CASE CRACKER
ONYX

Interview Room Management System
Onyx Connect
User Guide – Release 1.3.2

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Contents

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Overview

CaseCracker Onyx Connect is a compact recording solution designed for recording law enforcement interviews at remote locations. The system is based on a small server running a Linux operating system. Users can control and annotate recordings with a hand-held android tablet or an application running on the user's own Windows lap-top computer. The recording is done through a high definition USB camera with built in microphone.

This manual describes how to initiate and work with recordings using the software provided with the CaseCracker Onyx system.

Connections

There are several ways to connect to the Connect Unit: wired to a laptop, wireless to a laptop or wireless to a hand held tablet.
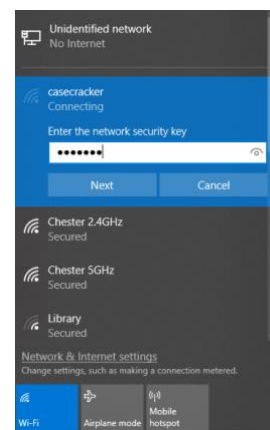
Wired Laptop

- Connect the USB camera to one of the USB ports on the Connect Unit
- Connect an ethernet cable between the Connect Unit **Field** port and laptop
    - o Ensure that the laptop is on
- Connect the power cable to the Connect Unit
- Wait 2 minutes
- Open a File Explorer window and enter \\10.253.2.1 into the network address bar

- o Open the casecracker folder
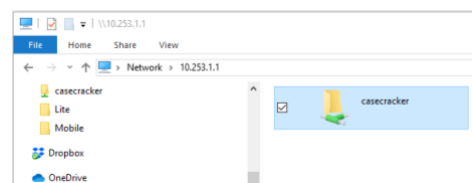- o Double click on **Onyx.exe** to start the client

Wireless Laptop

- Connect the USB camera to one of the USB ports on the Connect Unit
- Connect the power cable to the Connect Unit
- Wait 2 minutes
- Open the Wi-Fi manager on the laptop
    - o Select **casecracker**
    - o Select **Connect**
    - o Enter the securtiy key
        - ▪ **welcome1**
   - ▪ Select **Next**

- Open the Windows File Explorer and enter **\\10.253.1.1** into the network address bar
    - o Open the casecracker folder
    - o Double click on **Onyx.exe** to start the client

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Wireless Tablet
- Open the Wi-Fi manager on the tablet
    - Select **casecracker**
    - Select **Connect**
    - Enter the password
        - **welcome1**

- Select the Onyx application

- Enter the user
    - **admin**
- Enter the password
    - **welcome**
- Select **Sign In**
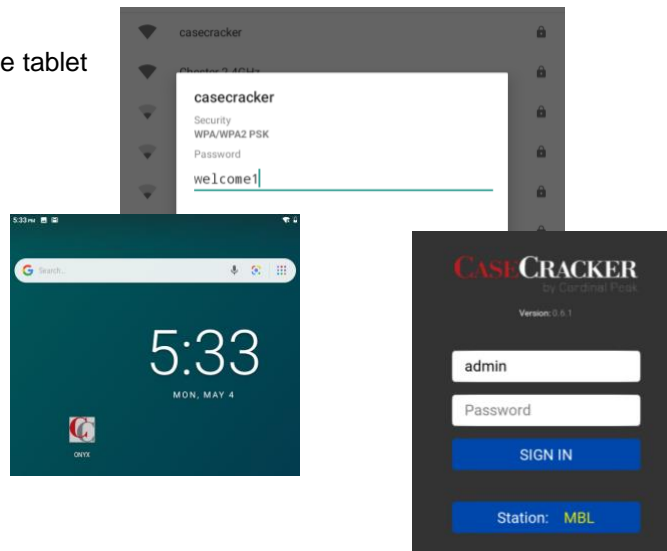
Wired Office Setting
The Connect Unit can be used in a network environment where a DHCP server is handing out IP addresses to connected devices. This enables office computers to access the Connect Unit.
- Connect the USB-to-Ethernet adaptor to the Connect Unit USB port labeled **Office**
- Connect an ethernet cable between the adaptor and the local office network
- Connect the USB camera to one of the USB ports on the Connect Unit
- Connect the power cable to the Connect Unit
- Wait 5 minutes
- Open a File Explorer window and enter **\\ccserver**
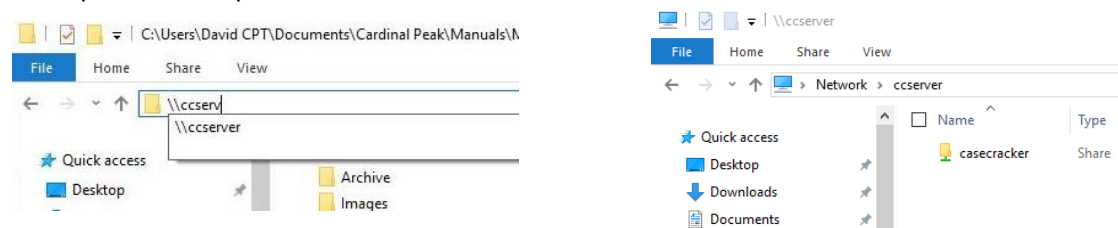
    - Open the casecracker folder
    - Double click on **Onyx.exe** to start the client

