

User Manual Multi Capture v4 (iOS)



The software MC4 (iOS) is an iPad based video recording application for creating video material that can be used in court.

You can create any number of projects to structure your data. In these projects you can collect as many of your individual recordings as you like. This makes it very easy for you to keep an overview. The projects created in this way can later be exported, if necessary, complete with all the recordings they contain.

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The internal cameras and the microphone of the iPad are used for the recordings.

In addition, an external Bluetooth microphone with integrated loudspeaker can be connected.

During recording, the video preview can be switched off.

It is also possible to record only the sound without the video.

You can define a maximum recording length after which the recording stops automatically.

For the purposes of legal proceedings and as protection against manipulation, additional hash values are generally calculated when the recordings are saved so that any manipulations to the files can be displayed.

Projects combine several recordings into one data package, thus facilitating the management of your data and recordings.

For updates from this manual, please visit:

German: <https://www.cover-your-code.com/de/hard-und-softwarepakete>

English: <https://www.cover-your-code.com/en/hard-und-softwarepakete>

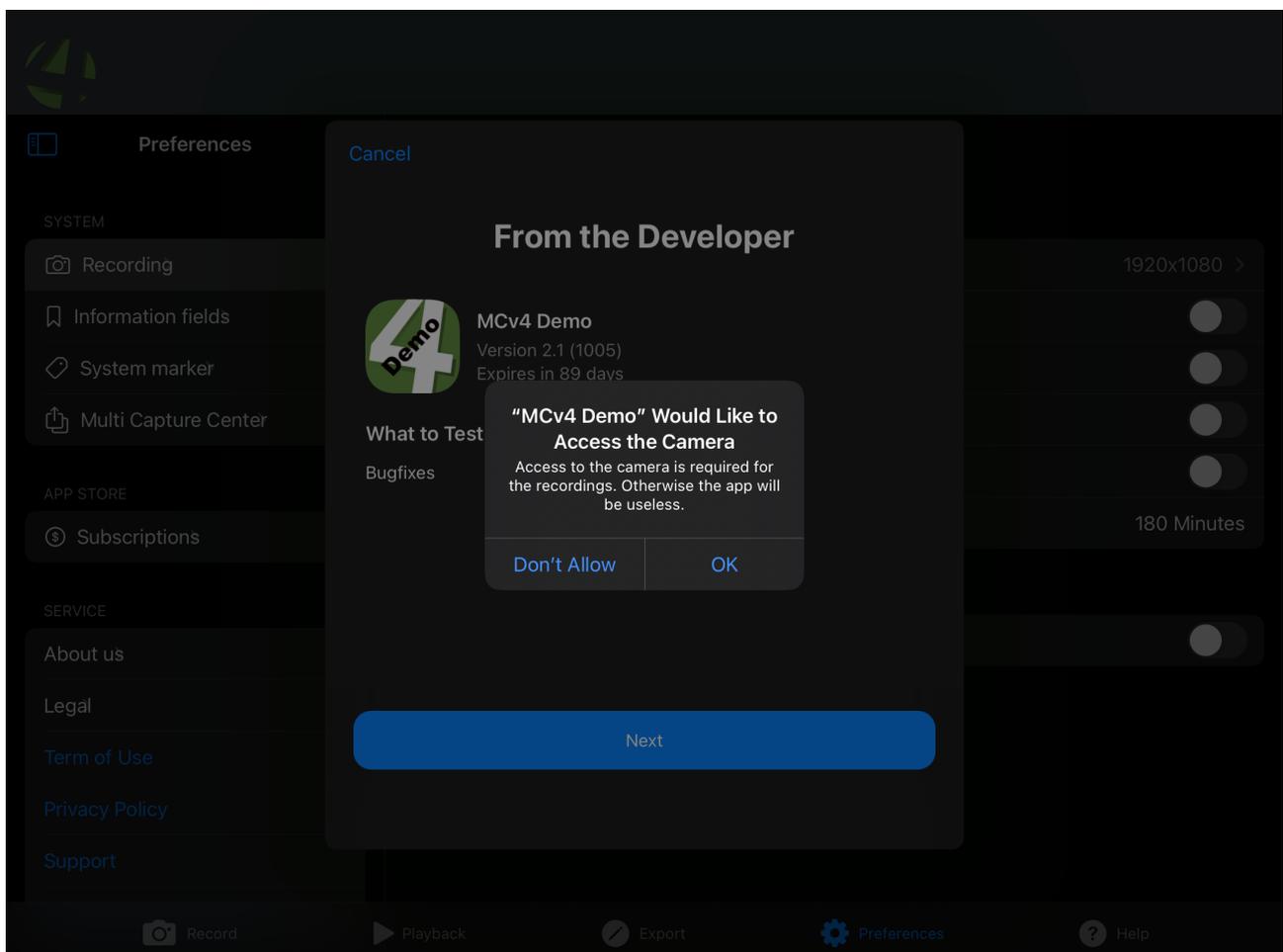
1. Installation and Initial Setup

After the installation of the application, the user still has to grant approvals. These are absolutely necessary for smooth functioning

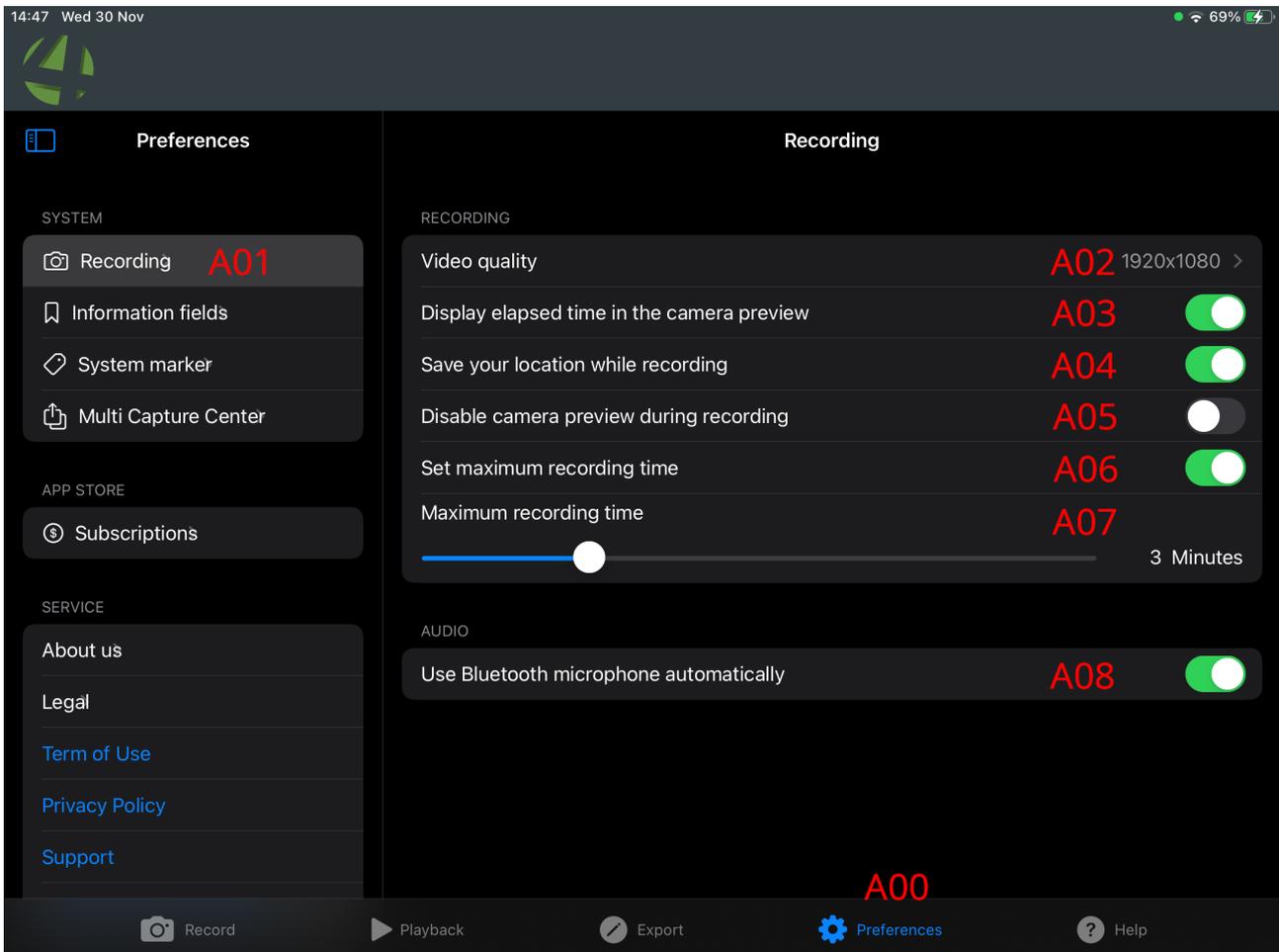
When the application is started for the first time, the release of the following resources is requested:

- Camera
- microphone
- Location, necessary if this is to be used in the metadata of the recordings.

The settings window is then opened.



