

VIDMIC[®]

ADVANCED FILE MANAGEMENT SOFTWARE

VERSION 4.0

PREFACE

THIS MANUAL IS DIVIDED INTO THE FOLLOWING FIVE SECTIONS.

SECTION ONE: INSTALLING/UPDATING THE SOFTWARE

Insert Installation/Update disc; click on Install/Update and follow the instructions.

At the time of installation, it is important that the main administrative manager be the first one to enter their information.

The program will decide what modules need to be installed to work with your computer's OS.

SECTION TWO: SETTING DATABASE PARAMETERS AND ADDING MANAGERS AND OFFICERS

Learn how to designate managers who have permission to add other officers to the system and to set up a digital filing cabinet for each officer who will be using a VIDMIC. VIDMIC video and still photos taken by that officer will be *filed* in *folders* in their *cabinet*. Managers have access to all officers' files; and can search, split, burn, edit etc... all files in the data base. Officers have access only to their own files.

SECTION THREE: TRANSFERRING FILES

Learn how to transfer files from the VIDMIC to your computer and/or system.

SECTION FOUR: MANAGING FILES

Learn how to make use of the File Management Software's file management capabilities. Learn how to tag files with a name, citation number, case number, notes, dates; and how to Search, Enhance, Burn, Split, Export, Import, Lock and more.

SECTION FIVE: APPENDICES

Appendices contain additional and/or more detailed information about areas already covered in Sections One, Two, Three, and Four.

THINGS YOU SHOULD KNOW BEFORE YOU INSTALL THE SOFTWARE and SET YOUR DATA BASE PARAMETERS

The default install package includes MySQL. If you need MSSQL, please call our office at 800-236-1449 and ask for INSTALL IT.

If you are setting up a CLIENT-SERVER ENVIRONMENT, please call our office at 800-236-1449 and ask for INSTALL IT for assistance with the process.

Do not attach a VIDMIC to your computer until **AFTER** the software has been installed.

Before you begin the installation process, please have the following information ready:

1) **Who is your department's designated Departmental VIDMIC File Manager?**

The Manager must be the first person to have their information entered into the management data base. This establishes them as the Manager.

If the Manager is not the person installing the software, then whoever is installing the software will need to know the Manager's Badge/ID and whatever the Manager wants to use as their password.

The first person entered as a manager can then add regular officers as well as other managers to the data base.

When the Manager is entering or having their information entered for the first time, **the computer must be connected to the internet**. After that, internet connection is not necessary unless the department has purchased additional VIDMICs and the Manager is bringing them into the departmental database by using the software key.

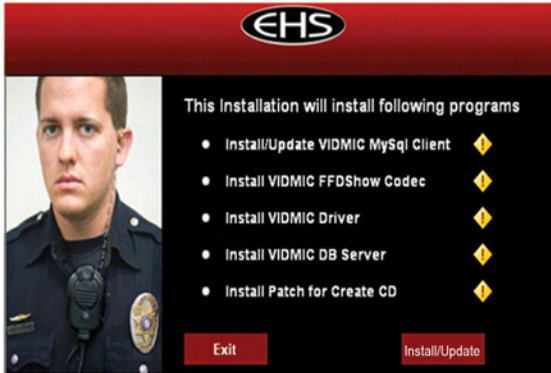
2) **Will your department be assigning each officer their own VIDMIC?**

The person installing the software and/or the manager adding additional officers will need to know whether your department will be assigning a specific VIDMIC to one particular officer; or whether several officers will be sharing the same VIDMIC:

3) **It is best to have a charged VIDMIC available when you begin the installation process.**

Transferring video from the VIDMIC to your computer confirms that the installation was successful and allows you to begin learning how to use the software.

SECTION ONE: INSTALLING THE VIDMIC ADVANCED FILE MANAGEMENT SOFTWARE



Insert Installation/Update disc.

Click on Install/Update (Located bottom left)

Follow the instructions

The program will decide which modules need to be installed on your computer to work with your OS, drivers, windows updates, codec, etc.

After the Installation/Update is complete, all the  should be .

If you have any **X**s, call 888-484-3642

SECTION TWO: ADDING MANAGERS AND OFFICERS TO THE DATABASE and SETTING SYSTEM PARAMETERS

DbI Clk THE MANAGER ICON 

It should be on your desktop or in the START Menu. If the icon is not on the desktop or START Menu, then go to START> All Programs > VIDMIC > VIDMIC Manager. (Do not clk on VIDMIC Monitor.)

ADD OFFICER BOX comes up

The VIDMIC Departmental Manager **must** be the first person to enter their information into the program. Then they can add regular officers as well as other managers to the system.

Make sure Manager Circle is selected.

Enter VIDMIC Departmental Manager's information in **asterisk fields only** i.e. Name, Badge/ID and Password.

Clk on ADD

ENTER SOFTWARE KEY BOX comes up

Enter Software Key number provided by EHS.
(Call 800-236-1449 for Software Key Number)

Clk on SAVE

DbI Clk THE MANAGER ICON

It should be on your desktop or in the START Menu. If the icon is not on the desktop or START Menu, then go to START> All Programs > VIDMIC > VIDMIC Manager. (Do not clk on VIDMIC Monitor.)

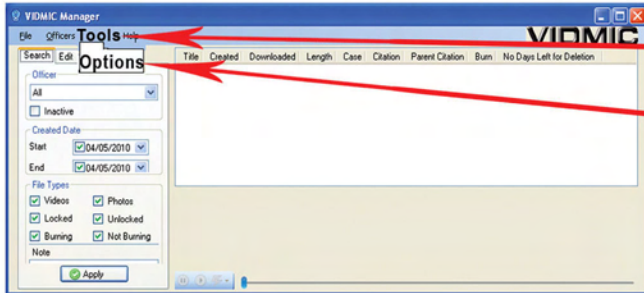


LOGIN BOX comes up

Enter Manager's Badge/ID
and
Password

Clk on LOGIN

VIDMIC MANAGER SCREEN comes up



Select Tools from menu bar

Click on OPTIONS

OPTIONS BOX comes up



The OPTIONS BOX allows the VIDMIC Departmental Manager to perform **four important functions**.

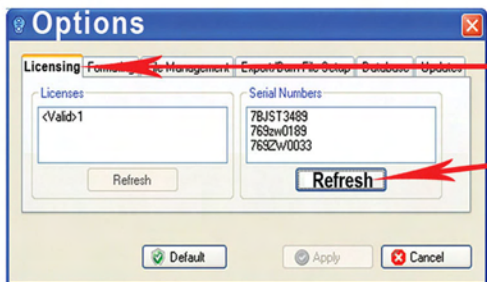
Each function establishes a part of the department's database.

Begin with Function 1.

(In the future, the Manager(s) can use the following instructions to change the parameters of each function individually. For example, s/he might change only the deletion date, but nothing else.)

It is only on the first time through that it is best to set all four functions, one right after the other, before clicking on APPLY.

FUNCTION 1. Bring VIDMIC Serial Numbers into the Departmental Data Base.



Select Licensing Tab

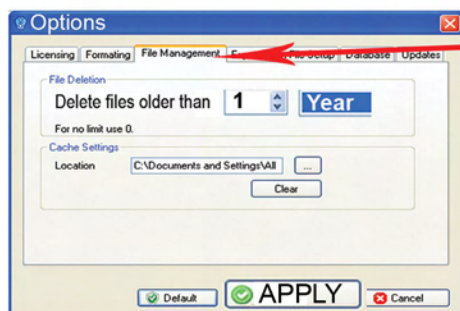
Click on REFRESH

Screen populates with the serial numbers (SN) of the VIDMICs attached to the Department's Software Key.

