LENSEC, LLC.

PERSPECTIVE VMS

User Guide

LENSEC, LLC.
Version 1.0.0

Intended Target Audience

This User Guide was created and designed as a resource for users and administrators of the Perspective VMS™ Smart Client from LENSEC. The document provides detailed user controls and instruction materials for the Perspective VMS™ interface. While this guide may reference installation or administration parameters of the Perspective VMS™ Server it is not intended to be a server installation or configuration manual. The installation and administration configuration of Perspective VMS™ is a separate document and can be obtained from LENSEC or an Authorized LENSEC Reseller.

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Introduction

Perspective VMS is a feature rich enterprise-class video management software platform that provides the user with access to real-time and archived video surveillance from any network enabled workstation. The client version of Perspective VMS is browser-based and may be accessed via user-authentication from most current web-browsers including, Microsoft's Internet Explorer, Mozilla's Firefox, or Google's Chrome.

Browser Environment

Perspective VMS is a smart-client built within Microsoft's Silverlight platform. Silverlight allows Perspective VMS to maintain consistency across browsers and enables rich internet application (RIA) features uncommon to typical HTML-based viewing pages.

Operation of Perspective VMS is possible both within a browser and through an out-of-browser application mode.

Modules

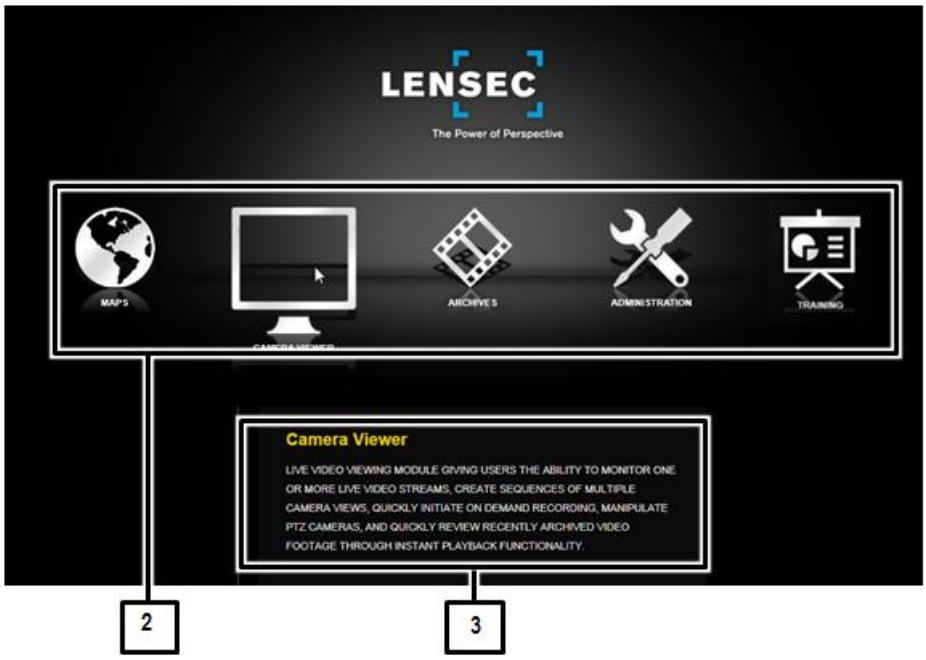
The Perspective VMS platform consists of modules which allow you to quickly navigate to an area of interest. The primary modules are: the Maps Module, the Camera Viewer, the Archives Viewer, Administration, and the Welcome Screen. There are also functions within each module that allow cross-functional operation such as viewing archived footage from within the camera viewer enabling the user to view live and recorded footage simultaneously.

How to Login and Navigate (General System Layout)

Login and Welcome Screen

When you first access the Perspective VMS application, you will see the Login control.

Log in by entering your User Name and Password. Be careful, your Password is case-sensitive! If you do not yet have your User Name and Password, contact your System Administrator. Once you have entered your User name and Password, click on the "LOGIN" control. This should take you to the LENSEC welcome screen, or to the screen that has been selected as your default welcome screen.

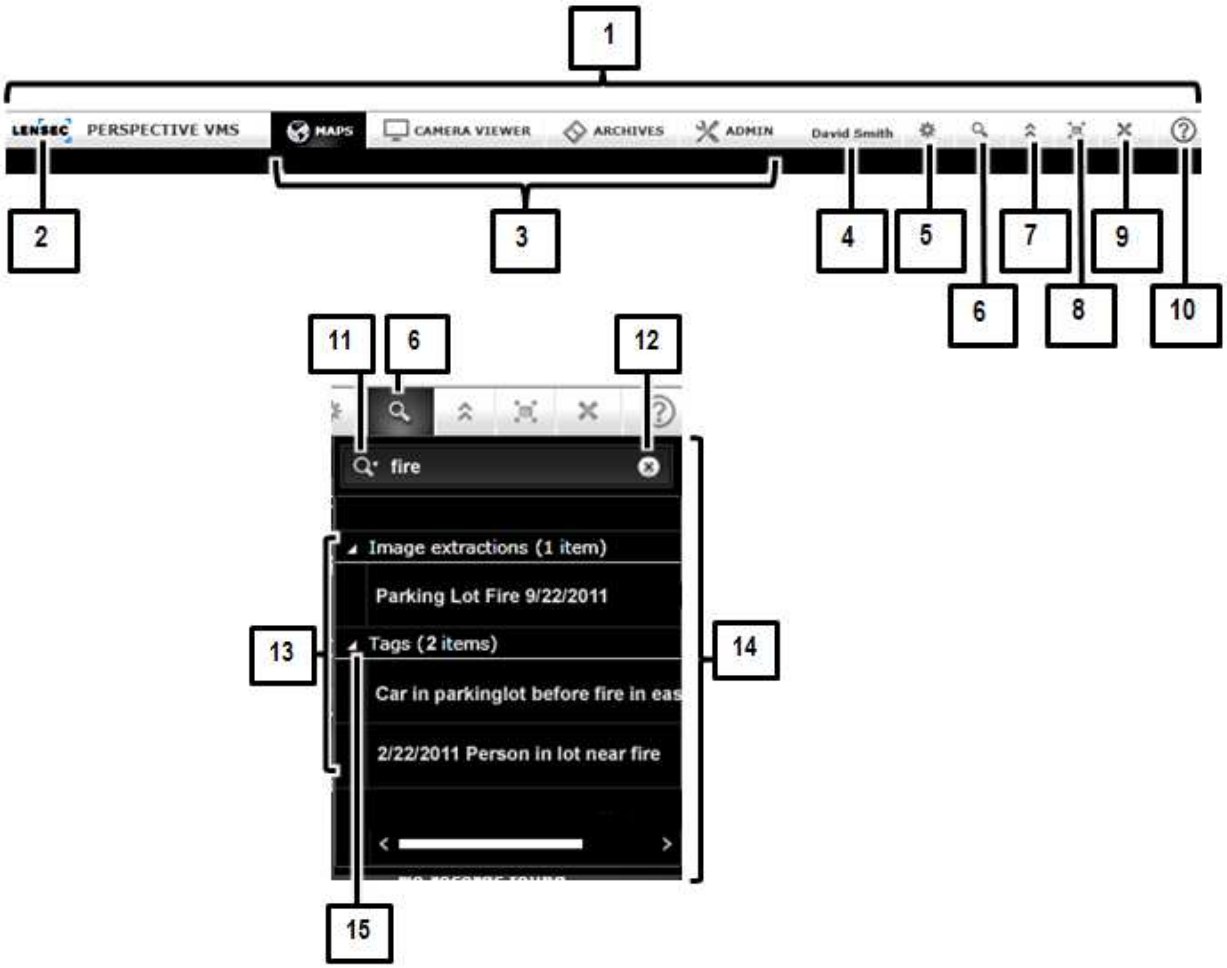


No.	Control/Feature Name and Description
1	Login: After entering your User Name and Password, click the Login control to take you to your default welcome screen.
2	Module Controls on the Default Welcome Screen: These Module Controls provides you with a graphic image depicting each of the modules available to you. If you place your cursor over one of the module icons, you will receive a brief description of that module. Clicking the icon will take you that that module.
3	Module Description: Hovering over a module icon provides you with a brief description of that module.

General System Layout

Once you enter a module, you will see the Top Navigation Bar at the top of your screen, which provides you with certain information and controls applicable to the system in general and available in each module. The Top Navigation Bar contains the Application Search control, which enables you to search all modules, functions and help screens for your desired criteria.

Top Navigation Bar (TNB)



No.	Control/Feature Name and Description
1	Top Navigation Bar: The Top navigation Bar provides you with certain information and controls applicable to the system in general. The controls in the Top Navigation Bar remain constant and are available in each module you view.
2	Logo- Welcome Screen Link: Clicking the Logo- Welcome Screen Link takes you to the LENSEC Perspective VMS Welcome Screen. The Welcome Screen provides you with an icon representing each of the various modules to which you have access. To view a description of a module, hover your cursor over its icon. Clicking the icon will take you to that module.
3	Module Controls: Each module available to you is displayed in the Top Navigation Bar. The module you are currently in will be shaded. Clicking one of the other Module Controls will take you to that module.
4	User Name: The User Name field displays the name of the user who is currently logged in.
5	Options: Clicking the Options control provides you with access to the User Profile screen, where you can change some of your settings and user profile information, such as your password, preferred language, startup page, default camera layout, camera header view status, and whether to show extended tool tips.
6	Application Search: The Application Search function allows you to enter a minimum of three characters of a word, name or term. The system will search through all modules and help topics to provide you with a list of locations containing the search criteria you entered.
7	Hide Navigation Bar: Clicking the Hide Navigation Bar control removes the Top Navigation Bar from view. To restore the Top Navigation Bar to view, click the small triangular shaped Restore Control at the top of the module screen you are viewing.
8	Application Full Screen Toggle: Clicking the Application Full Screen Toggle changes your application screen to full screen view from normal view. To exit full screen view and return to the normal screen view, click the Application Full Screen Toggle again, or you can hit the “Escape” key on your keyboard.
9	Logoff Control: Click the Logoff control to log off the system. You will see a confirmation dialog box that asks you to confirm your desire to log off. If you confirm, you will return to the Login screen. On this screen, you can either log in again, or you can click the “X” icon at the top right of your browser screen to exit the application.
10	Help: Clicking the Help control provides you with access to the Perspective VMS Help resources and documentation, and also allows you to view the version information for the application you

	are currently using.
11	Search Criteria Input: Enter a minimum of three characters in the Search Criteria Input field to search the application for words, names and terms containing that entered character string.
12	Clear Search Criteria: Clicking the Clear Search Criteria control deletes the search criteria that had been entered in the Search Criteria Input field. You can also delete the criteria or enter new criteria with your keyboard.
13	Search Results List: The Search Results List will display the results of your search, separated by categories if your search has produced results from more than one module or function. You can collapse and expand the categories containing the results.
14	Application Search Window: The Application Search Window will appear when you click the Application Search control on the Top Navigation Bar. To close the Application Search Window, you must click the Application Search control again. The Application Search function allows you to enter a minimum of three characters of a word, name or term. The system will search through all modules and help topics to provide you with a list of locations containing the search criteria you entered. Clicking one of the search results will open the screen containing the found entry.
15	Collapse/Expand Results Category: The Collapse/Expand Results Category control collapses or expands its corresponding list of search results. If you are searching for results in a certain category, you can collapse the results from any other categories that might appear.

Application Search

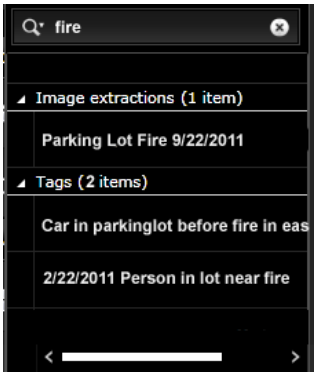
The Application Search Window enables you to search the entire application for words, names or terms that match criteria you enter. You must enter a minimum of three characters to perform a search. The search is not case sensitive. You will receive results indicating each screen or function containing your entered search criteria. You can use the Application Search Window to search for Multi-View Presets, Sequences, Tags (including Tag Keywords,) Image Extractions, Users, Messages, Help Topics, etc.

To conduct an Application Search, take the following steps:

1. As an example, say you wanted to find any information in the system stemming from a fire that occurred. You are not sure of the exact date and time. You want to ascertain if any video of the fire was extracted or tagged. Your first step is to click the Application Search control on the Top Navigation Bar.

2. When you click the Application Search control, the Application Search Window will drop down. The Application Search Window will be empty, except for the Search Criteria Input field at the top of the window. For this example, you would enter an appropriate term to search the system for a fire. You must enter at least 3 characters to constitute a valid search string, and case is not significant. You could enter "fire" in the Search Criteria Input field.

3. As you enter your search criteria, the Search Result List will provide you with matches found containing your search criteria. The results may be separated into various categories, such as Multi-View Presets, Sequences, Messages, Users, Tags, Image Extracts, etc. You can collapse any categories you do not want to view by clicking the Collapse/Expand Results Category control. In our example, the Application Search has found three results: one Image Extractions and two Tags contain the word "fire."

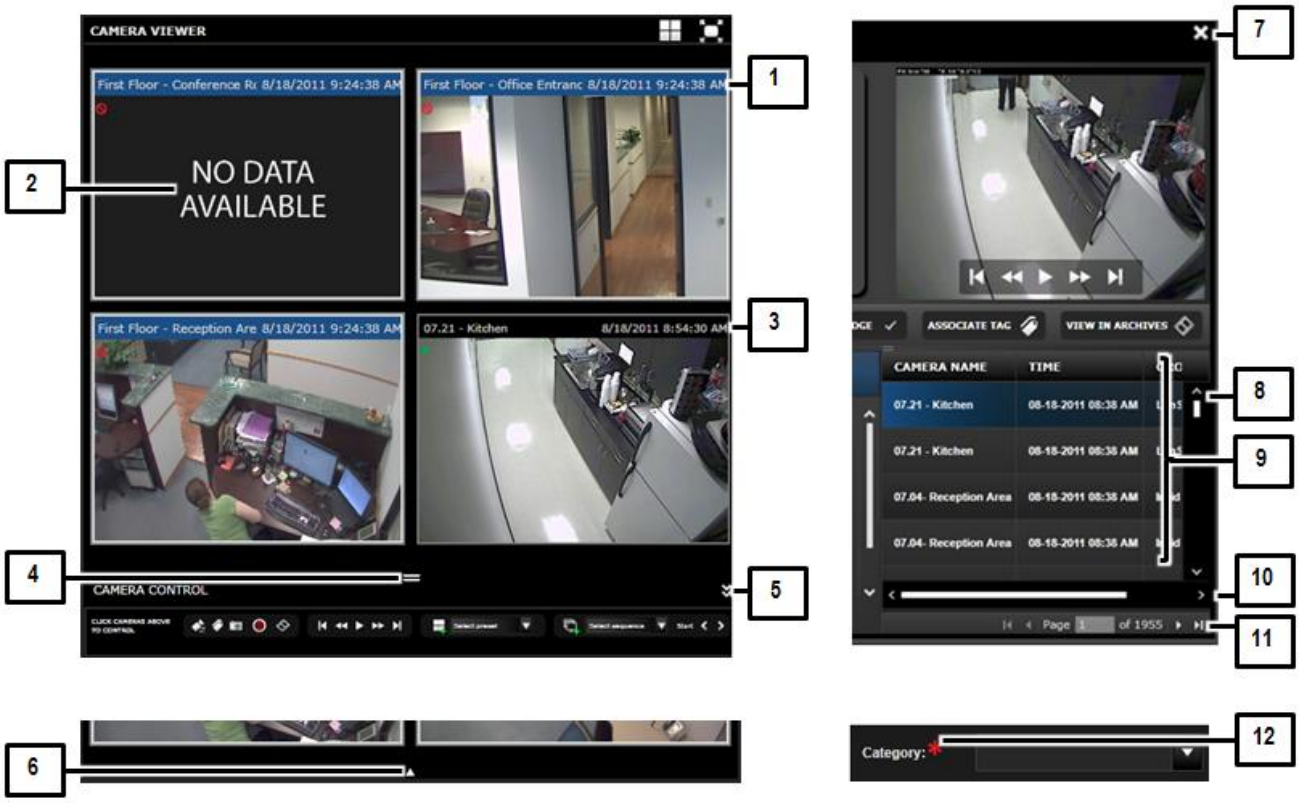


4. Once you have the Search Results List, you can click any of the listed results and the system will take you to the appropriate screen to display your result. In our example, if you click the Image Extraction result, you would be taken to the Image Extraction Event Viewer Panel displaying that Image Extraction.

5. You can clear the Search Criteria Input field by clicking the Clear Search Criteria control, or by deleting your entered criteria with your keyboard.

General Navigation Controls

As you navigate the various modules and screens, you will encounter many controls and indicators which are common to many different screens, or to your operating system or browser in general. Some of these universally accepted controls and indicators, as well as some specific to this application and which appear repeatedly could not be included in each screen graphic due to space constraints. Those controls and indicators are described here.

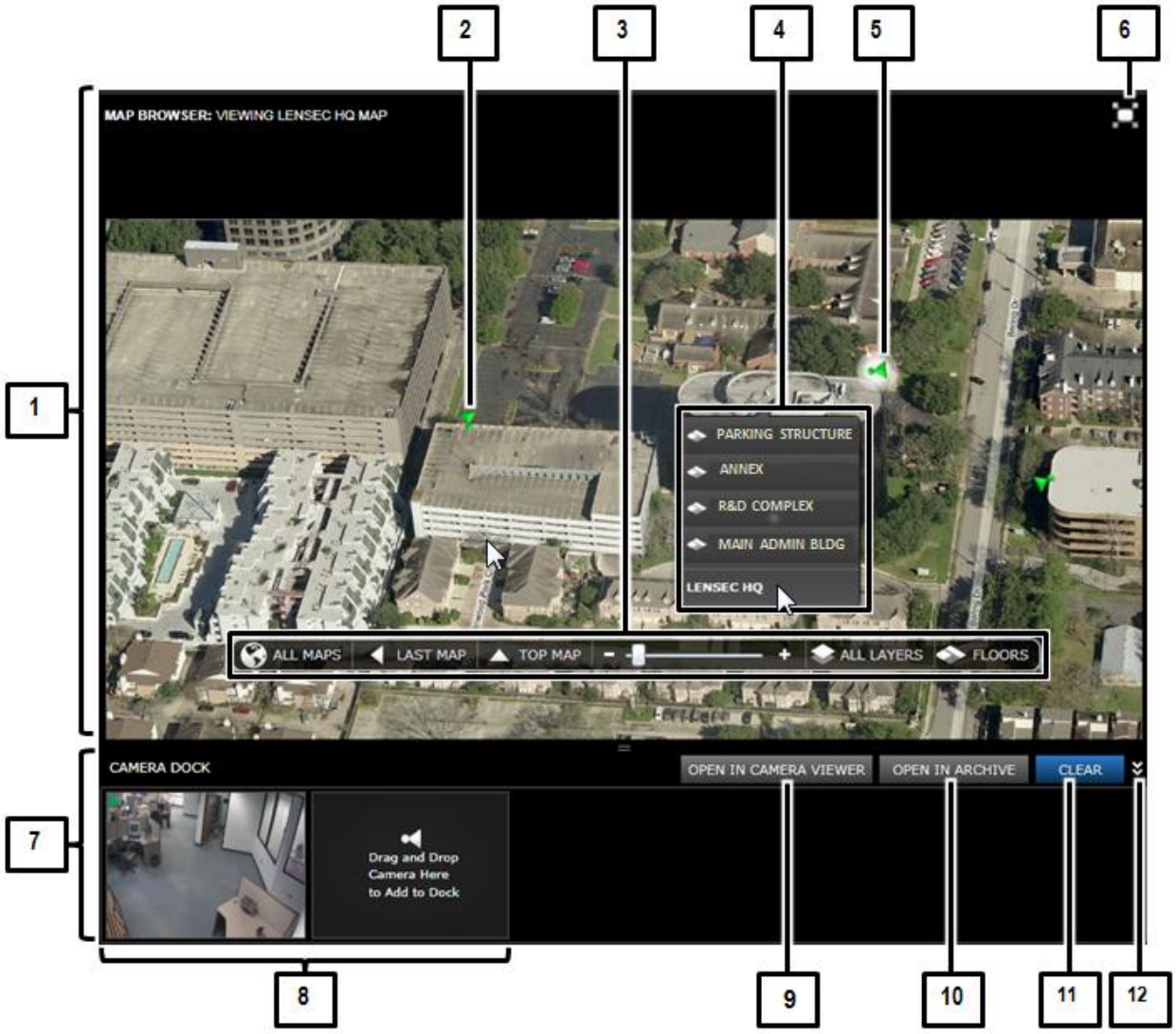


No.	Control/Feature Name and Description
1	Camera View Header (Selected): The Camera View Header displays the name of the camera and the date and time of the image being viewed. If you are viewing a Multi-View, each View in that Multi-View will have its own Camera View Header. If the Camera View Header is highlighted in blue, it indicates the camera has been selected for control with the Camera Viewer Control Panel or the Archive Video Control Panel. To select a camera in the Camera Viewer module, click the Camera View Header. Click the Camera View Header again to deselect that camera. To select or deselect a camera in Archives, you can click anywhere in the camera View.
2	"No Data Available" message: The "No Data Available" message indicates you have not yet selected video, or there is no video available from the camera or for the date you have selected. For example, you will see this message if you search for video that is older than the retention date

	for video, or that is a time in the future.
3	Camera View Header (Not Selected): The Camera View Header displays the name of the camera and the date and time of the image being viewed. If you are viewing a Multi-View, each View in that Multi-View will have its own Camera View Header. If the Camera View Header is highlighted in blue, it indicates the camera has been selected for control with the Camera Viewer Control Panel or the Archive Video Control Panel. To select a camera in the Camera Viewer module, click the Camera View Header. Click the Camera View Header again to deselect that camera. To select or deselect a camera in Archives, you can click anywhere in the camera View.
4	Handle: Dragging a Handle with your cursor increases or decreases the size of the Handle's associated screen, panel or area.
5	Hide: Clicking a Hide control hides its associated screen, window or panel. To restore the associated screen, window or panel, there will be a Restore control, typically a small triangle-shaped icon in the area where the associated screen, window or panel had been.
6	Restore: The Restore control is typically a small triangle-shaped icon that will appear when you hide a screen, window or panel. Clicking the Restore control restores the hidden screen, window or panel.
7	Exit, Close or Collapse: When an "X" icon appears in the upper right corner of a screen, window or panel, it will exit, close or collapse that screen, window or panel unless a different action is specified in the Instructions.
8	Vertical Scroll Bar: If a list or other data is too long to be displayed on your screen, a Vertical Scroll Bar will appear. By moving the indicator bar between the two arrows at the ends of the Vertical Scroll Bar, your list or other data will scroll up and down so its entire contents can be viewed.
9	Event Detail List: In the Event Viewer Panels, the Event Detail List is the section at the lower right of the Event Viewer Panel containing a list with descriptive information about individual events.
10	Horizontal Scroll Bar: If text or other data is too wide to be displayed on your screen, a Horizontal Scroll Bar will appear. By moving the indicator bar between the two arrows at the ends of the Horizontal Scroll Bar, your text or other data will scroll right and left so its entire contents can be viewed.
11	Page Controls: The Page Controls appear at the lower right of each Event Viewer Panel. They display the page number you are viewing, and the total number of pages in the list. You can move forward or backward one page at a time, or move immediately to the first or last page in the list. You can also manually enter the page number you want to view and click "enter" on your keyboard to go to that page.
12	Required Field Asterisk: A red asterisk next to a field indicates it is a required field.

Viewing Maps and Situational Awareness (Maps Module)

The Maps Module allows you to quickly navigate to a particular camera by using a graphical map of the area of interest. Cameras or other security devices that may be integrated with Perspective VMS will be represented by icons that are placed on the map at the approximate locations of the devices. By utilizing the Camera Browser and the Camera Dock, you can create Multi-Views in the Camera Viewer Module or in the Archive Module with one click.



No. Control/Feature Name and Description

1	Map Browser: The Map Browser is the main portion of the Maps module screen. It Provides the current map for viewing, and indicates the name of the map being viewed. It also provides access to the Map Navigation Overlay and any Site Navigation Lists that are available.
2	Camera Icon: Cameras are represented by colored icons. The icons for non-movable cameras are

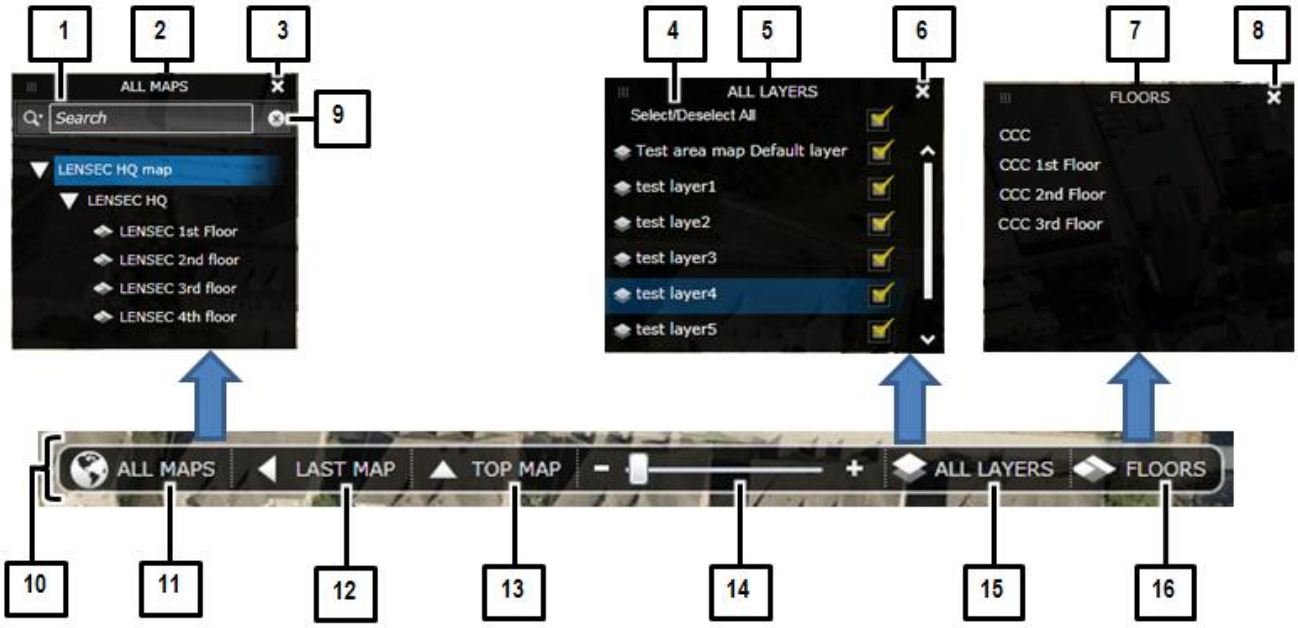
	pointed in the direction of the field of view of their associated cameras. You can hover over the icon to pop up a live View from the camera. That live View can then be dragged and dropped in the Camera Dock for viewing in Camera Viewer. If you click on a camera icon, it will take you to the Camera Viewer displaying a View of your selected camera.
3	Map Navigation Overlay: The Map Navigation Overlay allows you to choose which maps and levels to view, to search for specific maps, to return to previously viewed maps, to zoom in and out of a selected map, and to select viewable layers and elements within the maps. Different individual icons, or groups of icons, can be placed on different layers within each map. The Map Control Overlay allows you to select which layers you desire to view. (See additional information in the "Map Navigating Overlay" section below.)
4	Site Navigation List: If your system is set up to access cameras at more than one major site, you can navigate to the desired site by selecting that site's name in the Site Navigation List.
5	Camera Icon, showing white "halo" effect: When a camera is being displayed in the Camera Dock, its icon on the map has a white background, or "halo," to indicate it has been selected for the Camera Dock.
6	Map Browser Full Screen Toggle: Toggles the Map Browser between normal view and full-screen view. To exit full screen viewing and return to the normal Map Browser view, click the icon again, or you can hit the "Escape" key on the keyboard.
7	Camera Dock Control Panel: The Camera Dock allows you to drag and drop cameras from one or more maps into one common area (the Camera Dock) for viewing. Once one or more cameras are in the Camera Dock, they can easily be viewed, singly or as part of a Multi-View, in the Camera Viewer, by clicking the "Open in Camera Viewer" control; or in the Archives module, by clicking "Open in Archive." You can view up to 16 camera Views in Camera Viewer, and up to 3 camera Views in Archives.
8	Camera Dock: To load camera Views into the Camera Dock, hover over the camera icon and then click the icon with the left mouse button. Continue holding the left mouse button down and drag the camera View into the next available dock position. When a camera View has been loaded into the Camera Dock, the icon for that camera on the map will have a white "halo" effect around it to indicate it has already been loaded into the Camera Dock. If you try to load the same View twice you will receive a message indicating the View has already been selected
9	Open in Camera Viewer: When you click on the Open in Camera View control, you will be taken to the Camera Viewer module. Your selected camera Views will be displayed in a Multi-View Arrangement consistent with the number of camera Views you selected. (You can change the Multi-View to a different Arrangement from within the Camera Viewer.)
10	Open in Archive: When you click on the Open in Archive control, you will be taken to the Archives module. Up to three of your selected camera Views will be displayed in a Multi-View Arrangement. If you had more than three Views selected in the Camera Dock, only the first three Views will be displayed. Within the Archives module, you can utilize the Archives Timeline and controls to locate archived video from your selected cameras.
11	Clear: The Clear control will remove all Views from the Camera Dock. If you just want to remove some of the Views from the Camera Dock, you can remove Views one by one by clicking on the View in the Camera Dock and dragging it back to anywhere on the map.
12	Hide Camera Dock: The Hide Camera Dock control hides the Camera Dock to allow for more screen space for the Map Browser. The Camera Dock can be restored by clicking the Restore icon (small triangle shaped icon pointed upward) at the bottom center of the screen.

Map Navigation

The Map Navigation Overlay allows you to choose which maps and levels to view, to search for specific maps, to return to previously viewed maps, to zoom in and out of a selected map, and to select viewable layers and elements within the maps. Different individual icons, or groups of icons, can be placed on different layers within each map. The Map Control Overlay allows you to select which layers you desire to view.

Map Navigation Overlay (MNO)

The Map Navigation Overlay contains various controls for displaying and navigating within the maps available to you. Using controls in the Map Navigation Overlay, you will be able to select which maps and layers to view, search for maps and zoom maps in and out.



No.	Control/Feature Name and Description
1	Maps Search Criteria: Enter one or more characters in the Maps Search Criteria field to search for the names of maps containing the entered search criteria.
2	All Maps List: The All Maps List provides a quick way to navigate to other maps and floor plans. Clicking the All Maps control will display the All Maps List, with the names of all maps available to you in a hierarchal layout. Maps will be arranged with Site maps as the highest level, followed by Buildings, and then Floors. The levels will be represented in a nested format, and levels can be contracted or expanded by clicking the triangle-shaped icon to the left of the level name. Simply click a map's name to view that map.
3	Close all Maps List: Clicking the Close All Maps List control closes the All Maps List. The All Maps List will also close if you remove your cursor from the list.

4	Select/Deselect All Layers: Clicking the Select/Deselect All Layers control toggles between selecting and deselecting all layers in the All Layers List.
5	All Layers List: The All Layers List provides you with a way to display or hide all cameras or devices whose icons have been assigned to a specific layer. Clicking the All Layers control will display the All Layers List, with the names of all layers utilized by your map. Selecting or de-selecting each layer displays or hides the corresponding icons on the map. Clicking "Select/Deselect All" quickly selects or deselects all layers in the list.
6	Close All Layers List: Clicking the Close All Layers List control closes the All Layers List. The All Layers List will also close if you remove your cursor from the list.
7	Floors List: Certain Maps may divide buildings or other structures by Floor. Clicking a specific Floor in the Floors List will display that Floor's Map.
8	Close Floors List: Clicking the Close Floors List control closes the Floors List. The Floors List will also close if you remove your cursor from the list.
9	Clear Search Criteria: Clicking the Clear Search Criteria control removes your search criteria and returns the All Maps List to displaying all maps that are available.
10	Map Navigation Overlay: The Map Navigation Overlay allows you to choose which maps to view, to search for specific maps, to return to previously viewed maps, to zoom in and out of a selected map, and to select viewable layers and elements within the maps. Different individual icons, or groups of icons, can be placed on different layers within each map. The Map Navigation Overlay allows you to select which layers you desire to view. The Map Navigation Overlay will appear when your cursor in located anywhere on the map.
11	All Maps: Clicking the All Maps control displays the All Maps List.
12	Last map: Clicking the Last Map control displays to the last map viewed, prior to the current map.
13	Top Map: Clicking the Top Map control returns you to the Top Map in the Maps hierarchy, which typically will be a site map.
14	Map Zoom: The Maps Zoom control allows you to zoom in and out of maps. In addition to using the zoom control on the Map Navigation Overlay, you can also use the scroll wheel on your mouse. Minimum and maximum zoom levels can be set by your System Administrator.
15	All Layers: Clicking the All Layers control displays the All Layers Selection List.
16	Floors: Some Maps may have buildings or other structures divided into Floors. If so, the Floors control will appear on the Map Navigation Overlay, and clicking the Floors control will display the Floors List.

Map Selection

When you enter the Maps module, you will see the default, or main, map that has been established for you. If your system utilizes more than one map to display the various cameras that are available to you (for example, if you have a number of sites in different geographical areas, or if you have cameras on multiple floors of a single building site) the Maps Module allows you to select which map you wish to view, and to easily switch among the different maps. There are two methods that may be available to you to select the map you wish to view.

1. Map Navigation Overlay- All Maps List

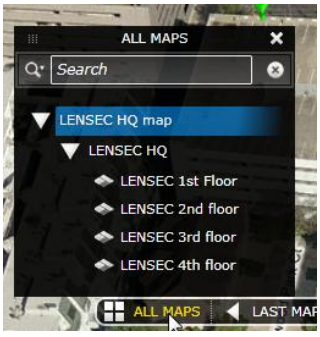
If your cursor is anywhere on the map in the Map Browser, you will see the Map Navigation Overlay near the bottom of the map.

If you click the All Maps List control, you will see the All Maps List. (Once the All Maps List appears, move your cursor over the All Maps List to prevent the All Maps List from disappearing.)

The All Maps List provides you with the names of all maps available to you in a hierarchal layout. Maps will be arranged with site maps as the highest levels, followed by other included sites, buildings, floors, etc. The various levels will be represented in a nested format, and levels can be contracted or expanded by clicking the triangle-shaped icon to the left of the level name. Simply click a desired map name to view that map and its associated camera icons.

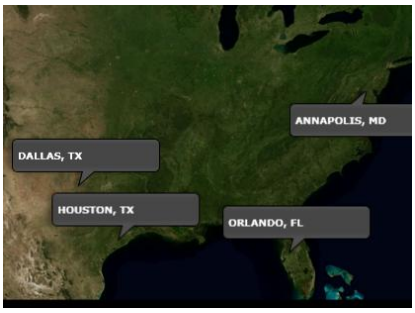
You can search for a specific map by entering all or part of its name in the Maps Search Criteria dialog box. The All Maps List will then show only those Maps with names containing your entered criteria. Clicking the Clear Search Criteria control removes your search criteria and returns you to the list of All Maps.

