

SRS True Records

Court Recording System

User Guide

Version 1.20.2

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1. About the Software

SRS True Records Court Recording system is designed for audio and video recording of the course of court hearings, automated preparation of minutes of proceedings during the court session or after its completion, arrangement of audio-video records storage and their archiving on CDs or DVDs.

SRS True Records Court Recording system is a cross platform application with a client-server architecture.

2. General Overview

2.1. User Interface

- The user interface of majority of the system services comprises of the item lists, the controls to manage the lists and the forms for collecting or editing the data.
- To select an item in the list, use left clicking on the row for single selection and checkboxes for multi-select where applicable.
- Data entry forms contain the Save and Cancel buttons. The behavior of which determines whether changes made to the form will be saved, or whether they should be canceled and returned to their original state before editing.

2.2. Using web UI

- The system represents a web application, and all user elements are displayed as web pages with scripts scenarios executed in the HTML5 compatible browser. Therefore, it is important to use a newer web browser (for example: Google Chrome) and interact only with the controls presented on the web pages of the application.
- You may not use the Back, Forward, Reload buttons of the browser, as invoking these commands via function keys may result in the loss of unsaved information and exit the application.

2.3. Input data validation

- Each data form may contain mandatory and/or optional input fields. Mandatory fields are highlighted in red indicating the required data is missing. Data will not be saved failing to meet data validations requirements.

2.4. Main Window

Upon successful authentication the user sees the main window of the system, which, depending on the assigned user authority, provides brief information and buttons for calling the interfaces of each module of electronic services.

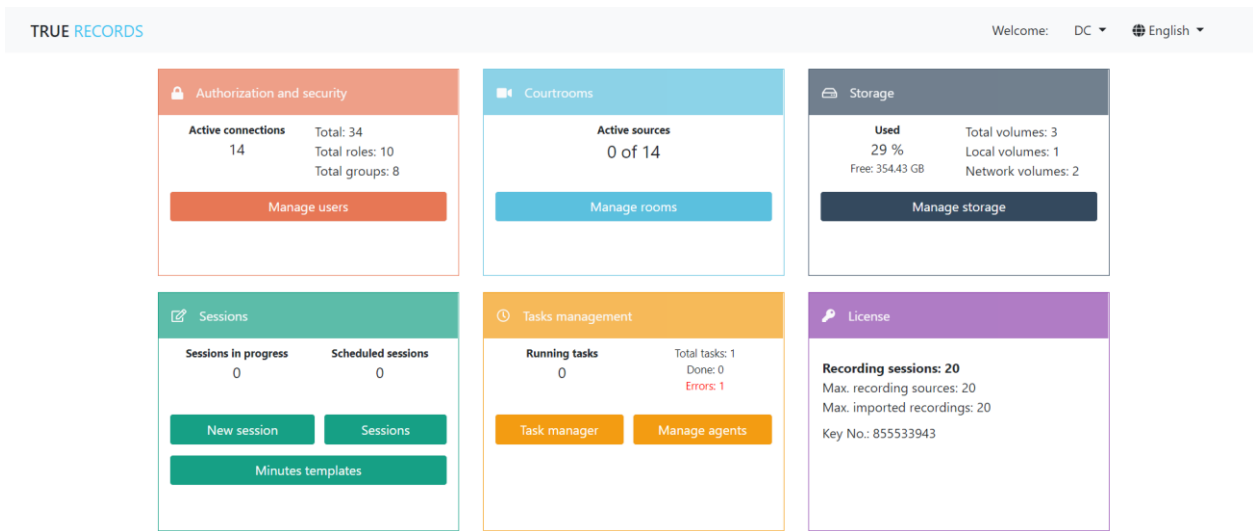


Fig.1. Main Application Window

The main application window provides access to all system functions according to specific user role rights. The logged in user's name is located in the upper right corner, close to the interface language switch.

The system includes the following functional modules:

- **Authorization and Security** – module for managing users, their roles and user groups to differentiate access to the system functions
- **Courtrooms** – module of operation with the list of courtrooms and devices of audio-video capture (IP cameras, IP encoders) assigned to each courtroom
- **Storage** – module for storing, reading and recording data resulting from recording and annotating/creation of minutes of court sessions, as well as managing available disk space.
- **Sessions** – module for registration of metadata of court cases, sessions, minutes received as a result of recording.
- **Transcribing** – the module for managing transcription groups, activities, and artifacts.
- **Tasks Management** – the module for creating and registration of repeated requests for data processing. Also performs the CD / DVD burning tasks.
- **License** – module displays the status of the True Records license key.

3. System Access Control

3.1. System Login

The user connects to the system navigating the web browser to the server address. Once installed on the local computer, the system is available on the following URL <http://localhost>. Upon successful connection to the server, the user sees an authentication prompt asking for a username and password.

Visual interface language selection is available in the drop-down list of languages. The selected option is stored in browser's cache so next login the language does not need selection.

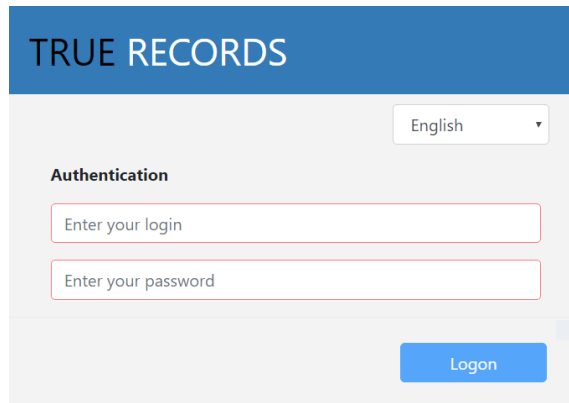


Fig. 2. System Login Dialog

1. Log into the system with your user name and password.
2. Select an interface language.
3. Click **Logon**.

Initially, the system comes with a single admin user with an admin password. After installing the system, the administrator password should be changed, the necessary users should be created and corresponding roles should be assigned to them.

3.2. Users and Roles Management

The user and role management module provides the functionality for registering and managing user accounts granting functional access rights to system modules; and grouping users to scope the data level access. E.g. working with a specific set of cases.

3.3. User Management

User management is available in the **Authorization and Security** module.

<input type="checkbox"/>	User name	Login	E-mail	Status	Default role
<input type="checkbox"/>	Built-in Administrator	admin		Built-in	Built-in Administrator role
<input type="checkbox"/>	Harris Robert	Harris	RHarris@nhs.uk	Active	Judge
<input type="checkbox"/>	Spata Lemmy	lspata	lspata2@nhs.uk	Active	Judge
<input type="checkbox"/>	Wilson Elizabeth	Wilson	Wilson@gm.com	Active	Court Clerk

Fig 3. User List, Users Assigned Roles and Status

The **Users Management** screen consists of three tabs: Users, Roles, and Groups allowing access to the lists of each type of entities and operations with them:

- Adding
- Editing
- Deletion
- Additional features:
 - Quick status change (lock and unlock)
 - Assigning a role (to users)
 - Password change (for users)

3.3.1. New User Registration

1. Select the **Users** tab.
2. Press the **Add** button.
3. Fill in the data form for a new user:
 - a. Account Details – login, password
 - b. Data of User Personal Profile – surname, name, contact information
4. Press the **Registration** button in the new user’s form.

The screenshot shows the 'New user registration' form in the TRUE RECORDS system. The form is divided into two sections: 'Account' and 'User'. The 'Account' section includes fields for Login, Password, and Repeat password. The 'User' section includes fields for Last name, First name, Middle name, E-mail, Position, Default role (set to Court Clerk), and Contacts. A 'Registration' button and a 'Back' button are located at the bottom right of the form.

Fig. 4. New User Registration

3.3.2. User Profile Editing

1. Select the account in the user list.
2. Press the **Edit** button.
3. Make the necessary changes.
4. Click the **Save** button to apply the changes or the **Back** button to cancel the changes and return to the list.

The screenshot shows the 'Edit user profile' interface. At the top, there is a navigation bar with the TRUE RECORDS logo, a 'Welcome:' message, and dropdown menus for 'DC' and 'English'. Below the navigation bar is the title 'Edit user profile'. A blue tab labeled 'User' is selected. The form contains several input fields: 'Last name' with the value 'Cassini', 'First name' with 'Damien', 'Middle name' with 'Enter data', 'E-mail' with 'd.cassini@contoso.com', 'Position' with 'Chief administrator', 'Default role' with a dropdown menu showing 'Built-in Administrator role', and 'Contacts' with 'Enter data'. At the bottom right of the form, there are two buttons: a blue 'Save' button and a grey 'Back' button.

Fig. 5. User Profile Editing

3.3.3. User Deletion

1. Select the user account you want to delete in the user list.
2. Click the **Delete** button
3. Confirm the selection by clicking **Yes** in the opened form.

NB: Deleting a user disables it in the database making unable to login, but retains the records connected to it. This is not reversible action. Use blocking for temporary access revocation.

3.3.4. User Blocking

1. Select an account from the user list.
2. Select **Block** in the **Show More** menu.

3. Confirm the action by clicking **Yes** in the opened form.
4. Enable the account by repeating the action and by selecting **Unblock**.

3.3.5. User Password Change

1. Select an account from the user list.
2. Select **Change password** in the **Show More** menu).
3. Enter the old and new passwords in the opened form.
4. Press the **Save** button to apply the changes or the **Back** button to cancel the changes and return to the list.

The screenshot displays the 'Change user password' dialog in the TRUE RECORDS system. At the top, the header includes the TRUE RECORDS logo, a home icon, and user information: 'Welcome: DC' and 'English'. The main title of the dialog is 'Change user password'. Below the title, there is a blue tab labeled 'Account'. The form contains three input fields: 'Login' with the value 'dumitru', 'New password' with the placeholder 'Enter data', and 'Repeat password' with the placeholder 'Enter data'. The 'New password' and 'Repeat password' fields are highlighted with a red border. At the bottom right, there are two buttons: a blue 'Save' button and a light gray 'Back' button.

Fig. 6. User Password Change Dialog

3.4. Roles

Role is a set of permissions assigned in bulk to the system users. Role's permission set is configurable.

3.4.1. Roles List View

1. Click the **Roles** tab in the **User Management** section of the main menu.
2. Browse the list of roles by scrolling the mouse.
3. Action permissions are displayed for each role.

The screenshot shows the 'TRUE RECORDS' user interface. At the top, there is a navigation bar with a home icon, the text 'TRUE RECORDS', and a 'Welcome:' section with 'Built-in Administrator' and a language dropdown set to 'English'. Below this is a secondary navigation bar with tabs for 'Users', 'Roles' (which is selected), and 'Groups'. A search bar is present with the text 'Search'. To the right of the search bar are three buttons: 'Add' (blue), 'Edit' (grey), and 'Delete' (red), followed by a 'Show more' dropdown arrow. Below the navigation is a table listing roles. The table has two columns: 'Role name' and 'Assigned actions'. The roles listed are: 'Archivist' (Session view), 'Built-in Administrator role' (Full access), 'Court Clerk' (a long list of permissions including recording management, user management, and session control), 'Guest' (There're no assigned actions.), and 'Judge' (a long list of permissions including system configuration, recording management, and session control).

<input type="checkbox"/> Role name	Assigned actions
<input type="checkbox"/> Archivist	Session view
<input type="checkbox"/> Built-in Administrator role	Full access
<input type="checkbox"/> Court Clerk	Manage recording sources, Start/stop recording, Storage management, Register files in the storage, Manage users and access rights, Manage courtrooms, Session registration, Session view, Edit session materials, Abort session, Manage case types, Deleting sessions, Appointments important, Manage general templates, Manage personal templates, Minutes creation, Comment minutes, Access chat, Write chat messages, Use auto-text, Attach documents, Manage data processing agents, Manage tasks, Burn to CD/DVD, Register tasks of external agents
<input type="checkbox"/> Guest	There're no assigned actions.
<input type="checkbox"/> Judge	System configuration, Manage recording sources, Start/stop recording, Storage management, Register files in the storage, External sources import, Manage courtrooms, Manage courtroom recording, Session registration, Session view, Edit session materials, Abort session, Session schedule, Manage case types, Assign session access rights, Deleting sessions, Recover deleted meetings, Appointments important, Manage general templates, Manage personal templates, Minutes creation, Comment minutes, Remove comments made by other users, Access chat, Write chat messages, Use auto-text, Remove attached documents, Attach documents, Procedural roles management, Manage data processing agents, Manage tasks, Burn to CD/DVD, Record management, Photogram export, Register tasks of external agents

Fig. 7. User Roles List

NB: Full access means all defined permissions are granted for the role.

3.4.2. User Role Editing

1. Select the **Role** from the list.
2. Click the **Edit** button.
3. Select allowed actions checking the box in permission line.
4. Click **OK** to save the changes.
5. To revert the changes and return to the previous screen without saving press **Back** button.

Edit role

Role name

Allowed actions : 29 of 39

-
-
- Abort session
- Access chat
- Appointments important
- Assign session access rights
- Attach documents
- Burn to CD/DVD
- Comment minutes
- Deleting sessions

OK

Back

Fig. 8. User Role Editing

3.5. Groups

Groups are clusters of user entries aggregated by organizational units, for example by the composition of the court or the judiciary board (depending on the instance).

