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the missing piece of CCTV

GET THE BOOK
INTERNATIONAL PRICING



**"SEE WHAT THE
CAMERA SAW"**

IN 95% LESS TIME

KNOW WHAT YOU DON'T KNOW

TURN GARBAGE TO GOLD

**THE DEFINITIVE GUIDE TO
VISUAL EVIDENCE GOVERNANCE**



**BUILD 'BETTER' AI
POWERED BY DAILY AUDITS**

100+ SECTORS - AIRPORTS TO ZOOS

GAUTAM D. GORADIA

TABLE OF CONTENTS

1. PREAMBLE - VISUAL EVIDENCE GOVERNANCE	3
2. BUILDING 'BETTER' AI	3
3. SYSTEM REQUIREMENTS	4
4. WORKBOOK OVERVIEW	4
4.1. TABS AND THEIR PURPOSE	4
4.2. NAVIGATING THE WORKBOOK	5
5. GETTING STARTED	6
5.1. OPENING THE FILE	6
5.2. FIRST TIME SETUP – MASTERS TAB	6
6. LOGGING AN INCIDENT – LOG BOOK TAB	6
6.1. LOGGING A NEW INCIDENT	7
6.2. DELETING AN ENTRY	8
7. ANALYZING DATA – DASHBOARD TAB	9
7.1. KEY INDICATORS	9
7.2. INCIDENT MIX (%)	10
7.3. INCIDENT ACTIVITY	10
7.4. HEATMAP	10
7.5. SLICERS	10
8. AUDITOR PERFORMANCE ANALYSIS – AUDITORS' LEADERBOARD TAB	11
8.1. THE LEADERBOARD	11
8.2. TIMELINE FILTERING	11
9. INCIDENT INVESTIGATION VIEW – TIMELINE TAB	12
9.1. HIGHLIGHTED DATES	13
9.2. DAY SLICER	13
9.3. AGE SLICER	14
10. BEST PRACTICES	14
10.1. FOR CCTV OPERATORS	14
10.2. FOR SECURITY MANAGERS	14
10.3. FOR IT ADMINISTRATORS	14
11. QUICK REFERENCE CARD	15
12. PRACTICAL ANALYSIS SCENARIOS	15
12.1. SCENARIO 1	15
12.2. SCENARIO 2	16
12.3. SCENARIO 3	16
13. ADDITIONAL POINTS TO NOTE	17
14. CONCLUSION	17
15. PAID SUPPORT AND CONTACT	17
16. DISCLAIMER	18

1. PREAMBLE – VISUAL EVIDENCE GOVERNANCE

Auditing your CCTV footage daily is the foundation of Visual Evidence Governance. But the audit is only as valuable as what you do with what you find.

An observation that goes unrecorded is an opportunity lost. A pattern that goes unnoticed is a risk unmanaged. And a finding that is never followed through is a liability waiting to happen.

The COM-SUR Daily CCTV Video Footage Auditing Chart is built for exactly this moment; the moment after your operator sees something. It gives that observation a structure, a category, a severity, a status, and an owner. And once entered, it does not sit in isolation. It immediately becomes part of a living body of intelligence, feeding heatmaps, timelines, performance metrics, and trend analysis automatically.

ONE ENTRY. ONE TAB. THE REST TAKES CARE OF ITSELF.

This manual will walk you through the workbook, how to set it up, how to use it daily, and how to read what it tells you. Used consistently, it transforms your audit findings from individual data points into a Visual Evidence Governance and decision-support system for security, safety, compliance, and increasingly, for building 'Better' AI.

2. BUILDING 'BETTER' AI - THE HUMAN FEEDBACK LOOP

Artificial Intelligence in video surveillance can only detect what it has been trained to detect. It works within boundaries. It flags what it knows. What it does not know, it cannot see.

The human auditor has no such boundary.

When your operator reviews footage and logs a finding, that observation carries something no AI model currently possesses: context, judgment, and the ability to recognise the unexpected. A guard who is present but disengaged. A visitor who lingers without reason. A vehicle parked just slightly wrong. These are not anomalies that trigger algorithms. They are the kind of findings that only a trained, attentive human will notice and record.

This is precisely where the COM-SUR Daily CCTV Video Footage Auditing Chart becomes a powerful input for AI development. Every entry in the Log Book is a structured, human-validated data point. Over time, the accumulated dataset of incident types, locations, time slots, severities, and outcomes becomes a rich training resource for AI models. It tells them not just what to look for, but where, when, and how to prioritise.

This is the principle behind RLHF - Reinforcement Learning from Human Feedback - and XAI - Explainable AI. The chart operationalises both, quietly and consistently, every single day.

In short: your operator's daily findings do not just protect your facility today. They help build smarter, more accountable AI for tomorrow, and that is 'Better' AI.

3. SYSTEM REQUIREMENTS

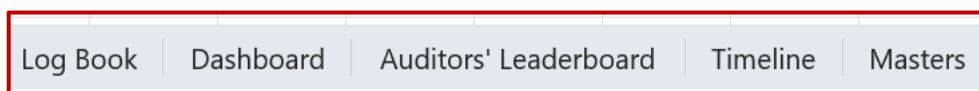
The COM-SUR Daily CCTV Video Footage Auditing Chart & Dashboard workbook operates entirely within Microsoft Excel and does not require any additional software or internet connectivity. However, the workbook relies on modern Excel features such as structured tables and dynamic array functions and therefore requires a recent version of Microsoft Excel.

The minimum system requirements are listed below.

Requirement	Specification
Excel Version	Microsoft Excel 2021 or Microsoft 365
Operating System	Windows 10 / Windows 11 or macOS with a compatible Office build
Screen Resolution	Minimum 1366 × 768 (recommended 1920 × 1080 for full dashboard visibility)
Macros	Not required. The workbook is completely macro-free
Internet Connection	Not required for normal operation
File Format	.xlsx

4. WORKBOOK OVERVIEW

The workbook is organized into several tabs, each designed to serve a specific purpose. Users only need to enter data in the Log Book tab. All other tabs automatically update and display analytical views based on this data.



