



EMS(Evidence Management Ssystem)

User Guide

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About This Document

This document describes the functions and basic operations of the EMS, Evidence Management System.

Change History

Issue	Date	Description
01	2024-01-10	This issue is the first official release.

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1 EMS User Guide

About This Chapter

This chapter describes the functions and basic operations of the EMS.

Product Version

This document (guide) applies to the EMS of the following versions.

Intended Audience

This document (guide) is intended for:

- Common user
- System engineers
- Field engineers

Contents

1. [Basic Introduction](#)

This chapter describes how to start the collection station, log in to and out of the EMS software, and change the password. This chapter also describes the main page of the software.

2. [System Settings](#)

This chapter describes how to set the system of the EMS software.

3. [Operation and Maintenance](#)

This chapter describes how to operate and maintain the EMS software.

1.1 Basic Introduction

This chapter describes how to start the collection station, log in to and out of the EMS software, and change the password. This chapter also describes the main page of the software.

1.1.1 Page Overview

This section describes the main page and body worn camera collection page of the EMS.

Figure 1-1 shows the main page of the EMS.

Figure 1-1 Main page

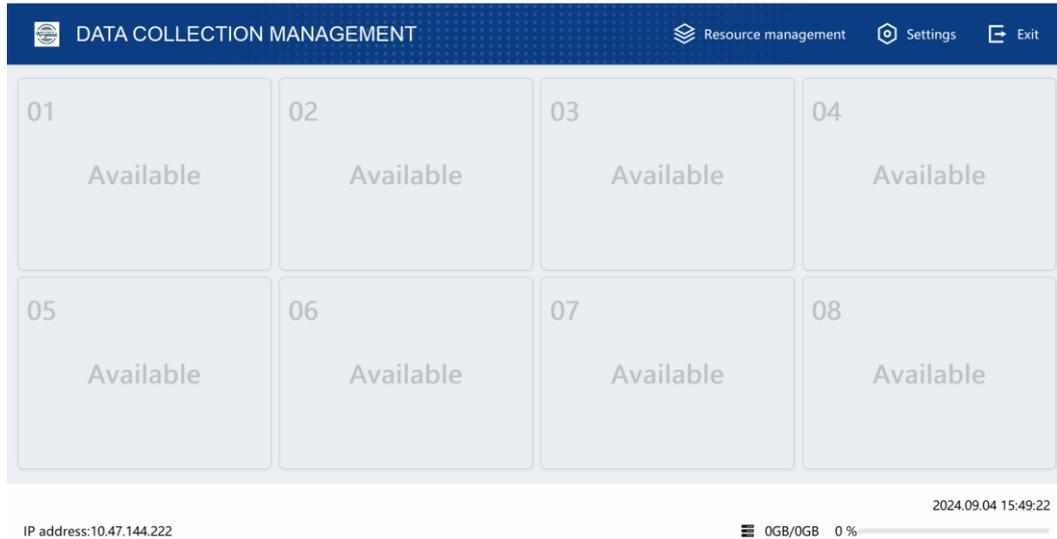


Figure 1-2 shows the body worn camera collection page.

Figure 1-2 Body worn camera collection page

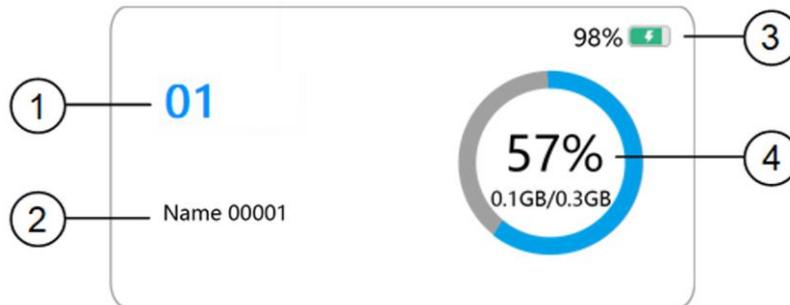


Table 1-1 describes the details on the body worn camera collection page.

