



3VR VIDEO INTELLIGENCE PLATFORM™

3VR USER MANUAL 7.0

A comprehensive reference for

- VIP OpCenter
- VIP Report Viewer
- VIP Spot Monitor
- VIP Evidence Viewer

3VR VIDEO INTELLIGENCE PLATFORM™

3VR USER MANUAL 7.0

3VROC-UM7.0-R3

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CHAPTER 1

OpCenter Basics

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1. INSTALLING OPCENTER

1.1 System Requirements

3VR OpCenter™ client software allows you to access a 3VR VIP Appliance from any PC on your network that meets the minimum system requirements.

3VR Client Applications Minimum System Requirements — Single Display

Operating System	Windows XP Professional SP2 or later, Windows Vista, Windows 7
Processor	Intel and AMD CPUs, 1.1 GHz or higher Note: Video playback performance will be dictated by CPU capabilities.
Display	Any display capable of 1024x768 resolution or greater
Video Card	DirectX 9-capable video graphics adapter
Memory	1 GB RAM or greater
Storage	1 GB available storage space
Bandwidth	Broadband connection (384 Kbps or greater) to 3VR appliance recommended. Greater bandwidth will result in a better user experience when viewing stored or live video.

3VR OpCenter™ 7.0 features support for multiple displays. Users intending to stream video on more than one monitor must also meet the additional requirements for multi-screen display:

Additional Requirements for Multi-Screen Display

Processor	Intel and AMD CPUs, 3.0 GHz or higher
Video Card	DirectX 9-capable video graphics adapter with support for multiple displays
Memory	2 GB RAM or greater

1.2 Running the 3VR Client Application Installation Wizard

Follow these steps to install one or more of the 3VR Client Applications on a PC.

1. Double-click **Installer-Client-Applications-7.0.1.XXXXXX.exe** to begin the installation process.

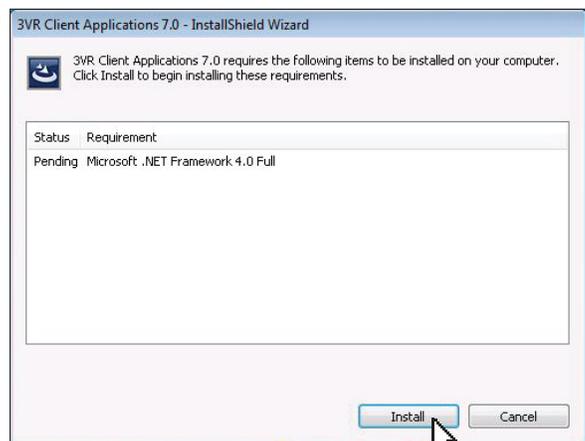


2. The 3VR Client Applications require the Microsoft .NET Framework 4.0 to function.

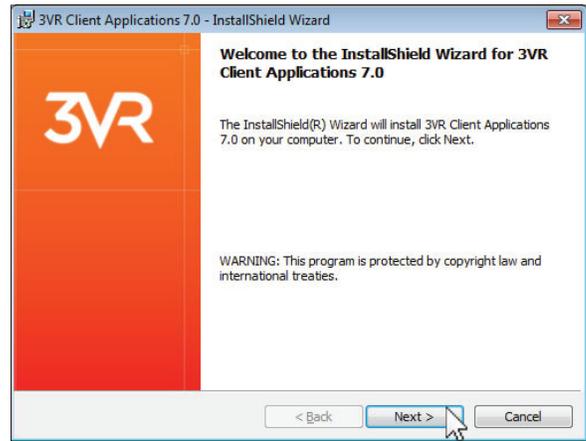
If Microsoft .NET Framework 4.0 is not present on your PC, the InstallShield Wizard will install it as the first step in the installation process.

Click **Install** to proceed.

 **Note**
It may take up to 5 minutes to install Microsoft .NET Framework 4.0.



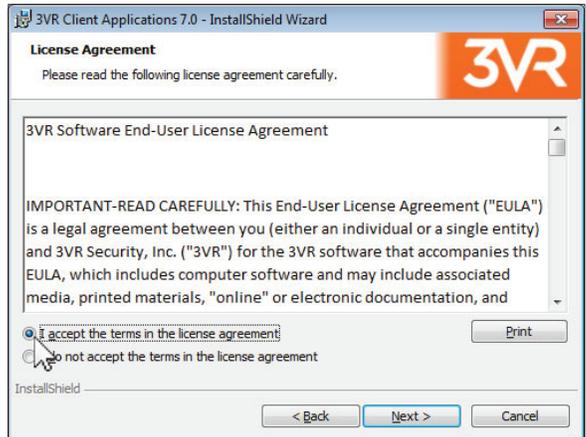
3. At the InstallShield Wizard Welcome screen, click **Next**.



4. The InstallShield Wizard will display the **3VR Client Applications End User License Agreement**.

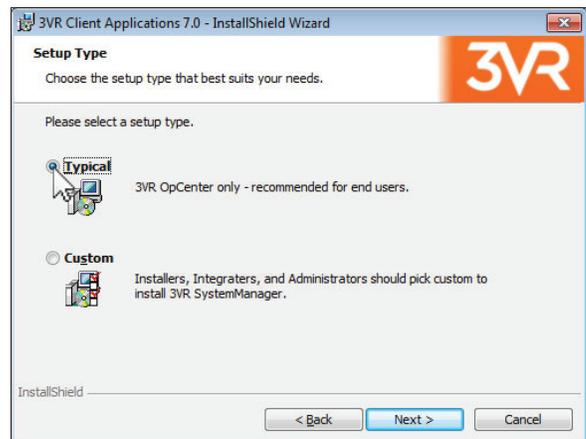
Read the agreement, then click () **accept the terms in the license agreement**.

5. Click **Next**.

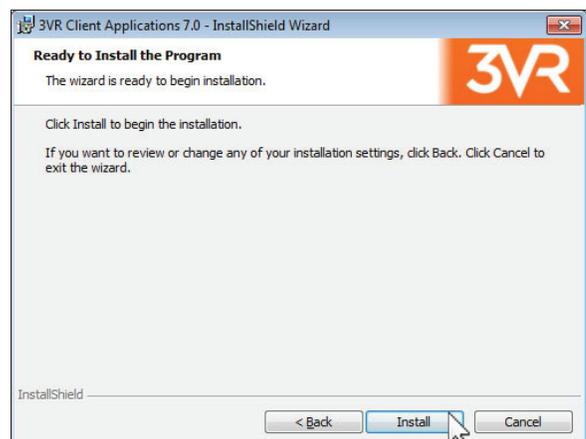


6. Specify the installation type:

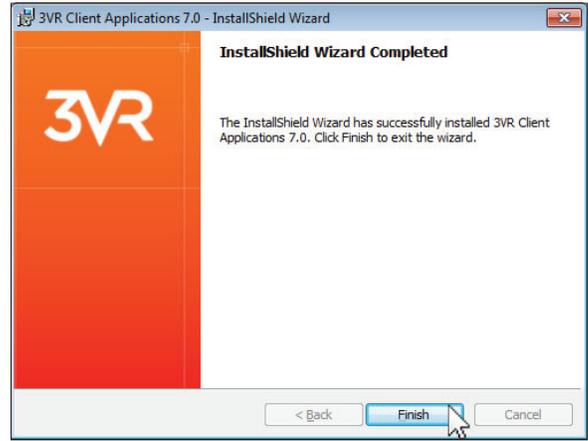
- To install OpCenter, click () **Typical** then click **Next**.



7. Click **Install** to begin the installation.



- When installation is complete, click **Finish** to exit the wizard.



2. SIGNING IN

2.1 Signing in to OpCenter

Follow these steps to sign in to OpCenter.

- Double-click the 3VR OpCenter desktop icon to launch the application. Alternatively, click the Windows **Start** menu > **All Programs** > **3VR Client Applications 7.0** > **3VR OpCenter**.
- At the sign in screen, type the **User Name** and **Password** of your 3VR user account.
- Specify the appliance to connect to:
 - If this is your first time signing in to OpCenter on this PC, type the IP address of the 3VR system in the **Appliance** box. This is the address provided to you by the 3VR administrator, in the format **XXX.XXX.XXX.XXX** (four 1-3 digit numbers separated by periods). For example, 10.100.2.22.
 - If you have signed into OpCenter previously on this PC, open the **Appliance** drop-down menu and select the system to connect to.



Trouble Signing In?

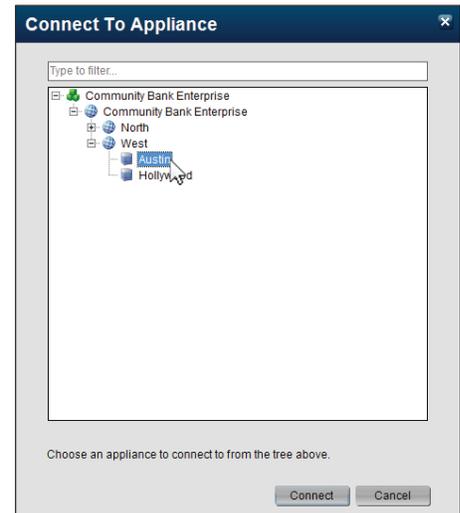
If you do not know the user name or password of your 3VR user account, please contact the 3VR administrator at your organization or your 3VR reseller. If you do not know the IP address of your 3VR appliance, it may be possible to find it on the local network using the **Find Local Appliance** tool — see section 2.3 of this chapter for more information.

- Specify your connection type:
 - If you will connect to the 3VR appliance over a Local Area Network (LAN), select **High-speed LAN/WAN**.
 - If you will connect to the 3VR appliance over a connection with speeds between 384 Kbps and 5 Mbps, select **Medium-speed DSL/Cable/WAN**.
 - If you will connect to the 3VR appliance using a low-speed connection below 384 Kbps, select **Low-speed Dialup/DSL/Cable/WAN**.
- Click **Sign In**.

2.2 Enterprise OpCenter | Selecting an Appliance

Customers with multiple 3VR VIP Appliances connected to an Enterprise Appliance will be prompted to select a system to connect to upon signing in to OpCenter.

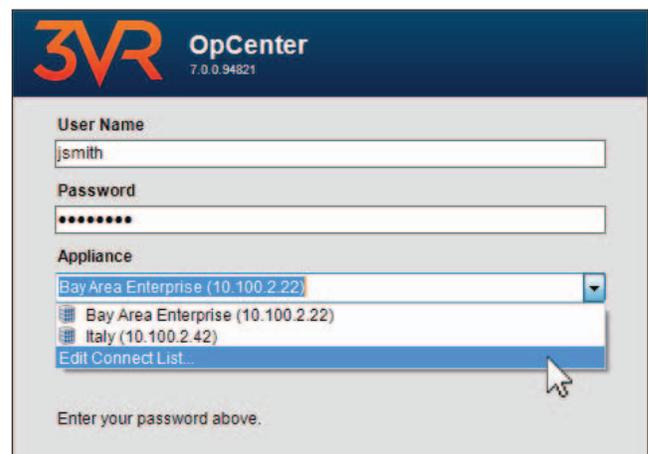
1. Browse through the appliance tree to locate the appliance of interest, or type the first few characters of the appliance name to filter.
2. Select the appliance to connect to.
3. Click **Connect**.



2.3 Managing the Appliance List

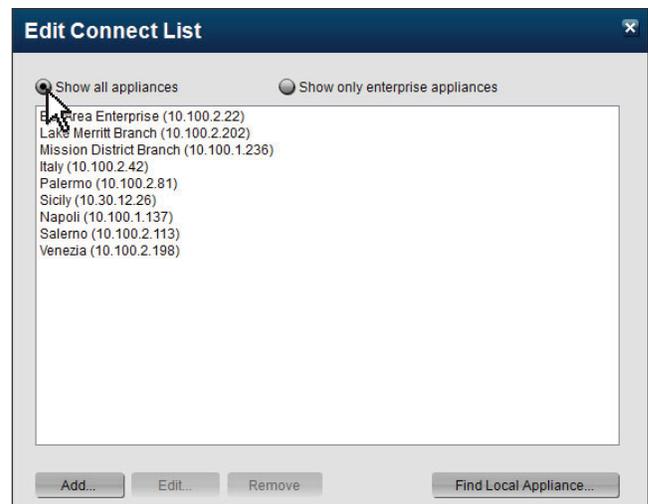
When signing in to a 3VR Client Application for the first time, you must type the IP address of a system to connect in the **Appliance** box. After you have successfully connected to the appliance, its IP address and hostname will be remembered by the application for future reference. You may view the list of appliances and manually add or remove addresses from the **Edit Connect List** dialog, accessed with the following steps:

1. At the sign in screen, click the drop-down arrow next to **Appliance**.
2. Select **Edit Connect List**.



Viewing the Appliance List

- Click () **Show all appliances** to display all appliances that you have connected to in the past.
- Click () **Show only enterprise appliances** to display only Enterprise Appliances.



Manually Adding an Appliance to the List

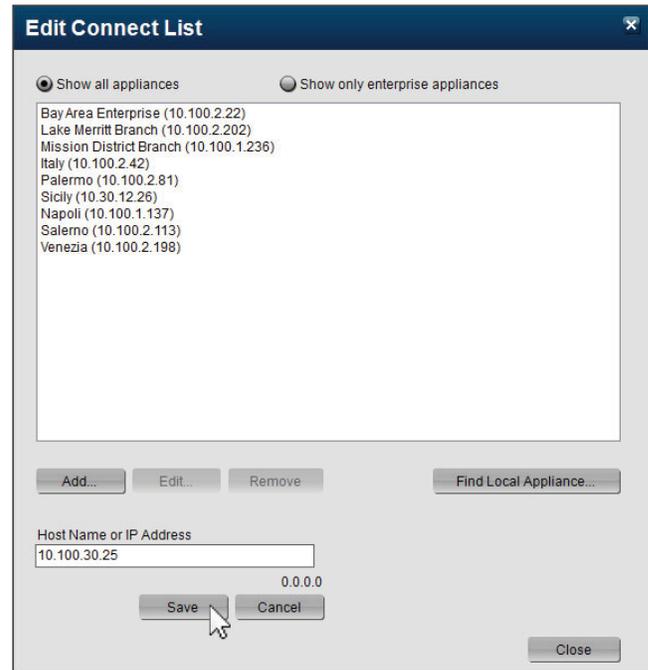
1. Click **Add** to add a new appliance to the list.
2. Type the IP address of the 3VR system in the **Host Name or IP Address** box.



Note

The system's display name will be retrieved after you connect to the appliance for the first time.

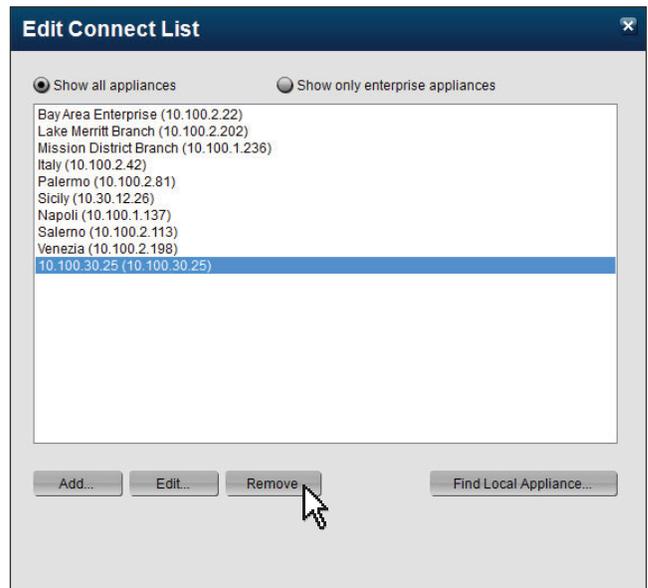
3. Click **Save**.
4. Repeat steps 1-3 to add additional appliances.
5. When you are finished adding appliances, select the appliance to connect to from the list, then click **Close** to return to the sign in screen.



Editing or Removing a Saved Appliance

To edit the IP address of an appliance or remove it from the connect list:

1. Select the appliance to be modified.
 - To change the IP address associated with the appliance, click **Edit**. Type a new IP address, then click **Save**.
 - To remove it from the list, click **Remove**.
2. When you are finished, click **Close** to return to the sign in screen.

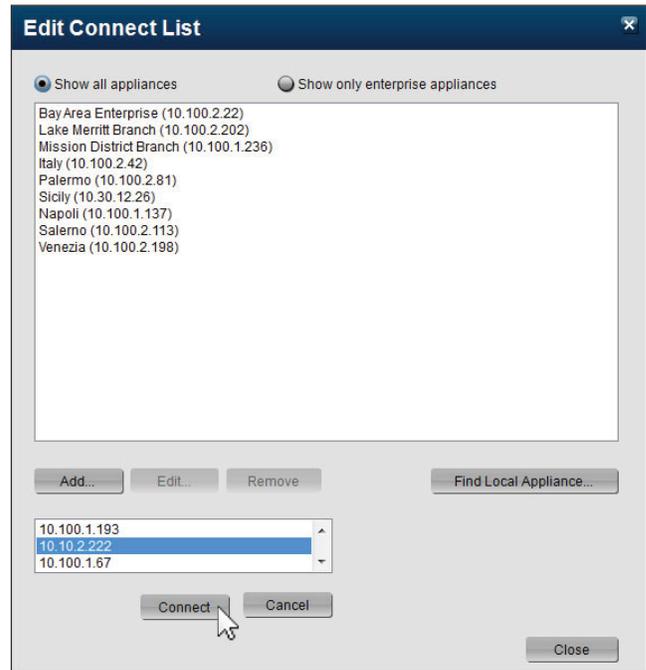


Finding Appliances on the Local Network

Use the following steps to find and connect to 3VR appliances on the local network:

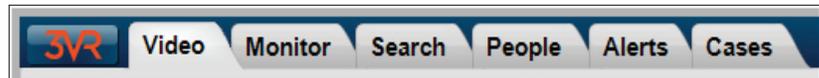
1. Click **Find Local Appliance**.
2. If any appliances are found, their IP addresses will populate in the lower box.

Click an appliance from the list to select it, then click **Connect**.



3. OPCENTER OVERVIEW

3.1 OpCenter Panel Layout



Video Panel

Use the **Video** panel to watch live and stored video. You can view one camera at a time or watch multiple cameras simultaneously. The Views feature allows you to save frequent camera arrangements for quick reference.

Monitor Panel

The **Monitor** panel presents a real-time view of events as they are generated on the system. View all events, or filter the results by camera, event type, or time.

Search Panel

The **Search** panel enables you to quickly locate events of interest. In addition to standard criteria like date, time, and camera number, you can refine the search based on plug-in properties, such as transaction data (account number, withdrawal amount, etc.). Frequent searches may be stored in the **Search** panel for later use.

Alerts Panel

Using the **Alerts** panel, you can instruct the VIP Appliance to perform a specified action when video that matches certain criteria is recorded on the system. For example, you can set up an alert that will email a manager and increase video recording quality whenever motion is detected in a restricted area after hours.

Cases Panel

If there is an incident recorded on multiple cameras or involving multiple people, create a case in the **Cases** panel to centrally manage evidence as you build your investigation.

People Panel

The **People** panel allows you to view profiles of known people captured in face events.

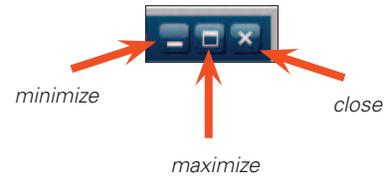


Note

Face events will not appear unless VIP Facial Surveillance has been purchased for the appliance and configured on one or more cameras. Contact your 3VR Sales representative or 3VR reseller for more information about face and other analytics.

3.2 Resizing and Closing OpCenter

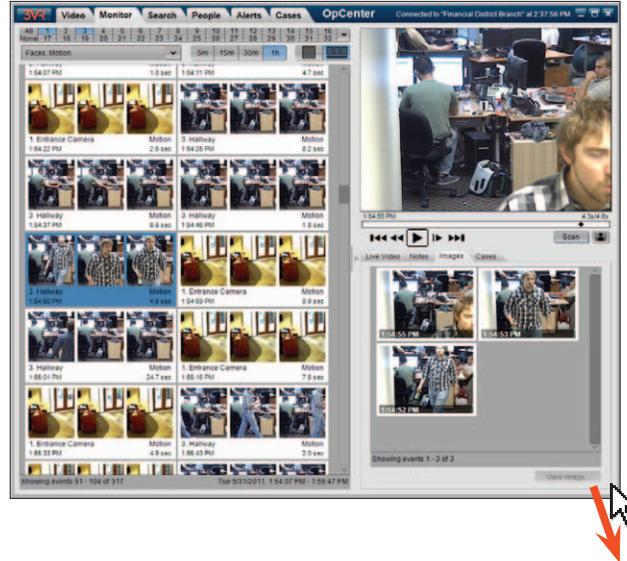
3VR OpCenter can be minimized and maximized in the same way as any other Windows application using the controls in the upper-right corner.



To close OpCenter, click the **X** button.

To customize the size of the OpCenter window, click and drag any edge of the window until it has reached the desired size.

Click and drag a corner of the window to resize the window vertically and horizontally at the same time.



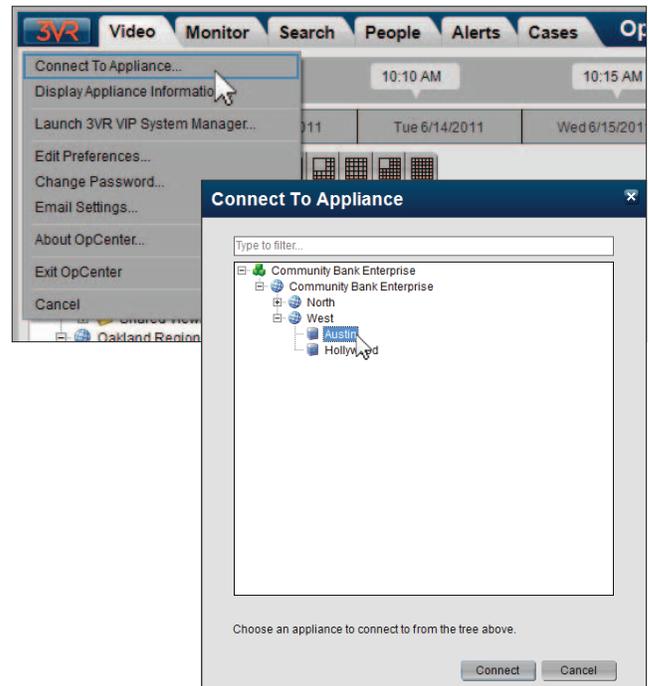
3.3 Enterprise OpCenter | Switching Between Appliances After Sign In

Immediately after signing in to Enterprise OpCenter, the user selects the initial VIP Appliance to connect to from the appliance selector. Thereafter, the active appliance is displayed in the status bar in the top-right corner of OpCenter.



To switch to a different appliance on the Enterprise:

1. Click the **3VR** button in the top-left corner of the application and select **Connect to Appliance** from the menu.
2. When the appliance selector loads, select a new appliance from the list, then click **Connect**.

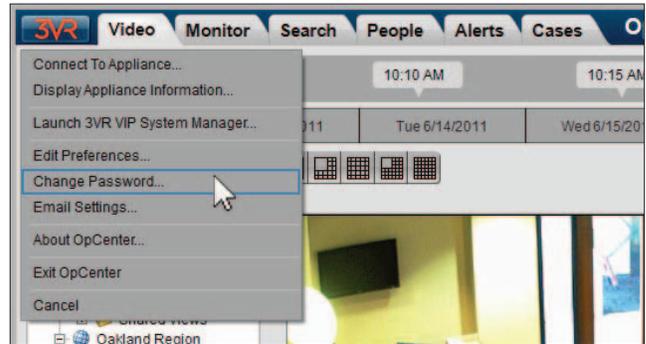


4. OPCENTER ADMINISTRATION

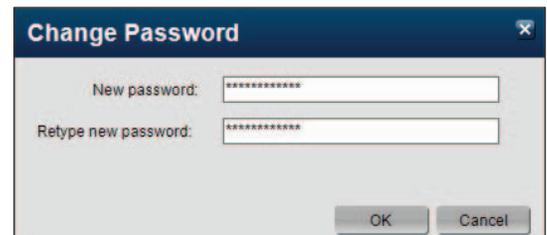
4.1 Changing Your 3VR Password

You can change the password you use to sign in to OpCenter and other 3VR Client Applications with the following steps:

1. Click the **3VR** button in the top-left corner of the application and select **Change Password** from the menu.



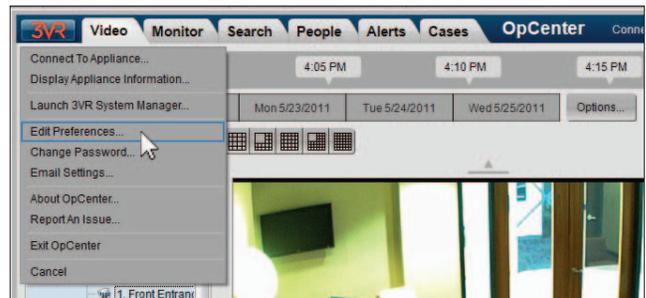
2. In the **Change Password** dialog box, type a new password in the **New password** and **Retype new password** boxes.
3. Click **OK** to change your password.



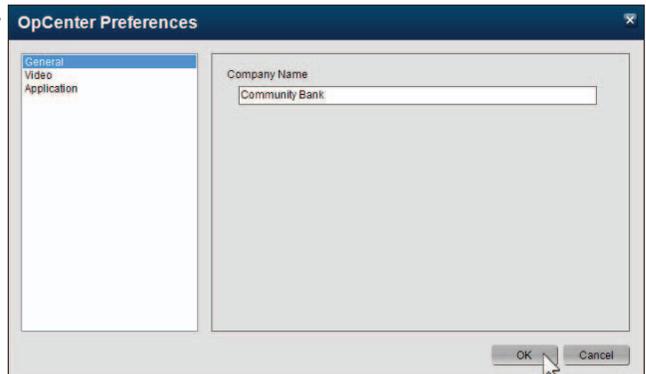
4.2 Setting the Company Name

Use these steps to enter your company name in OpCenter's settings. Entering a company name will help 3VR identify your PC and appliance when providing technical support.

1. Click the **3VR** button in the top-left corner of the application and select **Edit Preferences** from the menu.



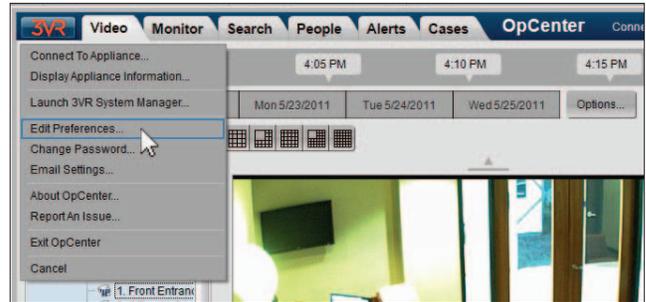
2. The OpCenter **Preferences** dialog will open to the **General** page. Type the name of your company in the **Company Name** box.
3. Click **OK**.



4.3 Resetting OpCenter to Default Settings

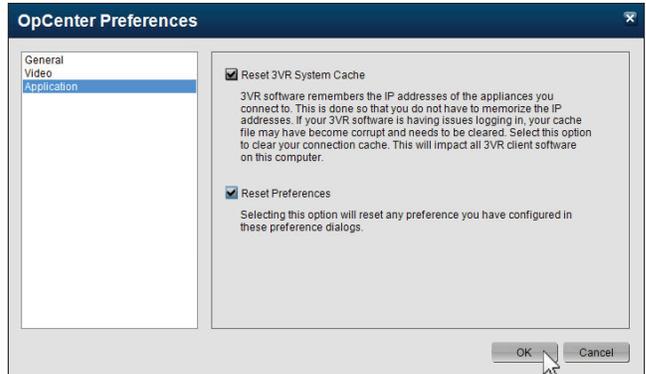
OpCenter can be reset to its default settings from the OpCenter **Preferences** dialog:

1. Click the **3VR** button in the top-left corner of the application and select **Edit Preferences** from the menu.



2. In the OpCenter **Preferences** dialog, click the **Application** page. Select which settings to reset:

- a. **[] Reset 3VR System Cache**
 - Clears the OpCenter **Sign In** screen, including the list of previously accessed appliances.
- b. **[] Reset Preferences**
 - Resets all settings in the **Preferences** dialog to their defaults.
 - Clears currently selected options in the **Video** and **Monitor** panels.



3. Click **OK**.

4. In the pop-up dialog that appears, click **Yes** to continue.

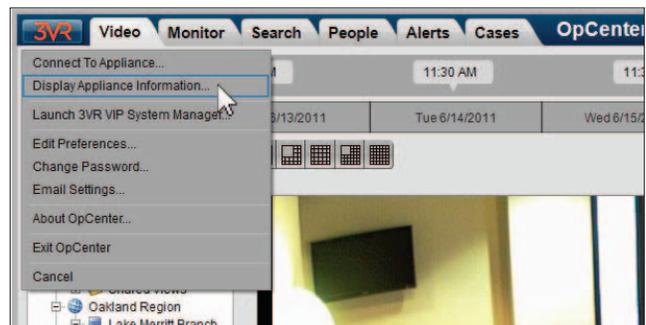
OpCenter will close.



4.4 Viewing and Copying Appliance Information

In the course of troubleshooting, 3VR Technical Support, your reseller, or your internal IT staff may request information about the appliance you are connected to in OpCenter. Appliance information can be viewed and copied to the Windows clipboard with the following steps:

1. Click the **3VR** button in the top-left corner of the application and select **Display Appliance Information** from the menu.

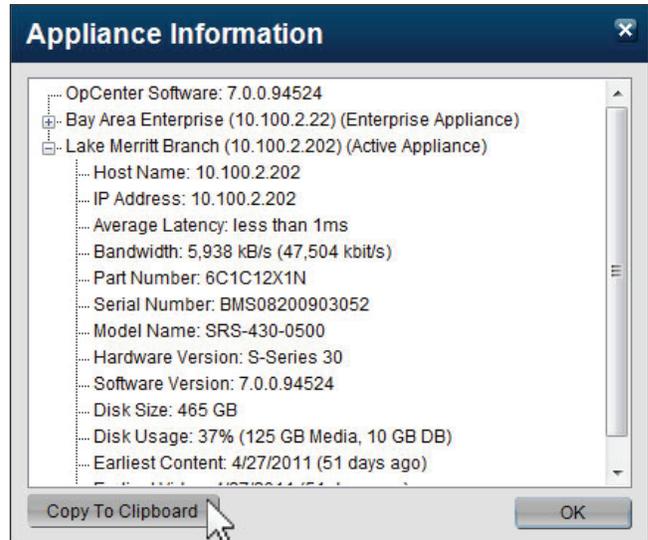


2. The **Appliance Information** dialog will open with information about the active appliance, the Enterprise appliance (if applicable),

and your client applications.

Click **Copy To Clipboard** to copy the information to the Windows clipboard.

3. Click **OK** to close the **Appliance Information** dialog.
4. Hold the **Ctrl** key on your keyboard and press **V** to paste the copied text into another application, such as Microsoft Outlook.



CHAPTER 2

Video Panel

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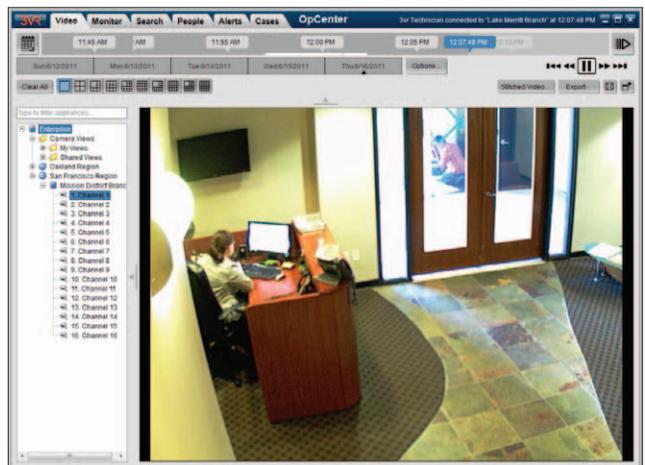
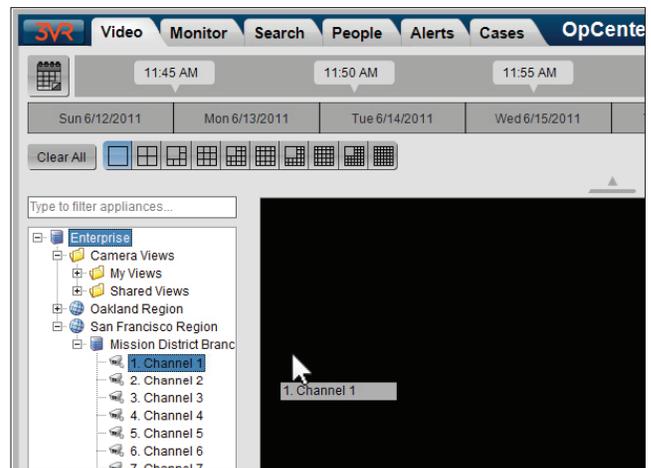
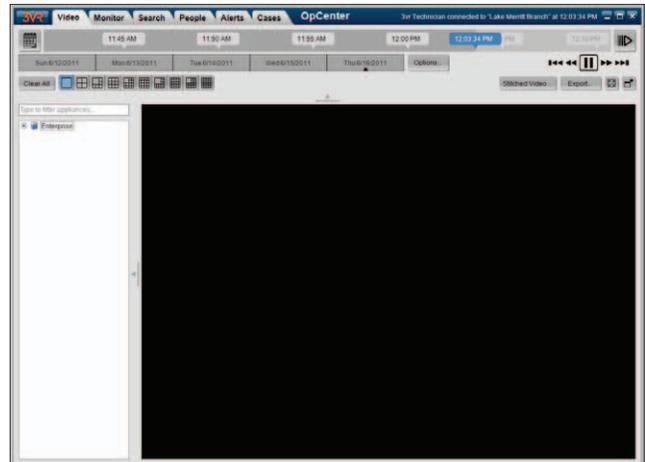
1. GETTING STARTED WITH THE VIDEO PANEL

The first time OpCenter is launched on a PC, the application will load to the **Video** panel. The panel will contain a single blank video player, as no cameras have been selected.

On the left-hand side of the **Video** panel you will see the camera tree with the name of the VIP Appliance or VIP Enterprise at the top.

1. Click the plus sign next to the name of the appliance or Enterprise to expand the camera tree.
 - When connected to a single VIP appliance, the camera tree will display the list of cameras on the system.
 - When connected to a VIP Enterprise, the camera tree will show cameras from all systems on the Enterprise, organized first by region and then by appliance.
2. Click and drag a camera from the camera tree to the player to begin watching video in the video player.

Live video from the camera will stream in the player.



2. CUSTOMIZING THE VIDEO PANEL

2.1 Changing the Number and Size of Video Players

The layout selector at the top of the **Video** panel controls the number and arrangement of video players.

1. Click a different layout button to increase or decrease the number and positioning of players as desired.



Up to 36 cameras can be displayed at a time in the **Video** panel.



More

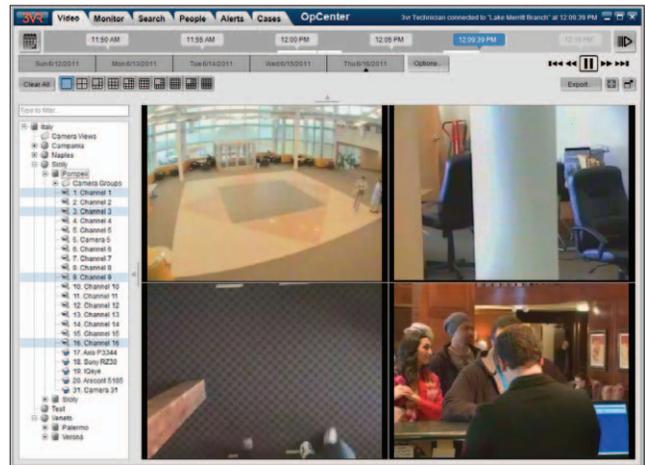
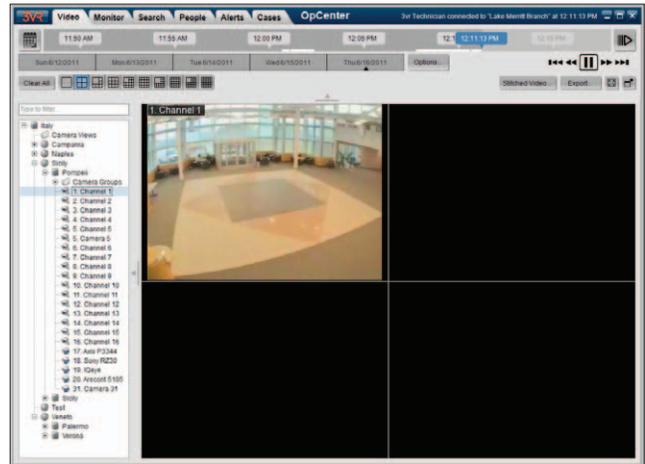
To view more than 36 cameras simultaneously, use the **Multi-Screen Video Player**. See section 6 of this chapter for details.

2. When you have decided on a player layout, click and drag a camera to each blank video player as described in section 1.



Tip

To rearrange the selected cameras, click and drag the mouse from one video player to another video player. When you release the mouse button, the cameras will switch places.



2.2 Adding and Removing Cameras

Which cameras are displayed in the **Video** player can be specified in a number of ways.

Adding Cameras With Drag and Drop

You can drag and drop the following items from the camera tree to the video players:

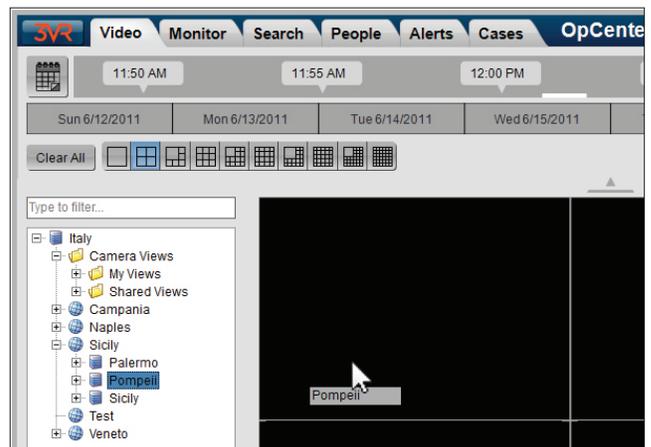
- A single camera
- A camera group (will load all cameras in the camera group)



Note

See *Chapter 3: Monitor Panel* for more information about defining and using camera groups.

- An appliance (will load all cameras on the appliance)



Adding Cameras With Right-Click Menus

Cameras may also be selected using right-click menu options.

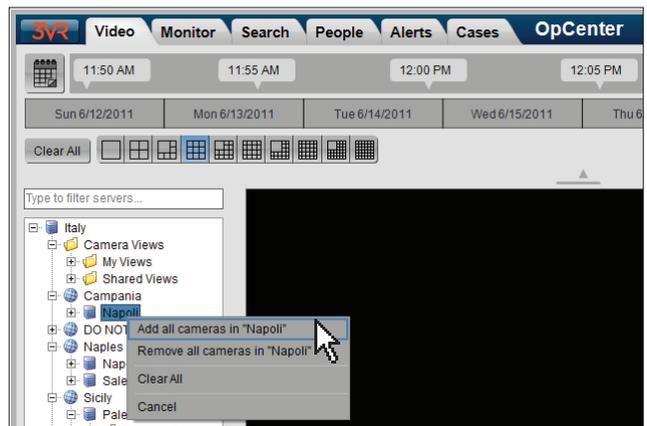
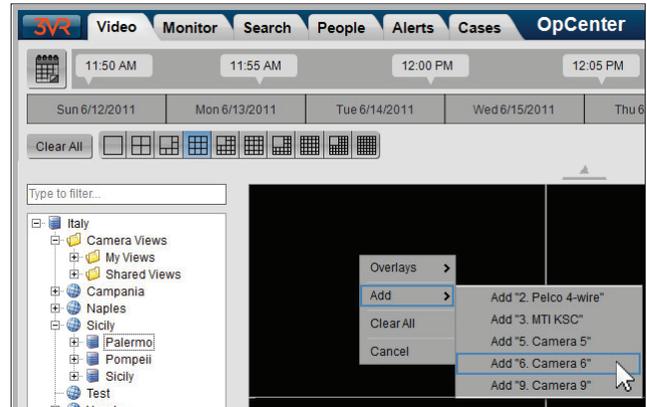
- To change the camera displayed in a specific video player, right-click the player, select **Add**, then click **Add "[Camera Name]"**.



Note

The **Add "[Camera Name]"** menu will list all cameras connected and enabled on the active appliance.

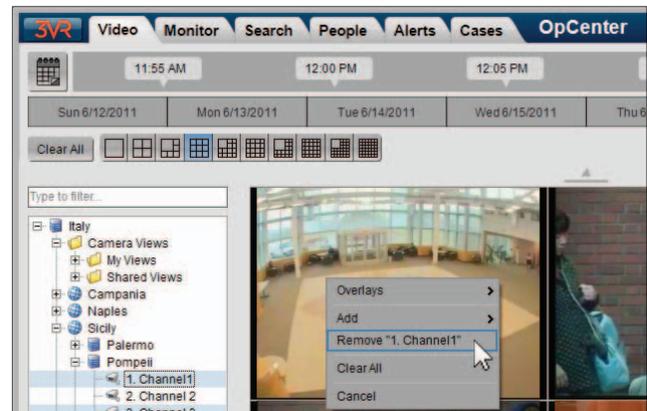
- To add a camera to the first available video player, right-click the camera name in the camera tree and select **Add "[Camera Name]"**.
- To load all cameras in a camera group, right-click the group in the camera tree and select **Add all cameras in "[Group Name]"**.
- To load all cameras connected to an appliance, right-click the appliance and select **Add all cameras in "[Appliance Name]"**.



Removing Cameras

There are several ways to stop streaming a camera that is currently playing in the **Video** panel:

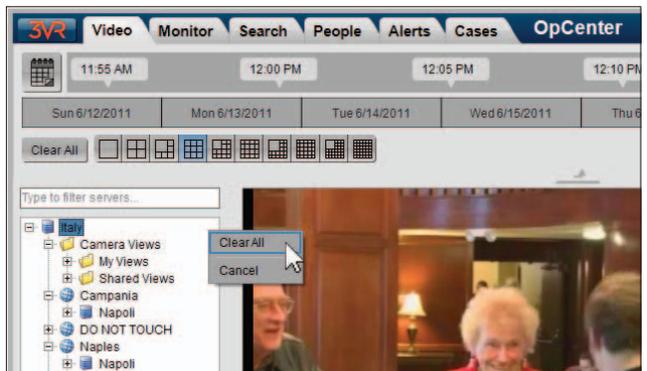
- To remove a specific camera, right-click the video player and select **Remove "[Camera Name]"**.
- To remove all cameras belonging to a camera group, right-click the group in the camera tree and select **Remove all cameras in "[Group Name]"**.
- To remove all cameras from a specific appliance, right-click the appliance in the camera tree and select **Remove all cameras in "[Appliance Name]"**.



- To remove all currently selected cameras:

Right-click anywhere in the camera tree or video player grid and select **Clear All**.

Another way to clear all selected cameras is to click the **Clear All** button, located to the left of the layout selector.



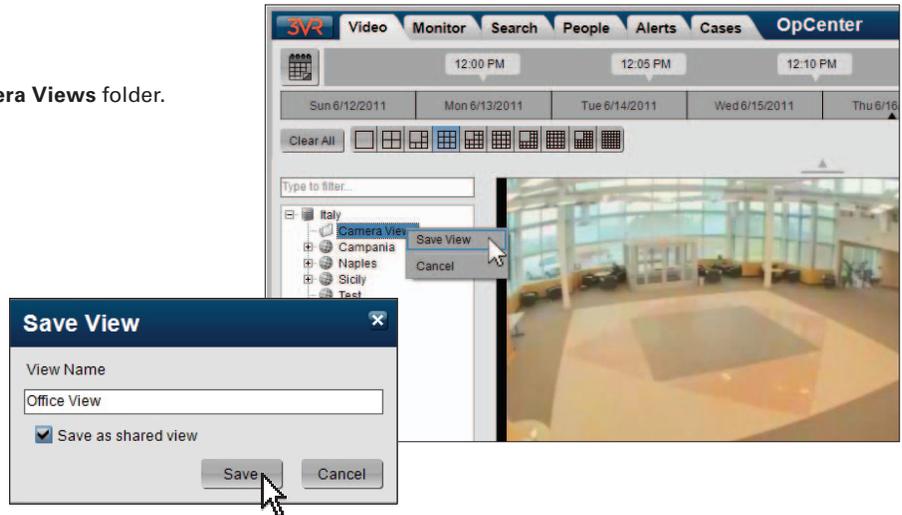
2.3 Camera Views

The camera views feature of the **Video** panel allows you to save a given layout and selection of cameras for later use.

Saving a New Camera View

To save the current layout as a view:

1. In the camera tree, right-click the **Camera Views** folder.
2. Select **Save View**.
3. In the **Save View** dialog, type a name for the view in the **View Name** box.
4. If desired, select **[] Save as shared view** to make this view accessible to all users.
5. Click **Save**.



Loading a Saved View

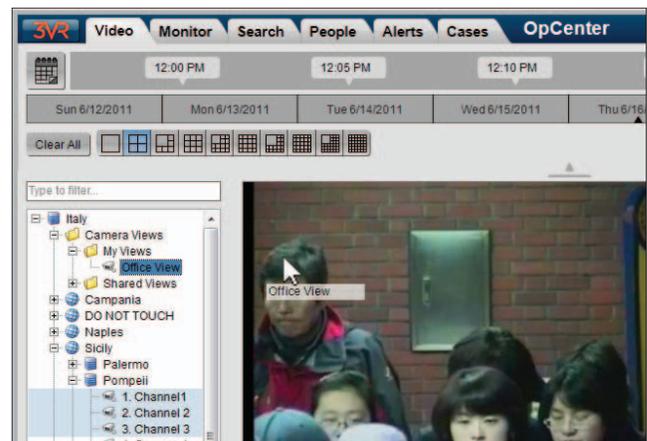
To switch the layout of the **Video** panel to a saved view:

1. Click the plus sign next to **Camera Views**, then click the plus sign next to **My Views** or **Shared Views** to display the saved views.
2. Click and drag a view from camera tree to the video player grid to load the view in the **Video** panel.



Note

Another way to load a saved view is to right-click the view name and select **Load "[View Name]"**.



Deleting a Saved View

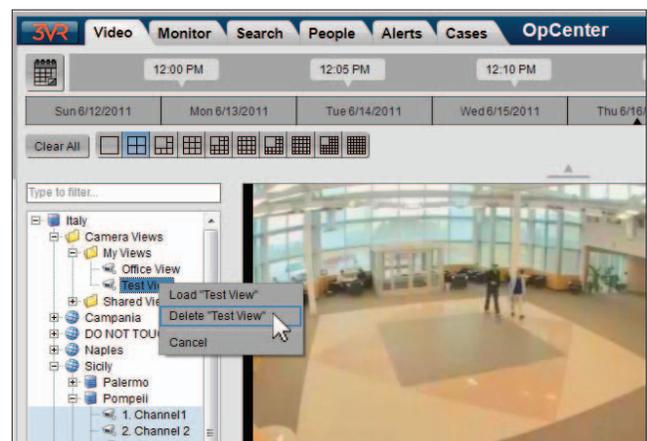
To delete a saved view:

1. Click the plus sign next to **Camera Views**, then click the plus sign next to **My Views** or **Shared Views** to display the saved views.
2. Right-click the view to delete and click **Delete "[View Name]"**.
3. In the pop-up dialog, click **Yes** to confirm that the view will be permanently deleted.



Note

You can only delete views that you created.

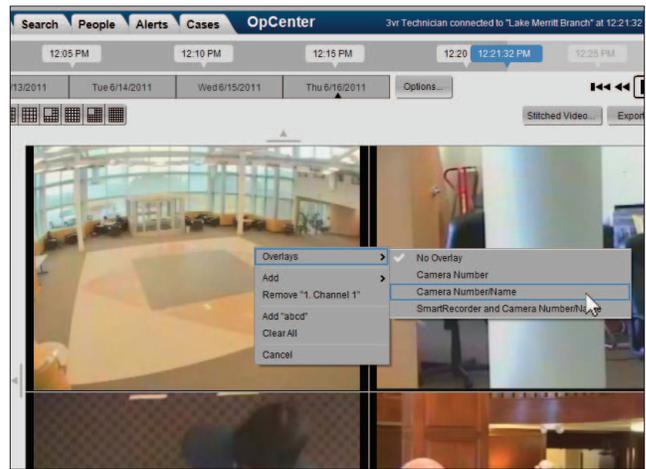


2.4 Camera Overlays

If you would like to display information about the camera on top of each video player, change the camera overlays with the following steps:

1. Right-click anywhere in the video grid.
2. Select **Overlays** >, then choose an overlay from the sub-menu. The current overlay options are:

- **Camera Name**
- **Camera Number and Name**
- **Appliance Name, Camera Number, and Name**
- **No Overlay**



3. By default, camera overlays are placed in the top-left corner of each video player. If desired, you can re-position the overlay by clicking and dragging the overlay box.



Start

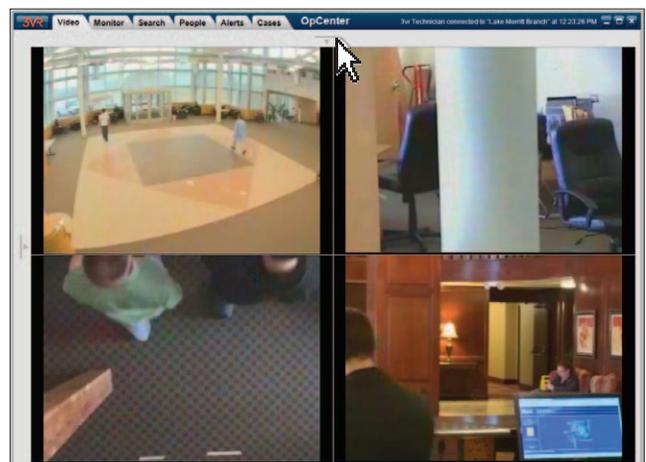
End

2.5 Showing or Hiding the Video Timeline and Camera Tree

Both the camera tree and the video timeline may be hidden from view.

- Click the left-facing arrow to the right of the camera tree to hide the tree.
- Click the upward-facing arrow below the video timeline to hide the timeline.

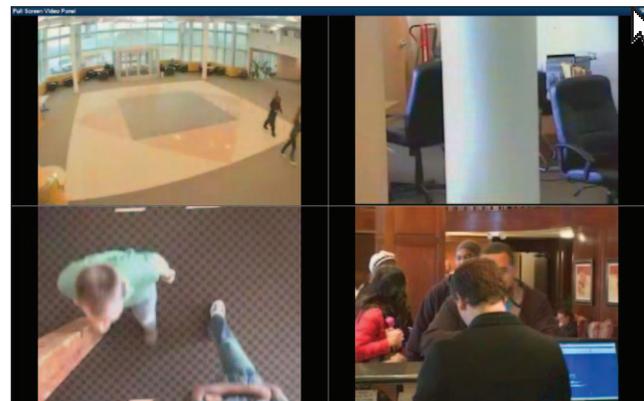
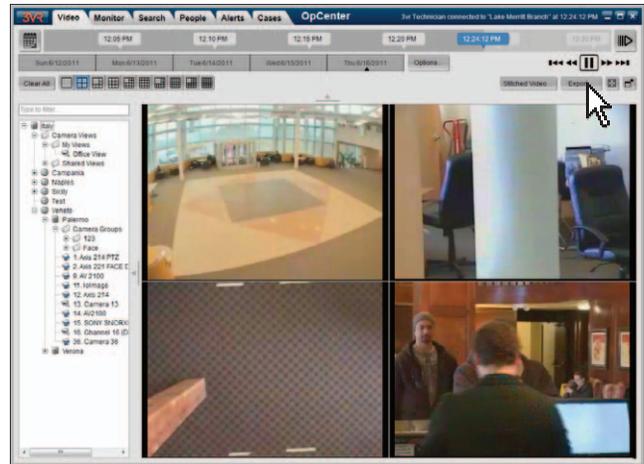
To re-display the timeline and/or camera tree, click the arrows again.



2.6 Switching to Full Screen Mode

Switching the **Video** panel to full screen mode will display the selected cameras at maximum resolution.

1. To switch to full screen mode, click the full screen button (located above and to the right of the video player grid).
2. The **Video** panel will display in full screen mode.
3. There are two ways to exit full screen mode:
 - Move the mouse to the top of the screen to display the title bar, then click the **X** in the top-right corner.
 - Press the escape key on your keyboard (Esc).



2.6 Video Playback Options

Two settings in the **OpCenter Preferences** dialog control the way live and stored video is streamed in the **Video** panel.

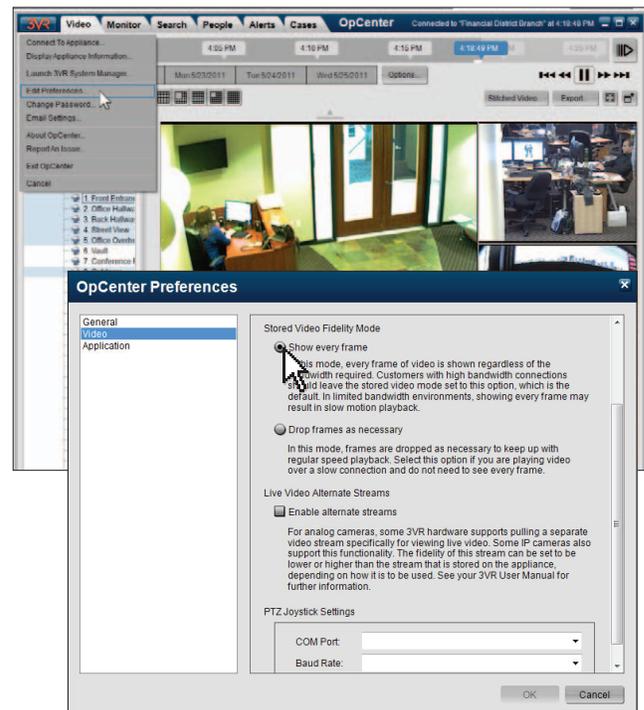
To access this dialog, click the **3VR** button and select **Edit Preferences** from the menu.

Stored Video Fidelity Mode

When bandwidth is limited, video playback may lag into slow motion as OpCenter attempts to download and display each frame over a slow connection.

Using the **Stored Video Fidelity Mode** setting, you can instruct OpCenter to prioritize keeping up with regular speed playback over displaying every frame:

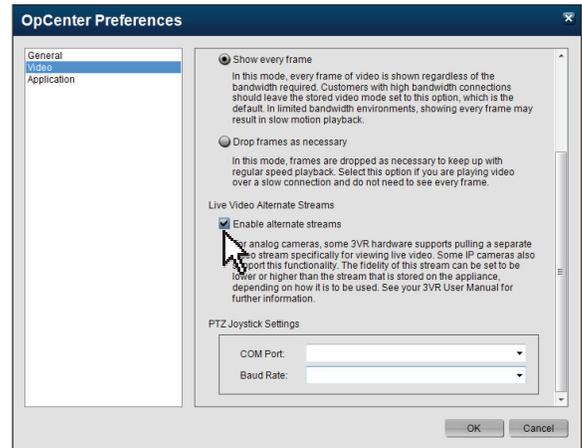
- Click **Show every frame** if bandwidth is adequate for all frames to be displayed without lagging.
- Click **Drop frames as necessary** for optimal playback in low-bandwidth environments. OpCenter will drop frames as needed to keep up with regular speed playback, resulting in choppiest video when bandwidth is limited.



Live Video Alternate Streams

Enabling alternate streams allows you to optimize live video streaming in low-bandwidth environments by reducing the bandwidth required for live video, while preserving the quality of the video stored to disk.

When the box next to [] **Enable alternate streams** is checked, OpCenter will display live video using the alternate stream, if supported by the hardware. The configuration of the alternate stream depends on the type of camera:

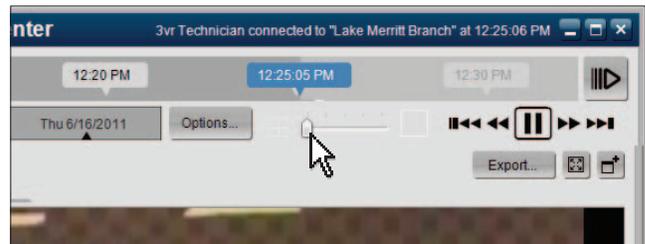


- **Analog cameras**

Check the box next to [] **Enable alternate streams** to use the alternate stream for analog video, if available.