You can always return to the previous Map you were viewing by clicking the Last Map control, and you can return to your main map by clicking the Top Map control. If you have maps of separate floors within a building or structure, you may have a separate Floor List available, which can be accessed by clicking the Floors control on the Map Navigation Overlay. You can click the name of the Floor in the Floor List to view that map.



2. Site Navigation List

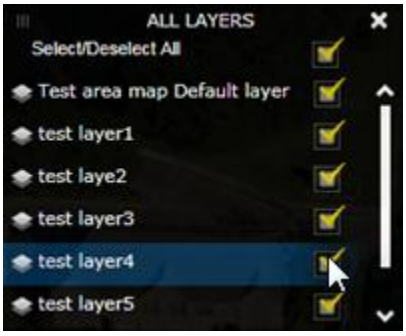
Depending upon the size and expanse of your system, you may see Site Navigation List controls displaying the names of various sites having cameras available to you. If you hover over a Site Navigation List control with your cursor, the associated Site Navigation List will appear, displaying names of one or more maps or sites with additional maps. Clicking a name in the Site navigation List will display that map, which may contain Camera Icons and/or the names of additional lower-level sites. By drilling down in this manner, you can reach the site containing the map and Camera Icons you wish to utilize. You can always return to your Previous Map or your Top Map by clicking those controls in the Map Navigation Overlay.



3. Map Layers

Layers allow you to turn on and off different layers on the map. Different icons can be placed on different layers within each map, and you can select which layers you desire to view. You can select the layers you want displayed; selecting "Select/Deselect All" quickly selects or deselects all layers in the list.

Map layers are configured in the Maps section of the Administration module. Layers can be set up to allow you to group cameras and other security devices by type, location, or any other parameter that is useful in segmenting devices. As an example, you may want to separate cameras based on PTZ (Pan Tilt Zoom) vs. fixed cameras. Placing these cameras on different layers will allow you to see just one type of camera icon on the map by selecting just one layer, or both types of cameras by selecting both layers.



Using the Maps Module to View Cameras

There are several ways to use the Maps module to assist you in viewing desired camera Views.

1. Single Click Camera Icon

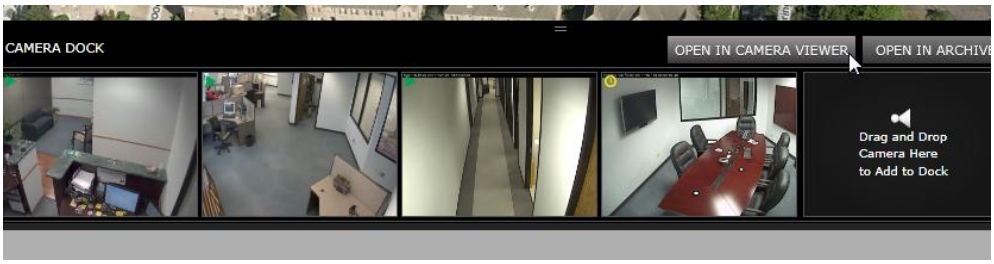
If you single click on any camera icon, you will be taken to the Camera Viewer module and a View of your selected camera will be displayed. You can return to the Maps module by clicking on the Maps control on the Top Navigation Bar.

2. Hover over Camera Icon

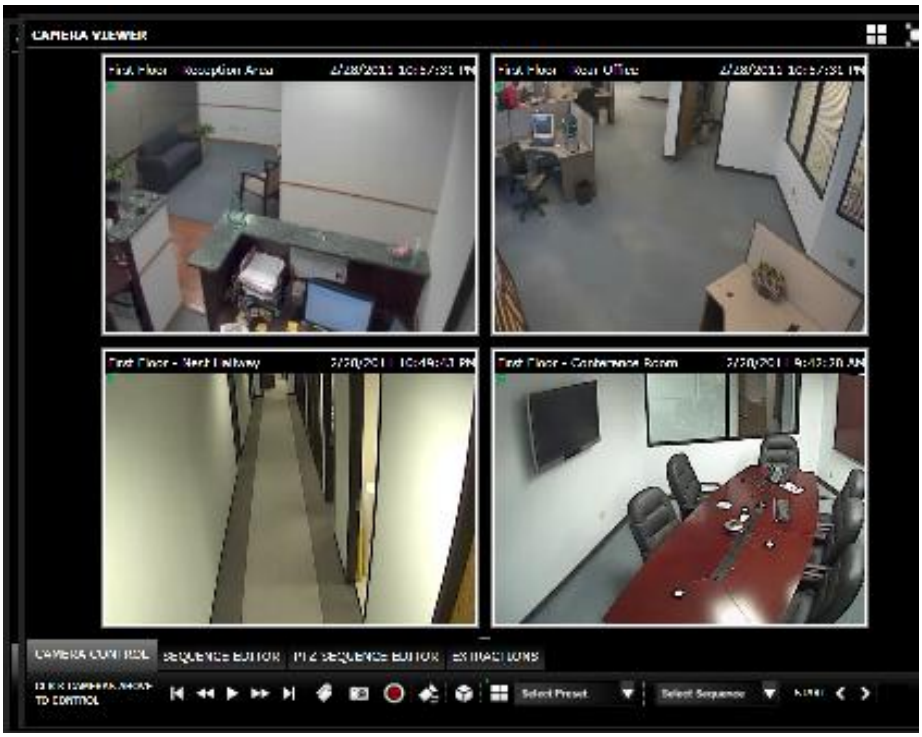
If you hover over a camera icon with your cursor, you will see a View from that camera. The View remains only as long as you hover over the icon. This enables you to obtain a quick View from any cameras available on that map.

3. Create Multi-View in Camera Viewer

You can create a Multi-View with as many as 16 different camera Views using the camera icons in the Map Browser and the Camera Dock. Place your cursor on each desired camera icon, and when the View for that camera appears, drag that View to the next available position in the Camera Dock. You can drag Views to the Camera Dock from any map that is available to you, up to a maximum of 16 Views.



Once you have your desired Views in the Camera Dock, click the Open in Camera Viewer control and your selected Views will be displayed as a Multi-View in the Camera Viewer module.



Live Video Monitoring (Camera Viewer Module)

The Camera Viewer module provides live video viewing, enabling you to monitor one or more live Views, create Sequences of Multi-Views, quickly initiate on-demand recording, manipulate Pan-Tilt-Zoom ("PTZ") cameras, and quickly review recently archived video footage via instant playback functionality.

Basic Camera Viewer Navigation, Screens and Controls

An overview of the panels and screens within the Camera Viewer Module:

Camera Viewer and Camera Viewer Control Panel (CVM)

No.	Control/Feature Name and Description
1	Main Camera Viewer Screen: The Camera Viewer Module is comprised of two sections, the Main Camera Viewer Screen and the Camera Viewer Control Panel. The Camera Viewer screen displays camera Views and contains controls that enable you to select your desired Arrangement and to view the Camera Viewer full screen. The Camera Viewer Control Panel allows you to control the cameras you are viewing individually or as a group, provides you with information regarding your Views, and allows you to set up Multi-View Presets and Sequences and to enter the Archive Player and Archives module.
2	Camera View Header: The Camera View Header displays the name of the camera and the date and time of the image being viewed. If you are viewing a Multi-View, each View in that Multi-View will have its own Camera View Header. If the Camera View Header is highlighted in blue, it indicates the camera has been selected for control with the Camera Viewer Control Panel. To select a camera, click the Camera View Header. Click the Camera View Header again to deselect that camera.
3	Camera Name: The Camera name field displays the name of the Camera providing the View being displayed.
4	Date and Time: The Date and Time field displays the system date and time of the image being viewed.
5	View Arrangement List: The View Arrangement List control displays the Arrangement List, which allows you to select from a number of predefined on-screen Multi-View layouts, or "Arrangements." The on-screen icon will show from 1-16 divisions, depending upon the Arrangement currently being viewed.
6	Full Screen Toggle- Camera Viewer: The Full Screen Toggle toggles the Camera Viewer screen between normal view and full screen view. You can also exit the full screen mode by clicking the Escape key on your keyboard.
7	Real Time Extract Indicator: The Real Time Extract Indicator indicates the Real Time Extract function has been activated for that View.
8	Camera View Status Indicator: The Camera View Status Indicator indicates the status of the camera being viewed. The various icons, and their meanings, are described below.
9	Play Speed Indicator: If you are viewing video with the Archive Player you can adjust the speed from normal speed ("X1") up to 64 times normal speed ("X64) in both forward and rewind directions. The Play Speed Indicator displays the speed of the View.
10	Camera Control Overlay: When you place your cursor on any individual camera View, the Camera Control Overlay will appear. This overlay allows you to utilize certain controls features of that individual camera. You will be able to switch that camera for another one, view the Archive Player for that camera, enter the Archive Module, add a tag to that camera's video, take a snapshot of that camera's View, freeze the video at the current image, enter Real Time Recording, control that cameras PTZ function (if it is a PTZ camera) and view that camera in full screen mode.
11	Camera Viewer Control Panel: The Camera Viewer Control Panel allows you to control the cameras you are viewing individually or as a group, provides you with information regarding your Views, and allows you to set up Multi-view Presets and Sequences and to enter the Archive Player and Archives module. Clicking a Camera View Header highlights that View and selects it for control by the Camera Viewer Control Panel.
12	Select/Switch Camera: The Select/Switch Camera control displays the Select Camera screen where you can switch the current camera Views in your Multi-View for other camera Views from

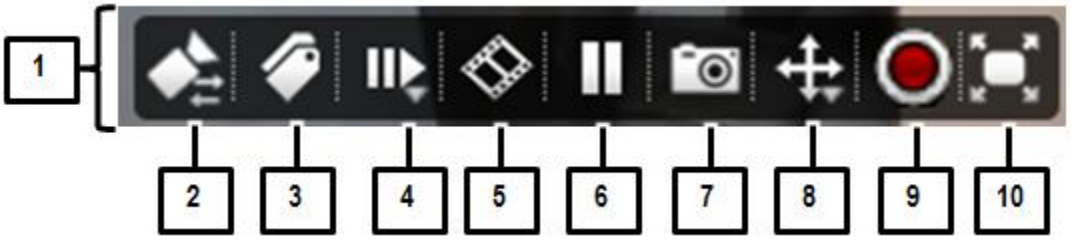
	the Camera Library. You can change your Arrangement, and switch camera positions within your Arrangement. Once you have changed or rearranged the cameras, clicking the "Create" control will return you to the Camera Viewer, with your new camera selections in your Multi-View.
13	Add Tag: The Add Tag control displays the Create Simple Tag pop-up where you can create tags for the camera Views that were selected, or launch the full Create Tag screen where you can create advanced Tags for the selected Views or Video.
14	Snapshot: Clicking the Snapshot control takes a snapshot (screen capture) of each View that is selected in the Camera Viewer and can save them all in a ".zip" file in the folder of your choice.
15	Extract: The Extract control displays the Create Extract screen, where you can quickly extract video from a selected camera. Only one camera View can be selected for extracting video at any one time.
16	Open in Archives: The Open in Archives control takes you to the Archives module where you can locate, play back, tag and extract archived video. Up to three selected camera Views from your Multi-View will transfer to the Archives Module when you click the Open in Archives control.
17	Previous Frame: Clicking the Previous Frame control moves back one frame in each of the selected Views in Archive Player. If there are no previous frames available in a view, you will receive a message that there is "No Data Available" in that View. If your selected Views are not already in Archive Player mode, clicking this control will place them in Archive Player mode.
18	Rewind: Clicking the Rewind control plays video backwards in each of the selected Views in Archive Player. Each time you click the Rewind control, the speed will double, from X1 to X64, and then return to X1. If there is no rewind video available in a view, you will receive a message that there is "No Data Available" in that View. If your selected Views are not already in Archive Player mode, clicking this control will place them in Archive Player mode.
19	Play/Pause: Clicking the Play/Pause control toggles between playing and pausing video in each of the selected Views in Archive Player. Clicking the Play control returns you to playing video forward, at normal speed (X1). If there is no forward video available in a view, you will receive a message that there is "No Data Available" in that View. If your selected Views are not already in Archive Player mode, clicking this control will place them in Archive Player mode.
20	Fast Forward: Clicking the Fast forward control fast-forwards video in each of the selected Views in Archive Player. Each time you click the Fast Forward control, the speed will double, from X1 to X64, and then return to X1. If there is no forward video available in a view, you will receive a message that there is "No Data Available" in that View. If your selected Views are not already in Archive Player mode, clicking this control will place them in Archive Player mode.
21	Next Frame: Clicking the Next Frame control moves forward one frame in each of the selected Views in Archive Player. If there are no next frames available in a view, you will receive a message that there is "No Data Available" in that View. If your selected Views are not already in Archive Player mode, clicking this control will place them in Archive Player mode.
22	Create Multi-View Preset: Clicking the Create Multi-View Preset control launches the Create Multi-View Preset screen. This screen and its controls allow you to save the current Multi-View as a Multi-View Preset, or to create an entirely new Multi-View Preset. Once you have your desired Multi-View Preset displayed in the Create/Edit Screen, you can save it and add it to your Multi-View Preset List.
23	Multi-View Preset List: Clicking the Multi-View Preset List control displays the Multi-View Preset List. You can click any listed Multi-View Preset to select it and have it displayed in the Camera Viewer. Once you have selected a Multi-View Preset, its name will replace "Select a preset" in the

	control's label. You can also search for Multi-View Preset names by entering all or part of the name you are searching for in the "Filter by name" box. You can clear the "Filter by name" box by clicking the "X" icon to the right of the box.
24	Create New Sequence: Clicking the Create New Sequence control displays the Create Sequence screen. You can then select camera Views, Multi-View Presets or newly created Multi-Views to include in a new Sequence you can create, name and save.
25	Sequence Preset List: Clicking the Sequence Preset List control displays the Sequence Preset List. You can click any listed Sequence Preset to select it and have it displayed in the Camera Viewer. Once you have selected a Sequence, its name will replace "Select a sequence" in the control's label. You can also search for Sequence Preset names by entering all or part of the name you are searching for in the "Filter by name" box. You can clear the "Filter by name" box by clicking the "X" icon to the right of the box. Once you have the Sequence displayed in the Camera Viewer, you can Start and Stop the Sequence by clicking the Start/Stop Sequence control.
26	Start/Stop Sequence: Once you have a Sequence displayed in the Camera Viewer, clicking the Start/Stop Sequence control begins the Sequence. The Start/Stop Sequence control allows you to toggle the Sequence between Start and Stop.
27	Previous Sequence View: Once you have a Sequence displayed in the Camera Viewer, the Previous Sequence View control allows you to view the previous View within that Sequence.
28	Next Sequence View: Once you have a Sequence displayed in the Camera Viewer, the Next Sequence View control allows you to view the next View within that Sequence.
29	Save Neighboring: If you select one View in a Multi-View (so its Camera View Header is highlighted in blue) the other cameras in that Multi-View can be considered the selected camera's Neighbors. If you click the Save Neighboring control, that existing Multi-View will be remembered, and anytime you select that same camera View again and click the View Neighboring control, the Multi-View of your selected View and its Neighbors will be displayed. You can change the selected camera's Neighbors by selecting its View in another Multi-View and clicking the Save Neighboring control. Neighbors are system-wide, so any Neighbors you create or change will affect the Neighbors for all users on the system. You may, therefore, require administrative authorization to create or change Neighbors.
30	View Neighboring: If you have established Neighbors for a selected camera by using the Save Neighboring control, you can view the Multi-View containing the selected camera View and it neighbors by clicking the View Neighboring control.
31	Hide Camera Control Panel: Clicking the Hide Camera Control Panel control hides the Camera Control Panel. To restore the Camera Control Panel, click the triangle shaped icon at the center-bottom of your screen.

Camera Viewer Status Icons appear in the top left corner of each camera View.

	A round yellow "clock" indicates the camera is connecting, but has not yet connected, to the system.
	A green triangle pointed to the right indicates the camera is connected to the system and is able to stream live video.
	A red circle with a slash mark through it indicates the camera is not connected to the system.
	A pair of green vertical bars ("captain's bars") indicates the live video has been “frozen” on its current image. Freezing the live image on screen does not affect its continuous or motion-activated recording to archive if it is otherwise set to do so.
	An orange triangle pointed to the right indicates the camera is in archive mode and is viewing video being played from archive.
	An orange triangle pointed to the left indicates the camera is in archive mode and is viewing video being played from archive in rewind (reverse) direction.
	A pair of orange vertical bars ("captain's bars") indicates the video from archive to this camera has been paused.
	A pair of orange triangles pointed to the left indicates the video from archive is being played in rewind (reverse) direction at fast speed.
	A pair of orange triangles pointed to the right indicates the video from archive is being played in normal direction at fast-forward speed.

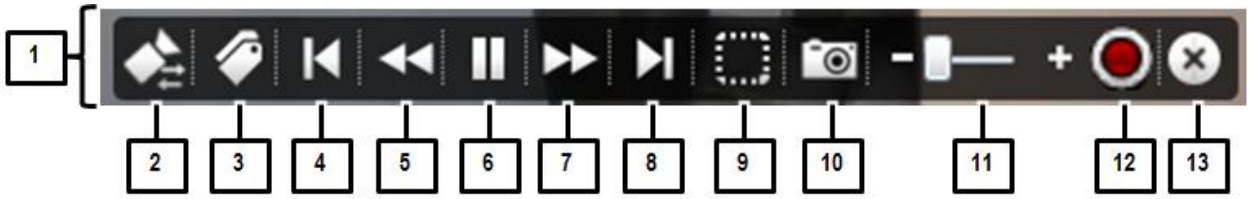
Camera Control Overlay (CCO)



No.	Control/Feature Name and Description
1	Camera Control Overlay: When you place your cursor on any individual camera View, the Camera Control Overlay will appear. This overlay allows you to utilize certain controls features of that individual camera. You will be able to switch that camera for another one, view the Archive Player for that camera, enter the Archive Module, add a tag to that camera's video, take a snapshot of that camera's View, freeze the video at the current image, enter Real Time Recording, control that cameras PTZ function (if it is a PTZ camera) and view that camera in full screen mode.
2	Select/Switch Camera: Displays the Select Camera screen with your current Multi-View displayed except for the camera View you have chosen to switch. You can switch that camera View, or any other Views, for other camera Views from the Camera Library. You can also switch or rearrange other camera Views in the Create Edit screen. You can change your Arrangement, and switch camera positions within your Arrangement. Once you have changed or rearranged the cameras, clicking the "Create" control will return you to the Camera Viewer, with your new camera selections in your Multi-View.
3	Add Tag: Clicking a camera View's Add Tag control displays the Create Simple Tag pop-up for that camera, where you can create a Tag, or launch the full Create Tag screen where you can create an advanced Tag for that camera's View or Video.
4	Open Archive Player: Opens the Archive Player Overlay, which allows you to perform certain functions including rewind, view, play, snapshot, tag and record recent video. To exit the Archive Player Overlay and return to the Camera Control Overlay, click the "X" icon at the far right side of the Archive Player Overlay.
5	Open in Archives: Takes you to the Archives module where you can locate, play back, tag and extract archived video. When you click the Open in Archives control in a camera View's Camera Control Overlay, that View will be displayed in the Archives module.
6	Go Live/Freeze: Toggles between Freezing and Going Live with the current View. When you Freeze the View, only your View stops; the system continues to save video in Archives according to the current system settings.
7	Snapshot: Clicking the Snapshot control takes a snapshot (screen capture) of the current View and can save it in a standard graphics format in a folder of your choice. You can also send the Snapshot file to an e-mail address.
8	Pan-Tilt-Zoom ("PTZ") Control (Optical & Digital): Displays the Pan-Tilt-Zoom ("PTZ") Control Overlay. For non-PTZ cameras, this control provides digital zoom capability for the current view. For PTZ cameras, it provides optical zoom as well as the full range of PTZ and related preset and sequence capabilities and controls.

9	Record On Demand: Clicking a camera View's Record on Demand control displays the Create Extract screen, where you can quickly extract video from that camera.
10	Full Screen Toggle- View: Toggles your current View between normal view and full screen view. To exit full screen viewing and return to the normal View screen, click the icon again, or you can hit the "Escape" key on your keyboard.

Archive Player Overlay (APO)



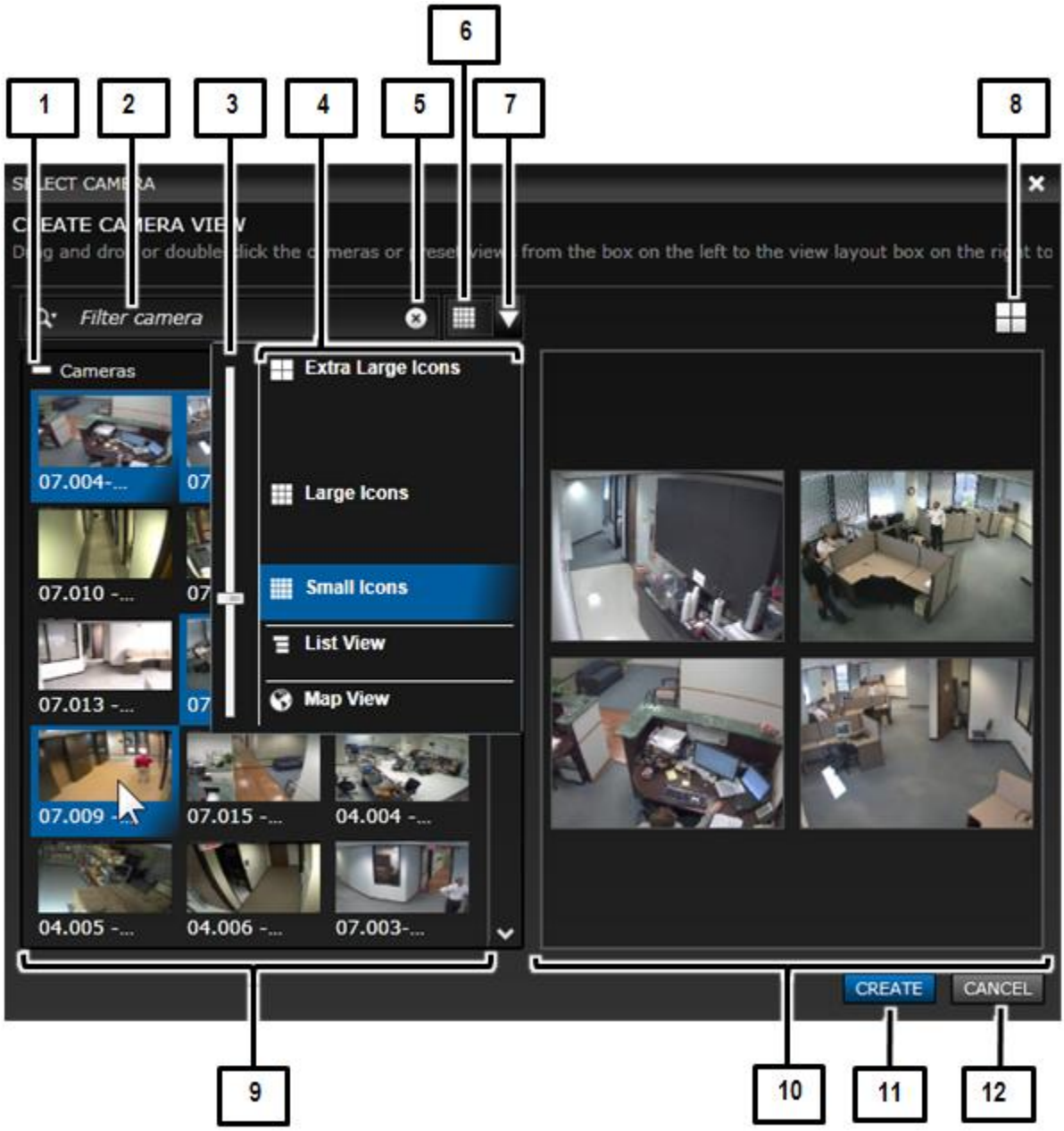
No. Control/Feature Name and Description

1	Archive Player Overlay: When you click on the Archive Player control in any camera View, the Archive Control Overlay will replace the Camera Control Overlay in that View. The Archive Player Overlay allows you to enter the Archive Player, from where you can rewind, view, play, snapshot, tag and record recent video. To exit the Archive Player Overlay and return to the Camera Control Overlay, click the "X" icon at the far right side of the Archive Player Overlay.
2	Select/Switch Camera: Clicking the Select/Switch Camera control displays the Select Camera screen with your current Multi-View displayed except for the camera View you have chosen to switch. You can switch that camera View, or any other Views, for other camera Views from the Camera Library. You can also switch or rearrange other camera Views in the Create Edit screen. You can change your Arrangement, and switch camera positions within your Arrangement. Once you have changed or rearranged the cameras, clicking the "Create" control will return you to the Camera Viewer, with your new camera selections in your Multi-View.
3	Add Tag: Clicking a camera View's Add Tag control in Archive Player displays the Create Simple Tag pop-up for that camera, where you can create a Tag for the displayed image in archive, or launch the full Create Tag screen where you can create an advanced Tag for that camera's archived Views or Video.
4	Previous Frame: Clicking the Previous Frame control moves back one frame in the camera in Archive Player. If there are no previous frames available, you will receive a message that there is "No Data Available."
5	Rewind: Clicking the Archive Player Rewind control starts the video playing in Rewind, or reverse, direction. Each time you click the Rewind control, the speed of the Rewind doubles, up to "X64". If you reach the end of the available recorded video, you will receive a message that there is "No Data Available."
6	Pause/Play: Toggles between playing and pausing the current archived video. If you had been viewing archived video in Fast Forward or any speed Rewind, after you click Pause and then Play, your View will return to normal speed Play. If you reach the end of the available recorded video, you will receive a message that there is "No Data Available."

7	Fast Forward: Clicking the Archive Player Fast Forward control starts the video playing. Each time you click the Fast Forward control, the play speed doubles, up to "X64". If you reach the end of the available recorded video, you will receive a message that there is “No Data Available.”
8	Next Frame: Changes the view to the next frame for which there is video. If there are no additional frames available to view, you will receive a message that there is “No Data Available.”
9	Select Motion Area: Clicking the Select Motion Area control allows you to define and select a rectangular area in an Archive Player or Archive Viewer camera View and to search, forward or backward, for motion detected within that rectangular Select Motion Area.
10	Snapshot: Clicking the Snapshot control takes a snapshot (screen capture) of the current View and can save it in a standard graphics format in a folder of your choice. You can also send the Snapshot file to an e-mail address.
11	Zoom Control: Slide the Zoom Control toward the “+” icon to zoom-in on the image, and toward the “-“ icon to zoom out. Once zoomed in, you can click and drag the image around the View, enabling you to see all portions of the image despite the fact it is enlarged.
12	Record On Demand: Clicking the Record on Demand control displays the Create Extract screen, where you can quickly extract video from that camera.
13	Exit Archive Player: Exits the Archive Player and returns you to the Camera Control Overlay.

Select Camera Screen (SCS)

The Select Camera Screen allows you to select the camera Views you want to appear in you Multi-View. You can enter the Select Camera Screen by clicking any of the Select/Switch Camera controls that are available or by selecting an Arrangement for your Multi-View that has more positions than are occupied in the currently populated Arrangement.



No.	Control/Feature Name and Description
1	Hide/Display Camera Library Icons: The Hide/Display Camera Library Icons control toggles between hiding and displaying camera icons in the Camera Library when the Camera Library icon type is set to display small, large or extra-large icons. If Multi-View Presets are available, a similar control will be available at the top of the Multi-View Presets list to enable you to display or hide the Multi-View Preset icons. The Hide/Display control will not be available in the Map View or List View selections.
2	Search Cameras: The Search Cameras control allows you to search for any camera in the Camera Library by entering all or part of the camera name in the "Filter Camera" box. Your results will appear in List View. You can clear the "Filter Camera" box by clicking the Clear Camera Filter control.
3	Icon Size: Sliding the Icon Size control up and down allows you to vary the size of small, medium and large icons, as well as allowing you to switch to the icon Map View and the icon List View. You will see the Icon Size control when you click the Icon Selection control.
4	Icon Selection List: The Icon Selection List control allows you to select the type of camera icons or views you want to see in the Camera Library: Extra Large, Large or Small Icons, or a List View or Map View. If you select the Map View, you will have access to the Map Navigation Overlay so you can switch to the map of your choice. Selecting a map in the Select Camera screen will also change to that map selection in the Map module.
5	Clear Camera Filter: The Clear Camera Filter control clears the filter criteria in the Filter Cameras box of the Search Camera control. When you clear the Filter Camera criteria, your icon view will return to the size and type icons you had selected prior to your search.
6	Change Camera Library View: The Change Camera Library View control provides you with a representation of the Camera Library icon view you have selected. By clicking the Change Camera Library View control, you can sequence through the various types of icons available.
7	Library View Type: The Library View Type control launches the Icon Selection List, which includes the Icon Size control. These controls allow you to choose the type and size icons to be used in the Camera Library.
8	View Arrangement: The View Arrangement control allows you to change the current Arrangement to any of the predefined Arrangements that are available. (The icon may have between 1 and 16 divisions, depending upon the current Arrangement being viewed.)
9	Camera Library: The Camera Library provides you with a graphical or map listing, in a number of selectable sizes and formats, displaying the cameras available for your Multi-View. Icons in the Camera Library which have been placed in the Create/Edit Screen or which have been selected (by clicking with your mouse) will have a blue background. In the Small, Large and Extra Large Icon formats, you will also see icons for available Multi-View Presets in the Camera Library.
10	Create/Edit Screen: The Create/Edit Screen displays the Multi-View you are currently creating or editing. You can select a different Arrangement and you can rearrange or select new cameras. You can select an existing Multi-View Preset from the Camera Library, but if you do, that Multi-View Preset will replace the Multi-View you are creating or deleting.

11	Create Multi-View: If you are editing an existing Multi-View Preset, clicking the Create control returns you to the Camera Viewer, with you newly edited Multi-View Preset displayed. If you are creating a new Multi-View Preset, you must first enter its name in the Preset Name control before clicking the Create control. When you do click the Create control, your new Multi-view Preset will be saved and will be displayed in the Camera Viewer.
12	Cancel Multi-View: The Cancel Multi-View control exits the Select Camera screen and returns you to your prior screen without saving any changes you made.

Changing and Selecting Icons for Your Select Camera Screens

1. Select Camera Screen

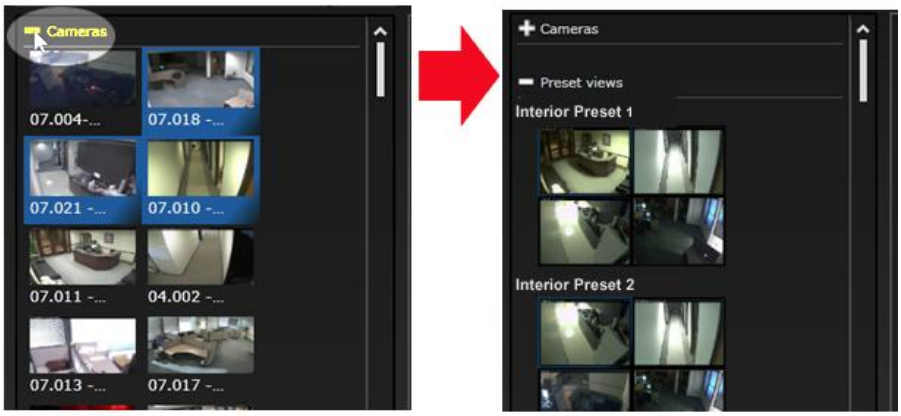
There are a number of functions you may preform that require you to select camera Views for inclusion in a Multi-View. You may be switching Views in an existing Multi-View, creating or editing a new or existing Multi-View Preset, working with a Sequence, changing your Archive Views, etc.

The screens that you work with may vary somewhat, depending upon the reason you are selecting or switching cameras. For example, if you are selecting a camera to include in a new Sequence, that screen will not be identical to the screen you would use to create a Multi-View Preset. But all such screens will have the same general camera icon viewing and selection controls as the Select Camera Screen. Using the right camera icons can make it easy to find and select the proper cameras for your purposes.

When creating or editing a Multi-View, the cameras available to you will appear in the Camera Library.

2. The Camera Library

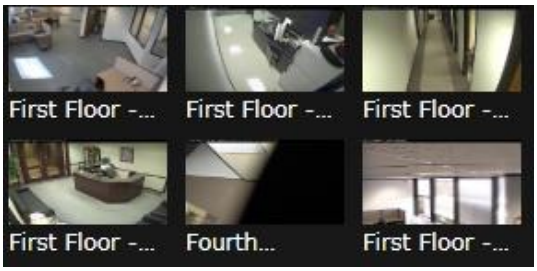
The Camera Library occupies the left side of the Select Camera Screen. When you are viewing Small, Large or Extra Large Icons in the Camera Library, the Camera Library will be divided into two sections: the Cameras section at the top of the Camera Library, and the Preset Views section below the Cameras section. The Cameras section contains icons for each camera View available to you. The Preset Views section contains icons for each Multi-View Preset available to you. The Cameras section and the Preset Views section will each have a Hide/Display Camera Library Icons control in front of the section name, that will enable you to hide or display the icons in that section. If you wanted to hide the Camera icons and view only the Preset View icons, you could hide the Camera icons by clicking the Hide/Display control in the Camera section.



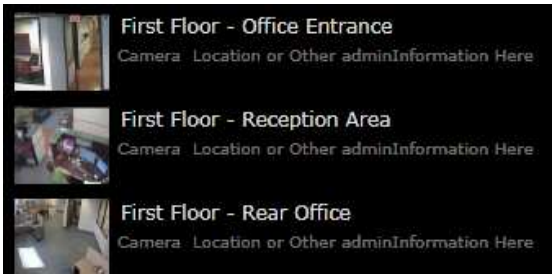
3. Types of Camera Icons Available in the Camera Library

You have your choice of viewing the available cameras in the Camera Library in a number of different ways:

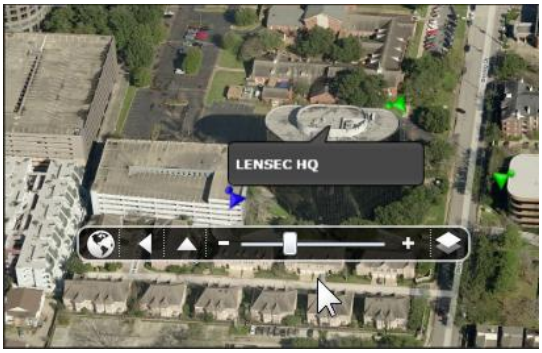
Icon View: If you choose to view typical Icons, you can adjust the size of the icons to Small (as pictured here,) Large, or Extra Large, which are about the size of the camera Views in a four-screen ("4-up") Multi-View.



List View: In List View, you will still see a small thumbnail image of the camera View, along with the full name of the camera and other information regarding the camera location if that information has been entered by your System Administrator.



Map View: If you choose to view your available cameras in Map View, you will see a small yet fully functional version of the Map Browser, including access to the Map Navigation Overlay with all of its controls to select other Maps, zoom in and out on the map, etc. Any changes you make to the Map View in the Camera Library, such as changing to a different Map, will also be changed in the main Map Browser in the Maps module.



