



PUMA

Law Enforcement

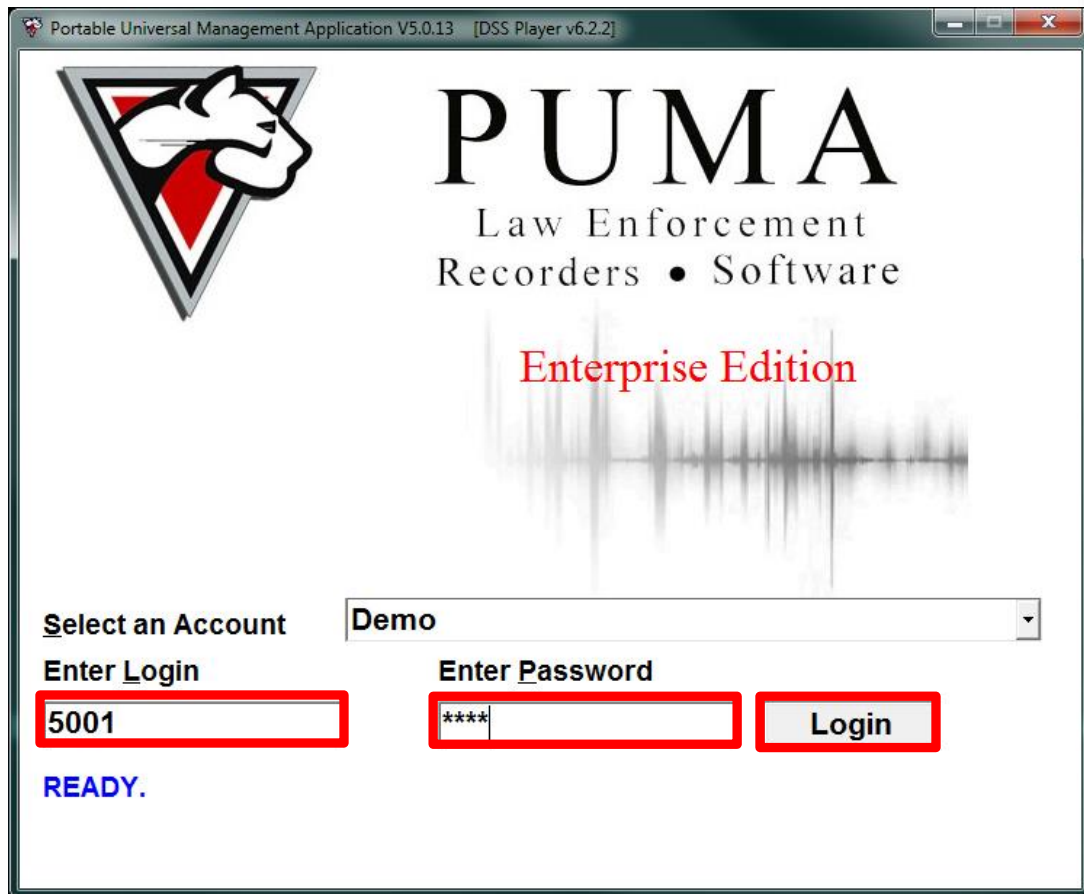
PUMA Management Software
User Guide

Table of Contents


Login	Slide 3
Upload Screen	Slide 4-5
Playback	Slide 6
Editable Demographics	Slide 7
Process Record	Slide 8-9
Search	Slide 10
Replay	Slide 11
Editing Demographics (Post Upload)	Slide 12
Export - Selecting	Slide 13
Export - Options	Slide 14
Export – Audio CD Directory	Slide 15
Export – To Recorder	Slide 16
Export – To Desktop Folder	Slide 17
Printing/Exporting Results Screen	Slide 18
Passwords	Slide 19
Contact Information	Slide 20

PUMA – Login In Screen

1. **Plug in the PUMA Recorder**
2. **Enter Login ID**
3. **Enter Password**
4. **Click 'Login' button**



Portable Universal Management Application V5.0.13 [DSS Player v6.2.2]

 **PUMA**
Law Enforcement
Recorders • Software
Enterprise Edition

Select an Account: Demo

Enter Login: 5001

Enter Password: ****

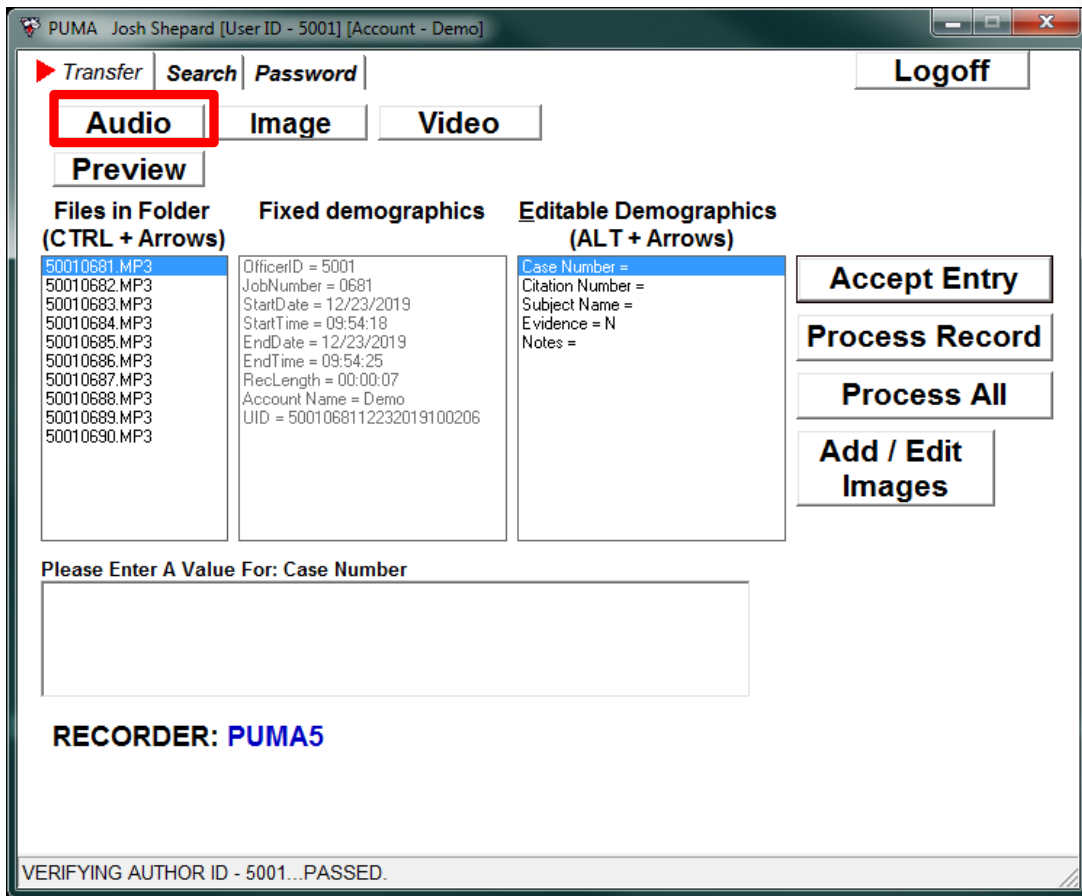
Login

READY.

PUMA – Upload Screen

Audio files will be uploaded into the PUMA System and removed from the PUMA Audio Recorder. Additionally, your computers time will be synchronized to the PUMA Audio Recorder.

If the PUMA Audio Recorder is not plugged in at time of login, users will be required to select the Audio button to start the audio upload process.



The screenshot shows the PUMA web interface for user Josh Shepard. The 'Audio' button is highlighted with a red box. The interface includes sections for file uploads, demographic information, and action buttons.

