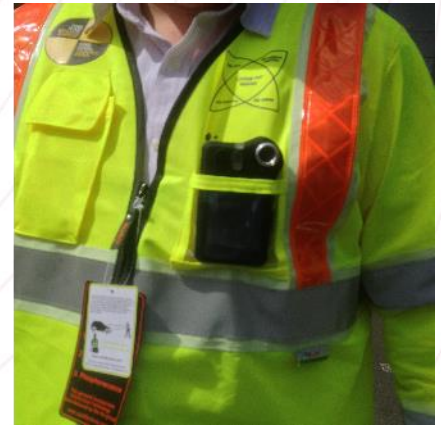


WIRELESS CCTV

SUPPORT GUIDE: WCCTV EMS Cloud User Guide



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1. Introduction

Welcome to your new WCCTV Body Worn Cloud Software. This guide will take you through the key functionality and features of the system.

To review all the features of your new system, please visit <https://www.wcctv.co.uk/wcctv-body-worn-camera-evidence-management-cloud/>

If you experience any problems not covered by this guide, please contact our technical support team on 01706 514 999 or support@wcctv.com

For any other support guides relating to the WCCTV Wearables range, please visit www.wcctv.co.uk and select Account Login. On this page please input your details and you will then be provided with the support information you require.

Before moving forward with the cloud setup, you need to make sure you have a successful connection to the server from the Docking and Charging Cradle. Please make sure you have port 1394 open on your firewall and the Docking and Charging Cradle has a green light on the LAN showing successful connection.

2. Logging in

To get started, you will need to first need to ensure you have internet connection established and then follow the web link provided by your administrator for the cloud portal login page.

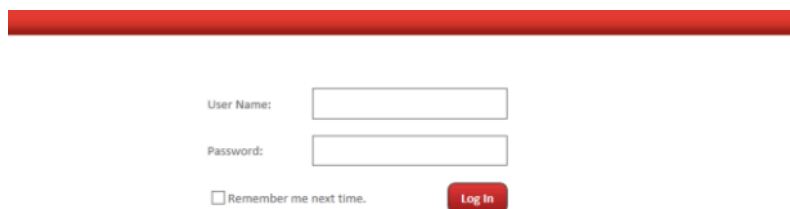
You will then be prompted for the Company Name and Password that should have been provided to you by your administrator.



The screenshot shows a login form with the following elements:

- A red horizontal bar at the top of the form area.
- A label "Company Name:" followed by a text input field.
- A label "Password:" followed by a text input field.
- A checkbox labeled "Remember me next time."
- A red "Log In" button.

Once you have inputted your company details and selected log in, you will be prompted by another login page for your specific user account within that company login. Please input your user name and password that should have been provided to you by your administrator.



The screenshot shows a login interface with a red header bar. Below the header, there are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a checkbox labeled 'Remember me next time.' and a red 'Log In' button.

Your administrator will have selected a specific user role depending on the privileges you have been given access to. There are three core roles these being; Administrator, Evidence Manager and User.

3. Uploading Data to the Cloud

The WCCTV Wearables Camera range automatically connects via Wi-Fi to the Docking and Charging Cradle when it is in close range or physically docked.

The camera will automatically upload all data to the cloud as long as the Docking and Charging Cradle has secured an internet connection and the body worn camera serial number has been assigned a User.

To confirm the Docking and Charging Cradle has internet connection, make sure an Ethernet cable is connected to an internet source and check the green light is present on the LAN point of the Docking and Charging Cradle. You should also have ensured port 1394 is open on your firewall prior to this point.

