



**American Dynamics**

*From Tyco Security Products*

# victor Unified Client Operation Guide

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## About this document

This document is primarily designed for system operators, it is not intended as a guide for Installation or object configuration.

For Installation and Configuration information, refer to the separate victor Administration/Configuration help documentation.

## victor

victor is part of a powerful NVMS that includes advanced policy management, health monitoring, Smart Search, instant playback, and more, ensuring the security and safety of your entire organization whether a single site, or a multi-location, globally dispersed enterprise.

## victor Express

As part of the victor unified client portfolio, victor Express offers the ability to manage video from multiple Intellex, and VideoEdge NVR/Hybrid recorders from a single intuitive interface.

By removing the victor Application Server requirement which provides more enterprise functionality victor Express utilizes SQL Express Localdb to provide single site applications a powerful way to manage multiple recorders.

## Unified Solution

Unification with Software House C·CURE 9000 access control system provides multi-dimensional single-point event management.

## Components

### victor unified client (victor)

victor unifies security, surveillance, and event management. From a single interface, you can manage live/recorded video from Intellex DVRs, VideoEdge NVRs, ADTVRs and HDVR hybrid recorders.

Unified with Software House C·CURE 9000 access control system, victor provides single-point event management across both systems.

victor is designed to handle the high throughput of HD and megapixel cameras and manage real-time alarms and events. The victor solution scales from a single site to multi-location global deployments and simplifies management of large, geographically dispersed security operations.

The victor solution includes advanced policy management, health monitoring, Smart Search, instant playback, and more, ensuring the security and safety of your entire organization. Analog, IP video and cameras can be displayed simultaneously, all with a common feature set, no matter what the codec (H.264, ACC, MJPEG, MPEG-4) allowing you to mix and match technologies without toggling between separate client applications.

The intuitive design includes advanced features such as tear off, snap, auto hide, tab, and dock windows, providing an easy and customizable operator experience.

An easy-to-use tree structure puts everything at your fingertips. Create and organize camera lists from multiple Intellex, HDVR, and VideoEdge recorders (any camera from any recorder) to meet the needs of different operators. Build video tours, salvos, and saved views, then organize them into victor's customizable and easy-to-use site lists for rapid response.

Motion-based Smart Searches are run on a database of meta-data instead of searching through hours or weeks of video. This makes incident investigations incredibly easy and fast. Add advanced video analytics to your VideoEdge NVRs to increase situational awareness with alarms for trip wire, linger, object removed/abandoned and more.

## victor Application Server (Server)

victor Application Server stores all data, operator profiles, roles, camera/recorder information and access controls objects.

Dual modes of user authentication allow users to log in using Active Directory credentials or via a 'Basic' method which does not require a domain controller.

Using Microsoft Active Directory, operator profiles are portable which allows users to move from one victor client to another and their credentials follow them, regardless of the PC.

Restrict what devices and features an operator can access by assigning roles using victor's included policy management. Permissions can be set system wide for a specific camera.

Any feature can be limited and updated as situations warrant. victor also journals and tracks what has happened on your systems, such as operator activities, search and export history, creating an audit trail.

## victor player

victor player is the standalone video player application which can be exported along with digitally-verified video clips to enable the playback of exported video clips in native format without requiring the full installation of the client.

## victor Command Center

The victor Command Center lets you build your own security operation center (SOC). You can manage thousands of cameras and multiple locations, creating video walls using standard PCs. Video walls are a key component to monitoring large camera counts. Share and communicate information between operators and pushing live or recorded video from one monitor to another - to ensure rapid response to critical events. You can expand your system by adding victor client and agent licenses, to meet the needs of your organization.

## victor/C·CURE Integration

victor/C·CURE 9000 unification provides advanced, seamless integration between victor and C·CURE 9000 standalone platforms, allowing users of **victor unified client** to monitor C·CURE devices and events from within the victor environment.

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### **Note:**

Version Compatibility - C·Cure 9000 Integration requires: C·Cure 9000 v2.1+ and victor v4.2+ Refer to the victor and C·CURE Unification Guide for further information.

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## Introduction

This section describes how to launch the client and provides an overview of the main Graphical User Interface (GUI). It is important to read this section as it provides useful user information on a number of basic/common tasks which are not repeated throughout the manual and are not related to specific object types or scenarios.

## Launch the Client

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**Note:**

1. Before starting the client, ensure all victor Application Server services are running (victor Professional only)
  2. Initial sign-in must be from the windows user account under which the client was installed. (During installation, a client user is created called **Installer Account**. Because this is the only user which exists at this time and victor uses Windows authentication, it is important that this user is logged in to Windows.)
- 

### Procedure 1 Launch the client

Step	Action
1	Double click the <b>victor unified client</b> icon on the desktop. The client sign in dialog displays (Unless this is the first sign on in which case the client will connect automatically).
2	Enter <b>Domain/victor Application Server</b> .
3	Enter <b>Username</b> (Windows Username of the installer account if this is the first login).
4	Enter <b>Password</b> (Windows Password of the installer account).
	<hr/> <b>Note:</b> Blank passwords are not accepted <hr/>
5	Select victor Application Server from the dropdown.
6	Select <b>OK</b> to Login or Exit to Cancel.

---

- End -

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## Exploring the Default Workspace

The default layout for the client is made up of a ribbon control comprising **Home**, **Build** and **Setup** tabs. The tools and buttons available on each tab is dependent on the components installed, licenses applied and the role of the logged in user.

Below the Ribbon, The Device List, Surveillance window and status bar make up the rest of the default layout.

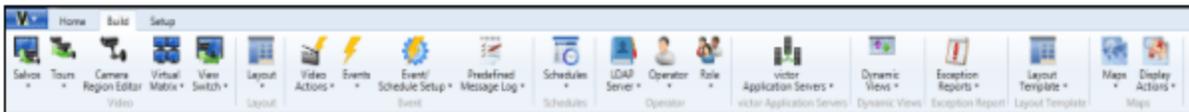
### Home Tab - User Controls:

The Home tab contains typical user/viewer controls. No configuration or setup options are available.



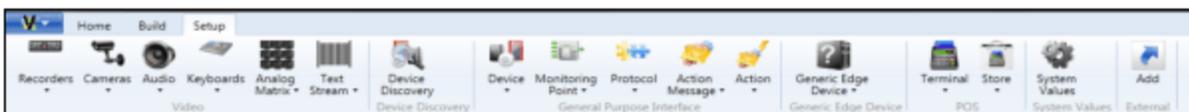
### Build Tab - Configuration Tools

The Build tab contains administrative tools to configure non hardware objects e.g. Operators, Roles, Video Actions and Events



### Setup Tab - Configuration Tools

The Setup tab contains administrative tools to configure system hardware e.g. General Purpose Devices, Recorders and Keyboards



## Status Bar

The Status bar is a static display of System level Information which includes:

- Number of Active Alerts
- Server Name (victor Application Server)
- Client Messages
- Active Operator
- Active Layout
- Bandwidth Configuration
- Active Virtual Matrix
- Workstation Status (CPU Usage/Memory Free/Disk Space Free)
- Current Date and Time
- Any Error Messages detected by the client will also be displayed. For example 'Recorder has reached its maximum number of clients'.

Alert ( 11 )	BEL1WKD000	Client connected.	BEL1WKL189\ADMINISTRATOR	Default	LAN Connection	(Inactive)		12/06/2012, 11:03
--------------	------------	-------------------	--------------------------	---------	----------------	------------	---	-------------------

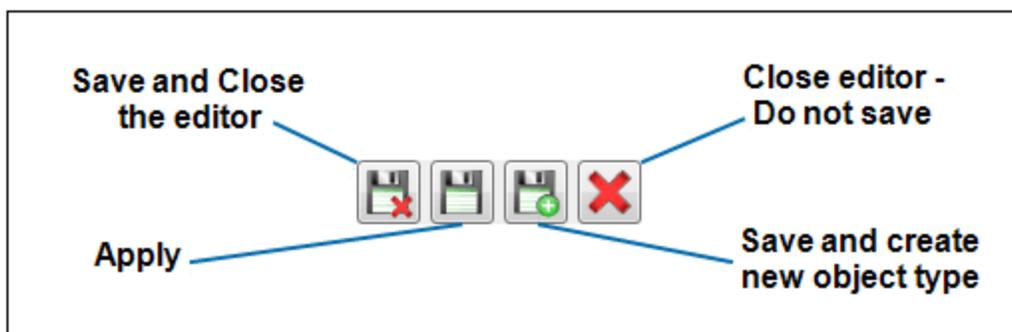
## Device List

The Device list displays a list of all hardware configured in the system in a single window. It is primarily used to interact with hardware via object icons' context menus.

The device list forms part of the default layout but can be hidden or viewed as required.

## Save and Close Options

Save and Close options are displayed used in all object editors when creating or editing any object types. It is important to understand the differences between the various options as proper use can save time and effort when configuring objects.



## Switch Language/Culture

You can change the language/culture of the text displayed on the Graphical User Interface (GUI)

### Procedure 2 Switch Language/Culture

Step	Action
1	Select the victor menu  button on top left of GUI. Dropdown menu displays.
2	Select <b>Languages</b>  button. Language selection dialog displays.
3	Select the Dropdown menu in the language dialog.
4	Select the required language.
5	Select <b>Select</b> . Dialog displays informing you the next time the client is started, the User Interface will be in the selected language.
6	Close the victor program
7	Launch victor. GUI displays in the new language.

- End -

## Reposition the Quick Access Toolbar

You can reposition the Quick Access Toolbar below or above the ribbon.

### Note:

The ribbon is minimized by default.

### Procedure 3 Reposition the Quick Access Toolbar

Step	Action
1	Select  from the top left of the client window.
2	Select <b>Show Below the Ribbon</b> or <b>Minimize the Ribbon</b> as required.
3	Select  to reverse the selection.

- End -

## Common Tasks

There are certain user actions within the client which are identical for all object types and therefore are not repeated in each chapter. Most notably these are:

- **Show All** (Dynamic Views)
- **Refresh** Hardware
- **Object Selector**

### Show All Objects (Dynamic Views)

Object lists (Dynamic Views) are generally displayed using the **Show All** option from an object type's dropdown menu.

These lists will generally contain at a minimum Names and Descriptions of available objects. Depending on the type of object being displayed, more information may be available by right clicking the column headers and displaying extra detail.

#### Procedure 4 Show All Objects (Dynamic Views)

Step	Action
1	Select the Object Icon from the <b>Build</b> or <b>Setup</b> Tab.
2	Select <b>Show All</b> from the dropdown menu. A List of all selected object types displays.
- End -	

### Refresh Hardware

The procedure to refresh hardware is identical for all object types.

#### Procedure 5 Refresh Hardware

Step	Action
1	Select <b>Devices</b> from the <b>Home</b> Tab. Device list displays.
2	To refresh ALL objects of a single type: <ul style="list-style-type: none"><li>a Right Click the Parent object.</li><li>b Select Refresh. All objects of that type refresh.</li></ul>
3	To refresh individual objects: <ul style="list-style-type: none"><li>a Select ▾ next to object type to expand the selection.</li><li>b Right click the object to be refreshed.</li><li>c Select <b>Refresh</b>. The object refreshes.</li></ul>
- End -	

## Object Selector

The Object Selector is used throughout the client to select objects. It is used for Administration E.G when selecting role exceptions.

### Procedure 6 Select an Object

Step	Action
1	Select  . Object Selector displays
2	Select the object type from the <b>Type</b> column. <b>Object</b> column will be filtered based on type
3	Select object from the <b>Object</b> column
4	Select <b>OK</b>

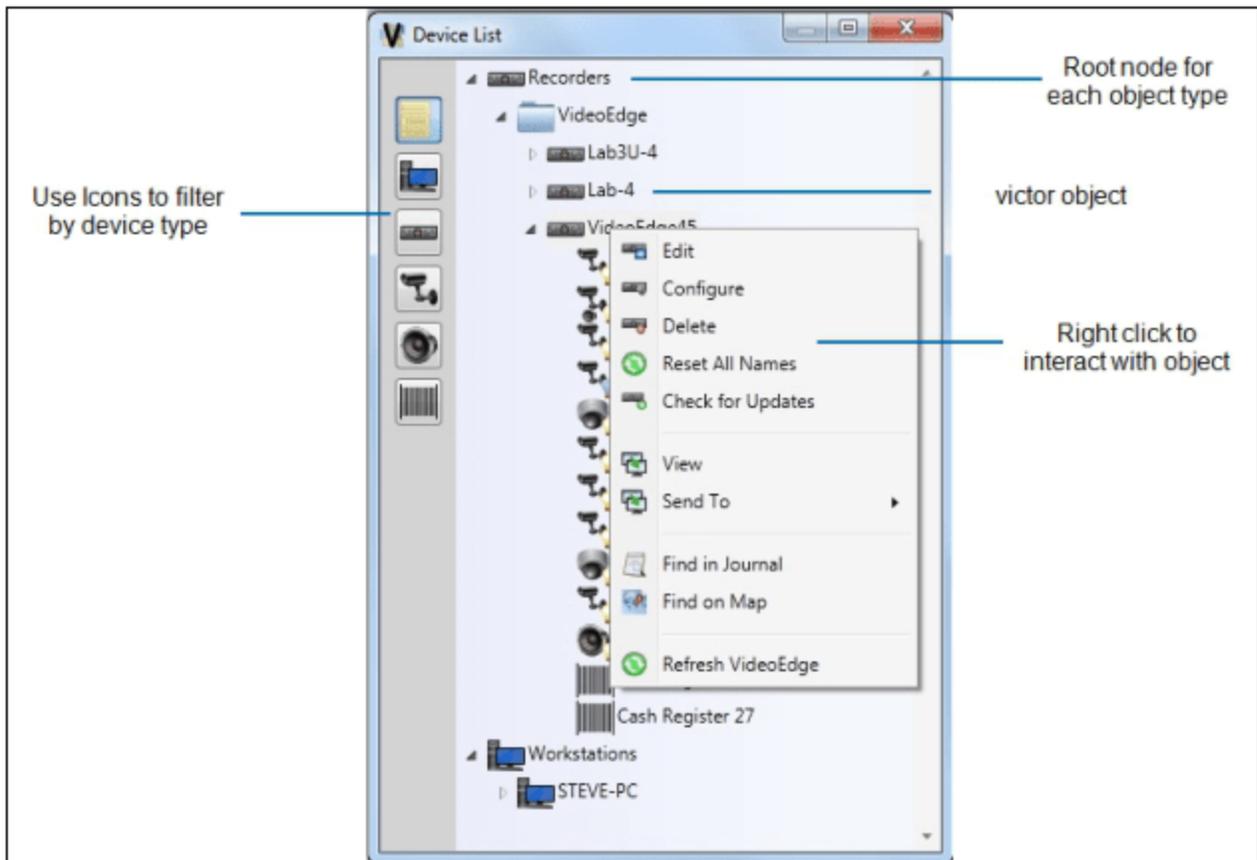
- End -

## Introduction

The Device list provides a means of displaying all hardware configured in the system in a single window. It is primarily used to interact with system hardware via object Icon's context menus.

## Display/Navigate Device List

The Device list displays a tree view of all hardware devices configured on the system which are available to the current user.



### Procedure 7 Display/Navigate Device List

Step	Action
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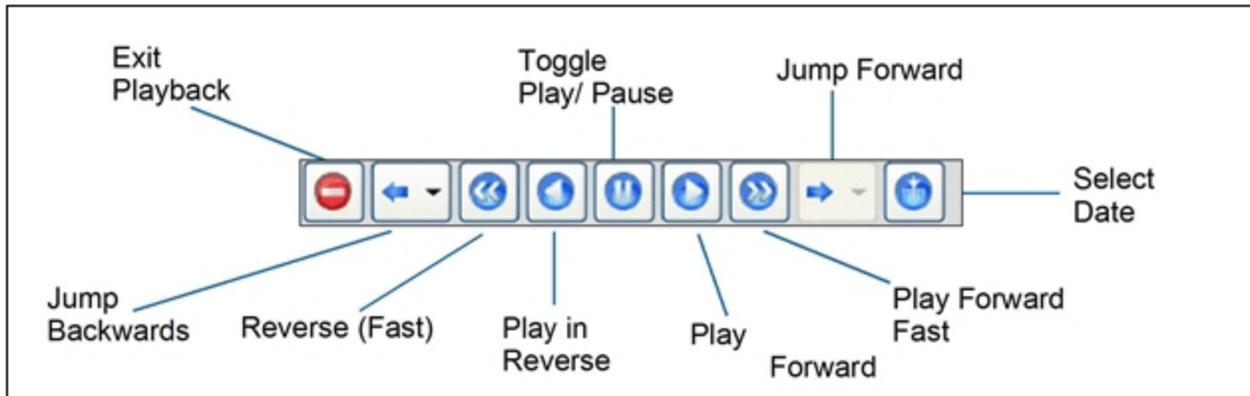
- |   |  |
|---|--|
| 1 | Select the <b>Device List</b> tab. The device list displays.   |
| 2 | Use Object Icons to filter view and Context menus to interact. |

- End -

## Introduction

Surveillance allows users to view live video from recording devices. Video can be viewed by dragging cameras from the device list into surveillance panes or by using Call ups to display video from existing Tours and Salvos.

Victor's video Playback Controls provide all the standard VCR operations as well as Jump forward, and Back by intervals and Date Selection options..



### Note:

1. Audio is disabled when in Playback mode unless the video stream is running at X1 forward. Only one source can be running at a time. For example, enabling audio on camera 2 will disable it on camera 1.
2. Live and streaming audio is unavailable on Intellex playback, it is only available on downloaded clips.
3. To enable audio when playing back retrieved video, select  on the surveillance pane.
4. During playback, if there are gaps in the recorded video stream, Intellex will skip to the next available video. VideoEdge NVR will return blank frames at the requested framerate across the gap in recording.
5. Instant Playback and Audio is not supported on HDVR units.

## Instant Playback

When in Live mode, you can switch to Instant Playback mode, enabling user control of recorded video streams.

### Procedure 8 Switch between Live Video and Instant Playback

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | From Live video mode, select a video pane. (Select multiple panes by clicking on more than one) The Playback controls become active. |
|---|--|

#### Note:

When a surveillance pane is selected, a border displays around the pane:

**Yellow Dashed** - Instant Playback is available

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**Yellow Solid** - Video stream is in instant playback mode

**Blue Flashing** - Instant Playback is not available on the selected stream

---

- 2 Select the required function from playback controls. The selected pane(s) enter playback mode.
- 3 Navigate video stream(s) as required.
- 4 Select **Exit Instant Playback** to exit to revert to Live Video.

---

- End -

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## Mouse Control

Depending on the current surveillance mode, the mouse can be used to navigate video streams and Pan, Tilt and Zoom cameras:

- In playback mode you can instantly toggle between X1 forward and X1 reverse by scrolling up or down.
- In Live and Playback modes, you can use the scroll wheel to Zoom by clicking and scrolling the wheel.
- In Live and Playback modes, you can use the mouse for Pan and Tilt operation by locating the cursor centrally and clicking and dragging when the  symbol displays
- In Paused mode, the mouse can be used to step forward and back frame by frame.

