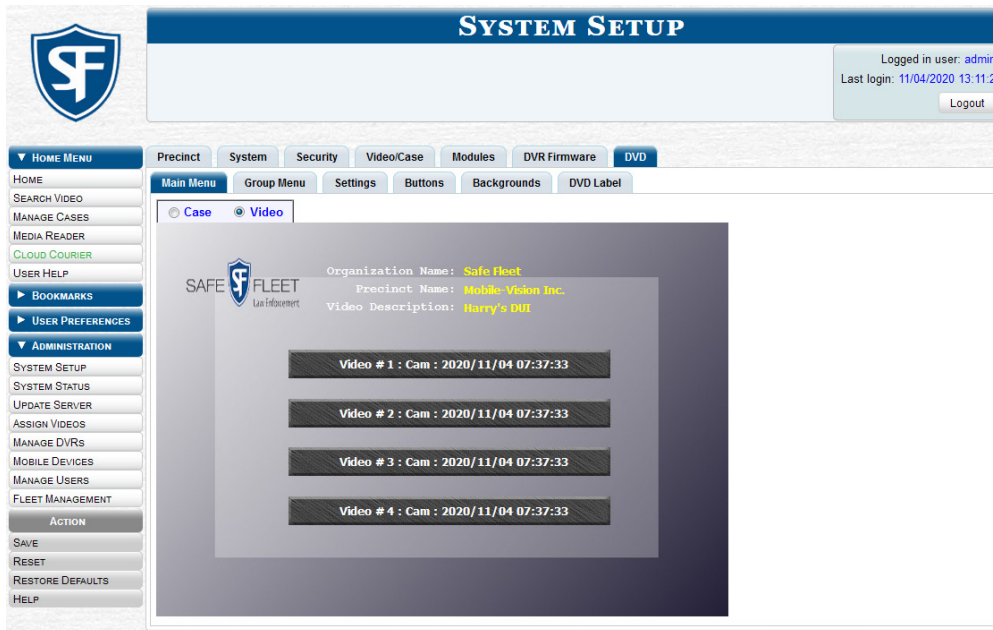
**TIP: Taking notes**

While you are reviewing styles/colors, it's a good idea to jot down the names of the designs you like most. To do so, hover your mouse over a selected design until a yellow pop-up is displayed.

- Display the first menu you want to customize. To do so, click the appropriate tabs for a main or group menu, and then the radio button for a case or video DVD.
- Right-click the menu component you want to change (background, button, heading, etc.), then select the desired style and/or color from the drop-down list.



The system automatically applies your changes to the selected menu component. See the screenshot on the next page.



5. If desired, change the style/color of other menu components, as described in step 4.
6. Display the next menu you want to customize, as described in step 3.
7. Repeat steps 4 – 6 until you have made all desired changes to the four Consumer DVD menus.
8. Go to the **Action** menu and click **Save**.

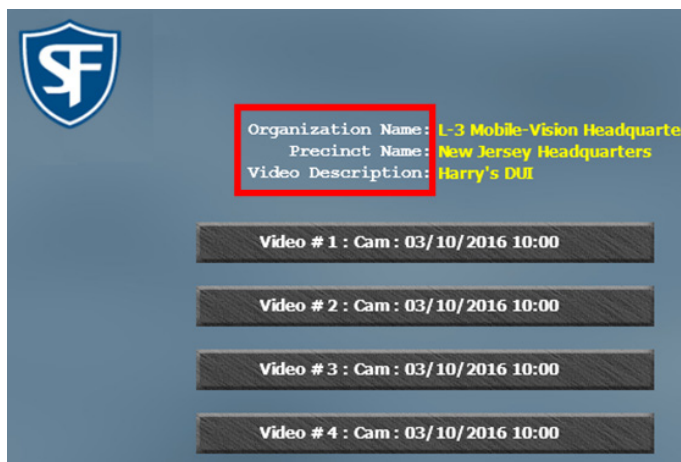
**NOTE: Removing the logo**

To remove the logo from a DVD menu, right-click the logo, then select **NO-LOGO** from the drop-down list.

### Changing the Heading Text and Button Values for the Consumer DVD Main Menu

This section describes how to change the three lines of heading text that are displayed at the top of the Consumer DVD main menus. There are two versions of this menu: a video version and a case version. Default menu values are pictured below.

Consumer DVD Main Menu - Video version



Consumer DVD Main Menu - Case version



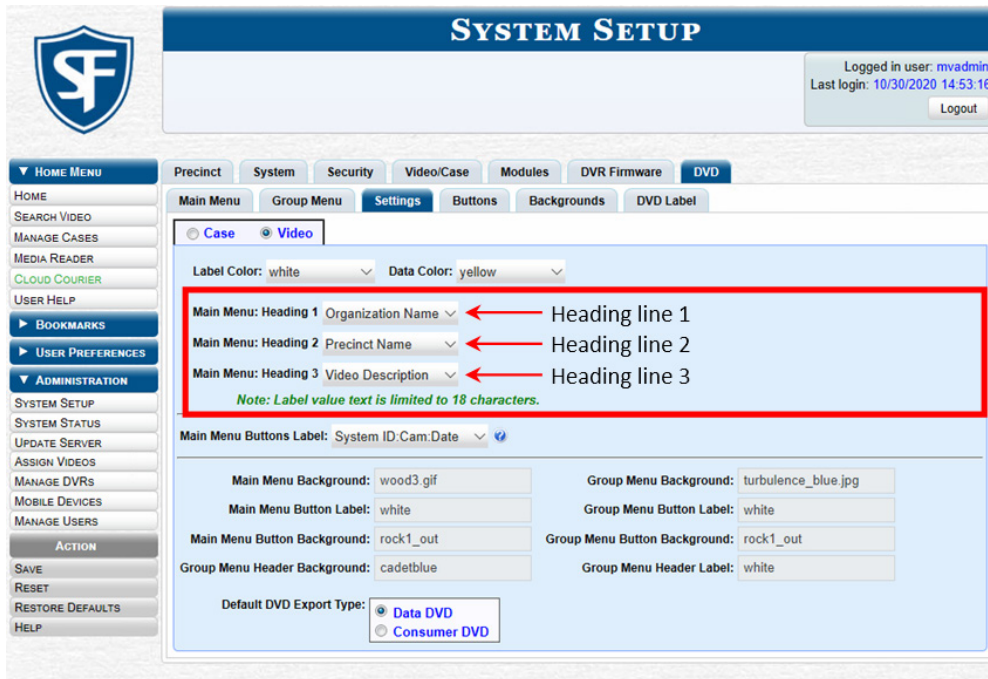
This section also describes how to change the field values that are displayed on the video selection buttons located on the Consumer DVD main menu.



Default button values:  
Video number, camera  
number & date/time.

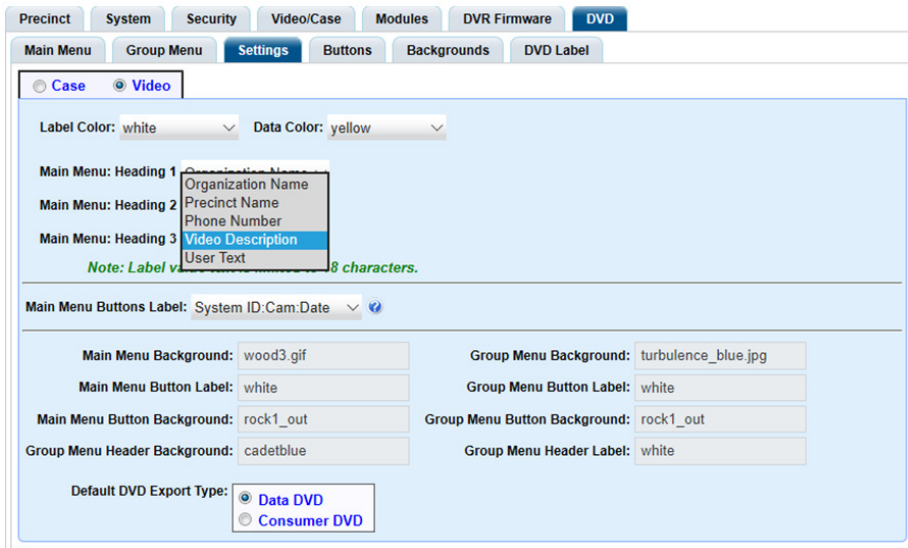
To change the heading text and button values:

1. Go to **Administration > System Setup > DVD > Settings**, and then select a **Case** or **Video** radio button, as desired. Your current menu settings for the selected DVD menu are displayed.

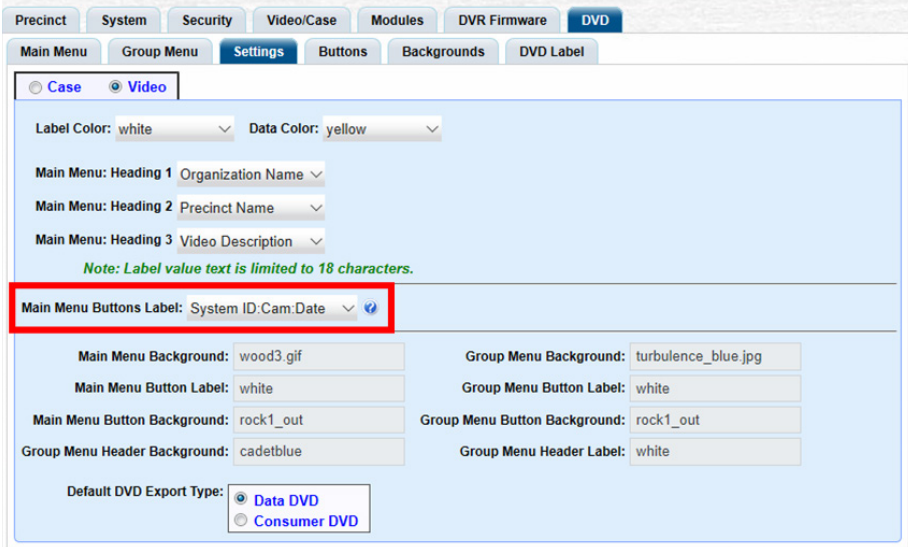


This workflow continues on the next page.

2. Select custom label values from the drop-down list for each of the desired heading lines.



3. If desired, repeat steps 1 - 2 for the other main menu.
4. To change the main menu's button values, select a set of field values from the **Main Menu Buttons Label** drop-down list.



The components of the heading values are as follows:

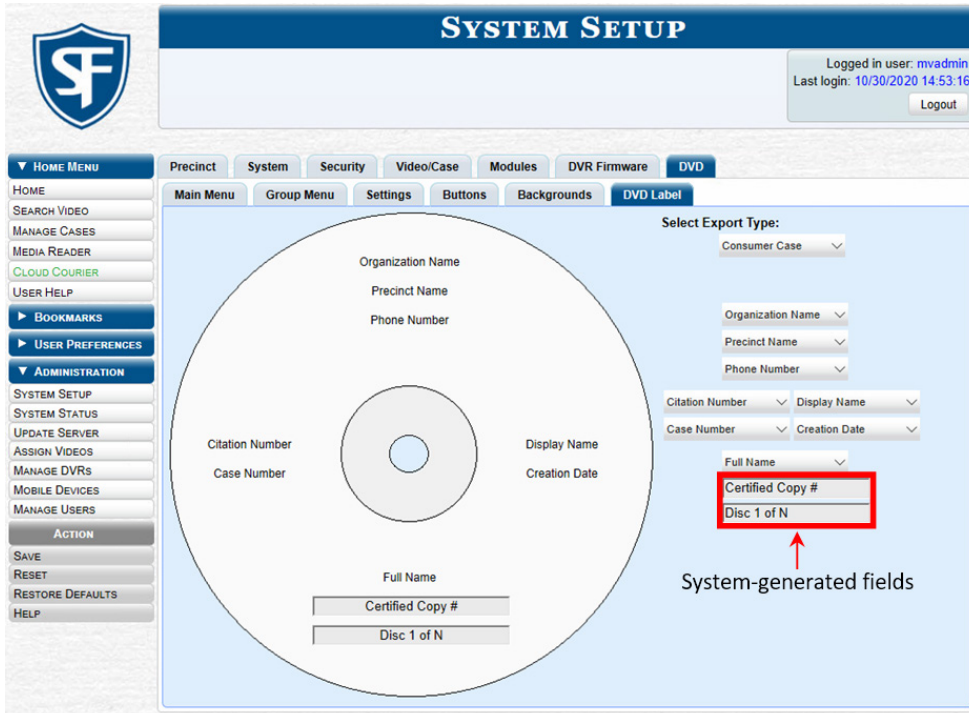
Heading	Description
System ID	The video's system identification number. This ID is assigned automatically by the system.
Cam (Flashback videos only)	The Camera Channel on which the Flashback video was recorded: Camera Channel 1 (forward facing zoom camera) or Camera Channel 2 (Backseat and/or Bullet cameras).
Date	The date and time at which the video was recorded. Is displayed in <i>yyyy/mm/dd hh:mm</i> format.
Officer	The name of the officer who was logged into the DVR at the time the video was recorded. If this value starts with an asterisk (*), it indicates that either no officer was logged into the DVR at the time of the recording, or an officer was logged in manually using an incorrect DVR Officer Name.
DVR	The name of the DVR that recorded the video.

5. Go to the **Action** menu and click **Save**.

## Customizing DVD Labels

To customize a DVD label:

1. Go to **Administration > System Setup > DVD > DVD Label**. A mock-up of a DVD label is displayed.



2. Select a DVD label type from the **Select Export Type** drop-down list in the upper right corner of the form.
3. Using the other drop-down lists on this page, select values for each section of the DVD label. Note that the drop-down lists are in the exact same order and layout as the label itself. If you select one of the custom fields—Administrator Static or Administrator Prompt—you will be prompted to enter a corresponding value on the disc diagram.



### **NOTE: Administrator Static and Administrator Prompt**

**Administrator Static.** This field enables you to enter a label value that will always be the same, such as “For internal use only.”

**Administrator Prompt.** This field enables you to enter a label value that will be different for every disc, such as “Requestor.” When you use this type of field, the system will prompt you to enter an associated field value every time you submit a burn request.

4. Go to the **Action** menu and click **Save**.

## Viewing the Certified Backups List and Generating the Video Deletion Roll-Up Report

This section describes how to view a list of the following:

- All of the prior backups made to an external backup device
- All of the prior DVD backups.
- All of the pending backups. These are the backup jobs that are in the queue but have not occurred yet (e.g., archive discs that are waiting to be burned).

This section also describes how to view, save, and/or print the Video Deletion Roll-Up Report. This report lists information on all archived videos and body-worn snapshots that the system has deleted from the server in the prior month.

This report will help you determine which archive DVDs you can safely dispose of, as the system only deletes those videos and snapshots that are too old to be restored (i.e., files that have “aged out”).

To view the list of backups and generate the video deletion roll-up report:

1. Go to **Administration > System Status > Backups**.

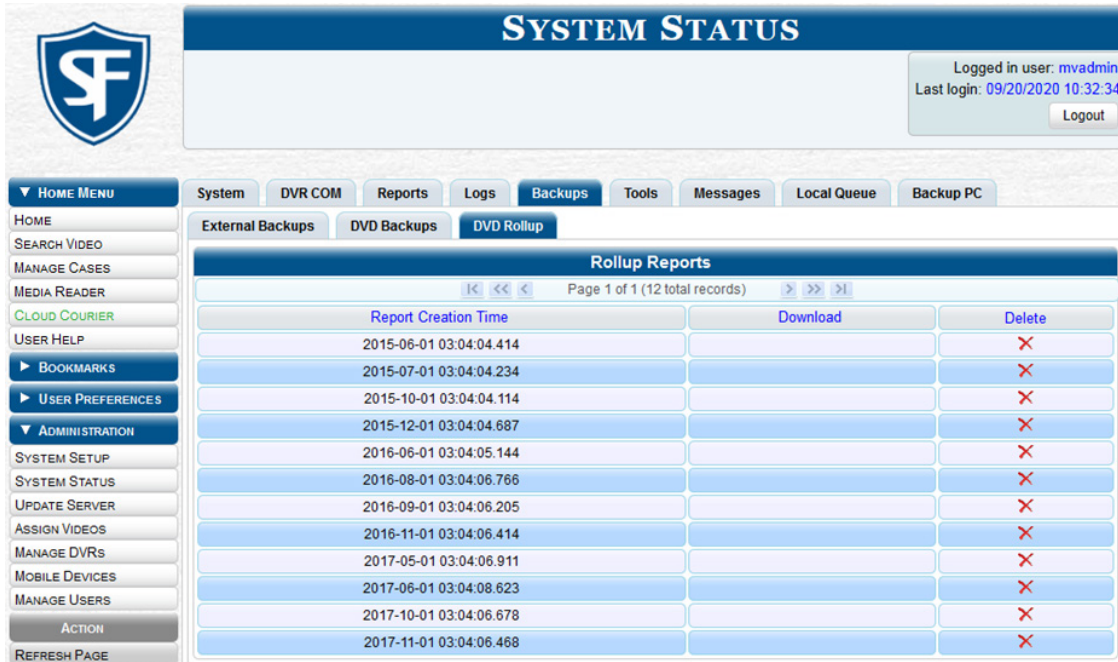
Label	Completion Time	Purgable
Certified Backup #10	07/29/2014 04:05	No
Certified Backup #100	11/05/2014 04:05	No
Certified Backup #101	11/06/2014 04:05	No
Certified Backup #102	11/07/2014 04:05	No
Certified Backup #103	11/08/2014 04:05	No
Certified Backup #104	11/09/2014 04:05	No
Certified Backup #105	11/10/2014 04:05	No
Certified Backup #106	11/11/2014 04:05	No
Certified Backup #107	11/12/2014 04:05	No
Certified Backup #108	12/18/2015 22:00	No

2. Perform one of the following tasks:
  - To view a list of tape backups, make sure the **External Backups** tab is selected.
  - OR –
  - To view a list of DVD backups, click the **DVD Backups** tab.

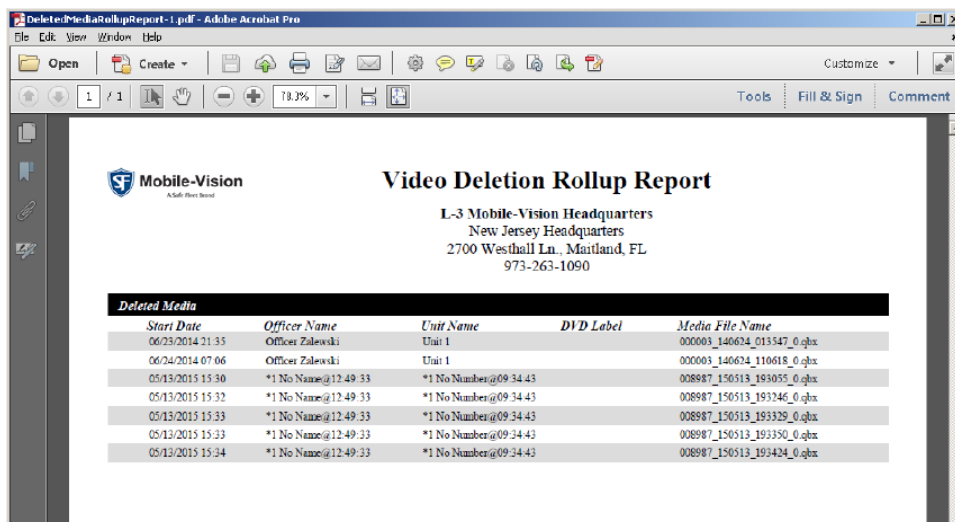
The columns on this page are described in the corresponding table in *Appendix 4 - Evidence Backup and Sharing*.

This workflow continues on the next page.

- To access the list of reports, click the **DVD Rollup tab**. A list of reports is displayed. Each report is identified by a first-of-the-month date, which lists all media that has aged-out in the previous month. For example, the 06/01/2018 report will include all videos, body-worn snapshots, and cases that have aged-out in May 2018.



- Locate the date for which you want to view a report, then click the appropriate download icon. A Windows message is displayed.
- Click **Open**. The report is displayed in Adobe Acrobat. The columns on this report are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.

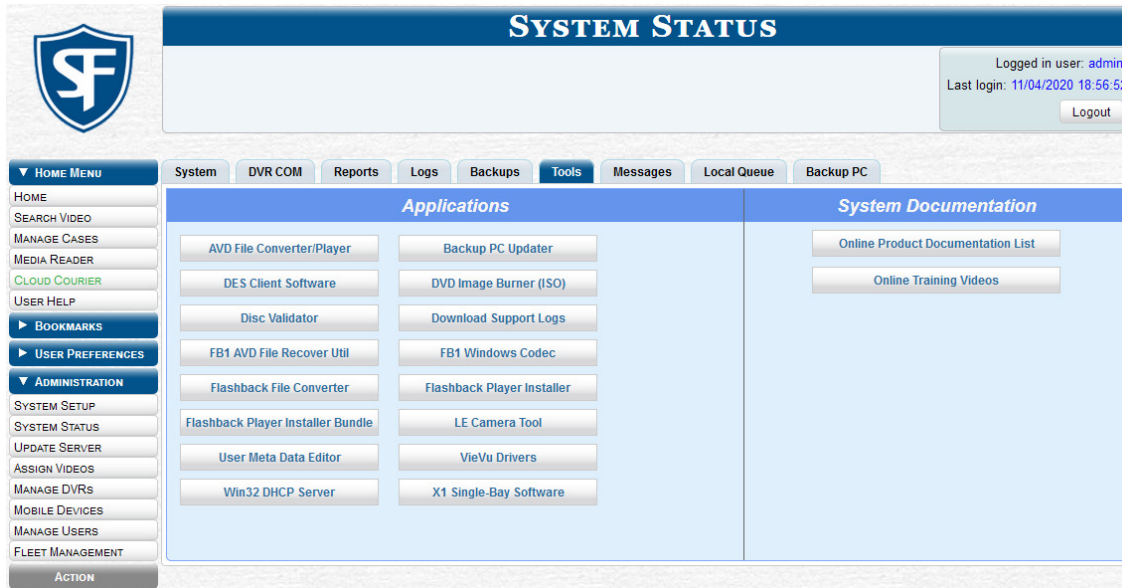


- To print this report, click the printer icon. The **Print** pop-up is displayed.
- Select your printer options, then click **Print**. The report is directed to your active printer.
- When you are finished viewing/printing this report, click the cross icon in the upper right corner of the report to exit this window.

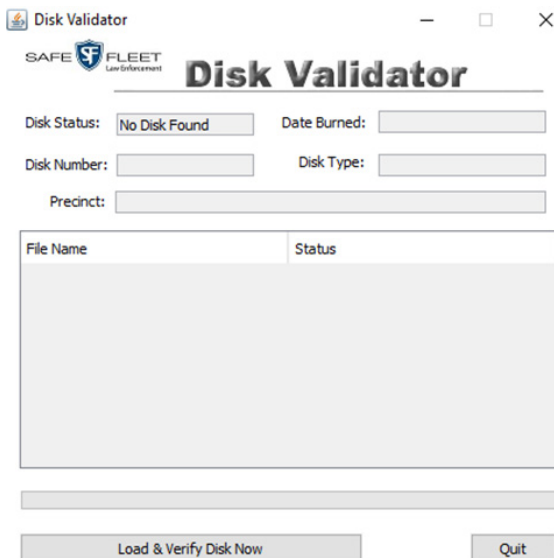
## Validating that a Disc is Unaltered

This section describes how to use the Disc Validator utility to verify that an evidence DVD has not been altered in any way. To validate a disc:

1. Place the DVD you want to validate in your PC's DVD tray.
2. Go to **Administration > System Status > Tools**, and then click the **Disk Validator** button. The system downloads the installation file to your PC's **Downloads** folder.



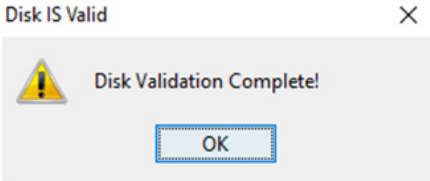
3. Navigate to your **Downloads** folder, then right-click the *verify.jar* file, and select **Open** from the displayed menu. The **Disk Validator** screen is displayed.



4. Click the **Load & Verify Disk Now** button. The Validator begins checking the DVD for signs of tampering. This may take several minutes, depending on the size of the disc.



5. Perform one of the following tasks:

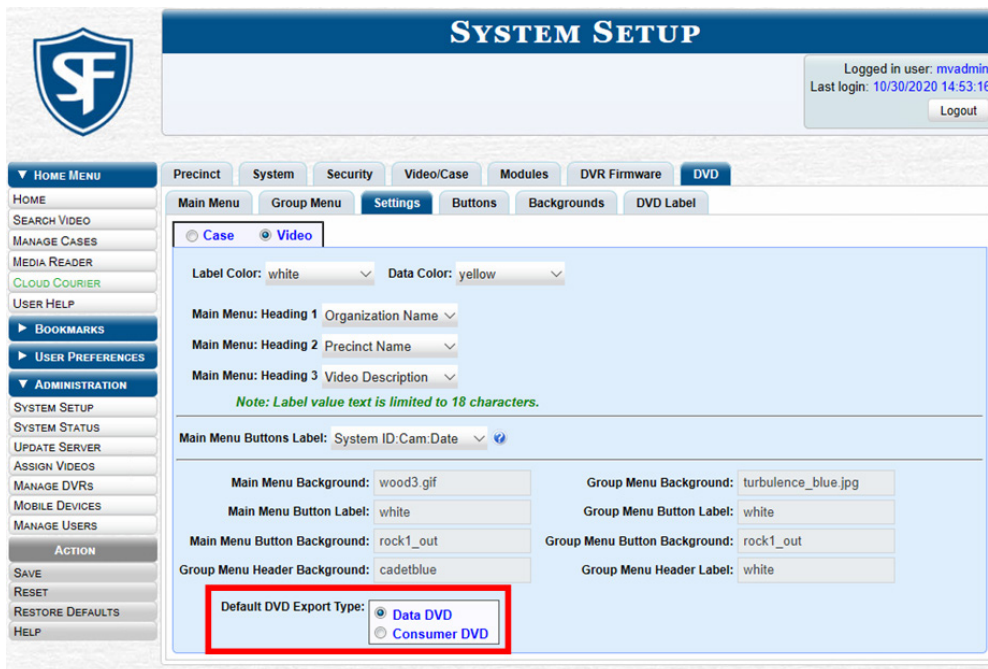
If...	Then...
You are prompted with a warning message	It means that the disc has been altered. <ul style="list-style-type: none"> <li>• Throw it away and burn a new one. You may also want to evaluate your agency's policies/procedures for burning and storing evidence DVDs.</li> </ul>
<b>Disk IS Valid</b> pop-up is displayed 	It means that the disc has not been altered. <ul style="list-style-type: none"> <li>• Click <b>OK</b> to close the pop-up.</li> </ul>

6. Click **Quit** to close the Validator application.

## Changing the Default Output Format Type for DVDs

This section describes how to change the default value that is automatically displayed in the **Output Format** field on the **Export Video(s)** page and/or **Export Case** page. To change the default output format:

1. Go to **Administration > System Setup > DVD > Settings**.



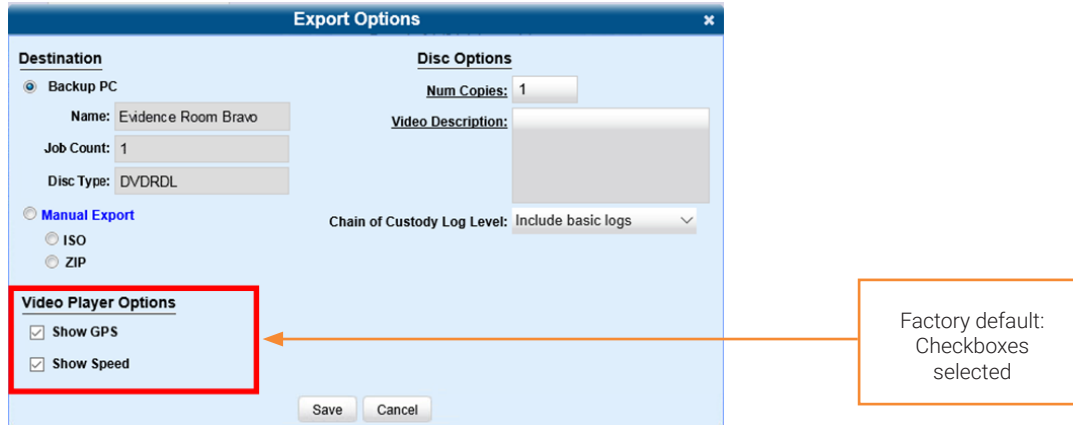
**NOTE: DEV users**

This workflow is not applicable to user of the DEV application.

- To change the default output format for case DVD, select the **Case** radio button.  
-OR-  
To change the default output format for video DVD, select the **Video** radio button.
- Go to the **Default DVD Export Type** field at the bottom of the page and select the desired export type radio button.
- To change the output format for other DVD type, repeat steps **2 - 3**.
- Go to the **Action** menu and click **Save**.

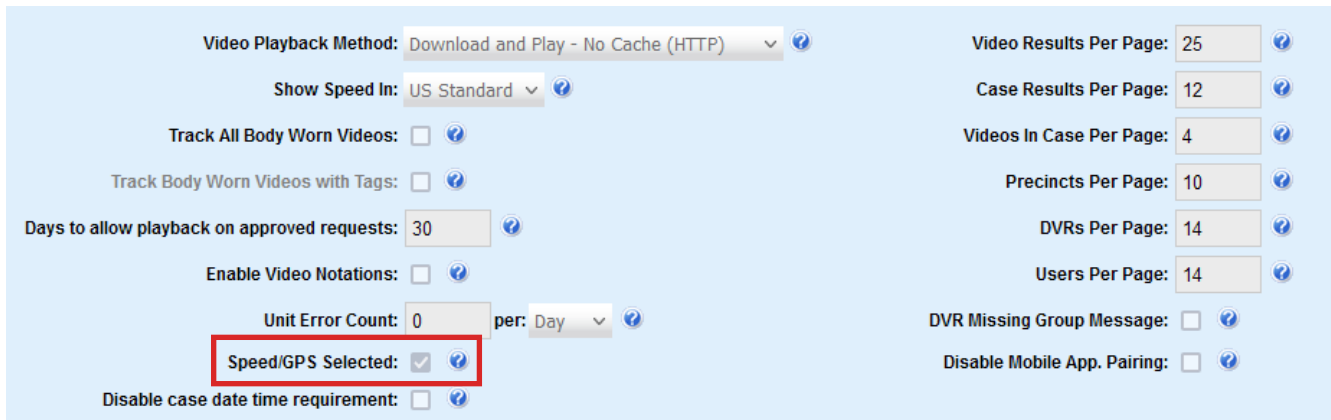
## Changing the Default Values for the 'Show GPS' & 'Show Speed' Checkboxes

When you export a video or case file in Data DVD or Uncompressed format, you will see two checkboxes in the lower left corner: **Show GPS** and **Show Speed**. By default, these checkboxes are selected. However, if desired, you can change this default value to deselected, as described in this section.



To change the default values:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.



2. Deselect the **Speed/GPS Selected** checkbox, and then click **Save**.

# Backup PCs

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

If your agency has more than one storage server, you can connect those servers to a single backup PC. However, if your agency has more than one Bravo DVD burner, each DVD burner must have its own Backup PC. Any time you add a new backup PC/DVD burner to your setup, you will have to enter a new backup PC record, as described in **Adding a Backup PC on page 173**.

Your System Implementation Specialist will initially install and configure your backup PC(s) during implementation. However, you may occasionally need to perform tasks related to this device, such as viewing the backup PC status page, which logs any backup PC errors that occur.

## Viewing the Backup PC Status

You can view the current status of a backup PC workstation by going to **Administration > System Status > Backup PC**. If there are any error messages, they will be displayed here. The fields on this page are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.

The screenshot shows the 'SYSTEM STATUS' page. At the top right, it indicates 'Logged in user: mvadmin' and 'Last login: 09/04/2020 18:22:05' with a 'Logout' button. Below this is a navigation bar with tabs for System, DVR COM, Reports, Logs, Backups, Tools, Messages, Local Queue, and Backup PC. The 'Backup PC' tab is selected. On the left is a sidebar menu with options like HOME MENU, SEARCH VIDEO, MANAGE CASES, MEDIA READER, CLOUD COURIER, USER HELP, BOOKMARKS, USER PREFERENCES, and ADMINISTRATION. The main content area displays a table with the following data:

Name	State	Error Message	Discs	Ribbon Count	Black/Color %	Version
Rimage	READY	No Errors	9/5	341	-/-	8.7.56.0

## Updating the Backup PC Software

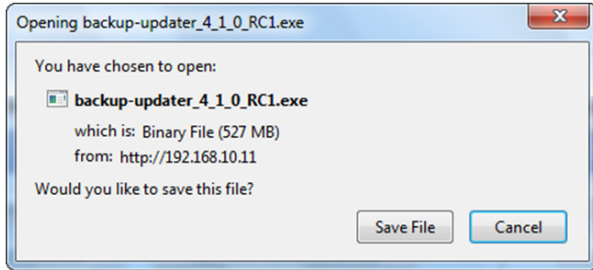
Occasionally, you may need to update the software that controls your backup PC. Perform this task whenever you receive an update notification in your Inbox ("**Update Required for your Backup PC**"), or you are instructed to do so by a Mobile-Vision Technical Support Engineer.

The backup PC update procedure needs to be performed on the backup PC itself, so you need to log out of your DES application now, then log back in from the backup PC, as described below.

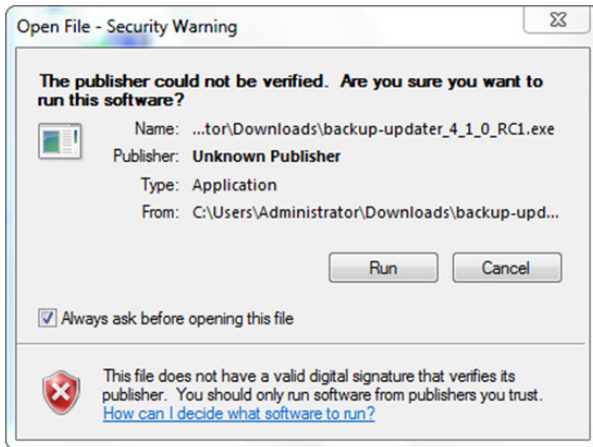
To update a backup PC:

1. Go to the top right of the **Welcome Home** page and click **Logout**.
2. Walk to the backup PC, and the log in to your DES application again. (Make sure that you log in as an Administrator.)

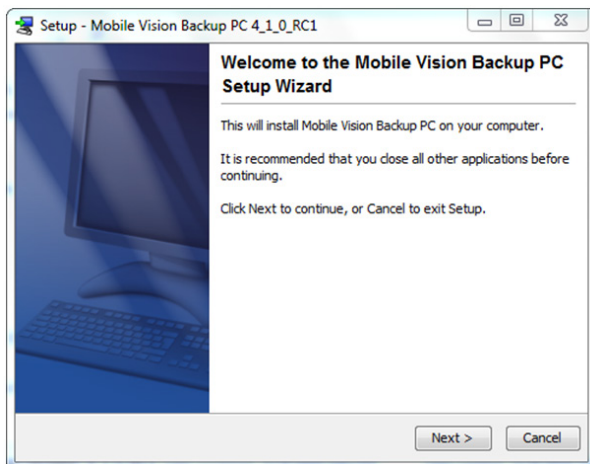
- Go to **Administration > System Status > Tools**, and then click the **Backup PC Updater** button. The **Opening backup-updater** pop-up is displayed.



- Click **Save File**. The system downloads the EXE installation file to your PC's **Downloads** folder.
- Navigate to your **Downloads** folder, and then double-click the *backup-updater* file. A security warning is displayed.

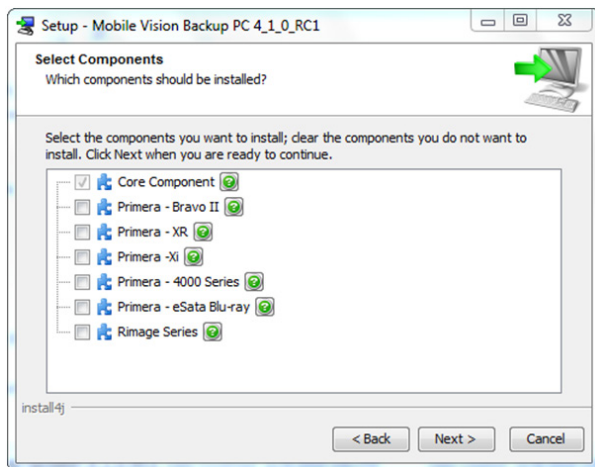


- Click **Run**. The system copies some files from the server to your PC. After a momentary delay, the **Setup Wizard** is launched.



This workflow continues on the next page.

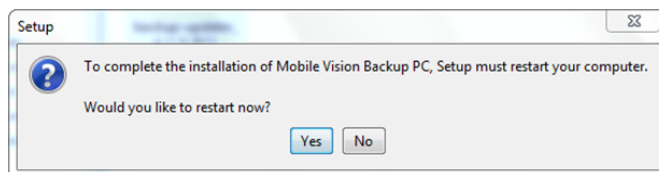
7. Click **Next**. A list of DVD burners is displayed.



### ⚠ WARNING: Selecting a DVD burner

Make sure you select only one burner. If you select more than one DVD burner or you select the wrong DVD burner, or it could render your backup PC system temporarily inoperable.

8. Select the type of disc burner that your backup PC is connected to.
9. Click **Next**. The system begins updating your backup PC. Once the software has been installed on your PC, a confirmation message is displayed.
10. Click **Finish**. The system prompts you to reboot your PC.



11. Close any files that you may have open on the backup PC, then click **Yes**.

## Adding a Backup PC

This section describes how to enter a new record for a backup PC. This information will be used to control your robotic DVD burner.

### 📘 NOTE: About Bravo DVD burners

Every Bravo DVD burner has one or two input bins and one output bin. The input bin is where the blank DVDs go. The output bin is where the robotic DVD burner places the completed DVDs.

There are two modes used to configure a Bravo DVD burner: regular mode and kiosk mode.

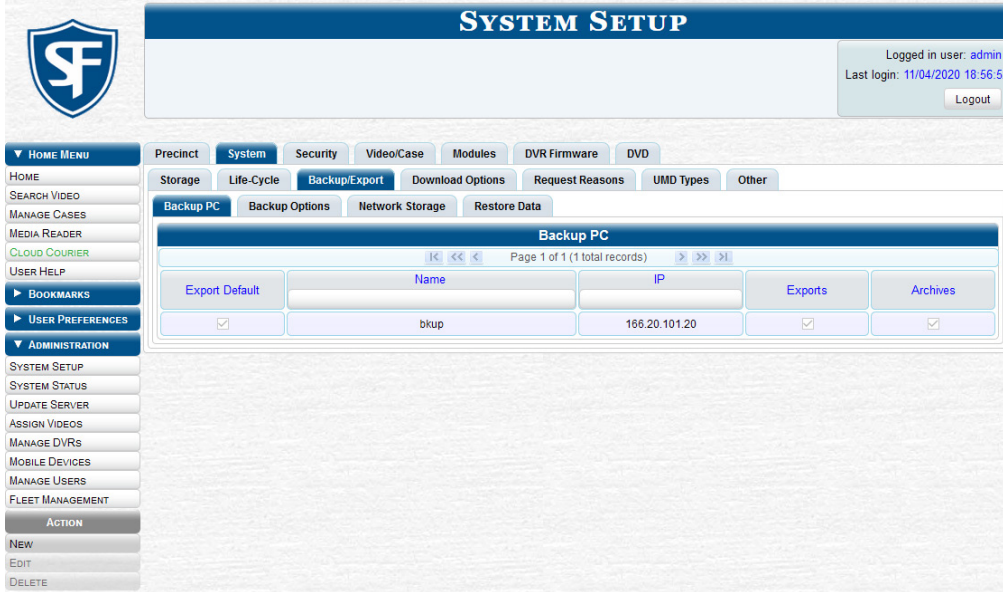
In regular mode, the DVD burner's right bin is used as the input bin and the left bin is used as the output bin.

In kiosk mode, both the right and left bins are used as input bins, and a center "catch" tray is used as the output bin. If you prefer to configure your DVD burner in kiosk mode, ask a Mobile-Vision Technical Support Engineer to assist you.

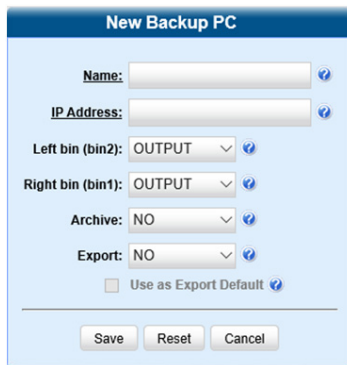
To add a backup PC:

1. Contact Mobile-Vision Service at 800-336-8475 (when prompted, select the phone option for "Service", then "Back Office"). A Technical Service Engineer (TSE) will assist you with the preliminary setup tasks required to add a new burning station. This step is sometimes referred to as "pre-staging."
2. Obtain an IP address for the new backup PC. If the backup PC will be connected to the Mobile-Vision network, your TSE will provide you with this address. If the backup PC will be connected to your agency's network, your agency's Network Specialist will provide you with this address.

- Go to **Administration > System Setup > System > Backup/Export > Backup PC**. The fields on this page are described in the corresponding table in **Appendix 4 - Evidence Backup and Sharing**.



- Go to the **Action** menu and click **New**. The **New Backup PC** pop-up is displayed.



- Enter a descriptive name for this backup PC in the **Name** field.
- Enter the **IP Address** for this backup PC in the **IP Address** field.
- Perform one of the following tasks:

If...	Then...
This record is for a Bravo burner that you plan to use in kiosk mode -OR- This record is for a Rimage burner	<ul style="list-style-type: none"> <li>Go to the <b>Left bin (bin 2)</b> field and select the type of disc that you plan to place in the DVD burner's left bin (Bravo units) or bin 2 (Rimage units):                             <ul style="list-style-type: none"> <li><b>DVDR</b> ..... DVD single layer discs</li> <li><b>DVDRDL</b> ..... DVD dual layer discs</li> <li><b>BD</b> ..... Blu-ray single layer discs</li> <li><b>BDDL</b> ..... Blu-ray dual layer discs</li> </ul> </li> </ul>
This record is for a Bravo burner that you plan to use in regular mode	<ul style="list-style-type: none"> <li>Keep the <b>Left bin (bin 2)</b> field set to the default value (<b>OUTPUT</b>)</li> </ul>

8. Go to the **Right bin (bin 1)** field and select the type of disc that you plan to place in the DVD burner's right bin (for Bravo) or bin 1 (for Rimage), as listed in step 7 above.
9. Go to the **Archive** field and select the type of disc that you want to use for your system-generated archive discs (i.e., Certified Backup Discs).
10. Go to the **Export** field and select the type of disc that you want to use for your user-requested certified copies (i.e., export discs).
11. To use this backup PC as the default on the **Export Options** pop-up, select the **Use as Export Default** checkbox.
12. Click **Save**. The new backup PC record is displayed on the **Backup PC** list.

## Changing or Deleting a Backup PC

This section describes how to update an existing backup PC record. For example, if you decide to switch from using single layer DVDs to dual layer DVDs, you'd need to update the associated backup PC record.

This section also describes how to delete an existing backup PC record. Perform this task after a backup PC/DVD burner has been decommissioned, or as directed by your Mobile-Vision Technical Support Engineer.

To change or delete a backup PC:

1. Go to **Administration > System Setup > System > Backup/Export > Backup PC**.
2. Right-click the backup PC record you want to update, and then perform one of the following tasks:

To...	Do this...
Change a backup PC	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the pop-up menu. The <b>Edit Backup PC</b> pop-up is displayed.                             <div data-bbox="592 1003 940 1367" data-label="Image"> </div> </li> <li>2. Enter/select your changes in the appropriate field(s), then click <b>Save</b>.</li> </ol>
Delete a backup PC	<ol style="list-style-type: none"> <li>1. Right-click the backup PC record you want to delete, then select <b>Delete</b> from the pop-up menu. A confirmation message is displayed.                             <div data-bbox="592 1514 826 1652" data-label="Image"> </div> </li> <li>2. Click <b>Yes</b>. The selected record is removed from the system.</li> </ol>

# Using Cloud Courier to Share Digital Evidence

This section describes how to share digital evidence via the secure Safe Fleet Cloud using the Cloud Courier feature.

**NOTE: DEA Precinct, DEV, and DEF users**

This feature is not available to users of the DEA Precinct, DEV, and DEF applications.

**NOTE: DES and Cloud Courier communication**

In order for DES to communicate externally with Cloud Courier, TCP port 443 must be configured to allow inbound and outbound access through the agency's firewall.

## Sharing Digital Evidence

You can share videos and case files with interested outside parties directly from your DES application using Cloud Courier.

**WARNING: Video authenticity**



Once a video has been shared as part of shared evidence, its authenticity can no longer be verified. Such video can be edited and tampered with using commercial video editing software.

To share evidence:

1. Select the files that you want to share. To do so, perform one of the following tasks:

To select...	Do this...
Videos	<ol style="list-style-type: none"> <li>1. If necessary, review <b>Searching for Videos on page 27</b>, and then perform one of the following tasks: <ul style="list-style-type: none"> <li>• To share <b>one</b> video, search for and display the desired video. The <b>Video Details</b> page is displayed.</li> <li>• To share <b>more than one</b> video, search for the desired videos. The <b>Video Search Results</b> page is displayed.</li> </ul> </li> <li>2. Go to the <b>Action</b> menu and click <b>Export</b>. The <b>Select Video(s) for Export</b> page is displayed.</li> </ol>



To select...	Do this...
Videos (cont.)	<p>3. If in step <b>1</b> you have chosen to share multiple videos, click each of the videos you want to include; otherwise proceed to the next step. <b>NOTE:</b> You can click any part of the record except the thumbnail image, as that will launch the default video player. As you select each video, it will appear in the <b>Selected Videos</b> list at the bottom of the page.</p> <p>4. Go to the <b>Action</b> menu and click <b>Export Video(s)</b>. The <b>Export Video(s)</b> page is displayed.</p> 
Case files	<p>1. If necessary, review <b>Searching for Cases on page 103</b>, and then find and display the case you want to share. The <b>Case Details</b> page is displayed.</p> <p>2. Go to the <b>Action</b> menu and click <b>Export</b>. The <b>Export Case</b> page is displayed.</p>  <p>3. Deselect the checkboxes beside videos you want to exclude from this download.</p>

2. Select the desired format from the **Output Format** drop-down list.

**NOTE: Available formats**

To review the differences between formats, click **Help** on the **Action** menu, or see **Available File Formats for User-Requested DVDs on page 132**.

Depending on the format you selected, new columns may appear on the displayed screen.

3. Perform one of the following tasks:

If you selected...	Then...
Consumer DVD	<ul style="list-style-type: none"> <li>Follow step <b>3</b> of the <b>Burning a Case to a Consumer DVD</b> procedure.</li> </ul>
Data DVD or Uncompressed Format	<ul style="list-style-type: none"> <li>Proceed to the next step.</li> </ul>
Interchange Format	<ul style="list-style-type: none"> <li>Follow step <b>3</b> of the <b>Burning a Case to an Interchange Format DVD</b> procedure.</li> </ul>
FOIA Redaction Format	<ul style="list-style-type: none"> <li>Follow steps <b>3 - 7</b> of the <b>Burning a Case to an FOIA Redacted DVD via Your PC's DVD Burner</b> procedure.</li> </ul>

4. Go to the **Action** menu and click **Save**. The **Export Options** pop-up is displayed. The appearance of the pop-up will differ, depending on the output format you selected in the previous step and the option you selected in step **1** of this procedure (videos or case files).

5. Select the **Cloud Courier** radio button. Additional options are displayed on the **Export Options** pop-up.

Sender Information section is prepopulated with your login, email address and agency name.

6. Select one of the following options:

- **ISO** radio button to share evidence as a packaged ISO file
- **ZIP** radio button to share evidence as a compressed ZIP file
- **MEDIA** radio button (if displayed) to share individual evidence files.

#### **i** NOTE: About shared evidence options

Depending on the option you select, the recipients will receive shared evidence in a different form.

- If you select **ISO** or **ZIP**, the recipients will receive shared evidence files packaged together with the default video player and other system utility files that will enable the recipients to view the videos along with the attached metadata. Additionally, if you select **ISO**, the recipients may be able to burn shared evidence to a DVD that can be played on a compatible DVD player.
- If you select **MEDIA**, only individual files will be included with this shared evidence.

7. If the **Video Description** box is displayed, enter a description for this shared evidence.

8. Make your selection from the **Chain of Custody Log Level** drop-down list.

9. Enter a name for this shared evidence in the **Export Name** field.

10. To limit the time during which this shared evidence will be accessible by the recipients, perform one of the following tasks:

- To set a period of time this shared evidence will be accessible, click the **Share Period** radio button, and then select the desired period from the drop-down menu.  
-OR-
- To set an expiration date of this shared evidence, click the **Expiration Date** radio button, and then enter the date in the field using the **MM/DD/YYYY** format, or click the calendar icon to select it from the calendar.  
**NOTE:** You can set the expiration date of up to 30 days. If you set the expiration date outside of the 30 days, an error message will be displayed after you click **Save**.

11. Select the maximum allowed number of downloads from the **Download Limit** drop-down list.

12. To include previews of supported files with this shared evidence, select the **Include Preview Files** checkbox (if displayed).

13. Enter the first and last name, and an email address of the person to whom you are sending this shared evidence in the corresponding fields of the **Recipient Information** section.

14. To share this evidence with another recipient, click the **Add Recipient** button and enter their information. Repeat for each additional recipient.

#### **i** NOTE: Num Copies field

Ignore the **Num Copies** field for evidence sharing procedure.

#### **i** NOTE: Multiple recipients

If you choose to add more than one recipient, make sure you enter their information accurately the first time. If you make a mistake in the name or email address, you will not be able to go back to edit them. Instead you will have to close the **Export Options** form and start over.

15. If a **Video Player Options** section is displayed, select the displayed checkboxes as needed:

- Select the **Show GPS** checkbox to include GPS data.
- Select the **Show Speed** checkbox to include vehicle speed data.

- Click **Save**. The system places your sharing request in the queue and displays a status message on your **Welcome Home** page under **Sent Messages**. Once the evidence is uploaded to the Safe Fleet Cloud, a **Cloud Courier Success** message is displayed under **Inbox Messages**.

## Managing Shared Evidence

You can review, extend or cancel the active shared evidence.

### **i** NOTE: Permissions

Only users with appropriate permissions will be able to follow the steps described in this workflow.

To manage shared evidence:

- Go to the **Home Menu** and click **Cloud Courier** to access the list of all shared evidence records. The **Evidence Shares List** page is displayed.

Export Name	Status	Sender Email	Recipient Email	Share Date	Expiration Date
case MEDIA only	ACTIVE	driedinger@safefleet.net	lyolya@yahoo.com	2020-10-22 20:40:04.589	2020-11-21 23:59:59.999
Uncompressed_ISO_P	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:05:14.642	2020-11-20 23:59:59.999
Uncompressed_ISO	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:04:29.737	2020-11-20 23:59:59.999
Interchange_Media	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:03:10.99	2020-11-20 23:59:59.999
DES	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:02:31.119	2020-11-20 23:59:59.999
Interchange_ISO	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:01:54.804	2020-11-20 23:59:59.999
DES	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:00:58.27	2020-11-20 23:59:59.999
Data_ZIP	CANCELLED	skovuru@safefleet.net	suraj.seon@gmail.com	2020-10-21 13:00:11.892	2020-10-28 23:59:59.999

- Sort or filter the displayed list as needed. To do so, either click the corresponding column heading or start typing in the corresponding field on the top row of the list.
- Click the shared evidence record of interest to highlight it, and then perform one or more of the following tasks:

To...	Do this...
Review the shared evidence record	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>View Details</b>. The <b>Evidence Share Details</b> pop-up is displayed.</li> </ol>

This table is continued on the next page.

To...	Do this...
Review the shared evidence record (cont.)	<ol style="list-style-type: none"> <li>Click each tab to review the details, the recipients, the media, and the case information (if displayed) of this shared evidence. You can click the information icon (where displayed) to review the media files or case details in your DES application.</li> <li>Once you have finished reviewing this shared evidence, click <b>Close</b>.</li> </ol>
Extend the period of time during which the recipients will have access to this shared evidence  <b>NOTE:</b> Extensions affect all the recipients of this shared evidence.	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>Extend</b>. A confirmation message is displayed.</li> <li>Click <b>Yes</b> to confirm the extension.</li> </ol> <p>Once the shared evidence is extended, observe the following changes:</p> <ul style="list-style-type: none"> <li>The <b>Extend</b> button on the <b>Action</b> menu is grayed out</li> <li>The <b>Extended</b> checkbox on the <b>Details</b> tab is selected.</li> </ul> <div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 10px; margin: 10px 0;"> <b>NOTE: About extensions</b> </div> <p>The default extension period is 30 days and only one extension is permitted.</p>
Cancel this shared evidence  <b>NOTE:</b> Cancellations affect all the recipients of this shared evidence.	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>Cancel</b>. A confirmation message is displayed.</li> <li>Click <b>Yes</b> to confirm the cancellation.</li> </ol> <p>Once the shared evidence is canceled, observe the following changes:</p> <ul style="list-style-type: none"> <li>The <b>Cancel</b> button on the <b>Action</b> menu is grayed out</li> <li>The status of this shared evidence changes to <b>CANCELED</b>.</li> </ul>

## Limiting the Cloud Courier Bandwidth

Uploading shared evidence to Safe Fleet Cloud requires the use of your agency's Internet connection. Depending on the available bandwidth (the amount of data your agency's Internet connection is able to transmit per second), a slowing may occur in your regular Internet-dependent tasks while shared evidence is being uploaded. To prevent or reduce the slowing, you can limit the amount of bandwidth that Cloud Courier uses to upload shared evidence. To do so:

- Go to **Administration > System Setup > System > Backup/Export > Network/Cloud Storage**, then go to the **Action** menu and click **Edit**. The **Network/Cloud Storage** pop-up is displayed.

- Select the **Limit Cloud Courier bandwidth** checkbox, and then enter the desired value (in megabytes) in the **Maximum Bandwidth (MB/s)** field.
- Click **Save** to close the pop-up. Your Cloud Courier service will now use only the specified amount of bandwidth.

# Chapter 5. DVRs

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# About DVRs and 8-Bay/6-Bay Docks

This chapter describes the various procedures used to update and maintain your in-car and body-worn DVRs, as well as 8-bay/6-bay docks. For brevity, where practicable, in-car DVRs, body-worn DVRs, and 8-bay/6-bay docks are referred to as devices in this chapter.

## NOTE: DEA Agency users

The contents of this chapter is not applicable to users of the DEA Agency application.

If you have an Extended Maintenance Agreement with Mobile-Vision, you will occasionally receive DVR firmware updates via your DES application. The procedure for updating the firmware is described later in this chapter.

Each of your in-car DVRs, body-worn DVRs, and 8-bay/6-bay docks has corresponding information stored in your DES application and required for successful communication between your DVRs and the server.

After initial deployment, you will only have to make occasional changes to these devices as needed. For example, when you add a new in-car DVR to your fleet, you may need to enter a new DVR record in your DES application.

Procedures that do not reference a particular DVR type apply to both vehicle and body-worn DVRs.

## Changing Discovery Methods and Download Options

### CAUTION: When to make this change

Do not change these settings unless instructed to do so by your agency's Network Administrator or by a Mobile-Vision Technical Support Engineer.

This section describes how to change system settings relevant to communication of your DES application with DVR and 8-bay/6-bay dock devices connected to the network. These settings determine the following system actions:

- Whether the system will automatically recognize devices on the network
- Which method of device discovery the system will use
- Whether the discovered device information will be automatically inserted into DES
- Whether the inserted devices will be enabled or disabled by default.

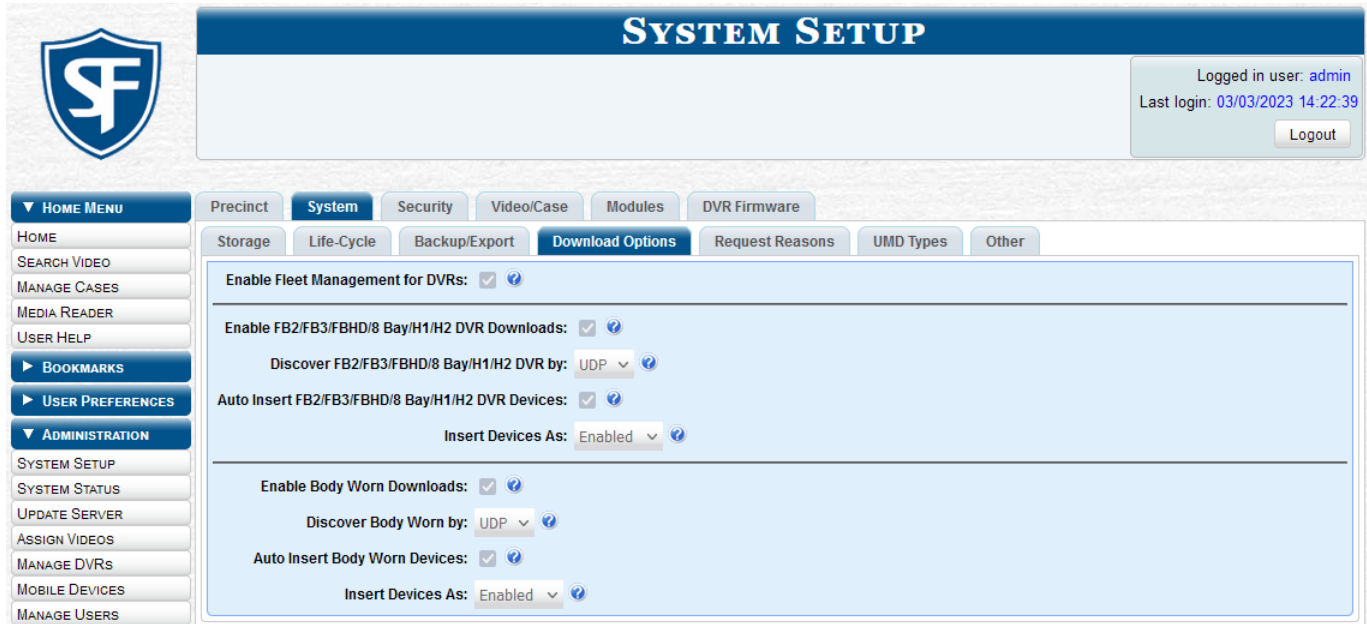
The screenshot shows the 'Download Options' configuration window. It is divided into two main sections: 'In-car DVR/8-bay/6-bay dock settings' and 'Body-worn DVR settings'. Each section contains several options with checkboxes and dropdown menus. The 'In-car' section includes 'Enable Fleet Management for DVRs', 'Enable FB2/FB3/FBHD/8 Bay/H1 DVR Downloads', 'Discover FB2/FB3/FBHD/8 Bay/H1 DVR by' (set to UDP), 'Auto Insert FB2/FB3/FBHD/8 Bay/H1 DVR Devices', and 'Insert Devices As' (set to Enabled). The 'Body-worn' section includes 'Enable Body Worn Downloads', 'Discover Body Worn by' (set to UDP), 'Auto Insert Body Worn Devices', and 'Insert Devices As' (set to Enabled). At the bottom are 'Save' and 'Cancel' buttons. Two callout boxes on the right point to the respective sections.

