

# Guide - Updating a Camera Status

**Brookfield  
Properties**

This guide offers a straightforward method for updating camera statuses within the Maximus system, ensuring that users can effectively manage and monitor their security assets. It provides step-by-step instructions, making it accessible even for those unfamiliar with the platform. By following this guide, you can promptly address camera issues, maintain security oversight, and improve overall operational efficiency.

## 1 Navigate to [Maximus](#)

The screenshot displays the Maximus Management System homepage. On the left, there's a sidebar titled "Success Stories" featuring a success story about a security officer performing CPR. The main area contains a grid of twelve icons representing different system functions: INCIDENTS/DISPATCH, RESEARCH, DASHBOARD, INSPECTIONS, SECURITY SCHEDULING, COMMUNICATIONS, ADMINISTRATION, INCIDENT REPORT BOARD, MAP MANAGEMENT, TIER MANAGEMENT, INCIDENT REPORT LOG, and RISKCONNECT REPORT LOG. To the right, there's a "MAXIMUS MESSAGE" section with a recent post from Dan Ryan about a smash-and-grab robbery at a jewelry store.

**2** Click on the Dashboard module.

**IMUS** GEMENT SYSTEM TEST SITE  
DO NOT ENTER ACTUAL LIVE DATA

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**MAXIMUS Alerts** See alert action items in Maximus Messages.

Success Stories FORMED CPR p 19, 2023 9:53AM CST

  
Mark Zeigler, Lynnhaven Mall

ginia Beach, VA - On 2023, Security Officer Mark an unresponsive elderly ie floor in Center Court. He dispatch and Rescue was

**MAXIMUS MESSAGE**  
Last Message 678 Days Ago

**Maximus Message**  
Southern California - Significant Increase in Business Hour Jewelry Store Smash and Grabs

Posted by Dan Ryan | Aug 03, 2023 4:40PM CST

Crime & Safety  
**Smash-And-Grab Robbers Steal Almost \$1M In Jewelry At OC Store Monday**

There were several people in the Irvine jewelry store at the time of the robbery, according to the Irvine Police Department.

Photo: Orange County Sheriff's Office  
Reported Tue, Aug 1, 2023 at 26 am PT - Updated Wed, Aug 2, 2023 at 8:07 am PT



Members of the jewelry industry have indicated that smash and grab daytime robberies of jewelry stores in Southern California are on the rise.

**INCIDENTS/DISPATCH** **RESEARCH** **DASHBOARD**

**INSPECTIONS** **SECURITY SCHEDULING** **COMMUNICATIONS**

**ADMINISTRATION** **INCIDENT REPORT BOARD** **MAP MANAGEMENT**

**TIER MANAGEMENT** **INCIDENT REPORT LOG** **RISKCONNECT REPORT LOG**

See All Success Stories Show Next Above

**3** Click "Reference".

**MAXIMUS**  
INCIDENT MANAGEMENT SYSTEM

TEST SITE  
DO NOT ENTER ACTUAL LIVE DATA

MAXIMUS Alerts

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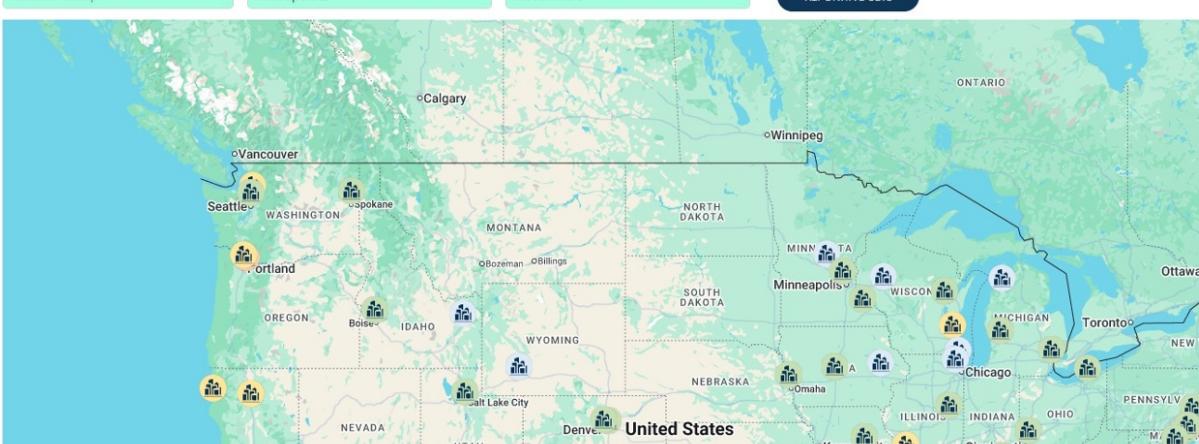
Members of the Jewelry industry have indicated that s...