In all icon views (except Map View) if there is not enough room to display all of the available camera icons, a scroll bar will appear at the right side of the Camera Library so you can scroll down to see any additional icons.

If you are using the Small, Large or Extra Large Icon Views, there will also be a section in the Camera Library, below the Cameras section, labeled “Preset Views” that will contain icons for available Multi-View Presets.

4. Selecting the Icon Type You Want to Use

To select which type of display you want (typical Icons of various sizes, List View or Map View) you can click the Library View Type control in the Select Camera Screen. The Icon Selection List will appear, with the Icon Size slide control at its left side.

By sliding the Icon Size slide control up and down, you can switch to any of the camera icon types that are available, including the Small, Large and Extra Large Icons, and any size in-between.

You can also select your desired icon type by clicking the Change Camera Library View control. That control will change shape, depending upon the type of icons currently selected. If you click the Change Camera Library View control, it will change the type icon each time you click, cycling through the various types of icons. The order in which they will cycle, and the corresponding control icons, are:

Small Icons

Large Icons

Extra Large Icons

Map View

List View

3. Using the Icons to Move Cameras from the Camera Library to Your Multi-View

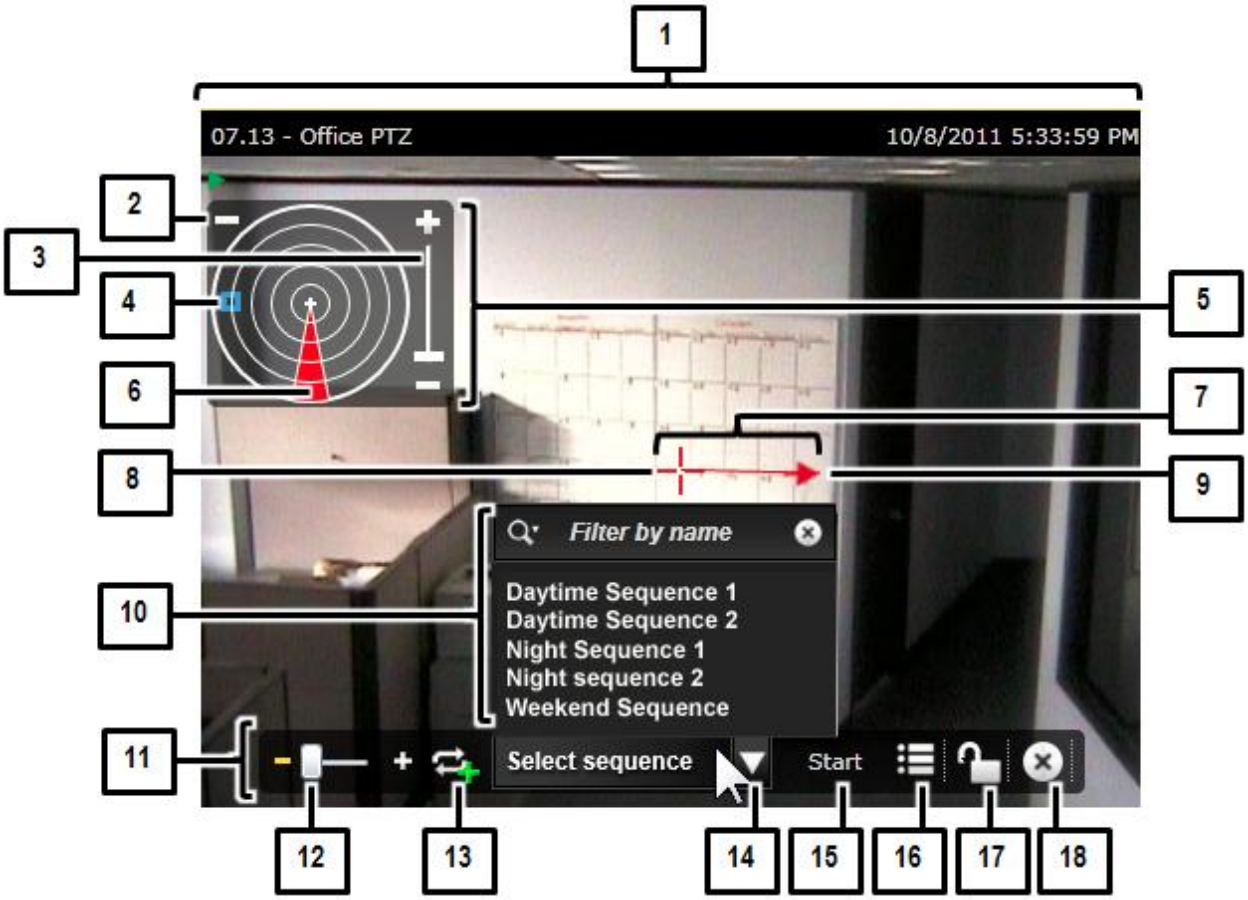
To move a camera View from the Camera Library to the Multi-View you are creating or editing in the Create/Edit Screen, you can drag and drop the camera icon (including the camera name from List View or the camera icon from Map View) from the Camera Library to the desired position in the Arrangement you are editing or creating. You can also double-click a camera icon in the Camera Library, and that camera will be placed in the Arrangement you are working on, in a location starting with any vacant Views in that Arrangement. To remove a camera from the Multi-View you are creating or editing, you can simply drag and drop it back to anyplace in the Camera Library.

You can move available Multi-View Presets from the Preset Views section of the Camera Library to a Create/Edit Screen in the Camera viewer module by dragging and dropping or double clicking the icon for the Multi-View Preset, but use care when moving a Multi-View Preset to the Create/Edit Screen. The Multi-View Preset will replace all existing camera Views, and the Arrangement, in the Create/Edit Screen. The Archives module can only display Arrangements containing up to three Views. It is not recommended to attempt to move Multi-View Presets to the Create/Edit Screen in the Archives module.

Pan-Tilt-Zoom ("PTZ") Cameras and Operations

PTZ cameras have the ability to rotate horizontally ("pan") changing their field of view to the right and left, and to rotate vertically ("tilt") changing their field of view up and down. In addition, PTZ cameras have zoom capability, in which the focal length of the lens is changed to provide true optical zoom (as opposed to digital zoom, in which the image is resized after it has been captured, similar to what you might do by cropping and resizing a photo in a photo-editing application. Enlarging in this manner can cause considerable degradation in image quality.) PTZ cameras in your system can be controlled by utilizing the controls provided in the PTZ Camera View screen and the PTZ Control Overlay. Once you position a PTZ camera so it provides a desired View, you can save its settings and coordinates as a PTZ Preset so you can return your PTZ camera to that same View. You can also create a PTZ Sequence so your PTZ camera will sequence through a number of predefined Views repeatedly and automatically.

Pan Tilt Zoom (“PTZ”) Camera Controls (PTZ)



No. Control/Feature Name and Description

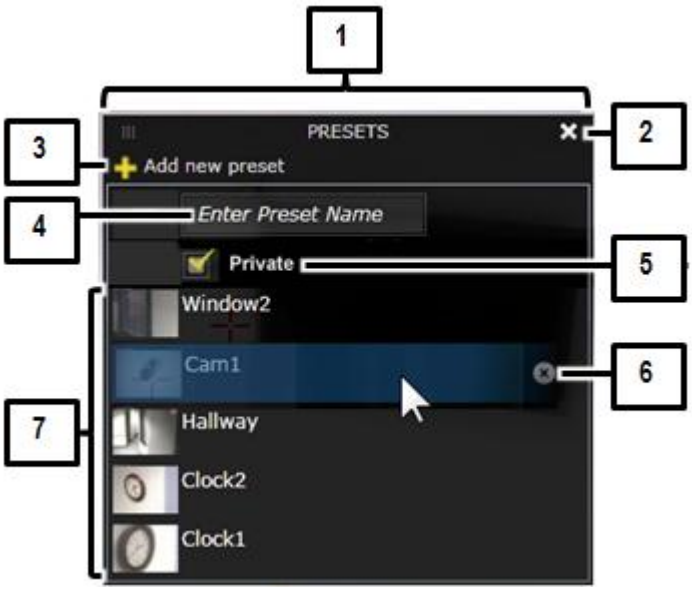
1	PTZ Camera View: Your system may utilize Pan-Tilt-Zoom (“PTZ”) cameras which can be rotated left and right (“panned”) and up and down (“tilted.”) The camera can also be zoomed between wide-angle and telephoto views. Placing your cursor in the PTZ Camera View screen provides you with access to the on-screen Joystick Emulator. Clicking the PTZ Sphere Display/Hide Toggle and the PTZ Control (in the Camera Control Overlay) will provide you with the full range of PTZ controls. You will know your camera View is a PTZ Camera View if you see the PTZ Sphere Display/Hide Toggle and the PTZ Crosshairs in the View.
2	PTZ Sphere Display/Hide Toggle: Clicking the PTZ Sphere Display/Hide Toggle displays or hides the PTZ Sphere, which can be used to position or aim the PTZ camera anywhere within its available field of view.

3	PTZ Zoom: The PTZ Zoom control allows you to zoom the camera in (telephoto) or out (wide angle.) Move the slider in the PTZ Zoom control toward the "**+**" to zoom in, and toward the "**-**" to zoom out.
4	PTZ Location Target: The PTZ Location Target is an indication within the PTZ Sphere of the location at which the PTZ camera is aimed. You can move the PTZ Location Target to a new location on the PTZ Sphere by clicking the newly selected location on the PTZ Sphere. The camera will move to aim at that new location. The PTZ Location Target will be yellow while the camera is moving, and it will be blue once it has reached the selected location. The PTZ Location Target only appears after you have used the PTZ Sphere to move the camera. It will not indicate the position of the camera if the camera is moved by using the Joystick Emulator.
5	PTZ Sphere: The PTZ Sphere is a graphical representation of the entire potential field of view of its associated PTZ camera. Imagine the camera is at the center of the concentric circles. As you move out toward the circumference, the camera aim moves up; as you move in toward the center, the camera aim moves down. As you move clockwise around a circle, the camera view moves right; and as you move counterclockwise around a circle, the camera aim moves left. Clicking any position in the PTZ Sphere (except in the Pan Limit area) will move the PTZ Location Target to that point in the PTZ Sphere, and will move the camera aim to that corresponding View. The PTZ Indicator and related concentric circles of the PTZ Sphere do not indicate nor control the zoom function. The zoom function can be controlled by the PTZ Zoom controls, one of which is adjacent to the concentric circles of the PTZ Sphere.
6	Pan Limit: Due to internal construction and related mechanical properties, some PTZ cameras cannot pan a complete 360 degrees. This creates a Pan Limit area, depicted in the PTZ Sphere as a red pie-slice-shaped segment of the PTZ Sphere. If your PTZ camera cannot pan a full 360 degrees, this Pan Limit area represents the positions unavailable to the camera. In most instances, a Pan Limit area will be very small, and the field of view of the PTZ camera will allow for full 360 degree viewing except for extreme close-up views. If your PTZ camera's construction allows full 360 degree panning, a PTZ Limit area will not be displayed.
7	Joystick Emulator: If you move your cursor onto a PTZ Camera View, it becomes a red arrow, the "PTZ Direction Indicator." The PTZ Direction Indicator, along with the PTZ Crosshairs, constitutes the Joystick Emulator. The Joystick Emulator enables you to pan and tilt the PTZ camera. The PTZ Direction Indicator will always point away from the PTZ Crosshairs. Clicking and holding the mouse button moves the camera in the direction of the PTZ Direction Indicator, until you release the mouse button. The closer you are to the crosshairs, the slower the camera will move; the farther away from the PTZ Crosshairs, the faster it will move. A thin red line will connect the PTZ Crosshairs to PTZ Direction Indicator while the camera is moving.

8	PTZ Crosshairs: The PTZ Crosshairs appear at the center of the PTZ Camera View and, along with the PTZ Direction Indicator, constitute the Joystick Emulator.
9	PTZ Direction Indicator: The PTZ Direction Indicator enables you to select the direction to pan and tilt the PTZ camera and, by its distance from the PTZ Crosshairs, determine the speed at which the camera will move. The PTZ Direction Indicator, along with the PTZ Crosshairs, constitutes the Joystick Emulator.
10	PTZ Sequence List: You can display the PTZ Sequence List by clicking the Display Sequence List control. The PTZ Sequence List displays a list of all PTZ Sequences available to you. You can search for PTZ Sequence names by entering all or part of the name you are searching for in the "Filter by name" box. You can clear the "Filter by name" box by clicking the "X" icon to the right of the box. You can select a PTZ Sequence by clicking its name. Once a PTZ Sequence is selected, the PTZ camera will move to the first PTZ Camera View in the PTZ Sequence. Once you have selected a PTZ Sequence, you can Start and Stop the Sequence with the PTZ Sequence Start/Stop control.
11	PTZ Control Overlay: When you click the PTZ Control in the Camera Control Overlay of a PTZ camera, the PTZ Control Overlay will replace the Camera Control Overlay. The PTZ Control overlay allows you to zoom the PTZ camera; select, view, add, edit and delete PTZ Sequences; select, view, add and delete PTZ Presets; and Lock the PTZ camera to prevent further panning, tilting or zooming of the camera. To exit the PTZ Control Overlay and return to the Camera Control Overlay, click the Close PTZ Control Overlay control.
12	PTZ Zoom: The PTZ Zoom control allows you to zoom the camera in (telephoto) or out (wide angle.) Move the slider in the PTZ Zoom control toward the "**+**" to zoom in, and toward the "**-**" to zoom out.
13	Create PTZ Sequence: Clicking the Create PTZ Sequence control displays the Create PTZ Sequence screen. You can then select PTZ Camera Presets or establish new PTZ Camera Views to include in a new PTZ Sequence you can create, name and save.
14	Display PTZ Sequence List: Clicking the Display PTZ Sequence List control displays the PTZ Sequence List, which contains a list of all PTZ Sequences available to you.
15	PTZ Sequence Start/Stop: Once you have selected a PTZ Sequence (and its name appears in the Display PTZ Sequence List control) you can start and stop the PTZ Sequence by clicking the PTZ Sequence Start/Stop control.
16	Display PTZ Preset List: Clicking the Display PTZ Preset List displays the PTZ Preset Window which allows you to select for viewing, add or delete a PTZ Preset

17	PTZ Lock/Unlock: The PTZ Lock/Unlock control allows you to lock the PTZ camera's controls so the PTZ camera cannot be panned, tilted or zoomed. It also allows you to unlock a previously locked PTZ camera. If you attempt to unlock a locked PTZ camera, you will receive an on-screen message advising you when and by whom the PTZ camera was locked, and asking you to confirm your desire to unlock the PTZ camera. Your ability to lock and unlock PTZ cameras may depend upon authorization provided by your System Administrator.
18	Close PTZ Control Overlay: The Close PTZ Control Overlay control closes the PTZ Control Overlay and replaces it with the Camera Control Overlay.

PTZ Presets Window (PTP)

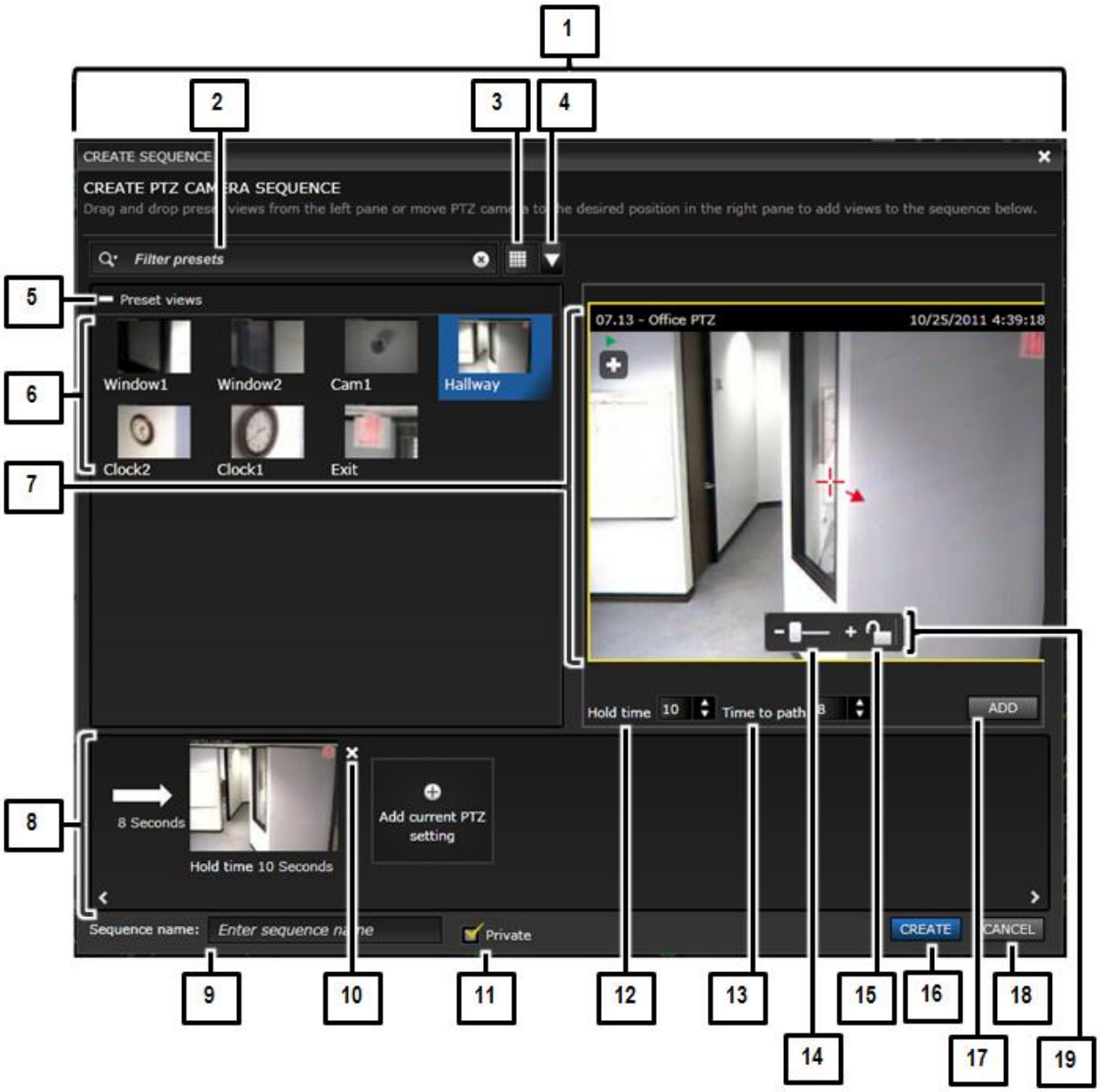


No. Control/Feature Name and Description

1	PTZ Presets Window: If your system utilizes PTZ cameras, you will be able to create and view PTZ Presets. A PTZ Preset allows you to save the settings and coordinates of a PTZ Camera View so you can return to that PTZ View with the click of your mouse. Utilize the PTZ Preset Window to select a PTZ Preset for viewing, to add a PTZ Preset, or to delete a PTZ Preset. To display the PTZ Preset Window, click the Display PTZ Preset List control on the PTZ Control Overlay.
2	Close: Clicking the Close control closes the PTZ Preset Widow. You can also close the PTZ Preset Window by again clicking the Display PTZ Preset List control on the PTZ Control Overlay.

3	Add New Preset: The Add New Preset control enables you to save a current PTZ Camera View as a PTZ Preset and add it to your PTZ Preset List. If you have a PTZ Camera View you want to save as a PTZ Preset, clicking the Add New Preset control will allow you to name your new PTZ Preset, and then hitting the “Enter” key on your keyboard will save your PTZ Preset.
4	Enter Preset Name: The Enter Preset Name field will appear if you click the Add New Preset control. You can save the current PTZ Camera View as a PTZ Preset by entering a name for the PTZ Preset in the Enter Preset Name field, and hitting the “Enter” key on your keyboard.
5	Private: A checkmark in the Private control does not allow other users to view the PTZ Preset you have created. This is the default selection, and you must have authorization from you System Administrator to change this selection and allow other users to view your PTZ Preset.
6	Delete PTZ Preset: Clicking the Delete PTZ Preset control deletes the associated PTZ Preset and removes it from your PTZ Preset List. The Delete PTZ Preset control will appear to the right of the PTZ Preset name in the PTZ Preset List when your cursor is over that PTZ Preset name.
7	PTZ Preset List: The PTZ Preset List is the portion of the PTZ Preset Window that contains the thumbnail Views and the names of the various PTZ Presets that are available to you. Placing your cursor over one of the PTZ Preset names highlights that PTZ Preset and also displays the Delete PTZ Preset control. Clicking a PTZ Preset name in the PTZ Preset List moves the PTZ camera to provide the PTZ Camera View saved as that PTZ Preset.

PTZ Sequence Screen (PTS)



No.	Control/Feature Name and Description
1	Create PTZ Sequence Screen: The Create PTZ Sequence Screen allows you to create and save a sequence of PTZ Camera Views from a PTZ camera. Each View in your PTZ Sequence will appear for a period of time that you specify. The PTZ camera will move to the proper coordinates to produce the desired PTZ View for the specified amount of time. You can also specify the "Time to Path," which is the time the camera will take while moving to its new View. The camera will move to the next View in the PTZ Sequence and will continue repeating the sequence until you

	stop the sequence by clicking the PTZ Sequence Start/Stop control or by exiting or changing your Camera Viewer so it no longer displays the PTZ Camera View.
2	Search Presets: The Search Presets control allows you to search for any PTZ Preset in the list of Preset Views by entering all or part of the PTZ Preset name in the "Filter Presets" box. Your filtered results will appear the list of Preset Views. You can clear the Filter Presets box by clicking the "X" icon at the far right of the Search Presets control.
3	Change Preset View Icons: The Change Preset View Icons control provides you with a graphical representation of the PTZ Preset View icons you are using. By clicking the Change Preset View Icons control, you can sequence through the various icons available: small, large and extra-large. The Change Preset View Icons control will change to display 16 divisions (small icons), 9 divisions (large icons) or 4 divisions (extra-large icons.)
4	Preset View Icon Type: Clicking the Preset View Icon Types control displays the three types of icons (small, large or extra-large)you can use for the PTZ Preset Views icons, and a slide bar to adjust your icon size to the pre-defined small, large and extra-large sizes, or any size in-between.
5	Display/Hide Preset Views: Clicking the Display/Hide Preset Views control toggles between displaying and hiding the PTZ Preset Views.
6	Preset Views: The Preset Views section of the Create PTZ Sequence Screen displays icons representing the PTZ Presets that have already been created and that are available for you to use in your PTZ Sequence. You can use PTZ Presets and new PTZ Views (which you can create in the PTZ Create/Edit Screen) in your PTZ Sequence.
7	Create/Edit Screen: The Create/Edit Screen displays the View from the currently selected PTZ camera. You can change the current View of the PTZ camera by selecting a PTZ Preset View or by using the PTZ controls in the PTZ View in the Create/Edit Screen. To select a PTZ Preset View, double click it or drag and drop it to the PTZ Create/Edit Screen.
8	PTZ View Dock: Once you have a PTZ View in the PTZ Create/Edit Screen that you want to use in your PTZ Sequence, you have to add that PTZ View to the PTZ View Dock. To add the PTZ View to the PTZ View Dock, click the Add control. The PTZ View Dock contains all of the PTZ Views, along with an indication of their Hold Times and Times to Path, that will appear in your PTZ Sequence when you click the Create control.
9	Sequence Name: Once you have placed all PTZ Views for your new PTZ Sequence in the PTZ View Dock, you must enter a unique name in the Sequence Name field before you can create your PTZ Sequence.
10	Remove View: The Remove View control appears at the upper right corner of each PTZ View in

	the PTZ View Dock. Clicking the Remove View control removes that PTZ View from the PTZ View Dock.
11	Private: A checkmark in the Private control does not allow other users to view the PTZ Sequence you have created. This is the default selection, and you must have authorization from you System Administrator to change this selection and allow other users to view your PTZ Sequence.
12	Hold Time: During the creation or editing of your PTZ Sequence, you can enter the amount of time, from 1 to 60 seconds that the View will remain on-screen while the PTZ Sequence is running. You can specify a different time for each PTZ View, or you can allow the default time to remain.
13	Time to Path: During the creation or editing of your PTZ Sequence, you can enter the amount of time, from 1 to 60 seconds that the camera will take to move to the next PTZ View. You can specify a different time for each move, or you can allow the default time to remain.
14	PTZ Zoom: The PTZ Zoom control allows you to zoom the camera in (telephoto) or out (wide angle.) Move the slider in the PTZ Zoom control toward the "**+**" to zoom in, and toward the "**-**" to zoom out.
15	PTZ Lock/Unlock: The PTZ Lock/Unlock control allows you to lock the PTZ camera's controls so the PTZ camera cannot be panned, tilted or zoomed. It also allows you to unlock a previously locked PTZ camera. If you attempt to unlock a locked PTZ camera, you will receive an on-screen message advising you when and by whom the PTZ camera was locked, and asking you to confirm your desire to unlock the PTZ camera. Your ability to lock and unlock PTZ cameras may depend upon authorization provided by your System Administrator.
16	Create Sequence: After you have placed all of your desired PTZ Views in the PTZ View Dock and provided a unique name for your PTZ Sequence, clicking the Create control creates your PTZ Sequence, adds it to your PTZ Sequence List, and returns you to the Camera Viewer. You can now run your new PTZ Sequence by selecting it from your PTZ Sequence List and clicking the PTZ Sequence Start/Stop control.
17	Add: Clicking the Add control moves your current PTZ View from the Create/Edit Screen to the PTZ View Dock.
18	Cancel: Clicking the Cancel control closes the Create PTZ Sequence Screen without saving the PTZ Sequence you had been creating.
19	PTZ Overlay: The PTZ Overlay in the PTZ Create/Edit Screen contains only two controls: the PTZ Zoom control and the PTZ Lock/Unlock control, to assist you in creating your PTZ Sequence View.

Aiming a PTZ Camera

You can adjust your PTZ camera in three different ways to obtain the exact View you are looking for. You can “pan” the camera right and left, you can “tilt” the camera up and down, and you can “zoom” the camera in and out. There are a number of controls that allow you to make these adjustments.

Panning and Tilting the PTZ Camera

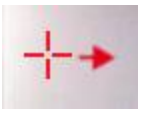
You can pan and tilt a PTZ camera by using the Joystick Emulator or by using the PTZ Sphere.

1. The Joystick Emulator

The Joystick Emulator is comprised of the PTZ Crosshairs and the PTZ Direction Indicator. Your cursor becomes the PTZ Direction Indicator when you move the cursor onto a PTZ View.

When you click, or click and hold, your left mouse button, your PTZ camera will pan and tilt in the direction of the PTZ Indicator, at a speed determined by the distance of the PTZ Indicator from the PTZ Crosshairs. Clicking the mouse button once will move the PTZ camera in the specified direction, to a new location consistent with the specified speed. Clicking and holding the mouse button will continue moving the PTZ camera until the mouse button is released.

For example, to move the PTZ camera a short distance to the right, place the PTZ Indicator a short distance from the PTZ Crosshairs and pointing to the right. If you click your mouse button once, the PTZ



Camera will move a short distance to the right. If you click and hold your mouse button, the PTZ camera will move slowly to the right until you release your mouse button.

To move the PTZ camera a longer distance to the left, place the PTZ Indicator a greater distance from the PTZ Crosshairs and pointing to the left. If you click your mouse button once, the PTZ Camera will

move a correspondingly greater distance to the left. If you click and hold your mouse button, the PTZ camera will move rapidly to the left until you release your mouse button

When the camera is moving as a result of your clicking, or clicking and holding, the mouse button, a thin red line will connect the PTZ Crosshairs and the PTZ Direction Indicator, indicating the camera is responding to your instructions.

You can Pan and Tilt the camera at the same time, by simply pointing the PTZ Direction Indicator in the direction you want the camera to move. The PTZ Direction Indicator will always point away from the crosshairs, so if you place the PTZ Direction Indicator at a position that is down and to the left of the PTZ Crosshairs, the PTZ camera will pan left and tilt down when you click the mouse.

2. The PTZ Sphere

Clicking the PTZ Sphere Display/Hide Toggle will display the PTZ Sphere. The PTZ Sphere Display/Hide Toggle is the "**+**" icon near the upper left corner of the PTZ View. (Once it is clicked to display the PTZ Sphere, it will change to an "**-**" icon and is used to hide the PTZ Sphere.) The PTZ Sphere contains a number of concentric circles, and a separate PTZ Zoom control. Once you select a location by using the PTZ Sphere, it will also contain the PTZ Location Target. To pan and tilt the PTZ camera, you can use the concentric circles along with the PTZ Location Target.

The PTZ Location Target will provide you with the relative position of the PTZ Camera. However, the PTZ Location Target will not appear until you use the PTZ Sphere to select a location for the first time. To select a location, click once on the PTZ Sphere. To estimate where you are clicking, use the following as a guide:

- The center of the PTZ Sphere represents looking straight down.
- The outermost circle represents looking up.
- To move the camera to the right, move the PTZ Location Target clockwise along the circle it is on. To move the camera to the left, move the PTZ Location Target counterclockwise along the circle it is on.
- To move the PTZ Location Target, simply click the new location in the PTZ Sphere to where you want it moved.

Remember, the concentric circles of the PTZ Sphere and the PTZ Location Target will not zoom the camera; they are used only for the pan and tilt functions.

For example, if you are viewing a scene with a PTZ camera with the PTZ Location Target at the following position…

…and you want to quickly move the camera to a position that is the same height, but 180 degrees opposite from the previous view, you can click the PTZ Location Sphere directly across from where the PTZ Location Target is, and at the same relative distance from the center of the PTZ Sphere.

Once you click that location on the PTZ Sphere, the PTZ Location Target will move to the location you just clicked, and the camera will pan and tilt to the new location you have selected, in this case directly across from the previous location.

Zooming the PTZ Camera

You can zoom the PTZ camera by using the PTZ Zoom control. There is a PTZ Zoom control located on the PTZ Control Overlay (both in the Camera Viewer screen and in the Create PTZ Sequence screen) and there is a PTZ Zoom control in the PTZ Sphere control, next to the concentric circles.

or or

They all operate the same: Moving the slide toward the "**+**" icon zooms the camera in, and moving the slide toward the "**-**" icon zooms the camera out.

In addition, once you are in a PTZ View, you can zoom the camera by using the scroll wheel on your mouse. Moving the scroll wheel forward will zoom the camera in, and moving the scroll wheel backward will zoom the camera out.

The Pan Limit

Not all PTZ cameras can rotate, or pan, a full 360 degrees. Due to the internal construction of the camera and its pan-tilt mechanism, some cameras have a Pan Limit area in which the camera cannot pan. This area is very small, and typically does not present viewing problems as the field of view of the camera is usually wide enough to view, or "overlap," the Pan Limit area except in very close up Views. However, the camera cannot pan through the Pan Limit area.

If your PTZ camera has a Pan Limit area, it is represented on the PTZ Sphere by a red Pan Limit indicator. You cannot move the PTZ Location Target to a position within the Pan Limit area. In addition, if you are

panning your PTZ camera by using the Joystick Emulator, you will not be able to move the camera into or through the Pan Limit area. If you are panning your PTZ camera and it will not pan any further in one direction, you may have reached its Pan Limit, and you will have to pan back the other way to reach your desired location.

Digital Zooming Non-PTZ ("Fixed" or "Stationary") Cameras

The Zoom controls described above will provide optical zoom capabilities for PTZ cameras. You also have a digital zoom capability for fixed cameras.

If you click the Pan-Tilt-Zoom ("PTZ") Control (Optical & Digital) on the Camera Control Overlay of a fixed camera, the fixed camera Zoom control will appear. This control looks very similar to the Zoom controls for PTZ cameras, and it works in similar fashion. However, it does not provide optical zoom. It provides digital zoom, which will enlarge a portion of your View. When you digitally zoom a fixed camera view, only part of the image will

be displayed. You can move the image within the View by clicking the image and dragging it within the View to a position to allow you to see the portion of the image desired. Because of the nature of digital zooming, the magnitude of the zoom capability will be significantly less than the optical zoom of a PTZ camera, and as you increase the digital zoom of a fixed camera the View may lose detail and become blurred. Once you are in the Zoom function of a fixed camera, you can also zoom the camera by using the scroll wheel of your mouse. Moving the scroll wheel forward will zoom the camera in, and moving the scroll wheel backward will zoom the camera out.

Creating a PTZ Preset

A PTZ Preset is a View obtained from a PTZ camera whose settings and coordinates have been saved so, with a simple mouse click, the PTZ camera can be returned to the same pan, tilt and zoom settings and coordinates to provide the current View from the PTZ camera aimed and set as it was when the PTZ Preset was created. To create a PTZ Preset, you use the controls contained in the PTZ Presets Window. You can view the PTZ Presets Window and create your PTZ Preset by following these steps:

1. The first step is to make sure your PTZ camera is providing the PTZ View you want to save as a PTZ Preset. If you want to make sure another user does not move the PTZ camera while you are setting up your PTZ Preset, you can lock the PTZ Camera by using the PTZ Lock/Unlock control. You may need authorization from your System Administrator to lock and unlock PTZ cameras. If you do lock the PTZ camera, make sure to unlock it when you have completed creating your PTZ Preset or other users might not be able to use the PTZ functions of the camera. Once your PTZ camera is properly aimed and is providing you with the View you want to save as a PTZ Preset, you will want to access the PTZ Presets Window.

2. If you are not already viewing the PTZ Control Overlay, display the PTZ Control Overlay by clicking the PTZ Control in the Camera Control Overlay of your PTZ Camera View.

3. You should now see the PTZ Control Overlay. Click the PTZ Presets control to launch the PTZ Presets Window. The lower section of the PTZ Presets Window contains the PTZ Preset List.

4. In the PTZ Presets Window, click the Add New Preset control.

5. Clicking the Add New Preset control will display the Enter Preset Name field. You must enter a unique name for your PTZ Preset. Once you have done that, click the "Enter" key on your keyboard. The current settings and coordinates of the PTZ camera will become your PTZ Preset. The name of your new PTZ Preset along with a thumbnail View of the PTZ View will be added to your PTZ Preset List.

6. To close the PTZ Presets Window, you must click the Close control (the "X" icon at the top right of the PTZ Presets Window.)

Viewing a PTZ Preset

To view a PTZ Preset, click the PTZ Preset Name or its thumbnail view in the PTZ Preset List. You can access the PTZ Preset List in the same manner as described in the Instructions for Creating a PTZ Preset above. When you click a PTZ Preset, the system will send the proper pan, tilt and zoom settings and coordinates to the PTZ camera. The PTZ camera will respond and move to provide the current View from the PTZ camera aimed and set as it was when the PTZ Preset was created. To close the PTZ Presets Window, you must click the Close control (the "X" icon at the top right of the PTZ Presets Window.)

Deleting a PTZ Preset

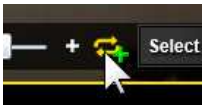
To delete a PTZ Preset, click the Delete PTZ Preset control to the right of the PTZ Preset Name in the PTZ Preset List. You can access the PTZ Preset List in the same manner as described in the Instructions for Creating a PTZ Preset above. When you delete the PTZ Preset, its name will no longer appear in the PTZ Preset List. To close the PTZ Presets Window, you must click the Close control (the "X" icon at the top right of the PTZ Presets Window.)

