



# **Dynamic Workflow Solutions**

## **Event Recorder**

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### **User Guide**

**Data-Central Version 1.0**  
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## Copyright notice

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## About this guide

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This guide describes **Event Recorder** features and commands, and provides instruction on how to perform tasks, such as starting an interview, reviewing videos, adding metadata, and more. Completing an interview and uploading it to your backend of choice.

### Notes and notices

The following notes and notices might appear in this guide:

- **Tip.** Suggests how to apply the information in a topic or step.
- **Note.** Explains a special case or expands on an important point.
- **Important.** Points out critical information concerning a topic or step.
- **Caution.** Indicates that an action or step can cause loss of data, security problems, or performance issues.
- **Warning.** Indicates that an action or step can result in physical harm, or cause damage to hardware.

**IMPORTANT:** Topics appearing in this guide that reference information found on third-party websites were accurate at the time of publication, however, this information is subject to change without prior notice to **Dynamic Workflow Solutions**.

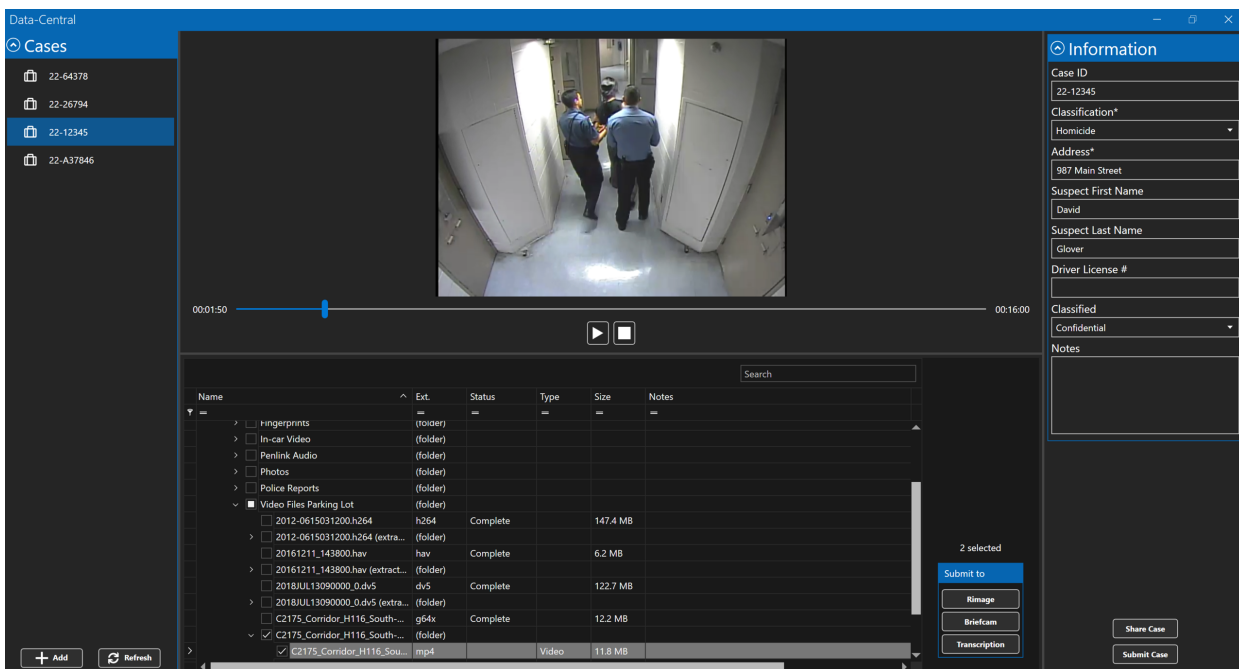
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## About Event Recorder

**Event Recorder** is an event recording solution designed to be used for events from interview rooms within law enforcement agencies or digital arraignment to medical procedures or video training sessions. It provides a consistent and configurable operator workflow unique for the intended use. The solution supports up to 12 cameras/mics per room and up to 48 cameras/mics per server. The solution supports dual server recording per camera for complete redundancy and to ensure the event is recorded every time.