HOME JUST HAPPENED REFERENCE INCIDENTS

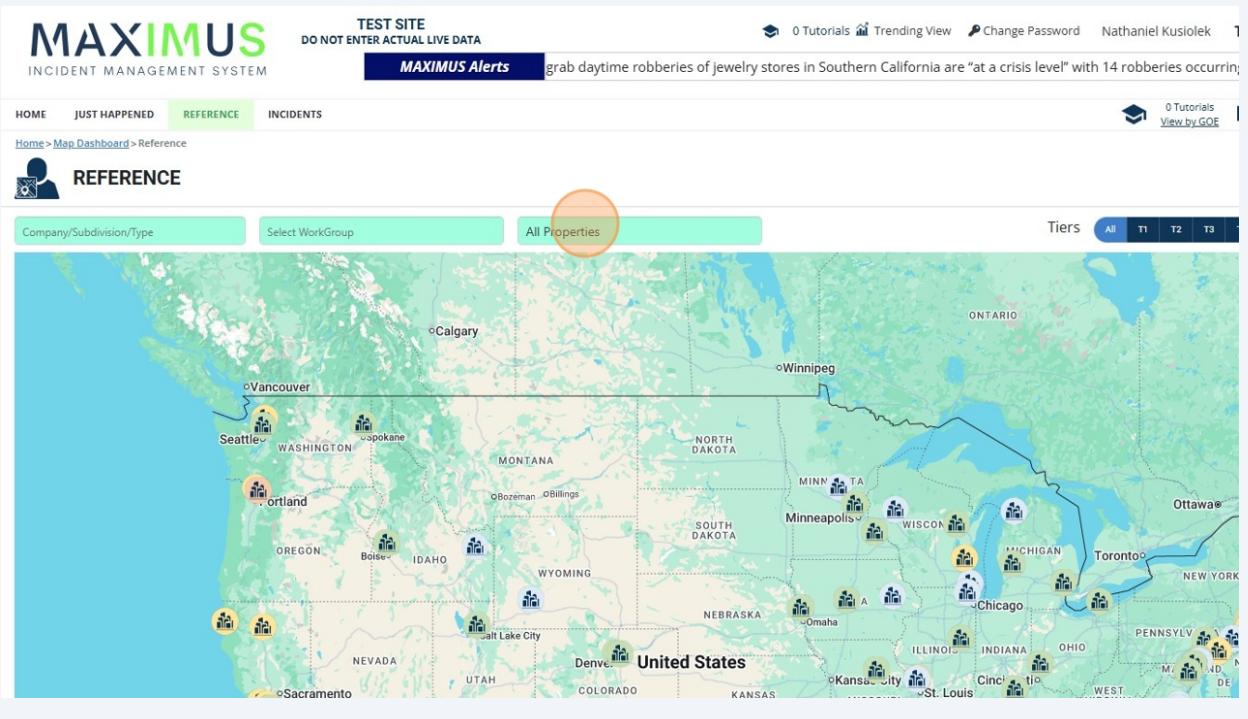
Home > Map Dashboard > Just Happened

JUST HAPPENED

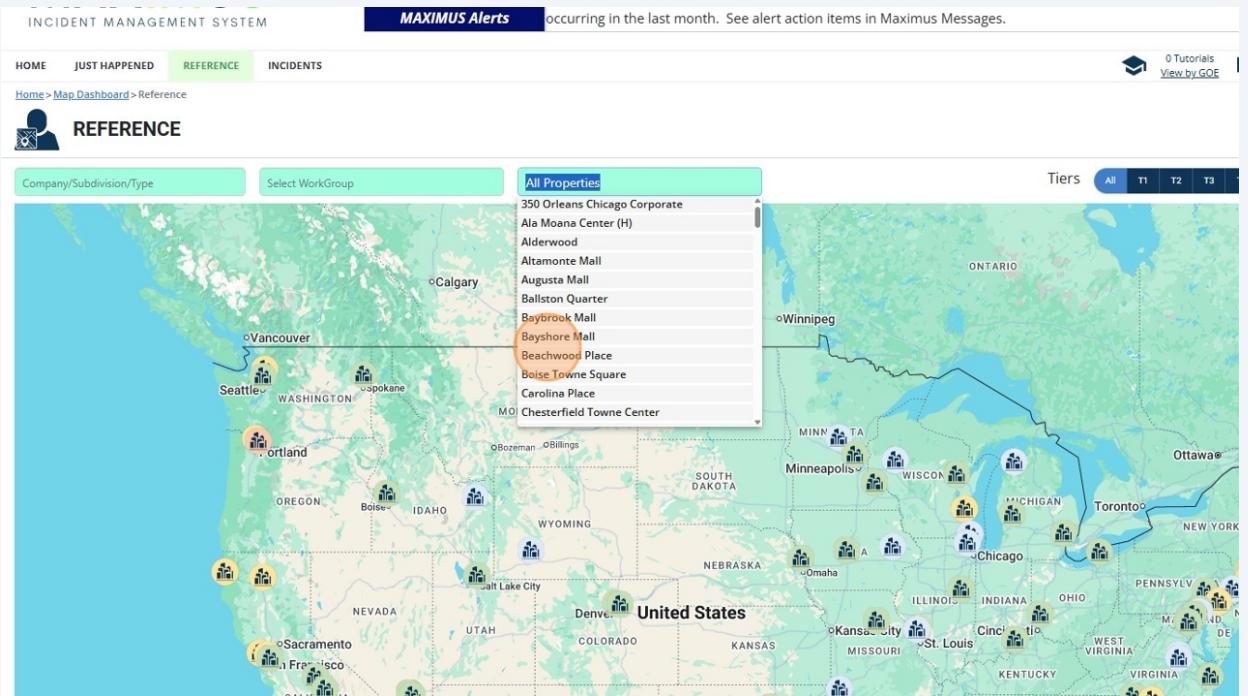
Select WorkGroup All Properties Past 3 Hours REPORTING SETS



- 4 Click the "Select Property/Subunit" field. (Should say "All Properties" by default)



- 5 Click the property you'd like to change a camera status for. (In this case "Beachwood Place")