Note: By default, when the USB-to-Ethernet adaptor is connected to the Office USB port the Connect Unit Wi-Fi hotspot is turned off.

    - The hotspot can also be set **On** all the time or **Off** all the time. Please see the Admin Manual for details of changing this setting.

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Recording

Initially the Connect recording system will display a view showing live video.

- Adjust the camera to achieve the desired view.
- The speaker output can be muted to avoid audio feedback.
- The VU meter, at the bottom of the window, can be used to ensure audio is being received. Normal conversation should show as green or yellow on the meter.
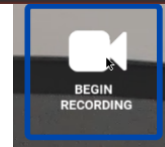
Note: It will take 10 to 20 seconds to synchronize with the camera. Users may see grey or distorted images during this time.
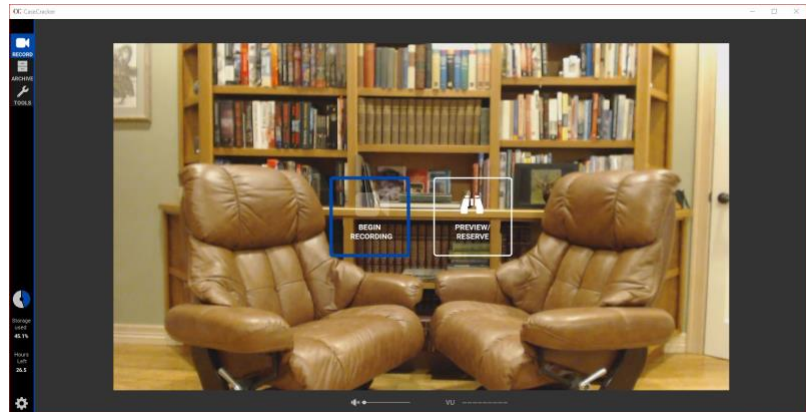
Starting a Recording

To start a recording move the mouse pointer to the middle of the live view screen and select **Begin Recording**.
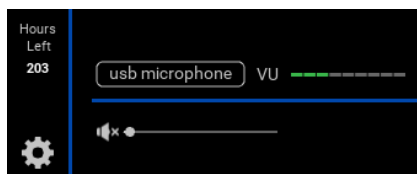
Note: It will take 10 to 20 seconds to synchronize with the camera. Users may see grey or distorted images during this time.

The recording starts and the system displays a live view of the recording. In addition:

- The word **Recording** displays in the lower right corner of the screen.
- There is a camera icon following the word **Recording** with a red blinking light inside.
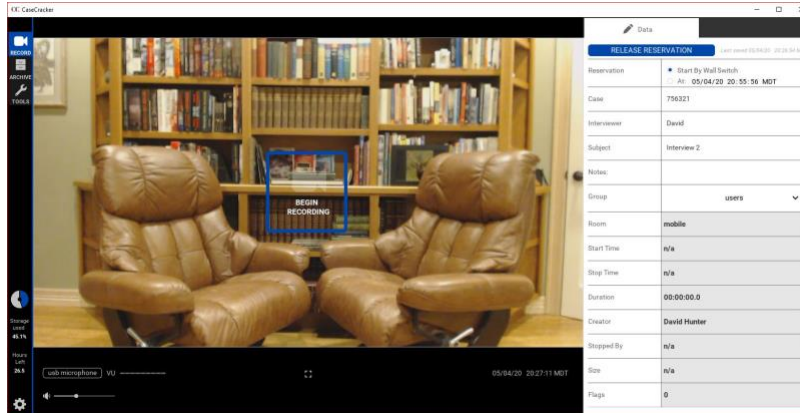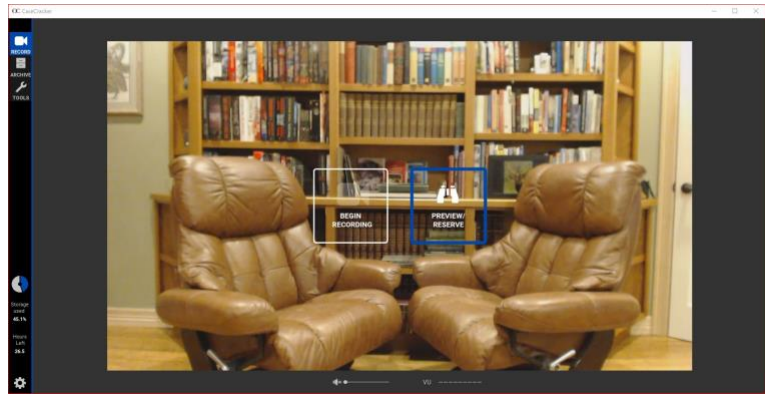- The duration counter above the word **Recording** will be advancing.