4.1 Tabs and Their Purpose

Tab	Purpose
Log Book	The primary data entry tab where CCTV audit findings are recorded
Dashboard	Management overview displaying key metrics, trends, and analytical charts
Auditors' Leaderboard	Comparison of auditors based on number and severity of incidents logged
Timeline	Chronological record of all logged incidents with filtering options

Tab	Purpose
Masters	Configuration tables used to define dropdown options in the Log Book tab

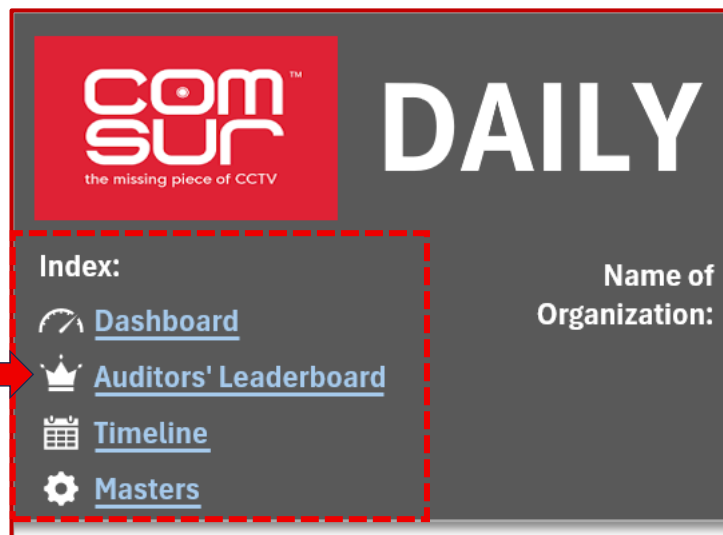
4.2 Navigating the Workbook

The workbook includes built-in navigation features to help users move quickly between data entry and analysis views.

On the Log Book tab, an Index panel is available on the top-left side (below the COM-SUR logo). This panel contains clickable links to all key sections of the workbook, including:

- Dashboard
- Auditors' Leaderboard
- Timeline
- Masters

Clicking on any of these links will take you directly to the selected tab



On all other tabs, the COM-SUR logo at the top-left corner acts as a return shortcut. Clicking on the logo will take you back to the Log Book tab, which serves as the central working area of the workbook.



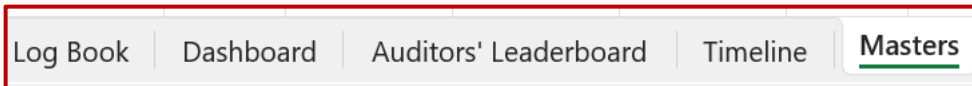
This navigation structure allows users to move seamlessly between recording incidents and analyzing data without manually switching between tabs.

5. GETTING STARTED

5.1 Opening the File

1. Open the file in Microsoft Excel 2021 or Microsoft 365
2. If prompted with a yellow security bar, click 'Enable Editing'
3. No macros are required. If asked to enable macros, click 'Disable'. The workbook does not use them

5.2 First Time Setup – Masters Tab



Before using the workbook operationally, a short setup step is recommended to ensure that the configuration values match the structure of your facility.

Open the Masters tab and review the configuration tables provided. These tables define the dropdown values that appear in the Log Book, including camera locations, auditor names, and incident types.

DAILY CCTV VIDEO FOOTAGE AUDITING CHART-MASTERS

WARNING: This sheet contains the master tables used to populate the dropdown menus in the Log Book sheet. Any changes made here may affect data entry, reporting, and dashboard accuracy. Follow these rules strictly:
 -Add new entries only at the end of the relevant table, in the next available row. Do not insert rows within any existing table.
 -Delete entries only after confirming that no existing log records rely on them.
 -Do not create new tables below the current tables, as they are designed to expand downward.
 -If additional tables are needed, place them only to the right of the existing tables.
 -Do not rename headers or alter the structure of any table.
 -A table/column/set of cells with the header in light gray color with black font indicates that you should not edit it.
 -Improper changes may result in broken dropdowns, incorrect analysis, and dashboard errors.

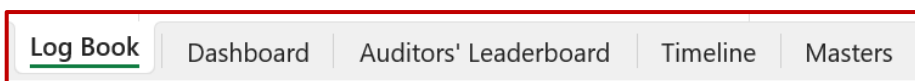
DISCLAIMER: This chart is intended only as an aid to structured CCTV footage auditing, reporting, and analysis. No assurance or guarantee is made, and none should be assumed, regarding the completeness, accuracy, or outcome of any data, analysis, finding, report, or decision arising from its use. Users are responsible for reviewing entries, validating findings, and applying their own judgment.

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Camera No. & Description	Time Slot	Auditor	Repeat Issue	HI or AI	Severity	Level	Status	Incidents	Available Incidents (DO NOT EDIT)
1-2 MAIN GATE/ENTRANCE	6 AM to 12 PM	DANNY	YES	HI	1	Informational	OPEN	ACCIDENT / INJURY	ACCIDENT / INJURY
3-4 LOBBY/RECEPTION AREA	12 PM to 6 PM	DRISHTI	NO	AI	2	Low	WIP	ANIMAL INTRUSION	ANIMAL INTRUSION
5-8 CORRIDOR	6 PM to 12 AM	AHMED			3	Medium	CLOSED	CAMERA FAULT / NO VIDEO	CAMERA FAULT / NO VIDEO
9-18 WORK/OFFICE AREA	12 AM to 6 AM	MIKE			4	High		CHILD AT RISK	CHILD AT RISK
19-20 ELEVATOR					5	Critical		CHILD UNATTENDED	CHILD UNATTENDED
21-25 CANTEN/PANTRY								COMPLIANCE VIOLATION	COMPLIANCE VIOLATION
26-30 STORAGE AREA								DRUNK / INTOXICATED PERSON	DRUNK / INTOXICATED PERSON
31-35 PARKING AREA								ELECTRICAL HAZARD	ELECTRICAL HAZARD
								FIRE / SMOKE DETECTED	FIRE / SMOKE DETECTED
								FIREARM / WEAPON SPOTTED	FIREARM / WEAPON SPOTTED
								GUARD / STAFF ABSENT FROM POST	GUARD / STAFF ABSENT FROM POST
								GUARD / STAFF SLEEPING	GUARD / STAFF SLEEPING
								GUARD / STAFF WASTING TIME	GUARD / STAFF WASTING TIME
								HARASSMENT	HARASSMENT
								INAPPROPRIATE BEHAVIOUR	INAPPROPRIATE BEHAVIOUR
								LITTERING	LITTERING
								LOBBY	LOBBY

