DWS
Dynamic Workflow Solutions

Dynamic Workflow Solutions
Data-Central

User Guide

Copyright notice

About this guide

This guide describes **Data-Central** features and commands, and provides instruction on how to perform tasks, such as reviewing videos, photos, audio files and more. Selecting files to be sent to other third-party workflow processes such as DVD burning through Rimage, transcription services through Microsoft or AWS and analytics through BriefCam or Microsoft.

Notes and notices

The following notes and notices might appear in this guide:
- **Tip.** Suggests how to apply the information in a topic or step.
- **Note.** Explains a special case or expands on an important point.
- **Important.** Points out critical information concerning a topic or step.
- **Caution.** Indicates that an action or step can cause loss of data, security problems, or performance issues.
- **Warning.** Indicates that an action or step can result in physical harm, or cause damage to hardware.

IMPORTANT: Topics appearing in this guide that reference information found on third-party websites were accurate at the time of publication, however, this information is subject to change without prior notice to **Dynamic Workflow Solutions**.

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About Data-Central

Data-Central is an evidence handling, open middleware platform. It provides consistent operator flow across all case creation and desired workflows, via integrations with other best of breed third-party software.

Within the User Interface (UI), you can create cases, drag and drop files/folders into specific locations, have your proprietary video automatically converted to standard .mp4 files, search through all of the files within the case, add file notes to individual files, and send files to specific workflows such as DVD burning via Rimage, transcription services and/or analytics. Once the case is ready, the contents can be encrypted into a **Case-Pak** with each file being hashed and all the metadata included. Or, the case can be sent to a backend Digital Evidence Management Solution, Case Management Solution, Records Management Solution, and more.

![DWS - Dynamic Workflow Solutions]
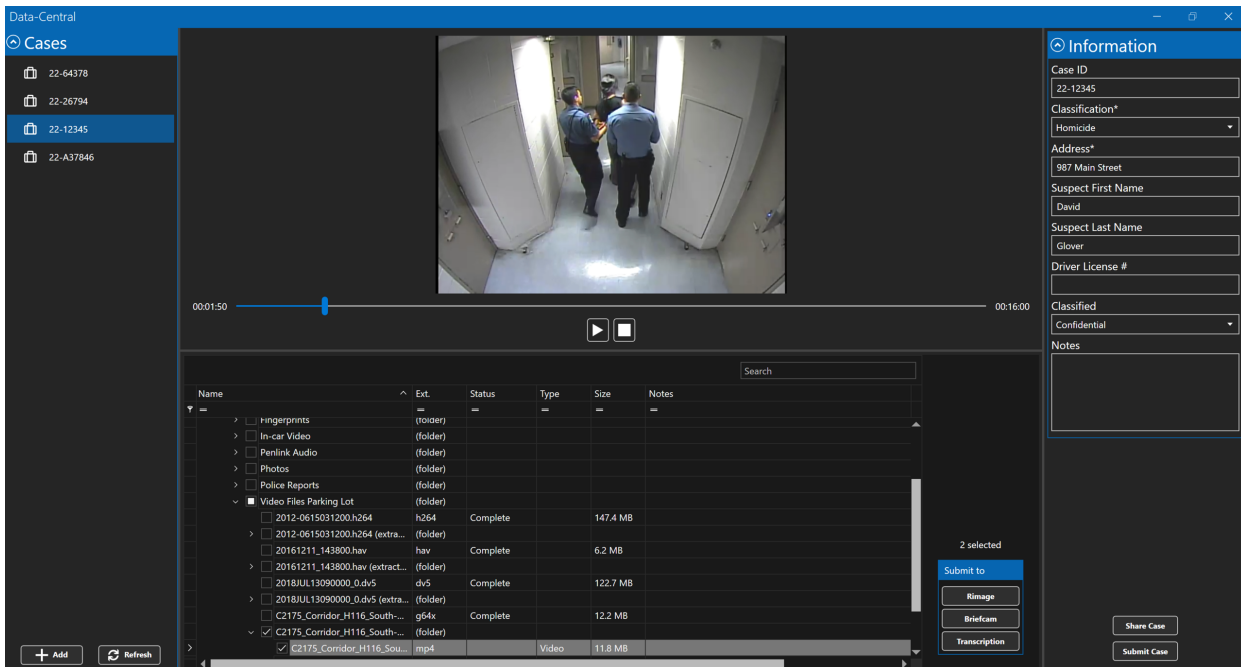
How Data-Central is organized

Data-Central is organized by cases. Each case is independent of one another, and multiple cases can be carried out simultaneously. Within each case, folders can be created and organized in the order you specify. Within each folder, the files can be also organized in the order you specify.

