



BioAX®

## **Bio-AX® DEMS Installation and Operation Manual**

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Version	Date Approved	Publication Date	Approved By	Summary of Changes
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2.0				

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## 1. Statement

- a. The content descripted in the manual may be different from the version you use now, owing to our commitment to progressive development.
- b. If you encounter the problem which is unable to be solved at the time of using this manual, please contact us directly. The content of the manual will be updated irregularly, and the updated content detailed on within the version control.

## 2. Introduction

a. The DEMS will allow a user interface in the compilation of evidential material, this will allow secure storage, permissible viewing, restricted user access, and case IDs to be created and updated within one single interface.

## 3. **Platform Introduction**

- a. The Docking Station comes with 6 ports that will allow a BioAX camera to be charged whilst simultaneously uploading data, and will on completion wipe the device ready for redeployment.
- b. It has a QR reader capability, that will allow users to assign a camera to an officer by simply scanning their QR code.

## 4. **Deployment and management**

#### a. Basic requirements of the server.

Operation System	Microsoft Windows Server 2003 or higher
CDU	Intel quad-core and CPU frequency of not less than Xeon
CPU	5410(2.33GHz)
Network	Two Gigabit Ethernet
card	
Memory	4G (or higher)
Hard disk	1TB
CD-ROM	DVR-ROM
	Supporting VGA display
Othors	Supporting ordinary keyboard port and recommending usage of USB
Others	keyboard port
	Needing computer, operation and hard disk status indicator lamps

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## 5. Web Configuration

- a. On initial setup please navigate to <your server ip>:port number. On access to this page step one of the initial setup will ask to confirm your language.
- b. Step 2. On initial installation you be issued a product registration code this will be added in this step.

	Welcome	1.0.4.1
		Please input register code
Step 1	* Computer Code	30-B4-9E-BB-13-2F
Step 2	* Register Code	Register Code
Step 3		Submit
Step 4		

c. Step 3. Taking note of your new login and password credentials please create them in this page.

	Welcome	1.0.4.1
		Please create administrator
Step 1	* Username	Username
Step 2	* Password	Password
Step 3	* Repeat password	Repeat password
Step 4	Real Name	Pad Name
	Tel number	Tel number
	* E-mail	E-mail
		Add Administrator

d. Step 4. This will be the location where all of your data is stored within the server. This is a default path and can be amended to reflect your requirements

	Welcome	1.0.4.1	
		Please choose root directory	
Step 1	* Directory Path	G:\Diamante\Repository - 253.9 G (Usable: 250.1 G)	*
Step 2		Add Root Directory	
Step 3			
Step 4			

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e. Once you have completed steps a – d you will be redirected to a login page as seen below:



f. Once you have successfully logged in you will be taken to this landing page. We will go into further depth on this page later in the document.

Agent Count	3 1 User Count	Device Count	D File with case	D Important R		0 Al File	0 Normal Tile
Search by Month Search by Yea	< 2019-03 →	— Ca:	se Created 🛛 File Upload				
Case Created 3						File Upload 3 2	Free Space 58.65
Date: 2 • File Upload: 0 • Case Created: 0 Ukername Beal Name Case Count	5 6 7 8 9 10 11 12 Department Name Case Count	13 14 15 16 17 Time	18 19 20 21 22 23 Operation Type 1	24 25 25 27 Operation Type 2	28 29 30 31	0 Real Name	Free Space Used Space Operation Target
Date: 2 • File Upload: 0 • Case Created: 0 Username Real Name Case Count	5 6 7 8 9 10 11 12 Department Name Case Count	13 14 15 16 17 Time 1 2019-03-02	18 19 20 21 22 23 Operation Type 1 13:44:40 Root Directory Cont	24 25 26 27 Operation Type 2 Add Root Directory	28 29 30 31 Username admin	0 Real Name	Free Space Used Space Operation Target Gt/Dismante/Repository
Date: 2 • File Upload: 0 • Case Created: 0 Username Real Name Case Count	5 6 7 8 9 10 11 12 Department Name Case Count	13 14 15 16 17 Time 1 2019-03-02 2 2019-03-02	18 19 20 21 22 23 Operation Type 1 13:44:40 Root Directory Cont 13:44:23 Access Control	24 25 26 27 Operation Type 2 Add Root Directory a Login	28 29 30 31 Username admin	0 Real Name	Free Space Used Space Operation Target G\Diamante\Repository admin
Date: 2 = File Upload: 0 • Case Created: 0 Username Real Name Case Count	5 6 7 8 9 10 11 12 Department Name Case Count	13 14 15 16 17 Time 1 2019-03-02 2 2019-03-02 1 2019-03-02	18 19 20 21 22 23 Operation Type 1 13.4440 Root Directory Cont 13.4423 Access Control 13.40:37 Access Control	24 25 25 27 Operation Type 2 Add Root Directory a Login a	28 29 20 31 Username admin admin admin	0 Real Name	Free Space Used Space Operation Target CS(Diamatel@repolitory admin
Date: 2 File Upload 0 • Case Created: 0 Username Real Name Case Count	5 6 7 8 9 10 11 12 Department Name Case Count	13 14 15 16 17 Time 1 2019-03-02 2 2019-03-02 3 2019-03-02 4 2019-03-02	18         19         20         21         22         23           Operation Type 1           13.46400         Root Directory Control           13.46423         Access Control           13.4627         Oses Control           13.4627         User Control	24 25 26 27 Operation Type 2 Add Root Directory Login 4 Add User	28 29 30 31 Username admin admin admin	0 Real Name	Free Space Used Space Operation Target CL(DiamanterRepository admin admin admin
Der: 2 + Fils Upload: 0 • Case Created: 0 Utsername Real Name Case Count	5 6 7 8 9 10 11 12	13 14 15 16 17 Time 1 2019-03-02 2 2019-03-02 3 2019-03-02 4 2019-03-02 5 2019-03-02	18         19         20         21         22         23           Operation Type 1           13:46:07         Access Control           13:46:27         Access Control           13:46:27         User Control           13:46:37         User Control           13:35:54         System Control	24 25 26 27 Operation Type 2 Login 4 Add User Updele System Sett	28 29 30 31 Username admin admin admin	0 Real Name	Free Space Used Space  Operation Target  Coperation Target  admin admin admin admin Bib