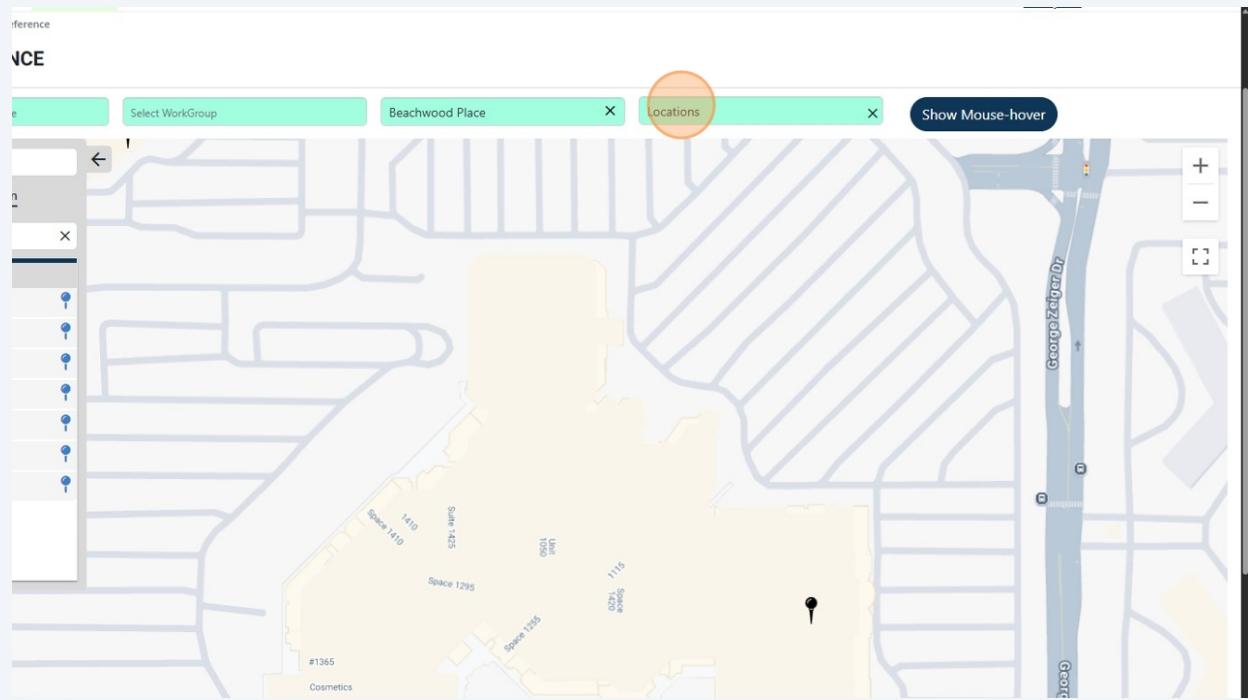




Note: Only properties you have access to should be listed.

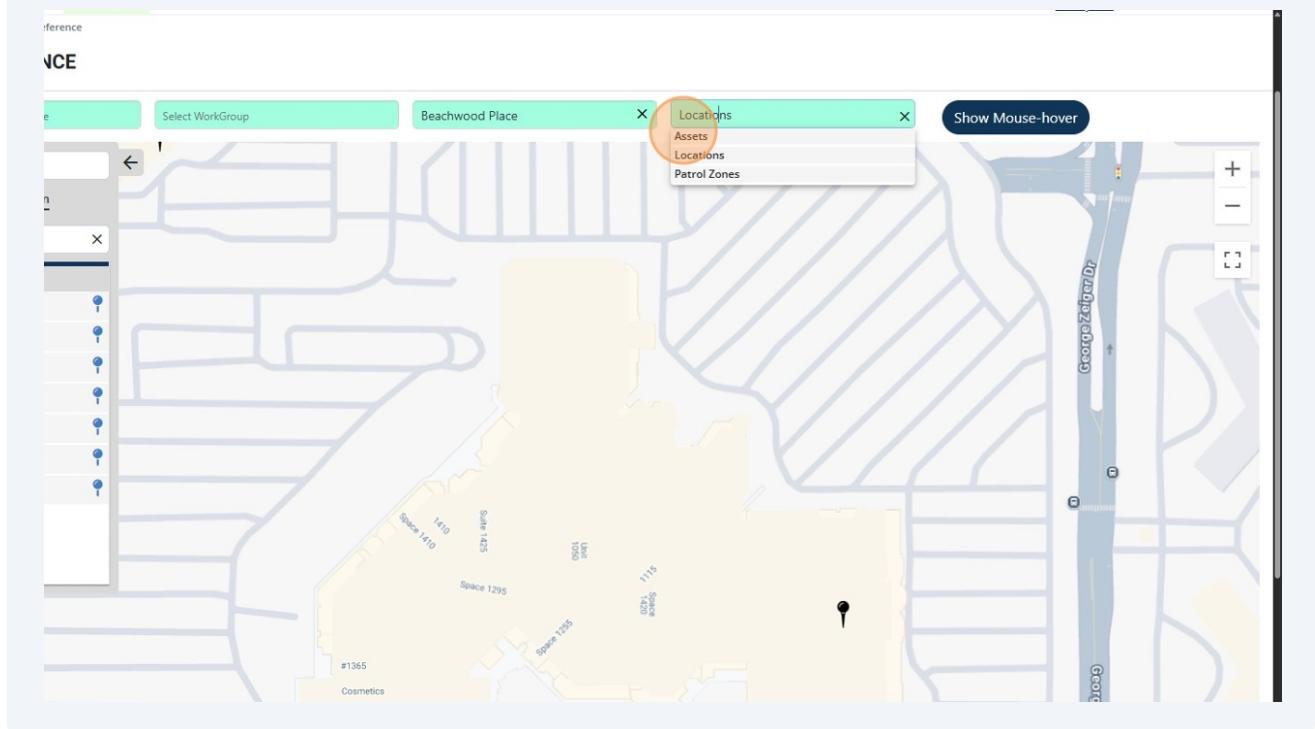
6

Click the "Select Reference Type" field. (Should say "Locations" by default)