**NOTE: About initiating video downloads**

Based on the settings you select, the system may or may not automatically initiate video downloads from DVRs connected to the network. To ensure the videos are automatically downloaded, do not change the default settings described below. For FOCUS X2 DVRs, inserted into 8-bay/6-bay docks, videos will be automatically downloaded if the default settings remain unchanged for both in-car DVRs/8-bay/6-bay docks and body-worn DVRs.

To change the communication settings:

1. Log in as an Admin user and go to **Administration > System Setup > System > Download Options**.



2. Go to the **Action** menu and click **Edit**. The **Download Options** pop-up is displayed.
3. To change the settings for in-car DVRs and 8-bay/6-bay docks, perform the following tasks:

To...	Do this...
Enable the system to download the device information to DES	<ul style="list-style-type: none"> <li>• Select the <b>Enable FB2/FB3/FBHD/8 Bay/H1/H2 DVR Downloads</b> checkbox. (default)</li> </ul>
Change the device discovery method used by the system	<ul style="list-style-type: none"> <li>• Go to the <b>Discover FB2/FB3/FBHD/8 Bay/H1/H2 DVR by</b> field and select one of the following options from the drop-down list:                             <ul style="list-style-type: none"> <li>• <b>Ping</b> for ping-type method, or</li> <li>• <b>UDP</b> for UDP broadcast method (default)</li> </ul> </li> </ul> <p><b>NOTE:</b> A TCP "ping" command is used to test whether a specific DVR is reachable across the network.</p>
Have the system automatically create a new device record whenever it is discovered	<ul style="list-style-type: none"> <li>• Select the <b>Auto Insert FB2/FB3/FBHD/8 Bay/H1/H2 DVR Devices</b> checkbox. (default)</li> </ul> <p><b>NOTE:</b> If you prefer to enter the new DVR or 8-bay/6-bay dock information manually, leave this checkbox deselected.</p>

This table is continued on the next page.

To...	Do this...
Select the default status of a newly discovered device	<ul style="list-style-type: none"> <li>Go to the <b>Insert Devices As</b> field at the bottom of the pop-up and select one of the following options from the drop-down list:                             <ul style="list-style-type: none"> <li><b>Disabled</b>, or</li> <li><b>Enabled</b> (default)</li> </ul> </li> </ul>

4. Unless otherwise instructed by a Mobile-Vision Support representative, select the following body-worn DVR settings:

Field	Suggested setting
Enable Body Worn Downloads	Selected
Discover Body Worn by	UDP
Auto Insert Body Worn Devices	Selected
Insert Devices As	Enabled

5. Click **Save**.

## Adding DVRs and 8-Bay/6-Bay Docks

There are three methods for adding DVRs and 8-bay/6-bay docks to your DES application:

- Manually enter devices one at a time.
- Add multiple devices "en mass" by importing their information from a spreadsheet.
- Configure the system to automatically create a device whenever it discovers a new unit on the network

## Manually Adding a Single Device

This section describes how to manually add a new DVR or 8-bay/6-bay dock.

Depending on your agency's selected download options, you may or may not need to perform this procedure.

Refer to the following table to discover which option you should use:

If...	Then...
Your agency is using the default "ping" method of device dock discovery -OR- <ul style="list-style-type: none"> <li>Your agency is using the UDP broadcast discovery method, AND</li> <li>The applicable "<b>Auto Insert X Devices</b>" checkbox on the <b>Download Options</b> form is NOT selected</li> </ul>	<ul style="list-style-type: none"> <li>Perform this procedure whenever you add a new device to your fleet.</li> </ul>
<ul style="list-style-type: none"> <li>Your agency is using the UDP broadcast discovery method, AND</li> <li>The applicable "<b>Auto Insert X Device</b>" checkbox on the <b>Download Options</b> form is selected</li> </ul>	<ul style="list-style-type: none"> <li>You don't need to perform this procedure, as the system will automatically create a device record for each new device unit that it discovers on the network.</li> </ul>

To add a single device:

- Go to **Administration > Manage DVRs**, then go to the **Action** menu and click **New DVR**. The **New DVR** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

**NOTE: New DVR form**

Depending on the application you are using, some or all options will be available to you on the **New DVR** form.

- Enter a unique name for this device in the **DVR Name** field. For example, you may want to give a DVR the same name as the patrol car in which it will be installed (e.g., Unit 146).
- If your agency is not using USB Login Keys for in-car DVRs, enter a default officer name in the **Officer Name** field. Make sure this name is exactly the same as the **Officer Name** field on the officer's user profile.
- To change this device's download priority setting, select **Low**, **Med** or **High** from the **Download Priority** drop-down list.
- If you want to activate this device right now so that it can begin transmitting videos to the server immediately (default), proceed to the next step. Otherwise, select **Disabled** from the **Status** drop-down list.
- Select the type of device you are adding from the **DVR Type** drop-down list. **NOTE:** If this is an in-car DVR is installed in an interview room, select **Interview Room** from the **DVR Type** drop-down list. This only applies to customers who have purchased the Interview Room module. Otherwise proceed to the next step.
- If the **Group Name** field is displayed, select a group from the drop-down list to assign this device to a group.
- Click **Save**. A confirmation message is displayed at the top of the page.

## Importing Multiple Devices from a Spreadsheet

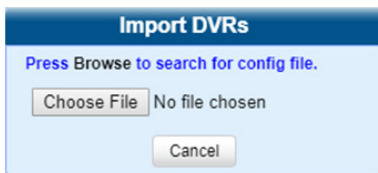
At system start-up, your System Implementation Specialist (SIS) will provide you with a spreadsheet that contains all your basic devices. You can import this information to your DES application to save data entry time. After that, you will typically add devices one at a time whenever you add a new vehicle/DVR to your fleet. (**Exception:** If your agency is using the UDP Broadcast discovery method with the "Auto-Insert DVRs" feature, the system will automatically create new DVRs for you.) This procedure can be used to copy device information from one server to another.

To import devices:

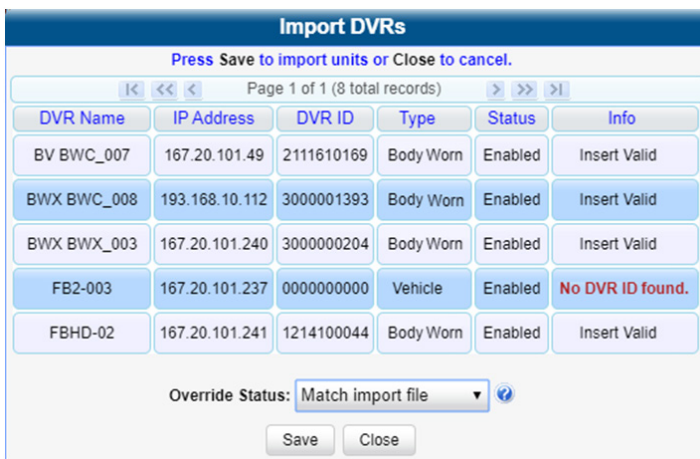
- Using Microsoft Excel, open the DVR spreadsheet provided by your System Implementation Specialist (SIS).

	VEH #	IP	FLASH CARD	ID	SERIAL #	WLAN MAC
25						
26	4312	192.168.10.101	216785	13783	29446	00.80.48.6e.68.af
27	4313	192.168.10.102	216628	13784	29447	00.80.48.6b.96.90
28		192.168.10.103	216629	13785	29448	00.80.48.6b.98.6f
29		192.168.10.104	216630	13786	29449	00.80.48.6e.68.a0
30		192.168.10.105	216631	13787	29450	00.80.48.6b.98.6b
31		192.168.10.106	216751	13788	29451	00.80.48.6e.68.b3
32		192.168.10.107	216752	13789	29452	00.80.48.6e.68.b5
33	4310	192.168.10.108	216753	13790	29453	00.80.48.6b.96.8f
34	4321	192.168.10.109	216754	13791	29454	00.80.48.6f.6f.1a
35	4315	192.168.10.110	216755	13792	29455	00.80.48.6f.75.0b
36	4316	192.168.10.111	216756	13793	29456	00.80.48.6f.75.0e
37		192.168.10.112	216757	13794	29457	00.80.48.6f.75.53
38	4328	192.168.10.113	216758	13795	29458	00.80.48.6f.75.42
39	4314	192.168.10.114	216759	13796	29459	00.80.48.6f.75.13
40	4311	192.168.10.115	216760	13797	29460	00.80.48.6f.75.11

- Save the spreadsheet in the CSV format.
- Go to **Administration > Manage DVRs**, then go to the **Action** menu and click **Import DVRs**. The **Import DVRs** pop-up is displayed.



- Click **Choose File**, and then navigate to the spreadsheet that contains your device information (*config\_units.csv*).
- Double-click the spreadsheet file. A list of devices is displayed.



**NOTE: Which devices will be imported?**

- All devices that have a value of **Insert Valid** will be imported.
- All devices that have a different value (such as **Updating Existing Unit** or **No DVR ID found**) will NOT be imported.

You can try importing such “problem” devices again later. If you are still unable to import them, contact Mobile-Vision Support for assistance.

- Click **Save**. A confirmation message is displayed at the top of the page.

**NOTE: Imported device status**

The default status of your imported devices will be set to **Disabled**. When you’re ready to start using the devices, make sure you change their status to **Enabled**.

## Searching for an Existing DVR or 8-Bay/6-Bay Dock

This section describes how to search for an existing device by one or more of the following fields: **DVR Name**, **Last Comm IP**, **DVR ID**, **Status**, **Type**, **Product Code**, **Group**, and/or **Version**.

To search for a device:

1. Go to **Administration** and click **Manage DVRs**. The **Manage DVRs** page is displayed.

The screenshot shows the 'MANAGE DVRs' interface. At the top, there is a navigation menu on the left and a user login status on the right. The main content area displays a table of DVRs. The table has the following columns: DVR Name, Last Comm IP, DVR ID, Status, Type, Product Code, Group, Version, and Config Sync. The table contains five rows of data, all with 'Complete' in the Config Sync column.

DVR Name	Last Comm IP	DVR ID	Status	Type	Product Code	Group	Version	Config Sync
FBHD-01	166.20.101.233	0000054392	Enabled	Vehicle	FBHD	FB3s/FBHDs	3.2.12	Complete
BV BWC_006	166.20.101.49	2111610167	Enabled	Body Worn	FBBW1	BodyVISIONs	1.5.30	Complete
BWX BWC_002	166.20.101.240	3000000202	Enabled	Body Worn	BWX-100	BWXs	1.7.123	Complete
BWX BWC_006	192.168.10.112	3000001391	Enabled	Body Worn	BWX-100	BWXs	1.7.130	Complete
FB2-01	166.20.101.237	0000026201	Enabled	Vehicle	FB2	FB2s	2.1.20	Complete

2. Using the search fields at the top of the page, enter/select the field values you want to search on. These fields are described in the corresponding table in **Appendix 5 - DVRs**. After you enter a search value, the system will automatically display those devices that match your search criteria.

### **NOTE:** About the Config Sync column

The **Config Sync** column displays the device's configuration synchronicity.

- **Pending.** The system is in the process of synchronizing the server's device configuration with the actual DVR unit's or 8-bay/6-bay dock's configuration. In other words, the server and the device are not yet synchronized.
- **Complete.** All previous changes to the server's device configuration have already been copied to the actual DVR unit or 8-bay/6-bay dock. The server and the device are fully synchronized.

# In-Car DVRs

This section describes how you can configure, and replace in-car DVRs.

## Configuring In-Car DVRs

This section describes how to configure in-car DVRs.

**NOTE: Server vs DVR**

DVR changes made from the server will always override any changes made from the DVR unit itself.

To start configuring an in-car DVR:

1. Go to **Administration > Manage DVRs**, and then locate the DVR you want to update. If you have a large number of DVRs to scan through, see **Searching for an Existing DVR or 8-Bay/6-Bay Dock on page 190**.
2. Right-click the DVR you want to update, then select **Edit** from the pop-up menu.
3. Perform one of the following tasks:

If...	Then...
<p>Fleet Management is disabled</p> <div data-bbox="154 1056 446 1371" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>NOTE: DEV users</b></p> <p>Users of the DEV application must use this workflow to start configuring in-car DVRs.</p> </div>	<p>The <b>Edit DVR</b> form is displayed. The fields on this form are described in the corresponding table in <b>Appendix 5 - DVRs</b>.</p> <div data-bbox="467 1014 912 1398" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> </div> <div data-bbox="1037 1253 1347 1377" style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>This field will only be visible if this is an Interview Room DVR.</p> </div> <ol style="list-style-type: none"> <li>1. Enter/select your changes in the appropriate fields.</li> <li>2. Click <b>Save</b>. A confirmation message is displayed.</li> </ol> <div data-bbox="472 1507 1510 1726" style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <p><b>NOTE: Additional configuration options</b></p> <p>As long as Fleet Management is disabled, all other DVR settings (audio/video settings, display options, triggers, etc.) must be configured from the DVR itself, as described in your DVR's User's Guide.</p> </div>

This table is continued on the next page.

If...	Then...
<p>Fleet Management is enabled</p>	<p>The <b>Edit DVR</b> form is displayed. This form may appear slightly different depending on whether the DVR is "discovered" or not.</p> <div data-bbox="472 327 1511 720" style="border: 1px solid black; padding: 10px;"> <p><b>NOTE: Discovered vs. Undiscovered DVRs.</b></p> <p>A discovered DVR is one that has been in communication with the server at least once.</p> <p>An undiscovered DVR is one that has not been in communication with the server yet (i.e., a DVR unit for which you just created or uploaded information).</p> <p>To determine if a DVR has been discovered yet, go to the <b>Administration &gt; Manage DVRs &gt; DVR COM</b>, and then look in the <b>Last COM Date</b> column.</p> <p>If a date and time are displayed, the DVR has been discovered.</p> <p>If the word <b>Never</b> is displayed, the DVR has not been discovered.</p> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="467 741 1218 1310" style="border: 1px solid #ccc; padding: 5px;"> </div> <div data-bbox="1339 863 1474 926" style="text-align: center;"> <p>Discovered DVR</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div data-bbox="467 1331 862 1633" style="border: 1px solid #ccc; padding: 5px;"> </div> <div data-bbox="1003 1409 1170 1472" style="text-align: center;"> <p>Undiscovered DVR</p> </div> </div> <p>• Proceed to one of the following sections for further instructions:</p> <ul style="list-style-type: none"> <li>• <b>Configuring an In-Car DVR Assigned to a DVR Group</b></li> </ul> <p>-OR-</p> <ul style="list-style-type: none"> <li>• <b>Configuring an In-Car DVR Not Assigned to a DVR Group.</b></li> </ul>



## Configuring an In-Car DVR Assigned to a DVR Group

This section describes how to configure a Flashback2, Flashback3, FlashbackHD, FOCUS H1, or FOCUS H2 DVR that is currently assigned to a DVR group when the Fleet Management feature is enabled. To perform this procedure, the DVR must be discovered. To make global changes to a group of Flashback2, Flashback3/HD, FOCUS H, or FOCUS H2 DVRs, see **Configuring an In-Car DVR Group on page 219** instead.

### **i** NOTE: DEV users

The workflow described in this section does not apply to users of the DEV application.

To configure an in-car DVR:

1. Follow steps **1 - 2** of the **Configuring In-Car DVRs** procedure. The **Edit DVR** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

**Edit DVR**

**DVR**

DVR Name: FB3\_043    Version: 3.2.10

DVR Officer Name: D Jones    Assigned Firmware: 3.2.10

Download Priority: Medium    Status: Enabled

DVR Type: Vehicle    Recategorize Video: No

Group Name: FB3s

Ethernet DHCP:

Ethernet IP:

Ethernet Mask: 0.0.0.0

Ethernet Gateway IP:

Wireless IP:

Save    Cancel

Sample Flashback information

### **i** NOTE: Grayed out Ethernet fields

If the **Group Managed Ethernet** checkbox is selected on the displayed **Edit DVR** form, then the three **Ethernet** fields will be grayed out here. To edit these fields at the group level, see **Configuring IP Settings on page 219**.

**Edit DVR**

**DVR**

DVR Name: Tuco    Version: 2.2.1.98

Status: Enabled    Assigned Firmware: 2.2.1.98

Download Priority: Medium    DVR Type: Vehicle

Group Name: H1 group    Recategorize Video: No

Ethernet DHCP:

Ethernet IP: 166.20.101.151

Ethernet Mask: 255.255.255.0

Ethernet Gateway IP: 166.20.101.1

Wireless IP: 0.0.0.0

Save    Cancel

Sample FOCUS H1/H2 information

2. Enter/select your changes, and then click **Save**. A confirmation message is displayed.

**NOTE: Group level changes**

Some changes can only be made at the group level. To change a DVR setting that does not appear on the **Edit DVR** form, see **Configuring an In-Car DVR Group on page 219**.

### Configuring an In-Car DVR Not Assigned to a DVR Group

**NOTE: DEV users**

The workflows described in this section do not apply to users of the DEV application.

This section describes how to configure a discovered Flashback2, Flashback3, FlashbackHD, FOCUS H1, or FOCUS H2 DVR that is NOT currently assigned to a DVR group when the Fleet Management feature is enabled. To make global changes to a group of Flashback2, Flashback3/HD, FOCUS H1, or FOCUS H2 DVRs, see **Configuring an In-Car DVR Group on page 219** instead.

**NOTE: Configuration settings**

For detailed descriptions of available configuration settings, refer to the corresponding tables in **Appendix 5 - DVRs**.

### Configuring General DVR Settings

1. Search for and display the in-car DVR you want to change. The **Edit DVR** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

Sample Flashback information

Sample FOCUS H1/H2 information

2. Make sure the DVR tab is selected, and then enter or select your changes.
3. To change additional DVR settings, click the **DVR Settings** tab, and then enter or select your changes.

Sample Flashback information

Sample FOCUS H1/H2 information

4. Click **Save**. A confirmation message is displayed at the top of the page.

## Configuring IP Settings

Interview Room DVRs typically utilize an Ethernet connection, whereas in-car DVRs typically utilize a wireless connection. However, in-car units are still Ethernet-enabled to support Vehicle Viewer or Vehicle Viewer Live, which requires the use of the Ethernet port on the in-car DVR. An Ethernet connection is also required if you have the UMD Editor installed on your mobile data computer. To perform this procedure, the DVR must be discovered.

- To change the remote broadcast IP address, remote unicast IP address, and/or gateway type for an in-car DVR, configure **general IP settings**. (Flashback DVRs only)
- To configure an in-car DVR for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, configure **Ethernet settings**.
- To configure an in-car DVR that does not interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, configure **wireless settings**.

To configure IP settings:

1. Search for and display the in-car DVR you want to change, and then click **IP Setup** on the displayed **Edit DVR** form.

2. **Flashback DVRs only.** To configure the general IP settings, perform the following steps:
  - a. Click the **General** tab if it's not already displayed.
  - b. To change the remote broadcast IP address(es), enter the new IP address(es) in the **Remote Broadcast IP(s)** field, separating multiple addresses with a space.
  - c. To change the remote unicast IP address(es), enter the new IP address(es) in the **Remote Unicast IP(s)** field, separating multiple addresses with a space.
  - d. To change the gateway type, select a new value from the **Gateway Type** drop-down list.

### **i** NOTE: About general IP settings

- **Remote broadcast IP address(es).**\* An IP address range across which the Flashback DVR announces its identity so the server can locate them. System default is 255.255.255.255.
- **Remote unicast IP address(es).**\* A list of unique IP address(es) to which the Flashback DVR announces its identity so that the server can locate them.
- **Gateway type.** The type of connection used to link this Flashback DVR to the server: wireless (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or Ethernet (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

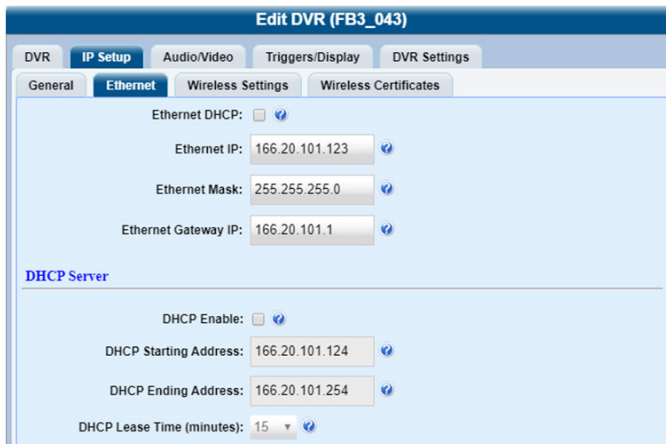
\* Based on your department's network setup and security requirements, you would enter either remote broadcast IP address(es) (typical), or remote unicast IP address(es).

3. To configure the Ethernet settings, click the **Ethernet** tab. The **Ethernet** form is displayed.

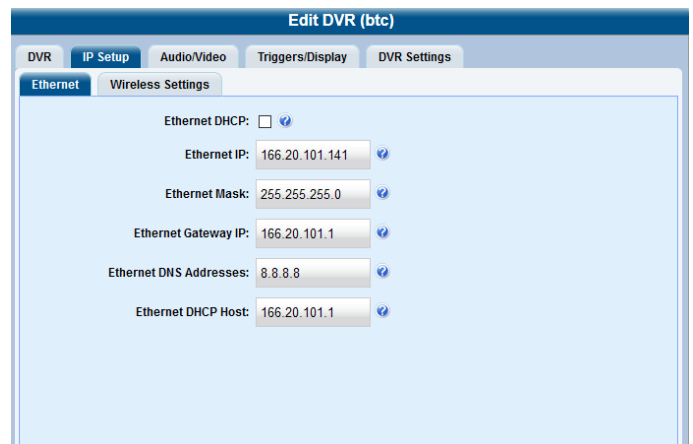
### **⚠** WARNING: Configuring Ethernet settings

Do not attempt the following step without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could cause wireless transmission to fail.

Sample Flashback information



Sample FOCUS H1/H2 information



4. Perform one of the following tasks:

To...	Do this...						
<p>Configure a Flashback or FOCUS H1/H2 DVR for use with Interview Room</p> <p><b>NOTE:</b> This configuration is typically used in conjunction with the UDP Broadcast discovery method.</p> <div style="border: 1px solid blue; background-color: #0056b3; color: white; padding: 5px; margin: 10px 0;"> <p><b>NOTE: DEA Precinct users</b></p> </div> <p>This workflow does not apply to users of the DEA Precinct application.</p>	<ol style="list-style-type: none"> <li>Perform one of the following tasks: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>This DVR will be installed on a DHCP network</td> <td> <ol style="list-style-type: none"> <li>Check the <b>Ethernet DHCP</b> checkbox at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>Proceed as follows: <ul style="list-style-type: none"> <li><b>For Flashback</b>, skip to step <b>6 on page 197</b> to save the changes and exit the configuration procedure, or continue to step <b>5 on page 197 to configure wireless settings</b>.</li> <li><b>For FOCUS H1/H2</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol> </td> </tr> <tr> <td>This DVR will be installed on a non-DHCP network</td> <td> <ul style="list-style-type: none"> <li>Make sure the <b>Ethernet DHCP</b> checkbox is deselected, then proceed to the next step.</li> </ul> </td> </tr> </tbody> </table> </li> <li>Go to the <b>Ethernet IP</b> field and enter the Ethernet IP address that this DVR will use on your network.</li> <li>Go to the <b>Ethernet Mask</b> field and enter the Ethernet Mask IP address that this DVR will use on your network.</li> <li>Go to the <b>Ethernet Gateway IP</b> field and enter the Ethernet gateway IP address that this DVR will use on your network.</li> <li><b>FOCUS H1/H2 only.</b> Go to the <b>Ethernet DNS Addresses</b> field and enter the DNS IP address that this DVR will use on your network.</li> <li><b>FOCUS H1/H2 only.</b> Go to the <b>Ethernet DHCP Host</b> field and enter the DHCP Host IP address that this DVR will use on your network.</li> </ol>	If...	Then...	This DVR will be installed on a DHCP network	<ol style="list-style-type: none"> <li>Check the <b>Ethernet DHCP</b> checkbox at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>Proceed as follows: <ul style="list-style-type: none"> <li><b>For Flashback</b>, skip to step <b>6 on page 197</b> to save the changes and exit the configuration procedure, or continue to step <b>5 on page 197 to configure wireless settings</b>.</li> <li><b>For FOCUS H1/H2</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol>	This DVR will be installed on a non-DHCP network	<ul style="list-style-type: none"> <li>Make sure the <b>Ethernet DHCP</b> checkbox is deselected, then proceed to the next step.</li> </ul>
If...	Then...						
This DVR will be installed on a DHCP network	<ol style="list-style-type: none"> <li>Check the <b>Ethernet DHCP</b> checkbox at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>Proceed as follows: <ul style="list-style-type: none"> <li><b>For Flashback</b>, skip to step <b>6 on page 197</b> to save the changes and exit the configuration procedure, or continue to step <b>5 on page 197 to configure wireless settings</b>.</li> <li><b>For FOCUS H1/H2</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol>						
This DVR will be installed on a non-DHCP network	<ul style="list-style-type: none"> <li>Make sure the <b>Ethernet DHCP</b> checkbox is deselected, then proceed to the next step.</li> </ul>						

This table is continued on the next page.

To...	Do this...
<p>Configure a Flashback DVR for use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>NOTE: Flashback only</b></p> <p>This workflow is applicable to Flashback DVRs only.</p> </div>	<ol style="list-style-type: none"> <li>1. Select the <b>DHCP Enable</b> checkbox.</li> <li>2. Go to the <b>DHCP Starting Address</b> field and enter the first IP address that can be assigned to a DVR by the DVR DHCP server.</li> <li>3. Go to the <b>DHCP Ending Address</b> field and enter the last IP address that can be assigned to a DVR by the DVR DHCP server.</li> </ol> <p><b>NOTE:</b> The IP range you specify in steps <b>2</b> and <b>3</b> must be outside the range of any existing DHCP servers.</p> <ol style="list-style-type: none"> <li>4. Go to the <b>DHCP Lease Time (minutes)</b> drop-down list and select a lease time for the IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives your DVR before it puts that address back onto the unused (i.e., available) list.</li> </ol>

5. To configure wireless settings, click the **Wireless Settings** tab, and then enter/select your changes. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

Sample Flashback information

Sample FOCUS H1/H2 information

**WARNING: Configuring wireless settings**

In order for the automatic transmission process to work properly, the wireless settings must match those on the Wireless Access Points. Do not change any of these settings unless instructed to do so by your agency's Network Administrator or a Mobile-Vision Technical Support Engineer.

6. Click **Save**. A confirmation message is displayed.

**Configuring Audio, Video, Trigger, and Display settings**

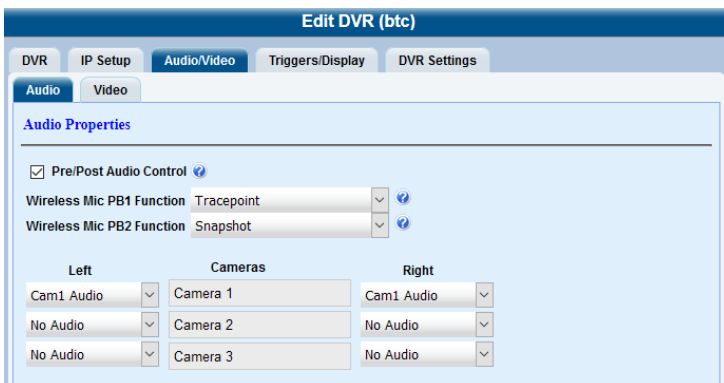
1. Search for and display the in-car DVR you want to change. The **Edit DVR** form is displayed. This form will appear slightly different for Flashback2s vs. Flashback3/HDs. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

- To configure the audio settings, click the **Audio/Video** tab, then enter/select your changes on the displayed **Audio** form.



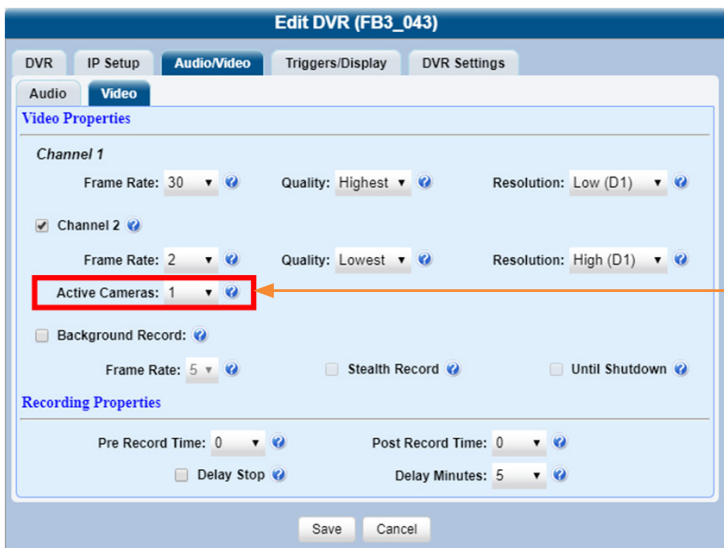
Sample Flashback information

Flashback2s only



Sample FOCUS H1/H2 information

- To configure the video settings, click the **Video** tab, and then enter/select your changes on the displayed **Video** form.



Sample Flashback information

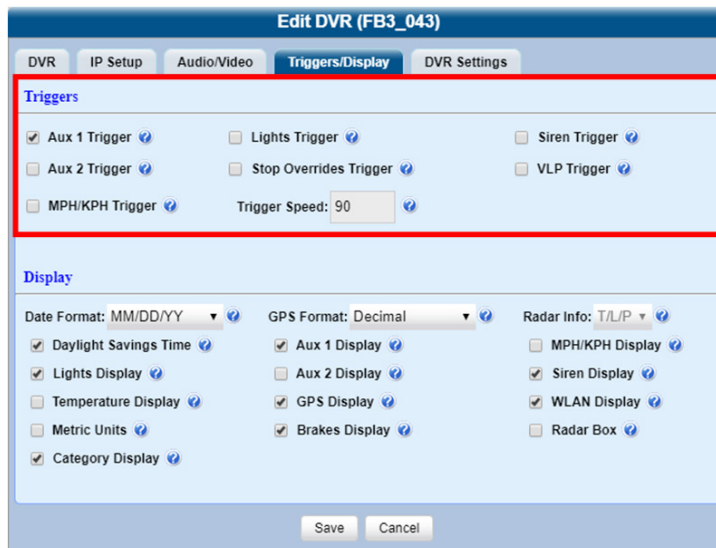
Flashback3s & FlashbackHDs only

This workflow continues on the next page.

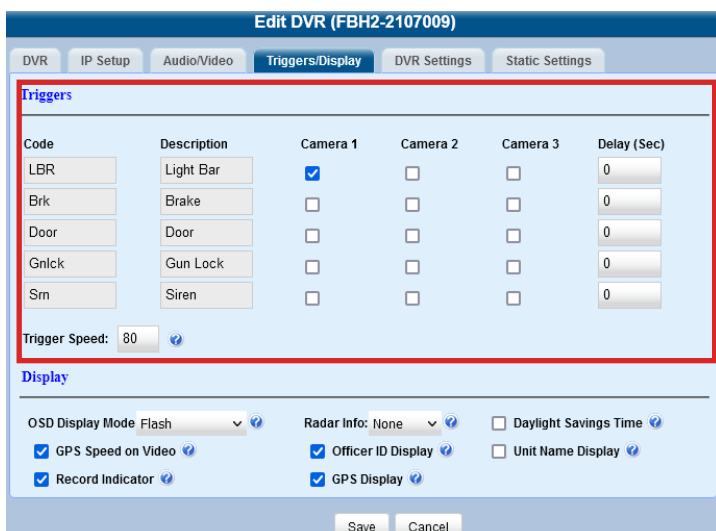


Sample FOCUS H1/H2 information

- To configure triggers, click the **Triggers/Display** tab, and then enter/select your changes in the **Triggers** section of the displayed form. A trigger is the event that causes a DVR to automatically start recording.



Sample Flashback information



Sample FOCUS H1/H2 information

- To configure the display options, enter/select your changes in the **Display** section of the **Triggers/Display** form as follows:

Sample Flashback information

**NOTE: About display options**  
 Display options are the status indicators that will be displayed on the following:

- The DVR's monitor during a recording
- The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- The default video player while you are viewing a video off the server or off an export disc.

Code	Description	Camera 1	Camera 2	Camera 3	Delay (Sec)
LBR	Light Bar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Brk	Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Door	Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Gnlock	Gun Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Srn	Siren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

Sample FOCUS H1/H2 information

- To change the format for your date display, select a new value from the **Date Format** drop-down list.
  - To change the format for your GPS display (permissions required), select a new value from the **GPS Format** drop-down list.
  - To change the type of radar reading (target, lock, and/or patrol) that will be displayed during a video, select a new value from the **Radar Info** drop-down list.
  - Using the checkboxes provided, select those items you want to be displayed on the DVR's monitor, default video player screen, and Vehicle Viewer/Vehicle Viewer Live screen.
- Click **Save**. A confirmation message is displayed.



## Replacing In-Car DVRs

Occasionally, you may need to replace an in-car DVR that is lost, stolen, or damaged beyond repair. If you have an older model Flashback, you may also want to upgrade to a newer model, such as the FlashbackHD. This section describes how to perform a replacement procedure that will allow the new DVR unit to assume the name and video assignments of the old DVR unit.

**NOTE: Serial numbers**

In order to perform this procedure, you must know the serial numbers of both the old and the new DVRs.

To replace an in-car DVR:

1. If the new unit is being installed in a vehicle, make sure that the vehicle is within 300 feet of your agency's access point. This will enable the server to discover the DVR on the network.
2. If Fleet Management is enabled, install the new in-car DVR in the appropriate vehicle or interview room. Otherwise, proceed to the next step.  
-OR-  
If Fleet Management is disabled, disconnect the old DVR.
3. Log in to your DES application as an administrator.
4. Go to **Administration > Manage DVRs**, and then enter the serial number for the old DVR unit in the **DVR ID** field. The old DVR information is displayed.
5. Click the old DVR to highlight it, and then perform one of the following tasks:

If...	Then...
<p>Fleet Management is enabled</p> <div data-bbox="154 1108 808 1297" style="border: 1px solid #0070C0; padding: 5px;"> <p><b>NOTE: DEV users</b></p> <p>This workflow does not apply to users of the DEV application.</p> </div>	<ol style="list-style-type: none"> <li>1. Go to the <b>Action</b> menu and click <b>Replace</b>. The <b>Replace DVR</b> pop-up is displayed.                     <div data-bbox="894 1140 1230 1276" style="border: 1px solid #0070C0; padding: 5px; margin: 5px 0;"> </div> </li> <li>2. Select the name of the new DVR from the <b>Replacement DVR</b> drop-down list. To identify the correct DVR, look for the DVR's Product Code (<b>FB2</b>, <b>FB3</b>, <b>FBHD</b>, <b>FBH1</b>, or <b>FBH2</b>) followed by its 10-digit serial number.</li> <li>3. Click <b>Save</b>.</li> </ol>
<p>Fleet Management is disabled</p> <div data-bbox="154 1560 808 1843" style="border: 1px solid #0070C0; padding: 5px;"> <p><b>NOTE: Permissions for this procedure</b></p> <p>By default, this feature is not accessible to any users. In order to perform this function, you first need to add the <b>Can Reset DVR</b> permission to your user profile as described in <b>Assigning Permissions to a User on page 258</b>.</p> </div>	<ol style="list-style-type: none"> <li>1. Go to the <b>Action</b> menu and click <b>Reset</b>. A verification message is displayed.                     <div data-bbox="894 1591 1117 1686" style="border: 1px solid #0070C0; padding: 5px; margin: 5px 0;"> </div> </li> <li>2. Click <b>Yes</b>. A confirmation message is displayed.</li> <li>3. Wait ten minutes, then return to the vehicle or interview room and connect the new DVR.</li> </ol>

## Generating a Flashback DVR Login Key for an Officer

### **NOTE:** Flashbacks only

This procedure is only applicable for Flashback in-car DVRs.

When more than one officer uses the same patrol car, you can use the DVR Login Key to identify each officer to the Flashback DVR at the beginning of each shift so that their videos will be linked to them.

DVR Login Key is a file containing an officer's user information that is copied from your DES application to a USB flash drive. The officer inserts the flash drive in the Flashback's USB port and logs in at the beginning of each shift.

Officers can generate this file themselves, as described in **Chapter 1** of the **DES Officer's Guide**, or you can create it for them, as described in this section.

You typically need to perform this procedure only once at system start-up.

To generate a DVR login key:

1. Insert the officer's USB Login Key in one of your PC's USB ports.
2. Go to **Administration > Manage Users**. The **User Search Results** page is displayed.

**USER SEARCH RESULTS**

Logged in user: mvadmin  
Last login: 09/02/2020 18:52:49  
Logout

**Users**

Page 1 of 3 (22 total records)

Display Name	User Login	User Role	Status
Officer Frank	lfrank	Officer	Enabled
Officer Gaines	mgaines	Officer	Enabled
Officer Johnson	hjohnson	Officer	Enabled
Officer Jones	djones	Officer	Enabled
Officer McDonnell	mmcdonnell	Officer	Enabled
Officer Ostrum	eostrum	Officer	Enabled
Officer Perla	gperla	Officer	Enabled
Officer Shimer	wshimer	Officer	Enabled
Officer Williams	cwilliams	Officer	Enabled
Officer Zalewski	doc-lesliez	Officer	Enabled

**ACTION**

- NEW USER
- EDIT
- DELETE
- GENERATE KEY

3. Locate the user for whom you want to generate a DVR login key.
4. Click the user row to highlight it, then go to the **Action** menu and click **Generate Key**. The system downloads the *userid.dat* file to your PC's **Downloads** folder.
5. Navigate to the **Downloads** folder, click the *userid.dat* file, and then press **Ctrl + C** to copy it to the clipboard.
6. Navigate to the USB drive, and then press **Ctrl + V** to insert the *userid.dat* file.
7. Remove the USB key from your PC and give it to the appropriate officer. They can then use it to log in to any Flashback DVR. For more information, see the relevant section in your Flashback's user documentation.

# Body-Worn DVRs

Body-worn DVRs are portable digital video recorders that can be used to capture high definition video with audio. After recording video, you upload it to your DES application by placing the DVR in a docking station connected to your server. There are three kinds of body-worn DVRs used by Mobile-Vision customers: BodyVISION, BWX-100, and FOCUS X2.

## About the Mobile Devices Page

You can view and configure body-worn DVRs from the **Mobile Devices** page.

**Mobile Devices** page lists the following information:

- Body-worn DVRs that are currently connected to the server
- Body-worn DVRs that have been in communication with the server at least once.

To access the page, go to **Administration**, and then click **Mobile Devices**.

The screenshot shows the 'MOBILE DEVICES' page. At the top right, it indicates 'Logged in user: mvadmin' and 'Last login: 09/20/2020 10:32:34'. Below the header is a navigation menu with 'HOME MENU' selected, and sub-menus for 'Mobile Devices' and 'Mobile Inventory'. The main content area is titled 'Mobile Devices' and shows a table with 4 records. The table columns are: Assign, Identify, Display Name, Serial #, Battery Level (%), Free Space (%), Status, Revision, and DVR Officer Name. The records are:

Assign	Identify	Display Name	Serial #	Battery Level (%)	Free Space (%)	Status	Revision	DVR Officer Name
Assign		BWX-319	3000000319			Idle	1.7.98	No Name
Assign		FBBW1.2041610086	2041610086			Idle	1.5.28	No Name
		BWC0220	2081610070			Idle	1.2.8	Officer McKinnis
		BWC0204	2081610466			Idle	1.2.8	Sergeant Zalewski

- The **Mobile Devices** tab displays all body-worn DVRs that are currently connected to the server via a docking station. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list. The columns on the **Mobile Devices** tab are described in the corresponding table in **Appendix 5 - DVRs**.
- The **Mobile Inventory** tab displays all discovered body-worn DVRs, including those that are not currently connected to the server. These are all the body-worn DVRs that have been in communication with the server at least once. If necessary, use the navigation arrows and/or search fields at the top of the form to scan the full list. The columns on the **Mobile Inventory** tab are described in the corresponding table in **Appendix 5 - DVRs**.

The screenshot shows the 'MOBILE DEVICES' page with the 'Mobile Inventory' tab selected. At the top right, it indicates 'Logged in user: mvadmin' and 'Last login: 10/07/2020 10:32'. The main content area is titled 'Mobile Inventory' and shows a table with 9 records. The table columns are: Display Name, Serial #, Revision, DVR Officer Name, Last Comm Date, and In/Out. The records are:

Display Name	Serial #	Revision	DVR Officer Name	Last Comm Date	In/Out
BVXV-214	2011710614	---	No Name	04/22/2019	Out
BWC0204	2081610466	---	No Name	04/22/2019	In
BWC0208	2081610515	---	No Name	03/06/2019	Out
BWC0220	2081610070	---	No Name	04/22/2019	In
bwx251	3000000307	---	No Name	03/19/2018	Out
BWX-319	3000000319	1.5.29	No Name	04/22/2019	In
FBBW1.2041610086	2041610086	1.5.28	No Name	04/22/2019	In
FBBW2.3000000117	3000000117	---	No Name	04/22/2019	Out
Malland BV Unit	1214100011	---	No Name	01/16/2017	Out

## Configuring Body-Worn DVRs

This section describes how to configure new body-worn DVRs. The configuration procedures slightly differ depending on whether the Fleet Management feature is enabled.

### **i** NOTE: Is Fleet Management on?

If you're not sure whether your agency is using Fleet Management, go to **Administration > System Setup > System > Download Options** and examine the **Enable Fleet Management for DVRs** checkbox. Follow a procedure that is appropriate for your Agency's setting.

### **i** NOTE: Before configuring DVRs

If you are starting out with new body-worn DVRs, perform the following steps first:

- Select the appropriate body-worn download options. Perform this step after you've purchased your first body-worn DVRs but before you begin using them. For instructions, see **Changing Discovery Methods and Download Options on page 185**. You only need to perform this task once.
- Make sure the new DVRs have been "discovered" by the system. To have the system discover DVRs, place each of your body-worn DVRs in one of the docking stations so that the DVR can charge and get discovered on the network. **NOTE:** If you haven't set up a docking station yet, please review the relevant section in your body-worn DVR's user documentation.

## Configuring a Body-Worn DVR when Fleet Management is Enabled

### **i** NOTE: DEV users

This workflow does not apply to users of the DEV application. Use the **Configuring a Body-Worn DVR when Fleet Management is Disabled** procedure instead.

To start configuring a body-worn DVR when Fleet Management is on:

1. Go to **Administration > Manage DVRs**, and then locate the DVR you want to view. If you have a large number of DVRs to scroll through, use the search fields and navigation arrows to find the desired DVR. Alternatively, you can:
  - Enter **BWX-100** in the **Product Code** field to display BWX-100 DVRs only.
  - Enter **FBBW1** in the **Product Code** field to display BodyVISION XV DVRs only.
  - Enter **FBX2** in the **Product Code** field to display FOCUS X2 DVRs only.
2. Right-click the DVR you want to view, then select **Edit** from the pop-up menu. The body-worn DVR's **Edit DVR** form is displayed as pictured on the next page. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

### BWX-100 form

### BodyVISION form

### FOCUS X2 form

3. Proceed to the procedures that follow to configure the DVR.

#### **NOTE: BodyVISION form**

If you are configuring a BodyVISION DVR, the **Edit Device** form will not have dedicated tabs for different configuration options. All configuration options will be available on a single untabbed form.

## Configuring General DVR Settings

To configure general DVR settings, perform the following steps:

1. **BWX-100 and FOCUS X2 only.** Click the **DVR** tab.
2. **X2 only.** Enter the name of the police department this DVR is assigned to.
3. **All DVRs.**
  - a. Enter a new value in the **DVR Name** field to change the DVR's system-assigned name.
  - b. Optionally, you can immediately assign this DVR to an officer by selecting the officer's name from the **DVR Officer Name** drop-down list. For alternative instructions, see **Assigning Body-Worn DVRs to Officers on page 212**.
  - c. Select a value from the **Group Name** drop-down list to assign this DVR to a predefined DVR group.

- d. Select the **Enable WIFI Mode** checkbox to allow this DVR to connect to a Wi-Fi network.
- e. Enter a password in the **Wifi Router Password** field.
- f. Select **Enabled** from the **Status** drop-down list to allow the system to upload videos from this DVR.
- g. Review the value in the **Version** field to check which firmware version is currently installed on this DVR.
- h. Select the desired version from the **Assigned Firmware** drop-down list to assign the firmware that will be automatically deployed to this DVR.
- i. Select a desired value from the **Time Zone** drop-down list to set a time zone in which this DVR will be recording.  
**NOTE:** This settings is not applicable to FOCUS X2.

4. **BWX-100 and BodyVISION only.**

- a. If your agency is not using the Officer Dispatch feature, deselect the **Allow Officer Assignment** checkbox. If you do so, you can immediately assign this DVR to an officer by selecting the officer's name from the **DVR Officer Name** drop-down list. For alternative instructions, see **Assigning Body-Worn DVRs to Officers on page 212**.
- b. Review the value in the DVR ID field to check the system ID number of this DVR.
- c. Deselect the **Mute Enabled** checkbox to prevent officers from muting audio while the recording is in progress.
- d. Depending on how your agency plans to use the **Snap/Trace** button, select the desired setting from the **Snapshot/Tracepoint** drop-down list according to the following table:

To...	Do this...
Capture a snapshot still image and insert a tracepoint placemaker in recordings	• Select <b>Both</b> . (default)
Capture a snapshot still image only	• Select <b>Snapshot</b> .
Insert a tracepoint placemaker only	• Select <b>Tracepoint</b> .
Disable the DVR's <b>Snap/Trace</b> button	• Select <b>Off</b> .

5. Click **Save**.

### Configuring Video Settings

1. **BWX-100 and FOCUS X2 only.** Click the **Video** tab. The video settings are displayed.

**NOTE: BodyVISION form**

Use the universal **Edit Device** form displayed for BodyVISION DVRs to configure their available video settings.

#### BWX-100 form

The screenshot shows the 'Edit DVR (BWX BWC\_007)' form with the 'Video' tab selected. Under 'Video Properties', 'Pre-Event Recording' is set to 90 and 'Resolution' is 720x480 Cropped. Under 'Recording Properties', 'GPS Run Time' is 0, 'GPS Tracking' is unchecked, 'Audio/Video Mode' is 1, 'Recording Alert Time (minutes)' is 1, 'Bluetooth Transmission' is Enabled, and 'Bluetooth ID' is 4660. There is a 'Record LED' checkbox which is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

#### FOCUS X2 form

The screenshot shows the 'Edit DVR (X2-0022030067)' form with the 'Video' tab selected. Under 'Video Properties', 'Pre-Event Audio' is unchecked, 'Pre-Event Recording' is 0, 'Resolution' is 720p, 'Quality' is Normal, 'GPS Log Frequency' is 0, 'Default Event' is Arrest, 'VideoCodec' is H.264, 'GPS' is unchecked, and 'G-Sensor' is unchecked. Under 'Recording Properties', 'Clip On IR' is unchecked, 'Enable Clip Cam Front LED' is unchecked, 'Enable Clip Cam Top LED' is unchecked, 'Enable X2 Front LED' is unchecked, and 'Enable X2 Top LED' is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

2. Select a numeric value from the **Pre-Event Recording** drop-down list to capture X number of seconds of prerecord activity (i.e., the activity that occurs just before a recording is initiated).
3. Select the desired video resolution from the **Resolution** drop-down list.

**NOTE: About video resolution**

Video resolution is always a tradeoff between quality and storage capacity/battery runtime. When you select a resolution, keep the following guidelines in mind:

- Higher resolution recordings have the advantage of a better picture quality, but the disadvantage of an increased storage space requirement.
- Cropped views have the advantage of increased battery runtime, but the disadvantage of a decreased field of view.

Generally, it's best to select the highest quality picture possible while still maintaining enough storage space and battery runtime to meet your agency's needs. Review the following table before making your selection:

BWX-100 and BodyVISION resolution	Description
720 x 480 cropped (480p cropped)	Standard definition video with a reduced field of view.
1280 x 720 cropped (720p cropped)	High definition video with a reduced field of view.
1280 x 720 (720p)	High definition video with a full field of view.
1920 x 1080 (1080p)	Full high definition video with a full field of view. (default) This is the highest and the most resource-intensive resolution available.

FOCUS X2 resolution	Description
WVGA	Standard definition video.
HD-720p	Standard high definition video with a full field of view..
HD-1080p	Full high definition video with a full field of view.
FHD-720p	Full high definition video with a full field of view
FHD-1080p	Full high definition video with a full field of view.
QHD - 2560x1440	Quad high definition video with a 16x9 aspect ratio. This is the highest resolution available for X2 video and the most resource intensive.

4. **BWX-100 and BodyVISION only.** Enter a number between 1 and 30 in the **Recording Alert Time (minutes)** field to configure a reminder vibration setting. The DVR will vibrate once every X minutes to remind the officer about the recording still in progress.
5. **BWX-100 only.** Make the following selections in the **Recording Properties** section:
  - a. Select the **GPS** checkbox to enable this DVR's GPS tracker.
  - b. Select the desired setting from the **Audio/Video Mode** drop-down list as follows:

To record...	Do this...
Both audio and video	• Select <b>0.</b> (default)
Video only	• Select <b>1.</b>
Audio only	• Select <b>2.</b>

- c. To configure Bluetooth communication settings, perform the following steps:
  - Select **Enabled** from the **Bluetooth Transmission** drop-down list to enable Bluetooth transmission.

**NOTE: About the Bluetooth transmission option**

BWX-100s can only communicate with other BWX-100 DVRs or Flashback DVRs paired with a TB-100 Bluetooth transmitter.

- Enter a code in the **Bluetooth ID** field to assign it to this DVR as follows:

To enable this DVR to communicate...	Do this...
Only with DVRs that share the same Bluetooth ID	<ul style="list-style-type: none"> <li>• Enter that code in the <b>Bluetooth ID</b> field. (It must be an numeric code 1 – 8 characters long, composed of numbers from <b>0</b> to <b>9</b>.)</li> </ul> <p><b>NOTE:</b> Be sure to assign the same Bluetooth ID to all the BWX-100s in the same sending/receiving group.</p>
With any in-range in-car DVR whose TB-100 default settings are unchanged (even those from other agencies)	<ul style="list-style-type: none"> <li>• Enter <b>0</b>.</li> </ul>

- d. Select the **Record LED** checkbox to keep the red LED on the front of the DVR illuminated whenever a recording is in progress.

**6. FOCUS X2 only.**

- Make the following selections in the **Video Properties** section:
  - i. Select the **Pre-Event Audio** checkbox to capture audio activity that occurred just before a recording was initiated.
  - ii. Select the video quality from the **Quality** drop-down list.
  - iii. Select the frequency (in seconds) with which this DVR's location coordinates will be logged, from the **GPS Log Frequency** drop-down list.
  - iv. Select the type of default event that will be attached to each recording.
  - v. Review the value in the **VideoCodec** field to check which video codec is used to compress the video recorded by this DVR.
  - vi. Select the **GPS** checkbox to enable this DVR's GPS tracker.
  - vii. Select the **G-Sensor** checkbox to enable the sensor that triggers a recording in the event of impact or sudden movement.
  - viii. Select the **Bluetooth** checkbox to enable this DVR's Bluetooth connectivity.

- Make the following selections in the **Recording Properties** section:
  - i. Select the **Clip On IR** checkbox to enable the infrared LED on the clip-on USB camera. The LED will automatically illuminate depending on ambient light conditions.
  - ii. Select the **Enable Clip Cam Front LED** checkbox to keep the LED on the front of your FOCUS ClipCam illuminated whenever a recording is in progress.
  - iii. Select the **Enable X2 Front LED** checkbox to keep the LED on the front of this DVR illuminated whenever a recording is in progress..
  - iv. Select the **Enable Clip Cam Top LED** checkbox to keep the LED on the top of your FOCUS ClipCam illuminated whenever a recording is in progress.

**NOTE: About FOCUS ClipCam**

FOCUS ClipCam is a small, light-weight clip-on camera that connects to the X2 DVR and can be used to start or stop the X2 recordings.



- v. Select the **Enable X2 Top LED** checkbox to keep the LED on the top of this DVR illuminated whenever a recording is in progress.

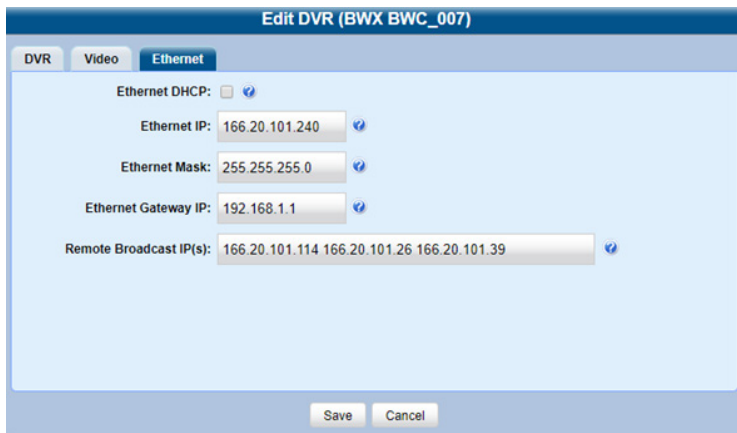
7. Click **Save**.

### Configuring Ethernet settings

**NOTE: BodyVISION and BWX-100 DVRs only**

This section applies to configuring BodyVISION and BWX-100 DVRs only.

1. **BWX-100 only.** Click the **Ethernet** tab. The Ethernet settings are displayed.



**NOTE: BodyVISION form**

Use the universal **Edit DVR** form displayed for BodyVISION DVRs to configure their available Ethernet settings.

**NOTE: About the Ethernet settings**

The Ethernet settings should be changed only when the Mobile-Vision support team is assisting you.

2. Perform one of the following tasks:

If your agency...	Then...
Is running your DES product on a DHCP network (default)	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>
Is NOT running your DES product on a DHCP network	<ol style="list-style-type: none"> <li>1. Deselect the <b>Ethernet DHCP</b> checkbox.</li> <li>2. Enter the appropriate IP addresses in the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> </ol>

3. If your agency's Uplink Station is connected to a network other than your DES server (such as a router between the Uplink Station and the Mobile-Vision server), enter your Mobile-Vision server IP address(es) in the **Remote Broadcast IP(s)** field. If there is more than one address, separate each address with a space.

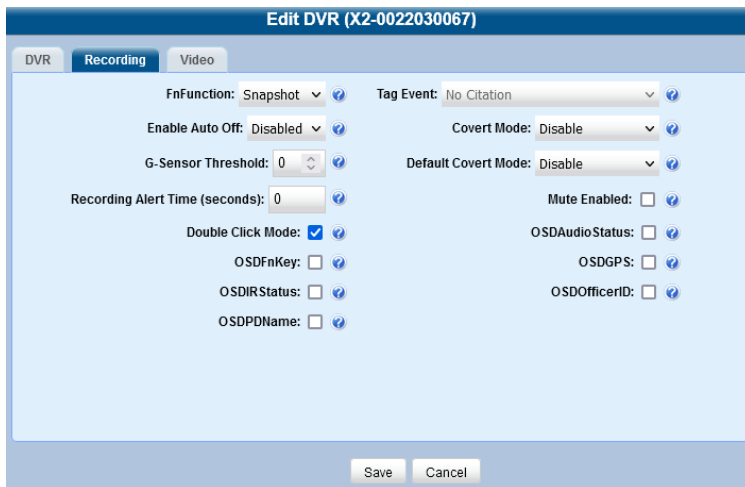
4. Click **Save**.

### Configuring Recording settings

**NOTE: FOCUS X2 only**

This section applies to configuring FOCUS X2 DVRs only.

1. Click the **Recording** tab. The recording settings are displayed.



2. Select the desired option from the **FnFunction** drop-down list to assign a function to the **Fn** button on this DVR.
3. Select the desired option from the **Tag Event** drop-down menu to select an event that will be attached to the recording when the **Fn** button is pressed (if the **Fn** button function is set to **Tag**).
4. Select **Enabled** from the **Enable Auto Off** drop-down list to force the docked DVR to automatically shut off once it is fully charged.
5. Select the desired option from the **Covert Mode** drop-down list to either disable covert mode or configure this DVR's recording reminder when covert mode is enabled.
6. Select the desired option from the **G-Sensor Threshold** drop-down list to set the impact level for G-Sensor to trigger recording. The higher the number, the greater the G-Force that is required.
7. Select the **Default Covert Mode** checkbox to have this DVR enter covert mode by default every time it is powered up.
8. Enter a number between 1 and 300 in the **Recording Alert Time (seconds)** field to configure a reminder vibration setting. The DVR will vibrate once every X seconds to remind the officer about the recording still in progress.
9. Deselect the **Mute Enabled** checkbox to prevent officers from muting audio while the recording is in progress.
10. Select or deselect the **Double Click Mode** checkbox to configure the number of times the record button has to be pressed for this DVR to start recording. When the checkbox is selected, the officer has to press the record button twice within 1 second to initiate recording. Otherwise, the record button has to be pressed once to initiate recording.
11. Configure the OSD (on-screen display) settings as follows:
  - a. Select the **OSDAudio Status** checkbox to enable an on-screen audio status indicator that shows whether the audio on the current recording is muted.
  - b. Select the **OSDFnKey** checkbox to enable an on-screen indicator that shows the function currently assigned to the **Fn** button on this DVR.
  - c. Select the **OSDGPS** checkbox to enable an on-screen GPS data indicator.
  - d. Select the **OSDIRStatus** checkbox to enable an on-screen indicator that shows the current status of the infrared LED.
  - e. Select the **OSDOfficerID** checkbox to enable the on-screen officer ID indicator.
  - f. Select the **OSDPDName** checkbox to enable the on-screen police department name indicator.