- 6. **Docking Station Configuration** 
  - a. On initial setup of the docking station to the monitor select the DEMSAgent Icon:



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b. Navigate to setting(S)



c. Set the Docking Station ID to reflect your ID, in this example we use Agent.

Agent Setting			×
Agent Setting Settings about agent			
DOCK STATION ID	AGENT1		
		ОК	Cancel

d. Select OK

7. To allow the port number on the Docking Station to reflect the port number on the AgentDEMS you will need to manually assign each port in these next few steps.

a. Navigate to Setting(S), and select Adjust Port(A) from the drop down menu

Setting( <u>S</u> )	API(I) Layout( <u>O</u> ) Language( <u>L</u> )	
Agen	t Setting(S)	
Conr	nect Platform(C)	
Adju	st Port(A)	PORT-2
	Not bind NSB	Not bind USB
	PORT-3	PORT-4
	Not hind USB	Not hind USB
	Not bind 05b	

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- b. The ports on the DEMS will now turn orange and ask that you "put camera" in to the dock, select port one on DEMS then <u>with your BioAX camera turned on</u> place it into port one. Once the DS recognises your camera, the DS port will turn green and say success.
- c. Bind the ports one by one, ensuring that the camera is turned on prior to putting it into the DS. If you do not want to use a port you can select "skip this port".
- d. On completion select "Finish Port Adjust", and you will return to a screen that only shows the ports that have been bounded to that Docking Station.
- e. On initial setup of the DS you will need to connect to WiFi, do this as you would normally with a PC.

## 8. Using DEMS

- a. In order to use the DEMS platform with the docking station you will need to affiliate the docking station to the DEMSAgent that has just been created.
- b. Navigate to your <server ip:and port number> for example http://20.50.114.197:8081/DEMS/web
- c. In the top tabs select configuration

_	Dashboard	Data C	Configuration	System					Admin •	
D Agent Count	2 5 User	Count	1 Device Creat		lie with case	C 0 Importa	tt File	9 A175e	9 Normal 70e	
Search by Month Sear	ih by Year 🛛 🔍	2020-09		_ 0	Case Created 🛛 🌖	File Upload				
Case Created								File Upload		
1										
									Free Space 79.7%	
2										,
								- 2		
0									E Free Free B Hand Free	
1 2	3 4 5 6	7 8 9 10	11 12 13 14 1	5 16 17 18 19	20 21 22 28	3 24 25 26	27 28 29 30		Free space Used space	0
Username Real Name Ca	se Coust	Department Name Ca	se Count	Time	Operation Type 1	Operation Type 2	Usemane	Real Name	Operation Target	
				1 2020-09-28 11:08:10	Access Control	Login	Admin		Admin	
				2 2020-09-28 10:55:29	Access Control	Login	Admin		Admin	
				3 2020-09-16 11:54:20	Access Control	Login	Admin		Admin	
					11					
				4 2020-09-15 08:57:51	User Control	Remove User	Admin		222222	

d. Select Agent Manager

	ŀ	• Add Agent									Export
Agent Manage		Agent ID	Agent Name	Location	Connect Status	Last Update Time	Usable Size	Total Size	Create Time	Action	
	1	Audax1	Audarl	UK	Lost	2020-09-28 08:12:53	19.3 G	19.6 G	2020-09-14	Edit	Remove
Camera Manage											
Remote Update											
Region Manage											
Department Manage											
User Manage											
Permission Manage											

