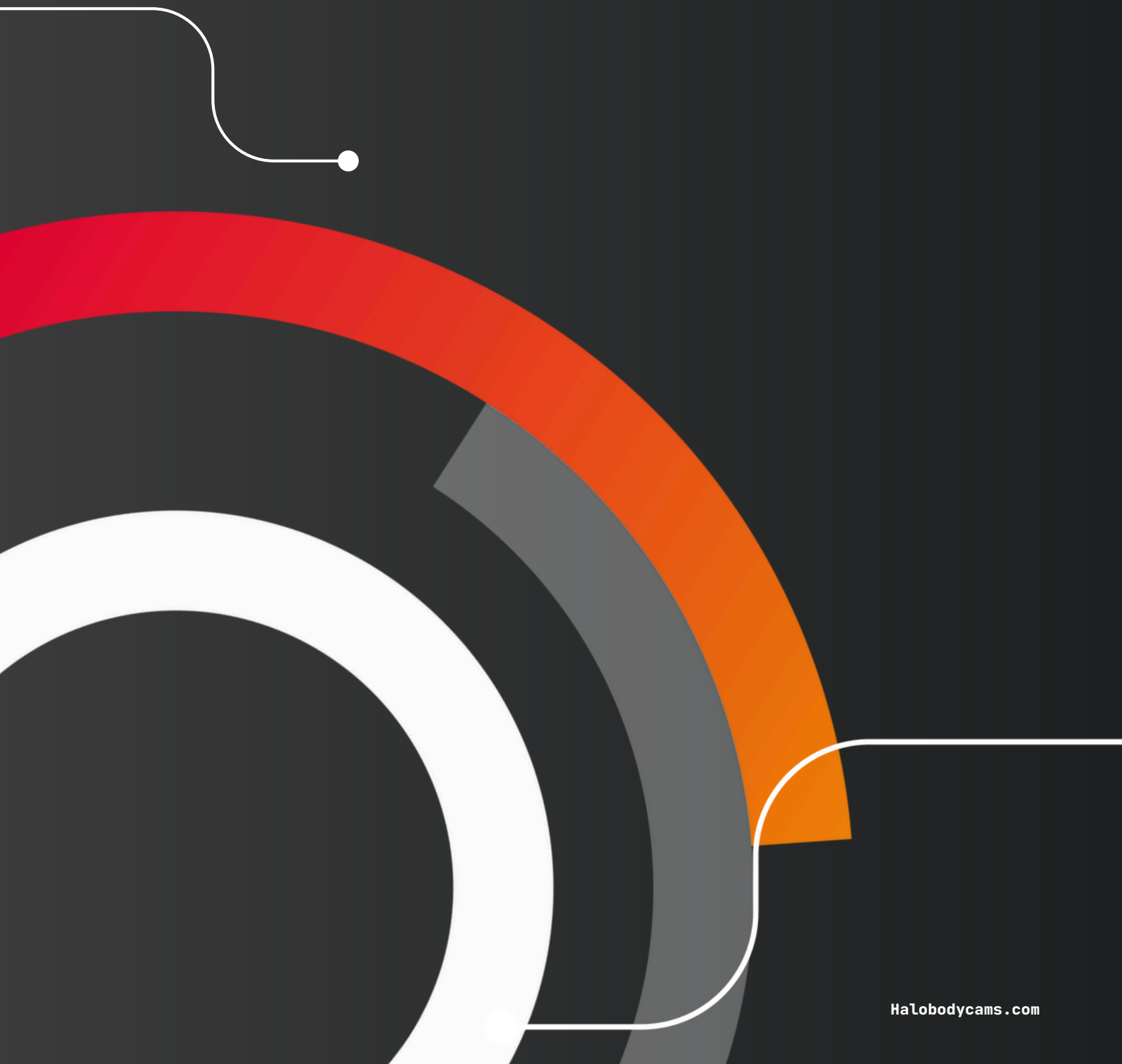


HALO VAULT:

DIGITAL ASSET MANAGEMENT SYSTEM

USER MANUAL



Contents Page

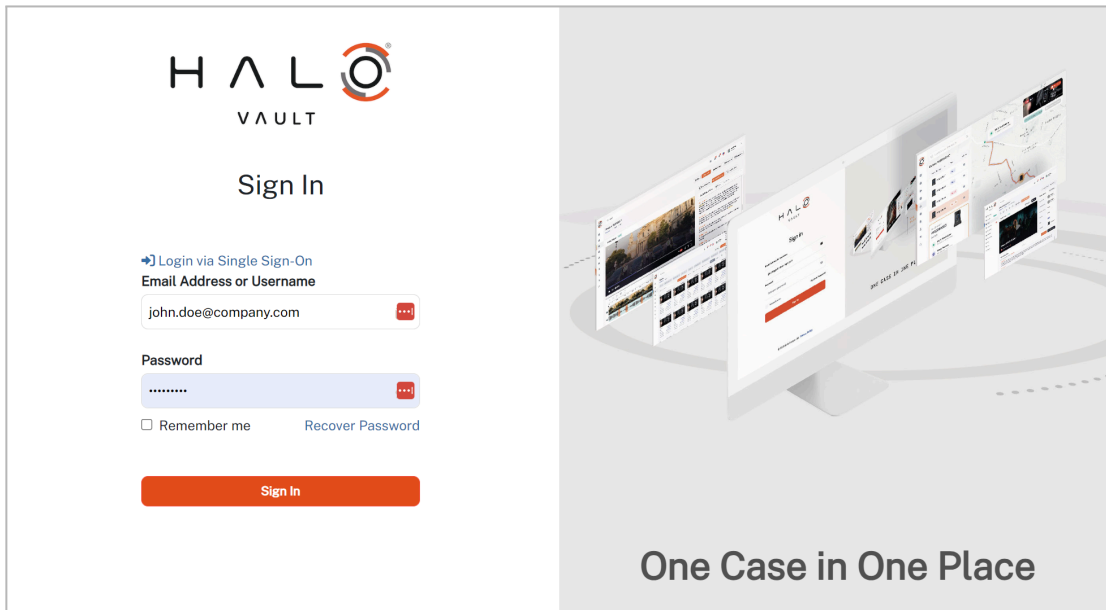
1. Login Page.....	3
2. User Settings.....	4
3. Cameras Page.....	4
3.1 Assigning Cameras.....	5
3.2 Unassigning Cameras.....	5
4. Videos Page.....	6
5. Managing Footage.....	6
5.1 Updating Metadata.....	6
5.2 Downloading Footage.....	7
5.3 Viewing Audit Trail.....	7
5.4 Edit Video.....	8
5.4.1 Creating Clips.....	8
5.4.2 Creating Bookmarks.....	9
5.4.3 Creating Snapshots.....	9
5.5 Video Redaction.....	10
5.6 Audio Redaction.....	11
6. Case Files (Lightbox).....	12
6.1 Viewing Case Files/Lightboxes.....	12
6.2 Create a Case File / Lightbox.....	13
6.3 Editing a Case File / Lightbox.....	14
6.4 Setting a Case File / Lightbox as Default.....	15
6.5 Empty a Case File/Lightbox.....	15
6.6 Creating a Contact Sheet.....	16
6.7 Delete a Case File / Lightbox.....	17
6.8 Sharing a Case File / Lightbox Internally.....	18
6.9 Sharing a Casefile / Lightbox Externally.....	20
6.10 Accessing the Case File / Lightbox as an External User.....	22
6.11 Notify Users.....	22
6.12 Other Lightbox Actions.....	23
6.13 Remove From Case File / Lightbox.....	24
6.14 Download Assets.....	25
7. Adding Users.....	25
7.1 Camera Assignment.....	27
8. Live Map / GPS.....	28

1. Login Page

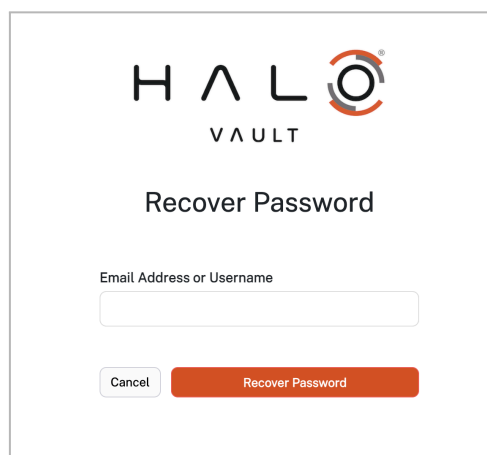
The URL to access the cloud Halo Vault platform is: app.halovault.com

To Sign In, type in your Username and Password credentials given to you by the Halo Tech Team or your Manager.

Forgotten Password: If you have forgotten your password, click on the **'Recover Password'** button below the password text box.

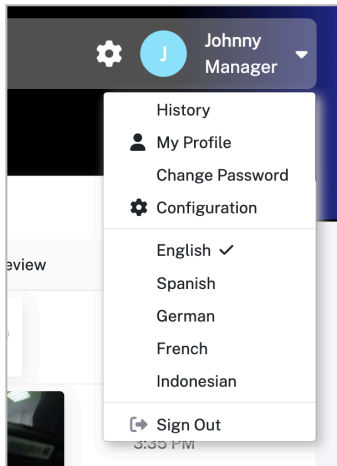


Once you have clicked the **'Recover Password'** button you will come to the page below



Type your email address in and click on **'Recover Password'** to send a reminder email.

2. User Settings

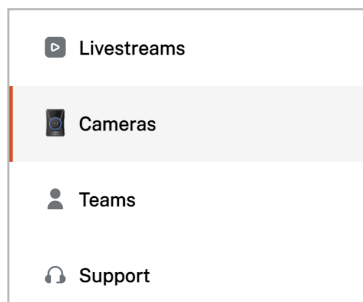


At the top right hand corner of your page, you will see your name. If you click on your name, you will see a drop-down box like the image on the left.

This is where you can check your history, change your password or click for help.

You can also sign out if you have finished using the Halo Vault system.

3. Cameras Page











The main use of the camera page is to assign users to cameras.

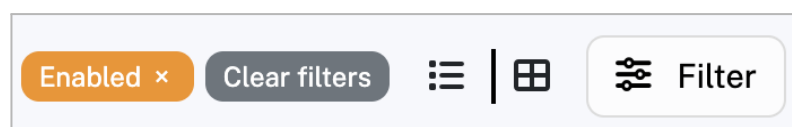
A camera needs to be assigned to a user before it can upload footage into the vault.

Once the footage has been uploaded, you will be able to see what user recorded the footage.

As you can see in the image below, the camera page shows the serial number of the camera, the name of the person assigned to the camera along with the check out date and the date of the last upload.