Transfer | Search | Password | Logoff

Audio | Image | Video

Preview

Files in Folder (CTRL + Arrows)	Fixed demographics	Editable Demographics (ALT + Arrows)
50010681.MP3 50010682.MP3 50010683.MP3 50010684.MP3 50010685.MP3 50010686.MP3 50010687.MP3 50010688.MP3 50010689.MP3 50010690.MP3	OfficerID = 5001 JobNumber = 0681 StartDate = 12/23/2019 StartTime = 09:54:18 EndDate = 12/23/2019 EndTime = 09:54:25 RecLength = 00:00:07 Account Name = Demo UID = 5001068112232019100206	Case Number = Citation Number = Subject Name = Evidence = N Notes =

Accept Entry
Process Record
Process All
Add / Edit Images

Please Enter A Value For: Case Number

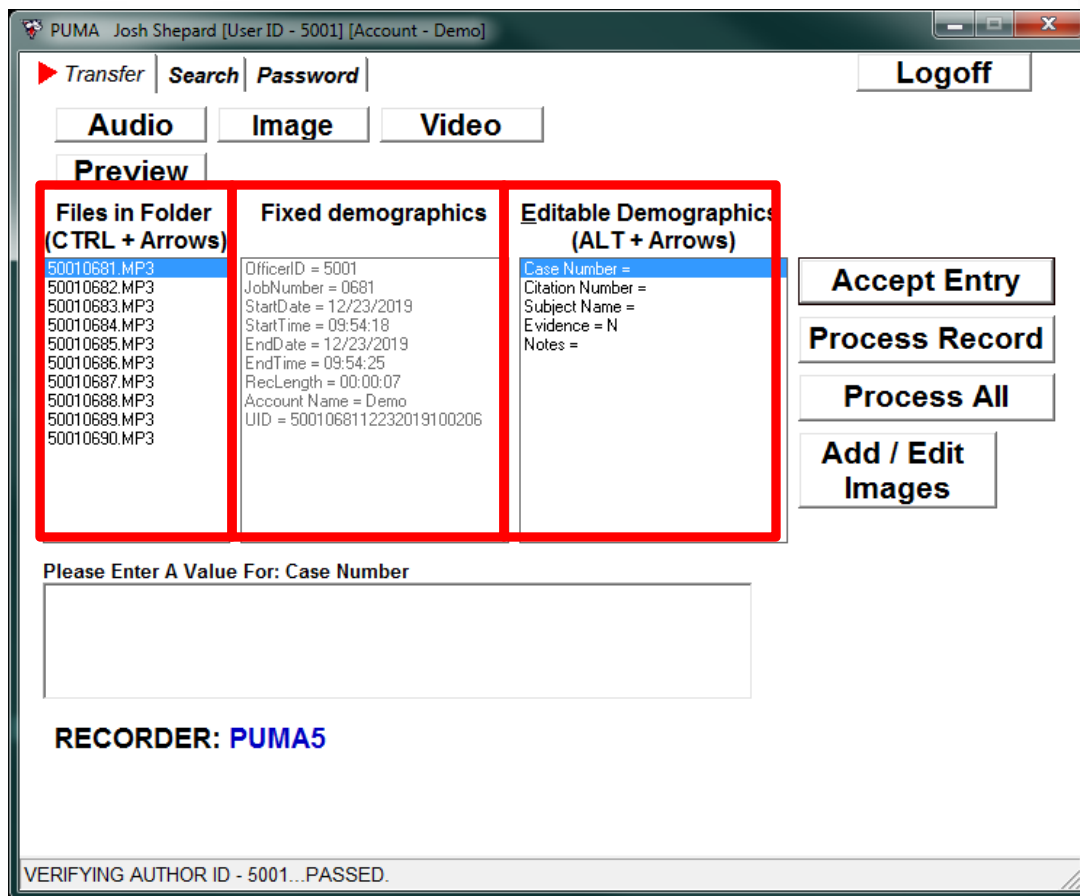
RECORDER: PUMA5

VERIFYING AUTHOR ID - 5001...PASSED.

PUMA – Upload Screen

The Upload Screen is broken up into three sections:

- **Files in Folder**
Audio Files listed in chronological order
- **Fixed Demographics**
Non-editable demographics
- **Editable Demographics**
Custom, editable, demographics



The screenshot shows the PUMA application window for user Josh Shepard. The interface is divided into three main sections: Files in Folder, Fixed demographics, and Editable Demographics, each highlighted with a red border. The Files in Folder section lists audio files in chronological order. The Fixed demographics section contains non-editable information. The Editable Demographics section contains custom, editable information. Below these sections is a text input field for the Case Number, a RECORDER label, and a status bar at the bottom.

Files in Folder (CTRL + Arrows)	Fixed demographics	Editable Demographics (ALT + Arrows)
50010681.MP3 50010682.MP3 50010683.MP3 50010684.MP3 50010685.MP3 50010686.MP3 50010687.MP3 50010688.MP3 50010689.MP3 50010690.MP3	OfficerID = 5001 JobNumber = 0681 StartDate = 12/23/2019 StartTime = 09:54:18 EndDate = 12/23/2019 EndTime = 09:54:25 RecLength = 00:00:07 Account Name = Demo UID = 5001068112232019100206	Case Number = Citation Number = Subject Name = Evidence = N Notes =

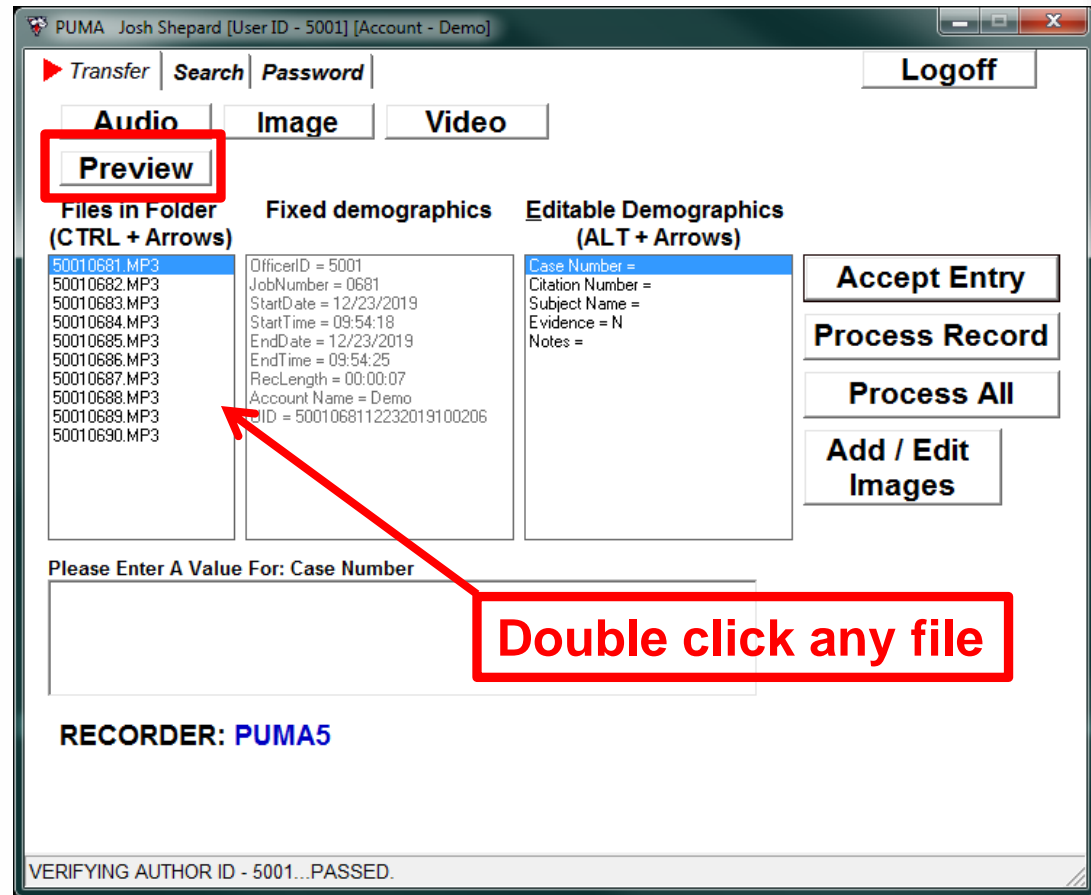
Please Enter A Value For: Case Number

RECORDER: PUMA5

VERIFYING AUTHOR ID - 5001...PASSED.

