



capture911™

Quick Reference Guide

Flags, Tags and Attachments

REPLAY SYSTEMS RECORDING SOLUTIONS

LEARNING AND DEVELOPMENT



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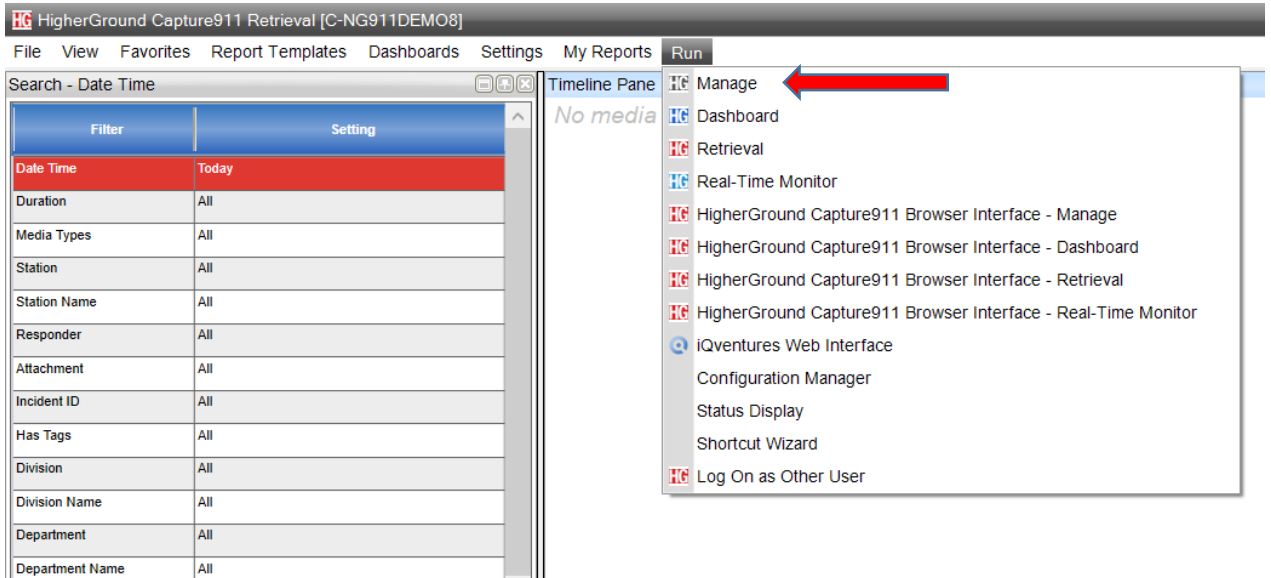
Intended Audience

This document is designed for all your personnel using the Capture 911 recording system, your PSAP's Supervisor and Management level and System Admin, who would need to create custom Flags, Tags and Forms (Attachments).

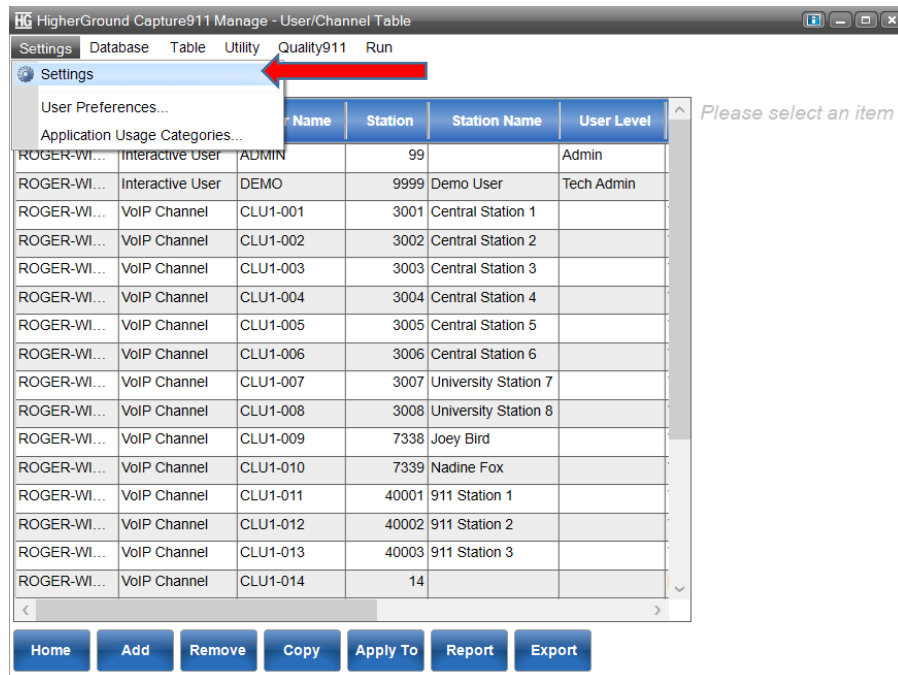


How to Build Custom Flags

From the top menu on the Capture 911 application, select “Run” and from the dropdown menu select “Manage”