Serial Number	Checked Out By	Checkout Date	Registration Date	Last Upload	Pool
 #93007770	 Xavier Andorra	03/05/2024 5:15 PM	01/05/2023 1:30 PM		Nidec Pool
 #93007769	 nidecbatch	03/12/2024 9:57 AM	01/05/2023 1:30 PM		Nidec Pool
 #93007768	 15 Order	01/05/2023 1:52 PM	01/05/2023 1:29 PM		Nidec Pool
 #93007767	 15 Order	01/05/2023 1:52 PM	01/05/2023 1:29 PM		Nidec Pool

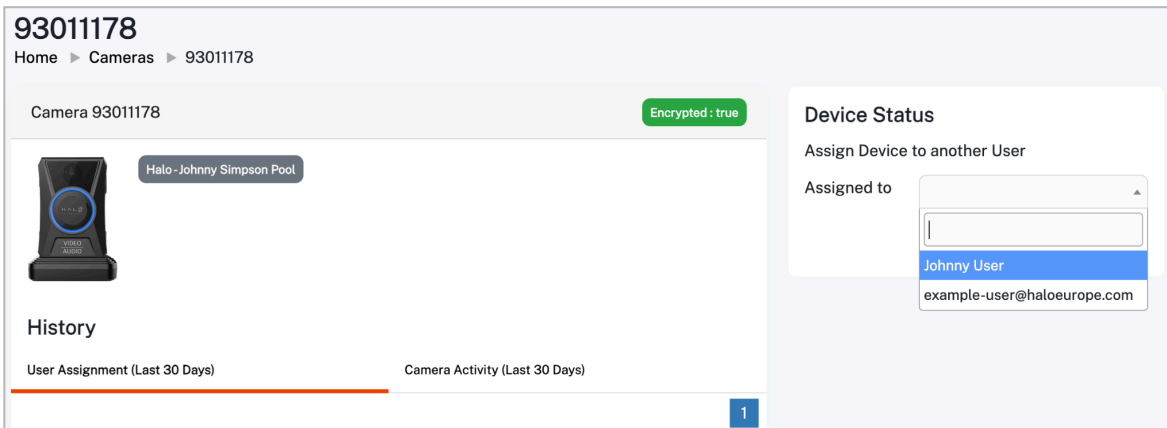
By clicking on the **Filter** button on the top right, you can narrow your search, e.g. You can bring up results for all unassigned cameras.



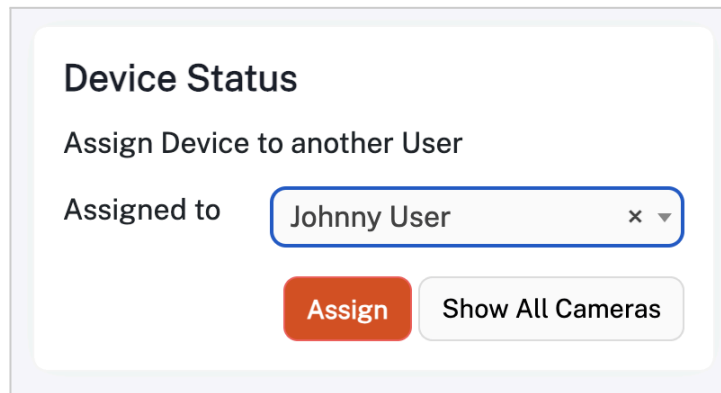
3.1 Assigning Cameras

To assign a camera, go to the **Cameras** page and click on the camera you want to use. (You can also assign users using the Teams page.)

As you can see in the image below, there will be a drop down box on the right of the page. The drop down will contain a list of users that haven't been assigned to a camera yet. If you are wondering why a user isn't on the list, it is because they are already assigned to another camera. Only one user can be assigned to one camera at one time.



Once you have chosen someone on the list to be assigned, click on the **'Assign'** button to assign the user to the camera.



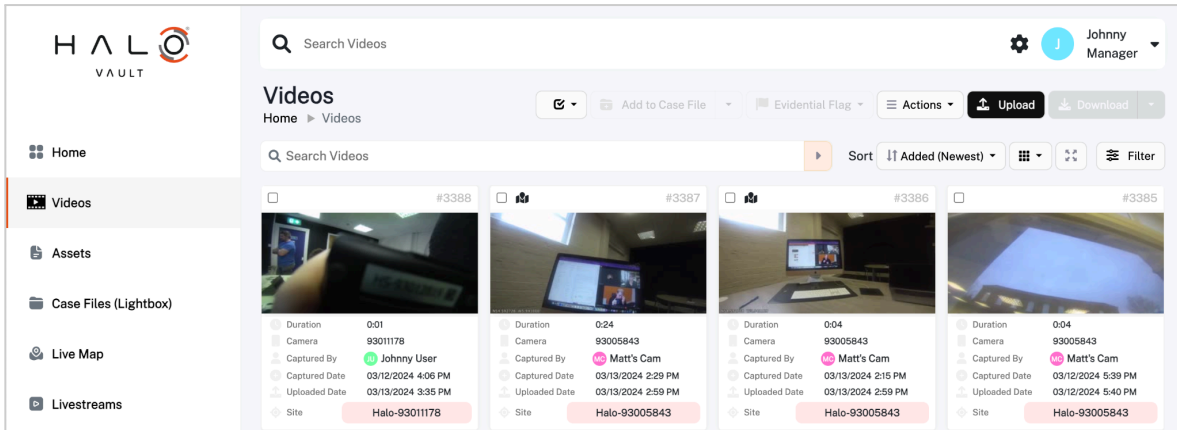
3.2 Unassigning Cameras

To unassign a camera, follow the same procedure as assigning a camera.

In the drop down box where it shows all the available staff, click on the hyphen and then click **'Assign'**. This will mean the camera is unassigned and needs to be assigned to a user before being able to upload again.

4. Videos Page

Below is the **Videos** page, this is where you can see all of your uploaded videos. You can use the search bar at the top to search videos by; Site, Camera Serial Number or the Name of your colleague.



You can also see on the left-hand side of the page, that you can refine your search. If you have a specific date you want to search a video, these filters can help you. To view any of the videos, simply click on the video thumbnail.

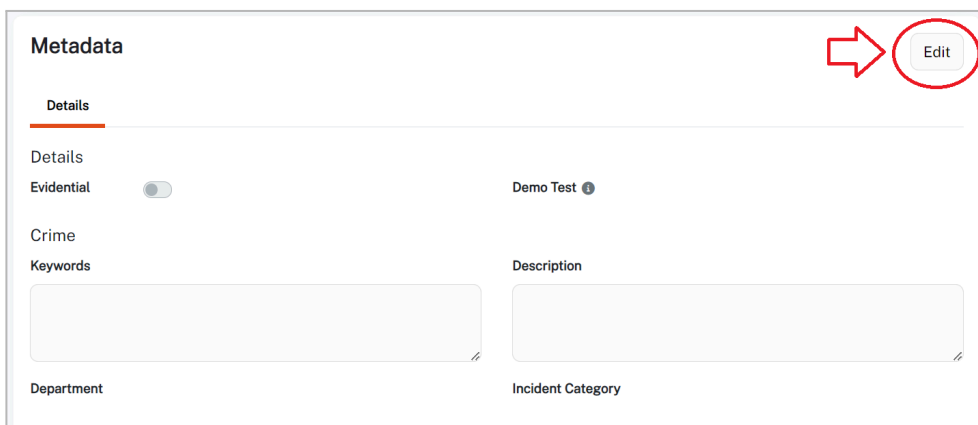
5. Managing Footage

Footage will only stay in the system for 30 days (This is the Default Retention Period). Once the retention period is up, the footage will be deleted.

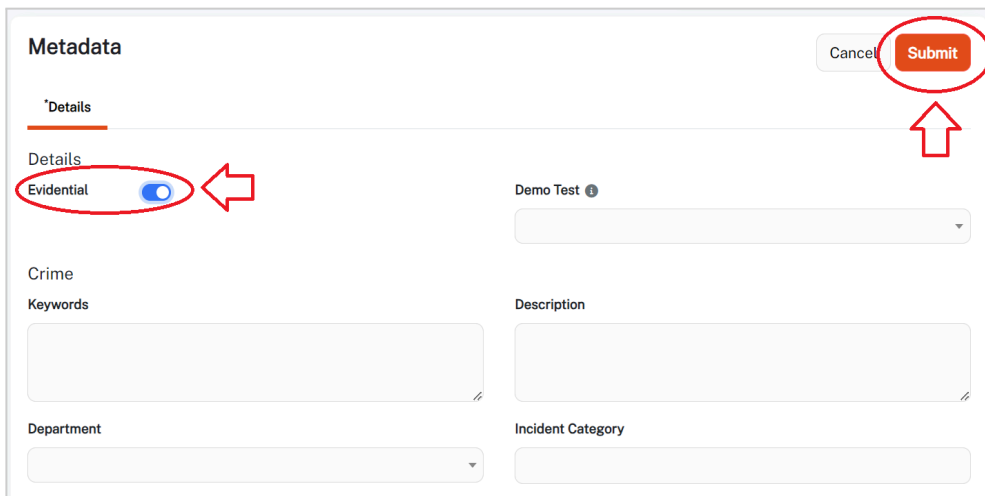
If you want to keep the footage for more than 30 days, you will need to update its metadata and mark the clip as 'evidential' (see 5.1). Once marked evidential, it will stay in the system forever until it's unmarked.

5.1 Updating Metadata

Click on the video you would like to update from the **Videos** page. Click on the **'Edit'** button in the **Metadata** section as shown in the image below.



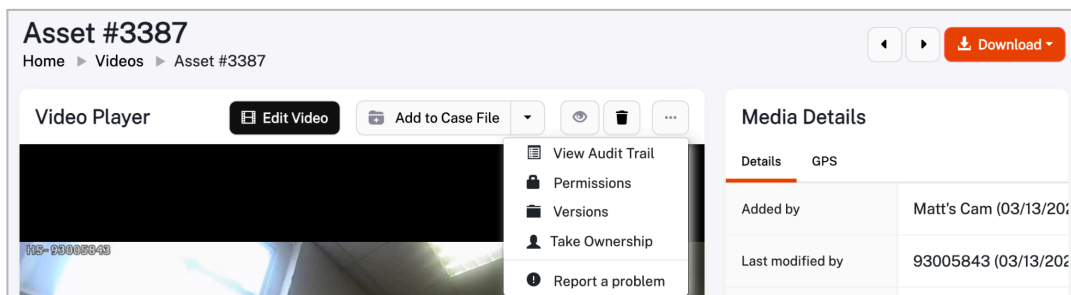
Update the necessary metadata as required. To mark a video as evidential, you can switch on the Evidential toggle under **'Details'**. Click **'Submit'** on the top-right corner to save your changes.



