Focus Mobile App v3.6
Quick Start Guide

Table of Contents

About

Overview

Welcome to the User Guide for the Focus Mobile App! This guide will get you started with using the app.

How to use this guide

In this guide, you'll see the following:

- Orange highlights and an accompanying box

Description

This box contains details about the UI element.

- Red highlights and an accompanying box

Task

This box describes a task. If you see text at the bottom, click for more information.

Tap here ⮕

The ☰ icon in the top-right corner takes you to the table of contents.

Pairing your BWC & FMA

Enable WiFi on your phone

Power on your BWC. Press the Wi-Fi button on your BWC until you see the Wi-Fi icon in the display area.

On your phone, enable Wi-Fi under **Settings**. Your BWC is now discoverable. Once the BWC connects to your phone, it can also connect to the FMA.

‹ Settings   Wi-Fi

Wi-Fi

Find the BWC's SSID

Now, look for the BWC's SSID in the list of networks. It usually starts with an "X", for example, X57014682. If you do not see it right away, wait for a few seconds, and search again.

X57014682

Other...

Connecting to FMA

Connect the BWC

Finally, use your keypad to type in the password for your BWC, and connect to it. If you do not have the password, get in touch with your administrator.

Finally, enable **Location Settings** on your phone. This is necessary to launch the FMA.

Cancel   **Enter Password**   Join

Password

Launching the FMA

Tap the Focus icon on your phone. It looks like this:

Connect to the BWC

Tap **Instructions to link camera** to see how to connect the BWC and the FMA. To connect them, tap **Go**.

Instructions to link camera ✕

1. Ensure that your Body-worn Camera (BWC) is charged. If you are using the ClipCam, connect it to your BWC.

2. Power on your BWC.

3. Long-press the pairing button until you see the Wi-Fi icon in the display area.

4. On your phone, enable Wi-Fi under Settings.
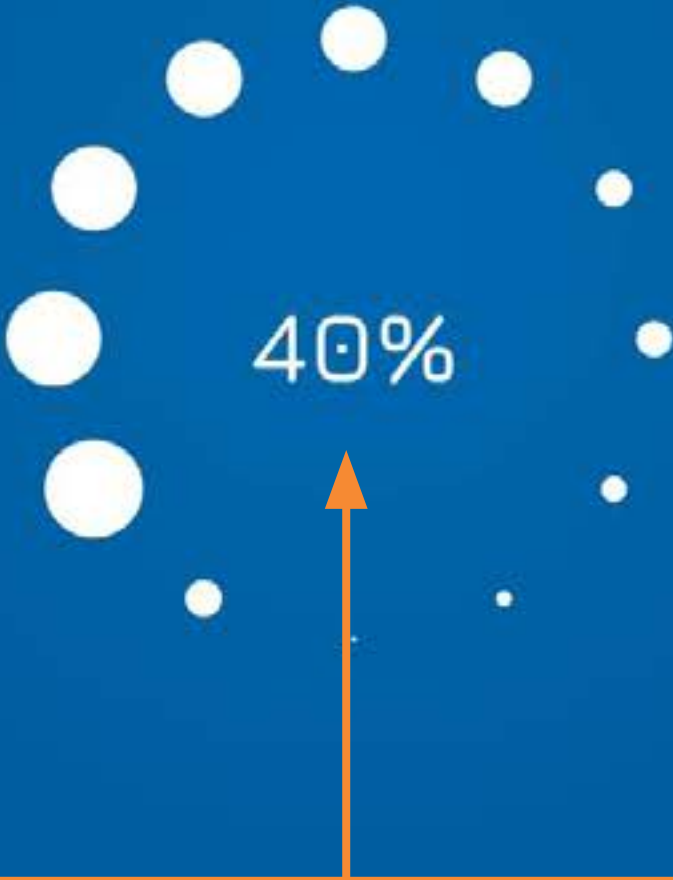
Instructions for Pairing the BWC

If you tap **Instructions to link camera**, instructions for pairing the BWC with the FMA will appear. Tap **Got it!** to exit this screen.

Got it!

FOCUS
Mobile App

40%

Connecting to Camera

Connection Status

This graph is a visual representation of the progress of connection between the BWC and the FMA.