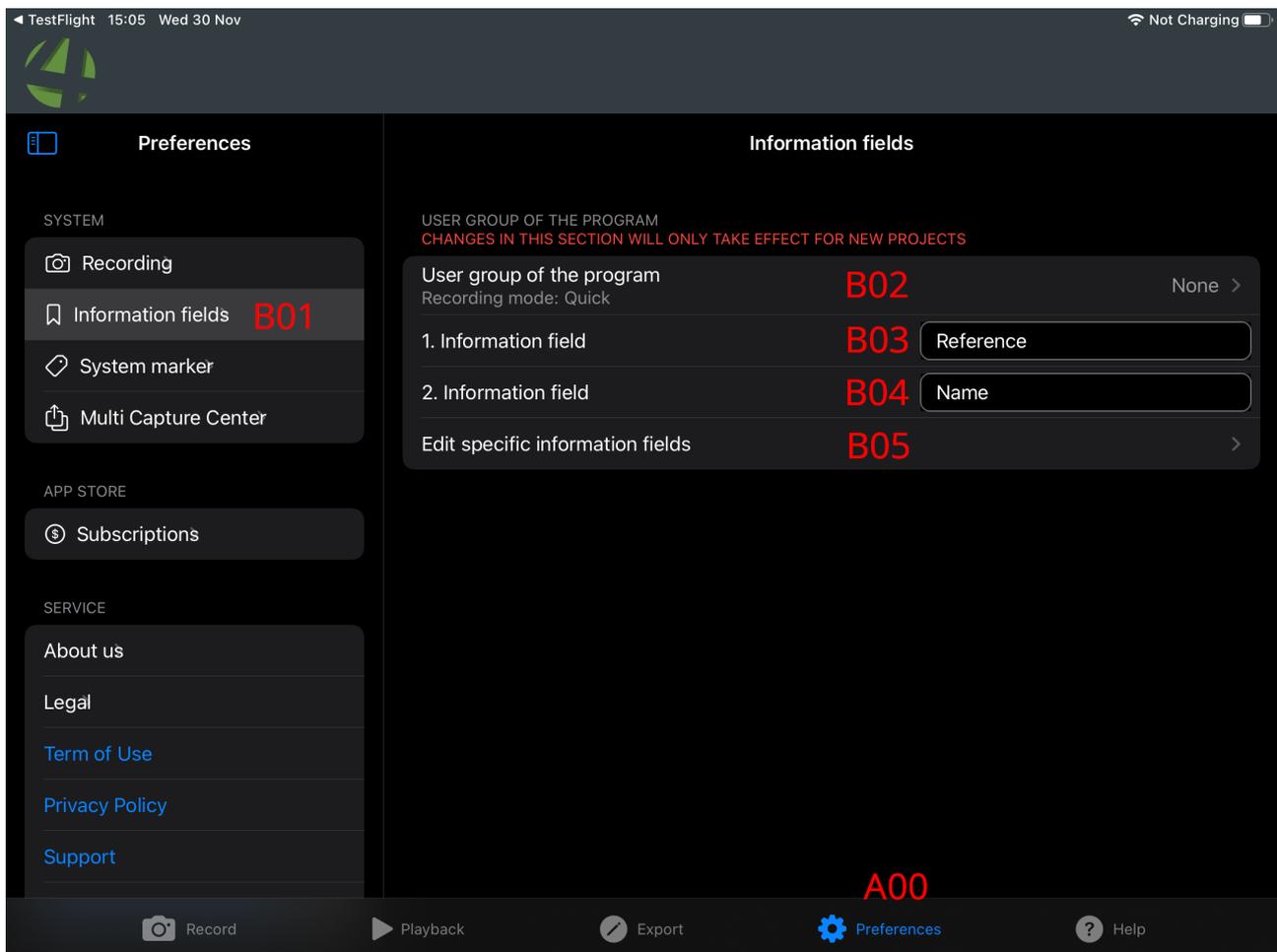
1.1 Settings (A00)



Screenshot 1: Preferences Recording

- A01** Selection of options for audio and video recording.
- A02** Video quality, setting the desired video resolution. The camera hardware represents the maximum limit.
- A03** Activate or deactivate display of recording time in recording mode.
- A04** activate or deactivate location (geographical position during recording) memory
- A05** activate or deactivate the preview image at the beginning of the recording.
- A06** Enable or disable a maximum recording duration
- A07** Set the maximum recording duration
- A08** Enable automatic use of the Bluetooth microphone

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Screenshot 2: Preferences Information Fields

In the settings in the "Information fields" section, standardised default values are defined for each new project.

Changes in this section only affect New Projects.

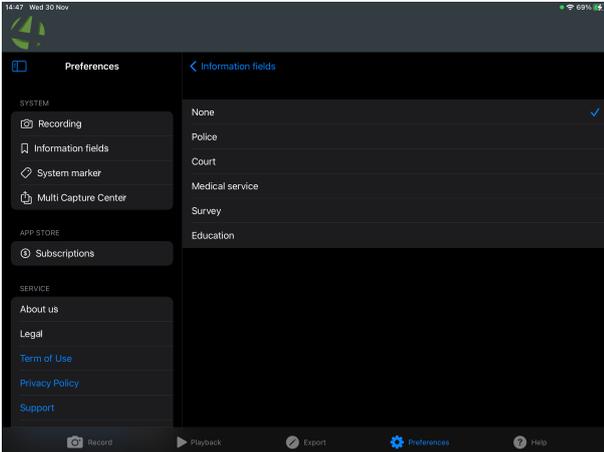
B02 The selection of the user group defines the recording mode as well as the information fields defined by default.

- Simple user
- Police
- Court
- Medical
- Counselling

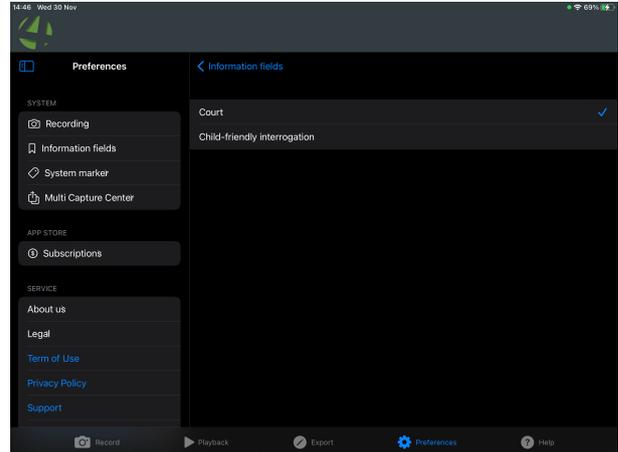
B03/04 Defining the labelling of the first two information fields as a simple user. Appropriate templates can be selected for other user groups.

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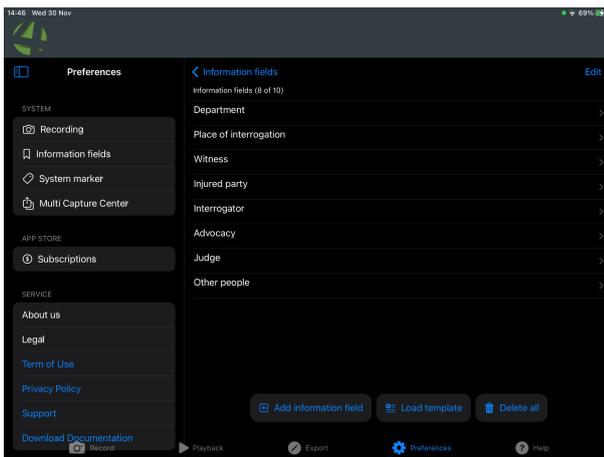
B05 Further individual information fields can be created, edited and deleted here. When editing an individual information field, it can be specified whether it is to be displayed as an overlay in the preview window (upper right) during recording. In addition, the label of the field as well as a predefined default value can be entered here. It is also possible to make an information field a mandatory field.