The screenshot shows a 'Metadata' form with a 'Details' tab selected. Under the 'Details' section, there is a toggle switch labeled 'Evidential' which is currently turned on. A red circle highlights the 'Evidential' toggle, and a red arrow points to it from the left. Another red circle highlights the 'Submit' button in the top right corner, with a red arrow pointing to it from below. The form also includes fields for 'Demo Test', 'Keywords', 'Description', 'Department', and 'Incident Category'.

5.2 Downloading Footage

Above each clip there are various buttons, as you can see in the image below. To download a clip, click on the **'Download'** button. This file will download the clip to your computer as a MP4 file.



The screenshot shows the 'Asset #3387' page. At the top right, there is a 'Download' button. Below the video player, there is a menu with options: 'View Audit Trail', 'Permissions', 'Versions', 'Take Ownership', and 'Report a problem'. To the right, the 'Media Details' section is visible, showing a table with columns for 'Details' and 'GPS'. The table contains the following information:

Details	GPS
Added by	Matt's Cam (03/13/2020)
Last modified by	93005843 (03/13/2020)

5.3 Viewing Audit Trail

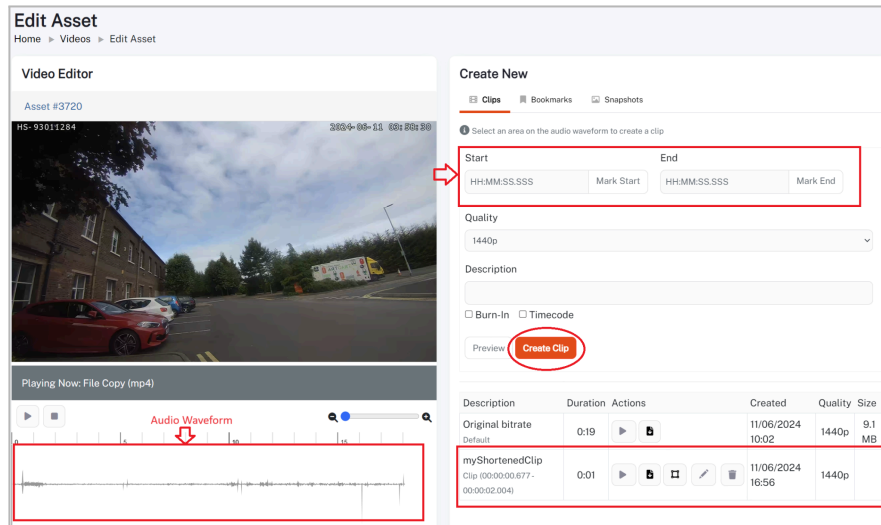
The **'View Audit Trail'** button shows you everything that has happened with the clip since it has been uploaded. So it will show the exact time and date of any metadata information that has been updated and if the file has ever been downloaded by anyone. You can access the audit trail by clicking on the three dots **'...'** which will reveal a menu where **'View Audit Trail'** will be visible.

5.4 Edit Video

5.4.1 Creating Clips

When you click on the **'Edit Video'** button above the clip, you will come to the **Clips** tab page. This feature can be used when you have a long clip (e.g. 30 mins) but you only need 5 minutes of it. You can create a clip of the incident and download or redact it.

Select the section of the video you require by either dragging your mouse across the audio waveform you want below the video or entering the start and end time as shown below.










You can also update the quality and description of the clip. The **Burn-In** tick box will burn the name of the logged in user onto the bottom of the file. The **Timecode** tick box is for burning on the time of the original clip onto the new clip.

Once you're happy with your selection and settings, click the **'Create Clip'** button. This may take some time to process depending on the size and quality of your clip. Once successfully processed, it can be viewed in the bottom right table as shown above.

Once your clip is created, you will see 5 symbols in the Actions tab (as shown in the above image) that allow you to:

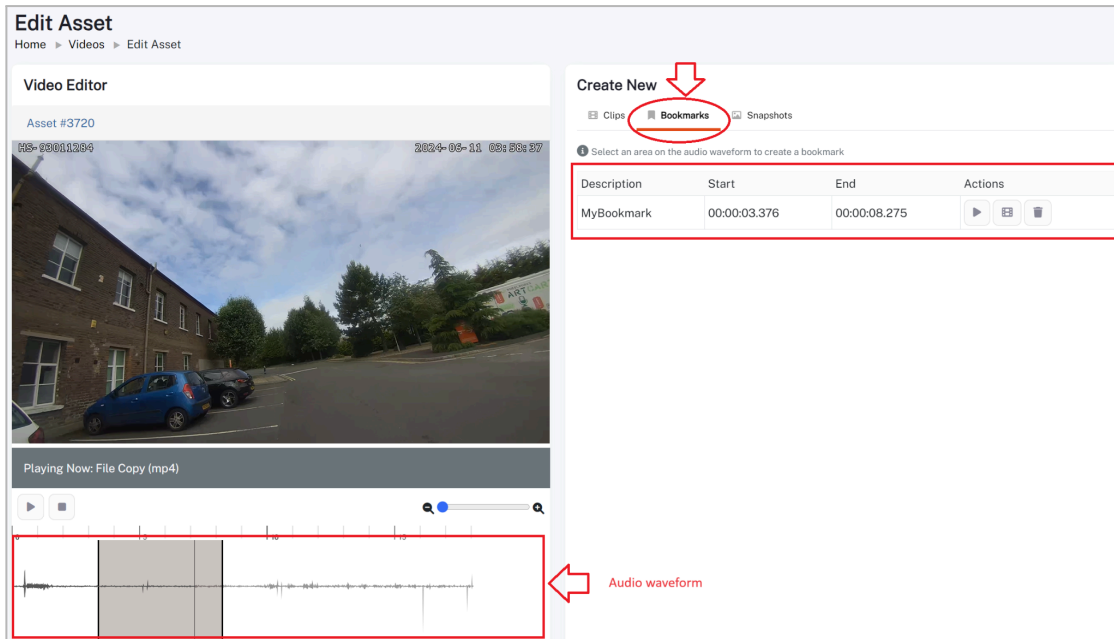
- Play
- Download
- Redact
- Edit
- Delete

Description	Duration	Actions	Created	Quality	Size
Original bitrate Default	0:19	 	11/06/2024 10:02	1440p	9.1 MB
myShortenedClip Clip (00:00:00.677 - 00:00:02.004)	0:01	    	11/06/2024 16:56	1440p	

5.4.2 Creating Bookmarks

When you click on the **'Edit Video'** button above the clip, you can navigate to the **Bookmarks** tab. This feature allows you to mark specific points of interest in a video and easily start the video from point.

To create a bookmark, select the point of the video you would like to bookmark by dragging your mouse across the audio waveform you want below as shown.



Once you've selected the area, a prompt will appear to name your bookmark. Enter the description name and click **'Save'**.

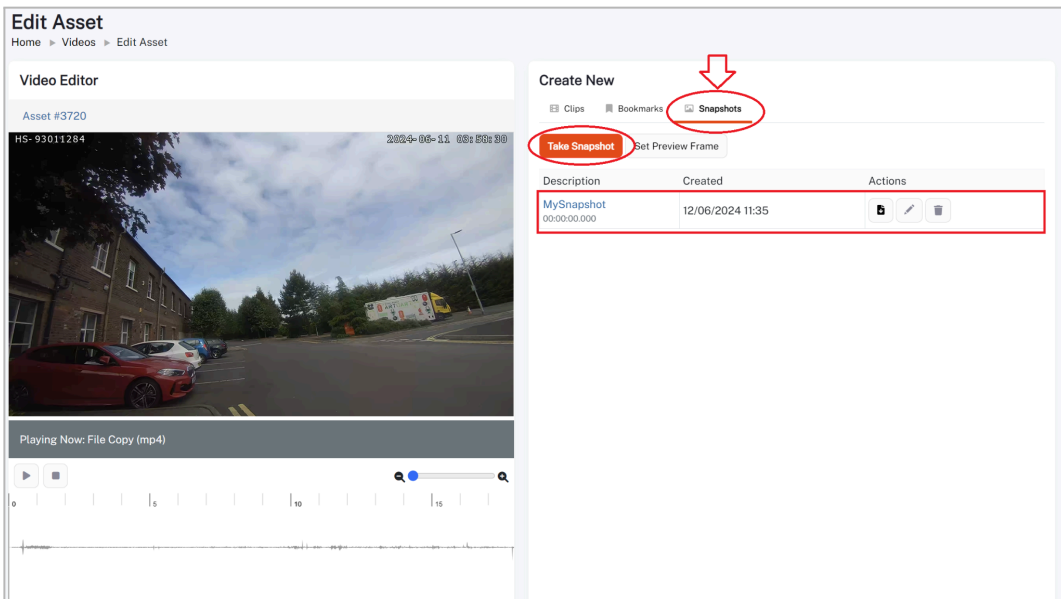
Once processed, your bookmark will appear on the right-hand side table as shown above. You will see 3 symbols in the Actions tab (as shown in the below image) that allow you to:

- Play
- Create a clip
- Delete

5.4.3 Creating Snapshots

The **'Snapshots'** feature allows you to take a screenshot of a frame in the clip and download it as a JPG file. It is found when you **'Edit Video'** and navigate to the **'Snapshots'** tab at the top right hand side of the page as shown in the image below.

To take a snapshot, simply pause the clip and click the **'Take Snapshot'** button as shown below. You will then be prompted to enter a description name and click **'Save'**.

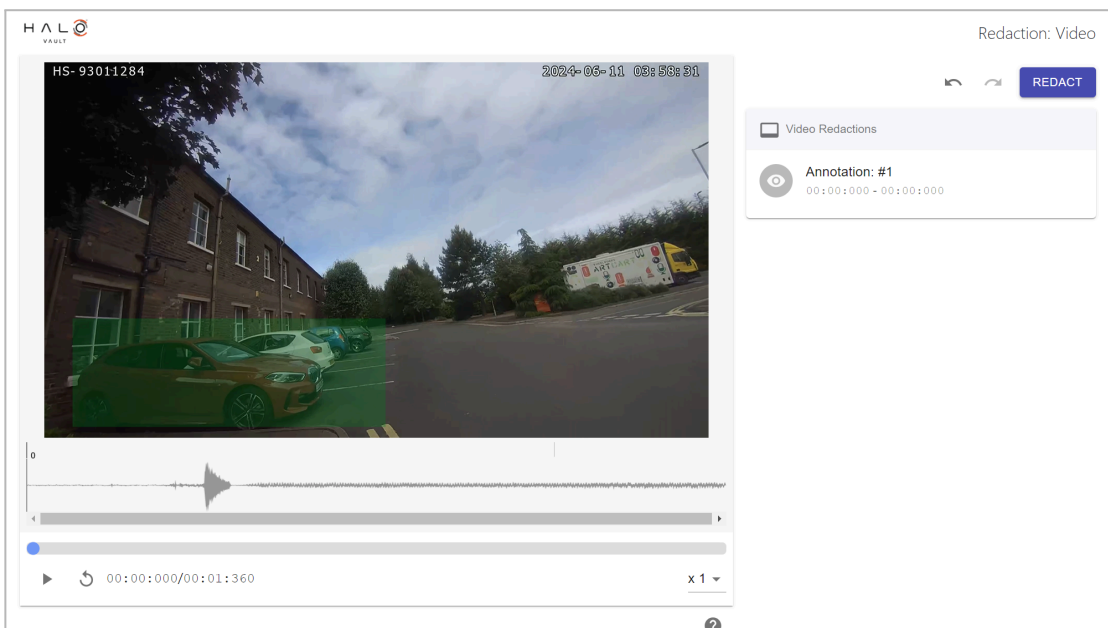


Once processed, the snapshot will appear in the table on the right hand side as shown above.