## Timeline Control

### Overview

Selected media streams can be navigated using the timeline control, allowing you to:

- Determine existence of recorded media
- Navigate recorded media
- View Events
- View Preview Frames
- Bookmark clips to Save and Export

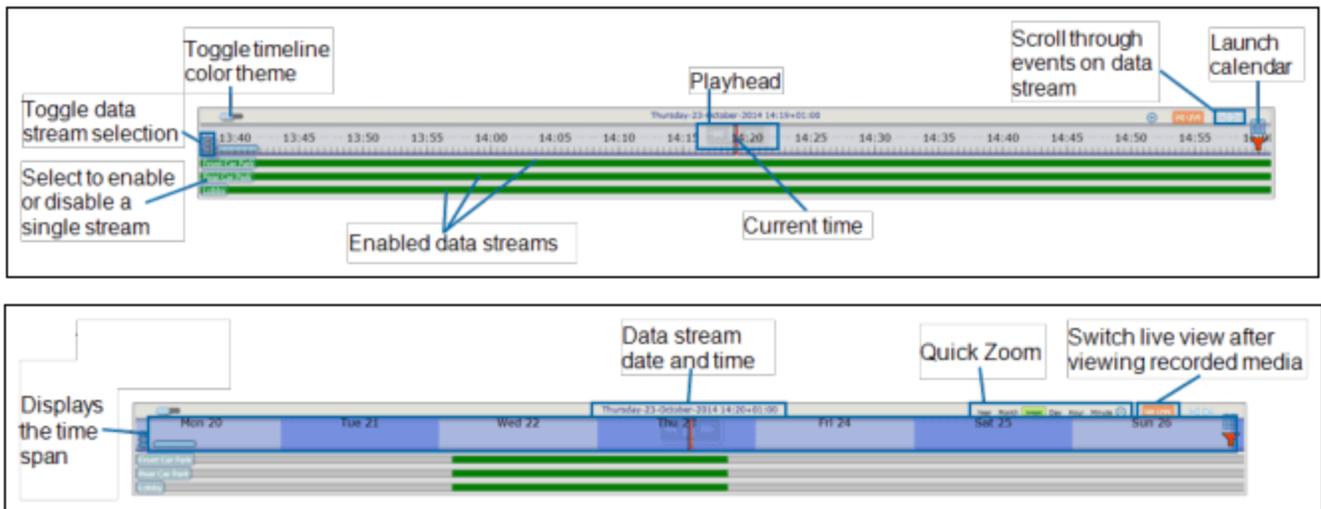
The Timeline control is accessible from any surveillance view using the  button. Each media stream displayed in the surveillance windows displays as a corresponding data stream bar in the timeline control.

The following provides details on timeline functionality.

### Timeline bar

The Timeline bar is a navigation control divided into years, months, days, hours, minutes and seconds depending on the zoom level selected. A vertical bar in the centre of the timeline represents the current time.

The visible time span can be increased by scrolling the mouse wheel back and decreased by scrolling mouse wheel forward. By clicking and dragging you can move the timeline bar to display video from the selected time and date. Using the quick zoom button allows you to quickly display by year, month, week, day, hour or minute.



## Data Stream Bars

One or more data stream bars can be displayed per control, each relating to the date/time data of specific media streams. Enabled Data Stream bars are constantly synchronized with the time in the timebar. These streams display a time orientated view of when events of selected type triggered.

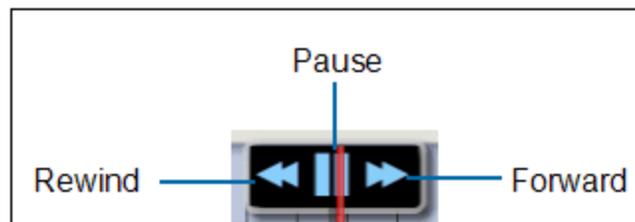
Bars can be overlaid on top of each other for example, a video steam can be overlaid on top of an audio stream, each overlaid by an event stream, giving a fuller, synchronized overview helping incident management capability. The data stream bars are contained in a vertically scrollable window into which you can drag, drop or remove streams as required.

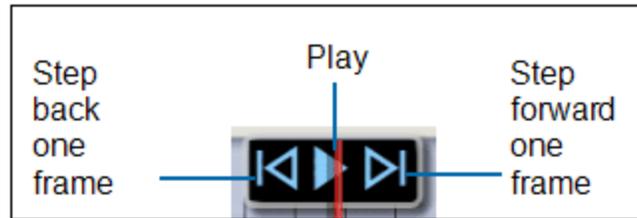
A toggle button to the left of the window allows you to enable/disable streams. Data bars that are disabled are blurred and will not be subject to any timeline control operations by default all data bars are disabled. Select the data bar name or the toggle data bar to enable the stream.

Clicking any point on the data stream bar will display a popup window which has information about the values of the selected point. For example, a still image will display showing the current frame at that point in time. If an event is selected details will be displayed of the event.

## Playhead

The playhead allows the data stream to be played, paused, forwarded or rewind. When forward or rewind is selected the speed is determined by how far you move the mouse from the playhead. Speeds of 1x, 2x, 4x, 8, or 16x are available for forward while rewind has -1x, -2x, -4x, -8x or -16x.

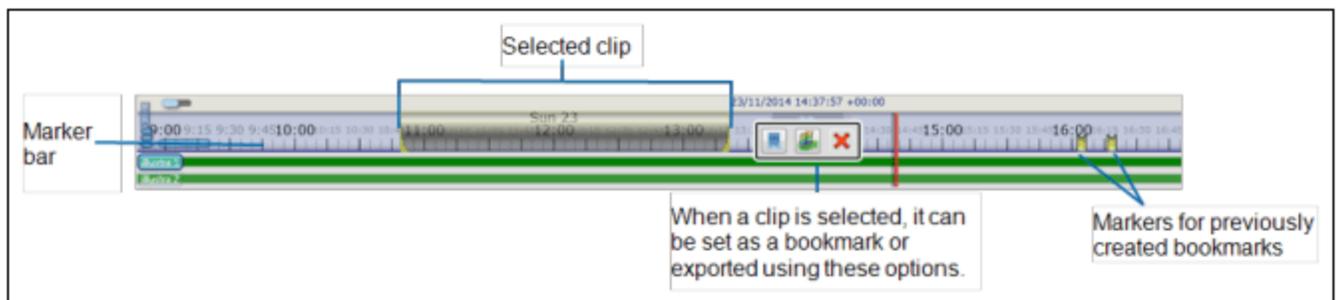




## Marker Bar

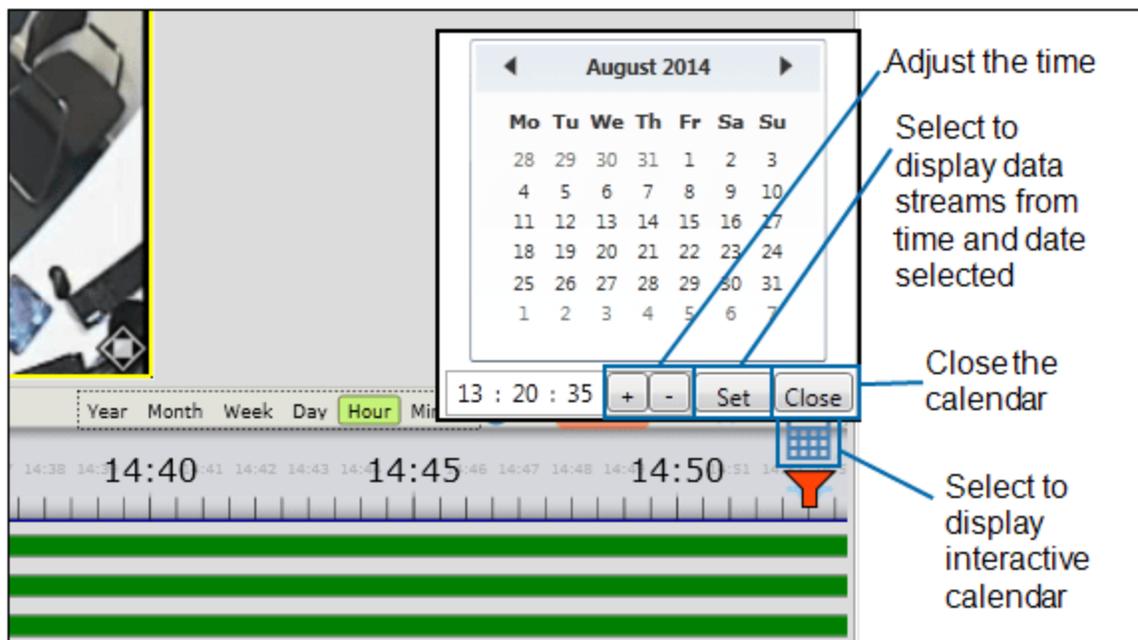
A Marker bar allows you to mark off specific sections of the stream for export or to bookmark. Markers set using the Marker bar apply to all 'enabled' Data Stream bars in the Timeline control. Multiple markers can be set.

Each marker is represented by an icon and after marking, these sections are highlighted to distinguish them from unmarked areas.



## Calendar

The calendar icon will display a calendar control that allows a specific date and time to be selected.



## Filter data stream information

When the filter icon is selected the Display Filter dialog will display. This can be used to enable or disable the stream information displayed.

Expand for further options

Select/deselect to display or hide the options within the data streams

Select to apply selections

Select to configure data to display

Year Month Week Day Hour Minute

14:37 14:38 14:39 14:40 14:41 14:42 14:43 14:44 14:45 14:46 14:47

Apply Undo

## Using the Timeline Control

The following procedures provide information on how to use the various features of the timeline bar.

### Using the Timeline bar for Basic Navigation

#### Procedure 9 Use the Timeline bar for basic navigation

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | From Live video mode, select the required video feeds to display.   |
| 2 | Select the  button. The timeline bar will display. |
| 3 | Select the data stream bars name to enable or disable them as required.   |

**Note:**

All data stream bars are disabled by default.

- |   |   |
|---|---|
| 4 | Navigate the timeline as required.  |
| 5 | Select GO LIVE to return to the live image.   |
| 6 | Select the  button to hide the timeline bar. |

- End -

### Using the Timeline bar to Export a Clip

#### Procedure 10 Use the Timeline bar to export a clip

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | From Live video mode, select the required video feeds to display.   |
| 2 | Select the  button. The timeline bar will display. |
| 3 | Select the data stream bars name to enable or disable them as required.   |

**Note:**

All data stream bars are disabled by default.

- |   |   |
|---|---|
| 4 | Navigate the timeline as required.                                      |
| 5 | Left click on the marker bar to set the starting position for the clip. |
| 6 | Move to the end point for the clip and left click.                      |



- |   |   |
|---|---|
| 7 |  will display. |
|---|---|

- |   |  |
|---|--|
| 8 | Select  . The Direct Clip Action window will display. |
|---|--|

- 9 Select the required option:
- Archive
  - Vault
  - Save
  - Export

---

- End -

---

## Using the Timeline bar to Create a Bookmark

Create bookmarks of clips.

**Note:**

Bookmarks are only retained while the timeline control is open. If the timeline control is closed all bookmarks will be removed. To export bookmarks once created refer to "Export Bookmarks from the Timeline".

---

### Procedure 11 Use the Timeline bar to create a bookmark

Step	Action
------	--------

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- |   |   |
|---|---|
| 1 | From Live video mode, select the required video feeds to display.   |
| 2 | Select the  button. The timeline bar will display. |
| 3 | Select the data stream bars name to enable or disable them as required.   |

**Note:**

All data stream bars are disabled by default.

---

- |   |   |
|---|---|
| 4 | Navigate the timeline as required.                                      |
| 5 | Left click on the marker bar to set the starting position for the clip. |
| 6 | Move to the end point for the clip and left click.                      |



- |   |               |
|---|---------------|
| 7 | will display. |
|---|---------------|

- |    |   |
|----|---|
| 8  | Select  . Add selected region window will display. |
| 9  | Enter a <b>Name</b> for the bookmark in the text box.   |
| 10 | Select the required <b>Camera</b> from the drop down list.  |
| 11 | Select <b>OK</b> . The bookmark will now be displayed on the timeline.  |

---

- End -

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## Export Bookmarks from the Timeline

Once bookmark/s have been created they can be exported and saved.

---

**Note:**

Bookmarks are only retained while the timeline control is open. If the timeline control is closed all bookmarks will be removed.

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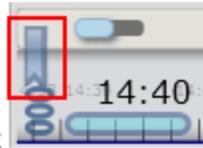
## Procedure 12 Export saved bookmarks from the timeline

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Step	Action
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- 1 Follow "Using the Timeline bar to Create a Bookmark" to create the bookmark/s.



- 2 Select  to display all available bookmarks. The Selected regions window will display.
- 3 Select a bookmark/s from the list to mark it for export. Double-click to view the bookmark.

- 4 Select . The Direct Clip Action window will display.

- 5 Select the required option:

- Archive
- Vault
- Save
- Export

---

- End -

---

## Clear all pane selections

When multiple panes are selected, you can quickly deselect them all with one action.

### Procedure 13 Clear all pane selections

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Step	Action
------	--------

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- 1 Right click a selected video pane. Context menu displays.
- 2 Select **Clear all pane selections**. Borders are removed indicating they are no longer selected.

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- End -

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## PTZ Control

When viewing a video stream, Pan, Tilt and Zoom (PTZ) control is available using an on screen display (OSD) control.

There are 2 types of PTZ command that the client will determine to use, depending on camera type:

### Real PTZ

This can be used on live video streams to control supported dome cameras.

### Virtual PTZ

This type is used with fixed cameras for live and recorded video. Virtual PTZ is achieved by capturing a specific area of the camera's view, cropping a smaller area and zooming that to a larger view.

## View video from all cameras on a recorder

You can view live video from all cameras connected to a single recorder.

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**Note:**

The maximum number of supported live video feeds is 16 H.264 @ 30 ips

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### Procedure 14 View video from all cameras on a recorder

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Step	Action
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- 1 Select the **Device List** tab. The device list displays.
- 2 Select ▾ next to recorders to expand the selection.
- 3 Select ▾ next to the recorder's folder to expand the selection.
- 4 Right click the recorder.
- 5 Select **View**. A new surveillance tab opens displaying all available video streams.

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- End -

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## Display video from selected cameras

As well as displaying all available video from a recorder, you can select specific cameras to view in the surveillance window.

### Procedure 15 Display video from selected cameras

---

Step	Action
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---

- 1 Select **Surveillance** from the **Home** tab.
- 2 Selected appropriate Video Pane layout using the layout selector icon . Default view is 1X1.

---

**Note:**

You can configure which video layouts are available from System Values > Video Layout Preferences

---

- 3 Select **Devices** from the **Home** tab. The device list window displays.
- 4 Select ▾ next to recorders to expand the selection.
- 5 Expand recorders as required. Camera icons display.
- 6 Drag and drop camera(s) from the device list into the surveillance pane(s).

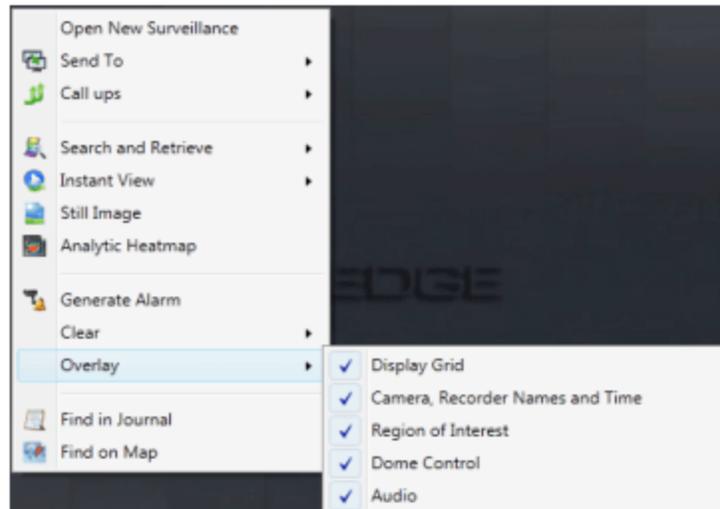
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- End -

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## Change Surveillance Overlay Settings

Video Overlay settings can be enabled or disabled within the video window.



Video overlays can be displayed or hidden as required:

- Display Grid
- Camera, Recorder, Names and Time
- Dome Control
- Region of Interest
- Audio

---

### Note:

Changes to overlay options affects the whole window in which the changes are made. Overlay options cannot be set for individual panes.

---

## Procedure 16 Change Surveillance Overlay Settings

---

Step	Action
------	--------

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- |   |   |
|---|---|
| 1 | Select <b>Surveillance</b> from the Home Tab. The surveillance window displays. |
| 2 | Right Click in the surveillance window.   |
| 3 | Select <b>Overlay</b> .   |
| 4 | Select or Deselect overlay options as required.                                 |

---

### Note:

Dome Control overlay must be enabled to allow camera control from within specific panes.

---

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- End -

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## Using Virtual Controls (PTZ)

You can use Virtual controls to crop and magnify the view of fixed cameras (virtual Zoom). Virtual controls also allows users to move and set Picture in Picture views and to set virtual presets.

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**Note:**

Virtual Control overlay must be enabled to allow camera control from within specific panes.

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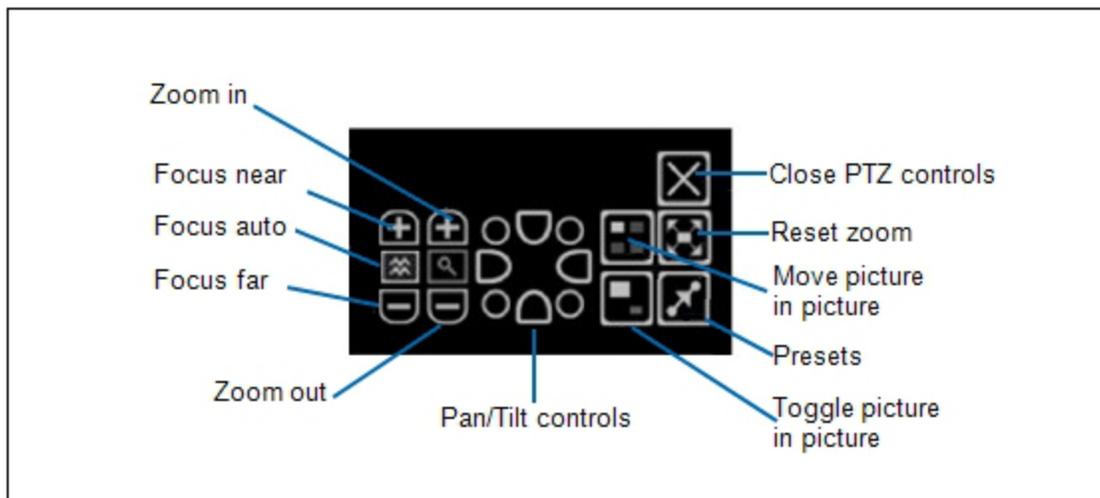
### Procedure 17 Using Virtual Controls

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**Step    Action**

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- 1      Select **Surveillance** from the **Home** Tab.
- 2      Select the Camera Control symbol  within the video pane of the fixed camera you want to control. Virtual PTZ controls display.



- 3      Use the controls by selecting the areas of the controls as required. When in use, a picture in picture view is displayed in the main video pane. Use the **Move Picture in Picture** icon to reposition the view.

---

**Note:**

Picture in Picture behavior can be configured in System Values > Surveillance Preferences

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- 4      Select **Close** to close the controls.

---

- End -

---

## Virtual Controls (Presets)

You can set virtual presets on a fixed camera. This allows you to view multiple areas of interest quickly without the need to manually control the camera's PTZ.

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**Note:**

The maximum number of presets that can be configured is 255

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### Procedure 18 Virtual Presets (Presets)

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Step	Action
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- 1 Select the Camera Control symbol  within the video pane.
- 2 Use Virtual PTZ to display the view to be added as a preset.
- 3 Select Preset . Preset controls display.
- 4 Select next sequential preset number from the dropdown.
- 5 Select  to add preset.
- 6 Select  to exit back to PTZ controls.
- 7 Repeat as required for further presets.

---

**Note:**

To view presets, select the preset number and click  **Go to Preset**.

---

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- End -

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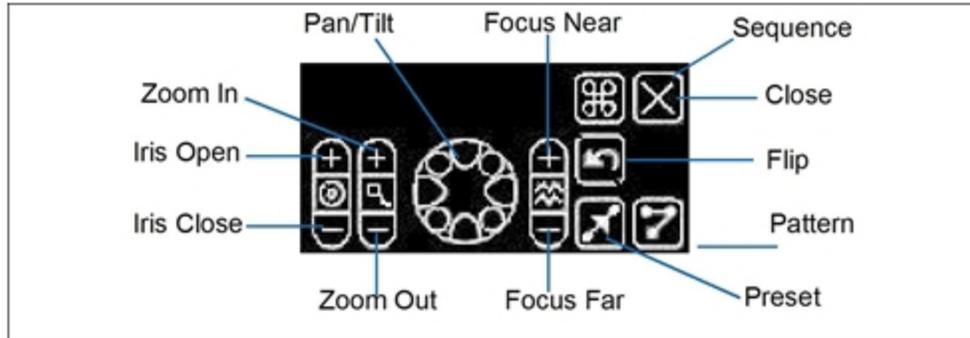
## Dome Camera Controls

Where available, you can use real Pan Tilt and Zoom controls from within the client surveillance windows.

