

CMS[™]

CENTRAL MANAGEMENT SYSTEM

Operations Manual Version 3.1



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Overview

This manual covers the operations of the CMS system features after the installation has been completed. Refer to the CMS Installation Manual to install the system before operation.

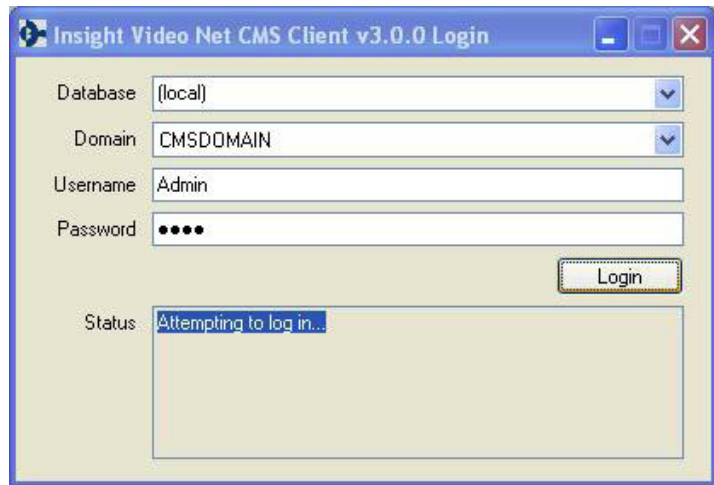
Using the CMS

Login

Logging in to the CMS client allows connection to a server where the database and video are stored. Servers are accessed through the database drop-down menu.

1. To login to the CMS, go to Start> Insight Video Net> Insight Video Net Client or click on the desktop shortcut.
2. Select the database and domain from the menu, leaving "Local" selected if the server and client are on the same system.
3. Enter a Username and Password and click "Login."

NOTE: The status of the login will be displayed in the Status section. Unsuccessful attempts will display including why the attempt failed.



Search

There are three types of searches within the CMS:

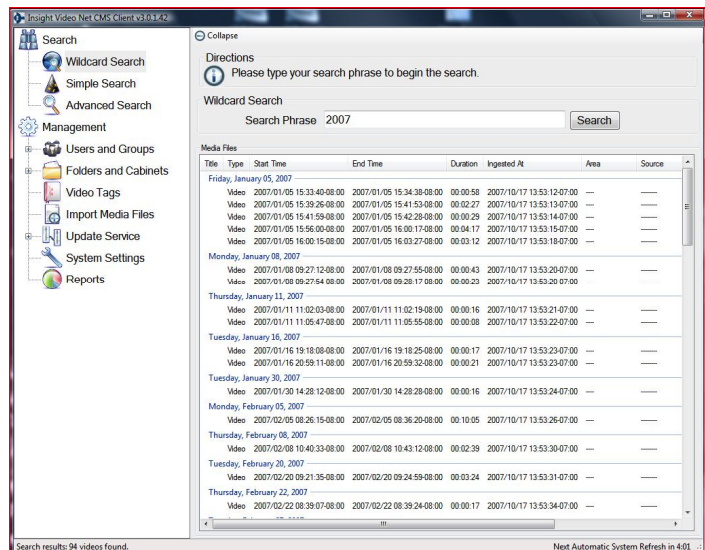
- *Wildcard Search* allows the user to type free form text in the Search Phrase field and pull up all files that pertain to that phrase.
- *Simple Search* focuses on a single time frame search query.
- *Advanced Search* allows search of multiple fields of metadata to help narrow down the search.

NOTE: Results from the search display in the Media Files area as lines of text. To access a file, double-click on it or right-click and press "Play."

Wildcard Search

To perform a Wildcard Search, perform the following:

1. From the left hand navigation, select *Wildcard Search*.
2. In the *Search Phrase* field, enter the desired search criteria.
3. Press "Search."



Simple Search

To conduct a Simple Search, perform the following:

1. From the left hand navigation, select *Simple Search*.
2. Select a search category. Below are search categories that can be used for the search:
 - *Time Frame* allows the user to search based on a broad time frame.

- *User* allows the user to search by the username associated with the video file. A drop-down list of all the system users is available for quick searches.

- *Cabinet, Folder, File Title, File Description* allows users to search for video files that are saved in these locations. Available folders or cabinets can be accessed by selecting the browse button.

- *Bookmark* allows users to search based on bookmark tags that were placed in the field or within the CMS client.

- *Tags* allow users to search based on tags.

- *Area/Source* allows users to select a single area and source to conduct a search. A drop-down list of all the area/source's available for quick searches.

Please select the video origin location

Area: Central

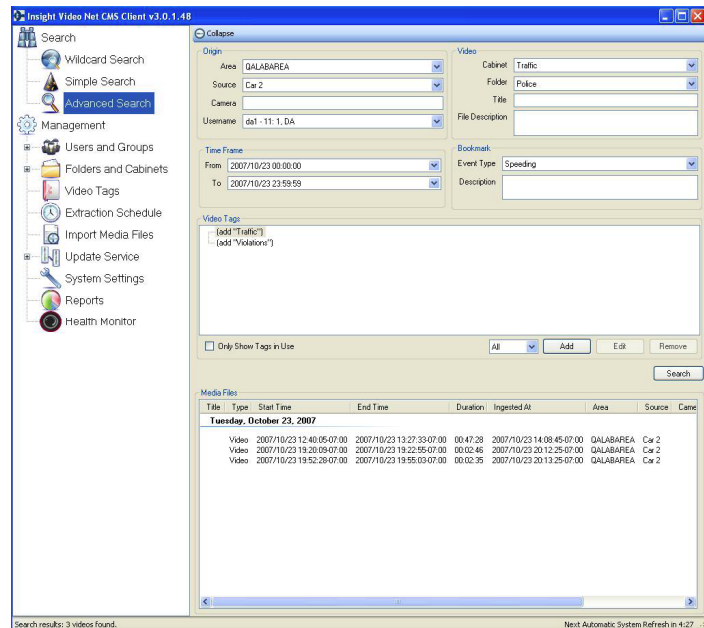
Source: (none)

Tip: 1005

Advanced Search

To conduct an Advanced Search, perform the following:

- From the left hand navigation, select *Advanced Search*.
- Fill out the fields that you would like to use for the search:
 - Origin* (Area/source, Camera, Username)
 - Video* (Cabinet, Folder, Title, File Description)
 - Time frame*
 - Bookmark* (Event type, Description)
 - Tags*
- Press “Search.”
- Located media files will be shown below. Double-click on the line of text to launch the file.



The CMS Player

The CMS Player is the interface that the user interacts with. Once the desired media file has been located, double-click to view the file or right click and select “Play.”

Playback Controls

Standard playback controls are available to Play, Stop, Pause, Fast Forward, Rewind and Slow video files. The user can also advance the file by dragging the tracker bar underneath the video screen.

NOTE: Metadata can be enabled or disabled by clicking the “Hide Meta” button.

