

# Digital Evidence Viewer Officer's Guide

version 4.0.10



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# 1 Introduction

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

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

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

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

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

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

For more information, see:

- The Video Lifecycle, next page
- User Roles, page 3
- Permissions, page 3
- Logging into the System, page 4
- Changing Your Password, page 5
- DEV Home Page, page 6
- Definitions, page 7
- Software Navigation, page 11
- Generating a DVR Login Key, page 13
- DVD File Formats—A Side-by-Side Comparison, page 14
- Using the Online Help System, page 15.

## The Video Lifecycle

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

### **Phase 1:** **Online Status**

The server PC ingests a new video. The video's status is *online*. Users can search for the video, play it from the server PC, 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.

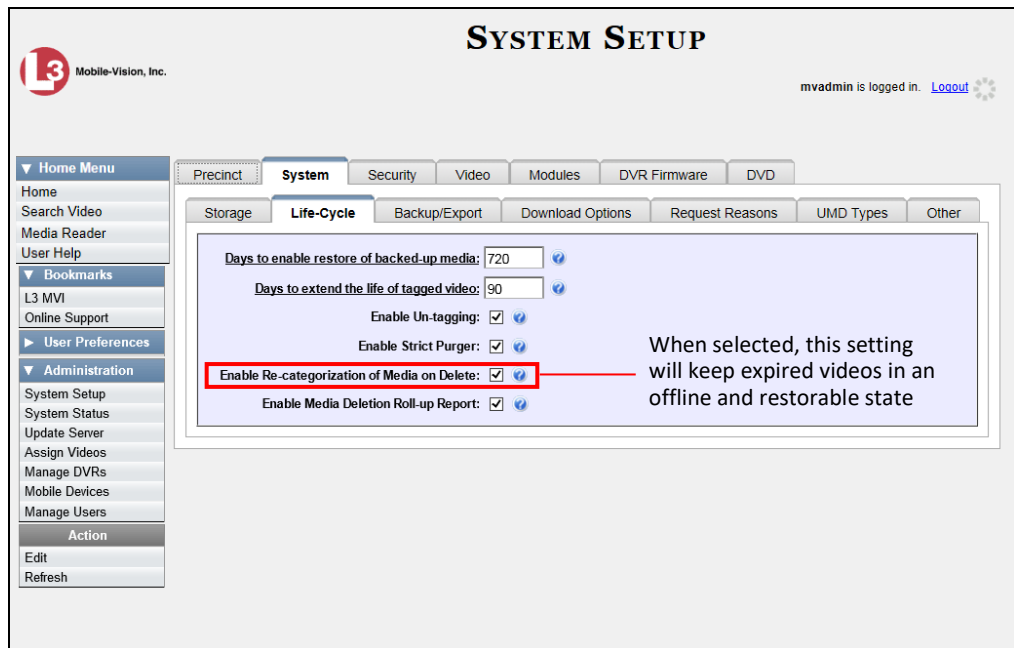
### **Phase 2:** **Offline Status**

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 PC.
- If the *Enable Re-categorization of Media on Delete* checkbox is *not* selected, the system permanently removes the video from the DEV server PC.



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

- Days to enable restore of backed-up media: 720
- Days to extend the life of tagged video: 90
- Enable Un-tagging:
- Enable Strict Purger:
- Enable Re-categorization of Media on Delete:**  (highlighted with a red box and a red arrow pointing to the explanatory text)
- Enable Media Deletion Roll-up Report:

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



---

## User Roles

In DEV, 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 DEV, the system will grant him access to various system functions according to the user role that's assigned to his User ID. Your System Administrator is responsible for assigning permissions to each user role.

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

### System-Defined User Roles

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

- Officer
- Display-only Video
- Supervisor Lvl 1 Lvl 1
- Supervisor Lvl 2
- Administrator.

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

### Custom User Roles

*Custom User Roles* are user-defined user groups that your System Administrator can create and then assign any number of permissions to. He can add, change, or delete custom user roles as desired.

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## Permissions



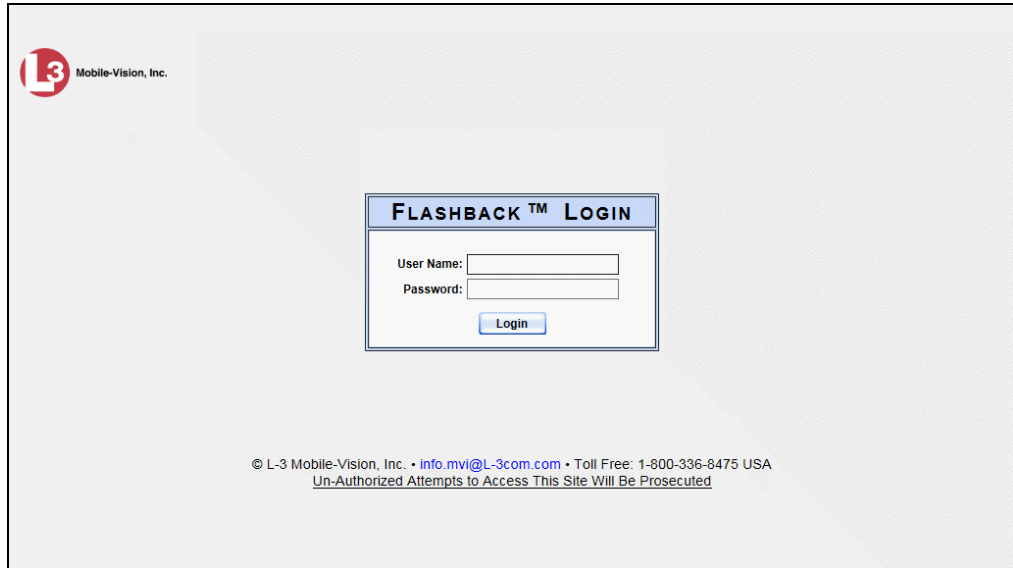
At system start-up, your System Administrator will determine which options he wants his users to have access to. This means that you will be able to perform some, but possibly not all, of the tasks described in this guide. Whenever you see the 'P' icon next to a procedure, it indicates that you must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

## Logging into the System

This section describes how to login to the Flashback application. Your System Administrator will provide you with a User ID and initial login password.



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



- 2 Enter your user name in the *User Name* field.
- 3 Enter your security password in the *Password* field. This is the initial password that your System Administrator provided you with.
- 4 Click the **Login** button.  
– OR –  
Press **Enter**.

The DEV Home Page displays. For a detailed description of this page, see “DEV Home Page” on page 6.

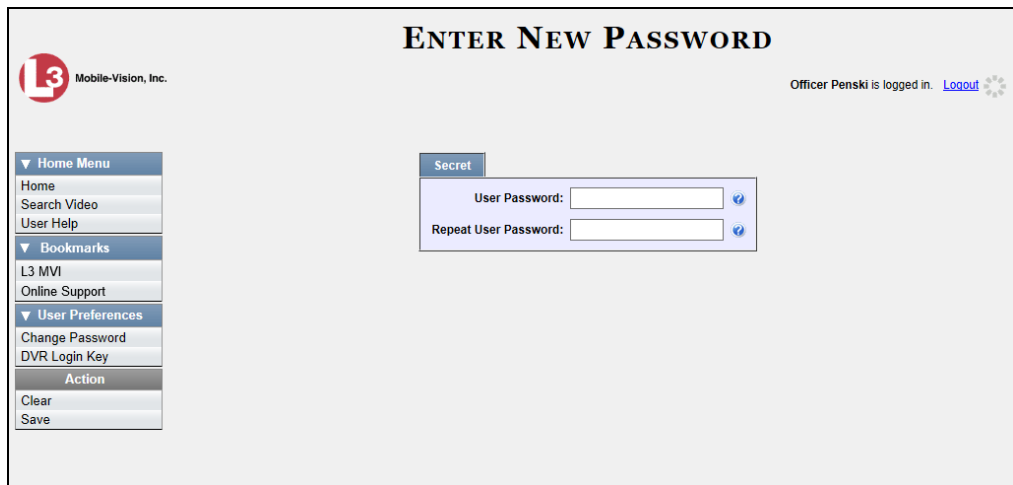
## Changing Your Password

The first time you login to DEV, you should change your password. Your System Administrator will provide you with any password requirements, such as minimum length, characters required, etc.

Please note that passwords are case-sensitive.

- 1 Go to **User Preferences** and click **Change Password**.

The Enter New Password page displays.



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

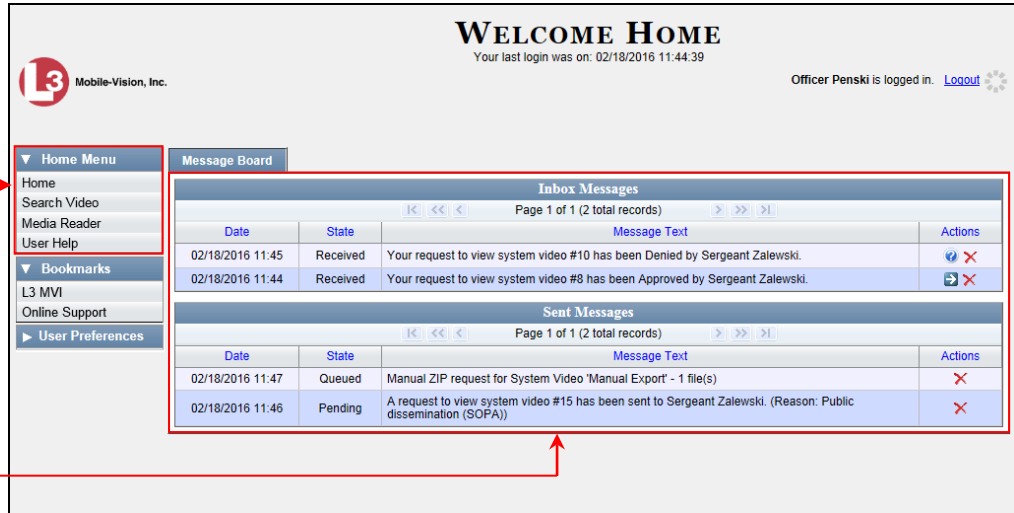
Password has been updated

## DEV Home Page

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

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

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



**WELCOME HOME**  
Your last login was on: 02/18/2016 11:44:39  
Officer Penski is logged in. [Logout](#)

**Home Menu**

- Home
- Search Video
- Media Reader
- User Help

**Bookmarks**

- L3 MVI
- Online Support

**User Preferences**

**Message Board**

**Inbox Messages**

Date	State	Message Text	Actions
02/18/2016 11:45	Received	Your request to view system video #10 has been Denied by Sergeant Zalewski.	
02/18/2016 11:44	Received	Your request to view system video #9 has been Approved by Sergeant Zalewski.	

**Sent Messages**



Date	State	Message Text	Actions
02/18/2016 11:47	Queued	Manual ZIP request for System Video 'Manual Export' - 1 file(s)	
02/18/2016 11:46	Pending	A request to view system video #15 has been sent to Sergeant Zalewski. (Reason: Public dissemination (SOPA))	

## Message Board







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

- ❑ *Inbox Messages.* These are the messages that the *system* sent to *you*.
- ❑ *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 file to your PC.

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

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

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

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

### Main Menu

<b>▼ Home Menu</b>	
Home	← View system messages
Search Video	← Search for video; play video; burn video to disc
Media Reader	← Transfer video from a storage card or external device to DEV
User Help	← Search the online help system
<b>▼ Bookmarks</b>	
L3 MVI	← Advance to Mobile-Vision's regular website
Online Support	← Advance to Mobile-Vision's Online Support Center
<b>▼ User Preferences</b>	
Change Password	← Change your login password
DVR Login Key	← Transfer your Flashback login information to a USB flash drive

Permissions required →

## Definitions

This section describes some of the key terms and concepts that are central to the DEV 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 DEV software, so it's important to understand what each hardware component is and how it relates to the evidence collection system as a whole.

### Server PC

The server PC is the Windows computer that hosts the DEV application and stores all of your video data.

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### Flashback DVRs

Flashback DVRs are the digital video recorders that are installed inside your precinct's patrol cars. These recorders collect video evidence and store it temporarily on a storage card until the video can be transmitted to the server PC. For more information on the Flashback, refer to your Flashback User's Guide.

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### BodyVISION DVRs

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

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### BWX-100 DVRs

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

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### Backup PC

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

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### Robotic DVD Burner

A robotic DVD burner is a disc duplicator that burns and labels your *Certified Backup Discs* and *User-Requested Certified Copies* (see definitions below and on the next page). Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate Backup PC.

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

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### Certified Backup Disc (CBD)

A Certified Backup Disc or "CBD" for short is an archive DVD used to restore videos to the server PC. The system automatically sends CBD burn requests to the Backup PC without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what the system will back up. Your System Administrator defines these backup parameters through DEV. 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 PC

(for more information, see *Transmission* below). Once there are enough files to fill up an archive disc, the system automatically generates a CBD.

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

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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. Also referred to as an *export* disc. You create these discs as needed for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

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### Access Point

An access point is a device used to transmit videos from your in-car Flashback DVR to the server PC. This device is connected to a wireless network antenna mounted on the outside of the building that houses your server PC.

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



**NOTE:** 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 server PC. This transmission can occur either *automatically* (typical) or *manually*:

- ❑ *Automatic transmission.* Whenever your vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on your DVR will wirelessly transfer to the server PC via the access point.
- ❑ *Manual transmission.* Each Flashback DVR holds a temporary storage device called an *SD card* (Flashback3/FlashbackHD) or *CF card* (Flashback1/Flashback2). This card is used to temporarily store an officer's videos until they can be transferred to the server PC. If necessary, an officer can use this card to *manually* transfer videos to their PC, assuming he has the proper permissions. For more information, see "Manually Uploading New Videos" in chapter 2.

## Software Concepts

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### Automatic Archive

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

---

### Export

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

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### User Metadata (UMD)

User Metadata or UMD refers to custom data fields that you can link to a video. Your System Administrator defines these fields. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If 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 PC. For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

---

### Reactivation

Reactivation is the process used to restore a video 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. This time period is based on the system settings chosen by your System Administrator. You must have the proper permissions to reactivate files.

---

### Offline Files

If the status of a video is “offline,” it indicates that some, but not all, of that record's data or functions are available on the server PC. 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.

You can, in some cases, reactivate an offline video. For more information, see “Reactivating an Offline Video” in chapter 2.

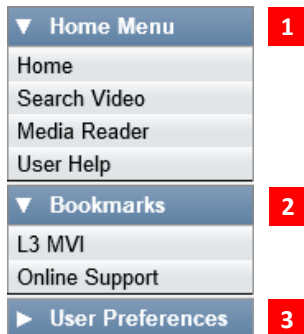
---

\* Assuming your backup function is activated



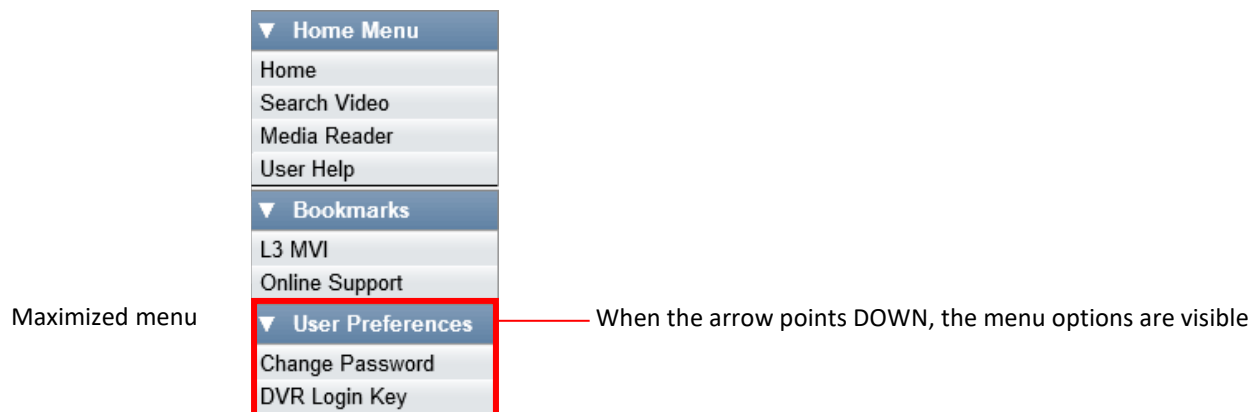
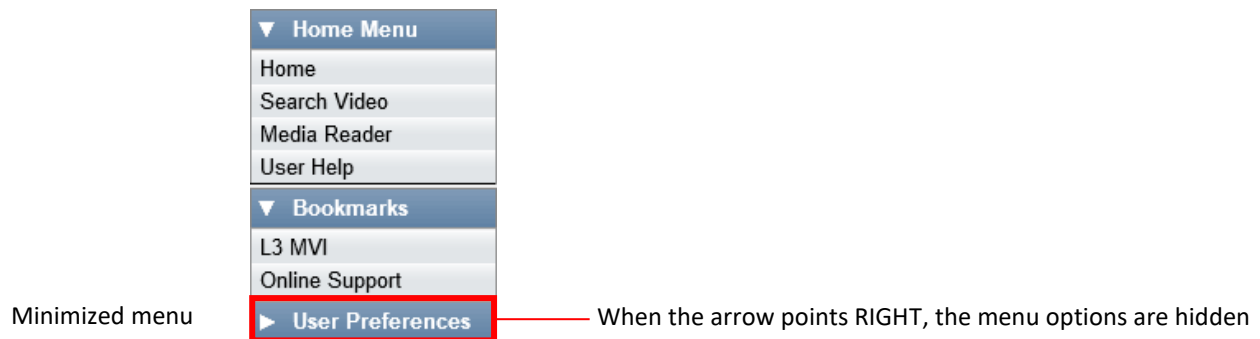
## Software Navigation

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






### Minimizing/Maximizing Menus

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



## Scrolling Through Multiple Records

Whenever you search for videos in the application, your search results may yield a large number of records. The following navigation buttons are used to advance forward or backward through a search 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 Video Search Results page is sorted by *Video Start*. However, you can change that sort value to *Owner*, *DVR Name*, or *Category*, as described here.


**VIDEO SEARCH RESULTS**

 mvadmin is logged in. [Logout](#) 

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

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

– OR –

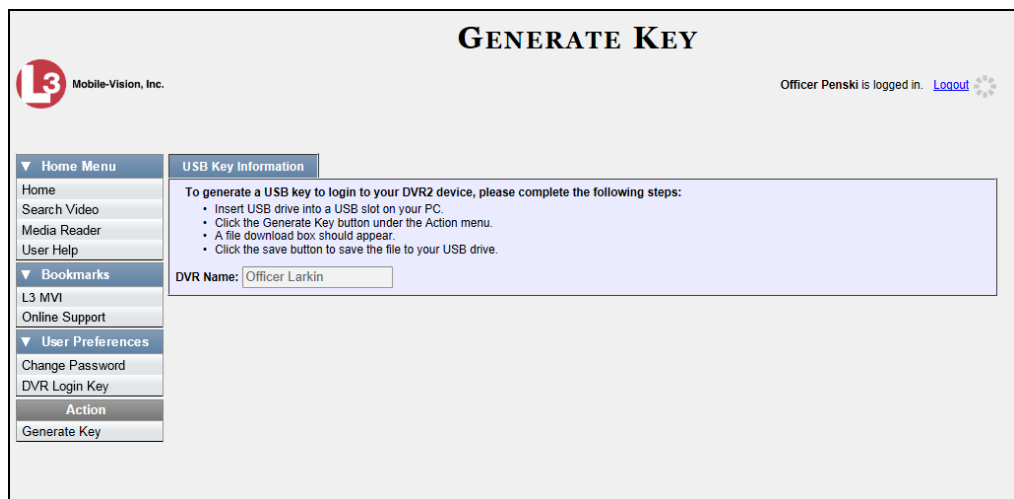
To sort a list in *descending* order—from highest value to lowest value—click *twice* on the new column header you wish to sort by. A *down* arrow displays: 

## Generating a DVR Login Key

When more than one officer uses the same patrol car, you need a way to identify yourself to the DVR at the beginning of each shift so that your videos will be linked to you. That is what the DVR Login Key is used for. It is simply a file that contains your user information. You copy this file from DEV to a USB flash drive, then insert the flash drive in your Flashback USB port at the beginning of each shift.

You typically need to perform this procedure only *once* at system startup.

- 1 Go to **User Preferences** and click **DVR Login Key**. The Generate Key page displays.



- 2 Insert a blank USB drive into a USB slot on your PC.
- 3 Go to the **Action** column and click **Generate Key**. A download message displays.



- 4 Select **Save As** from the *Save* drop-down list.
- 5 Navigate to your USB drive.
- 6 Click **Save**. The system copies the login file to your USB drive, then displays a confirmation message.



To login to a Flashback DVR, place the USB drive in the DVR’s USB port and then press the following buttons on your Flashback monitor:



For more information, see “Logging into a DVR Using Your USB Login Key” in the *Flashback2/3/HD User’s Guide*.

## DVD File Formats—A Side-by-Side Comparison

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

Interchange Format			
Consumer DVD			
Data DVD			
Play on a consumer DVD player connected to a TV		✓	
Play on a PC	✓	✓*	✓*
Import into third-party applications		✓	✓
Editable			✓
Tamper proof	✓		
Advance to ‘Trace’ points inserted at time of recording	✓		
View user metadata attached to videos	✓		
View media files attached to cases	✓		
View Chain of Custody Report	✓		✓
View ‘Record Triggers’	✓		
View GPS coordinates (permissions required)	✓		
View vehicle speed (permissions required)	✓		
View braking information	✓		
View radar information	✓		
View in Google Maps	✓		
Show both front and rear camera views	✓		
Include up to two audio streams per video		✓	✓
Include up to three audio streams per video	✓		

\* Special software required, such as Power DVD.

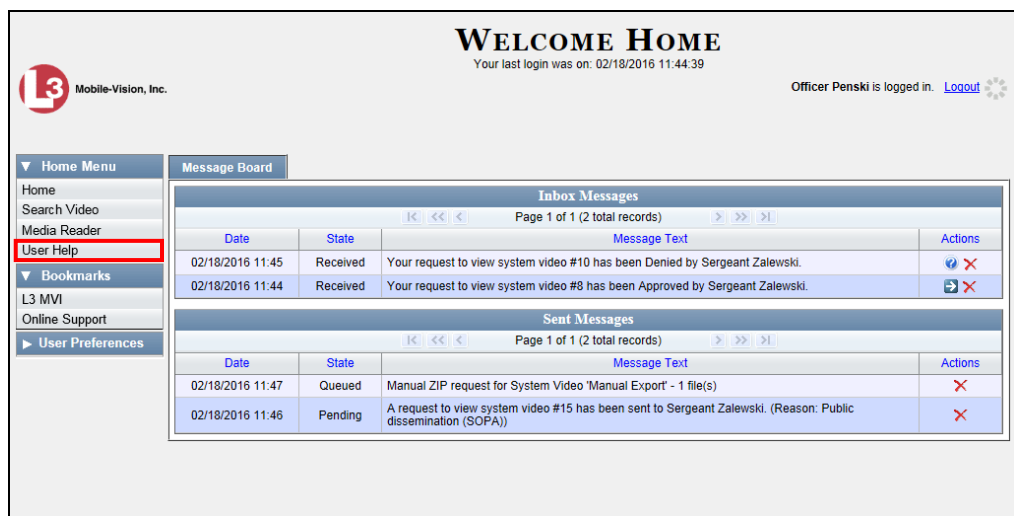


**NOTE:** There are two more formats, *uncompressed* and *FOIA redacted*, that are typically available to System Administrators and other supervisory users. For more information, see “Uncompressed DVD Format” and/or “FOIA Redacted DVD Format” in chapter 3 of the *DEV Administrator’s Guide*.

