BioAX®

Bio-AX® DEMS Installation and Operation Manual

Document Version:	**1.1**
Document Security:	**OFFICIAL: COMMERCIAL**

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Version Control	Document Location If using a printed version of this document, ensure it is the latest published version.

Version	Date Approved	Publication Date	Approved By	Summary of Changes
1.0	20/09/2020	24/09/2020	Audax	New Document
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**

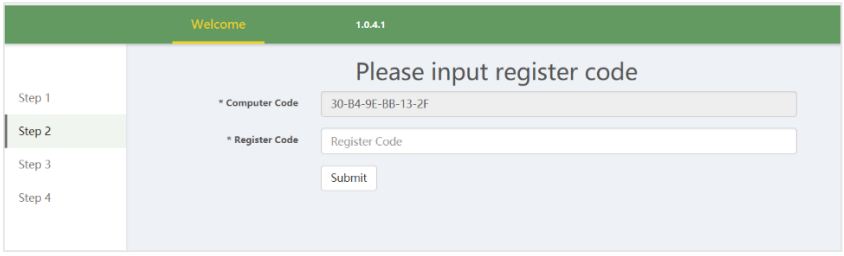
   a. **Basic requirements of the server.**

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

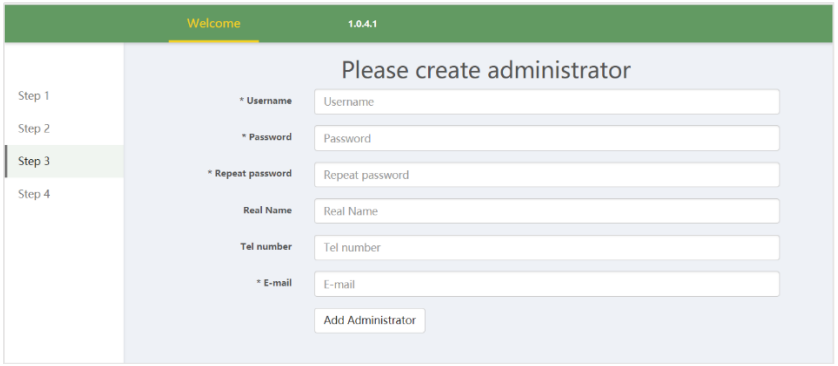
5. Web Configuration

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.

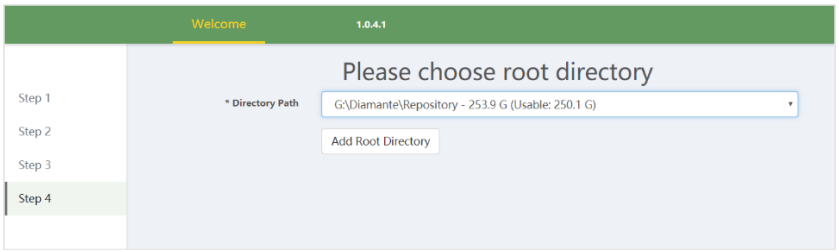
b. Step 2. On initial installation you be issued a product registration code this will be added in this step.



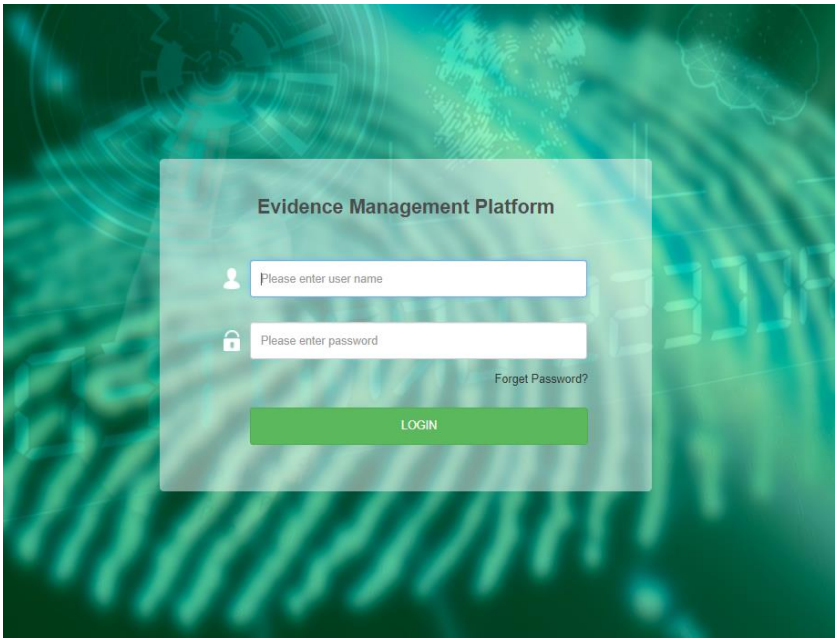
c. Step 3. Taking note of your new login and password credentials please create them in this page.



