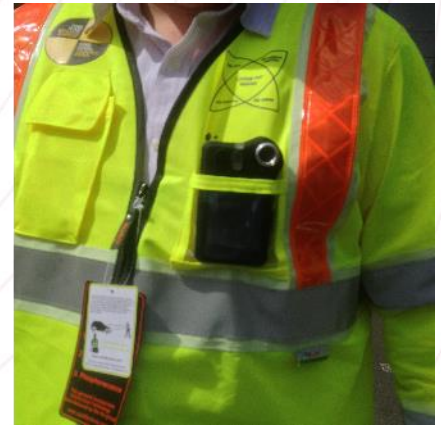


WIRELESS CCTV

SUPPORT GUIDE: WCCTV EMS Standalone User Guide



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Table of Contents:

1.	Introduction	3
2.	Install Process	3
3.	Configuring your PC to upload data	5
4.	Administrator Role	8
5.	Evidence Manager Role	9
6.	User Role	10
7.	Adding Users	11
8.	Adding Devices	12
9.	Previewing uploaded videos and pictures	13
10.	Reviewing Case Files	15
11.	Audit	16

1. Introduction

Welcome to your new WCCTV Body Worn Standalone 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.

2. Installation Process

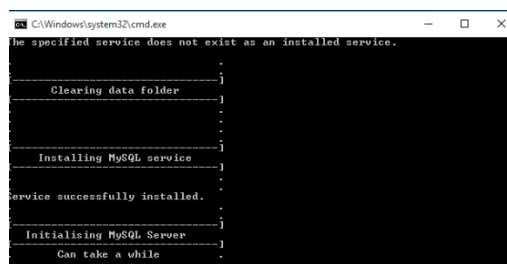
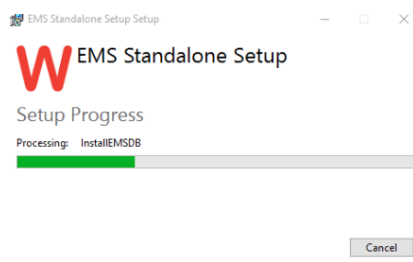
Find the installer file that has been provided by your administrator.



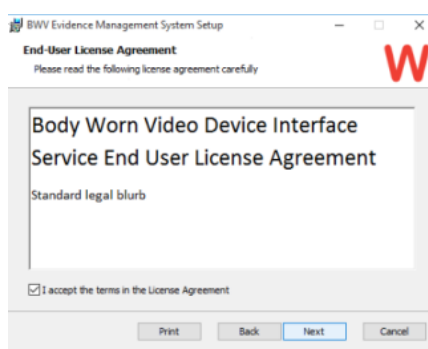
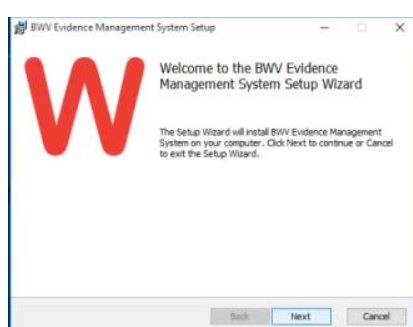
Please double click the file and you will be prompted by the following setup window. Please read the Licence Agreement and if you agree with the terms and conditions please select the tick box and the install icon.



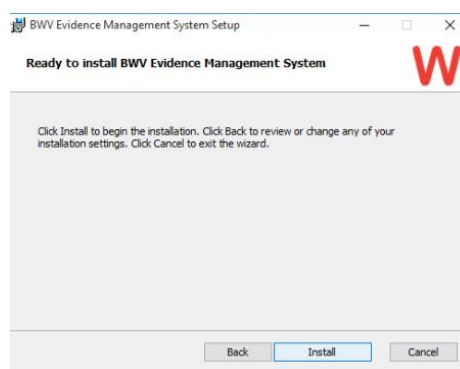
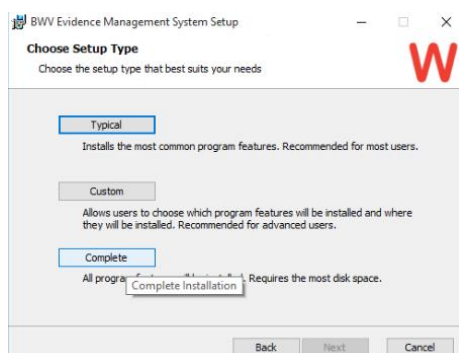
The setup progress window will open and you will be presented with the below windows



Once loaded please progress through the downloader by using the Next button.