## Configuring a Body-Worn DVR when Fleet Management is Disabled

To configure a body-worn DVR when Fleet Management is disabled:

1. Go to **Administration > Mobile Devices**. The **Mobile Devices** page is displayed.

- If the body-worn DVR of interest is not already displayed on-screen, search for it using navigation arrows and search criteria, then click the desired DVR to highlight it.
- Go to the **Action** menu and click **Edit Configuration**. The **Edit Device** pop-up is displayed as pictured on the next page. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

**BWX-100 form**

**BodyVISION form**

**FOCUS X2 form**

- Follow the applicable steps described in the **Configuring a Body-Worn DVR when Fleet Management is Enabled** procedure.
- Click **Save**.

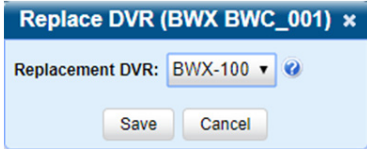
## Replacing Body-Worn DVRs

This section describes how to replace an existing body-worn DVR with a new DVR in your DES application. Specifically, this procedure will assign the old DVR unit's settings and videos to the new DVR unit, then remove the old DVR from the system.

To replace a body-worn DVR:

- Write down the serial number for both the old body-worn DVR and the new one. You can find this number on the sticker located on each DVR.

- Place the new body-worn DVR in an available docking station at your agency's Uplink Station. Once the DVR connects to the server, the system will be able to discover the DVR on the network.
- Go to **Administration > Manage DVRs**, and then enter the serial number for the old DVR unit in the **DVR ID** field. The associated information is displayed.
- Click the old DVR to highlight it.
- Go to the **Action** menu, and then perform one of the following tasks:

If you are replacing...	Then...
<ul style="list-style-type: none"> <li>A BWX-100 DVR when Fleet Management is enabled</li> <li>-OR-</li> <li>A BodyVISION DVR</li> <li>-OR-</li> <li>A FOCUS X2 DVR</li> </ul>	<ol style="list-style-type: none"> <li>Click <b>Replace</b>. The <b>Replace DVR</b> pop-up is displayed.                     <div style="text-align: center;">  </div> </li> <li>Select the name of the new body-worn DVR from the <b>Replacement DVR</b> drop-down list. To identify this unit, look for the letters <b>FBBW1</b> (for BodyVISIONs), <b>BWX-100</b> (for BWX-100s), or <b>X2</b> (for FOCUS X2s), followed by the new DVR's serial number.</li> <li>Click <b>Save</b>. The system assigns the old DVR unit's settings and videos to the new DVR unit, then removes the old DVR from the system.</li> </ol>
A BWX-100 DVR when Fleet Management is disabled	<ol style="list-style-type: none"> <li>Click <b>Reset</b>, and then click <b>Yes</b> in the verification message that is displayed.</li> <li>Wait ten minutes, then place the new BWX-100 in an available docking station at your agency's Uplink Station. Once the BWX-100 connects to the server, the system will be able to discover the DVR on the network.</li> </ol>

## Assigning Body-Worn DVRs to Officers

This section describes how to assign an available body-worn DVR to a selected officer.

### **i** NOTE: About shared body-worn DVRs

If your agency uses shared body-worn DVRs, make sure to create a generic user for each of the shared DVR units before assigning shared DVRs to officers.

For instructions on how to add generic users, follow the steps described in the note in step **1** of the **Adding a User** procedure on **page 247**.

To assign a body-worn DVR to an officer:

- Follow steps **1 - 2** of the **Configuring a Body-Worn DVR when Fleet Management is Enabled** procedure.
- Perform one of the following tasks:

If the DVR unit you selected is...	Do this...
Not a shared DVR	<ul style="list-style-type: none"> <li>Select the desired officer's name from the <b>DVR Officer Name</b> drop-down list.</li> </ul>
A shared DVR	<ul style="list-style-type: none"> <li>Select the generic user that matches the selected shared body-worn DVR from the <b>DVR Officer Name</b> drop-down list.</li> </ul>

- Click **Save**. The user you just selected is now displayed in the **DVR Officer Name** field of the **Mobile Devices** page.
- Optionally, you may want to activate an audio/visual alert that will help an officer identify their DVR unit if that officer

happens to be in close proximity to the corresponding Uplink Station. To activate this alert, click the green notification icon in the **Identify** column for the desired DVR. The DVR unit's alert will sound and the Status/Battery LED on the top of it will flash yellow/red.

## About the Officer Dispatch Feature

The Officer Dispatch feature allows you to assign different body-worn DVRs to different officers each shift. This allows multiple officers working different shifts to share a limited number of body-worn DVRs. Once an officer completes a shift and places the body-worn DVR back in its docking station, the system downloads that the files, flags the DVR as available, and unassigns it from the officer. You may then reassign that DVR to a different officer.

To activate the Officer Dispatch feature, select the **Allow Officer Assignment** checkbox on the corresponding **Edit DVR** form.

### **i** NOTE: When not to use Officer Dispatch

The Officer Dispatch feature should not be used unless your agency has a dedicated dispatcher continually available to assign body-worn DVRs. If your agency does not have a dedicated dispatcher, you can give your officers an opportunity to sign out their own body-worn DVRs without dependency on a dispatcher. To do so, follow the steps described in the note in step **1** of the **Adding a User** procedure on **page 247**, and then follow the steps for assigning a shared DVR described above.

## 8-Bay/6-Bay Docks

8-bay/6-bay docks are used in conjunction with FOCUS X2 DVRs for a number of purposes.

### **i** NOTE: Before using 8-bay/6-bay docks

8-bay/6-bay docks must be installed and preconfigured at your organization prior to first use. For more information, refer to the **8-Bay/6-Bay Dock Configuration & User Guide** available on Safe Fleet Community.

Each 8-bay/6-bay dock can perform the following tasks:

- Simultaneously charge up to 8 X2 DVRs
- Automatically upload files from the docked X2 DVRs directly to the assigned server without the need of a PC interface
- Update the firmware of the docked X2 DVRs

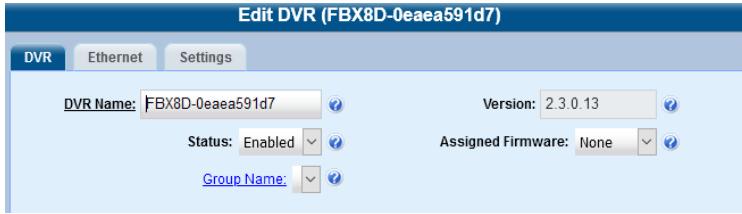
Once the 8-bay/6-bay docks have been deployed at your agency, they can be further configured in DES, both individually and as groups.

## Configuring 8-Bay/6-Bay Docks

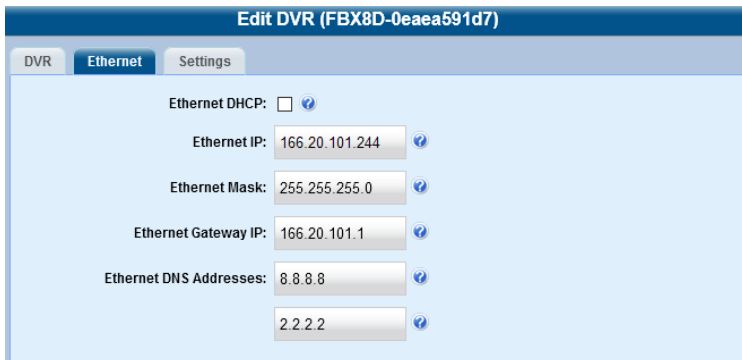
This section describes how to configure 8-bay or 6-bay docks that have been deployed at your agency.

To configure an 8-bay/6-bay dock:

1. Go to **Administration > Manage DVRs**, and then locate the 8-bay/6-bay dock you want to view. If the displayed list is long, use the search fields and navigation arrows to find the desired 8-bay/6-bay dock. Alternatively, you can enter **FBX8D** in the **Product Code** field to display 8-bay/6-bay docks only.
2. Right-click the 8-bay/6-bay dock you want to view, then select **Edit** from the pop-up menu. The **Edit DVR** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.
3. To configure the general settings, click the **DVR** tab, and then enter/select the values as follows:



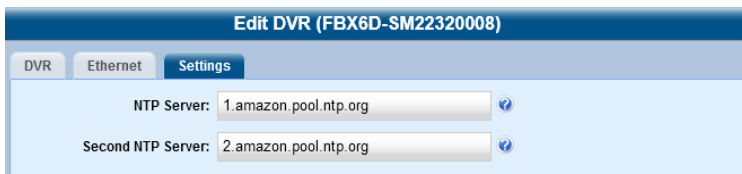
- a. Enter a new value in the **DVR Name** field to change the 8-bay/6-bay dock's system-assigned name.
  - b. Review the value in the **Version** field to check which firmware version is currently installed on this 8-bay/6-bay dock.
  - c. Select **Enabled** from the **Status** drop-down list to allow the system to upload videos from FOCUS X2 DVRs inserted in this 8-bay/6-bay dock.
  - d. Select the desired version from the **Assigned Firmware** drop-down list to assign the firmware that will be automatically deployed to this 8-bay/6-bay dock.
  - e. Select a value from the **Group Name** drop-down list to assign this 8-bay/6-bay dock to a predefined group.
4. To configure the Ethernet settings, click the **Ethernet** tab, and then enter/select the values as follows:



- a. Perform one of the following tasks:

If your agency...	Then...
Is running your DES product on a DHCP network	<ul style="list-style-type: none"> <li>• Make sure the <b>Ethernet DHCP</b> checkbox is selected and then proceed to the next step.</li> </ul>
Is NOT running your DES product on a DHCP network	<ol style="list-style-type: none"> <li>1. Deselect the <b>Ethernet DHCP</b> checkbox.</li> <li>2. Enter the appropriate IP addresses in the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> </ol>

- b. Go to the **Ethernet DNS Addresses** fields and enter the DNS IP addresses that this 8-bay/6-bay dock will use on your network.
5. To configure additional settings, click the **Settings** tab, and then enter the NTP server addresses in the **NTP Server** and **Second NTP Server** fields. **NOTE:** NTP servers run the Network Time Protocol (NTP) software that maintains network time synchronization.



6. Click **Save**.

# Fleet Management

## NOTE: DEV users

The contents of this section does not apply to users of the DEV application.

Fleet Management is a feature that, when enabled, allows you to group DVRs or 8-bay/6-bay docks and then update these groups from the server. Each of the devices assigned to an updated group would, in turn, be updated during its next device-to-server transmission.

## NOTE: When to use DVR groups

When Fleet Management is enabled, the DVR settings on the server always override the in-car settings. You can still change DVR settings from the DVR itself, but it's recommended that you select one method or the other: either use DVR groups to update your DVRs from the server, or use the Flashback menu to update DVRs from within the vehicles. Generally, the larger your vehicle/DVR fleet, the more sense it makes to use DVR groups.

## Enabling or Disabling Fleet Management

To enable the Fleet Management feature:

1. Go to **Administration > System Setup > System > Download Options**.
2. Go to the **Action** menu and click **Edit**. The **Download Options** pop-up is displayed.

**Download Options**

Enable Fleet Management for DVRs:  ?

---

Enable FB2/FB3/FBHD/8 Bay/H1 DVR Downloads:  ?

Discover FB2/FB3/FBHD/8 Bay/H1 DVR by: UDP ?

Auto Insert FB2/FB3/FBHD/8 Bay/H1 DVR Devices:  ?

Insert Devices As: Enabled ?

---

Enable Body Worn Downloads:  ?

Discover Body Worn by: UDP ?

Auto Insert Body Worn Devices:  ?

Insert Devices As: Enabled ?

Save Cancel

3. Go to the **Enable Fleet Management for DVRs** checkbox at the top of the form, and then select or deselect it to enable or disable the Fleet Management feature, respectively.
4. Click **Save**.

## Creating DVR and 8-Bay/6-Bay Dock Groups

You can create a DVR or 8-bay/6-bay dock group using the settings of an existing device or an existing group, or using a configuration file.

### Creating a Group from an Existing Device or Existing Group

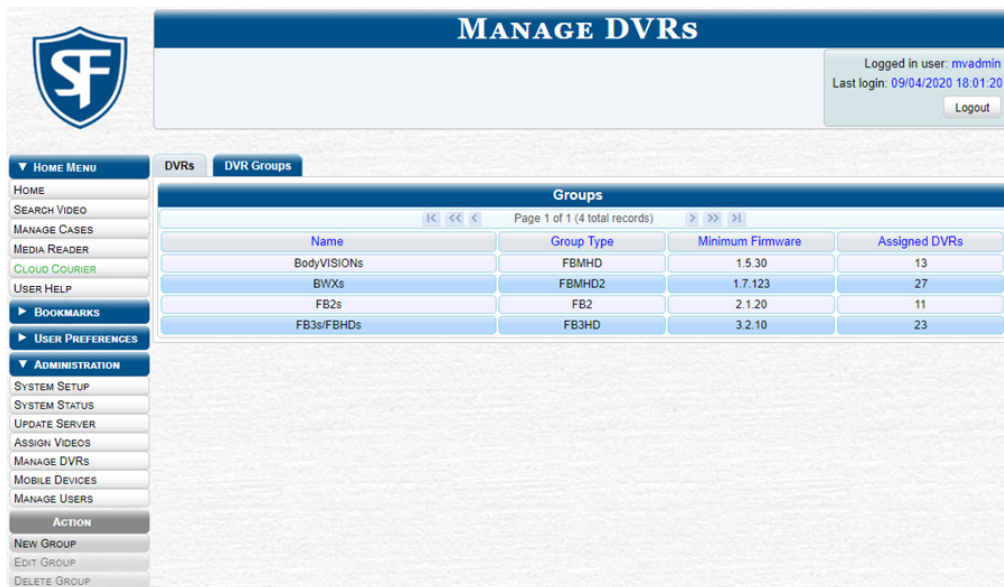
When creating a new group you may simply use the existing device (or group) as a template and copy the settings to a new group, then edit the new group as desired.

**NOTE: Copying device settings**

You can only copy information from a device that has been “discovered,” that is, a DVR or 8-bay/6-bay dock that has been in communication with the server at least once. If you are a new customer, some of your devices may not be recognized by the server yet. If such is the case, follow the steps for **Creating a Group from a config.xml File on page 217**.

To create a DVR or 8-bay/6-bay dock group:

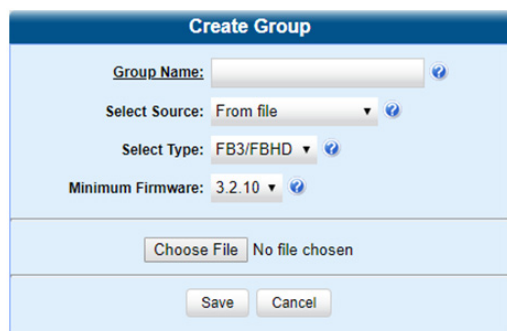
1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.



**NOTE: DVR Groups tab**

If the **DVR Groups** tab is not displayed, it indicates that Fleet Management is currently disabled. For information on how to enable Fleet Management, see **Enabling or Disabling Fleet Management on page 215**.

2. Go to the **Action** menu and click **New Group**. The **Create Group** form is displayed.





3. Enter a unique name for this group in the **Group Name** field, and then perform one of the following tasks:

To...	Do this...
Create a group from an existing device (recommended)	<ol style="list-style-type: none"> <li>Select <b>From DVR</b> from the <b>Select Source</b> drop-down list.                              </li> <li>Go to the <b>Select DVR</b> drop-down list and select the device that you want to use as a template for your new group.</li> </ol>
Create a group from an existing group	<ol style="list-style-type: none"> <li>Select <b>From existing group</b> from the <b>Select Source</b> drop-down list.                              </li> <li>Go to the <b>Select Group</b> drop-down list and select the group that you want to use as a template for your new group.</li> </ol>
Create a dock group from a <i>config.xml</i> file (rarely used)	<ul style="list-style-type: none"> <li>See <b>Creating a Group from a config.xml File</b>.</li> </ul>

- Go to the **Select Type** drop-down list and select the new group's type:
  - FB2**. This group will contain Flashback2 DVRs only.
  - FB3/FBHD**. This group will contain Flashback3 and/or FlashbackHD DVRs.
  - FBH1**. This group will contain FOCUS H1 DVRs only.
  - FBH2**. This group will contain FOCUS H2 DVRs only.
  - BodyVision**. This group will contain BodyVISION DVRs only.
  - BWX-100**. This group will contain BWX-100 DVRs only.
  - X2**. This group will contain FOCUS X2 DVRs only.
  - 8 Bay**. This group will contain only the 8-bay docks.
  - 6 Bay**. This group will contain only the 6-bay docks.
- Click **Save**. A confirmation message is displayed.

### Creating a Group from a *config.xml* File

The *config.xml* file contains information on an in-car DVR, a body-worn DVR, or an 8-bay/6-bay dock. To create a group from

a *config.xml* file, you need to acquire it first and upload it to the server.

There are two ways in which you can acquire this file:

- Your Mobile-Vision Technical Support Engineer can give it to you.
- For in-car or BodyVISION DVRs you can copy the file from a DVR to a USB drive, as described in the relevant section of the DVR's user documentation.

**NOTE: Agencies with more than one server**

If your agency has more than one server, there may be a circumstance where you want to use a device that exists on one server as a template for creating a new group on a different server.

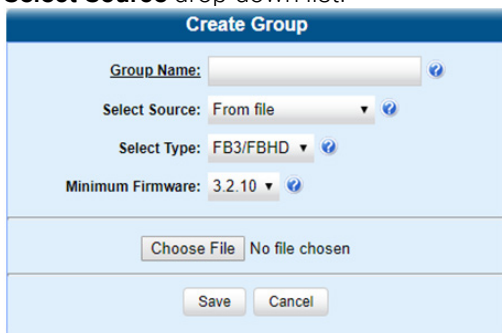
To do so, first export the DVR's *config.xml* file to a USB drive, as described in step 1 below.

To create a DVR or 8-bay/6-bay dock group from a file:

1. Perform one of the following tasks:

To...	Do this...
Use the <i>config.xml</i> file that is already on the desired server	<ul style="list-style-type: none"> <li>• Proceed to step <b>3</b> below.</li> </ul>
Use the <i>config.xml</i> file that is on a DVR (in-car and BodyVISION DVRs only)	<ul style="list-style-type: none"> <li>• Copy the file from the DVR to a USB drive, as described in the relevant section of that DVR's user documentation.</li> </ul>
Use a device that exists on one server as a template for creating a new group on a different server	<ul style="list-style-type: none"> <li>• Export the <i>config.xml</i> file from the originating server to a USB drive. To do so:                             <ol style="list-style-type: none"> <li>a. Log in to the originating server.</li> <li>b. Go to <b>Administration &gt; Manage DVRs &gt; DVRs</b>.</li> <li>c. Find and click the device you want to export.</li> <li>d. Go to the <b>Action</b> menu and click <b>Export Config</b>. The system downloads the device's <i>config.xml</i> file to your <b>Downloads</b> folder.</li> <li>e. Navigate to the <b>Downloads</b> folder and drag or copy and paste the exported file to your USB drive.</li> </ol> </li> </ul>

2. Log in to the destination server and insert the USB drive with the *config.xml* file into a USB port.
3. Follow steps **1 - 2** of the **Creating a Group from an Existing Device or Existing Group** procedure.
4. Enter a unique name for this group in the **Group Name** field of the **Create Group** form, and then select **From file** from the **Select Source** drop-down list.



5. Click **Choose File**. The **Choose File to Upload Pop-up** is displayed.
6. Navigate to the disk drive location where the *config.xml* file is located, and double-click the *config.xml* file to select it.
7. Follow steps **4 - 5** of the **Creating a Group from an Existing Device or Existing Group** procedure.

## Configuring DVR or 8-Bay/6-Bay Dock Groups

This section describes how to change the settings for an existing group.

To start configuring a group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed. The fields on this form are described in the corresponding **Edit DVR** table in **Appendix 5 - DVRs**.

3. Proceed to one of the following sections:
  - **Configuring an In-Car DVR Group on page 219**
  - **Configuring a BodyVISION DVR Group on page 225**
  - **Configuring a BWX-100 DVR Group on page 226**
  - **Configuring a FOCUS X2 DVR Group on page 227**
  - **Configuring an 8-Bay/6-Bay Dock Group on page 227**

### Configuring an In-Car DVR Group

This section describes how to change the attributes for an in-car DVR group. Any change you make to an in-car DVR group will automatically be applied to all of the DVRs assigned to that group during the next DVR-to-server transmission.

#### Configuring IP Settings

This section describes how to change the IP settings for an in-car DVR group.

Interview Room DVRs typically utilize an Ethernet connection, whereas in-car DVRs typically utilize a wireless connection. However, in-car units are still Ethernet-enabled to support Vehicle Viewer, Vehicle Viewer Live, and the UMD Editor, which require the use of the Ethernet port on the in-car DVR.

- To change the remote broadcast IP address, remote unicast IP address, and/or gateway type for a Flashback DVR, configure **general IP settings**.
- To configure an in-car DVR for use with Interview Room, Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, configure **Ethernet settings**. The following DVR groups use the Ethernet settings:
  - Flashback2 groups, Flashback3/FlashbackHD groups, and FOCUS H1/H2 groups that are installed in an Interview Room
  - Flashback2 groups and Flashback3/FlashbackHD groups, that are installed in a vehicle that is using Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor.
- To configure an in-car DVR that does not interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor, configure **wireless settings**.

To configure the IP settings:

1. Search for and display the in-car DVR group you want to update, and then click the **IP Setup** tab on the displayed **Edit Group** form. The fields on this form are described in the corresponding **Edit DVR** table in **Appendix 5 - DVRs**.

The screenshot shows the 'Edit Group' interface. At the top, there's a header with 'Name: FB3s/FBHDs', 'Show Disabled: [checkbox]', and 'Minimum Firmware: 3.2.10'. Below this are tabs for 'IP Setup', 'Audio/Video', 'Triggers/Display', 'DVR Settings', and 'DVRs'. Under 'IP Setup', there are sub-tabs for 'General', 'Ethernet', and 'Wireless Settings'. The 'General' sub-tab is selected, showing three input fields: 'Remote Broadcast IP(s):', 'Remote Unicast IP(s):', and 'Gateway Type: Wireless'. Each field has a help icon to its right.

2. **Flashback DVR groups only.** To configure the general IP settings, perform the following steps:
  - a. Click the **General** tab if it's not already displayed. The **Remote Broadcast IP**, **Remote Unicast IP**, and **Gateway Type** fields are displayed.
  - b. To change the group's remote broadcast IP addresses(es), enter the new IP address(es) in the **Remote Broadcast IP(s)** field, separating multiple addresses with a space.
  - c. To change the group's remote unicast IP address(es), enter the new IP address(es) in the **Remote Unicast IP(s)** field, separating multiple addresses with a space.
  - d. To change the group's gateway type, select a new value from the **Gateway Type** drop-down list. If you changed the gateway type, you may need to update your Ethernet or wireless settings.

#### **NOTE: About general IP settings**

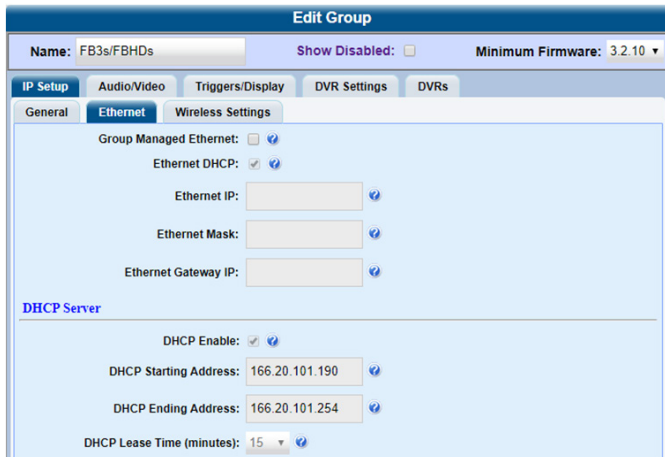
- **Remote broadcast IP address(es).**\* An IP address range across which the group's Flashback DVRs announce their identity so the server can locate them. System default is 255.255.255.255.
- **Remote unicast IP address(es).**\* A list of unique IP address(es) to which the group's Flashback DVRs announce their identity so that the server can locate them.
- **Gateway type.** The type of connection used to link a group's Flashback DVRs to the server: wireless (for in-car DVRs that do not interface with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor), or Ethernet (for Interview Room DVRs and in-car DVRs that interface with Vehicle Viewer, Vehicle Viewer Live, and/or the UMD Editor).

\* Based on your department's network setup and security requirements, you would enter either remote broadcast IP address(es) (typical), or remote unicast IP address(es).

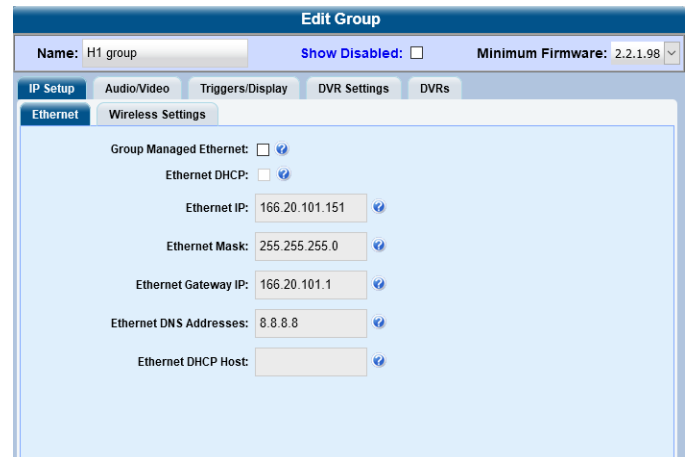
3. To configure the Ethernet settings, click the **Ethernet** tab. The Ethernet fields are displayed as pictured on the next page.

This workflow continues on the next page.

Sample Flashback information



Sample FOCUS H1/H2 information



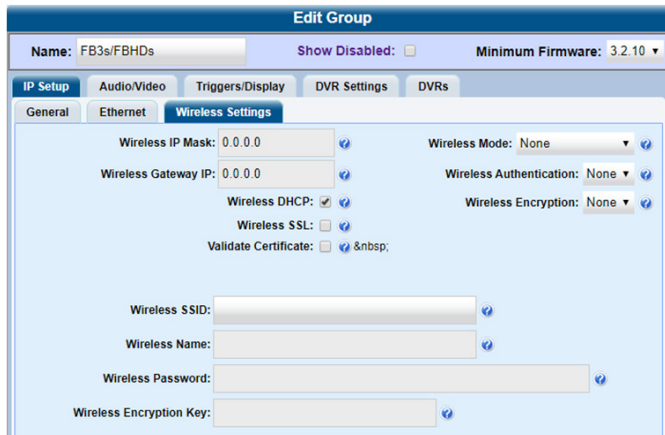
4. Perform one of the following tasks:

To...	Do this...						
<p>Configure a Flashback or FOCUS H1/H2 DVR group for use with Interview Room</p> <p><b>NOTE:</b> This configuration is typically used in conjunction with the UDP Broadcast discovery method.</p> <p><b>WARNING:</b> When using this feature, exercise extreme caution. Any incorrect entries could cause transmission problems for a group's interview room cameras, and/or conflicts with in-car mobile data computers that have Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor installed on them.</p> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; margin-top: 10px;"> <p><b>NOTE: DEA Precinct users</b></p> <p>This workflow does not apply to users of the DEA Precinct application.</p> </div>	<p>1. Perform one of the following tasks:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If the DVRs in this group will be installed on a...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>DHCP network</td> <td> <ol style="list-style-type: none"> <li>1. Check the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>2. Proceed as follows:                             <ul style="list-style-type: none"> <li>• <b>For the Flashback DVR group</b>, continue to step <b>5 on page 222</b> to configure the wireless settings.</li> <li>• <b>For the FOCUS H1/H2 DVR group</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol> </td> </tr> <tr> <td>Non-DHCP network</td> <td> <ul style="list-style-type: none"> <li>• Make sure the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes are deselected, then proceed to the next step.</li> </ul> </td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. Go to the <b>Ethernet IP</b> field and enter the Ethernet IP address that the DVRs in this group will use on your network.</li> <li>3. Go to the <b>Ethernet Mask</b> field and enter the Ethernet Mask IP address that the DVRs in this group will use on your network.</li> <li>4. Go to the <b>Ethernet Gateway IP</b> field and enter the Ethernet gateway IP address that the DVRs in this group will use on your network.</li> <li>5. <b>FOCUS H1/H2 only.</b> Go to the <b>Ethernet DNS Addresses</b> field and enter the DNS IP address that the DVRs in this group will use on your network.</li> <li>6. <b>FOCUS H1/H2 only.</b> Go to the <b>Ethernet DHCP Host</b> field and enter the DHCP Host IP address that the DVRs in this group will use on your network.</li> </ol>	If the DVRs in this group will be installed on a...	Then...	DHCP network	<ol style="list-style-type: none"> <li>1. Check the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>2. Proceed as follows:                             <ul style="list-style-type: none"> <li>• <b>For the Flashback DVR group</b>, continue to step <b>5 on page 222</b> to configure the wireless settings.</li> <li>• <b>For the FOCUS H1/H2 DVR group</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol>	Non-DHCP network	<ul style="list-style-type: none"> <li>• Make sure the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes are deselected, then proceed to the next step.</li> </ul>
If the DVRs in this group will be installed on a...	Then...						
DHCP network	<ol style="list-style-type: none"> <li>1. Check the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes at the top of the form. The system grays out the <b>Ethernet IP</b>, <b>Ethernet Mask</b>, and <b>Ethernet Gateway IP</b> fields.</li> <li>2. Proceed as follows:                             <ul style="list-style-type: none"> <li>• <b>For the Flashback DVR group</b>, continue to step <b>5 on page 222</b> to configure the wireless settings.</li> <li>• <b>For the FOCUS H1/H2 DVR group</b>, proceed to step <b>5</b> of this procedure.</li> </ul> </li> </ol>						
Non-DHCP network	<ul style="list-style-type: none"> <li>• Make sure the <b>Group Managed Ethernet</b> and <b>Ethernet DHCP</b> checkboxes are deselected, then proceed to the next step.</li> </ul>						

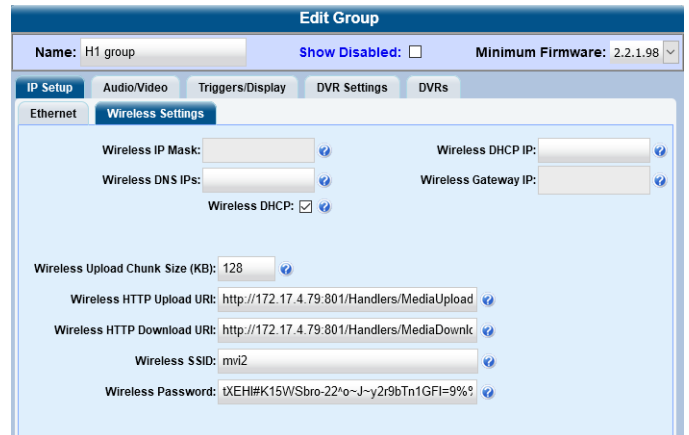
To...	Do this...
<p>Configure a Flashback DVR group for use with Vehicle Viewer, Vehicle Viewer Live, or the UMD Editor</p> <p><b>NOTE:</b> If you are using private network IPs in your vehicles, you may want to assign the same Ethernet IPs to all of the vehicles in your DVR Group in order to avoid potential IP conflicts with the wireless IP settings.</p> <div style="border: 1px solid blue; background-color: #0056b3; color: white; padding: 5px; margin: 10px 0;"> <p><b>NOTE: Flashback only</b></p> </div> <p>This workflow is applicable to Flashback DVRs only.</p>	<ol style="list-style-type: none"> <li>1. Select the <b>DHCP Enable</b> checkbox.</li> <li>2. Go to the <b>DHCP Starting Address</b> field and enter the first IP address that can be assigned to a DVR by the DVR DHCP server.</li> <li>3. Go to the <b>DHCP Ending Address</b> field and enter the last IP address that can be assigned to a DVR by the DVR DHCP server.</li> </ol> <p><b>NOTE:</b> The IP range you specify in steps <b>2</b> and <b>3</b> must be outside the range of any existing DHCP servers.</p> <ol style="list-style-type: none"> <li>4. Go to the <b>DHCP Lease Time (minutes)</b> drop-down list and select a lease time for the IP Address. This is the amount of time that the DVR DHCP server will reserve the IP address it gives your DVR before it puts that address back onto the unused (i.e., available) list.</li> </ol>

5. To configure the wireless settings, click the **Wireless Settings** tab. The wireless settings fields are displayed.

Sample Flashback information



Sample FOCUS H1/H2 information



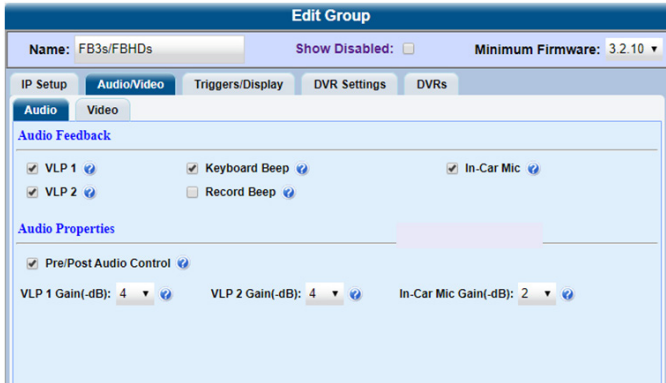
6. Enter/select your changes. If you need to enter a wireless password or encryption key, be sure to review the password guidelines first, as described in **Defining Password Policies on page 259**.

7. Click **Save**. A confirmation message is displayed.

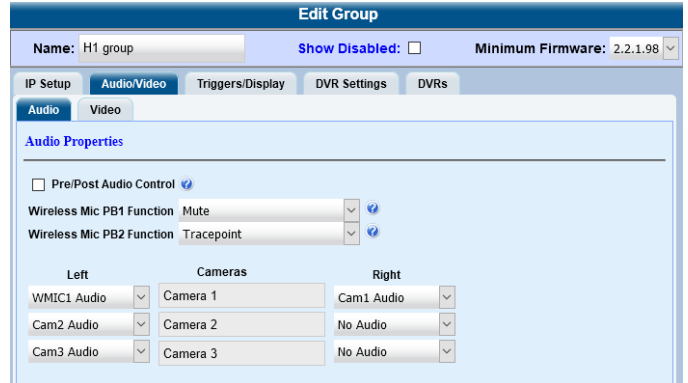
### Configuring Audio, Video, Trigger, and Display settings

1. To configure the audio settings, click the **Audio/Video** tab, and then enter/select your changes on the displayed **Audio** form, as pictured on the next page.

### Sample Flashback information

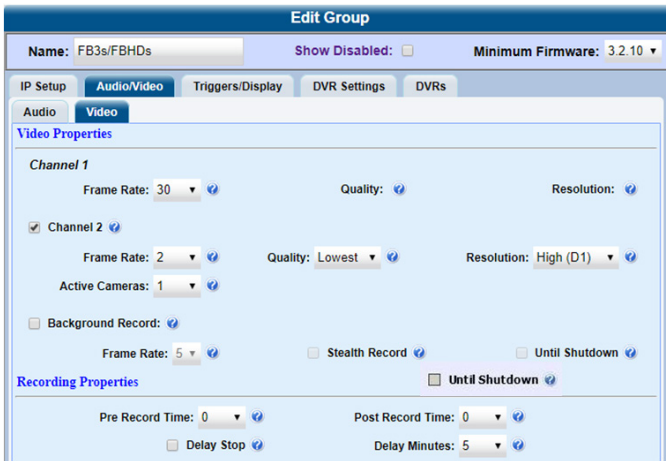


### Sample FOCUS H1/H2 information

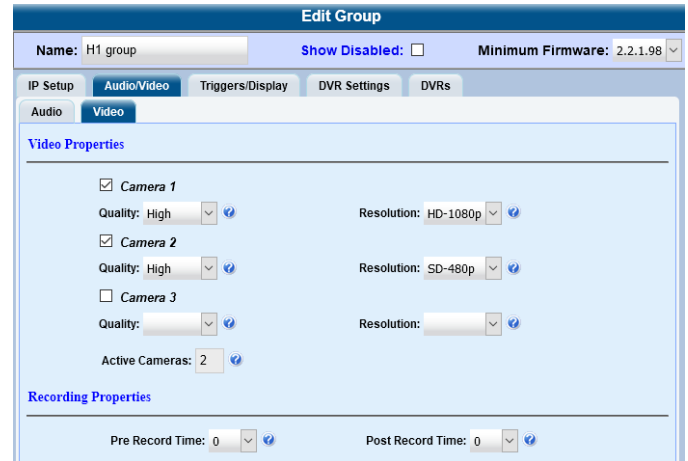


- To configure the video settings, click the **Video** tab, and then enter/select your changes on the displayed form.

### Sample Flashback information

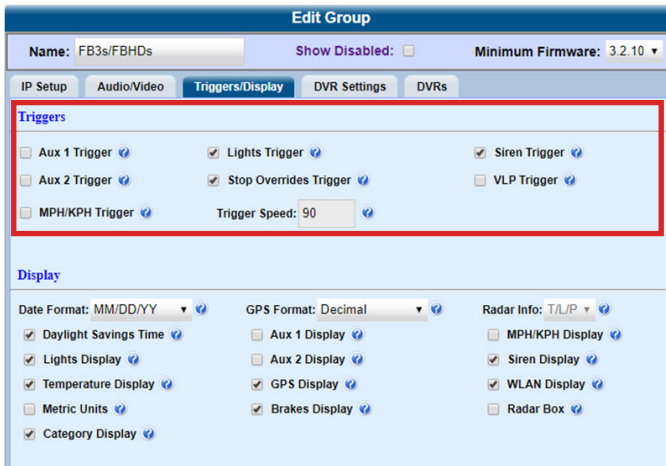


### Sample FOCUS H1/H2 information

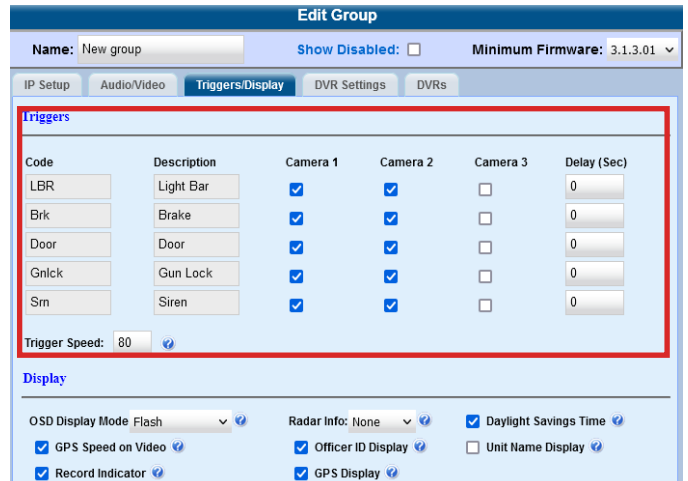


- To configure the triggers, click the **Triggers/Display** tab, and then enter/select your changes in the top section of the displayed form. A trigger is the event that causes a DVR to automatically start recording.

### Sample Flashback information



### Sample FOCUS H1/H2 information



This workflow is continued on the next page.

- To configure the display options, enter/select your changes in the **Display** section of the **Triggers/Display** form as follows:

Sample Flashback information

Sample FOCUS H1/H2 information

Code	Description	Camera 1	Camera 2	Camera 3	Delay (Sec)
LBR	Light Bar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Brk	Brake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Door	Door	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Gnlck	Gun Lock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Sm	Siren	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

- To change the format for your date display, select a new value from the **Date Format** drop-down list.
- To change the format for your GPS display (permissions required), select a new value from the **GPS Format** drop-down list. **NOTE:** If the **GPS Format** field is not displayed, it indicates that you lack the *Player Display GPS* permission required to display this field.
- To change the type of radar reading (target, lock, and/or patrol) that will be displayed during a video, select a new value from the **Radar Info** drop-down list.
- Using the checkboxes provided, select those items you want to be displayed on the DVR's monitor, default video player screen, and Vehicle Viewer/Vehicle Viewer Live screen.

**NOTE: About display options**

Display options are the status indicators that will be displayed on the following:

- The DVR's monitor during a recording
- The Vehicle Viewer or Vehicle Viewer Live application while the DVR is active
- The default video player while you are viewing a video off the server or off an export disc.

- To configure the general DVR group settings, click the **DVR Settings** tab, and then enter/select your changes on the displayed form. The fields on this form are described in the corresponding **Edit DVR** table in **Appendix 5 - DVRs**.

Sample Flashback information

Sample FOCUS H1/H2 information

- Click **Save**. A confirmation message is displayed.



## Configuring a BodyVISION DVR Group

This section describes how to change the settings for a selected BodyVISION DVR group. Any change you make to a BodyVISION group will automatically be applied to all of the BodyVISIONs that are assigned to that group during each BodyVISION's next DVR-to-server download. Refer to the **Configuring a Body-Worn DVR when Fleet Management is Enabled** section for detailed instructions on configuring each setting.

To configure a BodyVISION DVR group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the BodyVISION group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

3. Enter/select your changes.
4. To add/remove BodyVISIONs from this group, click the **DVRs** tab. A list of available BodyVISIONs is displayed in the **Available** column.

- a. To add BodyVISIONs to this group, go to the **Available** column and click each of the BodyVISIONs you want to assign to this DVR group.
  - b. Once you've highlighted the correct BodyVISIONs, click the **>** icon located between the two columns. The selected BodyVISIONs are displayed in the **Assigned** column.
  - c. To remove BodyVISIONs from this group, go to the **Assigned** column and click each of the BodyVISIONs you want to remove from this DVR group.
  - d. Once you've highlighted the correct BodyVISIONs, click the **<** icon located between the two columns. The selected BodyVISIONs are removed from the DVR group.
5. Click **Save**. A confirmation message is displayed.

## Configuring a BWX-100 DVR Group

This section describes how to change the settings for a selected BWX-100 DVR group. Any change you make to a BWX-100 group will automatically be applied to all of the BWX-100s that are assigned to that group during each BWX-100's next DVR-to-server download. Refer to the **Configuring a Body-Worn DVR when Fleet Management is Enabled** section for detailed instructions on configuring each setting.

To configure a BWX-100 DVR group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the BWX-100 group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

3. Enter/select your changes on the displayed **Settings** tab.
4. To change the Ethernet settings for this BWX-100 group, click the **IP Setup** tab, and then select the desired checkboxes.

5. To change the video settings for this BWX-100 group, click the **Video** tab, and then select the desired values.

6. To add/remove BWX-100s from this group, click the **DVRs** tab, and then follow step **4** of the **Configuring a BodyVISION DVR Group** procedure.
7. Click **Save**. A confirmation message is displayed.

## Configuring a FOCUS X2 DVR Group

This section describes how to change the settings for a selected X2 DVR group. Any change you make to a X2 group will automatically be applied to all of the X2s that are assigned to that group during each X2's next DVR-to-server download. Refer to the **Configuring a Body-Worn DVR when Fleet Management is Enabled** section for detailed instructions on configuring each setting.

To configure a FOCUS X2 DVR group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the X2 group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.
3. To change the video settings for this X2 group, click the **Video** tab, and then select the desired values.

The screenshot shows the 'Edit Group' form with the 'Video' tab selected. The form title is 'Edit Group'. At the top, there is a 'Name' field with the value 'x2', a 'Show Disabled' checkbox, and a 'Minimum Firmware' dropdown set to '02.02.00.83'. Below the title bar are three tabs: 'Recording', 'Video', and 'DVRs'. The 'Video Properties' section contains the following settings:

- Pre-Event Audio:  (checked)
- Pre-Event Recording: 0 (checked)
- Resolution: 720p (checked)
- Quality: Normal (checked)
- GPS Log Frequency: 0 (checked)
- Default Event: Arrest (checked)
- VideoCodec: H.264 (checked)
- GPS:  (checked)
- G-Sensor:  (checked)
- Bluetooth:  (checked)

The 'Recording Properties' section contains the following settings:

- Clip On IR:  (checked)
- Enable Clip Cam Front LED:  (checked)
- Enable Clip Cam Top LED:  (checked)
- Enable X2 Front LED:  (checked)
- Enable X2 Top LED:  (checked)

4. To change the recording settings for this X2 group, click the **Recording** tab, and then select the desired values.

The screenshot shows the 'Edit Group' form with the 'Recording' tab selected. The form title is 'Edit Group'. At the top, there is a 'Name' field with the value 'x2', a 'Show Disabled' checkbox, and a 'Minimum Firmware' dropdown set to '02.02.00.83'. Below the title bar are three tabs: 'Recording', 'Video', and 'DVRs'. The 'Recording Properties' section contains the following settings:

- FnFunction: Snapshot (checked)
- Tag Event: No Citation (checked)
- Enable Auto Off: Disabled (checked)
- Covert Mode: Disable (checked)
- G-Sensor Threshold: 0 (checked)
- Default Covert Mode: Disable (checked)
- Recording Alert Time (seconds): 0 (checked)
- Mute Enabled:  (checked)
- Double Click Mode:  (checked)
- OSDAudioStatus:  (checked)
- OSDFnKey:  (checked)
- OSDGPS:  (checked)
- OSDIRStatus:  (checked)
- OSDOfficerID:  (checked)
- OSDPDName:  (checked)

5. To add/remove X2s from this group, click the **DVRs** tab, and then follow step **4** of the **Configuring a BodyVISION DVR Group** procedure.
6. Click **Save**. A confirmation message is displayed.

## Configuring an 8-Bay/6-Bay Dock Group

This section describes how to change the settings for a selected 8-bay/6-bay dock group. Any change you make to an 8-bay/6-bay dock group will automatically be applied to all of the 8-bay/6-bay docks that are assigned to that group

during each of their next communication with the server. Refer to the **Configuring 8-Bay/6-Bay Docks** section for detailed instructions on configuring each setting.

To configure an 8-bay/6-bay dock group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the 8-bay/6-bay dock group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed. **NOTE:** 8-bay/6-bay docks have a type of **FBX8D**. The fields on this form are described in the corresponding table in **Appendix 5 - DVRs**.

The screenshot shows the 'Edit Group' form with the 'Ethernet' tab selected. The form includes the following fields and controls:

- Name:** 6-bay
- Show Disabled:**
- Minimum Firmware:** 1.0.1.9
- Group Managed Ethernet:**
- Ethernet DHCP:**
- Ethernet Mask:** 255.255.255.0
- Ethernet Gateway IP:** 192.168.1.254
- Ethernet DNS Addresses:** 8.8.4.4 and 8.8.8.8

3. Enter/select your changes on the displayed **Ethernet** tab.
4. To change other settings for this 8-bay/6-bay dock group, click the **Settings** tab, and then select the desired checkboxes.

The screenshot shows the 'Edit Group' form with the 'Settings' tab selected. The form includes the following fields and controls:

- NTP Server:** 1.amazon.pool.ntp.org
- Second NTP Server:** 2.amazon.pool.ntp.org

5. To add/remove 8-bay/6-bay docks to/from this group, click the **DVRs** tab, and then follow step **4** of the **Configuring a BodyVISION DVR Group** procedure.
6. Click **Save**. A confirmation message is displayed.

## Assigning DVRs and 8-Bay/6-Bay Docks to Groups

This section describes how to identify devices that are not assigned to a group and how to assign them to an existing group. It also describes how to reassign a device to a different group.

### **NOTE:** Mixed fleet of DVRs

If you have a mixed fleet of DVRs, please note that only Flashback3s and FlashbackHDs may share the same group. All other DVRs must be in a group by themselves.

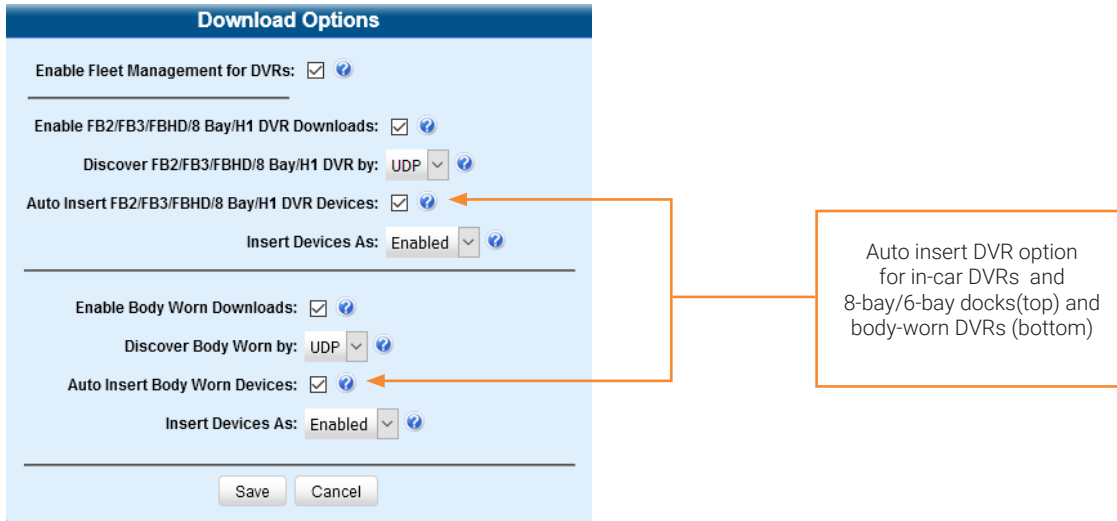
## Identifying Devices That are Not Assigned to a Group

If desired, you can opt to have the system notify you whenever it detects a newly discovered device that is not assigned to a group yet.

We suggest that you select this function when the following circumstances apply:

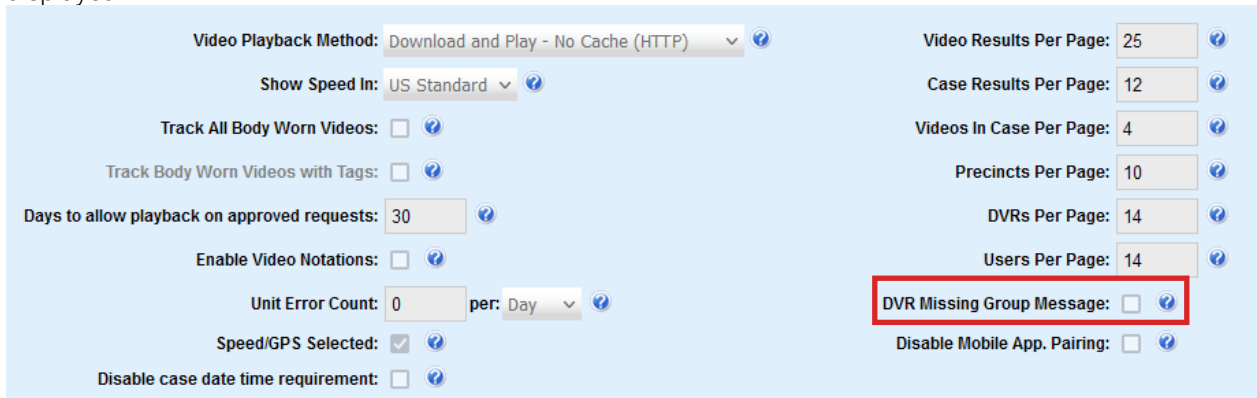
- Your agency has decided to assign every device in your fleet to a group

- Your agency is using the "auto insert" function for its devices. For more information, refer to **Auto insert DVR option on page 229** or **Auto Insert Body Worn Devices on page 187**.



To identify unassigned devices:

- Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.



- Select the **DVR Missing Group Message** checkbox.
- Click **Save**. The system will send a message to your Inbox whenever a new unassigned device is detected.


## Assigning a New Device to an Existing Group

This section describes how to assign a newly discovered device to a group from the **Inbox Messages** list. Depending on your system settings, the system may deliver a message to your inbox when it discovers a new device on the network that is not yet assigned to a group.

To assign a new device:

- Make sure the **Welcome Home** page is displayed. (If necessary, go to **Home Menu** and click **Home**.)
- Locate the **"...DVR...was inserted with no group assignment"** message on your **Inbox Messages** list.



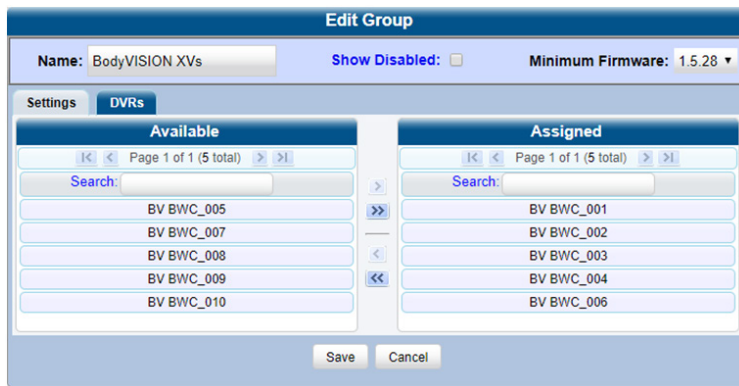
3. Click the edit icon  beside the message. The **Assign to Group** pop-up is displayed.
4. Select a group from the **Assign to Group** drop-down list, and then click **Save**.

## Assigning or Reassigning Existing Devices to Groups

This section describes how to add a device to a group or reassign it from one group to another.


To add or reassign a device:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the group that you want to add or reassign the device to, then select **Edit** from the pop-up menu. The **Edit Group** form is displayed.
3. Click the **DVRs** tab. The devices that are currently assigned to this group are displayed in the **Assigned** column, and all other devices are displayed in the **Available** column. For any devices that are currently assigned to a different group, that group's name will be in parentheses—e.g., **NJSPFBHD(Traffic Patrol)**.



4. Go to the **Available** column and perform one of the following tasks:

To...	Do this...
Add devices to the newly-created group	<ul style="list-style-type: none"> <li>Click each of the devices you want to add to this group. As you do so, keep in mind that Flashback3s and FlashbackHDs may be in the same group, but all other DVRs must be in a group by themselves.</li> </ul>
Reassign a device to another group	<ul style="list-style-type: none"> <li>Click the device you want to reassign.</li> </ul>

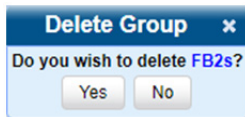
5. Click the  icon. The selected devices are now displayed in the **Assigned** column.
6. Click **Save**. A confirmation message is displayed.

## Deleting DVR and 8-Bay/6-Bay Dock Groups

This section describes how to delete a DVR or 8-bay/6-bay dock group. You can only delete a group that has no devices currently assigned to it. If the DVR/8-bay/6-bay dock group you want to delete does have devices assigned to it, you will first have to reassign those devices to another group or groups, or remove them from all groups. For more information, see ***Assigning or Reassigning Existing Devices to Groups on page 230.***

To delete a DVR/8-bay/6-bay dock group:

1. Go to **Administration > Manage DVRs > DVR Groups**.
2. Right-click the group you want to delete, and then select **Delete** from the pop-up menu. A confirmation message is displayed.



3. Click **Yes**. The selected group is removed from the **Groups** list.

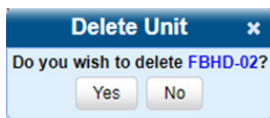
# Managing DVRs and 8-Bay/6-Bay Docks

You can perform a number of administrative tasks that will help you manage in-car and body-worn DVRs.

## Deleting DVRs and 8-Bay/6-Bay Docks

This section describes how to permanently remove a DVR or 8-bay/6-bay dock from the server. You can only delete a DVR that does not currently have any videos assigned to it. If the DVR you want to delete does have video(s) assigned to it, first reassign those videos to a different DVR, as described in **Reassigning Videos to a Different Officer or DVR on page 48**.

1. Go to **Administration > Manage DVRs**, and then locate the device you want to delete. If you have a large list to scan through, see **Searching for an Existing DVR or 8-Bay/6-Bay Dock on page 190**, beginning with step 2.
2. Right-click the device you want to delete, then select **Delete** from the pop-up menu. A confirmation pop-up is displayed.



3. Click **Yes**. The system removes the selected unit from the list.

## Exporting DVR or 8-Bay/6-Bay Dock Information to a Spreadsheet

This procedure describes how to copy the basic information about all of your devices to a CSV file, which you can use with spreadsheet software such as Excel. If your agency has more than one server, this procedure can be used to copy device information from one server to another. Refer to the **Importing Multiple Devices from a Spreadsheet** section for further instructions, beginning with step 3.

### **i** NOTE: DEV users

This workflow does not apply to users of the DEV application.

This feature is only available when Fleet Management is enabled.

To export device information:

- Go to **Administration > Manage DVRs**, then go to the **Action** menu and click **Export DVRs**. The system automatically downloads the *config\_units.csv* file to your PC's Downloads folder.

## Generating the DVR Fleet Communication Report

If your agency is forwarding video from multiple DEF precinct servers to one central DEP server and Fleet Management is enabled, you will see the **DVR Fleet Com** report name on the **Reports** tab. This report provides detailed information on device-to-server communications, such as the number of devices that have connected to each DEF server within a specified timeframe. You can generate this report for one device, all devices, or all devices at a specified Precinct.

### **i** NOTE: DEF and DEV users

This workflow does not apply to users of the DEF and DEV applications.

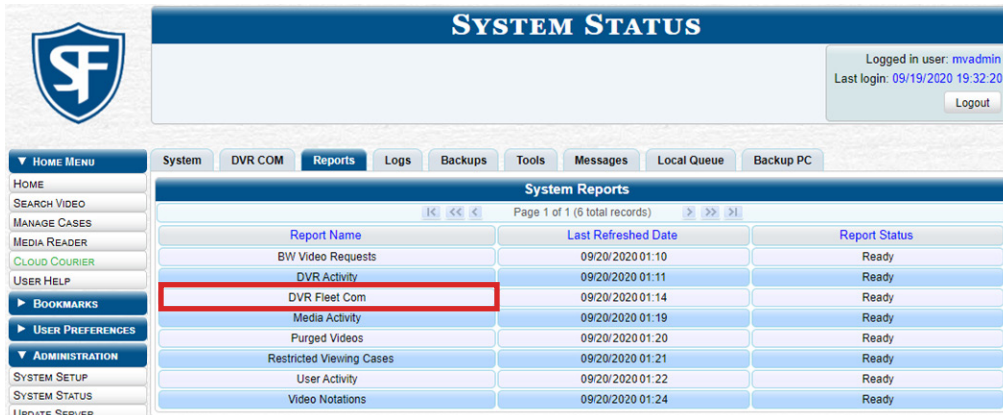


**NOTE: Windows users**

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To generate the report:

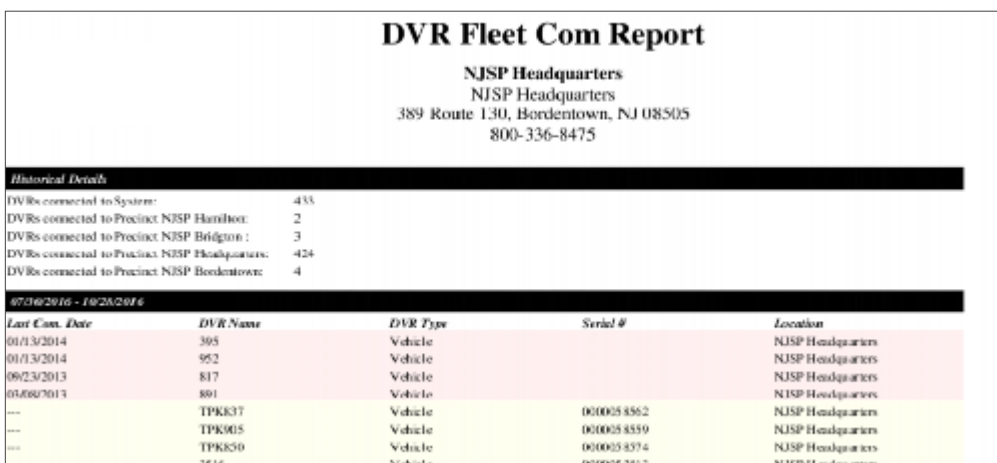
1. Go to **Administration > System Status > Reports**, and then click the **DVR Fleet Com** report to highlight it.