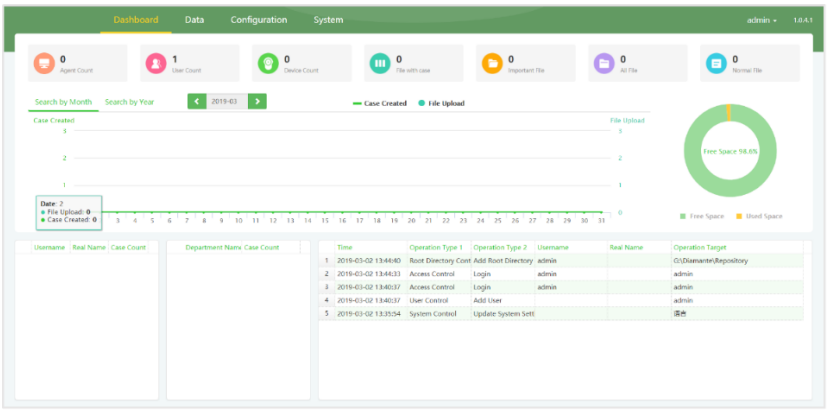
d. Step 4. This will be the location where all of your data is stored within the server. This is a default path and can be amended to reflect your requirements



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



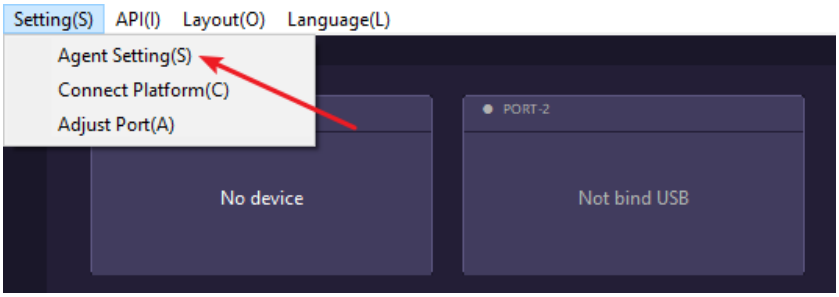
f. Once you have successfully logged in you will be taken to this landing page. We will go into further depth on this page later in the document.



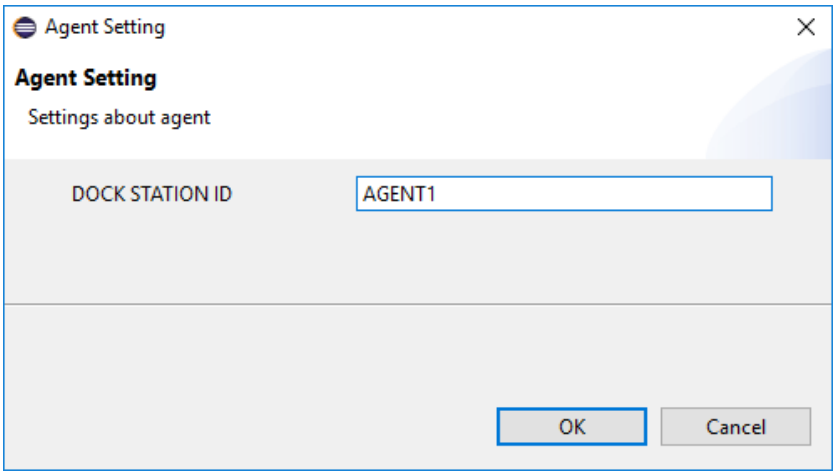
6. Docking Station Configuration

a. On initial setup of the docking station to the monitor select the DEMSAgent Icon:

b. Navigate to setting(S)



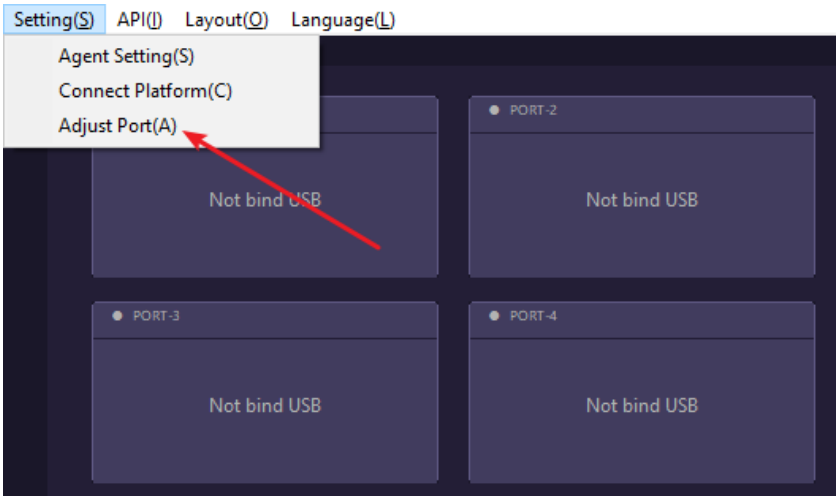
c. Set the Docking Station ID to reflect your ID, in this example we use Agent.



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



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 **with your BioAX camera turned on** 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.