UI Component overview

There are a few main parts in the **Data-Central** user interface: the case view, canvas, information pane (metaform), tree pane, file workflow dashboard and a case workflow dashboard. This section gives you a general overview of where these components are in the user interface.
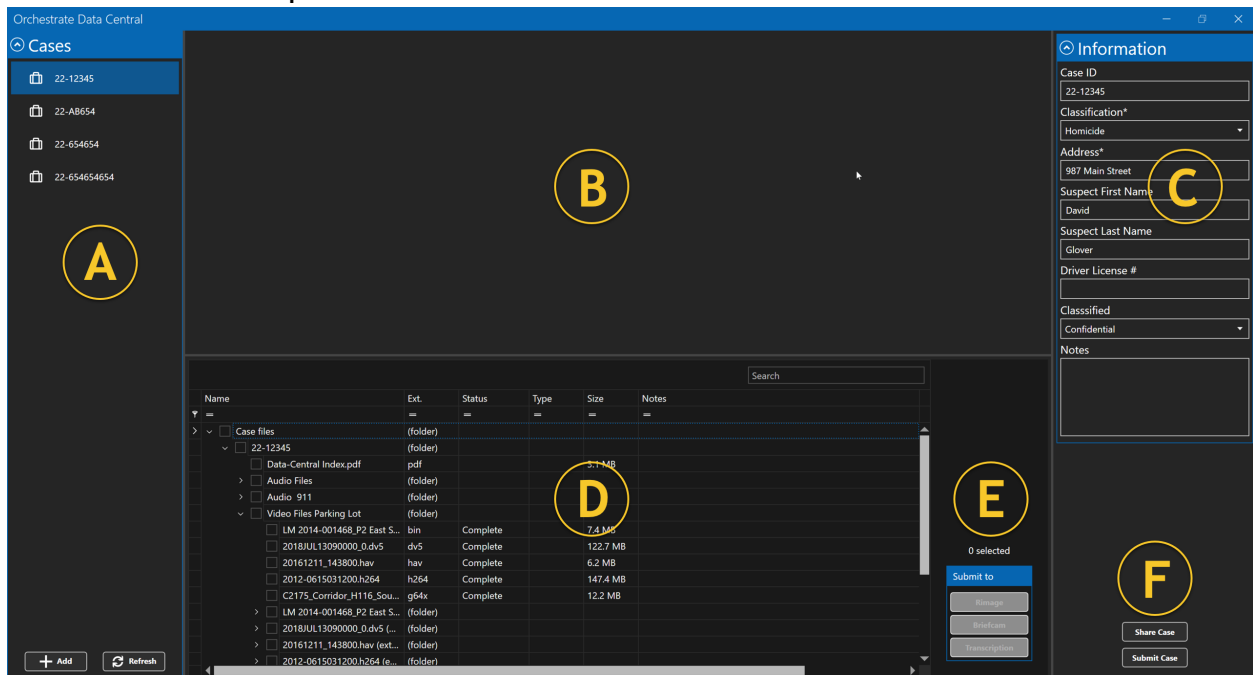
A)	**Case View**	This displays a list of all current cases you are working on.
B)	**Canvas**	Allows you to view and control entities such as videos, photos, and so on.

C)	**Information Pane**	Displays the configured metaform allowing you to enter in metadata related to the case.
D)	**Tree Pane**	Lists all the folders and files that are part of the specific case you're working on and allows you to bring them into the canvas.
E)	**File Workflow Dashboard**	Contains workflow commands to be executed on the selected files in the Tree Pane.
F)	**Case Workflow Dashboard**	Contains workflow commands to be executed on the selected case from the Case View.

Using Data-Central

Starting and logging into Data-Central

To log on to **Data-Central**, you must open the **Data-Central** application after it has been installed through the MSI file. It can be pushed out to all workstations via the Network Administrator or a single workstation with a user that has admin rights.

Before you begin

Make sure you have internet access from your workstation unless an on-premises version was specifically installed.

NOTE: You will need to have your Customer Name and Customer ID provided to you by **DWS**. Refer to the **Data-Central** Installation guide for more details.

To start and log on to Data-Central:

Find the **Data-Central** application icon ( ) and double click it to launch the software. **Data-Central** supports Single Sign ON (SSO), so it will automatically log you in using your Windows credentials.

Closing Data-Central

You can close **Data-Central,** and it will automatically save your case notes and metadata. To close **Data-Central**, in the upper-right corner of the **Data-Central** window, click the exit button ( ).

