Enterprise DEMS Basic User Quick Guide

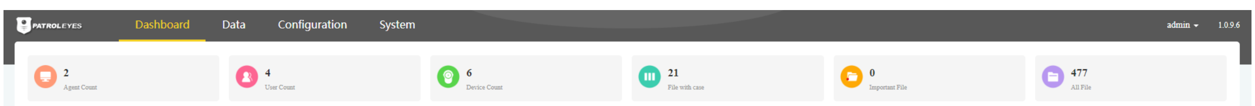
Updated: 06/06/22

Introduction:

The PatrolEyes EDEMS is an advanced solution for easily and automatically uploading your body camera data to a web platform that allows users to manage their data through a web interface.

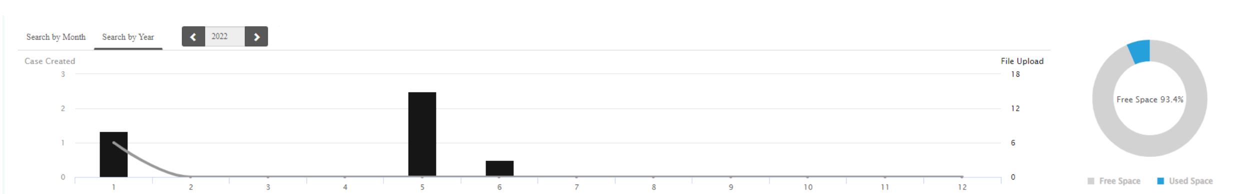
Dashboard:

Upon logging into the web interface you will be presented with an overview of the system.



Agent: This shows the current amount of PCs with the PatrolEyes DEMS Agent program that are connected to the system
Users: This shows the current amount of Users in the system
Devices: This shows the current amount of cameras registered in the system
Files with cases: This shows the current amount of files with cases assigned to them
Important Files: This shows the current amount of files marked important in the system
All Files: This shows the current amount of all files in the system
Normal Files: This shows the current amount of normal files in the system

Graph & Storage Doughnut: Located on the homepage is a rolling graph of the number of files and cases created. It shows a quick overview of how many files were uploaded on a specific date. As well as also showing the percentage of used storage.



Data: The data tab is where you will find all the data uploaded from your camera. This is where you will view files, add notes to files and download files if given the appropriate permissions.

Case Manage: This is where you will create cases that you can then attach to files
File Manage: This is where you will view all your data, add notes, attach cases to files and download evidence.

File Management:

Creating a case:

1. To create a case go to the "Data" tab and then select "Case Manage."
2. Click "Add Case" and enter the Case ID, Case Name, Region, and then a description for the case.
3. **Note:** Cases can only be created by **non-**admin users. Admin-level users will not be able to create a case, as the button will not be available.

Attaching files to a case:

1. To add files to a case click on the "Data" tab, then "Case Manage". Find the case you want to add files to and press the "File manage" button under the **Action** column for the case.
2. Use the search bar on the right side of the page to search for current files. Once you have found the file you want to attach to the case simply click on the file and press the "<<" button in the middle of the page to assign it to a case.

Adding a note to a file:

1. To add a note to a file click on the "Data" tab, then "File Manage". Find the file you want to add a note to and press the "Edit" button under the **Action** column.
2. A window will display where you will then be able to enter any notes for the file.

Setting Retention Level: There are 5 different levels of retention, ranging from levels 1 to 5. Level 1 by default will keep the files indefinitely. Level 5 will keep the files for only 30 days. Depending on your department your retention time will vary.

1. To change the default retention period, navigate to the "File Manage" tab and select your file. Press the "Edit" button under the Action column.
2. Use the drop-down menu to select the retention period you want, then press the "Save" button.

User/Camera Management:

Adding a Camera Report:

1. Under the configuration tab, select "Camera Manage." From there you will be able to see all the connected cameras. Select "Add Repair Report." You will then be prompted with a window to give a title and a description of the camera that is broken or malfunctioning.