04/27/18 10:45:27 MDT 00:24:24.8
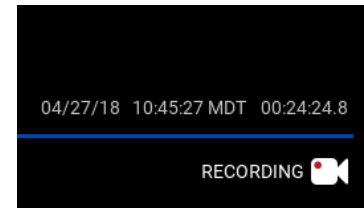
RECORDING

Note: The audio output on the laptop can be muted to prevent feedback. The system is still recording input audio as indicated by the VU meter. In situations where the laptop is separated from the recording microphone select the speaker icon to unmute the output audio.

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Preview

Users can enter session data ahead of starting a recording by selecting the **Preview** icon

After the data is entered select the **Begin Recording** icon to start the recording

Recording Using The Tablet

- To start a recording right away tap on the room display and hold until a full circle is complete
- With the recording view open enter session data as desired
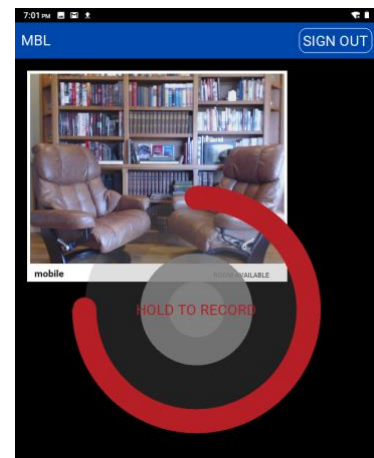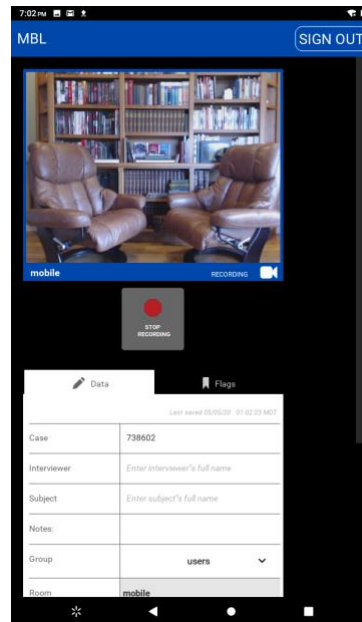
To enter session data before starting a recording

- Tap on the room to open it
- Enter session data as desired

- Select **Begin Recording**

- When finished select **Stop Recording**

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Entering Data About a Recording

Each recording contains a set of session data that provides details about the recording. After starting a recording, a data box displays on the right side of the screen.

Enter the following information in the appropriate fields:

- Case
- Interviewer
- Subject
- Notes

Session data is automatically saved as you enter it.

Note: An administrator has the ability to configure the names of these fields to meet the needs of the organization.

The following fields are populated automatically based on the recording:

- Room name
- Start time
- Stop time (populates after the recording is stopped)
- Duration
- Number of flags
- Session ID
- Creator (the user logged in who started the recording)

Selecting a Group

When a session is started the default group for the recording is the user's ownership group. A user can change the recording's group by moving to the **Group** tag and selecting the drop-down menu. A user has to be part of a group for it to show on the menu.
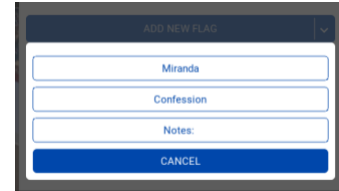
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Flagging Points in a Recording

Insert flags with prepopulated notations, such as Miranda, Confession, and Denial at points in the recording you want to mark.
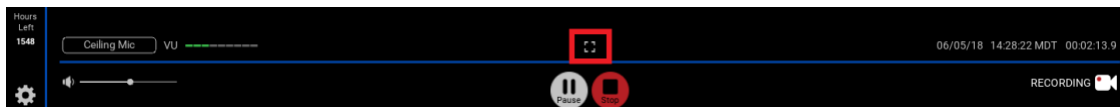
Flagging using the client software:

1. Within a recording, select the **Flags** tab on the right side.
2. Select the drop-down arrow next to **Add New Flag** to choose a flag from the dropdown menu or:
3. Select Add New Flag to create a custom note.

