



# Carbon

## CathexisVision Carbon 5 Operator's Guide

# Contents

- 1. Introduction ..... 5**
  - 1.1 Other Resources ..... 5
- 2. General Interface..... 6**
  - 2.1 Start Screen ..... 6
  - 2.2 Further Options Menu ..... 6
  - 2.3 Log In ..... 7
  - 2.4 User Settings..... 7
  - 2.5 Sign Out ..... 7
  - 2.6 Tabs..... 8
- 3. How to Monitor Resources in the Monitoring Tab ..... 9**
  - 3.1 Monitoring Tab at a Glance ..... 9
  - 3.2 Folder Tree..... 10
  - 3.3 Templates ..... 10
    - 3.3.1 Adding Resources to a Template ..... 11
    - 3.3.2 Auto Layout and Auto Add Selection..... 12
  - 3.4 Viewing and Reviewing Cameras ..... 13
    - 3.4.1 Switch Between Live Mode and Review Mode ..... 14
    - 3.4.2 New Display/Single Panel Menu Icons ..... 14
    - 3.4.3 Timeline ..... 15
    - 3.4.4 PTZ ..... 16
    - 3.4.5 Adjacent Camera Mapping ..... 19
    - 3.4.6 Camera Tools Menu..... 20
    - 3.4.7 Review Tools ..... 21
    - 3.4.8 Archiving ..... 25
    - 3.4.9 Bookmarks ..... 29
    - 3.4.10 Integration Overlays ..... 34
    - 3.4.11 Dewarping ..... 34
  - 3.5 Black Screen Monitoring (BSM) ..... 35
    - 3.5.1 Event BSM..... 35
    - 3.5.2 Alarm BSM ..... 36
  - 3.6 Smart Search Tools ..... 39
    - 3.6.1 Snap Search ..... 39
    - 3.6.2 Motion Quick Search ..... 43
    - 3.6.3 Motion Search ..... 44

- 3.6.4 Feature Search..... 46
- 3.7 Video Settings ..... 47
  - 3.7.1 Change Video Format in Live Mode ..... 47
  - 3.7.2 Change Video Quality in Review Mode ..... 47
- 3.8 Monitoring Using the Side Panel ..... 47
  - 3.8.1 Enable Right Side Panel ..... 48
  - 3.8.2 Monitoring Using Groups or Manually Adding Cameras..... 48
  - 3.8.3 View a Monitored Camera..... 49
- 3.9 Using Maps from the Monitoring Tab ..... 50
  - 3.9.1 Monitoring Tab Map Tools ..... 50
  - 3.9.2 Viewing Cameras ..... 50
  - 3.9.3 Viewing and Controlling Outputs ..... 51
- 3.10 Cast Cameras or Layouts to a Monitor ..... 52
- 4. Databases (Main) Tab ..... 53**
  - 4.1 Metadatabase Interface ..... 53
  - 4.2 Video Database Interface ..... 55
    - 4.2.1 Viewing Video Footage Associated with an Event ..... 56
  - 4.3 Database Menu ..... 57
    - 4.3.1 Export ..... 57
    - 4.3.2 Manage Reports (Metadatabase Only) ..... 58
- 5. Maps Tab ..... 62**
  - 5.1 Camera Icons ..... 63
  - 5.2 Map Icons ..... 63
    - 5.2.1 Input Icons ..... 63
    - 5.2.2 Output Icons ..... 63
- 6. Feature Search..... 64**
  - 6.1 Select Image (1) ..... 64
  - 6.2 Feature Area (2)..... 65
  - 6.3 Query Parameters (3) ..... 66
  - 6.4 Search Results (4) ..... 66
    - 6.5.1 Review Video Footage Using a Search Result..... 67
    - 6.5.2 Search Using a Search Result..... 67
- 7. Archive Player ..... 68**
  - 7.1 File Interface ..... 68
    - 7.1.1 Review Archive ..... 69
  - 7.2 Review Interface ..... 69

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7.2.1 Timeline and Review Control.....	72
7.2.2 Review Panel.....	75
<b>8. Dashboard Tab (Enterprise Connections Only) .....</b>	<b>76</b>
8.1 Health Information Display.....	76
8.2 View Site Information/Details .....	76
8.3 Export Data Table .....	77
<b>9. Hardware Tab (Enterprise Connections Only) .....</b>	<b>78</b>
9.1 Change List Display: Sort by Category and Filter .....	80
9.2 Generate Reports .....	80
<b>10. Alarms Tab (MultiSite and Enterprise Connections).....</b>	<b>81</b>
10.1 Open Alarms .....	81
10.1.1 Filters .....	81
10.1.2 Open Alarms .....	82
10.1.3 Further Options .....	85
10.2 Alarm Report .....	86
10.2.1 Filters .....	86
10.2.2 Alarms.....	87
10.2.3 Further Options .....	88
10.2.4 Fetch Report .....	90
<b>11. Conclusion.....</b>	<b>91</b>

While Cathexis has made every effort to ensure the accuracy of this document, there is no guarantee of accuracy, neither explicit nor implied. Specifications are subject to change without notice.

# 1. Introduction

This *CathesisVision Carbon 5 Operator's Guide* explains the operating procedures a user might perform when using the Carbon 5 user interface to access:

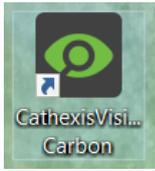
- a single site (a single CathesisVision site installation)
- multiple sites (a CathesisVision **Multisite** installation)
- multiple sites (a CathesisVision **Enterprise** installation)

## 1.1 Other Resources

Consult the following, available on the Cathesis website (<http://cathesisvideo.com/>):

- *Carbon 5 Manual*
- *Carbon 5 Quick Start Guide*
- *MultiSite 5 Installation Guide*
- *Enterprise 5 Installation Guide*

## 2. General Interface



Double-click the icon to open CathexisVision Carbon.

### 2.1 Start Screen

Once Carbon has been opened, the start screen will display:

Further options menu in the top left

Login area

Connection log button in the bottom right corner.

### 2.2 Further Options Menu

Click the **menu icon** in the top-left corner.

The following menu will appear.

Click the **gear icon** to open **Application settings**.

Click to open the **Archive player** directly.

Click to **show full screen** or **exit full screen**.

**Exit and close Carbon.**

## 2.3 Log In

The layout of the **Log in** area is as follows:



- Type of connection (site, MultiSite or Enterprise)
- Login
- Password

To log in:



If the additional field is displayed in the top row, **clicking the field** will present more options.

A new dialogue will open.

→ Select the desired **connection type**: Site or Enterprise.

**Note:** Both Enterprise and MultiSite connections must be configured in the top panel (labelled Enterprise).



→ Enter the credentials for **login and password**.

→ Click **SIGN IN**.

## 2.4 User Settings

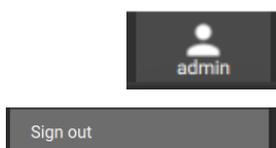
After logging in, some user settings can be changed from the home screen. These settings modify how the interface is used.



Click the **user icon** to configure further settings.

Click the **server icon** to check server details.

## 2.5 Sign Out



→ Click the user icon at the top of the screen. A drop-down menu will appear.

→ Click **Sign out**. The user will be logged out and returned to the Sign in screen.

## 2.6 Tabs

Navigate the Carbon interface by opening tabs from the home menu.

- Tabs remain open during a session and will automatically be saved for the next session.
- Tabs are accessed by a mouse left-click on the “+” in the top bar of the GUI next to the “admin” icon.
  - **Select an option** from one of the menu items, and it will open as a new tab.

All open tabs can be viewed along the top of the screen.



To return to the *home menu tab* at any time, **click** the **plus icon** at the top of the screen.

This will open a new *home menu tab*, and allow the user to add new tabs from the main menu.



To close a tab, **hover** the mouse over the tab label until the cancel icon appears. Click the icon.

Right-clicking on a tab will open a menu where the user can add a new tab, rename a tab, remove the tab, or return to the Home Menu.

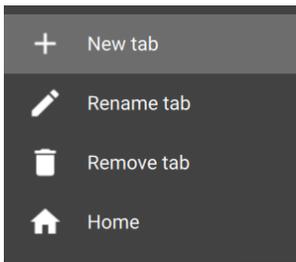
→ Right-click on a tab button. A menu will appear.

→ Click on **New tab** to open a new tab, which will show the Home Menu.

→ Select **Rename tab** to rename the selected tab.

→ Select **Remove tab** to remove the selected tab.

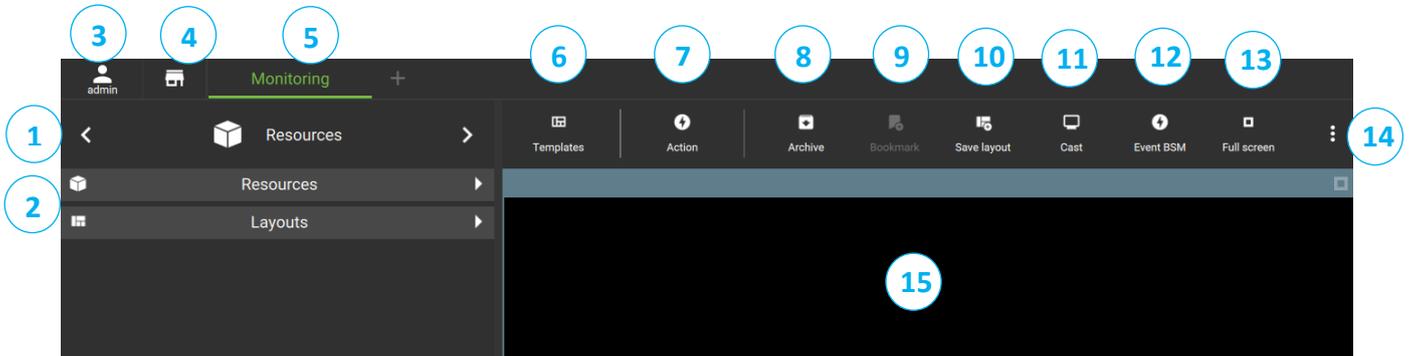
→ Select **Home** to return to the Home Menu in the selected tab.



## 3. How to Monitor Resources in the Monitoring Tab

The **Monitoring Tab** is where cameras and resources and can be viewed, reviewed, searched, and archived.

### 3.1 Monitoring Tab at a Glance



	Description
1	Click the arrows on the left and right to move between <b>Resources</b> , <b>Bookmarks</b> , <b>Layouts</b> , and <b>Cameras with Activity</b> . Alternatively, click on the name to display a drop-down menu.
2	Click to view saved <b>layouts</b> and <b>resources</b> .
3	Click the user icon to configure Global settings, Show full screen, Sign out, or Exit Carbon.
4	Click on the site/installation icon to view server details.
5	The selected tab will be highlighted in green.
6	Click to select a <b>template</b> , open the template editor, or remove a template.
7	Click to switch all feeds to live, review all live feeds, pause/unpause all feeds, or clear all panels.
8	Click to open the <b>Archive builder</b> .
9	Click to open <b>Bookmarks</b> .
10	Click to save a <b>layout</b> .
11	Click to send/cast a layout to a <b>site monitor</b> .
12	Click to open <b>Event black screen monitor</b> .
	Click to open <b>Alarm black screen monitor</b> .
13	Click to make the monitor panels full screen.
14	Monitoring Tab Settings Menu
15	Camera Panel Display

### 3.2 Folder Tree

Navigate the folder tree on the sidebar to access resources.



Click on **Resources** to view resources in the folder tree.



To expand the folders, click the **arrows to the left** of the folder names.

The icons for resources within the folders indicate:



Cameras



Maps



PTZ cameras

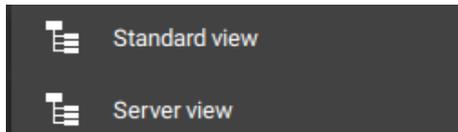


Event groups



→ To search resources, click the **search icon**.

→ Then **type a term** in the search bar that appears.



Resources can be viewed in Standard or Server view.

**Standard view** lists resources by resource type.

**Server view** lists resources according to NVR.



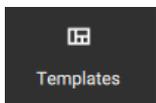
The live icon appearing at the end of a camera name indicates that motion is detected in that cameras' view.



A red camera or resources indicate the resource is offline.

### 3.3 Templates

The user may select from various templates. Multiple resources can be added to a template and saved to create a **layout**.



→ To choose a **standard display**, click **Templates** at the top of the screen.

It is possible to change the format of a display during viewing, if more or fewer cameras are required.

→ **Select** a new template. The feeds will automatically rearrange within the new template.



See [3.4.7 Review Tools](#) for details on the review panel review tools.



Click to maximise the panel. Click again to minimise.



Click to close the panel.

### 3.3.1 Adding Resources to a Template



→ Click the **arrows** next to the resource folders to view lists of individual **resources**.

→ A user may select and drag multiple items at once. To select multiple resources:

<b>Ctrl + Click</b>	Hold down Control, and click non-consecutive (separate) items to include.
<b>Shift + Click</b>	Hold down Shift, and click the first and last item in a list of consecutive items (next to each other). This will include all resources between the first and last clicked item.

#### 3.3.1.1 Rearranging Cameras in Display Panels

To move a camera from one display panel to another:

- **Left-click** the **bar** on top of the display panel; **hold** down; **drag** into an empty display panel. A thin white square around the frame will indicate the placement.
- Then release the mouse to drop the camera into the panel.

#### 3.3.1.2 Adding Resources from Multiple Sites (MultiSite and Enterprise)

MultiSite and Enterprise connections allow users to view resources from multiple sites. After a resource has been added from a first site, additional cameras or maps are added in the same way.

##### Step 1: Add a Resource from the First Site

- Use the folder tree on the left to locate the resource to be added.
- **Drag and drop** into an **empty display panel** to view.

##### Step 2: Add a Resource from the Second Site

- Return to the folder tree. Locate the **next site or domain** and resource. **Drag and drop**.

#### 3.3.1.3 Adding a Map

- From the folder tree, select the **folder or group** where the map is saved.
- **Drag and drop** the map into a display panel.

### 3.3.2 Auto Layout and Auto Add Selection

#### 3.3.2.1 Add Selected Cameras Using Auto Layout

When adding cameras, it is not always necessary to create a layout or choose a template. Auto layout adapts the display to fit the number of cameras that are added. Begin with any template or display.

→ Select multiple cameras.

<b>Ctrl + Click</b>	Hold down Control, and click non-consecutive (separate) items to include.
<b>Shift + Click</b>	Hold down Shift, and click the first and last item in a list of consecutive items (next to each other). This will include all resources between the first and last clicked item.

→ **Right-click** on one of the selected cameras.



→ Select **Auto layout selection** from the drop-down menu which opens.

The cameras will open in the display on the right. **Note:** Panels containing video will be replaced.

#### 3.3.2.2 Add a Camera Group Using Auto Layout

For existing camera groups, the auto layout feature places the cameras in display panels in a suitable format. There are two ways of adding a camera group to the display using auto layout.

##### OPTION 1: Right-click

→ **Select** the **camera group** from the folder tree on the left.

→ Right-click the group name.



→ Select **Auto layout selection** from the drop-down menu which opens.

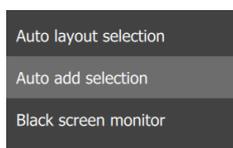
##### OPTION 2: Drag and Drop

→ **Select** the **camera group** from the list in the folder tree on the left.

→ **Drag** the item from the list into **any display panel** on the right side.

All the cameras in the group will open in the display on the right. The camera group will replace videos in the panels.

#### 3.3.2.3 Add Selected Cameras Using Auto Add Selection



→ After selecting multiple cameras, right-click.

→ Select **Auto add selection**.

The selected cameras will be added into available panels.

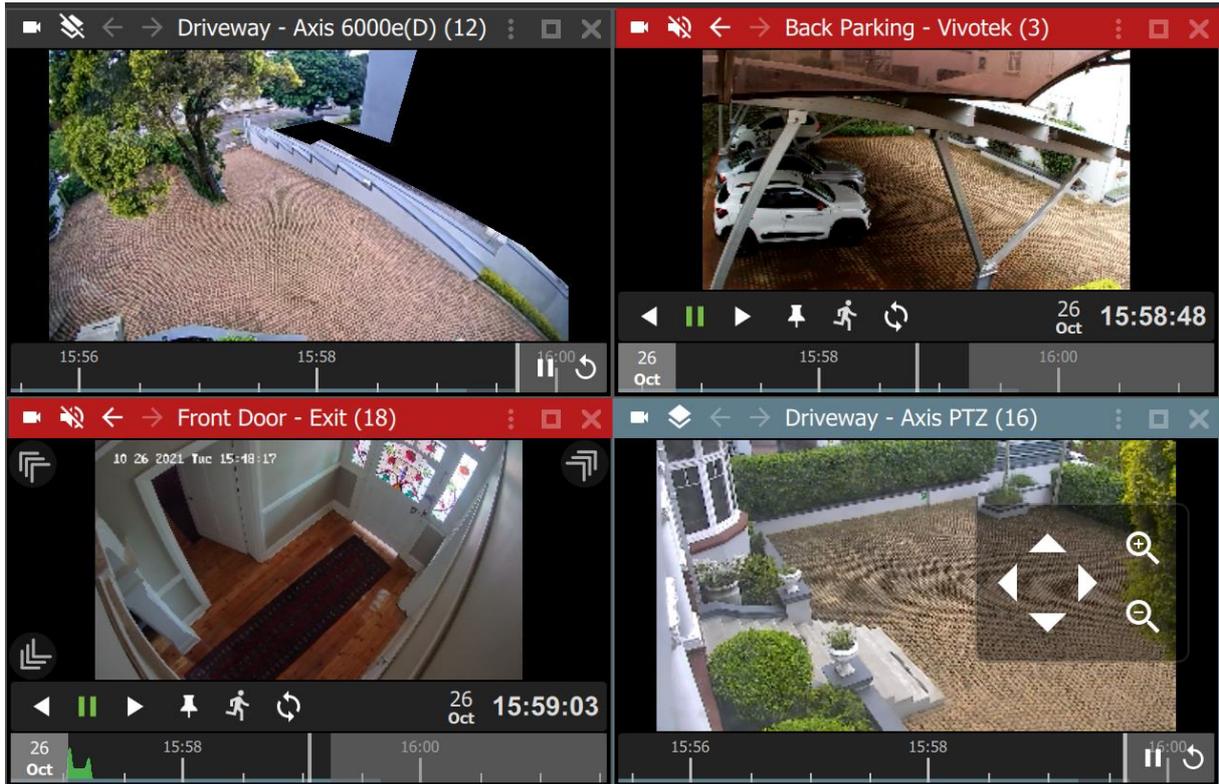
### 3.4 Viewing and Reviewing Cameras

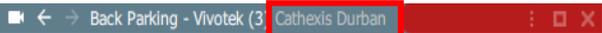
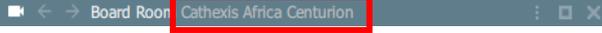
Live mode allows the user to view a camera in *real time*. Review mode allows *recorded video* to be searched, tagged, bookmarked, and archived.

Cameras will display according to the chosen saved layout, or template as selected. Cameras can be added and removed at any time. Live and review modes can be viewed simultaneously.

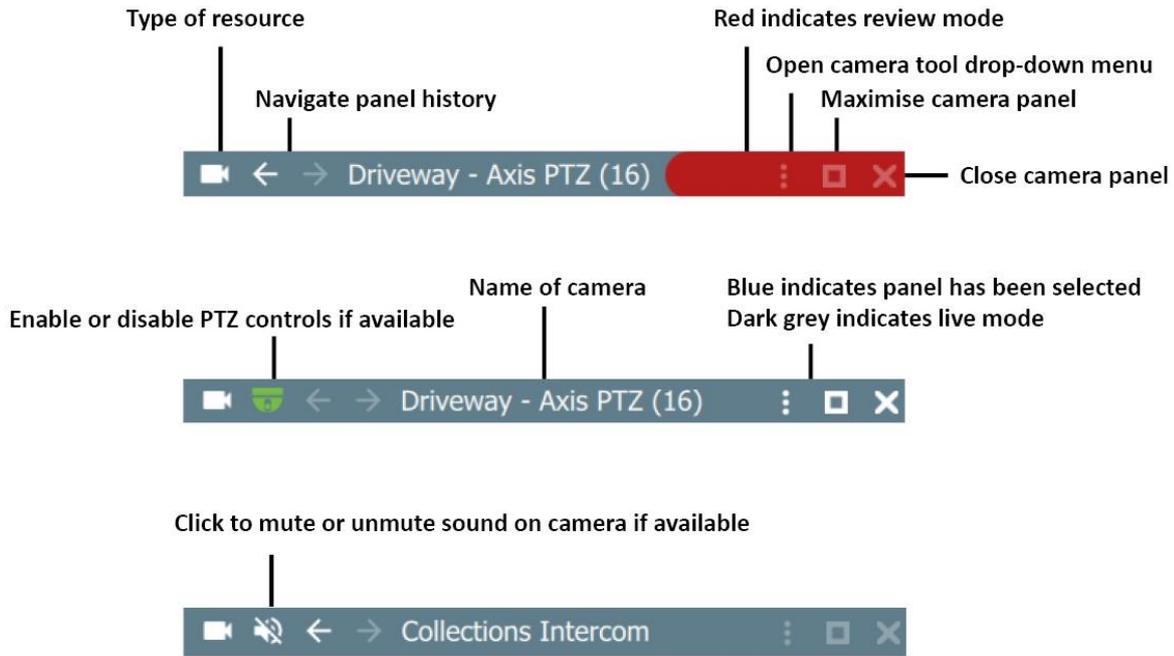


This icon indicates that there is packet loss on the camera.



	Review mode	Not selected
	Live mode	Not selected
	Review mode	Selected
	Live mode	Selected
<p><b>Note:</b> For an Enterprise or MultiSite connection, the top bar will also indicate which site the camera is from:</p>		Cathexis Durban
		Cathexis Africa Centurion

The top bar indicates mode by colour, and can be used to access menu items, overlays, sound settings, or to enlarge a display panel. See the diagram below for details.



### 3.4.1 Switch Between Live Mode and Review Mode

  
 Action

Click the **Action icon** on the top panel to switch between modes.

-  Switch all feeds to live
-  Review all live feeds
-  Pause all feeds
-  Unpause all feeds
-  Clear all panels

Select from the drop-down menu.

Click **Switch all feeds to live** to change all review feeds to live mode.

Click **Review all live feeds** to view all feeds in review mode.

Click **Pause all feeds** to pause all feeds in the layout.

Click **Unpause all feeds** to unpause all feeds in the layout.

Select **Clear all panels** to remove cameras from the display panels in the template.

Or, double-click the timeline. The review controls will appear.



Click the live icon in the review controls to return to live mode.

### 3.4.2 New Display/Single Panel Menu Icons



If a camera has been opened into a single panel display, clicking the **minimise/small square** icon will return the user to the layout.

The **close/cross** icon will close **all** cameras, including the Layout. Open a Layout to start again.

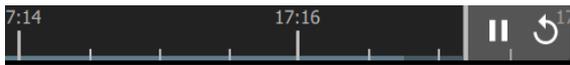
### 3.4.3 Timeline

The timeline bar underneath the camera feed represents chronological time, and is interactive for searching in review mode.



#### Live mode

In live mode, the timelines in the view screens will move in real time.



ICON	FUNCTION
	Click Pause live icon to hold an image in place.
	Click the Skip icon to skip back five seconds.

#### Review Mode

In review mode, the timeline can be used to search footage by scrolling left and right. The timeline indicates the ongoing live recording, by showing future time in grey as depicted below.



SYMBOL	DESCRIPTION
	The thin blue line at the bottom of the bar indicates that there are recordings available (non-event recording).
	No blue line indicates no recordings. It may indicate that a connection is down. Use the dashboard tab to view status.
	The grey area at the end of the timeline represents future time.
	The vertical bar indicates the end of the timeline in live mode, and corresponds with present time.
	A red line indicates event recording.
	The green graph indicates motion. More motion is depicted by a higher crest.

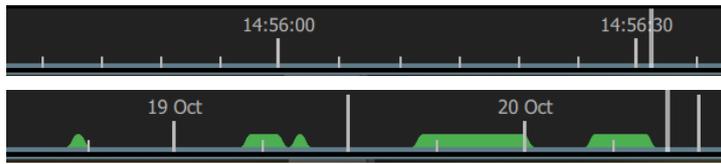
#### 3.4.3.1 Zoom in or Out on Timeline to Adjust Time Frame

- The time frame, represented by the timeline bar, can be adjusted ranging from days to seconds.
- The zoom in/zoom out function is available on a mouse with a scroll tool.

First, **click on the timeline** to select.



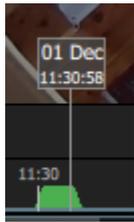
**Note:** If the display panel is selected, rather than the timeline, using the scroll tool on the mouse will enlarge or reduce the scale of the image in the display.



**Narrow** the time frame (zoom in) by **scrolling up** with the wheel.

**Widen** the time frame (zoom out) by **scrolling down** with wheel.

### 3.4.3.2 Date and Time Pop-up on Timeline



**Hover** over a point in the timeline to see the date and exact time. A pop-up will appear.

Click to **skip** to the date and time indicated by the pop-up.

## 3.4.4 PTZ

### 3.4.4.1 Digital Zoom on any Monitor

It is possible to zoom in on any camera using *digital* zoom. Alternatively, to zoom in by *controlling* a PTZ camera, see the instructions in the next section.

- To zoom in digitally, **click on an area in the display** e.g. the top right corner.
- Then, use the **scroll tool** on the mouse to **zoom in** on the selected area. An *orange dot* will indicate the centre of the zoom area.