SAFE FLEET

FOCUS
Mobile App

Please enter your password
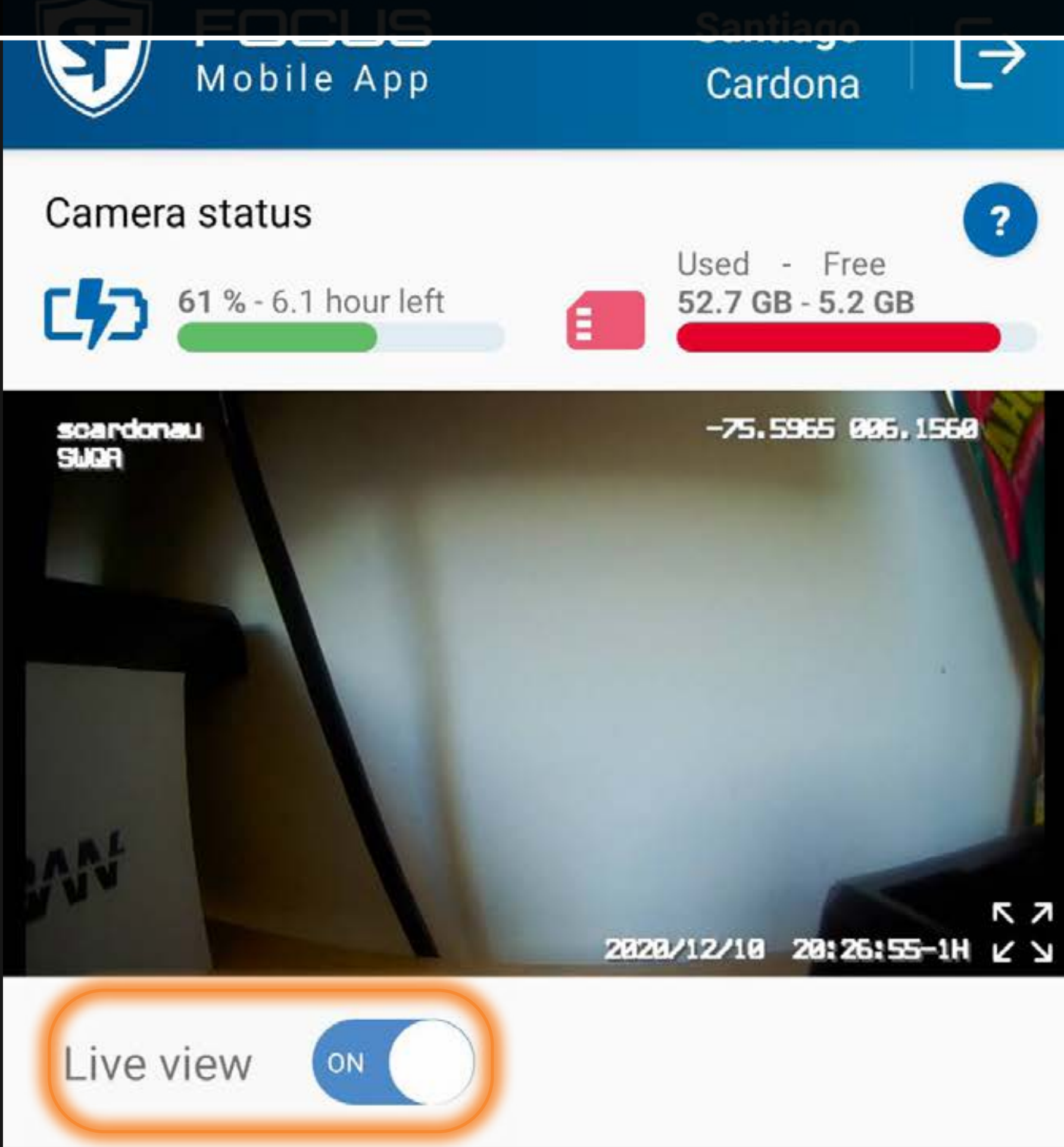
Password

Login

Log on to the FMA

Here, enter your officer password. If you do not know your password, get in touch with your administrator.

Use your keypad to provide your password. Once done, tap enter or **Login**.

SAFE FLEET

FMA Home Screen

FOCUS
Mobile App

Santiago
Cardona

Camera status

?

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

scardonau
SWQA

-75.5965 006.1560

2020/12/10 20:26:55-1H

Live view ON

Live View

You will see your BWC's feed here, when **Live View** is enabled. The camera feed can be viewed in full screen mode by tapping the ✖ icon in the bottom-right corner of the video display area.

Live View is enabled by default. If you disable it, the video display area will be grayed out, but snapshots and videos will be recorded as usual.

FOCUS Mobile App

Santiago Cardona

Camera status ?

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB
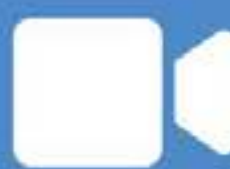
scardonau
SUDA

-75.5965 006.1560

Officer & BWC Details

The name of the officer currently logged in appears in the top-right corner. Tap the switch icon next to the officer name to logout, and have another officer log in.

The **Camera status** area displays the battery status of your BWC, as well as the memory usage details.

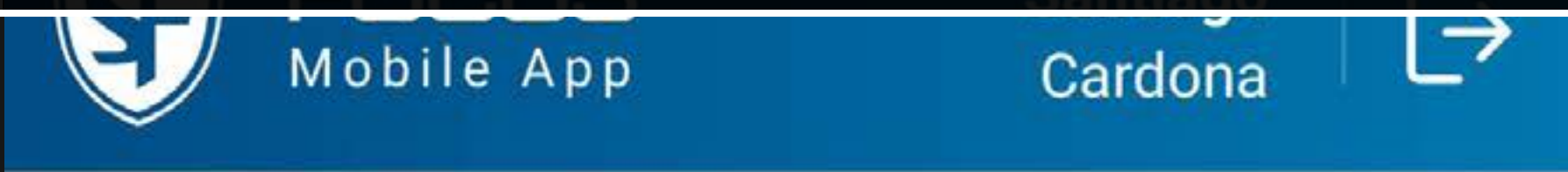Live view

Take Snapshots

Record Video

View Snapshots

View Videos

FMA Home Screen

Camera status

61 % - 6.1 hour left
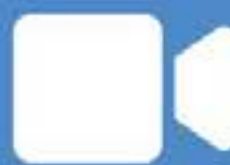
Used - Free
52.7 GB - 5.2 GB

Snapshots

You can take snapshots of what you see in the camera feed at any time, even when a recording is in progress. Snapshots function as photo evidence in addition to the recorded videos.

Snapshots are captured when you tap the highlighted button. Once captured, snapshots are saved to the BWC's memory, and displayed in the **View Snapshots** list.

Take Snapshots

Record Video

View Snapshots

View Videos

FMA Home Screen

Camera status

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

Videos

You can start recording from your BWC using the FMA whenever you feel the need for video evidence. The video display area displays the BWC's feed.

Recording videos is simple; just tap the highlighted button. Once recorded, videos are saved to your BWC's memory, and displayed in the **View Videos** list.

Take Snapshots

Record Video

View Snapshots

View Videos

FMA Home Screen

Cardona

Camera status

?

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

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SWQA

-75.5965 006.1560

2020/12/10   20:26:55-1H

View Snapshots List

Snapshots are saved as JPG files to your BWC's memory, and displayed in the **View Snapshots** list. You can access this list from here.

When the snapshots from your BWC are uploaded to the Evidence Management System (EMS), your BWC's memory is cleared, and the list becomes empty.

View Snapshots

View Videos

FMA Home Screen

Camera status

[?]

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

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SWQA

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2020/12/10 20:26:55-1H

View Videos List

Live view   ON

Videos you record are saved to your BWC's memory as MP4 files, and displayed in the **View Videos** list. You can access the View Videos list by tapping here.

