

# Digital Ally

## VideoManager

### User's Guide

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## Introduction

Welcome to VideoManager, the premier digital video management software by Digital Ally, Inc. VideoManager allows a user to catalog, search, annotate, playback and archive video files produced with the Digital In-Car Video System (DVM). VideoManager can produce Movie DVD discs and data CD/DVD discs from any video stored in its database.

## System Requirements

### Minimum System Requirements

- Windows XP (with Service Pack 2) {Vista is not currently supported}
- Pentium IV 1.4GHz or compatible AMD processor
- 512MB RAM (or greater)
- 40GB Hard Drive (or greater) boot drive; VideoManager will be stored on the boot drive, but videos should be safely stored on a separate partition or another hard drive.
- Use the Storage Calculator spreadsheet to assess video storage needs (on the install CD)
- Internal or External DVD+/-R(W) Dual Layer DVD/CD writer
- 8MB Video RAM or greater (shared RAM is acceptable)
- Monitor resolution set to 1024x768 [96 DPI setting in Windows]
- External CF card reader USB 2.0 (due to performance related issues, we do not recommend using an internal CF slot or the CF slot in a photo printer)
- USB 2.0 Ports

### Recommended System Requirements

- Windows XP (with Service Pack 2) {Vista is not currently supported}
- Intel Dual Core CPU or compatible Dual Core AMD processor
- 1GB RAM (or greater)
- 100GB Hard Drive (or greater) boot drive; VideoManager will be stored on the boot drive, but videos should be safely stored on a separate partition or another hard drive.
- Use the Storage Calculator spreadsheet to assess video storage needs (on the install CD)
- Internal DVD+/-R(W) Dual Layer DVD/CD writer
- 128MB Video RAM or greater (shared RAM is acceptable)
- 19" LCD Monitor (or larger) set to 1280 x 1024 video resolution (or comparable widescreen setting) [96 DPI setting in Windows]
- SanDisk ImageMate External USB 2.0 CF card reader
- USB 2.0 Ports

## Installation

**Important:** To install VideoManager onto a computer that is part of a domain, please login as a domain administrator. To install VideoManager onto a computer that is not on a domain, please login as a local administrator.

### Pre-install: VideoManager 1.6.2 requires .Net 1.1 and DirectX 9.0c

1. Verify that Microsoft .Net Framework 1.1 is installed on the computer. Click on **start** in the lower left corner of the screen, select **Control Panel**, and then double-click on the "Add or Remove Programs" icon. When the *Add or Remove Programs* window appears, scroll through the list of applications and verify that Microsoft .NET Framework 1.1 is listed. If this program is not listed, then download and install the software using the following link:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=262D25E3-F589-4842-8157-034D1E7CF3A3&displaylang=en>

2. Verify that DirectX 9.0c is installed on the computer. Click on **start** in the lower left corner of the screen, and then select "Run". Next, type dxdiag into the *Run* window, and then click OK. If a question appears, click on **NO**. Verify that the computer has DirectX version 9.0c. Click **Exit** to dismiss this window. If the computer has an older version of DirectX, then download and install the new version using the following link:

<http://www.microsoft.com/downloads/details.aspx?familyid=4b1f5d0c-5e44-4864-93cd-464ef59da050&displaylang=en>

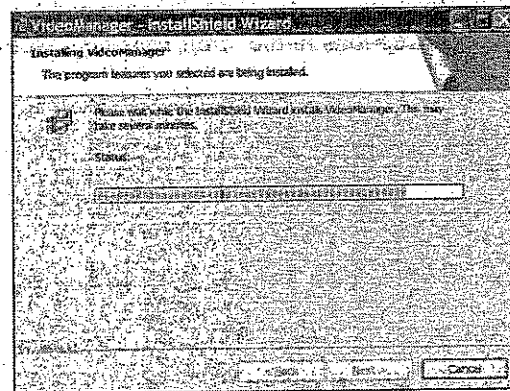
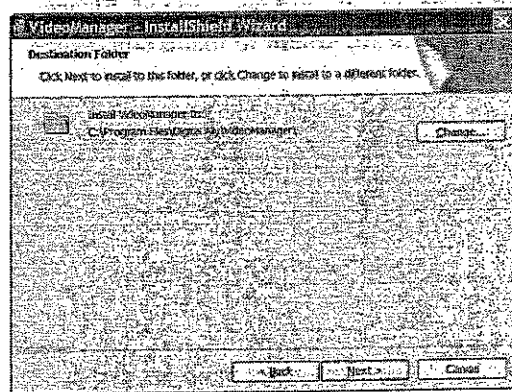
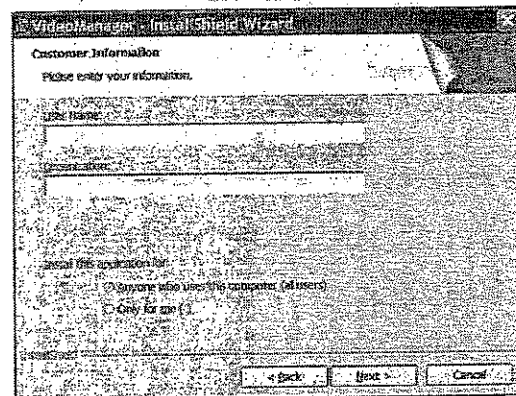
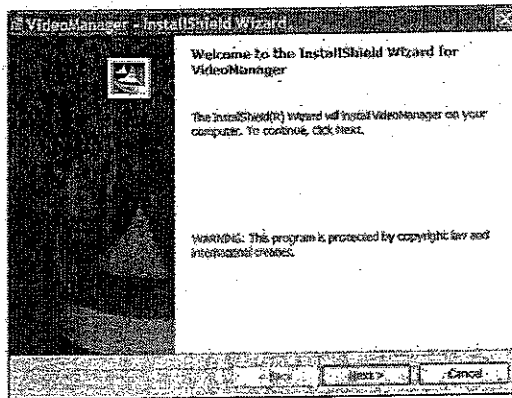
### Upgrading from a prior version of VideoManager

**Important:** If the computer is being upgraded from an older version of VideoManager, then the Users, Vehicles, Events, System Settings, System Logs, and all existing videos will be imported into the upgraded VideoManager. Please review the initial setup directions and make modifications to VideoManager, as needed.

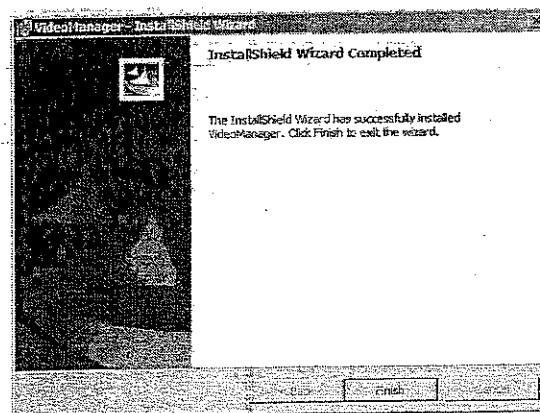
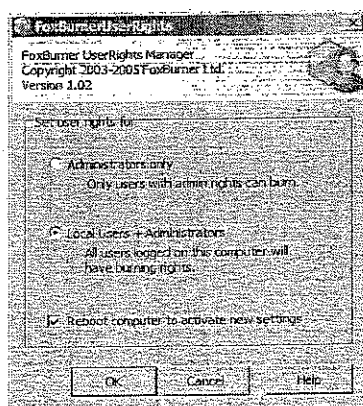
## Installing VideoManager 1.6.2

Insert the VideoManager installation CD into a CD/DVD drive. Access the CD drive via the My Computer icon, and then double-click setupVideoManager1\_62c.exe.

The installation package will expand and then the welcome window will appear. Click on **Next**, and then enter a "User Name" and "Organization". Keep the default setting for "Install this application for: Anyone who uses the computer (all users)". Click **Next** to continue, and then click **Next** to accept the default installation path.

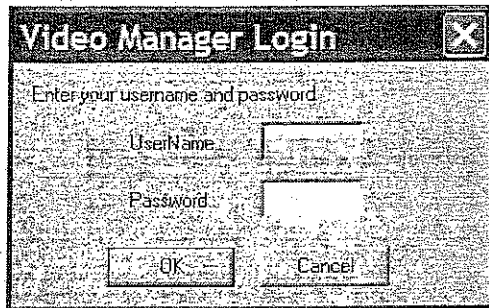


Next, the *FoxBurnerUserRights* window will appear. Select "Local Users + Administrators" and then click **OK**. The computer will reboot. The installation is now complete.



## Initial Configuration

**Important:** An administrator must enter at least one User ID, one Vehicle ID, and one Event ID before uploading videos into VideoManager.



The default login for the admin account is:

UserName: admin

Password: 11111

For security purposes, the default password for the admin account should be changed. Please follow the directions in the "Edit Existing Users" section of this document to make this change.

## Setup Users

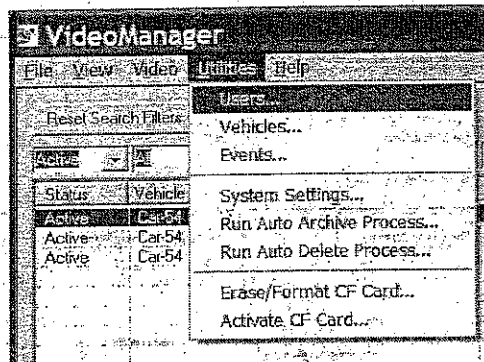
A single Username and Password can be used for both the Digital In-Car Video System (DVM) and VideoManager. If "Userids" are enabled in System Settings, then a user will be able to log into the DVM by keying in a number; rather than selecting their name from a list. All users are created and modified in the *User Administration* window which is accessible via the Utilities menu.

When logging into the DVM a user either selects their name from a list, or keys in a Userid. Each user must be assigned a unique username and password. Permissions can be assigned on a user-level basis. New videos recorded by a user will be stamped with their Username.

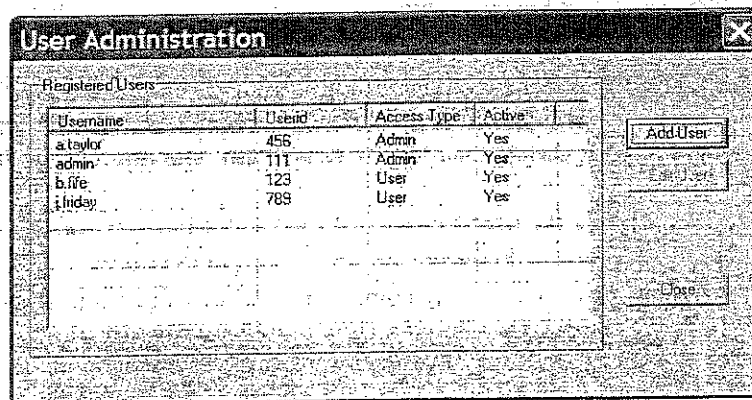
**Important:** Once a user has been added, they cannot be deleted. However, their account can be set to Inactive, which will deny them access to VideoManager and the DVM. This maintains the integrity of the system.

## Adding New Users

1. Select Users from the Utilities menu:



2. The *User Administration* window will appear, showing all "Registered Users". Click **Add User** to create a new VideoManager/DVM user.



3. The *Add User* window will appear.

“Username”: typically the user’s first and last names or rank and last name.

- The Username can not be blank.
- The Username can not exceed 20 characters.

“Userid”: an optional field that enables a user to log into the DVM by keying in a number.

- This field may contain 3 to 8 digits (configured in System Settings).
- All users must be assigned a unique Userid using the digits 0 through 9.

“Password”: used to configure the user’s password for VideoManager and the DVM.

- The password must be between five (5) and eight (8) digits.
- The password may contain any combination of the digits 0 through 9.

“Active”: will allow a user to login to VideoManager and the DVM.

“Inactive”: will **not** allow a user to login to VideoManager and the DVM.



