



RAQIB

Operator Manual

An Operator's Guide to
RAQIB

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Introduction

Welcome to the RAQIB Operator Manual.

This manual is designed to provide you with all the information necessary to fully understand and utilize the capabilities of the RAQIB system. More specifically, this manual will focus on describing the interface, and the scenarios in which it will be used. If you are looking for information on installing or calibrating the RAQIB system, please refer to the Administrator's Manual.

What is RAQIB?

RAQIB is a cloud solution that will improve and simplify the operation and management of your security systems. Some of the system benefits are as follows: ● RAQIB allows you to build and grow your security system.

- RAQIB is an open, standards-based software solution that works with almost any IP camera, including HD and megapixel. RAQIB is a proven security technology for today and beyond.
- Furthermore, RAQIB provides the easiest and most scalable VSaaS (Video Surveillance as a Service) today. This, combined with full policy-level administration, gives you the most capable and scalable surveillance and security tool ever developed. Most importantly, the system software platform leverages a classical IT approach to video content management. **With**

RAQIB, the user can:

- **Capture** data from an infinite quantity of cameras
- **Organize** data into a single intelligent, workable database
- **Store** data in the cloud storage in accordance with enterprise archival policies
- **Display** video data in an intuitive graphical user interface to all-credentialed users via web browser or wireless device

Chapter 1: First Steps

It's time to begin your journey into the RAQIB system. This Chapter will cover the bare minimum knowledge necessary to begin using the system. The further Chapters will build on this until you are completely proficient in all RAQIB features.

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Login

Before you are able to use any features within RAQIB, you will need to log into the system. Interfacing with RAQIB is done entirely through a browser. Type in the IP address (or URL) of the RAQIB server into the URL bar of the web browser and press Enter/Return on your keyboard. The IP address (or URL) is assigned by the System Administrator, and is unique for every RAQIB system. If you do not have this information, contact your System Administrator.



Figure 1: Login

You should now see something like **Figure 1: Login**. This is the Login portal for RAQIB. Enter the Username and Password you have been provided with, and press the “Login” button. Note the language dropdown menu beneath the Password field. Please use the drop-down menu to select your language. The language selected will be saved into workstation preferences and will be used for later sessions.

NOTE: *RAQIB allows multiple users to access the server at the same time. It would be impractical, and in some cases undesirable, to provide each and every user with access to the entire system at once. The Administrator is able to assign levels of permissions to each user, thereby limiting some features that they can use. If you are unable to see any of the features described below, please refer to your System Administrator.*

Check Configuration Screen

Once you are authorized by the system, you might see a screen similar to **Figure 2: Check Configuration** below.

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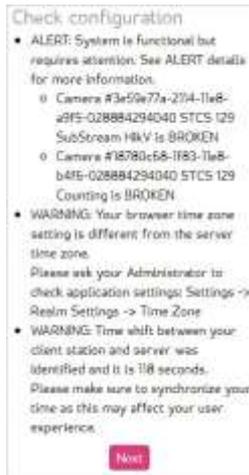


Figure 2: Check Configuration

This information screen will warn you about any items requiring attention. You will either be able to click a link given within the prompt or you may ask your System Administrator. Click the ‘Next’ button.



Figure 3: Interfaces

Choose *Matrix* shown in **Figure 3: Interfaces** above for Operator screens and functionality.

Adding Camera Feeds

After a brief loading period, the screen will change to look similar to **Figure 4: Main Display** below. This is the Matrix View, and it serves as the primary screen of the UI (user interface) for the RAQIB system.

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Figure 4: Main Display

There are three possibilities of what the screen you see may look like, depending on the defaults that were chosen during the installation and initial calibration of the RAQIB server:

1. You already see the camera feeds on your screen.
2. There are no cameras on the screen, but you have access to presets.
3. You will need to add the cameras you need yourself.

In the first case, your System Administrator has created the default collection of cameras that will appear on-screen every time you log in. Depending on your permission levels, you may or may not be able to move or edit them. Either way, if this is the case then you have achieved the most basic levels of RAQIB functionality. You have logged into the system, and have gained access to the video feeds, allowing you to monitor them for activity. But do read on to learn about the more advanced settings and features that are available to you.

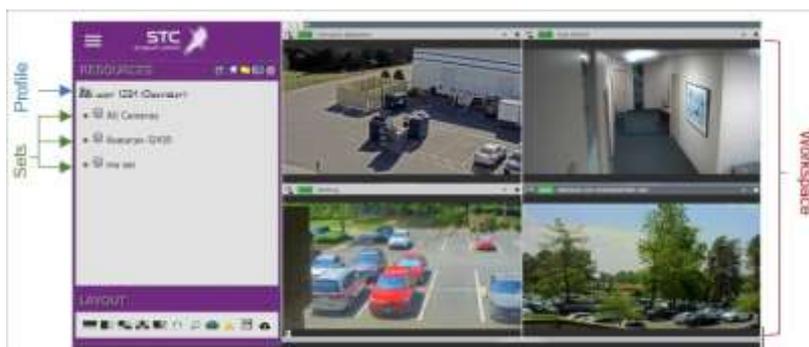


Figure 5: System Callouts

If there are no cameras on screen, then we will need to add them ourselves in order to achieve the basic functionality. There are two ways to do this in the RAQIB system. The first is to use pre-loaded configurations, or Profiles. A *Profile* is a saved arrangement of devices in the Matrix *Workspace*. They allow you to quickly and easily return to the same configuration of devices between sessions, and from any computer that you are logged into. To access the various profiles saved in your RAQIB system, click on the *Main menu* icon at the top left corner of the Matrix View.



