R5 Client Tools Lab Book

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Live Monitoring Console in a Non-Managed Environment

Purpose

Live Monitoring Console is used to monitor live video and to monitor alarms. This online module offers structured labs that can be used with an online recorder that demonstrate many of the capabilities of the product.

Online Lab Objectives

Once you complete this online module, you will have used key features of VideoSphere Live Monitoring Console.

Additional Requirements

In addition to this online lab guide, you will also need to download the file **DeviceList.dat** that is contained in the ZIP file with this lab book. When working in a non-managed environment (no ESM), this file must be imported by Live Monitoring Console so that it is able to contact the recorder(s). We recommend that you download it to your Desktop.

Also, these labs require the installation of the Professional version of Live Monitoring Console. This requires that you enter the license key that is displayed in the online tutorial.

Administrator Console Configuration

For security reasons, alarms and associated cameras for Live Monitoring Console are configured using Administrator Console. For this online module, Alarm Input 1 has been named **Panic Alarm** and configured with **Cashier 1** as the Primary Camera**.** To allow physical alarm operation from your remote location, **Alarm 1** has been "configured" to **Switch 1**. Force **Switch 1** to the **On** condition to simulate a physical alarm on **Alarm 1**. The switch has been configured to automatically switch **Off** after 5 seconds.

References for this Module

- *Live Monitoring Console 5.5.2 Getting Started Guide*
- *Administrator Console 5.5.2 User Manual*, Chapter 20, "Configuring Alarm Monitoring"

Scenario

You are a security officer whose job it is to monitor specific areas for activity as detailed below.

Pharmacy Aisle 1

Camera(s): Pharmacy Aisle

Surveillance Required: Watch for possible shoplifting activity

Response Required: Notify loss prevention personnel in the store with details and then log details.

Pharmacy Aisle 2

Cameras: Pharmacy Aisle

Surveillance Required:

1. Watch for spills and cleanup in aisle
2. Watch for bogus slip-and-fall actions.

Response Required:

1. Log time and perpetrator of spills
2. Log time that store staff cleans up spill
3. Log time of any bogus slip-and-fall activity

Cashier 1

Cameras: Cashier 1

Surveillance Required: Cashier reports are irregular; watch for improper actions as merchandise is checked through.

Response Required: Log time and suspicious actions

Lab 1: Download the Software

In order to install these client tools, you first need to download the software ZIP file to a folder and then unzip it.

1. Included with this lab book is a device list file entitled **DeviceList.dat**. Unzip this file onto the Desktop of your computer.
2. Create a folder on your hard drive entitled **R5 Standard CD**.
3. Access the latest **R5** CD ZIP file available on the Partners web site by doing one of the following:
   a) Go to the March Networks Partners site at http://Partners.MarchNetworks.com
   b) Click **Technical Support**.
   c) Under **Software Downloads**, click **R5 Fixed Devices**.
   d) Locate the most recent R5 release and then click **Download**.
4. In the **File Download** dialog box, click **Save**.
5. In the **Save As** dialog box, browse to the **R5 Standard CD** folder you created in Step 1 above.
6. Click **Save**.

Lab 2: Install Live Monitoring Console

When you have completed this lab, you will have installed the Professional version of Live Manager Console on your computer and you will be ready to start the labs associated with this product.

NOTE: In order to install the Professional version of Live Monitoring console, you require the license key that you recorded from the online tutorial.

1. In the **R5. Standard CD** folder, double-click **setup,exe**.

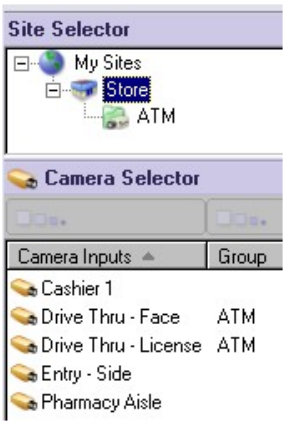
NOTE: This displays the **Software Installation GA Release** menu.