When the videos are uploaded from the BWC to the Evidence Management System (EMS), your BWC's memory is cleared. The View Videos list also appears empty.
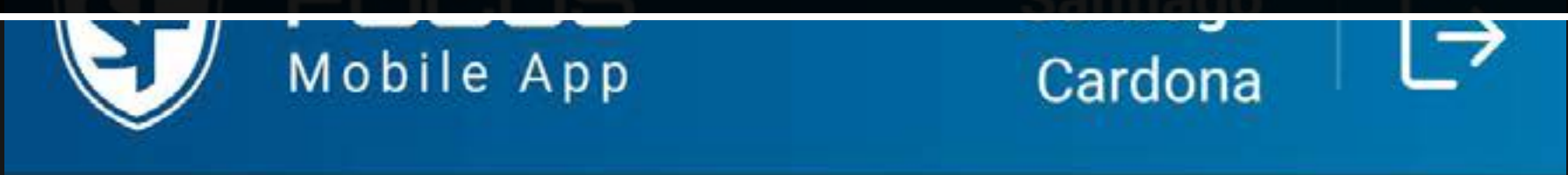
View Snapshots   View Videos

Taking Snapshots

Camera status

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

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SWQA

-75.5965 006.1560

2020/12/10 20:26:55-1H

Live view **ON**

Enable Live View

Live View is enabled by default. If it is not, enable it by dragging the slider. This way, you will be able to observe the camera feed in the video display area.

View Snapshots   View Videos

Taking Snapshots

Camera status

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

Take Snapshot

Observe the camera feed in the video display area. To take a snapshot, tap this button. You should hear a click sound, indicating that the snapshot has been clicked.
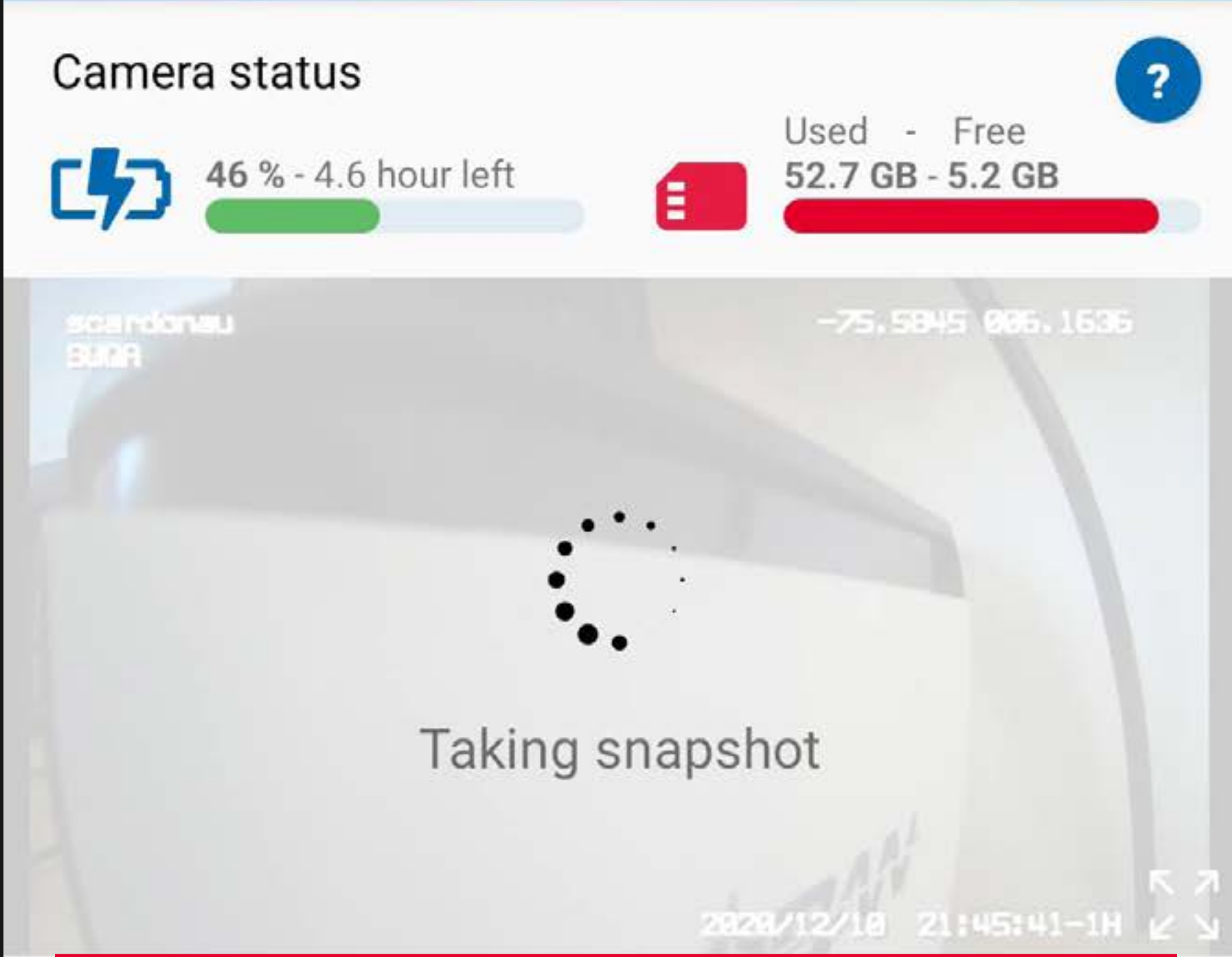
The screen changes.