Note: An administrator can enable or disable the capability for users to add notes to flags.

To display the interview in full screen mode, click the expand icon at the bottom of the video. Click the icon again to exit full screen mode.

Flagging and metadata are disabled in full screen mode.

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Stopping a Recording

Stopping a recording terminates the recording process and saves the recording to the archive.

WARNING! Stopping the session terminates the recording even if you are not the user that started the recording.

To stop a recording:

1. To stop a recording, click the red **Stop** icon on the bottom of the screen.

2. When prompted, confirm your decision to stop the recording.

   Recordings are automatically saved and placed in the archive.

Working with Saved Recordings

Recordings are saved to the CaseCracker Portable hard drive. They can be accessed through the archive page by selecting the **Archive** button on the left side of the screen.
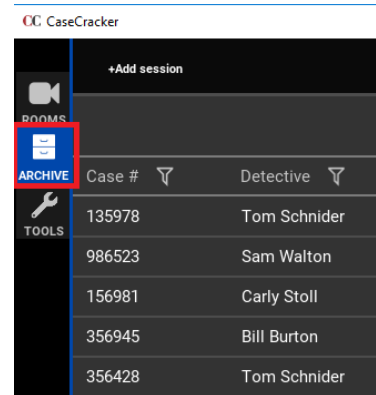
Click a column header to sort the contents of the page by that column. Click the column header a second time to reverse the order of the column.
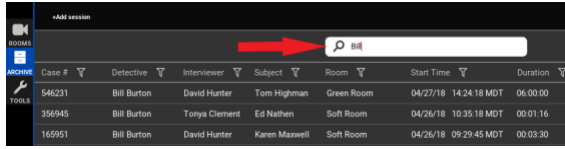

Recordings that are currently in progress display in red.

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Finding an Archived Recording

There are two methods to locate an archived recording from the **Archive** page, the **Search** field or the column **Filters**.


When you enter a name or number in the **Search** field, only sessions that contain that name or number will be displayed in the archive list. The name or number can be in the displayed session data, other session data fields or in the **Flags** data fields.

💡 Tip: Entering two words (Bill Kelly) in the **Search** tool will show all sessions that have Bill **OR** Kelly. Entering Bill + Kelly will show only sessions that have Bill **AND** Kelly.
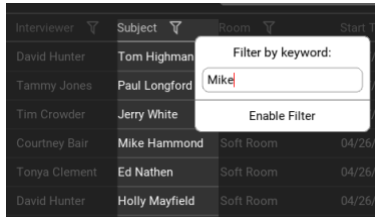
Clicking on a column **Filter** icon will open the filter dialog box for that column of data. Enter a name in the dialog box and select **Enable Filter** to see only sessions that have that name for the selected column data.

Select the **Filter** icon and **Disable Filter** to clear the column filter.
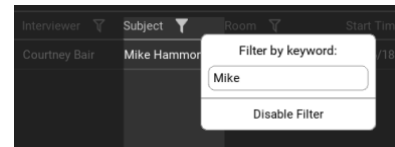
💡 Tip: Column filters can also be cleared by selecting **ACTIONS** and **Reset Filters**
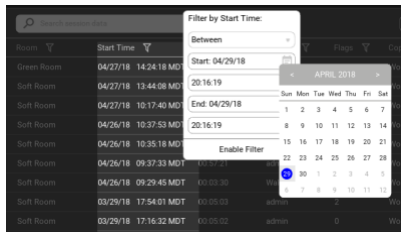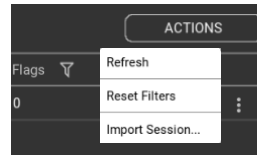
The **Start Time**
and **Stop Time** filters can be configured to search **Before, Between** or **After** specified times.

Reviewing a Recording

Reviewing a recording that is in progress only plays back until the moment the review was initiated.

1. Locate the recording you want to review from the **Archive** page.
2. Click the recording to start the playback.

Note: This method can be used to check the audio level of a recording that is in progress.

