

# Archiver<sup>TM</sup>

## DIRECTIONS FOR USE



**KbPort<sup>TM</sup>**  
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## SETTING UP THE ARCHIVER SYSTEM

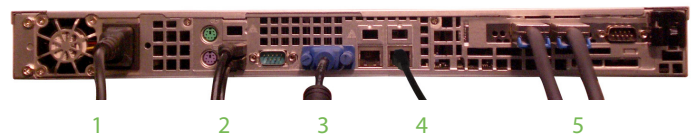
### ARCHIVER

- 1 - Start by plugging the power cord into your Archiver unit.
- 2 - Next, plug the keyboard and mouse into the PS2 or USB slots, depending on your keyboard and mouse.
- 3 - Attach VGA cable into the back of the computer and then attach the other end to the computer's monitor.
- 4 - Plug the network cable into the back of the computer's network slot.
- 5 - Plug in both RAID cables.

**Note:** There is no particular order for plugging in the RAID cables



Front of Archiver client computer



Back of the Archiver client computer.



This is a back shot of the RAID unit with both RAID cables, and power cord attached

## RAID UNIT

- 1 - Start by plugging the power cord into the machine.
- 2 - Then, attach both RAID cables.

After the **Archiver** and the **RAID** are set up and plugged in. Turn on **RAID** tower then the **Archiver**.



This is the front end of the **Archiver**. This is where you will adjust your core settings

## ARCHIVER FRONT END

The **Archiver's** front end is where most of the core settings will be. Core settings include the following ...

## SHUTDOWN OR REBOOT

To shutdown, reboot, or log out of the system highlight and select the option in the shutdown **ETC** box that appears.

**Note:** It is important to shutdown the **Archiver** correctly

First click the **shutdown** on the front end. Then after the **Archiver** is shut down press the power button on the **RAID** tower.

Or, press the power button on the **Archiver** once to shut it down. Then press the power button on the **RAID** tower to shut it down.

To startup the **Archiver**, turn on the **RAID** tower first. Next, turn on the **Archiver** computer.

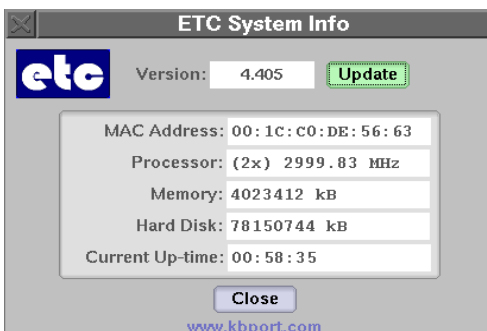
## SYSTEM INFORMATION

To view system information about your **Archiver**, select the system info icon. System information will show which version is currently running, computer specifications (hard drive, processor and memory) and the MAC address of the computer. There is an **UPDATE** button in the system info box that when selected, will update the **Archiver** to the newest version.

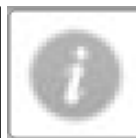
**Note:** A wired internet connection is required to update an **Archiver**



Archiver shut down screen

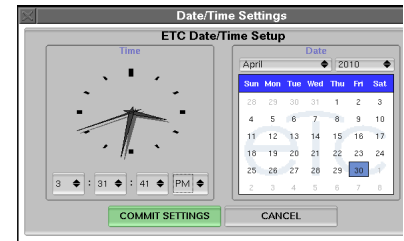


Archiver's system information



## SYSTEM CLOCK

To set the time, date and year of the **Archiver**, select the system clock icon. The time that is set on the **Archiver** will work in conjunction with syncing the **ETC(s)**.

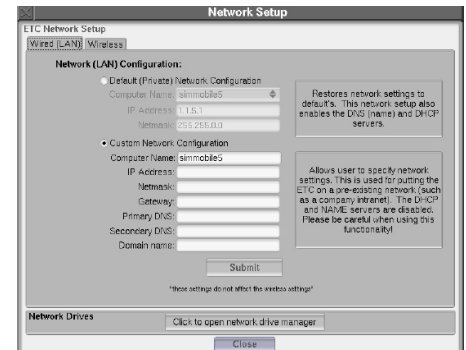


## NETWORK SETUP

To set up your IP address and connect to a wired connection, select the network setup icon. Much like the **ETC**, The **Archiver** network properties are manual and require some knowledge of networks and IP addresses.