(See Appendix A for more information on Serial Numbers)

Go on to Function 2.

FUNCTION 2. Set Deletion Parameters for all Video and Photo Files.



Select File Management Tab

Set Deletion Parameters

The current setting shows that this department's files will automatically be deleted 1 year from their created date.

(See appendix B for more on deletion parameters)

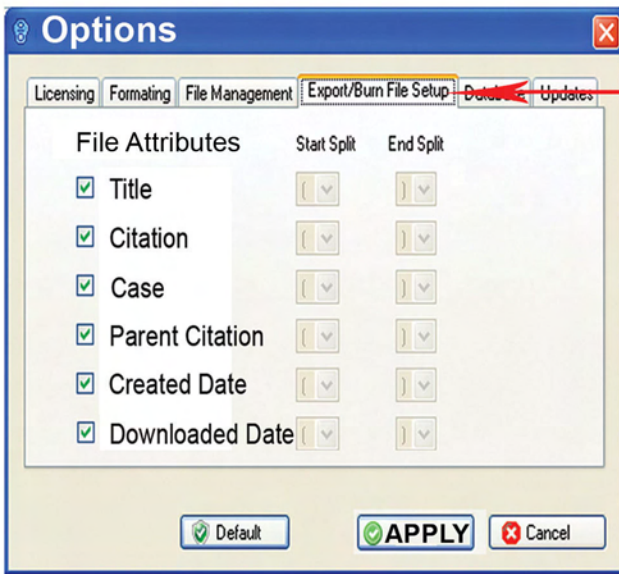
If this is the first time through setting attributes and you are doing all 4 functions at once,

Go on to Function 3.

If you are only setting deletion parameters,

Click on APPLY

FUNCTION 3. Set the File Attributes



Select EXPORT/BURN Tab

Check the boxes of the file attributes you want to stay attached to files when they are burned or exported.

If this is the first time setting attributes,
Go on to Function 4

If you are only adjusting Export/Burn Attributes,
Click on APPLY

FUNCTION 4. Set the Formatting (Language and Date)



Select FORMATTING Tab

Using Drop Down Lists:

Select Language

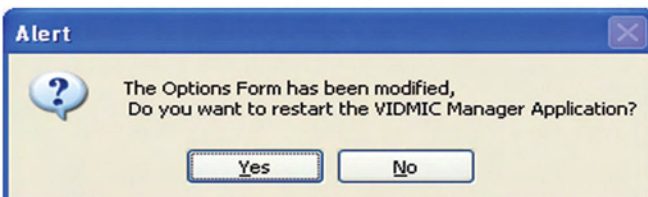
Select Date Format

If this is the first time through the program and you have not clicked APPLY after setting the criteria and parameters for Functions 2 and 3; clicking **APPLY** now sets the Deletion Parameters, File Attributes, and Formatting Options (language and date.)

Click on APPLY

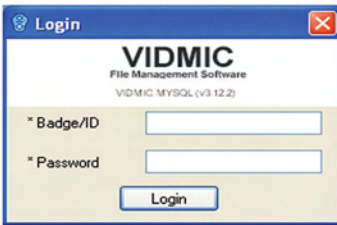
In the future, you can bring the serial numbers of recently purchased VIDMICs into your database, change Deletion Parameters, File Attributes, and Formatting Options (Language and Date) independent of each other. For example, you might change the Deletion Parameters, but nothing else.

ALERT BOX comes up



Click on YES

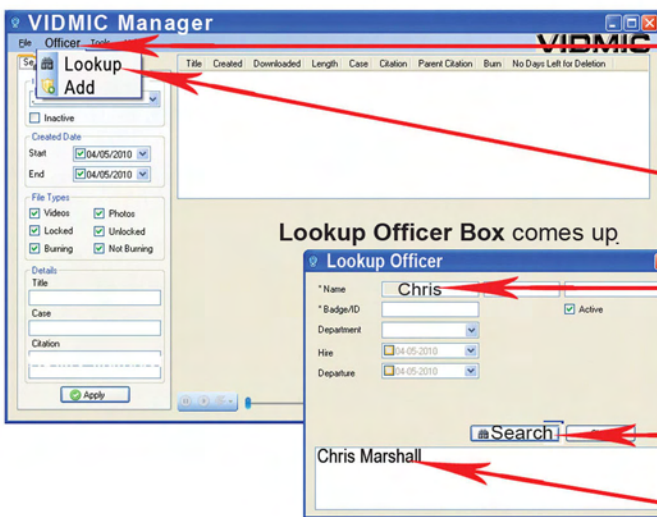
LOGIN BOX comes up



Enter Badge/ID
Enter Password
Click on LOGIN

If this is the VIDMIC Departmental Manager's first time through the program, they now complete their own LOGIN information.

VIDMIC MANAGER SCREEN comes up

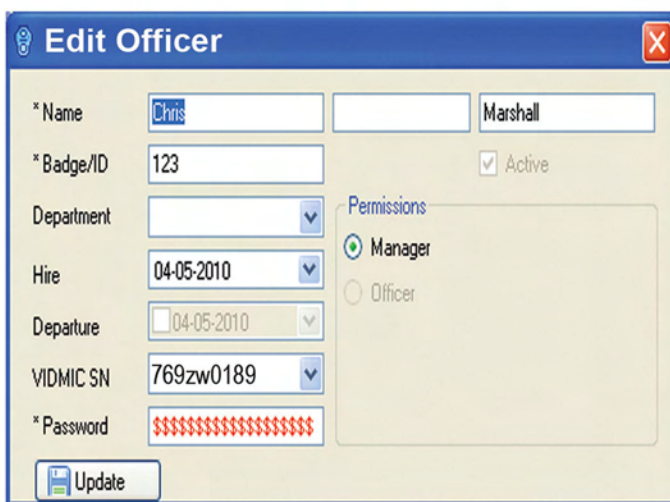


Select OFFICER
from menu bar.
From drop down list,
Click on Lookup.

Type in Manager's name

Click on SEARCH
Manager's name appears at bottom of box
Click on Name

EDIT OFFICER BOX comes up



Manager now completes their login information.

Manager adds:

Their department: For example, Traffic, Patrol etc. (Optional)

Their hire date. (Optional)

Their VIDMIC serial number. (Required)

(When the Manager selects a serial number (SN) from the VIDMIC SN drop down list, this assigns the VIDMIC with that SN to this Manager. The Manager can select NONE which means several people will be using the same VIDMIC and this manager is not assigned a specific VIDMIC with a specific SN.

Click on UPDATE
X out of Lookup Officer Box

THE VIDMIC DEPARTMENTAL MANAGER CAN NOW ADD OTHER OFFICERS AND/OR MANAGERS TO THE SYSTEM.



If not already up, bring up the VIDMIC Manager screen by clicking on the Manager Icon. It should be on your desktop. If icon is not on the desktop, go to START > ALL PROGRAMS > VIDMIC > Click on VIDMIC MANAGER. (Don't Click on VIDMIC Monitor.)

LOGIN box comes up

Enter Badge/ID
Enter Password
Click on LOGIN

VIDMIC MANAGER SCREEN comes up

Select Officers from menu bar.
Click on ADD

ADD OFFICER BOX comes up

Select either the Officer or the Manager Circle depending on who is being added to the system.

Fill in the information: Name, Badge/ID etc. of the officer/manager who is being added.

Passwords can be numbers or letters; upper or lower case. No more than 22 characters.

Remember, when a Manager selects a serial number (SN) from the VIDMIC SN drop down list; the VIDMIC with that SN is assigned to the officer or manager they are in the process of adding to the system.