Playback:

- **Double click any file within the Files in Folder**
- **Or**
- **Select the file within the Files in Folder and select the Preview button**

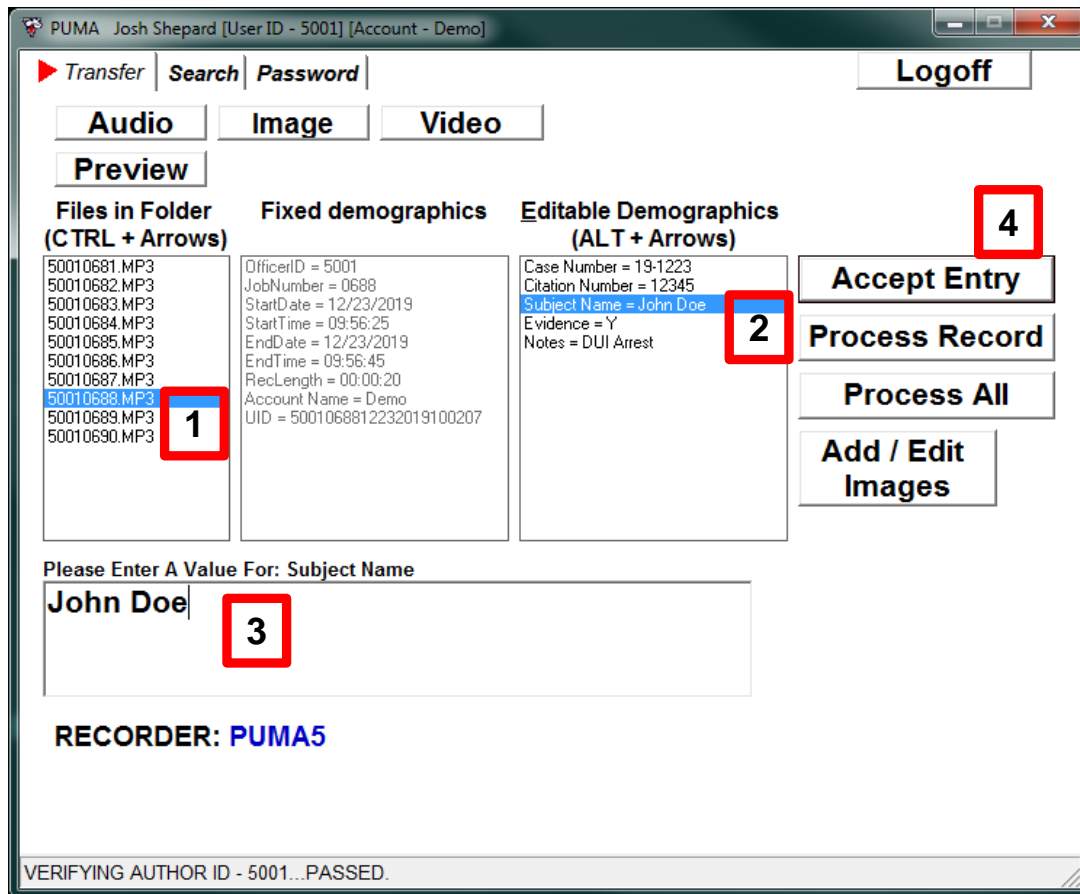


Media players will vary depending on the device used to record.

PUMA – Editable Demographics

Editing Custom Demographics:

1. Highlight the desired audio file
2. Select the editable demographic you wish to modify
3. Enter the value within the Entry box
4. Select Accept Entry or Enter on your keyboard

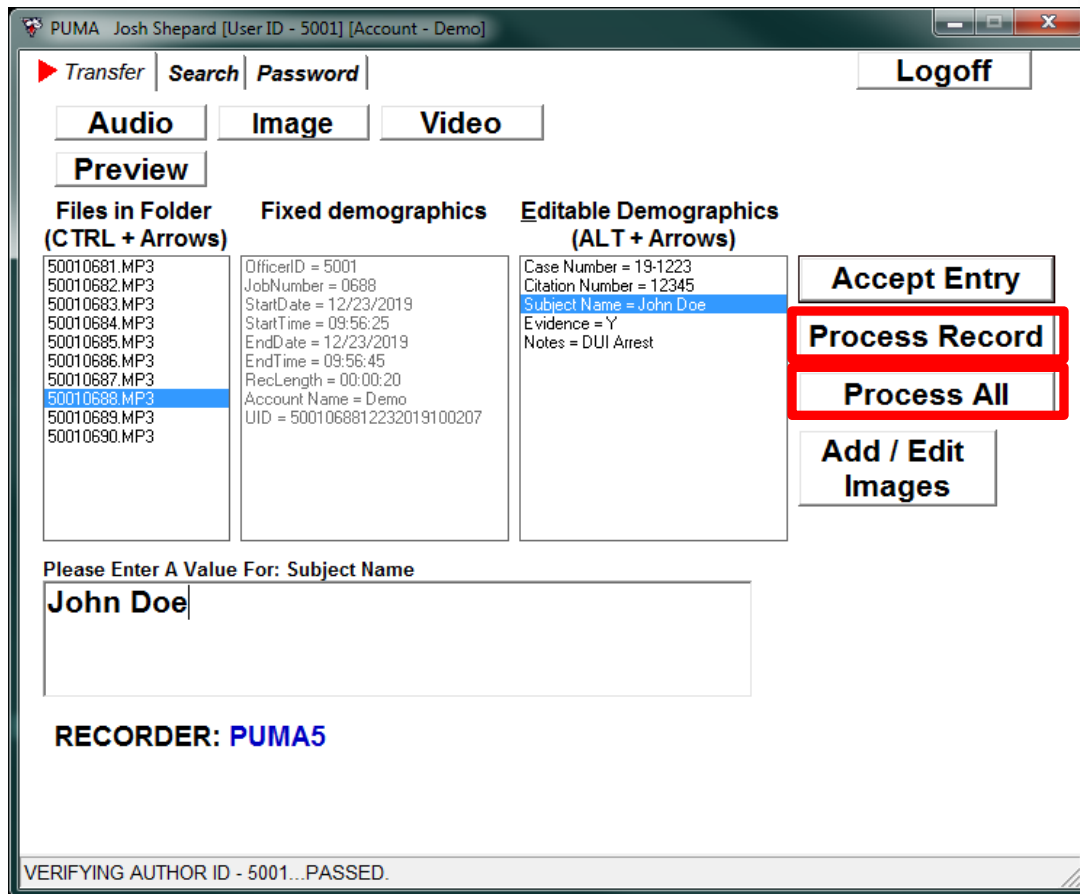


The screenshot shows the PUMA software interface with the following elements:

- Transfer | Search | Password | Logoff** (top navigation bar)
- Audio | Image | Video** (tabs)
- Preview** (tab)
- Files in Folder (CTRL + Arrows)**: A list of audio files. The file **50010688.MP3** is highlighted with a red box labeled **1**.
- Fixed demographics**: Fields for OfficerID, JobNumber, StartDate, StartTime, EndDate, EndTime, RecLength, Account Name, and UID.
- Editable Demographics (ALT + Arrows)**: Fields for Case Number, Citation Number, **Subject Name = John Doe** (highlighted with a red box labeled **2**), Evidence, and Notes.
- Accept Entry** (button, highlighted with a red box labeled **4**)
- Process Record** (button)
- Process All** (button)
- Add / Edit Images** (button)
- Please Enter A Value For: Subject Name**: A text entry box containing **John Doe** (highlighted with a red box labeled **3**).
- RECORDER: PUMA5** (text)
- VERIFYING AUTHOR ID - 5001...PASSED.** (status bar)

Process Record/s:

- **Select Process Record button**
(Sends highlighted audio file to Server)
- Or
- **Select Process All button**
(Sends all audio files to Server)



The screenshot shows the PUMA software interface for user Josh Shepard. The interface includes a top navigation bar with 'Transfer', 'Search', and 'Password' tabs, and a 'Logoff' button. Below this are 'Audio', 'Image', and 'Video' buttons. A 'Preview' button is also present. The main area is divided into three columns: 'Files in Folder (CTRL + Arrows)', 'Fixed demographics', and 'Editable Demographics (ALT + Arrows)'. The 'Files in Folder' column lists several MP3 files, with '50010688.MP3' selected. The 'Fixed demographics' column shows details for OfficerID = 5001, JobNumber = 0688, and Account Name = Demo. The 'Editable Demographics' column shows Case Number = 19-1223, Citation Number = 12345, Subject Name = John Doe, Evidence = Y, and Notes = DUI Arrest. On the right side, there are three buttons: 'Accept Entry', 'Process Record' (highlighted in red), and 'Process All' (highlighted in red). Below these buttons is an 'Add / Edit Images' button. At the bottom, there is a text input field for 'Subject Name' with 'John Doe' entered, and a status bar showing 'RECORDER: PUMA5' and 'VERIFYING AUTHOR ID - 5001...PASSED.'

