Special Investigation Task Force
Electronic Presentation of Evidence

SITF EPE PACKAGE CREATOR
Online Version 1.0
Support Document

**ev-i-den-tial**

Contents

About the SITF EPE application

The Electronic Presentation of Evidence (EPE) is proven to make significant time and cost savings when handling multimedia visual evidence during large scale investigations and court trials and tribunals.

The SITF EPE applications provides the user with all the tools to evaluate and filter large amounts of data that have been collated as part of the investigation. Having the material available in a standardised digital form along with tools to enhance the data provides the user with a powerful method of preparing, visualising and demonstrate evidence.

EPE Workflow
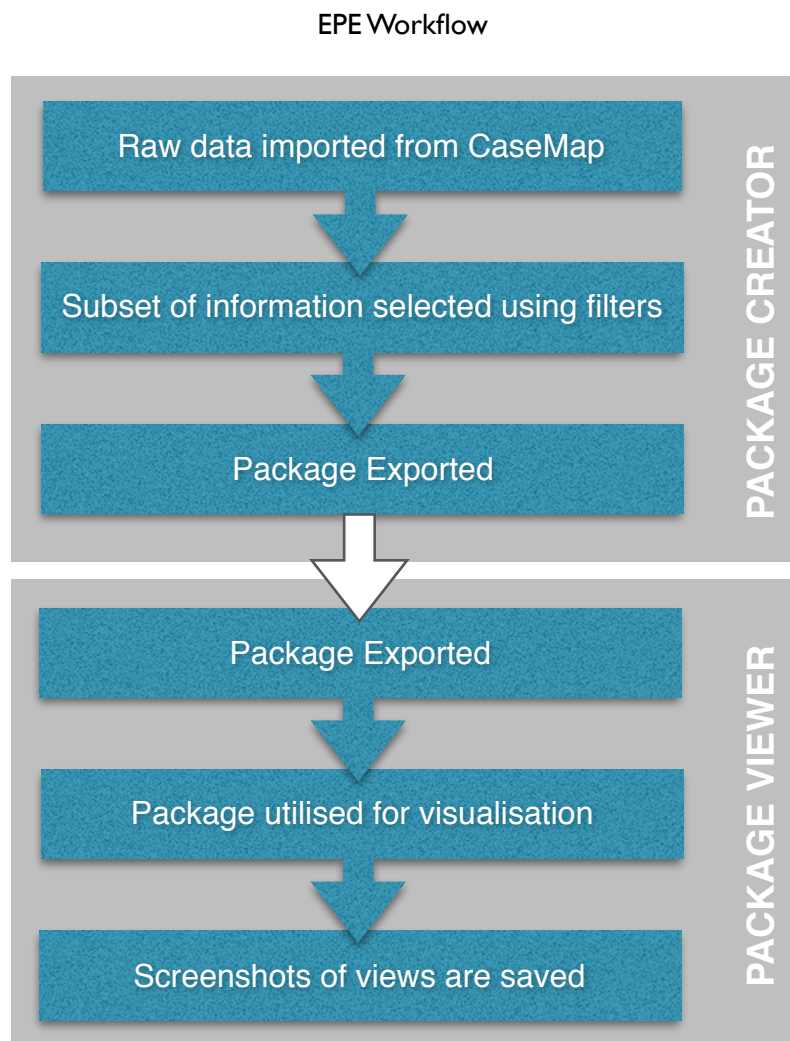
Online mode

The EPE Package Viewer application works in conjunction with the EPE Package Creator application. The Package Creator collates information from the Casemap repository when used in a secure networked environment. The Package Creator application allows users to identify and filter the required evidential information into an encrypted package which is suitable for external use when authorised.

Court mode

The EPE Package Viewer also has the capability for use in a courtroom, or similar, environment when connected to an additional screen or multiple screen setup.

Installing the application

The installation process is handled by the SITF IT administrators. Please contact it@sitf.eu for any installation requirements.

Compatibility

The application has been developed for the Windows platform and is therefore compliant with Windows XP, Windows 7, Windows 8 and Windows 10 operating systems.

The application supports touchscreen functionality also and is therefore compatible with Windows Surface machines.

Customisation

Elements of the application relating to the categories used can be customised by the SITF IT administrators. For further details contact it@sitf.eu.

Additional hardware - Yubikey

This application has additional layers of security applied when encrypting files therefore a hardware device known as a Yubikey is required when authorising the use of exported packages.

Additional hardware - Multiple screens

The application is compatible with dual screen capability when Court Mode (see page 16) is activated. Screens are to be connected via the desktop or laptops VGA, DVI or HDMI connections.