The relative position within the video will be indicated in green in the bottom left of the frame.

- Click the cancel icon the return the monitor to its original view. 

### 3.4.4.2 PTZ Control Using PTZ Overlay

If a Pan-Tilt-Zoom camera is added to the display, it may be possible to control the camera remotely depending on user permissions. This subsection shows how to use the PTZ controls that appear in the main display. PTZ overlays only function in live mode, and only on PTZ cameras.

#### Enabling PTZ Control

##### OPTION 1: Overlay Icon



Click the **overlay icon** on the top menu bar in the display panel.

The icon will turn green when overlays are enabled and the PTZ control overlay will appear in the main display.

**OPTION 2: Right-click**

Right-click a display panel to see the drop-down (context) menu.



Click in the **PTZ checkbox** to select.

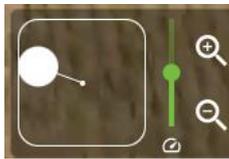


**Note:** This function will only be available if the camera on the selected display has pan-tilt-zoom capability.

**Using PTZ Controls**



To change the direction of the camera, **single click** the arrows, or, use a **long hold** on the arrows.



Pull the central control like a joystick to move the direction of the camera.



To zoom in or zoom out, **single click** or use a **long hold**.

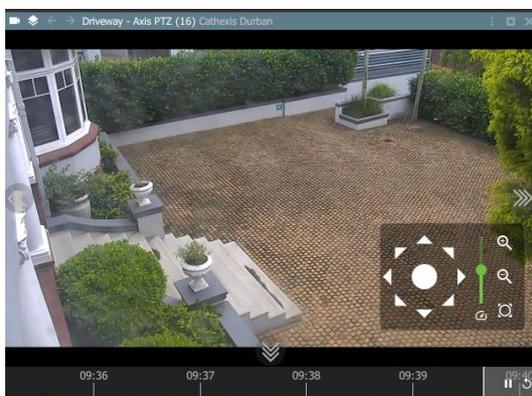


On smaller displays, a limited control tool is available, as shown in the image on the left.

**3.4.4.3 Area Zoom an Axis or Dahua PTZ Camera**

The area zoom tool is a quick way of controlling the camera when a user wishes to zoom in on a specific area.

- Instead of using the controls, and manually adjusting the camera, it is possible to draw a frame around the area on the display on Axis PTZ cameras.
- This is currently only supported for Axis and Dahua PTZ cameras.
- This feature will only be available if the user/role has PTZ permissions.



PTZ overlay must be **enabled**.

The display must be in **live mode**.



While holding down **Shift**, draw a frame around the zoom area.

Release, and wait a few moments for the camera to zoom in on the selected area.



Once zoomed in, this process can be repeated to zoom in closer until the camera has reached its maximum zoom range.

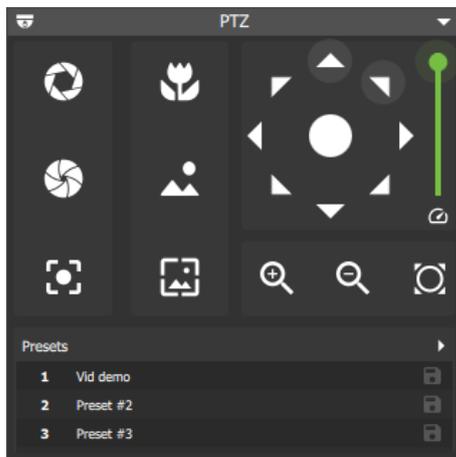
**Note:** The scroll tool may also be used for *digital zoom*.

### 3.4.4.4 PTZ Menu

When a display panel with a PTZ camera is selected, in live mode, an additional menu bar will appear on the left side underneath the Layouts menu. This is found under the Resources main menu bar. The PTZ menu enables the user to control PTZ movement in real-time as well as save PTZ presets for the camera.



→ Click on the **PTZ bar** to open up the menu.



→ Open the PTZ menu and use the navigation and zoom functions to control the camera's movement manually. (Features will depend on the capabilities of the individual PTZ camera.) Select from features such as:

- Open iris
- Close iris
- Focus near
- Focus far
- Auto iris
- Auto focus

→ Choose an unused slot or row.

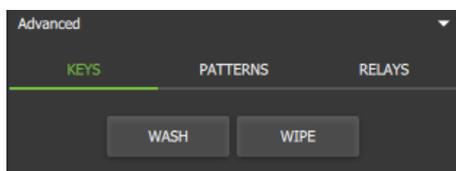


→ Click the save icon to save the preset.

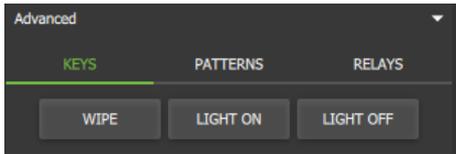


→ Select YES to save the new preset.

### PTZ Menu: Advanced

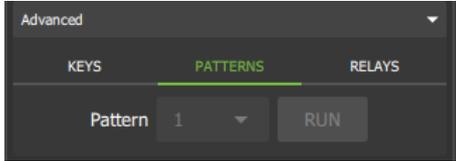


→ Click the **Advanced menu bar** at the bottom to view Advanced options. These are **Keys**, **Patterns**, and **Relays**.



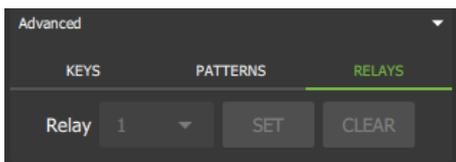
Keys will vary depending on the specifications of the PTZ camera. These buttons or “keys” allow the user to access PTZ functions.

→ **Click a “key”** e.g WIPE to **activate** an on-camera function.



A pattern is a pre-recorded path for the camera to follow. The patterns are numbered.

→ **Select a pattern** using the **drop-down menu** and click RUN.



Relays are switches on the camera.

→ **Select a relay** using the **drop-down menu** and click SET.

**Note:** Patterns and relays must first be configured before features can be used. These will need to be set up in CathexisVision.

### 3.4.5 Adjacent Camera Mapping

The adjacent cameras feature allows operators to navigate quickly between cameras.



Adjacent cameras appear over the camera image as a **double arrow** with a label in the direction of the camera, as configured in CathexisVision by the site administrator.



An orange adjacent camera arrow indicated motion has been detected in the adjacent camera’s field.

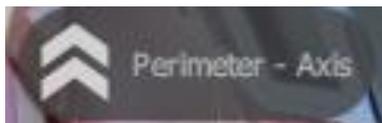
**Hover** the mouse over the display to show arrows and labels.

**Click the arrows** to view the nearby camera in the direction an object is moving.

**Tip:** Use adjacent tracking in combination with tagging and archiving features to save a sequence. For step-by-step instructions, see **Archiving**.

#### 3.4.5.1 Open Adjacent Cameras in a New Display Panel Using a Middle-Click

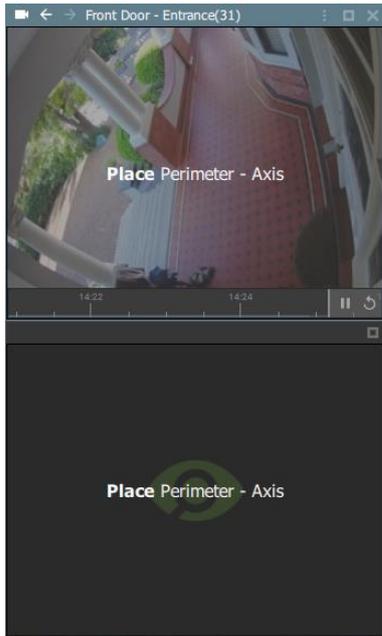
To open adjacent cameras in a new display panel, first choose a template or layout with space for additional display panels.



→ Hover over the adjacent camera arrow.

The name of the camera will appear: in the example alongside, the adjacent camera is named “Perimeter – Axis”.

→ **Middle-click** on the **arrows**. Use a middle button on the mouse or click with the scroll tool.



The screen will become greyed out, and the **Place** instruction will appear, along with the name of the adjacent camera.

→ **Left-click** a **display panel** to **Place** the adjacent camera.

This will place the selected adjacent camera in the *new display panel*.

(**Note:** Simply clicking on the adjacent camera icon would cause it to replace the stream shown in the original display panel.)

### 3.4.6 Camera Tools Menu

There are two ways to access the drop-down camera tools menu.

#### OPTION 1: MENU ICON



From the camera panel, select the inset menu icon on the right-hand side.

#### OPTION 2: RIGHT-CLICK (CONTEXT MENU)

Right-click within a display panel.  
The drop-down (context) menu will appear.

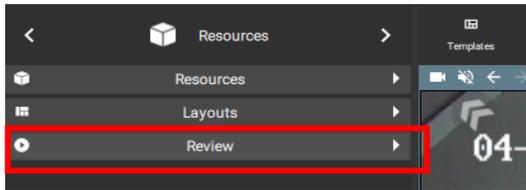
LABEL	DESCRIPTION
<b>Copy link</b>	Create a link. Once this has been selected, the link can be pasted into another display panel. <b>Note:</b> Once the link has been copied, the option to paste the link remains in the menu.
<b>Send to monitor</b>	Send the camera stream being viewed/displayed to a site monitor.
<b>Switch to review</b>	This allows switching back and forth between live and review footage.
<b>Start sync review</b>	This feature allows simultaneous (synchronized) review, by selecting one display then adding another.
<b>Pause/ Unpause</b>	This stops or starts streaming both live and review feeds. Use this for connections with limited data.
<b>Export snapshot...</b>	Open a window to print snapshot, save to folder, copy to system clipboard, or copy to clipboard. The user may choose to include the camera name and time of snapshot in the overlays.
<b>Archive...</b>	Save and export a video segment.
<b>Add bookmark...</b>	Add a bookmark to preserve camera layout at a point in time; cameras which were live at the time of bookmarking will switch to review.
<b>Bookmarks</b>	Bookmarks can be viewed and managed in the bookmarks section.
<b>Smart search</b>	This groups the intelligent search features on this system: Snap search, Motion quick search and Motion search, and Feature Search.
<b>Snap search</b>	Use a grid of still images to search for an object or incident by narrowing the search range until the incident appears in the frame.

<b>Motion quick search</b>	Draw a frame (or mask) within the display and search for motion within that area only.
<b>Motion search</b>	Draw multiple frames (masks) within the display and search for motion within those areas. Motion search opens the search feature in a new window.
<b>Feature search</b>	Send an image from the Monitoring tab to the Feature search tool in order to find similar/matching images.
<b>Advanced</b>	In live mode, the user may view connection logs.
<b>Overlays</b>	Configure camera overlays. <b>Note:</b> Use a PTZ overlay where applicable to control the camera.
<b>Dewarping</b>	Enable or disable dewarping settings on a fisheye camera. Dewarping transforms the view from the full fisheye view (a circle) to a flat view.
<b>Video format/quality</b>	Live mode: The user may select camera video stream format. Review mode: The user may select the camera video stream resolution they wish to view.
<b>Video quality</b>	The user may select the camera video stream resolution they wish to view, in review mode.
<b>Close</b>	Close the camera stream.

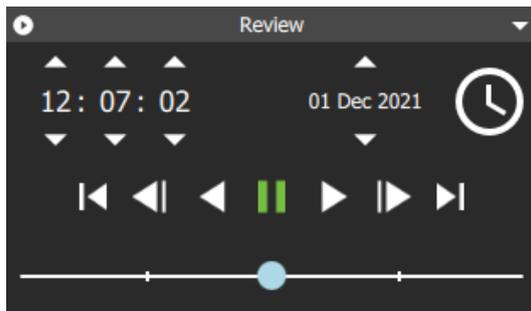
### 3.4.7 Review Tools

#### 3.4.7.1 Review Menu

In review mode, a review menu will become available on the left-hand side of display.



Click the bar to open the menu.



When reviewing footage, the user may use this menu as an alternative to the toolbar in the main display.

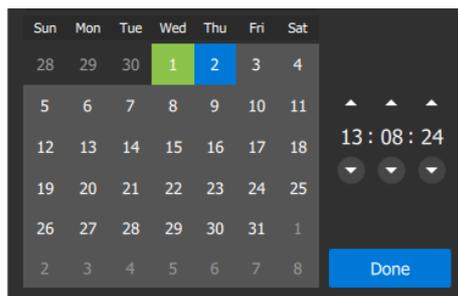


Click the **arrows** to adjust time and date of playback.



Click the **clock icon** to bring up the date and time menu using the calendar.

#### Calendar Tool



The calendar will open in a new dialogue box.

Click to **select a date**, or **scroll** to change the month and year.

Click **Done**.

### Adjust Playback Speed



Use the playback speed tool to change how footage is reviewed.

Drag the slider to the **left**, (past the vertical lines) or click (up to four times) on the play backwards arrow to **increase the speed** while playing **backwards**.

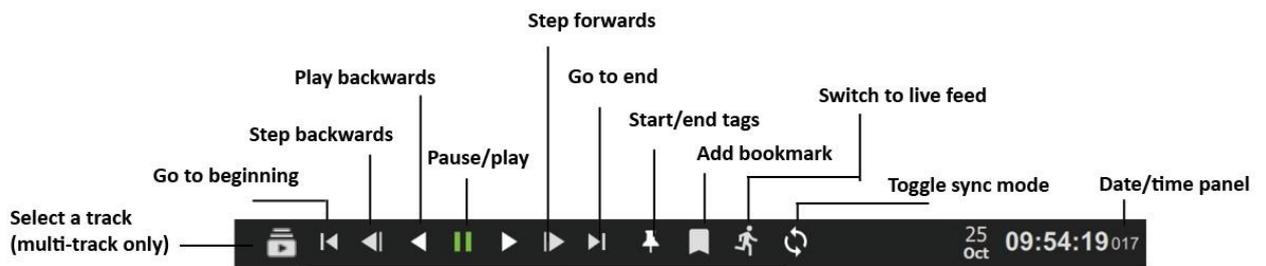


Drag the slider to the **right**, (past the vertical lines) or click (up to four times) on the play arrow to **increase the speed** while playing **forward**.

Four dots indicate the maximum speed.

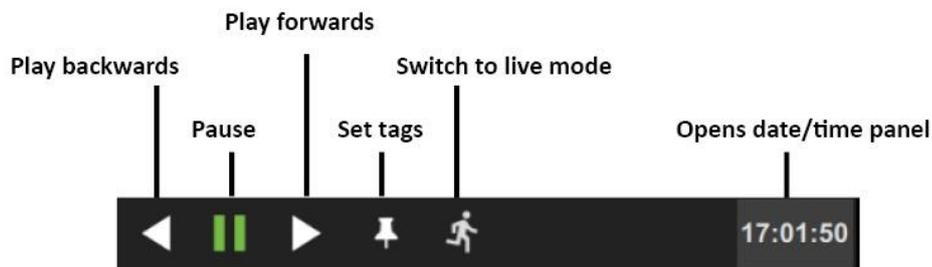
### 3.4.7.2 Review Controls for Larger Displays or Single Display Panel

In review mode, more comprehensive controls are available on larger displays than smaller displays. To see even more features on the controls, Motion Quick Search can be used.



### 3.4.7.3 Review Controls for Smaller Displays: Compact Mode

When camera feeds are being viewed in a layout with many display panels or on a smaller screen, the review mode shows a simplified tool bar.



To view more comprehensive review tools from a smaller display, double-click a camera to enlarge the view, or click the maximise icon in the top right of the panel. The main display will change from the saved layout or template to a single display. Do the same on the enlarged display to return to the smaller display.

### 3.4.7.4 Adjust Playback Speed

Use the review controls to adjust the playback speed.



Click the play button once to play forward at normal speed.

Additional short clicks will **increase playback speed**. An increase in speed is indicated by a dot.



Four dots indicate the maximum playback speed.



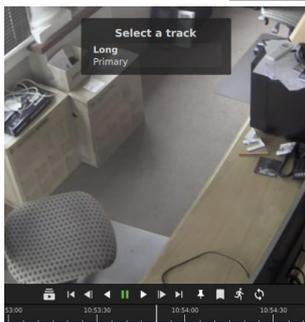
Speed can also be increased when playing backwards.

### 3.4.7.5 Select Tracks on a Multi-Track Camera

If multiple streaming feeds/channels are configured to record on a camera (i.e. there are multiple tracks), the **Select track icon** will appear on the controls.



→ **Click the icon** to select a track.



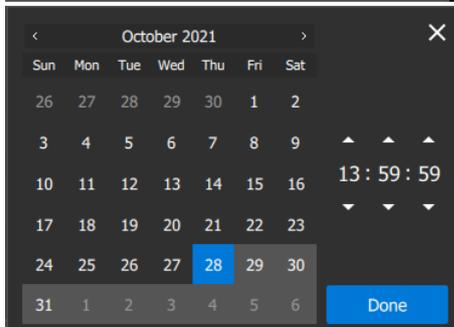
A list will show on the display.

→ **Click an option** to select a track.

### 3.4.7.6 Date and Time Panel



To skip to a known point in time, click the date/time panel in the bottom right corner.



Click the date on the calendar that appears in the bottom left corner, and adjust the time using the arrows.

Click Done.

The footage for this date and time will appear in the main display.

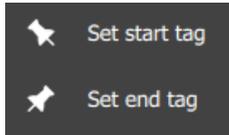
### 3.4.7.7 Using Tags

The tags feature is used to demarcate a segment of recorded video of interest. Once a segment is demarcated, it can be bookmarked or archived, and exported.

Locate the beginning of the sequence of interest and display it in the panel.



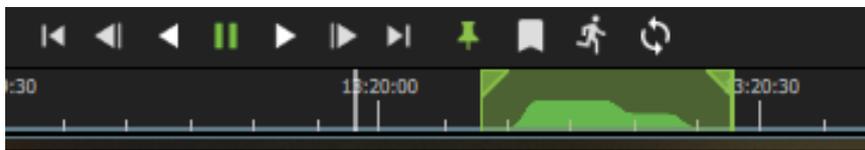
→ Click the tag icon on the review control panel. This will bring up the start and end tag option.



→ Click **Set start tag**.

→ Locate the end of the segment. Click **Set end tag**.

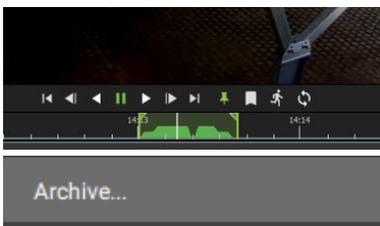
The tags will be displayed on the motion graph.



Beginning and end points can be adjusted by dragging the tags on the timeline.

**Note:** Tags will not save after the session or in a bookmark.

### 3.4.7.7 Archiving a Tagged Segment



→ Set start and end tags.

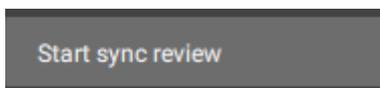
→ **Right-click** on the display.

→ Select **Archive**.

This will send the tagged segment to the Archive Builder.

### 3.4.7.8 Synchronised Review

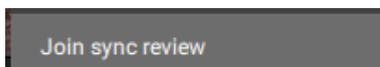
Layouts allow the independent or synchronised review of single or multiple cameras. Cameras must be in review mode.



→ To initiate synchronised review, **click a camera in a display panel** to select.

→ **Right-click** the display panel to see the drop-down menu.

→ Select **Start sync review**.



→ Choose another camera to sync.

→ Click the **display panel** to select.

→ **Right-click** to see the drop-down menu.

→ Select **Join sync review**.

→ The two cameras will now be synchronised for recorded video footage.

### Toggle Sync Mode



To quickly add a camera to synchronised review, click the Toggle Sync Mode button in the timeline panel.



The icon will change to orange when the camera has been added to sync mode.

For cameras in synchronised review, the top display panel will turn orange.



## 3.4.8 Archiving

Archiving allows a selection of camera footage to be *saved and exported*.

### 3.4.8.1 Initiate Archiving

There are three ways to initiate archiving.

In the review mode, scroll to the recorded video footage to be archived.

#### OPTION 1: Right-click footage



→ **Right-click** within the **display**.

→ Select **Archive...** from the options.

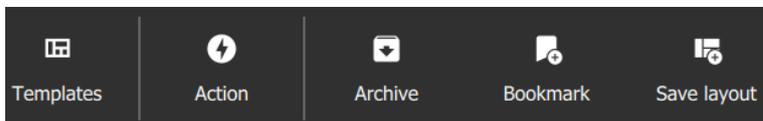
The **Archive Builder** will open in a new tab.

One or more cameras will be shown in a list in the central panel.

#### OPTION 2: Select the Archive Icon

To archive footage using the Archive icon, first click a **point** on the **timeline** beneath a display.

Then navigate to the **menu** along the top of the display.



Click to select the **Archive icon**.

The **Archive Builder** will open in a new tab as above.

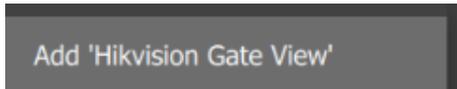
#### OPTION 3: Copying a Link into the Archive Builder

A link can be added into the Archive builder once it is open. Add a segment to the archive by copying a link from a review screen.



**Right-click a display in review** and select **Copy link**.

There are two ways to add a link to the Archive builder.



**In the Archive builder:**

**Option 1:**

→ **Right-click** underneath the list.

The link will appear.

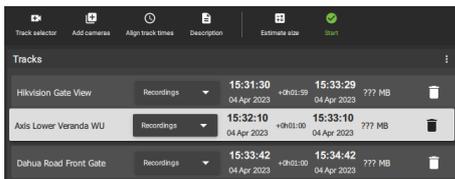
→ **Select** the option to **Add the link**.



**Option 2:**

→ Click the menu icon at the top right side of the Archive builder.

→ Select the link when the pop-up appears.

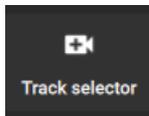


Multiple links from different cameras can be added to the same Archive builder.

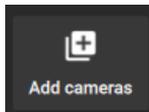
They will be added in chronological review order regardless of the order in which they were added to the Archive builder.

**3.4.8.2 Adding Cameras in the Archive Builder**

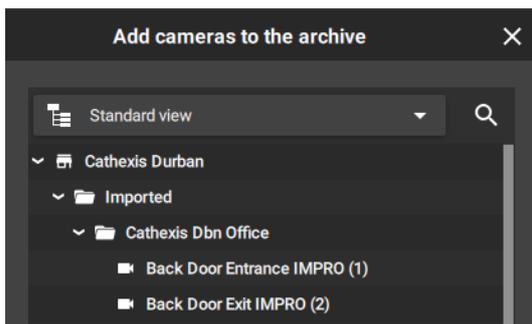
Use the icons to add additional cameras to the archive builder.



→ To archive only one additional camera, click the **Track selector icon**.



→ To archive multiple additional cameras at the same time, click the **add multiple cameras icon**.

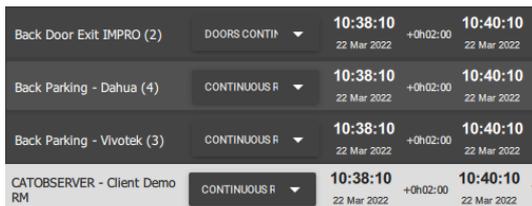


A new dialogue will open.

→ **Select** the camera/s from the **folder tree** on the left.

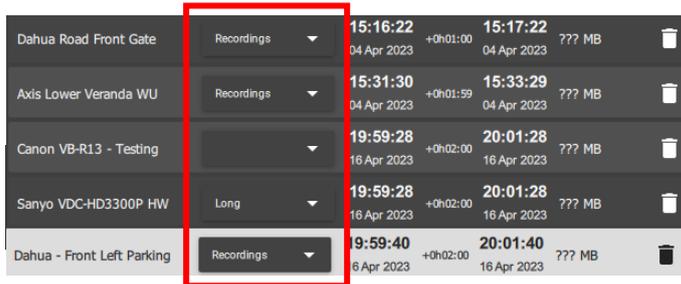
→ Select multiple items using **Shift+click/ Ctrl+click**.

→ Click **ADD**.



The cameras that have been added using the **add camera icon** or **Add multiple cameras icon** will show in a list in in the Archive Builder.

### 3.4.8.3 Playback in Archive Builder



- Select the camera storage option available when clicking the drop-down box.
- Use the playback speed tool to change how footage is reviewed.

- Drag the slider to the **right** (past the vertical lines) to **increase the speed** while playing **forward**.
- Drag the slider to the **left** (past the vertical lines) to **increase the speed** while playing **backwards**.



Maximum speed is indicated by four dots.

- Click **Export** to bring up the archive window.

### 3.4.8.4 Adding Segments in Archive Using Adjacent Cameras

The adjacent camera mapping tool works *in the Archive builder* and can be used to add additional cameras to archive. (An alternative method is to use *tags* together with adjacent cameras to send linked segments to the archive builder from the *main display*.)

Follow an incident using adjacent camera mapping from *within the Archive builder*, and add each camera relevant to the incident to the archive so that the incident can be exported.

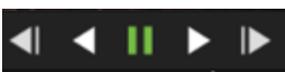
The view below shows a man walking into a room. Nearby cameras will be shown as two small arrows.



**Choose** the arrows that are pointing in the direction that the person or object is moving.

- Using the mouse, **hover** over the arrows to see the name of the nearby camera.
- **Click** the arrows to change the camera view.

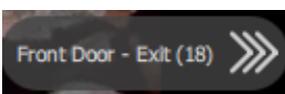
The adjacent camera will then show in the viewer.



- Play** forwards or backwards to **watch** the video segment.
- Pause** before the moving person exits the camera view.