GPS/Radar/GPIO Triggers

The CMS can support between 8 and 12 General Purpose Input/Output (GPIO) triggers, depending on the recording application being used. The fields are populated by the metadata obtained from the video source.

- GPS* will display longitude, latitude, and speed of the source that captured the video at the time of capture.
- Radar* displays the speed of the source and the source’s target at the time of capture.

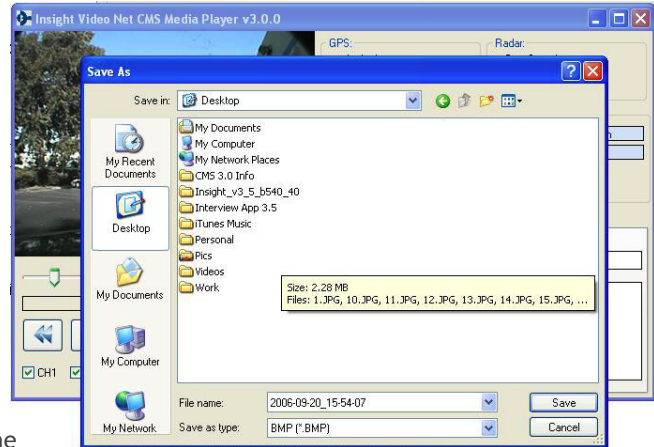


- *GPIO* will display the trigger information as triggers are fired during capture. When triggers are fired, the corresponding GPIO box illuminates in red, allowing the user to see what triggered the event.

Snapshots

To take a snapshot from a previously recorded video, perform the following:

1. Click on the camera icon button.
2. Navigate to the desired location to store the snapshot.
3. Choose the desired format from the *Save as type* drop-down menu.
4. Click "Save."



Audio Channel

The user can swap between different audio channels that were utilized during the recording of the selected video. To select an audio channel, click on CH1 or CH2.

Bookmarks

Bookmarks can be added to previously recorded video.

To add a bookmark to previously recorded video, perform the following:

1. Go to *Playback Controls*, and click "Add Bookmark."

NOTE: A pop-up button will appear. There are two tabs, *Current Bookmark* and *All Bookmarks*. *Current Bookmark* shows information entered during the bookmark creation. *All Bookmarks* lists all the bookmarks for the current video file.

2. Double-click the desired bookmark to launch the video.



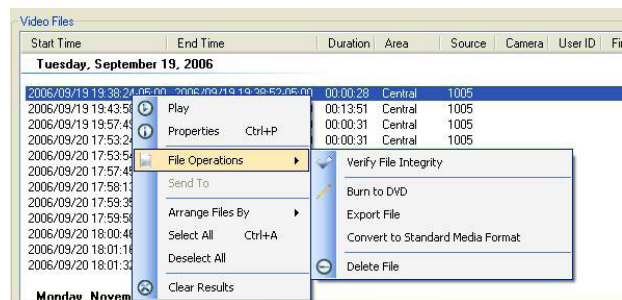
File Operations

NOTE: Features are only accessible to users who have been assigned rights and privileges to use them. It is highly recommended that these operations are closely considered before assigning rights and privileges.

Verify File Integrity

This process verifies that selected files have not been tampered with.

1. Assigned users have the ability to verify the video file's integrity.
2. To verify, select the file to verify and go to *File Operations*> *Verify File Integrity*.
3. The file will go through an integrity check and a *File Progress* bar appears.

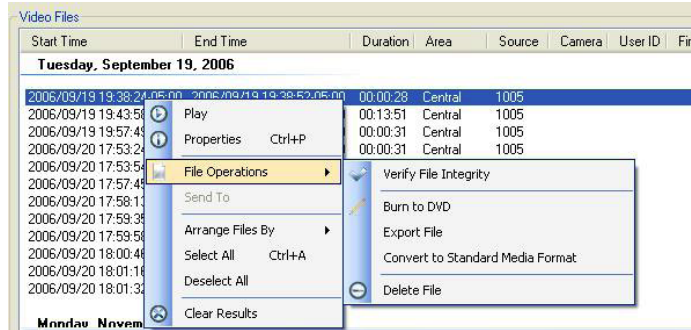


- Status from the check will be displayed in the box below.

Burn to a DVD

To create a playable version of the media file in a standardized DVD player, perform the following:

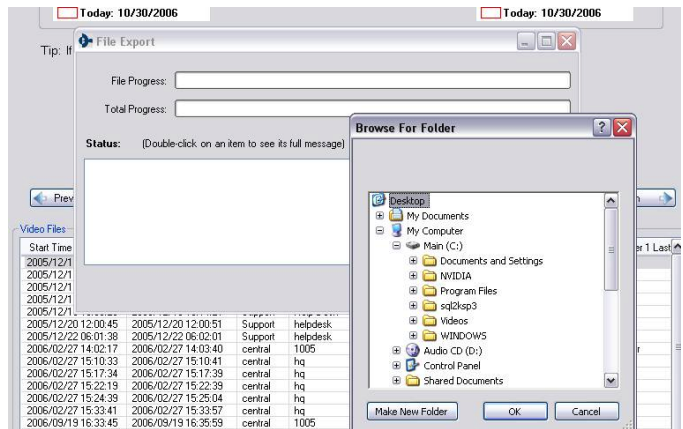
- Insert a DVD into the tray of the media device.
- Select the file to burn.
- Right click on the file. Go to *File Operations* and select *Burn to DVD*.
- The DVD will automatically search for available writeable media. Select the DVD burner to use for recording from the menu.
- The CMS will automatically burn the selected video file to the blank DVD on the selected media drive. Once complete, the tray will eject automatically.



NOTE: G64 files are not available for the *Burn to a DVD* option.

Export File

- Select the file to export.
- Right click on the file. Go to *File Operations* and select *Export File*.
- Navigate to the desired location to store the file.
- Click "OK."



Note: Following are differences between export formats:

DVD format: Can only be used on a DVD device and generates a .VOB extension; goes to DVD device with no metadata, GPS or bookmarks.

Data format: Can only be used on a computer and a stand-alone video player is required (i.e. Microsoft Media Player) to play. Can be exported as XM or AV file format. If this format is put into a DVD player, a message will display that indicates nothing is found.

Convert to Standard Media Format

CMS stores video in a secure file format. On occasion, other more standard formats may be needed. To convert files, perform the following:

- Select the file to convert.
- Right click on the file. Go to *File Operations* and select *Convert to Standard Media Format*.

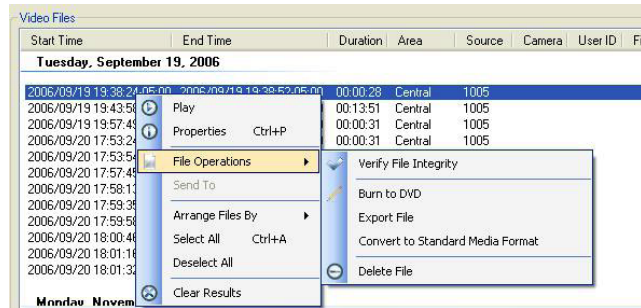
NOTE: A pop-up window will display showing the available conversion options to the user. For G64 file formats, click “Modify the audio and video compression during the conversion process.”