2. Click **Install VideoSphere Visual Intelligence Applications** and then click **Live Monitoring Console**.
3. In the **Welcome** box, click **Next** and then, in the **Software License Agreement** box, click **Yes**.
4. In the **User Information** box, type your name and your company's name and then click **Next**.
5. In the **Registration Key** dialog box, type the license key that you recorded from the online tutorial.
6. In the **Choose Destination Folder** dialog box, click **Next**
7. In the **Question** dialog box, asking, "Are you using Enterprise Service Manager?", click **No**.
8. Wait while the software installs and then, in the **Setup Complete** dialog box, ensure the **Launch the Live Monitoring Console** checkbox is selected and then click **Finish**.

Lab 3: Set the Environment

This lab demonstrates some of the various interface configurations available to the user. Use the following steps to configure a suitable environment for each of the three scenarios detailed above.

1. Start Live Monitoring Console.
2. On the **File** menu, click **Import Device List**.
3. Browse to the **Desktop** and then select the device list file, **Device_List_File.dat** (the one that is contained in the ZIP file with this lab book and that you unzipped to tyour desktop in a previous lab).
4. Ensure the **Sites** button is selected (beneath the **File** and **View** menus).
5. In the **Site Selector** panel, expand the path from **My Sites** to the **Store** site.
6. Select the **Store** site (this shows the ATM camera group as well).



NOTE: If challenged, type **viewer** as the password to access the device.

7. In the **Camera Selector** panel at the lower left, you should be able to see nine cameras listed.

TIP: You can reduce the size (by dragging) of the **Site Selector** panel so that the **Camera Selector** panel is able to display more cameras.

8. Drag a camera from the **Camera Selector** panel onto the grid.
9. If the **Alarm Inbox** is not displayed at the bottom of the window: on the **View** menu, click **Alarm Inbox**.
10. On the **View** menu, click **Sites** to hide the **Sites** panel and expand the grid to full screen.
11. Display the **Controls** sub-panels.
    a) Display the **Controls Panel** by clicking the **Controls** button (beside the **Sites** button).
    b) Display sub-panels within the **Controls** panel: On the **View** menu, point to **Control Panels** and then, for Control Panels not yet displayed:
        i Click **Alarm Inspector** . This panel displays all the alarms available at your site.
        ii Click **Switch Controls** . This panel enables you to control switches at your site.
        iii Click **Audio Controls** . This panel enables you to monitor audio at, and to send audio to, the site.
        iv Click **PTZ Presets** . This panel enables you to direct PTZ cameras to presets.
    e) Ensure the **Alarm Inspector** and the **Switch Controls** panels are displayed before continuing.
12. Display the different toolbars you have available:
    a) On the **View** menu, point to **Toolbars**. Observe that, because the **Alarm Inbox** is displayed, the **Alarm Response** toolbar is displayed by default at the bottom of the **Alarm Inbox**.

b) On the **View** menu, point to **Toolbars** and then click:

i **Control Mode**. This displays, above the **Alarm Inspector** panel, the icon for each of the 4 Control Panels opened above.

ii **Display**. This displays, the display toolbar along the right side of the grid.

iii **Playback**. This displays the Playback toolbar above the grids. You will see that, in addition to playback controls, it also contains icons for some of the more commonly used menu options. Ensure the **Playback** toolbar is displayed before continuing.

iv **Status**. This displays the Status Bar at the bottom of the window.

v **Timeline**. This displays the Timeline above the Playback toolbar.

vi **Video Picture Controls**. This displays the Video Picture Controls between the Timeline and the Grid. Video Picture Controls can also be toggled using the top button on the **Display** toolbar.

13 On the playback toolbar, set the grid to either **2x2** or larger.

14 To display/hide cell title bars, on the **View** menu, click **Video Display Cell Title Bars**. This displays a title bar atop each cell in the grid. The title bar displays the name of the camera, the view (either live or the length of the delay, the "pin" icon, a live or archive icon and the **Clear Video** button). You can also click the **Show/Hide Title Bars** button  to the right of the **Grid Layout** button.