Groups allow users get permissions to work on the same cases, minutes of proceedings and audio records, limited however to the user role in the system. Thus, the user belonging to different groups will have access to the court cases data of each group with actions of its role in the group.

3.5.1. Group List View

1. Click the **Groups** tab in the User Management section.
2. Use the mouse and the scroll wheel browse the list.
3. Selecting a row with a group activates the available actions for that group.

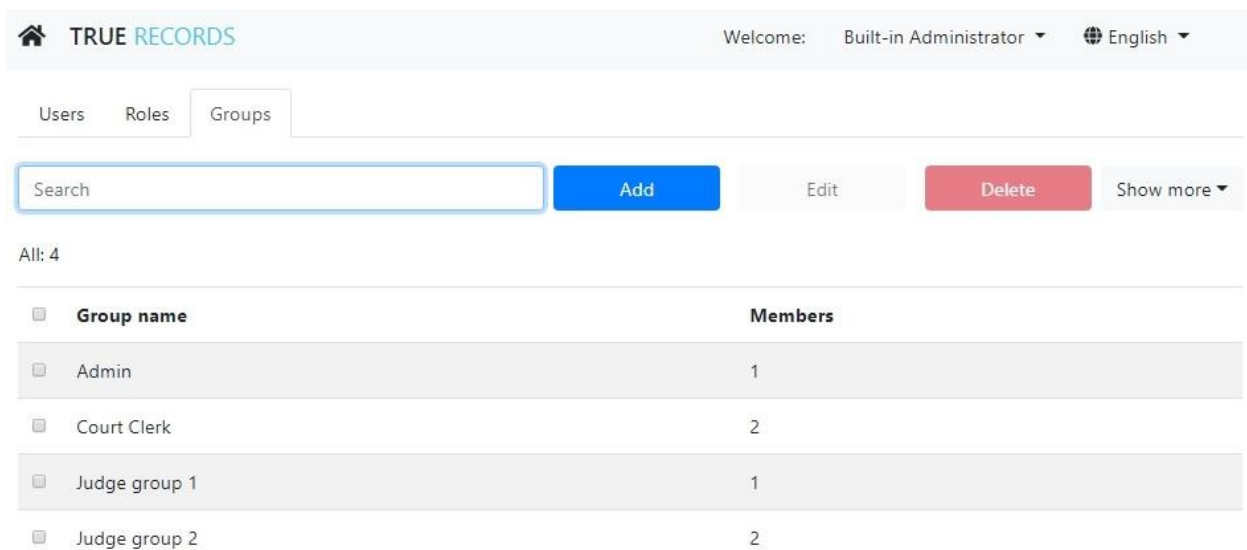


Fig. 9. Group List View

3.5.2. User Group Members Editing

1. Select the Group, which members you want to view or edit, from the list.
2. Click the **Edit** button.
3. Add the required members of the group specifying their role in the group.
4. Click **OK** to save the changes.
5. To cancel press the **Back** button to return to the previous screen without saving changes.

Register a new group

Group name

Group members : 2 of 4

<input type="checkbox"/> Built-in Administrator	<input type="text" value="Built-in Administrator role"/>
<input type="checkbox"/> Harris Robert	<input type="text" value="Judge"/>
<input checked="" type="checkbox"/> Spata Lemmy	<input type="text" value="Judge"/>
<input checked="" type="checkbox"/> Wilson Elizabeth	<input type="text" value="Court Clerk"/>

Fig. 10. User Group Members Editing and Assigned User Roles

3.5.3. Assignment of Group Members

When forming a new group, the members (user accounts) included into it should be specified.

1. In the group list, click the **Add** button.
2. Enter a group name.
3. Select the user and specify his role in the drop-down list (if he has more than one role in the system) from the user list on the right.
4. Specify assignment mode - adding to existing list or replacing the list.

TRUE RECORDS Welcome: Built-in Administrator ▼ English ▼

Assign members to selected user groups

Groups

Court Clerk

Assign users

Built-in Administrator

Harris Robert

Spata Lemmy

Wilson Elizabeth

User's role in group

Members assignment mode

OK Back

Fig. 11. New Group Creation Dialog.

3.6. Courtrooms and Media Data Sources Management

3.6.1. Courtrooms (Rooms) List View

The system allows configuring multiple sources of audio-video signal capture and its retransmission over a network in the encoded format (MP4) over RTSP protocol.

The recording source is registered one per courtroom.

Record	Courtroom	Courtroom description	Device
00:00:26	Court room 101	Civil and administrative cases (floor 1)	SE-01
⚠	Court room 205	Civil and administrative cases (floor 2)	AXIS
●	Court room 603	Civil and administrative cases (floor 6)	EZVIS
	Hearing Room 200 B	Second floor penal cases , block B	

Fig. 12. Recording Sources Status per Courtroom

The list of recording sources displays registered devices and their state.

The Recording sources are displayed as following depending on the state -

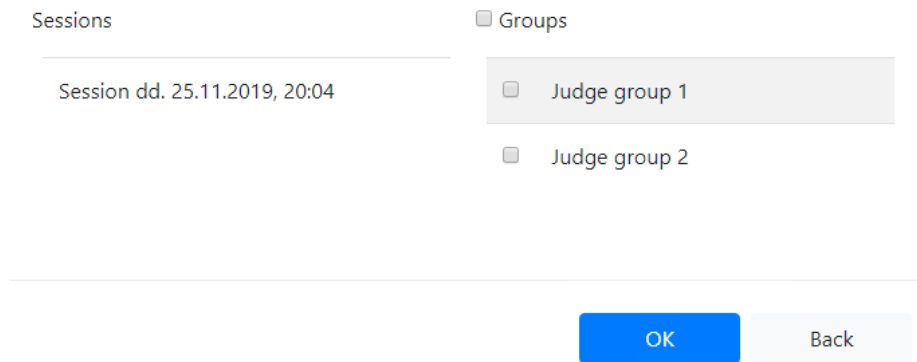
- Red circle - ready to record, click on it to start immediate recording;
- Black square - recording started, stopping available;
- Triangle with exclamation mark - error receiving media stream from the source.

3.6.2. Recording Control and Recording Rights Assignment

When recording from the room management screen the system automatically creates the recording session and requests the user, who stops the recording to assign user access to this session:

1. Check the user group(s) which should have acces to the session.
2. Confirm your selection.

Assign session access rights



Sessions

Session dd. 25.11.2019, 20:04

Groups

Judge group 1

Judge group 2

OK Back

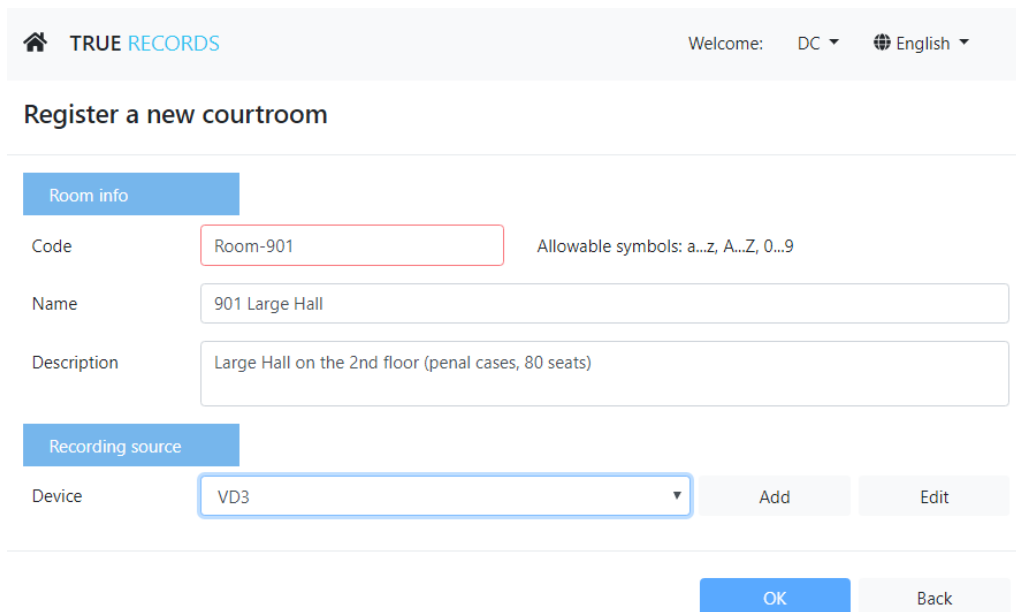
Fig. 13. Recording Rights Assignment

3.6.3. New Courtroom Adding

The courtrooms serve to determine the sessions plan and to link media records to the court session data.

To register a new courtroom, enter the courtroom code (a unique code within the system), a name that will appear in the list of courtrooms on printed documents. **Description** is an optional field, but it helps to understand the type of court session for which the courtroom is used.

Select the device that is used to capture the media in the courtroom from the drop-down list. If there is no recording in the courtroom, leave the drop-down list unchanged as “No Recording”. Click **Add** to register a new media source device (IP camera, encoder).



TRUE RECORDS Welcome: DC English

Register a new courtroom

Room info

Code Room-901 Allowable symbols: a..z, A..Z, 0..9

Name 901 Large Hall

Description Large Hall on the 2nd floor (penal cases, 80 seats)

Recording source

Device VD3 Add Edit

OK Back

Fig. 14. New Courtroom Adding Dialog

3.6.4. Courtroom Data Editing

To change the room data, select the required room from the Rooms list by placing a check mark with the mouse. Click the **Edit** button. Save the changes by clicking the **OK** button.

TRUE RECORDS

Welcome: DC English

Edit courtroom

Room info

Code axis1065

Name Axis M1065

Description Axis 172.200.200.16

Recording source

Device Axis M1065 16 Add Edit

OK Back

Fig. 15. Edit Courtroom Dialog

3.6.5. Registration of Recording Device (Media Data Source)

The new media source device (IP camera, encoder) after being installed in the courtroom, requires being registered before use.

In the **Edit Courtroom** dialog, select the **Add** button and the **Register new recording device** dialog will appear.

1. Fill in the required fields.
2. Specify the login and password to access the stream if needed.
3. Click **OK** to save the changes.

TRUE RECORDS Welcome: DC English

Register new recording device

Code: Enter data

Device name: Enter data

Manufacturer/model: [Dropdown menu] Default settings

IP address / host name: Enter data

Port: Enter data

The stream access is protected

Login: Enter data

Password: Enter data

OK Back

Fig. 16. New Recording Device Registration Dialog

The figure below shows a screen example with filled fields for adding or editing a recording device. The manufacturer and model of the recording device are selected from the list of devices supported by the system.

TRUE RECORDS Welcome: DC English

Edit recording device

Code: SEManyCam

Device name: ManyCam

Manufacturer/model: Soft Encoder Default settings Reset FPS

IP address / host name: 172.200.200.200

Port: 554

Virtual device: ManyCam

Web port: 1980

The stream access is protected

Login: Enter data

Password: Enter data

OK Back

Fig. 17. Recording Device Parameter Editing Dialog

3.6.6. Courtroom Deletion

To delete a courtroom:

1. Select the required courtroom from the list.
2. Click the **Delete** button.
3. Confirm that you want to delete the courtroom in the appeared dialog box.

4. Records Storage Management

The system conducts recording simultaneously into the following storages: the main storage on the server and the backup storage on the recording PC.

In case of connection loss between the server and the recording PC, the recording is saved to the backup storage on the recording PC.

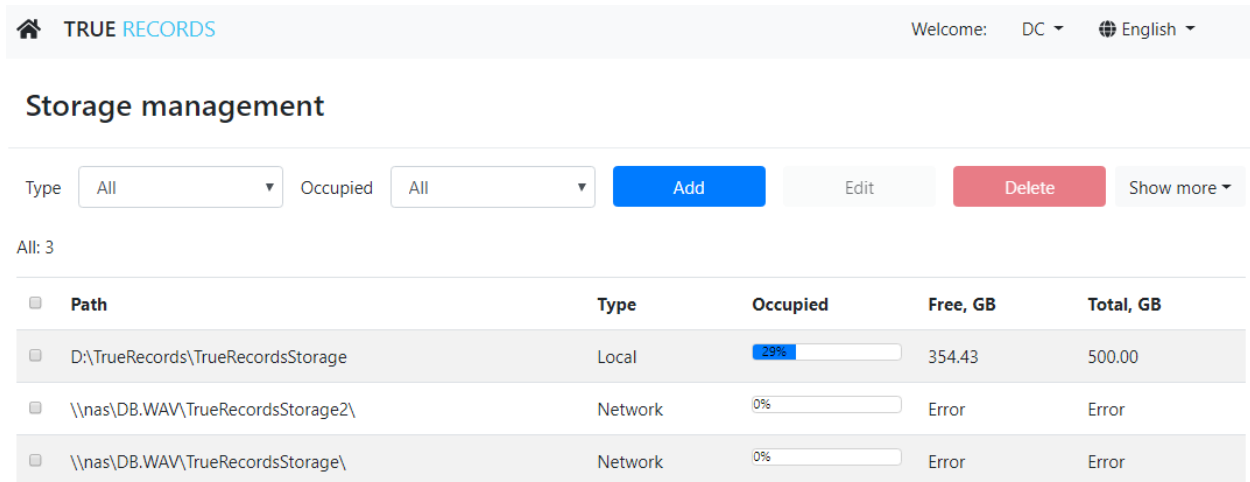
Upon the completion of the session recording, the missing part of the recording on the server can be backed up from the backup storage of the recording PC by means of procedure of automated backup restoring. The restoration procedure should be conducted by the system administrator.

