



For **The Record**

FTR Manager™ 7.7

User Guide

For
Windows 10 x64
Windows 10 x32
Windows 11
Windows Server 2022

www.fortherecord.com

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FTR Manager™

Overview

FTR Manager is a suite of software tools for managing FTR® content and is automatically installed with purchased FTR products such as FTR Annotation Suite, FTR Monitoring Suite and FTR Recording Suite.

FTR Manager is a collection of panels, with each providing a range of tasks.

- Export Panel
 - › Save a Copy
 - › Encrypt a Copy
 - › Reformat
 - › Convert Tagged Recordings
 - › Make an Audio CD
 - › Make a DVD
 - › Migrate
- Import Panel
 - › Decrypt
 - › Restore
 - › Ingest
 - › Ingest Zoom Recording
- Seal/Unseal Panel

Help

The following help resources are available:

- FTR Monitoring Suite Setup Guide
- FTR Manager User Guide (this Guide)

Viewing the Setup Guide

The Setup Guide is published in Portable Document Format (PDF) and can be downloaded from the FTR website.

Note: The Setup Guide requires Adobe® Reader®.

Viewing the User Guide

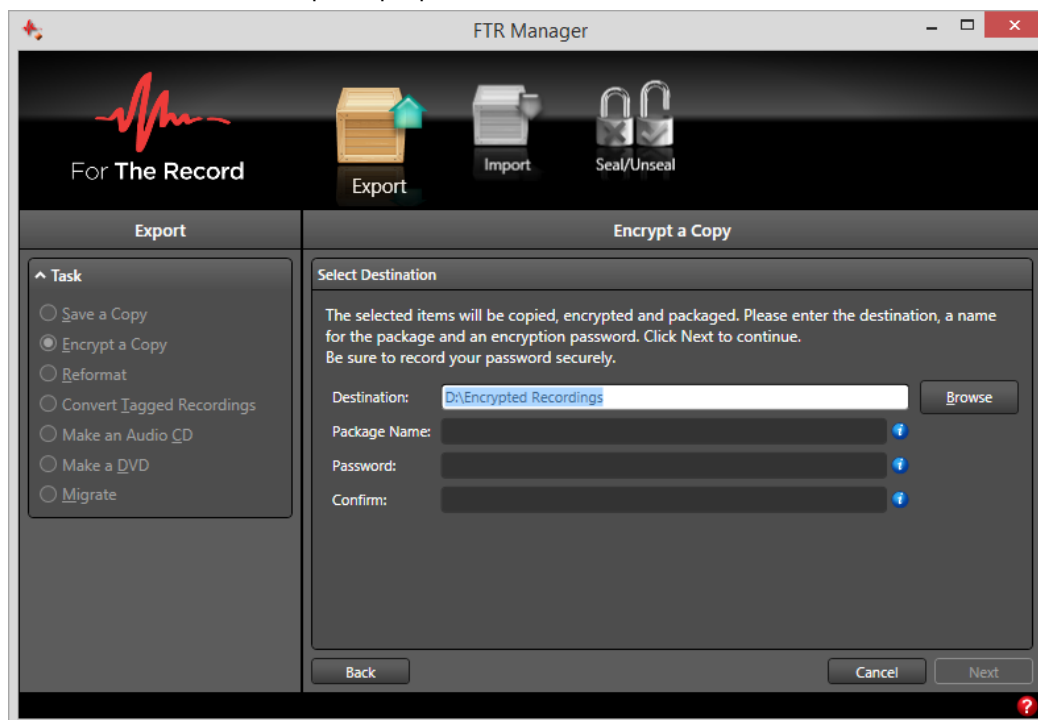
The User Guide PDF is displayed when you click on .

Viewing Information Prompts

While using Manager, you are required to enter information at various points as you perform available tasks. If the required input is not provided, an information prompt is displayed.

Example

To view the information prompt, point to the  icon.



About Manager

The **About** box lists information about your installation.

To display the About box:

1. Double-click the ForTheRecord logo at the left end of the Panel Selector.
2. View the information in the **About FTR Manager** dialog box.
3. Click **OK** to close the **About** box.

Working Environment

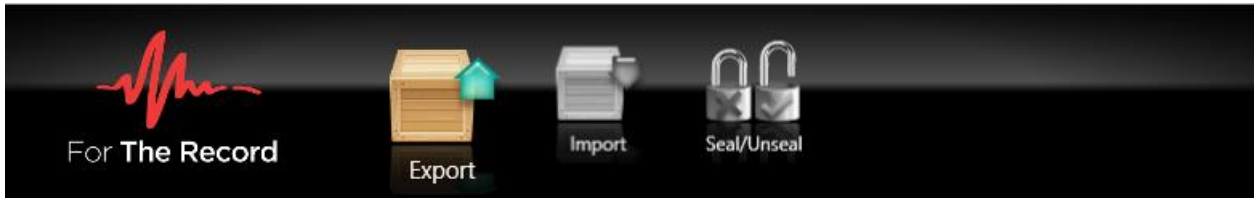
FTR Manager Workspace

Manager consists of a collection of panels, which provide specific tools for performing various tasks to manage stored content.

- Panel Selector
- Task Pane
- Action Pane
- Status Bar



Panel Selector



Use the Panel Selector to select the appropriate panel for the task you wish to perform.



Export panel includes Save a Copy, Encrypt a Copy, Reformat, Convert Tagged Recordings, Audio CD, DVD, and Migrate.



Import panel includes Decrypt, Restore, Ingest and Ingest Zoom Recording.



Seal/Unseal panel: Move recordings and log sheets between sealed and unsealed storage locations.

Task Pane

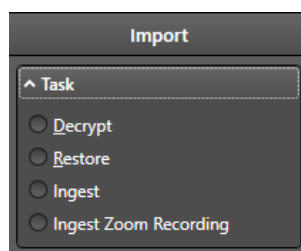
The left-hand pane of the Manager is the Task Pane. There may be one task or a choice of multiple tasks, depending on the selected panel.

Some task panes change as you perform the various processes to complete the task. Most commonly a collection of filters are displayed.

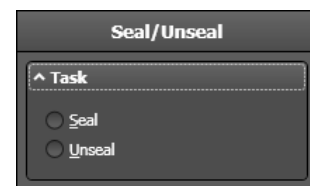
View the starting appearance for the task pane on each panel:



Export Panel



Import Panel



Seal/Unseal Panel

Action Pane

The right-hand pane of FTR Manager is the action pane. This pane is used to perform most of the activities for the chosen panels and task.

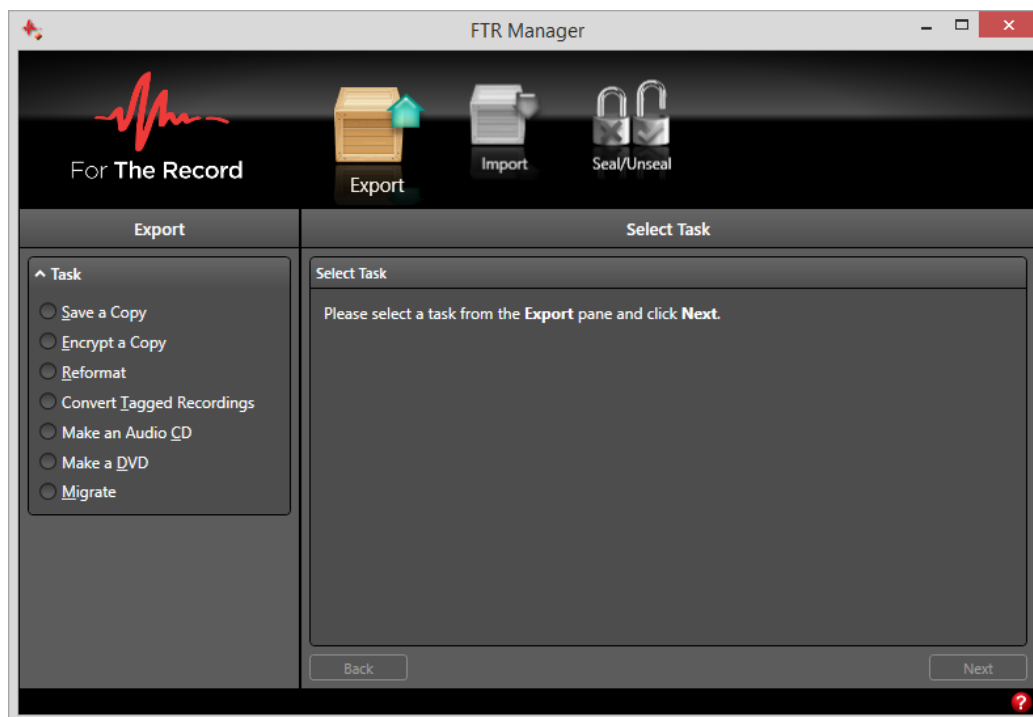
The panels use the action pane to proceed through a series of steps to complete the selected task.

Export Panel

Use the **Export Panel** to copy or move recordings and log sheets from a search folder, player, or open log sheet to another location.

The **Export** pane displays the **Task list** and **Filters** (when required). You can expand or contract the task list or filters by clicking the arrow adjacent to the title.

The right pane displays information about the chosen task and prompts for input at various times as you proceed.

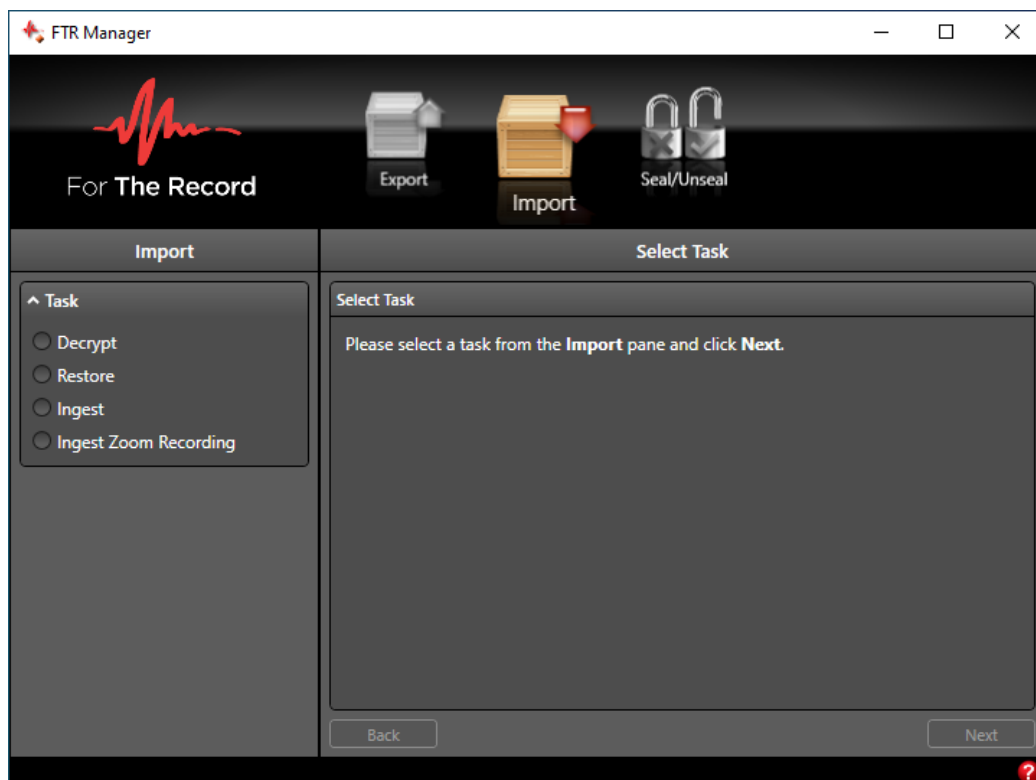


Import Panel

Use the **Import Panel** to copy or move recordings from an external source to an existing search folder.

The left pane displays the **Task list** and **Filters** (when required). You can expand or contract the task list or filters by clicking the arrow adjacent to the title.

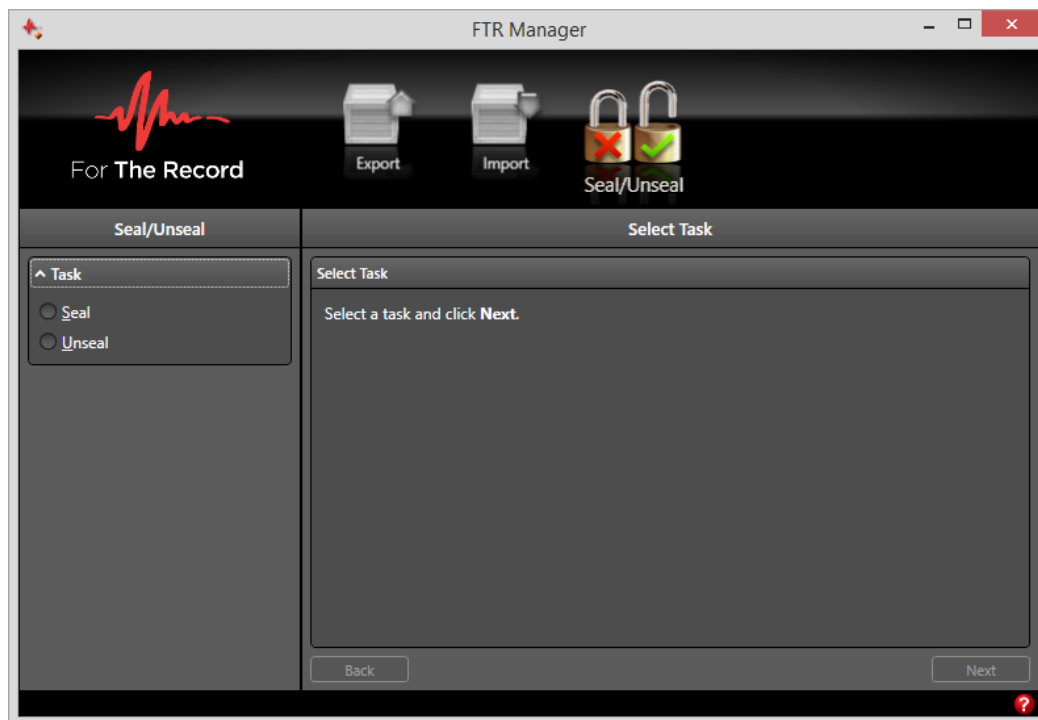
The right pane displays information about the chosen task and prompts for input at various times as you proceed.



Seal/Unseal Panel

When sealing a selection of recordings and log sheets, they are moved from a less secure folder (public or unsealed) to a secure sub-folder (sealed) or optical disc.