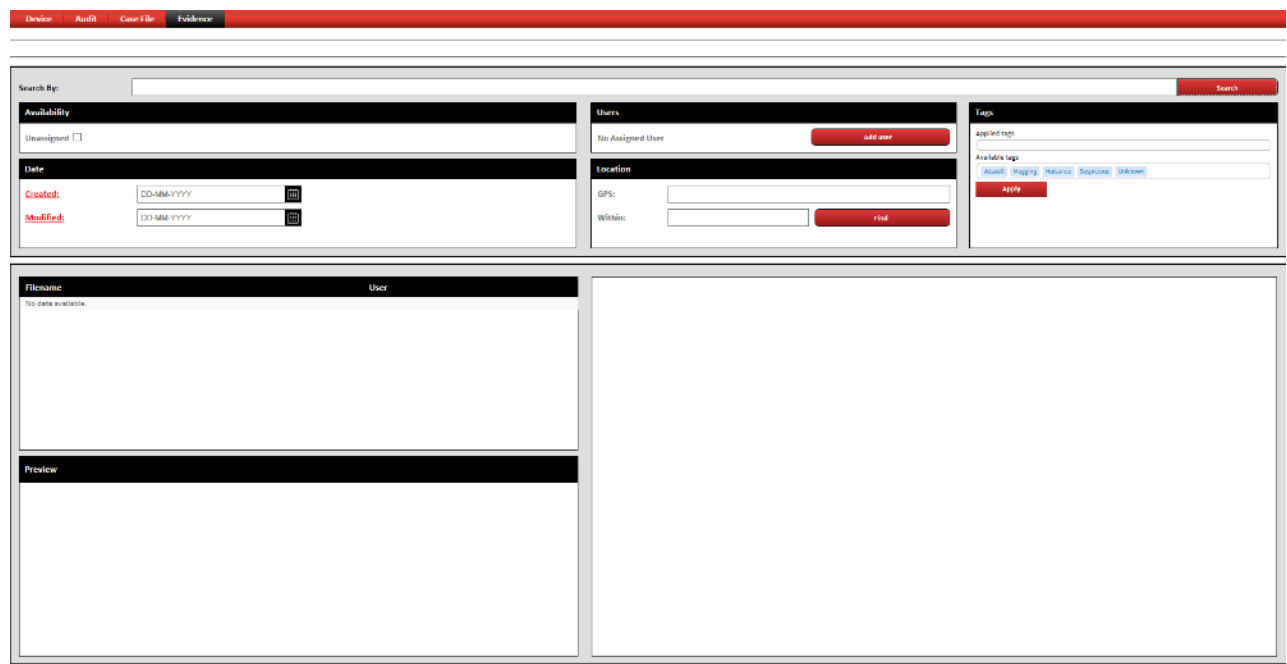
The Docking and Charging Cradle will then automatically upload all data from each wearable device to the evidence tab within the cloud software listing the serial number of the camera and the User that captured the evidence. The wearable device is only charged when it is physically docked in the Docking and Charging Cradle. The User then has up to 30 days (default) to assign this footage to a case file or it will be deleted from the cloud.

4. Administrator Role

The Administrator role gives full access to the cloud portal.

An Administrator has full access to the Evidence Management Software (EMS), being able to manage devices, users, case files, and also view the EMS Audit log.

The view that an Administrator will have will be like below.



5. Evidence Manager Role

The Evidence Manager role gives a medium level to access of the cloud portal.

As with the User role this role is restricted to the evidence Overview and Detail screens, but may view any file uploaded to the system regardless of who uploaded it.

The view that an Evidence Manager will have will be like below.

The screenshot displays a web interface for an Evidence Manager. At the top, there is a search bar labeled "Search By:" with a "search" button. Below this are three filter panels:

- Availability:** Includes a dropdown menu currently set to "Unassigned" and a checkbox.
- Date:** Contains two date pickers labeled "Created:" and "Modified:", both set to "DD-MM-YYYY".
- Location:** Includes a "GPS:" input field and a "Within:" input field with a "Find" button.
- Tags:** Features a section for "Applied tags" and "Available tags" with an "Apply" button.

The main content area is a table with two columns: "Filename" and "User". The table is currently empty, displaying "No data available." Below the table is a "Preview" section, which is also empty.

6. User Role

The User role gives the most limited access to the cloud portal.

A user with this role is restricted to the Evidence Overview and Detail screens and may only view files they themselves have uploaded.

The view that a User will have will be like below.

