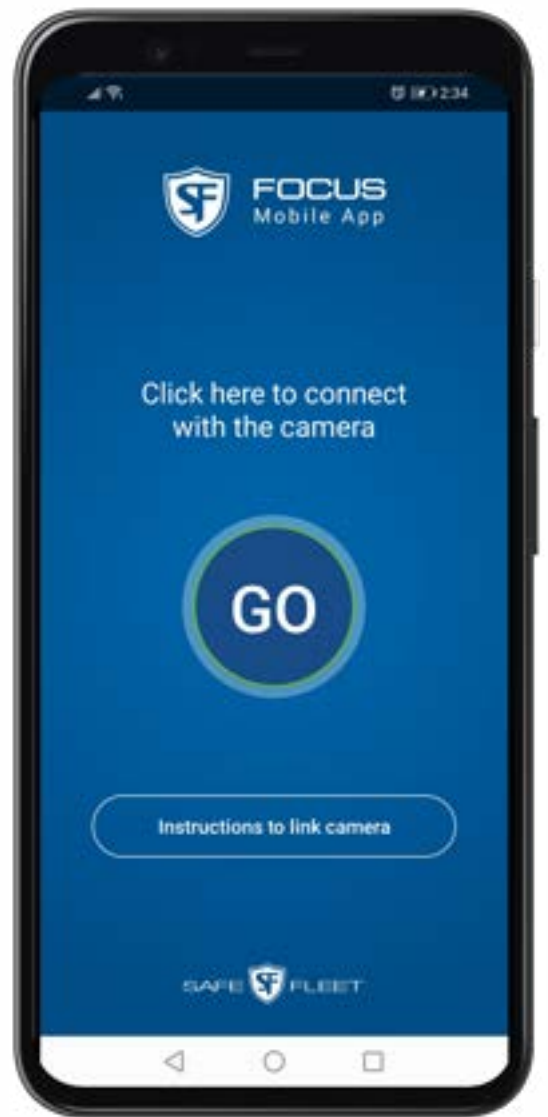
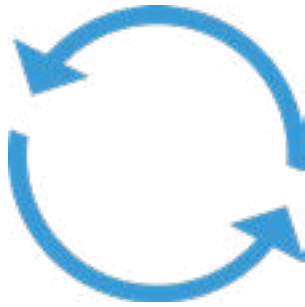




Driving Safety Forward™



Focus Mobile App v3.6 Quick Start Guide

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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 might see one or more of these highlights.

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.
The text at the bottom is a URL to a related topic.

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

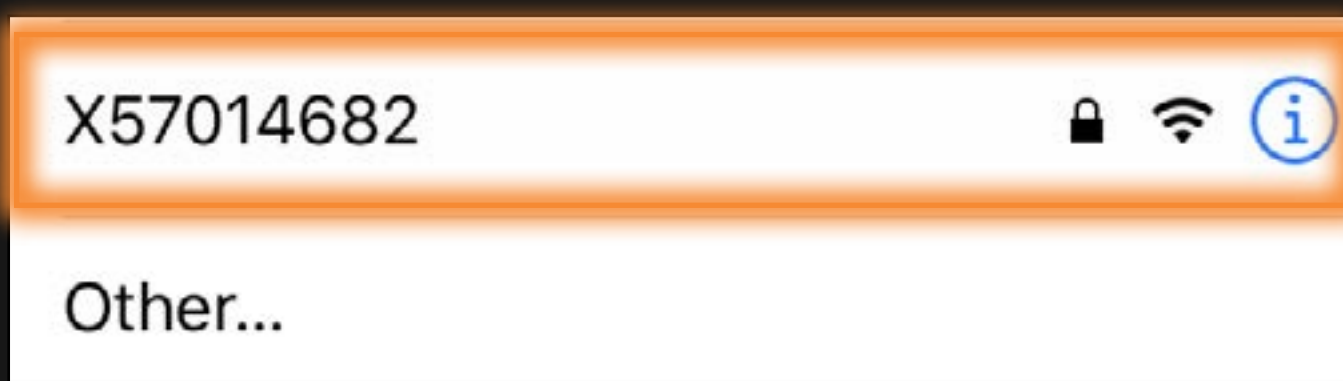
Power on your BWC. Press the Wi-Fi button on your BWC until you see the Wi-Fi icon in the display area.

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.



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.



Connecting to FMA

Connect the BWC

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:



Opening the FMA



FOCUS
Mobile App

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

SAFE  FLEET

Pairing Instructions

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.

Read the Pairing Instructions

Read the instructions for pairing the BWC with the FMA, and once done, Tap **Got it!**

6. When prompted, provide the SSID password to connect to the BWC.

Got it!