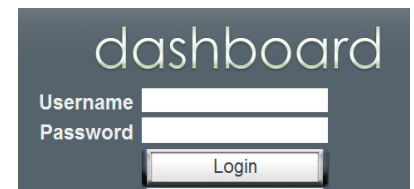
Network Icon, as shown above. Wired Network settings on right



## LOGGING IN

To log into the **Archiver** web-interface, open Internet Explorer from any Client computer that is plugged into the network. Then, type in the IP address of the **Archiver**. You can find the IP address under network settings on the front end of the system. Log into Dashboard. The default user name and password are both admin. Then click on the **Archiver** icon.

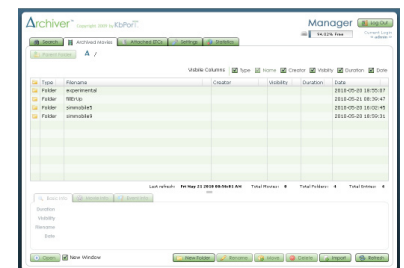
Dashboard Login screen shown right



## WEB INTERFACE

The **Archiver** uses a web-based interface that lets you control, manage, and sync movies from multiple **ETC** units. The next few steps will explain how to operate the interface.

Main page of the web-interface as shown on right

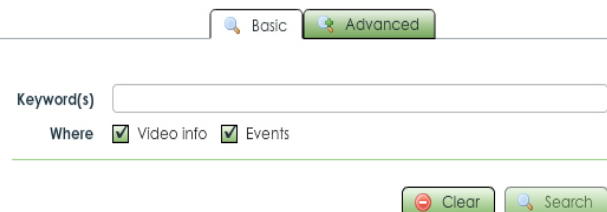


## SEARCH FEATURE

The search feature for the **Archiver** is a very powerful and quick way to pinpoint stored movies. There are two different search bars, **Basic** and **Advanced** search. Both options make finding movies fast and easy.

## BASIC SEARCH

To perform a basic search, type any keyword into the toolbar that has to do with the movie that you are looking for, then click **Search**.



Basic search dialog shown



Basic

Advanced

☒ Video Info  
Keyword(s)   
Separate keywords and phrases with commas

☒ Events  
Keyword(s)   
Separate keywords and phrases with commas

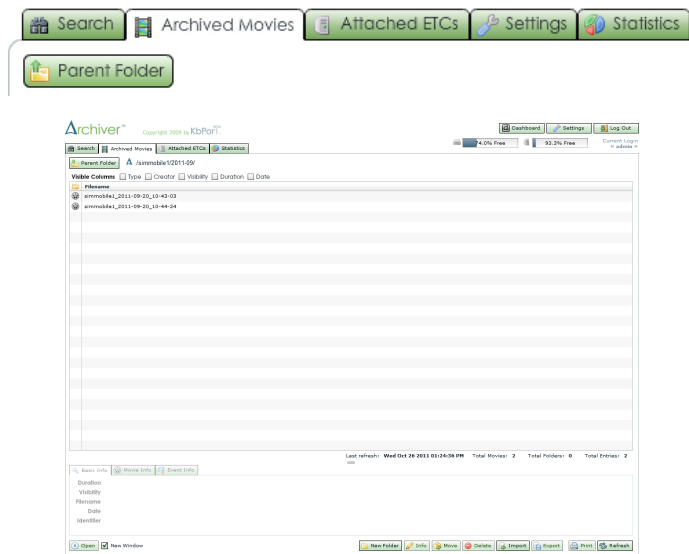
☒ Creator(s)  
Username(s)   
Separate all usernames with commas. For example, to find all videos from usernames "tim" and/or "admin", you would enter: "tim,admin"

☒ Date Range  
Start Date  End Date

Clear

Search

Advanced search shown with all features checked



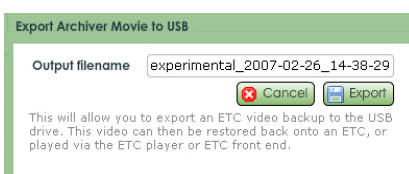
Archived Movies main screen shown above



Toolbar shown above is on the bottom right of the Archived Movies screen



Open button, shown on left, shown which when clicked on opens selected movie



Export Archiver Movie To USB Dialog Shown on right

## ADVANCED SEARCH

The [advanced search](#) is broken down into different search functions. To perform an advanced search, type in the keyword that has to do with that field. You can search by video info, events, creators/usernames and date range. Each function has a checkbox beside them. Select or deselect the search function by placing a checkmark in the corresponding box.