Update/overwrite the sample lists in each of the available tables with your data so that they reflect your actual facility layout and the members of your security team. Once configured, these values will automatically appear in the dropdown menus within the Log Book tab. Any sample rows you wish to delete must be removed as per the process detailed in Section 6.2.

6. LOGGING AN INCIDENT - LOG BOOK TAB



All audit findings should be recorded in the Log Book tab. Each row in this tab represents a single observation identified during CCTV video footage review.

6.1 Logging a New Incident

To log a new incident:

1. Navigate to the first available empty row at the bottom of the table
2. Enter the required details across all fields

IMPORTANT: To log a new entry, go to the **first available row at the end of the table** and enter the required details. Once the entry is complete, press **Ctrl + Alt + F5** to ensure that the new record is properly logged.

DATE (DD-MMM-YYYY)	CAMERA NO. & DESCRIPTION	TIME SLOT	AUDITOR	INCIDENT	REPEAT ISSUE?	HUMAN/AI	SEVERITY	STATUS	REMARKS/ACTION
12-Mar-26	31-35 PARKING AREA	12 AM to 6 AM	DRISHTI	DRUNK / INTOXICATED PERSON	YES	HI	3	OPEN	Repeated intoxicat
12-Mar-26	19-20 ELEVATOR	12 AM to 6 AM	DRISHTI	VANDALISM	NO	HI	4	OPEN	Vandalism in eleva
13-Mar-26	21-25 CANTEEN/PANTRY	6 PM to 12 AM	DANNY	SLIP / TRIP HAZARD	NO	HI	3	WIP	Slip hazard in pantr
14-Mar-26	5-8 CORRIDOR	12 PM to 6 PM	DRISHTI	SLIP / TRIP HAZARD	NO	HI	3	OPEN	Slip hazard in corri
← Start entering data here									

The fields are described below:

Field	Description	Field Type
Date	The date of the audit	Mandatory
Camera No. & Description	Select the relevant camera location	Mandatory
Time Slot	Select the time window during which the audit is taking place	Mandatory
Auditor	Name of the operator who logged the incident during the audit	Mandatory
Incident	Type of incident observed	Mandatory
Repeat Issue	Indicates whether the same issue has occurred previously	Mandatory
Human / AI	Specifies whether the incident was detected manually or flagged by automated systems	Mandatory
Severity	Rating from 1 (informational) to 5 (critical)	Mandatory
Status	Current state of the incident (OPEN, WIP, or CLOSED)	Mandatory
Remarks / Action	Optional notes describing the observation or actions taken	Optional

The Log Book uses a combination of predefined dropdown selections and free text input:

- Fields such as *Camera*, *Time Slot*, *Auditor*, *Repeat Issue*, *Human/AI*, *Severity*, and *Status* are populated using dropdown lists to ensure consistency
- The *Incident* field allows both:
 - Selection from an existing dropdown list, and
 - Entry of a new incident manually

If a new incident is entered manually, it is automatically captured and becomes available as a selectable option in the dropdown for future entries.

As you begin entering a new row in the Log Book, the row will appear highlighted in red. This indicates that one or more mandatory fields have not yet been completed. The highlight will disappear automatically once all mandatory fields have been filled in.

DATE (DD-MMM-YYYY)	CAMERA NO. & DESCRIPTION	TIME SLOT	AUDITOR
14-Mar-2026	5-8 CORRIDOR	12 PM to 6 PM	DRISHTI
15-Mar-2026			

Any row where one or more mandatory fields have not yet been completed will be highlighted in red

Important Guidelines:

- Do not delete the sample entries before making at least one valid entry of your own
- Always enter data in the first empty row at the bottom of the table
- Always enter dates in the full DD-MMM-YYYY format
- Do not use Excel's AutoFill or Fill Handle functionality in the Date column
- Do not insert rows in between existing records
- Ensure that all mandatory fields are completed before proceeding
- After completing the entry, press: **Ctrl + Alt + F5**

This ensures that the newly entered record is properly logged and reflected across all analytical views.

6.2 Deleting an Entry (Including Sample Entries)

If an entry has been recorded incorrectly, it should be removed carefully to maintain data integrity.