When you click on this button, a pop-up menu will appear, prompting you to Clean Workspace (which simply clears all settings preconfigured for the Profile you are in), Load [an existing] Profile, Save the current Profile, or Manage the current Profile. For the purposes of loading various profiles, select Load. Another menu will appear below the current one, allowing you to select which profile to Load. **Figure 6: Load Configuration Profile** below shows what it looks like.

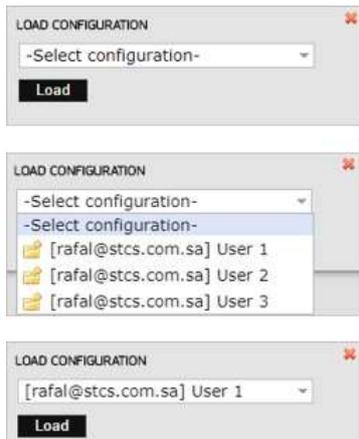


Figure 6: Load Configuration Profile

Select the Profile you want to Load, and then click on the file icon to the left of the dropdown menu and select the Load button, as shown above. This will load the Profile. The cameras stored within that Profile will appear in the Workspace. With this step complete, you now have access to the devices you need, and the most basic functionality of the RAQIB system has been achieved.

Since permissions for devices are set in the Administrative view (see Admin Manual for more info), you should have a profile created already. If your profile does not contain the devices you need, then you will need to manually add the cameras into the Workspace view.

When the Matrix View first appears, there is a large panel that takes up the left side of the screen. It is broken down into multiple subpanels, but we will only focus on one of them for now. The Resources Panel, shown in **Figure 7: Resources Panel** below, is positioned the first from the top and contains a list of all the Sets available to you.

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Figure 7: Resources Panel

A Set is one of the organizational constructs the RAQIB system uses to manage everything. But it is nothing more complex than a simple grouping of devices, users, etc. Clicking on one of these Sets in the Resources Panel opens them up to show which devices belong to it. In **Figure 8: Display Device** below, we have three sets, and the selected one has expanded to show the devices held within it.

In order to make one of the devices appear in the Workspace, all you need to do is drag it from the Resources Panel directly into the Workspace. To do this, press and hold the left mouse button over the device you wish to add, and then drag it over the empty Workspace. Once the cursor is over the Workspace, release the left mouse button. The device will be added to the Workspace and its information will be displayed. In the case of a camera device, the video feed will be shown as in the below image.



Figure 8: Display Device

Log out

Once you have finished viewing the video streams and are ready to leave, you will need to log out of RAQIB. In order to properly log out and protect your credentials, you will need to go through the interface and click on the 'Main menu' icon and click 'Log out'.

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Figure 9: Log out

This is the most certain way of signing out of RAQIB. Clicking on it will sign you out of the system, and take you to the screen shown in **Figure 10: Logout Message**.



Figure 10: Logout Message

From here, it is safe to close the browser window. Or, if you wish to log back in or log into a different account, you can click on the line “Please click here to login” and be taken to the same Login page that you saw at the beginning of this manual.

Summary

This concludes the first chapter of the Operator’s Manual.

In this Chapter, you learned:

- How to log in to the RAQIB system
- How to open a camera feed inside the Matrix Workspace
- How to Log out of the system

Chapter 2: Taking Control of Your Views

In the first chapter, you have learned how to achieve the base functionality of the RAQIB system. Now, let’s go a step further and learn how to fully utilize the Matrix Workspace and all the other features available within RAQIB.

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Layout Panel

If you loaded a Profile during the first Chapter, or had a couple cameras loaded by default, you may have noticed that the Workspace was broken up into sections and each one held a camera. By creating these divisions, you are able to view streams from multiple devices. Though, of course, this does make the individual videos smaller.

As you might have guessed from the title of this section, this is accomplished by using the tools from the Layout Panel shown in **Figure 11: Layout Panel**.

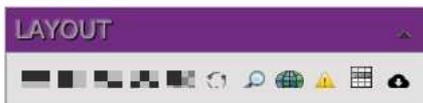


Figure 11: Layout Panel

NOTE: *Clicking on the small arrow in the top-right corner will expand the Layout panel.*

The Layout panel contains more than just the tools to divide the Workspace, but those other features will be covered later on in the manual. For now, let's focus on the first five icons.

Technically, only the first two tools are needed to create a fully customized Workspace Layout. However, this could be rather tedious depending on how many divisions you wish to make. And the other three tools offer you some presets that can act as starting points.

A blank Workspace begins as a single canvas, or a Cell. Each device dropped into the Workspace will take up exactly one Cell. So in order to display multiple camera feeds at once, we will need to create multiple Cells to hold them. This is where the Layout tools come into use:



Horizontal Split- Divides the Cell into two, horizontally.



Vertical Split- Divides the Cell into two, vertically.



2x2 Split - Divides the Cell into four equal Cells.