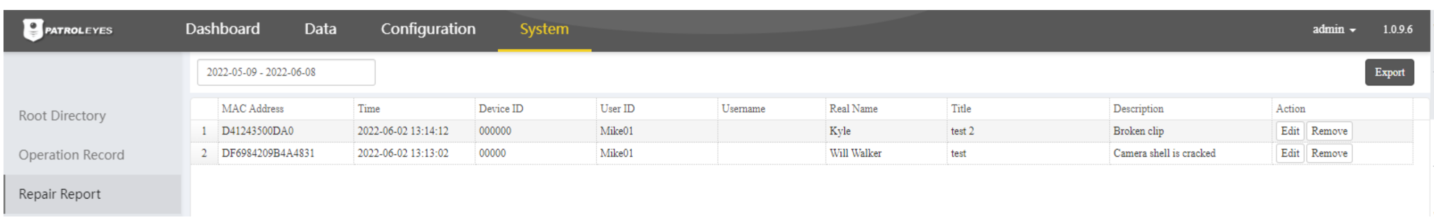
2. To view camera reports, go to the “System” tab, and select “Repair Report.” Here you will see all the reports that have been made on specific cameras and who made the report. Edit or remove the reports that were previously made.

Note: Admin users will be able to see all reports by all users. Non-admin users will only be able to see the reports that they have created themselves.

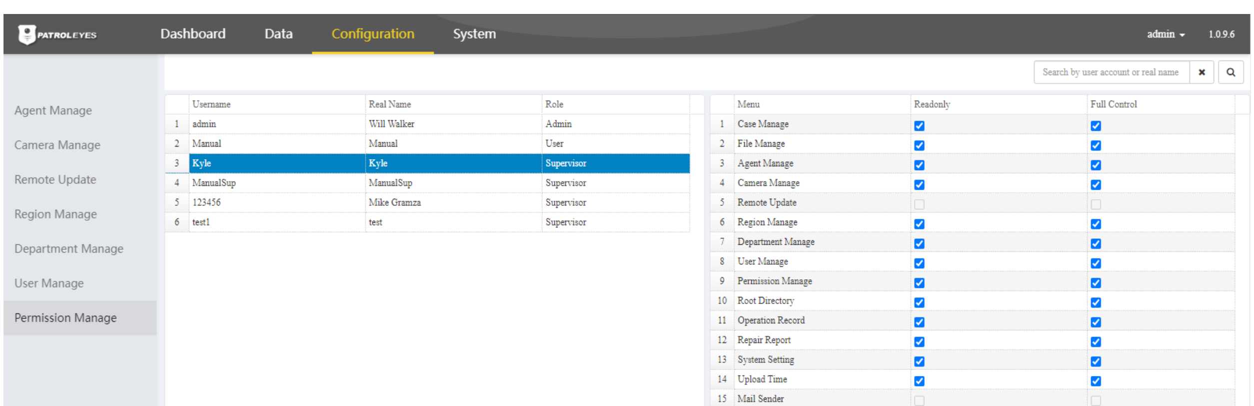
User Management:

1. Admins can enable and disable any permission from other users. This also includes modifying passwords and disabling accounts.
2. Under the “Configuration” tab (logged in as admin), select “User Manage”. From here admins can disable accounts, and edit information for users such as user ID, name, e-mail, and role. Adjust any information needed, then select “Update” to confirm the changes made.
3. To enable certain permissions for specific users, go to the “Configuration” tab, then select “Permission Manage.” From here admins can select a user and check the boxes for any permissions that they want that specific user to have. Admins also have the power to just simply give “ReadOnly” permissions, permitting them to see certain things within the software, but will not be able to edit or change any of the information or settings.