Live view   ON

Take Snapshots

Record Video

View Snapshots

View Videos

Taking Snapshots

Camera status

46 % - 4.6 hour left

Used - Free
52.7 GB - 5.2 GB

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BUGA
-75.5845 006.1636

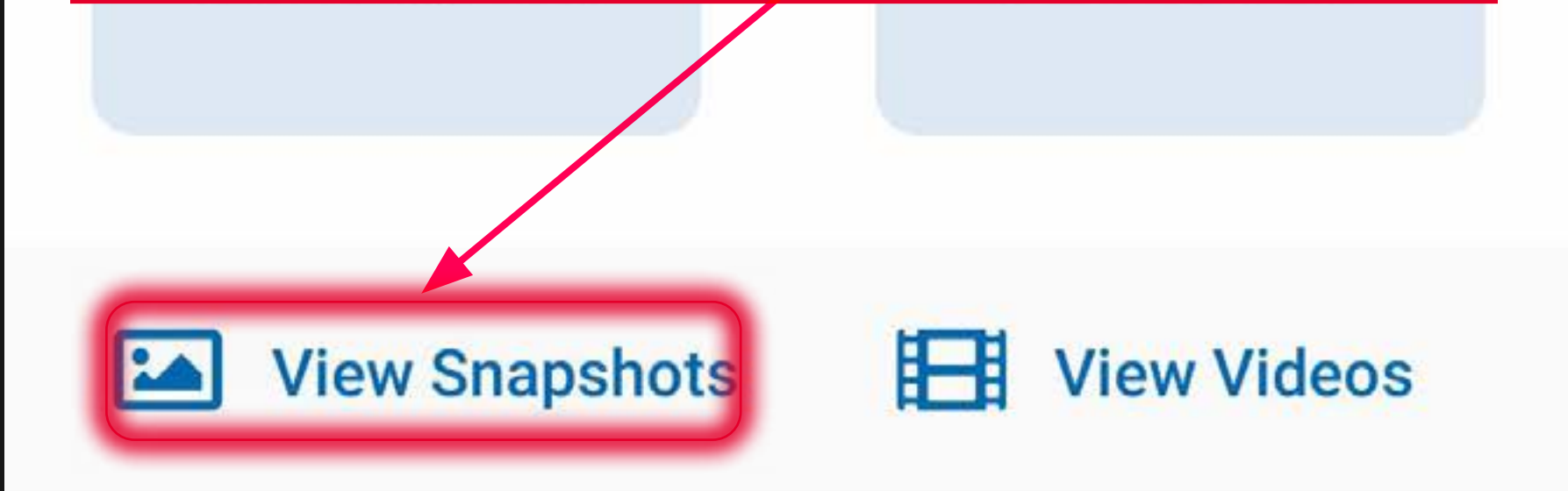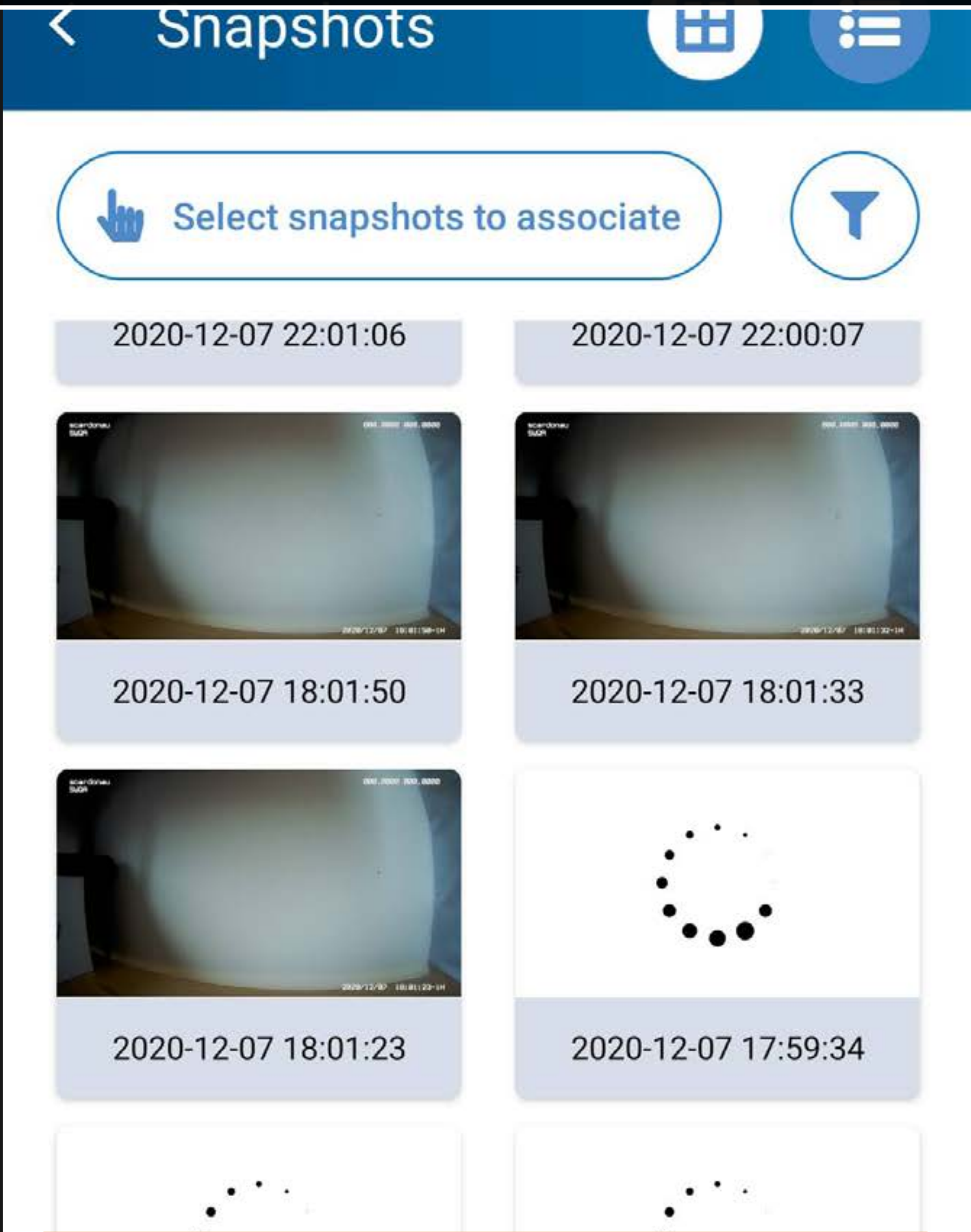Taking snapshot

2020/12/10 21:45:41-1H

Snapshot Progress

You will see the progress of the snapshot capture here.