3x2 Split - Divides the Cell into six equal Cells.



4x3(left-top-promoted) Split - Divides the Cell into in twelve, with the top left Cell being four times the size of the others.

In order to use the Layout tools, simply "drag-and-drop" them into the Cell you want to divide. It is important to point out here that each newly added division will only span the Cell into which it is

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dropped. A blank Workspace is one giant Cell, so any divisions added to it will span the entire area, but any consecutive divisions will only be applied to the part of the Workspace where the division tool was used. For example, dropping a Vertical Division into an empty Workspace will divide the space in two. But adding a Horizontal Division to the left side will only divide the left side in two, not the right, leaving you with three Cells. Because each division is only applied to a single Cell rather than the entire Workspace, you can create any number of different arrangements.

In addition to the Layout tools, once the divisions are added to the Workspace, each cell can be manually adjusted for size. Simply click and drag one of the lines that divide the cells. With this, you can create any size cell you wish, as well as add the maximum number of cells to the screen by making them the smallest size possible.

The only limitation to the possibilities of the layouts you can create lies in the screen size that you have. RAQIB will prevent you from adding a division into the Workspace if it deems that there is not enough room to comfortably place the required camera streams into the divisions you are trying to make. It does so by counting the number of pixels that determine the size of each cell. As soon as the number would drop below the requirement, you will see a pop-up notification appear and the new division will not be added.

However, the notification does not necessarily mean that it is impossible to add more cameras. For example, if the browser you are using is not in the full-screen mode, then you are limiting yourself to the pixel count that goes into each Cell. Expand the browser window to fill the entire screen, and you may find yourself being able to place divisions once again. If this is not the case, and manually dragging the divisions does not reduce the size of the Cells any more, then you've reached the limits of your screen.

Matrix Tabs

As you may have noticed from some of the earlier images, there are a number of tabs running along the top of the Workspace. **Figure 12: Cell Tab** shows a zoomed in view into the first tab for one cell.

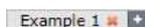


Figure 12: Cell Tab

These tabs are actually extra Workspaces that can be used if you've reached the limit to the number of devices in the first one. In order to create a new tab, click on the (+) sign located at the very right of the tab bar. The new tabs will be given a numeric name that corresponds to its position in the order of existing tabs. Double-clicking on the name (in **Figure 13: Rename Tab** it is named '1' by

! default) will allow you to change it. Hit enter or click the 'Rename' button once you are done to save it.



Figure 13: Rename Tab

The RAQIB system imposes a limit of ten active tabs at once. That means that if you want to add a new tab, or use some functionality that opens a new tab, when there are already ten active tabs, one will need to be closed first.

One thing to note is that the tabs have fixed positions. Or another way to think about it would be that the tab remembers its position at the moment it is created. For example, let's say that you have two Tabs created, 1 and 2. If you were to click the Add Tabs button now, the new Tab that is created will be called 3, and take the position to the right of both 1 and 2.



Figure 14: Add Tab

Easy enough so far. Now, let's remove the first tab.



Figure 15: Remove Tab

Note that the remaining Tabs have slid forward to fill the gap. However, if you were to press the Add Tabs button now, the Tab that appears will be named 1 and will appear to the left of the two already existing Tabs. This is because the system remembers the order of the existing tabs, and will strive to fill them from left to right. See example below:



Figure 16: Tab

Ordering

Managing Profiles

The Workspace is reset each time you exit the system or the browser is reloaded, so any changes you made to the layout will be lost unless they are saved to the Profile.

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Profile management relies heavily on the permissions available to you. If you are unable to perform any of the following tasks, contact your System Administrator to inquire about the level of permissions on your account. A user is required to have the *Control* level of permissions in order to load configurations created by others, and make temporary changes to them. Only Users with the *Manage* level of permissions, or *Admin* status, can save new Profiles, and permanently edit existing ones. Below are the steps to Load, Save, and Manage Profiles.

Although we've already discussed how to Load Profiles in the first chapter, here is another look at the required steps.

Loading:

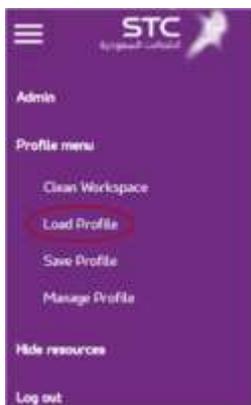


Figure 17: Load Profile

From here you may Load any Profile previously created either in Administration or one that you have created by saving certain configurations to a new Profile name. **Figure 18: Save Profile** shows where to save your configurations from the Main menu.

Saving:



Figure 18: Save Profile



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Figure 19: Save Configuration Profile

Available to Users with Manage or higher permissions level, this allows you to save the current layout of the Workspace for easier access in the future.

Tip: You may save the profile as “default”, which means it will be the default profile with the settings you’ve chosen to come up for each time you log in.

Alternatively, it is possible to override already existing configurations. In this case, either enter the same name as that of an already existing configuration, or simply select it from the drop down menu. Then click on the save icon to complete the saving process.

Selecting ‘Share’ will make the Profile available to everyone within the same Role as the user. By default, a Profile is only visible to the one who created it.