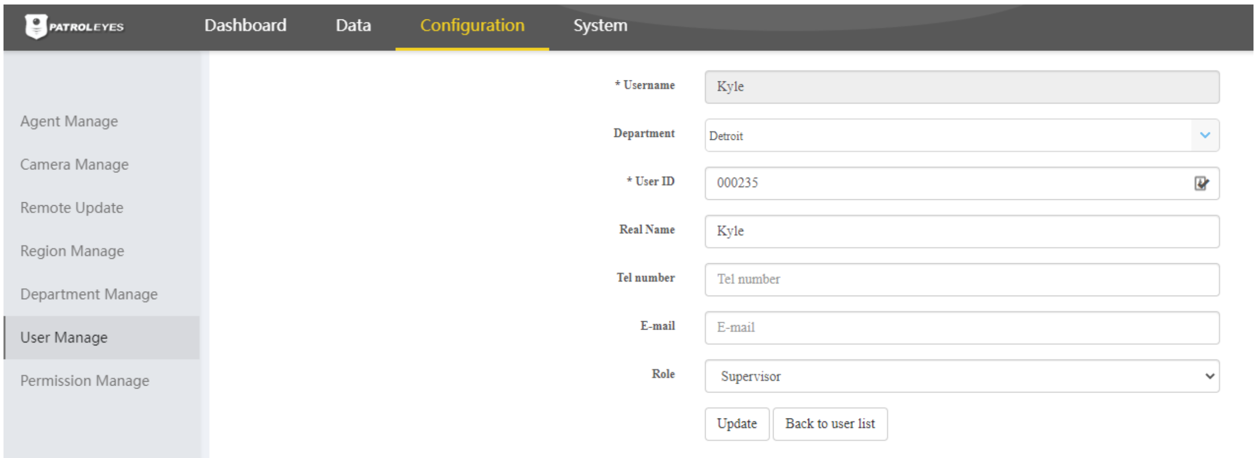
Repair report screen when a report is made:



Permission manage screen for admins to control user permissions:



User Manage screen for admins to manage users:



<u>FAQs</u>

- ❖ I cannot create a case.
  - ➢ You will not be able to create a case if you are logged in as admin. Only users will be able to create a case.

***** END USER LICENSE AGREEMENT *****

IMPORTANT: PLEASE READ THIS LICENSE CAREFULLY BEFORE USING THIS SOFTWARE.
1. LICENSE

By receiving, opening the file package, and/or using Digital Evidence Management Software ("Software") containing this software, you agree that this End User User License Agreement(EULA) is a legally binding and valid contract and agree to be bound by it. You agree to abide by the intellectual property laws and all of the terms and conditions of this Agreement.

Unless you have a different license agreement signed by StuntCams, LLC your use of Digital Evidence Management Software indicates your acceptance of this license agreement and warranty.

Subject to the terms of this Agreement, StuntCams, LLC grants to you a limited, non-exclusive, non-transferable license, without the right to sub-license, to use Digital Evidence Management Software in accordance with this Agreement and any other written agreement with StuntCams, LLC. StuntCams, LLC does not transfer the title of Digital Evidence Management Software to you; the license granted to you is not a sale. This agreement is a binding legal agreement between StuntCams, LLC and the purchasers or users of Digital Evidence Management Software.

If you do not agree to be bound by this agreement, remove Digital Evidence Management Software from your computer now and, if applicable, promptly return to StuntCams, LLC by mail any copies of Digital Evidence Management Software and related documentation and packaging in your possession.

2. DISTRIBUTION

Digital Evidence Management Software and the license herein granted shall not be copied, shared, distributed, re-sold, offered for resale, transferred, or sub-licensed in whole or in part except that you may make one copy for archive purposes only. For information about the redistribution of Digital, Evidence Management Software contact StuntCams, LLC.

3. USER AGREEMENT

3.1. USE

Your license to use Digital Evidence Management Software is limited to the number of licenses purchased by you. You shall not allow others to use, copy or evaluate copies of Digital Evidence Management Software.

3.2. USE RESTRICTIONS

You shall use Digital Evidence Management Software in compliance with all applicable laws and not for any unlawful purpose.

Each licensed copy of Digital Evidence Management Software may be used on one single computer location by one user. Use of Digital Evidence Management Software means that you have loaded, installed, or run Digital Evidence Management Software on a computer or similar device. If you install Digital Evidence Management Software onto a multi-user platform, server, or network, each and every individual user of Digital Evidence Management Software must be licensed separately.