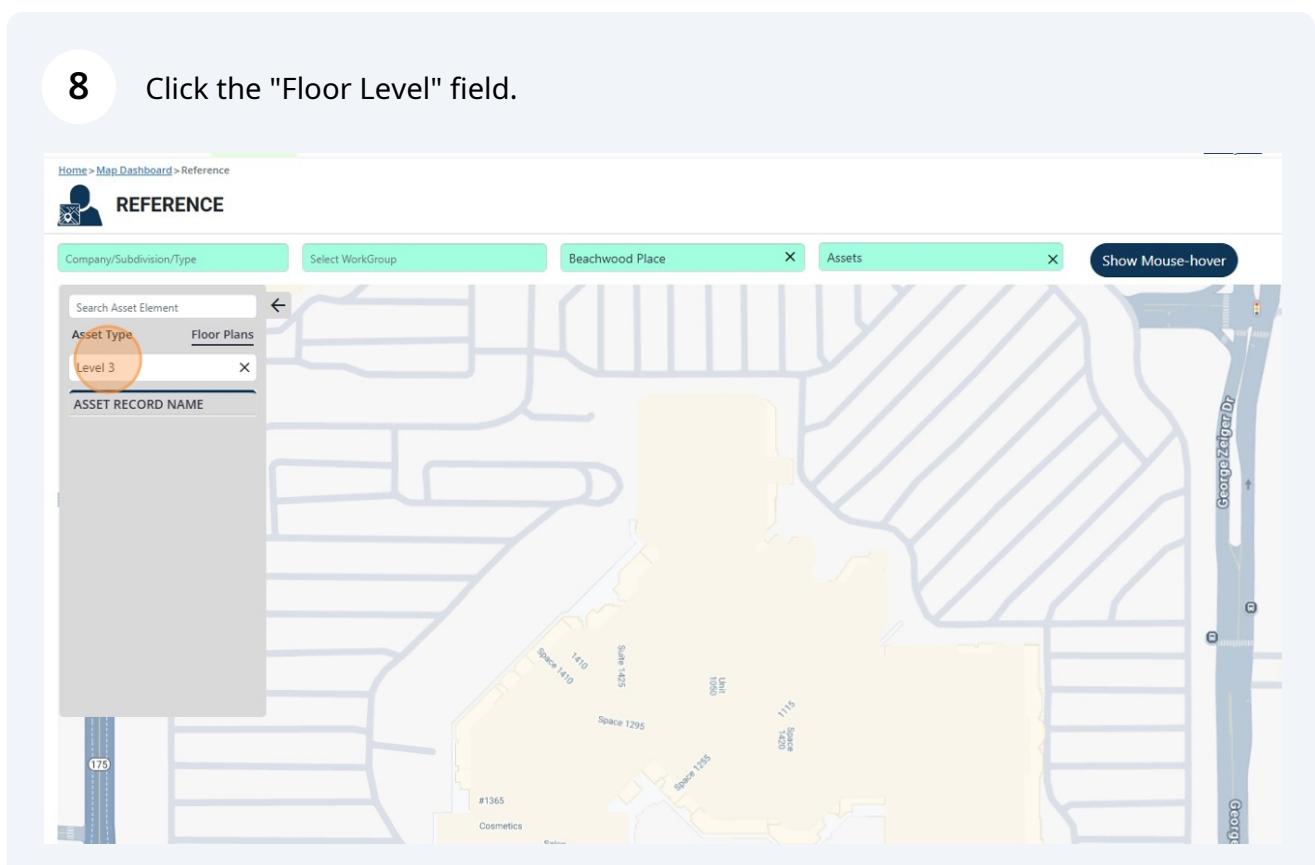
7

Click "Assets".

