

About this Supplement

This supplement focuses on how to use your Project-a-Phone equipment most effectively with the Case Reporting software. It assumes that you are familiar with the User's Guide for your device.

For the simple steps to capture data and create a case report, turn to the **Quick Steps** on the back panel of this supplement. Or continue reading for the complete instructions.

To **download** the latest version of the User's Guide, this supplement, or the software, go to: <http://www.projectaphone.com/support.htm>.

To **purchase** a software license code go to: <http://www.projectaphone.com/buynow.htm>

Notes on Evidence Capture

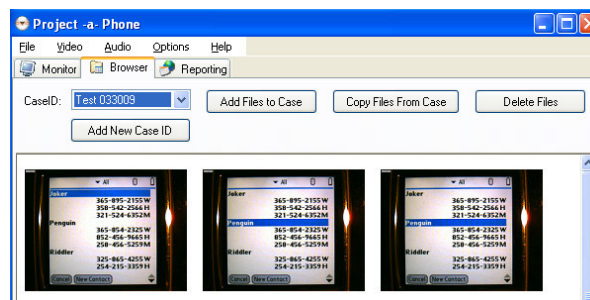
1. **File naming** - The User's Guide describes two ways to name and save files. While both systems work with the Case Reporting software, we recommend the default system.
2. **Case ID** – Files are saved into a database and organized by Case ID, so you need to choose a Case ID from the dropdown menu in the Monitor tab before taking a screen shot, recording a video, or starting an image sequence. If you forget to choose a Case ID, your files will be assigned the "No Code" ID. They can later be assigned a Case ID in the Reporting>Evidence sub-tab. Until you do this, you can not save the Case and Phone information. To create a new Case ID click the "Add New Case ID" button.
3. **Report Code** – Files in the Case Report are grouped by Report Code. To associate a file with a Report Code, choose a Report Code from the dropdown menu in the Monitor tab before taking a screen shot, recording a video, or starting an image sequence. The Report Code can be changed in the Reporting>Evidence sub-tab
4. **Notes** – You can include notes with each file in the Case Report. To add notes as you record files, check the "Add Notes" box in the Monitor tab. Otherwise, notes can be added later in the Reporting>Evidence sub-tab.

Manage Your Evidence

Browser Tab

The Browser tab is where you move files in and out of the Project-a-Phone file database. If you do not need to add, copy, or delete files, you can skip this tab and go directly to the Reporting tab to begin preparing your case report.

Otherwise, click the Browser tab to open a window that looks like this:



(You can resize images with the "Thumbnail size" slider at the bottom right of the screen.)

1. If you previously created a Case ID, choose it from the dropdown, or click the "Add New Case ID" button to create a new one.

Note: You can delete a Case ID using Options>Manage Database from the main menu.

2. To add files that were not created with the Project-a-Phone USB camera, click "Add Files to Case" and navigate to the folder where the files are stored. Select the files you want to import and click "Open". Files will be added to the Project-a-Phone database and thumbnails will appear in the Browser window.

Note: The Browser tab is not used to move files between Case IDs. That will be covered under Reporting>Evidence.

3. To copy files from the Project-a-Phone database to another folder, select the files (a blue box will appear around each), click the "Copy Files From Case" button, and navigate to the desired folder.
4. To delete files from the database, select them, press the Delete key, and click "Yes" to confirm.

Prepare a Case Report

Click the Report tab to begin. If necessary, enter the license code printed on your CD sleeve.

Reporting>Case and Phone sub-tabs

Starting in the Case sub-tab, choose your Case ID from the dropdown menu and capture information from one of three kinds of fields.

1. **Dropdown menus.** Click the down arrow and select your choice. If it does not appear, type it in. When you save this screen, your entry will be added to the list and will appear the next time you use the dropdown menu.
2. **Open text boxes.** Type the relevant information into the field.
3. **Check boxes.** By default, these have a square in the middle of the box, indicating that no option has been chosen. Click the button once to select "Yes." A check will appear in the box in the report. Click again to change back to "No." If "No" is selected or no option is chosen, there will be no check in the report.
4. When you are done click "Save and Continue" to save this information so it is recalled the next time you click the Case ID, and to add items to the dropdown menus.

Note: You can delete items from dropdown menus using Options>Manage Database from the main menu.

Reporting>Evidence sub-tab

After capturing information about the Case and Phone, you can review your evidence, make changes, and select evidence to appear in the Case Report.

1. If you select a file in the Edit File window (a blue box will appear around it), the Case ID, Report Code, and file notes, will appear below in the "file info." box.
2. To make changes, click the "Edit" button, and enter the new information, and click "Save". Your file will be saved under the new Case ID with the same name. To rename the file, check the "overwrite existing file name" box. Your file will be renamed as CaseID_RC_YYYY.MM.DD--HH.MM.SS (if no Report Code is selected, "RC_" is omitted).

3. When you have finished making changes, choose files you want to appear in your Case Report. Click the double arrow to include all files, or “ctrl+click” to select individual files and click the single arrow. The selected files will appear in the window on the right side. They can be removed by clicking the arrows that face the other way.
4. Click “Save and Continue.”

Preview a Case Report

You are now ready to preview your Case Report.

1. Make sure the correct Case ID is selected.
2. If you want your logo to appear in the report, click “Upload custom logo” and navigate to your own 105 x 35 pixel logo.
3. Choose the size you want thumbnails to appear in the report. The four sizes will show 4, 3, 2, and 1 image per page respectively.
4. Click the “Create Report” button.
5. To make changes, click the “Close” button and go to the appropriate tab.

Create a Case Report

When you are satisfied that the report is final you can print it or save it.

1. To print the report, click the printer icon at the left of the row of icons.
2. To save the report, click the export icon (second from the left), choose the desired format, make any changes to the defaults in the Export window, click “OK”, and navigate to the destination folder.

Notes on video files

Only the html report format accommodates video files. When you save as html, one folder and one file are created in the selected destination folder. The “.files” folder contains the images and video clips, and the file is the html report.

How you play a file depends on your browser and media player. If you can not simply double click it the video file, try opening it in another window.

Quick Steps

These are the basic steps to collect evidence and create a Case Report. Refer to the rest of the guide for more details:

1. Before recording any evidence, select your Case ID from the dropdown menu or click the “Add New Case ID” button to create one.
2. Make sure the correct Report Code is selected.
3. Check the “Add notes” box if you want to add notes when you create files, instead of later.
4. Click the camera icon to take pictures or the red dot/black square to record/stop videos. Files are named and saved automatically.
5. When you are done collecting evidence, click the Report tab (if necessary, enter the license code from CD sleeve).
6. In the Case sub-tab, choose your case ID, complete fields, and click “Save and Continue.”
7. In the Phone sub-tab, choose your case ID, complete fields, and click “Save and Continue.”
8. In the Evidence sub-tab, review your evidence. To change the Case ID or Report Code or to add/edit notes, highlight the file and click Edit. If you want the file to be renamed according to the naming convention, check the “overwrite existing file name” box.
9. Use arrows to select files for the report. Click “Save and Continue.”
10. Add your logo and choose file size, then click “Create Report.”
11. Click the Printer icon to print the report or the Export icon to save it in the desired format.

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