Table 1-1 Description of the collection page

No	Description
1	Indicates the position of the compartment corresponding to the body worn camera.
2	Indicates user information, including the user name, user ID, or product number.

No	Description
3	Indicates the battery level. During the charging, a charging icon is displayed.
4	Indicates the file size information (progress bar and percentage) displayed during collection.

 **NOTE**

To ensure data security, you are not allowed to switch to the OS desktop or other applications during the running of the collection station software.

1.1.2 Initial System Password

This section describes the initial password of the EMS.

For details about the initial password of the EMS, see [Table 1-2](#).

Table 1-2 Initial passwords of collection stations

Device Model	Description	Account	Initial Password
EMS	Collection station administrator's operations	admin	eMD@com123

 **NOTE**

- To ensure system security, change the initial password in a timely manner after the system commissioning and remember the new password.
- During routine maintenance, change the password periodically and remember the new password.

1.1.3 Exiting the Software

This section describes how to exit the EMS software.

Procedure

- Step 1** Click the **Exit** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password. The default password is eMD@com123.
- Step 3** Click **OK**.
- Step 4** A message is displayed, asking you whether to exit. Click **Yes**.

----End

1.2 System Settings

This chapter describes how to set the system of the EMS software.

1.2.1 Setting Basic Information About the Collection Station

This section describes how to set basic information about the collection station.

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password and click **OK**.
- Step 3** On the **Settings** page, click the **Basic Information** tab page. [Table -3](#) describes the related parameters.

Table 1-3 Basic information about the collection station

Item	Description
Collection station name	Set the name of the collection station.
IP address of the collection station	Display the IP address of the collection station. It cannot be changed.
Actual address	Set the actual address of the collection station.
Owner	Set the information about the owner of the collection station.
Contact number	Set the contact number of the owner of the collection station.
Version	Display the version information about the collection station.

----End

1.2.2 Setting Collection Station Parameters

This section describes how to set collection station parameters.

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password and click **OK**.
- Step 3** Go to the **Settings** page. Choose **Custom Settings > Collection Station Settings**. [Table 1-4](#) describes the related parameters.

Table 1-4 Setting collection station parameters

Item	Description
Storage path settings	A maximum of eight storage paths can be configured.
Concurrently collected Number	Set the number of collection ports that can perform collection concurrently based on the actual number of ports on the hardware. The default value is 8 .

Item	Description
Preferential collection port	Set the physical location of the preferential collection port. The default value is None . You can select one from the valid ports.
Warning disk capacity	Set the alarm threshold of a disk. The default value is 20 GB . The value ranges from 20 GB to 100 GB .
Warning sound	After the switch is turned on, the warning sound is played when an alarm is generated.
Disconnection alarm for the unbound device	After the switch is turned on: <ul style="list-style-type: none"> • If no user is bound before the body worn camera is removed, the collection station generates an alarm. • If a user performs the binding but does not remove the body worn camera for 10 minutes, the collection station also generates an alarm, asking the user to bind again.
Title displayed on the collection station(Max 30 characters)	Set the title of the collection station software as required.
Collection station icon(JPEG/PNG format, less than 200 KB)	Set the background icon of the collection station software as required.
Language	Set the software language of the collection station as required.
File Storage Period	Set the file storage duration on the collection station as required. The value ranges from 1 to 999 in days. The default value is 90 in days. This parameter is displayed only in standalone mode.

Step 4 Click **Save Settings**.

----End

1.2.3 Changing the Administrator Password

This section describes how to change the administrator password.

 **NOTE**

- You must change the password upon the first login. After the password is changed, remember the new password.
- To ensure system security, change the initial password in a timely manner after the system commissioning. After the password is changed, remember the new password.
- During routine maintenance, change the password periodically. After the password is changed, remember the new password.

Procedure

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password and click **OK**.
- Step 3** On the **Settings** page, click the **User Management** tab page.
- Step 4** Enter the **Old password** and **New password**, and enter the new one again in the **Confirm password** dialog box.

