## Overview

This section shows you how to perform a full investigation to find evidence and build a case. During a full investigation, you:

- Set up a folder to hold your evidence using the **Evidence Manager**.
- Find evidence using the **Investigator.**
- Prepare a case for authorities to review using the **Evidence Manager**.
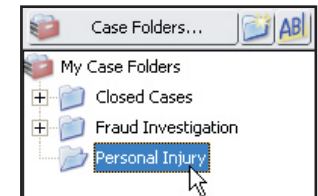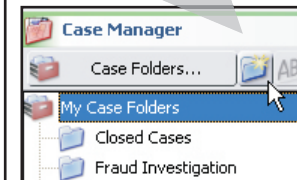
1. Start the Evidence Manager

Double-click the **Evidence Manager** icon on your computer's desktop.
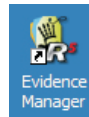
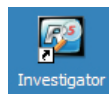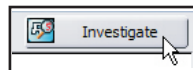## 2. Create a folder to store evidence*
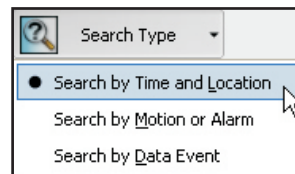
Then, click the folder you created.

3. Start the Investigator

Click **Investigate**. DO NOT close the Evidence Manager - you will return to this application after you finish finding evidence.

Note: You are locked out of the selected case folder in the Evidence Manager until you close the Investigator.

4. Select the Search Type

Note: If you choose to search for video containing motion or alarm events, these search parameters must be previously configured by your system administrator, using the Administrator Console. See the *Administrator Console User Manual* for more information about recording motion or alarm events.

5. Select a site
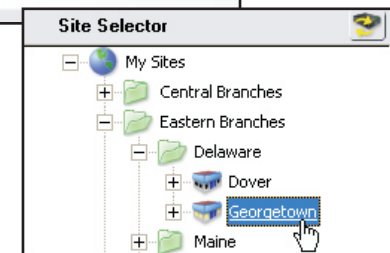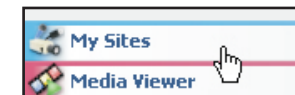
6. Select a camera or input

Then, if you are searching by time and location, click a camera.

Or, if you are searching by motion or alarm, click a motion or alarm

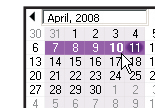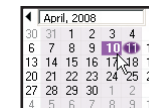Or, if you are searching by data event, click a data input.

7. Select a time period

Choose the month and then click a day. To search over a wider time period, click and drag to highlight several days in the calendar.

Click an hour in the time ruler. Or, use the refinement options.
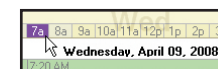
You can widen or narrow your search by viewing a series of months, days, hours, minutes, or the last hour in the time ruler.

If you are searching by time and location...

View video activity in the Preview bar.

Green areas show where recorded data exists.

An additional display in the Professional version helps you quickly locate when motion occurred. Blue spikes indicate motion.*

Click once in the green bar to view a single image in the viewing area. You can click the **Play** button to view video from this point forward. However, if you save evidence after clicking once, you are saving a single image.

You can click and drag to highlight and play video for an area of interest. If you save evidence after you highlight an area of interest, you are saving a video clip.

## If you are searching by motion or alarm...

Click **Search** and view the search results.

Results depend on the type of input selected. If no results are found, try selecting a different time period for your search.

To search for video captured when motion occurred:

When the **Activity Scan** button *is* pressed in, a general motion search is performed. When the button *is not* pressed in, the search is based on the video motion detection (VMD) settings specified by your administrator using the Administrator Console.
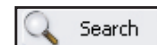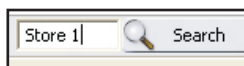

To search for motion in certain areas, click **Options** and select a mask setting. In the Media Viewer, draw boxes around areas you want to search. Red areas are not searched.

To set the motion sensitivity to locate large or small amounts of motion, click **Level** and select a sensitivity setting.
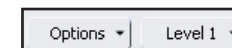
If you are searching by data event...

Enter text and click **Search**.

The type of data you enter in the **Search** box depends on the type of data input you selected. For example, for an ATM input, you might use bank card identification numbers. For a cash register, you might include a store identification number.
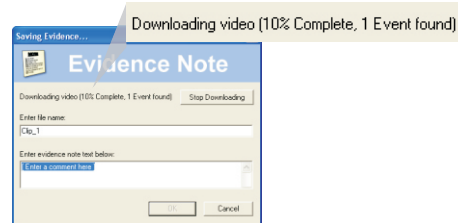
Review the search results.

Results depend on the type of input selected. If no results are found, try selecting a different time period.

8. Save video evidence

When you have located the evidence, use the **Evidence** buttons to save. Use the **Save** button to save a single image or a video clip to your Evidence Manager case folder.

Evidence:

9. Enter a file name and comments*

Downloading video (10% Complete, 1 Event found)

Evidence Note

Saving Evidence...

Downloading video (10% Complete, 1 Event found)   Stop Downloading

Enter file name:
Clip_1

Enter evidence note text below:
Enter a comment here

OK   Cancel

When you save evidence, an evidence note is created. If alarm events exist in a video clip, the number of events is indicated.

10. Click notes to view evidence

Suspect is standing in line.
Saved Clip: 'Surveillance footage of suspect', Duration 02:48
Camera: POS Terminal 3
Edit Update Delete

Video clip

Single image

Text note

Alarm or motion notes and events were automatically recorded

Automatic motion detection

Automatic physical alarm event

11. Close the Investigator and view evidence in the Evidence Manager

Note: When you close the Investigator, you are no longer locked out of the selected case folder in the Evidence Manager.

Double-click evidence thumbnails to open them in the Media Viewer.

Clip_1

12. Organize evidence*

Move evidence so it appears in the order you want it viewed. Add text notes to evidence.

Move up

Add a text note

Move down

13. Copy case to a CD

You can copy the evidence and notes associated with a case directly to a CD.

Note: To create a CD, your computer must have a CD burner. It should also have Windows® XP, which has CD burning ability, or standalone CD burning software installed.

Performing additional tasks

You can perform additional tasks in the Evidence Manager or Investigator, including:

Adjusting video display and playback settings.
Further managing evidence, for example, printing or exporting clips or images.
Copying evidence to external media.

For details, see the Evidence Manager and Investigator online Help.