When you are prompted with the below window, please ensure you select the 'Complete' option and then 'Next'. On the next page, please select 'Install' as shown below.



Once the install is completed you will see the below icons have appeared on your desktop.

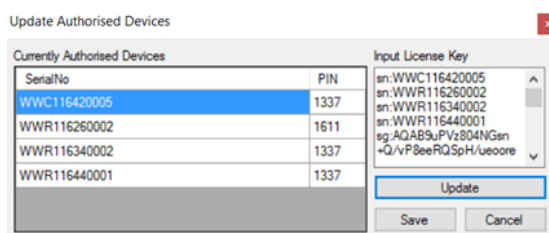


3. Configuring your Software and PC to upload data

Firstly, please select the BWV Configuration Utility and input the details below:

- Under Network Configuration input the IP Address 10.10.10.2 and the subnet mask of 255.255.255.255
- Under Port Configuration input the ports 101-109
- Under WebDAV Settings input the username bwcadmin and password of 1337 or bwcadmin
- Ensure the Video and Image Root is as shown below
- Ensure the 'Pull Files From Network' is selected under Pull Settings

Please now select 'Update Authorised Devices' and input the Licence Key provided by your WCCTV Support Representative and select update. You will also have to input the PIN of your device in the space available once you have selected Update. If you have not been provided with a licence key please request one from support@wcctv.com or call 01706 514999



SerialNo	PIN
WWC116420005	1337
WWR116260002	1611
WWR116340002	1337
WWR116440001	1337

Input License Key

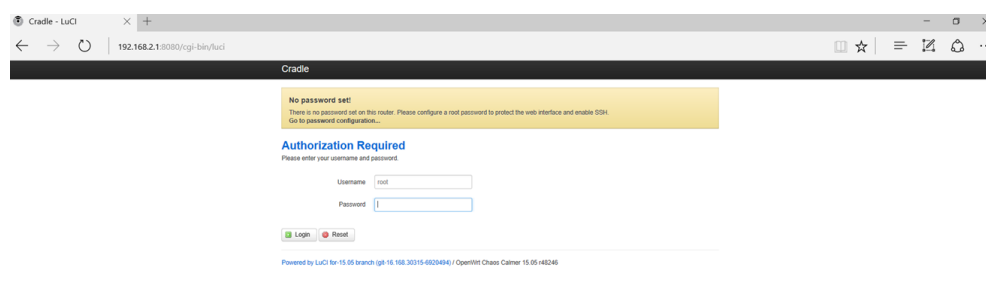
an.WWC116420005
an.WWR116260002
an.WWR116340002
an.WWR116440001
eg:AQAB9uPVz804NGan
+Q/vP8eeRQSpH/ueore

Update

Save Cancel

Once you have selected Save please close this window.

Now go to your available wireless network area in the bottom right hand corner of your PC desktop tray and find the SSID of 'Cradle_B60ACA', you will be prompted for the password which is WCCTV0815. Once connected open up an internet web page and input the following IP Address into the search bar, 192.168.2.1:8080 and you will be taken to the following software login page.



Cradle

No password set:
There is no password set on this router. Please configure a root password to protect the web interface and enable SSH.
Go to password configuration...

Authorization Required
Please enter your username and password.