After clicking **OK**, use the slider bar at the top of the **Video** panel to prioritize frame rate (left) or quality (right).

 **Note**
The following product series do not support alternate streams for analog cameras: E-Series, M-Series, first-generation S-Series (SRS-X30-XXXX model number).



- **IP cameras**

If an IP camera supports an alternate stream, the following settings will appear in the camera settings in 3VR System Manager:

- Enable Alternate Stream?**
- Alternate Stream Frame Rate**
- Alternate Stream Frame Resolution**

Edit these settings to enable and configure the alternate stream, then check the box next to [] **Enable alternate streams** to use the alternate stream in OpCenter.

3. VIEWING LIVE AND STORED VIDEO

By default, the timeline control across the top of the **Video** panel displays a 30 minute time range. The time when the video you are viewing took place is overlaid on the timeline in the scrolling time slider.



Note

You can change the time range of the timeline in the OpCenter **Preferences** dialog (click the **3VR** button > select **Edit Preferences**).

3.1 Live Video

When the **Video** panel loads, the selected cameras will begin streaming live video.

When video is live, the time slider displays the current time, and the slider moves forward along the timeline in real time.



The color of the time slider is blue when watching live video.



Tip

To quickly switch from viewing stored video to live video, click the go-to-live button  located to the right of the timeline.

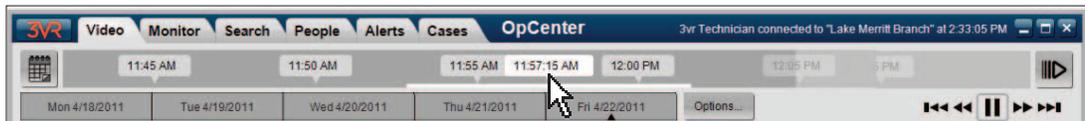
3.2 Stored Video

You can play back stored video in the **Video** panel in the following ways:

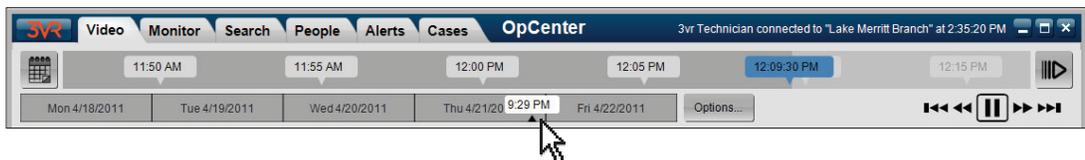
- To view video recorded **earlier in the current day**, click and drag the time slider left on the timeline.



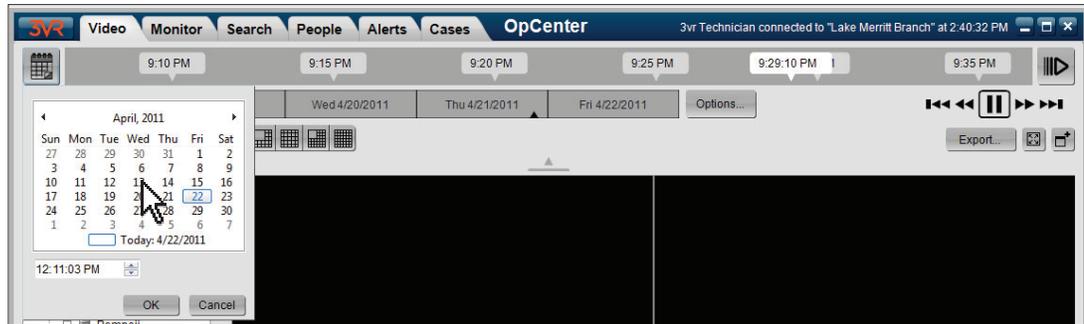
After you release the mouse button, stored video will begin to play in all video players. When viewing stored video, the time slider will display the time the video was recorded. The time slider is white when viewing stored video.



- To view video recorded **in the previous five days**, click and drag the mouse on the dateline (located below the timeline). A smaller time slider will appear to assist you with picking a new start time.



- To play back video **from a specific date and time** in the past, click the calendar button. Select the date from the calendar picker and adjust the time to the desired time, then click **OK**.



3.3 Video Playback Controls

Use the video playback controls below the timeline to control the playback of stored video in the following ways:



Pause: Pauses video playback.



Play: Restarts video playback.



Fast-forward: Fast-forwards through cached video*. Clicking the fast-forward button multiple times increases the fast-forward speed (.5x, 2x, 4x, 8x, or 16x).



Rewind: Rewinds through cached video*. Clicking the rewind button multiple times increases the rewind speed (.5x, 1x, 2x, 4x, 8x, or 16x).



Forward 15 minutes: Jumps playback 15 minutes forward on the timeline. If the current video time is less than 15 minutes behind real time, clicking this button will cause the **Video** panel to switch to live video.



Back 15 minutes: Jumps playback 15 minutes back on the timeline.

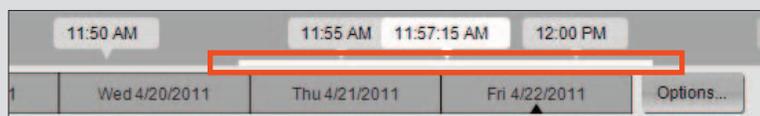


Frame forward: When video is paused, clicking this button skips ahead to the next frame.



Note

The white line below the time slider represents the portion of the video timeline that is currently cached. "Cached video" refers to video that has been downloaded from the 3VR VIP Appliance to your PC.



Dragging the time slider forward or backward through cached video will cause the video in the video players to fast-forward or rewind, respectively. When the time slider is moved to a portion of the timeline that is not cached, the video players will freeze on the last cached frame until more video is loaded.

4. PTZ CAMERA CONTROLS

4.1 Overview



Important

The features described in this section are available for IP PTZ cameras or analog PTZ cameras over a four-wire serial connection. Functionality may vary slightly when using some PTZ camera models or PTZ cameras where only a two-wire serial connection is supported. Contact your 3VR reseller for more information on your camera model if the behavior you observe is different than that described in this chapter.

PTZ camera control is available for live video streams in the **Video** panel or the **Live Video** tab of the **Monitor** panel.

Three PTZ control modes can be used to modify the current camera view:

1. **Compass Mode:** a compass is displayed in the video player; clicking a chevron moves the camera in the selected direction
2. **Click to Center Mode:**
 - Clicking on a point within the camera view re-centers the camera view.
 - Drawing a box around a region with the mouse cursor zooms in and re-centers on the selected region.
 - Using the slider bars tilts and zooms the camera.
3. **Joystick Mode:** holding down the mouse button pans the camera in the direction of the mouse cursor.



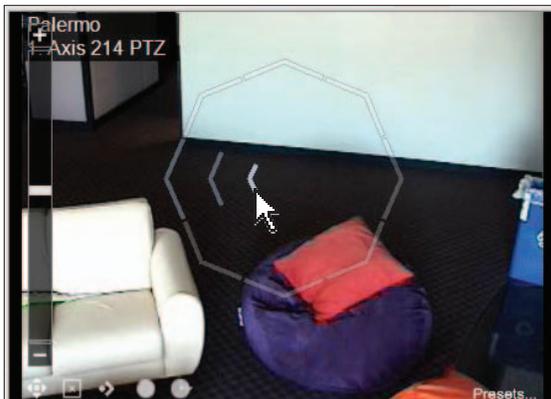
Note

Move your mouse over the PTZ mode icons at the bottom of the video player to display the name of the mode in a tooltip.

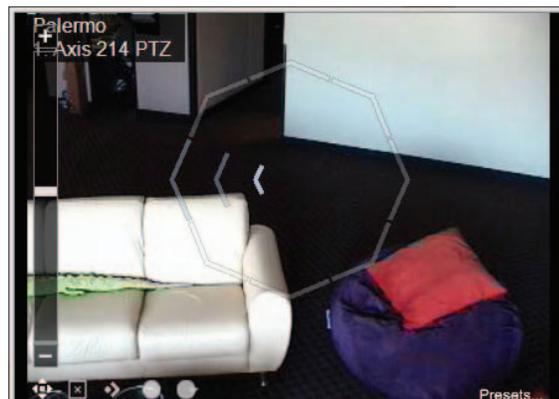
4.2 Compass Mode

To change the camera's field of view using compass mode:

1. Click the compass icon in the lower left corner of the video player to select compass mode.
2. Click the chevrons in the compass to move the camera in that direction. The size of the chevron corresponds to the panning distance:
 - Click the innermost chevron to move the camera a short distance.



Start



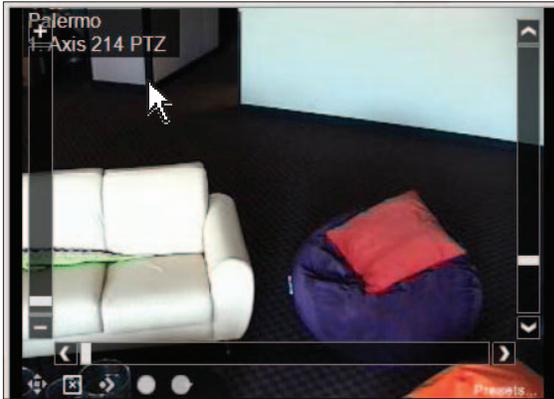
End

- Click the middle chevron to move the camera an intermediate distance.
 - Click the outermost chevron to move the camera a larger distance.
3. Click and hold the mouse on any chevron to move continuously in the indicated direction. Clicking and holding down the innermost chevron will move the camera more slowly than the outermost chevron.
 4. Use the slider bar along the left-hand side of the video player to zoom in and out.

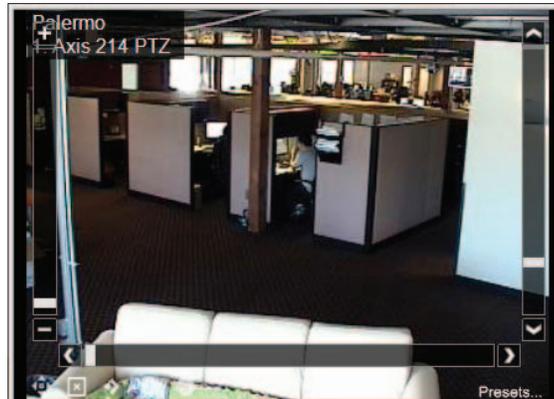
4.3 Click to Center Mode

To change the camera's field of view using click to center mode:

1. Click the square icon in the lower left corner of the video player to select click to center mode.
2. To re-center the camera view, click the mouse anywhere in the video player to center the camera on that point.



Start



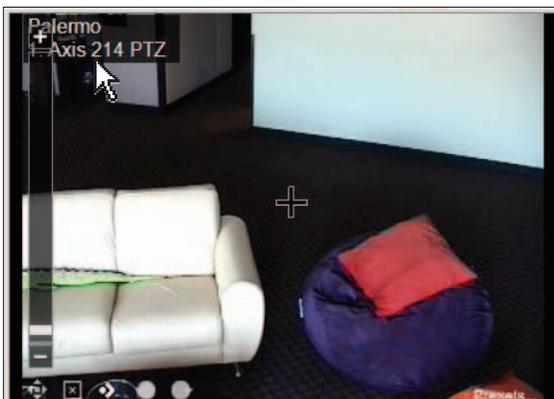
End

- To tilt the camera up or down, use the slider bar on the right-hand side of the video player.
 - To pan left or right, use the slider bar along the bottom of the video player.
3. To zoom in or out, use one of the following options:
 - Use the slider bar along the left-hand side of the video player.
 - Click and drag the mouse to draw a box around a region of interest. The camera will zoom in the region.

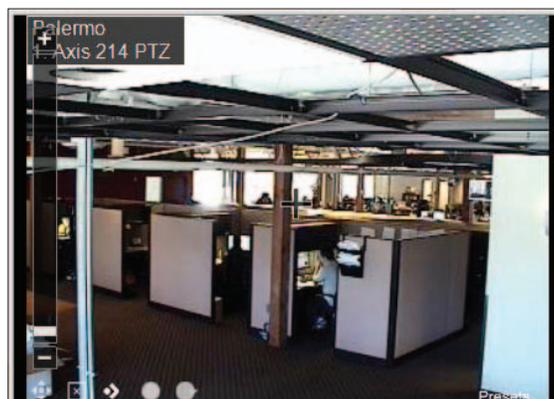
4.4 Joystick Mode

To change the camera's field of view using joystick mode:

1. Click the joystick icon in the lower left corner of the video player to select joystick mode.
2. To move the camera using joystick mode, click anywhere in the current field of view and hold down the mouse button. The crosshairs will travel in the direction of the cursor at a speed proportional to the distance between the cursor and the crosshairs.



Start



End

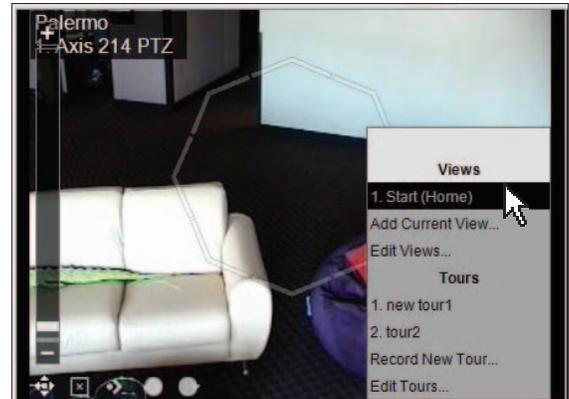
- To move slowly, click and hold closer to the crosshairs
- To move quickly, click and hold the mouse at a greater distance from the crosshairs
- To zoom in or out, use the slider bar along the left-hand side of the video player.

4.5 Preset Views

Selecting a Preset View

To move the camera to an existing preset view:

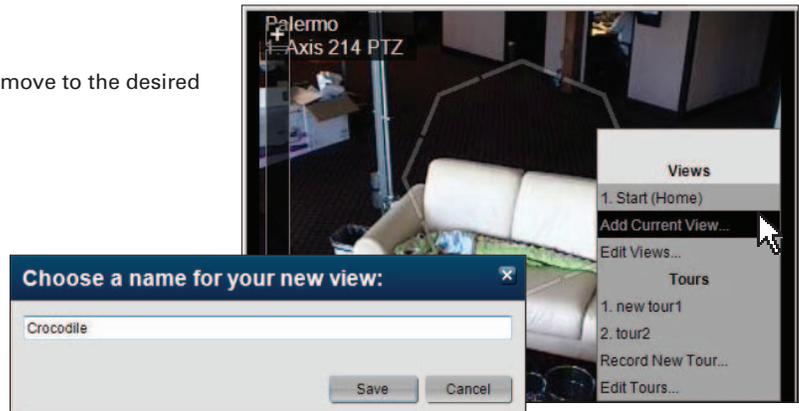
1. Click **Presets** to display the presets menu.
2. Select the preset view you wish to load.



Saving a New Preset View

To save a new preset view:

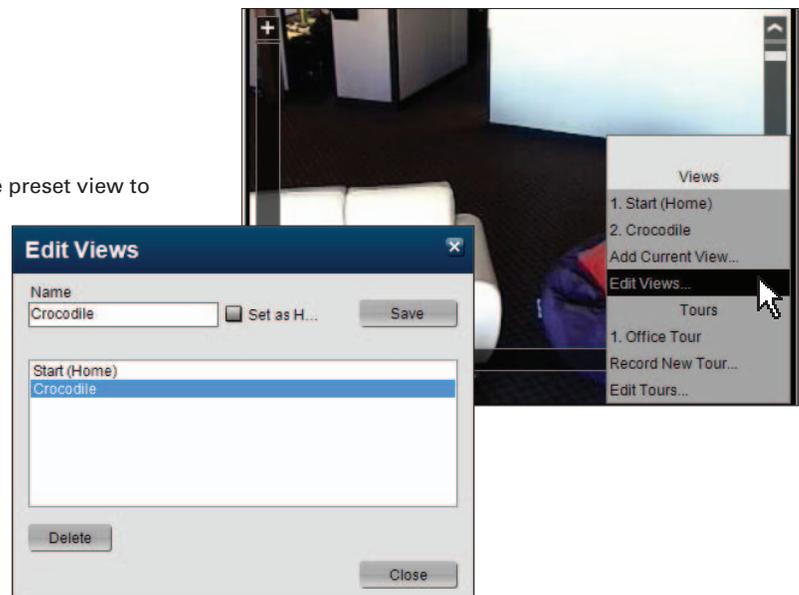
1. Use click to center, compass, or joystick mode to move to the desired camera view.
2. Click **Presets** to display the presets menu.
3. Click **Add Current View**.
4. Type the name of the new view in the pop-up dialog.
5. Click **Save** to save the new view.



Editing a Saved Preset View

To modify or delete a preset view

1. Click **Presets** to display the presets menu.
2. Click **Edit Views**.
3. In the **Edit Views** window, select the name of the preset view to modify:
 - To rename the preset view, type a new name for the view in the **Name** box, then click **Save**.
 - To set the current view as the default view for this camera, select [] **Set as Home Preset**, then click **Save**.
 - To delete the view, click **Delete**.
4. Click **Close** to return to the **Video** panel.



4.6 Tours

Viewing a Saved Tour

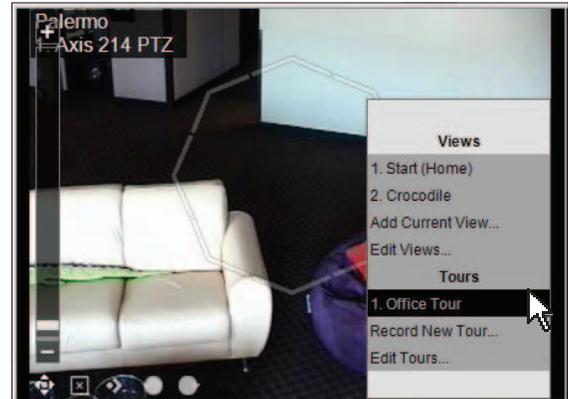
To load a PTZ tour:

1. Click **Presets** to display the presets menu.
2. Click the name of the tour you wish to view.

The tour will continuously loop until manually stopped.

To stop the tour at any time, click the **Click here to stop tour playback** text at the top of the video player.

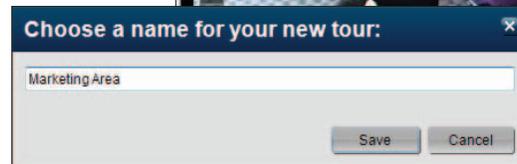
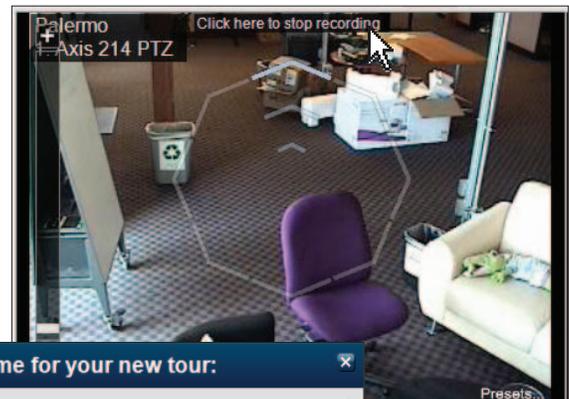
3. To resume the tour, select the tour from the presets menu.



Recording a New Tour

To save a new PTZ tour:

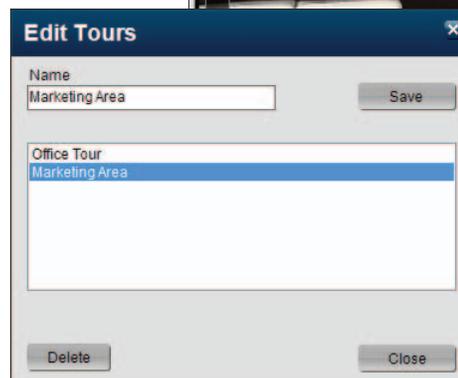
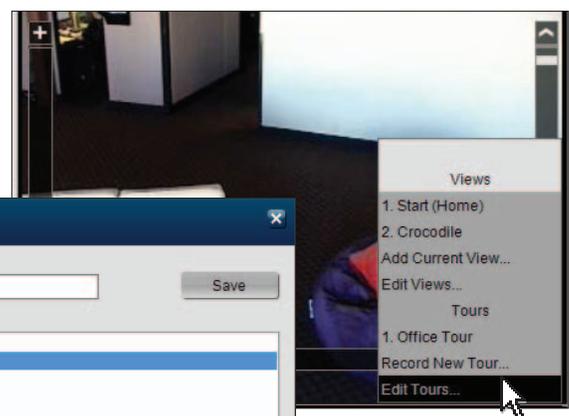
1. Click **Presets** to display the presets menu.
2. Click **Record New Tour**.
3. Record your tour using the PTZ controls to change the camera view as desired.
4. When you are finished recording the tour, click the **Click here to stop recording** text at the top of the video player.
5. Type a name for the new tour in the pop-up window.
6. Click **Save** to save the tour.



Renaming or Deleting a Tour

To modify an existing PTZ tour:

1. Click **Presets** to display the presets menu.
2. Click **Edit Tours**.
3. In the **Edit Tours** window, select the name of the tour to modify:
 - To rename, edit the name and click **Save**.
 - To delete, click **Delete**.
4. Click **Close** to return to the **Video** panel.



4.7 PTZ Camera Focus and Iris Control

Some PTZ camera models allow for increased control over focus and brightness. For these cameras, clicking the **Manual Focus Control** or **Manual Iris Control** buttons at the bottom of the video player will display a slider bar to adjust focus or the size of the iris.

Manual Focus Control

By default, auto-focus will be enabled for all PTZ cameras. To manually control focus:

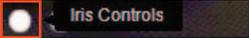
1. Click the **Focus Controls** button at the bottom of the video player.

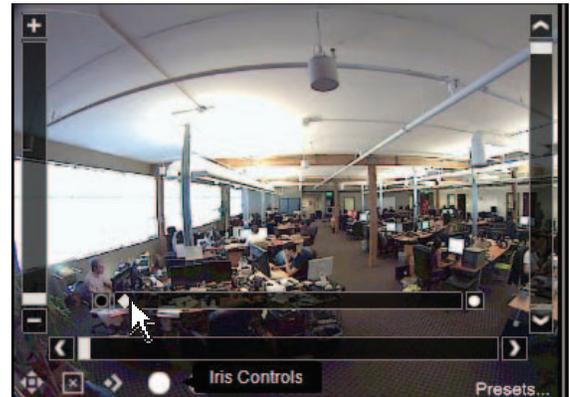
 - To focus on objects nearer than the current focal point, click **N**, or move the slider bar to the left.
 - To focus on objects past the current focal point, click **∞** or move the slider bar to the right.
2. To resume automatic focusing, click the **Focus Controls** button again.



Manual Iris Control

By default, brightness will be automatically adjusted for all PTZ cameras. To manually control brightness:

1. Click the **Iris Controls** button at the bottom of the video player.

 - Click the box with the black circle to darken the field of view, or move the slider bar to the left.
 - Click the box with the white circle to brighten the field of view, or move the slider bar to the right.
2. To resume automatically adjusting brightness, click the **Iris Controls** button again.



5. DIGITAL ZOOM

3VR OpCenter 7.0 features the ability to zoom in on a region of interest in the camera video feed. This “digital zoom” feature adds PTZ-like functionality to fixed analog and IP cameras.

5.1 Entering Zoom Mode

You can zoom in on both live and stored video. There are two ways enter zoom mode:

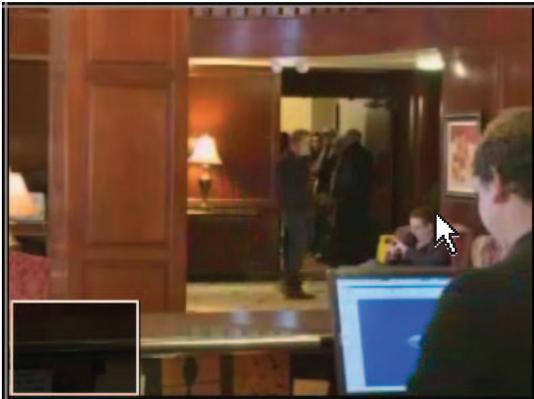


Note

While digital zoom is supported for any non-PTZ camera, cameras with resolutions greater than 1 MP will produce the best results.

Zooming with the Mouse Scroll Wheel

- Click the video player to center the zoom, then use your mouse’s scroll wheel to zoom in and out.



Start



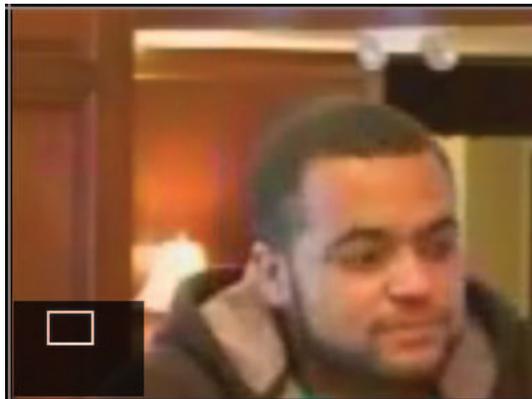
End

Zooming While Holding the Ctrl Key

- While holding the **Ctrl** key, click and drag the mouse over the video feed to draw a box over the region of interest. Release the mouse button to zoom in on the region.



Start



End

5.2 Shifting the Zoomed Region

When a video player is in zoom mode, a zoom inset will appear in the bottom-left corner of the video player. The zoom inset contains a white box representing the current zoom level.

Shift the zoomed region by clicking and dragging the white box in the zoom inset.



Start



End

You can also nudge the zoomed region up, down, left, or right using the arrow keys on your keyboard.

5.3 Exiting Zoom Mode

You can exit zoom mode in one of two ways:

- Double-click the zoomed video player.
- Press the escape key (**Esc**).

6. OPENING A SECOND VIDEO PANEL

The OpCenter **Video** panel supports a maximum of 36 video players on-screen at one time. However, you may open a second instance of the **Video** panel to display additional cameras on a secondary monitor.

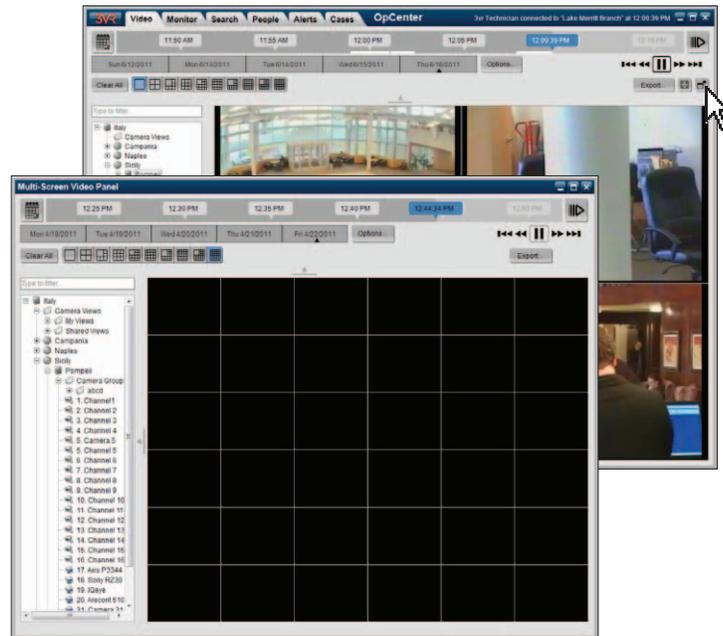
1. To open the **Multi-Screen Video Panel**, click the multi-screen button .
2. Drag the **Multi-Screen Video Panel** to the secondary monitor.
3. Select cameras for the **Multi-Screen Video Panel** according to the instructions in section 2.2.
4. Repeat steps 2-3 for any additional monitors.



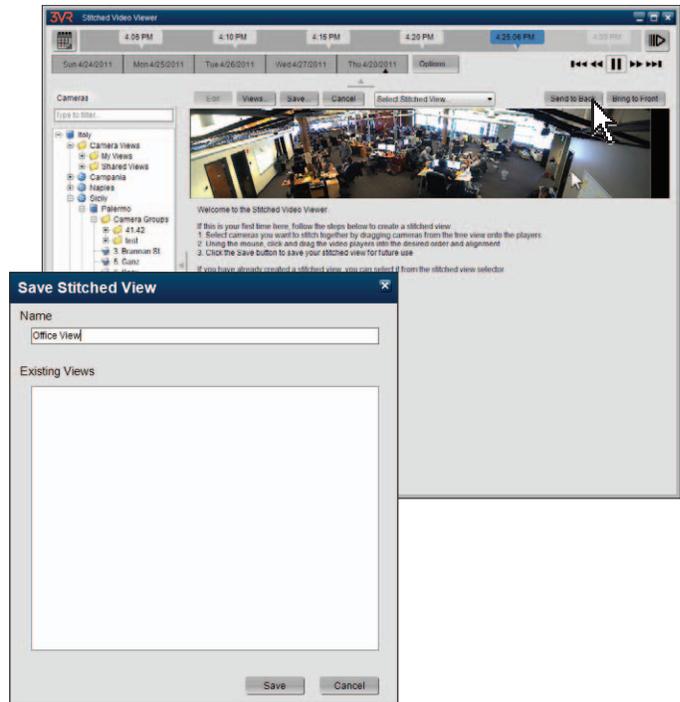
Notes

The multi-screen button will be grayed out when there are no additional monitors available for multi-screen display.

Streaming video on multiple displays increases the system resources required to run OpCenter, beyond the minimum specifications. See *Chapter 1: OpCenter Basics* for more information.

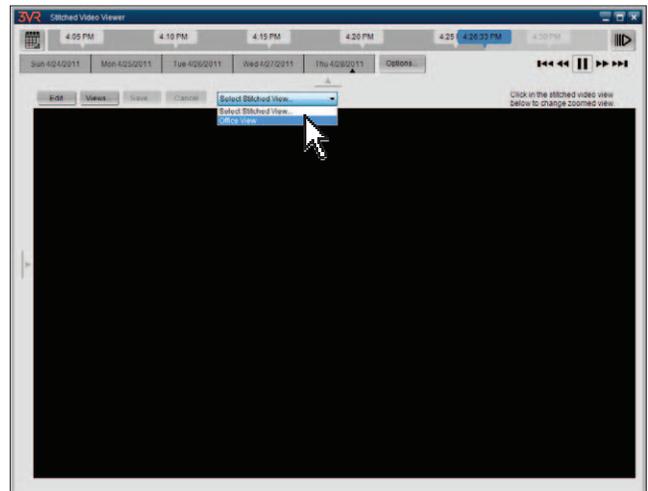


- After you are finished selecting cameras, click and drag the video players to re-position them. To change the layering of the video players, use the **Send to Back** and **Bring to Front** buttons.
- To save the stitched view, click the **Save** button.
- Enter a name for the stitched view in the **Name** text box, then click **Save**.

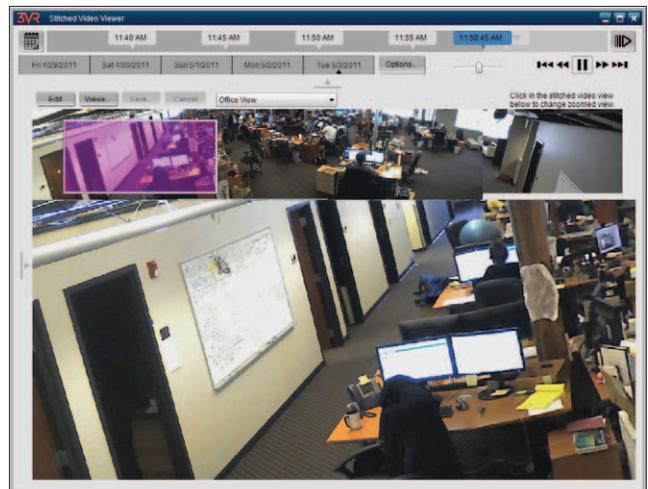


7.2 Loading a Saved Stitched View

- In the **Stitched Video Viewer**, click the **Select Stitched View** drop-down menu.
- Select one of the saved stitched views to load it.



- To zoom in on a stitched view, click the video feed. A purple zoom box will appear. Move the zoom box to the region of interest to zoom.



8. EXPORTING VIDEO AND IMAGES FROM THE VIDEO PANEL

8.1 Exporting Video

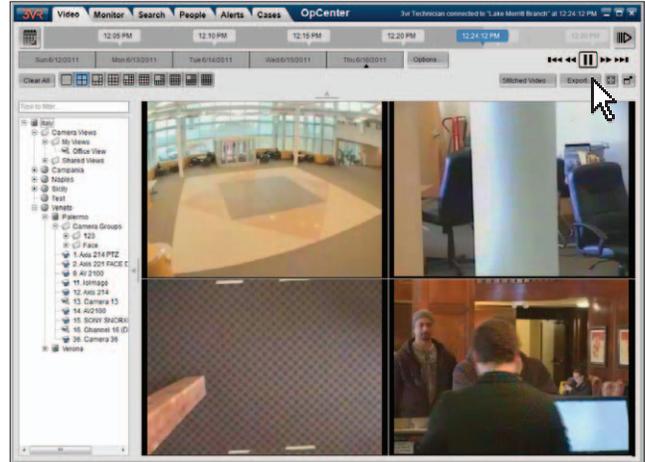


Note

If continuous recording is not enabled on a camera, only video associated with events will be available for export.

Use the following steps to export video from the **Video** panel:

1. Click **Export**.



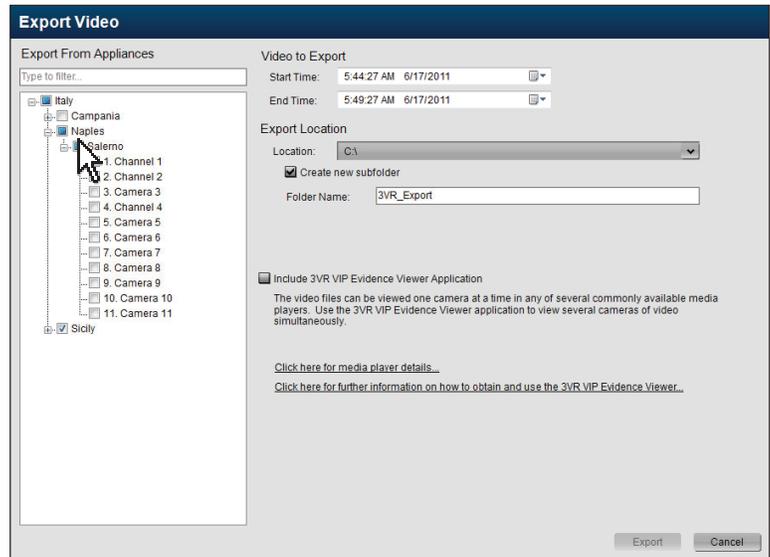
2. Select the cameras to export by clicking the check box beside each camera name in the camera tree.

- When connected to a single VIP appliance, the camera tree will display the list of cameras on the system.
- When connected to a VIP Enterprise, the camera tree will show cameras from all systems on the Enterprise, organized first by region and then by appliance.



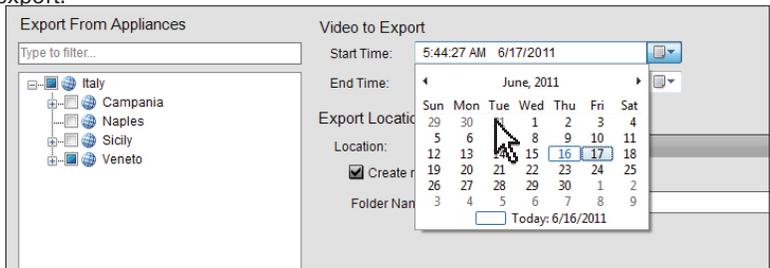
Note

The cameras that were streaming in the **Video** panel will be pre-selected in the camera tree.



3. Specify the **Start Time** and **End Time** for the video export.

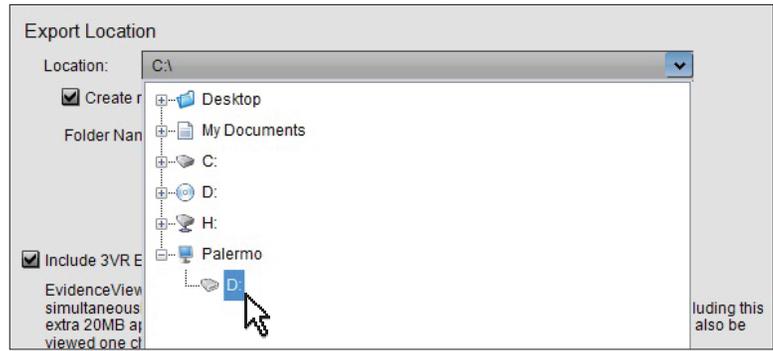
- To change the date, click the calendar icon to display the calendar picker. Click the date for export.
- To change the time, click the hours, minutes, seconds, or AM/PM and type new values (or press the up and down arrow keys on your keyboard).



- Select the location where you wish to save the exported video from the **Location** drop-down menu.

If the cameras you are exporting are on a 3VR VIP Appliance with a local drive connected, the drive letter(s) will be listed below the appliance name in the **Location** drop-down list.

- To create a new folder in the directory, select **[Create new folder]** and type the new folder name.



- To include 3VR Evidence Viewer, select **[Include 3VR Evidence Viewer Application]**. Including Evidence Viewer will allow the recipient of the video to play back cameras simultaneously, but the file size of the export will increase by approximately 20 MB.

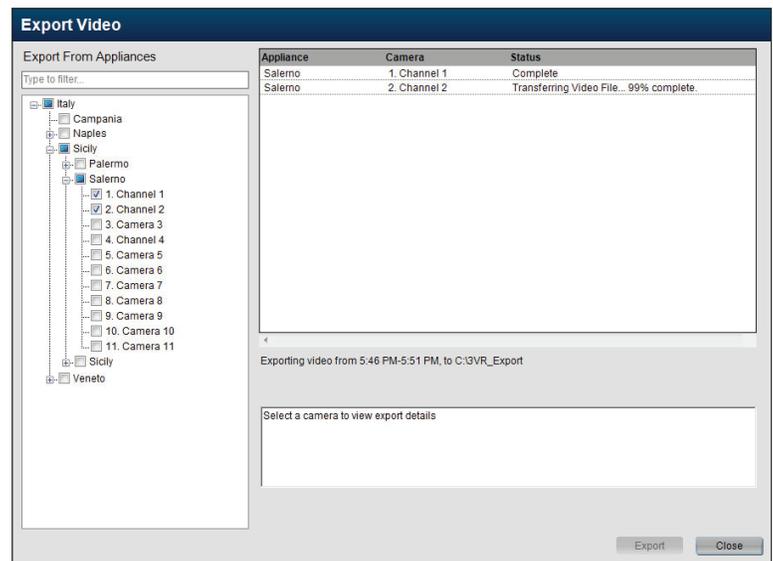


Details

See *Chapter 9: Exported Evidence* for more information about viewing exported video.

- Click **Export** to export all available video from the selected cameras over the specified time range.

- While the export is underway, the progress of the export will be displayed in the **Status** column.
- If there is a problem exporting video from any of the selected cameras, the **Status** column will display an error. Select the camera to view more information about the error.



- When exporting is complete on all cameras, click **Close** to return to the **Video** panel.



Important

Exported video files are large. For cameras using the default resolution, frame rate and quality settings*, for each camera included in the export, each minute of video will be about 1 MB.

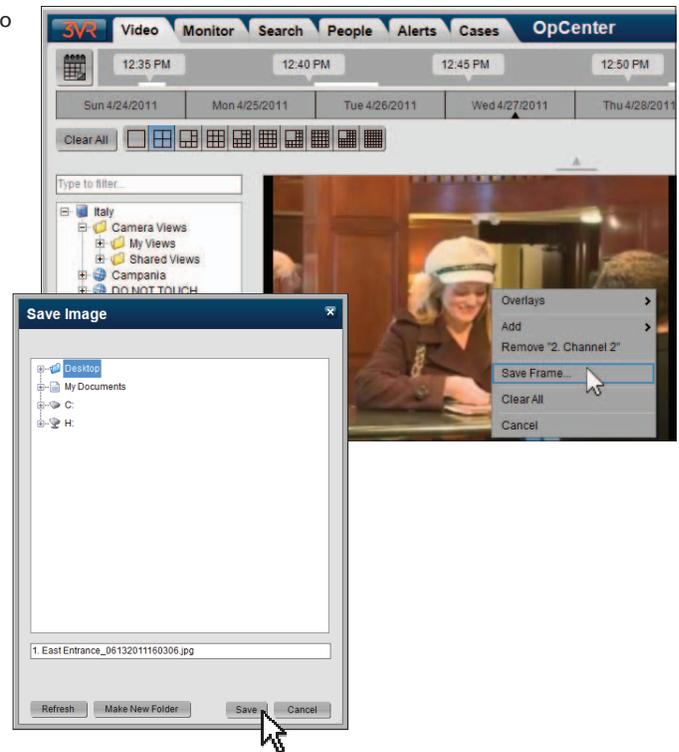
For example, if you are exporting 15 minutes of video from 16 cameras, the folder containing exported video will be around 250 MB in size if video is recorded at the default settings. If the frame rate is increased to 10 fps, or if the video resolution is increased to 2-CIF, the folder containing the exported video will be 500 MB.

* Default analog camera settings: Resolution = CIF, Frame Rate = 5 fps, Quality = Medium

8.2 Saving a Single Frame as an Image

Use the following steps to save a single frame from stored video to your computer or an external drive as an image:

1. Click the pause button to pause playback on the frame of interest.
2. Right-click the paused video player and select **Save Image**.
3. Select the directory or drive where you wish to save the image file.
4. Edit the file name if desired.
5. Click **Save** to save the image.



CHAPTER 3

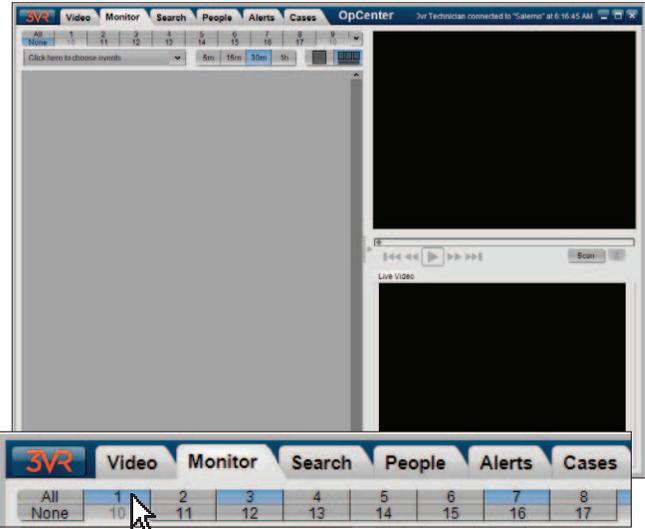
Monitor Panel

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1. GETTING STARTED WITH THE MONITOR PANEL

The OpCenter **Monitor** panel allows you to view events as they happen. You can specify which cameras to view, and what types of events are displayed.

1. Click the **Monitor** tab to go to the **Monitor** panel.

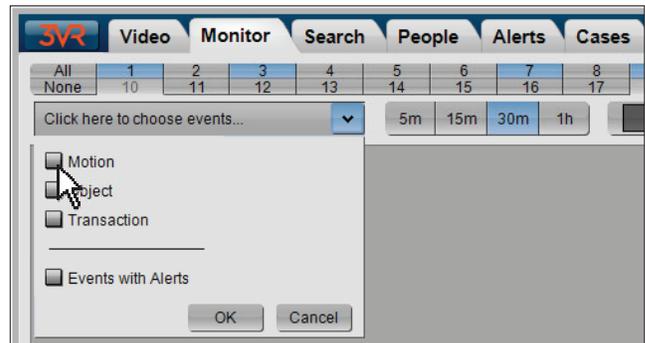


2. The camera selector (located at the top of the **Monitor** panel) allows you to filter events by camera or a set of cameras. Click **All** to view events from all cameras, or select cameras individually by clicking the camera number.

3. The first time OpCenter is launched on a PC, the **Monitor** panel will be blank, as no cameras or event types have been selected.

Click the arrow below the camera selector to open the event type drop-down menu. Check the box beside an event type to display events of that type. You must select at least one event type.

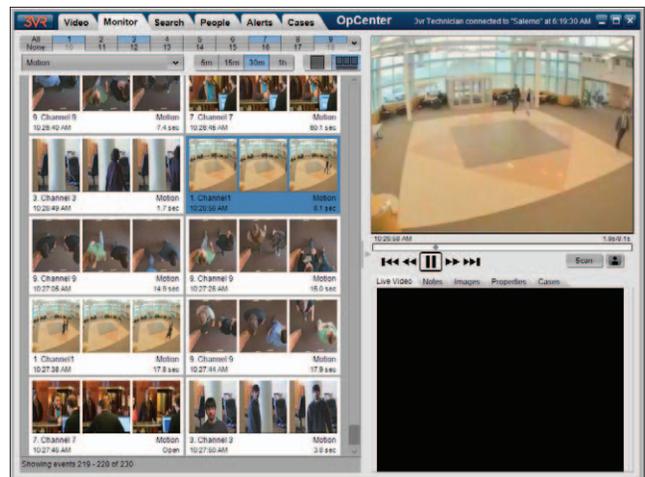
Select **Events with Alerts** to display only events that have triggered an alert.



Notes

- 1) Only event types applicable for the selected cameras will appear in the event type menu.
- 2) See *Chapter 5: Alerts Panel* for more information about alerts.

3. Click **OK**.
4. The **Monitor** panel will update to display event cards matching the specified criteria.
5. To view an event, click the event card. The event card will turn blue, indicating it is currently selected.



2. VIEWING EVENTS

2.1 Event Card Types

Each event captured by the 3VR system is represented in OpCenter by an event card. Event cards are labeled with the type of event, date and time the event card was created, and other information about the event.

3VR's open and rapidly expanding platform permits an unlimited number of possible event types, as events can be generated by integration with external systems (e.g. transaction, access control, POS, etc.) and analytics plug-ins in addition to basic video recording. However, the following event types are available by default on all 3VR VIP Appliances:

Motion Event Cards

Motion events are created when the system detects movement in a camera's field of view. All motion event cards contain the following elements in storyboard view:

- Images:** each motion event card displays up to three still frames from the event:
- Camera number and name:** the number and name of the camera that captured the motion event.
- Event start time:** the time that motion was first detected by the camera.
- Event duration:** the length of time continuous motion was detected.



Face Event Cards*

A face event card is generated when the system finds a face on a camera with face recognition enabled. All face event cards contain the following elements in storyboard view:

- Face image:** the best image of the individual's face.
- Camera:** the number and name of the camera that captured the face event.
- Event time:** the time the face was detected.



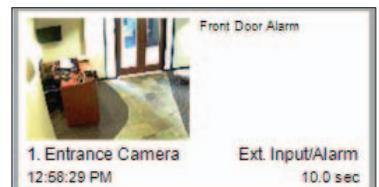
Note

Face events will not appear unless facial surveillance has been enabled and configured on one or more cameras.

External Input/Alarm Event Cards

Alarm events are generated when OpCenter receives an alarm input signal from a digital I/O device connected to the appliance. All alarm event cards contain the following elements in storyboard view:

- Event image:** a single image from the camera associated with the alarm.
- Camera:** the number and name of the camera that captured the alarm event.
- Event time:** the time the alarm event was triggered.
- Alarm name:** the name of the alarm.

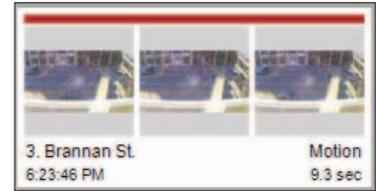


Reference

See the *3VR VIP Appliance Installation and Configuration Guide* for information on external alarm configuration.

Alert Event Cards

Alert events are events of any type that meet user-defined criteria for an alert, such as a targeted face or motion occurring during a certain time of day. Event cards for events that have triggered an alert will display a stripe at the top with the color of the alert.



Reference

See *Chapter 5: Alerts Panel* for more information about alerts.

Note Event Cards

Note events are events of any type to which a user has attached a note. Event cards for note events will be marked with the note label.



Reference

See *Chapter 8: Notes* for more information about notes and note labels.

2.2 Event Video

To view the video clip and other details of an event, click the event card.



More

Double-click the event card to play back the event video at full resolution in a separate window. See section 5 for details.



Note

You can disable automatic playback of event video from the **Video** page of the OpCenter **Preferences** dialog (click the **3VR** button > **Edit Preferences**).

Use the video playback controls below the timeline to control the playback of stored video in the following ways:



Pause: Pauses video playback.



Play: Restarts video playback.



Fast-forward: Fast-forwards through video. Clicking the fast-forward button multiple times increases the fast-forward speed (.5x, 2x, 4x, 8x, or 16x).



Rewind: Rewinds through video. Clicking the rewind button multiple times increases the rewind speed (.5x, 1x, 2x, 4x, 8x, or 16x).



Forward 15 minutes: Jumps playback 15 minutes forward on the timeline. If the current video time is less than 15 minutes behind real time, clicking this button will cause the Video panel to switch to live video.



Back 15 minutes: Jumps playback 15 minutes back on the timeline.



Frame forward: When video is paused, clicking this button skips ahead to the next frame.

2.3 Event Details

When an event card is selected, details about the event may be viewed in the event editor, located below the video player.

Click the tabs in the event editor to view or edit the following properties:

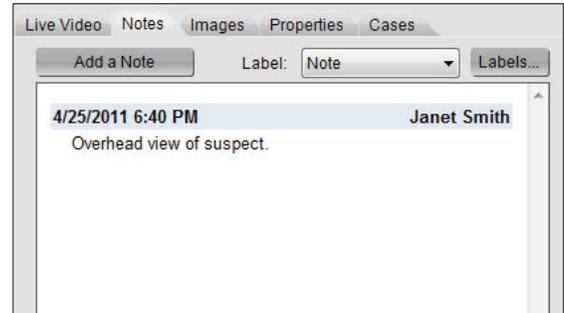
- **Notes**

Click the **Notes** tab of the event editor to view the notes that have been added to an event, or to add a new note.



Reference

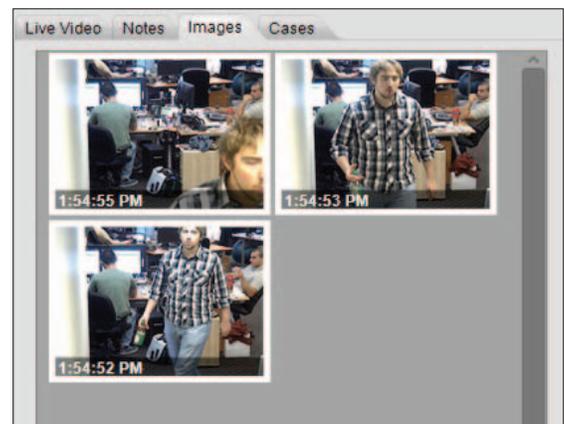
See *Chapter 8: Notes* for more information about viewing and editing notes.



- **Images**

For a face event, the best images of the person's face will automatically be saved in the **Images** tab of the event editor.

Frames may be saved manually to the **Images** tab from other event types using the **Save Frame** button (see section 7.2 of this chapter).



- **Person**

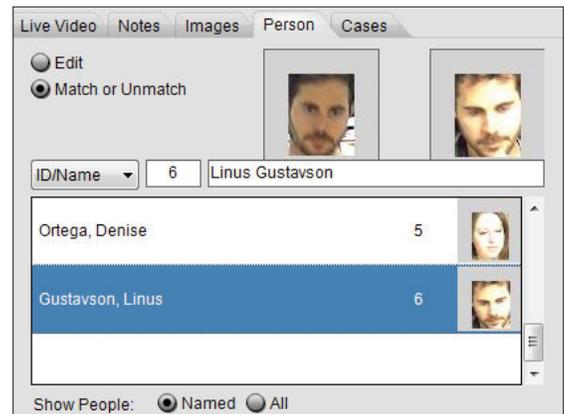
If a face event has been matched to a person in the 3VR system, the person's details will be displayed in the **Person** tab of the event editor.

You may also create a new person from a face event from the **Person** tab.



Reference

See *Chapter 7: People Panel* for more information about creating people from face events.



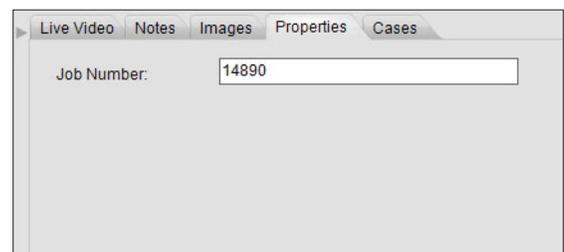
- **Properties**

Custom fields may be viewed or edited from the **Properties** tab of the event editor.



Reference

See the document *Managing Custom Fields* to learn more about creating and editing custom fields.

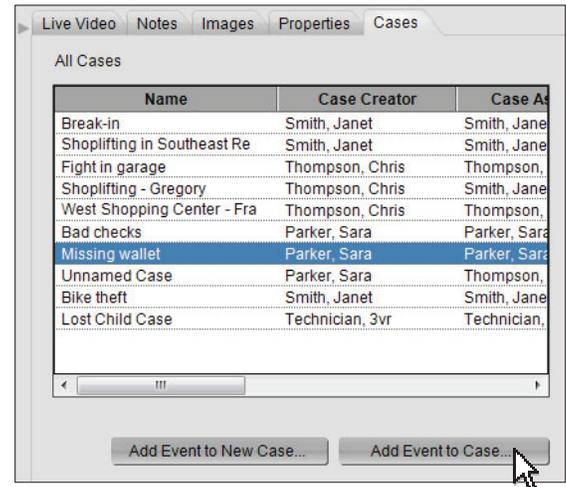


- **Cases**

Add a selected event to a case from the **Cases** tab of the event editor.

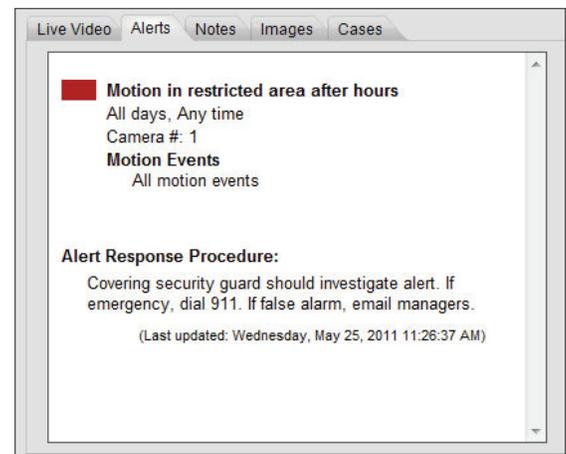
You can add the event to an existing case, or create a new case with the current event card added as the first piece of evidence.

 **Reference**
See *Chapter 6: Cases Panel* for more information about cases.



- **Alerts**

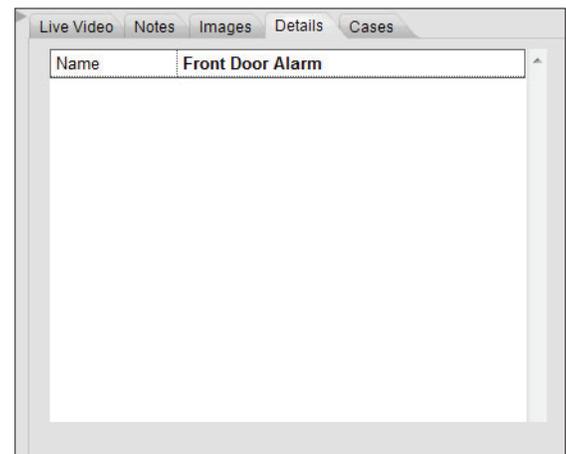
Events that trigger an alert will show details about the alert in the **Alerts** tab of the event editor.



- **Details**

Certain event types have automatically generated data that will appear in the **Details** tab of the event editor.

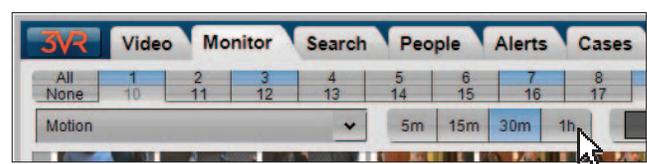
For example, alarm events show the name of the alarm.