## ARCHIVED MOVIES

To view movies stored on the [Archiver](#), select the archived movies tab. First, highlight the [ETC](#) in which the movie you want to view is being stored. To view a particular [ETC](#), highlight the [ETC](#), then click [Open](#) in the bottom left hand portion of the screen. The [ETC](#) name will now appear in the parent folder at the top. Now, all of the movies on that [ETC](#) are able to be viewed.

To view a specific movie, click [Open](#) on the bottom left corner. The columns can be sorted by clicking on the column title.

After a movie is chosen, the movie player will appear and start playing that movie.

The icons at the bottom of the screen enable you to create a new folder, rename an existing folder, move a folder, delete a selected folder, as well as [Import](#) or [Export](#) a movie.

To create a new folder, click on the [New Folder](#) icon, type in the name, then click create folder. Follow these same steps to rename or delete a folder.

To move a selected folder, click on the [Move](#) icon, then on the right hand side select the destination you would like to move it to, then click move.

To import an [AVI movie](#), select [Import](#), then browse selected movies. Once you have selected the movie to import, select the import button in the box that appears.

To export a movie to USB, click export. The export movie dialog box will appear, then click export

Click [Delete](#) to delete a selected movie.

Click [Import](#) to import an AVI movie.

Click [Export](#) to save selected movie to [USB](#).

**Note:** MAKE SURE THE USB IS PLUGGED INTO THE FRONT OF THE ARCHIVER.

## IMPORTING AVS MOVIES

To import AVS movies click on the **Import** tab. The import movie dialog box will open. Then click browse to select a movie. After selecting a movie, click the import tab on the bottom right of the dialog box.

## MOVIE PLAYER

The movie player on the **Archiver** is similar to that of the **ETC**. The playback bar and playback speed, controls to play, pause, rewind, or fast forward, as well as video and monitor buttons 1-4 are all located directly under the video console where the movie plays.

- (1) ID ICON-to view the current location of selected channels, select the ID icon.
- (2) Quad View-to view all 4 channels, select the quad view icon
- (3) PIP View-to view a picture in picture view select the PIP view icon.
- (4) Custom View-to view a display that you customized and saved, click custom view.
- (5) Save Current View-to save the current view as a custom view, select the Save Current View icon

The diagram box with **Video** and **Event** info to the right is viewed on the right side of the movie player. Located under the video tab, you will find information such as instructor, student, patient name and type.

To view **Event Info**, click the **Event Info** tab directly beside the Video info tab. All of the events that occurred, and flags or comments that have been added during that particular scenario can be reviewed here. Additional flags and comments may be added at this time.

To add additional flags or comments select a **Flag** tab. To add an event, select the **Add Event** icon, enter comments, then click **Save**. These same steps should be followed to edit or delete and event as well.

The **Details** tab shows detailed information about the event. Files can also be attached to the event log. To attach a file click the **Details** icon, select **Add**, then select the file you would like to attach. Finally, click upload and the attachment will appear.



Import Movie dialog box shown

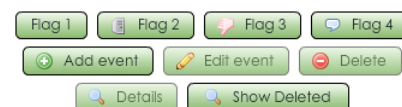
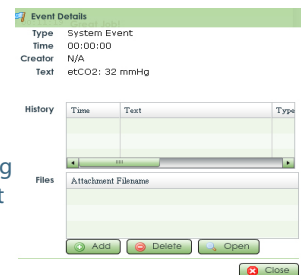
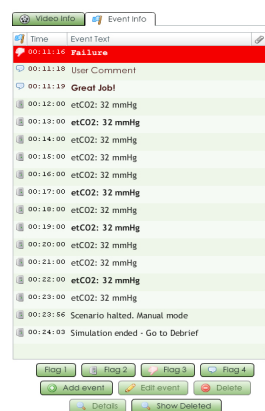


