



# Milestone Evidence Plugin

---

## User Guide

**Data-Central** Version 1.0  
Release Date: January 30th, 2024  
Document Revision: A

### Copyright notice

---

**Dynamic Workflow Solutions** Inc. distributes this document with software that includes an end-user license agreement and is furnished under the license and may be used only in accordance with the terms of the license agreement. The contents of this document are protected under copyright law. The contents of this guide are furnished for informational use only and are subject to change without notice. **Dynamic Workflow Solutions** Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in the informational content contained in this guide. This publication may not be copied, modified, or reproduced in any form or for any purpose, nor can any derivative works be created therefrom without **Dynamic Workflow Solutions** Inc.'s prior written consent. **Dynamic Workflow Solutions** Inc. reserves the right to revise and improve its products as it sees fit. This document describes the state of a product at the time of document's last revision and may not always reflect the product in the future. In no event shall **Dynamic Workflow Solutions** Inc. be liable to any person or entity with respect to any loss or damage that is incidental to or consequential upon the instructions found in this document or the computer software and hardware products described herein. The use of this document is subject to the disclaimer of liability found in the end-user license agreement. **Dynamic Workflow Solutions, Interview, Data-Central, Case-Pak, and Case Creator, are trademarks of Dynamic Workflow Solutions, Inc.** Other trademarks may be used.

All rights reserved. ©2024 **Dynamic Workflow Solutions**, Inc.

### About this guide

---

This guide describes the **Milestone Evidence Plugin** within the XProtect client interface software. This guide covers features and commands and provides instruction on how to perform tasks: such as selecting a camera with a start and end time, adding metadata and uploading it to a backend incident management system.