Additional hardware - External Hard Drives

*Packages are to be stored and transported using external hard drives provided by SITF IT administration.*

Note - The application has no Copy or Paste functionality for security reasons.

Instructions - Using the Application

Start the application by double clicking its icon.

The applications initial package selection screen will appear and you are prompted to identify the location of the Package required to be viewed.
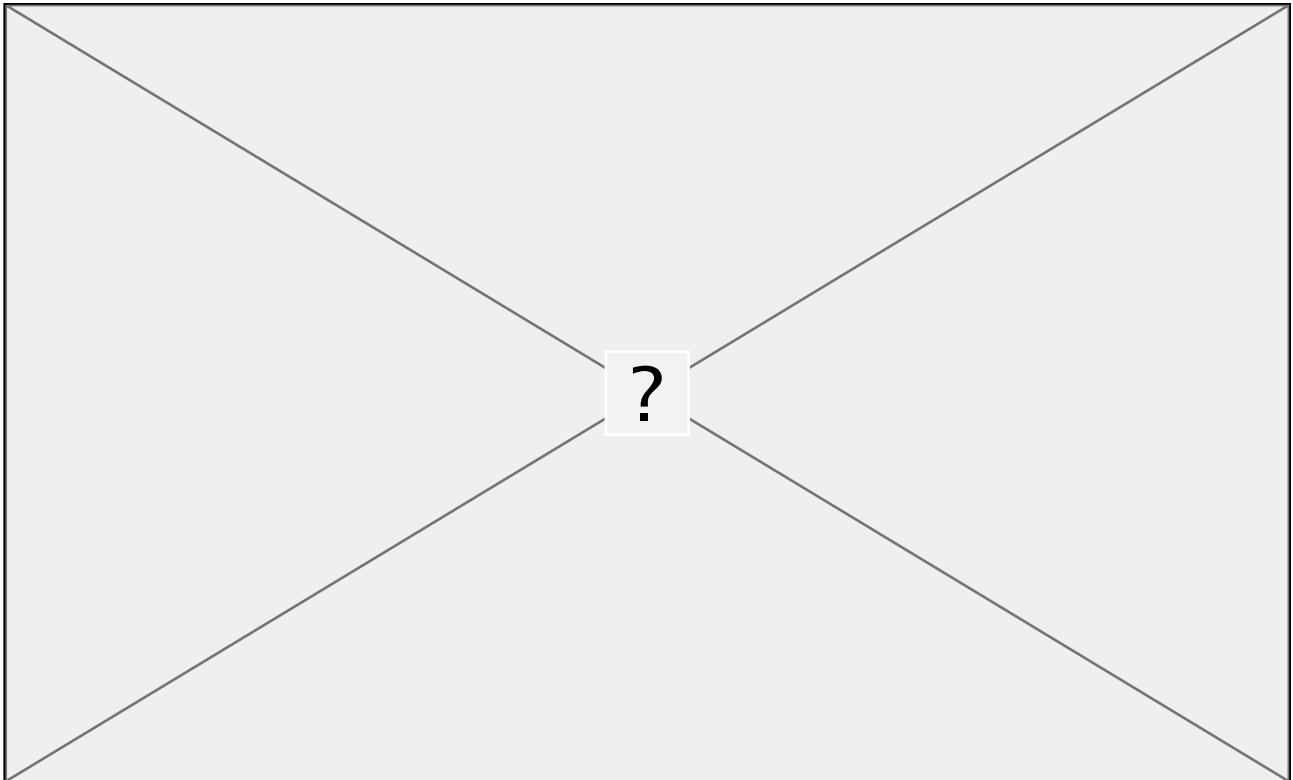
Once selected, the application requires a password to be entered to allow access to the application. As part of the encryption requirement, the Yubikey allocated to the package by Registry is required. Once you have entered the password press the Yubikey to complete the password process.

Upon successful password/Yubikey verification the Package will open in the application.

Please note - The application will lock if the Viewer isn't used for a defined period. In order to unlock the application the password and Yubikey process will be required again.

Logging on
    Users and permissions
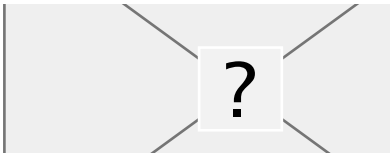
Uploading content from Casemap
    HTML rich description fields
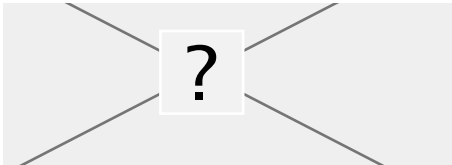   Short names

    Authorisation

    Package list

Navigation - Menu's and Icons

The title bar has a number of icons allowing the user to access different areas of the application.