### Procedure 19 Dome Camera Controls

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Select <b>Surveillance</b> from the <b>Home</b> tab. The surveillance window displays.   |
| 2 | Select  within the video pane of the dome camera to be controlled. Dome Controls display. |



- |   |  |
|---|--|
| 3 | Use the controls by selecting the areas of the controls as required. |
|---|--|

**Note:**

Depending upon the type of dome and recorder being used, the available controls may vary. For example, the sequence function is not available when using Intellex.

- End -

## Mouse Control

Depending on the current surveillance mode, the mouse can be used to navigate video streams and Pan, Tilt and Zoom cameras:

- In playback mode you can instantly toggle between X1 forward and X1 reverse by scrolling up or down
- In Live and Playback modes, you can use the scroll wheel to Zoom by clicking and scrolling the wheel
- In Live and Playback modes, you can use the mouse for Pan and Tilt operation by locating the cursor centrally and clicking and dragging when the  symbol displays
- In Paused mode, the mouse can be used to step forward and back frame by frame
- In Live and Playback modes, holding down the mouse wheel while scrolling zooms the camera view in or out (Both in vPTZ or Real Dome control)

## Clear Video

You can clear video from surveillance windows and panes.

### Procedure 20 Clear Video

Step	Action
1	Right Click on the Surveillance Pane
2	Select Clear: Then select from: <ol style="list-style-type: none"><li><b>Clear Video</b> - To clear video from that pane only</li><li><b>Clear All Videos</b> - To Clear video from all panes within the window</li><li>Clear all Pane Selections - To clear all selected panes</li><li><b>Clear Region of Interest</b></li></ol>

---

- End -

## Change Video Layout

Video Layouts can be changed to accommodate different video pane configurations. The video layouts available from the surveillance window can be controlled from System Values.

### Procedure 21 Change Video Layout

Step	Action
1	Select <b>Surveillance</b> from the Home tab. Surveillance window displays.
2	Select  . A list of available layouts displays. The Layouts are split into sections: <ul style="list-style-type: none"><li>• Standard</li><li>• Widescreen</li><li>• Portrait</li></ul>
3	Select Layout as required. Video window switches to the selected configuration.

---

**Note:**  
When changing layouts, the three most recently used layouts are displayed in a recently used list next to the pulldown list for convenient retrieval.

---

- End -

## Still Image Capture

You can capture all or part of a paused video stream as a still image in .bmp or .jpg format. After capture, various options are available including Save, Email, Print or Copy to clipboard. You can also launch a third party application for image editing.

Still Image capture is available from any surveillance mode, the method for capture is identical in all modes.

### Procedure 22 Still Image Capture

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Right Click the surveillance pane.   |
| 2 | Select <b>Still Image</b> . A new floating window displays with the following options available: <ul style="list-style-type: none"><li>• Select  to browse to a storage location and Save the still image</li><li>• Select  to Email the still image (Requires Email to be configured in System Values)</li><li>• Select  to Open the image in a third party application (Requires third party application to be configured in System values)</li><li>• Select  to copy the image to clipboard</li><li>• Select  to print still image (Requires Windows Printer to be configured)</li></ul> |

- End -

## Fisheye Cameras

### De-Warping

Fisheye cameras use very wide angle lenses to capture hemispherical images - 180° panoramic view (wall mount) or 360° surround view (ceiling/floor/wall mount) without blind spots.

victor allows hemispherical images captured from fisheye cameras to be converted into conventional rectilinear or panoramic projections for viewing and analysis. This process is known as De-Warping.

The option to De-warp is available via the context menu of supported fisheye camera views. This can be done in Playback and Live modes as well as from within victor Player. It is also available in Video Search Results player and Investigator windows.

It is worth noting that sending an image to another display or InstantView etc. will open the Fisheye camera in whichever view is set by default in Setup > System Values > Video Preferences.

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**Note:**

Exported video can be de-warped within victor player but if exported footage is played back in alternative players, there is no option to de-warp the video.

---

De-Warping preferences are available in System Values. Here you can configure the default de-warp mode from the following.

<b>Warped View</b>	<b>Default</b> View from a fisheye camera displaying a hemispherical image with barrel distortion.
<b>Rectilinear View</b>	<b>De-Warped</b> view of a fisheye stream. This view is designed to display a section of the fisheye view with minimal barrel distortion.
<b>Panoramic View</b>	<b>De-Warped</b> view of a fisheye stream. This view is designed to display the full fisheye view in a single elongated pane.

Recorders can also offer the option of selecting a default camera mounting for fisheye cameras, this is applicable to VideoEdge NVR 4.4+ and HDVR/exacqVision only.

### Procedure 23 Warp/De-Warp images

Step	Action
1	Right Click a video stream from a fisheye camera.
2	Select <b>De-Warp Options</b> . De-warping options display.
3	Select from: <ul style="list-style-type: none"> <li>• Warped - Maintains Fisheye view</li> <li>• Rectilinear</li> <li>• Panoramic</li> </ul>

**Note:**

It is important to select the appropriate mounting option as each uses a different algorithm, designed to give optimal de-warped views depending on camera orientation.

- End -

## Fisheye Camera Controls (Warped)

Fisheye camera views have various click and drag OSD controls you can use to manipulate camera views.

**Note:**

Virtual presets created on a Fisheye camera will also store the warped or de-warped view which was being viewed at the time of creation

### Warped View Mouse Control

In warped views, pressing **Shift** displays a target box on screen. This box can be moved by dragging the mouse around the warped view. Clicking the mouse on a particular area displays a new rectilinear (de-warped) view of that area.

### Rectilinear View Mouse Control

In Rectilinear views, hovering the mouse in the centre of the view displays a  symbol. You can Click and Drag the symbol in any direction to effectively enable Pan and Tilt control. (PTZ control must be open)

### Panoramic View Mouse Control

In Panoramic views, similar to Rectilinear, you can use  to Pan and Tilt the camera view. (Zoom mode only)

## InstantView

**InstantView** enables users to view video in instant playback (paused) mode alongside the live view.

You can launch instant playback from any surveillance view from the video context menu or by selecting the InstantView Icon.

### Procedure 24 Launch InstantView

Step	Action
1	From Live video mode, select a video pane. Selected pane highlights dashed yellow.
2	Select  . Dropdown menu displays.
3	Select from: <ul style="list-style-type: none"><li>• Side By Side - to open the new paused view beside the live view</li><li>• Send To - to send the paused view to a separate display</li></ul>
- End -	



## Manual Alarms

You can manually generate an alarm from any surveillance view by right clicking the video stream and selecting **Generate Alarm**. This alarm is journalled as a User Panic Alert. It is a general alert type typically used in cases where activity is taking place for which there are no system alerts defined.

## 'Send To' virtual matrix monitor

You can send callups (cameras, tours etc.) to specific virtual matrix monitors using the right click 'Send To' surveillance command. For example, you might be monitoring a map in the command center and would like to send a certain camera view to a specific virtual monitor.

## Introduction

The Search and Retrieve feature allows users to search a recorder's stored video or metadata using time or motion criteria to filter results. Search results can be reviewed, vaulted, saved as clips, stored on the client workstation or exported to remote storage.

### **Caution**

Ensure time is synchronized between client machines and network recorders. Recorders which are out of time synchronization with client machines cause incorrect video retrieval.

---

## Supported Search Types

All searches are performed using the Video Search and Retrieval Wizard. The wizard comprises of a maximum of 3 screens, through which the user defines search criteria.

Three main search types are supported:

### Basic Search

Basic search covers the following options in the **Type of Search** dropdown menu:

- **Date and Time - Searches specific time ranges using only time related parameters**
- **Thumbnail Search - displays search result in thumbnail view**

All basic searches allow searching by date and time and enable the user to define the search period (Start and End Date/Time) and streams to retrieve (Video or Video and Audio).

### Thumbnail Search

Thumbnail Searches display results in the form of 16 images representative of the time range selected.

Selecting '+' on a single image opens a new set of thumbnails at an increased granularity with the time range determined by the timestamp of the thumbnails adjacent to the original '+' selected.

Thumbnail search is supported on VideoEdge NVR 4.4+, Intellex and A recorders only.

## Motion Detection Search

Motion detection search allows users to search for motion in a specific camera's field of view. This allows the user to skip directly to areas that may be of interest, rather than having to search through hours of video in order to search for a particular event.

---

**Note:**

1. Motion detection based searches and motion based alarms are handled differently within the client. Motion detection based searches are independent of motion alarm regions set up on a recorder.
  2. Motion detection based searches performed on VideoEdge NVR's do not search actual video footage, but rather metadata generated by the NVR. Search results are therefore dependent on the sensitivity level settings when the video was processed. If no motion metadata is generated for a particular time period, no results will be returned when searching on that time period.
  3. Motion detection searches performed on the client from Intellex units search actual video footage so results depend on sensitivity settings set in the client.
  4. Motion detection searches are not available on HDVR or ADTVR units.
  5. Edge based motion detection searches can be executed on supported American Dynamics Cameras.
- 

## Video Intelligence Search

Video Intelligence Search is supported on VideoEdge NVR 4.2+ recorders. This gives users the ability to detect, track and analyze moving objects using a variety of criteria. The Video Intelligence engine is licensable on a per-channel basis.

Supported Video Intelligence searches are:

- Detection
- Direction
- Linger
- Enter
- Exit
- Abandoned/Detected
- Dwell
- Queue Length
- Crowd Formation

## Edge Based Face Detection

VideoEdge NVR recorders support edge based analytics, allowing Face Detection alarms and searches on supported American Dynamics Cameras.

Using edge based analytics reduces the impact on the NVR's CPU resources.

## Server Based Face Detection / Face Recognition

VideoEdge NVR 4.7+ recorders support server based facial recognition and detection, allowing searches and alarms based on this analytic type when an appropriate license is applied.

To execute a face recognition search users must be enrolled in the NVR's Face Enrollment database

## Text Stream Search

victor text stream search provides a means of searching text from configured NVRs devices (V4.5+).

Two types of text stream searches are supported:

- **Date and Time:** Used to return all text values within a defined time period.
- **Advanced:** Used to search for specific text values within defined parameters and filters set on the VideoEdge NVR and victor.

# Perform Searches

## Perform a Basic Search

You can use the Search and Retrieve Wizard to specify parameters in order to perform a Basic Search. Basic Searches only consider Time and Date parameters.

### Procedure 25 Perform a Basic Search

Step	Action
1	Select <b>Search and Retrieve</b> from the <b>Home</b> tab.
2	Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.
3	Select the search type required from the <b>Type of Search</b> drop down menu. Available options are: <ul style="list-style-type: none"><li>• Date and Time</li><li>• Thumbnail Search</li><li>• Motion Detection</li></ul>
<b>Note:</b> On VideoEdge NVR 4.2+ recorders, available options will vary if Video Intelligence is enabled on the camera selected. Refer to Perform a Video Intelligence Search.	
4	If required, select the <b>Download Audio</b> button to download associated audio stream(s).
5	Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane.
<b>Note:</b> If selecting cameras from the Vault List, Date and Time parameters are automatically populated	
6	Specify Date and Time parameters in the Date and Time Pane
<b>Note:</b> Selecting <b>Specific Range</b> also allows selection of <b>Time Filter</b> options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the <b>Time Filter</b> checkbox to enable.	
7	Select <b>Next</b> . The <b>Confirmation</b> screen displays. Confirm your search criteria are correct. Select <b>Previous</b> to return to the previous screen to make changes. Select <b>Finish</b> to execute the search.
8	Search and Retrieval Wizard closes and the <b>Date and Time Based Search Results</b> tab opens displaying search results. Double click on a search result to view associated video.
- End -	

## Perform a Thumbnail Search

You can use the Search and Retrieval Wizard to search video footage and display results in Thumbnail view. Thumbnail search results are represented graphically as a series of snapshots representing the duration of the search period.

**Note:**Thumbnail Search is available for VideoEdge NVR 4.4+, Intellex and ADHDVR recorders only.

## Procedure 26 Perform a Thumbnail Search

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select <b>Search and Retrieve</b> from the <b>Home</b> tab.                               |
| 2 | Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.           |
| 3 | Select <b>Thumbnail Search</b> from the <b>Type of Search</b> drop down menu.             |
| 4 | Drag and drop a camera from the Device, Site or Vault list onto the Camera Selector Pane. |

**Note:**

If selecting cameras from the Vault List, Date and Time parameters are automatically populated.

- |   |   |
|---|---|
| 5 | Specify Date and Time parameters in the Date and Time Pane. |
|---|---|

**Note:**

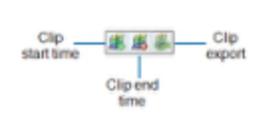
Specific Time Filter options cannot be used with Thumbnail Search.

- |   |  |
|---|--|
| 6 | Select <b>Next</b> . The <b>Confirmation</b> screen displays. Confirm your search criteria are correct. Select <b>Previous</b> to return to the previous screen to make changes. Select <b>Finish</b> to execute the search. |
| 7 | Search and Retrieval Wizard closes and <b>Video Thumbnail Search</b> window opens displaying search result as 16 thumbnails.   |

Thumbnail search results can be further manipulated by zooming in and out the search result time period. Selecting a thumbnail image will zoom in the time period to create 16 new thumbnail images using the thumbnails adjacent to the (+) thumbnail as the time range for the next 16 images. Selecting a thumbnail will zoom out to the previous 16 thumbnails. Double clicking a thumbnail will open that section of video in Investigator Mode.

Toolbar buttons, as outlined below, can also be used to manipulate thumbnail search results:

	<b>Save image</b> - select a thumbnail then select this button to save the image
	<b>Email image</b> - select a thumbnail then select this button to email the image
	<b>Open in third party application</b> - Select a thumbnail then select this button to open the image in a third party application. A third party application must be configured in <b>System Values</b>
	<b>Copy to Clipboard</b> - Select a thumbnail then select this button to copy the image to your clipboard
	<b>Print</b> - Select a thumbnail then select this button to print
	<b>Investigator mode</b> - select a thumbnail then select this button to open associated video in investigator mode

	<p><b>Clip creation tools</b> - select a thumbnail to be the start time of a clip, then select <b>Clip Start Time</b>. Select a thumbnail to be the end time of a clip, then select <b>Clip End Time</b>. Select <b>Clip Export</b> to export or vault the clip</p>
	<p><b>Open Search and Retrieval Wizard</b> - Select to reopen Video Search and Retrieval Wizard</p>

- End -

## Perform a Motion Detection Search

You can use the Search and Retrieval Wizard to search video footage using a motion filter to look for movement in specific areas within a camera view. Specific areas may also be searched by exception.

### Note:

When searching on VideoEdge NVR 4.2+ recorders, motion detection search is only enabled when Motion Detection is enabled in the camera setup. For cameras with Video Intelligence enabled, refer to Perform a Video Intelligence Search.

### Procedure 27 Perform a Motion Detection Search

Step	Action/
1	Select <b>Search and Retrieve</b> from the <b>Home</b> tab.
2	Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.
3	Drag and drop a camera from the Device, Site or Vault list onto the Camera Selector Pane.
4	Select <b>Motion Detection</b> from the <b>Type of Search</b> drop down menu.
5	Specify Date and Time parameters in the <b>Date and Time</b> pane.
<p><b>Note:</b> Selecting <b>Specific Range</b> also allows selection of <b>Time Filter</b> options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the <b>Time Filter</b> checkbox to enable.</p>	
6	Select <b>Next</b> . The Search Parameters screen displays.
<p><b>Note:</b> The video stream reverts to the start time selected for the search. To view live video, select .</p>	
7	<p>Select the required <b>Draw Style</b> and draw a Region of Interest (ROI):</p> <ul style="list-style-type: none"> <li>• <b>Polygon:</b> Draw a polygon by clicking once on the image and dragging the cursor to form a line. Complete a line by clicking again. Repeat to form the ROI. Double click when the shape is complete to finalize the search area. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Rectangle:</b> Highlight the ROI by clicking and dragging the cursor over the camera view to form a rectangle. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Free Draw:</b> Draw the ROI freehand on the camera view. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> </ul>

---

**Note:**

1. By default the ROI drawn is the **Active Region**, this can be inverted by selecting **Invert Selection**.

2. The full camera view can be selected as the Active Region by selecting **Select All**.

3. **Load Alarm Rule** allows you to load a previously configured rule from a VideoEdge NVR 4.2+ recorder. victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required. Refer to Alarm Rules for more information on alarm rules.

---

- 8 Adjust Parameters as required to suit your search type. Available Parameters are dependent on recorder and camera type.
- 9 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.
- 10 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

---

- End -

---

## Perform a Video Intelligence Search

VideoEdge NVR recorders support Search Analytics. This gives users the ability to detect, track and analyze moving objects using a variety of criteria. Refer to the table below for further information on the various types of Video Intelligence searches and which versions of VideoEdge NVR support them.

In order to perform Video Intelligence searches, the feature must be enabled on the recorder and in some cases, on the specific camera required. Refer to the VideoEdge NVR User Manual for further information.