Manage Configurations (see Share option):



Figure 20: Manage Configuration

The Manage Configurations menu allows you to delete, share, and privatize certain Profiles. Simply select the desired Profile from the dropdown list, and then click on one of the options directly below. Deleting a Profile will open a pop-up asking you to confirm your actions. Share/Privatize change the visibility of the Profile between the entire Role, or just the single User who has saved it.

Resources Panel

As briefly mentioned in Chapter 1, the Resource panel contains every device that can be accessed by you. Let's take a closer look at how it's organized.

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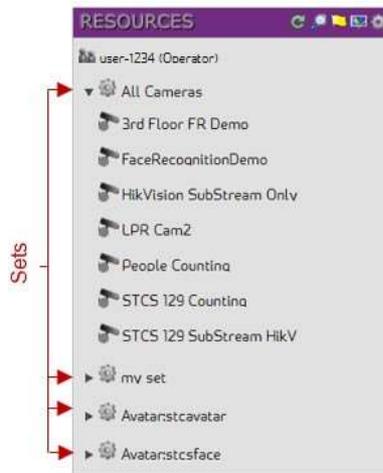


Figure 21: Sets

The Resources panel, and RAQIB in general, keeps every device in a grouping, called a Set. In the image above, you can see that there is an “Example Set” grouping that contains a number of cameras. Depending on the organization of your particular system, you may have a lot of these Sets available to you. However, so long as you have access to even one Device, there will be a Set displayed that contains it. In order to access the Devices located within the Set, simply click on the name to expand it.

Typically, Sets are created specifically for the purpose they serve, and so their names will vary. As you can see above, we named ours “Example Set” as the Devices within it will be used for examples throughout this manual. However, there is a type of Set that has fixed names. It is a subclass of the regular Sets, called a System Set. These are divided based on device type, and will be automatically updated by the system to contain every device of that type. For example, there is a System Set called “All Cameras” that contains every camera that is registered in RAQIB.

By default, all devices will be displayed in the “List” format within the panel. That is, they will only show the icon that corresponds to their device type, and their names until selected.

Here is what happens when you click on a device:

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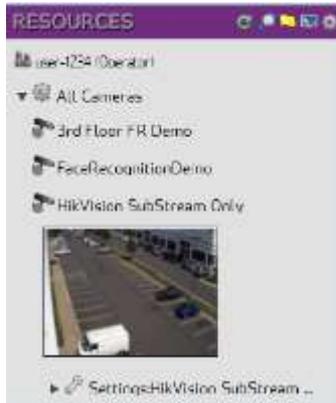


Figure 22: Show Device

Clicking on a device, in this case a camera, opens up a snapshot of the video feed taken directly from the live feed, and a menu to modify the parameters for that device. The snapshot allows you to easily identify the camera if the descriptive name given to it is non-specific. It can also identify if a camera is properly broadcasting, or if there is any obstruction or issue.

Device Settings

Now let's take a closer look at the Settings of a particular device below the snapshot:



Figure 23: Device Settings

This is a list of all the specialized settings available for each device that is registered with RAQIB.

Popup video - Whenever an event is generated by the analytics running on this camera, its feed will appear in an empty cell in the Workspace. Look at the Analytics section under Advanced Features for more information.

Popup overrides populated cells - This is a follow up setting to the one above. Allows the video feed to appear even is the targeted cell is already occupied by something else.

Alert on Map - This settings allows for this device to issue a warning that will appear on the Map feature. Check out the Map section under advanced features to understand more about what this setting does.

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Audio alert - Whenever an event is generated by the following device, an audio alert will play to notify the user. Look in the Analytics section for more info.

Alert on cell header - Display an alert into the Camera Toolbar whenever an event is generated from this device. For more info, check out the next section Camera Toolbar, and the Analytics section in the Advanced Features Chapter.

Include into filter - used exclusively by the Event Log. Refer to the Event Log section in the Advanced Features Chapter.

As you can tell by all the redirects to other Sections, these settings are not meant to affect the device directly, but rather control how it interacts with other features available in RAQIB. Features with which you will be well versed in by the time you are done with this manual. But for now, let's move on to the next part of the Resources panel.

At the top of the Resource Panel lies the toolbar. Some of these tools will allow you to use the Resource Panel more efficiently, while others affect the entire system.



Figure 24: Resources Icon Tray

Going from the left to right, the first icon is the Refresh Icon. Clicking this will send a request to update the Device List to the most current state. If any devices have been added since you've logged into the Matrix View, this will allow you to see them. Additionally, it will update the status of every device on the list. So, if a device was showing offline, but is actually functioning, this will update its status in the list.

The next icon on the tray is the Search function. Clicking on this brings up a search dropdown to allow you to easily find the device you need. Simply enter the device's name, or part of a name into the textbox, and the system will automatically search as you type, expanding the first device it finds that matches the search criteria. If more than one device shares the search criteria you have entered, press enter or use the up and down arrows to navigate between the found devices. When you are done, click on the red "x" to exit.

The flag icon allows you to view the system status. It will display information similar to that seen on the "Check Configuration" screen directly after logging in. The information displayed here will warn you of any non-functional devices, or any other issues with the RAQIB system. A green flag signifies a fully functional system and should read "System status: ONLINE". If you see the flag change to yellow, or even red, click on it to review the problem and notify your System Administrator of the issue.