In the left corner there are options to Quit the application or view the Help files.


In the right corner Users can access the various sections of the application-
•Map View
•Data View
•Person Profile
•Source Material

The downward triangle icon opens the filter tab where data can be manipulated (see page 15).

Map View

The default screen for the application is the Map screen. The data is loaded and all events are shown on the map. Users have the ability to filter the data using the map view or data view (see page 15).
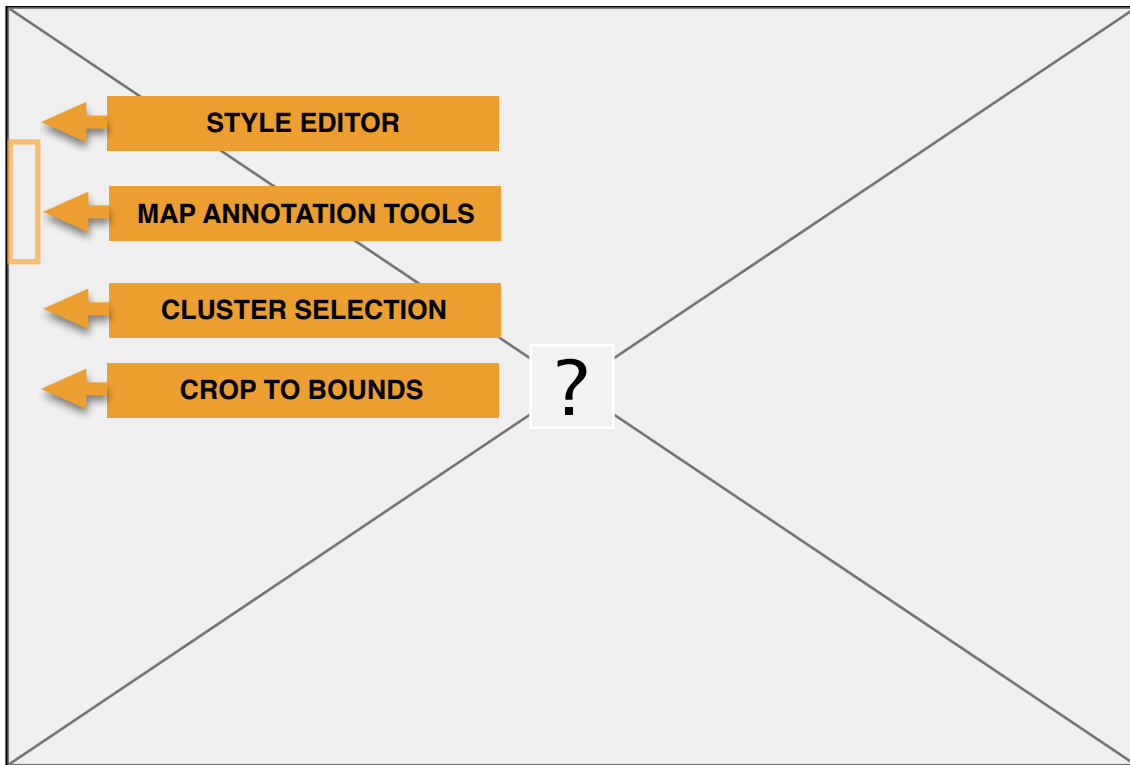
Map movement tools

The User can move the map by clicking within the map and can can zoom in or out of the map using the +/- icons.

Map bounds

The map can be moved around freely by the User but will be restrained at the edges of the map available. A User can centre the map on the selected markers by pressing the "Crop to Bounds" button.

Annotation tools

The map view has a number of customisable features available. The user can zoom in and out of the map with ease. The User can also annotate the map using a number of drawing tools:-

Line tool - The line tool allows Users to draw lines on the map. As the line is drawn, an indicator of distance is provided.

Shape tools - A User can draw square, circle and multiple polygon shapes on the map.

Marker tool - Users can add markers to the map.

Style editor - Each of the tools above can have their colour, opacity and line changed using the style editor button. Annotations can be moved, rotated or their size changed with ease. Annotations can also be deleted using the trashcan icon.

Scale Bar

In the right top corner of the map, a scale bar is shown that changes depending upon the zoom view shown.