- Click **ADD** to add this camera view to the archive.
- The view will return to the main archive builder with a camera view of the end of the last segment.



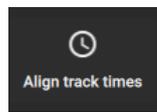
- Repeat the steps to **continue tracking** the moving person: click the **next adjacent camera** in the direction the person is moving to add an additional camera to the archive.

Click **ADD** to complete the step.

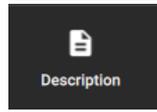
**Note:** When exporting, note that only archive/CAR files support multiple tracks.

### 3.4.8.5 Saving and Exporting

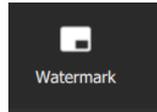
#### Prepare the Files for Exporting



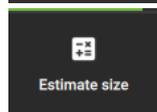
Use the **Align tool** to make all recordings in the list start and end at the same time.



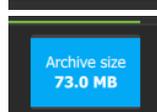
Click the **Description** icon to add additional information to the file before saving.



Click the **Watermark** icon to add a watermark to the files.

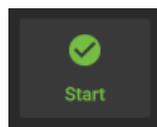


Click **Estimate size** before exporting to see how much space the recordings will require.



The total size of all recordings will show in the top section.

#### Export the File/s



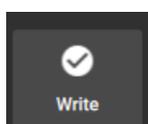
Click **Start** to Export the file/s.

A new window will open with configuration settings.

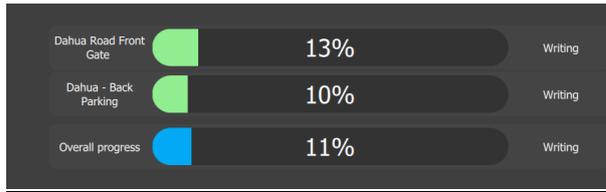


Click the edit icons or drop-down menu arrows to adjust the settings. See the table below.

ITEM	SETTING
<b>File name</b>	Give the sequence a descriptive name.
<b>Location</b>	Choose between Folder or Optical disk.
<b>Folder</b>	Browse the computer or network and choose a destination folder to save the file.
<b>Format</b>	Choose between a Cathexis archive (CAR) file or a Media file.
<b>Auto redact faces</b>	Toggle the switch to turn Auto redact faces on and off. Auto redact faces blurs the identity of faces when detected. Only Media (MP4) files support this feature. <b>Note:</b> This feature is not recommended for fast processing or large files.
<b>Password</b>	Add a password for the file if necessary.
<b>Make archive exportable</b>	Toggle the switch to make the file exportable.
<b>Copy archive viewer</b>	Toggle the switch to copy the archive viewer.



→ Select the **Write** button to complete the archiving process.



Select **cancel** when the progress bars reach 100%.

### 3.4.8.6 Viewing Archived Files in the Archive Player

To view **archived files**, open a new tab in Carbon and select **Archive Player**.

**Browse** for the **folder** the file was saved in. **Select the folder**.

The recently saved file (and any viewable archived files saved in the same location) will be displayed in the Camera Viewing Panel of the Archive Player.

## 3.4.9 Bookmarks

Bookmarking is a feature which *preserves a point in time* on a camera feed for future reference.

The bookmark is stored on the local database as private data for the specific user and will also be available on the mobile application for that user.

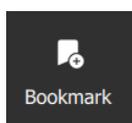
The bookmark can be *retrieved* from the bookmarks section (library), or alternatively, by right-clicking the display panel of that camera.

**Note:**

- When a bookmark is recalled, any cameras that were **live** will switch to **review** at the time the bookmark was created.
- Bookmarks will only contain resources to which the user has access.
- Bookmarking will **not** save:
  - a. PTZ position,
  - b. Current digital zoom parameters,
  - c. Live camera sequence running in a display panel.
- Bookmarks do not prevent data from being overwritten on the server. If the user requires bookmarked video to be retained, then the user should create an archive.

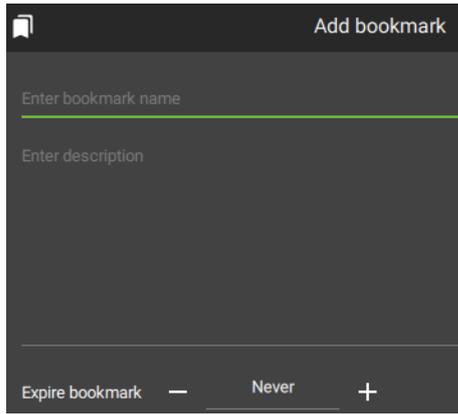
### 3.4.9.1 New Bookmark: Multi-Camera

To create a bookmark, lay out the cameras as desired. Using the *main bookmark icon*, at the top of the tab, allows the user to save the places of *all the current displays at once*. In other words, *the whole layout* can be bookmarked.



Click the **Bookmark icon** on the top menu bar.

A new dialogue box will open.



→ Give the bookmarks an accurate **name** and **description**.



Choose the expiry time for the bookmark by clicking the plus and minus icons to add or decrease the number of days.

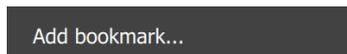
→ Click SAVE.

**Note:** Bookmarks will no longer be valid once past video recordings have been deleted.

### 3.4.9.2 New Bookmark: Single Camera

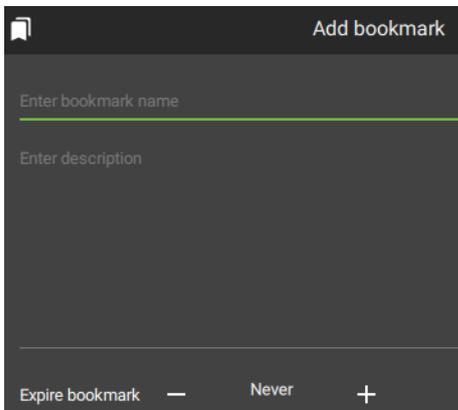
It is also possible to bookmark the position of a single display.

#### OPTION 1: Right-click



→ Right-click the single display panel and select **Add bookmark...** from the drop-down menu.

A new dialogue box will open.



→ Give the bookmark an accurate name and description.



Choose the expiry time for the bookmark by clicking the plus and minus icons to add or decrease the number of days.

→ Click SAVE.

**Note:** Bookmarks will no longer be valid once past video recordings have been deleted.

#### OPTION 2: Use the Bookmark Button on the Review Control

In review mode, a place can be saved at any point using the bookmark button.



→ Once the desired point in time has been located and is displaying on the screen, click the bookmark button on the review controls. The **Add bookmark** dialogue will appear.

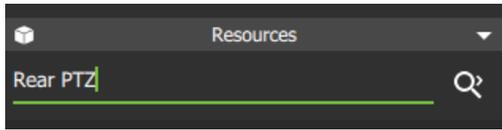
→ Give the bookmark a descriptive name and click SAVE.

### 3.4.9.3 View Bookmarks / Open Saved Bookmarks

Once bookmarks are created, they can be viewed and managed in the bookmarks section. There are two ways to view bookmarks.

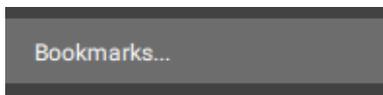
#### OPTION 1: View Bookmark by Camera or Layout

##### Open the Camera



- **Add the camera** to the display by searching for the camera by name, or opening a saved Layout.
- **Click the camera** in the resources list **to open** it in a display panel.

##### Open the Bookmark

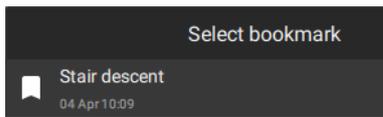


- Once the camera is displayed, **right-click** on the main display panel, OR



- Click the blue **menu icon** to open the drop-down menu.

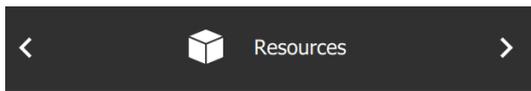
- From the drop-down menu, select **Bookmarks**.



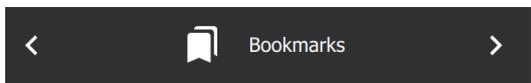
- Select a bookmark and **double-click** to open.

#### OPTION 2: View All Bookmarks from Menu

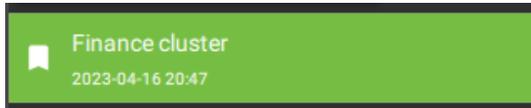
To view all bookmarks from the bookmarks section, scroll through the folder tree menu at the top left-hand side of the main display.



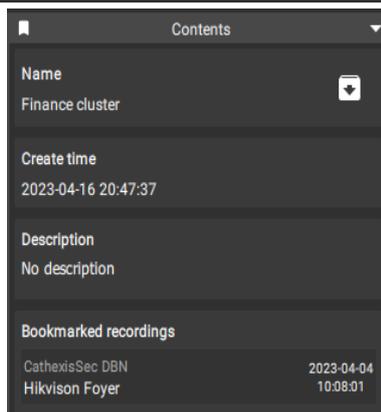
- From Resources, **click the arrows** to scroll. Click the right arrow once.



Bookmarks should appear next.



- **Double left-click a bookmark** to open.

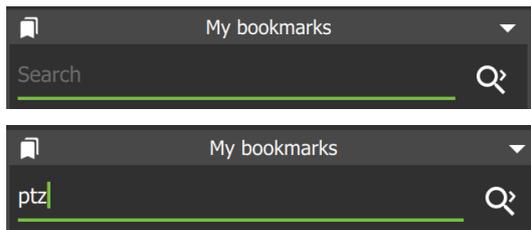


Selecting a bookmark will cause the **Contents bar** at the bottom of the screen to open. This will display details of the selected bookmarked recording.



- Click the Archive icon to open the Archive builder and archive the selected bookmark.

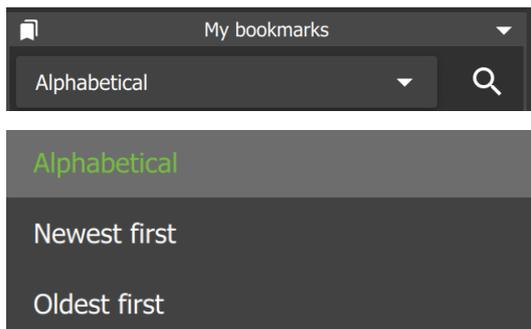
### 3.4.9.4 Search Results



→ To search bookmarks, click **the search icon**. This will activate the search field.

→ **Enter a search term**. This can be a camera name, or an excerpt from the description.

### 3.4.9.5 Sort Results

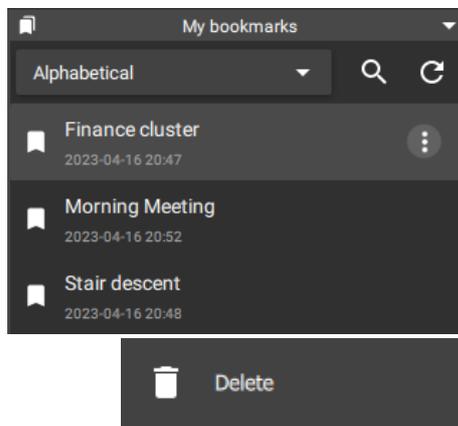


→ Click the **drop-down menu** to choose how to sort items.

→ Click an item to select.

Sort according to **Newest first** to see the most recent bookmark that was created, or **Oldest first** to see older entries.

### 3.4.9.6 Delete a Bookmark



→ To delete an item, **hover** over an item on the list until the menu icon appears.

→ **Click** to select.

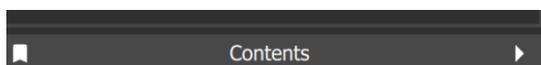
→ Click **Delete** to remove the bookmark.

### 3.4.9.10 Archive Bookmark

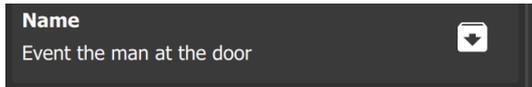
Archiving allows a selection of camera footage to be *saved and exported*.

#### Locate the Bookmark and Open in the Archive Builder

Use the Bookmarks section *on the sidebar* to locate and open the bookmark.

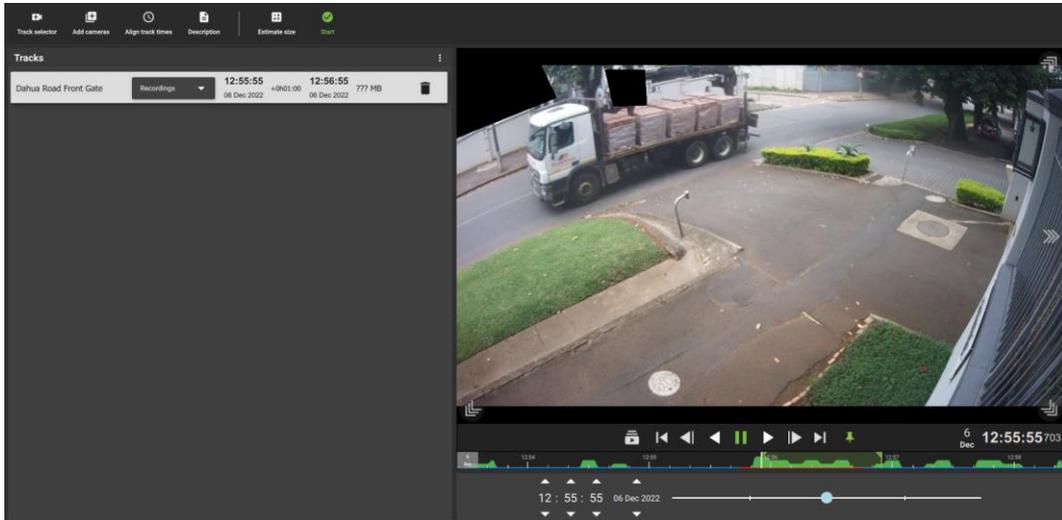


→ Once the bookmark has been selected, click the **Contents bar** at the bottom of the screen to open the contents section.



→ To archive the bookmark, **select the archive icon** next to the bookmark title.

The **Archive Builder** will open in a new window.



One or more cameras will be shown in a list in the central panel.

### Select Storage Option

Illustrated below is a list for a bookmark from a Layout displaying four cameras.

Demo Room - Axis M3005 (7)	09:40:54 08 Oct 2021	+0h01:00	09:41:54 08 Oct 2021	??? MB	
Driveway - Axis 6000e(D) (12)	09:40:54 08 Oct 2021	+0h01:00	09:41:54 08 Oct 2021	??? MB	
Back Parking - Vivotek (3)	09:40:54 08 Oct 2021	+0h01:00	09:41:54 08 Oct 2021	??? MB	
Front Door - Exit (18)	09:40:54 08 Oct 2021	+0h01:00	09:41:54 08 Oct 2021	??? MB	

→ From the drop-down menu, **select the available storage option.**

### Playback Tool

Use the **playback speed tool** to change how footage is reviewed in the panel on the right.



Drag the slider to the **right**, (past the vertical lines) to **increase the speed** while playing **forward**.



Maximum speed (4x) is indicated by four dots.

Drag the slider to the **left**, (past the vertical lines) to **increase the speed** while playing **backwards**.

Click **Export** to bring up the archive window.

### 3.4.10 Integration Overlays

Overlay options vary according to camera and camera setup. Right-click a display panel to see what options are available for the camera. Available overlays vary between cameras and integrations.



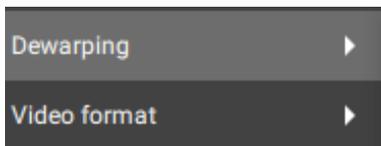
- To control overlays, right-click a display.
- Select **Overlays** from the drop-down menu.



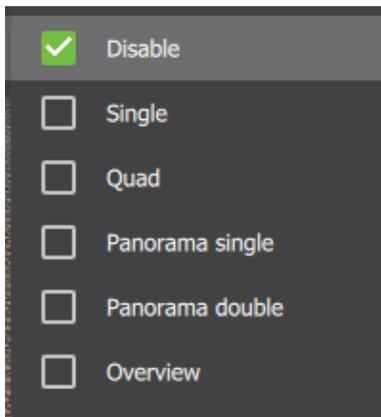
- A new dialogue box will appear.
- Overlay options will vary according to camera and integration.
- **Check boxes** to select options and click **OK**.

### 3.4.11 Dewarping

Use the dewarping tool to transform a fisheye camera into a flat view.



- **Right-click** a display. The drop-down menu will appear.
- **Hover** over Dewarping.
- Another menu will appear.



- Check** the boxes to adjust the settings on the cameras.
- Choose from:
  - Disable
  - Single (1/4)
  - Quad (breaks the view into 4 flat sections)
  - Panorama single (top left and right quarters)
  - Panorama double
  - Overview (drag the blue section around to change the fisheye view).

## 3.5 Black Screen Monitoring (BSM)

### 3.5.1 Event BSM

When the Black screen monitoring (BSM) tool is used, only cameras which generate events activate footage in monitors. BSM allows video to be sent to a monitoring panel only when events are detected.

#### 3.5.1 Add Cameras to Display for Black Screen Monitoring

- Select a destination display panel by clicking anywhere within the panel. This display panel will become active after selecting cameras.
- It is possible to select multiple items at once.
- **Right-click** on one of the selected cameras.
- Select **Black screen monitor** from the drop-down menu which opens.

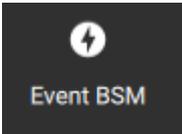
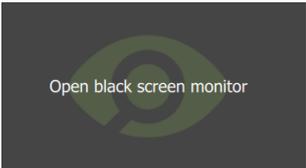
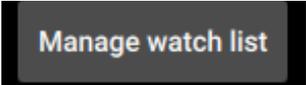
All selected cameras will display in the single selected display panel.

#### Open BSM Cameras (Live Mode) in Other Display Panels

After black screen monitor cameras have been added to a display panel, it is then possible to open one of those cameras in live mode in another monitor panel.

- To display individual cameras, **left-click** a camera, and **drag and drop** into the empty display.

#### Add VMS Events and Event Groups to Black Screen Monitoring

	<p>→ Select the <b>Event BSM</b> icon from the top section of the Monitoring tab.</p>
	<p>→ <b>Click</b> anywhere within the screen.</p>
	<p>→ Click the <b>Manage watch list</b> button. The watch list manager will open.</p>
	<p>→ Click the <b>Add resources</b> button, or, click the plus icon in the top right.</p>

- **Select** relevant events or a VMS event group.



Click the tick button to confirm.



Click this icon to select all listed VMS events/groups.



Click this icon to unselect all VMS events/groups listed.

The VMS event group will be added to the watch list.

### 3.5.2 BSM View Options and Icons



Click this icon to expand the black screen monitoring panel.



Click this icon to restore the black screen monitoring panel to its previous size.



Click the **cancel icon** to ignore the camera. This will hide the camera.



Click the **lock icon** to lock the cameras on screen, so that video footage will show in the black screen monitor panel without being triggered by an event.



Click the closed lock icon to **unlock** the camera, and return to default. The camera will only appear when triggered by an event.



The **clock face** indicates the remaining time the footage will display after the event (the amount of time left since the alarm was triggered).

View option changes will reflect in the overlay in the bottom right corner of the display panel.

### 3.5.2 Alarm BSM

Alarm BSM is only available for Enterprise or MultiSite.

When the BSM tool is used, only cameras which generate alarm signals activate footage in monitors. BSM allows video to be sent to a monitoring panel only when alarms are detected.

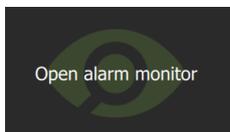
- Choose a suitable template or use a single display.
- Select a destination display panel by clicking anywhere within the panel.

This display panel will become active after selecting cameras.



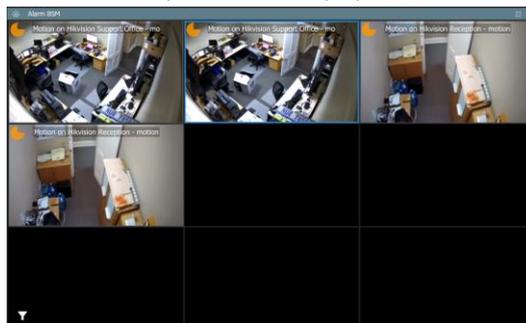
→ Click the **Alarm BSM** button.

The text "Open alarm monitor" will appear in the centre of the selected panel.



→ Click the text.

The selected panel will be populated with alarm feeds as they come in.



### 3.5.2.1 Open Alarm BSM Camera (Live Mode) in Other Display Panel

After Alarm BSM has been added to a display panel, it is then possible to open one of those cameras in live mode in another monitor panel.

→ To display individual cameras, **left-click** a camera, and **drag and drop** into the empty display.

### 3.5.2.2 Icons



→ Click this icon to maximise the black screen monitoring panel.



→ Click this icon to restore the black screen monitoring panel to its previous size.



The **clock face** indicates the remaining time the footage will display after the event (the amount of time left since the alarm was triggered).

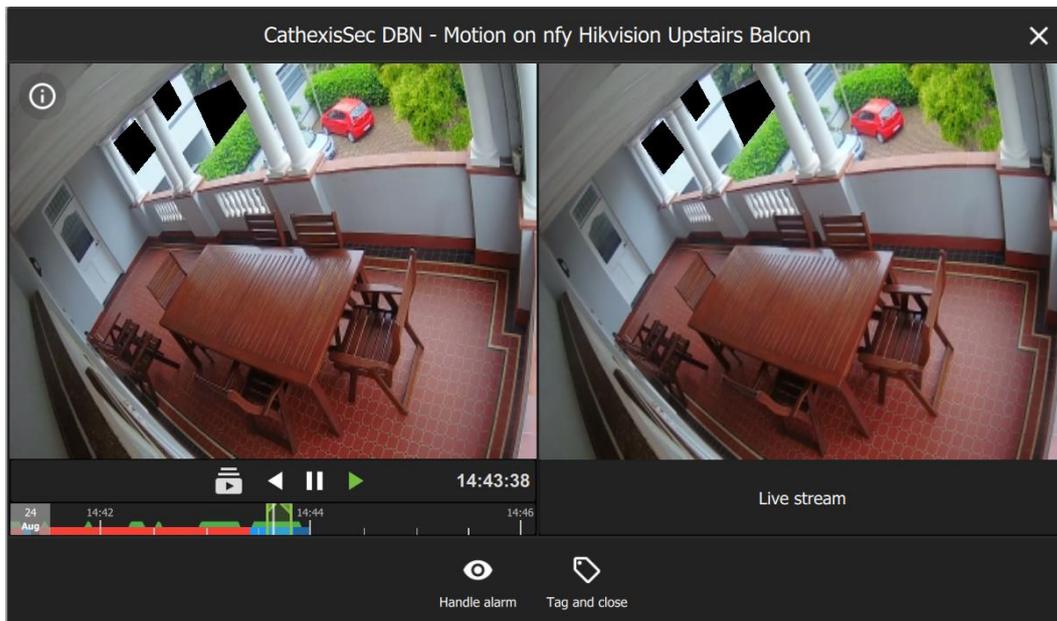


→ Click the filter icon to select filters for the incoming alarms.

- Enter text in the field to filter by text.
- Click Any domain to filter by a specified domain.
- Click Any alarm to filter by a specified alarm.
- Select the priority.

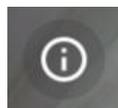
### 3.5.2.3 Preview Alarm

→ Double-click an alarm feed to open the Preview Alarm window. The preview footage will display on the left, and the live stream from that camera will display on the right.



CathexisSec DBN - Motion on nfy Hikvision Upstairs Balcon

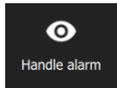
The domain and alarm trigger are listed at the top.



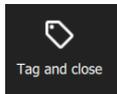
→ Click the information icon to view the alarm information.



→ Use the navigation bar to pause, play, go back, and scrub the feed.

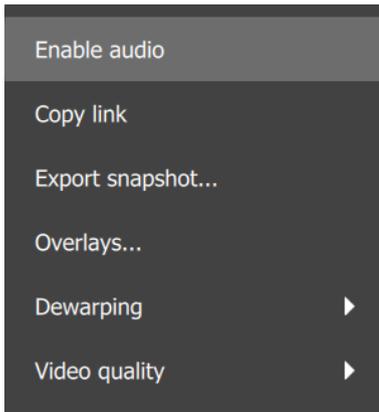


→ Click **Handle alarm** to open the **Alarm Viewer**.



→ Click **Tag and close** to select a tag for the alarm and then close it.

### Alarm Preview Right-Click Options



→ Right-click the alarm feed to view further options.

**Enable audio:** Click this to enable audio (if this option is available on that camera).

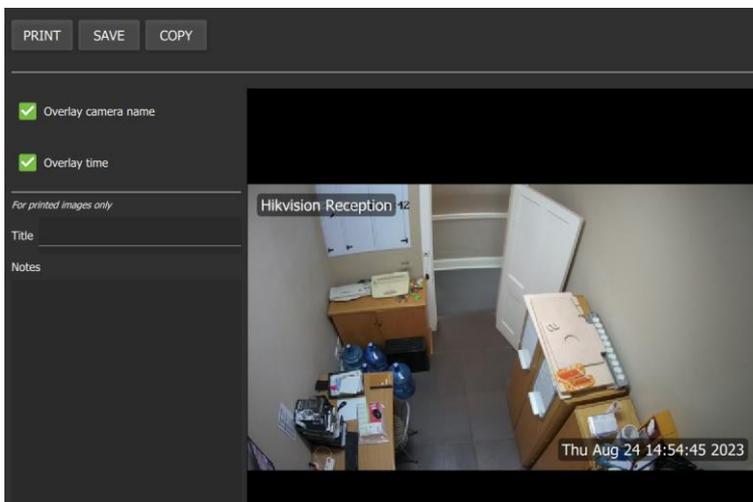
**Copy link:** Click this to copy a link to the stream, which can be pasted in the Archive builder.