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The next icon is the “Session manager”. Clicking on it will bring up a screen in a new pop-up window similar to the following:



Figure 25: Session Manager

More specifically, this is the *Session manager*. As you may have guessed by the name, it only shows the sessions for the currently logged-in User. A session, as it is used here, is an open instance of the Matrix interface. As you can see in the image, Test User has three sessions going at once, one per browser. We can close any one of the sessions by clicking on the “Stop” button directly to the left of the session entry, or close them all by clicking on the “Stop” button located at the top, directly to the left of the username.

In RAQIB, it is possible to limit the number of sessions a single user can have active at one time, as a way to boost security or reduce system strain. This is done by the Administrator. By allowing you to manually close unneeded sessions, you can easily avoid hitting that limit. For example, a crashed browser would leave an active sessions registered with RAQIB and although it would eventually get timed out, you may close it manually.

The final icon is used to open the menu for the Resources panel tree settings.



Figure 26: Resources Tree Settings

At the very top are the ‘View settings’. These control the way the Resources Panel is organized. By default, the settings are as you see in the picture. A list view of devices organized by their names ZA. If you prefer, you can choose for the devices to always be represented with the snapshot visible, sorted by their system ID, and go from A to Z. The small, gray triangle to the right of the Name selection controls the ascending or descending organization order.

Directly below, is the selector that allows you to change the Role you are currently using. As was mentioned in the Logging In section in Chapter 1, Roles are what control which permissions a user has within RAQIB. Sometimes you may find yourself owning multiple Roles in RAQIB, but only one can be active at a time.

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Finally, below the Role Selection, lies the various options that can be applied directly to the devices. As you may have noticed, these options are exactly the same ones that can be accessed from the non-menu view of the Resources panel. The main difference is that here, they will be applied to the entire Set, rather than to just individual devices. As mentioned the first time you saw these options, they will be explained in more details in the sections which cover the features for which they are used.

Keep in mind that changing one of these settings here will override the selections for all the devices in the Set. You will still be able to change them back for individual devices, but this can be time intensive. To help you avoid doing this accidentally, there is a new icon to identify when a certain setting has multiple, different settings. As long as at least one device within the Set has a different setting value from the rest of the Set, the empty checkbox icon will be displayed to signify this. In fact, you can see it next to the “Popup Video” option. Clicking on it will override it to a check-mark.

Camera Toolbar

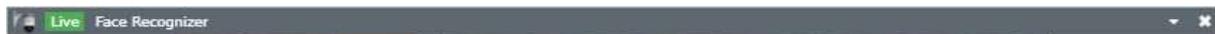


Figure 27: Camera Toolbar

Now that you know how to manage the Workspace, let us take a closer look at the toolbar that runs across the top of each camera feed when it is dropped into a Cell. Each icon provides you with information about the camera, or allows you to control it in some way. You may not see each of these options for every camera, as only the ones relevant for that particular camera are displayed. From left to right, they are:



Device Type - An icon representing the type of device. There are a number of different devices that can be viewed within a Cell, and this icon changes based on the type. Even among cameras there are different icons used to differentiate between stationary cameras and PTZ enabled. Click-and-drag on this icon or the Device Name in order to reposition the camera to a different Cell.

Live Feed Type – An icon showing which mode the camera is currently in. Can be toggled between Live Feed, and Archive Feed. By default, every camera is added into the Workspace in the Live mode. The Archive feed is covered in-depth in the next Chapter.



Device Name – This is the name of the device that was set when it was

! added to RAQIB. The square brackets contain the UDID (User-Defined ID) of the device if one has been set by the Administrator. As with the Device Type icon, this can be clicked-and-dragged in order to reposition the camera feed.

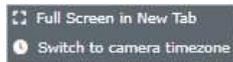


Figure 28: Camera Toolbar Drop-down

To the far right of the toolbar, you'll notice a small arrow for a drop-down menu showing the following options:



Switch to camera timezone – An icon that changes the Matrix time which appears in the Controls Panel to be the same as the camera's time zone. Especially useful when using cameras configured in multiple time-zones, or looking at the camera from a PC with a timezone different to the camera, to avoid having to constantly account for the time zone disparity.



Full Screen in New Tab – An icon that opens a new Tab and adds the camera into it, useful if you quickly need to see an expanded view of one of the cameras. This functionality requires that you have less than ten tabs active.

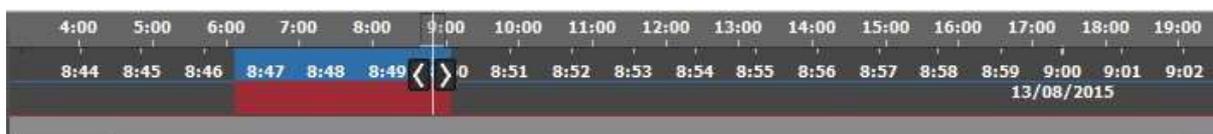


Close Cell – An icon that will remove the camera from the Cell it is currently in. An empty cell will appear in its place, preserving the layout of the Workspace.

Chapter 3: Archiving

One of the benefits of RAQIB is the ability to quickly and securely record large amounts of video and simultaneously stream it. This Chapter will cover how you can access and traverse this archived video. Click on the Time Scrip you see when you hover over the bottom of the video window within the Workspace.

