



## *DVMS® BOClient Administrator and User Guide*

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v. 4.2

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# 1 Introduction

The Digital Video Management System (DVMS®), developed by COBAN Technologies Inc®, stores, archives, manages and retrieves digital video and data associated with video. A primary component of the DVMS is the Back-Office Client (BOClient®).

BOClient is used to access recorded videos captured in the field. It allows users the ability to:

- Search for videos using different search criteria
- Add event data and meta data to videos
- Take and adjust snapshots from videos
- Export videos out of the system for external use

# 2 Access BOClient

To access BOClient, follow these steps:

1. Double-click the **BOClient** icon. The icon is usually in the COBAN DVMS folder on your desktop.

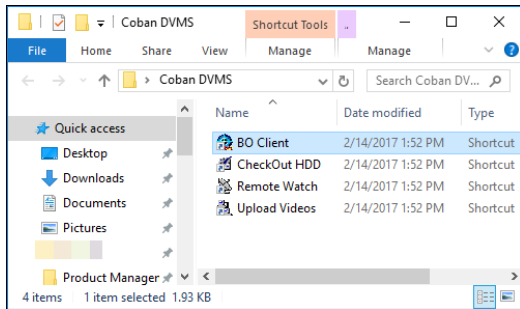


Figure 1: Run executable

The **Login** screen is displayed.



Figure 2: Log in screen

2. Enter your user ID and password provided by your administrator.

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3. Click **Login**. The **BOClient home** screen (Figure 3) is displayed.



Figure 3: BOClient home screen

### 3 Working with Videos

From the BOClient home screen, you can search for a video or snapshot. You can search by officer name, date range or patrol unit ID. Additionally, you can search the main server and choose the display of the results.

BOClient offers the following search options:

- Standard Search
- Map-Based Search
- Map-Trace
- Export GPS

#### 3.1 Using the Standard Search for a Video

Prior to reviewing any videos in BOClient, it is necessary to search for and locate the video on the server.

From the BOClient home screen (Figure 3), choose **Standard Search** from the **Video Search** menu. The **Video Search** screen is displayed.

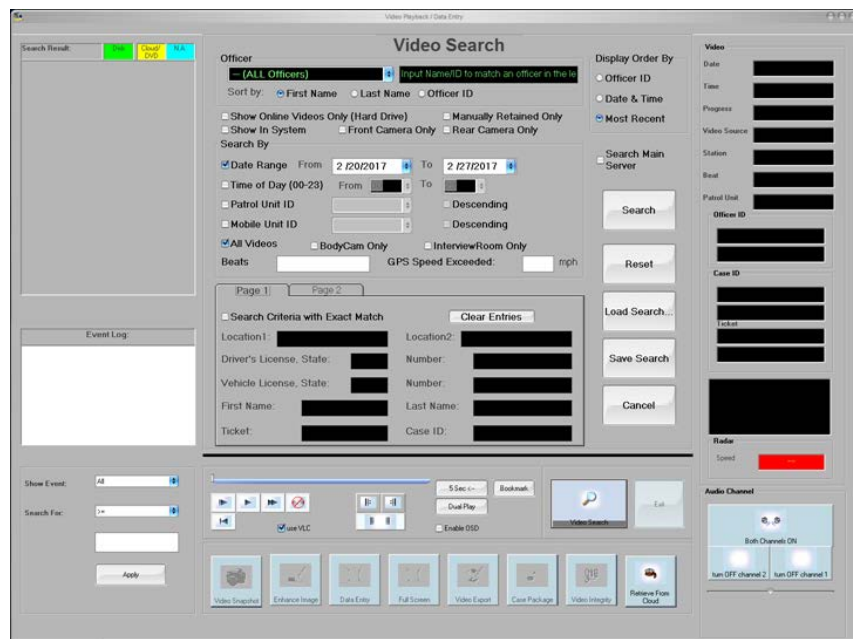
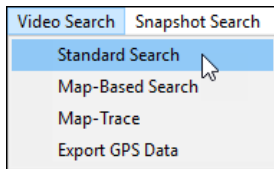


Figure 4: Video Search screen

To search for a video, follow these steps:

1. Choose the criteria you want to search by.
2. Click **Search**. The **Video Playback/Data Entry** screen is displayed. All search results are displayed in the search results section on the left of the screen.

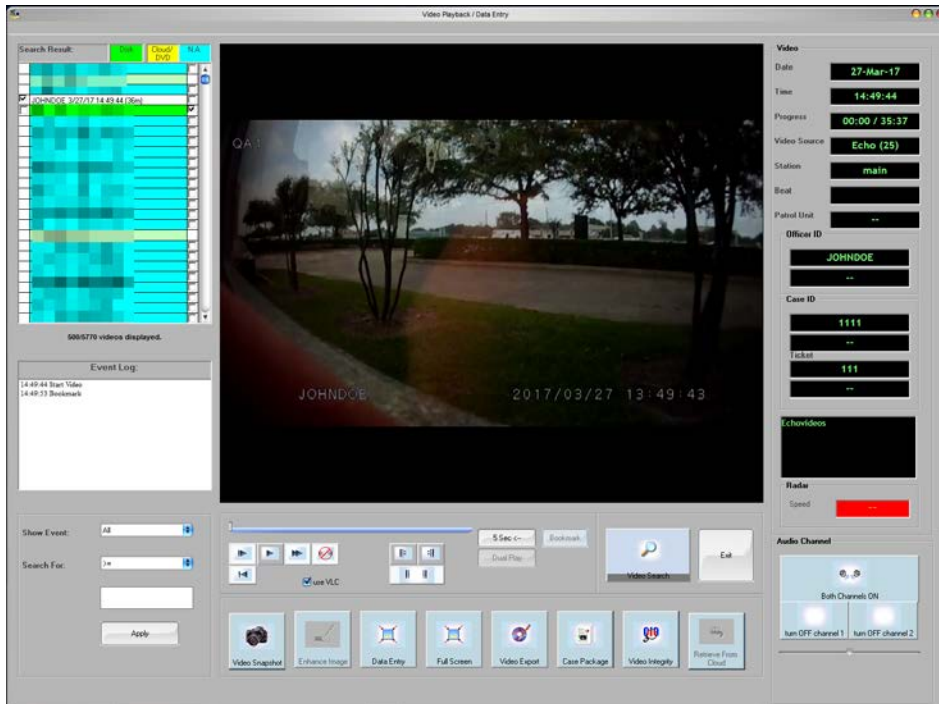


Figure 5: Video Playback/Data Entry screen

---

**NOTE:** Search criteria can be combined with other criteria to further refine results, for example: search by officer name and by date range.

---

### 3.1.1 Search by Officer Name

To search for a video by officer name, follow these steps:

1. On the **Video Search** screen, select the name of the officer who recorded the video that you are searching for from the **Officer** drop-down list.



You can sort the list of officers by First Name, Last Name or Officer ID.

In the **Sort by** section, select one of the three sort options.

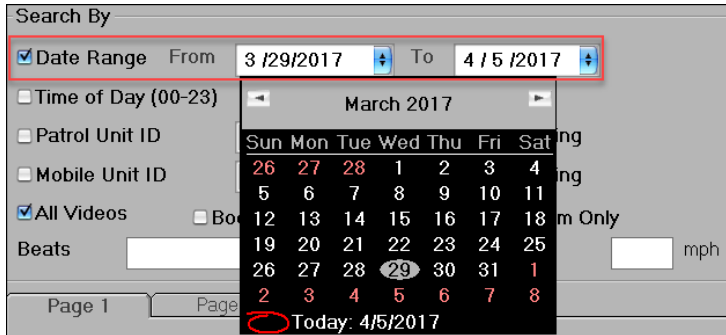


2. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.2 Search by Date Range

To search for a video by a date range, follow these steps:

1. On the **Video Search** screen, check the **Date Range** checkbox in the **Search By** section.
2. Select the **From** and **To** date for the search from the drop-down calendar.



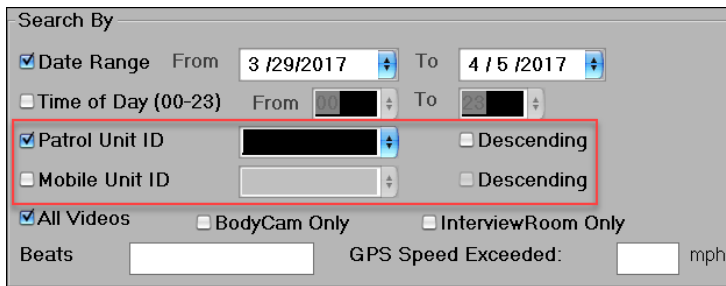
3. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.3 Search by Patrol Unit ID or Mobile Unit ID

To search for a video by Patrol Unit ID or Mobile Unit ID, follow these steps:

1. On the **Video Search** screen, check the **Patrol Unit ID** and/or **Mobile Unit ID** checkbox in the **Search By** section.
2. Select the appropriate ID number from the corresponding drop-down list or enter the ID manually.

Additionally, check the **Descending** check box if you want the results to be sorted in descending order.

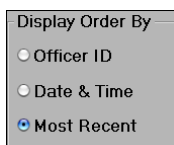


3. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.4 Choose the Result Display Order

To change the order of the results that are displayed, follow these steps:

1. On the **Video Search** screen, choose the option for the results display order in the **Display Order By** section.



2. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.5 Search the Main Server

In a multi-station (multi-precinct) system, the workstation will search all videos in the substation's server, by default.

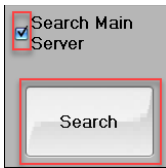
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**NOTE:** If you have the appropriate access rights, you can view videos wherever they are located. This includes the main server and sub-station servers.

---

*To search videos across the system using the Main Server, follow these steps:*

1. On the **Video Search** screen, enter the search criteria for your search.
2. Check the **Search Main Server** checkbox.

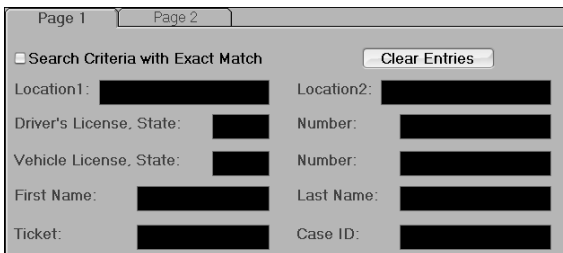


3. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.6 Additional Search Parameters

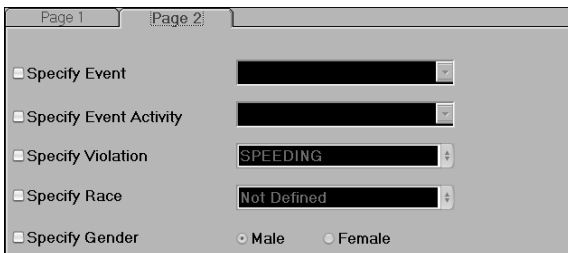
*To search videos using additional search parameters, follow these steps:*

1. On the **Video Search** screen, refine your search criteria by entering the provided information on the **Page 1** tab.
2. Optionally, check the **Search Criteria with Exact Match** checkbox to further refine the search parameters entered in the fields.



**Figure 6: Page 1 tab**

3. Click the **Page 2** tab to refine your search criteria by entering the provided information.



**Figure 7: Page 2 tab**

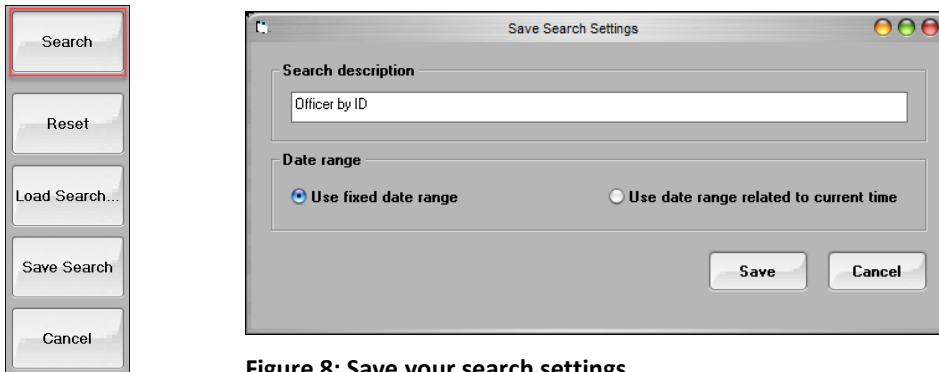
4. Click **Search**. Search results are displayed in the search results section on the left of the screen.

### 3.1.7 Saving a Search

To review a video from a specific point, you can save a search and load it up anytime to optimize productivity for working a case.

*To save a search, follow these steps:*

1. On the **Video Search** screen, click the **Save Search** button. The Save Search Settings dialog box is displayed.



**Figure 8: Save your search settings**

2. Enter a description of the search you want to save.
3. Select the **Use fixed date** range option to save the search using dates that are fixed.

-OR-

Select the **Use date range related to current time** option to save the search using the current time.

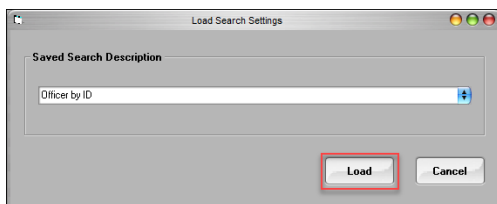
4. Click **Save**.

### 3.1.8 Loading a Saved Search

To review a video from a specific point, you can save a search and recall it at any time to optimize productivity while working a case.

*To load a saved search, follow these steps:*

1. On the **Video Search** screen, click the **Load Search** button to load an existing search. The **Load Search** dialog box is displayed.
2. Select the saved search from the drop-down list.



**Figure 9: Select a saved search**

3. Click **Load**.

### 3.1.9 Search Results

Search results are displayed using a color-coded system and include Officer ID, Date and time the video was recorded, Length of the video in minutes, Suspects name (if entered) and Event data will populate within the Event Log section.

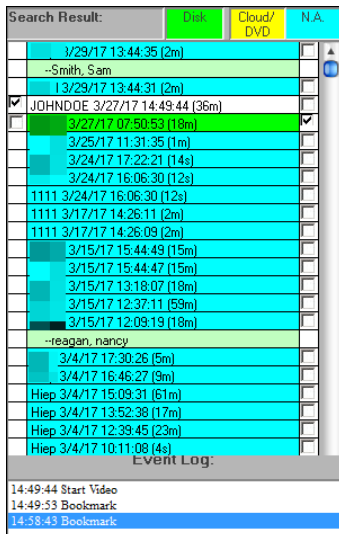
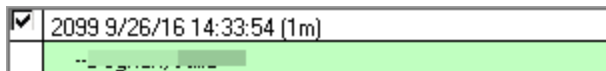


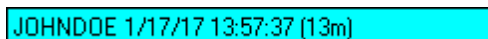
Figure 10: View search results

### 3.1.10 Video Tags

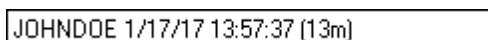
A video highlighted in **GREEN** indicates that the video is on-line and located on the primary storage. The video and data associated with this video are available in the system for immediate viewing. A light green highlight indicates the name of the suspect, if entered.



A video highlighted in **BLUE** indicates that the video is offline. BOClient does NOT have this video in the system. The video might be deleted depending on the expiration date. The expiration date is based on the event type definitions. If deleted, data and notes relating to this video are still available for viewing. See also, [Working with Event Data](#).



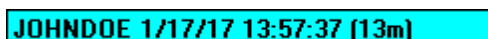
A video highlighted in white indicates that the video is displayed on the playback screen.



A video highlighted in **YELLOW** indicates that the video is in the Cloud, on the systems tape library, or has been archived to DVD and can be made available for viewing. If archived to DVD, the system will prompt you to specify the DVD Volume.



A video listed in **BOLD** indicates that the video has been placed on hold.



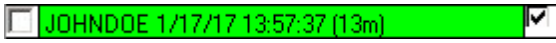


The checkbox on the right side of the video's date and time is automatically checked when the video is uploaded. This check corresponds to the retention definition assigned to videos based the event type defined by the departments policy.

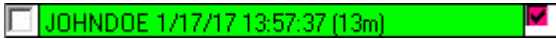
---

**NOTE:** A minimum three-day retention is mandated for all videos.

---



The checkbox on the right side of the video's date and time is highlighted red and checked when the video uploaded has been manually retained by a user with Manual Retain user rights. This video will remain accessible within the BOClient system until that user, or a user with equal or greater user rights, removes the checkmark, thereby un-retaining the video file.



### 3.1.11 Return to Video Search

If no records are found, a dialog box is displayed indicating that no videos were found.

To redefine your search, follow these steps:

1. On the dialog box, click **OK**.
2. On the **Search Results** screen, click the **Video Search** button.
3. Redefine the search parameters and re-search as described in [Using the Standard Search for a Video](#).

### 3.1.12 Using the Map-Based Search for Videos

From the BOClient home screen, you can search for a video or snapshot via the COBAN Map Search application.

---

**NOTE:** The COBAN Map Search application must be installed before you can use this feature. Run *CobanMapSearch.exe*, located in your **DVMS/MapSearch** folder.

---

To search for a video, follow these steps:

1. From the BOClient home screen (Figure 3), choose **Map-Based Search** from the **Video Search** menu. The **Map-Based Search** screen is displayed.

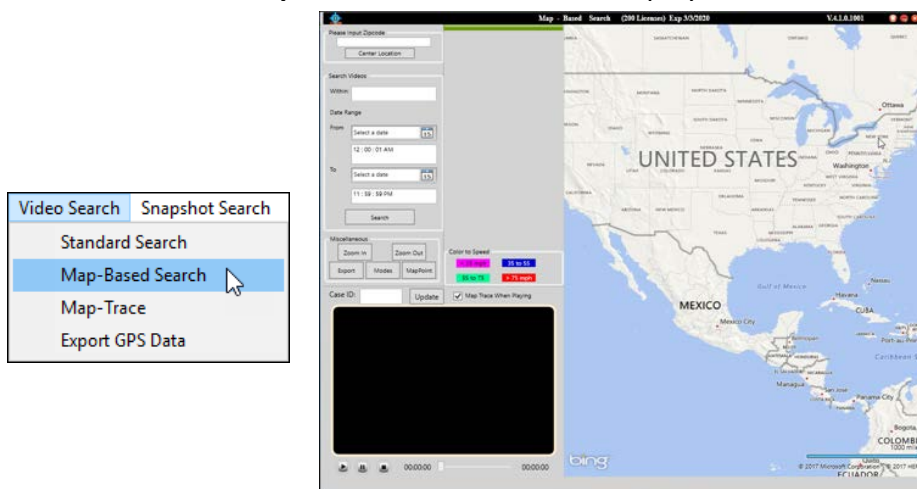
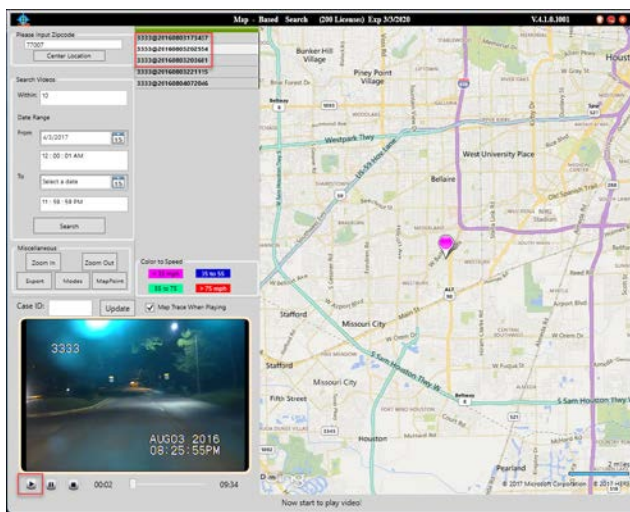


Figure 11: Map-Based Search screen

- In the **Please Input Zip code** section, enter the zip code you want to search for videos, then click **Center Location**.

The map zooms in on the entered zip code area.

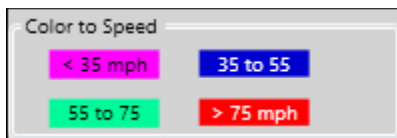
- In the **Search** area of the screen, you can enter any of the following search filters:
  - Within** – Enter the number of miles you want to search within
  - Date Range** – Enter the date range for the search to search within
    - From** – Enter the time the video was started
    - To** – Enter the time the video ended
- Click **Search**. At the top of the screen, the available videos are displayed that exist within the entered parameters.



**Figure 12: Map-Based Search screen**

The bottom of the screen contains the number of records found.

The map contains the speed correlating to the **Color to Speed** section of the screen.



- Click a video at the top of the screen to play it.



6. In the **Miscellaneous** section of the screen, click one of the following buttons:
  - **Zoom In** – Click to change the map view from a long shot to a close-up. You can also double-click on the map to zoom in.
  - **Zoom Out** – Click to change the map view from a close-up shot to a long shot.
  - **Export** – Click to export the selected video
  - **Modes** – Click to view the map in *Standard* or *Aerial* modes.

### 3.1.13 Using the Map-Trace

From the BOClient home screen, you can search for a video or snapshot via the COBAN Map Search application.

---

**NOTE:** The COBAN Map Search application must be installed before you can use this feature. Run *CobanMapSearch.exe* which is in your **DVMS/MapSearch** folder.

---

From the BOClient home screen (Figure 3), choose **Map-Based Search** from the **Video Search** menu. The **Map Trace** screen is displayed.

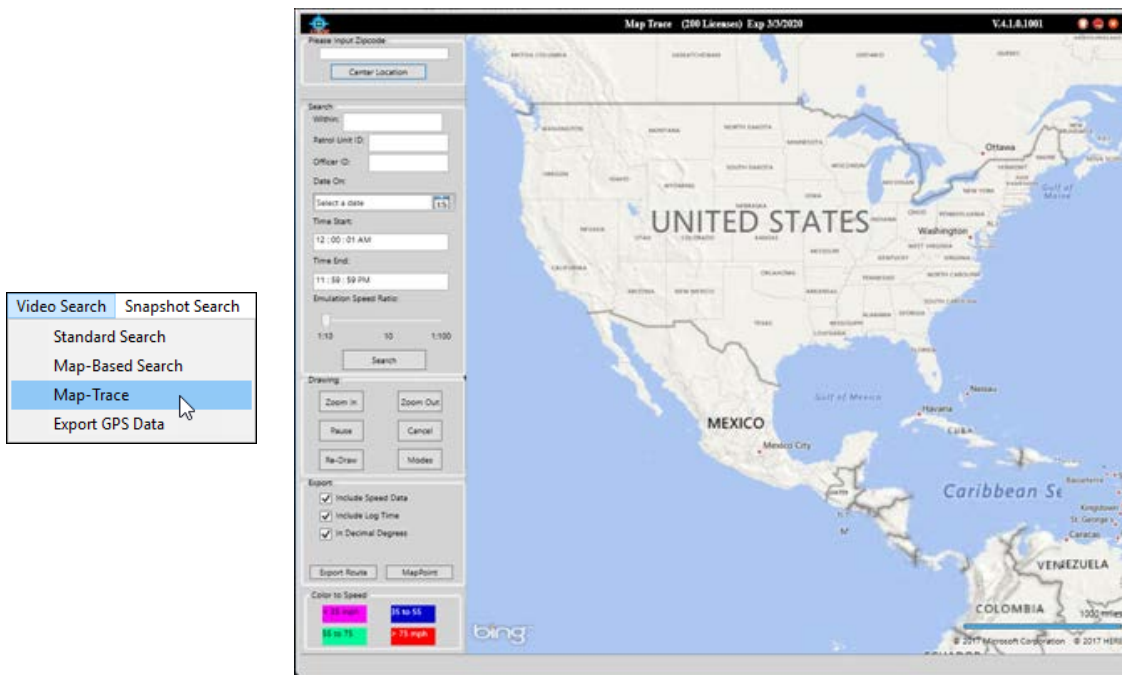
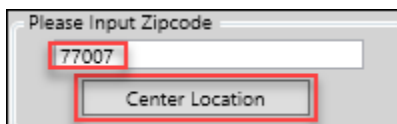


Figure 13: Map Trace screen

To search for a video, follow these steps:

1. In the **Please Input Zip Code** section, enter the zip code you want to search for videos, then click **Center Location**.



The map zooms in on the entered zip code area.

2. In the **Search** area of the screen, you can enter any of the following search filters:
  - **Within** – Enter the number of miles you want to search within

- **Patrol Unit ID – (Required)** Enter the identification number for the patrol unit that took the video
- **Officer ID – (Required)** Enter the identification number for the officer that recorded the video
- **Date On** – Enter the date the video was taken
- **Time Start** – Enter the time the video was started
- **Time End** – Enter the time the video ended

3. Click **Search**.

Search  
Within: 10  
Patrol Unit ID:  
Officer ID: 1111  
Date On:  
1/2/2017  
Time Start:  
12:00:01 AM  
Time End:  
11:59:59 PM  
Emulation Speed Ratio:  
1:10 10 1:100  
Search

The map contains a **Color to Speed** section that includes a color legend correlating to the marked video.

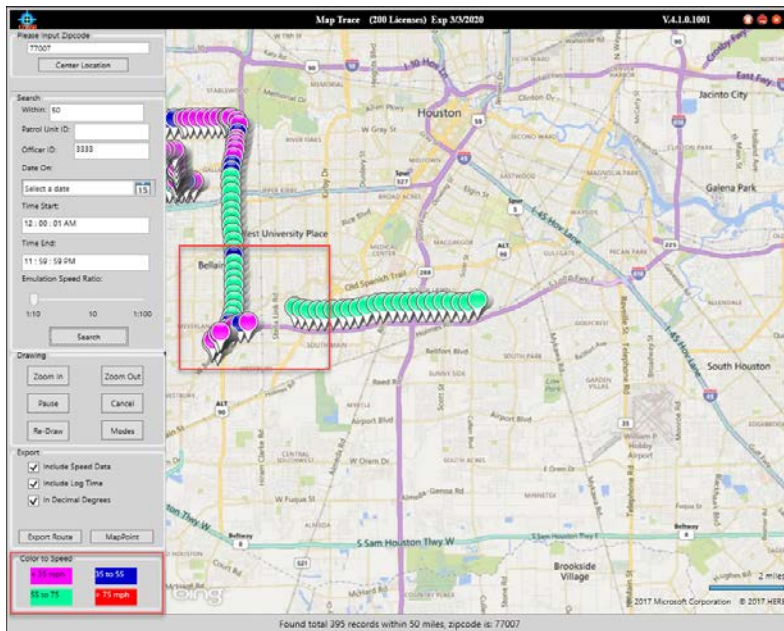


Figure 14: Map Trace screen with color legend

4. In the **Drawing** section of the screen, click one of the following buttons:
  - **Zoom In** – Click to change the map view from a long shot to a close-up. You can also double-click on the map to zoom in.
  - **Zoom Out** – Click to change the map view from a close-up shot to a long shot.
  - **Cancel** – Click to return the map to the default view
  - **Modes** – Click to view the map in *Standard* or *Aerial* modes.
5. In the **Export** section of the screen, choose any or all the following options:
  - **Include Speed Data** – Check this checkbox if you want to include the speed data
  - **Include Log Time** – Check this checkbox if you want to include the log time
  - **In Decimal Degrees** – Check this checkbox if you want to view in decimal degrees
  - **Export Route** – Click this button to export the displayed route

### 3.1.14 Exporting GPS Data

To export the GPS data, follow these steps:

1. From the BOClient home screen (Figure 3), choose **Export GPS Data** from the **Video Search** menu. The **Export GPS Data** screen is displayed.

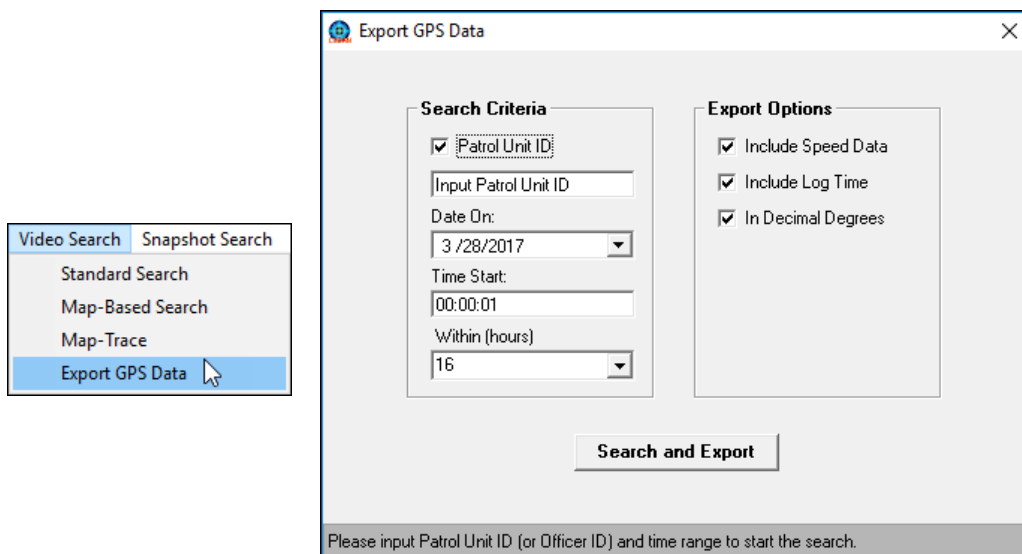


Figure 15: Export GPS Data screen

2. Enter the following search criteria and export options:
  - **Patrol Unit ID** – Check this checkbox to search for the data by the Patrol Unit ID
  - **Date On** – Select a date the GPS data you want to export was obtained
  - **Time Start** – Enter the time range in which you want to start the search.
  - **Within (hours)** – Select the number of hours you want to search within
  - **Include Speed Data** – Check this checkbox if you want to include the speed data within the exported data.

- **Include the Log Time** – Check this checkbox if you want to include the Log Time within the exported data.
- **In Decimal Degrees** – Check this checkbox if you want to view in decimal degrees

3. Click **Search and Export**.

### 3.2 Playback a Video

Prior to reviewing any videos using BOClient, it is necessary to search for and locate the video on the server. Following a search, the first video in the search results is highlighted in white.

To play a video from the Search Results:


1. Select the video from this search results section.
2. On the video playback bar, click the play button . The video is displayed at the center of the screen.



Figure 16: Playback a video

Additionally, data regarding the video in the **Video Data** section and the **Event Log** section of the **Video Search** screen is displayed.

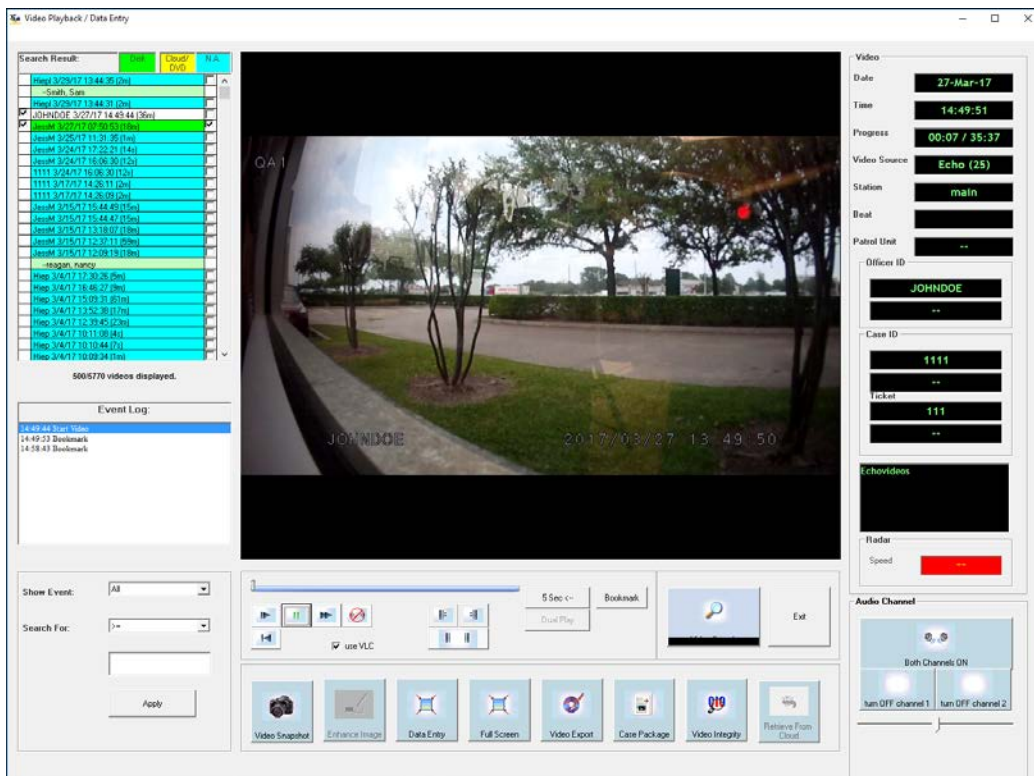


Figure 17: View video data

3. Use the playback bar to navigate your video.

- Click the data in the **Event Log** section to jump directly to the listed event in the video.

Event Log:
14:49:44 Start Video
14:49:53 Bookmark
14:58:43 Bookmark

Figure 18: View the event log

### 3.2.1 Play Multiple Videos

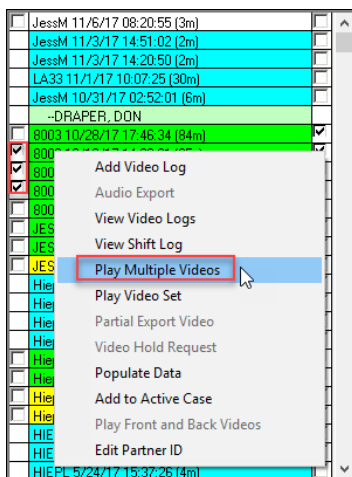
BOClient can playback multiple videos simultaneously from different officers and patrol units, if they are within a 24-hr period.

To play multiple videos simultaneously, follow these steps:

- Select the videos from the search results section.

**NOTE:** All videos selected must be within the same 24-hour period.

- Right-click the video(s) and choose **Play Multiple Videos** from the context menu.



**NOTE:** The selected videos are typically from different officers/cameras.

The **Multi-Videos Playback** screen is displayed.

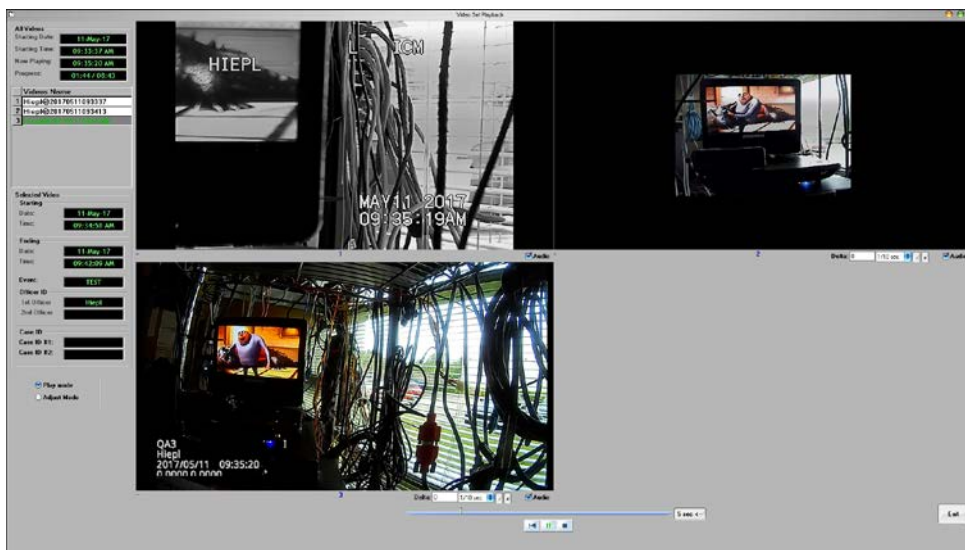


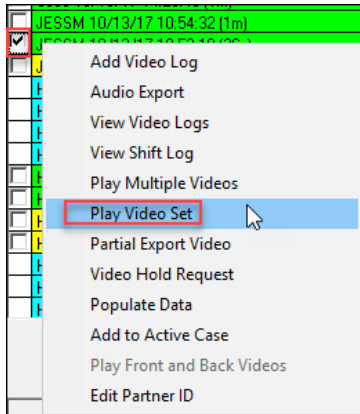
Figure 19: Multi-Videos Playback screen

### 3.2.2 Play Video Set

You can play all videos associated with a single video with a single click. The video must be within the same time from and from the same officer. For example, when you turn on your bodycam, the front camera is enabled. At the same time, the rear camera may be activated. In this case, your video contains three different videos. When you select the video from the search results section, all three videos are displayed and run simultaneously.

To play a set of videos simultaneously, follow these steps:

1. Select the video you want to play from the search results section.
2. Right-click and choose **Play Video Set** from the context menu.



The selected videos are displayed.

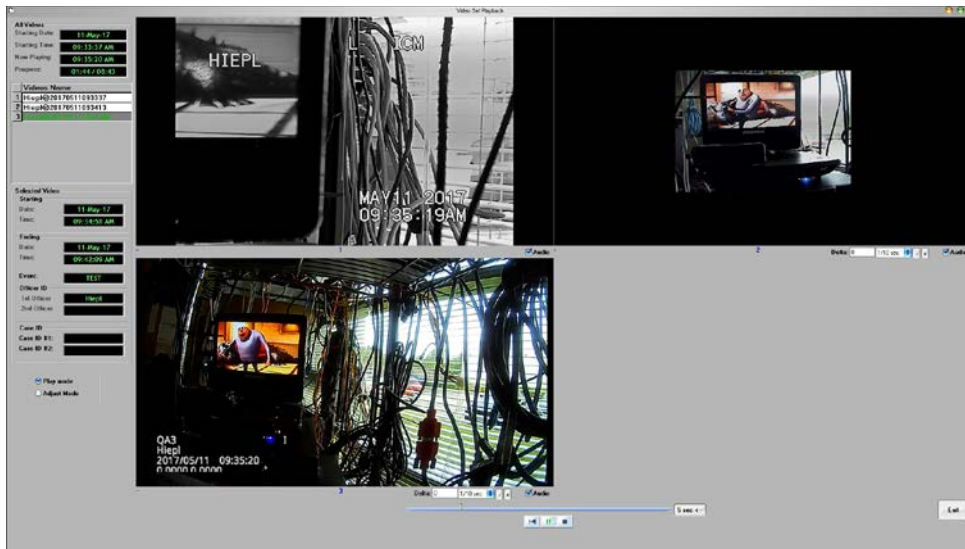


Figure 20: Multi-Videos Playback screen

### 3.2.3 Dual Play

BOClient can playback dual videos if there is an associated video with the selected one. For example, if you are reviewing the front video, dual play can playback the front and rear video for that officer and patrol unit simultaneously.

To play dual videos simultaneously, follow these steps:

1. Select the video you want to play from the search results section.



2. On the playback bar, click the **Dual Play** button.



The videos are displayed side-by-side.

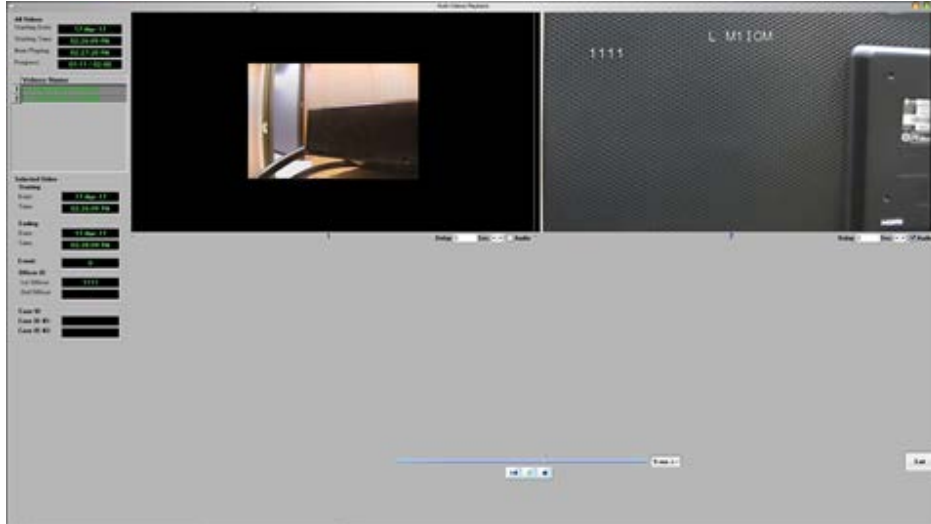
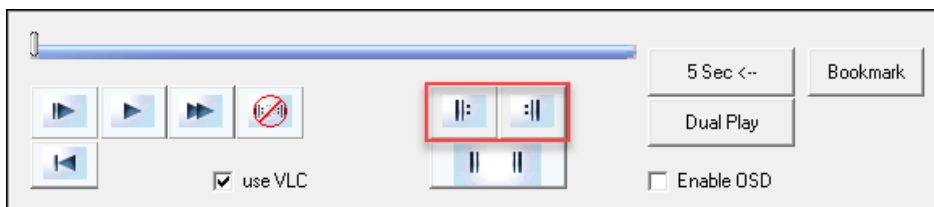



Figure 21: Dual Play screen

### 3.3 Create a Video Loop

To create a video loop, follow these steps:


1. On the playback bar, click the  button to set the loop start position.



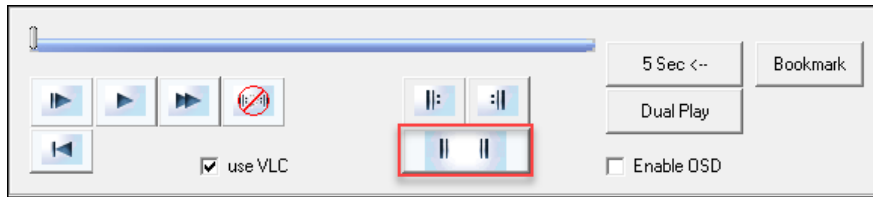
2. Click the  button to set the loop end position.

The video loop is displayed as a red segment on the video playback slide bar.

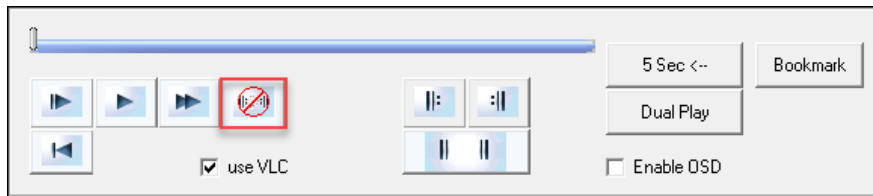
When a video loop is set and used, the video continues to play within the specified range until manually stopped.