**Overlays:** Selecting **Overlays** will open the **Configure Overlays** window. Check the overlays to be displayed and click **OK**.

**Dewarping:** Selecting **Dewarping** will open the menu. Enable an option, if dewarping is necessary.

**Video quality:** Select **Video quality** to choose a video quality.

### Export snapshot



Selecting **Export snapshot** will open this window.

→ Select whether the snapshot will display the camera name in an overlay.

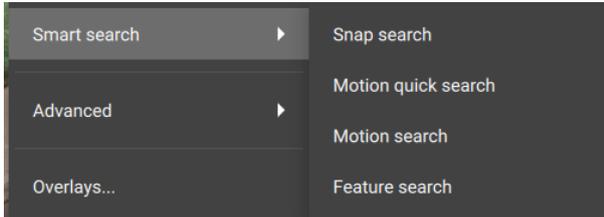
→ Select whether the snapshot will display the time in an overlay.

→ For printed images, it is possible to add a title and notes.

→ Click **Print, Save** or **Copy** (a link to the snapshot).

## 3.6 Smart Search Tools

To open any of the Smart Search tools, right-click the display panel. A menu will open.



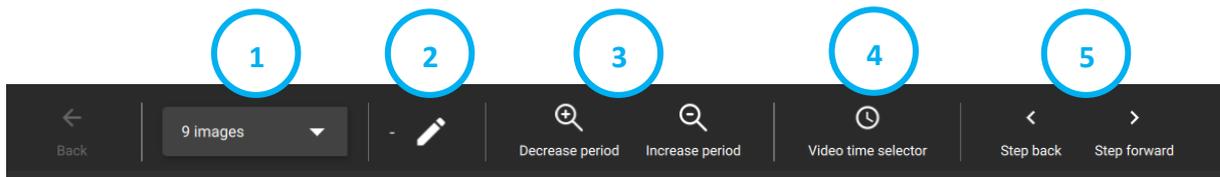
- Hover over **Smart search**.
- Select a search tool.

### 3.6.1 Snap Search

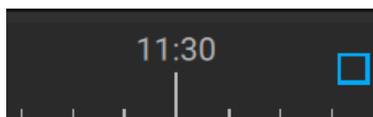
**Note:** Snap Search works in *review mode*. Before selecting Snap Search, it is necessary to mark a time in the display panel.

The search will be displayed in the central **Frame Area**. Stills spaced at equal time intervals will be displayed in the panels.

#### 3.6.1.1 Snap Search Window: Basics



<b>1</b>	<p><b>Frame display.</b> Change the number of still images displayed in the frame area by selecting from the drop-down menu.</p> <p><b>Click to select</b> the number of frames or images to be viewed at one time.</p>
<b>2</b>	Click the edit icon to change the date and time range manually.
<b>3</b>	Use the zoom in/zoom out icons to narrow or widen the time range.
<b>4</b>	<b>Click the video time selector</b> to open a new window showing previews of the start and end time.
<b>5</b>	Use these buttons to step a “time page”. E.g. If the current range shows 10:55-13:00, Step forward to show 13:00-15:05.



**Timeline.** Use the timeline to navigate between relevant frames.

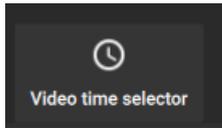
**Note:** If timeline or other features are not displaying, maximise window to full screen.

#### 3.6.1.2 Changing Start and End Times

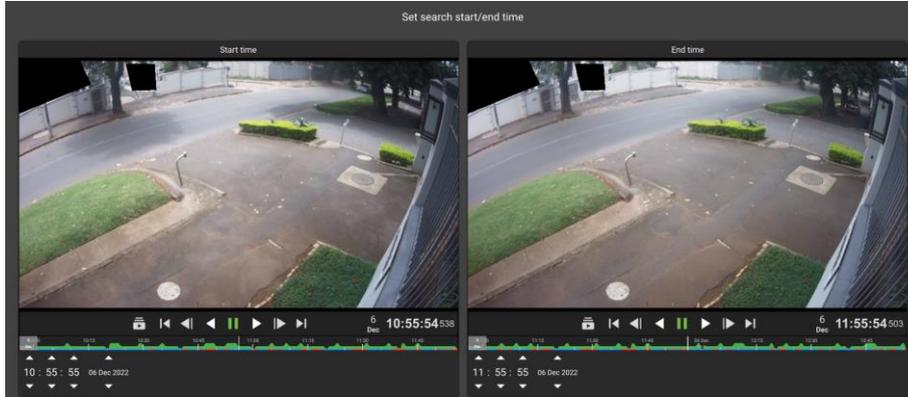
The frame that was initially right-clicked from the Monitoring tab, and from which Snap search was selected, will be the *end frame* and mark the end time in the Snap search window.

To change start and end times, there are two options.

**OPTION 1: Select the Video Time Selector**



→ Left-click the video time selector icon.



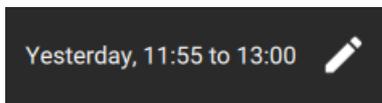
A new window will open, showing thumbnails of start and end frames.



→ Change the times of the start and end frames using the arrows.

→ Select APPLY.

**OPTION 2: Select the Date and Time Bar**



→ Left-click the day and time bar at the **top left** of the window, to open the date and time panel.

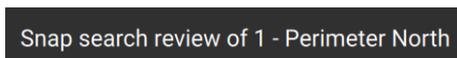


→ Left-click the up and down **arrows** above that date and time in the From and To fields to adjust the start and end times.

This will determine *the first and last frame* in the sequence on the display.

The images will appear in equally spaced intervals.

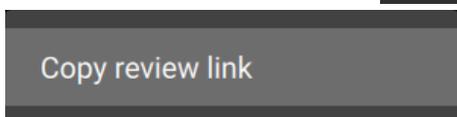
**3.6.1.3 Controls Within the Frame Area**



**Double-Click a Frame:** Double-click a frame/thumbnaill to start playback in a new window that opens review tools. The Snap search window will remain open.



**Click this icon** to close the new window.



**Right-Click a Frame:** Right-click a frame for the option to copy the review link.

### 3.6.1.4 Search Between Frames

To limit the search range between frames:

1. **Left-click** an image, and hold down.
2. **Drag** to another frame.

A purple line will represent this, and the time between the two frames will be displayed.

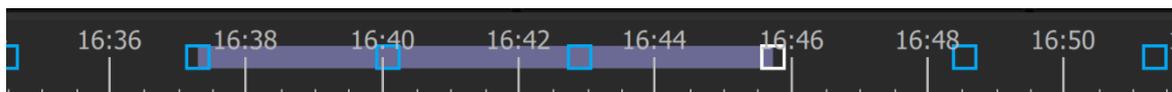
- A negative / positive sign indicates whether the time difference is ahead or behind
- + the selected frame.

3. **Repeat** the process until the desired frame has been located. Search between any frames, in any direction.



The search time frame selected by the mouse will reflect in the timeline at the bottom of the screen.

### 3.6.1.5 Snap Search Window Timeline

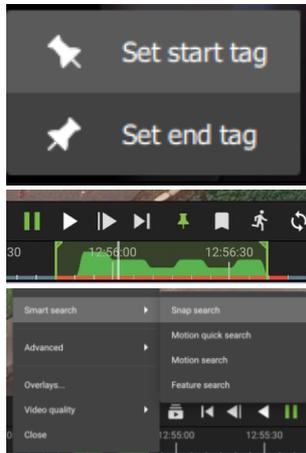


Click anywhere on the timeline to go to that time point.

FEATURE	DESCRIPTION
	A grey strip on the timeline indicates the time frame of the selected area when searching between frames.
	The white square corresponds to the frame where the mouse is active. When the mouse hovers over the frame at 16:46, the square at 16:46 changes to white and the frame border changes to blue.
	The blue squares on the timeline represent the frames on the display. Click on a blue square to move all search results in the direction of the selected time point.

### 3.6.1.6 Using Snap Search to Find an Event in a Tagged Time Period

The Snap search can begin with a predetermined time period by using tags on the footage in the main display.



From the main display, **set tags** to demarcate the segment/time period to send to the Snap search window.

The tags will display as vertical green lines.

→ **Right-click** the display.

From the drop-down menu, hover over Smart search, and then **select Snap search**.

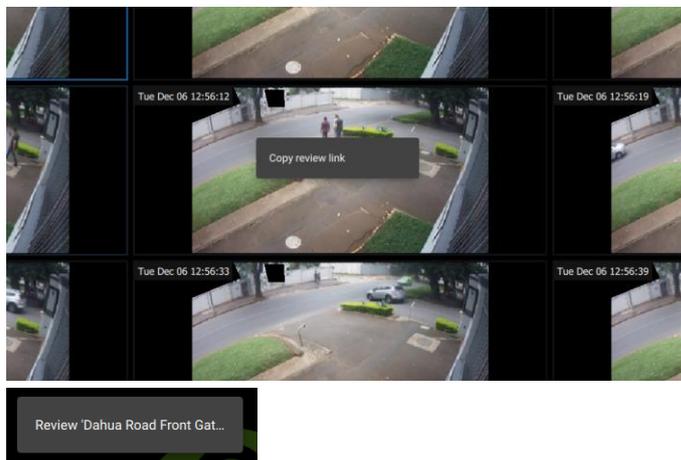
Snap Search will open in a new tab.

The tags will define the beginning and end of the search period.

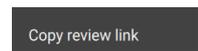
The search results will be evenly distributed in terms of time.

### 3.6.1.7 Importing a Review Time from Snap Search into Monitoring Tab

Once a time/incident has been identified in Snap search, it is possible to copy and paste into the Monitoring tab.



→ First, from the Snap search window, **right-click** on the display in which the time/incident has been identified.



→ Click **Copy review link** to select.

→ Return to the Monitoring tab.

→ **Right-click** an empty display panel in the Monitoring tab.

→ Then click "**Review** [camera name]" to select.

### 3.6.2 Motion Quick Search

**Motion quick search** allows the user to search from the main monitor display for recent motion in a selected area of the camera image. **Note:**

- The camera must be in *review mode*.
- Cameras must have Motion Search analytics configured on the CathexisVision client.
- There will not be any data available for periods when Motion Search was not configured.

To open Motion Quick Search:

#### OPTION 1: OPTIONS MENU



- From the camera panel, **select the inset options menu.**
- Select **Motion quick search.**

#### OPTION 2: RIGHT-CLICK

- Right-click within the display panel. From the drop-down menu, hover over **Smart search.**
- Select **Motion quick search.** The controls will appear and the feed will switch to review.



**Note:** Motion quick search is not available on all cameras. An error message will appear when this feature is not available.

#### 3.6.2.1 Searching in Motion Quick Search



- Select the **mask tool.**



- **Draw a frame** around the area to be searched. This is called the motion mask.

To search for time points at which motion is detected in the frame:

1. Click left or right to **scroll** backwards or forwards on the timeline.
2. Click a blue/**motion area** on the timeline to view motion with the mask.



Motion is indicated with blue. Greater motion is depicted as a higher crest.

### 3.6.3 Motion Search

In review mode, the **Motion Search** function allows the selection of certain areas of the camera image to search for recent motion in one or more selected areas.

To open Motion Search:

#### OPTION 1: MENU ICON



From the camera panel, select the inset menu icon in blue.  
Select **Motion search**.

#### OPTION 2: RIGHT-CLICK

- Right-click within the display panel. From the drop-down menu, hover over **Smart search**.
- Select **Motion search**. A new window will open displaying the Motion search tools.

#### 3.6.3.1 Motion Search Window

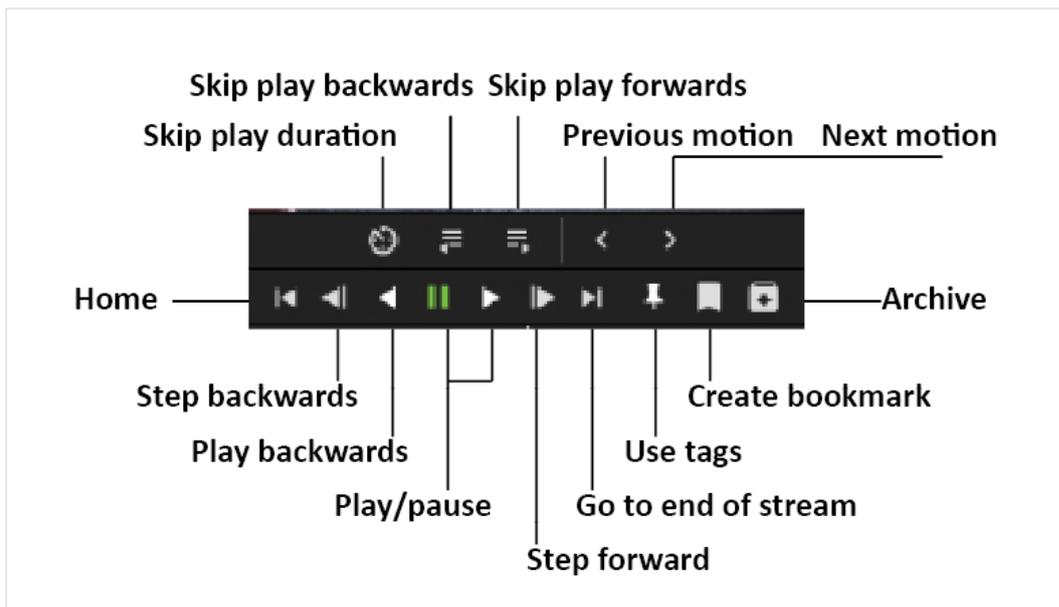
The motion search window displays tools in five separate panels: **Configure**, **Mask**, **Snapshots control**, **Snapshots**, and **Review**, as shown below.



PANEL	FUNCTION	INSTRUCTIONS
<b>Configure</b>	The user can change which camera is being viewed.	Click the camera name. Search for a camera in the folder tree. <input checked="" type="checkbox"/> Click the tick icon to apply.

<b>Masks</b>	The user can create a search frame within the display.	 Select Add mask. Draw a shape/s over the search area. Click apply.
<b>Snapshots Control</b>	Use the controls to search snapshots.	Use the Snapshots control buttons to search previous and next snapshot, or search for date/time.  Select the View icon to change the layout and number of snapshots displayed in the panel.
<b>Snapshots</b>	Search results appear as thumbnails in this panel.	Double-click a snapshot to view in the main panel.
<b>Review</b>	The user can review or search footage manually in the large display.	Use the review controls or the timeline to search footage. Use tags, bookmarking and archive features from this panel.

**3.6.3.2 Motion Search Review Controls**



**3.6.3.3 Searching in Motion Search**

The motion search **Mask panel** allows the user to select more than one **activity zone** within the frame in which to search for motion. Add masks and then apply. Use masks to demarcate the search area, or, activity zone.

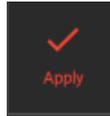


→ Click the plus icon in the top left corner to add a mask.



→ Use arrows on the borders of the frame to resize the mask.

→ Click and drag to move the mask.



→ Click **Apply**.

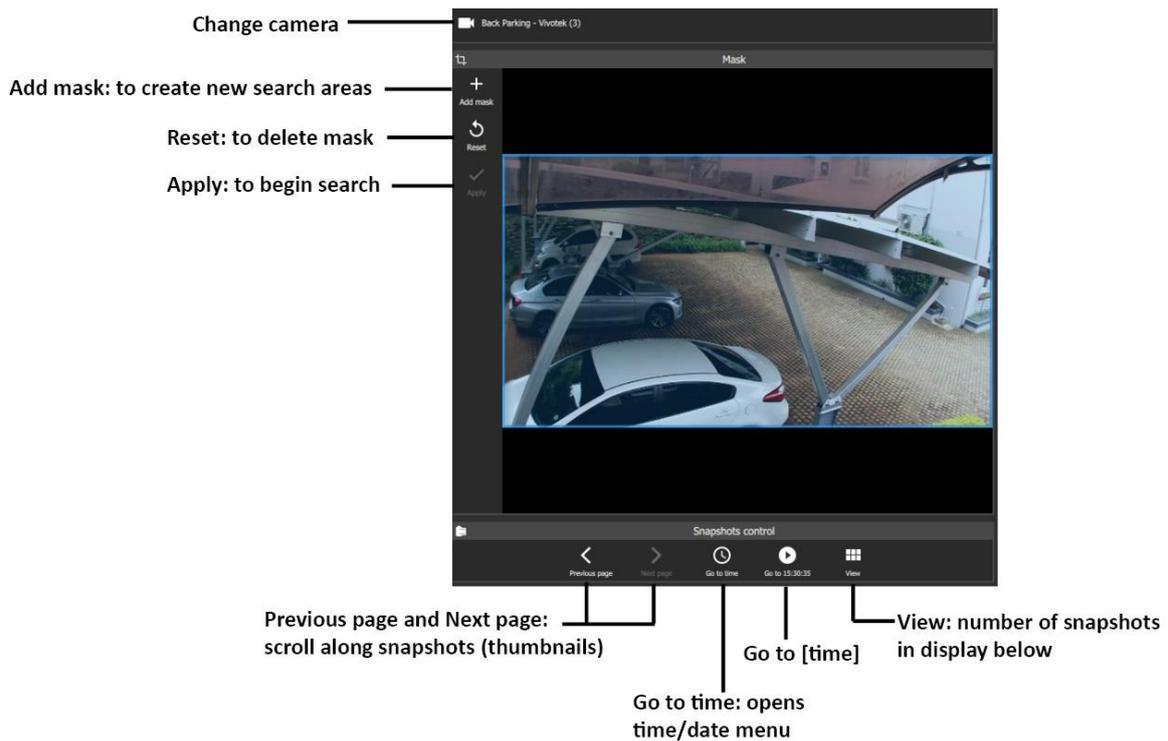
Additional masks can be created in the frame.

After applying the mask/s, the horizontal strip at the bottom of the screen will turn up snapshot images (thumbnails) where motion appears within the mask area.

**Note:**

- Camera must be in review mode.
- Motion Search uses metadata from the Motion Search analytics database. To perform a motion search, cameras must have Motion Search analytics configured on the **CathexisVision client**.
- Configuration can be done from CathexisVision: **Setup Tab / Configure Servers / Video Analytics / Motion Database**.
- Motion data is gathered in real time. This means that there will not be any data available for periods when Motion Search was not configured.

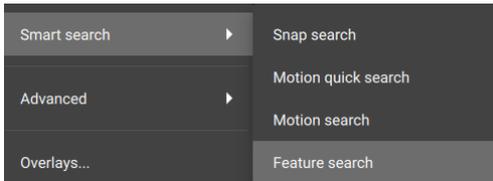
**3.6.3.4 Summary of Mask Tools and Snapshots Control Tools**



**3.6.4 Feature Search**

The Feature search is a Smart search tool with its own dedicated tab.

- Use the Monitoring tab to send an image to the Feature search tool.
- Feature search will match the image with similar results.

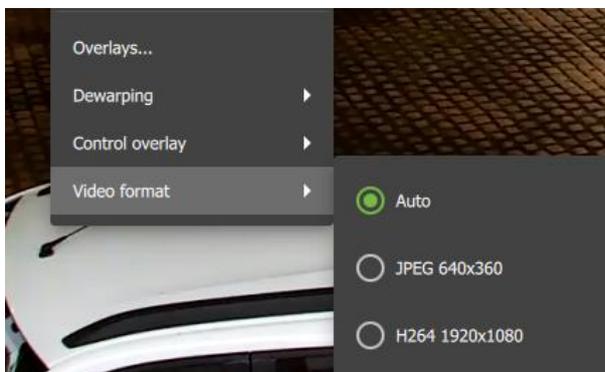


- **Find the frame** using the review tools in the Monitoring tab.
- **Right-click** on the panel to open the drop-down menu.
- Select **Feature search** from the Smart search tools.

The image will be used as the reference/search image in the Feature search tab.

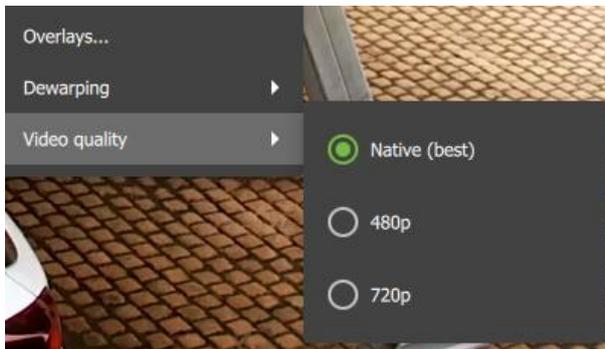
### 3.7 Video Settings

#### 3.7.1 Change Video Format in Live Mode



- **Right-click** to open the drop-down menu.
- Select **Video format**.
- The video format default is set to Auto.
- Choose from available options to change the video format, and click to select.

#### 3.7.2 Change Video Quality in Review Mode

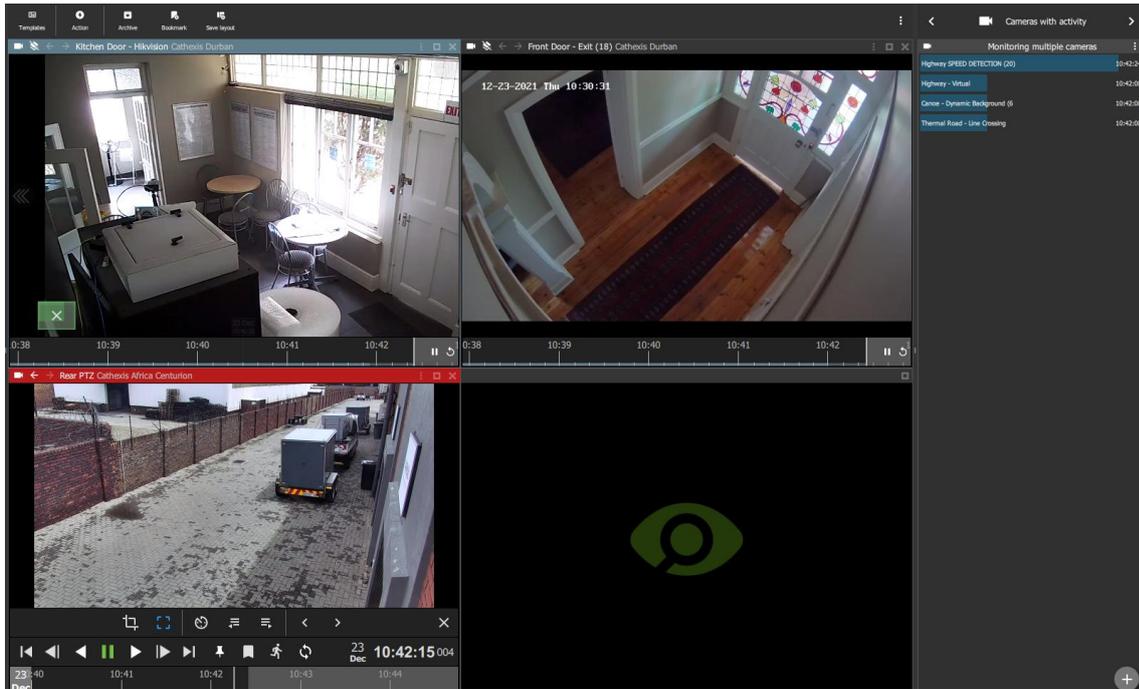


- **Right-click** to open the drop-down menu.
- Select **Video quality**.
- The video quality default is set to best.
- Choose from available options to change the video quality, and click to select.

### 3.8 Monitoring Using the Side Panel

The side panel displays camera with activity (triggered cameras) as *text items in a list*, not as video. This feature remains active even while the central display panels are being used for other cameras.

In the example below, the list of cameras with activity that are displayed on the right side panel are different to the cameras displayed in the central panels.



To use the side panel for monitoring, it is recommended first to enable the right side panel from the menu settings.

### 3.8.1 Enable Right Side Panel

→ Click the main **menu icon**.

→ Select **Monitor tab settings**.

→ In the dialogue that opens, toggle the bottom switch to enable **Right side panel**.

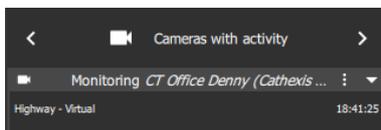
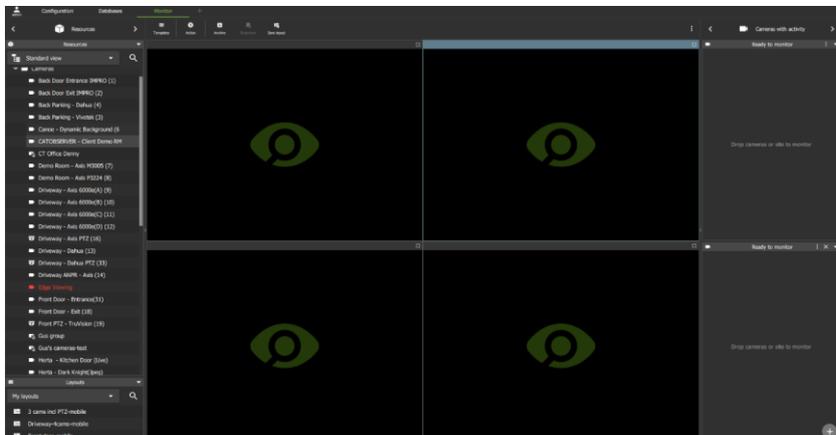
### 3.8.2 Monitoring Using Groups or Manually Adding Cameras

→ Once the side panel has been enabled, use the arrows on the menu bar to **scroll** through menu items to find **Cameras with activity**.