5.5 Video Redaction

Once you have created a clip as per instructions outlined in **5.4.1**, you will be able to use the redaction feature as highlighted in the image below.

This feature is a manual way of redacting out objects in the video. Once you have clicked on the redaction button, you will come to the screen like the image below.



1. Firstly it is recommended to change the speed of the playback to **0.25**. This slows down the video and allows you to accurately redact the specific object.

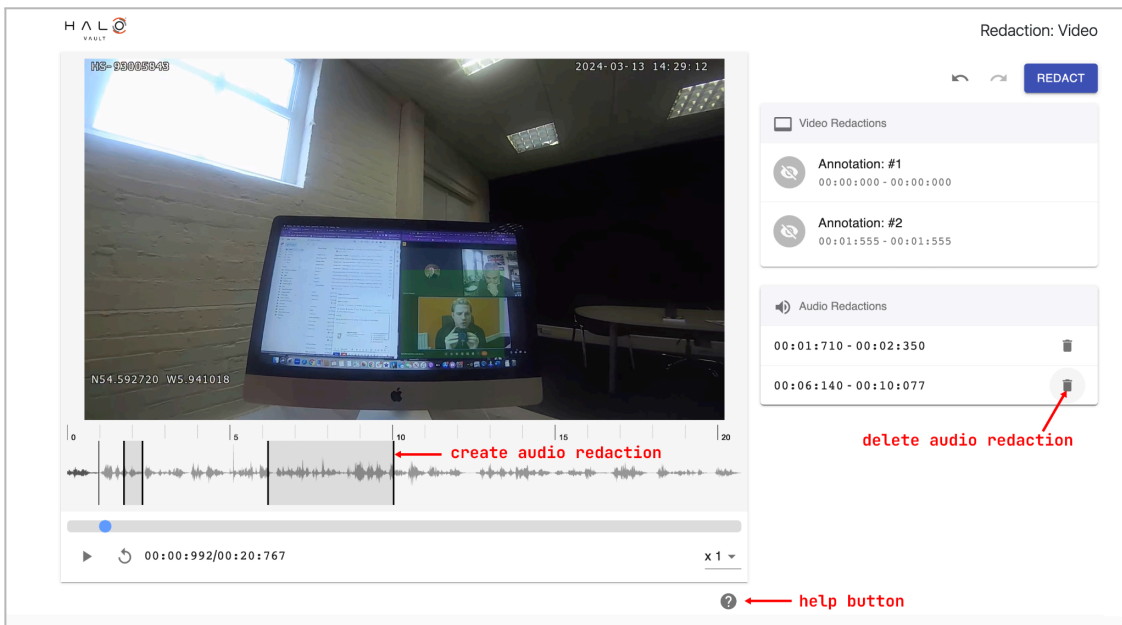
This is placed just below the video. Click on the drop down box and you can choose what speed of playback you want.

2. To redact an object, you simply drag your cursor in the video clip and it will create a light green box (As you can see in the image above).
3. Now press play and drag the green box around the clip as it is being played.
4. In the box on the right hand side, you can go back through each frame and delete any redacted boxes that you don't want.
5. Once you are happy with the clip, click on the blue **'Redact'** button to send the clip off to be redacted.
6. To view the redacted clip, go to the **'Clips'** section in the Edit Video section.

**The question mark symbol includes more detailed instructions on how to use the redaction software as shown below*

5.6 Audio Redaction

Audio redaction allows you to remove the audio from a clip.



1. Below the clip, you will see the sound bar, this is where you control the audio.
2. To create an audio annotation, drag the cursor left to right and you'll see the software create the annotation.
3. Once it is created, it will appear in the audio redaction table on the right hand side.
4. There is a delete button beside each annotation in the table if you want to remove it.
5. Once finished, click on the blue **'Redact'** button at the top right hand corner.

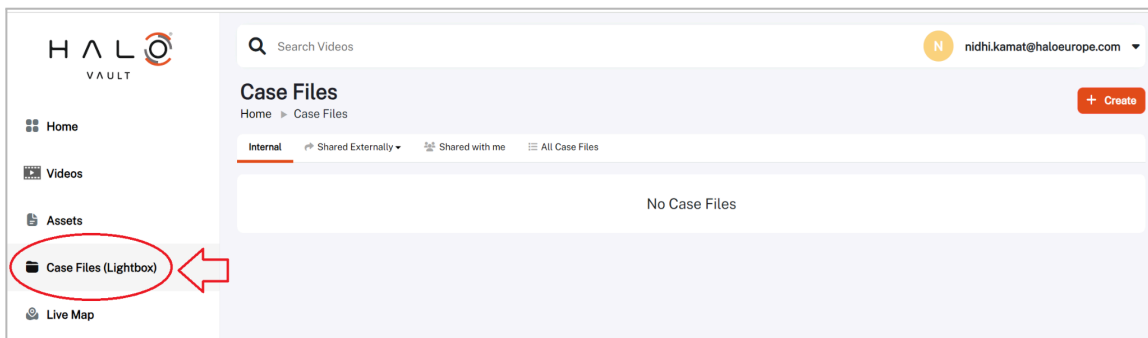
6. Case Files (Lightbox)

Case Files (also known as lightboxes) provide a convenient way to collate groups of videos. There is a maximum limit of 1000 videos per case file. Users can create, edit, delete and share case files (depending on permissions).

6.1 Viewing Case Files/Lightboxes

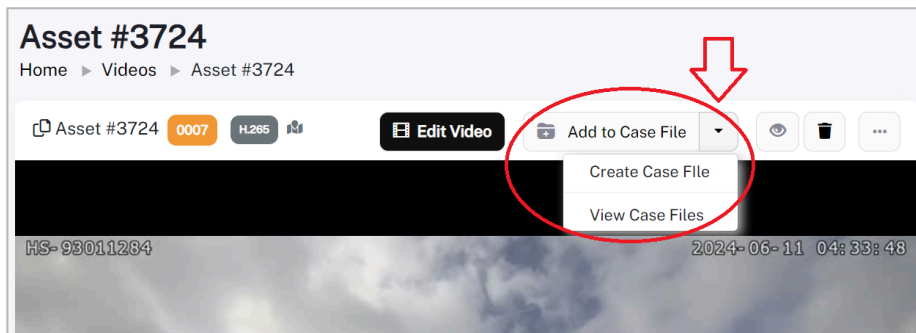
There are two options available for viewing case files or lightboxes.

1. From the sidebar, select **Case Files (Lightboxes)**



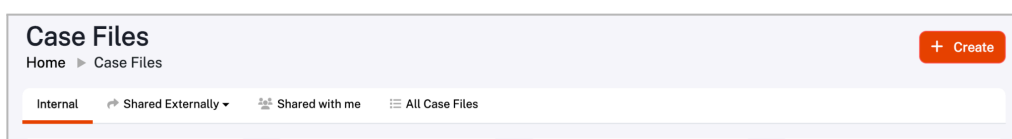
OR

2. Select a video on the **Videos** page, or an asset on the **Assets** page. Click the dropdown arrow from the 'Add to Case File' button and choose 'View Case Files'.



Case files / lightboxes are organised into:

- An **Internal** tab: Displays the case files that the user has access to.
- A **Shared Externally** tab: Display the case files that the user has shared externally.
- A **Shared with me** tab: Displays the case files that have been shared with that user.
- **All Case Files** (Admins only): Displays all case files configured by all users



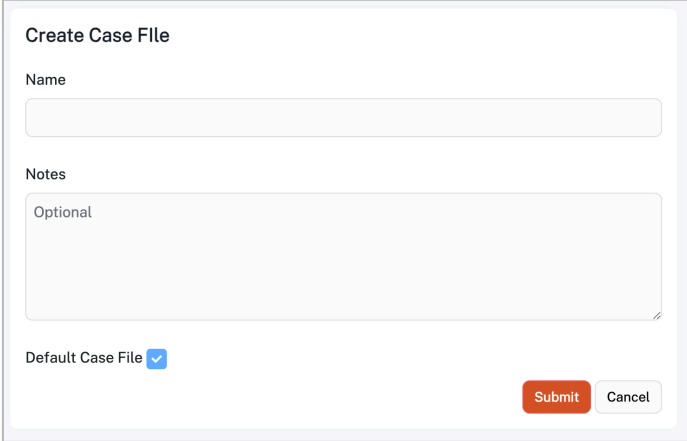
6.2 Create a Case File / Lightbox

To create a case file or lightbox: .

1. From the menu bar, select **Case Files (Lightbox)**.
2. Click **Create** at the top right-hand side (see above image)
3. Add a name for the case file and some notes if required as shown in the below image
4. The **'Default Case File'** checkbox is checked by default, if this is not required, then deselect it.
5. Click the **'Submit'** button

OR

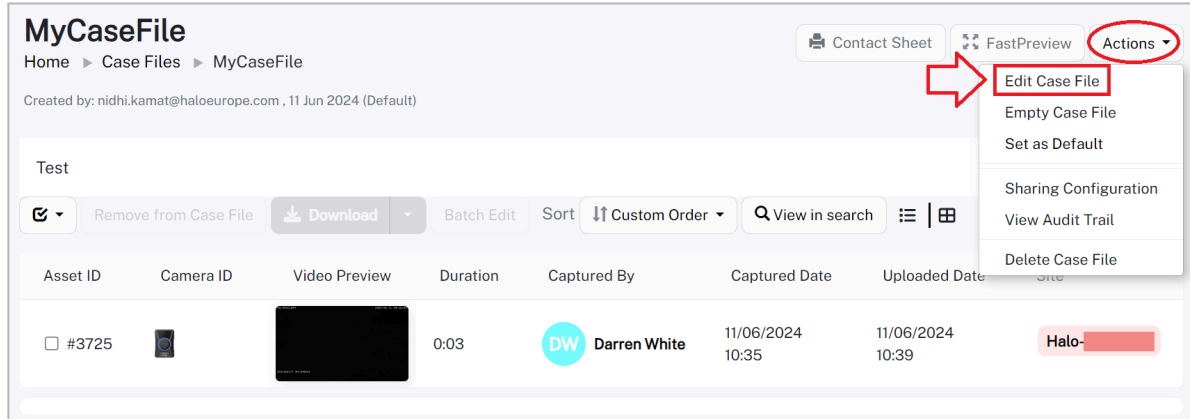
1. In the **Videos** or **Assets** page, select a file and click the dropdown arrow beside the **'Add to Case File'** button (see 6.1)
2. Click **'Create Case File'**
3. Add a name for the case file and some notes if required as shown in the below image
4. The **'Default Case File'** checkbox is checked by default, if this is not required, then deselect it.
5. Click the **'Submit'** button.