The password must meet the following complexity requirements:

- A password must contain a minimum of eight characters.
- The password must contain at least two types of the following:
 - At least one lowercase letter
 - At least one uppercase letter
 - At least one digit
 - At least one of the following special characters: `~!@#\$\$%^&*()-_+=\|{ }];:'''",<.>/?
- The password must be different from the account.

- Step 5** Click **Save Settings**.

----End

1.2.4 Managing Body Worn Camera Upgrade Package

This section describes how to manage the upgrade package of the body worn camera.

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password and click **OK**.
- Step 3** On the **Settings** page, click the **Upgrade Package Management** tab page.
- Step 4** Click **Add** to upload the local body worn camera upgrade package to the collection station.
- Step 5** (Optional) Select an upgrade package and click **Delete** to delete it from the collection station.

----End

1.2.5 Configuring Body Worn Camera Parameters

This section describes how to configure the parameters of the body worn camera parameters.

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
- Step 2** Enter the administrator password and click **OK**.
- Step 3** On the **Settings** page, click the **BWC Parameter Configuration** tab page.
- Step 4** Turn on **Configure the activation switch** and select the parameters from the drop-down list box as required.
- Step 5** Click **Save**.

----End

1.3 Operation and Maintenance

This chapter describes how to operate and maintain the EMS software.

1.3.1 Installation of Collection Station Software

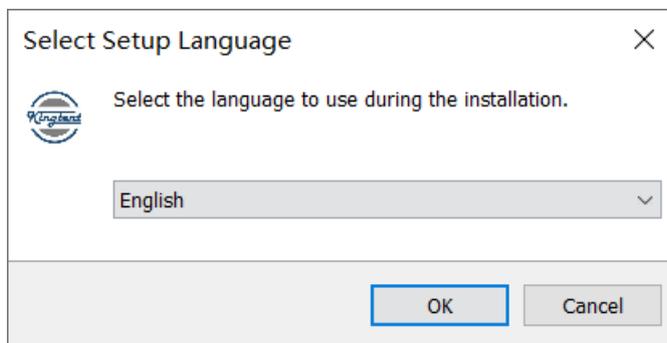
This section describes how to install and uninstall the EMS software.

Installing the Software

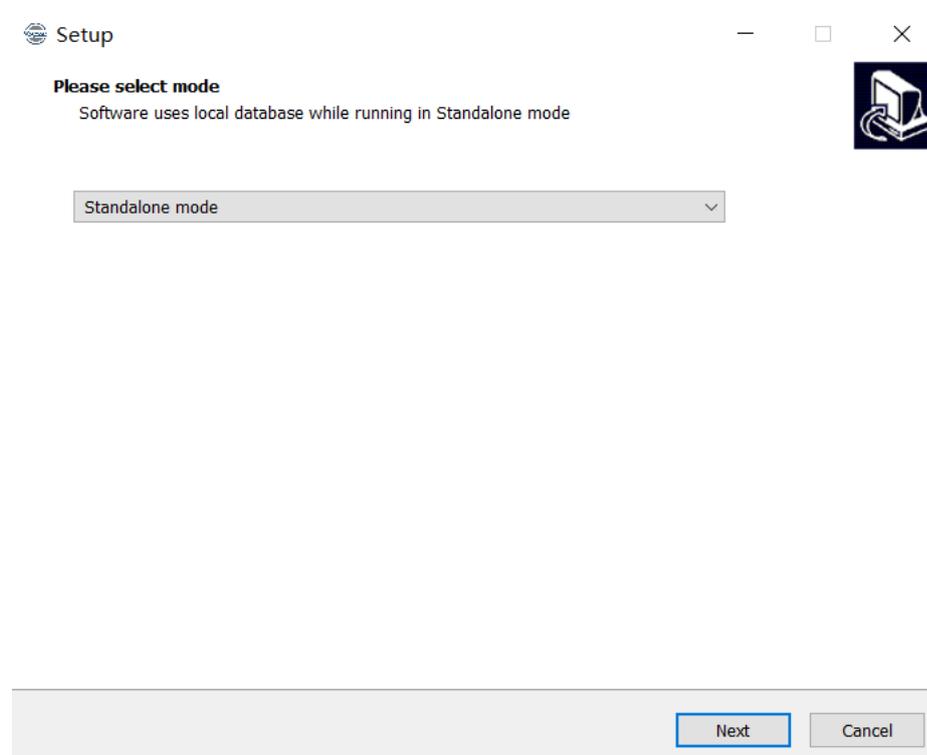
Step 1 Run the **XXX.exe** installation package. The following uses the Windows 10 OS as an example.