3. CUSTOMIZING THE MONITOR PANEL

3.1 Changing the Time Interval

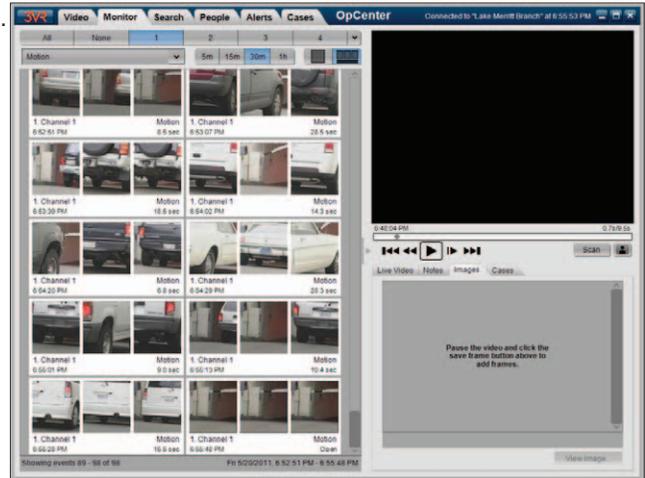
Use the time interval buttons at the top of the **Monitor** panel to specify the recent time frame to scan for events. You can view events that were generated within the last 5 minutes, 15 minutes, last 30 minutes, or 1 hour.



3.2 Changing the Appearance of Event Cards and Event Images

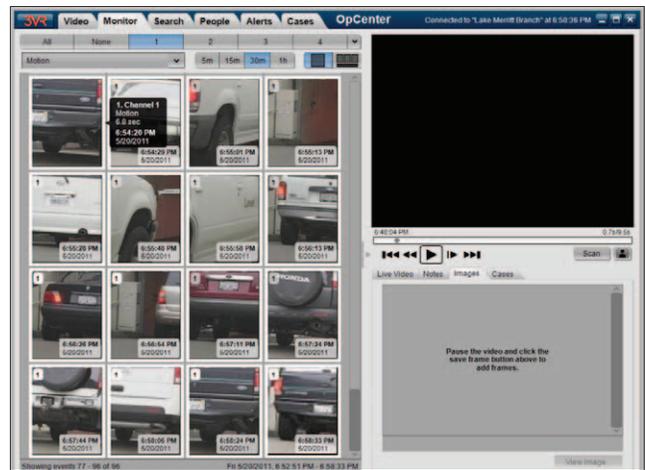
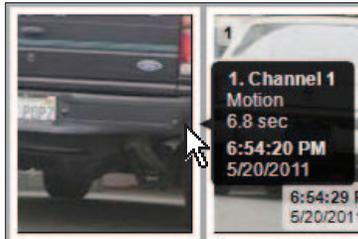
The event card format buttons allow you to customize the style and size of event cards. There are two event card styles, **Storyboard View** and **Snapshot View**.

Storyboard View  displays event cards with full details.



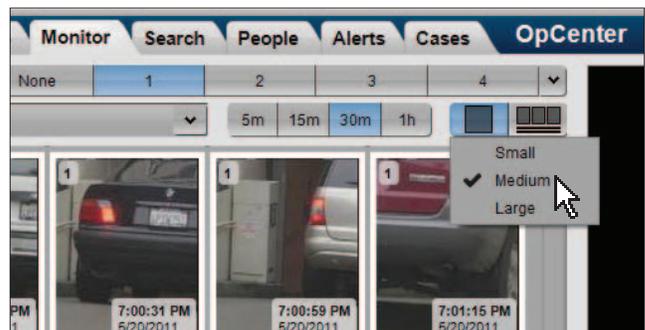
Snapshot View  displays a single thumbnail image from the event.

When you are viewing event cards in Snapshot View, move the mouse over the event card to view the event details in an overlay.



To change the appearance of event cards:

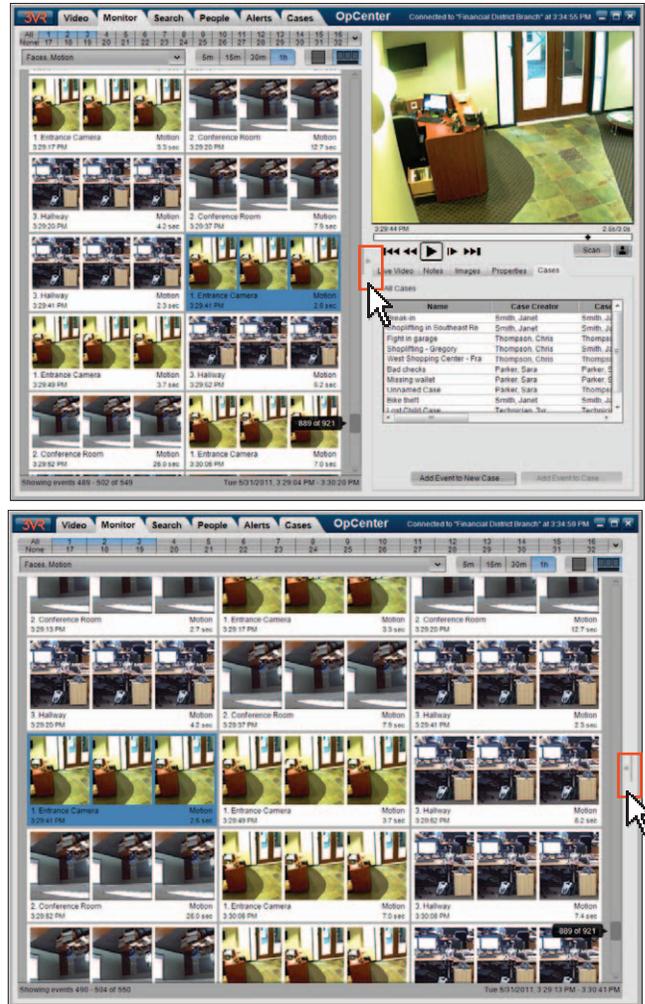
1. Click the icon for the event card style.
2. Select a size for the event cards (**Small**, **Medium**, or **Large**).



3.3 Showing or Hiding the Event Editor and Video Player

Both the video player and event editor may be hidden from view.

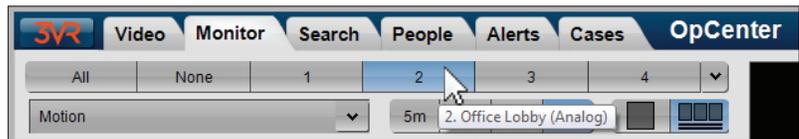
- Click the right-facing arrow on the left side of the event editor to hide the event editor and video player.
- To re-display the event editor and video player, click the arrow again.



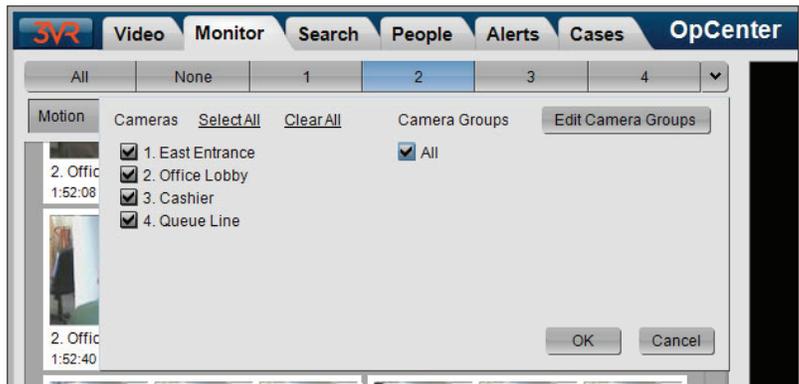
4. USING THE CAMERA SELECTOR

4.1 Viewing Camera Names

To view a camera's name, move the mouse over the camera number without clicking. The camera name, number, and driver will be displayed as a tooltip.



To view all camera names and numbers at one time, click the drop-down arrow to the right of the camera selector. A menu will be displayed with all cameras and camera groups on the appliance.

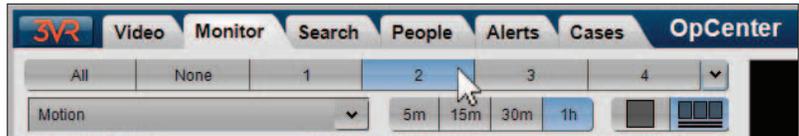


4.2 Selecting Cameras Individually

OpCenter has two camera selection modes for selecting cameras individually, standard mode and toggle mode.

Standard Mode

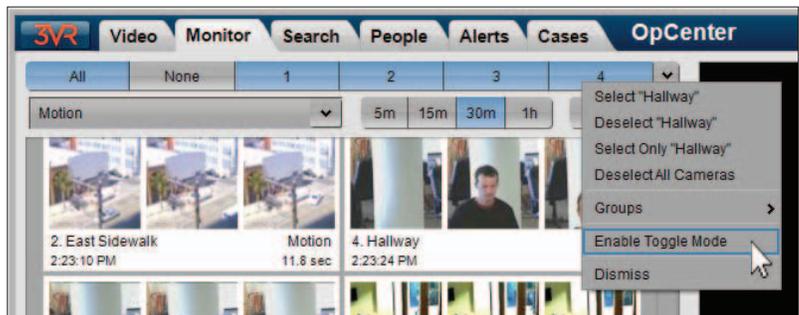
In standard mode, clicking a camera number will add it to the selected cameras without removing your previous selection.



- Standard mode is the default camera selection mode in OpCenter. To return to standard mode from toggle mode, right-click anywhere in the camera selector and select **Disable Toggle Mode**.
- To select cameras in standard mode, click the camera number. The camera number will be highlighted in blue, indicating it is currently selected.
- To deselect a selected camera in standard mode, click the camera number again.

Toggle Mode

Toggle mode allows you to easily toggle between cameras. When a new camera number is clicked, the previous camera will be deselected.



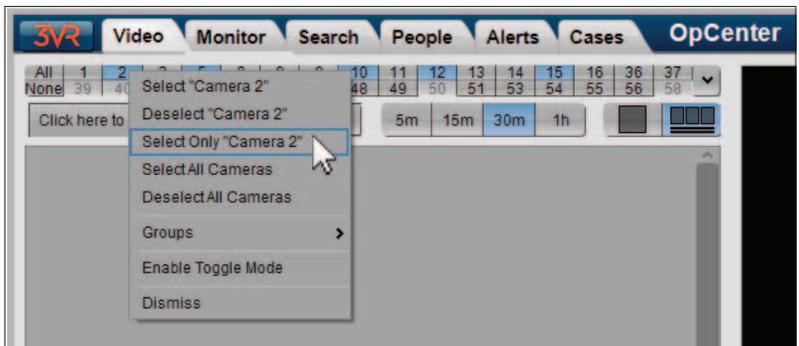
- To switch to toggle mode from standard mode, right-click anywhere in the camera selector and choose **Enable Toggle Mode** from the resulting menu.
- To select a cameras in toggle mode, click the camera number. The selected camera numbers will be highlighted in blue.
- To deselect a camera in toggle mode, click a different camera number.

4.3 Selecting Multiple Cameras and Camera Groups

In both toggle and standard mode, you may select or deselect all cameras at once by clicking the **All** or **None** buttons to the left of the camera selector.

Another way to select multiple cameras is to right-click in the camera selector and choose a new camera arrangement option from the drop-down menu:

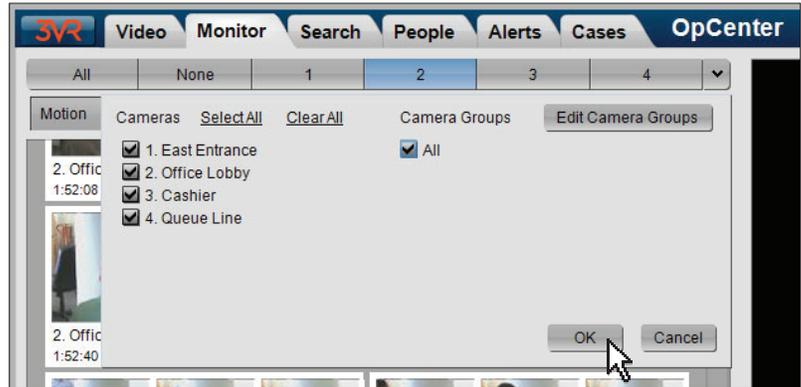
- Deselect the current camera
- Select only the current camera
- Select all cameras
- Deselect all cameras
- Select one of the camera groups configured on the appliance



To view all of the cameras and camera groups on the appliance, click the drop-down arrow next to the camera selector to display the camera selection menu.

- Select all cameras with **Select All**.
- Deselect all cameras by clicking **Clear All**.
- Select or deselect cameras or camera groups individually by clicking the check box next to each camera or group name.

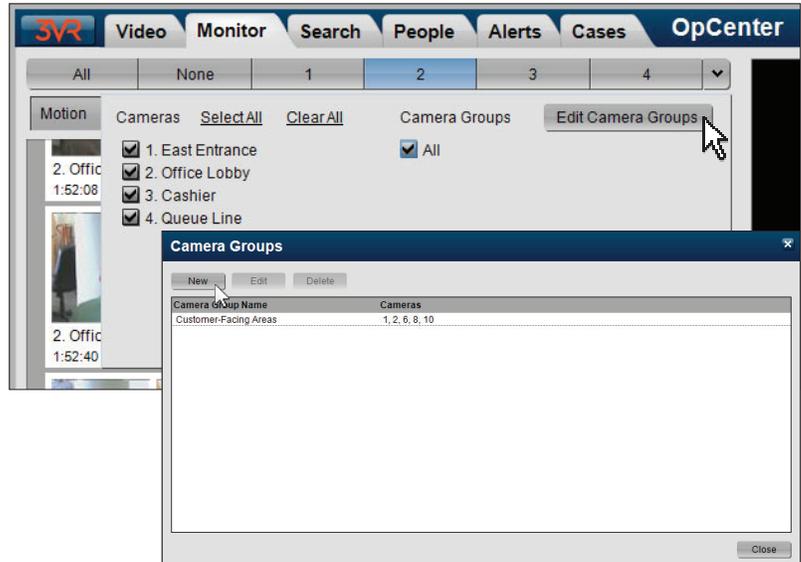
When you have finished selecting cameras, click **OK**.



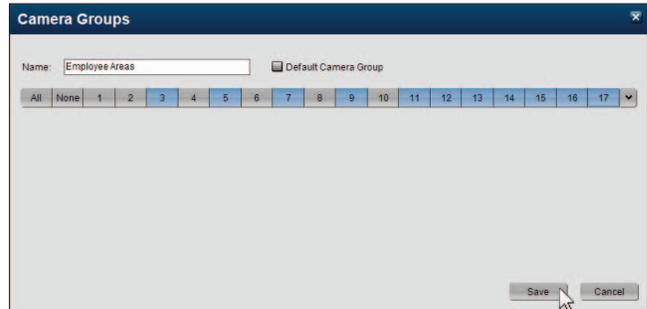
4.4 Creating a Camera Group

Use the following steps to create a new camera group:

1. Click the drop-down arrow to the right of the camera selector to display the camera selection menu.
2. Click **Edit Camera Groups**.
3. To create a new camera group, click **New**.



4. Type a name for the new camera group.
5. Select the camera numbers of the cameras to include in the camera group.
6. If this camera group should be the default camera group in OpCenter, select [] **Default Camera Group**.
7. Click **Save** to save the camera group.



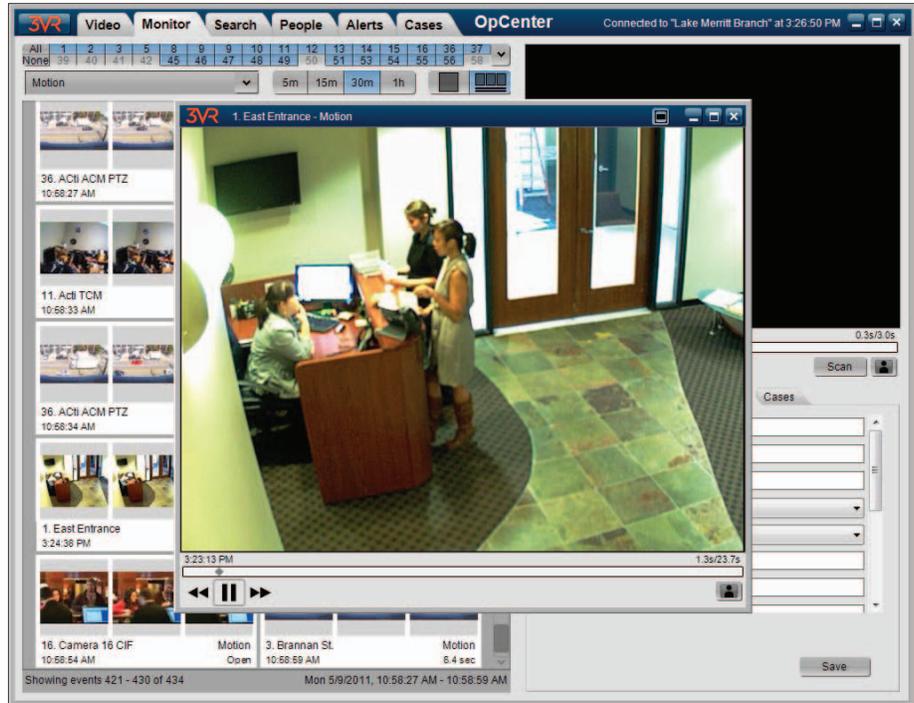
4.5 Editing or Deleting a Camera Group

1. Click the drop-down arrow to the right of the camera selector to display the camera selection menu.
2. Click **Edit Camera Groups**.
3. To modify or delete a camera group, select the group name from the list.
 - To edit the camera group, click **Edit**. Modify the **Name** field or which cameras are included in the group, then click **Save**.
 - To delete the camera group, click **Delete**. In the resulting dialog box, click **Delete** again to confirm that the group should be removed.
4. Click **Close** to close the camera selection menu.

5. VIEWING EVENT VIDEO IN THE POP-UP VIDEO PLAYER

You can view video from an event in greater detail in the Pop-up Video Player.

- When an event card is selected, the Pop-up Video Player may be opened in one of the following ways:
 - Double-click the event card or the event video player.
 - Right-click the event card or video player and select **Play in Separate Window**.
- The video clip will open in the Pop-up Video Player.
 - Use the controls at the bottom of the video player to pause, rewind, or fast-forward the video as desired.
 - Click and drag the sides of the window to resize the video player.
 - Click the native resolution button  to change the size of the player to match the native resolution of the camera.
- When you are finished viewing the video clip:
 - Double-click a different event card to play back its video in the Pop-up Video Player, or
 - Click the **X** in the corner to close the Pop-up Video Player and return to the **Monitor** panel.



More

You can zoom in on the video feed in both the event video player and Pop-up Video Player. See *Chapter 2: Video Panel* for more information.

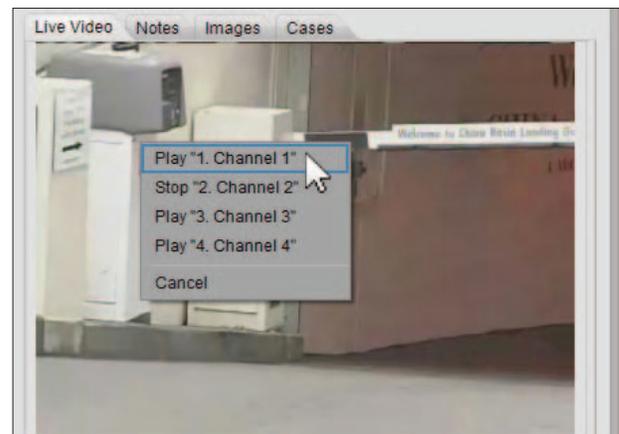
6. VIEWING LIVE VIDEO IN THE MONITOR PANEL

The **Live Video** tab of the event editor contains a single live video player, allowing you to keep an eye on one important camera while viewing event cards from a number of cameras.

There are two ways to begin streaming live video in the event editor:

- Select an event card, then click the **Live Video** tab in the event editor.

This will show the live video feed from the camera that captured the selected event.
- When no event card is selected, or to change cameras, right-click the video player and select a different camera from the list.

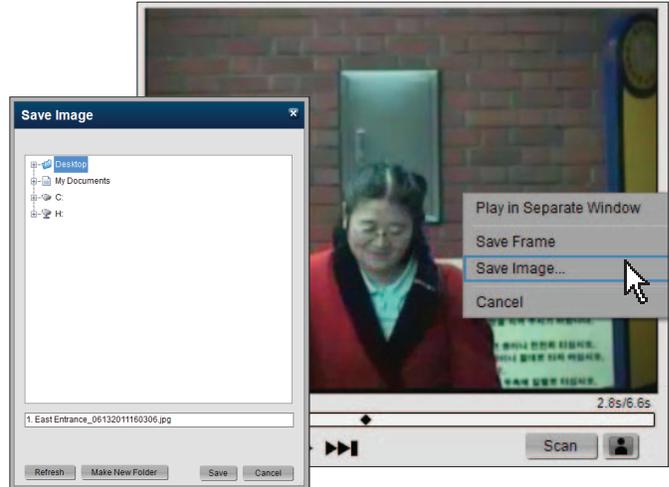


7. EXPORTING IMAGES

7.1 Image Quick Save

To quickly save a frame from an event as a JPG image:

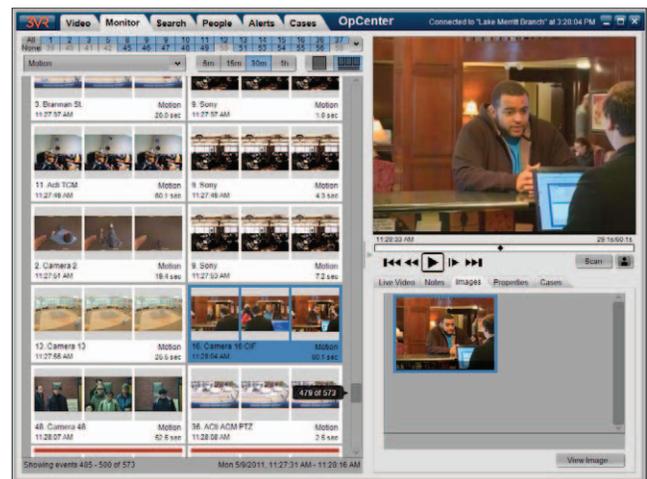
- When event video is paused, right-click the video player and select **Save Image**.
- Choose a destination for the image file, then click the **Save** button.



7.2 Saving Images to an Event Card

Use the following steps to save a single frame from an event video clip. The image will be stored with the event and can be viewed from the **Images** tab of the event editor.

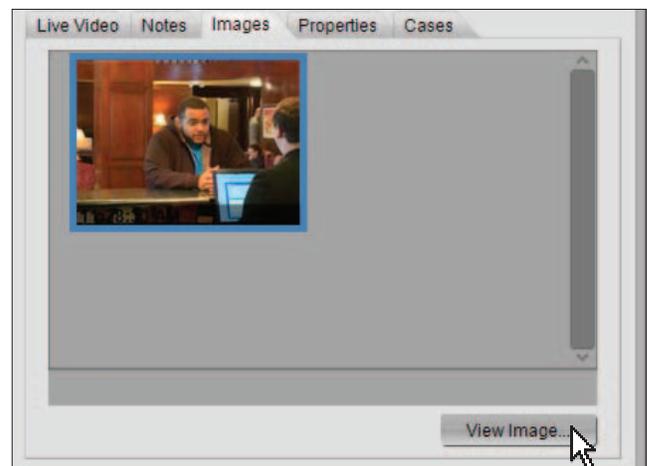
1. Select an event card. The associated video clip will begin to play back in the video player.
2. Click the pause button to pause playback.
3. Click the frame forward button until the video player is paused on the frame you wish to save.
4. When the video is paused, click the **Save Frame** button (represented by a picture icon) to save the frame as an image.
5. To view all images that have been saved from an event, click the **Images** tab of the event editor.
6. Double-click a thumbnail (or select the thumbnail and click the **View Image** button) to open a larger version of the image in the **Image Details** window.



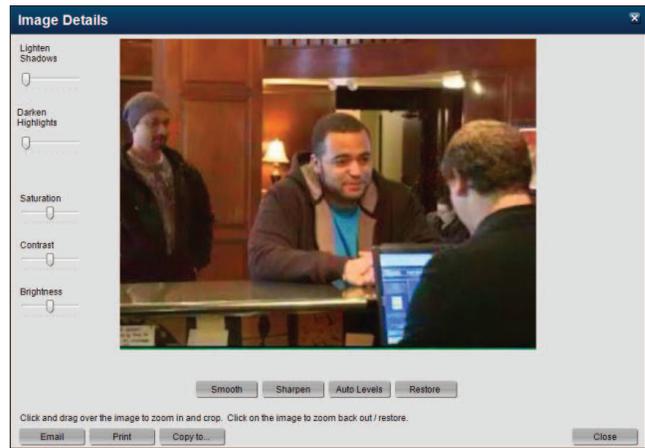
7.3 Enhancing Images

After you have saved a frame from an event as an image, you can edit the image prior to exporting using OpCenter's built-in image editing controls. Image editing is performed in the **Image Details** window.

1. Click an event card with associated images.
2. Click the **Images** tab of the event editor.
3. Double-click the thumbnail of the image you wish to edit (or select the thumbnail and click the **View Image** button).
4. In the **Image Details** window, adjust the image as necessary using the following controls:



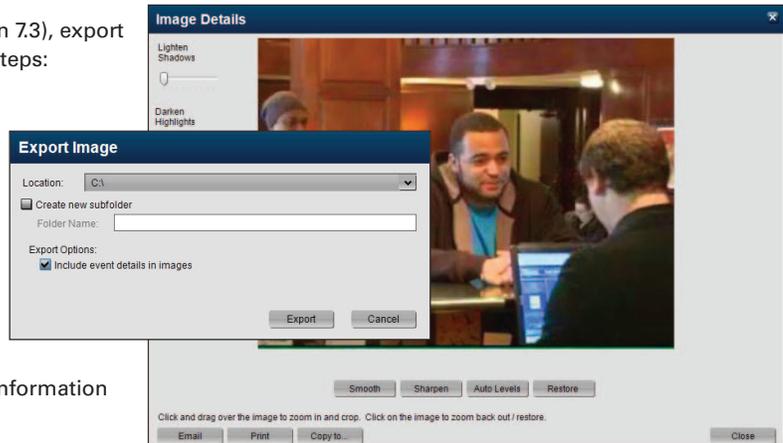
- Click the **Auto Levels** button to auto-adjust the image brightness, contrast, and tonal range.
- Use the sliders below the following properties to adjust the image quality manually:
 - **Lighten Shadows**
 - **Darken Highlights**
 - **Saturation**
 - **Contrast**
 - **Brightness**
- If the image is too grainy, click the **Smooth** button one or more times.
- If the image lacks detail, you can add edges with the **Sharpen** button.



7.4 Exporting Images

After adjusting the image quality as desired (see section 7.3), export the image from the **Image Details** window with these steps:

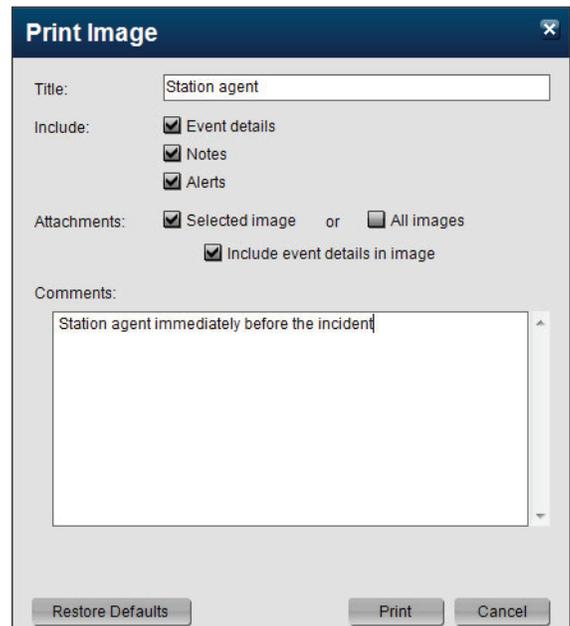
- Click the **Copy to** button.
- In the **Export Image** dialog, click the drop-down arrow next to **Location**.
- Select the directory or drive where you wish to save the image. To create a new subfolder, select **[] Create new subfolder** and type a new folder name.
- Select **[] Include event details in images** to print information about the event as a caption on each image.
- Click **Export**.
- When the export completes, click **Close**.



7.5 Printing Images

You can print images directly from OpCenter from the **Image Details** window:

- Click the **Print** button.
- Type a title for the printout in the **Title** box.
- Select **[] Event details** to include the event type, starting date and time, ending date and time, and camera name with the image printout. Select **Notes** or **Alerts** to print any notes or alerts associated with the event.
- Choose which images to include on the printout: Only the **Selected image** or **All images from the event**.



5. Select [**I**] **Include event details in images** to print information about the event as a caption on each image.
6. Enter any additional comments you wish to include on the printout.
7. Click **Print**.

7.6 Emailing Images

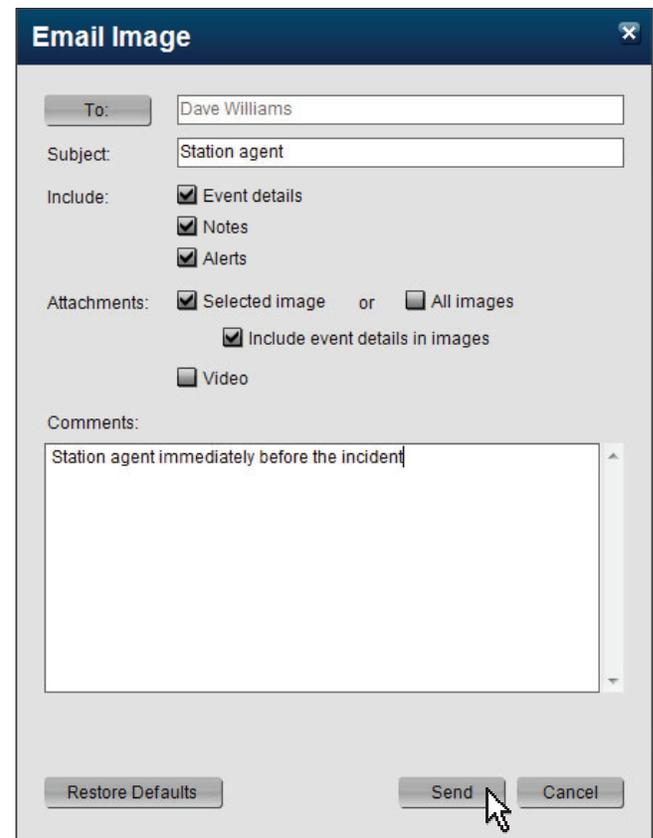
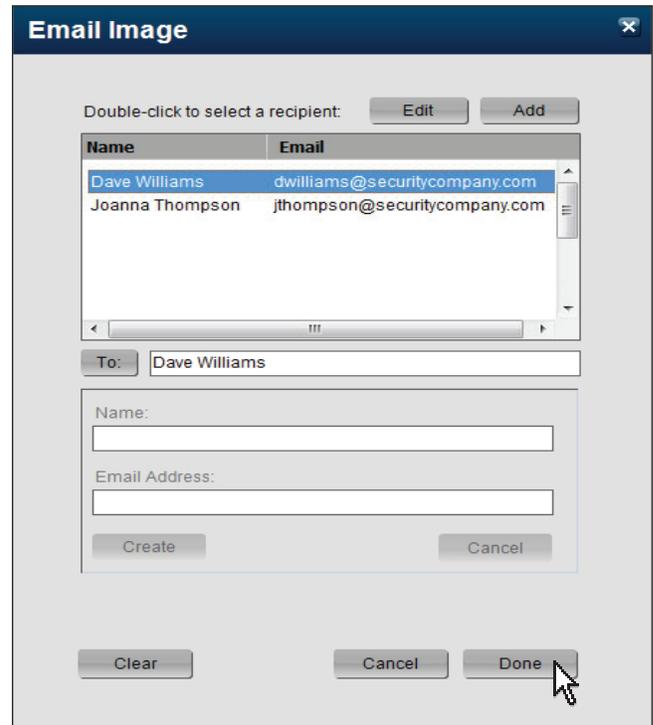


Note

The 3VR appliance must be configured with email server information in order to send outgoing messages.

You can email images directly from OpCenter from the **Image Details** window.

1. Click **Email**.
2. In the **Email Image** dialog, click the **To** button.
3. Specify the recipient(s) for the email in one of the following ways:
 - If the mail recipient is already listed in the address book, double-click the recipient to add them to the list of recipients.
 - If the mail recipient is not listed, click **Add** to add a new recipient to the address book. Type the recipient's name and email address, then click **Create**.
 - To send an image to a one-time recipient, simply type the email address in the **To** box.
4. Click **Done** to return to the **Email Image** dialog.
5. Type the subject line for the email in the **Subject** text box.
6. Select the information you want to send along with the image:
 - [**E**] **Event details**
 - [**N**] **Notes**
 - [**A**] **Alerts**
7. Choose which images to email: Only the [**S**] **Selected image** or [**A**] **All images** that have been saved to the event.
8. Select [**I**] **Include event details in images** to print information about the event as a caption on each image.
9. Select [**V**] **Video** to attach video from the event to the email.
10. Type any additional text to be sent in the body of the email in the **Comments** box.
11. Click **Send**.

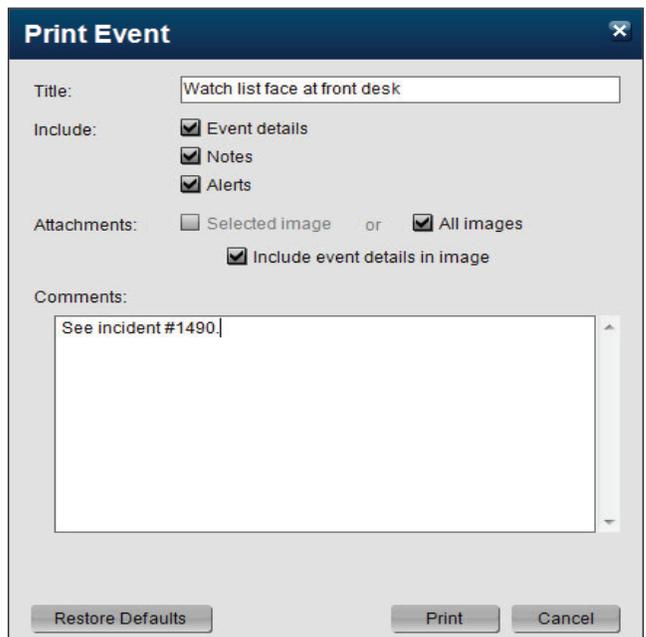
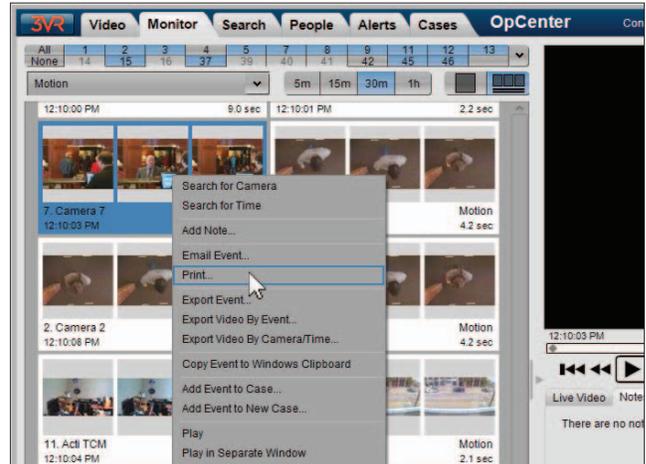


8. EXPORTING EVENTS

8.1 Printing Events

Use the following steps to print a summary of an event of interest:

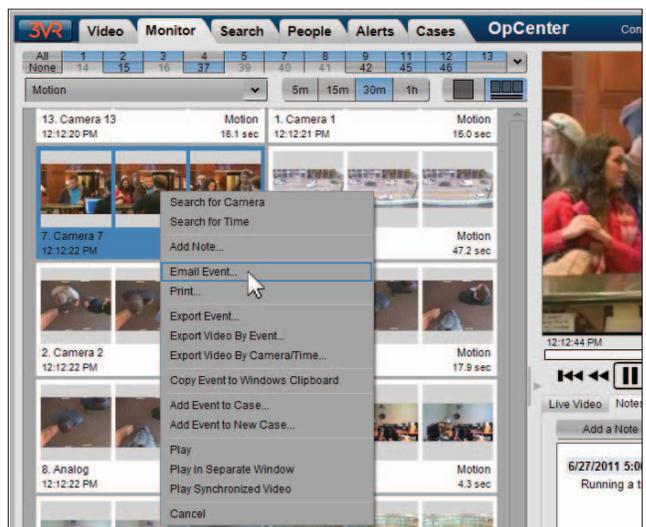
1. Right-click the event card and select **Print**.
2. Enter a title for the printout.
3. Select **Event details** to include the event type, starting date and time, ending date and time, and camera name with the event printout. Select **Notes** or **Alerts** to print any notes or alerts associated with the event.
4. Select **Include event details in images** to print information about the event as a caption on each image.
5. Enter any additional comments you wish to include on the printout.
6. Click **Print**.



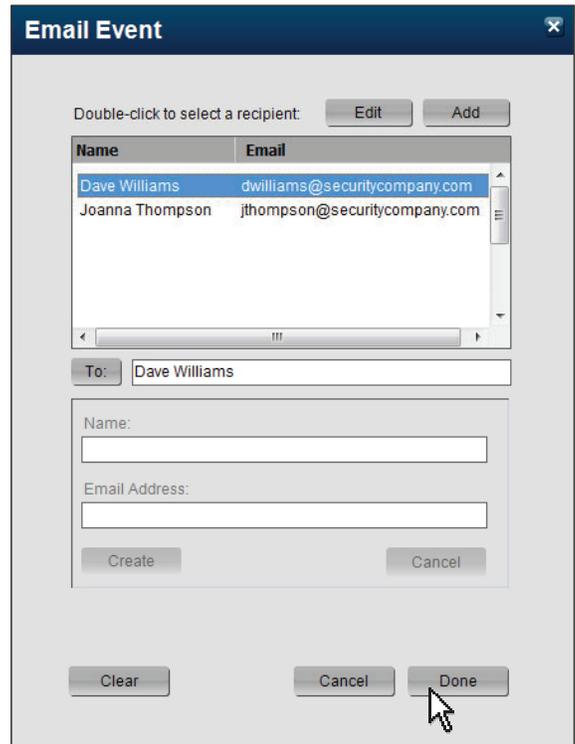
8.2 Emailing Events

Use the following steps to email an event directly from OpCenter:

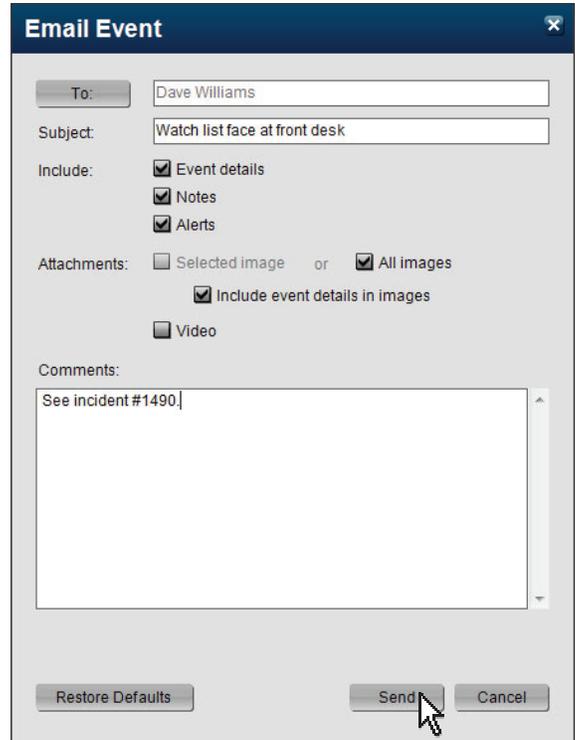
1. Right-click the event card and select **Email Event**.



2. In the **Email Event** dialog, click the **To** button.
3. Specify the recipient(s) for the email in one of the following ways:
 - If the mail recipient is already listed in the address book, double-click the recipient to add them to the list of recipients.
 - If the mail recipient is not listed, click **Add** to add a new recipient to the address book. Type the recipient's name and email address, then click **Create**.
 - To send the email to a one-time recipient, simply type the email address in the **To** box.
4. Click **Done** to return to the **Email Event** dialog.



5. Type the subject line for the email in the **Subject** text box.
6. Select the information you want to send along with the email:
 - **Event details**
 - **Notes**
 - **Alerts**
7. Select **Include event details in images** to print information about the event as a caption on each image.
8. Select **Video** to attach video from the event to the email.
9. Type any additional comments to be sent in the body of the email.
10. Click **Send**.

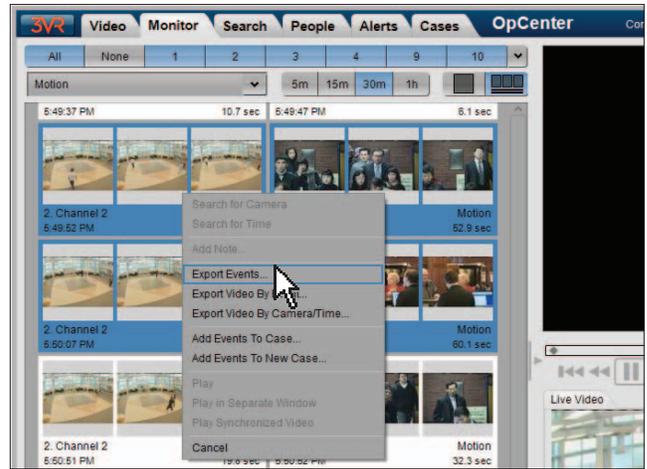


8.3 Exporting Events

Exporting an event will convert the event details, video, and images to a file that may be viewed in a web browser (Mozilla Firefox, Internet Explorer, Chrome, or Safari). This allows the details of the event to be easily shared with law enforcement, management, or other interested parties.

Use the following steps to export one or more events from OpCenter:

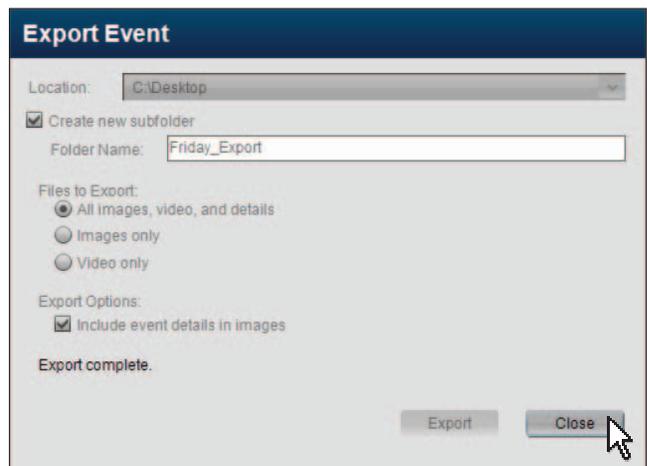
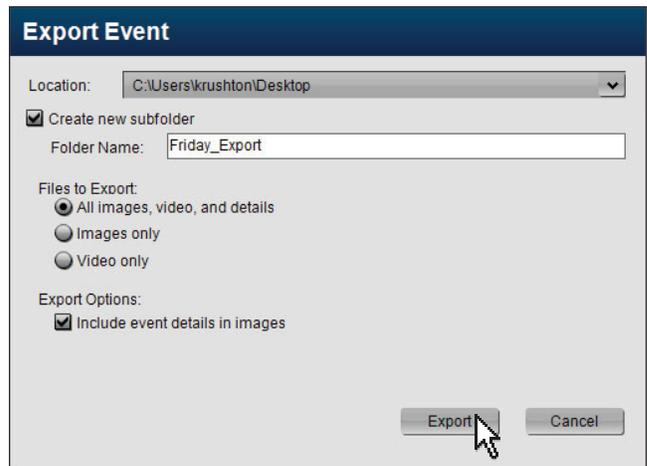
1. Select the event card to export, or hold the CTRL key and click event cards to select multiple events.
2. Right-click one of the selected event cards and select **Export Event(s)**.



3. Click the drop-down arrow next to **Location** to select the directory or drive where you wish to save exported events.
4. To create a new folder for exported events, select **[] Create new subfolder** and type a new folder name.
5. Click **() All images, video and details** so that images, video and details from exported events can be viewed in a web browser.

This format is ideal for sharing with law enforcement or other investigators, and also allows you to import the exported events into another VIP Appliance.

6. Select **[] Include event details in images** to embed details about the event in exported images.
7. Click **Export**.
8. When the export is complete, click **Close**.
9. To view the exported events, navigate to the export folder in Windows Explorer and open the **3VR_events.xml** file in a web browser.



Reference

See *Chapter 9: Exported Evidence* for more information about viewing exported events.

CHAPTER 4

Search Panel

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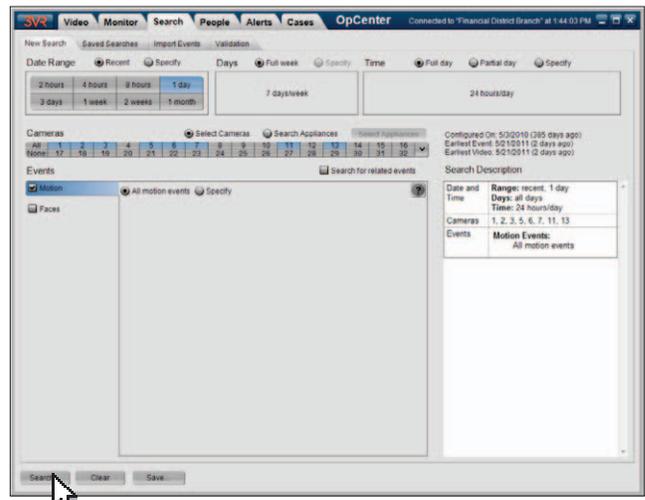
1. GETTING STARTED WITH THE SEARCH PANEL

Use the **Search** panel to find events recorded days, weeks, or months ago.

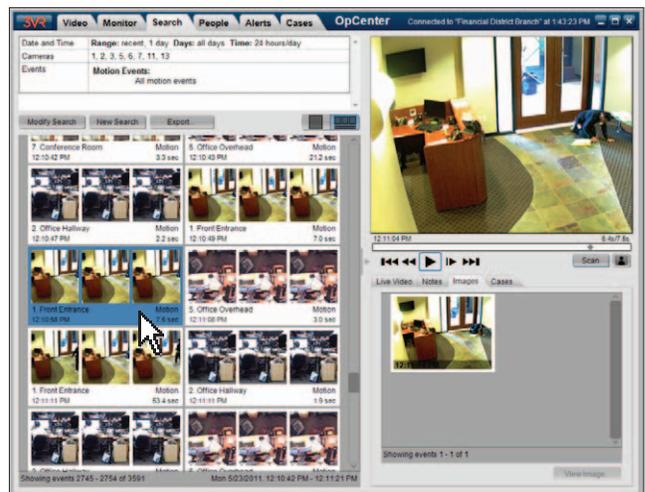
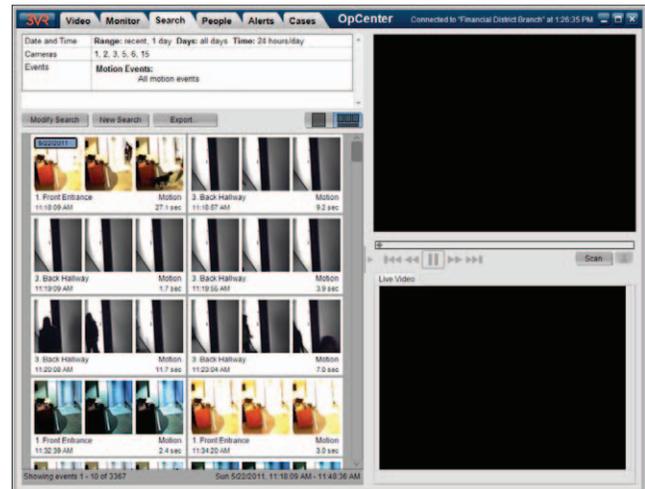
1. To go to the **Search** panel, click the **Search** tab.
2. Define the dates, days of the week, and time ranges to search for events. For example, you can set up a search for video recorded in the past month on a Thursday evening between 6 pm and midnight.
3. Choose the cameras to include in the search. You must select at least one camera. Click **All** to select all cameras.

Note
 Customers with a VIP Enterprise Appliance can search across multiple appliances on the Enterprise. See section 2.3 for details.

4. Check the boxes under **Events** to specify the event types to search. You must select at least one event type.
5. Click the **Search** button.
6. Events matching your criteria will be displayed in the **Search** panel results screen.



7. Select an event card to view the video clip and details associated with the event.



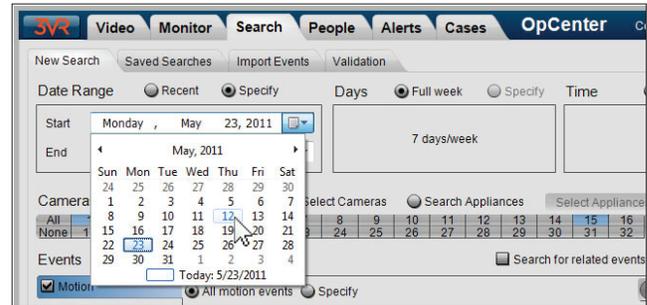
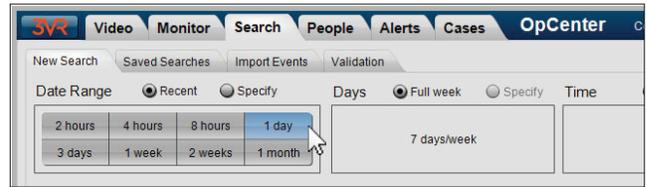
2. BUILDING A SEARCH

2.1 Specify Date and Time Range

The first step when selecting search criteria is to specify the period of time you want to search for events.

Date Range

- To search for events occurring within a common date range, click (**R**) **Recent** and click one of the pre-defined date range buttons, such as **1 day**.
- To search for events during a specific date range, click (**S**) **Specify**, and select a specific **Start** and **End** date for the search from the calendar picker.



Days

If a **Date Range** of 1 week or longer has been selected, you can restrict the search to specific days of the week.

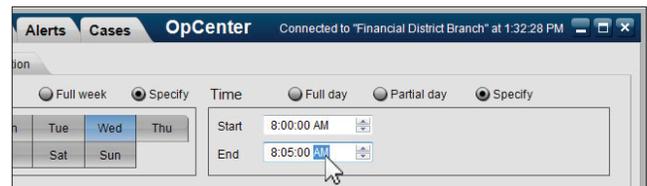
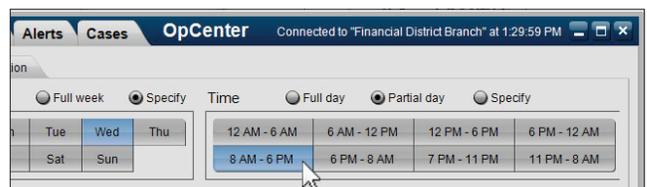
- Click (**S**) **Specify** and click the days to include to limit the search to specific days.
- Leave the **Days** option set to (**F**) **Full week** to search every day of the week.



Time

If the **Date Range** specified is at least one day, you can restrict the search to certain times of the day:

- Click (**P**) **Partial day** to search for common time ranges like evening or working hours.
- Click (**S**) **Specify** to specify precise hours, minutes, and seconds to search.
- To include all 24 hours in the search, click (**F**) **Full day**.



2.2 Select Cameras

Use the camera selector to specify which cameras to include in the search:



- Select cameras individually by clicking each camera number.
- To select all cameras on the appliance, click **All**.
- To run the search on all cameras in a camera group, click the dropdown arrow at the end of the camera selector, then select the camera group name.



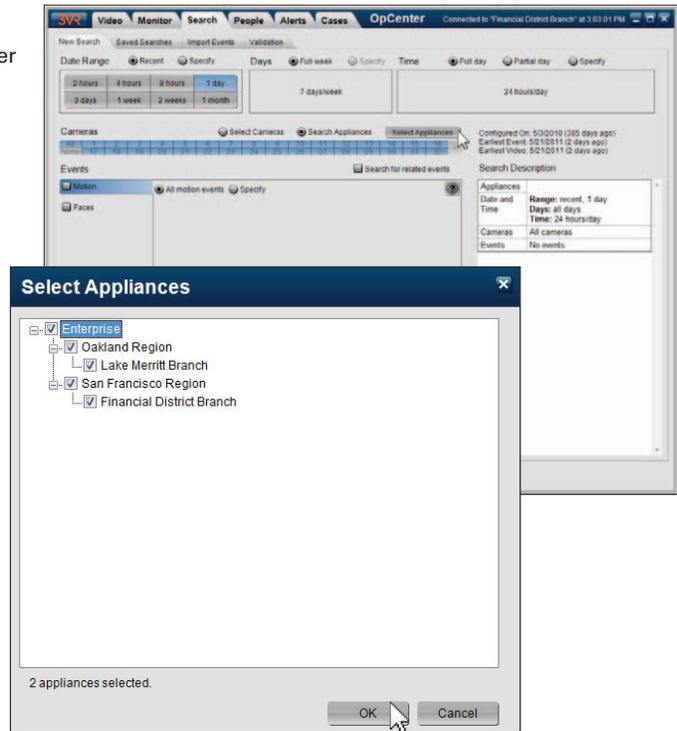
Reference

See *Chapter 3: Monitor Panel* for detailed instructions on using the camera selector, including creating camera groups.

2.3 Enterprise OpCenter | Select Appliances

By default, OpCenter will search for events from cameras on a single appliance. However, users connected to Enterprise OpCenter can search for events across multiple appliances at one time with the following steps:

1. To search across appliances, select (**S**) **Search Appliances**.
2. Click the **Select Appliances** button.
3. In the appliance tree, check the box next to each appliance to include in the search.
4. Click **OK** to return to the **Search** panel.



2.4 Select Event Types

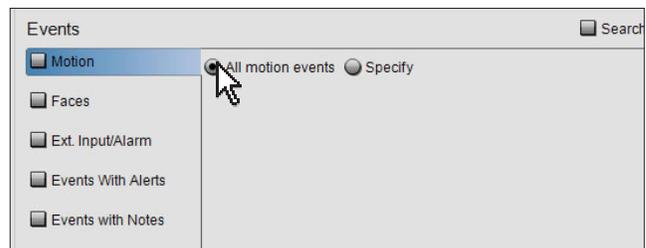
The event selector displays the list of event types available on the appliance (or the active appliance, if you are connected to an Enterprise Appliance).

Check the box next to the event type(s) to include in the search. You must select at least one event type. The following event types are available by default on all 3VR VIP Appliances:

Motion Events

To search for motion events, check the box next to [**M**] **Motion** in the event selector, then click one of the following options:

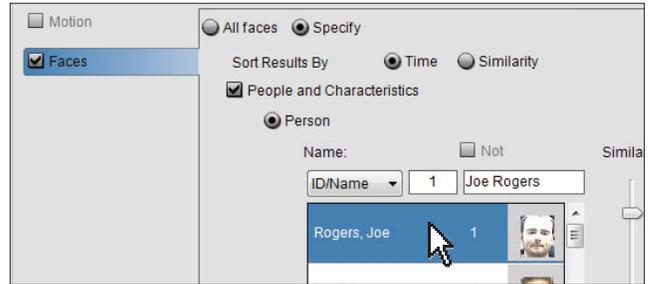
- (**M**) **All motion events**: returns all motion events matching the other search criteria.
- (**S**) **Specify**: search for motion events that occurred within a specific part of the camera view. See section 4.2 for detailed information on searching for motion in a region.



Face Events*

To search for face events, check the box next to **Faces** in the event selector, then click one of the following options:

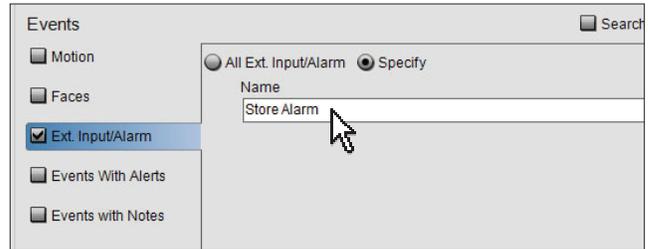
- **All faces:** returns all face events matching the other search criteria.
- **Specify:** search for face events similar to known people or matching people from a group. See section 4.3 for detailed information on searching for specific faces.