The left pane displays the **Task list** and **Filters** (when required). You can expand or contract the task list or filters by clicking the arrow adjacent to the title. The right pane displays information about the chosen task and prompts for input at various times as you proceed.

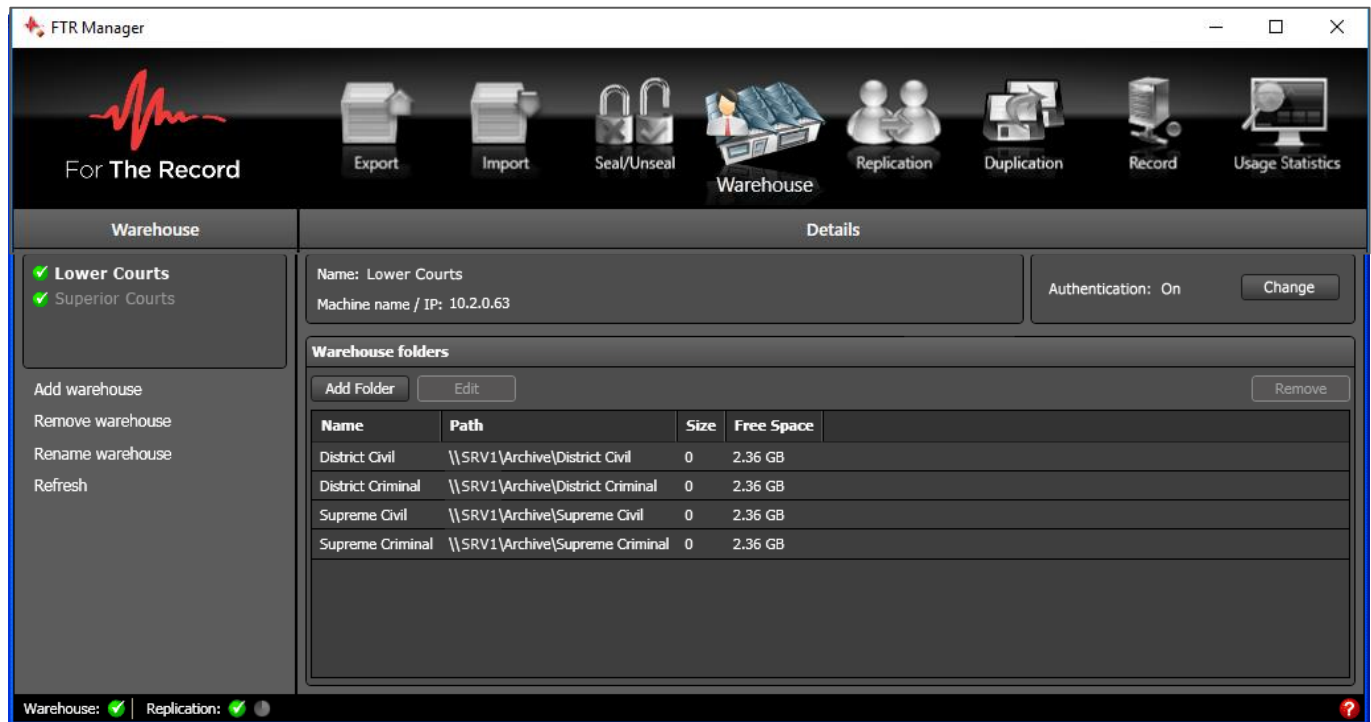


Warehouse Panel

The Warehouse panel is available when FTR Manager - Warehouse Client is installed.

This panel is used to manage warehouses, which are dedicated servers for the storage and maintenance of replicated recordings and log sheets from supported recording devices.

For details on how to set up and configure warehouse servers, please refer to the Warehouse admin Guide.





Warehouse Pane

Select, add, edit, remove, and rename warehouses from this pane of the **Warehouse Panel**.



Warehouse Status Icons

In the Warehouse Pane, an icon indicates the connection status between each Warehouse Panel and the Warehouse.

-  The connection is good and all displayed information is accurate.
-  The connection has failed. Please contact your Systems Administrator.

Warehouse status information is also available from the Status Bar, which is always visible - regardless of the selected panel.

Details Pane

Information about the selected warehouse is displayed in this pane of the **Warehouse Panel**. You can also add, edit, or remove warehouse folders, as required.

Details

Name: TheRecord Warehouse
Machine name / IP: 10.2.0.83

Verification: Off Change

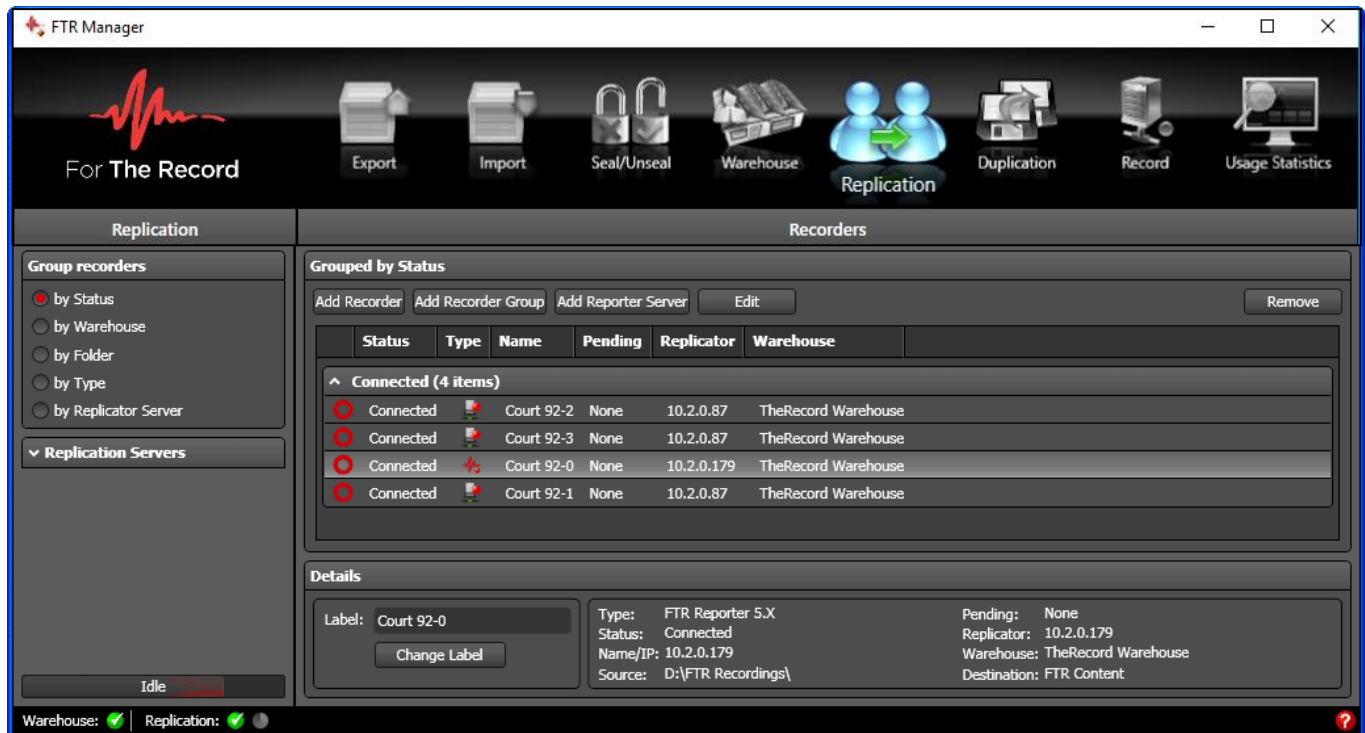
Warehouse folders

Add Folder Edit Remove

Name	Path	Size	Free Space
District Civil	\\SRV1\Archive\District Civil	0	2.36 GB
District Criminal	\\SRV1\Archive\District Criminal	0	2.36 GB
Supreme Civil	\\SRV1\Archive\Supreme Civil	0	2.36 GB
Supreme Criminal	\\SRV1\Archive\Supreme Criminal	0	2.36 GB

Replication Panel

Use the Replication panel to connect to recording devices and manage where recordings and log sheets are replicated.



Replication Pane

You can change the way recorders are grouped and manage Replicator Servers from this pane of the **Replication Panel**.



In some organizations there may be many recording devices being replicated. To assist with monitoring particular recorders, you can group by:

- **Status:** Grouped by current replication status.
- **Warehouse:** Grouped by which warehouse is storing replicated recordings and log sheets. Typically, only one or two warehouses are available.
- **Folder:** Grouped by which folder is storing replicated recordings and log sheets.
- **Replicator Server:** FTR software recorders use an embedded replication service to replicate recordings and log sheets to another location. Some specialized recording devices require an independent Replicator Server to manage replication from the device to another location. The Replicator Server program is available on TheRecord Manager - Warehouse Edition Installation CD. Once installed on an appropriate computer, you can add the Replicator Server so it can be utilized for specialized recorders.
- **Type:** There are several different recorder types ranging from single software recorders to multiple hosted recorders to hardware recorders such as FTR Touch. It may be useful to group by recorder type when checking status.

software recorders to multiple hosted recorders to hardware recorders such as FTR Touch. It may be useful to group by recorder type when checking status.

Recorders Pane

Recorders that are currently configured for replication are displayed in the Recorders Pane of the **Replication Panel**.

You can add, edit, or remove recorders, as required.





Different Type icons indicate various recorder types and each recorder displays an additional icon to indicate its replication status.

Replication Status

There are two places where replication status is displayed.

Replication Panel - Recorders Pane




Each recorder displays a status icon for its replication status. These are:

-  **Offline** - The recorder is switched off.
-  **Connected** - The recorder is connected but there is nothing to replicate - not currently recording.
-  **Copying** - The recorder is connected and there are recordings and log sheets being replicated. Usually means the recorder is currently recording.
-  **Error** - There is a problem connecting to the recorder. To view details of the error, double-click.

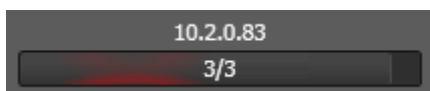
FTR Manager - Status Bar

The status bar shows the collective state of all recorders in the Replication panel - even when the panel is not currently selected.

It always displays two icons - a status icon and a refresh icon.

-  **Refresh** - Gray when idle and green while each recorder is being polled to update the status.
-  **Error** - at least one recorder is in an error state.
-  **Good** - All recorders are connected and/or copying

Polling Status



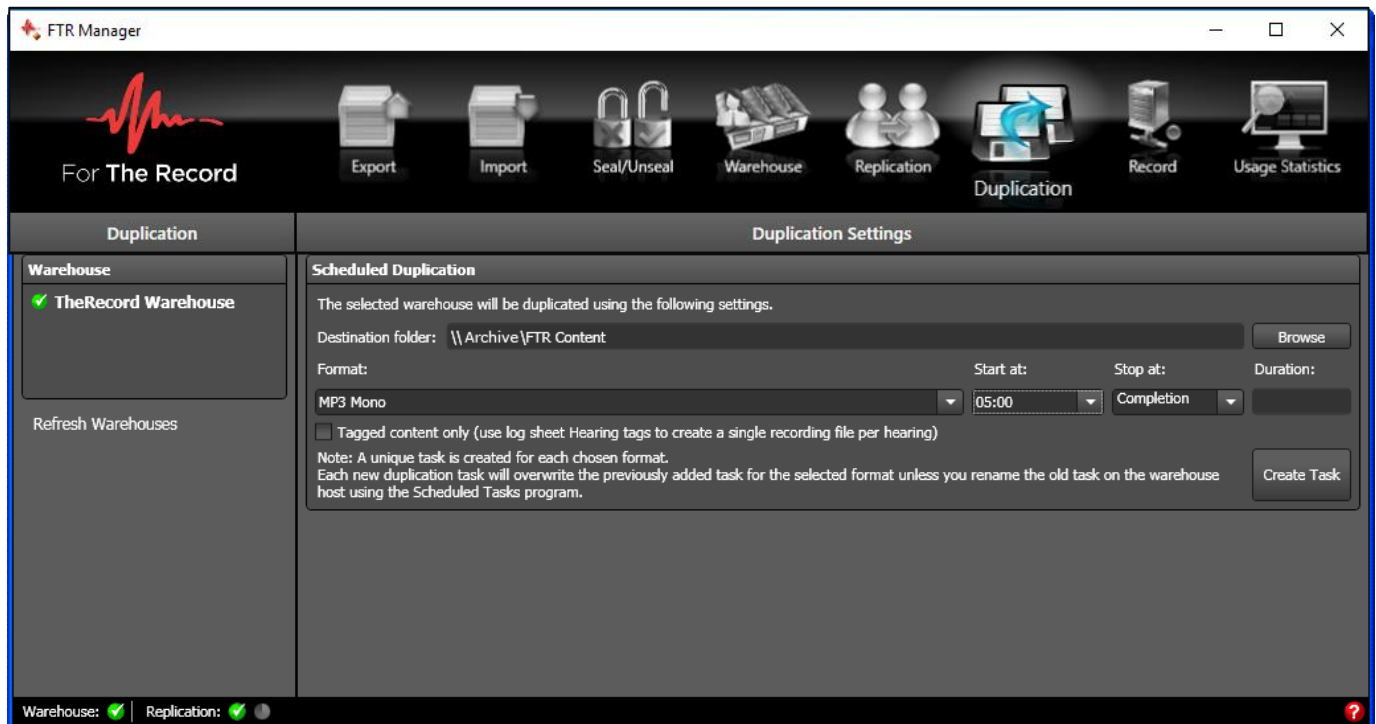
As each recorder is polled to update replication status, the progress bar shows which recorder is being polled and how many remain to be updated.

The IP or machine name for the currently polled recorder is displayed above the progress bar.

The process is normally very fast and may not be seen if there are few recorders to poll.

Duplication Panel

Use the Duplication Panel to schedule the duplication of a selected warehouse to start and stop at a specified time.



Duplication Pane

Select which warehouse you wish to duplicate.