3. Click the  button to toggle the loop function.
  - Click once to allow the video to continue playing the video loop

- Click a second time to keep the video loop but allow the video to continue to play normally.

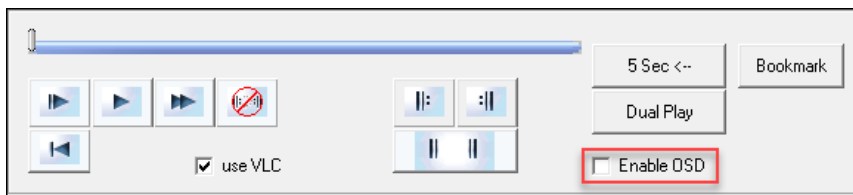


4. Click the  button to clear the settings.



### 3.4 Enable OSD

This option grants the ability for agencies without OSD on the video to have a temporary on-screen display during video playback. It is only available for legacy In-car systems. Check the **Enable OSD** checkbox on the playback bar.



You can check the use VLC option to use VLC as a default player instead of the embedded BOClient player.

### 3.5 Adjust Audio Channels

To adjust audio channels, follow these steps:

1. Click **turn OFF channel 1** to turn off channel one.

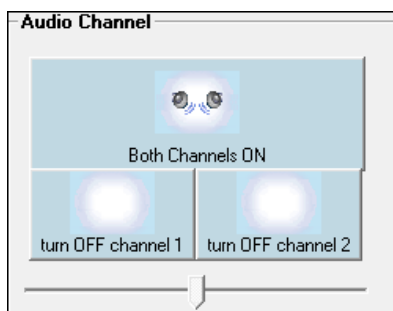


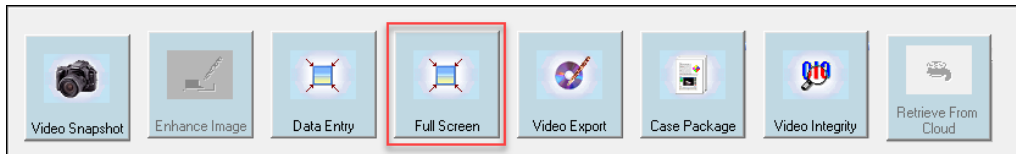
Figure 22: Audio channels

2. Click **turn OFF channel 2** to turn off channel two.
3. Click **Both Channels On** to turn both audio channels back on.
4. Use the slide bar beneath the audio channels buttons to manually adjust the volume of either channel in relation to the other.

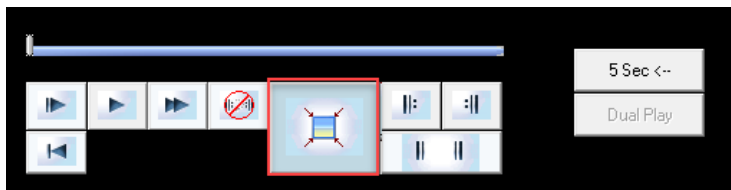
### 3.6 Set Video to Full Screen

To view your video in full screen mode, follow these steps:

1. On the playback options bar, click the **Full Screen** button. A larger video window and play controls is displayed.



2. Click the minimize button to return to the video playback screen.



### 3.7 Play Archived Videos

Videos can be archived manually by exporting to local or AutoDVD. When a video is auto archived to DVD, it is tagged with a volume and disc number for reference. In the **Search Results** section, videos highlighted in yellow have been archived on the systems tape library or DVD.

To play an archived video, follow these steps:

1. Double-click the video from the **Search Results** section, then choose the export format on the **Cloud Option** dialog box.

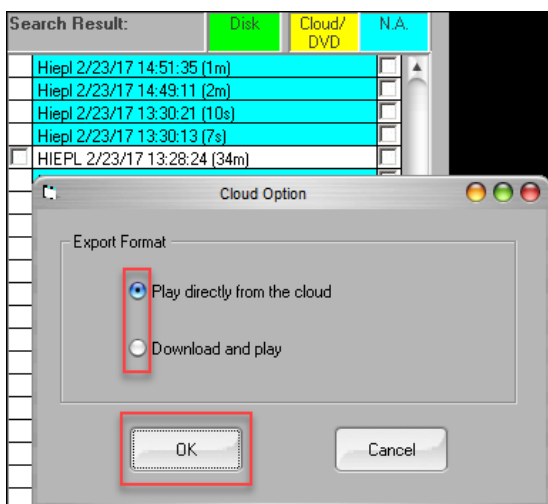


Figure 23: Play an archived video

A confirmation message is displayed.

2. Click **OK** if you want the video file to play directly from the cloud.

-or-

Select **Download and play**, then click **OK** if you want the video to only download and play.

### 3.8 View the Event Log

The event log on the bottom left of the screen lists all events tagged to the selected video. You can narrow down these video logs, if necessary.

To view the event log, follow these steps:

1. From the **Show Event** drop-down list, choose the event type.
2. From the **Search For** drop-down list, choose one of the following:
  - > = (Greater Than)
  - < = (Less Than)
  - Contains
3. In the remaining field, enter a data point for the event.
4. Click **Apply**.

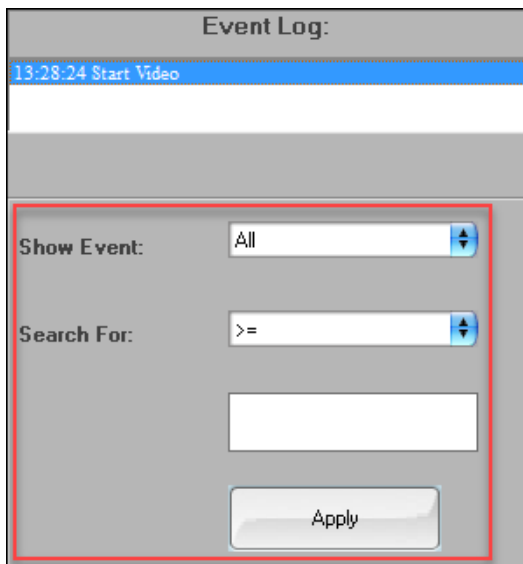


Figure 24: View event log

For example, to view those sections of the video that deal only with moments when offenders violated the speed limit, the event log query would read as follows:

**Show Event** = Speed Radar

**Search For** = >=

**Blank Field** = 55

BOClient creates a video from the selected video that only shows those instances where the offenders speed was greater than or equal to 55 miles per hour.

### 3.9 View Shift Log

You can view a log of the shift for a selected video. The shift log is displayed and contains all activity for the video. You can print a log or export it to a CSV file.

To view the shift log, follow these steps:

1. Right-click the video and choose **View Shift Log** from the context menu. The **View Shift Log** screen is displayed.

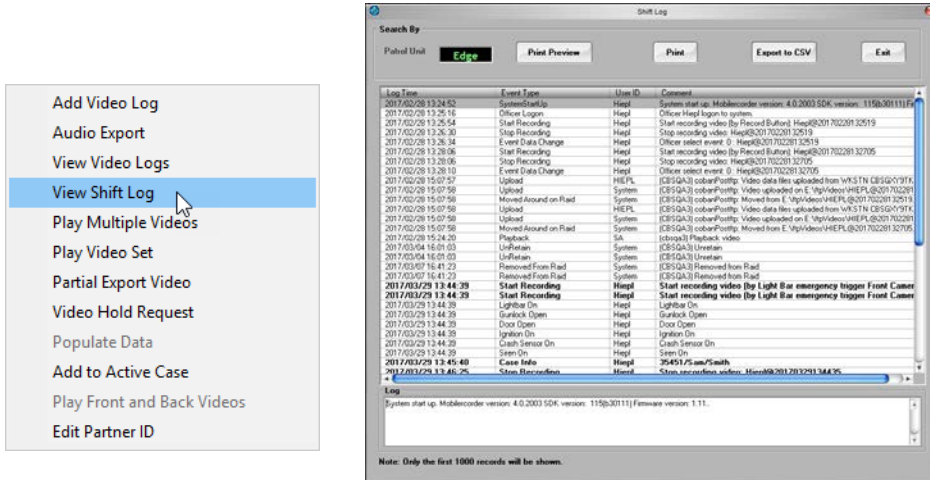



Figure 25: Shift Log screen

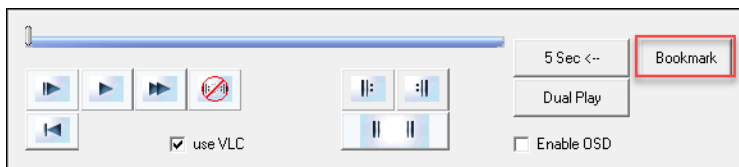
2. Click **Print** to print out the log.
3. Additionally, you can click **Export to CSV** to export the logs to a .csv file.
4. Click **Exit** to return to the **Search Results** screen.

### 3.10 Create a Bookmark

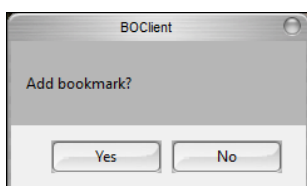
While reviewing your uploaded video, you can insert bookmarks into your video during recording and during In-car playback. These bookmarks serve as metadata tags after videos are uploaded to the server. When a video is played back on a workstation, the bookmarks, along with other tags, are listed next to the video. You can click any of the tags and the video play head jumps to the corresponding time point in the video.

To create a bookmark, follow these steps:

1. Select the video from this search results section.
2. In the video playback bar, click the play icon , then click **Bookmark** when you reach the place you want to bookmark.



A confirmation dialog box is displayed.



3. Click **Yes**. The bookmark is added in the Event Log on the left side of the screen.

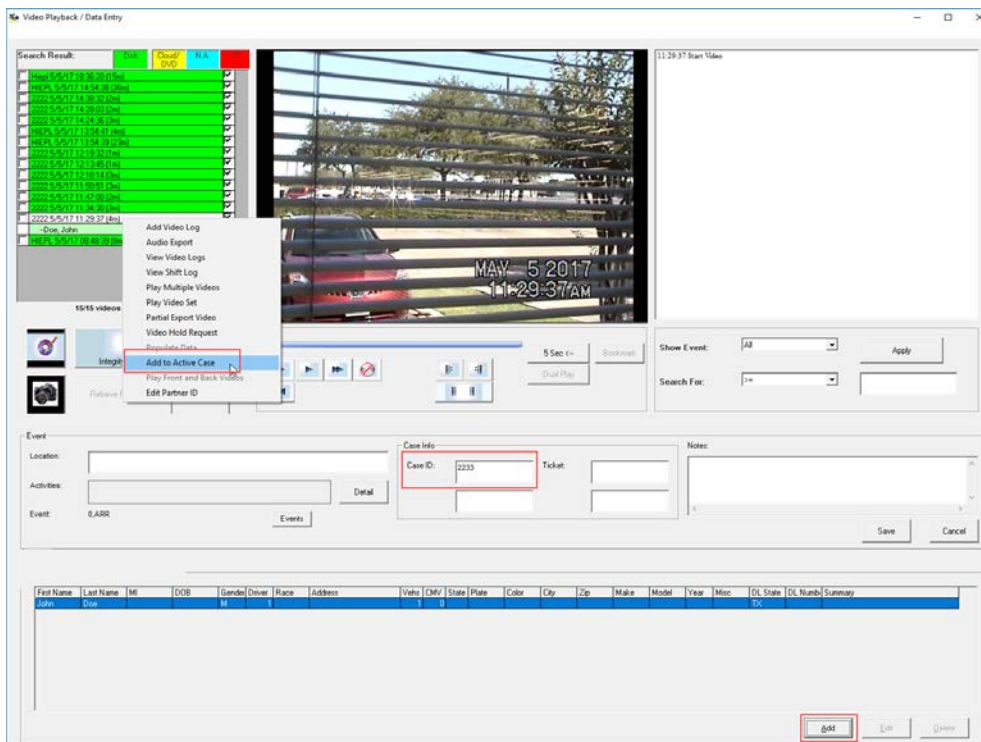
### 3.11 Add a Video to an Active Case

**NOTE:** Before you can add a video to an active case, you must have the case created. See [Add a Case](#).

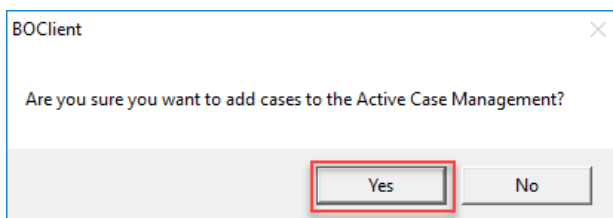
**NOTE:** This task can only be performed if you have the appropriate permission/rights.

To add a video to an active case, follow these steps:

1. Select the video from the search results section.
2. Click the **Data Entry** button.
3. Verify that the **Case Number** field is populated. If it is not, enter the case number, then click **Add**.
4. Right-click the video and choose **Add to Active Case** from the context menu.



A confirmation message is displayed.



5. Click **Yes**.

### 3.12 Edit a Partner ID

To edit a partner ID, follow these steps:

1. Select the video from the search results section.
2. Right-click the video and choose **Edit Partner ID** from the context menu. The **Change Partner ID** dialog box is displayed.

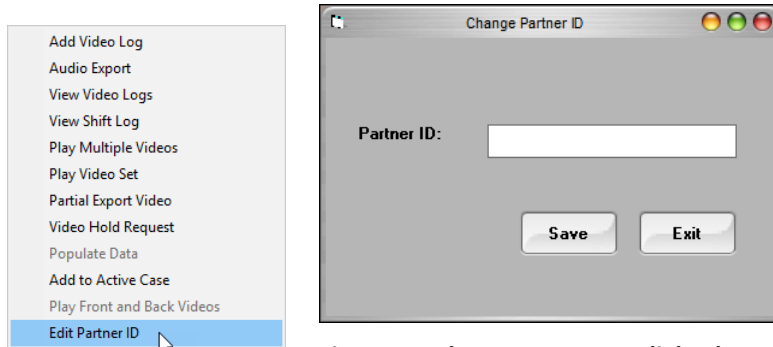


Figure 26: Change Partner ID dialog box

3. Enter the new partner ID, then click **Save**.

### 3.13 Working with Video Logs

With BOClient, you can view logs relating to a selected video and add notes.

#### 3.13.1 View Video Logs

Video logs detail all events and notes that have taken place with regards to a video from recording on the mobile recording system to its playback on BOClient.

To view a video log, follow these steps:

1. Select the video from the search results section.
2. Right-click the video and choose **View Video Logs** from the context menu. The **Video Activity Logs** screen is displayed.

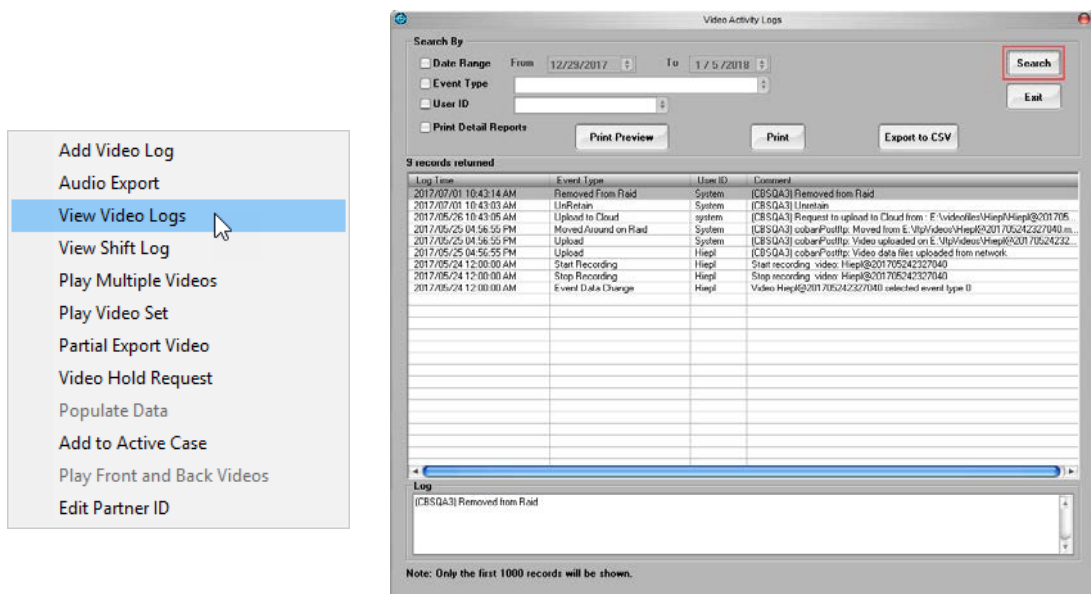


Figure 27: Search log entries

3. In the Search By section, choose to search by Date Range, Event Type, or User ID, then click Search

---

**NOTE:** Only the first 1000 log entries are displayed.

---

4. Optionally, you can print the log by clicking **Print** at the top of the log section. You can also import the log into a .CSV file by clicking **Export to CSV**.

### 3.13.2 Add a Note to a Video Log

To add a note to a video log, follow these steps:

1. Select the video from the search results section.
2. Right-click the video and choose **Add Video Log** from the context menu. The **Add Note** dialog box is displayed.

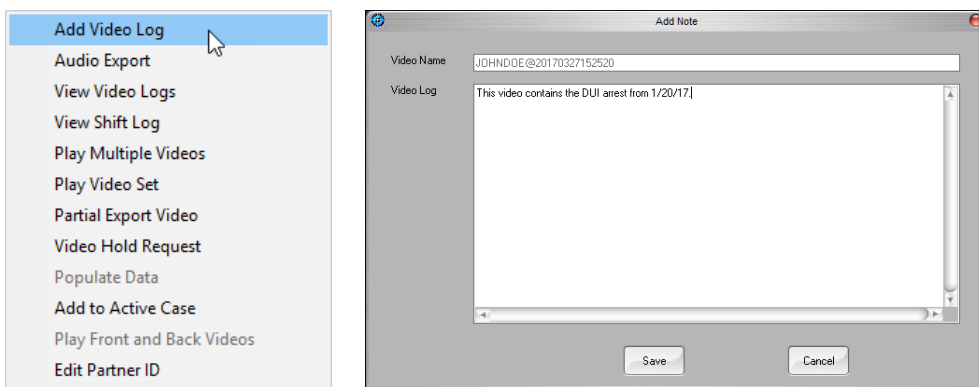
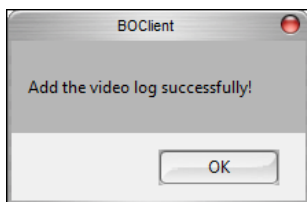
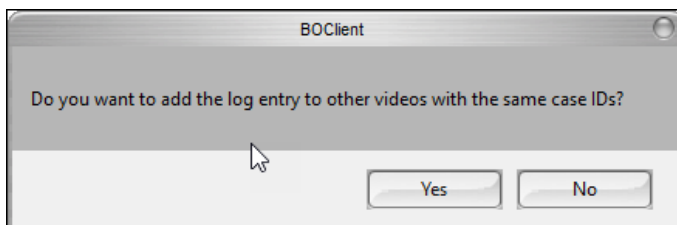


Figure 28: Add a note

3. Enter a name for the video.
4. Enter the notes you want to add in the **Video Log** section.
5. Click **Save**. A confirmation message is displayed.



6. Click **OK**. A dialog box is displayed asking if you want to add the log entry to other videos with the same case IDs.



7. Click **Yes** or **No**.



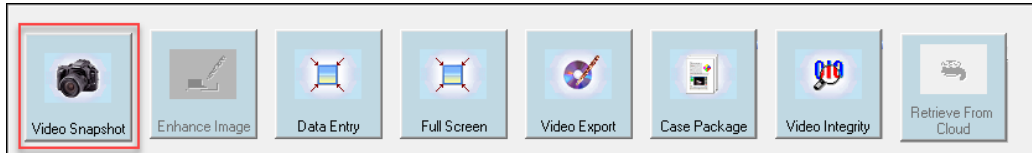
## 4 Working with Snapshots

With BOClient, you can take a snapshot of a video, enhance it, and search for existing snapshots. A snapshot takes a .jpg freeze frame image of the video displayed on the screen.

### 4.1 Take a Snapshot

To take a snapshot of your video, follow these steps:

1. While viewing a video, click the **Video Snapshot** button in the playback bar. A confirmation message is displayed.

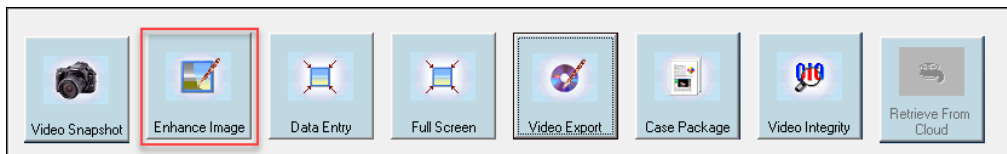


2. Click **OK**.

### 4.2 Enhance a Snapshot

To enhance a snapshot, follow these steps:

1. On the playback bar, click the **Enhance Image** button.



The **Video Image Enhancement Utility** screen is displayed.



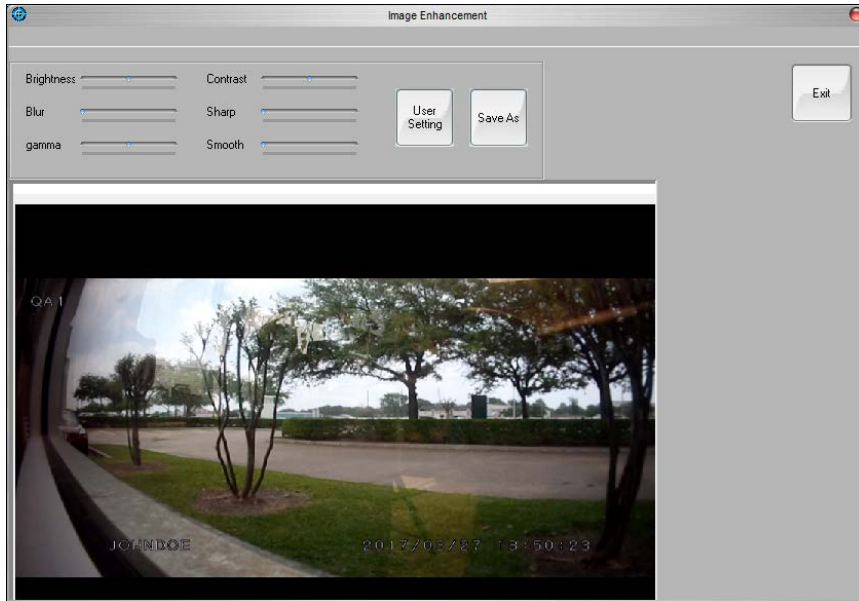
**Figure 29: Enhance a snapshot**

---

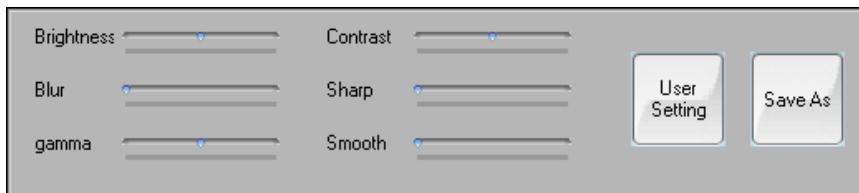
**NOTE:** If the number of images on the screen exceeds the maximum number of images that can be displayed onscreen, Click **Next** and **Previous** at the top left of the screen to screen through the available snapshots.

---

2. Double-click a snapshot to enlarge it and activate the enhancement control frame.



3. Use the enhancement control slide bars to adjust the different variables within the picture. You can adjust and manipulate the brightness, contrast, blur, sharp, gamma and smooth.



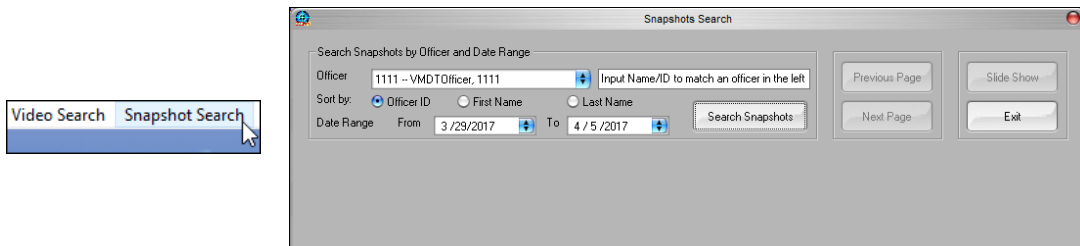
**Figure 30: Adjust image variables**

4. Optionally, you can click **Reset** at the top of the screen to reset your enhancements. This button is displayed after enhancements have been made.
5. Click **Save As** to save the enhanced image to a location on your computer.

### 4.3 Search for a Snapshot

To search for a snapshot, follow these steps:

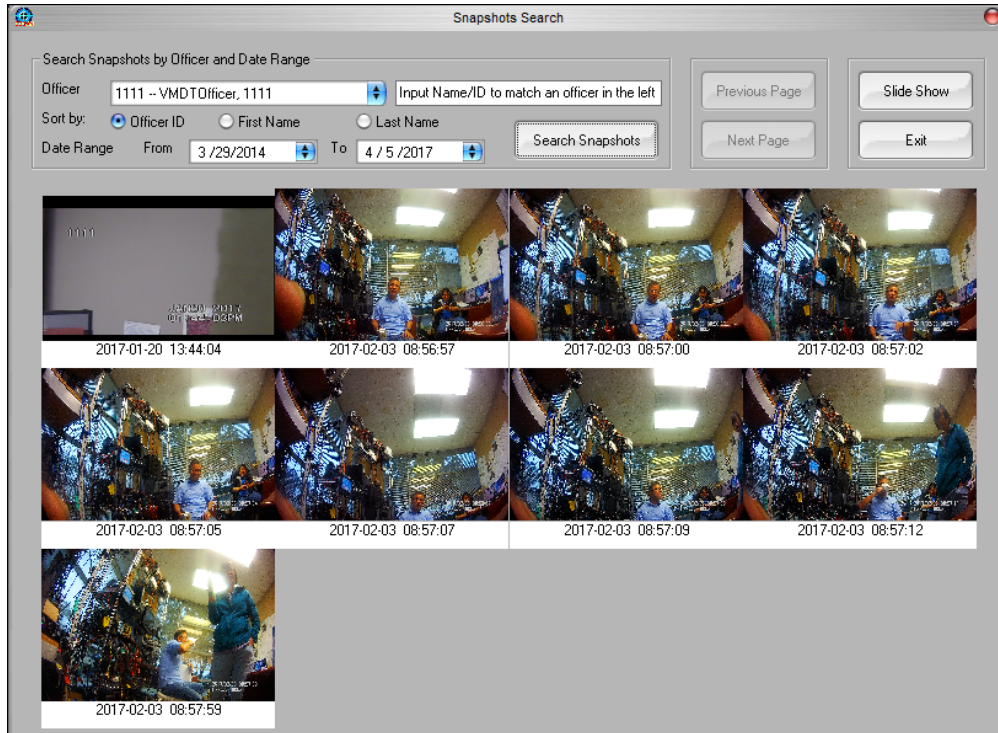
1. From the BOClient home screen (Figure 3), choose **Snapshot Search**. The **Snapshots Search** screen is displayed.



**Figure 31: Search for a snapshot**

2. Search for snapshots using the search fields at the top of the screen. You can search for snapshots by Officer ID, First Name, Last Name, Date (**From date** and **To date**).

3. Click **Search Snapshots**. All snapshots pertaining to the search criteria is displayed.



4. Double-click a snapshot to view it.

---

**NOTE:** If the number of images on the screen exceeds the maximum number of images that can be displayed onscreen, click **Next** and **Previous** at the top left of the screen to screen through the available snapshots.

---

## 5 Working with Event Data

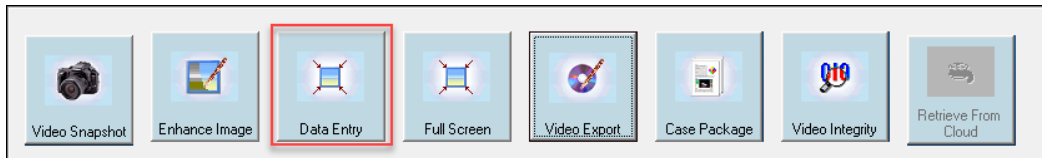
With BOClient, you can add data relevant to the event on a video recording once it has been uploaded.

**NOTE:** This task can only be performed if you have the appropriate permission/rights.

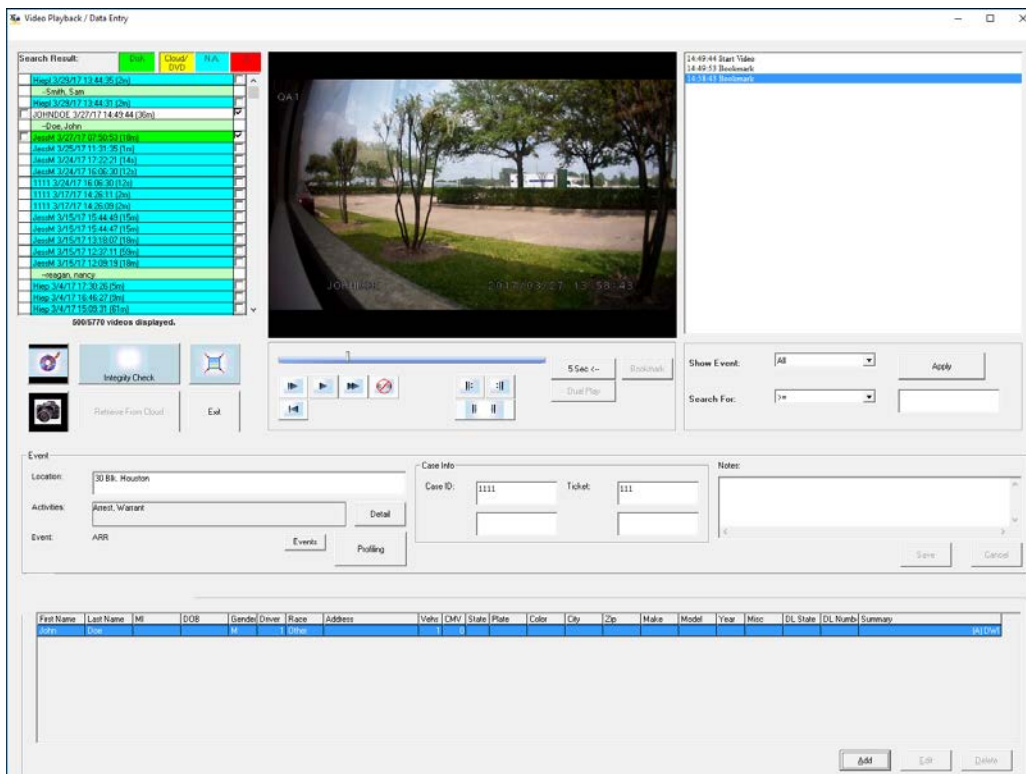
### 5.1 Add Event Data

To add event data to a video, follow these steps:

1. Select the video from the **Search Result** section.
2. On the playback bar, click the **Data Entry** button.



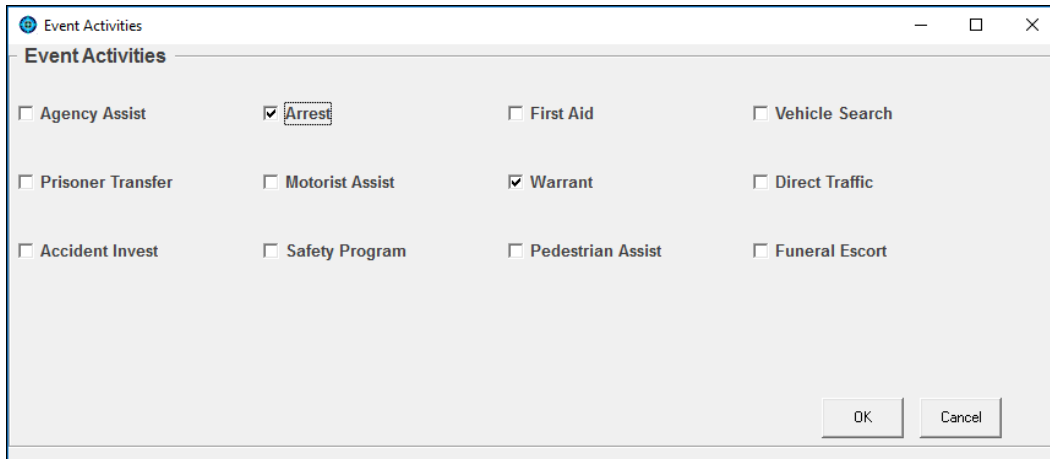
The **Video Playback/Data Entry** screen is displayed.



**Figure 32:** Enter the event options

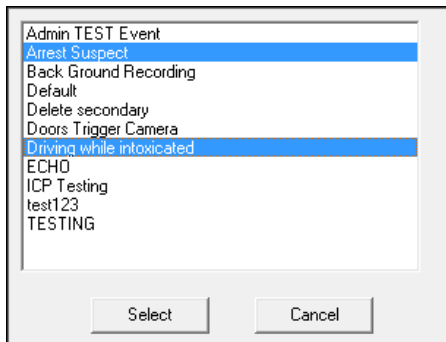
3. Enter a location in the **Location** field of the **Event Area** section.

- Click **Detail** in the **Event** area to add activities. The **Event Activities** dialog box is displayed.



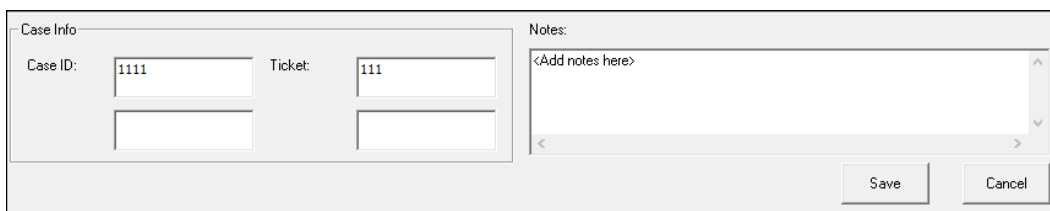
**Figure 33: Choose the event activities**

- Choose an activity from the pre-defined activities. You can choose more than one.
- Click **OK**.
- In the **Event** section, click **Events** to choose an event from the list, then click **Select**.



**Figure 34: Choose the event activities**

- In the **Case Info** section of the **Video Playback/Data Entry** screen, enter a **Case ID** or **Ticket** number by typing in the fields provided in the in the **Case Info** section.



**Figure 35: Enter a case ID and notes**

- Optionally, you can add notes up to 250 characters by typing in the fields provided in the **Notes** area and clicking **Save**.
- Click **Save**.

11. In the **Event** section, click the **Profiling** button to fill out a racial profiling report.

Figure 36: Racial Profiling Report

12. Click **OK**.

13. On the **Video Playback/Data Entry** screen, click **Add** at the bottom of the screen to add details about the offender. The **Video Details** dialog box is displayed.

Figure 37: View violation summary details

14. Enter or edit the available information, then click **Detail**. The **Violation** dialog box is displayed.

Figure 38: Check violation options

---

**NOTE:** Aspects such as event, activity, violation and race are pre-defined in BOClient. New definitions and information can be added to these forms by contacting your system administrator.

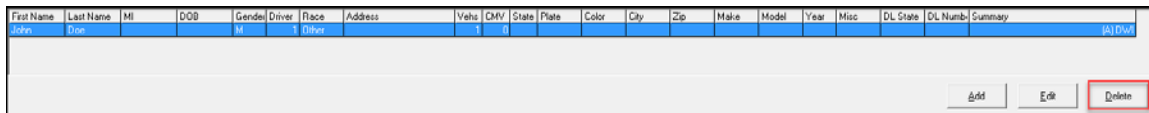
---

15. Check the appropriate options for the violation, then click **OK**.
16. Click **Save** on the **Video Details** dialog box.

## 5.2 Delete Event Data

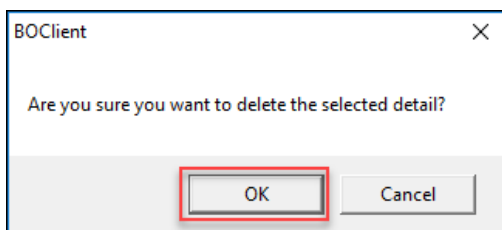
To delete event data, follow these steps:

1. On the **Video Playback/Data Entry** screen, select the record you want to delete.
2. At the bottom of the screen, click **Delete**.

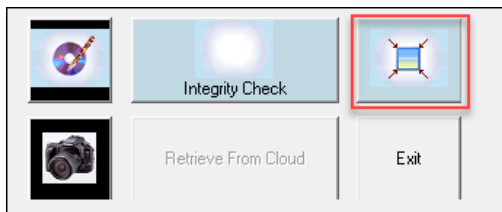


**Figure 39: Delete event data**

A confirmation message is displayed.



3. Click **OK**.
4. Click the zoom out button above the **Event** section to return to the **Video Playback/Data Entry** screen and retain all detail data.



**Figure 40: Retain the detail data**

5. Click the **Exit** button to return to the BOClient home screen ([Figure 3](#)).

---

**NOTE:** All modifications made to a video are tracked and noted as a part of the videos audit trail.

---

## 6 Manually Export a Video

BOClient allows you to export videos from the DVMS to one of three different media; DVD, CD, or Cloud. Videos are exported via the Export Video wizard. Additionally, you can courier a video.

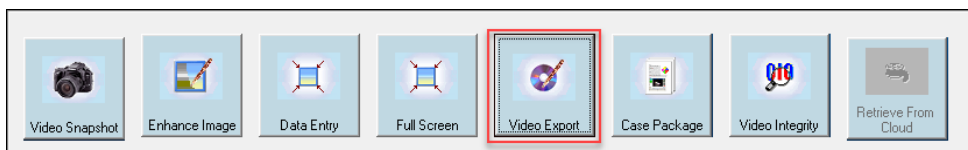
---

**NOTE:** These tasks can only be performed if you have the appropriate permission/rights.

---

To access the Export Video wizard, follow these steps:

1. On the **Video Playback/Data Entry** screen, check the checkbox corresponding to the video you want to export.
2. On the playback bar, click the **Video Export** button.



The **Video Export** screen is displayed.

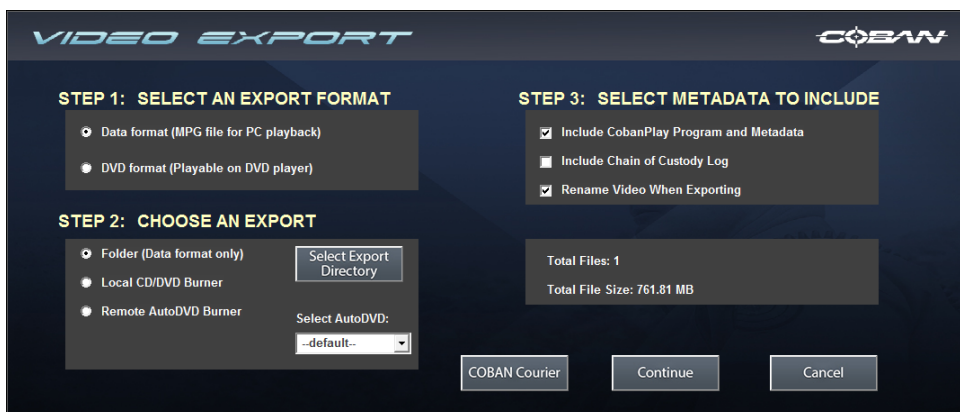


Figure 41: Video Export screen

### 6.1 Using Data format

You can export a video using the Data format via a folder, local CD/DVD burner or remote AutoDVD burner. This format can be played with Windows Media Player, VLC media player, DivX, etc.

#### 6.1.1 Export to a folder

To manually export a video using Data format, follow these steps:

1. In the **Step 1** section, select **Data format**.
2. In **Step 2**, choose the **Folder (Data format only)** option for the video export destination.



3. Click the **Select Export Directory** button. The **DVMS - Select a folder** dialog box is displayed.

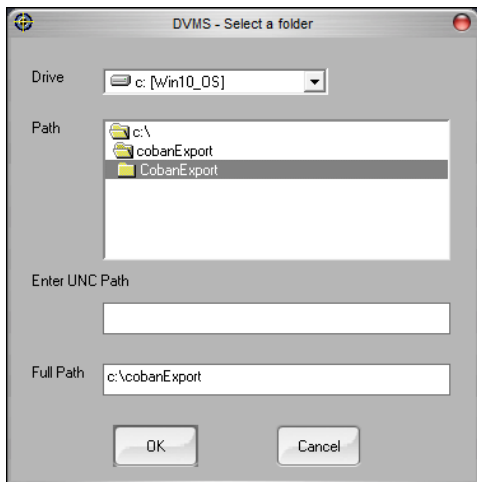


Figure 42: DVMS - Select a folder dialog box

4. Enter the appropriate path for the destination folder, then click **OK**.
5. In the **Step 3** section, select the metadata you want to include with your export media.
  - **Include CobanPlay Program and Metadata** – select to include the COBAN player program and video metadata with your export.
  - **Include Chain of Custody Log** – select to include a chain of custody log with the CD or DVD.
  - **Rename Video When Exporting** – select to rename the video before it is exported.
6. Click **Continue**. If you chose the **Rename Video When Exporting** option in the previous step, the **Rename Video** dialog box is displayed.

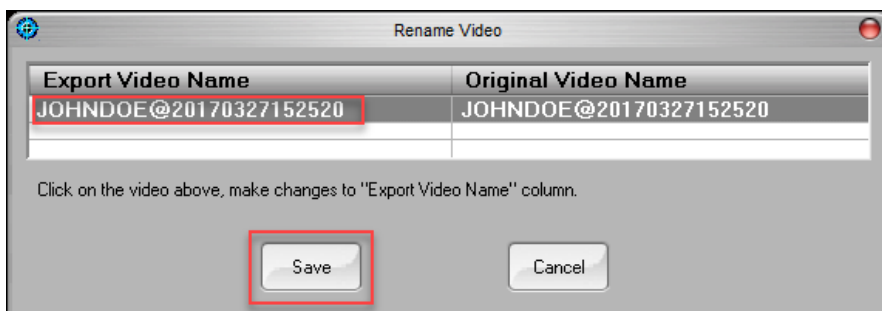


Figure 43: Rename Video dialog box

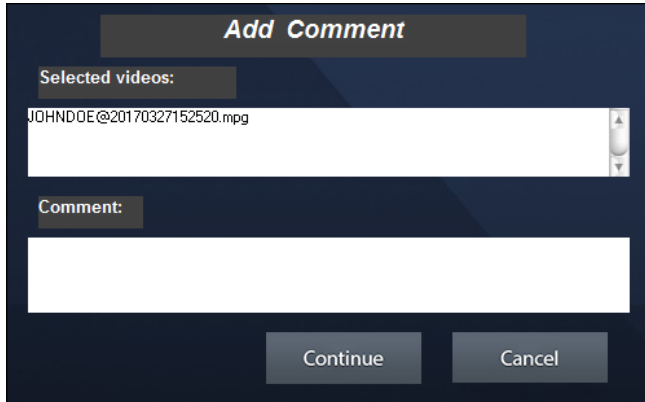
7. Click the video name to edit.
8. Click **Save**.