Advanced Search Type	Description	Search Parameter (s)	VideoEdge Version Supported
<b>Object Detection</b>	Find objects that move into a region of interest. This is similar to a normal motion detection search except that it only finds objects the first time they enter the region. If the objects leave the camera view and return, the search will find them again. Draw a region that covers the area to be searched for objects. Use a higher overlap setting to find objects that are mostly within the region, use a lower setting to find objects that just brush the edge of the region.	<b>Overlap</b> (Sensitivity Level) - A lower value will return more results.	4.2+
<b>Direction</b>	Find objects moving in a certain direction through a region of interest. Set the general direction of motion to search for, and the maximum amount of time the object can take to traverse most of the region (this excludes objects which move too slowly). Draw a thin region in the direction of motion required. Use a lower overlap setting to find objects moving in the general direction but not necessarily in the region.	<b>Overlap</b> (Sensitivity level) - A lower value will return more results. <b>Traversal Time</b> - Maximum time an object can take to traverse the region. <b>Direction of Motion</b> - The direction, North, South, East or West which the object is moving. <b>Color Filters</b> - Define a Color Filter to further refine search results.	4.2+
<b>Linger</b>	Detect objects lingering in a region of interest. An object is lingering if it remains in the ROI. Set the minimum amount of time an object must linger before being included in the results. Draw a region in the area where you want to detect objects	<b>Overlap</b> (Sensitivity level) - A lower value will return more results <b>Linger Time</b> - Minimum amount of time an object lingers before being included in results.	4.2+

Advanced Search Type	Description	Search Parameter (s)	VideoEdge Version Supported
	lingering. Use a higher Overlap setting to avoid detecting objects lingering nearby. Use a higher overlap setting to avoid finding objects lingering nearby.	<b>Color Filters</b> - Define a Color Filter to further refine search results.	
<b>Enter</b>	Find objects entering a camera view through a doorway or threshold. Draw a region containing the doorway or threshold and any area around it through which objects can be seen (like glass). Also include any area through which the door (if there is one) might move. This search excludes objects that can be seen through the doorway or threshold but do not pass through it.	<b>Overlap</b> (Sensitivity level) - Use a higher overlap setting for best results. <b>Color Filters</b> - Define a Color Filter to further refine search results.	4.2+
<b>Exit</b>	Find objects exiting a camera view through a doorway or threshold. Draw a region containing the doorway or threshold and any area around it through which objects can be seen (like glass). Also include any area through which the door (if there is one) might move. This search excludes objects that walk up to the doorway but do not pass through it.	<b>Overlap</b> (Sensitivity level) - Use a higher setting to avoid finding nearby changes or changes which are not completely within the region <b>Amount Changed</b> - Adjust to look for a larger or smaller region <b>Within</b> - Timeframe within which change occurs <b>Color Filters</b> - Define a Color Filter to further refine search results.	4.2+
<b>Abandoned/Removed</b>	Use this search to find when a stationary object was placed, moved or removed. The amount changed lets you search for larger or smaller changes in the region. The within setting specifies over what time period changes can occur (0 seconds = instantaneous change). Draw a region that contains all of the area that you wish to search for changes, and use a higher overlap setting	<b>Overlap</b> (Sensitivity level) - Use a higher overlap to avoid finding nearby changes or changes that are not completely in the region <b>Amount Changed</b> - Adjust to look for a larger or smaller change in the region. <b>Within</b> - Timeframe within which the change occurs.	4.2+

Advanced Search Type	Description	Search Parameter (s)	VideoEdge Version Supported
	to avoid finding nearby changes or changes that are not completely in the region.	<b>Color Filters</b> - Define a Color Filter to further refine search results.	
<b>Dwell</b>	Detect objects dwelling in a region of interest. An object is dwelling if it is mostly stationary. Set the minimum amount of time an object must dwell before being included in the results. Draw a region in the area where you want to detect objects dwelling. Use a higher Overlap setting to avoid detecting objects dwelling nearby.	<b>Overlap</b> (Sensitivity level) - A lower value will return more results  <b>Dwell Time</b> - Minimum amount of time an object lingers before being included in results.  <b>Color Filters</b> - Define a Color Filter to further refine search results.	4.5+
<b>Queue Length</b>	Search for times when a queue is a certain length. Draw three regions of interest to indicate the area occupied when the queue is short, medium or long, then set the minimum and maximum zones to define the length of the queue you are looking for.	<b>Overlap</b> (Sensitivity level) - A lower value will return more results  <b>Search for when the Queue is</b> - select which criteria to use for queue search, Empty, Short, Medium, Long or Not Empty.	4.6+
<b>Crowd Formation</b>	Search for times when more than a certain number of people or objects are in a region of interest. Draw a region in the area that you want to find objects forming a crowd. Use a higher overlap setting to avoid objects near the region. Set the Minimum Crowd Size to the number of objects that make a crowd.	<b>Overlap</b> (Sensitivity level) - Use a higher overlap setting to avoid objects near the region.  <b>Minimum CrowdSize</b> - Minimum number of objects that determine a crowd.	4.6+

## Procedure 28 Perform a Video Intelligence Search

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select <b>Search and Retrieve</b> from the <b>Home</b> tab.                                   |
| 2 | Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.               |
| 3 | Select required Video Intelligence search type from the <b>Type of Search</b> drop down menu. |
| 4 | Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane.    |

**Note:**

If selecting cameras from the Vault List, Date and Time parameters are automatically populated.

5 Specify Date and Time parameters in the Date and Time Pane.

**Note:**

Selecting **Specific Range** also allows selection of **Time Filter** options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the **Time Filter** checkbox to enable.

6 Select **Next**. The Search Parameters screen displays.

**Note:**

The video stream reverts to the start time selected for the search. To view live video, select 

7 Select the required **Draw Style** and draw a Region of Interest (ROI):

- **Polygon:** Draw a polygon by clicking once on the image and dragging the cursor to form a line. Complete a line by clicking again. Repeat to form the ROI. Double click when the shape is complete to finalize the search area. Use **Clear** to restart drawing and **Erase** to correct errors.
- **Rectangle:** Highlight the ROI by clicking and dragging the cursor over the camera view to form a rectangle. Use **Clear** to restart drawing and **Erase** to correct errors.
- **Free Draw:** Draw the ROI freehand on the camera view. Use **Clear** to restart drawing and **Erase** to correct errors.

**Note:**

1. By default the ROI drawn is the **Active Region**, this can be inverted by selecting Invert Selection.
2. The full camera view can be selected as the Active Region by selecting **Select All**.
3. **Load Alarm Rule** allows you to load a previously configured rule from a VideoEdge NVR 4.2+ recorder (Not available on Face detection and edge analytics searches). victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required. Refer to Alarm Rules for more information on alarm rules.

8 Adjust Parameters as required to suit your search type. Available Parameters are dependent on Video Intelligence search type selected.

9 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.

10 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

- End -

## Perform Edge Based Face Detection Search

VideoEdge NVR recorders support edge based analytics, allowing Face Detection alarms and searches on supported American Dynamics Cameras.

Advanced Search Type	Description	Search Parameter(s)	VideoEdge Version Supported
Face Detection (Edge Based)	Use this search to find when a face is present in video. Draw a region that contains	<b>Overlap</b> (Sensitivity level) - Use a higher overlap to avoid finding	4.4+

Advanced Search Type	Description	Search Parameter(s)	VideoEdge Version Supported
	all of the area that you wish to search for faces and use higher overlap settings to avoid finding faces nearby.	nearby faces or faces that are not completely in the region	

## Procedure 29 Perform an Edge Based Face Detection Search

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Select <b>Search and Retrieve</b> from the <b>Home</b> tab.                                |
| 2 | Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.            |
| 3 | Select <b>Face Detection</b> from the drop down menu.                                      |
| 4 | Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane. |

**Note:**

If selecting cameras from the Vault List, Date and Time parameters are automatically populated.

- |   |  |
|---|--|
| 5 | Specify Date and Time parameters in the <b>Date and Time</b> Pane. |
|---|--|

**Note:**

Selecting **Specific Range** also allows selection of **Time Filter** options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the **Time Filter** checkbox to enable.

- |   |   |
|---|---|
| 6 | Select <b>Next</b> . The Search Parameters screen displays. |
|---|---|

**Note:**

The video stream reverts to the start time selected for the search. To view live video, select .

- |   |  |
|---|--|
| 7 | Select the required <b>Draw Style</b> and draw a Region of Interest (ROI): <ul style="list-style-type: none"> <li>• <b>Polygon:</b> Draw a polygon by clicking once on the image and dragging the cursor to form a line. Complete a line by clicking again. Repeat to form the ROI. Double click when the shape is complete to finalize the search area. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Rectangle:</b> Highlight the ROI by clicking and dragging the cursor over the camera view to form a rectangle. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Freehand:</b> Draw the ROI freehand on the camera view. Use <b>Clear All</b> to restart drawing and <b>Erase</b> to correct errors.</li> </ul> |
|---|--|

**Note:**

1. By default the ROI drawn is the **Active Region**, this can be inverted by selecting Invert Selection.
2. The full camera view can be selected as the Active Region by selecting **Select All**.
3. **Load Alarm Rule** allows you to load a previously configured rule from a VideoEdge NVR 4.2+ recorder (Not available on Face detection and edge analytics searches). victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required. Refer to Search and Retrieve for more information on alarm rules.

- 8 Select the required **Overlap** percentage.
- 9 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.
- 10 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

---

- End -

---

## Perform Server Based Face Detection / Face Recognition

VideoEdge NVR recorders supports server based facial recognition and detection, allowing searches and alarms based on this analytic type when an appropriate license is applied.

To execute a face recognition search users must be enrolled in the NVR's Face Enrollment database.

### Procedure 30 Perform a Server Based Face Detection Search

Step	Action
1	Select <b>Search and Retrieve</b> from the <b>Home</b> tab.
2	Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.
3	Select <b>Face Detection</b> from the drop down menu.
4	Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane.
	<b>Note:</b> If selecting cameras from the Vault List, Date and Time parameters are automatically populated.
5	Specify Date and Time parameters in the <b>Date and Time</b> Pane.
	<b>Note:</b> Selecting <b>Specific Range</b> also allows selection of <b>Time Filter</b> options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the <b>Time Filter</b> checkbox to enable.
6	Select <b>Next</b> . The Search Parameters screen displays.
	<b>Note:</b> The video stream reverts to the start time selected for the search. To view live video, select  .
7	Select the required <b>Draw Style</b> and draw a Region of Interest (ROI): <ul style="list-style-type: none"> <li>• <b>Polygon:</b> Draw a polygon by clicking once on the image and dragging the cursor to form a line. Complete a line by clicking again. Repeat to form the ROI. Double click when the shape is complete to finalize the search area. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Rectangle:</b> Highlight the ROI by clicking and dragging the cursor over the camera view to form a rectangle. Use <b>Clear</b> to restart drawing and <b>Erase</b> to correct errors.</li> <li>• <b>Freehand:</b> Draw the ROI freehand on the camera view. Use <b>Clear All</b> to restart drawing and <b>Erase</b> to correct errors.</li> </ul>
	<b>Note:</b> 1. By default the ROI drawn is the <b>Active Region</b> , this can be inverted by selecting Invert Selection.

---

2. The full camera view can be selected as the Active Region by selecting **Select All**.

3. **Load Alarm Rule** allows you to load a previously configured rule from a VideoEdge NVR 4.2+ recorder (Not available on Face detection and edge analytics searches). victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required. Refer to Search and Retrieve for more information on alarm rules.

---

- 8 Select the required **Overlap** percentage.
- 9 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.
- 10 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

---

- End -

---

### Procedure 31 Perform a Server Based Face Recognition Search

---

Step	Action
------	--------

---

- |   |  |
|---|--|
| 1 | Select <b>Search and Retrieve</b> from the <b>Home</b> tab.                                |
| 2 | Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.            |
| 3 | Select <b>Face Recognition</b> from the drop down menu.                                    |
| 4 | Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane. |

---

**Note:**

If selecting cameras from the Vault List, Date and Time parameters are automatically populated.

---

- 5 Specify Date and Time parameters in the **Date and Time** Pane.

---

**Note:**

Selecting **Specific Range** also allows selection of **Time Filter** options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the **Time Filter** checkbox to enable.

---

- 6 Select **Next**. The Search Parameters screen displays.

---

**Note:**

The video stream reverts to the start time selected for the search. To view live video, select .

---

- 7 Select the required **Draw Style** and draw a Region of Interest (ROI):
- **Polygon:** Draw a polygon by clicking once on the image and dragging the cursor to form a line. Complete a line by clicking again. Repeat to form the ROI. Double click when the shape is complete to finalize the search area. Use **Clear** to restart drawing and **Erase** to correct errors.
  - **Rectangle:** Highlight the ROI by clicking and dragging the cursor over the camera view to form a rectangle. Use **Clear** to restart drawing and **Erase** to correct errors.
  - **Freehand:** Draw the ROI freehand on the camera view. Use **Clear All** to restart drawing and **Erase** to correct errors.

---

**Note:**

1. By default the ROI drawn is the **Active Region**, this can be inverted by selecting Invert Selection.

---

- 
2. The full camera view can be selected as the Active Region by selecting **Select All**.
  3. **Load Alarm Rule** allows you to load a previously configured rule from a VideoEdge NVR 4.2+ recorder (Not available on Face detection and edge analytics searches). victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required. Refer to Search and Retrieve for more information on alarm rules.
- 

8 Select the required **Overlap** percentage.

9 Use the  and  to move users into/out of the search list (right hand pane).

10 Select **Exclude** or **Include** from the Face Search List Type drop down.

---

**Note:**

**Exclude** - This will search for matches against all enrolled users in the enrollment database, with the exception of the users in the search list.

**Include** - This will search for matches against users in the enrollment database, which have been added to the search list only.

---

11 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.

12 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

---

- End -

---

## Analytic Heat Maps

A camera heatmap based on analytics data provides a visual representation of analytic activity over time. A still image of the camera is overlaid with translucent colored pixels that indicate how much activity each pixel 'saw' in a given time frame.

---

**Note:**

Motion Detection or Video Analytics must be configured for the camera on the VideoEdge recorder for at least the duration of the time range you are mapping.

---

### Procedure 32 Generate Analytic Heat Map

---

Step	Action
------	--------

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- 1 Right Click the required video stream in surveillance mode.
- 2 Select **Analytic Heat Map**.
- 3 Select the time range in which to search using the date and time pickers.

---

**Note:**

Only a single date value can be selected, therefore you cannot select a time range which exceeds a 24 hour period

---

- 4 Select **Generate Heat map**. A still image is displayed, overlaid with translucent colored pixels. A Key is displayed to the right of the image indicating the colors used. Colors range from Dark Blue (least activity) to Red (most activity)

Standard surveillance tools are available for the heatmap image including Save As, Email, Open in third party application and Print.

---

- End -

---

## Perform a Text Stream Search

Text stream searches allow you to return results from all text streams within a defined time period for up to four devices. Searches can be fine tuned using custom rules to filter unwanted results.

Text stream searches can be performed using the search and retrieve wizard.

### Procedure 33 Perform a text stream search

Step	Action
1	Select <b>Search and Retrieve</b> from the <b>Home</b> tab.
2	Select <b>Execute Search Wizard</b> . The Search and Retrieve Wizard launches.
3	Drag a text stream device from the device list into the device selector pane.
4	Specify Date and Time parameters in the <b>Date and Time</b> Pane.
<b>Note:</b> Selecting <b>Specific Range</b> also allows selection of <b>Time Filter</b> options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the <b>Time Filter</b> checkbox to enable.	
5	Select <b>Next</b> . Text stream rules window displays
6	Select rule checkboxes to apply existing VideoEdge rules to the search (if applicable). Use <b>And/Or</b> operators as required to filter your results. <b>To define custom rules:</b> <ol style="list-style-type: none"><li>Select . <b>Rule edit</b> dialog displays</li><li>Enter a name for the rule in the <b>Rule Name</b> textbox</li><li>Enter a value for the text match in the <b>Text Match</b> textbox. This is the primary value associated with the rule which is used by the search wizard.</li><li>Enter the <b>Search Direction</b> associated with the rule (Forward or reverse)</li><li>Enter <b>Jumpn Results</b> value (numbers of characters ahead of the search term to include in results)</li><li>Enter <b>Criteria</b> (operator for the rule)</li><li>Select <b>Preview</b> (optional) to test the rule and gain a preview of the results</li></ol>
7	Select <b>Next</b> . The <b>Confirmation</b> screen displays. Confirm your search criteria are correct. Select <b>Previous</b> to return to the previous screen to make changes. Select <b>Finish</b> to execute the search.
8	Search and Retrieval Wizard closes and the <b>Text stream based Search Results</b> tab opens displaying search results. Double click on a search result to view associated video and text stream.

- End -

## Alarm Rules

Alarm Rules allow users to load previously configured searches into victor Search and Retrieval Wizard. When loaded, Alarm Rules will automatically populate the Region of Interest along with additional Search Parameters. This feature enables users to store commonly used searches in order to speed up repeated searching.

Alarm Rules are only supported on VideoEdge 4.2+ recorders.

## Save Search as Alarm Rule

As well as using alarm rules defined within the NVR, you can also create new alarm rules using criteria defined in specific victor searches. These alarm rules display in the **Load from Alert Rules** list in the Search and Retrieval wizard when the camera they have been saved against is selected.

### Procedure 34 Save Search as Alarm Rule

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Perform a Motion Detection or Video Intelligence search.  |
| 2 | Select  . Save Search as Alert dialog displays.        |
| 3 | Enter a name for the saved search in the <b>Alert Name</b> textbox.   |
| 4 | Select OK. The search is saved as an alarm rule and will be available for selection on Motion Detection or Video Intelligence searches. |

- End -

## Load Alarm Rule

Load Alarm Rule allows you to load a previously configured alarm rule from a VideoEdge NVR 4.2+ recorder. victor uses information from the NVR rule to apply search criteria to the victor client search. Search parameters are populated from the rule but can be edited if required.

**Note:**

**Load Alarm Rule** feature is not available on Face Detection or Edge Analytic searches

### Procedure 35 Load Alarm Rule

Step	Action
------	--------

- |   |  |
|---|--|
| 1 | Select <b>Search and Retrieve</b> from the <b>Home</b> tab.  |
| 2 | Select <b>Execute Search Wizard</b> . The Search and Retrieval Wizard launches.  |
| 3 | Select <b>Motion Detection</b> or required Video Intelligence search type from the <b>Type of Search</b> drop down menu. |
| 4 | Drag and drop camera(s) from the Device, Site or Vault list onto the Camera Selector Pane.                               |

**Note:**

If selecting cameras from the Vault List, Date and Time parameters are automatically populated.

- |   |   |
|---|---|
| 5 | Specify Date and Time parameters in the Date and Time Pane. |
|---|---|

**Note:**

Selecting **Specific Range** also allows selection of **Time Filter** options. Time Filter options can be used to specify a sub-set of time to search. For example, only search between 9am and 5pm. Select the **Time Filter** checkbox to enable

- |   |  |
|---|--|
| 6 | Select <b>Next</b> . The Search Parameters screen displays.                                      |
| 7 | Select required Alarm Rule from the <b>Load from Alert Rules</b> list.                           |
| 8 | Search parameters are populated with Alarm Rule parameters. If required, edit search parameters. |

- 9 Select **Next**. The **Confirmation** screen displays. Confirm your search criteria are correct. Select **Previous** to return to the previous screen to make changes. Select **Finish** to execute the search.
- 10 Search and Retrieval Wizard closes and the **Advanced Search Results** tab opens displaying search results. Double click on a search result to view associated video.

---

- End -

---

## Investigator Mode

Launching Investigator Mode opens a new Guard window with the selected, main video stream in paused mode occupying the upper left pane

This mode allows you to drag in up to 5 other streams, each will automatically pause at the same time as the selected stream, enabling a time synchronized view of all cameras.

---

**Note:**

Investigator mode can be launched from any surveillance view and is also available from the Search Results window.

---

### Procedure 36 Launch Investigator Mode

Step	Action
1	Select the main video stream from which to launch Investigator mode. Yellow border displays around pane indicating instant playback is available.
2	Select  . Investigator mode launches in a new window.
3	Drag in other cameras as required. These video streams are paused at the same point as the main video stream.
4	Select Playback controls as required to navigate the video streams simultaneously.

---

- End -

---

## Export Search Results

You can export search results as a grid in Microsoft Excel (.xlsx) or .xps formats.

### Procedure 37 Export Search Results

Step	Action
1	Perform a search using the <b>Search and Retrieve Wizard</b> . Results display in the Search Results window.
2	To export the search results: <ul style="list-style-type: none"><li>• In Excel format select .</li><li>• In .xps format select .</li></ul>
3	Navigate to the <b>Save in</b> folder as required.
4	Select <b>Save..</b>

---

- End -

---

## Quick Search and Retrieve

Quick Search and Retrieve can be used to retrieve recent footage from a single camera. Quick Search and Retrieve can jump backwards 30 seconds, 1, 5, 10, 30 or 60 minutes. To perform a search with more defined time parameters,

refer to Perform a Basic Search.

## Procedure 38 Quick Search and Retrieve

Step	Action
1	Navigate to the camera on the device list and right click. or Right click the surveillance pane for that camera.
2	Select <b>Search and Retrieve</b> . Available time intervals display.
3	Select required time interval. Search results window displays.
4	Search result displays when download is complete.

- End -

## Early Clip Playback

During clip retrieval on supported recorders it is possible to view the video footage while it downloads by selecting the search result then .

## Jump to Next/Previous Alerts or Results

The Jump to Next/Previous results buttons allow for navigating alerts and video search results.

This feature is available for alerts when in instant playback mode, the required alert types are enabled and alerts are available. It is available for search results whenever there are multiple results available.

Search results and Alert types are selectable via the combo box .

Search results are only enabled when results of a previous advanced search are available.

If viewing multiple video streams and alarms are triggered on more than one camera, Jump To actions mirror the order of alarms in the journal.

## Procedure 39 Jump to Next/Previous Alerts or Results

Step	Action
1	If viewing Alerts, Use  to select the Alert type.
2	Select  to Jump to the Next Result/Alert
3	Select  to Jump to the Previous Result/Alert

- End -

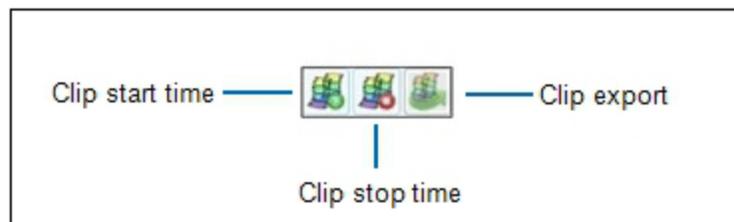
## Introduction

Clips are segments of video and audio that are stored remotely from their original recorder.