The primary change to the Matrix layout in this mode is the Timeline. It appears any time that the currently selected camera is in Archive Mode, and it not visible when the camera is in Live Mode. The Timeline is the primary way of traversing through archived video, and it can be broken down into three parts: Seek Cursor, Time Strip, and Calendar.



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Figure 29: Timeline

Seek Cursor – This is the white line bisecting the timeline, surrounded by the two black arrows. Its position signifies your position in the archive of the chosen camera. The Seek Cursor maintains a fixed position, while the Time Strip moves beneath it.

Time Strip – The Time Strip is the largest element of the Timeline, and is technically made up of two parts that are linked together. It consists of two strips, one on top of the other, that move together. The bottom strip is for the minutes. Click-and-drag it to move forwards or backwards by a small amount. This gives you fine-grained control of your position in the archive.

The Time Strip is color coded to allow you to easily find which times contain video that can be accessed from the archive. Blue signifies that there is Low Resolution video available for that time frame. Any zone colored in Red contains Normal Resolution recording. If the area is grey, then there is no saved video available.



Figure 30: Calendar

Calendar – Sometimes, the Time Strip is insufficient for the task at hand, such as moving across large periods of time. In the bottom right, you’ll see a small calendar icon you can click on to view Calendar in **Figure 30: Calendar**.

From here, you can navigate to the date you wish to see the archive from, as well as the general time using the hour selection on the right. Additionally, it is possible to enter the date and time directly into the date field that opened the calendar. Doing so will let you select the time down to the minute, rather than just jumping to the chosen hour mark. Double clicking on the Home icon will enter the date and time of the latest video available in the archive. Once you have selected the desired time period, click on the “Go!” button to be taken to that place in the archive.

Controls

The Video Controls, as shown in **Figure 31: Timeline Controls**, can be found on the left-hand side of the Camera Toolbar. A camera can be selected simply by clicking on it, and can be identified by its Camera Toolbar being highlighted in blue. The controls are primarily used in the Archive Mode of the cameras, but they also work in Live Mode.

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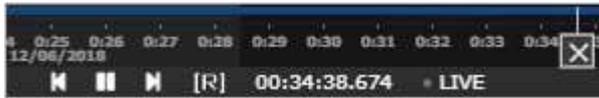


Figure 31: Timeline

Controls

Date and Time – This shows the date and time of the video being displayed on the selected camera.

Playback Controls – Backward, Play/Pause, and Forward. The Play/Pause button changes its icon depending on whether or not the video is currently playing. The Backward and Forward buttons move the video stream 30 seconds in their respective directions. Clicking the Backward button while the camera is in the Live Mode will take it into Archive Mode. Clicking Forward while in Archive Mode will take the video to the latest second, but will not exit the Archive Mode.

Saving Video

In order to record and export a video clip or take a snapshot, the RAQIB system requires a camera set to Archive mode. Use the Timeline, Calendar, and Backward/Forward controls to navigate to the starting point of the video you wish to record. Pause the video to make it easier to select the precise piece of the recording that has already happened. Click on the “< >” symbols on the Timeline and drag them to select the duration of the clip. If within the current day, you’ll need to drag them to a previously recorded time. You’ll see the recorded time in

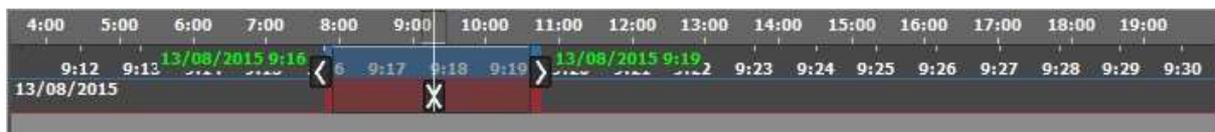


Figure 32: Timeline Selection

From here, with the time period already selected, it is time to save the video clip. In the Video Controls on the left side of the screen, click on the Record icon. Refer to **Figure 33: Record Icon**.



Figure 33: Record Icon

When the [R] icon is clicked, a pop up will appear, prompting the User to Create an event, or Save video clip. Above the two buttons are two fields showing the start and end point of the clip. These can be edited if a finer control than can be achieved by the sliders is required. Please note that any changes made to the fields will override the selection of the sliders.

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Figure 34: Video Clip Time Settings

Clicking on the Save video clip prompts the User to provide a save location for the chosen video clip. Once this is selected, the video clip is saved.

Saving Event Video Clips

Another way to select relevant video to record is to go through the Event Log. To select the video associated with the event, click on “play” icon in the event or double click on the event entry and select “Open in Tab” from the General Tab of the pop-up. This will add the camera which has logged the event to a new tab of the Workspace, with the video clip already preselected. From here, simply follow the instructions above for saving the video.

Chapter 4: Advanced Features

You may have noticed that certain buttons, icons, and tabs have been glanced over in the previous chapters in an attempt to present the information in a logical, and cohesive, fashion. In this section we will return to those spots and explain what the features are, how they can be used, and why they are important to the overall functionality of RAQIB.

Because of how they function, most of these features require some form of set up or configuration before they are usable from the Matrix View. If you are unable to use one or more of the features below, refer to your System Administrator with questions about the system set up. Likewise, the ability to configure these features can result in differing functionality than what is described below. The manual will focus on the default, or typical, settings available for each feature and make note of the varying options where appropriate. With this preface out of the way, let's begin.