## Using the Online Help System

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

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



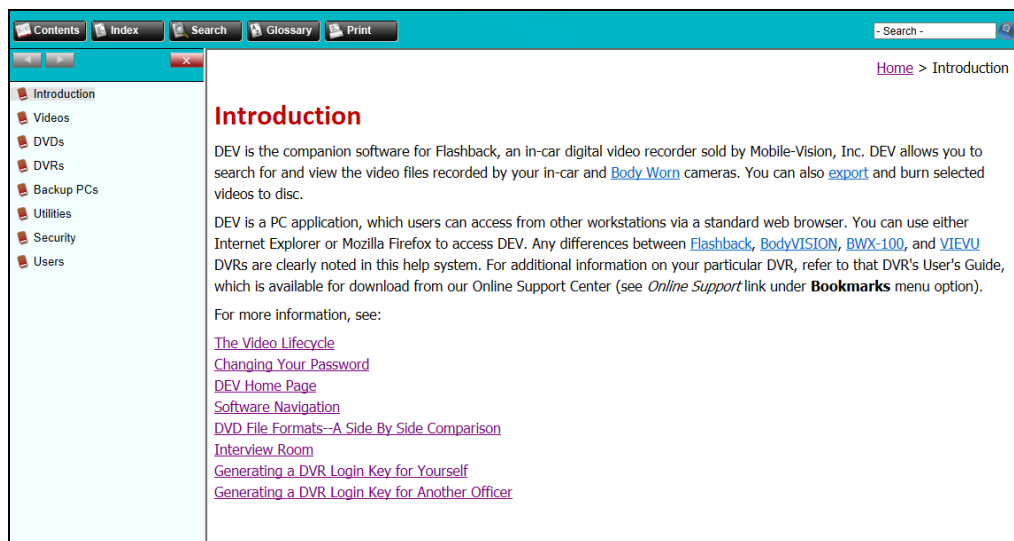
The screenshot shows a web interface titled "WELCOME HOME" with the user's last login time (02/18/2016 11:44:39) and a notification that "Officer Penski is logged in." A navigation menu on the left includes "Home Menu", "Search Video", "Media Reader", "User Help" (highlighted with a red box), "Bookmarks", "L3 MVI", "Online Support", and "User Preferences". The main content area displays two message boards: "Inbox Messages" and "Sent Messages".

Date	State	Message Text	Actions
02/18/2016 11:45	Received	Your request to view system video #10 has been Denied by Sergeant Zalewski.	
02/18/2016 11:44	Received	Your request to view system video #8 has been Approved by Sergeant Zalewski.	

Date	State	Message Text	Actions
02/18/2016 11:47	Queued	Manual ZIP request for System Video 'Manual Export' - 1 file(s)	
02/18/2016 11:46	Pending	A request to view system video #15 has been sent to Sergeant Zalewski. (Reason: Public dissemination (SOPA))	

The Help Contents page displays.



The screenshot shows the "Introduction" page of the online help system. The top navigation bar includes "Contents", "Index", "Search", "Glossary", and "Print". A search box is located in the top right corner. The left sidebar contains a tree view of help topics: Introduction, Videos, DVDs, DVRs, Backup PCs, Utilities, Security, and Users. The main content area features the title "Introduction" and a paragraph explaining that DEV is the companion software for Flashback, an in-car digital video recorder sold by Mobile-Vision, Inc. It also mentions that users can search for and view video files recorded by their in-car and Body Worn cameras. Below this, it states that DEV is a PC application accessible via a standard web browser and lists various supported browsers. A list of links for further information is provided at the bottom of the page.

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



## 2 Videos

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

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

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

Video viewing privileges are associated with User IDs. When your System Administrator creates a User ID for you, he sets your viewing privileges to either *private* or *public*. If your viewing privileges are *private*, the only users who can view and/or notate your files are you and users with the *Edit Private Data* permission. If your viewing privileges are *public*, any DEV user can *view* your files, but only you and users with the *Edit Private Data* permission can *notate* them.

Unless otherwise noted, all video procedures described in this chapter apply to both videos and Body Worn snapshots. For brevity, the term “video” is used to apply to both file types.

For more information, see:

- Searching for Videos, next page
- Viewing Video Search Results, page 27
- Displaying a Video, page 30
- Displaying a Snapshot, page 46
- Playing a Video, page 51
- Exporting a Video Frame, page 64
- Changing a Video’s Category, page 66
- Adding Predefined User Metadata to a Media File, page 68
- Adding Predefined Video Notations to a Media File, page 69
- Tagging, page 70
- Generating a Chain of Custody Report for a Media File, page 72
- Reactivating an Offline Video, page 74
- Re-importing “Expired” Video, page 79
- Manually Uploading Flashback Videos, page 82
- Downloading Video Files to Your PC, page 85
- Exporting a Snapshot, page 94.

\* Includes BodyVISION and BWX-100 cameras

## Searching for Videos

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

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

For specific instructions, see:

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

### Performing a Basic Video Search

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

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



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

Basic Search Form	
Search Field	Description
Date	Limits your search to those videos that began recording on this date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 33. <i>Select this value from the drop-down list.</i>
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see <i>System ID</i> in the table on page 32.
Owner	Limits your search to those videos that are owned by this officer. For more information, see <i>Owner</i> in the table on page 32. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within this category. For more information, see <i>Category</i> in the table on page 33. <i>Select this value from the drop-down list.</i>

(Continued)

Available Actions	
Action	Description
Search	Execute your search.
Advanced Search/ Basic Search	Toggle back and forth between the Basic Search form and the Advanced Search form. For more information, see “Performing an Advanced Video Search” on page 22.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the Video Search Results page. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details of the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.

- Go to the **Action** column and click **Search**. All videos that match your selection criteria display on the Video Search Results page.

VIDEO SEARCH RESULTS



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	Videos								
<ul style="list-style-type: none"> <li>▼ Home Menu</li> <li>Home</li> <li>Search Video</li> <li>User Help</li> <li>▼ Bookmarks</li> <li>L3 MVI</li> <li>Online Support</li> <li>► User Preferences</li> <li style="background-color: #e0e0e0;">Action</li> <li>New Search</li> <li>Export</li> </ul>		Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
				*1 ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10	


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

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

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

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

– OR –

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

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










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

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

**VIDEO SEARCH RESULTS**

 mvadmin is logged in. [Logout](#)

Home Menu		Videos						
▼ Home Menu		Page 1 of 3 (17 total records)						
Home	Play	Owner	DVR Name	Duration	Category	Video Start	Notes	
Search Video		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54		
Manage Cases		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32		
User Help		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10		
▼ Bookmarks		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48		
L3 MVI		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25		
Online Support		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
▶ User Preferences		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
Action		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
New Search		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
Export		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
Back to Video		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:10		
		*1 ON ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10		

These fields are described in the table on page 28.

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

For a detailed description of the components on this page, see “Viewing Video Search Results” on page 27.

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

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



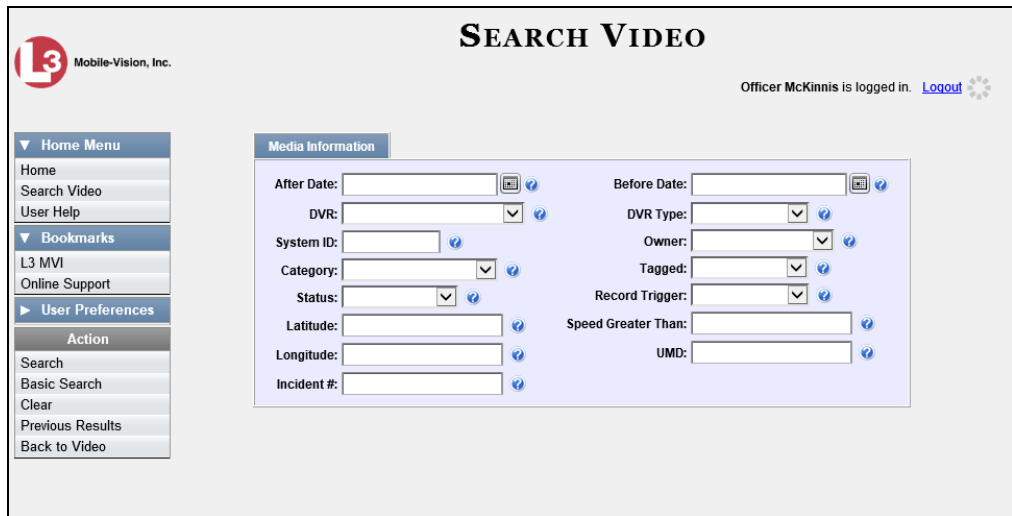
For a detailed description of the components on this page, see the table beginning on page 32.

### Performing an Advanced Video Search

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

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

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



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

Advanced Search Form	
Search Field	Description
After Date	Limits your search to those videos that began recording <i>after</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>Before Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Before Date	Limits your search to those videos that began recording <i>before</i> this date. To search for a date <i>range</i> , use this field in combination with the <i>After Date</i> field. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
DVR	Limits your search to those videos that were captured by this DVR unit. For more information, see <i>DVR Name</i> in the table on page 33. <i>Select this value from the drop-down list.</i>
DVR Type	Limits your search to those videos that were captured by one of these DVR types: <ul style="list-style-type: none"> <li>▪ <i>Vehicle.</i> A DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>▪ <i>Interview Room.</i> A DVR that is installed inside an interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module.</li> <li>▪ <i>Body Worn.</i> A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <i>VieVu.</i> A <i>VIEVU</i> Body Worn camera.</li> </ul> <i>Select this value from the drop-down list.</i>
Body Worn Mode	Limits your search to <i>BodyVISION</i> and <i>BWX-100</i> videos, snapshots, or both. <i>(Continued)</i>

Advanced Search Form (cont'd)	
Search Field	Description
Body Worn Mode (cont'd)	This field will only display if you select a <i>DVR Type</i> of <b>Body Worn</b> . <i>Select this value from the drop-down list.</i>
System ID	Limits your search to a video in which the System ID is equal to this value. For more information, see <i>System ID</i> in the table on page 32.
Owner	Limits your search to those videos that are owned by this officer. For more information, see <i>Owner</i> in the table on page 32. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within this category. For more information, see <i>Category</i> in the table on page 33. <i>Select this value from the drop-down list.</i>
Tagged	Limits your search to those videos that are either tagged or not tagged. For more information, see “Tagging” on page 70. <i>Select this value from the drop-down list.</i>
Status	Limits your search to those videos with a status of <i>online</i> or <i>offline</i> . If a video is <i>online</i> , it means that it is still stored on the DEV server PC and you can play it directly off of the server PC. If a video is <i>offline</i> , it means that it has been purged from DEV due to its age, category, and/or other system settings. You can still view that video’s thumbnail image and statistics (owner, category, duration, etc.), but not the video itself. <i>Select this value from the drop-down list.</i>
Record Trigger	Limits your search to those videos with this record trigger. For a list of record triggers, see <i>Record Trigger</i> in the table on page 35. <i>Select this value from the drop-down list.</i>
Latitude	Limits your search to those videos in which the latitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Longitude’ field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Longitude	Limits your search to those videos in which the longitudinal coordinate contains this text. <i>Must be used in conjunction with the ‘Latitude’ field.</i> The <i>Player Display GPS</i> permission is required to search on this field.
Incident #	Limits your search to those videos in which the Incident number contains these digits.
Speed Greater Than	Limits your search to those videos whose recorded maximum vehicle speed during a recording was greater than this value. The <i>Player Display Speed</i> permission is required to search on this field.
UMD	Limits your search to videos that contain this user metadata.

Available Actions	
Action	Description
Search	Execute your search.
Basic Search/ Advanced Search	Toggle back and forth between the Advanced Search form and the Basic Search form. For more information, see “Performing a Basic Video Search” on page 18.
Clear	Remove all entries and selections from the Search form.
Previous Results	Return to the previous Video Search Results page. If you have not performed a search since you logged on, this action will not display.
Back to Video	Display the Video Details page for the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.

- Go to the **Action** column and click **Search**. All videos that match your selection criteria display on the Video Search Results page.



**VIDEO SEARCH RESULTS**

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Home Menu		Videos							
Home		Page 1 of 3 (17 total records)							
Search Video		Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
User Help				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Bookmarks				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
L3 MVI				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Online Support				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
User Preferences				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
Action				*1 ON ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10	
New Search									
Export									

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


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

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

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

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

– OR –

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

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



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



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

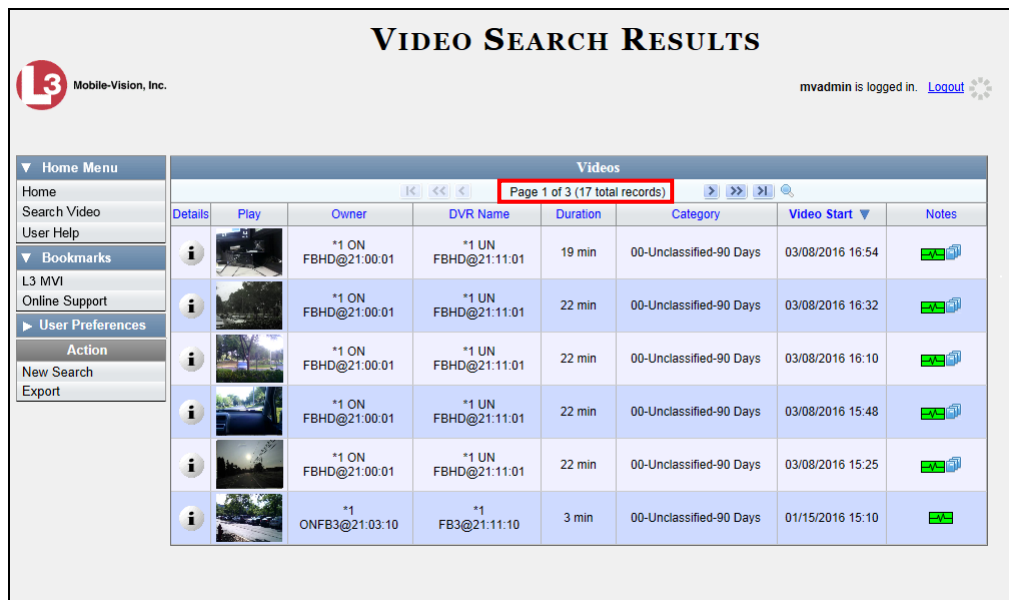
\* You can sort on all columns except *Duration*, *Notes*, and *Incident #*






















## Viewing Video Search Results

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




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




VIDEO SEARCH RESULTS							
		mvadmin is logged in. <a href="#">Logout</a>					
Videos							
Page 1 of 3 (17 total records)							
Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
		*1 ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10	

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








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

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

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

Quick Search Icon*	
	A toggle switch used to display or collapse a row of search fields. You can use these fields to further narrow your search results (i.e., perform a “search within a search”). See <i>Quick Search Fields</i> below.  This icon only displays after you perform a <i>Basic</i> search.
Quick Search Fields*	
Search Field	Description
Owner	Limits your search to those videos that are owned by a particular officer. For more information, see <i>Owner</i> in the table on page 32. <i>Select this value from the drop-down list.</i>
DVR Name	Limits your search to those videos that were recorded by a specific DVR unit. For more information, see <i>DVR Name</i> in the table on page 33. <i>Select this value from the drop-down list.</i>
Category	Limits your search to those videos that fall within a selected category. For more information, see <i>Category</i> in the table on page 33. <i>Select this value from the drop-down list.</i>
Video Start	Limits your search to those videos that began recording on a specified date. <i>Select this date from the calendar popup OR enter directly in mm/dd/yyyy format.</i>
Default Video Information	
Column	Description
Details	The View Video Details icon. Used to display the Video Details page.
Play	A thumbnail image of the video. Used to launch the Flashback Player and watch the video (online videos only) or display a larger view of the Body Worn snapshot.
Owner	The name of the officer who owns this video. For more information, see <i>Owner</i> in the table on page 32.
DVR Name	The name of the DVR unit on which this video was recorded. For more information, see <i>DVR Name</i> in the table on page 33.
Category	The category assigned to this video. For more information, see <i>Category</i> in the table on page 33.
Duration	The video’s length, in minutes. If the word “Image” displays in this field rather than a number, it indicates that this record is a <i>BodyVISION</i> or <i>BWX-100</i> snapshot.

\* Basic Search only.

Default Video Information (cont'd)	
Column	Description
Video Start	The date and time at which this video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	<p>Status icons used to provide details on each video.</p> <ul style="list-style-type: none"> <li> The video file has been tagged by a user. For more information, see “Tagging” on page 70.</li> <li> The video file is <i>online</i>.</li> <li> The video file is <i>offline</i> and has not been backed up to an archive disc.</li> <li> The video file has been burned to an archive disc.</li> <li> The video is being burned to an archive disc (burn job in progress)</li> <li> The video file belongs to a video group. For more information, see “Viewing a Video’s Group Information” on page 39.</li> <li> The video record includes one or more snapshot still images. <i>Applies to Body Worn videos only.</i></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 <i>Owner</i> . 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>
DVR Type	<p>The type of DVR that captured this video:</p> <ul style="list-style-type: none"> <li>▪ <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>▪ <i>Interview Room</i>. A Flashback DVR that is installed inside a precinct interview room. This type of DVR is used in conjunction with the optional <i>Interview Room</i> module.</li> <li>▪ <i>Body Worn</i>. A BodyVISION or BWX-100 Body Worn camera.</li> <li>▪ <i>VieVu</i>. A VIEVU Body Worn camera.</li> </ul>

(Continued)

Custom Video Information (cont'd)	
Column	Description
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file transmitted to the server PC from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. For a list of record triggers, see page 35.
Video End	The date and time at which this video stopped recording. Displays in mm/dd/yyyy hh:mm format.
Available Actions	
Action	Description
New Search	Return to the Search Video page and clear the search form.
Export	Select videos to download and/or burn to DVD. For more information, see chapter 3, DVDs, and/or “Downloading Video Files to Your PC” on page 85.
Back to Video	Display the Video Details of the last video you viewed or played. If you have not viewed or played a video since you logged on, this action will not display.

---

## Displaying a Video







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

For instructions on displaying a *BodyVISION* or *BWX-100* snapshot file, see “Displaying a Snapshot” on page 46 instead.

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

### VIDEO SEARCH RESULTS

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


Home Menu		Videos							
Home		Page 1 of 3 (17 total records)							
Search Video		Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
User Help				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54	
Bookmarks				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32	
L3 MVI				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10	
Online Support				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48	
User Preferences				*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25	
Action				*1 ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10	
New Search									
Export									


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

Sample Flashback Record

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

### VIDEO DETAILS

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

Home Menu		Status: Online		Group Detail		UMD	
Home			System ID:	<input type="text" value="28"/>	Incident #:	<input type="text"/>	
Search Video			Owner:	<input type="text" value="ON FBHD"/>	Ingest Date:	<input type="text" value="10/26/2016 11:49"/>	
User Help			DVR Officer Name:	<input type="text" value="ON FBHD"/>	Record Trigger:	<input type="text" value="Lights"/>	
Bookmarks			DVR Name:	<input type="text" value="FBHD"/>	Video Start:	<input type="text" value="03/08/2016 16:54"/>	
L3 MVI			DVR Type:	<input type="text" value="Vehicle"/>	Video End:	<input type="text" value="03/08/2016 17:14"/>	
Online Support			Category:	<input type="text" value="No Citation"/>	Duration (minutes):	<input type="text" value="19"/>	
User Preferences					Purge Date:	<input type="text"/>	
Action					Maximum Speed:	<input type="text" value="44"/>	
Play					Video Notation(s):	<input type="text"/>	
Google Earth							
Edit							
Tag Video							
Export							
Chain of Custody							
Previous Results							
				<b>Video Group Information</b>			
				Video Start:	<input type="text" value="03/08/2016 15:25"/>	Video End:	<input type="text" value="03/08/2016 17:14"/>
				Duration (minutes):	<input type="text" value="107"/>	Total Number Videos	<input type="text" value="5"/>

(Continued)

Sample *BodyVISION*  
Record

The information on the **Status** tab is described below.

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. 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 PC. After transmission occurs, the system recognizes that the User ID does not match any existing records in the database, and so it creates a new owner name using the following naming convention: <b>*1[DVR login name]@[date/time]</b>. This name will display in the video's <i>Owner</i> field. <b>Note:</b> When officers login to Flashback DVRs using a DVR Login Key, it eliminates the possibility of typos, thus reducing the number of <b>*1</b> Owners that are auto-created by the system.</li> <li>2. The Record feature on the DVR is activated when no officer is logged into or assigned to the DVR. In this instance, the system will assign a default owner of: <b>*1 No Name@ [time at which default officer name was created]</b> to any videos that were recorded during that session.</li> </ol> <p>If necessary, your System Administrator can reassign a <b>*1</b> video to its proper owner.</p>

Status Tab (cont'd)	
Field	Description
DVR Officer Name	The name of the officer who was logged into or assigned to the DVR at the time this video was recorded. This person may or may not be the same as the video <i>Owner</i> . If no one was logged into or assigned to the DVR at the time of the recording, the system will assign a default DVR Officer Name of <b>*1 No name@[time at which default officer name was created]</b> .
DVR Name	<p>The name of the DVR unit that recorded this video. Flashback DVRs are typically associated with a vehicle, such as a police cruiser (e.g., unit 146). If your agency is using the <i>Interview Room</i> module, a Flashback DVR may also be associated with an interview room.</p> <p>If the DVR is a <i>Flashback</i>, <b>Vehicle</b> or <b>Interview Room</b> will display here. If the DVR is a <i>VIEVU</i>, <b>VieVu</b> will display. If the DVR is a <i>BodyVISION</i> or <i>BWX-100</i>, <b>Body Worn</b> will display.</p> <p>If the DVR is <i>newly discovered</i> * and has a name that is identical to an existing DVR on the server PC, 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. To resolve such a conflict, see “Resolving Naming Conflicts” in chapter 5.</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>▪ <i>Vehicle</i>. A Flashback DVR that is installed inside a vehicle, such as a police cruiser.</li> <li>▪ Some DVR records are entered by your SIS or System Administrator (typical), and some are created automatically by the system.</li> <li>▪ <i>Body Worn</i>. A <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <i>VieVu</i>. A <i>VIEVU</i> Body Worn camera.</li> </ul>
Category	The category assigned to this video. A Flashback video’s category determines the order in which it transmits to the server PC. Flashback videos will transmit in the order in which they are listed on the <b>Categories</b> tab in the Administrator’s application. <i>(Continued)</i>

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

Status Tab (cont'd)																																																			
Field	Description																																																		
Category (cont'd)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Precinct</span> <span>System</span> <span>Security</span> <span style="background-color: #e0e0e0;">Video</span> <span>Modules</span> <span>DVR Firmware</span> </div> <div style="margin-bottom: 5px;"> <span>Videos</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <div style="border: 2px solid red; padding: 2px; margin-right: 5px;">Categories</div> <span>Notations</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th colspan="5">Video Categories</th> </tr> <tr style="background-color: #e0e0e0;"> <th></th> <th>Description</th> <th>Day(s) Online</th> <th>In Use</th> <th>Backup Enabled</th> </tr> </thead> <tbody> <tr> <td>No Citation</td> <td>transmits first</td> <td>30</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Citation</td> <td>transmits second</td> <td>30</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Search</td> <td>transmits third</td> <td>90</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Arrest</td> <td>transmits fourth</td> <td>90</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Other</td> <td>transmits fifth</td> <td>90</td> <td>Yes</td> <td>Disabled</td> </tr> <tr> <td>Other 2</td> <td></td> <td>90</td> <td>No</td> <td>Enabled</td> </tr> <tr> <td>Other 3</td> <td></td> <td>90</td> <td>No</td> <td>Enabled</td> </tr> <tr> <td>Other 4</td> <td></td> <td>90</td> <td>No</td> <td>Enabled</td> </tr> </tbody> </table> </div>	Video Categories						Description	Day(s) Online	In Use	Backup Enabled	No Citation	transmits first	30	Yes	Disabled	Citation	transmits second	30	Yes	Disabled	Search	transmits third	90	Yes	Disabled	Arrest	transmits fourth	90	Yes	Disabled	Other	transmits fifth	90	Yes	Disabled	Other 2		90	No	Enabled	Other 3		90	No	Enabled	Other 4		90	No	Enabled
Video Categories																																																			
	Description	Day(s) Online	In Use	Backup Enabled																																															
No Citation	transmits first	30	Yes	Disabled																																															
Citation	transmits second	30	Yes	Disabled																																															
Search	transmits third	90	Yes	Disabled																																															
Arrest	transmits fourth	90	Yes	Disabled																																															
Other	transmits fifth	90	Yes	Disabled																																															
Other 2		90	No	Enabled																																															
Other 3		90	No	Enabled																																															
Other 4		90	No	Enabled																																															
	<p>A video's category also determines its <i>online life</i>. Your System Administrator assigns a number of online days to each category. If an option called <i>Strict Purger</i> is selected, then after a video reaches its category's predetermined age, the system will automatically purge that file from DEV.</p> <ul style="list-style-type: none"> <li>▪ If the <i>Strict Purger</i> option is <i>not</i> selected, the system will purge a video from DEV after <b>two</b> conditions are met: 1) the video reaches its category's predetermined age, and 2) the server PC needs the extra disk space to store other, higher priority data.</li> <li>▪ <i>Corrupt QBX</i>. The system detected a possible file corruption in a Flashback2, Flashback3, or FlashbackHD video (highly unlikely scenario).</li> <li>▪ <i>Crash Battery Died</i>. The CrashBat battery failed during a Flashback recording session. The CrashBat is an optional piece of hardware used to trigger the <b>RECORD</b> function after a car crash occurs.</li> <li>▪ <i>Aggressive Driving</i>. The optional "Aggressive Driving" add-on detected aggressive driving in the officer's vehicle during a Flashback recording session. The Aggressive Driving module includes both a hardware and firmware component. If you are interested in purchasing this product, please contact Mobile-Vision Sales at 800-336-8475.</li> </ul> <p>Most Flashback categories are assigned by the officer immediately after a video is done recording. However, you can also assign categories back at the precinct after you've logged onto the server PC, as described in "Changing a Video's Category" on page 66. The default video categories that you can assign to a video are: <i>No Citation</i>, <i>Citation</i>, <i>Search</i>, <i>Arrest</i>, <i>Other 1 – 5</i>. Your System Administrator has the option of customizing these default category names to meet your agency's needs. The following categories are assigned automatically by the system: (<i>Continued</i>)</p>																																																		