2. Go to the **Action** menu and click **Generate Report**. The **New Report** pop-up is displayed.
3. Using the **Start Date** and **End Date** fields, specify a date range for this report. To do so, either click the icon to select the dates from a calendar pop-up or manually enter the dates in the *mm/dd/yyyy* format.
4. Perform one of the following tasks:

To...	Do this...
Report on all devices at all precincts (default)	<ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>
Report on all devices at a selected precinct	<ol style="list-style-type: none"> <li>1. Select the <b>All DVRs at Precinct</b> radio button.</li> <li>2. Select a precinct from the <b>Precinct</b> drop-down list.</li> </ol>
Report on one device	<ol style="list-style-type: none"> <li>1. Select the <b>DVR</b> radio button.</li> <li>2. Select a device from the <b>DVR</b> drop-down list.</li> </ol>

5. Click **Generate**. The system downloads the report to your PC's **Downloads** folder.
6. Navigate to your **Downloads** folder, then double-click the PDF report file. The **DVR Fleet Com Report** is displayed in Adobe Acrobat.



7. To print this report, go to the Acrobat menu bar and click the printer icon. The **Print** pop-up is displayed.
8. Select your desired printer settings, then click **Print**. The report is directed to your active printer.
9. When you are finished viewing/printing the report, click the cross icon in the upper right corner of the page to exit Adobe Reader.

## Resolving Naming Conflicts

Whenever a DVR transmits video to the server for the first time, the system checks all existing DVRs for possible duplicates. If it finds another DVR on the system that has the same exact name but a different serial number, it does two things:

- Gives the newly discovered DVR a suffix of @[DVR serial number].
- Sends a message to the Administrators' **Inbox Messages** list, indicating that there is a potential naming conflict.

When you see this message, follow the procedure described in this section to resolve the naming conflict.

Message Board			
<input checked="" type="radio"/> My Messages <input type="radio"/> All Messages			
Inbox Messages			
Page 1 of 1 (6 total records)			
Date	State	Message Text	Actions
04/25/2019 00:11	Requested	A request to view system video #42 has been sent by Officer Zalewski. (Reason: Criminal investigation)	
04/25/2019 00:10	Requested	A request to view system video #44 has been sent by Officer Zalewski. (Reason: Discovery)	
04/23/2019 21:45	Incoming	A newly discovered DVR with SN: 0000000003 was inserted and renamed to 'dvr_169_000000003' due to a DVR naming conflict	
04/23/2019 21:45	Completed	New DVR was discovered and added to your server. dvr name='BWX BWC_001'.	
04/19/2019 19:52	Completed	Export B&E on Elm Street Disc 1 of 1 is now ready for download.	
04/19/2019 19:33	Completed	Export MVA on Rt. 80 Disc 1 of 1 is now ready for download.	
Sent Messages			
Page 1 of 1 (0 total records)			
Date	State	Message Text	Actions

### **NOTE:** About naming conflicts

The naming conflict message does not necessarily mean that something is wrong. Any time you replace a damaged DVR or decommission an older DVR, it makes sense that you would assign the replacement DVR the same name as the old one (after all, it is going in the same vehicle). The system only prompts you with the naming conflicts message to verify that the duplicate DVR is, indeed, an intentional replacement for an existing DVR, rather than a naming error.

To resolve a naming conflict:

1. Locate the DVR naming conflict message on your **Inbox Messages** list, and then click the icon to the right of the naming conflict message. The **Edit Duplicate DVR** form is displayed.

### **NOTE:** Edit Duplicate DVR form

Depending on the application you are using, the **Edit Duplicate DVR** form may have different options available.

**TIP: Is the newly discovered DVR a replacement for an existing DVR?**

- If one of your DVRs was destroyed in a car accident (SCP 58) and you had to purchase a new DVR to put in that vehicle (SCP 58@ 000000016), that would be considered a replacement.
- If you recently upgraded from a Flashback2 (DVR SCP 58) to a FlashbackHD (SCP 58@000000029), that would also be considered a replacement.
- If you purchased a DVR for a brand new vehicle but accidentally gave it the same name as an existing DVR, that would not be considered a replacement.

2. Determine whether the newly discovered DVR is a replacement for an existing DVR in the system, and then perform one of the following tasks:

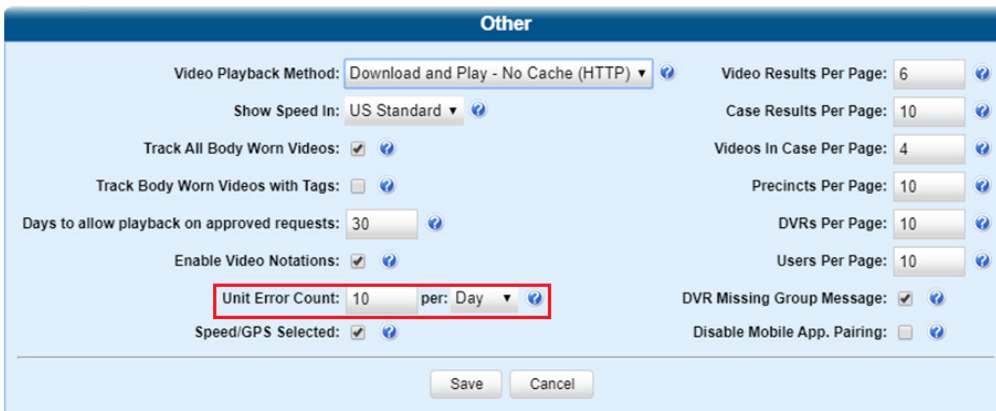
If...	Then...
The newly discovered DVR is a replacement for an existing DVR	<ol style="list-style-type: none"> <li>1. Select the <b>Replace Existing</b> radio button.</li> <li>2. Select the DVR you want to replace from the <b>Replace Existing</b> drop-down field.</li> <li>3. Select a value from the <b>Assign to Group</b> drop-down list to assign the new or replacement DVR to a group.</li> </ol>
The newly discovered DVR is not a replacement for an existing DVR (i.e., you gave the new DVR the same name as an existing DVR in error)	<ul style="list-style-type: none"> <li>• Enter a new name in the <b>DVR Name</b> field.</li> </ul>

3. Click **Save**. If you chose the replacement option, several actions will occur automatically:
- All videos that were previously assigned to the original DVR will be reassigned to the replacement DVR
  - The auto-created DVR NAME@[DVR serial number] will be deleted from the system
  - The naming conflict message will be removed from the Administrators' **Inbox Messages** list.

## Turning the DVR Error Notification Feature On/Off

If desired, you can choose to have the system automatically notify you whenever one of your DVRs generates "problem" videos. This section describes how to turn this DVR error notification feature on or off.

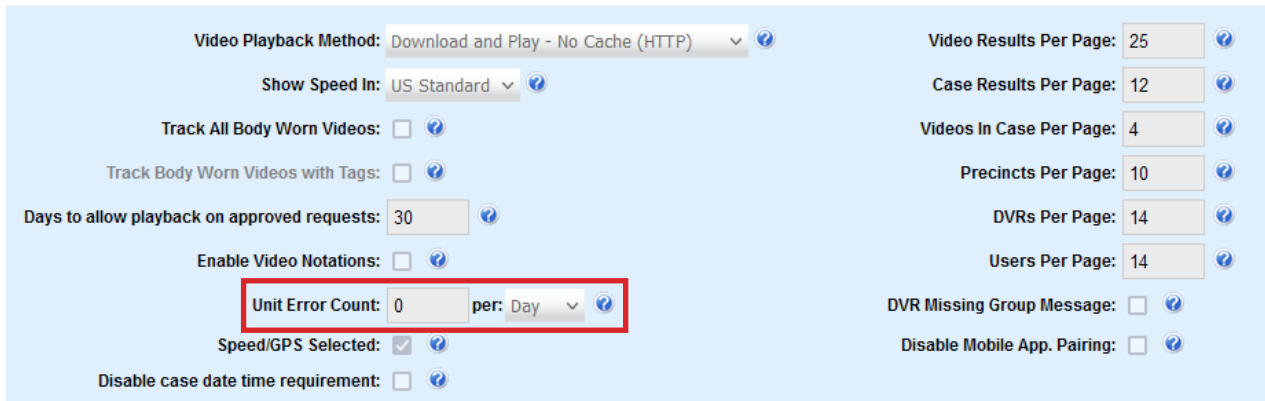
In the example on the next page, the agency's DVRs are set to generate 10 problem videos within a 24 hour period.



This means that the system will automatically display a specific notification message on the **Inbox Messages** list of all users who have the **Authorize Media Playback** permission.

To turn the notifications on or off:

1. Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.

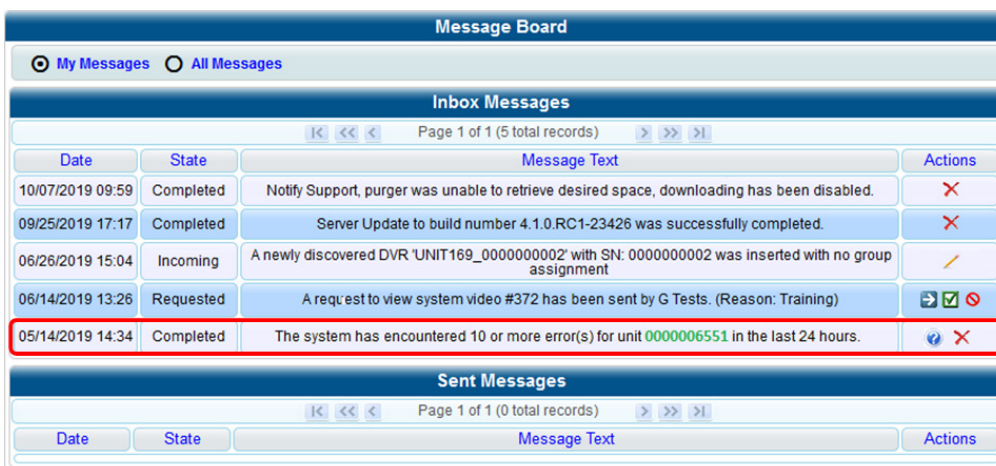


2. Go to the **Unit Error Count** field and enter the number of DVR errors that should occur each day or week before the system sends a notification message to the appropriate users (i.e., all users who have the **Authorize Media Playback** permission). If you no longer want to receive notification messages, change this number to zero).
3. If you entered 0 in the **Unit Error Count** field, skip to step 5. Otherwise proceed to the next step.
4. Select the appropriate value from the per drop-down list (e.g., 10 errors per day or 10 errors per week).
5. Click **Save**.

## Troubleshooting DVR Errors

If your agency has chosen to receive DVR error notifications, then when a particular DVR produces a predefined number of “problem” videos within a one day or one-week time period, a message will be displayed on the **Inbox Messages** list of all users who have the **Authorize Media Playback** permission.

For example, if you have the Authorize Media Playback permission and the **Unit Error Count** field on the **Other** pop-up looks like this: **Unit Error Count: 10 per: Day**, then, if a DVR generates 10 power failures in one 24 hour period, the system will automatically send a notification message to your **Inbox Messages** list.



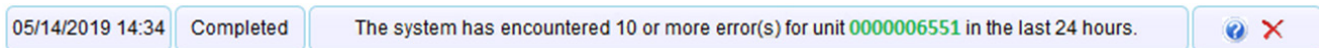
**NOTE: Troubleshooting DVR errors**

Before you contact Mobile-Vision Support, we recommend that you try and troubleshoot the problem yourself, as described below.

The information below is also in the DES Online Help System, which you can access directly from the error message by clicking the help icon

To troubleshoot DVR errors:

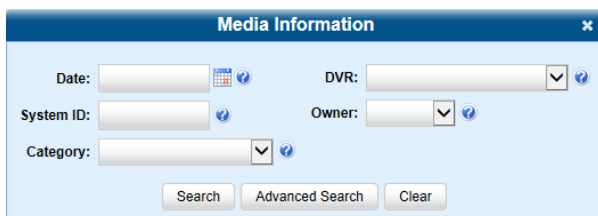
1. Determine if the "problem" DVR is an in-car or body-worn DVR. To do so, note the value of the DVR number, which is highlighted in green and verify it against the DVR ID on the Manage DVRs page.
2. If the "problem" DVR is a body-worn DVR, perform the following steps. Otherwise skip to step 4.
  - a. Verify that the DVR has sufficient storage space and a sufficient battery charge. To do so:
    - For BWX-100, refer to the relevant sections of the BWX-100 user documentation.
    - For BodyVISION, refer to the to the relevant sections of the BodyVISION user documentation.
    - For FOCUS X2, refer to the to the relevant sections of the FOCUS X2 user documentation.
  - b. If you determine that the body-worn DVR lacks sufficient storage space and/or a sufficient battery charge, immediately place it in your agency's Uplink Station. The videos on the unit will automatically upload to the server, creating more storage space. The DVR's battery will also begin to charge. You'll know that charging is complete when:
    - The word "**CHARGED**" is displayed on the LCD screen of a BWX-100 unit.
    - The battery indicator LED is solid green on BodyVISION or FOCUS X2 units.
  - c. If you determine that the body-worn DVR has both sufficient storage space and a sufficient battery charge, contact your Mobile-Vision Support professional for assistance. To do so, call 800-336-8475 and select option **3** (Service), followed by option **1** (In-Car Components). **End of procedure.**
3. For problem in-car DVRs, proceed to the error message on your **Inbox Messages** list.



4. Highlight the green unit number and press **Ctrl + C** to copy it to your clipboard.
5. Go to **Administration > Manage DVRs**, then position your cursor in the **DVR ID** field and press **Ctrl + V** to insert the unit number you copied from the error message. The information for the "problem" DVR is displayed.



6. Write down the values displayed in the **DVR Name** and **Product Code** columns. This information will help you select the appropriate troubleshooting procedures later.
7. If you are troubleshooting a FOCUS H1/H2 DVR, contact Mobile-Vision Technical Support for assistance and give them the information you have written down. **End of procedure.**
8. Go to **Home Menu** and click **Search Video**. The **Media Information** pop-up is displayed.



9. Select the unit's DVR name from the **DVR** drop-down list (i.e., the DVR Name that you wrote down earlier).

10. Click **Search**. All videos that were recorded by the "problem" DVR are displayed.
11. Look in the **Category** column to determine if any of the videos share a common system-assigned video category. For more information, see **System-Assigned Video Categories on page 305**.
  - If any of the videos share one of the system-assigned categories, proceed to step **12**.
  - If any of the videos do not share one of the system-assigned categories, contact Mobile-Vision Technical Support for assistance, **End of procedure**.
12. Download the appropriate troubleshooting guide from the Mobile-Vision Online Support Center:
  - **Flashback3 & FlashbackHD Troubleshooting Guide**
  - **Flashback2 Troubleshooting Guide**

### **NOTE: Which Flashback?**

If you're not sure if the DVR is a Flashback2, Flashback3, or FlashbackHD, look at the product code that you jotted down earlier.

- Flashback2s have a product code of **FB2**.
- Flashback3s have a product code of **FB3**.
- FlashbackHDs have a product code of **FBHD**.

13. Once you've downloaded the appropriate troubleshooting guide, review the section(s) that relate to the video category(ies) you saw to find a solution.

## Viewing the DVR Status List and Downloader Log

This section describes how to view the device downloader log. This log contains detailed information on each video transmitted to the server during a device's most recent download.

To view the device status and log:

1. Go to **Administration > System Status > DVR COM**. The status of each of your device is displayed, as described in the corresponding table in **Appendix 5 - DVRs**.
2. To view a log for a device of interest, click that device, then go to the **Action** menu and click **Get DVR Log**. The **DVR Log** pop-up is displayed. The fields on this pop-up are described in the corresponding table in **Appendix 5 - DVRs**.

DVR Name: BWX-100			
Page 1 of 1 (6 total records)			
System ID	Download Date	DL Speed (Kbps)	Size (MB)
46	04/18/1970 01:47	Manual Upload	19
45	04/18/1970 01:40	Manual Upload	2
44	04/18/1970 01:33	Manual Upload	1
43	04/18/1970 01:33	Manual Upload	1

3. When you are finished viewing the DVR log, click **Close**.

## Disabling/Enabling DVRs and 8-Bay/6-Bay Docks

This section describes how to disable or enable your in-car and/or body-worn DVRs. When you disable a group of DVRs, those DVRs will no longer be able to communicate with the server.

To disable or enable DVRs:

1. Go to **Administration > System Setup > System > Download Options**, then go to the **Action** menu and click **Edit**. The **Download Options** pop-up is displayed, as pictured on the next page.

- To enable/disable your Flashback2/3/HD, FOCUS H1/H2 DVRs, or 8-bay/6-bay docks, select or deselect the **Enable FB2/FB3/FBHD/8 Bay/H1/H2 DVR Downloads** checkbox accordingly.
- To enable/disable your body-worn DVRs (includes BodyVISIONs, BWX-100s, and FOCUS X2s), select or deselect the **Enable Body Worn Downloads** checkbox accordingly.
- Click **Save**.

## Exporting DVR and 8-Bay/6-Bay Dock Activity to a Spreadsheet

This section describes how to export all your DVR or 8-bay/6-bay dock activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the DVR activity report. It includes information such as when a video was up-dated to the server, when a device setting was changed and by whom, when a device was added to or removed from a group, etc. The system automatically updates this report once every day.

### **i** NOTE: Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To export the device activity:

- Go to **Administration > System Status > Reports**, click the **DVR Activity** report name to highlight it, then go to the **Action** menu and click **Download Report**. The system downloads the report file to your PC's **Downloads** folder.

### **i** NOTE: Time of the report

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

- Navigate to your **Downloads** folder, and then double-click the CSV report file. The activity report is displayed in your default spreadsheet application, such as Microsoft Excel.

# Managing DVR and 8-Bay/6-Bay Dock Firmware

This section describes the procedures related to DVR and 8-bay/6-bay dock firmware. Depending on your service agreement with Mobile-Vision, you may occasionally receive firmware updates via your DES application. If you qualify for upgrades, the upgraded firmware files will automatically appear on the **DVR Firmware** tab within the application.

It's recommended that you upgrade your firmware from the server.

## Updating Firmware from the Server

There are several methods for updating your device firmware from the server. You can update:

- All your devices at the same time
- One device at a time
- One group at a time.

## Globally Updating Firmware for an Entire Fleet of DVRs

This section describes how to update the firmware on all of your in-car and/or body-worn DVRs, as well as 8-bay/6-bay docks. This is the fastest and easiest method of updating your firmware. Perform this task whenever Mobile-Vision notifies you that there is a new firmware version available.

### 💡 TIP: Before a global update

Before you perform this procedure, you may want to test the new firmware on just one unit before pushing the firmware out to all of the devices in your fleet.

To perform a global update:

1. Go to **Administration > System Setup > DVR Firmware**. A list of the current and past firmware versions is displayed.

The screenshot shows the 'SYSTEM SETUP' interface with the 'DVR Firmware' tab selected. The table displays a list of firmware records with columns for Creation Date, Version, and File Name. The interface includes a navigation menu on the left and a user login status in the top right corner.

Creation Date	Version	File Name
02/17/2023 17:11	3.3.18	Flash3Img_3.3.18_bin.img.z
02/17/2023 17:11	3.1.4	Flash3Img_3.1.4_bin.img.z
02/17/2023 17:20	2.1.20	Flash2Img_2.1.20_bin.img.z
02/17/2023 17:25	01.09.55	X2v01.09.55.zip
02/17/2023 17:11	1.7.146	BV2v1_7_146.tar.xz
02/17/2023 17:20	1.5.31	BodyVision_1_5_31.tar
02/17/2023 17:20	1.2.8	BodyVision_1_2_8.tar
02/17/2023 17:11	0.44.04	X1v0.44.04.zip
02/17/2023 17:11	17925.01	clipCam20190321.bin
02/27/2023 13:31	3.1.3.01	H2v3.1.3.01.zip
02/17/2023 17:59	3.1.3.00	H2v3.1.3.00.zip
02/17/2023 17:11	3.1.0.12	H2v3.1.0.12.zip
02/17/2023 17:11	2.7.4.04	H1v2.7.4.04.zip
02/17/2023 17:11	2.4.2.4	XD8v2.4.2.4.pck
02/17/2023 17:11	02.02.00.83	X2v02.02.00.83.zip
02/17/2023 17:11	1.0.1.9	XD6v1.0.1.9.deb



2. Perform one or more of the following tasks:

To...	Do this...
Update firmware for all Flashback3s and FlashbackHDs	<ul style="list-style-type: none"> <li>Click the row at the top of the firmware list (i.e., the most recent firmware version for Flashback3s and FlashbackHDs).</li> </ul>
Update firmware for all Flashback2s	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with <b>2.1</b>.</li> </ul>
Update firmware for all FOCUS H1s	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with the number <b>2.3</b> and has a file name that starts with <b>H1</b>.</li> </ul>
Update firmware for all FOCUS H2s	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with the number <b>3.1</b> and has a file name that starts with <b>H2</b>.</li> </ul>
Update firmware for all BodyVISION DVRs	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with the number <b>1</b> and has a file name that starts with <b>BodyVision</b>.</li> </ul>
Update firmware for all BWX-100 DVRs	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with the number <b>1</b> and has a file name that starts with <b>BV</b>.</li> </ul>
Update firmware for all FOCUS X2 DVRs	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with a <b>4</b> and has a file name that starts with <b>X2</b>.</li> </ul>
Update firmware for all 8-bay/6-bay docks	<ul style="list-style-type: none"> <li>Click the highest firmware version that begins with a <b>2.3</b> and has a file name that starts with <b>XD8</b>.</li> </ul>

3. Go to the **Action** menu and click **Assign to All DVRs**. A verification prompt is displayed:



4. Click **Yes**. A confirmation message is displayed. The system will automatically copy the most recent firmware version to each of your devices during the next server-to-device communication.

## Updating the Firmware for a Single Device

This section describes how to update the firmware for a single device. That firmware will then be transmitted to the device during the next server-to-device transmission. If your agency is using the Fleet Management feature, you can perform this procedure for both in-car and body-worn DVRs, as well as 8-bay/6-bay docks.

To update firmware for a single device:

1. Search for and display the device you want to update.
2. Right-click the device and then select **Edit** from the pop-up menu. The **Edit DVR** pop-up is displayed.
3. Locate the **Assigned Firmware** field and select the highest firmware version from the drop-down list.
4. Click **Save**. A confirmation message is displayed.

## Updating the Firmware for a Group

This section describes how to update the firmware for a selected group. That firmware will then be transmitted to the group's devices during the next device-to-server transmission.

To update firmware for a group:

1. Go to **Administration > Manage DVRs > DVR Groups**. A list of existing groups is displayed.
2. Right-click the group you want to update, then select **Edit** from the pop-up menu. The **Edit Group** window is displayed.
3. Go to the **Minimum Firmware** field in the upper right corner of the screen and select the highest firmware version from the drop-down list.
4. Click **Save**. A confirmation message is displayed.

## Viewing/Printing Firmware Release Notes

This section describes how to view and/or print firmware release notes for in-car and body-worn DVRs, as well as 8-bay/6-bay docks. These notes describe the changes and enhancements to each new firmware version.

**NOTE: Windows users**

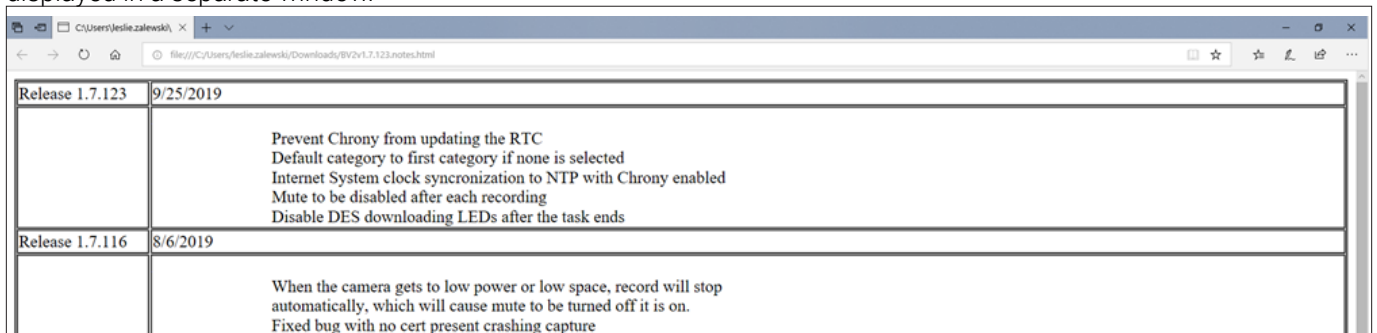
This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To view and print firmware release notes:

1. Go to **Administration > System Setup > DVR Firmware**. A list of the current and past firmware versions is displayed.
2. Perform one of the following tasks:

To...	Do this...
View the release notes for Flashback3/FlashbackHD DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>3</b>.</li> </ul>
View the release notes for Flashback2 DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>2.1</b>.</li> </ul>
View the release notes for FOCUS H1 DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>2.3</b> and has a file name that begins with <b>H1</b>.</li> </ul>
View the release notes for FOCUS H2 DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>3.1</b> and has a file name that begins with <b>H2</b>.</li> </ul>
View the release notes for BodyVISION DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>1</b> and has a file name that begins with <b>BodyVision</b>.</li> </ul>
View the release notes for BWX-100 DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>1</b> and has a file name that begins with <b>BV</b>.</li> </ul>
View the release notes for FOCUS X2 DVRs	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>4</b> and has a file name that begins with <b>X2</b>.</li> </ul>
View the release notes for 8-bay/6-bay docks	<ul style="list-style-type: none"> <li>• Click any version number that starts with a <b>2.3</b> and has a file name that begins with <b>XD8</b>.</li> </ul>

3. Go to the **Action** menu and click **Download Release Notes**. The system downloads the firmware release notes to your PC's **Downloads** folder.
4. Navigate to your **Downloads** folder, and then double-click the release notes file. The firmware release notes are displayed in a separate window.



5. To print the release notes, press **Ctrl + P**. The **Print** form is displayed.
6. Select your printer options, then click **Print**. The print job is directed to your active printer.
7. When you are finished viewing/printing the release notes, click the cross icon in the upper right corner of the page.

# Chapter 6.

# Users and Permissions

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# About Users and Permissions

This chapter describes how to manage users and permissions.

## About Users

There are two methods for entering and maintaining user records in DES applications: directly, or through your agency's existing internal network.

### About Active Directory

The Active Directory Integration feature enables you to integrate a DES application with your agency's existing Windows Active Directory or Novell eDirectory. This feature allows for a single password authentication with your agency's internal network, eliminating the need to maintain two sets of User IDs and passwords. It also allows you to import existing network users into the system. If you choose to use this feature, your System Implementation Specialist (SIS) will assist you in setting up your Active Directory. After that, you only have to update the user list periodically as needed.

### Searching for a User

You can search for an existing user record by one or more of the following fields: **Display Name**, **User Login**, **User Role**, or **Status**. To do so, go to **Administration** and click **Manage Users**, and then enter/select the field values you want to search on in the displayed **User Search Results** page.

The fields on this page are described in the corresponding table in **Appendix 6 - Users and Permissions**.

**USER SEARCH RESULTS**

Logged in user: mvadmin  
Last login: 09/02/2020 18:52:49  
Logout

Display Name	User Login	User Role	Status
Officer Frank	lfrank	Officer	Enabled
Officer Gaines	mgaines	Officer	Enabled
Officer Johnson	hjohnson	Officer	Enabled
Officer Jones	djones	Officer	Enabled
Officer McDonnell	mmcdonnell	Officer	Enabled
Officer Ostrum	eostrum	Officer	Enabled
Officer Perla	gperla	Officer	Enabled
Officer Shirmer	wshirmer	Officer	Enabled
Officer Williams	cwilliams	Officer	Enabled
Officer Zalewski	doc-lesiez	Officer	Enabled

## About Permissions

Users are granted access to various system functions by assigning them a user role. A user role is simply a group of permissions that you can assign to one or more users. There are two types of user roles: system-defined and custom. A user who logs in to a DES application will be granted access to the various system functions according to their assigned user role. If desired, you may also grant certain users access to additional permissions above and beyond what is included in their assigned user role. For example, if you want only one of your officers to be able to burn Consumer DVDs, you might assign that user the role of Officer and two additional permissions: *Consumer DVD Format*, and *Burn to Disk*.

For a complete list of available permissions for all user roles, see **Appendix 6 - Users and Permissions**.

## About System-Defined User Roles

System-Defined User Roles are the predefined user groups that come standard with a DES application. These include:

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

**i NOTE: User role availability**

Depending on the application you are using, some or all user roles will be available to you.

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

For a complete list of default permissions for the system-defined user roles that come standard with DES see **Appendix 6 - Users and Permissions**.

## About Custom User Roles

A custom user role is a group of permissions that has a unique name, that is, a name which differs from the seven default names of the system-defined user roles. As with system-defined user roles, you can add permissions to or remove them from custom user roles as desired.

As System Administrator, you need to determine which options you want each user role to have access to. If an officer's assigned user role allows them to perform a particular task, they will have access to that function.

## About Passwords

To further enhance your application security, your DES application also allows you to define the rules that apply to a user password. These include password length, password complexity, and the number of logon attempts allowed before the system disables a password.

# Managing Users

## Managing Users without Active Directory Integration

This section describes how to add, change, and/or delete user records in DES applications. These procedures only apply to those users who are not using the Active Directory Integration feature, which integrates a DES application with your agency's existing internal network. If your agency is using the Active Directory Integration feature, see **Managing Users with Active Directory Integration on page 251**.

**NOTE: DEV application**  
 Use the workflows in this section for managing users in the DEV application.

### Adding a User

This section describes how to enter a new user record in a DES application. Before you add users for the first time, it's important to define your user roles. For more information, see **Managing User Roles and Permissions on page 254**.

**NOTE: Users uploading VIEVU Model LE2 videos**  
 If the new user will be uploading VIEVU Model LE2 videos, they must be a non-Admin user (such as Supervisor Lvl 1 or Supervisor Lvl 2) whose **DVR Officer Name** field is populated and who is assigned the **Media Reader** permission.

To add a user:

1. Go to **Administration > Manage Users**, then go to the **Action** menu and click **New User**. The **New User** pop-up is displayed. The fields on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

**NOTE: Adding generic users for shared body-worn DVRs**  
 If you agency uses shared body-worn DVRs, create a generic user for each of them using the **New User** form as follows:

1. Enter a name of a shared body-worn DVR in the **Display Name** and **User Login** fields. (e.g. BWX01)
2. Enter and re-enter a generic password in the **User Password** and **Repeat User Password** fields.
3. Select **DVR Management** from the **User Roles** drop-down list.
4. Click **Save**.







Repeat this procedure for all shared body-worn DVRs.

2. Enter the following information in the appropriate fields:
  - An officer display name in the **Display Name** field. This is the name that will be displayed throughout the application.
  - The user's login ID in the **User Login** field.

- The user's email address in the **Email Address** field.
  - The user's initial login password in the **User Password** field. This is a password that the user will use to log in to the application for the first time.
3. Re-enter the user's initial login password in the **Repeat User Password** field.
  4. To prevent this user from being able to log in to the application immediately, select **Disabled** from the **Status** drop-down list. If you do so, remember that you must enable the account before the user will be allowed to log in. **NOTE:** For generic body-worn DVR users, always select **Enabled** from the **Status** drop-down list.
  5. Select a user role from the **User Role** drop-down list, and then perform one of the following tasks:

If...	Then...
The user role you selected includes the <i>Can Own Video</i> permission	<p>The <b>DVR Officer Name</b> and <b>Video Visibility</b> fields will become accessible.</p> <ul style="list-style-type: none"> <li>• Perform one of the following tasks:                             <ul style="list-style-type: none"> <li>• For a user who will be using a USB login key to log in to a Flashback DVR each shift, enter a DVR officer name in the <b>DVR Officer Name</b> field, and then proceed to the next step.</li> <li>• For a user who will not be using a USB login key to log in to a Flashback DVR each shift:                                     <ol style="list-style-type: none"> <li>a. Go to the actual Flashback unit and jot down the display name located in the Flashback's <b>Officer Name</b> field (see note below).</li> <li>b. Enter the Flashback Officer Name in the <b>DVR Officer Name</b> field (this is a required field), and then proceed to the next step.</li> </ol> </li> <li>• For a user who will be using any DVR other than a Flashback, proceed to the next step.</li> </ul> </li> </ul>
The user role you selected does not include the <i>Can Own Video</i> permission	<p>The <b>DVR Officer Name</b> and <b>Video Visibility</b> fields will remain grayed-out.</p> <ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>

**NOTE: Obtaining the Officer Name from a Flashback DVR**

Flashback2	Flashback3 or FlashbackHD
<ol style="list-style-type: none"> <li>1. Unlock the Flashback.</li> <li>2. Press the  button.</li> <li>3. Press the  button until <b>Misc. Setup</b> is highlighted.</li> <li>4. Press the  button.</li> <li>5. Jot down the value displayed in the <b>Officer Name</b> field.</li> </ol>	<ol style="list-style-type: none"> <li>1. Unlock the Flashback.</li> <li>2. Press the  button.</li> <li>3. Press the  button until <b>User</b> is highlighted.</li> <li>4. Press the  button.</li> <li>5. Jot down the value displayed in the <b>Officer Name</b> field.</li> </ol>

6. If you want this user's videos to be public (i.e., viewable by all users), select **Public** from the **Visibility** drop-down list. Otherwise, the video will remain private and be viewable only by this user and other users with edit permissions.




7. If the **Permissions** tab is displayed, you can review and assign permissions to this user. To do so:
  - a. Click the **Permissions** tab.




**NOTE: Available and assigned permissions**  
 The grayed-out permissions displayed in the right column are associated with the user's assigned user role (i.e., the role you just selected from the **User Role** drop-down list). You cannot remove any of these permissions. However, you can assign additional permissions.

User role permissions

- b. Go to the **Available Permissions** column and click the new permissions you want to assign. If you don't see a permission you're looking for, use the **Search** field and/or navigation arrows at the top of the column to scan the list. **NOTE:** If this user will be uploading VIEVU videos, they must have the **Media Reader** permission.
  - c. Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are displayed in the **Assigned Permissions** column.
8. If the **Users** tab is displayed, you can assign a permission to this user to have access to other officers' videos (typically the officers that they supervise). To do so:
  - a. Click the **Users** tab.





- b. Go to the **Available Users** column and click the appropriate users. If you don't see a user you're looking for, use the **Search** field and/or navigation arrows at the top of the column to scan the list.
  - c. Once you've highlighted the desired users, click the  icon located between the two columns. The selected users are displayed in the **Assigned Users** column.
9. Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc burning permission. Once you've saved the user record without any errors, a confirmation message is displayed.

## Changing a User

This section describes how to change an existing user record in a DES application.

To change a user record:

1. Go to **Administration > Manage Users**. The **User Search Results** page is displayed.
2. If the user record you want to update is not displayed in the **Display Name** column, use the navigation arrows at the top of the form to scroll through the user list. Alternatively, enter/select search criteria in the search field(s) provided.
3. Right-click the record of interest in the **Display Name** column, then select **Edit** from the pop-up menu. The Edit User form is displayed. The fields on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

4. Enter/select your desired changes in the appropriate fields.
5. To assign additional permissions to this user, follow step **7** of the **Adding a User** procedure.
6. If the **Users** tab is displayed, you can assign or unassign officers to this user. **NOTE:** When an officer is assigned to you, it means that you have access to that officer's videos. To do so, click the **Users** tab, and then perform one or more of the following tasks:
  - a. To assign an officer to this user:
    - i. Go to the **Available Officers** column and click the appropriate users. If you don't see a user you're looking for, use the **Search** field and/or navigation arrows at the top of the column to scan the list.
    - ii. Once you've highlighted the desired users, click the  icon located between the two columns. The selected users are displayed in the **Assigned Officers** column.
  - b. To unassign one or more officers from this user:
    - i. Go to the **Assigned Officers** column and click the appropriate users. If you don't see a user you're looking for, use the **Search** field and/or navigation arrows at the top of the column to scan the list.
    - ii. Once you've highlighted the desired users, click the  icon located between the two columns. The selected users are displayed in the **Available Officers** column.
7. Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc burning permission. Once you've saved the user record without any errors, a confirmation message is displayed.

## Deleting a User

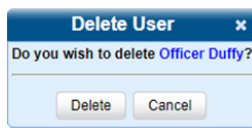
This section describes how to delete an existing user record in a DES application.

### **i** NOTE: Users that cannot be deleted

Users who own video or have any activity logs cannot be deleted.

To delete a user:

1. Go to **Administration > Manage Users**. The **User Search Results** page is displayed.
2. If the user record you want to delete is not displayed in the **Display Name** column, use the navigation arrows at the top of the form to scroll through the user list. Alternatively, enter/select search criteria in the search field(s) provided.
3. Right-click the record of interest in the **Display Name** column, then select **Delete** from the pop-up menu. A confirmation message is displayed.



4. Click **Delete**. The selected user record is removed from the system.

## Managing Users with Active Directory Integration

There are two methods for updating the Active Directory user list:

- **Method 1: Auto-Create Users Upon Login.** This method will automatically create a new user record in your DES application whenever a new user logs in to it for the first time. This method is fully automated. It is the "set it and forget it" option.
- **Method 2: Manually Add Users En Mass.** This method is used to manually update your user list on a periodic basis.

Your System Implementation Specialist (SIS) will assist you in setting up your Active Directory for the first time. After that, you only have to update the user list as needed.

### Method 1: Auto-Creating Active Directory Users Upon Login

This section describes how to set up the system so that it automatically creates a new user record in your DES application whenever a new user logs in for the first time.

To auto-create directory users:

1. Go to **Administration > System Setup > Security > Active Directory Settings**. The **Active Directory** form is displayed.

- Go to the **Action** menu and click **Edit**. The **Edit LDAP Active Directory Settings** pop-up is displayed. The fields on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

- Select the **Auto Create Users** checkbox, and then click **Save**.

## Method 2: Manually Adding Active Directory Users En Mass

This section describes how to manually update your user list on a periodic basis.

To manually add users:

- Go to **Administration > Manage Users**, then go to the **Action** menu and click **Add Active Dir User**. The **Active Directory Search** pop-up is displayed.

- Search for and select the active directory users that you want to add to the system. To do so:
  - Go to the **Top Level OU** drop-down list and select the organization unit in which you want to search for users.
  - Go to the **Search by** drop-down list and select the field name you want to search by.
  - Go to the blank field to the right of the **Search by** field and enter the field value you want to search by. This value should correspond to the selected **Search by** value. For example, if you entered **Department** in the **Search by** field, you might enter **Traffic Patrol** in the blank search field.
  - Click **Search**. The system displays all user records that match your selection criteria.
- To select the users you want to add, perform one of the following tasks:
  - Go to the **Action** menu and click **Select All**.
  - Go to the **Action** menu and click **Select All on Page**.
  - Go to the **Add** column and manually select the appropriate checkboxes.
- Go to the **User Type** column and select a role for each user from the drop-down list.
- Once the desired users are selected and their **User Types** are set to the correct values, go to the **Action** menu and click **Add Selected**. A confirmation message is displayed.

## Updating the Active Directory Settings

This section describes how to update your Active Directory settings.

To update the settings:

- Go to **Administration > System Setup > Security > Active Directory Settings**. The **Active Directory** form is displayed.

- Go to the **Action** menu and click **Edit**. The **Edit LDAP Active Directory Settings** pop-up is displayed. The fields on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

- Enter/select your changes in the appropriate field(s), and then click **Save**.

## Exporting User Activity to a Spreadsheet

This section describes how to export all your user activity to a spreadsheet for use with another application, such as a custom reporting tool. This is referred to as the User Activity report. It includes information such as which users logged in/out of the system, played video, edited a case, etc. The system automatically updates this report once every day.

To export a user activity report:

- Go to **Administration > System Status > Reports**, and then click the **User Activity** report to highlight it.

Report Name	Last Refreshed Date	Report Status
BW Video Requests	09/20/2020 01:10	Ready
DVR Activity	09/20/2020 01:11	Ready
Media Activity	09/20/2020 01:14	Ready
Restricted Viewing Cases	09/20/2020 01:19	Ready
User Activity	09/20/2020 01:20	Ready
Video Notations	09/20/2020 01:21	Ready

### **NOTE:** Last refreshed date

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

- Go to the **Action** menu and click **Download Report**. The system downloads the report to your PC's Downloads folder.
- Navigate to your **Downloads** folder, and then double-click the report file. The **User Activity** information report is displayed in your default spreadsheet application.

# Managing User Roles and Permissions

## Managing System-Assigned User Roles

You can change or restore the settings for a system-defined user role.

### Configuring a System-Defined User Role

This section describes how to change the default settings for one of the predefined user roles that come with DES applications:

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

#### **i NOTE: User role availability**

Depending on the application you are using, some or all user roles will be available to you.

You can change a user role's session timeout setting and/or its permissions, as described below.

- **Session Timeout.** The session timeout setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system. If a user type will be performing time-intensive tasks, such as restoring cases or manually uploading videos, it's recommended that you set their session timeout to a minimum of 60 minutes.
- **Permissions.** A user role's permissions determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see **Appendix 6 - Users and Permissions**.

#### **i NOTE: What is affected by the changes you make?**

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the **Can Reset DVR** permission to the **Supervisor Lvl 1** user role, then all **Supervisor Lvl 1** users will automatically be assigned the **Can Reset DVR** permission.

#### **Do I need to update my user records after I modify a user role?**

No. The new permissions will automatically be assigned to all users who share that user role. However, there are two circumstances where you should update a user's permissions from within their user record:

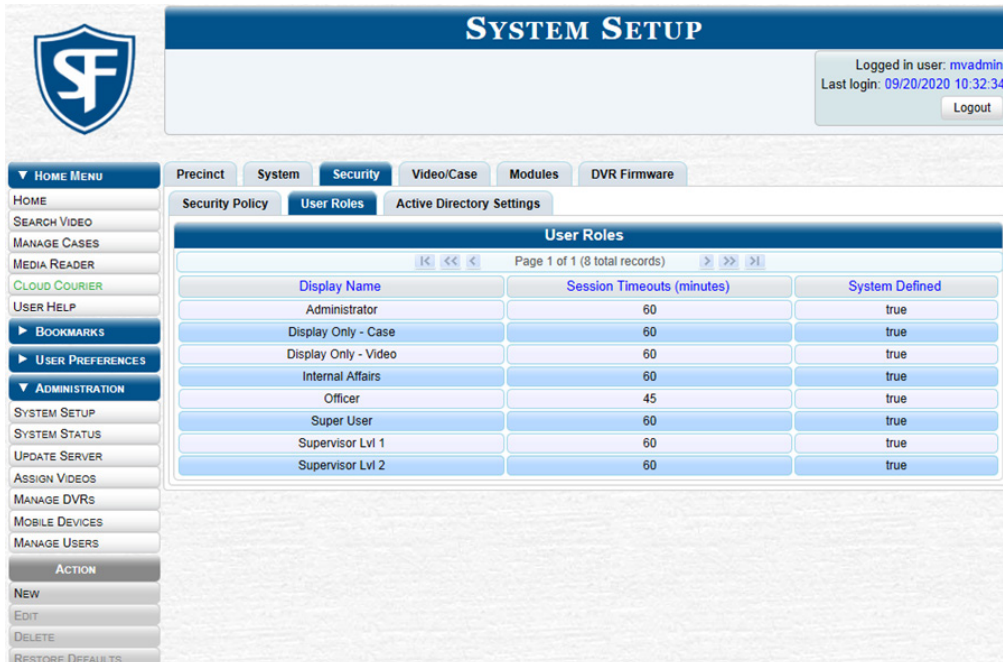
You need to change a user's assigned user role. For example, if an officer gets a promotion, you might want to change their user role from **Officer** to **Supervisor Lvl 1**. For more information, see **Changing a User on page 250**.

You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see **Assigning Permissions to a User on page 258**.

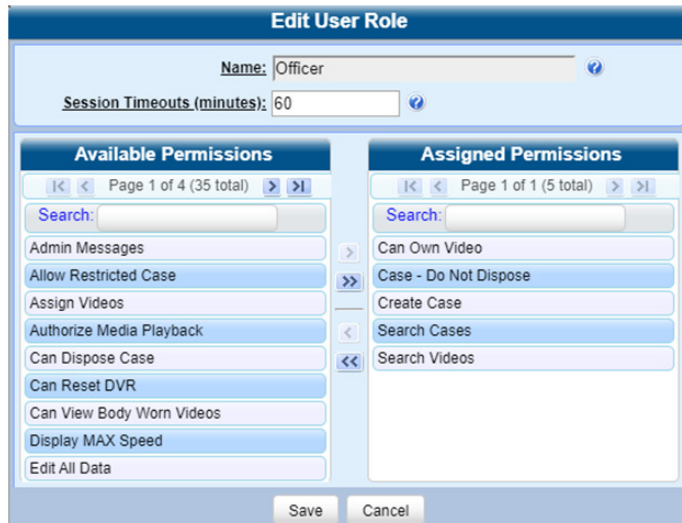
Please note that you cannot change the name of a system-defined user role. If the predefined names do not meet your agency's needs, see **Adding a Custom User Role on page 256**.


To change a user role:


1. Go to **Administration > System Setup > Security > User Roles**. The **User Roles** form is displayed. The components on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.



2. Right-click the predefined user role that you want to update, then select **Edit** from the pop-up menu. The **Edit User Role** pop-up is displayed.



3. To change the session timeout setting for this user role, enter a new value in the **Session Timeouts (minutes)** field.
4. To add a permission to this user role, perform the following steps:
  - a. Go to the **Available Permissions** column and click each of the permissions you want to add. If a permission you're looking for does not appear on-screen, use the **Search** field and/or navigation arrows at the top of the column to scroll through the permissions list.
  - b. Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are displayed in the **Assigned Permissions** column.

5. To remove a permission from this user role, perform the following steps:
  - a. Go to the **Assigned Permissions** column and click each of the permissions you want to remove.
  - b. Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are removed from the **Assigned Permissions** list.
6. Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected *Export Format-Consumer DVD* but neglected to select *Export to Disc* as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc burning permission. Once you've saved the user role without any errors, a confirmation message is displayed.

## Restoring a System-Defined User Role to its Default Settings

This section describes how to restore a system-defined user role to its original factory settings. Perform this task if you previously changed the settings for a system-defined user role, but you now want to restore that user role to its default settings.

To restore a user role:

1. Go to **Administration > System Setup > Security > User Roles**. The **User Roles** form is displayed.
2. Click the user role that you want to restore.
3. Go to the **Action** menu and click **Restore Defaults**. A confirmation message is displayed.

## Managing Custom User Roles

A custom user role is a group of permissions that has a unique name, which differs from the seven default names. You can add or remove permissions from custom user roles as desired. For a list of permissions, see **Appendix 6 - Users and Permissions**.


### Adding a Custom User Role

This section describes how to create a new user that has a unique name. Otherwise you can simply customize the system-defined user roles that come with your DES application as described in **Configuring a System-Defined User Role on page 254**.

To add a custom user role:

1. Go to **Administration > System Setup > Security > User Roles**, then go to the Action menu and click **New**. The **New User Role** form is displayed.



2. Enter a unique name for the new user role in the **Name** field.
3. If your agency is using the Active Directory Integration feature, go to the **AD Group Name** field and select the Active Directory group that is associated with this user role. Otherwise, proceed to the next step.
4. To increase or decrease the session timeout setting, go to the **Session Timeouts (minutes)** field and enter a new value.
5. To add a permission to this user role, perform the following steps:
  - a. Go to the **Available Permissions** column and click each of the permissions you want to assign to this user role. If a permission you're looking for does not appear on-screen, use the **Search** field and/or navigation arrows at the top of the column to scroll through the permissions list.
  - b. Once you've highlighted the desired permissions, click the  icon located between the two columns. The selected permissions are displayed in the **Assigned Permissions** column.
6. Click **Save**. The system analyzes your selections to make sure that they are logical. If there are any problems, the system will prompt you to make another selection. For example, if you selected **Export Format-Consumer DVD** but neglected to select **Export to Disc** as well, the system will prompt you to add the latter permission, as you can't burn a Consumer DVD unless you have disc burning permission.  
Once you've saved the user role without any errors, a confirmation message is displayed.

## Configuring a Custom User Role

This section describes how to update a custom user role. You can change the following information:

- **User Role Name**
- **Session Timeout.** The session timeout setting is the number of idle-time minutes that must pass before the system automatically logs a user off the system.
- **Permissions.** A user role's permissions determine what system functions a user will or will not be able to access. You can add/remove any number of permissions to/from a selected user role. For a list of permissions, see **Appendix 6 - Users and Permissions**.

### NOTE: What is affected by the changes you make?

Whenever you update a user role, your changes will affect all users who share that role. For example, if you add the **Can Reset DVR** permission to the **Captain** user role, then all **Captain** users will automatically be assigned the **Can Reset DVR** permission.

#### **Do I need to update my user records after I modify a user role?**

No. The new permissions will automatically be assigned to all users who share that user role. However, there are two circumstances where you should update a user's permissions from within their user record:

You need to change a user's assigned user role. For more information, see **Changing a User on page 250**.

You want to give a user a few extra permissions that are not included with their assigned user role. For more information, see **Assigning Permissions to a User on page 258**.

To change a custom user role:

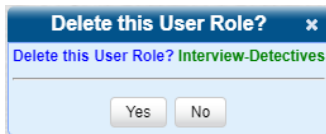
1. Go to **Administration > System Setup > Security > User Roles**. The **User Roles** form is displayed. For a detailed description of this form, see **Appendix 6 - Users and Permissions**.
2. Right-click the custom user role that you want to update, then select **Edit** from the pop-up menu. The **Edit User Role** pop-up is displayed.
3. To change the name of this user role, enter a new value in the **Name** field.
4. To change the Active Directory group that is associated with this user role, select a new value from the **AD Group Name** field.
5. Follow steps **3 - 6** of the **Configuring a System-Defined User Role** procedure.

## Deleting a Custom User Role

This section describes how to delete a custom user role that is not currently assigned to any users. If the user role you want to delete is currently assigned to one or more users, you will have to change each user's role assignment first before you can perform this procedure.

To delete a custom user role:

1. Go to **Administration > System Setup > Security > User Roles**. The **User Roles** form is displayed.
2. Right-click the custom user role that you want to delete, then select **Delete** from the pop-up menu. A confirmation message is displayed.



3. Click **Yes**. The selected user role is permanently removed from the **User Roles** list.

## Assigning Permissions to a User

There are two ways in which you can assign permissions to a user.

- You can assign permissions when you first create a user. This method is described in the **Adding a User** section.
- You can assign permissions by changing an existing user's role and/or granting additional permissions to a user on an ad-hoc basis, as described in this section.

To assign permissions:

1. Go to **Administration > Manage Users**. The **User Search Results** page is displayed.
2. If the user record you want to update is not displayed in the **Display Name** column, use the navigation arrows at the top of the form to scroll through the user list. Alternatively, enter/select search criteria in the search field(s) provided.
3. Right-click the record of interest in the **Display Name** column, then select **Edit** from the pop-up menu. The **Edit User** form is displayed. The fields on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

4. To change this user's user role, select a new role from the **User Role** drop-down list.
5. Follow step **7**, and then step **9** of the **Adding a User** procedure.

## Defining Password Policies

This section describes how to define the rules that apply to a user password. These include password length, password complexity, and the number of login attempts allowed before the system disables a password.

To define password policies:

1. Go to **Administration > System Setup > Security > Security Policy**.

The screenshot shows the 'SYSTEM SETUP' interface. The 'Security' tab is selected, and the 'Security Policy' sub-tab is active. The page displays several configuration options for password policies, each with a checkbox and a help icon:

- Verify password has a numeric character:
- Verify password has an alpha character:
- Verify password has an uppercase character:
- Verify password has a special character:
- Verify password is not a commonly used password:
- Disable account on the 3rd failed login attempt:
- Verify password has not been used recently:
- The number of passwords to save in history per user:
- Verify password length:
- Required number of characters for password:
- Video visibility for auto-created Officers: Private

2. Go to the **Action** menu and click **Edit**. The **Edit Security Policy** pop-up is displayed. The options available on this form are described in the corresponding table in **Appendix 6 - Users and Permissions**.

The 'Edit Security Policy' pop-up window displays the same configuration options as the main interface, with 'Save' and 'Cancel' buttons at the bottom:

- Verify password has a numeric character:
- Verify password has an alpha character:
- Verify password has an uppercase character:
- Verify password has a special character:
- Verify password is not a commonly used password:
- Disable account on the 3rd failed login attempt:
- Verify password has not been used recently:
- The number of passwords to save in history per user:
- Verify password length:
- Required number of characters for password:
- Video visibility for auto-created Officers: Private

3. Review the first six security options and select the checkboxes for those security features you want to use.
4. To prevent users from reusing recent passwords, perform the following steps:
  - a. Select the checkbox beside **Verify password has not been used recently**.
  - b. Enter the number of passwords you want each of your users to have in **The number of passwords to save in history per user** field.
5. To set a minimum required length for passwords:
  - a. Select the checkbox to the right of the **Verify password length** field.
  - b. Enter the minimum number of characters that your passwords must have in the **Required number of characters for password** field.

- To allow any user to view videos that are owned by auto-created Officers, select **Public** from the **Video Visibility for Auto-Created Officers** drop-down list. Otherwise, only those users with the *View Private Data* or *View All Data* permission will be able to view videos owned by auto-created Officers.

**NOTE: What is an auto-created officer?**

If the value of a video's **Owner** field starts with **\*1**, it indicates that it was auto-created by the system.

There are two scenarios in which the system will automatically create an owner:

- A user logs into a DVR using a User ID that does not reside on the server. After transmission occurs, the system recognizes that the DVR Officer Name does not match any existing records in the database, and so it creates a new owner name using the following naming convention: **\*1 [DVR login name] @ [date/time]**. This name will be displayed in the video's **Owner** field.
- The Record feature on the DVR is activated when no officer is logged into the DVR. In this instance, the system will assign a default owner of **\*1 No Name @ [time at which default officer was created]** to any videos that were recorded during that session.

- Click **Save**.

# Chapter 7. Utilities

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# About Utilities

This chapter describes how to perform administrative and system maintenance procedures that are not covered in any other part of this guide. Perform these procedures in response to agency needs, user requests, and/or Inbox messages received.

## Viewing the System Status

The **System Status** page provides important information and statistics on videos, cases, DVRs, backups, storage space, and users. It also indicates what version of the application you're running.

### **i** NOTE: Searchable video

When a video is referred to as "searchable," it means that the record for that video still resides on the server.

Such records may have a status of either online or offline.

To view the system status:

1. Go to **Administration > System Status > System**. The **System Status** page is displayed. The columns on this page are described in the corresponding table in **Appendix 7 - Utilities**. If necessary, use the navigation arrows at the top of the page to scroll through the complete logs list.

The screenshot displays the 'SYSTEM STATUS' page. At the top right, it indicates 'Logged in user: admin' and 'Last login: 11/04/2020 13:11:24' with a 'Logout' button. Below this is a navigation bar with tabs: System, DVR COM, Reports, Logs, Backups, Tools, Messages, Local Queue, and Backup PC. The 'System' tab is active. On the left is a sidebar menu with categories like HOME MENU, BOOKMARKS, USER PREFERENCES, and ADMINISTRATION. The main content area shows a list of system metrics:

Enabled DVRs:	7	Active Users:	
Total Video Count:	51		• admin From 10.40.100.42 Since 11/04/2020 18:56
Last 24 Hours Video Count:	0		
Last 30 Days Video Count:	30		
Body Worn Video Count:	0		
VieVu Video Count:	0		
Oldest Non-case Video:	84 days		
Number of Active Cases:	15		
Number of Exported DVDs:	2308		
Downloader Errored Out:	false		
Backup Scheme:	all		
Last Update Check:	11/03/2020 22:30		
Storage Capacity:	88.6 GB		
Available Disc Space:	25.1 GB		
Disabled DVRs:	0		
Non-archived Video Count:	16		
Last 7 Days Video Count:	4		
Oldest Case Video:	84 days		
Number of Backup DVDs:	0		
Archiver Errored Out:	false		
Simultaneous Users Allowed:	unlimited		
Untagging Allowed:	true		
Version:	4.3.1		

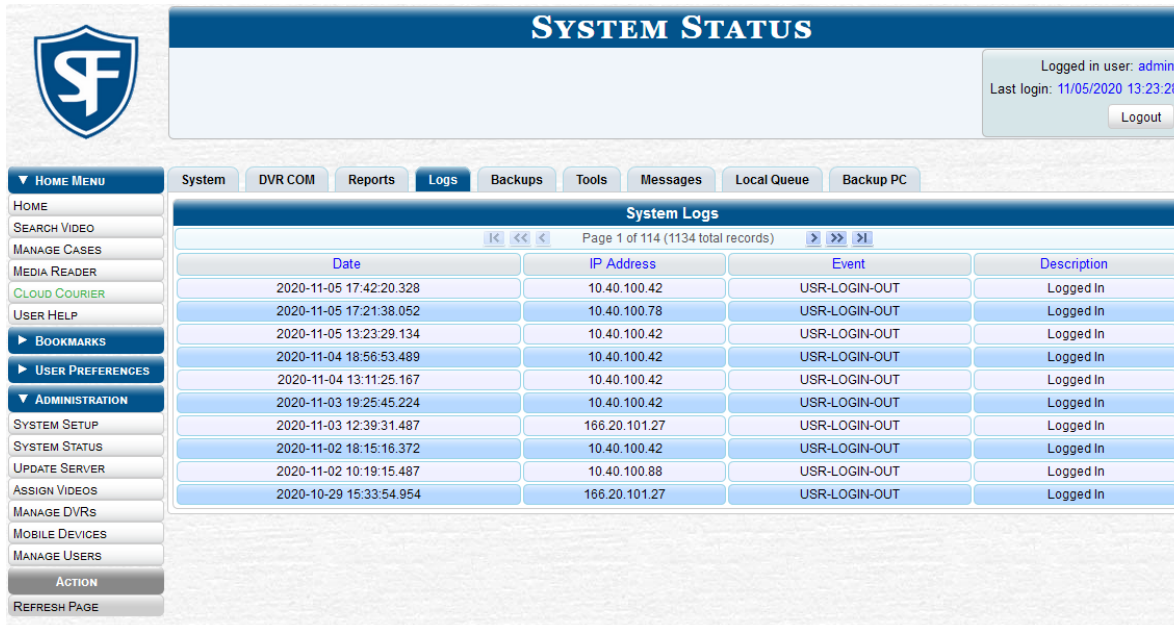
2. DEA Agency users can view the information on the daily data transfers that occur between the Precinct servers and the Agency server. To do so, click the **Transfers** tab, and then click the precinct of interest. The information on how many data fields and files (both video and media) have successfully transmitted from a Precinct server to the Agency server on a particular day is displayed in a new pop-up. The columns on this pop-up are described in the corresponding table in **Appendix 7 - Utilities**.