Within the User Interface (UI), you can reserve a room, start a recording, verify the recording is taking place and fill in the metadata form. The metadata form for each event captured can be filled in prior, during or after the recording. The recording can be reviewed prior to sending it to the desired backend software for long-term management. A standard .mp4 file is created for each camera and each event.

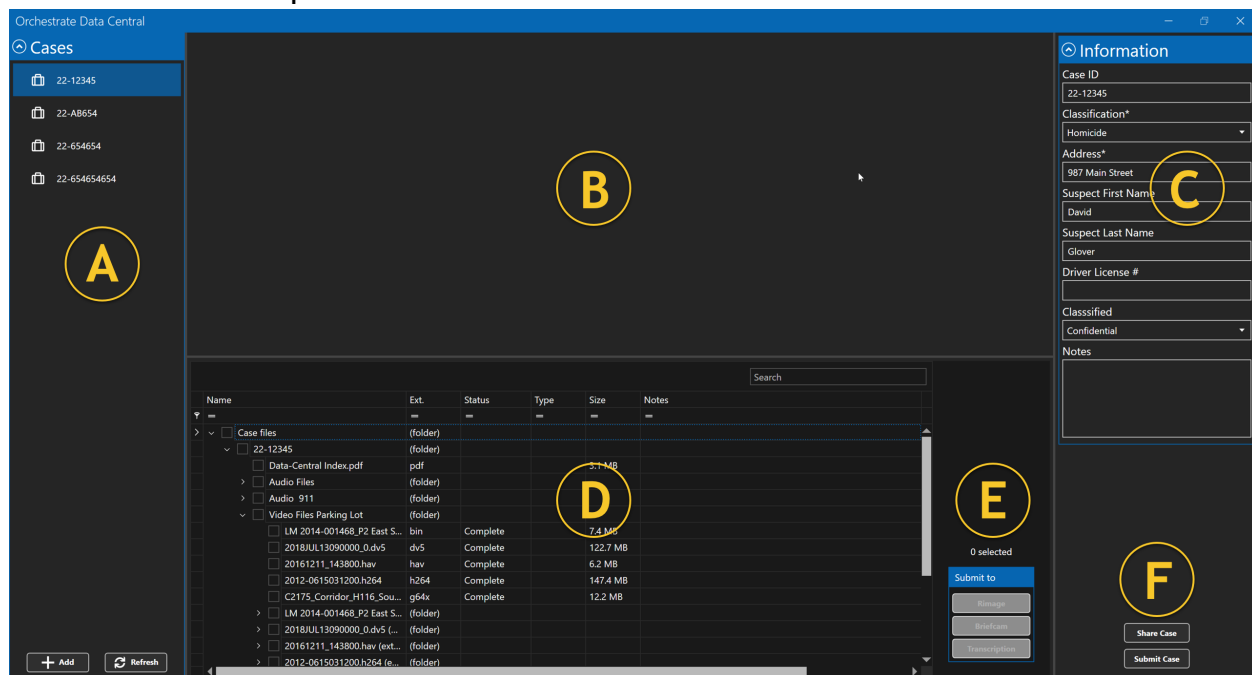


## How Event Recorder is organized

**Event Recorder** is organized by room names. Each case is independent of one another, and multiple cases can be carried out simultaneously. Within each case, folders can be created and organized in the order you specify. Within each folder, the files can be also organized in the order you specify.

## UI Component overview

There are a few main parts in the **Data-Central** user interface: the case view, canvas, information pane (metaform), tree pane, file workflow dashboard and a case workflow dashboard. This section gives you a general overview of where these components are in the user interface.