Connection Status



Connecting to Camera

Connection Status

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



Logging on to FMA



FOCUS
Mobile App

Please enter your password

Password

Login

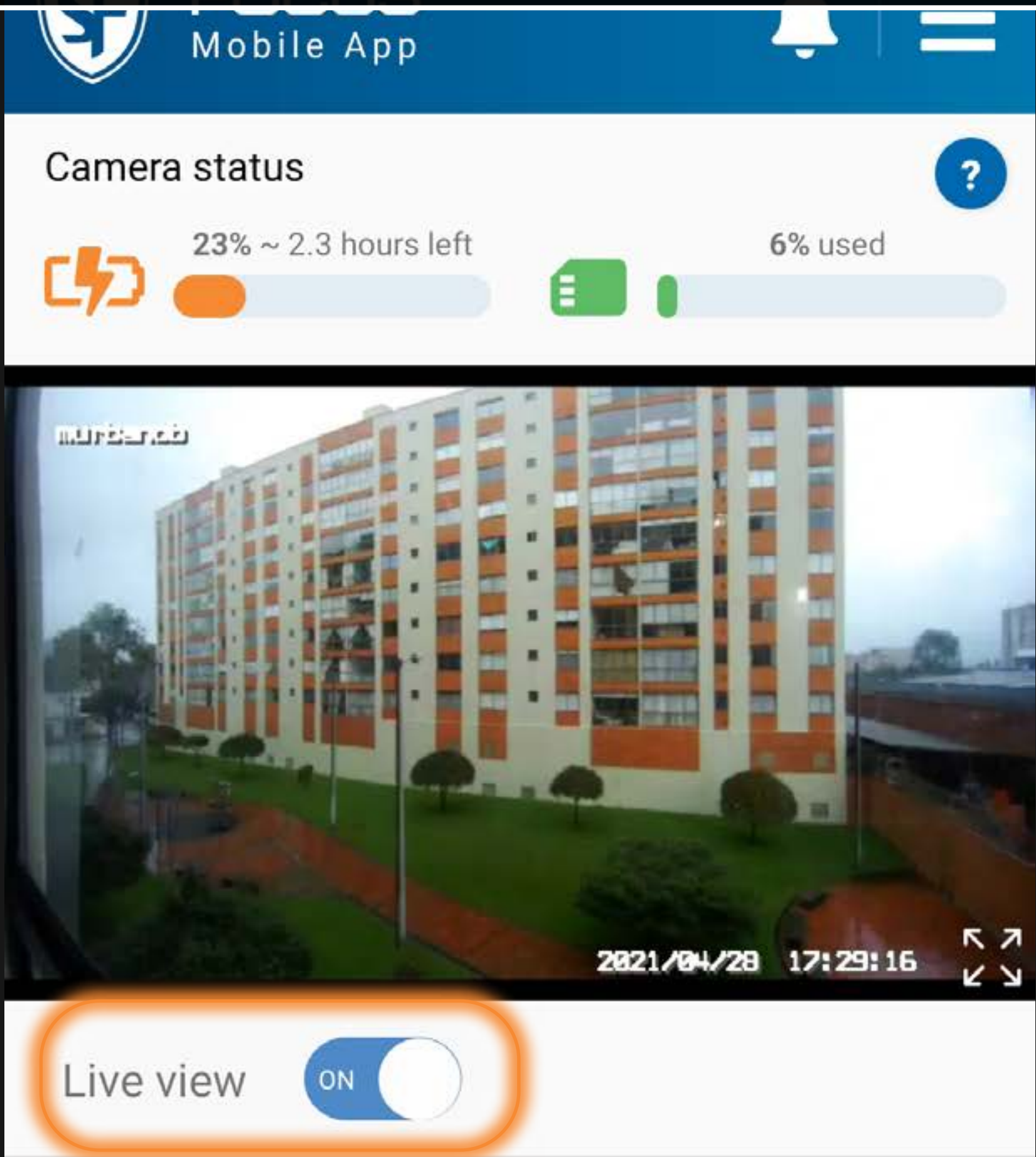
Log on to FMA

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



Live View

If **Live View** is enabled, you'll see your BWC's feed here. You can view it 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



Camera status



23% ~ 2.3 hours left



6% used



BWC Details

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

The icon in the top-right corner opens a number of menu options. The icon opens a list of event notifications.

Clicking opens the in-app help.



Take Snapshots



Record Video



View Snapshots



View Videos

FMA Home Screen

Camera status



23% ~ 2.3 hours left

6% used

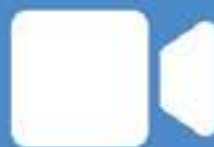
Snapshots

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



23% ~ 2.3 hours left



6% used



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



Camera status



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. Snapshots can also be accessed by tapping the **≡** icon in the top-right corner.

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



Take Snapshots



Record Video



View Snapshots



View Videos



FMA Home Screen



Mobile App



Camera status




23% ~ 2.3 hours left



6% used

View Videos List

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. Videos can also be accessed by tapping the  icon.

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.



Take Snapshots



Record Video



View Snapshots



View Videos

FMA Home Screen



Camera status



23% ~ 2.3 hours left



6% used



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.