Selecting NONE (nonspecific) from the SN drop down list means several officers will be using the same VIDMIC. In other words, no particular VIDMIC is assigned to a specific officer.

(See Appendix A for more on assigning serial numbers and VIDMICs to specific officers.)

Click on ADD

RESTART COMPUTER

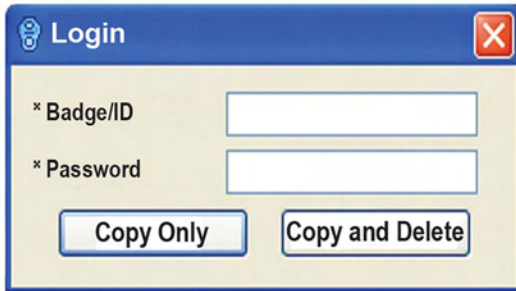
YOU ARE NOW READY TO TRANSFER FILES FROM THE VIDMIC TO THE COMPUTER

SECTION THREE: TRANSFERRING FILES FROM THE VIDMIC TO THE COMPUTER DATABASE

- 1) Turn the VIDMIC on.
- 2) Take a picture or video if there are no files already on the VIDMIC.
- 3) Make sure the VIDMIC is awake, i.e. the LCD screen is on.
- 4) Connect the VIDMIC to the computer using the mini-USB cable.
- 5) Check to see if the connection icon is showing on the LCD screen.

If **nothing** or if *Found New Hardware Wizard* comes up on your screen: Call Tech Support at 888-484-3642

LOGIN BOX should come up



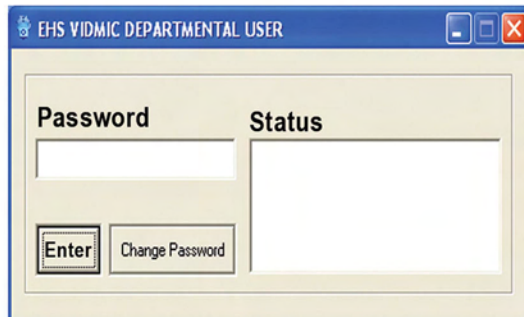
Enter Badge/ID

Enter Password

Copy and Delete will remove files from the VIDMIC and transfer them to the "virtual filing cabinet" of the officer/manager with this Badge ID and password.

Copy Only will transfer files to the computer, but leave a copy on the VIDMIC..

EHS VIDMIC DEPARTMENTAL USER BOX comes up

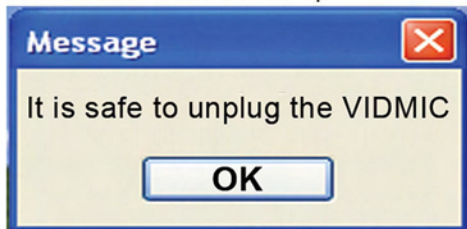


ENTER DEPARTMENTAL PASSWORD 123456

This confirms copy or copy and delete

Click on ENTER

MESSAGE BOX comes up



Click on OK and unplug VIDMIC

SECTION FOUR: MANAGING FILES i.e. TAG, EDIT, SEARCH, SPLIT, BURN, EXPORT, IMPORT, etc.

If not already up, bring up VIDMIC Manager Screen by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager. (Don't click on VIDMIC Monitor.)



LOGIN BOX comes up

Login

* Badge/ID

* Password

Login

Enter Badge/ID

Enter Password

Click on LOGIN

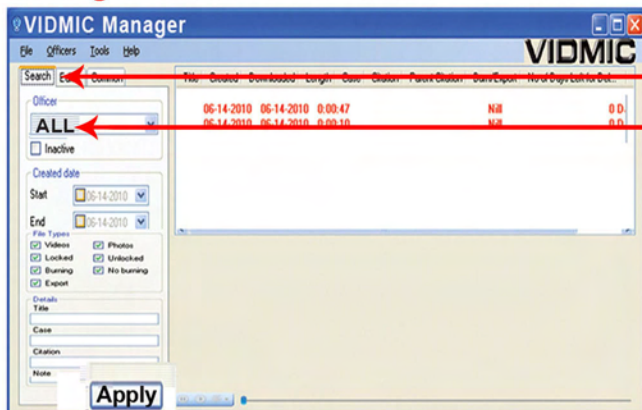
PREPARING TO LEARN TO USE THE FILE MANAGEMENT SOFTWARE

Whether you are an officer or a manager, **you must have transferred at least one file** from your VIDMIC into your database so that you will have something to work with as you learn the software's file management capabilities.

If you are a manager and this is your first time through the program, select the Search Tab and then **click on All** under *Officers*. In the future you can use whatever criterion you wish to define your search; but selecting *All* works best for bringing up a file(s) to work with while you learn the program's management capabilities.

If you are an officer, logging in brings up a screen which only gives you access to your files. **Click on APPLY** to bring up a file to use while you learn how to EDIT and SEARCH your files.

Manager's VIDMIC MANAGER SCREEN



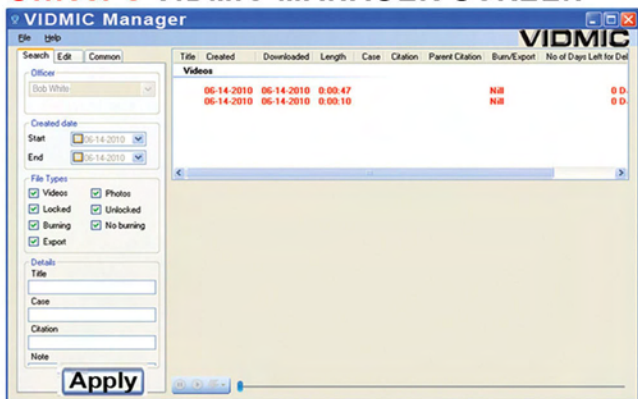
(This screen comes up when a Manager logs in.)

Select SEARCH TAB

Select ALL

Click on APPLY

Officer's VIDMIC MANAGER SCREEN



(This screen comes up when an Officer logs in.)

Note: The officer's menu bar only has File and Help. It does not have Officers and Tools. The Officer Drop Down is grayed out because there is only one officer on the list.

Click on APPLY (Brings up all files in this officer's database)

Having clicked on **APPLY** the program now searches for all files in the database which meet your search criterion.

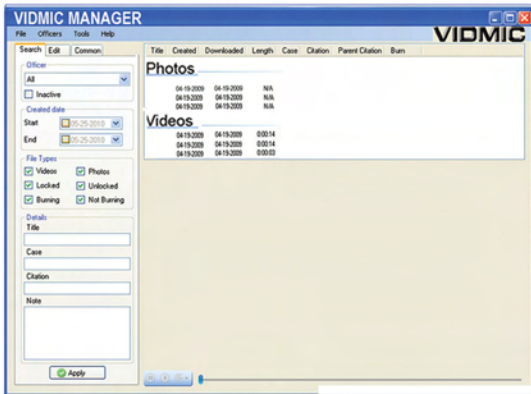



Photo files found by the search populate the screen under **Photos**.