15 As your job involves monitoring multiple cameras, select the **1+5 Grid Layout**. This allow you to monitor all five cameras while having a larger cell available if you need it.

NOTE: Here are some techniques to populate that large cell from a smaller cell (the techniques work on any cells in any multi-camera grid layout).

a) On the **View** menu, hide the **Alarm Inbox** (to give a larger video display area).

b) Ensure the **Grid Layout** is set to **1+5**.

c) Drag each camera into its own small cell leaving the large cell empty.

d) Assume that an action in the **Pharmacy Aisle** camera has attracted your attention and you'd like to see it in a larger format.

e) Drag the **Pharmacy Aisle** camera from the small cell into the large cell.

f) Observe the result on the smaller "source" cell.

g) Drag the **Entry - Side** camera from the small cell into the large cell.

h) Observe the result on the smaller "source" cell.

i) Repopulate the empty cells with their original cameras.

j) As an alternative to 'moving' the camera and leaving the source cell empty, you might like to 'copy' the camera from the smaller cell to the larger cell. Press and hold CTRL and then drag the **Pharmacy Aisle** camera from the small cell into the large cell.

k) As a further alternative to 'moving' or 'copying' the camera from the small cell to the large cell, you can swap cells. Press and hold CTRL+SHIFT and then drag the **Entry - Side** camera from the small cell into the large cell.

l) Observe that the cameras simply trade places.

Lab 4: Float the Grid and Alarm Inbox

This lab demonstrates the float feature of the Grid and the Alarm Inbox. This is very useful if you have two or more monitors.

1. Click the **Float** button and then click **Float Grid**.
2. Place the mouse pointer in the title bar of the window and drag it a bit left or right or down. If a second monitor is available, drag the floating window to that screen.
3. Drag cameras from cells on one Grid to cells on the other.
4. Click the **Float** button and then click **Float Alarm Inbox**.
5. Drag this floating Alarm Inbox to your second monitor (if available).
6. Click **Dock Alarm Inbox**  (at the right top of the Alarm Inbox) to dock the Alarm Inbox.
7. On the floating Grid window (labelled **Grid 1** in the Title Bar, click **Close**  to close the floating Grid.

TIP: The floating grid is the one that is missing both the **Sites** button (on the left) and the **Float** button (on the right).

Lab 5: Investigate a Physical Alarm

This lab demonstrates some of the response options available to an operator in the event of an alarm.

1. On the **Grid** menu of Live Monitoring Console, click **Clear All Video Display Cells** (or just press CTRL+D).
2. If the **Alarm Inbox** is not displayed (below the preview pane, unless it has been floated), click **View** and then click **Alarm Inbox**.
3.  On the **Alarm Monitoring** menu, click **Activate Alarm Monitoring** (or click the **Activate/Deactivate Alarm Monitoring** button near the middle of the Status Bar).
4. To generate a physical alarm, use the **Switch Controls** in the **Controls** pane of Live Monitoring Console to close **Switch 1**. Use the following procedure:
   a) If the **Sites** panel is not displayed, click the **Sites** button to display it.
   b) In the **Sites** panel, expand the **Site Selector** tree and then select the **Store** site.
   c) From the **Camera Selector** area below the **Site Selector**, drag a camera onto one of the cells in the grid (**Cashier 1** is a good choice although any camera will do).
   d) Click the **Controls** button to display the **Controls** panel.
   e) In the **Switch Controls** page, select **Switch 1** and then click **Force On**.

NOTE: The switch has been configured (using Administrator Console) to automatically switch **Off** after 5 seconds.

   f) Watch for the alarm to appear in the **Alarm Inbox**.
   g) Select the alarm entry in the **Alarm Inbox** and then click **Respond**.

NOTES If you wish to silence the audible alarm, click **Reset New Alarm Notifications**.

If you have clicked **Respond** in error, you can click **Release** to return the alarm to the Alarm Inbox. Click **Respond** again, if necessary, to re-engage the alarm in your own console.

You can click **Suspend** to suspend the alarm so that you can work on an alarm of a higher priority or for other reasons. Click **Activate** to return to handling the alarm.

