



COMTM SUR

the missing piece of CCTV

COM-SURTM EMPOWERS PEOPLE TO ACHIEVE
OPTIMAL OUTCOMES FROM SURVEILLANCE VIDEO,
LEADING TO A SAFER WORLD.



CCTV VIDEO
FOOTAGE AUDITING
AND INVESTIGATION
COURSE -

FOUNDATION
MODULE

CCTV VIDEO FOOTAGE AUDITING AND INVESTIGATION COURSE - FOUNDATION MODULE

The Foundation module of the CCTV video footage auditing and investigation course is useful for both commercial and non-commercial users including business owners, CCTV operators/system integrators, or to anyone looking to acquiring new skills to gain jobs of '*CCTV video footage auditors*', and business opportunities of CCTV video footage *auditing services*; for example, a facility management services organization, or a security company can get its staff to take this module and have them eventually certified as 'CCTV video footage auditors'.

The Foundation module which revolves around the *COM-SUR 'BUSINESS'* version will teach you how to:

a) *Audit hours* of CCTV footage in *minutes*. The more you audit your CCTV footage, the more you will 'discover', which will lead to quicker corrective and preventive action; resulting in continuous improvement.

Think of Auditing as the Fourth Eye. It is time to open it!

b) *Hugely reduce* data size and create a very cost-effective *disaster recovery* mechanism.

c) *Report* incidents in a standardized template in PowerPoint/Word/PDF that are almost automatically created.

The module covers interesting use cases, including how COM-SUR makes it easy for *AI and ML* models to work with more relevant images for the purpose of training models, thereby reducing bias.

ONLINE VIDEO LECTURES - LEARN ALL OF THE ABOVE IN UNDER 150 MINUTES!

That is all it will take to learn how to achieve optimal outcomes from your existing CCTV cameras, through the dedicated and disciplined use of COM-SUR. Our exceptionally well explained lectures will make this possible.

Go on then. Take this module. Do read the [COURSE OVERVIEW](#) document and browse through all the other sections of our website www.comsur.biz, to gain a completely *new perspective* of why this visually rich source of information *cannot remain as 'fit and forget' anymore*.

COM-SUR BUSINESS VERSION VIDEO LECTURES

COM-SUR BUSINESS version video lectures are available through our course dissemination partners. Here is the link to select a partner of your choice:

[Course Dissemination Partners](#)

Whether you are self-learning, or are going to be assisted by a trainer, you will find these lectures to be very useful and interesting to get the best out of COM-SUR BUSINESS.

The lectures are divided into several segments and have a very meaningful *sequence* as can be seen further on in this document. It is suggested that you follow the sequence and work with COM-SUR BUSINESS at the same pace as the lectures.

Notes:

1) Please make sure to read the topics on the Recommended System Requirements, Installation, Computer Settings and Tips. These are part of the detailed COM-SUR BUSINESS version *user manual* which can be downloaded from here:

https://www.comsur.biz/COM-SUR_Business_User_Manual.pdf

2) In some parts of the document you will observe the word 'screenshot'. In other parts, you will observe 'screenshots and/or images'. Essentially, 'screenshots' are referred to those 'images' that have been created through the means of a 'screenshot', while an 'image' is referred to those items that are 'images' which you could be working with, which are not 'screenshots'. For example, you may want to use COM-SUR's exceptional utility of creating a quick PowerPoint deck using photos shot with your mobile phone/camera. Such items are referred to as 'images'.