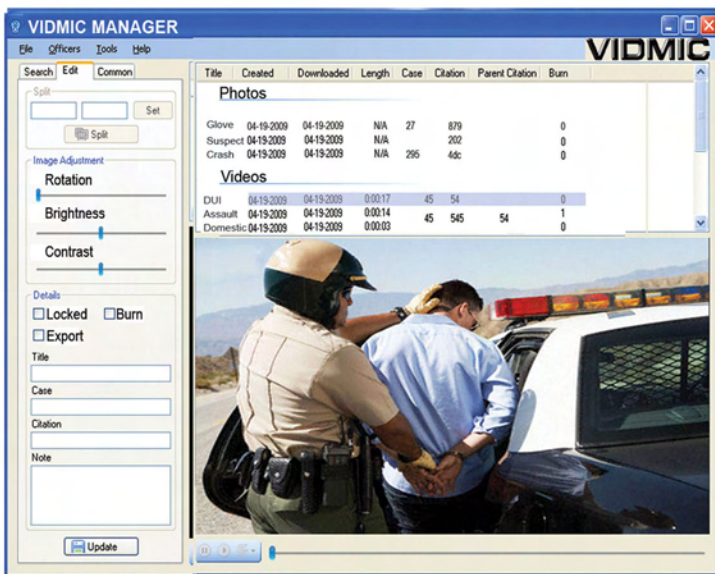
Video files found by the search populate the screen under **Videos**.

HOW TO EDIT FILES

If not already up, bring up VIDMIC Manager Screen by clicking on the Manager Icon. It should be on your desktop.  If the icon is not on the desktop, go to Start > All Programs > VIDMIC > Click VIDMIC Manager. (Do not click on VIDMIC Manager.)

LOGIN BOX comes up: **LOGIN**

VIDMIC MANAGER SCREEN comes up if a manager has logged in.
Officer VIDMIC MANAGER SCREEN comes up if an officer has logged in.



Officers EDIT and SEARCH files the same ways managers do.

The only difference is that an officer can only EDIT and SEARCH his/her own files.

The officer's VIDMIC MANAGER SCREEN does not have *Officers* or *Tools* on the menu bar.

CHOOSE the file you want to edit and **CLK** on the file to **HIGHLIGHT** it.
(Photo or first frame of selected video should fill the screen.)

ADJUST selected (highlighted) photo or video file.

Use sliders to Rotate, Brighten, or Contrast the selected video or photo.

Using sliders on a video file will pause the video.

You may also use the "Pause" button and then adjust the video.

Adjustments are applied to the entire Photo or Video.

Adjustments on either Photos or Videos can always be undone by returning sliders to their original positions.

CHECK BURN box of the selected (highlighted) file if you want to put it in the cache of files to be burned to CD or DVD. Usually, files are not put in the burn cache until there is a request for a specific file to be burned to disc. (See pg13 for more on BURN function.)

CHECK EXPORT box of the selected (highlighted) file if you want to put it into a cache of files from which it can be exported to a different location (e.g. desktop; my documents etc.) This function available to managers only. (See pg13 for more on EXPORT function.)

CHECK LOCKED box if you want to prevent the selected (highlighted) file from being deleted when the program goes through its preset deletions.

ASSIGN the selected (highlighted) file a **title, a case #, a citation #, and/or notes.**



Click on UPDATE to apply assignments and adjustments to the highlighted file.

HOW TO SEARCH DATABASE FOR SPECIFIC FILES

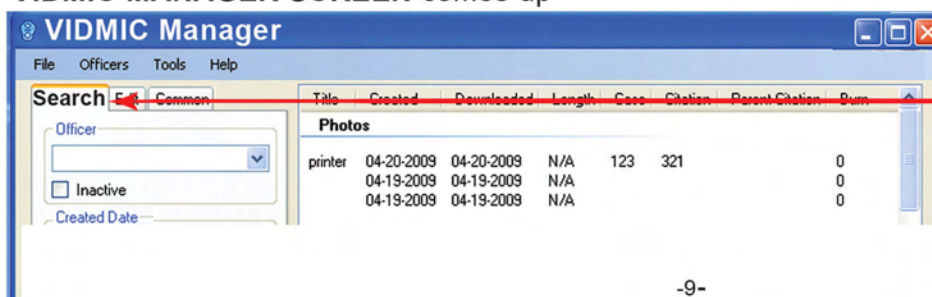
If not already up, bring up VIDMIC Manager Screen by clicking on the Manager Icon.



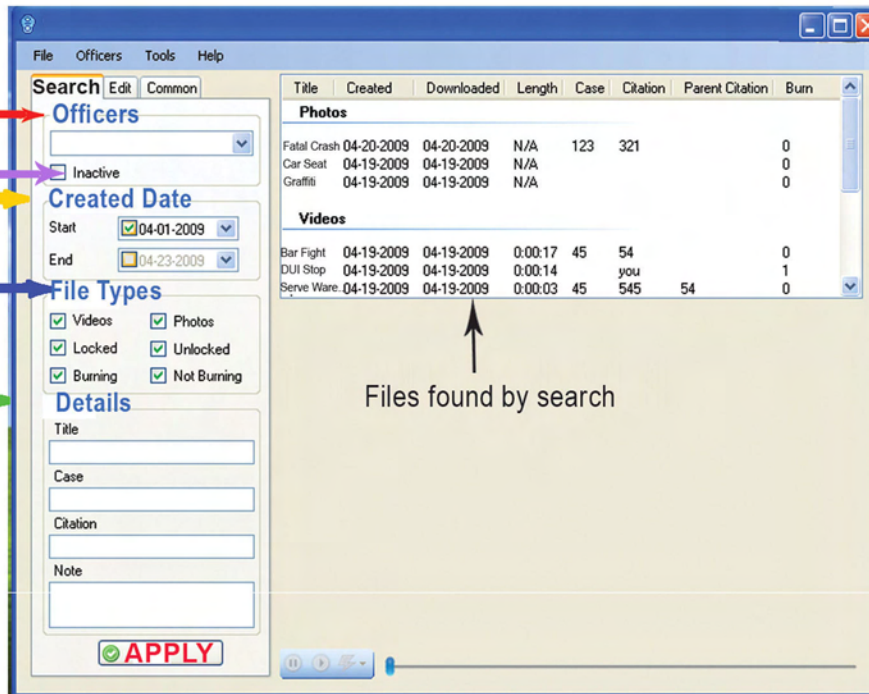
It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager (Not VIDMIC Monitor)

LOGIN BOX comes up: **LOGIN**

VIDMIC MANAGER SCREEN comes up



SELECT SEARCH TAB



SEARCH BY OFFICER

Click on Officer Drop Down Box

Names of officers entered into database drop down.

Select officer's name

(Only a manager can search all other officers' files. Individual officers can only search their own files.)

SEARCH BY CREATED DATE

Enter dates in Start and End fields to define a specific time period in which files were created as parameters for your search. Both fields do not need to be filled in. You can also choose to leave both blank by clicking in the squares.

SEARCH BY FILE TYPES

Select the file types you want included in your search; e.g., Video, Unlocked, or Burning. Leaving a box unchecked excludes that type of file from your search.

SEARCH BY DETAILS

Type in Title, Case #, Citation #, and/or Notes

Typing keywords into NOTES will retrieve all files with any of those keywords in their notes.

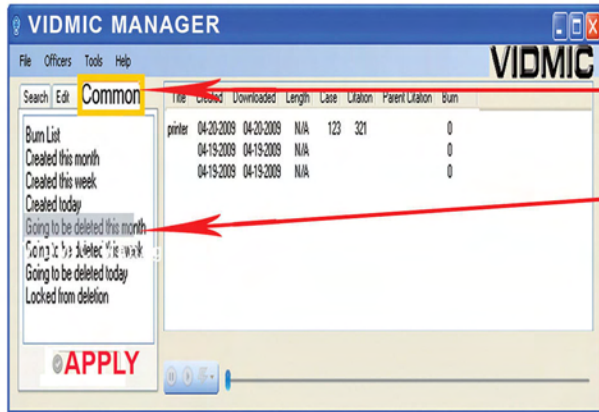
SEARCH INACTIVE FILES

Check the INACTIVE Box to apply your search criteria to videos and photos taken by officers who are no longer with the department; but whose files have not yet reach the preset deletion date.