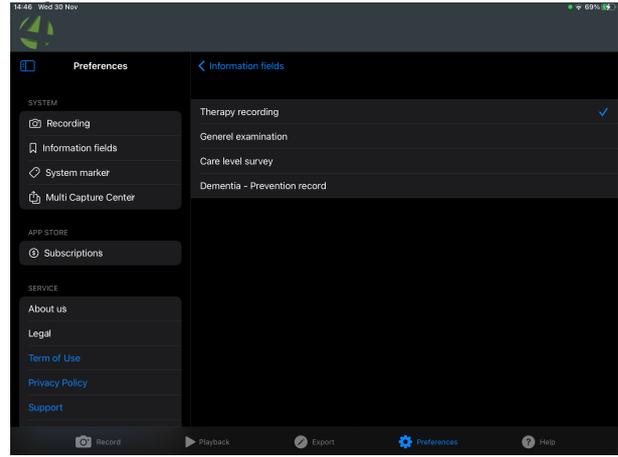
Screenshot 3: Usergroups



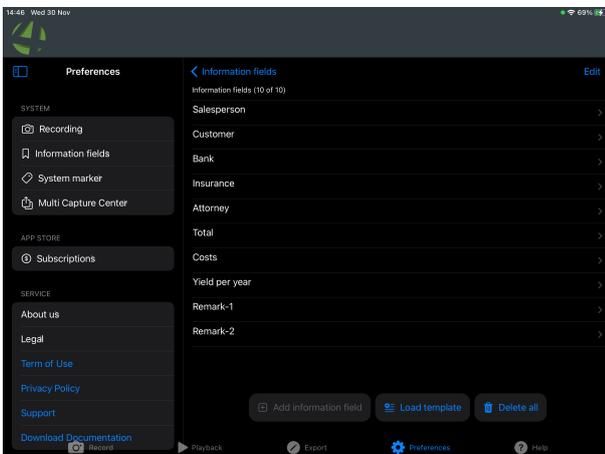
Screenshot 4: Information Fields Court



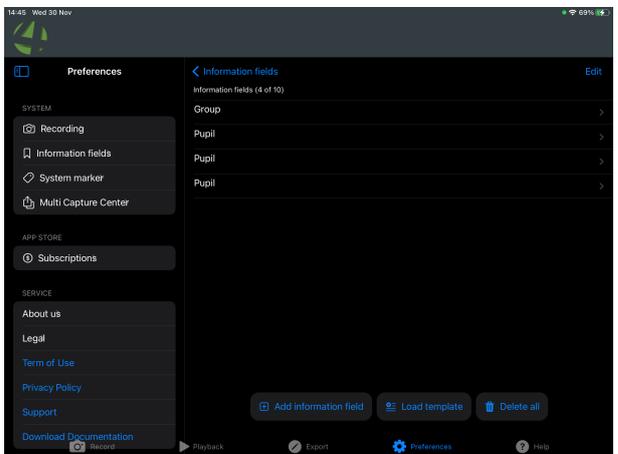
Screenshot 5: Information Fields Police



Screenshot 6: Information Fields Medical



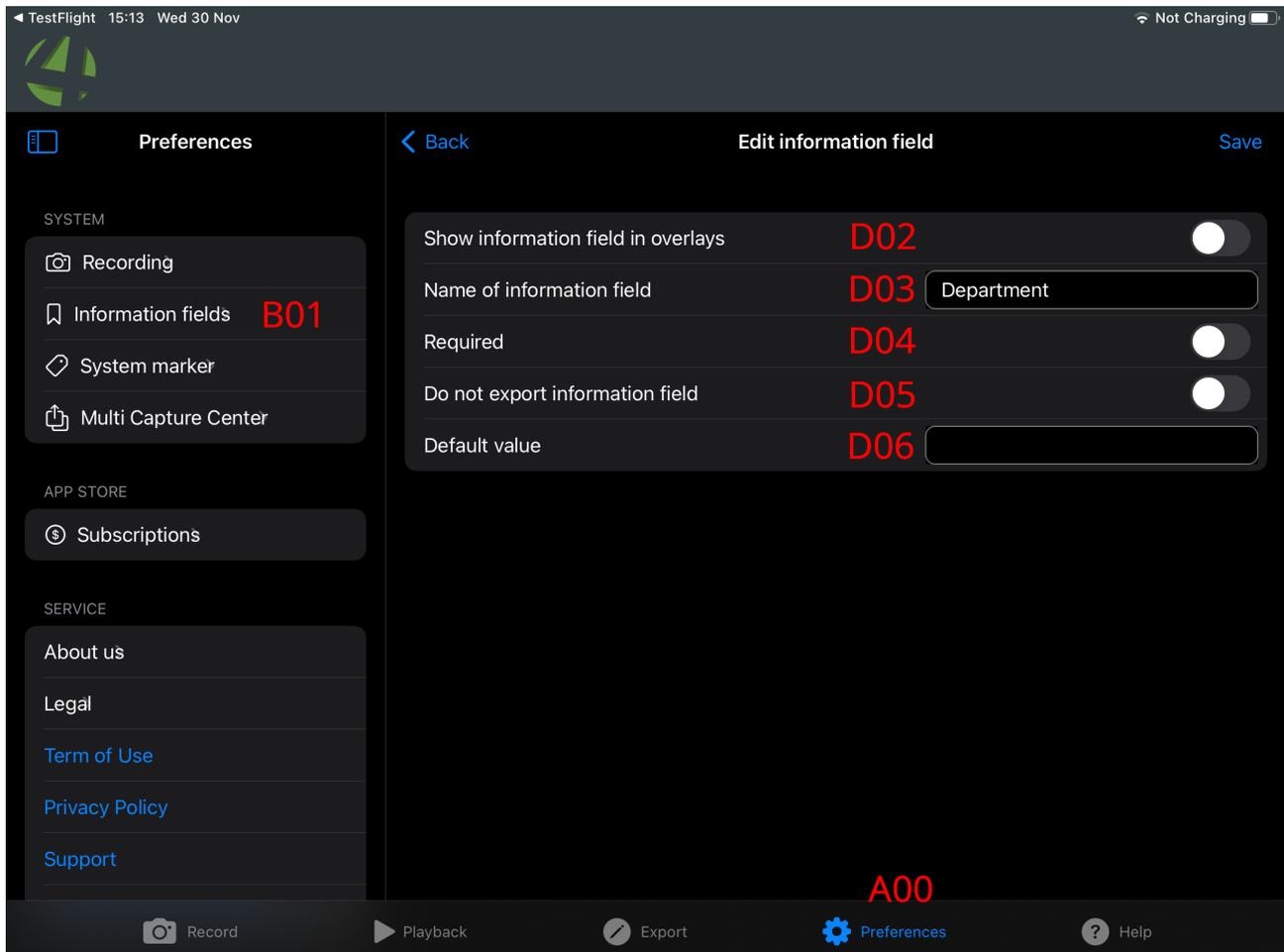
Screenshot 8: Information Fields Survey



Screenshot 7: Information Fields Education

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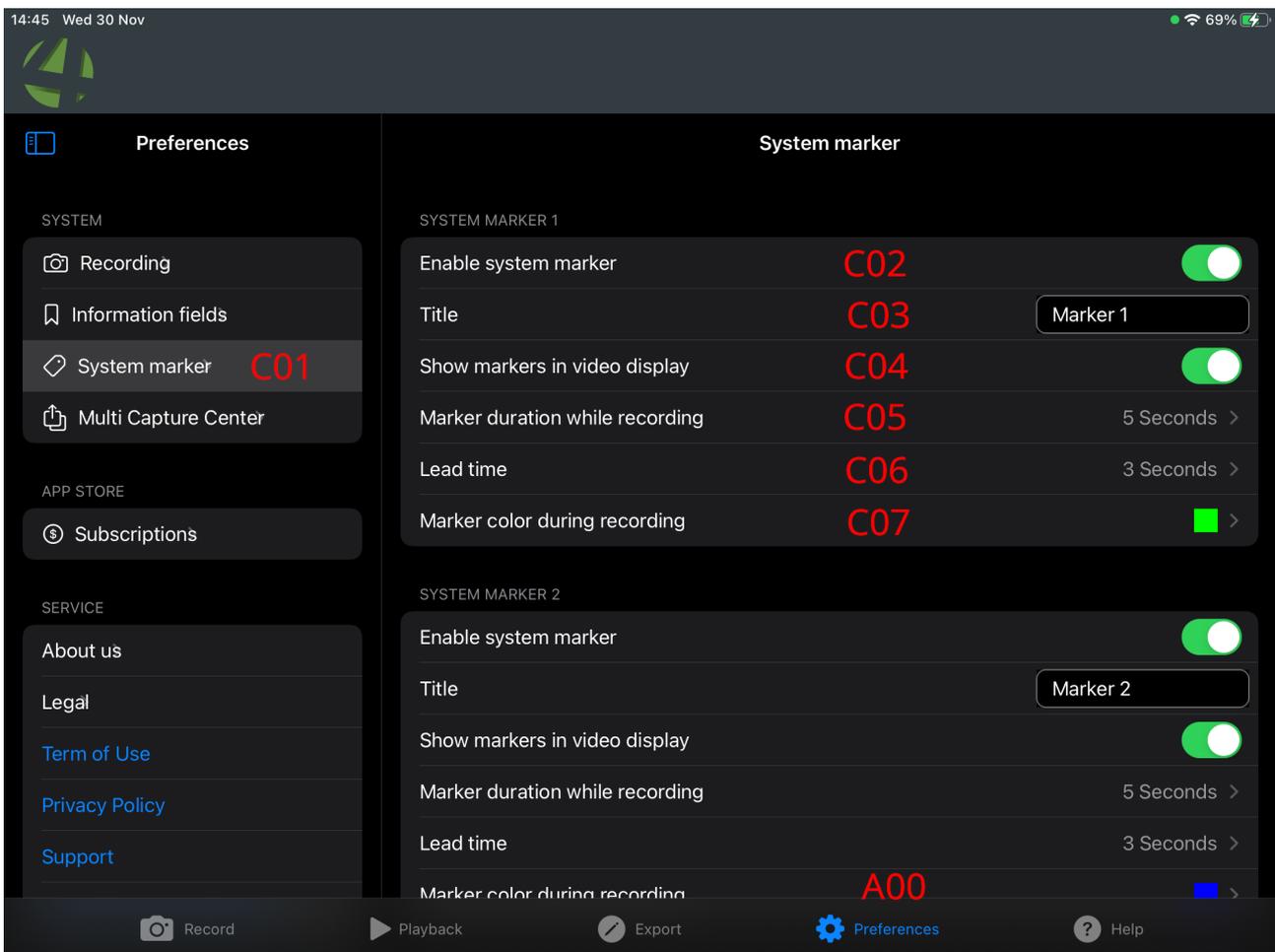
Details to **B05**



Screenshot 9: *Edit individual Information Fields*

- D02** Determine whether the respective information field is to be displayed in the video overlay.
- D03** Labelling of the respective information field
- D04** Determine whether the filling in of the respective information field is obligatory
- D05** Determine whether the respective information field is to be exported as well
- D06** Specify a default value for the respective information field