4.1. Volumes List Review

The system allows saving media data and minutes of proceedings in one or more server volumes. The volume determines the local or network disk space available to the system. The volumes can be added dynamically during the system operation without stopping recording and minutes taking.

It is possible to specify a volume size limit, at this the system will consistently fill volumes from the created array when the maximum fill level is reached.

Localization, type, current fill level, and shared and free space are displayed in the volume list for each item.



The screenshot shows the 'Storage management' section of the TRUE RECORDS interface. At the top, there is a navigation bar with 'TRUE RECORDS' and user information 'Welcome: DC' and 'English'. Below this, the 'Storage management' title is followed by a filter bar with 'Type' set to 'All' and 'Occupied' set to 'All'. There are buttons for 'Add', 'Edit', 'Delete', and 'Show more'. Below the filter bar, it says 'All: 3'. The main content is a table with the following data:

Path	Type	Occupied	Free, GB	Total, GB
D:\TrueRecords\TrueRecordsStorage	Local	29%	354.43	500.00
\\nas\DB.WAV\TrueRecordsStorage2\	Network	0%	Error	Error
\\nas\DB.WAV\TrueRecordsStorage\	Network	0%	Error	Error

Fig. 18. List of Available Storage Volumes

4.2. New Storage Volume Creation

To register a new volume, it is required to:

1. Click the **Add** button in the volume list.
2. Select type - Network or Local.
3. For local - specify the Drive and the path to the storage folder.

TRUE RECORDS Welcome: DC English

Register new storage volume

Type: Local

Storage folder: E\ STR001\2019

Limit the storage volume: 800 GB

Low storage alert level: 65 %

Maximum allowable storage usage: 90 %

OK Back

Fig. 19. Local Storage Registration Volume

For the network volume – specify UNC path to the shared folder and security options.

TRUE RECORDS Welcome: DC English

Register new storage volume

Type: Network

Storage folder: \\NAS301\TRSTORAGE\001

Login: stormaster

Password:

Limit the storage volume: 800 GB

Low storage alert level: 65 %

Maximum allowable storage usage: 90 %

OK Back

Fig. 20. New Network Storage Volume Registration

1. Select the volume limit if needed and specify alarming and maximum fill levels.
2. Press the **OK** button to save the changes.

If local and network volumes are used in the system simultaneously, the local volumes will be filled first, and when they are full, the oldest records on them will be moved to the network storage and free up space on the local storage.

4.3. Storage Cleanup

The system can be configured to apply the storage cleanup policy, which frees up the disk space by transcoding the original records into the more quality/volume effective format and removing the large original files.

1. Select **Show More In** storage management screen
2. Select Storage Policy
3. Check the appropriate options and enter the values for the obsolence in days.

TRUE RECORDS

Welcome: Built-in Administrator English

Storage policy

- Delete video track after (days) 90
- Convert to mono audio after(days) 120
- Delete audio after (days) 180
 - Don't delete audio when no minutes
 - Don't delete audio when marked as Important

OK Back

Fig. 21. Storage cleanup policy screen.

4. Click OK to apply the rules of storage cleanup.

NB: Cleanup rules are applied to all volumes of the storage.

5. Preparation before Court Session

5.1. Planned Court Sessions

The system allows adding the court session information in advance and displays the scheduled court sessions in the form of a calendar. Detailed day schedule could be set for the selected date.

5.1.1. Court Sessions Schedule

To view the session schedule:

1. Select the **Sessions Schedule** tab from the **Sessions** screen.
2. Select the required date to display the schedule for this day.
3. Using the horizontal scroll, navigate the timeline of the selected day.
4. Scheduled sessions are displayed as colored stripes in the row of the corresponding courtroom with indication of the time and case number.

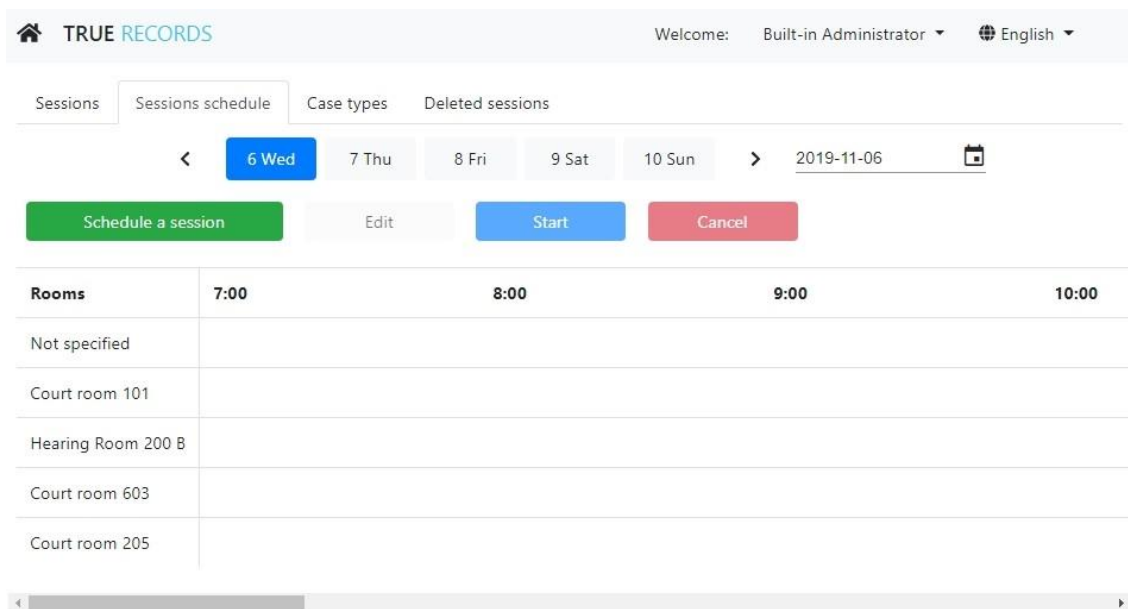


Fig. 22. Sessions Schedule Dialog

5.1.2. Registration of Planned Court Session

To register a planned court session:

1. In the **Sessions Schedule** tab, select the day on which it is required to schedule a session by clicking on the button with the day of the week and the number. Angular arrows allow you moving the displayed range of days.
2. Make sure courtroom is free in the time slot you plan holding a session.
3. Click **Schedule a session**.
4. Enter the case information - number, name, select the case type from the list.
5. In the **Session** section, specify *:
 - a) Date and time of start and end.
 - b) Courtroom in which it will be held.
 - c) Required minutes' template.
6. Add participants, if known, or import a list of participants from the previous session.

* Data can be changed before recording starts.

Register a scheduled session

Case type

Case No.

Case name

Case type

Additional

Session

Date Start End

Start recording in Stop recording

Courtroom

Additional

Participants

Fig. 23. Session Planning Dialog

5.2. New Case Type Registration

Case types group the minutes' templates. To allow selecting the template matching the case type. I.e: for civil cases only the civil or general case templates will be displayed.

1. Select the **Case Types** tab.
2. Select the required type to view and edit the list of related templates.
3. Click **Edit**.
4. The linked templates are marked with a checkmark.
5. Select or exclude templates from the list.
6. Click **OK** to save.

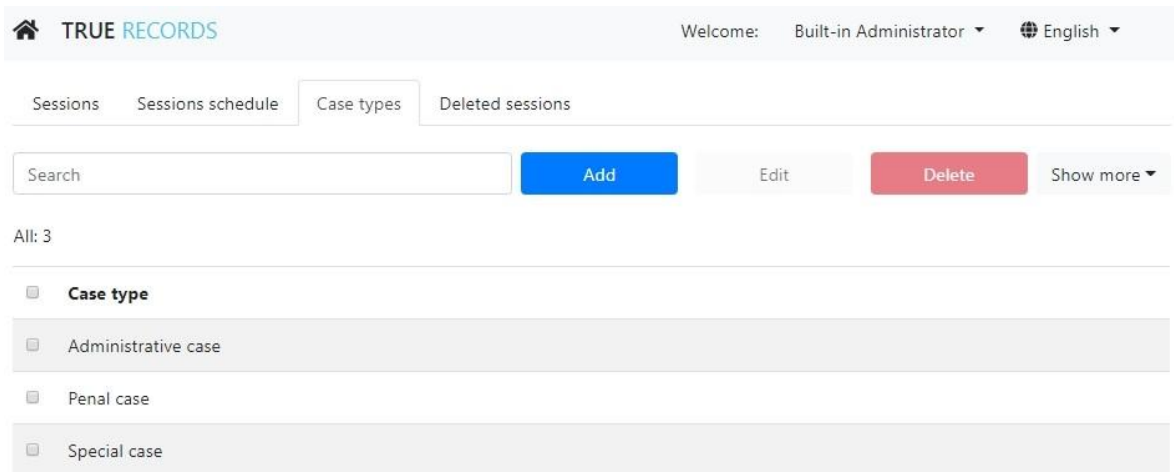


Fig. 24. Case Types List Dialog

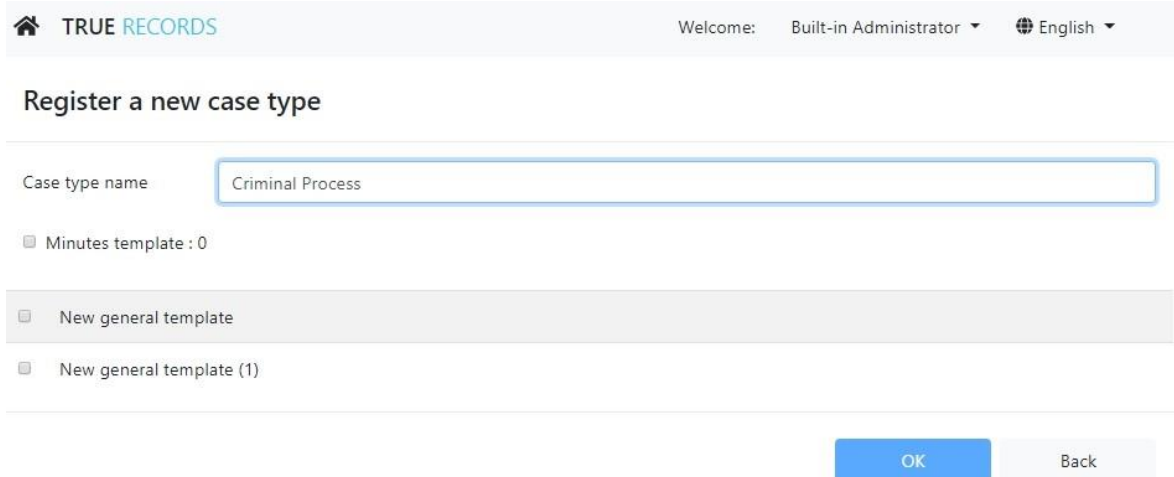


Fig. 25. Registering a new Case Type with Templates

5.3. Creation of Minutes of Proceedings

The procedure of creation of minutes of proceedings is based on minutes' templates that describe the structure and formatting of a future minutes' document, the roles of the court sessions participants, and the attributes of the sessions.

5.4. Minutes Templates

5.4.1. List of Minutes Templates

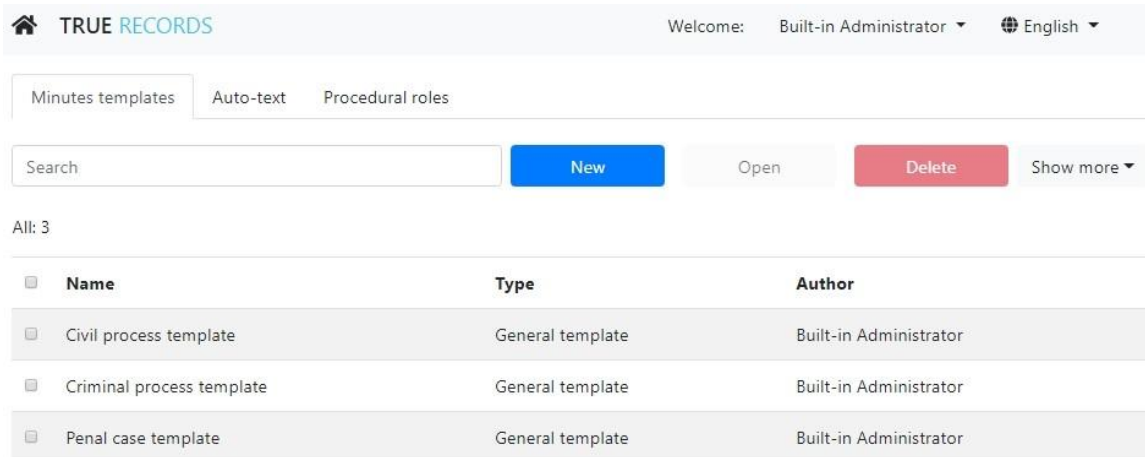


Fig. 26. List of Minutes Teplates.