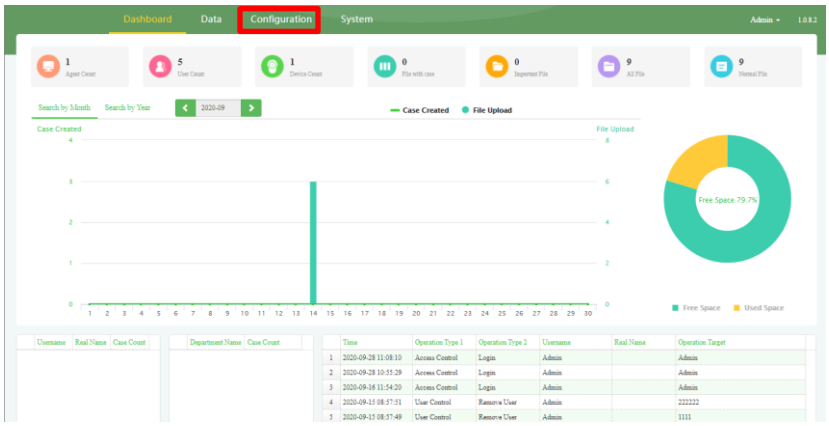
e. On initial setup of the DS you will need to connect to WiFi, do this as you would normally with a PC.

8. Using DEMS

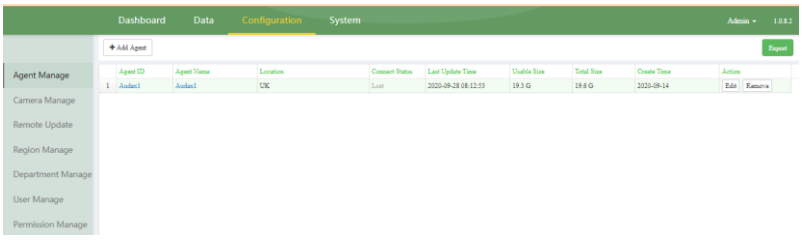
a. In order to use the DEMS platform with the docking station you will need to affiliate the docking station to the DEMSAgent that has just been created.

b. Navigate to your <server ip:and port number> for example http://20.50.114.197:8081/DEMS/web

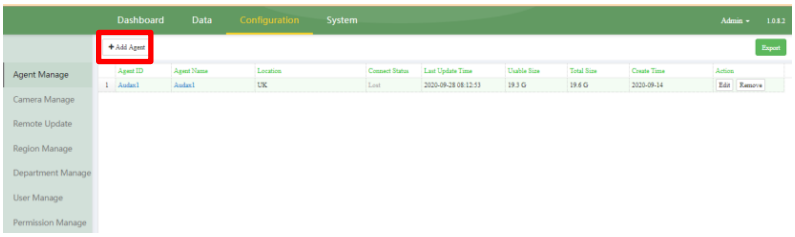
c. In the top tabs select configuration



d. Select Agent Manager

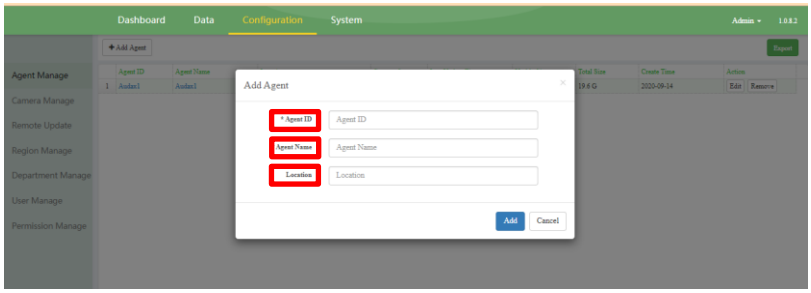


e. Then Add Agent

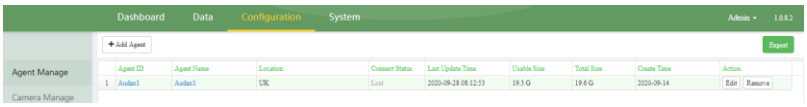


f. The Agent ID is the ID that you setup in step 5C earlier (this needs to match exactly and is case sensitive otherwise it will not be recognised).

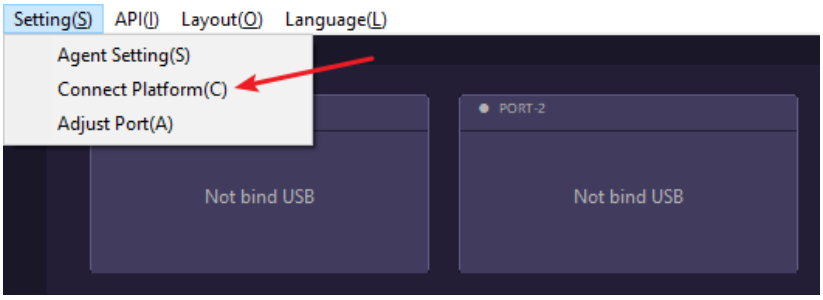
g. The Agent name can be amended to reflect the user, and the location box is optional.