Files in Folder (CTRL + Arrows)	Fixed demographics	Editable Demographics (ALT + Arrows)
50010681.MP3 50010682.MP3 50010683.MP3 50010684.MP3 50010685.MP3 50010686.MP3 50010687.MP3 50010688.MP3 50010689.MP3 50010690.MP3	OfficerID = 5001 JobNumber = 0688 StartDate = 12/23/2019 StartTime = 09:56:25 EndDate = 12/23/2019 EndTime = 09:56:45 RecLength = 00:00:20 Account Name = Demo UID = 5001068812232019100207	Case Number = 19-1223 Citation Number = 12345 Subject Name = John Doe Evidence = Y Notes = DUI Arrest

Accept Entry
Process Record
Process All
Add / Edit Images

Please Enter A Value For: Subject Name
John Doe

RECORDER: PUMA5

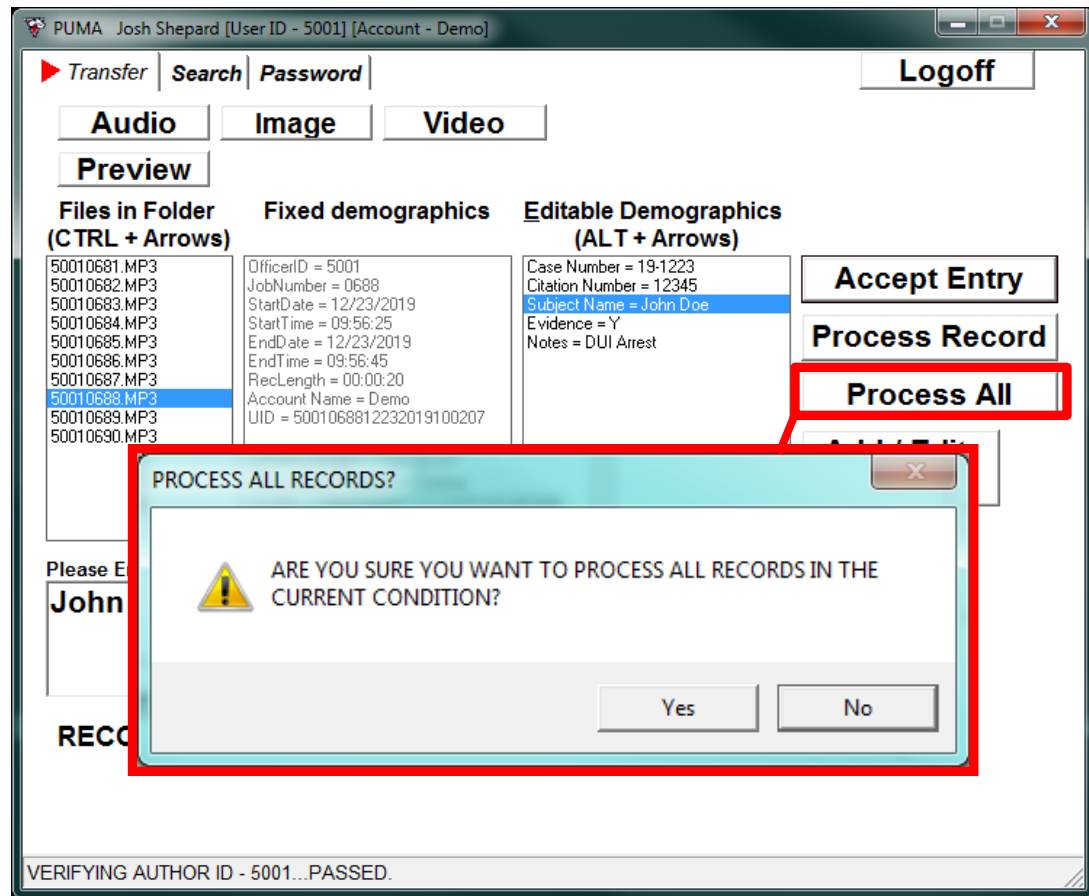
VERIFYING AUTHOR ID - 5001...PASSED.

Files that are processed can be searched, replayed or copied at a later date.

Process Record/s:

When selecting Processing All, users will be presented with a confirmation dialog box.

Select Yes to send all files.

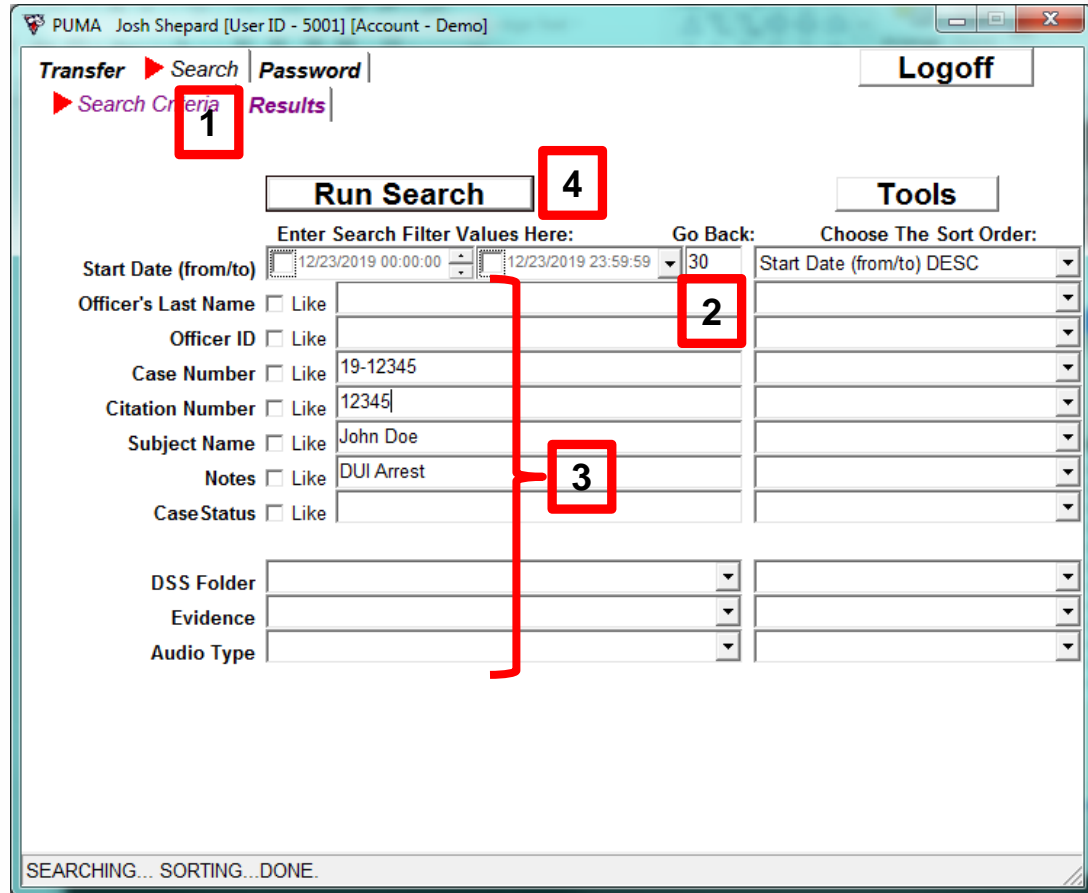


Files that are processed can be searched, replayed or copied at a later date.