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## e. Then Add Agent

		_	Dashboard									
I		ŀ	Add Agent									Export
I	Agent Manage		Agent ID	Agent Name	Location	Connect Status	Last Update Time	Usable Size	Total Size	Create Time	Action	
Agent Manage	1	Audax1	Audact	UK	Lost	2020-09-28 08:12:53	19.3 G	19.6 G	2020-09-14	Edit	Remove	
	Camera Manage											
	Remote Update											
	Region Manage											
	Department Manage											
	User Manage											
	Permission Manage											

- f. The Agent ID is the ID that you setup in step 5C earlier (this needs to match exactly and is case sensitive otherwise it will not be recognised).
- g. The Agent name can be amended to reflect the user, and the location box is optional.

Agent Manage         Agent D         Agent None         Tool Non         Common None           3         Animatic         Add Agent         *         366 G         2000-05-34           Remote Updates         *         Agent None         Agent None         Agent None         2000-05-34	Action Edit Remove
Agent D         Agent D         Agent D         Agent D         Add Agent         Tool for         Count Tool           2         Added Agent         *         196 for         Count Tool         2005 db Add         2005 db Add	Action Edit Remove
Carners Manage Remote Lipde Agent D Agent D Agent Namage Agent Namage	
Memote Update         *Agent D           Japid On Manage         Agent Name	
Region Manage Agent Name	
Department Manage Location	
User Manage	
Permission Manage Cancel	

h. Once you have added your details, they will be visible as shown below

		Dashboard	Data C	onfiguration	System						Admin •	1.0.8.2
+Add Agent							Export					
Agent Manage		Agent ID	Agent Name	Location		Connect Status	Last Update Time	Usable Size	Total Size	Create Time	Action	
	-1	Audax1	Audax1	UK		Lost	2020-09-28 08:12:53	19.3 G	19.6 G	2020-09-14	Edit Rem	27.B

i. Move back onto the DEMSAgent application and select Setting(S), then Connect Platform(C) from the drop down



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j. The IP address needed to Connect platform is your servers IP

Connect Platform	:	×
Connect Platform Settings about connect platform		F
Platform IP Address	192.168.1.131	
	OK Cancel	

- k. Select OK, and restart the DEMSAgent to activate the connection to the server.
- I. A green symbol means you are connected to the server



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## 9. Addition of Users to the DEMS

a. With the <u>same UserID that has been allocated to the camera within the BioAX</u> <u>Cam Manager</u> as seen below.

🦁 Cam Manager (V1.0.7.0)	×
Audax BioAX CAM MANAGE	R
Camera Info Network Settings Camera Settings Other Settings Password	
Device Info	
Model No.: SOP_13 Barcode:	D41243500490
Other	
Device ID: BioAX1 Device Version:	V:20200806_H2.0_WIFI_
User ID: Audax2 User Name:	SOP_13
Battery Left: 84% Customized Water Mark:	AUDAX
Free Space: 29.6 GB of 29.7GB	
Lock Memory Format Disk Refresh Sync PC DateTime Camera Off Camera Reboot Open File E	Apply xplorer Default Settings
Reconnect	Exit

b. To add a user navigate to Configuration, then User Manager, and Add User

		Dashboard	Data	Configuration						Admin - 1.0.8.
	ŀ	Add Supervisor	+ Add User	Construction Import User					Search by user acco	unt or real name 🗙 Q. Export
Agent Manage		Usemame	Real Name	Role	Department	User ID	E-mail	Tel Number	Create Time	Action
	-1	Admin		Admin			Paul@audaxuk.com		2020-09-14	Edit Modify password
Camera Manage	2	Audax2	Paul	User	Audax	Audard2		999	2020-09-15	Edit Modify password Remove
Remote Update										
Region Manage										
Department Manage										
User Manage										
Permission Manage										

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c. The top user will always be the Admin, additional users will be listed below. Select Add:

	Dashboard Data Configuration	System	Admin - 1.08.2
	* Usersame	Username	
Agent Manage	* Password	Password	
Camera Manage	* Repeat password	Repeat password	
Remote Update	Department	×	
Region Manage	* User ID	User ID	
User Manage	Real Name	Real Name	
Permission Manage	Tel number	Tel number	
	Σ-mail	E-mail	
		Add Back to user list	

d. All areas marked with an asterisk need to be populated, but the area highlighted needs to match the step mentioned earlier in paragraph 9a, then select Add.