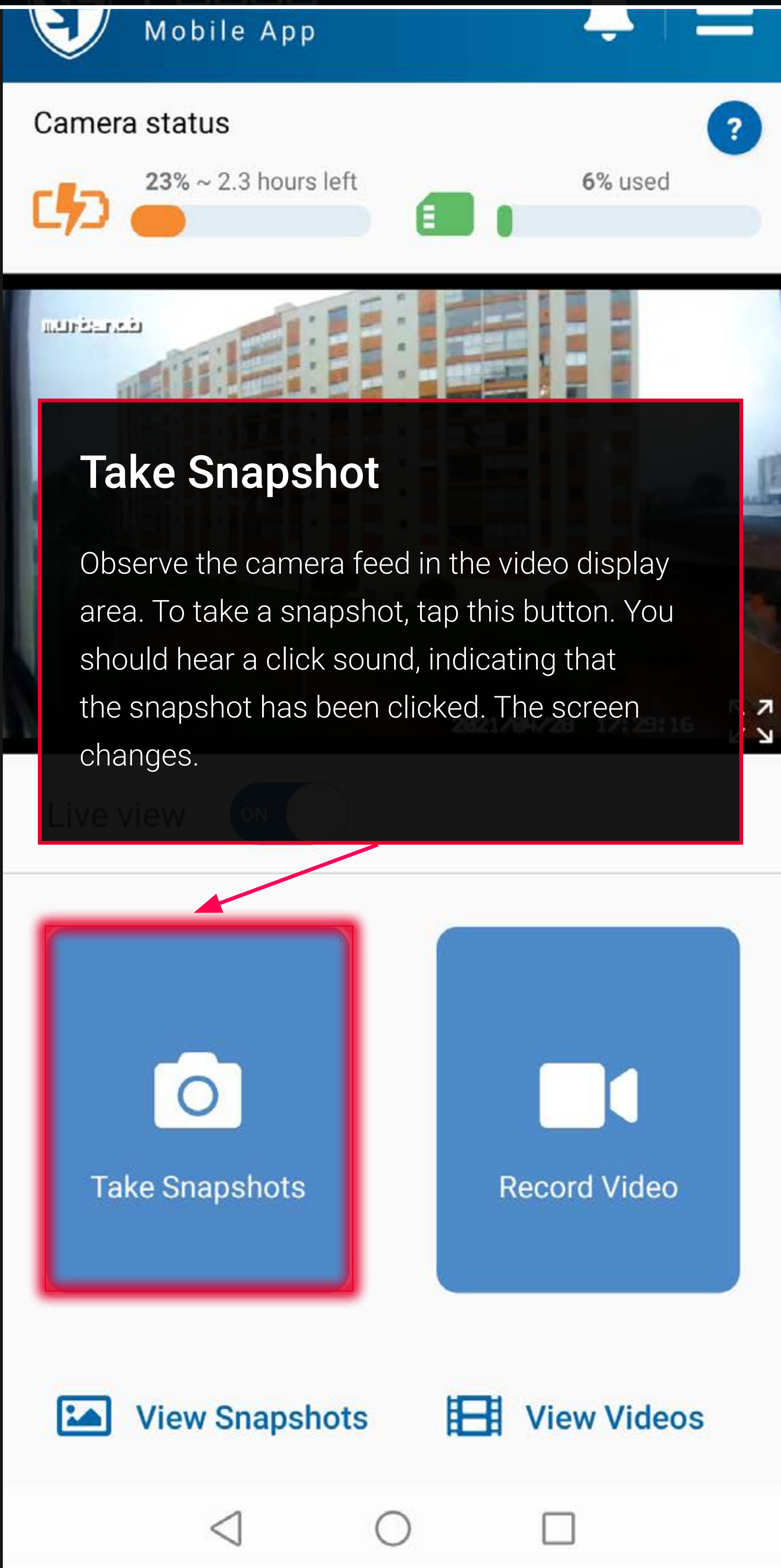


View Snapshots

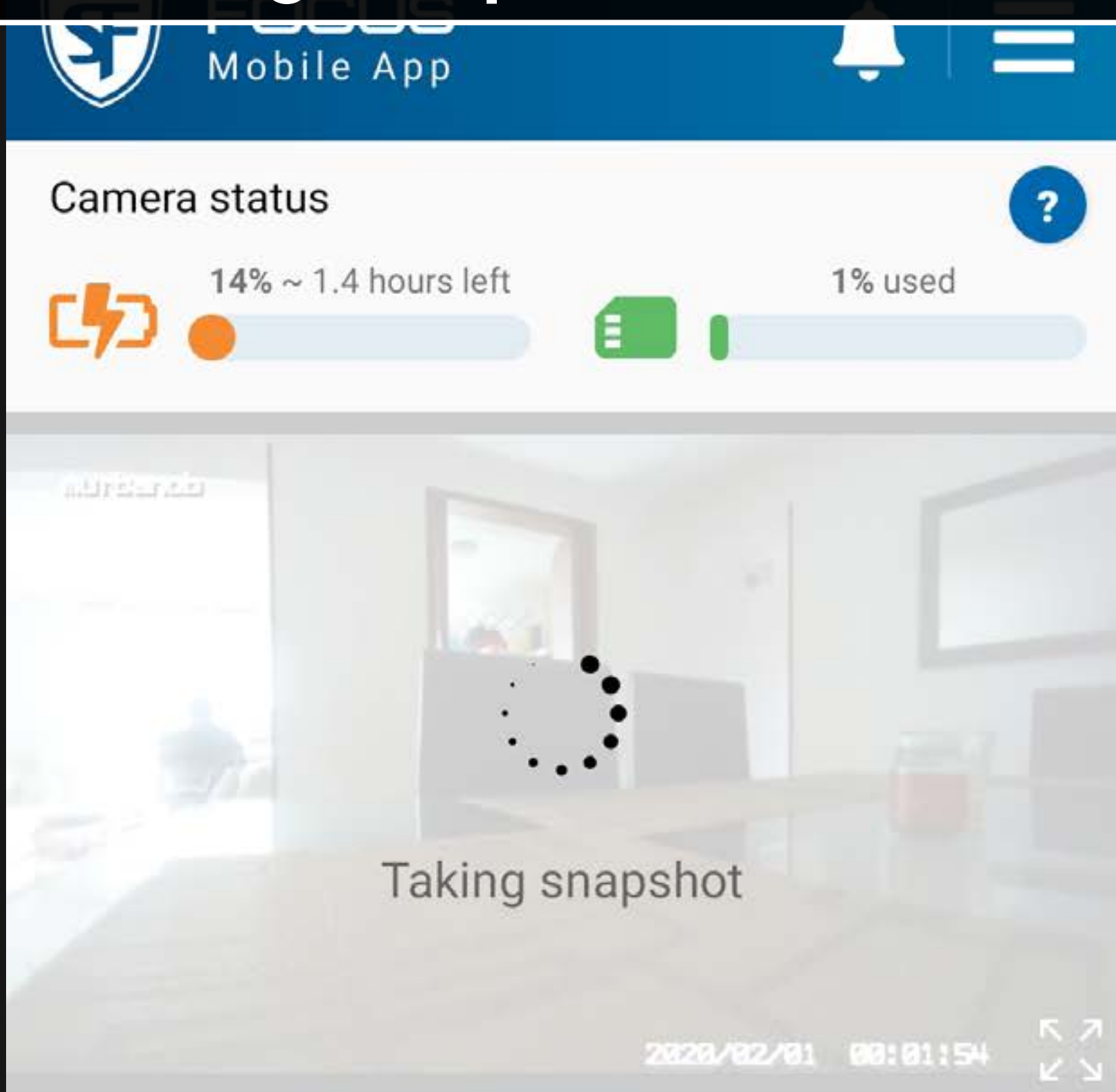


View Videos

Taking Snapshots



Taking Snapshots



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.

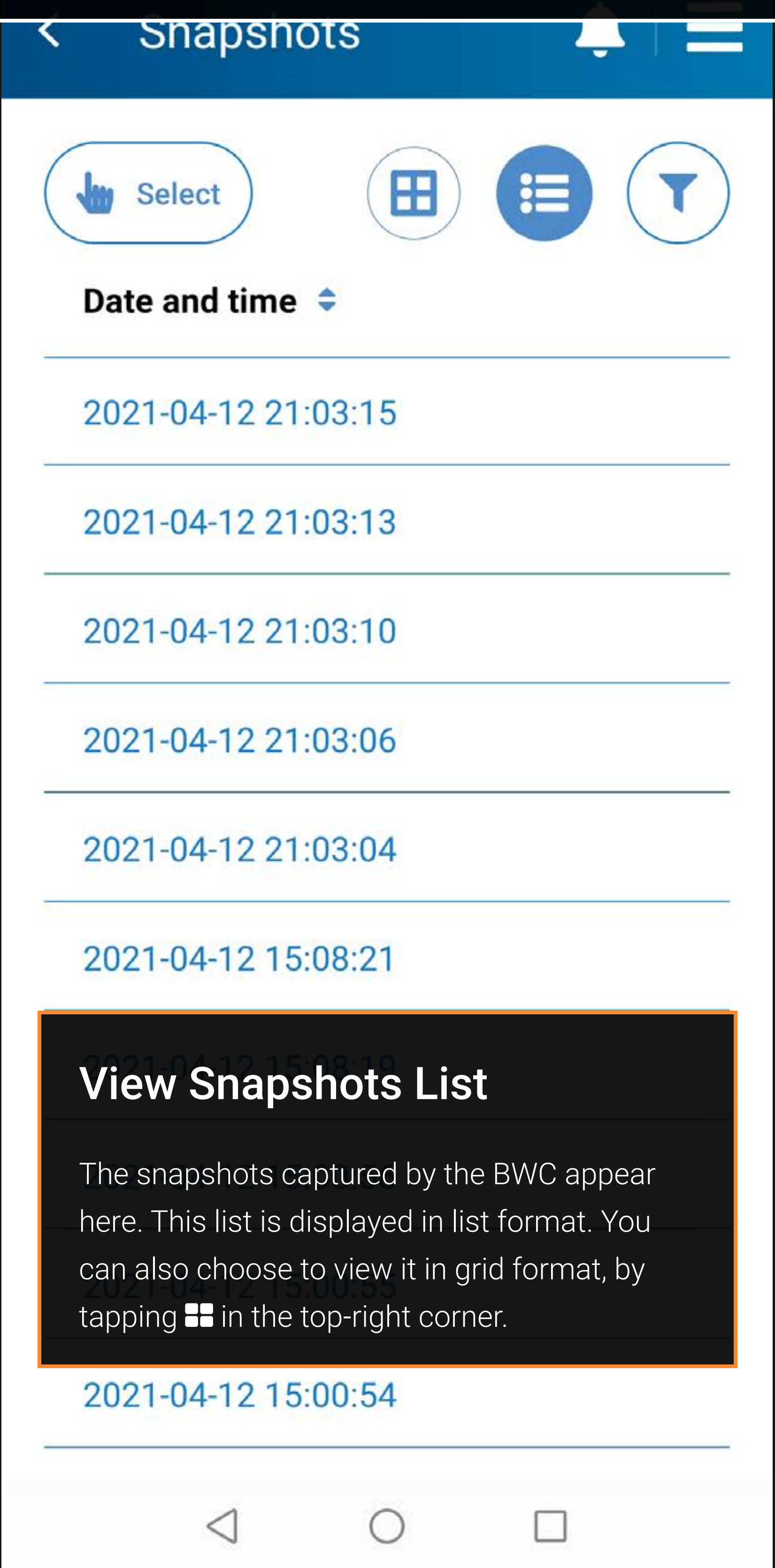


View Snapshots



View Videos

Snapshots List Screen





Date and time ▾

2021-04-12 21:03:15

2021-04-12 21:03:13

2021-04-12 21:03:10

2021-04-12 21:03:06

View Snapshot Properties

To view the properties of a snapshot, open the snapshots list. Tap a snapshot to see its properties.