Search Screen:

1. **Select the Search Tab**
2. **Enter the days to Go Back or select the drop down calendar**
3. **Enter search criteria as desired**
4. **Select Run Search**

Check boxes, left of the custom fields, reflect 'Wild Card' searches

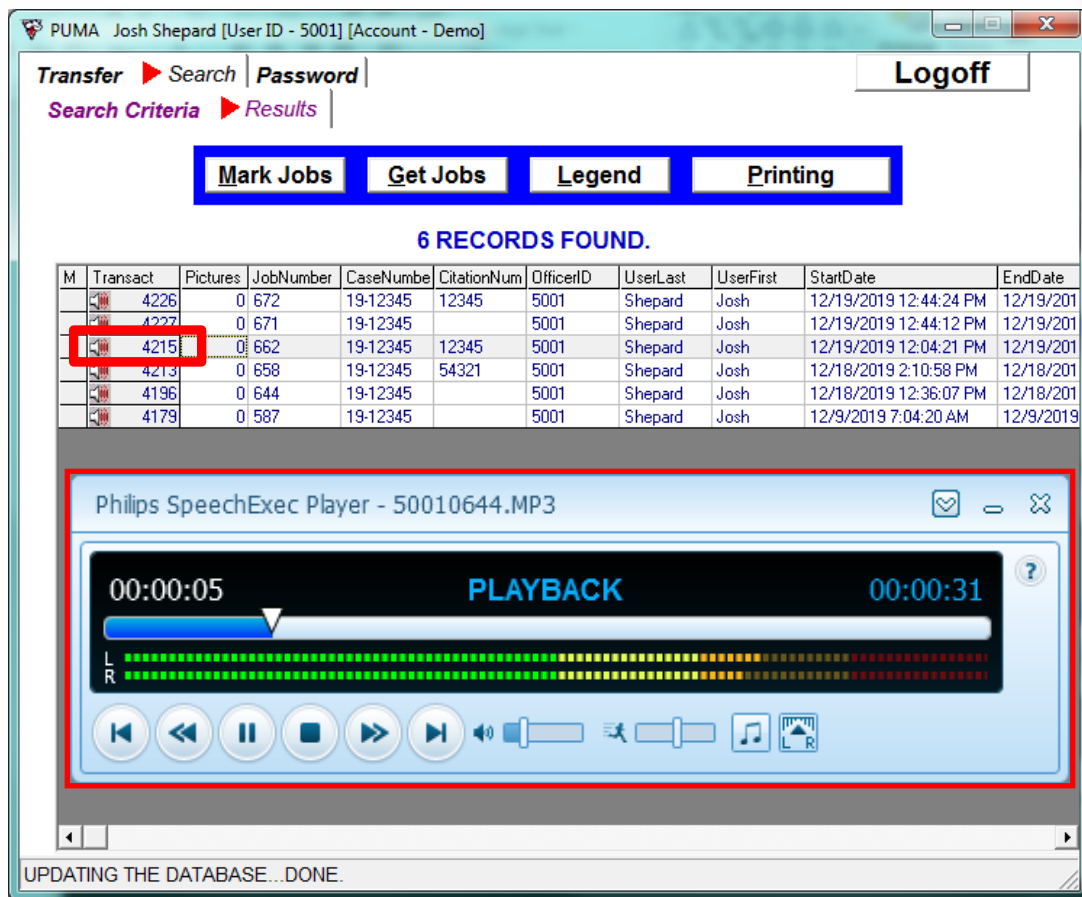


The screenshot shows the PUMA Search interface. At the top, there are tabs for 'Transfer', 'Search', 'Password', 'Search Criteria', and 'Results'. A red box with the number '1' highlights the 'Search' tab. Below the tabs, there is a 'Run Search' button highlighted with a red box and the number '4'. To the right of the 'Run Search' button is a 'Tools' button. Below the 'Run Search' button, there is a section for 'Enter Search Filter Values Here:'. This section includes a 'Start Date (from/to)' field with a calendar icon, a 'Go Back:' field with a dropdown menu set to '30', and a 'Choose The Sort Order:' dropdown menu set to 'Start Date (from/to) DESC'. A red box with the number '2' highlights the 'Go Back:' dropdown. Below these fields, there is a list of search criteria with checkboxes for 'Like' searches. A red box with the number '3' highlights the 'Like' checkboxes for 'Case Number', 'Citation Number', 'Subject Name', 'Notes', and 'CaseStatus'. The criteria listed are: Officer's Last Name, Officer ID, Case Number (19-12345), Citation Number (12345), Subject Name (John Doe), Notes (DUI Arrest), CaseStatus, DSS Folder, Evidence, and Audio Type. At the bottom of the window, there is a status bar that says 'SEARCHING... SORTING... DONE.'

Date range or Days Back is not required if/when searching with other data; e.g. Case Number.

Replay Screen:

To play a file, double click anywhere within the 'Transact' column.



The screenshot shows the PUMA software interface. At the top, there's a header bar with the user name 'Josh Shepard [User ID - 5001] [Account - Demo]'. Below this, there are tabs for 'Transfer', 'Search', and 'Password'. The 'Search' tab is active, showing 'Search Criteria' and 'Results'. There are buttons for 'Mark Jobs', 'Get Jobs', 'Legend', and 'Printing'. Below these buttons, it says '6 RECORDS FOUND.' and displays a table with 11 columns: M, Transact, Pictures, JobNumber, CaseNumber, CitationNum, OfficerID, UserLast, UserFirst, StartDate, and EndDate. The table contains 6 rows of data. The 'Transact' column for the third row (4215) is highlighted with a red box. Below the table, there's an audio player window titled 'Philips SpeechExec Player - 50010644.MP3'. The player shows a progress bar from 00:00:05 to 00:00:31, with the word 'PLAYBACK' in the center. There are also volume and playback controls at the bottom. At the very bottom of the window, it says 'UPDATING THE DATABASE...DONE.'

M	Transact	Pictures	JobNumber	CaseNumber	CitationNum	OfficerID	UserLast	UserFirst	StartDate	EndDate
	4226	0	672	19-12345	12345	5001	Shepard	Josh	12/19/2019 12:44:24 PM	12/19/2019
	4227	0	671	19-12345		5001	Shepard	Josh	12/19/2019 12:44:12 PM	12/19/2019
	4215	0	662	19-12345	12345	5001	Shepard	Josh	12/19/2019 12:04:21 PM	12/19/2019
	4213	0	658	19-12345	54321	5001	Shepard	Josh	12/18/2019 2:10:58 PM	12/18/2019
	4196	0	644	19-12345		5001	Shepard	Josh	12/18/2019 12:36:07 PM	12/18/2019
	4179	0	587	19-12345		5001	Shepard	Josh	12/9/2019 7:04:20 AM	12/9/2019