Status Tab (cont'd)	
Field	Description
Category (cont'd)	<ul style="list-style-type: none"> <li>▪ <b>Interrupted Recording.</b> A recording session was interrupted because the SD card (Flashback3/FlashbackHD) or CF card (Flashback1/ Flashback2) was full.</li> <li>▪ <b>Background Mode.</b> A Flashback recording session occurred when the Background Mode option was set to ON. When Background Mode is ON, it means that the Flashback DVR records continuously whenever the vehicle's ignition is on, and for X* number of minutes after the ignition is turned off. (*Where X = the Ignition Timer setting. For more information, see "Programming the Ignition Timer" in your Flashback2/3/HD User's Guide.)</li> <li>▪ <b>Power Failure.</b> A Flashback recording session was interrupted after a power failure occurred.</li> <li>▪ <b>Firmware Upgrade.</b> An officer requested a Flashback 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 SD card (Flashback3/FlashbackHD) or CF card (Flashback2) in the middle of a recording session (highly unlikely scenario).</li> <li>▪ <b>Body Worn.</b> The video was captured using a <i>BodyVISION</i> or <i>BWX-100</i> Body Worn camera.</li> <li>▪ <b>VieVu.</b> The video was captured using a <i>VIEVU</i> Body Worn camera.</li> <li>▪ <b>Unknown.</b> A Flashback 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 <i>or</i> video ingestion process that rendered the video unplayable.</li> <li>▪ <b>Purged.</b> The system re-characterized a video as "restorable" after it reached the end of its online lifecycle. This occurs when the <i>Enable Re-categorization of Media on Delete</i> checkbox on the <b>Life-Cycle</b> tab is selected.</li> </ul> <p><b>Note:</b> System-assigned categories cannot be changed.</p>
Incident #	The agency incident number associated with this video.
Ingest Date	The date and time at which this video file was transmitted to the server PC from the DVR unit. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The event that caused your Flashback DVR to start recording. Record triggers include: <i>(Continued)</i>

Status Tab (cont'd)	
Field	Description
Record Trigger (cont'd)	<ul style="list-style-type: none"> <li>▪ <i>Auxiliary 1.</i> The CrashBat crash detector or other device detected an event, such as a vehicle crash. Automatic trigger.</li> <li>▪ <i>Auxiliary 2.</i> A secondary device registered an event, such as the opening of a vehicle door. Automatic trigger.</li> <li>▪ <i>Lights.</i> An officer turned the vehicle's emergency lights on. Automatic trigger.</li> <li>▪ <i>Microphone 1.</i> An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 1 port. Manual trigger.</li> <li>▪ <i>Microphone 2.</i> An officer activated the <i>Record</i> switch on the wireless mic that's plugged into the Flashback's VLP 2 port. Manual trigger.</li> <li>▪ <i>Record button.</i> An officer pressed the <span style="color: red; font-weight: bold;">R</span> button on the Flashback monitor, DVR, or Vehicle Viewer screen. Manual trigger.</li> <li>▪ <i>Siren.</i> An officer turned the vehicle's siren on. Automatic trigger.</li> <li>▪ <i>Speed.</i> The vehicle reached a pre-defined rate of speed set by your System Administrator.</li> </ul>
Video Start	The date and time at which the DVR began recording this video. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording this video. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of this video, rounded down to the nearest minute. If the word "Image" displays in this field, it indicates that this record is a <i>BodyVISION</i> or <i>BWX-100</i> snapshot.
Purge Date	The date on which the video is scheduled to be removed (i.e., purged) from the DEV server PC.
Maximum Speed	The highest vehicle speed that was reached during this Flashback recording. If you do not have the <i>Display MAX Speed</i> permission, this field will not display. If the video was recorded by a Body Worn camera, this field will not display.
Video Notation(s)	The name of any video notations that are assigned to this video. Video notations are agency-defined checkboxes used to categorize videos.
Video Start	The date and time at which the DVR began recording the <i>first</i> video in this group. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording the <i>last</i> video in this group. Displays in mm/dd/yyyy hh:mm format.

Status Tab (cont'd)	
Video Group Information (cont'd)	
Field	Description
Duration (minutes)	The length of this group, in minutes (i.e., the sum of minutes for all the videos in the group).
Total Number Videos	The total number of video files in this group.
Available Actions	
Action	Description
Play	Play the video. For more information, see “Playing a Video” on page 46.
Google Earth	If you have the Google Earth application installed on your PC, this option will display an aerial view of a video’s route and its Tracepoints, if applicable. If you do <i>not</i> have Google Earth installed on your PC, this action will not display. For more information, see “Viewing a Video in Google Earth” on page 41.
Edit	Change the category, user metadata, and/or video notations saved with this video. For more information, see “Changing a Video’s Category” on page 66, “Adding Predefined User Metadata to a Media File” on page 68, and/or “Adding Predefined Video Notations to a Media File” on page 69.
Tag Video/ Untag Video	<b>Tag:</b> Add extra days to the video’s on-line life. The specific number of days depends on your system settings. For more information, see “Tagging a Video” on page 70. <b>Untag:</b> Remove the “tagged” flag from a video. For more information, see “Untagging a Video” on page 71.
Export	Select videos to download and/or burn to DVD. For more information, see chapter 3 and/or “Downloading Video Files to Your PC” on page 85.
Request Activation (Offline videos only)	Submit a request to restore this video from a backup disc or external backup device to the server PC. After you click this option, your request will display on the <i>Inbox Messages</i> list of all users who have reactivation privileges. For more information, see “Submitting a Request to Reactivate a Video” on page 78. <i>This action will only display if the video is offline.</i>
Reactivate Now (Offline videos only)	Restore this video from a backup disc or external backup device to the server PC. For more information, see “Reactivating an Offline Video” on page 74.  <i>This action will only display if the video is offline and you have the <i>Reactivate Video</i> permission.</i>

Available Actions (cont'd)	
Action	Description
Chain of Custody	Generate a Chain of Custody report for this video. For more information, see “Generating a Chain of Custody Report for a Media File” on page 72.
Previous Results	Return to the previous Video Search Results page.
Back to Video	Return to the last video that you viewed. If you have not viewed a video since you logged on, this action will not display.

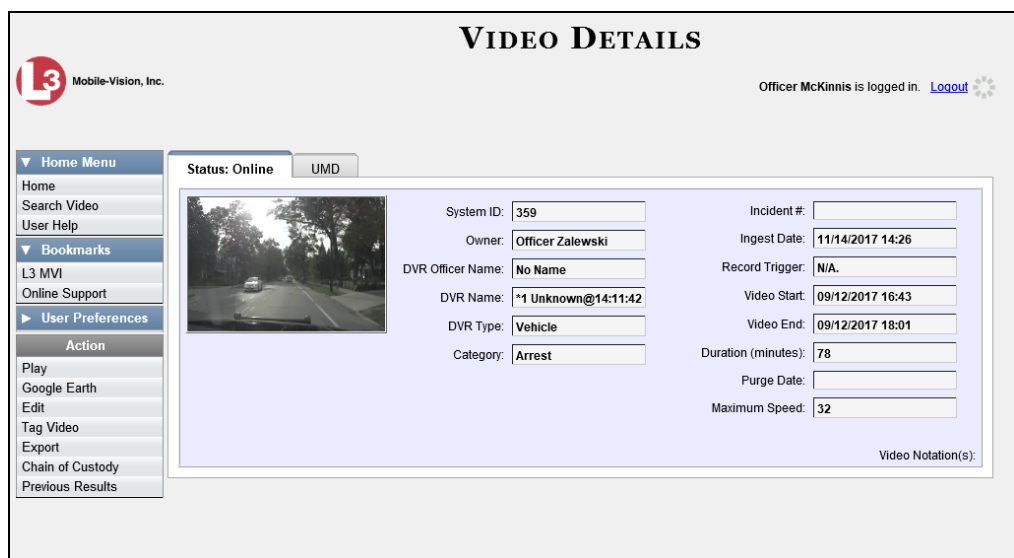
To view other information associated with this video, proceed to the appropriate section:

- Viewing a Video’s User Metadata, below, beginning with step 2
- Viewing a Video’s Group Information, page 39, beginning with step 2
- Viewing a Video in Google Earth, page 41, beginning with step 2
- Viewing a Video’s Snapshots (Body Worn cameras only), page 43.

### Viewing a Video’s User Metadata

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

- 1 Search for and display the video you wish to view. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action

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

Status: Online **UMD**

System ID: 359 Incident #:

Owner: Officer Zalewski Ingest Date: 11/14/2017 14:26

DVR Officer Name: No Name Record Trigger: N/A

DVR Name: \*1 Unknown@14:11:42 Video Start: 09/12/2017 16:43

DVR Type: Vehicle Video End: 09/12/2017 18:01

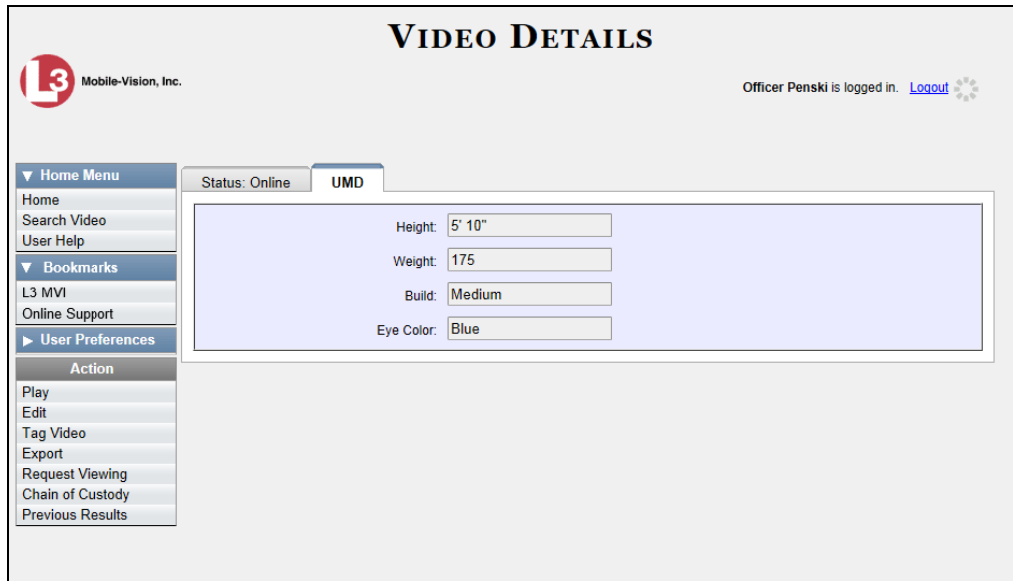
Category: Arrest Duration (minutes): 78

Purge Date:

Maximum Speed: 32

Video Notation(s):

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

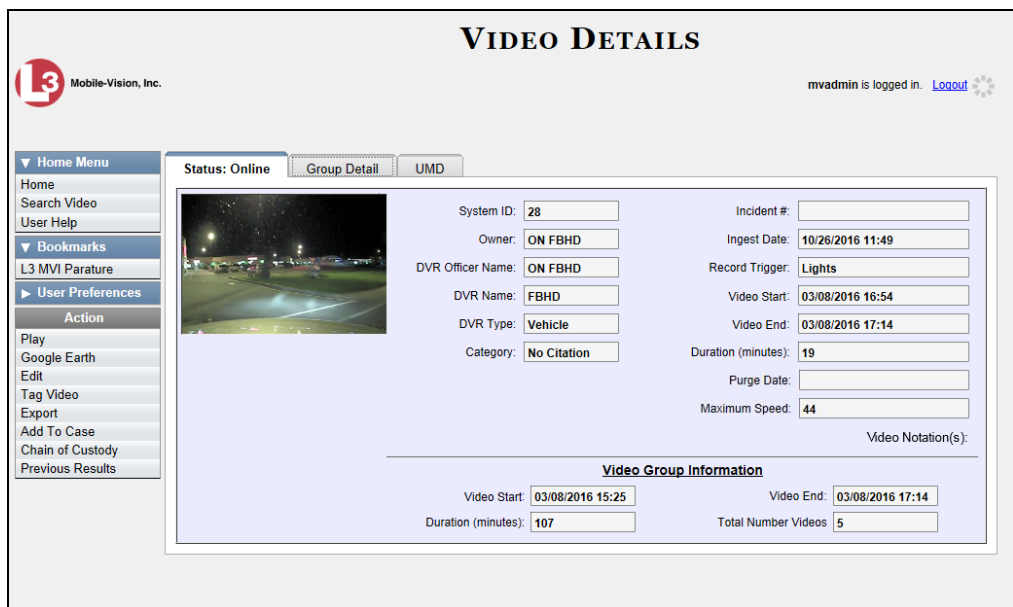


Because this data is custom-defined by your System Administrator, your screen view may differ from the example above.

### Viewing a Video's Group Information

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

- 1 Search for and display the video you wish to view. (If necessary, review "Displaying a Video" on page 30.)



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



**VIDEO DETAILS**



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

Status: Online **Group Detail** UMD

Owner: ON FBHD Video Start: 03/08/2016 15:25  
 DVR Name: FBHD Video End: 03/08/2016 17:14  
 Category: No Citation Duration (minutes): 107

**Continuation Videos**

Page 1 of 2 (5 total records)

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

The components on this tab are described below.

Group Detail Tab	
Field	Description
Owner	The name of the officer who was logged into or assigned to the DVR that recorded the original full-length video. For more information, see <i>Owner</i> in the table on page 32.
DVR Name	The name of the DVR that recorded the original full-length video. For more on DVRs, see <i>DVR Name</i> in the table on page 33.
Category	The video category assigned to the original full-length video. For a description of this field's values, see page 33.
Video Start	The date and time at which the DVR began recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.
Video End	The date and time at which the DVR stopped recording the original full-length video. Displays in mm/dd/yyyy hh:mm format.
Duration (minutes)	The length of the original video, in minutes. This is the sum of all minutes for all videos in the group.
Details	The Video Details icon. Used to display the Video Details page for this video segment.

Group Detail Tab (cont'd)	
Field	Description
Play	A thumbnail image of the video segment. Used to launch the Flashback Player and watch this video segment.
Owner	The name of the officer who owns this video. When the system divides the original video file into multiple files, it gives each file the same owner as the original file.
Video Number	The sequence of this video segment in the total group. For example, <b>2 of 6</b> means that this is the second video in a group of six.
Duration	The length of this video, in minutes.
Video Start	The date and time at which this segment of the video began recording. Displays in mm/dd/yyyy hh:mm format.
Notes	Status icons used to provide details on each video. When the system divides the original video file into multiple files, it gives each file the same status icons as the original. For a description of these icons, see page 29.

## Viewing a Video in Google Earth

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

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



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

- 1 Search for and display the video you wish to view in Google Earth. (If necessary, review “Displaying a Video” on page 30.)

The Video Details page displays.

*(Continued)*



**VIDEO DETAILS**

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

**Home Menu**  
Home  
Search Video  
User Help

**Bookmarks**  
L3 MVI  
Online Support

**User Preferences**  
**Action**  
Play  
Google Earth  
Edit  
Tag Video  
Export  
Chain of Custody  
Previous Results

Status: Online UMD

**System ID:** 4 **Incident #:**

**Owner:** \*1 SWooster@10:08:38 **Ingest Date:** 05/12/2014 10:16

**DVR Officer Name:** SWooster **Record Trigger:** Record Button

**DVR Name:** \*1 ProdManHD@10:05:38 **Video Start:** 05/06/2014 21:15

**Category:** No Citation **Video End:** 05/06/2014 21:26

**Duration (minutes):** 11

**Purge Date:**

**Maximum Speed:**

Video Notation(s):


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



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

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

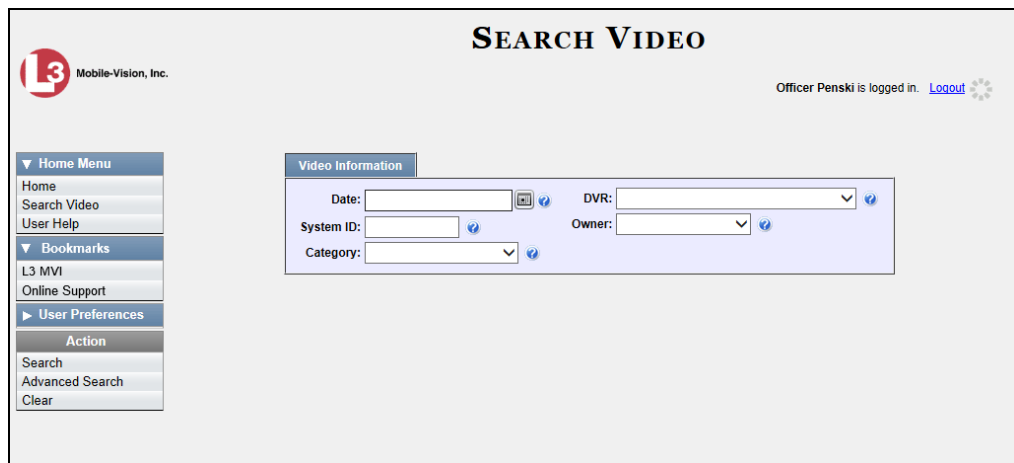


- To reposition the map and/or zoom in or out, use the Google Earth controls provided. For information on other Google Earth functions and features, refer to the Google Earth documentation.
- When you are ready to exit Google Earth, click the  in the upper right corner of the window, then click **Discard**.


## Viewing a Video's Snapshots

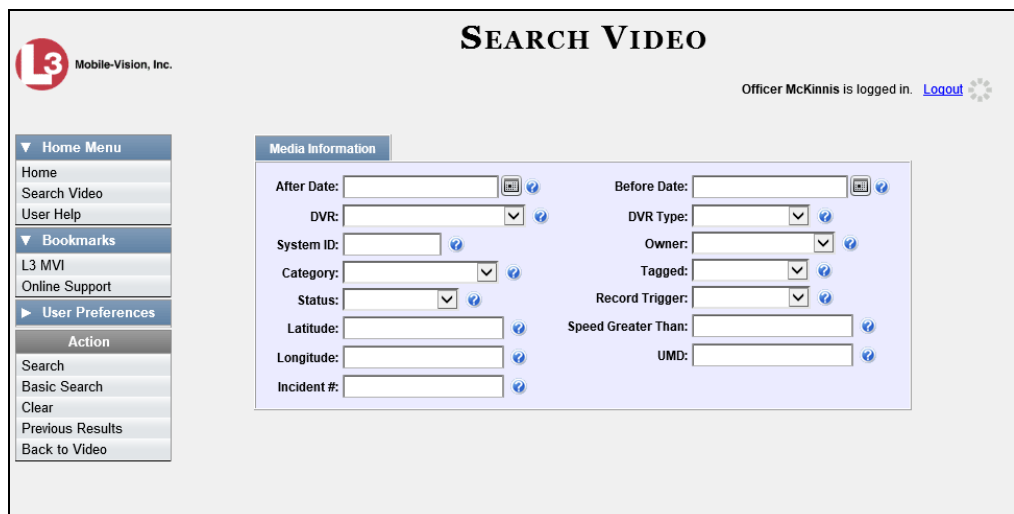
This section describes how to view the snapshot files that are associated with a particular *BodyVISION* or *BWX-100* record. If you wish to view the Details page for an individual snapshot, see “Displaying a Snapshot” on page 46 instead.

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



The screenshot shows the 'SEARCH VIDEO' interface. At the top left is the 'L3 Mobile-Vision, Inc.' logo. At the top right, it says 'Officer Penski is logged in.' with a 'Logout' link and a refresh icon. On the left is a navigation menu with sections: 'Home Menu' (Home, Search Video, User Help), 'Bookmarks' (L3 MVI, Online Support), 'User Preferences', and 'Action' (Search, Advanced Search, Clear). The main area is titled 'Video Information' and contains a search form with the following fields: 'Date' (text input with calendar icon), 'DVR' (dropdown menu), 'System ID' (text input), 'Owner' (dropdown menu), and 'Category' (dropdown menu).

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



The screenshot shows the 'SEARCH VIDEO' interface with the 'Media Information' search form. The top navigation and user information are the same as in the previous screenshot. The 'Action' menu now includes 'Basic Search', 'Clear', 'Previous Results', and 'Back to Video'. The 'Media Information' form includes: 'After Date' (text input with calendar icon), 'Before Date' (text input with calendar icon), 'DVR' (dropdown menu), 'DVR Type' (dropdown menu), 'System ID' (text input), 'Owner' (dropdown menu), 'Category' (dropdown menu), 'Tagged' (dropdown menu), 'Status' (dropdown menu), 'Record Trigger' (dropdown menu), 'Latitude' (text input), 'Speed Greater Than' (text input), 'Longitude' (text input), 'UMD' (text input), and 'Incident #' (text input).


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

### VIDEO SEARCH RESULTS

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

Home Menu	Videos							
Home	Page 2 of 3 (13 total records)							
Search Video	Details	Play	Owner	DVR Name	Duration	Category	Video Start ▲	Notes
User Help			Officer Meyers	Zack-BV	Image	Body Worn	08/24/2016 11:05	
▼ Bookmarks			Officer Meyers	Zack-BV	12 min	Body Worn	08/24/2016 11:05	 
L3 MVI			Officer Meyers	Zack-BV	Image	Body Worn	08/24/2016 11:05	
Online Support			Officer Meyers	Zack-BV	Image	Body Worn	08/24/2016 11:05	
► User Preferences			Officer Meyers	Zack-BV	Image	Body Worn	08/24/2016 11:05	
Action			Officer Meyers	Zack-BV	Image	Body Worn	08/24/2016 11:04	
New Search			Officer Meyers	Unit 03	5 min	Body Worn	10/26/2015 12:27	 
Export								
Back to Video								



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



**NOTE:** If you see the word **Restricted** instead of the video’s thumbnail image, it means that you lack the required permissions to view that record. For instructions on how to obtain viewing permission, see “Submitting a Request to View a Body Worn Video” on page 60, beginning with step 7.