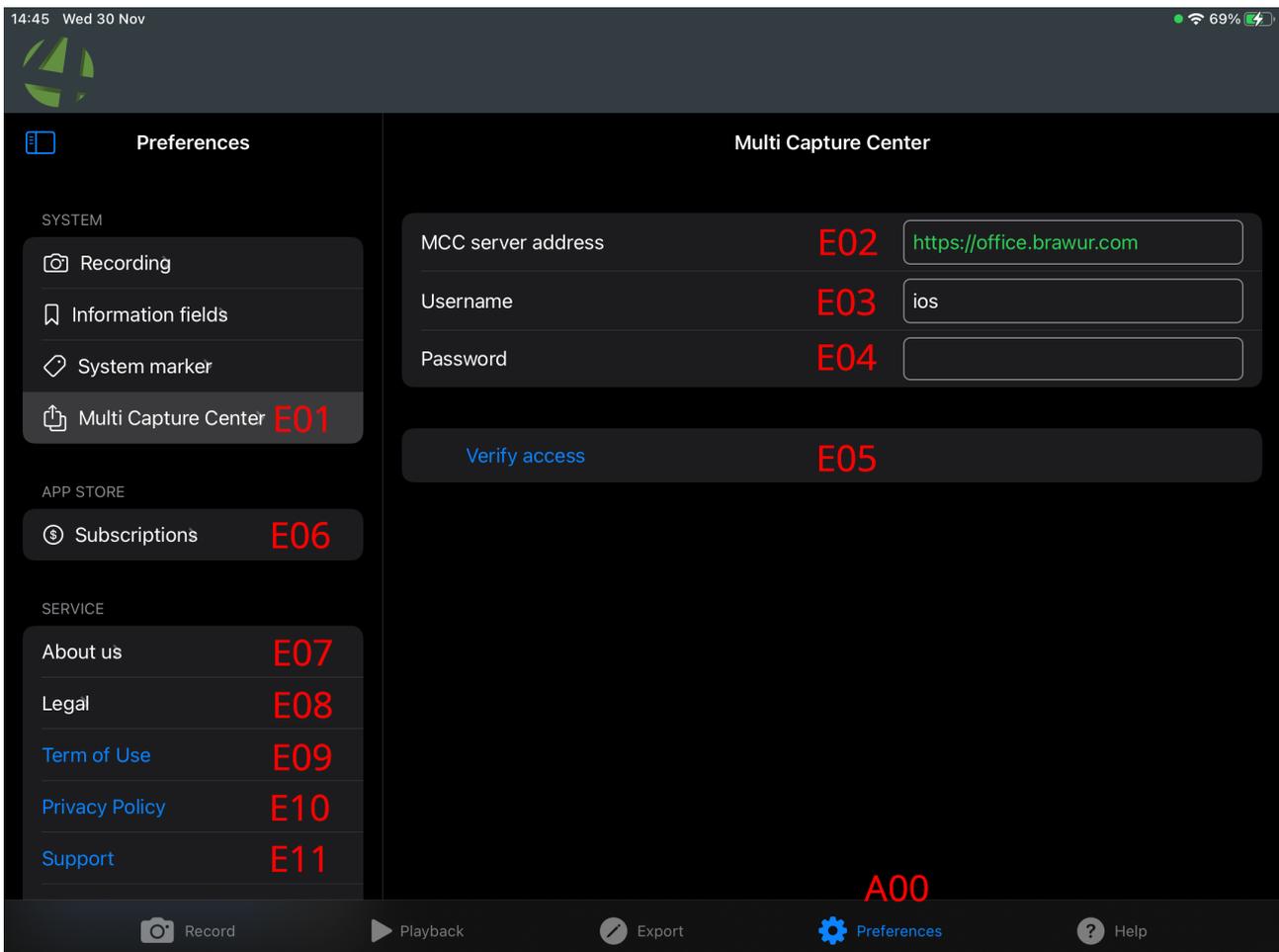
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Screenshot 10: Edit Marker

- C01** Editing options for the system markers 1 - 5
- C02** Activates or deactivates the marker for the recording and playback view.
- C03** Determines the default label of the marker.
- C04** Sets whether the markers are displayed in the preview window
- C05** Sets the default value for the duration of a marker
- C06** Sets a lead time for the marker to compensate for reaction times
- C07** Edit colour option for the marker

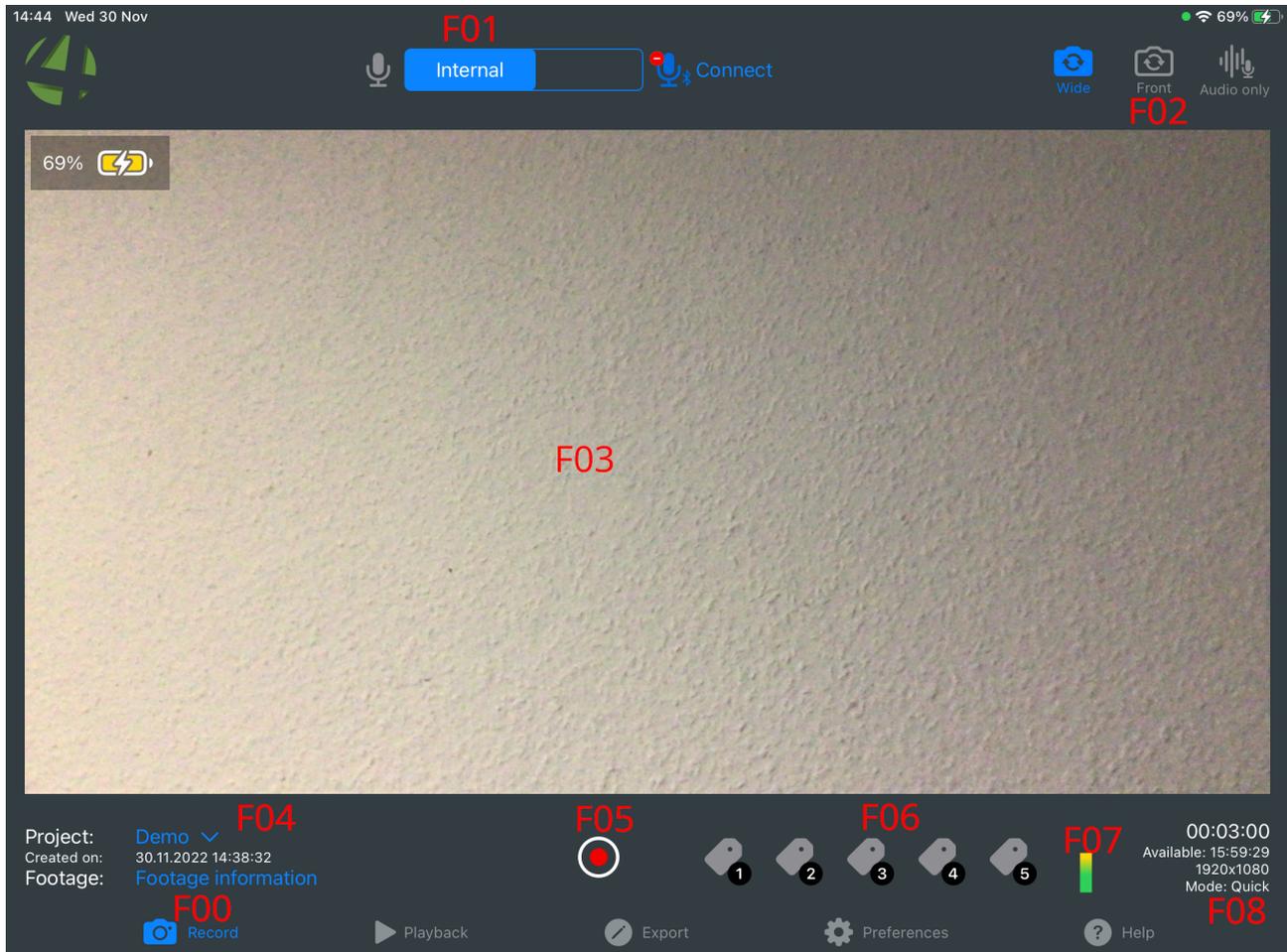
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Screenshot 11: Preferences_MCC

- E01** Enter the access data for the use of the app in connection with Multi Capture Center (MCC) as a database, backup and administration server (to be purchased via www.cover-your-code.com).
- E02** Enter the server address in the form of `http://Serveradresse`
- E03** Enter the user name
- E04** Enter the password
- E05** Check the validity of the data. After successful verification, the server address is displayed in green.
- E06** Display of your subscription data and payment conditions
- E07** Information about the producer
- E08** Legal information
- E09** Link to the terms of licence and use
- E10** Link to the data protection conditions
- E11** Link to our website for support

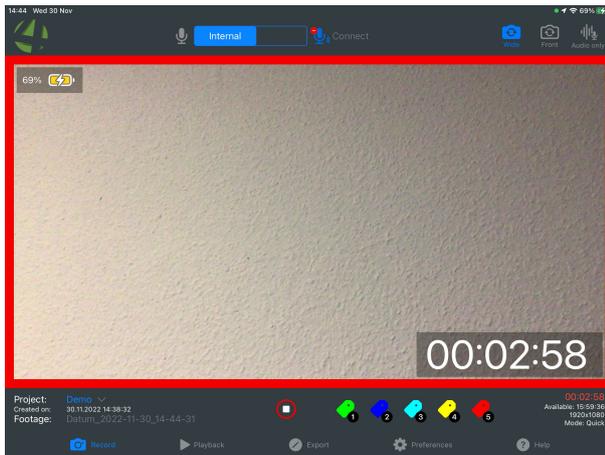
2. Record (F00)



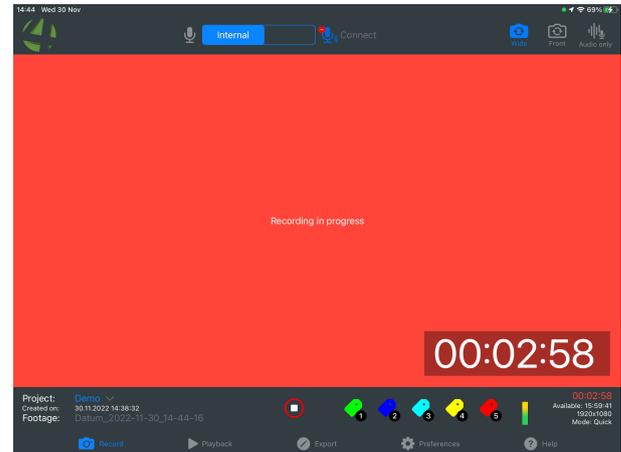
Screenshot 12: Record Mode

- F00** Selection of the recording mode
- F01** Selection of internal or external microphone or activation of external microphone
- F02** Selection of front or rear camera and audio recording without video
- F03** Video preview window
- F04** Input fields for project and recording name (blue text)
- F05** Start and stop recording
- F06** Set marker
- F07** Display of audio level
- F08** Recording time, display of remaining storage capacity, mode and video resolution

2.1 Record



Screenshot 13: Record with preview



Screenshot 14: Record without preview

Before starting the recording, the microphone **F01** (internal, external) and the camera **F02** (front, rear) can be selected.

Before using the external microphone, it must be paired with the iPad via Bluetooth.

For the recording, you can specify in the settings whether the preview is to be used or hidden **A05**. In this case, the preview window is filled with a red coloured area.