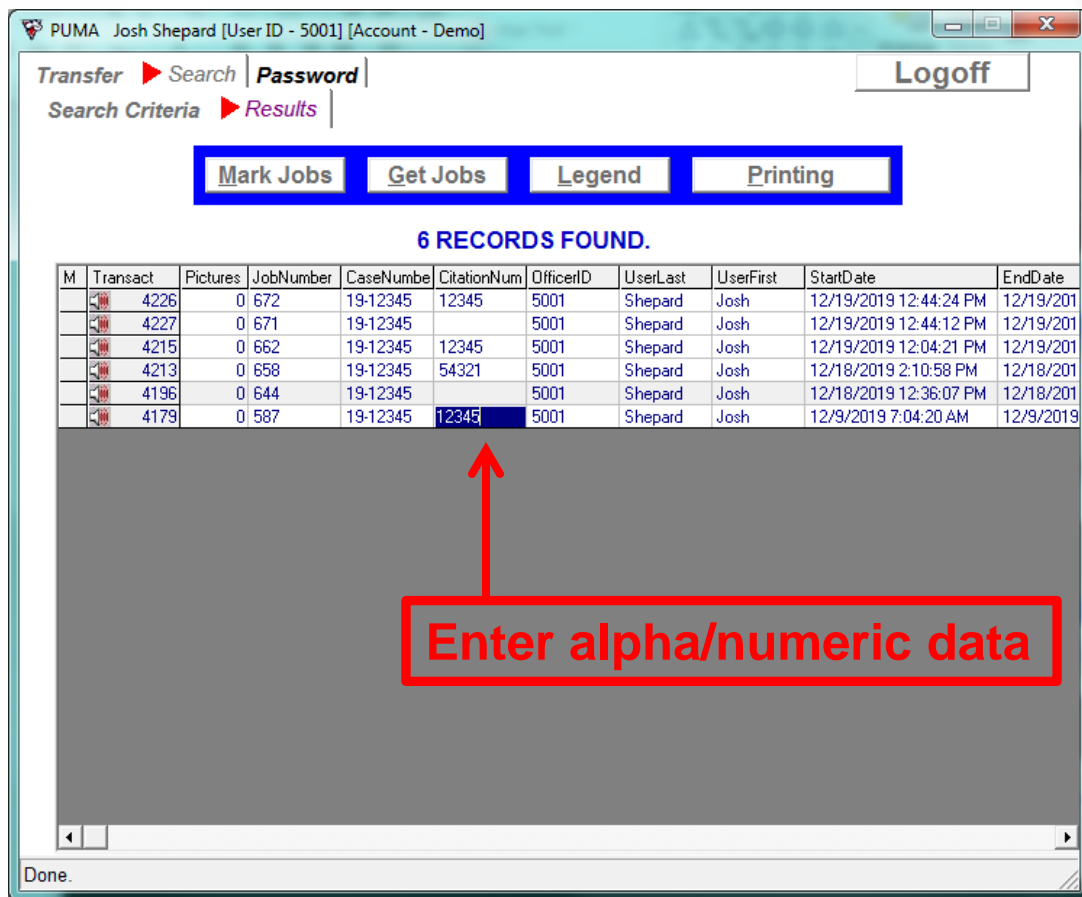
Audio players may vary. All players will have similar features and functionality.

PUMA – Editing Demographics

Replay Screen:

To edit custom demographics:

1. **Double click within the files desired field**
2. **Enter alpha/numeric data**
3. **When complete, click anywhere outside of the modified entry field.**



PUMA Josh Shepard [User ID - 5001] [Account - Demo]

Transfer Search Password | Logoff

Search Criteria Results |

Mark Jobs Get Jobs Legend Printing

6 RECORDS FOUND.

M	Transact	Pictures	JobNumber	CaseNumbe	CitationNum	OfficerID	UserLast	UserFirst	StartDate	EndDate
	4226	0	672	19-12345	12345	5001	Shepard	Josh	12/19/2019 12:44:24 PM	12/19/201
	4227	0	671	19-12345	12345	5001	Shepard	Josh	12/19/2019 12:44:12 PM	12/19/201
	4215	0	662	19-12345	12345	5001	Shepard	Josh	12/19/2019 12:04:21 PM	12/19/201
	4213	0	658	19-12345	54321	5001	Shepard	Josh	12/18/2019 2:10:58 PM	12/18/201
	4196	0	644	19-12345	12345	5001	Shepard	Josh	12/18/2019 12:36:07 PM	12/18/201
	4179	0	587	19-12345	12345	5001	Shepard	Josh	12/9/2019 7:04:20 AM	12/9/2019

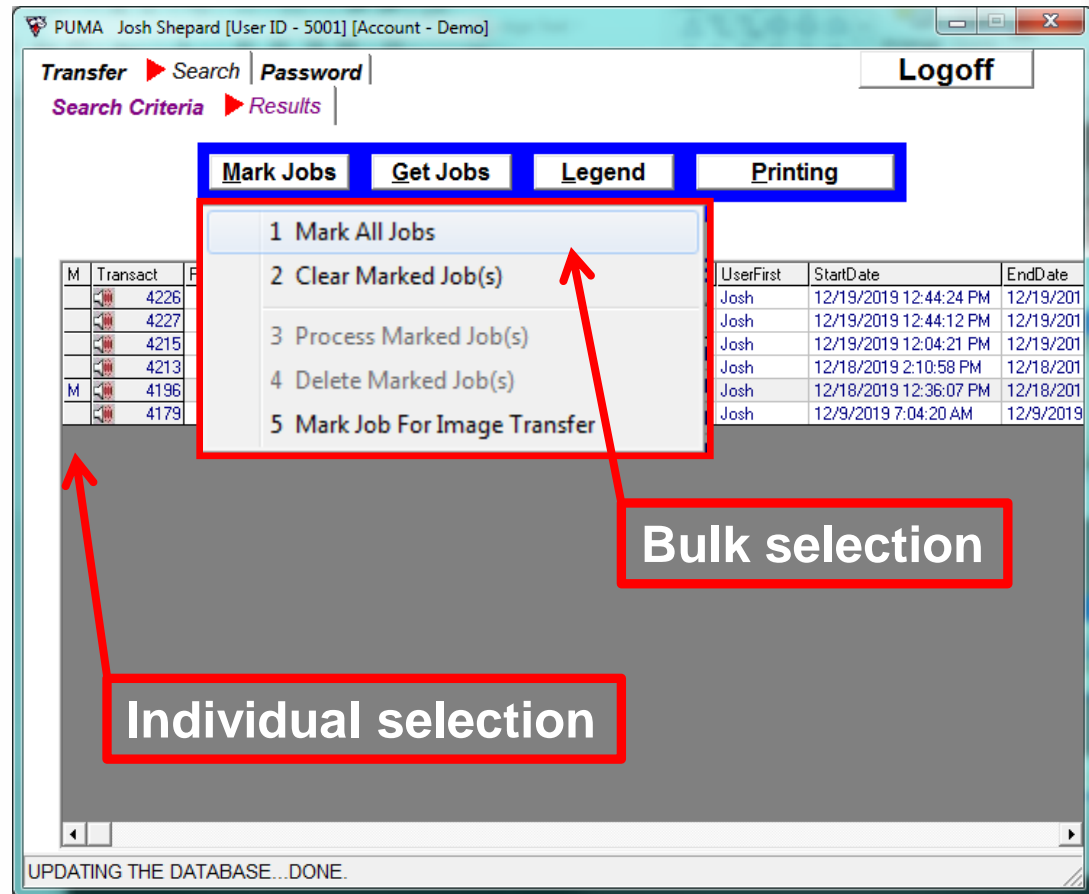
Done.

Enter alpha/numeric data

Only Custom Demographics are editable.

Selecting files to Export:

- **Mark the individual file/s by double clicking the 'M' column**
Or
- **Use the Mark Jobs button and select Mark All Jobs**
(If all jobs require export)