Legend

On the right hand side a legend tab can be opened which shows the legend of the categories shown on the map. The legend is configurable by SITF IT staff upon request.
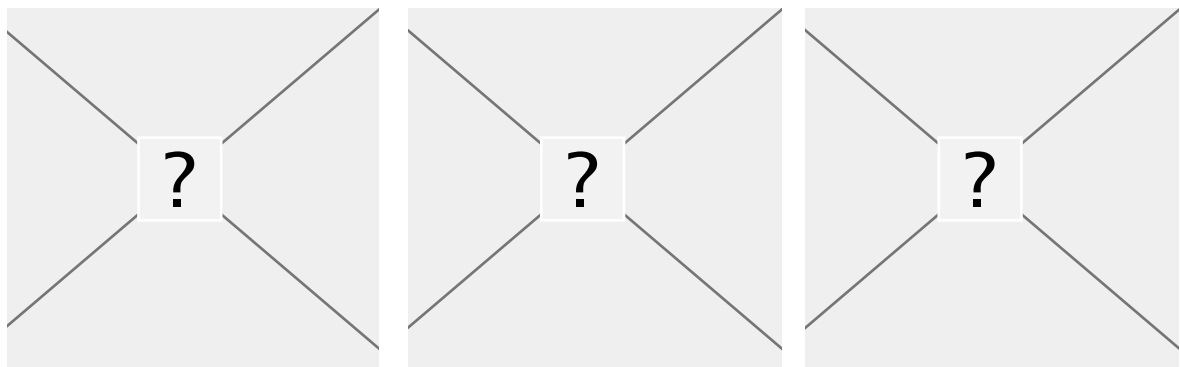
Markers

Maps have markers to show where an event occurs or where a place is. Event markers are coloured depending upon their allocated event category and icons can be added to further define markers. Marker can also represent a place which does not have a relevant Event allocated to it. Place markers are shown as black markers.

Note - Events and Places can also be represented by lines and shapes as well as markers.

Information boxes

When a marker is selected by clicking on it, an information box opens. The information box initially shows the main description of the related event or alternatively the related place. A second click opens an enlarged information box which contains further Event information, place information, related people and related events details.

Clusters

Where more than one event is positioned in the same location or within close proximity of others, the markers are converted into clusters. A cluster has a number to indicate how many locations are contained within the cluster and by clicking on the cluster the map will automatically zoom into the area related to that particular cluster.
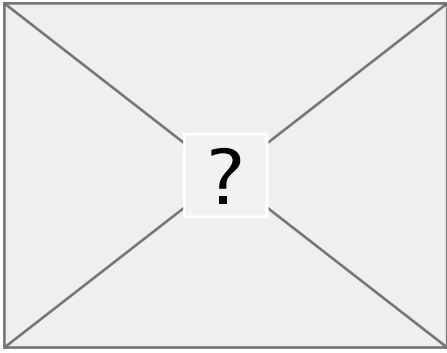
Clusters are colour coded dependant upon how many locations it contains. These are similar in style to heat maps:-

1 event - regular marker
2-9 events - green cluster
10-99 events - yellow cluster
100-999 events - red cluster

Timeline

As Events have times and dates allocated to them they are positioned on a timeline to show their place in time. The timeline can be open or closed using the timeline button located at the bottom of the map. The timeline has zoom tools which allow Users to change the time period viewed. Users can select Events by clicking markers on screen but can also select events by clicking the coloured representation of the Event in the timeline.
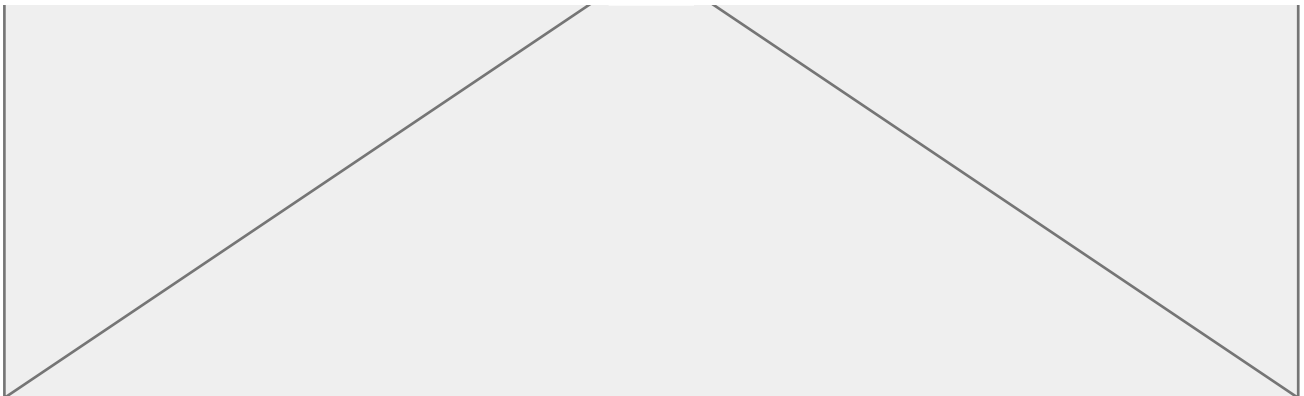
A User can proceed through the timeline using the Next and Previous buttons found in the corners of the map. There are three different ways to show Events:-

- Singular - Events are shown one-by-one through the chronology by using the Next and Previous tools.