When starting the recording, the start button becomes a stop button.

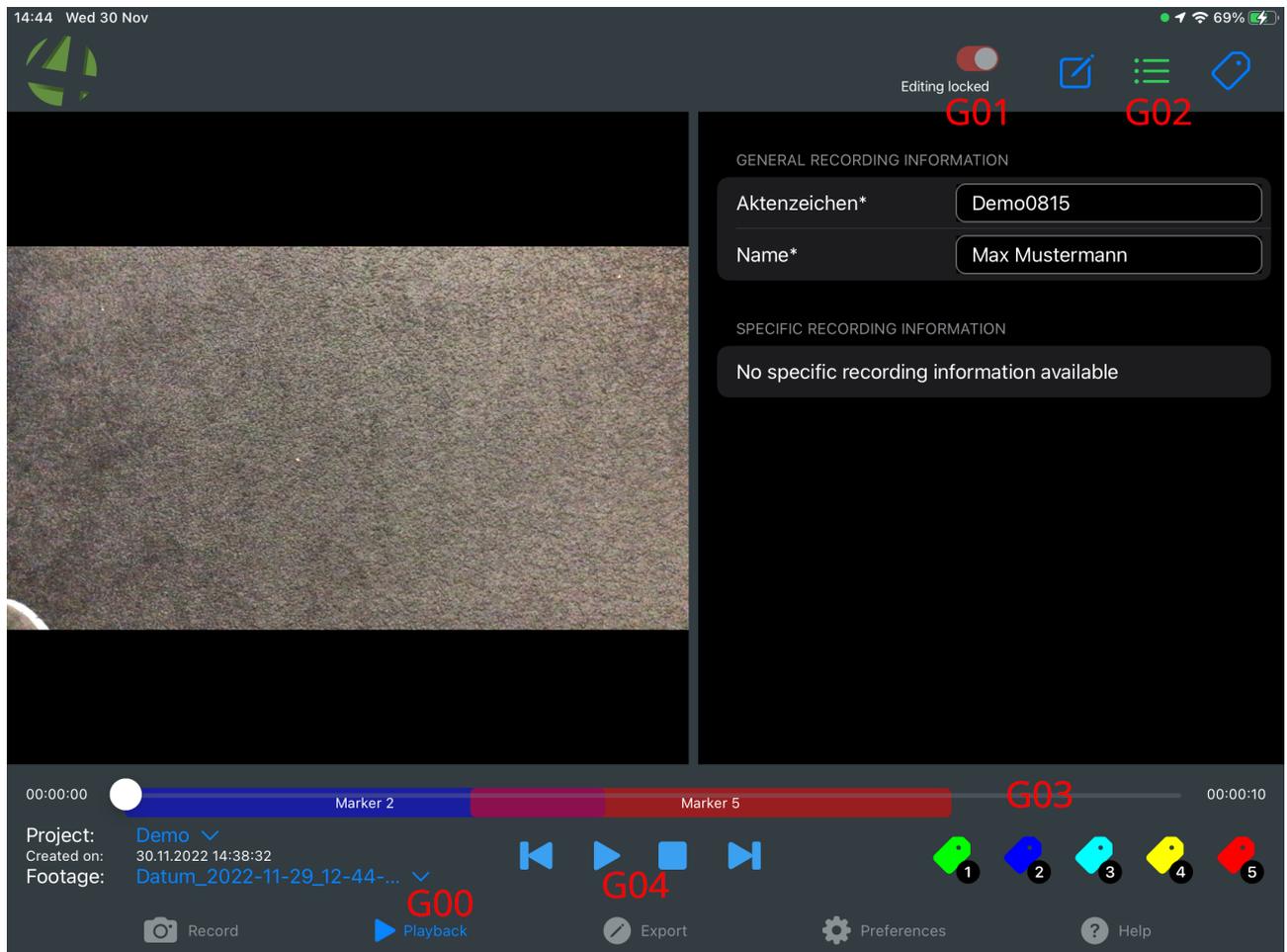
During the recording, any number of markers **F06** can be set. For this purpose, 5 different **C01** markers are available, which can be configured in the settings. These can be edited after the recording has been completed.

The display of the recording time (at the bottom right of the preview window) can be activated or deactivated in the settings **A03**.

Before starting the recording, the project name and the recording information can be edited **F04**.

Depending on the setting of the recording mode as well as the information fields in the settings, all existing mandatory fields (red font, yellow warning symbol) must be entered before starting the recording.

3. Playback (G00)



Screenshot 15: Playback mode

G01 Machining lock / Machining protection

G02 Editing menu

G03 Recording timeline

G04 Playback control

In the playback view, the last recording is automatically selected.

The time axis shows the chronological course of the recording. The next markers can be jumped to directly with the back and forward buttons.

Markers can also be set subsequently in this view.

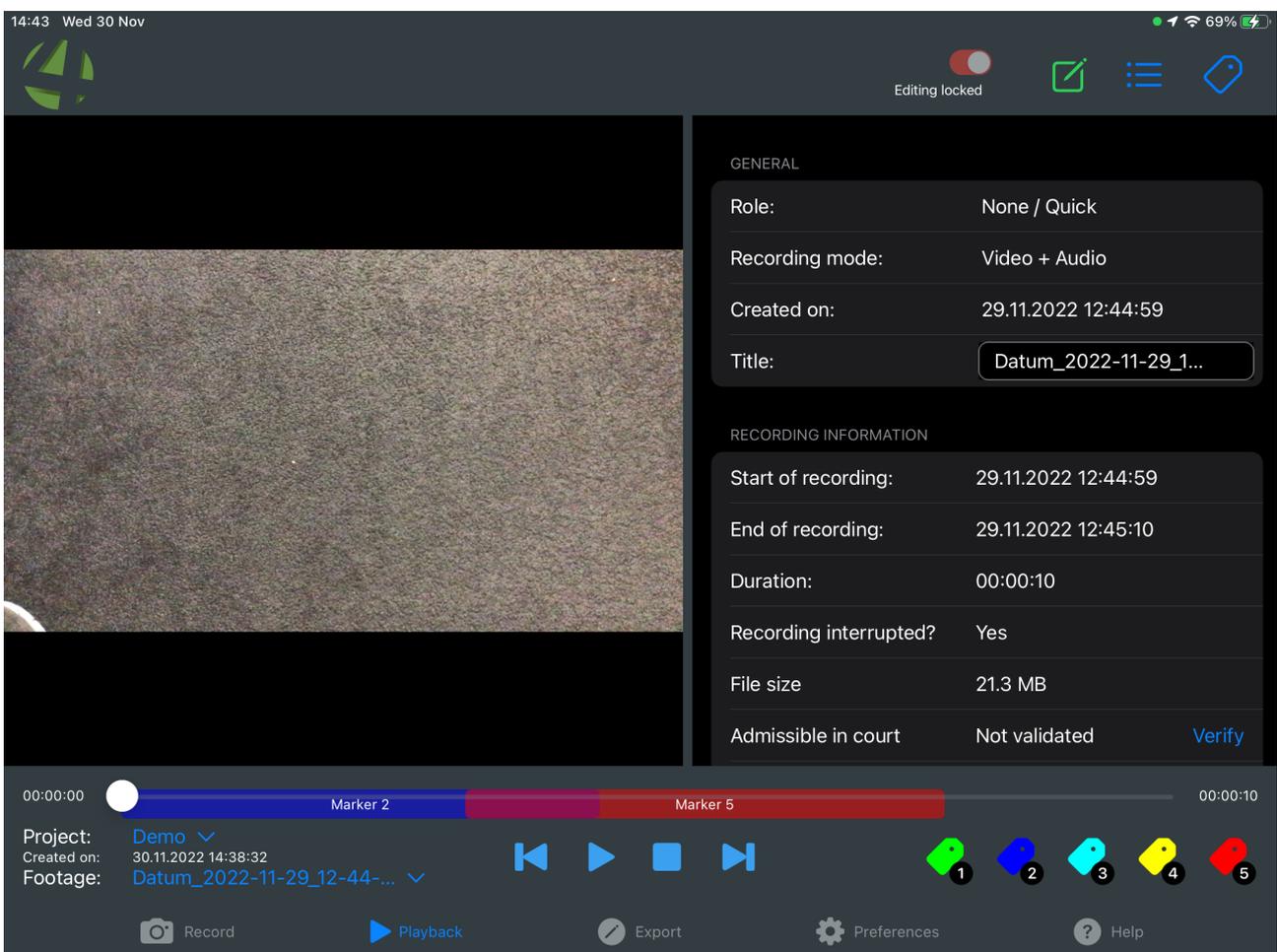
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Three detail pages can be displayed in the editing menu **G02**.

- General
- General recording information
- Marker

To prevent accidental changes to the data, editing of the data is locked as a default. Enabling editing is done with switch **G01**.