Special Workstation Elements

Map

The Map which gives you a representation of the geographical area around you and camera placement and their field of view. The Map feature is found in the Layout panel.

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Figure 35: Map Icon



Figure 36: Map

As an Operator, you will not get to see the set-up portion of the Map interface, and so some of the functionality mentioned above might not be relevant to you. However, we will cover each available feature of the Map, and how it might appear in your Matrix View.

To pull the Map onto the Workspace, click on the icon in the Layout Panel (refer to above image) and drag it into an *empty* cell. The Map will open up, centered on the default position that was set during configuration.

There are three major interface elements to the map as can be seen by the above image. The first is the zoom controls. In order to fully view the area of interest, it might become necessary to move around the map. There are a couple ways to do this. Click and drag on the map in order to shift in the desired direction. Scrolling will allow you to zoom in and out of the map. If a scroll wheel is not available, then the buttons in the top left corner of the screen offer the same functionality. Note the bottom-left corner, this is where the map scale at the current zoom is displayed.

Event Log

The Event Log allows you to view detailed events/alarms triggered by some or all of your IP devices. The Event Log will have the events/alarms for all of the cameras in your device list. Refer to **Figure 37: Event Log**.

By default, the Event Log appears directly underneath the Workspace.



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Figure 37: Event Log

The list of events that you see in **Figure 37: Event Log** updates automatically as new events are generated. It will keep a list of all the events that have occurred within the past 30 minutes. Each entry is displayed with relevant information to help you identify the location and cause of the event.

Play Icon - Clicking on this opens up a player in a new tab that plays the event-relevant recording. If the device that generated the Event has any associated devices, the recordings from those will also appear and be played simultaneously.

PR - The priority of this event. Low (L), Normal (N), High (H), Critical (C)

ID - A unique number associated with this Event

Time - The date and time that the event has occurred

Device - The device that has logged the event

Source - The origin of the event (i.e. Analytics, Motion Detection, or User)

System Message - An expanded explanation of the event. Lists the particular rule violation that triggered the event, as well as any other relevant data.

User note - Any notes that have been added by the user.

On the bar that runs along the top of the Event Log Viewer, there are four icons that allow the user to further control the window. From left to right, they are:



Live icon - This is the dropdown menu which allows you to change the Event Log to Archive Mode. *See below the icon list for more on the Live icon.*



Show Filters - Clicking on this brings up a window that allows for filtering of the visible events. Detailed description in the following section.



Update Event Log - Clicking on this icon refreshes the Event Log



Print Event Log Summary - Clicking this icon produces a print preview, allowing for easy printing of the Event Log



Close Event Log - Clicking this closes the Event Log, and causes the yellow triangle icon to reappear in the Layout Panel *More on the Live icon:*

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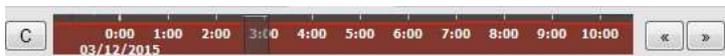
By default, it will open in Live Mode, and show the last 50 Events that have occurred.

Going into Archive Mode changes the interface of Event Log. See **Figure 38: Event Log Archive Mode**.



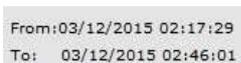
Figure 38: Event Log Archive Mode

Scale - Once you are in the Archive Mode, you are able to view past events. The Scale dropdown allows you to filter the amount of Events that appear at once by setting the maximum time frame of their occurrence. There are three options available: five minutes, four hours, and one day. The Event Log is limited to showing a maximum of 50 entries on one page to limit the length of the log in use cases where there is a constant stream of events being generated. This restriction takes priority over the chosen scale. As you move through the Archive, the system will attempt to display the full scale that you have selected, so you will see the Scale value fluctuate as the number of available Events changes. Once you reach a zone in the Archive where the selected timeframe contains less than 50 Events, the scale will become the new limiting factor for the number of entries displayed in the Event Log. The Scale also has a graphical representation in the form of a gray, transparent zone overlaying the Timeline.



Timeline - The Event Log Timeline is

similar to that of the camera's, but has been changed to fit into the smaller space. The resulting Timeline has precision to the hour, which works with the Scale selector mentioned above to allow you to accurately navigate the Archive of the Event Log. There are three ways to traverse the Event Log Archive. The first is the Calendar button on the left of the Timeline. Clicking on it opens up a popout calendar window where you are able to select the month and day you wish to view. For more precise navigation, click and drag the Timeline itself. The final control allows you to traverse the archive by the Scale selection mentioned above. Pressing either of the two arrow buttons to the left of the Timeline will tell the system to grab the next(or previous) set of Events from the Archive in accordance with the Scale selected. If there are too many events within the chosen scale, only the first 50 Events will be shown, and the Scale will be modified to represent the time between the first and last Event currently shown.



Time Covered - This final piece of the changed Event Log Bar. Lets you know the

start and end times of the Events currently shown in the Event Log. In other words, which chunk of time is covered by the Events currently listed.

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Searching and Filtering

The Filtering options in the Event Log allow you to better control which events you are looking by giving you the options to segregate them by priority, originating device, type of event, and finally the actions that have been taken towards its resolution. This section will explain all the different selections available within the Filtering screen and how to use them.