#### 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**.

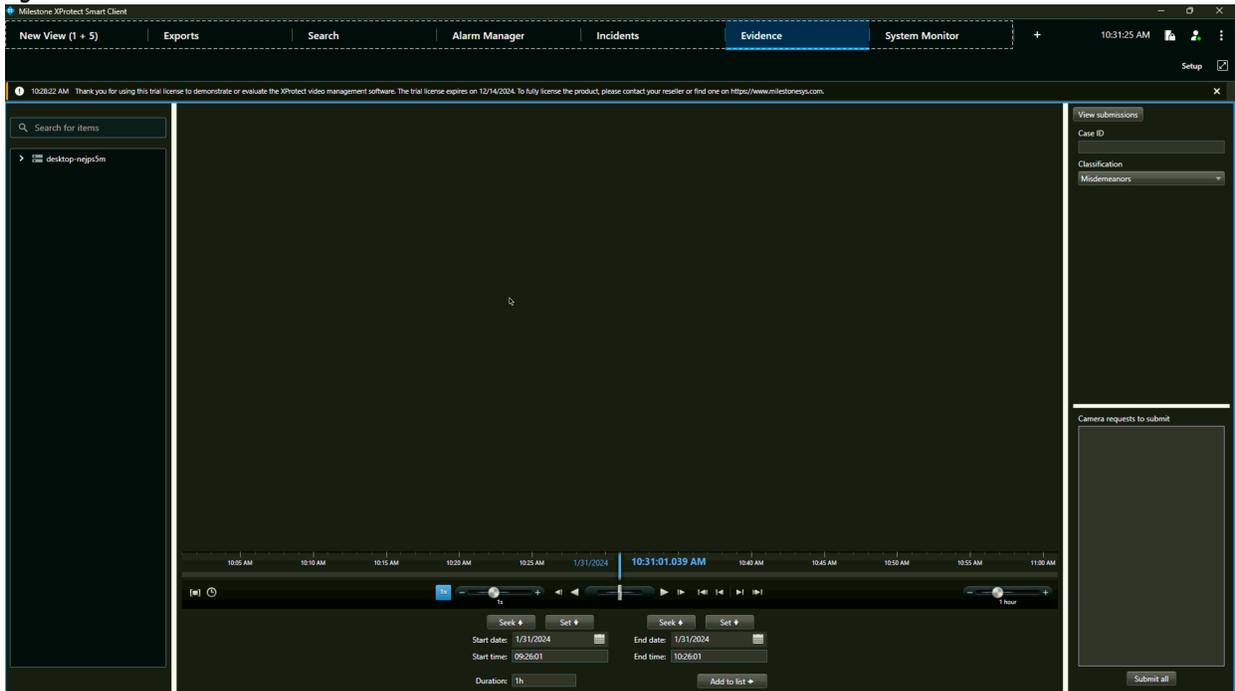
## Table of Contents

|  |              |
|--|--------------|
| Copyright notice   | ii           |
| About this guide   | iii          |
| <b><u>ABOUT THE MILESTONE EVIDENCE PLUGIN (MEP)</u></b>      | <b>- 2 -</b> |
| <b><u>HOW THE MILESTONE EVIDENCE PLUGIN IS ORGANIZED</u></b> | <b>- 3 -</b> |
| UI Component Overview  | - 3 -        |
| <b><u>USING THE MILESTONE EVIDENCE PLUGIN</u></b>            | <b>- 4 -</b> |
| Starting and Logging into the Milestone Evidence Plugin      | - 4 -        |
| Closing the Milestone Evidence Plugin                        | - 4 -        |
| About the Camera Tree View                                   | - 5 -        |
| About the Canvas   | - 5 -        |
| About the Information Pane                                   | - 7 -        |
| About the Camera Request Pane                                | - 8 -        |

## About the Milestone Evidence Plugin (MEP)

The **Milestone Evidence Plugin (MEP)** is an evidence handling tool, to allow XProtect users a quick and easy way to submit video files to their backend system. It provides consistent operator flow across all case creation and desired workflows, via integrations with other best of breed incident management software.

Within the User Interface (UI), you can enter in a Case Number/ID, add metadata (i.e. Classification, Name, Address, and more) to a configurable meta-form and then select cameras and specify the event times of interest. The **MEP** will pull the original first instance video files (block.blk) and then automatically rewrap the video file to a standard .mp4 file. It will send both files and the metadata to your preferred digital incident management system.

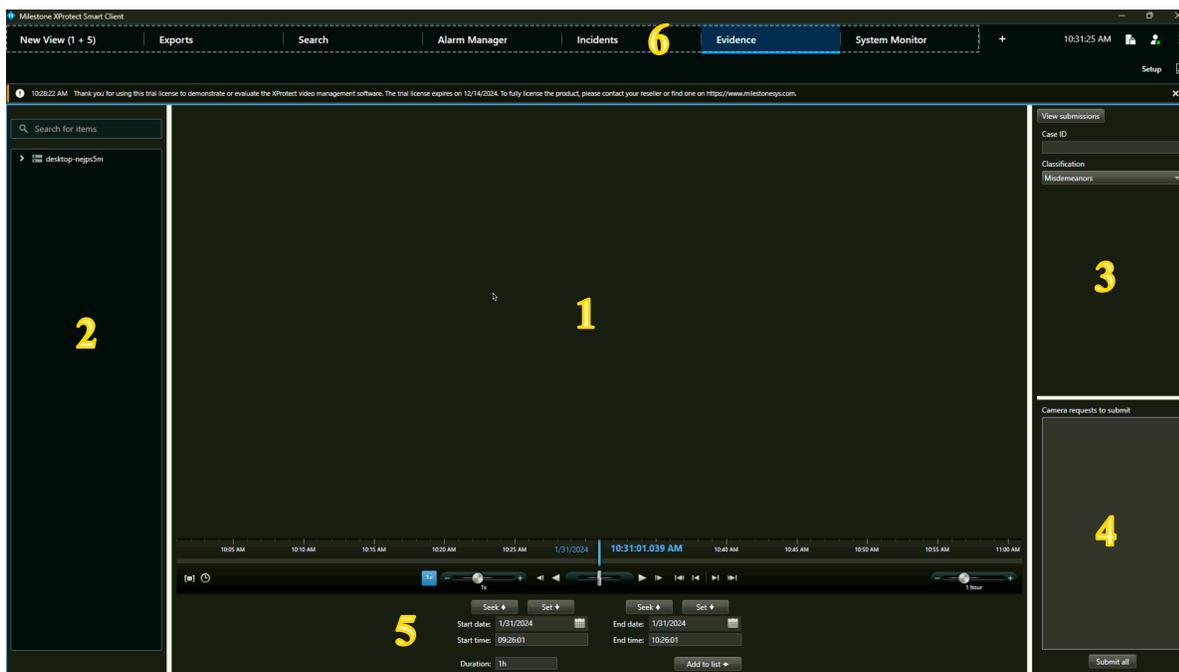


## How the Milestone Evidence Plugin is organized

The **MEP** is organized by creating jobs. Each job is independent of one another, and multiple jobs can be carried out simultaneously.