**Permissions:** an administrator can assign specific rights to individual users.

“All”: user may perform this function on all video files

“Own”: user may perform this function only on their own video files

**Table 1: Permissions options**

“Administrator”	User has unrestricted access to VideoManager
“User”	User will only have access to selected functions
“View”	User can view, search, and playback videos
“Update”	User can update video descriptions and notes
“Upload”	User can upload videos into VideoManager
“Move Files”	User can move videos to a new location
“Burn/Export”	User can create data and movie discs
“Archive”	User can archive videos
“Delete”	User can delete videos
“Logs”	User can view VideoManager access logs

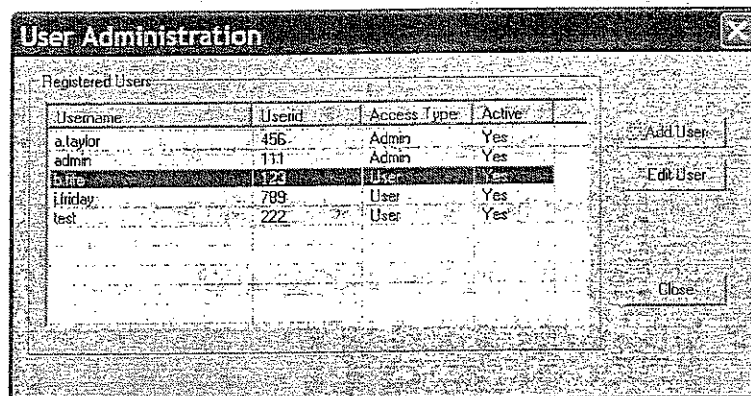
**Table 2: Allowed Utilities menu items**

“Manage Users”	allow user to add/edit Users
“Manage Events”	allow user to add/edit Events
“Manage Vehicles”	allow user to add/edit Vehicles
“Manage System Settings”	allow user to configure System Settings
“Auto Delete”	allow user to run Auto Delete process
“Auto Archive”	allow user to run Auto Archive process
“Erase/Format CF Card”	allow user format a CF Card
“Active CF Card”	allow user to activate a CF Card

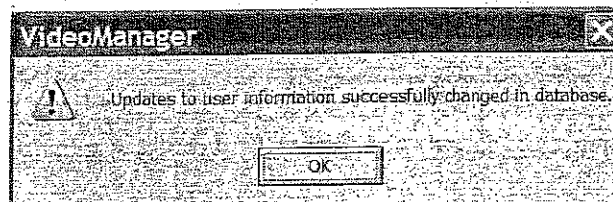
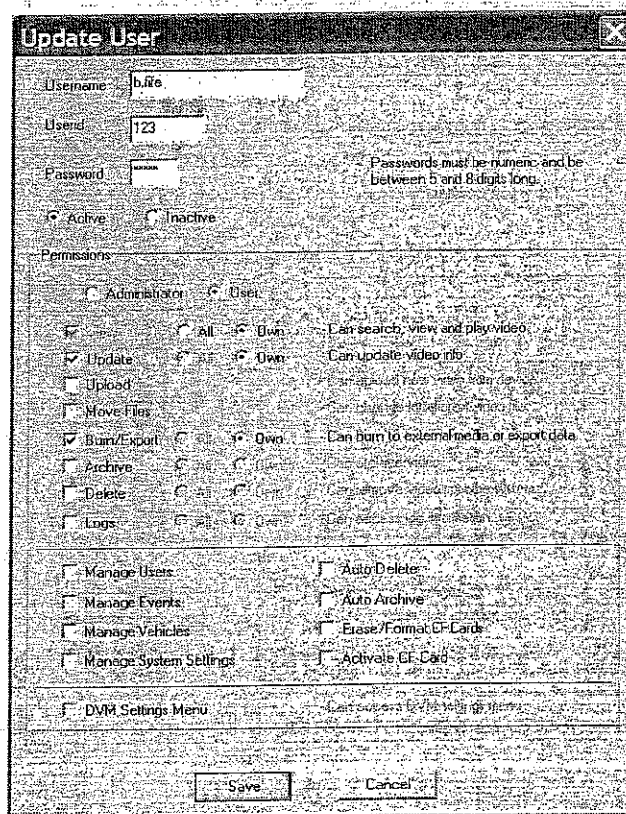
“DVM Settings Menu”: allow user to access the Settings menu on the DVM

## Edit User

1. Select the user's name from the "Registered Users" list and click **Edit User**.



2. Modify the user's account, then click **Save**. This will save any changes made to the users.



## Setup Vehicles

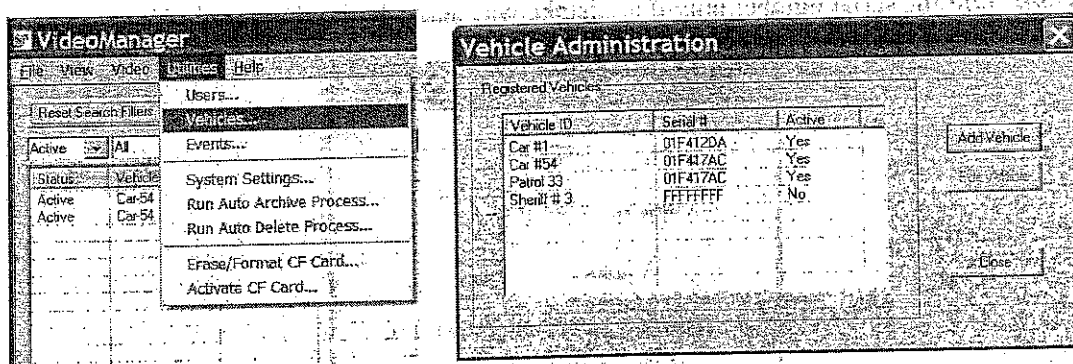
Every DVM has a unique serial number. A Vehicle ID must be configured for each DVM prior to uploading videos.

**Important:** Once a vehicle has been added it cannot be deleted, but it can be made inactive.

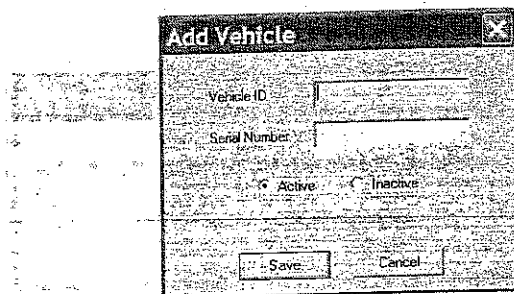
Note: If a DVM (mirror) is replaced, then the original Vehicle ID should be inactivated in VideoManager. A new Vehicle ID, associated with the replacement DVM's serial number, should be added. For example, the DVM in Car#54 (S/N: 01F4A12C) is replaced with another unit (S/N: 01F4B13A). Car#54 (S/N: 01F4A12C) would need to be inactivated, and then a new Vehicle ID, Car-54 (S/N: 01F4B13A), would need to be added. This procedure will preserve the chain of evidence for videos that were created using the original DVM.

## Add Vehicle

1. Select Vehicles from the Utilities menu. The *Vehicle Administration* window will appear. Click **Add Vehicle**.



2. The *Add Vehicle* window will appear.

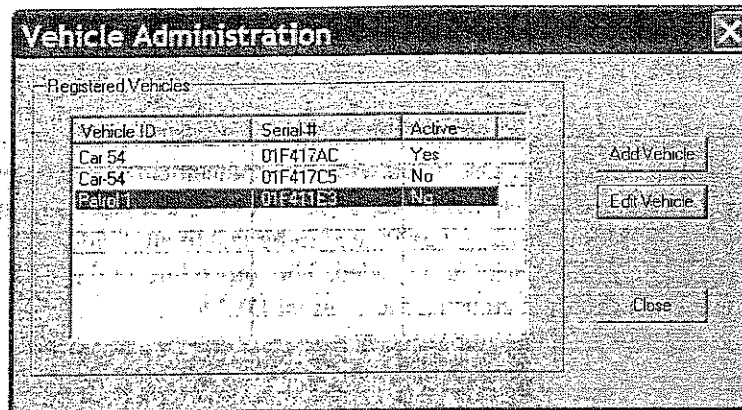


3. Enter a "Vehicle ID" and the "Serial Number" from the DVM.

- The Vehicle ID can not exceed 15 characters
- The Serial Number should be entered exactly as it appears on the DVM without the hyphen (Example: 01F4-9999 must be entered as 01F49999)
- A vehicle can be made "Active" or "Inactive".

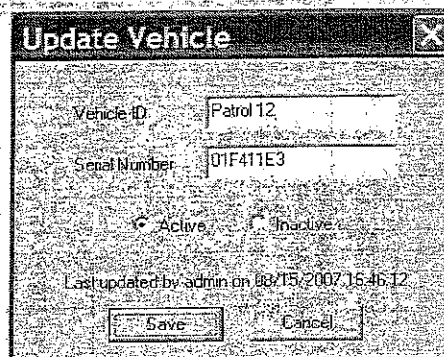
## Edit Vehicle

1. Select the Vehicle ID in the *Registered Vehicles* window, and then click **Edit Vehicle**.

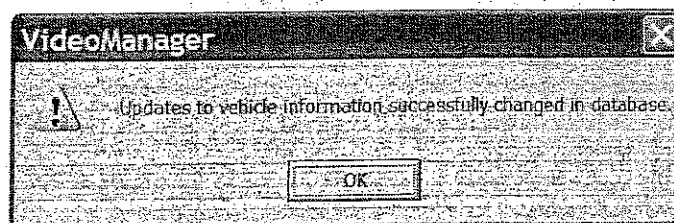


2. Edit the information, as needed, and click **Save**.

**Important:** Edit the serial number only if a mistake was made during the initial setup.



3. The following window will appear.



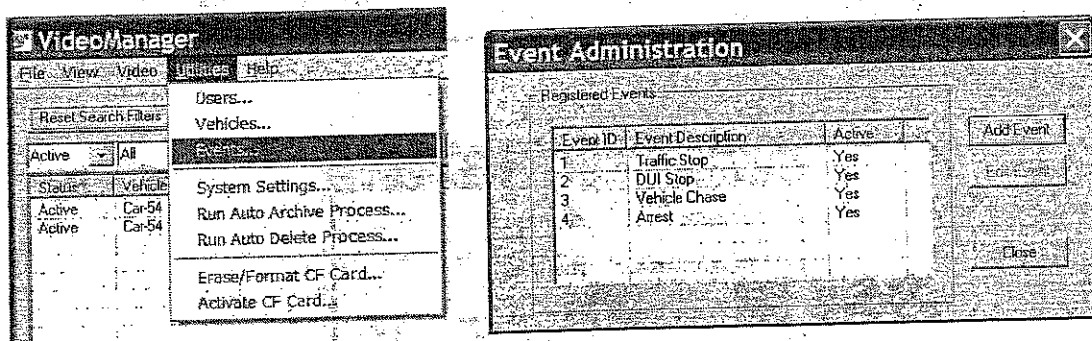
## Setup Events

Assigning an Event ID to a video enables filtering of the main window view. For example, all Traffic Stops could be displayed, while all other videos remain hidden. An Event ID can be assigned to a video on the DVM or in VideoManager. Event IDs can also be used to assign video retention rules for the Auto Delete process.

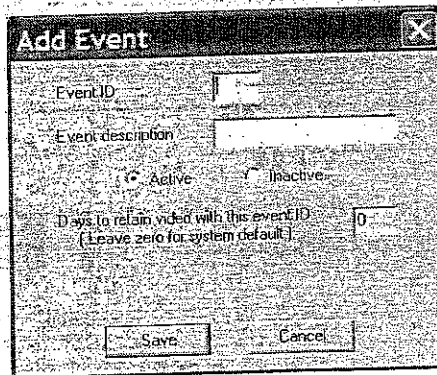
Note: After an Event is added, it cannot be deleted. However, it can be made inactive.