Alarm Events

If an external alarm system has been connected to the appliance and configured in System Manager, alarm events will be created when the alarm is triggered. To search for alarm events, check the box next to **Ext. Input/Alarm** in the event selector, then click one of the following options:

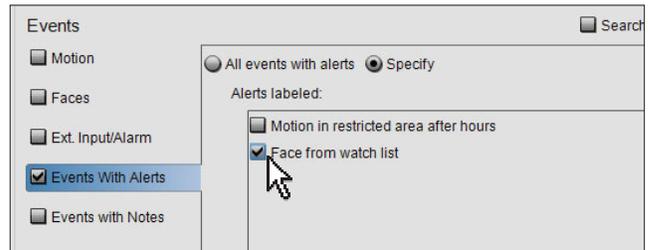
- **All Ext. Input/Alarm:** returns all alarm events matching the other search criteria.
- **Specify:** allows you to search by the name of the alarm, for example "Store Alarm".



Alert Events

Search for events that triggered an alert by checking **Events with Alerts** in the event selector, then click one of the following options:

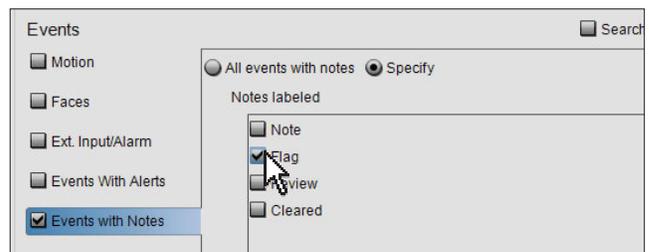
- **All events with alerts:** returns all events that triggered an alert matching the other search criteria.
- **Specify:** select specific alerts from the list. Only events that triggered the select alert(s) will be returned.



Note Events

Search for events that have had notes added to them by checking **Events with Notes** in the event selector, then click one of the following options:

- **All events with notes:** returns all events with notes that match the other search criteria.
- **Specify:** select one or more note labels from the list. Only events with notes that were categorized with the selected note label will be returned.



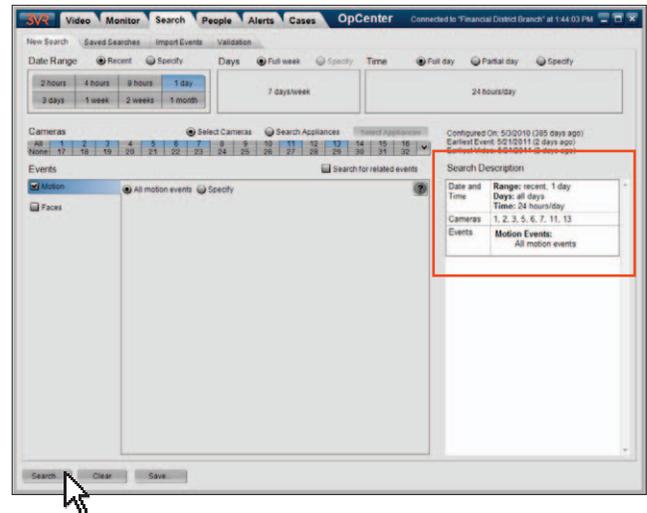
Notes

- 1) Every event type that has ever existed on the appliance will appear in the **Events** list, even if events of that type are no longer being generated.
- 2) For information about event types generated by plug-ins (for example, transaction events or events generated by access control systems) please consult the plug-in documentation.
- 3) The **Faces** event type will not be listed unless facial surveillance has been enabled and configured on one or more cameras. Enabling face requires the system be licensed for the VIP Facial Surveillance analytic.

2.5 Reviewing Search Criteria and Running the Search

As you build the search, the selected search criteria will be added to the **Search Description** table on the right side of the **Search** panel.

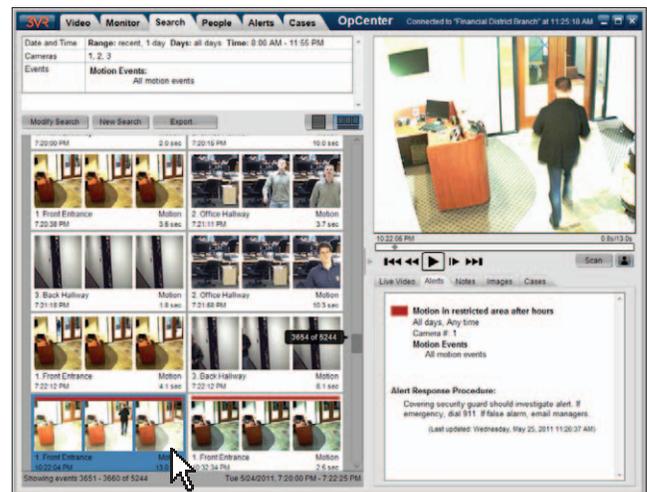
When you are finished defining the search criteria, click the **Search** button to run the search.



3. VIEWING SEARCH RESULTS

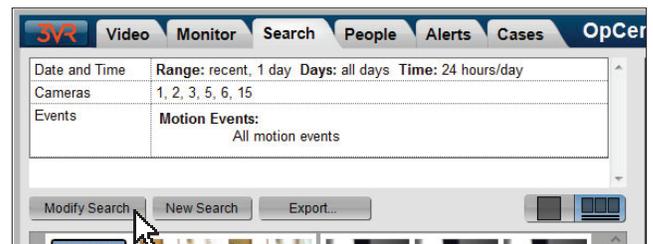
After clicking the **Search** button, the results of the search will be displayed in the **Search** panel results screen.

The look and feel of the search results screen is similar to the **Monitor** panel. Click an event card to open the event video and details in the event editor.



To perform another search:

- Click **Modify Search** to return to the main screen of the **Search** panel with your current criteria still selected. The **Modify Search** button keeps your search settings so you can change or fine-tune them and perform the search again.
- Click **New Search** to return to the main screen of the **Search** panel with the search options reset to their default values.



4. ADVANCED SEARCH OPTIONS

4.1 Searching for Correlated Events

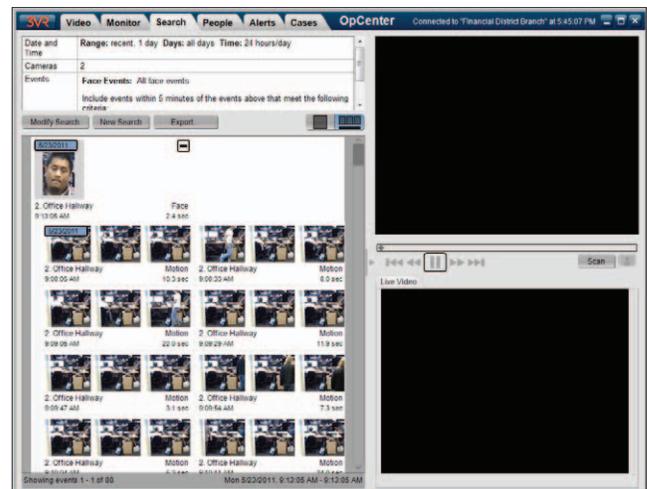
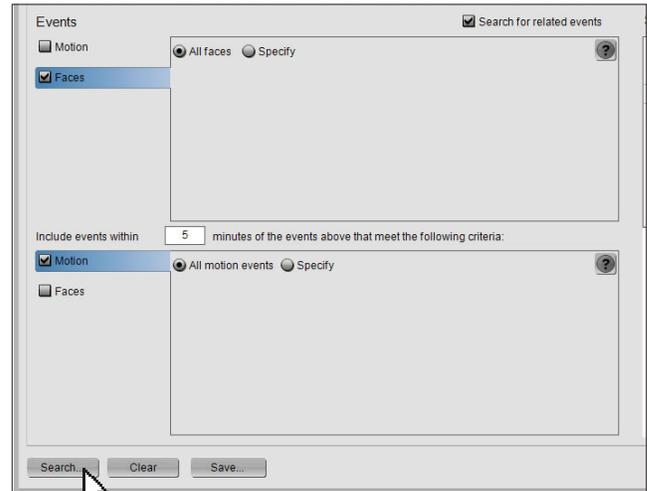
One of the features of the OpCenter **Search** panel is correlated search — the ability to search for events of a second type occurring around the same time as events of a primary type. For example, if you are investigating a break-in, correlated search allows you to search for face events captured around the same time as an alarm event. Or, you may want to search for motion events occurring around the same time as a face event to learn more about the context of the face event.

Use the following steps to set up a correlated search:

1. To go to the **Search** panel, click the **Search** tab.
2. Define the date range and cameras to search for events according to the steps in section 2.
3. Under **Event Type**, check the box next to the primary event type, for example [**Face**] events.
4. Check [**Search for related events**] to load the secondary search window.
5. Specify the period of time you wish to search for related events. By default, OpCenter will search 3 minutes before and after each primary event for events of the secondary event type.
6. Specify the secondary event type to search, for example [**Motion**] events.
7. The current search criteria will be summarized under **Search Description**.
8. Click the **Search** button.
9. Events that match the first set of search criteria will be displayed in the **Search** panel results screen.

Any events with correlated events of the secondary type will be displayed with a plus sign.

10. Click the plus sign to display the related events.



4.2 Searching for Motion in a Region

When setting up a search for motion events, choosing () **Specify** in the event selector allows you to search for motion recorded in a specific region of the camera view.

To search for motion in a region:

1. Check [] **Motion**, then click () **Specify**.
2. Check [] **Motion in region**.
3. Draw a region to search for motion events:

Rectangular Region

- Click the square icon  to draw a rectangular region.
- Click and drag the mouse on the video feed to draw the region.

Custom Region

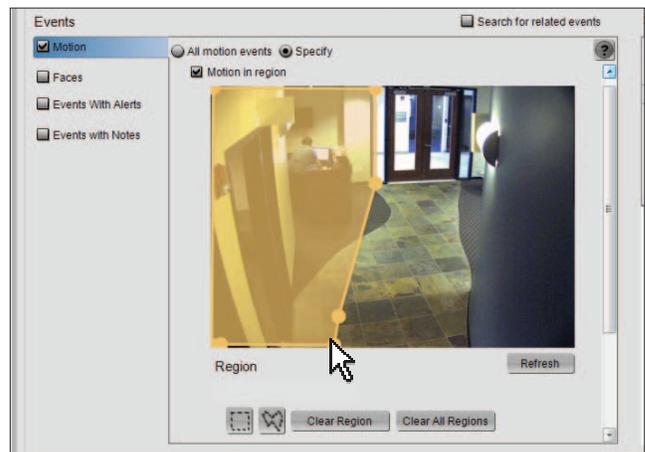
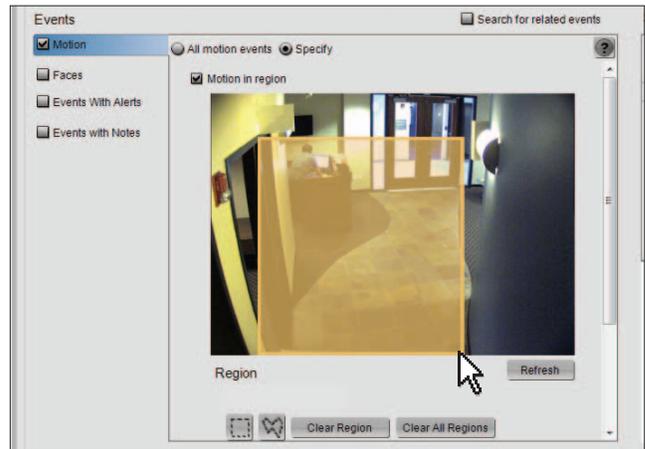
- Click the complex shape icon  to draw a custom region.
- Click the video feed multiple times to draw each anchor point for the custom region. Click your start point to complete the region.

4. Click **Search**.



Note

Searching for motion in a region is limited to one camera at a time. The **Motion in region** editor shows a single still frame from the video feed of the selected camera; to obtain a new frame, click **Refresh**.



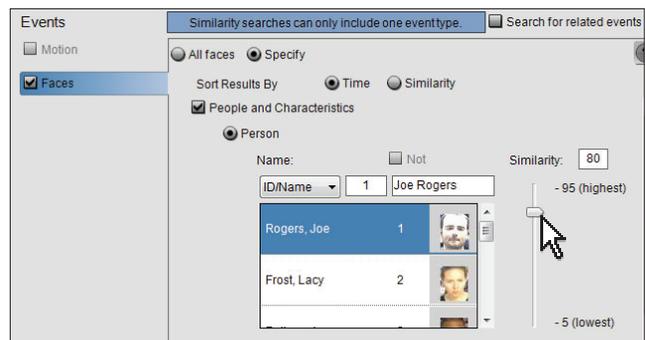
4.3 Searching for Specific Faces

When setting up a search for face events, choosing () **Specify** in the event selector allows you to further restrict the search to certain kinds of face events.

A. Searching for Faces Similar to a Person

Use the following steps to search for face events similar to a known person:

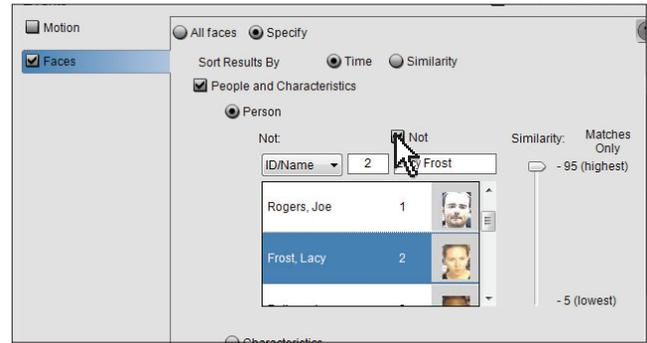
1. Check [] **Faces**, then click () **Specify**.
2. Check [] **People and Characteristics**, then click () **Person**.
3. Scroll through the list of people to find the person you are searching for. Click to select that person.
4. Define the **Similarity** level to use for the search:
 - Selecting a higher similarity level will return results that are more likely to match the face you are searching for, but there will be fewer results.
 - Selecting a lower similarity level will return more results, but more of those faces may not match the one you are searching for.
5. Click **Search**.



B. Searching for Faces Not Matching a Person

Use the following steps to search for face event that do not match a known person:

1. Check **Faces**, then click () **Specify**.
2. Check **People and Characteristics**, then click () **Person**.
3. Scroll through the list of people to find the person to exclude from the search. Click to select that person.
4. Check the box next to **Not**.
5. Move the **Similarity** level scroll bar to 95 (Matches Only).
6. Click **Search**.



C. Searching for Faces Similar to Members of a Group

Use the following steps to search for face events similar to any of the people in a group:

1. Check **Faces**, then click () **Specify**.
2. Check **People and Characteristics**, then click () **Characteristics**.
3. Check **Groups**. Scroll through the list of groups and select the group to search for.
4. Define the **Similarity** level to use for the search:
 - Selecting a higher similarity level will return results that are more likely to match the face you are searching for, but there will be fewer results.
 - Selecting a lower similarity level will return more results, but more of those faces may not match the one you are searching for.
5. Click **Search**.



D. Searching for User-Defined Person Characteristics

Use the following steps to search for face events that have been tagged with user-defined properties, such as an employee ID:

1. Check **Faces**, then click () **Specify**.
2. Check **People and Characteristics**, then click () **Characteristics**.
3. Check **Person Properties** and specify the search value.
4. Click **Search**.



Note

Searching by employee ID, gender, and/or hair color will only produce useful results if these properties have been manually entered regularly and consistently. See *Chapter 7: People Panel* for more information on editing person details.

4.4 Sorting Search Results

There are two ways to sort the results of a search: by **Time** and by **Similarity**.

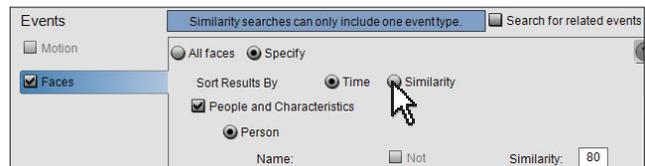
By default, OpCenter sorts search results by time. This is the most appropriate sort order when searching for motion events, alarm events, and other event types that are located using binary matching. Events of these types either fulfill the search entirely (“yes, it is an alarm event”) or not at all (“no, is not an alarm event”).

In contrast, certain other event types will return search results that fall on a spectrum, with results matching better (“more similar”) or worse (“less similar”) to the search criteria. Face events are a prime example of this type of search.

When searching for faces similar to a given face, OpCenter will search through all faces in the database and give each a similarity score, a numerical representation of how similar the face is to the search face. OpCenter will then return the set of face events that have similarity scores equal to or higher than the similarity value you specified in the **Search** panel (see section 4.3 for more information on searching for a specific face). For best results, search results returned by this kind of search should be sorted in order of similarity, not chronologically.

Sort order is specified when setting up a search. To change the sorting of search results for face events:

1. Under **Events**, check the box next to [**Faces** to search for face events.
2. Click **Specify**.
3. Change the **Sort Results By** radio button to (**Similarity**. When the search results are displayed, the most similar events will appear first in the results.



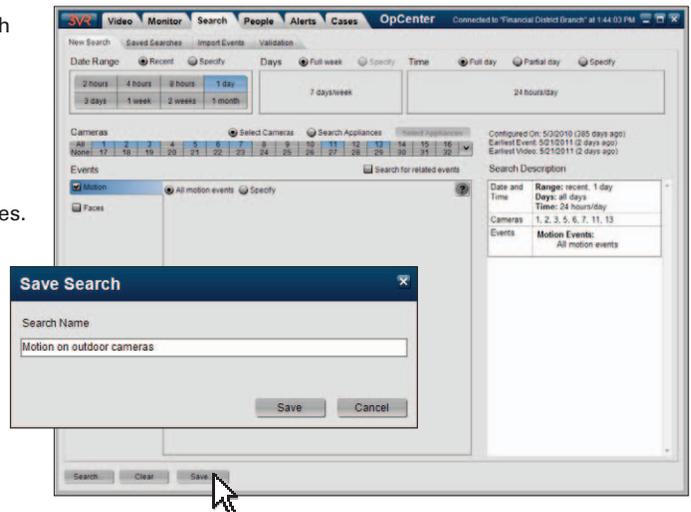
5. SAVING SEARCHES

5.1 Storing Search Criteria as a Saved Search

If you frequently perform the same searches, you can save search criteria to make future investigations faster.

To save a search:

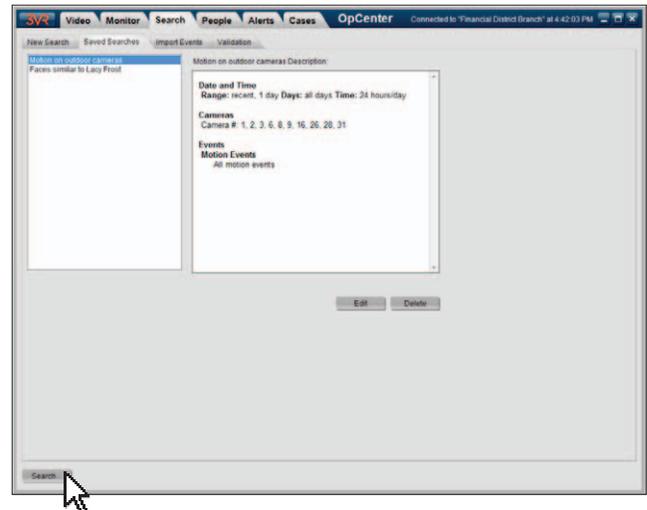
1. Click the **Search** tab to go to the **Search** panel.
2. Specify the search criteria as described on the previous pages.
3. Click **Save**.
4. In the **Save Search** dialog, enter a name for the search.
5. Click **Save**.



5.2 Running a Saved Search

To search for events using a saved search:

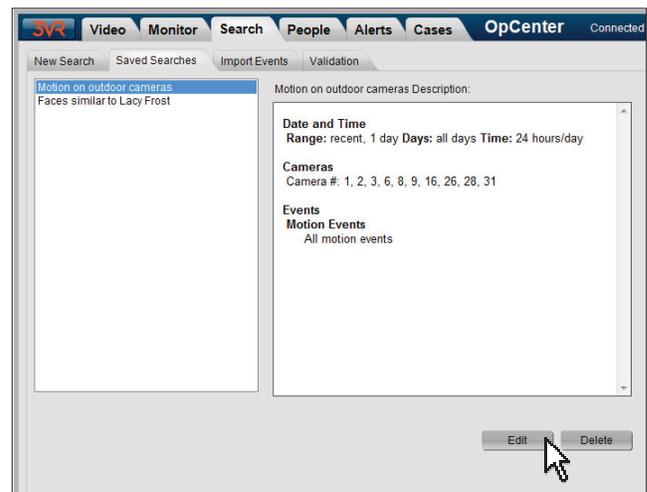
1. In the **Search** panel, click the **Saved Searches** tab.
2. Select the saved search to run from the list of saved searches.
3. Click the **Search** button.



5.3 Modifying or Deleting a Saved Search

To modify a saved search:

1. In the **Search** panel, click the **Saved Searches** tab.
2. Click to select the saved search you wish to modify from the list of searches.
 - To change the search criteria, click the **Edit** button. You will be returned to the main screen of the **Search** panel where you can modify the search parameters as desired. Click **Save** to store your changes.
 - To delete the saved search, click **Delete**. In the pop-up that appears, click **Yes** to confirm the search should be deleted.



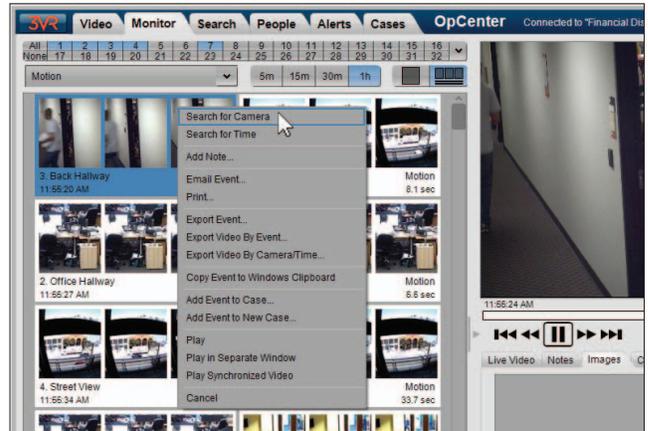
6. SEARCHING FROM AN EVENT OR PERSON CARD

You can quickly initiate a search for events with properties similar to an event or person of interest by right-clicking the event card or person card and selecting one of the following options from the right-click menu:

6.1 Search for Camera

Choosing this option will switch the user to the **Search** panel with the following criteria selected:

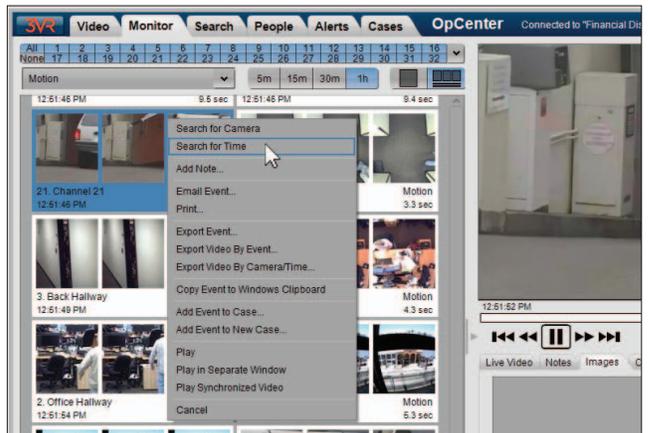
- **Date Range:** The same day as the source event.
- **Time:** A two hour interval surrounding the time of the source event.
- **Cameras:** The camera that captured the source event.
- **Events:** All event types checked.



6.2 Search for Time

Choosing this option will switch the user to the **Search** panel with the following criteria selected:

- **Date Range:** The same day as the source event.
- **Time:** A five minute interval surrounding the time of the source event.
- **Cameras:** The camera that captured the source event.
- **Events:** All event types checked.



6.3 Search for Person

Choosing this option will switch the user to the **Search** panel with the following criteria selected:

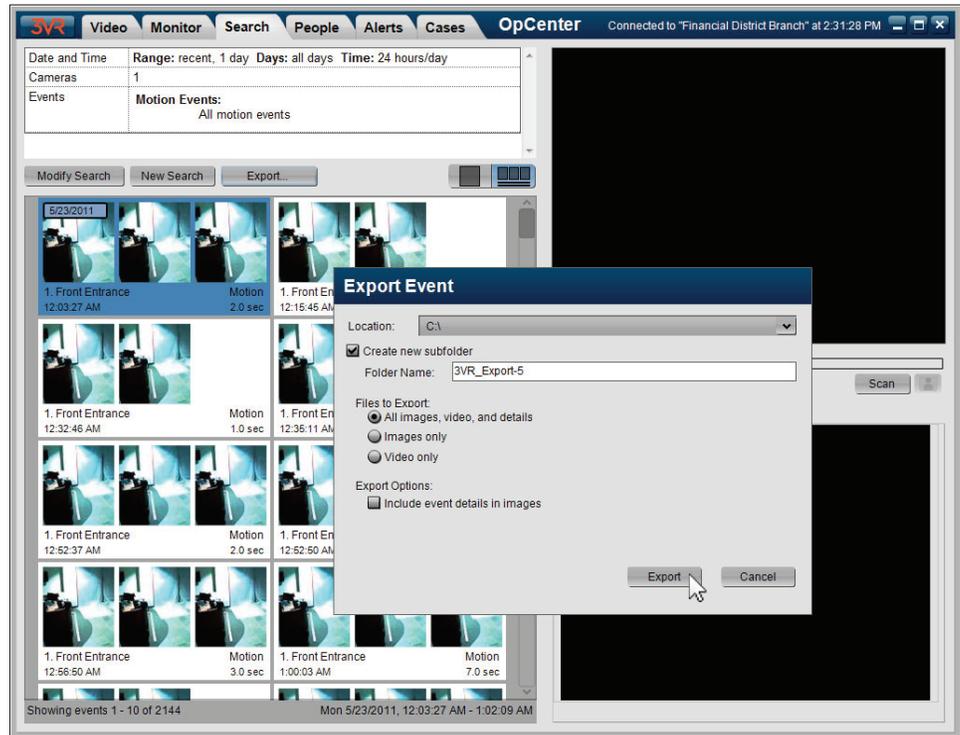
- **Date Range:** Recent: 1 day
- **Time:** Full day
- **Cameras:**
 - If searching from a face event card, the camera that captured the face event will be pre-selected.
 - If searching from a person card in the **People** panel, all cameras will be pre-selected.
- **Events:** []Faces checked with ()Specify selected, searching for faces with a similarity factor of 80.



7. EXPORTING SEARCH RESULTS

Export events from the **Search** panel search results screen in one of the following ways:

- Select the event(s) to export, then click the **Export** button at the top of the screen. In the **Export Event** dialog, specify the directory on your computer where the files should be saved, then click **Export**.
- Select the event(s) to export, then right-click one of the selected event cards and choose **Export Events** from the menu. In the **Export Event** dialog, specify the directory on your computer where the files should be saved, then click **Export**.



Reference

Exporting event cards from the search results screen is an identical procedure to exporting events from the **Monitor** panel. Please see *Chapter 3: Monitor Panel* for detailed information on exporting events and event images.

CHAPTER 5

Alerts Panel

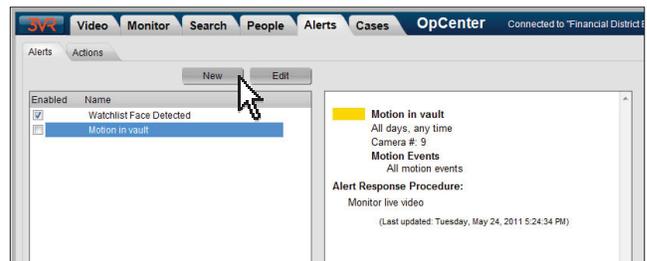
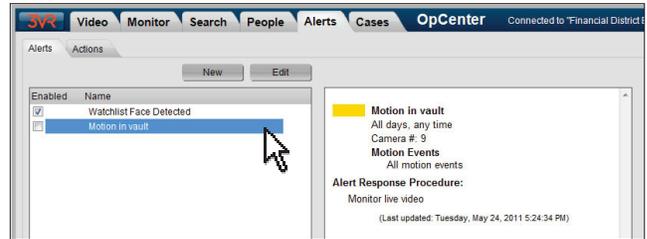
1. GETTING STARTED WITH THE ALERTS PANEL	82
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1. GETTING STARTED WITH THE ALERTS PANEL

Using the **Alerts** panel, you can instruct the 3VR appliance to perform a specified action when video is recorded that matches certain criteria.

For example, you can set up an alert that will email management and increase video recording quality whenever motion is detected in a restricted area after hours.

1. To go to the **Alerts** panel, click the **Alerts** tab.
2. The main screen of the **Alerts** panel displays the list of alerts that have been created on the appliance. Click an alert to view a summary of its properties.
3. To create a new alert, click **New**.



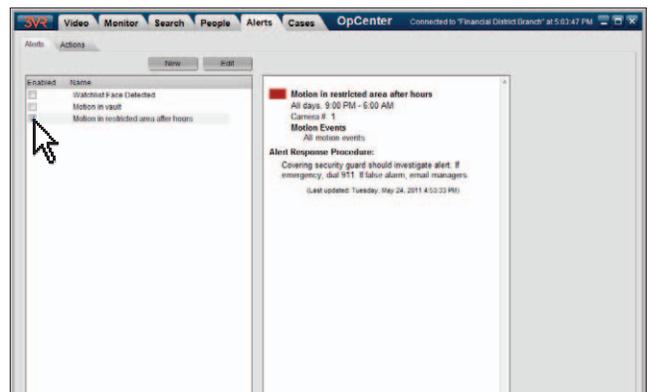
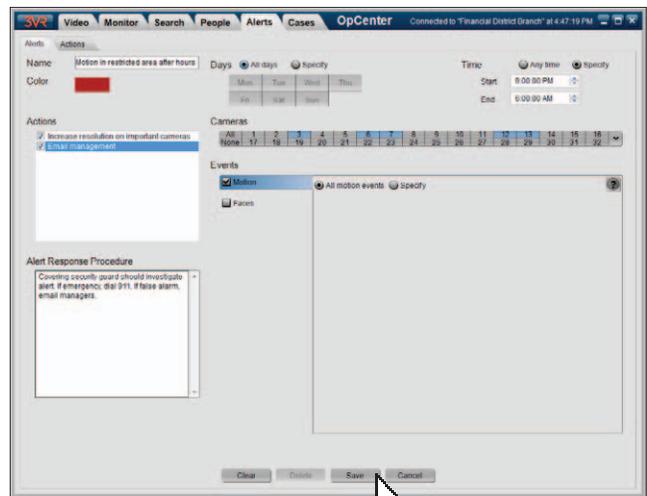
OpCenter will switch to the alert editing screen.



Reference

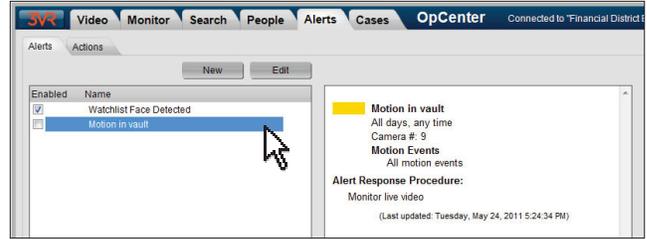
See section 2 of this chapter for detailed information about alert configuration. See section 3 to learn how to define alert actions.

4. Type a name for the alert.
5. Select a color for the alert.
6. Specify the days and hours the alert should be active.
7. Select the cameras for the alert.
8. Select the event types to include in the alert.
9. Check the boxes next to one or more alert **Actions** to carry out when the alert is triggered.
10. Type an alert response procedure. This text will be included with the alert and posted on events that trigger the alert.
11. Click **Save** to save the new alert.
12. The alert will be added to the list of alerts displayed in the main view of the **Alerts** panel. Click the check box next to the alert to enable it.



2. CREATING AN ALERT

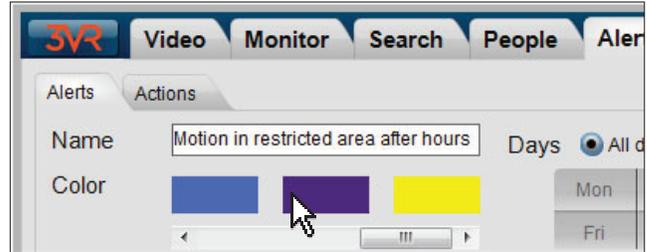
1. Click the **Alerts** tab to go to the **Alerts** panel.
2. To create a new alert, click **New**.
3. OpCenter will switch to the alert editing screen. From here, you can edit a number of properties for the alert, outlined in detail in the following sections.



2.1 Set Alert Name and Color

1. Type a name for the alert in the **Name** text box.
2. Click on the default color block (red) to display the color selector. Use the scroll bar to view additional colors.

Click a color block to select a color. The color you select for the alert will appear across the top of an event card that triggers the alert.



2.2 Select Days and Times

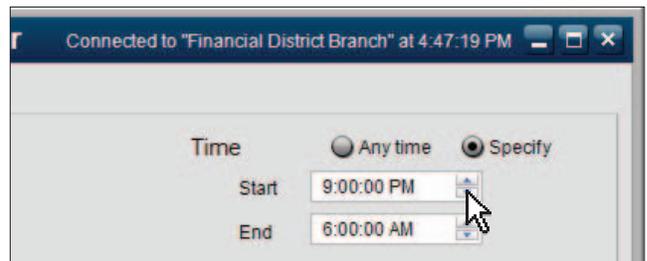
Days

- Choose () **Specify** and click the days to include to enable the alert only on certain days.
- Leave the **Days** option set to () **All days** to run the alert on every day of the week.



Time

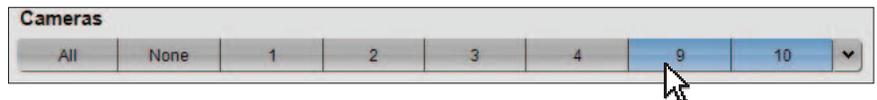
- Select () **Specify** to enable the alert during specific hours.
- To include all 24 hours in the alert, select () **Any time**.



2.3 Select Cameras

Use the camera selector to specify which cameras to include in the alert:

- Select cameras individually by clicking each camera number.
- To select all cameras on the appliance, click **All**.
- To run the search on all cameras in a camera group, click the dropdown arrow at the end of the camera selector, then select the camera group name.



Reference

See *Chapter 3: Monitor Panel* for detailed information about the camera selector, including defining camera groups.

2.4 Select Event Types

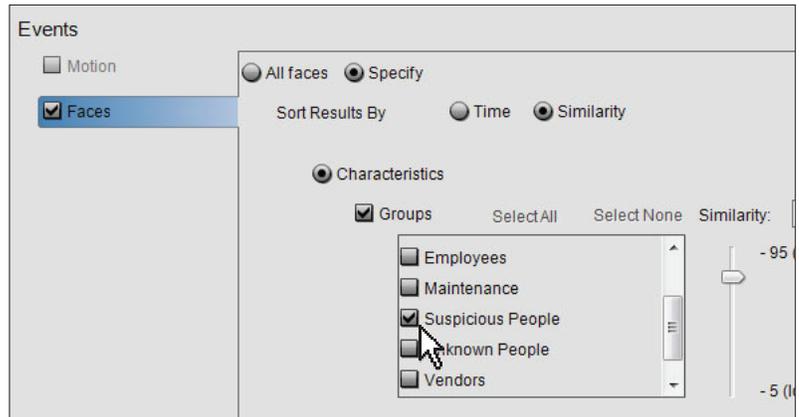
The event selector displays the list of event types available on the appliance (or the active appliance, if you are logged in to Enterprise OpCenter).

Check the box next to the event type(s) of interest under the **Events** header. You must select at least one event type.

By default, the alert will be run on all events of the selected type. However, most event types have additional properties available with the () **Specify** radio button in the event selector.

For example, use the following steps to create an alert based on faces similar to people that have been added to a watchlist:

1. In the event selector, check the box next to [] **Faces**.
2. Select () **Specify**.
3. Check [] **People and Characteristics**, then select () **Characteristics**.
4. Check [] **Groups**.
5. Check the box next to the name of the watchlist group.



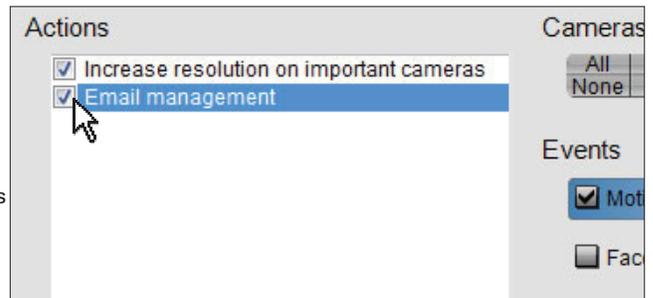
Notes

- 1) See *Chapter 4: Search Panel* for detailed information about configuring the () **Specify** options for motion events, face events, and other built-in event types. For event types generated by plug-ins (for example, transaction events) please consult the plug-in documentation.
- 2) The **Faces** event type will not be listed unless facial surveillance has been enabled and configured on one or more cameras. Enabling face requires the system be licensed for the VIP facial surveillance analytic.

2.5 Specify Alert Action

When defining the alert, you can instruct the 3VR appliance to carry out certain actions when an alert is triggered. The alert actions that have been defined on the appliance are listed in the **Actions** box.

Check the box beside each action that should be performed when this alert is triggered.



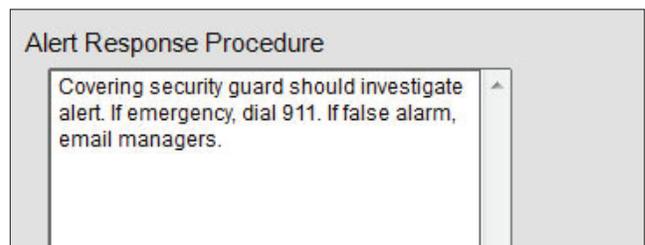
More

See section 3 for instructions on defining alert actions.

2.6 Outline Alert Response Procedure

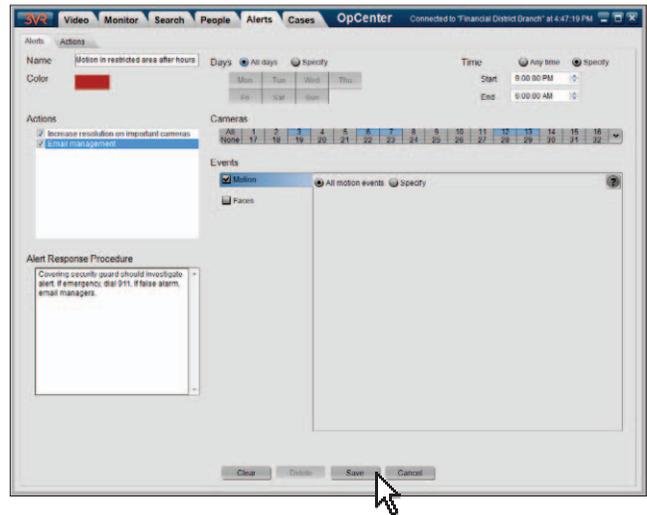
Enter text into the **Alert Response Procedure** box to include instructions or helpful information for the alert responder.

This text will appear with other information about the alert when alert event card is clicked in the **Monitor** panel, **Cases** panel, or **Search** panel results screen.

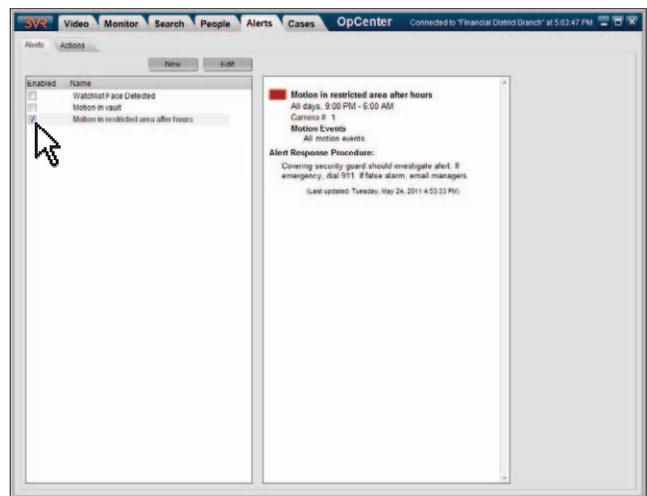


2.7 Save and Enable the New Alert:

1. After you are finished defining the criteria for the alert, click **Save** to save the new alert.



2. The alert will be added to the list of alerts displayed in the main view of the **Alerts** panel. Click the check box next to the alert to enable it.



3. ALERT ACTIONS

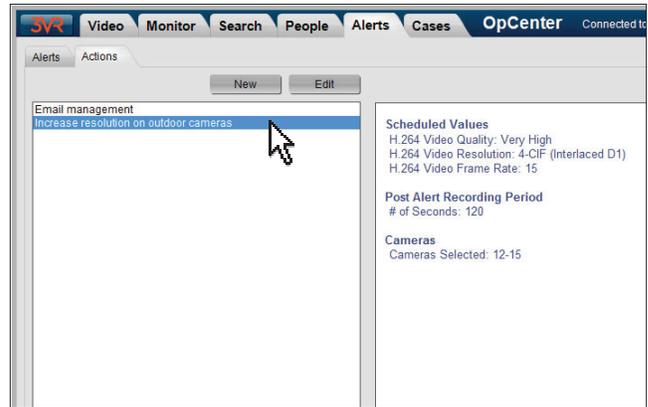
Alert actions can be created to email key security personnel, change recording settings, or modify the maximum amount of bandwidth a camera can use when an alert is triggered.

3.1 Viewing Alert Actions

- To view and edit alert actions, click the **Alerts** tab, then the **Actions** tab.
- Select an action from the list of alert actions. A description of the alert action will appear in the text box to the right of the actions list.

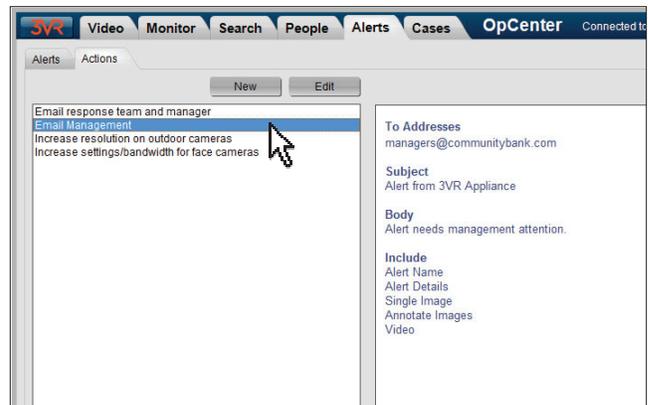
The information displayed depends on the type of alert action. Settings change alert actions will display:

- **Scheduled Values:** the settings that will take effect when the alert is triggered.
- **Post-Alert Recording Period:** the settings change will remain in effect for this many seconds after the alert is triggered.
- **Cameras:** Which cameras will have modified settings during the post-alert recording period.



Email alert actions will show the following fields:

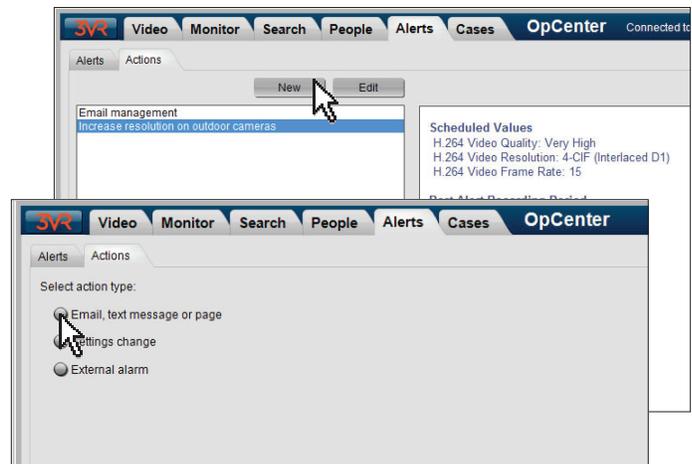
- **To Addresses:** the list of recipients of the alert email.
- **Subject:** subject line of the email that will be sent when the alert is triggered.
- **Body:** content of the email that will be sent when the alert is triggered.
- **Include:** lists information and images that will be included with the email.



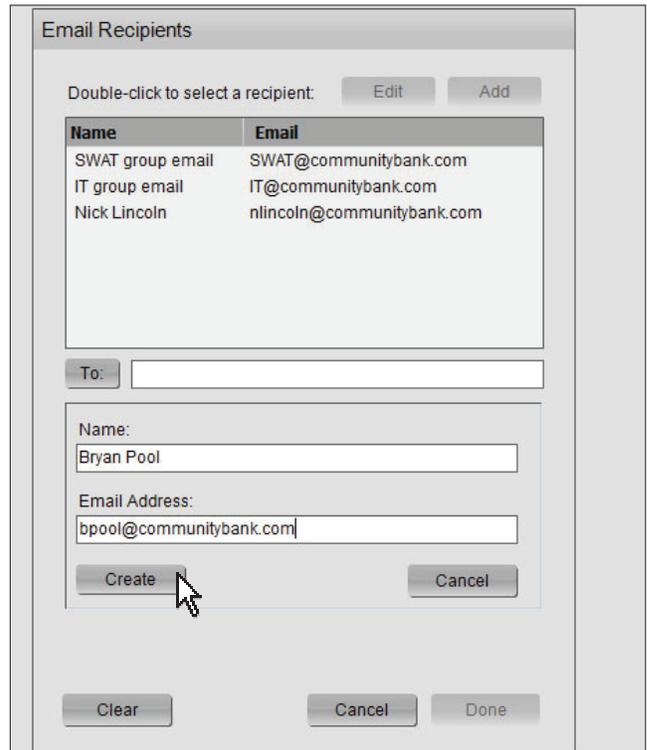
3.2 Configuring a New Email Alert Action

Use the following steps to create a new email alert action. Alerts configured with the action will send an email when the alert is triggered.

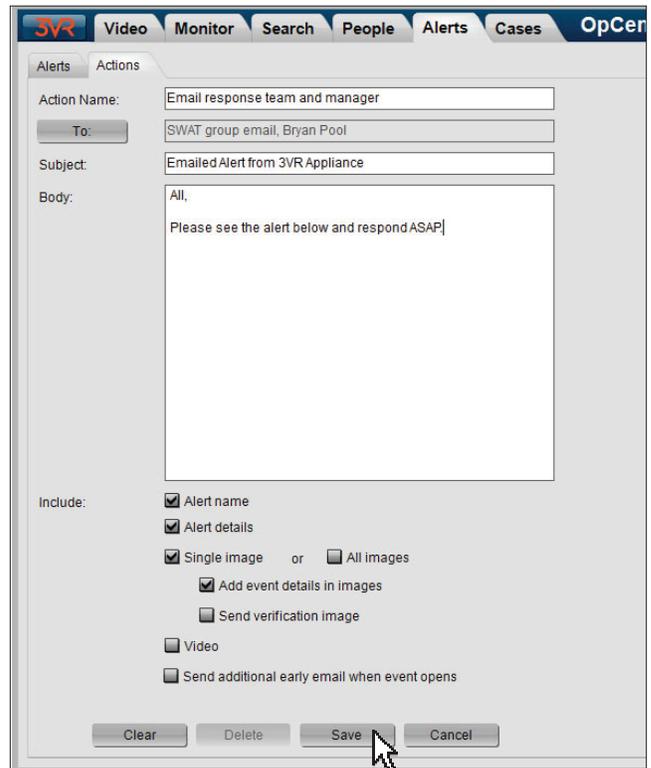
- To view and edit alert actions, click the **Alerts** tab, then the **Actions** tab.
- Click **New**.
- Click () **Email, text message, or page**.
- Type an **Action Name** to identify the action in the **Alerts** panel.



5. Click the **To** button to display the **Email Recipients** dialog.
6. Specify the recipient(s) for the email in one of the following ways:
 - If the mail recipient is already listed in the address book, double-click the recipient to add them to the list of recipients.
 - If the mail recipient is not listed, click **Add** to add a new recipient to the address book. Type the recipient's name and email address, then click **Create**.
7. Click **Done**.



8. Type the subject line for the email in the **Subject** box.
9. Type a message for the email body.
10. Select the information you want to send in the alert email:
 - [**Alert name**: includes the alert name in the body of the message.
 - [**Alert details**: includes a brief summary of the alert criteria in the body of the message.
 - [**Single image**: emails only the image that triggered the alert or [**All images**: includes all images from the event.
 - [**Add event details in images**: embeds information about the event in each image saved from the event.
 - [**Send verification image**: includes the reference image for face events that match to a known person.
 - [**Video**: includes the video file associated with the event as an attachment.
 - [**Send additional early email when event opens**: by default, alert emails are sent at the conclusion of an alert event. Check this box to send a message when the event opens as well as when it closes.
11. Click the **Save** button to save the alert action.



3.3 Creating a New Settings Change Alert Action

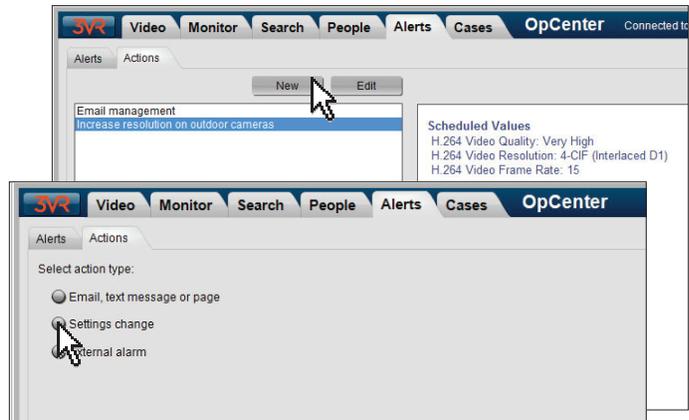
Use the following steps to create a new settings change alert action. Alerts configured with the action will change recording settings and/or bandwidth consumption on specified cameras when the alert is triggered.



Important Notes

- 1) Settings change alert actions may only be configured for one model of camera at a time. Analog cameras are considered one type and may be configured together regardless of make/model.
- 2) The same **Maximum Bandwidth** values must be used for all alert response actions that will take effect at the same time.

1. To view and edit alert actions, click the **Alerts** tab, then the **Actions** tab..
2. Click **New**.
3. Click (**)Settings change**.



4. Type an **Action Name** to identify the action in the **Alerts** panel.

To modify the camera recording settings when the alert is triggered:

5. Check [**]Recording Settings**.
6. Select cameras from the camera selector by clicking the camera number. Each alert action may only be applied to one camera model (see important note, above). A warning message will be displayed if you select incompatible cameras.
7. Configure the modified settings which will take effect when the alert is triggered. Depending on the selected camera model, different configuration options will be available. Only settings that apply to the selected camera model will be displayed.

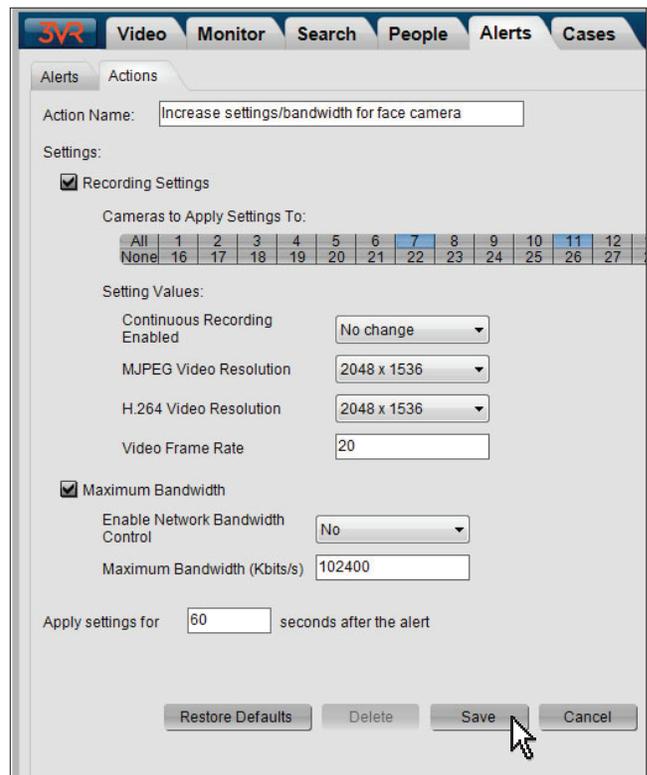
To modify the maximum network bandwidth available to the system after an alert is triggered:

8. Select [**]Maximum Bandwidth**.
9. Enter the maximum network bandwidth that should be made available to the 3VR appliance after an alert has been triggered into the **Maximum Bandwidth (Kbits/sec)** box.

To allow unlimited bandwidth usage, enter **0**.

10. The **Apply settings for [] seconds after the alert** box controls the duration that the modified settings and/or maximum bandwidth will take effect after an alert is triggered. 120 seconds will be entered by default, but you may enter a new value in the range of 1 to 99,999 seconds.

11. Click **Save** to create the new alert response action.

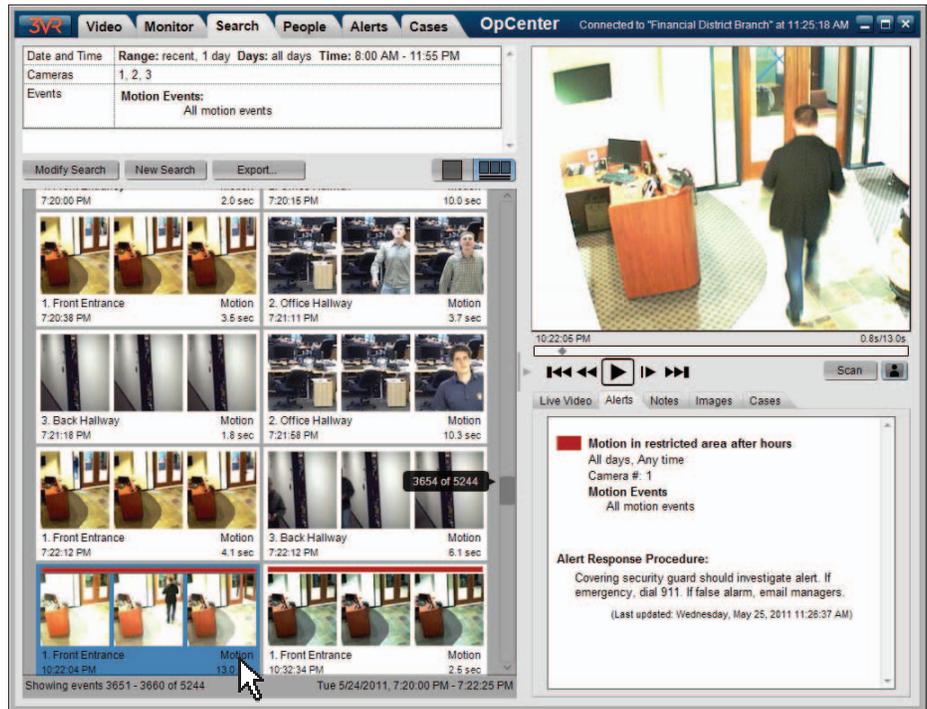


4. VIEWING ALERT EVENTS

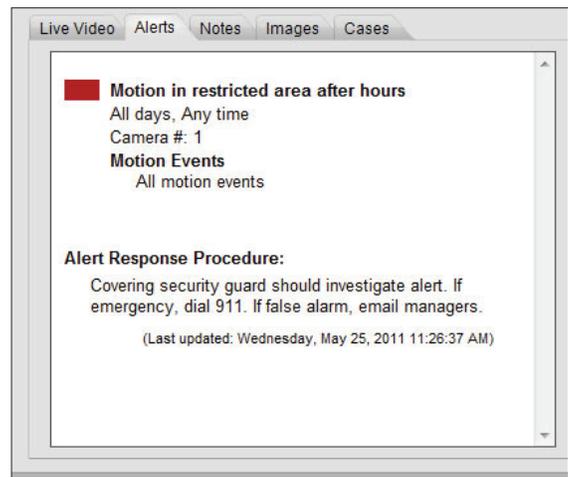
When an alert is triggered, the event that triggered the alert will be labeled with colored bar across the top of the event card.

