

Evidence Vault Quick Start Guide

The March Networks® Evidence Vault allows you to safely and efficiently store and share evidence in the cloud. It offers the following benefits and features:

- Access from any computer connected to the internet (does not require installation).
- User permissions determine level of access (permissions assigned to users through default or custom groups).
- Access video files and snapshot image files.
- Upload files and choose who to share the files with.
- Invite new users to share and upload files.
- Preview video and image files in the Evidence Vault, or download files to save and view.
- Tag files for easy identification and create folders to organize files.
- Add expiry dates for sharing files in the Evidence Vault, limiting file exposure and clearing old files.
- Track activity on a file, for example, when it was shared and who shared it.
- Open an Evidence Vault inside Command Client (2.11 and higher) or Web Client (6.7.0 and higher) and save video and images from Command Client or Web Client directly to the vault (see *Command Enterprise and Client User Guide* or *Web Client User Guide*).

For more information, see the *Evidence Vault User Guide*.

Note: Depending on individual permissions, you may not be able to view all of the functionality in this guide.

Accessing the Evidence Vault

Access the Evidence Vault by entering your assigned link in an Internet browser. For example:
https://Tenant.marchnetworks.cloud/p/web/evidence-vault

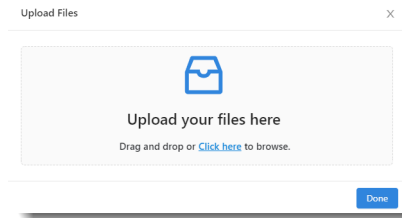
Important: This is just an example, the link is specific to your organization.

Chrome is the preferred browser. Firefox, Safari and Chromium-based Microsoft Edge web browser are supported (latest versions).

Enter your user name and password in the Login page.

Uploading Files

1. Open the **Evidence Vault** to the files list and from the top right, select the **Upload Files** button. The **Upload Files** dialog appears.

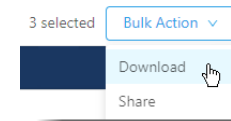


2. You can upload your files by:
 - Dragging and dropping the file or files into the **Upload your files here** box.
 - Click or tap the **Click here** link to open a system dialog. Browse your system for the files and select **Open** to add them to the dialog. The file or files appear in the **Upload Files** dialog.
3. Select **Done**. The new files are added to the **Files** list.

	File Name	Type	Size	Owner	Created On
<input type="checkbox"/>	ExteriorCamera.mp4	MP4	6.2 KB	Investigator 1	Apr 16, 22 12:11:59 pm

Downloading Files

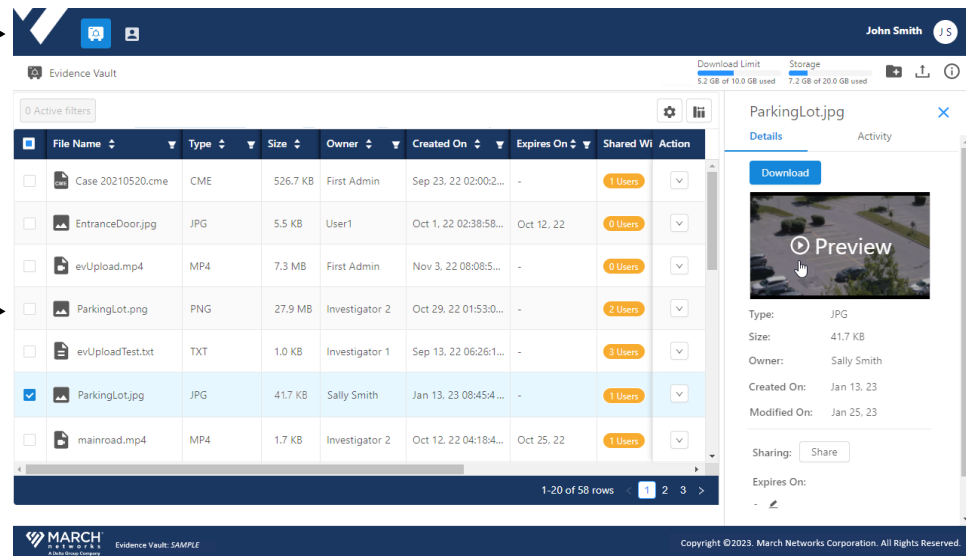
1. Open the **Evidence Vault** to view the **Files** list.
2. You can download a single file or multiple files.
 - To download a single file, select it in the list. In the **Action** column, select the arrow to display the menu and select **Download**.
 - To download multiple files, select them in the list. The **Bulk Action** option list appears. Select **Download**.



3. Depending on your web browser settings, the system either opens a dialog so that you can browse to a custom file location, or saves the file or files to the default location for downloads set in your web browser. You can browse to the location where you downloaded the files and view them.