About the Case View

Using the Case View, you can add new cases, view your cases, and archive or rename your cases.

A)	**Add Case**	Clicking on the +Add button will give you the option to create and name a new case or ingest a Case-Pak.
B)	**View Case**	When you select/highlight a case, the details will be displayed in the Tree Pane.
C)	**Rename or Archive Case**	You can right mouse click on a case and a popup window will appear, giving you the option to "Rename this case" or to "Archive this case."

IMPORTANT: When you archive a case in this version of the software, you do not have a UI method to retrieve the case. You will need to reach out to **DWS** to have support help you retrieve the case.

About the Canvas

The canvas allows you to view and control entities such as videos, audio files, photos, and so on.
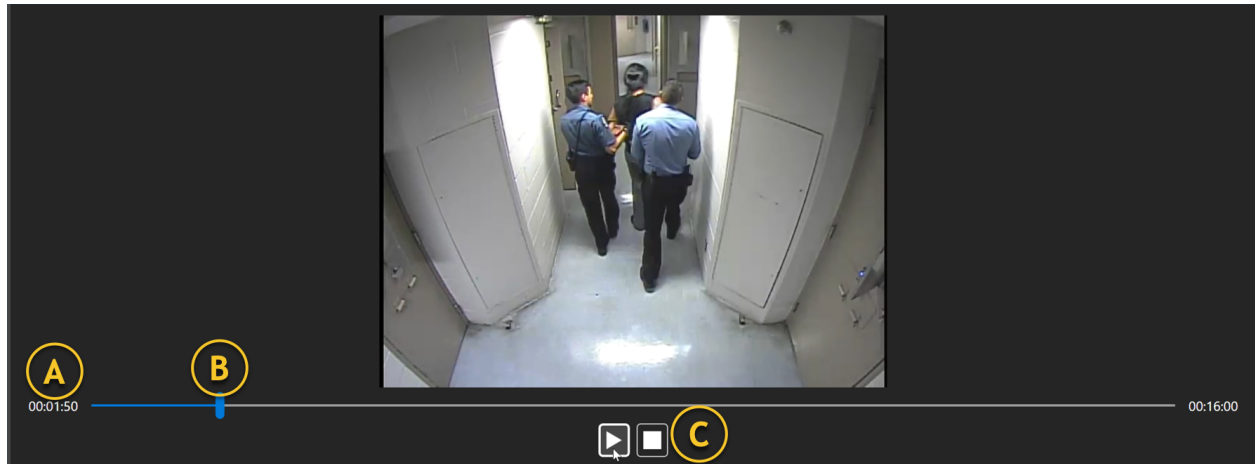
A)	Timeline	This timeline shows you the length of time for the video file being viewed and the current time of where the video is during playback.
B)	Slider Bar	This slider bar shows you the time frame within the video being viewed and reflected on the left of the timeline. If you drag the slider bar forward or backward the video will fast-forward or rewind.
C)	Player Controls	These controls allow you to Play, Pause or Stop playing the video.

About the Information Pane

The Information Pane displays the configured metaform, allowing you to enter in metadata related to the case.

|		
A)	**Information Pane**	This pane displays the configured metaform with the desired fields.
B)	**Metaform Fields**	The fields can be configured to be optional or required, choice/dropdown, or short or long text.