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



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action  
Play  
Edit  
Tag Video  
Export  
Chain of Custody  
Previous Results

Status: Online | Snapshots | UMD

System ID: 252 | Incident #:

Owner: \*1 No Name@12:49:33 | Ingest Date: 11/06/2015 13:42

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

DVR Name: Lance's BV Unit | Video Start Date: 11/06/2015 12:42

DVR Type: Body Worn | Video End Date: 11/06/2015 12:43

Category: Body Worn | Duration (minutes): 3

Purge Date:

Video Notation(s): *Deactivation request denial*

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



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action  
Play  
Edit  
Tag Video  
Export  
Chain of Custody  
Previous Results

Status: Online | **Snapshots** | UMD

Snapshots

Page 1 of 1 (4 total records)

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

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

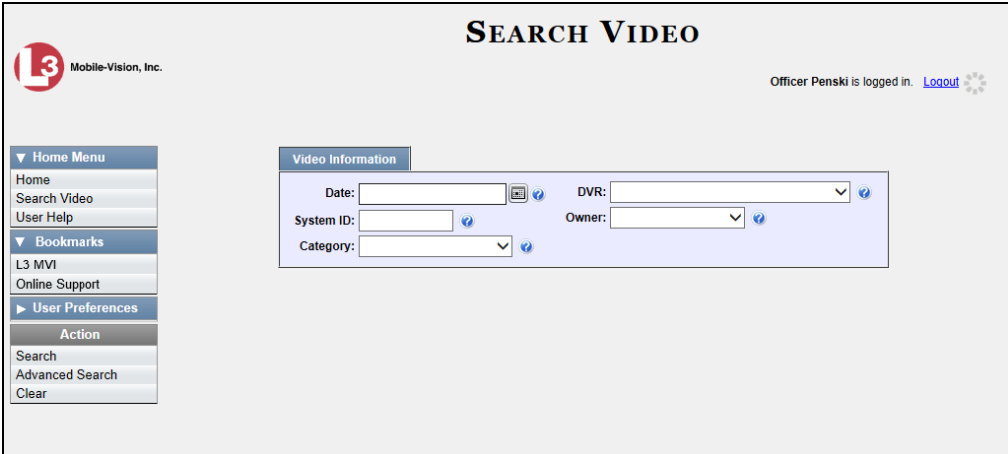
(Continued)

Snapshots Tab	
Column	Description
Play	Thumbnail image of the snapshot. When you click on this image, the system will display the image in a larger format.
Owner	The name of the officer who owns this snapshot. By default, this is the officer to whom the associated <i>BodyVISION</i> or <i>BWX-100</i> device was assigned to at the time the snapshot was captured. For more information, see <i>Owner</i> in the table on page 32
DVR Name	The name of the <i>BodyVISION</i> or <i>BWX-100</i> device that captured this snapshot. For more on DVRs, see <i>DVR Name</i> in the table on page 33.
Category	The video category that is assigned to this snapshot. The system automatically assigns all <i>BodyVISION</i> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
Video Start	The date and time at which the associated <i>Body Worn</i> camera captured this snapshot image. Displays in mm/dd/yyyy hh:mm:ss format.
Notes	Status icons used to provide details on this snapshot. For a description of each icon, see page 29.

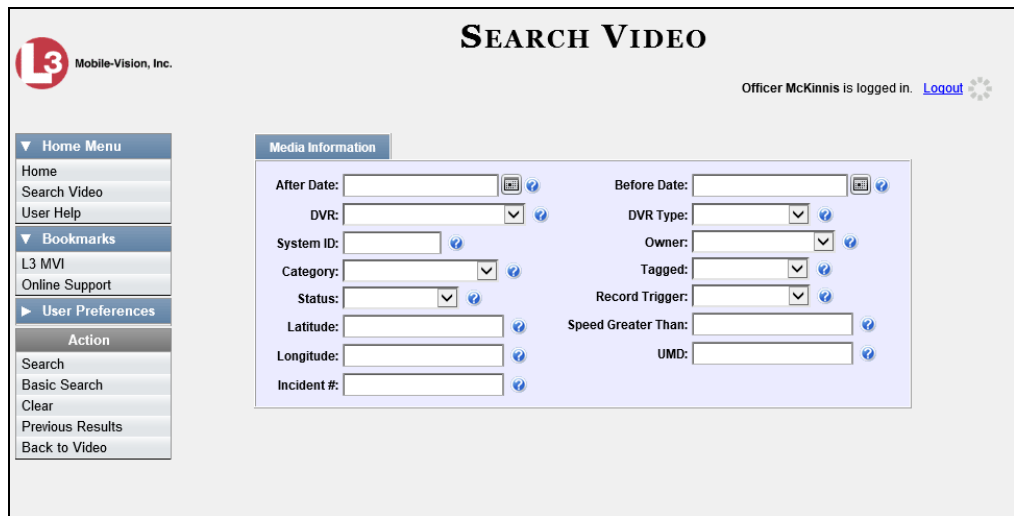
## Displaying a Snapshot

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

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



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



- Select **Body Worn** from the *DVR Type* drop-down list. The *Body Worn Mode* field displays.
- Select **Snapshots Only** from the *Body Worn Mode* drop-down list.
- If desired, enter/select additional search criteria.
- Go to the **Action** column and click **Search**. All *BodyVISION* and/or *BWX-100* snapshot files that match your selection criteria display on the Video Search Results page.



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

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


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

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



**NOTE:** If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 60.

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




## SNAPSHOT DETAILS

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

- ▼ Home Menu
- Home
- Search Video
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- ▶ User Preferences
- Action
- View
- Edit
- Tag Snapshot
- Export
- Chain of Custody
- Export Image to PDF
- Previous Results
- Back to Case

Status: Online
UMD



System ID:	<input type="text" value="375"/>	Incident #:	<input type="text"/>
Owner:	<input type="text" value="Officer 251"/>	Ingest Date:	<input type="text" value="02/16/2018 13:34"/>
DVR Officer Name:	<input type="text" value="off251"/>	Record Trigger:	<input type="text" value="Manual Record"/>
DVR Name:	<input type="text" value="bwx251"/>	Capture Date:	<input type="text" value="02/14/2018 15:31"/>
DVR Type:	<input type="text" value="Body Worn"/>		
Category:	<input type="text" value="No Citations"/>		

The fields on the Snapshot Details page are described below.

Snapshot Details	
Field	Description
System ID	The unique identification number that the system assigned to this snapshot.
Owner	The name of the officer who owns this snapshot. For more information, see <i>Owner</i> in the table on page 32.
DVR Officer Name	The name of the officer to whom the associated Body Worn device was assigned to at the time this snapshot was captured.
DVR Name	The name of the Body Worn device from which this snapshot was captured.

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This document consists of general capabilities information that is not defined as controlled technical data under ITAR part 120.10 or EAR

Snapshot Details (cont'd)	
Field	Description
DVR Type	The type of DVR that captured this snapshot. Because snapshot images are captured from Body Worn cameras, the default value of the field will always be <i>Body Worn</i> .
Category	The video category that is assigned to this snapshot. The system assigns all <i>BodyVISION</i> and <i>BWX-100</i> snapshots a category of <i>Body Worn</i> .
Incident #	The agency incident number associated with this snapshot, if applicable.
Ingest Date	The date and time at which this snapshot was uploaded to the DEV server PC. Displays in mm/dd/yyyy hh:mm format.
Record Trigger	The manner in which this Body Worn snapshot was captured. A snapshot image is captured by manually pressing the Body Worn camera's Snapshot/Tracepoint button. Therefore the value of this field will always be <i>Manual Record</i> .
Capture Date	The date and time at which this snapshot was captured from a Body Worn camera while a recording was in progress. Displays in mm/dd/yyyy hh:mm format.
Video Notation(s)	The name of any video notations that are assigned to this snapshot. Video notations are agency-defined checkboxes used to categorize video and snapshot files.
Actions	
Action	Description
Play	Display the snapshot image in a larger format
Edit	Change the category, user metadata, and/or video notations saved with this snapshot. For more information, see "Changing a Video's Category" on page 66, "Adding
Edit (cont'd)	Predefined User Metadata to a Media File" on page 68, and/or "Adding Predefined Video Notations to a Media File" on page 69.
Tag Video/ Untag Video	<b>Tag:</b> Add extra days to the snapshot's online life. The specific number of days depends on your system settings. For more information, see "Tagging a Video" on page 70. <b>Untag:</b> Remove the "tagged" flag from a snapshot. For more information, see "Untagging a Video" on page 71

(Continued)

Actions (cont'd)	
Action	Description
Export	Submit a request to burn this snapshot to DVD <i>or</i> download it to your PC as a JPG file. For more information, see chapter 3 and/or “Downloading Video Files to Your PC” on page 85.  If you prefer to export a snapshot to a PDF file, select the <b>Export Image to PDF</b> option instead.
Chain of Custody	Generate a Chain of Custody report for this snapshot. For more information, see “Generating a Chain of Custody Report for a Media File” on page 72.

Actions (cont'd)	
Action	Description
Export Image to PDF	Export this image to a PDF file. For more information, see “Exporting a Snapshot” on page 94.  If you prefer to export a snapshot as a JPG file, select the <b>Export</b> option instead.
Previous Results	Return to the previous Video Search Results page.

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



**VIDEO DETAILS**

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

Status: Online **UMD**

Height:

Weight:

Build:

Eye Color:

**Home Menu**

- Home
- Search Video
- User Help

**Bookmarks**

- L3 MVI Parature

**User Preferences**

**Action**

- Play
- Edit
- Tag Video
- Export
- Request Viewing
- Chain of Custody
- Previous Results









## Playing a Video

This section describes how to play an online video, that is, a video that is currently stored on your agency's DEV server PC. If you wish to view a Body Worn video and lack the permissions to do so, see "Submitting a Request to View a Body Worn Video" on page 60 instead.

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

**VIDEO SEARCH RESULTS**


 mvadmin is logged in. [Logout](#)

Home Menu	Videos							
Home	Page 1 of 3 (17 total records)							
Search Video	Details	Play	Owner	DVR Name	Duration	Category	Video Start	Notes
User Help			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	19 min	00-Unclassified-90 Days	03/08/2016 16:54	 
Bookmarks			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:32	 
L3 MVI			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 16:10	 
Online Support			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:48	 
User Preferences			*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	22 min	00-Unclassified-90 Days	03/08/2016 15:25	 
Action			*1 ONFB3@21:03:10	*1 FB3@21:11:10	3 min	00-Unclassified-90 Days	01/15/2016 15:10	 
New Search								
Export								


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

- 2 Go to the *Play* column and click on the video's thumbnail image.\*

– OR –

-  Click the Details icon to the left of the video, then click on the video's thumbnail image.\*

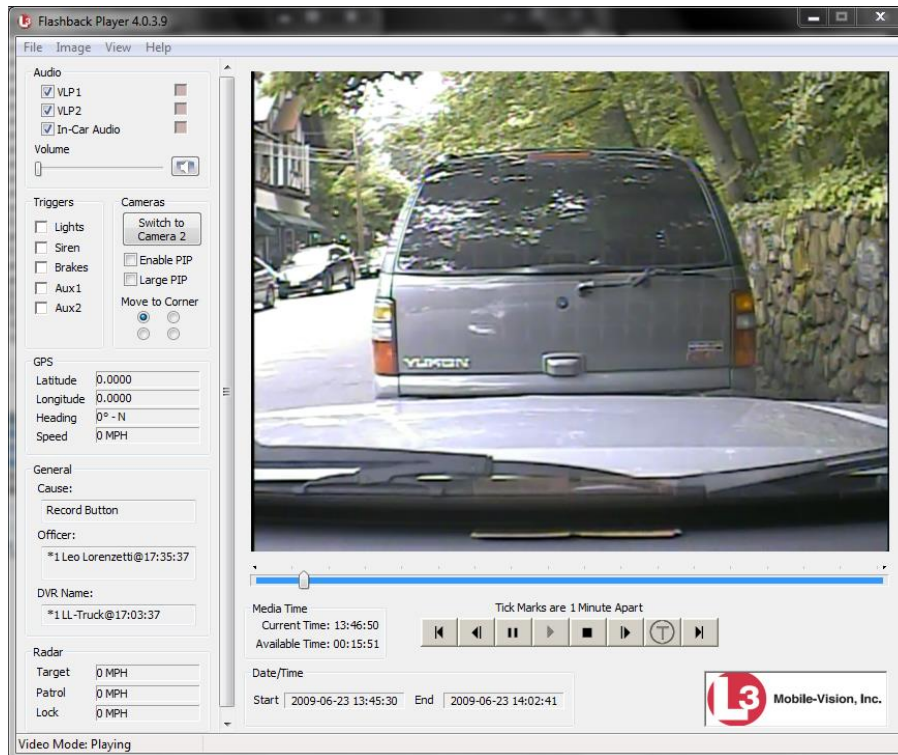
– OR –

-  Click the Details icon to the left of the video, then go to the **Action** column and click **Play**.\*

*(Continued)*


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

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



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

The appearance and functionality of the Flashback Player will differ slightly depending on whether you are viewing an AVD file (Flashback1 only) or a QBX file (all other DVRs), as described in “Flashback1 Player” on page 57 and “Flashback2/3/HD/BV Player” on the next page.


- 4 If the video does not launch automatically, click the  icon under the viewing window. Otherwise proceed to the next step.
- 5 To view the video in full-screen mode, press **Ctrl + F**. When you’re ready to exit full-screen mode, press **Esc**.

– OR –

(Continued)

*View video on  
full screen*

**Display video on a Google map**

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


– OR –

**Export a Video Frame**






To save a selected video frame as a file, press **Ctrl + S**. The Snapshot popup displays. Select a file format and any other options, then click **OK**. For a more detailed description of this procedure, see “Exporting a Video Frame” on page 60.

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



– OR –


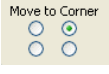
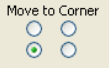
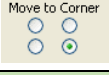
Click the  in the upper right corner of the Flashback Player.

**Flashback2/3/HD/BV Player**

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








(Continued)

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

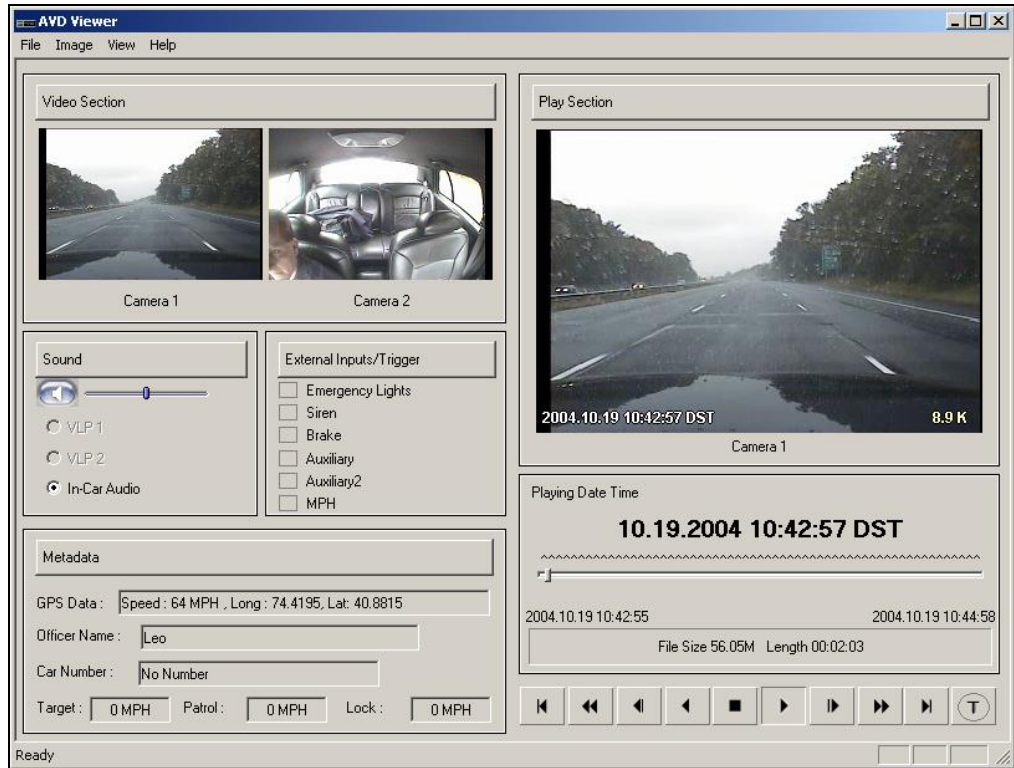
<b>Flashback2/3/HD/BV Player (cont'd)</b>	
<b>Cameras (cont'd)</b>	
	Move the picture-in-picture (PIP) image to the upper left corner of the video display.*
	Move the picture-in-picture (PIP) image to the upper right corner of the video display.*
	Move the picture-in-picture (PIP) image to the lower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

(Continued)




\* See *Enable PIP* on the previous page

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

## Flashback1 Player













The components on this screen are described below.

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

Flashback1 Player (cont'd)	
Video	
In-Car Audio	A radio button used to select the audio track from the in-car microphone.
External Inputs/Trigger	
Emergency Lights	This box turns red when the vehicle's emergency lights were on during the course of the video.
Siren	This box turns red when the vehicle's siren was on during the course of the video.
Brake	If brakes are one of your "triggers" (see <b>Note</b> below), this box turns red when the vehicle's brakes were activated during the course of the video. <b>Note:</b> Brakes are technically a display option rather than a trigger.
Auxiliary	If the <i>CrashBat</i> is one of your triggers, this box turns red at the point in the video when the CrashBat's G-force meter detected a crash. If the CrashBat is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video.
Auxiliary2	If the <i>radar detector</i> is one of your triggers, this box turns red when the vehicle's radar detector registered a pre-defined rate of speed during the course of the video. The rate of speed is set by your System Administrator. If the radar detector is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video.
MPH/KPH	If <i>miles-per-hour</i> or <i>kilometers-per-hour</i> is one of your triggers, this box turns red when the police vehicle reached a pre-defined rate of speed during the course of the video. The rate of speed is set by your System Administrator. If MPH/ KPH is <i>not</i> one of your triggers, this checkbox will remain blank during the entire video.
Metadata	
GPS Data	The vehicle's exact speed and latitudinal/longitudinal coordinates during each segment of the video.
Officer Name	The name of the officer who was logged into the DVR at the time this video was recorded.
Car Number	The number of the patrol car in which this DVR was installed at the time of the recording.
Target	The MPH/KPH reading that an officer obtained after the radar device was aimed at a speeding vehicle.
Patrol	The MPH/KPH reading of the officer's patrol car at the time a radar reading was obtained.



Flashback1 Player (cont'd)	
Metadata (cont'd)	
Lock	The minimum MPH/KPH reading that an officer was looking for when the radar device was aimed at a speeding vehicle.
Play	
Camera 1	A viewing window for Camera Channel <b>1</b> —the Nite-Watch camera.
Playing Date Time	<ul style="list-style-type: none"> <li>▪ <i>Date</i>. The date on which the video was recorded. If the video was recorded over the course of two days (from 11:50 p.m. to 12:05 a.m., for example), the date display will update at the appropriate place in the video. Displays in mm.dd.yyyy format.</li> <li>▪ <i>Time</i>. The video's time display. This indicator changes constantly during playback to indicate the exact time of day that each frame of the video was recorded. Displays in hh:mm:ss format.</li> </ul>
File Size	The total size of this video file, in megabytes.
Length	The total play time for this video, in hh:mm:ss format.
	Go to beginning
	Fast rewind
	Go back one frame at a time
	Slow rewind
	Stop
	Play
	Advance one frame at a time
	Fast forward
	Go to end
	Advance to a tracepoint. A tracepoint is a placemaker that you can add to a video while it's recording.

## Submitting a Request to View a Body Worn Video

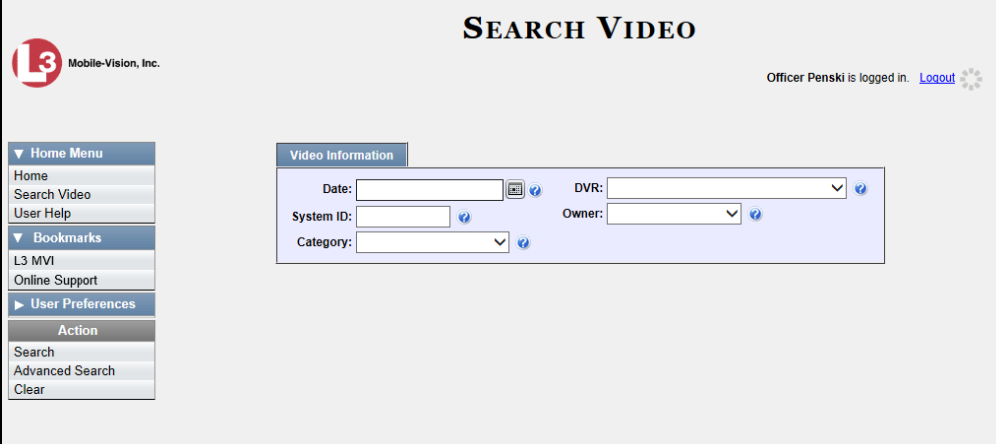
Some agencies choose to restrict the viewing of *BodyVISION* and BWX-100 videos to users who have certain permissions (i.e., the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission). All other users are required to submit a valid “need to know” reason to the appropriate supervisor, as described below.


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

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

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

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



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

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

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

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

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



**VIDEO DETAILS**

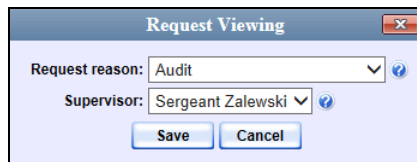
Mobile-Vision, Inc. Officer Zalewski is logged in. [Logout](#)

Home Menu: Home, Search Video, User Help, Bookmarks, L3 MVI, Online Support, User Preferences, Action

Status: Online | Snapshots | UMD

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

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

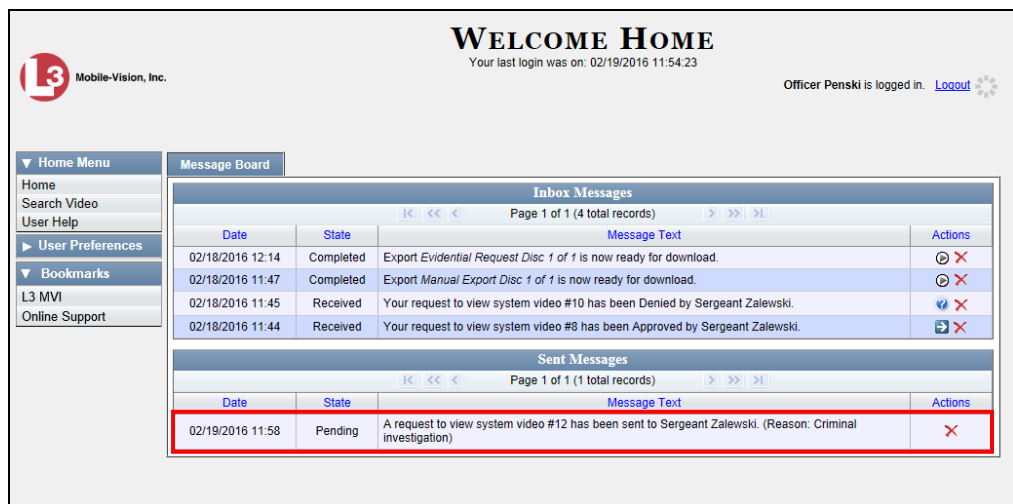


**Request Viewing**

Request reason: Audit | Supervisor: Sergeant Zalewski

Save | Cancel

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



**WELCOME HOME**  
Your last login was on: 02/19/2016 11:54:23  
Officer Penski is logged in. [Logout](#)

Message Board

Inbox Messages				
Date	State	Message Text	Actions	
02/18/2016 12:14	Completed	Export Evidential Request Disc 1 of 1 is now ready for download.		
02/18/2016 11:47	Completed	Export Manual Export Disc 1 of 1 is now ready for download.		
02/18/2016 11:45	Received	Your request to view system video #10 has been Denied by Sergeant Zalewski.		
02/18/2016 11:44	Received	Your request to view system video #8 has been Approved by Sergeant Zalewski.		

Sent Messages				
Date	State	Message Text	Actions	
02/19/2016 11:58	Pending	A request to view system video #12 has been sent to Sergeant Zalewski. (Reason: Criminal investigation)		


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




The screenshot shows the 'WELCOME HOME' dashboard for Mobile-Vision, Inc. The user is logged in as Officer Penski. The 'Message Board' section displays the 'Inbox Messages' list:

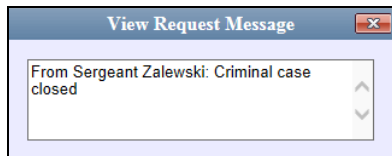
Date	State	Message Text	Actions
02/19/2016 12:04	Received	Your request to view system video #12 has been Approved by Sergeant Zalewski.	 
02/18/2016 12:14	Completed	Export <i>Evidential Request Disc 1 of 1</i> is now ready for download.	 
02/18/2016 11:47	Completed	Export <i>Manual Export Disc 1 of 1</i> is now ready for download.	 
02/18/2016 11:45	Received	Your request to view system video #10 has been Denied by Sergeant Zalewski.	 