## Viewing the System Logs

The system logs track changes and updates to the system settings.

To view the system logs:

- Go to **Administration > System Status > Logs**. The **System Logs** list is displayed. The columns on this page are described in the corresponding table in **Appendix 7 - Utilities**. If necessary, use the navigation arrows at the top of the page to scroll through the complete logs list.



**SYSTEM STATUS**

Logged in user: admin  
Last login: 11/05/2020 13:23:28  
Logout

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

**System Logs**

Page 1 of 114 (1134 total records)

Date	IP Address	Event	Description
2020-11-05 17:42:20.328	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-05 17:21:38.052	10.40.100.78	USR-LOGIN-OUT	Logged In
2020-11-05 13:23:29.134	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-04 18:56:53.489	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-04 13:11:25.167	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-03 19:25:45.224	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-03 12:39:31.487	166.20.101.27	USR-LOGIN-OUT	Logged In
2020-11-02 18:15:16.372	10.40.100.42	USR-LOGIN-OUT	Logged In
2020-11-02 10:19:15.487	10.40.100.88	USR-LOGIN-OUT	Logged In
2020-10-29 15:33:54.954	166.20.101.27	USR-LOGIN-OUT	Logged In

## Viewing System Alerts from the 'Messages' Tab

Occasionally, the system may send alert messages to the System Administrator, informing you of a possible problem or error that may require some action on your part. You can view these messages from:

- Welcome Home** page's **Inbox Messages** list (listed individually)
- The **Messages** tab (grouped by type).

If, for example, you have fifty different 404 errors, all 404 errors would show up on the **Messages** tab as one entry with the number 50 in the **Quantity** column. Any unique information associated with these errors (e.g., the system path for the video file that threw the error) is masked out by brackets; therefore you lose any message-specific information.

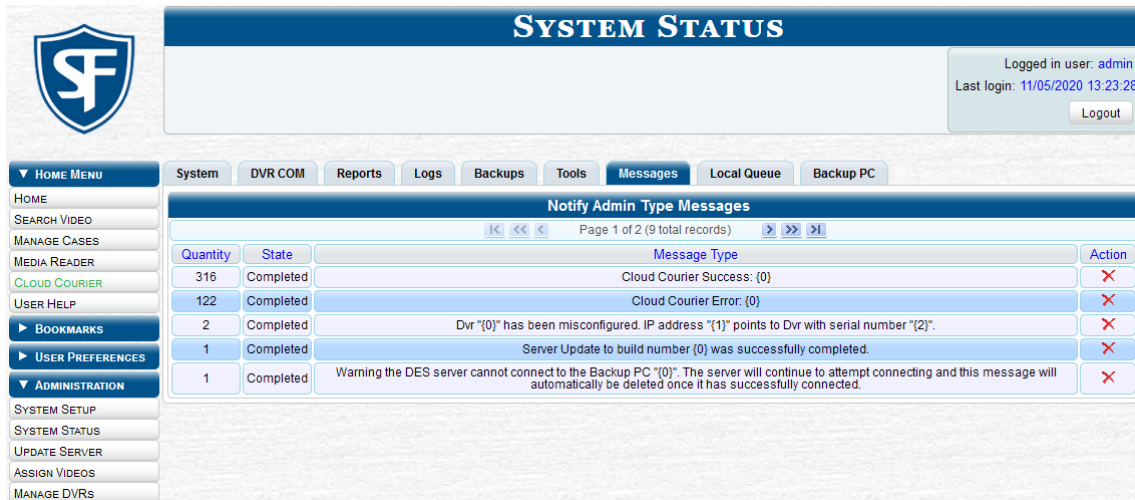
In contrast, on the **Welcome Home** page's **Inbox Messages** list, you would see all fifty 404 errors, including the actual paths to the videos that caused the errors. The messages on the **Welcome Home** page may be mixed in with other non-urgent messages, such as burn requests.

As a System Administrator, you may want to review the combined system messages on the **Messages** tab first, and then review individual messages on the **Welcome Home** page if more information is required.



To view the system alerts:

1. Go to **Administration > System Status > Messages**. Any alert messages for the System Administrator are displayed. The columns on this page are described in the corresponding table in **Appendix 7 - Utilities**.



2. After you have resolved the issue associated with an alert message, click the cross icon **X** in the appropriate row to delete all messages related to that issue.

## Managing Precinct and Agency Information and Communication

### Adding, Registering, Updating and Deleting Agency or Precinct Records

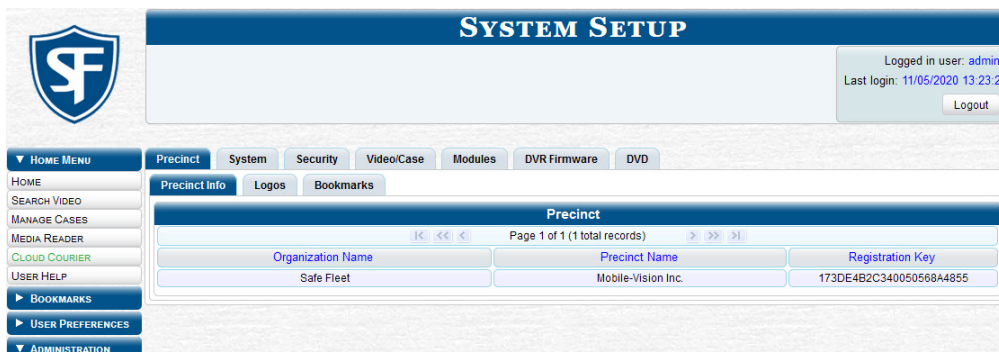
During installation, your System Implementation Specialist (SIS) will enter your Precinct information into your DES application. For DEA users, the SIS will enter one record for your Agency server and one record for each of your Precinct servers. (These are called Precinct records even though they include one Agency record.) By default, the system prints some of this information on your archive DVDs, including your precinct's name and phone number. This section describes how to manage your precinct and agency information.

Depending on the application you are using, you can perform the following administrative tasks:

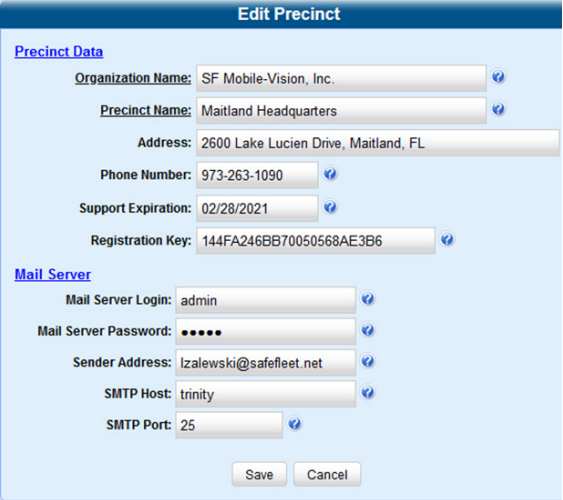
- DEA Agency users can add, register, update and delete precinct records.
- DEA Agency users can also updated the agency record.
- Users of all other DES applications can update precinct records.

To add, register, and delete precinct records and to update agency or precinct records:

1. Go to **Administration > System Setup > Precinct > Precinct Info**. The columns on this screen are described in the corresponding table in **Appendix 7 - Utilities**.



2. Perform one of the following tasks:

To...	Do this...
Add a new record for a remote Precinct server	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Precinct</b> form is displayed. The fields on this form are described in the corresponding table in <b>Appendix 7 - Utilities</b>.</li> <li>Enter the relevant information in the precinct data fields, and then click <b>Save</b>. The system adds the new record to your Precinct list.</li> </ol>
Register a new Precinct server to establish its communication with the Agency server	<ol style="list-style-type: none"> <li>Click the precinct record you wish to register. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.</li> <li>Go to the <b>Action</b> menu and click <b>Register</b>.</li> </ol>
Update a record for the Agency server or for a remote Precinct server	<ol style="list-style-type: none"> <li>Right-click the Agency record or a Precinct record you want to update, and then select <b>Edit</b> from the pop-up menu. <div data-bbox="558 655 1511 835" style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p><b>TIP: Identifying the Agency record</b></p> <p>To identify the Agency record, look for the word "Local" in the FTP IP Address, Last Comm Date, and Status fields.</p> </div> <p>The <b>Edit Precinct</b> pop-up is displayed. The fields on this form are described in the corresponding table in <b>Appendix 7 - Utilities</b>.</p>  <p>The screenshot shows the 'Edit Precinct' form with two sections: 'Precinct Data' and 'Mail Server'. The 'Precinct Data' section includes fields for Organization Name (SF Mobile-Vision, Inc.), Precinct Name (Maitland Headquarters), Address (2600 Lake Lucien Drive, Maitland, FL), Phone Number (973-263-1090), Support Expiration (02/28/2021), and Registration Key (144FA246BB70050568AE3B6). The 'Mail Server' section includes fields for Mail Server Login (admin), Mail Server Password (masked with dots), Sender Address (lzalewski@safefleet.net), SMTP Host (trinity), and SMTP Port (25). There are 'Save' and 'Cancel' buttons at the bottom.</p> </li> <li>Enter your changes in the appropriate field(s) of the <b>Precinct Data</b> section, and then click <b>Save</b>.</li> </ol>
Delete a Precinct server record before it has been registered	<ol style="list-style-type: none"> <li>Right-click a precinct record you want to delete, and then select <b>Delete</b> from the pop-up menu. A confirmation message is displayed.</li> <li>Click <b>Yes</b>. The selected record is removed from the Precinct list.</li> </ol>

## Managing the Precinct and Agency Server Communication

Every day, automatic communication occurs between the Agency server and the various Precinct servers. Videos, cases, system settings, and other system data all transmit to and from the various servers on a continual basis. However, different types of data transmit at variable times and speeds. For example, because video transfers require a lot of bandwidth, those transfers occur during night processing. Other data transfers, such as that of video metadata, occur much faster. To speed up the communication between a Precinct server and the Agency server, you have the option of performing a manual synchronization.

A “data flush” is a system maintenance procedure that is used to help correct a synchronization problem that sometimes occurs during server-to-server communications. Perform this task whenever you’re looking for, but cannot find, a video on the Agency server 24 hours or more after it was ingested into a Precinct server (see HINT below).

This section describes how to perform a data flush and manually synchronize the servers to improve communication between them.

### **i** NOTE: DEA Agency users only

The workflow described in this section applies only to users of the DEA Agency application.

To improve communication between the servers:

1. Follow step **1** of the **Adding, Registering, Updating and Deleting Agency or Precinct Records** procedure.
2. Perform one or more of the following tasks:

To...	Do this...
Perform a data flush	<ol style="list-style-type: none"> <li>1. Click the precinct to which the missing video was downloaded. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.</li> <li>2. Go to the <b>Action</b> menu and click <b>Flush</b>. The <b>Flush Precinct Options</b> pop-up is displayed.</li> <li>3. To flush data for all dates since this precinct was first registered, select the <b>Flush Everything</b> checkbox. – OR – To flush data for a specific date range, select the beginning of that date range.</li> <li>4. Click <b>Flush Now</b>. A confirmation message is displayed.</li> <li>5. Wait 5 minutes, then check to see if the missing video is now accessible on your Agency server. If the video is not accessible, contact Mobile-Vision Support for assistance.</li> </ol>
Manually synchronize servers	<ol style="list-style-type: none"> <li>1. Click the precinct you wish to synchronize with. If you have a large number of precincts, use the navigation arrows at the top of the page to scroll through the list.</li> <li>2. Go to the Action menu and click <b>Synchronize</b>. A confirmation message displays, stating that synchronization has started. Once the data transfer is complete, a notification message will be displayed in your Inbox.</li> </ol>

## Forwarding System Messages to Your Regular Mailbox

### **i** NOTE: DEV users

The workflow described in this section does not apply to users of the DEV application.

By default, system messages are displayed in the **Inbox Messages** section of the **Message Board**, located on the **Welcome Home** page. However, if your precinct has its own SMTP mail server, you can configure the system so that your **Inbox Messages** are also copied to your regular email accounts, as described in this section.

To configure system message forwarding:

1. Follow step **1** of the **Adding, Registering, Updating and Deleting Agency or Precinct Records** procedure.
2. Right-click the desired precinct record, then select **Edit** from the pop-up menu. The **Edit Precinct** pop-up is displayed. The fields on this form are described in the corresponding table in **Appendix 7 - Utilities**.

- Enter the following information in the appropriate fields of the **Mail Server** section:
  - User ID that has send-mail privileges in your mail system in the **Mail Server Login** field
  - Security password for the Mail Server Login in the **Mail Server Password** field
  - Email address to be displayed in the messages' **From** field in the **Sender Address** field
  - The name of the SMPT email host in the **SMTP Host** field
  - Port number of the SMPT email host in the **SMTP Port** field
- Click **Save**.

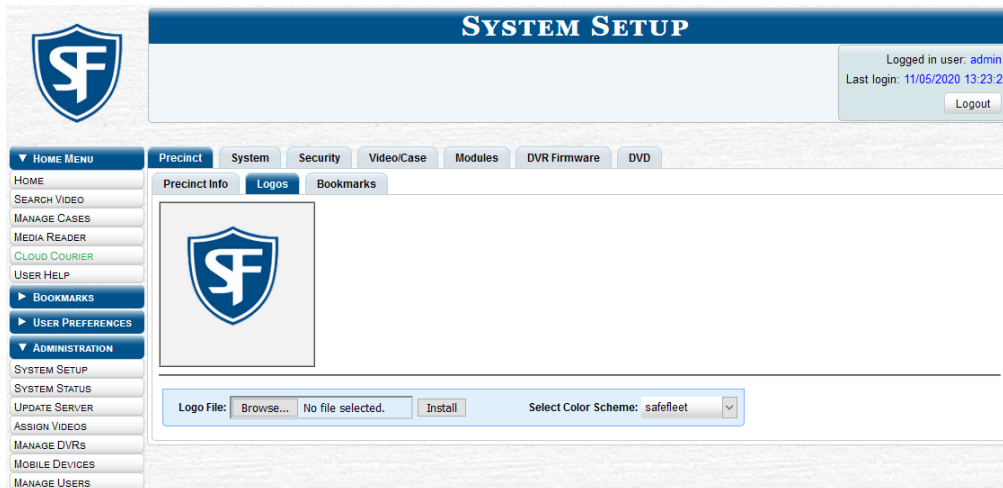
## Changing the Application Appearance

This section describes how to change the following attributes:

- The graphics file that is displayed in the upper left corner of your DES application. You may, for example, want to replace the default logo with your agency's logo
- The application's color scheme.

To change the application appearance:

- Go to **Administration > System Setup > Precinct > Logos**. If you previously uploaded any graphics files to your DES application, a thumbnail image of those file(s) will be displayed on-screen. Otherwise just the Mobile-Vision logo will be displayed.



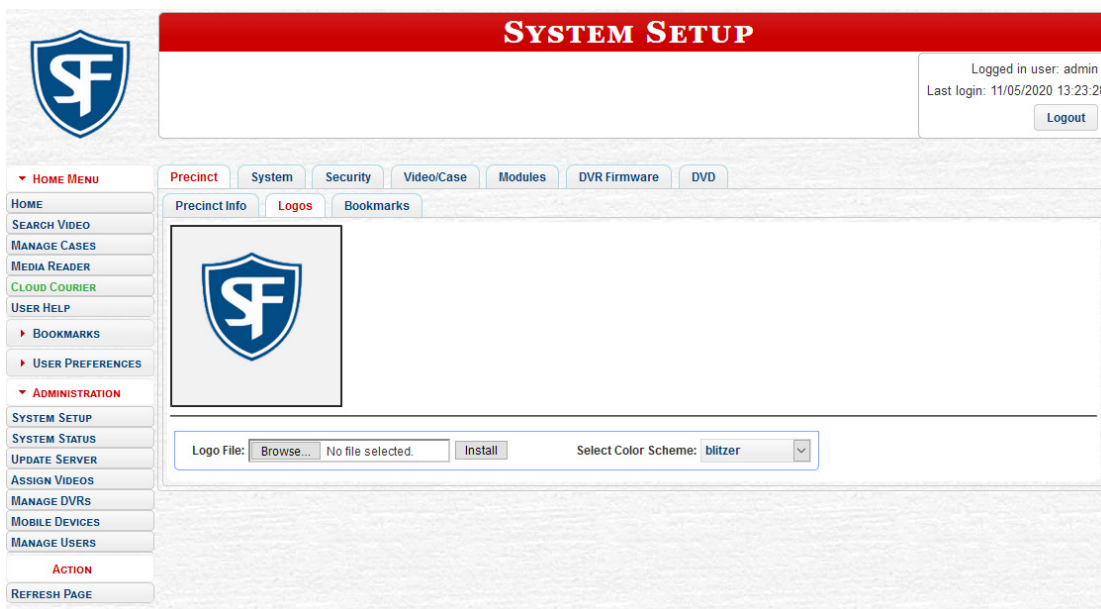
- Click the **Choose File** button beside the **Logo File** field, and then navigate to the disk drive location where the graphics file is located.

This workflow continues on the next page.

- Double-click the graphics file you wish to upload, and then click **Install**. A thumbnail image of the graphic is displayed in the space above the **Logo File** field.



- Click the thumbnail image of the graphic you wish to display. That graphic will appear in the upper left corner on every page of your DES application, not just on the **Welcome Home** page.
- To change the color scheme, select a new value from the **Select Color Scheme** drop-down list. The new color scheme will immediately take effect.



## Managing Storage Devices

The **Storage** tab lists the settings that your DES application uses to determine where data is stored on the server and how to interact with client workstations. It also may contain information on additional storage devices, such as a RAID unit. RAID is an acronym for Redundant Array of Independent Disks—a storage device that contains multiple disk drive components.

Storage server data is configured by your System Implementation Specialist (SIS) during implementation. You do not need to modify this data unless the disk resources available to the server have changed.

### **⚠ WARNING: Modifying storage device record**

Do not modify any of the field values on a Storage Device record without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer. Entering incorrect data could have dire consequences. Some of your video could become inaccessible, wireless transmission could fail, and/or data could be permanently lost.

You can perform the following tasks:

- **Add a new storage device.** Your System Implementation Specialist (SIS) or Technical Support Engineer (TSE) may instruct you to perform this task when your agency acquires a new RAID storage unit or a hard drive.
- **Change an existing storage device.** Storage device records contain the settings that your DES application uses to determine where data is stored on the server and how to interact with client workstations. Storage device records also contain information on RAID units. Because storage server data is configured by your System Implementation Specialist (SIS) during implementation, you do not need to modify this data unless the disk resources available to the server have changed.
- **Delete an existing storage device.** Only perform this procedure when instructed to do so by a Mobile-Vision Technical Support Engineer.

To add, change, or delete a storage device:

1. Go to **Administration > System Setup > System > Storage**.

The screenshot shows the 'SYSTEM SETUP' interface. The 'Storage' tab is selected, and the 'Storage' configuration page is displayed. The page shows a table with the following data:

Internal Path	External Media UNC	IP Address of RAID unit	Status
/fodata/00/	\\export001	127.0.0.1	Enabled

This workflow continues on the next page.

2. Perform one of the following tasks:

To...	Do this...
<p>Add a new storage device</p>	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Storage</b> pop-up is displayed. The fields on this form are described in the corresponding table in <b>Appendix 7 - Utilities</b>.                     <div data-bbox="430 367 909 766" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <div data-bbox="1055 420 1388 703" style="border: 1px solid #0070c0; padding: 10px; margin: 10px 0; background-color: #e6f2ff;"> <p><b>NOTE: Values must match!</b></p> <p>The values entered on this form must match the actual configuration of the storage server.</p> </div> </li> <li>Enter the following information in the appropriate fields of the form:                     <ul style="list-style-type: none"> <li>The top level path to data storage (<i>/fbdata/xx</i>) in the <b>Internal Path</b> field.</li> <li>The path by which the video files will be served (<i>\exportxx\</i>) in the <b>External Media UNC</b> field (if applicable)</li> <li>The path by which thumbnail images and user media will be served in the <b>External Case URI</b> field (if applicable)</li> <li>The FTP user account for this storage device in the <b>FTP Username</b> field</li> <li>The FTP password for this storage device in the <b>FTP Password</b> field</li> <li>The IP address for this storage device in the <b>IP Address of RAID unit</b> field (if applicable).</li> </ul> </li> <li>If this storage device will not be immediately available to receive videos, select <b>Disabled</b> from the <b>Status</b> drop-down list. Otherwise, proceed to the next step.</li> <li>Click <b>Save</b>. A confirmation message is displayed at the top of your page.</li> </ol>
<p>Change an existing storage device</p>	<ol style="list-style-type: none"> <li>Right-click the storage device you wish to view/edit, then select <b>Edit</b> from the pop-up menu. The <b>Edit Storage</b> pop-up is displayed. The fields on this form are described in the corresponding table in <b>Appendix 7 - Utilities</b>.                     <div data-bbox="430 1375 909 1795" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <div data-bbox="966 1417 1421 1764" style="border: 1px solid #cc0000; padding: 10px; margin: 10px 0; background-color: #ffcccc;"> <p><b>WARNING: Modifying storage device records</b></p> <p>Do not modify any of the field values on this pop-up without the assistance of your agency's network specialist OR a Mobile-Vision Technical Support Engineer.</p> </div> </li> <li>Enter your changes in the appropriate fields, and then click <b>Save</b>. A confirmation message is displayed at the top of the page.</li> </ol>

This table is continued on the next page.

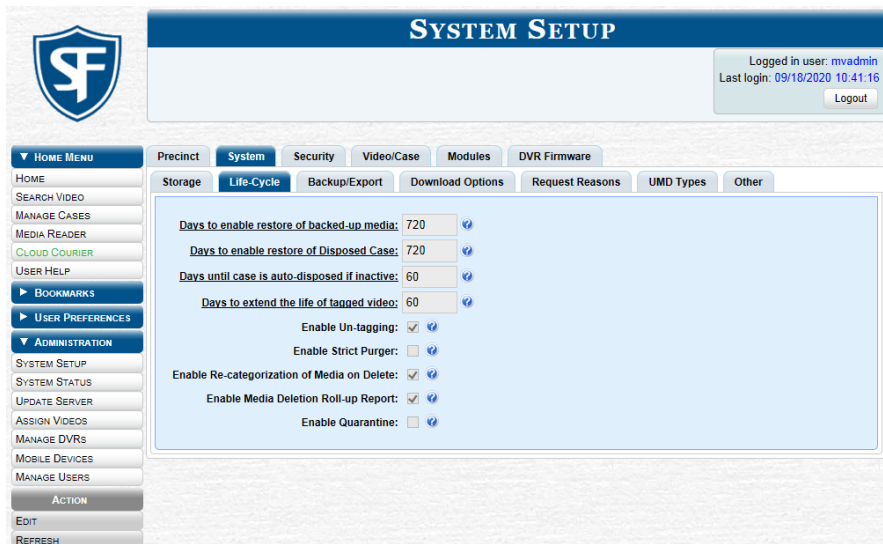
To...	Do this...
Delete an existing storage device	<ol style="list-style-type: none"> <li>Right-click the storage device you wish to delete, and then select <b>Delete</b> from the pop-up menu. A confirmation pop-up is displayed.                     <div data-bbox="430 325 706 457" data-label="Image"> </div> </li> <li>Click <b>Yes</b>. The selected storage device is removed from the <b>Storage</b> list.</li> </ol>

## Changing the Online Lifecycle Settings

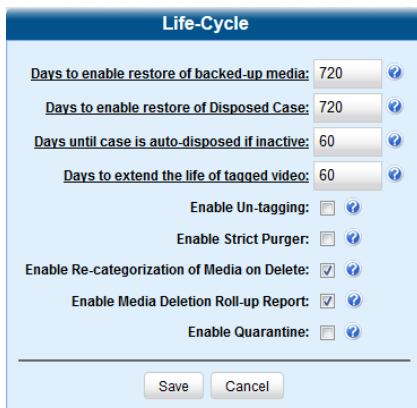
This section describes how to change the lifecycle settings for video, snapshot, and case files. These settings determine how long various files will stay online, when/if files will be purged, and when/if files can be restored to the server.

To change the lifecycle settings:

- Go to **Administration > System Setup > System > Life-Cycle**.



- Go to the **Action** menu and click **Edit**. The **Life-Cycle** form is displayed. The fields on this form are described in the corresponding table in **Appendix 7 - Utilities**.



**NOTE: Life-Cycle form options**

Depending on the application you are using, the options available on this form may be different.

- To change any of the online lifecycle settings, enter/select your changes in the appropriate field(s), and then click **Save**.



## Activating a New Module

This section describes how to activate a software module, such as the Interview Room module, within your DES application.

### **NOTE: About the Interview Room module**

Interview Room allows you to set up an in-car DVR inside your precinct's interview room(s) and record subject interviews. This module requires the purchase of additional equipment. If you're interested in this add-on, contact your Mobile-Vision Sales Representative at 800-336-8475 before proceeding.

There are two procedures used to activate a new module:

- **Procedure 1:** Activating Interview Room via the **Update Server** function.
- **Procedure 2:** Activating Interview Room via the **Modules** Tab.

Typically, you would use Procedure 1. However, if there is a technical problem or security issue of some kind, your Mobile-Vision Technical Support Engineer may instruct you to use Procedure 2 instead.

### Procedure 1: Activating Interview Room via the Update Server

This section describes how to activate a new module via the **Update Server** function. After you perform this task, the system will automatically update the software license that is required to access Interview Room.

Please note that this procedure requires remote access to the Mobile-Vision update server. If this raises security concerns within your organization, you may wish to use Procedure 2 on **page 273** instead.

Before performing this procedure, contact your Mobile-Vision Sales Representative.

To activate a new module:

1. Go to **Administration** and click **Update Server**.
2. If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. Next, select the checkbox at the bottom of the second pop-up, then click **Run**. The **Update Server** pop-up is displayed.
3. If our Service department provided you with an update CD, place that CD in your PC's DVD/CD tray. Otherwise proceed to the next step.
4. Click the **Check for Update** button. The system searches for the update. Once it's discovered, the message **Update Found** is displayed in the **Status** field.
5. Click **Continue**. The system begins updating the system. When the update is complete, the system logs you out of the application.
6. Restart your browser, and then log back in to your DES application. If you encounter any problems or error messages, your Technical Support Engineer may instruct you to perform Procedure 2, as described in the next section.

### Procedure 2: Activating Interview Room via the Modules Tab

This section describes how to activate a new module via the **Modules** tab.

Only use Procedure 2 when one of the following conditions applies:

- You already tried Procedure 1 and it resulted in an error message.
- Procedure 1 raises security concerns within your organization since it requires remote access to the Mobile-Vision update server.
- Your Mobile-Vision Technical Support Engineer instructed you to use Procedure 2.

To activate a new module:

1. Call Mobile-Vision Technical Support at 800-336-8475 and ask the Technical Support Engineer to create and email a new license file for Interview Room.
2. After you receive the email attachment, place the new license file on your PC's desktop.

- Go to **Administration > System Setup > Modules**.



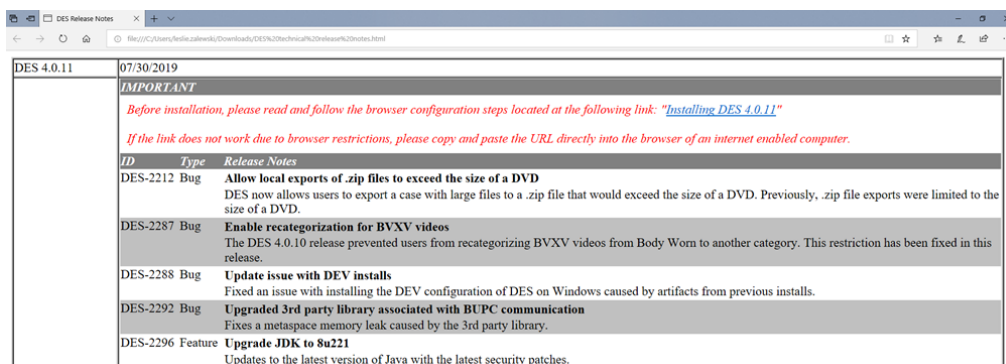
- Click the **Choose File** button, and then navigate to your desktop where the installation file resides.
- Double-click the installation file. The file name is displayed in the **DES License File** field.
- Click **Install**. The system begins installing Interview Room. When the installation is complete, a confirmation message will be displayed.
- Log out of your DES application and restart your browser.
- Log back in to your DES application.

## Viewing/Printing Software Release Notes

This section describes how to view and/or print the technical release notes for the current software release.

To view and print the release notes:

- Go to **Administration > System Status**, and then click the link beside the **Version** field at the bottom of the page. The system downloads the release notes to your PC's **Downloads** folder.
- Navigate to your **Downloads** folder, and then double-click the *DES technical release notes.html* file. The release notes are displayed in a separate window.



- To print the release notes, press **Ctrl + P**. The **Print** form is displayed.
- Select your print options, then click **Print**. The print job is directed to your active printer.
- When you are finished viewing/printing the release notes, click the cross icon in the upper right corner of the page.

## Accessing Product Manuals & Training Videos

This section describes how to access Mobile-Vision’s product manuals and training videos via links to our Online Support Center.

To access training materials:

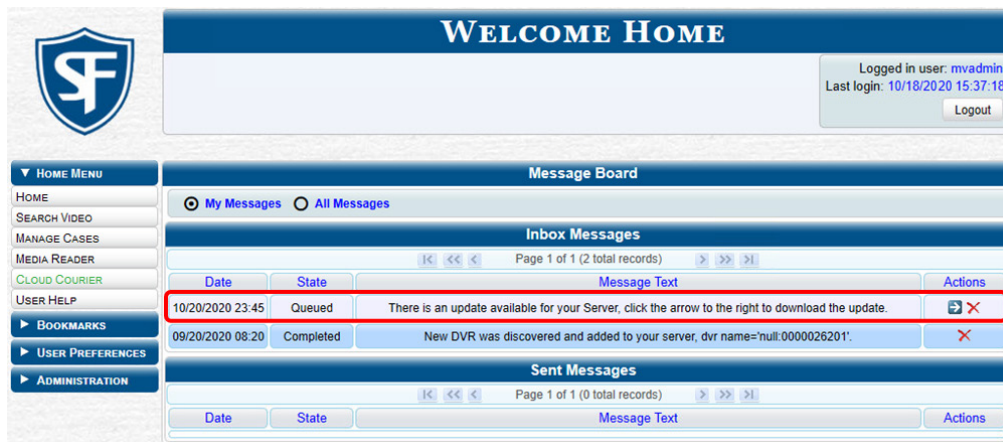
1. Go to **Administration > System Status > Tools**. The video and documentation links are listed in the **System Documentation** section.



2. To view a list of training videos, click **Online Training Videos**.  
 – OR –  
 To view a list of manuals and quick reference guides, click **Online Product Documentation List**.  
 The corresponding Safe Fleet Community login page opens.
3. Log in with customer credentials provided to you by the MVI Support team.
4. Navigate to the desired video or document.

## Updating Your DES Application

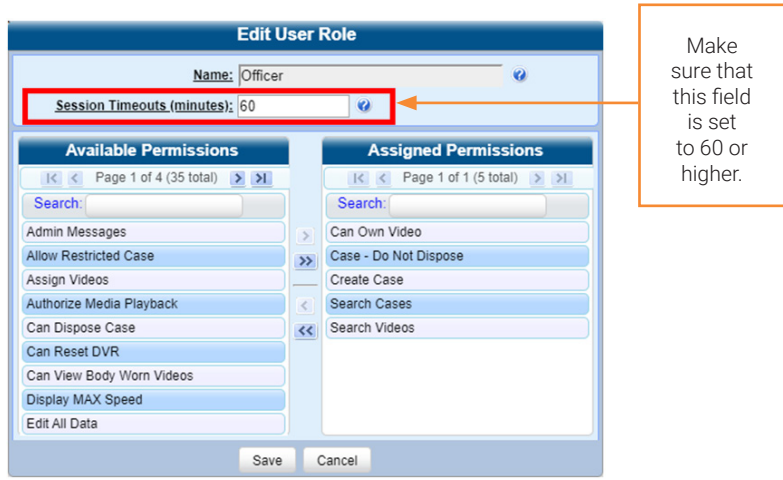
If your agency has an up-to-date Extended Maintenance Agreement (EMA) and your hardware/software configuration meets our system requirements, you qualify for software upgrades whenever one is available. This section describes how to update your DES application after you receive an upgrade notification in your Inbox (“**There is an update available for your Server...**”).



The following procedure requires that your server has Internet access to our Auto Update server. If you do not have direct access to our update server or your agency does not allow direct access to our server for security reasons, please contact Mobile-Vision Service at 973-263-1090. A Technical Support Engineer will provide you with an alternate method for upgrading your software.

**NOTE: Windows users**

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.



**NOTE: Session timeout setting**

Depending on the size of the update and speed of your network connection, the update process may take up to an hour.

Before you begin an update, make sure that your user type has a session timeout setting of at least 60 minutes to prevent you from being logged out during the update process.

For instructions on changing this setting, see *Managing User Roles and Permissions on page 254*.

To update your DES application:

1. Make sure the **Welcome Home** page is displayed, then go to your **Inbox Messages** list and click the arrow icon to the right of the upgrade notification message ("**There is an update available for your Server...**").  
– OR –  
Go to **Administration** and click **Update Server**.
2. If a security pop-up is displayed, select the checkbox at the bottom of the pop-up, then click **Allow**. Next, select the checkbox at the bottom of the second pop-up, then click **Run**. The **Update Server** pop-up is displayed.
3. Click the **Check for Update** button. The system searches for a new update.
4. Perform one of the following tasks:

If...	Then...
An update is not available	The message <b>No Update Found</b> is displayed in the <b>Status</b> field. <ul style="list-style-type: none"> <li>• Click the cross icon in the upper corner of the page to exit. <b>End of procedure.</b></li> </ul>
An update is available	The message <b>Update Found</b> is displayed in the <b>Status</b> field. <ul style="list-style-type: none"> <li>• Proceed to the next step.</li> </ul>

5. To review the release notes before beginning the update, click the **Release Notes** button. Otherwise proceed to the next step.
6. Click **Continue** to begin the update. When the update is complete, the system will log you out of the application.
7. Log in to your DES application again. **NOTE: DEF users - End of procedure.** Once the **Welcome Home** page is displayed, look for a new message in your Inbox that says: "**A Required update is needed for the Backup Workstation...**". See the screenshot on the next page.



**WELCOME HOME**

Logged in user: madmin  
Last login: 09/08/2020 18:27:31  
Logout

**Message Board**

My Messages All Messages

**Inbox Messages**

Page 1 of 1 (5 total records)

Date	State	Message Text	Actions
10/03/2020 22:37	Incoming	A newly discovered DVR: 'BWX BWC_001' with SN: 3000001391 was inserted with no group assignment.	✕ ✎
09/25/2020 00:11	Requested	A request to view system video #42 has been sent by Officer Zalewski. (Reason: Criminal investigation)	📄 ✓ ✕
09/25/2020 00:10	Requested	A request to view system video #44 has been sent by Officer Zalewski. (Reason: Discovery)	📄 ✓ ✕
09/23/2020 21:45	Completed	New DVR was discovered and added to your server, dvr name='BWX BWC_001'.	✕
09/19/2020 19:52	Completed	A required update is needed for the Backup Workstation. Please login to the flashback application on the backup workstation, go to the Tools tab in System Status, click 'Backup PC Update', and click 'Run' to update your backup workstation.	✕

**Sent Messages**

Page 1 of 1 (0 total records)

Date	State	Message Text	Actions
------	-------	--------------	---------

If you see the update message pictured above, it means that you have to update your backup PC(s) in order for the new DES update to work properly. Proceed to the next step.

- Follow steps **1 - 10** of the **Updating the Backup PC Software** procedure. If you have more than one backup PC, repeat this procedure for each of them.

## Downloading Support Logs

This section describes how to download the logs that are used by Mobile-Vision's Technical Support Engineers to troubleshoot technical problems. This procedure is only used by those customers who have no remote access whatsoever (i.e., your agency is unable or unwilling to allow remote our technical staff access to the server). Perform this task when instructed to do so by a Technical Support Engineer.

### **NOTE:** Windows users

This procedure is for Windows 10 users. If you have an earlier version of Windows, these steps may differ slightly.

To download support logs:

- Go to **Administration > System Status > Tools**, and then click the **Download Support Logs** button. The following message is displayed:  
**Compressing logs. Please wait.**
- After a delay of a few seconds to a few minutes, a Windows message is displayed.
- Select **Save As** from the **Save** drop-down list. The **Save As** window is displayed.
- Navigate to the disk drive location where you wish to temporarily store the log file. (You will be emailing or uploading this file to Mobile-Vision.), and then click **Save**. The system copies the **logs4u.mvi** file to the selected location. When the process is complete, a confirmation message will be displayed.
- Click **Open folder** to display the file.
- Upload the file to Mobile-Vision, as per your Technical Service Engineer's instructions.

# Managing Bookmarks

A bookmark is a link to a website. By default, your DES application comes with two bookmarks:

- **Mobile-Vision.** Takes you to the regular Mobile-Vision web site
- **Online Support.** Provides instructions on how to access our Safe Fleet Community.

These links are displayed under the **Bookmarks** column on the **Main Menu**.

If desired, you may wish to set up some agency-defined links as well. Doing so will provide you with quick and easy access to frequently used websites. You can display up to five links on the **Main Menu**.

You can perform the following tasks:

- Add a new bookmark.
- Change or delete an existing bookmark.

To add, change, or delete a bookmark:

1. Go to **Administration > System Setup > Bookmarks**. Your existing bookmarks are displayed.



2. Perform one of the following tasks:

To...	Do this...
Add a new bookmark	<ol style="list-style-type: none"> <li>1. Go to the <b>Action</b> menu and click <b>New</b>. The <b>New Bookmark</b> form is displayed.                     <div data-bbox="457 1226 760 1436" data-label="Image"> </div> </li> <li>2. Enter a descriptive name for the new bookmark in the <b>Label</b> field. This is the text that will be displayed in the <b>Bookmarks</b> column on the <b>Main Menu</b>.</li> <li>3. Enter the website's web address in the <b>URL</b> field. The <i>http://</i> portion of the URL is prepopulated for you, but you may need to insert an "s" if your web address begins with <i>https://</i>.</li> <li>4. If you want this bookmark to be displayed in the <b>Bookmarks</b> column on the <b>Main Menu</b>, select the <b>Visible</b> checkbox. Otherwise proceed to the next step.</li> <li>5. Click <b>Save</b>. Your new bookmark is displayed on the <b>Bookmarks</b> list.</li> </ol>

This table is continued on the next page.

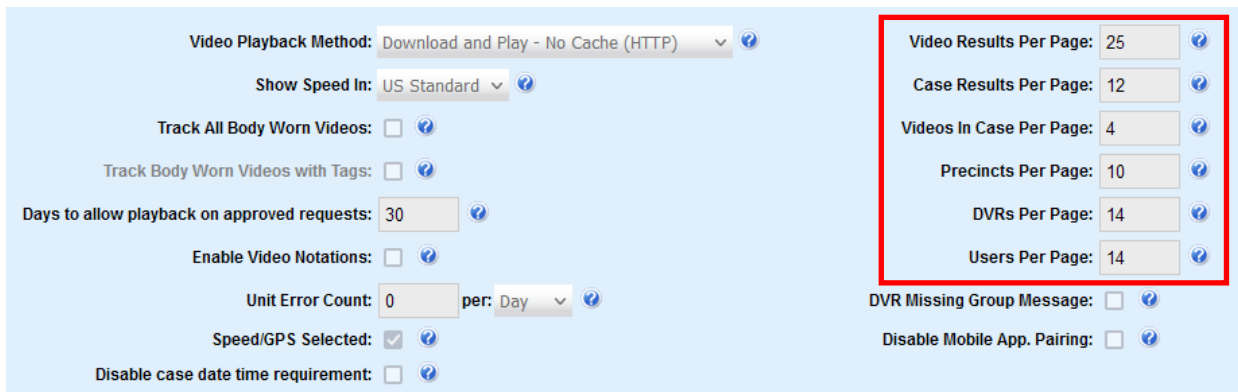
To...	Do this...
Change an existing bookmark	<ol style="list-style-type: none"> <li>Go to the <b>Action</b> menu and click <b>Edit</b>. The <b>Edit Bookmark</b> form is displayed.                     <div data-bbox="461 289 750 491" data-label="Image"> </div> </li> <li>Enter/select your changes in the appropriate field(s), and then click <b>Save</b>.</li> </ol>
Delete an existing bookmark	<ol style="list-style-type: none"> <li>Click the bookmark(s) you want to delete.</li> <li>Go to the <b>Action</b> menu and click <b>Delete</b>. A confirmation message is displayed.                     <div data-bbox="461 642 634 751" data-label="Image"> </div> </li> <li>Click <b>Yes</b>. The selected record(s) are removed from the <b>Bookmarks</b> list.</li> </ol>

## Configuring Search Results Display

Whenever you search for or display certain records (videos, cases, DVRs, etc.), a certain number of records will be displayed by default, such as six rows per page for videos. If desired, you may increase or decrease these defaults, as described in this section.

To configure the search results display:

- Go to **Administration > System Setup > System > Other**, then go to the **Action** menu and click **Edit**. The **Other** pop-up is displayed.



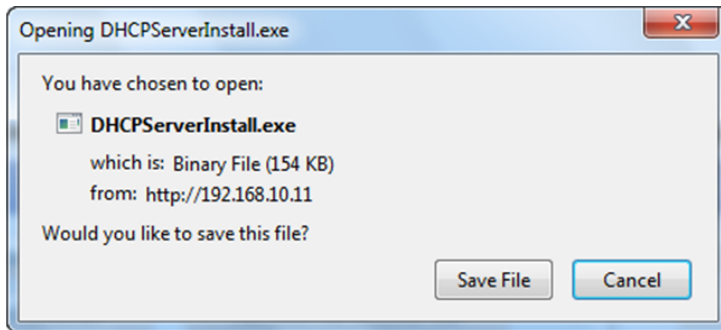
- The rows per page settings are on the right side of the **Other** pop-up.
- Go to the right of the screen and enter the desired number of rows in the boxes provided.
- Click **Save**.

## Installing DHCP Server Software

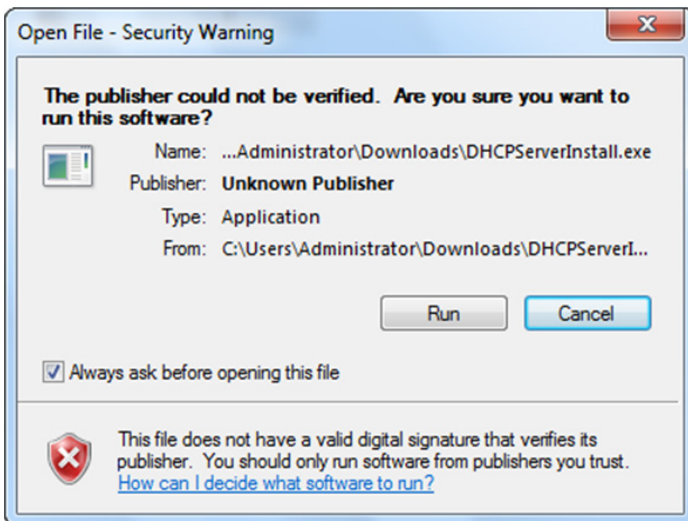
This topic describes how to install DHCP Server Software on a 32-bit PC that is running Windows 7/8. Install this software on a PC that's on the same network as your recording devices. This will provide those devices with IP addresses. If you are using multiple networks/subnets with your devices, install the software on one PC per network/subnet.

To install server software:

1. Go to **Administration > System Status > Tools**, and then click the **Win32 DHCP Server** button. The following message is displayed:



2. Click **Save File**. The system copies the installation file to your PC's **Downloads** folder.
3. Navigate to your PC's **Downloads** folder, and then double-click the *DHCPSeverInstall* file. A security warning is displayed.



4. Click **Run**, and then click **Install** in the displayed window. The system begins installing the software. Once the installation is complete, a confirmation pop-up is displayed.
5. Click **Close**.

## Installing DES Client Software

This section describes how to install the PC software that is required to perform the following tasks:

- Play videos
- Use the media reader upload option
- Reactivate offline videos and cases
- Add media to cases
- Install product updates.

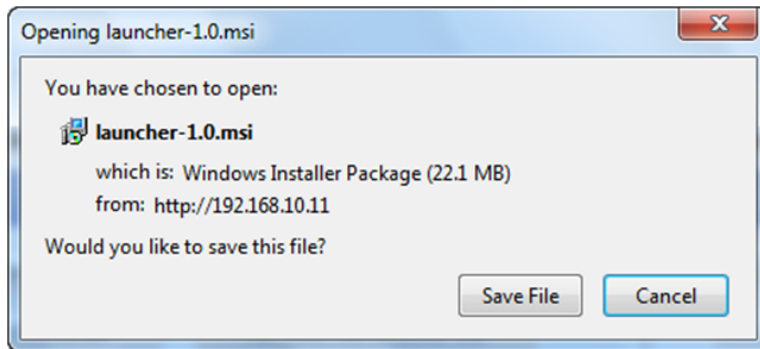
Install this software on each PC your officers use to access your DES application.

This workflow continues on the next page.

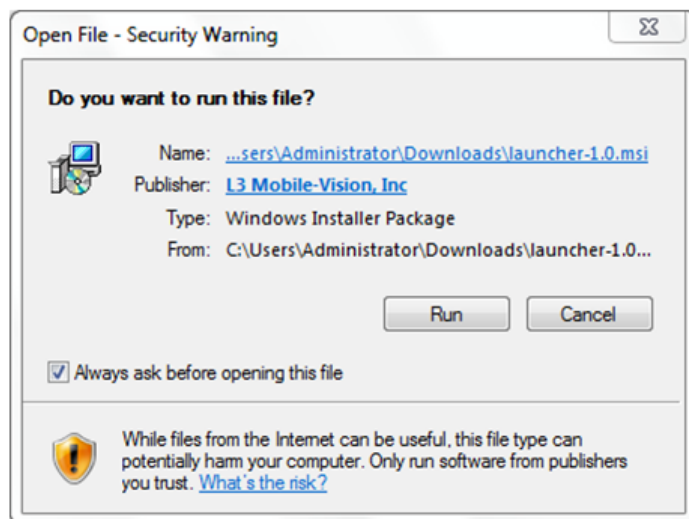


To install client software:

1. Go to **Administration > System Status > Tools**, and then click the **DES Client Software** button. The following message is displayed:



2. Click **Save File**. The system copies the EXE installation file to your PC's **Downloads** folder.
3. Navigate to your PC's **Downloads** folder, and then double-click the *launcher-1.0* file. A security warning is displayed.



4. Click **Run**. After a few seconds, the **Launcher Setup** pop-up is displayed.
5. Click **Next**, then select the **I accept the terms in the License Agreement** checkbox in the displayed **End-User License Agreement** window, and click **Next** again. The **Ready to Launch Installer** pop-up is displayed.
6. Click **Install**. The system begins installing the software. Once the installation is complete, a confirmation pop-up is displayed.
7. Click **Finish**.

# Appendix 1- Definitions and License Agreements.

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# Definitions

This section describes some of the key terms and concepts that are central to your DES 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 DES software, so it's important to understand what each hardware component is and how it relates to the evidence collection system as a whole.

### DEP Server

The server is the network computer that hosts the DES application and stores all of your video and case data. Some larger agencies have more than one server. The DEP server is the "parent" server to which DEF forwards videos after they are ingested by DEF.

### Server PC

The server PC is the Windows computer that hosts the DEV application and stores all of your video data.

### Agency Server

The Agency server is the network computer that hosts the DEA Agency application. The Agency server is the "server" side of the DEA client/server application. The Agency server does not ingest videos directly. Rather, the Precinct server(s) ingest the videos, then transmit them to the Agency server during night processing.

### Precinct Server

The Precinct server is the network computer that hosts the DEA Precinct application, which ingests video evidence from the in-field DVRs. The Precinct servers are the "client" side of the DEA client/server application. During night processing, the Precinct servers transmit all newly recorded videos to the Agency server.

### DEF Server

The DEF server is the network computer that hosts the DEF application and stores all of your video data.

### In-Car DVRs

Flashback and FOCUS H1/H2 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.

### Body-Worn DVRs

A body-worn DVR 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 the server via a 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, then the backup PC is a separate computer workstation connected to the disc burner. If you are using a Rimage DVD/Blu-ray burner that combines a disc burner with a computer, the backup PC refers to the computer component of the Rimage.

### Robotic DVD Burner

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

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

### Certified Backup Disc (CBD)

A Certified Backup Disc or "CBD" for short is an archive DVD used to restore videos and/or case files to the server. The system automatically sends CBD burn requests to the Backup PC without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what the system will back up. You define these backup parameters through DEP.

If a video file is supposed to be backed up, the system will add it to an archive job shortly after the video transmits to the server (for more information, see [Transmission](#) on the next page). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

### User-Requested Certified Copy

A 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 4. Evidence Backup and Sharing](#).

### Access Point

An access point is a device used to transmit videos from your in-car DVRs to the storage server. This device is connected to a wireless network antenna mounted on the outside of the building that houses your server.

Some precincts have more than one access point to accommodate multiple vehicles that park in different areas outside the building.

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

## Transmission

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

- **Automatic transmission.** Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the DVR will wirelessly transfer to the storage server via the access point.
- **Manual transmission.** Each in-car DVR holds a temporary storage device called an SD card (Flashback3/FlashbackHD and FOCUS H1/H2) or CF card (Flashback2). This card is used to temporarily store an officer's videos until they can be transferred to the server. If necessary, an officer can use this card to manually transfer videos to their PC, assuming he has the proper permissions. An officer would typically use this procedure if he can't wait for an automatic file transfer to occur, or a problem has occurred that interfered with the wireless file transfer. For more information, see [Uploading and Downloading Videos on page 65](#).

## Software Concepts

### Automatic Archive

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

### Export

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

## Case

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

## User Metadata (UMD)

User Metadata or "UMD" refers to custom data fields that you can link to a video. You define these fields through the application. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If an officer has a mobile data computer with the UMD Editor installed on it, he has the option of attaching UMD to a video immediately after it is finished recording. Otherwise, he can attach UMD back at the precinct when he connects to the server. For more information, see *Editing Media Files on page 46*.

## Reactivation

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

## Offline Files

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

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

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

You can, in some cases, reactivate an offline file. For more information, see *Restoring Offline Videos on page 58* and *Reactivating Offline Cases on page 113*.

# License Agreements

## Mobile-Vision End-User License Agreement

**IMPORTANT-READ CAREFULLY:** This License AGREEMENT (the "AGREEMENT") is a legal AGREEMENT between you (either an individual or single entity, including, but not limited to a Corporation, LLC, LLP, Partnership, Sole Proprietorship) ("LICENSEE") and Mobile-Vision, Inc. ("LICENSOR").

By accepting delivery of the Mobile-Vision software you are agreeing to become bound by the terms of this agreement, which includes the software license, maintenance terms and software disclaimer of warranty. If licensee does not agree to these terms and conditions, do not accept delivery, copy, or use the software. This limited warranty does not cover any other system components sold or installed by Mobile-Vision, Inc. Please refer to applicable warranty documents for coverage details on related Mobile-Vision products.

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5. As the LICENSEE, you may not physically transfer the SOFTWARE from one computer to another. The SOFTWARE is licensed for one computer only. You may not electronically transfer the SOFTWARE from one computer to another over an internal or external network of any kind. You may not distribute copies of the SOFTWARE or accompanying written materials to others or modify, adapt, translate, reverse engineer, decompile, disassemble or create derivative works based on the written materials accompanying the SOFTWARE without the prior written consent of LICENSOR.
6. LICENSEE may not use the SOFTWARE for the benefit of a third party, not rent, timeshare or use the SOFTWARE in service bureau processing. LICENSEE may not transfer, export, install or use the SOFTWARE without the prior written permission of LICENSOR.
7. Without prejudice to any other rights, LICENSOR may terminate this License AGREEMENT if LICENSEE fails to comply with the terms and conditions of this License AGREEMENT. In such event, LICENSEE must destroy all copies of the SOFTWARE and all of its component parts.
8. LICENSOR may create, from time to time, updated versions of the SOFTWARE. At its option LICENSOR will make such updates available to LICENSEE only if LICENSEE is covered under Annual Maintenance by paying the Annual Maintenance fee. Maintenance is mandatory for the first year and will be automatically invoiced to LICENSEE on an annual basis from the anniversary date of LICENSOR'S first maintenance invoice to LICENSEE. LICENSEE agrees to pay this fee, within the terms stated on the invoice, unless LICENSEE notifies LICENSOR in writing of its intention not to renew at least ninety (90) days in advance of being invoiced, or the anniversary date of the AGREEMENT, or purchase SOFTWARE. Should LICENSEE choose not to renew maintenance in any given year LICENSOR may terminate this License AGREEMENT pursuant to the provisions stated in this License Agreement. See the LICENSOR'S Maintenance Agreement for further details on Annual Maintenance. Should LICENSEE choose not to renew maintenance any given year, and then wishes to renew at a later date, and LICENSOR has elected not to terminate the License Agreement, LICENSEE shall be charged for all back maintenance, which was not renewed, plus the maintenance fee at current rate. In addition, 20% of the total sum of back maintenance and current maintenance fee may be added as a surcharge for an interruption in maintenance. A copy of the terms of the Annual Software Maintenance Agreement is included in this package.

## Termination

1. Following termination of this Agreement for any reason, the LICENSEE shall pay LICENSOR all amounts due to LICENSOR within 15 days. Any amounts due LICENSOR which are not paid within this period shall accrue the highest applicable rates allowed by law up to 2% per month. LICENSEE SHALL BE SOLELY RESPONSIBLE TO REIMBURSE TO LICENSOR ALL FEES, INCLUDING, BUT NOT LIMITED TO, COLLECTION AGENCY, LICENSOR TIME AND EXPENSE, AND REASONABLE ATTORNEY FEES AND EXPENSES INCURRED BY LICENSOR IN THE COLLECTION OF ANY AMOUNTS NOT PAID TO LICENSOR UNDER THIS AGREEMENT.
2. LICENSEE shall immediately discontinue all use of the SOFTWARE and shall remove SOFTWARE and any derivative works and/or computer code from LICENSEE's computer systems. All copies of SOFTWARE must be destroyed, or returned to LICENSOR immediately at LICENSEE's sole expense.
3. All of LICENSOR'S Proprietary Rights and the LICENSEE'S obligations regarding these Rights as detailed in this AGREEMENT shall survive the termination of this AGREEMENT.

## Limited Warranty and Limitation of Liability

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# Appendix 2 - Videos.

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# Videos

## Basic Search Media Information Form

Search field	Limits your search to...
Date	Videos that began recording on this date. Select this date from the calendar popup OR enter directly in <i>mm/dd/yyyy</i> format.
DVR	Videos that were captured by this DVR unit.
System ID	Video in which the System ID is equal to this value.
Officer	Videos that are owned by this officer.
Precinct	Videos that originated from this Precinct.
Category	Videos that fall within this category.
Button	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the <b>Basic Search</b> form and the <b>Advanced Search</b> form.
Clear	Remove all entries and selections from the search form.




## Advanced Search Media Information Form

Search field	Limits your search to...
After Date	Videos that began recording after this date. To search for a date range, use this field in combination with the <b>Before Date</b> field. Select this date from the calendar popup OR enter directly in <i>mm/dd/yyyy</i> format.
Before Date	Videos that began recording before this date. To search for a date range, use this field in combination with the <b>After Date</b> field. Select this date from the calendar popup OR enter directly in <i>mm/dd/yyyy</i> format.
DVR	Videos that were captured by this DVR unit.
DVR Type	Videos that were captured by one of these DVR types: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> </ul>
System ID	Video in which the System ID is equal to this value.
Body Worn Mode	Body-worn videos, body-worn snapshots, or both. This field will only be displayed if you select a DVR Type of <b>Body Worn</b> .
Category	Videos that fall within this category.










The table is continued on the next page.

Search field	Limits your search to...
Officer	Videos that are owned by this officer.
Precinct	Videos that originated from this precinct.
Status	Videos with a status of online or offline. If a video is online, it means that it is still stored on the server and you can play it directly off of the server. If a video is offline, it means that it has been purged from the server due to its age, category, and/or other system settings. You can still view that video's thumbnail image and statistics (owner, category, duration, etc.), but not the video itself.
Assigned to Case	A checkbox that, when selected, limits your search to only videos assigned to a case.
Latitude	Videos in which the latitudinal coordinate contains this text. Must be used in conjunction with the <b>Longitude</b> field. <i>The Player Display GPS</i> permission is required to search on this field.
Tagged	Videos that are either tagged or not tagged.
Longitude	Videos in which the longitudinal coordinate contains this text. Must be used in conjunction with the <b>Latitude</b> field. <i>The Player Display GPS</i> permission is required to search on this field.
Record Trigger	Videos with this record trigger.
Incident #	Videos in which the Incident number contains these digits.
Speed Greater Than	Videos whose recorded maximum vehicle speed during a recording was greater than this value. <i>The Player Display Speed</i> permission is required to search on this field.
UMD	Videos that contain this user metadata.
Button	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the <b>Basic Search</b> form and the <b>Advanced Search</b> form.
Clear	Remove all entries and selections from the search form.

## Video Search Results Page

Navigation buttons*	
Button	Description
	Next Page/Previous Page. Used to scroll through the search results one page at a time.
	Fast forward/fast rewind. Used to scroll through the search results ten pages at a time.
	First Page/Last Page. Used to advance to the first page or last page of the search results, respectively.
<i>* If the navigation buttons are grayed out, it indicates that there is only one page of search results.</i>	
Quick search fields	
Search field	Limits your search to...
Owner	Those videos that are owned by a particular officer.
DVR Name	Those videos that were recorded by a specific DVR unit.

The table is continued on the next page.

