

VIDEOMANAGER: ASSIGN BODY-WORN CAMERAS TO OPERATORS

PREREQUISITES

This document assumes that:

- You are an administrator who is familiar with the VideoManager system already.
- You have already connected body-worn cameras to VideoManager.
- You have already created users and have given them roles which enable them to operate body-worn cameras.

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WHAT IS ASSIGNMENT?

Before operators can use their body-worn cameras in the field to record footage, their body-worn cameras must be assigned to them on VideoManager. This ensures that their footage can be traced back to them, for auditing and review purposes.

As an administrator, you can assign a body-worn camera to an operator, or the operator can assign a body-worn camera to themselves (if they have the relevant permissions).

Once the body-worn camera has been assigned, the operator can remove it from the dock and use it to record footage. When their shift ends, they must redock their body-worn camera - this will automatically download their footage to VideoManager.

WHAT ARE THE DIFFERENT ASSIGNMENT MODES?

There are multiple modes of body-worn camera assignment, depending on the unique needs of your organization.

SINGLE ISSUE

The body-worn camera will be assigned to the operator for one trip into the field. Once it is redocked, it will become unassigned and must be manually reassigned if the operator is going into the field again.

SINGLE ISSUE WITH RFID

The body-worn camera will be assigned to the operator for one trip into the field, who must touch their RFID card to the RFID reader before they can undock it. Once the body-worn camera is redocked, it will become unassigned and must be manually reassigned if the operator is going into the field again.

PERMANENT ISSUE

The body-worn camera will be assigned to the operator for multiple trips into the field. Once the body-worn camera is redocked, it will remain assigned to the same operator, and can be used by them again immediately.

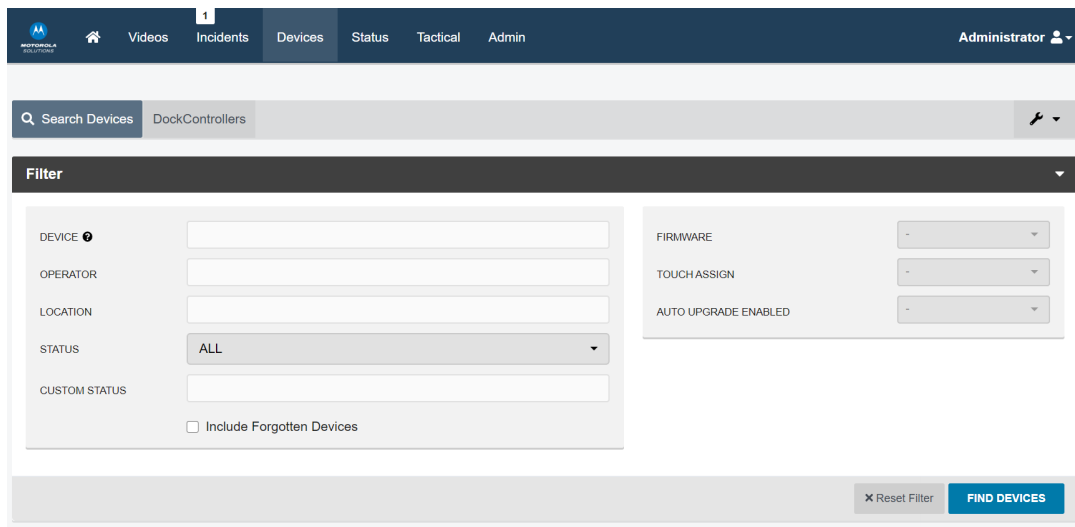
PERMANENT ALLOCATION

The body-worn camera will be assigned to the operator for multiple trips into the field, who must touch their RFID card to the RFID reader before they can undock it. Once the body-worn camera is redocked, it will remain assigned to the same operator, and can be used by them again immediately.

HOW DO I ASSIGN A BODY-WORN CAMERA WITH SINGLE OR PERMANENT ISSUE?

To assign a body-worn camera with Single or Permanent Issue on VideoManager:

- Navigate to the **Devices** tab.
- In the **Search Devices** pane, filter the body-worn cameras as necessary, and click **Find Devices**.



The screenshot shows the VideoManager interface. At the top, there is a navigation bar with tabs: Videos, Incidents, **Devices** (highlighted with a '1' in a small box), Status, Tactical, and Admin. The user is logged in as 'Administrator'. Below the navigation bar is a search bar labeled 'Search Devices' with a 'DockControllers' filter. A 'Filter' section is expanded, showing various search criteria: DEVICE (text input), OPERATOR (text input), LOCATION (text input), STATUS (dropdown menu set to 'ALL'), CUSTOM STATUS (text input), and a checkbox for 'Include Forgotten Devices'. On the right side of the filter section, there are three dropdown menus for FIRMWARE, TOUCH ASSIGN, and AUTO UPGRADE ENABLED. At the bottom right of the filter section, there are two buttons: 'X Reset Filter' and 'FIND DEVICES'.