→ Select the plus icon in the bottom right corner to add additional monitoring panels.

In example below, the **left side panel** displays the **Resources menu** and the **right side panel** displays the **Cameras with activity** menu:

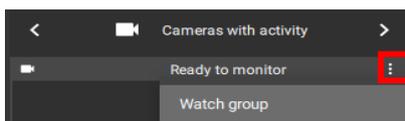


→ Click on a **camera group** in the **Resources** section, on the left, to **select**.

→ Then **drag and drop** the camera group into the **Cameras with activity** panel on the right.

→ Alternatively, add cameras **manually** using **Shift+click** or **Ctrl+click** and drag them across.

The menu text will change from **Ready to monitor** to **Monitoring [group name]**, and cameras will begin to appear underneath.



→ A **group** can also be added by clicking the menu icon on the **Ready to Monitor** bar and selecting **Watch group**.

### 3.8.3 View a Monitored Camera

→ **Click a camera** in the list.

→ **Drag and drop** into a video display panel to see footage.

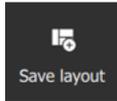
### 3.9 Using Maps from the Monitoring Tab



→ **Locate the map** in a folder, using the folder tree on the left. Alternatively, use the search bar to search for the map by name.

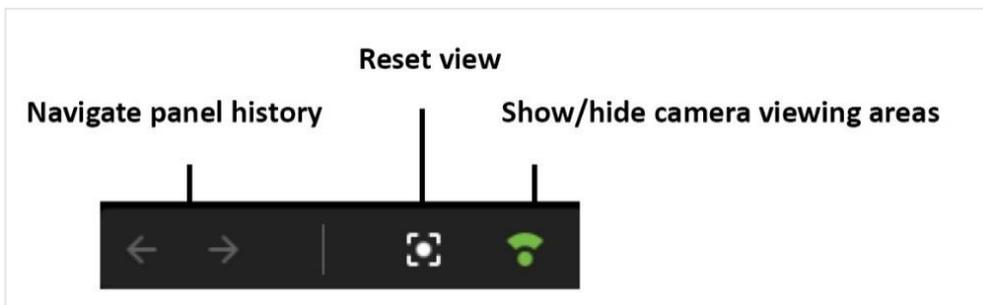
→ **Click a map** on the list to select. **Note:** For a MultiSite or Enterprise connection, all available maps from all sites will be displayed in the folder tree.

→ **Drag and drop** the map onto a display panel.



→ Click **save layout** to use the arrangement in the future.

#### 3.9.1 Monitoring Tab Map Tools



Toggle the viewing areas icon to show or hide the field that indicates the range of the camera view.



Click the map icon to bring up a list of available maps.

#### 3.9.2 Viewing Cameras

##### Viewing Individual Cameras

→ **Choose a template** with at least one **available display panel** in order to see camera views.



→ To see the video footage of the camera, **select a camera icon** on a map.

→ Then, drag and drop the icon into another panel. The panel will change to display the camera's footage.

##### Viewing Camera Groups



→ **Left-click** the camera group icon on a map.

→ **Drag and drop** the icon into another display panel.

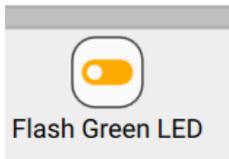
→ The template will change, and the saved camera group will **fill the display panels**. The display panels will show the video footage. The *map* will *no longer* be displayed.

### 3.9.3 Viewing and Controlling Outputs

**Note:** Inputs and outputs must be configured in CathexisVision in order for them to be available in Carbon.

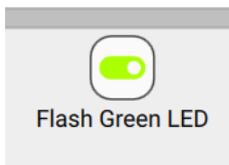
#### 3.9.3.1 View State

To view the *state* of an Output, it is necessary to know the settings for the icon that were created using the map editor tool.



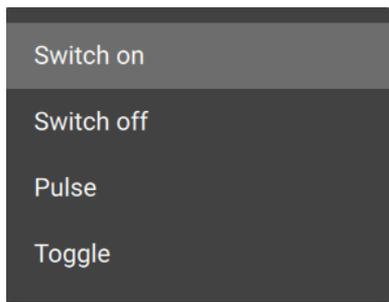
**Colours** can be used to represent the state:

- Unknown
- On
- Off.



The *state* of the output will be indicated on the map by showing the *designated colour*.

#### 3.9.3.2 Control Output



**Right-click** an output icon on the map for options to **control** the output.

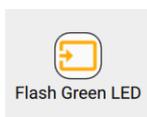
From the drop-down menu that appears, **click an option** to select.



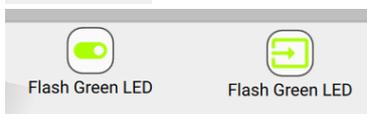
If there is a camera associated with the output, **drag and drop** the camera into another display panel to view the effects of the output action.

#### 3.9.3.3 View Input State

To view the *state* of an input, it is necessary to know the settings for the icon that were created using the map editor tool.



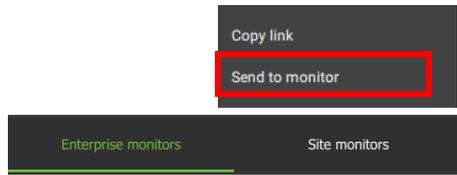
**Colours** can be used to represent the state: Unknown, High, Low.



The *state* of the input will be indicated on the map by showing the *designated colour*.

### 3.10 Cast Cameras or Layouts to a Monitor

#### Cast a Camera to a Monitor



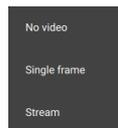
- Right-click the camera.
- Select **Send to monitor**.
- **Choose** a monitor. (Depending on the installation, the options shown here will vary. Choose between **Enterprise monitors** and **Site monitors**, and then select a monitor.)
- **Click to select**.

**Note:** The camera cast to the selected monitor will replace the monitor's current contents with a single, full window video feed.

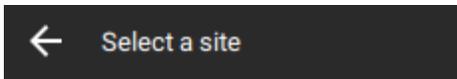


Use the tabs at the top of the screen to open the Site Monitor tab (or Monitors tab).

To view the current video from the monitor controller tab, **select the desired monitor** at the top of the panel.



Click the drop-down menu to display **video options**.



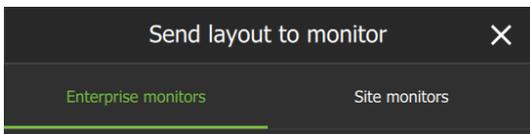
For a MultiSite or Enterprise connection, the option will be given to select the site from which to choose a monitor.

#### Cast a Layout to a Monitor

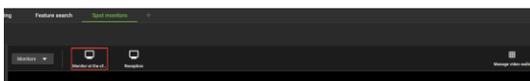
Once a layout has been arranged or selected in the Monitoring tab, the arrangement may be cast directly to the Site Monitor.



Click the **Cast** icon.



- Choose** the destination to which the layout will be cast.
- Click to select**.



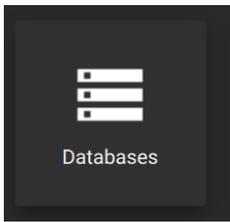
Navigate to the **Site monitor** tool using the tabs at the top of the screen.

Then, select the monitor chosen in the previous step by **clicking the correct label** at the top of the panel.

Click the **drop-down menu** to change video display options.

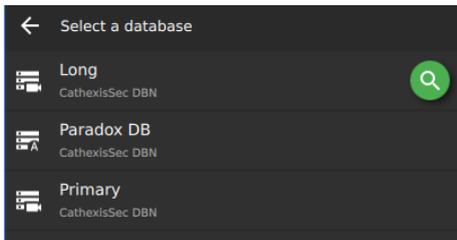
## 4. Databases (Main) Tab

The databases section combines access to metadatabase and video database recordings in one interface.



From the home menu, click the Databases icon to open a new Databases tab.

Databases will appear in a list on the left side.



A **metadatabase**, indicated with the **'A' icon**, contains extensive detail using **text data**.

Use links to access associated video footage.



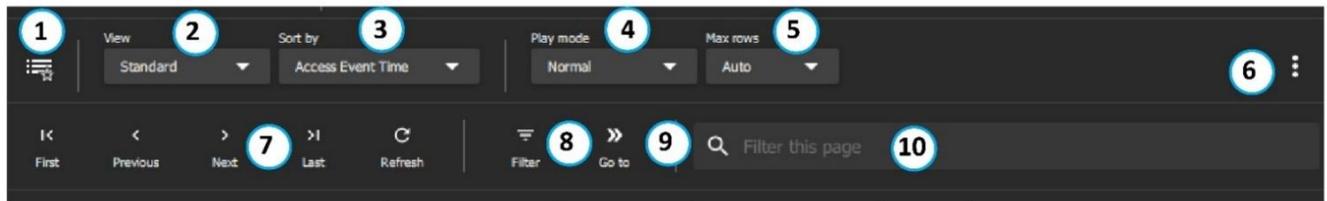
A **video database**, indicated with the **camera icon**, is where video is stored.



Click the search icon to open the search field.

Type the name of the database to search for a database name.

### 4.1 Metadatabase Interface



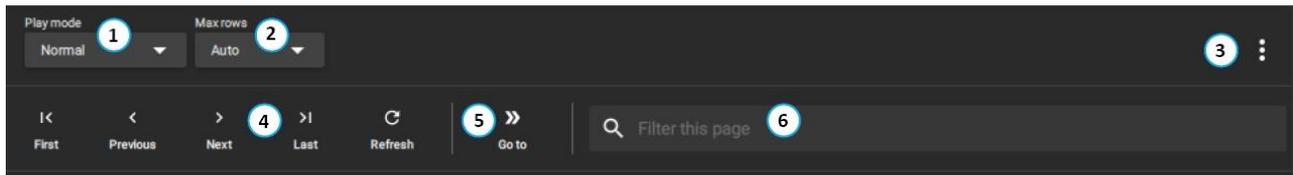
**Note:**

1. Click the **Filter icon** (8) to search *all* data.
2. Use the **Filter this page** (10) tool to narrow down results from *only* those currently displayed on the page.
3. The **controls** (7) can be used to page through displayed results, which are limited by the **number of rows**. For example, if the **Max rows** (5) chosen is 1000 results per page, click the **Previous** icon to see the 1000 results that precede those on the display.

<p><b>1</b></p> <p><b>Custom View</b></p>	<p>Users may change the way the database is presented, by adjusting any View and Sort by options.</p>  <p>Saving the sorted list creates a custom view. For example, a search can be filtered according to ID, and saved as a Custom View named "Events sorted by ID."</p>
<p><b>2</b></p> <p><b>View</b></p>	<p>View options can be adjusted. Some integration databases have multiple View options.</p>

<p><b>3</b></p> <p><b>Sorted by</b></p>	<p>Events can only be sorted by certain parameters. These are specific to each database.</p>
<p><b>4</b></p> <p><b>Play mode</b></p>	<p>The way event footage is reviewed in the right-hand display can also be changed. Choose between:</p> <ul style="list-style-type: none"> <li><b>Normal</b> After the event plays, the video stream will continue playing forward until paused.</li> <li><b>Skip</b> After an event plays, the next item in the database list will begin playback.</li> <li><b>Loop</b> An event will play until the end of the segment, then begin again on repeat.</li> </ul>
<p><b>5</b></p> <p><b>Max rows</b></p>	<p>Choose from a list of options the number of rows displayed in the main page, between <b>10 and 10 000</b>, or choose the <b>Auto</b> function to fit rows to the screen size. The <b>pages</b> created can then be navigated using the <b>Controls</b>.</p>
<p><b>6</b></p> <p><b>Database menu</b></p>	<p> The menu icon opens database menu options.</p> <ul style="list-style-type: none"> <li><b>Export...</b> Generate metadatabase reports in PDF or CSV format.</li> <li><b>Manage reports...</b> Add a new report, and modify settings, including filters.</li> <li><b>Settings...</b> Change the playback settings for events. Adjust the number of seconds of lead-in and lead-out time.</li> </ul>
<p><b>7</b></p> <p><b>Controls</b></p>	<p>Controls relate to the pages created by using the <b>Max Rows</b> tools. Use a control tool to jump to other pages.</p>
<p><b>8</b></p> <p><b>Filter</b></p>	<p>Use the <b>Filter</b> tool to search <i>all</i> data in the integration database. Multiple filters can be added from this window. The filter options will change for each database.</p>
<p><b>9</b></p> <p><b>Go to</b></p>	<p>Enter and search for an event using the time and date panel. The time and date panel will open in a new dialogue from the Go to icon.</p>
<p><b>10</b></p> <p><b>Filter this page</b></p>	<p>Organise the results in the page using the <b>Filter this page</b> tool. Use the tool to narrow down results from <i>only</i> those currently displayed on the page.</p> <p>Filter by any term or part of items that appear in the main page.</p> <p>Only the results from the current page will display.</p>

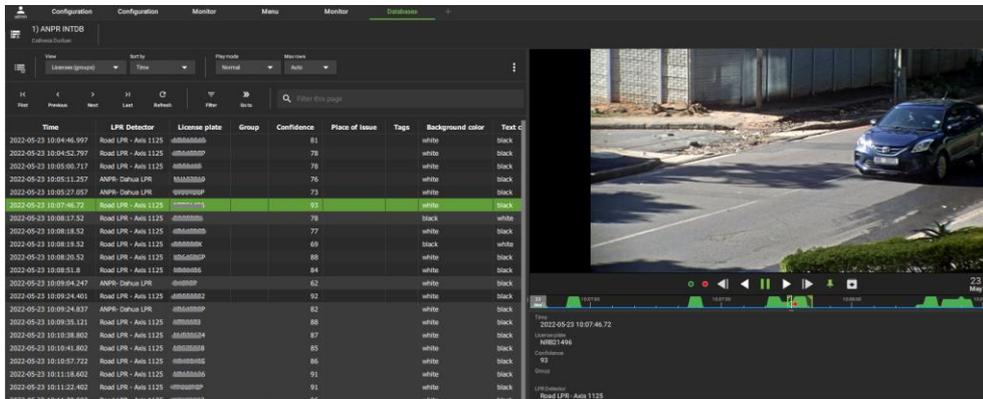
## 4.2 Video Database Interface



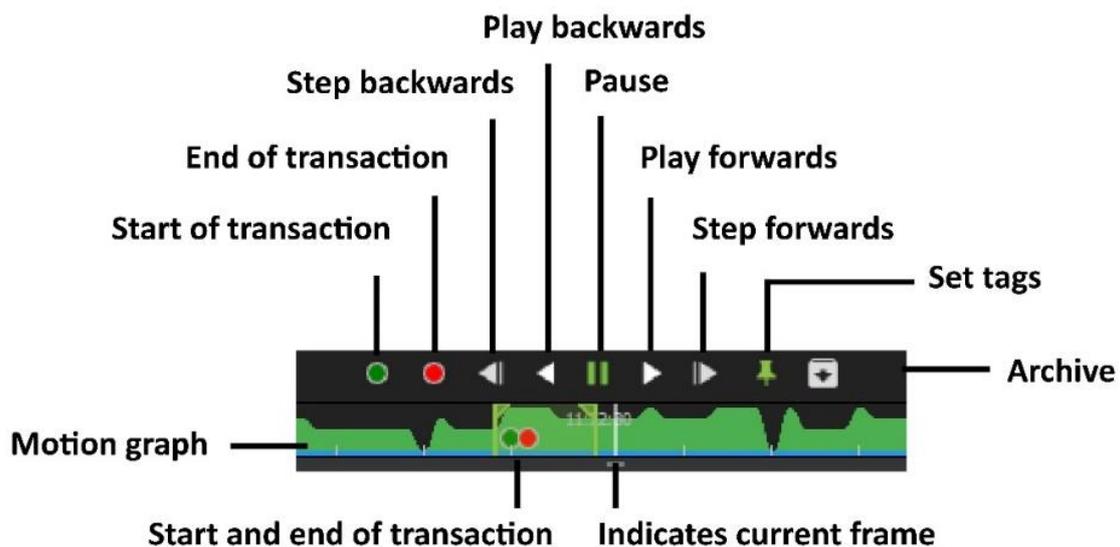
<p><b>1</b> Play mode</p>	<p>The way event footage is reviewed in the right-hand display can also be changed. Choose between:</p> <ul style="list-style-type: none"> <li><b>Normal</b> After the event plays, the video stream will continue playing forward until paused.</li> <li><b>Skip</b> After an event plays, the next item in the database list will begin playback.</li> <li><b>Loop</b> An event will play until the end of the segment, then begin again on repeat.</li> </ul>
<p><b>2</b> Max Rows</p>	<p>Choose the number of rows displayed in the main page, between <b>10 and 10 000</b>, or choose the <b>Auto</b> function to fit rows to the screen size.</p> <p>The <b>pages</b> created can then be navigated using the <b>Controls</b>.</p>
<p><b>3</b> Database Menu</p>	<p> The menu icon opens database menu options.</p> <ul style="list-style-type: none"> <li><b>Export...</b> Generate metadatabase reports in PDF or CSV format.</li> <li><b>Settings...</b> Change the playback settings for events. Adjust the number of seconds of playback lead-in and lead-out time.</li> </ul>
<p><b>4</b> Controls</p>	<p>Controls relate to the <i>pages</i> created by using the <b>Max Rows</b> tools. Use a control tool to jump between pages.</p>
<p><b>5</b> Go to</p>	<p>Enter and search for an event using the time and date panel. It will open in a new dialogue.</p> <p><b>Click the field</b> in the pop-up.</p> <p>This will provide a calendar view. <b>Choose the date and time</b> and select <b>Done</b>.</p>
<p><b>6</b> Filter this page</p>	<p>Organise the results in the page using the <b>Filter this page</b> tool. Use the tool to narrow down results from <i>only</i> those currently displayed on the page.</p> <p>Filter by any term or part of items that appear in the main page, for example, “Door” or “Tamper alarm”.</p> <p>Only the results from the current page will display once the filter has been applied.</p> <p>“Filter this page” applies automatically.</p>

## 4.2.1 Viewing Video Footage Associated with an Event

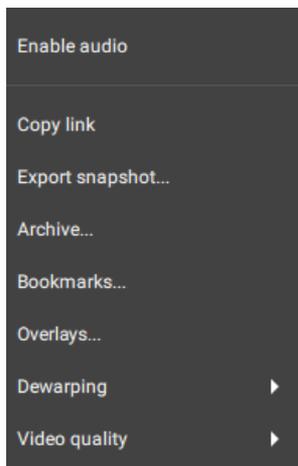
Click an item in the list on the left (as shown below) to play video footage associated with the event. Video will play in the review panel on the right-hand side.



### 4.2.1.1 Database Review Controls



### 4.2.1.2 Database Review Panel Right-Click Menu



**Right-click** the display panel.

A drop-down menu will appear.

**Click an item** to select.

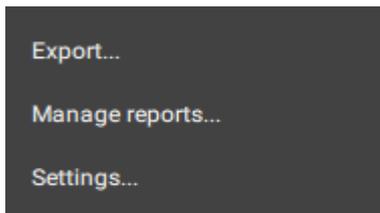
LABEL	DESCRIPTION
<b>Enable audio</b>	Listen to the audio track where one is available.
<b>Copy link</b>	Create a link. Once this has been selected, the link can be pasted into another display panel.
<b>Export snapshot...</b>	Open a window to print snapshot, save to folder, copy to system clipboard, or copy to clipboard.
<b>Archive...</b>	Save and export a video segment.
<b>Bookmarks</b>	Bookmarks can be viewed and managed in the bookmarks section.
<b>Overlays</b>	Use a PTZ overlay where applicable to control the camera.
<b>Dewarping</b>	Enable or disable dewarping settings.
<b>Video quality</b>	The user may select the camera video stream resolution they wish to view.

### 4.3 Database Menu



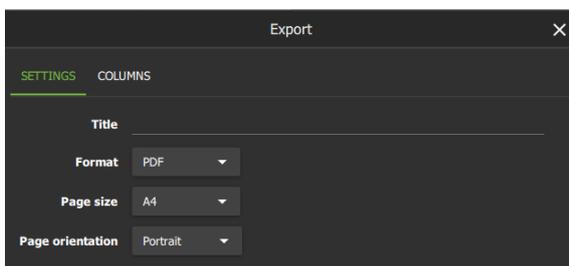
The database menu is found at the top of table and indicated by three dots (the menu icon).

Click the menu icon **once** to see the drop-down menu as shown in the image below.



#### 4.3.1 Export

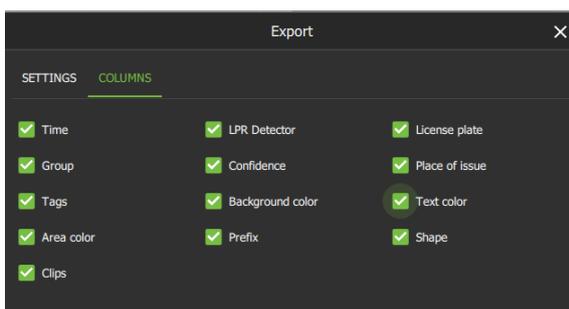
To export search results and save, first, **filter search results** using the tools in the top panel. Then click the menu icon and select **Export**. The Export window will open.



In the **SETTINGS** tab, enter a title for the document.

Use the **drop-down menus** to choose between:

- **PDF and CSV** format.
- **A3 and A4** Page size.
- **Portrait and Landscape** Orientation.



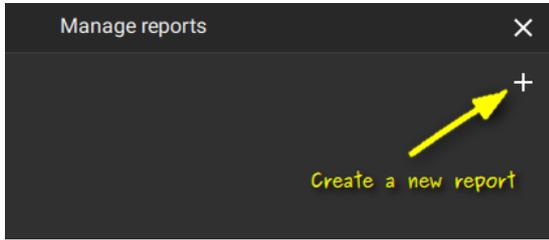
In the **COLUMNS** tab, choose which columns will show in the document.

**Uncheck** boxes to deselect columns.

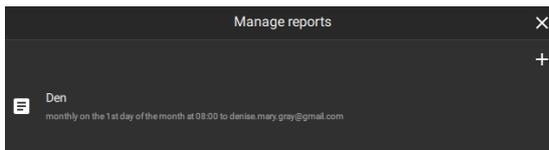
The options that appear in this tab will *vary* according to the integration or *database*.

### 4.3.2 Manage Reports (Metadatabase Only)

To **manage reports**, click the **menu icon** and select **Manage reports**. A new window will open with the Manage reports screen.



 Click the **plus icon** to create a new report.



Or, click on an existing report to edit the report.

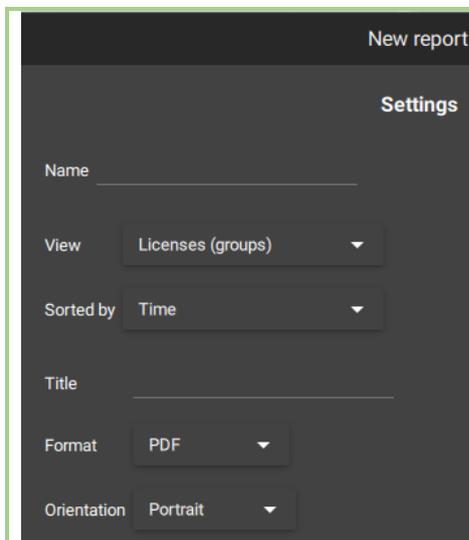
#### 4.3.2.1 New Report: Template



Some integrations will show the Templates window, which allows the user to choose between template types.

**Choose** a suitable option and click **NEXT**.

#### 4.3.2.2 New Report: Settings



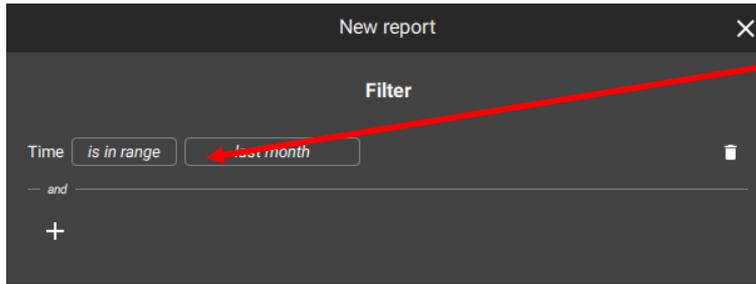
For all integrations, create a new report by entering the Settings.

- Enter a **descriptive name** in the text field.
- Click the **drop-down menu** to choose a **view**. **Note:** Options vary depending on the metadatabase.
- Click the **drop-down menu** to choose a **sorting** option. **Note:** These vary depending on the metadatabase.
- Enter a **title** in the text field.
- Click the **drop-down menu** to choose between **PDF** and **CSV** format.
- Click the **drop-down menu** to choose between **Portrait** and **Landscape** page orientation.
- Click **NEXT**.

#### 4.3.2.3 New Report: Filter

When sending a report, a recommended filter is suggested at the top of the new window. This is **Start Time**, **Time**, or **Timestamp**. **Note:** The options depend on the integration.

The subsections below explain how to add a filter like this.



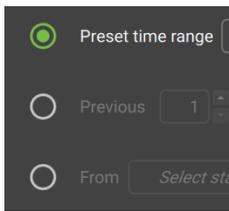
Click **the fields** to see more options.

In the example alongside, the first field provides options to determine the **search range**.

The second field opens a new window with **time range** options. These are explained below.

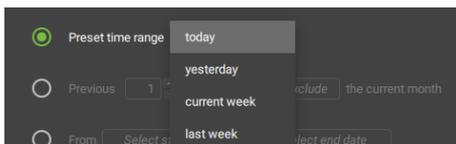
### New Report: Select Time Range

Choose from three time range options.