Quick search fields	
Search field	Limits your search to...
DVR Type	Those videos that were captured by a particular type of DVR: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> An in-car DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> An in-car DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> </ul>
Category	Those videos that fall within a selected category.
Default video information	
Column	Description
Details	The <b>View Video Details</b> icon. Used to display the <b>Video Details</b> page.
Play	A thumbnail image of video. Used to launch the Default video player and watch the video (online videos only) or display a larger view of the body-worn DVR snapshot, if applicable.
Owner	The name of the officer who owns this video.
DVR Name	The name of the DVR unit on which this video was recorded.
DVR Type	Limits your search to those videos that were captured by a particular type of DVR: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> An in-car DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> An in-car DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> </ul>
Duration	The video's length, in minutes. If a line is displayed in this field rather than a number, it indicates that this record is a body-worn DVR snapshot.
Category	The category assigned to this video.
Video Start	The date and time at which this video began recording. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none"> <li> The video file has been tagged by a user.</li> <li> The video file is online.</li> <li> The video file is offline and has not been backed up to an archive disc.</li> <li> The video file is part online and part offline. This typically means that the video's metadata has transferred from a Precinct server to the Agency server, but the video itself has not transferred yet. In this case, you will usually be able to view the video the following day after night processing has occurred.</li> <li> The video file has been burned to an archive disc.</li> <li> The video is being burned to an archive disk (burn job in progress)</li> <li> The video file belongs to a video group.</li> <li> The video file is assigned to a case.</li> <li> The video record includes one or more snapshot still images. Applies to body-worn videos only.</li> </ul>

Custom video information	
If your agency has chosen to customize the Video list, some of the following columns may also appear.	
Column	Description
System ID	The unique identification number that the system assigned to this video.
DVR Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded. This person may or may not be the same as the video Owner. If no one was logged into the DVR at the time of the recording, the system will assign a default DVR Officer Name of <b>*1 No name@[time at which default officer name was created]</b> .
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. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Record Trigger	The event that caused your in-car DVR to start recording.
Video End	The date and time at which this video stopped recording. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Available actions	
Action	Description
New Search	Return to the <b>Media Information</b> pop-up and clear the search form.
Export	Select videos to download and/or burn to DVD.
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 be displayed.
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 be displayed.

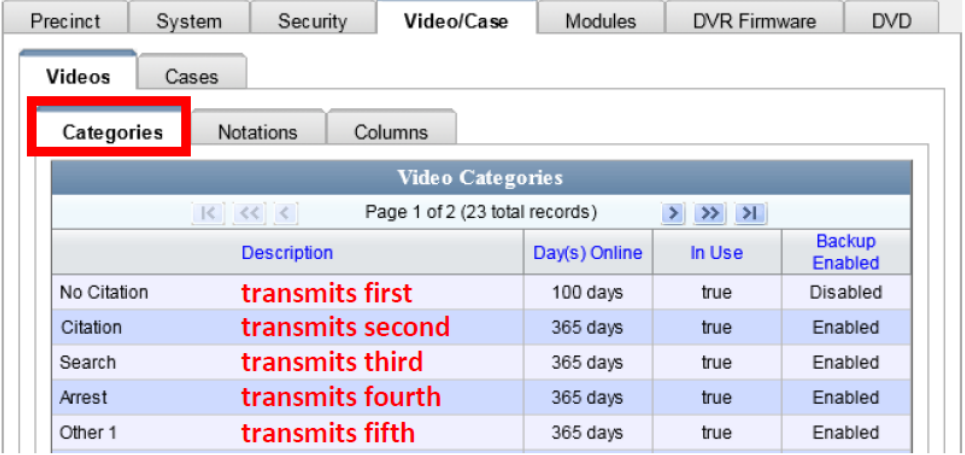
## Video Details Page

Status tab	
Field	Description
System ID	The unique identification number that the system assigned to this video.
Owner	<p>The name of the officer who owns this video. By default, the owner of a video file is the officer who was logged into the DVR unit during the recording.</p> <p>If an owner name starts with <b>*1</b>, it means that it was auto-created by the system. There are two scenarios in which the system will auto-create an owner:</p> <ol style="list-style-type: none"> <li>1. An officer logs into a DVR using a User ID that does not reside on the server. After transmission occurs, the system recognizes that the User ID does not match any existing records in the database, and so it creates a new owner name using the following naming convention: <b>*1 [DVR login name] @ [date/time]</b>. This name will be displayed in the video's <b>Owner</b> field. <b>NOTE:</b> When officers login to Flashback DVRs using a DVR Login Key, it eliminates the possibility of typos, thus reducing the number of <b>*1</b> Owners that are auto-created by the system.</li> <li>2. The Record feature on the DVR is activated when no officer is logged into or assigned to the DVR. In this instance, the system will assign a default owner of <b>*1 No Name@ [time at which default officer name was created]</b> to any videos that were recorded during that session.</li> </ol> <p>If necessary, you can reassign a *1 video to its proper owner.</p>
DVR Officer Name	The name of the officer who was logged into or assigned to the DVR at the time this video was recorded. This person may or may not be the same as the video Owner. If no one was logged into or assigned to the DVR at the time of the recording, the system will assign a default DVR Officer Name of <b>*1 No name@[time at which default officer name was created]</b> .
DVR Name	<p>The name of the DVR unit that recorded this video. In-car DVRs are typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the Interview Room module, an in-car DVR may also be associated with an interview room.</p> <p>For in-car DVRs, <b>Vehicle</b> or <b>Interview Room</b> will be displayed here. If the DVR is a VIEVU, <b>VieVu</b> will be displayed. If the DVR is a BodyVISION, BWX-100, or FOCUS X2, <b>Body Worn</b> will be displayed.</p> <p>If the DVR is newly discovered (a DVR that has been in communication with the server for the first time) 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 <b>@[DVR serial number]</b>. When you see this naming convention, it means that there is a potential conflict between a new and existing DVR record.</p> <p>Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.</p>
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> An in-car DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> An in-car DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> </ul>

The table is continued on the next page.



### Status tab

Field	Description
Category	<p>The category assigned to this video. A video's category determines the order in which it transmits to the server. Videos will transmit in the order in which they are listed on the <b>Categories</b> tab, as demonstrated here.</p>  <p>A video's category also determines its online life. You or your System Administrator can assign a number of online days to each category. If an option called <b>Strict Purger</b> is selected, then after a video reaches its category's predetermined age, the system will automatically purge that file from your DES application. If the <b>Strict Purger</b> option is not selected, the system will purge a video after two conditions are met: 1) the video reaches its category's predetermined age, and 2) the server needs the extra disk space to store other, higher priority data.</p> <p>Most video categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories back at the precinct after you've logged onto the server. The default video categories that you can assign to a video are: <b>No Citation, Citation, Search, Arrest, Other 1 – 5</b>. You or your System Administrator have the option of customizing these default category names to meet your agency's needs.</p> <p>The following categories are assigned automatically by the system:</p> <ul style="list-style-type: none"> <li>• <b>Background Mode.</b> An in-car recording session occurred when the <b>Background Mode</b> option was set to <b>ON</b>. When <b>Background Mode</b> is <b>ON</b>, it means that the in-car DVR records continuously whenever the vehicle's ignition is on, and for <b>X</b> number of minutes after the ignition is turned off, where <b>X</b> = the <b>Ignition Timer</b> setting.</li> <li>• <b>Power Failure.</b> An in-car recording session was interrupted after a power failure occurred.</li> <li>• <b>Interrupted Recording.</b> A recording session was interrupted because the storage card was full.</li> <li>• <b>Interview.</b> The in-car video was captured using the optional Interview Room module, which is used to record interviews at your precinct.</li> <li>• <b>Body Worn.</b> The video was captured using a BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> <li>• <b>VieVu.</b> The video was captured using a VIEVU body-worn DVR.</li> <li>• <b>Firmware Upgrade.</b> An officer requested an in-car DVR firmware upgrade in the middle of a recording session (highly unlikely scenario).</li> <li>• <b>Card Format.</b> An officer began formatting the DVR's storage card in the middle of a recording session (highly unlikely scenario).</li> </ul>

The table is continued on the next page.

Status tab	
Field	Description
Category (continued)	<ul style="list-style-type: none"> <li>• <b>Corrupt QBX.</b> The system detected a possible file corruption in an in-car video (highly unlikely scenario).</li> <li>• <b>Crash Battery Died.</b> The CrashBat battery failed during an in-car recording session. The CrashBat is an optional piece of hardware used to trigger the <b>RECORD</b> function when a car crash occurs.</li> <li>• <b>Aggressive Driving.</b> The optional "Aggressive Driving" add-on detected aggressive driving in the officer's vehicle during an in-car recording session. The Aggressive Driving module includes both a hardware and firmware component.</li> <li>• <b>Unknown.</b> An in-car recording session was interrupted after an unrecognized event occurred, that is, an event that did not fall into any of the other system-assigned categories.</li> <li>• <b>Non Playable.</b> A problem occurred during the recording process or video ingestion process that rendered the video unplayable.</li> <li>• <b>Purged.</b> The system recharacterized a video as "restorable" after it reached the end of its online lifecycle. This occurs when the <b>Enable Re-categorization of Media on Delete</b> checkbox on the <b>Life-Cycle</b> tab is selected.</li> </ul> <p><b>NOTE:</b> System-assigned categories cannot be changed.</p>
Incident #	The agency incident number associated with this video, if applicable.
Ingest Date	The date and time at which this video file was transmitted to the server from the DVR unit. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Record Trigger	<p>The event that caused your in-car DVR to start recording. Record triggers include automatic and manual triggers. For descriptions of automatic triggers, refer to the relevant sections of <b>Appendix 5 - DVRs</b>. Manual triggers include:</p> <ul style="list-style-type: none"> <li>• <b>Microphone 1.</b> An officer activated the Record switch on the wireless mic that's plugged into the DVR's VLP 1 port.</li> <li>• <b>Microphone 2.</b> An officer activated the Record switch on the wireless mic that's plugged into the DVR's VLP 2 port.</li> <li>• <b>Record button.</b> An officer pressed the <b>R</b> button on the DVR's monitor, DVR, or Vehicle Viewer screen.</li> </ul>
Video Start	The date and time at which the DVR began recording this video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Video End	The date and time at which the DVR stopped recording this video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Duration (minutes)	The length of this video, rounded down to the nearest minute. If the word "Image" is displayed in this field, it indicates that this record is a body-worn snapshot.
Purge Date	The date on which the video is scheduled to be removed (i.e., purged) from the server.
Maximum Speed	<p>The highest vehicle speed that was reached during this in-car recording. If you do not have the <b>Display MAX Speed</b> permission, this field will not be displayed.</p> <p>If the video was recorded by a body-worn DVR, this field will not be displayed.</p>
Assigned To Case(s)	The name of the case or cases that this video is assigned to, if applicable.

The table is continued on the next page.

Status tab	
Field	Description
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.
<b>Video group information (displayed only if the video is part of a Video Group)</b>	
Video Start	The date and time at which the DVR began recording the first video in this group. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Video End	The date and time at which the DVR stopped recording the last video in this group. It is displayed in <i>mm/dd/yyyy hh:mm</i> 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.

Video Logs tab	
Column	Description
Date	The date and time at which the action was performed on this video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
User	The name of the user who performed the action. If this column is blank, it indicates that the system performed this action.
Action	A description of the action performed on this video.
IP Address	The IP address of the device from which the activity was executed. For example, if an officer played the video on a PC with an IP address of 192.168.250.10, that number will be displayed here.

Group Detail tab	
<p>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 <b>Group Detail</b> tab on the <b>Video Details</b> page, it indicates that the system divided the original video file into two or more files.</p>	
Field	Description
Owner	The name of the officer who was logged into or assigned to the DVR that recorded the original full-length video.
DVR Name	The name of the DVR that recorded the original full-length video.
Category	The video category assigned to the original full-length video.
Video Start	The date and time at which the DVR began recording the original full-length video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Video End	The date and time at which the DVR stopped recording the original full-length video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.

Group Detail tab - Continuation Videos	
Column	Description
Details	The <b>Video Details</b> icon. Used to display the <b>Video Details</b> page for this video segment.
Play	A thumbnail image of the video segment. Used to launch the default video 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. It is displayed in <i>mm/dd/yyyy hh:mm</i> 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.

Available video actions	
These actions are available when the <b>Status</b> tab is open on the <b>Video Details</b> page. Depending on the DES application you are using, some or all of the actions may be available to you.	
Action	Description
Play	Play the video.
Google Earth	If you have the Google Earth application installed on your PC, this option will display an aerial view of a video's route and its tracepoints, if applicable. If you do not have Google Earth installed on your PC, this action will not be displayed.
Edit	Change the category, user metadata, and/or video notations saved with this video.

Available video actions	
These actions are available when the <b>Status</b> tab is open on the <b>Video Details</b> page. Depending on the DES application you are using, some or all of the actions may be available to you.	
Action	Description
Tag Video/ Untag Video	<b>Tag:</b> Add extra days to the video's online life. The specific number of days depends on your system settings. <b>Untag:</b> Remove the "tagged" flag from a video.
Export	Select videos to download and/or burn to DVD.
Add To Case	Add this video to a new or existing case.
Request Activation (Offline videos only)	Submit a request to restore this video from a backup disc or external backup device to the server. After you click this option, your request will be displayed on the <b>Inbox Messages</b> list of all users who have reactivation privileges. This action will only be displayed if the video is offline.

The table is continued on the next page.

Action	Description
Reactivate Now (Offline videos only)	Restore this video from a backup disc or external backup device to the server. This action will only be displayed if the video is offline and you have the <b>Reactivate Video</b> permission.
Chain of Custody	Generate a Chain of Custody report for this video.
Previous Results	Return to the previous <b>Video Search Results</b> 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 be displayed.
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 be displayed.

### 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 body-worn DVR was assigned to at the time the snapshot was captured.
DVR Name	The name of the body-worn DVR that captured this snapshot.
Category	The video category that is assigned to this snapshot. The system automatically assigns all body-worn DVR snapshots a category of <b>Body Worn</b> .
Video Start	The date and time at which the associated body-worn DVR captured this snapshot image. It is displayed in <i>mm/dd/yyyy hh:mm:ss</i> format.
Notes	Status icons used to provide details on this snapshot.

## Snapshots Details Page

### Status tab

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.
DVR Officer Name	The name of the officer to whom the associated body-worn DVR was assigned to at the time this snapshot was captured.
DVR Name	The name of the body-worn DVR from which this snapshot was captured.
DVR Type	The type of DVR that captured this snapshot. Because snapshot images are captured from body-worn DVRs, the default value of the field will always be <b>Body Worn</b> .
Category	The video category that is assigned to this snapshot. The system automatically assigns all body-worn DVR snapshots a category of <b>Body Worn</b> .

The table is continued on the next page.

Field	Description
Video Tagged	A yes/no indicator that tells you whether or not this snapshot has been tagged. Tagging is a procedure used to add extra days to the online life of a media file.
Assigned to Case(s)	The name of the case or cases that this snapshot is assigned to, if applicable.
Incident #	The agency incident number associated with this snapshot.
Ingest Date	The date and time at which this snapshot was uploaded to the server. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Record Trigger	The manner in which this body-worn snapshot was captured. A snapshot image is captured by manually pressing the unit's <b>Snapshot/Tracepoint</b> button. Therefore the value of this field will always be <b>Manual Record</b> .
Capture Date	The date and time at which this snapshot was captured from a body-worn DVR while a recording was in progress. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
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.

### Snapshot Logs tab

Column	Description
Date	The date and time at which the action was performed on this snapshot file. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
User	The name of the user who performed the action. If this column is blank, it indicates that the system performed this action.
Action	A description of the action performed on this snapshot file.
IP Address	The IP address of the device from which the activity was executed. For example, if an officer viewed the snapshot on a PC with an IP address of 192.168.250.10, that number will be displayed here.

### Available snapshot actions

These actions are available when the **Status** tab is open on the **Snapshot Details** page.

Action	Description
View	Display the snapshot image in a larger format.
Edit	Change the category, user metadata, and/or video notations saved with this snapshot.
Tag Snapshot/ Untag Snapshot	<b>Tag:</b> Add extra days to the snapshot's online life. The specific number of days depends on your system settings. <b>Untag:</b> Remove the "tagged" flag from a snapshot.
Export	Submit a request to burn this snapshot to DVD or down-load it to your PC as a JPG file. If you prefer to export a snapshot to a PDF file, select the <b>Export Image to PDF</b> option instead.
Add to Case	Add this snapshot to a new or existing case.
Chain of Custody	Generate a Chain of Custody report for this snapshot.

The table is continued on the next page.

Action	Description
Export Image to PDF	Export this image to a PDF file. If you prefer to export a snapshot as a JPG file, select the <b>Export</b> option instead.
Previous Results	Return to the previous <b>Video Search Results</b> page.

## Assign Videos Page

Column	Description
Video	A thumbnail image of the video.
Owner	The name of the officer who currently owns this video.
Category	The category assigned to this video.
DVR Type	The type of DVR that captured this video: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> A DVR that is installed inside a vehicle.</li> <li>• <b>Interview Room.</b> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> </ul>
DVR Name	The name of the DVR that captured this video.
Video Start	The date and time at which this video began recording. Displays in <i>mm/dd/yyyy hh:mm</i> format.
Duration	The video's length, in minutes. If the word " <b>Image</b> " displays in this field, it indicates that this record is a body-worn DVR snapshot.
Available Actions	
Action	Description
Select All on Page	Highlight the videos that are currently displayed on-screen.
Assign Selected	Assign all selected (i.e., highlighted) videos to the officer shown in the Assign to Officer field.
Assign All # Videos	Assign all the videos in your search results to the officer shown in the Assign to Officer field.
Deselect	Deselect all videos that are currently selected. You can also click on a video to deselect it.

## New UMD Type Form

Field	Description
Unique ID	The internal identification code for this field. This code does not display on the videos' <b>UMD</b> tab. It is used for system tracking purposes only.
Label	The field name that will display on the videos' <b>UMD</b> tab.

The table is continued on the next page.

Field	Description																		
Mask	<p>The allowable entry for each character of the UMD field, as defined in the on-screen character descriptions. A mask allows the system to perform checks, or edits, on a particular field to make sure that the user enters the field in a predefined format. For example, you might use a mask of ##-#### for a date field.</p> <table border="1"> <thead> <tr> <th>Character</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>#</td> <td>Any valid number.</td> </tr> <tr> <td>'</td> <td>Escape character, used to escape any of the special formatting characters.</td> </tr> <tr> <td>U</td> <td>Any character. All lowercase letters are mapped to upper case.</td> </tr> <tr> <td>L</td> <td>Any character. All upper case letters are mapped to lower case.</td> </tr> <tr> <td>A</td> <td>Any character or number (letter or digit).</td> </tr> <tr> <td>?</td> <td>Any character.</td> </tr> <tr> <td>*</td> <td>Anything.</td> </tr> <tr> <td>H</td> <td>Any hex character (0-9, a-f or A-F).</td> </tr> </tbody> </table>	Character	Description	#	Any valid number.	'	Escape character, used to escape any of the special formatting characters.	U	Any character. All lowercase letters are mapped to upper case.	L	Any character. All upper case letters are mapped to lower case.	A	Any character or number (letter or digit).	?	Any character.	*	Anything.	H	Any hex character (0-9, a-f or A-F).
Character	Description																		
#	Any valid number.																		
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A	Any character or number (letter or digit).																		
?	Any character.																		
*	Anything.																		
H	Any hex character (0-9, a-f or A-F).																		
Input Type	The input type for this field: <b>Single line text</b> (default) or <b>Text box</b> .																		
Max size	The maximum number of characters that the user is allowed to enter in a single line text																		

## Edit Video Category Form

Field	Description
Priority	A system-defined number that determines the order in which a video with this category will be transmitted from DVR to server. Videos will transmit in the order in which they are listed on the <b>Categories</b> tab.
Description <b>NOTE:</b> DEF users should only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.	A descriptive name for this category.
Day(s) Online	<p>The number of days that a video or snapshot with this category will remain online before it can be purged (i.e., moved offline) from the server.</p> <p><b>NOTE:</b> Just because a file can be purged after a certain number of days doesn't necessarily mean that it will be purged at that time. The exact purge date depends on other factors, such as the amount of storage space available on your server, and/or whether or not the <b>Strict Purger</b> setting is selected.</p>
Backup Enabled <b>NOTE:</b> DEF users should not change this field value unless instructed to do so by the DEF System Administrator	<p>A system indicator that determines whether or not a video or snapshot with this category will be auto-archived:</p> <ul style="list-style-type: none"> <li>• <b>ENABLED.</b> Any video or snapshot with this category will be auto-archived, unless one of the following conditions applies: 1) the designated backup PC is disabled for some reason, or 2) the <b>Backup Mode</b> field on the <b>Backup Options</b> tab is set to <b>NONE</b>.</li> <li>• <b>DISABLED.</b> Any video or snapshot with this category will not be auto-archived unless the <b>Backup Mode</b> field on the <b>Backup Options</b> tab is set to ALL.</li> </ul>

The table is continued on the next page.



Field	Description
In Use <b>NOTE:</b> DEF users should only change this field value in coordination with the DEP System Administrator. Field values should match on both servers.	A system indicator that determines whether or not this category is currently being used. <ul style="list-style-type: none"> <li>• <b>Yes.</b> This category is currently in use and can be assigned to a video or snapshot from the DVR (in-car videos only) or server.</li> <li>• <b>No.</b> This category is not currently in use (i.e., it's disabled) and cannot be assigned to a video or snapshot.</li> </ul>
Auto Transfer Enabled	<ul style="list-style-type: none"> <li>• A system indicator that determines whether or not a video or snapshot with this category will automatically transfer to the DEA Agency server during the next server-to-server communication:</li> <li>• <b>ENABLED.</b> Any video or snapshot with this category will transfer to the DEA Agency server.</li> <li>• <b>DISABLED.</b> Any video or snapshot with this category will not transfer to the DEA Agency server.</li> </ul>

## System-Assigned Video Categories

Category	Description
Background Mode	A recording session occurred when the <b>Background Mode</b> option was set to <b>ON</b> . When <b>Background Mode</b> is <b>ON</b> , it means that the in-car DVR records continuously whenever the vehicle's ignition is on, and for <b>X</b> , where <b>X</b> = the <b>Ignition Timer</b> setting.
Power Failure	An in-car recording session was interrupted after a power failure occurred.
Interrupted Recording	A recording session was interrupted because the storage card was full.
Corrupt QBX	The system detected a possible file corruption in an in-car video.




## Video Playback Options

Method	Description
Download and Play – No Cache (SMB)	Download the video file to the user's PC via the SMB Internet protocol. Once the user exits the Default video player, the system will remove the video file from the user's PC.
Download and Play – No Cache (HTTP)	Download the video file to the user's PC via the HTTP Internet protocol. Once the user exits the default video player, the system will remove the video file from the user's PC.
Download and Play – No Cache (FTP)	Download the video file to the user's PC via the FTP Internet protocol. Once the user exits the Flash-back Player, the system will remove the video file from the user's PC.
Download and Play – With Cache (SMB)	Download the video file to the user's PC via the SMB Internet protocol. Once the user exits the default video player, the system will leave the video file on the user's PC for immediate playback later.
Download and Play – With Cache (HTTP)	Download the video file to the user's PC via the HTTP Internet protocol. Once the user exits the default video player, the system will leave the video file on the user's PC for immediate playback later.

The table is continued on the next page.







Method	Description
Download and Play – With Cache (FTP)	Download the video file to the user's PC via the FTP Internet protocol. Once the user exits the default video player, the system will leave the video file on the user's PC for immediate playback later.
Stream – No Cache (SMB)	Play the video file directly from the server via the SMB Internet protocol. In this option, the video file is not stored temporarily or permanently on the user's PC. This method requires approximately 6MB of network bandwidth to provide smooth playback. System default.

## Redaction Settings


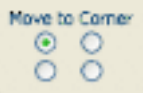



Setting	Description
Blur Level	<p>The degree to which you wish to blur the video or video segment you are exporting. By default, the system does not blur the video at all (Blur Level = <b>None</b>). However, if you select any of the other settings (<b>Low</b>, <b>Med</b>, or <b>High</b>), the system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

The table is continued on the next page.








# Flashback Player

Audio	
VLP1	A checkbox used to mute (☐) or unmute (☑) the audio from the wireless microphone that's connected to the Flashback's VLP 1 port.
VLP2	A checkbox used to mute (☐) or unmute (☑) the audio from the wireless microphone that's connected to the Flashback's VLP 2 port.
In-Car Audio	A checkbox used to mute (☐) or unmute (☑) the audio from the in-car microphone.
Volume	The volume control bar.
	Audio On indicator. To turn all audio off, click this button.
	Audio Off indicator. To turn all audio back on, click this button.
Audio	
	Audio Enabled indicator. Indicates that the audio channel was enabled at the DVR.
	Audio Disabled indicator. Indicates that the audio channel was disabled at the DVR.
	Audio Indeterminate indicator. Indicates that the audio channel status at the DVR (enabled or disabled) is indeterminate.
Triggers	
As you watch a video, some of the boxes in the Triggers 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 siren is one of your triggers and the Siren box remains red for the first five minutes of the video, it indicates that the driver had his siren on during that 5-minute time period.	
Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brakes	If brakes are one of your "triggers", this box turns red when the vehicle's breaks were activated during the course of the video. <b>NOTE:</b> Brakes are technically a display option rather than a trigger.
Aux 1	If the Auxiliary 1 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. For example, if your Auxiliary 1 device is the CrashBat2 crash detector, this box will turn red at the point in the video when the CrashBat2's G-force meter detected a crash. If the Auxiliary 1 device is not one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.
Aux 2	If the Auxiliary 2 device is one of your triggers (actual device may vary), this box turns red whenever the device is triggered. If the Auxiliary 2 device is not one of your triggers, this box will remain blank during the entire video regardless of whether the device was triggered or not.
Cameras	
	A control button used to switch to the viewpoint of Camera Channel 2, which includes the Backseat camera and/or Bullet camera(s).

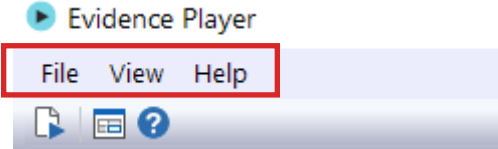
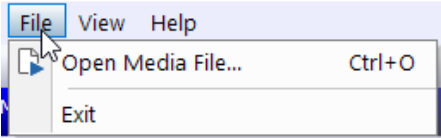
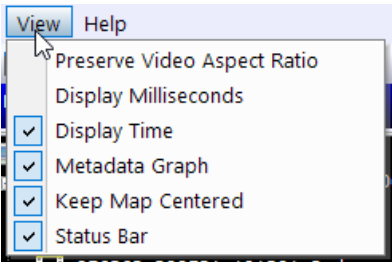

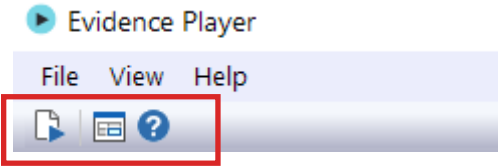



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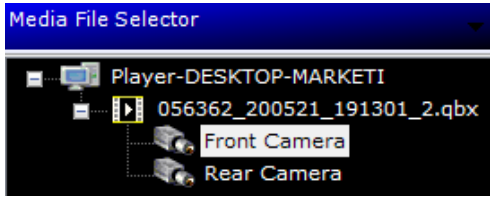

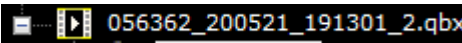
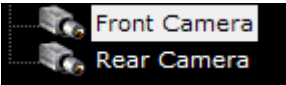
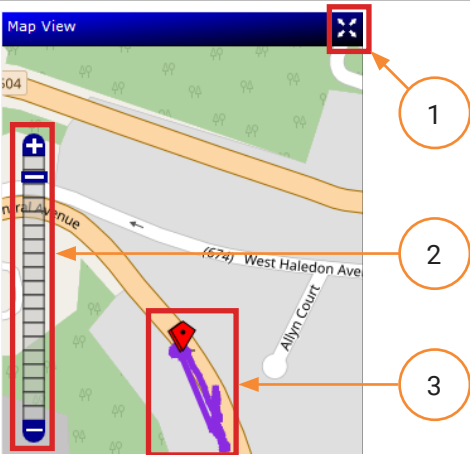



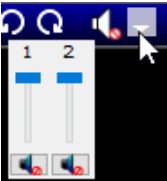
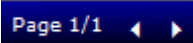
<b>Cameras</b>	
	A control button used to switch to the viewpoint of Camera Channel 1—typically the forward facing zoom camera.
Enable PIP	A checkbox used to display (☑) or hide (☐) a “picture in picture” (PIP). A PIP is a small video display for video captured from the opposite Camera Channel.
Large PIP	A checkbox used to enlarge (☑) or reduce (☐) the size of the picture-in-picture (PIP) image.
	Move the picture-in-picture (PIP) image to the upper left corner of the video display.
	Move the picture-in-picture (PIP) image to the upper right corner of the video display.
	Move the picture-in-picture (PIP) image to the lower left corner of the video display.
	Move the picture-in-picture (PIP) image to the lower right corner of the video display.
<b>GPS</b>	
The GPS display indicates the exact speed and location of the vehicle during each segment of the video. The <i>Player Display Speed</i> permission is required to view the <b>Speed</b> field, and the <i>Player Display GPS</i> permission is required to view the <b>Latitude</b> , <b>Longitude</b> , and <b>Heading</b> fields.	
Latitude	The GPS latitude coordinate.
Longitude	The GPS longitude coordinate.
Speed	The vehicle’s speed, as determined by the GPS coordinates.
Heading	The direction in which the vehicle is moving.
<b>General</b>	
Cause	The trigger event that started the recording (lights, siren, etc.)
Officer	The name of the officer who was logged into the DVR at the time this video was recorded.
DVR Name	The name of the DVR that recorded this video.
<b>Radar</b>	
If your department is using the Radar interface module, the following fields will be populated.	
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.

The table is continued on the next page.

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. It is displayed in <i>hh:mm:ss</i> format.
Available Time	The amount of time remaining on the video. It is displayed in <i>hh:mm:ss</i> format.
Date/Time	
Start	The date and time at which the video began recording. It is displayed in <i>yyyy-mm-dd hh:mm:ss</i> format.
End	The date and time at which the video stopped recording. It is displayed in <i>yyyy-mm-dd hh:mm:ss</i> 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.





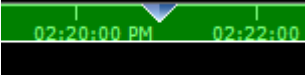





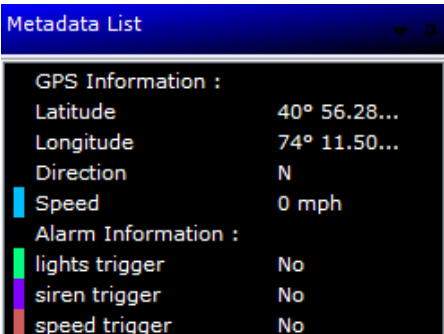
# Evidence Player

Menu bar	
	
	<p>Choose between available options:</p> <p><b>Open Media File...</b> - Open a new media file</p> <p><b>Exit</b> - Close Evidence Player.</p>
	<p>Choose between available options:</p> <p><b>Preserve Video Aspect Ratio</b> - Select to have the video displayed in each camera tile retain its original aspect ratio.</p> <p><b>Display Milliseconds</b> - Select to add milliseconds to the time display at the top right corner of all camera tiles.</p> <p><b>Display Time</b> - Select to have the time displayed at the top right corner of all camera tiles.</p> <p><b>Metadata Graph</b> - Select or deselect to show or hide the <b>Metadata Graph</b> pane.</p> <p><b>Keep Map Centered</b> - Select to have the vehicle marker centered on the map as the video continues to play.</p> <p><b>Status Bar</b> - Select or deselect to show or hide the status bar at the bottom of the Evidence Player interface (displays video playback status and evidence file location)</p>
	<p>Access the end user license agreement.</p>
Quick Access toolbar	
	
	<p>Open a new media file.</p>
	<p>Show or hide the <b>Metadata Graph</b> pane.</p>
	<p>Access the end user license agreement.</p>

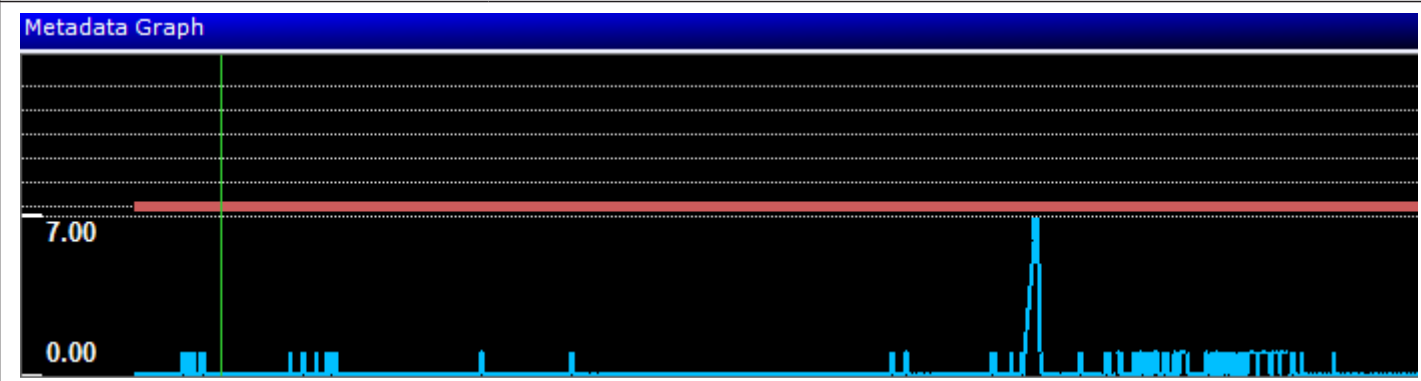
Media File Selector pane	
	
	The name of the media file location on your PC.
	The name of the media file.
	The name of the camera that recorded a video.
Map View pane	
	<p>1 Go to a larger map view in a separate window.</p> <p>2 Use the slider to zoom in or out of the map.</p> <p>3 Review the vehicle's route throughout the duration of the video.</p>
Layout toolbar	
	
	<b>NOTE:</b> At the time of this release the brightness adjustment icon is not functional.
	Shift the camera tiles inside the video display area forwards or backwards, one tile at a time, until they are in the desired position.
	Activate audio, or adjust the volume of the videos on cameras that are currently active. Only one audio channel can play at a time.
	Use the left and right arrows to navigate through multiple pages of camera tiles.

Layout toolbar (continued)	
	<p>Change the camera tile layout inside the video display area:</p> <ol style="list-style-type: none"> <li>1. Click the drop-down arrow next to the layout icon.</li> <li>2. Select one of the 12 layouts. The camera tile layout in the video display area changes, and the video starts playing in the active tiles.</li> </ol>
	<p>Bring up the dialog window where you can adjust the camera order. Once the window is opened, use the up/down arrows to change the order of the cameras, and click <b>OK</b>.</p>
	<p>Show or hide the top and bottom overlay bars on camera tiles.</p>
	<p>Go to a full-screen video display area.</p>
	<p>Close all camera tiles.</p>
Player controls	
	<p>Play or pause the video.</p>
	<p>Fast forward the video.</p>
	<p>Rewind the video.</p>
	<p>Go to the previous video frame.</p>
	<p>Go to the next video frame.</p>
	<p>Enable or disable the looping of the video. When enabled, the video will begin playing from the start once it reaches the end.</p>



Timeline controls	
	
	Zoom in or out of the timeline.
	Shift the video timeline so the play cursor is positioned in the center of the timeline display area.
	Open the calendar to choose a specific date and time. Once selected, the video starts playing from the selected date and time. <b>NOTE:</b> Entries that fall outside of the video timeline will not have any effect on how the video plays.
	Click and drag the play cursor to "scrub" through the timeline.
	Left-click the right or left arrows on the sides of the timeline display area to shift the timeline to the right or left accordingly.
Collector controls	
	
	Take a snapshot of the currently displayed video frame.
	<b>NOTE:</b> At the time of this release the bookmark icon is not functional.
	The vehicle's speed, as determined by the GPS coordinates.
Metadata List pane	
	View the metadata information configured to be displayed on the <b>Metadata List</b> pane. Metadata that can be displayed on the <b>Metadata Graph</b> is color-coded as indicated by the colored vertical bars to the left of each item.

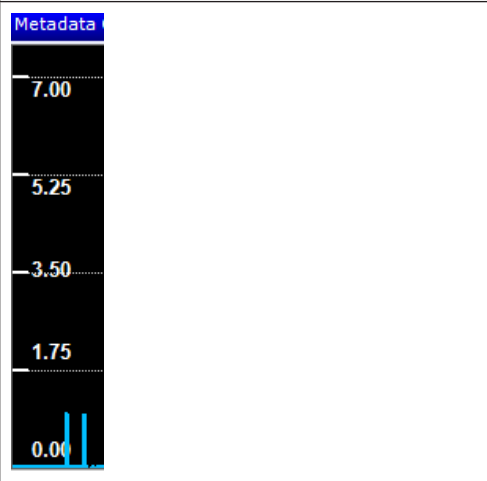
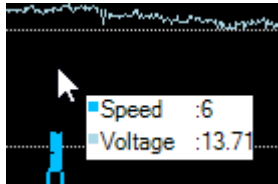
**Metadata Graph pane**



**Metadata Display Settings**  
Show ToolTip

Right-click inside the **Metadata Graph** pane, then select one of the following options:

- **Metadata Display Settings** to access the window where you can configure which information is displayed on each of the metadata panes and how it is displayed.
- **Show ToolTip** to have the details about device input information currently displayed in the **Metadata Graph** pane appear on hover of the mouse cursor.



The measurement unit scale is displayed on the left side of the **Metadata Graph** pane. Each type of device input metadata is displayed as a colored line in accordance with configured display settings.

**Camera tile controls**



Zoom in or out of the video playing in the camera tile. **NOTE:** When zoomed in, left-click inside the video displayed in the camera tile then drag to pan the video.



Reset zoom.

# Appendix 3 - Cases.

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# Cases

## 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., you), but you can change this name if desired.
Visibility	The visibility status for this case: private (default) or public. If you mark a case as private, it can only be viewed by the case's owner and users who have edit permissions. If you mark a case as public, it can be viewed by any user.
Restricted Viewing	A checkbox used to specify whether or not you want to make this a restricted case. A restricted case is one that can only be accessed by a specified list of users. <input checked="" type="checkbox"/> This is a restricted case <input type="checkbox"/> This is not a restricted case
Display Name	The case name. This is the name that will appear on the <b>Case Search Results</b> 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 incident is the event that the case pertains to, such as a motor vehicle accident. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format. Required field.
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 <b>Auto Dispose Time</b> has expired. <b>Auto Dispose Time</b> is a period of inactivity after which the system automatically changes a case's status from online to offline (videos that are attached to the case will remain online as long as their categories allow). If, for example, you set the <b>Auto Dispose Time</b> to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to offline. If you have 'archiving' enabled for your case files, the system will archive the case first. The default setting for Auto Dispose is 60 days. However, you may change this default. <input checked="" type="checkbox"/> Keep this case's status as online even after the <b>Auto Dispose Time</b> expires. <input type="checkbox"/> Change this case's status to offline after the <b>Auto Dispose Time</b> expires.
Notations	User-defined checkboxes used to notate a case. Select all that apply.
Button	Description
Save	Save the new case record.
Reset	Clear the <b>New Case</b> form and return the <b>Owner</b> and <b>Visibility</b> fields to their default values.
Cancel	Exit the <b>New Case</b> form without saving your changes.

## Basic Search Form

Case/Subject Information	
Search criterion	Limits your search to...
Incident Date	Cases that involve an incident that occurred on this date. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format.
Citation Number	Cases in which the <b>Citation Number</b> field contains this text.
Case Number	Cases in which the <b>Case Number</b> field contains this text.
Case Display Name	Cases in which the <b>Display Name</b> field contains this text.
Vehicle Registration #	Cases in which the <b>Vehicle Registration #</b> field contains this text.
Owner	Cases that are owned by a particular officer.
Precinct	The precinct or agency server from which this case record originated.
First Name	Cases in which the subject's first name contains this text.
Last Name	Cases in which the subject's last name contains this text.




## Advanced Search Form

Case/Subject Information	
Search criterion	Limits your search to...
Creation Date	Cases that were created on this date. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format.
After Incident Date	Cases that involve an incident that occurred after this date. To search for a date range, use this field in combination with the <b>Before Incident Date</b> field. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format.
Before Incident Date	Cases that occurred before this date. To search for a date range, use this field in combination with the <b>After Incident Date</b> field. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format.
Citation Number	Cases in which the <b>Citation Number</b> field contains this text.
Case Number	Cases in which the <b>Case Number</b> field contains this text.
Case Display Name	Cases in which the <b>Display Name</b> field contains this text.
Vehicle Registration #	Cases in which the <b>Vehicle Registration #</b> field contains this text.
Owner	Cases that are owned by a particular officer.
Vehicle Plate #	Cases in which the <b>Vehicle Plate #</b> field contains this text.
Comments	Cases in which the comments entered on the <b>Comments</b> tab contain this text.
Notations	Cases that are marked with a specific checkbox notation.

The table is continued on the next page.

Case/Subject Information	
Search criterion	Limits your search to...
Precinct	The precinct or agency server from which this case record originated.
First Name	Cases in which the subject's first name contains this text.
Last name	Cases in which the subject's last name contains this text.
Driver's License #	Cases in which the subject's driver's license number contains this text.
Race	Cases that involve a subject of this race. Select this value from the <b>Race</b> drop-down list.
Gender	Cases that involve a subject of this gender. Select this value from the <b>Gender</b> drop-down list.
Date of Birth	Cases that involve a subject with this date of birth. Select this date from the calendar pop-up OR enter directly in <i>mm/dd/yyyy</i> format.

## Case Search Results

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.
<i>* If the navigation buttons are grayed out, it indicates that there is only one page of search results.</i>	
Case information	
Column	Description
Details	<b>View Case Details</b> icon. Used to open the <b>Case Details</b> 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 be displayed here.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.) It is displayed in <i>mm/dd/yyyy</i> format.
Status	The current status of this case: online (green bar), or permanently offline (red bar).
Available actions	
Action	Description
New Case	Display the <b>New Case</b> form used to enter a new case.
New Search	Return to the <b>Search Case</b> page and clear the search form.
Back to Case	Display the <b>Case Details</b> of the last case you viewed, if applicable. If you have not viewed a case since you logged on, this action will not be displayed.
Back to Video	Display the <b>Video Details</b> 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 be displayed.

## Case Details

Case Details tab	
Field	Description
Display Name	The name of this case.
Status	The current status of this case: <ul style="list-style-type: none"> <li>• <b>Online.</b> The case is still stored on the server; you can add new videos, media files, subjects, and/or comments to the case.</li> <li>• <b>Offline.</b> 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.</li> </ul>
Owner	The individual to whom this case is assigned.
Visible	The visibility status of this case: <ul style="list-style-type: none"> <li>• <b>No.</b> This case is marked as private; therefore it can only be viewed by its owner or users with edit permissions.</li> <li>• <b>Yes.</b> This case is marked as public; therefore it can be viewed by all users.</li> </ul> If this is a restricted case, this field will not be displayed.
Locked (DEA only)	A yes/no indicator used to denote whether or not this case can be updated from the Precinct server. <ul style="list-style-type: none"> <li>• <b>Yes.</b> This case is controlled by the Agency server. You cannot update it from the Precinct server.</li> <li>• <b>No.</b> This case is controlled by the Precinct server. You can update it as long as you have the proper permissions.</li> </ul>
Restricted Viewing (yes)	The <b>Restricted Case</b> Indicator. If this field is displayed, it indicates that this case is marked as "restricted" and can only be viewed by a select group of users.
Creation Date	The date and time at which this case record was created. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Incident Date	The date on which the case-related incident occurred (i.e., car accident, crime, etc.). It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Case Number	The agency-assigned case number.
Citation Number	The agency-assigned citation number, if applicable.
Vehicle Registration #	The vehicle registration number associated with this case, if applicable.
Vehicle Plate #	The license plate number associated with this case, if applicable.
Do Not Dispose	A checkbox that indicates whether or not the system will keep this case's data available online after the <b>Auto Dispose Time</b> has expired.
Notations	Agency-specific checkboxes used to notate a case.



System Video tab	
Column	Description
Details	<b>View Video Details</b> icon. Used to open the <b>Video Details</b> page.
Play	<b>Play</b> button. Used to launch the default video 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, you may, in some circumstances, reassign a video to another officer.  <b>NOTE:</b> If the value of the <b>Owner</b> field begins with <b>*1 No Name@</b> , 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"> <li>• <b>Vehicle.</b> A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A BodyVISION, BWX-100, or FOCUS X2 body-worn DVR.</li> <li>• <b>VieVu.</b> A VIEVU body-worn DVR.</li> </ul>
DVR Name	The name of the DVR unit that recorded this video.
Duration	The length of this video, in minutes.
Video Start	The date and time at which this video began recording. It is displayed in <i>mm/dd/yyyy hh:mm:ss</i> format.
Remove	Unlink this video from the case record.

Attached Media tab	
Field	Description
Open	View the attached media file.
Preview	View the thumbnail image of an attached photo or graphic, if applicable. Text files will read No Preview Available.
Uploaded By	The User ID of the officer who attached this media file to the case.
Collected By	The name of the officer who is responsible for collecting this evidence.
File Name	The name of the media file.
Date / Time	The date and time at which this media file was attached to the case. It is displayed in <i>mm/dd/yyyy hh:mm:ss</i> format.
Delete	Remove this media file from the case record.

Subjects tab	
Field	Description
Full Name	The subject's first and last name.
Date of Birth	The subject's date of birth.
Gender	The subject's gender.
Race	The subject's race. This field's values are defined by the System Administrator.
Type	The type of subject (e.g., Witness, Victim, Defendant, etc.). This field's values are defined by the System Administrator.
Edit	Update this subject record.
Delete	Permanently delete this subject record.

Comments tab	
Field	Description
Date	The date and time at which this comment was added to the case. It is displayed in <i>mm/dd/yyyy hh:mm</i> 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.

Logs tab	
Field	Description
Date	The date and time at which this action occurred. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
User	The user name of the individual who performed this action.
Action	The specific action that was performed on this case.
IP Address	The IP address of the PC on which this case action was performed.

Available case actions	
Action	Description
Edit	Update information stored in this case record.
Dispose	Change this case's status from online to offline. If the case is already offline or it's too young to dispose of, this action will not be displayed.
Add Video	Add a video to this case.
Add Media	Add a media file attachment to this case.
Add Subject	Add a subject name or names to this case.

The table is continued on the next page.

Available case actions	
Action	Description
Add Comment	Add a comment to this case.
Export	Open the <b>Export</b> page in order to burn a case to DVD or download it to your PC. If this case is currently offline, this action will not be displayed.
Request Control (DEA Agency only)	Request control of the case from the source* Precinct.
Request Media (DEA Agency only)	Request the case's media files from the source* Precinct.
Add to Favorites	Add this case to your Favorite Cases list.
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 be displayed on the Inbox Messages list for all users who have reactivation privileges. This action will only be displayed if the case is offline.
Reactivate Now	Restore this case from a backup disc or external backup device to the server. This action will only be displayed if the case is offline and you have the <b>Reactivate Video</b> permission.
Chain of Custody	Generate a Chain of Custody report.
Previous Results	Return to the <b>Case Search Results</b> 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 be displayed.

# Appendix 4 - Evidence Backup and Sharing.

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# DVDs

## DVD File Formats

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

FOIA Redacted Format					
Interchange Format					
Consumer DVD					
Data DVD					
Uncompressed format					
Play on a consumer DVD player			✓		
Play on a PC	✓	✓	✓*	✓*	✓*
Import into third-party applications	✓		✓	✓	✓
Edit	✓			✓	✓
Tamper proof		✓			
Advance to 'Trace' points placemarkers	✓	✓			
View user metadata attached to videos	✓	✓			
View media files attached to cases	✓	✓		✓	✓
View Chain of Custody Report	✓	✓		✓	✓
View 'Record Triggers'	✓	✓			
View GPS coordinates (permissions required)	✓	✓			
View vehicle speed (permissions required)	✓	✓			
View braking information	✓	✓			
View radar information	✓	✓			
View in Google Maps	✓	✓			
Show both front and rear camera views	✓	✓			
Include up to two audio streams per video			✓	✓	✓
Include up to three audio streams per video	✓	✓			
Play on a Macintosh			✓*	✓*	✓*
Redact view prior to exporting					✓
Convert QBX files to MP4 and DV files	✓				

\* Special software required, such as Power DVD.

## Disc Capacity

The storage capacity of your discs will vary depending on the type of disc you select.

### NOTE: Blu-ray discs

- Blu-ray discs store the most data, but they also require a special Blu-ray disc burner.
- Blu-ray discs require a Blu-ray disc reader or burner to read the discs.
- You can't put a Blu-ray disc in a DVD drive and read the disc.
- If you are burning archives to Blu-ray disc and the only Blu-ray disc drive you have is in your Bravo robotic disc burner, you'll have to use that Bravo drive to perform all of your restores.

Type of disc	Maximum storage capacity	Time to burn
Single-layer DVD disc	4.7 gigabytes	Approximately 30 minutes for a full disc
Double-layer DVD disc	8.5 gigabytes	Approximately 45 minutes for a full disc
Single-layer Blu-ray disc	25 gigabytes	Variable, depending on your backup PC's processor speed
Double-layer Blu-ray disc	50 gigabytes	

### NOTE: Burn times

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.

## Backup Modes

Backup Mode	Description
ALL	Before purging, the system will back up all videos, regardless of what the video categories' individual backup settings are.
CASE	Before purging, the system will back up cases only.
CASE & CATEGORY	Before purging, the system will back up: <ul style="list-style-type: none"> <li>• All cases</li> <li>• Videos with a video category that is backup enabled.</li> </ul>
CASE & CATEGORY & TAGGED	Before purging, the system will back up: <ul style="list-style-type: none"> <li>• All cases</li> <li>• Videos with a video category that is backup enabled.</li> <li>• Videos that are tagged.</li> </ul>
EXTERNAL	Before purging, the system will use an external backup device, such as the Dell Power Vault 124T (works in conjunction with the Barracuda Yosemite backup software), to back up all cases and videos.

The table is continued on the next page.

Backup Mode	Description
NONE	The system will not back up any media. Select this option if either of the following circumstances apply: <ul style="list-style-type: none"> <li>Your agency does not have a robotic DVD burner or Blu-ray burner</li> <li>Your agency only wants to use your disc burner to generate export discs (i.e., user-requested certified copies).</li> </ul>

## External Backups and DVD Backups

Column	Description
Label	The number of the Certified Backup. Backup numbers are assigned automatically by the system in sequential order, beginning with <b>no. 1</b> . The highest number on this list is the most recent backup. <b>NOTE:</b> If a backup job is canceled for some reason, that number will not be used again. This explains why the backup list occasionally "skips" a number. If you see a <b>15</b> followed by a <b>17</b> , for example, it just means that archive disc <b>16</b> was canceled.
Completion Time	The date and time at which the backup was completed. It is displayed in <i>mm/dd/yyyy hh:mm</i> format. If a backup is in the queue but has not been performed yet, the word <b>Pending</b> will be displayed here.
Purgable	A yes/no indicator that tells you whether or not you can safely discard a backup tape or DVD based on your Online Lifecycle settings: <ul style="list-style-type: none"> <li><b>No.</b> You can still use the Backup tape or DVD to reactivate a case or video; therefore you should not discard it yet.</li> <li><b>Yes.</b> The Backup tape or DVD is "expired" and can no longer be used to reactivate a case or video; therefore you may discard or destroy it according to your agency's policies.</li> </ul>
Precinct	<ul style="list-style-type: none"> <li>The Precinct or Agency at which this backup tape or DVD was generated.</li> </ul>

## Video Deletion Roll-up Report

Column	Description
Start Date	The date and time at which this video began recording. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Officer Name	The name of the officer who was logged into the DVR unit at the time the recording was made.
Unit Name	The name of the DVR that recorded this video.
DVD Label	The number of the archive disc to which this video file was copied.
Media File Name	The name of the video file that was deleted. The file's extension can help you identify the type of media: <ul style="list-style-type: none"> <li><b>.avd</b> VIEVU video</li> <li><b>.qbx</b> Flashback video</li> <li><b>.mkv</b> BodyVISION video</li> <li><b>.mp4</b> FOCUS H1/H2, BWX-100, or FOCUS X2 video</li> <li><b>.jpg</b> Body-worn DVR snapshot</li> </ul>



## Local Burn Queue Tab

Column	Description
Sequence	A system-assigned sequential number for the burn job. For example, if the value of this field is <b>89</b> , it means that this is the eighty-ninth burn job that has been sent to the Burn Queue from this server.
Destination	The name of the backup PC workstation to which this burn job is directed.
Disc Type	<p>The type of disc that will be used to create this backup:</p> <p><b>DVDR</b> DVD single layer disc</p> <p><b>DVDRDL</b> DVD dual layer disc</p> <p><b>BD</b> Blu-ray single layer disc*</p> <p><b>BDDL</b> Blu-ray dual layer disc*</p> <p><b>.jpg</b> Body-worn DVR snapshot</p> <p><i>*You must have a Blu-ray burner to use this type of disc.</i></p>
Export Type	The file format for this disc: Archive (CBD), Data DVD, Consumer DVD, Interchange Format, Decompressed (a.k.a. Uncompressed), or FOIA Redacted.
Priority	<p>A number between <b>1</b> and <b>9</b> that represents the system-assigned priority code for this burn job. By default, the system assigns a code of <b>5</b> or <b>9</b> to each burn job:</p> <ul style="list-style-type: none"> <li>• 5 .....User-requested export—medium priority</li> <li>• 9 .....System-requested archive—low priority.</li> </ul> <p>Most DVDs burn in the order in which they are submitted to the burn queue. However, in the event that the backup PC processes an archive job and an export job at the same time, the export disc (code <b>5</b>) will be burned first.</p> <p>The remaining priority codes (<b>1-4</b> and <b>6-8</b>) are used by your Technical Support Engineer to prioritize a backlog of DVD jobs in the event that your DVD burner is out of order for an extended period of time.</p>
Copies	The total number of discs included in this burn job.
Status	<p>The current status of this burn job. The status codes will differ slightly depending on the type of job that is being processed.</p> <p style="text-align: center;"><b>Archive jobs:</b></p> <p><b>NEW.</b> The system has begun processing (i.e., compiling) an archive job.</p> <p><b>LOCAL PREPPING.</b> The system is waiting for enough video to come in to fill an archive disc.</p> <p><b>LOCAL PREPPED.</b> Enough video has come in to fill an archive disc; the archive job is now waiting its turn to be transferred to the backup PC.</p> <p><b>TRANSFERRING.</b> The system is downloading the archive job from the server to the backup PC.</p> <p><b>BUILDING.</b> The backup PC is merging the video and/or case files into one single burn job.</p> <p><b>BUILT.</b> The backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p><b>BURNING.</b> The backup PC has submitted the burn job to the robotic DVD burner. The archive disc is in the process of being burned.</p> <p><b>COMPLETE.</b> The archive job is complete; you may retrieve the disc from your burner's output tray.</p>

The table is continued on the next page.

Column	Description
Status (cont.)	<p style="text-align: center;"><b>Export jobs:</b></p> <p><b>LOCAL PREPARED.</b> The system has prepared (i.e., compiled) the export job for transfer to the backup PC, but the backup PC is not ready to receive it due to a problem of some kind (e.g., backup PC's queue is full, backup PC's hard drive is full, backup PC is offline, etc.).</p> <p><b>SUBMITTED.</b> The system has processed (i.e., compiled) the export job on the server, then submitted a Job ID to the backup PC. The backup PC then performed several tasks in preparation for receipt of the archive job. (These preparatory tasks are sometimes referred to as ticketing.) The export job is now waiting its turn to be transferred to the backup PC.</p> <p><b>TRANSFERRING.</b> The system is in the process of downloading the export job to the backup PC.</p> <p><b>TRANSCODING</b> (applies to Consumer Exports, Interchange Exports, and/or Decompressed* Exports only). The backup PC is converting video into Consumer DVD format, Interchange DVD format, or Decompressed* DVD format.</p> <p><b>BUILDING.</b> The backup PC is merging the video and/or case files into one single burn job.</p> <p><b>BUILT.</b> The backup PC has finished building the burn job; the file is now waiting its turn to be burned.</p> <p><b>BURNING.</b> The backup PC has submitted the burn job to the robotic DVD burner. The export disc is in the process of being burned.</p> <p><b>COMPLETE.</b> The export job is complete; you may retrieve the disc from your burner's output tray.</p>
Failed	<p>A True/False indicator that denotes whether or not the burn job failed:</p> <ul style="list-style-type: none"> <li>• <b>TRUE.</b> An error occurred while processing this burn request. The DVD will not be burned.</li> <li>• <b>FALSE.</b> No errors occurred while processing this burn request. The DVD will be burned in the appropriate order.</li> </ul>
Requested By	<p>The requestor of this burn job. If this is an archive DVD, the word <b>System</b> will be displayed in this field. If this is a user-requested DVD, this field will display the User ID of the individual who submitted the burn request.</p>

Local Burn Queue: Video Tab	
Column	Description
Media ID	<p>The unique identification number that the system assigned to this video. This number is also referred to as the <b>System ID</b> or <b>System Video #</b>.</p>
DVR	<p>The name of the DVR unit that recorded this video.</p> <ul style="list-style-type: none"> <li>• If the video was recorded by a VIEVU, the word <b>VieVu</b> will be displayed in this column.</li> <li>• If the video was recorded by a body-worn DVR, the words <b>Body Worn</b> will be displayed here.</li> </ul>
Start Date	<p>The date and time at which the DVR began recording this video. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.</p>
Officer	<p>The name of the officer who was logged into the DVR when this video was recorded. If no one was logged into the DVR at the time of the recording, the system will assign a default Officer Name of <b>*1 No name@[time at which this officer ID was created]</b>.</p>

Local Burn Queue: Media Tab	
Column	Description
Media ID	The unique identification number that the system assigned to the associated video (i.e., the video to which this media file is attached). Also referred to as the <b>System ID</b> .
Filename	The name of this media file, including extension.
Download Date	The date and time at which this media file was attached to the burn job. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
Owner	The name of the individual who is responsible for collecting this evidence.