To view a list of templates and select a template to view or edit:

1. Select **Minutes Templates** from the main menu.
2. Select a template from the list and click **Open**.
3. The additional menu also includes actions on:
 - a) Creation a personal copy - the template will be accessible only to the user who created the copy;
 - b) Import of a template for all users;
 - c) Import of a template as personal.

5.4.2. Minutes Template Editing

To select a template for editing:

1. Select the required template from the list.
2. Click **Open**.

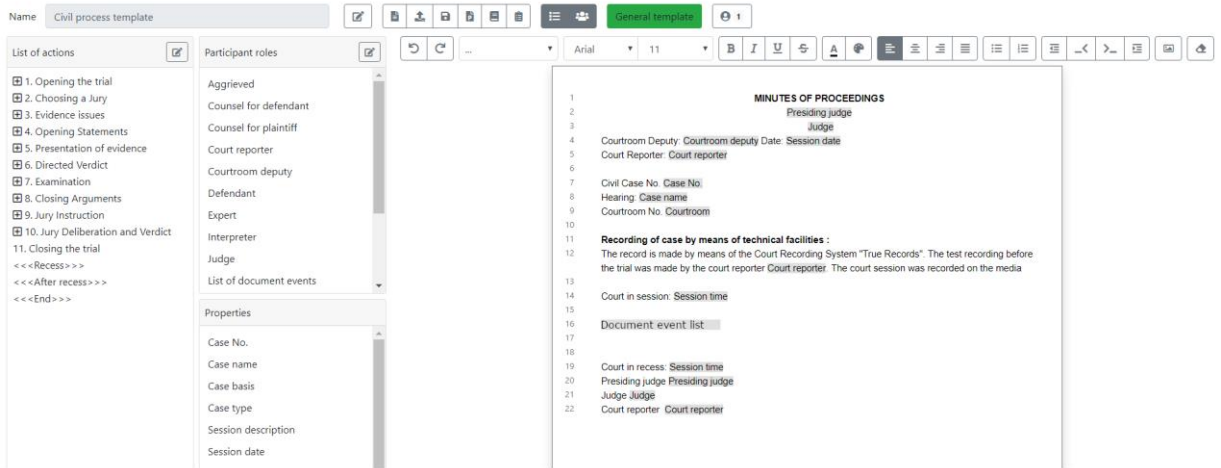


Fig. 27. Minutes Template Editing

The template editing screen displays:

1. Sections for editing the list of actions;
2. Participants roles;
3. Session details;
4. Preview of the printed form of the minutes of proceedings with the fields of auto-substitution.

5.4.3. Editing of List of Actions

1. Click the pencil icon to enter the editing mode.
2. Select an action to edit by double-clicking on the text of the list item.
3. Press the button with the symbol "V" after editing. To cancel the changes, press the button with the symbol "X".
4. Use the edit panel to add, delete, change the order or level of an item in the list.
5. Complete the editing of the list of actions by exiting the editing mode by pressing the button with the symbol "Lock" in the title of the list of actions.

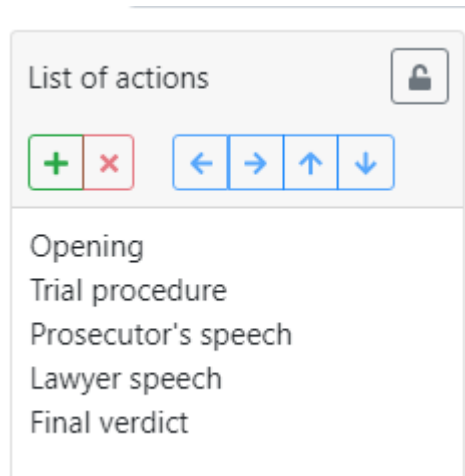


Fig. 28. Editing of List of Actions in Minutes Template.

5.4.4. Participant Roles Editing

1. Switch to the **Edit Mode** for the participant roles editing by clicking on the pencil button in the title of the roles list.
2. Select the role to edit by double-clicking on the text of the list item.
3. Once editing is finished, press **√**. To cancel editing - press **X**.
4. Use the edit panel to add, delete, change the order of the selected item in the list.
5. Press the button with the "**Lock**" symbol to complete editing of the roles list.

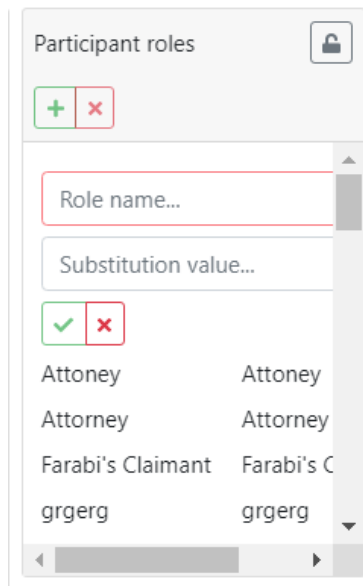


Fig. 29. Editing of List of Participants Roles in Minutes Template.

5.4.5. Session Details Editing

1. Enter the Session Details editing mode by clicking the lock icon in the title of the session details list.
2. Select the detail to edit by double-clicking on the text of the list item.
3. Once editing is finished, press **√**. To cancel editing - press **X**.
4. Click the "**Lock**" symbol to complete the editing the list of actions.

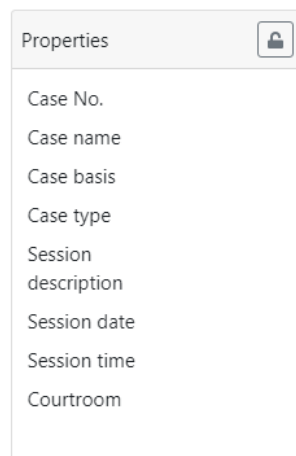


Fig.30. Editing of Session Details in Minutes Template.

5.4.6. Text Editing of Minutes Template

1. Make sure that the lists of actions, roles and session details are out of edit mode.
2. Place the cursor in the title or end of the minutes to edit the text in the appropriate section.
3. Edit the template text as required.
4. Double-click the selected item to add an item from the role list or attributes. The auto-substitution element will be set in the current cursor position.
5. The Auto-text substitution fields are highlighted in grey.

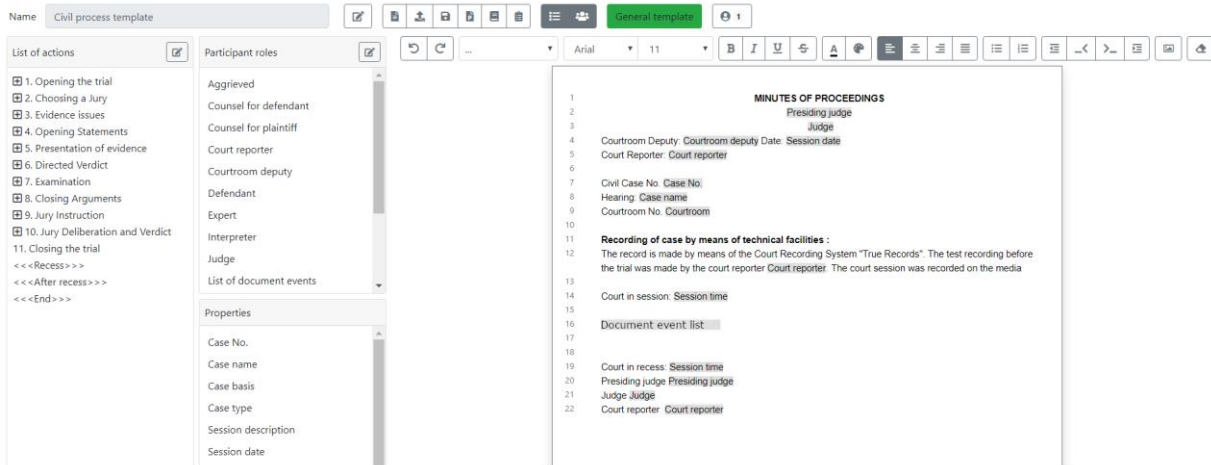


Fig. 31. Example of Prepared Minutes Template

6. Records and Minutes Templates

6.1. Sessions' List Operations

6.1.1. Sessions List View

1. Press **Search** for sessions from the main menu.
2. Use the cursor or mouse keys to scroll the list up and down.
3. Select a session to continue (tick the box in the first column) or create a new one.

	Case No.	Case name	Case status	Session date	Session status	Courtroom
<input type="checkbox"/>	SE-00509	Live test	Opened	05.09.2019, 11:31	Finished	SE_VD1
<input type="checkbox"/>	SE-003	Softencoder 03	Opened	04.09.2019, 18:38	Finished	SE_VD3
<input type="checkbox"/>	SE-001	Softencoder	Opened	04.09.2019, 17:19	Finished	SE_VD1
<input type="checkbox"/>	TR0101	Secondary test with ezvis	Opened	04.09.2019, 16:50	Finished	ezvis
<input type="checkbox"/>	TR004-09	Case details in short (копия от 2019-09-04 16:44)	Opened	04.09.2019, 14:23	Finished	112
<input type="checkbox"/>	TR004-09	Case details in short	Opened	04.09.2019, 14:23	Finished	ezvis

Fig 32. Court Sessions List

6.1.2. New Session Registration

Push the **Create** button in the **Sessions** tab.

The screenshot shows the 'Register a new session' dialog in the TRUE RECORDS system. The dialog is divided into two sections: 'Case type' and 'Session'. The 'Case type' section includes fields for 'Case No.' (11/7/2019-003), 'Case name' (Enter data), and 'Case type' (Not specified). The 'Session' section includes fields for 'Courtroom' (Court room 101) and 'Minutes template' (Criminal process template (General)). At the bottom right, there are 'OK' and 'Back' buttons.

Fig. 33. Dialog of a New Session Registration.

1. Fill in the required fields: case number, case name (both are mandatory).
2. Select the courtroom where the session takes place.
3. Select the appropriate minutes' template to form the original list of actions and participants of the court session.

6.1.3. Court Participants

It is possible to supplement the list of actions and court participants with new elements, or to change existing ones during the session.

To do this, switch to the Edit mode of the corresponding list, as described in the **Minutes Template Editing** section and add the person to the list.

Also the list of court participants can be imported from the previous court session of this case.

To import court participants, go to the editing mode of the list of participant and click the **Download** button.

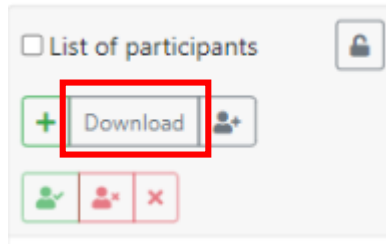


Fig.34. Download Button for Import of List of Participants.

After this a list of sessions will open from which the list of participants can be imported. Select the required court session and the participants from this session will be transferred to the current court session.

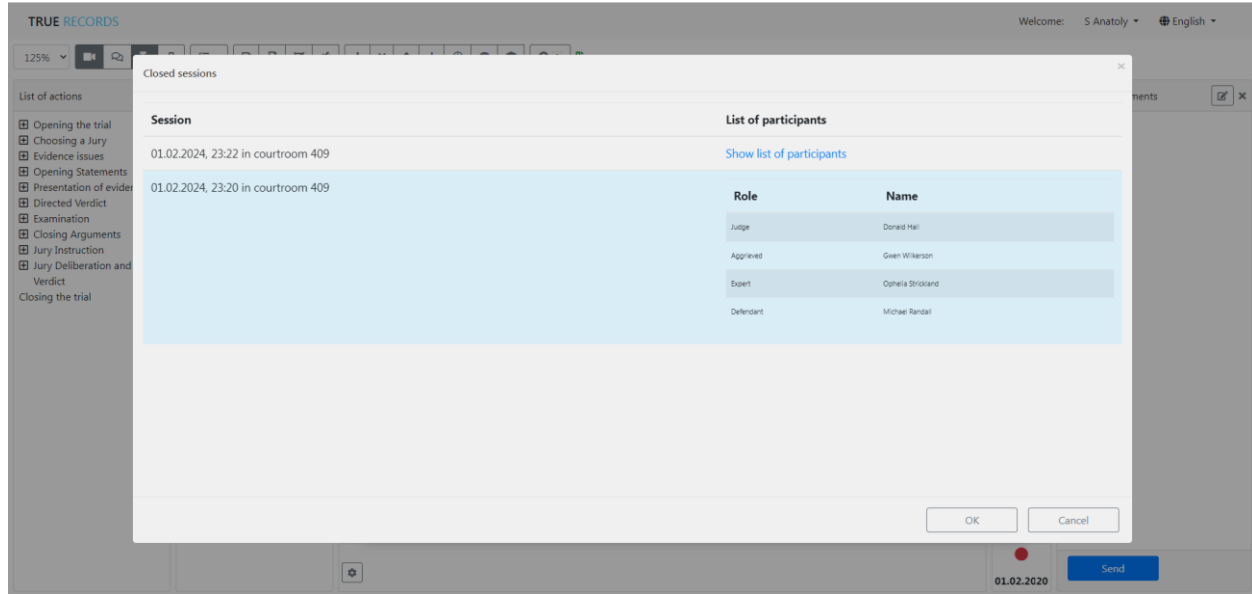


Fig.35. Import of List of Participants.