Segment Details	Topic
<p>01. Introduction.</p> <p>Recorded video <i>1.42 minutes</i></p>	<p>Hear our founder and CEO Gautam D. Goradia introduce the 'CCTV VIDEO FOOTAGE AUDITING AND INVESTIGATION COURSE' which is available in three modules namely:</p> <ol style="list-style-type: none"> 1. The Fundamental module (based on the <i>Free</i> COM-SUR HOME version that you can download from www.comsur.biz). 2. The Foundation module (based on the COM-SUR BUSINESS version). 3. The Advanced module (based on the highest version of COM-SUR - the ULTIMA version and which concentrates a lot on the investigating abilities of the same). <p>Hear him suggest to study www.comsur.biz and all the relevant material therein.</p> <p>Lastly, hear him emphasize that '<i>CCTV footage is not garbage</i>', '<i>Use it, not lose it</i>' and let COM-SUR help you in turning this <i>garbage</i> into <i>gold</i>!</p>

Segment Details	Topic
<p>02. Converting live/ recorded video into images ('Capturing').</p> <p>Recorded video <i>22.29 minutes</i></p>	<p>Overview:</p> <p>Learn how COM-SUR smartly converts live/recorded video into images.</p> <p>Doing so, helps you to:</p> <ol style="list-style-type: none"> (1) Reduce the 'amount' of video to be audited. (2) Hugely reduce the size of the data. (3) Create a very cost-effective disaster recovery backup. <p><i>Demonstration of the following features:</i></p> <ul style="list-style-type: none"> • Explaining the 'Window' screenshots 'capture' feature, i.e., converting video feeds, whether live or recorded, from any source (CCTV/drones/UAVs/body-worn/mobiles) into screenshots (images) in the background, using the Quick and Advanced capture features. • Explaining the challenges of a browser, and why a video management system (VMS) is recommended for live video viewing. Explaining the limitations of certain VMS with respect to the total number of instances that can render multiple live video streams simultaneously; for example, discussing how the Milestone VMS allows the opening of multiple instances simultaneously along with rendering live video in each instance, without the need for multiple monitors. • Explaining (once fired-up), the 'main screen' or the main elegant user interface of COM-SUR, and commanding COM-SUR to start the 'capturing' activity for each 'Window'. Minimizing COM-SUR, clicking the relevant video feed, and pressing the combination of CTRL+F10 to start the activity, which brings up the options between a Quick/Advanced capture. Selecting the Advanced option brings up the 'Window' screenshots capture dialog box. • Explaining the detailed instructions and the options available in the 'Window' screenshots capture dialog box, i.e., setting a time interval between two screenshots, and the importance of the 'moment' of the 'one

second' and how this 'moment', which is a 'finished product' of 'spare parts' hugely reduces the data size, and 'volume' of the data that needs to be seen.

- Explaining the detailed instructions and the options available in the 'Window' screenshots capture dialog box, i.e., setting a time interval between two screenshots, and the importance of the 'moment' of the 'one second' and how this 'moment', which is a 'finished product' of 'spare parts' hugely reduces the data size, and 'volume' of the data that needs to be seen.
- Explaining how to describe a 'Window', and the preview in the lower half of the dialog box. Then explaining how to use the Crop button to select the desired area of the feed to be captured, and how clicking the Apply button shows the preview of the selected area.
- Explaining how, after completing the above activities, the color of the COM-SUR icon in the taskbar changes to Blue, while the color of the 'Window' screenshots capture list button on COM-SUR's main screen changes to Green.
- Explaining how the capturing activity creates a very cost-effective disaster recovery mechanism, and why auditing should be carried out by those who have the best situational awareness, and consequently, why it is important to carry out the auditing activity on site.
- Explaining the Quick capture activity in detail.
- Explaining how to carry on the capturing activity with other 'Windows', and how COM-SUR smartly continues to convert video into images even of those 'Windows' that are rendering video feeds in the background.
- Explaining how to work with multiple monitors in cases where the VMS may not allow multiple instances to be opened on the same monitor.
- Explaining the various elements of the Window Screenshots Capture List dialog box.