Delete File

IMPORTANT: Once files have been removed from the database, they are gone from the CMS file system. Access to this feature should be closely managed. The DigitalProofTM audit trail feature captures when the file was deleted, the location and who deleted the file so you can trace the file deletion but you **cannot** recover the file.

To delete a file, perform the following:

1. Select the file to delete.
2. Right click on the file.
3. Go to *File Operations* and select *Delete File*.



Managing the CMS

The Management section of the CMS is where Administrators create, configure and monitor the system.

NOTE: Management features are only accessible to users who have been assigned rights and privileges to use them. It is highly recommended that these operations are closely considered before assigning rights and privileges.

- Create and modify users and groups
- Create and modify folders and cabinets
- Create and modify tags
- Establish an extraction schedule
- Import other forms of video and audio into the CMS software
- Establish and configure the update service (optional-see Update Service Instructions)
- Access the system settings of the CMS
- Access the reporting system



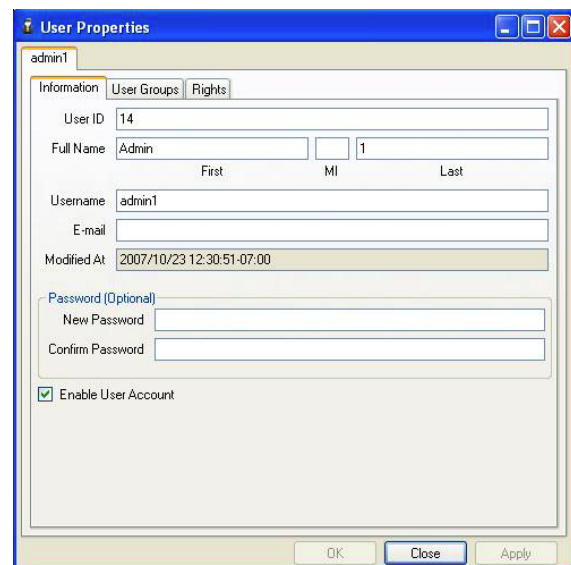
Users and Groups

The CMS has a robust system for managing users and groups of users that allows for maximum control, security and confidentiality. *Users* are individual users of the system with individual assigned rights. *Groups* are groups of users of the system that have the same assigned rights.

IMPORTANT: The way users and groups are assigned determines the level of security associated with the media files. It is critical to analyze how the users and groups are structured to ensure maximum security.

Users

To create a new user or modify an existing user, go to



Management > *Users*. A list of users will be displayed.

Add a new user:

1. Click “Add” or right-click the list and select “Add.”
2. Select the *Information* tab and fill in the appropriate information (see Manage Information below).
3. Select the *Association* tab and fill in the appropriate information (see Manage Associations below).
4. Select the *Rights* tab and select the appropriate rights to assign to the user (see Assigning Rights below).
5. Click *Enable User Account* to activate the user information, if desired. If box is unchecked, the user will not be able to access their account.
6. Click “Apply.”

Modify an existing user:

1. Select the desired user and double-click or right-click and select properties.
2. Select the tab(s) to modify (see below).
3. Click “Apply.”

Manage Information

Users can assign a password, change a password, modify user ID’s, and user names from the *Information* tab.

1. Select the desired user.
2. Fill in the following fields: *User ID*, *Full Name*, *Username* and *Email*.
3. Password information is optional.
4. Proceed to *User Groups* to manage *Associations* and *Rights* to assign rights (see below), if appropriate.

Import Users

Administrators can import users in two ways:

LDAP/AD sync (Also see Synchronize LDAP on page 11)

1. Go to *Users*.
2. Select the LDAP/AD file to import.
3. Click “Import”.

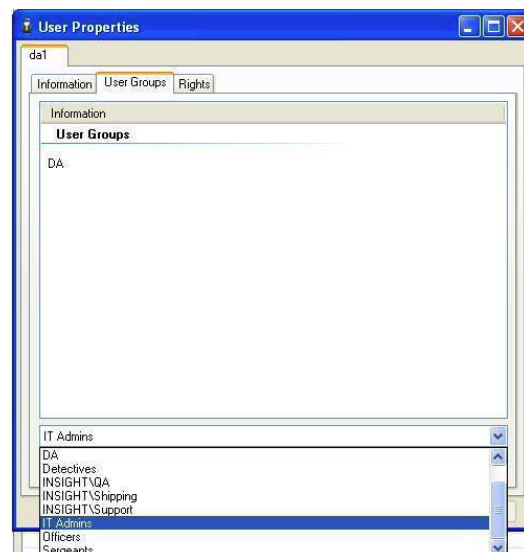
Or

XML file exported from another CMS server

4. Go to *Users* section of the CMS server that you want to export users from.
5. Highlight the users to export.
6. Press “Export.” Save to desired location.
7. Go to new CMS server, then to *Users*. Click “Import.”

User Groups

Administrators can set up groups to help manage large numbers of users that have the same access rights. To create a new group or modify an existing group, go to *Management* > *Groups*. A list of groups will be displayed.



Add a Group

1. Click “Add” or right-click the list and select properties.
2. Select the *Information* tab and fill in the appropriate information (see Manage Information below).
3. Select the *Association* tab and fill in the appropriate information (see Manage Associations below).
4. Select the *Rights* tab and select the appropriate rights to assign to the user (see Assigning Rights below).
5. Click “Apply.”

Modify a Group

1. Select the desired user and double-click or right-click and select properties.
2. Select the tab(s) to modify (see below).
3. Click “Apply.”

Assigning Rights

Rights are permissions that the user has for accessing the CMS system.

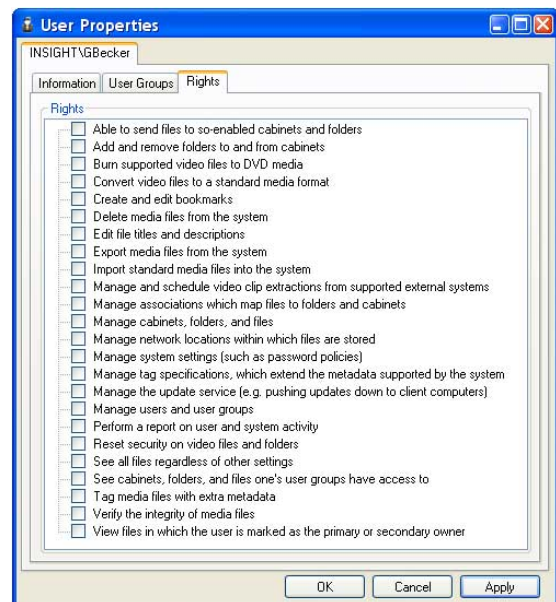
1. To grant a right, click the checkbox and a green check mark appears. Right-clicking in the menu allows the user to *select all* or *select none*.

Note: Fields that are left blank indicate that the user does not have access to that right. Group rights populate automatically when users are added to groups.