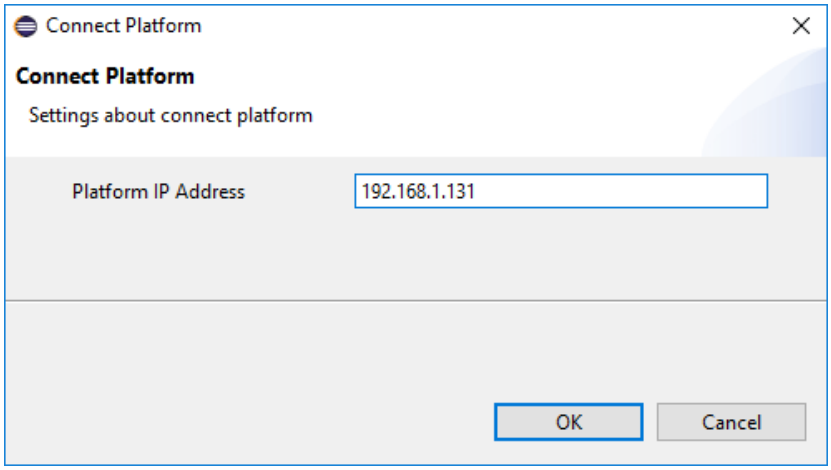
h. Once you have added your details, they will be visible as shown below



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

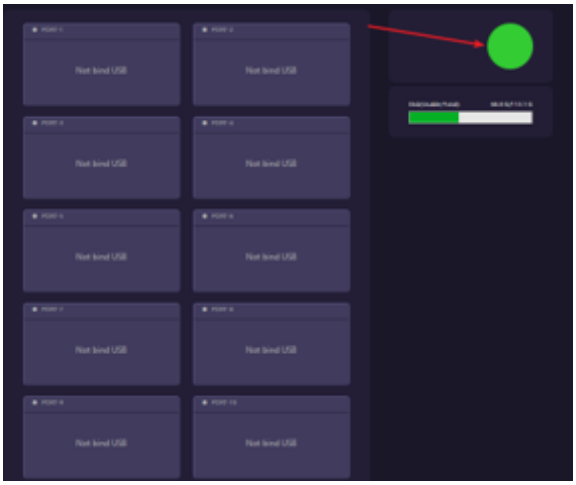


j. The IP address needed to Connect platform is your servers IP



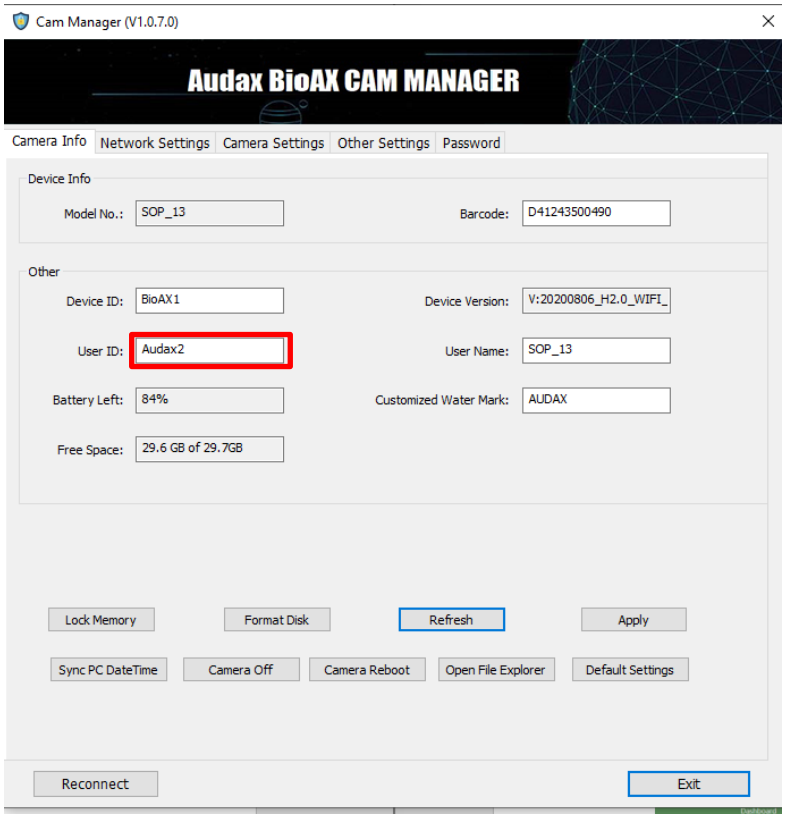
k. Select OK, and restart the DEMSAgent to activate the connection to the server.

l. A green symbol means you are connected to the server



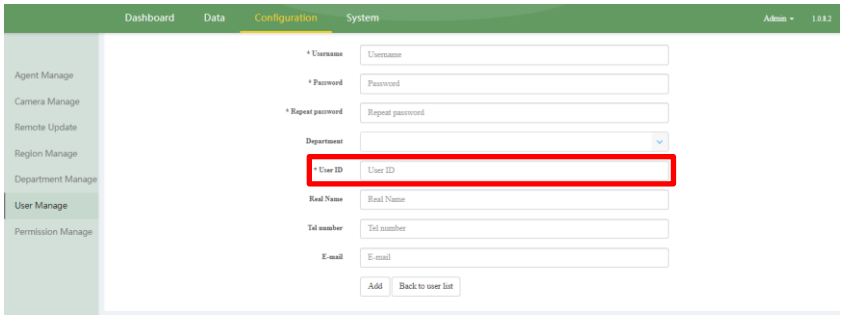
9. Addition of Users to the DEMS

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



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

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



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**

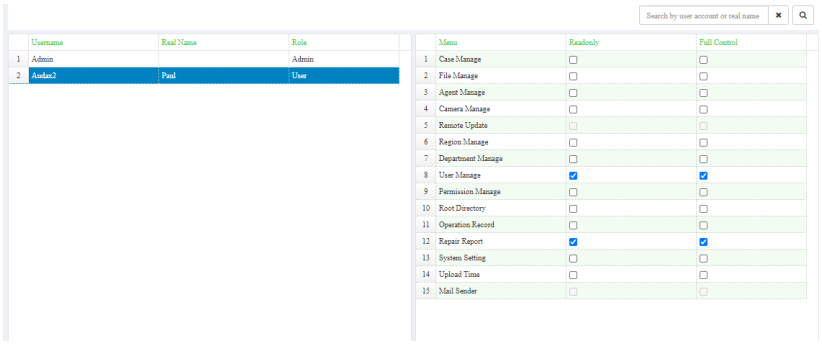
a. Within Configuration, select Department Manage in the left tab then Add.