3.1.1 General, Project data

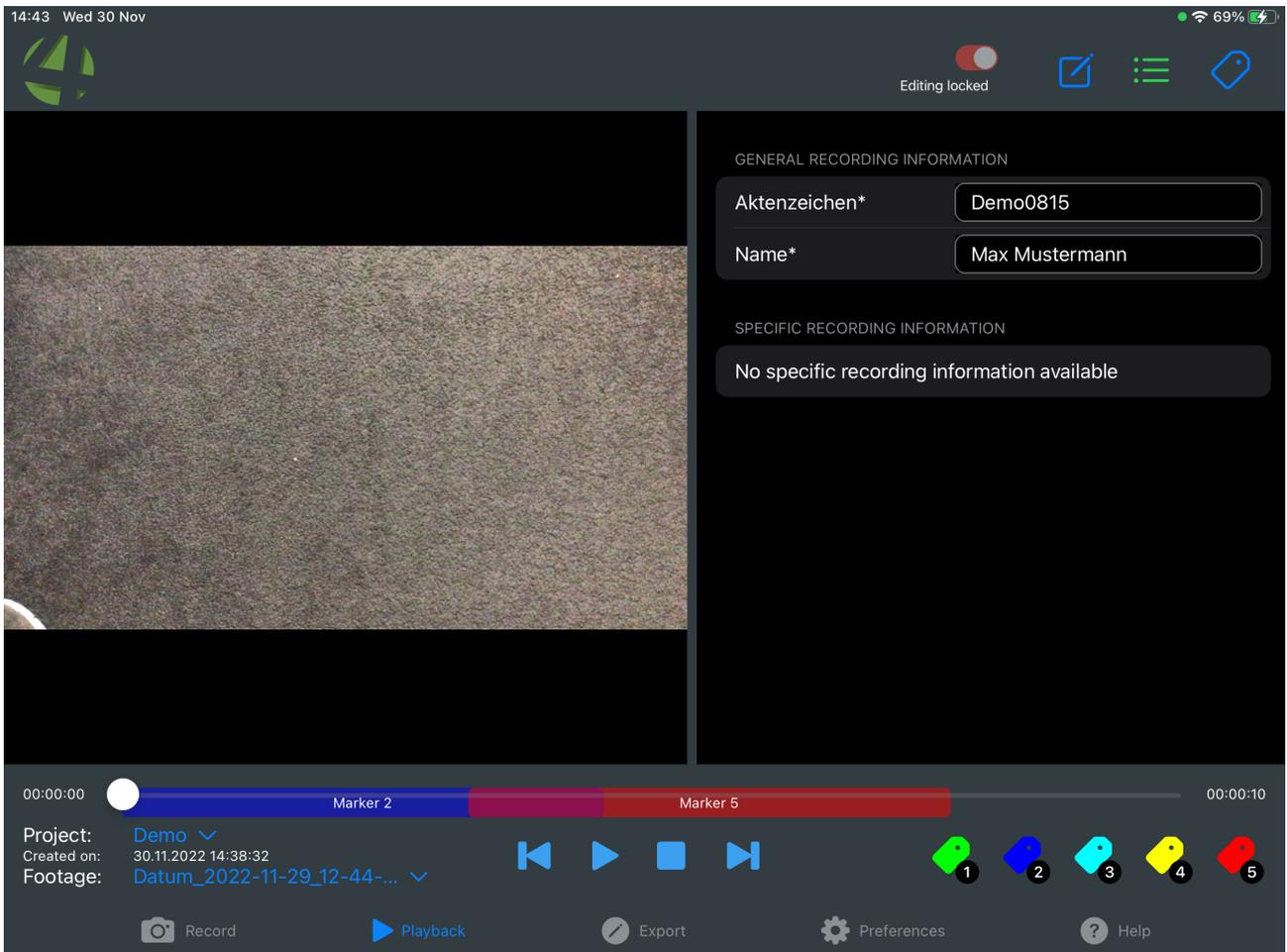


Screenshot 16: Edit Project Data

The project name/title can be edited in the general details.

The display of the location of the recording can be activated or deactivated in the settings.

3.1.2 Recording related information

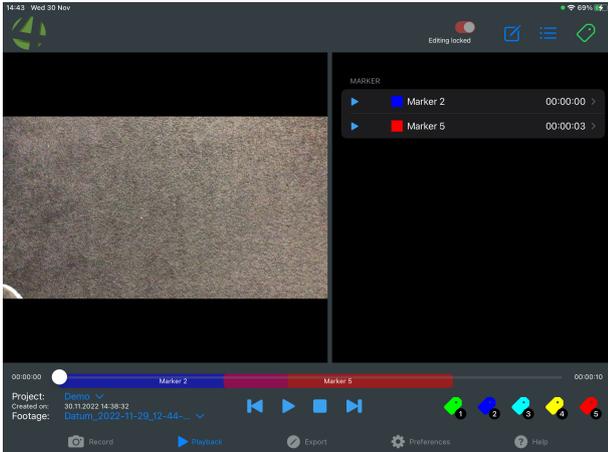


Screenshot 17: Bedit individual data fields

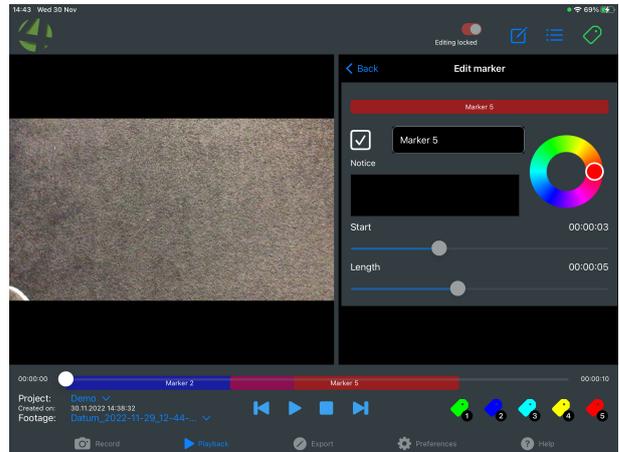
In the display of the general recording information, all data fields can be edited subsequently.

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3.1.3 Marker



Screenshot 18: Edit Marker



Screenshot 19: Edit Marker Color

In the detailed view of the markers, all markers are shown in a list view.

After selecting a marker, it can be edited further.

- Switching the view on or off
- Marker Designation
- Colour
- Note
- Start on the time axis
- Length of the marker