- |                     |  |
|---------------------|--|
| <b>A) Case View</b> | This displays a list of all current cases you are working on.              |
| <b>B) Canvas</b>    | Allows you to view and control entities such as videos, photos, and so on. |

<b>C)</b>	<b>Information Pane</b>	Displays the configured metaform allowing you to enter in metadata related to the case.
<b>D)</b>	<b>Tree Pane</b>	Lists all the folders and files that are part of the specific case you're working on and allows you to bring them into the canvas.
<b>E)</b>	<b>File Workflow Dashboard</b>	Contains workflow commands to be executed on the selected files in the Tree Pane.
<b>F)</b>	<b>Case Workflow Dashboard</b>	Contains workflow commands to be executed on the selected case from the Case View.

## Using Data-Central

### Starting and logging into Data-Central

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To log on to **Data-Central**, you must open the **Data-Central** application after it has been installed through the MSI file. It can be pushed out to all workstations via the Network Administrator or a single workstation with a user that has admin rights.

#### Before you begin

Make sure you have internet access from your workstation unless an on-premises version was specifically installed.


**NOTE:** You will need to have your Customer Name and Customer ID provided to you by **DWS**. Refer to the **Data-Central** Installation guide for more details.

#### To start and log on to Data-Central:

Find the **Data-Central** application icon (  ) and double click it to launch the software. **Data-Central** supports Single Sign ON (SSO), so it will automatically log you in using your Windows credentials.

### Closing Data-Central

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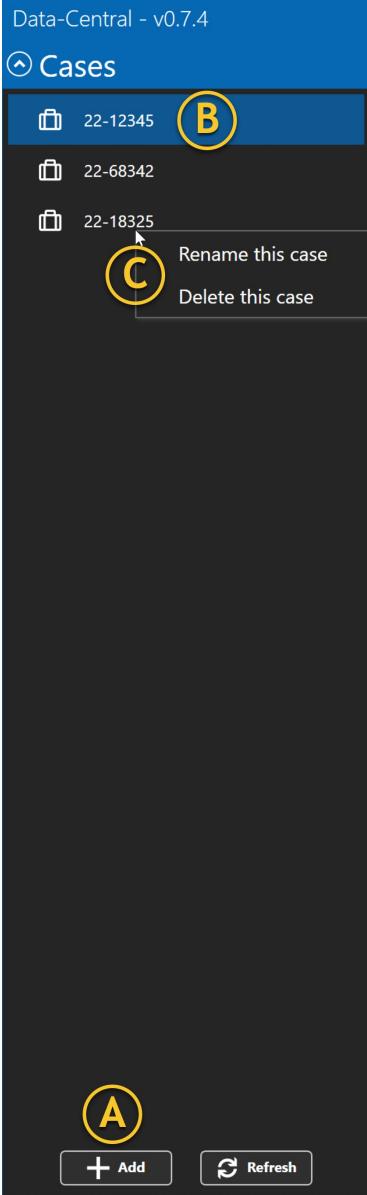
You can close **Data-Central**, and it will automatically save your case notes and metadata. To close **Data-Central**, in the upper-right corner of the **Data-Central** window, click the exit button (  ).