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.

11. **Permission Manage**

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

A typical administrator will have all rights assigned



A typical user will have only a number of rights assigned

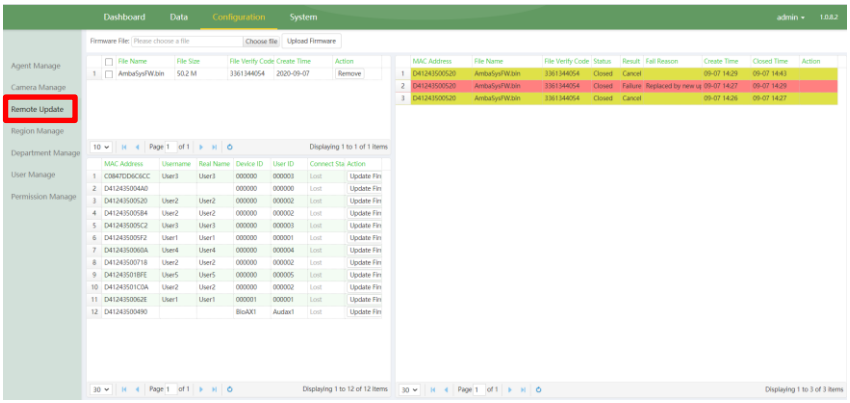
12. **Region Manage**

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

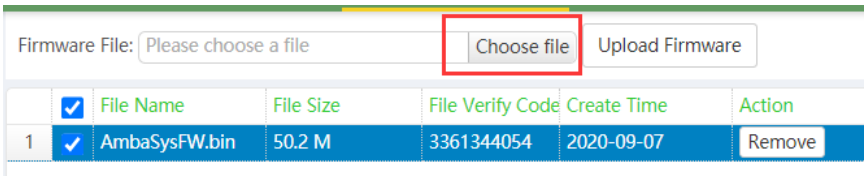
13. **Remote Update**

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.**

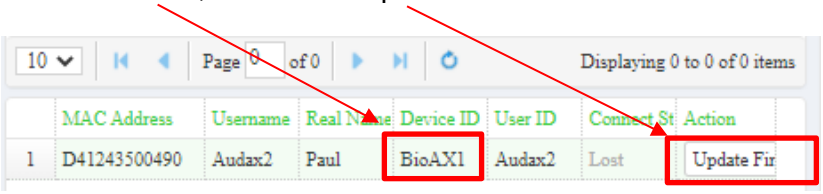
b. To do a remote upgrade select the designated tab in the left of the screen



c. Choose the firmware to import

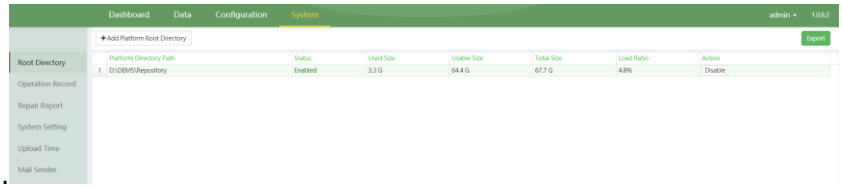


d. Select the camera, then select update firmware



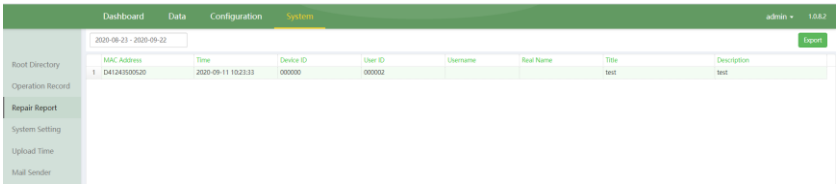
14. **System**

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

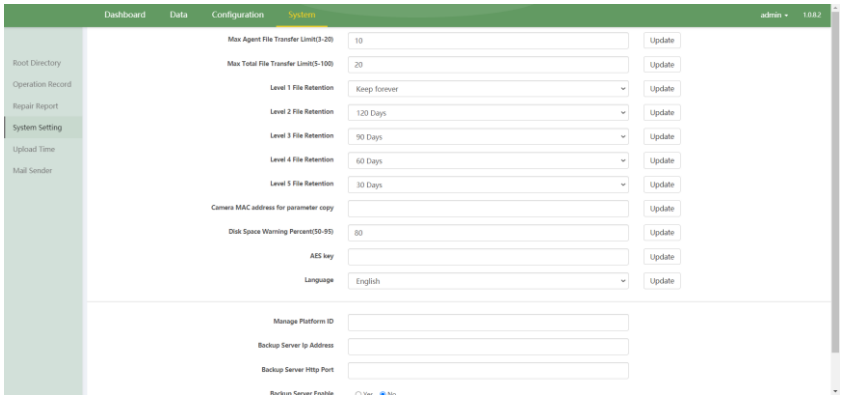


b. **Operation Record.** The user's operation record can be queried according to the operation type, and the operation record can be exported to an Excel table.