## Clip Creation/Saving

Using the Clip Creation feature, you can define start and end times for video clips from within any surveillance view. After defining start and end times, you can choose to Export, Save or Vault the clip.

Clip Creation tools are available in all surveillance views as follows:



## Clip Saving

Clips can be created and exported from any surveillance view where the Clip Creation tools are available including the Search and Retrieve results list and the Event Viewer.

By default, clips are saved locally to C:\ProgramData\American Dynamics\victorclips. This location can be changed in **System Values** where Remote Directories can also be specified.

## Clip Export

Using Clip Export, you can export clips directly from surveillance windows from Live View, Instant Playback, Event Viewer, Salvos, Tours and Investigator modes.

---

**Note:**

Clip Export is available on HDVR units in Live Mode only.

---

## Create/Save Clips

You can use the clip creation tools to create clips from any surveillance window. Clips can then be saved to predefined local or remote locations for later review.

### Procedure 40 Create/Save clips

Step	Action
1	Select the video pane(s) from which to create the clip.
2	Navigate to the start time from which to create the clip.
3	Select  . Clip Start time is set.
4	Select  when the video stream reaches the end time of the clip to be created.
5	Select  . <b>Direct Clip Action</b> dialog displays showing camera options summary. From the <b>Direct Clip Action</b> dialog, the clip can be vaulted, saved or exported
<b>Note:</b> If required, you can select  beside the camera name to remove it from the clip.	
6	Select <b>Save</b> . Saving Location options display.
7	Edit the clip name by double clicking the <b>Clip Name</b> textbox and entering text as required.
8	Select the <b>Audio</b> checkbox to save associated audio.
9	Select <b>Clip Saving Location</b> (Remote or victor unified client).
10	Select a clip folder to save to.
<b>Note:</b> You can use right click to Rename, Refresh, Delete, Export or Add a new folder.	
11	Select <b>Save</b> . Dialog displays informing whether the save was successful.
<b>Note:</b> If the clip was from a VideoEdge NVR or HDVR recorder, you will be prompted to enter a passphrase for validation purposes. Enter and confirm the passphrase and select <b>OK</b> .	

- End -

# Create and Export a Clip

You can use the clip creation tools to create clips from any surveillance window. Clips can then be saved to predefined local or remote locations or exported to external media.

When exporting, you have the option to export victor player to external media along with the video clip. victor player is required to play media in .IMG or .ISO formats. Clips may also be exported in non native .AVI format to allow for playback in a wider range of applications.

## Procedure 41 Create and Export a Clip

Step	Action
1	Select the video pane(s) from which to create the clip.
2	Navigate to the start time from which to create the clip.
3	Select  . Clip Start time is set.
4	Select  when the video stream reaches the end time of the clip to be created.
5	Select  . <b>Direct Clip Action</b> dialog displays.
6	If required, you can select  beside the camera name to remove it from the clip.
7	Select <b>Export</b> . <b>Direct Clip Action</b> dialog displays. From this dialog you can use calendar controls to edit start and end times by clicking the start/end time values.
8	Select the <b>Export Locations</b> textbox: <ul style="list-style-type: none"><li>a Use  to add export location(s)</li><li>b Use  to select the export location(s)</li><li>c Use  to remove export location(s)</li></ul>
9	If prompted, enter and confirm a <b>Passphrase</b> .
10	Select export options.
11	If required, select the <b>Download Audio</b> checkbox.
12	If required, select the <b>Export victorPlayer</b> checkbox. For more information on victorPlayer, refer to Clips
13	If required, select the <b>Specify Filenames</b> checkbox. This allows you to enter user friendly filenames for the clips.
14	Select <b>Native</b> or <b>AVI/MP4</b> as file format. <hr/> <b>Note:</b> <ul style="list-style-type: none"><li>1. Watermarking is not supported in <b>Native</b> format clips</li><li>2. Selecting <b>AVI/MP4</b> format offers a slider bar, use this to control clip output quality</li><li>3.If the clip is a text stream export, an additional <b>Export Text Stream</b> check box will be available</li></ul>
15	If required, select <b>Watermarking Video</b> checkbox. <hr/> <b>Note:</b> <p>Watermarking clips is a role governed feature which allows you to add user defined graphics or text to exported media.</p>

- 16 If required, select **Display overlay** (includes video overlay in export)
- 17 If required, select the **Notes** tab and add text as required.
- 18 Select **Export**. If **Specify Filenames** was previously selected, proceed to Step 19. If **Specify Filenames** was not selected, export begins.
- 19 Enter filename as required in the **Filename** textbox.
- 20 Select **Export**. Progress bar displays showing progress of export.
- 21 Select **Finish**.

---

- End -

---

## Exporting saved clips

As well as saving and exporting a clip as part of the same process using the clip creation tool, you can also export a previously saved clip directly from the clips folder.

### Procedure 42 Exporting saved clips

Step	Action
1	Select Clips from the <b>Home</b> tab.
2	Right click the clip to be exported.
3	Select <b>Export Clips</b> . <b>Direct Clip Action</b> dialog displays. From this dialog you can use calendar controls to edit start and end times by clicking the start/end time values.
4	Select <b>Export</b> . New dialog displays from where you can define Export locations, Passphrases, Export Options and Notes
5	Select <b>Export Location(s)</b> textbox: <ul style="list-style-type: none"> <li>• Select  to add export location(s).</li> <li>• Select  to select the export location(s).</li> <li>• Select  to remove export location(s).</li> </ul>
6	If prompted, enter and confirm a <b>Passphrase</b> .
7	If required, select the <b>Download Audio</b> checkbox.
8	If required, select the <b>Export victorPlayer</b> checkbox. For more information on victorPlayer, refer to Clips
9	If required, select the <b>Specify Filenames</b> checkbox. This allows you to enter user friendly filenames for the clips.
10	If required, select <b>Watermark Export</b> checkbox.
11	Select <b>Native</b> or <b>AVI/MP4</b> as file format.
12	If required, select the <b>Notes</b> tab and add text as required.
13	Select <b>Export</b> . If <b>Specify Filenames</b> was previously selected, proceed to Step 14. If <b>Specify Filenames</b> was not selected, export begins.
14	Enter filename as required in the <b>Filename</b> textbox.
15	Select <b>Export</b> . Progress bar displays showing progress of export.

16 Select **Finish**.

---

- End -

---

## Viewing saved clips

You can view video associated with a locally saved clip.

---

**Note:**

Exported or remote clips cannot be played back using this method, `videoPlayer` should be used to view these.

---

### Procedure 43 Viewing saved clips

---

Step	Action
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---

- 1 Select **Clip list** from the **Home** tab. All available clips display.
- 2 Right click the clip to be played.
- 3 Select **Playback Clips**. The clip displays in a new window.
- 4 Select  to enable audio. Use playback controls to navigate clip.

---

- End -

---

## Sorting the Clip List

### Procedure 44 Sorting the Clip List

---

Step	Action
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---

- 1 Select the **Clips** tab from the **Home** tab.
- 2 Select **Clip List** from the dropdown menu.  
The Clip List opens.
- 3 Click   
The order menu appears.
- 4 Select the order criteria:
  - a Select **Name**, **Size** or **Creation Date**.
  - b Select **Ascending Order** or **Descending Order**.
  - c Select **Show Local Clips**, or select **Show Remote Clips**, or select both.

---

**Note:**

Order preferences are stored between sessions.

---

---

- End -

---

## Introduction

The Maps feature provides users a dynamic view of physical security objects within a visual representation of their environment.

Physical objects are represented by icons to form an integrated, unified view allowing monitoring and reaction to state changes in real time.

## Viewing Maps

Maps can be accessed in view mode from the home tab.

### Procedure 45 View a Map

Step	Action
1	Select <b>Maps</b> from the <b>Home</b> tab. A list of available maps displays
2	Select required map from the drop down list. Map opens in view mode

- End -

## Map Controls

When viewing maps, you can move the map around, control zoom level and view object details.

### Zooming the Map

Control Zoom Level by any of the following methods:

- Click on the area of the map you wish to zoom, then scroll mouse wheel up to zoom in or scroll mouse wheel down to zoom out.
- Select  to zoom in, or select  to zoom out.
- Hold **Shift** Key while clicking and dragging the cursor to draw a rectangle. When the mouse button is released, the drawn region will zoom to fill the window.
- Select  to fill map to window.

#### Note:

Zoom Level is indicated by percentage on the map toolbar

## Moving the Map

In zoomed mode, click and drag a point on the map to move the map in the direction of the drag.

## Centering the Map

In zoomed mode, double click on the map and it will center on that point.

## Layers

Maps can consist of more than one layer, with each layer containing object icons. This can be useful as different objects or object types can be displayed depending on which layers are visible.

To show all icons from all layers, select 

To control visible layers:

- 1 Select . The Map Layers pane opens.
- 2 Select the **Show in Map** checkboxes next to the layers you wish to display on the map. To show all layers, select **Select All** or to hide all layers, select **Unselect All**.
- 3 Select **OK** to save changes or **Cancel** to exit without saving.

---

### Note:

If map layers have been hidden, a red border will display around 

---

## Hide Icon Types

Object Icons can be hidden by icon type. To control which icon types are hidden:

- 1 Select  the Hide Types pane opens.
- 2 Select one or more icon types to hide. Once selected, their background will turn red.
- 3 Select **Close** to save changes and close the Hide Types pane.

---

### Note:

If icon types have been hidden, a red border will display around 

---

## Hover

Using Hover, you can hover over any object icon which has a view mode and the associated viewer will display in a popup window. For example, hovering over a video camera icon will popup a surveillance window.

To enable hover, select the **Hover** checkbox. To disable hover, deselect the **Hover** checkbox.

## Navigating maps within maps displayed on the same tab

When a map icon which has 'display in the same tab' enabled is selected within a map, the new map will open in the same tab as the existing one.

if the properties have been set to 'display in the same tab' the active maps can be navigated on the same tab.

## Procedure 46 Navigating maps within maps displayed on the same tab

Step	Action
1	View the map.
2	Select the map icon within the map. The new map will open in the same tab.
3	The name of the current map will be displayed in map toolbar. You can navigate to the previous map by selecting the name from the drop down menu or using the left and right arrows.

- End -

## Find on Map

If an object is configured as part of a map, the object's right click menu can be used to find the object on a map(s). Any map(s) in which the object is configured will open and the its icon will flash.

If a camera is on a map, the Find on Map feature will also be available in the right click menu on the Surveillance window.

### Procedure 47 Find on Map

Step	Action
1	Right Click the object. If the Find on Map feature is available, it will be listed in the right click menu.
2	Select <b>Find on Map</b> . Map(s) open displaying the location of the object as an annunciating icon.

- End -

## Virtual Matrix and Maps

A new region located at the top of the map will expand to reveal the active virtual matrix configuration. This configuration of monitors will detect mouse movement over the individual panes. When a camera is dropped onto a pane, the actual pane in the video wall will render video from that camera.

**Note:**

Virtual Matrix needs to be enabled to use this feature.

Select  to display the virtual matrix when in map view.

## Introduction

System events allows you to detect, monitor and record specific activity on the system.

A typical use may be to alert a user of motion detection on a camera covering a sensitive area.

In this scenario, an event could be configured to:

- Alert the user by visually triggering a Video Action associated with the event displaying video from other cameras in the area
- Trigger a map action showing the location of the of the camera in alarm state
- Create a high priority entry in the Journal requiring event acknowledgment

## Event Types

There are 2 basic event types: **Sensor** based and **Health** based.

### Sensor Based Events

These events, when triggered typically display predefined **Event Actions**. These are system actions, tied to events which are set to display when events are triggered. Examples of Event Actions can be video Salvos or Map actions.

The following general steps are involved in configuring a Sensor based event:

- 1 Add a trigger to the sensor device (EG Set motion detection on a camera)
- 2 Create the Event Action to be executed when the Event triggers
- 3 Create the Event
- 4 Associate the Event Action with the Event
- 5 Associate the Event with the Trigger

### Health Based Events

System Health events do not typically involve video actions as their primary use is not security based. Instead they are used to warn users of potential issues with system failure. A typical use may be to inform a user that an alarm has been received warning of CPU overheating.

## Acknowledge and Clear Options

Part of configuring an event involves setting Acknowledge and Clear options for that event. Configuring these settings dictates whether an event requires extra user information to be input in order to acknowledge or clear the event.

Options are:

- Require a Log Message to be entered when acknowledged
- Require a Log Message to be entered when Cleared
- Username and password required to acknowledge
- Username and password required to clear

---

**Note:**

These credentials can be from any user who has permission to acknowledge and clear the event.

---

## Log Messages

Log messages are typically used to clear and acknowledge events but can be entered manually written to the journal at any time.

Log messages can also be selected from a **Predefined Message Log** which can contain up to 3000 user defined messages.

## Event Priority Window

The Event Priority Window is a surveillance window which is used to view camera Call Up Actions associated with Events. The surrounding red border distinguishes the Event Priority Window from standard surveillance views.

It is a 2X2 configuration. Call up video is displayed according to the priority of the event it is associated with. Highest priority displays in the top left pane of the window, descending in priority to Top right, Bottom left and Bottom right.

New events having a higher priority than those already displayed on will 'Bump' the lower priority windows. This will lead to lowest priorities dropping off when more than four streams attempt to display.

Video streams cannot be viewed in the Event Priority window unless triggered by an event.

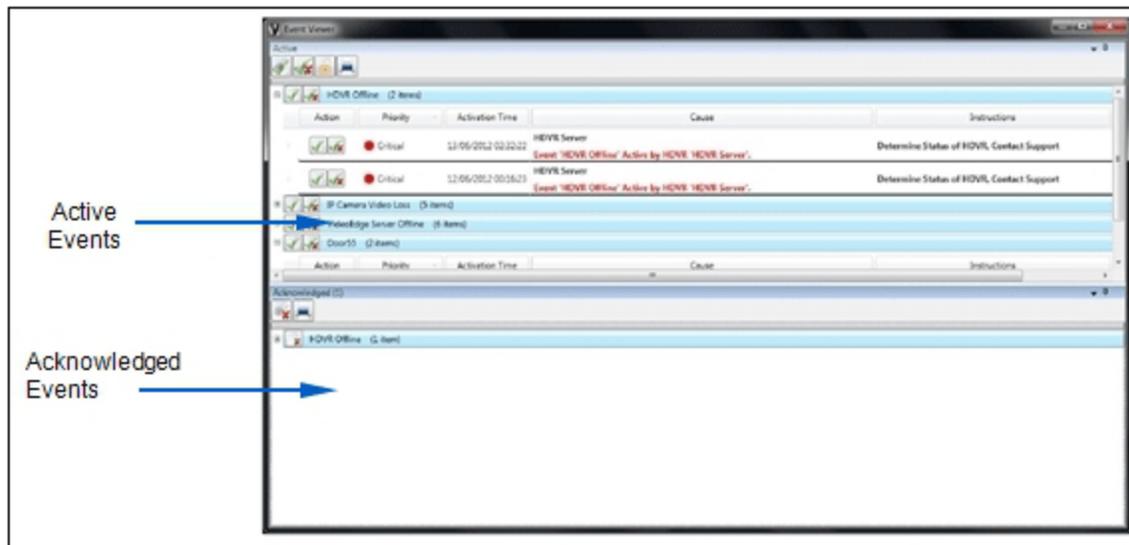
The window must be open when the event triggers in order to view the camera call up; the event does not cause the window to open.

## Event Viewer - (General Information)

The Event Viewer is a dynamics display of system event activity, accessible from the Home tab. It is a real time list displaying active and acknowledged events.

From the event viewer you can:

- Acknowledge system events
- Clear system events
- Sort events according to priority
- View event details including instructions, causes and activation time
- Review associated video
- Group events by type



---

### Note:

1. When there are 2000+ events in either the Active or Acknowledged panes, paging buttons are displayed.
  2. When paging buttons are in use, **Acknowledge All** and **Clear All** buttons work on a per page basis.
  3. By default, 2000 events per page are displayed, this can be changed to 500 or 100 by selecting the Page Size dropdown.
-

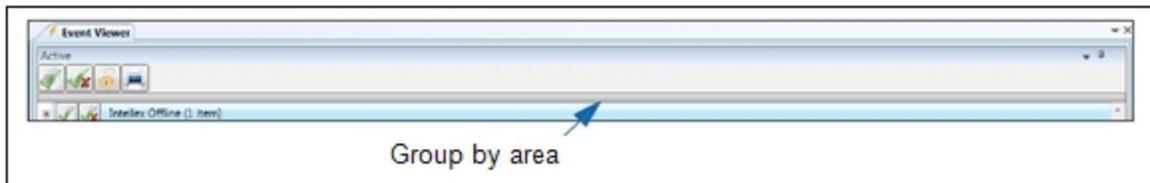
## Event Viewer - Sorting and Grouping

Using the grouping area of the event viewer, you can 'Multi Level Group' on any of the columns displayed. This means you can sort groups by more than one priority.

### Procedure 48 Event Viewer - Sorting and Grouping

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select Event Viewer on the <b>Home</b> tab. <b>Event Viewer</b> displays.   |
| 2 | Select the <b>Group By</b> area. Area expands enabling column headers to be dragged into it. The Group By area is the solid divider under the object list controls. |



- |   |   |
|---|---|
| 3 | Click and drag a column header into the <b>Group By</b> area. Groupings update accordingly. |
| 4 | Multi Group the items by adding more column headers.  |

**Note:**

By default, events are sorted by Name.

- End -

## Event Viewer - Acknowledge/Clear Events

From the Event Viewer, depending upon role permissions, you can acknowledge and clear events individually or by group.

Depending upon Event settings, you may be required to enter username and password or log a message to acknowledge and clear events.

Actions relating to various buttons on the Event viewer are detailed below.

Button	Event Viewer Area	Action
	Top Level List (Active Pane)	Acknowledge all events
	Top Level List (Active Pane)	Acknowledge and clear all events
	Top Level List (Active Pane)	Freeze/Unfreeze pane
	Top Level List (Acknowledge Pane)	Clear all events

Button	Event Viewer Area	Action
	Top Level List (Active and Acknowledged Panes)	Print
	Event Group (Active Pane)	Acknowledge all activations in event group
	Event Group (Active Pane)	Acknowledge and Clear all activations in event group
	Event Group (Acknowledged Pane)	Clear all activations in event group
	Event (Active Pane)	Acknowledge individual event
	Event (Active Pane)	Acknowledge and clear individual event
	Event (Acknowledged Pane)	Clear individual event

- End -

## Predefined Message Log

Predefined Log Messages can be created which can then be used when required to acknowledge or clear an event without needing to type text.

Labels and message fields are mandatory for every message created. Labels can be up to 100 characters in length and messages up to 3000.

The language for each message can also be assigned, this means when a user logs a message, the messages available are filtered to provide current language messages only. To log a message in a different language, you must switch language in the client.

### Procedure 49 Create a Predefined Log Message

Step	Action
1	Select <b>Predefined Message Log</b> from the Build tab.
2	Select <b>New</b> from the dropdown menu. New Predefined Message editor displays.
3	Select the <b>Language</b> dropdown.
4	Select the language in which the message is to be displayed.
5	Double click the <b>Label</b> textbox.
6	Enter Label text as required. Double click the <b>Message</b> textbox.
7	Enter message text as required.
8	Select  to add additional messages or  to remove selected messages.
9	Select <b>Save</b> .

- End -

## Introduction

Incident management can be used to manage information relating to an incident or event, for example a robbery or disturbance. Information in the form of clips, still images, report data, report charts, user entered notes, spreadsheets or external files can be compiled into a single package which can then be exported using a template to provide a report on the incident for review.

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**Note:**

The review of external files requires a compatible 3rd party application.

