COBAN

Digital Property Management System
User Manual

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COBAN

Digital Property Management System

The Coban Digital Property Management (DPM) system 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. 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; and all versions of a file are maintained with audit trail for complete chain of custody purposes.

Assigning Rights

1. Open and login to BOClient.

Note: Only administrative users will be able to access the User Setup menu to assign rights to the DPM system.

2. Click on **Setup**>**User Setup** from the main screen.

3. Select the user to whom DPM rights will be assigned in the list on the left of the screen.

4. Select the rights to assign the user from the **DPM Option** section on the right of the screen.
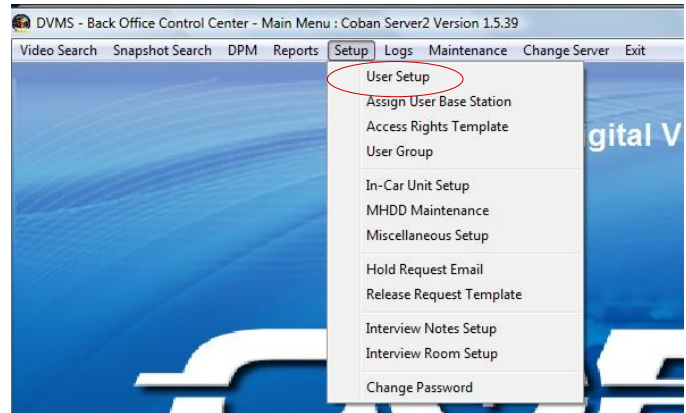
   - **Search/Access/PlayBack** – Allows users to search, access and playback videos and cases from the DVMS system.

   - **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 check out 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.
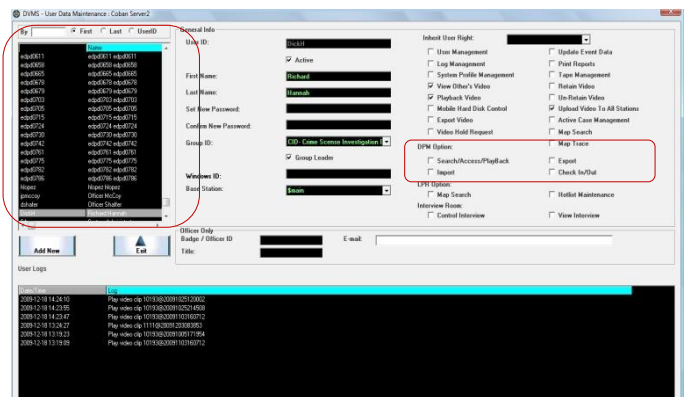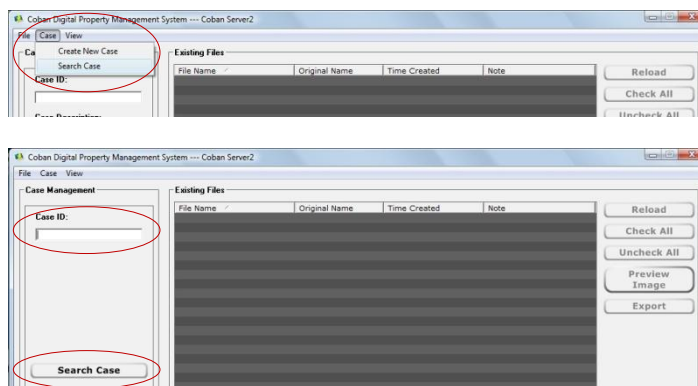
Open the DPM System

The Coban DPM system is integrated into the Coban BOClient application. Access the DPM system from the BOClient main screen.