To view information about the alert associated with an event card:

1. Click the event card.



2. The event editor will open automatically to the **Alerts** tab with details about the alert.



CHAPTER 6

Cases Panel

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1. GETTING STARTED WITH THE CASES PANEL

1.1 Cases Panel Overview

The OpCenter **Cases** panel provides a centralized interface for managing evidence (events, people, documents, etc.) relevant to an ongoing investigation. Using a case to manage an investigation allows you to draw links between pieces of evidence, quickly view a summary of an ongoing case, and easily share the case details and supporting evidence with management or law enforcement.

OpCenter cases can be either public or private. Public cases are visible to all users with access to the **Cases** panel, allowing collaboration across the entire organization. In contrast, private cases are only visible to the creator and the assignee, a critical feature when carrying out an internal investigation.

Furthermore, events added to a case are permanently protected from the periodic deletion of old data that occurs when the 3VR appliance runs low on disk space. This ensures that critical surveillance is available when it is needed.



Note

To view, create, and modify cases on a VIP Appliance that is connected to an Enterprise, be sure to enter the Enterprise Appliance IP address in the **Appliance** field when logging in to OpCenter. If you are logged in to one of the individual appliances instead, the OpCenter **Cases** tab will not be visible.

1.2 Cases Panel Layout

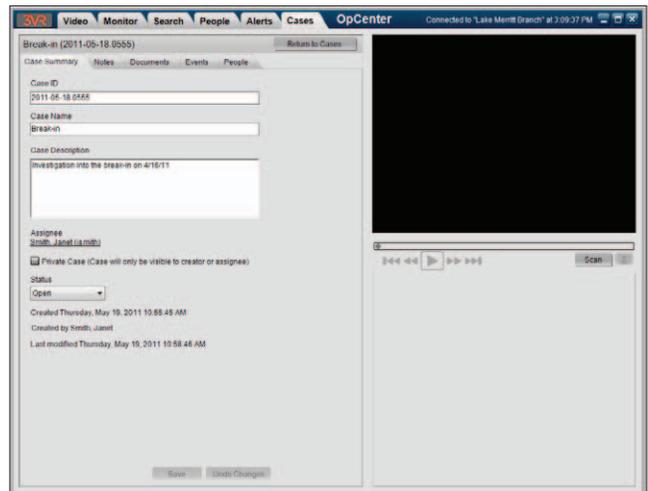
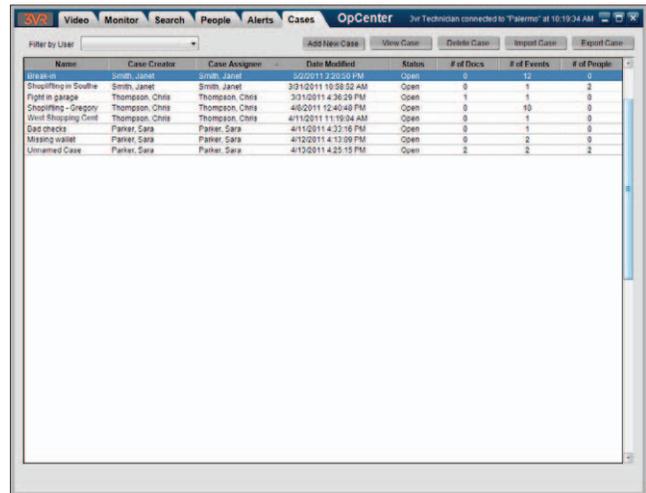
1. Click the **Cases** tab to go to the **Cases** panel.
2. The main view of the **Cases** panel displays the list of cases on the system.
3. If there are a large number of cases, use the following methods to filter the list:
 - Use the **Filter by User** dropdown menu at the top of the **Cases** panel to filter the cases by the case creator or assignee. By default, this dropdown is set to **My Cases**. To view all cases, change the **Filter by User** menu to **All**.
 - Sort the list of cases by their properties by clicking the column headers. For example, click the **Name** column header to sort alphabetically by case name (A-Z). To sort in reverse order (Z-A), click the column header a second time.

To view the details of a case, select the case and click **View Case**.

To create a new case, click **Add New Case**.

4. When creating, viewing, or modifying a case, you will be taken to the case editing screen of the **Cases** panel.

This interface allows you to view or edit the case details, or view the evidence that has been linked to the case.



2. WORKING WITH CASES

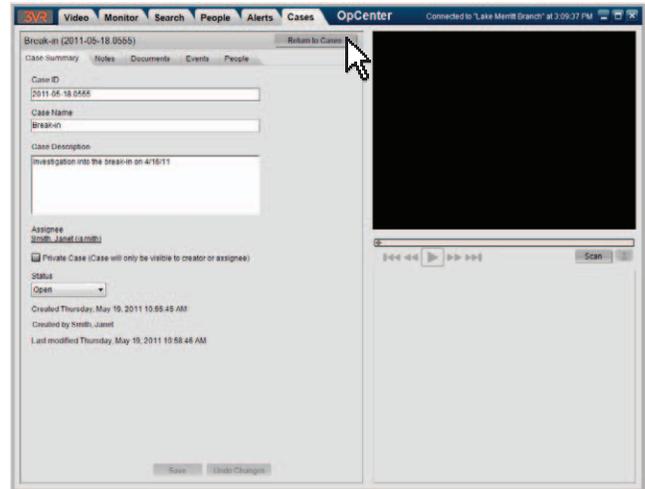
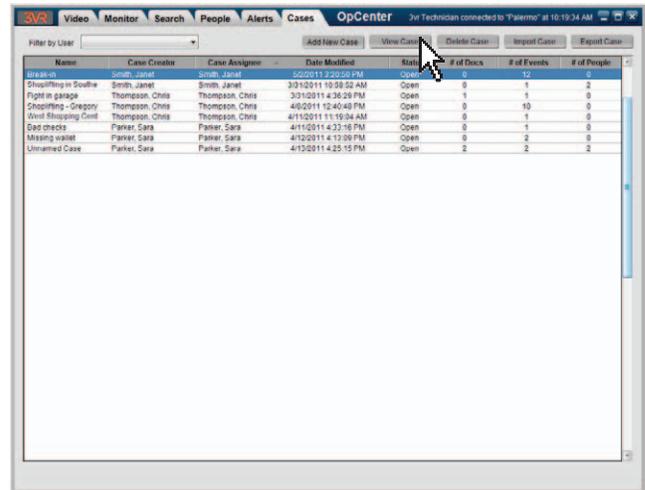
2.1 Viewing an Existing Case

1. Click the **Cases** tab to go to the **Cases** panel.
2. Select the case of interest from the list of cases.
3. Click **View Case**.
4. From the case editing screen, click the tabs to view the **Case Summary** and any **Notes, Documents, Events,** or **People** that have been added to the case.
5. To return to the case list, click **Return to Cases**.



Details

See section 3 in this chapter for more information on adding evidence and supporting documentation to a case.

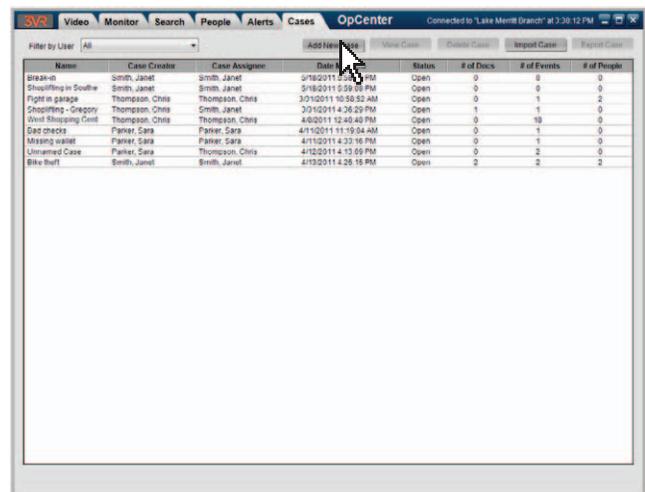


2.2 Opening a New Case

There are two ways to open a new case:

From the Cases Panel

1. Click the **Cases** tab to go to the **Cases** panel.
2. Click **Add New Case**.



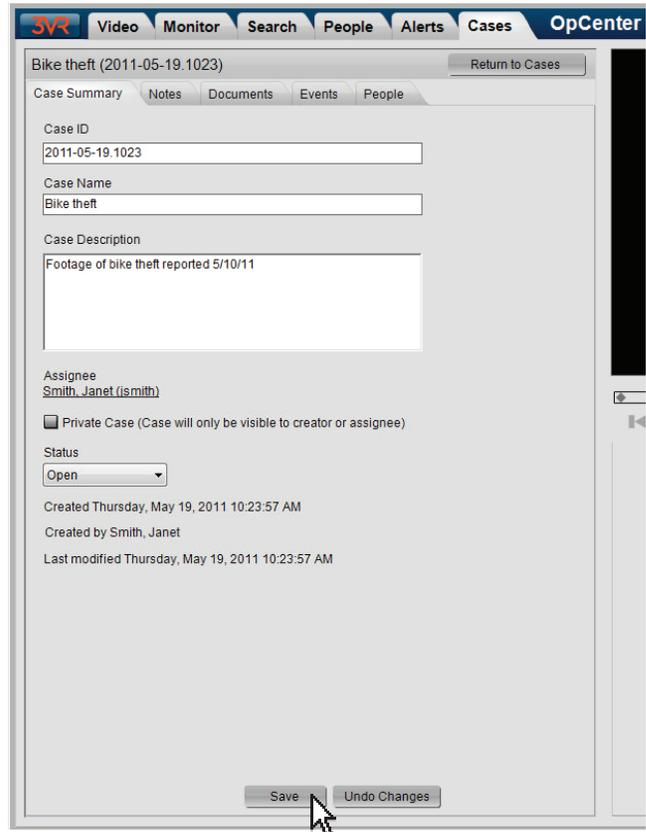
3. Fill out the fields under the **Case Summary** tab:

- **Case ID:** A case ID will be autogenerated for you based on the present date. However, this field may be edited if desired.
- **Case Name:** Type a name for the case.
- **Case Description:** If desired, type a summary description for the case.
- **Assignee:** Will be set to the current user account by default. To assign the case to another user, click the link and select the user name from the dropdown list.
- **Private Case:** A case marked as a [] **Private Case** will only be visible to the creator and the assignee.
- **Status:** When creating a new case, the case status will be **Open**.

4. When you are finished editing the details of the new case:

- To create the new case, click **Save**.
- To clear the form without saving your changes, click **Undo Changes**.

5. To return to the case list, click **Return to Cases**.



From an Event or Person Card

1. Select an event or person card of interest in the **Monitor, Search, or People** panels.

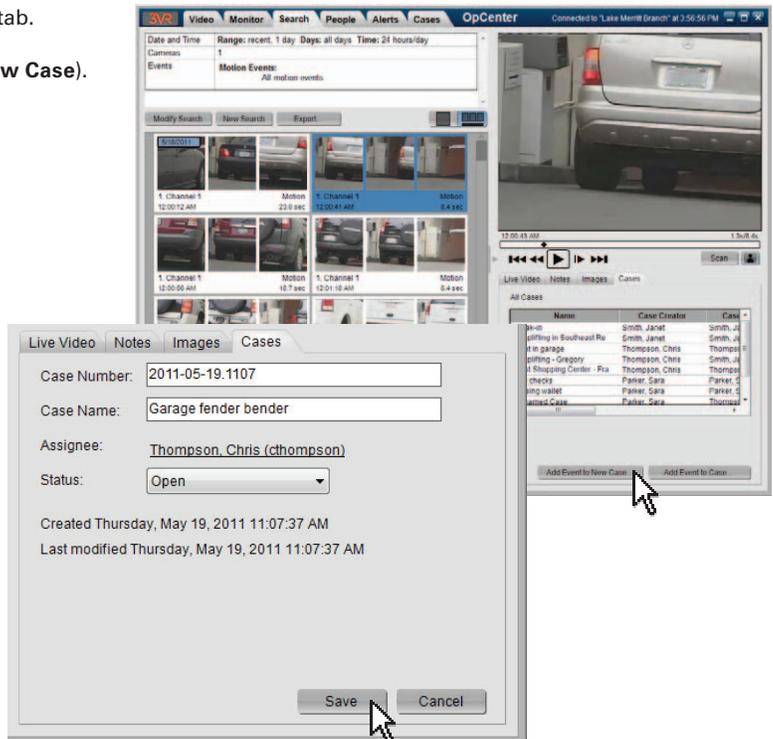
2. In the event editor or person editor, click the **Cases** tab.

3. Click **Add Event to New Case** (or **Add Person to New Case**).

4. Fill out the details of the new case:

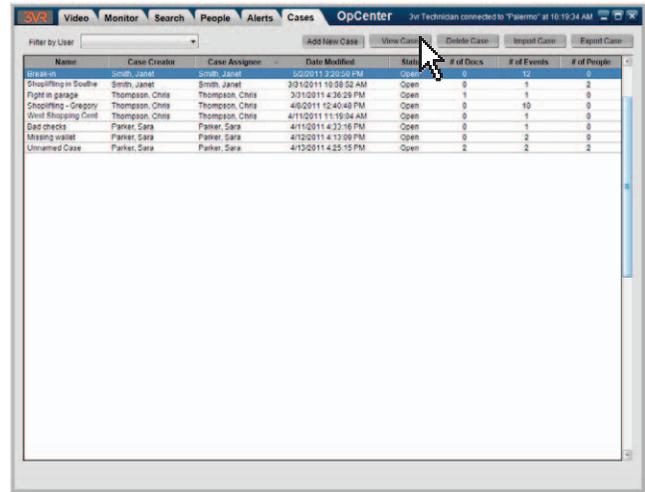
- **Case ID:** A case ID will be autogenerated for you based on the present date. However, this field may be edited if desired.
- **Case Name:** Type a name for the case.
- **Case Description:** If desired, type a summary description for the case.
- **Assignee:** By default, the assignee be set to the current user account. To assign the case to another user, click the link and select the user name from the dropdown list.
- **Private Case:** A case marked as a [] **Private Case** will only be visible to the creator and the assignee.
- **Status:** When creating a new case, the case status will be **Open**.

5. Click **Save** to save the new case. The event or person card will be added to the case as the first piece of evidence.



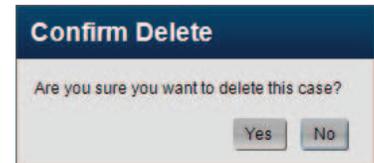
2.3 Editing a Case

1. Click the **Cases** tab to go to the **Cases** panel.
2. Select the case of interest from the list of cases.
3. Click **View Case**.
4. Edit the fields under the **Case Summary** tab as desired (see section 2.2 for a description of each setting).
5. When you are finished editing the case
 - To save your changes, click **Save**.
 - To clear the form without saving your changes, click **Undo Changes**.
6. To return to the case list, click **Return to Cases**.



2.4 Deleting a Case

1. Click the **Cases** tab to go to the **Cases** panel.
2. Select the case to be deleted from the list of cases.
3. Click **Delete Case**.
4. In the **Confirm Delete** pop-up window, click **Yes** to permanently delete the case.



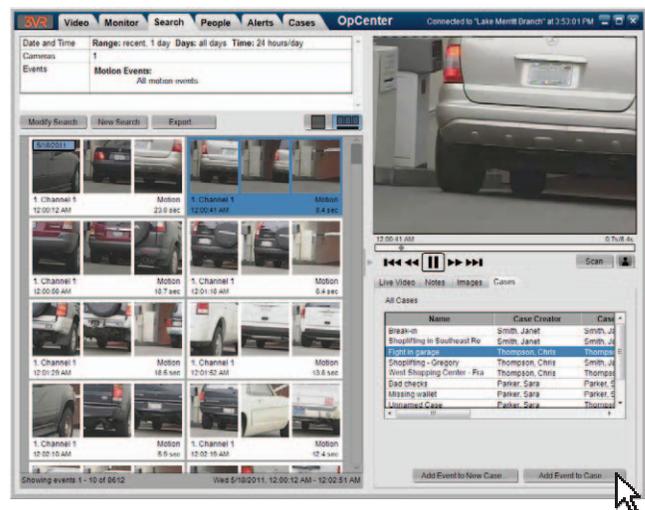
3. BUILDING A CASE

3.1 Adding Events to a Case

Events can be added to a case from the **Monitor** panel or from the **Search** panel search results screen with the following steps:

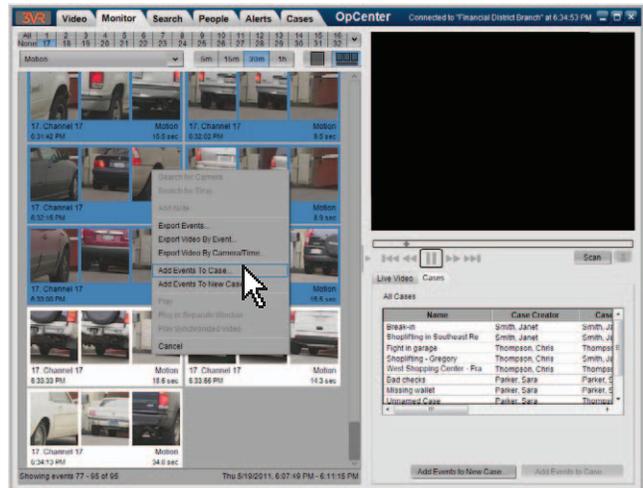
Adding a Single Event Card

1. Select the event card(s) of interest.
2. In the event editor, click the **Cases** tab.
3. Select an existing case from the list and click **Add Event to Case**.



Adding Multiple Events at Once

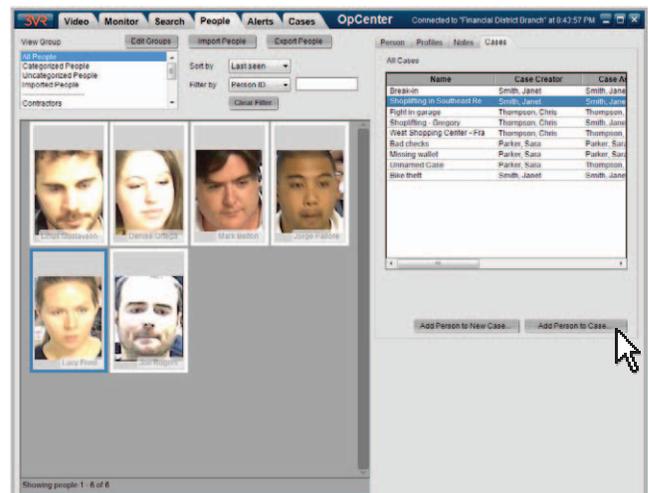
1. Hold the CTRL key and click event cards to select multiple events.
2. Right-click one of the selected events and select **Add Events to Case** from the menu.
3. In the **Cases** tab of the event editor, select an existing case from the list and click **Add Events to Case**.



3.2 Adding a Person to a Case

People can be added to a case from the **People** panel with the following steps:

1. From the **People** panel, select a person card.
2. Select the **Cases** tab from the person editor.
3. Select a case from the list and click **Add Person to Case**.
4. Click **Save**.



3.3 Removing Evidence from a Case

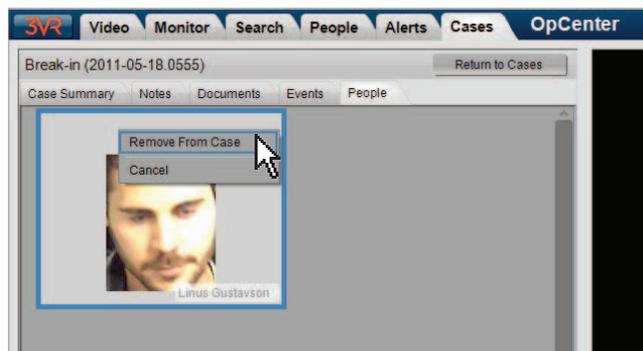


Note

Closed cases cannot be edited. To remove evidence from a closed case, first re-open the case, then remove the event or person card with the steps in this section.

Use the following steps to remove events or people from a case:

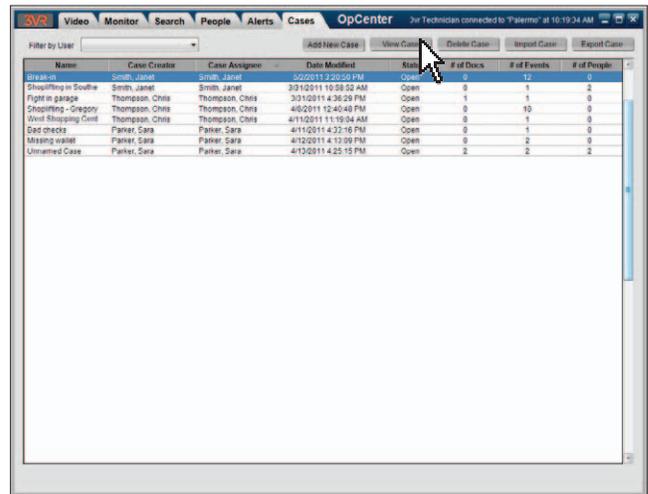
1. From the case editing screen, click the **Events** or **People** tab.
2. Right-click the event or person card to be removed and select **Remove from Case**.
3. To return to the main view of the **Cases** panel, click **Return to Cases**.



4. ADDING SUPPORTING DOCUMENTS AND NOTES TO A CASE

4.1 Adding a Document to a Case

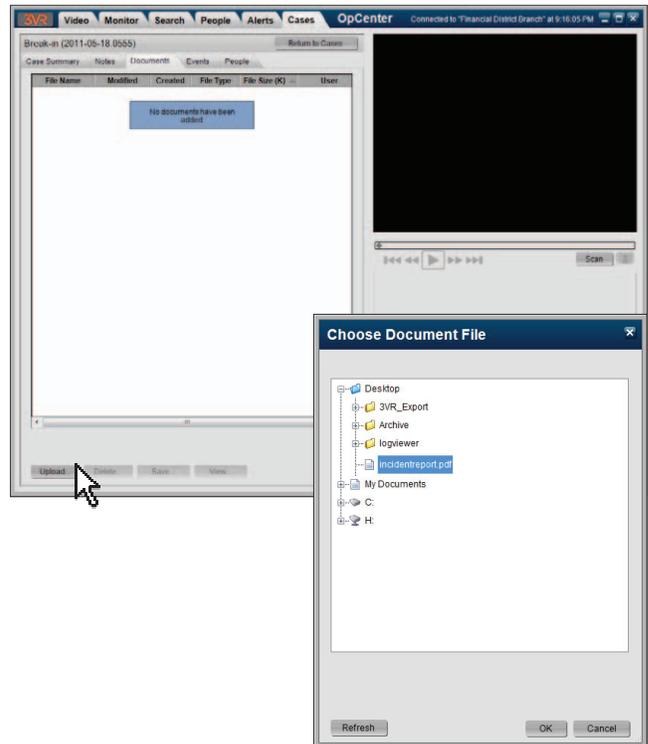
1. Click the **Cases** tab to go to the **Cases** panel.
2. Select the case of interest from the list of cases.
3. Click **View Case**.



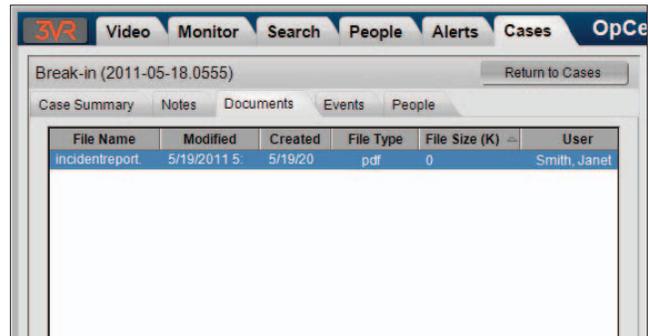
4. Click the **Documents** tab.
5. Click **Upload**.

 **Details**
You may upload any kind of file to the **Documents** tab, not just text documents. However, the file size must be less than 10 MB.

6. In the **Choose Document File** window, select the file to upload to the case.
7. Click **OK**.



The file will appear in the **Documents** tab of the case editor.



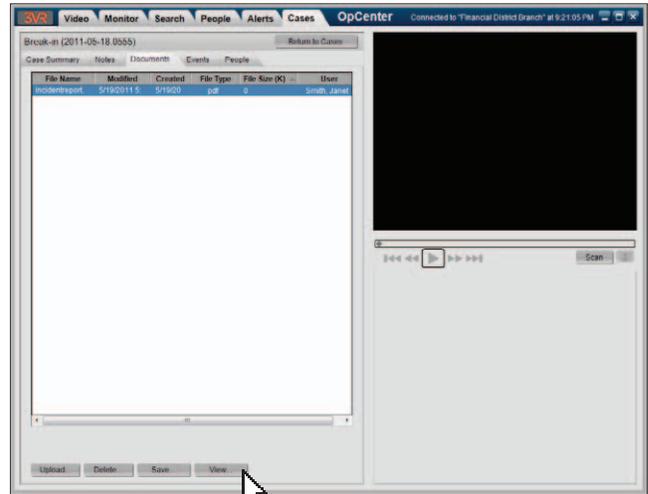
4.2 Working with Documents

Opening a Document

Use the following steps to download and view a file that has been uploaded to a case:

1. In the **Documents** tab, select the file to open.
2. Click **View**.
3. The file will open in the application on your computer that has been associated with the file type.

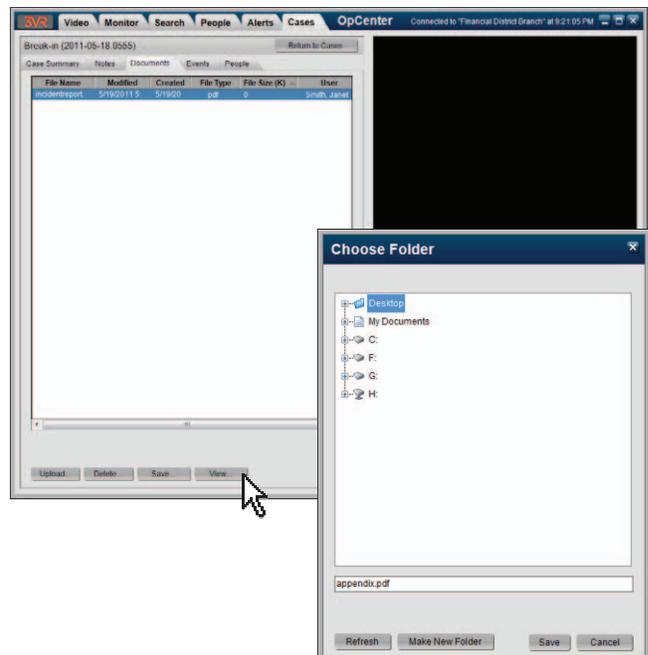
For example, if the document is a .txt file, clicking **View** will open the file in Windows Notepad or another text editor.



Saving a Document

Use the following steps to save a file from the **Documents** tab to your computer:

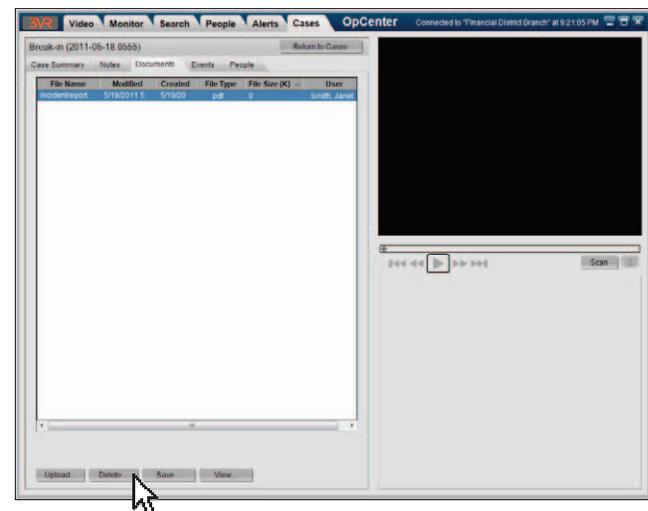
1. In the **Documents** tab, select the file to save.
2. Click **Save**.
3. In the Choose Folder dialog, select the directory or drive where you wish to save the document.
4. Click **Save**.



Removing a Document

Use the following steps to remove a file that has been added to a case:

1. In the **Documents** tab, select the file to delete.
2. Click **Delete**.
3. In the pop-up window, click **Yes** to confirm the file should be removed from the case.



4.3 Adding Notes to a Case



Important

Once saved to a case, notes cannot be deleted.

1. In the **Cases** panel, select a case from the list of cases
2. Click **View Case**.
3. In the case editing screen, click the **Notes** tab.
4. Click **Add a Note**.
5. Select a label for your note from the **Label** dropdown menu.

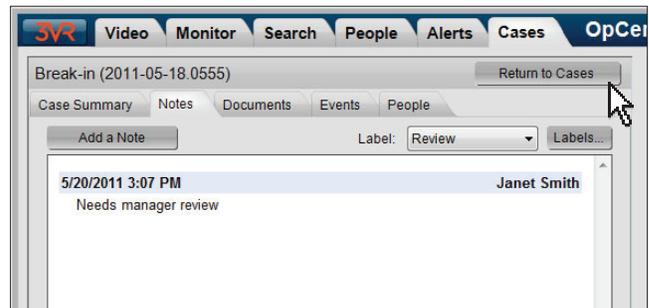
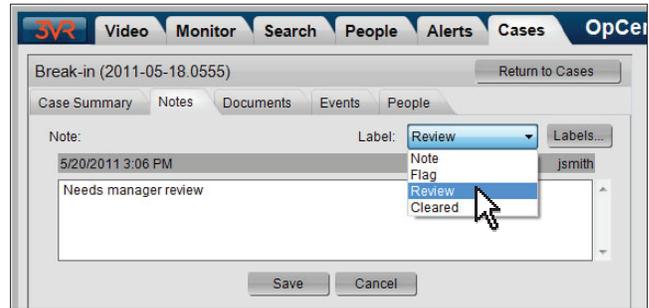
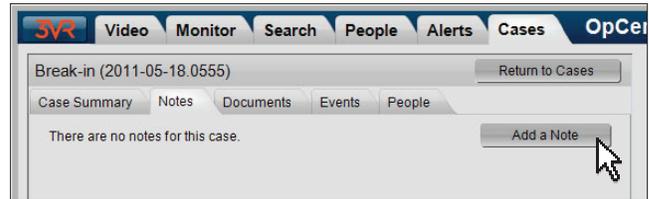


Reference

See *Chapter 10: Notes* for more information about creating notes and defining note labels.

6. Type the text of the note in the text box.
7. Click **Save**

The note will be added to the **Notes** tab of the case editor..

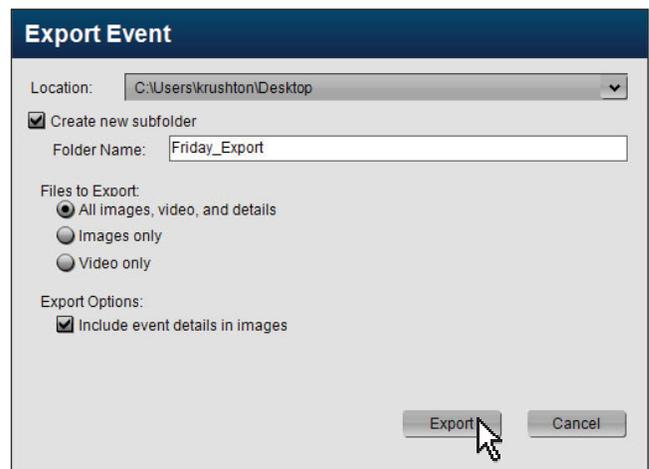


5. EXPORTING A CASE

Exporting a case will convert the case summary, evidence, and supporting documents to a file that may be viewed in web browser (Mozilla Firefox, Internet Explorer, Chrome, or Safari). This allows the details of the investigation to be easily shared with law enforcement, management, or other interested parties.

Use the following steps to export a case from 3VR OpCenter:

1. Click the **Cases** tab to go to the **Cases** panel.
2. Select the case to export.
3. Click **Export Case**.
4. Click the dropdown arrow next to **Location** to select the directory or drive where you wish to save the exported case.
5. To create a new folder for the exported case, check [] **Create new subfolder** and enter a folder name.
6. Check [] **Include event details in images** to embed details about the source event in images exported with the case.
7. Click the **Export** button.
8. When the export is complete, click the **Close** button.



Reference

See *Chapter 9: Exported Evidence* for more information about viewing exported cases.

CHAPTER 7

People Panel

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1. GETTING STARTED WITH THE PEOPLE PANEL



Licensed Feature

The **People** panel will not be useful to customers without facial surveillance enabled and configured on one or more cameras. Enabling face requires the system be licensed for the VIP Facial Surveillance analytic. Please contact 3VR Sales or your 3VR reseller for more information.

When a face event in the **Monitor** or **Search** panel features someone you want to keep track of, you can enter details about the person in the **Person** tab of the event editor. After clicking **Save**, a person card will be created from the face event. You can view all person cards that have been created on the appliance in the OpCenter **People** panel.

Use the following steps to create a new person from a face event and then view that person in the **People** panel:

To create a new person from a face event:

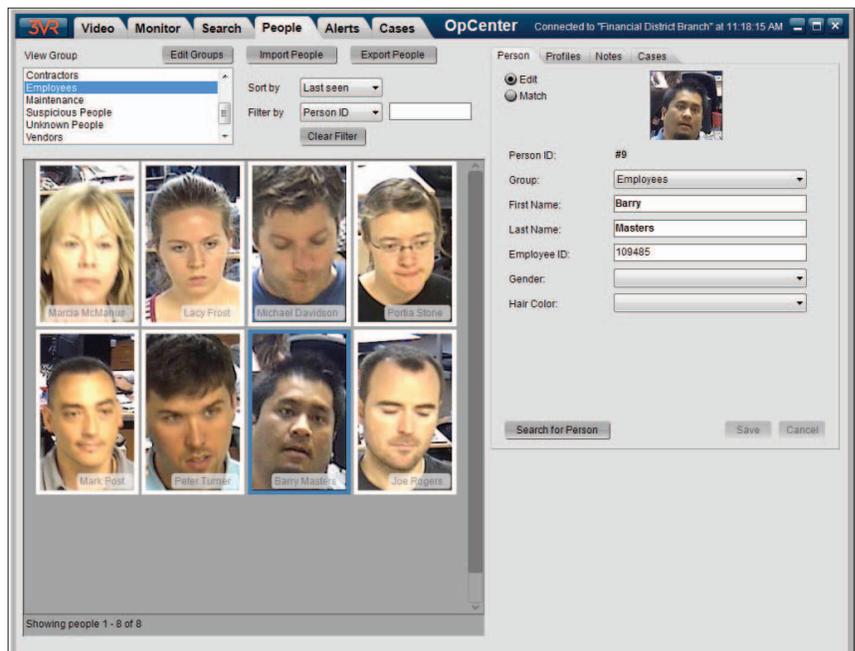
1. Select the face event of interest.
2. In the event editor, click the **Person** tab.
3. Fill out the fields under (**E**) **Edit** for the new person.
4. Click **Save** to create the new person.



To view the details of an existing person in the **People** panel:

1. Click the **People** tab to go to the **People** panel.
2. Select the person card of interest.

Details about the person will be displayed in the **Person** tab of the person editor.

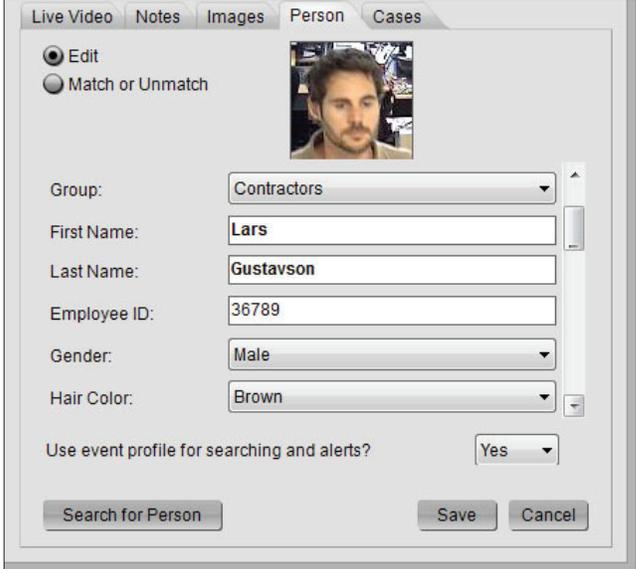


2. WORKING WITH FACE EVENTS

2.1 Creating a New Person from a Face Event

To create a new person from a face event:

1. Select the face event of interest.
2. In the event editor, click the **Person** tab.
3. To assign the person to a group, open the **Group** dropdown menu and click a group name.
4. Edit the following person properties as desired:
 - First Name
 - Last Name
 - Employee ID
 - Gender
 - Hair Color
 - Any custom fields that have been created for face events.



Reference

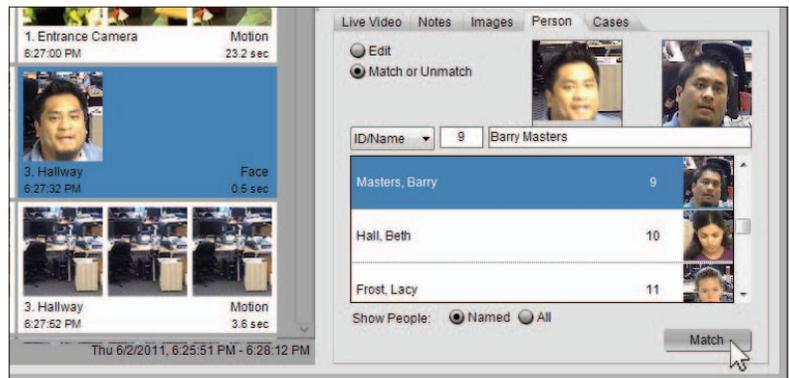
See the document *Managing Custom Fields on the 3VR VIP Appliance* for more information on defining and using custom fields.

5. Click **Save** to create the new person.

2.2 Matching a Face Event to an Existing Person

Use the following steps to match a face event to an existing person. The face event will be added to the person card as a profile.

1. Select the face event of interest.
2. In the event editor, click the **Person** tab.
3. Select **() Match or Unmatch**.
4. Locate the person to match with the face event in one of the following ways:
 - Select a radio button beside **Show People** to select which list of people to display, **() Named** or **() All**.
 - To filter profiles based on last name or Person ID, select **Name/ID** from the dropdown menu. Type part or all of the last name or ID number for the profile you are looking for and press the Enter key.
 - To filter profiles by group, select **Group** from the dropdown menu and select the group name from the second dropdown menu.
5. Select the person in the face event from the list.
6. Click the **Match** button to add the face event to the selected person card as a profile.



3. FILTERING AND SORTING PERSON CARDS

By default, the **People** panel will display all people that have been created in the system. Users may filter and sort person cards using the controls at the top of the **People** panel.

3.1 Filtering People by Group Membership

Groups provide a way of categorizing people who have been created in the system.

A list with all people groups will be displayed in the upper-left corner of the **People** panel.



Note

There are seven default people groups in OpCenter: Contractors, Employees, Maintenance, Suspicious People, Unknown People, Vendors, and Visitors. To create your own people groups, see section 4.1.

Select a group name from this list to filter the person cards by group membership. Only the people that have been assigned to the selected group will be displayed.

You can also filter people by one of the general categories at the top of the group list:

- **All People**

The default view of the **People** panel. Displays all people that have been created on the appliance.

- **Categorized People**

Displays only people that have been assigned a group membership.

- **Uncategorized People**

Displays only people that have not been assigned a group membership.

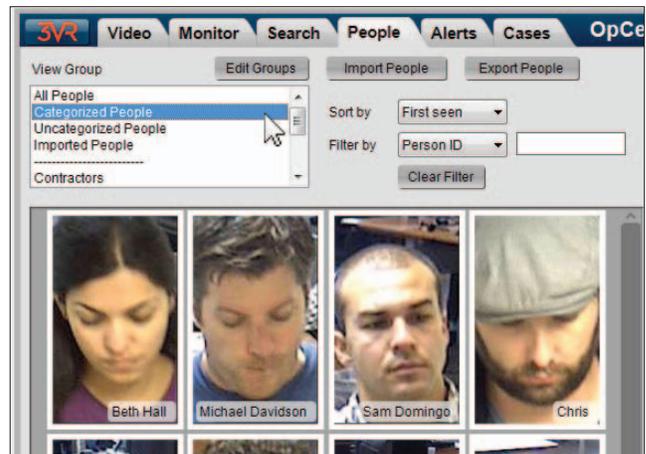
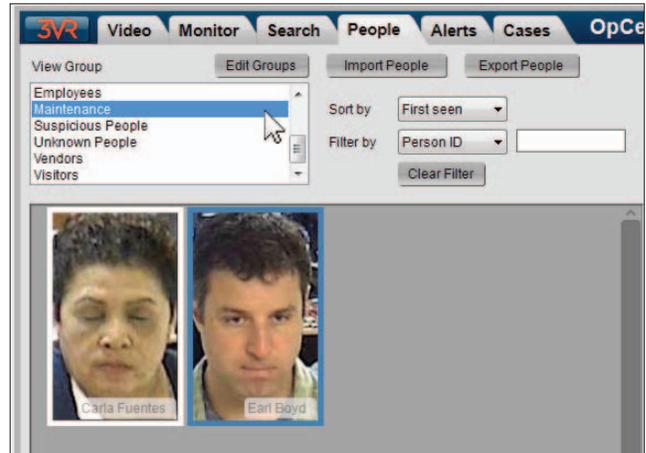
- **Imported People**

Displays only people that were imported into the system.



Reference

See section 5 of this chapter for information on exporting and importing people.

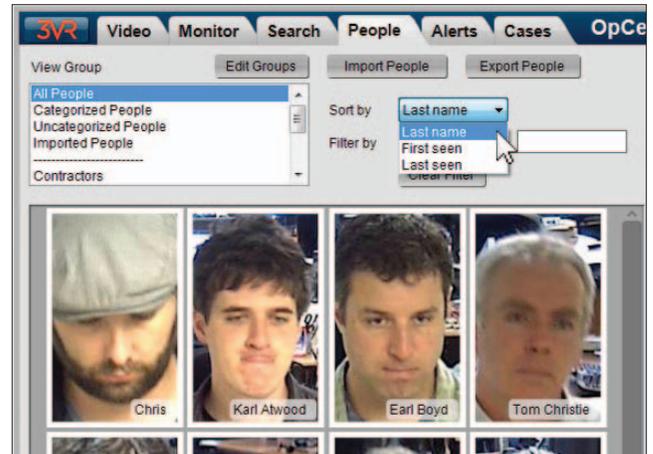


After selecting a group or category, person cards for all members of the selected group will be displayed. If a group has more members than can be displayed on the screen at once, use the scroll bar to scroll through all group members.

3.2 Sorting People Chronologically

Use the **Sort by** dropdown menu at the top of the **People** panel to change the ordering of person cards.

- To display person cards in the order of their most recent appearance in the system, select **Last seen** from the **Sort by** dropdown menu. Person cards matched to the most recent face events are displayed first.
- To display person cards in the order of their oldest appearance in the system, select **First seen** from the **Sort by** dropdown menu. Person cards matched to the oldest face events are displayed first.
- To display person cards in alphabetical order by last name, select **Last name** from the **Sort by** dropdown menu. Person cards without assigned last names will be displayed first, followed by people with last names in alphabetical order.

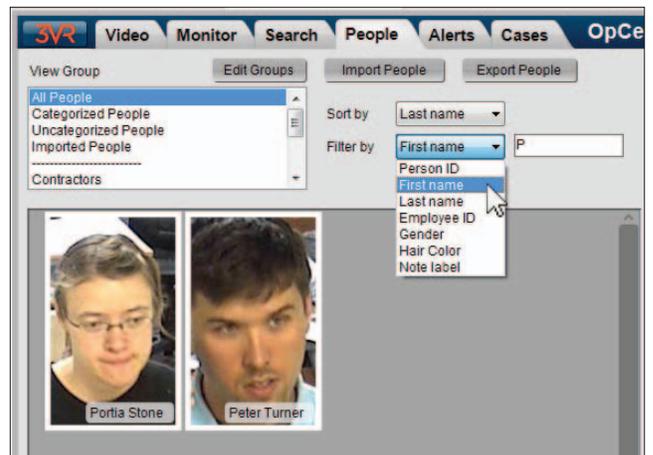


3.3 Filtering People by Name, ID, Gender, and Other Custom Properties

Use the **Filter by** control at the top of the **People** panel to filter people by manually edited properties such as name, employee ID, gender, etc.

For example, to filter by first name:

1. Select **First name** from the **Filter by** dropdown menu.
2. Type one or more character(s) to search for in the text box.
3. Press the Enter key.
4. The **People** panel will update to display only person cards with first names matching the filter character(s).



Notes

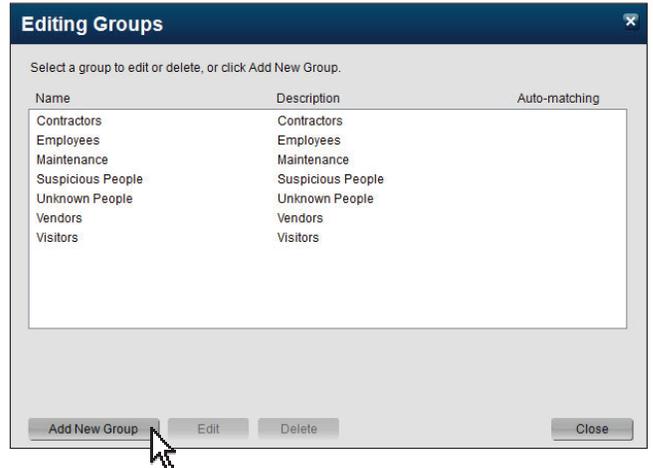
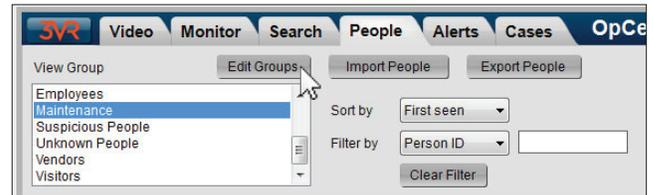
- 1) The options listed in the **Filter by** menu will vary depending on the custom fields that have been created for face events. See the document *Managing Custom Fields* for more information on defining and using custom fields.
- 2) Only properties that have been manually edited on one or more person cards will return meaningful results when filtering people.

4. PEOPLE GROUPS

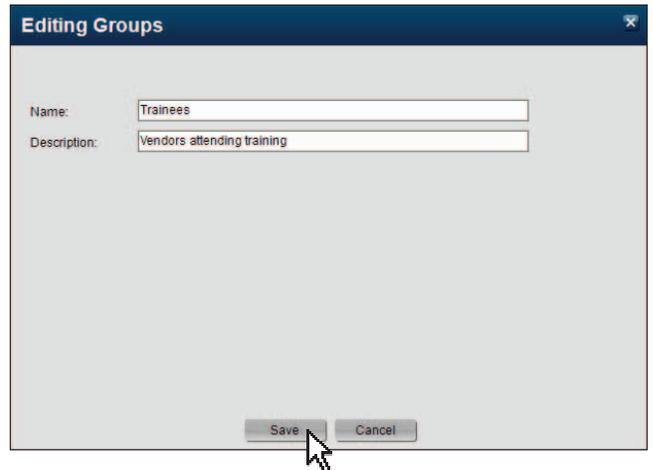
4.1 Creating a New Group

Use the following steps to create a new people group.

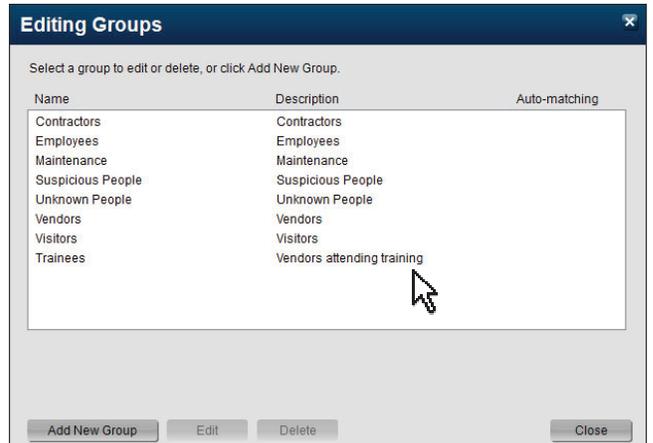
1. Click the **People** tab to go to the **People** panel.
2. Click **Edit Groups**.
3. Click **Add New Group**.



4. Type the **Name** of the new group.
This name will appear on person cards as well as on any face events matched to any profiles in this group.
5. Enter a brief **Description** of the group.
6. Click **Save** to create the new group.



7. The new group will appear in the list of groups.

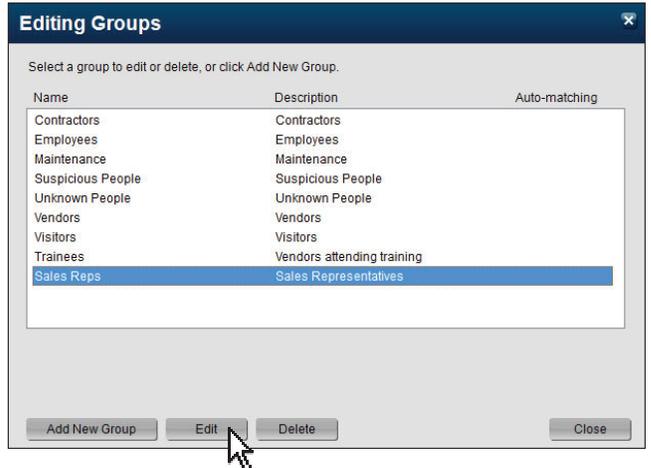


4.2 Editing People Groups

Use the following steps to modify the name or description of a people group.

1. Click the **People** tab to go to the **People** panel.
2. Click **Edit Groups**.
3. Select the name of the group to edit.
4. Click **Edit**.

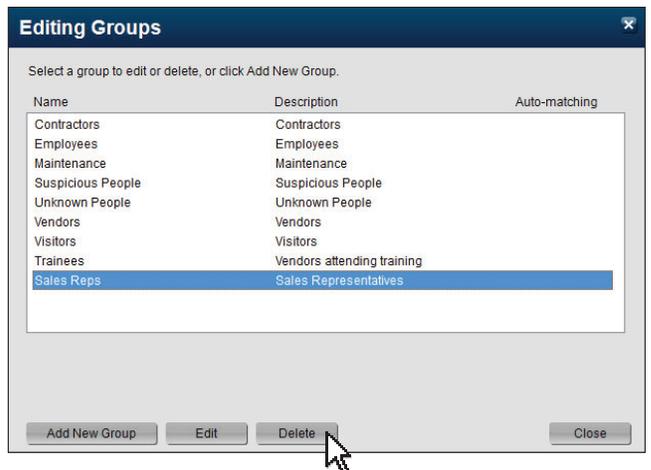
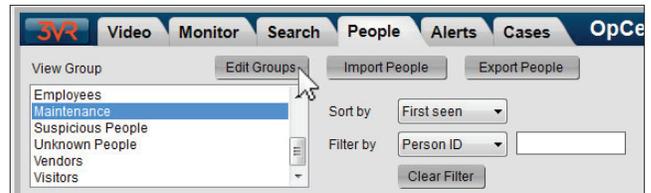
You will be returned to the **Editing Groups** screen (see section 3.1 for reference image). Modify the group name and/or description as desired, then click **Save**.



4.3 Deleting People Groups

Use the following steps to delete a people group.

1. Click the **People** tab to go to the **People** panel.
2. Click **Edit Groups**.
3. Select the name of the group to delete.
4. Click **Delete**.

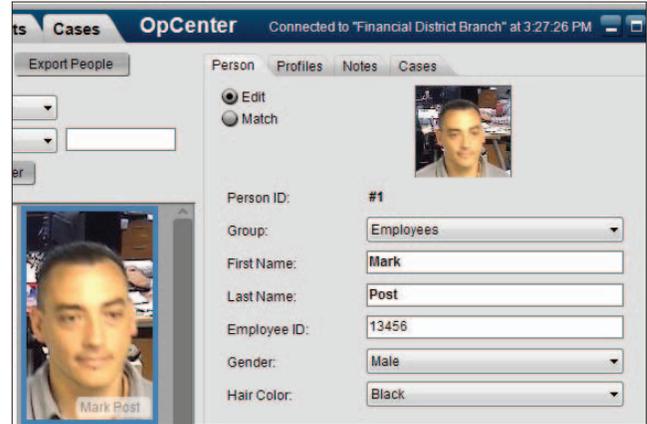


Note

Groups with members cannot be deleted. You must first move each group member to a different group (or mark them as uncategorized) by individually editing each person card. You may delete the group once all members have been moved.

5. VIEWING AND EDITING PERSON DETAILS

1. Click the **People** tab to go to the **People** panel.
2. Select the person card of interest.
3. Details about the person will be displayed in the **Person** tab of the person editor:
 - **Person ID**
 - **First Name**
 - **Last Name**
 - Custom Properties (**Employee ID, Gender, Hair Color**, etc.)
4. Click the remaining tabs in the person editor to view and/or edit the following items:



- **Profiles:** The **Profiles** tab contains face events that have been matched to the person. Each individual face event is considered a “profile” of the person.

 **More**
See section 6 of this chapter for information about person profiles.

- **Notes:** Any notes added to the person will be displayed by selecting the **Notes** tab of the person editor. Or, to add a note to the person, click the **Add a Note** button in this tab.

 **Reference**
See *Chapter 10: Notes* for more information about notes and note labels.

- **Cases:** You can add the person to a case from the **Cases** tab of the person editor.

 **Reference**
See *Chapter 6: Cases Panel* for more information about cases.

6. WORKING WITH PERSON PROFILES

6.1 Viewing Profiles Matched to a Person Card

The **Profiles** tab of the person editor contains face events that have been matched to a person. Each face event is called a “profile” of the person. Matching high-quality face event cards to people helps the system improve its ability to recognize that person over time.

1. Click the **People** tab to go to the **People** panel.
2. Select the person card of interest.
3. In the person editor, click the **Profiles** tab. All profiles that have been matched to the person will be displayed.

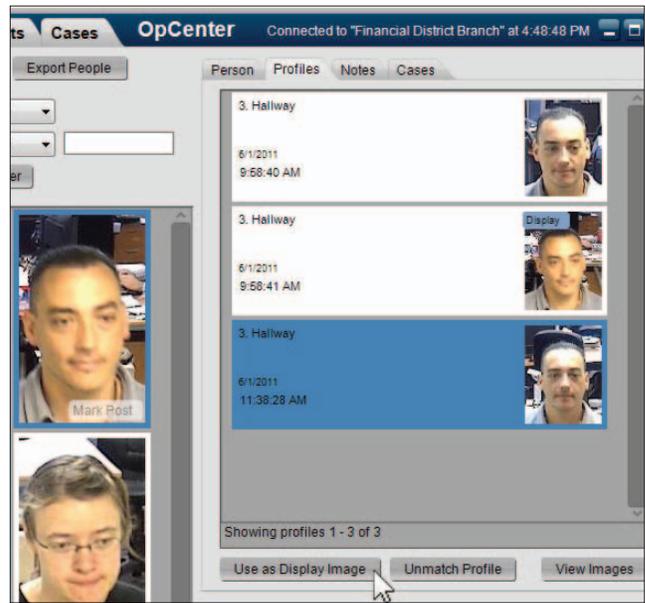


6.2 Changing the Display Profile

Although a single person card may have multiple matched profiles appearing in the **Profiles** tab, one profile must always be identified as the primary profile for the person. This profile is called the Display profile. The best image from the Display profile is used to identify the person wherever they appear in OpCenter.

By default, the first face event used to create a person is used as the Display profile. However, you may promote another profile to be the Display profile with the following steps:

1. Click the **People** tab to go to the **People** panel.
2. Select the person card of interest.
3. In the person editor, click the **Profiles** tab. All profiles that have been matched to the person will be displayed.
4. Select the profile to promote and click **Use as Display Image**.



6.3 Unmatching a Profile from a Person Card

A profile should be unmatched from a person card for one of the following reasons:

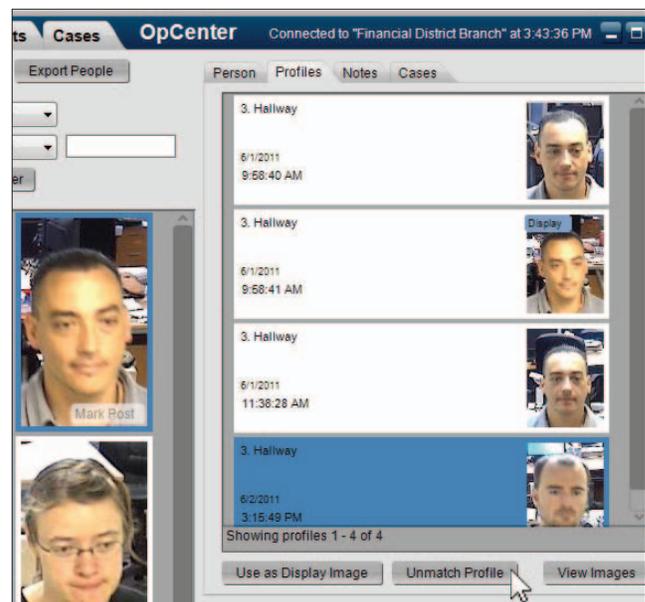
- The profile was matched to the person card in error (it is not the same person)
- The profile was matched correctly, but the profile is not representative of the person's face due to image quality or another reason (bad lighting, extreme angle, glasses present that are not normally worn, etc.)