## 10. Department Addition

- a. Within Configuration, select Department Manage in the left tab then Add.
- b. When you first add a Department this will be the HQ of all other departments for example Met Police, then with further addition of departments they can be broken down into boroughs or districts. An example can be seen below where Audax is the HQ and London is a sub unit.

				-					
	Dashboard	Data	Configuration	System				Admin -	1083
	+ Add Department								
Agent Manage	Department Name		Create	Time	Artion				
	4 🔁 Audax		2020-0	9-14 12:47:15	Add Sub-Department	Edit	Remove		
Camera Manage	London		2020-0	8-14 12:47:25	Add Sub-Department	Edit	Remove		
Remote Update									
Region Manage									
Department Manage									
User Manage									
Permission Manage									

## 11. Permission Manage

a. This page will allow addition or restriction of users and administrators as can be seen below.

Username	Real Name	Role		Menu	
Admin		Admin	1	Case Manage	
Audax2	Paul	User	2	File Manage	
			3	Agent Manage	
			4	Camera Manage	
			5	Remote Update	
			6	Region Manage	
			7	Department Manage	
			8	User Manage	
			9	Permission Manage	
			10	Root Directory	
			11	Operation Record	
			12	Repair Report	
			13	System Setting	
			14	Upload Time	
			15	Mail Sender	

A typical administrator will have all rights assigned

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							Search by user	r account or real name	×	۹
	Username	Real Name	Role		Menu	Readonly		Full Centrol		
1	Admin		Admin	1	Case Manage	0				
2	Audax2	Paul	User	2	File Manage	0		0		
				3	Agent Manage					
				4	Camera Manage	0		0		
				5	Remote Update					
				6	Region Manage			0		
				7	Department Manage					
				8	User Manage	2				
				9	Permission Manage					
				10	Root Directory					
				11	Operation Record					
				12	Repair Report	2		<b>~</b>		
				13	System Setting					
				14	Upload Time					
				15	Mail Sender					

A typical user will have only a number of rights assigned

## 12. Region Manage

a. If you are a multi-national organisation you can assign regions within the region tab giving more autonomy to various sub units.

## 13. Remote Update

- a. Will allow an administrator to remotely upgrade the camera whilst deployed, **note only to be used in a maintenance period and not during operations.**
- b. To do a remote upgrade select the designated tab in the left of the screen

	Brr	nware File: Please of	thoose a file		Choose	file Uploa	d Firmwar	•										
		File Name	File S	æ	File Verify Coo	de Create Th	ne	Action		MAC Address	File Name	File Verify Code	Status	Result	Fall Reason	Create Time	Closed Time	Action
mage	1	AmbaSysFW.	bin 50.21	4	3361344054	2020-09-	07	Remove	1	D41243500520	AmbaSysFW.bin	3361344054	Closed	Cancel		09-07 14:29	09-07 14:43	
lanage									2	D41243500520	AmbaSysFW.bin	3361344054	Closed	Failure	Replaced by new u	09-07 14:27	09-07 14:29	
_									3	D41243500520	AmbaSysFW.bin	3361344054	Closed	Cancel		09-07 14:26	09-07 14:27	
pdate																		
anage			and off				Disata	a las l of l boost										
nt Manage	10		ge i or i		0		Unsprayer	ig i to i or i items										
		MAC Address	Username	Real Nam	e Device ID	User ID	Connect	Sta Action										
39e	1	C0847DD6C6CC	User3	User3	000000	000003	Lost	Update Fin										
	2	D412435004A0			000000	000000	Lost	Update Fin										
n Manage	3	D41243500520	User2	User2	000000	000002	Lost	Update Fin										
	4	D41243500584	User2	User2	000000	200000	Lost	Update Fin										
	5	D412435005C2	User3	User3	000000	000003	Lost	Update Fin										
	6	D412435005F2	User1	User1	000000	000001	Lost	Update Fin										
	7	D4124350060A	User4	User4	000000	000004	Lost	Update Fin										
	8	D41243500718	User2	User2	000000	000002	Lost	Update Fin										
	9	D41243501BFE	User5	User5	000000	000005	Lost	Update Fin										
	10	D41243501C0A	User2	User2	000000	000002	Lost	Update Fin										
	11	D4124350062E	User1	User1	000001	000001	Lost	Update Fin										
	1.2	D41243500490			BloAX1	Audact	Lost	Update Fin										

c. Choose the firmware to import

Firmware	e File: Please choose	a file	Choose fil	e Upload Firmwar	e
	File Name	File Size	File Verify Code	Create Time	Action
1 🔽	AmbaSysFW.bin	50.2 M	3361344054	2020-09-07	Remove

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d. Select the camera, then select update firmware

10	10 V H 4 Page 9 of 0 V H O Displaying 0 to 0 of 0 items										
	MAC Address	Usemame	Real Nam	e Device ID	User ID	Connect S	t Action				
1	D41243500490	Audax2	Paul	BioAX1	Audax2	Lost	Update Fir				

#### 14. System

a. **Root Directory.** This directory is the directory where files are uploaded to the server and stored.