4. Export (H00)

4.1 Project information (H02)

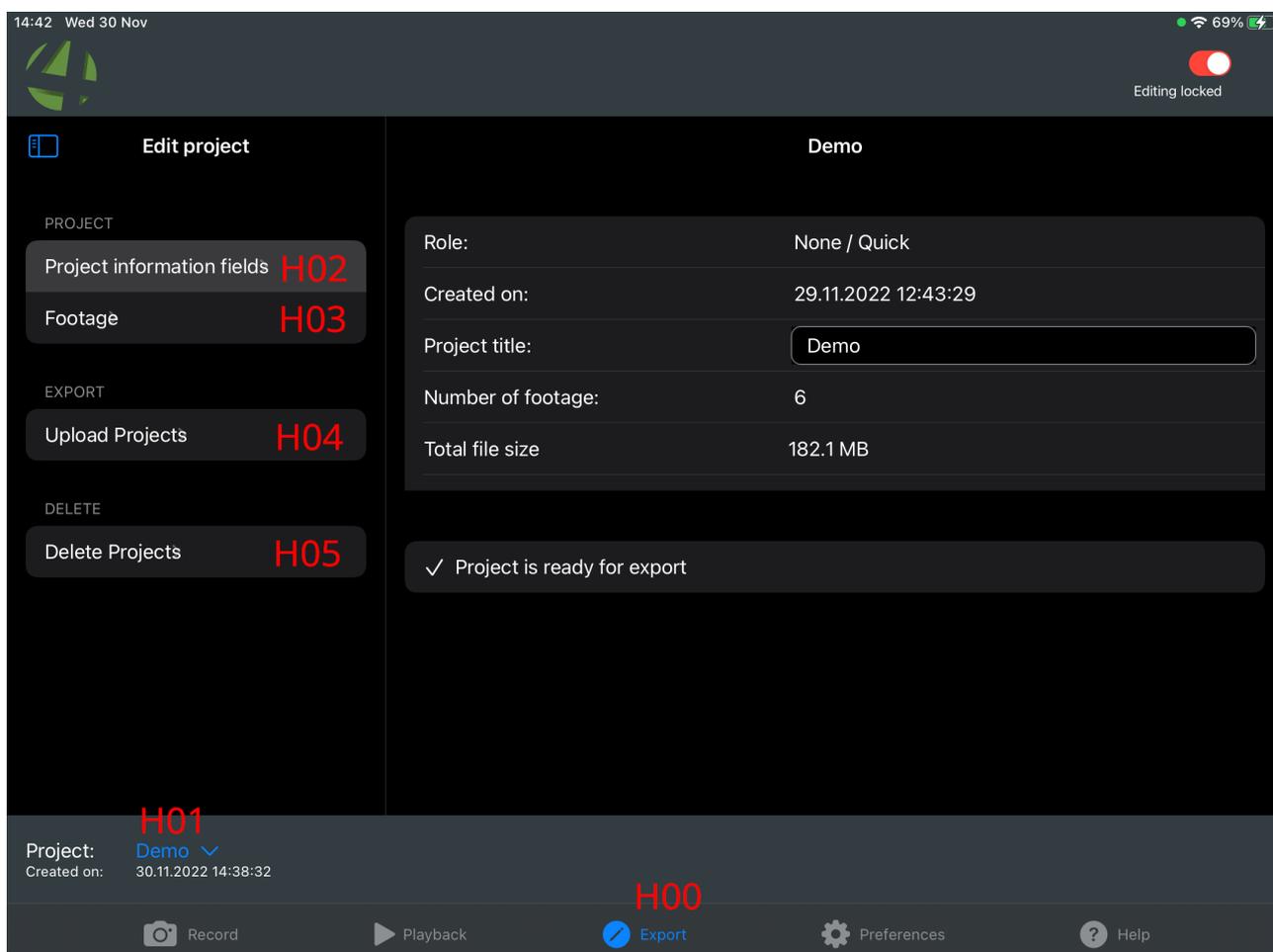


Schaubild 1: Export – Project information

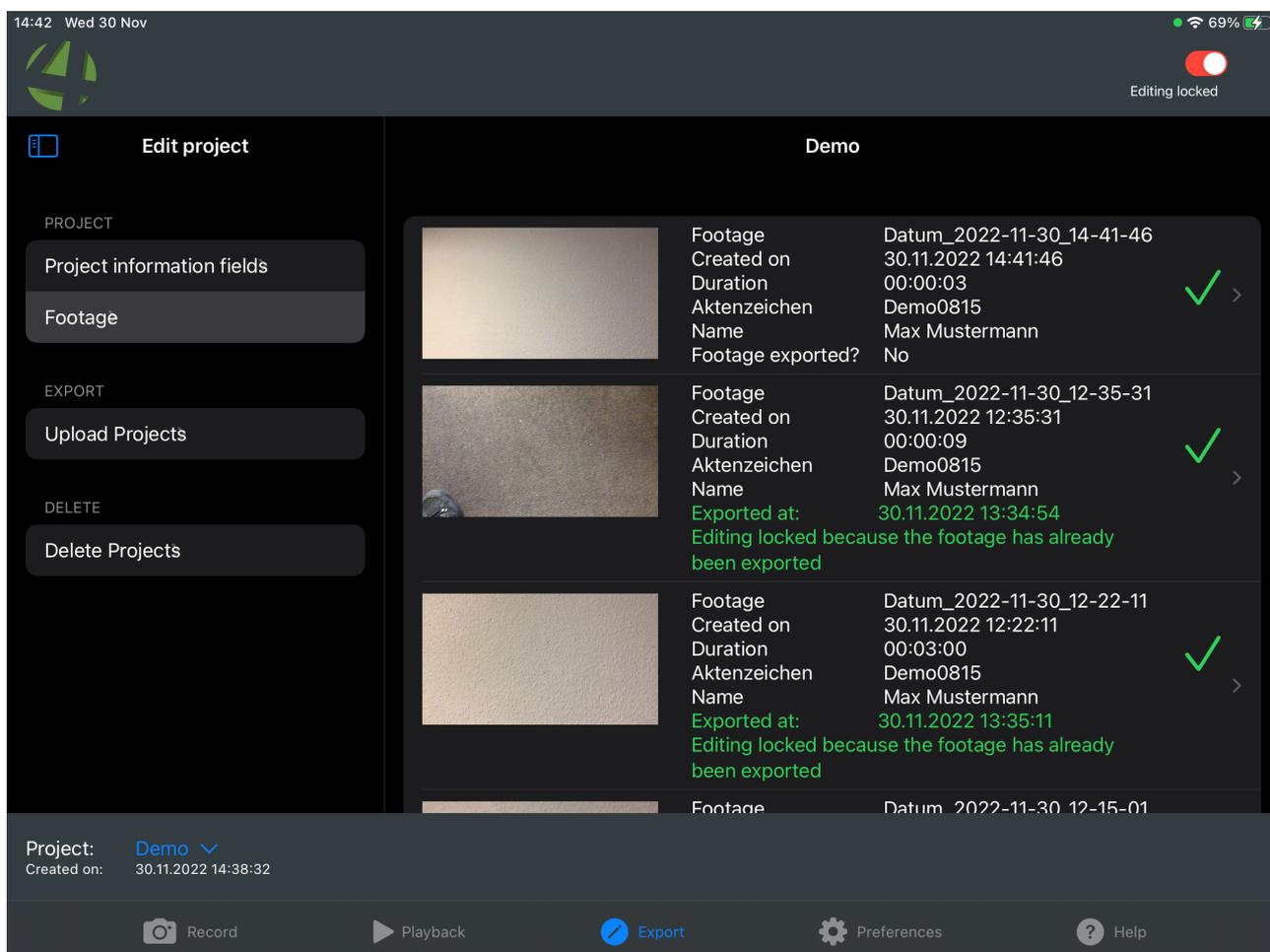
H01 On the "Export" page, the desired project can first be selected at the bottom left.

H02 The information belonging to the project is selected on the left-hand side.

H03 Here you will find a list of all recordings belonging to this project with details and thumbnails. In order to maintain data consistency, editing of recordings is blocked after they have been exported.

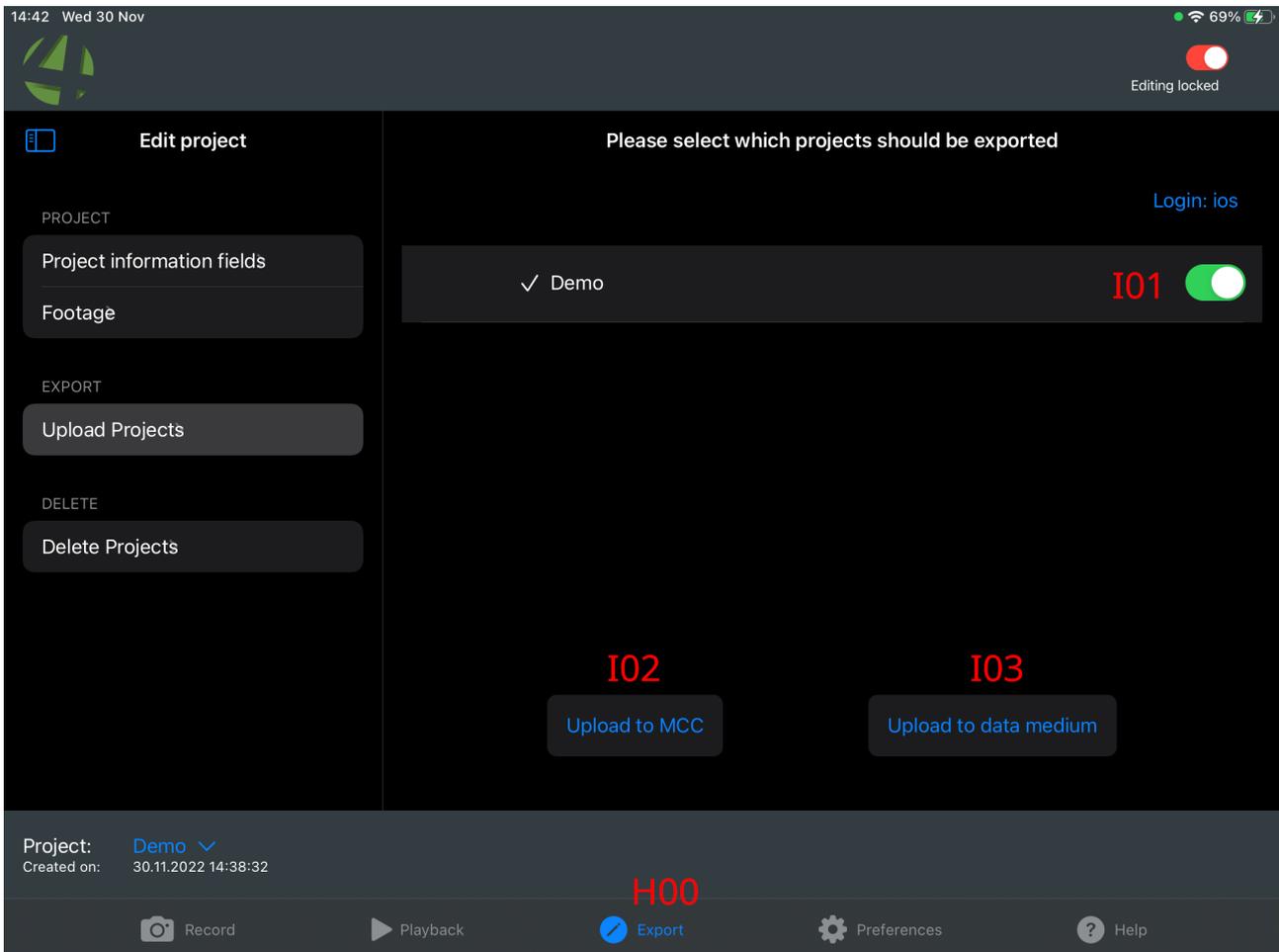
If mandatory fields are not filled in, a warning is displayed in the form of a warning triangle. This applies to the entire project as well as to individual recordings.

4.2 Recordings (H03)



Screenshot 20: Export - Recordings

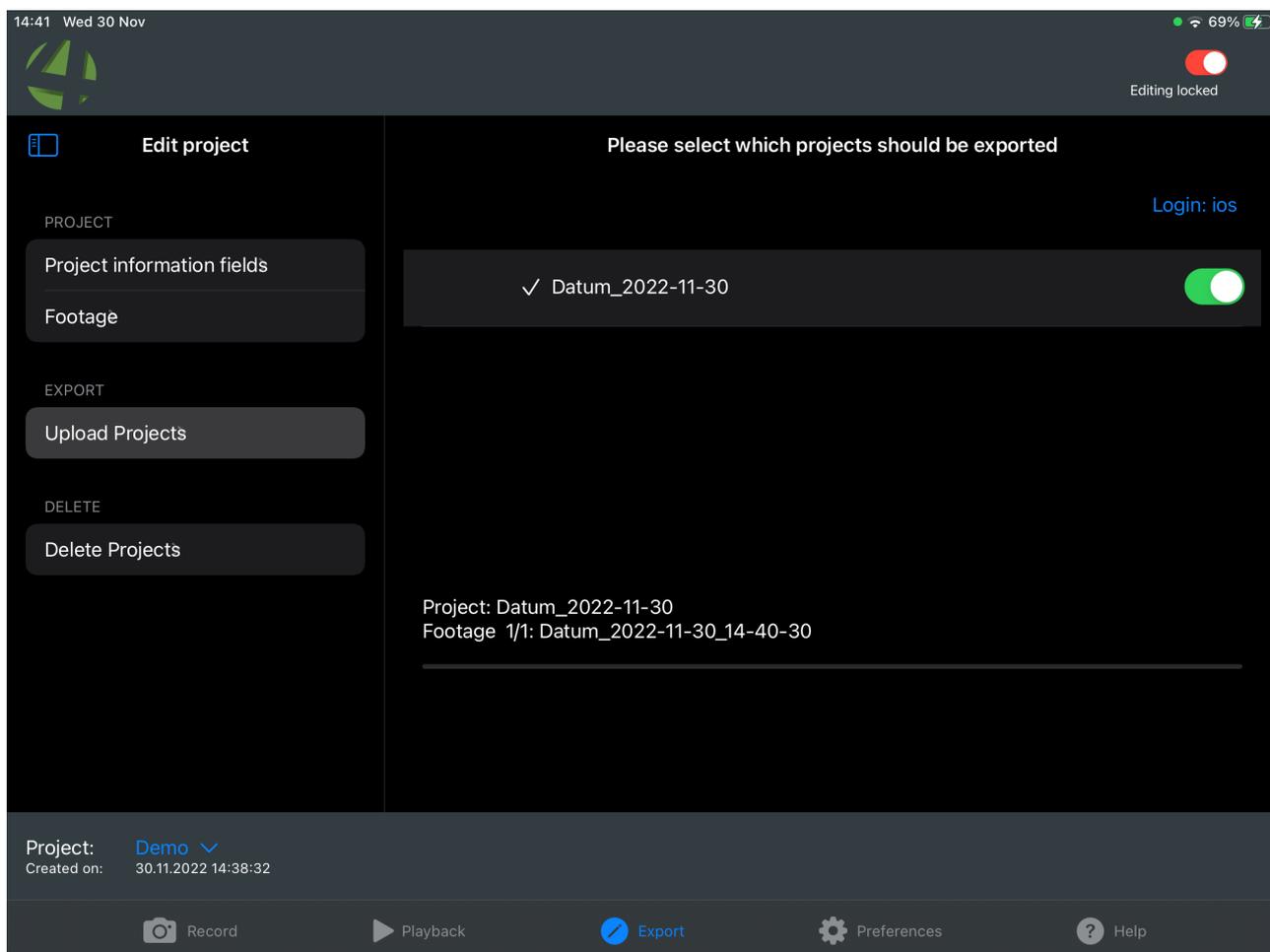
4.3 Project Upload (H04)