### Add Events

1. Select Events from the Utilities menu. The *Event Administration* window will appear.



2. Click **Add Event**. The *Add Event* window will appear.

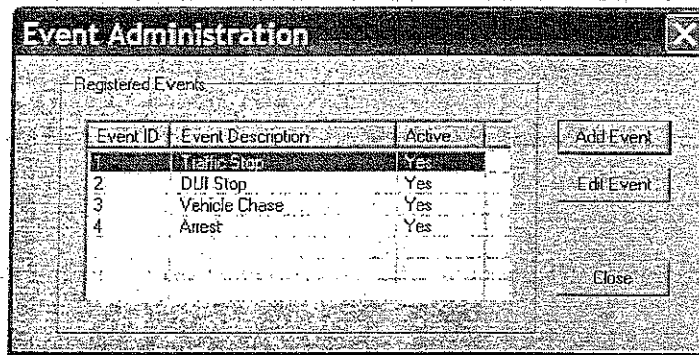


3. Enter an "Event ID", "Event Description", and "Days to retain video"

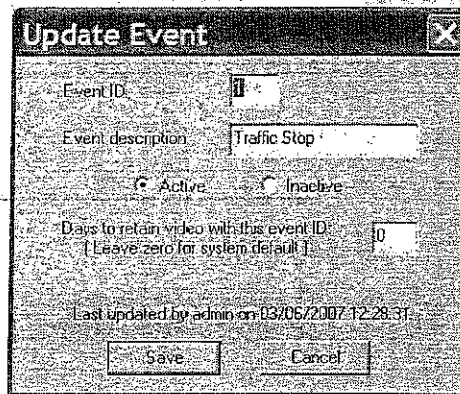
- The Event ID can not exceed 4 digits (only numbers 1 through 6 may be used)
- The Event description can not exceed 20 characters
- Days to retain video can be set from 1 to 9999 days [0 days will use the System Settings default value for "Automatically delete video files after (x) days"]
- Events can be made "Active" or "Inactive". Inactive events will not appear in the Assign Event Id menu on the DVM.

## Edit Event

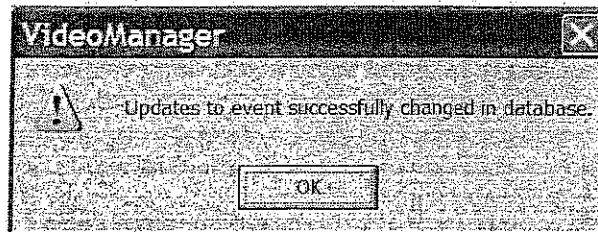
1. Select the Event ID from the *Registered Events* list, and then click **Edit Event**.



2. Make changes, as needed, and then click **Save**.



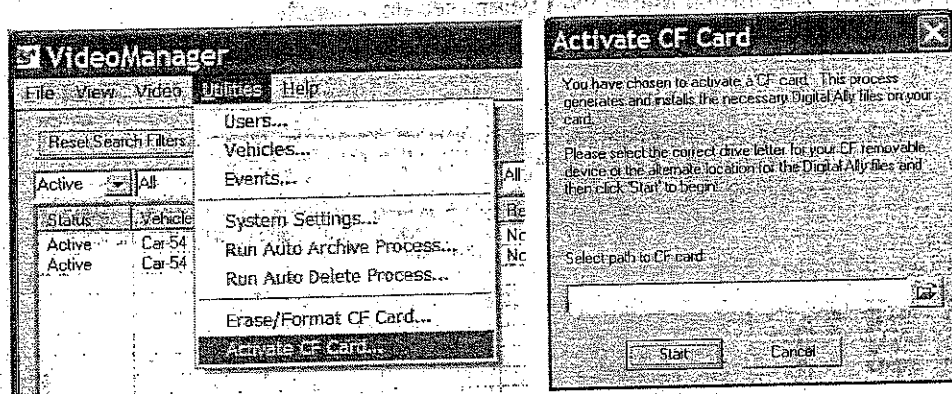
3. The following window will appear.



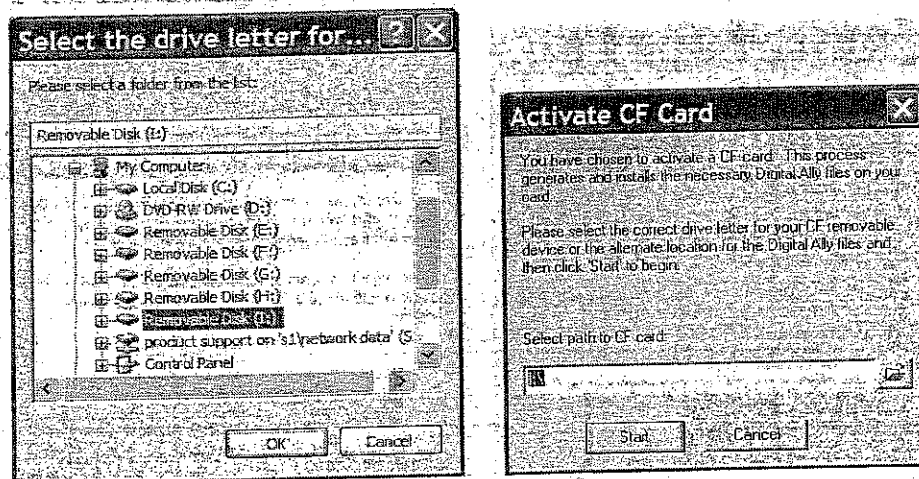
## Activate CF Card

Activating a CF card will copy the Users, Vehicles, and Events from VideoManager to the CF card. A CF card must be activated in VideoManager prior to using it in the DVM.

1. Select Activate CF Card from the Utilities menu. The *Activate CF Card* window will appear.



2. Locate the drive letter assigned to the CF reader, click **OK**, and then click **Start**.



3. The following window will appear. If an error screen appears instead, then double-check that VideoManager has at least one User, one Vehicle, and one Event ID. If one ID category does not have any entries, then create at least one entry and try activating the CF card again.

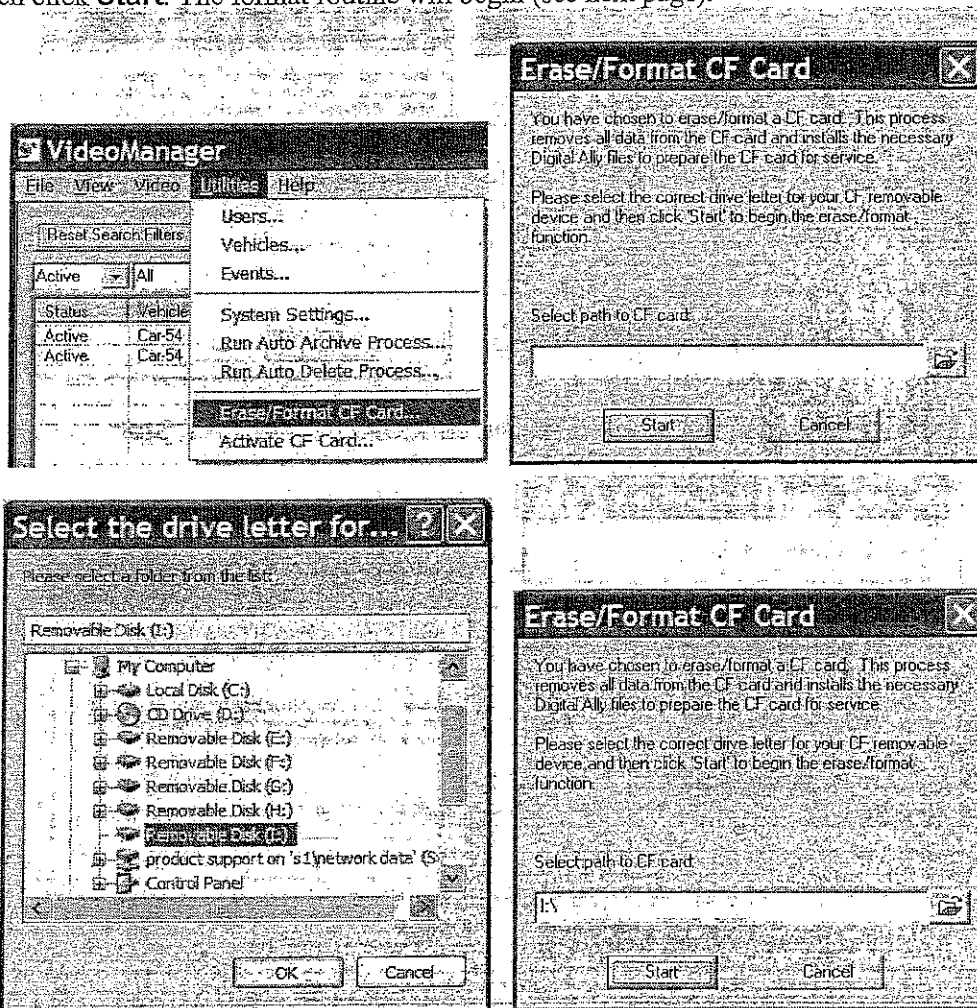




## Erase/Format CF Card

The Erase/Format function is used to prepare a brand new CF card, or an existing CF card, for use in the DVM. This function should be used with caution as it will permanently erase all videos on a CF card. The CF card will automatically be activated during this process.

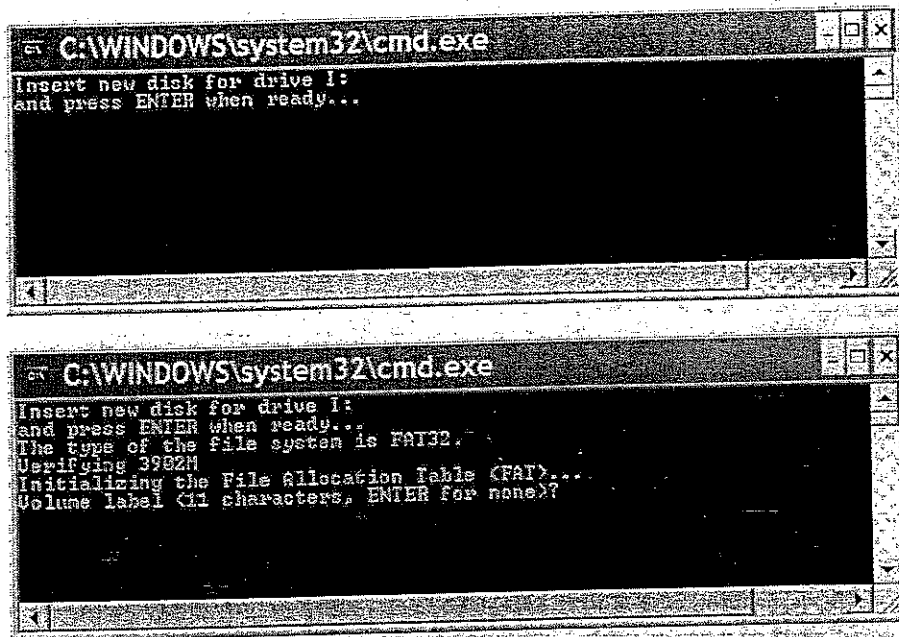
1. Select Erase/Format CF Card from the Utilities menu. The *Erase/Format CF Card* window will appear. Click on the folder icon and select the drive letter assigned to the CF card. Click **OK**, and then click **Start**. The format routine will begin (see next page).



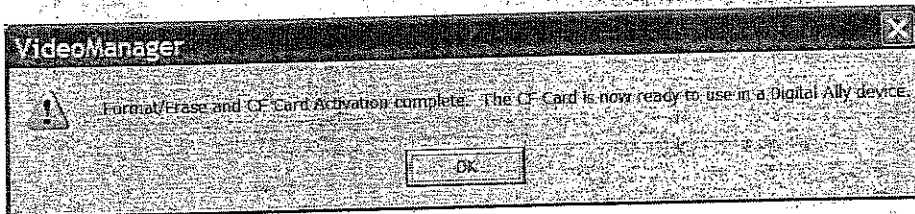
(Steps continue on next page.)