💡 Right-click on a recording to open the session functions window which allows you to **Play, Export, Verify** or **Delete** a session.
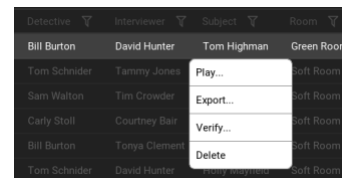
Navigating Through a Recording

The scrubber bar can be used to move through a recording. Click on the bar to jump to a specific time in the recording.
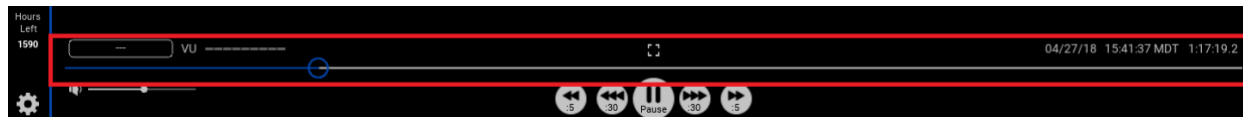
Control the playback of the recording using the **Pause**, **Rewind**, and **Fast Forward** buttons below the scrubber bar. You can fast forward or rewind in 5 second or 30 second increments.
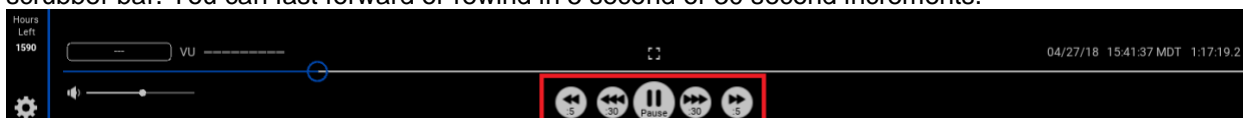
Editing Session Data

Each recording contains a set of information about the recording. Some session data is automatically added to the recording when it is started. You can update the manually entered metadata in the recording.

1. Locate the recording from the **Archive** page you want to edit.
2. Click on the recording to play it.

   The metadata displays in the **Details** tab on the right.

3. Make changes, as necessary. Changes are saved automatically.

Editing and Adding Flags

When you review a recording, previously added flags display under the **Flags** tab in the detail box on the right. Jump to a location within the recording using the **Go To** button in the flag description. The recording continues playing from the flagged spot.

Note: The system will jump to just before the flag location when **Go To** is selected.

As you review the recording, you can add additional flags at any time using the **Add New Flag** button or delete an existing flag using the **Delete** button in the flag's description.

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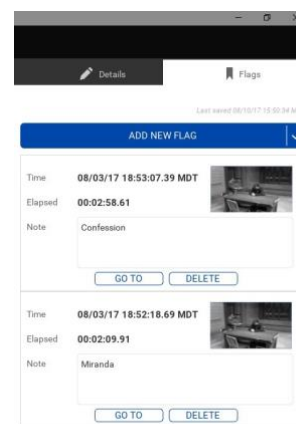
Verifying a Recording

Verify a recoding to ensure no changes have been made to it.

1. Locate the recording to be verified on the **Archive** page.

2. Right click the recording and select **Verify**.

   The system runs a test to verify the audio and video streams have not been altered.

   The results are automatically displayed.

Interview Recording Verification Report

- Mp4 File unmodified since recording
(SHA256: c4cf41abf5164bef1272e692443f5829937c8fc361a2c5acd5c67deac1306270)

Media Streams:

- PIR Camera - 2 video unmodified since recording
(SHA3-256: a1f93ec2eb7e37e91ec2bb3d23a8daf9477cdb45871f9073079c18d418a6f94c)

- Thermostat Camera video unmodified since recording
(SHA3-256: d14cd3931996478ac0782d525a3c79b4c1ca3fb103ffbe0755cea83af834daab)

- Celing Microphone audio (AAC) unmodified since recording
(SHA3-256: f77a9a7b871b7db0d66911516f2056a083850e440e774715d5d910407c4e24f0)

- Celing Microphone audio (ALAC) unmodified since recording
(SHA3-256: 0ad5c9bf7db5df8dcd474a8cc23895d867a1a8ee6315ef8bb0bad43b7aa19f06)

Deleting a Recording

Deleting a recording permanently removes it from the CaseCracker Portable hard drive. Consider carefully before deleting a recording. The recording is unrecoverable after it is deleted unless it has been exported and saved on a local device.

1. Locate the recording to be deleted on the **Archive** page.

2. Right click the recording and select **Delete**.

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Exporting and Saving Recordings

When you are ready, you can export a recording and save it to a different location.

1. Locate the recording to be exported on the **Archive** page.

2. Right click the recording and select **Export**.

3. Select one of the following options:

   - **All Evidence** - saves an audio-video MP4 with all recorded streams included and a session report.

     o Select the **Include Session Data and Flags in MP4 file** check box to have the session data stored with the exported file

   - **Other Export** - Allows you to choose between an audio and video (MP4), a compressed audio only file (M4A), an uncompressed audio only file (WAV), or a session report (PDF).

   - **Include Video File Viewer** – Will export the Onyx Viewer program with the MP4 recording. The Onyx Viewer is a Windows executable program.