	Dashboard	Data	Configuration	System						admin + 1.0.8.2
	+ Add Platform Root	Directory								Export
Root Directory	Platform Directory 1 D\DEMS\Reposito	Path		Status Enabled	Used Size	Usable Size 64.4 G	Total Size 67.7 G	Load Ratio	Action	
Operation Record										
Repair Report										
System Setting										
Upload Time										
Mail Sender										

b. **Operation Record.** The user's operation record can be queried according to the operation type, and the operation record can be exported to an Excel table.

	All Operation Type 1	✓ All Operation Type 2 ✓	2020-08-23 - 2020-09	22				Eaport
	Time	Operation Type 1	Operation Type 2	Username	Real Name	Operation Target	Description	
	1 2020-09-22 11:42:44	System Control	Update System Setting	admin		<b>你</b> 常	View Details	
operation Record	2 2020-09-22 11:42:36	File Control	Confirm Remove File	admin		NOR_000000_000001_20200916111921_AA_N0001.MP4		
	3 2020-09-22 11:42:33	File Control	Apply Remove File	admin		NOR_000000_000001_20200916111921_AA_N0001.MP4		
opair Report	4 2020-09-22 11:42:32	File Control	Confirm Remove File	admin		NOR_000003_000003_20200916111936_AA_N0001.MP4		
	5 2020-09-22 11:42:29	File Control	Apply Remove File	admin		NOR_000003_000003_20200916111936_AA_N0001.MP4		
istem Setting	6 2020-09-22 11:39:47	File Control	Vhilt File	admin		NOR_000000_000000_20200917105306_AA_N0001.AAC		
300 an	7 2020-09-22 11:39:37	File Control	File Edit	admin		NOR_000000_000000_20200917105306_AA_N0001.AAC	View Details	
bionn unue	8 2020-09-22 11:39-23	File Control	File Edit	admin		NOR_000000_000000_20200917105306_AA_N0001.AAC	View Details	
tail Sender	9 2020-09-22 11:39:12	File Control	File Edit	admin		NOR_000000_000000_20200917105306_AA_N0001.AAC	View Details	
	10 2020-09-22 11:35-54	System Control	Update System Setting	admin		Language	View Details	
	11 2020-09-22 11:23:31	Access Control	Login	admin		admin		
	12 2020-09-22 11:00:33	Carnera Control	Bind Camera			000003	View Details	
	13 2020-09-22 1057:50	Camera Control	Unbind Camera			000003	View Details	
	14 2020-09-21 17:40:23	System Control	Update System Setting	admin		Langue	View Details	
	15 2020-09-21 17:40:15	System Control	Update System Setting	admin		<b>音音</b>	View Details	
	16 2020-09-21 17:39:54	Access Control	Login	admin		admin		
	17 2020-09-21 1452:18	Access Control	Logout	admin		admin		
	18 2020-09-21 14:41:53	Access Control	Login	admin		admin		
	19 2020-09-21 10:06:44	Camera Control	Bind Camera			000003	View Details	
	20 2020-09-21 10:06:44	Camera Control	Unbind Camera			000002	View Details	
	21 2020-09-21 10:04:48	Carnera Control	Bind Camera			000002	View Details	
	22 2020-09-21 10:04:48	Camera Control	Unbind Camera			000001	View Details	
	23 2020-09-21 10:04:09	Carnera Control	Bind Camera			000001	View Details	
	24 2020-09-21 10:04:09	Carnesa Control	Unbind Camera			000003	View Details	
	25 2020-09-21 09:41:01	Access Control	Login	admin		admin		
	30 w M d Pate 1	dil b N O	Lonin	- setentin				Cholaving 1 to 30 of 304 in

c. **Repair Report.** Record camera repair records submitted by users. The administrator can perform targeted repairs based on the repair records submitted by users.

	2020-08-23 - 2020-09-22	2						Export
Root Directory	MAC Address	Time	Device ID	User ID	Username	Real Name	Title	Description
	1 D41243500520	2020-09-11 10:23:33	000000	000002			test	test
Operation Record								
Repair Report								
System Setting								
Upload Time								
Mail Sender								

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## d. System Setting

	Dashboard Data Confi	guration System			admin +	1.0.8.2
	м	fax Agent File Transfer Limit(3-20)	10	Update		
Root Directory	м	fax Total File Transfer Limit(5-100)	20	Update		
Operation Record		Level 1 File Retention	Keep forever	Update		
Repair Report		Level 2 File Retention	120 Days ~	Update		
System Setting		Level 3 File Retention	90 Days	Update		
Upload Time		Level 4 File Retention	60 Days	Update		
Mail Sender		Level 5 File Retention	30 Days	Update		
	Camera	a MAC address for parameter copy		Update		
	D	Xsk Space Warning Percent(50-95)	80	Update		
		AES logy		Update		
		Language	Findish	Undate		
			angene .			
		Manage Platform ID				
		Backup Server Ip Address				
		Backup Server Http Port				

1) The number of files uploaded by a single agent at the same time. The number range is 3-20.