## About the Case View

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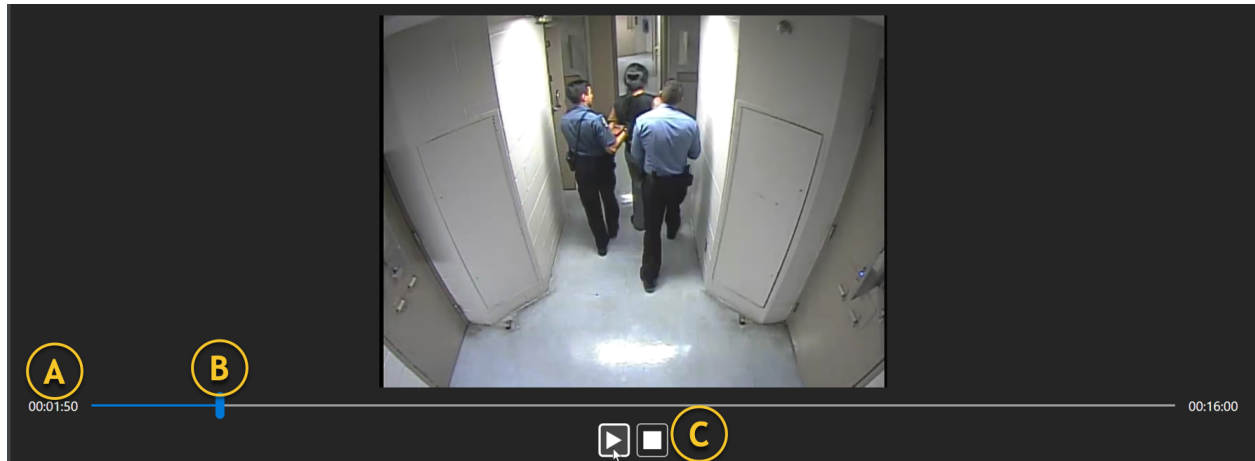
Using the Case View, you can add new cases, view your cases, and archive or rename your cases.

	<b>A) Add Case</b>	Clicking on the +Add button will give you the option to create and name a new case or ingest a Case-Pak.
	<b>B) View Case</b>	When you select/highlight a case, the details will be displayed in the Tree Pane.
	<b>C) Rename or Delete Case</b>	You can right mouse click on a case and a popup window will appear, giving you the option to “Rename this case” or to “Delete this case.”

## About the Canvas

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The canvas allows you to view and control entities such as videos, audio files, photos, and so on.

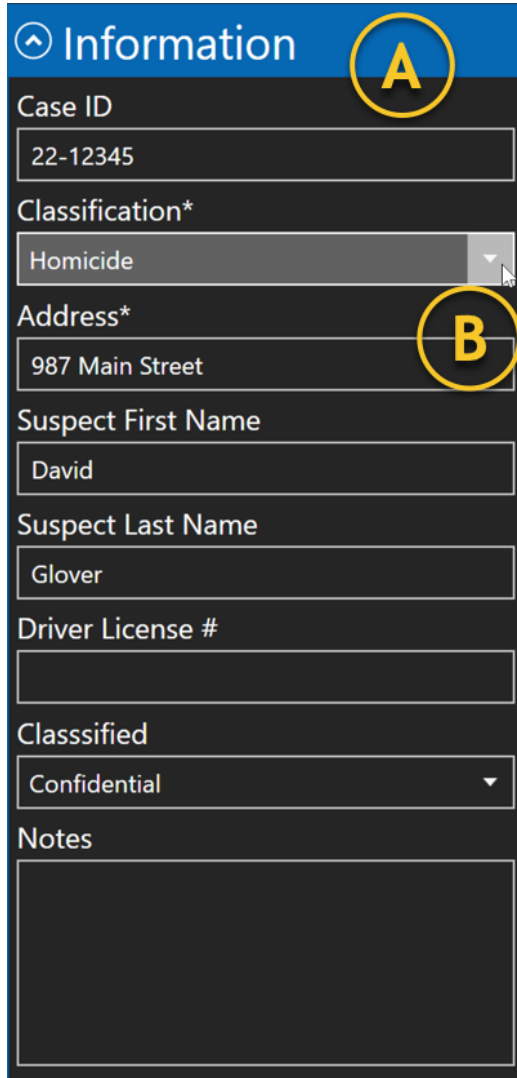


- 
- |                           |   |
|---------------------------|---|
| <b>A) Timeline</b>        | This timeline shows you the length of time for the video file being viewed and the current time of where the video is during playback.  |
| <hr/>                     |   |
| <b>B) Slider Bar</b>      | This slider bar shows you the time frame within the video being viewed and reflected on the left of the timeline. If you drag the slider bar forward or backward the video will fast-forward or rewind. |
| <hr/>                     |   |
| <b>C) Player Controls</b> | These controls allow you to Play, Pause or Stop playing the video.  |
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## About the Information Pane

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The Information Pane displays the configured metaform, allowing you to enter in metadata related to the case.