The screenshot shows a lightbox titled "Create Case File". It contains a "Name" text input field, a "Notes" section with an "Optional" text area, and a "Default Case File" checkbox which is checked. At the bottom right, there are "Submit" and "Cancel" buttons.

6.3 Editing a Case File / Lightbox

1. From the side bar, select **'Case Files (Lightbox)'**
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Edit Case File'**
4. Make the required changes, then click the **'Submit'** button.



OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox on the left next to any file.
2. Select the from the **'Add to Case File'** drop down box and click **'View Case Files'**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Edit Case File'** (see above image)
5. Make the required changes, then click the **'Submit'** button as shown in the below image

The screenshot shows the 'Edit Case File' form. It has a title 'Edit Case File' and a breadcrumb 'Home > Case Files > Edit Case File'. The form contains two input fields: 'Name' with the value 'Main Case File' and 'Notes' with the value 'Optional'. At the bottom right, there are two buttons: 'Submit' (in red) and 'Cancel'.

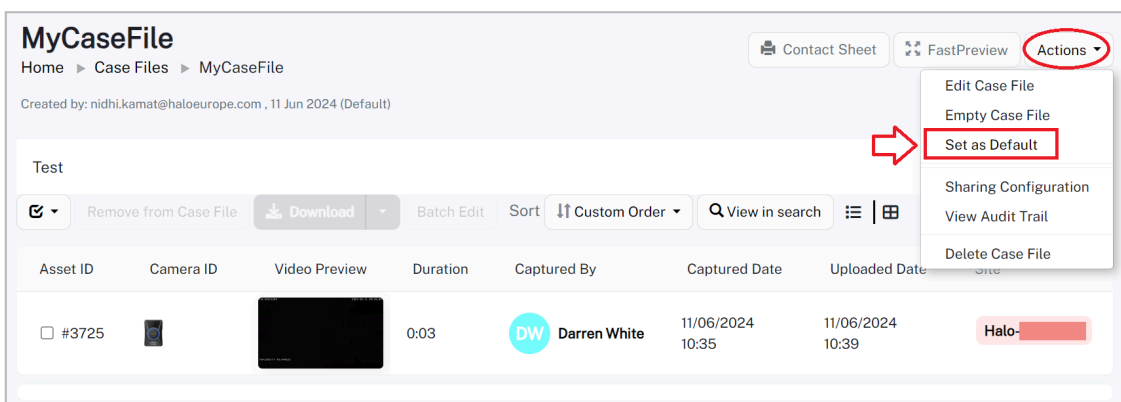
6.4 Setting a Case File / Lightbox as Default

To set a case file / lightbox as default:

1. From the side bar, select **'Case Files (Lightbox)'**
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Set as Default'** (see image below)

OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any file.
2. Select the from the **'Add to Case File'** drop down box and choose **'View Case Files'**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Set as Default'**



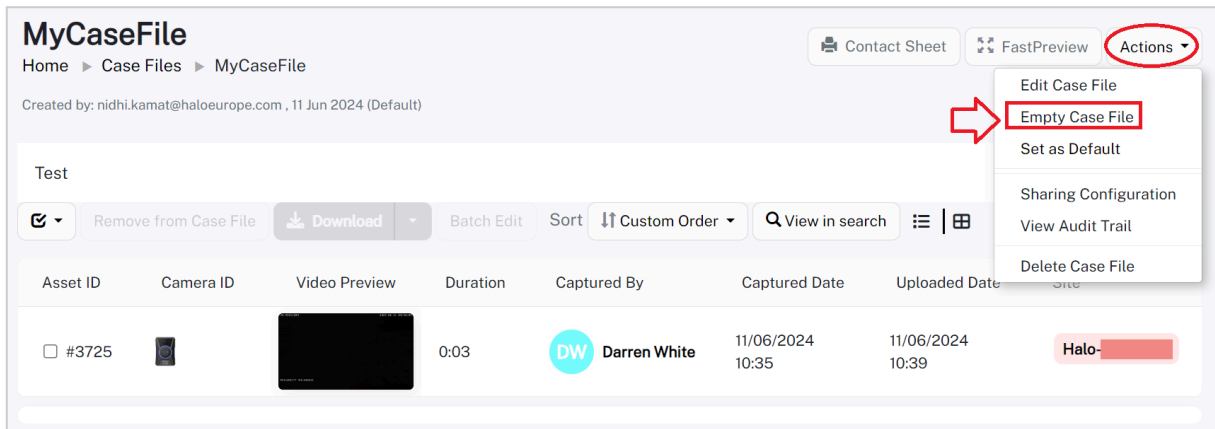
6.5 Empty a Case File/Lightbox

To empty a case file or lightbox:

1. From the sidebar, select **'Case Files (Lightbox)'**.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Empty Case File'** (see image below)
4. A dialog will be displayed allowing the user to confirm this action. To continue, click the **'Empty'** button.
5. All assets will be removed from the case file.

OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any video.
2. Select the from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Empty Case File'**
5. A dialog will be displayed allowing the user to confirm this action. To continue, click the **'Empty'** button.
6. All assets will be removed from the case file.



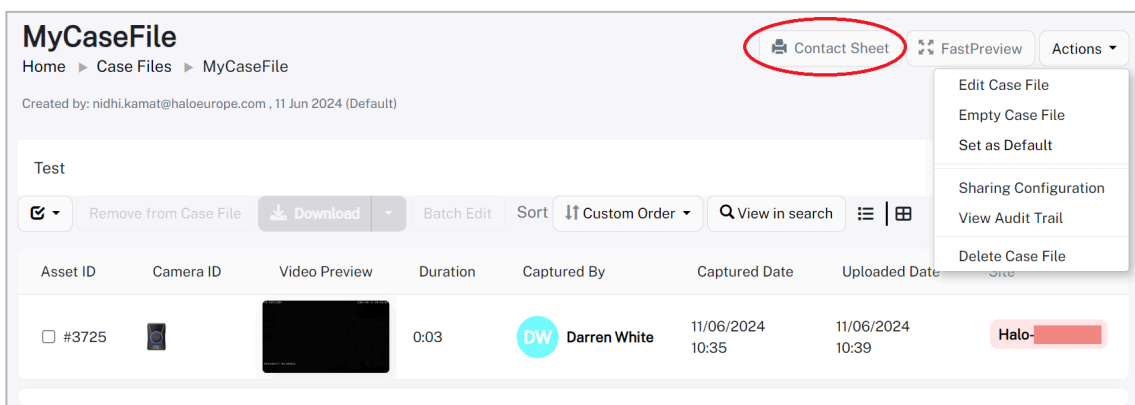
6.6 Creating a Contact Sheet

To create a contact sheet:

1. From the sidebar, select '**Case Files (Lightbox)**'.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the '**Contact Sheet**' button' (see image below)
4. A separate tab will open displaying a print version of the selected case file assets.
5. Click the '**Print**' button to print the sheet.

OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any video.
2. Select the from the '**Add to Case File** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the '**Contact Sheet**' button' (see image below)
5. A separate tab will open displaying a print version of the selected case file assets.



6. Click the '**Print**' button to print the sheet.

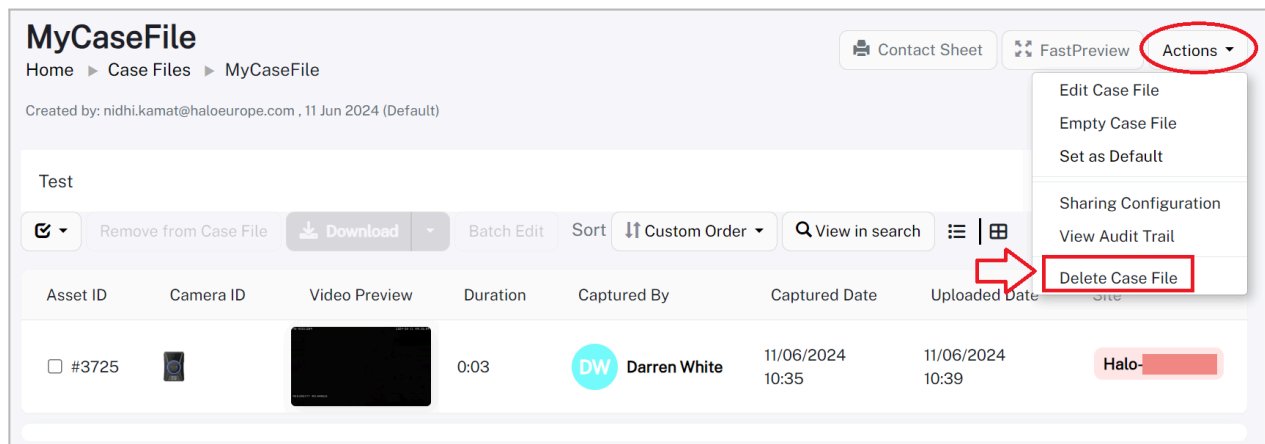
6.7 Delete a Case File / Lightbox

To delete a case file or lightbox:

1. From the sidebar, select **'Case Files (Lightbox)'**.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Delete Case File'** (see image below)
4. A confirmation dialog will be displayed, click the **'Delete'** button to confirm the deletion of the case file.

OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any video.
2. Select the from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Delete Case File'**
5. A confirmation dialog will be displayed, click the **'Delete'** button to confirm the deletion of the case file.



The screenshot displays the MyCaseFile web interface. At the top, there are navigation tabs for 'Contact Sheet', 'FastPreview', and 'Actions'. The 'Actions' tab is circled in red. Below the navigation, there is a search bar and a table of case files. The table has columns for Asset ID, Camera ID, Video Preview, Duration, Captured By, Captured Date, and Uploaded Date. A red arrow points to the 'Delete Case File' option in the Actions dropdown menu.