---

**NOTE:** If the video is larger than the media type, BOClient splits the video across multiple discs automatically.

---

If your system is configured to add comments, the **Add Comment** dialog box is displayed.



**Figure 44: Add a video comment**

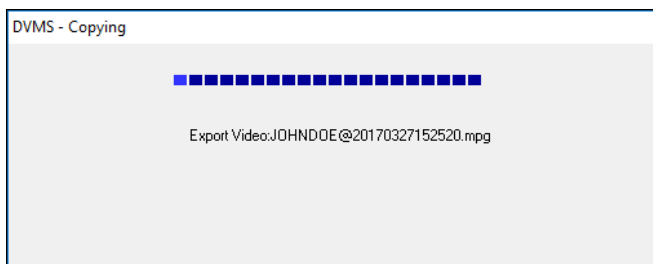
9. Enter comments in the **Comment** field. For example, enter the reason why the video was exported, or information included on the video.

---

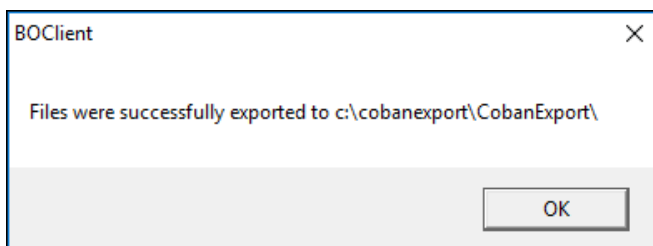
**NOTE:** Comments are stored in the log file for the selected video.

---

10. Click **Continue**. A progress dialog box is displayed.



When complete, a confirmation message is displayed.

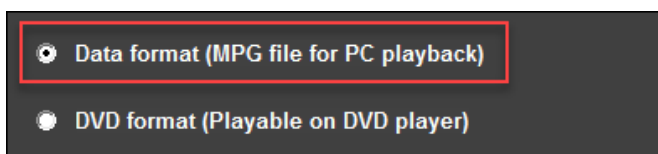


11. Click **OK**.

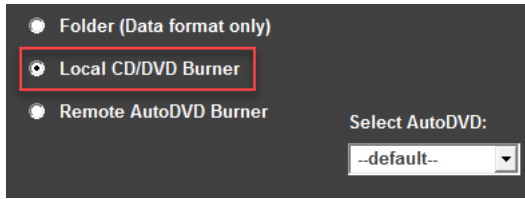
## 6.1.2 Export to a local CD/DVD Burner

To manually export a video using Data format, follow these steps:

1. In the **Step 1** section, select **Data format**.



2. In **Step 2**, choose the **Local CD/DVD Burner** option for the video export destination.



3. In the **Step 3** section, select the metadata you want to include with your export media.
  - **Include CobanPlay Program and Metadata** – Select to include the COBAN player program and video metadata with your export.
  - **Include Chain of Custody Log** – Select to include a chain of custody log with the CD or DVD.
  - **Rename Video When Exporting** – Select to rename the video before it is exported.
4. Click **Continue**. If you chose the **Rename Video When Exporting** option in the previous step, the **Rename Video** dialog box (Figure 42) is displayed.
5. Click the video name to edit.
6. Click **Save**.

---

**NOTE:** If the video is larger than the media type, BOClient splits the video across multiple discs automatically.

---

If your system is configured to add comments, the **Add Comment** dialog box (Figure 43) is displayed.

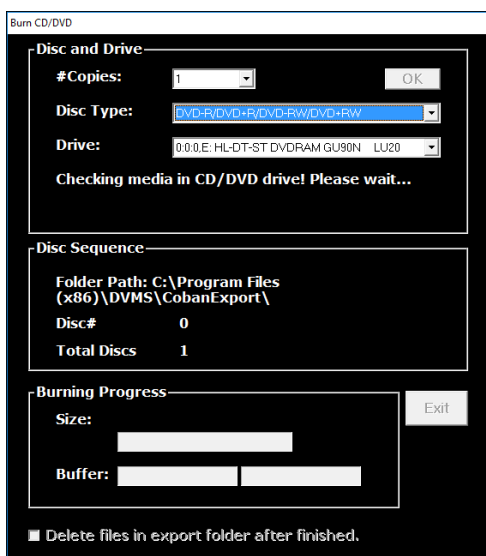
Enter comments in the **Comment** field, such as the reason why the video was exported, or information included on the video.

---

**NOTE:** Comments are stored in the log file for the selected video.

---

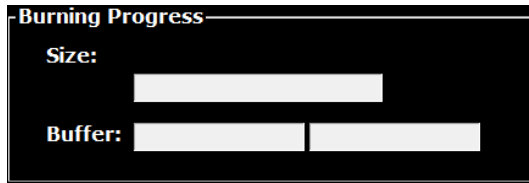
7. Click **Continue**. The **Burn CD/DVD** dialog box is displayed.



**Figure 45: Burn CD/DVD dialog box**

8. Specify the following values:

- **#Copies** – select the number of copies of the video you want
- **Disc Type** – choose the type of disc you want to burn the video to, *CD* or *DVD*.
- **Drive** – choose the disc drive that contains the burner



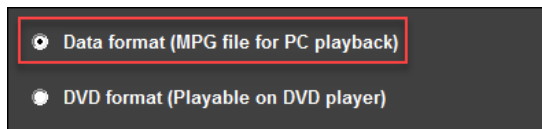
9. Click **OK**. A confirmation message is displayed.

### 6.1.3 Export to a remote AutoDVD burner

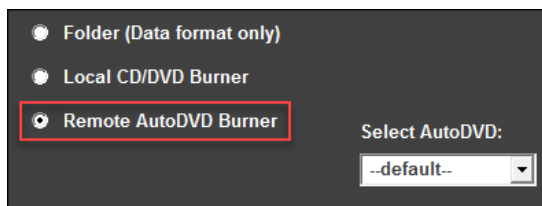
Before you can export to a remote AutoDVD burner, see Setup an AutoDVD Burner.

*To manually export a video using Data format, follow these steps:*

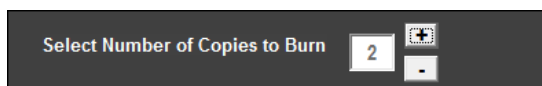
1. In the **Step 1** section, select **Data format**.



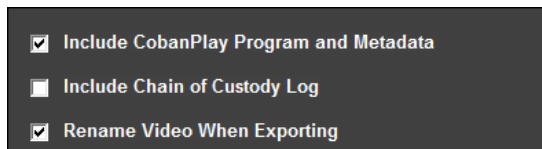
2. In **Step 2**, choose the **Local CD/DVD Burner** option for the video export destination.



3. In the **Step 3** section, select the number of media copies to burn.

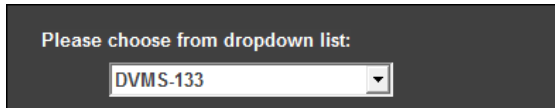


4. In the **Step 4** section, select the metadata you want to include with your export media.

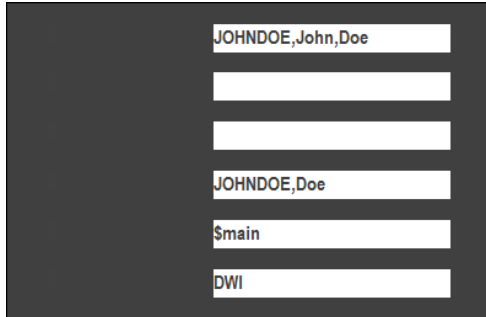


- **Include CobanPlay Program and Metadata** – select to include the COBAN player program and video metadata with your export.
- **Include Chain of Custody Log** – select to include a chain of custody log with the CD or DVD.
- **Rename Video When Exporting** – select to rename the video before it is exported.

5. In the **Step 5** section, select the label template you want to use for your media.



6. In the **Step 6** section, enter the label detail you want to use for your media.



7. Click **Continue**. If you chose the **Rename Video When Exporting** option in the previous step, the **Rename Video** dialog box (Figure 42) is displayed.
8. Click the video name to edit.
9. Click **Save**.

---

**NOTE:** If the video exceeds 3.4 GB, it should be sent using the DVD format. See [Export to a local CD/DVD burner](#).

---

If your system is configured to add comments, the **Add Comment** dialog box (Figure 43) is displayed.

10. Enter comments in the **Comment** field. For example, enter the reason why the video was exported, or information included on the video.

---

**NOTE:** Comments are stored in the log file for the selected video.

---

11. Click **Continue**. A progress dialog box is displayed. When complete, a confirmation message is displayed.

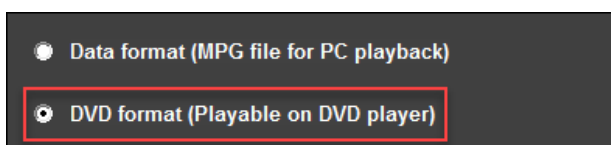
## 6.2 Using DVD format

You can export a video using the DVD format via local CD/DVD burner or remote AutoDVD burner.

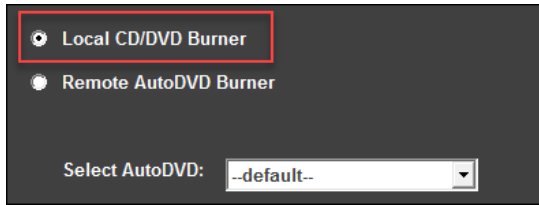
### 6.2.1 Export to a local CD/DVD burner

*To manually export a video using DVD format, follow these steps:*

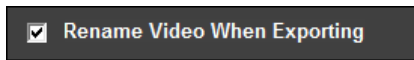
1. In the **Step 1** section, select **DVD format**.



2. In **Step 2**, choose the **Local CD/DVD Burner** option for the video export destination.



3. In **Step 3**, optionally check the **Rename Video When Exporting** option if you want to rename the video before it is exported.



4. Click **Continue**.

If your system is configured to add comments, the **Add Comment** dialog box (Figure 43) is displayed.

- a. Enter comments in the **Comment** field. For example, enter the reason why the video was exported, or information included on the video.
- b. Click the video name to edit.

---

**NOTE:** Comments are stored in the log file for the selected video.

---

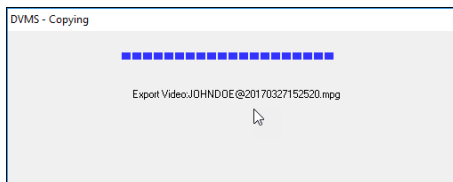
- c. Click **Continue**. A progress dialog box is displayed.

---

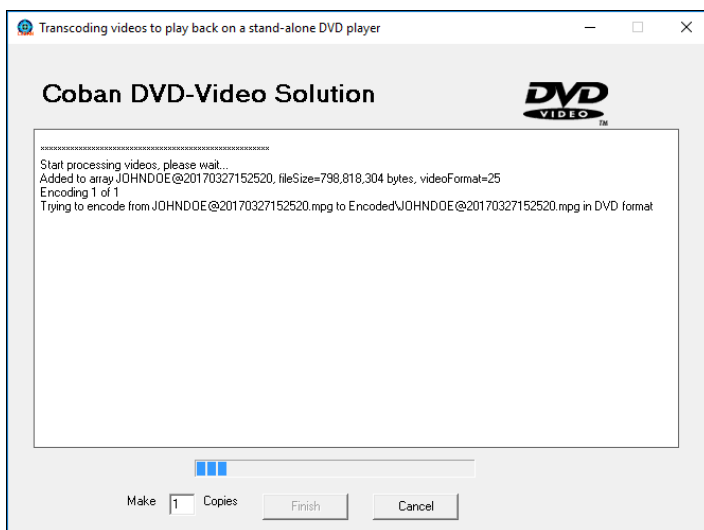
**NOTE:** If the video is larger than the media type, BOClient splits the video across multiple discs automatically.

---

A progress dialog box is displayed.



The COBAN DVD-Video Solution wizard is displayed.



**Figure 46: COBAN DVD-Video Solution wizard**

5. Click **Finish**.

## 6.2.2 Setup an AutoDVD Burner

You can set up an AutoDVD burner via the **Setup** menu.

On the BOClient home screen (Figure 3), select **AutoDVD Burner Setup** from the **Setup** menu. The **AutoDVD Burner Setup** dialog box is displayed.

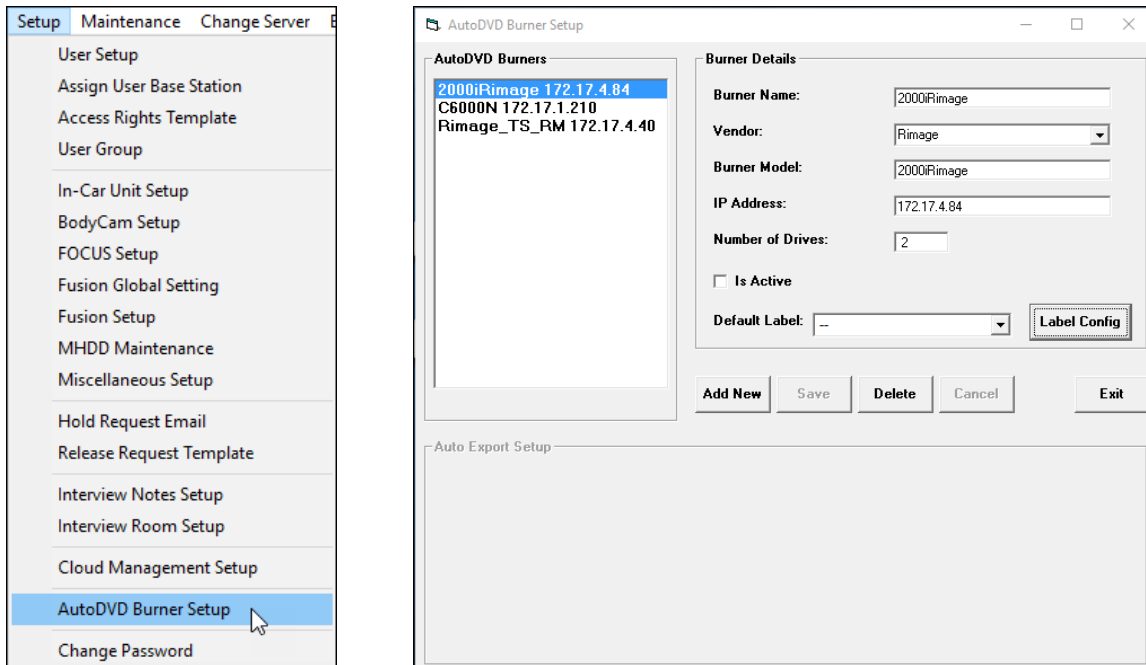


Figure 47: AutoDVD Burner Setup dialog box

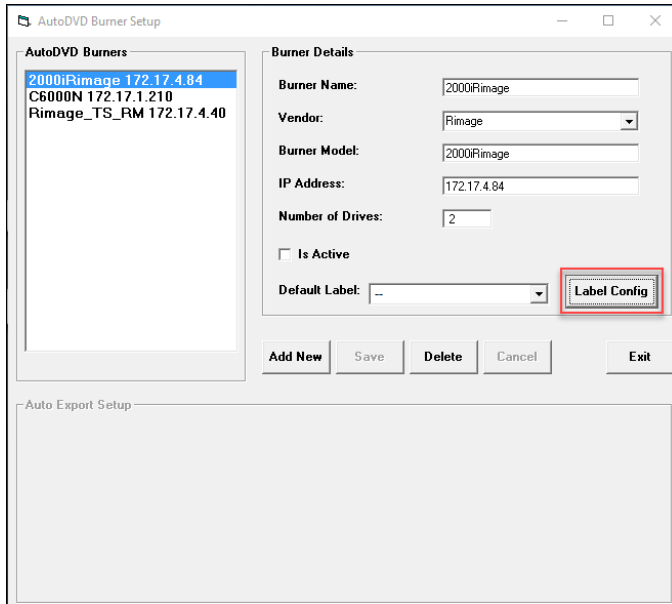
To setup an auto DVD burner, follow these steps:

1. Click **Add New**. A blank record is displayed.
2. Enter the following information:
  - **Burner Name** – Enter the name of the burner.
  - **Vendor** – Select the vendor burner manufacturer from the list.
  - **Burner Model** – Enter the model type.
  - **IP Address** – Enter the IP address of the burner.
  - **Number of Drives** – Enter the number of burner drives installed.
  - **Is Active** – Check this checkbox if you want to make this burner active.
  - **Default Label** – select a default label for the DVD.
3. Click **Save**.

### 6.2.2.1 Add New Label

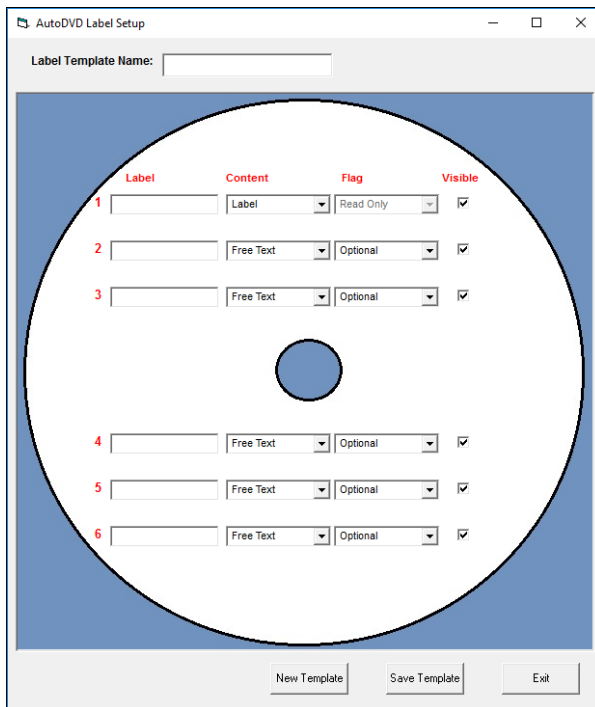
To add a new label for your DVD, follow these steps:

1. On the **AutoDVD Burner Setup** dialog box, click **Label Config**.



**Figure 48: Configure a label**

The **AutoDVD Label Setup** dialog box is displayed.

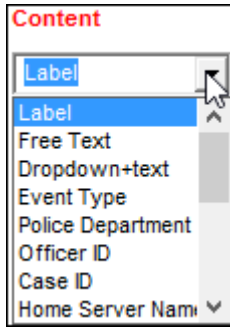


**Figure 49: AutoDVD Label Setup dialog box**

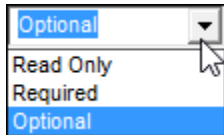
2. Enter a name for the label.



3. Select the label content from the list.



4. Select a flag for the label.



5. Check the **Visible** checkbox if you want the DVD to be visible to users.



6. Click **Save Template**.

### 6.2.2.2 Add New Template

To add a new label for your DVD, follow these steps:

1. On the **AutoDVD Label Setup** dialog box (Figure 49), click **New Template**. The **AutoDVD Label Setup** dialog box clears.
2. Enter a name for the new label.
3. Select the label content from the list.
4. Select a flag for the label.
5. Check the **Visible** checkbox if you want the DVD to be visible to users.
6. Click **Save Template**.

### 6.2.3 Export to a remote AutoDVD burner

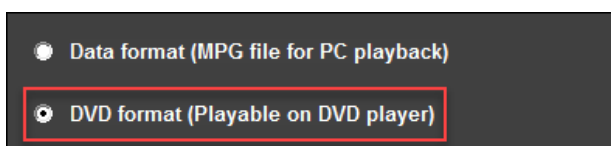
---

**NOTE:** Before you can export a video to a remote AutoDVD burner, you must configure a AutoDVD burner to export to. See Setup an AutoDVD Burner.

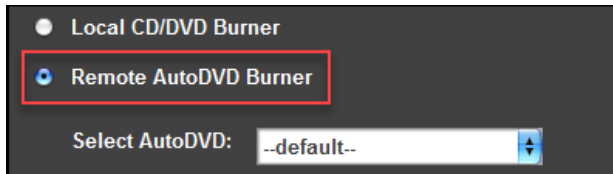
---

To manually export a video using DVD format, follow these steps:

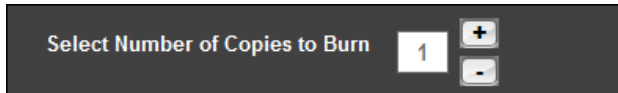
1. In the **Step 1** section, select **DVD format**.



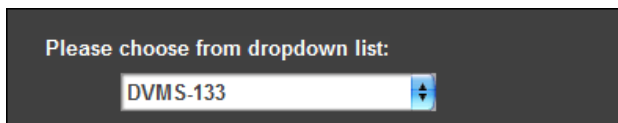
2. In the **Step 2** section, choose the **Remote AutoDVD** option for the video export destination.



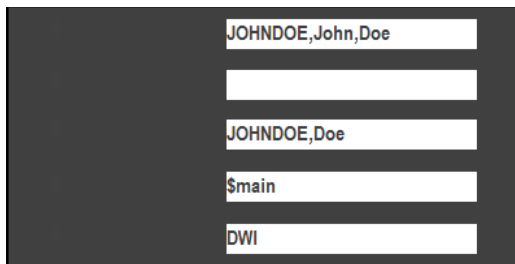
3. Choose the **AutoDVD** from the **Select AutoDVD** list.
4. In the **Step 3** section, select the number of copies you want to burn.



5. In the **Step 4** section, select the label template you want to use for your media.



6. In the **Step 5** section, enter the label detail you want to use for your media.



7. Click **Continue**.

### 6.3 Courier a Video

You can export videos from the DVMS via COBAN Courier.

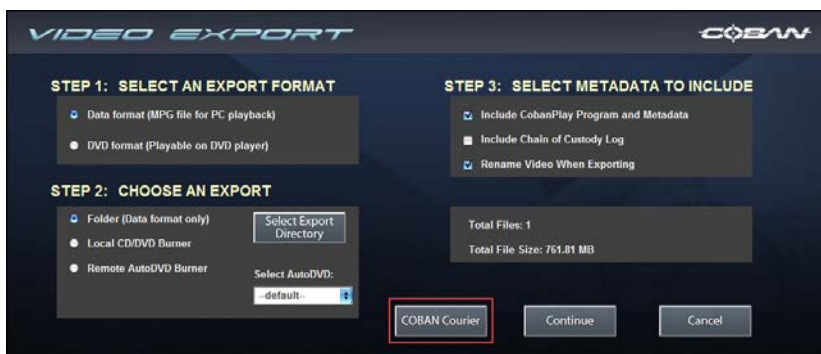
---

**NOTE:** COBAN Cloud Courier is an optional function. See your System Administrator for activation.

---

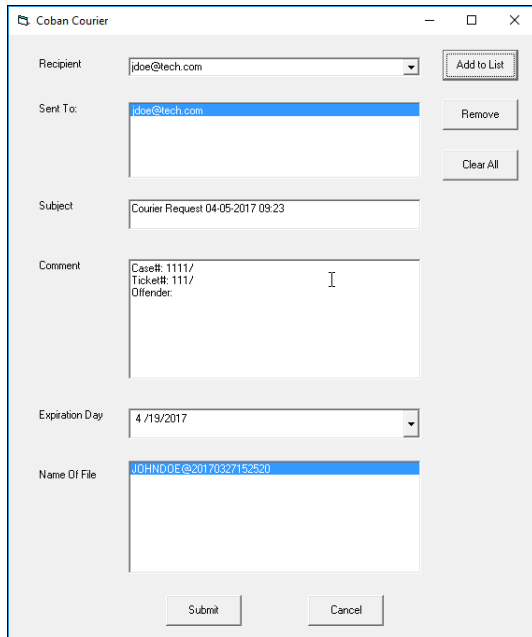
*To export a video via COBAN Courier, follow these steps:*

1. On the **Video Export** screen, click the **COBAN Courier** button.



**Figure 50: Courier a video**

The **COBAN Courier dialog box** is displayed.



**Figure 51: COBAN Courier dialog box**

2. Select or enter the following values:
  - **Recipient** – Select the person you want to receive the video
  - **Sent To** – Contains the recipient of the video
  - **Subject** – The subject of the courier. This field is automatically generated.
  - **Comment** – Optionally, enter any comments relating to the video.
  - **Expiration Day** – Select the date you want access to the video to expire.
  - **Name of File** – Enter a name for the video file you are sending.
  - **Add to List** – Click to add the recipient selected to the **Sent To** list.
  - **Remove** – Click to remove the selected recipient.
  - **Clear All** – Click to clear the form.
3. Click **Submit**. A confirmation message is displayed.

## 7 Access Rights Template

Creating a template of access rights enables you to quickly add user rights when creating a new user. You can create separate categories of users usually based on the officer’s rank or responsibilities. As users are added, the same rights will apply to all based upon their rank. Any users included in this template will inherit the rights and permissions of this template.

On the BOClient home screen (Figure 3), select **Access Rights Template** from the **Setup** menu. The **User Rights Templates** screen is displayed.

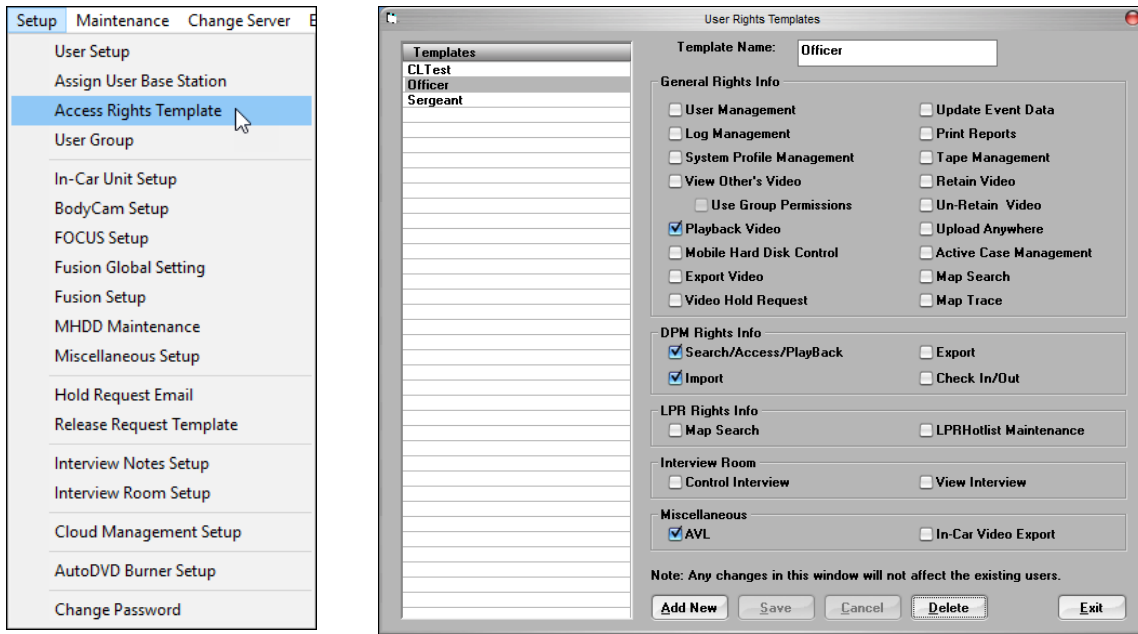


Figure 52: User Rights Template dialog box

### 7.1 Add a New Template

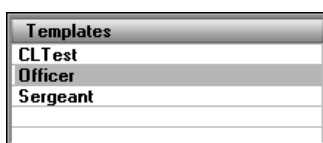
To add a new template, follow these steps:

1. Click **Add New** at the bottom of the screen. The form clears.
2. Enter a name for the template. For example, *Officer* or *Sergeant*. If you set up groups, these templates should match your group names.
3. Select the appropriate access rights for the template.
4. Click **Save**.
5. Click **Exit** to return to the BOClient main screen.

### 7.2 Edit an Existing Template

To edit an existing template, follow these steps:

1. Select the template name you want to edit from the list at the left of the screen.



2. Edit the template, as necessary.

---

**NOTE:** Changing options within a template **WILL NOT** change the rights of users who have that template applied to their accounts. You must manually go to each existing user under the template and verify the changes.

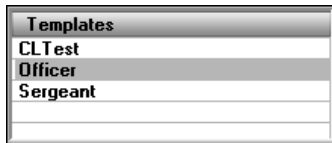
---

3. Click **Save**.
4. Click **Exit** to return to the BOClient main screen.

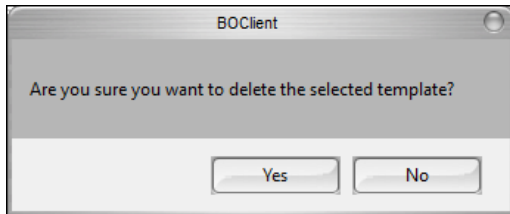
### 7.3 Delete an Existing Template

To delete an existing template, follow these steps:

1. Select the template name you want to delete from the list at the left of the screen.



2. Click **Delete**. A confirmation message is displayed.



3. Click **Yes**, then click **Exit** to return to the BOClient main screen.

## 8 Manage Users

Prior to creating a new user, add the access rights template and create user groups. Access rights define the abilities that users will have within BOClient and the DVMS.

On the BOClient home screen (Figure 3), select **User Setup** from the **Setup** menu. The **DVMS – User Data Maintenance** dialog box is displayed.

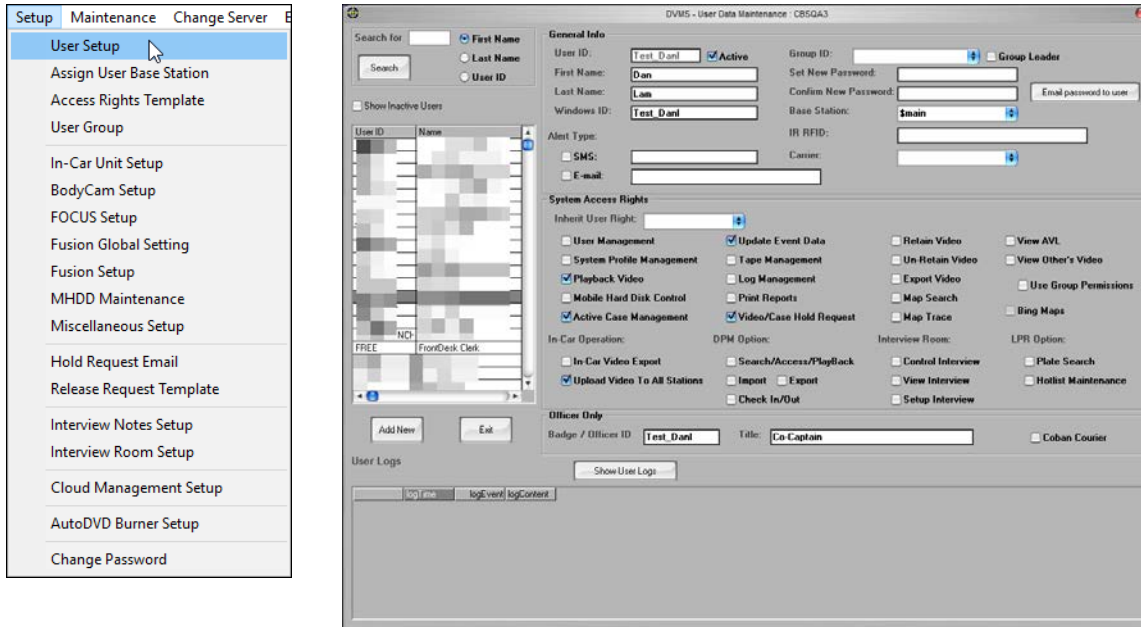


Figure 53: DVMS – User Data Maintenance dialog box

### 8.1 Add a User

To add a user, follow these steps:

1. Click **Add New**. The sections on the right side of the screen clear.
2. In the **General Info** section, enter the following:
  - **User ID** – Enter a distinct User ID
  - **Active** – Check this checkbox if you want the new user to be currently active.
  - **First Name/Last Name** – Enter a first and last name
  - **Windows ID** – (Optional) If your department utilizes Windows Active Directory, enter a Windows ID.
  - **Group ID** – (Optional) Choose the Group ID from this list if it exists. See also, [Add a New User Group](#).
  - **Group Leader** – Check this checkbox if you want this user to be able to view videos of users in the same ranking class or lower
  - **Set New Password** – Enter a distinct temporary password for the user
  - **Confirm New Password** – Re-enter the password to confirm it
  - **Base Station** – Select the base station the new user will be using. This is only used in a multi-server environment to tell the In-car unit which server to upload to. Both users

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and vehicles have the base station setting. This setting can also be used to restrict users or vehicles to only upload to their base stations.

If there are no base stations listed in the drop-down menu, see

Assign Base Stations or contact your department's System Administrator.

3. In the **Alert Type** section, enter the following:
  - **SMS** – Select this option if you want alerts sent to this user via text message, then enter the SMS number.
  - **Carrier** – Select the cell phone carrier for the phone that receives the alert text message.
  - **E-mail** – Enter the email address for the user if you want alerts sent via email.
4. In the **System Access Rights** section, choose the following options:
  - **Inherit User Right** – Select a template from this list if you want the user rights for this user to be inherited from an existing template. If there are not templates listed, see [Add a New Template](#).
  - **User Management** – Allows you to modify user rights. It is recommended that only administrative level users have this right.
  - **System Profile Management** – Allows you to make changes to the System Profile. This right is commonly reserved for administrative users only.
  - **Playback Video** – Allows you to review his/her own videos only.
  - **Mobile Hard Disk Control** – Allows you to access various MHDD options. Because this permission allows you to format a drive, it is commonly reserved for administrative users only.
  - **Active Case Management** – Allows you to manage active case lists. If a case is active, any media or files associated with the case will remain in the server indefinitely.
  - **Update Event Data** – Allows you to enter or change additional information to the videos. User then can add remarks or additional details to videos in BOClient.
  - **Tape Management** – Allows you to manage the tape library (if tape library is used). This right is commonly reserved for administrative users only.
  - **Log Management** – Allows you to view system logs. This right is commonly reserved for administrative users only.
  - **Print Reports** – Allows you to print reports. This right is commonly reserved for administrative users only.
  - **Video/Case Hold Request** – Allows authorized users to hold selected videos for a specified number of days. This also overrides an event definition retention time.
  - **Retain Video** – Allows you to tag a video as “retained.” The video will remain in the server indefinitely until it is unretained. Your Administrator should generate a Video Log report to verify retained videos are tracked in the system.
  - **Un-Retain Video** – Allows you to remove the “retain” tag from a video. This right is commonly reserved for administrative users only. Granting this permission to a standard user allows them to un-retain video that may still be needed.
  - **Export Video** – Allows you to export videos and snapshots to all available options.



- **Map Search** – Allows you to search using the Microsoft MapPoint interface. For this right to function, GPS hardware and Microsoft MapPoint software must be installed as a part of the system.
- **Map Trace** – Allows you to run a map trace on the route taken during recording. For this right to function, GPS hardware and Microsoft MapPoint software must be installed as a part of the system. The route will not be in real-time.
- **View AVL** – Allows access to the AVL feature from the **Video Search** menu.
- **View Other's Videos** – Allows viewing of other user's videos.
- **Use Group Permissions** – Uses the group permissions feature to create a hierarchy of users for rights to video viewing.
- **Bing Maps** – Toggle between using Bing Maps or Microsoft MapPoint for the Map Search or Map Trace features.
- **In-car Operation**
  - **In-car Video Export** – Allows you to export a video into a USB storage device when using the playback option.
  - **Upload Video to all Stations** – In a multi-station environment, allows the upload of videos to all the stations.
- **DPM Option** – Allows you to create a Case Package of multiple files that are associated with a specific case.
  - **Search/Access/Playback** – Allows access for searching, accessing and playing back media files in DPM cases.
  - **Import and Export** – Allows import and export photos, video and audio files and text documents.
  - **Check In/Out** – Allows check in and out of files from DPM and modify files under new file names.
- **Control Interview** – Allows control of the interview room sessions, such as placing markers and starting/stopping interview room recordings.
  - **View Interview** – Grants access to only view interviews that are not restricted.
  - **Setup Interview** – Allows modification of settings for interview rooms, such as IP configurations, control PC IP addresses, camera settings and room settings. This option is typically allowed for Administrators only.
- **LPR Option**
  - **Plate Search** – Grants access to search the plate database.
  - **Hotlist Maintenance** – Allows the user to add individuals to the hotlist.
- **Office Only**
  - **Badge/Officer ID** – Enter the ID if the user requires access to the In-car system. Typically, this ID would be the same as the User ID to maintain ease of login.
  - **Title** – Enter the officer's title.

5. Click **Save**.
6. Click **Exit** to return to the BOClient home screen.

## 8.2 Edit a Profile User

To edit an existing user profile, follow these steps:

1. On the **DVMS – User Data Maintenance** dialog box (Figure 53), select the user record from the left side of the screen.

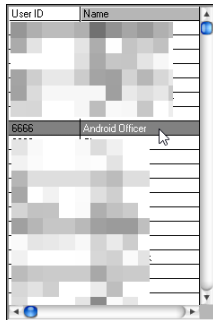


Figure 54: Edit a profile user

General user information automatically populates the fields on the right of the screen.

Figure 55: General user information

2. Edit the user profile and reset access rights.

Figure 56: System Access Rights information

3. Click **Show User Logs** to view the logs for the selected user. These logs show all actions for the selected user.

Date/Time	Log
2017-03-01 14:08:35	Partial Export videos: done with successfully cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg
2017-03-01 14:07:04	Partial Export videos: cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg
2017-03-01 14:05:44	Partial Export (partially) @20170227204117.mpg. Start Point: 00:02:56->End Point: 00:06:44, Video Format: MPEG
2017-03-01 13:16:24	Play video clip @20170227201009
2017-03-01 09:33:19	Partial Export videos: done with successfully cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg
2017-03-01 09:31:52	Partial Export videos: cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg
2017-03-01 09:31:36	Partial Export (partially) @20170227204117.mpg. Start Point: 00:03:54->End Point: 00:07:27, Video Format: MPEG
2017-03-01 09:21:57	Partial Export videos: done with successfully cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg
2017-03-01 09:21:11	Partial Export videos: cutting the video C:\Program Files (x86)\DVMS\CobanExport\partialexport\ @20170227204117.mpg

Figure 57: Show User Logs section

4. Click **Save**.

5. Click **Exit** to return to the BOClient home screen.

### 8.3 Disabling a User

Users cannot be deleted from the system but can be disabled from the system by changing their status from *Active* to *Inactive*. This prevents the user from logging into the system, but will retain its user information for any associated videos and files

To disable an existing user, follow these steps:

1. On the BOClient home screen (Figure 3), select the user record you want to delete from the left side of the screen.
2. In the **General Info** section, uncheck the **Active** option.

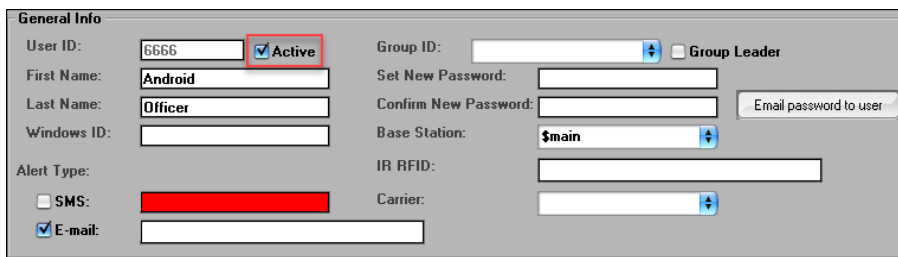


Figure 58: Disable a user

3. Click **Save**.

### 8.4 Change a User Password

When necessary, you can change a user password via the **Setup** menu.

On the BOClient home screen (Figure 3), select **AutoDVD Burner Setup** from the **Setup** menu. The **Change Password** dialog box is displayed.

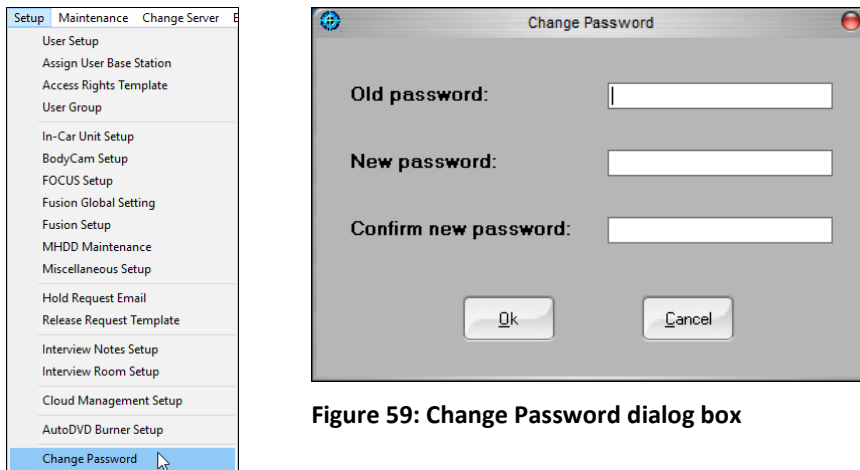


Figure 59: Change Password dialog box

To change a user password, follow these steps:

1. Enter the old password in the field provided.
2. Enter the new password in the field provided.
3. Re-enter the new password in the field provided.
4. Click **OK**.

## 9 Assign Base Stations

In a multi-station environment, you can transfer users from one station to another quickly using the Assign Base Station function.

On the BOClient home screen (Figure 3), select **Assign User Base Station** from the **Setup** menu. The **Assign User Base Station** screen is displayed. This screen contains users and base stations (servers) in a tree structure format.