The HigherGround Manage User/Channel Table window appears on the screen. From this screen select on the top left “Settings” and from the dropdown select “Settings” again.



After your selections the HigherGround Capture911 Manage-Settings screen appears. From this screen, select **“Recording Flags”** once selected a sub-menu will appear on the right side of the screen. From this screen, users can create custom flags by typing their desired flag name on the fields. Once the desired flag names have been created, you must click on the left side of the window in order to confirm your selection and the gray out **Save** button will light up to confirm your selection.

Setting	Description
Defaults	Settings related to Defaults
Fault Tolerance	Settings related to Fault Tolerance
Performance	Settings related to Performance
Screen Capture	Settings related to Screen Capture
Security	Settings related to Security
Voice Recording	Settings related to Voice Recording
Recording Flags	Settings related to Recording Flags
Master Configuration	Settings related to Master Configuration
Interactions Captions	Settings related to Interactions Captions
Stations Captions	Settings related to Stations Captions
Departments Captions	Settings related to Departments Captions
Accounts Captions	Settings related to Accounts Captions
Recording Tag Icons	Settings related to Recording Tag Icons

Setting: Recording Flags
 Description: Settings related to Recording Flags
 Flag 01: For Training
 Flag 02: Supervisor Review
 Flag 03: Pursuit
 Flag 04: Armed Robbery
 Flag 05: Cardiac Arrest
 Flag 06: IA
 Flag 07: TBI
 Flag 08: |
 Flag 09: |
 Flag 10: |
 Flag 11: |
 Flag 12: |
 Flag 13: |
 Flag 14: |
 Flag 15: |
 Flag 16: |

Click here once you have built your flags to activate the **Save** button

Home History Save Cancel

Then select “Save” to save all your changes.

Master Configuration	Settings related to Master Configuration
Interactions Captions	Settings related to Interactions Captions
Stations Captions	Settings related to Stations Captions
Departments Captions	Settings related to Departments Captions
Accounts Captions	Settings related to Accounts Captions
Recording Tag Icons	Settings related to Recording Tag Icons

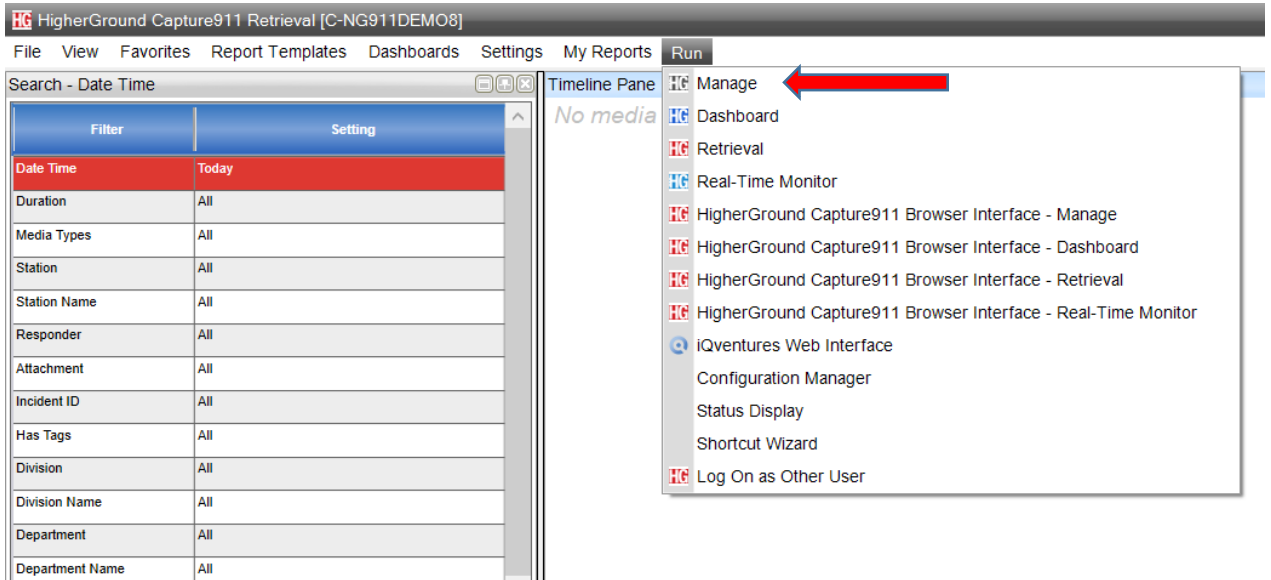
Flag 07: TBI
 Flag 08: Test
 Flag 09: |
 Flag 10: |
 Flag 11: |
 Flag 12: |
 Flag 13: |
 Flag 14: |
 Flag 15: |
 Flag 16: |