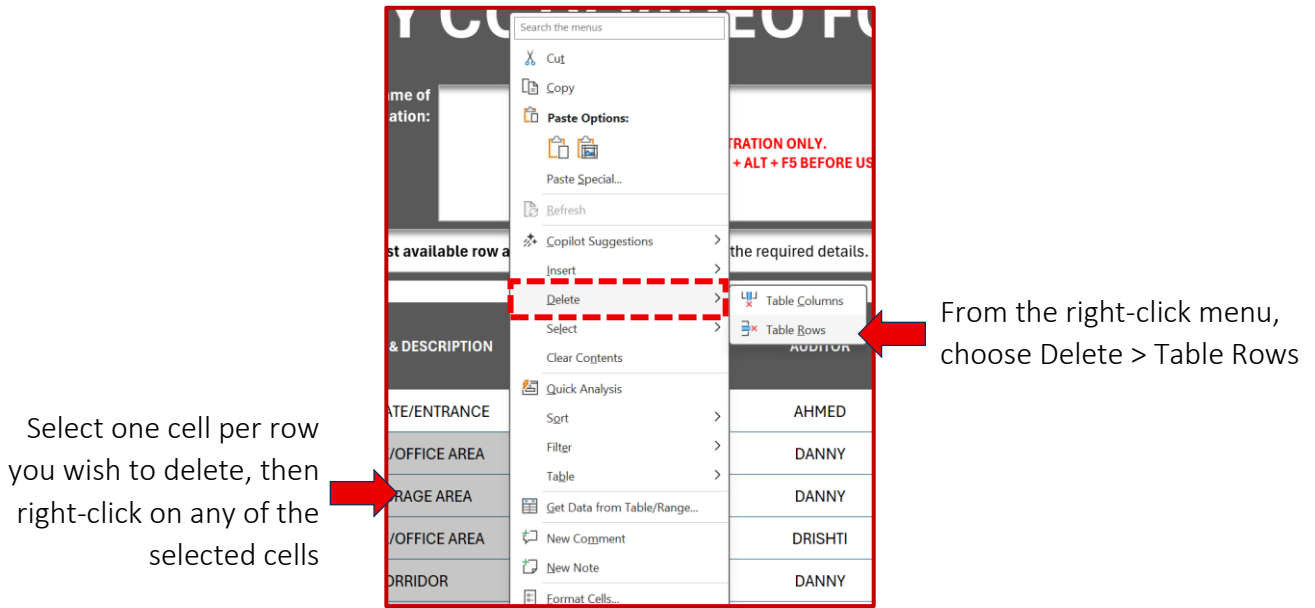
To delete an entry:

1. Select a cell in the row corresponding to the entry within the table
 - To delete multiple rows together, select a cell in each row before Step 2.
2. Right-click and choose Delete > Table Rows

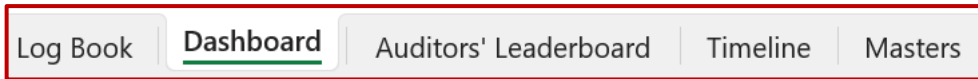
Important Guidelines:

- Always delete the entire row, not individual cells
- Do not clear cell contents manually, as this may leave partial or inconsistent data in the table
- Avoid deleting multiple non-adjacent rows simultaneously
- After deleting the entry, press: **Ctrl + Alt + F5**

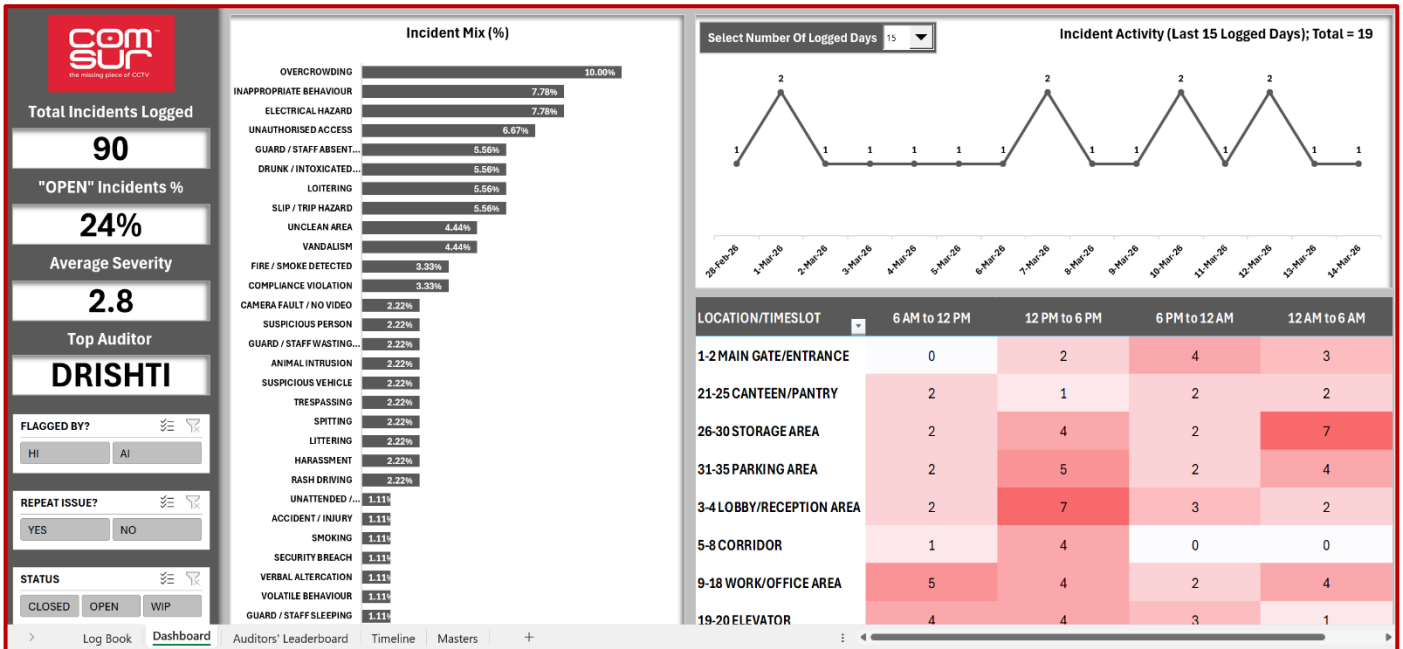
This ensures that all dashboards, charts, and analytical views are updated to reflect the removal.



7. ANALYZING DATA – DASHBOARD TAB



The Dashboard is your daily briefing view. It requires no data entry.



7.1 Key Indicators

The dashboard contains several indicators and charts designed to help security managers quickly understand the operational situation.

Indicator	Description
Total Incidents Logged	Total number of incidents recorded
Open Incidents %	Percentage of incidents that remain unresolved
Average Severity	Average severity score across all incidents
Top Auditor	The auditor with the most entries logged

7.2 Incident Mix (%)

This chart shows the distribution of incidents by category. It helps identify which types of incidents occur most frequently within the facility.