Below the inbox messages is a section for 'Sent Messages' which is currently empty.

- If you received an *approval* message, click the  icon to advance to the video. For further instructions, see “Playing a Video” on page 51, beginning with step 2.

– OR –

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



## Exporting a Video Frame

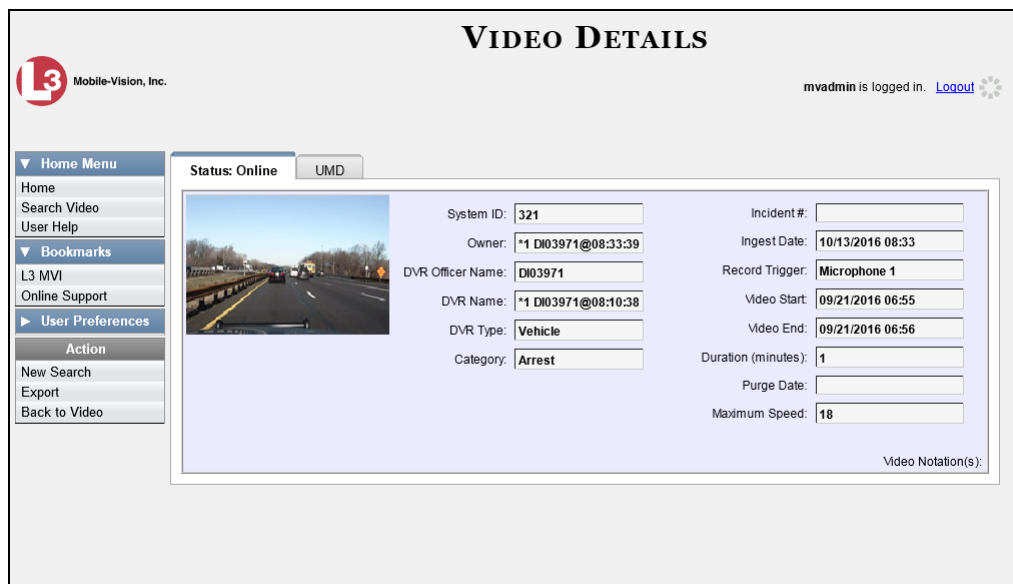
This section describes how to select a frame from a video that resides on the server PC and save it as a file. You may choose from one of the following file formats:

- JPEG
- GIF
- PNG
- TIF
- BMP

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

**What's the difference between a 'snapshot' and a 'video frame'?** *Snapshots* are still images that are captured from a *BodyVISION* or *BWX-100* camera while a recording is in progress. They upload to the server PC 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, 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 PC. Unlike snapshots, video frames are not treated like videos in the system. They are stand-alone files that are separate and apart from DEV.

- 1 Search for and display the video from which you wish to export a frame. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



**VIDEO DETAILS**


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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences  
Action  
New Search  
Export  
Back to Video

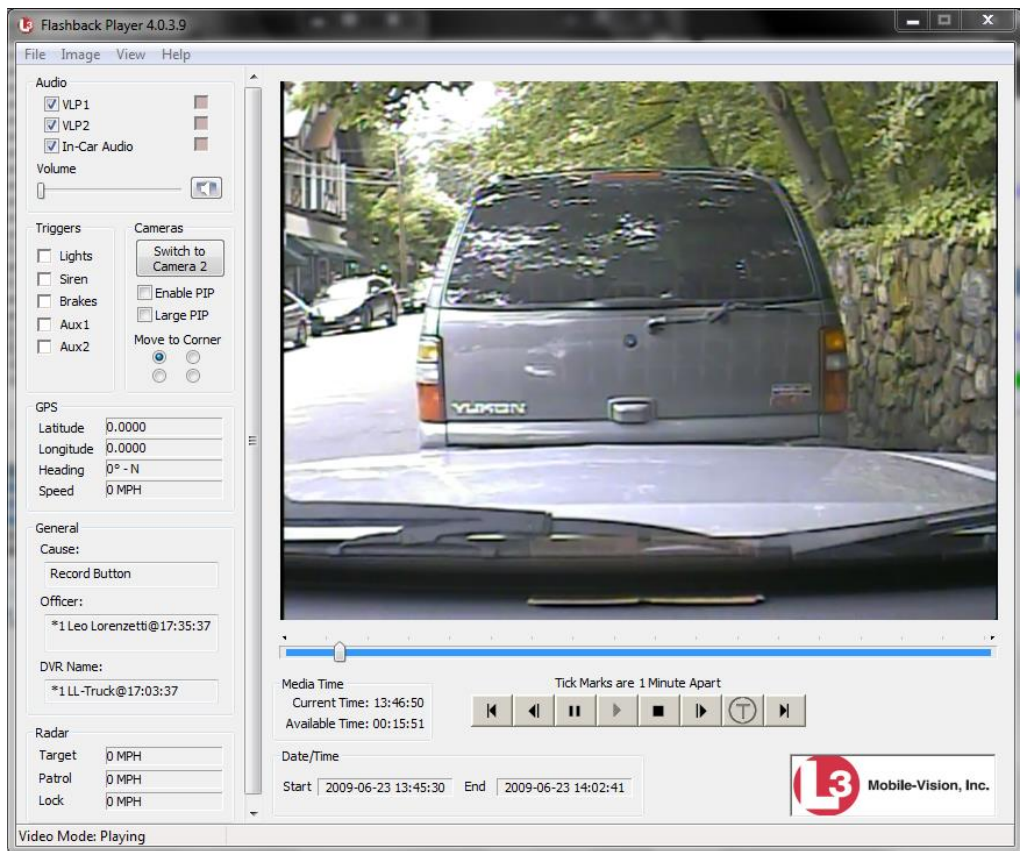
Status: Online UMD



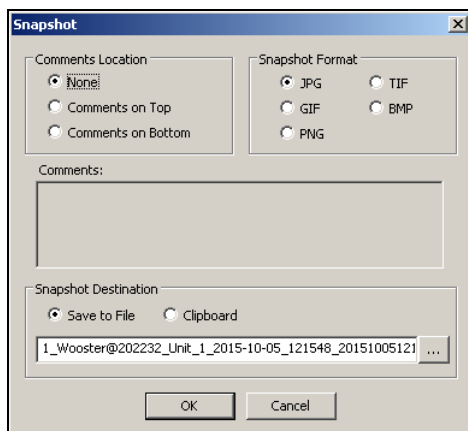
System ID: 321 Incident #:   
Owner: \*1 DI03971@08:33:39 Ingest Date: 10/13/2016 08:33  
DVR Officer Name: DI03971 Record Trigger: Microphone 1  
DVR Name: \*1 DI03971@08:10:38 Video Start: 09/21/2016 06:55  
DVR Type: Vehicle Video End: 09/21/2016 06:56  
Category: Arrest Duration (minutes): 1  
Purge Date:   
Maximum Speed: 18

Video Notation(s):


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



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



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

- 6 To attach a comment to the *top* of this frame, select the *Comments on Top* radio button.  
– OR –  
To attach a comment to the *bottom* of this frame, select the *Comments on Bottom* radio button.
- 7 Enter your comment in the *Comments* box provided.
- 8 To capture this frame as a JPG file (default), proceed to the next step. Otherwise select a different file format in the *Snapshot Format* box.
- 9 To save this frame to your *hard disk* (default), proceed to the next step.  
– OR –  
To save this frame to your PC's *clipboard*, select the *Clipboard* radio button. Next, skip to step 13.
-  10 Click on the ellipsis button. The QBX Snapshot File Save popup displays.
- 11 Navigate to the disk drive location where you wish to save this file.
- 12 To use the default file name, proceed to the next step. Otherwise enter a new file name in the *File name* field.
- 13 Click **Save**.
- 14 Click **Close**.

---

## Changing a Video's Category

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



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

- 1 Search for and display the video you wish to update. (If necessary, review "Displaying a Video" on page 30.)

The Video Details page displays.





**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action

Play  
Edit  
Tag Video  
Export  
Chain of Custody  
Previous Results

Status: Online UMD

System ID: 339 Incident #:

Owner: \*1 No Name@12:49:33 Ingest Date: 02/24/2017 16:46

DVR Officer Name: No Name Record Trigger: Manual Record

DVR Name: \*1 Unit@13:33:27 Video Start: 02/24/2017 15:53

DVR Type: Body Worn Video End: 02/24/2017 16:36

Category: Body Worn Duration (minutes): 42

Purge Date:

Video Notation(s):

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

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



**Edit Video**

Category: Body Worn

Currently Belongs to Officer: \*1 No Name@12:49:33

Incident #:

Video Notation(s):

Deactivation request denial  DUI

Image of a child  None

Police computer screen  Protected location

Special ops event  Substance abuse treatment

U/C/I  Victim of criminal offense

Height:

Weight:

Build:

Eye Color:

Save Reset Cancel

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

## Adding Predefined User Metadata to a Media File

This section describes how to use predefined user metadata (UMD) to notate a video or Body Worn snapshot with custom data, such as a subject description. Your System Administrator defines these fields.

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



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

- 1 Search for and display the video or snapshot you wish to add user metadata to. (If necessary, review “Displaying a Video” on page 30 or “Displaying a Snapshot” on page 46.)

The Video Details page displays.



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action  
Play  
Edit  
Tag Video  
Export  
Chain of Custody  
Previous Results

Status: Online UMD

System ID: 339 Incident #:

Owner: \*1 No Name@12:49:33 Ingest Date: 02/24/2017 16:46

DVR Officer Name: No Name Record Trigger: Manual Record

DVR Name: \*1 Unit@13:33:27 Video Start: 02/24/2017 15:53

DVR Type: Body Worn Video End: 02/24/2017 16:36

Category: Body Worn Duration (minutes): 42

Purge Date:

Video Notation(s):

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



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

---

## Adding Predefined Video Notations to a Media File

In addition to the agency-defined *user metadata* fields, you can also notate, or *tag*, videos and Body Worn snapshots using custom checkboxes that are stored in the video record. These checkboxes are referred to as *video notations*.

- 1 Search for and display the video or snapshot you wish to notate. (If necessary, review “Displaying a Video” on page 30 or “Displaying a Snapshot” on page 46.) The Video Details page displays, as pictured on the previous page.
- 2 Go to the **Action** column and click **Edit**. The Edit Video popup displays, as pictured above.

If no checkboxes display here, it indicates one of two things:

- Your agency has not created any video notation records yet.
- Your agency has created video notation records, but the feature is currently inactivated.

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

## Tagging

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

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

For specific instructions, see:

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

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

### Tagging a Video


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




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

- 1 Search for and display the video you wish to tag. (If necessary, review “Displaying a Video” on page 30.)

The Video Details page displays.


 Mobile-Vision, Inc.

mvadmin is logged in. [Logout](#) 

## VIDEO DETAILS

- ▼ Home Menu
  - Home
  - Search Video
  - User Help
- ▼ Bookmarks
  - L3 MVI
  - Online Support
- ▶ User Preferences
- Action
  - Play
  - Google Earth
  - Edit
  - Tag Video
  - Export
  - Chain of Custody
  - Previous Results

Status: OnlineUMD



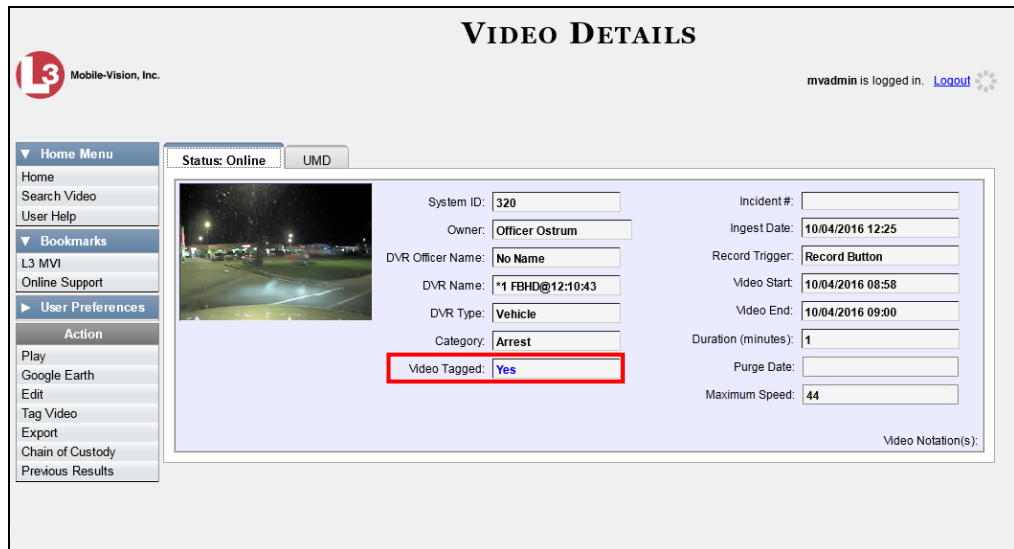
System ID:	<input type="text" value="4"/>	Incident #:	<input type="text"/>
Owner:	<input type="text" value="*1 SWooster@10:08:38"/>	Ingest Date:	<input type="text" value="05/12/2014 10:16"/>
DVR Officer Name:	<input type="text" value="SWooster"/>	Record Trigger:	<input type="button" value="Record Button"/>
DVR Name:	<input type="text" value="*1 ProdManHD@10:05:38"/>	Video Start:	<input type="text" value="05/06/2014 21:15"/>
Category:	<input type="text" value="No Citation"/>	Video End:	<input type="text" value="05/06/2014 21:26"/>
		Duration (minutes):	<input type="text" value="11"/>
		Purge Date:	<input type="text"/>
		Maximum Speed:	<input type="text"/>
		Video Notation(s):	<input type="text"/>

Page | 70

DEV Officer's Guide  
Safe Fleet Mobile-Vision • 7.30.2019

This document consists of general capabilities information that is not defined as controlled technical data under ITAR part 120.10 or EAR

- Go to the **Action** column and click **Tag Video**. A new field displays on the **Status** tab, indicating that the video is now tagged.



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

**Action**

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

Status: Online UMD

System ID: 320  
Owner: Officer Ostrum  
DVR Officer Name: No Name  
DVR Name: \*1 FBHD@12:10:43  
DVR Type: Vehicle  
Category: Arrest  
Video Tagged: **Yes**

Incident #:   
Ingest Date: 10/04/2016 12:25  
Record Trigger: Record Button  
Video Start: 10/04/2016 08:58  
Video End: 10/04/2016 09:00  
Duration (minutes): 1  
Purge Date:   
Maximum Speed: 44

Video Notation(s):

## Untagging a Video

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



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

- Search for and display the video you wish to untag. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays, as pictured above.

The *Video Tagged* field indicates that the video is currently tagged.

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

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

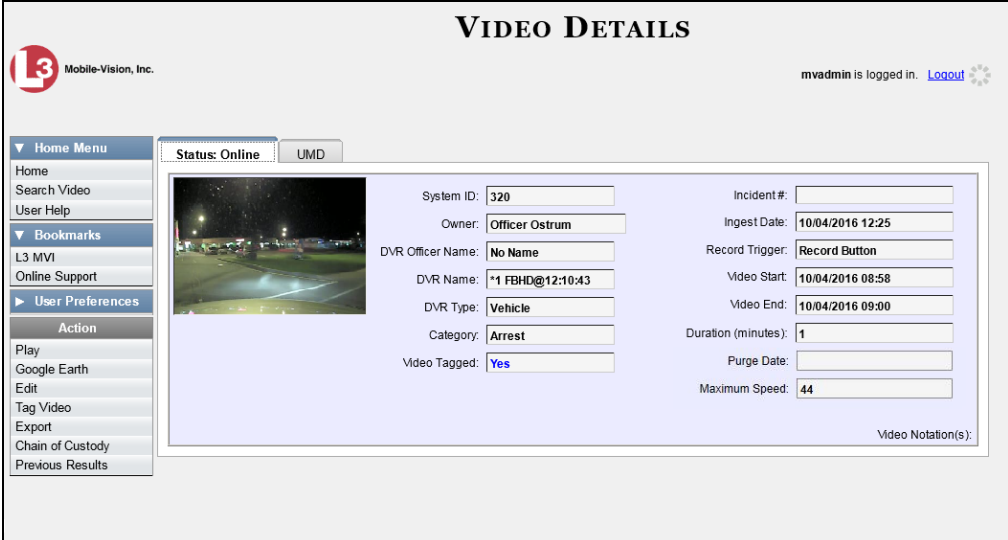
This section describes how to generate a Chain of Custody report for a selected video or *BodyVISION* snapshot. The Chain of Custody report contains a log of all operations that have been performed on a video or snapshot, such as the transfer of data from a vehicle to the DEV server PC (i.e., *System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

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



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

- 1 Search for and display the video or snapshot you wish to generate a report for. (If necessary, review “Displaying a Video” on page 30 or “Displaying a Snapshot” on page 46.) The Video Details page displays.



**VIDEO DETAILS**

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

▼ Home Menu    Status: Online    UMD

Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action

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

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

Video Notation(s):

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



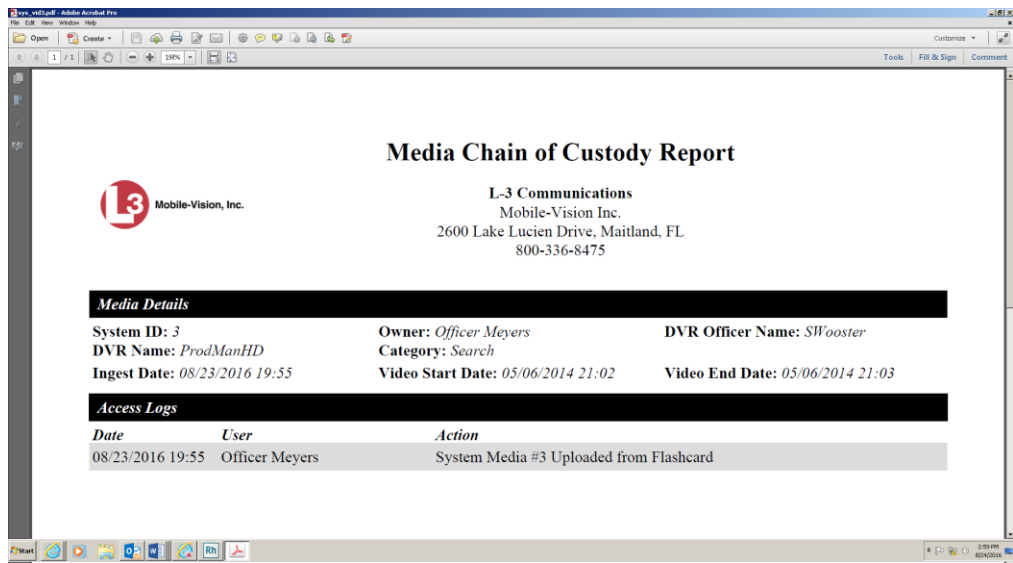
Do you want to open or save **sys\_vid3.pdf** from 166.20.101.81?    Open    Save    Cancel    x

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



The **sys\_vid3.pdf** download has completed.    Open    Open folder    View downloads    x

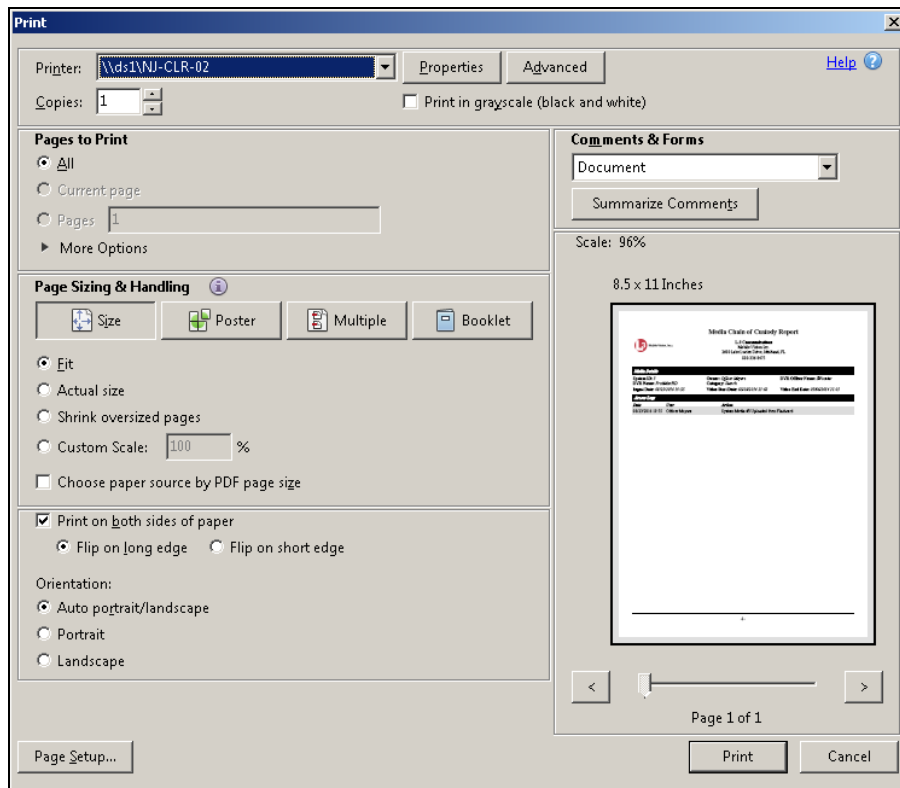
- 4 Click **Open** again. The Media Chain of Custody Report displays.




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



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



7 Select your desired printer settings, then click **OK** or **Print**. The report is directed to your active printer.

- 8 When you are finished viewing/printing the report, click the  in the upper right corner of the page to exit Adobe Reader.

---

## Reactivating an Offline Video

An *offline* video is one that has been backed up but not completely removed from the server PC. 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 PC again, you will have to restore or "reactivate" it from a backup disc or external backup device.

There is a limited time period in which you can reactivate an offline video. This time period depends on a system setting selected by your System Administrator.

You can tell that a video has exceeded its reactivation time limit when its thumbnail image and statistics no longer display online. If the video you wish to restore has exceeded this time limit, you will have to use an alternate procedure to restore it, as described in "Re-importing 'Expired' Video" on page 79.

For specific instructions, see:

- Reactivating a Video from a Backup Disc, below
- Reactivating a Video from an External Backup Device, page 75.

### Reactivating a Video from a Backup Disc

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

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



Use this procedure if you have reactivating privileges (see **HINT** below) *and* you have physical access to the backup disc. Otherwise see "Submitting a Request to Reactivate a Video" on page 78.



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

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

---

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





**NOTE:** If your backup mode is set to **EXTERNAL**, you will need to use an alternate procedure. See “Reactivating a Video from an External Backup Device” on page 75 for instructions.

- 1 Search for and display the video you wish to reactivate. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.

**VIDEO DETAILS**

L3 Mobile-Vision, Inc. Sergeant Larkin is logged in. Logout

Status: Offline UMD

System ID: 41 Incident #:

Owner: \*1 Leo@17:22:18 Ingest Date: 09/25/2014 17:22

DVR Officer Name: Leo Record Trigger: N/A

DVR Name: Eng Lab FB2 Video Start: 10/19/2004 10:42

DVR Type: Interview Room Video End: 10/19/2004 10:44

Category: Arrest Duration (minutes): 2

Purge Date:

Maximum Speed:

Video Notation(s):

Home Menu: Home, Search Video, User Help

Bookmarks: L3 MVI, Online Support

User Preferences

Action: Play, Edit, Tag Video, Request Activation, Reactivate Now, Chain of Custody, Previous Results

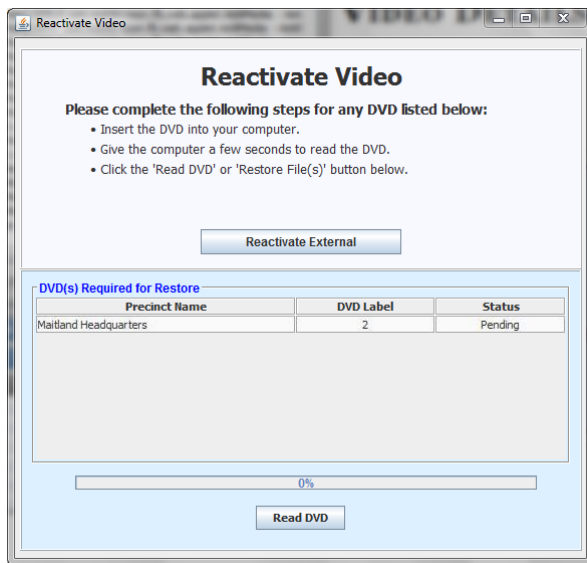
- 2 Go to the **Action** column and click **Reactivate Now**.

