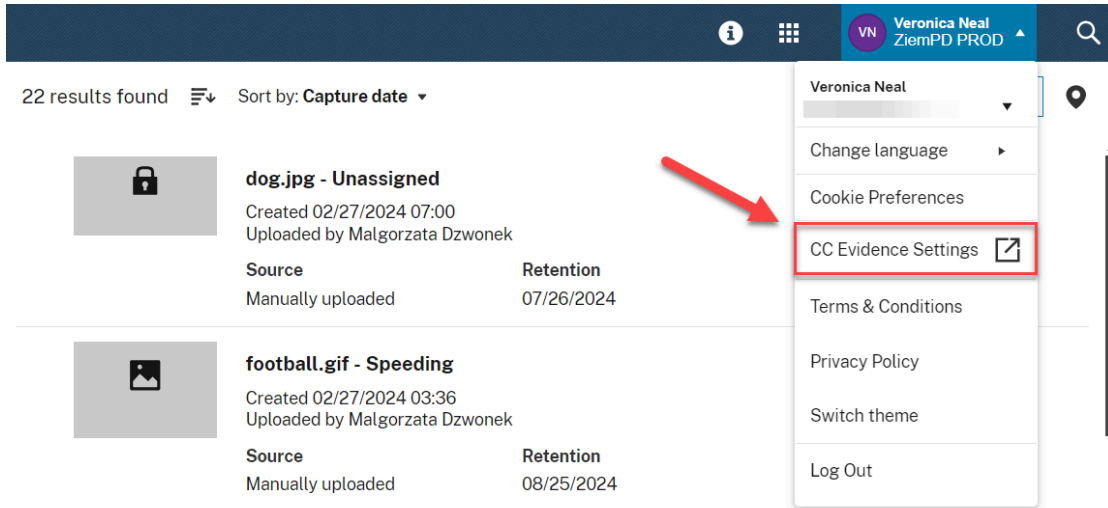


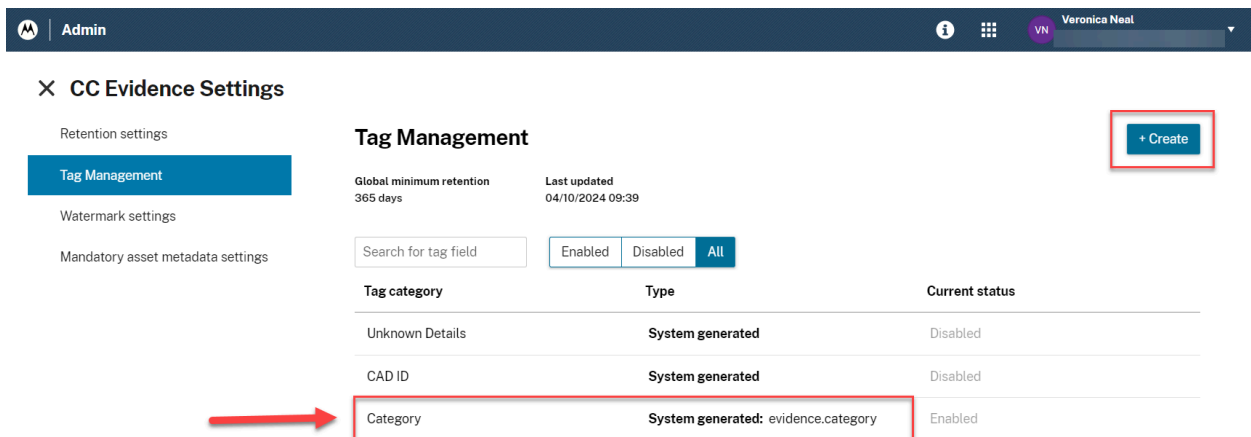
CommandCentral Evidence Tag Management Quick Reference Guide

1. Navigate to evidence.commandcentral.com and log in with your agency admin credentials. Click your name on the top right, then click **CC Evidence Settings**:



2. Create or Modify existing Tag - Category Tags

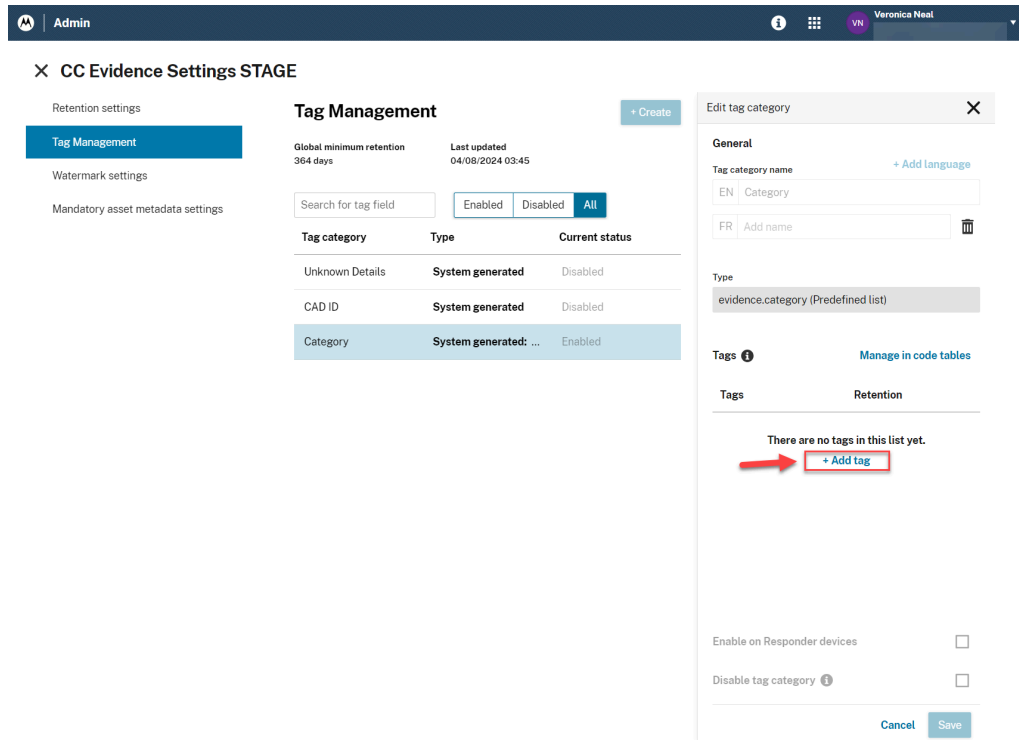
Category (System Generated) is where your primary tags should be added. Click to edit retention on an existing tag or add a new tag:



Note: For customers using VideoManager EL (formerly known as Evidence Library), Event Category Tags in VideoManager EL and Category Tags in CommandCentral Evidence must match exactly (case sensitive and spaces) to categorize correctly when events are imported to CommandCentral Evidence.

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3. Create a new Tag
Click **Add Tag** on the right to create a new category:

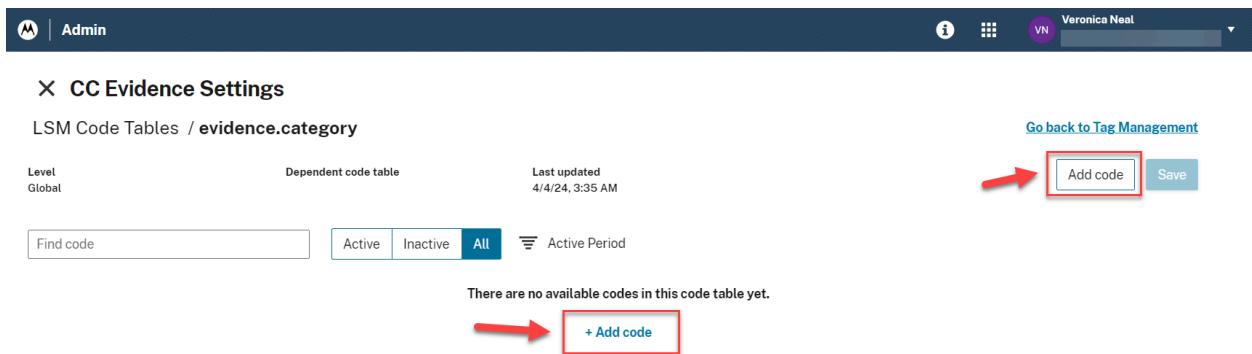


The screenshot shows the 'Tag Management' section of the 'CC Evidence Settings STAGE'. On the left, there are navigation options: 'Retention settings', 'Tag Management' (selected), 'Watermark settings', and 'Mandatory asset metadata settings'. The main area displays 'Tag Management' with a '+ Create' button. It shows 'Global minimum retention' as 364 days and 'Last updated' as 04/08/2024 03:45. Below this is a search bar and buttons for 'Enabled', 'Disabled', and 'All'. A table lists tag categories:

Tag category	Type	Current status
Unknown Details	System generated	Disabled
CAD ID	System generated	Disabled
Category	System generated: ...	Enabled

On the right, an 'Edit tag category' modal is open. It has a 'General' section with 'Tag category name' (EN | Category) and 'FR | Add name'. The 'Type' is 'evidence.category (Predefined list)'. Below, there are 'Tags' and 'Retention' sections. A message states 'There are no tags in this list yet.' with a red arrow pointing to a '+ Add tag' button. At the bottom, there are checkboxes for 'Enable on Responder devices' and 'Disable tag category', and 'Cancel' and 'Save' buttons.

4. Click **Add Code** to create the new category:



The screenshot shows the 'LSM Code Tables / evidence.category' page. At the top, it says 'CC Evidence Settings' and 'LSM Code Tables / evidence.category'. There is a 'Go back to Tag Management' link. Below, there are fields for 'Level' (Global) and 'Dependent code table'. The 'Last updated' date is 4/4/24, 3:35 AM. There is a search bar for 'Find code' and buttons for 'Active', 'Inactive', and 'All'. A 'Active Period' icon is also present. A message states 'There are no available codes in this code table yet.' with a red arrow pointing to a '+ Add code' button. At the top right, there is a '+ Add code' button and a 'Save' button, with a red arrow pointing to the '+ Add code' button.

5. Add the Category to the Code text box:
Optional: Add a **description** (not recommended) or leave blank
Optional: Add **Active Start** and **End** period or leave blank

Add new code

Code: Traffic Stop | Description: []