IMPORTANT: Rights should be managed exclusively by the Administrator.

Following is a list of the rights that can be assigned to users:

Able to send files to so-enables cabinets and folders
Add and remove folders to and from cabinets
Burn supported video files to DVD media
Convert video files to a standard media format
Create and edit bookmarks
Delete media files from the system
Edit file titles and descriptions
Export media files form the system
Import standard media files into the system
Manage and schedule video clip extractions from supported external systems
Manage associations which map files to folders and cabinets
Manage cabinets, folders and files
Manage network locations within which files are stores
Manage system settings (such as password policies)
Manage tag specifications, which extend the metadata



supported by the system
Manage the update service (e.g. pushing updates down to client computers)
Manage users and user groups
Perform a report on user and system activity
Reset security on video files and folders
See all files regardless of other settings
See cabinets, folders, and files one's user groups have access to
Tag media files with extra metadata
Verify the integrity of media files
View files in which the user is marked as the primary or secondary owner

Synchronize LDAP

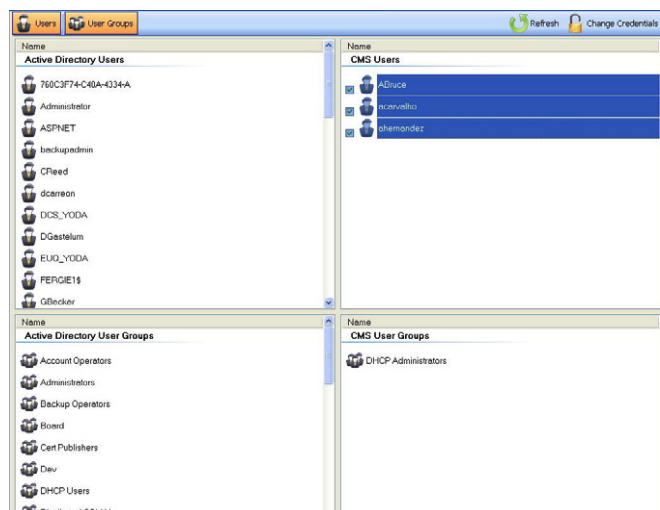
Administrators can synchronize users from other networks using the network's active directory listings. The number of users and groups found on the LDAP server are listed at the top of the screen.

NOTE: LDAP is an acronym that stands for Lightweight Directory Access Protocol. It is a standard internet protocol that email and other programs use to look up information from a server.

To synchronize LDAP, perform the following:

NOTE: Administrators can click "Quick Enable" to select all users, or "Quick Disable" to de-select all users.

1. Go to *Management > Synchronize LDAP*.
2. From the drop-down menu, select the domain where the users you wish to synchronize are located.
3. Enter the Administrative account username and password in the designated field.
4. Select the desired users or user groups to synchronize from the left and transfer them over to the right.
5. Check the box for each user. Right-click to *Select All* then select a box.
6. Click "Synchronize." This process may take a few moments. Wait for the process to complete.
7. The *Status* Field will display when the process is successfully completed or detail any errors that occurred during the upload process.



3. Select the *Information* tab and fill in the appropriate information (see Manage Folder/Cabinet Information below).
4. Select the *Security* tab and fill in the appropriate information (see Assigning Security below).
5. Click “Apply.”

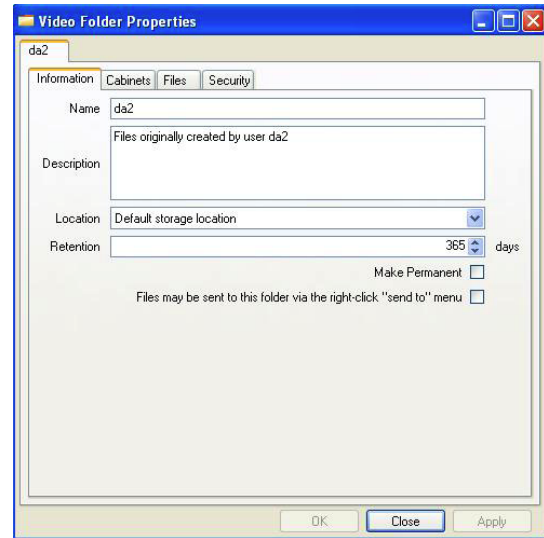
Modify an Existing Cabinet

1. Select the desired cabinet and double-click or right-click and select properties.
2. Select the tab(s) to modify (see below).
3. Click “Apply.”

Manage Folder/Cabinet Information

The following fields are located in this menu.

- *Name*—the displayed name of the folder.
- *Description*—the general description of the folder. This will be displayed in the properties of the folders and in the CMS folder list.
- *Location*—the location where the folder resides in the system. A drop-down list displays all available locations.
- *Retention*—the amount of days the files are retained in the CMS system. **IMPORTANT:** Retention periods area based on the length of time since the file was ingested into the system; once a file is no longer retained in any folder or cabinet, it will be purged from the system.
- To tag the folder with an indefinite retention policy, click “Make Permanent.”
- To allow users to send files to this folder, click “Files may be sent to this folder via the right-click “send-to” menu.”



File

The File tab lists files currently associated with the specific cabinet.

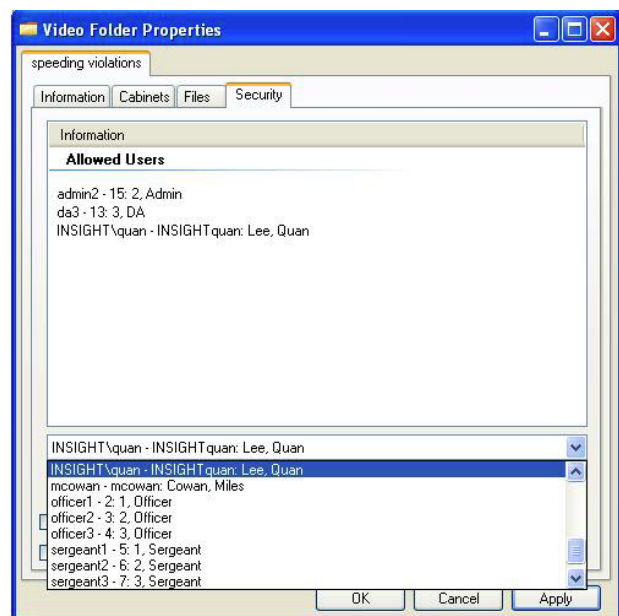
Assigning Security

Administrators can define which users and groups have access to the current folder. To assign security, perform the following:

1. On the *Security* tab, select the user or group to assign security.
2. Click “Allow” or “Restrict” to the user or group.

NOTE: When assigning access to groups, all the members of the groups will be assigned the same security level.

3. If desired, check the “Inherits security settings from files and folders placed into” box to allow the folder or file to inherit the security policy of the cabinet or folder it is associated with (allow or restrict). If the box is checked, the inherited right will be overridden.
4. Click “Apply.”