**Information** **A**

Case ID  
22-12345

Classification\*  
Homicide

Address\* **B**  
987 Main Street

Suspect First Name  
David

Suspect Last Name  
Glover

Driver License #

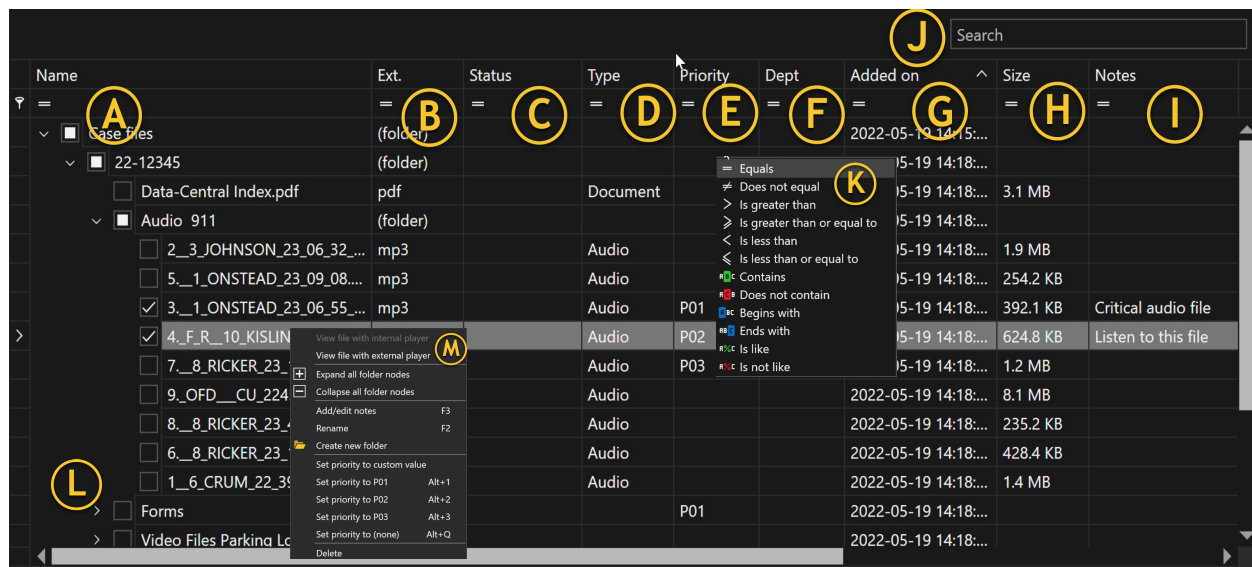
Classified  
Confidential


Notes



- |                            |  |
|----------------------------|--|
| <b>A) Information Pane</b> | This pane displays the configured metaform with the desired fields.                              |
| <b>B) Metaform Fields</b>  | The fields can be configured to be optional or required, choice/dropdown, or short or long text. |

## About the Tree Pane







The Tree Pane lists all the folders and files that are part of the specific case you're working on and allows you to bring them into the canvas. You can sort by any of the columns or create complex sorting criteria. You can also add notes to specific files. You can also do wildcard searches running through all file names, extensions, and file notes.