---

## Populating an Incident

Once an Incident has been created, it can be populated via the Incident List or using the Save to Incident button. Incidents can contain the following items -

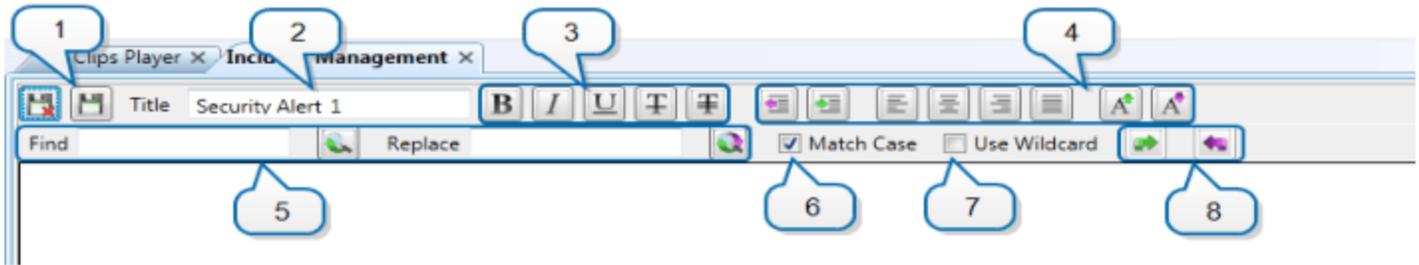
- Notes
- Clips
- Images
- Spreadsheets
- Imported files

## Populating an Incident using the Incident List

The Incident List displays all created incidents and can be used to populate the created incidents with notes, clips, images, spreadsheets and imported files.

### Procedure 50 Populating an Incident from the Incident List - Adding a Note

Step	Action
1	Select <b>Incident Management</b> from the <b>Home</b> tab.
2	Select <b>Show all</b> from the dropdown menu. The Incident List opens.
3	Right-click the required Incident from the list.
4	Select <b>Add Note</b> . The Incident Management Text Editor opens.



Item	Description
1	Save & Close / Save
2	Note Title (Incident name by default)
3	Font tools - <ul style="list-style-type: none"> <li>• Bold</li> <li>• Italic</li> <li>• Underline</li> <li>• Strikethrough</li> <li>• Double strikethrough</li> </ul>
4	Paragraph tools - <ul style="list-style-type: none"> <li>• Remove Indent</li> <li>• Add Indent</li> <li>• Left alignment</li> <li>• Center alignment</li> <li>• Right alignment</li> <li>• Full justify</li> <li>• Increase font size</li> <li>• Decrease font size</li> </ul>
5	Find / Find and Replace
6	Match Case (Use to refine results from Find / Find and Replace action)
7	Use Wildcard (use of a Like Operator) allows pattern matching for string comparison: Characters in <i>pattern</i> vs Matches in <i>string</i> ? - Any single character * - Zero or more characters # - Any single digit (0-9) [charlist] - Any single character in charlist [!charlist] - Any single character not in charlist
8	Redo and Undo

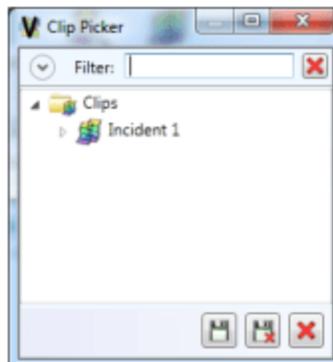
5 Create the Note as required using the Incident Manager Text Editor.

6 Click  or 

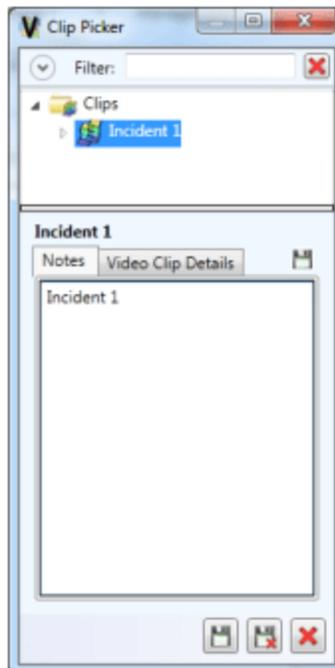
- End -

## Procedure 51 Populating an Incident from the Incident List - Adding a Clip

Step	Action
1	Select <b>Incident Management</b> from the <b>Home</b> tab.
2	Select <b>Show all</b> from the dropdown menu. The Incident List opens.
3	Right-click the required Incident from the list.
4	Select <b>Add Clip</b> . The Clip Picker window opens.



- 5 (Optional) Select  to expand all items in the clips tree.
- 6 (Optional) Enter a Filter criteria in the field. Click to  clear the filter.
- 7 Select the required clip.  
The Note editor displays.



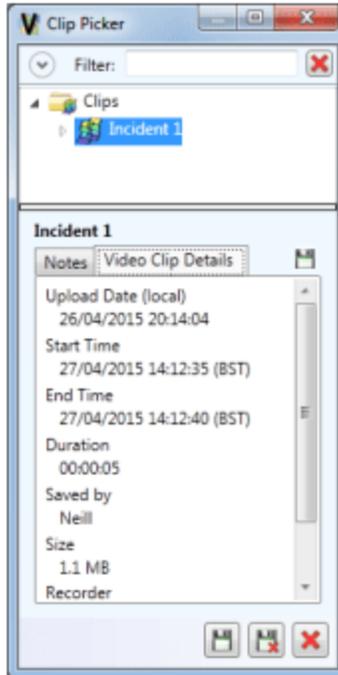
---

**Note:**

Selecting the dropdown arrow next to a clip will expand the clip to display the associated device(s).

---

- 8 (Optional) Enter text in the **Notes** field as required, select 
- 9 (Optional) Select the Video Clip Details tab to view information regarding the selected clip.



- 10 Click  or 

---

- End -

---

## Clip Builder

### Overview

Use the Clip Builder edit and combine video clips into a single playable video stream. Clip Builder supports the following clip editing features:

- Clip splitting
- Clip cropping
- Clip cutting

The built/edited clip can then be played back within the Clip Builder. Alternatively, the clip can be exported for playback in the Incident Player.

### Procedure 52 Editing a Clip in the Clip Builder

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**Note:**

Clip building does not support audio content.

---

Step	Action
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---

- 1 Select **Incident Management** from the **Home** tab.
- 2 Select **Show all** from the dropdown menu.  
The Incident List opens.
- 3 Expand the **Clips** folder.
- 4 Right-click on the clip that you want to open in the Clip Builder.  
The context menu appears.
- 5 Select **Clip Builder**.  
The clip opens in the Clip Builder window.
- 6 Edit the clip as required using the toolbar buttons.

Action	Description	Steps
Select	Highlights a section of the video clip:	<ol style="list-style-type: none"> <li>1. Set a start marker.</li> <li>2. Set an end marker. The section of the video clip between the two markers is selected.</li> </ol>
Split	Split the clip into two separate clips:	<ol style="list-style-type: none"> <li>1. Drag the playhead to the section of the video timeline where you want to split the clip.</li> <li>2. Click  to split the clip.</li> </ol>
Cut	Cut footage from the clip:	<ol style="list-style-type: none"> <li>1. Select a section of the video clip.</li> <li>2. Click  to cut the footage from the clip.</li> </ol>
Crop	Retains the selected video and removes any video Crop footage from the clip. <b>Note:</b> Cropping a clip does not remove video from other clips on the same timeline.	<ol style="list-style-type: none"> <li>1. Select a section of the video clip.</li> <li>2. Click  to crop any unselected footage from the clip.</li> </ol>
Delete	Removes the selected video from the timeline.	<ol style="list-style-type: none"> <li>1. Select a section of the video clip.</li> <li>2. Click  to delete the selected footage from the clip.</li> </ol>
Add clips	Adds the selected clip to the timeline.	<ol style="list-style-type: none"> <li>1. Open the <b>Clips</b> folder from the <b>Incident Management</b> page.</li> <li>2. Drag a clip from the <b>Clips</b> folder to the timeline bar.</li> </ol>

- 7 Click .  
The Build Menu appears.
- 8 Click **Build** to build the clip with Clip Builder.
  - a Drag the clip from the thumbnail bar to the incident list or to the clip list.
- 9 (Optional) Click **Direct Action** to build the clip with Direct Clip Action.  
The Direct Clip Action window appears.
  - a Click **Save** to save the clip to the clips list.
  - b Click **Save to Incident** to save the clip to an incident.

---

- End -

---

## Procedure 53 Clip Combining

---

**Note:**

Clip combining does not support audio content.

Clip combining can be accessed from the Incident list, from search results, from analytics results, or from bookmarks.

---

Step	Action
------	--------

---

- |    |  |
|----|--|
| 1  | Navigate to the Clips folder.  |
| 2  | Holding <b>CTRL</b> select the clips that you want to combine.   |
| 3  | Right-click on one of the selected clips.<br>The context menu appears.   |
| 4  | Select <b>Export clips</b> .<br>The Direct Clip Action window appears.   |
| 5  | Select the <b>Combine Output</b> checkbox.   |
| 6  | Click <b>Export</b> .  |
| 7  | (Optional) Use  and  to reorder the clips in the list. |
| 8  | Click <b>Next</b> .  |
| 9  | (Optional) Choose the <b>Export Location</b> .   |
| 10 | Click <b>Export</b> .<br>A progress indicator appears.   |
| 11 | Click <b>Finish</b> .<br>The clip is added to the <b>Clips List</b> .  |

---

- End -

---

## Procedure 54 Populating an Incident from the Incident List - Import Clipboard Image

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**Note:**

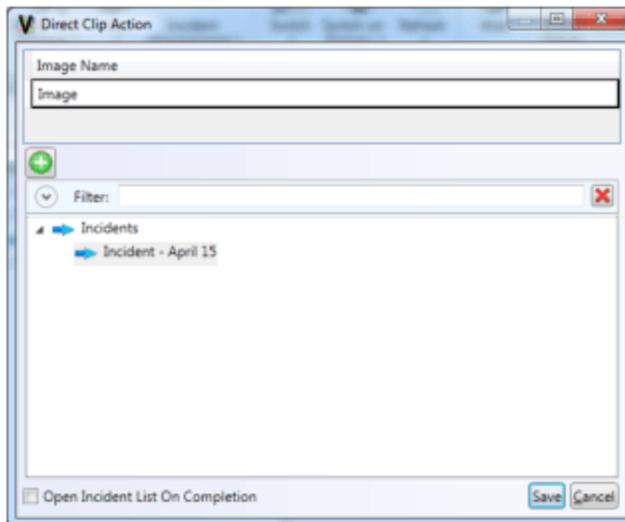
A clipboard image is one which is currently copied to the workstation clipboard, for example a screen shot.

---

Step	Action
------	--------

---

- |   |  |
|---|--|
| 1 | Select <b>Incident Management</b> from the <b>Home</b> tab.                    |
| 2 | Select <b>Show all</b> from the dropdown menu.<br>The Incident List opens.     |
| 3 | Right-click the required Incident from the list.                               |
| 4 | Select <b>Import Clipboard Image</b> .<br>The Direct Clip Action window opens. |



- 5 Edit the text in the **Image Name** field.
- 6 (Optional) Click  to create a new Incident.
  - a Select **Incident Management** from the **Home** tab.
  - b Select **New Incident** from the dropdown menu.  
The New Incident window opens.
  - c Enter a bespoke **Title** in the field.
  - d Select the **Incident Saving Location** from the available list.
  - e (Optional) Select  to expand all items in the Incidents tree.
  - f (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - g Click   
The Incident will appear in the Incident List.
- 7 (Optional) Select  to expand all items in the Incidents tree.
- 8 (Optional) Enter a Filter criteria in the field. Click to  clear the filter
- 9 Select the required **Incident**.
- 10 (Optional) Select the **Open Incident List on Completion** checkbox.
- 11 Click **Save**.
- 12 Click **Finish**.

- End -

## Procedure 55 Populating an Incident from the Incident List - Import Clip

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select <b>Incident Management</b> from the <b>Home</b> tab. |
| 2 | Select <b>Incident List</b> from the dropdown menu.         |

- The Incident List opens.
- 3 Right-click the required Incident from the list.
  - 4 Select **ImportClip**.  
A Window Explorer window opens.
  - 5 Navigate to the required file directory.
  - 6 Select the clip.

---

**Note:**

Only clips in native (.ISO, IMG, ZIP and MP4) format are supported. Media files in unsupported formats cannot be added to the clips list, but they can be added to the incident list as a third-party file. These media files can be included in an incident export, and are playable on third-party video players.

---

- 7 Click **Open**.

---

- End -

---

### Procedure 56 Populating an Incident from the Incident List - Import Image

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select <b>Incident Management</b> from the <b>Home</b> tab.                     |
| 2 | Select <b>Incident List</b> from the dropdown menu.<br>The Incident List opens. |
| 3 | Right-click the required Incident from the list.                                |
| 4 | Select <b>Import Image</b> .<br>A Window Explorer window opens.                 |
| 5 | Navigate to the required file directory.  |
| 6 | Select the image.   |
| 7 | Click <b>Open</b> .   |

---

- End -

---

### Procedure 57 Populating an Incident from the Incident List - Import Spreadsheet

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Select <b>Incident Management</b> from the <b>Home</b> tab.                     |
| 2 | Select <b>Incident List</b> from the dropdown menu.<br>The Incident List opens. |
| 3 | Right-click the required Incident from the list.                                |
| 4 | Select <b>Import Spreadsheet</b> .<br>A Window Explorer window opens.           |
| 5 | Navigate to the required file directory.  |
| 6 | Select the spreadsheet file.  |

---

**Note:**

Only Excel format spreadsheets are supported.

---

- 7 Click **Open**.

---

- End -

---

## Procedure 58 Populating an Incident from the Incident List - Import File

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Step	Action
------	--------

---

- 1 Select **Incident Management** from the **Home** tab.
- 2 Select **Incident List** from the dropdown menu.  
The Incident List opens.
- 3 Right-click the required Incident from the list.
- 4 Select **Import File**.  
A Window Explorer window opens.
- 5 Navigate to the required file directory.
- 6 Select the file.
- 7 Click **Open**.

---

- End -

---

## Populating an Incident using the Save to Incident Button

The Save to Incident button can be used during several functions within the client to populate the created incidents with clips, images, reports, Dynamic Views, maps and heat maps.

When selected the Save to Incident button  will launch a configuration window allowing you to specify which incident the item should be added a long with several other options.

---

**Note:**

Reports, journal entries, maps and heat maps can only be added to an incident using the Save to Incident button.

---

### Clips

During clip creation, clicking Save to Incident will launch a new page in the Direct Clip Action window to associate that clip with a new or a pre-configured incident.

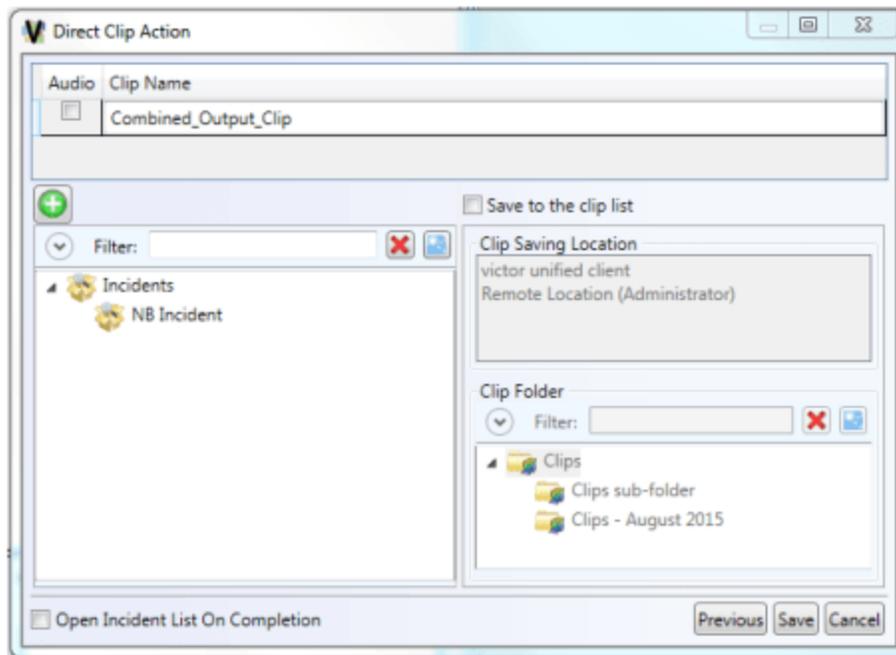
## Procedure 59 Populating an Incident using the Save to Incident Button - Clips

---

Step	Action
------	--------

---

- 1 Prepare the clip using the Clip Creation tools.
- 2 When the Direct Clip Action window opens, click **Save to Incident**.  
The Save to Incident page displays in the Direct Clip Action window.



- 3 (Optional) Select the **Audio** checkbox to include audio with the clip.
- 4 Edit the **ClipName** as required.
- 5 (Optional) Click  to create a new Incident.
  - a Select **Incident Management** from the **Home** tab.
  - b Select **New Incident** from the dropdown menu.  
The New Incident window opens.
  - c Enter a bespoke **Title** in the field.
  - d Select the **Incident Saving Location** from the available list.
  - e (Optional) Select  to expand all items in the Incidents tree.
  - f (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - g Click   
The Incident will appear in the Incident List.
- 6 (Optional) Select  to expand all items in the Incidents tree.
- 7 (Optional) Enter a Filter criteria in the field. Click to  clear the filter
- 8 Select the required **Incident**.
- 9 (Optional) Select the **Save to the clip list** checkbox.
  - a Select the **Incident Saving Location** from the available list.
  - b (Optional) Select  to expand all items in the clips tree.
  - c (Optional) Enter a Filter criteria in the field. Click to  clear the filter.
  - d Select the required saving location.

- 10 (Optional) Select the **Open Incident List on Completion** checkbox.
- 11 Click **Save**.
- 12 Click **Finish**.

- End -

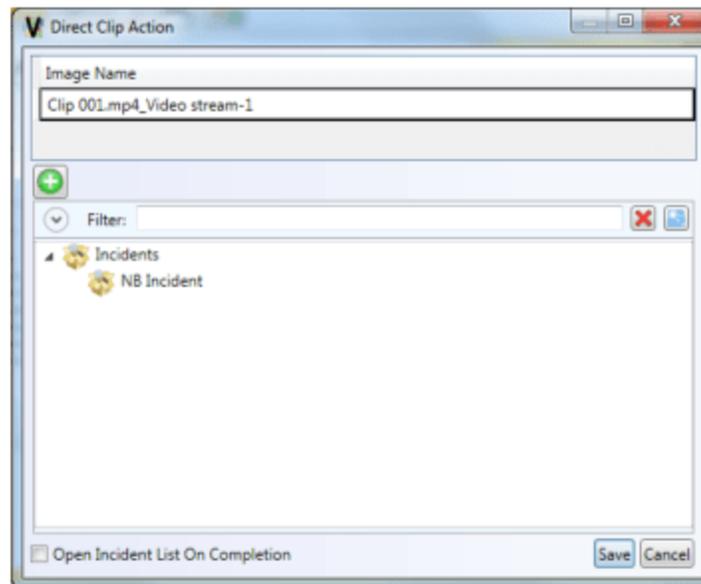
## Images

During still image capture, clicking Save to Incident will launch a new page in the Direct Clip Action window to associate that image with a new or a pre-configured incident.

### Procedure 60 Populating an Incident using the Save to Incident Button - Images

Step	Action
------	--------

- |   |   |
|---|---|
| 1 | Prepare the image using the Still Image Capture tools.  |
| 2 | When the Still Image Capture window opens, click  . The Direct Clip Action window opens. |



- |   |  |
|---|--|
| 3 | Edit the <b>Image Name</b> as required.  |
| 4 | (Optional) Click  to create a new Incident. <ol style="list-style-type: none"> <li>a Select <b>Incident Management</b> from the <b>Home</b> tab.</li> <li>b Select <b>New Incident</b> from the dropdown menu. The New Incident window opens.</li> <li>c Enter a bespoke <b>Title</b> in the field.</li> <li>d Select the <b>Incident Saving Location</b> from the available list.</li> <li>e (Optional) Select  to expand all items in the Incidents tree.</li> </ol> |

- f (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - g Click . The Incident will appear in the Incident List.
- 5 (Optional) Select  to expand all items in the Incidents tree.
  - 6 (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - 7 Select the required **Incident**.
  - 8 (Optional) Select the **Open Incident List on Completion** checkbox.
  - 9 Click **Save**.
  - 10 Click **Finish**.