Tap **View Snapshots** to access the snapshots list. The snapshots you captured will appear at the top.

View Snapshots

View Videos

Snapshots List Screen

‹ **Snapshots**

👆 Select snapshots to associate ▼

2020-12-07 22:01:06

2020-12-07 22:00:07

2020-12-07 18:01:50

2020-12-07 18:01:33

2020-12-07 18:01:23

2020-12-07 17:59:34

View Snapshots List

The snapshots captured by the BWC appear here. This list is displayed in grid format. You can also choose to view it in list format, by tapping ☰ in the top-right corner.

Snapshots List Screen

Select snapshots to associate

Date and time

2020-12-10 21:45:43

2020-12-09 20:12:32

List View

The **View Snapshots** list can also be displayed in list view. Filter the list by tapping ▼ in the top-right corner.

2020-12-09 19:59:58

2020-12-09 19:59:52

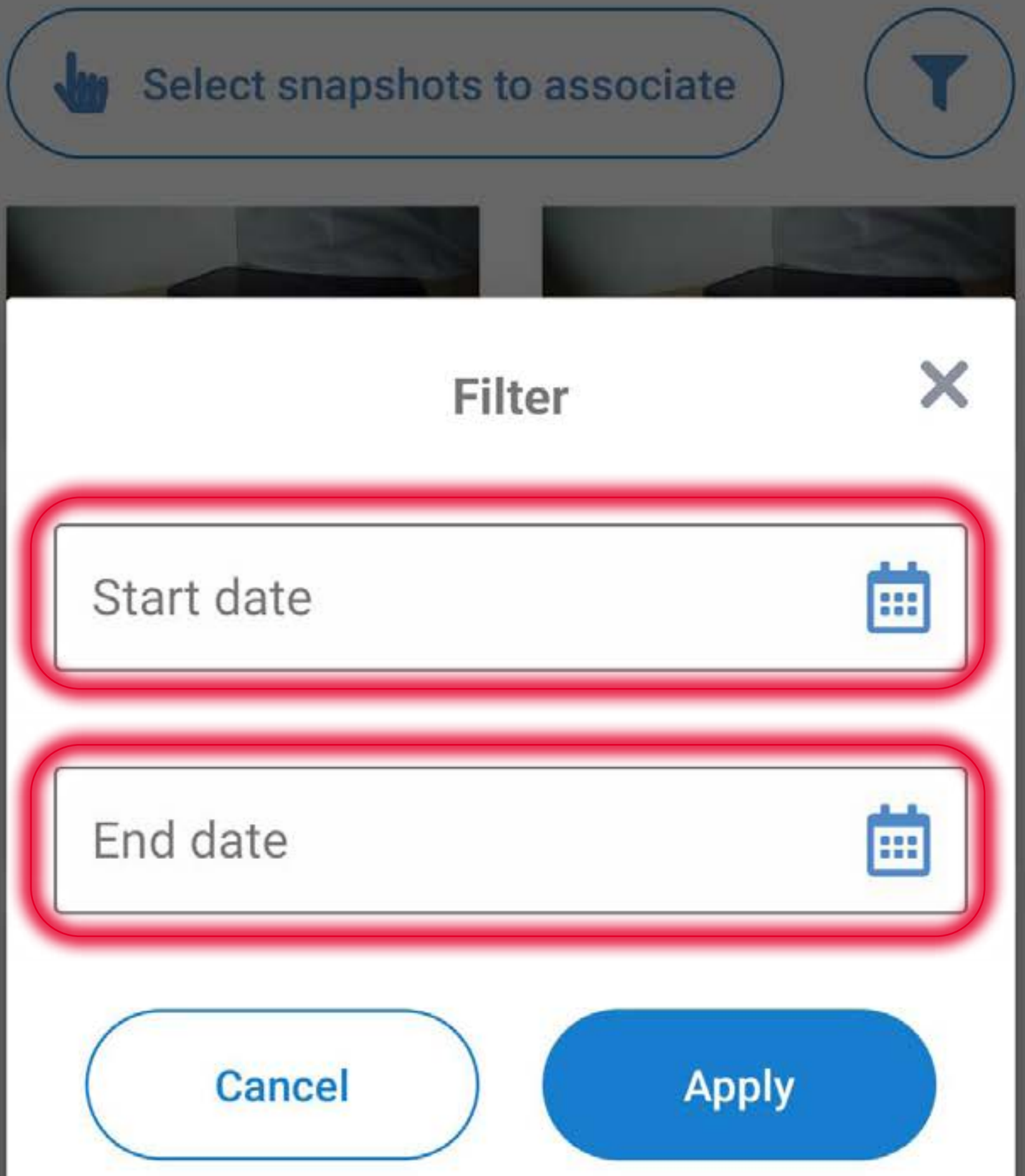2020-12-09 19:59:40

2020-12-09 19:59:36

2020-12-09 19:59:31

Filtering Snapshots

Select snapshots to associate

Filter

Start date

End date

Cancel

Apply

Filter the Snapshot List

Use the date filters to filter the snapshot list, and then tap **Apply**. You need not use both the fields to filter the list. For example, you can filter the list by using only **End date**.

In this example, the grid view was selected first, and then, filters were applied.

Snapshot Properties

Select snapshots to associate

Date and time ⇕

2020-12-10 21:45:43

View Snapshot Properties

Here, the snapshots list is displayed in list view. Tap any snapshot to see its properties.

2020-12-09 20:08:10

2020-12-09 19:59:58

2020-12-09 19:59:52

2020-12-09 19:59:40

2020-12-09 19:59:36

2020-12-09 19:59:31

Snapshots Properties

List View

You'll see the name of the snapshot, the date it was taken, and the officer it is associated with.