7.3 Incident Activity

The incident activity chart displays incident counts across the most recent logged days (i.e., days on which entries have been recorded). This allows managers to observe recent patterns in recorded incidents.

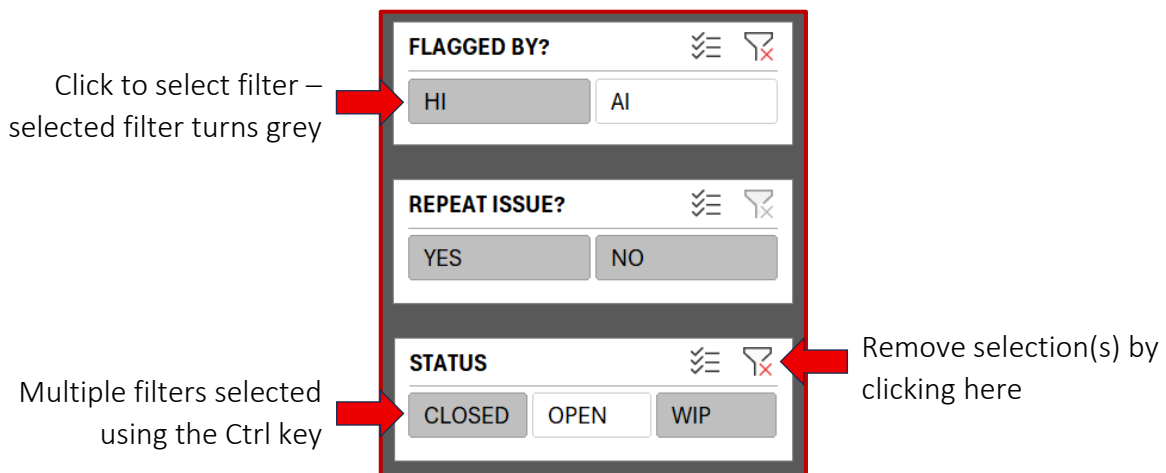
7.4 Heatmap

The heatmap highlights incident concentration by location and time slot, allowing security teams to quickly identify areas and shifts that require greater attention.

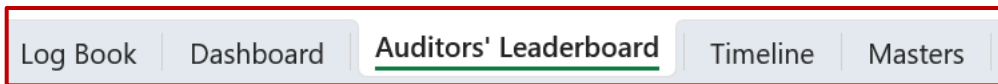
7.5 Slicers

Slicers allow users to filter the dashboard by specific criteria such as detection method, nature of incident, and resolution status. This helps managers analyze the data from different operational perspectives.

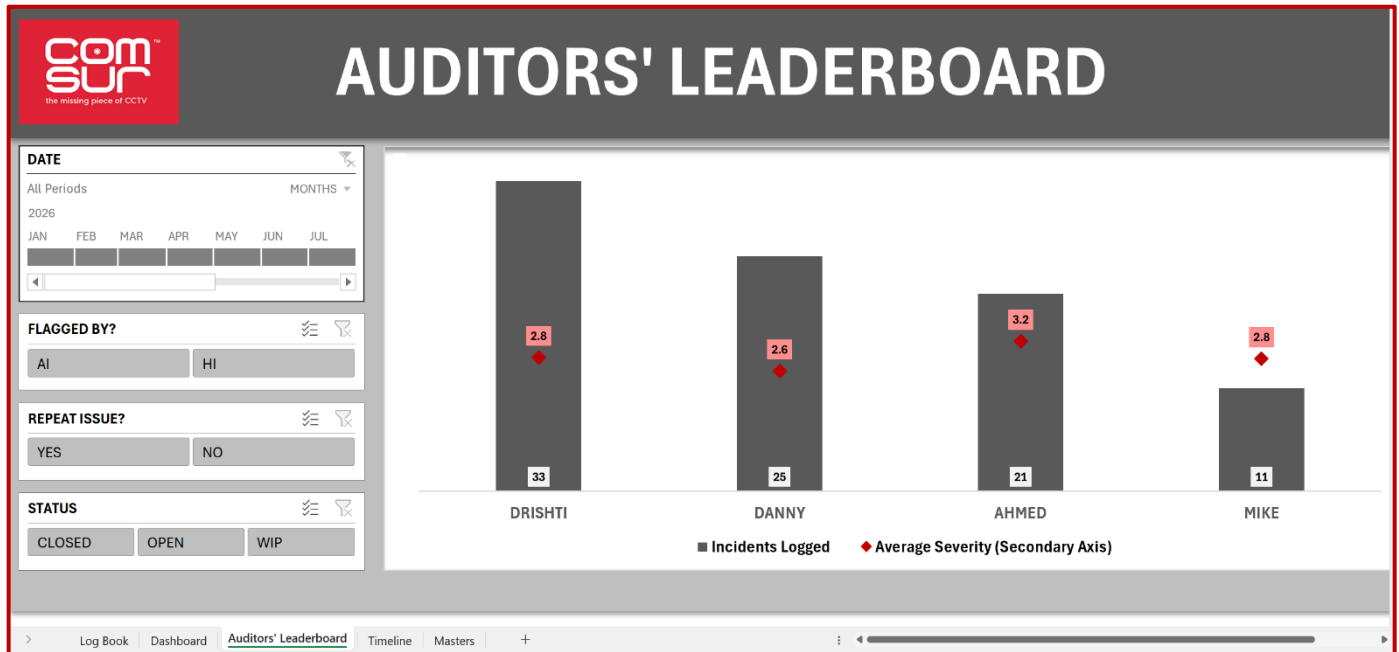
- Slicers are to be used by clicking on the desired filter
 - The activated filter will turn grey while the non-activated filter will turn white
- To select multiple filters in a single slicer, hold down the Ctrl key when making selections
- To remove the selected filter, click on the Funnel with the Cross icon on the top-right of the slicer(s)



8. AUDITOR PERFORMANCE ANALYSIS - AUDITORS' LEADERBOARD TAB



The Auditors' Leaderboard provides a comparative view of CCTV auditors based on the observations they have logged.