## Backup PCs

### Adding a New Backup PC: Backup PC Tab

Column	Description
Export Default	If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not the system will default to this backup PC when you display the <b>Export Options</b> pop-up: <input checked="" type="checkbox"/> Use this backup PC as the default on the <b>Export Options</b> pop-up <input type="checkbox"/> Do not use this backup PC as the default on the <b>Export Options</b> pop-up
Name	The name of this backup PC.
IP	The IP address of this backup PC. If the Backup PC will be connected to the Mobile-Vision network, your TSE will provide you with this address. If the Backup PC will be connected to your agency's network, your agency's Network Specialist will provide you with this address.
Exports	If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process user-requested burn jobs: <input checked="" type="checkbox"/> Allow this backup PC to process user-requested burn jobs <input type="checkbox"/> Do not allow this backup PC to process user-requested burn jobs
Archives	If your agency is using more than one backup PC/DVD burner, this checkbox is used to indicate whether or not you wish to enable this device to process system-requested burn jobs (i.e., archives on Certified Backup Discs): <input checked="" type="checkbox"/> Allow this backup PC to process system-requested burn jobs <input type="checkbox"/> Do not allow this backup PC to process system-requested burn jobs <b>NOTE:</b> If you have more than one robotic DVD burner, it's recommended that you allocate only one DVD burner for system archives.

## Viewing Backup PC Status: Backup PC Tab

Column	Description
Name	The name of this backup PC.
State	The current state of this backup PC: <ul style="list-style-type: none"> <li>• READY. Backup PC is up and running; DVD burner is ready to burn</li> <li>• ERROR. A problem has occurred that is preventing the backup PC from processing burn request(s).</li> <li>• OFFLINE. The backup PC and/or robotic DVD burner is turned off.</li> </ul>
Error Message	A description of the error that has occurred, if applicable. You can fix many of these problems yourself (for example, The color cartridge is in the black cartridge holder, or The cover on the unit has been open for an extended period of time). However, if you encounter a problem that you can't fix on your own, feel free to contact Mobile-Vision Support for assistance.
Discs	The number of discs that are left in the DVD burner's input bin(s). When this number gets low, you need to add more discs to the input tray(s).
Ribbon Count (Rimage units only)	The exact number of disc labels that can still be printed using the Rimage's heat transfer printing mechanism.
Black Color % (Bravo units only)	The percentage of remaining ink left in the Bravo's ink jet cartridges.
Version	This field is used by Mobile-Vision employees only.

# Appendix 5 - DVRs.

# Contents

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# DVR/8-Bay/6-Bay Dock Units

## Manage DVRs Page: Quick Search Fields

Field/Column	Limits your search to...
DVR Name	The DVR unit that has this name.
Last Comm IP	The DVR unit that last used this IP address.
DVR ID	The DVR unit that has this serial number. If you are searching for a body-worn DVR, this is the external DVR hardware serial number. If you are searching for an in-car DVR, this is the internal DVR software serial number.
Status	Those DVR units that have a status of either <b>Enabled</b> or <b>Disabled</b> . Select the appropriate <b>status</b> from the drop-down list.
Type	Those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> <li>• <b>Vehicle</b>. A DVR that is installed inside a vehicle, such as a police cruiser</li> <li>• <b>Interview Room</b>. A DVR that is installed inside an interview room.</li> <li>• <b>Body Worn</b>. A body-worn DVR.</li> <li>• <b>VieVu</b>. A VIEVU body-worn DVR.</li> </ul> Select the appropriate DVR type from the drop-down list.
Product Code	Those DVR units that have this Product Code (enter one): <ul style="list-style-type: none"> <li><b>FB2</b> .....Flashback2</li> <li><b>FB3</b> .....Flashback3</li> <li><b>FBHD</b> .....FlashbackHD</li> <li><b>FBH1</b> ..... FOCUS H1</li> <li><b>FBH2</b>..... FOCUS H2</li> <li><b>FBBW1</b> .....BodyVISION</li> <li><b>BWX-100</b> .....BWX-100</li> <li><b>FBX2</b>.....FOCUS X2</li> <li><b>FBX8D</b>.....8-bay dock</li> <li><b>FBX6D</b>.....6-bay dock</li> </ul>
Group	Those DVR units that are assigned to this DVR group.
Version	Those DVR units that have this firmware version. Select the appropriate version number from the drop-down list.
Config Sync	The <b>Config Sync</b> field displays the DVR's configuration synchronicity for in-car and body-worn DVRs. <ul style="list-style-type: none"> <li>• <b>Pending</b>. The system is in the process of synchronizing the server's DVR configuration with the actual DVR unit's configuration. In other words, the server and DVR are not yet synchronized.</li> <li>• <b>Complete</b>. All previous changes to the server's DVR configuration have already been copied to the actual DVR. The server and DVR are fully synchronized.</li> </ul>

## New DVR

Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146).
DVR Officer Name (for agencies not using USB Login Keys)	The default officer who will be associated with this DVR's video recordings. This value must match the value in the <b>Officer Name</b> field on the officer's user record. If your agency is using USB login keys, leave this field blank.
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will transmit to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a Download Priority of <b>high</b> will transmit first; DVRs with a Download Priority of <b>med</b> will transmit second; and DVRs with a Download Priority of <b>low</b> (default) will transmit last.
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to automatically download video off of this DVR.</li> <li>• <b>Disabled.</b> The system is not allowed to automatically download video off of this DVR. However, users can still download video manually.</li> </ul> System defaults to <b>Enabled</b> .
DVR Type	The type of DVR this is: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the Interview Room module.</li> <li>• <b>Body Worn.</b> A body-worn DVR.</li> </ul>
Group Name	The DVR group to which you want to assign this DVR. If Fleet Management is disabled, this field will not be displayed.

## Edit DVR: for Flashback DVRs Assigned to a DVR Group

Field	Description
DVR Name	The name of this DVR. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.
DVR Officer Name	The default officer who is associated with this DVR's video recordings. This is the officer to whom the videos recorded on this DVR will be linked. If your agency is using USB Login Keys, this field will be grayed out.
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a Download Priority of <b>High</b> will transmit first; DVRs with a Download Priority of <b>Medium</b> will transmit second; and DVRs with a Download Priority of <b>Low</b> (default) will transmit last.

This table is continued on the next page.



Field	Description
DVR Type	<p>The type of DVR:</p> <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A body-worn DVR.</li> </ul> <p>This field will only be visible if your agency is using the Interview Room module.</p>
Group Name	A drop-down list used to assign this DVR to an existing DVR group.
Version	The firmware version that is currently loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign to this DVR during the next DVR-to-server transmission. If the value of this field is <b>None</b> , the firmware version will remain the same.
Status	<p>A system setting that determines whether or not video transmissions are allowed for this DVR:</p> <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to download video off of this DVR</li> <li>• <b>Disabled.</b> The system is not allowed to download video off of this DVR.</li> </ul> <p>System defaults to <b>Enabled</b>.</p>
Recategorize Video	<p>A checkbox used to recategorize all video recorded from this DVR as Interview Room.</p> <ul style="list-style-type: none"> <li>• <b>Yes.</b> Recategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an interview room rather than in a vehicle.</li> <li>• <b>No.</b> Do not categorize all videos recorded from this DVR as Interview Room (default).</li> </ul> <p>This field will only be visible if your agency is using the Interview Room module.</p>
Main Board	The DVR's Main Board ID. For internal use only. Applies to Flashback3s and FlashbackHDs.
Video Board	The DVR's Video Board ID. For internal use only. Applies to Flashback3s and FlashbackHDs.
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVR</p> <p><input type="checkbox"/> User will manually assign an IP address to the DVR</p> <p>If your agency does not have a DHCP server, leave this checkbox deselected.</p>
Ethernet IP	The same Ethernet IP address that you use on your private Ethernet network.
Ethernet Mask	The same Ethernet Mask address that you use on your private Ethernet network.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.
Wireless IP	The wireless IP address for this DVR.

## Edit DVR: for Flashback DVRs NOT Assigned to a DVR Group

DVR tab	
Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146). If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. Version The firmware version that is currently loaded on this DVR. System-generated field.
DVR Officer Name	The default officer associated with this video. This is the officer to whom the videos recorded on this DVR will be linked. If the <b>Allow USB Logins</b> checkbox is selected, this field will be grayed out.
Assigned Firmware	The new firmware version that you want to assign to this DVR during the next DVR-to-server transmission. If the value of this field is <b>None</b> (default), the firmware version will remain the same as the value in the <b>Version</b> field.
Allow USB Logins	A checkbox used to indicate whether or not an officer will be able to use a USB login key to access this DVR. <ul style="list-style-type: none"> <li>Different officers will be able to log in and out of this DVR using a USB login key.</li> <li>No officers will be able to log in and out of this DVR using a USB login key. Select this option if 1) this DVR is used by only one officer (i.e., the officer whose name appears in the <b>DVR Officer Name</b> field), or 2) your agency has chosen not to use USB Login Keys.</li> </ul>
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <li><b>Enabled.</b> The system is allowed to automatically download video off of this DVR</li> <li><b>Disabled.</b> The system is not allowed to automatically download video off of this DVR.</li> </ul> System defaults to <b>Enabled</b> .
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a Download Priority of <b>High</b> will transmit first; DVRs with a Download Priority of <b>Medium</b> will transmit second; and DVRs with a Download Priority of <b>Low</b> (default) will transmit last.
DVR Type	The type of DVR: <ul style="list-style-type: none"> <li><b>Vehicle.</b> A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li><b>Interview Room.</b> A Flashback DVR that is installed inside a precinct interview room.</li> <li><b>Body Worn.</b> A body-worn DVR.</li> </ul>
Group Name	A drop-down list used to assign this DVR to a DVR group.
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as Interview Room. <ul style="list-style-type: none"> <li><b>Yes.</b> Recategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an interview room rather than in a vehicle.</li> <li><b>No.</b> Do not recategorize all videos recorded from this DVR as Interview Room (default), as this DVR is installed in a vehicle.</li> </ul> This field will only be visible if your agency is using the Interview Room module.
Main Board	The DVR's Main Board ID. For internal use only. Does not apply to Flashback2s.
Video Board	The DVR's Video Board ID. For internal use only. Does not apply to Flashback2s.

DVR Settings tab	
Field	Description
Admin Login Name	The Flashback User ID. The system uses this ID in combination with the Admin Login Password to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.
Admin Login Password	The Flashback login password. The system uses this ID in combination with the Admin Login Name to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.
Time Zone	The time zone in which this DVR will be recording.
Ignition Timer	A setting which determines how many minutes this DVR will remain on in idle mode after a vehicle's ignition has been turned off.

Wireless Settings tab	
Setting	Description
Wireless IP Address	The IP address of the DVR's wireless NIC.*
Wireless IP Mask	The wireless subnet mask address of the DVR's wireless NIC.* Usually 255.255.255.0 if using the default 192.168.10.X network.
Wireless Gateway IP	The gateway address for the DVR's wireless NIC.* Usually set to the IP of the server.
Wireless Mode	The wireless security mode that you want to use.
Wireless Authentication	The authentication type used by the wireless mode displayed in the <b>Wireless Mode</b> field: <b>NONE</b> , <b>OPEN</b> , or <b>SHARED</b> .
Wireless Encryption	The wireless security type that you want to use.
Wireless Interface	The 802.11 mode that you are using on your wireless network.
Wireless DHCP	A checkbox used to indicate whether or not you want your DHCP server to provide the wireless IP addresses to this DVR. When this checkbox is selected, the system will automatically override the values in the Wireless IP Address and Wireless IP Mask fields. <b>NOTE:</b> If your agency does not have a DHCP server, leave this checkbox deselected.  <input checked="" type="checkbox"/> DHCP server automatically assigns an IP address to this DVR via the Wireless IP Address and Wireless IP Mask fields <input type="checkbox"/> User manually assigns an IP address to this DVR
Wireless SSL (Secure Socket Layer)	A checkbox used to indicate whether or not you are using the SSL (Secure Socket Layer) type encryption to authenticate on your wireless network.  <input checked="" type="checkbox"/> Using SSL <input type="checkbox"/> Not using SSL
Validate Certificate	A checkbox used to indicate whether or not you are providing valid certificates for communication.  <input checked="" type="checkbox"/> Providing valid certificates for communication <input type="checkbox"/> Not providing valid certificates for communication
<b>*Network Interface Controller, sometimes referred to as a "network card".</b>	

This table is continued on the next page.

Wireless Settings tab	
Setting	Description
Wireless SSID	The name of your wireless network, also referred to as a wireless service set identifier. This field is required for all wireless modes.
Wireless Name	Your wireless username. Used in combination with the <b>Wireless Password</b> field to login to the wireless network. This field is required for wireless modes WPA-PSK and WPA2-PSK.
Wireless Password	Your wireless password. This field is used in combination with the <b>Wireless Name</b> field. This field is required for wireless modes WPA-PSK and WPA2-PSK. Your password may contain any combination of the following characters: <b>a b c d e f g h i j k l m</b> <b>n o p q r s t u v w x y z</b> <b>A B C D E F G H I J K L M</b> <b>N O P Q R S T U V W X Y Z</b> <b>0 1 2 3 4 5 6 7 8 9 - ! @</b> <b># % ^ * ( ) _ + . ; : { }</b>
Wireless Encryption Key	Your wireless encryption password. Only enter this field if the Wireless Mode is WEP-PSK. Your encryption key can be either 10 digits long (64 bits/ascii) or 26 digits long (128 bits/hex). It may include any combination of the characters listed above.

Audio tab - Audio Feedback	
Setting	Description
VLP1	A checkbox used to indicate whether or not you want to include the audio from the wireless microphone that's connected to the Flashback's VLP 1 port. <input checked="" type="checkbox"/> Include audio from the VLP 1 port microphone <input type="checkbox"/> Do not include audio from the VLP 1 port microphone
VLP2	A checkbox used to indicate whether or not you want to include the audio from the wireless microphone that's connected to the Flashback's VLP 2 port, if applicable. <input checked="" type="checkbox"/> Include audio from the VLP 2 port microphone <input type="checkbox"/> Do not include audio from the VLP 2 port microphone
Keyboard Beep	A checkbox used to indicate whether or not you want the DVR to beep every time you press one of the buttons on the DVR or DVR monitor. <input checked="" type="checkbox"/> Make DVR beep every time a button is pressed <input type="checkbox"/> Do not make DVR beep every time a button is pressed
Record Beep	A checkbox used to indicate whether or not you want the DVR to beep every 30 seconds when the DVR is recording. <input checked="" type="checkbox"/> Make DVR beep every 30 seconds when recording <input type="checkbox"/> Do not make DVR beep every 30 seconds when recording
In-Car Mic	A checkbox used to indicate whether or not you want to include the audio from the in-car microphone. <input checked="" type="checkbox"/> Include audio from in-car microphone <input type="checkbox"/> Do not include audio from in-car microphone

This table is continued on the next page.

## Audio tab - Audio Feedback

Setting	Description
Recycle Record (Flashback2s only)	<p>A checkbox used to indicate whether or not you want to continue recording even after the space on your CF card is used up. When this feature is selected, the Flashback will record over existing files after the CF card is full, beginning with the oldest file. When this feature is off (default), the Flashback will automatically stop recording as soon as the CF card is full.</p> <p><input checked="" type="checkbox"/> Continue recording after space on CF card is used up</p> <p><input type="checkbox"/> Stop recording after space on CF card is used up</p>

## Audio tab - Audio Properties

Setting	Description
Pre/Post Audio Control	<p>A checkbox used to indicate whether or not you want to include audio in your pre- and post-recordings. Including audio in these recordings will increase your file size; omitting audio from these recordings will reduce your file size.</p> <p><input checked="" type="checkbox"/> Include audio in pre- and post-recordings</p> <p><input type="checkbox"/> Exclude audio from pre- and post-recordings</p>
Background Record (Flashback2s only)	<p>A checkbox used to indicate whether or not you want to use your wireless microphone (see Note below) to capture audio for Background Record videos.</p> <p><input checked="" type="checkbox"/> Use wireless microphone to capture audio for Background Record videos.</p> <p><input type="checkbox"/> Use wireless microphone to capture audio for regular (foreground) videos only.</p> <p><b>NOTE:</b> If you have two wireless mics, only the one that's connected to the VLP 1 port on the back of your DVR will be used to capture Background Record audio.</p>
VLP 1 Gain	<p>The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your Flashback's VLP 1 port. This signal has an effect on volume:</p> <ul style="list-style-type: none"> <li>• Increasing the numeric value of the <b>VLP1 Gain</b> field will result in decreased volume</li> <li>• Decreasing the numeric value of the <b>VLP1 Gain</b> field will result in increased volume.</li> </ul> <p>System default is <b>4</b>.</p> <p><b>NOTE:</b> If you notice increased distortion after changing this setting, increase the numeric value of this field.</p>
VLP 2 Gain	<p>The strength of the audio line level signal into the DVR for the wireless microphone that's connected to your Flashback's VLP 2 port. This signal has an effect on volume:</p> <ul style="list-style-type: none"> <li>• Increasing the numeric value of the <b>VLP2 Gain</b> field will result in decreased volume</li> <li>• Decreasing the numeric value of the <b>VLP2 Gain</b> field will result in increased volume.</li> </ul> <p>System default is <b>4</b>.</p> <p><b>NOTE:</b> If you notice increased distortion after changing this setting, increase the numeric value of this field.</p>
In-Car Mic Gain	<p>The strength of the audio line level signal into the DVR for your in-car microphone. This signal has an effect on volume:</p> <ul style="list-style-type: none"> <li>• Increasing the numeric value of the <b>In-Car Mic Gain</b> field will result in decreased volume</li> <li>• Decreasing the numeric value of the <b>In-Car Mic Gain</b> field will result in increased volume.</li> </ul> <p>System default is <b>2</b>.</p> <p><b>NOTE:</b> If you notice increased distortion after changing this setting, increase the numeric value of the <b>In-Car Mic Gain</b> field.</p>

Video tab - Video Properties									
Setting	Description								
(Channel 1) Frame Rate	The frame rate for your forward facing zoom camera videos. This is the number of frames that will be displayed every second. The higher the number, the smoother the video's picture and the larger the video's file size.								
(Channel 1) Quality	<p>A number that indicates how high the quality of your forward facing zoom camera videos will be. This setting denotes the video's bitrates in megabits-per-second (Mbps). The higher the quality setting, the better the video quality and the larger the video's file size.</p> <table border="1"> <thead> <tr> <th>Flashback2/3 Settings</th> <th>FlashbackHD Settings</th> </tr> </thead> <tbody> <tr> <td>1 ..... 1.5 Mbps</td> <td>4 ..... 3.0 Mbps</td> </tr> <tr> <td>2 ..... 2.0 Mbps</td> <td>6 ..... 4.0 Mbps</td> </tr> <tr> <td>3 ..... 2.5 Mbps</td> <td>8 ..... 5.0 Mbps</td> </tr> </tbody> </table>	Flashback2/3 Settings	FlashbackHD Settings	1 ..... 1.5 Mbps	4 ..... 3.0 Mbps	2 ..... 2.0 Mbps	6 ..... 4.0 Mbps	3 ..... 2.5 Mbps	8 ..... 5.0 Mbps
Flashback2/3 Settings	FlashbackHD Settings								
1 ..... 1.5 Mbps	4 ..... 3.0 Mbps								
2 ..... 2.0 Mbps	6 ..... 4.0 Mbps								
3 ..... 2.5 Mbps	8 ..... 5.0 Mbps								
(Channel 1) Resolution	The display resolution (pixels per inch) for your forward facing zoom camera videos. The higher the number, the clearer the video's picture and the larger the video's file size.								
Channel 2	<p>A checkbox used to indicate whether or not there is a Backseat camera and/or Bullet camera(s) installed on this DVR's second camera channel.</p> <p><input checked="" type="checkbox"/> There is at least one camera installed on camera Channel 2</p> <p><input type="checkbox"/> There are no cameras installed on camera Channel 2</p>								
(Channel 2) Frame Rate	The frame rate for your Backseat camera videos and/or Bullet camera videos. This is the number of frames that will be displayed every second. The higher the number, the smoother the video's picture and the larger the video's file size.								
(Channel 2) Quality	<p>A number that indicates how high the quality of your Backseat camera videos and/or Bullet camera videos will be. This setting denotes the video's bitrates in either kilobits-per-second (Kbps) or megabits-per-second (Mbps). The higher the quality setting, the better the video quality and the larger the video's file size.</p> <p><b>1</b> ..... 250 Kbps</p> <p><b>2</b> ..... 500 Kbps</p> <p><b>3</b> ..... 750 Kbps</p> <p><b>4</b> ..... 1.0 Mbps</p> <p><b>5</b> ..... 1.25 Mbps</p>								
(Channel 2) Resolution	The display resolution (pixels per inch) for your Backseat camera videos and/or Bullet camera videos. The higher the number, the clearer the video's picture and the larger the video's file size.								
Active Cameras (Flashback3s & FlashbackHDs only)	<p>The number of cameras that will be recording on Channel 2. You can have up to four cameras recording on this channel: the Backseat camera and 1 – 3 Bullet cameras. If there will be no cameras recording on Channel 2, set the value of this field to <b>OFF</b>.</p> <p>This field will only be displayed on Flashback3 and FlashbackHD DVR records.</p>								
Background Record	<p>A checkbox used to indicate whether or not you want the Flashback2, Flashback3, or FlashbackHD to record continuously whenever the vehicle's ignition is on. Keep in mind that the use of Background Record requires a lot of disc space.</p> <p><input checked="" type="checkbox"/> Turn Background Record on</p> <p><input type="checkbox"/> Turn Background Record off</p>								

This table is continued on the next page.

Video tab - Video Properties	
Setting	Description
Frame Rate (for Background Record)	The frame rate for videos recorded when Background Record is on. This is the number of frames that will display every second. The higher the number, the smoother the video's picture and the larger the video's file size.
Stealth Record	A checkbox used to indicate whether or not you want the Background Record indicator ( <b>B</b> ) to be hidden from view when the DVR is in Background Record mode. By default, <b>B</b> is displayed on the Flashback monitor whenever Background Record is ON.  <input checked="" type="checkbox"/> Hide <b>B</b> when Background Record mode is on <input type="checkbox"/> Show <b>B</b> when Background Record mode is on
Unit Shutdown	A checkbox used to indicate whether or not you want to continue recording after the vehicle's ignition is turned off but before the DVR automatically shuts down. The <b>Ignition Timer</b> setting will determine the exact length of this post-ignition recording. For more information on this feature, see <b>Programming the Ignition Timer</b> in your <b>Flashback User's Guide</b> .  <input checked="" type="checkbox"/> Continue recording after the vehicle's ignition is turned off <input type="checkbox"/> Stop recording after the vehicle's ignition is turned off

Video tab - Recording Properties	
Setting	Description
Pre Record Time	The number of seconds of recording that you want to capture prior to pressing the <b>Record</b> button on your DVR. Select a value from <b>0 – 60</b> from the drop-down list. To include audio on your pre-recordings, make sure the <b>Pre/Post Audio Control</b> checkbox on the <b>Audio</b> tab is selected.
Post Record Time	The number of seconds of recording that you want to capture after pressing the <b>Stop</b> button on your DVR. Select a value from <b>0 – 60</b> from the drop-down list. If you want to include audio on your post-recordings, make sure the <b>Pre/Post Audio Control</b> checkbox on the <b>Audio</b> tab is selected. <b>NOTE:</b> To continue recording for more than 60 seconds, use the Delay Stop feature instead.
Delay Stop	A checkbox used to indicate whether or not you want to use the Delay Stop feature, which enables you to continue recording for a specified number of minutes after pressing the <b>Stop</b> button on your DVR. This feature is used in conjunction with the Aux2 trigger.  <input checked="" type="checkbox"/> Use Delay Stop feature <input type="checkbox"/> Do not use Delay Stop feature If you select this checkbox, you must enter a value in the <b>Delay Minutes</b> field.
Delay Minutes	The number of minutes that you want to continue recording after pressing the <b>Stop</b> button on your DVR. Used in conjunction with the <b>Delay Stop</b> field above.

Triggers/Display tab - trigger options	
Setting	Description
Aux 1 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 1 device detects an event, such as a vehicle crash on vehicles equipped with the CrashBat2.  <input checked="" type="checkbox"/> Start recording when Aux 1 device is engaged <input type="checkbox"/> Do not start recording when Aux 1 device is engaged







This table is continued on the next page.

Triggers/Display tab - trigger options	
Setting	Description
Aux 2 Trigger	A checkbox used to indicate whether or not a recording will begin if the Auxiliary 2 trigger device detects an event, such as the opening of a door or other triggering event. <input checked="" type="checkbox"/> Start recording when Aux 2 device is engaged <input type="checkbox"/> Do not start recording when Aux 2 device is engaged
MPH/KPH Trigger	A checkbox used to indicate whether or not a recording will begin if the police vehicle reaches the speed entered in the <b>Trigger Speed</b> field. <input checked="" type="checkbox"/> Start recording when police vehicle reaches Trigger Speed <input type="checkbox"/> Do not start recording when police vehicle reaches Trigger Speed
Lights Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's emergency lights go on. <input checked="" type="checkbox"/> Start recording when emergency lights go on <input type="checkbox"/> Do not start recording when emergency lights go on
Stop Overrides Trigger	A checkbox used to indicate what will happen when the emergency lights are on and an officer tries to manually stop a lights-triggered recording. By default, officers are not allowed to stop a recording while the emergency lights are still on. If they press <input type="checkbox"/> , nothing will happen. However, you can override this default by checking the <b>Stop Overrides Trigger</b> checkbox. <input checked="" type="checkbox"/> Pressing the <input type="checkbox"/> button when the emergency lights are on will stop a lights-triggered recording <input type="checkbox"/> Pressing the <input type="checkbox"/> button when the emergency lights are on will not stop a lights-triggered recording
Trigger Speed	The miles-per-hour or kilometers-per-hour speed that the vehicle must reach before a recording will begin. Used in conjunction with the <b>MPH/KPH Trigger</b> field.
Siren Trigger	A checkbox used to indicate whether or not a recording will begin if the vehicle's siren goes on. <input checked="" type="checkbox"/> Start recording when siren goes on <input type="checkbox"/> Do not start recording when siren goes on
VLP Trigger	A checkbox used to indicate whether or not a recording will begin if the officer presses the <b>Record</b> button on his wireless microphone. <input checked="" type="checkbox"/> Start recording when wireless mic is engaged <input type="checkbox"/> Do not start recording when wireless mic is engaged




Triggers/Display tab - display options	
Setting	Description
Date Format	The format in which the video's start date will be displayed on the Flashback monitor, Flashback2/3/HD/BV Player, and Vehicle Viewer or Vehicle Viewer Live be displayed.

This table is continued on the next page.



Triggers/Display tab - display options	
Setting	Description
Daylight Savings Time	<p>A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time.</p> <p><input checked="" type="checkbox"/> Daylight Savings Time is observed in this recording region</p> <p><input type="checkbox"/> Daylight Savings Time is not observed in this recording region</p> <p>When this checkbox is selected, the DVR will automatically adjust its videos' recording start/end times to reflect daylight savings time.</p>
Lights Display 	<p>A checkbox used to indicate whether or not you want to show the Lights Display during videos (see sample pictured left). This display indicates when the vehicle's emergency lights are engaged.</p> <p><input checked="" type="checkbox"/> Show Lights display</p> <p><input type="checkbox"/> Do not show Lights display</p>
Temperature Display	<p>A checkbox used to indicate whether or not you want to show the Temperature Display during videos. This display indicates what the temperature was inside the DVR at each point in the video.</p> <p><input checked="" type="checkbox"/> Show Temperature display</p> <p><input type="checkbox"/> Do not show Temperature display</p>
Metric Units	<p>A checkbox used to indicate whether or not you want to display readings in metric units, such as kilometers-per-hour.</p> <p><input checked="" type="checkbox"/> Use metric units for on-screen displays</p> <p><input type="checkbox"/> Do not use metric units for on-screen displays</p>
Category Display	<p>A checkbox used to indicate whether or not you want the Category Selection List to be displayed after an officer presses the  button. If you choose to display this list, the officer will be able to assign a category to his videos immediately after stopping a recording. If you choose not to display this list, the officer will not be able to assign a category to his videos immediately after stopping a recording; instead, the system will automatically assign all videos the first category listed on the <b>Video Categories</b> tab, such as "No Citation".</p> <p><input checked="" type="checkbox"/> Display the Category Selection List after an officer presses the  button.</p> <p><input type="checkbox"/> Do not display the Category Selection List after an officer presses the  button.</p>
GPS Format	<p>The format in which the video's GPS coordinates will be displayed on the Flashback monitor. This field will only be displayed if you have the <i>Player Display GPS</i> permission. Select this value from the drop-down list provided.</p>
Aux 1 Display 	<p>A checkbox used to indicate whether or not you want to show the Aux 1 Display during a video (see sample pictured left). This display indicates when the Aux 1 Trigger device detected an event. For example, if your Aux 1 Trigger device is the Crashbat2 crash detector, then this display will indicate the precise time at which a vehicle crash occurred.</p> <p><input checked="" type="checkbox"/> Show Aux 1 display</p> <p><input type="checkbox"/> Do not show Aux 1 display</p>
Aux 2 Display 	<p>A checkbox used to indicate whether or not you want to show the Aux 2 Display during a video (see sample pictured left). This display indicates when the Aux 2 Trigger device detected an event, such as the opening of a vehicle door.</p> <p><input checked="" type="checkbox"/> Show Aux 2 display</p> <p><input type="checkbox"/> Do not show Aux 2 display</p>

This table is continued on the next page.

Triggers/Display tab - display options	
Setting	Description
GPS Display	<p>A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle's longitudinal and latitudinal coordinates are at each point in the video.</p> <p><input checked="" type="checkbox"/> Show GPS display  <input type="checkbox"/> Do not show GPS display</p> <p>To access this field, you must have the <i>Player Display GPS</i> permission.</p>
 Brakes Display	<p>A checkbox used to indicate whether or not you want to show the Brakes Display during a video (see sample pictured left). This display indicates when the vehicle's brakes are engaged during a video.</p> <p><input checked="" type="checkbox"/> Show Brakes display  <input type="checkbox"/> Do not show Brakes display</p>
Radar Info	<p>The type of radar reading (target, lock, and/or patrol) that will be displayed during a video.</p> <p><b>T</b> .....Target speed  <b>L</b> .....Lock speed  <b>T/L</b> .....Target and lock speed  <b>T/L/P</b> .....Target, lock, and patrol speed (default).</p> <p>This field is used in conjunction with the <b>Radar Box</b> field.</p>
MPH/KPH Display	<p>A checkbox used to indicate whether or not you want to show a vehicle's current speed during videos. The speed will be displayed in either miles-per-hour (default) or kilometers-per-hour (if <b>Metric Units</b> checkbox is selected).</p> <p><input checked="" type="checkbox"/> Show MPH/KPH display  <input type="checkbox"/> Do not show MPH/KPH display</p>
 Siren Display	<p>A checkbox used to indicate whether or not you want to show the Siren Display during videos (see sample pictured left). This display indicates when a vehicle's siren is engaged.</p> <p><input checked="" type="checkbox"/> Show siren display  <input type="checkbox"/> Do not show siren display</p>
 WLAN Display	<p>A checkbox used to indicate whether or not you want to show the WLAN Display during videos (see Flashback3/HD sample pictured left). This display indicates when a vehicle is within range of the wireless local area network (WLAN).</p> <p><input checked="" type="checkbox"/> Show WLAN display  <input type="checkbox"/> Do not show WLAN display</p>
Radar Box	<p>A checkbox used to indicate whether or not your radar device's target, lock, and/or patrol speeds will be displayed during a video. In order for this feature to work, your radar device must be wired to the radar trigger on your Flashback DVR.</p> <p><input checked="" type="checkbox"/> Show Radar display  <input type="checkbox"/> Do not show Radar display</p> <p>This field is used in conjunction with the <b>Radar Info</b> field.</p>

## Edit DVR: for FOCUS H1/H2 DVRs Assigned to a DVR Group

Field	Description
DVR Name	The name of this DVR. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.
Status	A system setting that determines whether or not video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to download video off of this DVR</li> <li>• <b>Disabled.</b> The system is not allowed to download video off of this DVR.</li> </ul> System defaults to <b>Enabled</b> .
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a <b>High</b> Download Priority will transmit first; DVRs with a <b>Medium</b> Download Priority will transmit second; and DVRs with a <b>Low</b> Download Priority will transmit last. System default is low.
Group Name	A drop-down list used to assign this DVR to an existing DVR group.
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to this DVR. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVR</li> <li><input type="checkbox"/> User will manually assign an IP address to the DVR</li> </ul> If your agency does not have a DHCP server, leave this checkbox deselected.
Ethernet IP	The same Ethernet IP address that you use on your private Ethernet network.
Ethernet Mask	The same Ethernet Mask address that you use on your private Ethernet network.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network.
Wireless IP	The wireless IP address for this DVR.
Version	The firmware version that is currently loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign to this DVR during the next DVR-to-server transmission. If the value of this field is <b>None</b> , the firmware version will remain the same.
DVR Type	The type of DVR: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> An in-car DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional Interview Room module.</li> <li>• <b>Body Worn.</b> A body-worn DVR.</li> </ul>
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as Interview Room. <ul style="list-style-type: none"> <li>• <b>Yes.</b> Recategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an interview room rather than in a vehicle.</li> <li>• <b>No.</b> Do not categorize all videos recorded from this DVR as Interview Room (default).</li> </ul> This field will only be visible if your agency is using the Interview Room module.

## Edit DVR: for FOCUS H1/H2 DVRs NOT Assigned to a DVR Group

DVR tab	
Field	Description
DVR Name	A unique name for the DVR. You may, for example, want to give the DVR the same name as the patrol car in which it is installed (e.g., Unit 146). If this field is grayed out, it indicates that there is a naming conflict associated with the DVR. Version The firmware version that is currently loaded on this DVR. System-generated field.
Status	A system setting that determines whether or not automatic video transmissions are allowed for this DVR: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to automatically download video off of this DVR</li> <li>• <b>Disabled.</b> The system is not allowed to automatically download video off of this DVR.</li> </ul> System defaults to <b>Enabled</b> .
Download Priority	The download priority for the DVR's video transmissions: low, medium, or high. The system uses this setting to determine the order in which videos will be transmitted to the server in the event that multiple patrol cars come into transmission range at the same time. DVRs with a Download Priority of <b>High</b> will transmit first; DVRs with a Download Priority of <b>Medium</b> will transmit second; and DVRs with a Download Priority of <b>Low</b> (default) will transmit last.
Group Name	A drop-down list used to assign this DVR to a DVR group.
Version	The firmware version that is currently loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign to this DVR during the next DVR-to-server transmission. If the value of this field is <b>None</b> (default), the firmware version will remain the same as the value in the <b>Version</b> field.
DVR Type	The type of DVR: <ul style="list-style-type: none"> <li>• <b>Vehicle.</b> An in-car DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>• <b>Interview Room.</b> An in-car DVR that is installed inside a precinct interview room.</li> <li>• <b>Body Worn.</b> A body-worn DVR.</li> </ul>
Recategorize Video	A checkbox used to recategorize all video recorded from this DVR as Interview Room. <ul style="list-style-type: none"> <li>• <b>Yes.</b> Recategorize all existing videos recorded from this DVR as Interview Room. Select this option if this DVR is installed in an interview room rather than in a vehicle.</li> <li>• <b>No.</b> Do not recategorize all videos recorded from this DVR as Interview Room (default), as this DVR is installed in a vehicle.</li> </ul> This field will only be visible if your agency is using the Interview Room module.

DVR Settings tab	
Field	Description
Admin Login Name	The FOCUS H1/H2 User ID. The system uses this ID in combination with the Admin Login Password to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.

This table is continued on the next page.

DVR Settings tab	
Field	Description
Admin Login Password	The FOCUS H1/H2 login password. The system uses this ID in combination with the Admin Login Name to 1) wirelessly transmit videos to the server and 2) download configuration changes from the server to the DVR. Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.
Time Zone	The time zone in which this DVR will be recording.
Turn on H1/H2	A checkbox used to indicate whether or not FOCUS H1/H2 will turn on when the vehicle is turned on. <input checked="" type="checkbox"/> H1/H2 1 will automatically turn on when the vehicle is turned on. <input type="checkbox"/> User manually turns on H1/H2.
Remember Logins	A checkbox used to enable FOCUS H1/H2 to remember previous login credentials. <input checked="" type="checkbox"/> H1/H2 remembers previous login credentials. <input type="checkbox"/> User manually enters login credentials.
GS_X	Crash sensor G value. The amount of acceleration (deceleration) that must be detected by the DVR to trigger a crash event. Default setting is 10. 10 is approximately 1 G, which is approximately equivalent to the impact of a crash.  <b>NOTE:</b> Setting the Crash Sensor G Value to less than 50 risks a lot of false triggers from the car passing over a pothole or railroad track, for example.

Wireless Settings tab	
Setting	Description
Wireless IP Address	The IP address of the DVR's wireless NIC.*
Wireless IP Mask	The wireless subnet mask address of the DVR's wireless NIC.* Usually 255.255.255.0 if using the default 192.168.10.X network.
Wireless Gateway IP	The gateway address for the DVR's wireless NIC.* Usually set to the IP of the server.
<b>*Network Interface Controller, sometimes referred to as a "network card".</b>	
Wireless DHCP	A checkbox used to indicate whether or not you want your DHCP server to provide the wireless IP addresses to this DVR. When this checkbox is selected, the system will automatically override the values in the Wireless IP Address and Wireless IP Mask fields. <b>NOTE:</b> If your agency does not have a DHCP server, leave this checkbox deselected. <input checked="" type="checkbox"/> DHCP server automatically assigns an IP address to this DVR via the Wireless IP Address and Wireless IP Mask fields <input type="checkbox"/> User manually assigns an IP address to this DVR
WirelessDNS IPs	DNS IP addresses for this DVR.
Wireless Upload Chunk Size (KB)	The size, in Kilobytes, of a segment of information being wirelessly uploaded to the server.
Wireless HTTP Upload URI	A Uniform Resource Identifier string that identifies the addresses for wireless uploads.

This table is continued on the next page.

Wireless Settings tab	
Setting	Description
Wireless HTTP download URI	A Uniform Resource Identifier string that identifies the addresses for wireless downloads.
Wireless SSID	The name of your wireless network, also referred to as a wireless service set identifier. This field is required for all wireless modes.
Wireless Password	Your wireless password. This field is used in combination with the <b>Wireless Name</b> field. This field is required for wireless modes WPA-PSK and WPA2-PSK. Your password may contain any combination of the following characters: <pre> a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 ~ ! @ # % ^ * ( ) _ + . ; : { } </pre>

Audio tab - Audio Properties	
Setting	Description
Pre/Post Audio Control	A checkbox used to indicate whether or not you want to include audio in your pre- and post-recordings. Including audio in these recordings will increase your file size; omitting audio from these recordings will reduce your file size. <input checked="" type="checkbox"/> Include audio in pre- and post-recordings <input type="checkbox"/> Exclude audio from pre- and post-recordings.
Wireless Mic PB1 Function	A setting that assigns the selected function to the first programmable button on the microphone. Select from <b>Mute, Tracepoint, Covert Interview, Trigger Camera 2 Recording, and Snapshot.</b>
Wireless Mic PB1 Function	A setting that assigns the selected function to second programmable button on the microphone. Select from <b>Mute, Tracepoint, Covert Interview, Trigger Camera 2 Recording, and Snapshot.</b>
Left	A source of the left channel audio. Select a value from the drop-down list.
Cameras	Prefilled camera number. Not configurable.
Right	A source of the right channel audio. Select a value from the drop-down list.

Video tab - Video Properties	
Setting	Description
Camera (1,2,3)	Checkboxes used to select active cameras.
Quality	Recorded video quality setting for the corresponding camera. Select either <b>Standard</b> or <b>High</b> .
Resolution	Recorded video resolution setting for the corresponding camera. Select from <b>SD-480p, HD-720p, or HD-1080p.</b>
Active Cameras	Auto-filled checkbox that updates when camera checkboxes are selected. Not configurable.

This table is continued on the next page.

### Video tab - Recording Properties

Setting	Description
Pre Record Time	The number of seconds of recording that you want to capture prior to pressing the <b>Record</b> button on your DVR. Select a value from <b>0 – 60</b> from the drop-down list. To include audio on your pre-recordings, make sure the <b>Pre/Post Audio Control</b> checkbox on the <b>Audio</b> tab is selected.
Post Record Time	The number of seconds of recording that you want to capture after pressing the <b>Stop</b> button on your DVR. Select a value from <b>0 – 60</b> from the drop-down list. If you want to include audio on your post-recordings, make sure the <b>Pre/Post Audio Control</b> checkbox on the <b>Audio</b> tab is selected. <b>NOTE:</b> To continue recording for more than 60 seconds, use the Delay Stop feature instead.

### Triggers/Display tab - trigger options

Setting	Description
Code	Preconfigured code names for events that will trigger the recording.
Description	Preconfigured descriptions of the corresponding codes.
Camera 1, 2, 3	Checkboxes for available cameras. Select the checkboxes to choose which events will trigger the recording for each camera.
Delay (Sec)	The number of seconds the system will delay each trigger.
Trigger Speed	The miles-per-hour or kilometers-per-hour speed that the vehicle must reach before a recording will begin.

### Triggers/Display tab - display options

Setting	Description
OSD Display Mode	On-screen display setting for displaying metadata over video (time, date, etc.). Select from <b>Do Not Display, Solid, or Flash</b> .
Radar Info	The name of the radar that will be used. Select from <b>Decatur, MPH</b> . This name will be displayed on the video.
Daylight Savings Time	A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this recording region <input type="checkbox"/> Daylight Savings Time is not observed in this recording region When this checkbox is selected, the DVR will automatically adjust its videos' recording start/end times to reflect daylight savings time.
GPS Speed on Video	A checkbox used to indicate whether the speed will be displayed on the video when recording. <input checked="" type="checkbox"/> GPS speed will be displayed <input type="checkbox"/> GPS speed will not be displayed
Officer ID Display	A checkbox used to indicate whether the Officer ID will be displayed on the video. <input checked="" type="checkbox"/> Officer ID will be displayed <input type="checkbox"/> Officer ID will not be displayed

This table is continued on the next page.

Triggers/Display tab - display options	
Setting	Description
Unit Name Display	A checkbox used to indicate whether the unit name will be displayed on the video. <input checked="" type="checkbox"/> Unit name will be displayed <input type="checkbox"/> Unit name will not be displayed
Record Indicator	A checkbox used to enable or disable a flashing "recording" indicator. <input checked="" type="checkbox"/> The flashing indicator will be displayed while a video is being recorded <input type="checkbox"/> The flashing indicator will not be displayed while a video is being recorded
GPS Display	A checkbox used to indicate whether or not you want to show the GPS Display during a video. This display indicates what the vehicle's longitudinal and latitudinal coordinates are at each point in the video. <input checked="" type="checkbox"/> Show GPS display <input type="checkbox"/> Do not show GPS display To access this field, you must have the <i>Player Display GPS</i> permission.

## Mobile Devices Page

Mobile Devices tab	
Column	Description
Assign	A button used to assign this body-worn DVR to an officer. This button will only be displayed when the following conditions apply: 1) the <b>Allow Officer Assignment</b> checkbox on the unit's DVR record or DVR Group record is selected, and 2) the DVR is currently available for assignment. A DVR is considered "available" when it is connected to the server via a docking station, uploading/downloading is complete, and the DVR is not currently assigned to another officer.
Identify	An icon used to activate an audio/visual alert on the body-worn DVR, making it easy for an officer or evidence clerk to locate the DVR. This alert varies slightly depending on what model of body-worn DVR you have.
Display Name	The name of this body-worn unit, as displayed on its DVR record.
Serial #	The body-worn DVR's 10-digit serial number. The system obtains this number from the DVR during the first DVR-to-server communication.
Battery Level (%)	The percentage of battery power remaining on this body-worn DVR. <ul style="list-style-type: none"> <li>• If the <b>Battery Level</b> bar is solid green, it indicates that the DVR is fully charged.</li> <li>• If the <b>Battery Level</b> bar is partially yellow, it indicates that this DVR has 1 – 3 hours of recording time left.</li> <li>• If the <b>Battery Level</b> bar is partially red, it indicates that this DVR has less than one hour of recording time left. In this case, you should leave the DVR in the docking station until the <b>Battery Level</b> % is either solid green (preferred) or at least yellow.</li> </ul>

This table is continued on the next page.



Mobile Devices tab	
Column	Description
Free Space (%)	The percentage of storage space remaining on this body-worn DVR. <ul style="list-style-type: none"> <li>If the <b>Free Space</b> bar is solid green, it indicates that there is 100% recording time available on this DVR</li> <li>If the <b>Free Space</b> bar is partially red or yellow, it indicates that there is less than 100% recording time available on this DVR</li> </ul>
Status	The current status of this body-worn DVR: <ul style="list-style-type: none"> <li><b>Idle.</b> The DVR's media files (video and snapshots) have finished uploading to the server</li> <li><b>Downloading.</b> The DVR is currently uploading media to the server.</li> <li><b>Upgrading.</b> The server is currently downloading a firmware update to the DVR.</li> </ul>
Revision	The current firmware version loaded on this body-worn DVR.
DVR Officer Name	The name of the officer to whom this body-worn DVR is currently assigned. If <b>No Name</b> is displayed here, it indicates that this DVR is not assigned to anyone.

Mobile Inventory tab	
Column	Description
Display Name	The name of this body-worn DVR, as displayed on its DVR record.
Serial #	The body-worn DVR's 10-digit serial number. The system obtains this number from the DVR during the first DVR-to-server communication.
Revision	The current firmware version loaded on this body-worn DVR.
DVR Officer Name	The name of the officer to whom this body-worn DVR is currently assigned. If <b>No Name</b> is displayed here, it indicates that this body-worn DVR is not assigned to anyone.
Last Comm Date	The date and time of the most recent communication between this body-worn DVR and the server. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
In/Out	An indicator used to denote whether or not this body-worn DVR is currently connected to the server via a docking station. <ul style="list-style-type: none"> <li><b>In.</b> The body-worn DVR is connected to the server</li> <li><b>Out.</b> The body-worn DVR is not connected to the server.</li> </ul>

## Edit DVR/Edit Device: for BodyVISION DVRs when Fleet Management is ON/OFF

Setting	Description
DVR Name	The name of this BodyVISION DVR. By default, the system assigns the following name to a newly discovered DVR: <b>[product code]_[serial number]</b> . For example, if this is a BodyVISION XV, the DVR Name would begin with <b>FBBW1_</b> , followed by the DVR's 10-digit serial number. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.

This table is continued on the next page.

Setting	Description
DVR Officer Name	The name of the officer to whom this BodyVISION is currently assigned, if applicable. If the <b>Allow Officer Assignment</b> checkbox is selected, this field will be grayed out.
Allow Officer Assignment	A checkbox used to turn the Officer Dispatch feature on/off. <input checked="" type="checkbox"/> Officer Dispatch feature is on (activated) <input type="checkbox"/> Officer Dispatch feature is off (deactivated)
Status	A system setting that determines whether or not video uploads are allowed for this DVR: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to upload video from this BodyVISION when the DVR is connected to the server.</li> <li>• <b>Disabled.</b> The system is not allowed to upload video from this BodyVISION when the DVR is connected to the server. <b>NOTE:</b> If you select this option, disabled BodyVISION DVRs will not be displayed on the <b>Manage DVRs</b> list unless you change the value of the <b>Status</b> search field to <b>Disabled</b>.</li> </ul>
Group Name	The name of the BodyVISION DVR group to which this DVR is currently assigned, if applicable.
Resolution	The video resolution for this DVR's recordings. The system defaults to high definition (1280 x 720).
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BodyVISION DVR. <input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this DVR <input type="checkbox"/> User will manually assign an IP address to this DVR
Ethernet IP	The unique IP address that is assigned to this BodyVISION. This field is only required when the <b>Ethernet DHCP</b> checkbox is deselected.
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is deselected.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is deselected.
Remote Broadcast IP(s)	An IP address range across which the BodyVISION DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> . Separate multiple IP addresses with a space.
Version	The current firmware version loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign to this BodyVISION DVR.
DVR ID	The BodyVISION's 10-digit serial number. The system obtains this number from the DVR during the first DVR-to-server communication. Display-only field.
Main Board	The DVR's Main Board ID. Display-only field. For internal use only.
Time Zone	The time zone in which this BodyVISION DVR will be recording. System default is Eastern Time.
Daylight Savings Time	A checkbox used to indicate whether or not this BodyVISION will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, BodyVISION will automatically adjust its videos' recording start/end times to reflect daylight savings time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this DVR's recording region <input type="checkbox"/> Daylight Savings Time is not observed in this DVR's recording region

This table is continued on the next page.

Setting	Description
Snapshot/Tracepoint	<p>A field used to program the BodyVISION to capture a JPG still image and/or insert a “tracepoint” placemaker in a video whenever a user presses the <b>Snapshot/Tracepoint</b> button on the top of the DVR while a recording is in progress. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Snapshot.</b> Capture a JPG still image</li> <li>• <b>Tracepoint.</b> Insert a “tracepoint” placemaker in a video</li> <li>• <b>Both</b> (default). Perform both actions—Capture a JPG still image and insert a “tracepoint” placemaker in a video.</li> <li>• <b>Off.</b> Do not perform either action.</li> </ul>
Recording Alert Time (minutes) (available for BodyVISIONs with firmware version 1.5.2 and higher)	<p>Enable the recording-in-progress alert, which causes the BodyVISION DVR to vibrate every <b>X</b> number of minutes after a recording is initiated.</p> <p>System defaults to <b>0</b> (alert feature disabled). To enable recording alerts, enter a number between <b>1</b> and <b>30</b>; to disable recording alerts, enter <b>0</b>.</p>
Mute enabled (available for BodyVISIONs with firmware version 1.5.2 and higher)	<p>Enable/disable the recording mute button.</p> <p><input checked="" type="checkbox"/> User can mute audio on this DVR while a recording is in progress (default)</p> <p><input type="checkbox"/> User cannot mute audio on this DVR while a recording is in progress</p>
Pre-Event Recording (BodyVision XVs only)	<p>If you have a BodyVISION XV, you may capture 10, 30, 60, or 90 seconds of video before a recording session is initiated. The reason that the BodyVISION XV is able to capture video before a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn’t save all that data to the DVR’s internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer.</p> <p><b>NOTE:</b> Feature available for BodyVISIONs with firmware version 1.5.2 and higher</p> <p>Before you ever click Save (or in this case, the record switch), there is still some data stored in the computer’s short-term memory.</p> <p>Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording</li> <li><b>10</b> Capture 10 seconds of pre-event recording</li> <li><b>30</b> Capture 30 seconds of pre-event recording</li> <li><b>60</b> Capture 60 seconds of pre-event recording</li> <li><b>90</b> Capture 90 seconds of pre-event recording</li> </ul>

## Edit DVR: for BWX-100 DVRs when Fleet Management is ON

DVR tab	
Setting	Description
DVR Name	<p>The name assigned to this BWX-100. By default, the system assigns the following name to a newly discovered DVR: <b>[product code]_[serial number]</b>.</p> <p>If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.</p>

This table is continued on the next page.

DVR tab	
Setting	Description
DVR Officer Name	The name of the officer to whom this BWX-100 is currently assigned, if applicable. If the <b>Allow Officer Assignment</b> checkbox is selected, this field will be grayed out.
Allow Officer Assignment	A checkbox used to turn the Officer Dispatch feature on/off. <input checked="" type="checkbox"/> Officer Dispatch feature is on (activated) <input type="checkbox"/> Officer Dispatch feature is off (deactivated)
Status	A system setting that determines whether or not video downloads are allowed for this DVR: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to upload video off of this BWX-100 when the DVR is connected to the server</li> <li>• <b>Disabled.</b> The system is not allowed to upload video off of this BWX-100 when the DVR is connected to the server. If you select this option, disabled BWX-100 DVRs will not be displayed on the Manage DVRs list unless you change the value of the <b>Status</b> search field to <b>Disabled</b>.</li> </ul>
Group Name	The name of the BWX-100 DVR group to which this DVR is currently assigned, if applicable.
Mute Enabled	A checkbox used to enable/disable the recording mute button. <input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default) <input type="checkbox"/> Officer cannot mute audio while a recording is in progress
Version	The current firmware version loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign this BWX-100.
DVR ID	The BWX-100's serial number. The system obtains this number from the DVR during the first DVR-to-server communication.
Time Zone	The time zone in which this BWX-100 will be recording. System default is Eastern Time.
Daylight Savings Time	A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100 will automatically adjust its videos' recording start/end times to reflect daylight savings time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this DVR's recording region (default) <input type="checkbox"/> Daylight Savings Time is not observed in this DVR's recording region
Snapshot/Tracepoint	A field used to program the BWX-100 to capture a JPG still image and/or insert a "tracepoint" place marker in a video whenever a user presses the <b>Snap/Trace</b> button on the side of the DVR while a recording is in progress. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Snapshot.</b> Capture a JPG still image</li> <li>• <b>Tracepoint.</b> Insert a "tracepoint" placemaker</li> <li>• <b>Both</b> (default) Perform both actions. Capture a JPG still image and insert a "tracepoint" placemaker</li> <li>• <b>Off.</b> Do not perform either action.</li> </ul>

This table is continued on the next page.

Video tab - video properties	
Setting	Description
Pre-Event Recording	<p>If desired, you may capture 10, 30, 60, or 90 seconds of video before a recording session is initiated. The reason that the BWX-100 is able to capture video before a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <b>Record</b> button), there is still data stored in the computer's short-term memory.</p> <p>Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>0</b> Omit pre-event recording</li> <li><b>10</b> Capture 10 seconds of pre-event recording</li> <li><b>30</b> Capture 30 seconds of pre-event recording</li> <li><b>60</b> Capture 60 seconds of pre-event recording</li> <li><b>90</b> Capture 90 seconds of pre-event recording</li> </ul>
Resolution	<p>The video resolution for this DVR. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>• 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as "480p cropped."</li> <li>• 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as "720p cropped."</li> <li>• 1280 x 720. High definition video with a full field of view. Also referred to as "720p."</li> <li>• 1920 x 1080 (default). Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as "1080p."</li> </ul>

Video tab - recording properties	
Setting	Description
GPS Runtime	This feature will be available in a future release.
GPS Tracking	This feature will be available in a future release.
Audio/Video Mode	<p>The type of data this BWX-100 will capture:</p> <ul style="list-style-type: none"> <li><b>0</b> Audio and video (default)</li> <li><b>1</b> Video only</li> <li><b>2</b> Audio only</li> </ul>
Recording Alert Time (minutes)	<p>When a value higher of <b>1</b> or higher is entered in this field, it activates the recording-in-progress alert, which causes the BWX-100 to vibrate every <b>X</b> number of minutes after a recording is initiated. System default is 0 (alert feature disabled).</p> <p>To enable recording alerts, enter a number between <b>1</b> and <b>30</b>; to disable recording alerts, enter <b>0</b>.</p>

This table is continued on the next page.

Video tab - recording properties	
Setting	Description
Bluetooth Transmission	<p>The BWX-100's Bluetooth transmission status:</p> <ul style="list-style-type: none"> <li>• <b>Enabled.</b> Automatically initiate a recording on remote device(s) whenever an officer manually starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for Bluetooth transmission.</li> <li>• <b>Disabled.</b> Do not broadcast or receive Bluetooth transmission messages.</li> </ul> <p>For more on this feature, see <b>Remotely Starting a Recording</b> in the <b>BWX-100 User's Guide</b>.</p>
Bluetooth ID	<p>A code used to identify a device group. When you assign a Bluetooth ID to a BWX-100, that DVR will only communicate with devices that share the same Bluetooth ID.</p> <p>ID Requirements: 1 - 12 characters, with a combination of numbers from <b>1 - 9</b> and/or letters from <b>a - f</b>.</p>
Record LED	<p>A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100 to illuminate whenever a recording is in progress.</p> <p><input checked="" type="checkbox"/> Enable LED recording-in-progress lights (default).</p> <p><input type="checkbox"/> Disable LED recording-in-progress lights.</p>

Ethernet tab	
Setting	Description
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BWX-100.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this DVR</p> <p><input type="checkbox"/> User will manually assign an IP address to this DVR</p>
Ethernet IP	The unique IP address that is assigned to this DVR. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Gateway	IP The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Remote Broadcast IP(s)	An IP address range across which the BWX-100 DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> . Separate multiple IP addresses with a space.

## Edit Device: for BWX-100 DVRs when Fleet Management is OFF

Edit BWX-100 DVR	
Setting	Description
DVR Name	The name assigned to this BWX-100. If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.

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Edit BWX-100 DVR	
Setting	Description
Serial #	The BWX-100's serial number. The system obtains this number from the DVR during the first DVR-to-server communication.
Allow Officer Assignment	A checkbox used to turn the Officer Dispatch feature on/off. <input checked="" type="checkbox"/> Officer Dispatch feature is on (activated) <input type="checkbox"/> Officer Dispatch feature is off (deactivated)
GPS Tracking	This feature will be available in a future release.
Snapshot/Tracepoint	A field used to program the BWX-100 to capture a JPG still image and/or insert a "tracepoint" placemaker in a video whenever a user presses the <b>Snap/ Trace</b> button on the side of the DVR while a recording is in progress. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Snapshot.</b> Capture a JPG still image</li> <li>• <b>Tracepoint.</b> Insert a placemaker in a video</li> <li>• <b>Both</b> (default) Capture a JPG still image and insert a placemaker in a video.</li> <li>• <b>Off.</b> Do not perform either action.</li> </ul>
Bluetooth Transmission	The BWX-100's Bluetooth transmission status: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> Automatically trigger a recording on remote device(s) whenever an officer manually starts a BWX-100 recording within line sight of in-range BWX-100(s)—assuming those device(s) are configured for Bluetooth transmission.</li> <li>• <b>Disabled.</b> Do not broadcast or receive Bluetooth transmissions.</li> </ul>
Ethernet DHCP	A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this BWX-100. <input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this DVR <input type="checkbox"/> User will manually assign an IP address to this DVR
Ethernet IP	The unique IP address that is assigned to this BWX-100. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Gateway IP	The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Remote Broadcast IP(s)	An IP address range across which the BWX-100 DVRs announce their identity so the server can locate them. System default is <b>255.255.255.255</b> . Separate multiple IP addresses with a space.
Daylight Savings Time	A checkbox used to indicate whether or not this DVR will be recording in a region that observes Daylight Savings Time. When this checkbox is selected, the BWX-100 will automatically adjust its videos' recording start/end times to reflect daylight savings time. <input checked="" type="checkbox"/> Daylight Savings Time is observed in this DVR's recording region (default) <input type="checkbox"/> Daylight Savings Time is not observed in this DVR's recording region
Time Zone	The time zone in which this BWX-100 will be recording. System default is EASTERN time.