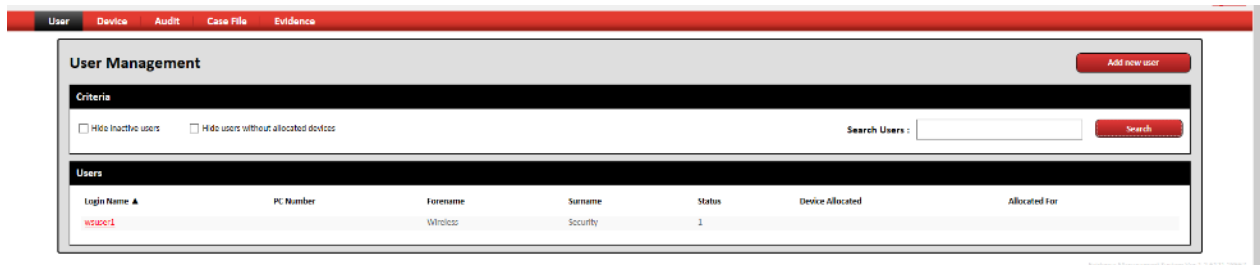
The screenshot displays a web interface for user management. At the top right is a search bar with a 'search' button. Below it are three panels:

- Availability:** Contains an 'Unassigned' checkbox and two date input fields labeled 'Created:' and 'Modified:' with 'DD-MM-YYYY' placeholders.
- Users:** Shows 'No Assigned User' with an 'Add user' button. It also includes input fields for 'Location', 'GPS', and 'Within' with a 'find' button.
- Tags:** Features an 'Applied tags' input field and a list of available tags: 'Applied', 'Unassigned', 'Suppressed', and 'Unreviewed'. There is also an 'empty' button.

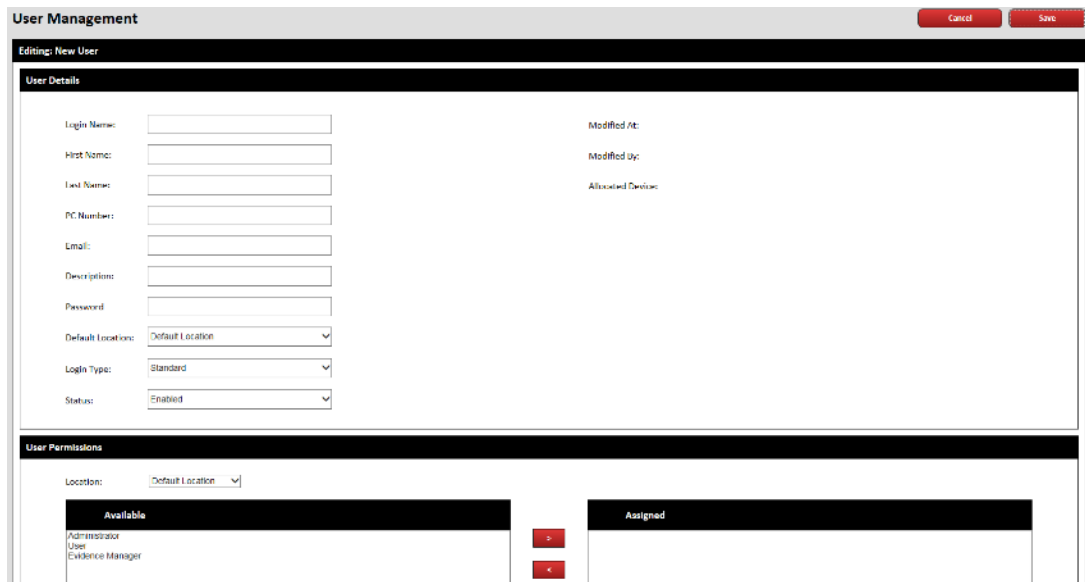
Below these panels are two large empty boxes. The first is labeled 'Filename' and 'User' with the text 'No data available'. The second is labeled 'Preview'.

7. Users

If you are an Administrator you can manage all User accounts. To add a new User you need to first be in the User tab and then select 'Add new user' from the top right corner of the screen.