Movie player toolbar shown above

Full movie player shown on right



Events, Flags and comments shown left. Add Event Details dialog shown right



Bottom right of the Movie Player shown above



This is the top toolbar where you will find the Attached ETCs tab

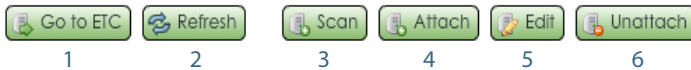


Fig. 1 - Toolbar, shown above, found on bottom left of Attached ETCs Tab

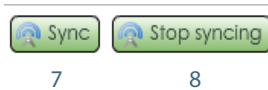


Fig. 2 - Toolbar, shown left, found on bottom right of Attached ETCs Tab

Host Name	IP Address	Port	Type
simmobile1	192.168.1.69	2005	Unknown
simmobile5	192.168.1.35	2005	Unknown
simmobile1	192.168.1.79	2005	Unknown
experimental	192.168.1.33	2005	Unknown
archiver	192.168.1.72	2005	Unknown

Auto-Detected ETCs Dialog Shown Above

ETC Attaching Dialog

Type: ETC Pro

Host Name:

IP Address: : :

Port: 2005

Notes:

Destination: /

Close Save

ETC Attaching Dialog Shown Above

## ATTACHING ETC(s)

To attach an ETC to the Archiver, start by clicking on the attached ETCs tab in the top toolbar from the main page of the web-interface. The next steps will show you how to automatically or manually attach the ETCs.

Figure 1 - to view a particular ETC while on the Attaching ETCs page, click Go to ETC (1). The selected ETC will now be visible.

To edit or unattach the ETC from the Archiver, select the Edit(5) or Unattach(6) icon.

Located to the bottom right, are the Sync(7) and Stop Syncing(8) icons. Select Sync to manually sync the ETC with the Archiver, select stop syncing to stop syncing the ETC to the Archiver.

## AUTO-DETECT

To automatically search and attach the ETCs, click on the Scan(3) button found on the bottom of Attached ETCs page. When the Auto-Detect dialog box is shown, select the ETC to be attached, then select Attach.

## MANUAL ATTACH

To manually attach an ETC, follow the same steps as automatically attaching.

First, click on the Attached ETCs tab. Next, click on the Attach tab at the bottom of the toolbar. Then, an ETC Attaching Dialog box will appear. In the ETC Attaching box enter the type of ETC, host name, IP address, and port. Finally click the Save tab and the newly attached ETC will appear under the attached ETCs field.



## SETTINGS

To adjust settings, click on the [Settings](#) tab. The settings tab on the [Archiver](#) eliminates the need to adjust settings, add users, groups or event flags on the [ETC](#). These adjustments can all be made on the [Archiver](#) from the settings page. The settings tabs are as follows:

### USER PREFERENCES

The administrator's name and email must be entered here. Entering the email address in the email field is essential so that the administrator may receive important notifications regarding the [Archiver](#).

**Quad View** - Quad view is the current view set up for viewing video and monitor channels. To change the channels that appear in the quad view, highlight that channel, then select a new one. Then, click [save](#).

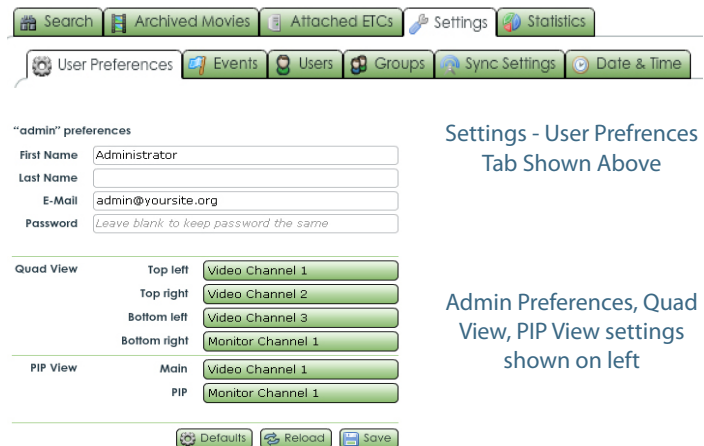
**PIP View** - To view a Picture in Picture display, select the PIP View. The PIP view can also be changed directly under the Quad View.