- Cumulative - The map shows the current event and any previous events. When the Next button is used the numbers of markers shown on the map are added to consecutively.

- All - All events are shown on the map at the same time and can be selected or moved through by using the Next and Previous tools.
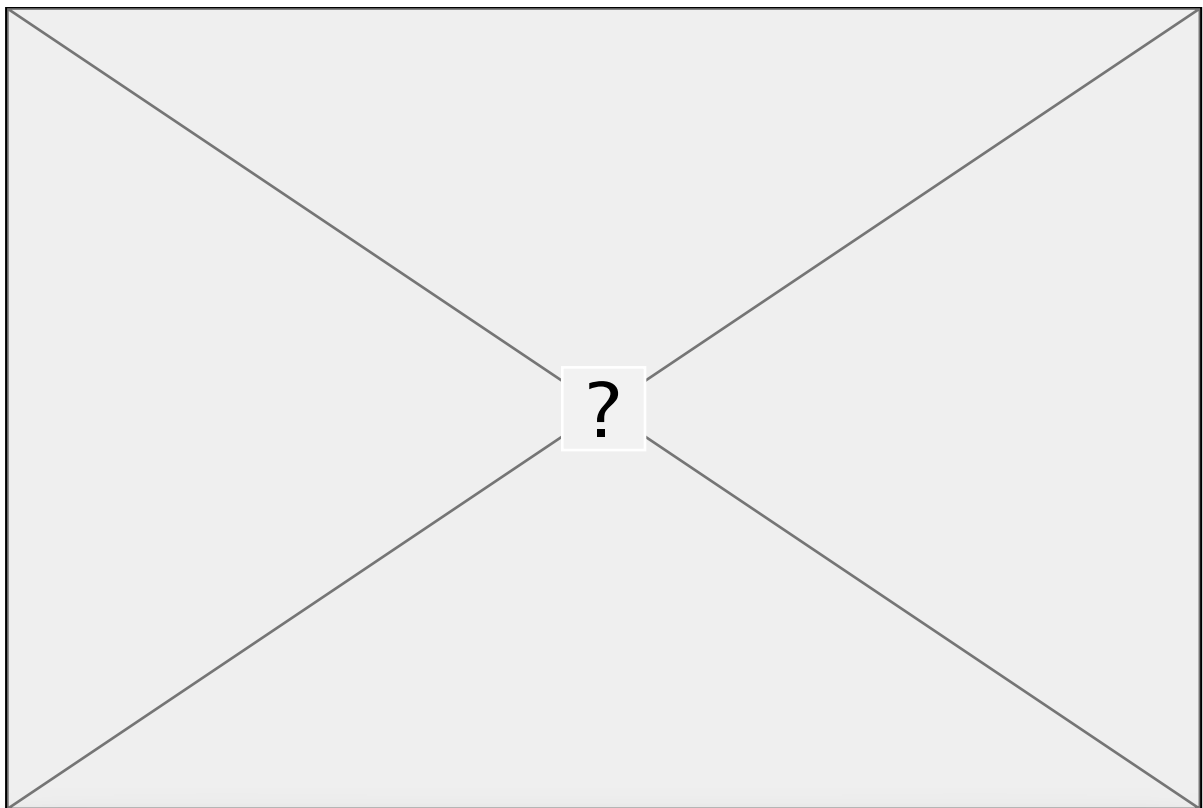
Data View

The data view has four tabs available to the User-

- Events
- Places
- People
- Source

Each data tab has columns which can be enlarged to the Users preference and the contents of columns can be ordered by clicking the arrow icon to show information in either ascending or descending order.

Data View - Events Table

Where large amounts of data are listed the information is split over a number of pages which can be accessed by the indicators at the base of the view. An indication as to how many records are contained in the relevant data tab is also defined at the base of the page.

Rows can be selected using the blue tick box.