Creating and Running a PTZ Sequence

A PTZ Sequence is a sequence of PTZ Camera Views from a single PTZ camera that will be displayed one at a time on-screen for a pre-selected period of time, after which the PTZ camera will move to the next position to display the next desired PTZ Camera View in the PTZ Sequence. When all PZT Camera Views in the PTZ Sequence have been displayed, the PTZ Sequence will start again from the first PTZ Camera View and will continue until the PTZ Sequence is stopped or until you navigate away from the PTZ Camera View displaying the PTZ Sequence. To create a PTZ Sequence, use the controls contained in the Create PTZ Sequence Screen. You can view the Create PTZ Sequence Screen and create your PTZ Sequence by following these steps:

1. If you are not already viewing the PTZ Control Overlay, display the PTZ Control Overlay by clicking the PTZ Control in the Camera Control Overlay of your PTZ Camera View.

2. You should now see the PTZ Control Overlay. Click the Create PTZ Sequence control to launch the Create PTZ Sequence Screen.

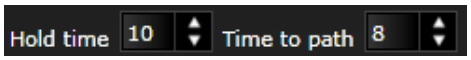


3. The Create PTZ Sequence Screen displays any PTZ Presets you have available on the left side of the screen, the Create/Edit Screen on the right side of the screen, and the PTZ View Dock at the bottom of the screen. To add a PTZ Camera Views for your PTZ Sequence, you must first set the desired PTZ Camera View in the Create/Edit Screen. To set a desired PTZ Camera View in the Created/Edit Screen, you can either manually create a new PTZ Camera View or you can import an existing Preset View.

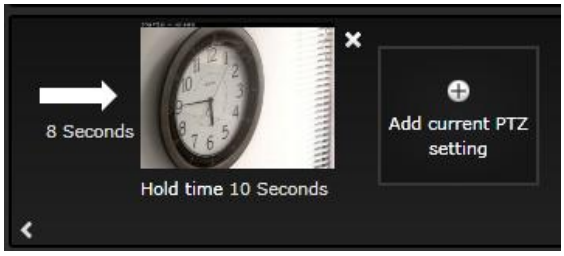
    a. To manually create a new PTZ Camera View, utilize the PTZ Joystick Emulator control, PTZ Sphere and PTZ Zoom controls available in the Create/Edit Screen to aim and zoom the PTZ camera to provide the desired PTZ Camera View. You will be controlling the PTZ Camera in the same manner as if you were controlling the PTZ camera using the PTZ controls in the Camera Viewer. If you want to make sure another user does not move the PTZ camera while you are setting up your PTZ Sequence, you can lock the PTZ Camera by using the PTZ Lock/Unlock control. You may need authorization from your System Administrator to lock and unlock PTZ cameras. If you do lock the PTZ camera, make sure to unlock it when you have completed adding your PTZ Camera View or other users might not be able to use the PTZ functions of the camera.

b. To import an existing Preset View, double click the desired Preset View, or drag and drop it into the Create/Edit Screen. When you double click or drag and drop the Preset View and set it into the Create/Edit Screen, the PTZ camera will change its View by panning, tilting and zooming to provide the desired PTZ Camera View. It is strongly recommended that you create a PTZ Preset of your desired PTZ View and use this method to set your PTZ View in the Create/Edit Screen. That way, if you ever need to edit your PTZ Sequence by changing the Hold Time, Time to Path, or position in the PTZ Sequence, you will not have to recreate your PTZ View; you can import it from the PTZ Preset Views.

4. Once you have your desired PTZ Camera View in the Create/Edit Screen, select its Hold Time and Time to Path settings by using those controls. Your Hold Time and your Time to Path must be between 1 and 60 seconds. You can use the up and down arrows just to the right of the times to increase and decrease the time, or you can enter a new time directly into the time fields. If you want to use the default times, you do not have to change these settings.



5. When you have a PTZ Camera View set in the Create/Edit Screen and you have entered the Hold Time and Time to Path (or you want to accept the default time) click the Add control to add your PTZ Camera View to the PTZ View Dock.



6. Repeat steps 3, 4 and 5 to place as many PTZ Camera Views as you need in the PTZ View Dock for your new PTZ Sequence. If you decide you want to delete one of the PTZ Camera Views from the PTZ View Dock, you can delete it by clicking the "X" icon near the upper right corner of the small PTZ Camera View in the PTZ View Dock.

7. When you have placed all of your desired PTZ Camera Views in the PTZ View Dock, enter a unique name for the PTZ Sequence in the Sequence Name field. The Private control will be checked by default. If you want your PTZ Sequence to be available to other users, uncheck the Private control. You may need authorization from your System Administrator to uncheck the Private control.

8. To complete the creation of your PTZ Sequence, click the Create control. The name of your new PTZ Sequence will now appear in your PTZ Sequence List.

Running a PTZ Sequence

To run your PTZ Sequence, take the following steps:

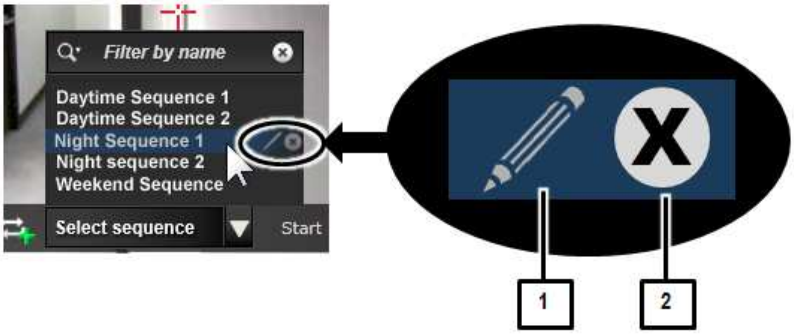
1. In the PTZ Control Overlay of your PTZ camera, click the Display PTZ Sequence List control. This will display the PTZ Sequence List.

2. Click the name of the PTZ Sequence you want to run. When you click that name, your PTZ camera will move to the first PTZ View of your PTZ Sequence.

3. To start the PTZ Sequence, click the PTZ Sequence Start/Stop control in the PTZ Control Overlay. Your PTZ Sequence will begin to run, and will continue until you stop the PTZ Sequence by again clicking the PTZ Sequence Start/Stop control or until you exit or change your Camera Viewer so it no longer displays the PTZ Camera View.

The Edit PTZ Sequence and Delete PTZ Sequence controls allow you to edit or delete PTZ Sequences.

Edit PTZ Sequence and Delete PTZ Sequence Controls (PTE)



No.	Control/Feature Name and Description
1	Edit PTZ Sequence: Clicking the Edit PTZ Sequence control of the highlighted PTZ Sequence will open that PTZ Sequence in the Create PTZ Sequence Screen, with the selected PTZ Sequence displayed, to enable you to edit that PTZ Sequence.
2	Delete PTZ Sequence: Clicking the Delete PTZ Sequence control of the highlighted PTZ Sequence deletes that PTZ Sequence.

Editing a PTZ Sequence

You can add and delete PTZ Camera Views that comprise an existing PTZ Sequence, and you can change the name of the PTZ Sequence. To edit the PTZ Sequence, click the Edit PTZ Sequence control for the PTZ Sequence you want to edit. The Edit PTZ Sequence control is to the right of the PTZ Sequence Name in the PTZ Sequence List.

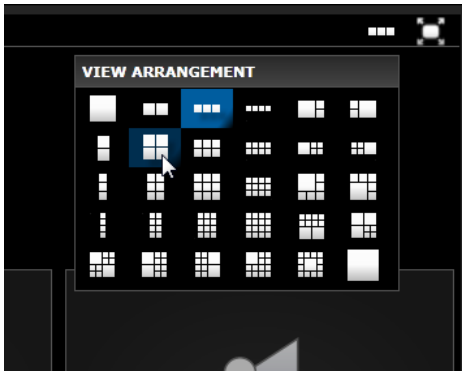
When you click the Edit PTZ Sequence control, the Create PTZ Sequence Screen will appear, displaying the PTZ Sequence you want to edit. You can now add and delete PTZ Camera Views, including Preset Views, in the same manner as when you create a new PTZ Sequence. You can also rename the PTZ Sequence. When you have completed editing the PTZ Sequence, click the Create control. Instead of creating a new PTZ Sequence, your old (edited) PTZ Sequence will be updated to reflect the edit changes you made. Even if you change the name of your edited PTZ Sequence, the old PTZ Sequence will be replaced by the newly edited and named PTZ Sequence.

Deleting a PTZ Sequence

You can delete an existing PTZ Sequence. To delete a PTZ Sequence, click the Delete PTZ Sequence control for the PTZ Sequence you want to delete. The Delete PTZ Sequence control is to the right of the PTZ Sequence Name in the PTZ Sequence List.

Creating a Multi-View

A Multi-View is a collection of from 1 to 16 camera Views displayed on one screen, in an Arrangement you can select by using the View Arrangement control. When you enter the Camera Viewer Module, you may see a blank View or a currently active Multi-View. Either way, you can create a new Multi-View with your own selected Views in an Arrangement of your choice. Once you have created your desired Multi-View, you can save it as a Multi-View Preset by clicking the Create Multi-View Preset control, which will launch your Multi-View in the Create Multi-View Preset screen. If you know you will want to save your Multi-View as a Multi-View Preset, you can initially launch the Create Multi-View Preset screen by clicking the Create Multi-View Preset control, and you can select your Arrangement and camera Views directly in the Create Multi-View Preset screen. To create a Multi-View, follow the following steps:



1. Choose your Arrangement. Let's say you want to create a Multi-View using a "4-Up" Arrangement, 2 camera Views wide by 2 camera Views high. If that Arrangement is already being used in your View, you do not have to select it again, you can just populate that existing Arrangement with your camera Views. But if a different Arrangement is currently being viewed, you can change to your 4-Up Arrangement by clicking the View Arrangement List control. You will see a representation of the various pre-defined Arrangements you can select. Click on your desired Arrangement, in this case the 4-Up selection.

2. Now, you want to populate the Views in your Arrangement with the camera Views of your choice. To do this, you want to utilize the Select Camera screen. If your selected Arrangement contains more Views than the Arrangement that was previously displayed, the Select Camera screen will be displayed automatically. If your selected Arrangement has the same number or fewer Views, you can launch the Select Camera screen in a number of ways:

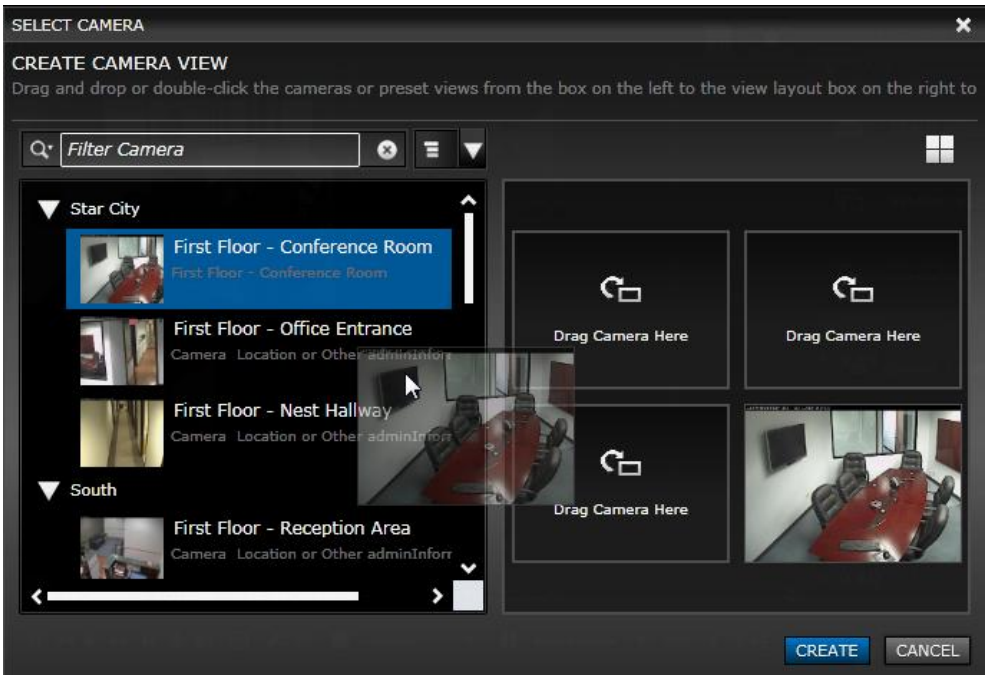
- If there is a vacant View position in your selected Arrangement, it will display a "Select Camera" icon. Clicking on that Select Camera icon will launch the Select Camera screen.
- Clicking the Select/Switch Camera control in the Camera Viewer Control Panel will launch the Select Camera screen.

- If any of your Arrangement positions are already occupied by a camera View, clicking on the Select/Switch Camera control on the Camera Control Overlay for any one of those Views will launch the Select Camera screen.

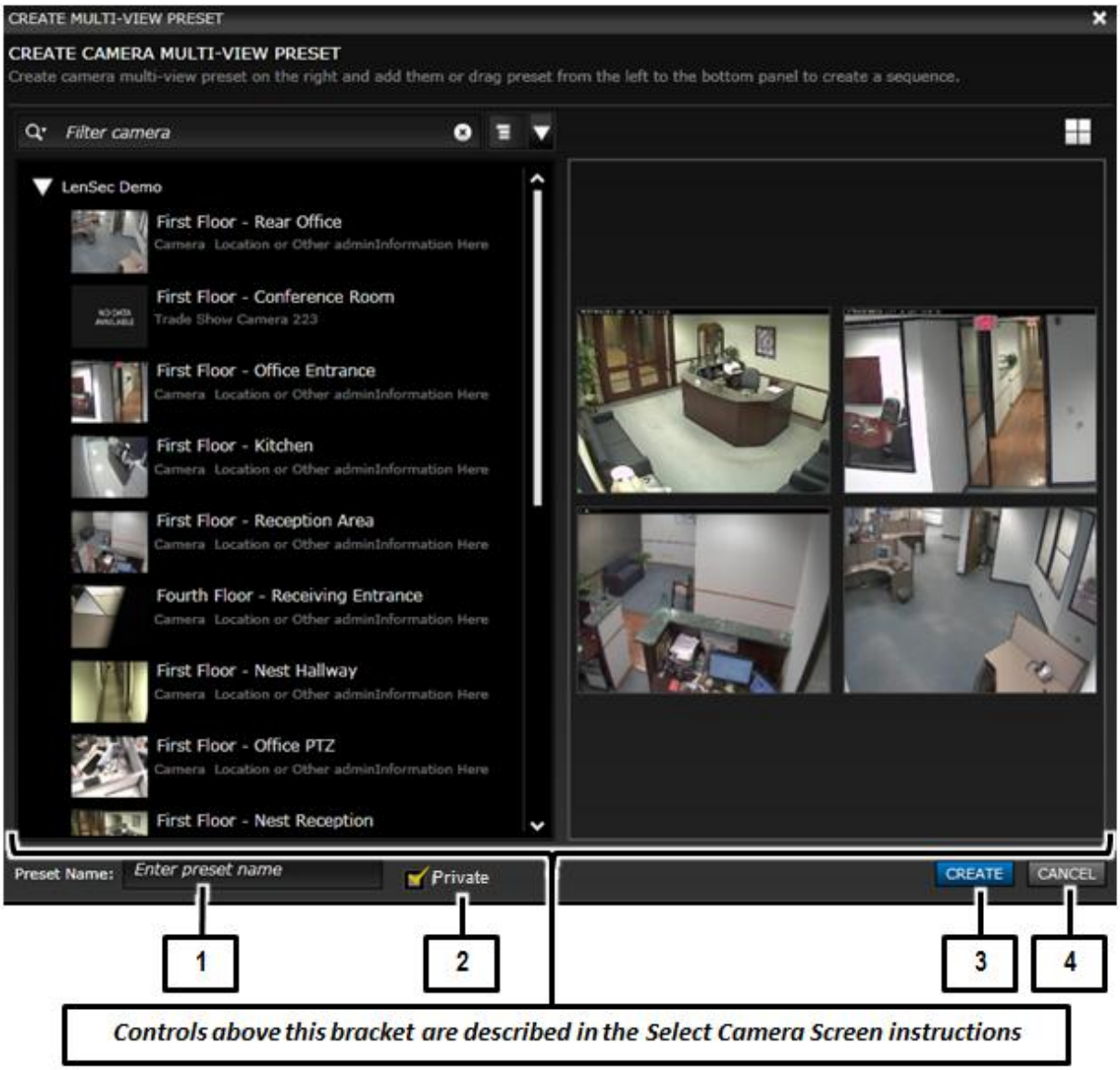
3. Once you are viewing the Select Camera screen, you can drag and drop any of the camera Views or icons in the Camera Library displayed on the left side of the screen, to any vacant View positions displayed on the right side of the screen. You can also drag and drop one of the Multi-View Preset Views or icons to your new Arrangement, in which case the existing Multi-View Preset will replace the Multi-View you are currently creating.

Instead of dragging and dropping a camera View or a Multi-View Preset from the Camera Library, you can also double click on that camera View or Multi-View Preset. That selected camera View or Multi-View Preset will then populate your new Multi-View Arrangement.

Once you have populated your Arrangement in the Select Camera View screen, click the Create control. Your new Multi-View will be created and displayed in the Camera Viewer.



Create Multi-View Preset Screen (CMP)



No.	Control/Feature Name and Description
1	Preset Name: Before you can create and save a new Multi-View Preset, you must enter a unique name in the Preset Name field
2	Private: Does not allow other Users to view the Multi-View Preset you have created. This is the default selection, and you must have authorization from you System Administrator to change this selection and allow other users to view your Multi-View Preset.
3	Create Multi-View Preset: Clicking the Create control creates your Multi-View Preset, adds it to your Multi-View Preset List, and returns you to Camera Viewer. You can now view your new Multi-View Preset by selecting it from your Multi-View Preset List.

4	Cancel Multi-View Preset: Clicking the Cancel control closes the Create Multi-View Preset screen without saving the Multi-View Preset you had been creating.

Creating a multi-view preset

A Multi-View Preset is a Multi-View you (or someone else) have created, named and then saved as a Multi-View Preset for future use. All Multi-View Presets that are available to you will appear in your Multi-View Preset List. You can create a Multi-View Preset by following these steps:

1. Click the Create Multi-View Preset control in the Camera Viewer Control Panel. This will launch the Create Multi-View Preset Screen.

2. Once you are in the Create Multi-View Preset Screen, you can use all of the controls described in the Select Camera instructions to select camera Views, change your Arrangement and change the position of Views in the Create/Edit View Screen.

3. When the Create Multi-View Preset Screen first launches, it will display the currently active Multi-View that had been displayed in the Camera Viewer. If you had created a Multi-View in the Camera Viewer and you want to save that Multi-View as a Multi-View Preset, it should already appear in the Create/Edit View Screen. You can, of course, make any changes you want to that proposed Multi-View Preset while it is in the Create/Edit View Screen before you click the Create control.

4. Once you have created the desired Multi-View Preset in the Create/Edit View Screen, name the Multi-View Preset by entering a unique name in the Name field. You cannot save a new Multi-View Preset if no name is entered, or if the name you enter is already in use.

5. By default, the Private control will be selected. This means that your Multi-View Preset will not appear in the Multi-View Preset List of other Users. If you have appropriate authorization, you can deselect the Private control to allow other users to view your Multi-View Preset.

6. To save your new Multi-View Preset and add it to your Multi-View Preset List, click the Create control. If you decide you do not want to save your Multi-View Preset, click the Cancel control. When you click the Create control or the Cancel control, the Create Multi-View Preset Screen will close and you will return to your prior screen.

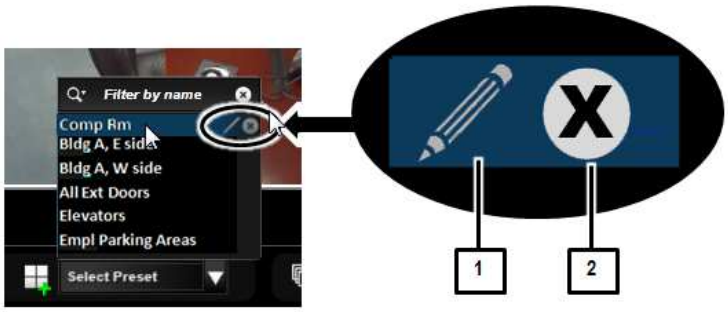
Viewing a multi-view preset

To view a Multi-View Preset, click the Multi-View Preset List control in the Camera Viewer Control Panel.

This will display the Multi-View Preset List, showing you all of the Multi-View Presets available to you. To view one of them, click on the name of the Multi-View Preset. If you have a large number of Multi-View Presets available to you and you want to search for the name of a specific Multi-View Preset, you can enter part or all of the name of that Multi-View Preset in the Filter By Name field at the top of the Multi-View Preset List, and the Multi-View Preset List will only show those Multi-View Presets continuing your search criteria. To clear the Filter by Name field, click the "X" icon to the right of the Filter By Name field.

Edit Multi-View Preset and Delete Multi-View Preset Controls (EMP)

The Edit Multi-View Preset and Delete Multi-View Preset controls allow you to edit or delete Multi-View Presets.

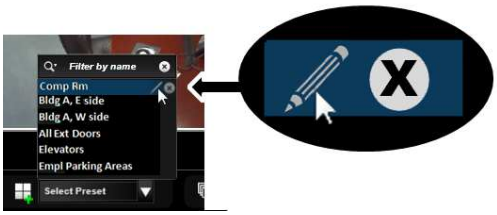


No.	Control/Feature Name and Description
1	Edit Multi-View Preset: Clicking the Edit Multi-View Preset control of the highlighted Multi-View Preset will open that Multi-View Preset in the Create Multi-View Preset screen, with the selected Multi-View Preset displayed in the Create/Edit View Screen, to enable you to edit that Multi-View Preset.
2	Delete Multi-View Preset: Clicking the Delete Multi-View Preset control of the highlighted Multi-View Preset deletes that Multi-View Preset.

Editing a multi-view preset

You can change the Views that are included in your Multi-View Preset, change their positions in the Arrangement, change the Arrangement itself, and the name of the Multi-View Preset. To edit your Multi-View Preset, take the following steps:

1. Click the Multi-View Preset List control in the Camera Viewer Control Panel. This will display the Multi-View Preset List, showing you all of the Multi-View Presets available to you.



2. To edit one of the Multi-View Presets, click the Edit Multi-View Preset control to the right of the name of the Multi-View Preset you want to edit. This will launch the Create Multi-View Preset Screen, with the selected Multi-View-Preset already displayed in the Create/Edit View Screen. The Multi-View Preset's name will also appear in the Preset Name Field.

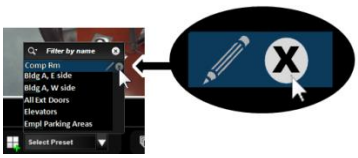
3. Once the Multi-View Preset you want to edit is displayed in the Create/Edit View Screen, you can use the full range of controls you would use to create a Multi-View Preset. You can change the Arrangement, add or remove camera Views and change the position of camera Views within the Arrangement. You can also change the Private selection, provided you have appropriate authorization to make that change. You can even change the name of the Multi-View Preset, but be careful! You are not creating a new Multi-View Preset; you are editing the existing Multi-View Preset. So even if you change its name, your newly edited (and newly named) Multi-View Preset will replace the old Multi-View Preset.

4. To save your new edited Multi-View Preset, click the Create control. If you decide you do not want to save your edits, click the Cancel control. When you click the Create control or the Cancel control, the Create Multi-View Preset Screen will close and you will return to your prior screen.

Deleting a multi-view preset

You can delete an existing Multi-View Preset by taking the following steps:

1. Click the Multi-View Preset List control in the Camera Viewer Control Panel. This will display the Multi-View Preset List, showing you all of the Multi-View Presets available to you.

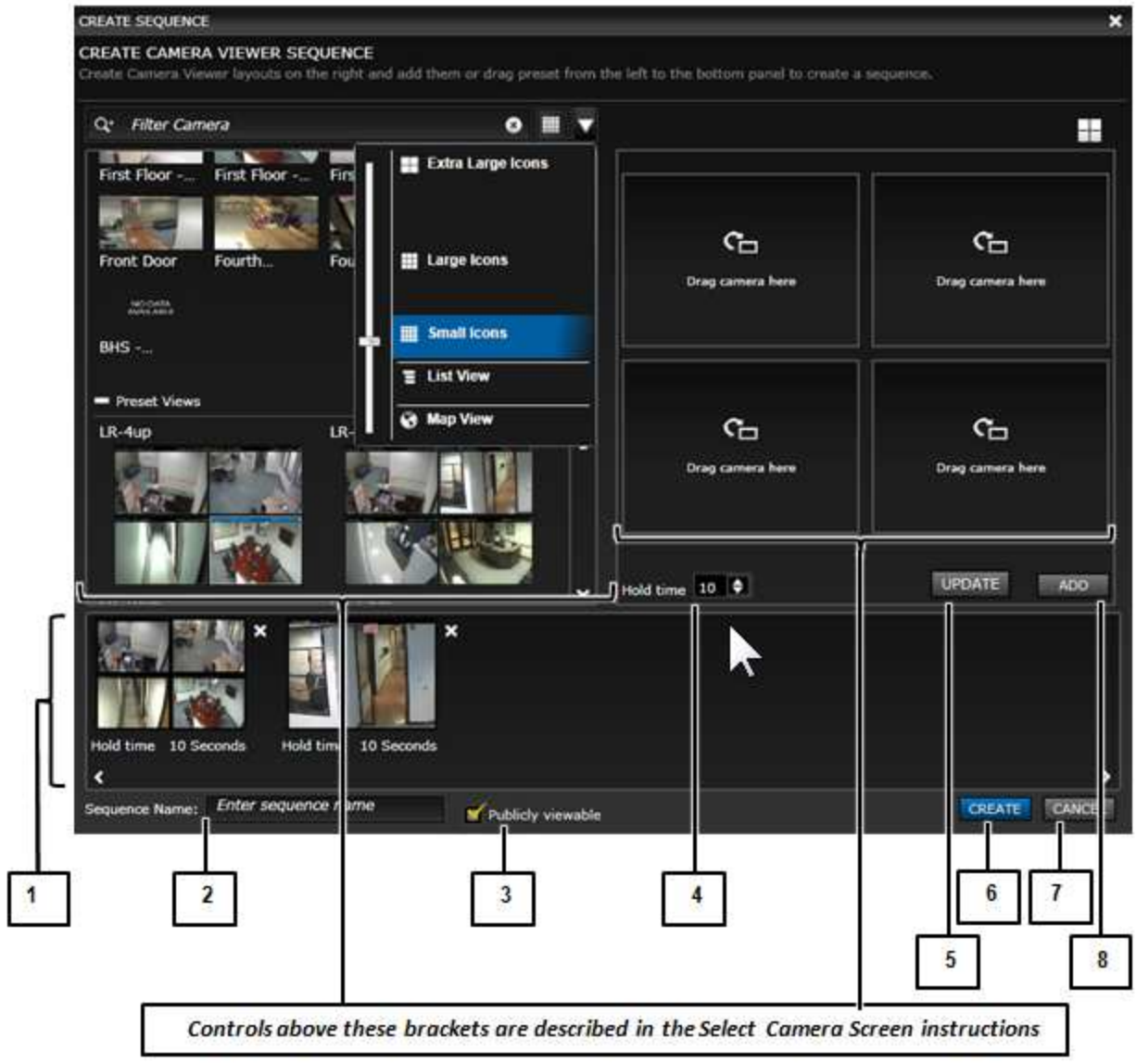


2. Click the Delete Multi-View Preset control to the right of the name of the Multi-View Preset you want to delete. You will be asked to confirm that you want to delete the Multi-View Preset, and if you confirm, the Multi-View Preset will be deleted.

Creating a Sequence

The Create Sequence Screen allows you to create a Sequence of camera Views and Multi-Views that can be viewed in sequence with each View appearing for a period of time that you will be able to select. You can enter the Create Sequence Screen by clicking on the Create New Sequence control (or by clicking on the Edit Sequence control for a Sequence that has already been created.)

Create Sequence Screen (SEQ)

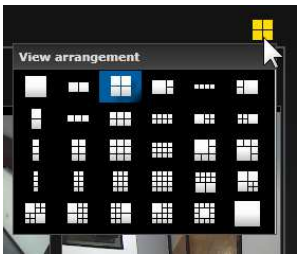


No.	Control/Feature Name and Description
1	Sequence View Dock: Once you have completed creating a Sequence View, clicking the Add control moves the Sequence View to the Sequence View Dock. When you click the Create control, all Sequence Views in the Sequence View Dock will be included in the new Sequence you are Creating.
2	Sequence Name: Once you have placed all Sequence Views for your new Sequence in the Sequence View Dock, you must enter a unique name in the Sequence Name field before you can create your Sequence.
3	Publicly Viewable: Clicking the Publicly Viewable control allows other users to utilize the Sequence you have created. You may require Administrator authorization to utilize the Publicly Viewable control.
4	Hold Time: During creating or editing you Sequence, you can enter the amount of time, in seconds, that each View will remain viewable while the Sequence is running. You can specify a different time for each View, or you can allow the default time to remain.
5	Update: The Update control will only appear while you are creating or editing a Sequence and you move a View from the Sequence View Dock back to the Create/Edit screen. If you make changes to the View (such as changing the Hold time or changing one or more cameras or their positions) clicking the Update control will apply those changes to the original Sequence View, instead of creating a new Sequence View.
6	Create Sequence: After you have placed all of your desired Sequence Views in the sequence view Dock and provided a unique name for your Sequence, clicking the Create control creates your Sequence, adds it to your Sequence Preset List, and returns you to Camera Viewer. You can now run your new Sequence by selecting it from your Sequence Preset List and clicking the Start Sequence control on the Camera Viewer Control Panel.
7	Cancel Sequence: Exits the Create Sequence screen and returns you to your prior screen without saving any changes you made.
8	Add: Clicking the Add control moves your current Sequence View to the Sequence View Dock.

Creating and running a sequence

You create a Sequence by first entering the Create Sequence Screen. To enter the Create Sequence Screen, click the Add Sequence control in the Camera Viewer module. When you enter the Create Sequence Screen, you may see an empty Arrangement in the Create/Edit View portion of the Sequence View screen, or you might see the camera View or a Multi-View that was active in in Camera Viewer. Either way, you can create a Sequence View with your own selected Views in an Arrangement of your choice. Each Sequence View can utilize a different Arrangement, from a single camera View to a Multi-View in any of the predefined Arrangements available. Once you are in the Create Sequence Screen, follow these steps to create, save and play your Sequence.

1. If you want to change an Arrangement displayed in the Sequence View screen, click the View Arrangement control and select your new Arrangement from the selection of Arrangement icons.



2. Move a Camera View or Multi-View Preset from the Camera Library to the Sequence View screen. You can move a Camera View or Multi-View Preset by dragging and dropping it, or by double clicking it.

- If you move a Multi-View Preset from the Camera Library to the Sequence View screen, the Sequence View screen will use the Arrangement of the Multi-View Preset you moved. If you move a single camera View, it will populate a View in the existing Arrangement.
- You can move a camera View that is in a Multi-View displayed in the Sequence View screen by dragging and dropping that Camera View to another position in the Multi-View. If that new position is already occupied by a camera View, the existing camera View will "swap" positions with the camera View you are moving.
- You can replace an individual camera View in a Multi-View that is displayed in the Sequence View by dragging and dropping a different camera View from the Camera Library to the camera View you want to replace. You can eliminate a camera View from the Sequence View by dragging and dropping it back to the Camera Library.

3. Use the Hold Time control to set the amount of time this particular Sequence View will remain on-screen in your Sequence. You can accept the default time by not changing the Hold Time control, or you can change it to any time between 1 and 60 seconds.

4. When you have set up a Sequence View you want to use in your Sequence, click the Add control. This will move your Sequence View to the Sequence View Dock.

5. You can now create additional Sequence Views in a similar manner. Each time you create a Sequence View you want to use, click the Add control to move the Sequence View to the Sequence View Dock.

6. Once all of your Sequence Views are in the Sequence View Dock, you can change their positions in the Sequence by dragging and dropping a Sequence View to a new position in the Sequence View Dock. You can completely eliminate a Sequence View from the Sequence View Dock by clicking the "X" icon in the upper right corner of the Sequence View.

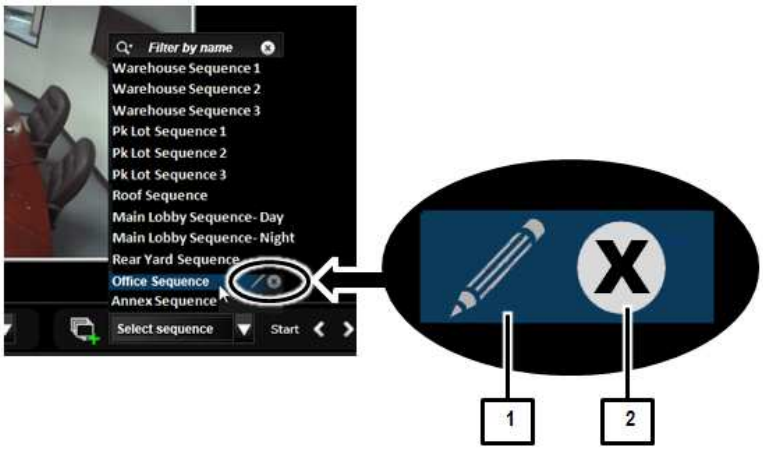
7. When you have created all of your Sequence Views, enter a unique name for your Sequence in the Sequence Name field. The Private control is selected by default; deselect it to enable other Users to view your Sequence. (You may need authorization from your System Administrator to change that selection.) You can then click the Create control to create and save your Sequence.

8. To view your Sequence, click the Select Sequence control in the Camera Viewer module. You will see a list of all of the Sequences available to you; click on the one you want to view. The first View of that

Sequence will appear. To start the Sequence, click the Start/Stop Sequence control. You can stop the Sequence by clicking the Start/Stop Sequence control again. You can step through the Sequence Views one at a time by using the Previous Sequence View and Next Sequence View controls, and you can resume running the Sequence by clicking the Start/Stop Sequence control again.

Edit Sequence and Delete Sequence Controls (ESC)

The Edit Sequence and Delete Sequence controls allow you to edit or delete Sequences.



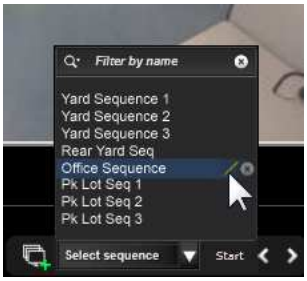
No. Control/Feature Name and Description

1	Edit Sequence: Clicking the Edit Sequence control of the highlighted Sequence Preset will open that Sequence Preset in the Create Sequence screen, with the selected Sequence displayed, to enable you to edit that Sequence Preset.
2	Delete Sequence: Clicking the Delete Sequence control of the highlighted Sequence Preset deletes that Sequence Preset.