2021-04-12 15:08:21

2021-04-12 15:08:19

2021-04-12 15:00:56

2021-04-12 15:00:55

2021-04-12 15:00:54

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

21031500.JPG

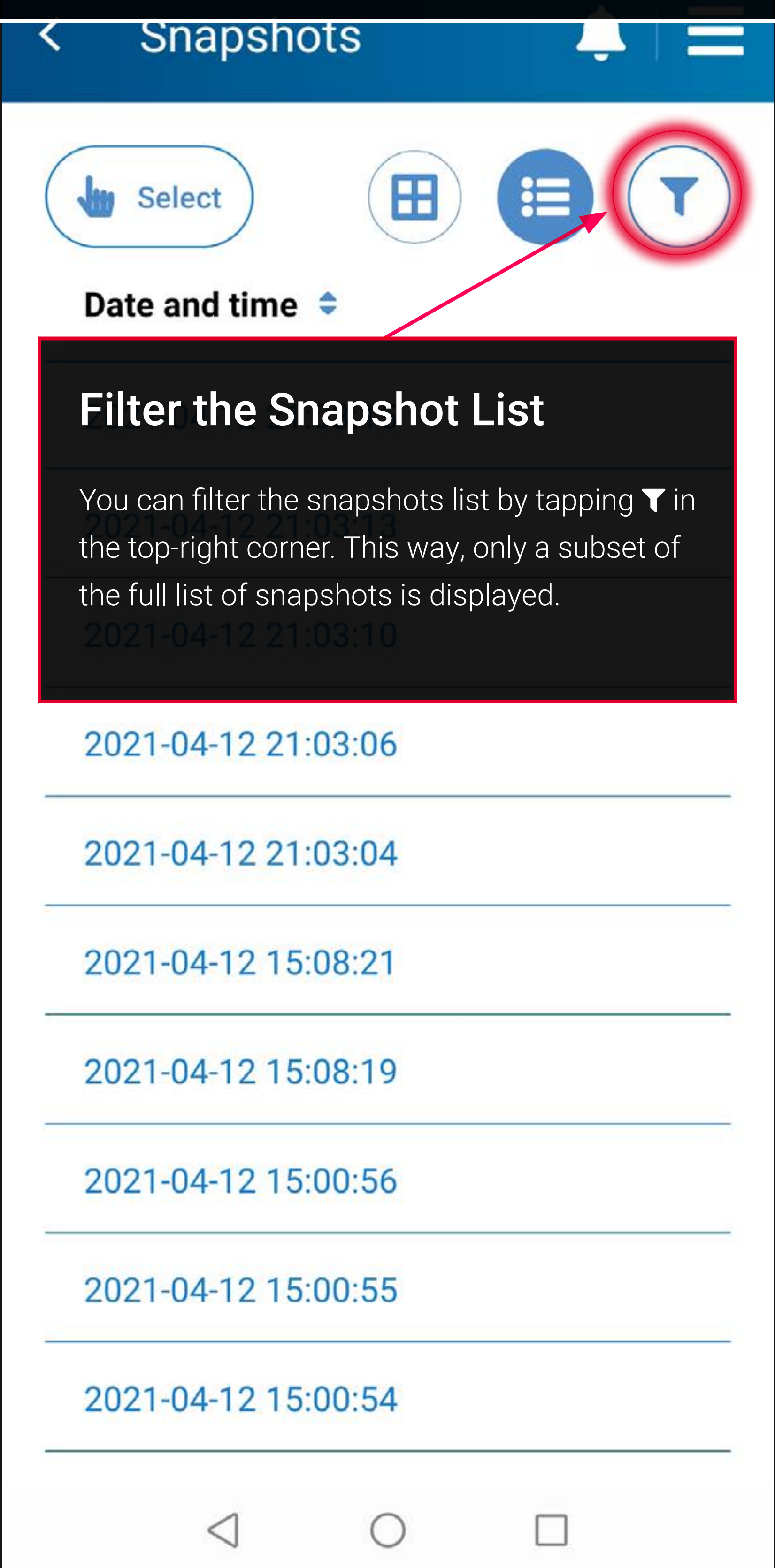
Date Time

2021-04-12 21:03:16

Associated officer


Associate with an officer

Snapshots List Screen



Date and time ▾

Filter the Snapshot List

You can filter the snapshots list by tapping  in the top-right corner. This way, only a subset of the full list of snapshots is displayed.