Associations

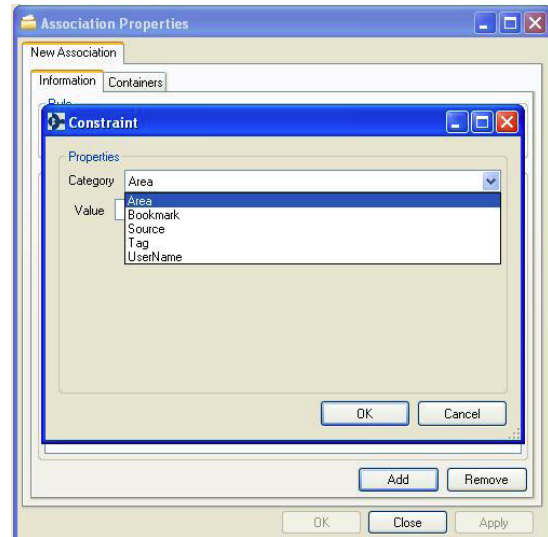
The Association feature is a very powerful tool for managing digital files. The Administrator associates specific rules that direct files with specified descriptors to specified locations. For example, an association for any file with the username “J. Smith” will be moved automatically to a folder called “J. Smith’s Stuff.”

Associations are based off two things: the category and the value.

Category—a drop-down menu based on five areas of categorization. Metadata that can be set within the CMS or configured in the mobile environment the CMS is managing. The fields are: *Area*, *Bookmark*, *Source*, *Tag*, or *Username*.

Value—enter freeform text (for bookmarks) or use the drop-down menu and select the desired information from what the system has listed.

To create or modify Associations, go to *Management > Folders and Cabinets > Associations*.



Create a New Association

1. Select “Add.” A pop-up window appears. Select “Add” again.
2. Define *Category* by selecting one of the following categories from the drop-down menu: *Area*, *Bookmark*, *Source*, *Tag*, or *Username*.
3. Define *Value* by selecting one of the values from the drop-down menu or enter freeform text (for bookmarks).
4. Select “OK.”
5. Select a Cabinet and/or Folder to apply to the Association. This will be the location the Association files will navigate to.

Modify an Association

1. Select the existing Association to modify.
2. Modify the information on the appropriate tab.
3. Select “OK.”
4. Select the *Containers* tab.
5. Select a Cabinet and/or Folder to apply to the Association. This will be the location the Association will navigate to.

The Association Listing

Once the Association is created, it will be displayed in a listing. Each association will display the following:

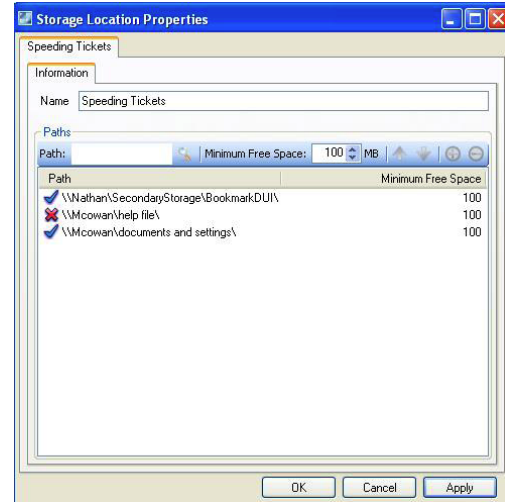
- *Constraint*—the category and value assigned to the file.
- *Cabinets*—the cabinet that is tied to the folder.
- *Folders*—the folder where the files rare being moved to.

Constraints	Cabinets	Folders
Area: Central	Uncategorized Files	Storage Location One
Bookmark: "" -> "Test"	Uncategorized Files	(none)

Locations

Locations manage the directory paths of the CMS directories. Each location can be bound to folders or cabinets, allowing the specific associations to be retained in specific environments or a single managed location.

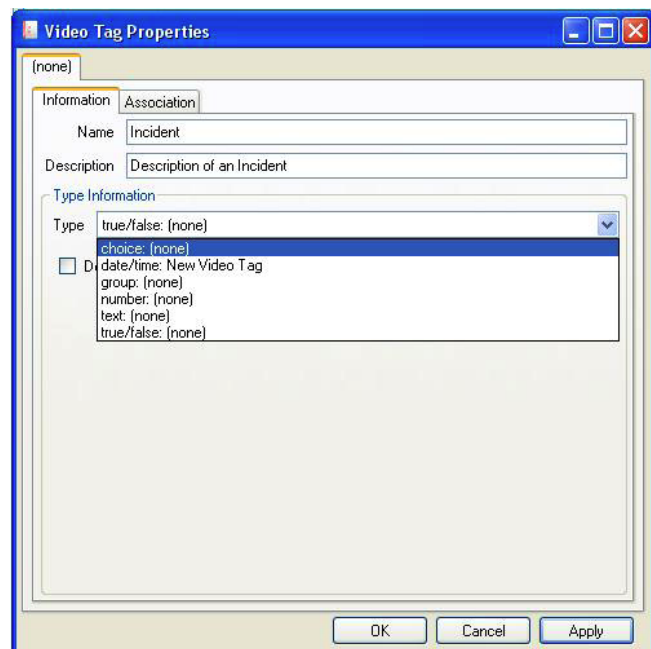
- **Name**—the name of the specific location configuration.
- **Path**—the UNC (Universal Naming Convention) path of the storage location. Multiple paths can be configured for redundancy. Users can either enter the path manually or navigate to it via the magnifying glass next to the path name.
- **Path Listing**—All the UNC paths and space settings pertaining to this specific location are listed here. The topmost path has the priority. A blue checkmark indicates a clear path to the location. A red “X” signifies a path with no communication.
- **Minimum Free Space**—the number listed here is the minimum amount of space required on the matching UNC path before writing to that location. Should the location be full, it moves to the next or simply holds the files until space is available.
- **Add/Remove and Priority**—when a new UNC path is entered into the path field, clicking the “+” sign will add the path to the listing below. Highlighting an existing path and selecting the “-” sign will remove the highlighted path. Selecting the up or down arrow while having a path highlighted will change its priority.



Tags

Tags allow users to assign a pre-made informative tag to retrieve and manage files. Once a desired tag has been selected, the user can modify the tag to match the media file they are associated with. These tags can be associated to multiple files or re-used for different events. For example, if a user selects a text-based tag that has a field dedicated to an incident number, the number can be entered into the open field. The tag can then be used on tags for different files. When the files pertaining to the incident are reviewed, the search will return all the media files associated to the tag.

The same tag can be used on different video files by entering a different incident number. This allows a user with the proper rights to assign an incident number (or any other form of description) to any video file for searching and managing. Simply assign a pre-made tag called “incident” and enter the desired number for each different event, then query those events based on the tags available to search by and the descriptors entered.