In relation to the Event and Places tabs, when selected these Events or Places are shown on the map. If not selected the Event or Place is not shown on the map.
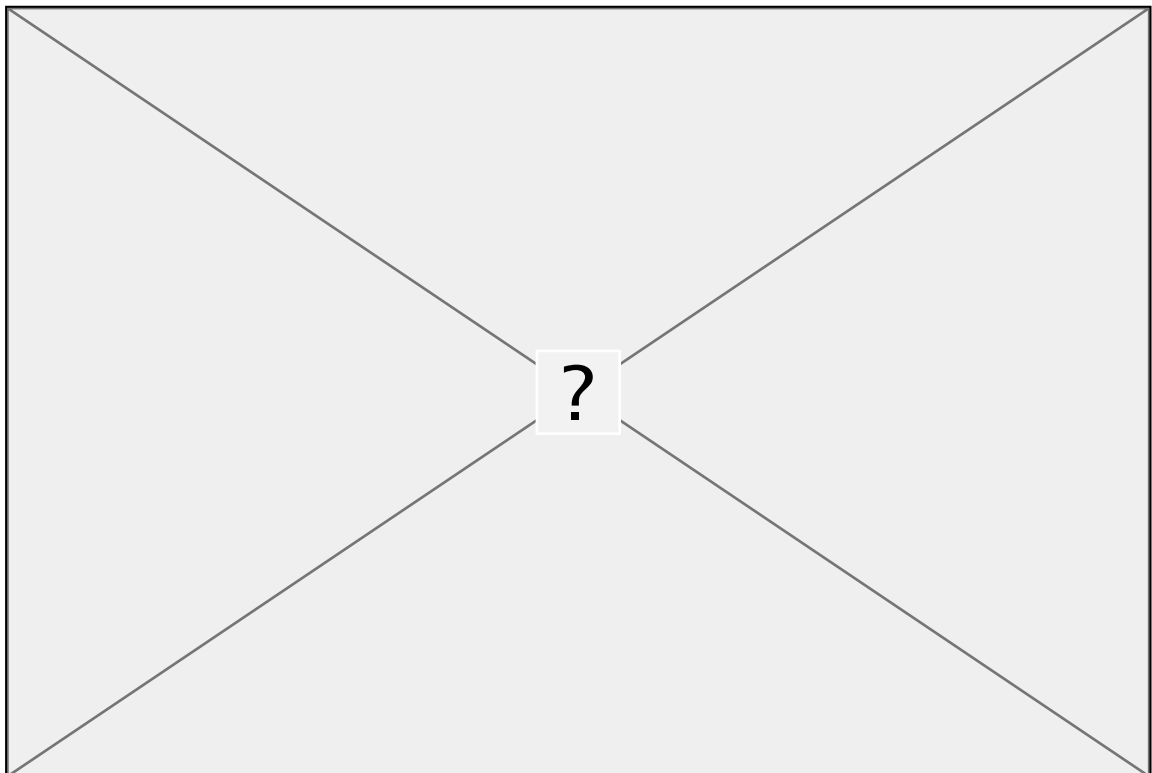
Rules relating to the filtering of information can be found on page 13.

Data View - Place Table
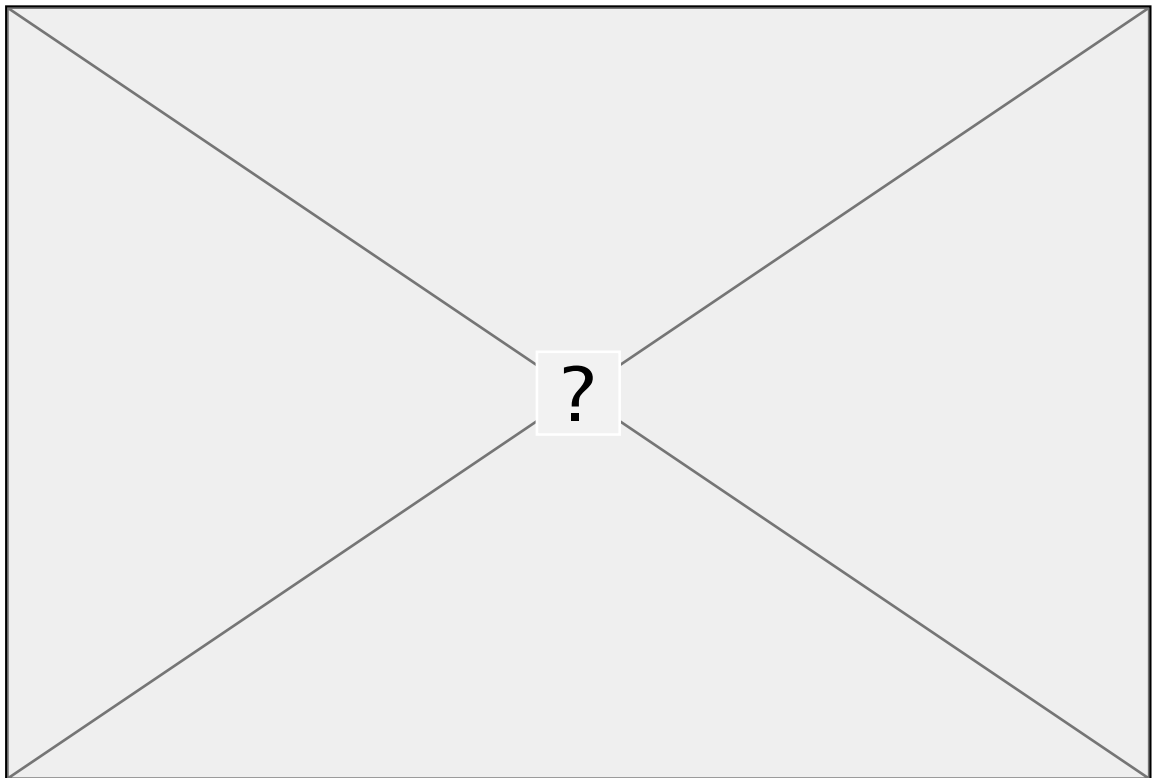
Data View - Person Table