## EVENTS

To view or edit event types, Event Flags, or comments, select the [Events](#) tab. The 2 categories under the event tab are [Event types](#) and [Event Flags](#).

**Event Types** - to add an event or change the font or background of the comment so that it sticks out, click the add icon.

**Event Flags** - To change what flags 1-4 say, type the new text into the box directly under the flag that is being changed, then click [save](#).



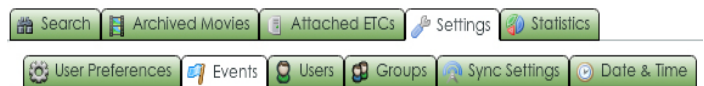
Settings - User Preferences Tab Shown Above

Admin Preferences, Quad View, PIP View settings shown on left

The screenshot shows the 'User Preferences' tab in the settings menu. It includes fields for 'First Name' (Administrator), 'Last Name', 'E-Mail' (admin@yoursite.org), and 'Password'. Below these are sections for 'Quad View' and 'PIP View' settings, each with buttons for 'Top left', 'Top right', 'Bottom left', 'Bottom right', 'Main', and 'PIP'. At the bottom are 'Defaults', 'Reload', and 'Save' buttons.

User List shown right


User Name	E-Mail	Last Name	First Name
admin	admin@yoursite.org		Administrator
Instructor	instructor@localhost	Doe	John



The screenshot shows the top navigation bar with tabs: Search, Archived Movies, Attached ETCs, Settings, Statistics, User Preferences, Events, Users, Groups, Sync Settings, and Date & Time.

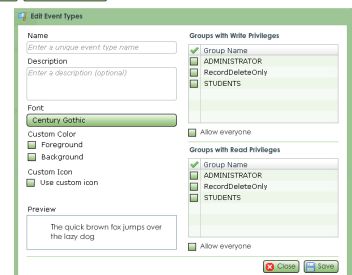
Event Types

Name	Font	Description
Administrator Comment	Century Gothic	Only administrators can see this.
Correct	Trebuchet	Good job!
Failure	Courier New	Really bad stuff happened.
Flag	Century Gothic	Happens when user flags something interesting
Gaumard Hal	Arial	Automatically added from ETC
Gaumard Newborn Hal	Courier	Automatically added from ETC
Laerdal SimMan	Arial	Automatically added from ETC
Manikin Event	Arial	Automatically added by ETC
SimMan 3G	Arial	Automatically added from ETC
Student	Arial	Automatically added from ETC
System Event	Trebuchet	The default event type for all ETC events.
User Comment	Century Gothic	Miscellaneous event. This event type can not be removed.



The screenshot shows the 'Event Flags' section with four flags (Flag 1, Flag 2, Flag 3, Flag 4) and their corresponding event types. Flag 1 is 'good job' with event type 'Gaumard Hal'. Flag 2 is 'System Event' with event type 'System Event'. Flag 3 is 'Failure' with event type 'Failure'. Flag 4 is 'User Comment' with event type 'User Comment'. At the bottom are 'Restore Defaults', 'Reload Saved Texts', and 'Save Event Settings' buttons.

Above - Event Types broken down  
Left - Event Flags  
Bottom - Edit Event Types



The screenshot shows the 'Edit Event Types' section. It includes fields for 'Name', 'Description', 'Font', 'Custom Color', 'Background', 'Custom Icon', and 'Preview'. On the right, there are sections for 'Groups with Write Privileges' and 'Groups with Read Privileges', each with a list of groups and checkboxes for 'Allow everyone', 'RecordDeleteOnly', and 'Allow everyone'.

User Name	E-Mail	Last Name	First Name
admin	admin@yoursite.org		Administrator
Instructor	instructor@localhost	Doe	John

Users Tab shown above displaying user information

## USERS

To add a user, click add on the bottom left of the screen under the users tab. The User Editor box will pop up. Enter the desired username and or password in those fields. If you do not change the password, admin will remain the password. Click Save to save the new user. To set the privileges for the new user, highlight their name, then click Edit. The user editor box will pop up again with a tab for preference, privilege, and Group Membership. Under the Privilege tab, place a check mark in the box next to the privileges the user is to have, then click save. Repeat the same steps for Group Membership. To edit or delete a user, click the edit or delete icon, make your corrections, then click save.