1. Open and login to BOClient.

2. Click on **DPM** in the menu bar on the BOClient main screen.

Case Search

1. Select **Case>Search Case** from the DPM main screen to search via case ID.

2. Input the case ID in the Case ID field and click **Search Case**.

3. See page 8 for information on using the **Advanced Search** feature.

Create New Case

1. Select **Case>Create New Case** from the DPM system main screen.

2. Input a new **Case ID** in the field provided.

3. Input a **Case Description** in the field provided.

4. Select an appropriate **Event Type** to associate with the case from the dropdown menu.

5. Click **Create New Case**.
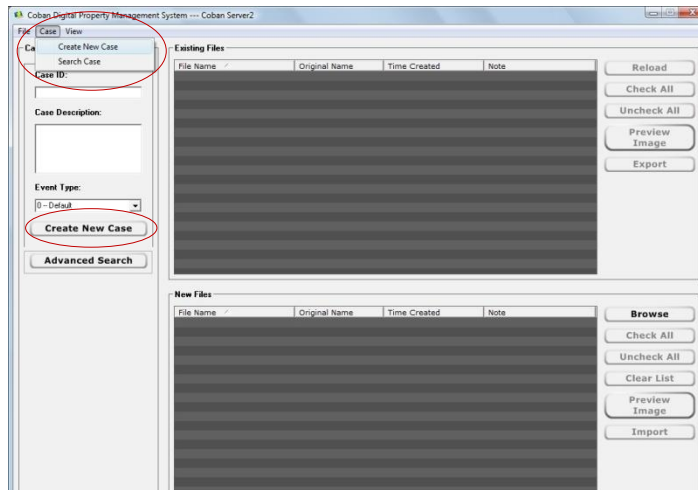
Import Files

1. Create a new case or access an existing case within the system.

2. Click on **Browse** on the right side of the DPM system main screen OR click **File>Browse File** from the menu bar.
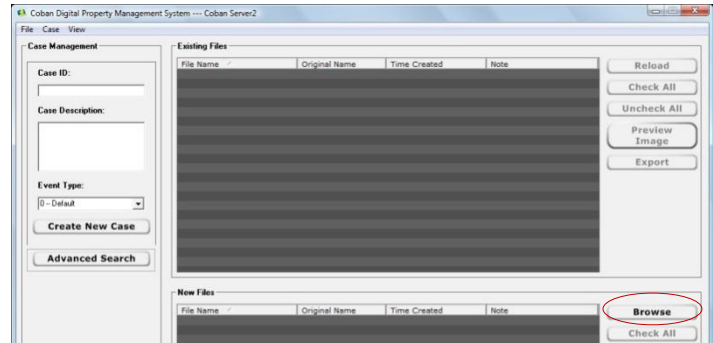
3. A popup window will appear that allows the user to browse for the files to be uploaded to the case.

4. Select the appropriate file and click **Open**.

5. Repeat this process for all the files that must be uploaded to the case.
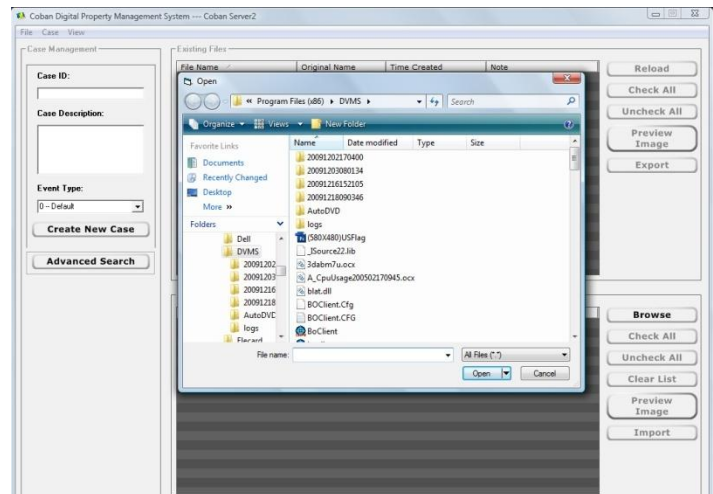
6. All files to be assembled into the case file will be shown in the **New Files** section at the bottom of the screen.

Note: Files can be imported or left in the **New Files** section at the bottom of the screen by checking the box to the left of each file or leaving it blank. Use the **Check All, Uncheck All** or **Clear List** buttons to quickly manipulate all files in the **New Files** section.

7. Users can type notes relevant to the files in the **File Notes** field at the bottom left of the screen.

8. Save notes by clicking **Update Details**. Notes will appear in the **Notes** column for each file.
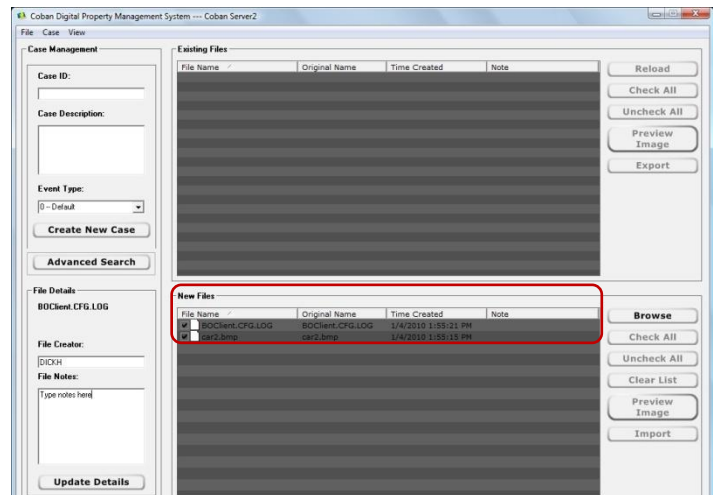
9. Once all of the relevant files for the case have been assembled at the bottom of the screen, click **Import**.