Duplication Settings

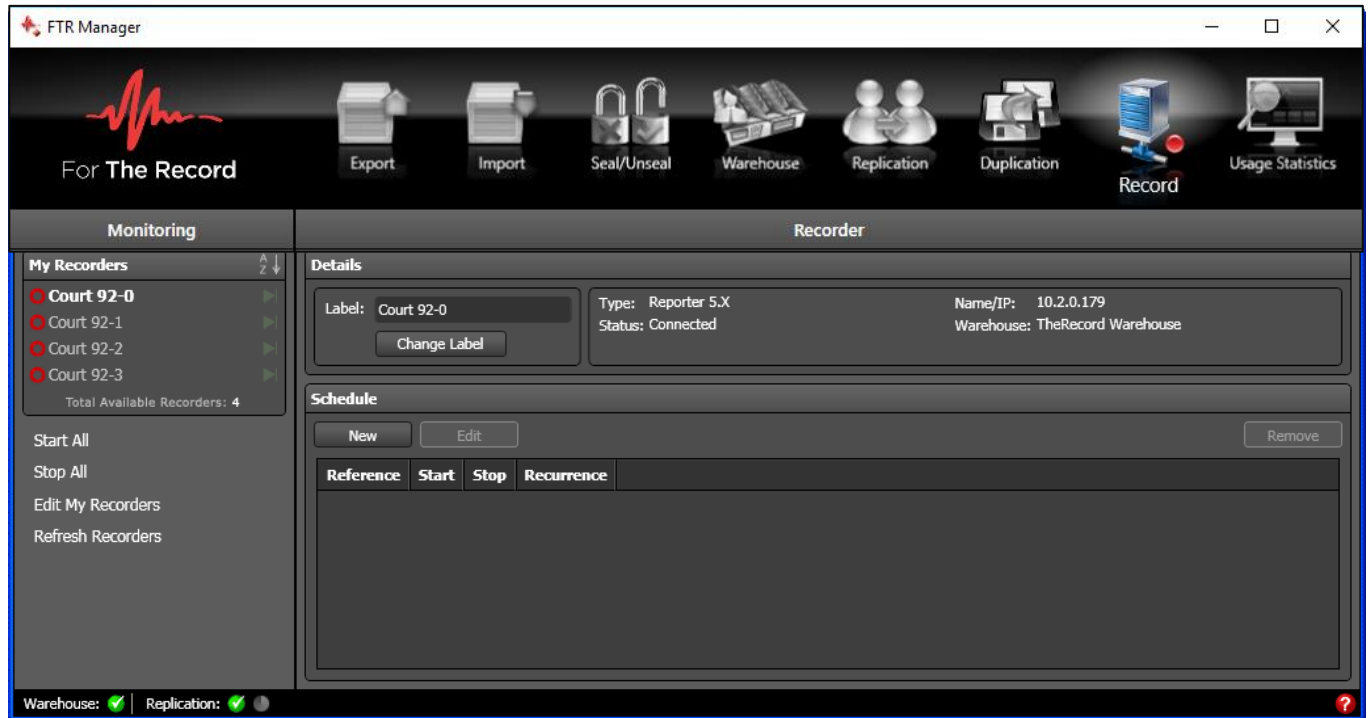
Establish the required settings for the warehouse you wish to duplicate. The duplication task is added to the Scheduled Tasks in Control Panel.

Record Panel

Using the Record Panel, you can start and stop recording on various recorders. This can be done manually or you can schedule one or more recorders to start and stop at specified times.

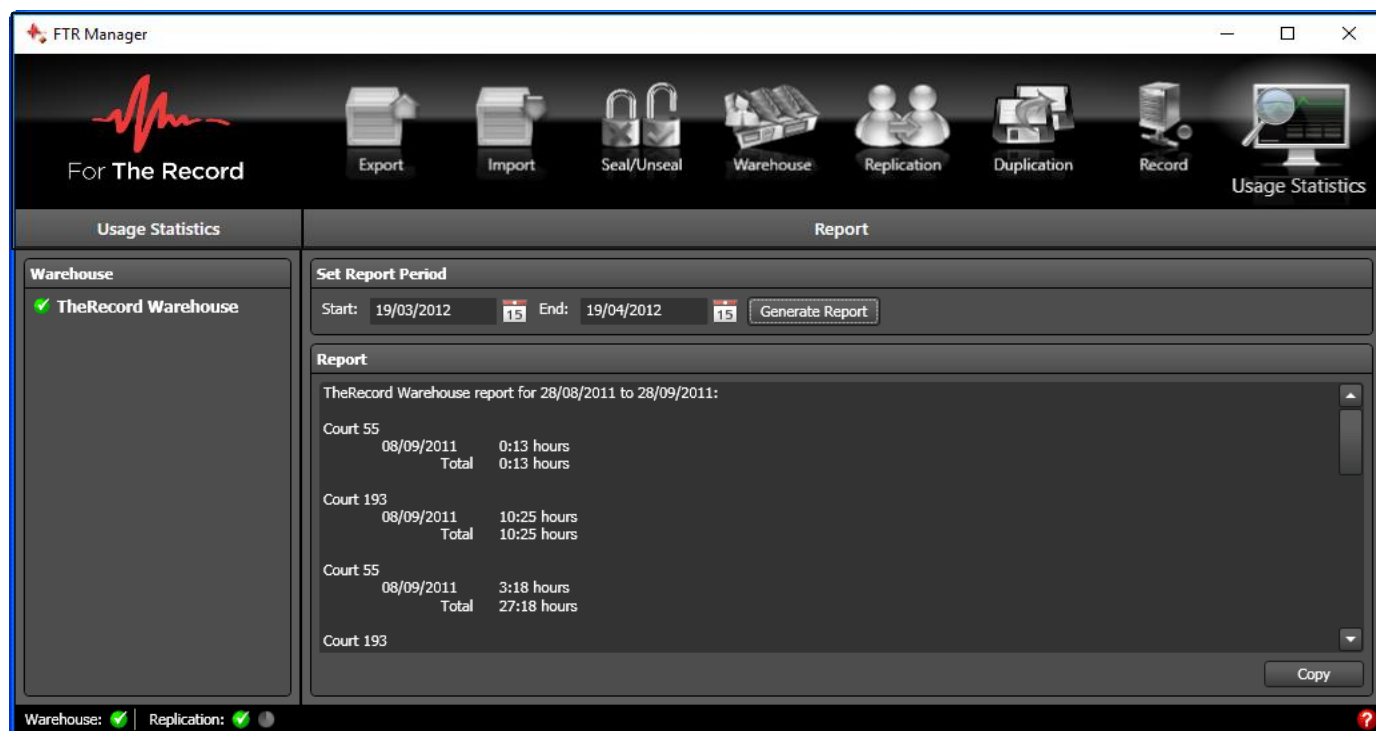
The left pane displays the My Recorders task pane where you manage a selection of recorders from the Available Recorders list. You can manually start and stop one or more recorders from the My Recorders task pane.

The right pane is used to schedule recording start and stop times for specified recorders.



Usage Statistics Panel

The Usage Statistics panel is used to generate a report that summarizes the number of recordings hours for each location in the selected Warehouse.



Usage Statistics Pane

Select the required warehouse

Report Pane

Select a start and end date for the required period and click Generate Report.

Filters

Filters are only applied to content that is found in **Search Folders**. They do not apply to **Open Content**.

Note: When sealing or unsealing, only the Date filter and Search Folders are available.

The screenshot shows the 'Export' panel in FTR Manager. It contains several filter sections:

- Task:** A dropdown menu set to 'Save a Copy'.
- Date Range:** A section with a checked 'Select date range' checkbox. Below it are 'Start' and 'End' date pickers. 'Start' is set to '24/07/2015' and 'End' is set to '24/08/2015'.
- Public or Sealed:** A section with three radio buttons: 'All' (selected), 'Public only', and 'Sealed only'.
- Content Type:** A section with three radio buttons: 'All' (selected), 'Recordings only', and 'Log sheets only'.
- Search Folders:** A section with a 'Manage' button and a list of folders with checkboxes. The checked folders are 'F:\', 'Bankruptcy Court', and 'Supreme Court'.

Date Range Filter

It is recommended that you always select the date range filter and specify a range of dates in which to search.

Public or Sealed Filter

Depending on your working environment you may have sealed recordings and log sheets that are stored in a secure location. Use these options to focus your search. This filter is not available from the Seal/Unseal Panel.

Content Type Filter

Most organizations create recordings with associated log sheets. When managing this content, you may only be interested in one content type. Use these options to focus your search.

This filter is not available from the Seal/Unseal Panel.

Search Folders Filter

Search Folders are pointers to locations that store recordings and log sheets. Click **Manage** to create, edit, and delete search folders, as required. A search folder may point to a folder or an FTP site.

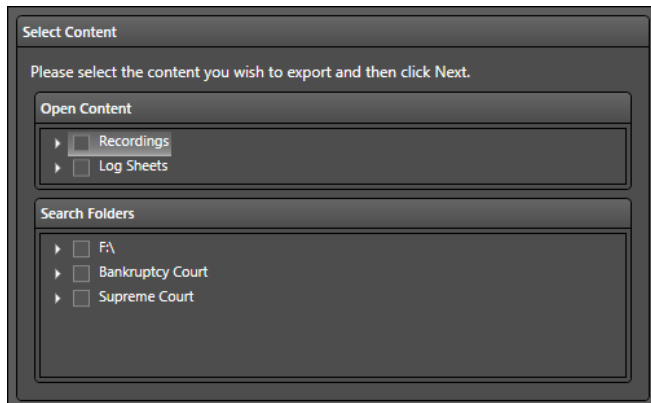
By defining search folders, users do not require an intimate knowledge of the network or folder structure to find the required content. Search Folders are generally managed by an administrator but can also be managed by day-to-day users if they are members of the Power Users Group or higher.

Some search folders are dynamic. Removable disk drives and optical media are automatically added to the list of search folders as they are detected by the computer.

By default, all search folders are selected as they are added. You can select or clear search folders, as required.

Selecting Recordings and Log Sheets

Most tasks require the selection of content for management. Depending on the task you wish to perform, the **Select Content** lists shows **Open Content** and **Search Folders**.

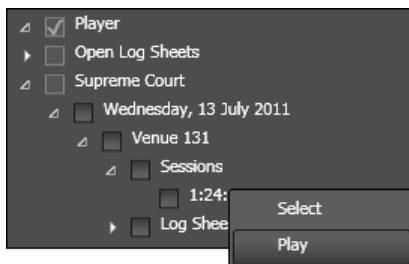


Selecting Open Recordings

There are three ways to open recordings before selecting them for processing.

To select Open Recordings:

1. Open the required recording in FTR Player in one of the following ways:
 - a. Click Open from the FTR Player, navigate to the required search folder to locate the date and location, and click **Open**. See FTR Player help or user's guide for details.
 - b. Use the appropriate FTR program to search for, and open, the required log sheet. Click a time stamp in the log sheet to start FTR Player and open the associated recording.
 - c. Expand the relevant search folder in the selection list to find the required recording and right-click **Sessions** (to open the whole day) or a specific session and click **Play**. See the following example.



1. Set the required range in FTR Player. See FTR Player help for details.
2. From the right pane of Manager, expand Recordings by clicking the adjacent arrow or right-clicking **Recordings** and clicking **Expand**.
3. When the required range is listed under Player, click to select it as illustrated below.



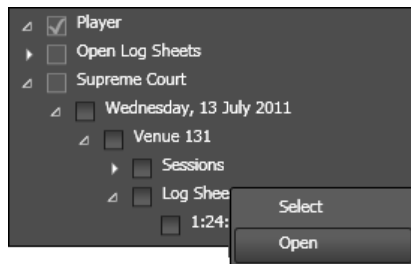
4. If you wish to add another range, repeat the process. Any range that is selected will remain selected while you open and load another range.

Selecting Open Log Sheets

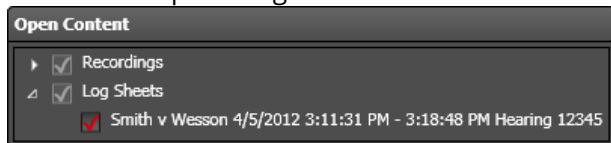
Some tasks can be performed with log sheets that are currently open.

How to select Open Log Sheets

1. Open the required log sheet in one of the following ways:
 - a. Use the appropriate FTR program to search for, and open, the required log sheet. Click a time stamp in the log sheet to start FTR Player and open the associated recording.
 - b. Expand the relevant search folder in the selection list to find the required log sheet. Right-click **Log Sheets** and click **Open** to open all log sheets for the selected day and location or right click a specific log sheet and click Open. See the following example.



- c. If you wish to play an associated recording, click a time stamp in the relevant log sheet to start the Player and open the recording.
 - d. From the right pane of Manager, expand **Log Sheets** by clicking the adjacent arrow or right-clicking and clicking **Expand**.
2. Select the required log sheets as illustrated below.



Selecting from Search Folders

You may have one or more search folders from which you can select content to manage. Search folders are pointers to commonly used locations that store recordings and log sheets. They are also dynamically added when a removable device is connected to your computer or if you insert an optical disc into a compatible drive.

Search folders typically contain large volumes of recordings and log sheets. For this reason, it is important to always set a Date Range filter before attempting to expand and locate the content you wish to manage. Content is arranged in a folder hierarchy. You can select content at any level below the search folder.

How to select Search Folder items

1. After establishing your filter settings, expand the required search folder by clicking the adjacent arrow or by right-clicking and clicking **Expand**.
2. Repeat this process until you have expanded down to the level which displays the required items, as illustrated below.



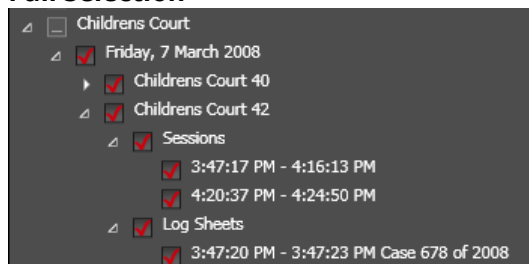
3. When the required items are displayed you can select them by clicking the adjacent check box.

Warning: If you wish to select a whole day of recording, be sure to expand the required day first. Once the day is expanded, select the adjacent check box.