2021-04-12 21:03:06

2021-04-12 21:03:04

2021-04-12 15:08:21

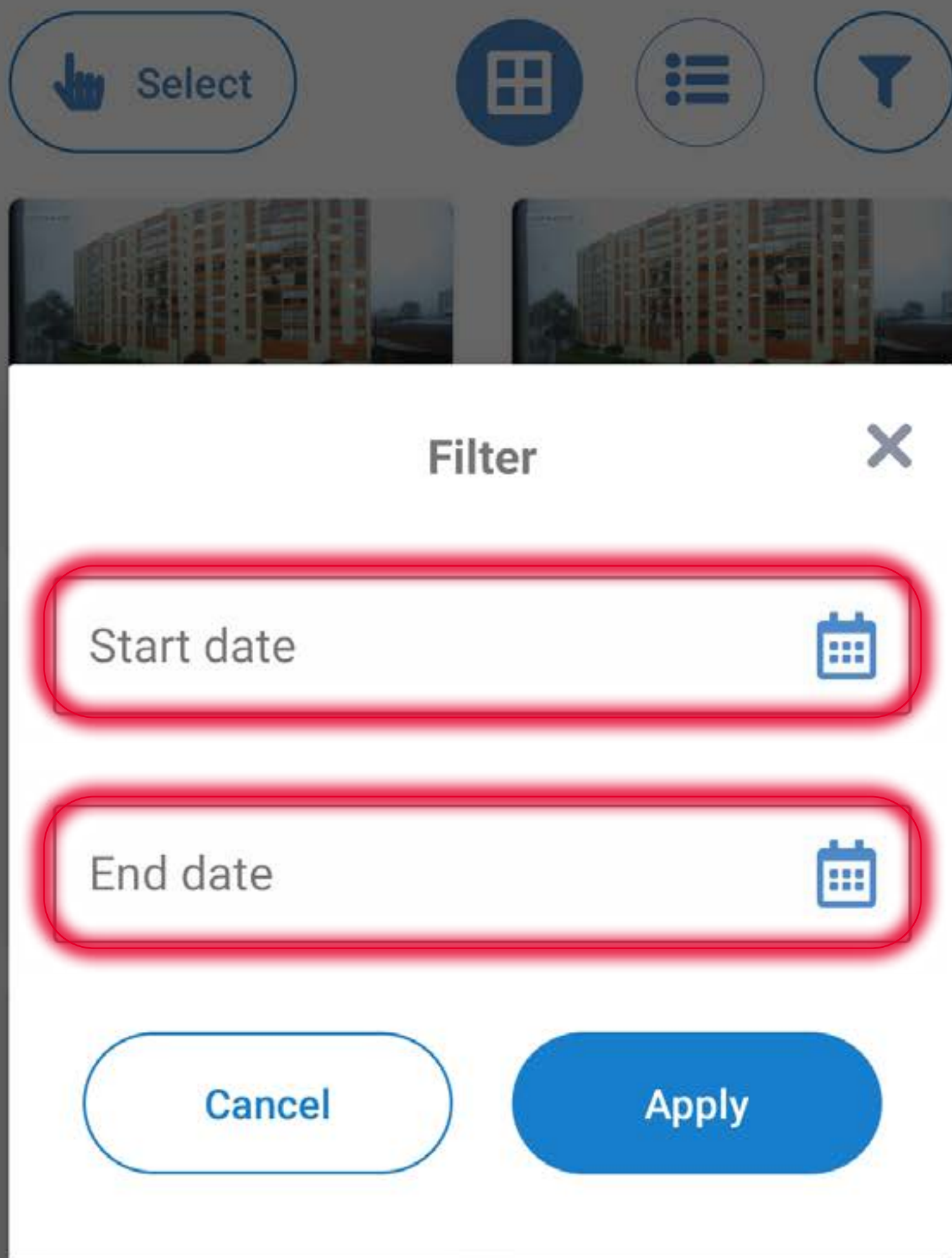
2021-04-12 15:08:19

2021-04-12 15:00:56

2021-04-12 15:00:55

2021-04-12 15:00:54

Filtering Snapshots



The screenshot shows a mobile application interface for managing snapshots. At the top, there's a header bar with a back arrow, the word 'Snapshots', a bell icon, and a menu icon. Below the header, there's a toolbar with four icons: a hand pointing to a button labeled 'Select', a grid icon, a list icon, and a funnel icon. The main area displays two snapshot thumbnails of a building. A 'Filter' dialog is open in the foreground, featuring a title bar with a close button (X). The dialog contains two date input fields, each with a calendar icon, and two buttons at the bottom: 'Cancel' and 'Apply'.

Filter

Start date

End date

Cancel

Apply

Filter the Snapshot List

Set a start date and an end date, and then tap **Apply**. You need not use both the fields to filter the list. For example, you can filter the list by ⁴³ using only **End date**.

In this example, the grid view was selected.

Associating Snapshots

< Snapshots



Select



Enable Snapshot Selection

2021-04-28 17:27:02

2021-04-28 17:27:00

To select snapshots, first tap **Select** in the top-left corner. Check boxes will appear next to snapshots.

Here, the snapshots are displayed in grid view.

2021-04-28 17:26:58

2021-04-28 17:26:55



2021-04-28 17:26:52

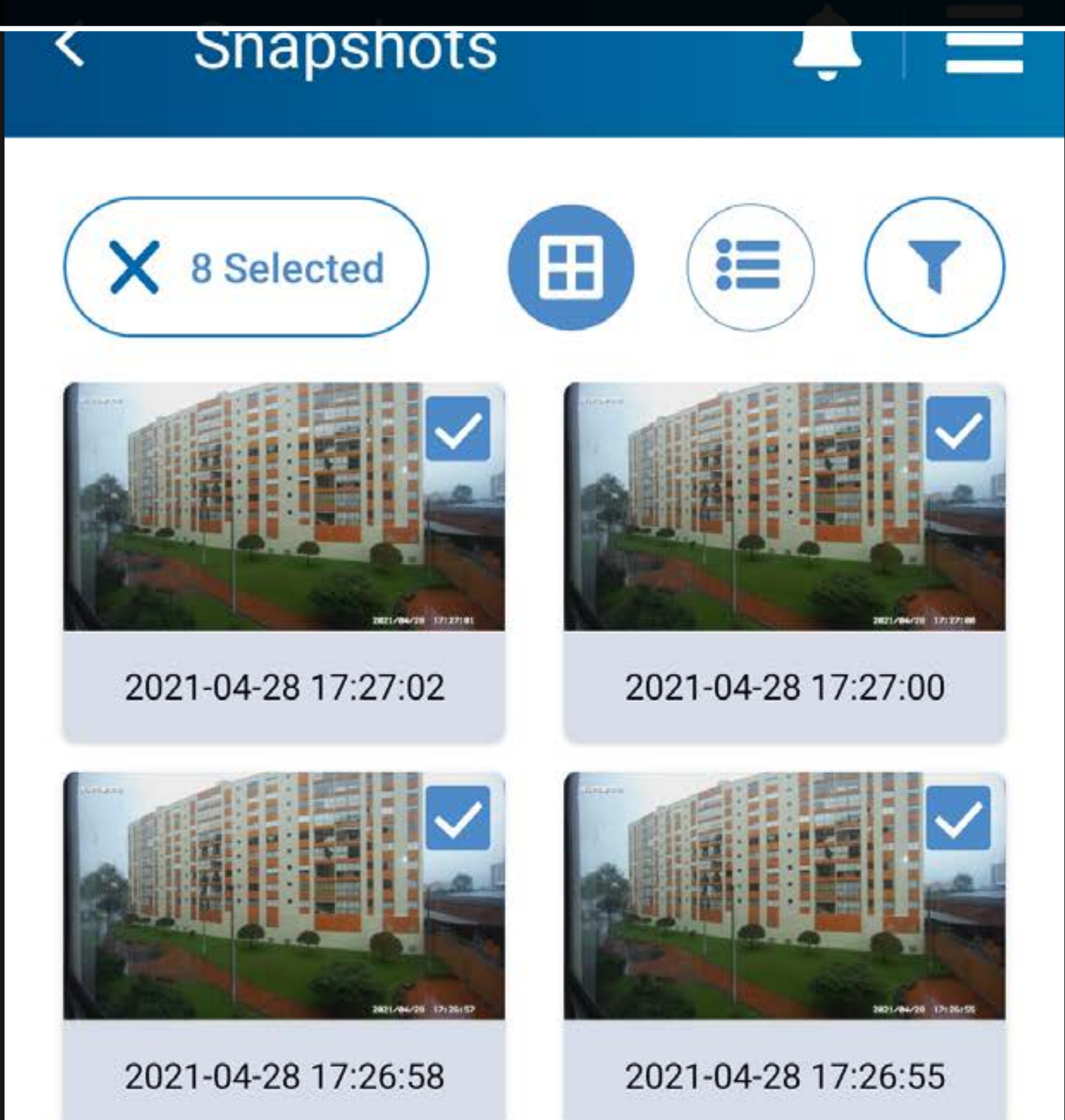


2021-04-28 17:26:49



Associate with an officer

Associating Snapshots



Associate Snapshots

Now, tap the check boxes next to the snapshots that you want to associate. Finally, tap **Associate with an officer**.