Max Agent File Transfer Limit(3-20)	10	Update

2) The total number of files allowed to be uploaded at the same time. The range is 5-100.

Max Total File Transfer Limit(5-100)	20	Update	

 Set the retention time of files of various levels. The number of days that can be retained can be 30 days, 60 days, 90 days, or 120 days. Level 1 files can be retained forever.

Level 1 File Retention	Keep forever	~	Update
Level 2 File Retention	120 Days	~	Update
Level 3 File Retention	90 Days	~	Update
Level 4 File Retention	60 Days	~	Update
Level 5 File Retention	30 Days	~	Update

4) Disk space capacity alarm percentage. If it is set to 80, when the disk capacity of the file station is 80%, a warning will be issued.

Disk Space Warning Percent(50-95) 80 Update

5) You can apply the settings of a certain camera to other machines, and fill in the MAC address to specify a certain camera.

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6) Set the default AES KEY, but when the machine does not set AES KEY separately, use this AES KEY to decrypt files.

AES key		Update

e. **Upload Time.** You can set the time period when uploading files is prohibited. During this time period, the file will not be uploaded.

		System			
	Time range forbid to upload files	Start time	Stop time	Action	
	Start time 12:00				
Root Directory	Stop time 12:00				
Operation Record	Add				
Repair Report					
System Setting					
Upload Time					
Mail Sender					

#### 15. Case Manage

a. Login with a non-admin user, and you will be able to add cases and assign files to different cases IDs.

							admin + 1.0.8.2
	2020-08-23 - 2020-09-22					Search by car	se code or case na 🛛 🕱 🛛 Diport
Case Manage	Case Code	Region	Case Name	Create User	Create Time	Description	Action
File Manage							

b. Select Add Case. Input all the corresponding details to this particular incident



c. In order to assign files to different cases, select *file manage*.

+/	Add Case 2020-08-25 - 2020-09	1-24				Search by case	code or case na	×	٩	Export
	Case Code	Region	Case Name	Create Time	Description		Action			
1	001	South	001	2020-09-24			File Manage	Edit	Remove	

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Subsecting.														
Binded Files						Fil	es n	ot bind to case						
File Name	Level	Upload Sta	n File Size	Upload Time	Remarks			File Name	Level	Upload State	File Size	Upload Time	Remarks	
NOR_000000_000001	1_2020091610!					1		NOR_000000_000000_2020091710	4	Success	30 Kb	2020-09-17 11:20:50	123123	
A CONTRACTOR						2		NOR_000000_000001_2020091611	4	Failure - 239	120 M			
	4	Success	20 M	2020-09-16 11:04:2	s			NOR_000000_000001_2020091517						
	- 18 A							A DECEMBER OF						
and and						 - ia			4	Success	20 M	2020-09-16 11:04:19		
						-4		20200916.bit	4	Success	1.2 Kb	2020-09-16 10:58:38		
								NGR_000000_000001_2020091514						
								10 M						
						5		Conversion of the	4	Success	20 M	2020-09-15 15:08:22		
								10 10 10						
						6		NOR 000000 000001 2020091514	4	Success	2620 M	2020-09-15 17:56:30		
								NOR 000000 000000 2020091416						
						1.4		in the second second		Participa -	20.14	2020 00 10 11-21-20-00		
						110		and the second se		JALLESS	2.0711	a040-03-13 11.4.1.13		

d. The files in the left of the window are assigned to that case already, but anything in the right pane can be assigned also added to the case.