5 Click **Play** to view some of the video.

6 To close out the alarm, click **Finish** and then, in the **Finish Alarm** dialog box, click **Yes** to copy the evidence to a case. This makes the case and its accompanying evidence available in Evidence Manager.

7 Note the location of the saved evidence in your My Documents\My Investigations\Alarms folder.

NOTE: If you do not wish to save the video, in the **Finish Alarm** dialog box, click **No** to just finish the alarm.

8 Click **OK** to close the **Exported Case** information box.

Lab 6: View Older Video Using Timeline

This lab demonstrates how to control the display and playback of video while monitoring.

NOTE: Timeline controls allow instant replay of up to 30 seconds. Live video in any cell can be paused for up to five minutes. Cell title bar indicates how many seconds the display is behind live video.

1 Ensure the **Timeline** toolbar is displayed (**View-Toolbars-Timeline**).

2 Press CTRL+D to clear the grid.

3 Reload the grid with some cameras from the **Camera Selector** panel.

4 Select one of your video cells which contains "live" video.

5 Display the title bars (if not shown) by clicking  on the Playback bar.

6 On the **Playback** bar, click **Pause**  to make the time slider more obvious (in the Timeline).

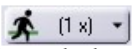
7 Observe the time display in the title bar of the active cell.

8 Drag the slider in the timeline towards the left hand side of the Timeline.

9 Observe again the time display in the title bar of the active cell.

10 Click **Jump to Live**  on the playback control bar to bring you back to live video.

11 Once you are viewing **Live** video again, click  and monitor your timeline.

12 Click **Play** and then click **Play Speed**  and the **2x** to play through the video at a faster (while catching up to "live") or **.5x** to play through the video at a slower speed (to clarify detail).

Lab 7: Pin video cells

This lab demonstrates the feature of pinning a video cell to prevent its contents from being replaced by an alarm event.

1 On the **File** menu, click **Preferences** and then click the **Alarm Management** tab.

2 Under **When responding to new alarms**, clear the **Clear the main grid** check box and then click **OK**.

3 Press CTRL+D to clear the grid and then select  **1 x 1** from the **Grid Layout** list (on the **Playback** toolbar).

4 Drag your **Entry - Side** camera into the grid.

5 Click **Pin/Unpin Video Display Cell** on the title bar of the cell to pin the video in the cell.

6 Trigger the physical alarm to create an alarm.

7 Respond to the alarm in your Alarm Inbox.

- Do you see something similar to the following dialog?

8 Click **OK** to close the box and then close Live Monitoring Console.

9 If necessary, click **Yes** to close the **Exit Application -Active Alarms** box.

Conclusion

This module has demonstrated the following features of Live Monitoring Console:

- Configure the LMC environment to suit the requirements of individual installations.
- Float the grid and Alarm Inbox to other screens, if available.
- Configure physical alarm monitoring and respond to a physical alarm.
- View archive video using the timeline.
- Pin video cells to keep them from being replaced by new alarm video in the event of an alarm.

Evidence Manager & Investigator

Purpose

Loss prevention officers are frequently required to search for video in response to incident reports and to assemble evidence in the form of clips, images and notes to prepare cases for senior management or police. This module demonstrates how to use Investigator to search for and manage evidence, Evidence Manager to manage the case and Evidence Reviewer to view the evidence.

Online Lab Objectives

Once you complete this module, you will be able to:

- Use Evidence Manager and Investigator to conduct a "full" search for evidence by Time and Location.
- Use Evidence Reviewer to view stored evidence

Additional Requirements

In addition to this online lab guide, you will also need to download the file **DeviceList.dat** that is contained in the ZIP file with this lab book. When working in a non-managed environment (no ESM), this file must be imported by Investigator so that it is able to connect to the recorder(s). We recommend that you download it to your Desktop.

Also, these labs require the installation of the Professional versions of Evidence Manager and Investigator. This requires that you enter the license key that is displayed in the online tutorial.