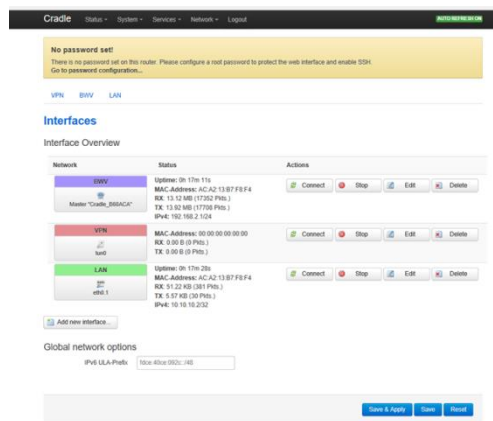
Username: root

Password: []

Login Reset

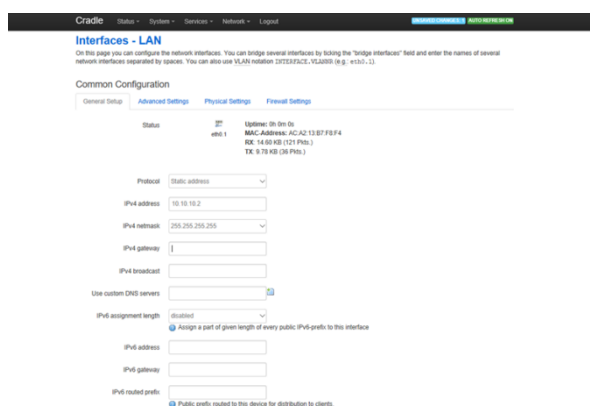
Powered by LuCI for 15.05 branch (git 16.106.30319-682946) / OpenWRT Chaos Calmar 15.05-148246

The username you require will be root and the password is admin. Once logged in please select 'Network' and then 'Interfaces' and you will see the below page.



Select 'Edit' next to the green 'LAN' connection and select the 'DHCP' protocol and change it to 'Static Address'. It will then challenge you to 'switch protocol' please follow this through and you will be required to input the below details.

IPV4 address: 10.10.10.2
IPV4 netmask:255.255.255.255



Select Save and Apply and close the web page.

Go back to the configurator window and select save and restart the service. You now need to login into the software using the default username (admin) and password (admin) and add your device and user using steps 7 and 8 in this guide.

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.

The screenshot displays the WCCFV Administrator interface. At the top, there is a navigation bar with tabs: **Device**, **Audit**, **Case File**, and **Evidence**. Below this is a search bar labeled "Search By:" with a search button. The main content area is divided into several sections:

- Availability:** Includes a filter for "Unassigned" with a dropdown arrow.
- Date:** Contains "Created:" and "Modified:" filters, each with a date input field (DD-MM-YYYY) and a calendar icon.
- Users:** Shows "No Assigned Users" with a "Add user" button.
- Location:** Includes "GPS:" and "Within:" filters, each with an input field and a "Find" button.
- Tags:** Features a search bar, a list of "Applied tags", and a list of "Available tags" with links for "Search", "Adding", "Remove", "Duplicate", and "Delete".
- Filename:** A section with a "User" dropdown and a "No data available" message.
- Preview:** A large empty area for previewing content.

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 the Evidence Manager interface. At the top, there is a 'Search By:' field with a 'search' button. Below this, the interface is divided into several sections:

- Availability:** A section with a 'Unassigned' checkbox.
- Date:** Fields for 'Created' and 'Modified' dates, each with a date picker and a 'Go' button.
- User:** A section showing 'No Assigned User' with an 'Add User' button.
- Location:** Fields for 'GPS' and 'Within' with a 'Find' button.
- Tags:** A section for 'Applied tags' with a search bar and a list of tags: 'Camera', 'Device', 'Location', 'Content', 'Camera'. There is an 'Apply' button.

The main area of the interface is a large table with columns for 'Filename' and 'User'. The 'Filename' column has a sub-header 'No data available'. Below the table, there is a 'Preview' section, also with 'No data available'.

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 the WCCTV Cloud User Guide interface for the User role. The interface is divided into several sections:

- Search Bar:** A search bar at the top right with a "Search" button.
- Availability:** A section on the left with a filter for "Unassigned" (checkbox).
- Date:** A section on the left with filters for "Created" and "Modified" (both with date pickers).
- Users:** A section on the right with a "No Assigned User" message and a "Add user" button.
- Location:** A section on the right with a "GPS" field and a "Within" field, both with input boxes and a "Find" button.
- Tags:** A section on the right with a "Applied tags" field and a "Available tags" list (including "deleted", "uploading", "not shared", "unpublished", "common").
- Main Content Area:** A large area on the right with a table for "File Name" and "User". The table has a header row and a body row with the text "No data available".