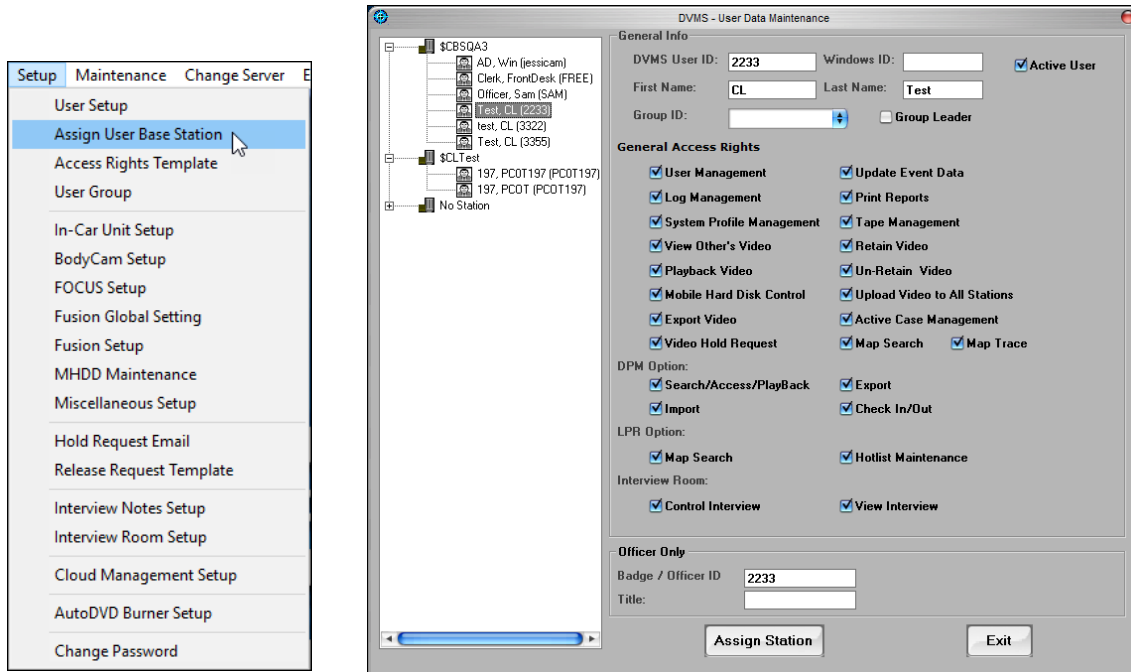


Figure 60: Assign a user to a base station

For field descriptions, click [here](#).

To assign a user to a new base station, follow these steps:

1. Highlight the name of the user to be assigned to the base station.
2. Click **Assign Station** at the bottom of the screen.

Additionally, you can drag-and-drop a user to a new base station.

1. Highlight the name of the user to be assigned to the base station.
2. Drag-and-drop the blue highlighted user name from the old base station directly into the new base station.
3. Click **Exit** to save and return to the BOClient home screen.

## 10 Managing User Groups

User groups provide an easy-to-read representation of the hierarchical structure of the department. The main purpose of creating user groups is to define which videos separate groups of users can view. For example, if *Group A* is the parent of *Group B*, *Group A* will have authorization to view *Group B's* videos. This is useful for Lieutenants and Sergeants that may want to view their subordinates' videos.

On the BOClient home screen (Figure 3), select **User Group** from the **Setup** menu. The **User Groups** screen is displayed and contains users in a tree structure format.

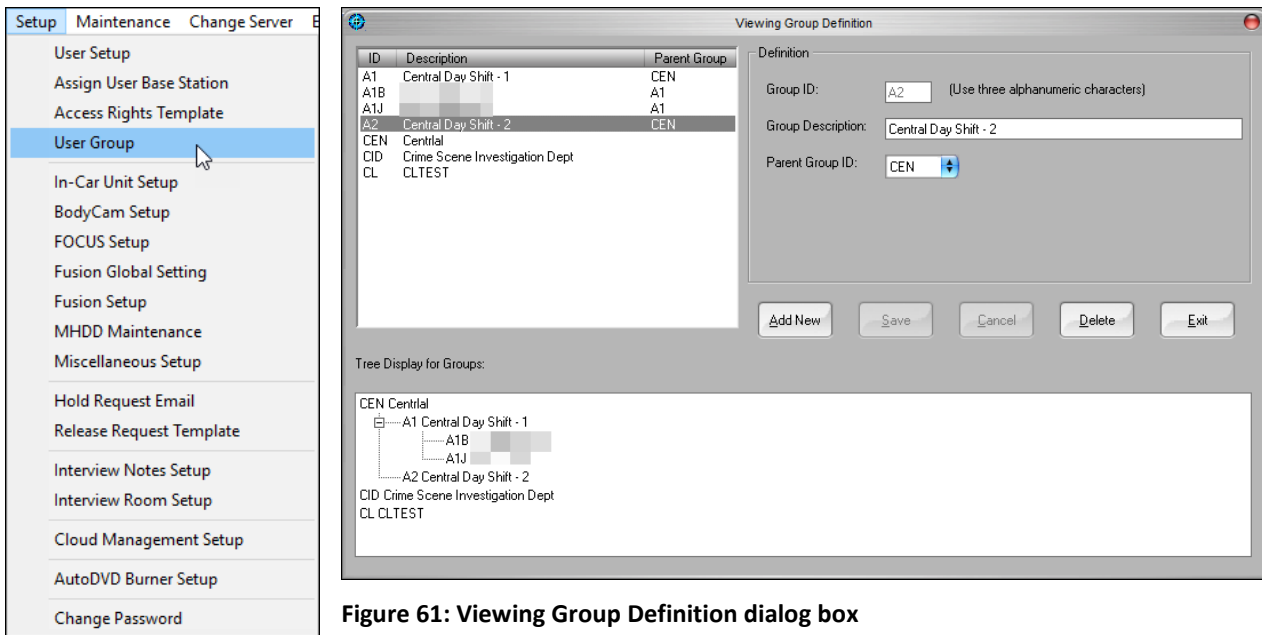


Figure 61: Viewing Group Definition dialog box

**NOTE:** Click the plus (+) or minus (-) next to each group to expand or close each group.

### 10.1 Add a New User Group

To add a new user group, follow these steps:

1. Click **Add New**.
2. Enter a group ID in the field provided. Use up to three alphanumeric characters to create a group ID.
3. Enter a group description, then associate this new group to a parent group by selecting a parent group in the **Parent Group ID** drop-down menu.
4. Click **Save**, then click **Exit** to return to the BOClient main screen.

## 10.2 Edit a User Group

To edit a user group, follow these steps:

1. On the BOClient home screen (Figure 3), select **User Group** from the **Setup** menu. The **User Groups** screen is displayed containing users in a tree structure format.

---

**NOTE:** Click the plus (+) or minus (-) next to each group to expand or close each group.

---

2. Select a user group from the tree.
3. Edit the **Group Description** or and/or the **Parent Group ID**. The **Group ID** cannot be edited.

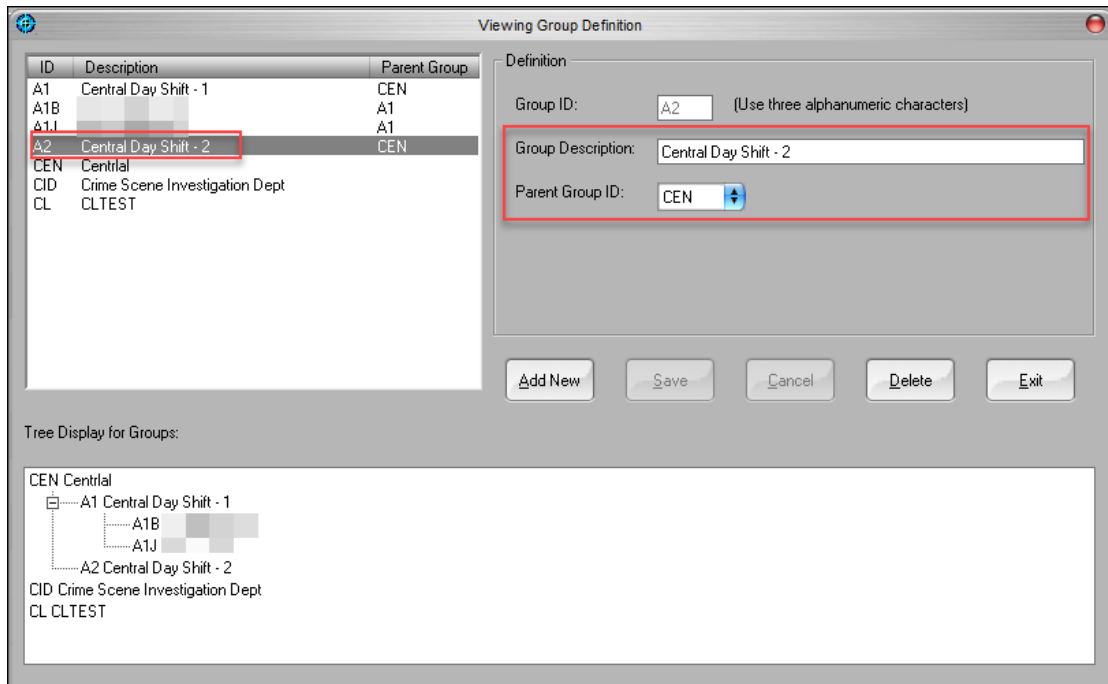


Figure 62: View a group definition

4. Click **Save**, then click **Exit** to return to the BOClient home screen.

## 10.3 Delete a User Group

To delete a user group, follow these steps:

1. On the BOClient home screen (Figure 3), select **User Group** from the **Setup** menu. The **User Groups** screen is displayed containing users in a tree structure format.

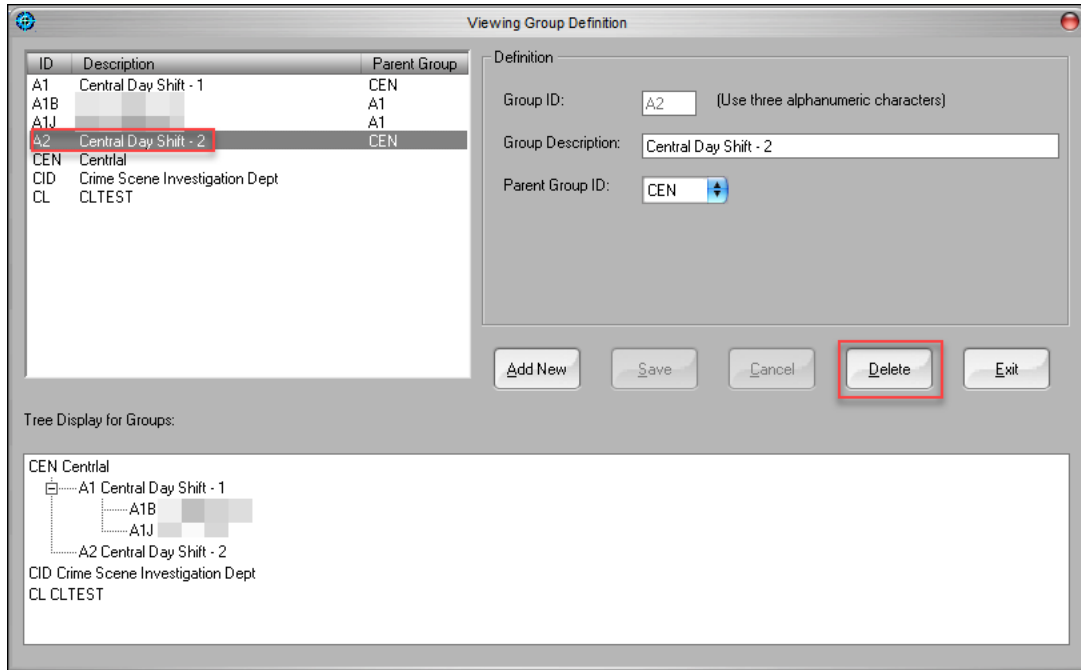
---

**NOTE:** Click the plus (+) or minus (-) next to each group to expand or close each group.

---

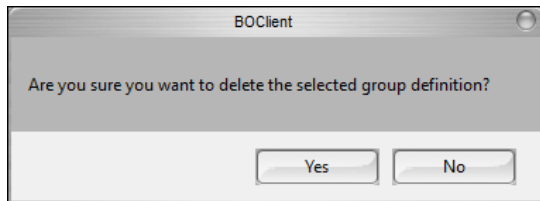
2. Select a user group from the tree.

3. Click **Delete**.



**Figure 63: Delete a user group**

A confirmation message is displayed.



4. Click **Yes**.

# 11 Managing In-car Units

Use In-car unit templates to define classes of In-car units that have identical settings within the fleet. Every setting that affects the behavior of an In-car unit can be set differently from template to template.

On the BOClient home screen (Figure 3), select **In-car Unit Setup** from the **Setup** menu. The **In-car Unit Set Up** screen is displayed.

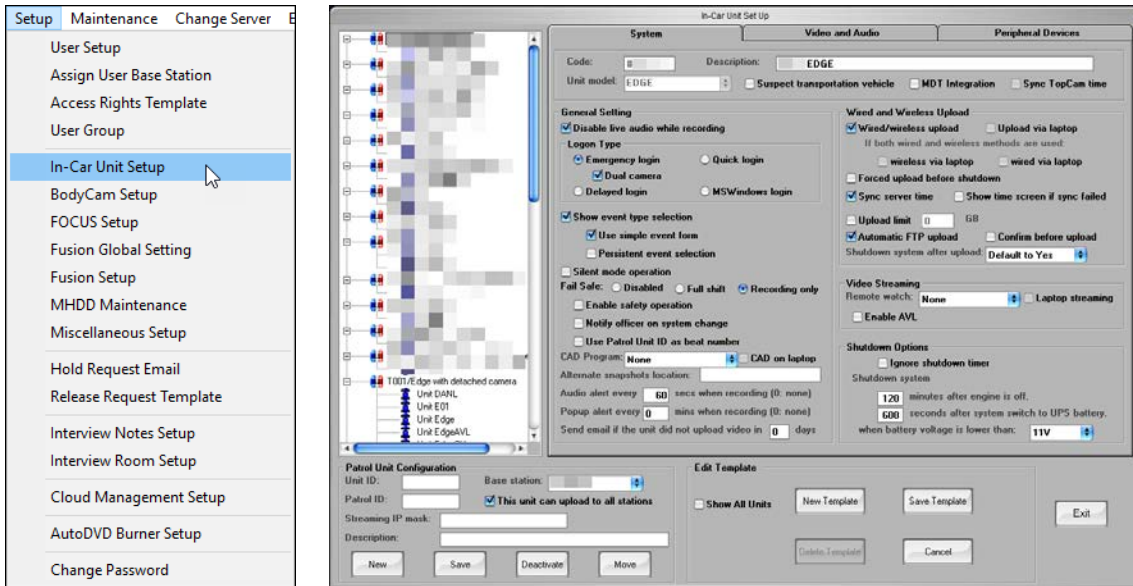


Figure 64: In-car Unit Setup menu

## 11.1 Add a New Template

To add a new template, follow these steps:

1. In the **Edit Template** section at the bottom of the screen, click **New Template**.
2. Click **Yes** on the confirmation dialog that is displayed to use the setting as they are displayed on the screen.

---

**NOTE:** Clicking **Yes** will not save these settings as the final settings.

---

3. Provide a unique code and description for the template. This information is unique to each department’s own naming convention and hierarchy.

---

**NOTE:** This information cannot be changed after its creation.

---

4. Select the appropriate settings based on the type of template needed (Figure 64).
  - **Unit model** – Defines the COBAN video recorder model installed in the car. This selection should be corresponding the model installed to ensure a reliable operation.
  - **Suspect transport vehicle** – Defines the template to be used with a suspect transport vehicle. This feature is used with our legacy models.
  - **MDT Integration** – If the model is TopCam, Edge or Edge HD, you can specify that the unit be controlled by an In-car laptop or Mobile Data Terminal/Mobile Data Computer (MDT/MDC). MDT integration controls the COBAN mobile recorder via a remote desktop connection on a laptop. If laptop Integration is used, the following



functions can be configured to run on TopCam or laptop: wired upload, wireless upload and video streaming.

- **Sync TopCam time** – If checked, the TopCam unit time will be synched with the unit time. This option pertains to the legacy product of DVMS.
- **Disable live audio while recording** – The live audio from the microphones (both wireless and In-car covert microphones) can be disabled by the administrator. The advantage to applying this setting is that the officer can conduct conversations outside of the vehicle that will not be heard by a suspect in the vehicle.
- **Emergency login** – If this option is enabled, when the user starts the In-car video system with the light bar activated, the system will boot into record mode automatically. If the light bar is not activated, the system will remain at the login screen.
- **Dual Camera** – This feature is an extension to Emergency Login and will allow recording on the front and rear camera once the light bar is activated.
- **Delayed login** – If this option is enabled, the officer can start up the In-car video and they will get a login prompt for 30 seconds. If the officer does not log in within 30 seconds, the mobile recorder program will automatically start with the ability to record a video. Once the stop button is pressed at the end of the recording period, the officer will be prompted to login.
- **Quick login** – Automatically logs in an officer after they have logged in once, if the same hard drive is used in the same unit (typically used in take home vehicles).
- **MS Windows login** – This function is for In-car. The administrator may set BOClient to use MS Windows login credentials and automatically login to BO Client. Note that users will need to logoff from the current Windows session so that others will not gain access to the DVMS system with other users' access rights (this feature requires MDT integration or a connection to the department network).
- **Show event type selection** – Selecting this option requires the officer to categorize every video with an event type once the stop button is pressed.
  - **Use simple event selection form** – This option will ensure that an abbreviated event type form will pop up at the end of the recording and not require the user to enter information regarding race, gender or another offender information.
  - **Persistent event selection** – If this option is checked, the event type form will stay on the screen following the recording of a video until the user selects an event (the user must select for the system to return to standby mode).
- **Silent mode operation** – This option disables all audible effects when the officer operates the In-car recording unit.
- **Fail Safe** – For Gen-II or newer systems, if full shift fail safe functionality is enabled, the In-car recording unit will start recording video to the internal hard drive as soon as the system is booted up. The Fail-Safe video can be accessed by a System Administrator in the event of a recorded portion of video before system triggering occurs. This backup video will remain in the system until it is overwritten by newer

content, typically 8 – 36 hours for shift cars. The **Recording Only** setting creates a backup file of any trigger activated recordings.

- **Enable safety operation** – If this option is checked and a GPS is installed, the system does not allow certain operations that may distract an officer’s attention from driving (such as playback video, manually control camera settings, etc.) to be run while the vehicle is in motion.
- **Notify officer for system change** – If this option is enabled, the system will notify the officer about setting changes applied to the In-car unit since the last time the officer used the unit.
- **Use Patrol Unit ID as beat number** – If this option is enabled the Patrol Unit ID field will be blank when the officer logs in to the In-car unit, and the officer must enter a correct beat number into that field.
- **CAD Program** – The administrator may choose which CAD program the In-car recorder should interface with. Those CAD programs that are currently supported by the VMDT unit are: ZClient™, Asp Mobile, and Total Computer.
- **CAD on laptop** – Check this checkbox if a CAD program is installed on the laptop.
- **Alternate snapshot location** – Specifies an alternate location to store snapshots on the In-car unit. If left blank, the snapshots will be stored in same folder as the videos. This is a feature utilized by legacy models.
- **Give audio alert every "X" seconds when recording** – When this option is enabled, the unit will sound an audible beep at defined intervals to indicate that the unit is recording. Set this value to "0" to disable this function.
- **Popup alert every "X" mins when recording** – When this option is enabled, a popup alert is displayed to indicate that the unit is recording. Set this value to "0" to disable this function.
- **Send email if the unit did not upload video in "X" days** – When this option is enabled, the unit will send an email at the defined interval to indicate that the unit has not uploaded. Setting this to "0" disables this function.
- **Wired/wireless upload** – Set this function to specify if wireless or wired upload is used to transfer video.
- **Upload via laptop** – This option will set whether the wired or wireless connection of the laptop will be used to upload videos (only if MDT integration is utilized).
- **Forced upload before shutdown** – Setting this option will ensure that the officer is forced to upload when the shutdown option is selected in the mobile recorder program.
- **Sync server time** – This option syncs the mobile recorder time to the server time during each wired or wireless upload.
- **Show time screen if sync failed** – This option will display a time screen for users to manually adjust the time if it is not in sync.
- **Upload limit** – Administrators can limit the wireless or wired upload allowed by the user. If the officer is above that limit, they will be required to remove the drive and conduct a cradle upload.

- **Automatic FTP upload** – This option enables the system to constantly search for available wireless transfer connections. When an authorized wireless transfer connection is available, the system will attempt to transfer videos to the server. The unit will be checked out with program updates upon reboot.
- **Shutdown system after upload** – This option specifies how the system behaves after the videos are uploaded to the server.
- **Remote watch** – This option is used to specify if the system should remotely allow you to watch videos.
- **Laptop streaming** – Check this checkbox to specify if the system should stream videos back to the department or substation via laptop.
- **Real-time snapshot/video transfer (streaming)** – This option is used to specify if the system should send snapshots or streaming videos back to the department or sub-station.
- **Enable AVL** – Enables the AVL feature to track the vehicle.
- **Shutdown options** – This option specifies when the system should shut itself off once the ignition is turned off. You can define a period (up to 240 minutes) and a battery voltage (typically 10.5V). If both are defined, the system shuts itself off when either the timer expires, or the battery voltage is lower than the specified value. If Ignore Shutdown Timer is checked, then the system will shut itself down when the battery voltage is lower than what is specified. When the system reaches to the defined voltage level, the system will switch over to the UPS battery to begin a safe shutdown procedure.

5. Click the **Video and Audio** tab at the top of the screen.

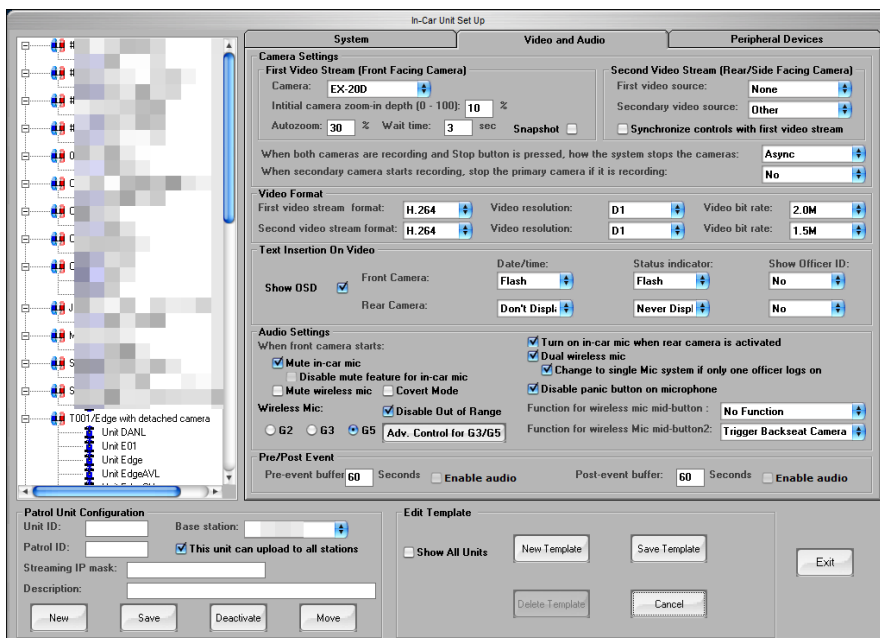


Figure 65: Video and Audio tab

6. Select the appropriate settings based on the type of template needed.

- **Camera** – The system can record two video streams simultaneously; the first video stream always comes from the front-facing camera.

The second video stream can connect two cameras (defined as First Video Source and Second Video Source).

- **Initial camera zoon-in depth** – Define the zooming parameters for the front-facing camera.
- **Autozoom** – The auto zoom feature can be enabled to automatically take a snapshot at the end of the zoom cycle. Zoom is for viewing or snapshot purposes only and will not affect the video recording.
- **When both cameras are recording** – These options define the way cameras are controlled when recording starts and stops. This option is only applicable if both video streams are used.
  - **Sync** – two cameras controlled by a single control button.
  - **Async** – two cameras controlled independently using separate buttons
- **Video format** – This option defines the video format for both video streams. Video formats for multiple cameras can be configured independently.
- **Text insertion on video** - There are two types of information that can be inserted on video, date/time stamp and status indicator (such as light-bar, siren, etc.). This information can be displayed on the video to flash, remain static, or not be displayed at all.
- **Audio Settings** – These options adjust the In-car and wireless microphone’s action when recording starts. This section also allows the user to select the model of wireless microphones as well as features that can be programmed to the microphone’s additional buttons.
- **Mute In-car mic** – Toggle to turn off the In-car microphone when the front camera is activated.
- **Disable mute feature for In-car mic** – Restricts the ability for a user to tap on the In-car mic icon to mute.
- **Mute wireless mic** – Disables audio recording from the wireless mic when the front camera is activated.
- **Covert Mode** – Disables sound and lights on the microphone once the system initializes. The microphone will only vibrate if this feature is active.
- **Disable Out of Range** – If this feature is selected, the microphone will not alert the user if it is out of range from the receiver. The microphone will not light up, beep or vibrate if out of range.
- **Turn on In-car mic when rear camera is activated** – Records audio from the In-car microphone when the rear camera is activated.
- **Dual wireless mic** – Enables the ability to sync and record audio from two wireless microphones. This option requires a Dual Mic receiver.
- **Change to single mic system if only one officer logs in** – Changes the system to utilize the single officer channel microphone settings.
- **Disable panic button on microphone** – Disables the panic feature on the microphone if the record button was held down.

- **Wireless Mic**



Function for wireless mic button 1 and 2:

- **Mute** – Will mute the wireless microphone when pressed.
- **Stop Recording** – Stops recording the front camera and tags the videos with the default event type
- **Marker** – Adds a marker to the video with a timestamp for a bookmark in the video when reviewing it.
- **Autozoom** – Activates the autozoom function.
- **Partner Alert (Edge)** – Emits an audible sound on the partner’s microphone if dual microphones are used. This feature is only available for Edge, Edge HD and M7.
- **Covert Interview (Edge)** – Turns the In-car monitor blank and starts recording the rear camera. This feature is only available for Edge, Edge HD and M7. An officer can bring a screen back by tapping on the touchscreen display.
- **Vehicle Backseat Camera** – Starts recording the rear camera. This feature is like Covert Interview but does not turn the monitor to black.
- **Adv. Control for G3/G5** – Changes the orientation of the microphone audio feeds and its respective channels.
- **Pre/Post Event** – This option is used to define the buffer length of pre-event and post-event. It also defines whether the In-car microphone should be enabled during pre-and post-event recording.
- **Enable Audio** – This feature is only available to our legacy systems which enable audio in the video files. Enabling this feature will result in utilizing more storage space pre/post event.

7. Click the **Peripheral Devices** tab at the top of the screen.

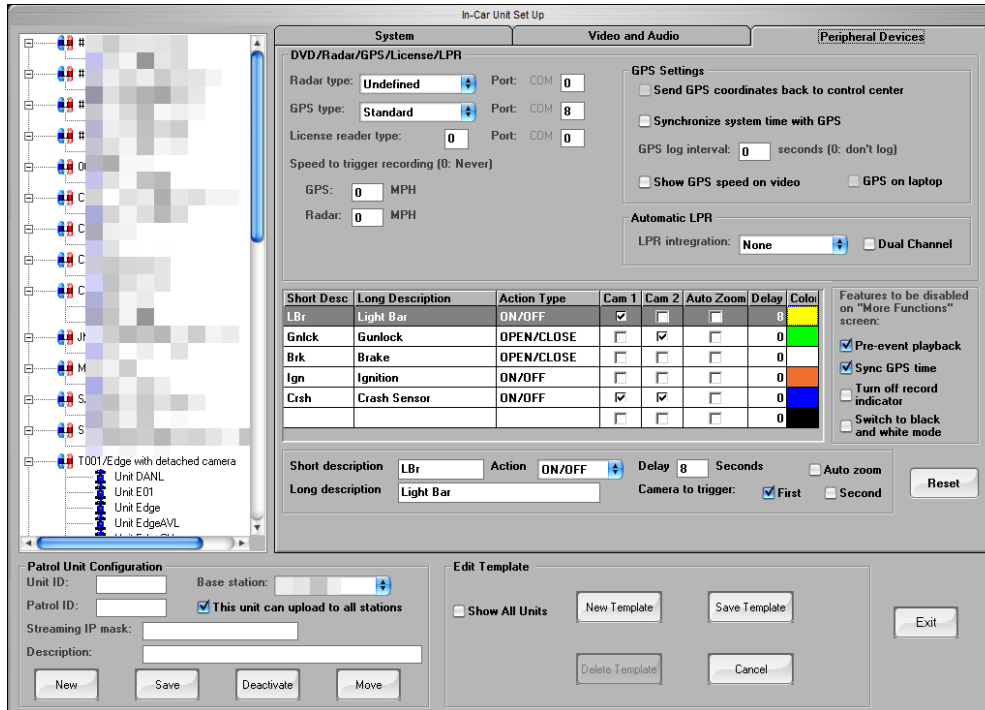


Figure 66: Peripheral Devices tab

8. Select the appropriate settings based on the type of template needed.

- **DVD/Radar /GPS/License/LPR** – This option defines the devices such as Radar and GPS connected to the In-car unit; the port used by the device, the device types, and recording Vehicle speed for the device.
- **License Reader Type** – Defines the type and port the reader is attached to. This will allow the user to gather data from identification such as Driver’s License and input as details for the video.
- **Speed to Vehicle recording** – Enter the GPS and Radar speeds that you want the video to automatically begin recording.
- **GPS settings** – This option further defines how GPS data is stored and processed. (Default GPS setting is Type 1 Com 8 on Edge, Edge HD and M7; Default port for VMDT and TopCam is Com 6).
- **Send GPS coordinates back to control center** – requires city wide broadband access in the mobile unit, or MDT integration with a system that has connectivity.
- **Synchronize system time with GPS** – ensures that a popup window alerts the officer to synchronize the time if the mobile unit and GPS time are 10 minutes or more apart.
- **GPS Log Interval** – logs GPS coordinates when the camera is recording. This data is used in Map Search to find videos within a search perimeter.
- **Show GPS Speed on Video** – displays the GPS speed reading on the top left of the video.
- **GPS on laptop** – Check this checkbox to specify if the GPS on laptop utilizes the GPS installed on the laptop or GPS for ICV unit.

- **Automatic LPR** – This option ensures that Automatic License Plate Recognition (ALPR) application is an add-on to the In-car unit. If it is, select the camera used for ALPR functions (This option requires the use of COBAN’s LPR solution).
  - **More Functions** – you can disable the following features in the **More** menu in Mobile Recorder. These functions include: Pre-event playback, Sync GPS time, Turn off record indicator, and Switch to black and white mode.
9. Click **Save Template** at the bottom of the screen. The template code and description are displayed in the list on the left of the screen.

## 11.2 Add New Unit

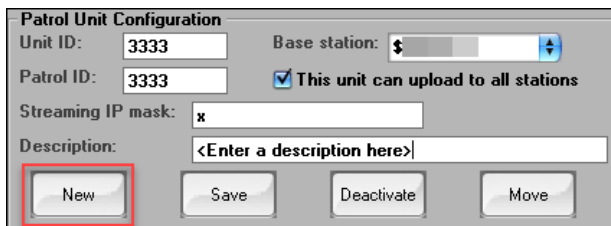
---

**NOTE:** Prior to adding a unit, ensure that a template representing the configuration that unit will employ is already represented in BOClient. See [Add a New Template](#).

---

To add a new unit, follow these steps:

1. Select and highlight the appropriate template for the unit in the list of available templates on the left side of the screen.
2. In the **Patrol Unit Configuration** section, click **New**, then enter a unique **Unit ID** and **Patrol ID** for the In-car unit.



The screenshot shows a 'Patrol Unit Configuration' dialog box. It has several input fields: 'Unit ID' with the value '3333', 'Patrol ID' with the value '3333', 'Streaming IP mask' with the value 'x', and 'Description' with the placeholder '<Enter a description here>'. There is a 'Base station' dropdown menu and a checked checkbox labeled 'This unit can upload to all stations'. At the bottom, there are four buttons: 'New' (highlighted with a red box), 'Save', 'Deactivate', and 'Move'.

3. Enter a unique description for the In-car unit in the **Description** field.
4. Enter an “x” in the **Streaming IP Mask** field if streaming is not used.

---

**NOTE:** For departments utilizing the streaming feature, enter the actual IP address.

---

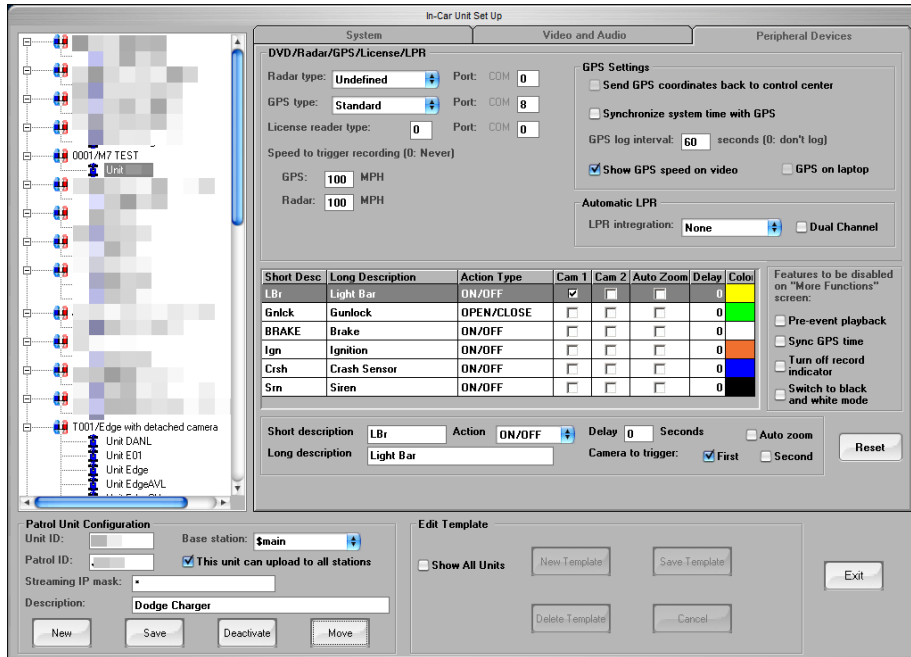
5. Click **Save**. The unit ID is displayed beneath the appropriate template code in the list on the left of the screen.

## 11.3 Move In-car Units Between Templates

To move units between templates, follow these steps:

1. Select and highlight the appropriate template for the unit from the list on the left side of the screen.

2. Click **Move** at the bottom of the screen.



**Figure 67: Move an In-car unit**

3. Click the template to which the In-car unit should be added.

–or–

1. Select and highlight the appropriate template for the unit from the list on the left side of the screen.
2. Drag-and-drop the highlighted In-car unit into a new template.

---

**NOTE:** The hard drive must be checked out after changes are made to apply to ICV unit.

---



## 12 Set Up a Body Camera

A body camera can be configured with three different camera options, FOCUS, VieVu® and ECHO™.

On the BOClient home screen (Figure 3), select **BodyCam Setup** from the **Setup** menu. The **BodyCam Setup** dialog box is displayed.

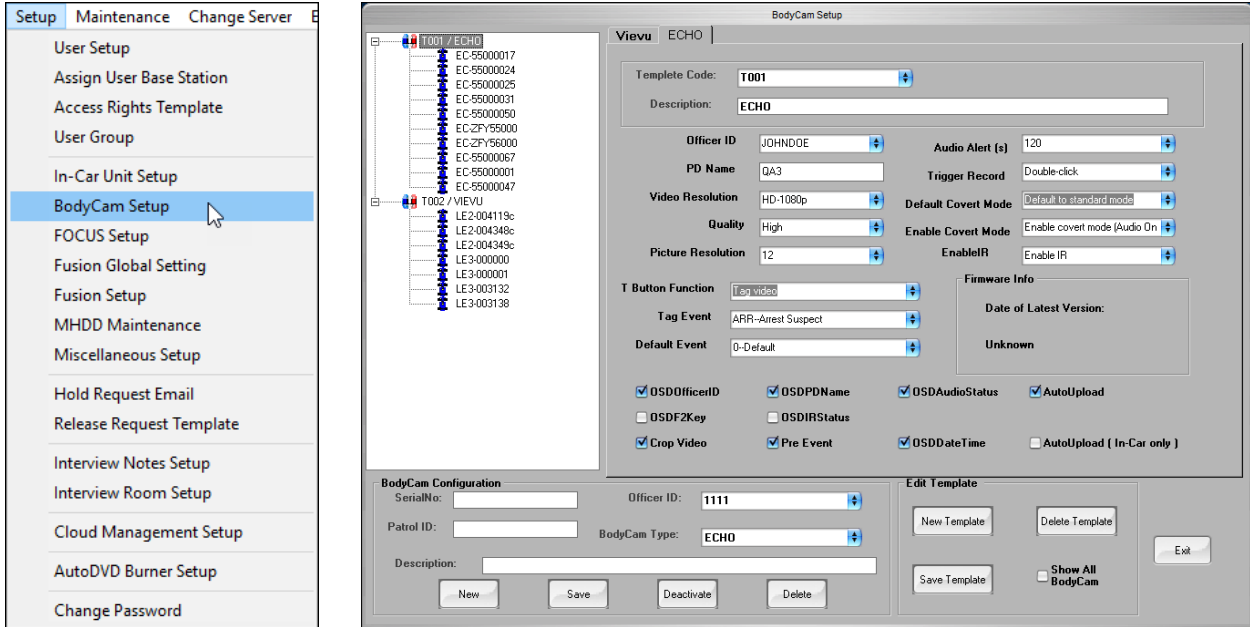


Figure 68: BodyCam Setup

### 12.1 VieVu Option

To set up a body camera using the VieVu™ option, follow these steps:

1. Click the **VieVu** tab.

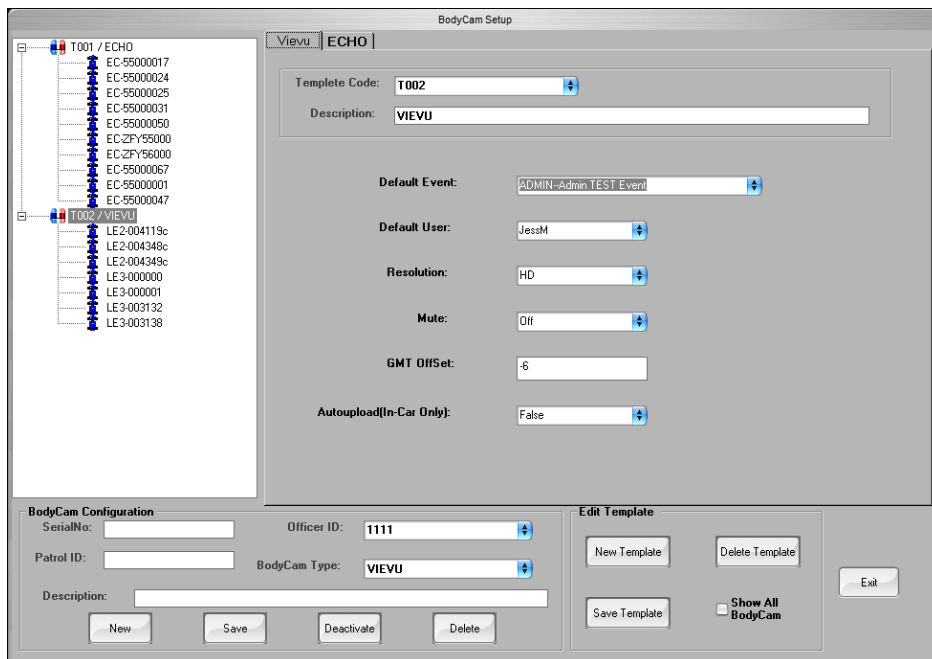


Figure 69: VieVu BodyCam Setup

2. Populate the following fields:
  - **Template Code** – From the list, select the template code you want to use for this record. If you are creating a new template, this is automatically generated.
  - **Description** – Enter a brief description of the body camera, if creating a new template.
  - **Default Event** – The default setting for incidence recording.
  - **Default User** – The default officer or user ID.
  - **Resolution** – The recording resolution option for either SD or HD.
  - **Mute** – From the list, select *On* or *Off*.
  - **GMT Offset** – Choose the number of hours you want from Coordinated Universal Time (UTC), from the westernmost (-12:00) to the easternmost (+14:00).
  - **Auto upload (In-car Only)** – Option setting for auto upload, *True* or *False*.
3. Click the **Save Template** button.

## 12.2 ECHO Option

To set up a body camera using the ECHO option, follow these steps:

1. Click the **ECHO** tab.
2. Click **New Template**.
3. Populate the following fields:
  - **Template Code** – From the list, select the template code you want to use for this record. If you are creating a new template, this is automatically generated.
  - **Description** – Enter a brief description of the body camera, if creating a new template.
  - **Officer ID** – From the list, choose the default officer ID or user ID.
  - **PD Name** – Enter the Police Department name.
  - **Video Resolution** – From the list, select the resolution of the video. *D1, HD-720 or HD-1080p*
  - **Quality** – Three options to use; *Basic, Standard, Fine, & High* video definition.
  - **Picture Resolution** – Three options to choose from: *4, 8, & 12*.
  - **T Button Function** – Four options to choose from: *Tag Video, Bookmark, Snapshot, & Mute/Unmute* when recording video.
  - **Tag Event** – Identifying the recording event reason; *DUI, DWI, etc.*
  - **Default Event** – Default recording reason in system, *DUI*.
  - **Audio Alert(s)** – Alerting time frequency in seconds; *30, 60, 120, 300*.
  - **Trigger Record** – From the list, select the number of clicks or button presses it will take to record a video in a vehicle. *Single or Double click*.
  - **Default Covert Mode** – Covert mode options either *Standard of Covert*.

- **Enable Covert Mode** – Covert mode option choices: *Disable covert mode*, *Enable covert mode*, and *Enable covert mode – For (Audio Only)*.
  - **EnableIR** – *Enable* or *Disable* infrared.
  - **OSDOfficerID** – Check this checkbox to show the officer ID of the officer that recorded the video on the On-Screen Display
  - **OSDF2Key** – Check this checkbox to show the function key used on the On-Screen Display
  - **Crop Video** – Check this checkbox to allow the user to crop a video
  - **OSDPDName** – Check this checkbox to show the PD name of the officer who recorded the video on the On-Screen Display
  - **OSDIRStatus** – Check this checkbox to show the Infrared (IR) status on the On-Screen Display
  - **Pre-Event** – When checked, pre-event video will be added to the video. Echo pre-event time varies based on video resolution/quality settings as it is based on size as opposed to time.
  - **OSDAudioStatus** – Check this checkbox to show the status of the audio when the video was recorded on the On-Screen Display
  - **OSDDateTime** – Check this checkbox to show the data and time the video was recorded on the On-Screen Display
  - **Autoupload** – Option setting for auto upload, *True* or *False*.
  - **AutoUpload (In-car only)** – Option setting for auto upload from in the car only.
4. Click the **Save Template** button.