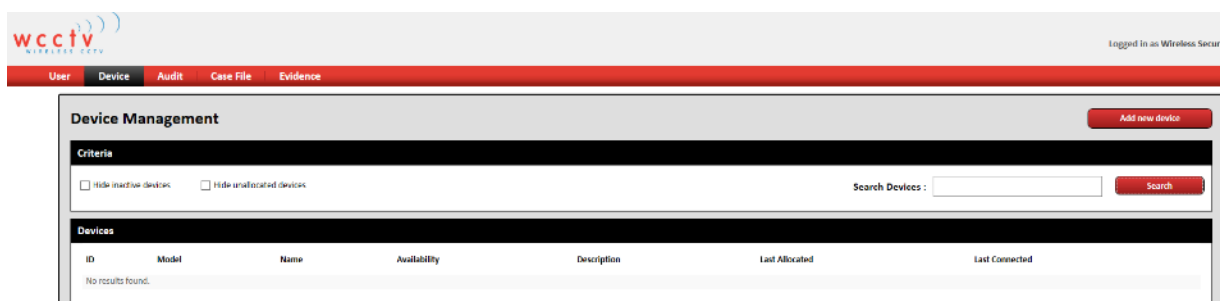
You can then complete all the relevant fields' particular to that specific user. Be sure to select the user permission relevant to that user.



Once you are happy with the completed details please select save and then OK.

8. Devices

To manage devices you need to be in the 'Device' tab. Within this area you can add and delete devices, assign and de-assign to Users and edit device details.



To add a new device select the 'Add new device' button at the top right of the page. You will see the below view. Please input all the information requested.

Once all the information has been inputted select the save icon.

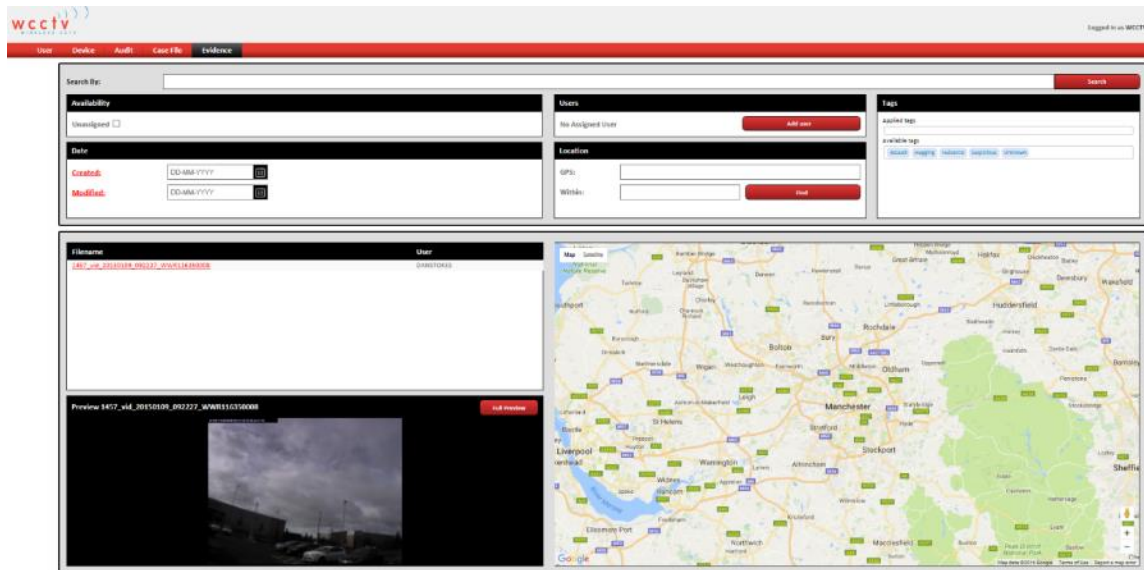
Now the details have been saved please select cancel to go back to the list of devices. To allocate a device to a User go back into the device you have added and select the 'Allocate' tab. This will then automatically prompt you with the available Users within your company.

Please be aware only one device can be allocated to a User at a time. If your desired User is not available in the list it's because they are already assigned to a device.