4. Select **Save File**.

5. Select the folder where you want to save the file and click **Save**.
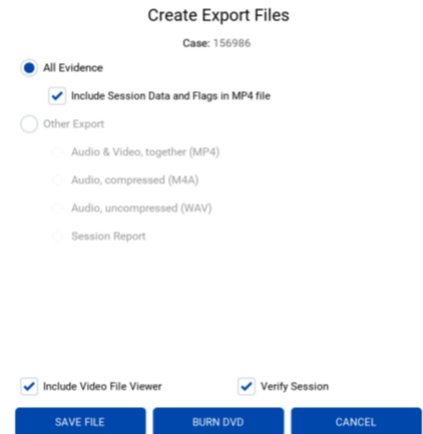
Note: The default file name is the station ID followed by the date and time of the recording (YYYYMMDDHHmm) followed by the data in the primary session data field.

- For example, Dev2-201810110123-879654
  - o Dev2 is the station ID
  - o 2018 is the year of the recording
  - o 10 is the month of the recording
  - o 11 is the day of the recording
  - o 0123 is the time (hour minutes) the recording started
  - o 879654 is the information in the primary session data field (Case)
- Users can change the file name by typing in the file name field
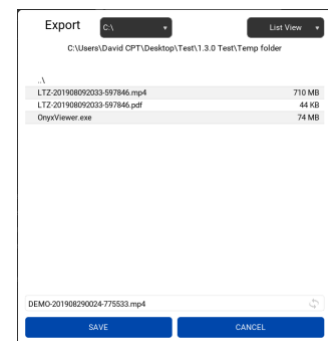
💡 **Tip**: Selecting the cycle icon [↻] in the file name field will cycle through three file names

1. The default file name described above

   Dev2-201810110123-879654.mp4

   SAVE

2. Just the information in the primary session data field
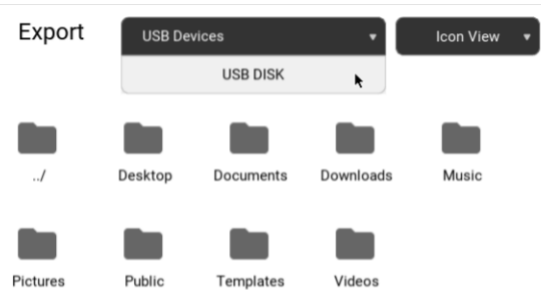
   879654.mp4

   SAVE

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3. The full Session ID

Dev2-201810110123115JmTUyvl.mp4

SAVE

Note : You can also export a recording directly to USB memory sticks.

- Insert a memory stick into one of the USB ports on the laptop.
- Select **USB Disk** from the **USB Devices** pulldown menu

Export | USB Devices ▾ | Icon View ▾
USB DISK

../   Desktop   Documents   Downloads   Music

Pictures   Public   Templates   Videos

You can export a portion of a session by selecting **Other Export** > **Clip** and entering the start time (**From** hh:mm:ss) and end time (**To** hh:mm:ss) of the clip.

Create Export Files
Copy: Working   Case: 567432

○ All Evidence

● Other Export:

   ● Audio & Video, together (MP4):

    ✔ usb microphone, audio (ALAC)

    ✔ usb microphone, audio (AAC)   ✔ Test, video

    ● Clip   From: 00:00:00   To: 00:50:58

  ○ Audio, compressed (M4A)

  ○ Audio, uncompressed (WAV)

  ○ Session Report

□ Include Video File Viewer

EXPORT NOW   CANCEL

Note: The exported MP4 file can be played with most commercially available video players (VLC, Windows Media Player etc.). However, the Onyx Viewer is recommended as it will play all the video streams in the MP4 package and users can add flag points and annotations.

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Multi Select Export

Multiple sessions can be exported at a time.

- From the Archive page left click on a session until it turns blue.
- With the left mouse button held down drag the mouse down through the sessions to be exported
- Release the left mouse button to see the Export / Delete menu.
- Select Export

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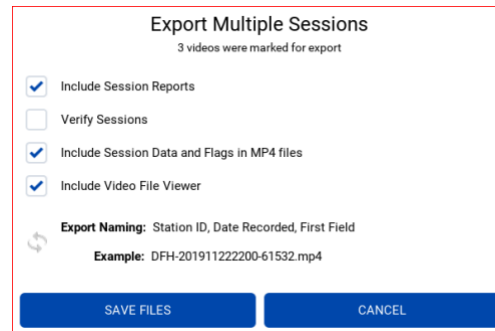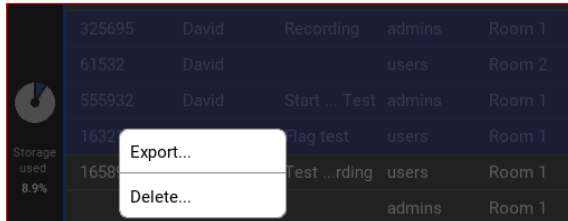
Reports

Users that have been given the **"view event log"** and **"generate reports"** permission by an administrator have the ability to generate reports by selecting the **Tools** button on the left of the interface and then selecting the **Reports** tab at the top of the interface.