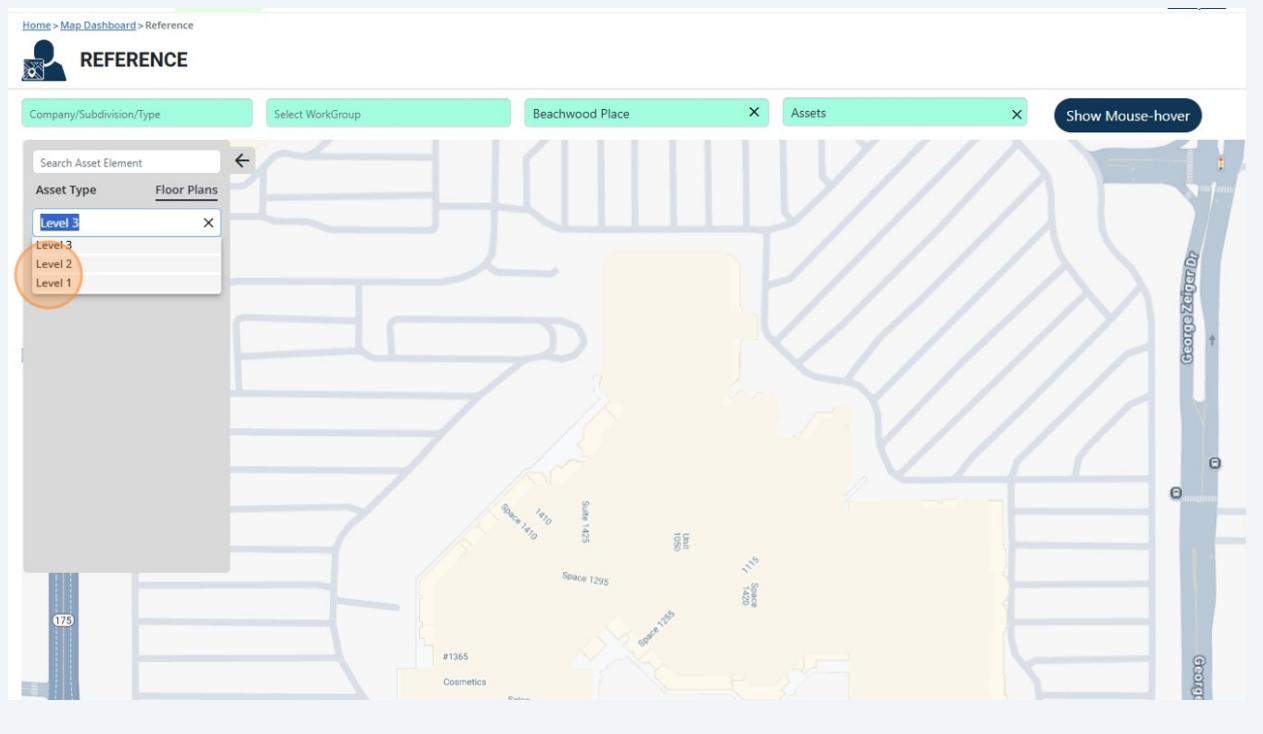


8

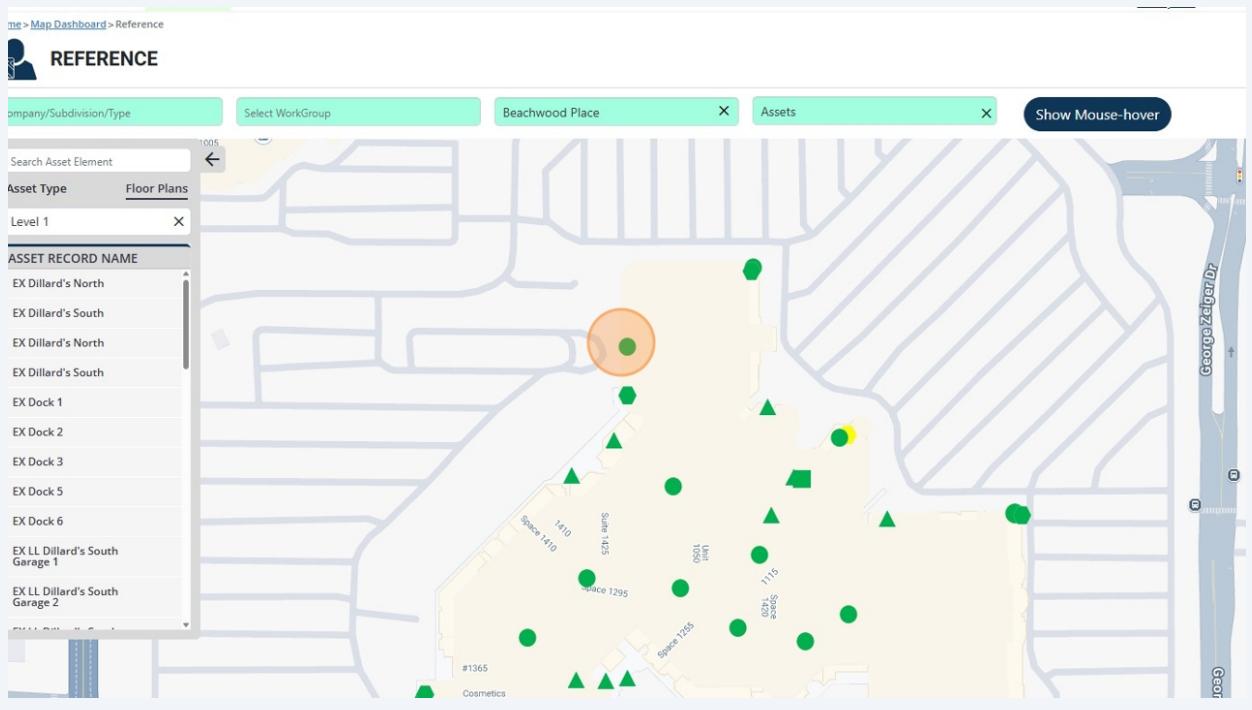
Click the "Floor Level" field.