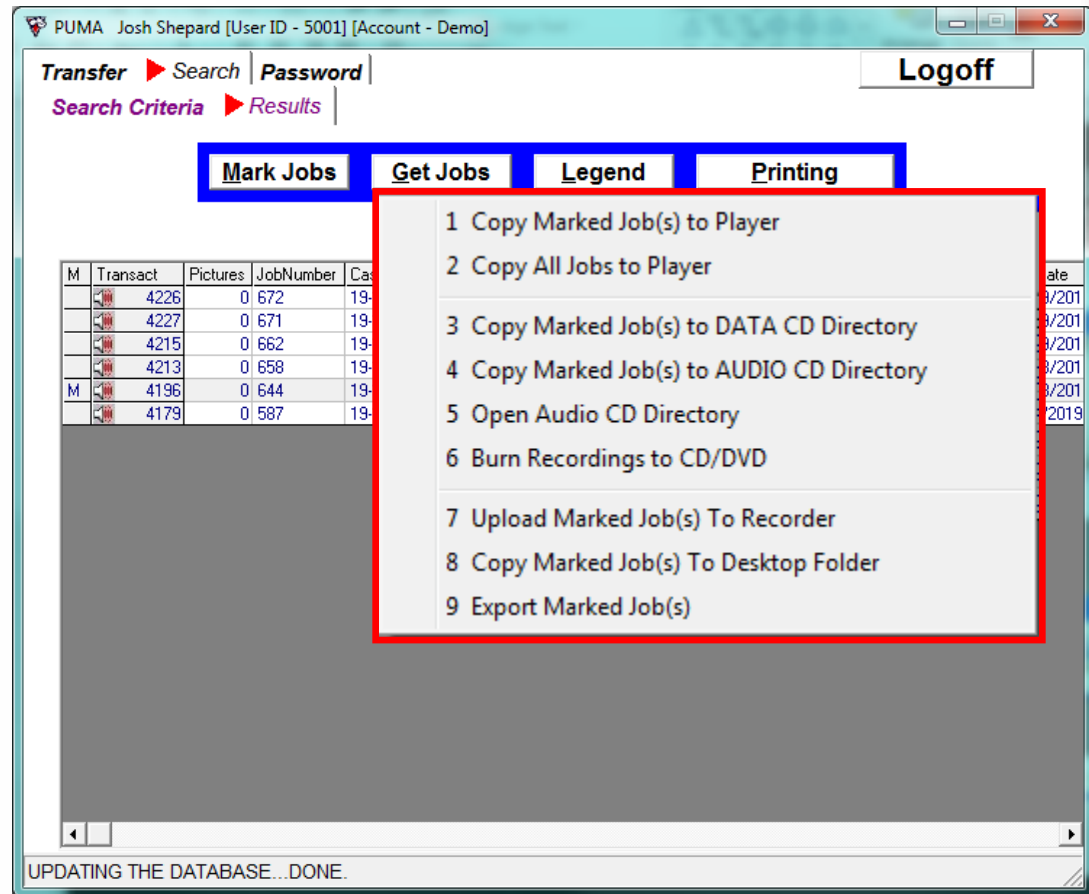
Export Options:

- **After the selected files have been marked for export, click the Get Jobs button.**
- **Users will have three options for export:**

4. Copy to Audio CD Directory

7. Upload to Recorder

8. Copy to Desktop Folder

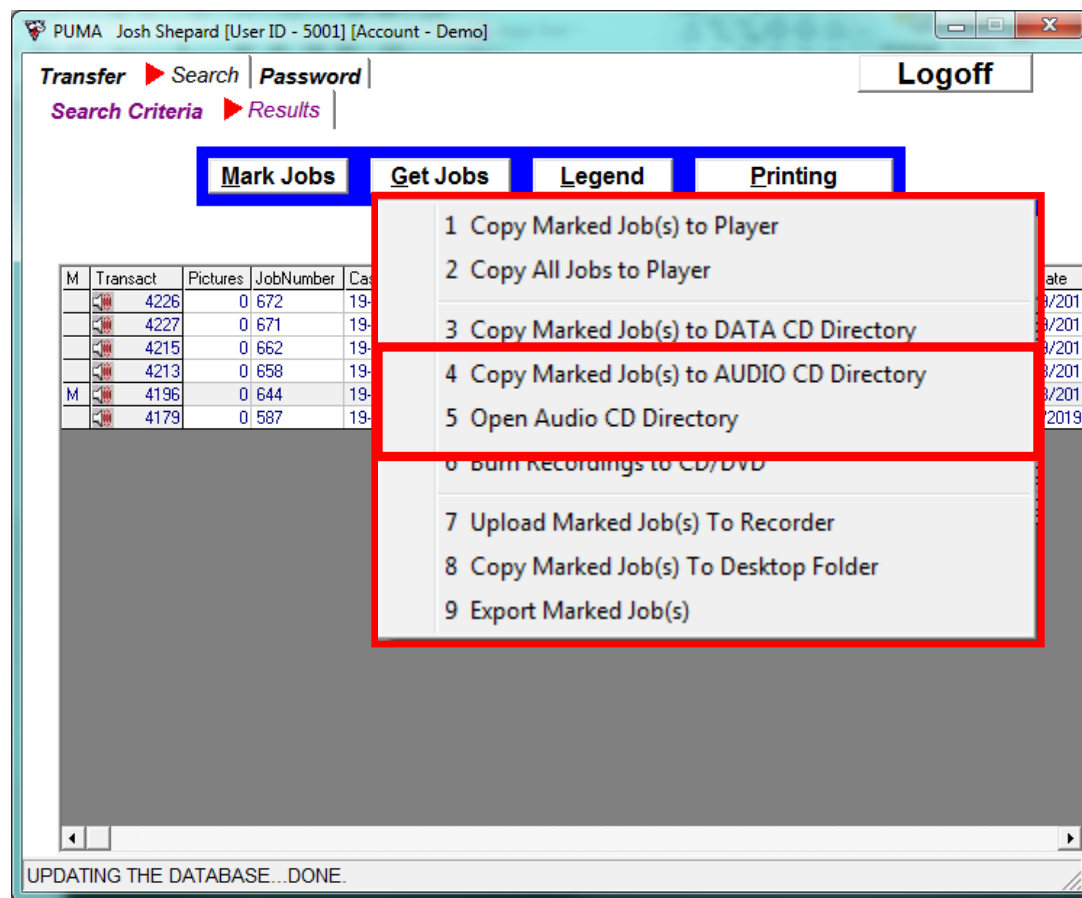


Export Option Details:

- Audio CD Directory**

Audio files will be copied to a temporary Audio CD Directory. After selection, users must access the Get Jobs button again and select option 5, Open Audio CD Directory. Users will be presented with copied audio files.

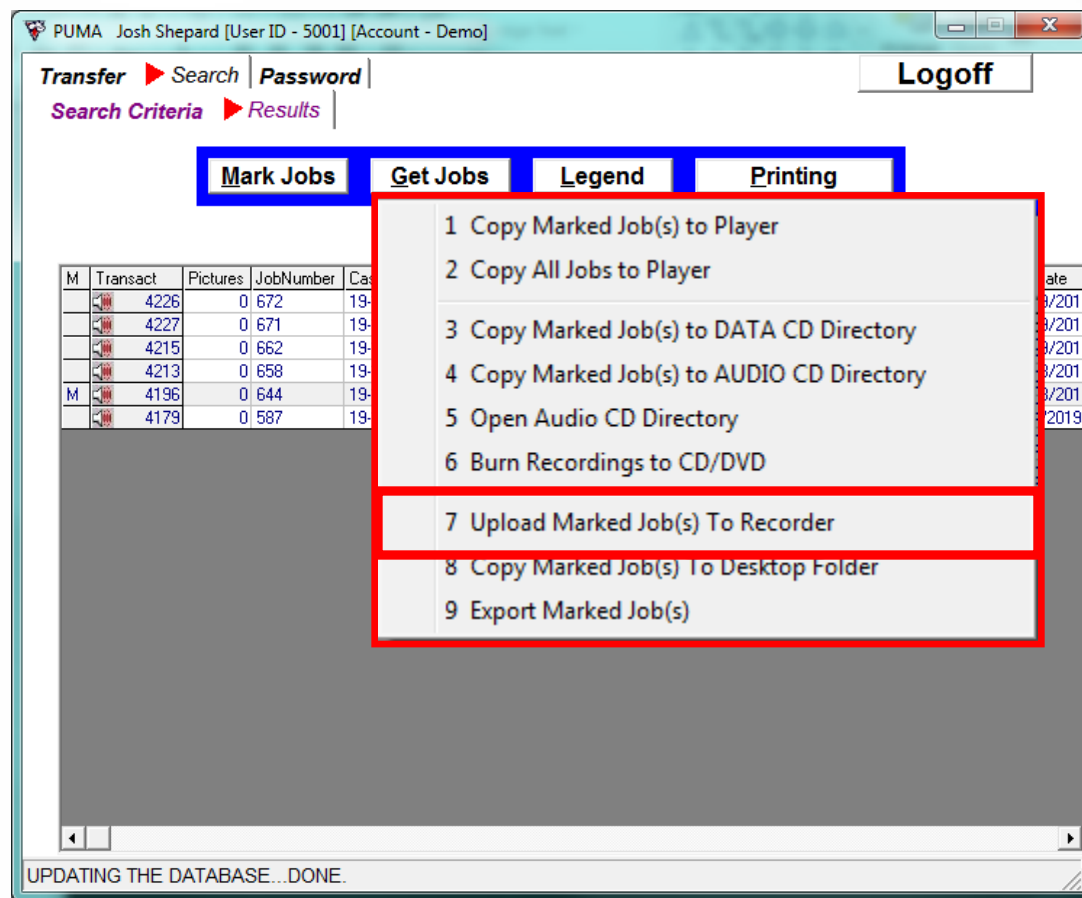
The files will be automatically deleted from the temporary directory once the user logs off PUMA.