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.

The screenshot shows the 'User Management' window with a red header bar containing tabs for 'User', 'Device', 'Audit', 'Case File', and 'Evidence'. The 'User' tab is active. In the top right corner, there is a red button labeled 'Add new user'. Below this is a 'Criteria' section with two checkboxes: 'Hide inactive users' and 'Hide users without allocated devices'. To the right of these is a search bar labeled 'Search Users:' with a red 'Search' button. Below the search bar is a table of users.

Login Name ▲	PC Number	Forename	Surname	Status	Device Allocated	Allocated For
wireless		Wireless	Security	1		

Business Management System Ver 1.2.0.121 (2009)

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

The screenshot shows the 'Editing: New User' window with a red header bar containing 'Cancel' and 'Save' buttons. The window is divided into two main sections: 'User Details' and 'User Permissions'.

User Details

Fields include:

- Login Name: [Text Box]
- First Name: [Text Box]
- Last Name: [Text Box]
- PC Number: [Text Box]
- Email: [Text Box]
- Description: [Text Box]
- Password: [Text Box]
- Default Location: [Dropdown Menu]
- Login Type: [Dropdown Menu]
- Status: [Dropdown Menu]
- Modified At: [Text Box]
- Modified By: [Text Box]
- Allocated Device: [Text Box]

User Permissions

Location: [Dropdown Menu]

Available:

- Administrator
- User
- Evidence Manager

Assigned:

Navigation buttons: [Red Arrow Right] [Red Arrow Left]

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.

The screenshot shows the 'Device Management' page. At the top, there's a navigation bar with tabs: User, Device, Audit, Case File, and Evidence. The 'Device' tab is selected. Below the navigation bar, there's a header for 'Device Management' with an 'Add new device' button on the right. Underneath, there's a 'Criteria' section with checkboxes for 'Hide inactive devices' and 'Hide unallocated devices', and a search bar labeled 'Search Devices:'. Below this is a table with columns: ID, Model, Name, Availability, Description, Last Allocated, and Last Connected. The table currently shows 'No results found.'

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.

The screenshot shows the 'Add new device' form. It has a header 'Device Management' with 'Cancel' and 'Save' buttons. The form is divided into two columns. The left column contains fields for: Device ID, Serial Number, Name, Description, PIN, Device Type ID (a dropdown menu), Status (a dropdown menu), and Location ID (a dropdown menu). The right column contains fields for: Last Connected, Modified At, Modified By, and Allocated To.

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

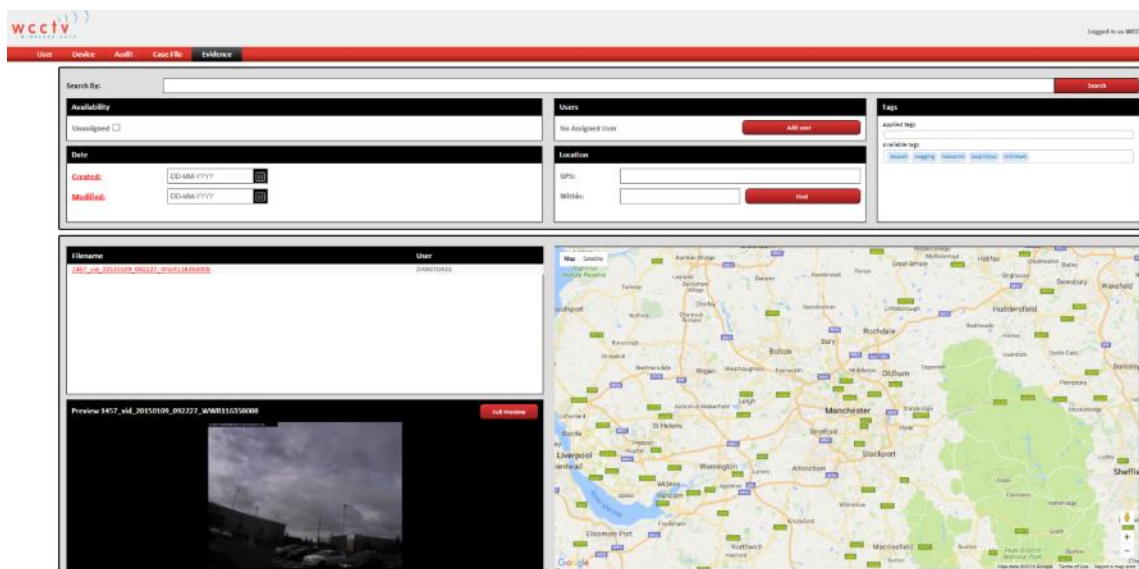
Now the details have been saved please select cancel to go back to the list of devices. To allocate a device to a User go back into the device you have added and select the 'Allocate' tab. This will then automatically prompt you with the available Users within your company.