Tap **Associate with an officer** at the bottom to associate this snapshot with an officer.

Name

21492500.JPG

Date Time

2020-12-10 21:49:24

Associated officer

None

Associate with an officer

Associating Snapshots

Snapshots

Cancel   3 Selected

Enable Snapshot Selection

2020-12-10 21:45:43   2020-12-09 20:12:32

Here, the snapshots are displayed in grid view. You can also use the list view. If needed, filter the list to display a small subset of the full list.

Tap **Select snapshots to associate** in the top-left corner. Observe now, this changes to **Cancel**. Snapshots can now be selected.

2020-12-09 19:59:58   2020-12-09 19:59:52

Associate with an officer
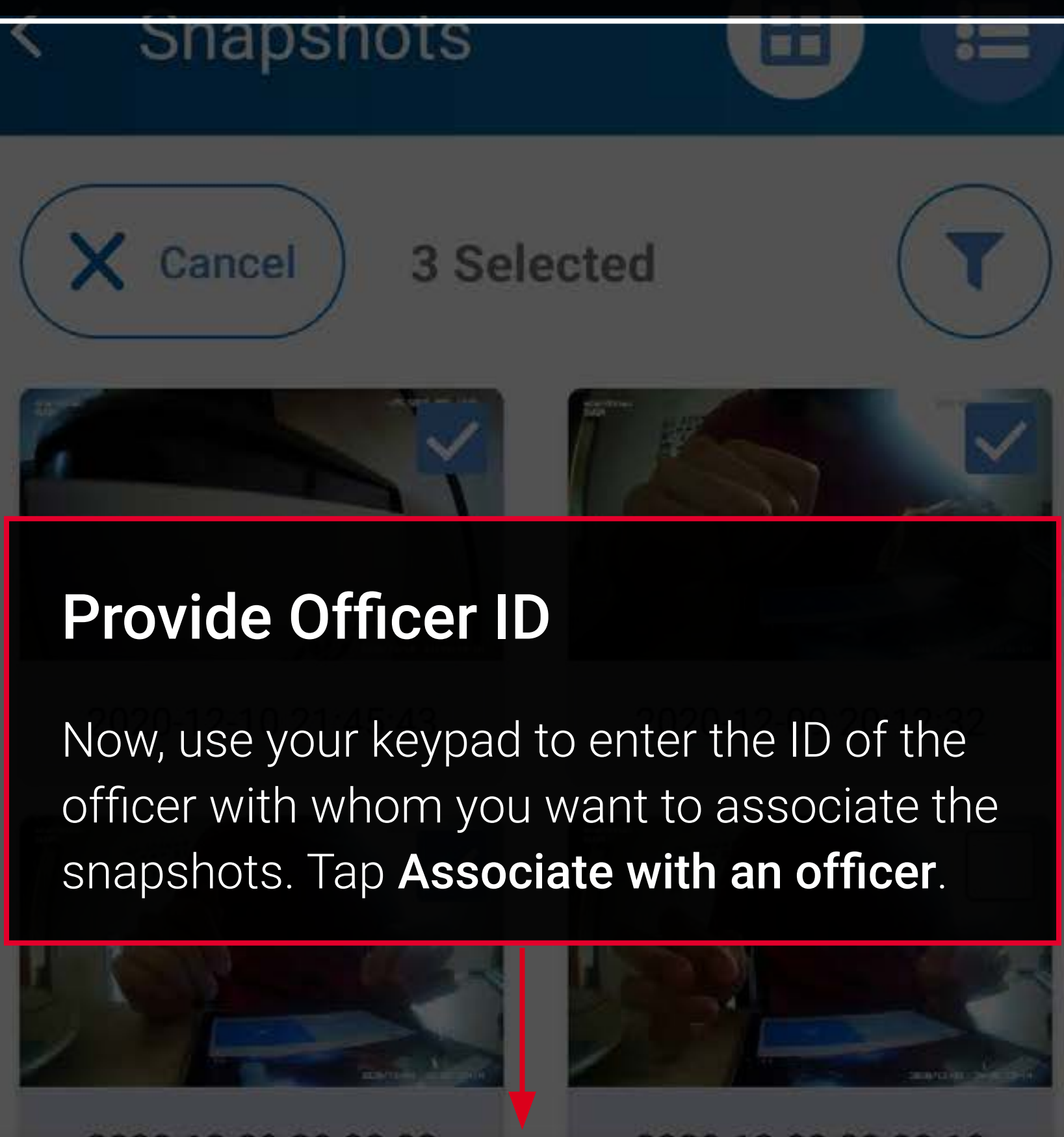
Associating Snapshots

Associate Snapshots

Tap the snapshots you want to associate. If you select list view, you will be able to tap the check boxes next to the snapshots you want to associate. Finally, tap **Associate with an officer**.

Associating Snapshots

Cancel   3 Selected

Provide Officer ID

Now, use your keypad to enter the ID of the officer with whom you want to associate the snapshots. Tap **Associate with an officer**.

Associate with an officer

Enter officer ID

Officer ID

Associate with an officer

Associating Snapshots

Select snapshots to associate

2020-12-10 21:45:43

2020-12-09 20:12:32

2020-12-09 20:08:33

2020-12-09 20:08:10

Snapshots Association

This indicates that the snapshots are associated with the officer whose partner ID you provided.

2020-12-09 19:59:58

2020-12-09 19:59:52

The partner ID associated successfully

Recording a Video

Record a Video

Observe the camera feed, and when appropriate, tap this button. The icon changes to: ▪. This indicates the BWC is recording.
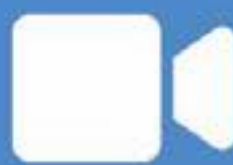
At the same time, the BWC will vibrate, blink the front LED, or do both, depending on your settings.