Double-click the software installation package. The **Select Setup Language** dialog box is displayed, as shown in [Figure 1-3](#). Select a language as required. Click **OK**.

Figure 1-3 Selecting a language

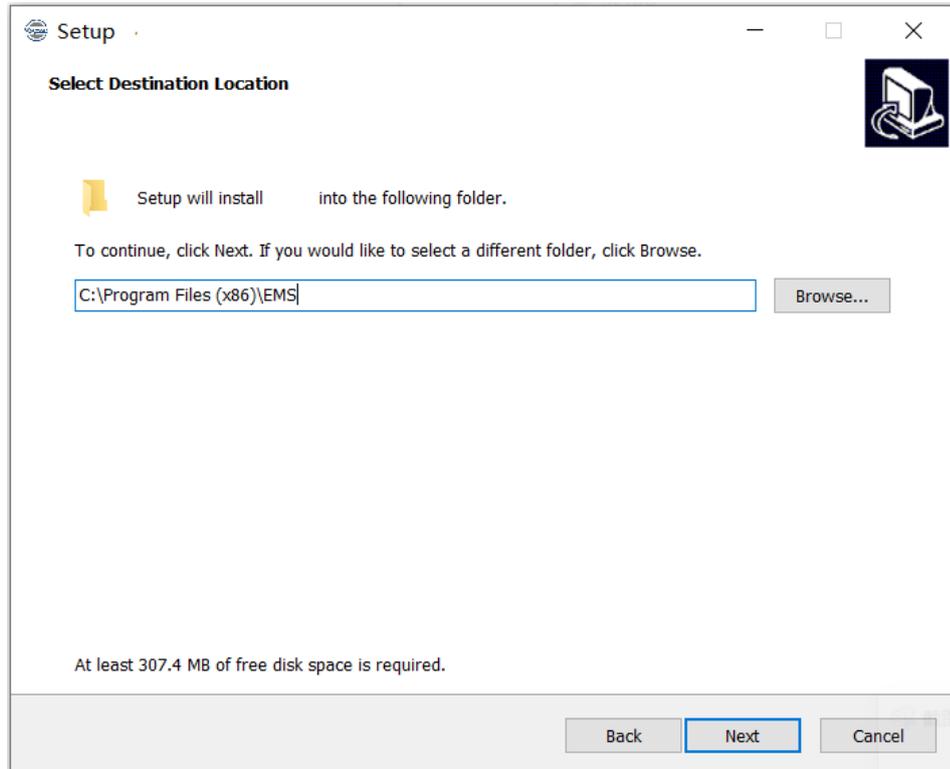


Step 2 Select the working mode of the collection station as required, as shown in [Figure 1-4](#). Click **Next**.