There are several reports that users can view and save in PDF format. The default reports are:

- **Data Cleanup:** Lists the data cleanup events that have been initiated.
- **Deleted Sessions:** Lists the sessions that have been deleted by date and time of the session, the user that deleted the session, the reason for deleting the session and the session recording room.
- **Log-in:** Lists the users that have logged into the CaseCracker system by date and time.
- **Recorded Sessions:** Lists the sessions that have been recorded by date and time of the session, the user that started and stopped the session, the session recording room and the duration of the session.
- **Resident Sessions:** Lists the recorded sessions currently residing on the CaseCracker system by date and time of the session, the user that started and stopped the session, the session recording room and the duration of the recording.
- **User:** Lists each user that is configured on the system along with the groups that the user is assigned to.
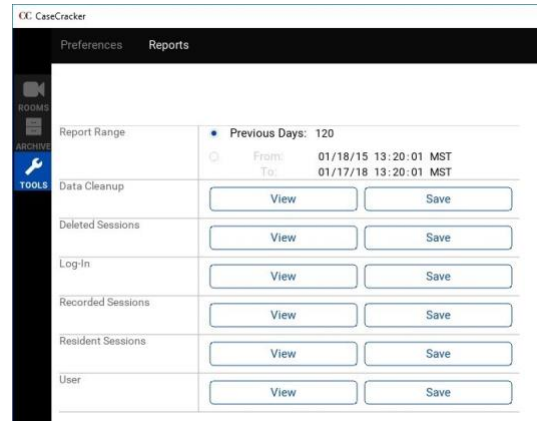
Each of the default reports also lists the user that created the report along with the date and time of the report.

The user running the reports has the ability to choose the period of time the reports should cover by either entering the start and stop date or by selecting the number of previous days the reports should cover.
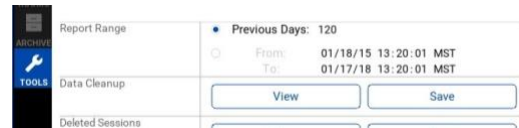
The reports are generated in PDF format. When a user views a report the CaseCracker client opens the default PDF viewer on the computer. Only one report may be viewed at a time. Attempting to view more than one report at a time will result in an error.

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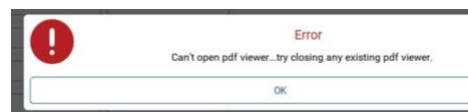
Burning DVD

Sessions can be recorded to DVD's from the Export window.

- Select **Archive** > **Right Click a session** > **Export** > **Burn DVD**
- Select the DVD burning unit and insert a blank disk
- Enter a file name and select Burn
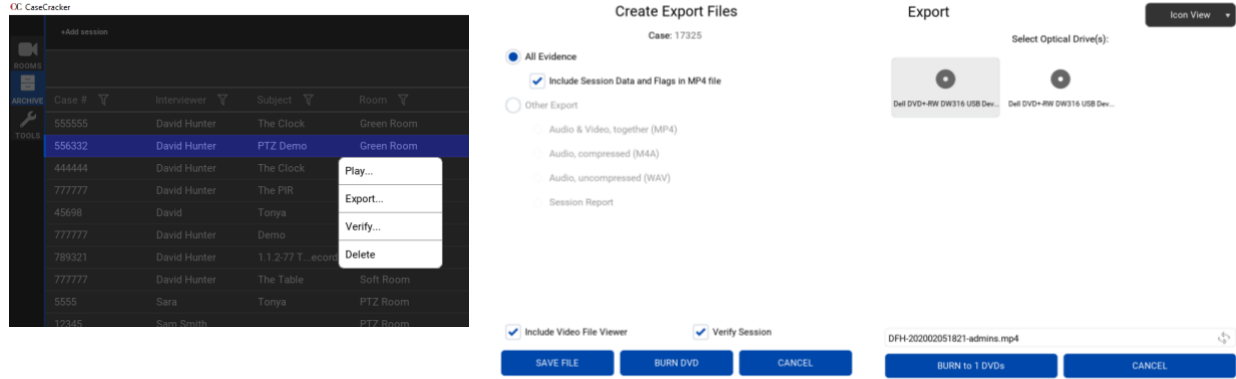
Note: A CD can store 0.7 Giga Bytes of data a DVD can store 4 Giga Bytes of data. In normal circumstances an interview recording will produce approximately 2 Giga Bytes of data per hour. The size of a session can be seen in the Archive page

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Setting User Preferences

Click on the gear icon in the lower left of the screen to:

- Change your password.
- Select whether the CaseCracker client displays the **Local** time of the client computer or Coordinated Universal Time (**UTC**).
- View the software version

Logging Out

When you are finished working with recordings, log out of the client by selecting one of the following options:

- **Sign Out** – Logs you out and displays login screen.
- **Quit** – Shuts the client down.
- **Cancel** – Closes the gear icon window.