Partial Selection



Full Selection



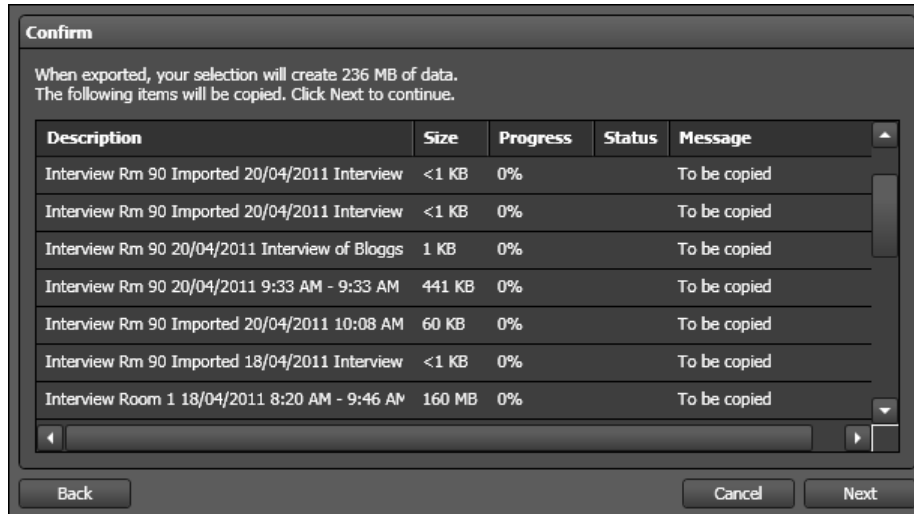
Confirm List

Several tasks require the selection and confirmation of content before processing commences.

The **Confirm** list displays all individual items in your selection. Please review the list before proceeding to the next step. If necessary, scroll through the list to confirm each item.

In this example several recordings and log sheets have been selected for copying to another folder.

Note: If the task involves writing to an optical disc, the message at the top indicates how many discs are required to proceed.



Progress Lists

While tasks are performed, a progress list is displayed that shows the status of each item as it is processed. There are two types of progress list.

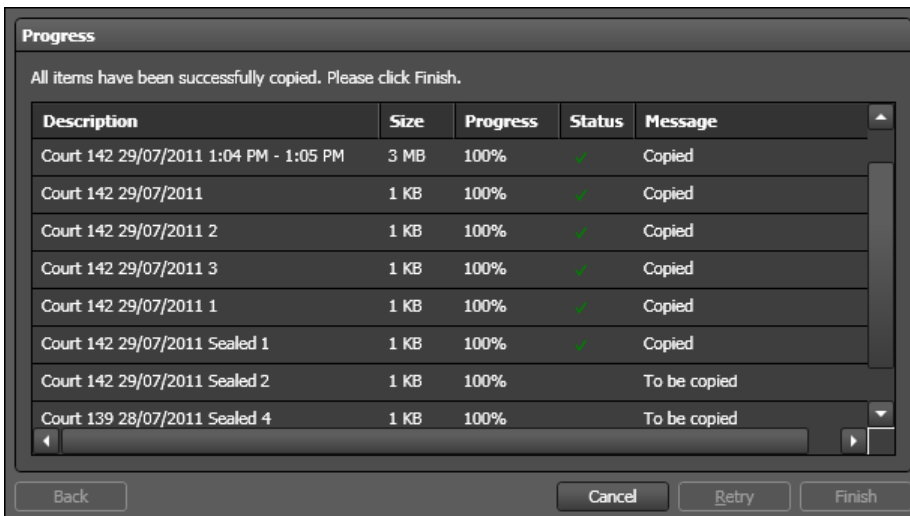
- Progress – Non-optical destination
- Progress – Optical destination

Progress - Non-Optical

Several tasks display a list to indicate the progress of the task.

When the task requires optical discs, a second series of progress messages are displayed when all items are processed and are ready for writing to disc. If so, click **Next** to continue.

In progress



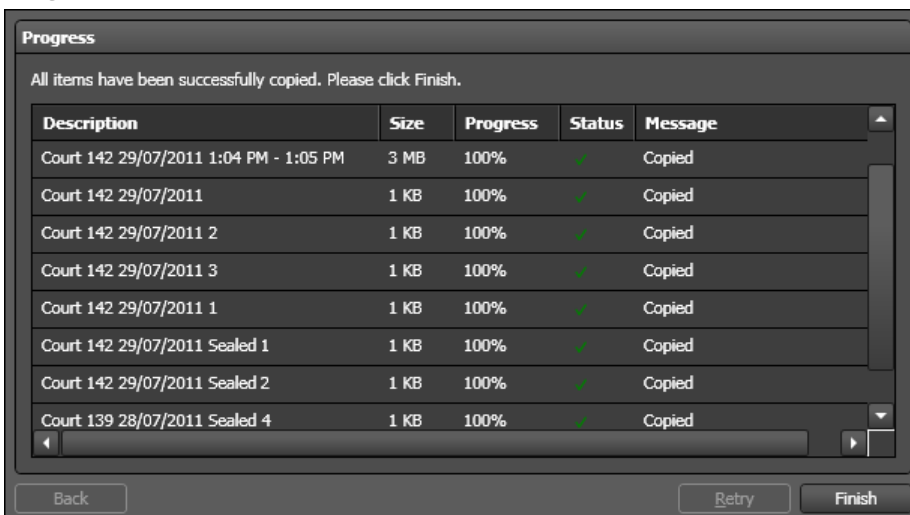
Progress

All items have been successfully copied. Please click Finish.

Description	Size	Progress	Status	Message
Court 142 29/07/2011 1:04 PM - 1:05 PM	3 MB	100%	✓	Copied
Court 142 29/07/2011	1 KB	100%	✓	Copied
Court 142 29/07/2011 2	1 KB	100%	✓	Copied
Court 142 29/07/2011 3	1 KB	100%	✓	Copied
Court 142 29/07/2011 1	1 KB	100%	✓	Copied
Court 142 29/07/2011 Sealed 1	1 KB	100%	✓	Copied
Court 142 29/07/2011 Sealed 2	1 KB	100%		To be copied
Court 139 28/07/2011 Sealed 4	1 KB	100%		To be copied

Back Cancel Retry Finish

Progress - Success



Progress

All items have been successfully copied. Please click Finish.

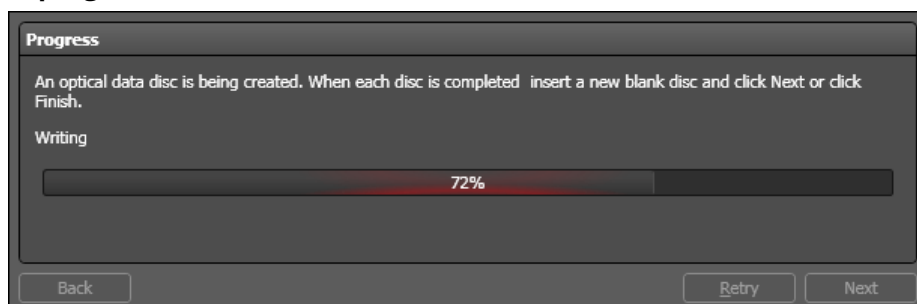
Description	Size	Progress	Status	Message
Court 142 29/07/2011 1:04 PM - 1:05 PM	3 MB	100%	✓	Copied
Court 142 29/07/2011	1 KB	100%	✓	Copied
Court 142 29/07/2011 2	1 KB	100%	✓	Copied
Court 142 29/07/2011 3	1 KB	100%	✓	Copied
Court 142 29/07/2011 1	1 KB	100%	✓	Copied
Court 142 29/07/2011 Sealed 1	1 KB	100%	✓	Copied
Court 142 29/07/2011 Sealed 2	1 KB	100%	✓	Copied
Court 139 28/07/2011 Sealed 4	1 KB	100%	✓	Copied

Back Retry Finish

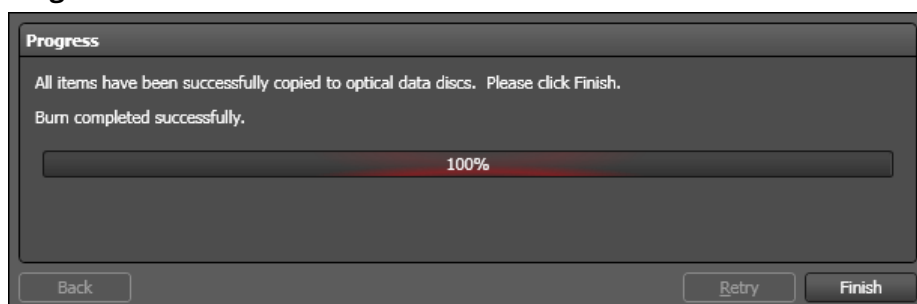
Progress - Optical

When the selected task requires writing to optical discs, a series of progress messages are displayed.

In progress



Progress Success



Status Bar

The Status Bar displays information about the collective state of available Warehouses and Replicated recorders. Regardless of which panel is currently active, the status bar is always visible to indicate any potential problems.

No Error Condition



All warehouses are connected and communicating. All recorders are being replicated.

Error Condition

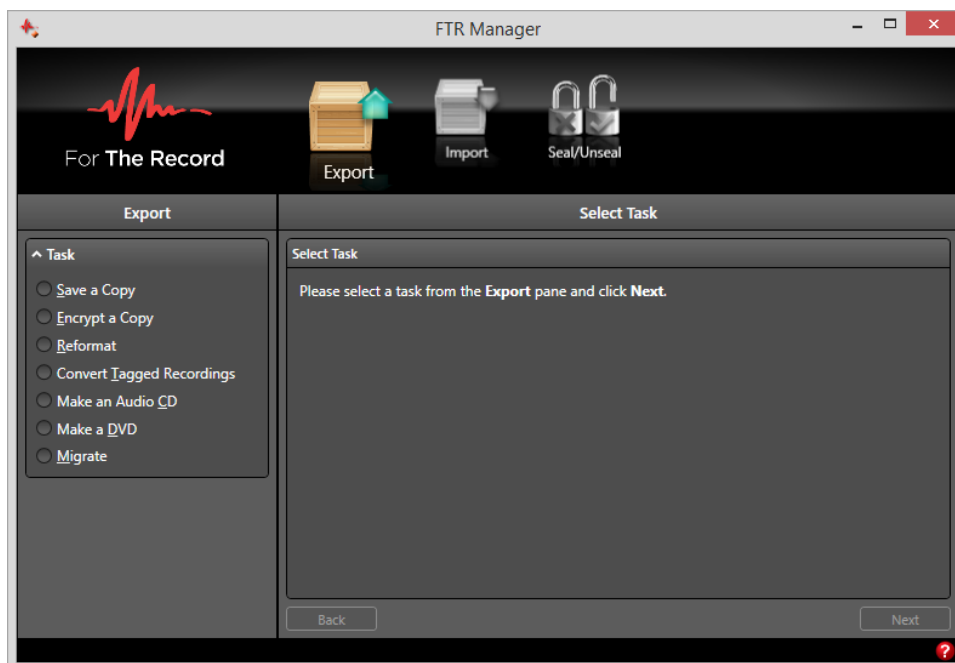


At least one warehouse is not communicating with the Warehouse panel. At least one recorder is not being replicated, or the Replication panel cannot communicate with the recorder.

Exporting

Manager provides several export methods.

- Save a Copy
- Encrypt a Copy
- Reformat
- Convert Tagged Recordings
- Make an Audio CD
- Make a DVD
- Migrate



Save a Copy

You can export a copy of selected recordings and log sheets using the **Export Panel**.

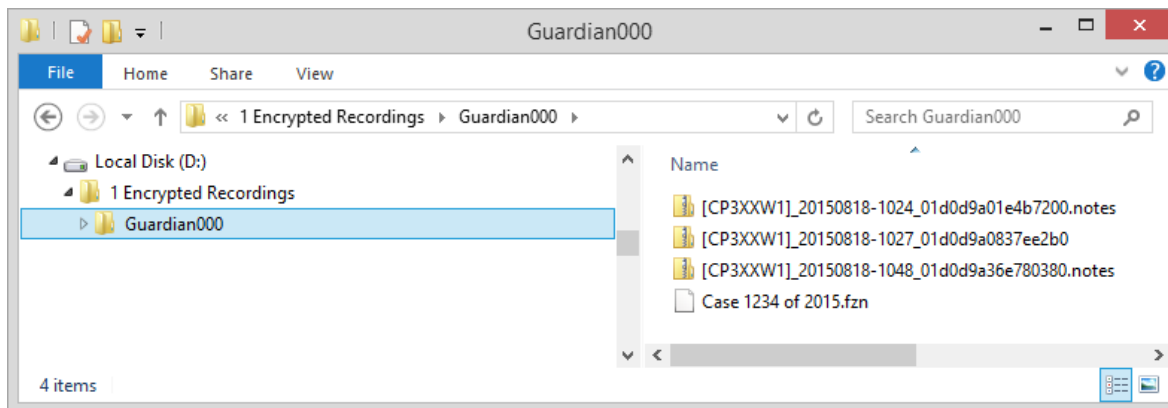
To export a copy:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Save a Copy**.
Note: If a previous reformat to optical disc did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to copy.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. Enter the path to the **Destination** folder. If available, you can also choose to strip any video from the copy of recordings in your selection. Click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
8. If your destination is non-optical a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Finish**.
9. If your destination is an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.

Encrypt a Copy

You can export an encrypted copy of selected recordings and log sheets using the **Export Panel**. Each recording session and log sheet in your selection is converted to a password protected zip file and stored in a dedicated sub-folder of your chosen destination folder. See the example below.

Example



When distributing the encrypted package to other users, be sure to include the folder that stores the encrypted files.

To export an encrypted copy:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export pane**, select **Encrypt a Copy**.

Note: If a previous copy to optical disc did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to encrypt.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. From the right pane do the following:
 - a. Enter the path to the **Destination** folder.
 - b. Enter a user-friendly name for the encrypted package - typically a case reference number.
 - c. Enter a password. Be sure to record the password in a secure location for future reference.
 - d. Confirm the password and click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
8. If your destination is non-optical a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess failed items.
 - b. If there are no errors, click **Finish**.

9. If your destination is an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess failed items.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.

Reformat

You can export a reformatted copy of selected recordings and log sheets using the **Export Panel**.

Available Formats

When saving a reformatted copy, there are several formats and options available.

- **AVI**
Any log sheets in your selection are copied to the destination. Choose the format and destination
- **MP3**
Each session contained in your selected recordings is reformatted to an individual mp3 file. Any log sheets in your selection are copied to the destination. Choose the format, bit rate, number of channels and enter the destination.
- **PCM WAV**
Select 1 or 2 channel and the destination. If present in your selected recordings, video is automatically stripped from the reformatted copy. Any log sheets in your selection are also copied to the destination.
- **WMF (WMA or WMV)**
If video is present in your selected recordings, the reformatted copy is in WMV format. If video is not present in your selected recordings, the reformatted copy is in WMA format. Any log sheets in your selection are copied to the destination. Choose the format, resolution, and destination.
- **MP3 (one file per day - requires a filename)**
Each session contained in your selected recordings is merged into a single mp3 file per day. Any log sheets in your selection are ignored and are not copied to the destination.
Note: If your selection contains more than one day, a warning message is displayed. Be sure to select only one day at a time.
Choose the format, number of channels then enter a file name for merged mp3 file and the destination.
- **Separate Channels - FTR Media (*.trm)**
The selected recordings are split into separate recordings for each channel in the original recording. If video is present in the original, it will be available in each of the separate channel recordings. The video can be stripped by selecting the Remove video check box. Any log sheets in your selection are ignored and are not copied to the destination. Choose the format, select (or clear) the video option, and enter the destination.