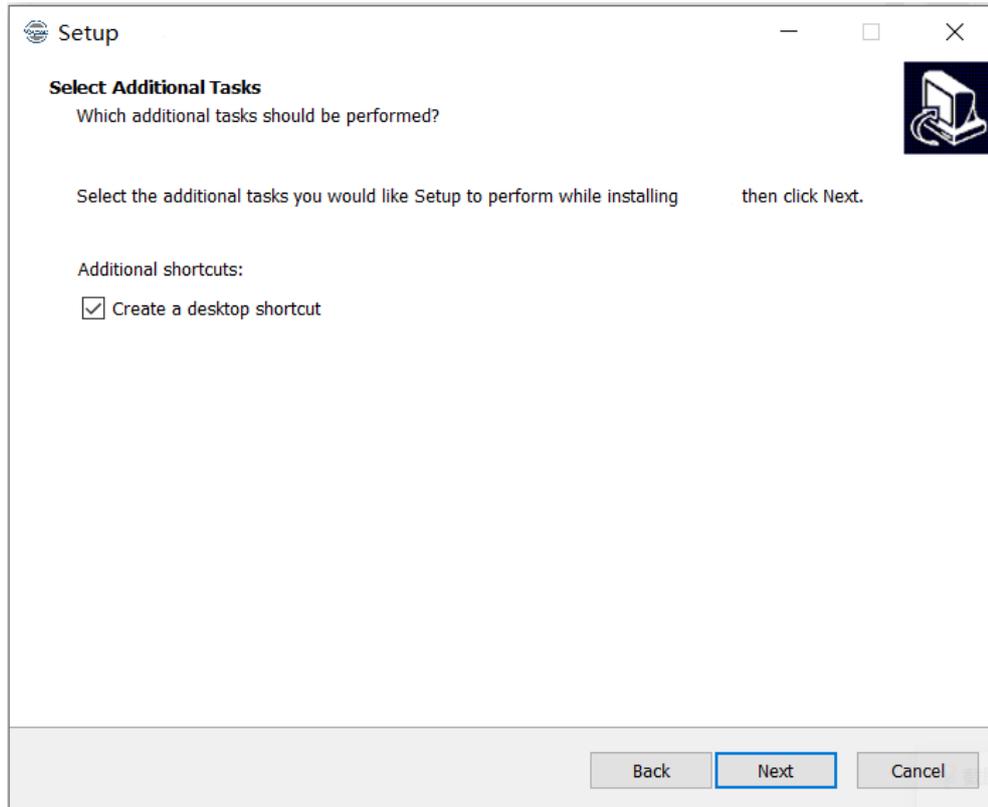
Figure 1-4 Setting the working mode

Step 3 Select the installation location, as shown in [Figure 1-5](#). Click **Next**.

Figure 1-5 Selecting the installation path



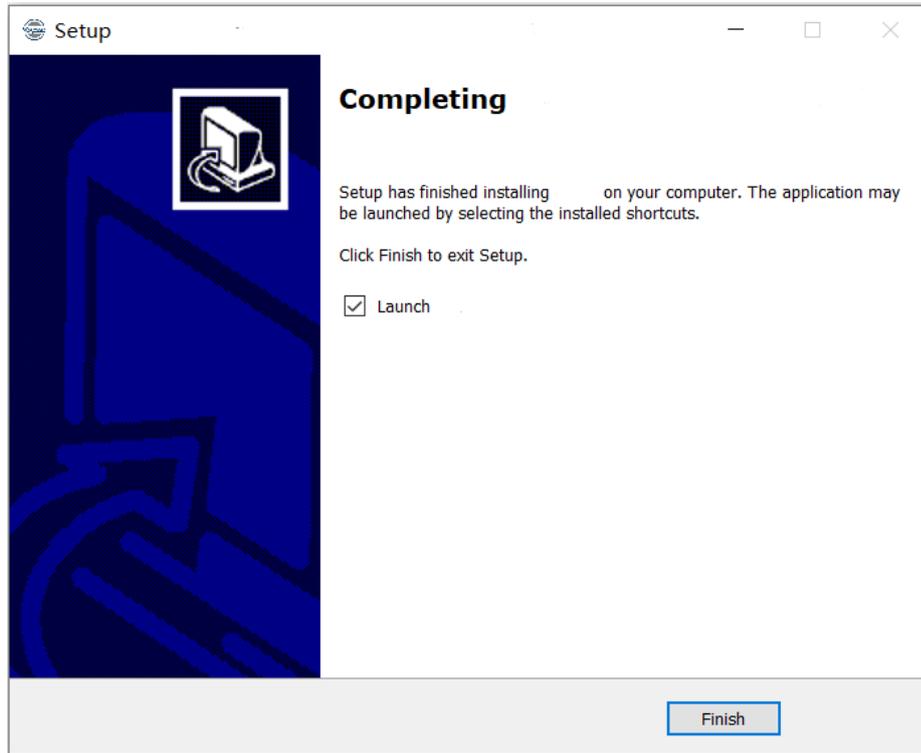
Step 4 Select additional tasks as shown in [Figure 1-6](#). Click **Next**.