- End -

## Image Editor

### Overview

The Image Editor allows the user to crop and highlight/mark images to better illustrate the suspect/issue. The following image editing features are supported by victor Unified Client:

- Crop image
- Add text to image
- Add an object to image (Available objects: Line, rectangle, ellipse)

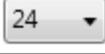
Edited images can be saved to incident folder. The incident will contain both the original image and the modified image. Users can view or revert to the original image by selecting the relevant option from the context menu.

### Procedure 61 Editing an Image

Step	Action
1	Expand the <b>Images</b> folder in the incident list.
2	Right-click on the image you want to edit.
3	Select <b>Open Image</b> .
4	Edit the image as required using the toolbar buttons.



Element	Name	Action
	Undo	To undo an action, click  .
	Redo	To redo a recently undone action, click  .
	Cursor mode	Click  to set your mouse pointer to cursor mode.

Element	Name	Action
	View Full Image	Click  to view the full image within the image editor window.
	Crop image	<ol style="list-style-type: none"> <li>1. Click <b>Crop</b>.</li> <li>2. Click, hold and drag the mouse cursor to highlight the area to be cropped.</li> <li>3. Release the mouse button to crop the image.</li> </ol>
	Add text	<ol style="list-style-type: none"> <li>1. Click the <b>Add Text</b> button.</li> <li>2. Click on a point in the image where you want to add text.</li> <li>3. Enter text.</li> <li>4. Click <b>Ok</b>.</li> </ol>
	Font style	<ol style="list-style-type: none"> <li>1. Click the Font style box.</li> <li>2. Select a font style.</li> </ol>
	Font size	<ol style="list-style-type: none"> <li>1. Click the Font size box.</li> <li>2. Select a font size.</li> </ol>
	Add an ellipse	<ol style="list-style-type: none"> <li>1. Select <b>color</b> from the dropdown menu.</li> <li>2. Select line style from the dropdown menu.</li> <li>3. Drag the line thickness slider to set line width.</li> <li>4. (Optional) Select the Fill checkbox to make the shape a solid object.</li> <li>5. Choose <b>Add Ellipse</b>.</li> </ol>
	Add a rectangle	<ol style="list-style-type: none"> <li>1. Select <b>color</b> from the dropdown menu.</li> <li>2. Select line style from the dropdown menu.</li> <li>3. Drag the line thickness slider to set line width.</li> <li>4. (Optional) Select the Fill checkbox to make the shape a solid object.</li> <li>5. Choose <b>Add Rectangle</b>.</li> </ol>
	Add a line	<ol style="list-style-type: none"> <li>1. Select <b>color</b> from the dropdown menu.</li> <li>2. Select line style from the dropdown menu.</li> <li>3. Drag the line thickness slider to set line width.</li> <li>4. Choose <b>Add Line</b>.</li> </ol>
	Line color	<ol style="list-style-type: none"> <li>1. Click the Line color box.</li> <li>2. Select a line color.</li> </ol>
	Line style	<ol style="list-style-type: none"> <li>1. Click the Line style box.</li> <li>2. Select a line style.</li> </ol>
	Line thickness	Move the slider to adjust the line thickness for an object.
	Fill object	Select the <b>Fill object</b> checkbox to create a solid rectangle or an ellipse, instead of a shape outline. <b>Note:</b> This option can only be selected for an Ellipse or Rectangle with a Solid Line style.

**Note:**

The **Line color**, **Line style**, **Line thickness** and **Line object** settings must be modified before creating an object. These settings cannot be modified for existing objects.

5 Click  to save the image and close the image editor.

- End -

## Reverting to an Original Image

The original version of an image is stored in victor, alongside the edited version of that image. To revert to the original image at any time, select this option from the context menu.

### Procedure 62 Reverting to Original Image

Step	Action
1	Expand the <b>Images</b> folder in the Incident List.
2	Right-click on the image.
3	Click <b>Revert to Original Image</b> . A popup window appears.
4	Click <b>OK</b> .

- End -

### Procedure 63 Viewing an original image

Step	Action
1	Expand the <b>Images</b> folder in the incident list.
2	Right-click on the image.
3	Click <b>Open Original Image</b> . The original version of the image opens in the Image Editor.

**Note:**  
When you open the original image, the image editing features are disabled.

- End -

### Procedure 64 Open an Image externally

Step	Action
1	Expand the <b>Images</b> folder in the incident list.
2	Right-click on the image you want to open externally.
3	Select <b>Open Externally</b> from the context menu. The image opens in Windows Photo Viewer.

- End -

## Reports

Generated reports can be saved to an incident using the Save to Incident button. Reports can be saved as spreadsheets or images (if visualized).

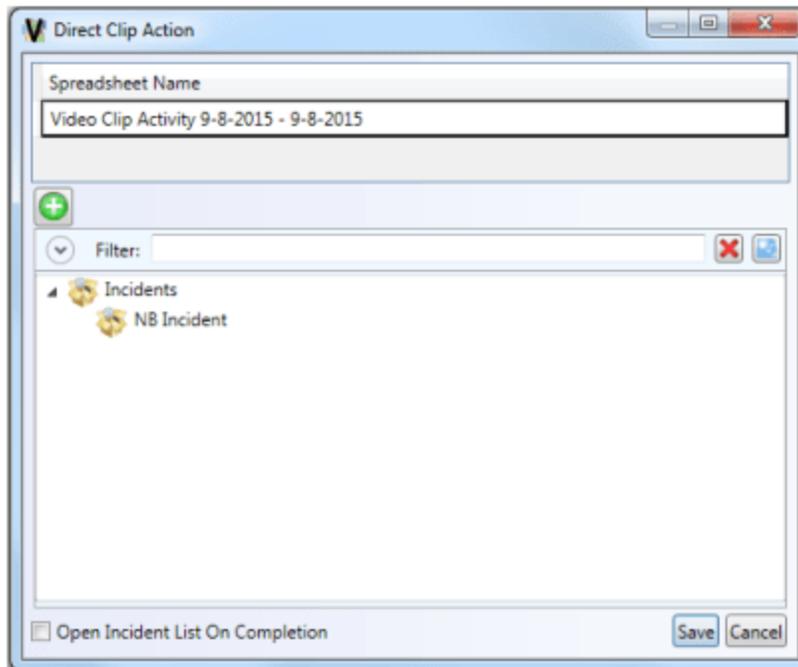
**Note:**

Reports and data visualization will display results in the date and time of the local client.

### Procedure 65 Populating an Incident using the Save to Incident Button - Reports

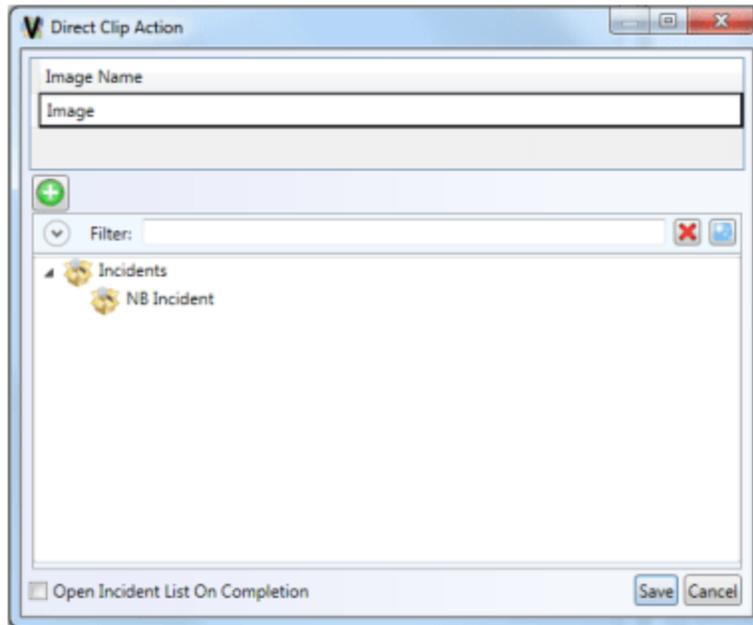
Step	Action
------	--------

- 1 Execute the report using the Report Search tools.
- 2 To save a report spreadsheet to an incident -
  - a When the report is generated, click  in the Reports and Data Visualization window. The Direct Clip Action window opens.



- b Edit the **Spreadsheet Name** as required.
- c (Optional) Click  to create a new Incident.
  - i. Select **Incident Management** from the **Home** tab.
  - ii. Select **New Incident** from the dropdown menu. The New Incident window opens.
  - iii. Enter a bespoke **Title** in the field.
  - iv. Select the **Incident Saving Location** from the available list.
  - v. (Optional) Select  to expand all items in the Incidents tree.
  - vi. (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - vii. Click . The Incident will appear in the Incident List.
- d (Optional) Select  to expand all items in the Incidents tree.
- e (Optional) Enter a Filter criteria in the field. Click to  clear the filter
- f Select the required **Incident**.
- g (Optional) Select the **Open Incident List on Completion** checkbox.

- h Click **Save**.
  - i Click **Finish**.
- 3 To save a visualized report image to an incident -
- a Click  to visualize the report.
  - b Select **Customize**.
  - c Click .  
The Direct Clip Action window opens.



- d Edit the **Image Name** as required.
- e (Optional) Click  to create a new Incident.
  - i. Select **Incident Management** from the **Home** tab.
  - ii. Select **New Incident** from the dropdown menu.  
The New Incident window opens.
  - iii. Enter a bespoke **Title** in the field.
  - iv. Select the **Incident Saving Location** from the available list.
  - v. (Optional) Select  to expand all items in the Incidents tree.
  - vi. (Optional) Enter a Filter criteria in the field. Click to  clear the filter
  - vii. Click .  
The Incident will appear in the Incident List.
- f (Optional) Select  to expand all items in the Incidents tree.
- g (Optional) Enter a Filter criteria in the field. Click to  clear the filter

- h Select the required **Incident**.
- i (Optional) Select the **Open Incident List on Completion** checkbox.
- j Click **Save**.
- k Click **Finish**.

---

- End -

---

## Dynamic Views

Dynamic views can be saved to an incident using the Save to Incident button. Dynamic views are saved as spreadsheets.

### Procedure 66 Populating an Incident using the Save to Incident Button - Dynamic Views

Step	Action
1	Navigate to the required dynamic view.
2	Select the entry you want to include in the generated spreadsheet.
3	Click  The Direct Clip Action window opens.
4	Edit the <b>Spreadsheet Name</b> as required.
5	(Optional) Click  to create a new Incident. <ul style="list-style-type: none"> <li>a Select <b>Incident Management</b> from the <b>Home</b> tab.</li> <li>b Select <b>New Incident</b> from the dropdown menu. The New Incident window opens.</li> <li>c Enter a bespoke <b>Title</b> in the field.</li> <li>d Select the <b>Incident Saving Location</b> from the available list.</li> <li>e (Optional) Select  to expand all items in the Incidents tree.</li> <li>f (Optional) Enter a Filter criteria in the field. Click to  clear the filter</li> <li>g Click  The Incident will appear in the Incident List.</li> </ul>
6	(Optional) Select  to expand all items in the Incidents tree.
7	(Optional) Enter a Filter criteria in the field. Click to  clear the filter
8	Select the required <b>Incident</b> .
9	(Optional) Select the <b>Open Incident List on Completion</b> checkbox.
10	Click <b>Save</b> .
11	Click <b>Finish</b> .

---

- End -

---

## Maps

Maps can be saved to an incident using the Save to Incident button. Maps are saved as images.

### Procedure 67 Populating an Incident using the Save to Incident Button - Maps

Step	Action
1	Navigate to the required map.
2	Right click the entry you want to view.
3	Click <b>View</b> . The map opens in a new tab.
4	Click  The Direct Clip Action window opens.
5	Edit the <b>Image Name</b> as required.
6	(Optional) Click  to create a new Incident. <ol style="list-style-type: none"><li>Select <b>Incident Management</b> from the <b>Home</b> tab.</li><li>Select <b>New Incident</b> from the dropdown menu. The New Incident window opens.</li><li>Enter a bespoke <b>Title</b> in the field.</li><li>Select the <b>Incident Saving Location</b> from the available list.</li><li>(Optional) Select  to expand all items in the Incidents tree.</li><li>(Optional) Enter a Filter criteria in the field. Click to  clear the filter</li><li>Click  The Incident will appear in the Incident List.</li></ol>
7	(Optional) Select  to expand all items in the Incidents tree.
8	(Optional) Enter a Filter criteria in the field. Click to  clear the filter
9	Select the required <b>Incident</b> .
10	(Optional) Select the <b>Open Incident List on Completion</b> checkbox.
11	Click <b>Save</b> .
12	Click <b>Finish</b> .

---

- End -

## Heat Maps

Heat maps can be saved to an incident using the Save to Incident button. Heat maps are saved as images.

### Procedure 68 Populating an Incident using the Save to Incident Button - Heat Maps

Step	Action
------	--------

- 1 Generate the required heat map.
- 2 Click .  
The Direct Clip Action window opens.
- 3 Edit the **Image Name** as required.
- 4 (Optional) Click  to create a new Incident.
  - a Select **Incident Management** from the **Home** tab.
  - b Select **New Incident** from the dropdown menu.  
The New Incident window opens.
  - c Enter a bespoke **Title** in the field.
  - d Select the **Incident Saving Location** from the available list.
  - e (Optional) Select  to expand all items in the Incidents tree.
  - f (Optional) Enter a Filter criteria in the field. Click to  clear the filter.
  - g Click .  
The Incident will appear in the Incident List.
- 5 (Optional) Select  to expand all items in the Incidents tree.
- 6 (Optional) Enter a Filter criteria in the field. Click to  clear the filter
- 7 Select the required **Incident**.
- 8 (Optional) Select the **Open Incident List on Completion** checkbox.
- 9 Click **Save**.
- 10 Click **Finish**.

---

- End -

---

## Generating a Report

Once an incident has been populated with all the required components, it can then be exported for viewing on other PCs. During this export process a report can also be generated using a Microsoft Word template file. The following templates are supplied as default:

- BOLO (Be On the Look Out) Report - Includes a date and timestamp, actions required and associated images which have been added to the incident, i.e. still images for example a headshot.
- Media Clip Report - Includes a date and timestamp, summary of the incident, hyperlinks to the associated media clips, journal reports, files, lists of actions required, and images.
- Blank Template - Doesn't include a date and timestamp but includes all items in the incident.

---

**Note:**

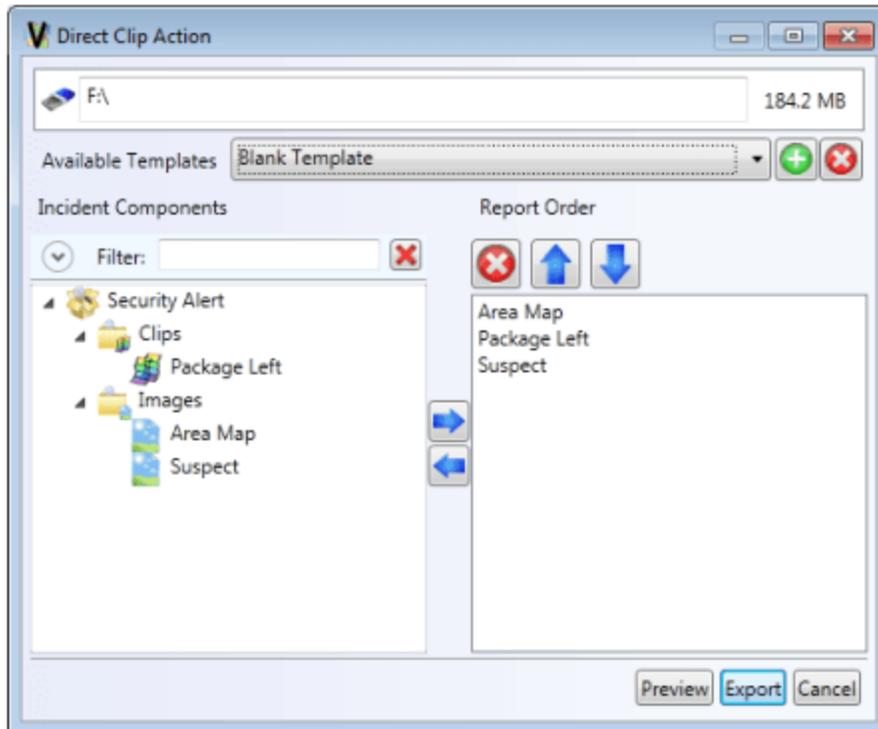
Files, spreadsheets and clips are listed as hyperlinks within the blank template.

---

### Procedure 69 Exporting an Incident

Step	Action
------	--------

- 1 Select **Incident Management** from the **Home** tab.
- 2 Select **Incident List** from the dropdown menu.  
The Incident List opens.
- 3 Right click the incident you want to export.
- 4 Select **Export Incident**.  
The Direct Clip Action window opens.



- 5 (Optional) Edit the export directory.
  - a Hover over the export directory field.  
Option icons display.



- b (Optional) Click  to add additional directory locations for exporting the Incident multiple times.
    - c Click  to choose an export directory using windows explorer.
  - Or  
Enter the directory location in the field.
- 6 Select the required template from the **Available Templates** dropdown.
- 7 (Optional) Select  to expand all items in the Incidents tree.

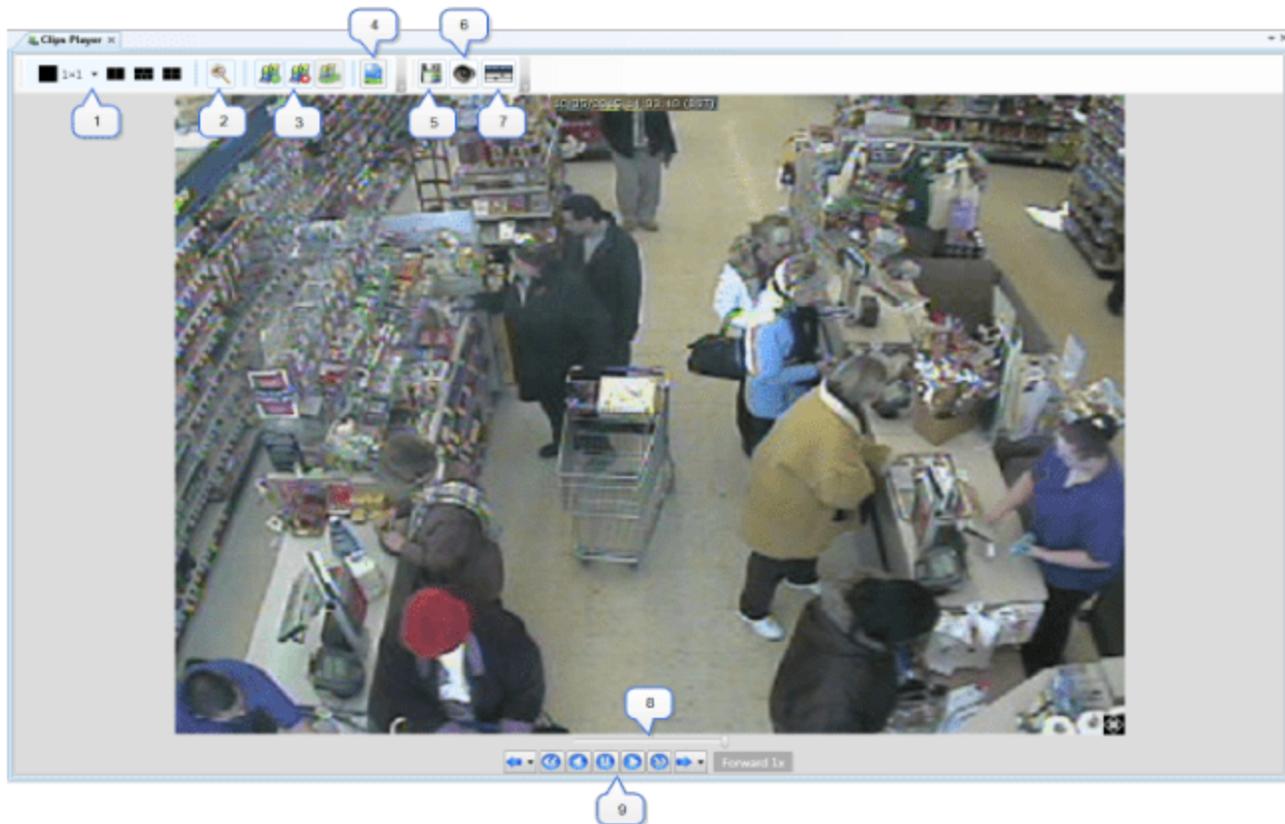
- 8 (Optional) Enter a Filter criteria in the field. Click to  clear the filter.
- 9 Select the required components of the incident(s) to export. Click  and  to include or exclude items from the report. Items can also be removed by selecting the item and clicking .
- 10 Click  and  to change the order each component will appear in the report.
- 11 (Optional) Click **Preview** to view a preview of the generated report.
- 12 Click **Export** to export the files and generate the report.  
A folder will be created in the export location containing the generated report and associated files.