Editing a Sequence:

You can change the Sequence Views that comprise your Sequence, change the order in which they appear, change their Hold Times, and change the name of your Sequence. To edit your Sequence, take the following steps:

1. In the Camera Viewer module, click the Sequence Preset control. This will show the Sequence Preset List. Place your cursor on the name of the Sequence you want to edit, and click the Edit Sequence control that is to the right of the Sequence name. This will launch the Create Sequence screen.



2. The Camera Sequence screen will already contain all of your existing Sequence Views in the Sequence View Dock. You can change a Sequence View by dragging and dropping it to the Sequence View screen (or by double clicking the Sequence View in the Sequence View Dock.) Once the Sequence View is in the Sequence View screen, you can make changes to that particular Sequence View. Many of these changes are similar to editing a Multi-View Preset. You can:

- Change the Arrangement by clicking the View Arrangement List control. (Be careful, if you choose an Arrangement that has fewer Views than your existing Sequence View, you will lose some Views.)
- Change the positions of existing camera Views in the Sequence View by dragging and dropping one camera View into a different position. If that new position is already occupied by a different View, the Views will "swap" positions.
- Add a new camera View from the Camera Library by dragging and dropping it to the desired position. If that position is already occupied, the new camera View will replace the prior one.
- Replace the existing Sequence View with an new Multi-View Preset from the Camera Library (Be careful, if you select a new Multi-View Preset while you are editing your existing Sequence View, your new selection will replace your existing Sequence View.)
- Change the Hold Time of an individual Sequence View in your Sequence, by changing the Hold Control to any value between 1 and 60 seconds.

3. Once you have made changes to a Sequence View you imported from the Sequence View Dock, you can update the Sequence View in the Sequence View Dock with the changes you made by clicking the Update control. If you decide that you like the edited Sequence View but you also want to keep the original Sequence View in your Sequence, you can click the Add control instead of the Update control, and you newly edited Sequence View will be added to the Sequence Dock without replacing the original Sequence View.

4. In addition to changing the existing Sequence Views in your Sequence, you can change other aspects of the Sequence. You can:

- Add additional Sequence Views (and edit them) by dragging and dropping camera Views or Multi-View Presets from the Camera Library to the Sequence View screen
- Delete an individual Sequence View from the Sequence View Dock by clicking the "X" icon at the upper-right corner of the Sequence View in the Sequence Dock. You will be asked if you really

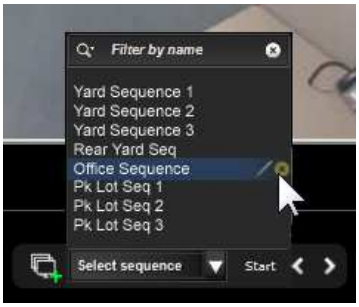
want to delete that Sequence View from your Sequence, and if you confirm the deletion, that Sequence View will be deleted from the Sequence.

- Change the order of the Sequence by dragging and dropping Sequence Views in the Sequence View Dock from one location in the Dock to another. (The Sequence Dock requires a Sequence Views moved to the right in the Sequence Dock is moved to the position to the immediate right of the position you want it to occupy. This means that moving a Sequence View to the farthest right position is a two-step process; first, move the Sequence View to the right penultimate position, and then move the far right Sequence View one position to the left.)
- Change the privacy status of the Sequence. (You may need administrative authorization to deselect the Private control to make the Sequence available to other Users.)
- Change the name of the Sequence by entering the new name in the Sequence Name field.

Once you have made all of your desired changes, click the Create control. Your edited Sequence will replace the former Sequence in your Sequence Preset list. If you decide you do not want to save the changes you made, click the Cancel control and you will return to the Camera Viewer screen without saving any of your changes.

Deleting a Sequence:

To delete your Sequence, in the Camera Viewer Module click the Sequence Preset Control. This will show the Sequence Preset List. Place your cursor on the name of the Sequence Preset you want to delete, and click the Delete Sequence control that is to the right of the Sequence Preset name. You will be asked if you really want to delete your Sequence, and if you confirm the deletion, your Sequence will be deleted.



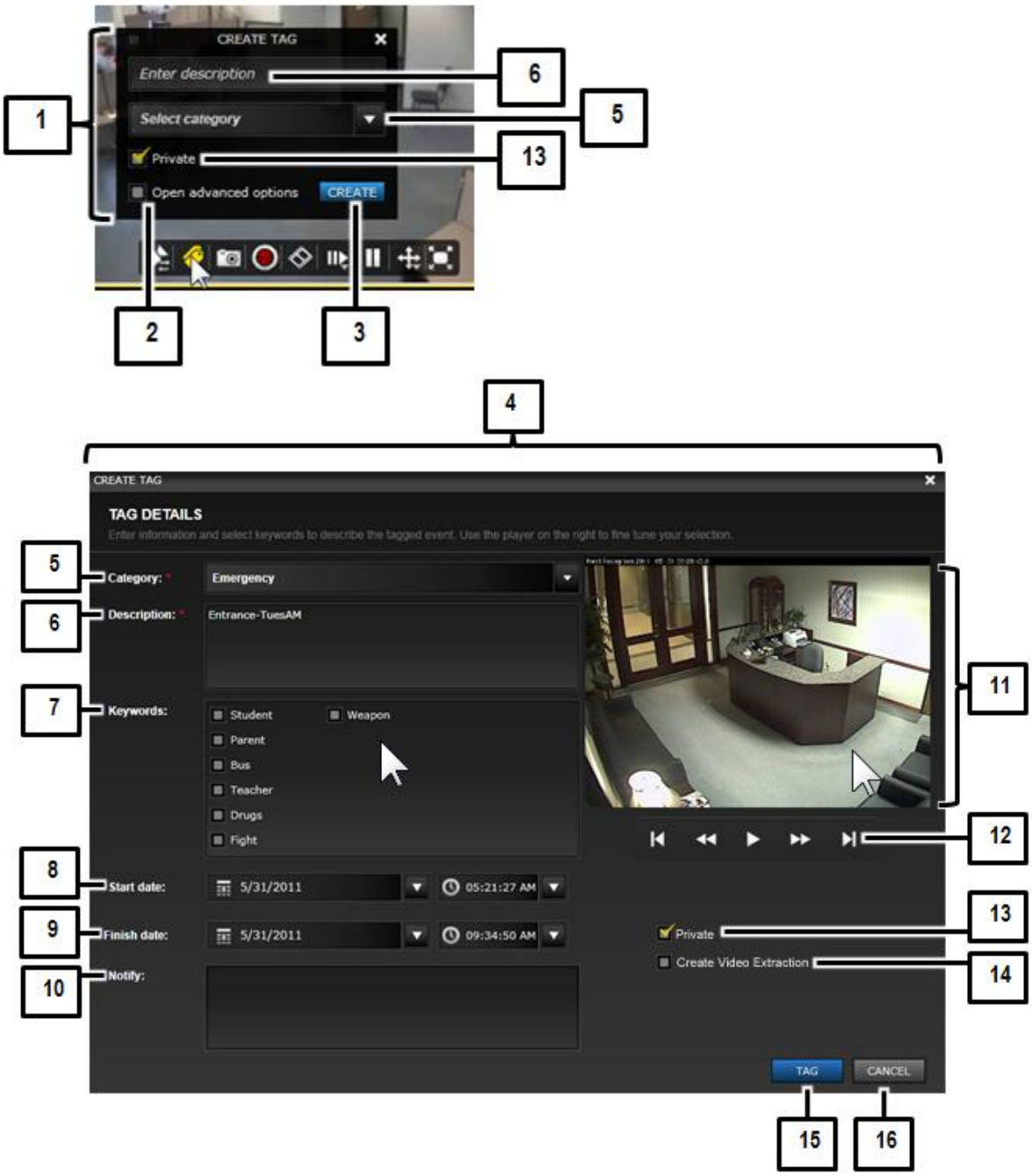
Creating Tags

When you Tag an image (which can be a single image or a video segment) you are digitally marking, or indexing, that image so you can easily find it in the future. You will be able to search archived video for video which has been tagged with criteria you specify. To Tag an image, click the Add Tag control.

The Add Tag control appears in the Camera Viewer Control Panel and in control overlays for camera Views in the Camera Viewer and Archives modules. If you click an Add Tag control, the Create Simple Tag pop-up will appear.

The Create Simple Tag pop-up allows you to Tag a point in live or archived video. It also allows you to access advanced options in the full Create Tag Screen, where you can create an advanced Tag which allows you to Tag a segment of video and extract it for future viewing and/or downloading. When you create an advanced Tag, you can also specify additional criteria to utilize in identifying and searching for your Tag, and you can send a message to other users that you have created the Tag.

Create Tag Screens (TAG)



No.	Control/Feature Name and Description

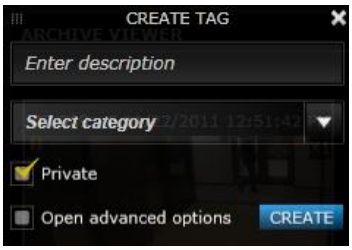
1	Create Simple Tag pop-up: The Create Simple Tag pop-up appears if you click an Add Tag control. There are Add Tag controls that apply to live or archived video Views in the Camera Viewer and Archives modules. You must enter a brief Description of your Tag, and select a predefined Category, in the spaces indicated in the Create Simple Tag pop-up.
2	Open Advanced Options: If you select the Open Advanced Options control, when you click the Create Tag control, you will see the full Create Tag screen, which allows you to utilize the advanced Tag options.
3	Create Tag: If you have not selected the Open Advanced Options control, clicking the Create Tag control will create a simple tag at the point in the video you are viewing. If you have selected the Open Advanced Options control, clicking the Create Tag control will launch the full Create Tag screen, which allows you to create an advanced Tag. If you want to cancel your Tag creation prior to clicking the Create Tag control, you can do so by clicking the "X" icon at the top right of the Create Simple Tag pop-up.
4	Create Tag Screen: The Create Tag Screen enables you to create an advanced Tag utilizing the full range of Tag features, such as tagging a video segment, extracting that segment to a Video Extraction, designating associated keywords, and notifying other users of the Tag's creation.
5	Tag Category List: The Tag Category List selection will be populated with the Tag Category you selected in the Create Simple Tag pop-up. You can change the Category by selecting a new one from the Tag Category List. The various Tag Categories are created by a System Administrator for your use. You cannot enter a "free text" Category.
6	Tag Description Field: The Tag Description Field will be populated with the Tag Description you entered in the Create Simple Tag pop-up. You can change your Tag Description by entering your new Description in this field. This field will accept "free text."
7	Associated Tag Keywords: The Associated Tag Keywords control allows you to select one or more keywords that will be associated with your Tag. The various keywords are created by a System Administrator for your use. You cannot enter a "free text" keyword.
8	Start: You can tag a segment of video. To do so, you must choose a start date and time using the Start controls. Click the down icons in the Start fields to view the date calendar and the time list. The date and time can also be entered or changed by manually entering them in their fields.
9	Finish: You can tag a segment of video. To do so, you must choose a finish date and time using the Finish controls. Click the down icons in the Finish fields to view the date calendar and the time list. The date and time can also be entered or changed by manually entering them in their fields.

10	User Notification Field: Enter one or more users' names in the User Notification Field so those users will receive a notification that you have created your Tag. As you begin to enter a user's name in the User Notification Field, possible name matches will appear in a drop-down list below the field. Click the user you wish to notify. You can enter additional users in this same manner. To cancel a user's notification, click the "X" icon next to the user's name in the User Notification Field. When the other users receive the message, it will contain an attachment allowing them to download your tagged video.
11	Archive Video Player: The Archive Video Player allows you to view the video you are Tagging. The default start time is the time of the View displayed when you first entered the Create Tag Screen. Once you start the video, it will continue until it is manually stopped; it will not stop at the Finish time specified in the Finish control.
12	Archive Video Player Controls: The Archive Video Player Controls allow you to control the Archive Video Player. You can select the icons for previous frame, fast-rewind, play/pause, fast-forward and next frame.
13	Private: Selecting the Private control does not allow other Users to view the Tag you have created. This is the default selection, and you must have authorization from you System Administrator to change this selection and allow other users to view your Tag.
14	Create Video Extraction: Checking the Create Video Extraction control creates a Video Extraction of the video segment you are tagging.
15	Create Tag: Clicking the Create Tag control creates and saves the Tag and, if applicable the video segment, you have been working on.
16	Cancel Tag: The Cancel Tag control closes the Create Tag screen without saving the Tag you had been creating.

Creating a Simple Tag

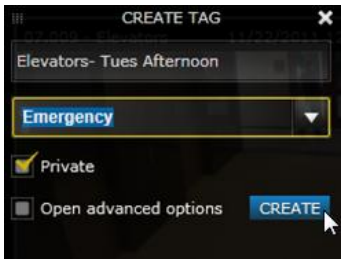
You can Tag a live image or an archived image. For this example, we will Tag an archived image in the Archive Viewer. (The steps would be virtually identical for creating a simple Tag while viewing a live image or an image in the Archive Player in the Camera Viewer module.) To create a simple Tag, take the following steps:

1. Place your cursor on the View displaying the image you want to tag. The Archive Video Control Overlay will be visible near the bottom of the View. Click the Add Tag control in the Archive Video Control Overlay. The Create Simple Tag pop-up will appear. (If you were viewing a live image or an image in the Archive Player in the Camera Viewer module, it would be the Archive Player Overlay or the Camera Control Overlay that appeared in the View to enable you to access the Add Tag control.)



2. Provide a description of the Tag in the Tag Description Field, and select a Category from the Tag Category List. You cannot enter a free-text category; you must select one from the drop down list that appears when you click the icon at the right side of the Tag Category List box.

3. Once you have entered the required information, click the Create control. You have now created a simple Tag. You can access the tagged image by using the Tags Element in the Events Container in your Side Panel.

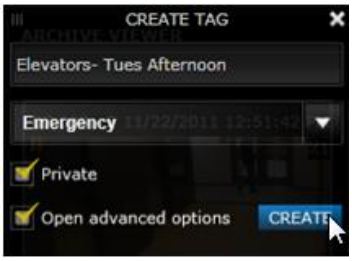


Creating an Advanced Tag

An advanced Tag allows you to Tag a segment of video (not just a single image) and to associate certain Keywords with that tagged video. You can also create a Video Extract of your tagged video, and you can notify other users that you have created the Tag. For this example in creating an advanced Tag, we will use the same image as in the example for the simple Tag, but this time we will assign Keywords and Tag a segment of video, starting with the time of the image in the simple Tag.

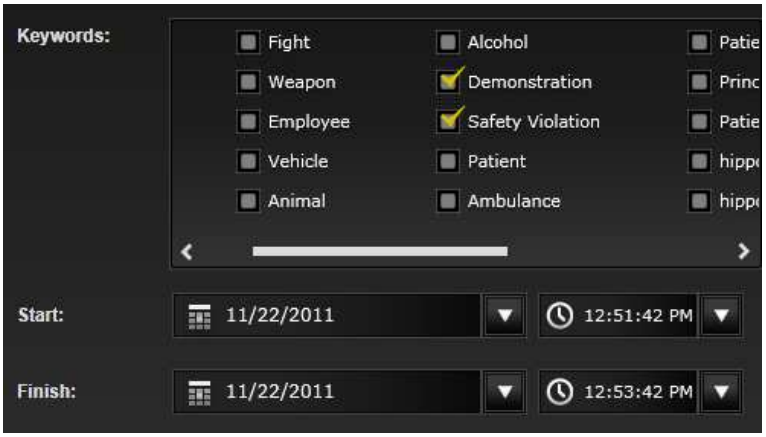
To create your advanced Tag, take the following steps:

1. The first two steps are exactly the same as the first two steps in creating a simple Tag. Even the third step in almost the same. After performing the first two steps for a simple Tag, you will see the Create Tag pop-up with your Description and Category filled in. Now, click the Open Advanced Options control, and then click the Create control.

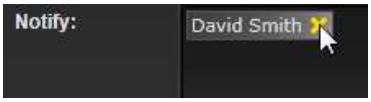


2. When you click the Create control, the Create Tag screen will appear. It will already show your Category and Description, although you can change those if you want. The Start time and date and the Finish time and date fields will contain default values. The default Start time will be the time of the original View you are tagging, and the default Finish time will be one minute later. You can select any number of Keywords you want to associate with your Tag. Selecting the right Keywords can make searching for your Tag, or a group of related Tags, much easier.

3. You can change the default Start and Finish times and dates. Click the triangle shaped icon at the right of the date box to show a calendar from which you can select the desired date, and click the icon at the right of the time box to show a selection of times. You can select the closest time to your desired time, and then manually “fine tune” the time by entering the exact desired time directly into the field with your keyboard. You can enter or change dates and times manually in this manner at any time, just make sure to keep the same format as is used by the system. For our example, we will Tag 2 minutes of video. For the 2 minute Tag, manually change the minutes section of the Finish time field from 52 to 53, so the Finish time reads 12:53:42 PM.

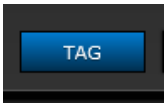


4. If you want to advise any other users that you created this Tag, you can enter the users' names in the User Notification Field. If you enter a user's name and then want to remove it, you can click the "X" icon next to his name.



5. You can also create a Video Extract of the Tagged video by clicking the Create Video Extract control.

6. Once you have completed entering the necessary information, click the Tag control to create your Tag. The name of your Tag will now appear in the Tags Element of the Events Container in your Side Panel. If you clicked the Create Video Extract control, the name of the Video Extract will appear in your Images Extractions Element. And, if you entered a user's name in the User Notification Field, that user will receive a message in his Messages Element containing information about the Tag and an attachment to the message enabling him to download the Tagged video to his hard drive or other media.



Video Playback and Forensics (Archives Module)

The Archives module allows you to quickly locate and play back archived video. It provides functionality for timeline-based archive retrieval, event and archive integration, downloading and sharing archived video, and tagging archived footage. The Archives module screen has two sections, the Archive Viewer and the Archive Browser.

Basic Archive Module Navigation, Screens and Controls

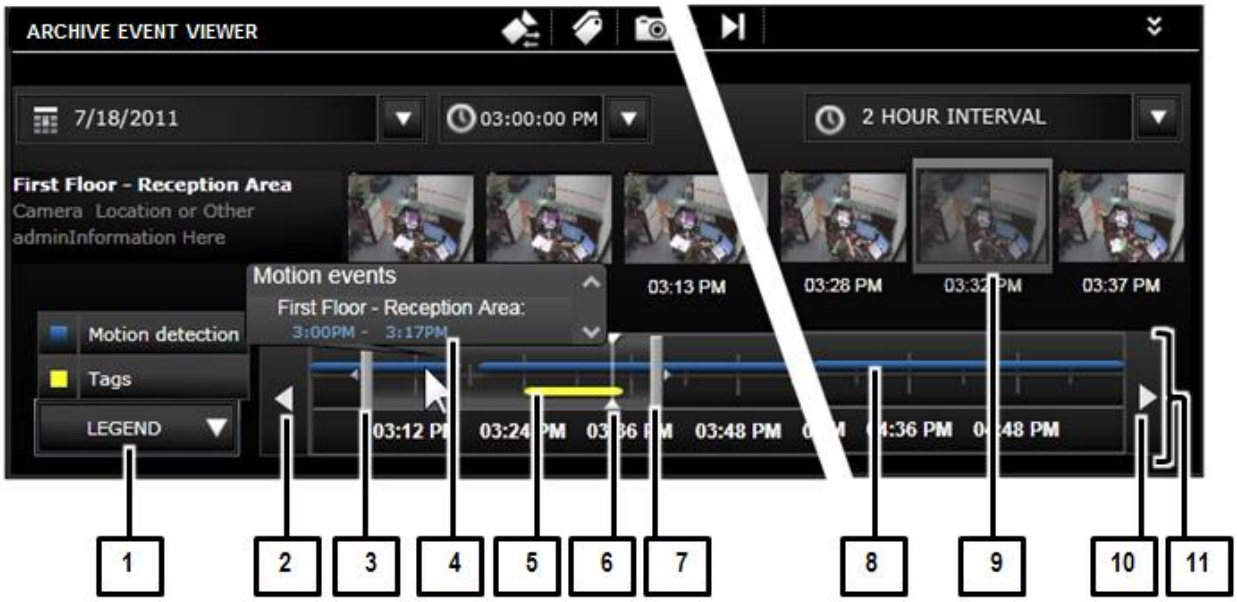
An overview of the panels and screens within the Camera Viewer Module:

Archive Viewer and Archive Browser (AMM)

No.	Control/Feature Name and Description
1	Archive Viewer: The main Archives module screen has two sections, the Archive Viewer at the top, and the Archive Browser at the bottom. The Archive Viewer allows you to view and control one, two or three Archive Views at the same time. You can perform certain control functions on the Archive Views individually by using a View's Archive Video Control Overlay, or you can control one, two or all three Archive Views at the same time by selecting the desired Views and using the Archive Video Control Panel.
2	Archive Video View: The Archive Viewer can display one, two or three separate Archive Views. Each Archive View has its own banner, providing basic information such as the name of the camera and the date and time of the archived video its View is displaying. Each Archive View will also display a View Status Indicator in the top-left corner of the Archive View, and a speed indicator in the top-right corner. When your cursor is on a View, that View's Archive Video Control Overlay is displayed.
3	Archive Video Control Overlay: The Archive Video Control Overlay appears in a View when you place your cursor anywhere in that Archive Video View. The Archive Video Control Overlay allows you to rewind, view, play, snapshot, tag and record recent video. The individual controls in the Archive Video Control Overlay perform the same functions as those controls in the Archive Player Overlay in the Camera Viewer Module. You can refer to that section for more detailed information about the individual controls.
4	Archive Video Control Panel: The Archive Video Control Panel allows you to control certain functions of the cameras you are viewing individually or one, two or three at the same time. You can Select/Switch Cameras, Tag video, Snapshot your image, Extract video, and play and pause video At various speeds and frame-by-frame.) The Archive Viewer Control Panel controls those Views that are selected; to select a View, click that View so its Banner turns blue. Clicking the View again deselects that View. The individual controls in the Archive Video Control Panel perform the same functions as those controls in the Archive Player Overlay in the Camera Viewer Module. You can refer to that section for more detailed information about the individual controls.
5	View Arrangement List: The View Arrangement List control displays the Arrangement List, which allows you to select an Arrangement displaying one, two or three Views. The on-screen icon will show one, two or three divisions, depending upon the Arrangement currently being viewed.
6	Full Screen Toggle- Archive Viewer: Toggles the Archive Viewer screen between normal view and full screen view. You can also exit the full screen mode by clicking the Escape key on your keyboard.
7	Archive Segments: Archive Segments are thumbnail views depicting video occurring during the time represented on the Timeline between the Archive Segment Begin Bar and the Archive Segment End Bar. Clicking an Archive Segment selects that segment and moves the Time Marker to the corresponding time on the Timeline. Double clicking the Archive Segment begins playing the corresponding video in the Archive Viewer.
8	Go Live: Clicking the Go Live control leaves the Archives module and takes you to the Camera Viewer Module.
9	Legend (Collapsed): Clicking the Legend control toggles between displaying and hiding the list of events that can be shown on the Events Indicator section of the Timeline, and the color of the Events Indictor that corresponds to the various types of events.

10	Archive Browser: The main Archives module screen has two sections, the Archive Viewer at the top, and the Archive Browser at the bottom. The Archive Browser allows you to set the start time and date, and the duration or interval of the archived video you desire to view. The Timeline allows you to view a graphical representation of events that occurred during your selected interval, and displays thumbnail images, or Archive Segments, of video from the archived video portion of the Timeline between the Archive Segment Begin Bar and the Archive Segment End Bar, both of which you can move to narrow you search for specific video.
11	Timeline: The Timeline displays the Time Interval you select by use of the Archive Search Begin Date, Archive Search Begin Time, and Timeline Interval controls. Time labels at the bottom of the Timeline will display the time represented on the Timeline, divided into ten equal periods from the start of the Timeline to the end of the Timeline. Event Indicators of different colors along the Timeline provide you with an indication of where on the Timeline various events (such as motion or tagged video) took place. Placing your cursor on an Events Indicator displays the Events List corresponding to the events that occurred during that time, and clicking one of the events in the Events List displays and begins to play the corresponding video in the Archive Viewer.
12	Archive Search Begin Date: The Archive Search Begin Date control allows you to select the date for the start of your archive video search. Together with the Archive Search Begin Time control and the Timeline Interval control, you will set the time to be displayed in the Timeline.
13	Archive Search Begin Time: The Archive Search Begin Time control allows you to select the time for the start of your archive video search. The Archive Search Begin Time control displays a list of times in half-hour increments. You can select one of these predefined start times, or you can click on the time that is displayed and manually edit it to a specific time of your choice. Together with the Archive Search Begin Date control and the Timeline Interval control, you will set the time to be displayed in the Timeline.
14	Hide Archive Browser: Hides the Archive Browser. To restore the Archive Browser, click the triangle shaped icon at the center-bottom of your screen.
15	Time Interval: The Time Interval control allows you to select the Time Interval that will be displayed in the Timeline. When you click the time Interval control, you will see a list of predefined intervals in both minute segments and hour segments. You can select your desired Time Interval from this list. Together with the Archive Search Begin Date control and the Archive Search Begin Time control, you will set the time to be displayed in the Timeline.

Archive Timeline (ATL)



No. Control/Feature Name and Description

1	Legend (Expanded): Clicking the Legend control toggles between displaying and hiding the list of events that can be shown on the Events Indicator section of the Timeline, and the color of the Events Indictor that corresponds to the various types of events.
2	Clicking the Previous Interval control changes the Timeline to display an interval of the same duration of the existing Timeline, but immediately preceding the existing Timeline.
3	Archive Segment Begin Bar: The Archive Segment Begin Bar sets the begin time for the video displayed in the Archive Segments. By placing your cursor on the Archive Segment Begin Bar and dragging it along the Timeline, you can set your desired begin time.
4	Events List: The Events List Appears when you place your cursor on one of the Event Indicators. The Events List will display the times of the various events corresponding to that Events Indicator, and clicking one of the events in the Events List displays and begins to play the corresponding video in the Archive Viewer.
5	The Events Indicator is a color-coded line or dot along the Timeline provide you with an indication of where on the Timeline various events (such as motion or tagged video) took place. Placing your cursor on an Event Indicator displays the Events List corresponding to the events that occurred during that time, and clicking one of the events in the Events List displays and begins to play the corresponding video in the Archive Viewer. Different types of events are represented by different colored Event Indicators; for example, the Events Indicator for tagged video events is yellow.
6	Time Marker: The Time Marker is a thin vertical line on the Timeline that shows you the relative position on the Timeline of the currently selected video.

7	Archive Segment End Bar: The Archive Segment End Bar sets the end time for the video displayed in the Archive Segments. By placing your cursor on the Archive Segment End Bar and dragging it along the Timeline, you can set your desired end time.
8	Events Indicator (Motion): The Events Indicator is a color-coded line or dot along the Timeline provide you with an indication of where on the Timeline various events (such as motion or tagged video) took place. Placing your cursor on an Event Indicator displays the Events List corresponding to the events that occurred during that time, and clicking one of the events in the Events List displays and begins to play the corresponding video in the Archive Viewer. Different types of events are represented by different colored Event Indicators; for example, the Events Indicator for motion events is blue.
9	Archive Segment (Selected): Clicking an Archive Segment selects that segment and moves the Time Marker to the corresponding time on the Timeline. The Archive Segment you have selected will be highlighted with a light-gray border.
10	Next Interval: Clicking the Next Interval control changes the Timeline to display an interval of the same duration of the existing Timeline, but immediately following the existing Timeline.
11	Timeline: The Timeline displays the Time Interval you select by use of the Archive Search Begin Date, Archive Search Begin Time, and Timeline Interval controls. Time labels at the bottom of the Timeline will display the time represented on the Timeline, divided into ten equal periods from the start of the Timeline to the end of the Timeline. Event Indicators of different colors along the Timeline provide you with an indication of where on the Timeline various events (such as motion or tagged video) took place. Placing your cursor on an Events Indicator displays the Events List corresponding to the events that occurred during that time, and clicking one of the events in the Events List displays and begins to play the corresponding video in the Archive Viewer.

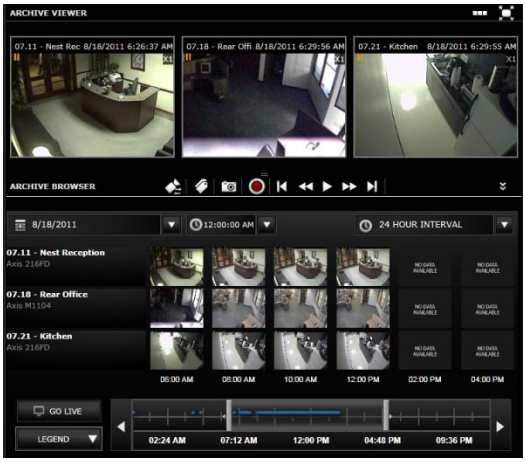
Searching For and Viewing Video in Archives

All video that is recorded by the system is retained in Archives for a designated period of time. During that time, you can access and view that video. You can also extract a video clip to share with other users and be maintained on the system for a period in excess of the normal retention period. And, you can also download that video clip to a workstation hard drive, CD, DVD or other media for more permanent retention or for authorized distribution.

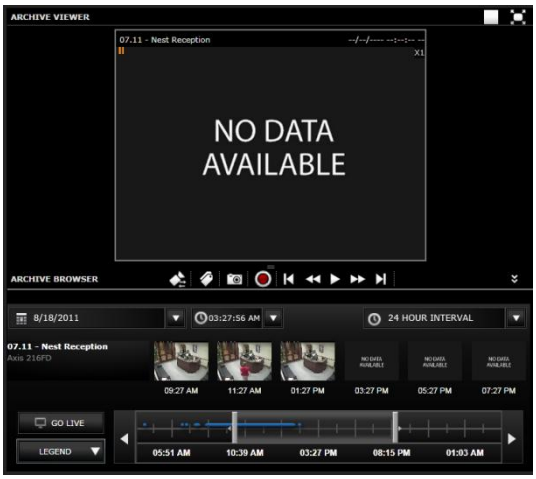
To search for your desired video event follow the following steps:

1. Enter the Archives module. You can enter the Archives module by clicking the Archives control on the Top Navigation Bar, or by clicking the Open in Archives control in a Camera Control Overlay or on the Camera Control Panel, or by clicking the Archives control on the default Welcome Screen.

If you enter the Archives module by clicking the Camera Control Panel control, the Archive Viewer will display up to a maximum of three cameras you had selected in Camera Viewer. If you did not have any cameras selected in Camera Viewer and you attempt to use the Camera Control Panel control to enter the Archives module, you will receive an error message that there is “no record selected.” You will have to go back to Camera Viewer and select at least one camera, or enter the Archives module another way.



If you enter the Archives module by clicking the Open in Archives control on the Camera Control Overlay for your desired camera, that camera will open in the Archive Viewer in a “1-up” Arrangement (just one View showing.) When you enter the Archives module, you may not yet see an actual image. Instead, you may see the message “No data available.” Don’t worry, once you reach the stage of your search for viewing video, your video will appear in the Archive Viewer.



2. When you are in the Archives module, you will see the Archive Viewer and the Archive Browser. The Archive Viewer allows you to select, view and control the video from the camera or cameras you want

to search. The Archive Browser will allow you to search for video based upon a specific time or time interval.

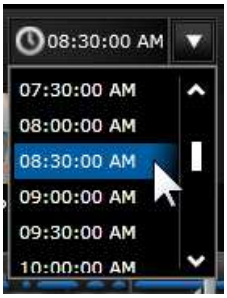
Let's assume you have entered the Archives module and you want to search one particular camera's archived video for an event. The next step is to ensure you have that camera View showing in the best Arrangement for your search, in this case a 1-up Arrangement in the Archive Viewer. If that is not already your current Arrangement and View, use the View Arrangement List control (at the top of the Archive Viewer) and the Select/Switch Camera control (on the Archive Video Control Overlays or the Archive Video Control Panel.) If you need some assistance with this, review the section on the Select Camera Screen.

3. Your next step will be to zero in on the date and time of the searched-for event. When you first enter the Archives module, The Archive Search Begin Time will be set by default to your current time, or to 12:01 on the current date, depending upon your prior activity during your session. The Time Interval will be set at 24 hours. You can confirm the current settings by checking the Archive Search Begin Date and Time controls and the Time Interval control.

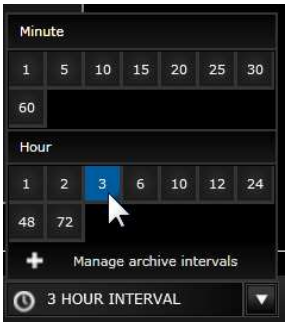
Change the Archive Search Begin Date and Time settings to display the point in time that you want your search to begin. Let's say you want to research when someone removed a certain item from a location. In this example, we will research the removal of carry-on luggage from the area near a desk. We know the item was there at 8:30AM on the day in question, and was gone by 11:30 that same morning.

First, select the appropriate date by using the Begin Date control.

Then, pick a time to start your search. The Begin Time drop-down list contains the full day, in half-hour increments. You can choose one of these times, which in most or all cases should be adequate. If you want, you can manually enter a different time directly into the control without using the drop-down list. In our example, you can easily select 8:30 AM as the Begin Time.



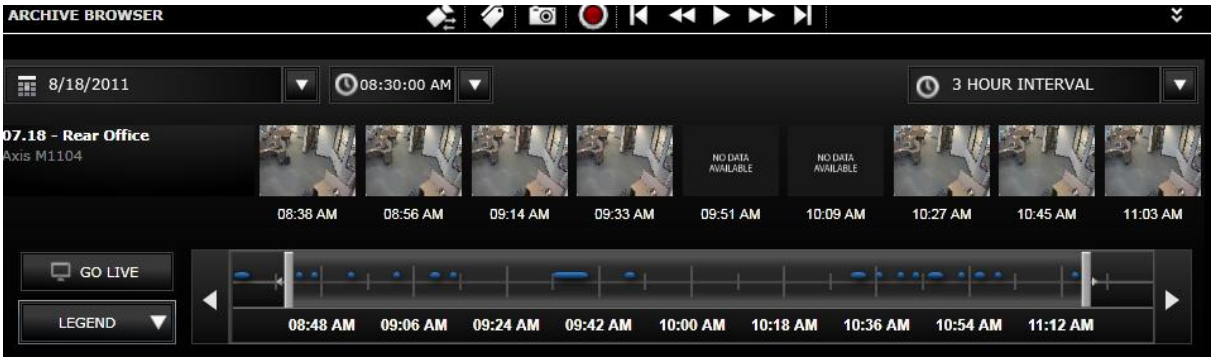
Now, set your Time Interval. You could just begin to view video contained in the entire 24 hour Timeline Interval, but it will be much easier to narrow the Timeline. You are concerned with a time period of three hours, so a Timeline Interval of at least three hours would be appropriate. Click the Time Interval control, and you will see that you can select a Time Interval of three hours. If you had a concern about a four hour period, you could use the pre-set Time Interval of six hours and it should provide acceptable results. (With appropriate Administrative rights, you can add additional Timeline Intervals by clicking the Manage Archive Interval control.)