1. Click the **People** tab to go to the **People** panel.
2. Select the person card with a mismatched profile.
3. In the person editor, click the **Profiles** tab.
4. Select the incorrect profile.
5. Click **Unmatch Profile**.
6. In the **Unmatch Profiles** dialog, specify what to do with the profile that is being unmatched:
 - For low-quality profiles, select () **Keep selected profile on this person, but do not use for future searches and alerts**. The profile will still be associated with the person card, but it will not appear in the **Profiles** tab and its images will not be used for face searching.



Note

This option is not available for profiles created by imported images.



Unmatch Profiles

Select the type of unmatch to perform:

- Keep selected profile on this person, but do not use for future searches and alerts
- Create a new person from the profile
- Unmatch without creating a new person

Unmatch Cancel

- For incorrectly matched profiles that should be turned into a separate person card, select () **Create a new person from the profile**.

The person will be created and placed in the Uncategorized group.

- For incorrectly matched profiles you do not wish to save, select () **Unmatch without creating a new person**.

7. Click **Unmatch** to unmatch the profile.

6.4 Person Profile Images

Viewing Profile Images

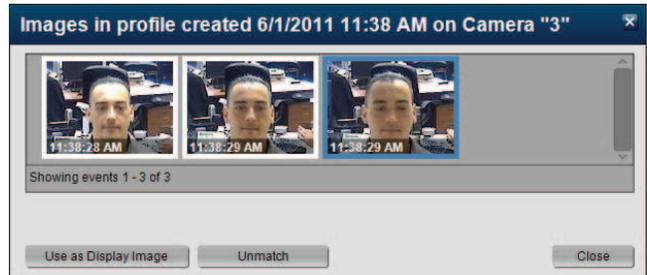
Each profile matched to a person card contains up to three person profile images, thumbnail images of the person's face auto-generated by the source face event.

Use the following steps to view the images from a person profile:

1. Click the **People** tab to go to the **People** panel.
2. Select the person card of interest.
3. In the person editor, click the **Profiles** tab. All profiles that have been matched to the person will be displayed.
4. Select a profile and click **View Images**.



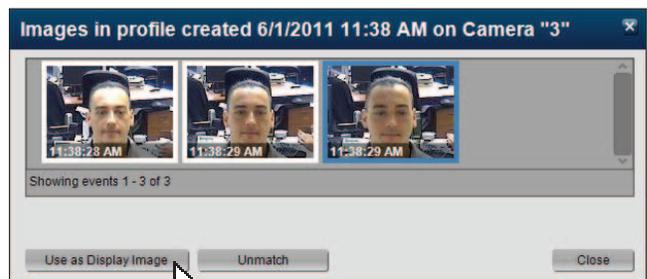
A dialog will appear with all of the thumbnail images for the selected profile.



Changing the Display Image for the Profile

Just as one profile is always defined as the Display profile for a person card (see section 6.2), one of the profile images is used as the Display image for the profile. The Display image is used as the reference image for the profile in the **Profiles** tab.

By default, the middle thumbnail from the face event is used as the Display image for the profile. To use one of the other profile images as the Display image, select the image thumbnail and click **Use as Display Image**.



Unmatching a Profile Image from a Profile

If one of the auto-generated profile images is of low-quality or is not an image of the selected person, you should unmatch the profile image from the person profile. To unmatch a profile image:

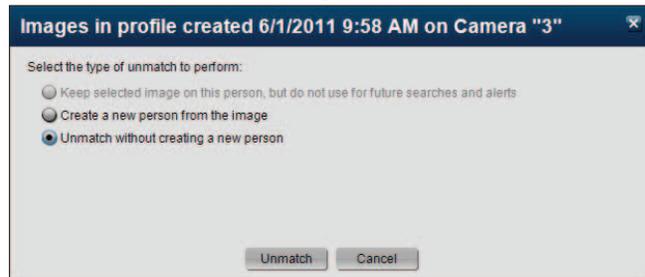
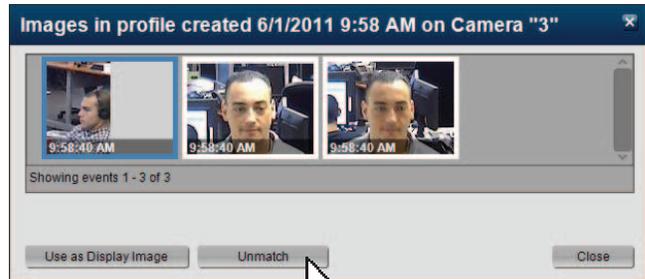
1. Select the image thumbnail.
2. Click **Unmatch**.
3. In the **Unmatch Profiles** dialog, specify what to do with the profile that is being unmatched:

- For incorrectly matched profiles that should be turned into a separate person card, select **() Create a new person from the profile**.

The person will be created and placed in the Uncategorized group.

- For incorrectly matched profiles you do not wish to save, select **() Unmatch without creating a new person**.

4. Click **Unmatch** to unmatch the image.



7. MERGING TWO PERSON CARDS

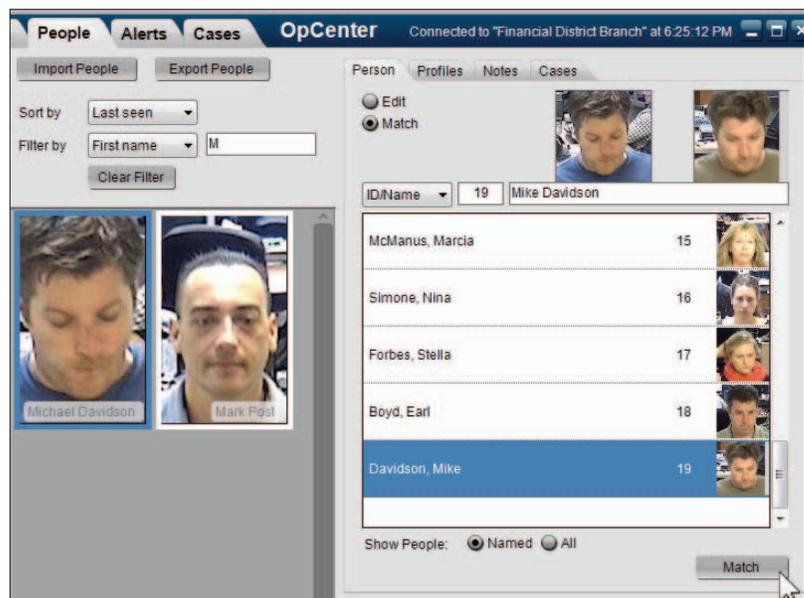
Use the following steps to merge two person cards that have been created for the same person. When people are matched together, the result will be a single person card containing profiles (matched face events) from both of the merged cards.

Please note that the person details (first name, last name, ID, etc.) will only be kept for the person card selected first.

1. Click the **People** tab to go to the **People** panel.
2. Select the person card with person details that should be retained.
3. In the **Person** tab of the person editor, select **() Match**.
4. Click the name or image of the profile you wish to merge with the selected person.

More
You can filter the list of people under **() Match** in a number of ways. See section 2 of this chapter for details.

5. Click the **Match** button to merge the selected people.



8. EXPORTING PEOPLE

8.1 Exporting People

Exporting a person will convert the person details and profile images to a file that may be viewed in web browser (Internet Explorer, Firefox, Chrome, or Safari). This allows information about the person to be easily shared with law enforcement, management, or other interested parties.

Use the following steps to export people to XML:

1. Click the **People** tab to go to the **People** panel.
2. Select the person card to export, or hold the CTRL key and click person cards to select multiple events.
3. Click **Export People**.
4. In the **Exporting People** dialog, select () **Export to Folder**.
5. Click the dropdown arrow next to **Location** to select the directory or drive where you wish to save exported events.
6. To create a new folder for exported events, check [] **Create new subfolder** and enter a folder name
7. If you are exporting people for import into the 3VR CrimeDex database, check [] **Include ZIP file**.



More

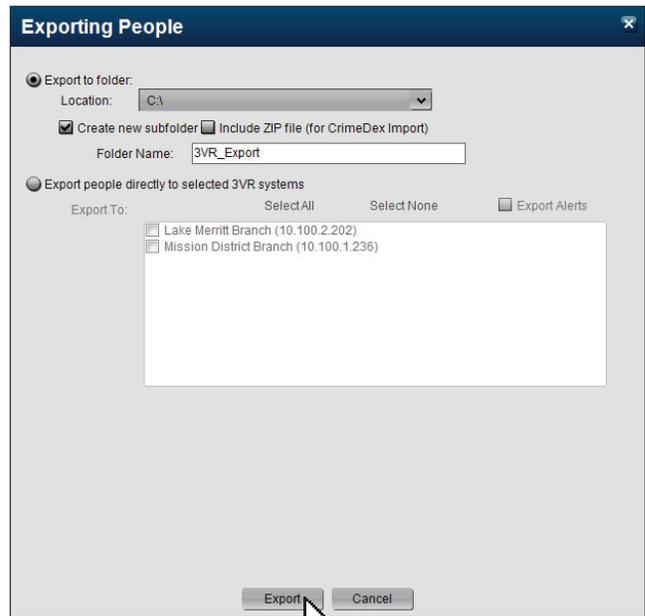
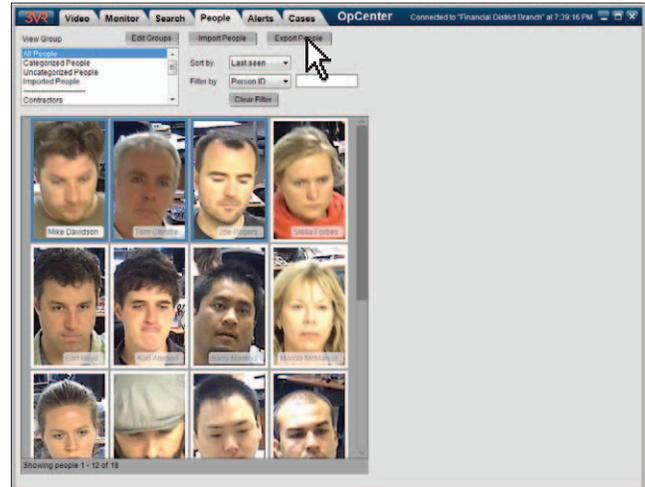
To learn more about 3VR CrimeDex, an online community where fraud, loss prevention, and law enforcement professionals collaborate to solve crimes faster, visit www.crimedex.com.

8. Click the **Export** button.
9. When exporting has completed, click **Close**.



Reference

See *Chapter 9: Exported Evidence* for more information about viewing exported events.

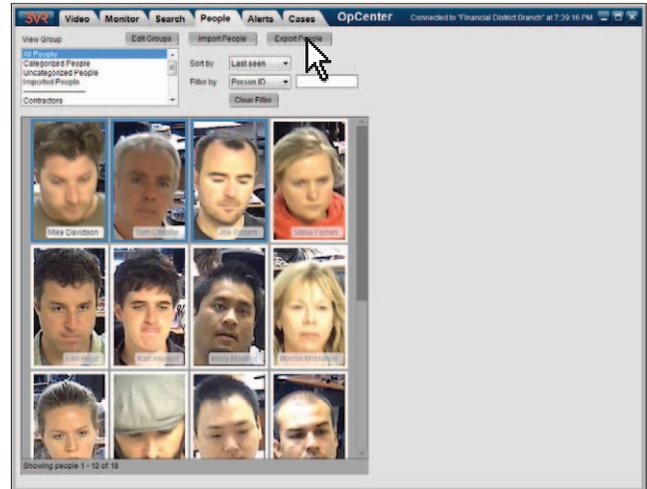


8.2 Enterprise OpCenter | Exporting People to Another Appliance

In addition to exporting to XML, Enterprise OpCenter allows exporting of people between appliances on the Enterprise.

Follow these steps to share people that have been created on one system with other appliances on the Enterprise:

1. Click the **People** tab to go to the **People** panel.
2. Select the person card to export, or hold the CTRL key and click person cards to select multiple events.
3. Click **Export People**.



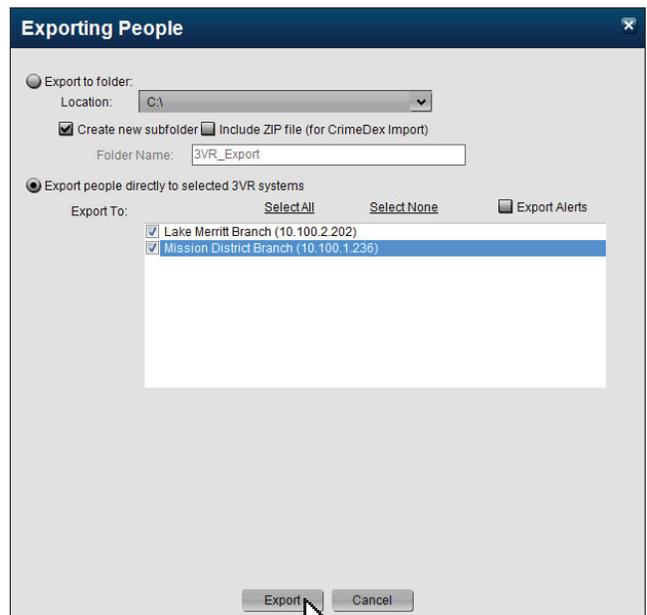
4. In the **Exporting People** dialog, select () **Export people directly to selected 3VR systems**.
5. In the **Export To** box, check the box next to each appliance to include in the export.

To share the selected people with every system on the Enterprise, click [Select All](#).

To export any alerts that have been created for the selected people, check the box next to [] **Export Alerts**.

6. Click the **Export** button.
7. A confirmation dialog will appear. Click **Yes** to proceed with the export.

When the people sharing process is complete, the **Status** field will display a summary of the export.



CHAPTER 8

Notes

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1. ABOUT NOTES

1.1 Notes Overview

The Notes feature of OpCenter allows users to add plain text notes to events, people, and cases of interest.

To view the notes that have been added to an event card, or to add a new note, open the event in the event editor and click the **Notes** tab (the event editor appears in the **Monitor** panel, **Search** panel results screen, and the **Cases** panel). Notes can also be added to a selected person card in the **People** panel, and to a case in the **Cases** panel.

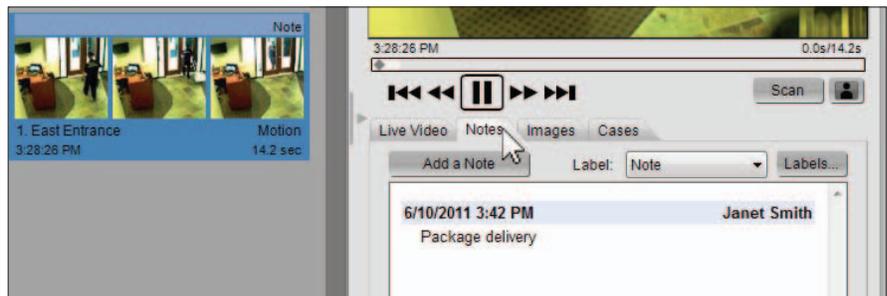
Notes on events may be categorized through the use of note labels; for example, you might add a note to an event card with the **Flag** label to mark the card for manager attention.

1.2 Viewing a Note

To view the notes attached to an event:

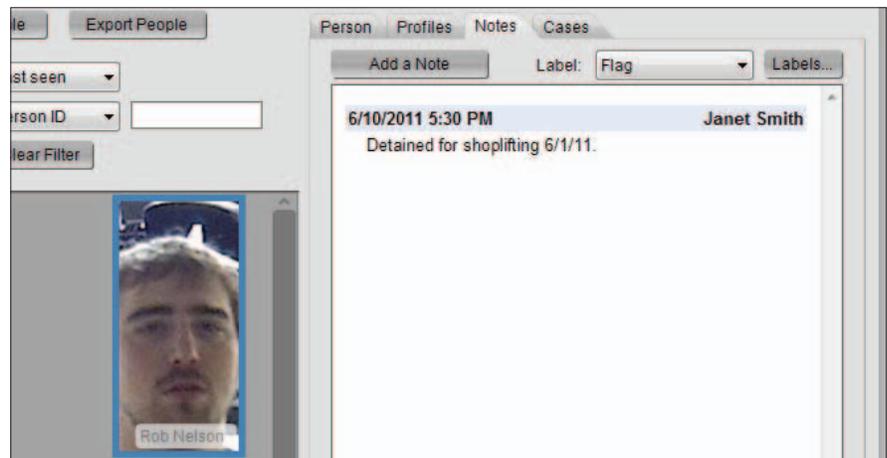
1. Select an event card with a note. Note events are marked with a blue stripe and the note label.
2. In the event editor, click the **Notes** tab to display all notes for that event, including the date, time, and author of each message.

A note may be labeled with **Note**, **Flag**, **Review**, **Cleared** or a custom label created by a user with administrative privileges.



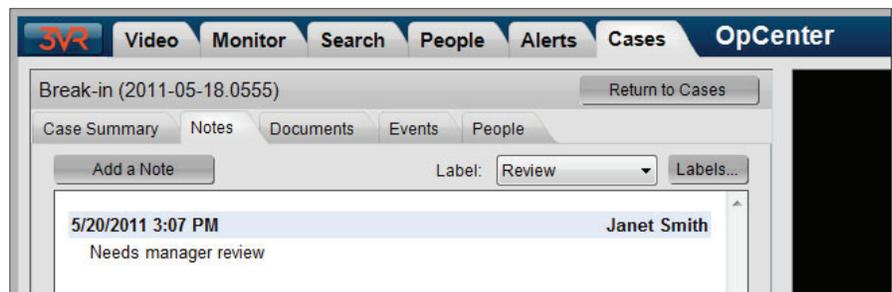
To view the notes attached to a person card:

1. Select a person card with a note.
2. In the person editor, click the **Notes** tab to display all notes for that person, including the date, time, and author of each message.



To view the notes attached to a case:

1. Select a case with a note.
2. Click **View Case**.
3. In the case editor, click the **Notes** tab to display all notes for that case, including the date, time, and author of each message.



2. ADDING A NOTE



Warning

Once a note has been saved to an event, person, or case, it cannot be edited or deleted.

2.1 Adding a Note

1. Select an event card, a person card, or a case.
2. Click the **Notes** tab.
3. Click the **Add a Note** button.
4. If you are adding a note to an event, select a label for the note from the **Label** dropdown menu. This label will be displayed in the top right corner of the event card to indicate the type of note attached.



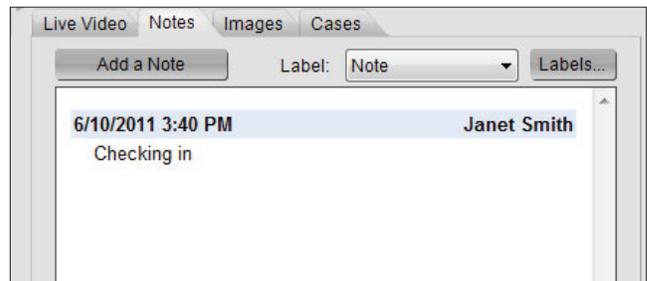
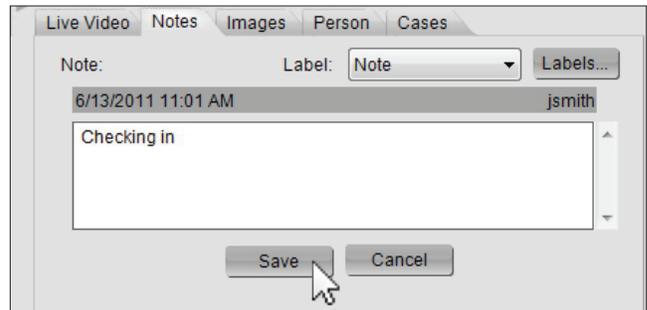
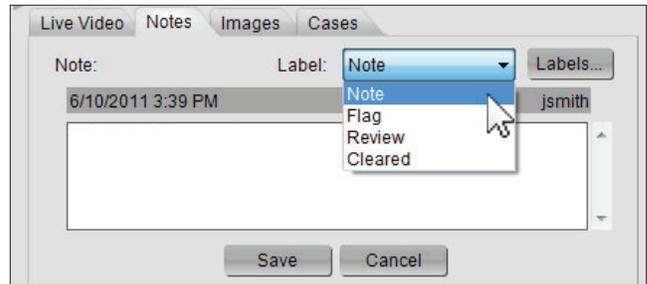
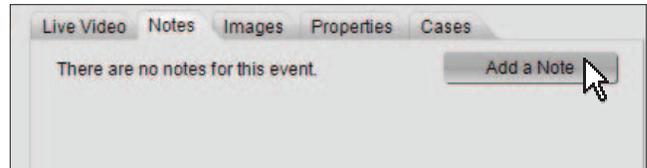
Note

See section 3 of this chapter for information on creating custom note labels.

5. Type your note in the text box.
6. Click the **Save** button.

7. When you click **Save**, the system will automatically add the date, time, and author to the note.

In addition, the event card will be stamped with the note label.



2.4 Re-Labeling a Note

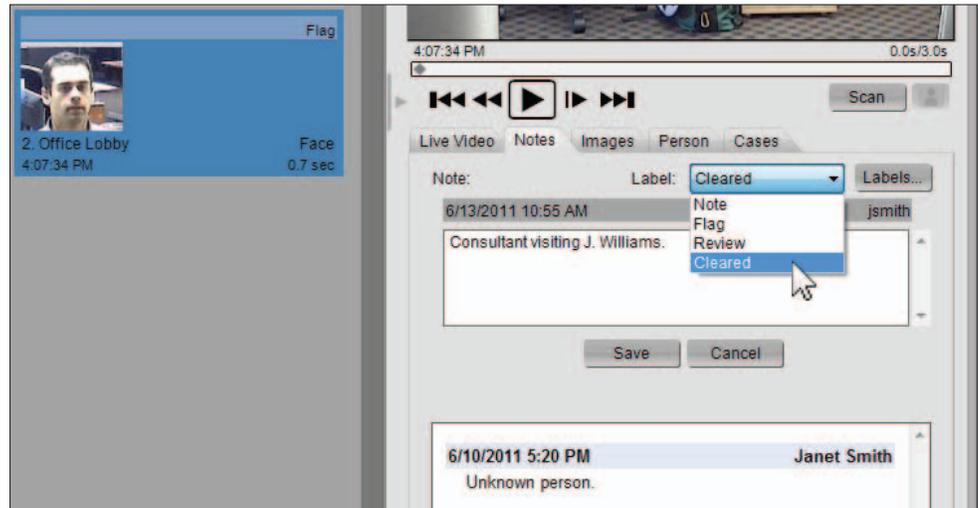
Note labels can be used to distinguish between different types of notes. The 3VR system comes with four predefined note labels: **Note**, **Flag**, **Review**, and **Cleared**. When adding a note to an event, the label **Note** will be used by default unless a different label is selected.

While the text of a note cannot be edited after it is saved to the event, you can change the label affixed to the event card with the following steps:

1. Select an event card with a note.
2. In the **Notes** tab of the event editor, click the dropdown arrow next to **Label** to display the four default labels, as well as any custom labels created on your system.
3. Select a different label for the event from the list.

The event card will instantly be updated with the new note label.

If desired, you may also add a new note to indicate why note label was changed.



3. MANAGING NOTE LABELS

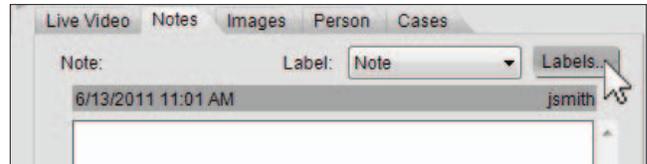
3.1 Creating a Custom Note Label

To create a new note label:

1. From the **Notes** tab of the event editor, click the **Add a Note** button.
2. Click the **Labels** button.
3. Type a new label and click the **Add** button.

This new label will be added to the list of labels and will be available in the **Label** dropdown menu in the **Notes** tab.

4. Click the **Close** button. You can now use this label when adding a note to an event.



3.2 Editing or Deleting a Note Label

To edit or delete an existing label:

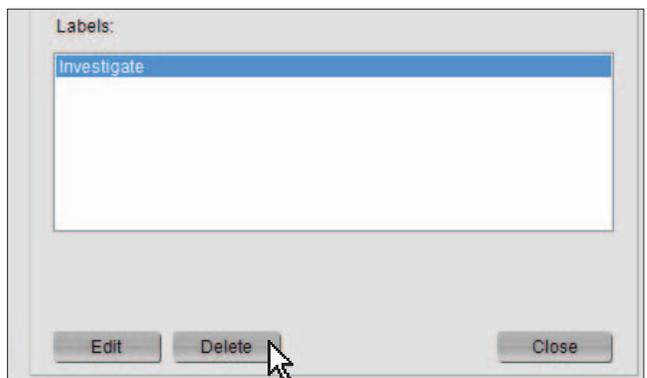
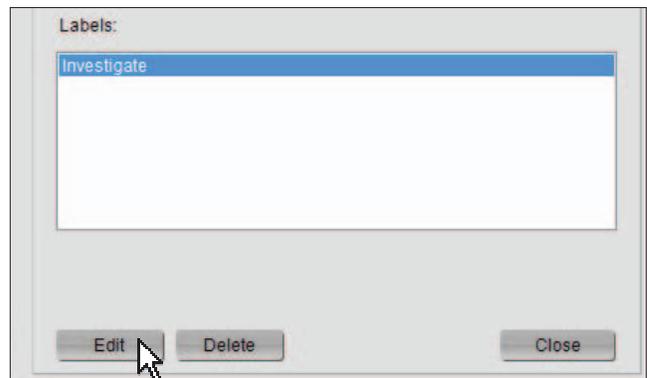
1. From the **Notes** tab of the event editor, click the **Add a Note** button.
2. Click the **Labels** button.
3. Select a note label from the list.
 - To edit the note label, click **Edit**. Modify the label in the text box and click **Save**.
 - To delete the note label, click **Delete**.



Note

Labels that are in use cannot be deleted. Before deleting a label, you must manually re-assign each note currently using the label to a different label. Perform a search for [] **Events With Notes** in the **Search** panel to identify notes that must be relabeled.

4. When you are finished editing note labels click **Close**.



CHAPTER 9

Viewing Exported Evidence

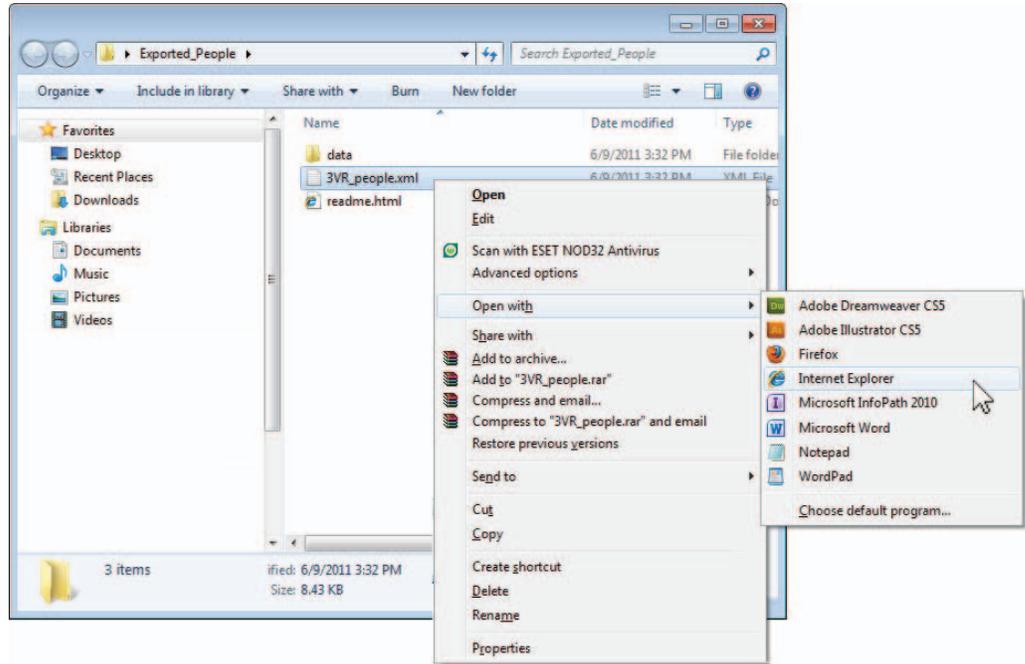
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1. VIEWING EXPORTED EVENTS, PEOPLE, AND CASES

Events, people, and cases exported from OpCenter are converted into an XML file with associated resources that can be viewed in a supported web browser (Internet Explorer, Firefox, Chrome, or Safari).

Use the following steps to view exported surveillance in a web browser:

1. Open the folder containing the exported surveillance.
2. The export folder will have the following contents:
 - An XML file: **3VR_events.xml**, **3VR_people.xml**, or **3VR_cases.xml**
 - A readme file, **readme.html**
 - One or more folders containing video clips and/or images.
3. To view the exported surveillance, right-click the XML file and select **Open with >** from the menu, then select your web browser.



4. The exported surveillance will be displayed in a storyboard format in the web browser. To play back the video clip(s), click the [Watch video](#) link below each clip.



Note

For more information, see the **readme.html** file included in the export folder.

3VR Exported Events	
Can't view video? Click here for assistance	
Start Time	8/18/2009 3:37:30 PM
End Time	8/18/2009 3:37:31 PM
SmartRecorder	Financial District Branch (3VR-PJIL02A377U)
Channel	2. Channel 2
Event Type	Face Event
Frames	
Videos	Watch video
Start Time	8/18/2009 3:37:39 PM
End Time	8/18/2009 3:37:46 PM
SmartRecorder	Financial District Branch (3VR-PJIL02A377U)
Channel	11. Channel 11
Event Type	Motion Event
Frames	
Videos	Watch video

2. VIEWING EXPORTED VIDEO

Video exported from the OpCenter **Video** panel can be viewed in one of two ways:

- In 3VR Evidence Viewer, if the application was included with the export or has been downloaded separately.
- In QuickTime or Windows Media Player, if Evidence Viewer is unavailable.

2.1 Viewing Exported Video in Evidence Viewer

3VR Evidence Viewer is a powerful tool that allows simultaneous viewing of one or more cameras of exported video. Evidence Viewer replicates the functionality of the 3VR OpCenter **Video** panel for evidence recipients (e.g., law enforcement, court officials, etc.) without access to the 3VR system.



Reference

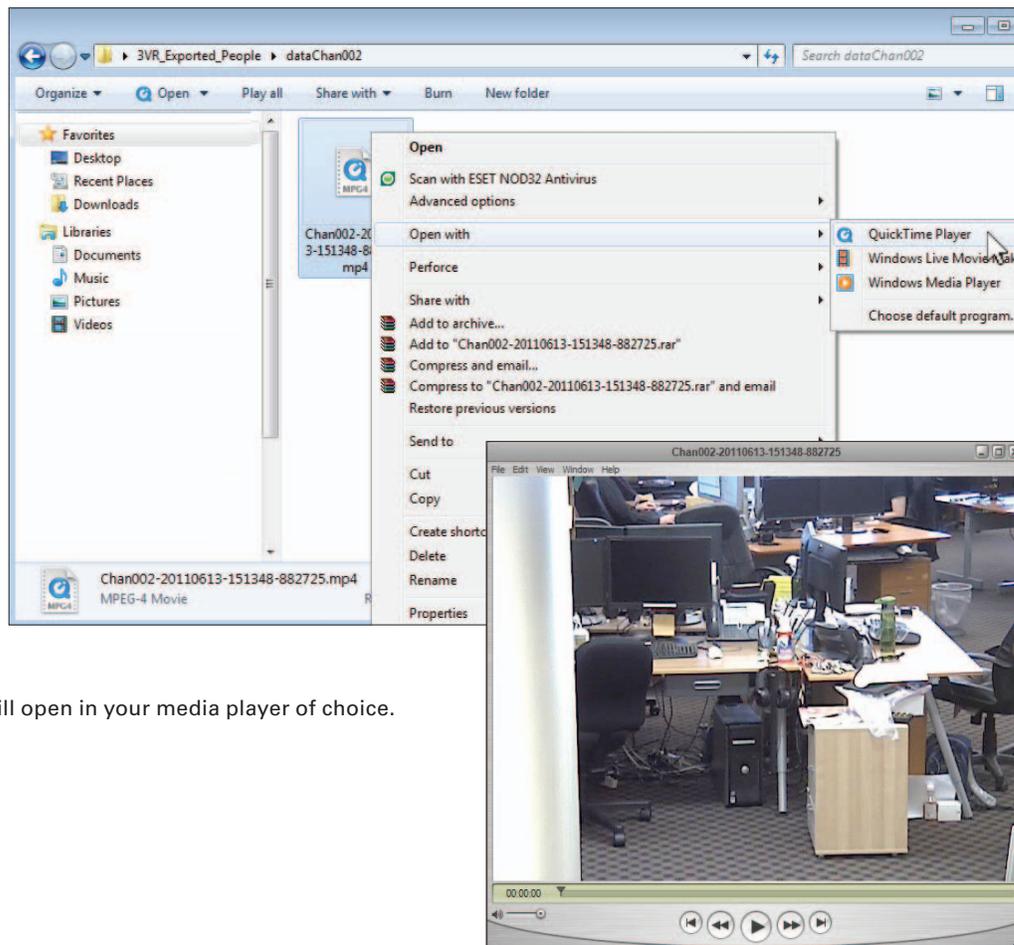
See section 3 of this chapter for a user guide for 3VR Evidence Viewer.

2.2 Viewing Exported Video in a Supported Media Player

If Evidence Viewer was not included with the export, exported video clips can be viewed one at a time in one of the supported media players (QuickTime, Windows Media Player*, or VLC).

To view an exported video clip:

1. Open the export folder.
2. Right-click the video clip of interest and select **Open with > QuickTime** or **Open with > Windows Media Player**.



The selected video clip will open in your media player of choice.



Note

Playing back video exported from OpCenter in Windows Media Player requires the 3VR Windows Media Player codec, available for download at www.3VR.com

3. EVIDENCE VIEWER OVERVIEW

3.1 About Evidence Viewer

3VR Evidence Viewer is a powerful tool that allows you to simultaneously view one or more cameras of video exported from the 3VR OpCenter **Video** panel without requiring the purchase of additional software. 3VR Evidence Viewer is ideal for sharing exported video with law enforcement or other investigators.

With 3VR Evidence Viewer you can:

- Simultaneously view up to 36 cameras of exported video
- Select which cameras to display in the current view
- Scan video using a video timeline
- Automatically verify the integrity of the video being viewed, displaying a warning if the exported video or associated information has been tampered with or modified in any way.

Evidence Viewer is fully supported in Windows XP, Windows Vista, and Windows 7.

3.2 Obtaining Evidence Viewer

Evidence Viewer is installed with 3VR OpCenter. If you are connecting to a 3VR appliance over a network using OpCenter, you will have the option to include Evidence Viewer with exported video files. The Evidence Viewer application .exe will be located inside the export folder.

However, if you will be emailing the exported video or transferring the export folder via a slow network connection, it is recommended that you do not include the 20MB Evidence Viewer application in the exported folder. Instead, advise the person receiving the exported video to download Evidence Viewer from www.3VR.com (click **Services & Support > FAQ**).

Instructions for obtaining 3VR Evidence Viewer are included with every video export.

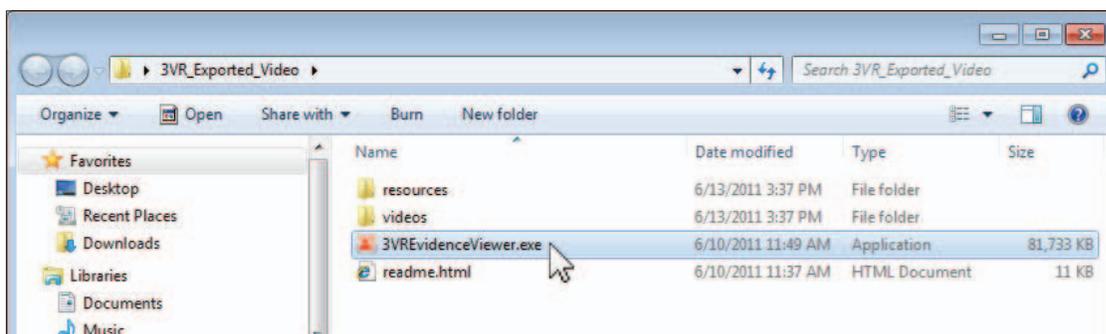
4. OPENING EXPORTED VIDEO IN EVIDENCE VIEWER

There are two ways to load video in Evidence Viewer:

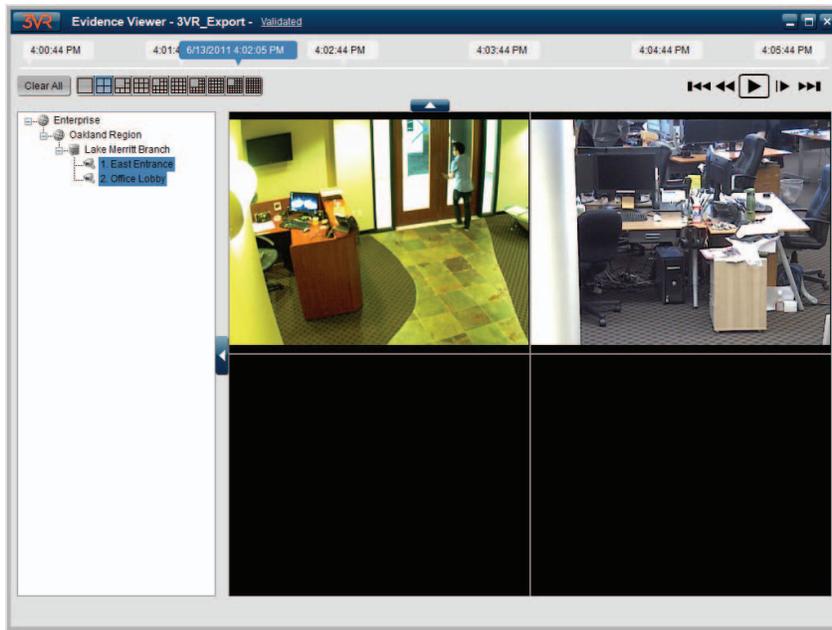
4.1 Automatically Load Video from Export Folder

To automatically load video when Evidence Viewer is launched, drag the application (**3VREvidenceViewer.exe**) into the exported video folder. If the Evidence Viewer application was included in the exported video folder, there is no need to move the application — simply double-click the Evidence Viewer icon and exported video in the same folder will load automatically.

1. Open the folder containing the exported video.
2. Double-click **3VREvidenceViewer.exe** to launch the application.



- When Evidence Viewer loads, it will automatically locate and play back 3VR video files located in the same folder as the application.



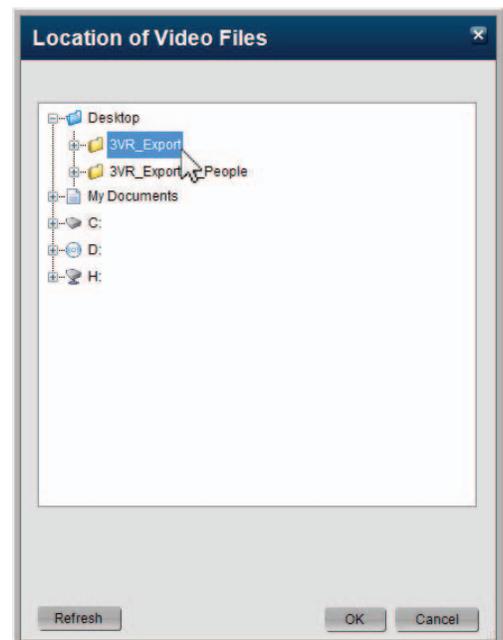
4.2 Manually Select Export Folder

To use Evidence Viewer for viewing video from multiple exported folders, you may wish to keep the Evidence Viewer application in a single location. For example, you may wish to save Evidence Viewer in the Program Files directory (usually **C:\Program Files\3VR**) if it is not already there, and place a shortcut to Evidence Viewer in your Start menu.

However, if Evidence Viewer is not located in the exported video folder, when you double-click the Evidence Viewer icon, you will be prompted to select the location of the exported video.

- Launch Evidence Viewer.
- In the **Location of Video Files** dialog, browse to location of the folder containing the exported video. Select the folder name.
- Click **OK**.

Evidence Viewer will load the 3VR video files located in the selected folder.



5. REVIEWING VIDEO IN EVIDENCE VIEWER

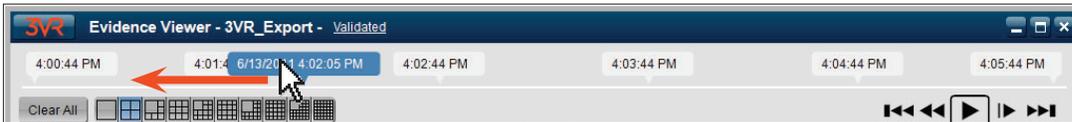
5.1 Controlling Video Playback

You can control video play back in Evidence Viewer using either the video timeline or the video playback controls.

Scanning with the Timeline

The timeline control across the top of the Evidence Viewer application spans the duration of the exported video. The time when the video you are viewing took place is overlaid on the timeline in the scrolling time slider.

Click and drag the time slider to scan forward or backward to a different point in time. Use the time points above the timeline as guides for selecting a time. When you release the mouse button, video playback will resume at the selected time.



Using the Video Playback Controls

Use the video playback controls below the timeline to control the playback of stored video in the following ways:



Pause: Pauses video playback.



Play: Restarts video playback.



Fast-forward: Fast-forwards through video. Clicking the fast-forward button multiple times increases the fast-forward speed (.5x, 2x, 4x, 8x, or 16x).



Rewind: Rewinds through video. Clicking the rewind button multiple times increases the rewind speed (.5x, 1x, 2x, 4x, 8x, or 16x).



Forward 15 minutes: Jumps playback 15 minutes forward on the timeline.



Back 15 minutes: Jumps playback 15 minutes back on the timeline.

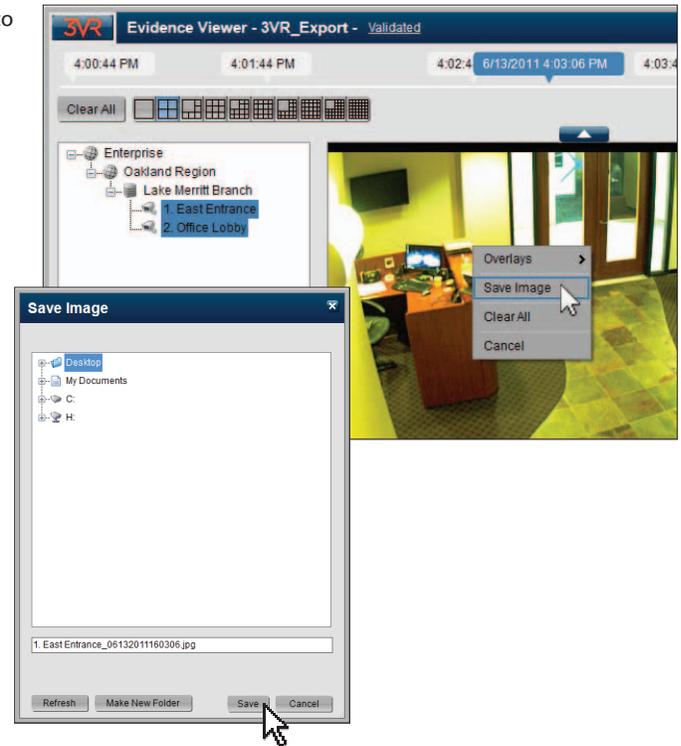


Frame forward: When video is paused, clicking this button skips ahead to the next frame.

5.2 Saving a Single Frame as an Image

Use the following steps to save a single frame from stored video to your computer or an external drive:

1. Click the pause button to pause playback on the frame of interest.
2. Right-click the paused video player and select **Save Image**.
3. Select the directory or drive where you wish to save the image file.
4. Edit the file name if desired.
5. Click the **Save** button to save the image.

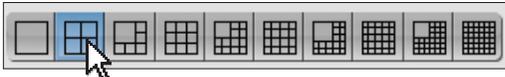


6. CUSTOMIZING EVIDENCE VIEWER

6.1 Changing the Number and Size of Video Players

The layout selector at the top of the Evidence Viewer controls the number and arrangement of video players.

Select a different layout button to increase or decrease the number and positioning of players as desired.

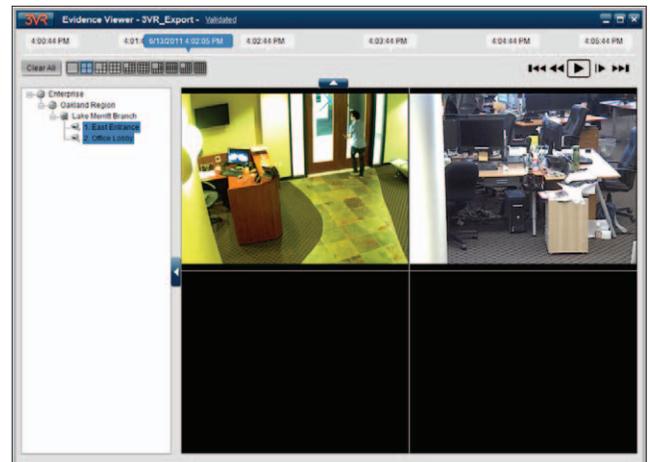


Up to 36 cameras can be displayed at a time in Evidence Viewer.



Tip

To re-arrange the selected cameras, click and drag the mouse from one video player to another video player. When you release the mouse button, the cameras will switch places.

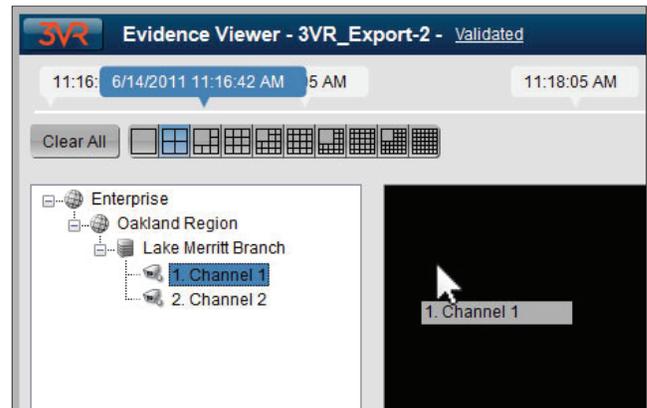


6.2 Adding and Removing Cameras

Which cameras are displayed in the Evidence Viewer video grid can be specified in a number of ways.

Adding Cameras With Drag and Drop

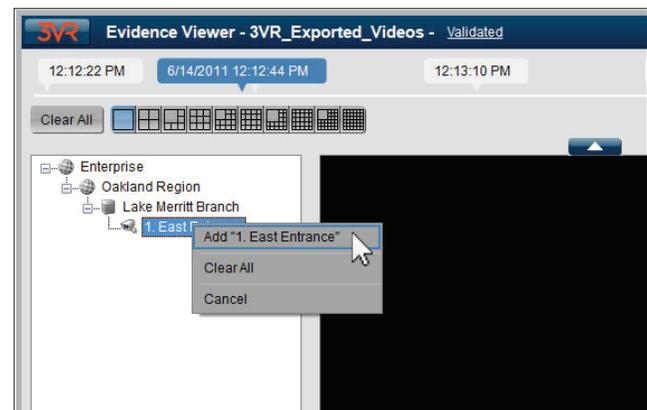
Drag and drop a camera name from the camera tree to a video player to view the camera in the player.



Adding Cameras With Right-Click Menus

Cameras may also be selected using right-click menu options.

- To change the camera displayed in a specific video player, right-click the player, select **Add>**, then click **Add "[Camera Name]"**.
- To add a camera to the first available video player, right-click the camera name in the camera tree and select **Add "[Camera Name]"**.



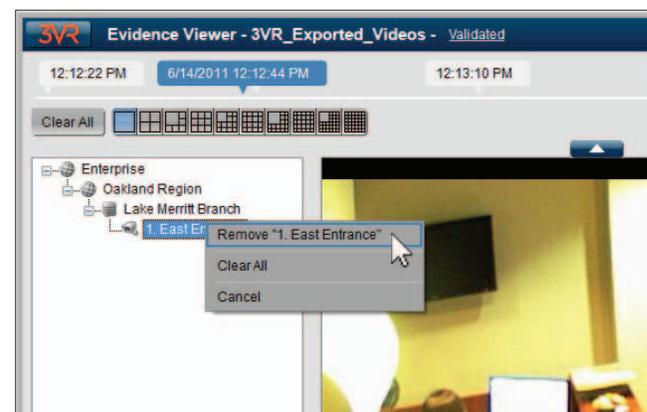
Removing Cameras

There are several ways to stop streaming a camera that is currently playing in Evidence Viewer:

- To remove a specific camera, right-click the video player and select **Remove "[Camera Name]"**.
- To remove all currently selected cameras:

Right-click anywhere in the camera tree or video player grid and select **Clear All**.

Another way to clear all selected cameras is to click the **Clear All** button, located to the left of the layout selector.

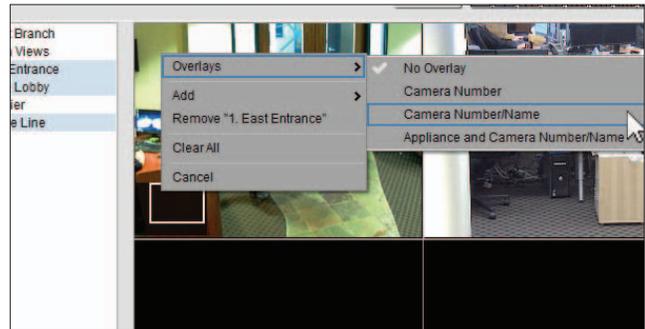


6.3 Camera Overlays

If you would like to display information about the camera on top of each video player, change the camera overlays with the following steps:

1. Right-click anywhere in the video grid.
2. Select **Overlays >**, then choose an overlay from the sub-menu. The current overlay options are:

- **Camera Name**
- **Camera Number and Name**
- **Appliance Name, Camera Number, and Name**
- **No Overlay**



3. By default, camera overlays are placed in the top-left corner of each video player. If desired, you can re-position the overlay by clicking and dragging the overlay box.



Start

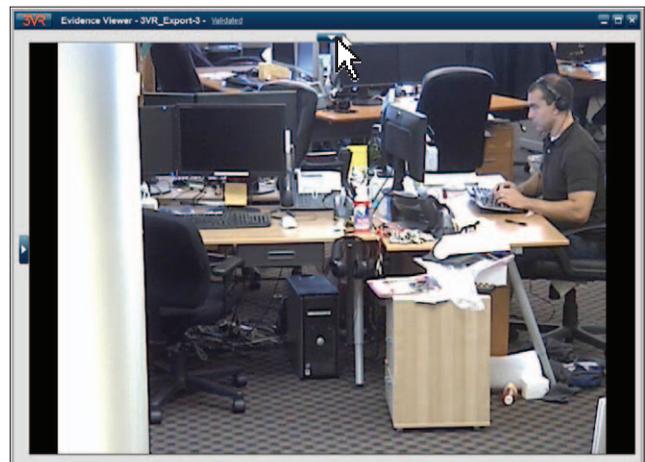
End

6.4 Showing or Hiding the Video Timeline and Camera Tree

Both the camera tree and the video timeline may be hidden from view.

- Click the left-facing arrow to the right of the camera tree to hide the tree.
- Click the upward-facing arrow below the video timeline to hide the timeline.

To re-display the timeline and/or camera tree, click the arrows again.



7. DIGITAL ZOOM

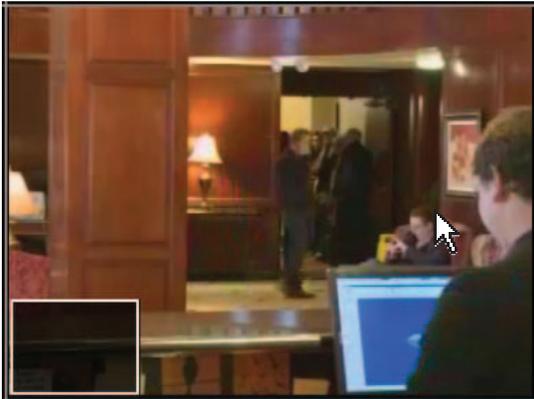
3VR Evidence Viewer features the ability to zoom in on a region of interest in the camera video feed. This “digital zoom” feature adds PTZ-like functionality to fixed analog and IP cameras.

7.1 Entering Zoom Mode

There are two ways enter zoom mode:

Zooming with the Mouse Scroll Wheel

- Click the video player to center the zoom, then use your mouse’s scroll wheel to zoom in and out.



Start



End



Note

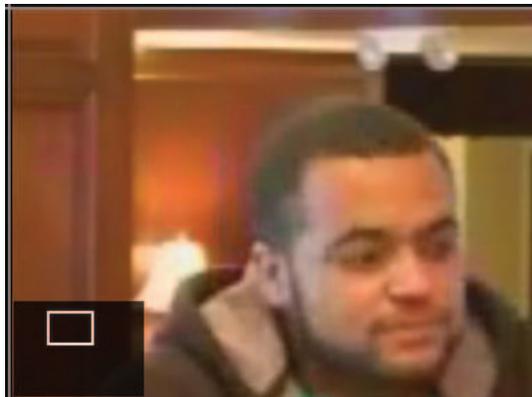
While digital zoom is supported for any non-PTZ camera, cameras with resolutions greater than 1 MP will produce the best results.

Zooming While Holding the CTRL Key

- While holding down the CTRL key, click and drag the mouse over the video feed to draw a box over the region of interest. Release the mouse button to zoom in on the region.



Start



End

7.2 Shifting the Zoomed Region

When a video player is in zoom mode, a zoom inset will appear in the bottom-left corner of the video player. The zoom inset contains a white outline representing the current zoom level.

Shift the zoomed region by clicking and dragging the white box in the inset.



Start



End

You can also nudge the zoomed region up, down, left, or right using the arrow keys on your keyboard.

7.3 Exiting Zoom Mode

You can exit zoom mode in one of two ways:

- Double-click the video player.
- Press the escape key on your keyboard (Esc).

8. VALIDATING EXPORTED EVIDENCE

8.1 About Evidence Validation

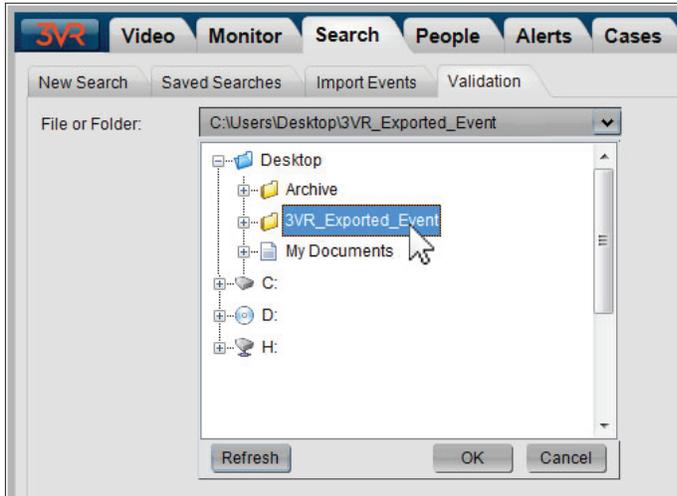
When events and video are exported from the 3VR system, they are digitally watermarked using SHA-1 encryption. This watermark ensures that the exported evidence has not been tampered with, as modifying the file in any way will invalidate the watermark. For example, editing the date of the recorded video in an event xml file, or deleting frames from exported video clips and re-saving the video, will produce an error if the evidence is run through the validation tool.