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.

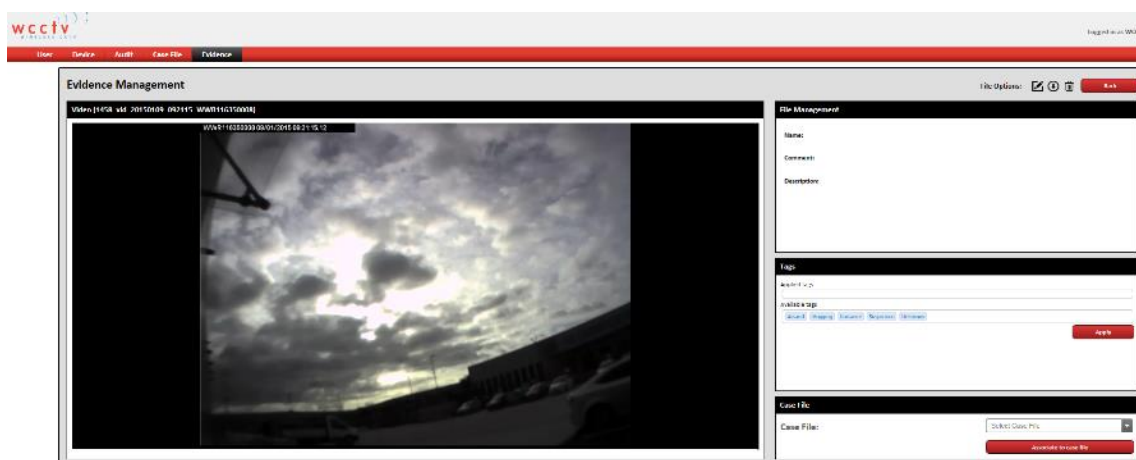
To de-allocate a device from a user, simply select deallocate and then save. This device can then be added to another User.

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)

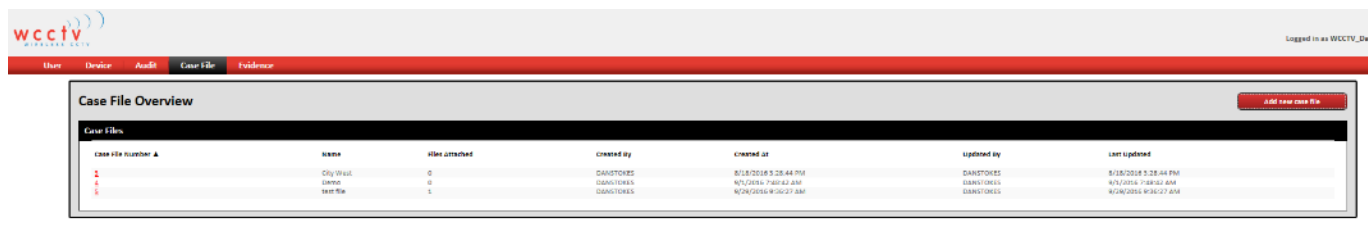
Create New Case File (By associating to a case file, the data will not be deleted from the cloud after 30 days and will be stored securely)