- The first option reports a preset time range, by periods such as week, month, or year.
- The second option specifies the number of days/week/months in the previous period.
- The third option specifies exact dates.

#### Preset time range

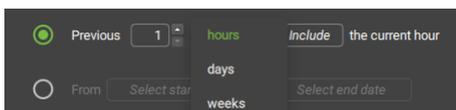


To choose or change the **preset time range**, make sure the option is **selected**. Click the **text field** to open the drop-down menu.

Choose a **period of time** by which to filter the results.

Click OK.

#### Previous period



To choose or change the **specified previous period**, make sure the option is **selected**.

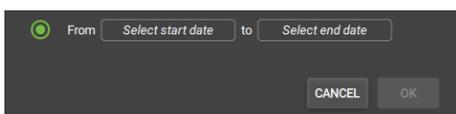
Use the **arrows** to adjust the number.

Click the **text field** to open the **drop-down menu**.

Choose a **time period** for the filter.

Click the **“Include/Exclude”** field to choose between these options. This will include/exclude the current period (e.g. this month).

#### Specific dates



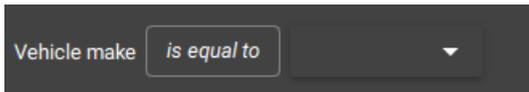
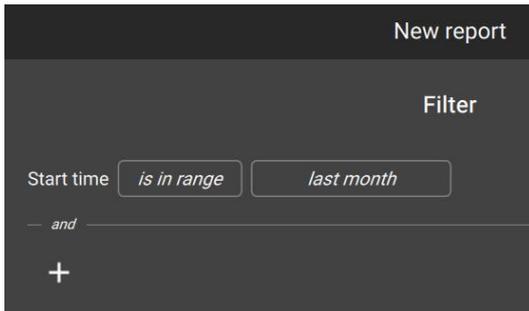
To choose or change the time filter to be **specified by date**, make sure the option is **selected**.

Click both the **start date** and **end date** text fields.

This will open up a calendar. Choose the dates from the calendar.

Click OK.

### New Report: Add Additional Filter



→ Click the plus icon to add filters. A drop-down menu will show, with filters relevant to the metadatabase.

→ Click a **filter** to select. Once the filter is selected, further options will be available.

→ Click the **text field** (here, “is equal to”) to open a drop-down menu.

→ **Choose** a search term. This field modifies the field which follows.

→ **Select an item** from the drop-down menu. The search will be filtered according to this item.

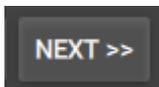
**Note:** The options in the drop-down menu vary depending on the database.



Click the **trash icon** to delete a search filter.



Click the **plus icon** to add additional filters.



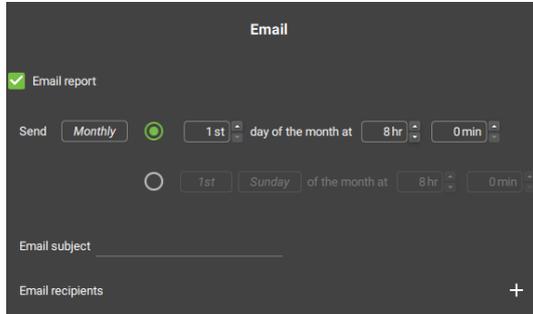
Click **NEXT**.

### Explanation for Search Terms

Search Term	Explanation
<b>is equal to</b>	The filter will search for the entire item mentioned in the field alongside.
<b>is not equal to</b>	The filter will exclude the whole term, and show the remaining entries from the database.
<b>is one of</b>	The filter will provide a list of multiple options that can be added. This is a way to <i>include multiple items</i> of one type in one filter (e.g. more than one vehicle make).
<b>is not one of</b>	The filter will provide a list of multiple options that can be excluded. This is a way to <i>exclude multiple items</i> of one type in one filter (e.g. more than one vehicle make).
<b>contains</b>	The filter can conduct a search using part of the word or phrase. The search returns results using any part of the term that is typed into the field.
<b>does not contain</b>	The filter can conduct a search using part of the word or phrase. The search returns results excluding any part of the term that is typed into the field.

#### 4.2.2.4 New Report: Set Up Email

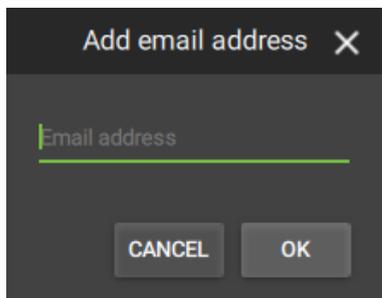
 **Note:** Email will only function if the SMTP configuration has been done in CathexisVision. Consult the *CathexisVision Setup Manual* for more information.



- Select the Email report **check box**.
- Click the field to choose the **frequency** of reports.
- Choose between **date or day** of the month
- Use the **arrows** to set the day/date and time to send reports
- Enter the **email subject** in the field.



Click the **plus icon** to add email **recipients**.

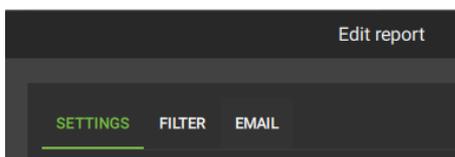


- Enter the **email address** of the recipient in the field.
- Click **OK**.

- To add additional recipients, click the plus icon again.
- Click **OK** to complete the Email setup.

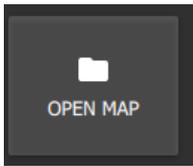
#### 4.2.2.5 Manage Reports: Edit Report

Click an item in the Manage report screen to edit a report. Here, the information captured in the setup process (above) can be found under the three tabs: **SETTINGS**, **FILTER**, and **EMAIL**.



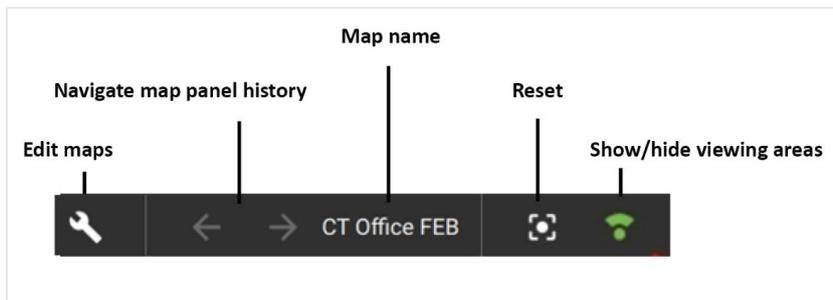
Choose a tab to edit the report.

## 5. Maps Tab

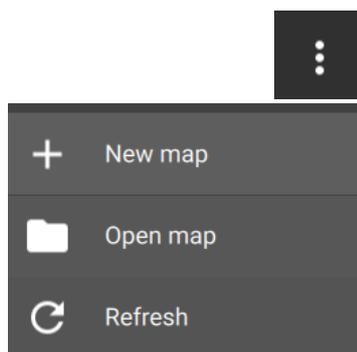


Click **OPEN MAP** from the Maps tab home page to begin using a map.

- To open a map, click the file name.
- Then click the **OPEN** button.



When moving between map views, the map name next to the navigation arrows will change accordingly.



Click the **map settings menu** to see map settings options.

**Click an option** to select: add a new map, open a map, or refresh the current map.

ICON	DESCRIPTION	INSTRUCTION
	<b>Camera</b>	Double-click to view the camera.
	<b>PTZ camera</b>	Double-click to view the PTZ camera.
	<b>Maps/levels</b>	Double-click to redirect to the level or map.
	<b>Input</b>	Use colours to indicate state on the map.
	<b>Output</b>	Right-click to see properties and to control actions.
	<b>Layout</b>	This icon only performs an action in the Monitoring tab.
	<b>Camera group</b>	This icon only performs an action in the Monitoring tab.

## 5.1 Camera Icons



**Double-click** the camera icon to view footage from the camera. A preview will pop up.



Use adjacent camera overlays, PTZ control overlays and the timeline as normal.

**Right-click** to see the drop-down (context) **menu** with view and review features.

**Scroll** along the bar at the bottom of the display panel to move forward or backwards in time/adjust playback.



To adjust time manually, click the date and time and enter the point of playback.

## 5.2 Map Icons

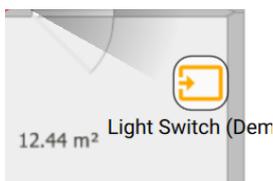


**Double-click** on map icons to view additional maps/levels.

Additional maps/levels will be displayed in the panel.



### 5.2.1 Input Icons



Use the map editing tools to set up **icon colour changes**. **View** colour changes from the map which represent:

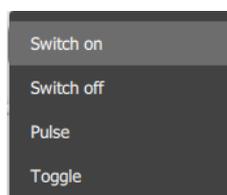
- State – **Unknown**
- State – **High**
- State – **Low**

### 5.2.2 Output Icons



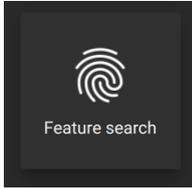
To control actions on an output, **right-click** the output icon.

**Choose an action** from the drop-down menu and click to select.



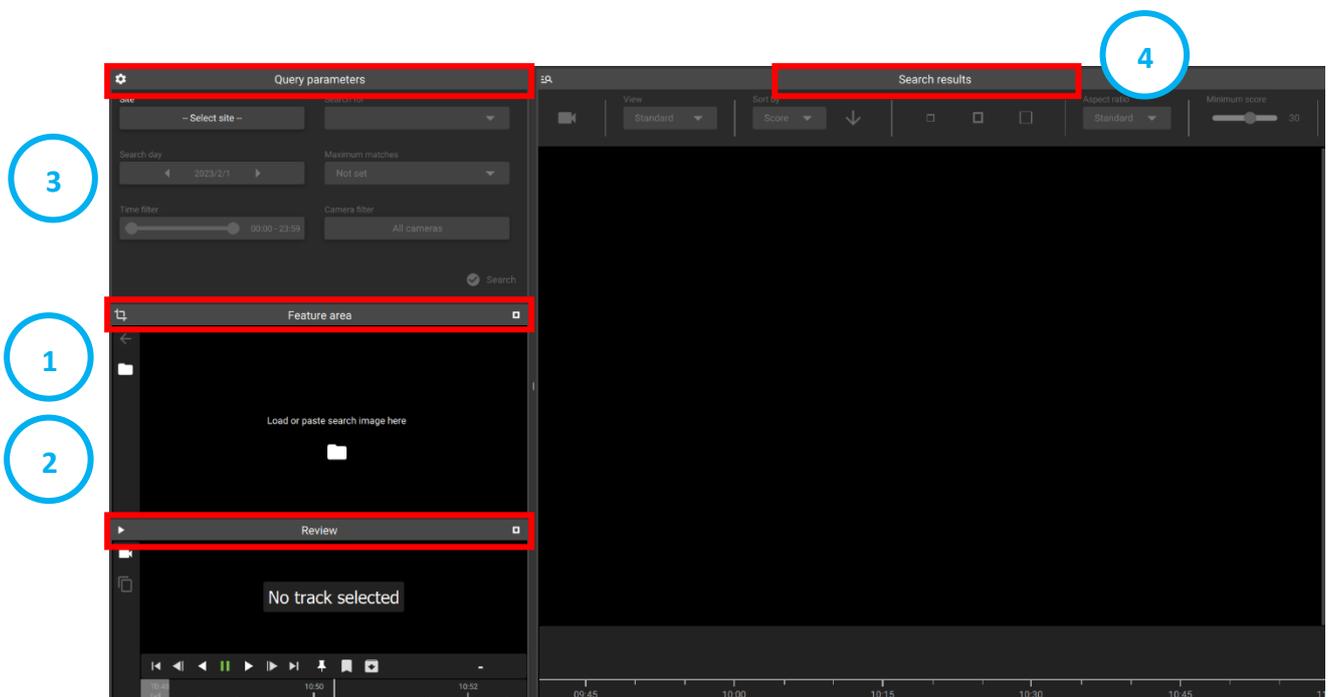
## 6. Feature Search

Feature Search allows the user to select an image of a person or vehicle and search camera feeds for similar images.



From the home menu, click the Feature search icon to open a new Feature search tab.

The Query parameters, Feature area, Review area and Search results window will be displayed:



To use **Feature Search**:

1. Select image.
2. Choose a feature area.
3. Set query parameters.
4. Search results.

### 6.1 Select Image (1)

There are three ways to select an image for Feature Search:

- Upload an image of a person or vehicle directly.
- Select a thumbnail image from a review area.
- ‘Send’ an image from the Monitoring Tab using the context (right-click) menu.

**OPTION 1: Upload image**

In the Feature area:

- Click either **folder icon**.
- Alternatively, **right-click** the feature area.



From the menu that appears:

Load from file:	See below.
Paste image:	Selecting this will paste an image that was copied to the clipboard.

- **Select an image file** from the computer.
- Click **Open**. The image will appear in the Feature area.

**OPTION 2: Find image using thumbnail**

Use the **Review** panel to search for a reference image.

Click the **camera icon** to choose a new camera to review.



**Select** from the list that opens up.

Use the timeline or calendar tool to **locate an appropriate frame** with which to search.



Click the **copy icon** to place the frame in the “Feature area.”

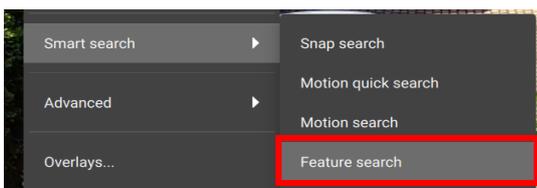


To expand the Review area, click the white square in the right corner of the frame.



To reduce the expanded frame, click the white square in the right corner.

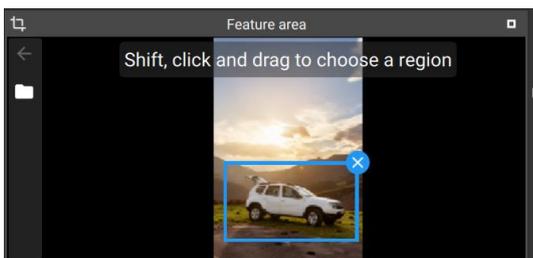
**OPTION 3: Use image from Monitoring Tab**



- In the Monitoring Tab, right-click on a camera feed.
- **Select Feature search from the context menu.**  
This will send an image to a Feature Search tab.  
The image will appear in the Feature area.

## 6.2 Feature Area (2)

Use this area to upload a file or to choose a sub-region for the search.

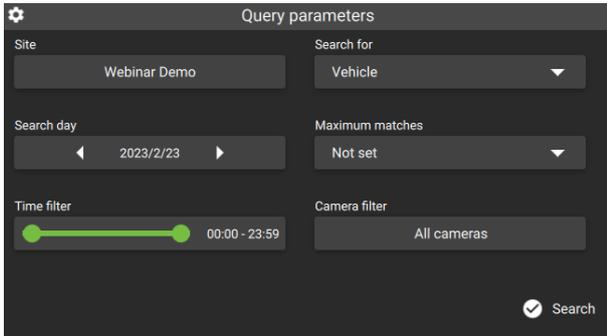


- To select the specific area on the image, **Shift + click and drag**.

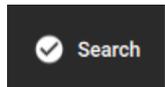
Then complete the search using the Query parameters.

### 6.3 Query Parameters (3)

Click the fields to open menus.



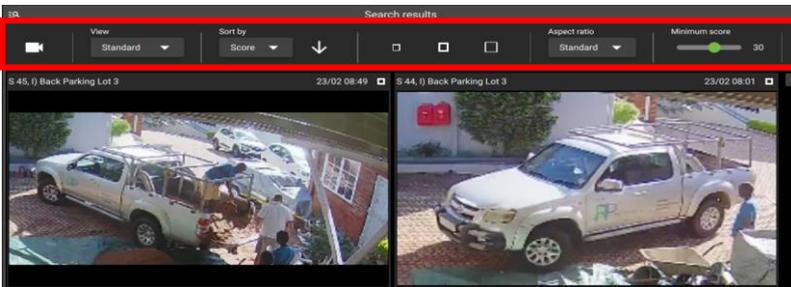
<b>Site</b>	Click the <b>Site</b> field and choose a site from the pop-up that opens.
<b>Search for</b>	Select <b>Vehicle</b> or <b>Person</b> .
<b>Search day</b>	Use the <b>arrows</b> to search next or previous day. Or, <b>click the date</b> to open a calendar.
<b>Maximum matches</b>	Choose between 10–1000 <b>Maximum matches</b> .
<b>Time filter</b>	Use the <b>slider</b> to narrow the <b>time filter</b> .
<b>Camera filter</b>	Select <b>cameras</b> for a search.



Finally, click **Search**.

### 6.4 Search Results (4)

Search results appear in the main panel. These are images which match the reference frame.



Use the search tools to refine the results.

	Click the <b>camera icon</b> to narrow down results by camera.
	Choose between: - <b>Standard view</b> - <b>View By camera</b> .
	Choose between viewing by <b>Score</b> or <b>Time</b> . The “Score” is the extent to which the match is accurate.
	Choose to view results in <b>ascending</b> or <b>descending</b> order. This indicates how the “Sort by” index will be applied.

	<p>Choose <b>small, medium, or large</b> thumbnails of results.</p>
	<p>Adjust aspect ratio. Choose between <b>Standard, Tall, or Wide</b>.</p>
	<p>Adjust the <b>Minimum score</b>. This includes or excludes matches based on accuracy.</p>

### 6.5.1 Review Video Footage Using a Search Result

Search results for a feature search allow users direct access to the video footage.



**Double-click a thumbnail** in the search result area on the right side.

The video footage associated with the selected search result will begin to play in the reviewing area on the left.



To expand the Review area, click the white square in the right corner of the frame.



To reduce the expanded frame, click the white square in the right corner.

### 6.5.2 Search Using a Search Result

Use a thumbnail (search result) as a reference frame to conduct a further search.

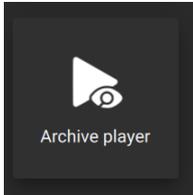


→ **Right-click** the thumbnail. A menu will appear.

→ **Click Search**. Results will show in the main panel.

## 7. Archive Player

The CathesisVision Carbon Archive Player has two interfaces: the **file interface** for browsing, and the **review interface**.



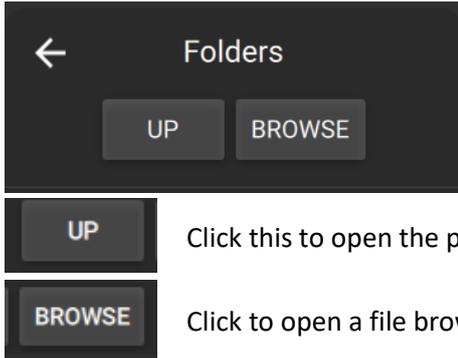
From the home menu, click the **Archive player** icon to open a new Archive player tab.

### 7.1 File Interface

When the Archive Player opens, the file interface will be displayed. Here, files may be browsed in search of CathesisVision archives to review.

The numbers (1-4) in the image correspond to an explanation in the table below.



Area	Description
1	<b>Current location.</b> This shows the location on the computer that is currently selected.
2	<p><b>File browsing buttons:</b></p>  <p><b>UP</b> Click this to open the parent folder of the currently selected location.</p> <p><b>BROWSE</b> Click to open a file browse window.</p>
3	<b>Folders List.</b> This area will list the folders in the current location. Click a folder to open it.

**4** **Archive file display.** If there are any archive files in the current selection, they will be displayed here.

If there are no archive files in the currently selected location, the area will display the 'No archive files found' message.

Click on an archive to switch interface and review it.



Clicking the two dots next to the file icon will open the parent folder of the currently selected location.

### 7.1.1 Review Archive

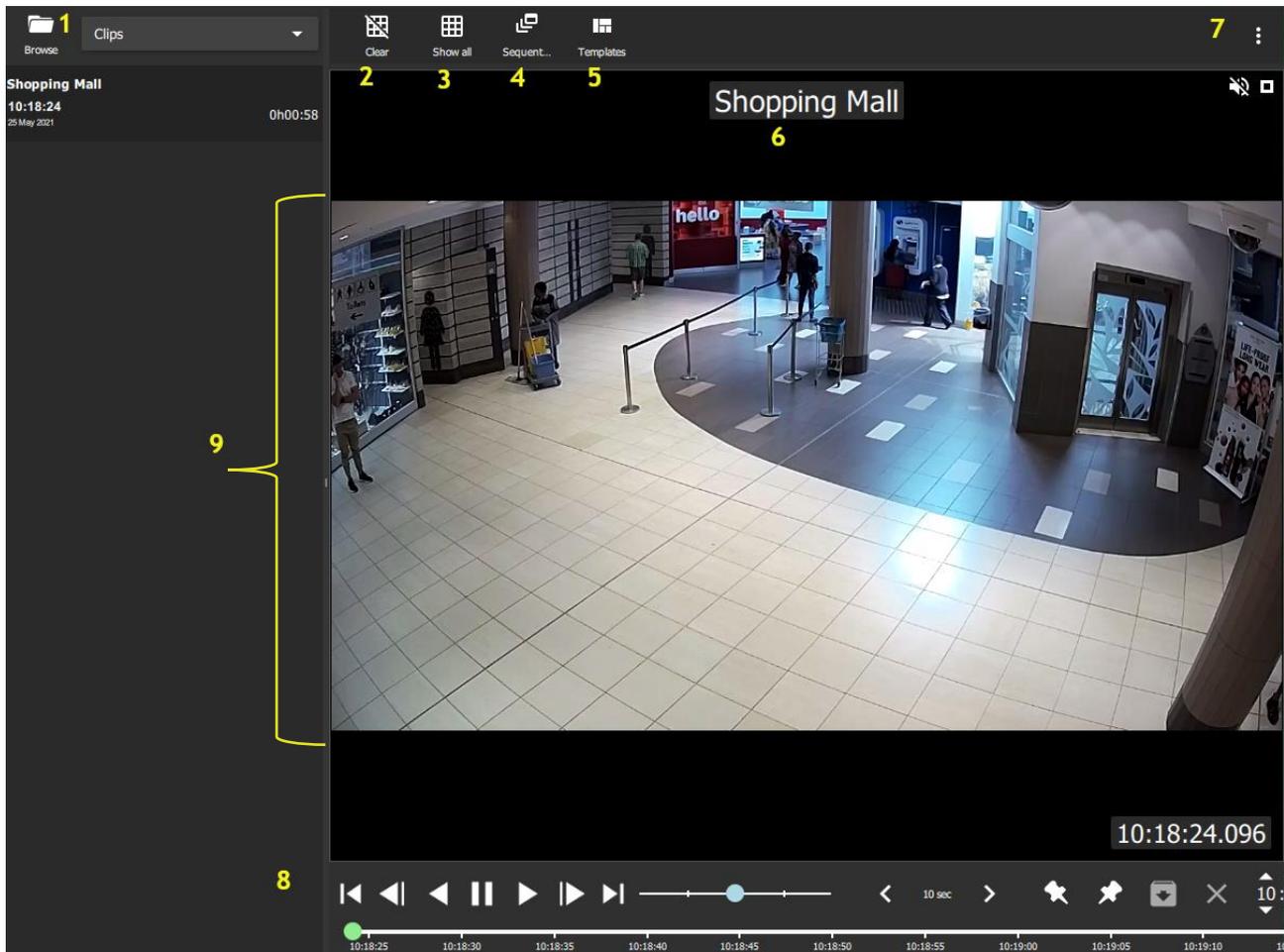
To review, click on a specific archive in the archive file display area. The interface will then switch to Review.



Clicking on the arrow in the top-left corner will also switch to the Review interface. The last archive reviewed will be displayed. If no archive has been previously selected for review, the review interface will be blank.

### 7.2 Review Interface

The numbers (1-9) in the image correspond to a description in the table below.