- End -

## Viewing Incident Components using victor

Incidents and their components can be viewed in the Incident List at any time. The method of viewing will depend on the selected file type:

- **Clips** - Double click or right click > Playback Clip to view the clip. victor clips player launches providing playback control and so on.



Item	Description
1	Layout selection
2	Launch Investigator Mode
3	Clip Creation and Export tools
4	Cropped Still Image Capture
5	Save Clip
6	Enable / Disable Audio
7	Launch / Close Timeline view
8	Clip Progress Indicator
9	Playback Controls

- **Images** - Double click or right click > Open Image to view the image. Images will be opened in the default application assigned in Windows.
- **Notes** - Double click or right click > Open Note to view the note. Notes will be opened in the Incident Management Text Editor.
- **Spreadsheets** - Double click or right click > Open Spreadsheet to view the spreadsheet. Spreadsheets will be opened in the default application assigned in Windows.
- **Files** - Double click or right click > Open File to view the file. Files will be opened in the default application assigned in Windows for the selected file type.

---

**Note:**

When a default application has not been assigned for Images, Spreadsheets and other file types, you will be prompted to select an application via Windows.

---

## Overview

A Site is a user definable list of folders into which you can drag devices and objects. In general, any object listed on the setup or build tabs may be added to a site folder.

The Sites feature enables users to organize and group objects into logical folder views instead of the traditional device driven views

Users can create sites and folders with custom names and organize the objects within according to criteria relevant to that site.

For example, a folder can be named 'East Car Park' and that folder can be used to group objects related to that particular area (Cameras, Recorders etc.)

The site list is therefore used as a convenient method from where to open objects and views related to a particular physical location.

## Using Sites

You can display the site list and fully interact with all objects within folders.

### Procedure 70 Using Sites

Step	Action
1	Select the <b>Sites</b> tab. Sites list displays.
2	Expand required site folder.
3	Right click objects to display their standard context menu

---

- End -

---

## Introduction

Virtual Matrix allows users to switch video in display panes of surveillance windows using a CCTV keyboard as if the video panes were all monitors attached to a traditional analog matrix.

## Activate a Virtual Matrix Profile

Existing Virtual Matrix profiles can be activated from the Home tab.

---

**Note:**

Selecting to view a virtual matrix may override the user layout on both local and remote workstations.

---

### Procedure 71 Activate Virtual Matrix

---

Step	Action
------	--------

---

- 1 Select **Activate Virtual Matrix** from the **Home** tab. The list of available virtual matrices displays.
- 2 Select the required Virtual Matrix profile from the dropdown list. The virtual matrix activates.

---

- End -

---

## Deactivate a Virtual Matrix Profile

---

**Note:**

Deactivating a virtual matrix profile only affects the client machine on which it is physically deactivated. Other clients running the virtual matrix are not affected.

---

### Procedure 72 Deactivate a Virtual Matrix

---

Step	Action
------	--------

---

- 1 Select **Virtual Matrix** from the **Build** tab.
- 2 Select **Show all** from the dropdown menu.
- 3 Right click the active virtual matrix.
- 4 Select **Deactivate profile**.

---

- End -

---

Web pages can be viewed using victor's Web Browser.

## Open Web Browser

### Procedure 73 Open Web Browser

Step	Action
1	Select <b>Web</b> from the <b>Home</b> tab. Browser tab displays
2	Enter URL into address bar
3	Press <b>Enter</b> . Web page displays

- End -

## Adding Favorites to the Web browser

Favorite sites can be added to the victor browser to allow easy navigation.

### Note:

Users cannot add favorites to a protected layout such as the default layout. In these cases, the add favorite button is disabled.

### Procedure 74 Adding Favorites to browser

Step	Action
1	Select <b>Web</b> from the <b>Home</b> tab. Browser tab displays
2	To add a favorite: <ol style="list-style-type: none"><li>Enter URL into address bar</li><li>Press <b>Enter</b>. Web page displays</li><li>Select <b>Favorites</b></li><li>Select <b>Add to Favorites</b></li></ol>
3	To navigate to a favorite: <ol style="list-style-type: none"><li>Select <b>Favorites</b></li><li>Select the required address from the drop down menu</li></ol>
4	To remove a favorite: <ol style="list-style-type: none"><li>Select <b>Favorites</b></li><li>Right click the favorite to be removed</li><li>Select <b>Remove</b></li></ol>

- End -

## Introduction

Object association allows users to view groups of unrelated objects which have been linked using the Object Association feature.

When associations have been made between objects, users can view associations using the Review option on an object's context menu.

The Review option is available from the Reports, Event Viewer and Activity List areas of the client.

## View Associations from Reports

You can view object associations directly from report items.

If an object has associations to other system objects, the 'Review' option will display on that object's report item's context menu.

### Procedure 75 View Associations from Reports

Step	Action
1	Generate a system report.
2	Right Click on a report item related to an object with associations.
3	Select Review. Depending on object type, the appropriate view opens displaying the source object and any associated object views.

---

**Note:**

If Salvos are associated with the source object, they will display in separate tabs.

---

---

- End -

---

## View Associations from Event Viewer

You can view object associations directly from the Event Viewer.

If an event is triggered by an object which has associations, the 'Review' option is available on the Event Viewer entry.

### Procedure 76 View Associations from Event Viewer

Step	Action
1	Select <b>Event Viewer</b> from the <b>Home</b> tab. Event Viewer displays.
2	Right click an event which was triggered by an object with associations.
3	Select <b>Review</b> . Depending on object type, the appropriate view opens displaying the source object and any associated object views.

---

**Note:**  
If Salvos are associated with the source object, they will display in separate tabs.

---

- End -

## View Associations from Activity List

You can view object associations directly from the Activity List.

If an activity list item is related to an object with associations, the 'Review' option is available on the Activity List entry.

### Procedure 77 View Associations from Activity List

Step	Action
1	Select <b>Activity</b> from the <b>Home</b> tab. Activity list displays.
2	Right click the item from which to view associations.
3	Select <b>Review</b> . Depending on object type, the appropriate view opens displaying the source object and any associated object views.

---

**Note:**  
If Salvos are associated with the source object, they will display in separate tabs.

---

- End -

## Introduction

victor operators can sign in or sign out of **victor unified client**. Operators can also switch user.

## Operator Login

### Procedure 78 Operator Login

Step	Action
1	Double click the <b>victor unified client</b> desktop icon on the client machine. Client Sign In window displays.
2	Select Authentication Method the operator uses from the dropdown - Windows or Basic.
3	Enter <b>Username</b> (Windows Username of the installer account if this is the first login).
4	Enter <b>Password</b> (Password of the Installer Account).
<b>Note:</b> Blank Password are not accepted.	
5	Select <b>Domain</b> and <b>victor Application Server</b> as required.
6	Select <b>OK</b> to Login or <b>Cancel</b> to Exit.

- End -

## Operator Logout

When finished using **victor unified client**, you can logout. This effectively frees up a license on your system, allowing another operator to login.

### Procedure 79 Operator Logout

Step	Action
1	Select  from the client title bar. Operator logout dialog opens.
2	Select <b>Log Out</b> to logout, or <b>Cancel</b> to cancel.

- End -

## Switch Operator

You can switch the current operator without exiting **victor unified client** or logging out of Windows.

---

**Note:**

When switching operator, if an invalid username or password is entered, the client will be disconnected and the user presented with the Login window.

---

## Procedure 80 Switch Operator

---

Step	Action
------	--------

---

- 1 Select  from the client title bar. Client Sign In window displays.
- 2 Select Authentication Method the operator uses from the dropdown - Windows or Basic.
- 3 Enter **Username** (Windows Username of the installer account if this is the first login).
- 4 Enter **Password** (Password of the Installer Account).

---

**Note:**

Blank Password are not accepted.

---

- 5 Select **Domain** and **victor Application Server** as required.
- 6 Select **Options**. To retain the current layout select **Keep current layout**.
- 7 Select **OK** to Login or **Cancel** to Exit.

---

- End -

---

## Introduction

The default **victor unified client** layout consists of three tabbed toolbars (Home, Build and Setup), the Device List and a 2X2 Surveillance tab. This layout can be completely customized, allowing you to create a workspace that better suits the requirements of individual operators and roles.

---

**Note:**

The Ribbon controls are minimized by default. To show the controls, double click the Home, Build or Setup tab

---

## Window Types

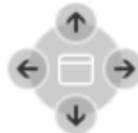
Various window types are supported within victor. Type changes and behavior can be accessed by right clicking the window title bar. **victor unified client** supports 3 window types:

### Floating Windows

Creates a window that is independent of the client window. A floating window can be moved to anywhere on screen, resized and reshaped to suit your workspace.

### Dockable

Creates a window that can be docked into position within the main client window. When a dockable window is dragged, a guide diamond is displayed (see below), allowing you to quickly dock it on one of the four sides of the workspace. When a docked window is undocked, it will float to the top of other windows.



### Tabbed

Creates a window that appears in a tab. Tabbed windows are useful for organizing and switching between multiple open windows.

## Configuring your Workspace

You can create a custom layout to suit your individual workspace.

### Procedure 81 Dock Window

Step	Action
1	Right click the title bar or tab of the window.
2	Select <b>Dockable</b> .
3	Drag the window to the middle area of the screen. The Guide diamond displays.
4	Hover the cursor over the guide diamond arrow which corresponds with the area you want to dock the window in. Area highlights.
5	Release the mouse, Window docks in position.

- End -

### Procedure 82 Resize Windows

You can resize a docked or floating window to provide more or less area in the workspace.

Step	Action
1	If the window is tabbed, right click the title bar and select <b>Floating</b> or <b>Dockable</b> .
2	Hover the cursor over the corner side of the window. Grab Handles display  .
3	Select and drag the cursor to resize the window as required.

- End -

### Procedure 83 Autohide Windows

Autohide is only available in dockable windows that have been docked.

When Autohide is enabled on a window, it will only be visible as a tab when it does not have focus. This means that the window is open and can be easily accessed, but the area it occupies is greatly reduced.

Step	Action
1	Right click the title bar of the docked window.
2	Select <b>Autohide</b> . The window will reduce to a tab view positioned according to the docked attribute of the window.
3	Select the tab to view the window or remove focus to autohide.

- End -

### Procedure 84 Show/Hide the Ribbon

You can Minimize or maximize the ribbon controls to create more workspace. This change is not saved as a layout change.

**Note:**

Default setting is minimized

Step	Action
------	--------

- 1 Double click the Home, Build or Setup tab. Ribbon is displayed.
- 2 Double click the Home, Build or Setup tab. Ribbon is hidden.

---

- End -

---

## Save/Switching Layouts

### Save

Once your workspace has been configured to suit your requirements, you can save the layout for later retrieval.

#### Procedure 85 Save Current Layout

---

Step	Action
------	--------

---

- 1 Select **Layout** on the **Build** tab.
- 2 Select **Save as** from the dropdown menu. Name textbox displays.
- 3 Enter a name for the new layout.
- 4 Select **OK**. The layout is saved.

---

**Note:**The default layout cannot be deleted.

---

---

- End -

---

### Switch

#### Procedure 86 Switch to Saved Layout

---

Step	Action
------	--------

---

- 1 Select **Switch** on the **Home** tab. List of layouts displays.
- 2 Select the layout from the dropdown menu. New layout displays.

---

- End -

---

### Switch on Primary

The Switch On Primary feature allows you to set a new layout to be displayed on the primary monitor only.

---

**Note:**

All tabbed, dockable and floating windows are considered part of your primary display, regardless of which monitor they reside on.

---

#### Procedure 87 Layout - Switch on Primary

---

Step	Action
------	--------

---

- 1 Select **Switch On Primary** from the Build tab

- 2 Select a layout from the dropdown menu. The new layout is applied to the primary monitor only

---

- End -

---

## Refresh Layouts

Various options are available to refresh layouts from the Home tab.

### Procedure 88 Refresh Layouts

---

Step	Action
------	--------

---

- |   |  |
|---|--|
| 1 | Select <b>Refresh</b> from the Home tab.   |
| 2 | Select from dropdown options. <ul style="list-style-type: none"><li>• Refresh Layout</li><li>• Refresh on Primary</li><li>• Refresh Group Layout</li></ul> |

---

- End -

---

## Rename Tabbed Window

Tabbed windows can be renamed. Any renaming will be saved when the layout is saved.

### Procedure 89 Rename Tabbed Windows

---

Step	Action
------	--------

---

- |   |  |
|---|--|
| 1 | Right Click the tab to be renamed.           |
| 2 | Select <b>Rename</b> . Name dialog displays. |
| 3 | Enter a new name for the tab.                |
| 4 | Select <b>OK</b> .                           |

---

- End -

---

## Create New Tab Groups

You can create new tab groups for convenient grouping and navigation of windows. To create tab groups, more than one tab must be open.

### Procedure 90 Create New Tab Groups

Step	Action
1	Right Click on the tab to start the new group. This will be the first tab listed in the group.
2	Select <b>New Horizontal Tab Group</b> or <b>New Vertical Tab Group</b> as required. New group is created per the selection.
<b>Note:</b>	
1. Reorder tabs within groups by selecting and dragging tabs within the group.	
2. Move tabs between groups by right clicking the tab and selecting <b>Move to Previous/Next Tab Group</b> .	
- End -	

## Merge Docked Windows

You can merge docked windows to create more on-screen workspace. Merged windows are grouped together as a single tabbed screen element.

### Procedure 91 Merge Docked Windows

Step	Action
1	Select the title bar of a docked window.
2	Drag to the centre of the docked window to which it is to merge. The docking icon displays.
3	Deselect the window in the centre of the docking icon. Windows merge. Navigate the windows by selecting appropriate tabs from the bottom of the merged window.
- End -	

## View Window In Full Screen

You can view any window in full screen mode.

### Procedure 92 View Window Full Screen

Step	Action
1	Right click the title bar of the window.
2	Select <b>Send To</b> from the context menu.
3	Select the display in which to view the full screen window. A confirmation message will be displayed to let you know if the operation was successful or failed.
- End -	

## Save and Restore Current Layout

Selecting the save layout option saves the current layout. Once your workspace is arranged, you can save the layout under a descriptive name and restore it later.

### Procedure 93 Save Current Layout

Step	Action
1	Select <b>Layout</b>
2	Select <b>Save</b> . The <b>Choose save location</b> dialog opens
3	Navigate to the location you wish to save the layout to
4	Enter a <b>File Name</b>
5	Select <b>Save</b>
- End -	

## Procedure 94 Restore Layout

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Step	Action
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- 1 Select **Layout**
- 2 Select **Load**. The **Select layout file to open** dialog displays
- 3 Navigate to saved layout file location and select required layout file
- 4 Select **Open**. The surveillance window updates with the restored layout

---

- End -

---

## Introduction

The Video Wall feature uses Client to Client Communication to enable layout components to be sent between displays attached to different workstations.

In order to send components to a receiving client, the component must be open on the sending client, therefore the role of the sender must allow viewing of the layout component. Similarly the receiver's role must allow viewing of the component.

Typically, components are sent between workstations using the '**Send To**' feature of an objects context menu.

## Send Layout Components

You can send layout components from your local client to a display attached to a Remote workstation. It is important to note that the ability of workstations to send and receive components is governed by the roles of the sending and receiving operators.

This procedure describes sending a layout component to a remote workstation directly from a video window however the same steps are employed for every type of layout component.

### Procedure 95 Send Layout Components

Step	Action
1	Right Click the video stream to be sent.
2	Select <b>Send To</b> .
3	Select the workstation to send the video. (This is not applicable if the workstation is set as Agent).
4	Select display from the sub menu. A Send confirmation / failure displays.

---

**Note:**  
If the workstation is configured to reject client to client requests, it will highlight red and you the sender receives a message asking if they want to force the action.

---

- End -

---

## Receive Layout Components

When a layout component is sent to your workstation, depending on how the workstation is configured, you may need to manually accept the request before the component will display. This procedure assumes that **Turn Off Client to Client Communication** is enabled.

If **Turn Off Client to Client Communication** is not enabled, received components display automatically.

### Procedure 96 Receive Layout Components

Step	Action
1	<b>Accept?</b> Dialog displays indicating a component is being sent to your workstation. Dialog prompts <b>Would you like to Accept?</b>
2	Select <b>Yes</b> to accept and display the component or <b>No</b> to reject.

---

- End -

---

## Introduction

The vault feature provides the ability to protect media items (audio and video) from VideoEdge NVR (v4.2+) recorders. Vaulting an item applies a rule to a specific segment of media, tagging it as protected and preventing it from data culling.

Media can typically be vaulted from:

- Direct Export (Clips)
- Event Viewer - via Export Clip
- Activity List - via Right Click Investigate
- Search Result List - via Clip Export
- Map Viewer - via Export Clip

---

**Note:**

Vault option is disabled when non supported recorders are selected and when both non supported and supported recorders are selected, a warning message is displayed.

---

## Vault List

All vaulted items are listed in the vault list.

From the vault list you can:

- Drag items into the Search and Retrieve wizard and use the vault criteria as a basis for a search. This selects the camera and date and time

---

**Note:**

1. If a subsequent vaulted item belonging to the same camera is dragged into the search and retrieve wizard, it replaces the original selection and changes the search time frame accordingly.
  2. If the vault item belongs to a different camera, a Yes/No dialog displays offering the option to override the timeframe and have both cameras selected.
  3. You can also drag cameras and/or dates from the vault list into the wizard. This means one camera can contain multiple vaults. In these instances the time range is changed to have a start time of the earliest vault time and an end time of the latest.
- 

- Drag items into a surveillance pane in which the items are treated as cameras
- Double click items to launch investigator mode, paused at the item's start time

Hovering on each level of item in the Vault list displays a summary of what is contained in the level below.

## Procedure 97 Display the Vault List

Step	Action
1	Select <b>Clips</b> from the <b>Home</b> tab.
2	Select <b>Vault List</b> from the dropdown menu.

---

- End -

## Vault Explorer

The Vault Explorer provides a means to filter vaulted items by Recorder, camera and time range. It lists all recorders containing vaulted items, branching for each camera with vaulted data.

## Procedure 98 Locate items using the Vault Explorer

Step	Action
1	Select <b>Clips</b> from the <b>Home</b> tab.
2	Select <b>Vault Explorer</b> from the dropdown menu. Vault Explorer displays.
3	<b>Recorder Filter Section</b> - Select the checkbox for each of the recorders to filter by. Cameras that are associated with the selection and have vaulted media display in the Camera Filter section.
4	<b>Camera Filter Section</b> - Select the checkbox(es) for each camera to filter by.
5	Select: <ul style="list-style-type: none"><li>a <b>Date/Time Filter</b> - Select either Recorder Local or UTC.</li><li>b <b>Date/Time Filter</b> - Select <b>Use Filter</b> if required.</li><li>c Select <b>Start</b> and <b>End</b> time and Dates. Results display in Results section.</li></ul>

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- End -

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