Note: Files must be associated with a case at the top left of the screen before the import feature is enabled.

10. A popup window will appear asking the user if the original files should be deleted following the import. Check the appropriate option for the case and click **OK**.
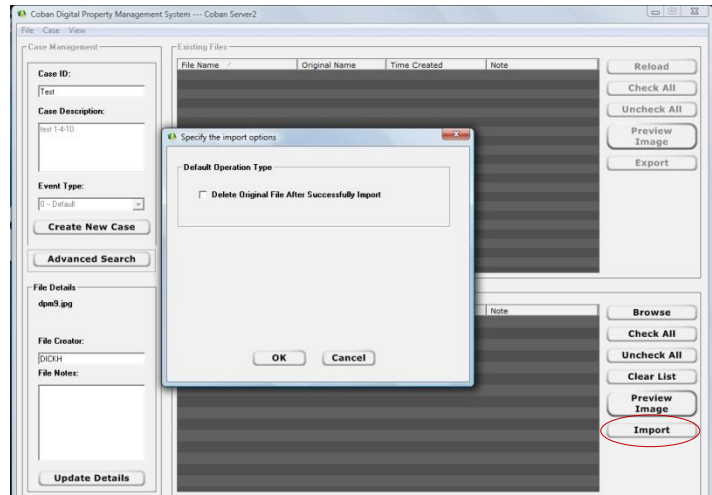
11. Once files are uploaded to a case they are shown in the top half of the screen.
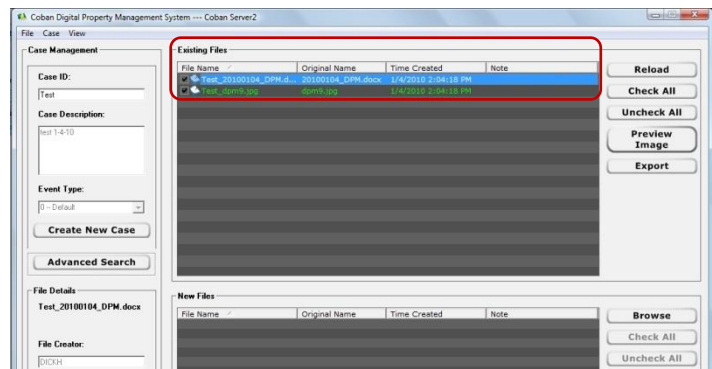
Export Files

1. Access the appropriate case.

2. Check the box next to the files in the **Existing Files** section.

Note: Use the **Check All, Uncheck All** or **Clear List** buttons to quickly manipulate all files in the **Existing Files** section.

Note: Click the **Preview Image** button as necessary to see a preview of the file and confirm that it is the correct file.

3. Click **Export**.


4. A popup window will appear to allow the user to browse to the appropriate location to export the files. Click **OK**.

Note: A popup window may appear informing the user that the export destination is not empty. Select **Yes** or **No** to delete files in the export destination as necessary.