Associate with an officer

Associating Snapshots

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

< Snapshots



2021-04-28 17:27:02



2021-04-28 17:27:00



2021-04-28 17:26:58



2021-04-28 17:26:55

Snapshots Association

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



The partner ID associated successfully

Recording a Video

Camera status

?

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.

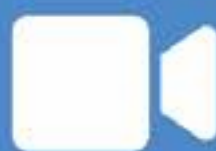
2021/04/28 17:29:16

Live view

ON



Take Snapshots



Record Video



View Snapshots



View Videos

Stopping a Recording

Camera status




23% ~ 2.3 hours left



6% used

Stop Recording

When a video is recording, the recording icon appears next to the **Live view** slider.

Recording can be stopped by tapping here. The icon will then change to , indicating that the recording has stopped.

Live view



Recording



Take Snapshots



Stop

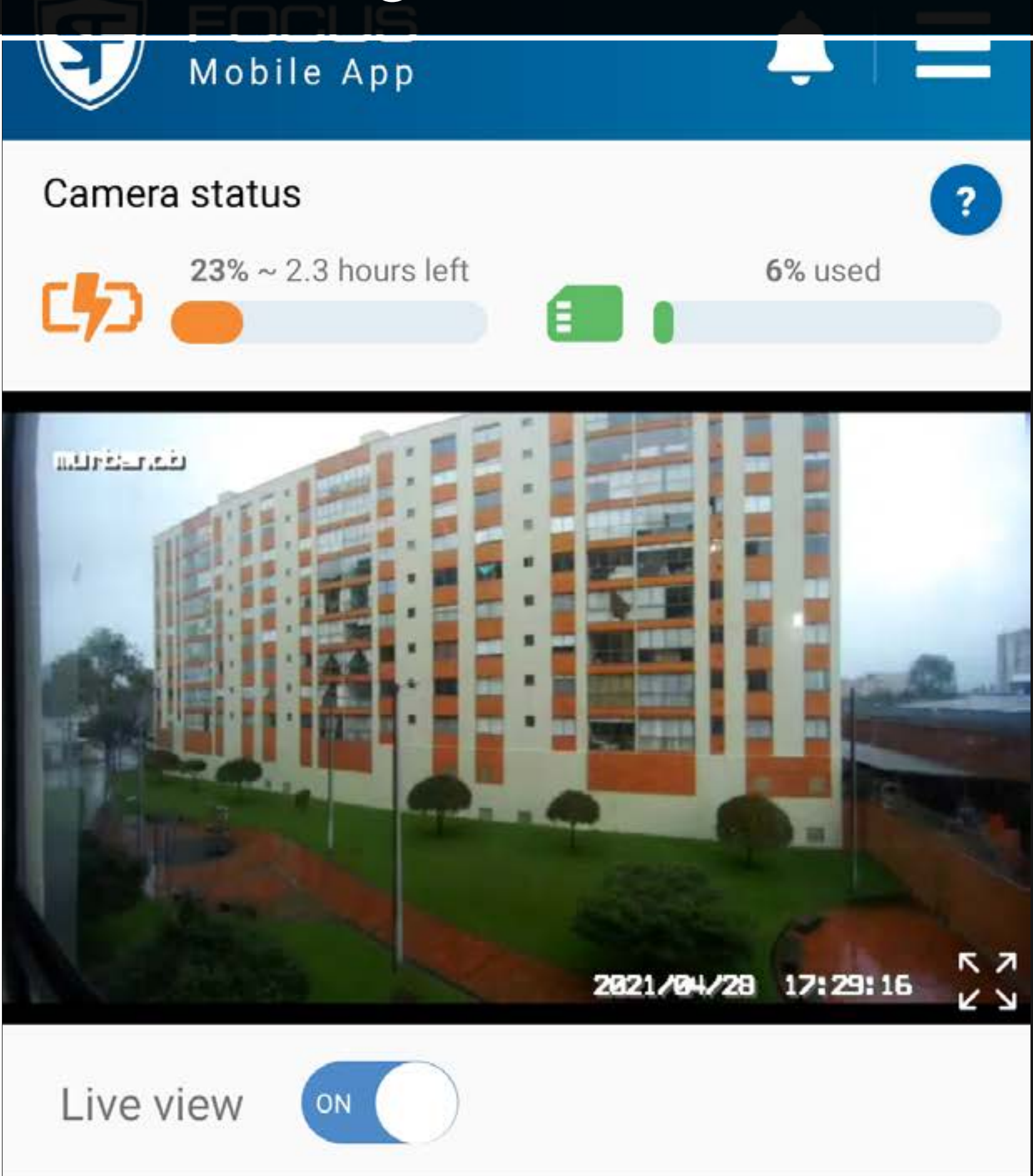


View Snapshots



View Videos

Accessing Videos List



Access Videos list

The video you recorded appears at the top of the **Videos** list.

Tap here to access this list. Videos list can also be accessed by tapping the **≡** icon.



View Snapshots



View Videos

Viewing Videos List

| Videos | |
|--|-------|
| <div>Select</div> <div><div></div></div> | |
| Date and time | Event |
| 2021-04-13 09:36:47 | |
| 2021-04-13 09:36:12 | |
| 2021-04-12 21:03:40 | |
| 2021-04-12 21:01:26 | |
| 2021-04-12 20:57:35 | |
| 2021-04-12 17:25:23 | |
| 2021-04-12 16:59:37 | |
| 2021-04-12 15:08:35 | |
| 2021-04-12 15:08:16 | |
| 2021-04-12 15:07:49 | |

Editing Video Properties

[Video Detail](#)

Video Properties

The video that you tapped starts playing. Now, you can edit its properties. Observe that **Name**, **Duration**, and **Start Time** cannot be edited.

Scroll up and down to see more properties.
Notice that **Event**, **Race**, and **Gender** are available as drop-down lists.

Name _____

172524AB.MP4

Duration

00:00:32

Start Time

2021-04-28 17:25:24

Event

Select

Partner ID

Save



Editing Video Properties

< Video Detail

Select an Event

Take the example of **Event**. The values for this property are populated in the DEMS your PD uses. That is why when you tap inside the box, a list of values appears. Scroll to find the value you are looking for, and select it.

You will notice similar lists for the properties **Race** and **Gender**. In each case, scroll through the lists to find the value you are looking for. To find other properties, scroll up or down on this screen.

2021-04-28 17:25:24

Event

Select



Partner ID

Save

First Name

Last Name

Gender

Edit Properties

Select

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

Select

Once done, tap **Save**.