6.1.4. Recording and Annotating

To start audio-video recording follow these steps:

1. Open an existing session or register a new one as described above.
2. Click on the record start button (red circle) at the bottom of the minutes window:



The current time and date of the recording is shown under the **Record** button.

3. After a short load, the record button will change to a stop button (black square), indicating that recording has started.
4. The **time and date** below the stop button indicate the time recorded in the minutes.
5. **Record started** will be displayed in the list of actions of the minutes.

To stop audio-video recording follow these steps:

1. Press the **Record stop** button in the **Edit Mode** of the minutes.



2. The button will change to a red circle.
3. **Record end** will be displayed in the list of actions of the minutes.

If free space in the storage is less than permitted, the court secretary will be notified of the remaining available time to continue recording until the storage is full. After that, the system will automatically stop recording.

After stopping the recording, the session recording can be continued.

To do this, press the **Record start** button again.

If the break of the session is rather long, you can exit the session recording interface during the break and continue working with other sessions.

In this case, to continue the recording, select the session to be continued and select the **Continue session** menu in the additional **More** menu - then the interface of recording and minutes taking of this session will open and you can start recording the session by pressing the **Record start** button.

It is also possible to continue a session after a break in another courtroom.

In order to do this, it is necessary, after moving to another courtroom, to log in again under your user's account and open the session to continue as described above.

To perform diagnostics of video and sound sources operability on the recording station in the courtroom, the mode of direct monitoring of video and sound levels can be switched on.

To view the video image and audio levels, press the **Direct monitoring** button in the interface of the current session after the start of recording.



Fig.36. Direct Monitoring Button of Playback Panel.

An additional tab with a live preview window in the browser will open.

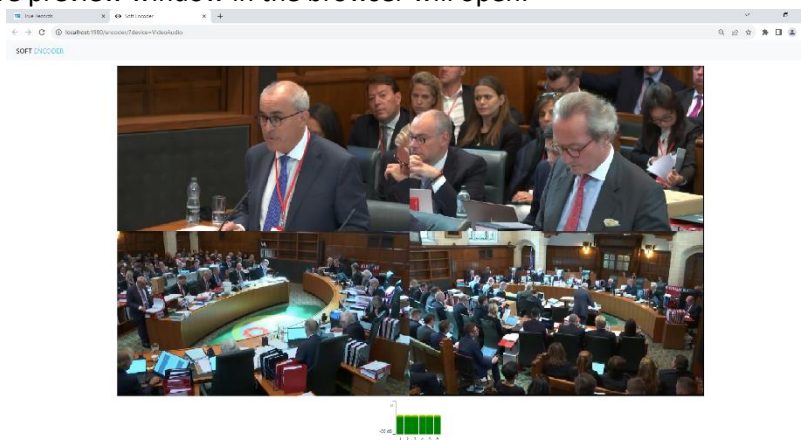


Fig.37. Live Preview Window Display

It is also possible to listen directly to the audio source by connecting headphones to the line output of the audio interface summed channel or by enabling playback of the current recording in the interface of the currently recorded session. To switch on playback, press the **Play** button.



Fig.38. Play Button of Playback Panel.

You can also use the playback function during recording to listen to an earlier recorded portion of the court session while its recording is in progress.

To exit the playback mode, press the **Stop** button.



Fig.39. Stop Button of Playback Panel.

In case of recording failure due to communication breakdown between the recording station and the server, the system registers an automatic event "recording aborted" in the minutes of proceedings, notifies about the error with an audible signal at the recording station and initiates the procedure of recording resumption.

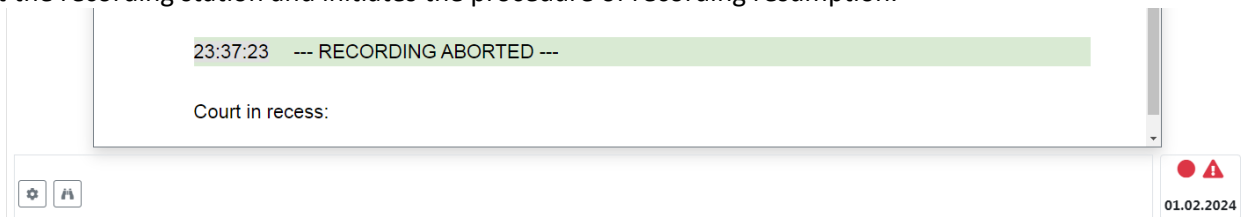


Fig.40. Recording Error Display in Minutes of Proceedings.

As soon as the connection between the server and the recording station is established "recording will be automatically resumed", an automatic event "**recording started**" will be added to the minutes.

In case of communication failure between the server and the recording station, the system continues recording to the backup storage of the recording station.

At the end of court session recording, the missing fragment can be restored on the server from the backup storage using the automated procedure of recording restoration.

Annotating

The system allows starting the recording without creating a session minutes.

In this case the session minutes will contain only two automatically added actions of recording start and recording stop.

In order to create the session minutes with adding the session actions (events) by the court secretary, the following steps should be done:

1. Place the cursor in the list of actions(events) of the minutes during recording.
2. The system will set the action editing frame to the selected action.
3. Enter the action, participants and action description.

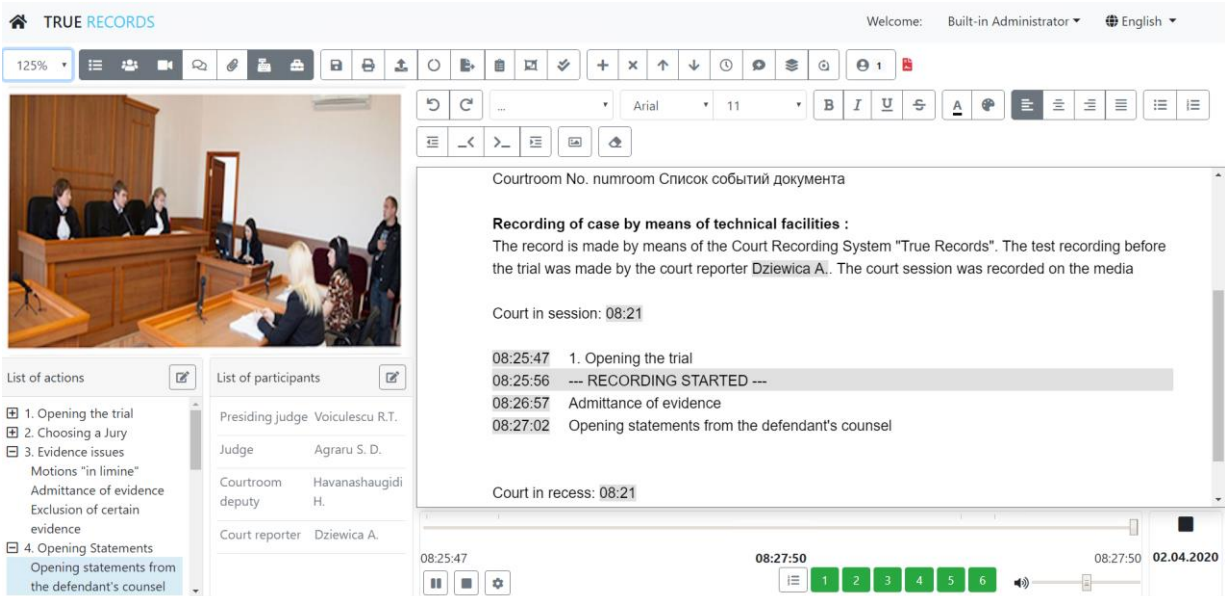


Fig 41. Recording of Session with Events Annotating.

To prevent loss of text of minutes of proceedings, it is automatically saved to the server at a predefined interval. The time of the latest saving of minutes of proceedings is displayed in the toolbar of the session interface.

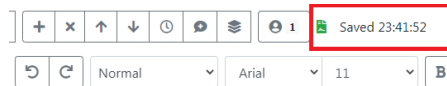



Fig 42. Court Session Saving.

6.1.5. Comments to Events

The system allows users who prepare the minutes, or judges who observe the preparation of the minutes to supplement events recorded in the minutes with private or public annotations (notes).

In this case, public comments will be visible to all users working with the minutes in the viewing or editing modes and private comments - only to the user who made a note.

To add a comment, follow these steps:

1. Click on the **Add Comment** icon  to the right of the event.
2. A comment list on this event will open.
3. Enter the comment text in the input field.
4. Mark, if needed, private access to the comment. By default, all comments are public.
5. Click the **Add** button.

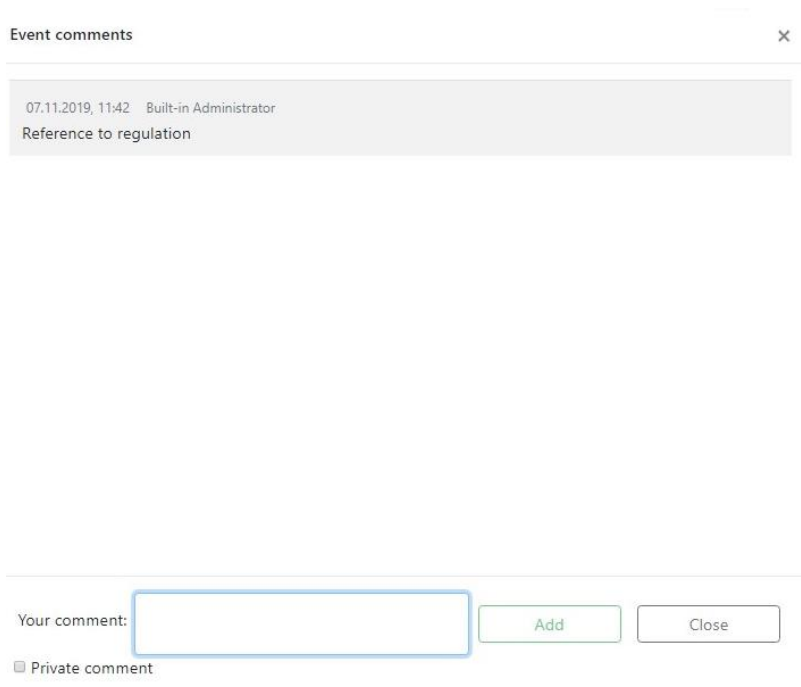


Fig. 43. Comment adding and viewing

6.1.6. Users Chat

SRS True Records allows working together with one court session for several users (e.g. secretary and judge). One user can see what text is being typed by another user and if necessary send him/her a message in the common chat on the document.

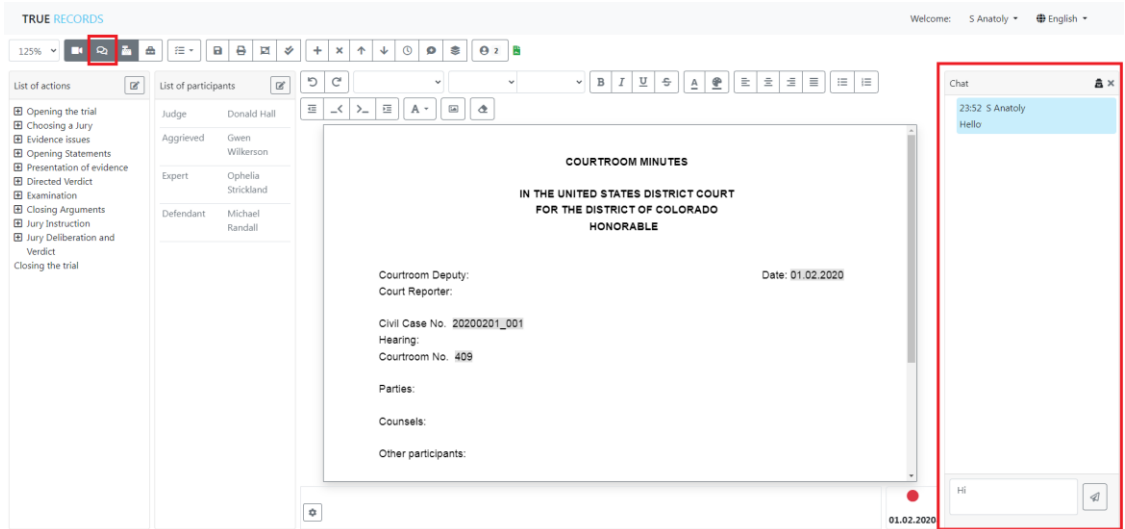


Fig.44. User Chat Display.

The minutes viewing is available for all sessions to which the user has read access or read and edit access.

6.2. Recording Playback and Minutes Viewing

The minutes viewing is available for all court sessions to which the user has read access or read and edit access.