Administrator Console Configuration

For security reasons, alarms for Live Monitoring Console are configured using Administrator Console. For this online module, Alarm Input 1 has been named **Panic Alarm** and configured with **Cashier 1** as the Primary Camera**.**

References for this Module

- *Evidence Manager and Investigator User Manual*
- *Release Notes VideoSphere R5*

Scenarios

Use these scenarios to perform the labs that follow. It is not necessary to complete labs for all scenarios.

Your job as a security officer is to locate and extract video in response to event reports from investigators. Complete the labs using one or more of the scenarios (Lab 3 needs to be done only once.)

Scenario 1

Location: Store

Cameras: Pharmacy Aisle

Estimated time period (if any): Unspecified

Watch for (*description of event*):
Couple enter pharmacy aisle at top and woman was observed placing merchandise in a shoulder bag

Save video: Showing hiding of merchandise; include 10-20 second lead and trailer video

Scenario 2

Location: Store

Cameras: Pharmacy Aisle

Estimated time period (if any): Unspecified

Watch for (*description of event*):

1. Incident where jar broke putting liquid on aisle
2. Activity by store staff to clean up spill
3. Male in dark jacket claims slip and fall on liquid in aisle. Store confirms that customer dropped and broke jar of jam in aisle but was quickly cleaned up.

Save video:

1. Showing jar breaking; include 10-second lead and 10-second trailer; ensure time stamp is visible
2. Showing cleanup actions; include 10-second lead and 10-second trailer; ensure time stamp is visible
3. Showing any male in dark jacket in aisle; from entry into aisle to exit from aisle

Scenario 3

Location: Store

Cameras: Cashier 1

Estimated time period (if any): Unspecified

Watch for (*description of event*):
Cashier reports are irregular and suggest improper actions.

Save video:
Extract video of any actions inconsistent with cash management and/or customer service policies. If customer present, include time from when customer begins checkout until check out is concluded. If no customers are in process of checking, include 15 seconds before and 15 seconds following the specified actions.

Scenario 4

Location: Drive Thru ATM

Cameras: Drive Thru - License and Drive Thru - Face

Estimated time period (if any): Around midnight

Watch for (*description of event*):
Police are investigating a hit and run that took place at an intersection near our store. They are looking for video of vehicles and drivers using our ATM around midnight last night.

Save video:
Extract face and license video of all activity at our ATM between 11:55 pm and 12:05 am. If beginning or end time occurs in the middle of a customer transaction, include video of the entire transaction time.

Lab 1: Install Evidence Manager and Investigator

When you have completed this lab, you will have installed the Professional versions of Evidence Manager and Investigator on your computer and you will be ready to start the labs associated with this product.

NOTES If you have not already downloaded the **R5 Standard CD** see "Lab 1: Download the Software" on page 3.

In order to install the Professional versions of Evidence Manager and Investigator, you require the license key that you recorded from the online tutorial.

1. In your **R5 Standard CD** folder, double-click **setup.exe**.

NOTE: This displays the **Software Installation GA Release** menu.

2. Click **Install VideoSphere Visual Intelligence Applications** and then click **Investigator and Evidence Manager**.
3. In the **Welcome** box, click **Next** and then, in the **Software License Agreement** box, click **Yes**.
4. In the **User Information** box, type your name and your company's name and then click **Next**.
5. In the **Registration Key** dialog box, type the license key that you recorded from the online tutorial.

WARNING: This license key is for training purposes only.

6. In the **Choose Destination Folder** dialog box, click **Next**
7. In the **Question** dialog box, asking, "Are you using ENterprise Service Manager?", click **No**.
8. Wait while the software installs and then, in the **Setup Complete** dialog box, ensure the **Launch Evidence Manager** checkbox is selected and then click **Finish**.

Lab 2: Use Evidence Manager to Create Case Folders

This lab demonstrates Evidence Manager's capability to create a case folder. You will want to create a case folder for each of the scenarios detailed above.