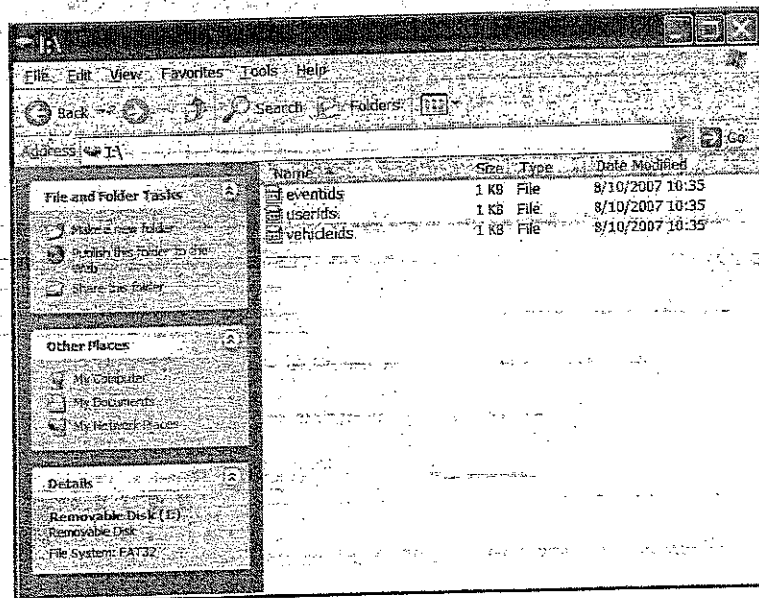
2. A DOS window will appear. Please press the Enter key when prompted. Type in a label for the CF card, if desired, and then press the Enter key.



3. When the process is complete, the following window will appear. Click OK.



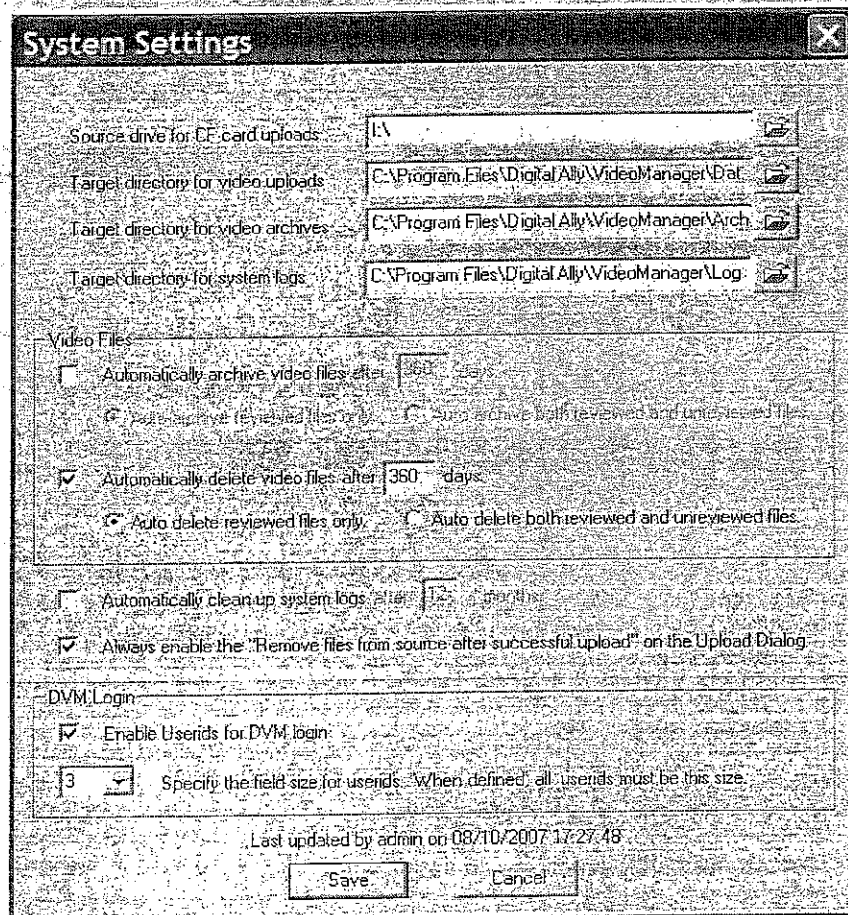
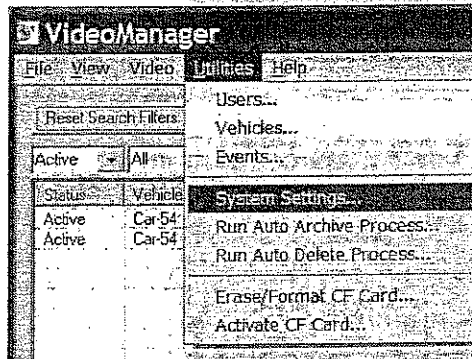
Three encrypted files are copied to the CF card: eventids, userids, and vehicleids.



## System Settings

System Settings allow an administrator to setup the CF card reader, upload and archive paths, and several other options that affect VideoManager.

System Settings can be accessed from the Utilities menu.



(System Settings options are detailed on the next page.)

*Source drive for CF card uploads:* Enter the drive letter of the CF card reader.

*Target directory for video uploads:* Enter the directory where the video files are stored.

*Target directory for video archives:* Enter the directory where the archived video files are stored.

*Target directory for system logs:* Enter the directory where the system logs are stored.

*Automatically archive video files after x days:* The system allows an administrator to set a policy regarding how long video files will remain Active before they are Archived. If Run Auto Archive Process is selected from the Utilities menu, then the system will archive all video files older than x number of days based on the time they were uploaded. To turn off automatic archive, clear the checkbox.

*Auto archive only reviewed files:* System will only archive files that have been reviewed.

*Auto archive both reviewed and unreviewed files:* System will archive both reviewed and unreviewed files.

*Automatically delete video files after x days:* The system allows an administrator to set a policy regarding how long videos are retained by default. If Run Auto Delete Process is selected from the Utilities menu, then the system will delete all video files older than (x) number of days based on the time they were uploaded. To turn off automatic deletion, clear the checkbox.

*Auto delete only reviewed files:* System will only delete files that have been reviewed.

*Auto delete both reviewed and unreviewed files:* System will delete both reviewed and unreviewed files.

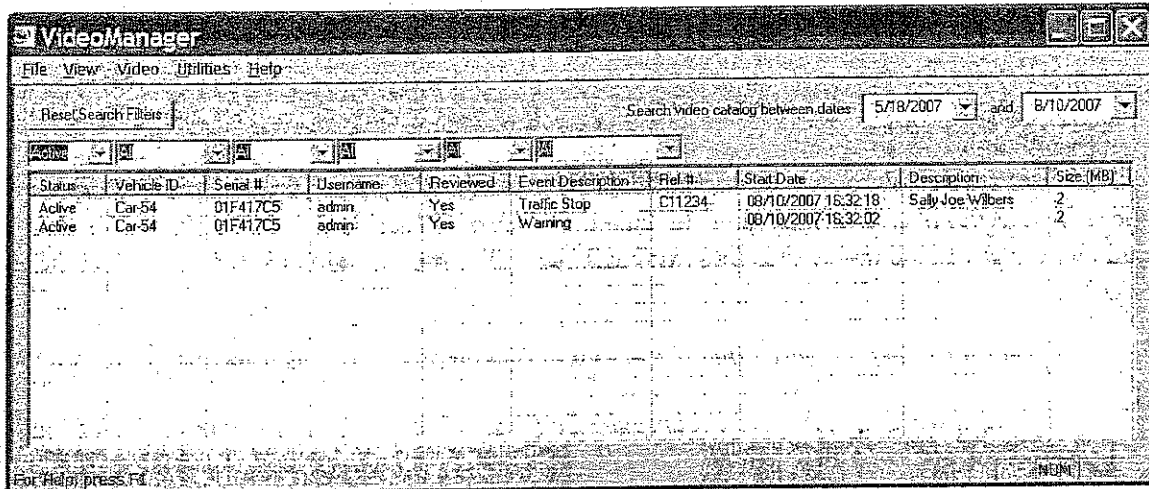
*Automatically clean up system logs after x months:* The system allows an administrator to specify how long the access logs should be retained. If the checkbox is selected it will copy all of the log activity records to the default archive directory and then remove them from the current log database. To turn off automatic log clean up, clear the checkbox.

*Always enable the "Remove files from source after successful upload" on the Upload Dialog:* This option forces the deletion of video files from the CF card after 100% of the videos have been successfully cataloged in VideoManager.

*Enable Userids DVM login:* This function enables users to log into the DVM by keying in a number (i.e. badge number, employee ID, etc.). Userids must be assigned to all users prior to enabling this function.

*Specify the field size for userids.* When defined, all userids must be this size: Allows an administrator to choose the field length for all userids (i.e. to use an ID that is five digits in length, such as 98470, choose 5 from the drop down menu).

## Main Window



The Main Window shows all video files currently uploaded into VideoManager.

- **Status** – Displays the status of the video file (Active or Archived)
- **Vehicle ID** – Displays the Vehicle ID that is associated with the video file
- **Serial #** – Serial number of the DVM-500 that recorded the video
- **Username** – Username of the person logged into the DVM-500 at the time
- **Reviewed** – A user has verified that they reviewed the video
- **Event Description** – User assigned event type for the video
- **Ref #** – User assigned reference number for the video
- **Start Date** – The date and time that the video was originally recorded
- **Description** – User assigned description for the video
- **Size (MB)** – Data storage size for the video

### Filtering the contents of the Main Window:

Filter files by selecting a date range and/or selecting items from the list in the date boxes above the columns. Multiple filters can be enabled at one time.

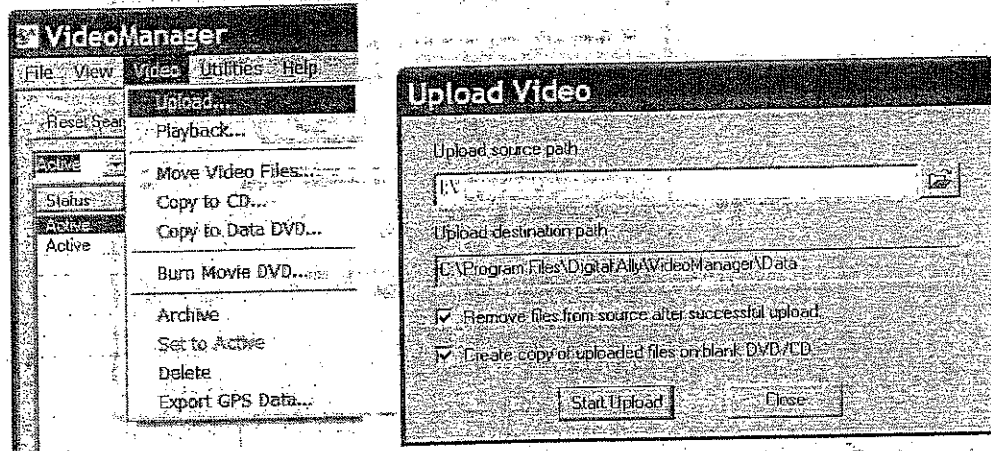
Columns can be sorted into ascending or descending order by clicking on the column headers.

Click **Reset Search Filters**, or select Refresh under the View menu to display all records in the database.

## Upload Video Files

To upload video files, insert the CF card into the external card reader, and then select Upload from the Video menu. A 4GB CF card, filled to capacity, should transfer its contents to the computer in about 7-10 minutes using an external USB 2.0 CF card reader. If the computer experiences longer upload times, then verify that the card reader is installed into a high speed USB 2.0 port. We recommend using a SanDisk brand card reader for the shortest upload times.

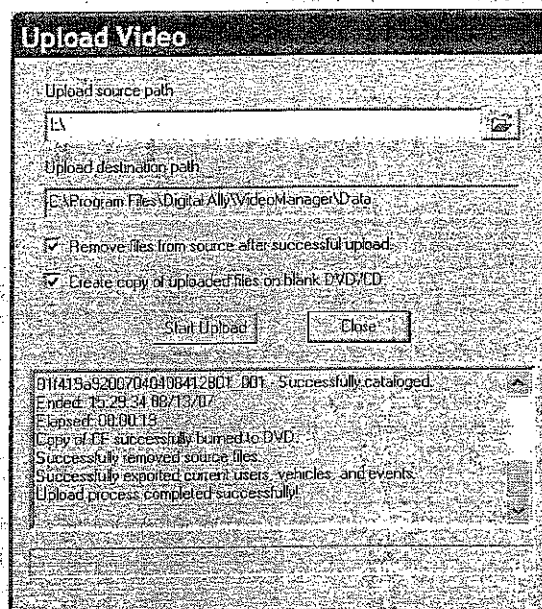
1. Select Upload from the Video menu. The *Upload Video* window will appear.