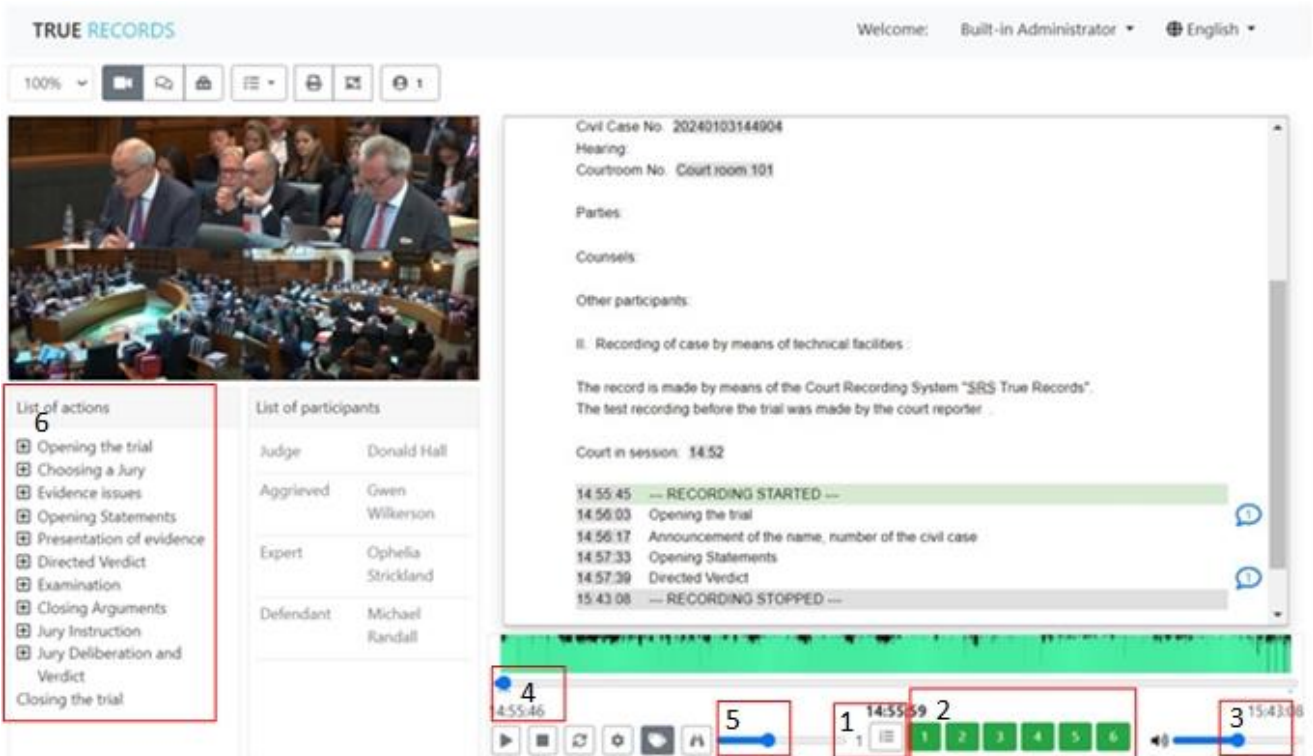


Fig. 45. Minutes Viewing with Audio-Video Playback

Playback of audio records and editing of court session records on any multimedia computer connected to the server without the installation of additional player software, is provided by the following functionality:

- By pressing the button of the extended settings (1) the individual volume control per channel appears:

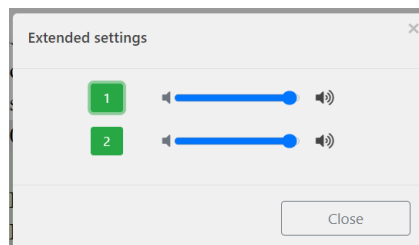


Fig.46. Extended Settings Window.

- The system by default can produce only the simultaneous synchronized multichannel audio and video recording since it is developed on a web-streaming technology (2). Quantity of buttons depend on the number of the recording audio channels.
- The system displays the recording channels in the main screen and any combination of channels can be created by selecting the number of the channel on the playback panel (2). The selected channel is highlighted in green, unselected channel will be white.

- The general volume slider (3) is used to set audio volume for all channels at once.
- Moving the position of playback slider (4) will highlight the paragraph of text related to the selected playback position. The highlighted paragraph is marked with green background.
- Clicking of the paragraph in a text will move playback slider (4) to the position of time related to the selected text.
- Playback speed slider (5) is used to set the speed of records playback. The playback speed changes don't change the voice quality.

Automation of text typing by auto-text substitution is implemented by the following features:

- Insertion of events by double-click on an item in the list of actions (6) provided by selected template (see more details about templates in the par. 5.4)
- Use of auto-text substitution by typing the first letters of the action text and the full-text substitution will be added automatically upon the user's choice.

Automation of text typing by replacing the user's letter combinations or abbreviation with full text is implemented by the following features:

- The court secretary, under the **Auto-text** tab of template management section, can create an auto-text assignment, a shortcut and a substitution text which will correspond to the created shortcut.

The screenshot shows a web interface for creating auto-substitution. At the top left, it says 'TRUE RECORDS'. At the top right, it says 'Welcome: Elena' and 'English'. Below that is the title 'New auto-substitution'. There are two input fields: 'Shortcut' and 'Substitution text', both with 'Enter data' placeholder text. At the bottom right, there are 'OK' and 'Back' buttons.

Fig.47. Creation of Auto-Substitution Texts

- The created shortcuts can be added into the minutes of proceedings in the same way as actions of the list of actions.

6.3. Session Selection for Viewing and Editing

1. Session search is done in the following way:

- In the list, you can search by "Case number".
- Additional search options for sessions are available by clicking the "Additional search parameters" button.
- The "Text" attribute for searching in: "Case number", "Case name", "Search in the text of the minutes" (in the layers "General", "Minutes", "Transcript", "ASR", "Participants", also by the attributes "Session

date", "Case status", "Case importance", "Session status", "Session room". Check the box "Remember filter parameters when you close the browser" to save the search query.

2. Point to the required session with the mouse.
3. The selected row is highlighted and the **View** and **Edit** buttons activated.

6.4. Hot Keys at Session Minutes Editing

6.4.1. Minutes Editor Hot Keys:

Shift + Left/Shift + Right – to switch between event input fields (event-> participant-> annotation)

Shift + Up/Shift + Dn – to move between events.

Shift + Enter – to add a line.

Ctrl + F – to search for a minutes (search by browser means on a page).

Ctrl + S – to save the minutes.

- Down/Up – to select a text hint option in the minutes' editor;

- Left Ctrl+Alt+1 /2 /3 – to assign the text layer;

- Ctrl+Shift+Enter – to transfer part of the text from ASR layer to the fragment for transcribing;

- Ctrl+Alt+Enter- to create a new event with a time stamp by ASR word stamp.

6.4.2. Playback Control

Ctrl+Space и (F7/ F8)- to play back/stop.

Ctrl+Enter и (Alt-T) – to add a new event.

Alt+Right – to play back with 10 seconds jump forward.

Alt+Left - to play back with 10 seconds jump back.

6.5. Session Minutes Editing

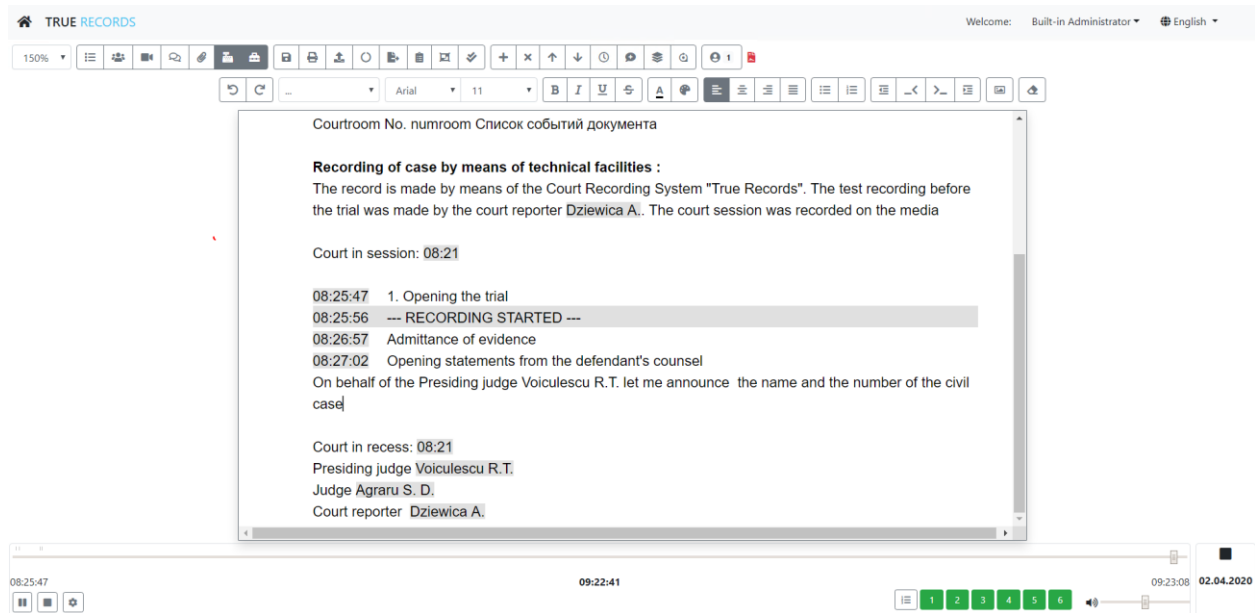



Fig. 48. Editing of Events of Session Minutes

1. Select a session to edit.
2. Press the **Edit** button.
3. If needed, add events from the list of actions.
4. Navigate CTRL + up (or down) in the list of events and make adjustments.
5. Moving inside the event title in the minutes can be done using CTRL + left (or right) or with the mouse.
6. Enter the minutes' text.

6.6. Minutes Printing and Downloading in DOCX format

To print the minutes of proceedings on the minutes form, click the **Print** button . Review the suggested format for the text on the document page. Continue printing the document from the operating system's print dialogue box.

To print the document in the Minutes preview and print window, click the **Print** button.

To download the document in pdf format, click the **Download** button.

If you need to receive the minutes in docx format, click the **Download DOCX** link on the preview form.

Note: To display the paragraph numbers when printing the document, select the option to display paragraph numbers on the page - the **Document display** button .

7. Tasks Management

7.1. General Principles

Task is a command to run a specific (or any free) agent of the specified type to perform operations with data in accordance with user-specified parameters.

The task defines the data set needed to perform the action:

- Recording of session media files and related files on CD / DVD

A recording task is created for each case individually.

Agent (task processor) is a system component or external executable module installed on a specific PC and performs tasks of a specific type based on user-specified parameters using the processing power and hardware of the PC on which it is installed.

The system supports task queue formation, task scheduling, and task processors status monitoring.

Tasks Management Server provides the following functionality:

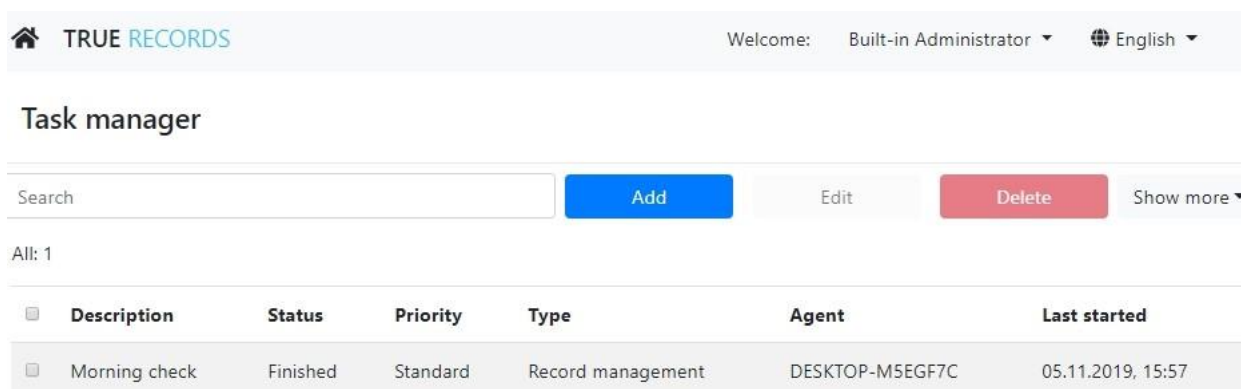
1. Tasks management:
 - Registration of new tasks upon command from other modules of the system.
 - Provision of a list of up-to-date tasks for agents of a certain type.
 - Tasks status change upon command from the respective agents.
2. Registration of task processors.
3. Monitoring of active agents and their statuses update.
4. Provision of the agent with information about the system composition.

7.2. Task Manager

The task management server is used to determine the volume, priority, and executors for each task that is generated - a set of actions performed by a specialized processor over the specified data.

The system allows viewing a list of tasks to monitor the execution status and the assigned executors-processors.

IMPORTANT: Before using the CD/DVD burner service, read the **Configuring the CD/DVD Burner Processor** section and install the burner service.



The screenshot shows the 'Task manager' interface in the True Records system. At the top, there is a navigation bar with the True Records logo, a 'Welcome:' message for 'Built-in Administrator', and a language dropdown set to 'English'. Below the navigation bar, the 'Task manager' title is displayed. A search bar is present, followed by 'Add', 'Edit', and 'Delete' buttons, and a 'Show more' dropdown. The main content area shows 'All: 1' task. A table with columns for Description, Status, Priority, Type, Agent, and Last started contains one row: 'Morning check', 'Finished', 'Standard', 'Record management', 'DESKTOP-M5EGF7C', and '05.11.2019, 15:57'.