8.1 The Leaderboard

The chart typically presents two measures:

- the number of incidents logged by each auditor (bars)
- the average severity of those incidents (diamond markers)

This view helps managers understand how auditors are contributing to the footage auditing process. The leaderboard should be used as a coaching and evaluation tool, rather than purely as a ranking system.

While the slicers in this tab operate in the same manner as described in Section 7.5, the Auditors' Leaderboard also includes a Timeline slicer, which allows users to filter the analysis based on the date of incidents.

8.2 Timeline Filtering

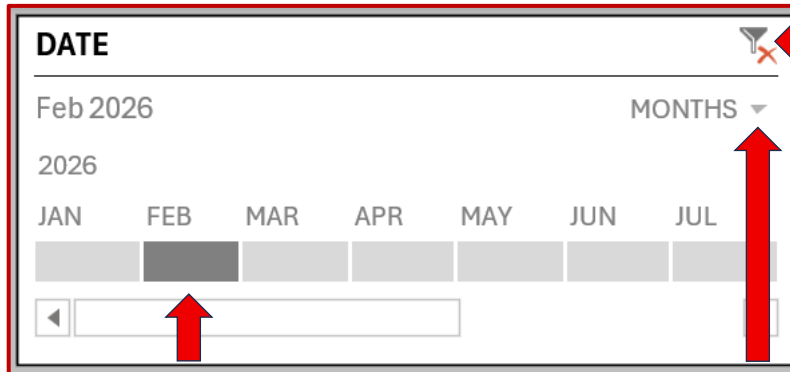
The Timeline slicer provides a convenient way to focus the leaderboard on specific time periods without manually adjusting filters. By moving or resizing the timeline selection window, users can instantly view auditor performance for the chosen date range.

An **important** feature of the Timeline slicer is its ability to drill down across different time levels. Users can switch the timeline view between:

- Years
- Quarters
- Months
- Days

This enables flexible analysis depending on the level of detail required.

Please note: The Timeline slicer allows multiple selections using the Shift key, but only for continuous date ranges; non-adjacent periods cannot be selected together.

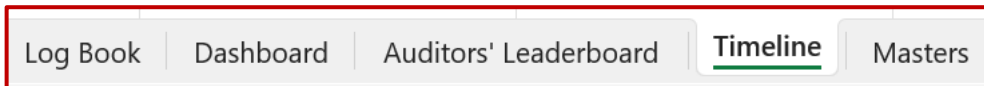


Remove selection(s) by clicking here

Click to select filter – selected filter turns grey

Select different time levels such as years, months, days

9. INCIDENT INVESTIGATION VIEW – TIMELINE TAB



The Timeline tab presents a chronological view of all recorded incidents. This can be used for deep-dive investigation, compliance reporting, or management queries.

DATE (DD-MMM-YYYY)		TIME SLOT	AUDITOR	CAMERA NO. & DESCRIPTION	INCIDENT	SEVERITY	AGE (DAYS)	Count of INCIDENT
1-Jan-26	12 PM to 6 PM	DANNY	3-4 LOBBY/RECEPTION AREA	SUSPICIOUS PERSON	3	76	1	
1-Jan-26	12 AM to 6 AM	DRISHTI	26-30 STORAGE AREA	FIRE / SMOKE DETECTED	5	76	1	
2-Jan-26	6 PM to 12 AM	AHMED	26-30 STORAGE AREA	GUARD / STAFF ABSENT FROM POST	3	75	1	
3-Jan-26	6 PM to 12 AM	DRISHTI	3-4 LOBBY/RECEPTION AREA	VOLATILE BEHAVIOUR	4	74	1	
4-Jan-26	12 PM to 6 PM	DRISHTI	3-4 LOBBY/RECEPTION AREA	LOITERING	2	73	1	
4-Jan-26	6 PM to 12 AM	DRISHTI	26-30 STORAGE AREA	GUARD / STAFF SLEEPING	4	73	1	
5-Jan-26	12 PM to 6 PM	DANNY	19-20 ELEVATOR	OVERCROWDING	2	72	1	
5-Jan-26	12 AM to 6 AM	DRISHTI	26-30 STORAGE AREA	ELECTRICAL HAZARD	4	72	1	
6-Jan-26	6 AM to 12 PM	AHMED	9-18 WORK/OFFICE AREA	ELECTRICAL HAZARD	4	71	1	
7-Jan-26	12 PM to 6 PM	DRISHTI	9-18 WORK/OFFICE AREA	ELECTRICAL HAZARD	4	70	1	
8-Jan-26	12 PM to 6 PM	DRISHTI	19-20 ELEVATOR	INAPPROPRIATE BEHAVIOUR	2	69	1	
8-Jan-26	12 PM to 6 PM	MIKE	26-30 STORAGE AREA	GUARD / STAFF ABSENT FROM POST	3	69	1	
9-Jan-26	6 AM to 12 PM	DRISHTI	31-35 PARKING AREA	ACCIDENT / INJURY	4	68	1	
9-Jan-26	12 PM to 6 PM	DRISHTI	3-4 LOBBY/RECEPTION AREA	INAPPROPRIATE BEHAVIOUR	2	68	1	
10-Jan-26	6 PM to 12 AM	DANNY	21-25 CANTEEN/PANTRY	SPITTING	2	67	1	
11-Jan-26	6 AM to 12 PM	MIKE	19-20 ELEVATOR	INAPPROPRIATE BEHAVIOUR	2	66	1	
12-Jan-26	12 PM to 6 PM	DANNY	5-8 CORRIDOR	LOITERING	2	65	1	
13-Jan-26	6 AM to 12 PM	AHMED	21-25 CANTEEN/PANTRY	SLIP / TRIP HAZARD	3	64	1	
14-Jan-26	12 PM to 6 PM	MIKE	9-18 WORK/OFFICE AREA	COMPLIANCE VIOLATION	3	63	1	
15-Jan-26	12 PM to 6 PM	AHMED	3-4 LOBBY/RECEPTION AREA	HARASSMENT	3	62	1	
16-Jan-26	12 PM to 6 PM	DRISHTI	26-30 STORAGE AREA	FIRE / SMOKE DETECTED	5	61	1	
17-Jan-26	12 PM to 6 PM	AHMED	31-35 PARKING AREA	RASH DRIVING	4	60	1	
18-Jan-26	6 AM to 12 PM	DRISHTI	9-18 WORK/OFFICE AREA	COMPLIANCE VIOLATION	3	59	1	
19-Jan-26	12 PM to 6 PM	DANNY	21-25 CANTEEN/PANTRY	SPITTING	2	58	1	
20-Jan-26	12 AM to 6 AM	DRISHTI	31-35 PARKING AREA	ANIMAL INTRUSION	2	57	1	
21-Jan-26	12 AM to 6 AM	MIKE	26-30 STORAGE AREA	VANDALISM	4	56	1	