YOUR SEARCH CAN EMPLOY ONE CRITERION OR SEVERAL AT A TIME.
ONCE YOU HAVE SELECTED SEARCH CRITERIA, CLICK **APPLY** TO ACTIVATE SEARCH.

Files found by your search will populate the screen.

SEARCH BY COMMON SEARCHES



Select **COMMON TAB** on the VIDMIC Manager Screen
Commonly used search criteria drop down.

Select one of the commonly used criteria from the list

Click on APPLY

Files found by the search populate the screen

HOW TO SPLIT OUT A SPECIFIC SECTION OF VIDEO

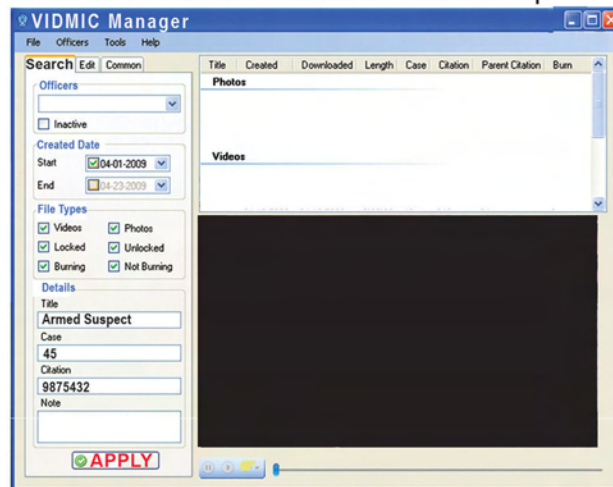
If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop.

If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager. (Not VIDMIC Monitor)



LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up

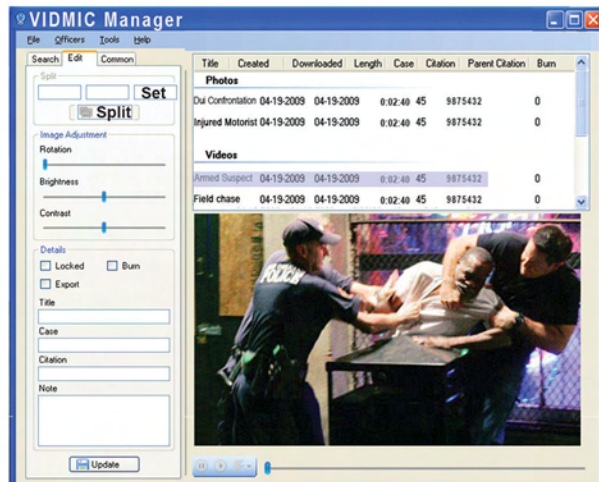


Select **SEARCH TAB**

Set **SEARCH CRITERIA**

Check/uncheck the **File Types** boxes and/or fill in the search **Details** (e.g. Title or Case #) needed to retrieve the video file from which you want to split out a section.

Click on APPLY



File(s) found by the search populate the screen

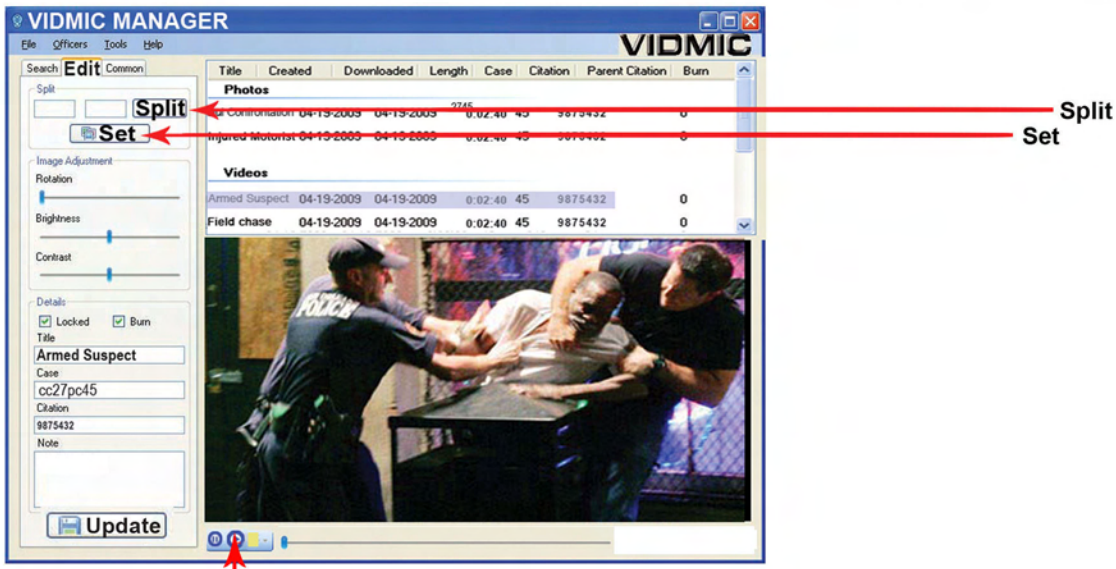
Highlight the file from which you want to split out a section by clicking on it.

The Edit Tab comes forward.

Use the Set and Split functions to “split” out a certain section of a file to create a new file consisting of just that split out section.

Set and Split functions become active only when a file has been selected; i.e. highlighted.

With the “Parent” video selected, you are ready to create a “Split” or “Child” video clip.



PLAY the Video by clicking on the **PLAY** symbol.

1. At the **beginning** of the section you want to split out into a new, separate file,
Click **PAUSE**,
and then
Click **SET**.
2. Click **PLAY** again and play video until you come to the **end** of the section to be split out.
Click **PAUSE**,
and then
Click **SET**.
3. With the beginning and the end of the “Split” set
CLK SPLIT.

The new “Split” or “Child” video file appears directly under its “Parent” file.

The “Child” file is not bolded.

The “Child” file’s “parent citation” will be the citation # of the original file (parent) from which this file was split. In this way, you will always know the original source (parent) of the split file.

If you want to give the new “split” file a different Title, Case # etc. to distinguish it from its parent file:

Highlight the new “Child” or “Split” file. (Edit Tab comes forward.)

Give the “Child” a new Title, Citation #, Case #, Notes; check Export, Locked etc.

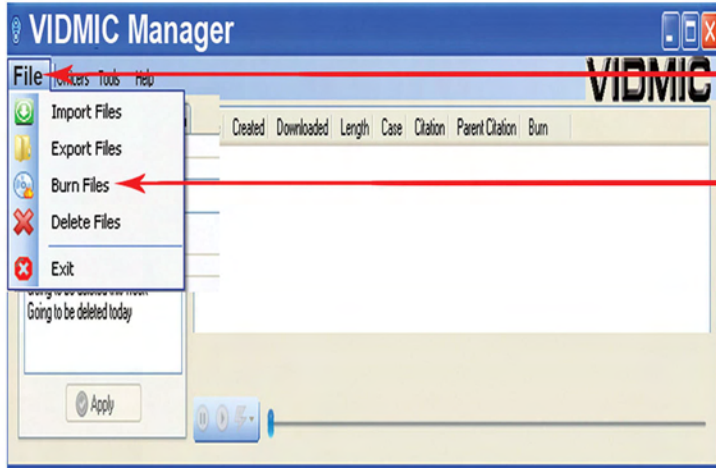
Click on UPDATE

HOW TO BURN FILES TO DVD OR CD

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager.

LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up

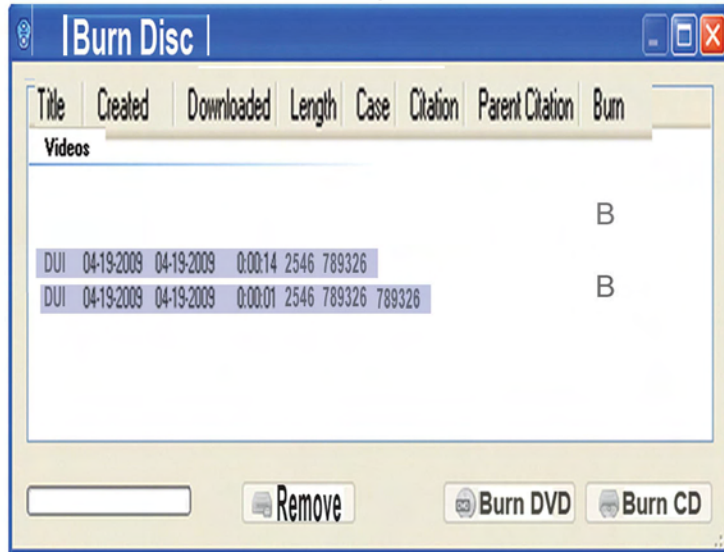


Click on **FILE** in the Menu Bar

Select **BURN FILES** from the drop down

To learn how to put a file in the Burn Cache (i.e. files to be burned) see pg 9.

BURN DISC BOX comes up




All files currently in the Burn Cache populate the screen

Highlight the files you want to burn.

INSERT BLANK CD or DVD

Click on **BURN DVD or BURN CD**.

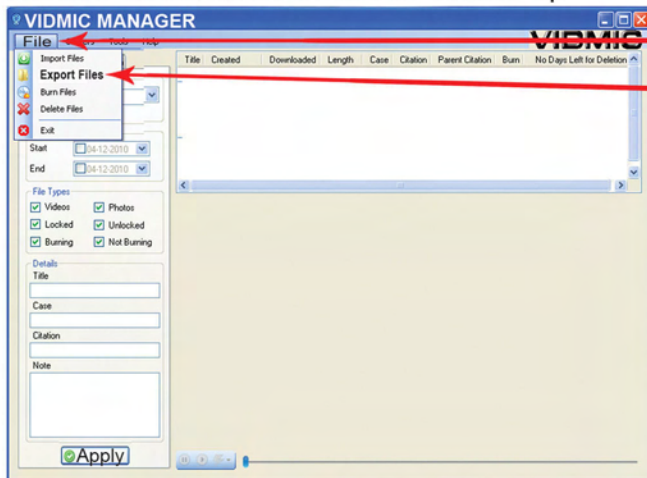
HOW TO EXPORT FILES

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop.  If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager. (Do not click on VIDMIC Monitor)

LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up

VIDMIC MANAGER SCREEN comes up



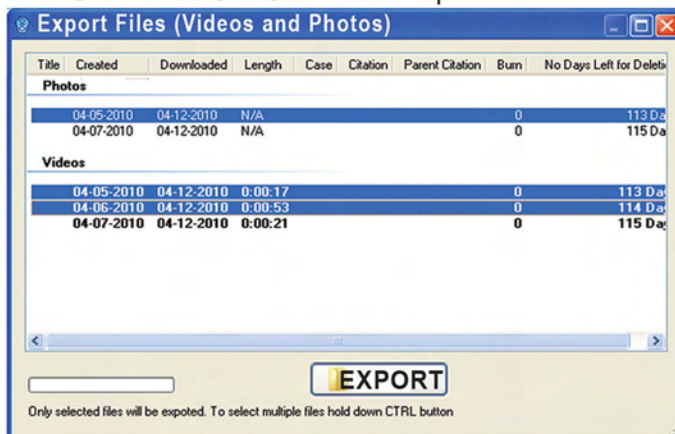
Clk on **FILE** in menu bar

Select **EXPORT FILES** from drop down

Clk on **APPLY**

To learn how to put a file in the EXPORT Cache i.e. files to be Exported, see pg 14.

EXPORT FILES BOX comes up

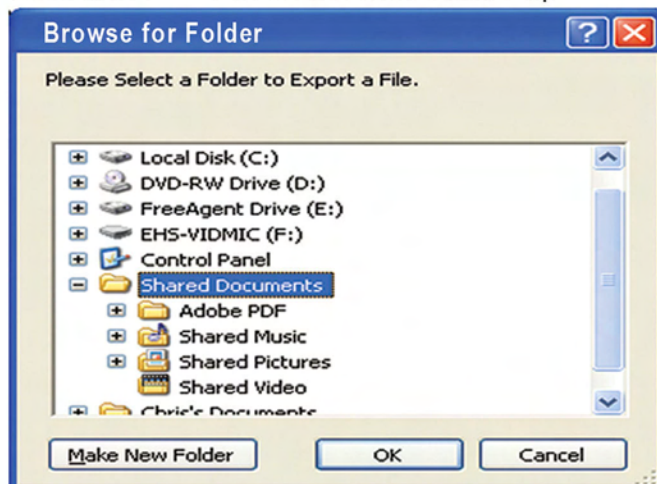


Select File(s) to be **EXPORTED** by holding down control key and Clking on each file.

With files selected...

Clk on **EXPORT**

BROWSE for FOLDER BOX comes up



CHOOSE a **DESTINATION**

BROWSE to the location to which the selected file(s) should be exported.

or

MAKE a new folder to be the files' destination..

Clk on **OK**

Files are copied to chosen or created destination.

If you wish to email an exported file:

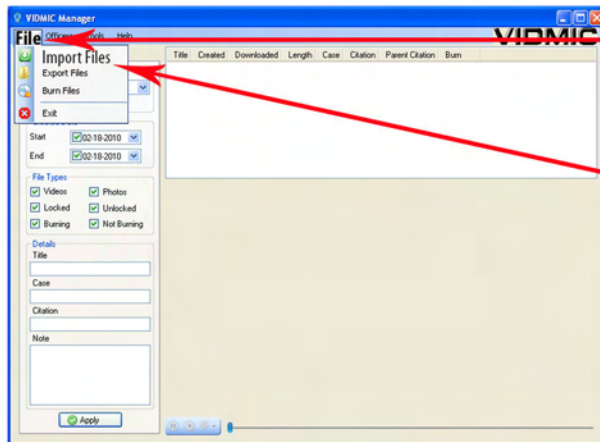
- 1) Create a new email.
- 2) Go to the location to which the file was exported.
- 3) Select it as an attachment to your email.
- 4) Send the email..

HOW TO IMPORT FILES

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. 
If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager.
(Do not click on VIDMIC Monitor.)

LOGIN BOX comes up: **LOGIN**

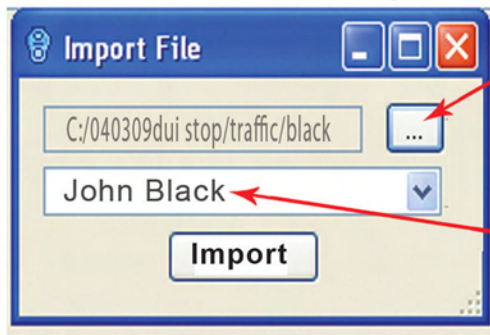
VIDMIC MANAGER SCREEN comes up



Select **FILE** from menu bar.

Click on **IMPORT** from drop down.

IMPORT FILE BOX comes up



Click Small Square Button to **BROWSE**

Select a file.

Open the file.

Select an Officer from the drop down list as the destination

Click on **IMPORT**

File is imported into the database of the officer selected

HOW TO RESTORE DELETED FILES

Files are sent automatically to the **Deleted Cache** according to the deletion date set by the VIDMIC Departmental Manager. (Only LOCKED Files are not deleted when they reach the preset deletion date.)