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

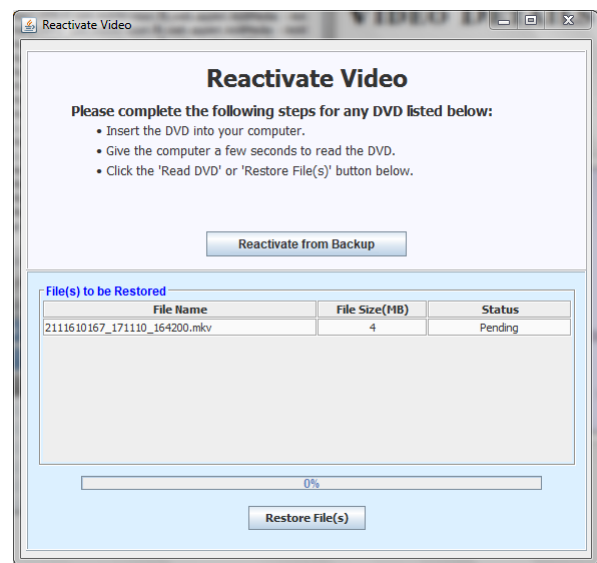
⇒ If a security popup displays, select the checkbox at the bottom of the popup, then click **Allow**. The Reactivate Video popup displays.

This popup 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).

(Continued)



Reactivating from an Archive disc



Reactivating from an Export disc

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

## Reactivating a Video from an External Backup Device

This section describes how to reactivate, or restore, an offline video from an external backup device, such as a tape drive. Once a video has been reactivated, you will be able to play it from the server PC.

For more on *offline* vs. *online* videos, see "Reactivating an Offline Video" on page 74.

Use this procedure if your Backup Mode is set to **EXTERNAL**. If you're not sure what your backup mode is, ask your System Administrator. If your backup mode is set to something other than **EXTERNAL**, see "Reactivating a Video from a Backup Disc" on page 74 instead.



You must have reactivating privileges to perform this task (see **HINT** on the next page).



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

- 1 Search for and display the video you wish to reactivate. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.

**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

**Action**  
Play  
Edit  
Tag Video  
Request Activation  
Reactivate Now  
Chain of Custody  
Previous Results

Status: Offline UMD

System ID: 41 Incident #:

Owner: \*1 Leo@17:22:18 Ingest Date: 09/25/2014 17:22

DVR Officer Name: Leo Record Trigger: N/A

DVR Name: Eng Lab FB2 Video Start: 10/19/2004 10:42

DVR Type: Interview Room Video End: 10/19/2004 10:44

Category: Arrest Duration (minutes): 2

Purge Date:

Maximum Speed:

Video Notation(s):

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

**DIRECTORIES TO RESTORE FOR REACTIVATION**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

**Action**  
Cancel  
Continue

Reactivate from Tape

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

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

- 3 Using the software that came with your backup device (e.g., tape backup software), restore the directory or directories that are listed in the *Server Path* column.

(Continued)

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

Video Reactivate Successful.

## Submitting a Request to Reactivate a Video


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

Use this procedure if you do not have reactivating privileges (see **HINT** below), and/or you do not have access to the Certified Backup Disc. If you *do* have reactivation privileges as well as access to the archive disc, see “Reactivating an Offline Video” on page 74 instead.



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

- Search for and display the video you wish to reactivate. (If necessary, review “Displaying a Video” on page 30.) The Video Details page displays.



**VIDEO DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences  
Action  
Play  
Edit  
Tag Video  
Request Activation  
Reactivate Now  
Chain of Custody  
Previous Results

Status: Offline UMD

System ID: 41 Incident#:

Owner: \*1 Leo@17:22:18 Ingest Date: 09/25/2014 17:22

DVR Officer Name: Leo Record Trigger: N/A

DVR Name: Eng Lab FB2 Video Start: 10/19/2004 10:42

DVR Type: Interview Room Video End: 10/19/2004 10:44

Category: Arrest Duration (minutes): 2

Purge Date:





Maximum Speed:

Video Notation(s):

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

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

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

Inbox Messages			
Page 1 of 1 (2 total records)			
Date	State	Message Text	Actions
07/05/2017 16:45	Queued	Please restore System ID 67 to an online status.	  
04/03/2017 10:53	Completed	Server Update to build number 4.0.2-19484 was successfully completed.	

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

## Re-importing “Expired” Video

Occasionally, you may need to re-import an “expired” video. An *expired* video is one that is too old to be reactivated based on a setting in the System Administrator’s application. Although this is not the recommended method for restoring videos, this procedure may be used in an emergency situation to re-import important data that is too old to be reactivated.

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

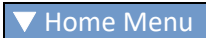
When you perform this procedure, the system treats the uploaded video as if it were a new record, rather than a “reactivation” of an existing record. The video will therefore begin the same lifecycle as a new video that is downloaded to the server PC for the first time.

This procedure is not commonly performed.

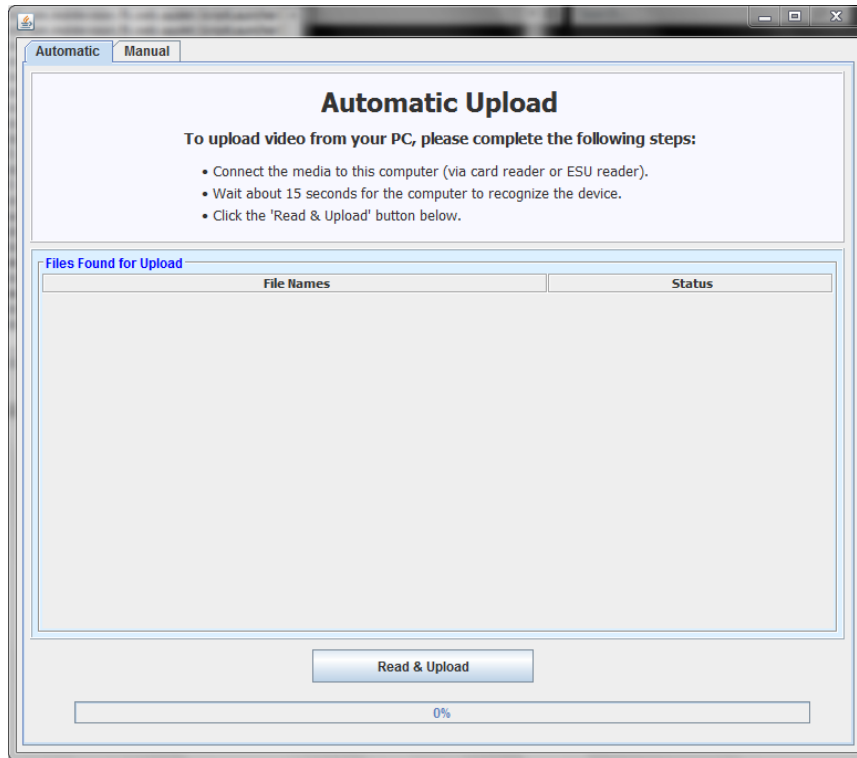
If you are restoring video from an *export* disc (i.e., user-requested certified copy) rather than an *archive* disc (i.e., Certified Backup Disc), that disc **must** be in *Data DVD* format.



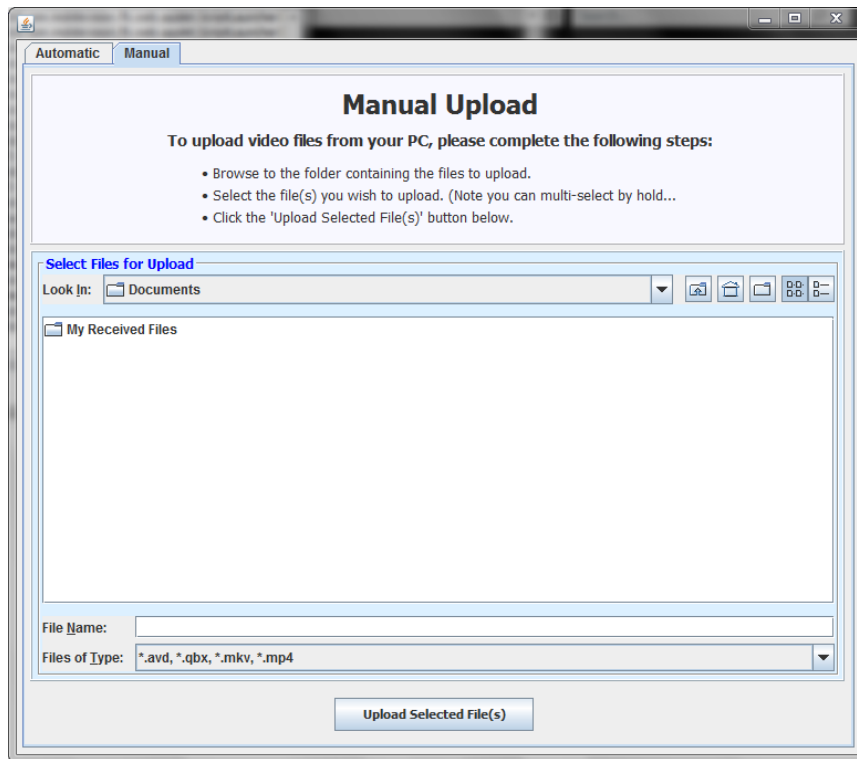
You must have the proper permissions to perform this task. For more information, contact your System Administrator.

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

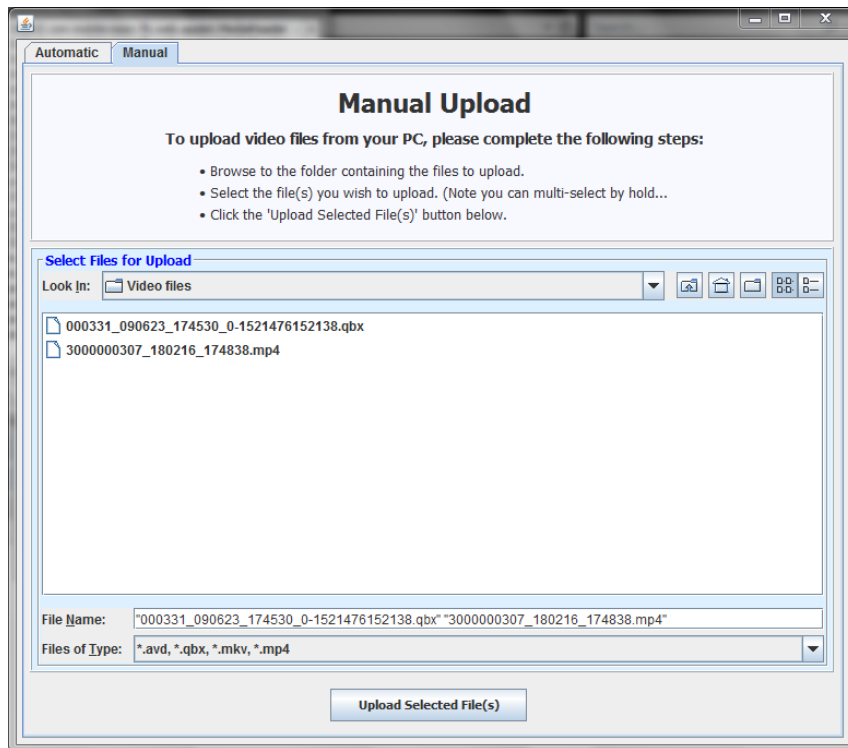
\* Also referred to as an “export” disc or a “user-requested certified copy”



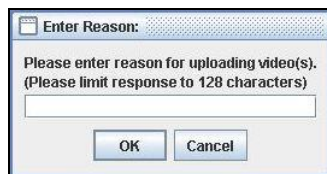
3 Click the **Manual** tab at the top of the page. The Manual Upload page displays.



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



- Click on the video file you wish to upload (must have an extension of **QBX**, **MKV**, **MP4**, or **AVD**). To select more than one video, hold the **Ctrl** key *down* while you click on each video.
- Click **Upload Selected File(s)**. The Enter Reason popup displays.



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



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

– OR –

If the displayed reason for the video upload is *not* correct, click **No**. The Enter Reason popup redisplay. Repeat step 7.



- 9 Click **OK**.

---

## Manually Uploading Flashback Videos

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

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



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



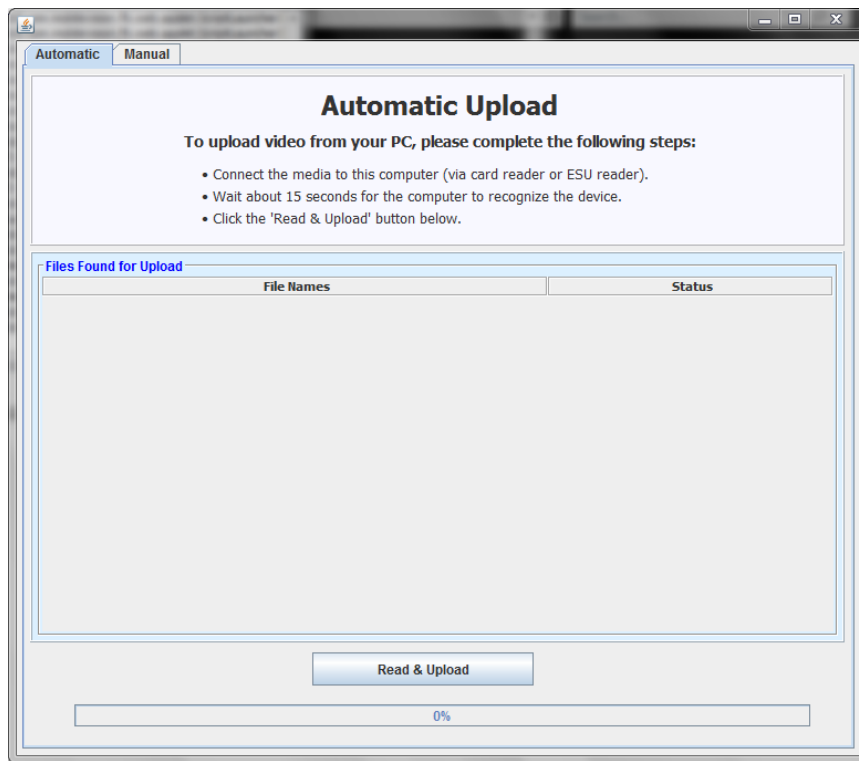
You must have the proper permissions to perform this task. For more information, contact your System Administrator.

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

---

\* If Media Reader does not display, it means that you lack the proper permissions to perform this task.





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

– OR –

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



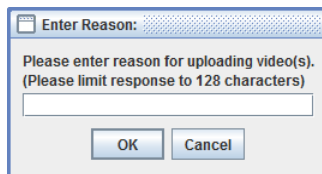
Sample CF/SD card reader

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

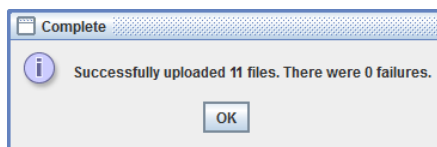
*(Continued)*



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



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



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

---

## Downloading Video Files to Your PC

If desired, you can download selected videos to your PC. For specific instructions, see:

- Downloading Video to Your PC in Data DVD Format, below
- Downloading Video to Your PC in Interchange Format, page 89.

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

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

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

A Data DVD download will include:

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



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

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

– OR –

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

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

*(Continued)*

---

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

## SELECT VIDEO(S) FOR EXPORT

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

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

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

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

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

## SELECT VIDEO(S) FOR EXPORT

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

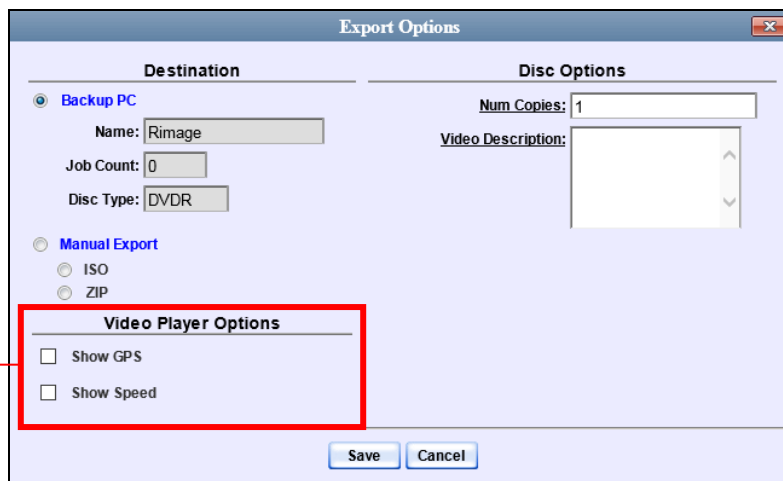
Home Menu		Videos						
Home	Page 1 of 3 (14 total records)							
Search Video	Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
User Help	4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	 
Bookmarks	8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90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

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



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

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



- Select **ZIP**.
- Enter a description for this video download in the *Video Description* field.
- If a *Video Player Options* section displays in the lower left corner of the Export Options popup (pictured above; will include one or two checkboxes), proceed to the next step. Otherwise skip to step 14.

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

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEbE

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

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



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


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

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

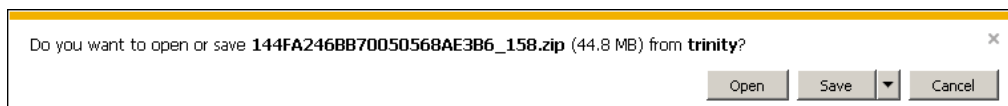
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

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

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

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

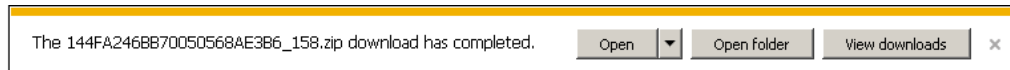


- Select **Save As** from the *Save* drop-down list. The Save As window displays.

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

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

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



## Downloading Video to Your PC in Interchange Format

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

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



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



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

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

*(Continued)*

---

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

### SELECT VIDEO(S) FOR EXPORT


mvadmin is logged in. [Logout](#)

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

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

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

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

### SELECT VIDEO(S) FOR EXPORT


mvadmin is logged in. [Logout](#)

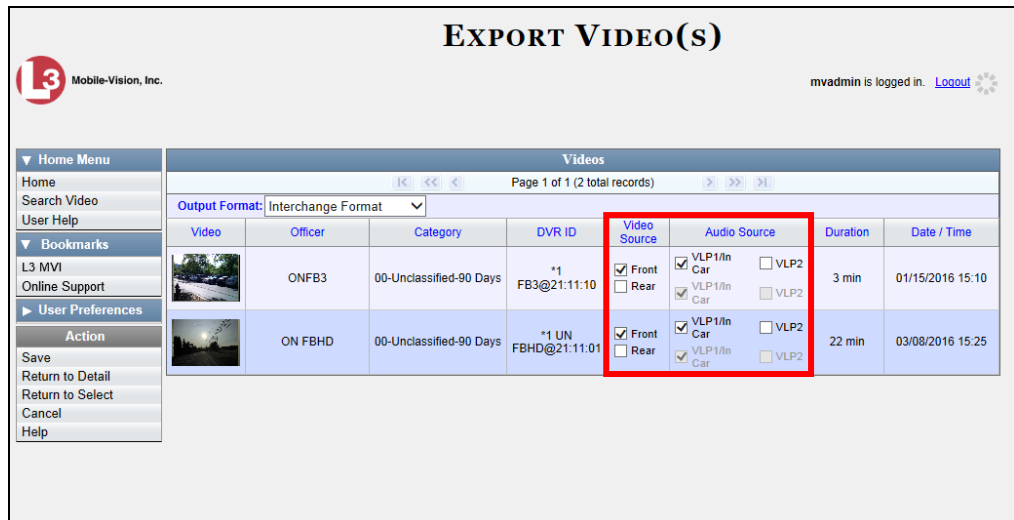
Home Menu		Videos							
Home		Page 1 of 3 (14 total records)							
Search Video		Sys ID	Play	Owner	DVR Name	Category	Duration	Video Start	Notes
User Help		4		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01	00-Unclassified-90 Days	19 min	03/08/2016 16:54	
Bookmarks		8		*1 ON FBHD@21:00:01	*1 UN FBHD@21:11:01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



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



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



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

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

(Continued)

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

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

– OR –

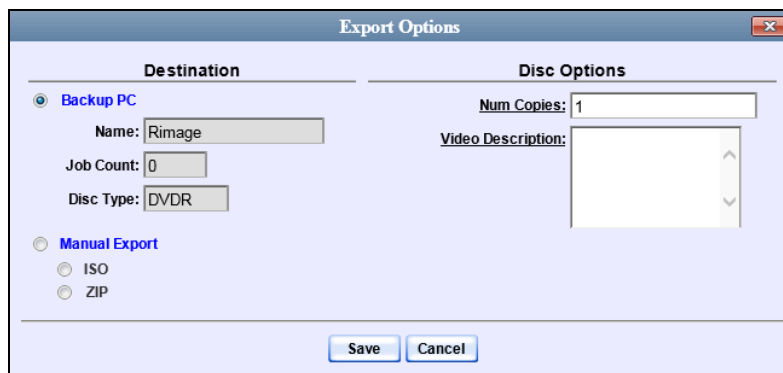
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

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

**Note on Audio Playback:** If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from 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.

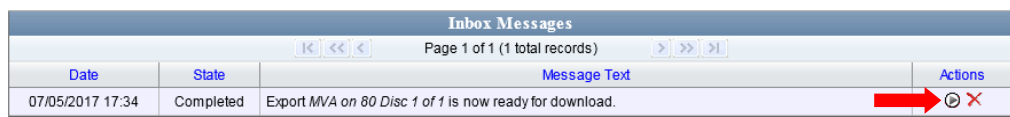
8 Go to the **Action** column and click **Save**. The Export Options popup displays.





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

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

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

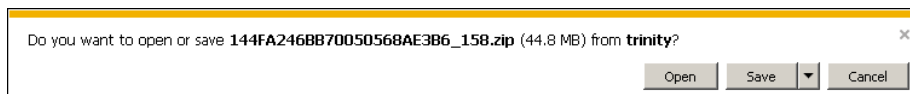


Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	

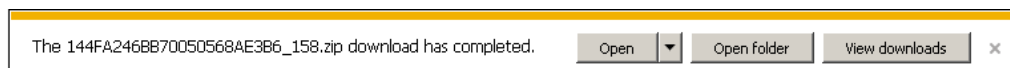
- ⇒ If you see the download icon, proceed to the next step.
- ⇒ If you do *not* see the download icon, it means that the system is still processing your request. Go to  and click **Home** to refresh your screen. Once you see the download icon, proceed to the next step.

Once you see the download icon, proceed to the next step.

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



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



## Exporting a Snapshot

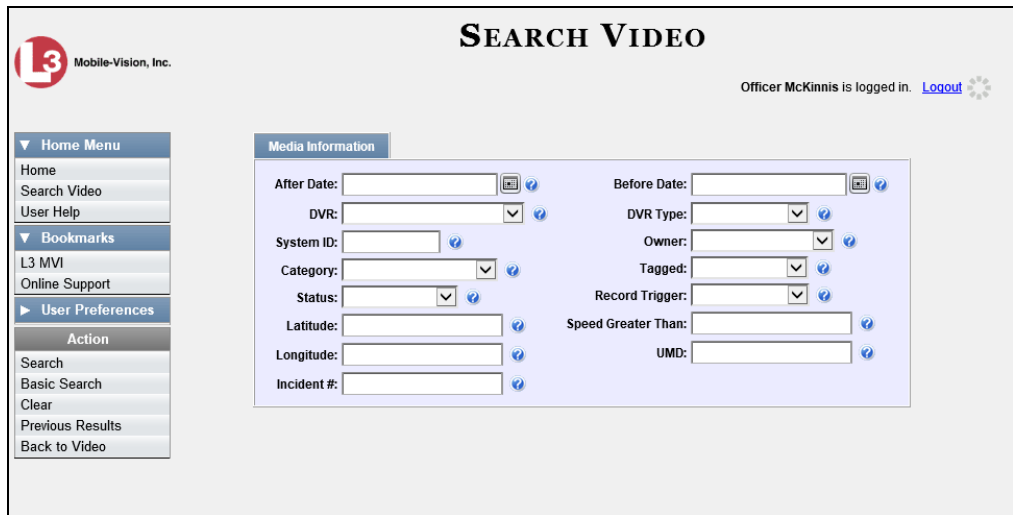
This section describes how to export a Body Worn still image or “snapshot” to a PDF file.