8.2 Validating Exported Events, People, and Cases in 3VR OpCenter

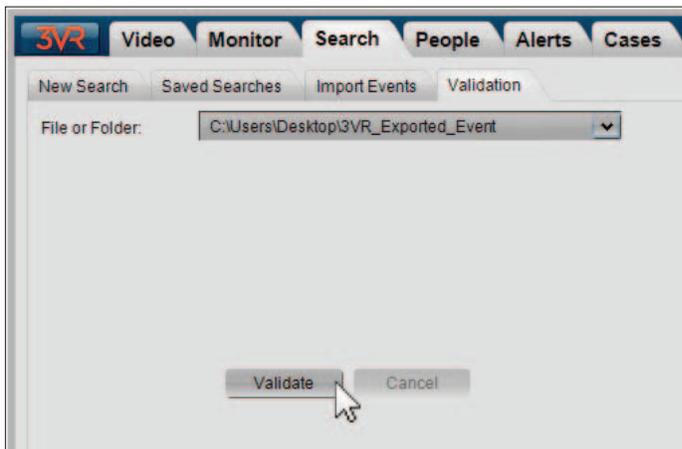
3VR customers may use OpCenter's validation tool to verify that the contents of a 3VR event export folder have not been tampered with:

1. Launch 3VR OpCenter and click the **Search** tab.
2. Click the **Validation** tab.

- Click the dropdown arrow next to **File or Folder** to open the file browser menu.
- Select the directory where the exported event or case file is located, then click **OK**.

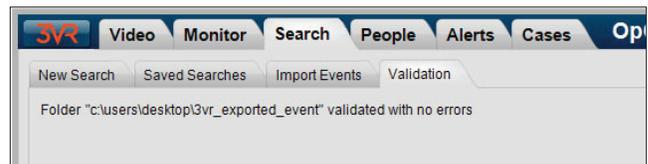


- Click **Validate** to begin the validation process.



- A message will be displayed indicating the result of the validation process:

- Folder validated with no errors or**



- Authentication Failed**

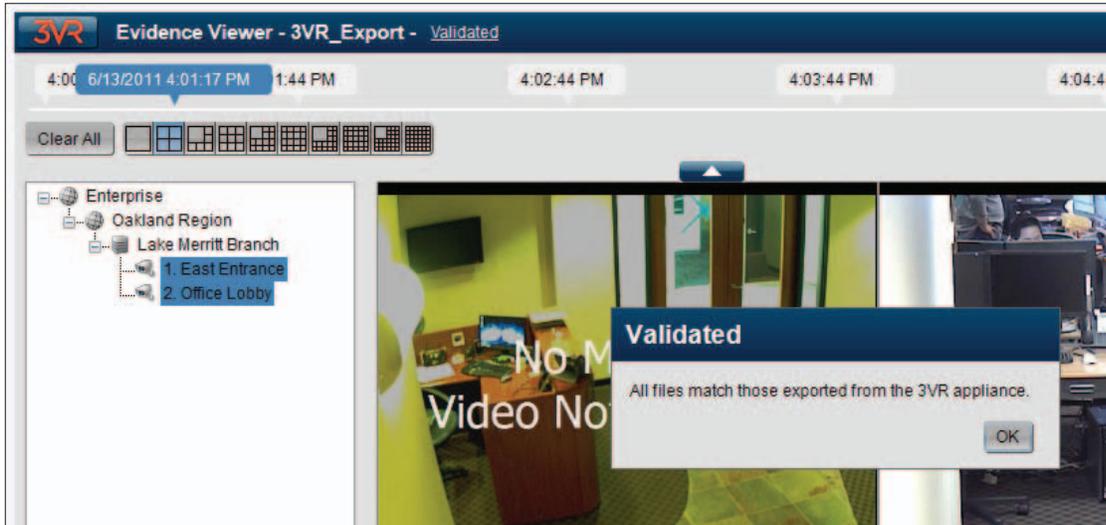
Files with Validation Errors:	
File Name	Error
3VR_Events.xml	Authentication failed

- Click **Close** when you are finished to return to the **Search** panel.

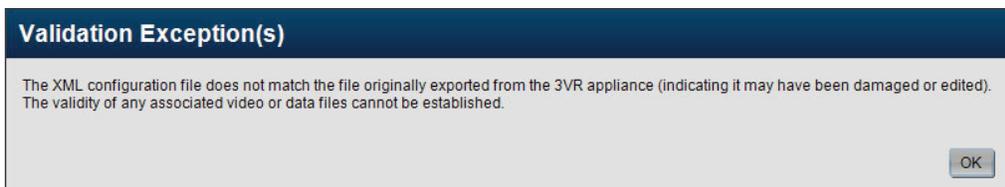
8.3 Validating Exported Video in 3VR Evidence Viewer

Evidence recipients can validate exported video in 3VR Evidence Viewer:

1. Open the folder containing the exported evidence and double-click **EvidenceViewer.exe**
2. 3VR Evidence Viewer will launch and automatically load the exported video contained in the same folder.
3. The title bar of the Evidence Viewer application will display [Validated](#) for validated video. Click the link to view more information.



If validation fails, you will be shown a **Validation Exception(s)** error message when the problematic video is opened in Evidence Viewer.



CHAPTER 10

Importing

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1. IMPORTING OVERVIEW

This chapter addresses how to import surveillance data (events, cases, video, images, etc.) into a 3VR VIP Appliance. There are two reasons why a user might want to import data:

- a. To import data from other sources, such as images or video, that will be used in 3VR applications. For example, you may import a set of image files for use with the 3VR VIP Facial Surveillance analytic.
- b. To transfer surveillance exported from one appliance (the source appliance) to another (the destination appliance). This use case is most relevant for customers operating in a non-networked environment — multiple standalone appliances at different locations that are not connected by an Enterprise Appliance.



Notes

- 1) Original system and camera info may be lost when importing data that was exported from another appliance. 3VR recommends using an Enterprise Appliance to manage cases.
- 2) For instructions on exporting surveillance from the source appliance, please see the chapter of the *3VR User Manual* specific to the type of exported data.

Topic	Chapter
Exporting Video	Chapter 2: Video Panel
Exporting Events	Chapter 3: Monitor Panel
Exporting Cases	Chapter 4: Cases Panel
Exporting People	Chapter 7: People Panel

2. CONFIGURE IMPORT CAMERA ON APPLIANCE



Important

The steps in this section must be completed by a user account with integrator permissions. Please contact your 3VR reseller for assistance with these steps.

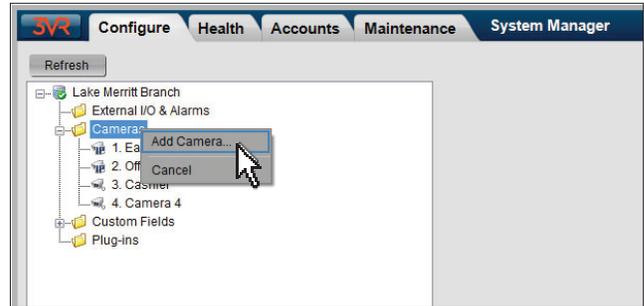
Prior to importing surveillance, the 3VR appliance must have at least one import camera configured for the imported data type (images, video, or XML). Camera configuration is performed in 3VR's system maintenance and administration application, System Manager:

- 1. Launch System Manager.
- 2. In the **Configure** panel, click the plus sign next to the appliance name to display the list of configuration options.
- 3. Click the plus sign next to **Cameras**.
- 4. Select an unused camera to designate as the import camera.

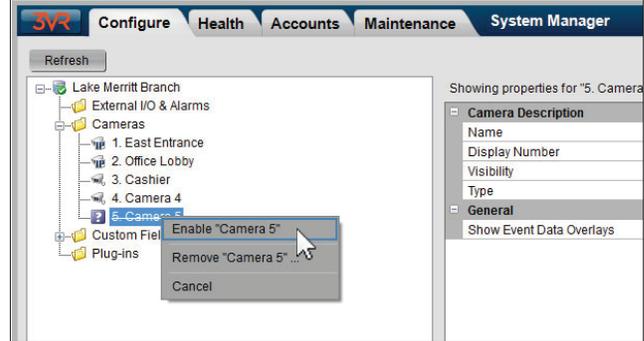


If all cameras are currently in use, right-click **Cameras** and select **Add Camera**.

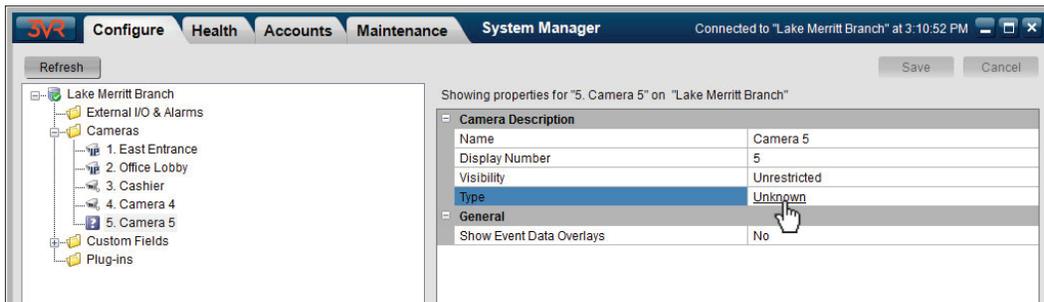
- A new camera will appear at the end of the list of cameras.



- Right-click the camera and select **Enable Camera**.

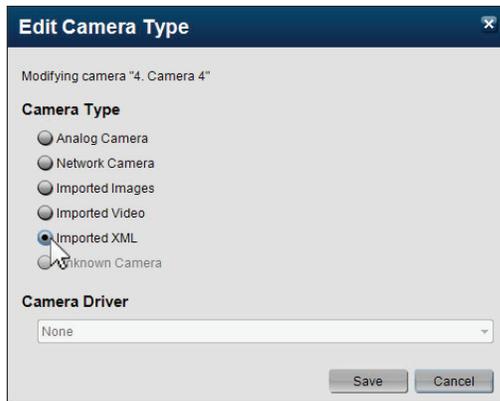


5. On the right-hand side of System Manager, click the link next to **Edit Camera Type** (the link text will be the current camera type, e.g. [Analog](#), [Network](#), or [Unknown](#)).

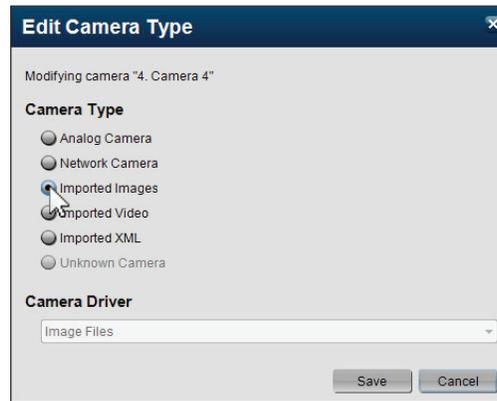


6. In the **Edit Camera Type** dialog, select the camera type appropriate for the imported data:

To import events, people, or cases exported from another appliance, select () **Imported XML**.



To import images, select () **Imported Images**.



To import video files, select () **Imported Video**.



7. Click **Save**.
8. Scroll to the top of the settings for the import camera. Edit the **Name** setting to a name that identifies the camera as an import camera.

Camera Description	
Name	Imported XML Camera
Display Number	5
Visibility	Unrestricted
Type	Imported XML

[Common Operations](#)

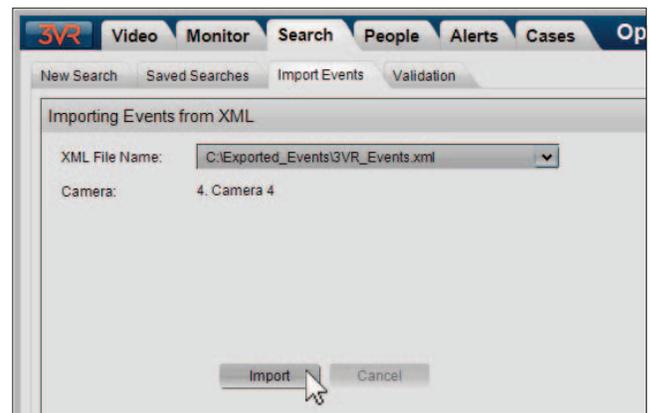
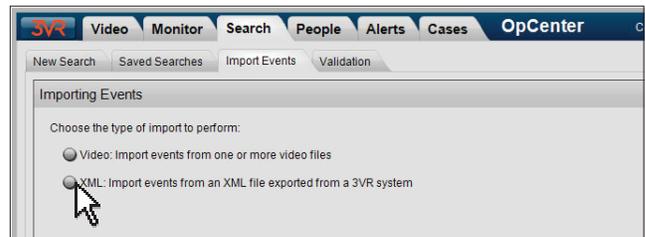
9. Click **Save** to save the new camera name.

3. IMPORTING EVENTS

3.1 Importing Events from XML

Use the following steps to import one or more events exported from another 3VR appliance:

1. Launch 3VR OpCenter.
2. Click the **Search** tab to go to **Search** panel.
3. Click the **Import Events** tab at the top of the panel.
4. Select () **XML** as the import type.
5. Click the dropdown arrow next to **XML File Name** to open the file browser menu. Navigate to the export folder.
6. Select the **3VR_events.xml** file and click **OK**.
7. Click the **Import** button to import the selected event(s).
8. After the import is complete, click the **Close** button.



3.2 Importing Events from Video

Use the following steps to import one or more video files as events:

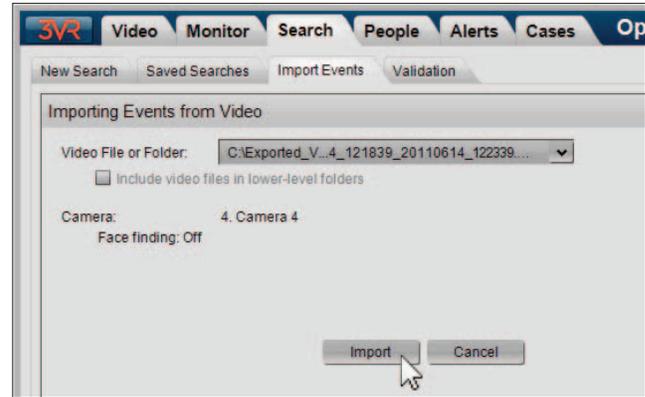
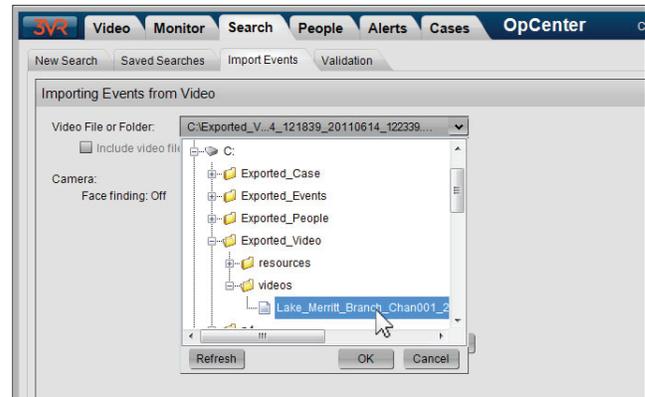
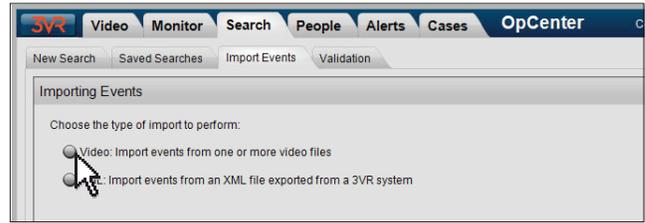
1. Launch 3VR OpCenter.
2. Click the **Search** tab to go to **Search** panel.
3. Click the **Import Events** tab at the top of the panel.
4. Select () **Video** as the import type.
5. Click the dropdown arrow next to **Video File or Folder** to open the file browser menu. Navigate to the export folder.
6. Select the video file to import (or select a folder to import all video files in the folder) and click **OK**.



Note

The video import function supports .avi video files only.

7. Click the **Import** button to import the selected video file(s).
8. After the import is complete, click the **Close** button.



3.3 Viewing Imported Events

Events Imported from XML

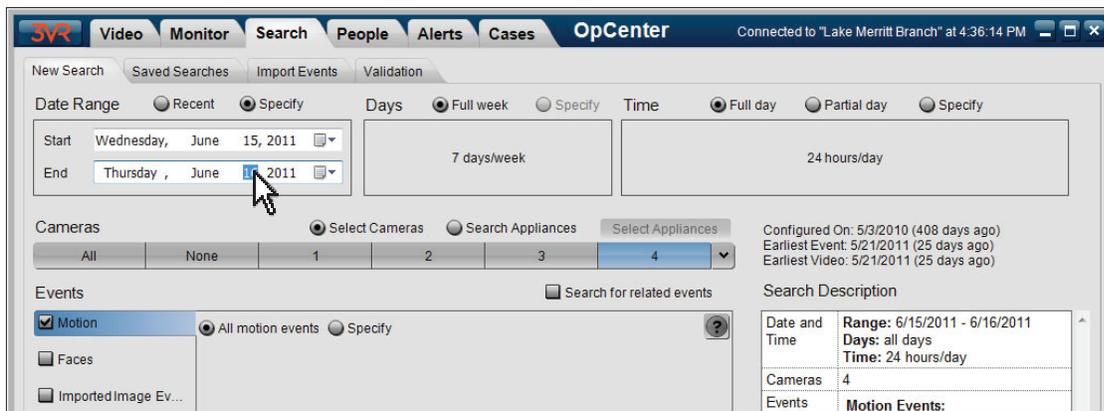


Important

Imported events will have their original camera name and number replaced with the camera name and number of the import camera. In addition, the name of the source appliance will be changed to the destination appliance name.

To view events imported from XML, run a search for events on the import camera in the **Search** panel:

1. Click the **Search** tab to go to the **Search** panel.
2. Under **Date Range**, select a date and time frame that encompasses the date and time of the imported events. For example, if the events occurred the previous day, select () **Specify** and set the **Start** and **End** dates accordingly.



3. Click the camera number of the import camera.
4. Under **Event Type**, click the event type of the imported events (e.g., motion, face, etc.).
5. Click **Search**.

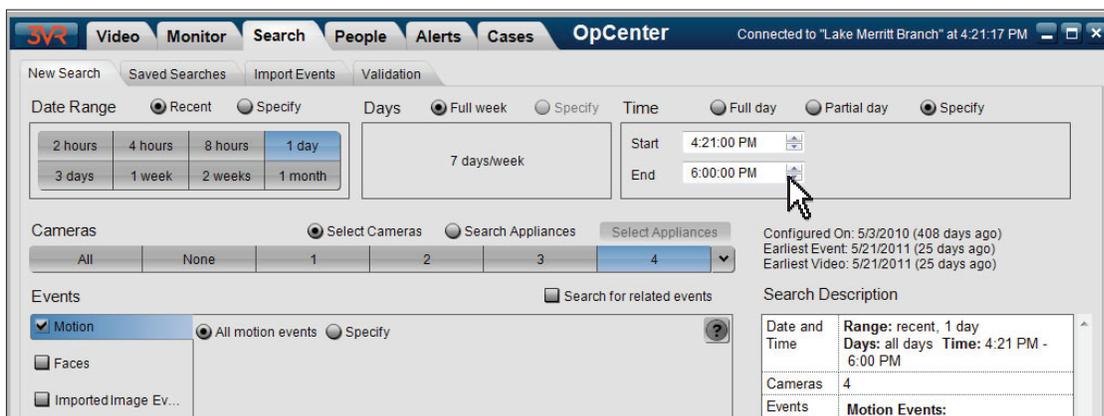
Events Imported from Video

Events generated from imported video files will be stored in the database with time stamps starting at the time of importing and extending into the future. This allows events from imported video to be played back in “real time” with respect to other events in the sequence, even if their absolute time is incorrect.

For example, importing an hour-long video at 1:00 pm on January 12th will create events with time stamps between 1:00 and 2:00 pm on the same day.

Locate the events created from imported video by running a search in the **Search** panel:

1. Click the **Search** tab to go to the **Search** panel.
2. Under **Date Range**, select the date that the video was imported. If the video was imported today, select (**Recent**) and then click **1 day**.
3. Next to **Time**, select (**Specify**). Set the **Start Time** to the import time, and set the **End Time** to a few hours later than the import time.



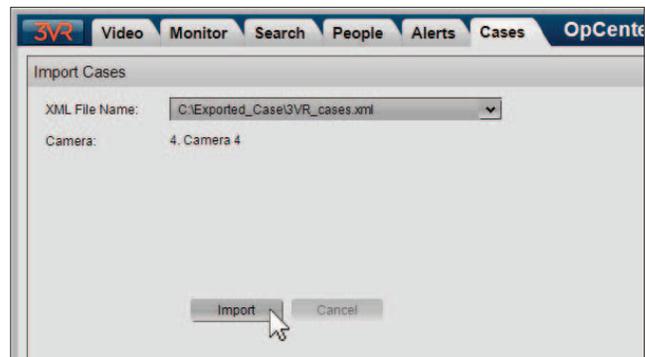
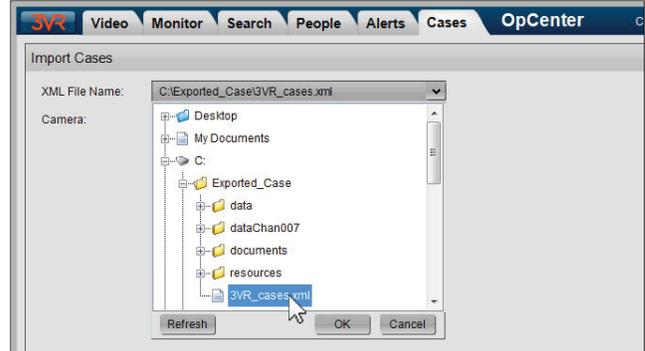
4. Select the import camera number.
5. Under **Event Type**, check [**Motion**] (or another event type, if analytics are enabled on the import camera).
6. Click **Search**.

4. IMPORTING CASES

4.1 Importing Cases from XML

Use the following steps to import one or more cases exported from another 3VR appliance:

1. Launch 3VR OpCenter.
2. Click the **Cases** tab to go to **Cases** panel.
3. Click **Import Cases**.
4. Click the dropdown arrow next to **XML File Name** to open the file browser menu. Navigate to the export folder.
5. Select the **3VR_cases.xml** file and click **OK**.
6. Click the **Import** button to import the selected case(s).
7. After the import is complete, click the **Close** button.

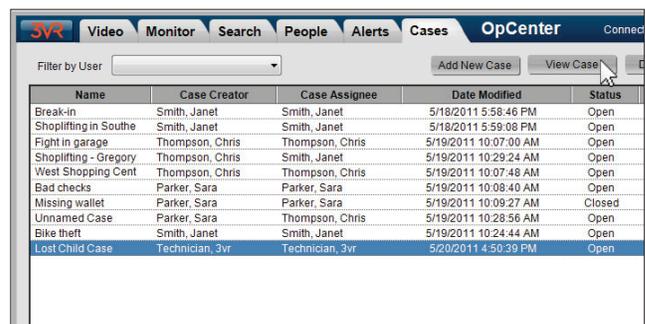


Notes

- 1) You cannot import a case that already exists in OpCenter. If you have exported a case, made modifications on a different appliance, and now wish to re-import it, you should delete the outdated case prior to importing.
- 2) Events imported with the case will have their original camera name and number replaced with the camera name and number of the import camera. In addition, the name of the source appliance will be changed to the destination appliance name.

4.2 Viewing Imported Cases

The imported case(s) will appear in the list of cases. To view the case details, select the case and click **View Case**.

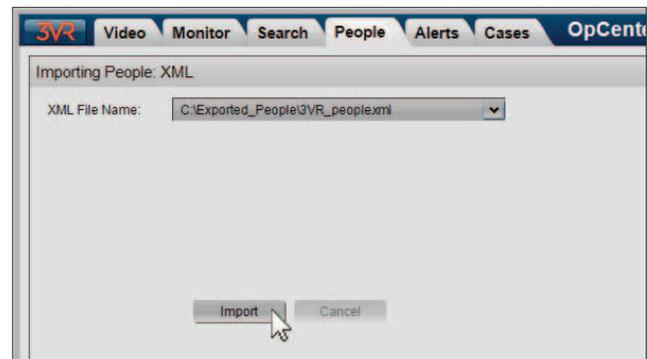
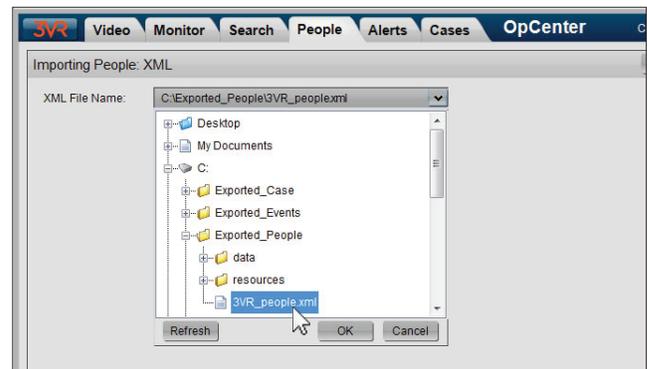
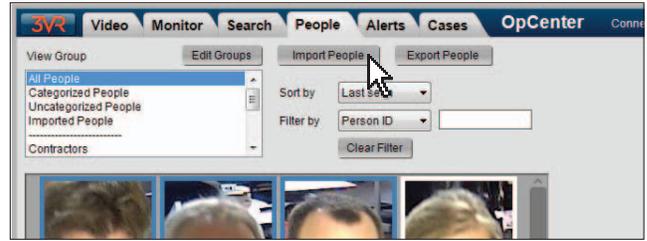


5. IMPORTING PEOPLE

5.1 Importing People from XML

Use the following steps to import one or more people exported from another 3VR appliance:

1. Launch 3VR OpCenter.
2. Click the **People** tab.
3. Click **Import People**.
4. Select (**XML**) as the import type.
5. Click the dropdown arrow next to **XML File Name** to open the file browser menu. Navigate to the export folder.
6. Select the **3VR_people.xml** file and click **OK**.
7. Click **Import** to import the selected people.
8. After the import is complete, click the **Close** button.



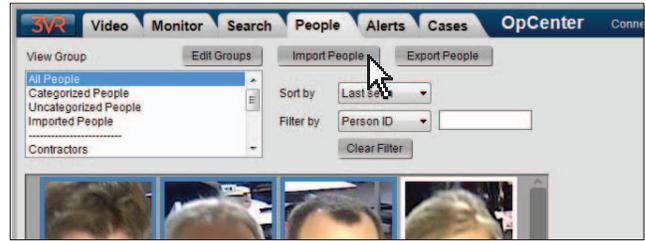
Details

People imported from XML will be placed into the group they belonged to on the source appliance. The group will be created if it does not exist. If an imported person already exists in OpCenter, the system will automatically sync any additions or deletions of face events/profiles that have been made elsewhere.

5.2 Importing People from Images

Use the following steps to create people in OpCenter based on a set of imported images:

1. Launch 3VR OpCenter.
2. Click the **People** tab.
3. Click **Import People**.



4. Select one of the following options as the import type:
 - **Manual:** select people to import from a displayed list of images.
 - **Automatic:** import people from all image files in a folder.

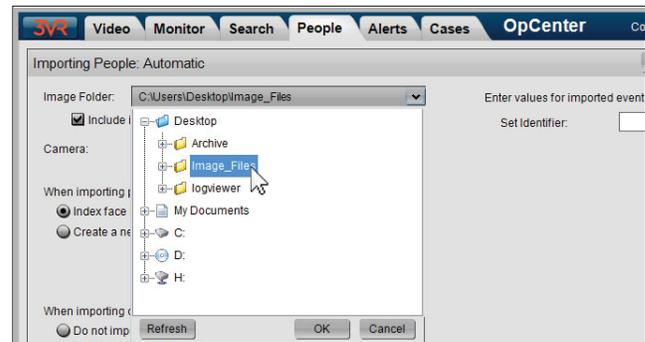


To import people from images, follow the instructions for the import type (automatic or manual):

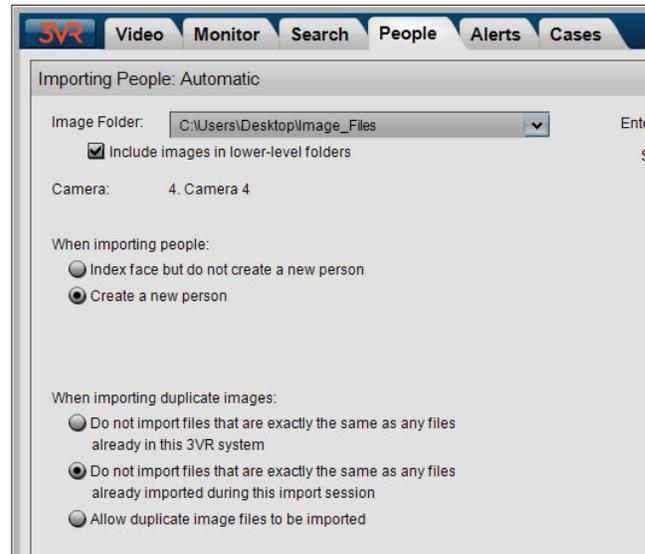
Importing Images Automatically

Use the automatic importer to automatically create face events or people based on faces identified in a set of image files.

1. Click the dropdown arrow next to **Image Folder** to open the file browser menu.
2. Select the folder containing the images to import, then click **OK**.



3. To import images in subfolders as well, check [] **Include images in lower-level folders**.
4. Specify what OpCenter should do with each imported face:
 - To create a new person in the **People** panel for each imported face, select () **Create a new person for each face**.
 - If you would like to import the images as face events, select () **Index face but do not create a new person**. You may manually create people from the imported face events after importing.
5. Specify how to handle duplicate image files:
 - Do not import duplicate image files.
 - Do not import image files that match those already imported during this session.
 - Allow duplicate image files.



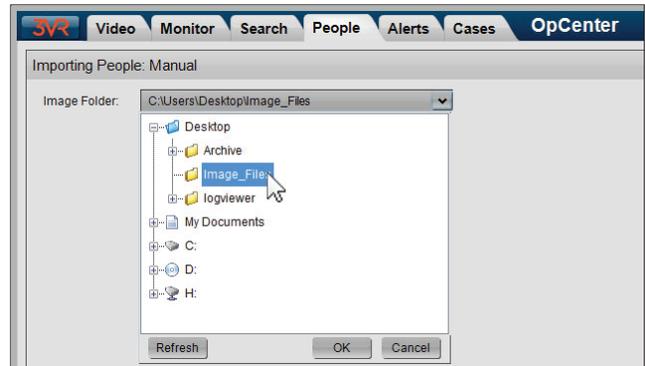
- vi. To provide a group name for the imported people other than the default value ("Imported People"), type a group name in the **Set Identifier** box.
- vii. Click **Import**.

Importing Images Manually

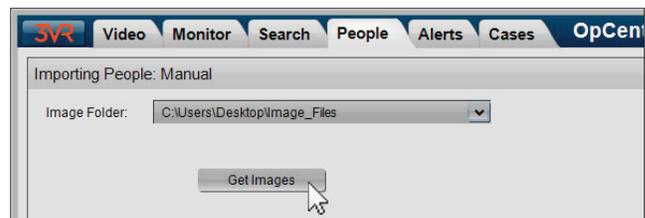
If the automated importer cannot identify a face in a particular image, you may attempt to manually import it. This will give you the option to draw a box around each face and help the analytic locate it, though it is still possible for the image to be rejected if the analytic cannot find the face with the extra help.

Please note that images accepted in this manner will not be as "good" for searching as images accepted by the automatic importer.

1. Click the dropdown arrow next to **Image Folder** to open the file browser menu.
2. Select the folder containing the images to import, then click **OK**.

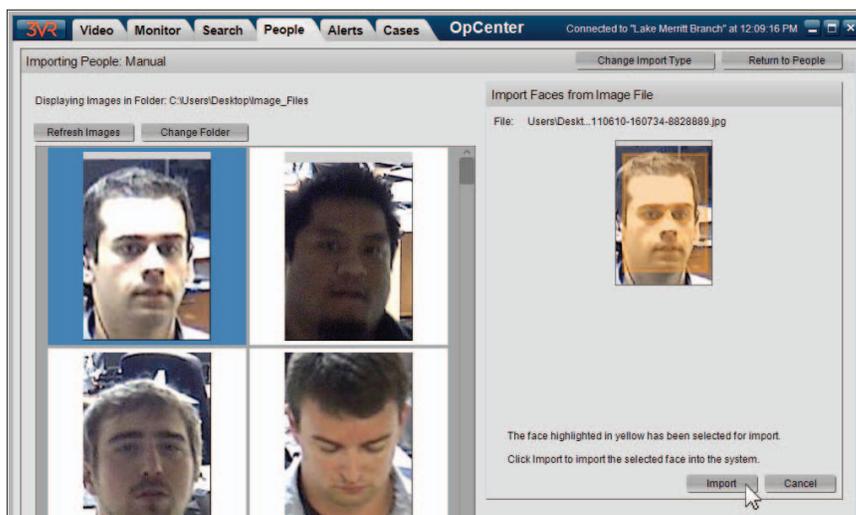


3. Click **Get Images**.



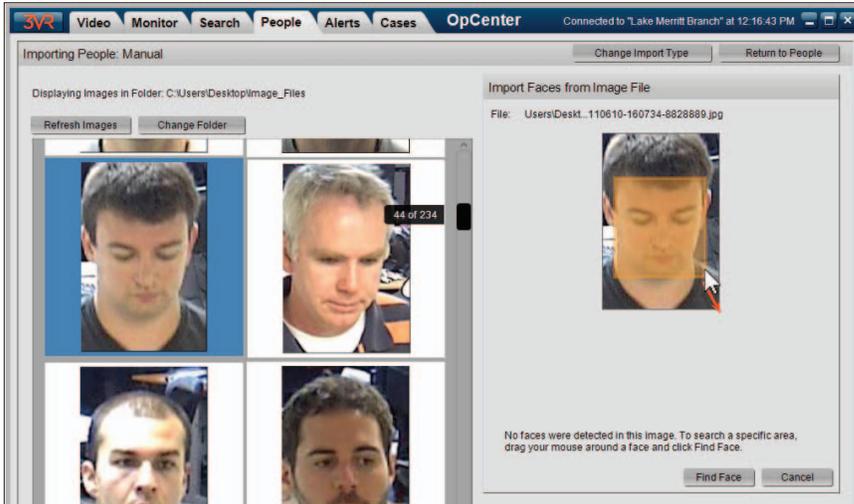
4. Select an image file to import.

- If a face is found in the image file, the face will be identified with an orange box, with circles around the eyes.



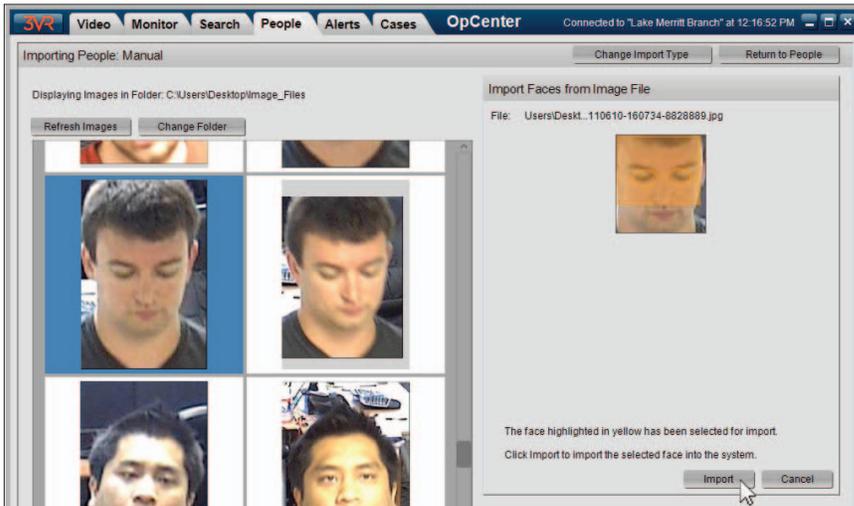
- If the quality of an image is poor or if the face is at an angle, the facial surveillance analytic may fail to recognize a face when analyzing the full image. To assist with identification, click

and drag the mouse over the image to draw a box around the person's face.

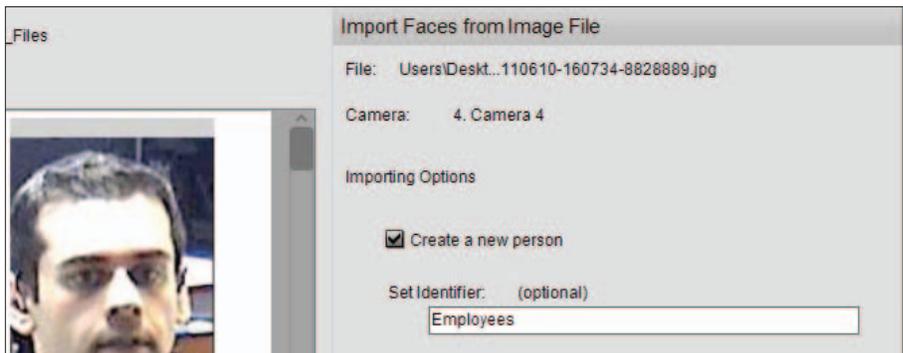


Click **Find Face** to re-run the face finding process.

5. Click **Import**.



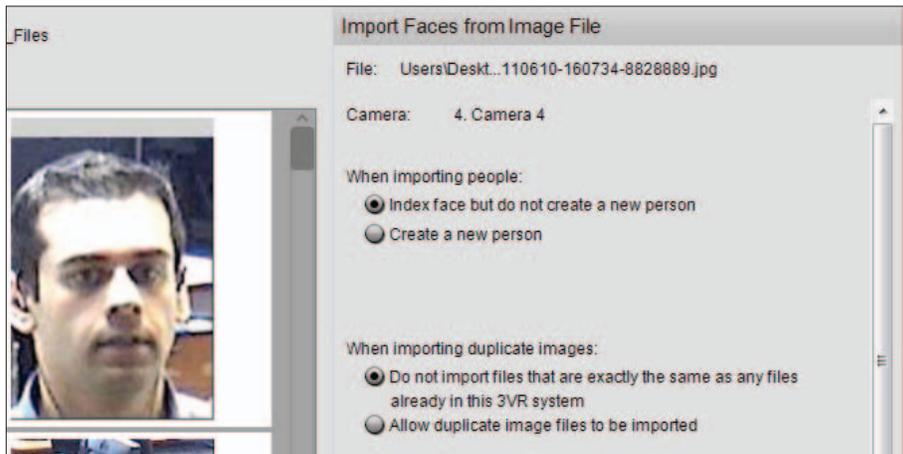
6. Specify whether to [] **Create a new person** with the imported image.



- To provide a group name for the imported people other than the default value ("Imported People"), type a group name in the **Set Identifier** box.

7. Click **More Options**.

8. Specify what OpCenter should do with each imported face:
 - If OpCenter should create a new person in the **People** panel for the imported face, select () **Create a new person for each face.**
 - If you would like to import the images as face events, select () **Index face but do not create a new person.** You may manually create people from the imported face events after importing.
9. Specify how to handle duplicate image files:
 - Do not import duplicate image files.
 - Allow duplicate images.



10. Click **Import** to import the face.

Tips for Improving Import Results

In order to accept an image for importing, the analytic must be able to recognize a face in the image, which depends on identifying the person's eyes. A photo with a face could be rejected by the system if one or more of the following requirements is not met:

Size: The image must not be too big or too small. The ideal space between the eyes is 35-70 pixels — photos with larger faces should be resized.

Field of View: Faces that fill the whole image or are cropped by the image borders are difficult to identify.

File Type: if the images are JPGs, it is possible that the compression has created artifacts that can cause problems for the importer. If available, it is better to use a non-compressed format like PNG.

Accessories and Facial Hair: Accessories like hats or glasses can prevent importing. If available, it is better to use a photo of the person without accessories. Facial hair can also cause problems for the automatic importer. Use images without beards/goatees if possible.

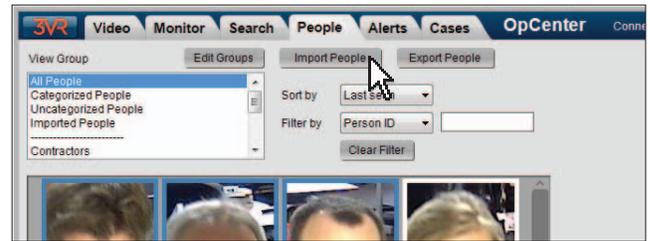
Angle: Images used with the importer may not be recognized as faces if the horizontal and vertical angles of the face are too extreme. See Appendix A of the *3VR VIP Appliance Installation and Configuration Guide* for more information and sample images.

Lighting: Lighting that is uneven, too dark, or too overexposed can prevent the system from recognizing a face. See Appendix A of the *3VR VIP Appliance Installation and Configuration Guide* for more information and sample images.

5.3 Importing People from 3VR CrimeDex

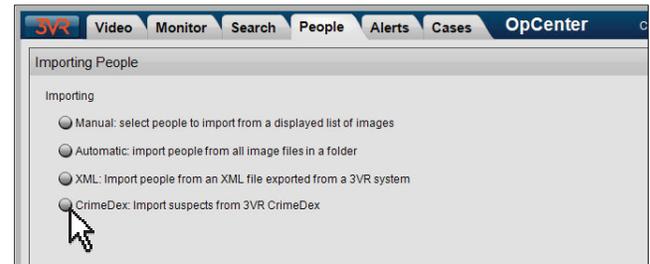
To create people from suspects exported from 3VR CrimeDex:

1. Launch 3VR OpCenter.
2. Click the **People** tab.
3. Click **Import People**.
4. Select () **CrimeDex** as the import type.

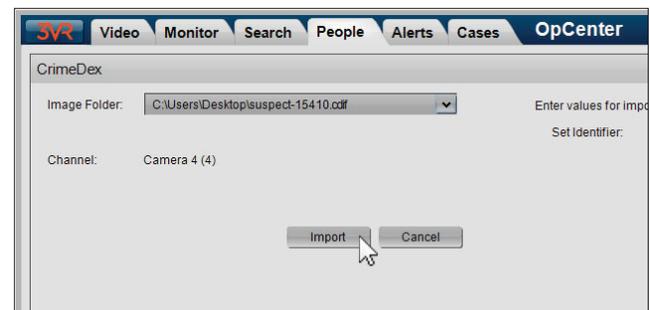
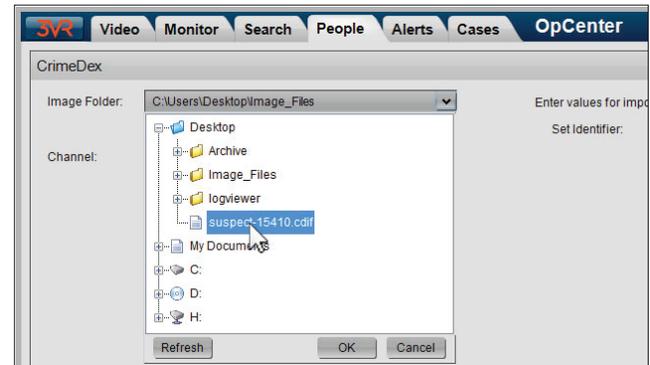


 **More**
To learn more about 3VR CrimeDex, an online community where anti-fraud, loss prevention, and law enforcement professionals collaborate to solve crimes faster, visit www.crimedex.com.

5. Click the dropdown arrow next to **Image Folder** to open the file browser menu. Navigate to the folder containing the CrimeDex export file.
6. Select the **suspect-####.cdif** file and click **OK**.



7. To provide a group name for the imported people other than the default value ("CrimeDex Suspects"), enter a group name in the **Set Identifier** box.
8. Click the **Import** button.
9. After the import is complete, click the **Close** button.

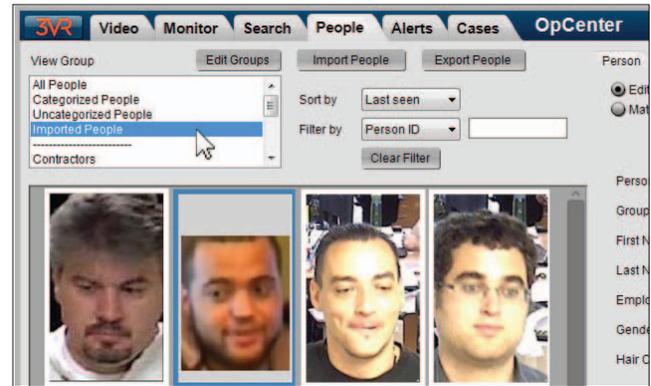


5.4 Viewing Imported People

Imported People

Use the following steps to view imported people:

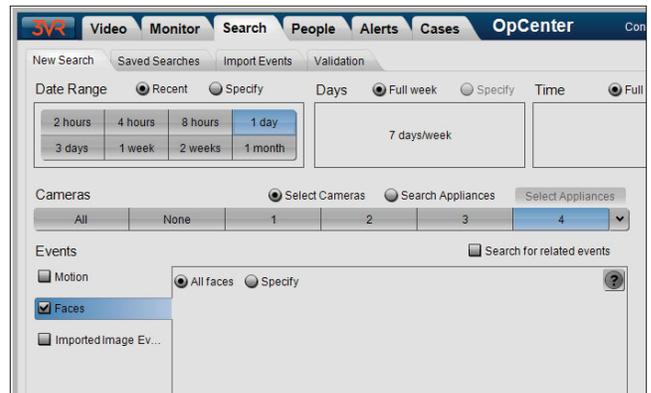
1. Click the **People** tab to go to the **People** panel.
2. Select **Imported People** (or the custom group name that was entered in the **Set Identifier** box when importing) from the groups filter at the top of the panel.



Imported Face Events

If you selected () **Index face but do not create a new person** when importing images, use the following steps to view the face events created from imported images:

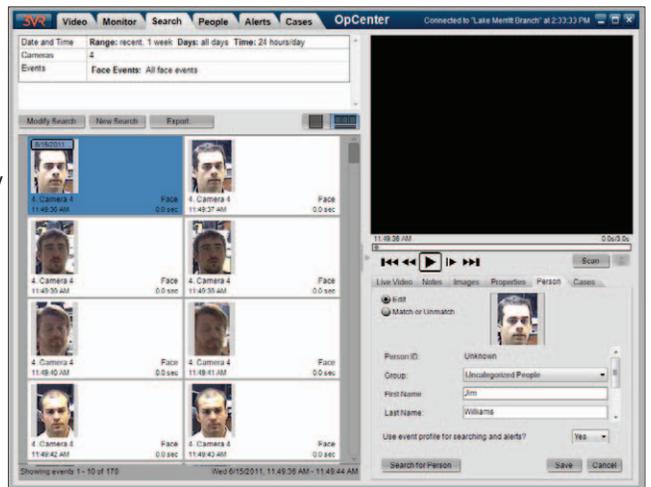
1. Click the **Search** tab to go to the **Search** panel
2. Set up a search with the following options:
 - **Date and Time:**
Leave at default values, () **Recent**, **1 day** and () **Full week** and () **Full day**.
 - **Cameras:**
Select the camera number of the image import camera.
 - **Events:**
Check the box next to [] **Faces**.



3. Click the **Search** button.

The imported faces will appear in the **Search** panel results screen.

Click a face event card to open the event in the event editor. Edit the details in the **Person** tab and click **Save** to create a new person from the face.



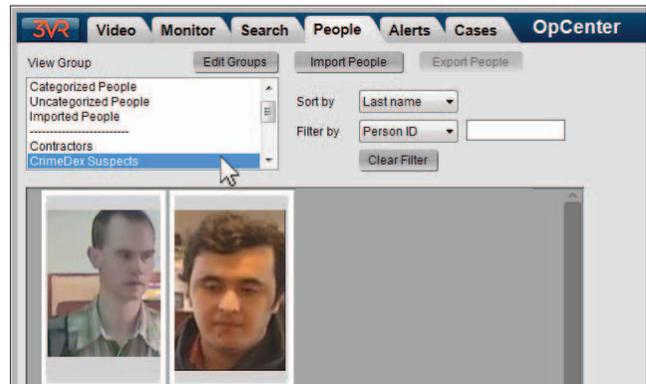
Note

Face events created from imported images may also be viewed the **Monitor** panel for up to one hour after importing. Select the import camera and choose [] **Imported Images** from the event type dropdown menu to view the events.

Imported CrimeDex Suspects

Use the following steps to view people imported from CrimeDex:

1. Click the **People** tab to go to the **People** panel.
2. Select **CrimeDex Suspects** from the groups filter at the top of the panel
3. The **People** panel will update to only show person cards for people imported from CrimeDex.



CHAPTER 11

Report Viewer

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1. INSTALLING REPORT VIEWER

1.1 System Requirements

3VR Report Viewer™ client software allows you to access a 3VR VIP Appliance from any PC on your network that meets the minimum system requirements.

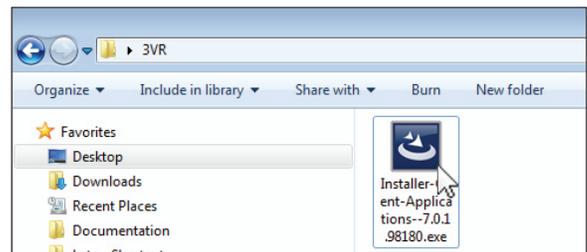
3VR Client Applications Minimum System Requirements

Operating System	Windows XP Professional SP2 or later, Windows Vista, Windows 7
Processor	Intel and AMD CPUs, 1.1 GHz or higher Note: Video playback performance will be dictated by CPU capabilities.
Display	Any display capable of 1024x768 resolution or greater
Video Card	DirectX 9-capable video graphics adapter
Memory	1 GB RAM or greater
Storage	1 GB available storage space
Bandwidth	Broadband connection (384 Kbps or greater) to 3VR server recommended. Greater bandwidth will result in a better user experience when viewing stored or live video.

1.2 Running the 3VR Client Application Installation Wizard

Follow these steps to install one or more of the 3VR Client Applications on a PC.

1. Double-click **Installer-Client-Applications-7.0.1.xxxxx.exe** to begin the installation process.

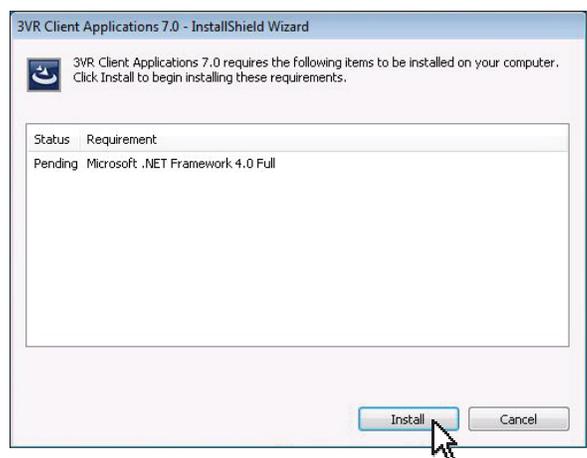


2. The 3VR Client Applications require the Microsoft .NET Framework 4.0 to function.

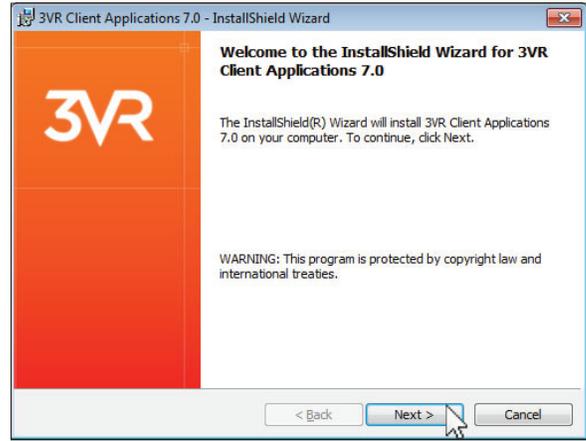
If Microsoft .NET Framework 4.0 is not present on your PC, the InstallShield Wizard will install it as the first step in the installation process.

Click **Install** to proceed.

 **Note**
It may take up to 5 minutes to install Microsoft .NET Framework 4.0.



- At the InstallShield Wizard Welcome screen, click **Next >**.



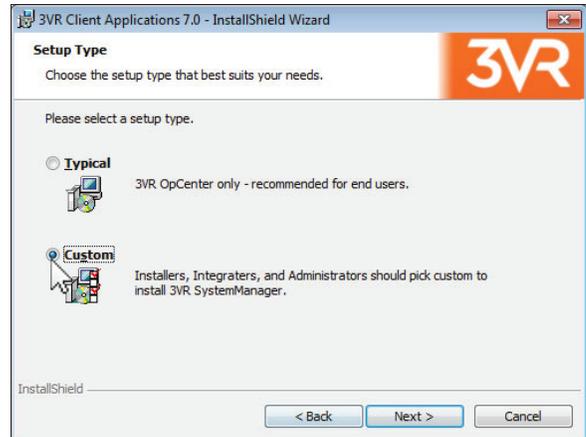
- The InstallShield Wizard will display the 3VR Client Applications End User License Agreement.

Read the agreement, then select () **accept the terms in the license agreement and click Next >**.



- Specify the installation type:

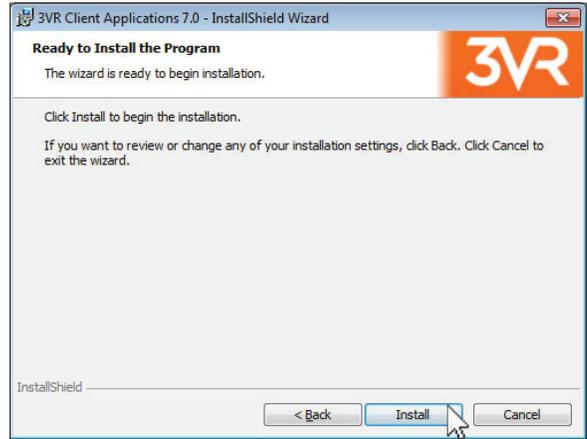
- To install 3VR Report Viewer, select () **Custom** and click **Next >**.



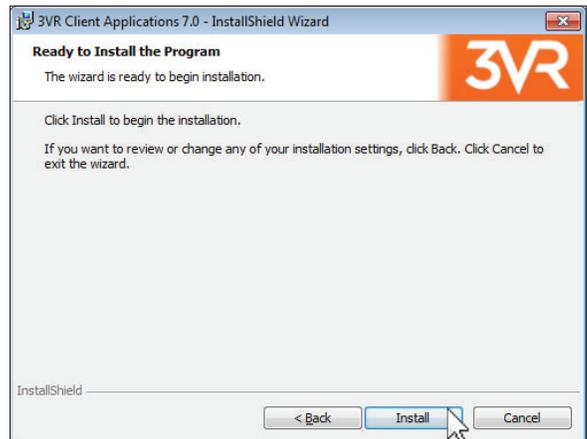
- Click the red X next to 3VR Report Viewer and select **This Feature, and all subfeatures, will be installed on local hard drive**. Click **Next >**.



6. Click **Install** to begin the installation.



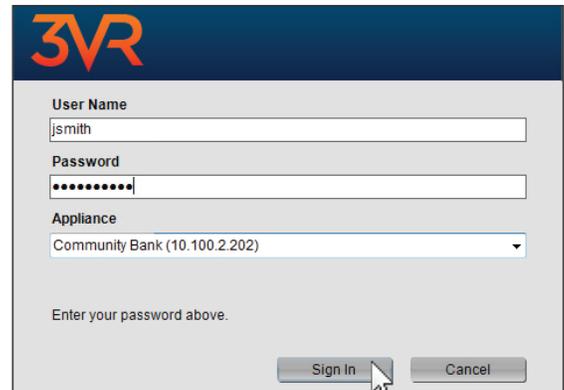
7. When installation is complete, click **Finish** to exit the wizard.



2. SIGNING IN

Follow these steps to sign in to Report Viewer.

1. Double-click the 3VR Report Viewer desktop icon to launch the application. Alternatively, click the Windows **Start** menu > **All Programs** > **3VR Client Applications 7.0** > **3VR Report Viewer**.
2. At the sign in screen, enter the **User Name** and **Password** of your 3VR user account.
3. Select an appliance to connect to:
 - If this is your first time signing in to Report Viewer on this PC, type the IP address of the 3VR system in the **Appliance** box. This is the address provided to you by the 3VR administrator, in the format **XXX.XXX.XXX.XXX** (four 1-3 digit numbers separated by periods). For example, 10.100.2.22.
 - If you have signed into Report Viewer previously on this PC, open the **Appliance** dropdown menu and select the system to connect to.
4. Click **Sign In**.