You may make one copy of Digital Evidence Management Software for backup purposes, providing you only have one copy installed on one computer being used by one person. Other users may not use your copy of Digital Evidence Management Software. The assignment, sublicense, networking, sale, or distribution of copies of Digital Evidence Management Software are strictly forbidden without the prior written consent of StuntCams, LLC. It is a violation of this agreement to assign, sell, share, loan, rent, lease, borrow, network, or transfer the use of Digital Evidence Management Software. If any person other than yourself uses Digital Evidence Management Software registered in your name, regardless of whether it is at the same time or at different times, then this agreement is being violated and you are responsible for that violation.

3.3. COPYRIGHT RESTRICTION

This Software contains copyrighted material, trade secrets, and other proprietary material. You shall not, and shall not attempt to, modify, reverse engineer, disassemble or decompile Digital Evidence Management Software. Nor can you create any derivative works or other works that are based upon or derived from Digital Evidence Management Software in whole or in part.

StuntCams, LLC's name, logo, and graphics file that represents Digital Evidence Management Software shall not be used in any way to promote products developed with Digital Evidence Management Software. StuntCams, LLC retains sole and exclusive ownership of all rights, title, and interest in and to Digital Evidence Management Software and all Intellectual Property rights relating thereto.

Copyright law and international copyright treaty provisions protect all parts of Digital Evidence Management Software, products, and services. No program, code, part, image, audio sample, or text may be copied or used in any way by the user except as intended within the bounds of the single user program. All rights not expressly granted hereunder are reserved for StuntCams, LLC.

3.4. LIMITATION OF RESPONSIBILITY

You will indemnify, hold harmless, and defend StuntCams, LLC, its employees, agents, and distributors against any and all claims, proceedings, demands, and costs resulting from or in any way connected with your use of StuntCams, LLC's Software.

In no event (including, without limitation, in the event of negligence) will StuntCams, LLC, its employees, agents, or distributors be liable for any consequential, incidental, indirect, special, or punitive damages whatsoever (including, without limitation, damages for loss of profits, loss of use, business interruption, loss of information or data, or pecuniary loss), in connection with or arising out of or related to this Agreement, Digital Evidence Management Software or the use or inability to use Digital Evidence Management Software or the furnishing, performance or use of any other matters hereunder whether based upon contract, tort or any other theory including negligence.

StuntCams, LLC's entire liability, without exception, is limited to the customers' reimbursement of the purchase price of the Software (maximum being the lesser of the amount paid by you and the suggested retail price as listed by StuntCams, LLC) in exchange for the return of the product, all copies, registration papers and manuals, and all materials that constitute a transfer of license from the customer back to StuntCams, LLC.

3.5. WARRANTIES

Except as expressly stated in writing, StuntCams, LLC makes no representation or warranties in respect of this Software and expressly excludes all other warranties, expressed or implied, oral or written, including, without limitation, any implied warranties of merchantable quality or fitness for a particular purpose.

3.6. GOVERNING LAW

This Agreement shall be governed by the law of the United States applicable therein. You hereby irrevocably attorn and submit to the non-exclusive jurisdiction of the courts of the United States therefrom. If any provision shall be considered unlawful, void, or otherwise unenforceable, then that provision shall be deemed severable from this License and not affect the validity and enforceability of any other provisions.

3.7. TERMINATION

Any failure to comply with the terms and conditions of this Agreement will result in automatic and immediate termination of this license. Upon termination of this license granted herein for any reason, you agree to immediately cease use of Digital Evidence Management Software and destroy all copies of Digital Evidence Management Software supplied under this Agreement. The financial obligations incurred by you shall survive the expiration or termination of this license.

4. DISCLAIMER OF WARRANTY

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. THIS DISCLAIMER CONCERNS ALL FILES GENERATED AND EDITED BY DIGITAL EVIDENCE MANAGEMENT SOFTWARE AS WELL.

5. CONSENT OF USE OF DATA

You agree that StuntCams, LLC may collect and use information gathered in any manner as part of the product support services provided to you, if any, related to Digital Evidence Management Software. StuntCams, LLC may also use this information to provide notices to you which may be of use or interest to you.

6. PURCHASE AGREEMENT

All PatrolEyes Body Cameras (“Body Camera”) that are to be used with the Software must be registered. Body Camera registration, Software, and updates are a yearly subscription-based license that will expire at the end of the contract. By installing the license key you agree to our terms and conditions.