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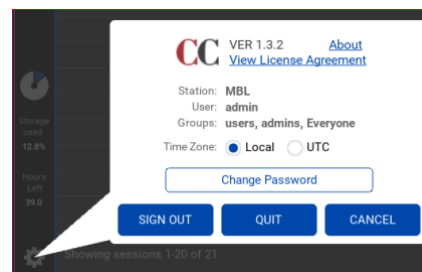
Appendix A: Onyx Viewer

The Onyx Viewer is a Windows executable program (OnyxViewer.exe) that can be used to play and work with CaseCracker Onyx video files. This viewer can be included with the video file and session report when they are sent to outside organizations. The interface is similar to the standard Onyx Client interface.

Open the viewer

When a user exports the session, they have the option of including a session report and the Onyx Viewer. This will result in three files, the mp4 recording, the .pdf session report, and the .exe viewer program.

- Open the viewer by double clicking on the **OnxyViewer.exe** program
- Read and accept the Software License Agreement
- When the program starts, if there is only one mp4 file in the directory with the program, then the recording will begin playing. If there is more than one mp4 file then the viewer will provide the file selection window. Select the file to be viewed.
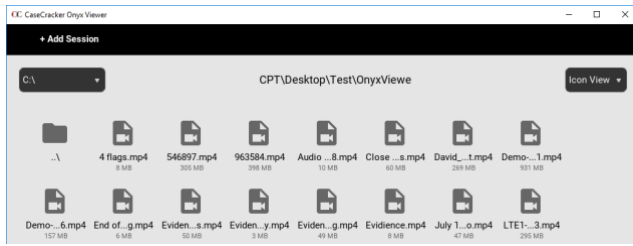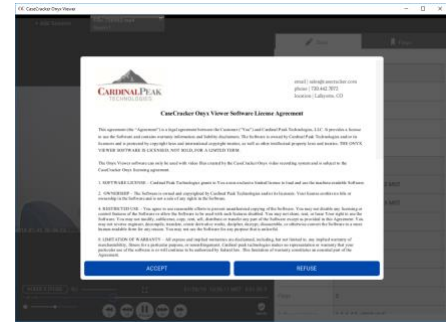
If the recorded session has more than one camera view then the Onyx Viewer will display both videos in a Picture-in-Picture format. The user can toggle between camera views by clicking on the video screen.

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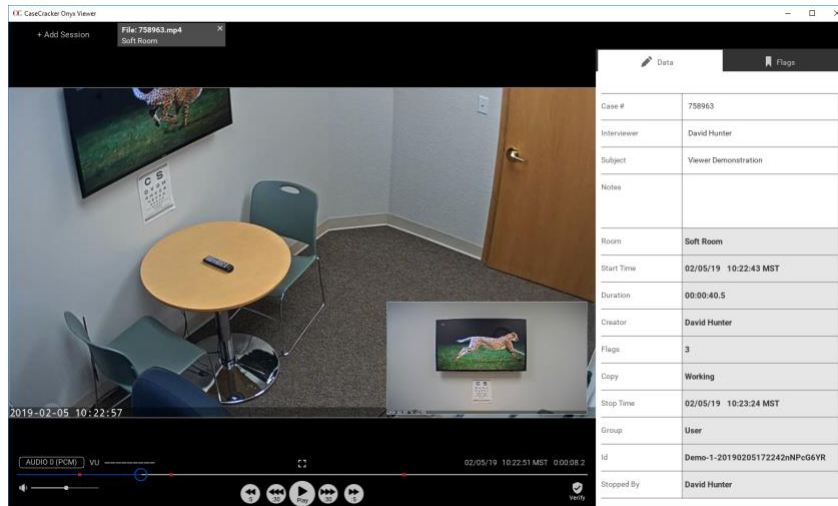
The Onyx Viewer allows users to add and edit session data as well as flags.

- Add session data by clicking in the field to be edited, Notes for example, and typing.
- Add flags by selecting the Flags tab and then Add New Flag.

Note: Editing data and adding flags will only be saved if the mp4 file is on a writable media. If the session is on a DVD changes won't be saved.

Users can verify the integrity of the audio and video recordings by selecting the Verify icon in the lower right corner of the playback window.

This will produce a Verification Report window

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