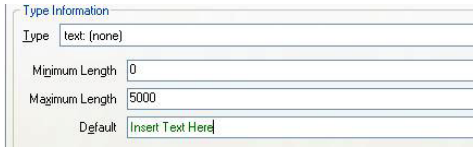
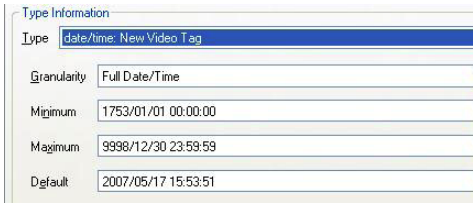

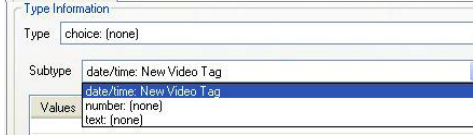

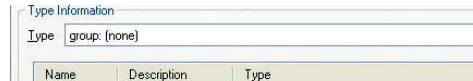
Create a Tag

1. Go to *Management > Video Tag*. All the tags will be listed.
2. Select “Add” or right-click the screen and drop-down to the Add option.
3. Select the *Information* tab and enter the name and description of the tag.
4. Select the *Type of Tag* and enter the appropriate information (see Types of Tags below).
5. If desired, select the *Association* tab to assign the tag to a tag group. If one has not been established, see *Groups* above.
6. Click “Apply.”

Modify a Tag

1. Go to *Management > Video Tag*. All the tags will be listed.
2. Double-click to select the tag.

Types of Tags

- **Text (Type Information)**—Freeform text can be entered into the default field. The text appears to the user when the tag is being associated and can be altered as needed. Minimum and Maximum Length places limitations on the number of characters allowed in the text field. For example, a text tag can be created labeled “incident.” In the Default text box, the following message is created, “Insert Incident Number.” Whenever a user assigns the incident tag, they are prompted by a text box containing the message. The user can enter the incident number in the same field, replacing the displayed message. When a user wants to search for an incident tag, they can navigate to Simple Search > Tags > Incident (the tag name) and all the videos that share the incident number will appear.
- 
- The screenshot shows the 'Type Information' form for a 'Text' tag. The 'Type' is set to 'text: (none)'. The 'Minimum Length' is 0 and the 'Maximum Length' is 5000. The 'Default' field contains the text 'Insert Text Here'.
- **Date**—This tag allows a user to create and assign a tag based on a specific date and time. A drop-down menu in the Granularity field allows users to manage to the exact minute.
- 
- The screenshot shows the 'Type Information' form for a 'Date/Time' tag. The 'Type' is 'date/time: New Video Tag'. The 'Granularity' is 'Full Date/Time'. The 'Minimum' is '1753/01/01 00:00:00' and the 'Maximum' is '9998/12/30 23:59:59'. The 'Default' is '2007/05/17 15:53:51'.
- **Number**—This tag allows a specific number to be selected as the identifying descriptor. The user can define the number of Decimal Places and the Minimum and Maximum value per place. Additionally a Default value using freeform text can be included (see Text above).
- 
- The screenshot shows the 'Type Information' form for a 'Number' tag. The 'Type' is 'number: (none)'. The 'Decimal Places' is 2. The 'Minimum' and 'Maximum' are both 0.00. The 'Default' is 0.00.
- **Choice**—This tag allows users to select from a group of tags that have been allocated to the Choice. Users may have a date, number and text option to choose from.
- 
- The screenshot shows the 'Type Information' form for a 'Choice' tag. The 'Type' is 'choice: (none)'. The 'Subtype' is 'date/time: New Video Tag'. The 'Values' list includes 'date/time: New Video Tag', 'number: (none)', and 'text: (none)'.
- **True/False**—This tag allows users to set up a True/False type. For instance, the type could be set to be “Speeding” and when a video clip includes a speeding offense, it would be selected.
- 
- The screenshot shows the 'Type Information' form for a 'True/False' tag. The 'Type' is 'true/false: (none)'. There is a checkbox for 'Default Selected' which is currently unchecked.
- **Group**—this tag creates a group tag where multiple tags can be bound together for a single descriptor pertaining to multiple tags. Users can have a tag for incidents and a tag for dates, and be able to query either file with the group tag they are associated with.
- 
- The screenshot shows the 'Type Information' form for a 'Group' tag. The 'Type' is 'group: (none)'. Below the form is a table with columns 'Name', 'Description', and 'Type'.
- | Name | Description | Type |
|----------|-----------------------|------------|
| Accident | Description of an ... | true/false |
| Incident | Description of an ... | text |

- Name indicates the name of the tag as it was entered into the Name field.
- Description indicates the description of the tag as entered into the Description field.
- Type indicates the type of tag the user created or is already in the CMS system.
- Extra Information indicates default descriptors entered as well as any restrictions relating to settings established during tag creation.

Name	Description	Type	Extra Information
Accident	Description of an Accident	true/false	Default: True
CMS 2.5 Containers	The preexisting folders and cabinets from CMS 2.5; these are for current associations.	choice	0 choice
Incident	Description of an Incident	text	Length: 0 to 5000. Default: 'Insert Text Here'

Import Media Files

Import Video and Audio

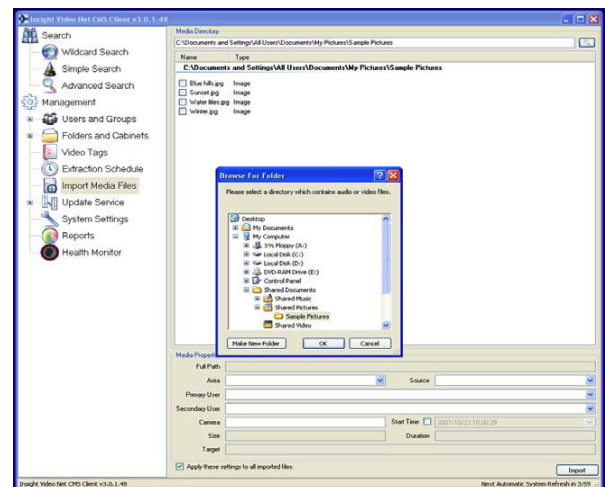
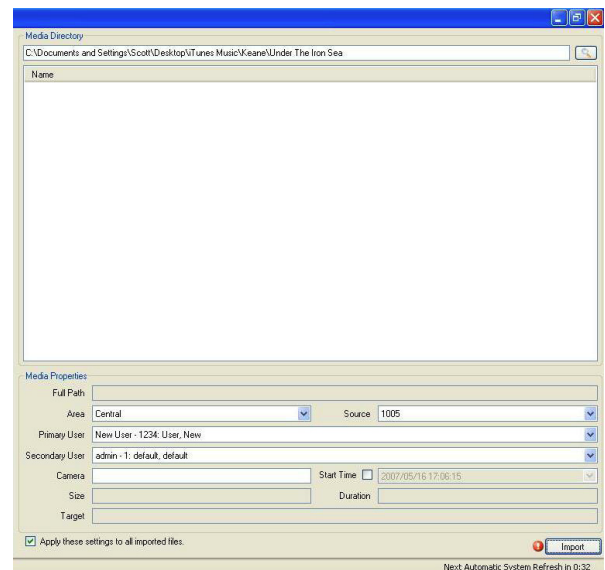
All Microsoft standard file formats for video and audio can be imported into the CMS for secure management.