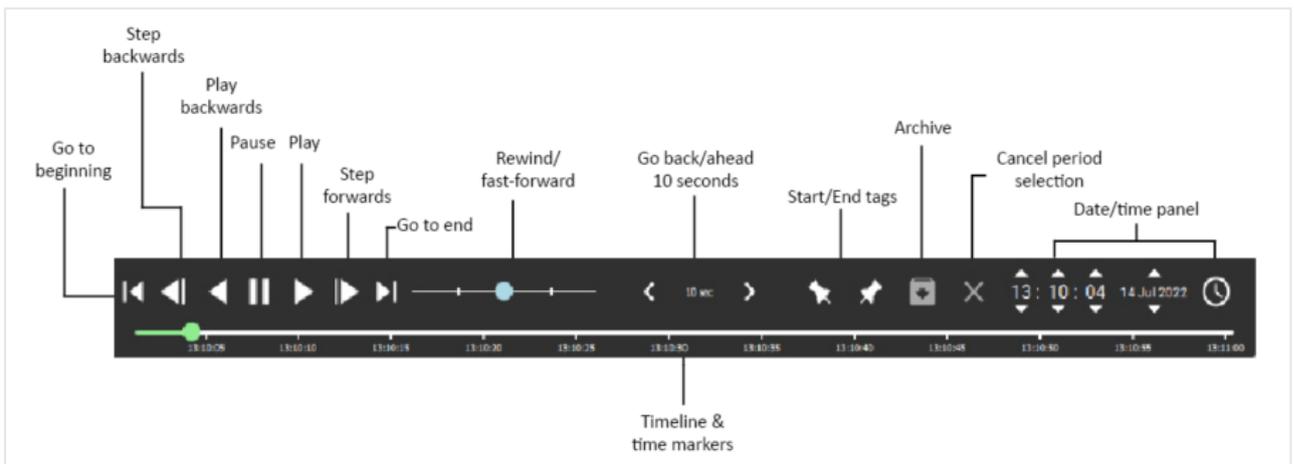
Area	Description	
1	Switch interface	When in the review interface, clicking on the folder icon/button will switch to the browsing interface.
2	Clear all cameras	Click this icon to clear all cameras. The camera panel/s will go blank.
3	Show all cameras	<p>Click this icon to show all cameras in the review area. <b>Note:</b> For archives with only one archived camera, only one camera will be listed in the panel on the left. For archives with multiple archived cameras, all archived cameras will be listed.</p> <p>Cameras may be dragged from the Cameras List onto the review area by left-clicking on a selected camera and dragging to desired panel in the review area.</p> <p>Multiple cameras may be dragged simultaneously onto the review area by control/shift-clicking on the desired cameras and dragging them onto the review area.</p> <p><b>Note:</b> If multiple cameras are dragged onto review area, they will only be shown if a review template with enough panels has been selected. To show all listed cameras and automatically adjust number of panels, rather use the <b>Show all Cameras</b> button.</p>
4	Toggle sequential mode	<p>Sequential mode can be used where multiple files have been saved together. This mode plays the files in time order, one after the other. (If necessary, the display will divide to play overlapping files). This is useful when a sequence has been saved to record an incident using adjacent cameras or tags.</p> <p>Click this icon to toggle in and out of sequential mode.</p> <p><b>Note:</b> Tagging and exporting are disabled in sequential mode.</p>
5	Change template	<p>The review layout of archived video is managed in the templates panel.</p> <p>Click on the <b>Templates button</b> to display the templates panel.</p> <p>→ Alternatively, hover the mouse over the left side of the review panel. An arrow will appear.</p> <p>→ Click on it to display the templates panel.</p> <p><b>Note:</b> This is disabled in sequential mode.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  </div> <div> <p>Scroll through the list by click the arrows at the top and bottom of the panel, or use the mouse wheel.</p> <p>→ Click on a template to apply it. (If archives have already been selected for review, the archives/archived cameras will automatically be distributed into the panels of the selected template.)</p> </div> </div> <div style="margin-top: 10px;">  <p>To close the list, click on the X in the top-right of the panel.</p> </div>
6	Archive file name	The name of the archive file (as it was named at the time of archive) is displayed at the top of the review interface.

<p>7</p>	<p>More options</p>	<div data-bbox="582 190 885 414" data-label="Image"> </div> <p>→ Click on <b>the menu</b> (three dots) at the top-right of the review interface to see the options available for the selected archive file:</p> <ul style="list-style-type: none"> <li>- Verify</li> <li>- About</li> <li>- Open log file location</li> </ul> <p><b>VERIFY</b></p> <p><b>Archive verification</b> checks for the overall signature which links the archive to the source NVR, and provides a verification report indicating the authenticity of the archive. The details of the verification report may be copy-pasted and emailed to Cathexis Support for guidance (<a href="mailto:support@cathexisvideo.com">support@cathexisvideo.com</a>).</p> <p><b>Note:</b> Sub-archives (archives of archives) cannot reliably be verified because they do not contain the signature generated by the original NVR that sourced the video data.</p> <p>Once the verification process is complete, one of two reports will be issued: <b>Archive Verified</b> or <b>Archive cannot be verified</b>.</p> <div data-bbox="550 1034 1401 1547" data-label="Complex-Block" style="border: 1px solid green; padding: 10px;"> <p><b>Archive Verified</b></p> <p>The archive file will be determined a verified archive. The <b>General Verification</b> information is listed. In the case of archives with multiple cameras, the camera resources are listed along with the verified information for each camera.</p> <p>Report text may be copied.</p> <p><b>Archive Not Verified</b></p> <p>In this case, the verification has failed. The general verification information will be listed, particularly the fact that no signature has been retained. Report text may be copied.</p> </div> <p><b>ABOUT</b></p> <p>→ Click <b>About</b> to display information about the selected archive. The archive information window will display the title of the archive, as well as any user description that was set for it during the archive process. Camera/s will be listed along with associated information. The fields include:</p> <ul style="list-style-type: none"> <li>- Archive time</li> <li>- Password protected status</li> <li>- Watermark</li> <li>- Archive UUID</li> <li>- User</li> <li>- Client platform info</li> </ul>
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		<p>→ Drag the scrollbar along the bottom of the window to view all information.</p> <p>Some of the information listed includes the ID of the camera on the server, the ID and name of the recording server, and the ID and name of the site.</p> <p><b>OPEN LOG FILE LOCATION</b></p> <p>→ Click <b>Open log file location</b> to open the folder containing the application log file in an Explorer window.</p>
8	Timeline and review control	See below.
9	Review area	See below.

### 7.2.1 Timeline and Review Control

The **timeline and review control panel** is used to navigate the archived video, as well as to export video from an archive into another archive file, or into a media file.



#### 7.2.1.1 Rewind/Fast-Forward

##### Option 1



Adjust the playback speed by clicking the **play** or **play backwards** icons again – up to 4 times.



Four dots represent the maximum playback speed.

##### Option 2

Drag the slider left to rewind and drag it right to fast-forward. Leaving the slider in the middle will play video at normal speed.



The further **left** the slider is dragged, the faster the video will rewind. The further **right** the slider is dragged, the faster the video will fast-forward.

### 7.2.1.2 Go Back/Ahead



Click the left/right buttons to go back/ahead in video by ten seconds.

### 7.2.1.3 Start/End Tags

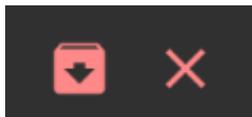


These tags are used to select periods of the video to archive into archive or media files. To select portions for archive/export:



1. Click to the desired beginning point of the video portion to be archived or exported.
2. Click the left/start tag.
3. Click to the desired end point of video portion to be archived or exported.
4. Click the right/end tag.

The selected video portion will be highlighted in red on the timeline.



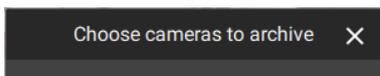
The **Create archive** and **Erase tags** icon will turn red when a selection has been made.

**Note:** Tagging and exporting is disabled in sequential mode.

### 7.2.1.4 Archiving Window



Once the portion of video has been selected, click this icon to archive or export it. The archiving window will then open, explained below.



If archiving/exporting an archive that has multiple cameras, the user will be prompted to select the camera/s to archive before the archiving window opens. At least one camera must be selected in order to proceed. **Note:** Exporting to media (MP4) file will not be available if more than one camera is selected for archive.

Once the camera/s for archive have been selected (if applicable), the video is ready to be archived. There are two applicable tabs: Archive and Settings.

#### Archive Tab

- Set the archive **Destination**.
- Select the **Output Type**.
- **Note:** The media file (MP4) option is not available if more than one camera has been selected in the case of multiple-camera archives.
- Select the **output Folder**. (Only applicable when Folder destination is selected.)
- Set the **filename**.

- If desired, set a random generated or Custom **password** required to view the archive later on. (Only applicable to archive/.CAR files).
- Set a **Description** for the archive. (Only applicable to archive/CAR files).

### Settings Tab

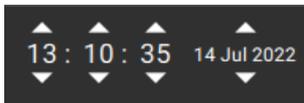
- Check the **Make archive exportable** box to enable an archive/.CAR file to be exported as a media/MP4 file at a later stage.
- Check the **Copy archive viewer** box if the archive will be viewed on a unit that does not have the software installed. (Only available for archive/CAR files).
- Check **Redact faces** (media/MP4 files only) if faces need to be redacted from the video.
- Select predefined **Watermark profiles** from the drop-down menu (if available). Watermark profiles are used to enforce/offer the option to apply a watermark to archived video and are created by site administrators in **CathexisVision / Setup Tab / General Site setup**. Click **Help** to show a Watermark profile help window.
- When settings configuration for archiving is complete, return to the Archive tab and click **Start**. A pop-up window will appear when archiving is complete.

#### 7.2.1.5 Cancel Period Selection



Click this icon to cancel the selection of video for archiving.

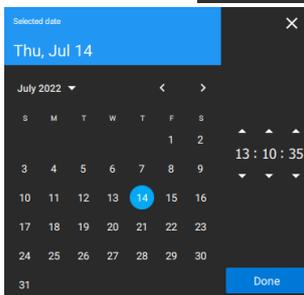
#### 7.2.1.6 Date and Time Panel



Use the time and date spinner to set the hour/minute/second/day.



Click the clock icon to access up a full calendar to select a specific day.



Navigate to the desired date, and use the time spinner to set the desired time.

#### 7.2.1.7 Timeline and Time Markers



The timeline displays the current location/progression in the playback with a green dot. Markers along the timeline indicate time intervals. These are determined in relation to the total length of the video.

## 7.2.2 Review Panel

The review panel is the area where archived video is viewed. Depending on the template chosen, and the number of archived cameras, the review area may display one or multiple camera panels.

The name of the archived camera is displayed over the video at the top of the camera panel.

The time in the video is displayed at the bottom right corner of the camera panel.

→ Hold the cursor over the footage in the review panel and scroll with the mouse scrolling wheel to zoom in and out on the video. The scale of the zoom is shown in the bottom left corner of the camera panel.

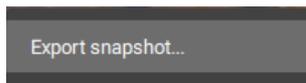


An orange dot appears on the point of focus for the zoom.

→ Right-click anywhere in the review area to configure these options from the context menu:

- Export snapshot
- Overlays
- Dewarping

### 7.2.2.1 Export Snapshot



Select **Export snapshot** from the context menu. This opens a window to select where and how to export the selected snapshot.



→ Click on the options at the top left corner to **Print/Save/Copy** the snapshot.

**Note:** The snapshot will be copied to the clipboard.

→ Select **Overlay camera name** to overlay the camera name on the snapshot.

→ Select **Overlay time** to overlay the time on the snapshot.

**For printed snapshots only:** Give the snapshot a title and description to be printed along with the image.

### 7.2.2.2 Overlays

→ Select **Overlays** from the context menu to configure overlays. Available overlays for applicable cameras will be shown in the **Configure overlays dialogue**.

If a file has multiple cameras, overlay options for each camera will be displayed.

If a camera has multiple overlay options, all will be displayed.

→ Select the desired overlay and then click **OK**.

### 7.2.2.3 Dewarping

Select Dewarping from the context menu to see options.

→ Check the relevant box to select the desired dewarping option.

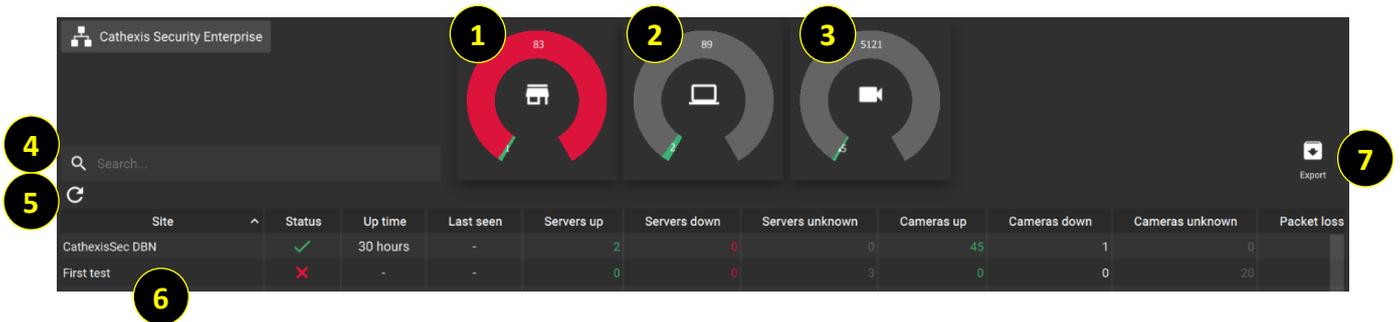
→ Use the **dewarping** tools to transform a fisheye camera into a flat view, or, select **Disable** to see the full fisheye (circular) view.

## 8. Dashboard Tab (Enterprise Connections Only)

The Dashboard tab allows the user to view information about sites, servers, and cameras. This tab allows the user to locate the time and place of a disconnected camera or server easily. The information can be used to search footage from the Monitoring tab around the time of the incident.

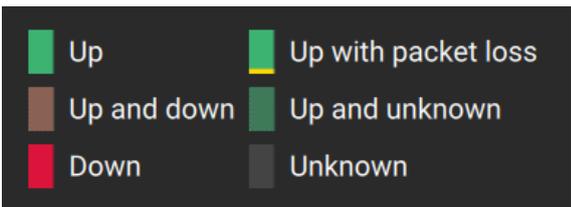
### 8.1 Health Information Display

Information is presented in a summary format. This is represented visually as well as in the table, as illustrated in the image below.



1	<b>Sites:</b> a graphical summary of the status of the sites.
2	<b>Servers:</b> a graphical summary of the status of all servers.
3	<b>Cameras:</b> a graphical summary of the status of all cameras.
4	<b>Search</b>
5	<b>Refresh</b>
6	Double-click a <b>site</b> name to open a summary of the last 24 hours.
7	<b>Export</b>

The status of sites, servers, and cameras are represented using colours.



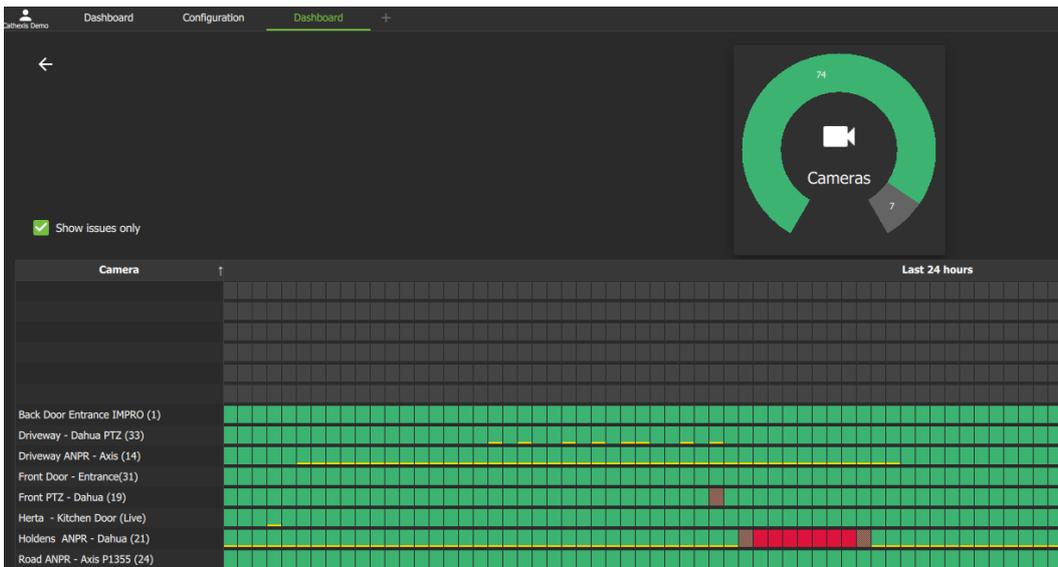
COLOUR	DESCRIPTION
Green	Indicates sites, servers, and cameras up.
Red	Indicates sites, servers, and cameras down.
Grey	Indicates status is unknown.
Yellow	Indicates packet loss on cameras.

### 8.2 View Site Information/Details

Site	Status
Cathexis Africa Centurion	✓
Cathexis Durban	✓
SiteName	✗

To view details about a specific site, **double-click a site name** on the list in the table.

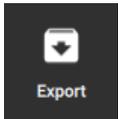
A more detailed screen will appear, as illustrated in the example below.



- The blocks arranged in **rows** represent camera status over **24 hours**.
- Each block represents a 15-minute segment.

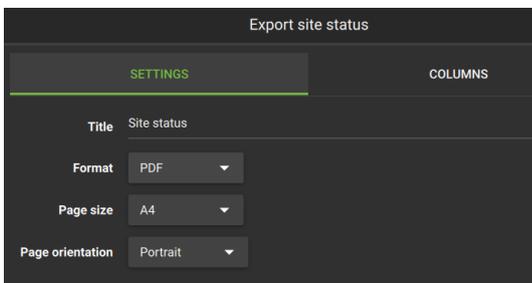
### 8.3 Export Data Table

Information from the data table can be exported in a customised format.



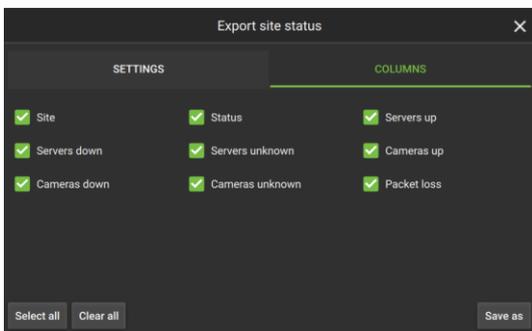
1. Click the **Export icon** to begin customising the report.

A new window will open. Here, configure the report Settings and Columns.



#### SETTINGS TAB

2. Click the **SETTINGS** tab to open if necessary.
3. Enter a suitable **Title** for the report.
4. Choose a **format**: PDF or CSV.
5. Choose the **page size**: A3 or A4.
6. Choose a **page orientation**: portrait or landscape.



#### COLUMNS TAB

7. Click the **COLUMNS** tab to open.
8. **Check or uncheck** the columns which show on the table to control which information appears in the report.
9. Click **Save as**.

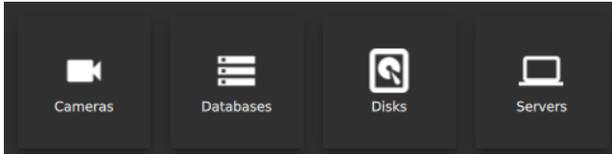


10. Open an appropriate **folder** on the computer.
11. Enter a descriptive **file name**.
12. Click **Save**.

## 9. Hardware Tab (Enterprise Connections Only)

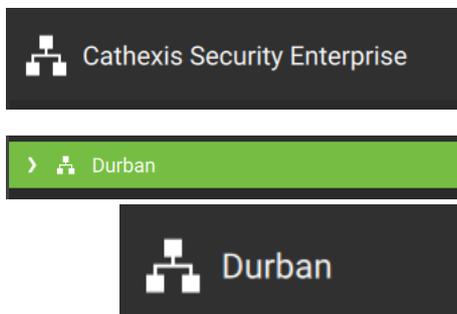
The hardware tab allows the user to view specifications and addresses of cameras, and specifications and status of databases, disks and servers.

→ From the home menu, click **Hardware** to open a new tab.



Detailed information about the following can be viewed: cameras, databases, disks and servers.

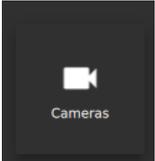
The Hardware Tab allows the user to search or filter the items shown in the main display, and then export this list. In the main display for Cameras, Databases, Disks or Servers, it is possible to view a **domain's hardware** (instead of the entire Enterprise installation).

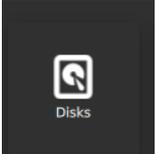
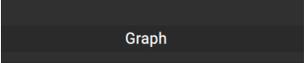
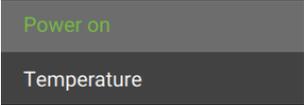
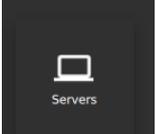


→ Click on the Enterprise installation name.

→ Select the desired domain from the list of domains.

That domain's hardware information will then be shown in the main display.

Icon	Tab	
	<p><b>Cameras Tab (Hardware)</b></p> <p>Click the <b>Cameras icon</b> from the Hardware menu.</p>	<p>All cameras are listed in the main panel. The display shows:</p> <ul style="list-style-type: none"> <li>• Site name</li> <li>• Server name</li> <li>• Camera manufacturer</li> <li>• Camera model</li> <li>• Firmware</li> <li>• Camera name</li> <li>• Serial number</li> <li>• MAC address</li> </ul>
	<p><b>Databases Tab (Hardware)</b></p> <p>Click the <b>Databases icon</b> from the Hardware tab to see detailed information.</p>	<p>Databases are listed in the main panel. The display shows:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Site name</li> <li>• Server</li> <li>• Capacity</li> <li>• Tracks</li> <li>• Recording duration</li> <li>• Status</li> <li>• Slices</li> </ul>

	<p><b>Disks Tab</b></p> <p>Click the <b>Disks tab</b> to see hardware information about disks.</p>	<p>Disks are listed in the main panel. The display shows:</p> <ul style="list-style-type: none"> <li>• Disk health</li> <li>• Site</li> <li>• Server</li> <li>• Manufacturer</li> <li>• Model</li> <li>• Rotation</li> <li>• Capacity</li> <li>• Firmware</li> <li>• Serial number</li> <li>• Power-on years</li> <li>• Temperature</li> </ul>   <p>→ Click on the Graph heading to expand.</p> <p>→ It is possible to view graphs depicting <b>Power on</b> or <b>Temperature</b>.</p> <ul style="list-style-type: none"> <li>- The unit of measurement in the <b>Power on</b> graph is in years.</li> <li>- The unit of measurement in the <b>Temperature</b> graph is degrees Celsius.</li> </ul>
	<p><b>Servers Tab</b></p> <p>Click the <b>Servers tab</b> to see hardware information about servers.</p>	<p>Servers are listed in the main panel. The panel displays:</p> <ul style="list-style-type: none"> <li>• Site</li> <li>• Server</li> <li>• Machine</li> <li>• Network interfaces</li> <li>• Motherboard</li> <li>• CPU</li> <li>• CPU speed</li> <li>• Memory</li> <li>• Serial number</li> <li>• IO board</li> <li>• OS family</li> <li>• OS version</li> <li>• SW version</li> <li>• Site role</li> <li>• Time</li> <li>• Time zone</li> <li>• Master time difference</li> <li>• Enterprise time difference</li> </ul>

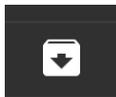
## 9.1 Change List Display: Sort by Category and Filter

From the cameras, disks, and servers tabs, it is possible to sort by categories. Sorting by category is a way of filtering the items in the main display. Once the main display has been organised, the list can be exported.

1. **Click the drop-down menu** on the left-hand side to change how the items are sorted in the panel beneath. A drop-down menu will open.
2. **Click the desired option** to sort items in the panel beneath.
3. Then, **select an item from the list** to filter results. The items that fulfil the search criteria will display in the right panel.

## 9.2 Generate Reports

To generate a report, first conduct a search and create a list in the main display. This is the table which will be exported.



→ Click the **Export icon** in any of the tabs to generate a report.



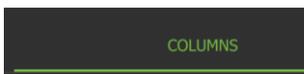
→ Select the **SETTINGS** tab.

→ Enter a suitable title for the report.

→ Select from PDF or CSV **formats**.

→ Select **Page size** from A3 or A4.

→ Select **Page orientation** from portrait or landscape.



→ Select the **COLUMNS** tab.

→ Check or uncheck items to display in the report.



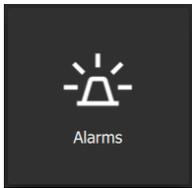
→ Click the **SAVE AS** button to confirm both settings and columns, and to **export**.

→ Choose a suitable save folder and **file name**.

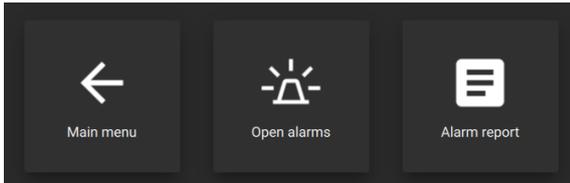
→ Click **Save**.

## 10. Alarms Tab (MultiSite and Enterprise Connections)

Events and technical alarms must be set up in CathesisVision. **Note:** For alarms to be delivered from a site to the Enterprise/MultiSite, the site must be connected to the Enterprise/MultiSite.



From the home menu, click the Alarms icon to open a new Alarms tab.