3. REPORT VIEWER OVERVIEW

3.1 About Report Viewer

The 3VR Report Viewer client application allows you to generate tabular reports based on data captured by the 3VR system.

There are two basic types of reports: event reports and counting reports.

Event Reports

Event reports are generated based on the properties of events present on the 3VR appliance or Enterprise. Depending on the event types that exist on the system, event reports may be used to perform queries such as:

- How many motion events occurred?
- How many faces similar to a given face were captured?
- How many license plates containing a certain character combination were recorded?

over a certain time period. You can further restrict the parameters of an event report by the source camera and appliance (for Enterprise Report Viewer).

Counting Reports

Counting reports are used to view the results of the 3VR VIP People Counting plug-in.



Reference

See the *3VR People Counting User Guide* for more information about People Counting and counting reports.

3.2 Report Viewer Layout

The Report Viewer home screen is organized in a grid layout with four panels:

Report Definitions

A report definition is a set of parameters used to generate a report. This panel displays the list of all report definitions that have been created on the appliance. Report definitions can be sorted by name, type, and creator.

Report Description

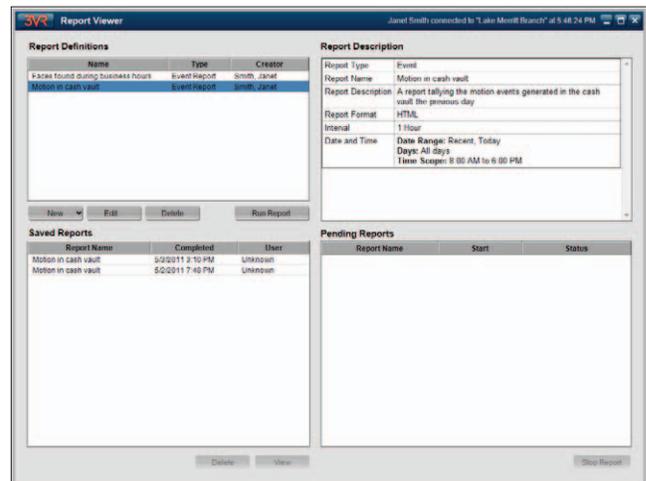
When a report definition is selected, the **Report Description** panel displays a summary of the report definition's parameters.

Saved Reports

Each time a report definition is used to generate a report (either run manually or as a scheduled report), the report is saved in the **Saved Reports** panel. Saved reports can be sorted by the report name, completion date, and user name.

Pending Reports

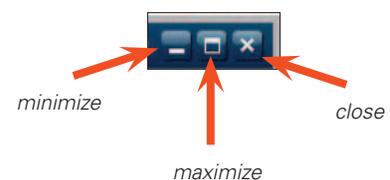
Reports that are in the process of being generated will appear in the **Pending Reports** panel until completion, at which point they will move to the **Saved Reports** panel.



3.3 Resizing and Closing Report Viewer

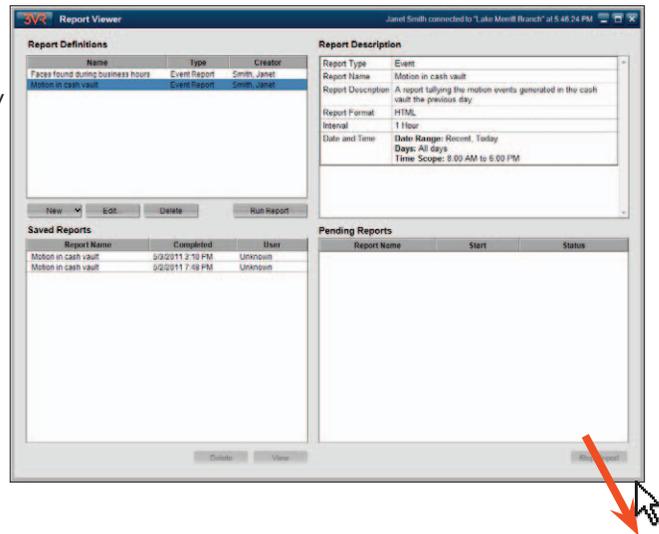
3VR Report Viewer can be minimized and maximized in the same way as any other Windows application using the controls in the upper-right corner.

To close Report Viewer, click the **X** button.



To customize the size of the Report Viewer window, click and drag any edge of the window until it has reached the desired size.

Click and drag a corner of the window to resize the window vertically and horizontally at the same time.

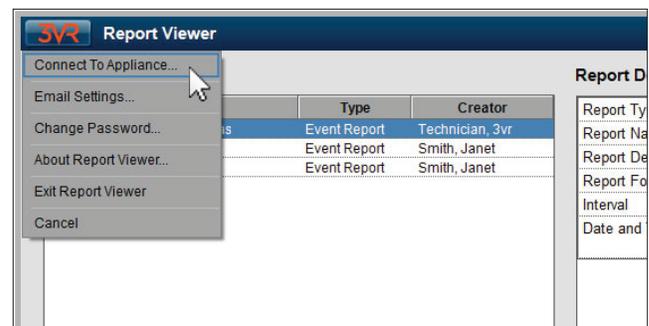
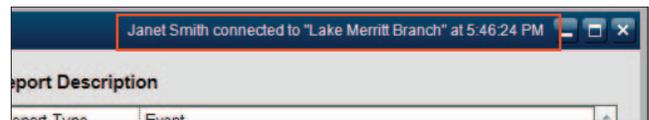


3.4 Enterprise Report Viewer | Switching Between Appliances After Sign In

Immediately after signing in to Enterprise Report Viewer, the user selects the initial VIP Appliance to connect to from the appliance selector. Thereafter, the active appliance is displayed in status bar in the top-right corner of Report Viewer.

To switch to a different appliance on the Enterprise:

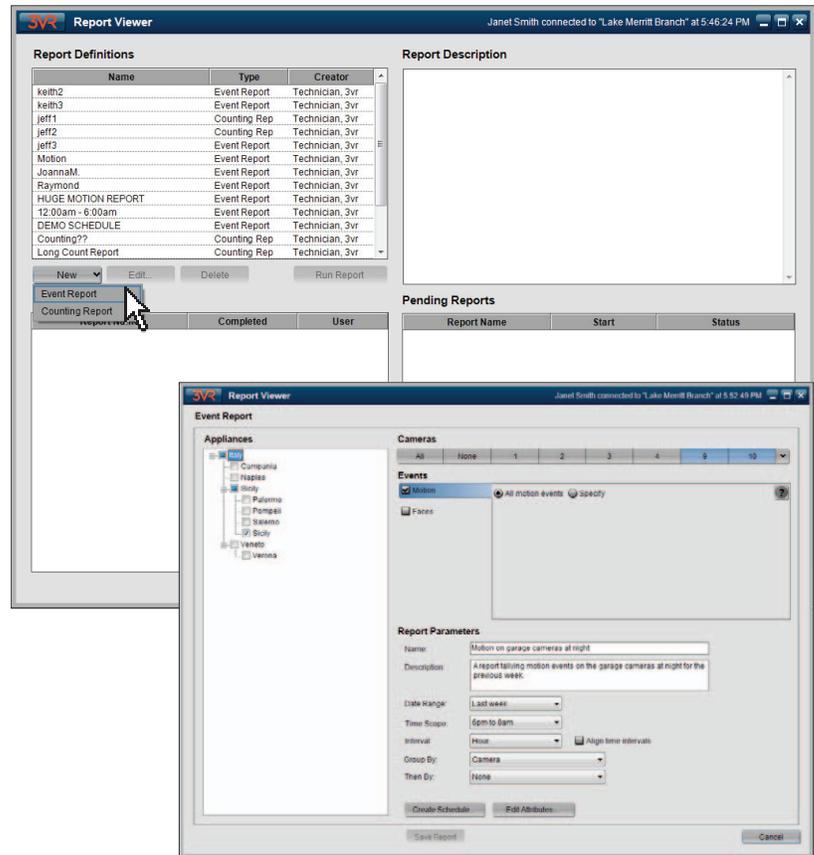
1. Click the **3VR** button in the top-left corner of the application and select **Connect to Appliance** from the options menu.
2. When the appliance selector loads, select a new appliance from the list, then click **Sign In**.



4. CREATING A NEW REPORT DEFINITION

Use the following steps to create a new report definition:

1. From the Report Viewer home screen, click the **New** button.
2. Select **Event Report** from the menu.
3. Report Viewer will switch to the report editing screen. From this screen you will specify the cameras and event types to include in the report definition, as well as parameters like the report name, description, and scope. See the following sections for detailed information about each option.



4.1 Select Cameras

Use the camera selector to specify which cameras to include in the report:



- Select cameras individually by clicking each camera number.
- To select all cameras on the appliance, click **All**.
- To run the report on all cameras in a camera group, click the dropdown arrow at the end of the camera selector, then select the camera group name.



Reference

See *Chapter 3: Monitor Panel* for detailed information about the camera selector, including defining camera groups.

4.2 Select Event Types

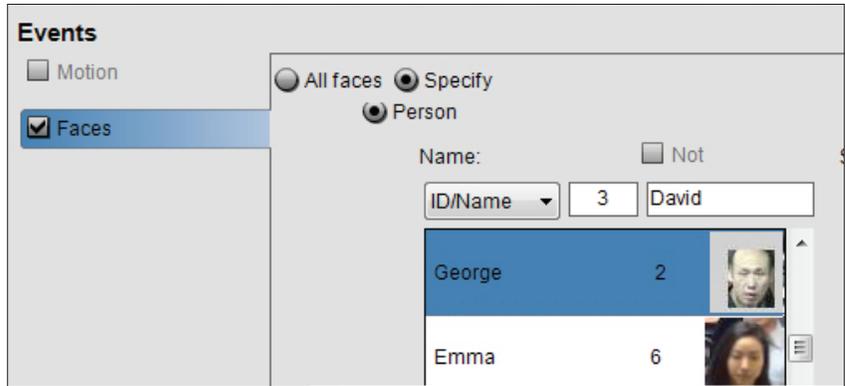
The event selector displays the list of event types available on the appliance (or the active appliance, if you are logged in to Enterprise Report Viewer).

Check the box next to the event type(s) of interest under the **Events** header. You must select at least one event type.

By default, the report will be run on all events of the selected type. However, most event types allow you to further restrict the report by selecting the () **Specify** radio button in the event selector.

For example, to run a report counting all faces similar to a known face:

1. In the event selector, check the box next to [**Faces** to report on face events.
2. Select (**)Specify**.
3. Select [**)People and Characteristics**, then click (**)Person**.
4. Select the face to report on for from the list of known people.



Notes

- 1) See *Chapter 4: Search Panel* for detailed information about configuring the (**)Specify** options for face events and alarm events. For event types generated by plug-ins (for example, transaction events) please consult the plug-in documentation.
- 2) The **Faces** event type will not be listed unless facial surveillance has been enabled and configured on one or more cameras.

4.3 Enterprise Report Viewer | Select Appliances

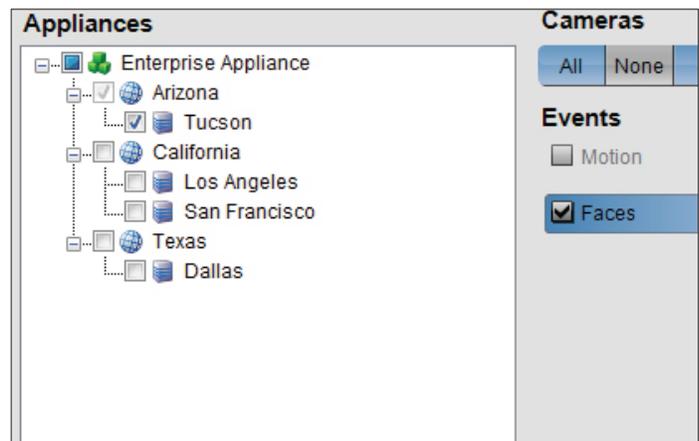
The **Appliances** panel of the Report Viewer report editing screen allows you to select which appliances to run the report on.

- Check the box next to an appliance name to include it in the report definition.
- To run the report on an entire region, check the box next to a region name.



Note

When connected to a standalone appliance, the **Appliances** panel will display a read-only field with the appliance name pre-selected.



4.4 Edit Report Parameters

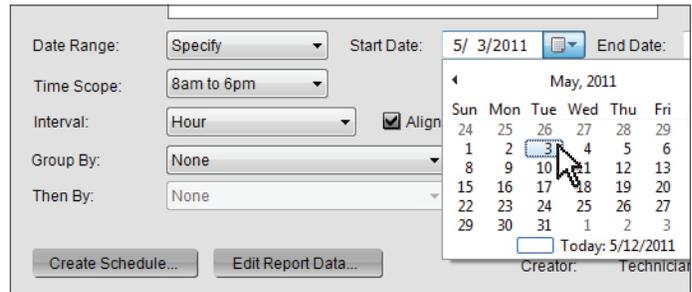
The fields under **Report Parameters** allow you to define the metadata of the report definition, such as its name and scope:

1. Type a **Name** for the report definition and a brief **Description** of its parameters.

Report Parameters	
Name:	All faces similar to George on all cameras
Description:	Faces similar to George Li on all cameras.

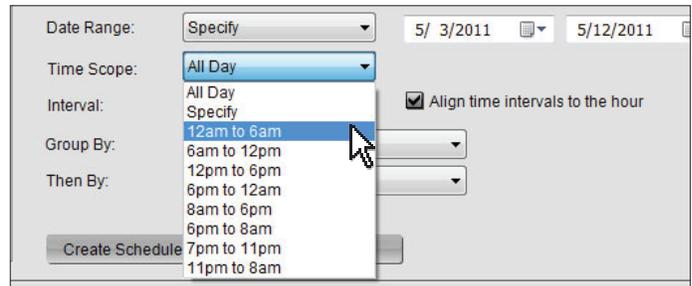
2. Open the **Date Range** menu and specify the date range for the report in one of the following ways:

- Choose one of the pre-defined date range options, such as **Yesterday**.
- To run the report on a custom date range, select **Specify** from the **Date Range** menu. Specify the start and end date using the calendar controls.



3. If the selected **Date Range** is one day or longer, you can use the **Time Scope** menu to restrict the report to a certain time of the day in one of the following ways:

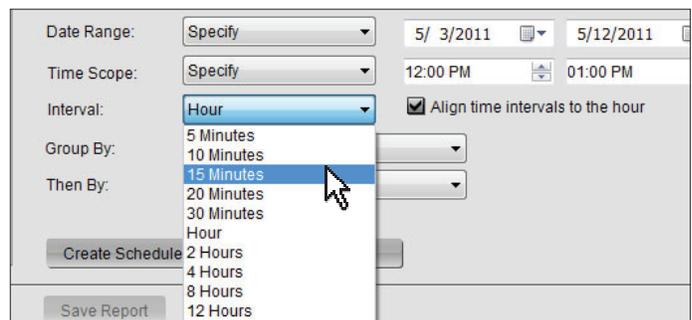
- Choose one of the pre-defined time scopes, such as **12am to 6am**.
- To run the report with a custom time scope, select **Specify** from the **Time Scope** menu. Specify the start and end time using the time controls.
- To run the report on the full day, leave the **Time Scope** menu set to **All Day** (the default value).



4. The **Interval** setting determines the time interval to use for report subtotals.

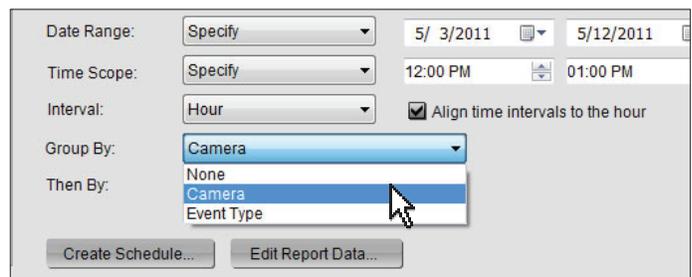
- For a broad overview report, select a longer time interval, such as **2 Hours**.
- For a detailed report, select a shorter time interval, such as **15 Minutes**.

5. To display the report with the time intervals adjusted to the hour, select **[] Align time intervals to the hour**.



This will shift the time intervals to start at the hour, regardless of the actual start time. For example, a report run over the last hour with an interval of 5 minutes will tally events from :00 to :05, then :05 to :10, and so on instead of from :02 to :07, :07 to :12, etc.

6. The **Group by** and **Then by** dropdown menus allow you to change the grouping of data in the report. The options that appear will depend on the event type(s) included in the report.



4.5 Edit Report Data

By default, event reports are generated based on the count function (counting the number of matching events occurring over a time period). The **Edit Report Data** menu contains additional functions that may be run on the data and output with the report.

1. Click **Edit Report Data**.
2. In the **Edit Report Data** dialog, select the functions that should be run on the event data and included in the report output.

Property	Description	Functions
Event	Whether an event occurred	Count
Event Duration	The length, in seconds, of the event video clip	Minimum, Maximum, Sum, Average, Standard Deviation



Note

Events generated by plug-ins may populate more options in the **Edit Report Data** than what is shown here. Consult the plug-in specific user guide for more information.

3. Click **Save** to return to the report editing screen.

4.6 Create Reporting Schedule

When creating or editing a report, you can define a schedule to automatically run the report at regular intervals.

1. From the report editing screen, click **Create Schedule**.
2. Define how frequently you want to run the report, from once per hour to once per month.
3. Specify a destination for the report results:
 - Select [] **Email** to send the report results via email. Enter a **From** address, a **Subject** line, and one or more email recipients separated by commas.
 - Select [] **Save to Server** to have the report results stored for later viewing in Report Viewer (saved reports will be listed in the main Report Viewer screen).
4. Click **Save** to return to the report editing screen.

4.7 Save Report Definition

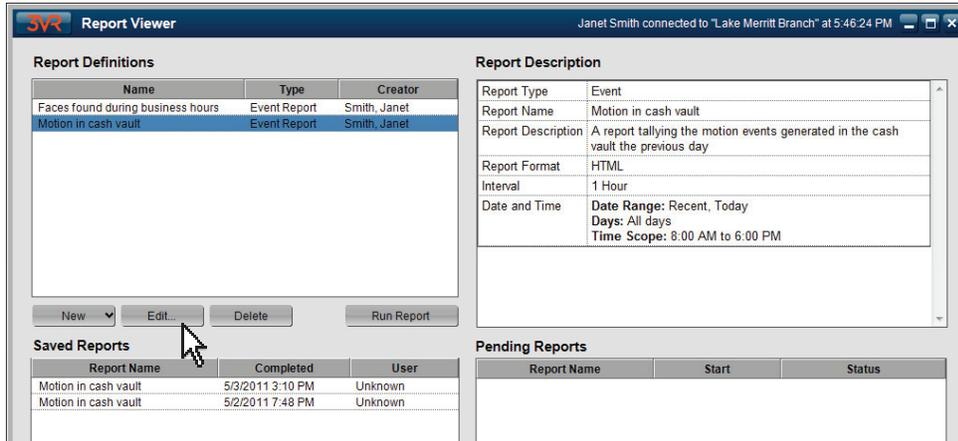
When you are finished creating or editing a report definition, click the **Save Report** button at the bottom of the report editing screen to save your changes.

5. MODIFYING AN EXISTING REPORT DEFINITION

5.1 Editing a Report Definition

To edit the parameters of a saved report definition:

1. Select the definition from the list.
2. Click **Edit**.



3. You will be returned to the Report Viewer report editing screen. Make changes as desired.
4. When you are finished, click **Save Report** to save the report definition.

5.2 Deleting a Report Definition

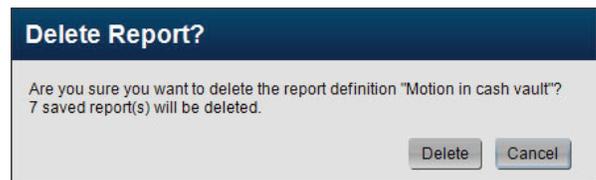


Warning

Deleting a report definition will also delete all saved reports associated with the definition. Deleting a report definition is permanent and cannot be undone.

To delete a saved report definition:

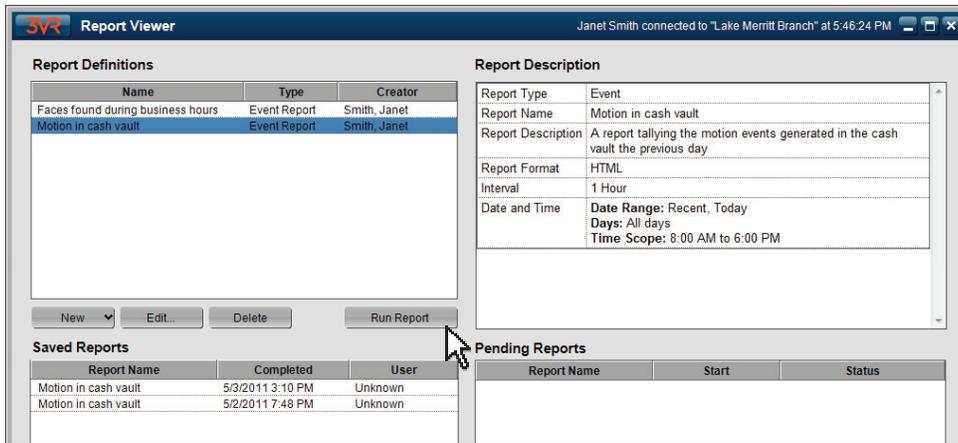
1. Select the definition from the list.
2. Click **Delete**.
3. In the confirmation dialog that appears, click **Delete** again to delete the report definition and associated saved reports.



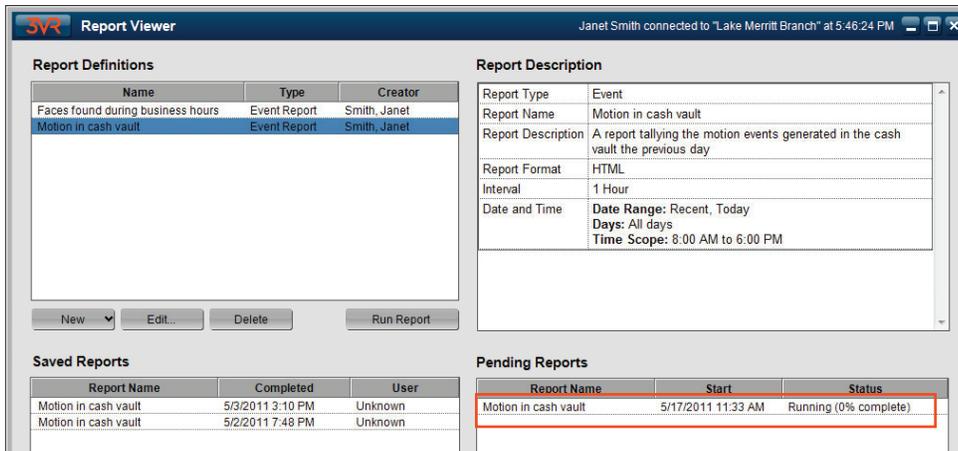
6. RUNNING REPORTS

6.1 Generating a Report

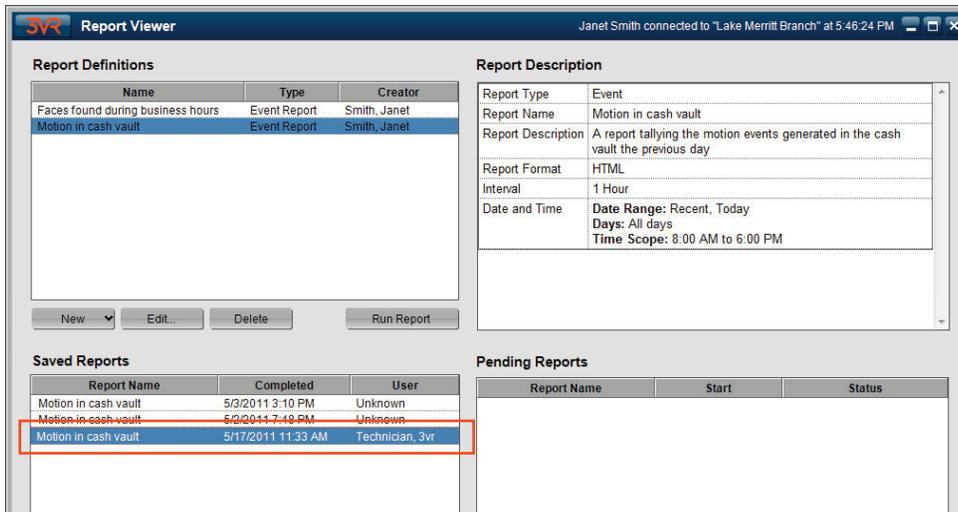
To generate a report from a saved report definition, select the definition from the list and click **Run Report**.



Report Viewer will immediately begin generating the report. While the report is processing, it will appear under **Pending Reports**.



When the report has been processed, it will move to the list of **Saved Reports** that have been generated from the report definition.

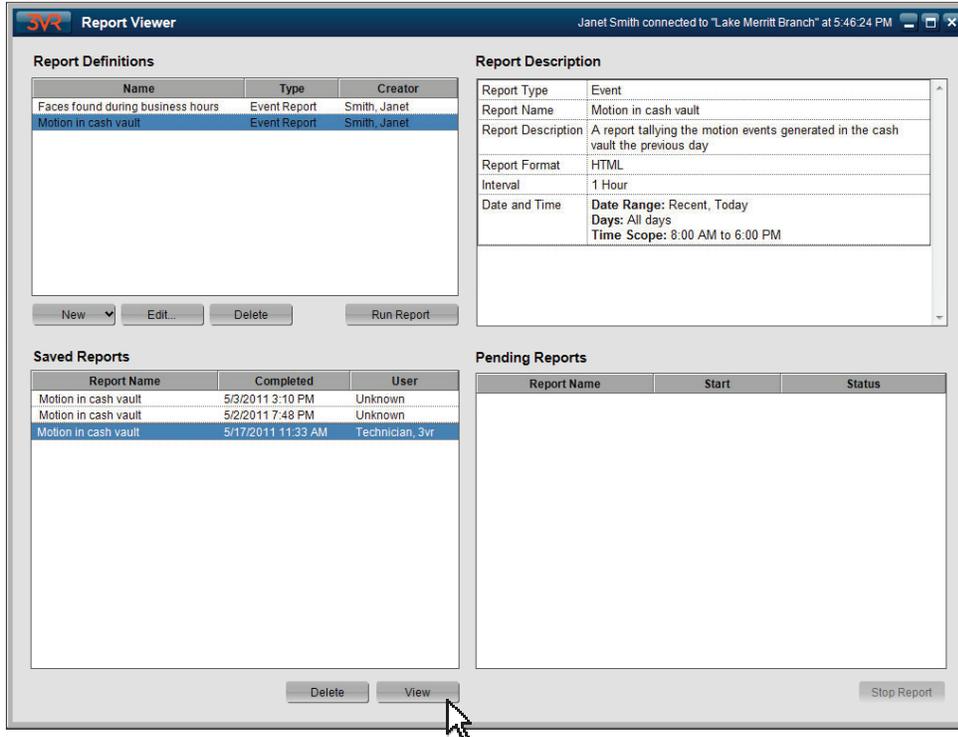


6.2 Viewing a Saved Report

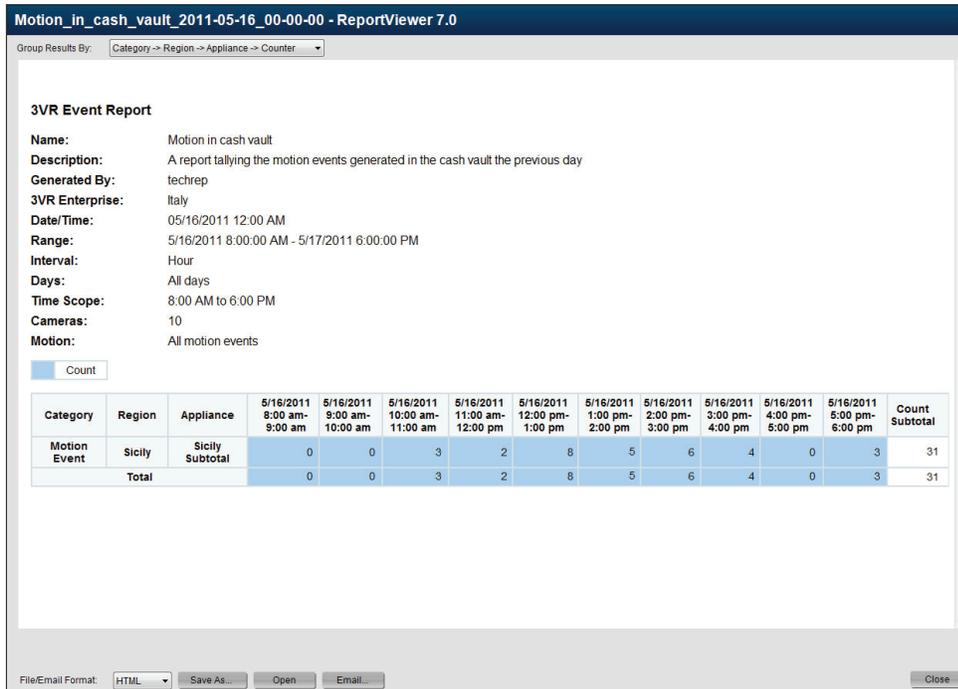
Reports that have been generated manually or by a report schedule (see section 4.7) will appear in the **Saved Reports** panel.

To view a saved report:

1. Select the saved report.
2. Click **View**.



3. A window will appear with a preview of the report.



6.3 Exporting and Printing Reports

After previewing a saved report (see section 6.2), you can export the report from Report Viewer for use in other applications, or the report may be emailed directly from Report Viewer.

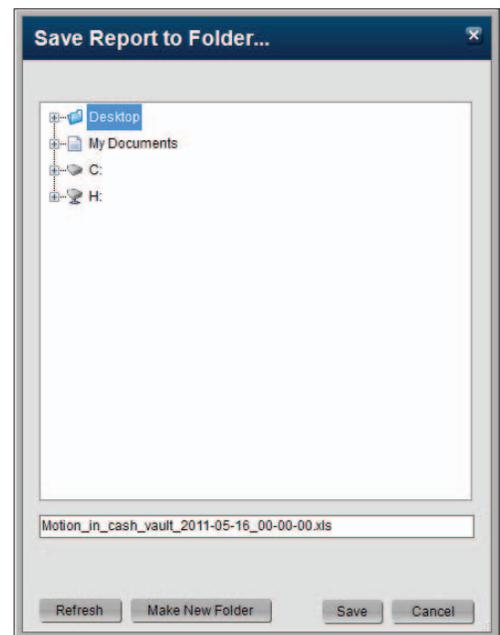
The screenshot shows a report preview window. At the top, it displays 'Cameras: 10' and 'Motion: All motion events'. Below this is a 'Count' button. The main part of the window is a table with the following data:

Category	Region	Appliance	5/16/2011 8:00 am- 9:00 am	5/16/2011 9:00 am- 10:00 am	5/16/2011 10:00 am- 11:00 am	5/16/2011 11:00 am- 12:00 pm	5/16/2011 12:00 pm- 1:00 pm	5/16/2011 1:00 pm- 2:00 pm	5/16/2011 2:00 pm- 3:00 pm
Motion Event	Sicity	Sicity Subtotal	0	0	3	2	8	5	
Total			0	0	3	2	8	5	

At the bottom of the window, there is a 'File/Email Format' dropdown menu currently set to 'HTML'. A mouse cursor is pointing at the dropdown arrow. Other buttons include 'Save As...', 'Open', and 'Email...'.

To save the report to disk:

1. From the report preview screen, click the **File/Email Format** dropdown list and select the file format for the report (HTML, XML, CSV, or XLS).
2. Click **Save As**.
3. In the **Save Report to Folder** dialog, select the directory or drive where you wish to save the report file.
4. Edit the file name if desired. By default, the report file name will contain the name of the report and the date the report was run.
5. Click the **Save** button to save the report.



To open the report in another application:

1. From the report preview screen, click the **File/Email Format** dropdown menu and select the file format for the report (HTML, XML, CSV, or XLS).
2. Click **Open**.
3. The report file will open in the application on your computer that has been associated with the file type. For example, if the **File/Email Format** is set to Excel, clicking **Open** will open the report in Microsoft Excel, OpenOffice Calc or another spreadsheet application.



Note

If the selected file type is not associated with an application on your PC, you will be prompted to choose the appropriate program for the file. For best results, open the report file in the following applications:

- For CSV or XLS: Microsoft Excel
- For HTML: Internet Explorer or another web browser

To email the report:

1. From the report preview screen, click the **File/Email Format** dropdown menu and select the file format for the report (HTML, XML, CSV, or XLS).
2. Click **Email**.
3. Type one or more email addresses in the resulting box. If sending the report to multiple email recipients, separate the addresses with a comma.
4. Click **Send Email**. The report will be sent to the address(es) as an attachment.

Enter email addresses to send the report to, separated by commas:
jsmith@securitycompany.com,hthomas@communitybank.com

Send Email Cancel

To print the report:

1. From the report preview screen, click the **File/Email Format** dropdown menu and select **HTML**.
2. Click **Open**. The file will open in your PC's default web browser.
3. Hold the **CTRL** key and press **P** to access the print dialog.
4. Click **Print**.

6.4 Deleting Saved Reports

Reports that have been saved to the appliance may be deleted with the following steps:

1. Select the saved report to delete from the **Saved Reports** panel.
2. Click **Delete**.
3. In the confirmation dialog that pops up, click **Delete** to confirm that the saved report should be permanently deleted.

Delete Saved Report?

Deleting a saved report cannot be undone. Are you sure you want to continue?

Delete Cancel

CHAPTER 12

Spot Monitor

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1. INSTALLING SPOT MONITOR

1.1 System Requirements

3VR Spot Monitor™ client software allows you to access a 3VR VIP Appliance from any PC on your network that meets the minimum system requirements.

3VR Client Applications Minimum System Requirements — Single Display

Operating System	Windows XP Professional SP2 or later, Windows Vista, Windows 7
Processor	Intel and AMD CPUs, 1.1 GHz or higher Note: Video playback performance will be dictated by CPU capabilities.
Display	Any display capable of 1024x768 resolution or greater
Video Card	DirectX 9-capable video graphics adapter
Memory	1 GB RAM or greater
Storage	1 GB available storage space
Bandwidth	Broadband connection (384 Kbps or greater) to 3VR server recommended. Greater bandwidth will result in a better user experience when viewing stored or live video.

3VR Spot Monitor™ 7.0 features support for multiple displays. Users intending to stream video on more than one monitor must also meet the additional requirements for multi-screen display:

Additional Requirements for Multi-Screen Display

Processor	Intel and AMD CPUs, 3.0 GHz or higher
Video Card	DirectX 9-capable video graphics adapter with support for multiple displays
Memory	2 GB RAM or greater

1.2 Running the 3VR Client Application Installation Wizard

Follow these steps to install one or more of the 3VR Client Applications on a PC.

1. Double-click **Installer-Client-Applications-7.0.1.XXXXXX.exe** to begin the installation process.
2. The 3VR Client Applications require the Microsoft .NET Framework 4.0 to function.

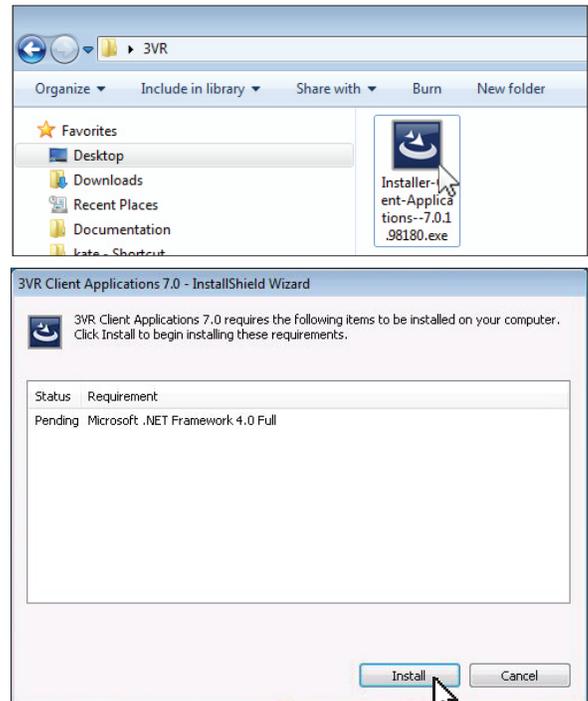
If Microsoft .NET Framework 4.0 is not present on your PC, the InstallShield Wizard will install it as the first step in the installation process.

Click **Install** to proceed.

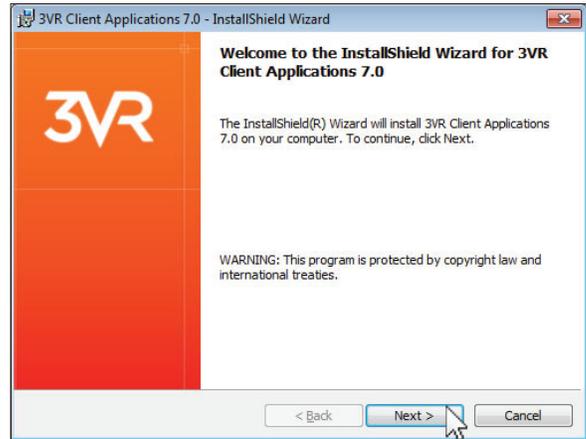


Note

It may take up to 5 minutes to install Microsoft .NET Framework 4.0.



3. At the InstallShield Wizard Welcome screen, click **Next >**.



4. The InstallShield Wizard will display the 3VR Client Applications End User License Agreement.

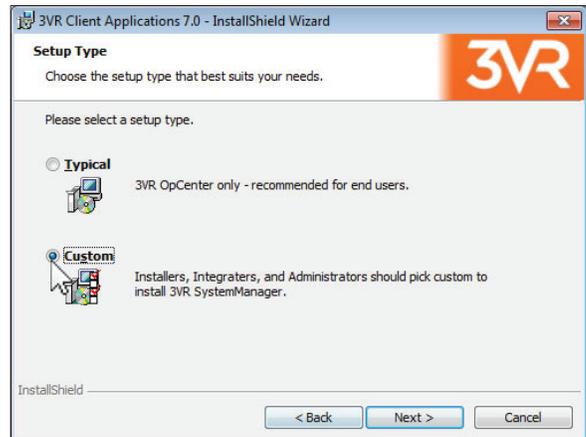
Read the agreement, then select

I accept the terms in the license agreement and click **Next >**.



5. Specify the installation type:

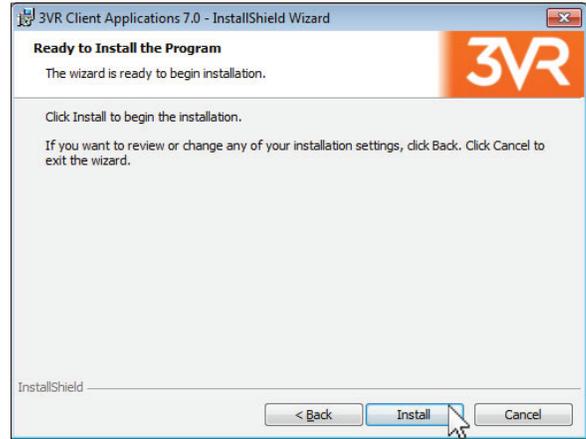
- To install 3VR Spot Monitor, select **Custom** and click **Next >**.



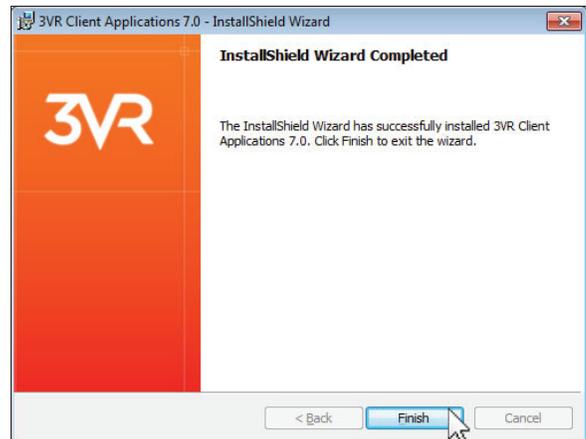
- Click the red **X** next to 3VR Spot Monitor and select **This Feature, and all subfeatures, will be installed on local hard drive.** Click **Next >**.



6. Click **Install** to begin the installation.



7. When installation is complete, click **Finish** to exit the wizard.



2. SIGNING IN

Follow these steps to sign in to Spot Monitor.

1. Double-click the 3VR Spot Monitor desktop icon to launch the application. Alternatively, click the Windows **Start** menu > **All Programs** > **3VR Client Applications 7.0** > **3VR Spot Monitor**.
2. At the sign in screen, enter the **User Name** and **Password** of your 3VR user account.
3. Select an appliance to connect to:
 - If this is your first time signing in to Spot Monitor on this PC, type the IP address of the 3VR system in the **Appliance** box. This is the address provided to you by the 3VR administrator, in the format XXX.XXX.XXX.XXX (four 1-3 digit numbers separated by periods). For example, 10.100.2.202.
 - If you have signed into Spot Monitor previously on this PC, open the **Appliance** dropdown menu and select the system to connect to.
4. Click **Sign In**.



3. SPOT MONITOR OVERVIEW

3.1 About Spot Monitor

3VR VIP Spot Monitor is a simple application that streams a multiplex or cycling display of live video from a 3VR appliance. Spot Monitor should be installed instead of OpCenter for 3VR users who only need to monitor live video, for example at a security guard watch station or PC used to create a public display monitor.



Note

This chapter outlines the features of the 3VR Spot Monitor client application. For instructions on installing and configuring a Spot Monitor connected to the BNC output of the appliance, see the *3VR VIP Appliance Installation and Configuration Guide*.

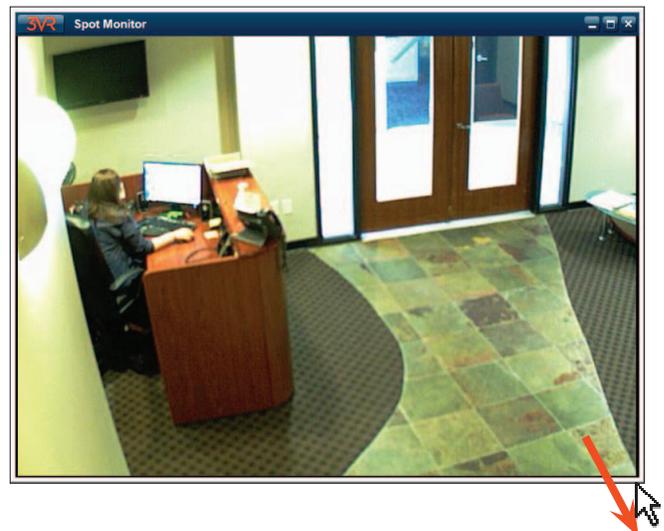
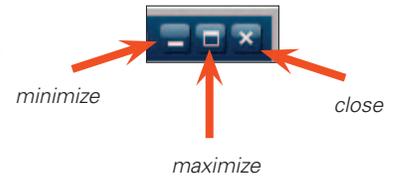
3.2 Resizing and Closing Spot Monitor

3VR Spot Monitor can be minimized and maximized in the same way as any other Windows application using the controls in the upper-right corner.

To close Spot Monitor, click the **X** button.

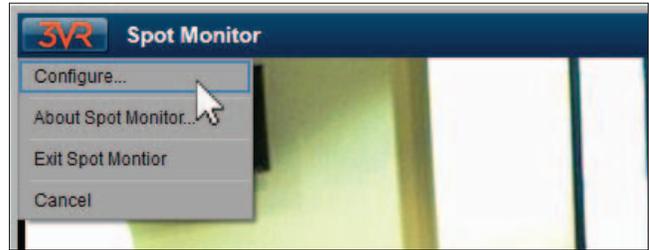
To customize the size of the Spot Monitor window, click and drag any edge of the window until it has reached the desired size.

Click and drag a corner of the window to resize the window vertically and horizontally at the same time.



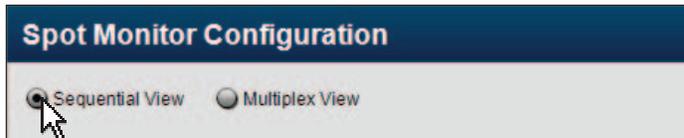
4. CONFIGURING SPOT MONITOR

To modify the cameras or sequence of the Spot Monitor display, move the cursor to the top of the monitor to display the Spot Monitor title bar. Click the 3VR button in the upper left-hand corner and select **Configure** from the dropdown menu.



The settings in this dialog control the appearance and behavior of Spot Monitor. First, choose the view mode for Spot Monitor:

- To display live video from one camera at a time in a cycling display, select **Sequential View**. Continue to section 4.1.



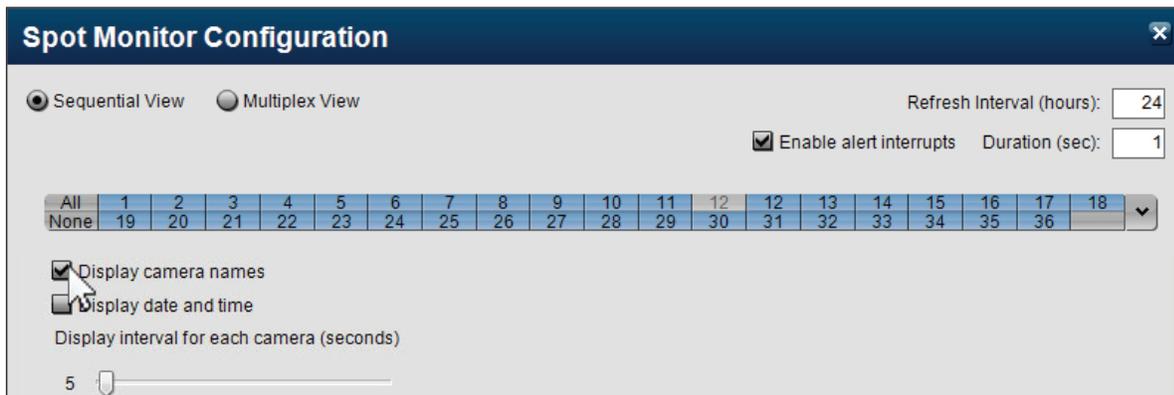
- To display live video from multiple cameras at the same time, select **Multiplex View**. Continue to section 4.2.



4.1 Sequential View

When Spot Monitor is configured with sequential view, cameras will be displayed on the Spot Monitor one at a time, in ascending order by camera number, at full-screen resolution.

- Click the camera number of each camera to include in the sequence.



- Select the information that should be placed as an overlay on each camera:

- Display camera names**
- Display date and time**

- To display alerts generated by the 3VR system in Spot Monitor, check **Enable alert interrupts**.

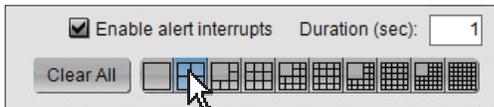
Enter the length of time for alert interrupts into the **Alert interrupt duration** text box. When an alert is generated on the system, it will be displayed on the monitor in place of the live video feed for this length of time.

- The Spot Monitor application will restart itself periodically to ensure the application continues to run smoothly for days and weeks at a time. By default, the restart will occur once every 24 hours, but you may set a different restart interval in the **Refresh Interval (hours)** box.
- Use the slider bar under **Display interval for each camera (seconds)** to specify the number of seconds each camera should be displayed.
- Click **OK** to save the configuration and return to the Spot Monitor main screen.

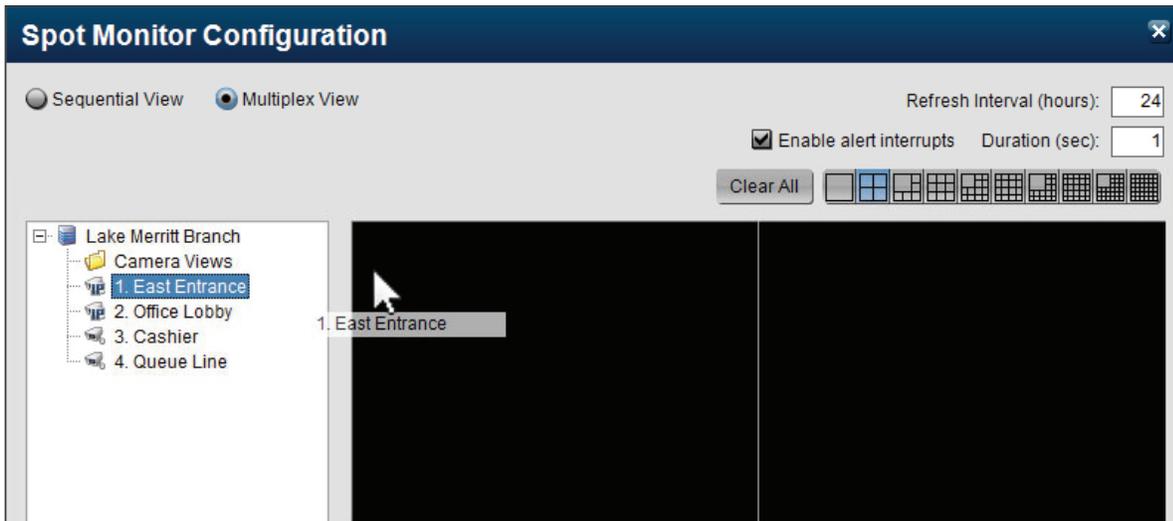
4.2 Multiplex View

When Spot Monitor is configured with multiplex view, cameras will be displayed on the Spot Monitor simultaneously in the number and arrangement of your choice.

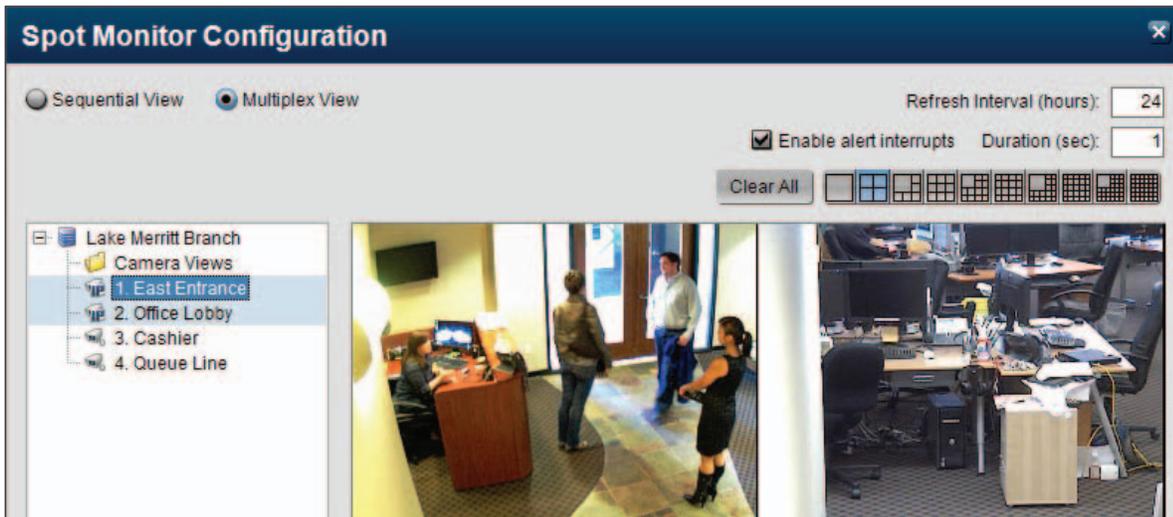
- Choose a layout for the Spot Monitor with the layout selector. Click a new layout button to increase or decrease the number and positioning of players as desired. Up to 36 cameras can be displayed at a time in Spot Monitor.



- When you have decided on a player layout, click and drag a camera from the camera tree to each blank video player.

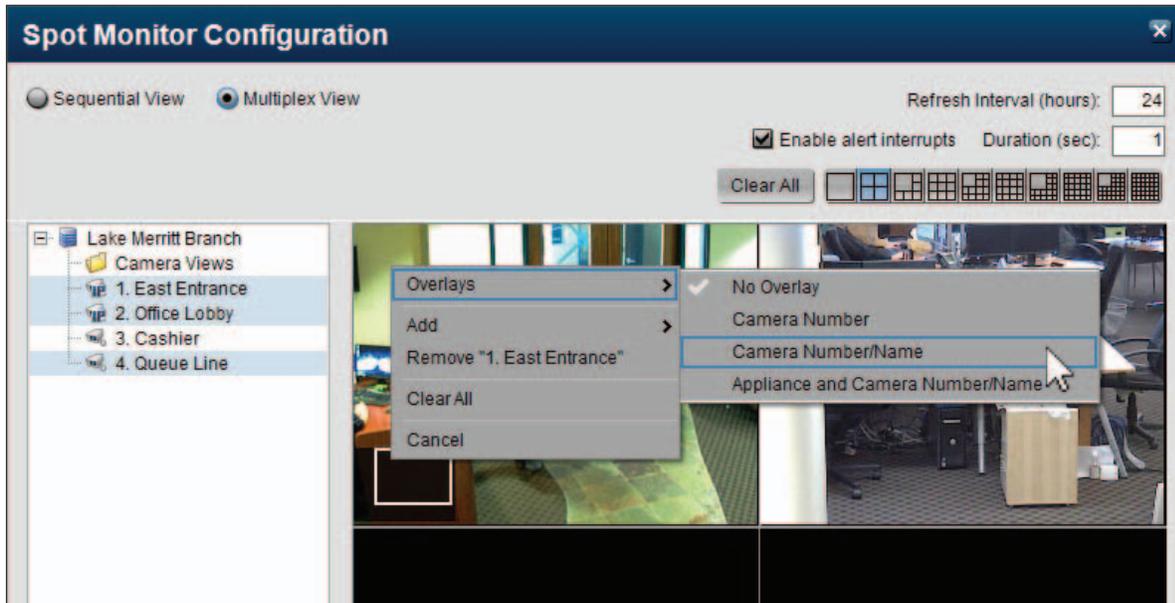


Live video from the selected cameras will stream in each position in the video grid.



If you would like to display information about the camera on top of each video player, change the camera overlays with the following steps:

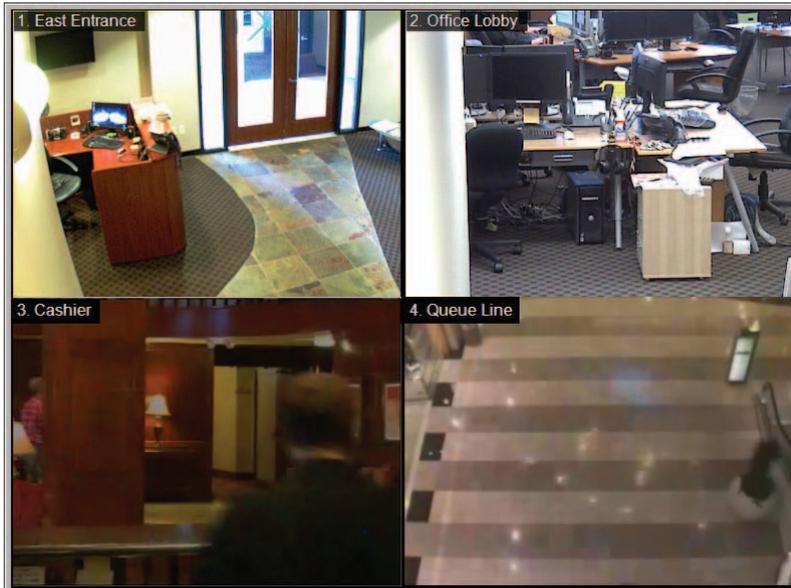
3. Right-click anywhere in the video grid.
4. Select **Overlays** >, then choose an overlay from the sub-menu. The current overlay options are:
 - **No Overlay**
 - **Camera Name**
 - **Camera Number and Name**
 - **Appliance and Camera Number/Name**



5. To display alerts generated by the 3VR system in Spot Monitor, check [**Enable alert interrupts**].
Enter the length of time for alert interrupts into the **Alert interrupt duration** text box. When an alert is generated on the system, it will be displayed on the monitor in place of the live video feed for this length of time.
6. The Spot Monitor application will restart itself periodically to ensure the application continues to run smoothly for days and weeks at a time. By default, the restart will occur once every 24 hours, but you may set a different restart interval in the **Refresh Interval (hours)** box.
7. Click **OK** to save the configuration and return to the Spot Monitor main screen.

5. WATCHING SPOT MONITOR

After clicking **OK** from the Spot Monitor configuration screen (section 3), Spot Monitor will load with the selected camera(s) streaming live video.



By default, camera overlays are placed in the top-left corner of each video player. If desired, you can re-position the overlay by clicking and dragging the overlay box.



Start

End