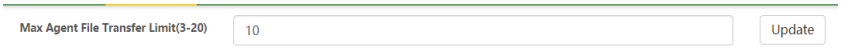
c. **Repair Report.** Record camera repair records submitted by users. The administrator can perform targeted repairs based on the repair records submitted by users.



d. **System Setting**



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



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

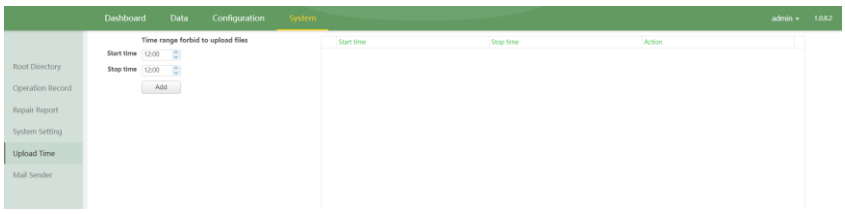
3) Set the retention time of files of various levels. The number of days that can be retained can be 30 days, 60 days, 90 days, or 120 days. Level 1 files can be retained forever.

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.

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

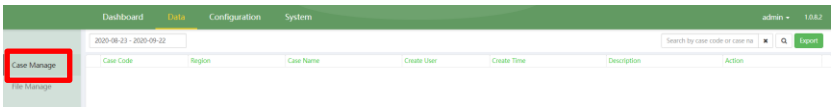
6) Set the default AES KEY, but when the machine does not set AES KEY separately, use this AES KEY to decrypt files.

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

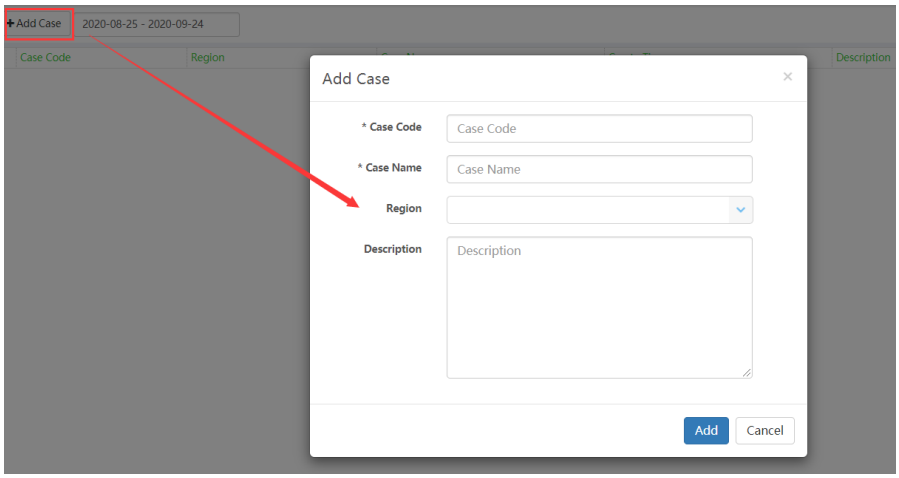


15. **Case Manage**

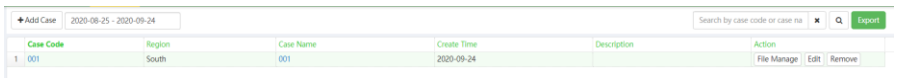
a. Login with a non-admin user, and you will be able to add cases and assign files to different cases IDs.

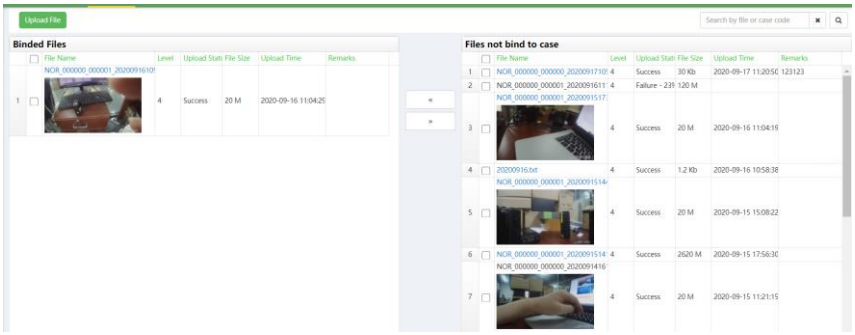


b. Select Add Case. Input all the corresponding details to this particular incident



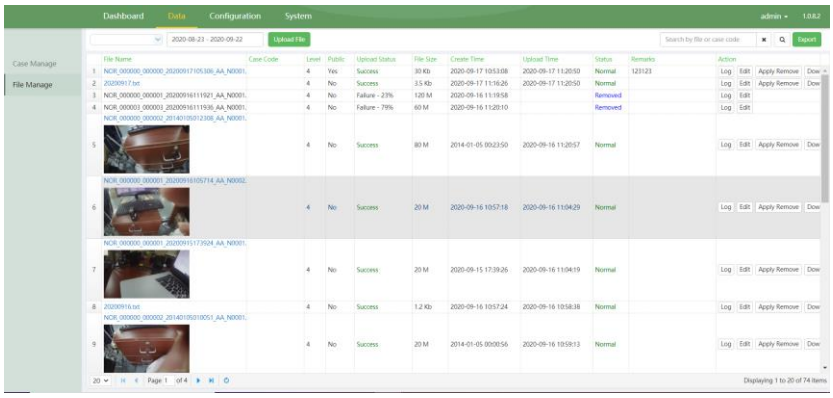
c. In order to assign files to different cases, select *file manage*.