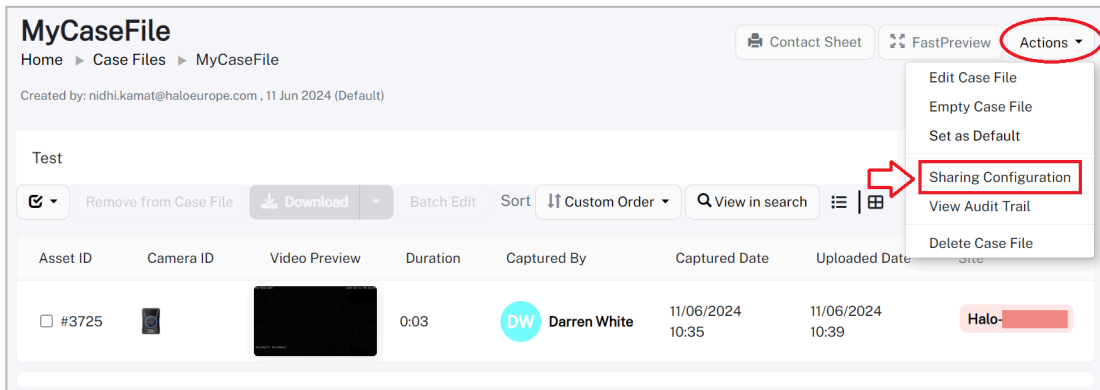
Asset ID	Camera ID	Video Preview	Duration	Captured By	Captured Date	Uploaded Date	Site
<input type="checkbox"/> #3725			0:03	Darren White	11/06/2024 10:35	11/06/2024 10:39	Halo-

6.8 Sharing a Case File / Lightbox Internally

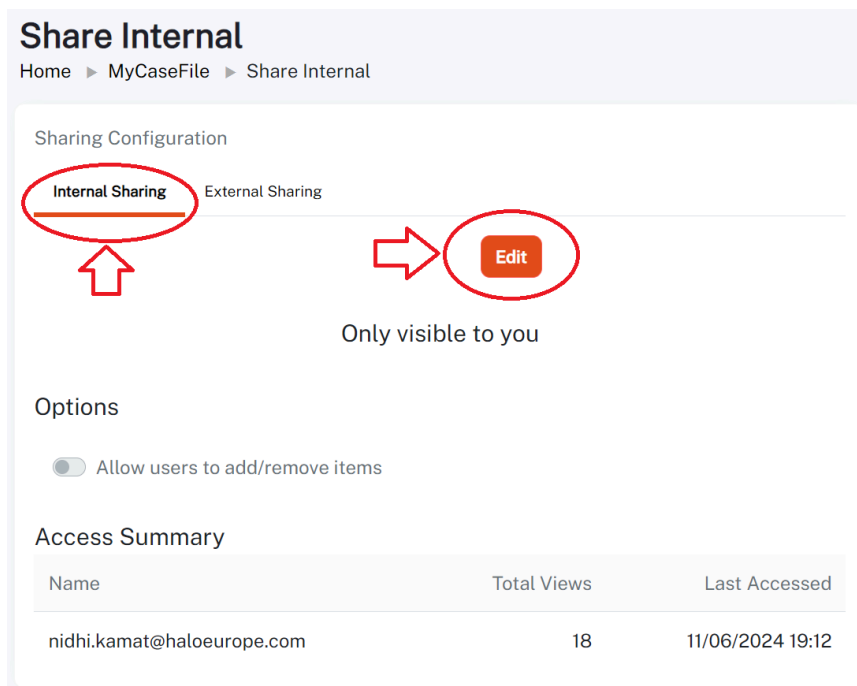
Sharing **internally** means sharing with another Halo Vault user. If you wish to share with someone who does not have their own Halo Vault login, please see *Sharing Externally*.

To share internally:

1. From the sidebar, select **Case Files (Lightbox)**.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Share Configuration'** (see image below)




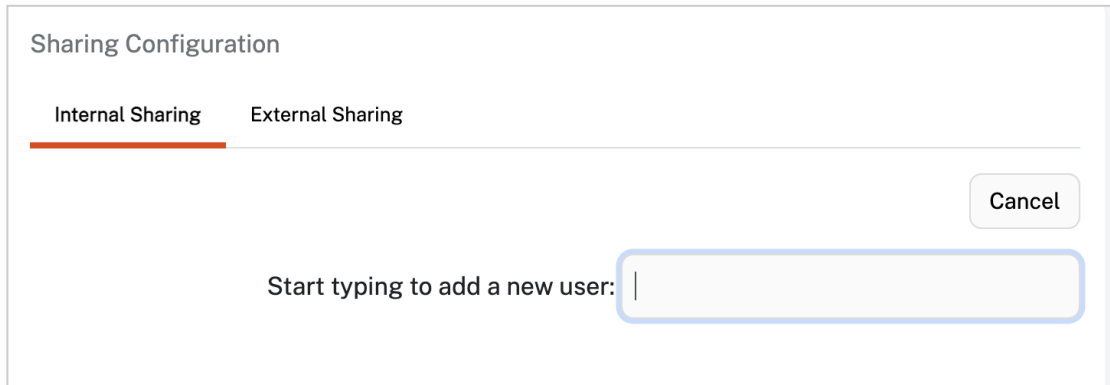
4. Navigate to the **'Internal Sharing'** tab and click **'Edit'** (see image below)



5. Type the name of the user you want to share your case file with (see image below). The system will suggest results based on what the user has typed.
6. Once a name has been selected, it will appear in the table.
7. Repeat steps 5 - 6 to add more users.
8. Click the **'Save'** button once all users have been selected.

OR

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any file.
2. Select the  from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Share Configuration'** (see images above)
5. Navigate to the **'Internal Sharing'** tab and click **'Edit'** (see images above)
6. Type the name of the user you want to share your case file with (see image below). The system will suggest results based on what the user has typed.



Sharing Configuration

Internal Sharing External Sharing

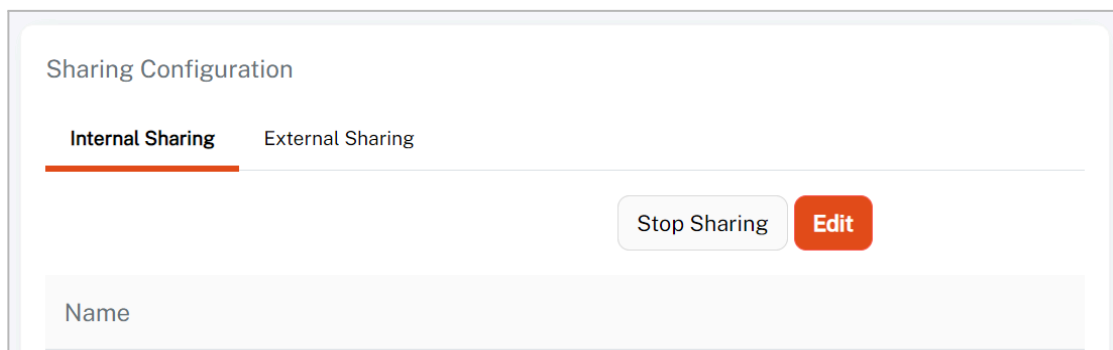
Cancel

Start typing to add a new user:

7. Once a name has been selected, it will appear in the table.
8. Repeat steps 5 - 6 to add more users.
9. Click the **'Save'** button once all users have been selected.

Tips!

- To remove a user from an internal share, click the **'Edit'** button, then click the  icon.
- To stop sharing the case file, click the **'Stop Sharing'** button and then the **'Reset'** button.



Sharing Configuration

Internal Sharing External Sharing

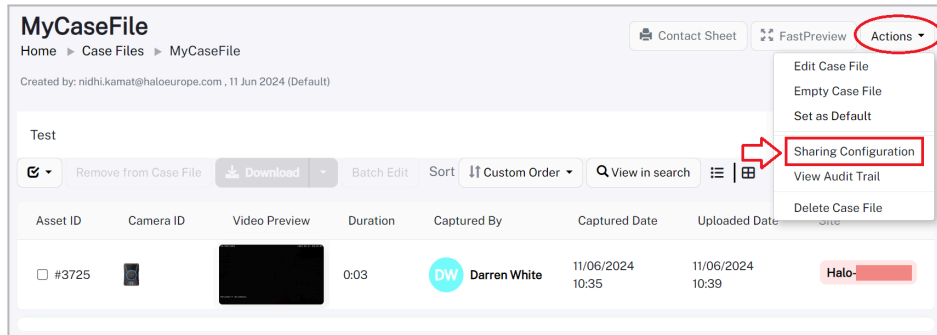
Stop Sharing Edit

Name

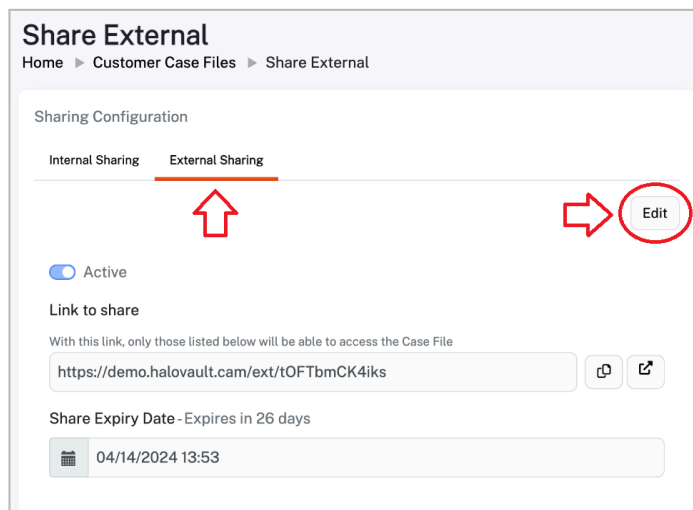
6.9 Sharing a Casefile / Lightbox Externally

Sharing **externally** means sharing with another user who does not have their own Halo Vault login. To share externally:

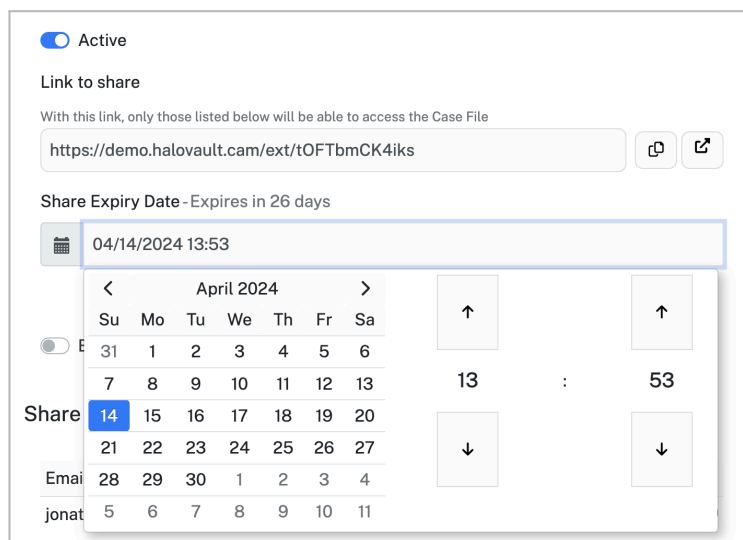
1. From the sidebar, select **Case Files (Lightbox)**.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Share Configuration'** (see image below)