Description	Status	Priority	Type	Agent	Last started
Morning check	Finished	Standard	Record management	DESKTOP-M5EGF7C	05.11.2019, 15:57

Fig. 49. Tasks List View

7.3. Session Burning to CD/DVD

Task of burning media files and session minutes to a CD or DVD can be created in two ways:

1. Direct call to create a task from the session minutes' form - when viewing the session minutes, press "Burn to CD/DVD" button to create a recording task from the editor panel.

The screenshot shows a dialog box titled "Save to CD/DVD" with a close button (X) in the top right corner. The dialog contains the following fields:

- Agent:** A dropdown menu with the selected value "DESKTOP-M5EGF7".
- Burn copies:** A numeric input field containing "1" and a range indicator "(1 - 99)".
- Burn attached files:** A dropdown menu with the selected value "Yes".
- Create disc labels automatically:** A dropdown menu with the selected value "Yes".

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Fig. 50. Task Creation from Tasks

2. Task creation from the list form with selection of task type and processing agent.

Also SRS True Records allows adding session records and minutes on the same case to the media(CD/DVD) which was previously burnt. If the media(CD/DVD) has enough free space, the additional recording will be possible. In case there is no free space, the system will request to insert a new media (CD/DVD) to complete a burning task.

Accounting for the number of recordings on external media is available in the **More information** menu from the **Show more** submenu of the **Sessions** list of the Sessions tab.

7.4. Task Processors Management

Task handling agents are network-accessible services that are registered in SRS True Records. The agent registration is performed on a PC where it is installed in the recording service configuration panel. The configuration specifies the system connection parameters and the burning device type.

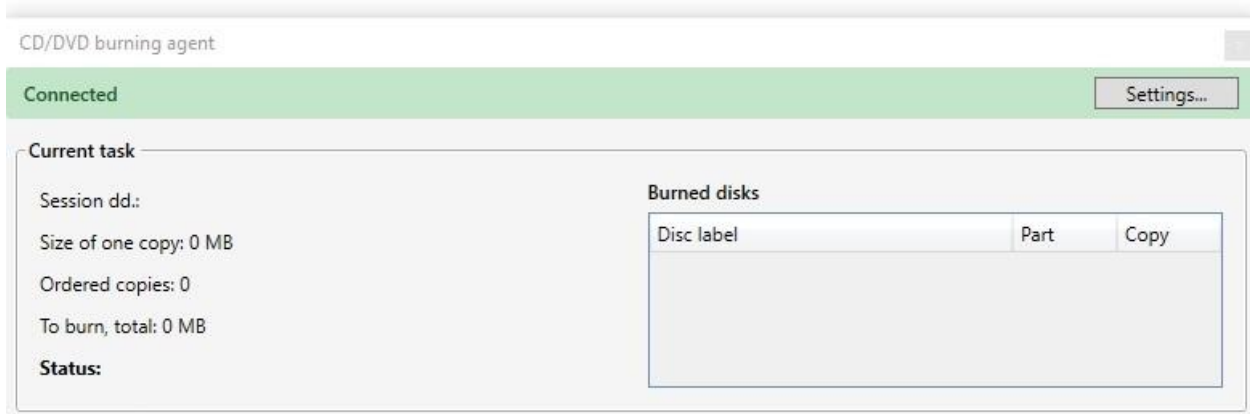


Fig. 51. Successful CD Recording Agent Connection

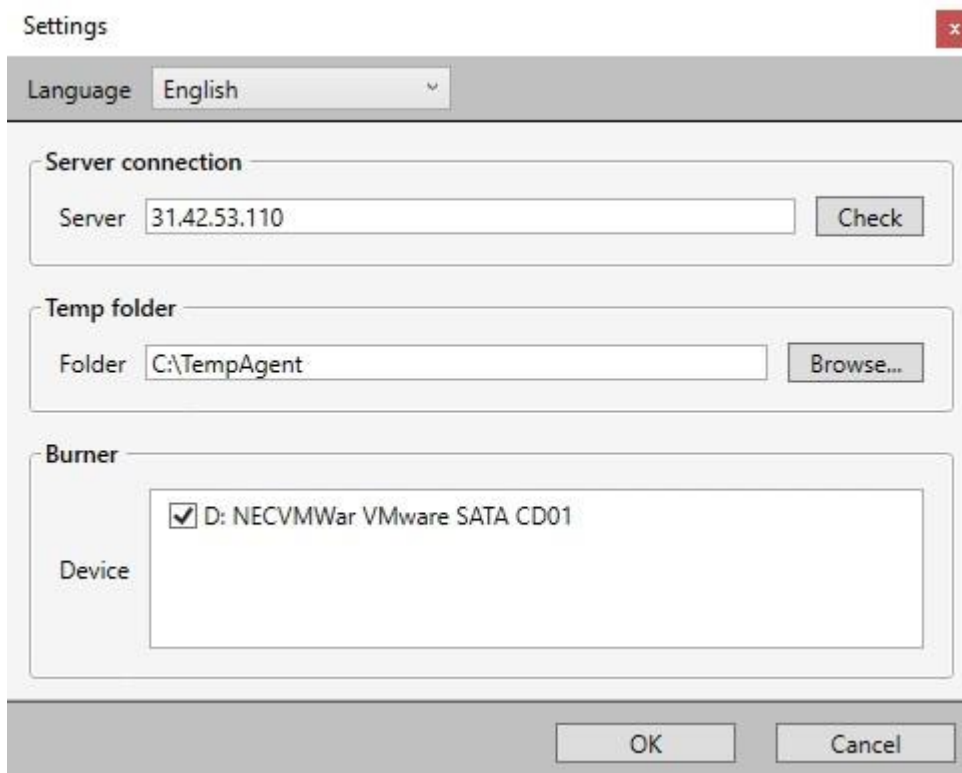


Fig 52. Editing of Connection Data of Recording Agent to CD/DVD

7.5. View of List of Handler Agents

The tasks handlers register themselves in SRS True Records task service when configured correctly.

TRUE RECORDS Welcome: Built-in Administrator English

Manage agents

Search Refresh

All: 2

<input type="checkbox"/>	Name	Type	Version	Last active
<input type="checkbox"/>	● DESKTOP-M5EGF7C	Burn to CD/DVD	1.3.1.0	07.11.2019, 12:20
<input type="checkbox"/>	● DESKTOP-M5EGF7C	Record management	1.0.1.0	05.11.2019, 15:55

Fig. 53. List of task handler agents

7.6. List of current tasks – tasks queue.

The tasks service receives the task requests and puts them into the queue, so the handlers of a specific type can pick up the tasks one by one and execute the required activity.

TRUE RECORDS Welcome: Built-in Administrator English

Task manager

Search Add Edit Delete Show more ▼

All: 2

<input type="checkbox"/>	Description	Status	Priority	Type	Agent	Last started
<input type="checkbox"/>	Export the session Session dd. 07.11.2019, 11:25 in case 11/7/2019-003	In progress	Standard	Photogram export	DESKTOP-M5EGF7C	07.11.2019, 15:22
<input type="checkbox"/>	Morning check	Finished	Standard	Record management	DESKTOP-M5EGF7C	05.11.2019, 15:57

Fig. 54. Tasks queue

8. Import and Export of Recordings

8.1. Import

The media recording can be imported and further annotated in SRS True Records system. The importing process is a multistep workflow consisting of case creation, upload and markup/trimming of the recording.

To import the recording:

1. Press **Show More** button in the list of sessions. The advanced actions menu appears.

2. Select **Import Records**.

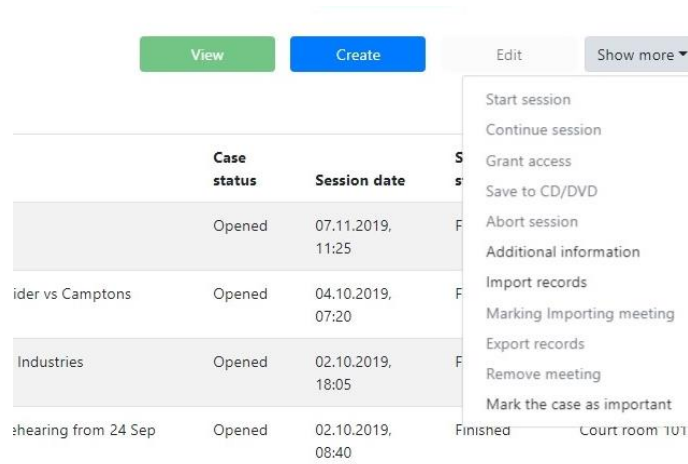


Fig. 55. Advanced actions menu

3. Provide the details about the case and the room the session was taking place.

TRUE RECORDS Welcome: Built-in Administrator English

Import records

Case

Case No.

Case name

Case type

Additional

Session

Date :

Courtroom

Minutes template

Additional

Fig. 56. Case details for the imported recording.

5. The list of the recordings to be imported into this case appears on the screen.
6. Select one or more media files from the local drive to be imported with Select File button and file open dialog.
7. Use Add Break, Delete and sequence changing buttons to arrange the recordings in a proper manner.

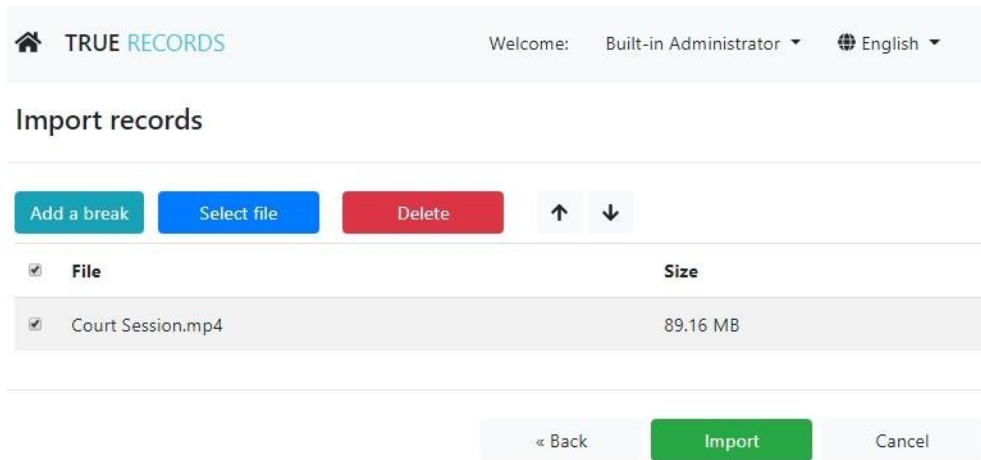


Fig. 57. Record importing sequence

8. Press Import to start uploading the files to the SRS True Records server. The upload may take some time, depending on the performance of your network and the size of the recording files.

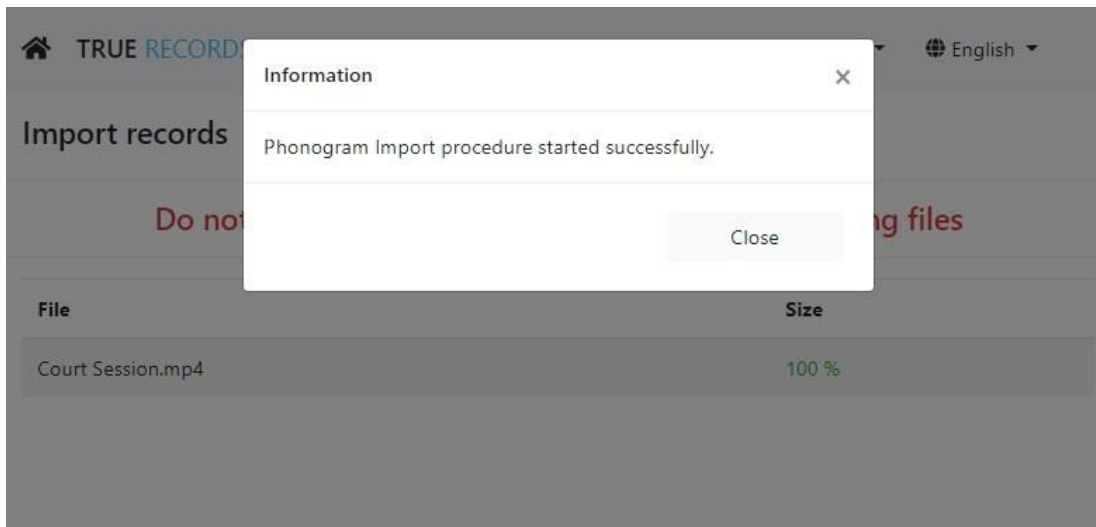


Fig. 58. Completion of upload

9. When the recordings are uploaded the system will notify you with a message that the recordings are being registered in the system storage.
10. Meanwhile the status of the session with the imported recordings can be viewed in the sessions' list.