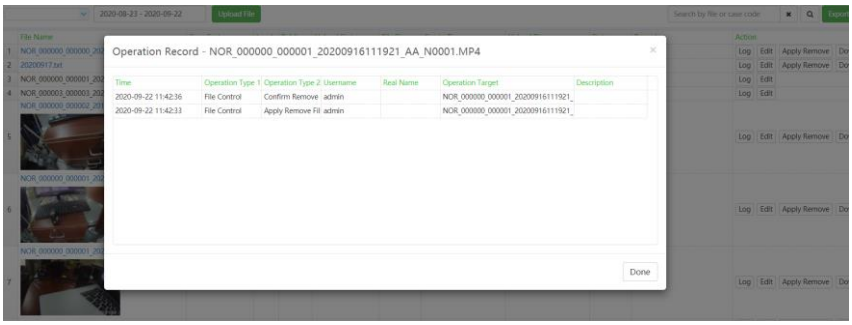


d. The files in the left of the window are assigned to that case already, but anything in the right pane can be assigned also added to the case.

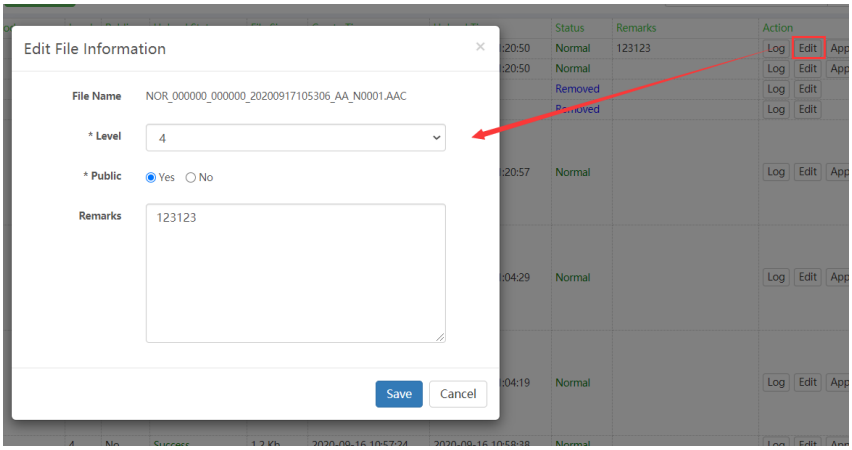
16. **File Manage**



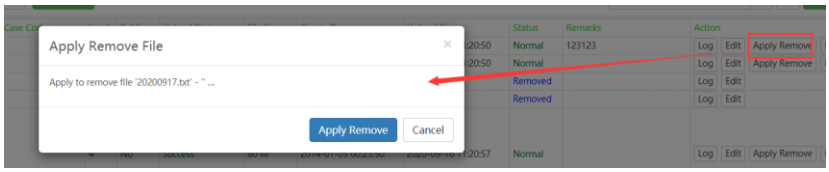
a. You can view the operational records of the selected file.



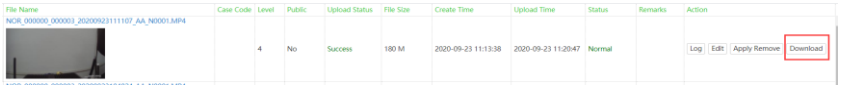
b. **File information.** You can adjust the settings to make the file public/private and make additional remarks. The files are divided into 5 levels, and the retention time of each level file can be set in the system settings. <u>If you set the file as a public file, all users can see the file.</u>



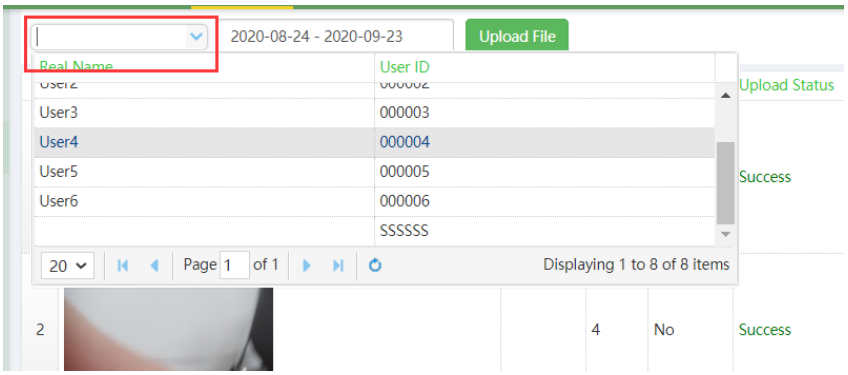
c. **Remove files.** Note: After removing the file, there is still a record of the file in the list, but it cannot be viewed.