Segment Details	Topic
<p>03. COM-SUR's 'Smart Media Player' (The Results dialog box). How it makes the process of Auditing (investigating) easy, efficient, and standardized.</p> <p>Recorded video <i>1 hour and 29.36 minutes</i></p>	<p>Overview:</p> <p>Most video management systems (VMS) just 'manage' cameras. While some of them offer video analytics, search features, and so on, none offer the ease, flexibility, and multiple playback features, including one that can be controlled by the 'mouse'; and of course, the ability of being able to playback with great ease during a remote video auditing process. Also, video extraction is not an easy process from a DVR/NVR/VMS, especially during remote video auditing. And what about a case when the recording device itself is stolen, destroyed, or tampered with? Again, none offer some of the wonderful 'next step' features as offered by COM-SUR.</p> <p><i>Demonstration of the following features:</i></p> <ul style="list-style-type: none"> • Explaining how to bring the captured screenshots of a 'Window' into COM-SUR's Smart Media Player (the Results dialog box). Further explaining the various options available to bring forth only a selected set of screenshots. • Explaining the user interface of COM-SUR's Smart Media Player (the Results dialog box). A cursory description of the same is made, referring to the instructions on every dialog box in COM-SUR, as well how each button is described with a relevant tool tip. Explaining what the 'green' color on a button means while referring to the 'Magnify Details' button and explaining the same. • Explaining the various ways of auditing (investigating) hours of CCTV video footage in minutes; easily and efficiently. While the COM-SUR BUSINESS version offers five different playback mechanisms, the easiest one, i.e. the Glider Mechanism will be demonstrated first. • Explaining the Refresh Result Set feature, to bring forth a new set of screenshots being captured in the background. • Explaining how to invoke the Glider mechanism, and how to 'glide' through thousands of screenshots and/or images in minutes (representing hours

and hours of video footage) using the mouse, zooming/panning, and flagging an exception. Changing the size of the Glider window and demonstrating its utility value for comparison between a single frame with multiple frames. Navigating one by one in the Glider mechanism.

Further explaining the CTRL+V feature, which sends an exception to the Collection dialog box, or the main Action Centre, from where several next steps can be taken.

- Explaining the balance four playback mechanisms, i.e. (1) Slider (2) Fine-Tune Slider (3) Play, Rewind, Last, First, Next (plus hold), Previous (plus hold) (4) Skip.
- Explaining how to Zoom/Pan screenshots and/or images effortlessly during the auditing activity using the mouse wheel/left mouse button. Explaining how to reset a screenshot and/or image to its original resolution.
- Explaining how the Magnifier option i.e. picture-in-picture (PIP) is very useful to concentrate on a specific area during the Auditing.
- Explaining how to Highlight a specific area of a screenshot and/or image to work with.
- Explaining the menu options available on right-clicking the Highlight box.
- Explaining how to Flag a screenshot and/or image to mark persons/items of interest in the same.
- Explaining how to invoke the Full screen mode and exiting the same. Explaining that the different elements of COM-SUR's Smart Media Player (The Results dialog box) can be accessed in the Full screen mode by the relevant shortcut key combinations.
- Explaining how to Send the current screenshot/image to the Collection dialog box, or the Action center. Explaining the More Send Images to Collection Options.

- Explaining what is a Visible Area of a screenshot and/or image, and the different scenarios of accessing the Visible Area i.e. when a screenshot/image is zoomed or panned, and/or when an area of a screenshot/image is highlighted.
- Explaining how to send the Visible Area of the screenshot and/or image to the Collection dialog box. Explaining the More Send Visible Area to Collection Options.
- Explaining how to Edit a screenshot/image in the Collection dialog box. Explaining what the Refresh button does after Editing a screenshot and/or image is edited.
- Explaining the various elements and features of the Collection dialog box.
- Explaining how to create standardized reports in Microsoft PowerPoint (almost magically) with the screenshots and/or images in the Collection dialog box, i.e. Speedy Report and Incident Report, even without touching PowerPoint.
- Explaining how to easily drag and drop the PowerPoint file to a third-party software like WhatsApp for quick sharing.
- Explaining how to create videos from the screenshots and/or images in the Collection dialog box, as well as embedding the video (with or without images) in the Speedy Report or Incident Report. Explaining the F/F Rate, the Preview feature, as well as the choices to embed the video (with or without images) in the Speedy Report or Incident Report.
- Explaining how to Review the screenshots/images that have been added to the Collection dialog box.
- Explaining how to add a Description to the screenshots and/or images from the Collection dialog box, which is especially useful when creating reports in Microsoft PowerPoint/Word/PDF.