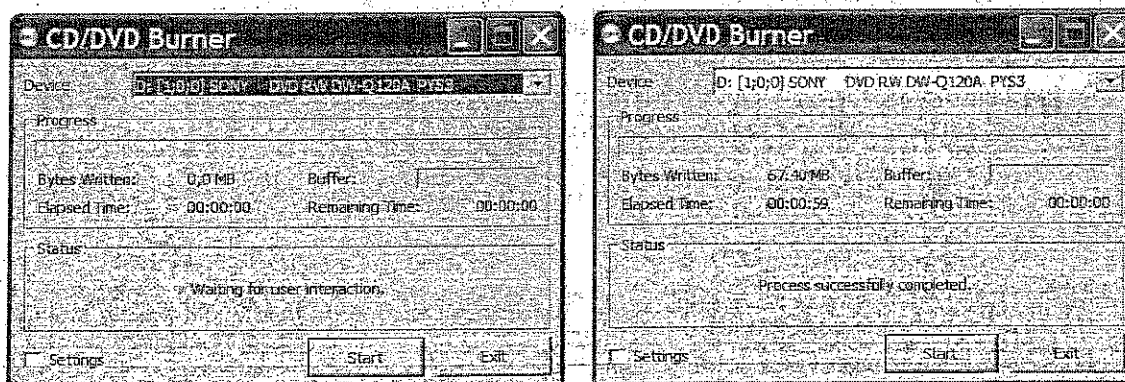
- "Upload source path" refers to the drive letter assigned to the CF card reader.
  - "Upload destination path" is the path where the videos will be stored.
  - "Remove files from source after successful upload." clears all videos off of the CF card after 100% of them have been cataloged in VideoManager.
  - "Create copy of uploaded CF files on blank DVD." burns the video files that were just uploaded onto a CD/DVD.
2. After selecting the appropriate options, click **Start Upload** to begin uploading video files.  
 Note: "Create copy of uploaded files on blank DVD/CD." is optional; but it has been selected to illustrate the process.

(Steps continue on next page.)

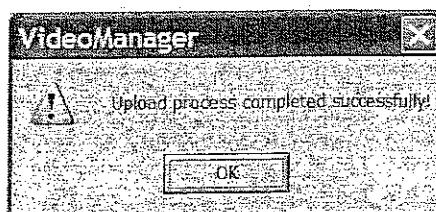
3. A progress bar will move from left to right, and details of the upload process will be displayed in the *Upload Video* window. If any files are skipped, then the CF card will not be erased. This allows a user to potentially recover any skipped videos that may still be needed as evidence.



4. After the files are uploaded, the *CD/DVD Burner* window will appear. If the computer has multiple burners, then select the appropriate burner from the Device list. Click **Start** to create the CD/DVD. After the CD/DVD has been written, click **Exit**.

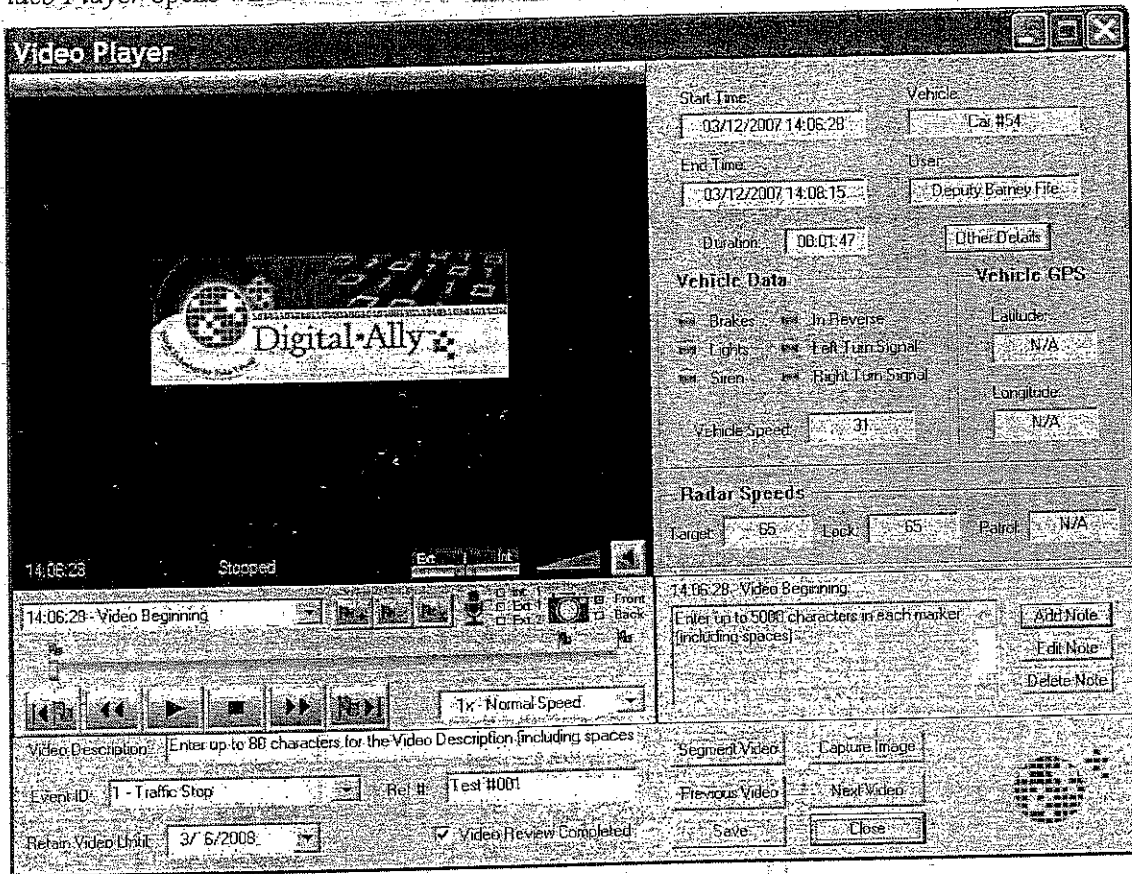








5. If the upload is successful, the following window will appear. Click **OK** and click **Close** in the *Upload Video* window.




## Video Player

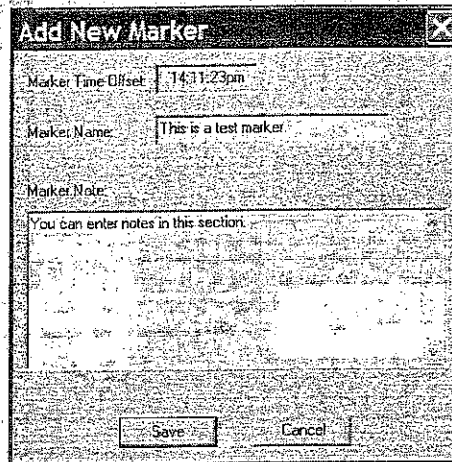
*Video Player* opens when a user double-clicks on a video entry in the Main Window.



- a.  *Jump to Previous Marker*: Click to jump immediately to the previous marker or annotation.
- b.  *Fast Rewind*: Click to fast rewind through the video.
- c.  *Play / Pause*: Click to begin playback and display associated metadata, click again to pause.
- d.  *Stop*: Click to stop playback.
- e.  *Fast Forward*: Click to fast forward through the video.
- f.  *Jump to Next Marker*: Click to jump immediately to the next marker or annotation.



- g.  or **Add Note**: Click to add a marker. Markers are used to add bookmarks to the video which allow the viewer to quickly skip to a point of interest in the video file. Each marker can contain detailed notes about the stop (notes are limited to 5000 characters, including spaces).

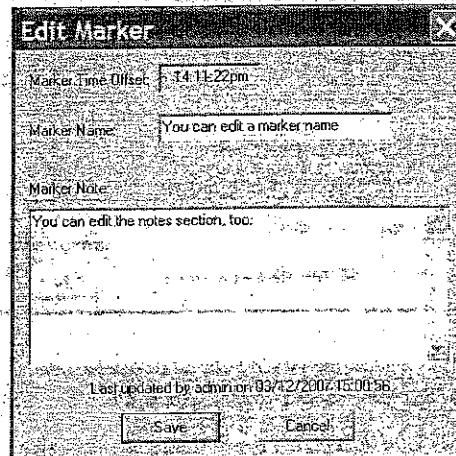


The 'Add New Marker' dialog box contains the following fields:

- Marker Time Offset**: 14:11:23pm
- Marker Name**: This is a test marker
- Marker Note**: You can enter notes in this section.

Buttons: Save, Cancel

- h.  or **Edit Note**: Click to edit a marker.








The 'Edit Marker' dialog box contains the following fields:

- Marker Time Offset**: 14:11:22pm
- Marker Name**: You can edit a marker name
- Marker Note**: You can edit the notes section, too:

Buttons: Save, Cancel

Footer: Last updated by admin on 03/12/2007 15:00:36

- i.  or **Delete Note**: Click to delete a marker.
- j.  **Volume**: click and drag the green triangle to the left to decrease volume, or to the right to increase the volume during playback.
- k.  **Slider bar**: Drag the slider bar left of right to rapidly access any point in the video.
- l.  **Internal / External Audio**: Allows playback of each audio channel independently or together. Drag the bar to the left to play audio from the external microphone(s); drag the bar to the right to hear audio from the internal microphone; place bar at the mid-point to hear audio from internal and external microphones.
- m.  **Mute Speaker**: Select to mute or un-mute audio playback.



## Metadata recorded by In-Car Digital Video System

- “Vehicle Data”: Indicators turn green if real-time input was triggered in the vehicle.

Vehicle Data		Vehicle GPS	
Brakes	In Reverse	Latitude	N/A
Lights	Left Turn Signal	Longitude	N/A
Stem	Right Turn Signal		
Vehicle Speed: 138			
Radar Speeds			
Target	4	Lock	N/A
		Patrol	N/A

Other Video Details	
Uploaded By:	Admin
Uploaded Date/Time:	08/13/2007 17:46:10
File Name:	01A14822007040318592701.asd
File Path:	C:\Program Files\Digital Ally\VideoManager\Data
File Size (MB):	94.84
Close	

- “Vehicle Speed”: Displays the Patrol Vehicle’s Speed.
- “Vehicle GPS”: Displays the Latitude and Longitude coordinates.
- “Radar”: Displays the Target, Lock, and Patrol speeds read from the Radar device.
- **Other Details**: Displays “Uploaded By:”, “Uploaded Date/Time:”, “File Name:”, “File Path:”, and “File Size (MB):”

### Input Fields

“Video Description Field”	Enter a description to identify the video in the Main Window.
“Event ID”	Enter or change the Event ID associated with the video file.
“Reference #”	Enter a reference number for video (i.e. ticket # or case #).
“Retain Until”	The video can be deleted after this date has passed.
“Video Review Completed”	Select to indicate that the video file has been reviewed.
“Save”	Save the changes.
“Close”	Close the window and return to Main Window.

To retain all modifications to System Settings, click **Save** before exiting.

### Additional Features

- **Capture Image**: capture a screenshot from the video that is currently playing.
- **Segment Video**: creates a shorter version of a video without altering the original file.

## Creating a Video Segment

Cutting a video into segments allows a user to manage the length of each video. For instance, if a video contains several different patrol stops (because the initial recording was not stopped before continuing to the next call), then the individual stops can be segmented out into separate files for simpler evidence management.

1. Double-click a video in the Main Window, create desired markers, and then click **Segment Video**. Configure the settings in the *Create Video Segment* window.