## GROUPS

To add a group, click add on the bottom left of the screen under the Group tab. Clicking add brings up the Group Editor. Select the name for the group as well as a short description if needed, then under the privileges tab place a check mark in the box next to the privileges the group is to have, click Save to save the new group. Follow the same steps above to edit or delete a group. After the changes have been made, click save.

Group Editor

Group Name

Unique name for this particular group

Description

Notes or a description for the group

Privileges

Name	Description
<input checked="" type="checkbox"/> ADMINISTRATIVE	Grants the user all privileges.
<input type="checkbox"/> DELETE	If a user has this privilege they can delete movies stored on the Archiver.
<input type="checkbox"/> EVENT_TYPES	Allows a user to edit event types.
<input type="checkbox"/> FLAGS	Allows editing of the custom flags.
<input type="checkbox"/> LIVE_VIDEO	Allows the user to view live video.
<input type="checkbox"/> NETWORK_DRIVES	Allows a user to add/edit/remove network drives.
<input type="checkbox"/> PTZ	Allows the user to maintain Pan-Tilt-Zoom (PTZ) cameras.
<input type="checkbox"/> RECORD	Grants the user the ability to create new recordings.
<input type="checkbox"/> SATELLITES	Allows a user to add/edit/remove connected satellite ETCs.
<input type="checkbox"/> USERS	Allows the user to add/edit/remove users.

Close

Save

Group Editor shown above

## SYNC SETTINGS

To transfer and backup the movies from your **ETC** is called syncing. The **Archiver** will be set to sync during a designated time within a 24-hour period to transfer movies from the **ETC**.

To set the sync time, open the **Settings** tab from the main web interface page. Then, click the **Sync Settings** tab and click **Add** on the bottom toolbar. Next, enter in a designated time for the **ETC** to sync. Click **Save** after the time is entered. There can be multiple times added for the **Archiver** to sync more than once in a 24-hour period.

To the right of the sync time box, there is an option to select **yes**, **delete the movies after syncing**, or **no**, **do not delete the movies after syncing**. The **ETC** will fill up, so it is a good idea once the **ETC** is synced to the **Archiver** that the movies are automatically deleted after.

To adjust the **date or time**, select the tab to the right titled **Date & Time**. Then, use the calendar and clock to set both.

**NOTE:** The **Archiver** reboots itself at 12:00 am daily. **DO NOT** set the **Archiver** to sync at this time.



Sync Settings Tab shown  
from Top Toolbar

Daily Sync Times

24 Hour Clock	12 Hour Clock
15:20:00	03:20:00 PM

Daily Sync  
Times Show  
Left

Sync Time

Please select a new time

1 : 1 AM PM

Standard time: 01:01

Close Save

Adding a new Sync Time  
shown above

Daily Sync Times show on  
right

Daily Sync Times

24 Hour	12 Hour
01:00:00	01:00:00 AM

Current Archiver Time 06:45 AM

Add Edit Delete

Sync Options

Auto-delete ☐ Yes, automatically delete movies on ETC after successful synchronizations  
☒ No, not automatically delete movies from ETCs.

After successfully syncing, the Archiver has the option of deleting the original movies off the ETC. Movies can be deleted immediately, or only after the specified time has elapsed. Using this feature will help prevent your ETC recorders from filling up.

Sync Options  
shown on left

## STATISTICS

To view the amount of memory on the hard drive as well as how many movies are stored on the **Archiver** click the **Statistics** tab.

Disk Space		Movies	
1.24% Used / 98.76% Free		Total	3
Total (MiB)	467,428.90	Events	13
Free (MiB)	461,613.06	Average	4.33 (per movie)
Used (MiB)	5,815.84	Users	
Total (GiB)	456.47	Total	2
Free (GiB)	450.79		
Used (GiB)	5.67		
Refresh Statistics			
Last Update 2010-10-06 04:04:41			

Statistics shown above