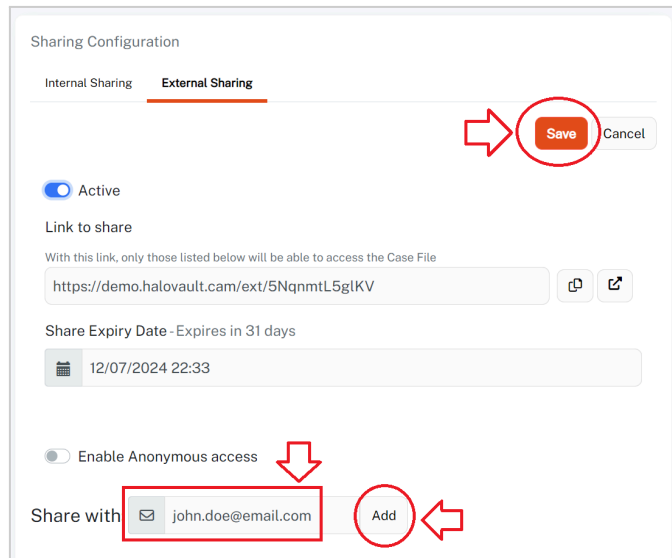
4. Navigate to the **External Sharing** tab and click the **'Edit'** button.



5. A **'Share Expiry Date'** is calculated by default, but this can be amended as required by clicking into the field and selecting another date and time.



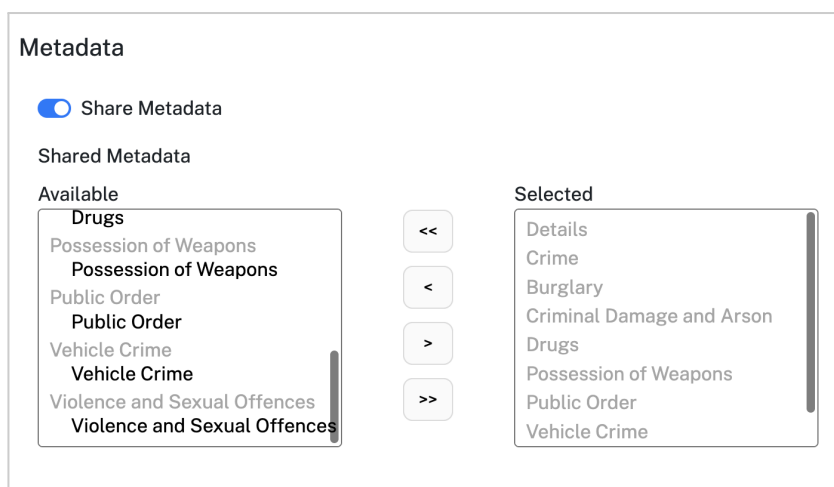
- To share the case file, type the required email addresses into the **'Share with'** text field and click the **'Add'** button. The email address will then be displayed in a table below.



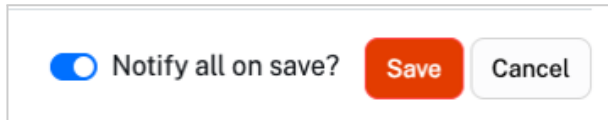
- More emails can be added following the previous step and clicking the **'Add'** button.
- Alternatively, toggle the **'Enable Anonymous access'** switch to allow the case file / lightbox to be shared without requiring the external user to register with a username and password. This will generate a unique URL. The URL must be copied and sent to the desired external user by email, text or other means.



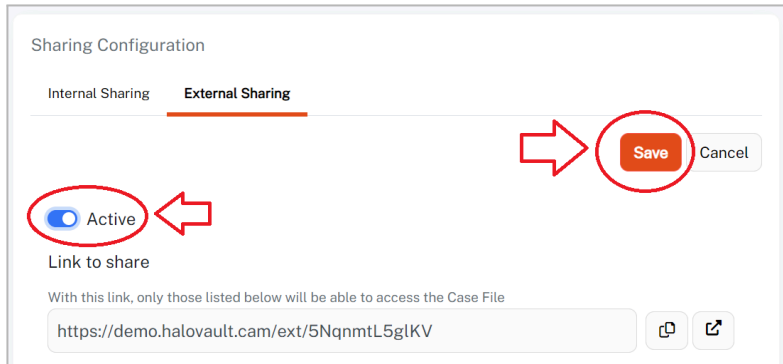
- Select the required metadata by choosing the metadata on the **'Available'** left panel and using the **>** button to display it in the **'Selected'** right panel



- To make this case file share active, toggle on the **'Active'** switch.
- To notify users by email, toggle on the **'Notify all on save'** switch.



12. Click the **'Save'** button when all options have been selected.
13. An email will be sent to those with whom the case file is shared.



OR you can also access the external sharing configuration by following the instructions below instead:

1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any file.
2. Select the from the **'Add to Case Files'** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Follow steps 3 - 13 as per alternative instructions outlined previously

6.10 Accessing the Case File / Lightbox as an External User

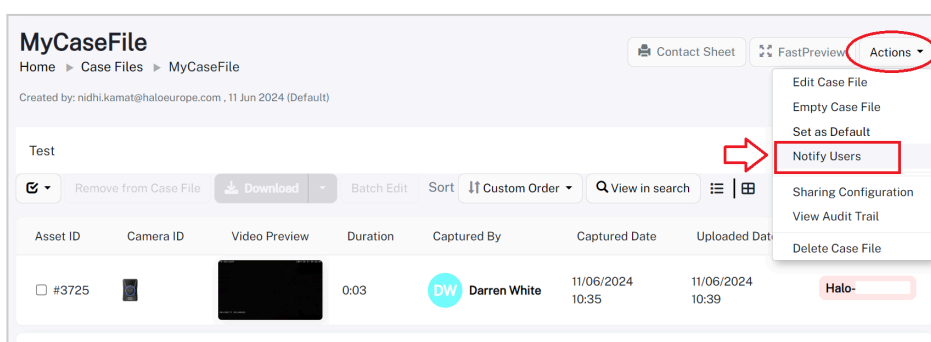
1. External users will receive a notification email providing details of the case file share.
2. When they access the case file share link for the first time, they need to register.
3. Once the registration process is complete, an activation email will be sent to the user with a link that should be clicked to allow access to the case file share.

6.11 Notify Users

Note: This option is only available to case files/lightboxes that have been shared internally.

To notify users:

1. From the menu bar, select **Case Files (Lightbox)**.
2. Select the relevant case file by clicking on the thumbnail.
3. Click the **'Actions'** button and choose **'Notify Users'** (see image below)




4. Type the required text into the **'Message'** text area.
 - a. All shared users are selected to receive the message by default. Uncheck any user that should not receive the notification.

The screenshot shows a dialog box titled "Case File Email". At the top right, there are "Cancel" and "Send" buttons. The main content area is divided into two sections: "Message" and "Recipients". The "Message" section contains a text input field with the text "This is an example message". The "Recipients" section contains a list of users, with "Seamas Halo Support" checked.


5. Click the **'Send'** button to send the notification to the selected users. The dialog will be dismissed and the lightbox information will be available again.

OR you can also access the notify users configuration by following the below instructions:



1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any file
2. Select the  from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the relevant case file by clicking on the thumbnail.
4. Click the **'Actions'** button and choose **'Notify Users'** (see images above)
5. Type the required text into the **'Message'** text area.
 - a. All shared users are selected to receive the message by default. Uncheck any user that should not receive the notification.
6. Click the **'Send'** button to send the notification to the selected users. The dialog will be dismissed and the lightbox information will be available again.

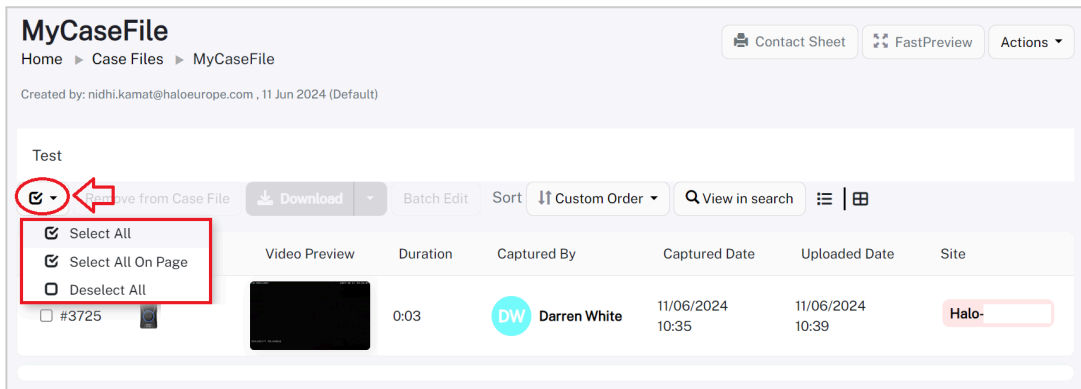
6.12 Other Lightbox Actions

Select All / Deselect All

1. From the menu bar, select **Case Files (Lightbox)**.
2. Select the relevant lightbox by clicking on the thumbnail.
3. Click the  button to select either **'Select All'** or **'Deselect All'** from the options presented.

OR

1. Navigate to the Videos screen and click the checkbox next to any file.
2. Select the  from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Click the  button to select either **'Select All'** or **'Deselect All'** from the options presented.