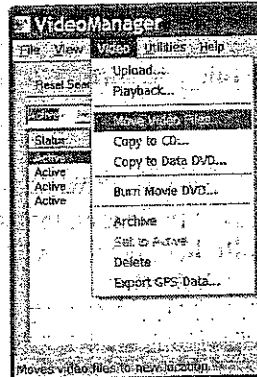
Begin at: and End at:	Set the beginning and ending markers.
"Video Description:"	The Video Description field is limited to 80 characters, including spaces. It is recommended that the description begin with the word <i>Segment</i> ; this allows easy identification of video segments in the Main Window.
Event ID:	Choose a pre-defined ID for this video.
"Ref #:"	Limited to 20 characters, including spaces.
"Retain Video Until:"	Optional retention date (no delete until this date has passed).
"Video Review Completed"	Optional checkbox that lets others know that this video has been reviewed.

2. Click **Create** to generate the video segment.
3. The new video segment will be listed in the Main Window just above the original video.

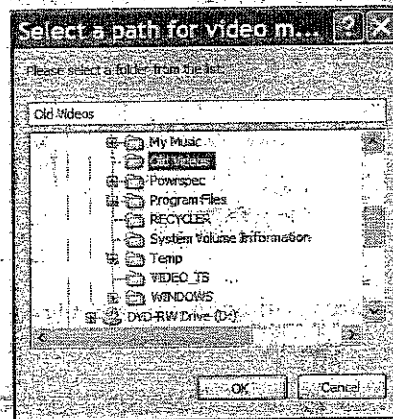
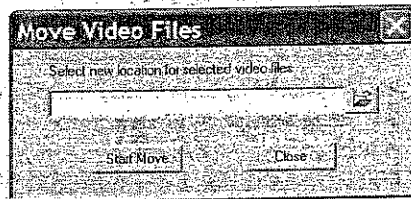
## Move Video Files

The Move Video Files function will move selected video files from their current location to a new location (i.e. move videos from an internal hard drive to a USB hard drive, or to a network drive). Video integrity will be verified against a system-generated 256-bit encryption key.

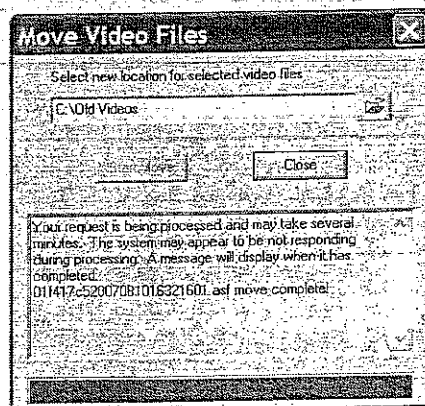
1. Select the video(s) to move in the Main Window, and then select Move Video Files from the Video menu.



2. In the *Move Video Files* window, click the folder button, and then browse to the new location.



3. After selecting the location, click on Start Move to move the video(s). When the process is complete, click **OK**, and then click **Close**.

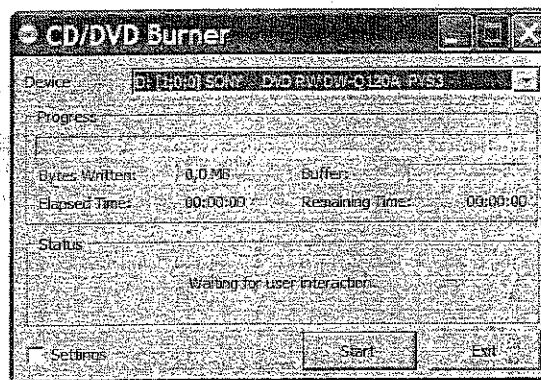
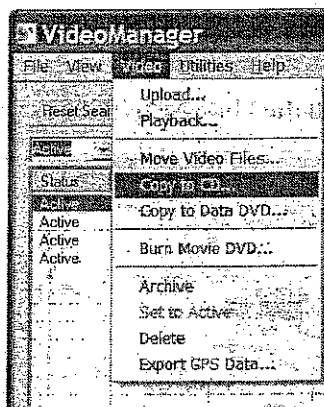


## Copy to CD

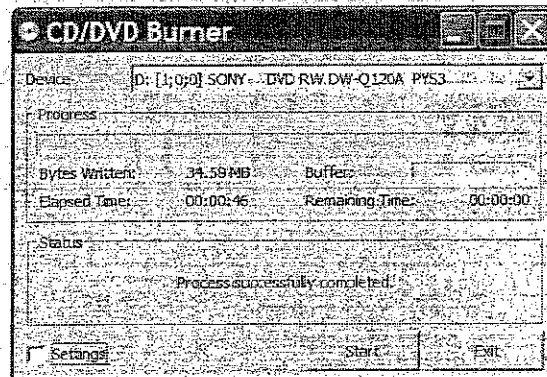
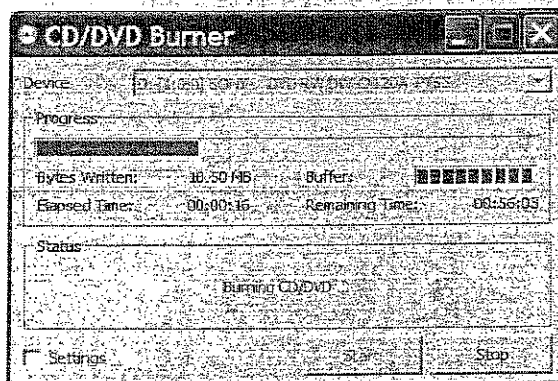
Select this option to copy a single video, or a selection of videos, to a CD-R(W) for playback on a Windows computer system located in the court room, police department, etc. A stand-alone copy of the VideoManager Player is copied to each data disc that is burned using VideoManager. This small program allows playback of the audio, video, and metadata (GPS, vehicle speed, etc.) directly from the computer's CD/DVD drive and requires no software installation.

Note: Most blank CD-R(W) discs have a capacity of about 700MB. The size of each video file can be viewed in the Main Window under the "Size (MB)" column. Before burning a CD, please verify that the selected video(s) do not exceed the capacity of the blank disc.

1. Select the video(s) to be copied in the Main Window, then select Copy to CD from the Video menu. The *CD/DVD Burner* window comes up. Insert a blank CD-R or CD-RW into the CD/DVD burner. If the computer has multiple devices with burning capability, then select the appropriate drive from the Device menu. Click **Start**.



2. The "Status" area will update during the disc burning process. Click on **Exit** when the process is complete. The disc should now be accessible from any Windows XP computer.

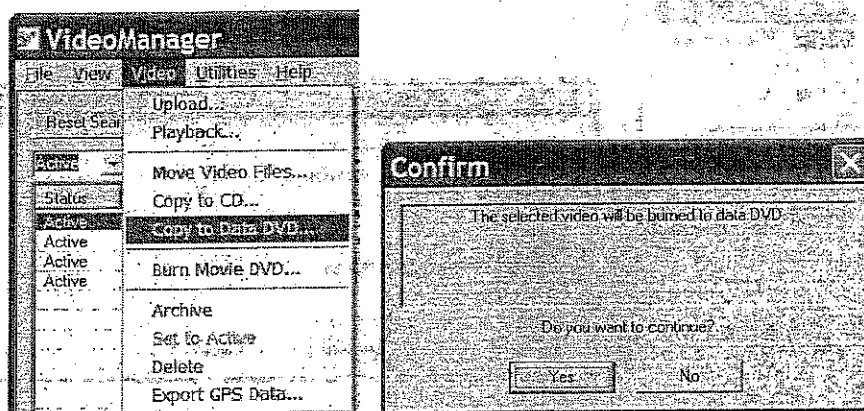


## Copy to Data DVD

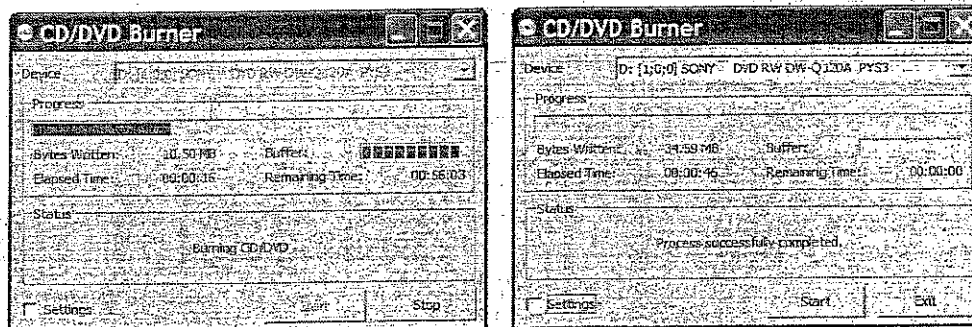
Select this option to copy a video, or a selection of videos, to a DVD+/-R(W) for playback on a Windows computer system located in the court room, department, etc. A stand-alone copy of the VideoManager Player is copied to each data disc that is burned using VideoManager. This small program allows playback of the audio, video, and metadata (GPS, vehicle speed, etc.) directly from the computer's DVD drive and requires no software installation.

Note: Most blank single-layer DVD+/-R(W) discs have a useable capacity of about 4400MB (About 4.3GB). Most blank dual-layer DVD+/-R(W) discs have a useable capacity of about 8800MB (About 8.6GB). The size of each video file can be viewed in the Main Window under the "Size (MB)" column. Before burning a data DVD, please verify that the selected video(s) do not exceed the capacity of the blank disc.

1. Select the video(s) to copy in the Main Window, then select Copy to Data DVD from the Video menu. When the *Confirm* window appears, click **Yes**.



2. The *CD/DVD Burner* window will appear. Insert a blank DVD into the DVD burner. If the computer has multiple devices with burning capability, then select the appropriate drive from the Device menu. Click **Start**. The "Status" area will update during the disc burning process. Click **Exit** when the process is complete. The disc should now be accessible from any Windows XP computer.

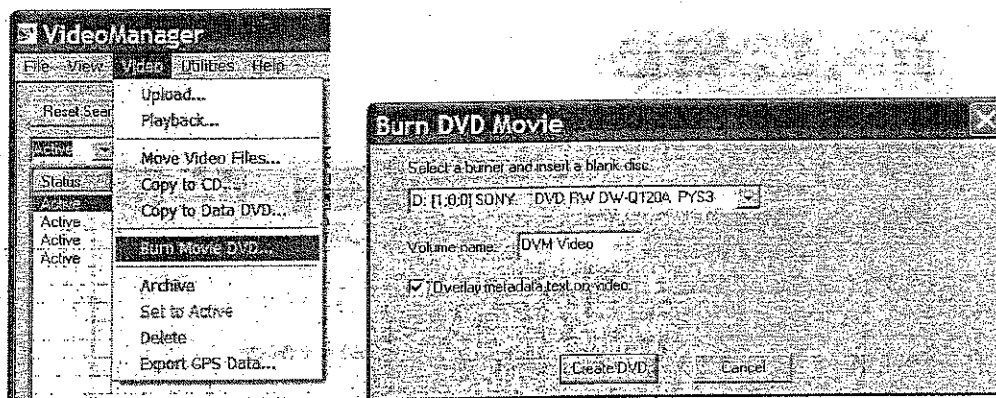


## Burn Movie DVD

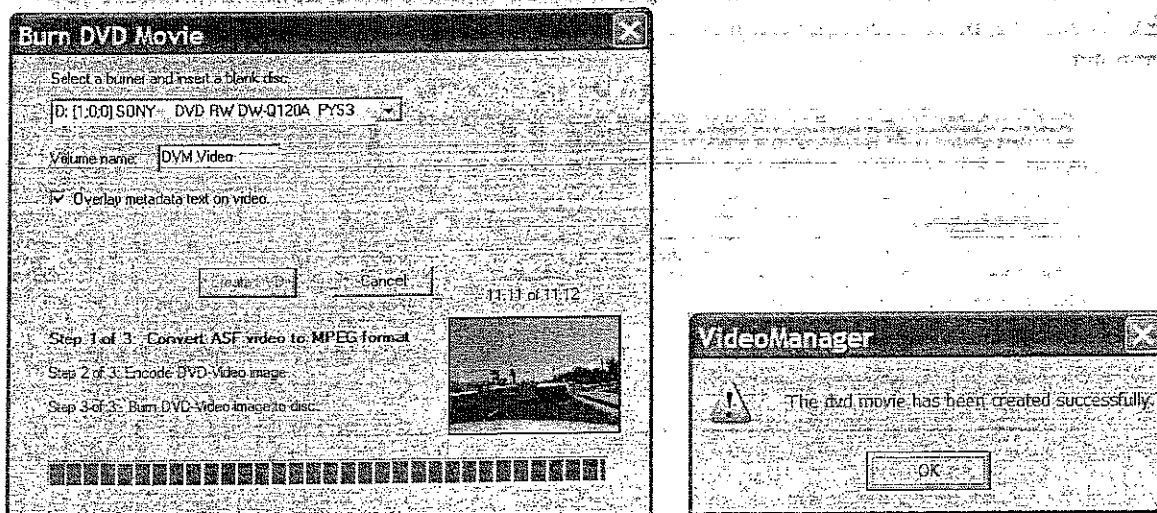
A single video can be converted to a standard movie DVD that is playable on consumer DVD players that support DVD+R discs. Metadata (GPS, Vehicle Speed, etc.) recorded with the DVM can be overlaid onto the video, if this option is checked. VideoManager can convert one movie at a time; up to 1 hour 40 minutes in duration for a single layer DVD and 3 hours 20 minutes for a double-layer DVD (longer duration videos can be segmented and burned to multiple DVDs).