Figure 1-6 Selecting additional tasks

Step 5 Wait for installation

Step 6 The installation is complete, as shown in [Figure 1-7](#). Click **Finish**.

Figure 1-7 Completing the installation



----End

 **NOTE**

After the software is installed, you need to calibrate the port. For details, see the *Port Calibration Guide* in the tools package released with the software.

NOTICE

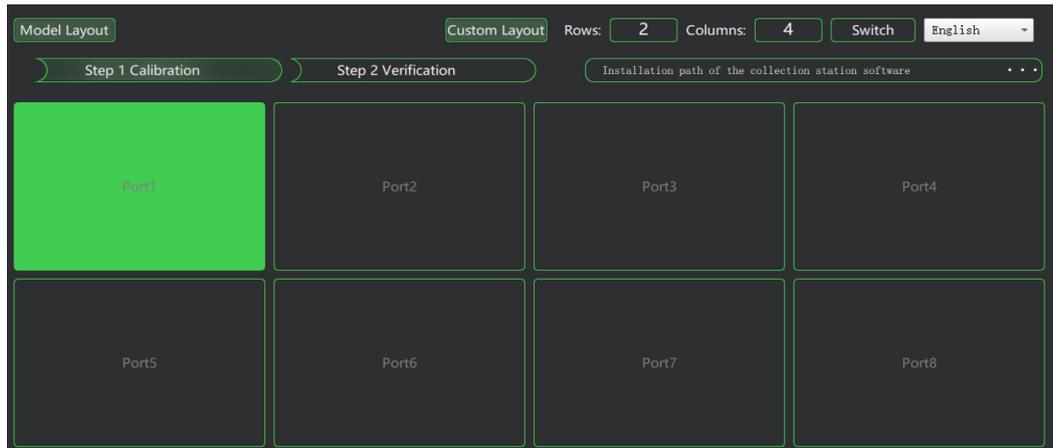
Files such as run logs of the collection station occupy certain space of drive D. Reserve at least 10 GB space for drive D to ensure the normal running of the collection station.

Port Calibration

Double click to open the calibration tool.



Select the number of ports as required.



Connect BWC or Insert the recorder into the dock position corresponding to the highlighted grid.

After the verification is complete, the corresponding port number is displayed in the upper right corner of the grid and the recorder is moved to the next grid. At this time, the recorder is quickly removed and the next grid is inserted to complete the verification of other ports in sequence. After the verification is complete, copy the two XML files to the specified directory.

NOTICE

After the configuration, the USB ports of the Dock must be the same and cannot be replaced. Otherwise, the USB ports may need to be calibrated again.

1.3.2 Backup and Restoration

This section describes how to back up and restore the EMS software.

Software Backup

The software automatically backs up data every day. No manual operation is required.

- Backup content: all files and folders in the software installation directory
- Backup path: **D:\EMS_backup**

Data is automatically backed up before the software upgrade. Backup path:
D:\EMS_backup\upgrade_backup

Software Restoration

CAUTION

- Software backup files and user data files are stored on data disks. High-risk operations, such as formatting, are not allowed on data disks.
- Before restoring the software, ensure that you have obtained the latest software backup file and the required collection station software installation package.