Select one of the following options:

- Return to the main menu
- Open alarms ([15.1](#))
- Alarm report ([15.2](#))

### 10.1 Open Alarms

Filters		Open alarms					
Sync filters		Key	Time	Alarm	Priority	Domain	Description
My open alarms	<input type="checkbox"/>	1053488	10:43:00	Recording failure	Medium	CathexisSec DBN	Incomplete recording for camera 'Dahua Road Pedestrian Passage' (#148), channel #1, event 'Scheduled recording'
Any user	<input type="checkbox"/>	1053489	10:43:00	Recording failure	Medium	CathexisSec DBN	Incomplete recording for camera 'Dakang Outhouse passage way' (#151), channel #1, event 'Scheduled recording'
Any domain	<input type="checkbox"/>	1053487	10:42:57	Motion	Low	CathexisSec DBN	Motion on Hikvision Rob Office - motion
Any alarm	<input type="checkbox"/>	1053486	10:42:53	Motion	Low	CathexisSec DBN	Motion on Hikvision Support Office - mo
Critical	<input type="checkbox"/>	1053485	10:42:50	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
High	<input type="checkbox"/>	1053484	10:42:49	Motion	Low	CathexisSec DBN	Motion on UNV Finance - motion
Medium	<input type="checkbox"/>	1053483	10:42:40	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
Low	<input type="checkbox"/>	1053482	10:42:40	Motion	Low	CathexisSec DBN	Motion on UNV Finance - motion
New	<input type="checkbox"/>	1053481	10:42:35	Motion	Low	CathexisSec DBN	Motion on Surveon CAM360 Stairs - mot
Assigned	<input type="checkbox"/>	1053480	10:42:31	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
Active	<input type="checkbox"/>	1053479	10:42:31	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
Animal	<input type="checkbox"/>	1053478	10:42:30	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
False alarm	<input type="checkbox"/>	1053476	10:42:30	Recording failure	Medium	CathexisSec DBN	Incomplete recording for camera 'Dahua Road Pedestrian Passage' (#148), channel #1, event 'Scheduled recording'
Phone home	<input type="checkbox"/>	1053477	10:42:30	Recording failure	Medium	CathexisSec DBN	Incomplete recording for camera 'Dakang Outhouse passage way' (#151), channel #1, event 'Scheduled recording'
	<input type="checkbox"/>	1053475	10:42:29	Motion	Low	CathexisSec DBN	Motion on nfy Hikvision Upstairs Balcon
	<input type="checkbox"/>	1053474	10:42:26	Motion	Low	CathexisSec DBN	Motion on UNV Finance - motion
	<input type="checkbox"/>	1053473	10:42:23	Motion	Low	CathexisSec DBN	Motion on Hikvision Support Office - mo
	<input type="checkbox"/>	1053472	10:42:21	Motion	Low	CathexisSec DBN	Motion on UNV Side of House - motion
	<input type="checkbox"/>	1053471	10:42:20	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion
	<input type="checkbox"/>	1053470	10:42:20	Motion	Low	CathexisSec DBN	Motion on Hikvision Dome CatAfrica - m
Open alarms	9505						
Table rows	9505						

Filters

Open alarms

Further options

#### 10.1.1 Filters

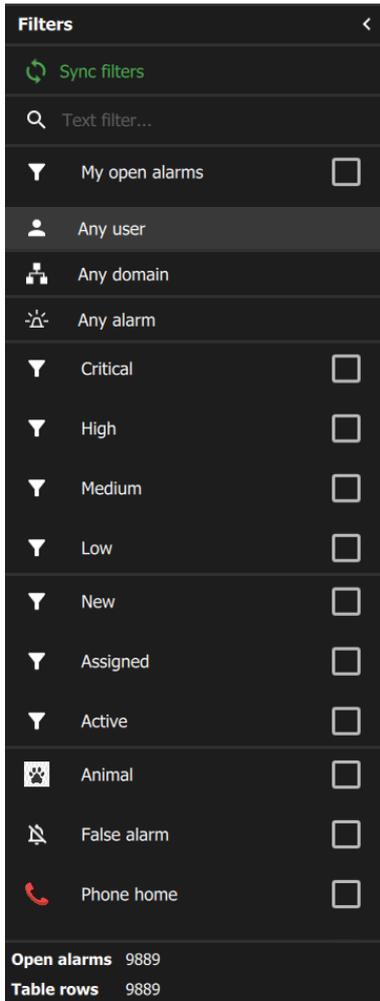


→ To collapse the filters panel, click the arrow.



→ To expand the filters panel, click the filter icon.

The alarms listed in the **Open alarms** panel can be filtered according to the following parameters:



**Sync filters:** Selecting this will use the filters set in the *Filters panel* to override any filters set in the [View new alarms](#) and [Live preview panels](#).

- Entries that match the text entered here.
- Open alarms belonging to the user
- A specified user
- A specified domain
- A specified alarm
- Critical priority alarms
- High priority alarms
- Medium priority alarms
- Low priority alarms
- New alarms
- Assigned alarms
- Active alarms
- Alarm tags

Currently open alarms and table rows are indicated at the bottom of the filters panel.



→ To filter by a user, click **Any user**. Select the user in the window that opens.



→ To filter by domain, click **Any domain**. Select the domain in the window that opens.



→ To filter by alarm, click **Any alarm**. Select the alarm type in the window that opens.



→ To clear any of the selected filters, click the cross next to the filter.

### 10.1.2 Open Alarms

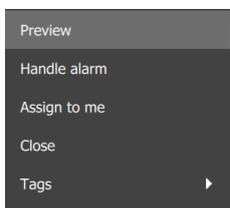


The alarm icon colour is set in the Configuration tab.



→ Click a category to sort the alarms by that category. The possible categories are:

- |                  |               |                |
|------------------|---------------|----------------|
| - Alarm priority | - Priority    | - State        |
| - Key            | - Domain      | - Tags         |
| - Time           | - Description | - Trigger time |
| - Alarm          | - Owner       | - Arrival time |

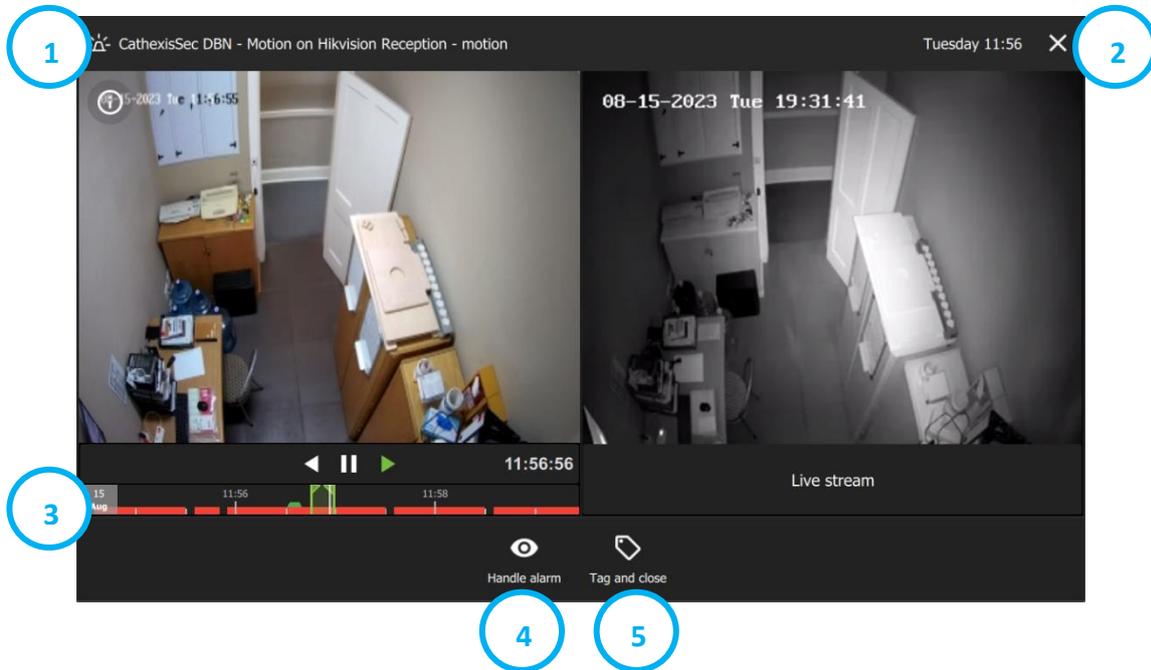


→ Right-click an individual alarm to view the options. See below.

→ Selecting **View alarm** will open the [Alarm viewer](#).

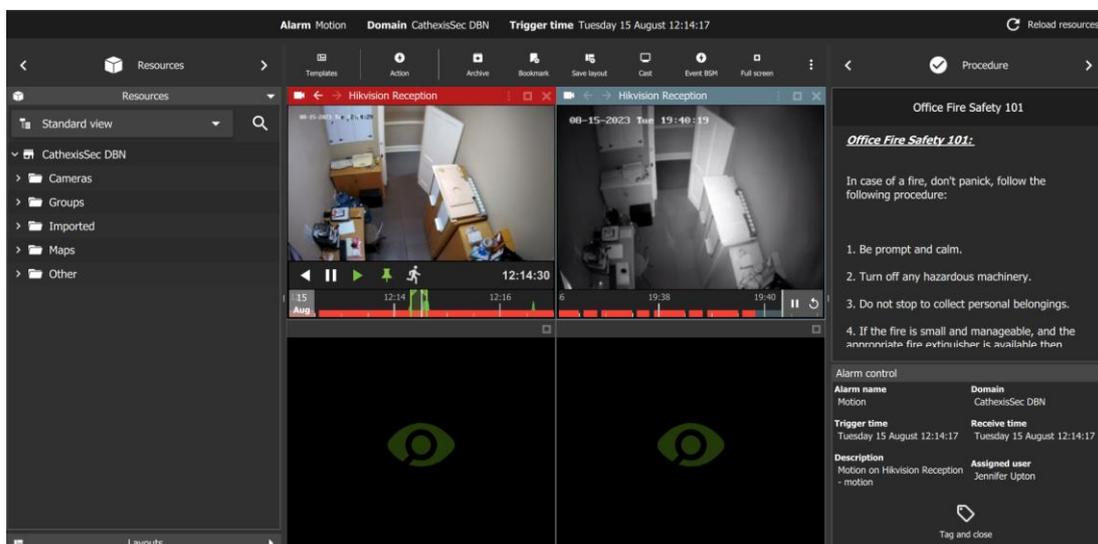
### 10.1.2.1 Preview Alarm

Right-click an alarm entry and select **Preview** to open a preview of the event that triggered the alarm. Alternatively, double-click the alarm entry to preview it. The preview footage will display on the left, and the live stream from that camera will display on the right.



1	The domain and alarm trigger are listed in the top left.
2	The day and time are listed in the top right.
	→ Click the icon to view alarm information.
3	→ Use the navigation bar to pause, play, go back, and scrub the feed.
4	→ Click <b>Handle alarm</b> to open the <a href="#">Alarm Viewer</a> .
5	→ Click <b>Tag and close</b> to select a tag for the alarm and then close it.

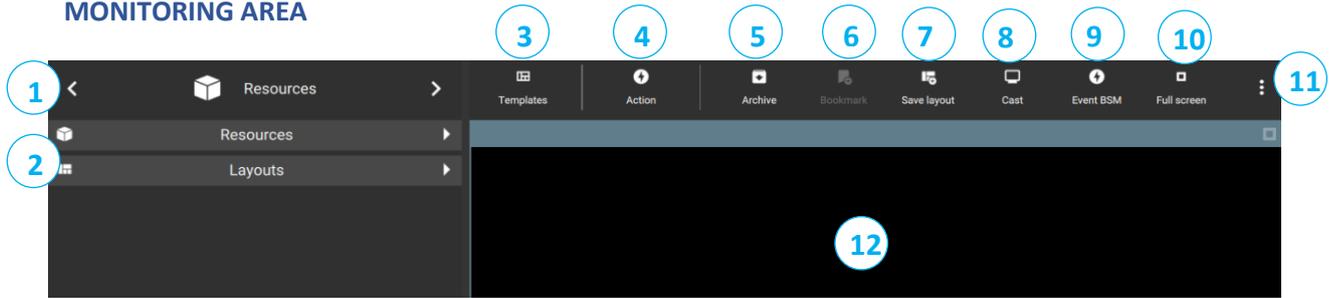
### 10.1.2.2 Handle Alarm (Alarm Viewer)



Monitoring area

Alarm information and alarm resources / procedures

**MONITORING AREA**



1	Click the arrows on the left and right to move between <b>Resources</b> , <b>Bookmarks</b> , <b>Layouts</b> , and <b>Cameras with Activity</b> . Alternatively, click on the name to display a drop-down menu.
2	Click to view saved <b>layouts</b> and <b>resources</b> .
3	Click to select a <b>template</b> , open the template editor, or remove a template.
4	Click to switch all feeds to live, review all live fees, pause/unpause all feeds, or clear all panels.
5	Click to open the <a href="#">Archive builder</a> .
6	Click to open <b>Bookmarks</b> . A bookmark can be added.
7	Click to save a <b>layout</b> .
8	Click to send/cast a layout to a <b>monitor</b> .
9	Click to open <b>black screen monitor</b> .
10	Click to make the monitor panels full screen.
11	 Settings Menu
12	Camera Panel Display

**ALARM INFORMATION**



Click the arrows to switch between **Resources** and **Procedures** associated with the alarm.



Click this icon to search.

→ To add a camera to the viewing panels, double-click the camera listed under Resources.

The procedure associated with the alarm (if any) will be displayed when **Procedures** are selected.

**10.1.2.3 Assign to Me**

→ Right-click an alarm entry and select **Assign to me** to assign the alarm to the current user.

→ To remove one's ownership of the alarm, right-click the alarm entry and select **Clear ownership**.

**10.1.2.4 Close**

→ To close an alarm, right-click an alarm entry and select **Close**.

**10.1.2.5 Tags**

→ To add a tag, right-click an alarm entry and hover the mouse over **Tags**. Then select a tag.

### 10.1.3 Further Options

There are three icons in the top-right corner of the **Open Alarms** tab:



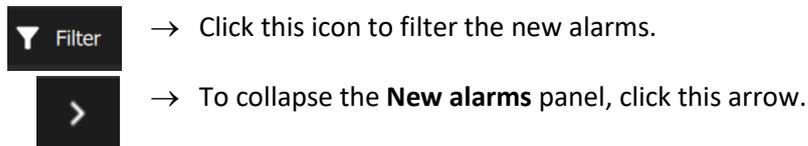
#### 10.1.3.1 Choose Columns

- Click the menu icon.
- Select **Choose columns**. The **Choose columns** pop-up will open.
- Check or uncheck column categories as necessary.

#### 10.1.3.2 View New Alarms

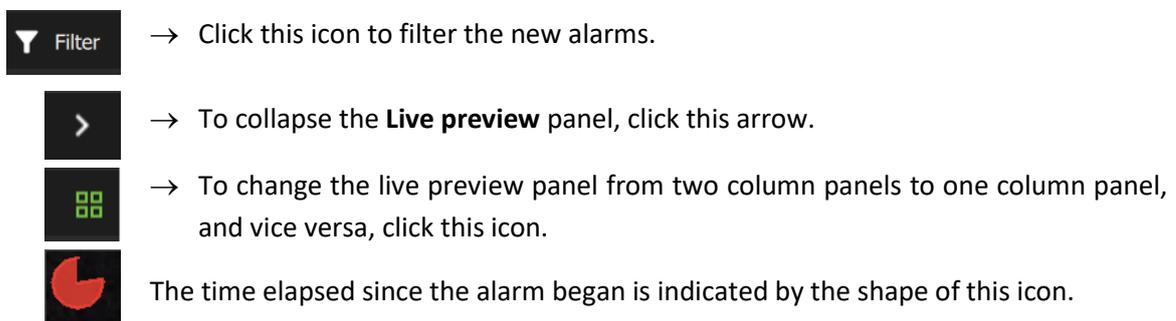
- Click the icon to view new alarms.

The **New Alarms** panel will open, showing new alarms as they come in.



#### 10.1.3.3 Live Preview

Click the icon to view a live preview of alarms as they come in. The **Live preview** panel will open, showing previews of new alarms.



#### 10.1.3.4 Table View Lock

-  When the **table view lock** icon is purple, this indicates that the table view is auto-locked because the mouse is moving. In this state, it is possible to change the table view manually, but the table view will not change as new alarms come in.
-  Clicking this icon will turn it green and lock the table view manually.

## 10.2 Alarm Report

Filters	Key	Time	Alarm	Priority	Domain	Description	Owner	State	Tags
Templates	1132185	13:51:49	Motion	Low	CathexisSec DBN	Motion on Hikvision Dome CatAfrica - m		Closed	
Filter description...	1132184	13:51:49	Doc Team Test	Low	CathexisSec DBN	Motion on Avigilon Fisheye Camera Upsta		Closed	
current month	1132183	13:51:49	Motion	Low	CathexisSec DBN	Motion on Avigilon Fisheye Camera Upsta		Closed	
Any user	1132182	13:51:48	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Testing Office - mo		Closed	
Any domain	1132181	13:51:48	Motion	Low	CathexisSec DBN	Motion on Hikvision Testing Office - mo		Closed	
Any alarm	1132180	13:51:47	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Rob Office - motion		Closed	
Tags	1132179	13:51:47	Motion	Low	CathexisSec DBN	Motion on Hikvision Rob Office - motion		Closed	
Priorities	1132178	13:51:45	Doc Team Test	Low	CathexisSec DBN	Motion on Hunt Upstairs Marks Door - mo		Closed	
States	1132177	13:51:45	Motion	Low	CathexisSec DBN	Motion on Hunt Upstairs Marks Door - mo		Closed	
Max Results: 1,000	1132175	13:51:44	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132173	13:51:44	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132174	13:51:44	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132176	13:51:44	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132171	13:51:43	Motion	Low	CathexisSec DBN	Motion on Hikvision Support Office - mo		Closed	
	1132172	13:51:43	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Support Office - mo		Closed	
	1132170	13:51:41	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132169	13:51:41	Motion	Low	CathexisSec DBN	Motion on Hikvision Reception - motion		Closed	
	1132168	13:51:39	Doc Team Test	Low	CathexisSec DBN	Motion on nfy Hikvision Upstairs Balcon		Closed	
	1132167	13:51:39	Motion	Low	CathexisSec DBN	Motion on nfy Hikvision Upstairs Balcon		Closed	
	1132165	13:51:37	Motion	Low	CathexisSec DBN	Motion on Hikvision Dining Area - motio		Closed	
	1132166	13:51:37	Doc Team Test	Low	CathexisSec DBN	Motion on Hikvision Dining Area - motio		Closed	
Row count: 1000	1132164	13:51:36	Doc Team Test	Low	CathexisSec DBN	Hikvision Foyer VMD		Closed	

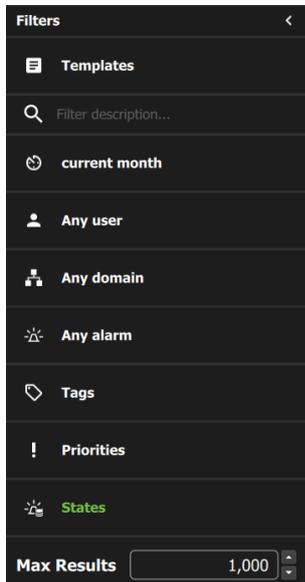
Filters

Alarms

Further options

### 10.2.1 Filters

The alarms listed in the **Alarms** panel can be filtered according to the following parameters:



- Templates
- Entries that match the text entered here
- A specified time period
- A specified user
- A specified domain
- A specified alarm
- Alarm tags
- Priorities
- Alarm states



Click the arrows to adjust the maximum number of results that will be shown. Alternatively, enter a value in the field and press ENTER on the keyboard.



→ To collapse the filters panel, click the arrow.



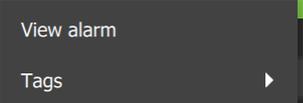
→ Once filter/s have been set, it is possible to reset the entire filter panel to its default state (closed alarms) by clicking the **up-facing arrow** or the **refresh icon** (which appears if any tags, priorities, or states are expanded).



	<p>→ To choose a filter template, click <b>Templates</b>. Select the template in the window that opens.</p> <p><b>Note:</b> Filter templates are defined by the sections that are set up in the report template. Any section created when setting up a report template can be used as a filter template.</p>
	<p>→ To filter by a user, click <b>current month</b>. In the window that opens, either select a <b>Preset time range</b>, or choose a <b>custom time range</b>. Click <b>OK</b> to save changes.</p>
	<p>→ To filter by a user, click <b>Any user</b>. Select the user in the window that opens. Click <b>OK</b> to save changes.</p>
	<p>→ To filter by domain, click <b>Any domain</b>. Select the domain in the window that opens. Click <b>OK</b> to save changes.</p>
	<p>→ To filter by alarm, click <b>Any alarm</b>. Select the alarm type in the window that opens. Click <b>OK</b> to save changes.</p>
	<p>→ To filter by a user, click <b>Tags</b>. The list of options will expand below. Select a tag.</p>
	<p>→ To filter by a priority, click <b>Priorities</b>. The list of options will expand below. Select a priority.</p>
	<p>→ To filter by states, click <b>States</b>. The list of options will expand below. Select a state.</p>

### 10.2.2 Alarms

- Time** → Click a category to sort the alarms by that category. The possible categories are:
- Key
  - Trigger time
  - Arrival time
  - Time
  - Alarm
  - Priority
  - Domain
  - Description
  - Owner
  - State
  - Tags

-  → Right-click an individual alarm to view the options. See below.
- Selecting **View alarm** will open the [Alarm viewer](#).

#### 10.2.2.1 Tags

- To add a tag to an alarm, right-click an alarm entry and hover the mouse over **Tags**. Then select a tag.

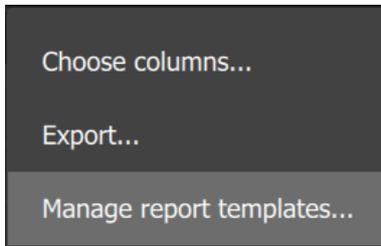
### 10.2.3 Further Options



→ To refresh the alarm report, click the **refresh icon**.



→ Click the menu icon at the top-right of the **Alarm report** window to reveal further options:



Choose columns

Export

Manage report templates

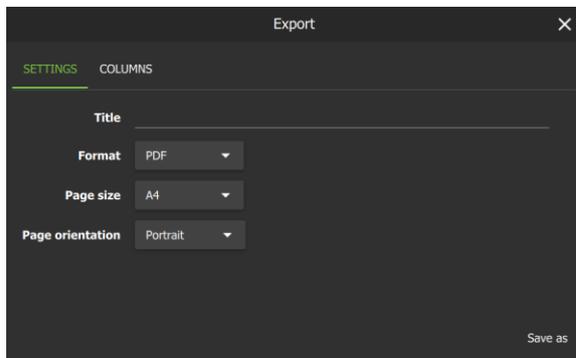
#### 10.2.3.1 Choose Columns

→ Select **Choose columns**. The **Choose columns** pop-up will open. Check or uncheck column categories as necessary.

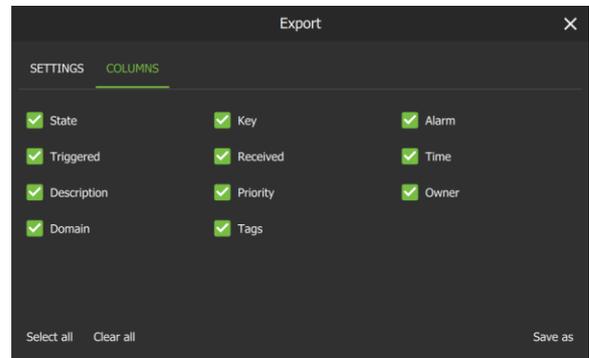
#### 10.2.3.2 Export

→ Select **Export**. The **Export** window will open.

**Settings Tab**



**Columns Tab**



→ Enter a title for the report.

→ Select a format (PDF or CSV).

→ Select a page size (A3 or A4).

→ Select a page orientation.

→ To export the report, click **Save as**.

→ Choose a location, enter a file name and click **Save**.

→ Check the desired columns.

### 10.2.3.3 Manage Report Templates

→ Select **Manage report templates**. The **Manage report templates** pop-up will open.



→ Click a template to edit it.

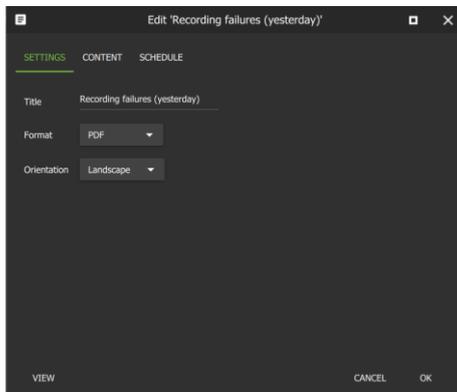


→ Click the **search icon** to search the report templates.



→ Click the **plus icon** to add a new template.

#### Edit Template



→ Clicking a template will open the **Edit template** window.



Click on the tabs to edit the content in them.



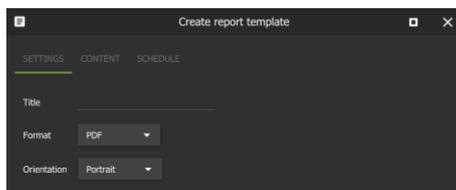
→ Click **View** to view the report file.



→ Click **Cancel** to cancel the changes.

→ Click **OK** to save changes.

#### Add a New Template



→ Clicking the **plus icon** will open the **Create report template** window.

#### Settings tab

→ Enter a name for the report template.

→ Select a format (PDF or CSV).

→ Select an orientation (portrait or landscape).



Click **Next** to move to the next tab.

### Content tab

- Click the **plus icon** to add a section to the report template. The **Create section** window will open.
- Or, click the name of a section to edit a section that has already been created. This will open the window to edit the section.
- Edit the name and select the category as desired.
- Click **OK** to save changes.



Click **Next** to move to the next tab.

### Schedule tab

- Check **Email report**.
- Click the fields to edit them.
- Use the up and down arrows to adjust the values.
- Enter an email subject.
- Click the **plus icon** to add email recipients.



Click **Save** to save changes.

#### 10.2.3.4 Scroll Up or Down



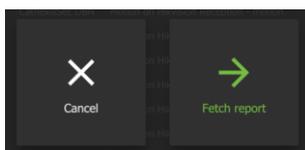
→ Drag the navigation bar up or down to navigate the table.

#### 10.2.3.5 Refresh Report



→ Click the icon to refresh the report.

### 10.2.4 Fetch Report



Selecting any option in the filters panel will display this overlay.

→ Click **Fetch report** to fetch the report.

## 11. Conclusion

**Note:** This manual was designed to deal with the operating procedures of Carbon 5.

For more information about setting up CathesisVision, consult the ***CathesisVision Operator's Manual*** and the ***CathesisVision Setup Manual*** (<https://cathesisvideo.com/>).

For technical support, email [support@cathesisvideo.com](mailto:support@cathesisvideo.com).

### USEFUL LINKS

To view **tutorial videos** on CathesisVision products and setup, visit <https://cathesisvideo.com/resources/videos>

Find answers to Cathesis **Frequently Asked Questions**: <https://cathesis.crisp.help/en/?1557129162258>