- Click **Assign Device** next to the relevant body-worn camera.
- In the **Operator Name** field, enter the name of the operator who will be using this body-worn camera.
- From the **Assignment Mode** dropdown, select **Single issue** or **Permanent issue**.
- From the **Device Profile** dropdown, select a previously-created device profile.
- From the **Wi-Fi Profile** dropdown, select a previously-created Wi-Fi profile.
- Click **Assign Device**.

HOW DO I ASSIGN A BODY-WORN CAMERA WITH SINGLE ISSUE OR PERMANENT ALLOCATION AND RFID?

The steps for assigning a body-worn camera to an operator with RFID is similar to the process for assigning a body-worn camera without RFID - however, it requires the added step of configuring the operator's RFID ID. To do so:

- Ensure you have a DockController which is connected to the same network as the machine running VideoManager, and an RFID reader connected to that DockController. **For more information, please see the Administrator Guide.**
- Touch the operator's RFID card to the RFID reader.

PLEASE NOTE: The RFID reader will emit **three low beeps**.

- On VideoManager, navigate to the **Admin** tab.
- Select the **People** pane.
- Click the **Users** section.
- Click **Go to User** next to the relevant user.
- In the **Touch Assign ID** field, click **Search for recently failed RFID scans**.

The screenshot shows the 'Edit User' form in the VideoManager Admin interface. The form includes fields for User Name, Password, Confirm Password, Display Name, Email Notifications, Mobile Notifications, and Touch Assign ID. The Touch Assign ID field has a dropdown menu with the option 'Search for recently failed RFID scans'. The Roles table on the right lists various roles and their status.

Roles	Status
SYSTEM ADMINISTRATOR	ON
3RDPARTY DEMS API ROLE	OFF
ADMINISTRATOR	OFF
API-TEST1	OFF
BULK ASSIGN	OFF
CAN ASSIGN OWN PROFILE	OFF
CCPATROL	OFF
COMPANION APP [ALL]	OFF
ESTRICT [PSN]	OFF
DEVICE OPERATOR (PERSONAL ALLOCATED)	OFF
DEVICE OPERATOR (PERSONAL POOL), VB-400	OFF
DEVICE OPERATOR (POOL ISSUE - 1080P)	OFF
DEVICE OPERATOR (YARDARM)	OFF
DEVICE OPERATORS - POOL VB400 720P POOL	OFF
DOCUTEST	OFF

- Copy the most recent entry in the audit log - this is the operator's RFID ID.
- Navigate back to the operator's pane, and paste the RFID ID into the **Touch Assign ID** field.
- Click **Save User**.

If you are assigning a body-worn camera with Single Issue and RFID, the operator must now touch their RFID card to the RFID reader. If the assignment was successful, the RFID reader will emit a two-tone beep (low to high) and the operator can undock their body-worn camera and start using it.

If you are assigning a body-worn camera with Permanent Allocation:

- Navigate to the **Devices** tab.
- In the **Search Devices** pane, filter the body-worn cameras as necessary, and click **Find Devices**.

The screenshot shows the Motorola Solutions web interface. At the top is a navigation bar with tabs: Videos, Incidents, **Devices** (selected), Status, Tactical, and Admin. The user is logged in as Administrator. Below the navigation bar is a search bar labeled 'Search Devices' with the text 'DockControllers' entered. Below the search bar is a 'Filter' section with the following fields:

- DEVICE: Text input field
- OPERATOR: Text input field
- LOCATION: Text input field
- STATUS: Dropdown menu with 'ALL' selected
- CUSTOM STATUS: Text input field
- ☐ Include Forgotten Devices
- FIRMWARE: Dropdown menu
- TOUCH ASSIGN: Dropdown menu
- AUTO UPGRADE ENABLED: Dropdown menu

At the bottom right of the filter section are two buttons: 'X Reset Filter' and 'FIND DEVICES'.

- Click **Assign Device** next to the relevant body-worn camera.
- In the **Operator Name** field, enter the name of the operator who will be using this body-worn camera.
- From the **Assignment Mode** dropdown, select **Permanent Allocation**.
- Click **Assign Device**.

The operator must now touch their RFID card to the RFID reader. If the allocation was successful, the RFID reader will emit a two-tone beep (low to high), and the operator can undock their body-worn camera and start using it.

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