- 9 Select the floor that has the camera you want to update. (In this case "Level 1")



- 10 Click on the camera's location on the map. (There should be an icon for each camera/asset)





Note: If you do not see an icon for the camera, contact your Security Director.



Note: A green icon indicates the camera is functional, a red icon indicates the camera is non-functional, a yellow icon indicates the camera is functional but not optimal.

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Click the "Status" field.

The screenshot shows the 'PTZ CAMERA RECORDS' form in the 'REFERENCE' application. The form includes fields for 'CCTV CAMERA NAME' (Mandatory), 'EX Saks West', 'Last Modified Date' (06/11/2025), 'Last Modified By' (Nathaniel Kusolek), 'Camera Number' (Mandatory), '37', 'General Camera Location' (Mandatory), 'Exterior', 'Status (Mandatory)', which is highlighted with a red circle and set to 'Fully Functional', and 'Notes For Not Optimal or Non Functional Camera' (What is wrong with the came). Below these are two questions with radio button options: 'Has your Camera Contractor been notified?' (Yes selected) and 'Has a BPR IT Service Ticket been created?' (Yes selected). There is also an 'Additional Notes' field with placeholder text 'Fill out with additional notes'. On the left, there is a sidebar with 'ASSET RECORD NAME' and a list of asset names. On the right, there is a map view with a green dot indicating the camera's location.

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Select the new status you want to apply to the camera. (In this case "Not Functional")

The screenshot shows a software interface for managing cameras. On the left, there's a sidebar with a search bar and a list of asset records. The main area has fields for 'CCTV CAMERA NAME' (Mandatory) set to 'EX Saks West', 'Camera Number' (Mandatory) set to '37', and 'General Camera Location' (Mandatory) set to 'Exterior'. Under 'Status (Mandatory)', the option 'Fully Functional' is selected, while 'Not Functional' is highlighted with a red circle. Below these are two questions with radio button answers: 'Has your Camera Contractor been notified?' (Yes selected), 'Has a BPR IT Service Ticket been created?' (Yes selected), and an 'Additional Notes' field with a placeholder 'Fill out with additional notes'. A map on the right shows the camera's location. Top right corner shows 'Last Modified Date: 06/11/2025' and 'Last Modified By: Nathaniel Kusiolek'.

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Click the "Notes" field. Add any notes about what is wrong with the camera. (Optional)

This screenshot shows the same software interface as the previous one, but with a note added to the 'Notes' field. The note reads 'What is wrong with the camera'. All other fields and settings remain the same as in the previous screenshot.

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If the camera is non-functional, answer if your camera contractor has been notified yet.