**Important:** DVD+R media must be used. When "Overlay metadata text on video is selected", a 20 minute video could take up to 1 hour to convert. The VideoManager computer should not be disturbed during this process. Turning off the Windows screen saver may improve performance.

1. Select the video to be converted in the Main Window, then select Burn Movie DVD from the Video menu. In the *Burn DVD Movie* window, select the DVD burner, and then type a volume name for the disc. Metadata (GPS, vehicle speed, etc.) will be displayed during playback if "Overlay metadata text on the video" is checked. Click **Create DVD** to begin the process.



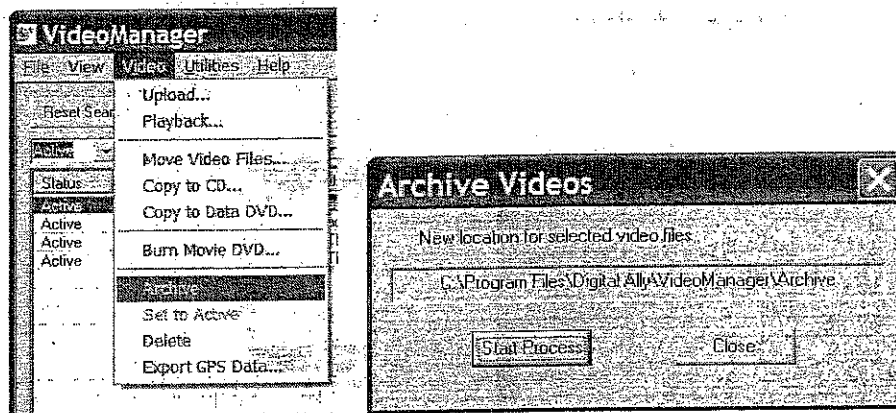
2. The original video will be converted, and then the DVD-Video image will be encoded. Next, the DVD -Video image is written to disc. The conversion process is now complete. The disc should play in a standard DVD player that supports DVD+R media.



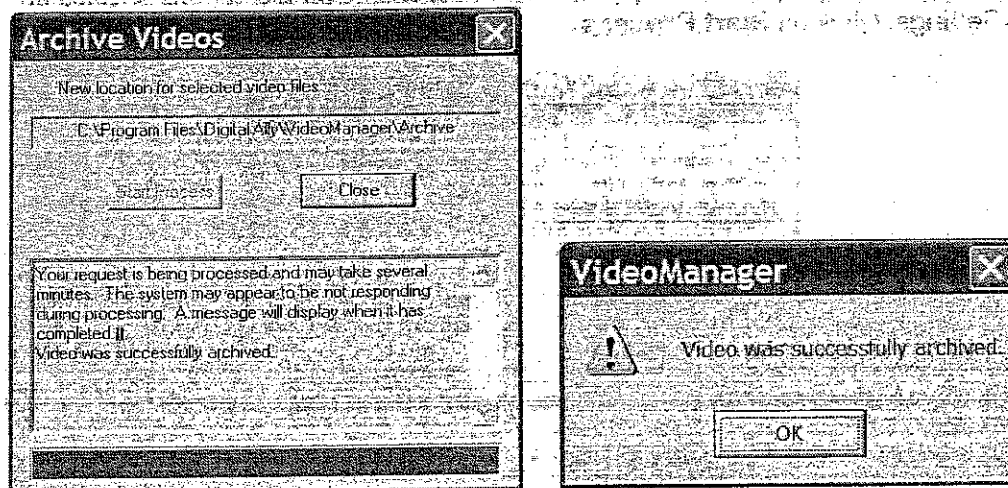
## Archive/Auto Archive

Archiving a video will prevent it from being modified or deleted. Videos can also be archived to free up hard drive space if the "Target directory for video archives" in System Settings is set to a separate physical hard disk than the hard drive that stores uploaded videos.

1. Highlight the video(s) to be archived, and then select Archive from the Video menu. Click **Start Process**.



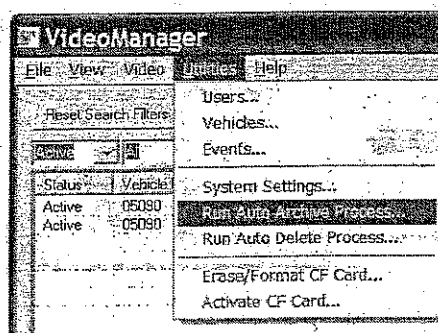
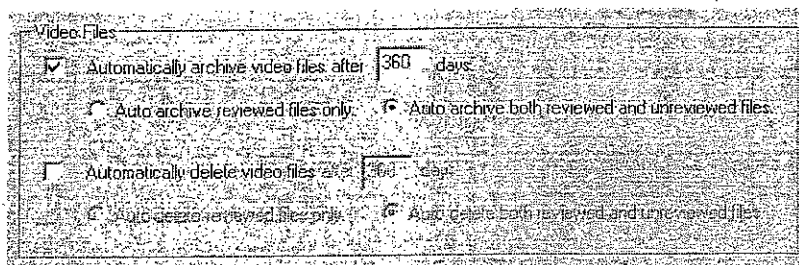
2. When the process is complete the following windows will appear. Click **OK**, and then click **Close**.



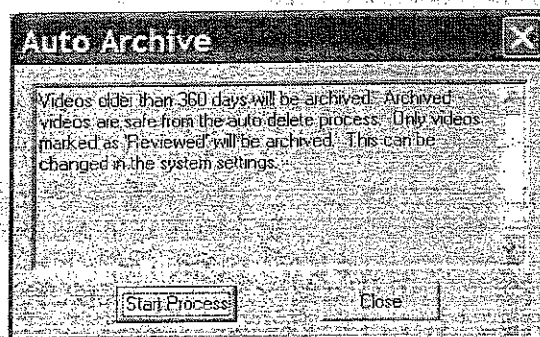


## Auto Archive

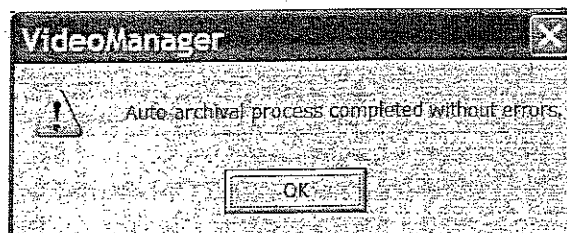
1. After setting the archive options under the "Video Files" section of System Settings, the automated archive process can be executed by selecting Run Auto Archive Process from the Utilities menu.



2. The *Auto Archive* window will appear. Videos older than (x) number of days will be archived. The screen may look different than the picture below, depending on the options selected in System Settings. Click on **Start Process**.



3. When the process is complete, the following window will appear. Click **OK**.

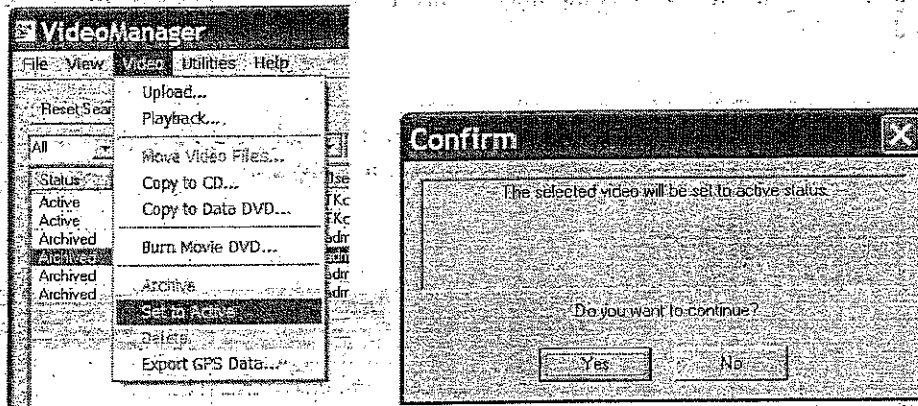




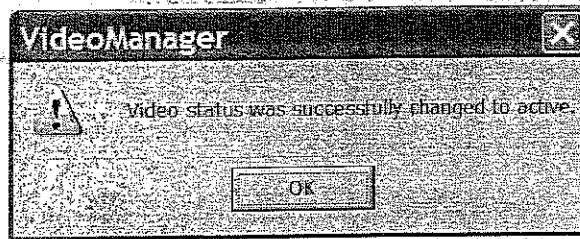
## Set to Active

Archived videos can not be edited or deleted until they are Set to Active.

1. Select the video(s) to un-archive in the Main Window, and then select Set to Active from the Video menu. The *Confirm* window will appear. Click **Yes**.



2. When the process is complete, the following window will appear. Click **OK**.

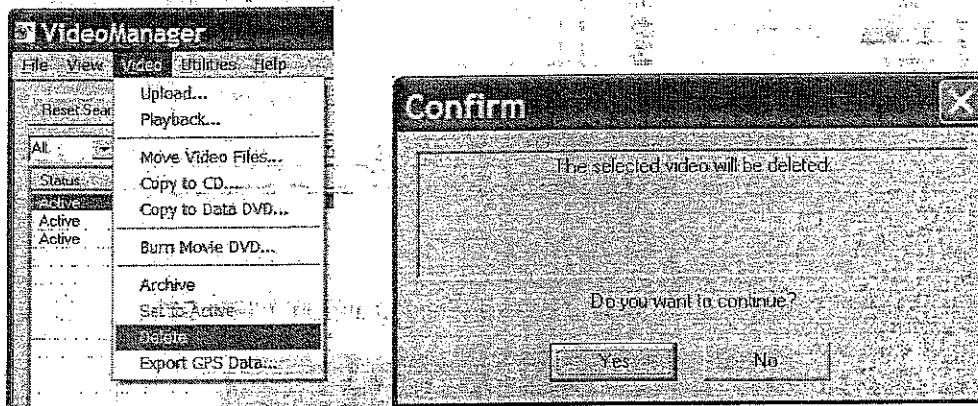


## Delete/Auto Delete

Select this option to delete records that are no longer needed. Deleting videos will free up hard drive space, but please use caution when deleting videos to prevent accidental loss.

**Important:** Use caution when using this function. The video files, and the associated metadata, will be permanently deleted from the computer. Archived videos must be set to active before they can be deleted.

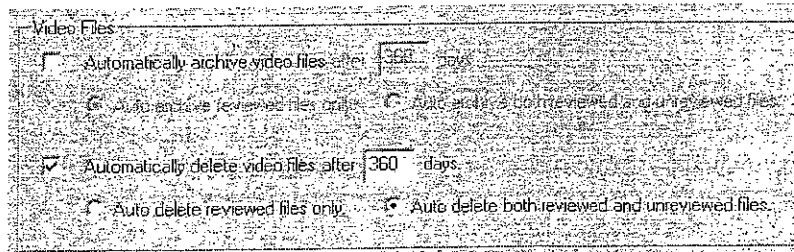
1. Select the video(s) to delete in the Main Window, and then select Delete from the Video menu. The *Confirm* window will appear. Select **Yes**, to continue.