Live view **ON**

Take Snapshots

Record Video

View Snapshots   View Videos

Stopping a Recording

Cardona

Camera status

46 % - 4.6 hour left

Used - Free
52.7 GB - 5.2 GB

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SWQA

-75.5845 006.1637

2020/12/10 21:45:49-1H
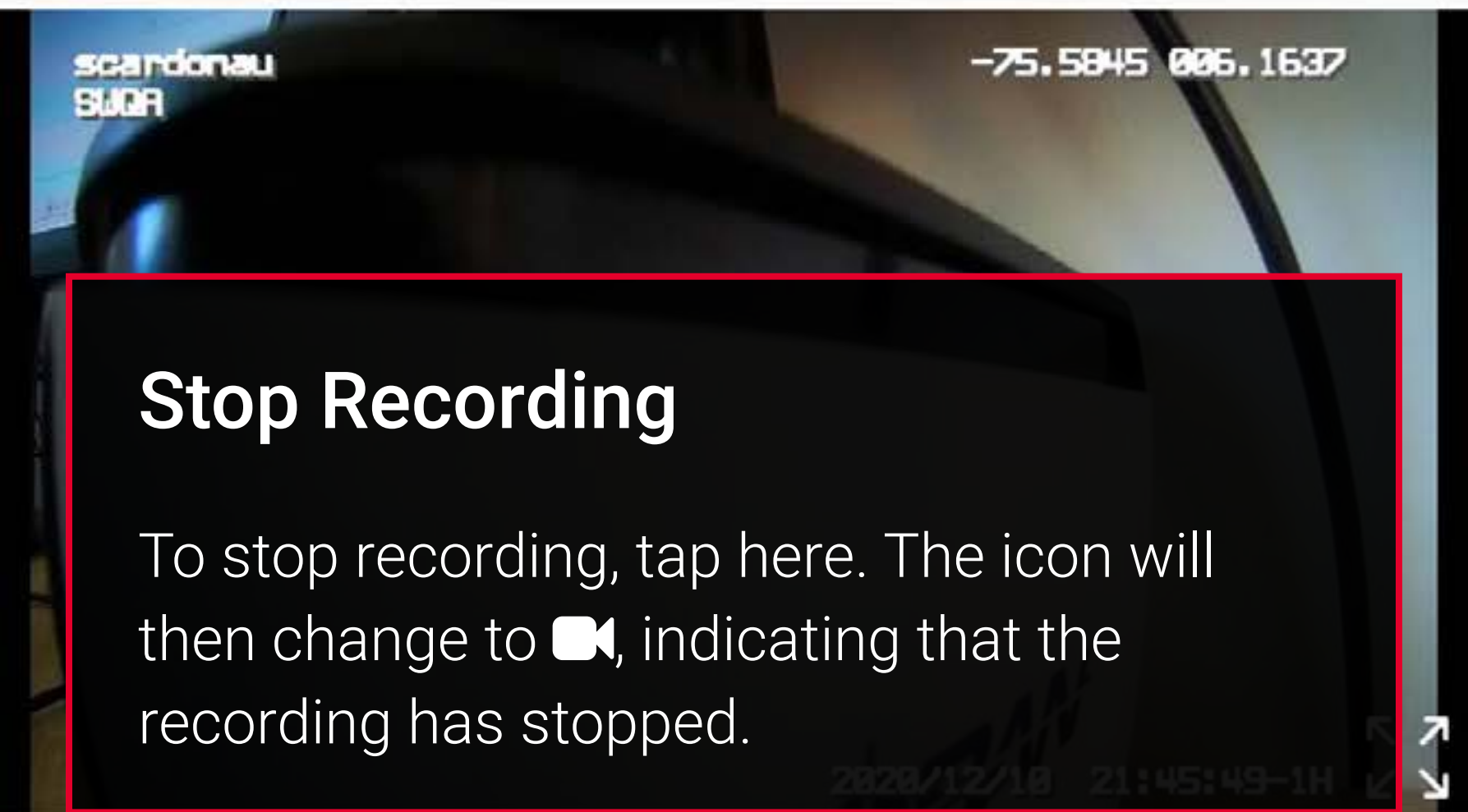
Stop Recording

To stop recording, tap here. The icon will then change to ◼️, indicating that the recording has stopped.

Live view ON

⬤ Recording

Take Snapshots

⬤ Stop

View Snapshots

View Videos

Accessing Videos List

FOCUS Mobile App

Santiago Cardona

Camera status

61 % - 6.1 hour left

Used - Free
52.7 GB - 5.2 GB

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SWQA

-75.5965 006.1560

2020/12/10 20:26:55-1H

Live view **ON**

Access View Videos list

The video you recorded appears in the **View Videos** list. The video you just recorded appears at the top. Tap here to access this list.

View Snapshots

View Videos

Viewing Videos List

Videos

👆 Select videos to associate

Date and time ⇕	Event ⇕
2020-12-09 19:59:01	STP
2020-12-07 22:00:28	
2020-12-07 22:00:13	DWI
2020-12-07 18:01:55	
2020-12-07 17:52:24	
2020-12-07 17:51:35	
2020-12-07 17:51:15	
2020-12-07 17:48:17	
2020-12-02 22:44:07	

Editing Video Properties

Name
215019AB.MP4

Duration
00:00:36

Start Time
2020-12-10 21:50:19

Video Properties

The video that you tapped starts playing. Now, you can edit its properties. Observe that **Event**, **Race**, and **Gender** are available as drop-down lists. Observe that **Name**, **Duration**, and **Start Time** cannot be edited.

Editing Video Properties

Select an Event

Take the example of **Event**. The values for this property are populated in the EMS your PD uses. That is why when you tap inside the box, a list of values appears. You will notice similar lists for the properties **Race** and **Gender**.

Scroll through this list until you find the value you were looking for, and select it.

Scroll up and down to find other properties.

Event

Select

Save

2020-12-10 21:50:19

Event

Select ⌄

Partner ID

Edit Properties

Ticket #1

For all the other properties, you must enter the values manually. For example, for the property **CASE#1,** tap in the box, and type the value using your keypad.