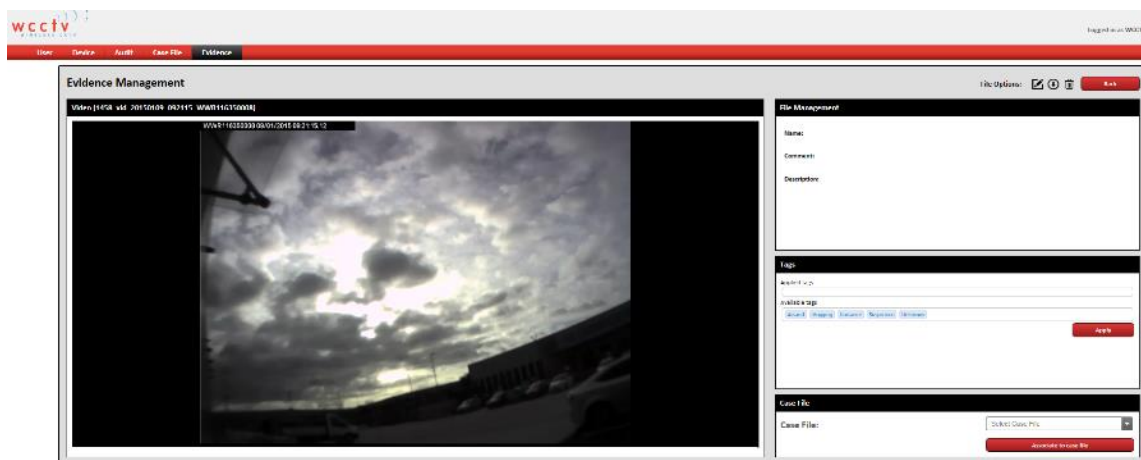
To de-allocate a device from a user, simply select deallocate and then save. This device can then be added to another User.


9. Previewing uploaded videos and pictures

To preview uploaded data you need to be in the Evidence tab. Once in this tab you will be able to select the 'Unassigned' tick box and click search to present you with all of the data that has not yet been assigned to a Case File. When you then select a file it will display a small preview window in the bottom left of the screen where you can view the data you have captured.



If you select the image or 'Full Preview', the data will then load on a new screen in a bigger preview where you can then select the image to play the video or you can edit the evidence file.



You can edit the following items by selecting the edit icon: 

File Name

Comment

Description

Tags

Associate to a case file (By associating to a case file, the data will not be deleted from the cloud after 30 days and will be stored securely)

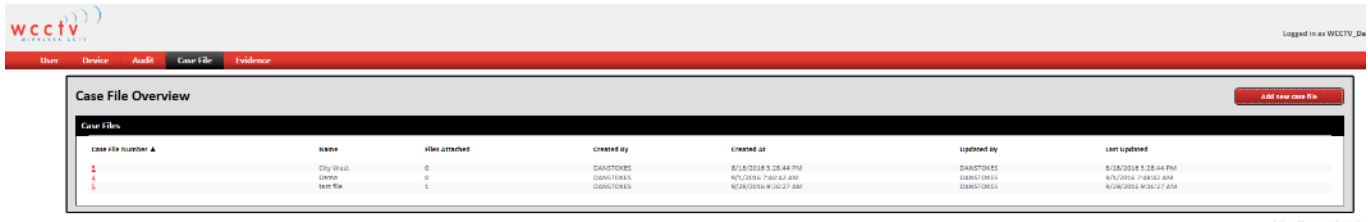
Create New Case File (By associating to a case file, the data will not be deleted from the cloud after 30 days and will be stored securely)

You can also download this evidence file by selecting the download icon: 