## 16. File Manage

	Dashboard Data Configuration Syst	em			admin - 1.0.8.2
	2020-08-23 - 2020-09-22 Uptous 2	le l			Sharth by file or case code 🛛 🕷 🔍 Export
Care Manager	File Name Case Code	Level Public Uplead Sta	us Rie Sze Create Time	Upload Time Status Remarks	Action
case manage.	1 NCR_00000_00000_20200917105306_AA_N0001,	4 Yes Success	30 Kb 2020-09-17 10:53:08	2020-09-17 11:20:50 Normal 123123	Log Edit Apply Remove Dow +
File Manage	2 20200917.bx	4 No Success	3.5 Kb 2020-09-17 11:16:26	2020-09-17 11:20:50 Normal	Log Edit Apply Remove Dow
	3 NOR_00000_000001_20200916111921_AA_N0001.	4 No Fallure - 23	6 120 M 2020-09-16 11:19:58	Removed	Log Edit
	4 NGR_000003_000003_23200916111936_AA_N0001,	4 No Fallure - 79	60 M 2020-09-16 11:20:10	Removed	Log Edit
	5 NOR 00000 00002 2514010972306 A4 N0081.	4 No Success	80 M 2014-01-05 0023-50	2020-09-16 11:20:57 Normal	Log   Edt   Apply Remove   Dow
	6	4 No Sacons	20 M 2020-09-16 105718	2020-09-16 11:04:29 Normal	Log Edit Apply Remove Dow
	7	4 No Success	20 M 2020-09-15 17:39:26	2020-09-16 11:04:19 Normal	Log Edit Apply Remove Dow
	8 20200916.nz	4 No Success	1.2 Kb 2020-09-16 10:57:24	2020-09-16 10:58:38 Normal	Log Edit Apply Remove Dow
		4 No Success	20 M 2014-01-05 00:00:56	2020-09-16 1059:13 Normal	Log   Edit   Apply Semole   Doe

a. You can view the operational records of the selected file.

		2020-08-23 - 2020-09-22	Upload File						Search by Rie or cas		3e	×	9	apor
		-		The second second	100	100	12	1000						
	NOR 00000 000000 ;	Operation Record	d - NOR_0000	00_000001_202009161	11921 AA N	10001.MP4		×		Log	Edit	Apply	Remove	De
2	20200917.01									Log	Edit	Apply.	Remove	Ex
	NOR_000000_000001_1	Time 202	Operation Type 1	Operation Type 2: Username	Real Name	Operation Target	Description			L0g	Edit			
4 ]	NOR_000003_000003_1	2020-09-22 11:42:36	File Control	Confirm Remove admin		NOR_000000_000001_2020091611	1921			Log	Edit			
	NOR_000000_000002_	2020-09-22 11:42:33	Rie Control	Apply Remove Fill admin		NOR_000000_000001_2020091611	1921							
	100													
5	S.									90	Edit	Apply	Remove	DX
	10	1												
	NOR 000000 000001	202												
	Electronic Street,													
6	A CONTRACTOR	7								Log	Edit	Apply	Remove	D
4								Done		00	Sale	Annlui	Remove	
								-						

b. File information. You can adjust the settings to make the file public/private and make additional remarks. The files are divided into 5 levels, and the retention time of each level file can be set in the system settings. If you set the file as a public file, all users can see the file.

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	1 1.72			Remarks	Action		
ation	$\times$	:20:50	Normal	123123	Log	Edit	Ap
		:20:50	Normal		Log	Edit	Ap
NOR 000000 000000 20200917105306 AA N0001.AAC			Removed		Log	Edit	
			Removed		Log	Edit	
4 ~	] 🖌						
● Yes ◯ No		:20:57	Normal		Log	Edit	Ap
123123							
		:04:29	Normal		Log	Edit	Ap
Save	Cancel	:04:19	Normal		Log	Edit	Ap
	ation NOR_000000_000000_20200917105306_AA_N0001.AAC 4   Yes ONo 123123	ation × NOR_000000_000000_20200917105306_AA_N0001_AAC 4  • Yes O No 123123	ation × 2050 2050 NOR_00000_00000_20200917105306_AA_N0001.AAC 4 • Yes O No 123123 123123 (0429 (0419	ation × 2050 Normal 2050 Normal 2050 Normal 2050 Normal 2050 Normal 2057 Normal 2057 Normal 2057 Normal 2057 Normal 2057 Normal	ation         ×         2055         Normal         123123           NOR_00000_000000_20200917105306_AA_N0001.AAC         B	ation         ×         2050         Normal         123123         Log           NOR_00000_00000_020200917105306_AA_N0001.AAC         2050         Normal         Log         Log           4         •         •         2057         Normal         Log           9 Yes O No         2057         Normal         Log         Log           123123	ation × Jakus Johnsky Pound Jakus Johnsky Pound 2000 Normal 22123 NOR 000000_000000_20200917105306_AA_N0001.AAC 4 • Yes O No 123123 123123 04.9 Normal 2011 2057 Normal 2011 2057 Normal 2011 2057 Normal 2011 2057 Normal 2011 2057 Normal 2011 2057 Normal 2011 2058 Normal 2011 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Normal 2011 2059 Log Edit 2059 Normal 2011 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit 2059 Log Edit

c. **Remove files.** Note: After removing the file, there is still a record of the file in the list, but it cannot be viewed.