## 13 Set Up FOCUS X1

A FOCUS X1™ body camera can be configured via the **Setup** menu.

On the BOClient home screen (Figure 3), select **FOCUS Setup** from the **Setup** menu. The **BodyCam Setup** screen is displayed.

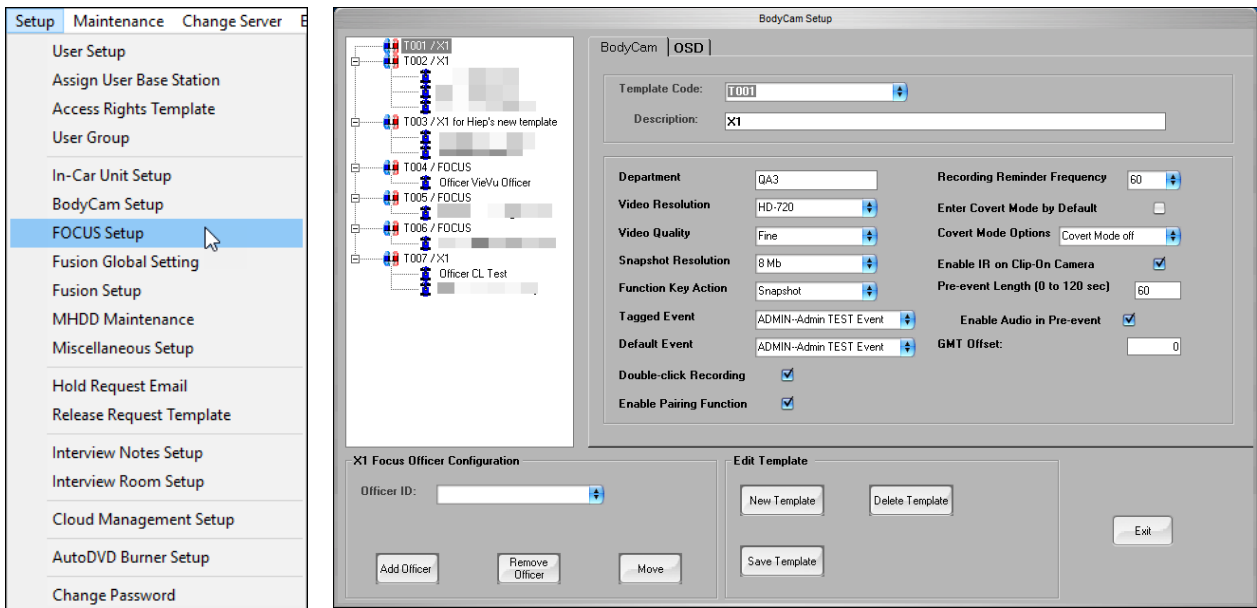


Figure 70: BodyCam tab

To set up a FOCUS X1 body camera, follow these steps:

1. If you are creating a new template, click **New Template**.
2. On the **BodyCam** tab, populate the following fields:
  - **Template Code** – From the list, select the template code you want to use for this record. If you are creating a new template, this is automatically generated.
  - **Description** – Enter a brief description of the body camera, if creating a new template.
  - **Department** – Department name or code
  - **Video Resolution** – Three options to use; *D1*, *HD-720*, & *1080P*.
  - **Video Quality** – Three options to use; *Basic*, *Standard*, *Fine*, & *High* video define
  - **Function Key Action** – Choose the action you want the function keys to perform. Choose *Tag*, *Bookmark*, or *Snapshot*.
  - **Tagged Event** – Identifying the recording event reason; *M.V.*, *DD*, etc.
  - **Default Event** – Default recording reason in system, *DD*.
  - **Double-click Recording** – Select this option if you want your recordings to star with a double-click.
  - **Use In-car Trigger Dock** – Select the option if want to enable the use of the In-car trigger doc record button.
  - **Recording Reminder Frequency** – Choose the recording time frequency in seconds; *0-300*.

- **Enter Cover Mode by Default** – Select this option if you want covert mode to be automatically enabled.
  - **Covert Mode Options** – Choose the action you want the camera to take when in covert mode. *Vibrate only, LED only, or Vibrate and LED.* You can also choose to turn covert mode off.
  - **EnableIR on Clip-On Camera** – *Enable or Disable* infrared.
  - **Pre-event Length (0 to 120 sec)** – Enter the buffer length of pre-event and post-event recording.
  - **Enable Audio in Pre-event** – Select this option if you want to enable audio recording during a pre-event recording.
  - **GMT OffSet** – Choose the number of hours you want from Coordinated Universal Time (UTC), from the westernmost (–12:00) to the easternmost (+14:00).
  - **Use Mobile App to Tag/Play Videos** – Select this option if you want to enable the use of the mobile app for viewing and/or tagging a video.
  - **Enable Daylight Saving Time** – Select this option if you want to enable DST.
  - **Battery Control Logic** –
3. Click the **OSD** tab to set up the ability for agencies without OSD on the video to have a temporary on-screen display during video playback.

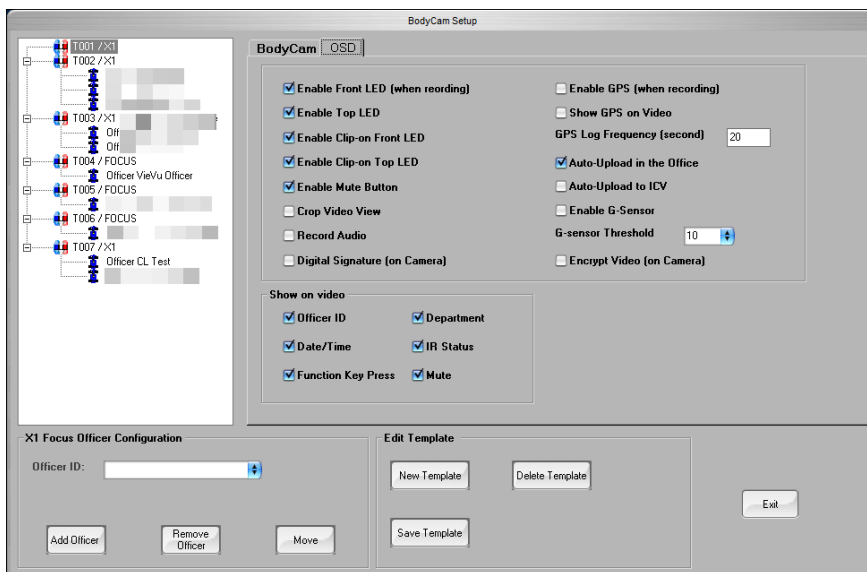


Figure 71: OSD tab

4. Add or edit the following values:
- **Enable Front LED** – Click this option if you want the front LED of the camera to be used.
  - **Enable Top LED** – Click this option if you want the top LED of the camera to be used.
  - **Enable Clip-on Front LED** – Click this option if you want the front LED of the clip-on camera to be active.

- **Enable Clip-on Top LED** – Click this option if you want the top LED of the clip-on camera to be active.
- **Enable Mute Button** – Click this option if you want the officer to be able to mute the camera audio.
- **Crop Video View** – Optimizes video resolution.
- **Record Audio** – Click this option if you want the camera to record audio along with the video.
- **Digital Signature (on Camera)** – Select this option if you want a digital signature to be displayed on the camera.
- **Enable GPS (when recording)** – Click this option if you want the GPS to locate an officer when the device is recording. When enabled, X1 will use GPS to log location info when recording.
- **Show GPS on Video** – Click if you want the GPS location displayed on the video recording.
- **GPS Log Frequency** – Enter how often you want X1 to log GPS location when recording, in seconds
- **Auto-Upload in the Office** – Auto-upload setting for the workstation.
- **Auto-Upload to ICV** – Auto-upload setting for the In-car video system.
- **Enable G-Sensor** – Select this option to enable G-Sensor to trigger recording.
- **G-Sensor Threshold** – Enter the impact level for X1 to trigger recording, (2 - 10)
- **Encrypt Video (on Camera)** – Select this option if you want the video on the camera to be encrypted.
- **Show on video** – Show the On-screen text
  - **Officer ID** – the Officer ID
  - **Date/Time** – the date and time of the video
  - **Function Key Press** – Check this option if you want a function key assigned. If this is enabled, when the assigned function key is pressed, the OSD shows the following for 1 second:
    - **B** if the function is a bookmark
    - **T** if the function is tag
    - **S** if the function is snapshot
  - **Department** – Determines if you want the department name to be embedded into the video.
  - **IR Status** – Check this option if you want the IR light status to be embedded into the video.
  - **Mute** – Check this option if you want the *Mute* status to be embedded into the video.

- **Streaming and WIFI**
  - **Mobile App** – Check this option if you want video streamed on a mobile application.
    - **Smart Phone IP** – If Mobile App is selected, enter the IP address for the smart phone.
  - **Enable Wireless Upload** – Check this option if you want the user to be allowed to upload videos over a wireless network.
    - **Wi-Fi AP/Router Password** – Enter the Wife password for the network
    - **Wi-Fi Security Type** – Select the network type from the list.

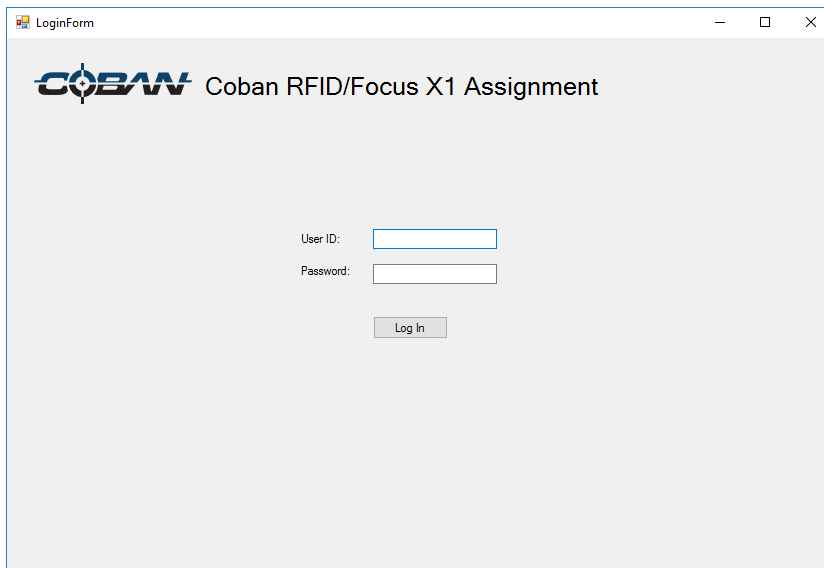
5. Click the **Save Template** button.

### 13.1.1 Using the COBAN Assignment Tool

The COBAN Assignment Tool assigns the RFID or serial number of the FOCUS X1 body camera to a user. It includes a card reading device as the input device and an application for users to view, modify, and issue an RFID or a body camera to an officer.

*To upload your video(s) using the COBAN Assignment Tool, follow these steps:*

1. Plug in your RFID.
2. Launch the Assignment software. The **Login** screen is displayed. See your *DVMS BOClient 4.2 Server and Client Installation Guide* for instructions.



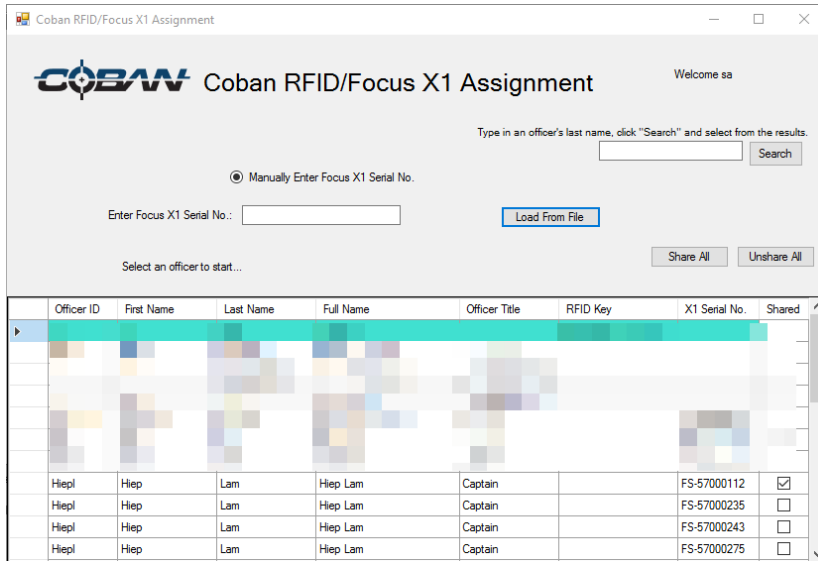
**Figure 72: Login Screen**

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**NOTE:** You do not have to have your RFID plugged in to access the software. You can manually enter information without your RFID.

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3. Enter your login credentials, then click **Log In**. The **Home** screen is displayed.



**Figure 73: Home Screen**

4. Select the officer the FOCUS X1 is assigned to. You can type in an officer’s last name and click **Search** to filter the results.
5. Place your FOCUS X1 onto the RFID reader. The camera is assigned to the selected officer.
6. Repeat steps 4 and 5 for additional camera assignments.
7. If you do not have a RFID reader plugged in, you can click **Load From File** to import the information from a .CSV file.



## 14 Configure the Fusion Global Settings

Configure the Fusion™ global settings that apply to the local server and set initial default values for all virtual hosts running on this server.

On the BOClient home screen (Figure 3), select **Fusion Global Setting** from the **Setup** menu. The **Fusion Global Setting** dialog box is displayed.

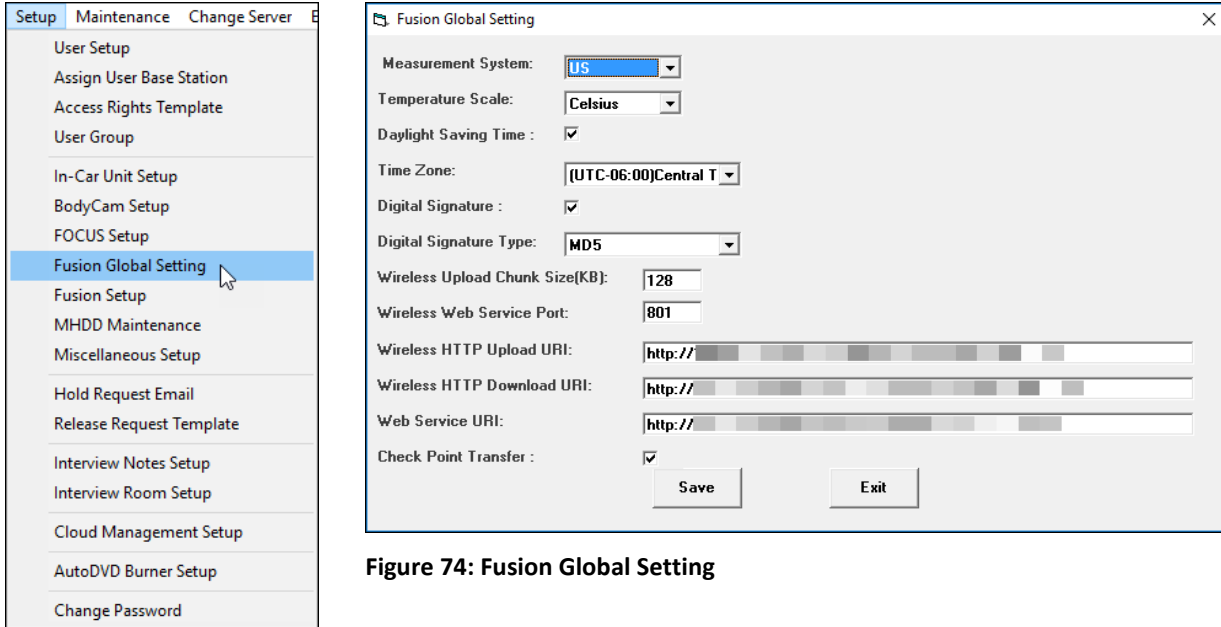


Figure 74: Fusion Global Setting

To set Fusion Global settings, follow these steps:

1. Add or edit the following values:
  - **Measurement System** – Choose either *US* or *Metric* for the measurement system you want to use for BOClient.
  - **Temperature Scale** – Choose either *Fahrenheit* or *Celsius* for the global temperature scale you want to use
  - **Daylight Savings Time** – Check this option if you want the global settings to use Daylight Savings.
  - **Time Zone** – Select your region time zone.
  - **Digital Signature** – Choose the scheme for demonstrating the authenticity of a digital message or documents.
  - **Digital Signature Type** – Choose the type of digital signature you want to use for authenticity.
  - **Wireless Upload Chunk Size (KB)** – Enter the transmission size for a wireless upload in kilobytes.
  - **Wireless Web Service Port** – Enter the port number for your wireless Web Service.
  - **Wireless HTTP Upload URI** – Enter the HTTP address Uniform Resource Identifier (URI) for your uploads.
  - **Wireless HTTP Download URL** – Enter the HTTP address (URL) for your downloads.
  - **Web Service URI** – Enter the web service endpoint address URI.

- **Check Point Transfer** – Select this option if you want to use Check Point as the Mail Transfer agent.
2. Click **Save**.

## 15 Fusion Setup System

Configure the Fusion™ settings that apply to the local server and set initial default values for all virtual hosts running on this server.

On the BOClient home screen (Figure 3), select **Fusion Setting** from the **Setup** menu. The **Fusion Set Up** dialog box is displayed.

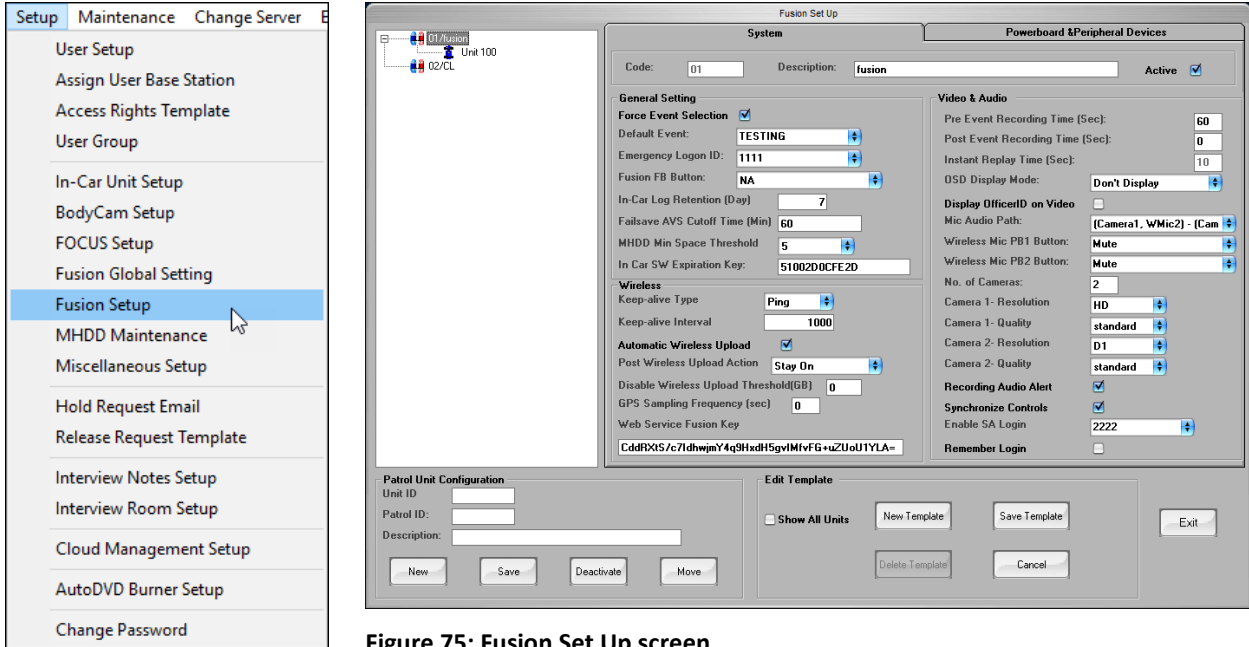


Figure 75: Fusion Set Up screen

To set up the Fusion system, follow these steps:

- On the **System** tab, set the following values:
  - **Code** – Provide a unique code for the system.
  - **Description** – Enter a description for the system. This information is unique to each department’s own naming convention and hierarchy. Note that this information cannot be changed after its creation.
  - **Active** – Select this option if you want the system to be in *Active* mode.
  - **Force Event Selection** – Select this option if you want the users to be required to choose an event.
  - **Default Event** – Selects the event specified in the drop-down menu when an event is not selected.
  - **Emergency Login ID** – The ID in which the system will use in case of an emergency recording.
  - **Fusion FB Button** – Future enhancement, not available now.
  - **In-car Log Retention** – Amount of days’ system logs will remain on the In-car unit’s internal drive.
  - **Failsave AVS Cutoff Time** – Sets the time length for the failsafe buffer files.
  - **MHDD Min Space Threshold (GB)** – The minimum amount of space the system is required to have in the MHDD.

- **In-car SW Expiration Key** – COBAN administrator use only.
  - **Keep-Alive Type and Interval** – The type and frequency of interface for messages sent between two ends of a connection to check the status of the link.
  - **Automatic Wireless Upload** – Check this option to allow In-car system to automatically upload videos and download latest server updates when the system is successfully connected to the access point.
  - **Post Wireless Upload Action** – Select the action for the Fusion to take after videos have been wirelessly uploaded.
  - **Disable Wireless Upload Threshold (GB)** – Enter the amount of space in GB you want the wireless upload to handle.
  - **GPS Sampling Frequency (sec)** – Enter the time frequency in seconds you want the GPS sampled.
  - **Web Service Fusion Key** – Enter the key for the web service that Fusion is using.
  - **Pre-Event Recording Time** – The number of seconds to be added to the beginning of the recording.
  - **Post-Event Recording Time** – The number of seconds to be added after stopping the recording.
  - **Instant Replay Time** – Number of seconds to be played back via instant playback button.
  - **OSD Display Mode** – Selection for On-Screen display such as time/date to flash, stay static, or not be displayed.
  - **Display Officer ID on Video** – Shows the officer ID on the video.
  - **Mic Audio Path** – Selects the mic to be utilized for each camera during recordings.
  - **Wireless Mic PB1 function** – Sets the function of first programmable button on the mic.
  - **Wireless Mic PB2 function** – Sets the function of the second programmable button on the mic.
  - **No. of Cameras** – Sets the number of cameras available on the system.
  - **Camera 1 & 2 – Resolution** – Toggles the camera resolution.
  - **Camera 1 & 2 – Quality** – Toggles between standard and high quality.
  - **Recording Audio Alert** – System emits an audible alert after several seconds when system is recording.
  - **Synchronize Controls** – Allows stopping and starting both cameras at the same time.
  - **Enable SA Login** – Select to enable administrative login.
  - **Remember Logon** – Remembers the last officer that logged in.
2. Click **Save**.

3. Click the **Powerboard & Peripheral Devices** tab.

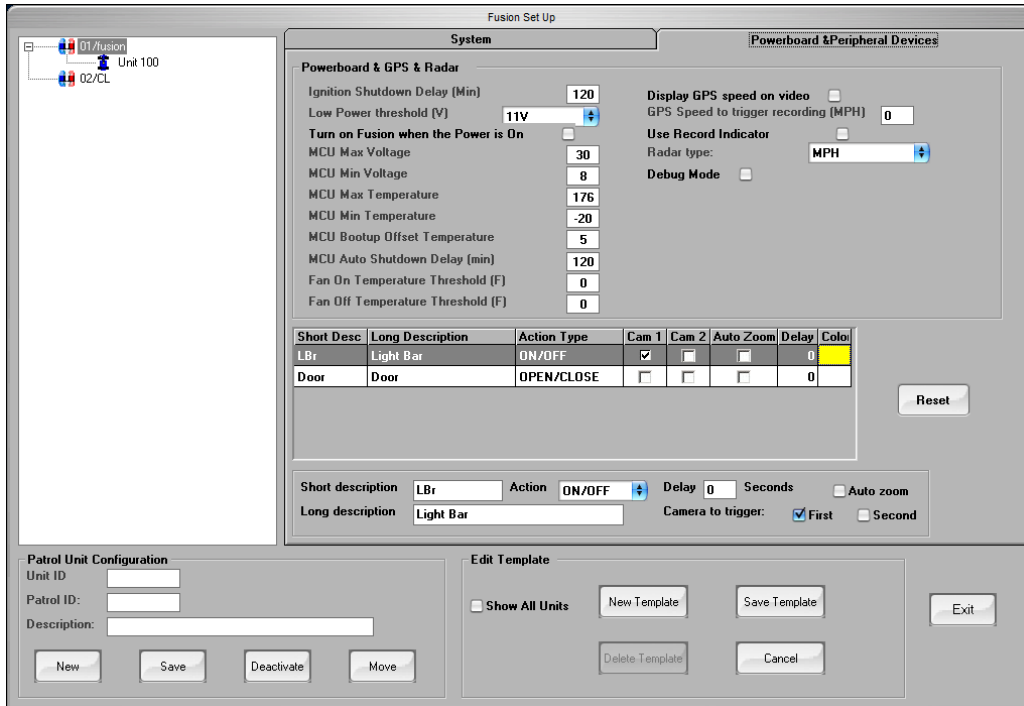


Figure 76: Powerboard & Peripheral Devices tab

4. Set the following values:

- **Ignition Shutdown Delay** – Time interval for the system to gracefully shutdown after ignition is turned off providing the vehicle battery has sufficient power.
- **Low Power threshold** – Voltage threshold. The system will switch over to the UPS battery and alert the user of low power. If this is not corrected, the system will shut down properly.
- **Turn on Fusion when the Power is On** – Check this box to turn on the system at ignition.
- **MCU Max Voltage** – Maximum voltage level the system can handle to continue normal operation.
- **MCU Min Voltage** – Minimum voltage level the system can handle to continue normal operation.
- **MCU Max Temperature** – Maximum temperature level the system can handle to continue normal operation.
- **MCU Min Temperature** – Minimum temperature level the system can handle to continue normal operation.
- **MCU Bootup Offset Temperature** – The range at which the system can still boot into normal operation.
- **MCU Auto Shutdown Delay** – Interval at which the system will begin an automatic shutdown slowly if resources have dropped below minimum required threshold.
- **Fan On Temperature Threshold** – The temperature at which the fan will turn on to help in cooling the system.

- **Fan Off Temperature Threshold** – The temperature at which the fan will turn off once the system has reach optimal temperature for normal operation.
  - **Display GPS speed on Video** – The GPS speed is displayed within the OSD (On-Screen Display).
  - **GPS Speed to Vehicle Recording** – Speed threshold at which the camera will Vehicle the camera for recording.
  - **User Record Indicator** – Toggles the record indicator light on or off. Red blinking indicator light that camera is recording.
  - **Radar type** – Brand and model of the radar used.
  - **Debug Mode** – Mode in which more information is displayed to assist COBAN Support in troubleshooting.
  - **Short description** – Brief description is displayed on the OSD for the In-car system.
  - **Long description** – Long description that contains what is written in the In-car logs and listed as the event within the activity logs.
  - **Action** – Displayed on the OSD within the In-car system (ex. LBR ON, LBF OFF etc.)
  - **Delay** – The time in seconds you would like the In-car system to ignore an action before initiating a response. For example, an officer triggers the lightbar for 5 seconds, but if the delay is 6 seconds a recording will not Vehicle.
  - **Auto Zoom** – An auto zoom is performed when this action is initiated. This option goes with the pre-defined option like the light bar trigger.
  - **Camera to Vehicle** – Specify which camera will be triggered with this action.
    - **First** – Trigger the front camera
    - **Second** – Trigger the rear camera
5. Click **Save Template**.

## 16 MHDD Maintenance

BOClient maintains and logs all MHDD (Mobile Hard Disk Drive) activities automatically. This feature provides information concerning chain of custody as well as allow admin to add new drives, retire old drives, and format drives for maintenance.

On the BOClient home screen (Figure 3), select **MHDD Maintenance** from the **Setup** menu. The **MHDD Maintenance** screen is displayed.

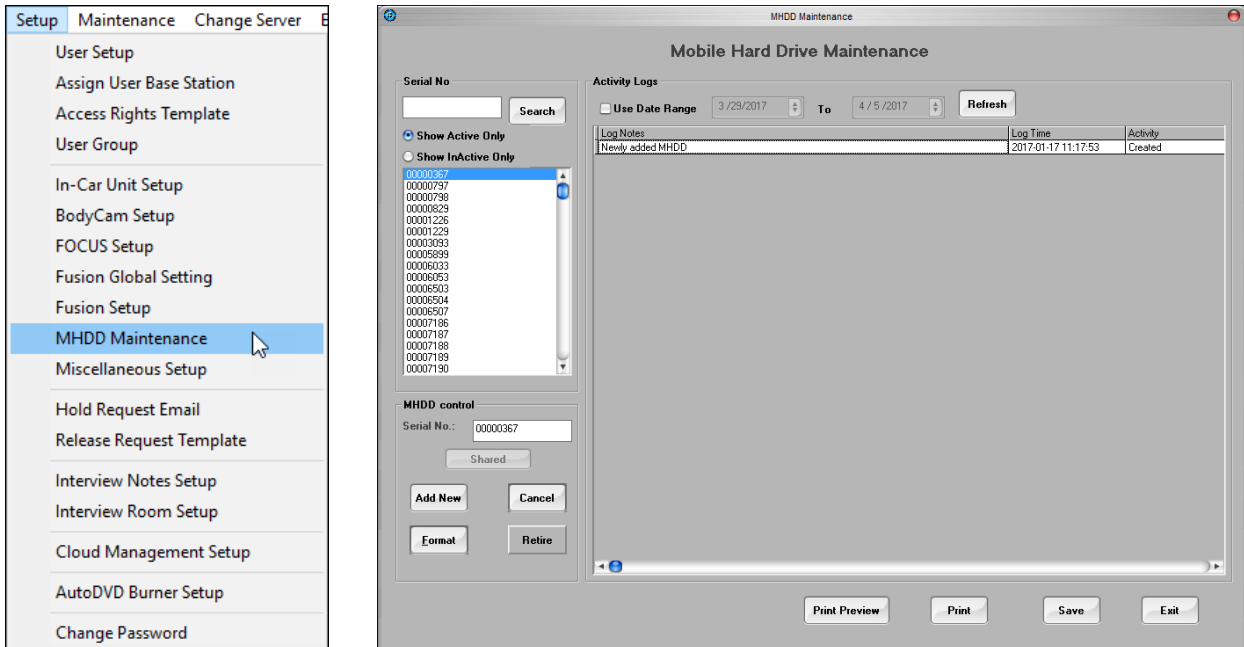


Figure 77: MHDD Maintenance screen

### 16.1 Add New MHDD

To add a new MHDD, follow these steps:

1. Type the eight-digit serial number listed on the MHDD in the **Serial No.** field under the **MHDD Control** section.



2. Click **Add New**, then click **Save**.

---

**NOTE:** All hard drives to be used with the system must be entered in the system before they can be activated and used.

---

3. Click **Exit** to return to the BOClient main screen.

## 16.2 Search for MHDD

To search for a MHDD, follow these steps:

1. On the BOClient home screen (Figure 3), select **MHDD Maintenance** from the **Setup** menu. The **Mobile Hard Drive Maintenance** screen is displayed.
2. Enter the serial number of the MHDD in the field at the top left of the screen.
3. Select the **Show Active Only** radio button.  
Additionally, you can select the **Show Inactive Only** radio button to search for the inactive drives.
4. If present, the log for that MHDD is displayed in the center of the screen and the serial number for that MHDD is displayed highlighted in blue in the list on the left side of the screen.

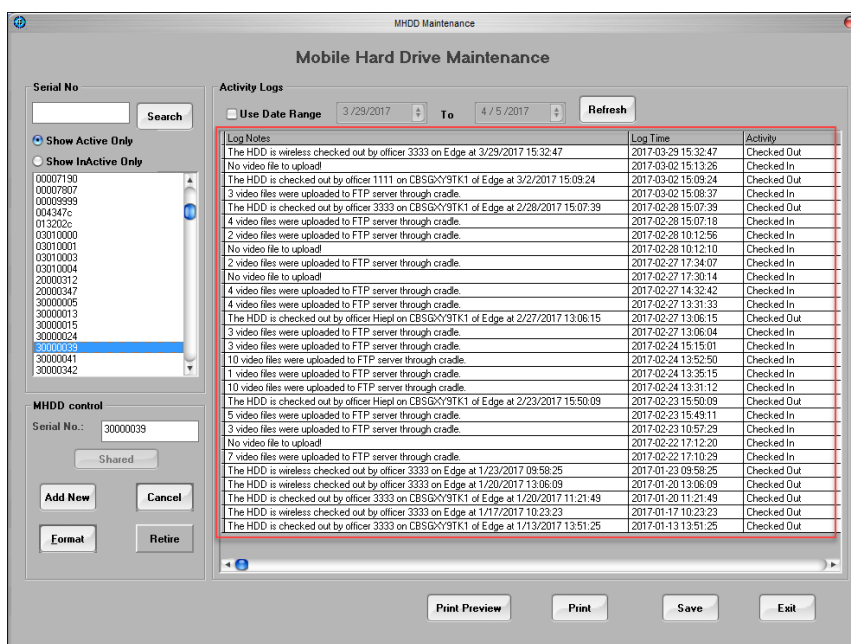


Figure 78: Activity logs

5. Use the search criteria options at the top of the screen to refine the search and limit the number of log entries that are listed.
6. Check the box to activate the date fields and enter the appropriate date range in the fields provided.
7. Click **Refresh**.

## 16.3 Print MHDD Logs

To print a MHDD log, follow these steps:

1. Follow the steps above to search for the MHDD or select the serial number of the MHDD from the list on the left side of the screen.
2. Click **Print**. A confirmation message is displayed asking you to confirm that you have requested a print of the log.
3. Click **Yes** on the confirmation message dialog box. The **Print** dialog is displayed.



4. Select the appropriate printer, then click **Print**.

## 16.4 Format MHDD

**WARNING!** Formatting the MHDD results in the loss of all data on the drive. Ensure that all the videos on the MHDD have been uploaded prior to formatting. This feature should only be made available to administrative level users.

To format an MHDD, follow these steps:

1. Insert the MHDD into an upload cradle.
2. Enter and select the serial number of the MHDD to be formatted from the list on the left side of the screen.
3. Click **Format** on the left side of the screen.

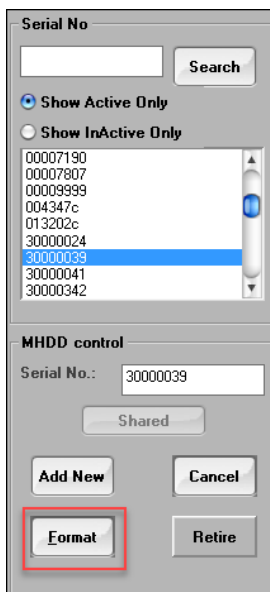


Figure 79: Format MHDD

The **Format** dialog box is displayed.



Figure 80: Format dialog box

**CAUTION:** COBAN highly recommends that a “maintenance” program be put into effect that includes at minimum, running CHKDSK/R quarterly on all driver (removeable and

internal) and formatting all drives every 6-12 months.) Doing so will ensure that the drives are operating under their most ideal conditions.

---

4. Ensure that the **File system** is set to **NTFS**, volume label corresponds with the serial number and quick format is selected.
5. Click **Start** to begin formatting.

---

**CAUTION:** Do not remove the MHDD until BOClient indicates that it is safe to do so.

---

A confirmation dialog box is displayed warning you that all data on the MHDD will be lost when formatting the drive.

6. Click **OK**. A progress bar tracks the progress of the formatting process. When the format is complete, a confirmation message is displayed informing you the MHDD has been formatted.
7. Click **OK**.
8. Click **Exit** to return to the BOClient main screen.

## 16.5 **Retire MHDD**

---

**NOTE:** Hard drives can only be removed from the system by making them inactive as they cannot be deleted from the system.

---

*To retire a MHDD, follow these steps:*

1. Enter or select the serial number of the MHDD to be retired from the list on the left of the screen.  
A confirmation dialog box is displayed informing you that the status of the MHDD will be changed to *Retire*.
2. Click **Yes** to continue. The log is updated with the MHDD marked as *Inactive*.
3. Click **Exit** to return to the BOClient main screen.

## 17 Miscellaneous Setup

From the **Miscellaneous Setup** menu, you can create Activity Definition, Enforcement Category, Violation Definition, Race Definition, and State/Province that help classify event types in the system.

On the BOClient home screen (Figure 3), select **Miscellaneous Setup** from the **Setup** menu. The **Miscellaneous Setup** screen is displayed.

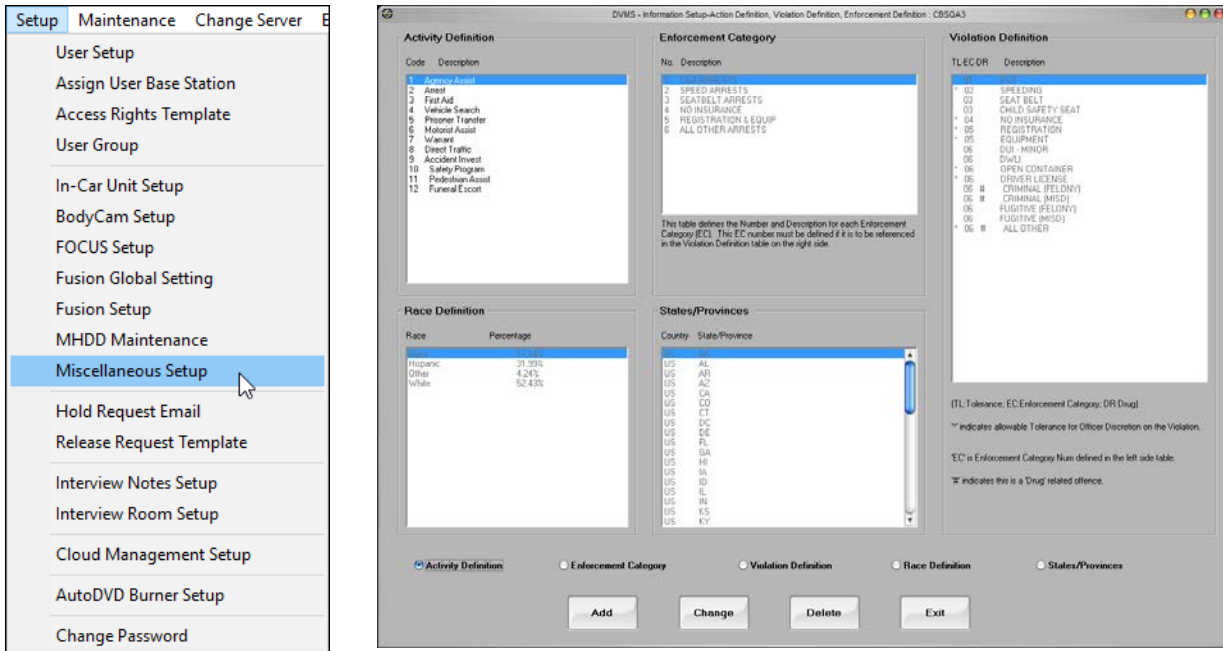


Figure 81: Miscellaneous Setup screen

### 17.1 Add an Activity Definition or Enforcement Category

To add an Activity Definition or Enforcement Category, follow these steps:

1. At the bottom of the **Miscellaneous Setup** screen, click the **Activity Definition** or **Enforcement Category** radio button.
2. Click **Add** to add a definition or category. The **Add Activity Definition** dialog box is displayed.

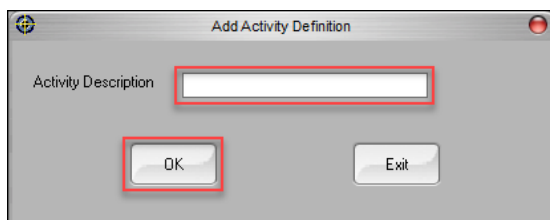


Figure 82: Add Activity Definition dialog box

3. Enter a description for the activity, then click **OK**.
4. Repeat the steps above for the Enhancement Category options.
5. Click **Exit** to return to the BOClient home screen.

## 17.2 Change an Activity Definition or Enforcement Category

To change an Activity Definition or Enforcement Category, follow these steps:

1. At the bottom of the **Miscellaneous Setup** screen, click the **Activity Definition** or **Enforcement Category** radio button.
2. Click **Change** to edit a definition or category. The **Change Activity Definition** dialog box is displayed.

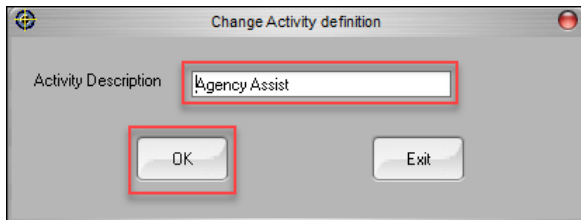


Figure 83: Change an activity definition

3. Edit the description for the activity.
4. Click **OK**.
5. Repeat the steps above for the **Enforcement Category** radio button.
6. Click **Exit** to return to the BOClient main screen.

## 17.3 Delete an Activity Definition or Enforcement Category

To delete an Activity Definition or Enforcement Category, follow these steps:

1. At the bottom of the **Miscellaneous Setup** screen, click the **Activity Definition** or **Enforcement Category** radio button.
2. Click **Delete** to delete a definition or category. A confirmation message dialog box is displayed.
3. Click **Yes**.

---

**CAUTION!** Do not delete ALL data from these lists. There MUST be at least one entry in each list for the system to properly classify events in the DVMS.

---

4. Repeat the steps above for the **Enforcement Category** radio button.

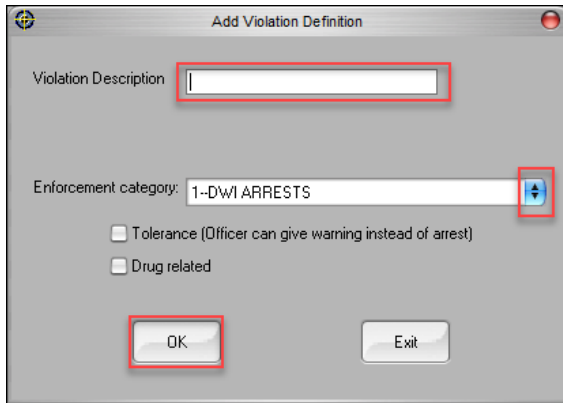
## 17.4 Add or Change a Violation Definition

The Administrator can link violation definitions to enforcement categories and provide the option to categorize the violation as a warning or drug related offense as shown below.