Export Option Details:

- Recorder**

Audio files will be copied back to the recorder. They will require manual deletion from the device. *Requires recorder be plugged in at time of selection.

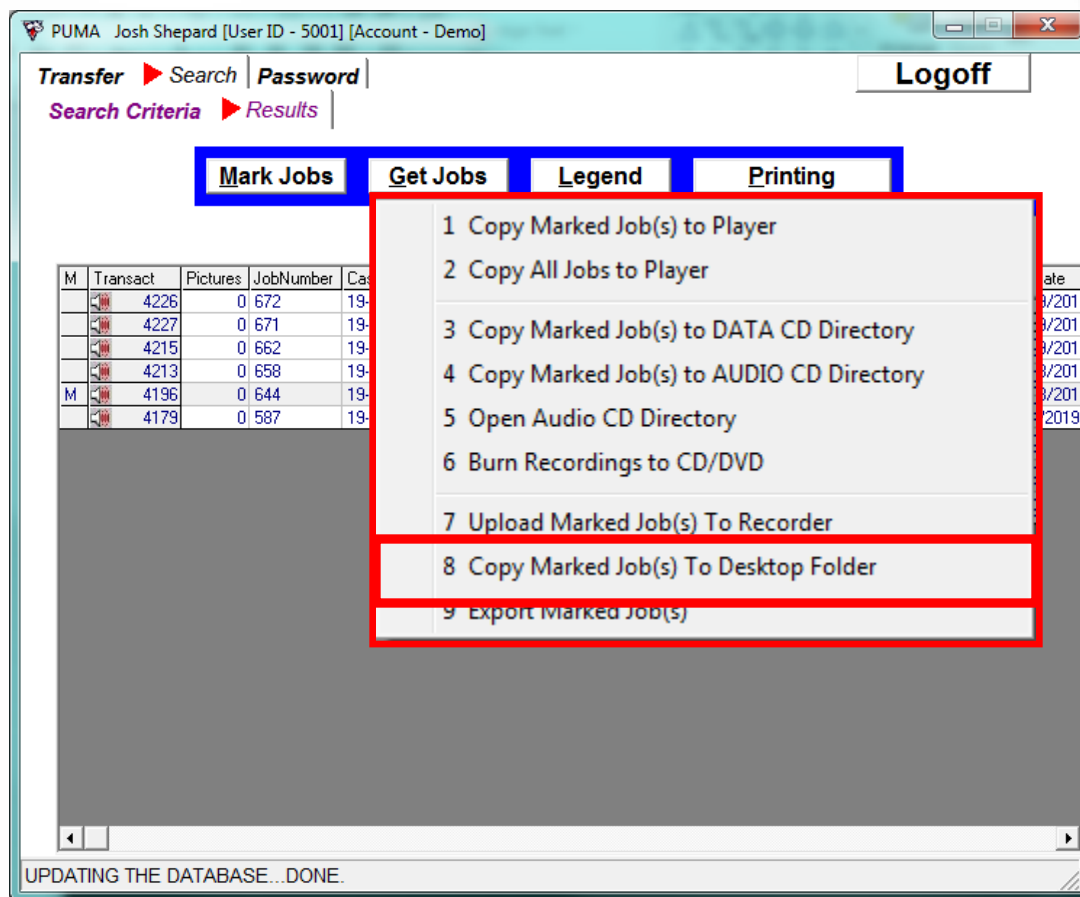


Export Option Details:

- Desktop Folder**

Audio files will be copied to a PUMA created desktop folder. These files will remain in this directory until they are manually deleted by the end user.

Option 8 is the long-term export option typically used on computers that are private.

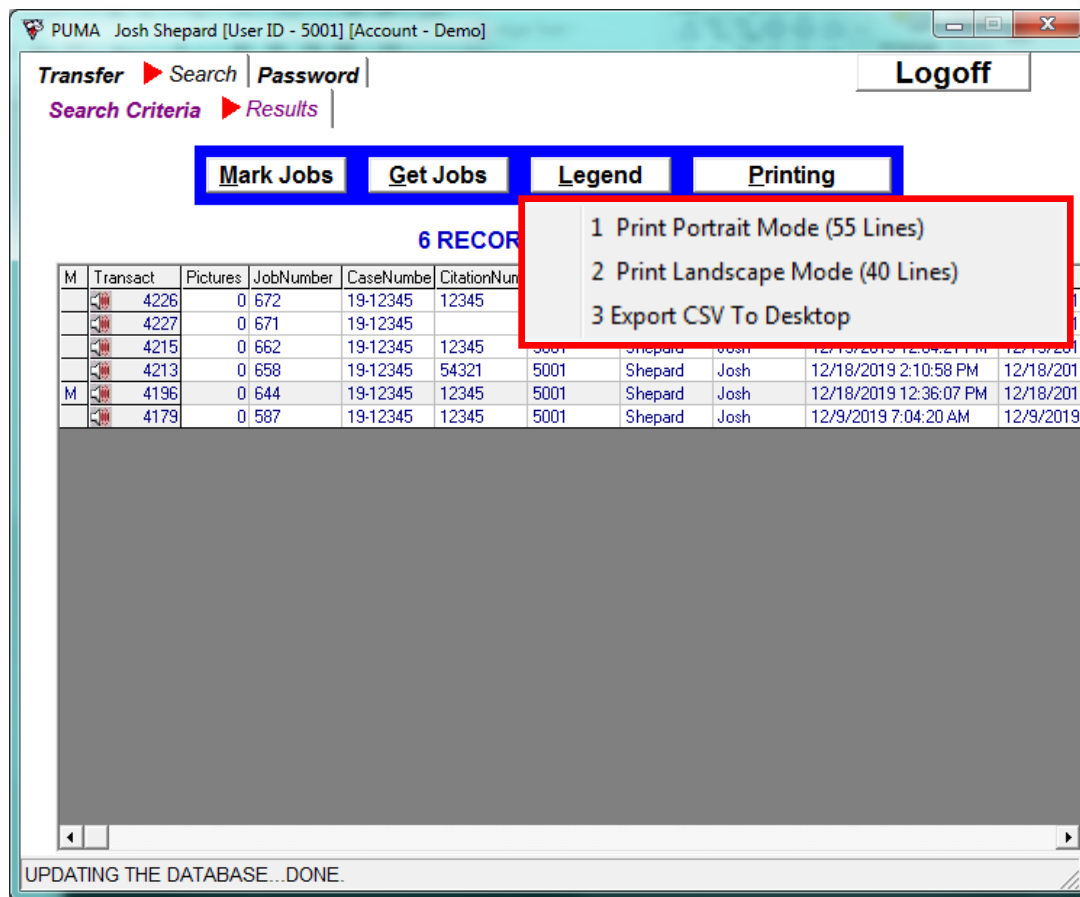


PUMA – Printing Results Screen

Printing Results Screen:

- **Users will have three options for printing/exporting from the Results Screen:**

1. **Print Portrait Mode**
2. **Print Landscape Mode**
3. **Export to Desktop via CSV File**



Data exported to a CSV file may require column adjustments.

Changing Users Password:

1. **Select the Password Tab**
2. **Enter Current Password**
3. **Enter New Password**
4. **Verify New Password**
5. **Select Change Password button**

PUMA Josh Shepard [User ID - 5001] [Account - Demo]

Transfer | Search ► Password **1**

Logoff

User ID 5001

Current Password **** **2**

New Password **** **3**

Verify New Password **** **4**

☐ Show Passwords **CHANGE PASSWORD** **5**

UPDATING THE DATABASE...DONE.

Contact Information



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