### UI Component Overview

There are a few main parts in the **MEP** user interface: the camera tree view, video canvas, information pane (meta form), event creation pane, and the camera request pane. There is also a View Submissions button to show you the status of your submitted jobs.



- |   |  |
|---|--|
| <p><b>1)</b>    <b>Video Canvas</b></p> | <p>This displays a view of the selected camera in review mode.</p> |
|---|--|

## Milestone Evidence Plugin User Guide

|    |                            |   |
|----|----------------------------|---|
| 2) | <b>Camera Tree</b>         | Allows you to view and select your camera of interest.  |
| 3) | <b>Information Pane</b>    | Displays the configured metaform allowing you to enter in metadata related to the case/incident.                          |
| 4) | <b>Camera Request Pane</b> | Lists all the cameras with their respective event date/times chosen to be sent.   |
| 5) | <b>Event Creation Pane</b> | Contains the tools to select your start date/time and your end date/time and show you the selected duration of the event. |
| 6) | <b>Evidence Tab</b>        | The tab that allows you to open the <b>MEP</b> .  |

## Using the Milestone Evidence Plugin

### Starting and Logging into the Milestone Evidence Plugin

To use the **MEP**, you must open the XProtect client and login. Then select the Evidence tab.

**NOTE:** You will need to have your Username and Password to login to XProtect.

### Closing the Milestone Evidence Plugin

You can close the XProtect client and it will close the **MEP**. Your job will continue to run in the background.

**NOTE:** As long as you press the Submit All button, your jobs will be created and handled without any additional user intervention and/or the XProtect client being open. If you are in the middle of creating a job and you go to a

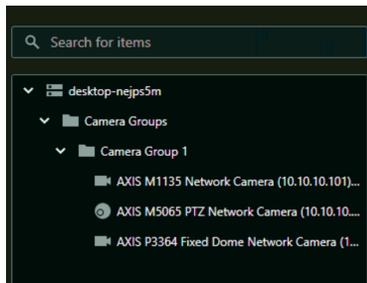
## Milestone Evidence Plugin User Guide

different tab (i.e. exports) without pressing the Submit button, you will lose your metadata and camera requests.

### About the Camera Tree View

---

The Camera Tree View gives the user the ability to select cameras to view.



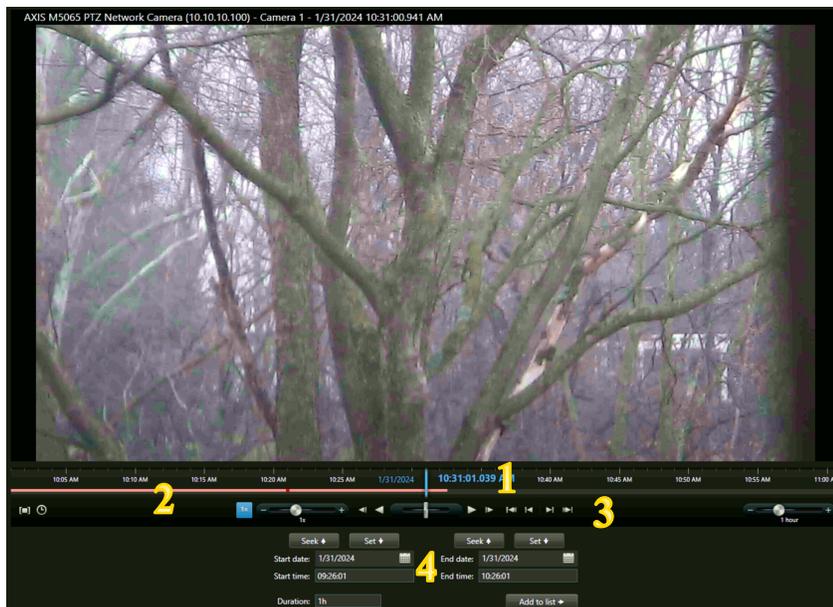
A) **Select Camera** If you click on a camera, it will open it in review mode within the Video Canvas.

B) **Search for Items** You can start typing in the name of your camera, and it will filter out cameras based on what you are typing. It is a great tool for when you have hundreds of cameras.

### About the Canvas

---

The canvas allows you to view video and control event dates/times.