- Step 1** Uninstall the original EMS software.
- Step 2** Reinstall the EMS software of the required version.
- Step 3** Copy the software backup file to the software installation directory to overwrite the original file.
- End

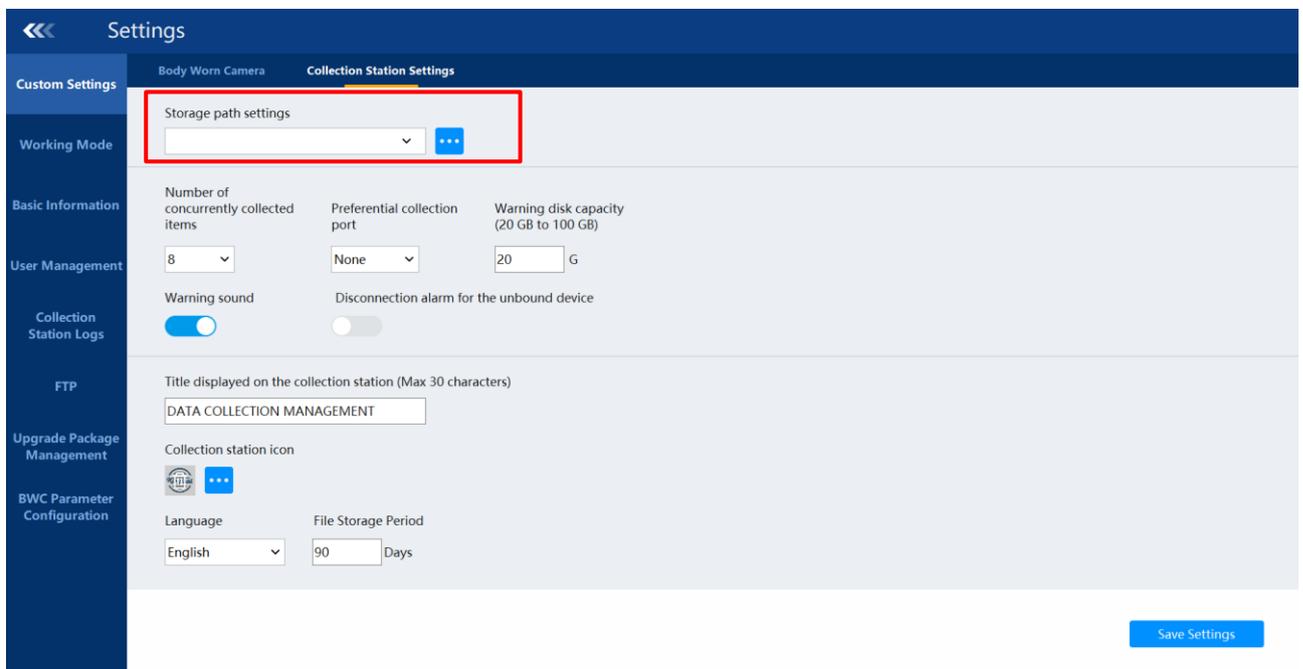
1.3.3 Data Collection and Management

This section describes how to collect data and how to manage data when the EMS is deployed in standalone mode.

Storage path configuration

On the home screen, tap Settings to enter the settings page. If you access the page for the first time, you will be asked to change the password.

Choose Custom Settings > Collection Station Settings, configure the storage path, and save the settings.



Data Collection

NOTE

If using docking station, ensure that the body worn camera has been registered on the EMS and bound to police officer information firstly. Otherwise, data cannot be collected.

- Step 1** Docking station mode: Connect the docking station to the power supply and connect the docking station to the PC through the USB cable. Turn on the power button and the indicator lights up in red.
- BWC mode: Connect BWC to the PC through the USB cable.
- Step 2** Calibrate the port on the PC with *Port Calibration Tool*.
- Step 3** Connect the body worn camera to the docking station or to the PC. If the body worn camera has been registered correctly, data collection will be performed automatically. If the *File Encryption feature* is enabled on the BWC in advance, the recording video files will be encrypted with AES algorithm. And the encrypted files will be transferred and saved through the EMS software.
- Step 4** After the collection is complete, the video, audio, and pictures that have been collected will be deleted from the body worn camera.