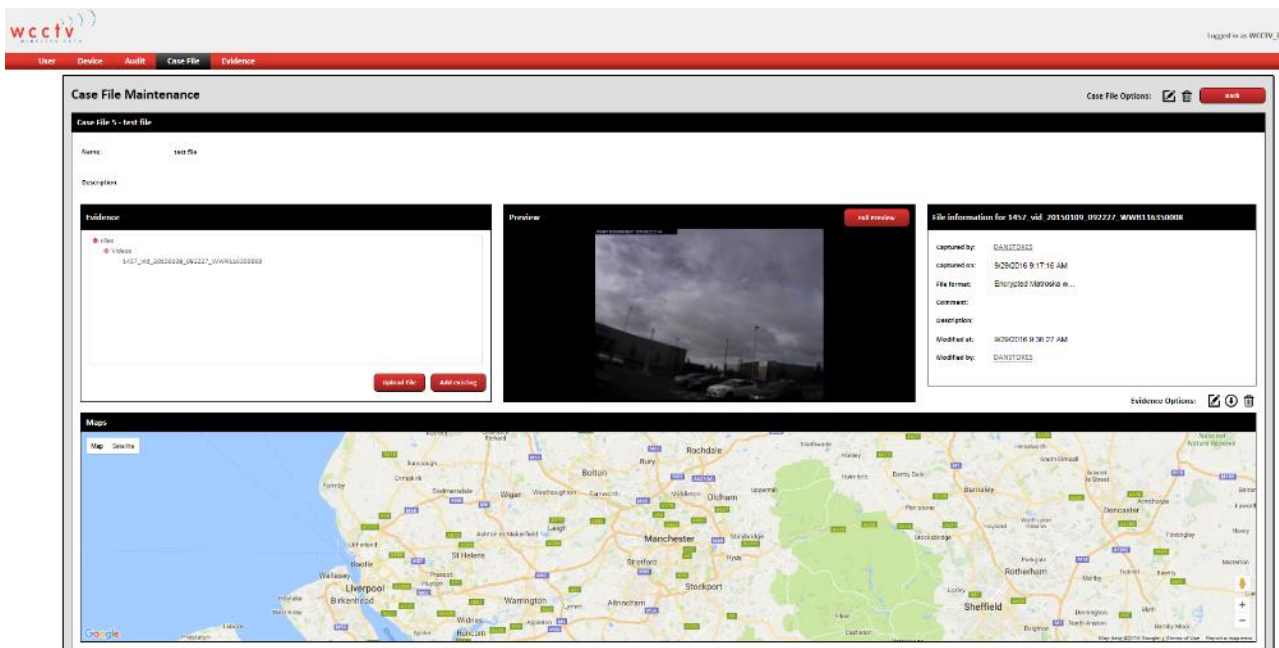
You can also delete this evidence file by selecting the delete icon: 

10. Reviewing Case Files

To review evidence in case files you need to select the case file tab from the menu. In this menu you will see all the case files that have been created in your company.



If you select a case file it will bring up all the evidence files that have been assigned to this case. When you have selected an evidence file it will tell you which User it was captured by, the date it was captured, whether the file has been modified and if so who it was modified by. The case file will look like below.



A User can then upload more evidence files, delete evidence, download evidence files or preview evidence files.

11. Audit

The Audit tab is where all activity on the company cloud account is logged. This is critical for evidential integrity. In this area you can search activity depending on certain criteria including date and categories.

The screenshot shows the 'Audit' tab interface. At the top, there are navigation tabs: 'User', 'Device', 'Audit', 'Case File', and 'Evidence'. The 'Audit' tab is active. Below the tabs, there is a 'Date' section with two date pickers: 'Display Results Between: 07-10-2016 and DD-MM-YYYY'. Below that is a 'Display Result Categories:' dropdown menu with 'Select Category' as the current selection. The main area is titled 'Events' and contains a table with the following data:

Event Category	Operation	Reference	Occurred At	User	Additional Details
User	Login	DANSTOKES	10/14/2016 7:16:57 AM	danstokes	Manual login
User	Login	WCCTV_Dan	10/14/2016 7:16:51 AM	WCCTV_Dan	Manual company login
User	Login	DANSTOKES	10/13/2016 11:22:09 AM	Danstokes	Manual login
User	Login	WCCTV_Dan	10/13/2016 11:21:47 AM	WCCTV_Dan	Manual company login
User	Login	DANSTOKES	10/13/2016 11:16:25 AM	danstokes	Manual login
User	Login	WCCTV_Dan	10/13/2016 11:16:15 AM	WCCTV_Dan	Manual company login
User	Search	DANSTOKES	10/12/2016 4:25:49 PM	DANSTOKES	Available:True
User	Login	DANSTOKES	10/12/2016 4:25:42 PM	danstokes	Manual login
User	Login	WCCTV_Dan	10/12/2016 4:25:29 PM	WCCTV_Dan	Manual company login

Simply select the drop down and select the category you would like to filter on. The below options are all available for you to categorise/ filter.

The screenshot shows the 'Select Category' dropdown menu with the following options:

- [Select all]
- BWV connection/download events
- BWV allocation/deallocations
- Case file edits
- Expired files
- Users created
- Users modified
- User logins
- User searches