License Plate

Save



Filtering Videos

Select

Date and time

Event

Filter

Select event

Start date

End date

Cancel

Apply

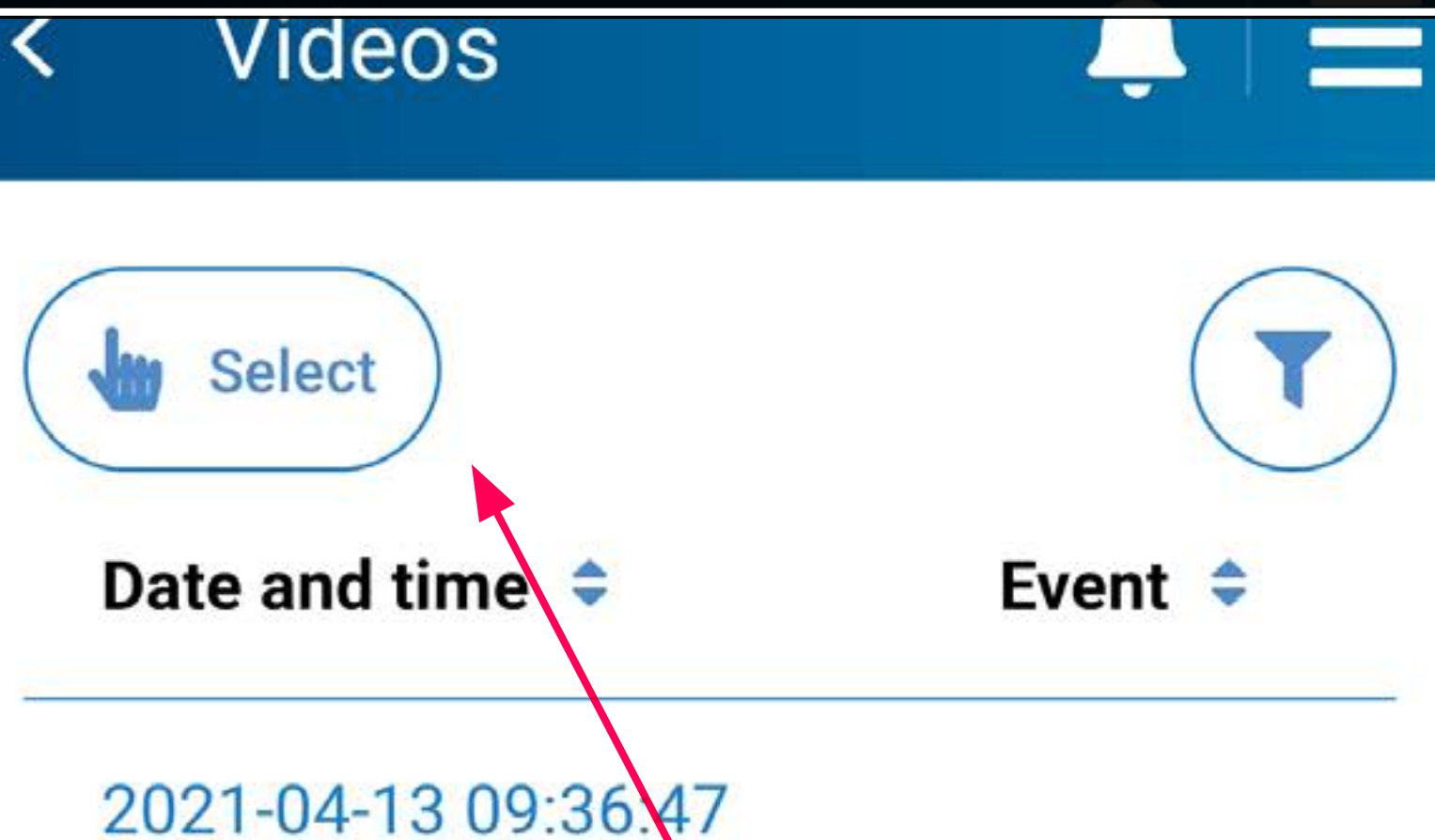
2021-04-12 15:08:35

Filter the Video List

2021-04-12 15:08:16

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.

Associating Videos



Enable Video Selection

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

Tap **Select** in order to enable video selection.

You will now see check boxes next to videos.

At this point, you can select multiple videos.

2021-04-12 17:25:23

2021-04-12 16:59:37

2021-04-12 15:08:35

2021-04-12 15:08:16

2021-04-12 15:07:49

Associating Videos



✕ 2 Selected



2021-04-13 / 2021-04-13 ✕

Date and time ▾

Event ▾



2021-04-13 09:36:47



2021-04-13 09:36:12

Select Videos

Tap the check boxes next to the videos you want to associate. Here, filters are first applied, after which two videos are selected.

Finally, tap **Associate with an officer**.



Associate with an officer



Associating Videos

X 2 Selected



Provide Officer ID

Date and time Event

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

Associate with an officer

Associating Videos



✕ 0 Selected



2021-04-13 / 2021-04-13 ✕

Date and time

Event

2021-04-13 09:36:47

2021-04-13 09:36:12

Videos Association

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




The partner ID associated successfully



Running Diagnostics



Access Diagnostics

When you tap  in the top-right corner, several menu options appear. From the list, tap **Body-worn Diagnosis**.

This initiates a diagnostic test in order to determine if the BWC is facing issues. For example, if there is an issue with upgrading the BWC's firmware, the diagnostic test will report that.



Body-worn Diagnosis

Help

Logout



Diagnosis Page

X Body-worn Diagnosis



Diagnosing...

Diagnostics in Progress

As the diagnostics test runs, you will see your screen change to display a loading icon.