Home History Save Cancel

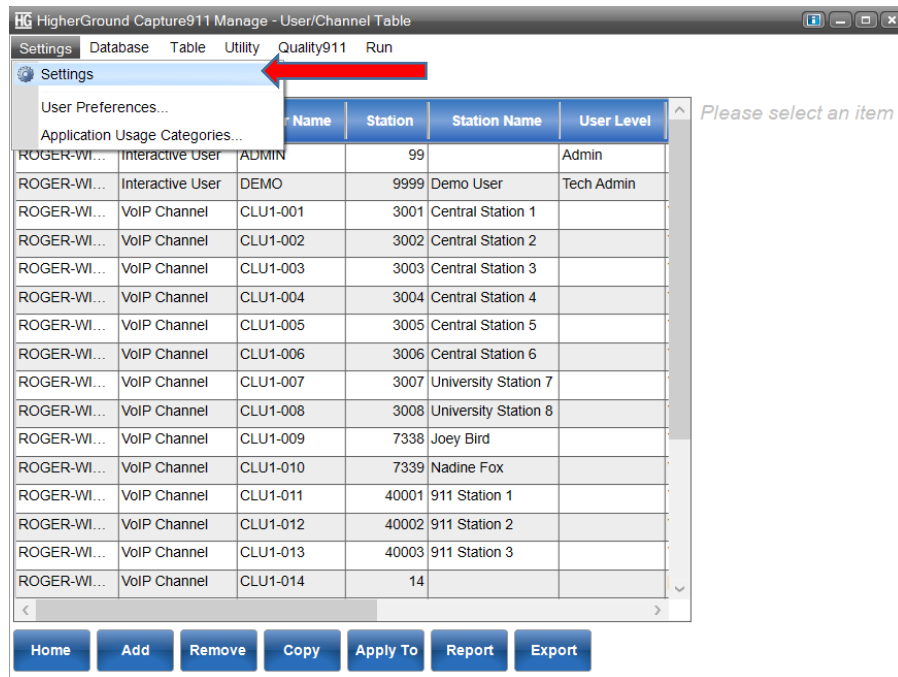
Save changes

How to Build Custom Tags

From the top menu on the Capture 911 application, select “Run” and from the dropdown menu select “Manage”



The HigherGround Manage User/Channel Table window appears on the screen. From this screen select on the top left “Settings” and from the dropdown select “Settings” again.



After your selections the HigherGround Capture911 Manage-Settings screen appears. From this screen, select “**Recording Tag Icons**” once selected a sub-menu will appear on the right side of the screen. From this screen, users can create custom Tag Icons by typing their desired Tag name on the fields. Once the desired flag names have been created, you must click on the left side of the window in order to confirm your selection and the gray out **Save** button will light up to confirm your selection.

HigherGround Capture911 Manage - Settings

Settings Database Table Utility Quality911 Run

Setting	Description
Defaults	Settings related to Defaults
Fault Tolerance	Settings related to Fault Tolerance
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Recording Tag Icons	Settings related to Recording Tag Icons

Setting: Recording Tag Icons
Description: Settings related to Recording Tag Icons

Tag Icon Captions

- Default
- For training
- Caller agitated
- Calmed caller
- Dispatch police
- Dispatch fire
- Dispatch EMT
- ID given
- Radio
- Gunshot
- FOR REVIEW
- For supervisor review
- Profanity

Click here once you have built your flags to activate the **Save** button

Home History Save Cancel

Then select “Save” to save all your changes

Home History Save Cancel

Save changes