Active period start: mm/dd/yyyy | Active period end: mm/dd/yyyy

Buttons: Cancel, Save

6. Repeat steps 4 and 5 to add additional tags, then click **Go back to Tag Management**:

Admin | Veronica Neal

CC Evidence Settings

LSM Code Tables / evidence.category

Buttons: Add code, Save

Go back to Tag Management

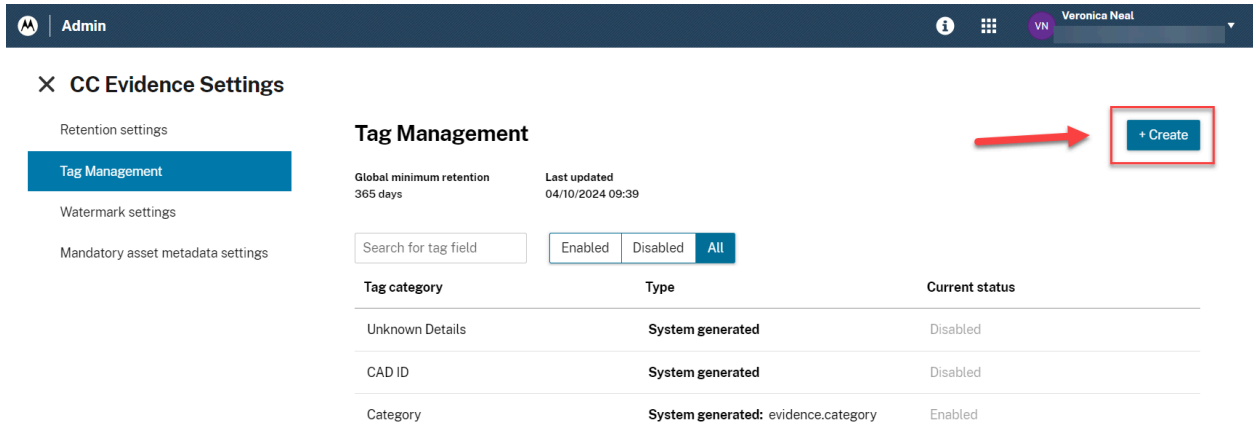
Code	Description	Display Value	Active Period	Dependent Code
Traffic Stop	N/A	Traffic Stop-	N/A - forever	N/A

7. Set Retention Period

Each tag will default to the global minimum retention set in **Retention Settings** on the left. To override the retention setting for a particular tag, click the pencil icon next to the tag.

Note: VideoManager EL has Retention Rules set separately and will not be set automatically for CommandCentral Evidence. You must manually set retention for CommandCentral Evidence. Since VideoManager EL sends a copy of events to CommandCentral Evidence, you can choose to set the same retention rules in both systems or set retention differently in each system.

Optional: Check **Enable on Responder devices** to enable the tag for the CommandCentral Responder application.



CC Evidence Settings

- Retention settings
- Tag Management**
- Watermark settings
- Mandatory asset metadata settings

Tag Management

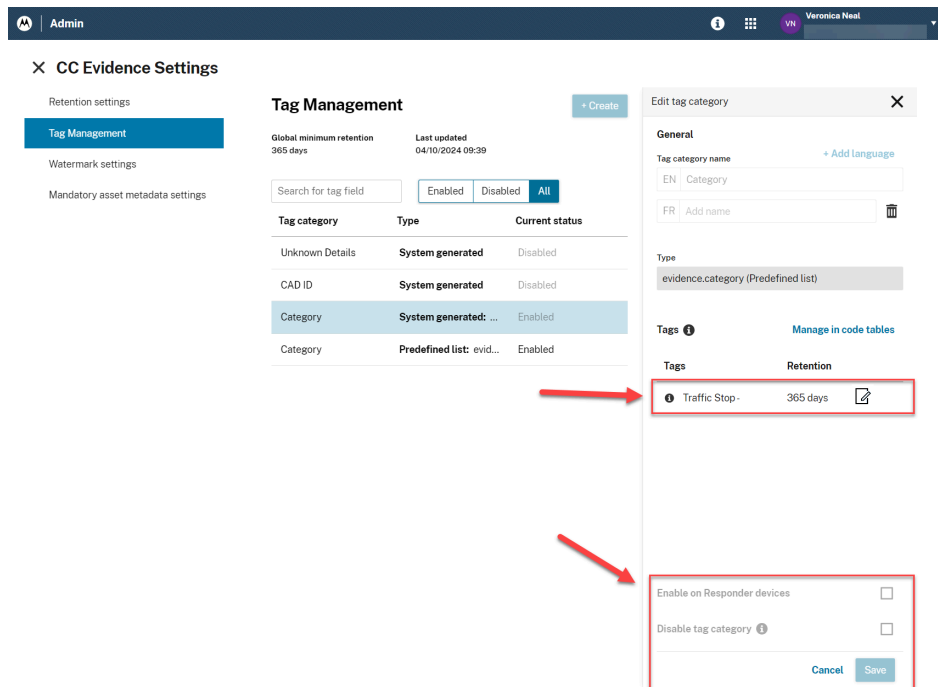
Global minimum retention: 365 days | Last updated: 04/10/2024 09:39