----End

Evidence Management

Common users can view the data collected by themselves, play data, mark important data, and export data. If you log in as an administrator, you can view all data and delete the data.

- Step 1** Click the **Resource Management** icon in the upper right corner of the main page.
- Step 2** Enter the account name and password of the police, and click **OK**.
- Step 3** The **Evidence Management** tab page is displayed. For details, see [Table 1-5](#).

Table 1-5 Data management operation list

Operation	Description
Query	You can query data based on the time range and device ID.
View	Click the file to preview it.
Delete	The administrator can select common files to delete.
Data Export	After selecting a file, you can export the file.
Key Marks	You can mark files as important.
Incident Type	Select incident type for a file.
Case No.	Set the case number for a file.
Evidence Description	Add the evidence description to a file.

----End

Personnel and Organization Management

The administrator account can be used to manage personnel and organizations in standalone mode.

Step 1 Click the **Resource Management** icon in the upper right corner of the main page.

Step 2 Enter the user name (**admin**) and password of the administrator, and click **OK**.

Step 3 The **Personnel/Organization Management** tab page is displayed. For details, see [Table 1-6](#).

Table 1-6 Personnel/Organization management operation list

Operation	Description
Adding an organization	Click Add to add an organization. Organization information includes the organization name and ID.
Editing/Deleting an organization	Click  to view the organization details. You can edit or delete the current organization information.
Adding a person	Click Add Person to add a person. Personnel information includes the name, gender, police ID, role, organization, password and telephone. The Role include Police officer and Police station management . The Police ID and Password are used for evidence management in standalone mode.
Editing/Deleting personnel	Click the operation button to edit or delete the current personnel information.
Deleting personnel in batches	You can select multiple persons and delete them in batches.

NOTE

- When adding an organization, the **Name** is a string of 1 to 500 characters and the **Group No.** is a string of 1 to 255 case-insensitive characters, including uppercase letters (A to Z), lowercase letters (a to z), 0 to 9, hyphens (-), and underscores (_).
- When adding a person, the **Name** is a string of 1 to 255 characters and the **Police ID** is a string of 1 to 16 case-insensitive characters, including uppercase letters (A to Z), lowercase letters (a to z), 0 to 9, hyphens (-), and underscores (_).

----End

Device Management

The administrator account can be used to manage the body worn camera information in standalone mode and bind the body worn camera to the police information.

- Step 1** Click the **Resource Management** icon in the upper right corner of the main page.
 - Step 2** Enter the user name (**admin**) and password of the administrator, and click **OK**.
 - Step 3** The **Device Management** tab page is displayed. Add device information as required.
- End

Recorder Logs

The administrator account can view the logs of the body worn cameras and query logs by time and device number.

- Step 1** Click the **Resource Management** icon in the upper right corner of the main page.
 - Step 2** Enter the user name (**admin**) and password of the administrator, and click **OK**.
 - Step 3** The **Recorder Logs** tab page is displayed. Query and view the logs of the body worn cameras.
- End

Changing the Password

Common users can change their passwords.

- Step 1** Click the **Resource Management** icon in the upper right corner of the main page.
 - Step 2** Enter the account name and password of the police, and click **OK**.
 - Step 3** Go to the **Account Management** tab page and change the password.
- End

1.3.4 Viewing Collection Station Logs

This section describes how to view logs on the EMS.

Procedure

- Step 1** Click the **Settings** icon in the upper right corner of the main page.
 - Step 2** Enter the administrator password and click **OK**.
 - Step 3** On the **Settings** page, click the **Collection Station Logs** tab page.
 - Step 4** Filter logs by time range or turn pages to view logs.
 - Step 5** (Optional) To export logs, click **Log Export** and select the export path.
- End