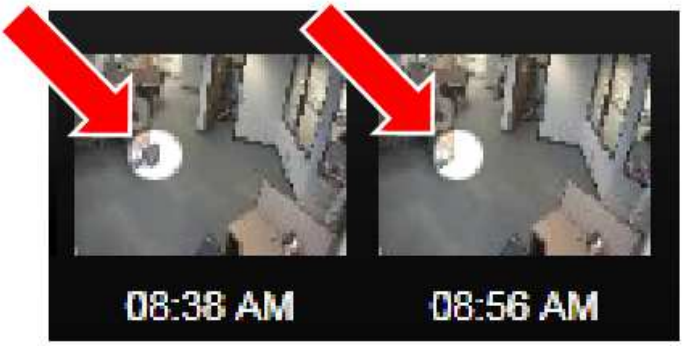
You now have set your Begin Date and Time, and your Time Interval. You have one more step to narrow down your search to make it easier. Your Archive Browser shows you a three-hour Timeline, divided into ten equal periods labeled with the time corresponding to the vertical lines on the Timeline. The color-coded Event Indicators show the times that the system recorded movement.

The Archive Browser provides you with Archive Segments which are thumbnail images of time segments that contain motion. These Archive Segments show periods of motion that occurred not during the entire Timeline Interval, but rather they show motion that occurred during the time from the Archive Search Begin Bar to the Archive Search End Bar. You can move the Archive Search Begin Bar and End Bar along the Timeline to narrow the search period displayed by the Archive Segments.

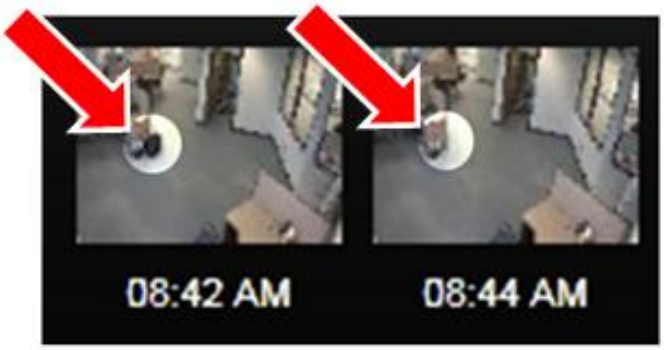
For now, set your Archive Segment Begin Bar just to the left of the Motion Indicator closest to 8:30 AM on the Timeline, and set your Archive Segment End Bar just to the right of the Motion Indicator closest to 11:30AM. Your Archive Browser should like this:



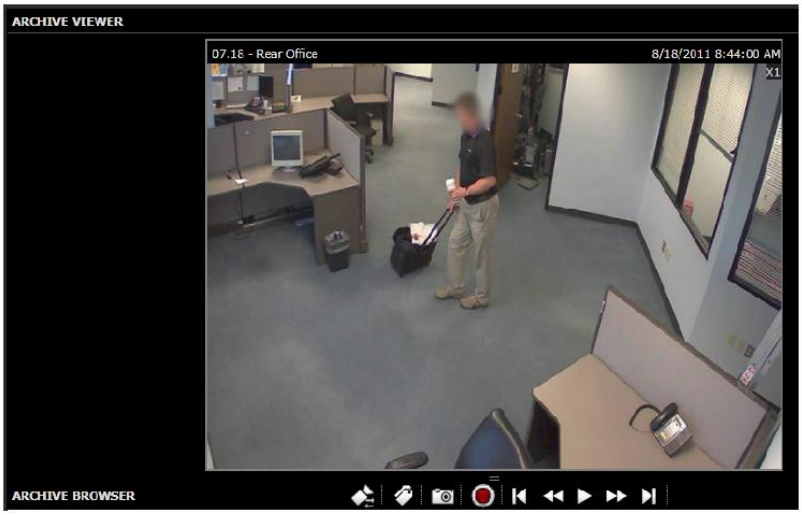
You are lucky, because the article of interest is large enough to be visible in the Archive Segments which show it in the segment beginning at 8:38 AM but not in the Segment beginning 8:58 AM.



You can now narrow your search even further by moving your Segment Begin Bar and Segment End Bar to positions that will capture the time from 8:38 AM to 8:56 AM. This readjusts your Archive Segments and shows you that the item was moved between 8:42 AM and 8:44 AM.

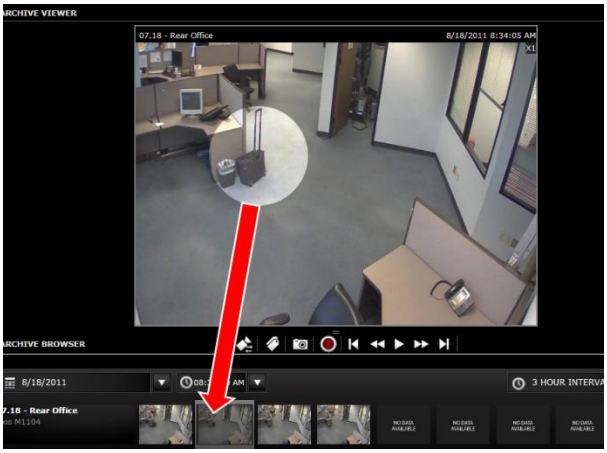


If you double click on the Archive Segment beginning 8:42 AM, video starting at that time will begin in the Archive Viewer. Within a matter of seconds, you will see video of the individual removing the item of interest. (In this case, it is the owner of the item, preparing for a hard day of work!)

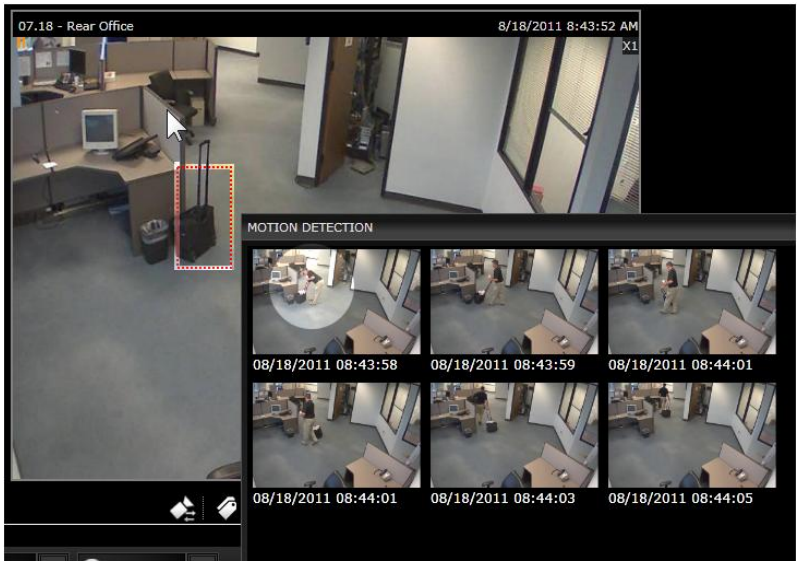


4. You have now searched for, found, and viewed archived video stemming from an incident that occurred in the past based upon a timeframe during which the incident took place. You can Tag the video for easy retrieval and viewing in the future, you can create a Video Extract so you can share the video with other users and so the video will be available on the System for a period of time longer than the normal Archives retention period, and you can download the video for long-term retention or for copying to removable media for authorized distribution.

The above example demonstrated just one avenue to effectively find the video you were looking for. You were lucky because the item of interest was easily visible in the Archive Segment thumbnails. In practice, that might not always be the case. But by double-clicking the Archive Segment, the full View is displayed in the Archive Viewer where it is much easier to see details.



You also could have utilized the Fast Find Control Overlay (by clicking the Select Motion Area control in the Archive Video Control Overlay) to create a Motion Detection Box around the item of interest in the Archive Viewer video. If you then searched forward, the Motion Detection Window would display its Found Item Thumbnails, including one depicting the individual removing the item of interest. Double-clicking the Found Item Thumbnail in the Motion Detection Box will display the full image in the Archive Viewer, where you can use the Archive Video Control Overlay to play, rewind, extract, etc. the video.

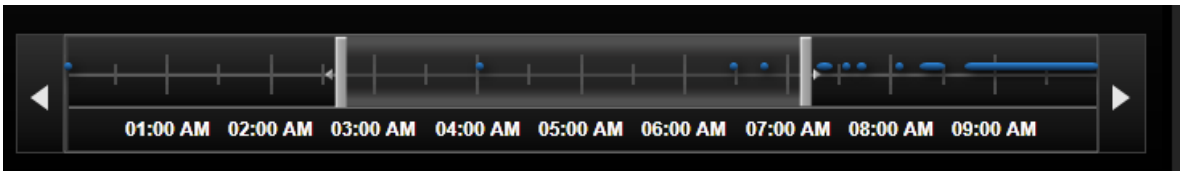


*A Note about the Times Displayed in The Archive Browser's Timeline and the Archive Segments

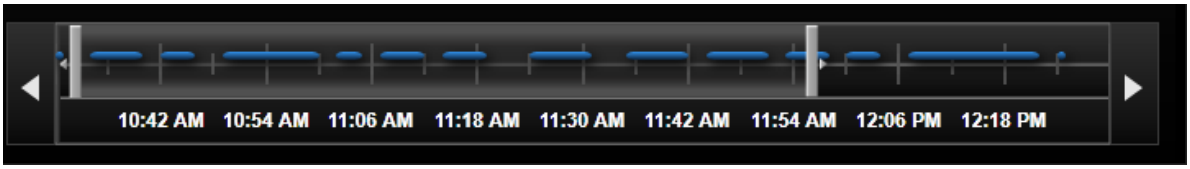
As you can see, you have two very powerful tools to assist you in searching Archives: the Archive Browser's Timeline and the Archive Segments.

The Timeline will always show the Time Interval you specify. The Timeline has indicator lines that divide the Timeline into ten equal time periods; each has a time label under it with the time represented at that point on the Timeline. (If your screen is too small, some of the labels may not appear.)

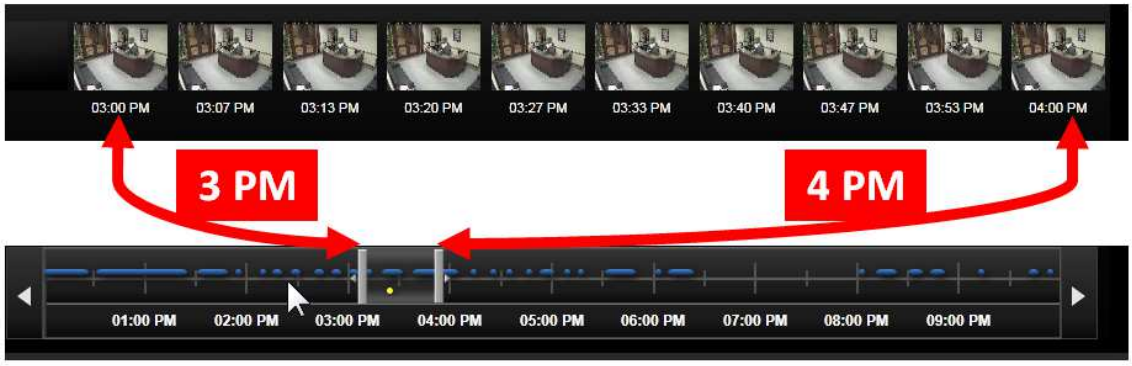
Having the Timeline divided into ten equal periods does not seem out of the ordinary if your Timeline is set up to show, for example, a ten hour Time Interval starting at midnight.



But that type of Time Interval will not happen very often. Usually it will resemble something along the lines of a two hour Timeline beginning at 10:30 AM.



If you are used to using timelines separated into even hours, half hours and quarter hours, this Timeline may just take a little getting used to.

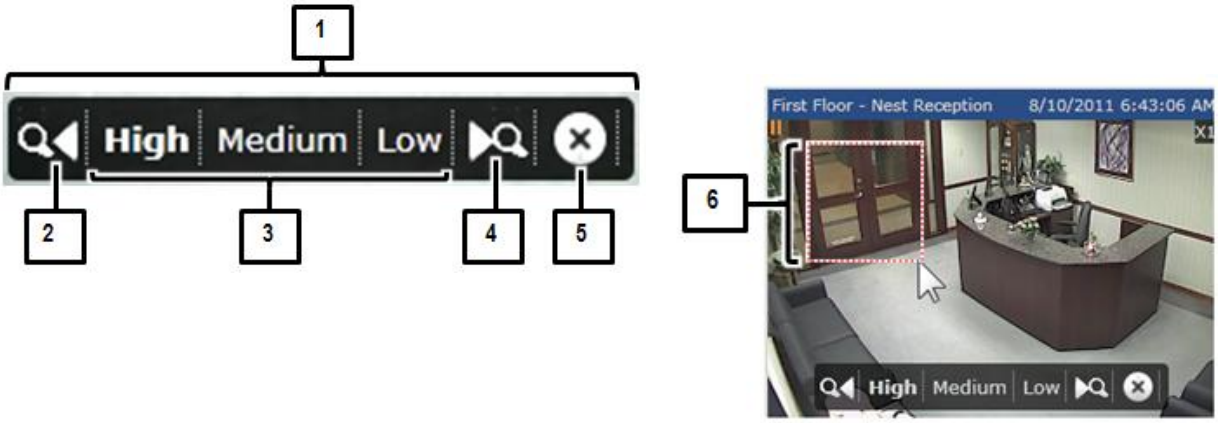


The Archive Segments also appear in the Archive Browser, with their Segments running from left-to-right just above the Timeline. But the Archive Segments' times do not begin and end at the same times as the Timeline. You can move the Archive Segment Begin Bar and End Bar along the Timeline, and they will determine the starting time and ending time for the Archive Segments. Even though the Archive Segments seem to go the entire length of the Timeline, they are actually only depicting the smaller time period between the Archive Segment Bars.

Fast Find and Motion Detection

The Fast Find and Motion Detection functions allow you to select a user-defined area and then to search that area's archived video, backward or forward, for motion.

Fast Find Control Overlay (FFO)



No.	Control/Feature Name and Description
1	Fast Find Control Overlay: The Fast Find Control Overlay enables you to create a Motion Detection Box in a View of archived video and to search, forward or backward, for motion within that Motion Detection Box. You can access the Fast Find Control Overlay from two locations: In the Camera Viewer module from a camera View's Archive Player Overlay, or in the Archives module from a camera View's Archive Video Control Overlay. If you do not create a Motion Detection Box, the Fast Find function will search for motion anywhere in the entire View.
2	Search Motion- Previous: Clicking the Search Motion- Previous control searches for motion events prior to the image displayed in the View and displays thumbnails in the Motion Detection Window depicting any motion events found. If you have created a Motion Detection Box in the View, only motion events within that Motion Detection Box will be displayed.
3	Sensitivity: You can click the High, Medium or Low Sensitivity control to set your desired level of sensitivity for motion detection.
4	Search Motion- Forward: Clicking the Search Motion- Forward control searches for motion events subsequent to the image displayed in the View and displays thumbnails in the Motion Detection Window depicting any motion events found. If you have created a Motion Detection Box in the View, only motion events within that Motion Detection Box will be displayed.

5	Exit Fast Find: Clicking the Exit Fast Find control exits the Fast Find Control Overlay and returns you to your previous overlay. It also removes the Motion Detection Box from your View.
6	Motion Detection Box: Once you are viewing the Fast Find Control Overlay in a camera View, you can create a Motion Detection Box to limit the area of your search. Only motion detected within the Motion Detection Box will be displayed as a motion event.

Motion Detection Window (MDS)

The Motion Detection Window provides you with the results of your Fast Find search and allows you to view video of the found motion events.

No.	Control/Feature Name and Description
1	Motion Detection Window: The Motion Detection Window will appear when you are using the Fast Find Control Overlay to search for motion in a camera's archived video. Once you click the Search Motion- Previous control or the Search Motion- Forward control, the Motion Detection Window will appear, and will display up to nine Found Item Thumbnails, each representing a motion event.
2	Found Item Thumbnail: Found Item Thumbnails appear in the Motion Detection Window if motion events are found during a Fast Find Search. Each Found Item Thumbnail represents a motion event. Double clicking a Found Item Thumbnail displays the found video in the camera's View, allowing you to view and control it with the Archive Player Overlay controls or the Archive Video Control Overlay controls (depending upon whether you selected the Fast Find function from the Camera Viewer module or the Archives module.)
3	Previous Motion Search: The Motion Detection Window can show a maximum of nine Found Item Thumbnails at a time. Clicking the Previous Motion Search control continues searching back in archive to find up to nine more previous motion events.
4	Stop Search: You can stop the current search before all nine Found Item Thumbnails have been found by clicking the Stop Search control. If you want to continue your search, clicking the Previous Motion Search control or Next Motion Search control will start the search again, from the point in time when you stopped the original search.
5	Close: Clicking the Close control closes the Motion Detection Window. The camera View you had been searching will remain and will still display your Motion Detection Box.
6	Next Motion Search: The Motion Detection Window can show a maximum of nine Found Item Thumbnails at a time. Clicking the Next Motion Search control continues searching forward in archive to find up to nine more motion events.
7	Exit: Clicking the Exit control closes the Motion Detection Window. The camera View you had been searching will remain and will still display your Motion Detection Box. The Exit control performs the same function as the Close control.

Using Fast Find and Motion Detection to Find Video

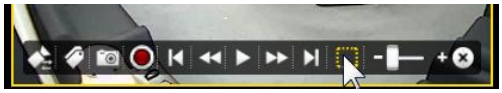
You can use the Fast Find and Motion Detection functions to find motion in a defined area of a View in the Archive Player function in the Camera Viewer module, or in the Archive Viewer function in the Archives module.

It is best to use the Fast Find and Motion Detection functions in a view that is reasonably close in time to the motion for which you are searching. If you are in live view in the Camera Viewer module and an event took place a short time ago, you can use Fast Find to search back for the motion. But if the motion for which you are searching occurred hours or days before, it is best to use the Archives module to view a time that is just before or just after the suspected motion, and then use Fast Find to search, forward or backward, for the sought-after motion video

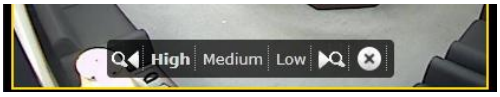
To use the Fast Find and Motion Detection functions, take the following steps:

1. To use the Fast Find function, you must be viewing archived video. You can view archived video by using the Archive Player Overlay controls in the Camera Viewer module, or by viewing video in the Archive Viewer in the Archives module. In this example, we are starting in a live View in the Camera Viewer module. (The steps you would take to use the Fast Find function in the Archive Viewer in the Archives module are similar.) In the Camera Control Overlay, click the Open Archive Player control.

2. Clicking the Open Archive Player control displays the Archive Player Overlay. The Select Motion Area control is visible in the Archive Player overlay. (If you had started in the Archive Viewer in the Archives module, the Select Motion Area control would be in the Archive Video Control Overly.

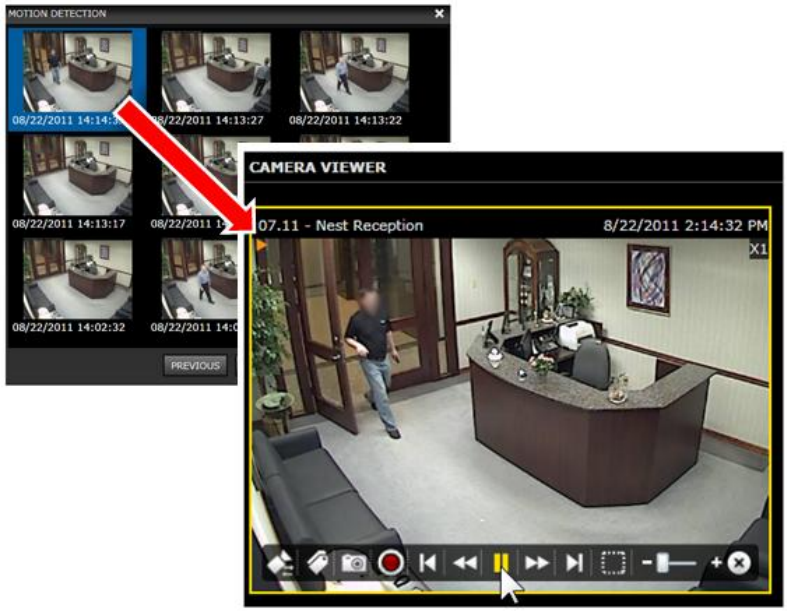


3. Click the Select Motion Area control. This will display the Find Fast Control Overlay.



4. Once you have the Find Fast Control Overlay displayed, you can create a Motion Detection Box in any part of your View. To create the Motion Detection Box, place your cursor at one corner of the Motion Detection Box you wish to create, and drag your cursor to the opposite corner. Your Motion Detection Box will be created, outlined by a red dotted line.

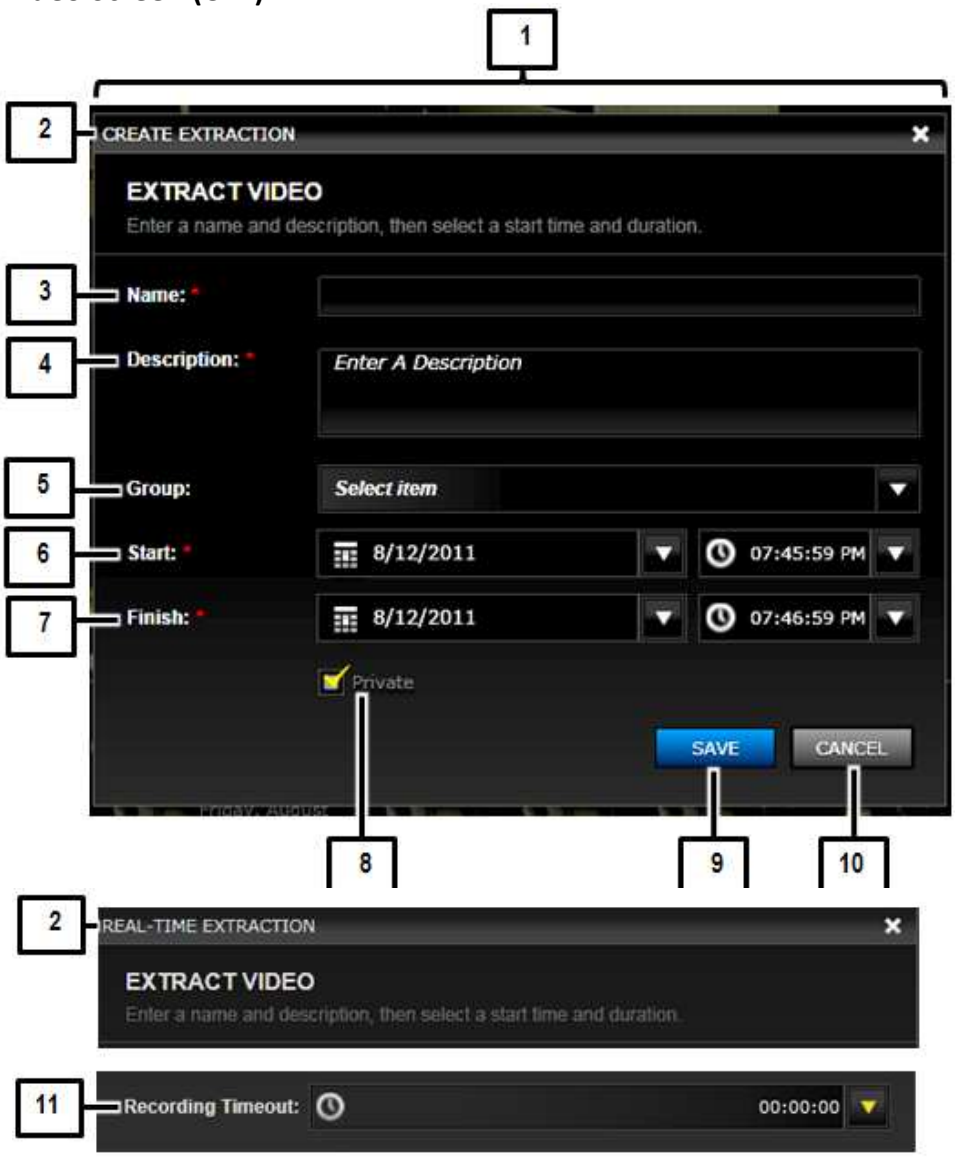
5. The Motion Detection Box will detect motion in the area that it surrounds. To search for that motion, select sensitivity (High, Medium or Low) and click whether you want to Search Motion- Forward or Search Motion- Backward. The Motion Detection Window will appear, and as the system searches through archives in the direction you chose (forward or backward) it will display up to nine Found Item Thumbnails representing found motion events. To continue the search, click the Previous control or the Next control. To view video of the motion detected, double click the Found Item Thumbnail desired, and that video will be displayed in the Camera Viewer (or in the Archive Viewer if you started Fast Find in the Archives module.) You will be able to view, play, rewind, and control the video, including creating a Video Extract, by use of the Archive Player Overlay or Archive Video Control Player Overlay controls.



Create Image Extractions

An Image Extraction is a segment of video you save within the system (“extract”) so it will be retained for easy viewing until you delete it. It will not be deleted automatically after the standard video retention period as will happen to other video that is not extracted. To create an Image Extraction, you utilize the Extract Video Screen

Extract Video Screen (CEX)



No.	Control/Feature Name and Description
1	Extract Video Screen: The Extract Video Screen allows you to extract video segments ("Image Extractions") and retain them within the system. Extractions will be retained until you delete them; they will not be subject to the normal retention period for video in your system. Once you have created an Image Extraction, you can recall the video for viewing and you can download it to your hard drive or other storage media. There are two types of Extract Video Screens: the "Create Extraction" screen and the "Real Time Extraction" screen. The Create Extraction screen is the one you will probably use more often. It is the screen that will appear when you click an Extract control in the Archive Player or Archives Module. It allows you to extract video that has already been recorded, or "archived." The Real Time Extraction screen will appear when you click the Real Time Extract control in a Camera Control Overlay on a Live View in the Camera Viewer module. You will be able to start extracting video as it is being recorded live, and you will be able to stop the recording of the Extraction by clicking the control again. You can also set a maximum duration for the Extraction to limit its size, even if you do not click the control to stop the recording. The two screens (Create Extraction and Real Time Extraction) are almost identical, with the exception of the one control that establishes the length of the Extraction.
2	Extraction Type: The Extraction Type heading indicates whether you are in the Create Extraction screen to create an Extraction from archived video, or the Real Time Extraction screen to extract live video as it is being recorded.
3	Name: Enter a name for your Extraction in the Name field.
4	Description: Enter a description of your Extraction in the Description field.
5	Group: If you utilize Groups to help identify, categorize or store your Extractions, select the appropriate Group from the list that appears when you click the Group control. You must select one of the groups that appears in the drop-down list; you cannot enter a free-text group.
6	Start: In the Real Time Extraction type of Extract Video Screen, the Start control will automatically show the time you are starting your Real Time Extraction, and that cannot be changed. In the Create Extraction type of Extract Video Screen, the Start control will show, by default, the time of the archived video you were viewing. To change the time, select a start date and time by clicking the down icons in the Start fields to view the date calendar and the time list. The date and time can also be entered or changed manually by entering their values directly into their fields.
7	Finish: The Finish control will only appear in the Create Extraction type of Extract Video Screen. Select a finish date and time for the Image Extraction using the Finish control. Click the down icons in the Finish fields to view the date calendar and the time list. The date and time can also be entered or changed manually by entering their values directly into their fields.
8	Private: The Private control, when checked, does not allow other Users to view the Extraction you have created. This is the default selection, and you must have authorization from you System Administrator to change this selection and allow other users to view your Extraction.
9	Save: Clicking the Save control extracts your video and places your new Extraction it in the Image Extractions Element in the Events Container of your Side Panel.
10	Cancel: Clicking the Cancel control cancels the Extract Video process without saving your Extraction and returns you to the screen you had been viewing.

11	Recording Timeout: The Recording Timeout control will only appear in the Real Time Extraction type of Extract Video Screen. Select or enter a Recording Timeout, in hours, minutes and seconds, to establish the maximum duration for your Real Time Extraction. You can select one of the pre-defined durations from the drop-down list, or you can manually enter a duration directly into the Recording Timeout field.

Creating an Image Extraction

An Image Extraction is a segment of recorded video that is stored in the system but is not subject to the archived video retention limits that apply to video that has not been extracted. Once you create an Image Extraction, it will remain in the system until you delete it, and during that time you can easily view it and download it. You can only create one Image Extraction at a time.

There are two types of Image Extractions you can create:

- Image Extraction of archived video
- Image Extraction of live video, extracted as it is being recorded into archives

The procedures and screens involved for both are very similar. Following are the steps to take to create each type of Image Extraction.

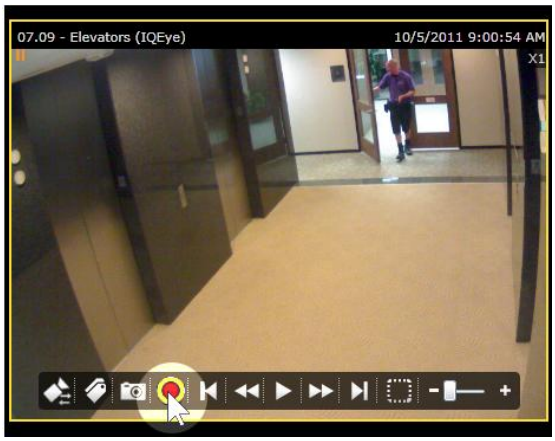
Image Extraction of Archived Video

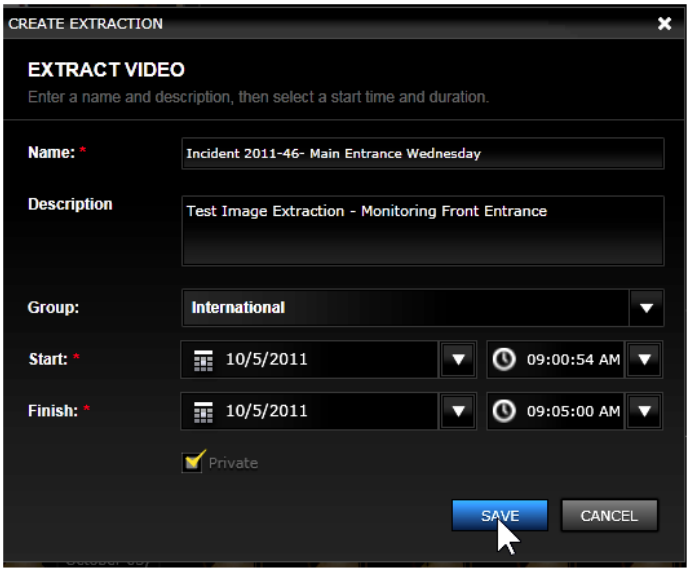
You can access archived video by entering Archive Player mode in the Camera Viewer module, or by using the Archive Viewer and Archive Browser in the Archives module. For this example, we will view video and create an Image Extract by using the Archives module. To create your Image Extract, follow these steps:

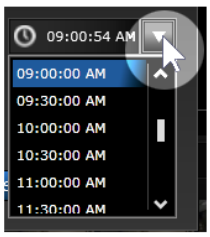
1. Use the Archive Browser and the Archive Viewer to locate the video you want to extract. (If you were viewing archived video by using the Archive Player in the Camera Viewer module, these steps would be the same.)

2. Determine the date and time to start the Extraction and the date and time to stop it. You can determine this while you are viewing the archived video in preparation for the Image Extraction, or you may have reviewed the video on a prior occasion and noted your Start and Finish dates and times. Once you have determined your Start and Finish times, you will enter the Create Extract Screen. But before you do that, if you return to the point in the video where you want the Extraction to begin, that Start time will be inserted automatically in the Create Extract Screen for you.

3. Enter the Create Extract Screen by clicking the Extract control on the Archive Video Control Overlay. (You could also select your camera View and use the Extract control in the Archive Video Control Panel. Either control will work.)



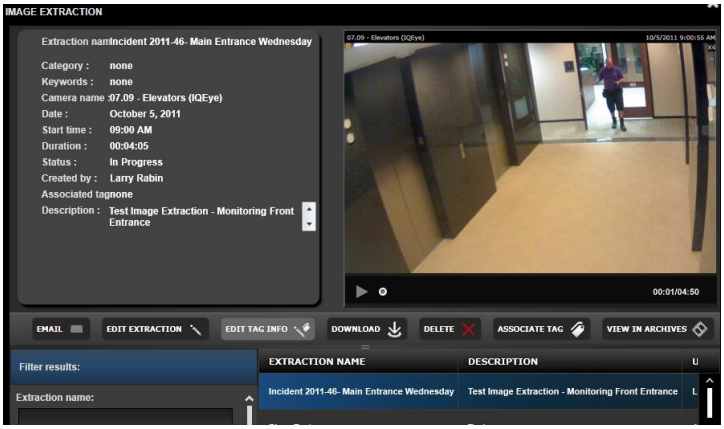




4. When you click the Extract control, the Extract Video Screen will appear. Enter information about your Extraction. You must provide your Extraction with a name, and you have the option of providing a description. If your administrator has established groups for categorizing, filtering or identifying Extractions, you can select the group you want associated with the Extraction.

Fill in the Start and Finish dates and times. The time of the last archived video you were viewing will already be entered in the Start fields, so if you had stopped the archived video at the point where you want your Extraction to begin, you do not have to enter anything additional to the Start fields. If you want to change the Start fields, you can do so. Enter the Finish date and time. You can select Start and Finish dates from the calendars that will drop down when you click the date controls, and you can select Start and Finish times from the lists that will drop down when you click the time controls. You can also enter or change the dates and times by entering them manually, directly into the fields.

5. By default, the Private control will be checked. This means your Image Extraction is not shared with other users. If you remove the check mark from that control, other users will be able to view your Extraction. You may need administrative approval to remove that check mark.



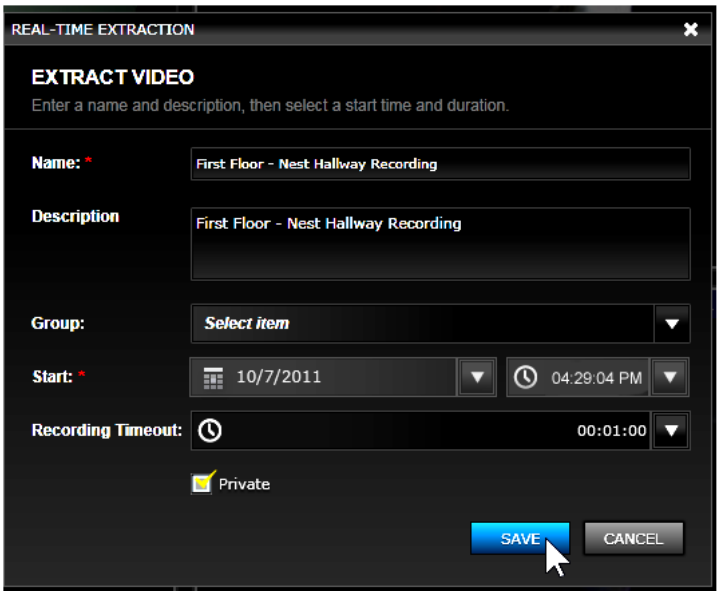
6. Once you have entered all of the information regarding your Image Extraction, click the Save control. You have now created your Image Extraction, and it can be viewed using the Event Viewer Panel or Event Pop-Up Viewer in the Image Extractions Element. The Image Extraction just created is shown here in the Image Extractions Event Viewer Panel.