To add or change a violation definition, follow these steps:

1. At the bottom of the **Miscellaneous Setup** screen, select the **Violation Definition** radio button.

2. Click **Add** to add a definition or **Change** to edit an existing one. The **Add Violation Definition** dialog box is displayed.



**Figure 84: Add a violation definition**

3. Enter the following information regarding the violation definition:
  - **Violation Description** – Enter or edit a description of the violation.
  - **Enforcement category** – Choose a category from this list and link the violation definition to the appropriate enforcement category.
  - **Tolerance** – Click to allow officers to enter the fact that a warning was given when entering event data.
  - **Drug Related** – Click to allow officers to classify events as drug related when entering event data.

---

**NOTE:** Both the **Tolerance** and **Drug Related** options are displayed on the **Violation Summary Detail** screen which can be accessed via the Video Search function in BOClient.

---

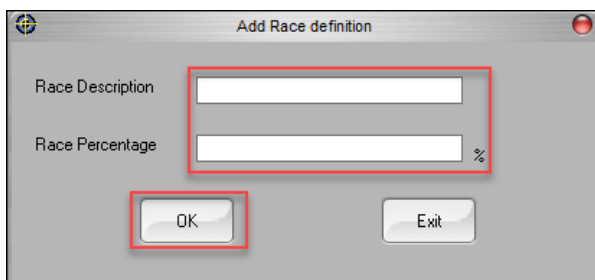
4. Click **OK**.
5. Click **Exit** to return to the BOClient main screen.

## 17.5 Add or Change a Race Definition

As Administrator, can link race definitions to the specific demographics of the precinct, city, county or state in which the unit is located.

*To add or change a race definition, follow these steps:*

1. At the bottom of the **Miscellaneous Setup** screen, click the **Race Definition** radio button.
2. Click **Add** to add a definition. The **Add Race Definition** dialog box is displayed.



**Figure 85: Add a race definition**

3. Enter the following information regarding the violation definition:
  - **Race Description** – Enter or edit a description of the offender’s race.
  - **Race Percentage** – the total race percentage of offenders/persons of interest. The percentage is based on the selection made by the officers when making a stop.

---

**NOTE:** The information regarding race definitions entered in this process can be accessed via the Video Search function in BOClient.

---
4. Click **OK**.
5. Click **Exit** to return to the BOClient main screen.

## 18 Hold Request Email

As Administrator, you can select a few individuals defined to receive emails when a hold is requested on a video for a longer retention period.

---

**NOTE:** If a hold is not removed, the video is held indefinitely.

---

On the BOClient home screen (Figure 3), select **Hold Request Email** from the **Setup** menu. The **Setup Contacts** dialog box is displayed.

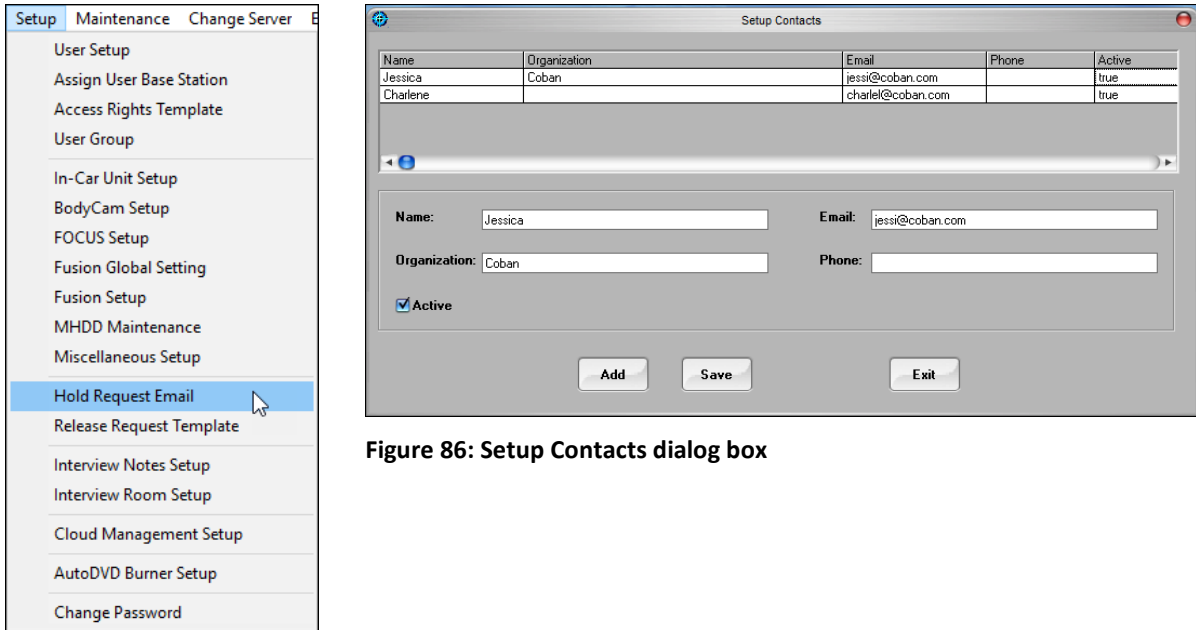


Figure 86: Setup Contacts dialog box

To hold a request email, follow these steps:

1. Click **Add** to create a new user. A blank record is displayed.
2. Enter information in the provided fields.
3. Click **Save**, then click **Exit** to return to the BOClient main screen.

## 19 Release Request Template

As Administrator, you can create a template for the system to automatically forward to all users listed in the **Hold Request Email** list.

On the BOClient home screen (Figure 3), select **Release Request Template** from the **Setup** menu. The **Release Hold Request Email Template** dialog box is displayed.

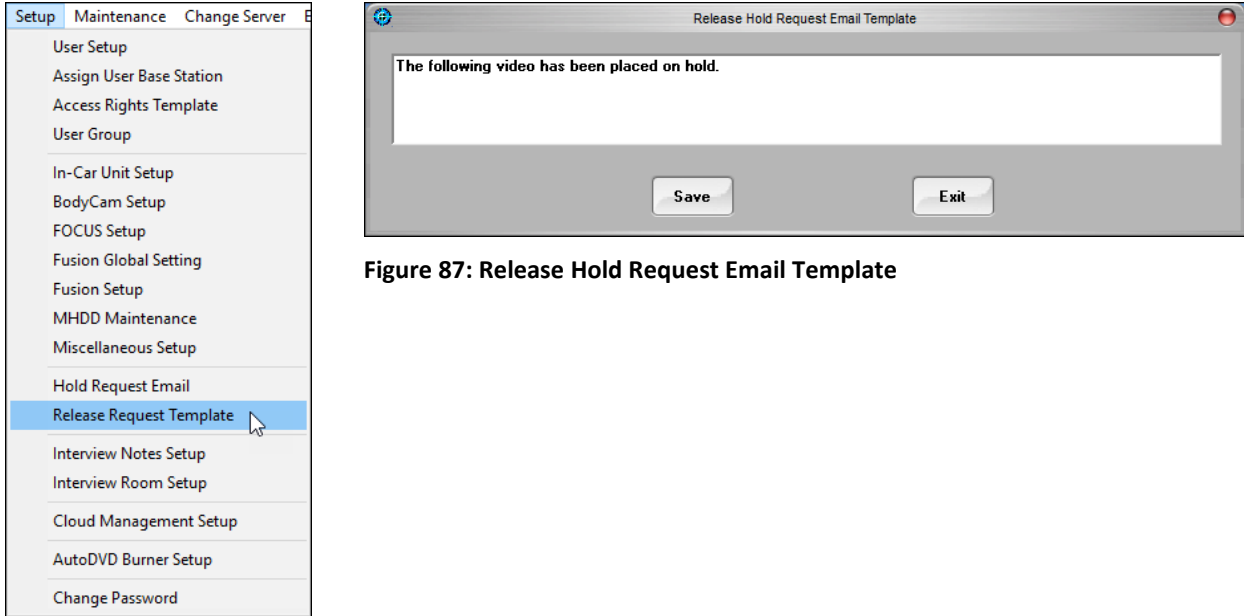


Figure 87: Release Hold Request Email Template

*To create a template, follow these steps:*

1. Enter a note regarding the hold.
2. Click **Save**, then click **Exit** to return to the BOClient main screen.



## 20 Setup an Interview Note

The Interview Notes Setup is a feature to define hotkeys for interviewees to mark in the video for later review. Hotkeys **F2 – F12** and **Shift + F2 – F12** can be customized for a specific description.

On the BOClient home screen (Figure 3), select **Interview Notes Setup** from the **Setup** menu. The **Interview Notes Setup** dialog box is displayed.

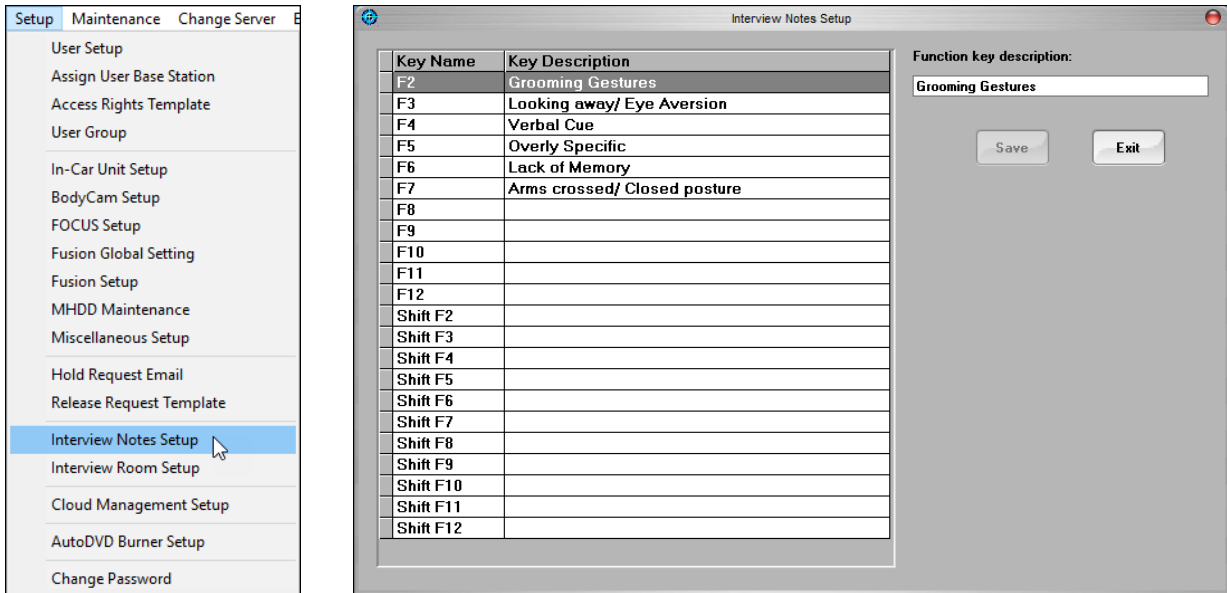


Figure 88: Interview Notes Setup dialog box

To setup an interview note, follow these steps:

1. Click the row of the corresponding function key you want to setup.
2. Enter a description for the function key.
3. Click **Save**.
4. Click **Exit** to return to the BOClient main screen.

## 21 Setup an Interview Room

As an Administrator, you can set up interview rooms. This can restrictor allow access to interview rooms for viewing only and for full control.

On the BOClient home screen (Figure 3), select **Interview Room Setup** from the **Setup** menu. The **Interview Room Setup** dialog box is displayed.

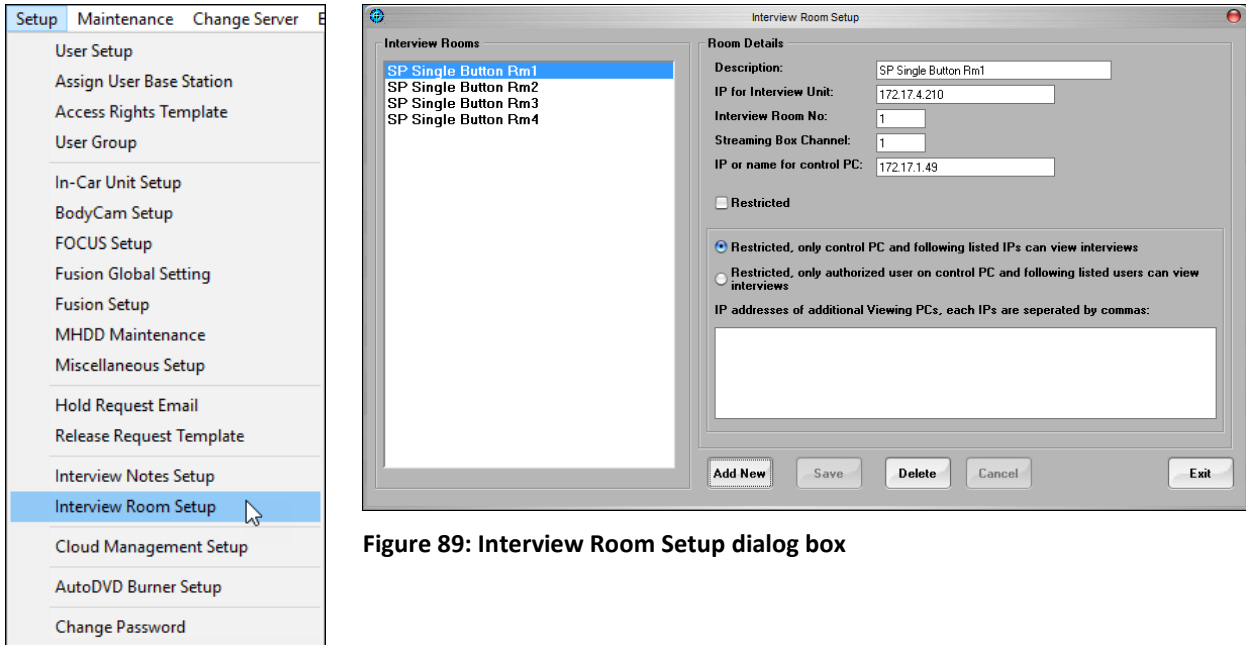


Figure 89: Interview Room Setup dialog box

To setup and interview room, follow these steps:

1. Click **Add New**. A blank record is displayed.
2. Enter a description, IP address for the interview room camera, interview room number, streaming box channel, and IP address for the control PC of the interview room.
3. Check the **Restricted** checkbox to mark this room as *Restricted*, if appropriate.
4. Additionally, you can edit an existing room by selecting the room and editing the available information, as necessary.
5. Click **Save**, then click **Exit** to return to the BOClient main screen.

## 22 Manage the Cloud

Cloud storage and Courier are optional features. Any digital video, image or document can be securely uploaded, searched, viewed, classified, and shared using a Web browser. With BOClient, you can configure a Cloud distribution list, manage a Courier Request queue and add Cloud storage.

To manage the Cloud, follow these steps:

1. Choose **System Profile** from the **Maintenance** menu. The **System Profile** dialog box is displayed.

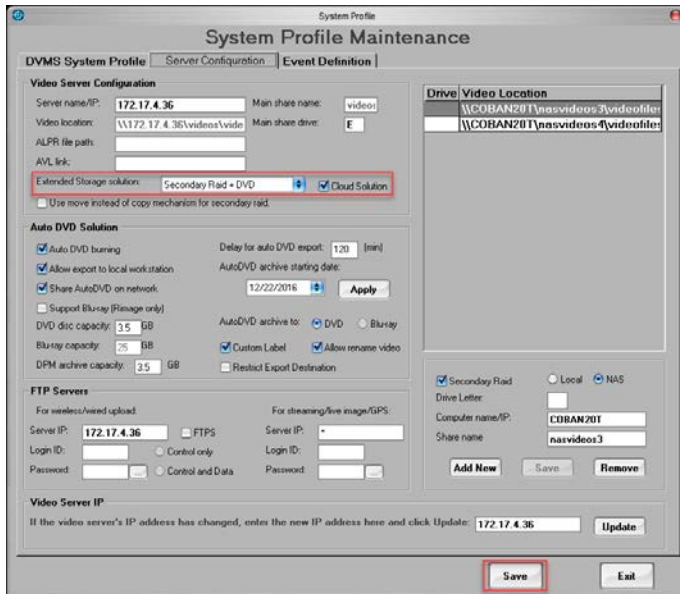


Figure 90: System Profile dialog box

2. Click the **Server Configuration** tab.
3. Click **Cloud Solution** under the **Video Server Configuration** section, then click **Save**.
4. Click **Exit**.
5. From the BOClient home screen (Figure 3), choose **Cloud Management Setup** from the **Setup** menu. The **Cloud Configuration** dialog box is displayed.

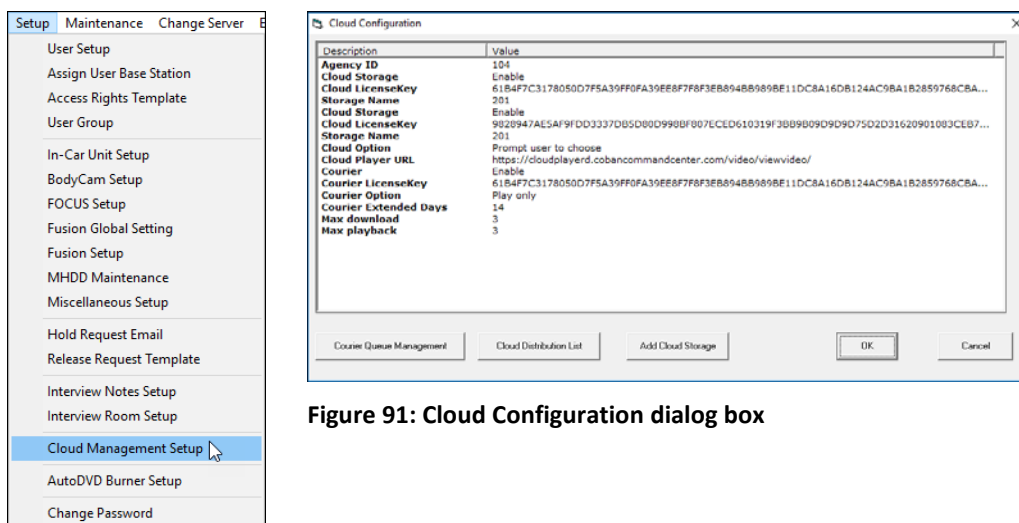


Figure 91: Cloud Configuration dialog box

This dialog box contains the current configuration of the Cloud.

- **Agency ID** – the id for the agency in the Cloud assigned by COBAN
- **Cloud Storage** – indicates if Cloud storage is *Enabled* or *Disabled*
- **Cloud LicenseKey** –the Cloud storage license key provided to you by COBAN
- **Storage Name** – the name of the Cloud storage
- **Cloud Storage** – indicates if Cloud storage is *Enabled* or *Disabled*
- **Cloud Option** – indicates if the video can be only played, only downloaded or if you want the user to be prompted to choose
- **Cloud Player URL** –the URL for the Cloud player
- **Courier** – indicates if the COBAN Courier option is *Enabled* or *Disabled*
- **Courier License Key** –the COBAN Courier license key
- **Courier Option** – indicates if the video can be only played, only downloaded or if you want both to be available.
- **Courier Extended Days** – the number of days a video will be extended past the original storage date

## 22.1 Add Cloud Storage

To add Cloud storage, follow these steps:

1. On the **Cloud Configuration** dialog box (Figure 91), click **Add Cloud Storage**. A dialog box is displayed.

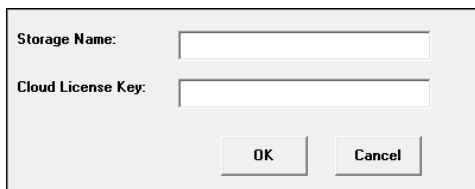


Figure 92: Manage Courier Distribution List dialog box

2. Enter the name for the new storage.
3. Enter the **Cloud license key**.
4. Click **OK**.

## 22.2 Search Courier Requests

To search courier requests, follow these steps:

1. Click the **Cloud Queue Management** button. The **Agency COBAN Courier Queue Management** screen is displayed. You can extend, cancel, or edit all submitted courier requests.
2. Check the **Search by date** checkbox and choose the search date parameters.

3. Click **Search**. Records are displayed on the screen.

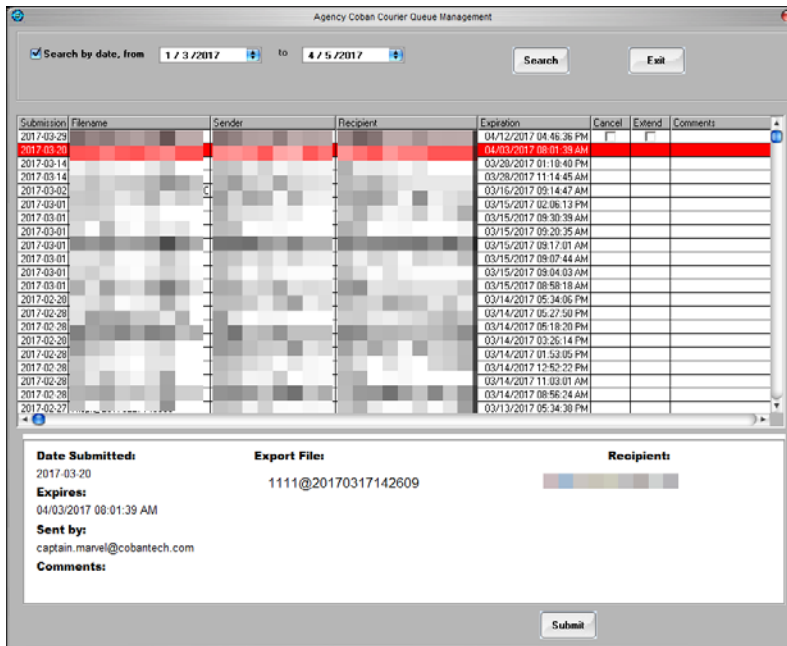


Figure 93: Agency COBAN Courier Queue Management screen

4. Select a record to display the details of the record.
5. You can check the **Cancel** checkbox in the corresponding row to cancel a submission.  
-OR-  
You can check the **Extend** checkbox in the corresponding row to extend a submission.
6. Click **Submit**.

## 22.3 Add New Cloud Distribution List

To add a new distribution list, follow these steps:

1. On the **Cloud Configuration** dialog box (Figure 91), click **Cloud Distribution List**. The **Manage Courier Distribution List** dialog box is displayed.

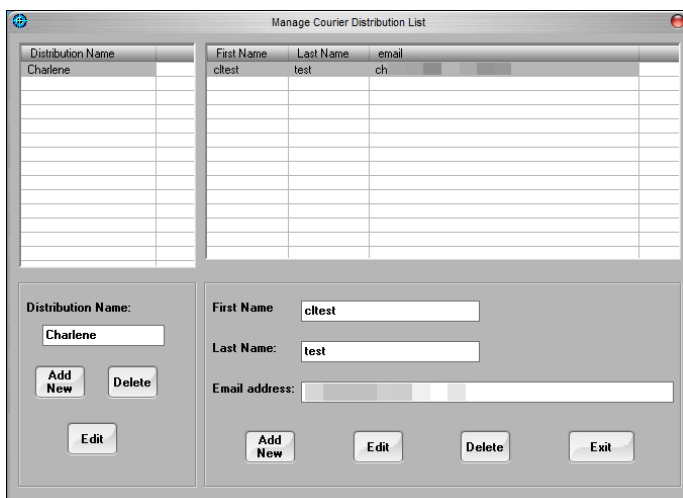


Figure 94: Manage Courier Distribution List dialog box

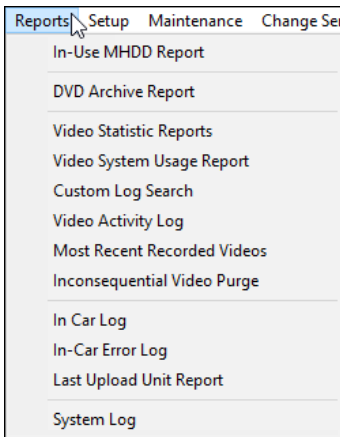
2. In the **Distribution Name** section click **Add New** to add a new distribution name.

3. Click **Save**.
4. In the lower right section of the dialog box, click **Add New** to add a new record.  
-or-  
Click **Edit** to edit an existing record.
5. Click **Save**.

## 23 Working with Reports

The COBAN BOClient application allows you to generate reports regarding the following activities.

On the BOClient home screen (Figure 3), access the reports via the **Reports** menu.



### 23.1 In-Use MHDD

This report allows you to view a list of the MHDDs' that were checked out for use in vehicles and have not been checked in. It is particularly useful for departments that use removable MHDD's to upload videos. This report allows you to track which hard drives have been out for extended periods of time.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **In-Use MHDD Report** from the **Reports** menu. The **In-Use Mobile Hard Drive Report** screen is displayed.

MHDD	Status	Check-Out/Log...	Officer ID	Officer Name	User Gro...	Station	Unit ID	Unit Description	Notes
30000039	Checked Out	3/29/2017 3:32...			OFF	\$main	Edge	Clown vic	The HDD is wireless checked...
30101089	Checked Out	2/28/2017 10:4...				\$CBSQA1	Edge/Init	Ford Edge PD unit	The HDD is checked out by of...
40000010	Checked Out	3/3/2017 3:58:3...				\$main	M700	GMC Yukon	40000010 was wireless check...
50000012	Checked Out	3/21/2017 10:4...				\$main	TestHD	Charger	The HDD is wireless checked...
50000067	Checked Out	3/2/2017 3:55:5...				\$CBSQA1	EdgeHD	Porsche 911	The HDD is wireless checked...

Figure 95: In-Use Mobile Hard Drive Report

2. Select the appropriate data range for when the MHDDs were checked out, then click **Search**.
3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

## 23.2 DVD Archive

This report allows you to view the contents of DVD's burned by the system. It is helpful when trying to retrieve a specific video that is stored offline.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **DVD Archive Report** from the **Reports** menu. The **DVD Report** screen is displayed.
2. Select the appropriate data range, then click **Search**.

-OR-

Click the **DVD Volume** radio button and enter a DVD volume number. The DVD volume number is displayed using a year month day minute second format. For example, May 3, 2017 at 21:09:45 would be displayed as *20170503210945*.

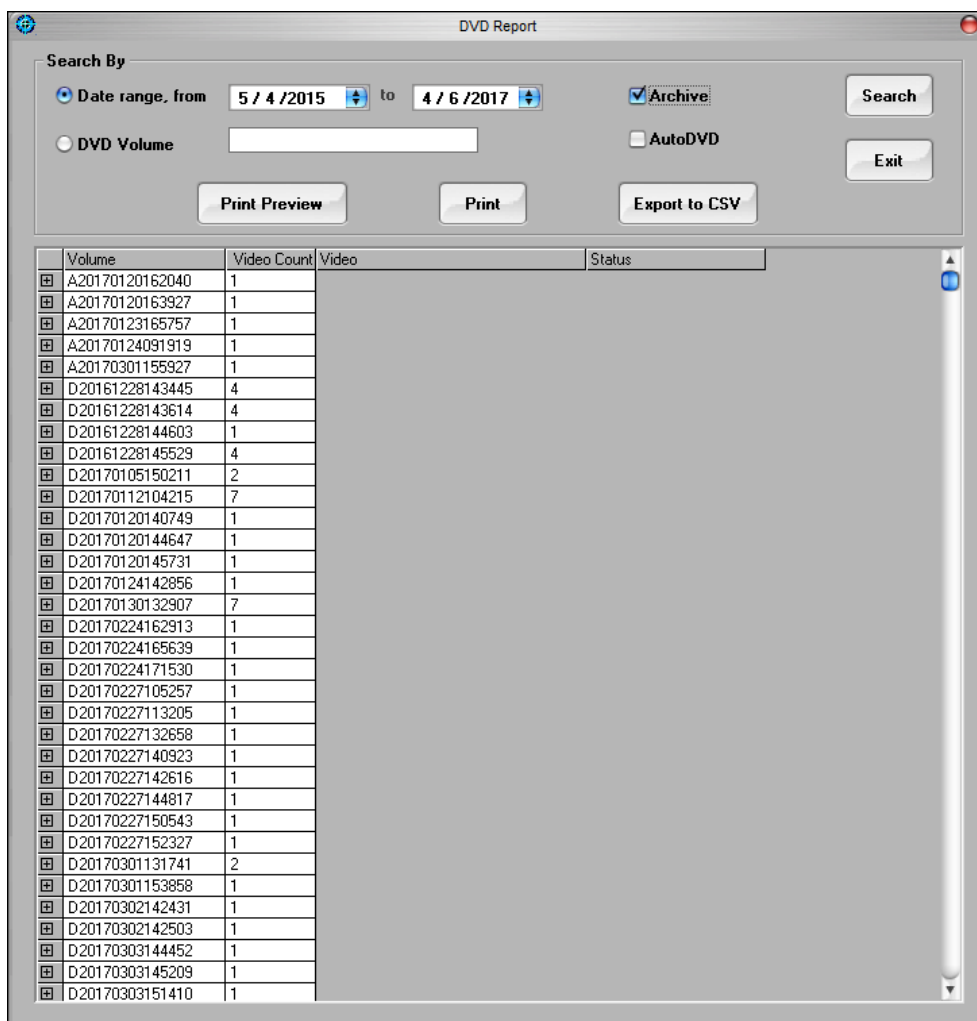


Figure 96: DVD report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.



### 23.3 Video Statistic

This report allows you to choose how the video statistic report lists information; either by officer detail, vehicle detail, sort by size, or a summary report.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Video Statistic Report** from the **Reports** menu. The **Video Statistic Report** screen is displayed.
2. Select the appropriate data range and station for the report.
3. Select **Officer** from the **Summary By** drop-down menu, then click **Search**.

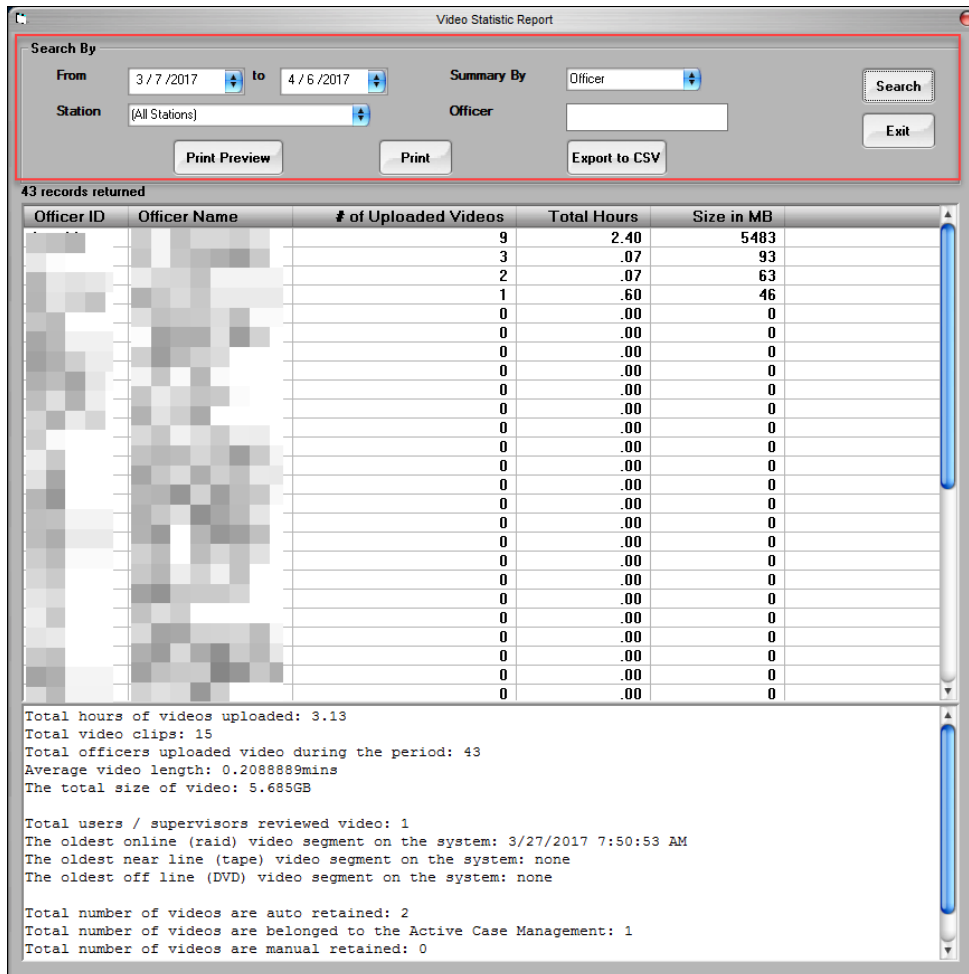


Figure 97: Video Statistic report

4. Click **Print Preview** to view the report as it will be printed.
5. Click **Print** to print the report without viewing it first.
6. Click **Export to CSV** to export the report as a comma-separated text file.
7. Click **Exit** to return to the BOClient main screen.

### 23.4 Video System Usage

This report allows you to view the usage of the video system via keywords.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Video System Usage Report** from the **Reports** menu. The **Video System Usage Report** screen is displayed.
2. Select the available options for your search in the **Search By** section, then click **Search**.

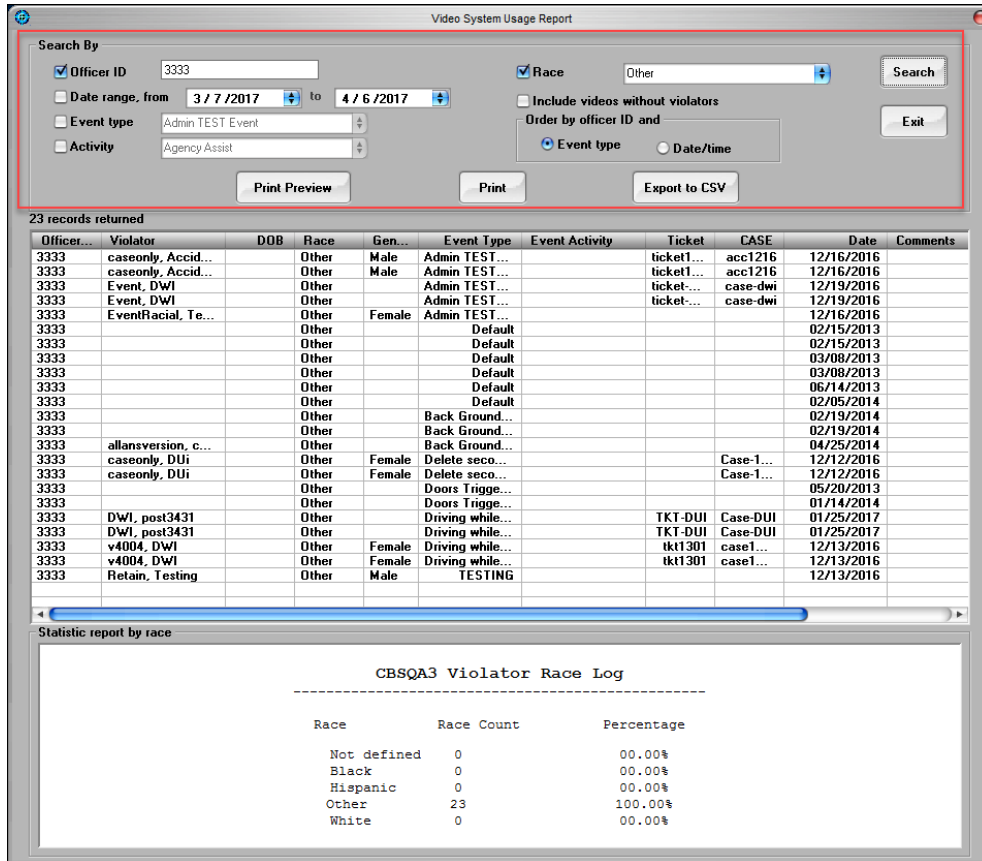


Figure 98: Video System Usage report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.5 Custom Log Search

This report allows you to view the usage of the video system.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Custom Log Search Report** from the **Reports** menu. The **Custom Log Search** screen is displayed.

2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

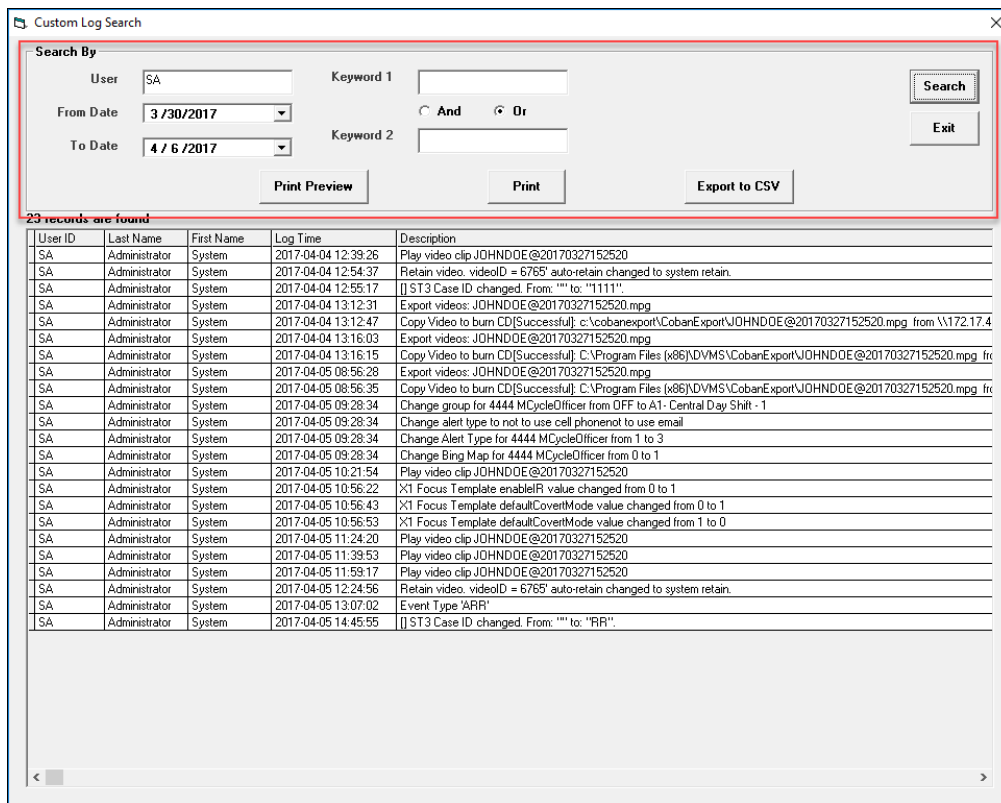


Figure 99: Custom Log Search report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.6 Video Activity Log

This report allows you to view a summary of the actions taken with a video. This information is important for chain of evidence purposes.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Video Activity Log** from the **Reports** menu. The **Video Activity Logs** screen is displayed.

2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

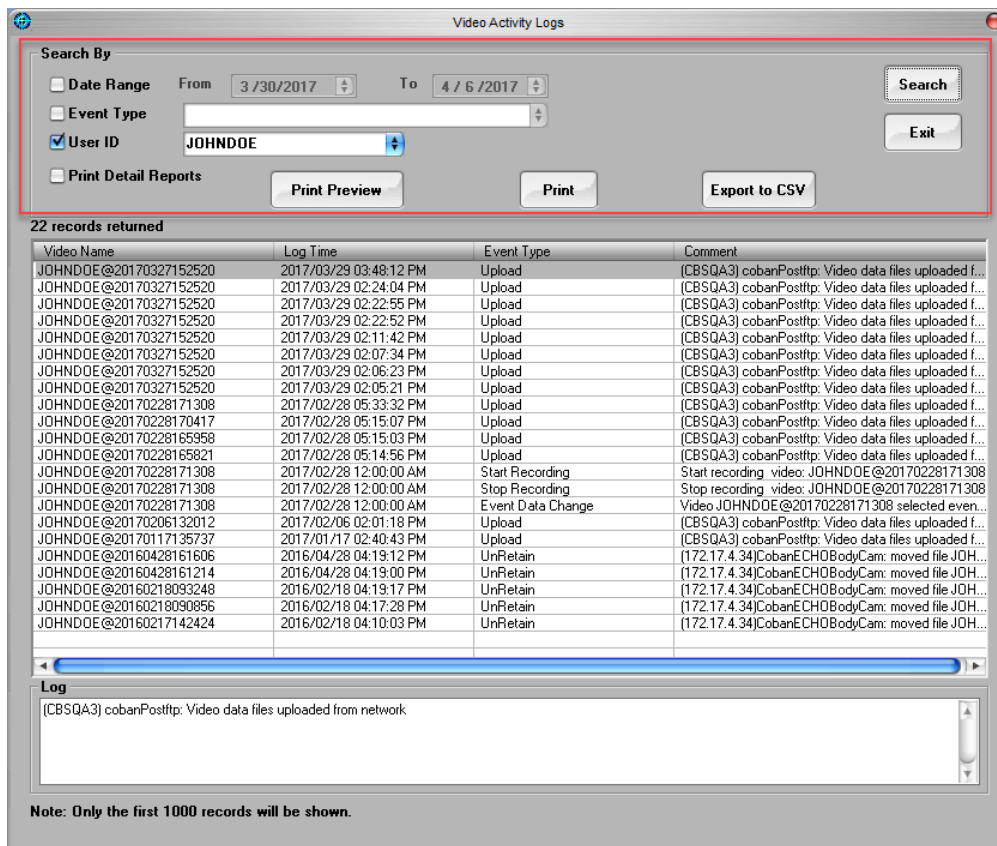


Figure 100: Video Activity Log report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.7 Most Recent Recorded Videos

This report allows you to view a log of videos recorded for a specific date range and officer ID.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Most Recent Recorded Videos** from the **Reports** menu. The **Most Recent Recorded Videos Report** screen is displayed.
2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

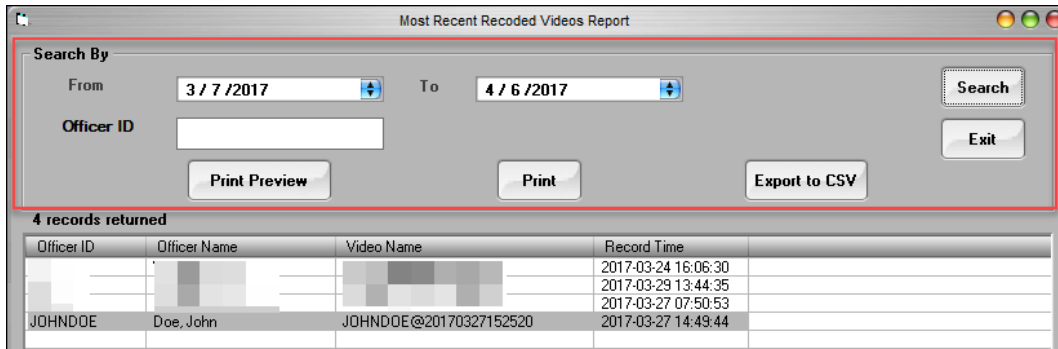


Figure 101: Most Recent Recorded Videos report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.8 Inconsequential Video Purge

This report allows you to purge videos once they are tagged *Inconsequential*.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Inconsequential Video Purge** from the **Reports** menu. The **Inconsequential Video Purge** screen is displayed.
2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.
3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.9 In-car Log

BOClient compiles all logs associated with the Back-Office interface and In-car unit. This information can be accessed via the **Logs** tab found on the BOClient main screen.