## Milestone Evidence Plugin User Guide

---

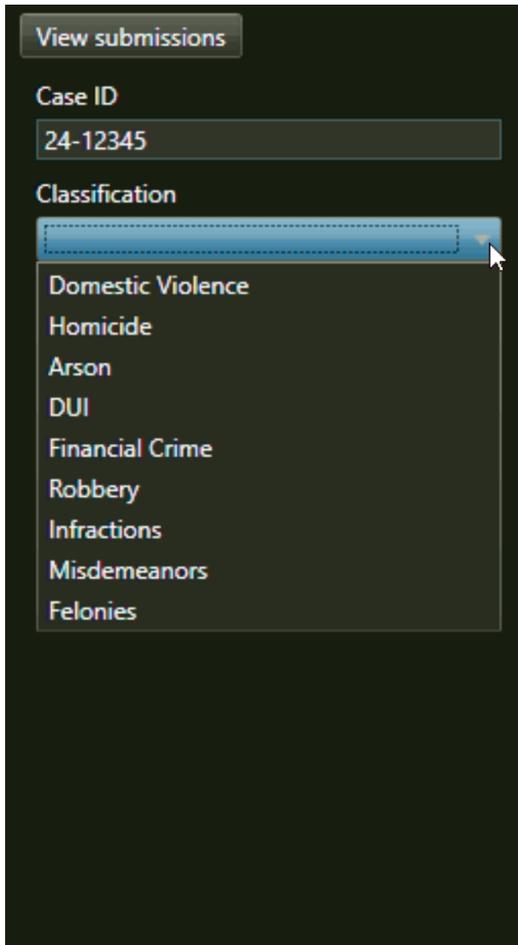
|           |                        |   |
|-----------|------------------------|---|
| <b>1)</b> | <b>Timeline</b>        | This timeline shows you the length of time for the video file being viewed and the current time of where the video is during playback.  |
| <b>2)</b> | <b>Slider Bar</b>      | This slider bar shows you the time frame within the video that is 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.   |
| <b>3)</b> | <b>Player Controls</b> | These controls allow you to Play, Pause or Stop playing the video.  |
| <b>4)</b> | <b>Set Event Times</b> | These controls are used to create the start date and time as well as the end date and time. It will show you the duration you currently have selected. Click on the Add to List button and it will move the camera with the chosen event duration and list it in the Camera Request Pane.                                     |
|           | <b>NOTE:</b>           | When you select your second/next camera, the event time will stay the same as the previous camera. If you click on the Add to List button it will be moved to the Camera Request Pane with the same event time. If you want to change the event time you can make the changes and then click on the Add to List button again. |

---

## About the Information Pane

---

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



---

A) **Information Pane** This pane displays the configured metaform with the desired fields.

---

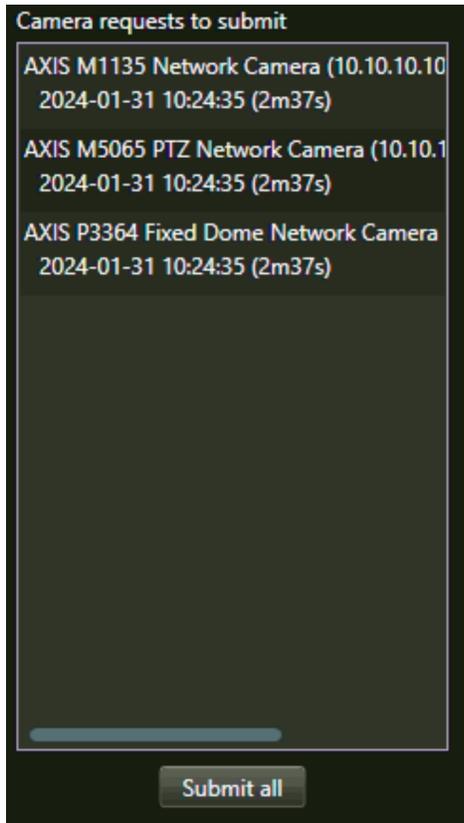
B) **Metaform Fields** The fields can be configured to be optional or required, choice/dropdown, or short or long text.

---

## About the Camera Request Pane

---

The Camera Request Pane shows a list of all the cameras and event times associated for each request.



---

### A) List

This shows each camera, by name and the event time/duration.

---

### B) Submit All

This button will send all the metadata and the camera requests to your configured backend of choice. Once this is pressed the job/upload will be ran automatically from the server.

---