Reformatting

The following steps describe how to reformat a selection.

To export a reformatted copy:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Reformat**.
Note: If a previous reformat to optical disc did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to reformat.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. From the right pane do the following:
 - a. From the **New Format** list, select the required format and choose any associated options as required.
 - b. Enter the path to the **Destination** folder. If available, you can also choose to strip any video from the copy of recordings in your selection. Click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
8. If your destination is non-optical a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Finish**.
9. If your destination is an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.

Converting Tagged Recordings

Using the Export Panel, you can create a reformatted copy of recordings that are specifically tagged in associated log sheets.

Tagged recordings are associated with log sheets that have been augmented with special tags that are manually inserted by an operator using the **Tag Hearing Start** and **Tag Hearing Stop** commands while recording is in progress.

To convert tagged recordings:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Convert Tagged Recordings**.
Note: If a previous conversion to optical disc did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the Export pane, make the necessary selections to refine the list of content you want to convert.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. From the right pane do the following:
 - a. From the **New Format** list, select the required format and choose any associated options as required.
 - b. Enter the path to the Destination folder. If available, you can also choose to strip any video from the copy of recordings in your selection. Click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
8. If your destination is non-optical a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Finish**.
9. If your destination is an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.

Make an Audio CD

Using the **Export Panel**, you can export a copy of selected recordings to an Audio CD that can be played in a standard Compact Disc player. If your selection includes log sheets, they are ignored.

To export an Audio CD:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Make an Audio CD**.
Note: If a previous Audio CD task did not finish, you are prompted to complete the task before a new CD operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to export to disc.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. From the **Drive** list select the required disc drive, insert a blank disc, and click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If any single recording session exceeds 70 minutes, an error message is displayed. You can click **Next** and proceed with the remaining items in your list or you can click **Back** and change your selection.
Tip: With a recording session that is too large, open it in the FTR Player, adjust the range to a suitably small size and select it from the Player item in the selection pane.
 - c. If you decide not to proceed, click **Cancel**.
 - d. If satisfied, click **Next**.
8. Observe that a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
9. Observe that a series of optical progress messages are displayed. Do the following:
 - a. If there are any errors, replace the disc and click **Retry**.
 - b. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - c. If there are no errors, click **Finish**.

Make a DVD

Using the **Export Panel**, you can export a copy of selected recordings to a DVD that can be played in a standard DVD player. If your selection includes log sheets, they are copied to a data folder on the disc. An additional copy of the selected recordings is also copied to the data folder with the log sheets.

To export a DVD:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Make a DVD**.
Note: If a previous write to DVD did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to export to disc.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. From the **Drive** list select the required disc drive, insert a blank disc, and click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If your selection exceeds 150 minutes, an error message is displayed. You can click **Back** and change your selection.
Tip: When any single recording session is too large, open it in the FTR Player, adjust the range to a suitably small size and select it from the Player item in the selection pane.
 - c. If you decide not to proceed, click **Cancel**.
 - d. If satisfied, click **Next**.
8. Observe that a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
9. Observe that a series of optical progress messages are displayed. Do the following:
 - a. If there are any errors, replace the disc and click **Retry**.
 - b. If there are no errors, click **Finish**.

Migrate

Using the **Export Panel**, you can **Migrate** selected recordings from one location to another. This task is typically used to move content from one or more search folders to an offline archive location or optical data discs.





To Migrate:

1. Select the **Export** panel from the **Panel Selector**.
2. From the **Export** pane, select **Migrate**.
Note: If a previous migrate to optical disc did not finish, you are prompted to complete the task before a new reformat operation can be started. Insert a blank disc, click **Next** and go to step 9.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Export** pane, make the necessary selections to refine the list of content you want to migrate.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. Enter the path to the **Destination** folder. Click **Next**.
7. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
8. If your destination is non-optical a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Finish**.
9. If your destination is an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
Note: A separate error message may be displayed to indicate that the selected items have been successfully copied to the chosen destination but not deleted from the source folders. In this instance, simply click **Finish** and advise your system administrator.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.



Managing Search Folders

Search Folders can be added, edited, or removed, as required.





To add a Search Folder:

1. From the filters section, click  from the **Search Folders** title bar.
2. From the **Manage Search Folders** dialog box, click **New Search Folder** .
3. In the New Search Folder wizard, select the type of search folder, click **Next** and do one of the following:
 - a. If adding a local or shared network folder, enter the path or click **Browse** and find the required folder. Click **Next**.
 - b. If adding an FTP site, enter the site details as instructed. Click **Next**.
 - c. If adding a warehouse, enter the IP or computer name for the server that hosts warehouse services. Click **Next**.
4. Enter a user-friendly name for the search folder and click **Next**.
5. In the **Search Priority** dialog box, arrange search folder priority by clicking **Up**  and **Down** . As a rule of thumb, place the folder that is most used, at the top of the list.
6. Click **Finish**.




To delete a Search Folder:

1. From the filters section, click  in the **Search Folders** title bar.
2. From the **Manage Search Folders** dialog box, select the search folder you want to delete.
3. Click **Delete Search Folder** .
4. When the confirmation message is displayed, click **Yes** to proceed with deletion.

To modify a Search Folder:

1. From the filters section, click  in the **Search Folders** title bar.
2. From the **Manage Search Folders** dialog box, select the search folder to modify and click **Edit Search Folder** .
3. In the Edit Search Folder dialog box, amend the details for the type of search folder you are editing and click **Next**.
4. Edit the user-friendly name as required and click **Next**.
5. In the **Search Priority** dialog box, arrange search folder priority by clicking **Up**  and **Down** . As a rule of thumb, place the folder that is most used, at the top of the list.
6. Click **Finish**.

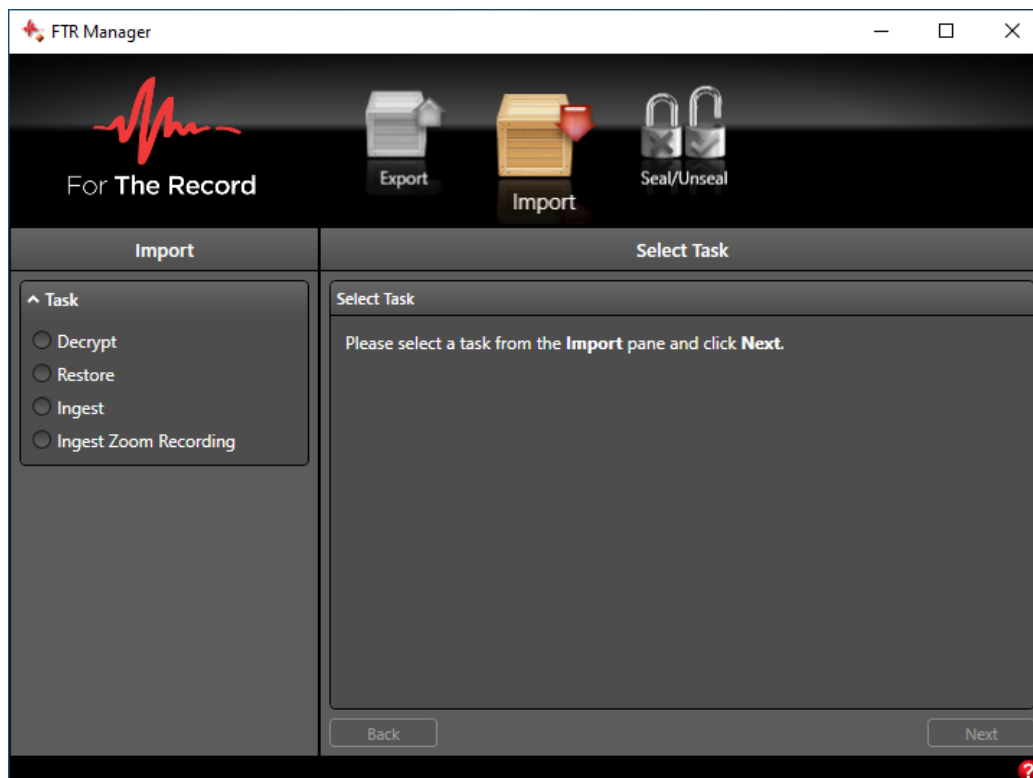
To change Search Priority:

1. From the filters section, click  in the **Search Folders** title bar.
2. From the **Manage Search Folders** dialog box, select the search folder you want to move.
3. Click **Priority Up**  or **Down**  as required.

Importing

The **Import** panel provides four tasks:

- **Decrypt** - import a secure package of recordings and log sheets that was previously encrypted for distribution.
- **Restore** - restore recordings and log sheets that were previously migrated to offline storage.
- **Ingest** - import recordings and log sheets that were created externally to the FTR recording system.
- **Ingest Zoom Recording** - import recordings of Zoom meetings



Decrypting

Using the **Import Panel**, you can **Decrypt** and import encrypted recordings and log sheets. Encrypted recordings and log sheets are supplied in folders titled Guardian000, Guardian001 or similar. A password is also required to decrypt and import.

To decrypt and import:

1. Select the **Import** panel from the **Panel Selector**.
2. From the **Import** pane, select **Decrypt** and from the **Select Task** pane, click **Next**.
 - a. In the **Import from** box, enter or browse to the folder that contains the *GuardianXXX* folder. Click **Next**.
Note: Be sure to point to the folder immediately above the *GuardianXXX* folder.
 - b. From the right pane, select the package of encrypted recordings and log sheets you wish to import.
3. Enter the **Decryption password** and click **Next**.
4. In the **Import to** box select the search folder in which the decrypted recordings will be saved. Do one of the following:
 - a. If the selected search folder is not a warehouse, click **Next**.
 - b. If the selected search folder is a warehouse, you are prompted to choose the required folder in which the decrypted recordings will be saved. Select the required folder and click **Next**.
Note: If department support is enabled, select the department with which the recordings will be restored in the **Department** box. To save under Sealed folder, select Sealed folder option.
5. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
6. Observe that a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the failed items.
 - b. If there are no errors, click **Finish**.

Restoring

Using the **Import Panel**, you can **Restore** content that was previously migrated to an offline archive location or optical discs.

To restore:

1. Select the **Import** panel from the **Panel Selector**.
2. From the **Import** pane, select **Restore** and from the **Select Task** pane, click **Next**.
Note: If restoring from optical disc be sure to insert the appropriate disc in a suitable drive.
3. In the **Import from** box, enter or browse to the folder that contains the content you wish to restore. Click **Next**.
4. In the **Import to** box select the search folder in which the recordings will be restored. Do one of the following:
 - a. If the selected search folder is not a warehouse, click **Next**.
 - b. If the selected search folder is a warehouse, you are prompted to choose the required folder in which the recordings will be restored. Select the required folder and click **Next**.**Note:** If department support is enabled, select the department with which the recordings will be restored in the **Department** box. To save under Sealed folder, select Sealed folder option.
5. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
6. Observe that a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items or click **Finish**.
 - b. If there are no errors, click **Finish**.

Ingesting

Using the Import Panel, you can Ingest selected recordings from one an external source for importing to a specified search folder. This task is typically used to import recordings that are created externally and therefore do not comply with the FTR file naming convention.

Compatible formats for ingesting are: AVI, MP3, WMA, WMV, WAV and M4A.

To ingest:

1. Select the Import panel from the **Panel Selector**.
2. From the Import pane, select **Ingest**.
3. From the Select Source pane, enter or browse to the location that contains the recordings you wish to ingest. Click **Next**.
4. From the **Select Content** section of the **Ingest** pane, do the following:
 - a. Select the check box adjacent to each recording you wish to ingest.
 - b. To confirm that you have selected the correct recording, click the **Play** button to review the recording.
 - c. If you wish to remove the selected source files after they are successfully ingested, select the check box - **Delete from source folder after importing**.
5. When all selection tasks are performed, click **Next**.
6. In the **Import to** box select the search folder in which the recordings will be restored. Do one of the following:
 - a. If the selected search folder is not a warehouse, click **Next**.
 - b. If the selected search folder is a warehouse, you are prompted to choose the required folder in which the recordings will be restored. Select the required folder and click **Next**.

Note: If department support is enabled, select the department with which the recordings will be restored in the **Department** box. To save under Sealed folder, select Sealed folder option.
7. From the **Recording Details** pane do the following:
 - a. In the **Label** box, enter a suitable label to describe the recording you are about to ingest.
 - b. In the **Description** box, enter some details that will be displayed in the **Description** field of the log sheet that will be created and associated with the recording.
8. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
9. Observe that a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items or click **Finish**.
 - b. If there are no errors, click **Finish**.

Ingesting Zoom Meetings

Using the **Import Panel**, you can ingest zoom recordings in .m4a formats which have been stored on the local system.