Navigation buttons →

Work Area →



	File Name	Type	Size	Owner	Created On	Expires On	Shared With	Action
<input type="checkbox"/>	Case 20210520.cme	CME	526.7 KB	First Admin	Sep 23, 22 02:00:2...	-	1 Users	
<input type="checkbox"/>	EntranceDoor.jpg	JPG	5.5 KB	User1	Oct 1, 22 02:38:58...	Oct 12, 22	0 Users	
<input type="checkbox"/>	evUpload.mp4	MP4	7.3 MB	First Admin	Nov 3, 22 08:08:5...	-	0 Users	
<input type="checkbox"/>	ParkingLot.png	PNG	27.9 MB	Investigator 2	Oct 29, 22 01:53:0...	-	2 Users	
<input type="checkbox"/>	evUploadTest.txt	TXT	1.0 KB	Investigator 1	Sep 13, 22 06:26:1...	-	3 Users	
<input checked="" type="checkbox"/>	ParkingLot.jpg	JPG	41.7 KB	Sally Smith	Jan 13, 23 08:45:4...	-	1 Users	
<input type="checkbox"/>	mainroad.mp4	MP4	1.7 KB	Investigator 2	Oct 12, 22 04:18:4...	Oct 25, 22	1 Users	

Details/
Activity Area
(Open a
preview of
video and
image files
here)

Searching for Files

You can search the file list using column filters.

1. Open the **Evidence Vault**  to view the **Files** list.

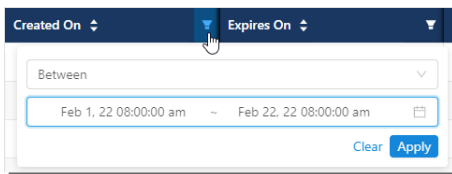
Each column header in the table includes the

Filter  button.

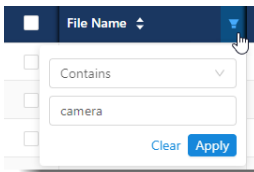
2. To filter a column, select the **Filter** button to display the filter options.

Filter options depend on the content of the column you are filtering, for example:

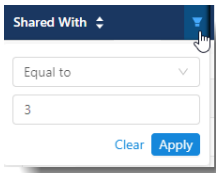
- Filter by date



- Filter by text content



- Filter by numerical content



3. Set your desired options and click **Apply** to activate the filtered search.

Note: You can also search for, create, and share folders. Folders can contain multiple evidence files. See the *Evidence Vault User Guide* for more information about folders.


Sharing Files

1. Open the **Evidence Vault**  to view the **Files** list.

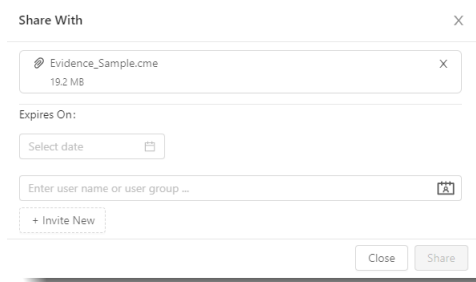
2. You can share a single file or multiple files.

A Case Investigator typically shares files with External Users, but can also share with other Case Investigators or user groups. Files are always View Only when shared.

- a) For a single file, find and select it in the list.

- In the **Action** column, use the arrow  to display the action menu and select **Share**.

The **Share With** dialog appears with a single file.



- b) For multiple files, find and select them in the list.


- The **Bulk Action** option list appears. Select **Share**. The **Share With** dialog appears with multiple files.

3. (Optional) In the **Expires On** box, you can set an expiry date for sharing the file, so that it is automatically removed from the list of any users it was shared with when the expiry date is reached. If you do not set a date, the sharing does not expire.
4. Share with existing users/user groups or new users:

- *Existing users/groups*: type one or more names in the **Enter user name or user group** box. As you type, the system finds existing users or user groups. Select to add.
- *New users*: select **Invite New** and type one or more email addresses. Press the **Tab** key or **Enter** key after each new address, especially if you are adding multiple addresses.

Note: If the format is not correct, the system warns you, but the system cannot verify that new addresses are valid. Ensure you enter the correct new address.

5. When you have added the users/groups, select **Share**. In the **Shared With** column, the number reflects the users you have shared the file with.


If you view the **Details**  panel for the files, the names of the users are listed in the **Sharing** section.

- Existing users can log in to the Evidence Vault and view the newly shared files.
- New users receive emails inviting them to create an account, then they can log in and view the files.

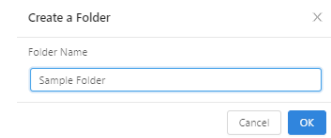
Adding Folders

You can add folders to organize your evidence files.

1. Open the **Evidence Vault**  to view the **Files** list.

2. From the top right of the window, select the **Create Folder**  button.

The **Create a Folder** dialog appears.



3. Enter a name for the new folder and select **OK**.


The new folder appears in the file list.

You can now move existing files into the folder, or upload new files into the folder.

Previewing Evidence Files

If a preview is available, you can view a video or image file in the Evidence Vault.

1. Open the **Evidence Vault**  to view the **Files** list.

2. Select the file you want to view and ensure that the **Details**  panel for the file is open.

When a preview is available, the Preview window appears in the Details panel.

3. Select the Preview window to open the file.