**What’s the difference between a ‘snapshot’ and a ‘video frame’?** *Snapshots* are still images that are captured from a *BodyVISION* or *BWX-100* camera while a recording is in progress. They upload to the server PC 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, 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 PC. Unlike snapshots, video frames are not treated like videos in the system. They are stand-alone files that are separate and apart from DEV.

If you prefer to export a snapshot to a JPG file, see “Downloading Video Files to Your PC” on page 85 instead.

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

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



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



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

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

(Continued)

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

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



**NOTE:** If you see the word **Restricted** instead of the snapshot's thumbnail image, it means that you lack the required permissions to view that record. Before you continue, you'll first have to obtain permission to view the parent video associated with this snapshot. For instructions, see "Submitting a Request to View a Body Worn Video" on page 60.

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



**SNAPSHOT DETAILS**

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

▼ Home Menu  
Home  
Search Video  
User Help

▼ Bookmarks  
L3 MVI  
Online Support

► User Preferences

Action  
View  
Edit  
Tag Snapshot  
Export  
Chain of Custody  
Export Image to PDF  
Previous Results

Status: Online UMD

System ID: 245 Incident #:

Owner: Officer Zalewski Ingest Date: 11/03/2015 12:23

DVR Officer Name: No Name Record Trigger: Manual Record

DVR Name: CW02 Capture Date: 11/02/2015 10:00

DVR Type: Vehicle

Category: No Citations

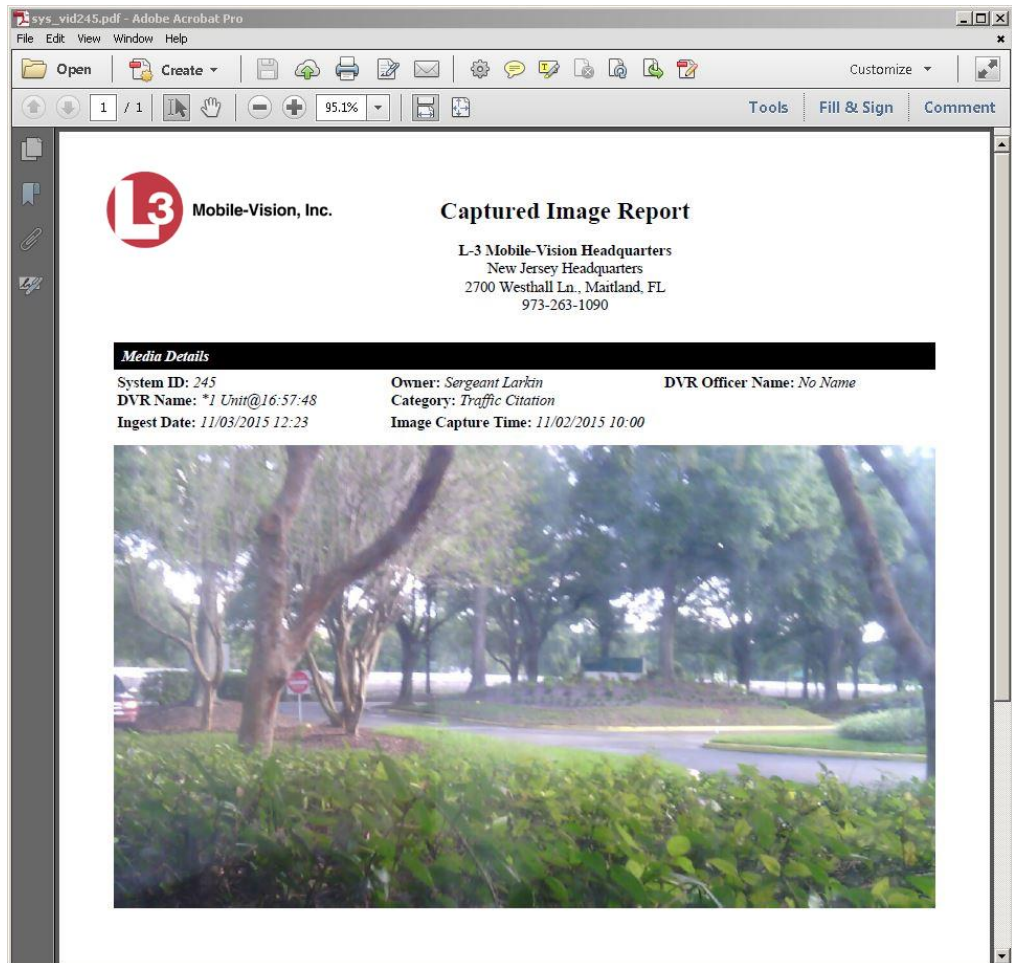
Assigned To Case(s):

Video Notation(s):

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



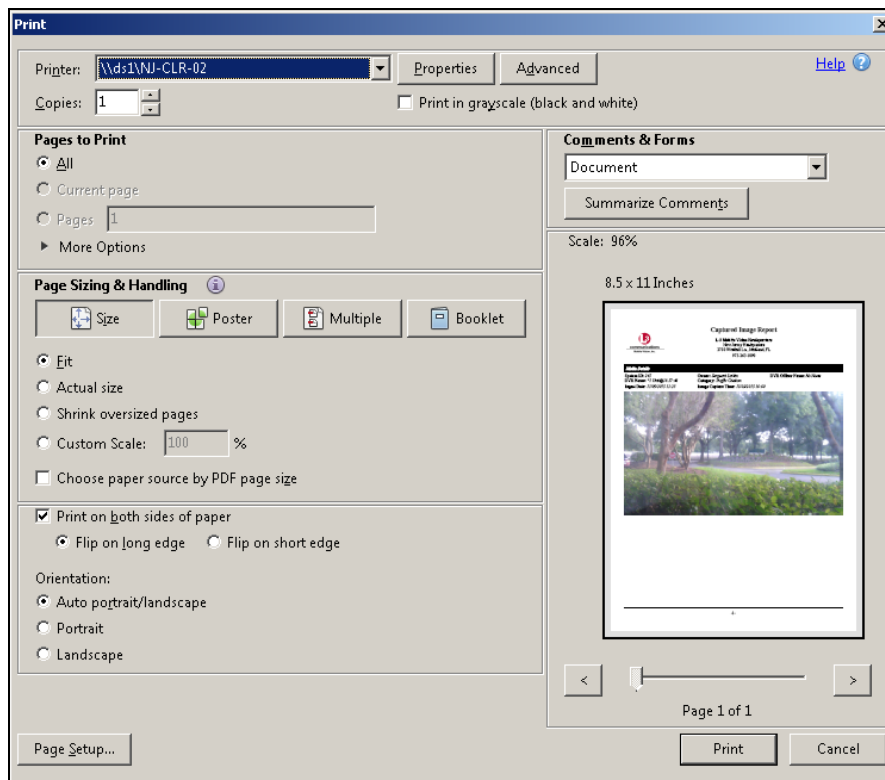
- 10 Click **Open**. The Captured Image Report displays.




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

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

*(Continued)*



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



## 3

## DVDs

This chapter describes how to create DVDs for backup and/or evidential purposes. This process may be either automatic (i.e., system-requested) or manual (i.e., user-requested).

### *Certified Backup Discs*

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

### *User-Requested Certified Copies*

*User-requested certified copies* are video DVDs that you burn on an as-needed basis for evidential and/or backup purposes. The process of copying files for the purpose of creating a DVD is called *exporting*. Therefore this type of disc is sometimes referred to as an “export” disc. The various procedures used to create these discs and the different file formats available for them are explained in this chapter.



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

Unless otherwise noted, the term **DVD** is used throughout this chapter to refer to *both* DVD *and* Blu-Ray discs.

For more information, see:

- Disc Capacity, next page
- Available File Formats for User-Requested DVDs, next page
- Burning DVDs, page 102
- Viewing DVDs, page 102.

---

## Disc Capacity

The storage capacity of your discs will vary depending on the type of disc you select. Blu-Ray discs store the most data, but they also require a special Blu-Ray disc burner. In addition, Blu-Ray discs require a Blu-Ray disc reader or burner to *read* the discs. You can't put a Blu-Ray disc in a DVD drive and read the disc. If you are burning archives to Blu-Ray disc and the only Blu-Ray disc drive you have is in your Bravo robotic disc burner, you'll have to use that Bravo drive to perform all of your restores.

Type of Disc	Maximum storage capacity
Single-layer DVD disc	4.7 gigabytes
Double-layer DVD disc	8.5 gigabytes
Single-layer Blu-Ray disc	25 gigabytes
Double-layer Blu-Ray disc	50 gigabytes

When burning discs, please leave approximately 5% of each disc free for system information. For example, if you are burning to a disc that has a maximum storage capacity of 8.5 gigabytes, the data you select for that disc should be approximately eight gigabytes or less.

---

## Available File Formats for User-Requested DVDs

Depending on your system permissions, there are several file formats that may be available to you:

- Data DVD Format, below
- Consumer DVD Format, page 101
- Interchange DVD Format, page 102.

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



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

### Data DVD Format

The *Data DVD Format* is a disc format that is designed to play on any PC DVD player using the Flashback Player. When you burn videos in Data DVD format, the disc will include the following: (*Continued*)

- Selected videos
- General information associated with the videos\*
- The Chain of Custody Report
- A copy of the Flashback Player.

Some advantages of data DVDs are that they allow you to:

- Listen to three audio streams
- View images from all cameras
- Automatically advance to “Trace Point” placeholders that you inserted in the video at the time it was recorded
- View general information associated with the videos\*
- View additional information that displays only on the Flashback Player, such as the active video and audio feeds, brake activation, and video trigger
- View the Chain of Custody Report.

The disadvantage of Data DVDs is that they require a Windows PC for playback. You cannot play them in a standard consumer DVD player connected to a TV.

For specific instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, page 104
- Burning Video to a Data DVD via Your PC’s DVD Burner, page 113.

## Consumer DVD Format

The *Consumer DVD* format disc can be played in any standard consumer DVD player that connects to a TV. This format is useful if, for example, you need to play a video in court on a large screen TV for a jury to see. You can also play a Consumer DVD on a Windows PC or Macintosh equipped with a DVD player and appropriate software.

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

This format requires the Consumer DVD module. This module is available free of charge to all our customers. For assistance in activating this module, contact Mobile-Vision Service.

For specific instructions, see “Burning Video to a Consumer DVD via the Robotic DVD Burner” on page 107.

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\* Officer Name, DVR, Start/End Times, System ID

## Interchange DVD Format

The Interchange format allows you to import videos into various third-party applications, such as video editing software.

Video from VIEVU DVRs will have an extension of **AVI**. Video from *BodyVISION* DVRs will have an extension of **MKV**. And video from all other DVRs will have an extension of **MP4**.

The disadvantage of this format is that it lacks the special viewing options available with the Flashback player, as described in “Data DVD Format” on page 99. Also, because Interchange video is editable, anyone with access to the video could potentially tamper with it. For this reason, converting a video to interchange format effectively breaks the chain of custody.

For specific instructions, see:

- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 110
- Burning Video to an Interchange Format DVD via Your PC’s DVD Burner, page 116.

---

## Burning DVDs

To burn an evidential or backup DVD, also referred to as an “export” disc, you must forward a burn request to the Backup PC’s job queue.

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



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

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

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

### SELECT VIDEO(S) FOR EXPORT

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

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

- ⇒ If you selected *one* video, skip to step 4.
- ⇒ If you selected *multiple* videos, proceed to the next step.

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

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

### SELECT VIDEO(S) FOR EXPORT


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

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

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



The screenshot shows the 'EXPORT VIDEO(S)' page. At the top, it says 'EXPORT VIDEO(S)' and 'mvadmin is logged in. Logout'. Below this is a navigation menu with options like Home, Search Video, User Help, Bookmarks, and Action. The main content area is titled 'Videos' and shows a table of video records. The table has columns for Video, Officer, Category, DVR ID, Duration, and Date / Time. The 'Action' column is highlighted, and the 'Export Video(s)' option is visible in the dropdown menu.

Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25

The remaining steps will vary slightly depending on your file format and disk burning method. For further instructions, see:

- Burning Video to a Data DVD via the Robotic DVD Burner, below, beginning with step 2
- Burning Video to a Consumer DVD via the Robotic DVD Burner, page 107, beginning with step 2
- Burning Video to an Interchange Format DVD via the Robotic DVD Burner, page 110, beginning with step 2
- Burning Video to a Data DVD via Your PC's DVD Burner, page 113, beginning with step 2
- Burning Video to an Interchange Format DVD via Your PC's DVD Burner, page 116, beginning with step 2

### Burning Video to a Data DVD via the Robotic DVD Burner

This section describes how to burn stand-alone video information to a *Data DVD* using your agency's robotic DVD burner. For a definition of Data DVDs, see "Data DVD Format" on page 100.

If you prefer to burn video using your PC's DVD burner, see "Burning Video to a Data DVD via Your PC's DVD Burner" on page 113 instead.

- If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning DVDs" on page 102.)

The Export Video(s) page displays.

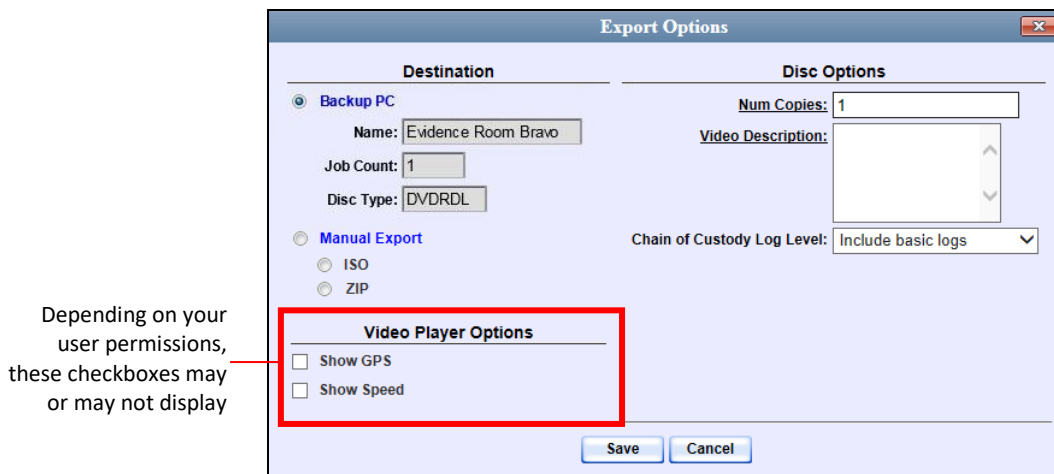


2 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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



4 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** on the next page), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- 5 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 6 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

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

– OR –

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

– OR –

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

- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.

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

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

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

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

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

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

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

---

\* International Association of Chiefs of Police



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

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

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

This section describes how to burn selected stand-alone video(s) to a *Consumer DVD* using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a definition of Consumer DVDs, see "Consumer DVD Format" on page 101.

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



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

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning DVDs" on page 102.)

The Export Video(s) page displays.


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mvadmin is logged in. [Logout](#)

- ▼ Home Menu
- Home
- Search Video
- User Help
- ▼ Bookmarks
- L3 MVI
- Online Support
- Action
- Save
- Return to Detail
- Return to Select
- Cancel
- Help

**EXPORT VIDEO(S)**

Videos
Page 1 of 1 (2 total records)

Output Format:
Data DVD

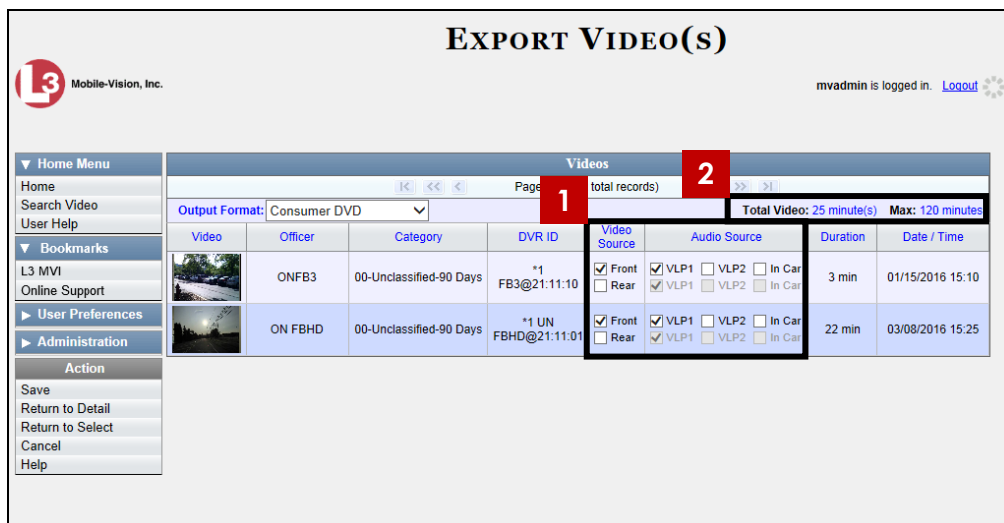
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25

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

(Continued)

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

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

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

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

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

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

- In Car*. The audio from your in-car microphone.
- 5 Go to the **Action** column and click **Save**. The Export Options popup displays.



- 6 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- 7 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.

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

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

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

## Burning Video to an Interchange Format DVD via the Robotic DVD Burner

This section describes how to burn selected stand-alone video(s) to an *Interchange Format DVD* using your agency's robotic DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the Interchange format, see “Interchange DVD Format” on page 102.

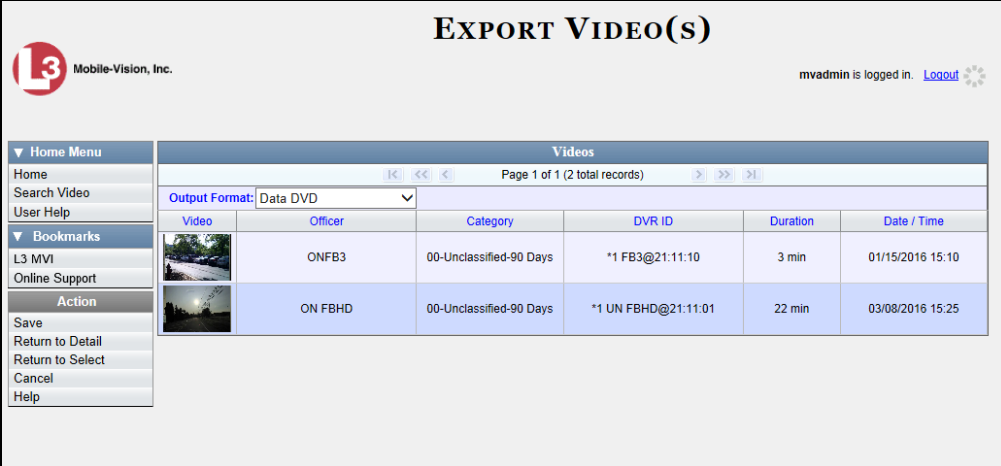
If you prefer to burn video using your PC's DVD burner, see “Burning Video to an Interchange Format DVD via Your PC's DVD Burner” on page 116 instead.



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

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see “Burning DVDs” on page 102.)

The Export Video(s) page displays.



**EXPORT VIDEO(S)**

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

Home Menu: Home, Search Video, User Help

Bookmarks: L3 MVI, Online Support



Action: Save, Return to Detail, Return to Select, Cancel, Help

Videos					
Page 1 of 1 (2 total records)					
Video	Officer	Category	DVR ID	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	3 min	01/15/2016 15:10
	ON FBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	22 min	03/08/2016 15:25

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

## EXPORT VIDEO(S)

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

Videos							
Page 1 of 1 (2 total records)							
Output Format: Interchange Format							
Video	Officer	Category	DVR ID	Video Source	Audio Source	Duration	Date / Time
	ONFB3	00-Unclassified-90 Days	*1 FB3@21:11:10	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	3 min	01/15/2016 15:10
	ONFBHD	00-Unclassified-90 Days	*1 UN FBHD@21:11:01	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear	<input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2 <input checked="" type="checkbox"/> VLP1/In Car <input type="checkbox"/> VLP2	22 min	03/08/2016 15:25

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

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

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

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

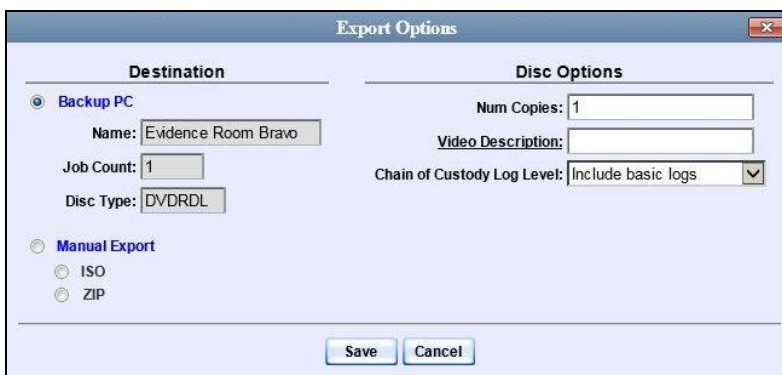
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

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

**Note on Flashback Audio Playback:** If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



- 6 If your agency has only *one* robotic DVD burner, proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you wish to use the Backup PC displayed in the *Name* field (see **NOTE** below), proceed to the next step.

– OR –

If your agency has *more than one* robotic DVD burner and you do *not* wish to use the Backup PC displayed in the *Name* field, select a new Backup PC from the drop-down list.



**NOTE:** Whenever you submit a request to burn an export disc, the system will automatically analyze your Backup PC resources to determine which Backup PC has the fewest number of jobs in its queue. It then displays that Backup PC in the *Name* field on the Export Options popup. Although you can override this selection if desired, the system choice will typically give you the fastest burn time.

- 7 If you want to burn only *one* DVD (default), proceed to the next step.

– OR –

If you want to burn *more than one* DVD, enter the desired quantity in the *Num Copies* field.

- 8 Enter a description for this DVD in the *Video Description* field. This text will print on the surface of the DVD.
- 9 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 10 Click **Save**. The system places your burn request in the burn queue and displays a status message on your Home Page under *Sent Messages*.

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

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

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

This section describes how to burn stand-alone video information to a *Data DVD* using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of Data DVDs, see "Data DVD Format" on page 100.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to a Data DVD via the Robotic DVD Burner" on page 104 instead.

- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning DVDs" on page 102.)

The Export Video(s) page displays.

*(Continued)*

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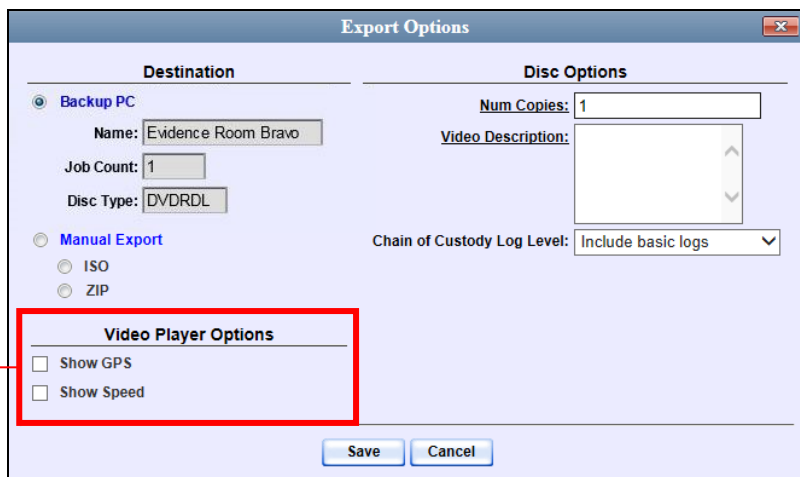
2 If **Data DVD** displays in the *Output Format* field, proceed to the next step.