Diagnostics Results

X Body-worn Diagnosis



Success

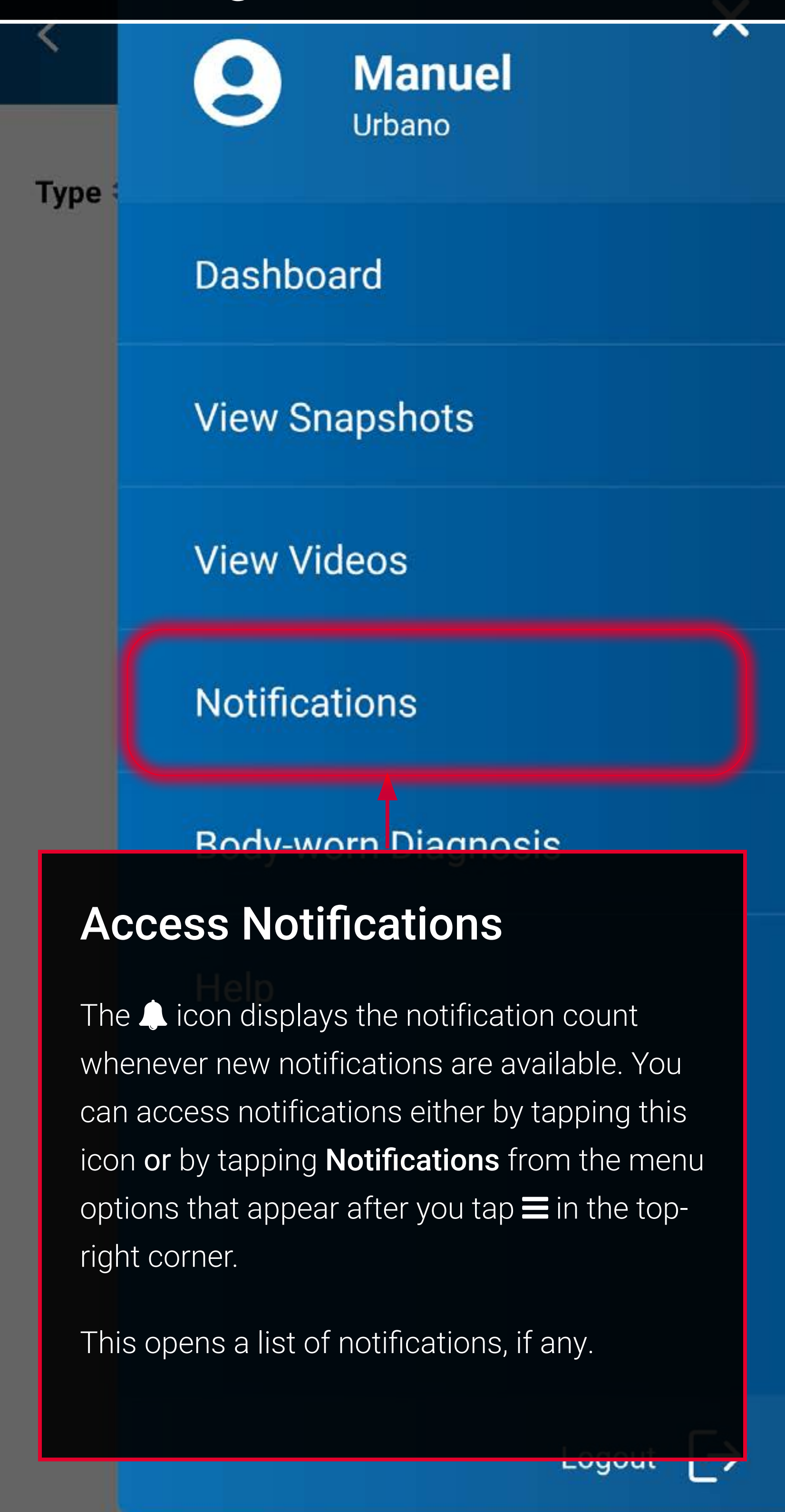
Your Body-worn
Camera hardware is
operating correctly, no
issues reported.

View Test Results



Once the test completes, the results are displayed here. In this example, no issues were reported. However, if the test reports issues, contact your administrator to see how to fix them. Once done, tap **OK**.

OK

Viewing Notifications



Access Notifications

The  icon displays the notification count whenever new notifications are available. You can access notifications either by tapping this icon **or** by tapping **Notifications** from the menu options that appear after you tap  in the top-right corner.

This opens a list of notifications, if any.

Notifications List

Type ▾ Notification ▾ Date and time ▾

No notifications found

View Notifications

Notifications, if any, appear here. Examples of notification entries are “low battery” and “full memory”.

Here, there are no notifications to display.



Other Menu Options



Manuel

Urbano

Dashboard

Get to Know Other Menu Options

If you tap **Dashboard**, the FMA home screen will appear. Tapping **Help** opens the in-app help, which you are reading right now!

If you tap **Logout**, you will be logged you out from FMA. This will also result in closing FMA.

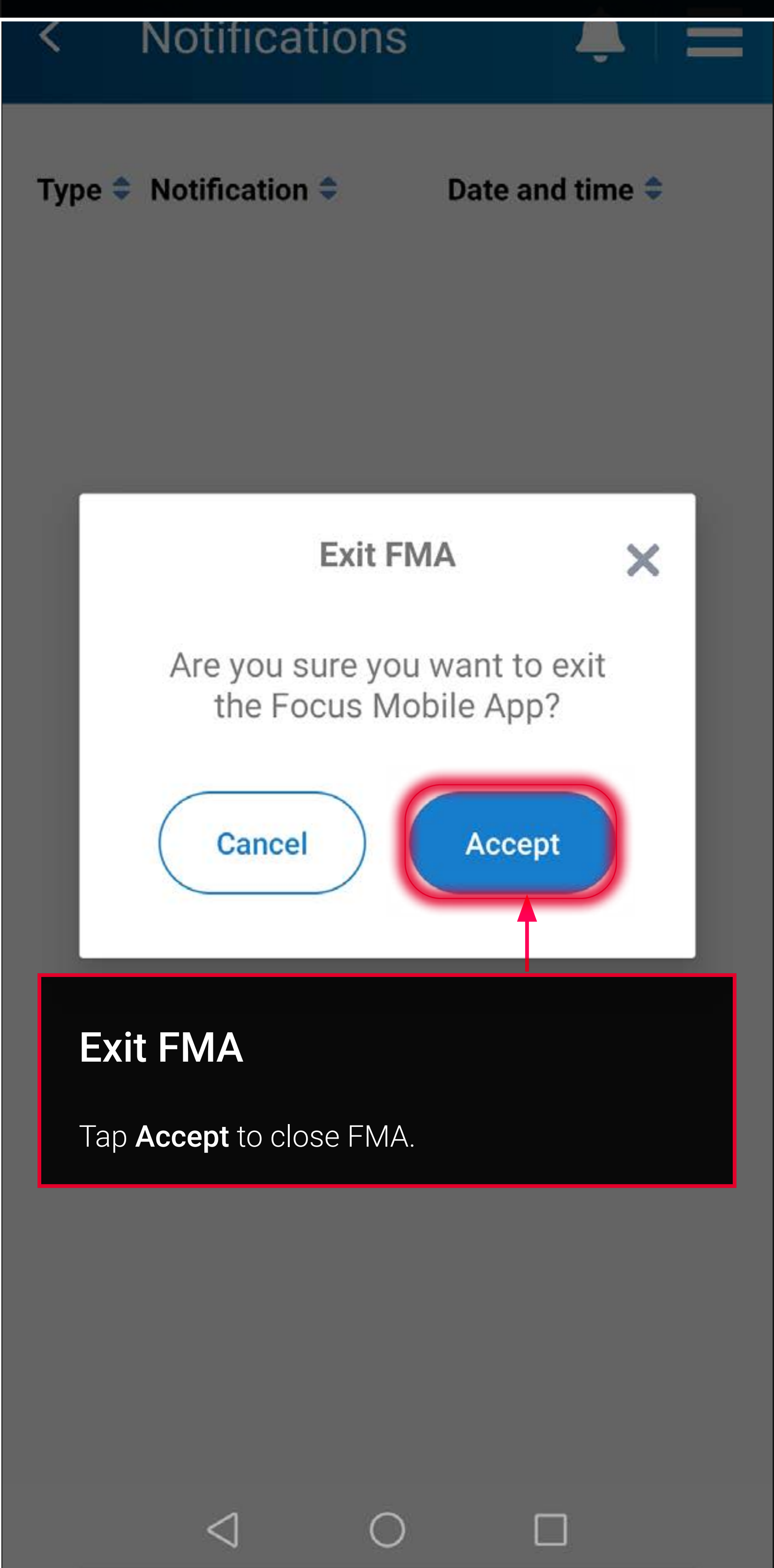
Body-worn Diagnosis

Help

Logout



FMA Exit Screen



Exit FMA

Tap **Accept** to close FMA.