com sur ™

the missing piece of CCTV

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

CCTV VIDEO FOOTAGE AUDITING AND INVESTIGATION COURSE -

FUNDAMENTAL MODULE

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The Fundamental module of the CCTV video footage auditing and investigation course, as the name suggests, explains the *fundamentals* of the missing pieces of CCTV/video surveillance, and sets the *tone* for the other two *higher* modules – Foundation and Advanced.

The Fundamental module is useful 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'. This module is also useful for *home users*, as well as for anyone else (it is always great to acquire new skills) who wishes to make use of the software for/at any non-commercial use/location.

The Fundamental module which revolves around the *free COM-SUR 'HOME'* version will teach you how to:

a) *Audit hours* of CCTV footage in *minutes*. The more you audit your own CCTV footage, the more you will 'discover', leading 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/findings in PowerPoint, that are almost automatically created.

ONLINE VIDEO LECTURES - LEARN ALL OF THE ABOVE IN UNDER 60 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 HOME VERSION VIDEO LECTURES

COM-SUR HOME 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 HOME.

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

Finally, please note that COM-SUR HOME will act as the basis of your interaction with the higher versions of COM-SUR. Do therefore, spend some time in mastering this wonderful software, in no time!

Notes:

1) COM-SUR HOME is available for *free* and can be downloaded from our website www.comsur.biz.

To download, go to DOWNLOAD > FREE HOME VERSION. The download of the set-up files will begin automatically.

2) 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 HOME version *user manual* which can be downloaded from here:

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

3) 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
01. Introduction. Recorded video *1.42 minutes*	Hear our founder and CEO Gautam D. Goradia introduce the 'CCTV VIDEO FOOTAGE AUDITING AND INVESTIGATION COURSE' which is available in three modules namely: 1. The Fundamental module (based on the *Free* 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). Hear him suggest to study www.comsur.biz and all the relevant material therein. Lastly, hear him emphasize that *'CCTV footage is not garbage'*, *'Use it, not lose it'* and let COM-SUR help you in turning this *garbage* into *gold*!

Segment Details	Topic
02. Converting live/ recorded video into images ('Capturing'). Recorded video *12.06 minutes*	Overview: Learn how COM-SUR smartly converts live/recorded video into images. Doing so, helps you to: (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. *Demonstration of the following features:* • Explaining the 'Window' screenshots 'capture' feature, i.e., converting video feeds, whether live or recorded, from any source (CCTV cameras/drones/UAVs/body-worn/mobiles) into screenshots in the background, using the Quick and Advanced capture features. • 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 of a 'Window' (what constitutes a 'Window' is explained). Also, explaining that the video feed can be accessed through a VMS or a browser. Explaining how the higher versions of COM-SUR can capture upto 8 'Windows', while the HOME version works with a single 'Window'. Explaining the minimizing of COM-SUR, clicking the relevant video feed, and pressing the combination of CTRL+F10 to start the 'capturing' 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 the 'amount' of the data that needs to be seen.

- Explaining the options available in the Window screenshots capture dialog box, i.e., setting a time interval between two screenshots, describing the Window, and selecting the desired area of the feed to be captured.

  Also, an explanation is given about the Quick capture option.

- 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 the various elements of the Window Screenshots Capture List dialog box, i.e., the option to Edit the capturing process of a Window, the Refresh Counter, Open Folder, Review, Stop, and Close buttons.
  An explanation is also given about how COM-SUR creates a very cost-effective disaster recovery backup, and how, in the higher versions of COM-SUR the screenshots can be re-converted into video.

- Finally, a quick re-cap is made about the three simple steps to get going.

Segment Details	Topic
03. COM-SUR's 'Smart Media Player' (The Results dialog box). How it makes the process of Auditing (investigating) easy, efficient, and standardized. Recorded video *25.57 minutes*	Overview: 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' (available in higher versions only); 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. *Demonstration of the following features:* • Explaining how COM-SUR makes it easy to go through hours of video footage depicting multiple cameras. Further, explaining how the higher paid versions of COM-SUR allow you to work with eight windows on one computer covering close to over 100 cameras. Explaining how you can work with multiple video feeds with the HOME version as well. • Explaining the importance of auditing and how it helps taking quicker corrective and preventive action, leading to continuous improvement. Further explaining that auditing of CCTV footage as an SOP is like continuous investigation, i.e., "not waiting for things to go wrong". Again, explaining that auditing of the footage as an SOP should become a de-facto part of video surveillance, and must become a culture, in order that CCTV cameras do not remain as 'fit and forget'. 'Seeing' what the cameras 'saw' must be carried out by every user of CCTV. Doing so will encourage community policing and crowdsourced surveillance (without any privacy issues), leading to enhancement of homeland security of any country, huge reduction of burden for the police and law enforcement agencies.

- Further, explaining how COM-SUR compares with current mechanisms of playing back CCTV video footage, including the experience of reviewing CCTV footage over mobile phones. Also, discussing how various kinds of incidents continue to take place, despite installing CCTV cameras.

- Lastly, explaining how using COM-SUR with video conferencing tools like MS Teams/Zoom etc., you can audit the footage of any location from anywhere using their respective screen share feature.

- Explaining how to bring the captured screenshots of any '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 as 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 describing the same.

- Explaining the Refresh Result Set feature, to bring forth a new set of screenshots being captured in the background.

- Explaining the various ways of auditing (investigating) hours of CCTV video footage in minutes; easily and efficiently. COM-SUR HOME version offers *two* fine playback mechanisms, i.e. (1) Navigation Slider (2) Play, Rewind, Last, First, Next (plus hold), Previous (plus hold). Explaining the Page Up/Down keys.

- Discussing the findings of some exceptions which would be very difficult to discover without an audit process, and the importance of human intervention, even when solutions like AI or video analytics are deployed. A quick analogy is made between MS Office and COM-SUR.

- Explaining how to Send the current screenshot/image to the Collection dialog box, or the Action center. Explaining the Send All Images to the Collection dialog box.

- 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 a Report in Microsoft PowerPoint (almost magically) with the screenshots and/or images in the Collection dialog box, even without touching PowerPoint.

- Explaining the analogy of MS Office with COM-SUR, and once again, why human intervention is important and can never be taken away.

- Explaining how to easily drag and drop the PowerPoint file to a third-party software like WhatsApp for quick sharing.

- Explaining the Send option to send the desired screenshots and/or images to a Location, to a Zipped Folder, via Email, or via Skype.

- Explaining the Remove from Collection option.

- 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 navigate to the previous or next Result Set in the Results dialog box (More Options dialog box).

- Explaining the Search/Open and Act/Window being captured options (More Options dialog box).

- Explaining the Delete and De-link options from the Results dialog box. Explaining why De-Linking is useful for COM-SUR's database maintenance (More Options dialog box).

- Explaining the various options available on right-clicking a screenshot and/or image.

- Explaining a work-around to Zooming and Panning, which are features that are available in the higher versions of COM-SUR.

- Explaining how to navigate to a specific screenshot and/or image by entering the respective screenshot and/or image number.

- Explaining the Fit Image to Window button.

Segment Details	Topic
04. Miscellaneous topics. Recorded video *6.32 minutes*	*Demonstration of the following features:* • 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'.
05. Search and COM-SUR Settings. Recorded video *7.41 minutes*	Overview: 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. *Demonstration of the following features:* • 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
06. From the founder - the value proposition of COM-SUR. Recorded video *5.01 minutes*	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>!