1. If Evidence Manager has not been started, start it now.
2. Click **My Case Folders** in the left panel.
3. Create a new case folder for each scenario by clicking **New Folder**  .
4. Name the case folder as indicated in the following table:

Scenario	Folder name
1	Pharmacy Shoplift
2	Slip and Fall
3	Cashier 1 Irregularities
4	Drive Thru ATM

5. Double-click the required case folder to activate it and to enable the **Investigate** button (on the right).

Lab 3: Import a Device List File into Investigator

This lab demonstrates starting Investigator from within Evidence Manager and then importing a device list file to enable Investigator to connect to a site. This action imports all cameras from the Store location and needs to be done only once, regardless of which scenarios you choose to do.

1. If you haven't yet started Investigator, from within Evidence Manager, click **Investigate**.
2. On the **File** menu, click **Import Device List** and then select the device list file, **Device_List_File.dat** (the one that is contained in the ZIP file with this lab book and that you unzipped to tyour desktop in a previous lab).
3. Click **Open** (or just double-click the filename).
4. If the **My Sites** panel is not displayed, click anywhere in the title bar to open the panel.
5. Expand **My Sites** (click +) until you see the **Store** site and then select the site.
6. If required, type **viewer** as the password to access the recorder.

Lab 4: Use Investigator to Search for Video Evidence

This lab continues from the previous lab and demonstrates how to search for evidence by time and location.

1. Select a scenario from the list of scenarios.
2. In the **Camera Selector**, select the camera indicated in the scenario.
3. Click the title bar of the **My Sites** panel to minimize it (optional, but provides larger preview panel).
4. Click **View Live Video**  (the right-most button below the **Video Activity** bar).
5. Close this live video window or move it aside or to another screen. You won't need it again.

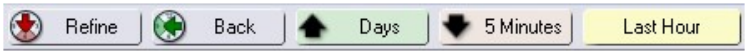
6 Ensure the **Search Type** is **Search by Time and Location** (default).

7 In the **Time Period Selector and Preview Area** panel, select yesterday's date from the calendar (ensure the month and year are current) and then wait while Investigator contacts the recorder and populates the **Recorded Data** and **Video Activity** bars.

NOTE: The green color in the **Recorded Data** bar indicates that the camera was working during the period indicated; the blue in the **Video Activity** bar indicates motion.

8 Observe that the **Video Activity** bar is solid blue, indicating a lot of motion.

9 Because the **Video Activity** bar is solid (indicating full motion), try reducing the time intervals of the Timeline: Click the **5 Minutes** button to reset the timeline to 5-minute intervals and then select one of the 5-minute intervals.



NOTE: The **Video Activity** bar should now display areas of blue interspersed with areas of grey. The blue areas represent periods of activity.

10 In the **Video Activity Bar**, click an area of blue to view a single image or select a time period (drag) to select a clip (you will need to click **Play** to see a clip).

NOTES Detail beneath the **Video Activity** bar indicates the starting date and time of the clip, its duration and its approximate size (or the date and time of the image).

You can also use the **Thumbnails** feature to speed your search. This displays seven thumbnail images from within the selected time. Selecting a thumbnail automatically selects a clip on the timeline.

11 Use your mouse to select a few minutes of video in the **Recorded Data/Video Activity** bars and then save the clip by clicking **Save Evidence**. 

TIP: Click the arrow at the right of the button to display more options.

12 In the **Camera Selection** box, ensure that the required camera is selected.

NOTE: You can select additional cameras from which to download video for the same time period.

13 In the **Enter evidence note text below** box, type some relevant text and then click **Start Download**.

14 Observe the progress of the downloads (just below the **Evidence Note** title) and then, when **Download is complete** is displayed, click **OK** to close the **Evidence Note** dialog box.

Lab 5: Use Investigator to Queue Evidence on a Recorder

This lab demonstrates how to queue evidence on a recorder for transfer to a USB-attached device. This allows the investigator to export evidence at the recorder site (convenient to local police service).

1 In the **Video Activity Bar**, select an area of blue (indicating video activity) that is about 3-4 minutes in length (less than 1 MB in size).