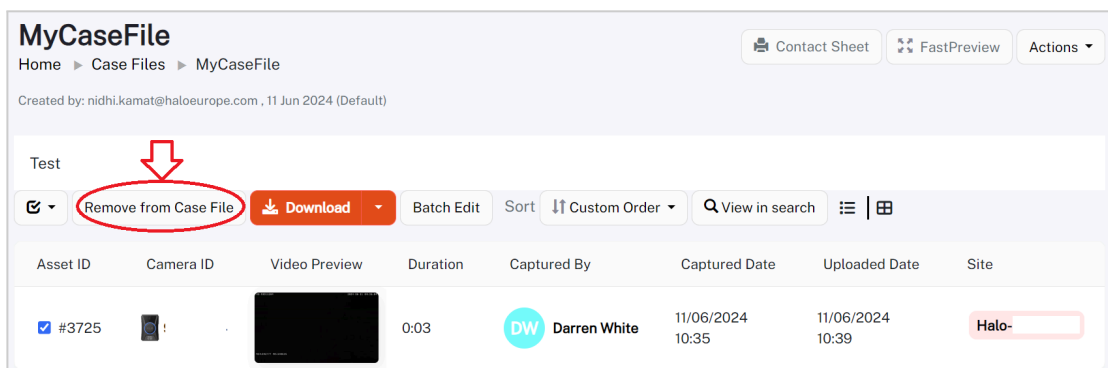
6.13 Remove From Case File / Lightbox

To remove a file from your Case File / Lightbox:

1. From the sidebar select **Case Files (Lightbox)**.
2. Select the relevant case file by clicking on the thumbnail.
3. Select the files that need to be removed from the case file by clicking the checkbox in the top left hand corner of the asset thumbnail or by using the **'Select All'** option.
4. Click the **'Remove from Case File'** button.
5. The selected files will be removed.

OR you can also access a case file to delete files by following the instructions below:

1. Navigate to the Videos screen and click the checkbox next to any file.
2. Select the from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the files that need to be removed from the case file by clicking the checkbox in the top left hand corner of the asset thumbnail or by using the **'Select All'** option.
4. Click the **'Remove from Case File'** button.
5. The selected files will be removed.



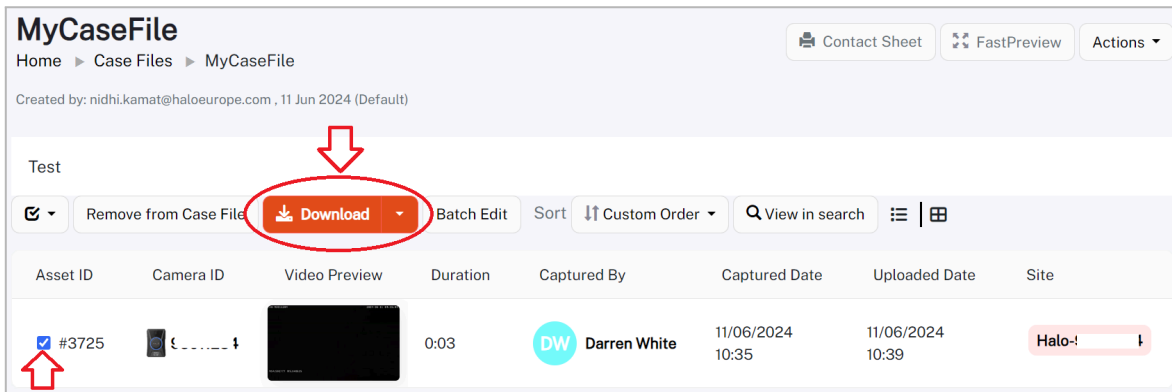
6.14 Download Assets

To download files from your case file / lightbox:

1. From the sidebar, select **Case Files (Lightbox)**.
2. Select the relevant case file by clicking on the thumbnail.
3. Select the files required for download by clicking the checkbox in the top left hand corner of the asset thumbnail or by using the **'Select All'** option.
4. The original file will be downloaded according to the browser settings.

OR

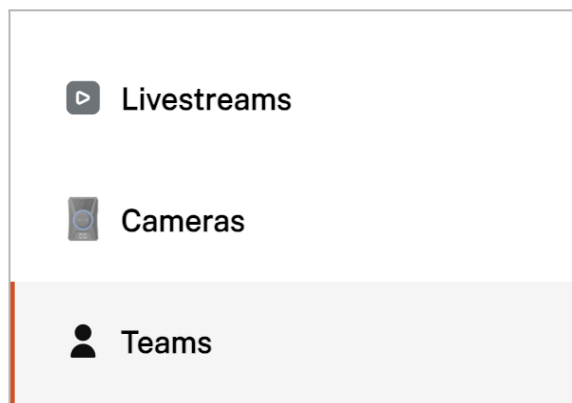
1. Navigate to the **Videos** or **Assets** page and click the checkbox next to any file.
2. Select the from the **'Add to Case File'** drop down box and choose **View Case Files**.
3. Select the files required for download by clicking the checkbox in the top left hand corner of the thumbnail or by using the **'Select All'** option.
4. The original file will be downloaded according to the browser settings.



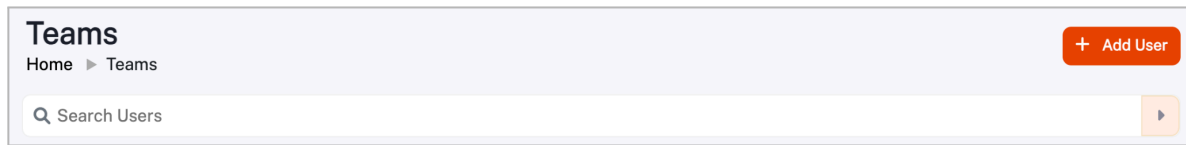
The screenshot shows the MyCaseFile interface. At the top, there's a navigation bar with 'Home > Case Files > MyCaseFile' and buttons for 'Contact Sheet', 'FastPreview', and 'Actions'. Below this, a breadcrumb trail reads 'Created by: nidhi.kamat@haloeurope.com , 11 Jun 2024 (Default)'. The main content area is titled 'Test' and contains a table of assets. The table has columns for Asset ID, Camera ID, Video Preview, Duration, Captured By, Captured Date, Uploaded Date, and Site. A red arrow points to the 'Download' button in the top toolbar, and another red arrow points to the checkbox in the first row of the table. The first row of the table contains the following data: Asset ID: #3725, Camera ID: [icon], Video Preview: [black box], Duration: 0:03, Captured By: DW Darren White, Captured Date: 11/06/2024 10:35, Uploaded Date: 11/06/2024 10:39, Site: Halo-! [dropdown arrow].

7. Adding Users

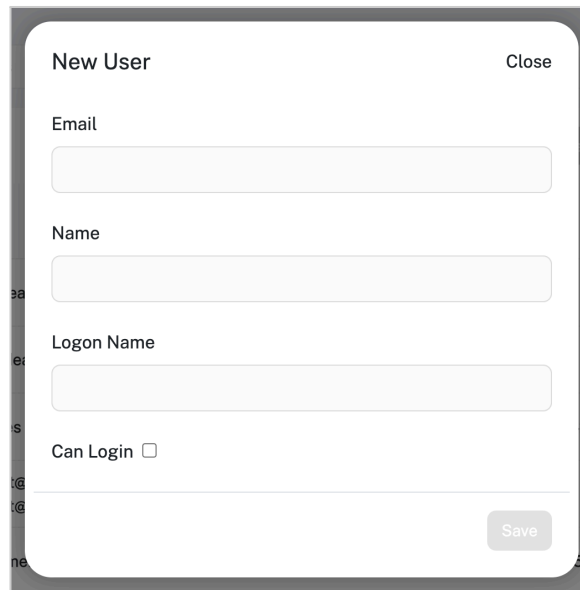
Click the **'Teams'** section on the sidebar. On this page, you will be able to edit your existing users name/email address, assign them to a camera and update their password.



Click the **'Add User'** button to add a new user, shown here:








Once you click **'Add User'**, a prompt will appear to enter in your new user's email address and name (name will be what name appears in the list of users when assigning a camera). If you would like the user to be able to log in to review their own footage then tick the **'Can Login'** checkbox.



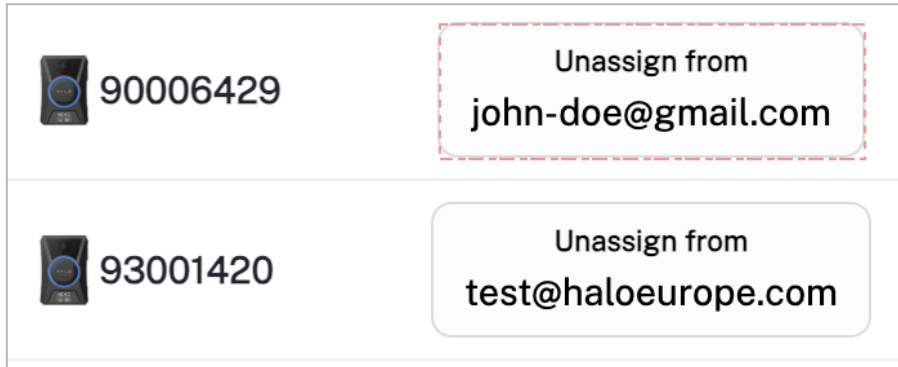
If you have checked the **'Can Login'** checkbox, you will be asked to enter a password for the user. They will have to change this when they first login but as a supervisor you will be able to view the new password.

On the **Teams** page you will see a list of all of your users, what cameras they are assigned to and when they last logged in as shown in the image below

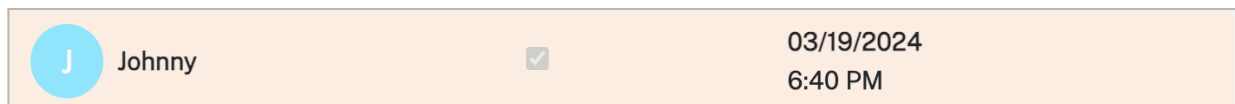
 audit jones	<input checked="" type="checkbox"/>	 93001420
 david-test@haloeurope.com david-test@haloeurope.com	<input checked="" type="checkbox"/>	03/19/2024 11:07 AM
 Home camera	<input checked="" type="checkbox"/>	 93003576

7.1 Camera Assignment

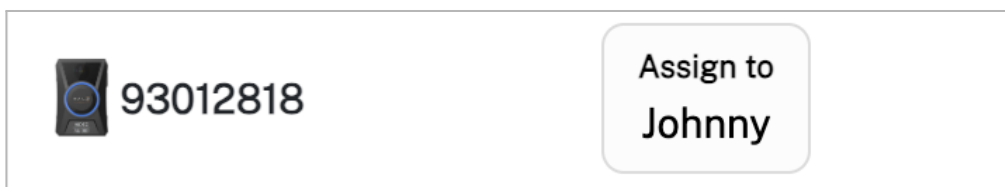
On the right-hand side of the 'Teams' page, you will see a list of your cameras and who they are assigned to, along with a button to **un-assign** them from their camera.



You can also easily assign cameras here by selecting a user in your list (they will be highlighted when selected). See image below.



Once you have highlighted a user you will see a new **assign** button beside any of your unassigned cameras, allowing you to assign the user to the camera.



8. Live Map / GPS

Please note: Our GPS feature is only available on Horizon cameras updated to the latest firmware version. It is not available on Nano cameras.

If your camera has GPS functionality enabled, you will be able to view the GPS location of any active cameras in the **Live Map** section on the sidebar menu as shown below