To ingest:

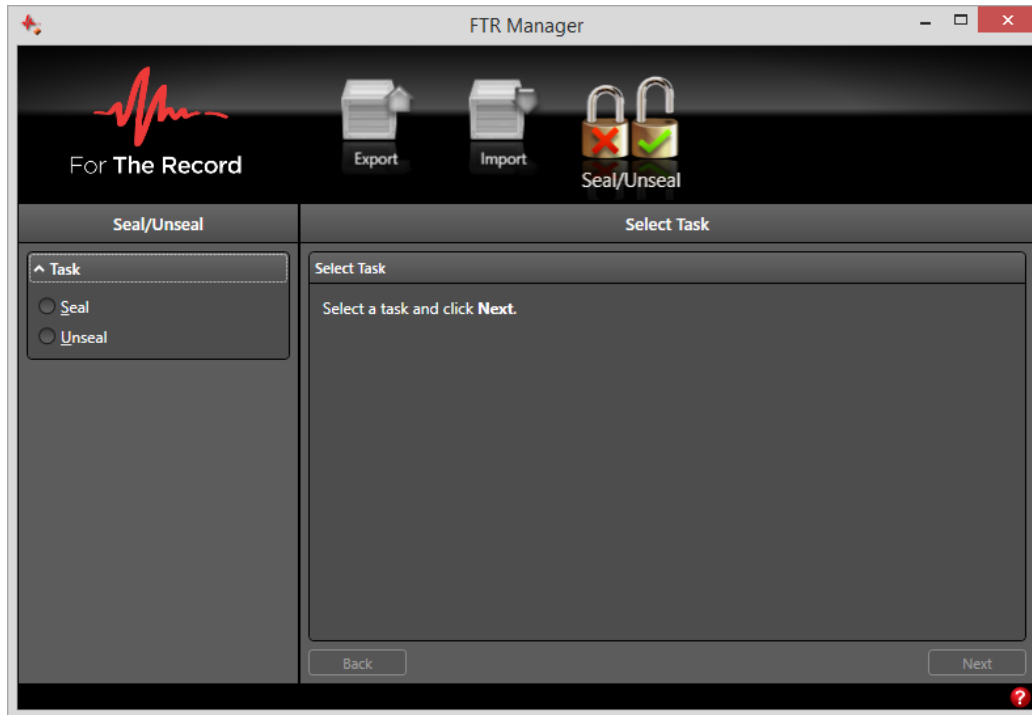
1. Select the Import panel from the **Panel Selector**.
2. From the Import pane, select **Ingest Zoom Recording** and click Next.
3. Select the directory where the Zoom recordings are stored, and click Next.
Note, if the **Select Content** pane lists too many recordings, the **Date Range** sidebar can be use to reduce the recordings listed.
4. From the **Select Content** pane select the meetings you wish to ingest by selecting the checkbox next to each item.
5. When all selection tasks are performed, click **Next**.
6. In the **Import to** box select the search folder in which the recordings will be restored. Do one of the following:
 - a. If the selected search folder is not a warehouse, click **Next**.
 - b. If the selected search folder is a warehouse, you are prompted to choose the required folder in which the recordings will be restored. Select the required folder and click **Next**.**Note:** If department support is enabled, select the department with which the recordings will be restored in the **Department** box. To save under Sealed folder, select Sealed folder option.
7. In the **Label** box of the **Recording Details** pane, enter a suitable label to describe the recording you are about to ingest.
8. Select the **Start Time Calculation Method**, and select a **Time Offset** if it needs to be changed. Click **Next**.
9. Review the list of recordings to be imported. Do the following;
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
10. Observe that a progress list is displayed. Do the following:
 - d. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items or click **Finish**.
 - e. If there are no errors, click **Finish**.



Note: If the zoom meeting has a separate audio file for each participant then FTR will convert them into multi-channel .trm for up to 16 participants. If the zoom meeting has more than 16 participants or does not have a separate audio file for each participant then FTR will convert them to two channel .trm.

Sealing and Unsealing

When sealing a selection of recordings and log sheets, they are moved from a less secure folder (public or unsealed) to a secure sub-folder (sealed) or optical disc. The destination for sealed recordings is configured in Sealing Options.

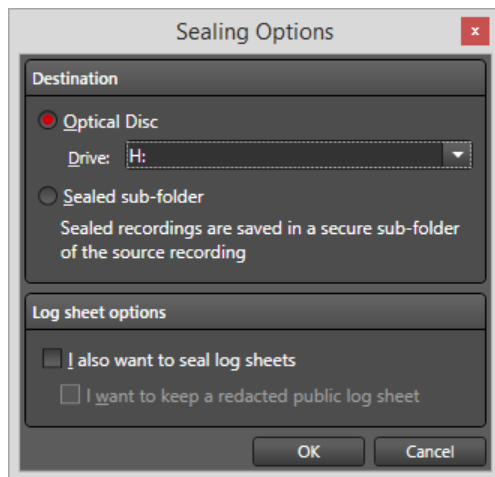


Sealing Options

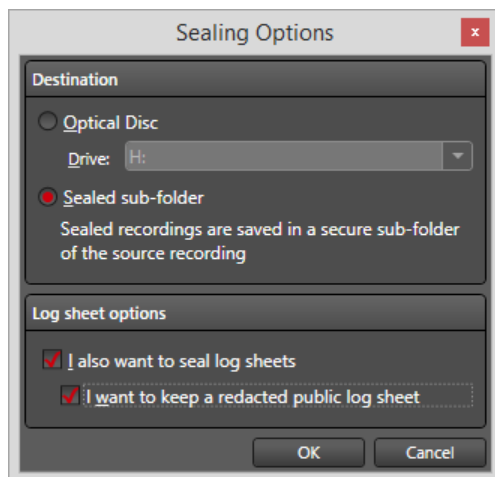
The destination for sealed recordings is determined in **Sealing Options**. Recordings and log sheets can be sealed to a secure sub-folder of the source location or to an optical disc.

To configure sealing options:

1. Select the **Seal/Unseal** panel from the Panel Selector.
2. Select the **Seal** option in the task pane.
3. From the **Seal/Unseal** pane, click **Change** from the title bar of **Sealing Options**.
4. From the **Destination** section of the **Sealing Options** dialog box do one of the following:
 - a. Select **Optical Disc** and an appropriate **Drive** if you wish to seal to optical discs.



- b. Select **Sealed sub-folder** if you wish to store sealed items in a secure sub folder of the original source folder.



5. In the **Log sheet options** section of the **Sealing Options** dialog box do the following:
 - a. If you wish to seal log sheets when sealing recordings, select the **I also want to seal..** check box.
 - b. If you want to remove sensitive information from the log sheet that remains in the unsealed location, select the **I also want to keep a redacted ...** check box.

Note: If this check box is cleared, the unsealed log sheet is moved to the sealed location and there is no unsealed log sheet remaining. If this check box is selected, a complete copy of the unsealed log sheet is made in the sealed location. The unsealed log sheet is opened, and the user is prompted to remove sensitive information before closing.
6. When all sealing options are selected click **OK** to save the changes.

Sealing

You can seal selected recordings and log sheets using the **Seal/Unseal Panel**.

To seal:

1. Select the **Seal/Unseal** panel from the **Panel Selector**.
2. From the **Seal/Unseal** pane, select **Seal**.
Note: If a previous seal to optical disc did not finish, you are prompted to complete the task before a new seal operation can be started. Insert a blank disc, click **Next** and go to step 8.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Seal/Unseal** pane, make the necessary selections to refine the list of content you want to seal.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
7. If you are sealing to a secure folder (not to optical disc), a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If you are prompted to redact, please delete any sensitive information, and close the log sheets.
Note: The redacted log sheet is saved in the original source folder and is unsealed. A complete copy of the original log sheet is saved in the sealed location.
 - c. If there are no errors, click **Finish**.
8. If you are sealing to an optical disc, a progress list is displayed. Each item in the list is processed and prepared in a staging folder ready for writing to disc. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Next**.
 - c. A series of optical progress messages are displayed. Do the following:
 - i. If there are any errors, replace the disc and click **Retry**.
 - ii. If prompted for another disc, insert a blank disc, and click **Next**. Repeat this process until the task is complete.
 - iii. If there are no errors, click **Finish**.

Unsealing

You can unseal selected recordings and log sheets using the **Seal/Unseal Panel**.

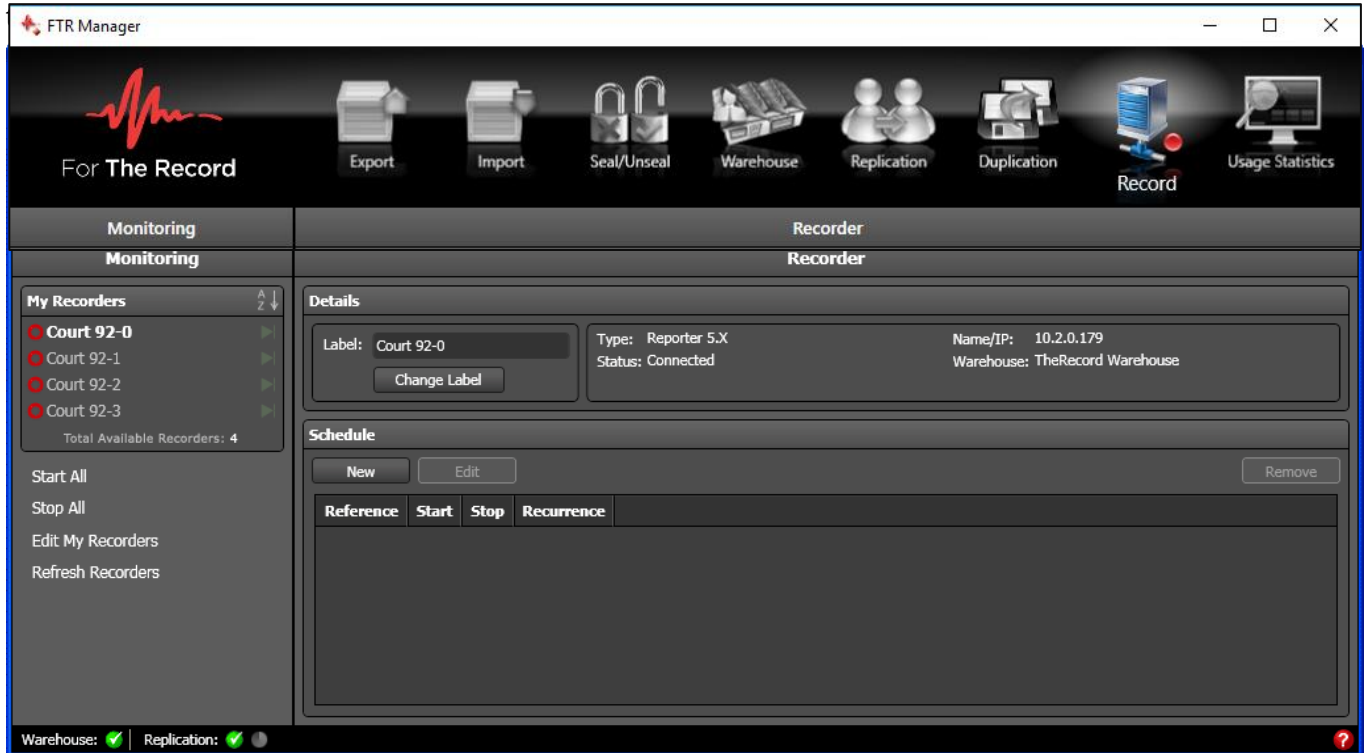
To unseal:

1. Select the **Seal/Unseal** panel from the **Panel Selector**.
2. From the **Seal/Unseal** pane, select **Unseal**.
3. From the **Select Task** pane, click **Next**.
4. If filters are available in the **Seal/Unseal** pane, make the necessary selections to refine the list of content you want to unseal. If you are unsealing from an optical disc, be sure to insert it so that it appears as a dynamic search folder.
5. From the right pane, select the required recordings and log sheets and click **Next**.
6. Review the items in the **Confirm** list and do one of the following:
 - a. If the list is incomplete, click **Back** and change your selection or destination.
 - b. If you decide not to proceed, click **Cancel**.
 - c. If satisfied, click **Next**.
7. Observe that a progress list is displayed. Do the following:
 - a. If there are any errors, review the message, take the appropriate action, and click **Retry** to reprocess the unsuccessful items.
 - b. If there are no errors, click **Finish**.

Recording

Using the Record Panel you can start and stop recording on various recorders. This can be done manually or you can schedule one or more recorders to start and stop at specified times.

Available Recorders are configured by an Administrator to be remotely managed and are setup to work with a warehouse. You choose which Available Recorders to work with by placing them in My Recorders. Once they are selectable in My Recorders, you can start and stop recording – either manually or by scheduling







Editing My Recorders

Use the Monitoring Pane to manage your list of recorders.



To edit My Recorders:



1. From the Monitoring Pane, click Edit My Recorders.
2. To add recorders, select one or more recorders from Available Recorders and click the appropriate move button (selected  or all ) to shift them to My Recorders.
3. To remove recorders, select one or more recorders from My Recorders and click the appropriate move button (selected  or all ) to shift them to Available Recorders.

- When My Recorders is ready, click OK.

Starting and Stopping Recordings Manually

Use the Monitoring Pane to start and stop recorders in My Recorders. You can start and stop a single recorder or you can start and stop all recorders.

To start and stop a single recorder:

- Open the Record Panel.
- If the recorder you wish to manage is not in My Recorders, see Editing My Recorders above.
- From the Monitoring Pane, click the Record Start button  adjacent to the recorder you wish to start.
- To stop recording, click the Record Stop button .

To start and stop all recorders:

- Open the Record Panel.
- If the recorders you wish to manage are not in My Recorders, see Editing My Recorders above.
- To start all **My Recorders**, click **Start All**.
- To stop all **My Recorders**, click **Stop All**. When a warning message is displayed, click **Yes** to stop all recorders.

Scheduling Recordings

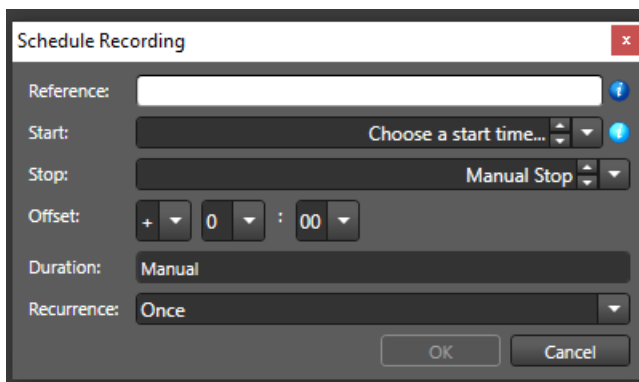
Recorders can be scheduled to start and/or stop recording at specified dates and times.



Note: Once a task is added to the schedule, it will remain active even when the recorder is removed from My Recorders.

To schedule a recording:

- Open the Record Panel.
- If the recorders you wish to manage are not in My Recorders, see Editing My Recorders above.
- From the My Recorders Pane, click the recorder you wish to schedule.
- Observe that the Schedule section of the Recorder Pane now displays any current tasks that are scheduled for the selected recorder.
- To remove a task, click the required task and click Remove.
- To add a task, click New from the Schedule section and do the following:



The screenshot shows the 'Schedule Recording' dialog box. It has a title bar with a close button. The fields are: Reference (text input), Start (calendar icon and 'Choose a start time...' text), Stop (dropdown menu with 'Manual Stop' selected), Offset (plus/minus buttons, '0', colon, and '00' input), Duration (dropdown menu with 'Manual' selected), and Recurrence (dropdown menu with 'Once' selected). At the bottom are 'OK' and 'Cancel' buttons.