IMPORTANT: Make sure to set up the proper settings.

1. Go to *System Settings* > *File Import*.
2. Input the IP address.
3. Go to *Management* > *Import Audio and Video*. The following menu options are available:
 - *File Browse*—users can import the path to the desired audio or video file types. The user can also use the rose button to locate the desired files. NOTE: You can right click to *select all* files or *select none*.
 - *Media Properties*—users can enter specific details that pertain to the video or audio file that is being imported. *Area*, *Source*, *Primary* and *Secondary User* can be populated through drop-down menus. *Camera information* and *Start Time* can be set manually.
 - *File Listing*—a list of the available files and their status as they are selected from the Media Directory.
 - *Import Settings*—users can define whether the fields carry over to all the imported files or just the selected file.
4. Click “Import” to begin importing the files.

Import Still Images

All Microsoft standard file formats for still images can be imported into the CMS. These include .jpg, .bmp, .png, .gif. Users can search for still images using the different search methods. Images will open with the default image



reader program (i.e. Windows Image Viewer, Photoshop, etc.)

1. Go to *Management > Import Audio and Video*.
2. Click on the “Browse” button to the location the media is located.
3. Select the images to import by clicking on the check box next to the name of the file.
4. Click “Import.”

NOTE: While the files are importing, a “Cancel” button appears. Once the process is complete, a “Close” button appears.

5. Click “Close.”

Update Service

(This is an optional feature. See Update Service Instructions.)

System Settings

From this menu, the user has access to Parser Settings, Password settings, and the ability to import Server Configurations and Schedule Storage for file transfers.

Parser Settings

The parser service handles the following functions of the CMS system:

- *Parser Interval*—the time between each check for new video.
- *Retention Check Interval*—the time between each check for expired video.
- *Retention of Audit Log*—the amount of days the system will keep all audits.
- *Retention of Activity/Error Log*—the amount of days the log will remain accessible in the system.
- *Retention of Zombie files*—the amount of days the offline videos or bad videos will remain in the system until they are deleted.

Parser

Parser Interval	30	sec
Retention Check Interval	30	min
Retention of Audit Log	90	days
Retention of Activity/Error Log	90	days
Retention of Zombie Files	365	days

Password

Password settings for the entire system are configurable as follows:

- Minimum password length (up to 40 digits)—use the up/down arrow to set.
- Upper and lower case required—check “Must contain a mixture of letter cases.”
- Alphanumeric (both letter and digits) required—check “Must be alphanumeric.”

Password

Minimum Password Length: 4 characters

Must contain a mixture of letter cases

Must be alphanumeric (both letters and digits)

Storage Schedule

Storage can be scheduled for a specific time and day to maximize network bandwidth. For example, files can be

Day	Starting time	Duration	Remove
Every Monday	00:30	24 hours	Remove
Every Tuesday	13:00	3 hours	Remove
Every Wednesday	06:00	30 minutes	Remove
Every Sunday			
Every Monday			
Every Tuesday			
Every Wednesday			
Every Thursday			
Every Friday			
Every Saturday			
Every Mon - Fri			

transferred in the early morning hours or on the weekend when employee access to the network is more limited.

To use Storage Schedule, go to *Management > System Settings* and in the *Storage Scheduler* area of the screen, perform the following:

1. Select the day, starting time, and duration from the drop down menu.
2. Click “OK.”

NOTE: To remove existing schedule dates, click “Remove.”

CMS Client (Export Standalone Player)

Administrators can allow users to export a stand-alone media player with files when they are exported. To enable this feature, go to *System Settings > CMS Client* and click “Export Standalone Player on File Export.” The next time a file is exported, a media player will export as well.

Home Folders

Administrators can enable home folders to create and maintain user-specific folders.

1. To enable this feature, go to *System Settings > Home Folder* and click “Enable Home Folders.”
2. Select the drop-down menu and assign a default storage location.
3. Assign a default retention period (in days).

IMPORTANT: The policy with the highest retention supercedes other policies.

The screenshot shows two configuration panels. The 'Home Folder' panel on the left has a checked checkbox for 'Enable Home Folders (creates and maintains user-specific folders)'. Below it, 'Default Storage Location' is set to 'Default storage location' and 'Default Retention Period (days)' is set to '365'. The 'CMS Client' panel on the right has two unchecked checkboxes: 'Export Standalone Player on File Export' and 'Make Object Selectors Filterable (note that this can significantly slow down the client) (Requires restart)'.

File Import

File import settings can be used if the system manages other forms of media such as .mpg3, .mpg4, .wav files etc. These media formats are imported to the CMS through a server IP address.

To import these file types, go to *System Settings > File Import* and provide the following: *FTP Server*, *FTP User*, *New Password* and *Password Confirmation*.

Ancept Media Server

The CMS supports integration with existing Ancept Media Servers.

To integrate this hardware, go to *System Settings > Ancept Media Server* and provide the following: *Server*, *Username*, *New Password* and *Password Confirmation*.

NOTE: For more information about Ancept integration and what it can provide, contact your Insight Video Net representative.

The screenshot shows the 'Ancept Media Server' configuration form with four input fields: 'Server', 'Username', 'New Password', and 'Confirm Password'.

Reports

Every action within the software from logging in to playing a file are all logged by the DigitalProof™ Audit Trail feature of the CMS. The reporting system allows those users with access to pull reports of every action taken with the system.

Searching reports

Users have a series of definable fields that narrow a search to a specific file, user or time frame. Following are different report options:

NOTE: Only files highlighted in the video files field will be accessible in the drop-down menus for a more defined query.

Time Frame—allows the user to define reporting query between a specific start and end time.

Report Type—allows the user to report on 4 different options: Everything that occurred; Every action a user performed; Every action involving the specified object (Folder, Cabinet, File, etc.); or Custom (user defined categories).

Parameters—allows report to query a specific file, folder or person. Any combination of the fields can be used to allow for a more defined reporting query.

Audits—system audits to query.

Media Files—files selected here can be selected in the drop-down menu of your parameters section.

Results

Results are generated in Crystal Reports format. The format allows you to scroll through multiple pages of the report, print the report, and zoom in or out on the results. The following columns are provided in the report:

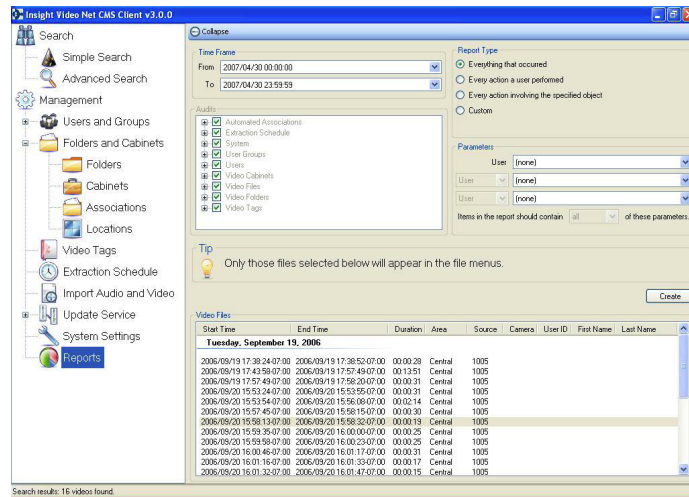
- Time/Date of action
- User that performed the action
- The action that was performed (including a description).