Search Asset Element: EX Saks West

Last Modified By: Nathaniel Kusiolek

Asset Type: Floor Plans

Level 1

ASSET RECORD NAME

- EX Dillard's North
- EX Dillard's South
- EX Dillard's North
- EX Dillard's South
- EX Dock 1
- EX Dock 2
- EX Dock 3
- EX Dock 5
- EX Dock 6
- EX LL Dillard's South Garage 1
- EX LL Dillard's South Garage 2

(Mandatory) Camera Number: 37

(Mandatory) General Camera Location: Exterior

(Mandatory) Status: Not Functional

Notes For Not Optimal or Non Functional Camera:

Has your Camera Contractor been notified?

Yes

No

N/A

Has a BPR IT Service Ticket been created?

Yes

No

N/A

Additional Notes: Fill out with additional notes

UPDATE

Map of the building floor plan showing camera locations marked with green dots.

15

If the camera is non-functional, answer if a BPR IT service ticket has been created.

Search Asset Element: EX Saks West

Last Modified By: Nathaniel Kusiolek

Asset Type: Floor Plans

Level 1

ASSET RECORD NAME

- EX Dillard's North
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(Mandatory) Camera Number: 37

(Mandatory) General Camera Location: Exterior

(Mandatory) Status: Not Functional

Notes For Not Optimal or Non Functional Camera: What is wrong with the came

Has your Camera Contractor been notified?

Yes

No

N/A

Has a BPR IT Service Ticket been created?

Yes

No

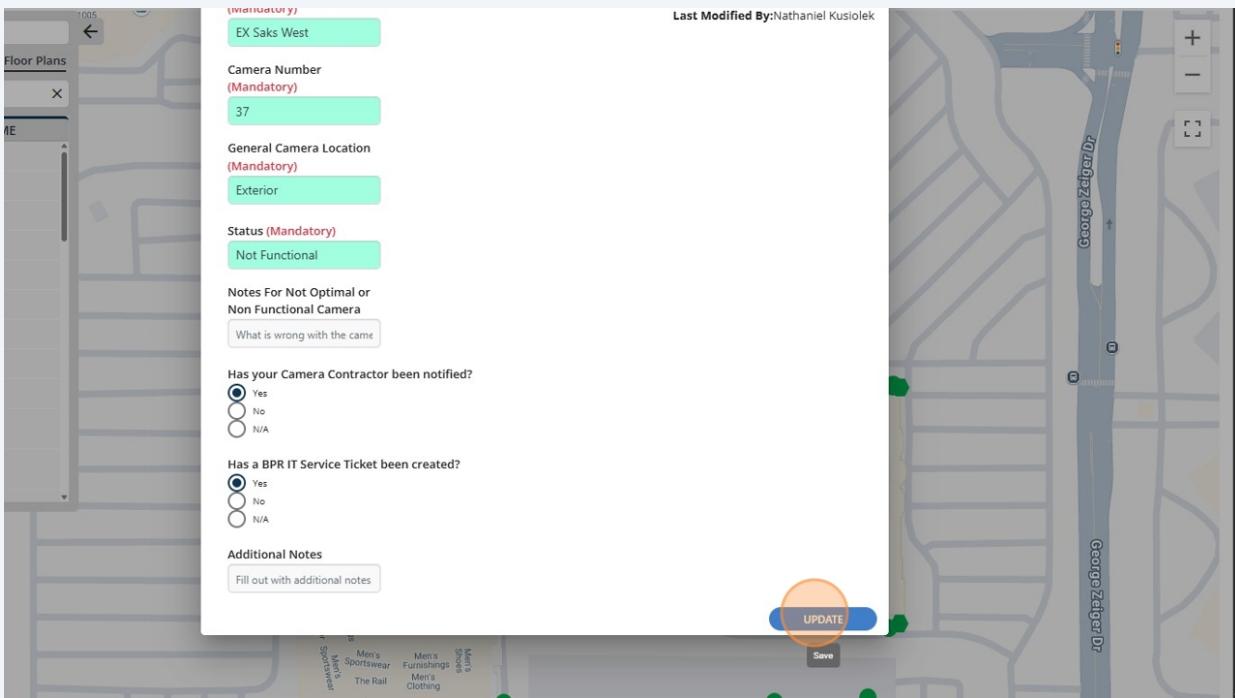
N/A

Additional Notes: Fill out with additional notes

UPDATE

Map of the building floor plan showing camera locations marked with green dots.

**16** Click "Update".



**17** The camera status should now be updated. The message below should appear in the top right corner.