Screenshot 21: Export - Project upload

- I01** Select the project you want to export or upload to the MCC server.
- I02** Start the upload to the MCC server.
- I03** Start the export to a local data carrier, both for the project and for individual recordings.

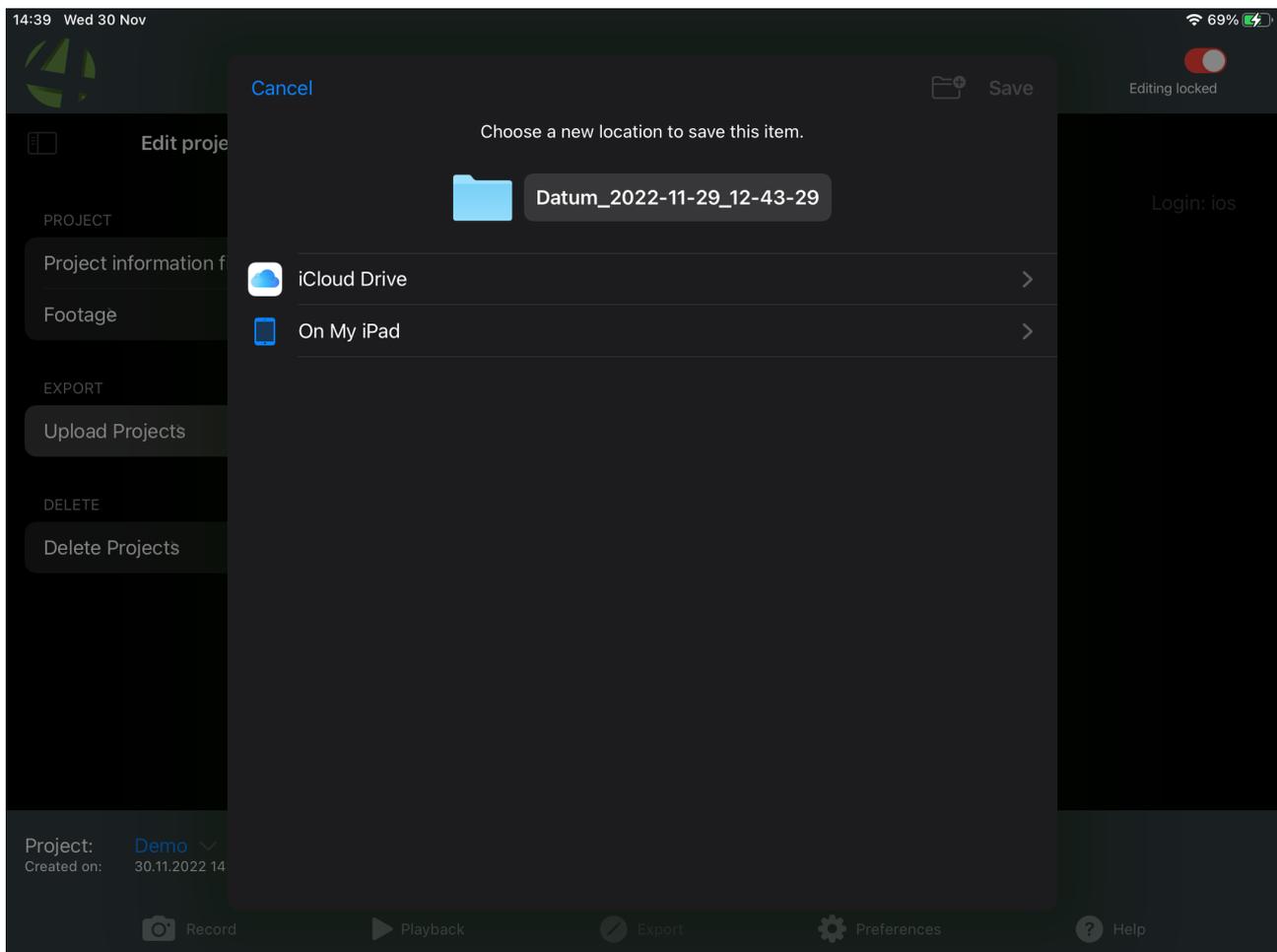
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Screenshot 22: Export to MCC Server

You will receive information about the progress of the function during the upload.

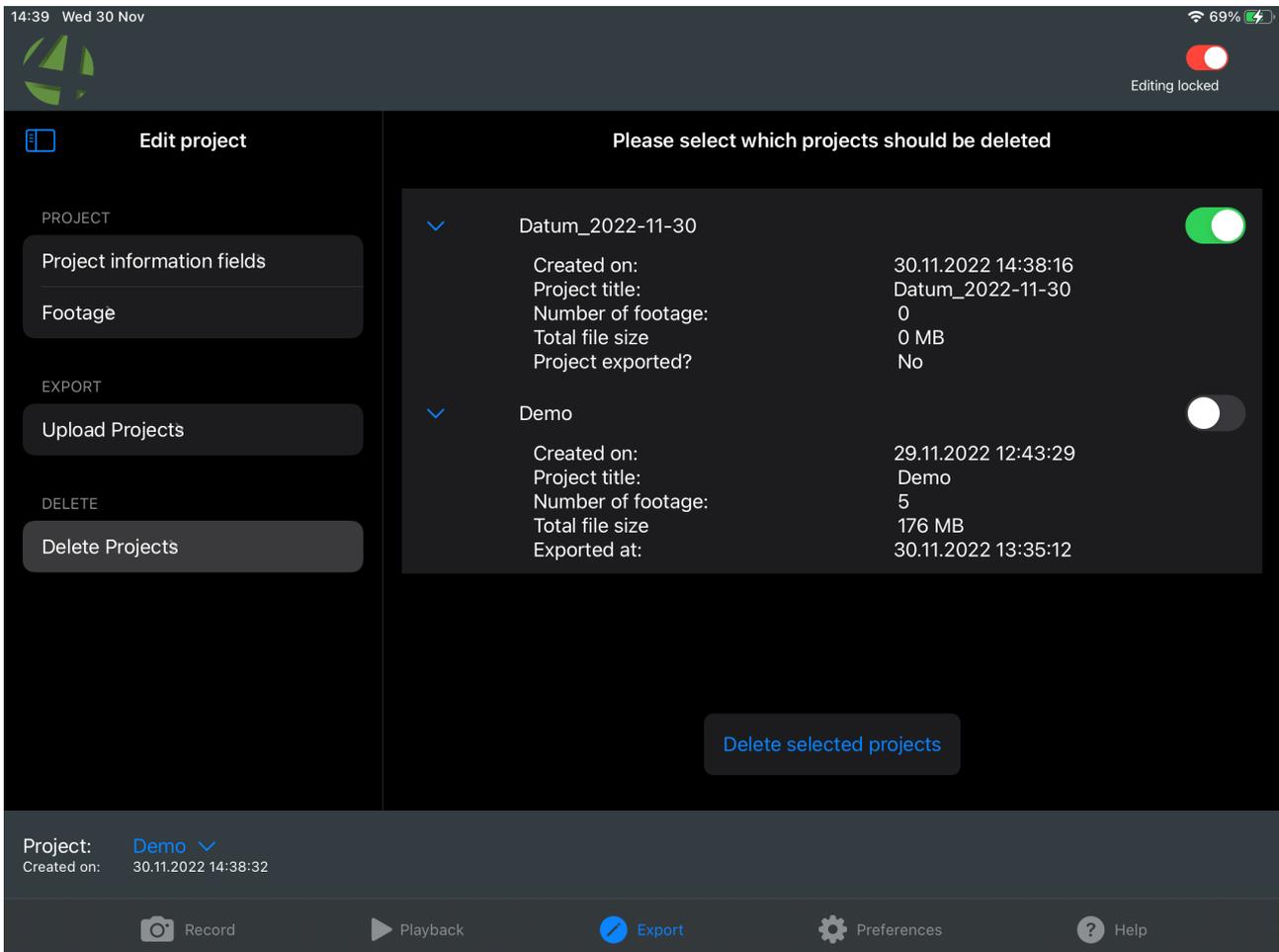
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Screenshot 23: Local Export

Select the destination for the local data export.

4.4 Delete Projects (H05)



Screenshot 24: Export – Delete Projects

Select the projects to be deleted and start the deletion process.

4.5 Hilfe

Calling up the help function by displaying this user manual

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