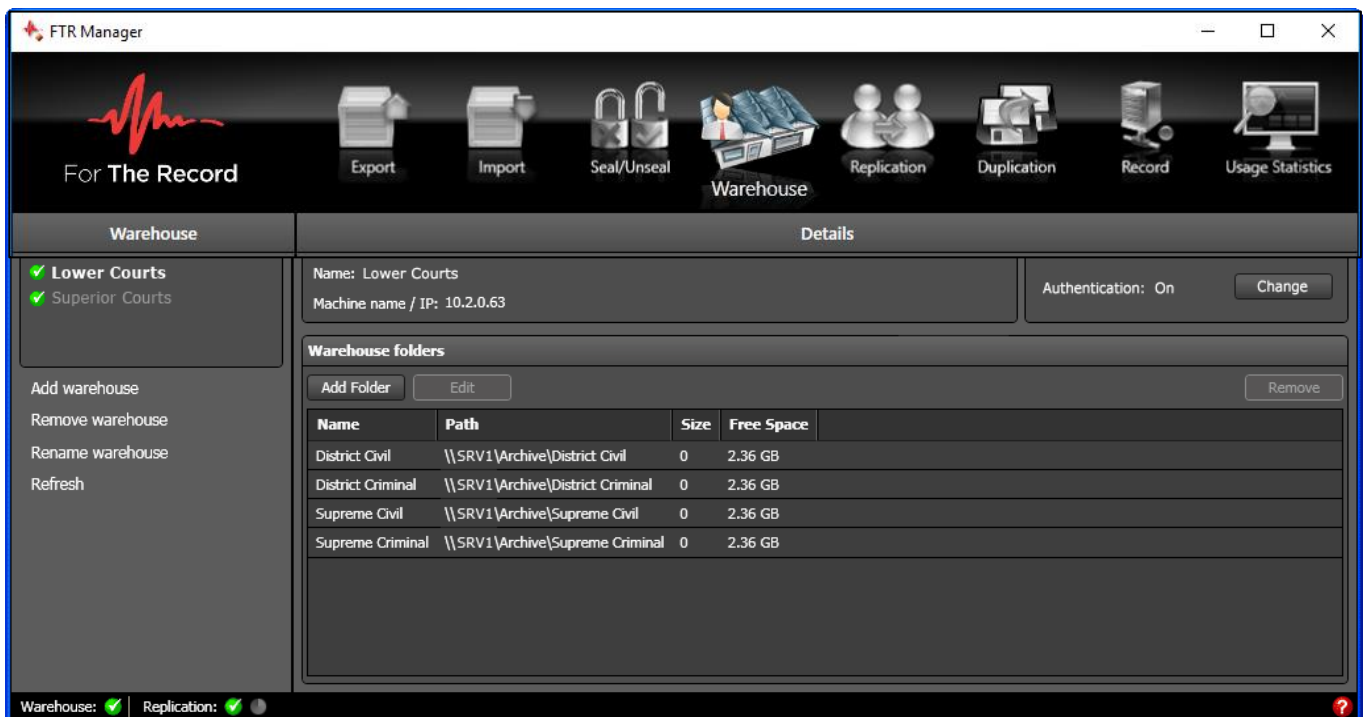
- In the **Reference** box of the **Schedule Recording** dialog box enter a description for the new task.
- Choose a start date and time using the calendar list button or the adjustment buttons.

3. If you wish to schedule a stop time, choose a date and time using the calendar list button or the adjustment buttons. Otherwise leave it set to **Manual Stop** and arrange for an operator to stop the recording at the required time.
4. Set recording offset using +/-, hour and minute list.
5. In the **Recurrence** box, select how frequently you wish to task to run.
6. When all information is entered, click **OK**.
7. Observe that the new task is now displayed in the **Schedule** list.
8. To edit a task, select it from the **Schedule** list and click **Edit**. Make the appropriate changes and click **OK**.

WAREHOUSE MANAGEMENT

Use the Warehouse Panel to manage warehouses and warehouse folders. When adding a warehouse, you are not creating one. You are simply adding an existing warehouse server to your Warehouse Panel so you can perform administration tasks. The Warehouse Server is installed and configured as described in the Administrator's Guide.

Each Warehouse is displayed with status icon to indicate the connection state. Because other warehouse administrators can make changes, it is also good practice to click **Refresh** from the Warehouse Pane immediately prior to performing any administration tasks. This ensures you have accurate warehouse and folder information.



Managing Warehouses

To manage warehouses, add them to the Warehouse Panel.

1. From the Panel Selector, click **Warehouse**.
2. To add a warehouse, from the Warehouse Pane, click **Add warehouse** and do the following:
 1. From the Add Warehouse dialog box, enter the Machine name or IP for the Warehouse Server.
 2. Click OK.
3. To rename a warehouse, do the following:



Note: When a warehouse is renamed, all other warehouse administrators who connect to this Warehouse will be affected. For this reason, it is important to advise all relevant users about the name change prior to making the change.

1. From the Warehouse Pane, select the warehouse you wish to rename and click **Rename warehouse**.

2. From the **Change Warehouse Name** dialog box, enter a user-friendly name. and click **OK**.
4. To remove a warehouse, do the following:
 1. From the Warehouse Pane, select the warehouse you wish to remove and click **Remove warehouse**.
 2. When the confirmation message is displayed, click **Yes** to continue with the removal.

Managing Folders

Once warehouses are available you can add, edit, or remove folders, as required.

To add a folder:

1. From the Panel Selector, click **Warehouse**.
2. From the Details Pane, click **Add Folder**.
3. From the **Add Folder** dialog box, do the following:
 - a. Enter the path or click **Browse** and navigate to the required folder.
 - b. Enter a user-friendly name to describe what the folder stores e.g. Local Court
 - c. Enter a username and password for an account with read/write permissions to the specified folder.
4. Click **OK**. Observe that the folder is now displayed in the Details Pane. You can rename the folder as described below.

To edit a folder:

1. From the Panel Selector, click **Warehouse**.
2. From the Details Pane, select the folder you wish to edit and click **Edit**.
3. From the **Edit Folder** dialog box, do the following:
 - a. Enter the new path or click **Browse** and navigate to the required folder.
 - b. Enter a new user-friendly name to describe what the folder stores e.g. Local Court
 - c. Enter a username and password for an account with read/write permissions to the specified folder.
4. Click **OK**.

To remove a folder:

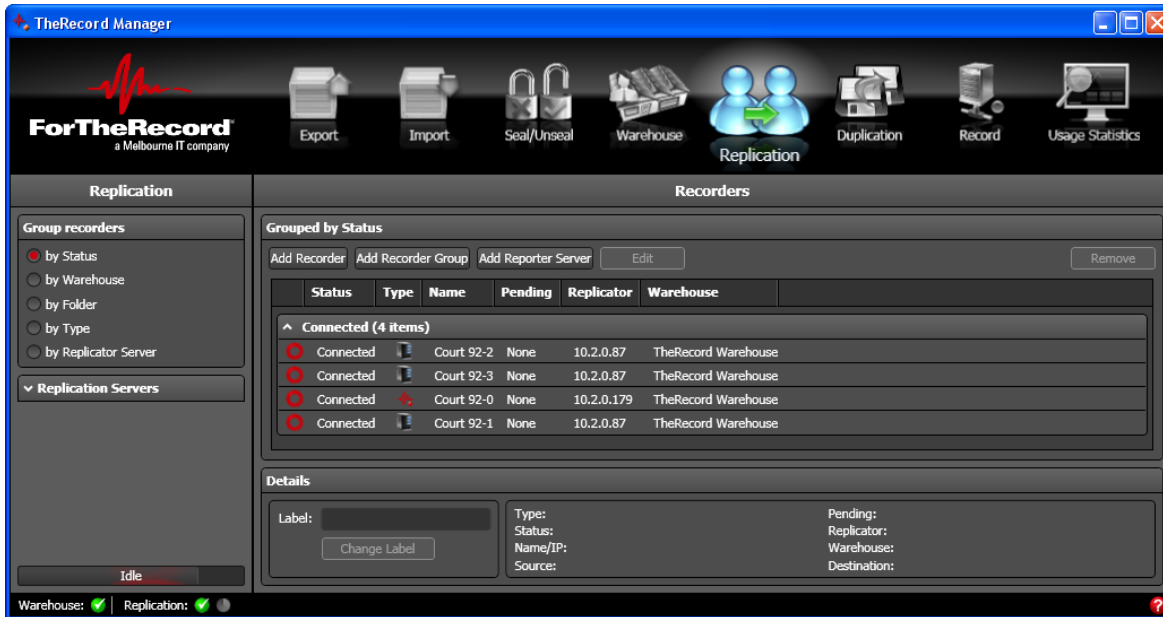


Note: Removal of a Warehouse folder should only be done by a suitably qualified and authorized system administrator. The task requires additional administrative functions that are described in the Administrator's Guide.

1. From the Panel Selector, click **Warehouse**.
2. From the Details Pane, select the folder you wish to edit and click **Remove**.
3. When the confirmation message is displayed, click **Yes** to continue with the removal.
4. A message is displayed to remind you that an administration task is required to ensure that other warehouse clients can see the changes you just made. Please take the necessary action.

REPLICATION MANAGEMENT

Use the **Replication Panel** to manage the replication from supported [recorder](#) to warehouse folders.



Grouping Recordings

Recorders can be grouped to make it easier to monitor status.

- **By Status** - This is the default grouping. All recorders are grouped according to their current state. Recorders in an error state are always grouped first as these require attention from the operator.
- **By Warehouse** - Use this option if you suspect that there may be a problem with a warehouse. Once grouped by warehouse you can select all the recorders and change the replication destination to another warehouse or folder.
- **By Folder** - This option is typically used if you simply want to change the replication folder for all recorders that are currently replicating the same folder.
- **By Type** - This option sorts recorders according to their type.
- **By Replicator Server** - This option sorts recorders according to their replication server. This is particularly useful when you wish to view the status of hardware recorders that require a separate Replicator Server.

Adding a Recorder, Group or Server

To manage the replication of recordings and log sheets, recorders are added to the Recorders Pane in the Replication Panel.

You can add several types of recorders:

- Single software recorders which include FTR Reporter 5.X/6.X, TheRecord Recorder 3.X or FTR Reporter 2.X.
- Hardware recorders, which include FTR Touch and ReporterDeck.
- Hosted recorders which are installed and configured on a computer with FTR Reporter Server.

Before adding a group of recorders, be sure to create a user group for each Recorder Type and Warehouse/Folder combination that is to store replicated recordings and log sheets for the group. Add all the recording devices to the group.

Before adding hosted recorders, be sure to install and configure FTR Reporter Server on a Windows Server® computer.

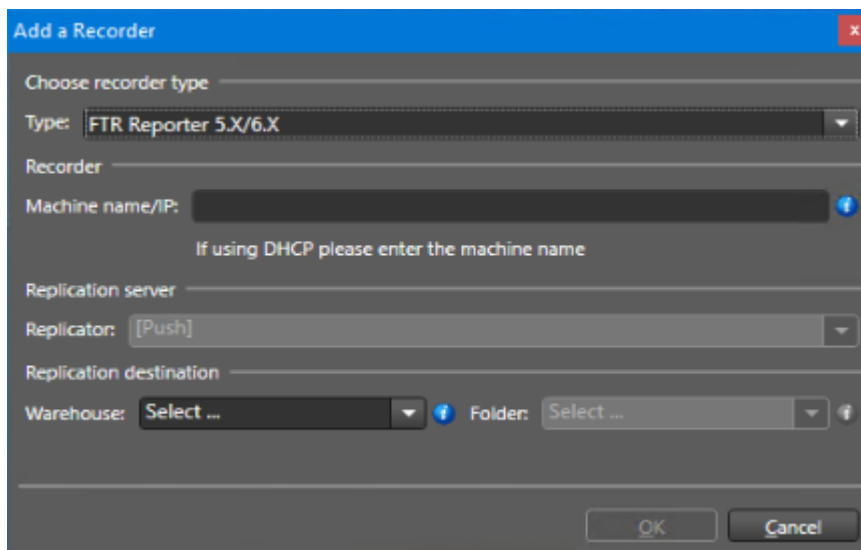
Before adding hardware recorders, be sure to establish one or more Replicator Servers first.



Note: If you add a ReporterDeck, it is necessary to create a specific user account on the device and then modify the replication service log in detail. Please see the Administrator's Guide for more details.

To add a single recorder:

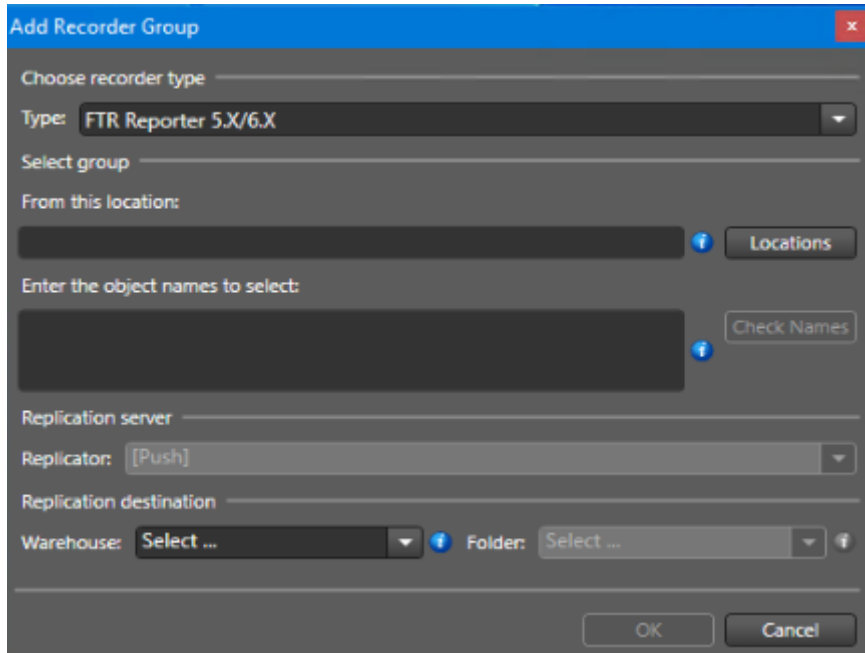
1. From the Panel Selector, select the Replication Panel.
2. Click **Add Single Recorder** and do the following:



- a. From the **Type** box, select the type of recorder you are adding.
- b. In the **Machine name/IP** box, enter the machine name or IP address of the selected recorder. If using DHCP, be sure to enter the machine name.
- c. If you added a software recorder do the following:
In the **Replication destination** section, select a **Warehouse** and **Folder** in which to store replicated content.
- d. If you added a hardware recorder, do the following:
In the **Replicator Server** section, select the **Replicator Server** that is to manage replication for this recorder.
In the **Replication destination** section, select a **Folder** in which to store replicated content.
- e. When all settings are entered, click **OK**.