Search for tag field: [Enabled] [Disabled] [All]

Tag category	Type	Current status
Unknown Details	System generated	Disabled
CAD ID	System generated	Disabled
Category	System generated: evidence.category	Enabled

[+ Create](#)

Click **Save** when complete:



CC Evidence Settings

Tag Management

Global minimum retention: 365 days | Last updated: 04/10/2024 09:39

Search for tag field: [Enabled] [Disabled] [All]

Tag category	Type	Current status
Unknown Details	System generated	Disabled
CAD ID	System generated	Disabled
Category	System generated: ...	Enabled
Category	Predefined list: evid...	Enabled

[+ Create](#)

Edit tag category

General

Tag category name: + Add language

EN | Category

FR | Add name

Type: evidence.category (Predefined list)

Tags

Tags	Retention
Traffic Stop -	365 days <input type="button" value="Edit"/>

Enable on Responder devices

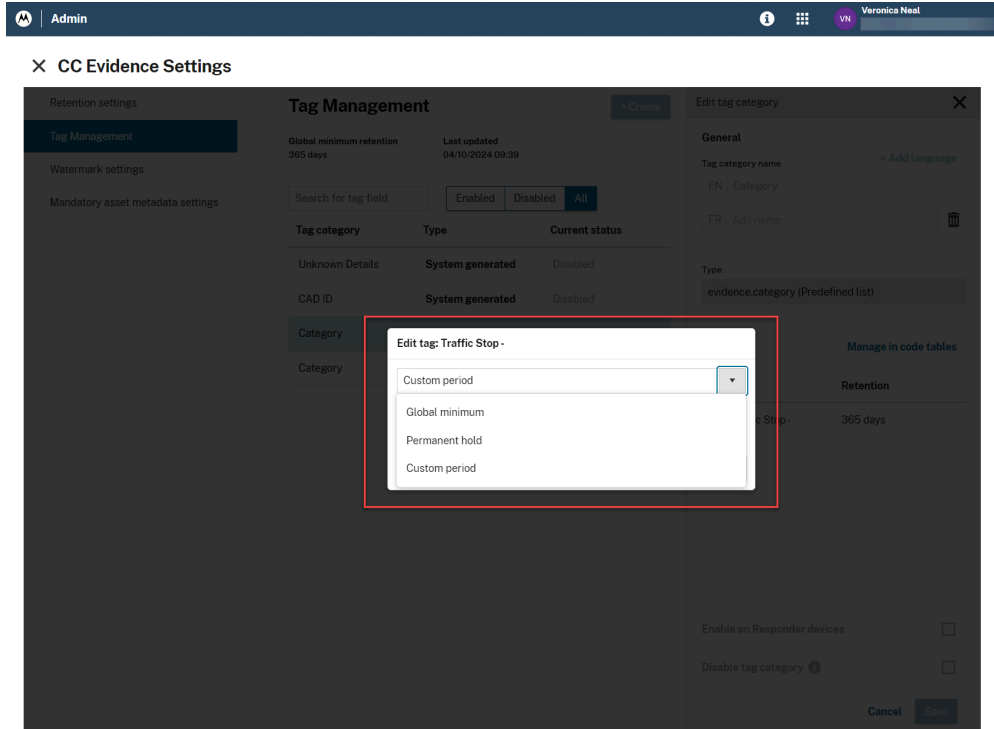
Disable tag category

Global Minimum - The global minimum configured for your agency in Retention Settings

Permanent Hold - Will be saved permanently unless manually purged

Custom Period - Define a custom retention period in days

The retention period can be edited at any time:



8. Optionally Adding New Tag Categories

New Tag Categories can be created by clicking **Create** on the top right, then following the above steps to add tags.