Ticket #2

Scroll up and down to find other properties. Once done, tap **Save**.

Case #1

Case #2

Save

Videos

Select videos to associate

Filter ✕

Select event ⌄

Start date 📅

End date 📅

Cancel   Apply

Filter the Video List

Use any of these filters to view a filtered list: event, start date, and end date. Now tap **Apply**. You need not use all the filters at the same time. For example, you can use only "event" to filter the list.

< **Videos**

Select videos to associate

Date and time ⇕   Event ⇕

2020-12-09 19:59:01   STP

Enable Video Selection

If necessary, filter this list of videos in order to display a subset of the full list.

Tap **Select videos to associate** in order to enable video selection. This button will now change to **Cancel**. At this point, you can select multiple videos.

2020-12-07 17:51:35

2020-12-07 17:51:15

2020-12-07 17:48:17

2020-12-02 22:44:07

Associating Videos

Cancel   3 Selected

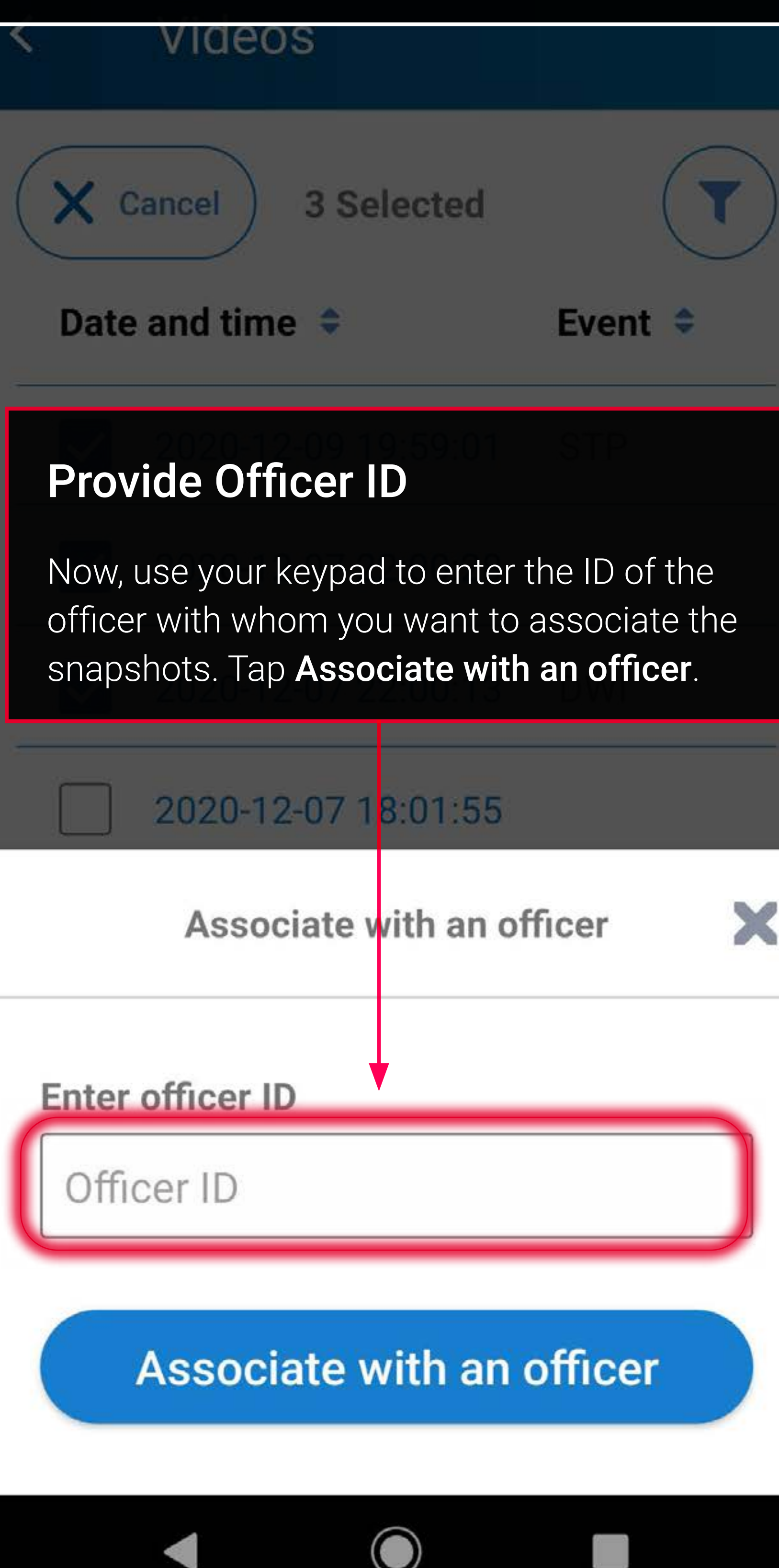| Date and time	Event
☑ 2020-12-09 19:59:01	STP
☑ 2020-12-07 22:00:28	
☑ 2020-12-07 22:00:13	DWI

2020-12-07 18:01:55

Select Videos

Tap the check boxes next to the videos you want to associate. Finally, tap **Associate with an officer**. 2-07 17:51:35

☐ 2020-12-07 17:51:15

Associate with an officer

Videos

<

X Cancel   3 Selected   ▼

Date and time ⇕   Event ⇕

2020-12-09 19:59:01   STP

Provide Officer ID

Now, use your keypad to enter the ID of the officer with whom you want to associate the snapshots. Tap **Associate with an officer**.

2020-12-07 18:01:55

Associate with an officer   ✕

Enter officer ID

Officer ID

Associate with an officer

‹ **Videos**

👆 Select videos to associate   ▼

Date and time ⇕	Event ⇕
2020-12-09 19:59:01	STP
2020-12-07 22:00:28	
2020-12-07 22:00:13	DWI
2020-12-07 18:01:55	

Videos Association

This indicates that the videos are associated with the officer whose partner ID you provided.

2020-12-07 17:48:17

✓ The partner ID associated successfully