The **RESTORE** function gives you a last chance to save files from final deletion by restoring them back to the database they were deleted from.

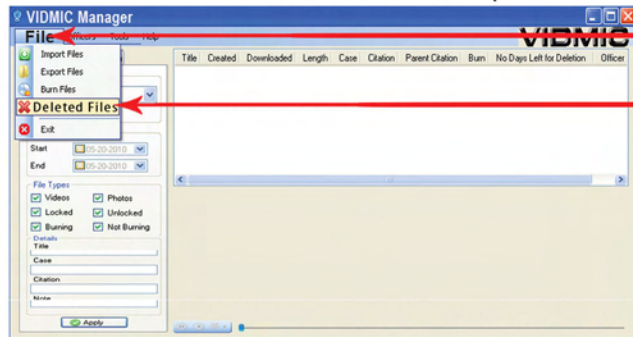
After checking to make sure there are no files you want to save from deletion, the Deleted Cache can be permanently emptied.

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop.
 If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager. (Not VIDMIC Monitor)



LOGIN BOX comes up: **LOGIN**

VIDMIC MANAGER BOX comes up

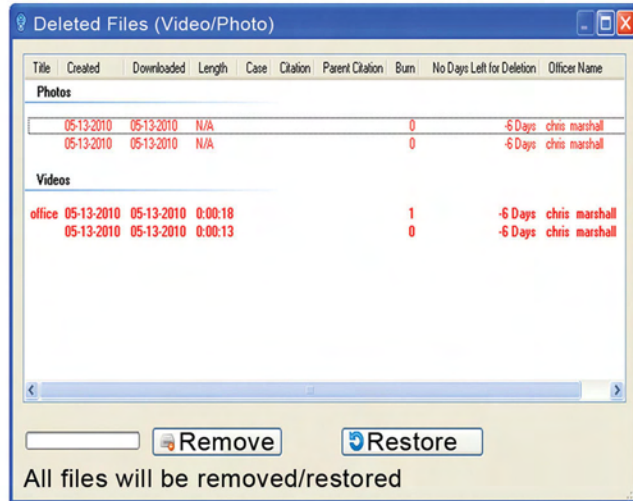


Select File from the menu bar:

CLK on Deleted Files from the drop down.

The **Deleted Files Box** displays the files which have been sent to the DELETED CACHE on the dates set by the VIDMIC Departmental Manager.

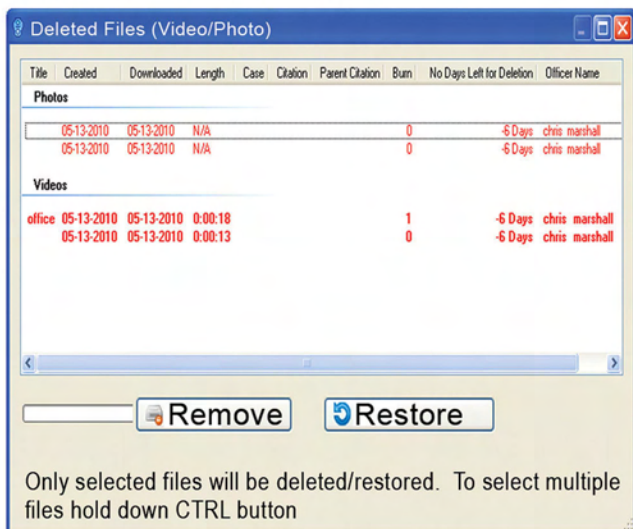
DELETED FILES BOX comes up



To permanently delete all files in the *deleted cache*:
CLK on REMOVE

To restore all files in the *deleted cache* back to activity:
CLK on RESTORE

DELETED FILES BOX



To delete a specific file(s):
 Clk on the file(s) to highlight.
CLK on REMOVE

To restore a file(s) back to activity:
 Clk on the file(s) to highlight.
CLK on RESTORE

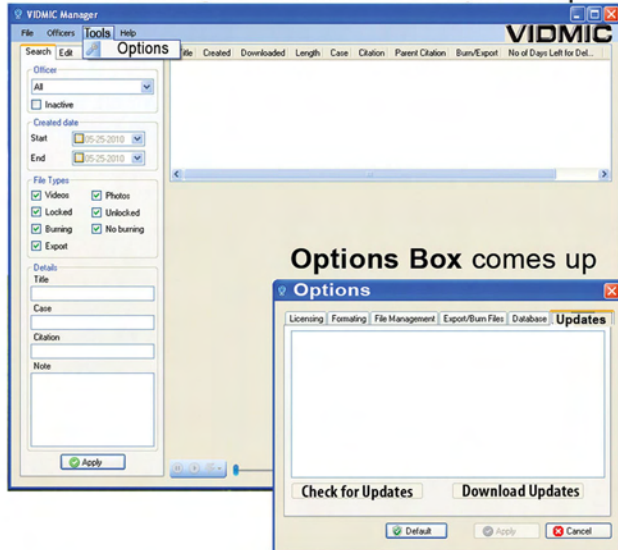
HOW TO CHECK FOR UPDATES

if not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > VIDMIC Manager. (Not VIDMIC Monitor.)



LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up



Select Tools from the menu bar:

CLK on OPTIONS from the drop down.

In the Options Box

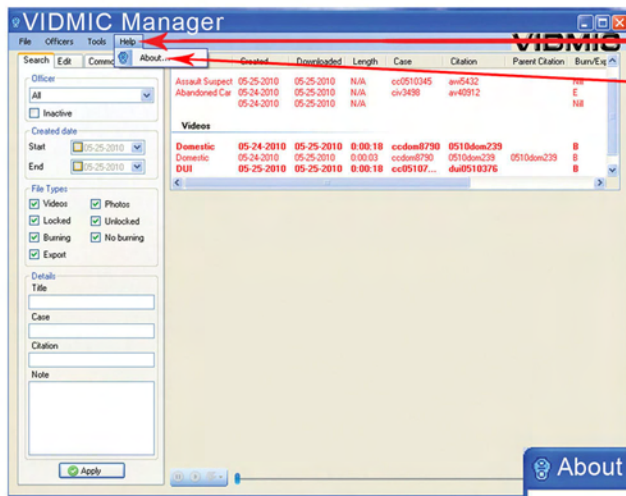
Select the Updates Tab

CLK on Check for Updates

If Updates are available, they populate the screen
Highlight the Update(s) you want to download.

CLK on Download Updates

HOW TO USE HELP



From the VIDMIC Manager Screen

Select Help from the menu bar

CLK on About from the drop down.

The **About VIDMIC BOX** comes up containing information about the Advanced File Management Software installed on your computer or system.

CLK on OK to exit

HOW TO USE THE INACTIVE STATUS DESIGNATION

When an officer leaves the department (e.g. retires, moves to another department, is fired etc.) that officer's status becomes **"INACTIVE."**

Once an officer is designated "INACTIVE" all of that officer's files are moved to the "INACTIVE CACHE."

Video and Photos taken by INACTIVE Officers and stored in the Inactive Cache are not accessed during a regular search of the database.

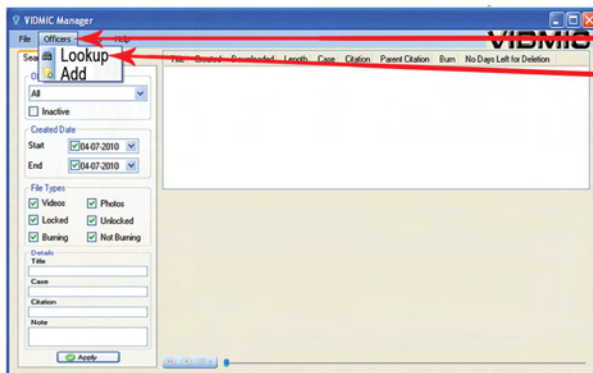
CHANGING AN OFFICER'S STATUS TO INACTIVE

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > click VIDMIC Manager.