Real Time Extraction of Live Video

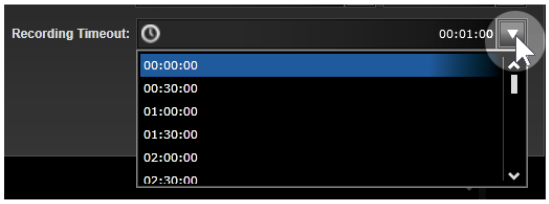
You are viewing live video if you are viewing video in the Camera Viewer module and you have not activated one of the Archive Player controls that launces archived video. To create your Real Time Extraction of live video as it is taking place, follow these steps:

1. In the Camera Viewer module, determine which camera View is displaying the video you want to extract. When you want to start the Real Time Extraction, click that camera View's Real Time Extract Toggle.

2. When you click the Real Time Extract Toggle, the Real Time Extraction version of the Extract Video Screen will appear. As in the Archived Video version of the Extract Video Screen, certain information must be entered, and other information may be entered, in the appropriate fields on the screen. The Real Time Extraction version of the Extract Video Screen enters default values in all fields, to enable you to start your Real Time Extraction instantly. The default values will consist of the camera Name for the Extraction Name and Description, no Group, the Private control checked, a Start time of the time you begin your Extraction, and a Recording Timeout limit of 1 minute. You can change the default values for the Name, Description, Group, Private control (if authorized) and Recording Timeout if you wish.



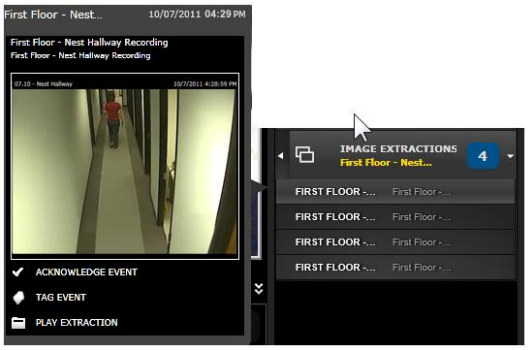
3. The Recording Timeout value establishes the maximum time the system will extract video for this Image Extraction, even if you do not click the Real Time Extract Toggle again to manually stop the extraction process. You can change the Recording Timeout value by clicking the Recording Timeout control and selecting a different time limit, in an hours:minutes:seconds format. You can also change the existing value or enter a new value by manually entering the new value directly into the field.



4. By default, the Private control will be checked. This means your Image Extraction is not shared with other users. If you remove the check mark from that control, other users will be able to view your Extraction. You may need administrative approval to remove that check mark.

5. The Image Extraction will continue until you stop the Extraction or until the Recording Timeout limit is reached, whichever occurs first. To stop the Image Extraction, click the Real Time Extraction Toggle. You will note that the control has changed from a red circle (that started the Real Time Extraction) to a white or yellow square, which stops the Real Time Extraction.) Once you stop the Extraction, the control will return to its original form, a red circle.

6. Once the Real Time Extraction process stops, either because you click the Real Time Extraction Toggle or because the Recording Timeout limit is reached, your Image Extraction will be created. It can be viewed using the Event Viewer Panel or Event Pop-Up Viewer in the Image Extractions Element. The Image Extraction just created is shown here in the Image Extractions Event Pop-Up Window.



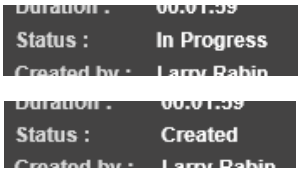
A Note about Real Time Extractions

Only one user at a time can perform a Real Time Extraction on any one camera. While your Real Time Extraction is in progress, you will see the red Real Time Extraction indicator flashing in upper right corner of that camera View. This Real Time Extraction indicator will flash on all workstations viewing that camera. Similarly, if another user is creating a Real Time Extraction, your Real Time Extraction indicator will flash when you view that camera View. Only the user who started the Real Time extraction can stop it.

After Your Extractions Are Created

Once you have successfully extracted your video, its name will appear in the Event Viewer Panel and the Event Pop-Up Window in the Image Extractions Element of the Side Panel. You will be able to play your Image Extraction in both the Event Pop-Up Window and the Event Viewer Panel. In the Event Viewer Panel, you can also confirm the Image Extraction was successfully created and you can download the extracted video to your hard drive or to external media.

You can view the status of your Image Extraction in the status line of the Selected Event Information section of the Event Viewer Panel. While the Image Extraction is being processed, the status will read "In Progress." Once the process is completed and your Image Extraction is available to view, the status line will read "Created."



Refer to the sections on the Image Extractions Element- Event Viewer Panel and Image Extractions Element- Event Pop-Up Window in the Side Panel Instructions for more details regarding managing your Image Extraction.

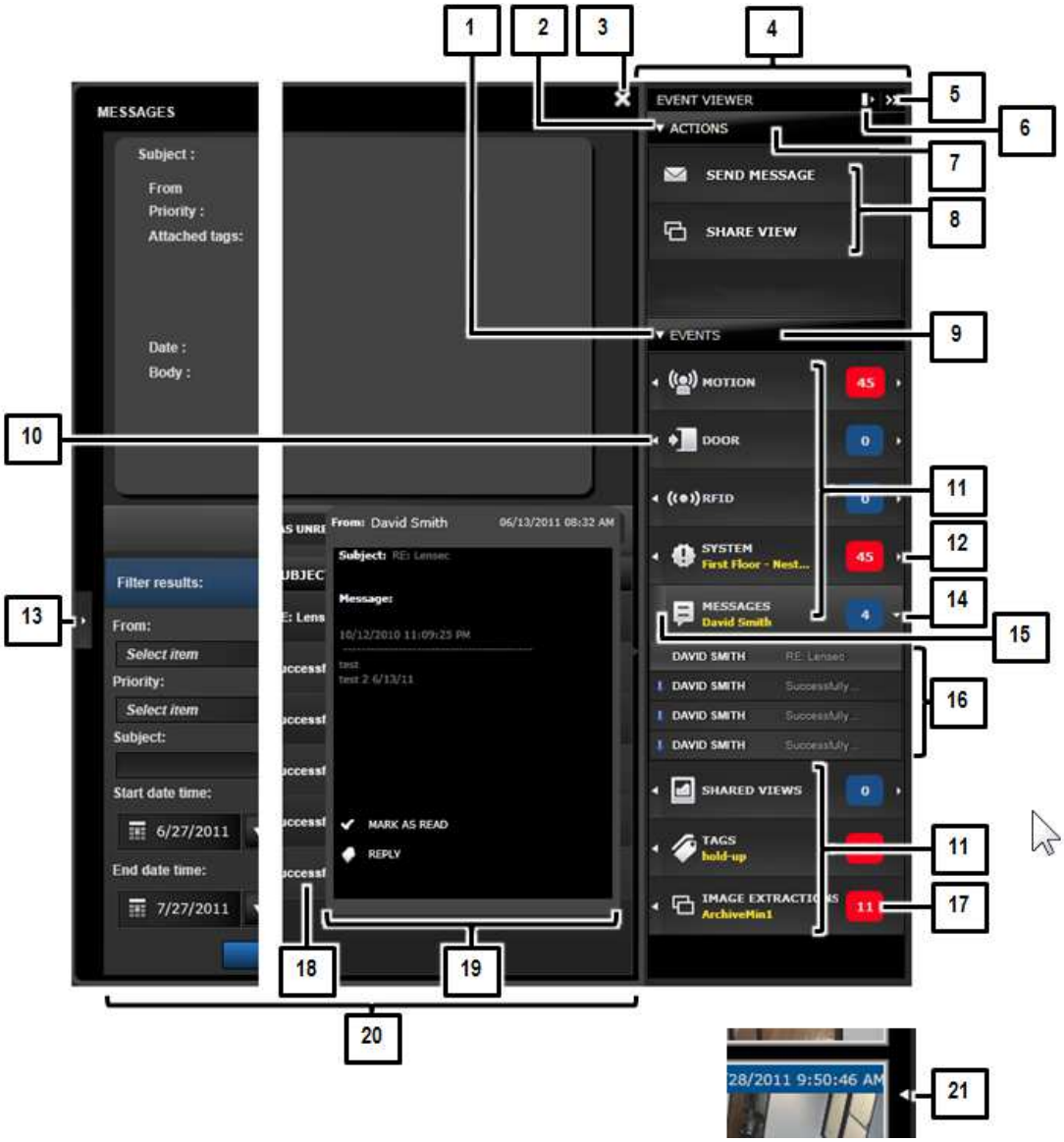
Working with Actions and Events (Side Panel Overview)

The Side Panel is the system's communications center. It consists of the Actions Container and the Events Container. The Actions Container enables you to Send Messages and Share Views with other users. The Events Container enables you to receive information about, view, and respond to Motion events, Door and RFID alerts, System events, Tags, Image Extractions, incoming Messages and Shared Views.

Basic Side Panel Navigation, Screens and Controls

An overview of the panels and screens within the Camera Viewer Module:

Side Panel, with Event Viewer Panel Extended and Event Pop-Up Window (SID)



No.	Control/Feature Name and Description
1	Collapse/Expand Events Container: The Collapse/Expand Events Container control toggles between collapsing and expanding the Events Container.
2	Collapse/Expand Actions Container: The Collapse/Expand Actions Container control toggles between collapsing and expanding the Actions Container.
3	Collapse Event Viewer Panel: The Collapse Event Viewer Panel control collapses the expanded Event Viewer Panel being viewed.
4	Side Panel: The Side Panel consists of the Actions Container and the Events Container. The Actions Container enables you to Send Messages and Share Views with other users. The Events Container enables you to receive information about, view, and respond to Motion events, Door and RFID alerts, System events, Tags, Image Extractions, and incoming Messages and Shared Views received from other users.
5	Hide Side Panel: Clicking the Hide Side Panel control hides the Side Panel. The Side Panel can be restored by clicking the Side Panel Restore control which is a small triangle, pointed to the left, at the far right side of the screen.
6	Minimize/Maximize Side Panel: Clicking the Minimize/Maximize Side Panel control minimizes or maximizes the Side Panel. When minimized, you can still see the Actions Elements and Events Elements icons, and the Event Counters.
7	Actions Container: The Actions Container is one of the two major containers in the Side Panel (the other is the Events Container.) The Actions Container consists of a number of Actions Elements, including Send Messages and Share Views, each with controls for their individual functions.
8	Actions Elements: The Actions Container consists of a number of Actions Elements, including Send Messages and Share Views, each with controls for their individual functions.
9	Events Container: The Events Container is one of the two major containers in the Side Panel (the other is the Actions Container.) The Events Container consists of a number of Events Elements, including Motion, Door, RFID, System, Messages, Shared Views, Tags and Image Extractions, each with controls for their individual functions.
10	Expand Event Viewer Panel: The Expand Event Viewer Panel control is at the left of each of the Events Elements. Clicking the control expands Event Viewer Panel, providing the full range of the Element's information, displays and controls.
11	Events Elements: The Events Container consists of a number of Events Elements, including Motion, Door, RFID, System, Messages, Shared Views, Tags and Image Extractions, each with controls for their individual functions.
12	Expand Event Transacting List: The Expand Events Transaction List control is at the right of each of the Events Elements. Clicking the control expands the Event Transaction List. (Clicking anywhere on that Event Element control will provide the same result.)
13	Collapse Event Viewer Panel: When an Event Viewer Panel is expanded, the Collapse Event Viewer Panel control will appear at the far left side of the screen. Clicking the control collapses the Event Viewer Panel.
14	Collapse Event Transaction List: When an Event Transaction List is expanded, the Collapsed Event Transaction List control will appear at the right of that particular Events Element. Clicking the control collapses the Event Transaction List. (Clicking anywhere on that Event Element control will provide the same result.)
15	Collapse Event Viewer Panel: When an Event Viewer Panel is expanded, the Collapse Event Viewer Panel control will appear at the left side of the Event Element. Clicking the control

	collapses the Event Viewer Panel.
16	Event Transaction List: Each Events Element can have a list of events associated with that Element. The Event Transaction List provides a view of the ten most-recent events that you have not yet Acknowledged or Marked as Read. Clicking the name of one of the events displays the Event Pop-Up Window.
17	Event Counter: The Event Counter displays the number of unacknowledged (or, in the case of Messages, unread) events that exist in the Event Transaction List for the related Events Element. If any new events have been added to the Event Transaction List since you last viewed the list, the Event Counter background will be red. If no new events have been added, the background will be blue.
18	Event Detail List: In the Event Viewer Panel, the Event Detail List is the section at the lower right of the Event Viewer Panel containing a list with descriptive information about the individual events. *(Partially obscured in the diagram.)*
19	Event Pop-Up Window: The Event Pop-Up Window allows you to view, acknowledge, tag, share and/or respond to an event in the Event Transaction List. The exact actions you can take will vary, depending upon the event you are viewing. To access the Event Pop-Up Window, click an event listed in an Event Transaction List. Clicking the event again closes the Event Pop-Up Window.
20	Event Viewer Panel: The Event Viewer Panel provides you with a searchable list of all events associated with the Event Element. Click an event to select it. Selecting an event provides you with detailed information regarding that event and allows you to view, acknowledge, tag, share and/or respond to the event. The exact actions you can take will vary, depending upon the event you are viewing. To access the Event Viewer Panel for an Element, click the Expand Event Viewer Panel control for that Events Element.
21	Restore Side Panel: If the Side Panel has been hidden by clicking the Hide Side Panel control, clicking the Restore Side Panel control will restore the Side Panel.

Launching the Side Panel, Event Viewer Panels and Event Pop-Up Windows

1. The Side Panel

When you first Log-in and view any module, the Side Panel will appear at the right side of your screen. The Side Panel can be minimized by clicking the Minimize/Maximize Side Panel control,

Or it can be hidden by clicking the Hide Side Panel control.

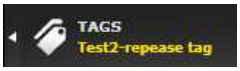
Once the Side Panel is minimized or hidden, it can be maximized or restored by clicking the Minimize/Maximize control again (to maximize the Side Panel)

Or by clicking the Restore Side Panel control to restore (or “un-hide”) the Side Panel. The Restore Side Panel control is the small triangle-shaped icon, pointing to the left, located at the far right edge of your screen.

2. The Event Viewer Panel

The Events Container consists of a number of Events Elements (including Motion, Messages, Shared Views, etc.) and each of those Events Elements has an associated Event Viewer Panel and an associated Event Pop-Up Window to enable you to view and respond to the various events.

To expand an Event Viewer Panel so it will be displayed, click the Expand Event Viewer Panel control, which is the small triangle-shaped icon pointing left, located just to the left of the name of the Event Element.

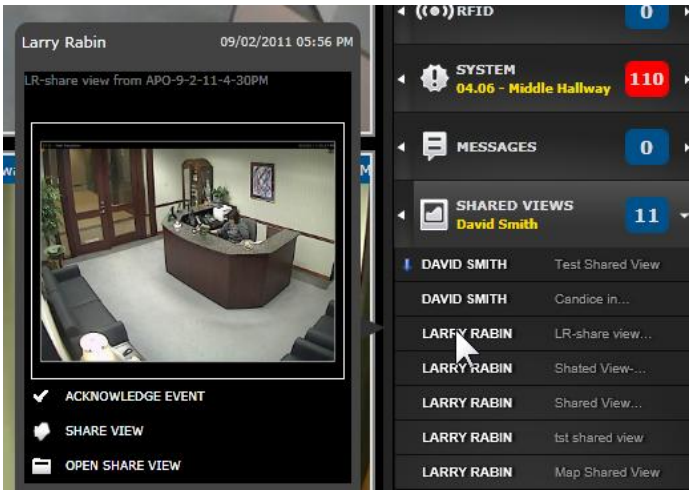


To collapse the Event Viewer Panel, you can click any one of the three Collapse Event Viewer Panel controls: the “X” icon located at the top-right of the Event Viewer Panel; the small triangle-shaped icon, pointing to the right, at the far left edge of your screen; or the light-gray rectangle that appears where the Expand Event Viewer Panel had been before the Event Viewer Panel was expanded.

3. The Event Pop-Up Window

To display the Event Pop-Up Window, you first have to view the Event Transaction List. To view the Event Transaction List, click the Expand Event Transaction List control for the Event Element you want to view. (*Note, clicking anywhere on that Event Element control will provide the same result). When you click the Expand Transaction List control, it will change its direction so it is pointing down. If becomes the Collapse Event Transaction List control. The Event Transaction List will drop down.

If you move your cursor up and down over the events in the Event Transaction List, you will see each event's Event Pop-Up Window. When you are over the event you want, click that event and the Event Pop-Up Window will remain.



To close the Event Pop-Up Window, click the event again, or collapse the Event Transaction List. To collapse the Event Transacting List, click the Collapse Event Transaction List control. When you click the Collapse Transaction List control, it will change its direction so it is again pointing right. It again becomes the Expand Event Transaction List control. The Event Transaction List will collapse. (Clicking anywhere on that Event Element control will provide the same result.)

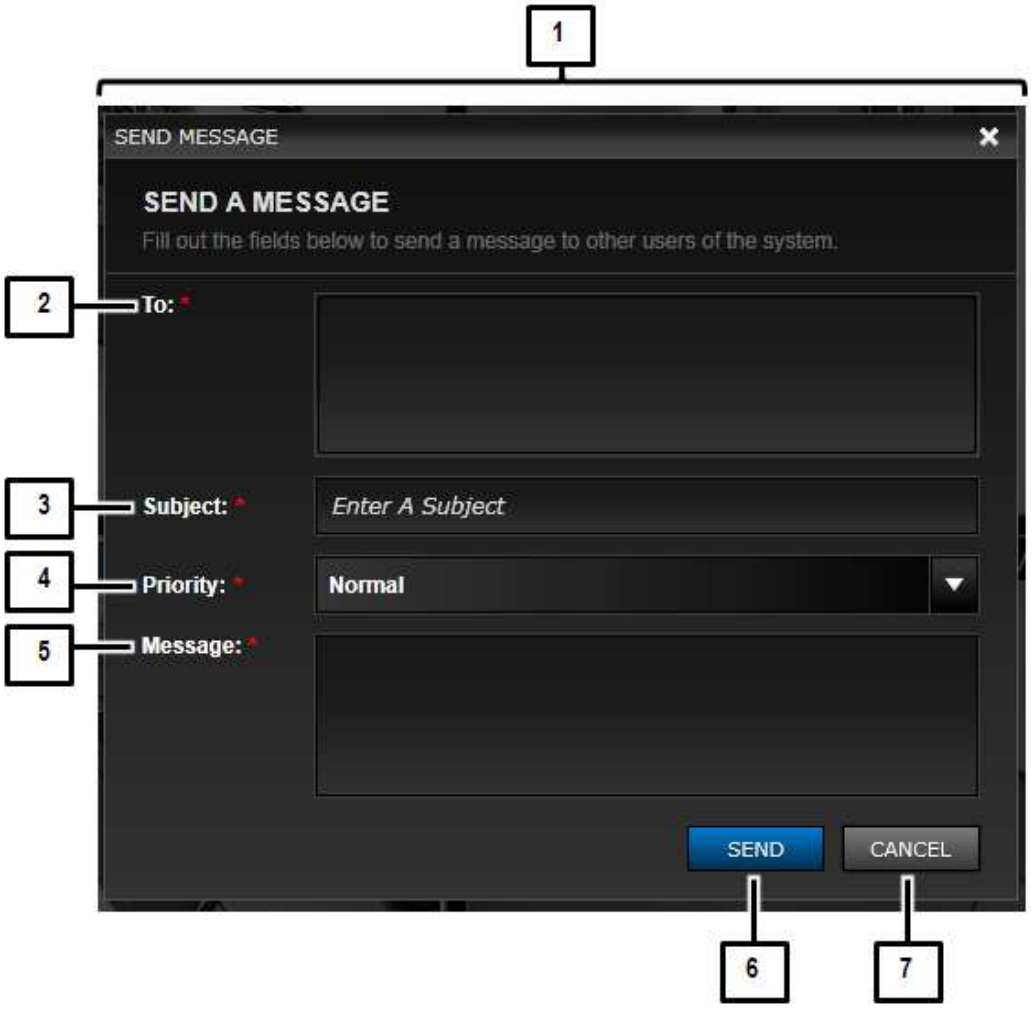
Side Panel- Actions Container

The Actions Container is one of the two major containers in the Side Panel (the other is the Events Container.) The Actions Container consists of two Actions Elements: the Send Messages Element and the Share Views Element.

1. The Send Messages Element

Clicking the Send Message Element opens the Send Message Screen. The Send Message Screen allows you to send a text message to other users on the system. You must specify one or more recipients, a subject of the message, and whether its priority is low, normal or high (normal is the default priority.)

Send Message Screen (SSM)



No.	Control/Feature Name and Description
1	Send Message Screen: The Send Message Screen allows you to send a text message to other users on the system. You must specify one or more recipients, a subject of the message, and whether its priority is low, normal or high (normal is the default priority.)
2	To: You must enter the recipient's name in the To field. Start typing the desired name in the field and all names fitting your entered criteria will appear in a drop-down list below the field. Click the desire name, and it will be entered in the To field. You can then enter additional names in the same manner. To remove a name from the To field; click the "X" icon next to the name.
3	Subject: Enter the subject of your message.
4	Priority: Select the Message Priority. The drop-down list will allow one of three Priority selections: Low, Normal (the default) or High.
5	Message: Enter your Message in the Message field.
6	Send: Clicking the Send control sends your message to the specified recipients.
7	Cancel: Clicking the Cancel control cancels your message and closes the Send Message Screen.

2. The Share View Element

Clicking the Share View Element opens the Share View Screen. The Share View Screen allows you to share your current on-screen View with other users.

Share View Screen (SVA)

No.	Control/Feature Name and Description
1	Share View Screen: The Share View Screen allows you to share your current screen view with other users. If you share a view from the Camera Viewer module, when the recipient of your Shared View opens that Shared View, your Arrangement and camera selections will open in his Camera Viewer, displaying the current live images at the time he is viewing. The Shared View will not display the image that was on your screen at the time you sent the Shared View. If you share a view from the Archives module, when the recipient opens the Shared View it will open in his Archive Viewer, displaying the Arrangement and Views as they were when you sent the Shared View (provided, of course, that the retention period for archived video has not passed.)
2	To: You must enter the recipient's name in the To field. Start typing the desired name in the field and all names fitting your entered criteria will appear in a drop-down list below the field. Click the desire name, and it will be entered in the To field. You can then enter additional names in the same manner. To remove a name from the To field; click the "X" icon next to the name.
3	Subject: Enter the subject of your Shared View and its accompanying message.
4	Priority: Select the Priority for your Shared View. The drop-down list will allow one of three Priority selections: Low, Normal (the default) or High.
5	Message: Enter the Message you want to accompany the Shared View in the Message field.
6	Shared View thumbnail: The Shared View Thumbnail provides you with a small indication of the Shared View that is being sent.
7	Send: Clicking the Send control sends your Shared View to the specified recipients.
8	Clicking the Cancel control cancels your attempt to share your view and closes the Share View Screen.

Side Panel- Events Container

The Events Container is one of the two major containers in the Side Panel (the other is the Actions Container.) The Events Container consists of a number of Events Elements, including Motion, Door, RFID, System, Messages, Shared Views, Tags and Image Extractions.

Each Events Element provides you with access to its own Event Viewer Panel and Event Pop-Up Window, for your appropriate responses. The Event Viewer Panels provide you with comprehensive information regarding the event, along with a full range of actions you can take. The Event Pop-Up Windows provide you with a quick view of the last ten unacknowledged (or, in the case of Messages, unopened) events along with the ability to take the most often desired actions.

Within the Events Container, you may see certain Icons in various status columns. The icons you may see, and their descriptions, are provided below.

Icon	Description and Meaning
	A sealed envelope in the Messages Element - Message is unread
	An open envelope in the Messages Element- Message has been read
	A paper-clip in the Messages Element- Message contains an attachment
	A blue downward arrow in the Messages or Shared Views Element- Low Priority
	A red exclamation point in the Messages or Shared Views Element- High Priority
	A red downward arrow in the System Element- Camera or device is down (not operating correctly)
	A green upward arrow in the System Element- Camera or device is back up (operating correctly)

1. The Motion Element

Clicking the Expand Event Viewer Panel control in the Motion Event Element opens the Motion Event Viewer Panel. The Motion Event Viewer Panel provides you with information regarding motion events detected by the system's cameras, and allows you to take certain actions in response to the Motion event. You can preview video associated with an event, and you can search for (Filter), Tag, Acknowledge and View in Archives individual events.

Motion Viewer Panel Screen (SMO)

No.	Control/Feature Name and Description
1	Motion Event Viewer Panel: The Motion Event Viewer Panel provides you with information regarding motion events detected by the system's cameras. Basic information regarding each such event is provided in a separate line in the Event Detail List at the lower right portion of the screen. Clicking an event in the Event Detail List selects and highlights that event and provides more detailed information in the Selected Event Information section of the screen. You can view the selected motion in the Event Preview Player. You can search for (Filter), Tag, Acknowledge and View in Archives individual events.
2	Selected Event Information section: The Selected Event Information section provides additional information regarding your selected event, including any associated Tags.

3	Collapse Event Viewer Panel- Motion: The Collapses Event Viewer Panel- Motion control collapses the Event Viewer Panel- Motion and returns you to the screen you had been viewing previously.
4	Event Preview Player: When you select an event by clicking it in the Event Detail List, the first frame of video from that event will appear in the Event Preview Player. You can use the Event Preview Player Controls to play and rewind that archived video.
5	Event Preview Player Controls: The Event Preview Player Controls allow you to control the video in the Event Preview Player by viewing previous frames one-by-one, by rewinding the video at speeds from "X1" to "X64," by playing and pausing the video, by fast-forwarding the video at speeds from "X1" to "X64" and by advancing the video frames, one-by-one.
6	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the events displayed in the Event Detail List. You can filter based upon the Camera name, Grouping and Date and Time of the event.
7	Filter by Camera Name: Clicking the Filter by Camera Name control displays a drop-down list of Camera Names. Click one of the Camera Names to limit the Event Detail List to that Camera Name when you click the Filter control.
8	Filter by Grouping: Clicking the Filter by Grouping control displays a drop-down list of Groupings. Click one of the Groupings to limit the Event Detail List to that Grouping when you click the Filter control.
9	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only events that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
10	Filter by End Date and Time: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only events that occurred between your selected start and end times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
11	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only events that meet those criteria.
12	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
13	Edit Tag Information: Clicking the Edit Tag Information control displays the Edit Tag screen with a layout and controls similar to those on the Create Tag screen. You will not be able to edit the Start and Finish dates and times. If a Tag has not already been created for a Motion event, the Edit Tag control will be grayed out, and will not function.
14	Camera name: The Camera Name column in the Event Detail List provides you with the Camera Name associated with the event.
15	Acknowledge Event: Clicking the Acknowledge Event control places a check-mark in the Acknowledged column, indicating you have acknowledged the selected event. Once you acknowledge an event, the Acknowledge Event control for that event will be grayed out and will not be functional. Once you acknowledge an event, you cannot "un-acknowledge" it. Acknowledged events are not included in the number of events displayed by the Event Counter.

16	Time: The Time column in the Event Detail List provides you with the Time associated with the start of the event.
17	Associate Tag: Clicking the Associate Tag control opens the Create Tag Screen and allows you to create a Tag for the selected event. If a Tag has already been created for an event, the Associate Tag control will be grayed out and will not function. You can, however, edit the existing Tag information by using the Edit Tag Information control.
18	Group: The Group column in the Event Detail List provides you with the Group (if there is one) associated with the event.
19	Acknowledged: The Acknowledged column in the Event Detail List displays a check-mark if you have acknowledged that event.
20	View in Archives: Clicking the View in Archives control takes you to the Archives module and displays the selected event in the Archive Viewer. You can then view and control the event's video by utilizing the functions and controls of the Archive Viewer and the Archive Browser. You cannot view Video in Archives if the video has exceeded the archived video retention period.

2. The System Element

Clicking the Expand Event Viewer Panel control in the System Element opens the System Event Viewer Panel. The System Event Viewer Panel provides you with information regarding system devices, such as a system camera going down. If there is associated video pertaining to the system event, you can view the video in the Event Preview Player. You can search for (Filter,) Acknowledge and View in Archives individual events.

System Viewer Panel Screen (SYS)

No.	Control/Feature Name and Description
1	System Event Viewer Panel: The System Event Viewer Panel provides information regarding system devices, such as a system camera going down. Basic information regarding each such event is provided in a separate line in the Event Detail List at the lower right portion of the screen. Clicking an event in the Event Detail List selects and highlights that event and provides more detailed information in the Selected Event Information section of the screen. If there is associated video pertaining to the system event, you can view the video in the Event Preview Player. You can search for (Filter,) Acknowledge and View in Archives individual events.

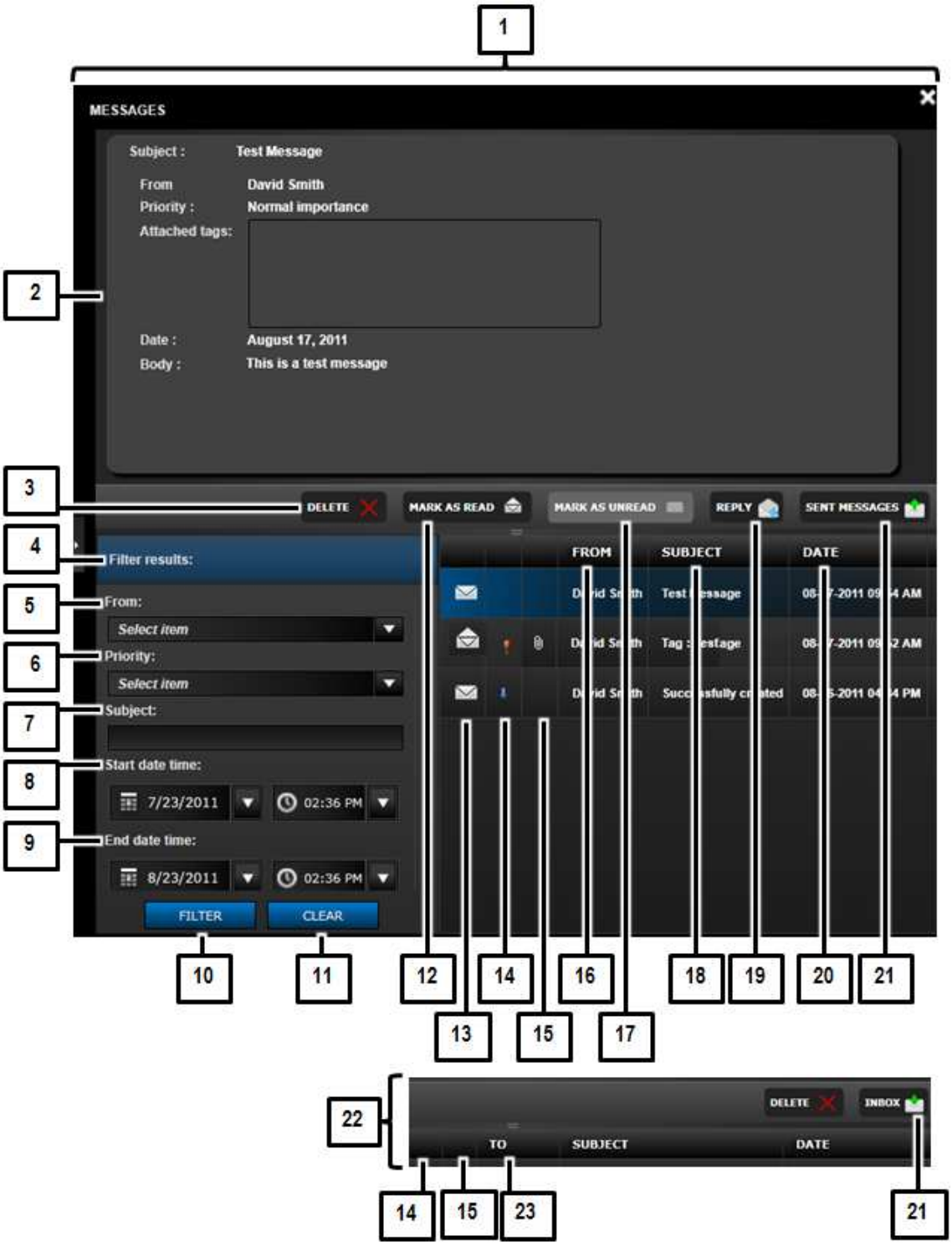
2	Selected Event Information: The Selected Event Information section provides additional information regarding your selected event.
3	Event Preview Player: If there is archived video associated with the System Event, when you select that event by clicking it in the Event Detail List, the first frame of video from that event will appear in the Event Preview Player. You can use the Event Preview Player Controls to play and rewind that archived video.
4	Event Preview Player Controls: The Event Preview Player Controls allow you to control the video in the Event Preview Player by viewing previous frames one-by-one, by rewinding the video at speeds from "X1" to "X64," by playing and pausing the video, by fast-forwarding the video at speeds from "X1" to "X64" and by advancing the video frames, one-by-one.
5	Collapse Event Viewer Panel- System: The Collapse Event Viewer Panel- system control collapses the Event Viewer Panel- System and returns you to the screen you had been viewing previously.
6	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the events displayed in the Event Detail List. You can filter based upon the Camera Name, Camera Description and Date and Time of the event
7	Filter by Camera Name: Clicking the Filter by Camera Name control displays a drop-down list of Camera Names. Click one of the Camera Names to limit the Event Detail List to that Camera Name when you click the Filter control.
8	Filter by Camera Description: Enter all or part of the Camera Description in the Filter by Camera Description field. When you click the Filter control, the Event Detail List will only display events having a Camera Description that includes the search criteria you entered. Your search criteria can be one or more characters, and all events with a Camera Description containing your entered search criteria will be displayed.
9	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only events that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
10	Filter by End Date and Time: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only events that occurred between your selected start and end times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
11	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only events that meet those criteria.
12	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
13	Event Type Icon Column: The Event Type Icon Column displays an icon indicating the type of event that is listed. The icon can indicate a system device or camera is down (non-operational) of that is has gone back up (operational.)
14	Camera name: The Camera Name column in the Event Detail List provides you with the Camera Name associated with the event.
15	Camera Description: The Camera Description column in the Event Detail List provides you with

	the Camera Description associated with the event.
16	Date: The Date column in the Event Detail List provides you with the date a camera or other system device stopped functioning, experienced other problems, or began functioning again.
17	Acknowledge Event: Clicking the Acknowledge Event control places a check-mark in the Acknowledged column, indicating you have acknowledged the selected event. Once you acknowledge an event, the Acknowledge Event control for that event will be grayed out and will not be functional. Once you acknowledge an event, you cannot "un-acknowledge" it. Acknowledged events are not included in the number of events displayed by the Event Counter.
18	Acknowledged: The Acknowledged column in the Event Detail List displays a check-mark if you have acknowledged that event.

5. The Messages Element

Clicking the Expand Events Viewer Panel control in the Messages Element opens the Messages Event Viewer Panel. The Messages Event Viewer Panel provides you with a centralized place to receive, send, reply to, acknowledge, and search messages to and from other users. If the Message was created along with tagged video, you will be able to view or download the tagged video.