Case Cor					Remarks	Action		
	Apply Remove File	$\times$	:20:50	Normal	123123	Log	Edit	Apply Remove
			:20:50	Normal		Log	Edit	Apply Remove
	Apply to remove file '20200917.txt' - "	-		Removed		Log	Edit	
				Removed		Log	Edit	
	Apply Remove	Cancel	-20.57	Magnal			E-m	Annhy Parmour

d. Download file. File downloads are available and can be exported to other users.

File Name	Case Code	Level	Public	Upload Status	File Size	Create Time	Upload Time	Status	Remarks	Action
NCR_000000_000003_20200923111107_AA_N0001.MP4										
		4	No	Success	180 M	2020-09-23 11:13:38	2020-09-23 11:20:47	Normal		Log Edit Apply Remove Download

e. **File Search.** Enhanced search feature will allow users to query the pictures uploaded by the corresponding user.

2020-08-24 - 2020	0-09-23	Upload File			
Real Name	User ID				Upload Status
User3	000003			······	
User4	000004				
User5	000005				Success
User6	000006				
	SSSSSS			-	
20 V 14 4 Page 1 of 1 V	Ó	Displa	ying 1 to	8 of 8 items	
2			4	No	Success

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a. **Date Search.** According to the date, you can bracket the corresponding files.

	2020-	08-24	↓- 20	20-09	-23		Upl	oad File	e							
	<		А	ug 20:	20					s	ep 202	20			Status	File Size
-	Su	Мо	Ти	We	Th	Fr	Sa	Su	Мо	Ти	We	Th	Fr	Sa		
L	26	27	28	29	30	31	1	30	31	1	2	3	4	5		180 M
	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
	16	17	18	19	20	21	22	20	21	22	23	<del>24</del>	<del>25</del>	<del>2</del> 6		
	23	24	25	26	27	28	29	27	<del>28</del>	<del>29</del>	30	4	2	3		240 M
	30	31	1	2	3	4	5	4	5	6	7	8	9	<del>10</del>		
							2020-	08-24 -	2020-	09-23	C	ancel		pply		

b. Export file information to Excel table.

00000	03_2020092310 × Q Expo	ort
Remarks	Action	
	Log Edit Apply Remove Download	

c. Exported as seen below

1	Α	В	С	D	E	F	G	Н	- I	J
1	File Name	Case Code	Level	Upload Status	File Size	Create Time	Upload Time	Status	Backup	Remarks
2	NOR_000000_000003_20200923111107_AA_N0001.MP4		4	Success	180 M	2020-09-23 11:13:38	2020-09-23 11:20:47	Normal	No Backup	
3	NOR_000000_000003_20200923104824_AA_N0001.MP4		4	Success	240 M	2020-09-23 10:51:36	2020-09-23 11:04:09	Normal	No Backup	
4	NOR_000000_000003_20200923102311_AA_N0002.MP4		4	Success	100 M	2020-09-23 10:24:16	2020-09-23 10:36:49	Normal	No Backup	
5	NOR_000000_000003_20200923101810_AA_N0001.MP4		4	Success	440 M	2020-09-23 10:23:10	2020-09-23 10:38:30	Normal	No Backup	
6	NOR_000000_000003_20200923095300_AA_N0001.MP4		4	Success	220 M	2020-09-23 09:55:26	2020-09-23 10:16:36	Normal	No Backup	
7	NOR_000000_000003_20200923093739_AA_N0001.MP4		4	Success	200 M	2020-09-23 09:39:46	2020-09-23 10:12:40	Normal	No Backup	
8	20200923.txt		4	Success	1.4 Kb	2020-09-23 09:39:46	2020-09-23 09:41:39	Normal	No Backup	
9	NOR_000000_000003_20200922172829_AA_N0001.MP4		4	Success	40 M	2020-09-22 17:28:44	2020-09-22 17:35:16	Normal	No Backup	
10	NOR_000000_000000_20200922164032_AA_N0001.MP4		4	Failure - 11%	80 M	2020-09-22 16:41:12		Removed	No Backup	
11	20200922.txt		4	Success	2.1 Kb	2020-09-22 16:41:12	2020-09-22 16:42:06	Normal	No Backup	

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## 17. **Upload File.** Supported File Types are:

.MP4 .MP3 .AAC .JPG .WAV .MOV .DOC(X) .XLS(X) .PDF .TXT (Up to 120MB).

			_	
* Upload File	Please choose a file	Choose file	1:2	20:47
	Supported File Types: .MP4 .N .DOC(X) .XLS(X) .PDF .TXT (Up	MP3 .AAC .JPG .WAV .MOV to 120MB)		
Remarks	Remarks			
			I:C	04:09
			)-s	36.49

a. To upload select the file from the file path and select upload.

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