9.1 Highlighted Dates

Dates on which multiple incidents have been logged are automatically highlighted in light red to draw immediate attention to periods with heightened activity.

A red highlight indicates multiple incidents logged on the same date

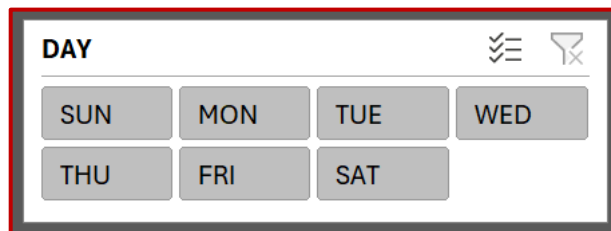
DATE (DD-MMM-YYYY)	TIME SLOT	AUDIT
1-Jan-26	12 PM to 6 PM	DANN
1-Jan-26	12 AM to 6 AM	DRISH
2-Jan-26	6 PM to 12 AM	AHME
3-Jan-26	6 PM to 12 AM	DRISH
4-Jan-26	12 PM to 6 PM	DRISH
4-Jan-26	6 PM to 12 AM	DRISH
5-Jan-26	12 PM to 6 PM	DANN
5-Jan-26	12 AM to 6 AM	DRISH
6-Jan-26	6 AM to 12 PM	AHME
7-Jan-26	12 PM to 6 PM	DRISH

While the slicers in this tab operate in the same manner as described in Section 7.5, the Timeline tab also includes two additional slicers:

1. Day Slicer
2. Age Slicer

9.2 Day Slicer

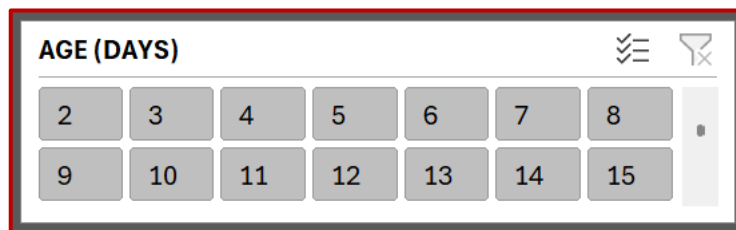
This allows users to filter incidents based on the day of the week on which they occurred (e.g., Monday, Tuesday, etc.). This can help identify patterns such as whether certain types of incidents tend to occur more frequently on specific days.



9.3 Age Slicer

This slicer filters incidents based on the number of days that have passed since the incident occurred. This is particularly useful for identifying older incidents that remain unresolved, allowing managers to quickly focus on cases that have been open for longer periods.

Example: To filter all cases with an Age of 10 days or more, select '10' in the slicer, then hold the Shift key and select the last available value in the slicer to include the entire range.



10. BEST PRACTICES

10.1 For CCTV Operators

- Audit footage daily. The value of the Chart compounds over time. A week of gaps breaks pattern analysis
- Be specific in the Remarks field. 'Guard sleeping at post 3, approx. 2:15 AM' is far more useful than 'guard issue'
- Use the Repeat Issue field honestly. Marking YES is not a reflection on you. It is critical data for management
- Update the Status field when an incident is resolved. An OPEN incident that has been closed but not updated distorts the Dashboard
- Always press Ctrl + Alt + F5 before handing over the file or presenting to a supervisor

10.2 For Security Managers

- Review the Dashboard daily. It takes under "two minutes" once you know what to look for
- Watch the Open Incidents % closely. If it climbs above a pre-defined percentage threshold, action is being logged but not followed through
- Use the Heatmap to rotate patrol priorities. If 12 PM–6 PM at the Main Gate is consistently dark, deploy accordingly
- Use the Leaderboard to coach, not just rank. An auditor logging fewer but higher-severity incidents may simply be more thorough

10.3 For IT Administrators

- Store the file on a shared network drive accessible to all auditors. Use file locking or version control if multiple users are active simultaneously
- Schedule a weekly backup of the workbook. The Log Book is irreplaceable once populated
- Do not convert the file to .xlsm or enable macros. The workbook is intentionally macro-free
- If the file is shared via SharePoint or OneDrive, verify that pivot tables and form controls function correctly in the online environment before deploying to operators

11. QUICK REFERENCE CARD

Task	Action
Log a new entry	Go to Log Book → first empty row at the bottom → fill all fields
Refresh all outputs	Press Ctrl + Alt + F5
Filter the Dashboard	Use the Flagged By slicer (AI / HI buttons)
Change time window on activity chart	Use the 'Select Number of Logged Days' dropdown on the Dashboard
Add a new camera	Go to Masters → add under Camera No. & Description
Add a new auditor	Go to Masters → add under Auditor
Add a new incident type	Go to Masters → add under Incidents list
Filter the Timeline	Use the filter buttons on the Timeline tab
See who is top auditor	Check Dashboard KPI panel or Auditors' Leaderboard
Check unresolved incidents	Timeline tab → filter Status = OPEN
Identify hotspot locations	Heatmap tab - darkest cells = highest concentration

12. PRACTICAL ANALYSIS SCENARIOS

The Daily CCTV Video Footage Auditing Chart & Dashboard allows security managers and CCTV auditors to quickly analyze incident data from multiple operational perspectives. The following examples illustrate how different questions can be explored using the available tabs, slicers, and visualizations.