- |    |                         |   |
|----|-------------------------|---|
| A) | <b>Name Column</b>      | This column lists the folder and file names. By default, this column is not sorted in alphabetical order. It is in the order you dragged the files into Data-Central. If you click the column title it will sort in ascending order; click it again, it will sort it in descending order. If you right mouse click you have the option to clear the sort. |
| B) | <b>Extension Column</b> | This column lists the extension for each file or shows that it is a folder. If you click on the filter icon (  ) you will be presented with a dynamic list of all the extensions and a file count for each file under that extension.                                  |
| C) | <b>Status Column</b>    | This column shows the status of any processes being ran in the background (i.e., video conversion).   |

<b>D)</b>	<b>Type Column</b>	This column shows the file type (i.e., audio, video, image)
<b>E)</b>	<b>Priority</b>	This column shows you the priority setting that has been added by the user (configurable).
<b>F)</b>	<b>Dept</b>	This column shows the department or agency the files came from if this case was sent to you.
<b>G)</b>	<b>Added on</b>	This column shows the date these files were added to the case.
<b>H)</b>	<b>Size Column</b>	This column shows the file size.
<b>I)</b>	<b>Notes Column</b>	This column shows any notes that a user typed; specific to the file. If you highlight a file and hit Enter, it will pop up a window for you to type in a note.
<b>J)</b>	<b>Wildcard Search</b>	This Wildcard Search field allows you to type in a key word to search through all file names, extensions, file notes and more.
<b>K)</b>	<b>Sorting Option</b>	The (  ) icon allows you to setup complex sorting rules. When you click the icon a dropdown list appears. For more details, see the Notes below.
<b>L)</b>	<b>Folder/File Tree</b>	This shows the list of all folders and files within the highlighted case. If you want to expand the folder, simply click on the (  ) icon.
<b>M)</b>	<b>Folder Options</b>	If you right mouse click on a folder or file, you will open a dropdown box. From this list you can expand or collapse all folders, rename, set your priority, or create a folder, and delete a file or folder. For more details, see the Notes below.

**NOTE: (sorting option)**

= Equals	<b>Equals</b> , expects an exact match of what you're looking for.
≠ Does not equal	<b>Does not equal</b> , will find everything not containing a match.
> Is greater than	<b>Is greater than</b> , will find items greater than the entered value.
≥ Is greater than or equal to	<b>Is greater than or equal to</b> , will find items equal to or greater.
< Is less than	<b>Is less than</b> , will find items less than the entered value.
≤ Is less than or equal to	<b>Is less than or equal to</b> , will find items equal or less than.
 <b>Contains</b>	<b>Contains</b> , will find the value if it exists in any part of the field.
 <b>Does not contain</b>	<b>Does not contain</b> , will find items that don't contain the value.
 <b>Begins with</b>	<b>Begins with</b> , finds values that begin with the exact match.
 <b>Ends with</b>	<b>Ends with</b> , finds values that end with the exact match.
 <b>Is like</b>	<b>Is like</b> , allows you to filter based on character location within a word. (i.e. M%S will find words starting with M and ending with S)
 <b>Is not like</b>	<b>Is not like</b> , allows you to find words that don't have characters in a specified location. (i.e. M%S will find words that do not start with M and end with S)

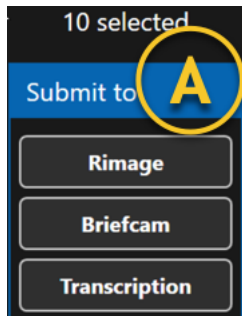
**NOTE: (folder options)**

View file with internal player	View the highlighted file with an external player or with the DC built in player.
View file with external player	
 Expand all folder nodes	Expand or collapse all the folders.
 Collapse all folder nodes	
Add/edit notes F3	Add or edit notes to the highlighted file. Shortcut key is F3
Rename F2	Rename the highlighted file. Shortcut key is F2
 Create new folder	Create a new folder under the highlighted folder. You can also drag and drop the folder into another folder.
Set priority to custom value	
Set priority to P01 Alt+1	Set the priority of each file or create a custom value or use the shortcut keys to quickly set the value. These key bindings and values are customizable.
Set priority to P02 Alt+2	
Set priority to P03 Alt+3	
Set priority to (none) Alt+Q	
Delete	Delete the highlighted file or folder.