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Edit BWX-100 DVR	
Setting	Description
DVR Officer Name	The name of the officer to whom this BWX-100 is currently assigned, if applicable. If the <b>Allow Officer Assignment</b> checkbox is selected, this field will be grayed out.
GPS Run Time	This feature will be available in a future release.
Audio/Video Mode	The type of data this BWX-100 will capture: <b>0</b> Audio and video (default) <b>1</b> Video only <b>2</b> Audio only
Bluetooth ID	A code used to identify a device group. When you assign a Bluetooth ID to a BWX-100, that camera will only communicate with devices that share the same Bluetooth ID. ID Requirements: 1 - 12 characters, with a combination of numbers from <b>1 - 9</b> and/or letters from <b>a - f</b> .
Resolution	The video resolution for this DVR: <ul style="list-style-type: none"> <li>• 720 x 480 cropped. Standard definition video with a reduced field of view. Also referred to as "480p cropped."</li> <li>• 1280 x 720 cropped. High definition video with a reduced field of view. Also referred to as "720p cropped."</li> <li>• 1280 x 720. High definition video with a full field of view. Also referred to as "720p."</li> <li>• 1920 x 1080 (default). Full high definition video with a full field of view. This is the highest resolution available for BWX-100 video and the most resource intensive. Also referred to as "1080p."</li> </ul>
Recording Alert Time (minutes)	When a value higher of <b>1</b> or higher is entered in this field, it activates the recording-in-progress alert, which causes the BWX-100 to vibrate every <b>X</b> number of minutes after a recording is initiated. System default is <b>0</b> (alert feature disabled). To enable recording alerts, enter a number between <b>1</b> and <b>30</b> ; to disable recording alerts, enter <b>0</b> .
Mute Enabled	A checkbox used to enable/disable the recording mute button. <input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default) <input type="checkbox"/> Officer cannot mute audio while a recording is in progress
Pre-Event Recording	If desired, you may capture 10, 30, 60, or 90 seconds of video before a recording session is initiated. The reason that the BWX-100 is able to capture video before a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <b>Record</b> button), there is still some data stored in the computer's short-term memory. Select a value from the drop-down list: <b>0</b> Omit pre-event recording <b>10</b> Capture 10 seconds of pre-event recording <b>30</b> Capture 30 seconds of pre-event recording <b>60</b> Capture 60 seconds of pre-event recording <b>90</b> Capture 90 seconds of pre-event recording

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Edit BWX-100 DVR	
Setting	Description
Record LED	<p>A checkbox used to indicate whether or not you want the red LEDs on the front and top of the BWX-100 to illuminate whenever a recording is in progress.</p> <p><input checked="" type="checkbox"/> Enable LED recording-in-progress lights (default).</p> <p><input type="checkbox"/> Disable LED recording-in-progress lights.</p>

## Edit DVR/Edit Device: for FOCUS X2 DVRs when Fleet Management is ON/OFF

DVR tab	
Setting	Description
DVR Name	<p>The name assigned to this X2. By default, the system assigns the following name to a newly discovered DVR: <b>[product code]_[serial number]</b>.</p> <p>If this field is grayed out, it indicates that there is a naming conflict associated with the DVR.</p>
Police Department	The name of the police department this DVR is assigned to.
DVR Officer Name	The name of the officer to whom this X2 is currently assigned, if applicable. If the <b>Allow Officer Assignment</b> checkbox is selected, this field will be grayed out.
Group Name	The name of the FOCUS X2 DVR group to which this DVR is currently assigned, if applicable.
Enable WIFI Mode	<p>A checkbox used to enable/disable this DVR's ability to connect to a Wi-Fi network.</p> <p><input checked="" type="checkbox"/> Allow this DVR to connect to Wi-Fi.</p> <p><input type="checkbox"/> Prevent this DVR from being able to connect to Wi-Fi.</p>
Wifi Router Password	The password used to log in to the Wi-Fi router at your agency.
Version	The current firmware version loaded on this DVR. Display-only field.
Assigned Firmware	The new firmware version that you want to assign this X2.
Status	<p>A system setting that determines whether or not video downloads are allowed for this DVR:</p> <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to upload video off of this X2 when the DVR is connected to the server</li> <li>• <b>Disabled.</b> The system is not allowed to upload video off of this X2 when the DVR is connected to the server. If you select this option, disabled X2 DVRs will not be displayed on the <b>Manage DVRs</b> list unless you change the value of the <b>Status</b> search field to <b>Disabled</b>.</li> </ul>

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Video tab - video properties																					
Setting	Description																				
Pre-Event Audio	<p>A checkbox used to enable/disable pre-recording of audio activity that occurred before the recording was initiated.</p> <p><input checked="" type="checkbox"/> Audio activity will be pre-recorded</p> <p><input type="checkbox"/> Audio activity will not be pre-recorded</p>																				
Pre-Event Recording	<p>If desired, you may capture 10, 30, 60, or 90 seconds of video before a recording session is initiated. The reason that the X2 is able to capture video before a recording session even begins is because the DVR is, in fact, recording all the time—it just doesn't save all that data to the DVR's internal storage drive unless you choose to do so. Pre-event recordings are similar to the short-term memory on a computer. Before you ever click <b>Save</b> (or in this case, the <b>Record</b> button), there is still data stored in the computer's short-term memory.</p> <p>Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>0</b> Omit pre-event recording</li> <li>• <b>10</b> Capture 10 seconds of pre-event recording</li> <li>• <b>30</b> Capture 30 seconds of pre-event recording</li> <li>• <b>60</b> Capture 60 seconds of pre-event recording</li> <li>• <b>90</b> Capture 90 seconds of pre-event recording</li> </ul>																				
Resolution	<p>The video resolution for this DVR. Select a value from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>WVGA</b>. Standard definition video.</li> <li>• <b>HD-720p</b>. Standard high definition video with a full field of view.</li> <li>• <b>HD-1080p</b>. Full high definition video with a full field of view.</li> <li>• <b>FHD-720p</b>. Full high definition video with a full field of view. This resolution is more resource-intensive than HD-720p.</li> <li>• <b>FHD-1080p</b>. Full high definition video with a full field of view. This resolution is more resource-intensive than HD-1080p.</li> <li>• <b>QHD - 2560x1440</b>. Quad high definition video with a 16x9 aspect ratio. This is the highest resolution available for X2 video and the most resource intensive</li> </ul>																				
Quality	<p>A setting that refers to the bitrate of the recorded video. The higher the bitrate (in megabits, or Mbps) per second, the larger the file size, but the higher the video quality. Select a value from the drop-down list. Refer to the following table for the available values and the corresponding bitrates:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>480p video</th> <th>720p video</th> <th>1080p video</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td>2.5 Mbps</td> <td>3 Mbps</td> <td>6 Mbps</td> </tr> <tr> <td>Normal</td> <td>3 Mbps</td> <td>4 Mbps</td> <td>8 Mbps</td> </tr> <tr> <td>Fine</td> <td>4 Mbps</td> <td>5 Mbps</td> <td>10 Mbps</td> </tr> <tr> <td>High</td> <td>5 Mbps</td> <td>6 Mbps</td> <td>12 Mbps</td> </tr> </tbody> </table>	Value	480p video	720p video	1080p video	Basic	2.5 Mbps	3 Mbps	6 Mbps	Normal	3 Mbps	4 Mbps	8 Mbps	Fine	4 Mbps	5 Mbps	10 Mbps	High	5 Mbps	6 Mbps	12 Mbps
Value	480p video	720p video	1080p video																		
Basic	2.5 Mbps	3 Mbps	6 Mbps																		
Normal	3 Mbps	4 Mbps	8 Mbps																		
Fine	4 Mbps	5 Mbps	10 Mbps																		
High	5 Mbps	6 Mbps	12 Mbps																		
GPS Log Frequency	<p>Frequency (in seconds) with which this X2's location coordinates will be logged. Use the up and down arrows to select a value between <b>20</b> and <b>120</b> seconds. Default is <b>60</b>.</p>																				

This table is continued on the next page.

Video tab - video properties	
Setting	Description
Default Event	The type of event that will be attached by default to each new video recorded by this DVR. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>No Citation</b></li> <li>• <b>Citation</b></li> <li>• <b>Search</b></li> <li>• <b>Arrest</b></li> <li>• <b>Other</b></li> </ul>
VideoCodec	A pre-configured value that defines which video codec will be used to compress or decompress video recorded by this DVR. <b>H.264</b> is the only video codec currently supported.
GPS	A checkbox used to enable/disable the GPS tracker in this X2. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> GPS tracker will be enabled</li> <li><input type="checkbox"/> GPS tracker will not be enabled</li> </ul>
G-Sensor	A checkbox used to enable/disable the sensor that triggers a recording in the event of impact or sudden movement. When enabled, the G-sensor will run in the background during standby mode. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> G-Sensor will be enabled</li> <li><input type="checkbox"/> G-Sensor will not be enabled</li> </ul>
Bluetooth	A checkbox used to enable/disable the Bluetooth connectivity of this X2. X2 connects via Bluetooth to the vehicle dock. The purpose of this connection is for the recording to be triggered when the vehicle's lightbar is activated. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bluetooth will be enabled</li> <li><input type="checkbox"/> Bluetooth will not be enabled</li> </ul>

Video tab - recording properties	
Setting	Description
Clip On IR	A checkbox used to enable/disable the infrared LED on the clip-on USB camera (ClipCam). The LED will automatically illuminate depending on ambient light conditions. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Infrared LED will be enabled</li> <li><input type="checkbox"/> Infrared LED will not be enabled</li> </ul>
Enable Clip Cam Front LED	A checkbox used to enable/disable the LED on the front of the ClipCam while a recording is in progress.. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Front ClipCam LED will be enabled</li> <li><input type="checkbox"/> Front ClipCam LED will not be enabled</li> </ul>
Enable Clip Cam Top LED	A checkbox used to enable/disable the LED on the top of the ClipCam while a recording is in progress.. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Top ClipCam LED will be enabled</li> <li><input type="checkbox"/> Top ClipCam LED will not be enabled</li> </ul>

This table is continued on the next page.

Video tab - recording properties	
Setting	Description
Enable X2 Front LED	A checkbox used to enable/disable the LED on the front of this X2 while a recording is in progress.. <input checked="" type="checkbox"/> Front X2 LED will be enabled <input type="checkbox"/> Front X2 LED will not be enabled
Enable X2 Top LED	A checkbox used to enable/disable the LED on the top of this X2 while a recording is in progress.. <input checked="" type="checkbox"/> Top X2 LED will be enabled <input type="checkbox"/> Top X2 LED will not be enabled

Recording tab	
Setting	Description
FnFunction	A field used to assign a function to the <b>Fn</b> button on this X2. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Tag</b>. Attach a default event to the recording.</li> <li>• <b>Bookmark</b>. Insert a placemaker in a video.</li> <li>• <b>Snapshot</b>. Capture a JPG still image.</li> </ul>
Tag Event	A field used to select an event that will be attached to the recording when the <b>Fn</b> button is pressed on this X2. The <b>Fn</b> button must be set to <b>Tag</b> for this to work. Otherwise, a default tag event will be attached. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>No Citation</b></li> <li>• <b>Citation</b></li> <li>• <b>Search</b></li> <li>• <b>Arrest</b></li> <li>• <b>Other</b></li> </ul>
Enable Auto Off	A field used to enable/disable an automatic shut off of a FOCUS X2 inserted into a dock when its battery is fully charged. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Enabled</b>. X2 will shut off automatically after its battery is fully charged</li> <li>• <b>Disabled</b>. X2 will not shut off automatically after its battery is fully charged</li> </ul>
Covert Mode	A field used to either disable this X2's covert mode, or configure the recording reminder this X2 will produce if covert mode is enabled. Select a value from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Disable</b>. Covert mode will be disabled.</li> <li>• <b>Vibrate Only</b>. X2 will vibrate.</li> <li>• <b>LED Only</b>. The record LED will illuminate.</li> <li>• <b>Vibrate and LED</b>. X2 will vibrate and the record LED will illuminate.</li> <li>• <b>No indication</b>. There will be no indication of this X2 entering a covert mode.</li> </ul>
G-Sensor Threshold	A field used to select the impact level for G-Sensor to trigger recording. The higher the number, the greater the G-Force is required to activate. Use the up and down arrows to select a value between <b>2</b> and <b>10</b> . Default: <b>10</b>

This table is continued on the next page.

Recording tab	
Setting	Description
Default Covert Mode	<p>A checkbox used to enable/disable the covert mode at the time this X2 is powered up. If default covert mode is disabled, the officer can manually enable it by pressing and holding this X2's mute button for 3 seconds.</p> <p><input checked="" type="checkbox"/> Covert mode will be enabled  <input type="checkbox"/> Covert mode will not be enabled</p>
Recording Alert Time (seconds)	<p>When a value higher of <b>1</b> or higher is entered in this field, it activates the recording-in-progress alert, which causes the X2 to vibrate every <b>X</b> number of seconds after a recording is initiated. System default is <b>0</b> (alert feature disabled).</p> <p>To enable recording alerts, enter a number between <b>1</b> and <b>300</b>; to disable recording alerts, enter <b>0</b>.</p>
Mute Enabled	<p>A checkbox used to enable/disable the recording mute button.</p> <p><input checked="" type="checkbox"/> Officer can mute audio while a recording is in progress (default)  <input type="checkbox"/> Officer cannot mute audio while a recording is in progress</p>
Double Click Mode	<p>A checkbox used to configure the number of times the record button has to be pressed for this X2 to start recording. When the checkbox is selected, the officer has to press the record button twice within 1 second to initiate recording. Otherwise, the record button has to be pressed once to initiate recording.</p> <p><input checked="" type="checkbox"/> Officer has to press the record button twice within 1 second to initiate recording  <input type="checkbox"/> Officer has to press the record button once to initiate recording</p>
<p>The following OSD (on-screen display) settings have to do with enabling or disabling various on-screen indicators.</p> <p><input checked="" type="checkbox"/> When a corresponding checkbox is selected, the on-screen indicator will be displayed on the recorded video.  <input type="checkbox"/> When a corresponding checkbox is selected, the on-screen indicator will not be displayed on the recorded video.</p>	
OSDAudio Status	Displays the audio mute status of the current recording
OSDFnKey	Displays the function currently assigned to the <b>Fn</b> button on this X2
OSDGPS	Displays GPS data (latitude and longitude of the current location)
OSDIRStatus	Displays the current status of the infrared LED
OSDOfficerID	Displays the ID of the officer this X2 is assigned to
OSDPDName	Displays the name of the police department this X2 belongs to

## Edit DVR: for 8-Bay/6-Bay Docks

DVR tab	
Setting	Description
DVR Name	<p>The name assigned to this 8-bay/6-bay dock. By default, the system assigns the following name to a newly discovered DVR: <b>[product code]_[serial number]</b>.</p> <p>If this field is grayed out, it indicates that there is a naming conflict associated with the 8-bay/6-bay dock.</p>

DVR tab	
Setting	Description
Status	<p>A system setting that determines whether or not video downloads are allowed for this 8-bay/6-bay dock:</p> <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The system is allowed to upload video off of this BWX-100 when the DVR is connected to the server</li> <li>• <b>Disabled.</b> The system is not allowed to upload video off of docked DVRs when the 8-bay/6-bay dock is connected to the server. If you select this option, disabled 8-bay/6-bay docks will not be displayed on the <b>Manage DVRs</b> list unless you change the value of the <b>Status</b> search field to <b>Disabled</b>.</li> </ul>
Group Name	The name of the 8-bay/6-bay dock DVR group to which this 8-bay/6-bay dock is currently assigned, if applicable.
Version	The current firmware version loaded on this 8-bay/6-bay dock. Display-only field.
Assigned Firmware	The new firmware version that you want to assign this 8-bay/6-bay dock.

Ethernet tab	
Setting	Description
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the IP address to this 8-bay/6-bay dock.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to this 8-bay/6-bay dock</p> <p><input type="checkbox"/> User will manually assign an IP address to this 8-bay/6-bay dock</p>
Ethernet IP	The unique IP address that is assigned to this 8-bay/6-bay dock. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Mask	The same Ethernet mask address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet Gateway IP	IP The same Ethernet gateway IP address that you use on your private Ethernet network. This field is only required when the <b>Ethernet DHCP</b> checkbox is not selected.
Ethernet DNS Addresses	The DNS IP addresses that this 8-bay/6-bay dock will use on your network.

Settings tab	
Setting	Description
NTP Server	An IP address of your network's NTP Server. *
Second NTP Server	An IP address of your network's second NTP Server.*
* NTP servers run the Network Time Protocol (NTP) software that maintains network time synchronization.	

## DVR Status by Last Contact Date

Setting	Description
DVR Name	The name of the DVR. If a DVR name is followed by @[DVR serial number], it indicates that the DVR has an unresolved naming conflict.
IP Address	The IP Address for this DVR. An IP Address is a numerical label that identifies the DVR to the network.
DL Status (To update status, click <b>Refresh Page</b> )	The current download status for this DVR, which updates after you click <b>Refresh Page</b> : <ul style="list-style-type: none"> <li>• <b>Idle</b>. Download is not currently in progress.</li> <li>• <b>Downloading</b>. Download is currently in progress.</li> </ul>
Last COM Date	The date and time at which the last communication occurred between this DVR and the server. It is displayed in <i>mm/dd/yyyy hh:mm</i> format. If this DVR has not communicated with the server for 48 hours or longer, this field will be displayed in red.

## DVR Name Pop-up

Column	Description
System ID	The system-assigned video identification number for each video clip included in this download.
Download Date	The date and time at which this video clip was transmitted to the server. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
DL Speed (Kbps)	The download speed for this video clip, in kilobits per second.
Size (MB)	The size of this video clip, in megabytes.

## DVR/8-Bay/6-Bay Dock Groups

### Edit Group: for In-Car DVRs

#### DVR Settings Tab

Edit In-Car DVR Group - DVR Settings tab	
Setting	Description
Admin login name and password	The in-car DVR User ID and password used by the system to: <ul style="list-style-type: none"> <li>• Wirelessly transmit videos to the server</li> <li>• Download configuration changes from the server to the group's DVRs.</li> </ul> Do not change this value unless instructed to do so by a Mobile-Vision Technical Support Engineer.
Time zone	The time zone in which the group's DVRs will be recording.

This table is continued on the next page.

## Edit In-Car DVR Group - DVR Settings tab

Setting	Description
Ignition timer setting	The number of minutes the group's DVRs will remain on in idle mode after a vehicle's ignition has been turned off.
Allow USB Logins	A checkbox used to indicate whether or not an officer will be able to use a USB login key to access the DVRs in this group. If this checkbox is selected, different officers will be able to log in and out of the group's DVRs using a USB login key. If this checkbox is not selected, no officers will be able to log in and out of the group's DVRs using a USB login key. Select the latter option if: <ul style="list-style-type: none"> <li>• Each DVR in a group is used by only one officer, -OR-</li> <li>• Your agency has chosen not to use DVR Login Keys.</li> </ul>

### **i** NOTE: Configuration settings for in-car DVR groups

To review the configuration settings for your Flashback or FOCUS H1/H2 DVR group, refer to the relevant sections in this chapter that describe the settings for DVRs not assigned to a DVR group:

- *Edit DVR: for Flashback DVRs NOT Assigned to a DVR Group*
- *Edit DVR: for FOCUS H1/H2 DVRs NOT Assigned to a DVR Group*

## Edit Group: for BodyVISION DVRs

### **i** NOTE: Configuration settings for BodyVISION DVR groups

To review the configuration settings for your BodyVISION DVR group, refer to the following section in this chapter: *Edit DVR/Edit Device: for BodyVISION DVRs when Fleet Management is ON/OFF*

## Edit Group: for BWX-100 DVRs

### Settings Tab

### **i** NOTE: General configuration settings for BWX-100 DVR groups

To review the general configuration settings for your BWX-100 DVR group, refer to the **DVR tab** table of the following section in this chapter: *Edit DVR: for BWX-100 DVRs when Fleet Management is ON*



## IP Setup Tab

Edit BWX-100 DVR Group - IP Setup tab	
Setting	Description
Group Managed Ethernet	<p>A checkbox used to determine whether your agency will manage Ethernet settings within the individual BWX-100 DVR records or within the parent DVR Group record.</p> <p><input checked="" type="checkbox"/> Allow changes to the Ethernet settings within the parent DVR Group record only (that is, the group to which the individual BWX-100 records are assigned). If the DVRs in this group will be installed on a DHCP network, choose this setting.</p> <p><input type="checkbox"/> Allow changes to Ethernet settings within each individual DVR record</p>
Ethernet DHCP	<p>A checkbox used to indicate whether or not a DHCP server will automatically provide the wireless IP address to the DVRs in this DVR group.</p> <p><input checked="" type="checkbox"/> DHCP server will automatically assign an IP address to the DVRs in this DVR group</p> <p><input type="checkbox"/> Individual users will manually assign an IP address to their DVRs</p> <p>If your agency does not have a DHCP server, leave this checkbox deselected.</p> <p>If the <b>Group Managed Ethernet</b> setting is deselected, this field will be grayed out.</p>
Ethernet IP	<p>The Ethernet IP address that the DVRs in this group will use on their private Ethernet networks.</p> <p>If the <b>Group Managed Ethernet</b> setting is deselected, this field will be grayed out.</p>
Ethernet Mask	<p>The Ethernet mask IP address that the DVRs in this group will use on their Ethernet network.</p> <p>If the <b>Group Managed Ethernet</b> setting is deselected, this field will be grayed out.</p>
Ethernet Gateway IP	<p>The Ethernet gateway IP address that the DVRs in this group will use on their Ethernet network.</p> <p>If the <b>Group Managed Ethernet</b> setting is deselected, this field will be grayed out.</p>
Remote Broadcast IP(s)	<p>An IP address range across which the Group's BWX-100s announce their identity so the server can locate them. System default is <b>255.255.255.255</b>. Separate multiple IP addresses with a space.</p>

## Video Tab

**NOTE: Video configuration settings BWX-100 DVR groups**

To review the video configuration settings for your BWX-100 DVR group, refer to the **Video tab** table of the following section in this chapter: **Edit DVR: for BWX-100 DVRs when Fleet Management is ON**

## Edit Group: for FOCUS X2 DVRs

### Settings Tab

Edit FOCUS X2 DVR Group - Settings tab	
Setting	Description
Time Zone	The time zone in which the X2s in this group will be recording.

The table is continued on the next page.

**i NOTE: Other configuration settings for FOCUS X2 DVR groups**

To review all other configuration settings for your FOCUS X2 DVR group, refer to the following section in this chapter:

- ***Edit DVR/Edit Device: for FOCUS X2 DVRs when Fleet Management is ON/OFF***

## Edit Group: for 8-Bay/6-Bay Docks

**i NOTE: Configuration settings for 8-bay/6-bay dock groups**

To review the configuration settings for your 8-bay/6-bay dock group, refer to the following section in this chapter:

- ***Edit DVR: for 8-Bay/6-Bay Docks.***

# Appendix 6 - Users and Permissions.

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# Users

## Adding a New User - New/Edit User Form

Field	Description
Display Name	The name used to represent this user throughout your DES application. This name will appear on application pages, drop-down lists, reports, etc.
User Name	The user's login ID. This is the text that the user enters in the <b>User Name</b> field to login to the application.
Email Address	The user's email address.
User Password	The user's login password. This is the text that the user enters in the <b>Password</b> field to login to the application. For security reasons, this value does not display on screen as you type it. <b>NOTE:</b> After a new user logs into the application for the first time, they should change their user password.
Repeat User Password	Same as User Password above. The system requires that you type the password a second time to verify your entry.
Status	The current status of this user: <ul style="list-style-type: none"> <li>• <b>Enabled.</b> The user is allowed to login to the application.</li> <li>• <b>Disabled.</b> The user is not allowed to login to the application.</li> </ul>
User Role	The name of the permissions group that is assigned to this user. This designation determines what system features the user will or will not be able to access.
DVR Officer Name	The officer name associated with the DVR device. If this user logs into a Flashback DVR using a USB login key, the system will automatically populate the Flashback's <b>Officer Name</b> field with the DVR Officer Name value. This ensures that all videos recorded during that officer's shift will be linked to the correct officer. If an officer uses the same patrol car every day, the Flashback's <b>Officer Name</b> field will typically be entered manually during system start-up. In this circumstance, it's important that the DVR Officer Name in your DES application match the Officer Name in Flashback. <ul style="list-style-type: none"> <li>• If these names match exactly, the system will automatically link the videos recorded on that DVR with the correct officer. If the names do not match exactly, the system will assign a default DVR Officer Name of <b>*1 [No Name]@[time at which default officer name was created]</b> to any videos that are recorded on that device.</li> <li>• If the new user will be uploading VIEVU Model LE2 videos, this field must be populated.</li> <li>• This field can only be configured on user accounts with the <b>Can Own Video</b> permission.</li> </ul>
Video Visibility	A flag that determines which users will be able to access this user's videos: <ul style="list-style-type: none"> <li>• <b>Public.</b> The videos owned by this user will be viewable by all users.</li> <li>• <b>Private.</b> The videos owned by this user will be viewable by the user and other users who have the proper edit permissions (i.e., the <b>Edit Private Data</b> or <b>Edit All Data</b> permission).</li> </ul> This field can only be accessed by users with the <b>Can Own Video</b> permission.

## User Search Results Page: Quick Search Fields

Field	Description
Display Name	Limits your search to those users who have this text in their display name.
User Login	Limits your search to those users who have this text in their User ID.
User Role	Limits your search to those users who are assigned this user role. Select the appropriate role from the drop-down list.
Status	Limits your search to those users who have a status of either <b>Enabled</b> or <b>Disabled</b> . Select the appropriate status from the drop-down list.

## Edit LDAP Active Directory Settings

Field	Description
Host	The address of the host active directory server.
Port	The port to use when connecting to the Active Directory server. Default values are: <ul style="list-style-type: none"> <li>No encryption – 389</li> <li>SSL encryption – 636</li> </ul>
LDAP Base Name	The LDAP string which represents the base distinguished name of the Active Directory server. This is usually a full distinguished name path, such as: DC=MVI,DC=MyCompany,DC=com
User	The name of the user to connect to the Active Directory server. If you use our setup instructions to create the user (recommended), you may use the user's name, such as "Mark Jones." Otherwise you <b>MUST</b> use a full distinguished name, such as: CN=CraigReinen,OU=Florida,DC=MVI,DC=MyCompany,DC=com
Password	The security password that matches the User name above.
Encryption	The type of encryption used on the Active Directory server: <b>None</b> or <b>SSL</b> .
Auto Create Users	A checkbox used to indicate whether or not the system will automatically create users. If this box is selected, the system will automatically create users at login time if the user's credentials authenticate against the Active Directory server.

# User Roles and Permissions

## User Role Permissions

User Role Permissions	
Permission	Allows the user to...
Admin Messages	Send administrator messages to the user's <b>Inbox Messages</b> list.
Allow Restricted Case	Enter a restricted case record (i.e., a case that can only be accessed by a select group of users).
Authorize Media Playback	Grant or deny user access to body-worn videos.
Assign Videos	Access the <b>Assign Video</b> menu.
Can Own Video	Own system video.
Can Reset DVR	Remove a non-operational DVR's serial number from the server.
Can View Body Worn Videos	View body-worn videos/ snapshots without having to submit a viewing request.
Case—Do not Dispose	Select the <b>Do Not Dispose</b> checkbox, therefore preventing a case from going offline.
Create Case	Enter a new case record.
Display MAX Speed	View the <b>Maximum Speed</b> field on the <b>Video Details</b> page.
Edit All Data	View/edit all video and cases, including restricted cases.
Edit Private Data	View/edit video and cases that are marked as private.
Export Display GPS	Include a <b>Show GPS</b> checkbox on the <b>Export Options</b> pop-up, which, when selected, will allow user to view the <b>Latitude</b> , <b>Longitude</b> , and <b>Heading</b> fields while playing exported Data DVD videos.
Export Display Speed	Include a <b>Show Speed</b> checkbox on the <b>Export Options</b> pop-up, which, when selected, will allow user to view the <b>Speed</b> field while playing exported Data DVD videos.
Export Format—Consumer DVD	Export video to a Consumer DVD disc.
Export Format—Data DVD	Export video and cases to a Data DVD disc.
Export Format—FOIA	Export video to your PC in FOIA Redacted format.
Export Format—Interchange	Export video to an MP4 or AVI file.
Export Format—Uncompressed	Export video to MP4 and digital video (DV) format.
Export to Cloud Share	Export videos and case files in order to share evidence with outside parties.
Export To Disc	Export video and cases to a DVD disc.
Export To File	Export video and cases to a ZIP or ISO file.
Export Without Case	Export video that is not linked to any case.
Generate Reports	Access the Advanced Reporting feature.
Google Earth	Download GPS data in a KML file format for use with Google Earth.

The table is continued on the next page.

User Role Permissions	
Permission	Allows the user to...
Manage DVRS	Access the <b>Manage DVRS</b> menu.
Manage Users	Access the <b>Manage Users</b> menu.
Media Reader	Upload video via the Media Reader option.
Mobile Devices	Access the <b>Mobile Devices</b> menu, which is used to track body-worn DVRs.
Player Display GPS	View the <b>Latitude</b> , <b>Longitude</b> , and <b>Heading</b> fields while playing videos on the server; search on the <b>Latitude</b> and <b>Longitude</b> fields.
Player Display Speed	View the <b>Speed</b> field while playing videos on the server; search on the <b>Speed Greater Than</b> field.
Reactivate Video	Restore videos and cases from DVD backups.
Search Cases	Search case records.
Search Videos	Search video records.
Select COC Logs	Select the type of information that will display on the Chain of Custody Report.
System Setup	Access the <b>System Setup</b> menu. This permission should only be given to System Administrators.
System Status	Access the <b>System Status</b> menu.
User Group	Have other users assigned to this user. This limits this user's video searches to 1) public videos and 2) videos owned by users in the user's group.
View All Cloud Exports	View details about all shared evidence.
View Data Logs	View video and case logs.
View Only	View, but not edit, system data.

## Adding Custom User Roles: User Roles Tab

Column	Description
Display Name	The name of this user role. The system-defined user role names never change. They are: <ul style="list-style-type: none"> <li>• <b>Administrator</b></li> <li>• <b>Display Only – Case</b></li> <li>• <b>Display Only – Video</b></li> <li>• <b>Internal Affairs</b></li> <li>• <b>Officer</b></li> <li>• <b>Supervisor Lvl 1</b></li> <li>• <b>Supervisor Lvl 2</b></li> </ul>
AD Group Name (Active Directory users only)	The Active Directory Group that this user role belongs to, if applicable. This field will only display if your agency is using the Active Directory Integration feature, which links your DES application to your agency's existing internal network.

The table is continued on the next page.



Column	Description
Session Timeouts (minutes)	The number of idle-time minutes that must pass before the system automatically logs a user with this user role off the system.
System Defined	A true/false indicator that denotes whether or not this user role is system defined: <ul style="list-style-type: none"> <li>• <b>True</b> .....The user role is system-defined</li> <li>• <b>False</b>.....The user role is not system-defined (i.e., it is user-defined)</li> </ul>

## Defining Password Policies: Security Policy Pop-up

Security option	Description
Verify password has a numeric character	When you select this checkbox, the system will check to make sure all new passwords contain at least one numeric character (e.g., 1 – 9).
Verify password has an alpha character	When you select this checkbox, the system will check to make sure all new passwords contain at least one alpha character (e.g., a – z).
Verify password has an uppercase character	When you select this checkbox, the system will check to make sure all new passwords contain at least one uppercase character (e.g., A – Z).
Verify password has a special character	When you select this checkbox, the system will check to make sure all new passwords contain at least one special character (e.g., ! @ # \$ % &, etc.)
Verify password is not a commonly used password	When you select this checkbox, the system will check to make sure all new passwords do not match any of the passwords on the “common passwords” list. A copy of this list is found in the <code>/fb/conf/word_list.txt</code> file on the server. You can add more passwords to this file, if desired.
Disable account on the 3rd failed login attempt	When you select this checkbox, the system will lock a user out of the system after they have tried to login to the system three consecutive times using invalid User ID(s) and/or password(s).
Verify password has not been used recently	This password function works in conjunction with the number of passwords to save in history per user field. When you select this checkbox, the system will check to make sure that a password has not been used in <b>X</b> number of times, with <b>X</b> being the number entered in the number of passwords to save in history per user field.
The number of passwords to save in history per user	This password function works in conjunction with the Verify password has not been used recently field. It indicates the number of passwords to save in history per user. When a user is required to change their password, they will not be able to reuse any of the same passwords they have used since the last x number of times their password was changed, with x being the number entered in this field.
Verify password length	This password function works in conjunction with the <b>Required number of characters for password</b> field. When you select this checkbox, the system will check to make sure that a password is a minimum of <b>X</b> number of characters in length, with <b>X</b> being the number entered in the <b>Required number of characters for password</b> field.
Required number of characters for password	This password function works in conjunction with the <b>Verify password length</b> field. It indicates the required minimum length for each password. When you enter a number in this field, it means that all passwords must be a minimum of <b>X</b> characters in length, with <b>X</b> being the number entered in this field.

The table is continued on the next page.

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Security option	Description
Video visibility for auto created officers	<p>The default visibility to use for videos that are owned by auto-created Officers.</p> <ul style="list-style-type: none"><li>• <b>Public.</b> Allow any user to view videos that are owned by auto-created Officers.</li><li>• <b>Private.</b> Allow only those users who have the <i>View Private Data</i> or <i>View All Data</i> permissions to view videos owned by auto-created Officers.</li></ul>

# Default Permissions for System-Defined User Roles

System Administrator								
Display-only Case								
Display-only Video								
Internal Affairs								
Officer								
Supervisor Lvl 1								
Supervisor Lvl 2								
Name of Permission	Allows the User to...							
Admin Messages	Access administrator messages	✓						✓
Allow Restricted Case	Enter a <i>restricted</i> case record				✓			✓
Authorize Media Playback	Grant or deny user access to Body Worn videos	✓	✓					
Assign Videos	Access the Assign Video menu	✓						✓
Can Own Video	Own system video	✓	✓	✓	✓			
Can Reset DVR	Remove a non-operational DVR's serial number from DEP							
Can View Body Worn Video	View Body Worn files without a viewing request	✓	✓					✓
Case—Do Not Dispose	Flag a case so that it never gets deleted	✓	✓	✓	✓			✓
Create Case	Enter a new case record	✓	✓		✓	✓	✓	✓
Display Max Speed	View <i>Maximum Speed</i> field on the Video Details page	✓	✓	✓	✓	✓	✓	✓
Edit All Data	View/edit all video and cases, including restricted cases							✓
Edit Private Data	View/edit video and cases that are marked as <i>private</i>	✓	✓		✓			✓
Export Display GPS	Include GPS fields with video exports*	✓	✓	✓	✓	✓	✓	✓
Export Display Speed	Include <i>Speed</i> field with video exports*	✓	✓	✓	✓	✓	✓	✓
Export Format—Consumer DVD	Export video to a Consumer DVD disc							✓
Export Format—Data DVD	Export video and cases to a Data DVD disc							✓
Export Format—FOIA Redacted	Export video to your PC in FOIA Redacted format							✓
Export Format—Interchange	Export video to an .MP4 or .AVI file							✓
Export Format—Uncompressed	Export video to digital video (DV) and MP4 formats							✓
Export To Disk	Export video and cases to a DVD disc							✓
Export To File	Export video and cases to a .ZIP or .ISO file							✓
Export Without Case	Export video that is not linked to any case							✓
Generate Reports	Access the <i>Advanced Reporting</i> feature							✓
Google Earth	Download GPS data as .KML file for use with Google Earth	✓	✓		✓			✓
Manage DVRs	Access the Manage DVRs menu	✓						✓
Manage Users	Access the Manage Users menu	✓						✓
Media Reader	Upload video via the Media Reader option	✓	✓		✓			✓
Mobile Devices	Access the Mobile Devices menu							✓
Player Display GPS	View GPS fields when playing videos on the server	✓	✓	✓	✓	✓	✓	✓
Player Display Speed	View <i>Speed</i> field when playing videos on the server	✓	✓	✓	✓	✓	✓	✓
Reactivate Video	Restore videos and cases from DVD backups	✓	✓		✓			✓
Search Cases	Search public case records	✓	✓	✓	✓			✓
Search Videos	Search public video records	✓	✓	✓	✓	✓	✓	✓
Select COC Logs	Select logs to display on Chain of Custody Reports				✓			✓
System Setup	Access the System Setup menu (system administrators only)							✓
System Status	Access the System Status menu	✓						✓
User Group	Have other users assigned to him*	✓	✓					
View Data Logs	View video and case logs				✓			✓
View Only	View, but not edit, system data					✓	✓	

# Appendix 7 - Utilities.

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## System Status Page: System Tab

System Status Settings	
Field	Description
Storage Capacity	The total amount of usable space allotted for storing videos on the server.
Available Disk Space	The amount of storage space that is currently available to store videos.
Enabled DVRs	The number of active DVRs in your fleet. Active DVRs have a status of <b>Enabled</b> .
Disabled DVRs	The number of inactive DVRs in your fleet. Inactive DVRs have a status of <b>Disabled</b> . They cannot be used to record videos.
Total Video Count	The total number of searchable videos on the server.
Non-archived Video Count	The number of searchable videos on the server that have not been backed up to a Certified Backup Disc or external backup device.
Last 24 Hours Video Count	The number of videos that have been uploaded from DVRs to the server in the last 24 hours.
Last 7 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last seven days.
Last 30 Days Video Count	The number of videos that have been uploaded from DVRs to the server in the last 30 days.
Body Worn Video Count	The number of searchable body-worn videos that are currently on the server.
Body Worn Hours	The number of recorded hours from searchable body-worn videos that are currently on the server.
Average Body Worn Video Length	The average length, in minutes, of the searchable body-worn videos that are currently on the server.
VieVu Video Count	The number of searchable VIEVU videos that are currently on the server.
Oldest Non-case Video	The oldest video on the server that is not attached to a case.
Oldest Case Video	The oldest video on the server that is attached to a case.
Number of Active Cases	The number of cases on the server that have a status of online.
Number of Backup DVDs	The total number of archive DVDs (i.e., Certified Backup Discs) that the system has burned since your DES application was installed. This type of disc is burned automatically on a schedule.
Number of Exported DVDs	The total number of export DVDs (i.e., user requested certified copies) that users have requested since your DES application was installed. This type of disc is burned manually as needed.
Archiver Errored Out	<p>A true/false display that indicates whether or not there is currently a problem with the archive service. Problems can occur either on the software side (your DES application) or hardware side (DVD burner).</p> <ul style="list-style-type: none"> <li>• <b>True</b>. There is an error with the archive service.</li> <li>• <b>False</b>. There is no error with the archive service.</li> </ul>

The table is continued on the next page.

System Status Settings	
Field	Description
Downloader Errored Out	A true/false display that indicates whether or not there is currently a problem with the transmission of video files from DVR to server: <ul style="list-style-type: none"> <li>• <b>True.</b> There is a video transmission problem.</li> <li>• <b>False.</b> There is no video transmission problem.</li> </ul>
Simultaneous Users Allowed	The number of users that are allowed on the application at the same time. The value of this field will always be unlimited for DEP users.
Backup Scheme	The current backup scheme: <ul style="list-style-type: none"> <li>• <b>NONE.</b> Do not backup anything</li> <li>• <b>ALL.</b> Backup everything. If you select this option, the system will backup ALL videos, even if some of those videos have categories that are backup disabled.</li> <li>• <b>EXTERNAL.</b> Backup everything to an external backup device</li> <li>• <b>CASE.</b> Backup any case video and media</li> <li>• <b>CATEGORY.</b> Backup any video that has a video category that is Backup Enabled</li> <li>• <b>TAGGED.</b> Backup any video that is tagged by a user. If you select this option, the system will backup ALL tagged videos, even if some of those videos have categories that are backup disabled.</li> </ul> For assistance in creating a custom backup plan, contact Mobile-Vision Support.
Untagging Allowed	A true/false display that indicates whether or not users are allowed to remove a tag from a previously tagged video. <ul style="list-style-type: none"> <li>• <b>True.</b> Untagging is allowed. This value will be displayed if the <b>Enable Un-tagging</b> checkbox on the <b>Life-Cycle</b> tab is selected.</li> <li>• <b>False.</b> Untagging is not allowed. This value will be displayed if the <b>Enable Un-tagging</b> checkbox on the <b>Life-Cycle</b> tab is deselected.</li> </ul>
Last Update Check	The last date and time at which the your DES application update service connected to the Mobile-Vision update server.
Version	The version of the DES application that you currently have installed. Whenever you call Mobile-Vision Technical Support, please have the current version number on hand. This field also includes a link to the technical Release Notes.
Active Users	Information on the user who is currently logged into your DES application: <ul style="list-style-type: none"> <li>• User ID</li> <li>• IP address of the PC from which the user logged in</li> <li>• Date and time at which the user last logged in. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.</li> </ul>
Available Actions	
Action	Description
Refresh Page	Redisplay the <b>System Status</b> page so that you can see any changes that have occurred since you first displayed the page. The system updates screen information every 15 minutes.

## Data Transfer Records between Precinct and Agency Servers

Column	Description
Server	The Precinct server from which the transfer occurred or is occurring.
Date	The date on which the data transfer was initiated.
Date Inserted	The number of metadata fields (owner, category, duration, etc.) that have transferred from this Precinct server to the Agency server since this transfer was initiated.
Media Transfers	The number of video and media files that have transferred from this Precinct server to the Agency server since this transfer was initiated.

## Online Lifecycle Settings page: Life-Cycle Tab

Life-Cycle Tab	
Field	Description
Days to enable restore of backed-up media	The minimum number of days that a video or snapshot will stay in an offline and restorable state before the system permanently removes it from the database. Default is 720 days.
Days to enable restore of Disposed Case	The minimum number of days that a case will stay in an offline and restorable state before the system permanently removes it from the database. Default is 720 days.
Days until case is auto-disposed if inactive	The minimum number of days that a case will stay online after it is last viewed. Default is 60 days. For example, if 30 is entered here, then at least 30 days must elapse between the time that a user last viewed a case and the time that the system changes the case's status to offline.
Days to extend the life of tagged video	The number of additional days that a tagged video or snapshot will stay online beyond its original life expectancy. Default is 60 days.
Enable Un-tagging	<input checked="" type="checkbox"/> If this checkbox is selected, then users are allowed to remove the "tagged" designation from a video or snapshot (i.e., "untag" a previously tagged record). <input type="checkbox"/> If this checkbox is not selected, then users are not allowed to remove the "tagged" designation from a video or snapshot.
Enable Strict Purger	<input checked="" type="checkbox"/> If this checkbox is selected, the system will move videos and snapshots offline as soon as 1) the video or snapshot ages out, and 2) the video or snapshot has been archived, assuming that it is a backup-enabled record. <input type="checkbox"/> If this checkbox is not selected, the system will move aged-out videos and snapshots offline only when space is needed on the server. Until then, they will remain online.
Enable Re-categorization of Media on Delete	<input checked="" type="checkbox"/> If this checkbox is selected, the system will reassign expired videos and snapshots the category of "Purged", which will keep that media in an offline but restorable state on the server indefinitely. <input type="checkbox"/> If this checkbox is not selected, the system will permanently purge expired videos and snapshots from the server.

The table is continued on the next page.



Life-Cycle Tab	
Field	Description
Enable Media Deletion Roll-up Report	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will generate a Media Deletion Roll-Up Report, also referred to as a Video Deletion Roll-Up Report, which lists details of all media that has become “unrestorable” each month. Unrestorable media includes videos, snapshots, and cases that can no longer be restored, according to your system settings.</p> <p><input type="checkbox"/> If this checkbox is not selected, the system will not generate a Media Deletion Roll-Up Report each month.</p>
Enable Quarantine	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will set aside all quarantine files (see definition on the next page) so that they can either be reviewed or automatically deleted. If you want to review these files, make sure the <b>Auto Reject Quarantine Files</b> checkbox is deselected. If you want the system to automatically delete these files, make sure the <b>Auto Reject Quarantine Files</b> checkbox is selected.</p> <p><input type="checkbox"/> If the <b>Enable Quarantine</b> checkbox is not selected, the system will download all video files to the server, regardless of their duration.</p> <p>What is a quarantine file? A quarantine file is a video that is shorter than the <b>Minimum File Duration</b> value. Typically, a quarantine file is a small “test” video that an officer makes at the beginning of each shift to test his equipment before going out into the field.</p>
Auto Reject Quarantined Files	<p><input checked="" type="checkbox"/> If this checkbox is selected, the system will automatically delete quarantine files (see definition above) without giving you the opportunity to review them first.</p> <p><input type="checkbox"/> If this checkbox is not selected, the system will send all quarantine files to your Home Page, where you will have the opportunity to accept or reject each file.</p> <p>Note: If you previously deselected the <b>Enable Quarantine</b> checkbox, the <b>Auto Reject Quarantined Files</b> checkbox will not appear on the <b>Life-cycle</b> tab.</p>
Minimum File Duration	<p>The minimum length (in seconds) that a video must be before it will be classified as a quarantine file (see definition above). Default is 60 seconds. The system treats these files in one of several ways depending on whether or not the <b>Enable Quarantine</b> and <b>Auto Reject Quarantined Files</b> checkboxes are selected:</p> <p><b>Enable Quarantine:</b> <input type="checkbox"/></p> <p>If the <b>Enable Quarantine</b> checkbox is deselected, the system will automatically transfer files shorter than <b>X</b> seconds to the server.</p> <p><b>Enable Quarantine:</b> <input checked="" type="checkbox"/> + <b>Auto Reject Quarantined Files:</b> <input type="checkbox"/></p> <p>If the <b>Enable Quarantine</b> checkbox is selected and the <b>Auto Reject Quarantined Files</b> checkbox is deselected, the system will send files shorter than <b>X</b> seconds to your <b>Welcome Home</b> page, where you will have the opportunity to accept or reject each file.</p> <p><b>Enable Quarantine:</b> <input checked="" type="checkbox"/> + <b>Auto Reject Quarantined Files:</b> <input checked="" type="checkbox"/></p> <p>If the <b>Enable Quarantine</b> checkbox is selected and the <b>Auto Reject Quarantined Files</b> checkbox is also selected, the system will automatically delete files shorter than <b>X</b> seconds.</p>
Forwarding IP Address (DEF only)	The IP address of the “parent” server to which the system will forward all newly ingested DEF videos during night processing.
Forwarding User Name (DEF only)	The Admin User Name that will be used to access the server.
Forwarding Password (DEF only)	The password associated with the Forwarding User Name above.

## System Logs

Column	Description
Date	The date and time at which this event occurred. It is displayed in <i>mm/dd/yyyy hh:mm</i> format.
IP Address	The IP address of the machine from which the change was made.
Event	The type of change that was made to the system.
Description	A detailed description of the change that was made, including: <ul style="list-style-type: none"> <li>Name and ID number of field changed</li> <li>Old field value</li> <li>New field value</li> <li>User who made the change</li> </ul>

## System Alerts

Column	Description
Quantity	The number of messages related to the issue described in the <b>Message Type</b> column.
State	The current status of the issue described in the <b>Message Type</b> column.
Message Type	A description of the system issue. Because system messages are grouped by type, any information that is specific to an individual message is replaced by <b>{0}</b> . If you want to review the specific message content, you will have to view the message from your <b>Inbox Messages</b> list on the <b>Welcome Home</b> page.
Action	An icon used to delete all messages related to the issue described in the <b>Message Type</b> column.

## New Precinct/Edit Precinct (DEA Agency users)

Field	Description
Organization Name	The name of your agency. By default, the system will print this field on your archive DVDs.
Precinct Name	The name of the precinct that this server is installed at, if applicable. If you don't need this field to specify precinct information, you can use it to enter default text that you wish to print on archive/export discs, such as "For Official Use Only."
Address	Your precinct's mailing address.
Phone Number	Your precinct's phone number. By default, the system will print this field on your archive DVDs.
Support Expiration	The date on which your service contract with Mobile-Vision expires. Display-only field.
Registration Key	Your DES product identification code. Display-only field.
FTP IP Address	The FTP IP address required to move data to and from this remote server.
FTP User Name	The FTP User Name required to move data to and from this remote server.
FTP User Password	The FTP User Password required to move data to and from this remote server.
Status	The current status of this Precinct server: Enabled (in use) or Disabled (not in use).
Last Comm Date	The date and time of the most recent communication between this Precinct server and the Agency server. System-generated field.

## Precinct Info Tab

Field	Description
Precinct Name	The name of the Agency or Precinct server.
FTP IP Address	If this is a Precinct server, this field displays the FTP IP address used to move data to and from this server. If this is the Agency server, the word Local will display here.
Last Comm Date	If this is a Precinct server, this field displays the last date and time at which that server communicated with the Agency server. If this is the Agency server, the word Local will display here.
Status	If this is a Precinct server, this field displays the current status of that server: Enabled (in use) or Disabled (not in use). If this is the Agency server, the word Local will display here.
Registration Key	Your DES product identification code. Display-only field.

## Edit Precinct

**NOTE:** This form is used by DEA Agency users to edit Agency information or by users of all other DES applications to edit Precinct information.

Field	Description
Organization Name	The name of your agency. By default, the system will print this field on your archive DVDs.
Precinct Name	The name of the precinct that this server is installed at, if applicable. If you don't need this field to specify precinct information, you can use it to enter default text that you wish to print on archive/export discs, such as "For Official Use Only."
Address	Your precinct's mailing address.
Phone Number	Your precinct's phone number. By default, the system will print this field on your archive DVDs.
Support Expiration	The date on which your service contract with Mobile-Vision expires. Display-only field.
Registration Key	Your DES product identification code. Display-only field.

## Mail Server Information

Field	Description
Mail Server Login	A User ID that has send-mail privileges in your mail system.
Mail Server Password	The security password for the Mail Server Login above.
From Address	The email address that will be displayed in the <b>From Address</b> field of the forwarded emails (e.g., System_Admin@ safefleet.net).
SMTP host	The SMTP email host.
SMTP port	The SMTP email port.

## Ports & Protocols

### MDC to DVR

Vehicle Viewer:

- TCP port 9003
- TCP port 9004

UMD Editor (Notes):

- Need write permission to C:\Program Files\MobileVision\FB2UMD\  
• TCP port 80 (HTTP)

### DVR to Server Downloading

UDP 54771 (if using UDP)

Server to DVR:

- TCP port 80 (HTTP)
- ICMP Echo-Reply (if using discover by ping)

### Agency Server to Precinct Server

- TCP Port 80 (HTTP)
- TCP port 22 (FTP Passive Mode)

### Servers to Backup Workstation

- TCP port 21 (FTP Passive Mode)
- TCP port 9000 (HTTP)

### Workstations to Servers

- TCP port 80 (if using HTTP Playback)
- TCP port 21 (if using FTP Playback)
- TCP port 139 (if using SMB playback)
- TCP port 445 (if using SMB playback)

# 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. Some smaller agencies do not use Access Points, as they download all their videos manually. See also [Transmission](#).

### **Auto Dispose Time**

A period of inactivity after which the system automatically changes a case's status from online to offline. **NOTE:** Videos that are attached to the case will remain online as long as their categories allow.

If, for example, you set the Auto Dispose Time to 90 days, then if that case has not been touched in 90 days, the system will automatically change the case's status to offline. If you have archiving enabled for your case files, the system will archive the case first.

The default setting for Auto Dispose is 60 days. However, you may change this default, as described in [Changing the Online Lifecycle Settings on page 272](#).

### **Automatic Archive**

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

### **Backup PC**

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

### **Body-worn Video Tracking**

A system feature that restricts the viewing of body-worn 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.

### **BodyVISION**

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

### **Bookmark**

An agency-defined link to a website. These links are displayed in the **Bookmarks** column on the **Main Menu**. The default link will take you to the Mobile-Vision Online Support Center.

### **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, they will place your burn job in the backup PC's burn queue.

### **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**.

## Case

A record that contains data that pertains to one incident, such as a motor vehicle accident. DEP's case feature allows you to conveniently gather all of an incident's evidence in one record, allowing for easy viewing and archiving of evidence.

A case may contain one or more videos, media files (such as photographs), subject names, comments, and/or general information relating to the incident, such as the incident date.

## Certified Backup Disc (CBD)

An archive DVD used to restore videos and/or case files to the server. Also referred to as a "CBD." The system automatically sends CBD burn requests to the backup PC without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what data the system will back up. You define these backup parameters through DEP. If a video file is supposed to be backed up, the system will add it to an archive job shortly after the video transmits to the server (see also transmission). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

## CF Card

The temporary storage device that stores your 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 name 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 default video 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 default video 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 default video player.

## DEP

An acronym for Digital Evidence PRO, the software component of Mobile-Vision's Digital Evidence Collection System.

## 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:

- In-car DVRs
- Body-worn DVRs
- Access point(s)
- Storage server(s)
- DEP software
- Backup PC(s)
- Robotic DVD burner(s)
- RAID storage device (optional).

## Discovered DVR

A DVR that has been in communication with the server at least once.

### **Download Request**

A request to copy, or export, a selected video file or case file to your PC. This type of request is sent from you to the system. Once the system processes your request, a confirmation message and download icon will appear on your Inbox Messages list.

### **DVR Login Key**

A file on a USB drive that contains your Flashback user information. You insert this flash drive in your Flashback's USB port at the beginning of each shift, then log in. This identifies you as the owner of all videos recorded on that DVR while you are logged in.

### **Evidence Player**

A software application used to play video files. If Evidence Player is set as a default video player, then, when you select an online video from within DES, Evidence Player launches automatically. When you burn a user requested certified copy of a case or video in Data DVD format, that disc will include a copy of Evidence Player.

### **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 Player**

A software application used to play video files. If Flashback Player is set as a default video player, then, when you select an online video from within DES, Flashback Player launches automatically. When you burn a user requested certified copy of a case or video in Data DVD format, that disc will include a copy of Flashback Player.

### **FOIA Redacted Format**

An export format that allows you to redact a video prior to downloading it to your PC or external storage device. The exported video will have an extension of MP4, allowing you to play it using any MP4 player. You can also burn exported video to DVD using your PC's DVD burner.

### **In-Car 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.

### **Incident**

An event, such as a motor vehicle accident, that has digital evidence associated with it. In DEP, data that pertains to an incident is stored in a case record.

### **Ingest Date**

The date and time at which a video file was transmitted to the server from the DVR unit.

### **Interchange Format**

A disc format that allows you to import videos into various third-party applications, such as video editing software. If your agency has any VIEVU body-worn DVRs, 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 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.

### **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.



## Online

A status for a video or case file which indicates that all of the file's information is currently available for viewing on the server.

- 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, case, or snapshot that can only be viewed by its owner or a user with one of the following permissions: *Edit Private Data* or *Edit All Data*.

## Public File

A video, case, or snapshot that can be viewed by all DEP users.

## Quarantined File

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


## RAID

An acronym for Redundant Array of Independent Disks, a storage device that contains multiple disk drives but is treated by the system as one device.

## Reactivation

The process used to restore a video or case file that the system took offline after it was backed up to disc. There is a limited time period in which you can reactivate an archived video or case. This time period depends on a setting that you enter on the **Life-Cycle** tab.

## Record Reason

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

## Redaction

The process of editing a video prior to downloading it to your PC. In DES, the redaction feature gives you the ability to:

- Export a portion of a video rather than the entire full-length video
- Blur a video's picture
- Remove a video's audio track(s).

## Restricted Case

A case that can only be accessed by a predefined list of users.

## Robotic DVD Burner

A disc duplicator that burns and labels your Certified Backup Discs and User Requested Certified Copies. Mobile-Vision sells two types of burners: the Bravo, a standalone 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, FlashbackHD, or FOCUS H1/H2 videos until they can be transmitted to the storage server.

## Server

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

## Snapshot

A JPG still image captured with a body-worn DVR. These images are uploaded to the server along with the device's videos.

## Standalone Video

Video that is not currently linked to any cases.



## System Implementation Specialist (SIS)

A Mobile-Vision representative who assists with the installation and configuration of the "back office" components of the Digital Evidence Collection System.

## Tagging

A procedure used to add extra days to the online life of a media file. By tagging a video or snapshot, you extend that file's online life by a certain number of days. The exact number of days is defined by a setting on the **Life-Cycle** tab.

## 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  button on the DVR. If you are using a BodyVISION, this is accomplished by pressing the **Snapshot/Tracepoint** button on the top of the unit. If you are using a BWX-100, this is accomplished by pressing the **Snap/Trace** button on the side of the unit. If you are using a FOCUS DVR, this is accomplished by pressing the **Fn** button on the front of the unit, provided it has been assigned the **Bookmark** function. By marking a video with a Tracepoint, it allows you to quickly advance to an important segment in that video during playback.

## Transmission

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

- **Automatic transmission.** Whenever a vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on the in-car DVR will wirelessly transfer to the server via the access point.
- **Manual transmission.** Your in-car DVR holds a temporary storage device called a CF card or SD Card. This card is used to temporarily store your videos until they can be transferred to the server. If necessary, you can use this card to manually transfer videos to your PC, assuming you have the proper permissions. You would typically use this procedure if you can't wait for an automatic file transfer to occur, or if a problem has occurred that interfered with the wireless file transfer. For more information, see **Uploading and Downloading Videos on page 65**.

## Trigger

See **Record Reason**.

## Uncompressed DVD

A Data DVD disc that includes a link to two raw video files: an MP4 file and a DV (digital video) file. You can import MP4 and DV files into third party software, such as video editing or redaction software. Uncompressed DVDs are available for in-car videos only.

## Undiscovered DVR

A DVR that has not been in communication with the server yet, that is, a DVR for which you just created or uploaded a record.

## User Metadata (UMD)

Custom data fields that an officer can link to a video. You define these fields on the **UMD Types** tab. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If you have a mobile data computer with the UMD Editor installed on it, you have the option of attaching UMD to a video immediately after it is finished recording. Otherwise you can attach UMD back at the precinct when you connect to the server. For more information, see **Editing Media Files on page 46**.

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### **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. This type of DVD is, as its name implies, requested by the user. You create these discs as needed for evidential and/or backup purposes. Also referred to as an export disc.

For more on the different types of DVDs and how they are created, see **Chapter 4. Evidence Backup and Sharing**.

### **User Role**

A group of permissions that determines what system functions a user will have access to. Whenever you login to DEP, the system will grant you access to various system functions according to the user role that is assigned to your User ID. As System Administrator, you are responsible for assigning permissions to each user role.

### **Video Notation**

A custom checkbox used to notate video records and snapshots. These checkboxes are defined by your agency.

### **VIEVU**

A small, wearable digital video recorder. Videos recorded using this device are assigned the category of VieVu.

### **Viewing Request**

A request to view a 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 body-worn 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.

# Service & Support

If your **DES application** is to be returned for service, please visit the Safe Fleet Repair and RMA Procedures page <https://community.safefleet.net/sfle/service/> and follow the Mobile-Vision RMA procedure. An **RMA #** allows the support team to better track your product when it comes in for service. Please show the RMA # on the **outside** of the package.

ANY PRODUCT SENT WITHOUT AN RMA # MAY BE REFUSED!

## Documentation and Warranty

Additional copies of this guide along with other documentation and product warranty can be found on the Safe Fleet Community website: <https://community.safefleet.net>

## Technical Support

**Phone:** 1.800.336.8475, option 3

**Email:** [mvisupport@safefleet.net](mailto:mvisupport@safefleet.net)