BOClient automatically logs all unit errors, system activities, and In-car logs and video activities.

This report allows you to view information regarding officer activities when they were on patrol. You can search and sort information via Patrol Unit ID or specific log events.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **In-car Log** from the **Reports** menu. The **In-car Activity Log** screen is displayed.
2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

**NOTE:** In a multi-server environment, the In-car Log will automatically upload to the main server

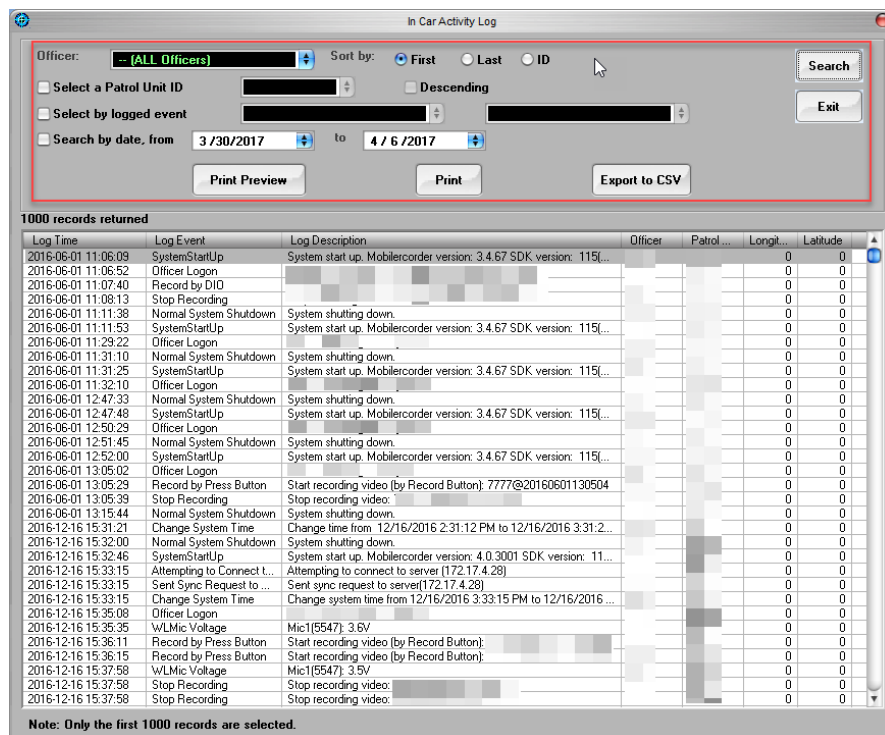


Figure 102: In-car Activity Log report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.10 In-car Error Log

This report allows you to view Error Descriptions, Recording Units, Patrol Units, Officer Names, and the Error Log Times.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **In-car Error Log** from the **Reports** menu. The **In-car Error Log** screen is displayed.
2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

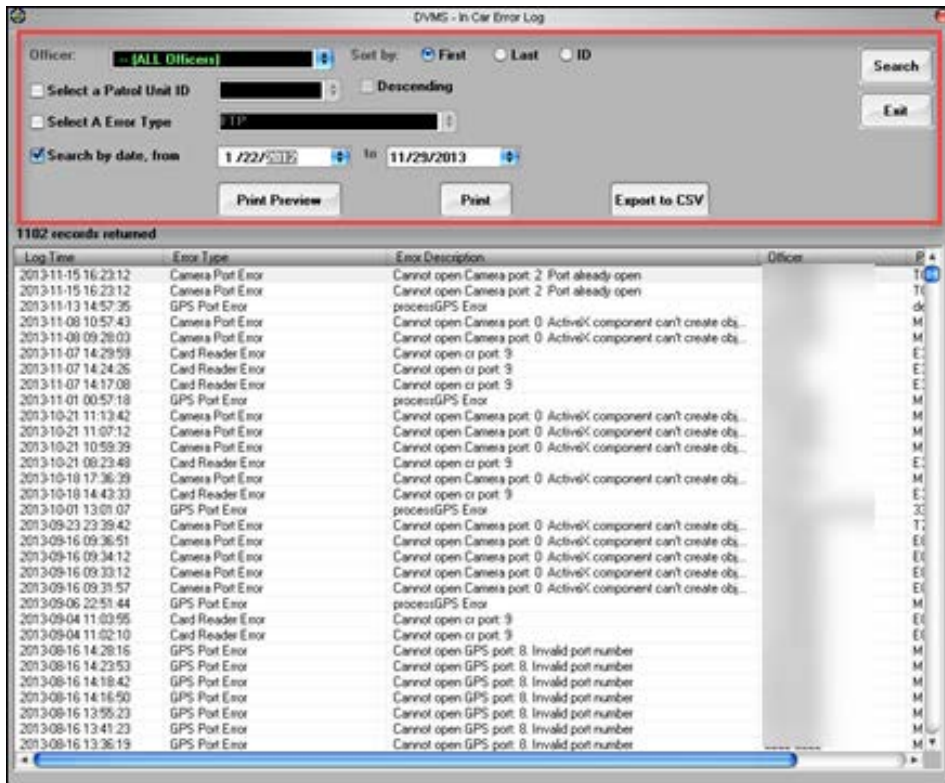


Figure 103: In-car Error Log report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

### 23.11 Last Upload Unit Report

This report allows you to view the activity for each unit and their last upload time.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Last Upload Unit Report** from the **Reports** menu. The **Last Upload Units** screen is displayed.
2. Check or uncheck the **Active Only** checkbox to search for the units registered in the system or only the active units in the system.

3. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

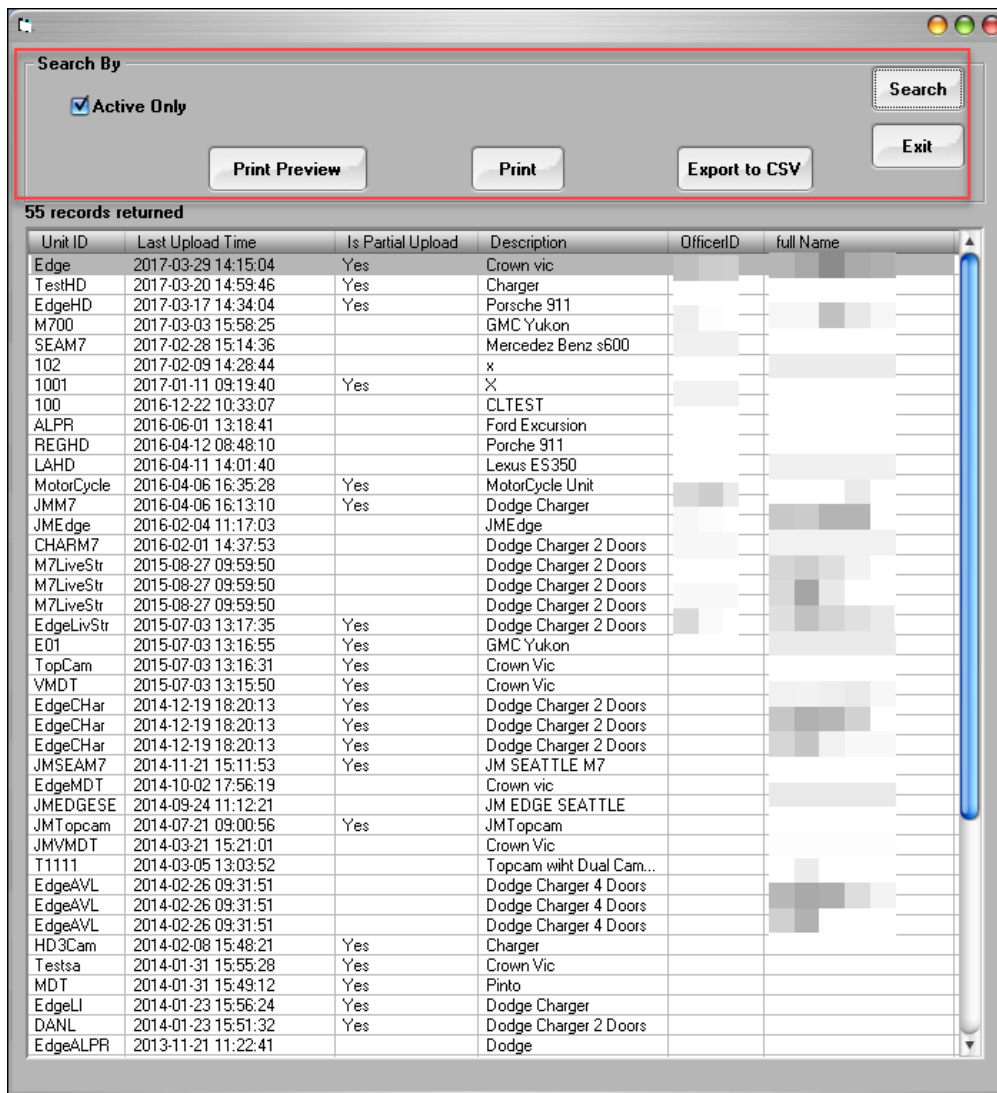


Figure 104: Last Upload Unit report

4. Click **Print Preview** to view the report as it will be printed.
5. Click **Print** to print the report without viewing it first.
6. Click **Export to CSV** to export the report as a comma-separated text file.
7. Click **Exit** to return to the BOClient main screen.

### 23.12 System Log

This report allows you to view all hard drive activities and allows the administrator to view which officer initiated every task, each log event instance, log time, and log content.

To run the report, follow these steps:

1. On the BOClient home screen (Figure 3), choose **System Log** from the **Reports** menu. The **System Log** screen is displayed.



2. Select the available options and enter the required values for your search in the **Search By** section, then click **Search**.

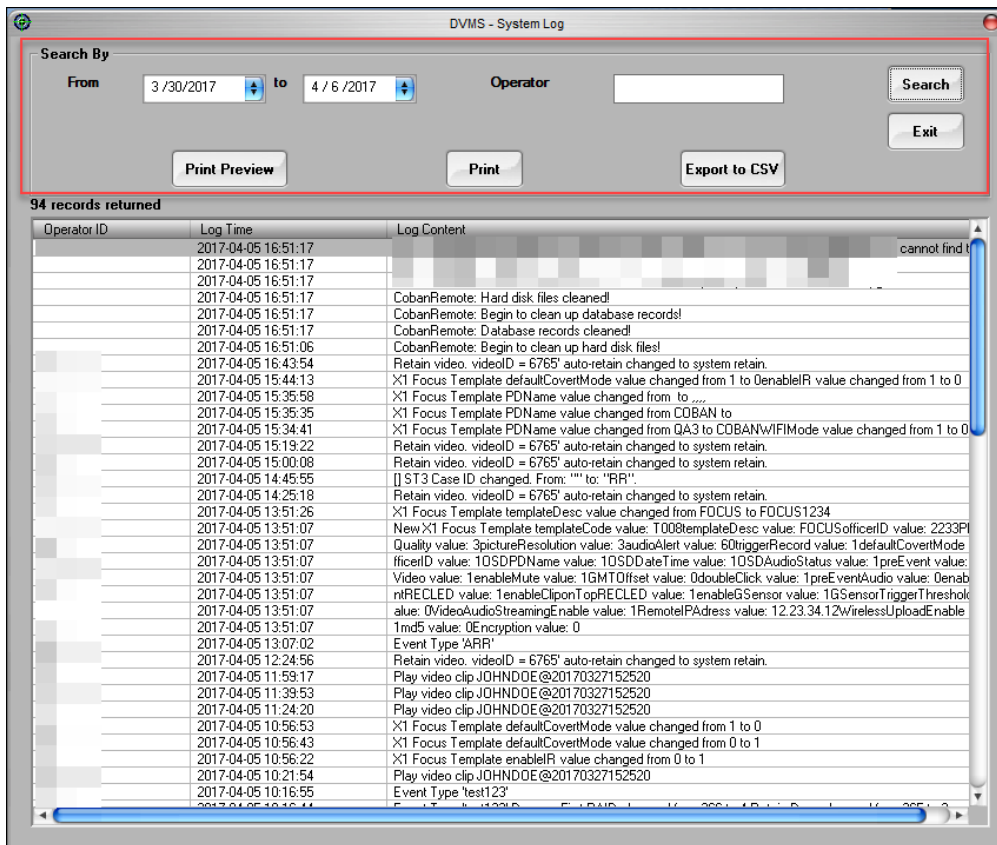
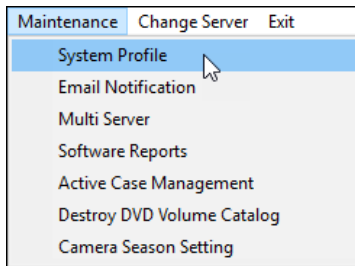


Figure 105: System Log report

3. Click **Print Preview** to view the report as it will be printed.
4. Click **Print** to print the report without viewing it first.
5. Click **Export to CSV** to export the report as a comma-separated text file.
6. Click **Exit** to return to the BOClient main screen.

## 24 Maintenance

The **Maintenance** menu on the BOClient main screen provides access to system profile setting, email notification, multi-server options, software reports and active case management. Access the Maintenance options via the **Maintenance** menu.



### 24.1 System Profile

As Administrator, you can define your system schedule, video retention periods, server IP, maintenance schedules and events.

To define your system schedule, follow these steps:

1. On the BOClient home screen (Figure 3), choose **System Profile** from the **Maintenance** menu. The **System Profile Maintenance** dialog box is displayed.

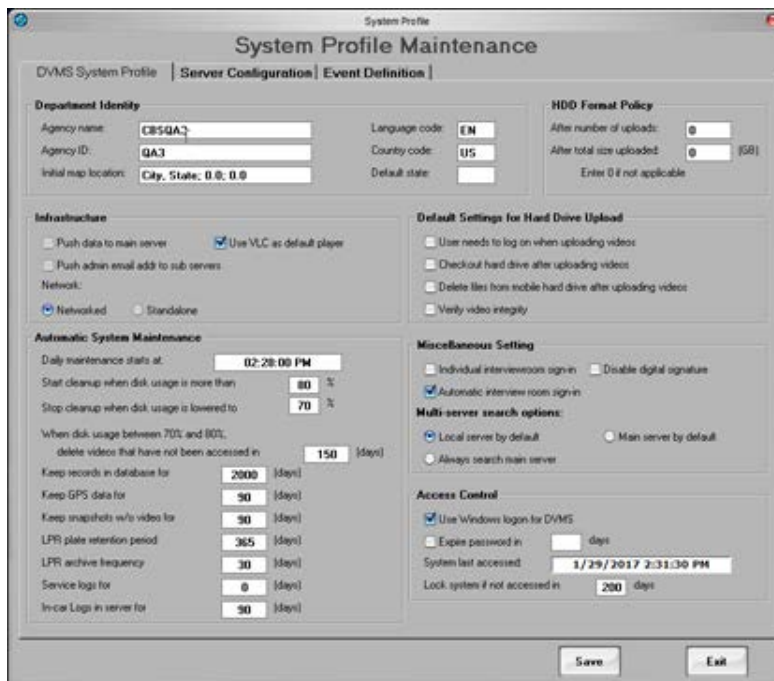


Figure 106: DVMS System Profile tab

2. On the **DVMS System Profile** tab, select the available options and enter the required information.
  - **Department Identity** – Enter the information into these fields to set the Agency name, ID, map location, language code, country code and state.
  - **HDD Format Policy** – Set the formatting policy (in number of uploads or in total size of upload) for the department. Setting this to "0" disables this function.

- **Infrastructure** – Set the type of infrastructure used for this system; push admin email address to sub servers and whether the system is networked or standalone. Using VLC as a default player will use VLC as the player instead of the embedded BOClient player.
- **Automatic System Maintenance** – This option allows administrators to set administrative tasks for the system such as:
  - **Daily maintenance start time** – Enter the time you want the daily maintenance of the system to begin. This includes purging of unneeded files, secondary SAN archiving, etc.
  - **Disk clean-up maximum and minimum start** – Enter the percentage of the disk usage to reach before a clean-up is started.
  - **Stop clean-up when disk usage is lowered to** – Enter the minimum percentage of the disk usage to reach before a clean-up is stopped.
  - **Video deletion parameters** – Enter the number of days you want the videos that have not been accessed to be purged. This does not apply to videos that are retained.
  - **Keep records in database** – Enter the number of days you want to retain records in database.
  - **Keep GPS data** – Enter the number of days you want to retain the GPS data associated with your video
  - **Keep snapshots without video** – Enter the number of days you want to keep snapshots that are not attached to a video
  - **LPR plate retention period** – Enter the number of days you want the LPR plate to be retained. This requires a LPR.
  - **LPR archive frequency** – Enter how often you want the LPR archived. This requires a LPR.
  - **Service logs for** – Enter the number of days you want to retain integrity logs
  - **In-car logs in server** – Enter the number of days to retain In-car logs on the server.

---

**NOTE:** Immediately after update and before maintenance is scheduled to run, modify the **Service logs for** and **In-car logs in server** settings to the preferred number of days to retain the following two logs. Failure to do so could result in log files being purged sooner than desired.

---

- **Default Settings for Hard Drive Upload** – This option allows you to set administrative rules for the department such as:
  - User log on rules for uploading videos
  - Hard drive check-out and video deletions rules following video uploads
  - Automatic verification of video integrity
- **Miscellaneous Settings** – The settings in this area apply to digital signature options and interview room sign in. Disabling digital signature will process videos faster but

the video will not pass integrity as necessary for many levels of evidence. Individual interview room sign-in will pop up another login prompt while automatic will use the current credentials on the active account logged on to BOClient.

- **Multi-Server Search Options** – These settings relate to how users search for videos in networked systems.
  - **Access Control** – These options allow administrators to set password protection rules as well as when and how the DVMS system is accessed.
3. On the **Server Configuration** tab, select the available options and enter the required information.

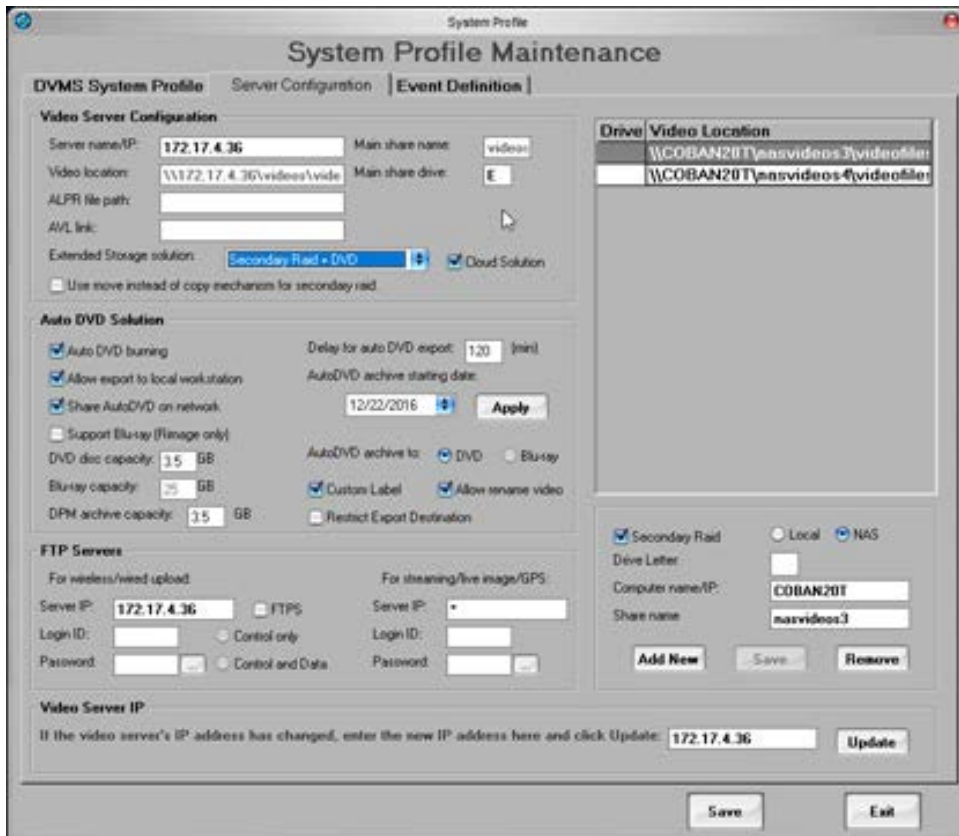


Figure 107: Server Configuration tab

- **Video Server Configuration** – Enter information into these fields to define the Server Name/IP, Video Folder Name and other configuration details.
  - **Server name/IP** – Enter the name or IP address for the video server.
  - **Video location** – Enter the path to the location you want the videos uploaded to.
  - **ALPR file path** – Enter the path you want the ALPR videos uploaded to.
  - **AVL link** – Enter the link you want the AVL videos uploaded to.
  - **Extended Storage solution** – Choose the storage solution you want to use for the videos.
  - **Cloud solution** – Select this option if you want to store videos in the Cloud
  - **Use move instead of copy mechanism for secondary raid** – Select this option if you want to the mechanism for the secondary raid moved instead of copied.

- **Main share name** – Enter the name for your main video share folder.
  - **Main share drive** – Enter the drive for your main video share folder.
  - **Auto DVD Solution** – Place checks in the appropriate fields provided to apply settings for the departments Auto DVD solution. Only departments that use the Auto DVD solution for backing up videos need to populate information in these fields.
  - **FTP Servers** – Enter information into these fields for the wireless/wired upload configurations and streaming/live image/GPS configurations.
  - **Video Server IP** – This field is for updating the video server IP address only. Enter the new IP address and click **Update** to apply the new IP address and associated settings.
4. On the **Event Definition** tab, set up the video archiving definitions.

**DVMS System Profile** | **Server Configuration** | **Event Definition** | **Event Definition**

DVMS starts Primary RAID cleanup when disk usage is more than **80 %**; cleanup stops when disk usage is lowered to **70 %**.  
 When disk usage is between **70% and 80%**, delete videos that have not been accessed in **150 days**.  
**DVMS WILL ONLY DELETE VIDEOS FROM PRIMARY-RAID/SECONDARY-RAID/TAPE THAT ARE UN-RETAINED.**  
 DVMS keeps records in database for **2000 days**.  
**DVMS WILL ONLY DELETE RECORDS WHEN ASSOCIATED VIDEOS ARE DELETED FROM THE PRIMARY RAID AND TAPE.**

**Event Definition and Storage Policy:**

Event	Description	On Raid Min	On Raid Max	Clo...	On Cloud	2nd Raid	On 2nd R...	D...	Inact
0	Default	30	41						
ADMIN	Admin TEST Event	13	16			X	3		
ARR	Arrest Suspect	15	17						
BGREC	Back Ground Recording	30	36						
DEL	Delete secondary	3	4				1		
DREC	Doors Trigger Camera	30	35						
DWI	Driving while intoxicated	13	15						
ECH	ECHO	6	7						
ICP	ICP Testing	3	4						
TEST	TESTING	36	37	X	365				
test123	test123	3	4						X

Show Inactive Events

\* Retaining days on Raid/Tape are all based on the day when a videos was uploaded.

Case number pattern:       Ticket number pattern:

\$- Alphabet #-Number[-.space included as delimiter]

Figure 108: Event Definition tab

## 24.1.1 Add an Event Definition

To add an Event definition, follow these steps:

1. On the **Event Definition** tab, click **Add**. The **Add Event Definition** dialog box is displayed.

Figure 109: Add Event Definition dialog box

2. Configure the event using the following options:
  - **Event Type** – Enter a name for the new event.
  - **Description** – Enter a description of the new event.
  - **Primary Raid** – Configure the primary RAID settings.
    - **Retain on disk/raid forever** – Select this option if you want the new event to remain on the configured disk or RAID forever.
    - **Min. days to keep on Primary Raid** – Enter the minimum number of days you want to keep the new event on the primary RAID.
    - **Max days to keep on Primary Raid** – Enter the maximum number of days you want to keep the new event on the primary RAID.
  - **Cloud Storage** – Configure the Cloud storage settings.
    - **Archive to Cloud** – Select this option if you want the new event to be archived to the cloud.
    - **Number of days to keep on Cloud** – Enter the number of days you want the event to be retained on the Cloud.
  - **Secondary Raid** – Configure the secondary RAID settings.
    - **Archive to Second Raid** – Select this option if you want the new event to be archived to the second RAID.

- **Days to keep on Secondary Raid** – Enter the number of days you want the event to be retained on the secondary RAID.
- **Auto/Manual DVD** – Configure the Auto/Manual DVD settings.
- **Patterns**
  - **Case Number Pattern** – Allows departments to set a case number pattern for the highlighted event type
  - **Ticket Number Pattern** – Allows departments to set a ticket number pattern for the highlighted event type

## 24.2 Email Notification

As Administrator, you can define the DVMS server you want to use to send and receive emails alerts and reminders.

On the BOClient home screen (Figure 3), choose **Email Notification** from the **Maintenance** menu. The **Email Notification Setup** dialog box is displayed.

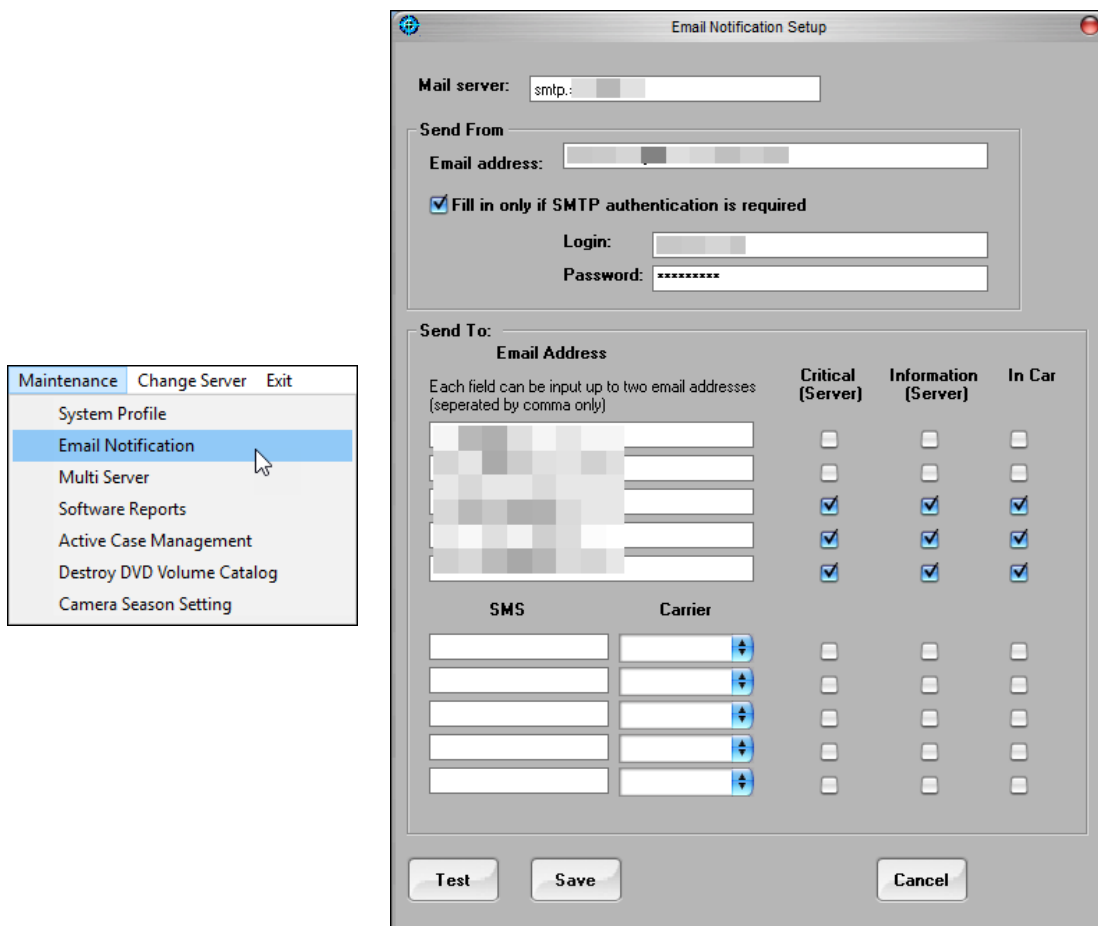


Figure 110: Email Notification Setup dialog box

To define the DVMS server, follow these steps:

1. In the **Mail server** field, enter the DVMS server.
2. In the **Send From** section, enter the email address the DVMS server will use to send alerts and reminders.

3. Optionally, check the **SMTP authentication** checkbox only if SMTP authentication is required. Then, enter the login and password.
4. In the **Send To** section, enter up to two emails addresses separated by a comma that you want to send the alert or reminder to.
5. Check the following options as necessary:
  - **Critical** – sends critical notifications
  - **Information** -- Sends reminders and other information
  - **In-car** – Send reminders and notifications In-car
6. Additionally, you can enter a SMS number and select the carrier for that number.
7. Click **Test** to send a test email and/or SMS.
8. Click **Save** to apply the settings.

### 24.3 Multi Server

As Administrator, you can add new servers to the system and add or delete existing servers or entries.

On the BOClient home screen (Figure 3), choose **Multi Server** from the **Maintenance** menu. The **Servers Maintenance** dialog box is displayed.

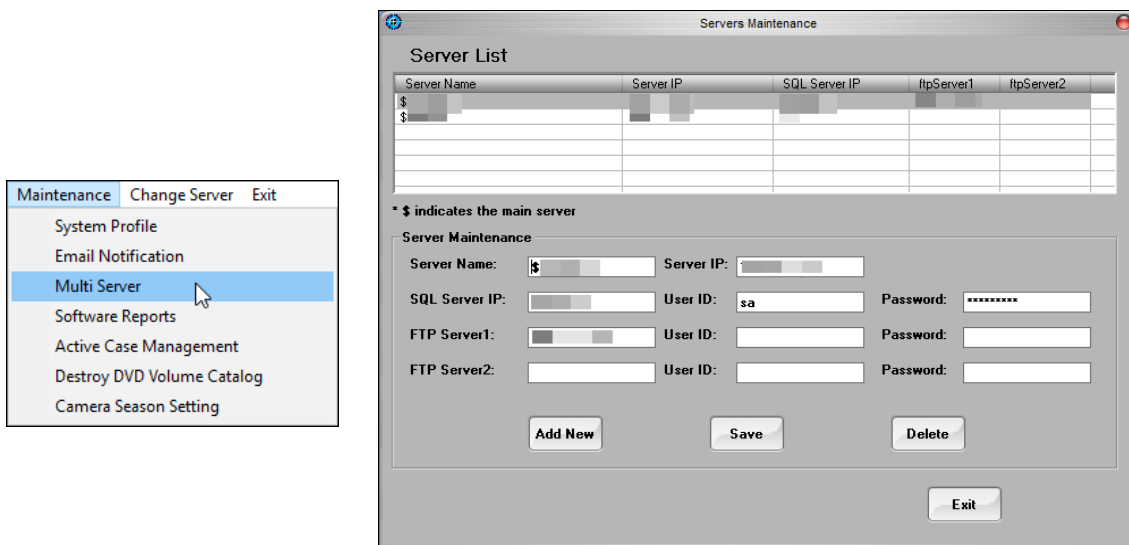


Figure 111: Servers Maintenance dialog box

To define servers, follow these steps:

1. Click **Add New** at the bottom of the dialog box. The **Server Maintenance** section is cleared.
2. Enter the server name and IP address into the appropriate fields.
3. Enter the SQL server IP, user ID and password.
4. Enter the FTP server information, if applicable.
5. Click **Save**.
6. Click **Exit** to return to the BOClient home page.



- Optionally, select a server and click **Edit** or **Delete** to make changes. A confirmation message is displayed if you delete a server.



- If deleting a server, click **Yes**.

## 24.4 Software Reports

As Administrator, you can view current software versions via the Software Report feature.

To view the current versions of the software, follow these steps:

On the BOClient home screen (Figure 3), choose **Software Reports** from the **Maintenance** menu. A text file is displayed and contains information on the current software versions for both the Back-Office Client as well as Mobile Recorder applications.

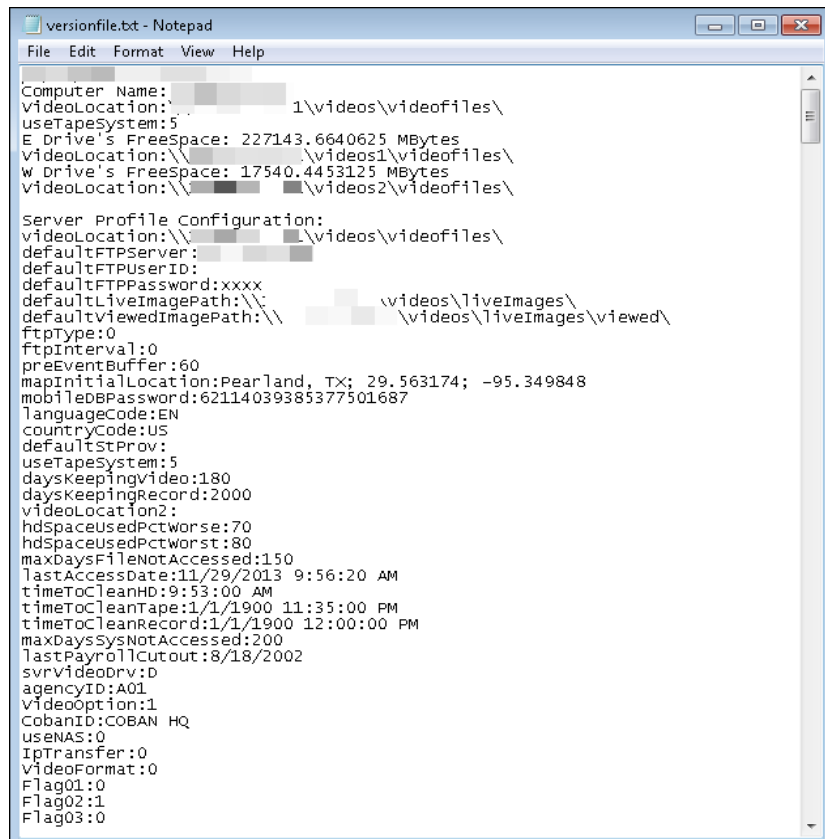
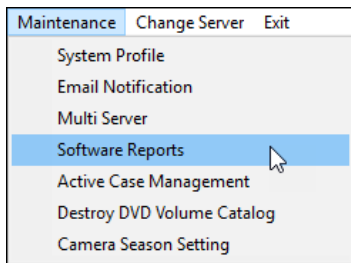


Figure 112: Viewing software versioning

## 24.5 Active Case Management

Active Case Management allows you to define and manage access rights on viewing a video through case numbers. It defines policies that extend or overwrite the traditional access rights. It also provides the ability to overwrite the video retention set by the department policies. When a case is active, the videos of the case will not be deleted from primary raid.

When groups are included with a case, all users in the groups or parent groups are granted the access.

On the BOClient home screen (Figure 3), choose **Active Case Management** from the **Maintenance** menu. The **Active Case Management** dialog box is displayed.

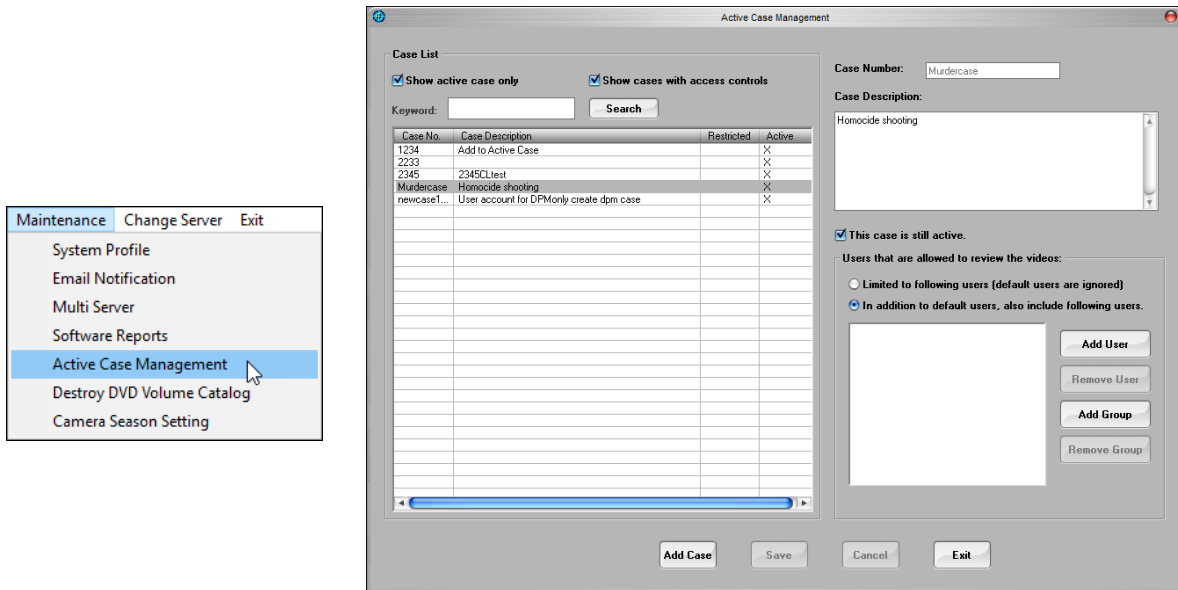


Figure 113: Active Case Management dialog box

### 24.5.1 Add a Case

To add a case, follow these steps:

1. On the **Active Case Management** dialog box, click **Add Case**. The form clears.
2. In the **Case Number** field, enter the new case number.
3. In the **Case Description** field, enter a full description of the new case.
4. If the new case is active, check the **This case is still active** checkbox.

---

**NOTE:** Leaving this box unchecked will allow normal access rights to apply to this video.

---

5. In the **Users allowed to review the videos** section, click one of the following radio buttons:
  - **Limited to Following Users (default users are ignored)** – blocks default users from accessing videos within the case and allow access to specific users. Officers could even be restricted from accessing their own recorded videos.
  - **In addition to default users, also include the following users** – provides access to default users as well as users that are set by the administrator. Attorneys from the DA’s office or court personnel can be added to the system as users using this function.

- Click **Add User** to add users to the case or **Add Group** to add a user's group to the case. The **Select Users** or **Select Groups** dialog box is displayed.

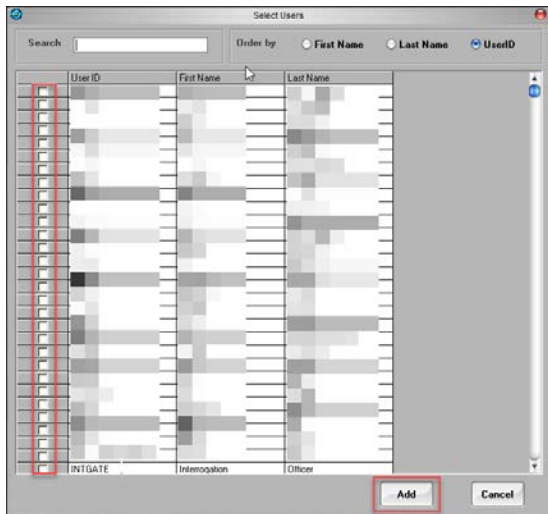


Figure 114: Select Users dialog box

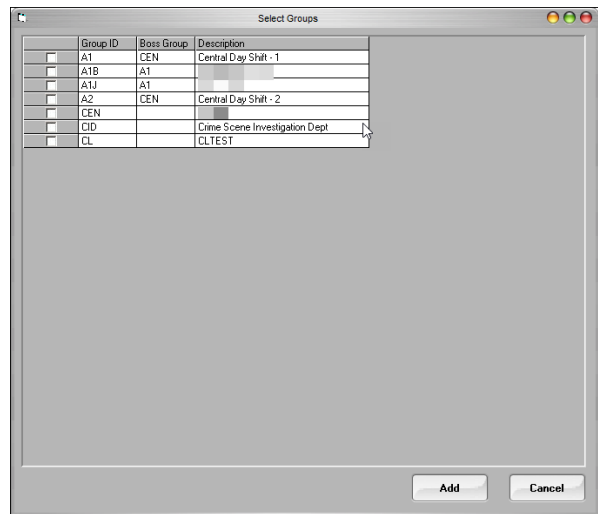


Figure 115: Select Groups dialog box

- Check the checkbox for the corresponding user or group record, then click **Add**. The new record is displayed in the **Case List** section.
- Click **Save** on the **Active Case Management** dialog to save the new case record.

### 24.5.2 Edit a Case

To edit a case, follow these steps:

- In the **Case List** section, check the **Show active case only** and/or **Show cases with access controls** checkboxes to filter the cases.
- Choose a case from the list or click **Search** to view case records.
- In the **Case Description** field, edit the available fields.
- Click **Save** on the **Active Case Management** dialog box to save the case record edits.

## 24.6 Destroy DVD Volume Catalog

It may become necessary for departments to destroy DVD volumes. As Administrator, you can use this feature to accomplish this task.

On the BOClient home screen (Figure 3), choose **Destroy DVD Volume Catalog** from the **Maintenance** menu. The **Destroy DVD Volume Catalog** dialog box is displayed.

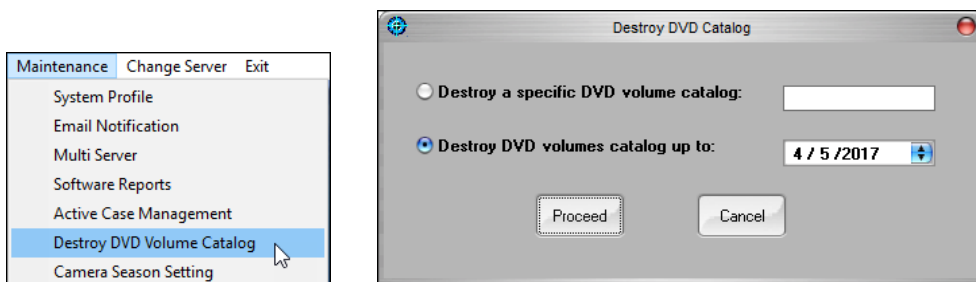


Figure 116: Destroy DVD Catalog dialog box

To destroy a DVD Volume Catalog, follow these steps:

1. Select one of the following options:
  - **Destroy a specific DVD volume catalog** – click this radio button, then enter the catalog number for the catalog you want to destroy  
-or-
  - **Destroy DVD volumes catalog up to** – choose a date from the drop-down calendar you want to destroy all catalogs up to.
2. Click **Proceed**. A confirmation message is displayed.
3. Click **Yes**.