The Person data view has the additional option to select a single row in order to view the relevant person details in the person profile section (see page 13).

Data View - Source Material Table

The Source Material data tab has the additional option to view items in the Source Material view by selecting the View button.

Additionally the Source material data view has colour coding applied to show the user which items have been authorised and and which items have not been authorised for distribution.

Items listed in black - authorised for distribution
Items listed in red - not authorised for distribution

Person Profile

The Person Profile view shows details of individuals selected in the Data Table View or alternatively via the links from a marker information box.

The Person Profile view shows an image of the individual along with the relevant information for the chosen individual.

In addition on the right side of the screen there is a section where related events/people/sources can be seen that are linked to the individual displayed. These sections can be clicked and the User will be taken to either an event on the map, a different person profile or a type of source material.
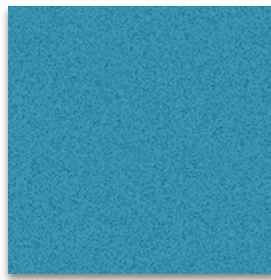
Source View

There are 4 different types of evidence source material that can be displayed within the application:-

- Video files (.mp4, .mov, .avi)
- Audio (.mp3, .aac)
- Document (.pdf)
- Image (.jpg, .png, .tiff)

Each media type is displayed by either selecting the View button on the Source Material Data Table view or alternatively via the related Events section of the map Event information box or the Person Profile related Events.

Source material shown has the identified reference shown along with any accompanying description.
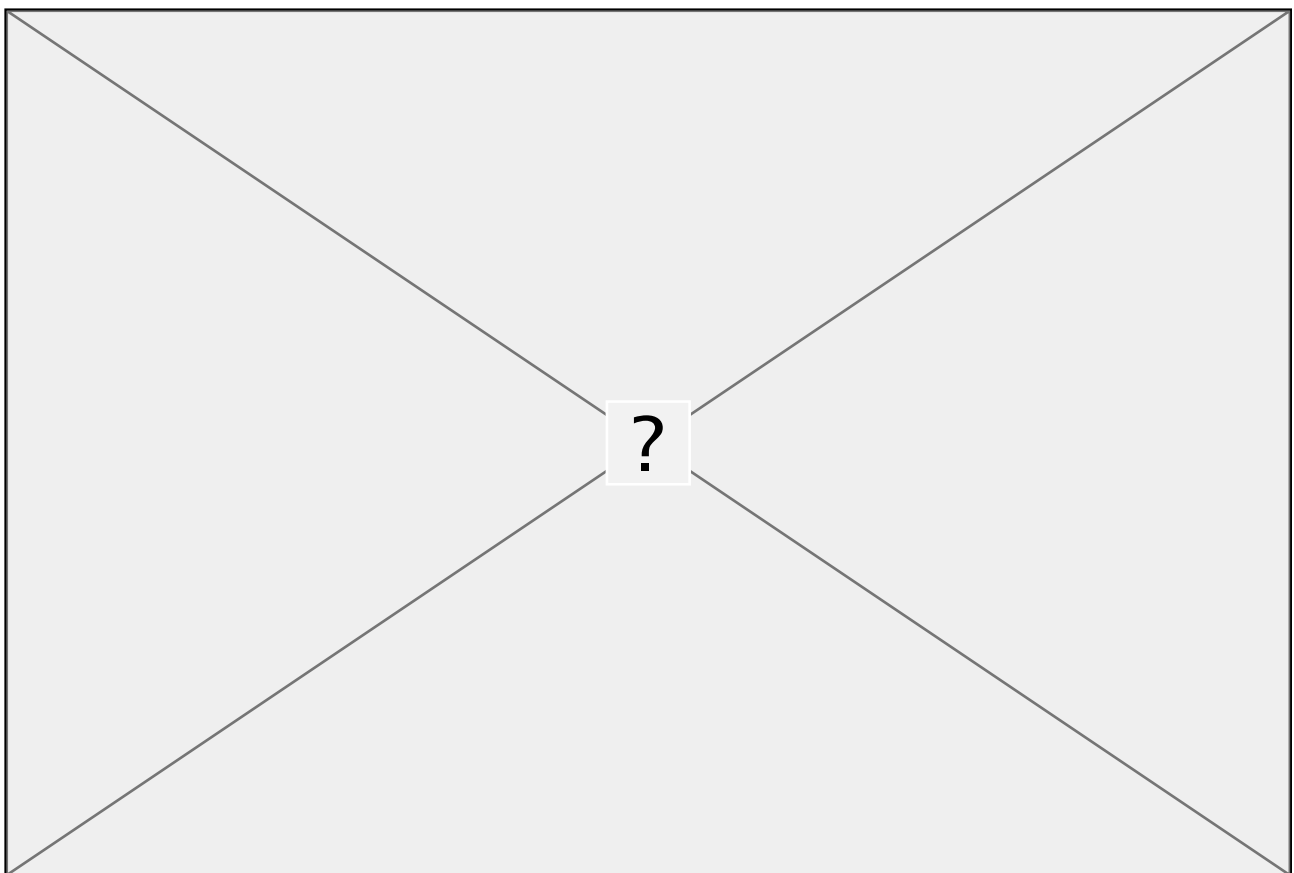
Media types have a number of different tools available to the User.