2 On the **Save Evidence** menu (button to the right of **Evidence** beneath the calendar), click **Queue Evidence on Device**.

3 In the **Evidence Note** box, type a comment of your choice.

4 Click **OK** to close the **Evidence Note** box.

5 Click **Manage Queued Evidence**  (second button to right of **Case**) and then, in the **List Evidence to Copy** box (near the top), select **Evidence for Revision**.

6 If there is more than one entry in this list, check the **Status** column to locate a clip that is **Not copied** and then select that item.

7 Under **External Media Status**, verify that a **USB Drive** is available.

8 Ensure that the **Include Evidence Reviewer** checkbox is selected and then select the **Erase USB Drive before copy** checkbox.

9 Click **Start Copy**.

10 In the **Confirm Erase Flash Drive Contents** warning box, click **OK**.

11 Track progress under **Device Status** in the **Status** frame of the **Manage Queued Evidence** box.

12 Wait until the **Status** column shows **Copied** (this takes a few minutes) and then click **Remove Copied**.

13 Click **Close** to close the **Manage Queued Evidence** box.

14 Close Investigator.

NOTE: This returns you to Evidence Manager.

Lab 6: Use Evidence Manager to Add and Organize Case Notes

This lab demonstrates how to copy evidence to a CD on the Investigator's computer.

1 Close Investigator.

2 In Evidence Manager, drag the clip into the Media Viewer window.

3 Add another case note:

a) On the **Case Notes** toolbar, click **Add Note**  ;

b) Optionally, select the **Link to...**" checkbox to link this note not only to the selected clip but to the specific part of the clip that is currently displayed.

c) Click **OK** to close the **Case Note** dialog box.

d) Select each note and then use the up- and down-arrows in the **Case Notes** toolbar to position the notes where you would like them.

NOTE: Once you have organized your evidence with case notes, you can burn the case to CD (on the PC hosting Evidence Manager) by clicking **Burn CD** and then follow the steps of the Windows XP direct CD burning feature.

4 Close Evidence Manager.

Lab 7: Use Evidence Reviewer to Review Evidence

This lab demonstrates how to view saved evidence using Evidence Reviewer.

1. Install Evidence Reviewer. Revisit "Lab 1: Install Evidence Manager and Investigator" on page 11, if necessary for guidance on the installation.
2. Start Evidence Reviewer.
3. If the **Case Folders** directory is not already pointing to the location of the evidence you saved in a previous lab, change to that folder by clicking **Case Folders**.

NOTE: The default folder is My Documents\My Investigations.

4. Drag the video clip or image into the **Media Viewer**, or click a case note to view the media associated with the Note.
5. On the toolbar to the right of the **Case Folders** button, click **Validate Media** and observe the response.
6. Close Evidence Reviewer.

Lab 8: Use Investigator to Search for VMD Events

This lab demonstrates how to search for video evidence by motion alarm and is not related to the scenarios detailed at the beginning of the module.

The **Cashier 1** camera has been configured for motion detection, so there will be motion alarms in the Motion Events list.

1. Start Investigator directly from the Desktop.

NOTE: This is called a "Quick Investigation".

2. Click **Search Type** and then select **Search by Motion or Alarm**.
3. Click the **My Sites** title bar to open the **Site Selector/Input Selector** panels and then, in the **Input Selector**, click the **Cashier 1** camera with **Type VMD** (ensure **Type** is **VMD** not **Area Obstruction**).
4. Select yesterday's date and time and click **Search**.
   - You should see results in the **Motion Events** panel that look something like this.

5. Double-click an event to view the associated video.

NOTE: Once you find the evidence, you can save it in the regular way.

Conclusion

This module has demonstrated the following features of Evidence Manager and Investigator:

- Install Evidence Manager and Investigator
- Create case folders using Evidence Manager
- Import a Device List File into Investigator
- Use Investigator to search for video evidence
- Use Investigator to queue evidence on a recorder
- Use Evidence Manager to add and organize Case Notes
- Use Evidence Reviewer to view evidence
- Use Investigator to search for VMD events