## About the File Workflow Dashboard

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The Dashboard contains workflow commands to be executed on the selected files in the Tree Pane. These commands can be different depending on licensed/integrated workflows.

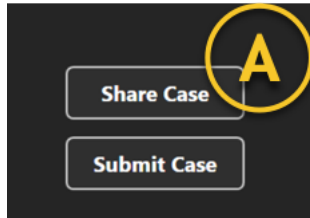


A)	<b>File Workflow Options</b>	You can select one or many files and/or folders. Based on that selection, submit those files to any specified workflow option in the list (i.e. Rimage for DVD burning, Briefcam for analytics or transcription).
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## About the Case Workflow Dashboard

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This Dashboard contains workflow commands to be executed on the selected case from the Case View.



<b>A)</b>	<b>Case Workflow Options</b>	You can select a case from the Case View and then you have the option to “Share Case” or “Submit Case.” For more details see the Notes or go to the Share Case and Submit Case section.
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**Note:** The difference between sharing a case and submitting a case is when you share a case, it will encrypt, and password protect the case for transport to another agency or department. When you submit a case, it will send the files to a backend Digital Evidence Management, Records Management or Case Management system. The backend will depend on the customers' preference. **Dynamic Workflow Solutions** will work with any backend.



## Sharing a Case

Sharing a case will encrypt (AES-256) all contents within the case and give you the option to include the metadata. Each file will be given a unique ID and hashed (SHA-256).

Orchestrate Data Central - Share Case

**Options**

Information to include: ☒ Case ID ☒ Case info ☒ File notes ☒ Info from imported Case-Paks

**A** Password:  **B**

Case-Pak type:  **C**

Standard (allow importing into other cases)

Presentation (only allow viewing)

**Destination**

**D** Path:  ...

Share Cancel

<b>A)</b>	<b>Information to include</b>	Each checkbox allows you to include metadata to be encrypted into the Case-Pak. “Case ID” is the assigned Case ID when the case was created. “Case info” is the metadata from the metaform/ Information section. “File notes” are the individual notes created for each file. “Info from the imported Case-Pak” is all the metadata from a previously shared Case-Pak.
<b>B)</b>	<b>Password</b>	You can create any password as long as it meets the admin configured strength requirements. This password will be used to decrypt the Case-Pak.
<b>C)</b>	<b>Case-Pak type</b>	You have two options to select from for ‘Case-Pak type.’ “Standard,” allows the recipient of the Case-Pak to import the files into other cases, add new

		files and metadata as if it were their case from the beginning. "Presentation," only allows the recipient to open the Case-Pak and view the files and metadata.
<b>D)</b>	<b>Path</b>	"Path" is the desired location to place the encrypted Case-Pak once it has been created.

## Opening / Decrypting a Case-Pak

Opening a Case-Pak in **Data-Central**. Once you receive the encrypted Case-Pak you simply drag and drop the icon anywhere into the software interface. It will ask you for the password (if there is one) and then open the Import Case window.

Orchestrate Data Central - Import Case

Where should the Case-Pak be imported?

☐ New case **A** Existing case: 22-12345

☒ Existing case

Options

Information to import (if available): ☒ Case information ☒ File notes **B**

Local storage

Path: Select where the Case-Pak files should be stored **C** ...

Import Cancel

<b>A)</b>	<b>Case-Pak import location</b>	You are given two options. Would you like to place the Case-Pak into a new case or into an existing case. If you select “New case,” you will be given the option to create the case number. If you select “Existing case,” you will be presented with a dropdown and a current list of open cases.
<b>B)</b>	<b>Information to import</b>	If the sender (of the Case-Pak) included the “Case information” and the “File notes,” you can opt to bring that information into the case.
<b>C)</b>	<b>Path</b>	This is the location where you would like to have the decrypted files placed, once <b>Data-Central</b> is complete.