2. The following window will appear. Click **OK**.

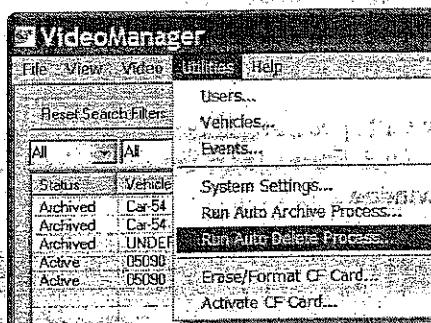
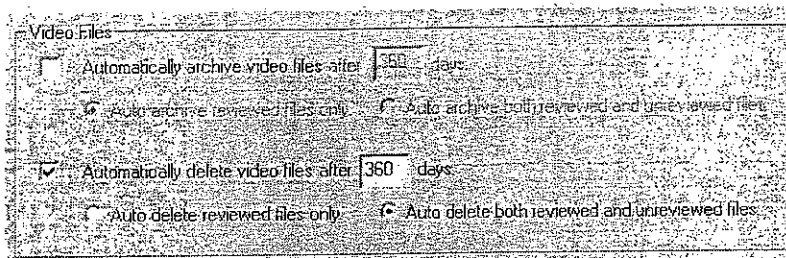


Note: Videos can also be deleted on a regular basis. See System Settings for this option.

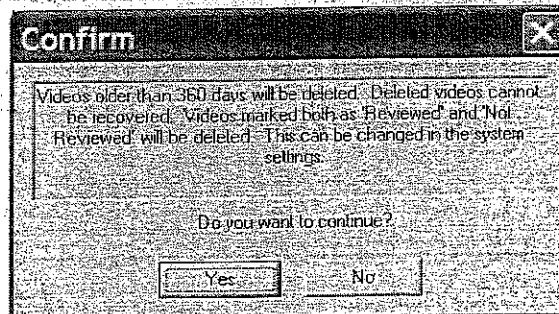


## Auto Delete

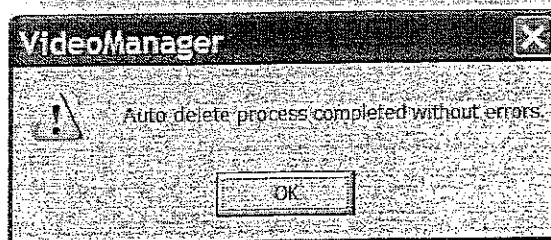
1. After setting the Delete options under the Video Files section of System Settings, the automated delete process can be executed by selecting Run Auto Delete Process from the Utilities menu.



2. The *Confirm* window will appear. Videos older than (x) number of days will be deleted. The screen may look different than the picture below, depending on the options selected in System Settings. Click **Yes** to continue.



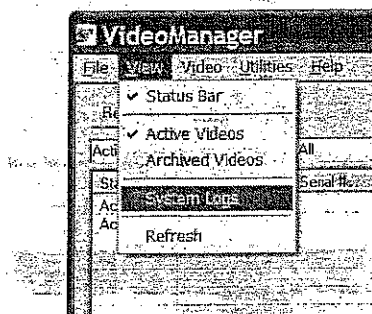
3. When the process is complete, the following window will appear. Click **OK**.



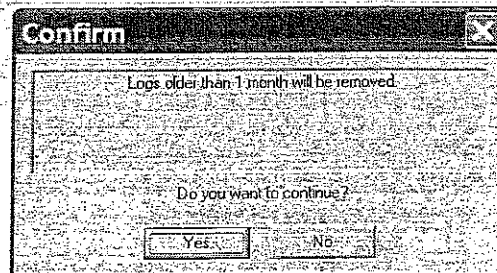
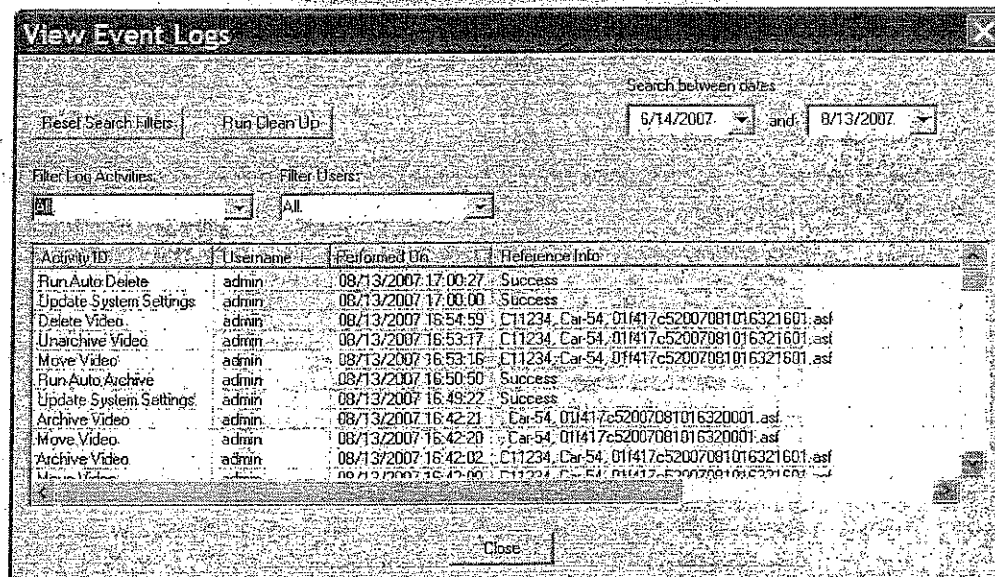
## System Logs/Event Logs

System events such as logins, updates, deletions, user creation, etc. are all logged. Logs can be accessed by users with the "Logs" permission enabled in their VideoManager account.

1. Select System Logs from the View menu.



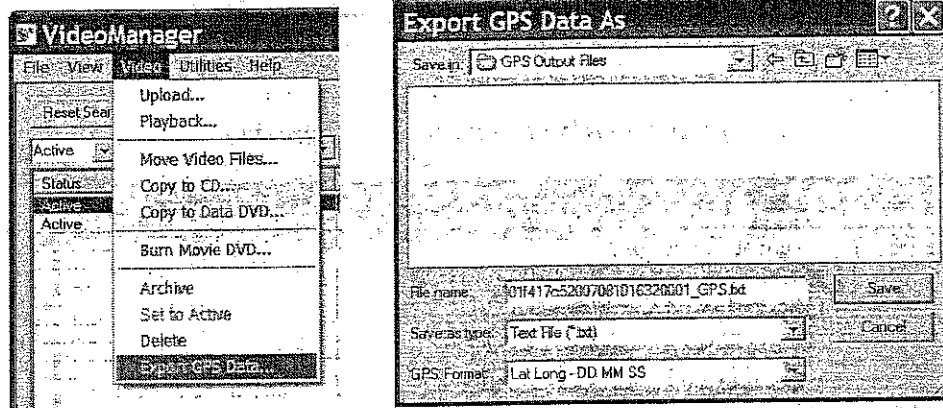
2. The *View Event Logs* window will appear. Results can be filtered by date, type of activity, and user. To clean up the access logs, click **Run Clean Up**. Click **Yes** to clear old logs. Click **Close** to dismiss the *View Event Logs* window.



## Export GPS Data

GPS location data is recorded when the GPS antenna is receiving a signal. GPS location data can be exported from VideoManager to a file that is compatible with mapping programs.

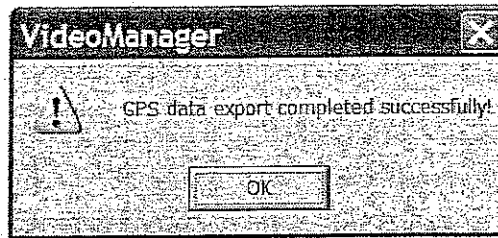
1. Select Export GPS Data from the Video menu. In the *Export GPS Data As* window, choose a location to save the file, and then select a GPS Format: for the text file.



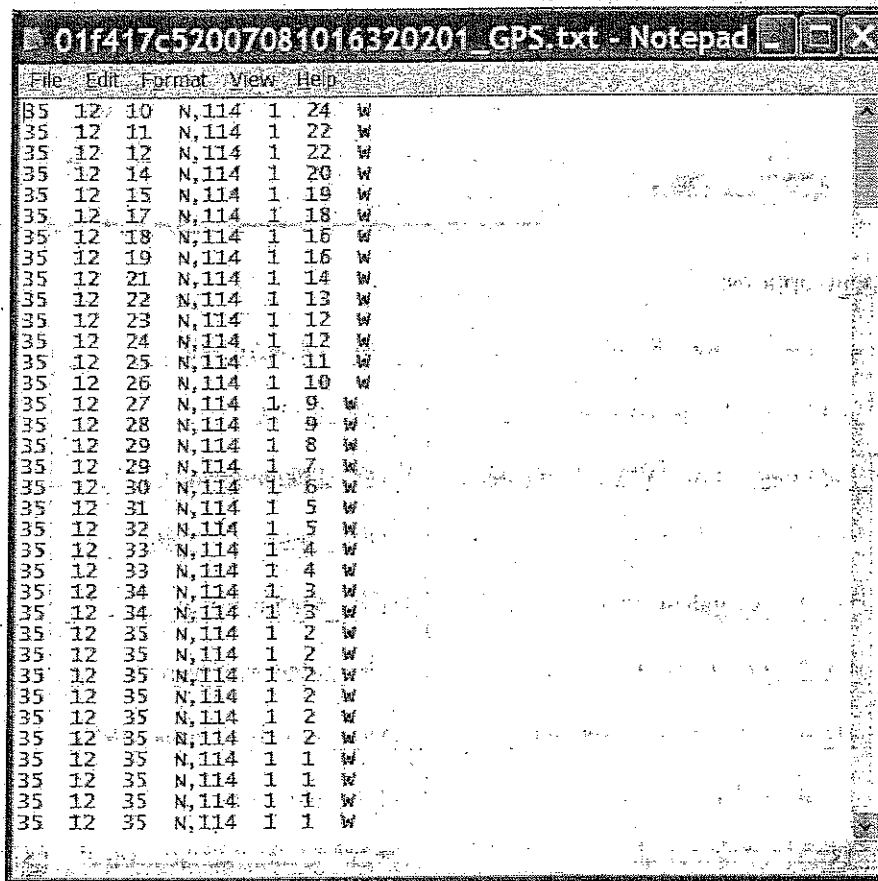
GPS Format menu options:

Lat Long – DD MM SS	UTM – Helmert 1906
Lat Long – Decimal Degrees	UTM – Hough
Lat Long – Raw DVM GPS metadata	UTM – International 1924
UTM – Airy 1830	UTM – Krasovsky 1940
UTM – Australian 1965	UTM – Modified Airy
UTM – Bessell 1841	UTM – Modified Everest
UTM – Bessell 1841 (Nambia)	UTM – Modified Fischer 1960
UTM – Clarke 1866	UTM – NAD 83
UTM – Clarke 1880	UTM – South American 1969
UTM – Everest 1830	UTM – WGS 60
UTM – Fischer 1960 (Mercury)	UTM – WGS 66
UTM – Fischer 1968	UTM – WGS 72
UTM – GRS 1967	UTM – WGS 84
UTM – GRS 1980	

2. The GPS output file will be created and the following window will appear.

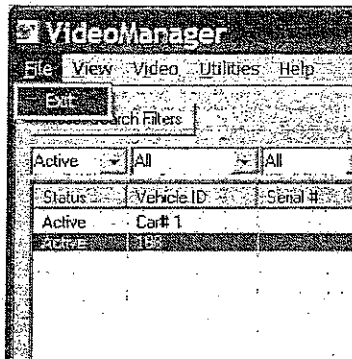


*A typical GPS output file (DD MM SS)*



## Exiting VideoManager

To exit VideoManager, select Exit from the File menu.



## Contact Information

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*(excluding holidays)*