- Explaining the Send option to send the desired screenshots and/or images to a Location, via Email, via Skype, or as a COM-SUR data file.
- Explaining the Remove from Collection option.
- Explaining how, using the Highlight box feature, you can work with multiple cameras depicting an incident, and create a report/single video showing the multiple cameras in a sequential manner.
- Explaining what Contact Sheets are, and how to create them in Microsoft Word, Microsoft PowerPoint, and PDF.
- Explaining the menu options available on right-clicking the screenshot/image in the Results dialog box.
- Explaining the More Options dialog box with reference to how to navigate to the previous or next Result Set in the Results dialog box.
- Explaining the More Options dialog box with reference to the Refresh button.
- Explaining the More Options dialog box with reference to the Search/Open and Act/List of 'Windows' being captured options.
- Explaining the More Options dialog box with reference to the Flagging button.
- Explaining the More Options dialog box with reference to the Description button.
- Explaining the More Options dialog box with reference to the Delete and De-link options from the Results dialog box. Explaining why De-Linking is useful for COM-SUR's database maintenance.
- Explaining how to navigate to a specific screenshot and/or image by entering the respective screenshot and/or image number.

- Explaining that any action from the Collection dialog box is taken only on the selected images in the Collection dialog box, and how to select/unselect images in the Collection dialog box.
- Re-iterating how COM-SUR creates reports in PowerPoint even without touching PowerPoint. Further explaining the opening slides of the Incident Report, and how you can enter information like the date, time, location and their respective peculiarities in the Incident Report and how in the higher versions of COM-SUR, based on this historical data, patterns (business intelligence) can be obtained.
- Explaining how to Review only flagged screenshots and/or images in the Results dialog box.

Segment Details	Topic
<p>04. Miscellaneous topics.</p> <p>Recorded video <i>10.05 minutes</i></p>	<p><i>Demonstration of the following features:</i></p> <ul style="list-style-type: none"> • Auto-Pilot - Explaining how COM-SUR can help in monitoring the activity on your desktop; for example, you may want to monitor any unauthorized activity on your computer, when you are away from the same. • Bookmarking URLs - Explaining how to Bookmark frequently used URLs of video feeds for quick and easy access. • Open and Act - Explaining how files, including folders/zipped folders can be opened to bring in external images and/or screenshots into COM-SUR's 'Smart Media Player'.
<p>05. Search and COM-SUR Settings.</p> <p>Recorded video <i>17.37 minutes</i></p>	<p>Overview:</p> <p>COM-SUR lets you search for screenshots and/or images which have been captured by the Program, as well as external images which have been tagged. You can easily find and retrieve relevant data that spans across days, weeks, months, or even years. also, since a screenshot can depict multiple cameras, in effect you can find data of several cameras. Compare this with present CCTV surveillance systems where it takes a huge amount of effort to find relevant video even from a single camera. Imagine the hassle when relevant videos from multiple cameras need to be found.</p> <p><i>Demonstration of the following features:</i></p> <ul style="list-style-type: none"> • Explaining how to Search for screenshots and/or images within a desired date and time range. • Explaining how to Search for screenshots and/or images using a unique search mechanism for a desired time Slot within selected dates. • Explaining each of the tabs in the Settings and Tools of COM-SUR.

Segment Details	Topic
<p>06. From the founder - the value proposition of COM-SUR.</p> <p>Recorded video <i>1.37 minutes</i></p>	<p>Check out the founder's views about why COM-SUR must become a de-facto part of CCTV and video surveillance, and the overall value proposition that COM-SUR delivers to <u>YOU!</u></p>