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

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

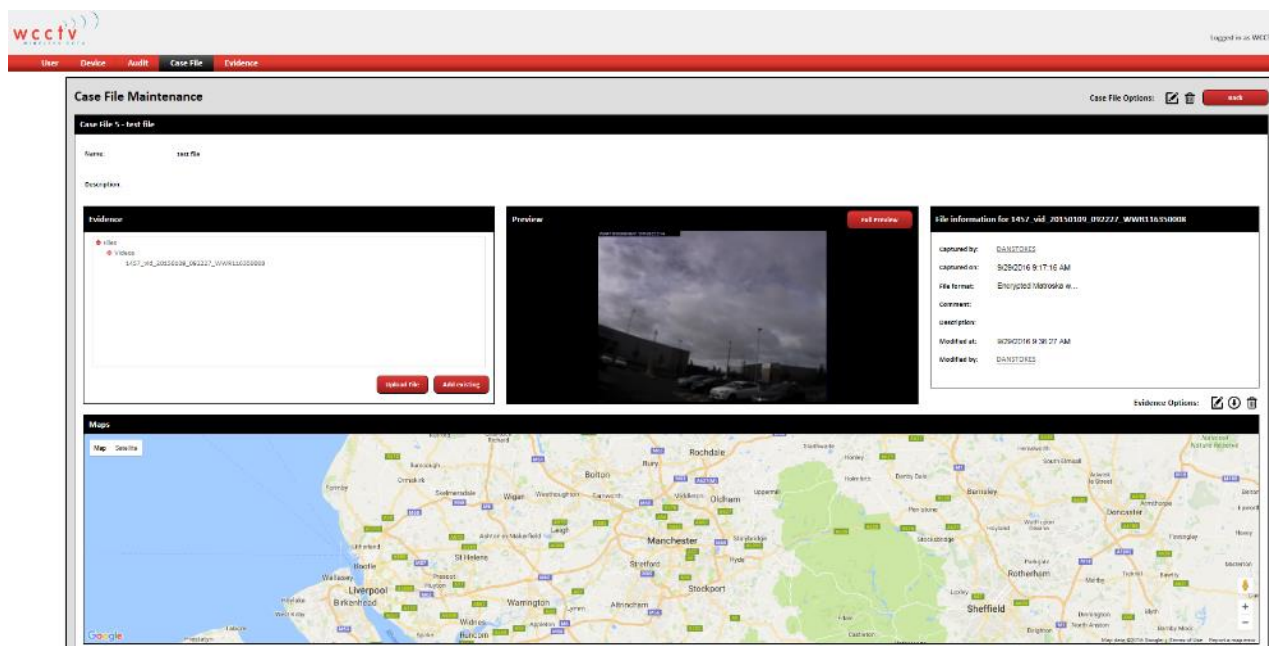
10. Reviewing Case Files

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.



Case File Number	Name	Status	Created By	Created At	Updated By	Last Updated
1	City Wall	0	DANSTONES	8/18/2016 9:28:44 PM	DANSTONES	8/18/2016 9:28:44 PM
4	Control	0	DANSTONES	8/18/2016 7:48:42 AM	DANSTONES	8/18/2016 7:48:42 AM
5	Test File	1	DANSTONES	8/24/2016 9:36:27 AM	DANSTONES	8/24/2016 9:36:27 AM

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.



Case File Maintenance

Case File: **Test File**

Name: **Test File**

Description:

Evidence

File Name: **8/18/2016 9:28:44 PM - City Wall**

File Information for 8/18/2016 9:28:44 PM - City Wall

Captured by: **DANSTONES**

Captured at: **8/18/2016 9:28:44 PM**

File format: **Encrypted H264**

Comment:

Created at: **8/18/2016 9:28:44 PM**

Modified at: **8/24/2016 9:36:27 AM**

Modified by: **DANSTONES**

Maps

Map: **Google**

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 in the WCCTV interface. At the top, there are navigation tabs: User, Device, Audit (selected), Case File, and Evidence. Below the tabs, the 'Audit' section has a 'Date' filter with 'Display Results Between' set to '07-10-2016' and 'DD-MM-YYYY'. Below that is a 'Display Result Categories' dropdown menu. The 'Events' section displays a table of activity logs.

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. It contains 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