– OR –

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

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

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



4 Select **Manual Export**.

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

5 To burn this video as an ISO file (default), proceed to the next step.

– OR –

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



- 6 Enter a description for this DVD in the *Video Description* field.
- 7 If you'd like the Chain of Custody report to include basic logs only (default), proceed to the next step.  
– OR –  
If you'd like the Chain of Custody report to include basic logs *and* IACP\* logs, select **Include IACP logs** from the *Chain of Custody Log Level* drop-down list.  
– OR –  
If you'd like the Chain of Custody report to include all available logs, select **Include all available logs** from the *Chain of Custody Log Level* drop-down list.
- 8 If a Video Player Options section displays in the lower left corner of the Export Options popup (will include one or two checkboxes), proceed to the next step. Otherwise skip to step 13.
- 9 If a *Show GPS* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 12.

Latitude	40.8578
Longitude	-74.7090
Heading	59° - NEBE



- 10 If you want this video export to include GPS data with the Flashback Player (displays during video playback, as pictured left), select the *Show GPS* checkbox. Otherwise proceed to the next step.
- 11 If a *Show Speed* checkbox displays in the Video Player Options section, proceed to the next step. Otherwise skip to step 13.

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

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

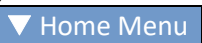
When processing is complete, a confirmation message will display on your Home Page under *Inbox Messages*.

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

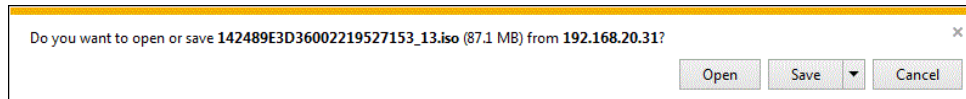
Inbox Messages			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

(Continued)

\* International Association of Chiefs of Police

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

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



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



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

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

This section describes how to burn selected stand-alone video(s) to an *Interchange Format* DVD using your PC's DVD burner. *Stand-alone* video is video that is not linked to a case.

For a description of the Interchange format, see "Interchange DVD Format" on page 102.

If you prefer to burn video using your agency's robotic DVD burner, see "Burning Video to an Interchange Format DVD via the Robotic DVD Burner" on page 110 instead.



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

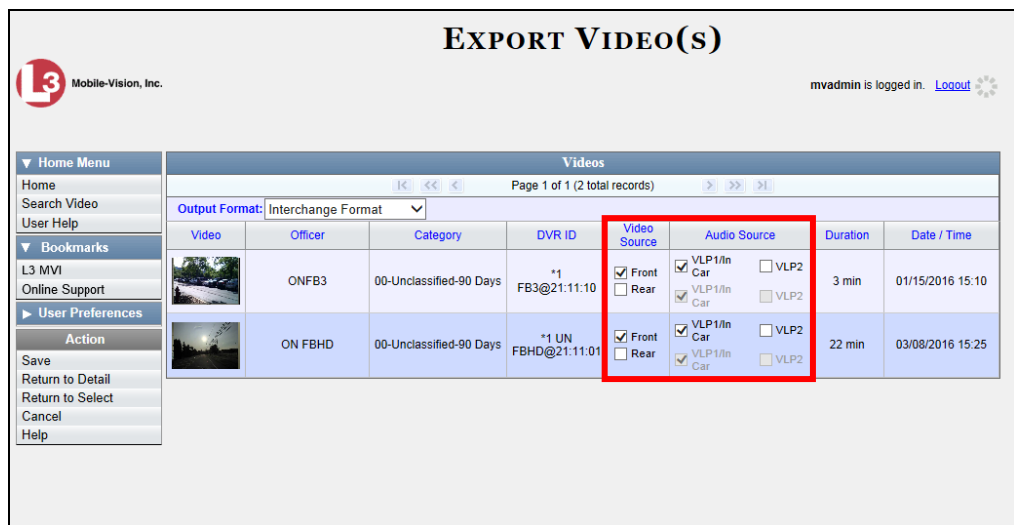
- 1 If you have not done so already, display the video(s) you wish to burn, then select **Export** → **Export Video(s)**. (For more detailed instructions, see "Burning DVDs" on page 102.)

The Export Video(s) page displays.



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

(Continued)



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

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

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

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

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

– OR –

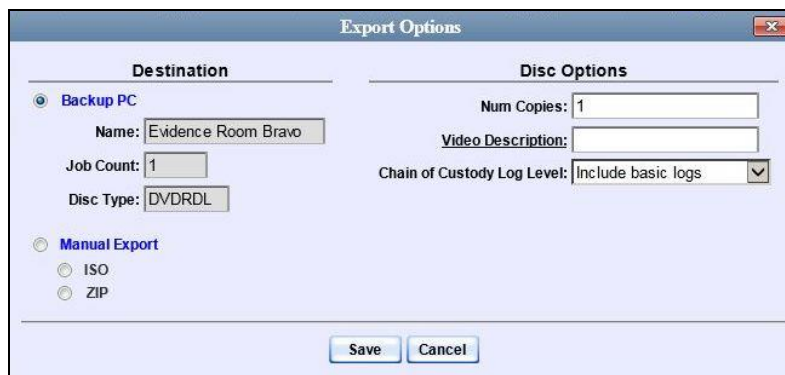
If two checkboxes display in the *Audio Source* column, select the audio source that you wish to include for each video, as described below:

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

**Note on Flashback Audio Playback:** If you choose the **VLP1/In Car** audio setting, you will be able to toggle back and forth between two audio streams: the stream from the wireless microphone that's connected to your Flashback's VLP 1 port, and the stream from your in-car microphone. On your DVD player, the *VLP1* audio stream is available on the *left* stereo channel, and the *In Car* audio stream is available on the *right* stereo channel. You can use the balance controls on your DVD player to switch back and forth between these two streams.

If you choose the **VLP2** audio setting, the audio stream from the wireless microphone that's connected to your Flashback's VLP 2 port will be available on your DVD player's *left* stereo channel, and the *right* stereo channel will be mute.

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



- 6 Select **Manual Export**.

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

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

– OR –

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

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

*(Continued)*

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

– OR –

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

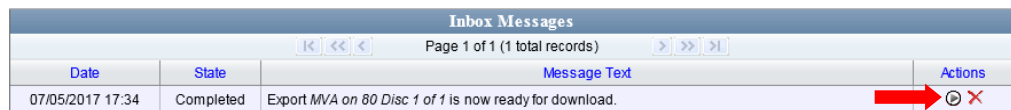
– OR –



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

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


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


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

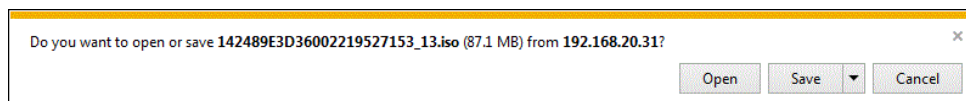


Inbox Messages			
Page 1 of 1 (1 total records)			
Date	State	Message Text	Actions
07/05/2017 17:34	Completed	Export MVA on 80 Disc 1 of 1 is now ready for download.	 

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

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

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



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

- 14 Navigate to the disk drive location where you wish to temporarily store the video file.

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

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

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

## Viewing DVDs

This section describes how to view the videos stored on your export discs, also referred to as *user-requested certified copies*. You *cannot* view videos on an archive disc (Certified Backup Disc). The latter is only used to restore videos to the server PC if/when the need arises.

The manner in which you view videos and other data on a DVD depends on the DVD's format. For specific instructions, see:

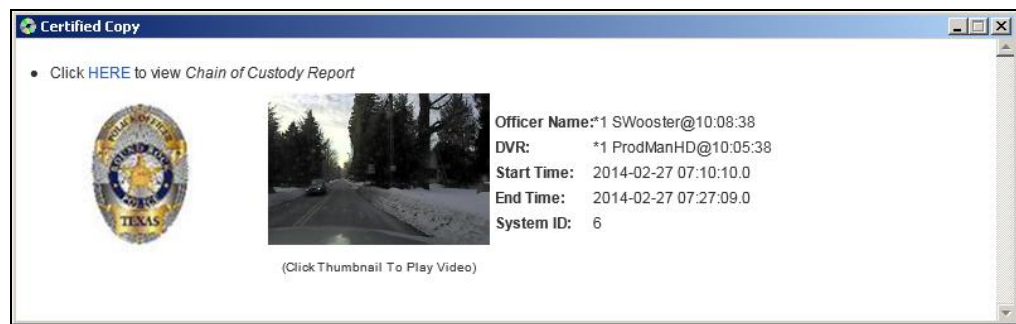
- Viewing a Data DVD, below
- Viewing a Consumer DVD, page 122
- Viewing an Interchange or FOIA Redacted Format DVD, page 123.

### Viewing a Data DVD

This section describes how to view information stored on an export disc (i.e., *user requested certified copy*) that is in *Data DVD* format.



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



- 2 To play a video, click on the thumbnail image for that video. The Flashback Player launches. This player will differ slightly depending on whether you are watching a Flashback1 or Flashback2/3/HD/BV video. For more information, see "Flashback1 Player" or "Flashback2/3/HD/BV Player" in chapter 2.

– OR –

To display other information, such as the Chain of Custody Report or an attached media file, click on the appropriate hypertext link. The file will display in the associated software application, such as Adobe Reader.

- 3 When you are finished viewing the files on this DVD, click the  in the upper right corner of the popup to exit the DVD menu.

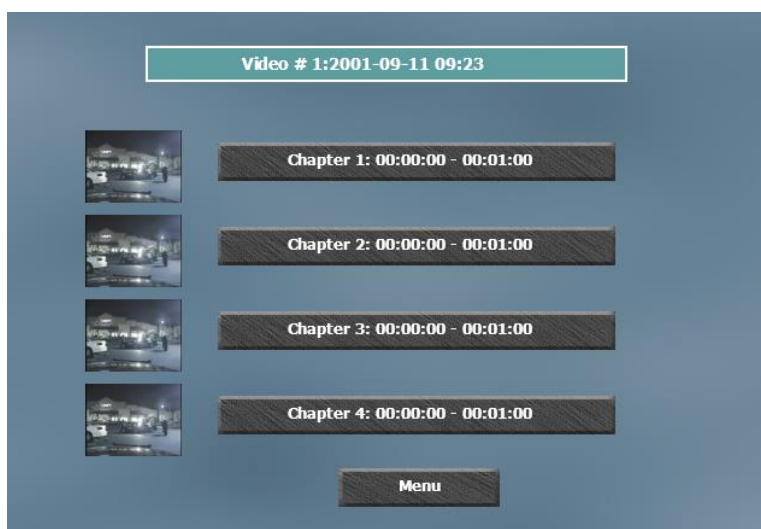
## Viewing a Consumer DVD

This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Consumer DVD* format.

- 1 Insert the Consumer DVD into the input tray of a consumer DVD player. After you close the tray, the DVD main menu will automatically display on your TV screen or monitor.



- 2 Click the button that corresponds to the video and camera view you are interested in. The Group menu displays.



The system automatically divides each video into four time segments. This allows



you to start viewing at a particular point in the video without having to watch the whole thing.

- 3 To play the entire video from start to finish, click the **Chapter 1** button. The video begins playing on your TV screen or monitor. **End of Procedure.**

– OR –

To start viewing the video partway in, click the **Chapter 2**, **Chapter 3**, or **Chapter 4** button. The video begins playing on your TV screen or monitor.

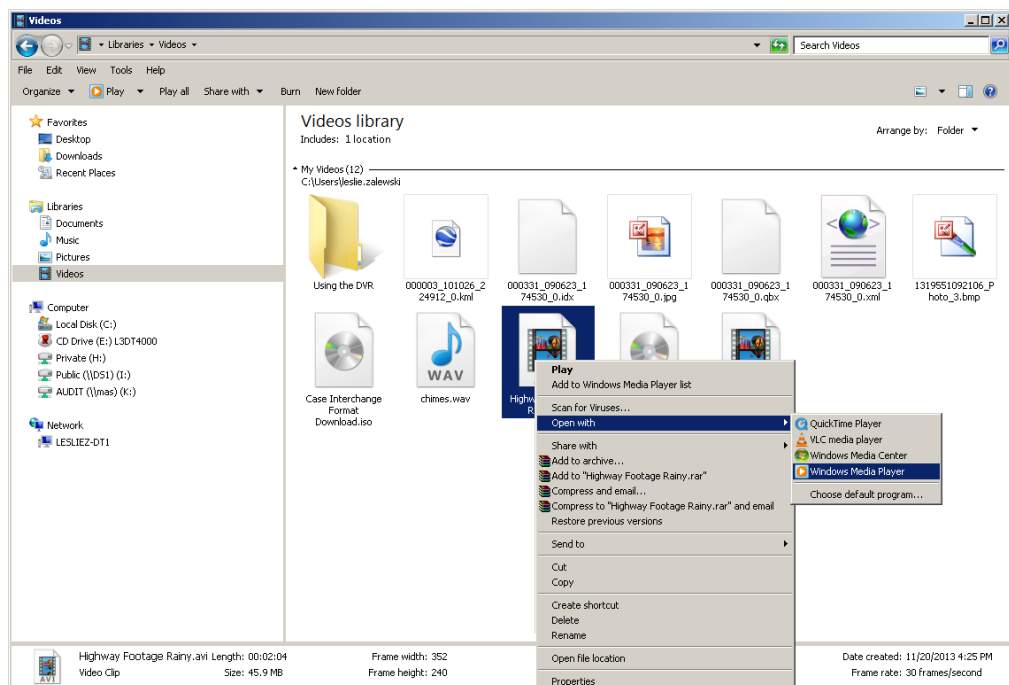
## Viewing an Interchange Format DVD

This section describes how to view videos stored on an export disc (i.e., *user requested certified copy*) that is in *Interchange* format.

- 1 Insert the *Interchange* DVD into your PC's DVD drive.
- 2 Using Windows Explorer, navigate to the DVD drive.
- 3 Locate the desired video file, which will have an extension of either **.mkv** (*BodyVISION* videos), **.avi** (*VIEVU* videos), or **.mp4** (all other videos).
- 4 Right-click on the video file, then select **Open with**→[**player software**] from the popup menu. For example, to play your video on the Windows Media Player, select **Open with**→**Windows Media Player**.



**HINT:** If you are playing a *BodyVISION* video, select the **VLC media player**.



The selected video player displays.



- 5 If the video does not launch automatically, click the **Play** button.

# G

## Glossary

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### Access Point

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

Some precincts have more than one access point to accommodate multiple vehicles that park in different areas outside the building. See also [Transmission](#).



**NOTE:** Some smaller agencies do not use Access Points, as they download all their videos manually.

### Automatic Archive

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

### Backup PC

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

### Bookmark

An agency-defined link to a website. These links display in the *Bookmarks* column on the Main Menu. The default link will take you to the Mobile-Vision Online Support Center.

### BodyVISION

A small, wearable digital video recorder sold by Mobile-Vision. This device allows you to capture both high definition videos and JPG “snapshot” images, then upload them to your DEV [server PC](#) via a BodyVISION docking station. Videos recorded using this device are assigned the category of **Body Worn**.

## BWX-100

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

## Body Worn Tracking Function

A system feature that, when activated, restricts the viewing of [BodyVISION](#) and [BWX-100](#) videos to users who have the *Authorize Media Playback* and/or *Can View Body Worn Videos* permission. All other users who are interested in viewing a Body Worn video are required to submit a [viewing request](#) to their supervisor, which includes a “need to know” reason, referred to as a [viewing request reason](#).

## Burn Request

A request to generate a [user-requested certified copy](#), also referred to as an *export disc*. When you submit a burn request and *you have burning privileges*, the system will place your burn job in the [Backup PC's](#) burn queue. When you submit a burn request and *you don't have burning privileges*, the system will place your burn request in the *Inbox Messages* list of all [DEV](#) users who have burning privileges. If one of those users approves your request, that will send your burn job to the Backup PC's burn queue.

## Certified Backup Disc (CBD)

An archive DVD used to restore videos to the [server PC](#). Also referred to as a “CBD.” The system automatically sends CBD burn requests to the [Backup PC](#) without any action on your part. The number and type of files burned to CBD is determined by your system settings. Factors such as a file's age, type, category, etc., all help determine what data the system will back up. Your System Administrator defines these backup parameters through [DEV](#). 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 PC (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 storage card that saves your Flashback2 videos until they can be transmitted to your agency's [server PC](#).

## Chain of Custody Report

A log of all operations that have been performed on a particular video or Body Worn [snapshot](#) (e.g., *System Media Uploaded from Unit*). This report shows the date and time at

which each activity occurred, as well as the User ID of the officer who performed the action, if applicable.

### Consumer DVD

An MP4 disc format that you can play on any standard consumer DVD player. Includes a customizable DVD menu.

### Data DVD

A disc format that you can play on any PC DVD player using the [Flashback Player](#). When you burn videos in Data DVD format, the disc will include selected videos, general information about the videos, the [Chain of Custody Report](#), and a copy of the Flashback Player.

### DEV

An acronym for *Digital Evidence Viewer*, 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:

- [Flashback DVRs](#)
- [BodyVISION Body Worn cameras](#) (optional)
- [BWV-100 Body Worn cameras](#) (optional)
- [Access point](#)
- [Server PC](#)
- [DEV software](#)
- [Backup PC](#)
- [Robotic DVD burner](#)

### Discovered DVR

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

### Download Request

A request to download, or [export](#), a selected video file to your PC. This type of request is sent from *you* to the *system*. Once the system processes your request, a confirmation message and download icon will appear on your *Inbox Messages* list.

### DVR

See [Flashback](#), [BodyVISION](#), [BWV-100](#), or [VIEVU](#).

## DVR Login Key

A file on a USB drive that contains your user information. You insert this flash drive in your Flashback's USB port at the beginning of each shift, then log in. This identifies you as the owner of all videos recorded on that DVR while you are logged in.

## Export

The system process used to copy video files 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.

## 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.

## Flashback DVR

A digital video recorder that is installed inside a vehicle. 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 PC](#). For more information on the Flashback, refer to your Flashback User's Guide.

## Flashback Player

A software application used to play video files. When you select an [online](#) video from within [DEV](#), the Flashback Player launches automatically. When you burn a [user requested certified copy](#) of a video in [Data DVD](#) format, that disc will include a copy of the Flashback Player.

## Ingest Date

The date and time at which a video file was [transmitted](#) to the [server PC](#) 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 cameras, your Interchange videos will have an extension of **AVI**. If your agency has any [BodyVISION](#) Body Worn DVRs, your Interchange videos will have an extension of **MKV**. All other Interchange videos will have an extension of **MP4**.

## LEC Mobile

A Mobile-Vision app used to view [BWV-100](#) videos from a smart phone or tablet in the field.

## Manual Backup Disc

See [User Requested Certified Copy](#).

## Manual Export

The system process used to download video files to your PC. You must have the proper permissions to perform a manual export.

## Online

A status for a video file which indicates that all of the file's information is currently available for viewing on the [server PC](#).

## Offline

A status for a video which indicates that some, but not all, of that record's data or functions are available on the [server PC](#). 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.

You can, in some cases, [reactivate](#) an offline video.

## Private File

A video or *BodyVISION* [snapshot](#) that can only be viewed by its owner or a user who has the *Edit Private Data* permission.


## Public File

A video or *BodyVISION* [snapshot](#) that can be viewed by *all* [DEV](#) users.

## Reactivation

The process used to restore a video file that the system took *offline* after it reached a predefined age set by your System Administrator. There is a limited time period in which you can reactivate an archived video. This time period depends on the system settings chosen by your System Administrator. You must have the proper permissions to reactivate files.

## Record Reason

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

*(Continued)*

## Redaction

The process of editing a video prior to downloading it to your PC. In DES, the redaction feature gives you the ability to:

- Export a portion of a video rather than the entire full-length video
- Blur a video's picture
- Remove a video's audio track(s).

## Robotic DVD Burner

A disc duplicator that burns and labels your [Certified Backup Discs](#) and [User Requested Certified Copies](#). Mobile-Vision sells two types of burners: the *Bravo*, a stand-alone unit, and the *Rimage*, a combination disc burner/computer. If you have a Rimage, you do not need a separate [Backup PC](#). Rimage units can burn CDs, DVDs, and Blu-Ray discs. Most Bravo units can burn CDs and DVDs. The higher-end Bravos can burn Blu-Ray discs as well.

## SD Card

The temporary storage device that stores Flashback3 and/or FlashbackHD videos until they can be transmitted to the agency [server PC](#).

## Server PC

The Windows PC that hosts the [DEV](#) application and stores all of your video data.

## Snapshot

A JPG still image captured with a [BodyVISION](#) or [BWV-100](#) Body Worn camera. These images are uploaded to the [server](#) along with the device's videos.

## Tagging

A procedure used to add extra days to the [online](#) life of a video. By tagging a video, you extend that video's online life by a certain number of days. The exact number of days is defined by your System Administrator.

## Transmission

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


- Automatic transmission.* Whenever your vehicle comes within approximately 300 feet of an access point, it triggers an automatic transmission. During this transmission, all videos that are currently stored on your DVR will wirelessly transfer to the server PC via the access point.
- Manual transmission.* Your DVR holds a temporary storage device called a [CF card](#) or [SD Card](#). This card is used to temporarily store your videos until they can be transferred to the server PC. If necessary, you can use this card to *manu-*



ally transfer videos to your server PC, assuming you have the proper permissions. For more information, see “Manually Uploading New Videos” in chapter 2.

## Tracepoint



A placemaker that an officer can add to a video while it’s recording. If you are using a Flashback, this is accomplished by pressing the  button on the Flashback menu or the **T** button on the DVR (pictured opposite). If you are using a [BodyVISION](#), this is accomplished by pressing the Snapshot/Tracepoint button on the top of the device (configuration required). If you are using a [BWX-100](#), this is accomplished by pressing the Snap/Trace button on the side of the unit (configuration required). By marking a video with a tracepoint, it allows you to quickly advance to an important segment in that video during playback.

## Trigger

See “Record Reason.”

## Uncompressed DVD

A [Data DVD](#) disc that includes a link to two raw video files: an **MP4** file and a **DV** (digital video) file. You can import MP4 and DV files into third party software, such as video editing or redaction software. Uncompressed DVDs are available for Flashback videos only.

## Undiscovered DVR

A DVR that has not been in communication with the [server PC](#) yet (i.e., a DVR for which you just created or uploaded a record).

## User Metadata (UMD)

Custom data fields that you can link to a video. Your System Administrator defines these fields. Their purpose is to allow officers to annotate their videos with custom data, such as a subject description. If you have a mobile data computer with the UMD Editor installed on it, you have the option of attaching UMD to a video in the vehicle immediately after it is finished recording. Otherwise, you can attach UMD back at the precinct when you connect to the [server PC](#). For more information, see “Adding Predefined User Metadata to a Video” in chapter 2.

## User Requested Certified Copy

A DVD that you can, with the proper permissions, create yourself using either the [robotic DVD burner](#) or your PC’s DVD burner. Also referred to as an *export* disc. This type of DVD is, as its name implies, requested by the user. You create these discs on an “as-needed” basis for evidential and/or backup purposes. For more on the different types of DVDs and how they are created, see chapter 3.

## User Role

A group of permissions that determines what system functions a user will have access to. Whenever you login to [DEV](#), the system will grant you access to various system functions according to the user role that is assigned to your User ID. The System Administrator is responsible for assigning permissions to each user role.

## Video Notation

A custom checkbox used to notate, or *tag*, video records and [snapshots](#). These checkboxes are defined by your agency.

## VIEVU

A small DVR that is worn on an officer's body. Videos recorded using this device are assigned the category of **VieVu**.

## Viewing Request

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

## Viewing Request Reason

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

# A Appendices

## Appendix A: End-User License Agreement

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## Third Party Software Licenses

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

<https://l3mvicrm.blob.core.usgovcloudapi.net/mvicrm/Flashback/Third%20Party%20Software%20Licenses.pdf>

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## Appendix B: Suppressing Java Security Prompts

If you receive a security popup each time you access DEV, you may want to perform a procedure that enables you to turn off this popup on all your workstation PCs. This procedure is documented in an article found on our Online Support Center. To access it, click on the following link:

<https://l3tmvi.dynamics365portals.us/article/KA-04163/en-us>



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