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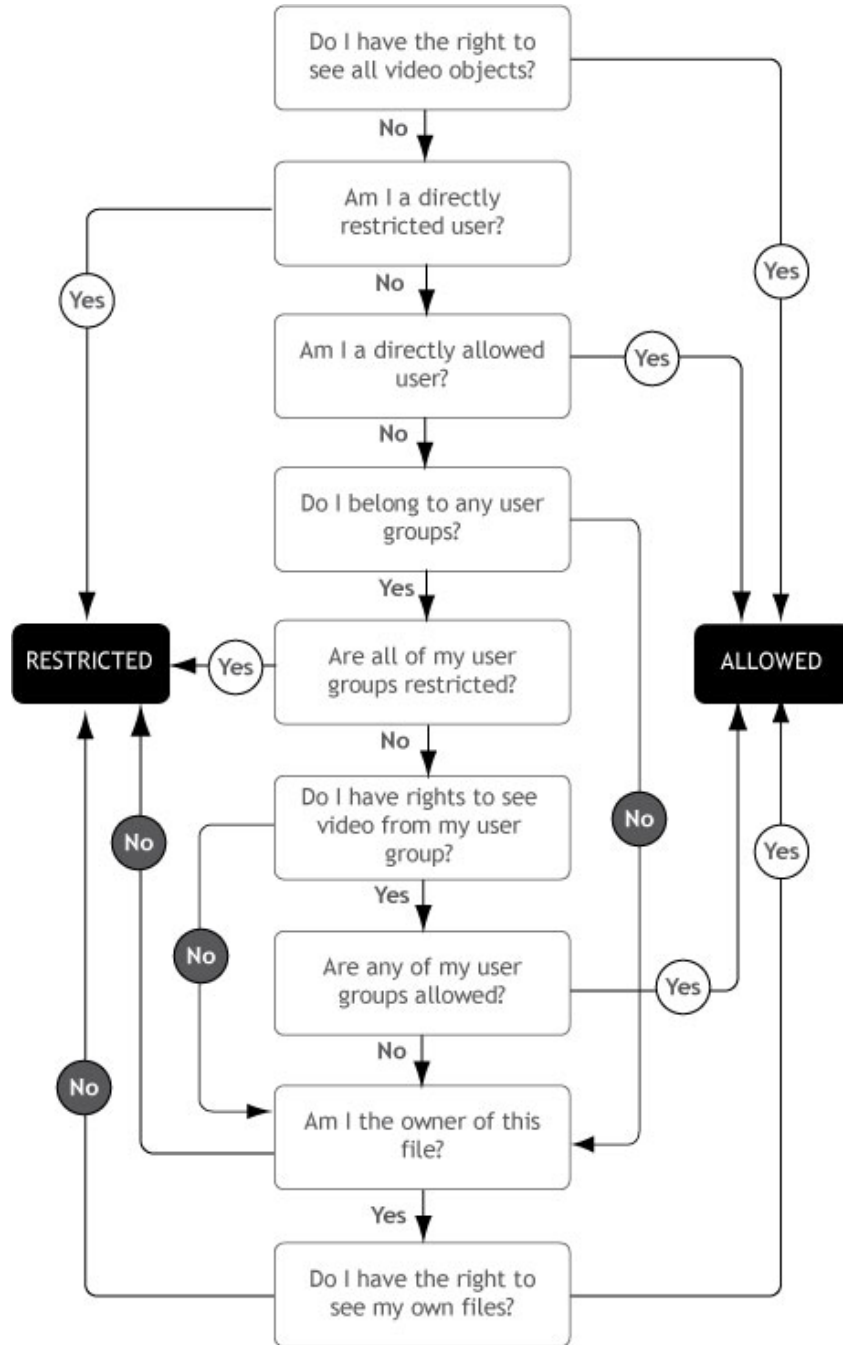
Email: Support@InsightVideoNet.com | Phone: 909.373.1800 | www.InsightVideoNet.com



Appendix A

The Security Matrix

Use this matrix to help understand what access level you have to digital files within the CMS system.



Appendix B

DVD Compatibility (See www.InsightVideoNet.com/support for the latest compatibility information)

The following DVD's (available at local computer supply store) have been tested for use with the Central Management System (CMS) and are approved for use:

- Imation DVD – R
- Sony DVD – R
- Verbatim DVD + R Dual Layer
- Imation DVD + R
- Sony DVD + R
- Imation DVD -/+ RW
- Memorex DVD + R
- Ridata DVD – R
- Taiyo Yuden – DVD – R
- Memorex DVD – R
- Ridata DVD + R
- Dynex DVD – R
- Maxell DVD – R
- HP DVD –R
- Maxell DVD + R

We have tested the following DVD Drives:

- Toshiba: SD-4100 | HD-A3 | SD-5000
- Panasonic: SC-PT750
- Philips: DVP598
- Sony: VX515 | PS3 Blu-Ray player
- Insignia: NS-DVD1

Formats

- DVD format: Can only be used on a DVD device and generates a .VOB extension; goes to DVD device with no metadata, GPS or bookmarks.
- Data format: Can only be used on a computer and a stand-alone video player is required (i.e. Microsoft Media Player) to play. Can be exported as XM or AV file format. If this format is put into a DVD player, a message will display that indicates nothing is found.

Appendix C

Video Retention Policy

The policy proposed in this document came after interviewing a number of police officers and a District Attorney. The retention period set for the offenses within each city are unique to that city and will be different for each city. The purpose of this document is to give a sample outline of the various steps required to come up with your own retention policy.

The video retention policy will apply to all video which falls into any of the categories listed below. Any video captured under these offenses can be configured within the structure and functionality of Insight Video Net's Central Management System (CMS 3.1).

Example:

Offense	Retention Period
Traffic stops	90 days
Pedestrian stops	90 days
Juvenile delinquency	>7 years*
Accident and damage reports	3 years
Complaint records	2 years
Law enforcement shooting incidents (Internal Affairs)	Permanent
Sustained formal discipline (IA)	15 years
Sustained informal discipline (IA)	7 years
Inconclusive investigations (IA)	7 years
Investigations whose findings are not sustained, unfounded, or exonerated	7 years
Class C misdemeanors	6 months
Class A and B misdemeanors	2 years
State jail felonies	2 years
Second and third degree felonies	10 years
First degree felonies	50 years
Capital felonies	50 years
DUI	10 years
Death in custody	3 years

*Records pertaining to juvenile delinquency offense must be retained until the offender reaches the age of 25. As a lower limit the retention time has been based on an 18 year old offender.