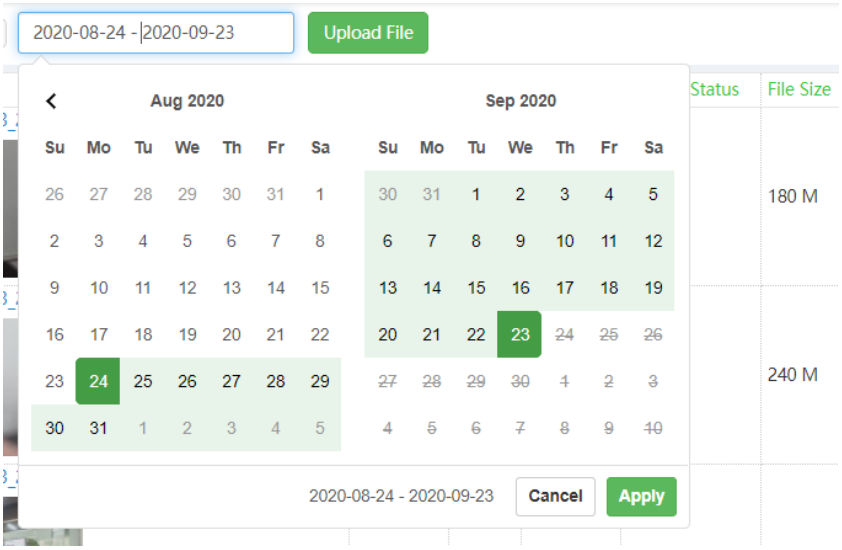
d. Download file. File downloads are available and can be exported to other users.



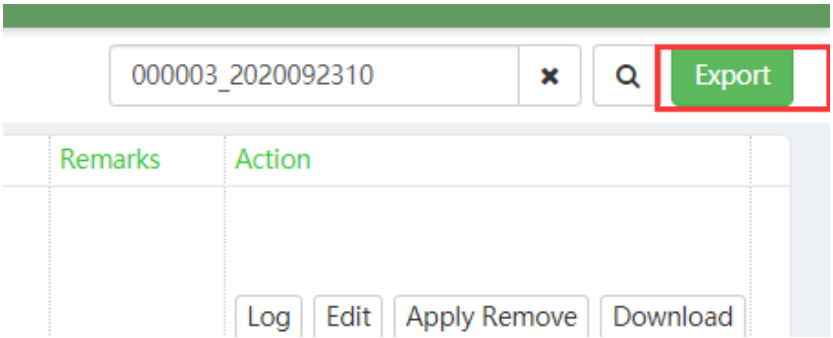
e. **File Search.** Enhanced search feature will allow users to query the pictures uploaded by the corresponding user.



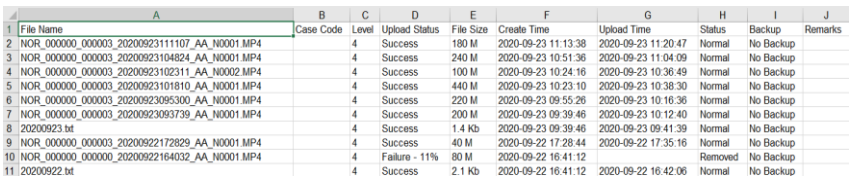
a. **Date Search.** According to the date, you can bracket the corresponding files.



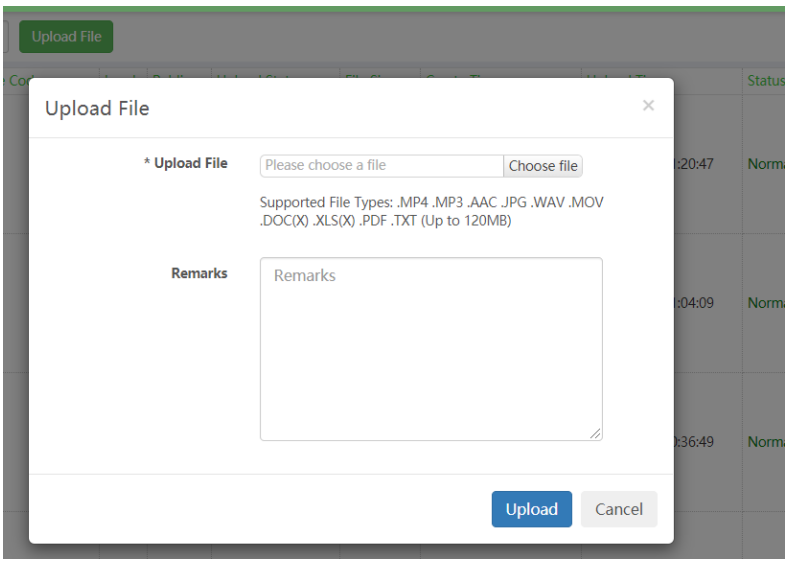
b. Export file information to Excel table.



c. Exported as seen below



	A	B	C	D	E	F	G	H	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	

17. **Upload File.** Supported File Types are:
.MP4 .MP3 .AAC .JPG .WAV .MOV .DOC(X) .XLS(X) .PDF .TXT (Up to 120MB).

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