

# 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**"

🌃 HigherGro	ound Captu	re911 Retrieval [C-N	G911DEMO8]	_	_		
File View	Favorites	Report Templates	Dashboards	Settings	My Reports	Ru	n
Search - Date	Time				Timeline Pane	HE	Manage
Filt	er	Sett	ina	^	No media	HG	Dashboard
						HG	Retrieval
Date Time		Today				HC	Real-Time Monitor
Duration		All				HC	HigherGround Capture911 Browser Interface - Manage
Media Types	4	All				HG	HigherGround Capture911 Browser Interface - Dashboard
Station	4	All				HG	HigherGround Capture911 Browser Interface - Retrieval
Station Name	4	All				HG	HigherGround Capture911 Browser Interface - Real-Time Monitor
Responder		All				0	iQventures Web Interface
Attachment		All					Configuration Manager
Incident ID		All					Status Display
Has Tags	4	All					Shortcut Wizard
Division	-	All				HG	Log On as Other User
Division Name		All				_	
Department		All		_			
Department Nan	me i	All		_			

The HigherGround <u>Manage User/Channel Table</u> window appears on the screen. From this screen select on the top left "**Settings**" and from the dropdown select "**Settings**" again.

Settings							
User Preferer Application Us	nces sage Categories.	r Name	Station	Station Name	User Level	^	Please select an iter
ROGER-WI	nteractive User	ADMIN	99		Admin	Ι	
ROGER-WI Ir	nteractive User	DEMO	9999	Demo User	Tech Admin	Ť	
ROGER-WI V	OIP Channel	CLU1-001	3001	Central Station 1		1	
ROGER-WI V	OIP Channel	CLU1-002	3002	Central Station 2			
ROGER-WI V	OIP Channel	CLU1-003	3003	Central Station 3		1	
ROGER-WI V	OIP Channel	CLU1-004	3004	Central Station 4		•	
ROGER-WI V	OIP Channel	CLU1-005	3005	Central Station 5		•	
ROGER-WI V	OIP Channel	CLU1-006	3006	Central Station 6		•	
ROGER-WI V	OIP Channel	CLU1-007	3007	University Station 7			
ROGER-WI V	OIP Channel	CLU1-008	3008	University Station 8			
ROGER-WI V	OIP Channel	CLU1-009	7338	Joey Bird		-	
ROGER-WI V	OIP Channel	CLU1-010	7339	Nadine Fox			
ROGER-WI V	OIP Channel	CLU1-011	40001	911 Station 1			
ROGER-WI V	OIP Channel	CLU1-012	40002	911 Station 2			
ROGER-WI V	OIP Channel	CLU1-013	40003	911 Station 3			
ROGER-WI V	OIP Channel	CLU1-014	14				
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After your selections the <u>HigherGround Capture911 Manage-Settings</u> 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.

HG HigherGround Capt	ture911 Manage - Settings			
Settings Database	Table Utility Quality911 Run			
Setting	Description			
Defaults	Settings related to Defaults		Setting:	Recording Flags
Fault Tolerance	Settings related to Fault Tolerance		Description:	Settings related to Recording Flags
Performance	Settings related to Performance		Flag 01:	For Training
Screen Capture	Settings related to Screen Capture		Flag 02:	Supervisor Review
Security	Settings related to Security		Flag 03:	Pursuit
Voice Recording	Settings related to Voice Recording		Flag 04:	Armed Robery
Recording Flags	Settings related to Recording Flags		Flag 05:	
Master Configuration	Settings related to Master Configuration		Flag 06:	
Interactions Captions	Settings related to Interactions Captions		Flag 07:	TBI
Stations Captions	Settings related to Stations Captions		Flag 08:	
· ·			Flag 09:	
Accounts Captions	Settings related to Accounts Captions		Flag 10:	
Recording Tag Icons	Settings related to Recording Tag Icons		Flag 11:	
	Settings related to Recording ray icons		Flag 12:	
			Flag 13:	
	$\square$		Flag 14:	
	•		Flag 15:	
	ere once you have built yo	ur	Flag 16:	
flags to activate the Save button				
<		>	<	>
Home History			Save Cancel	