Messages Viewer Panel Screen (SMS)



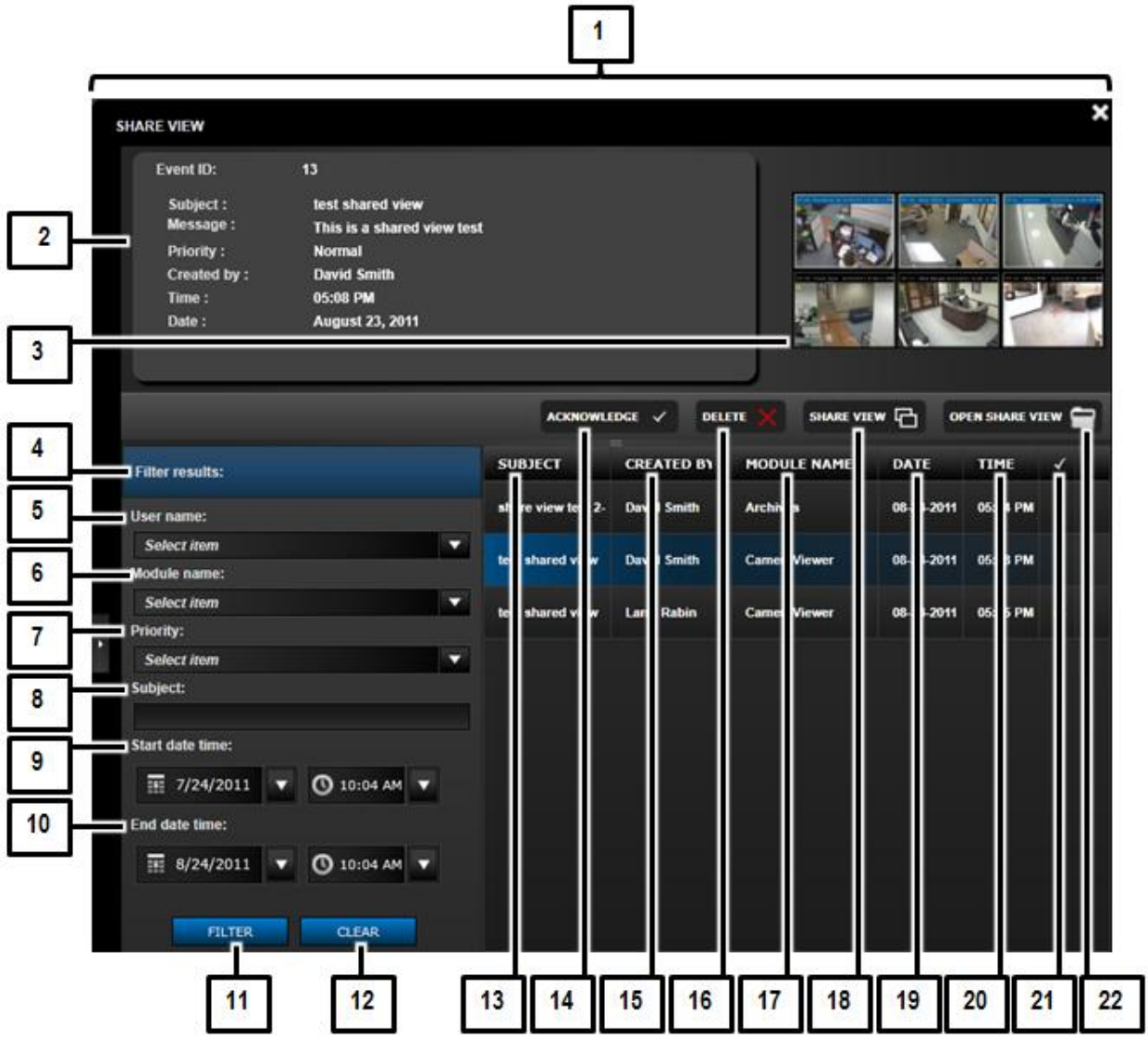
No.	Control/Feature Name and Description
1	Messages Event Viewer Panel: The Messages Event Viewer Panel provides you with a centralized place to receive, send, reply to, acknowledge, and search messages to and from other users. You can toggle between your Inbox and you r Sent Messages. Basic information regarding the sender or recipient of the message, Subject, Date, Priority, Attachments and (for incoming messages) whether you have marked the message as Read, is provided in the Event Detail List at the lower right portion of the screen. Clicking a message in the Event Detail List selects and highlights that message and provides more detailed information and the full body of the message in the Selected Event Information section of the screen. If there is an Attachment (Tag) in the message, clicking the tag information in the Attached Tags field of the Selected Event Information section will take you to the appropriate screen and display the tagged video.
2	Selected Event Information: The Selected Event Information section provides additional information regarding your selected message including the full body of the message. If there is an Attachment (Tag) in the message, clicking the tag information in the Attached Tags field of the Selected Event Information section will take you to the appropriate screen and display the tagged video.
3	Delete Message: Clicking the Delete Message control will delete the selected Inbox or Sent Messages message. You will be asked to confirm your deletion, and once confirmed, your message will be deleted.
4	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the messages displayed in your Inbox and Sent Messages displayed in the Event Detail List. You can filter based upon the sender (for Inbox messages,) the recipient (for sent messages,) Priority, Subject, and Date and Time sent or received.
5	Filter by Sender- From: Clicking the Filter by Sender- From control displays a drop-down list of users' names. Click one of the users' names to limit your Event Detail List to show messages from that sender when you click the Filter control.
6	Filter by Priority: Clicking the Filter by Priority control displays a drop-down list of Priority levels. Click one of the Priority levels to limit your Event Detail List to show messages with that Priority level when you click the Filter control.
7	Filter by Subject: Enter all or part of the message Subject in the Filter by Subject field. When you click the Filter control, the Event Detail List will only display messages with a Subject that includes the search criteria you entered. Your search criteria can be one or more characters, and all messages with a Subject containing your entered search criteria will be displayed.
8	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only messages that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
9	Filter by End Date and Time: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only messages that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.

10	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only messages that meet those criteria.
11	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
12	Mark as Read: Clicking the Mark as Read control changes the status of your message to Read and displays the corresponding icon in the Inbox Read/Unread Column.
13	Inbox Read/Unread Column: The Inbox Read/Unread Column displays an icon indicating the status of each message in your Inbox. When the message is first received, it will show a status of "Unread" and will switch to "Read" if you click the Mark as Read control.
14	Message Priority Status Column: The Message Priority Status Column indicates the priority status of messages in the Event Detail List. If no icon is displayed, the priority is Normal (the default.) If the message priority is Low or High, the appropriate icon will be displayed.
15	Attachment Icon Column: The Attachment Icon Column indicates if a message in the Event Detail List contains an attachment. If there is an attachment, the column will display the Message Attachment Icon.
16	From: The From column in the Inbox portion of the Event Detail List provides you with the sender's name associated with the message.
17	Mark as Unread: Clicking the Mark as Unread control changes the status of your message from Read to Unread and displays the corresponding icon in the Inbox Read/Unread Column.
18	Subject: The Subject column in the Event Detail List provides you with the Subject of the message.
19	Reply: The Reply control launches the Send Message Screen, with the To, Subject, Priority and Message fields already populated with the information from the original message you received. To complete your reply message, you only have to add your new text and click the Send control.
20	Date: The Date column in the Event Detail List provides you with the date a message was received or sent.
21	Sent Messages/Inbox Toggle: The Sent Messages/Inbox Toggle toggles between the Sent Messages section and the Inbox of the Event Detail List.
22	Sent Messages Control Screen: The Sent Messages Controls Screen will be displayed when you toggle the Event Details List to display Sent Messages. It will replace the corresponding screen section and controls of the Inbox screen.
23	To: The "To" column in the Sent Messages portion of the Event Detail List provides you with the intended recipient's Name associated with the message.

6. The Shared Views Element

The Shared Views Event Viewer Panel provides you with information regarding Views that other users have shared with you, or that you have shared with other users. You can search for (Filter), Acknowledge, Delete, Share with another user and Open individual Shared Views. You access the Shared Views Event Viewer Panel by clicking the Expand Event Viewer Panel control in the Shared Views Event Element.

Shared Views Viewer Panel Screen (SVE)



No.	Control/Feature Name and Description
1	Shared Views Event Viewer Panel: The Shared Views Event Viewer Panel provides you with information regarding Views that other users have shared with you, or that you have shared with other users. Basic information regarding each Shared View is provided in a separate line in the Event Detail List at the lower right portion of the screen. Clicking a Shared View in the Event Detail List selects and highlights that Shared View and provides more detailed information in the Selected Event Information section of the screen. You can view the selected Shared View in the Shared View Previewer. You can search for (Filter), Acknowledge, Delete, Share with another user and Open individual Shared Views.
2	Selected Event Information: The Selected Event Information section provides additional

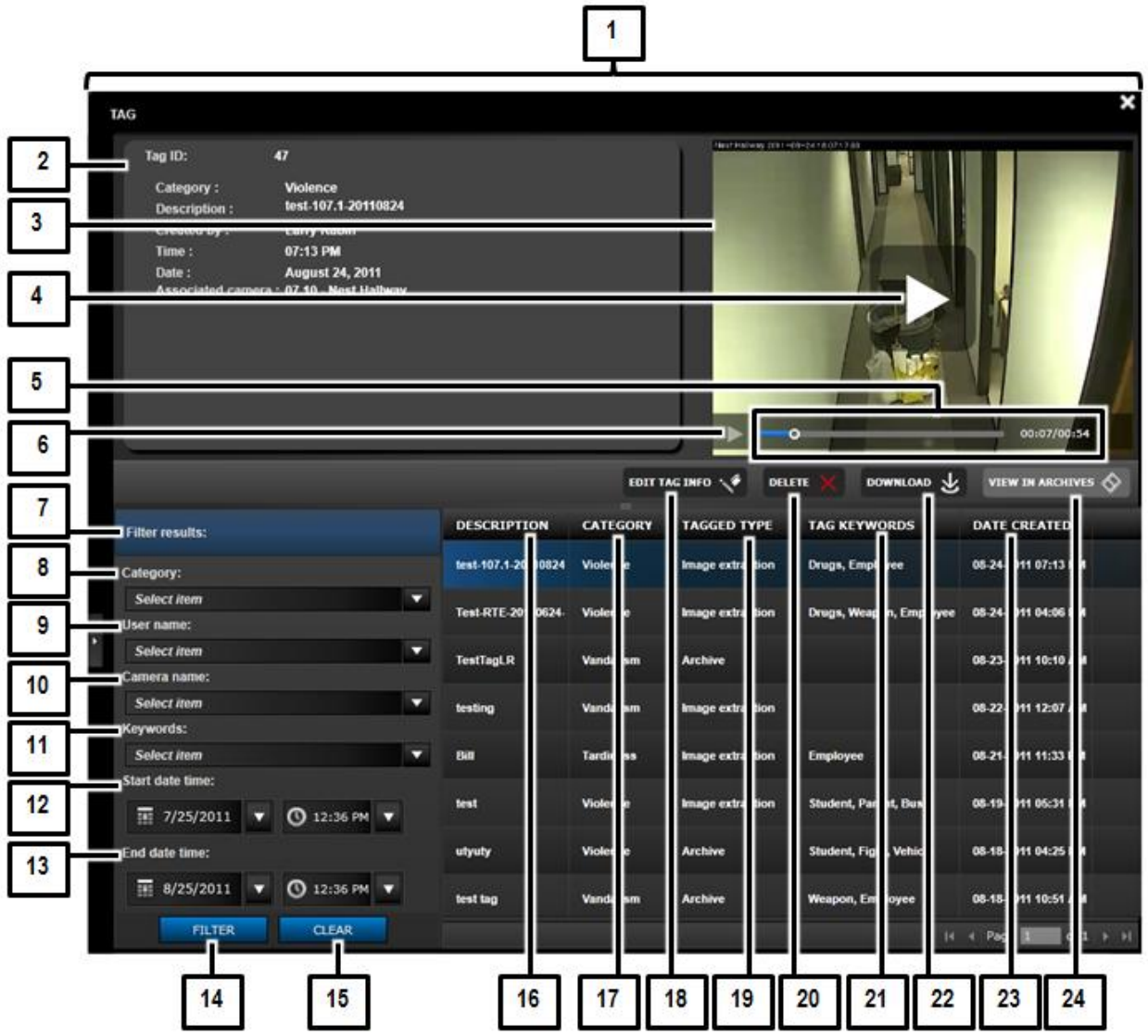
	information regarding your selected Shared View, including any associated Tags.
3	Shared View Previewer: When you select a Shared View by clicking it in the Event Detail List, a preview of the Shared View will appear in the Shared View Previewer. If the Shared View is a View from the Camera Viewer module the image in the Shared View Previewer will display the image at the time the Shared View was sent, but if you Open the Shared View, it will show you the current view from the Shared View's Arrangement and cameras.
4	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the Shared Views displayed in the Event Detail List. You can filter based upon the User Name of the user who shared the View, The Module where the Shared View originated, Priority, Subject and Date and Time of the Shared View.
5	Filter by User Name: Clicking the Filter by User Name control displays a drop-down list of User Names. Click one of the User Names to limit the Event Detail List to that User Name when you click the Filter control.
6	Filter by Module Name: Clicking the Filter by Module Name control displays a drop-down list of Module Names. Click one of the Module Names to limit the Event Detail List to that Module Name when you click the Filter control.
7	Filter by Priority: Clicking the Filter by Priority control displays a drop-down list of Priority levels. Click one of the Priority levels to limit your Event Detail List to show Shared Views with that Priority level when you click the Filter control.
8	Filter by Subject: Enter all or part of the Shared View's Subject in the Filter by Subject field. When you click the Filter control, the Event Detail List will only display Shared Views with a Subject that includes the search criteria you entered. Your search criteria can be one or more characters, and all Shared Views with a Subject containing your entered search criteria will be displayed.
9	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only Shared Views that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
10	Filter by End Date and Time: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only Shared Views that occurred between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
11	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only Shared Views that meet those criteria.
12	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
13	Subject: The Subject column in the Event Detail List provides you with the Subject of the message that accompanied the Shared View.
14	Acknowledge Event: Clicking the Acknowledge Event control places a check-mark in the Acknowledged column, indicating you have acknowledged the selected Shared View. Once you acknowledge a Shared View, the Acknowledge Event control for that event will be grayed out and will not be functional. Once you acknowledge a Shared View, you cannot "un-acknowledge" it.

	Acknowledged events are not included in the number of events displayed by the Event Counter.
15	Created By: The Created By column in the Event Detail List provides you with the name of the user who created and sent the Shared View.
16	Delete Shared View: Clicking the Delete Shared View control will delete the selected Shared View. You will be asked to confirm your deletion, and once confirmed, your Shared View will be deleted.
17	Module Name: The Module Name column in the Event Detail List provides you with the name of the Module that the Shared View's creator used to create and send the Shared View.
18	Share View: Clicking the Share View control opens the Share View screen which allows you to forward, or share with another user, the Shared View that was sent to you. The Share View screen will already be populated with the Subject, Priority, Message and Shared View Thumbnail as they appear in the original Shared View.
19	Date: The Date column in the Event Detail List provides you with the date a Shared View was sent to you.
20	Time: The Time column in the Event Detail List provides you with the time a Shared View was sent to you.
21	Acknowledged: The Acknowledged column in the Event Detail List displays a check-mark if you have acknowledged the Shared View.
22	Open Share View: The Open Share View control opens the Shared View in the Module in which it was created.

7. The Tags Element

The Tags Event Viewer Panel provides you with access to, and information regarding, Video that you have tagged or that other users have tagged and made available to you. You can preview the selected Tag's associated video, and you can search for (Filter), Edit and Delete Tags. You can download video associated with advanced Tags created for Image Extractions, and you can View in Archives video associated with Tags created for video in Archives. You access the Tags Event Viewer Panel by clicking the Expand Event Viewer Panel control in the Tags Event Element.

Tags Viewer Panel Screen (STG)



No.	Control/Feature Name and Description
1	Tags Event Viewer Panel: The Tags Event Viewer Panel provides you with access to, and information regarding, Video that you have tagged or that other users have tagged and made available to you. Basic information regarding each Tag and its associated video is provided in a separate line in the Event Detail List at the lower right portion of the screen. Clicking a Tag event in the Event Detail List selects and highlights that event and provides more detailed information in the Selected Event Information section of the screen. You can view the selected Tag's associated video in the Image Extraction Previewer (for Tags created for Image Extractions) or in the Event Preview Player (for Tags created for video in Archives, including live Views tagged in the Camera Viewer module.) You can search for (Filter), Edit and Delete Tags. You can Download video associated with advanced Tags created for Image Extractions, and you can View in Archives video associated with Tags created for video in Archives.

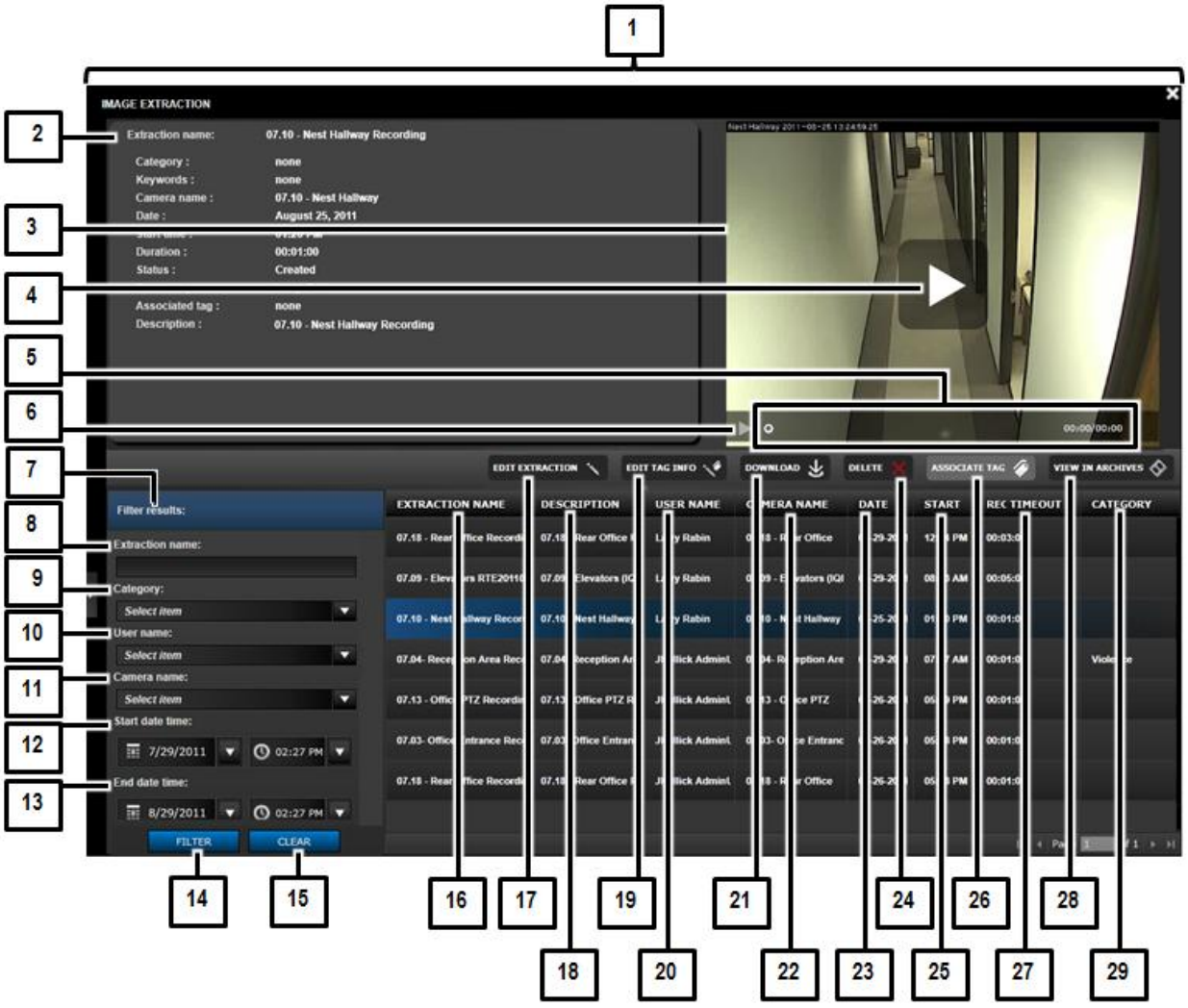
2	Selected Event Information: The Selected Event Information section provides additional information regarding your selected Tag.
3	Image Extraction Previewer: If a Tagged Type is Image Extraction, when you select that Tag by clicking it in the Event Detail List, the video associated with the Tag will appear in the Image Extraction Previewer. If a Tagged Type is Archives, when you select that Tag the video associated with the Tag will appear in the Event Preview Player. For additional information regarding the Event Preview Player, refer to the Instructions for the Motion Event Viewer Panel.
4	Play: If a Tagged Type is Image Extraction, its associated video appears in the Image Extraction Previewer. You can then use the Image Extraction Previewer's Play, Play/Pause and Play Time Indicator controls to control the video. If a Tagged Type is Archives, its associated video appears in the Event Preview Player and that video can be controlled with the Event Preview Player Controls. For additional information regarding the Event Preview Player Controls, refer to the Instructions for the Motion Event Viewer Panel.
5	Play Time Indicator: The Play Time Indicator provides you with a graphical and numeric indication of the elapsed time and the total time of the video being viewed. You can also slide the graphical portion of the indicator left and right to advance or rewind the video.
6	Play/Pause Toggle: The Play/Pause Toggle toggles between playing and pausing the video in the Image Extraction Previewer.
7	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the Tags displayed in the Event Detail List. You can filter based upon Category, User who created the Tag, Camera Name, Keywords, and Date and Time of the Tag.
8	Filter by Category: Clicking the Filter by Category control displays a drop-down list of Tag Categories. Click one of the Categories to limit the Event Detail List to that Category when you click the Filter control.
9	Filter by User Name: Clicking the Filter by User Name control displays a drop-down list of User Names. Click one of the User Names to limit the Event Detail List to that User Name when you click the Filter control.
10	Filter by Camera Name: Clicking the Filter by Camera Name control displays a drop-down list of Camera Names. Click one of the Camera Names to limit the Event Detail List to that Camera Name when you click the Filter control.
11	Filter by Keyword: Clicking the Filter by Keyword control displays a drop-down list of Keywords. Click one of the Keywords to limit the Event Detail List to that Keyword when you click the Filter control.
12	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only Tags of video occurring between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
13	Select End Date and Time for Filter: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only Tags of video occurring between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.

14	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only Tags that meet those criteria.
15	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
16	Description: The Description column in the Event Detail List provides you with the Tag Description that was entered at the time the Tag was created.
17	Category: The Category column in the Event Detail List provides you with the Category that was entered at the time the Tag was created.
18	Edit Tag Information: Clicking the Edit Tag Information control displays the Edit Tag screen with a layout and controls similar to those on the Create Tag screen. You will not be able to edit the Start and Finish dates and times.
19	Tagged Type: The Tagged Type column in the Event Detail List indicates whether Tagged video was created by, and store in, Archives or in an Image Extraction. Tagged video created from a Live View in Camera viewer will be stored in Archives. When a Tag event is selected, Video stored in Archives will be previewed in the Event Preview Player; video stored in an Image Extraction will be previewed in the Image Extraction Previewer.
20	Delete Tag: Clicking the Delete Tag control will delete the selected Tag. You will be asked to confirm your deletion, and once confirmed, your Tag will be deleted.
21	Tag Keywords: The Tag Keywords column in the Event Detail List provides you with Tag Keywords associated with the Tag.
22	Download: If a Tagged Type is Image Extraction, you can Download the tagged video by clicking the Download control. This allows you to Download the tagged video file to your hard drive or other drive or media of your choice. The exact steps you must take to save the file once you click the Download control will be determined by your browser and the preferences you have selected in your browser's setup screen. You may be asked if you want to view or download the file or where you want to save it. Your browser may just download the file to a location specified in your browser setup. Your actual download may take a while, depending upon the size of the file and the speed of your network connection. If a Tagged Type is Archives, the Download control will be grayed out and will not function.
23	Date Created: The Date Created column in the Event Detail List provides you with the Date the Tag was created.
24	View in Archives: If a Tagged Type is Archives, you can view the tagged video in Archives by clicking the View in Archives control. If a Tagged Type is Image Extraction, the View in Archives control will be grayed out and will not function. You cannot view Video in Archives if the video has exceeded the archived video retention period.

8. The Image Extractions Element

The Image Extractions Event Viewer Panel provides you with access to, and information regarding, Video that you have extracted or that other users have extracted and made available to you. You can view the selected Image Extraction video in the Image Extraction Previewer. You can search for (Filter); Edit an Associated Tag, Download, Delete, Associate a Tag, and View in Archives your selected Image Extraction. You access the Image Extractions Event Viewer Panel by clicking the Expand Event Viewer Panel control in the Image Extractions Event Element.

Image Extractions Viewer Panel Screen (SIE)



No.	Control/Feature Name and Description
1	Image Extractions Event Viewer Panel: The Image Extractions Event Viewer Panel provides you with access to, and information regarding, Video that you have extracted or that other users have extracted and made available to you. Basic information regarding each Image Extraction is provided in a separate line in the Event Detail List at the lower right portion of the screen. Clicking an Image Extraction event in the Event Detail List selects and highlights that event and provides more detailed information in the Selected Event Information section of the screen. You can view the selected Image Extraction video in the Image Extraction Previewer. You can search for (Filter); Edit an Associated Tag, Download, Delete, Associate a Tag, and View in Archives your selected Image Extraction.
2	Selected Event Information: The Selected Event Information section provides additional information regarding your selected Image Extraction.
3	Image Extraction Previewer: When you select an Image Extraction by clicking it in the Event Detail List, the Image Extraction video will appear in the Image Extraction Previewer. You can then use the Image Extraction Previewer Play, Play/Pause and Play Time Indicator controls to control the video.
4	Play: Clicking the Play control plays the video. The Play control will disappear, but the video can be paused by clicking the Play/Pause toggle. When the video is paused, the Play control will reappear.
5	Play Time Indicator: The Play Time Indicator provides you with a graphical and numeric indication of the elapsed time and the total time of the video being viewed. You can also slide the graphical portion of the indicator left and right to advance or rewind the video.
6	Play/Pause Toggle: The Play/Pause Toggle toggles between playing and pausing the video in the Image Extraction Previewer.
7	Filter Criteria Input: The Filter Criteria Input fields allow you to enter criteria used to search, or filter, the Image Extractions displayed in the Event Detail List. You can filter based upon the Extraction Name, Category, User Name of the user who extracted the video, Camera Name and Date and Time of the Image Extraction.
8	Filter by Extraction Name: Enter all or part of the Image Extraction Name in the Filter by Extraction Name field. When you click the Filter control, the Event Detail List will only display Image Extractions with an Extraction Name that includes the search criteria you entered. Your search criteria can be one or more characters, and all Image Extractions with a Subject containing your entered search criteria will be displayed.
9	Filter by Category: Clicking the Filter by Category control displays a drop-down list of Image Extraction Categories. Click one of the Categories to limit the Event Detail List to that Category when you click the Filter control.
10	Filter by User Name: Clicking the Filter by User Name control displays a drop-down list of User Names. Click one of the User Names to limit the Event Detail List to that User Name when you click the Filter control.
11	Filter by Camera Name: Clicking the Filter by Camera Name control displays a drop-down list of Camera Names. Click one of the Camera Names to limit the Event Detail List to that Camera Name when you click the Filter control.
12	Filter by Start Date and Time: Together with the Filter by End Date and Time control, you can filter the Event Detail List to show only Image Extractions of video beginning between your selected Start and End times and dates when you click the Filter control. You can select dates

	from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
13	Filter by End Date and Time: Together with the Filter by Start Date and Time control, you can filter the Event Detail List to show only Image Extractions beginning between your selected Start and End times and dates when you click the Filter control. You can select dates from the drop-down calendar that appears when you click the date controls, and you can select times from the drop-down list that appears when you select the time controls. You can also enter times and dates directly into the fields.
14	Filter: Clicking the Filter control applies the filter criteria you selected. The Event Detail List will show only Image Extractions that meet those criteria.
15	Clear Filter: Clicking the Clear Filter control clears any Filter criteria you have entered. Your Event Detail List will again display all events with no filtering applied.
16	Extraction Name: The Extraction Name column in the Event Detail List provides you with the Extraction Name that was entered at the time the Image Extraction was created.
17	Edit Extraction: The Edit Extraction control opens the Edit Extraction screen, where you can edit certain aspects of the Image Extraction, including its Description, Group, and whether the Image Extraction is Private or not.
18	Description: The Description column in the Event Detail List provides you with the Image Extraction Description that was entered at the time the Image Extraction was created.
19	Edit Tag Information: Clicking the Edit Tag Information control allow you to edit a Tag associated with the Image Extraction by displaying the Edit Tag screen with a layout and controls similar to those on the Create Tag screen. You will not be able to edit the Start and Finish dates and times. If a Tag has not already been created for an Image Extraction, the Edit Tag Information control will be grayed out, and will not function.
20	User Name: The User Name column in the Event Detail List provides you with the name of the user who created the Image Extraction.
21	Download: Clicking the Download control allows you to Download the Image Extraction video file to your hard drive or other drive or media of your choice. The exact steps you must take to save the file once you click the Download control will be determined by your browser and the preferences you have selected in your browser's setup screen. You may be asked if you want to view or download the file or where you want to save it. Your browser may just download the file to a location specified in your browser setup. Your actual download may take a while, depending upon the size of the file and the speed of your network connection.
22	Camera Name: The Camera Name column in the Event Detail List provides you with the Camera Name associated with the Image Extraction.
23	Date: The Date column in the Event Detail List provides you with the Date the Image Extract video begins.
24	Delete Image Extract: Clicking the Delete Image Extract control will delete the selected Image Extract. You will be asked to confirm your deletion, and once confirmed, your Image Extract will be deleted.
25	Start: The Start column in the Event Detail List provides you with the time the Image Extraction video begins.
26	Associate Tag: Clicking the Associate Tag control opens the Create Tag Screen and allows you to create a Tag for the selected Image Extraction. If a Tag has already been created for the Image

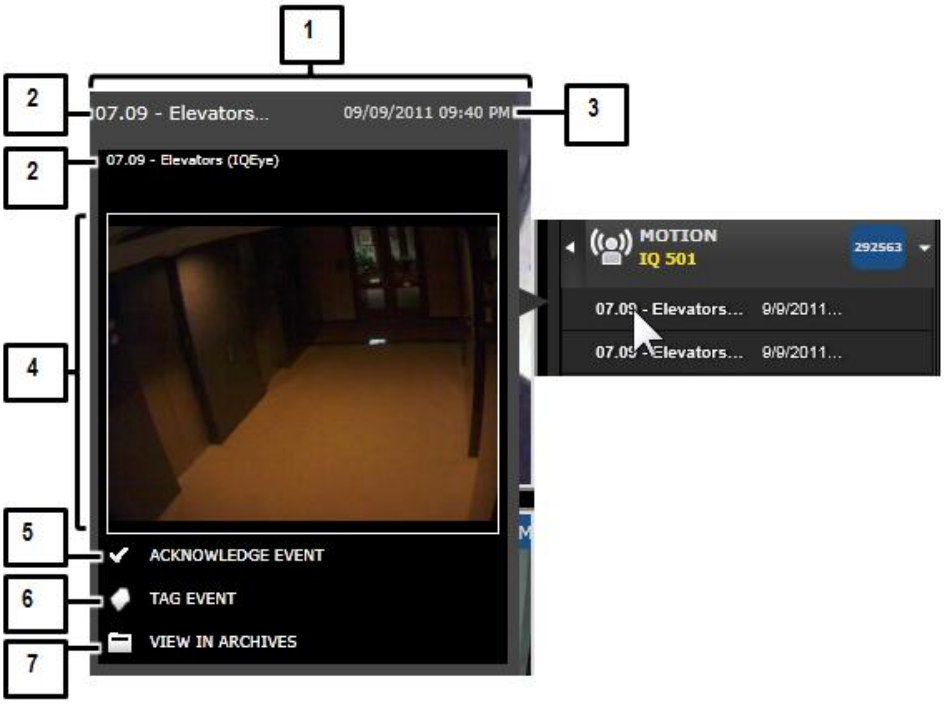
	Extraction, the Associate Tag control will be grayed out and will not function. You can, however, edit the existing Tag information by using the Edit Tag Information control.
27	Recording Timeout: The Recording Timeout column in the Event Detail List provides you with the maximum duration of the Image Extract, regardless of how much, or if any, video was actually recorded.
28	View in Archives: Clicking the View in Archives control takes you to the Archives module and displays the selected Image Extraction in the Archive Viewer. You can then view and control the event's video by utilizing the functions and controls of the Archive viewer and the archive browser. You cannot view Video in Archives if the video has exceeded the archived video retention period.
29	Category: The Category column in the Event Detail List provides you with the Category that was entered at the time the Image Extraction was created.

Event Pop-Up Windows

1. The Motion Element- Event Pop-Up Window

The Motion Event Pop-Up Window allows you to quickly preview, Acknowledge, Tag, and View in Archives any of the last ten unacknowledged Motion events received in your Motion Element. You access the Motion Event Pop-Up Window by first clicking the Expand Transaction List control in the Motion Element, and then clicking an event in the Event Transaction List.

Motion Event Pop-Up Window (PMO)



No.	Control/Feature Name and Description
1	Motion Event Pop-Up Window: The Motion Event Pop-Up Window allows you to quickly preview, Acknowledge, Tag, and View in Archives any of the last ten unacknowledged Motion events received in your Motion Element. You can receive an image of the first frame of those last ten events, along with basic information about the event, just by hovering your cursor over the events in the Event Transaction List. Clicking an event will allow you to Acknowledge, Tag and View in Archives, the event.
2	Name: The Name fields display the Name of the camera that captured the Motion Event.
3	Date and Time: The Date and Time field displays the date and time of the captured Motion Event.
4	Motion Pop-Up Viewer: The Motion Pop-Up Viewer provides you with a preview image of the first frame of the Motion video. You can view the entire captured Motion video by clicking the View in Archives control.
5	Acknowledge Event: Clicking the Acknowledge Event control places a check-mark in the Acknowledged column in the Motion Event Detail List, indicating you have acknowledged the selected event. Once you acknowledge an event, you cannot “un-acknowledge” it. Also, once you acknowledge an event, that event no longer appears in the Event Transaction List and it can no longer be viewed in the Event Pop-Up Window. It does, however, still remain in the Event Detail List and can be viewed by using the Event Viewer Panel.
6	Tag Event: Clicking the Tag Event control opens the Create Tag Screen and allows you to create a Tag for the selected event.
7	View in Archives: Clicking the View in Archives control takes you to the Archives module and displays the selected event in the Archive Viewer. You can then view and control the event’s video by utilizing the functions and controls of the Archive Viewer and the Archive Browser.

Using the built-in Training Module

Accessible from the Welcome Screen, the Training Module allows you to view pre-defined tutorials of many of the basic actions and features within Perspective VMS. The online repository is continuously updated and refined allowing for the most up-to-date and efficient methods for interacting with Perspective VMS.

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