Audio files are limited to playback tools which provide the ability to play and pause the audio file along with a counter to identify the duration.

The video and image media types allow users to annotate circles, squares, text and lines overlaid on the image. Such annotations can be adjusted using the style editor and can also be deleted if necessary.

Similar capabilities are available with document (i.e. pdf files) along with additional search capabilities for text terms within documents.

Filtering

The Package data can be filtered in either the Data View or the Map View. The results will be applied accordingly.

Filters work on an applied set of rules when returning results:-

With the Events category being an important driver of the information, a filter applied to a field within the Event data group will have an impact upon the identification of related items in the Places, People and Sources data groups.

These related items will become selected and the application will automatically re-order the selected items to appear at the top of the relevant data group; remaining items will not be selected but will remain available below these results, allowing the user, in a bespoke manner, to select further items or de-select current items.

Original Set of Data

EVENTS	PLACES	PEOPLE	SOURCES
Event A	Place 1 (related to Event A)	People 1 (related to Event B)	Source 1 (related to Event A)
Event B	Place 2 (related to Event B)	People 2 (related to Event D)	Source 2 (related to Event A, B & D)
Event C	Place 3 (related to Event A)	People 3 (related to Event C)	Source 3 (related to Event C)
Event D	Place 4 (related to Event C)	People 4 (related to Event A)	Source 4 (related to Event A & B)

Data results filtered on Event A (selected items are in bold)

EVENTS	PLACES	PEOPLE	SOURCES
Event A	**Place 1 (related to Event A)**	**People 4 (related to Event A)**	**Source 1 (related to Event A)**
	Place 3 (related to Event A)	People 1 (related to Event B)	**Source 2 (related to Event A, B & D)**
	Place 2 (related to Event B)	People 2 (related to Event D)	**Source 4 (related to Event A & B)**
	Place 4 (related to Event C)	People 3 (related to Event C)	Source 3 (related to Event C)

An example:-

In the Data Group of Events, "Arson" is used as a filter in the Event Type field. The Events data view would show all instances where Arson appears within the Event Type and any events that aren't classified as Arson are not shown. By performing this search filter, the Places, People and Sources data views will adapt to this filter being applied by selecting all related places to the Event type "Arson", all related people to the Event type "Arson" and all related source material to the Event type "Arson". Related items will be ticked and moved to the top of each data view.

Should the user wish to apply more than one filter to the Events data view the application will automatically update the information in all other views to include related results from additional filters applied.

Configurability

Timeout/Categories/Data Table structure

Limitations

The number of Events able to be imported from Casemap is limited to 550.

The number of Persons able to be imported from Casemap is limited to 110.

The number of categories able to be imported from Casemap is limited to 33.

Annex 1 - Category List incl. colour coding
Annex 2 - HTML rich description fields

Notes

Notes

Notes

About Evidential

Evidential specialise in the production of Electronic Presentation of Evidence software applications for criminal and civil trials and tribunals.

For more information visit www.evidential.com