5. A popup window will appear providing the user a list of options for exporting the files. Select the appropriate options and click **Continue**.
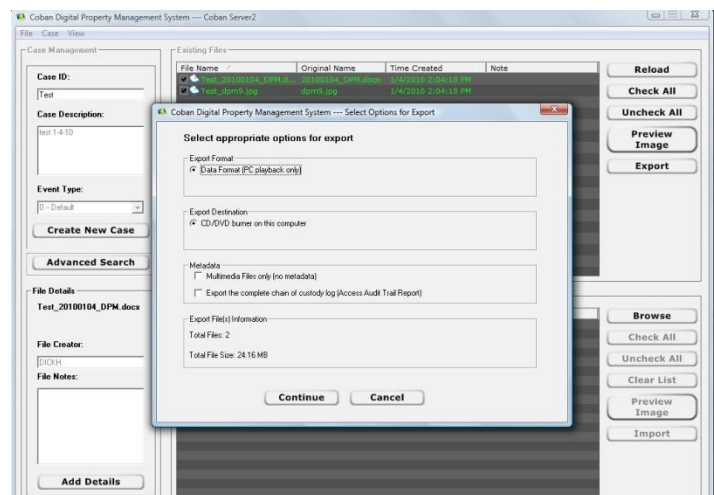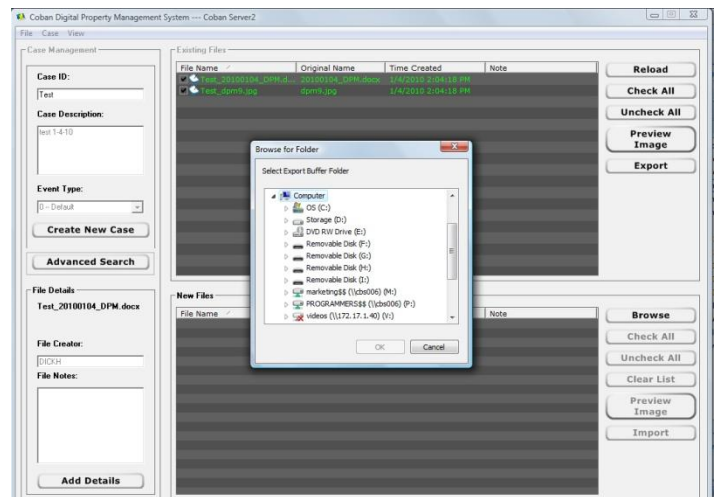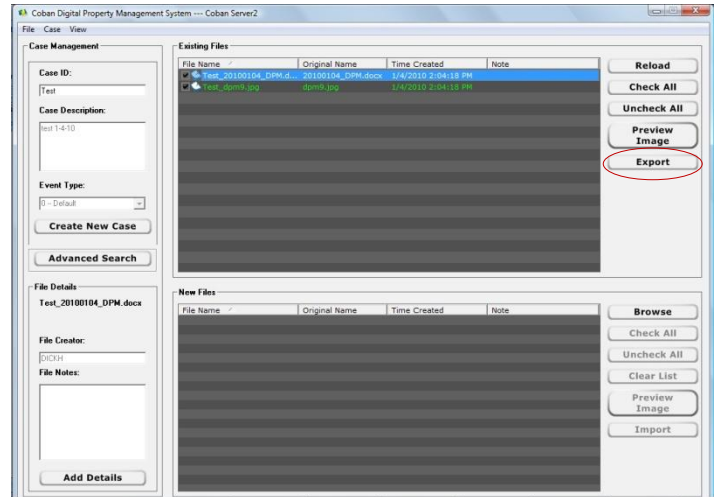
6. A popup will appear to guide the user through the process of burning or exporting the information to the appropriate drive or storage device. Click **Burn It** to continue.
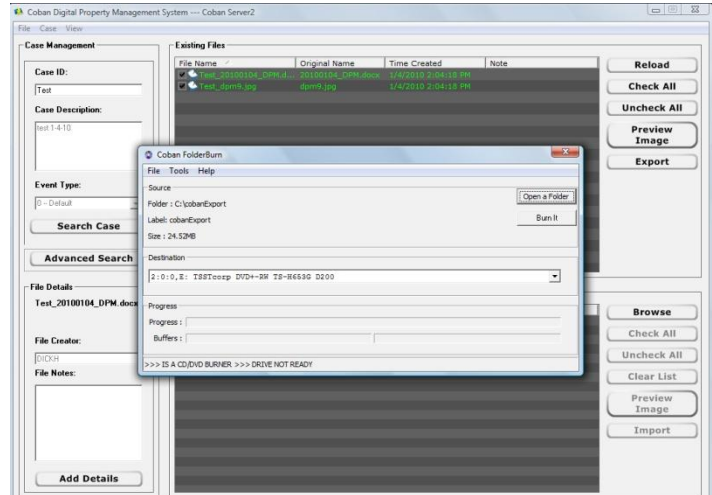
Advanced Search

1. Click on **Advanced Search** to search using specific criteria.

2. The Advanced Search screen allows users to search via any or all of the following criteria:

   - Media Type: ie photos, audio or video files
   - Case Number
   - Words within case notes, titles or file names

3. Insert search criteria in the appropriate fields and click **Start Search**.

4. Click **Start Over** to clear all of the fields and search again.