To add a recorder group

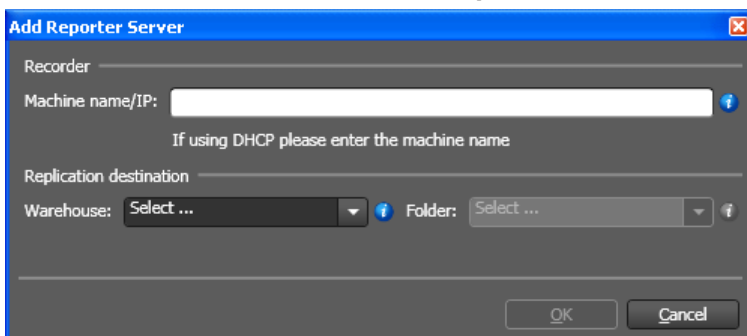
1. From the Panel Selector, select the Replication Panel.
2. Click **Add Recorder Group** and do the following:



- a. From the **Type** box, select the type of recorder you are adding.
- b. In the **Select Group** section, enter the location (domain) or click **Locations** to select the required location.
- c. In the **Object Names** box, enter the group name and click **Check** to verify.
- d. If you added a group of software recorders do the following:
In the **Replication destination** section, select a **Warehouse** and **Folder** in which to store replicated content.
- e. If you added a group of hardware recorders, do the following:
In the **Replicator Server** section, select the **Replicator Server** that is to manage replication for this group.
In the **Replication destination** section, select a **Folder** in which to store replicated content.
- f. When all settings are entered, click **OK**.

To add a reporter server

1. From the Panel Selector, select the Replication Panel.
2. To add a hosted recorder, click **Add Reporter Server** and do the following:



- a. From the **Server ID** box, select the FTR Reporter Server you wish to add.

- b. In the **Replication destination** section, select a **Warehouse** and **Folder** in which to store replicated content.
 - c. Click **OK**.
3. Observe that the added recorders now appear in the list.



Note: If you added hardware recorders, they would appear in the list even if the Replication panel could not connect. If you added software recorders, they may not be added if a connection could not be established.

Editing a Recorder

Once a recorder has been added to the Recorders Pane in the Replication Panel, you can edit the Warehouse and/or Folder which is to store replicated recordings and log sheets.

To edit a recorder

1. From the Panel Selector, select the Replication Panel.
2. From the Recorders Pane, select the recorder from the list and click **Edit**.
3. From the **Replication Destination** dialog box, do the following:
 - a. If you wish to change the warehouse, select it from the **Warehouse** list. If the recorder uses a replicator server, the warehouse is not available.
 - b. If you wish to change the folder select it from the **Folder** list.
4. Click **OK**.



Note: If you are editing a hosted recorder, a warning message is displayed. Any change made to a hosted recorder is applied to all hosted recorders on the same FTR Reporter Server. If you wish to proceed, click **Yes**.

5. Observe that the selected recorder is now displaying the new destination.

Removing a Recorder

Once a recorder has been added to the Recorders Pane in the Replication Panel, it can be removed as required.

To remove a recorder:

1. From the Panel Selector, select the Replication Panel.
2. From the Recorders Pane, select the recorder from the list and click **Remove**.
3. When the confirmation message is displayed, click **Yes** to continue.



Note: If you are removing a hosted recorder, a warning message is displayed. All hosted recorders are removed from the same FTR Reporter Server. If you wish to proceed, click **Yes**.

4. Observe that the selected recorder is no longer displayed in the Recorders Pane.



Note: It may take some time for the list to be updated.

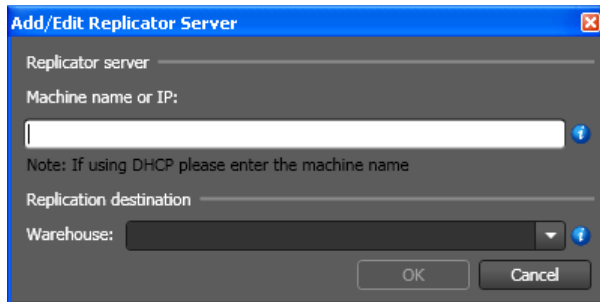
Adding a Replicator Server

Some recorder types require an independent Replicator Server to manage the replication of recordings and log sheets from the device to another location.

For details on how to install a Replicator Server see the Administrator's Guide. Once the server has been installed it can be added to the Replication Panel so it is available for specialized recorders.

To add a Replicator Server:

1. From the Panel Selector, select the Replication Panel.
2. From the Replication Pane, click **Add Replicator Server** and do the following:



- a. Enter the **Machine name or IP** of the computer on which the Replicator Server was installed.
 - b. Choose the **Warehouse** which is to store replicated recordings and log sheets for all recorders using this server.
3. Click **OK**.
 4. Observe that the Replicator Server is now displayed in the list.

Removing a Replicator Server

At some point it may become necessary to remove a Replicator Server from the Replication Panel.

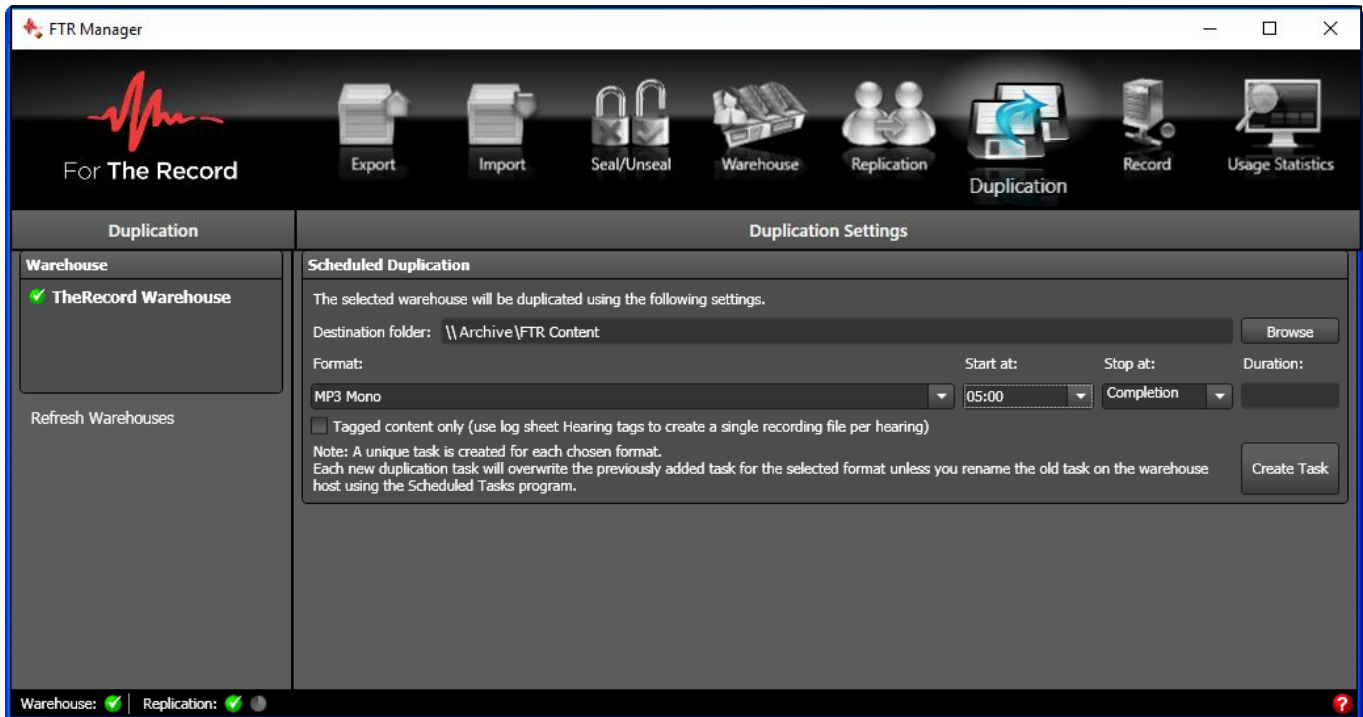
This would typically occur if you no longer used recorder types that require a replicator server or wish to move the server to another computer.

To remove a Replicator Server:

1. From the Panel Selector, select the Replication Panel.
2. From the **Recorders Pane**, remove any recorders that are currently managed by the Replicator Server you wish to remove.
3. From the Replication Pane, select the Replicator Server you wish to remove and click **Remove Replicator Server**.
4. When the confirmation message is displayed, click **Yes** to continue the removal.
5. Observe that the Replicator Server is no longer displayed in the list.

WAREHOUSE DUPLICATION

The Duplication Panel is used to create scheduled tasks that duplicate selected warehouses in different formats.



Note: The scheduled task will duplicate any content that was created from the day the task was created. Older recordings will not be duplicated. To duplicate older recordings, modify the task settings in the Windows Task Scheduler. See the Administrator's Guide for details.

Available formats are:

- FTR Media (Audio only)
- WMF (WMA or WMV)
- MP3 Mono
- MP3 2-channel
- AVI

When either MP3 format is selected, the **Tagged content...** check box is made available.

If this check box is selected, only recordings that are associated with tagged log sheets are duplicated. A tagged log sheet contains user-entered tags to indicate when a hearing starts and stops. These tags are used to generate a single MP3 recording file for each hearing.

To schedule a Warehouse duplicate:

1. From the Panel Selector, click **Replication**.
2. From the **Duplication Pane**, select the **Warehouse** you wish to duplicate.
3. From the **Duplication Settings Pane** do the following:

Duplication Settings

Scheduled Duplication

The selected warehouse will be duplicated using the following settings.

Destination folder: Browse

Format: Start at: Stop at: Duration:

☒ Tagged content only (use log sheet Hearing tags to create a single recording file per hearing)

Note: A unique task is created for each chosen format.
Each new duplication task will overwrite the previously added task for the selected format unless you rename the old task on the warehouse host using the Scheduled Tasks program.

Create Task

- a. Enter the path or click **Browse** and navigate to the destination folder for the duplicate.



Note: If you wish to duplicate to a local folder on the server, enter a local path: e.g. D:\Duplicate.
If you browse to a folder that is not on the server, the entered path will deem an absolute path and referenced as if it exists on the server.
If you wish to duplicate to a folder that is not available on the server, be sure to enter a UNC path: e.g. \\BackupServer\FTRContent\Duplicate

- b. Choose the required format. If you select an MP3 format, select, or clear the **Tagged content...** check box as required.
- c. Choose the required start time.



Note: It is recommended to set the start time to be after all recording has stopped for the day. If recording is in progress when duplication starts, the duplicate of active recording will be truncated. The remainder of the unduplicated recording will have to be manually exported using the Reformat task.

- d. Choose the required end time or allow it to run to completion.

4. When the settings are completed, click **Create Task**.

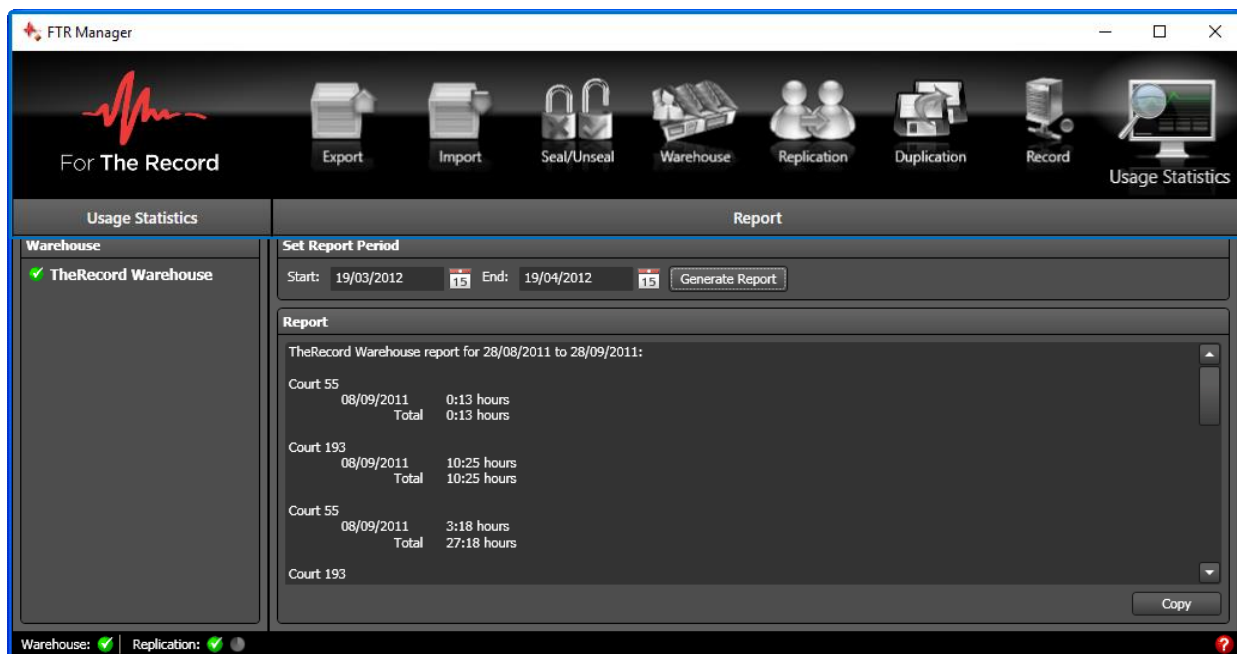


Note: A task is created with a name based on the chosen format. If a task of the same name already exists it will be overwritten. If you wish to keep the old task, rename it in the Scheduled Task list in Control Panel.

5. Observe that a message is displayed to confirm that the task was successfully created.
6. To verify that the task was created, open **Scheduled Tasks** from the Windows **Control Panel** (on the Warehouse server that is being duplicated).
7. Observe that a task is listed that is like:
FTR Duplicate to mp3mon tagged

USAGE STATISTICS

The **Usage Statistics Panel** generates a report that summarizes the number of recording hours for each location in the selected warehouse. You can define the period that is summarized.



To view warehouse usage statistics:

1. From the Panel Selector, click Usage Statistics.
2. From the Usage Statistics Pane, select the required Warehouse.
3. From the Report Pane do the following:
 - a. Select the start date for the required statistics period.
 - b. Select the end date for the required statistics period.
 - c. Click **Generate Report**.
4. Observe that a summary of usage statistics is now displayed.
5. To copy the report, click **Copy**.
6. Paste the report into the document of your choice.