12.1 Scenario 1: Are repeat incidents occurring at the same location during specific shifts?

Tab to use: Dashboard

Slicers / Filters to use:

- Repeat Issue: Select YES

Visual to use:

- Heatmap

Selecting YES in the *Repeat Issue* slicer filters the dashboard to display only incidents that have been flagged as recurring. The Heatmap can then be used to identify whether these repeat incidents are concentrated in particular locations and time slots.

Interpretation: If multiple repeat incidents appear for the same location and time slot, this indicates a persistent operational issue rather than isolated events. Possible causes could include guard complacency, inadequate supervision during certain shifts, or a structural vulnerability in that area.

12.2 Scenario 2: Which incidents are currently unresolved for more than 30 days?

Tabs to use: Dashboard and Timeline

Step 1 – Dashboard (overall context)

First review the Dashboard to understand the overall scale of unresolved incidents. The Open Incidents % indicator provides a quick snapshot of how many incidents remain unresolved across the entire dataset.

Step 2 – Timeline (detailed analysis)

Slicers to use:

- Status: Select OPEN and WIP
- Age: Select 30, hold the Shift key, and select the last available value in the slicer

This filters the Timeline to display incidents that have remained unresolved for 30 days or more.

Interpretation: Incidents appearing in this filtered view represent long-pending cases that have not yet been closed. These may indicate delays in investigation, operational bottlenecks, or lack of follow-up on corrective actions. Regularly reviewing such cases helps ensure that critical issues do not remain unresolved for extended periods.

12.3 Scenario 3: Which auditor has logged the highest number of incidents flagged by Human Intelligence?

Tab to use: Auditors' Leaderboard

Slicers / Filters to use:

- Flagged By: Select HI

Visual to observe:

- Auditors' Leaderboard chart

Selecting HI in the *Flagged By* slicer filters the leaderboard to display only those incidents that were identified through Human Intelligence. The leaderboard will then show the number of such incidents logged by each auditor, along with the corresponding average severity.

Interpretation: The auditor with the tallest bar in this filtered view has logged the highest number of incidents identified through manual observation. This may indicate greater vigilance, better footage review discipline, or stronger attention to detail during CCTV video footage audits via COM-SUR.

13. ADDITIONAL POINTS TO NOTE

- The workbook contains hidden tabs and columns that must never be unhidden, altered, or deleted
 - These tabs and columns do not require any user input
- Column headers must never be renamed
- Table names across the workbook must never be changed
- Data must always be entered in the prescribed format using the designated fields only
- Always save and distribute the workbook in .xlsx format only

Non-compliance with any of the above may permanently compromise the workbook's functionality.

14. CONCLUSION

Auditing CCTV footage daily is a discipline. Recording what you find, consistently and in a structured way, is what turns that discipline into intelligence. The COM-SUR Daily CCTV Video Footage Auditing Chart is built on a simple truth: the human eye, properly supported, is the most powerful surveillance tool in any facility. Not the camera. Not the algorithm. The trained, attentive human who reviews footage every day and records what they see.

Every entry in the Log Book is a data point. Over days, it becomes a pattern. Over weeks, it becomes a profile. Over months, it becomes an institutional memory that no personnel change, no system upgrade, and no audit can question.

The workbook asks very little of you. One entry tab. A few dropdowns. A keyboard shortcut. In return, it gives you heatmaps, timelines, auditor accountability, incident trends, and a management briefing that is ready every single day.

And beyond your facility, every finding your operator records contributes to something larger. It helps build AI that is grounded in real human observation, validated by real-world context, and accountable to the people it is designed to serve.

This is not just a reporting tool. It is the foundation of smarter surveillance.

AUDIT DAILY. REPORT DILIGENTLY. MANAGE DATA BETTER. GET COM-SUR.

15. PAID SUPPORT AND CONTACT

For paid support, questions, customisation enquiries, or to request a paid training session write to us with the following details:

Email	training@comsur.biz
Subject Line	COM-SUR Daily CCTV Video Footage Auditing Chart - Support
Training	1-hour onboarding sessions available for operators and managers
Website	www.comsur.biz

16. DISCLAIMER

This Daily CCTV Video Footage Auditing Chart is provided solely as an aid for structured CCTV footage auditing, reporting, review, and basic analysis. It is made available on an as-is basis, without any warranty, representation, assurance, or guarantee of any kind, whether express or implied, including but not limited to completeness, accuracy, fitness for a particular purpose, performance, or outcome.

The usefulness and output of this Chart will depend entirely on the quality, correctness, completeness, seriousness, and consistency of the data entered by the user. Incorrect, incomplete, careless, misleading, or junk entries will naturally result in poor, distorted, or unreliable output. Users are solely responsible for reviewing all entries, validating findings, applying their own judgment, and taking such action as they deem fit. This Chart is not a substitute for human supervision, management oversight, operational discipline, investigation, compliance review, legal advice, or professional consultation. It is only a working tool to support a more structured process.

As this is an Excel-based document with built-in logic, formulas, analysis layers, and linked elements, its behavior, speed, and responsiveness may vary depending on factors such as file size, number of entries, frequency of use, system resources, Excel version, user handling, and overall load conditions. Users should therefore not expect miracles, especially under severe load or improper usage conditions.

This Chart is being made available free of cost as a practical tool. Should any organisation require a more advanced, hardened, customised, automated, professionally engineered, or deployment-specific version, that would fall outside the scope of this free document and would need to be taken up separately as a paid project.

By using this Chart, the user accepts full responsibility for its use and for any decisions, actions, or consequences arising from or connected with such use.