# DVDS (cont')

Enter number of discs in 'Num Copies' field +

Enter 'Video Description' field



#### Burn a Case to a Data DVD via Your PC's DVD Burner



Select media to include with case Save

Select Manual Export

Select a file format: ISO or ZIP



Go to Inbox Messages and click the (R) icon next to your download request (may take a few minutes to display)

Save +

Navigate to desired disk drive location



Use DVD burning software installed on your PC to burn case DVD

#### Burn a Case to an Interchange Format DVD via Your PC's DVD Burner



## i

Export

'Output Format' drop-down list Select videos to include with case

Select Interchange Format from the

Go to 'Video Source' column and select camera view(s) to include for each video

Go to 'Audio Source' column and select an audio source to include for each video

> Save Select Manual Export

+ Select a file format: ISO or ZIP

> + Save





Save +



Use DVD burning software installed on your PC to burn case DVD

#### Burn a Video to a Data DVD via Your PC's DVD Burner

#### **▼**Home Menu

+ Search Video Enter/select search criteria

Search Export

Click on each video to include on disc + Export Video(s)

Select Data DVD from the 'Output Format' drop-down list Save

Select Manual Export

Select a file format: ISO or ZIP Enter 'Video Description' field



Go to Inbox Messages and click the icon next to your download request (may take a few minutes to display)





Use DVD burning software installed on your PC to burn video DVD

#### Burn a Video to an Interchange Format DVD via Your PC's DVD Burner

#### **▼**Home Menu

Search Video

Enter/select search criteria Search

+ Export Click on each video to include on disc

Export Video(s)

Select Interchange Format from the 'Output Format' drop-down list

Go to 'Video Source' column and select camera view(s) to include for each video

Go to 'Audio Source' column and select an audio source to include for each video

> Save + Select Manual Export

Select a file format: ISO or ZIP

Enter 'Video Description' field

Save

Go to Inbox Messages and click the 🕞 icon next to your download request (may take a few minutes to display)

> + Save +

Navigate to desired disk drive location +



Use DVD burning software installed on your PC to burn video DVD

## VIDEOS Search for a Video

**▼**Home Menu + Search Video Enter/select search criteria Search

#### **Video Status Icons**

Video has been tagged to extend its online life

Video is online Video is offline and not

- restorable
- Video has been burned to 0 an archive disc
- Video is being burned to 0 an archive disc
- Video has been subdivided into multiple files
- Video is assigned to one or 0 more cases

#### **Display a Video**

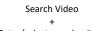
#### **▼**Home Menu + Search Video

Enter/select search criteria +

> Search 1

#### Play a Video





Enter/select search criteria

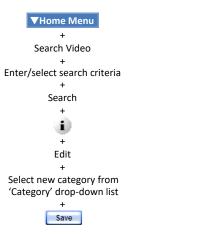










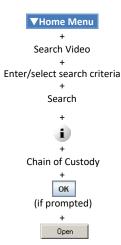


#### Add User Metadata



#### Manually Upload In-Car Video

#### View Video's Chain of Custody



#### **Restore Archived Video**

**▼**Home Menu

Search Video Enter/select search criteria +

Search

+ i

Request Activation or Reactivate Now

#### Tag/Untag a Video

**▼**Home Menu Search Video Enter/select search criteria + Search +

i

Tag Video or Untag Video



# **Digital Evidence Series Quick Reference Guide**



#### Add a New Case

**▼**Home Menu Manage Cases Create + Complete 'New Case' form +



#### Search for a Case

#### **▼**Home Menu

Manage Cases Enter/select search criteria + Search

#### **Display a Case**

▼Home Menu Manage Cases Enter/select search criteria Search + i

#### Add Video to a Case

**▼**Home Menu + Manage Cases Enter/select search criteria + Search + 1 Add Video Search for Video to add to Case:



#### Add Media to a Case

**▼**Home Menu +

Manage Cases Enter/select search criteria



Add Media

Allow + Run

Use 'Look In' field to navigate to media location + Select desired file(s)

+ Select a name from the 'Evidence

Collected by' drop-down list +

Upload Selected File(s)

ок

### Add a Subject Name to a Case ▼Home Menu

Manage Cases Enter/select search criteria Search + i Add Subject

Complete Subject Information form Save

#### Add Comments to a Case

#### **▼**Home Menu

Manage Cases Enter/select search criteria Search + i Add Comment Enter comment in field provided

Save

#### Add a Case to Favorites List

**▼**Home Menu +

Manage Cases Enter/select search criteria

Search i

Add To Favorites

Enter a case description in 'Description' field +

Save

#### **View Favorites List**

#### VUser Preferences

+ Favorites

#### View Case's Chain of Custody

#### **▼**Home Menu

+ Manage Cases + Enter/select search criteria

> + Search + i т

Chain of Custody ОК

(if prompted) Open

### **Restore Archived Case**

#### **▼**Home Menu +

Manage Cases Enter/select search criteria Search + i Request Activation or

Reactivate Now

# DVDS

Burn a Case to a Data DVD via the Robotic DVD Burner

#### **▼**Home Menu

+ Manage Cases Enter/select search criteria

> Search + i

Export

Select videos to include with case

Select Data DVD from the 'Output Format' drop-down list

Click Attached Media tab

Select media to include with case + Save

> + Select a DVD burner (if more than one)

+ Enter number of discs in 'Num Copies' field

> + Save

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

## **▼**Home Menu

Manage Cases Enter/select search criteria Search

+ i +

#### Export Select Consumer DVD from the 'Output Format' drop-down list

Select videos to include with case +

Go to 'Video Source' column and select camera view(s) to include for each video

Go to 'Audio Source' column and select audio source(s) to include for each video +

> Save Select a DVD burner

(if more than one) + Enter number of discs in



+ Search Video Search Export + Export Video(s) Select Data DVD from the + Save Select a DVD burner (if more than one) + +

Enter/select search criteria

Click on each video to include on disc 'Output Format' drop-down list Enter number of discs in 'Num Copies' field Enter 'Video Description' field

'Num Copies' field

Save

#### Burn a Case to an Interchange Format DVD via the Robotic DVD Burner

#### **▼**Home Menu + Manage Cases Enter/select search criteria Search **i**) + Export Select Interchange Format from the 'Output Format' drop-down list Select videos to include with case + Go to 'Video Source' column and select camera view(s) to include for each video + Go to 'Audio Source' column and select audio source(s) to include for each video Save Select a DVD burner (if more than one) Enter number of discs in 'Num Copies' field + Save

#### Burn Video to a Data DVD via the **Robotic DVD Burner**

#### **▼**Home Menu

#### Save

#### Burn Video to a Consumer DVD via the Robotic DVD Burner

**▼**Home Menu

+ Search Video Enter/select search criteria Search + Export Click on each video to include on disc Export Video(s) Select Consumer DVD from the 'Output Format' drop-down list Go to 'Video Source' column and select camera view(s) to include for each video + Go to 'Audio Source' column and select audio source(s) to include for each video Save Select a DVD burner (if more than one) Enter number of discs in 'Num Copies' field +

> Enter 'Video Description' field +

> > Save

#### **Burn Video to an** Interchange Format DVD via the Robotic DVD Burner

**▼**Home Menu

Search Video Enter/select search criteria + Search + Export + Click on each video to include on disc Export Video(s) Select Interchange Format from the 'Output Format' drop-down list Go to 'Video Source' column and select camera view(s) to include for each video

Go to 'Audio Source' column and select audio source(s) to include for each video +

> Save + Select a DVD burner (if more than one)

> > Continued