Figure 39: Filter Settings

The Event Log features four different ways to search through the data it displays. Every filter is applied at once, so the default view that you can see in **Figure 39: Filter Settings** is the configuration that allows all events from every enabled camera to be seen.

State - This filter allows the User to sift the results based on action necessary for the event. The filter makes the assumption that any generated event must go through the two step process of Acknowledge and only then Clear. However, this assumption can be circumvented in any number of ways using the Workflow settings.

ALL INFO & ALERTS - The broadest category. This lists all the generated events, including those that have been set as Cleared. All events break down into two categories, Informational and Alerts. Informational events do not require any actions from the part of the user, and appear white by default.

ALERTS: Not Cleared - The first limiting category. Removes all Informational events, leaving only those that still require actions on the part of the user.

ALERTS: Not Acknowledged - Selecting this option shows only those events which have not been Acknowledged.

ALERTS: Cleared - This final filter option shows those events that have been marked as Cleared. This excludes any Informational events generated by the system.

Device - This filter allows the User to select which devices the events being displayed have originated from.

Full - Shows the events generated by all enabled devices in the Resources tab.

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Filtered - This allows the User to view only the events generated by the devices that have been added to the Filter. There is only a single Filter in the system, but any number of devices or Sets can be added to it. See next section for exact instructions.

Selected - This option allows the User to view events that are generated only by the selected device. To select a device, the User must add it to the Workspace.

Priority - Each generated event has a Priority that is assigned to it. There are a number of features that rely on it, this filter being one of them. The Priority filter uses a “greater than or equal to” approach to Priority values. Therefore, a Low setting will show every event, while a High setting will only display events with a Priority of High and Critical.

Search Bar - The final available filter is the search bar. Here the User can search through the information generated when the event was created under ‘System Message’, as well as the notes left by other Users under the field ‘User note’. The search bar is not case sensitive.

Viewing Tagged Events

Double clicking on any event from the list will bring up a pop-up window that contains more detailed information on an Event. **Figure 40: Event - General Tab** shows what an example of this window looks like. The following pages will discuss each of the fields available within the form and their function.

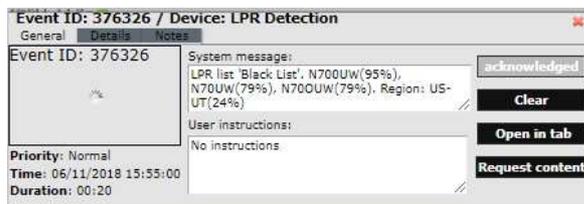


Figure 40: Event - General

Tab

General Tab - This tab contains most of the information that is viewable in the list part of the Log. The notable exceptions are the controls to change the state of the event, as well as the two text boxes to edit the System Message and User Instructions. Changes to the User Instructions appear under the User Note field in the Event Log List view.

Priority - The current priority of the event. This can be changed in the Details tab.

Time - Shows the date and time of the point where the event began.

Duration - The amount of time, in seconds, that the event took.

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System Message - The message that was generated when the event was created. Usually this is done by the System, but user-generated events use this field too.

User Instructions - Instructions for the user in case this particular event occurs. "No Instructions" if no comment has been set.

Acknowledge - Marks the event as Acknowledged. Based on the Workflow assigned this will change the color of the entry, and update its State.

Clear - Marks the event as cleared.

Open in tab - Opens the video in a new tab, at the starting point of the event. There may be a few seconds before the event occurs depending on the Event Policy set.

Request Content - This will bring up the moment in the video that the Event was generated directly onto the Workspace.

Details Tab - This tab contains more options to control the event. From here, it is possible to change the priority of the event, select which device's video to load, leave a message for other users. Press the save button to apply any changes.



Figure 41: Event - Details

Tab

Priority - Priority of the event can be changed from here. Possible settings are Low, Normal, High, and Critical.

Device - This will change which device's video to load.

Save - If any changes were made on this page, clicking the Save button will preserve the changes on the server.

Cancel - Clicking on this button will revert any changes that have been made.

Filmstrip - This series of snapshots shows 5-second interval images of the video during the event.

Notes Tab - This is where you can leave additional remarks about the particular Event.

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Website Screen

Now that we've covered some of the big functionalities of the RAQIB system, let's talk a bit about the final two elements of the Layout Panel, starting with the Website Viewer.



Figure 42: Website Viewer

Denoted by a magnifying glass icon in the Layout Panel, this feature allows you to dedicate a Cell in the Workspace to view a website from the Internet. To do so, simply drag-and-drop into an empty Cell, and the default webpage will be loaded. The Website Viewer allows you to access the Internet without having to leave the Matrix view. It also has an option to set a controllable refresh rate for the page to eliminate the need to do it by hand.

At the very top of the Website Viewer lies the URL bar for the address of the website you are trying to reach. Simply hitting enter after you have entered the URL of the site you wish to reach will refresh the Viewer to the new site.

Although the Website Viewer allows you to view web pages much like a regular browser, it does have a limitation. It accomplishes its functionality through the use of frames. Unfortunately, not every website supports, or even allows, viewing its content from inside of a frame. For example, *www.google.com* cannot be viewed with the Website Viewer as it enforces the restriction towards frames.

In the case of such websites, you will need to use a regular browser to view them.

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