## 24.7 Camera Season Setting

As Administrator, you can ensure that In-car units are capturing the best video quality possible. On the BOClient home screen (Figure 3), choose **Camera Season Settings** from the **Maintenance** menu. The **Seasonal Setting for Camera Control** dialog box is displayed.

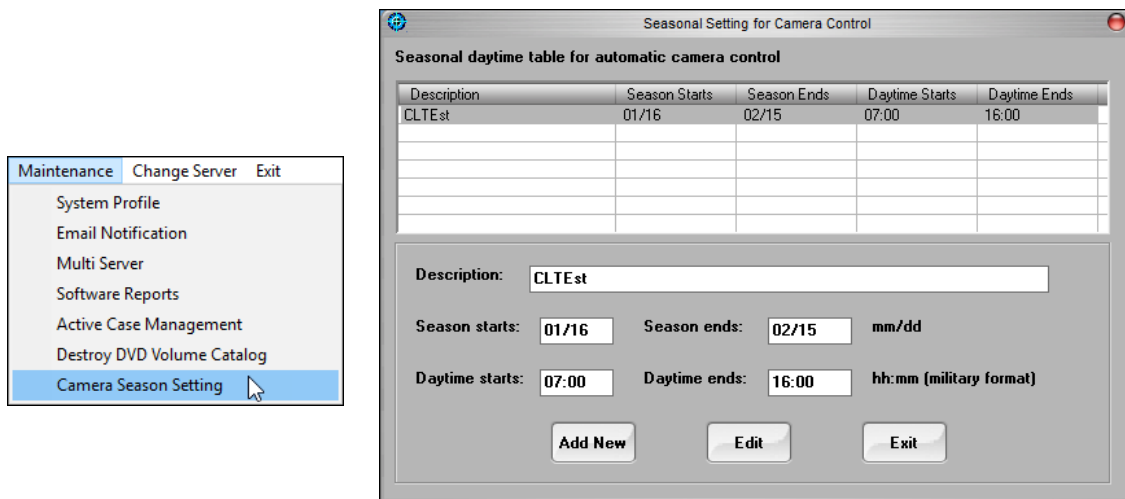


Figure 117: Seasonal Setting for Camera Control dialog box

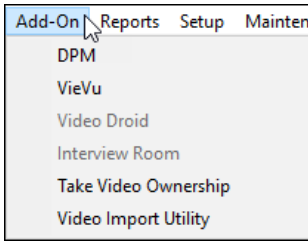
To ensure that In-car units capture the best quality video, follow these steps:

1. Click **Add New** to add a new camera season setting. The form clears.
2. Enter a description, season start and end dates, and day start and end times.
3. Click **Save**.

## 25 Add-On

The Add-On menu on the BOClient main screen provides access to external programs such as DPM, VieVu, Interview Room, and Take Ownerships that are called by the BOClient program.

On the BOClient home screen (Figure 3), access the add-on options via the **Add-On** menu.



### 25.1 DPM

The COBAN Digital Property Management (DPM) system is a solution that handles external digital media (video, audio, PDF files, etc.) through an existing DVMS advanced storage and lifecycle management solution. By using the COBAN DPM system, COBAN In-car and interview room videos can be packaged or assembled with external digital files and exported to DVD as a complete case package. Each individual file can be checked in and out for forensic analysis. All versions of a file are maintained with audit trail for complete chain of custody purposes.

#### 25.1.1 Assign User Rights

To assign user rights, follow these steps:

1. On the BOClient home screen (Figure 3), choose **User Setup** from the **Setup** menu. The **DVMS – User Data Maintenance** dialog box is displayed.

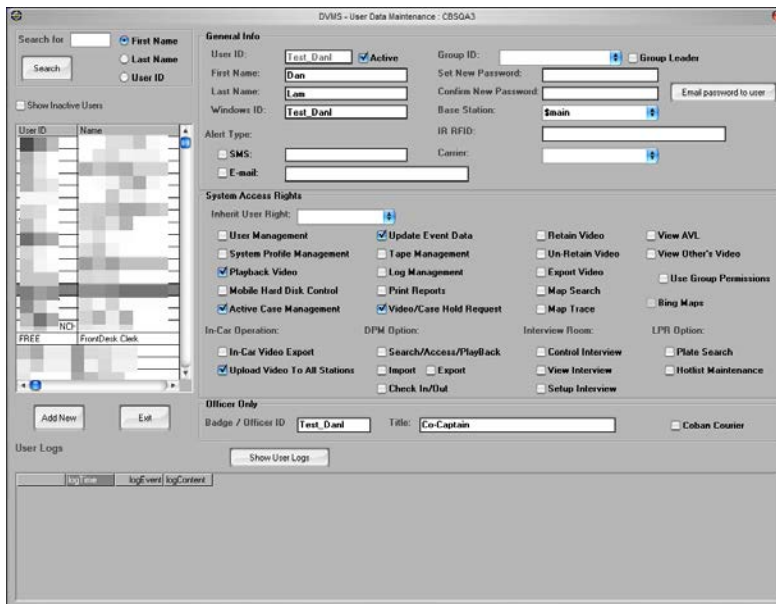


Figure 118: DVMS – User Data Maintenance dialog box

2. Choose the user to whom DPM rights are to be assigned from the list on the left of the dialog box.

3. In the **DPM Option** section, check the following checkbox options for the rights you want to assign the user.
  - **Search/Access/Playback** – Allows users to search, access and playback videos and cases from the DVMS system.
  - **Import** – Allows users to import videos, PDF's, word files or pictures into the DPM system.
  - **Export** – Allows users to export cases and files within cases in the DPM system to a jump drive, CD/DVD or other local storage device.
  - **Check In/Out** – Provides users the ability to check in and checkout cases or files within cases in the DPM system. This option ensures that a log of these actions is taken for chain of custody purposes.

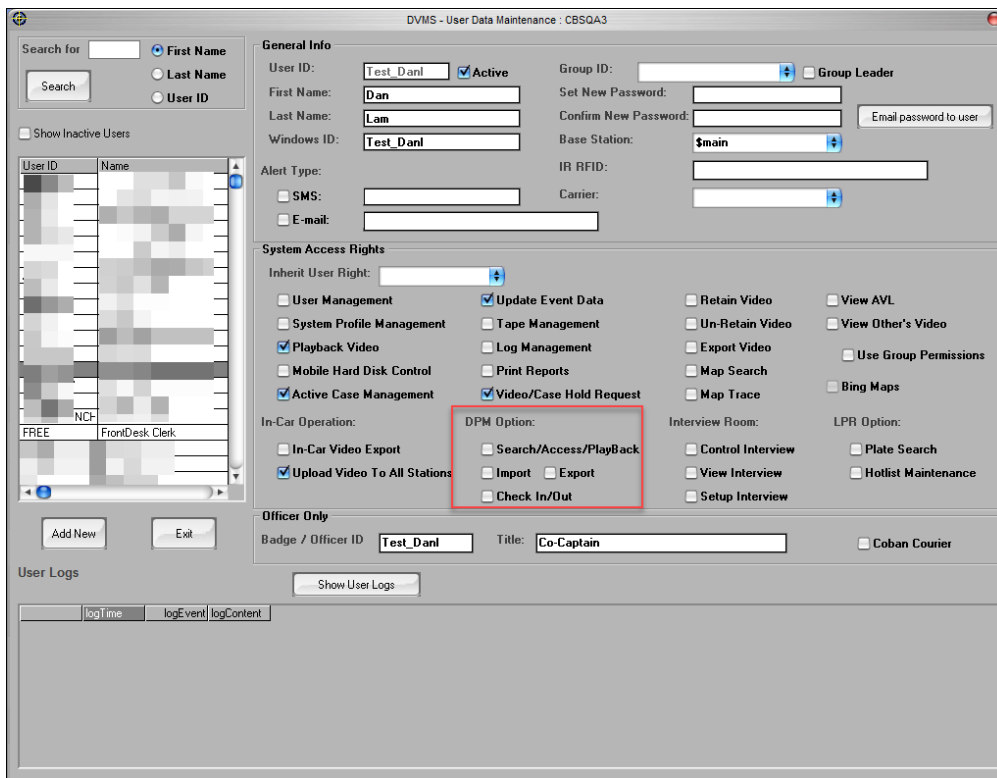


Figure 119: DPM Options section

4. Click **Save**.

## 25.1.2 Search for a Case

To search for a case, follow these steps:

1. On the BOClient home screen (Figure 3), choose **DPM** from the **Add-On** menu. The **COBAN Digital Property Management System** dialog box is displayed.

2. In the **Case Management** section, enter a case number, then click **Search**. The records are displayed in the main section of the dialog box.

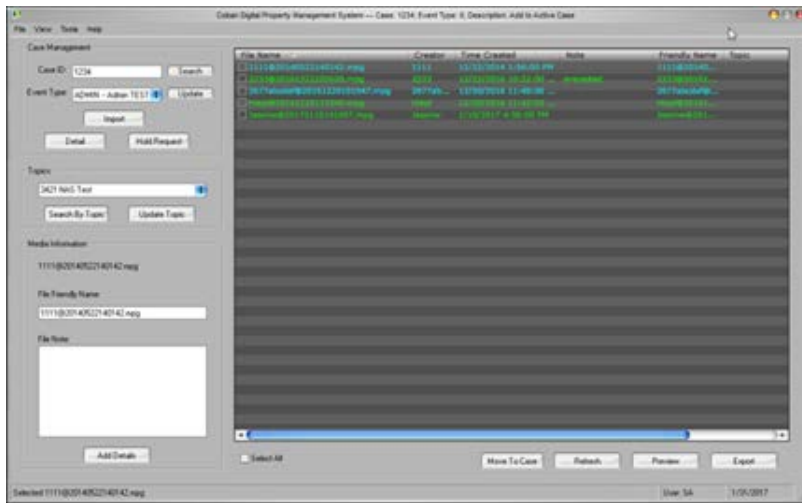


Figure 120: COBAN Digital Property Management System dialog box

### 25.1.3 Update Case Details

To update the details of a case, follow these steps:

1. In the **Media Information** section of the COBAN Digital Property Management System dialog box, enter a case ID, then click **Detail**. The **COBAN Digital Property Management System – Update Case** dialog box is displayed.

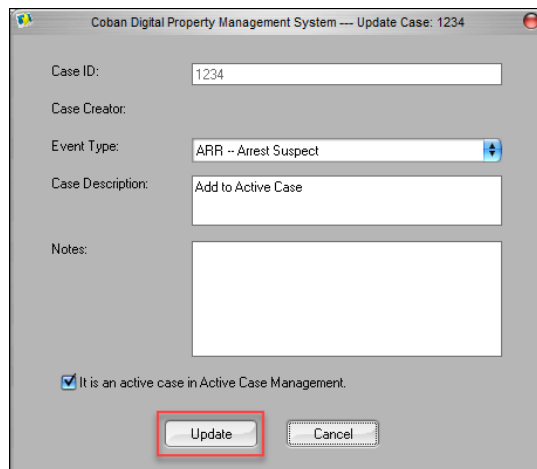
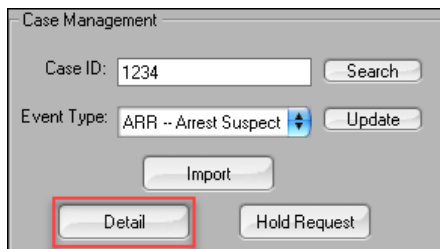


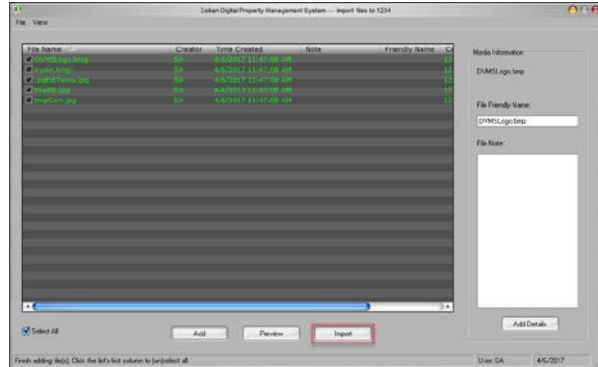
Figure 121: COBAN Digital Property Management System – Update Case dialog box

2. Edit the case details as necessary, then click **Update**. A confirmation message is displayed.
3. Click **OK**.

## 25.1.4 Import a File

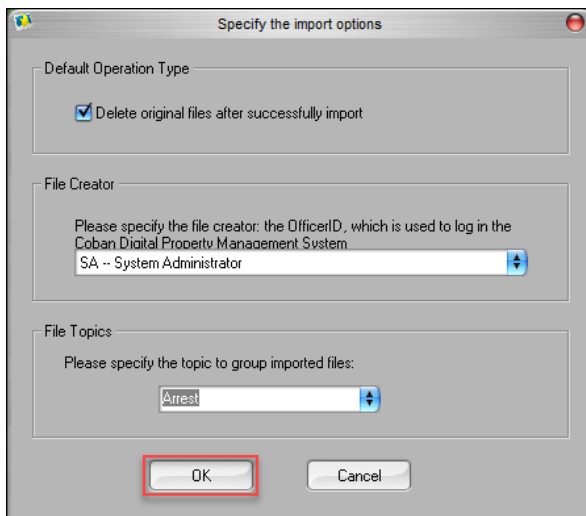
To import a file from within the system, follow these steps:

1. On the **COBAN Digital Property Management System** dialog box, enter the case ID and click **Import**. The **COBAN Digital Property Management System – Case** dialog box is displayed.



**Figure 122: COBAN Digital Property Management System – Import dialog box**

2. Click **Add**, then select the appropriate file you want to import.
3. Click **Open**. The file(s) is displayed in the main section.
4. Click **Import**. The **Specify the import options** dialog box is displayed.

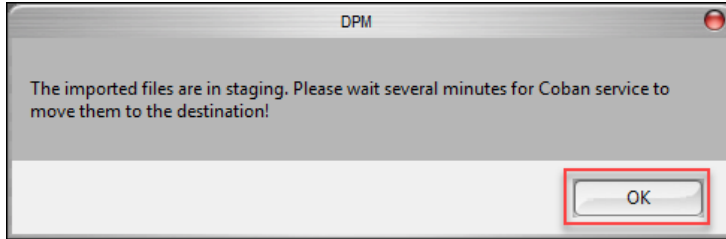


**Figure 123: Specify the import options dialog box**

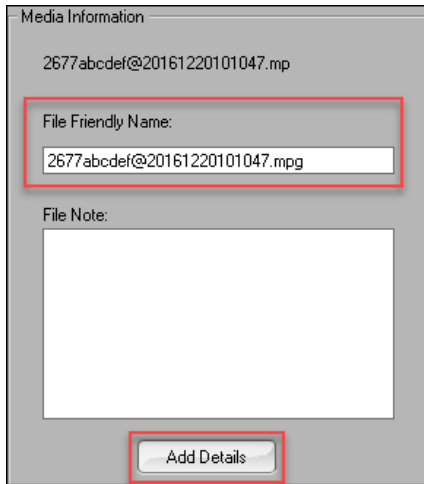
5. In the **Default Operation Type** section, check the **Delete original files after successful import** checkbox if you want the original files deleted after the file(s) have been successfully imported.
6. In the **File Creator** section, specify the file creator for this file pending import.
7. Click **OK** to begin the import. A confirmation message is displayed.  
Once imported, the files are displayed at the top of the **COBAN Digital Property Management System** dialog box (Figure 120).



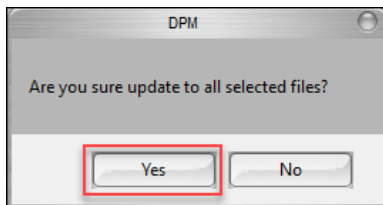
8. Click **OK**, then click **OK** on the confirmation dialog box.



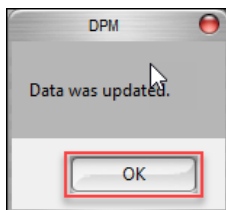
9. In the **Media Information** section, edit the file name in the **File Friendly Name** field, if necessary.



10. Enter a brief note relevant to the file, then click **Add Details**. A message is displayed.



11. Click **Yes**, then click **OK** to the confirmation message.



12. Additionally, you can preview the files imported by clicking **Preview**. The **Preview** screen box is displayed.

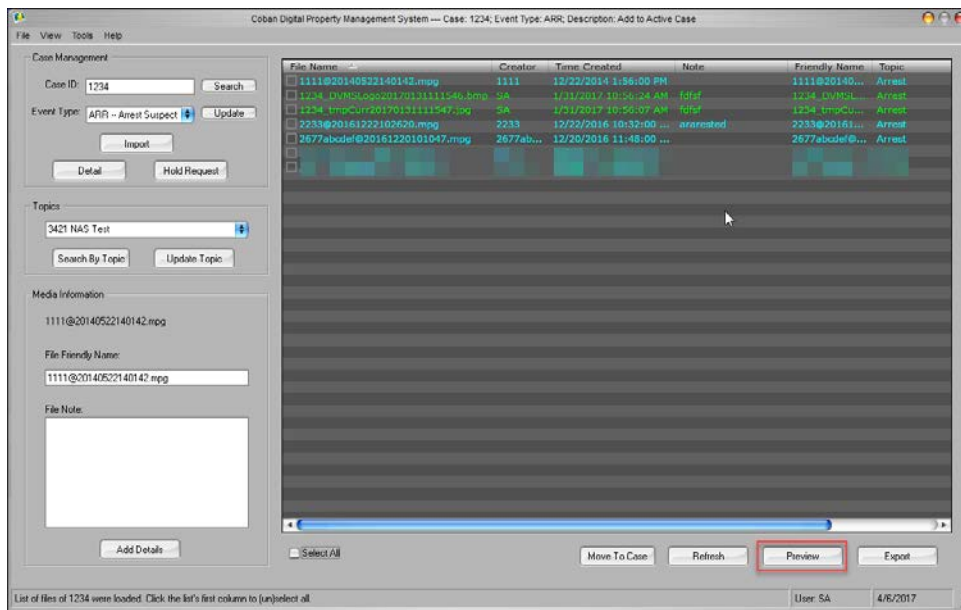


Figure 124: Preview imported files

13. Double-click the picture you want to preview.

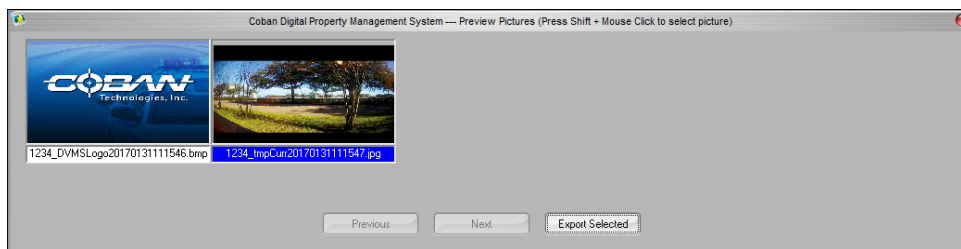


Figure 125: Preview screen

### 25.1.5 Export a File

The export function allows you to export a file to an export destination (CD/DVD, AutoDVD, Blu-ray disc, and/or to a folder). You can include metadata for the file and create a label, if exporting to a disc.

*To export a file, follow these steps:*

1. On the **COBAN Digital Property Management System** dialog box, select the file from the main section.

---

**NOTES:** Only files highlighted in green are eligible for export.

---

2. Click **Export**. The **Export** dialog box is displayed.

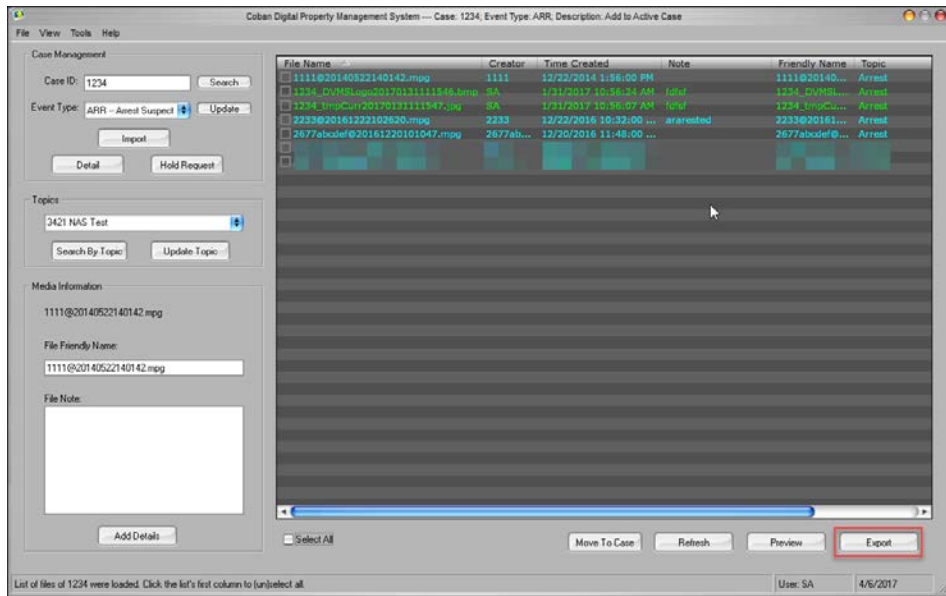


Figure 126: Export a file

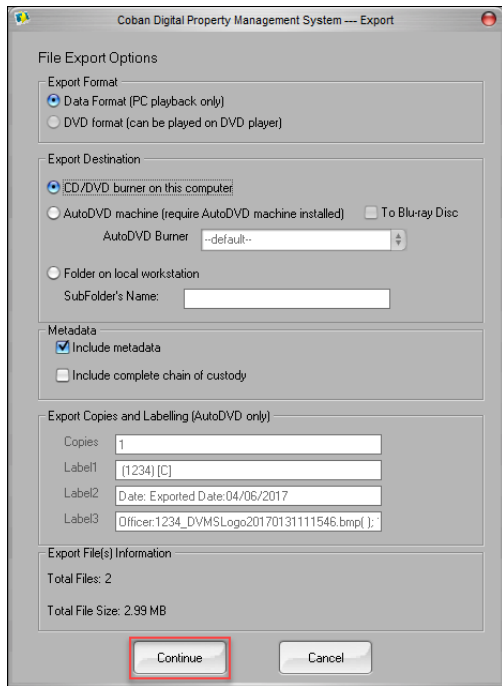


Figure 127: Export a file

3. In the **Export Format** section, click the radio button if you want the user to choose the format they would like use for export.
4. In the **Export Destination** section, choose between exporting the file to a CD/DVD burner or to a folder on a local workstation.
5. In the **Metadata** section, check the checkbox to **Include metadata** with the file exported.
6. In the **Metadata** section, check the checkbox to **include complete chain of custody** with the file exported.
7. In the **Export Copies and Labelling (AutoDVD only)** section, you can print on a printable disk via AutoDVD.

- Click **Continue** to complete the export process. The **Export Notes** dialog box is displayed.

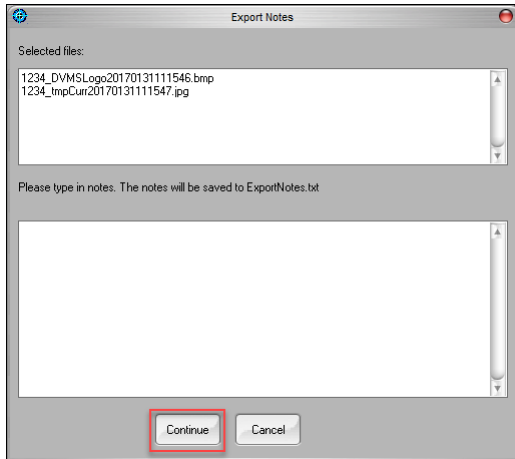


Figure 128: Export Notes dialog box

- Optionally, enter notes relative to the file being exported, then click **Continue** to complete the export process.

## 25.2 VieVu

To launch the VieVu application, follow these steps:

- On the BOClient home screen (Figure 3), choose **VieVu** from the **Add-On** menu. The **COBAN VieVu Import Utility** is displayed.
- In the **User ID** field, enter your user ID, then click **Start**.



Figure 129: COBAN VieVu Import Utility

A list of videos pending upload is displayed, if applicable. Each video is automatically tagged to the officer the VieVu is checked out to.

- Click **Upload**.

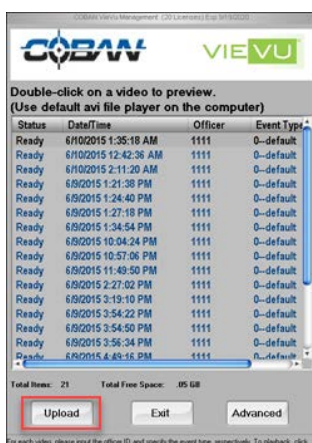


Figure 130: VieVu Upload

- Optionally, you can change the event type or officer by clicking **Advanced** to access other features.

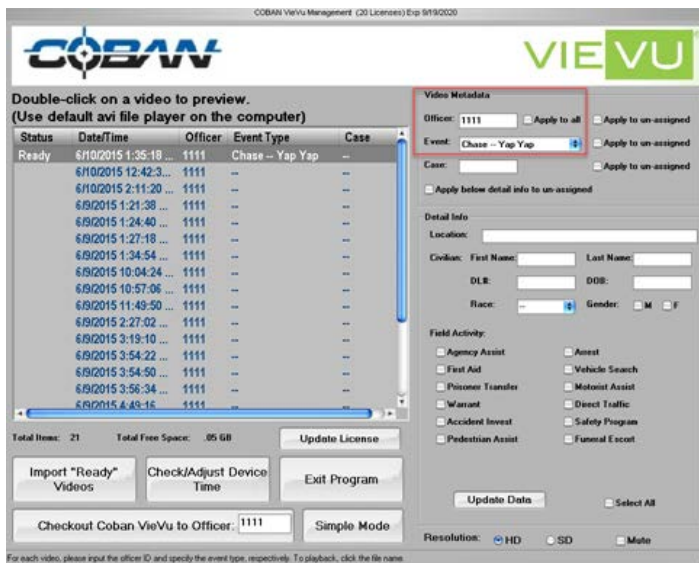


Figure 131: VieVu Advanced options

The **Status** column indicates the process status of each video.

- **Blank** – enter metadata for the program to import the video.
  - **Ready** – you have entered Officer ID and selected Event Type for the video (Case Number is optional), the program is ready to import the video.
  - **Encoding** – the program is being transcoded into COBAN DVMS compatible format.
  - **Moving** – encoding is finished, moving the video to DVMS Server.
  - **Error** – the program ran into an error during the import process.
- At the bottom of the screen, click **Import "Ready" Videos** to upload.
  - Enter the officer ID into the field provided, then click **Checkout COBAN ViewVu to officer**.

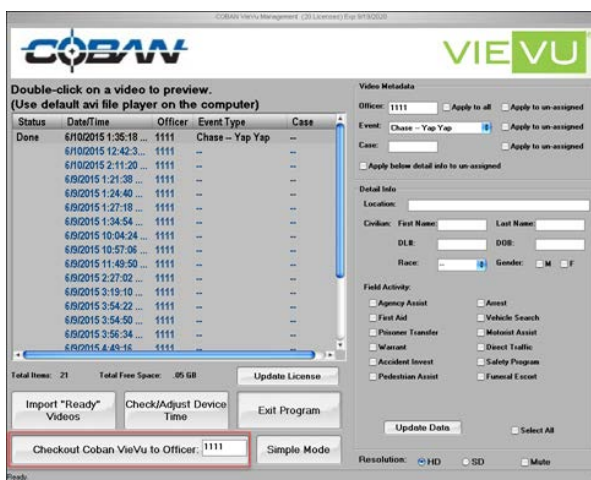


Figure 132: Checkout COBAN VieVu to Officer

- If the time is incorrect, you can adjust it by clicking the **Check/Adjust Device Time** button.

## 25.3 Interview Room

**NOTE:** This feature is only available if the definition is defined in the procedure located in the Add a User section of this guide. Otherwise, it will be greyed out.

To launch the Interview Room option, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Interview Room** from the **Add-On** menu. The **COBAN Interview Room System** screen is displayed.

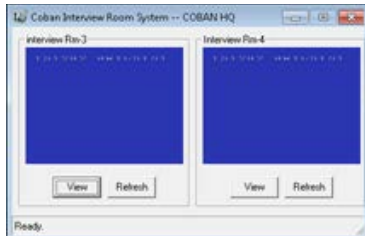


Figure 133: Interview Room

2. Click **View** for a larger display.
3. Click **Refresh** to refresh the system after connection changes.

## 25.4 Take Video Ownership

The Take Video Ownership application is used to assign a video to an officer when the video recorded did not have a user assigned.

To take ownership of a video, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Take Video Ownership** from the **Add-On** menu. The **Video Ownership Fixed** screen is displayed with unassigned video files.

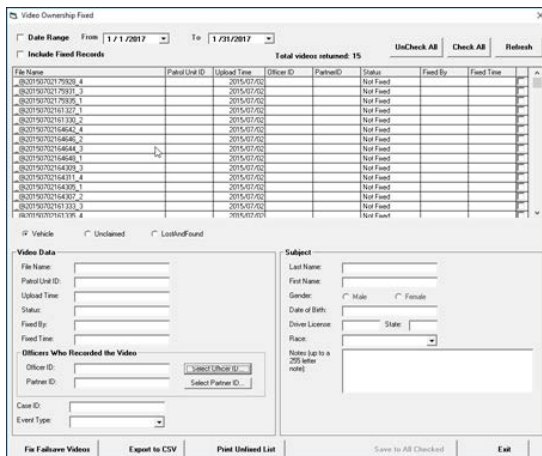


Figure 134: Video Ownership Fixed screen

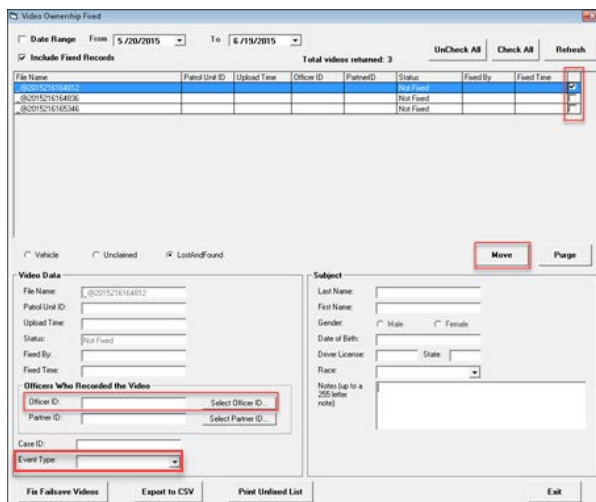
There are three types of videos that users can take ownership of:

- **Vehicle** – Videos imported from the COBAN interview room system and any videos from the In-car unit with no officer information.
- **Unclaimed** – Videos that were unsuccessfully uploaded to the server but have been unclaimed for 30 days.

- **Lost and Found** – Videos that were unsuccessfully uploaded to the server but have been unclaimed a user defined amount of days. The default amount of days is 90. To change the amount of days, contact COBAN technical support for assistance.
2. At the right side of the screen, check the corresponding checkbox for the video you want to claim.
  3. Click **Select Officer ID** to select an officer.
  4. Choose an **Event Type** from the drop-down list.

**NOTE:** Other data such as Suspect and Case ID are optional and dependent on the settings defined in the event definitions.

5. Click **Move**.



**Figure 135: Move ownership**

A confirmation message is displayed.

6. Click **OK**.
7. Click **Export to CSV** to export the file to a comma separated text file.
8. Click **Print Unfixed List** to print a list of videos that are not fixed and without an officer ID associated.
9. Click **Exit** to exit the application.

## 25.4.1 Fix Failsave Videos

*To repair corrupted files, follow these steps:*

1. On the **Video Ownership Fixed** screen, click **Fix Failsave Videos**. The **File Access** dialog box is displayed.

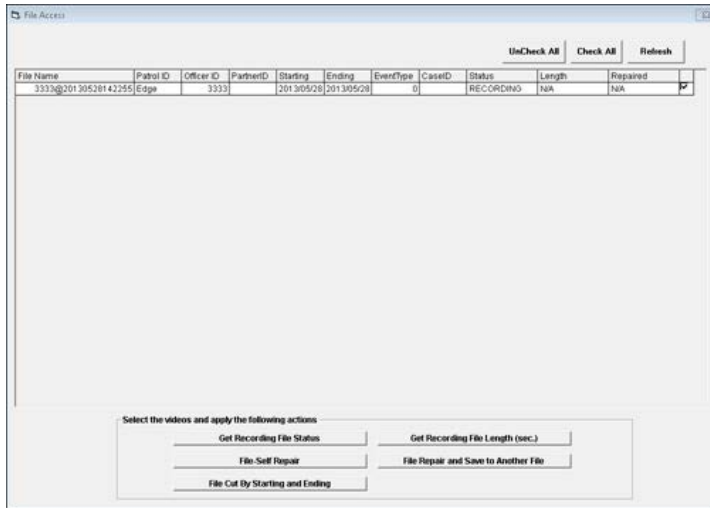


Figure 136: File Access dialog box

2. Select one of the following options necessary to complete the task:
  - **Get Recording File Status** – obtain the status of the file currently recording
  - **File-Self Repair** – repairs the file under the same file name.
  - **File Cut By Starting and Ending** – cuts the file to the correct length by specifying a start and end to the video.
  - **Get Recording File Length (sec.)** – the length of the videos in seconds.
  - **File Repair and Save to Another File** – same function as File-Self Repair but saves to another file with a different name.

## 25.4.2 Purging Unclaimed Videos

To purge unclaimed files, follow these steps:

1. On the **Video Ownership Fixed** screen, check the **Include Fixed Records** checkbox.
2. Select the video to be purged and click **Purge**. A confirmation message is displayed.
3. Click **OK**.

## 25.5 COBAN Video Import Utility

The COBAN Video Import Utility can import videos directly into the server from an external storage device.

To import videos, follow these steps:

1. On the BOClient home screen (Figure 3), choose **Video Import Utility** from the **Add-On** menu. The **COBAN Video Import Utility** is displayed and contains unassigned video files.



2. Click **Browse** to access the file pending upload.

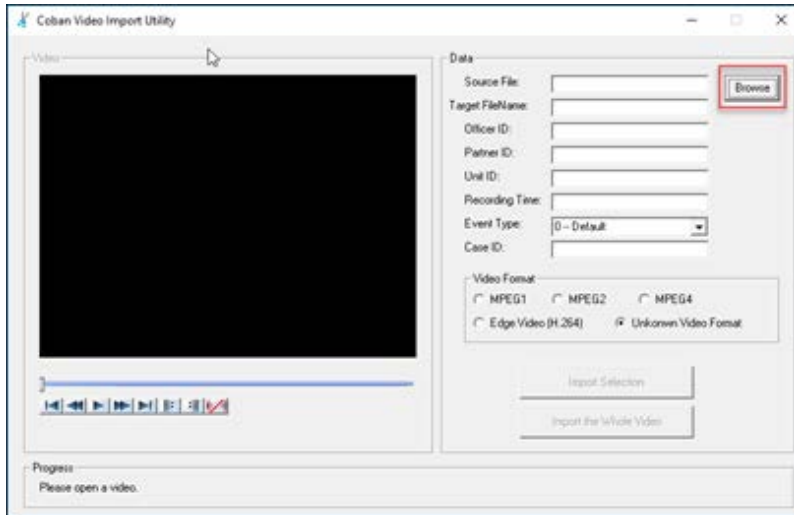


Figure 137: COBAN Video Import Utility

3. Populate the **Officer ID** and **Event Type** fields.
4. Choose the correct video format.

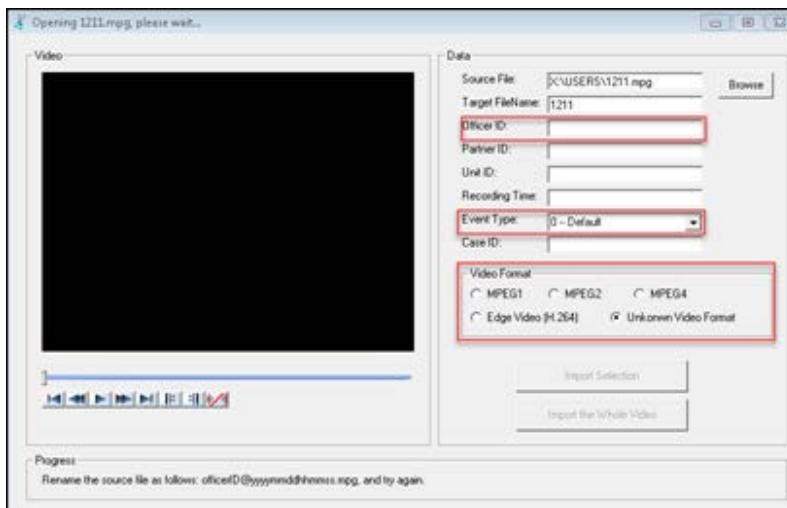
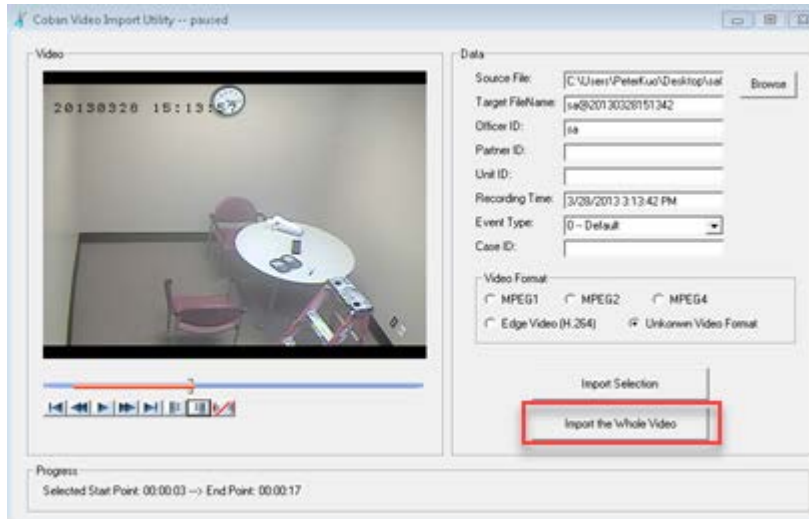


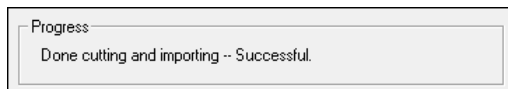
Figure 138: COBAN Video Import Utility

5. Click the **Import Whole Video** button to import the entire video.



**Figure 139: Import an entire video**

When completed, the progress bar will show importing was successful.



## 26 Obtain COBAN Support

COBAN offers the following ways to obtain support. Before you contact us, please have the following information ready to provide Support:

- Department Name
- Name of the registered contact with COBAN. If not registered within our system as an authorized contact, contact your project manager and request to be added to our contact list. Failure to do so may delay support assistance.
- Best contact number and preferred contact time
- Error Code/Description of issue you are experiencing
- Troubleshooting steps already taken

*To obtain COBAN support:*

**Call** support at 281-925-0488, then select Option 2. You can hold for immediate assistance or leave a voicemail for COBAN Support to respond as soon as possible.

*Mon-Fri 8:00am to 6:00pm Central Standard Time (CST)*

**Email** Support at [hwsupport@cobantech.com](mailto:hwsupport@cobantech.com) and include a detailed description of the issue you are experiencing. Also include any troubleshooting steps you have taken to resolve the issue. Support may request additional information or troubleshooting.

**Submit a Ticket** via our Website at <https://www.cobantech.com/support> and provide a good description of the issue you are experiencing and what troubleshooting steps have been taken in the comments section before submitting the form. Support may request additional information or troubleshooting.

**Search our knowledge base** at <http://kb.cobantech.com/> for resolutions to known issues, documents, manuals and more. Login is required for access to COBAN's knowledge base. If you do not have login credentials, please request one from support at [hwsupport@cobantech.com](mailto:hwsupport@cobantech.com). Ensure you are a registered COBAN contact before requesting access.

## 27 Glossary

**AutoDVD** – A machine used to burn discs automatically. It picks up discs and places it into the burner. It also labels the DVD.

**ALPR** – Automatic License Plate Recognition. Automatically captures images of license plates from both moving and parked vehicles with little or no interaction from officers.

**AVL** – Automatic Vehicle Locator (GPS). AVL locates a vehicle and the patrol units around it.

**Base Station** – a fixed communications location and is part of a network's wireless telephone system. It relays information to and from a transmitting/receiving unit, such as a mobile phone. Often referred to as a cell site, a base station allows mobile phones to work within a local area, if it is linked to a mobile or wireless service provider.

**Bookmark** – marks a spot in a video of later review

**CAD** – Computer-Aided Design is the use of computer systems to aid in the creation, modification, analysis, or optimization of a design.

**CSV** – Comma-separated values file. This file is a way to collect the data from any table so that it can be conveyed as input to another table-oriented application. Microsoft Excel, a leading spreadsheet or relational database application, can read CSV files.

**DVD** - a type of compact disc able to store substantial amounts of data, especially high-resolution audio-visual material.

**DPM** – Digital Property Manager. DPM is a solution for agencies to handle external digital media (video, audio, PDF files, etc.) through an existing DVMS advanced storage and lifecycle management solution.

**HDD (Hard Disk Drive)** – Optical/spinning hard drive

**MDC (Mobil Data Computers)** – Previously called **MDT (Mobil Data Terminal)** **MHDD** – Mobile Hard Disk Drive Maintenance

**Metadata** - Metadata is data that describes other data. Metadata summarizes basic information about data, which can make finding and working with instances of data easier.

**Template** – an electronic file with a predesigned, customized format and structure, ready to be filled in.

**URI** – Uniform Resource Identifier

**URL** – Uniform Resource Locator

**USB** – Universal Serial Bus. COBAN uses both USB2.0 and USB3.0

- USB 2.0 = 480 Mbps
- USB 3.0 = 5 Gbps (10x faster than 2.0)

**Primary Storage** – The storage space used to host the online videos on computer hard disk or disk array. The online videos are the ones usually accessed more often or have just recently been uploaded, so they are stored on the fastest possible media. Based on each department's needs, such as amount of video generated daily, or the number of days the videos should be on-line for fast access, COBAN will recommend a disk storage system that's within the department's storage requirement and budget, while maintaining flexibility for future growth.

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