LOGIN BOX comes up: **LOGIN**

VIDMIC MANAGER SCREEN comes up



Select **Officers** from the menu bar
Click on **LOOKUP** from the drop down list.

Lookup Officer Box comes up

Type in officer's name or Badge/ID
Select **Manager** or **Officer** circle

Click on **SEARCH**

Name appears in box.

Click on **NAME**

Uncheck Active Box
(This activates Departure Box)

Type in Departure Date or use calendar by clicking in box.

CLICK on UPDATE

(This officer's files are now moved to the **Inactive Cache.**)

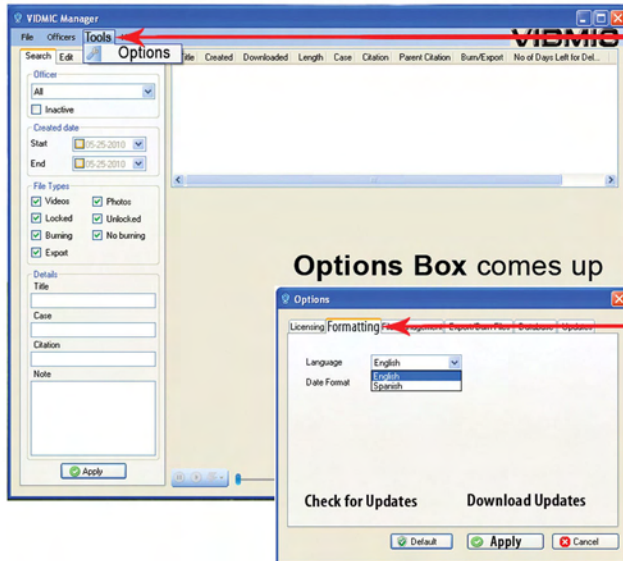
HOW TO CHANGE THE PROGRAM'S LANGUAGE

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > click VIDMIC Manager. (Not VIDMIC Monitor)



LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up



Select Tools from the menu bar:
CLK on **OPTIONS** from the drop down.

Select the **Formatting Tab**
Click on **Language Drop Down**
Select **Language**

Click on **Apply**

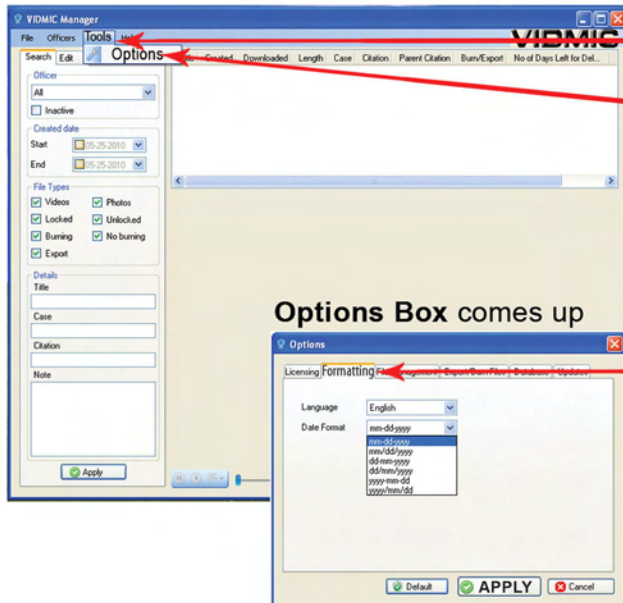
HOW TO SET DATE FORMAT

If not already up, **bring up VIDMIC Manager Screen** by clicking on the Manager Icon. It should be on your desktop. If the icon is not on the desktop, go to Start > All Programs > VIDMIC > click VIDMIC Manager. (Not VIDMIC Monitor)



LOGIN BOX comes up: LOGIN

VIDMIC MANAGER SCREEN comes up



Select Tools from the menu bar.
Click on **OPTIONS** from the drop down.

Select the **Formatting Tab**
Click on **Date Format Drop Down**
Select **Date Format** from the drop down

Click on **Apply**

Having clicked on **APPLY** the program now searches for all files in the database which meet your search criterion.

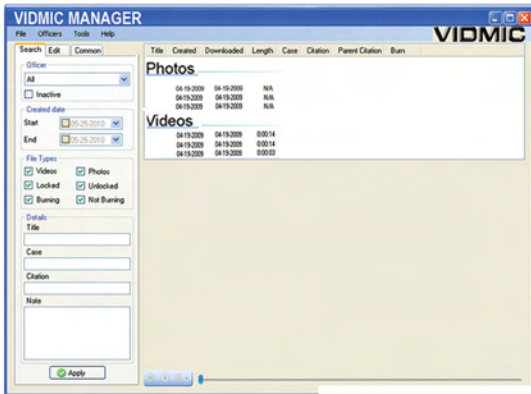



Photo files found by the search populate the screen under **Photos**.

Video files found by the search populate the screen under **Videos**.

HOW TO EDIT FILES

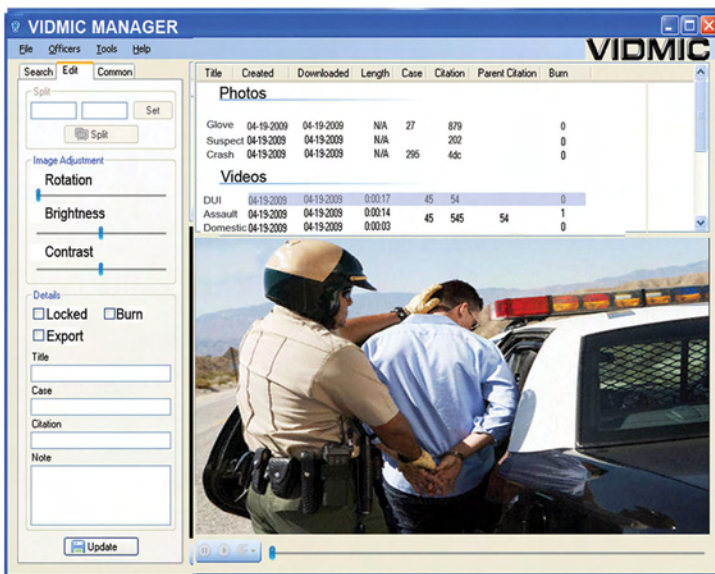
If not already up, bring up VIDMIC Manager Screen by clicking on the Manager Icon. It should be on your desktop. 

If the icon is not on the desktop, go to Start > All Programs > VIDMIC > Click VIDMIC Manager. (Do not click on VIDMIC Manager.)

LOGIN BOX comes up: **LOGIN**

VIDMIC MANAGER SCREEN comes up if a manager has logged in.

Officer VIDMIC MANAGER SCREEN comes up if an officer has logged in.



Officers EDIT and SEARCH files the same ways managers do.

The only difference is that an officer can only EDIT and SEARCH his/her own files.

The officer's VIDMIC MANAGER SCREEN does not have *Officers* or *Tools* on the menu bar.

CHOOSE the file you want to edit and **CLK** on the file to **HIGHLIGHT** it.
(Photo or first frame of selected video should fill the screen.)

ADJUST selected (highlighted) photo or video file.

Use sliders to Rotate, Brighten, or Contrast the selected video or photo.

Using sliders on a video file will pause the video.

You may also use the "Pause" button and then adjust the video.

Adjustments are applied to the entire Photo or Video.

Adjustments on either Photos or Videos can always be undone by returning sliders to their original positions.