<input type="checkbox"/>	Case No.	Case name	Case status	Session date	Session status	Courtroom
<input type="checkbox"/>	11/7/2019-003	Civil session	Opened	07.11.2019, 11:25	Recording import	Court room 101
<input type="checkbox"/>	C89-104	Civil case Art-collider vs Camptons	Opened	04.10.2019, 07:20	Finished	Court room 101
<input type="checkbox"/>	Case002	Civil case on ABC Industries	Opened	02.10.2019, 18:05	Finished	Court room 101
<input type="checkbox"/>	Case001	Resolution on prehearing from 24 Sep 2018	Opened	02.10.2019, 08:40	Finished	Court room 101

Fig. 59. List Sessions in the import state

11. After completion of the import you have to set the desired beginning, ending and the pauses (where needed) of the actual media track. The session status will indicate this with “Awaiting Markup”

<input type="checkbox"/>	Case No.	Case name	Case status	Session date	Session status	Courtroom
<input type="checkbox"/>	11/7/2019-003	Civil session	Opened	07.11.2019, 11:25	Awaiting markup	Court room 101
<input type="checkbox"/>	C89-104	Civil case Art-collider vs Camptons	Opened	04.10.2019, 07:20	Finished	Court room 101
<input type="checkbox"/>	Case002	Civil case on ABC Industries	Opened	02.10.2019, 18:05	Finished	Court room 101
<input type="checkbox"/>	Case001	Resolution on prehearing from 24 Sep 2018	Opened	02.10.2019, 08:40	Finished	Court room 101

Fig. 60. The recording is imported and awaits markup.

12. Select Marking-up the imported recording from the Advanced actions menu (More) of the session list.
13. Use the mouse to align the desired points of recording to the beginning and the ending of the session.
14. Click OK to complete the mark up.

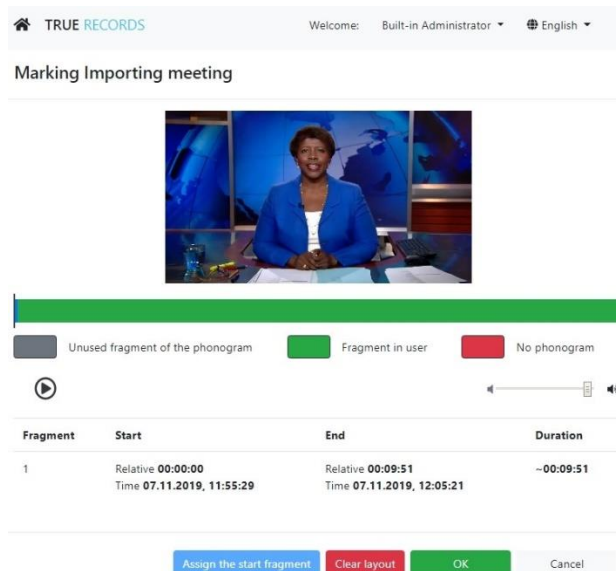


Fig. 61. Phonogram markup screen.

8.2. Media file export

1. Select a session which recording you would like to export.
2. In the advanced actions menu select Export Records. Select the agent to process the exporting task:



Select export agent ×

Agent DESKTOP-M5EGF7C ▼

Fig. 62. Select export agent computer.

3. Select the tracks you wish to export and the format of the exported recording.



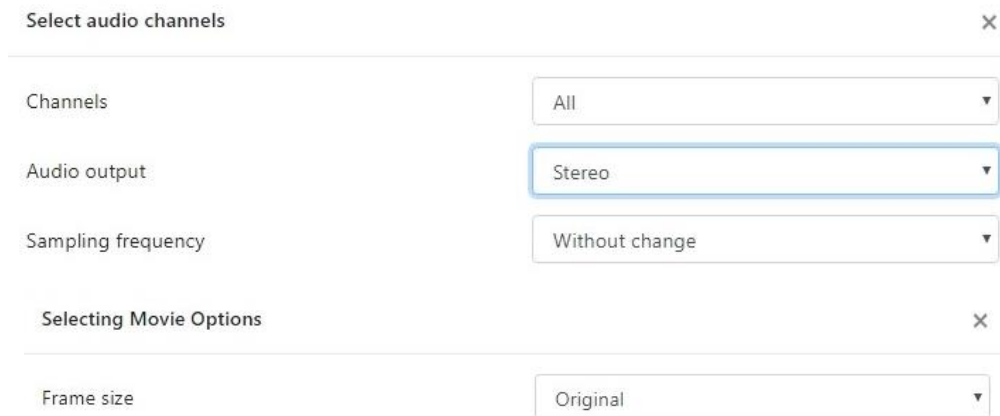
Selecting tracks ×

Audio and Video ▼

Export format ▼

Fig. 63. Track selection screen.

4. Click **Next** to specify the details of export.
5. In case of audio export you will be asked to select the channels, type of audio output and sampling frequency. The frame size will be asked when selecting video track exporting.



Select audio channels ×

Channels All ▼

Audio output Stereo ▼

Sampling frequency Without change ▼

Selecting Movie Options ×

Frame size Original ▼

Fig. 64. Additional parameters of media export.

6. The system will display the export parameters summary before starting the Export. Please use **Start** to proceed with export or **Back** to go to the previous screens and amend the parameters

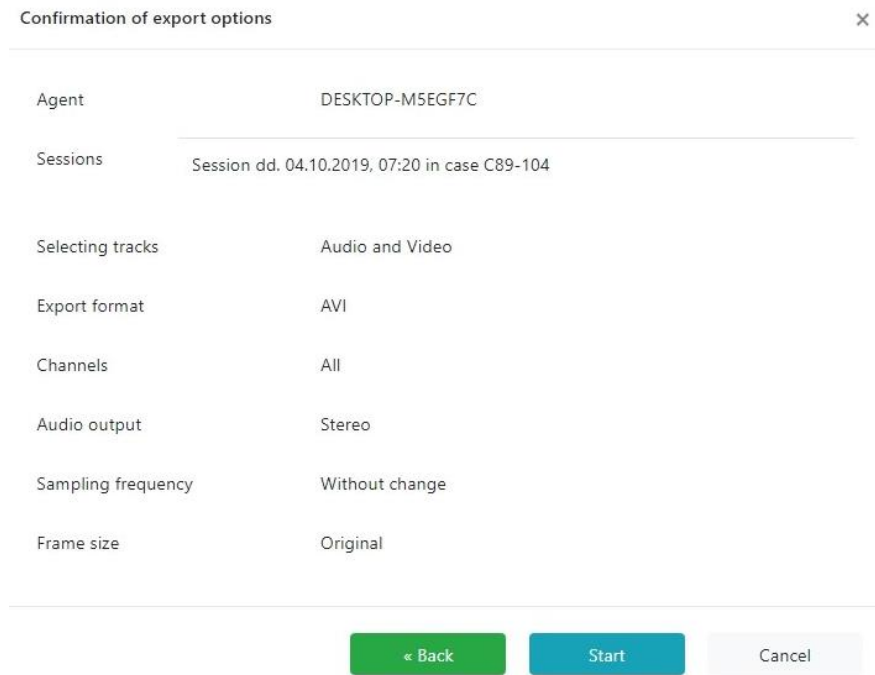


Fig. 65. Export parameters summary screen.

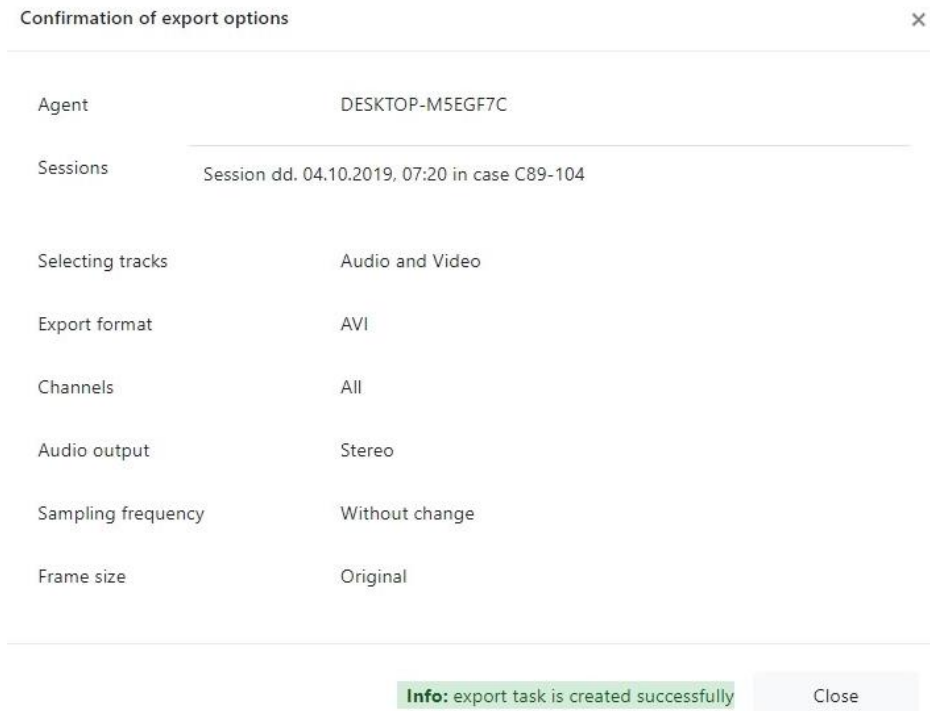


Fig. 56 Export completion screen.

9. Functional Specifications

- Simultaneous digital multi-channel audio recording
- High resolution video recording
- Simultaneous work with documents by multiple users
- Automatic delivery of draft transcript by means of speech recognition
- Centralized storage of audio-video recordings and court sessions annotations, transcripts
- Flexible role/group access control system
- Recording management, editing of annotations, transcripts of court sessions and audio-video recordings playback via the WEB interface from any workplace during a court session or after its end
- Local and centralized management of recordings in courtrooms
- Playback of audio recording of a court session while the recording is in progress
- Document autosaving with possibility of restoring previous changes in the minutes of proceeding
- Automatic saving of audio video recordings on the recording PC and on the server simultaneously
- Shortcuts for recording control, creating timestamps and playback control
- Optional adding of electronic documents attached to the case in addition to the minutes, audio video recordings which were burnt to CD/DVD
- Import of audio-video recordings made by other systems and devices
- Converting the records of the hearing to pdf or docx format files with preserved text formatting
- Export of audio video recordings
- Search for a text in sessions minutes at session minutes editing and viewing
- Automatic control of the free space on the server before the start and during recording
- Dynamical scaling of free storage space by adding new local or network file resources
- Automatic migration of earlier created recordings to file resources with longer access time when local file storage is full
- Ability to record without minutes
- Possibility of making a break and continuing the recording of the court process after the end of the break
- Possibility of changing the courtroom during the trial and continuing the recording in a new courtroom
- Creation of minutes/annotations/transcripts on the basis of unified templates
- Online web editor of minutes/annotations/transcripts
- Typing automation due to using tooltips and pop-up abbreviations
- Public and private note-taking on events of the court session
- Incorporation of electronic documents to court records and import of third-party records
- Online chat on collaboration on documents
- Court sessions scheduling
- Search for court sessions by various parameters
- Saving of audio-video records and annotations, transcripts to CD/DVD with division into several discs
- Simultaneous recording of copies of court records to several discs
- High recording reliability
- Service logging of system events with user logins and logouts, emergency cases etc.
- Integration with document management systems through protected API
- Automatic speech recognition technology integration

10. Technical Specifications

Function	Parameter / description
Number of recording channels	<ul style="list-style-type: none"> • 1÷6 audio channels • 1 video channel
Audio compression algorithm	<ul style="list-style-type: none"> • AAC
Sampling rate	<ul style="list-style-type: none"> • 16 kHz • 32 kHz • 48 kHz
Bit depth	<ul style="list-style-type: none"> • 16 bits
Recording capacities	<ul style="list-style-type: none"> • Minimal volume of audio recording - not more than 559 MB per hour
Video compression algorithm	<ul style="list-style-type: none"> • H.264
Supported formats for import of audio-video recordings	<ul style="list-style-type: none"> • WAV, MP3, MP4, AVI formats including multi-channel audio files
Supported formats for export of audio-video recordings	<ul style="list-style-type: none"> • WAV, MP3, MP4
Automatic splitting of records	<ul style="list-style-type: none"> • Default duration of records fragment - 60 minutes
Video resolution	<ul style="list-style-type: none"> • Minimum from 640x480 • Maximum up to 1920x1080
Frame rate	<ul style="list-style-type: none"> • From 10 fps to 30 fps
Encoding bit rate	<ul style="list-style-type: none"> • From 512 kbit/s
Synchronization with audio recordings	<ul style="list-style-type: none"> • Supported
Audio/video playback speed changing	<ul style="list-style-type: none"> • From 0.5 to 2 times
Storages for records	<ul style="list-style-type: none"> • Main storage (on the server); • Backup storage (on the recording PC); • Optical discs (CD/DVD)
Functionality monitoring	<p>Visible and audible alarm notifications:</p> <ul style="list-style-type: none"> • Functionality of recording server • Free space on disc
Client supported operating systems	<ul style="list-style-type: none"> • Microsoft Windows/Linux/Mac IOS/Andoid family
Direct monitoring	<ul style="list-style-type: none"> • Direct monitoring of quality of audio signals during recording • Direct video signal control during recording by viewing the video source
Integration with court document/case management systems	<ul style="list-style-type: none"> • Web-services