#### Then select "Save" to save all your changes.

masici comgutation	octango related to master configuration		Flag 07:	ты
Interactions Captions	Settings related to Interactions Captions		Flag 08:	
Stations Captions	Settings related to Stations Captions		Flag 09:	
Departments Captions	Settings related to Departments Captions		Flag 10:	
Accounts Captions	Settings related to Accounts Captions		Flag 11:	
Recording Tag Icons	Settings related to Recording Tag Icons		Flag 12:	
	1		Flag 13:	
			Flag 14:	
			Flag 15:	
			Flag 16:	
<		- F		)
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**"

🌃 HigherGro	ound Captu	re911 Retrieval [C-N	G911DEMO8]	_	_		
File View	Favorites	Report Templates	Dashboards	Settings	My Reports	Ru	n
Search - Date	Time				Timeline Pane	HE	Manage
Filt	er	Sett	ina	^	No media	HG	Dashboard
						HG	Retrieval
Date Time		Today				HC	Real-Time Monitor
Duration		All				HC	HigherGround Capture911 Browser Interface - Manage
Media Types	4	All				HG	HigherGround Capture911 Browser Interface - Dashboard
Station	4	All				HG	HigherGround Capture911 Browser Interface - Retrieval
Station Name	4	All				HG	HigherGround Capture911 Browser Interface - Real-Time Monitor
Responder		All				0	iQventures Web Interface
Attachment		All					Configuration Manager
Incident ID		All					Status Display
Has Tags	4	All					Shortcut Wizard
Division	-	All				HG	Log On as Other User
Division Name		All				_	
Department		All		_			
Department Nan	me i	All		_			

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	ibase Table U	Jtility Quality911	Run				
Settings							
User Prefer	ences Usage Categories	r Name	Station	Station Name	User Level	Â	Please select an iten
ROGER-WI	Interactive User	ADMIN	99		Admin		
ROGER-WI	Interactive User	DEMO	9999	Demo User	Tech Admin		
ROGER-WI	VoIP Channel	CLU1-001	3001	Central Station 1			
ROGER-WI	VoIP Channel	CLU1-002	3002	Central Station 2			
ROGER-WI	VoIP Channel	CLU1-003	3003	Central Station 3			
ROGER-WI	VoIP Channel	CLU1-004	3004	Central Station 4			
ROGER-WI	VoIP Channel	CLU1-005	3005	Central Station 5			
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ROGER-WI	VoIP Channel	CLU1-011	40001	911 Station 1			
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ROGER-WI	VoIP Channel	CLU1-014	14				
<		• • • •			>	-	
Home	Add Remo	ve Copy	Apply To	Report Exp			



After your selections the <u>HigherGround Capture911 Manage-Settings</u> 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.

Settings Database	Table Utility Quality911 Run				
Setting	Description				
Defaults	Settings related to Defaults			Setting:	Recording Tag Icons
Fault Tolerance	Settings related to Fault Tolerance			Description:	Settings related to Recording Tag Icons
Performance	Settings related to Performance		- Tag Icon Captions		
Screen Capture	Settings related to Screen Capture			1	
Security	Settings related to Security			) 	For training
/oice Recording	Settings related to Voice Recording			×	
Recording Flags	Settings related to Recording Flags			6	Calmed caller
Master Configuration	Settings related to Master Configuration			2	Dispatch police
nteractions Captions	Settings related to Interactions Captions			2	Dispatch fire
Stations Captions	Settings related to Stations Captions				Dispatch EMT
Departments Captions	Settings related to Departments Captions				ID given
Accounts Captions	Settings related to Accounts Captions			6	Radio
Recording Tag Icons	Settings related to Recording Tag Icons			-	Gunshot
	$\bigtriangledown$			(2	FOR REVIEW
Click b	ere once you have built you	r		C	
	activate the <b>Save</b> button	1		0	
nays to	activate the Save Dutton			0	Profanity
<		$\rightarrow$	<		

#### Then select "Save" to save all your changes

<	>	>
Home History	Save	
	Save changes	