About the Tree Pane

The Tree Pane lists all the folders and files that are part of the specific case you're working on and allows you to bring them into the canvas. You can sort by any of the columns or create complex sorting criteria. You can also add notes to specific files. You can also do wildcard searches running through all file names, extensions, and file notes.
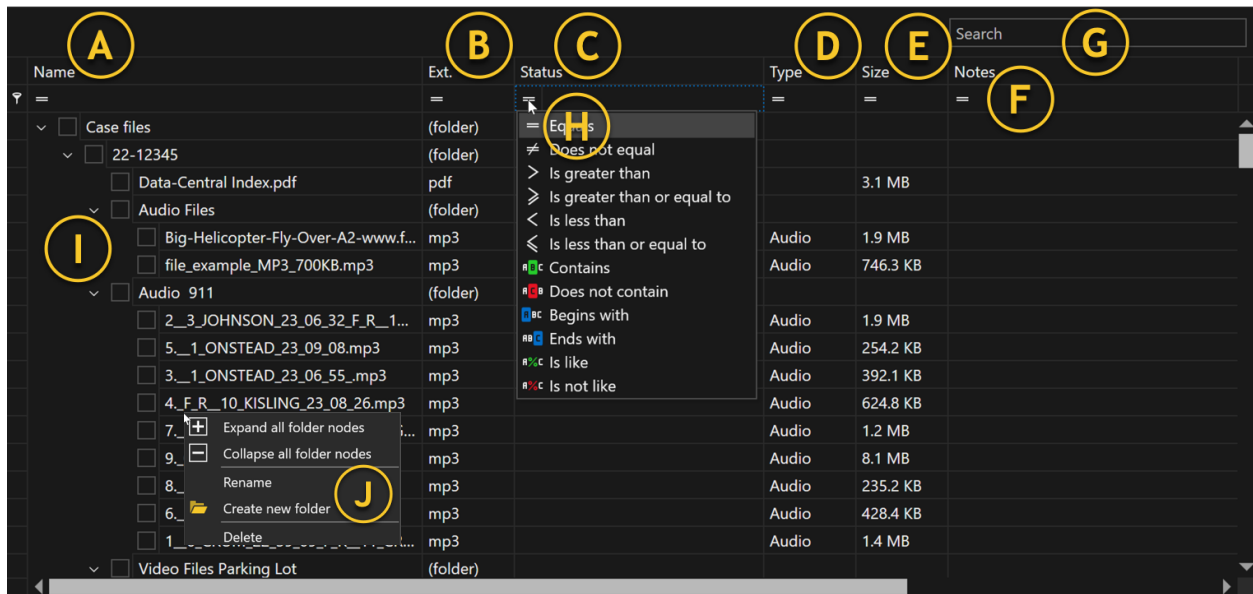
A)	**Name Column**	This column lists the folder and file names. By default, this column is not sorted in alphabetical order. It is in the order you dragged the files into **Data-Central**. If you click the column title it will sort in ascending order; click it again, it will sort it in descending order. If you right mouse click you have the option to clear the sort.
B)	**Extension Column**	This column lists the extension for each file or shows that it is a folder. If you click on the filter icon (🔽) you will be presented with a dynamic list of all the extensions and a file count for each file under that extension.

| C)	Status Column	This column shows the status of any processes being ran in the background (i.e., video conversion).
D)	Type Column	This column shows the file type (i.e., audio, video, image)
E)	Size Column	This column shows the file size.
F)	Notes Column	This column shows any notes that a user typed; specific to the file. If you highlight a file and hit Enter, it will pop up a window for you to type in a note.
G)	Wildcard Search	This Wildcard Search field allows you to type in a key word to search through all file names, extensions, file notes and more.
H)	Sorting Option	The (=) icon allows you to setup complex sorting rules. When you click the icon a dropdown list appears. For more details, see the Notes below.
I)	Folder/File Tree	This shows the list of all folders and files within the highlighted case. If you want to expand the folder, simply click on the (▶) icon.
J)	Folder Options	If you right mouse click on a folder or file, you will open a dropdown box. From this list you can expand or collapse all folders, rename or create a folder, and delete a file or folder.

NOTE:

= Equals	**Equals**, expects an exact match of what you're looking for.
≠ Does not equal	**Does not equal**, will find everything not containing a match.
> Is greater than	**Is greater than**, will find items greater than the entered value.
≥ Is greater than or equal to	**Is greater than or equal to**, will find items equal to or greater.
< Is less than	**Is less than**, will find items less than the entered value.
≤ Is less than or equal to	**Is less than or equal to**, will find items equal or less than.
Contains	**Contains**, will find the value if it exists in any part of the field.
Does not contain	**Does not contain**, will find items that don't contain the value.
Begins with	**Begins with**, finds values that begin with the exact match.
Ends with	**Ends with**, finds values that end with the exact match.
Is like	**Is like**, allows you to filter based on character location within a word. (i.e. M%S will find words starting with M and ending with S)
Is not like	**Is not like**, allows you to find words that don't have characters in a specified location. (i.e. M%S will find words that do not start with M and end with S)

About the File Workflow Dashboard

The Dashboard contains workflow commands to be executed on the selected files in the Tree Pane. These commands can be different depending on licensed/integrated workflows.
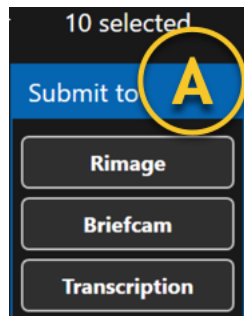
A)	**File Workflow Options**	You can select one or many files and/or folders. Based on that selection, submit those files to any specified workflow option in the list (i.e. Rimage for DVD burning, Briefcam for analytics or transcription).

About the Case Workflow Dashboard

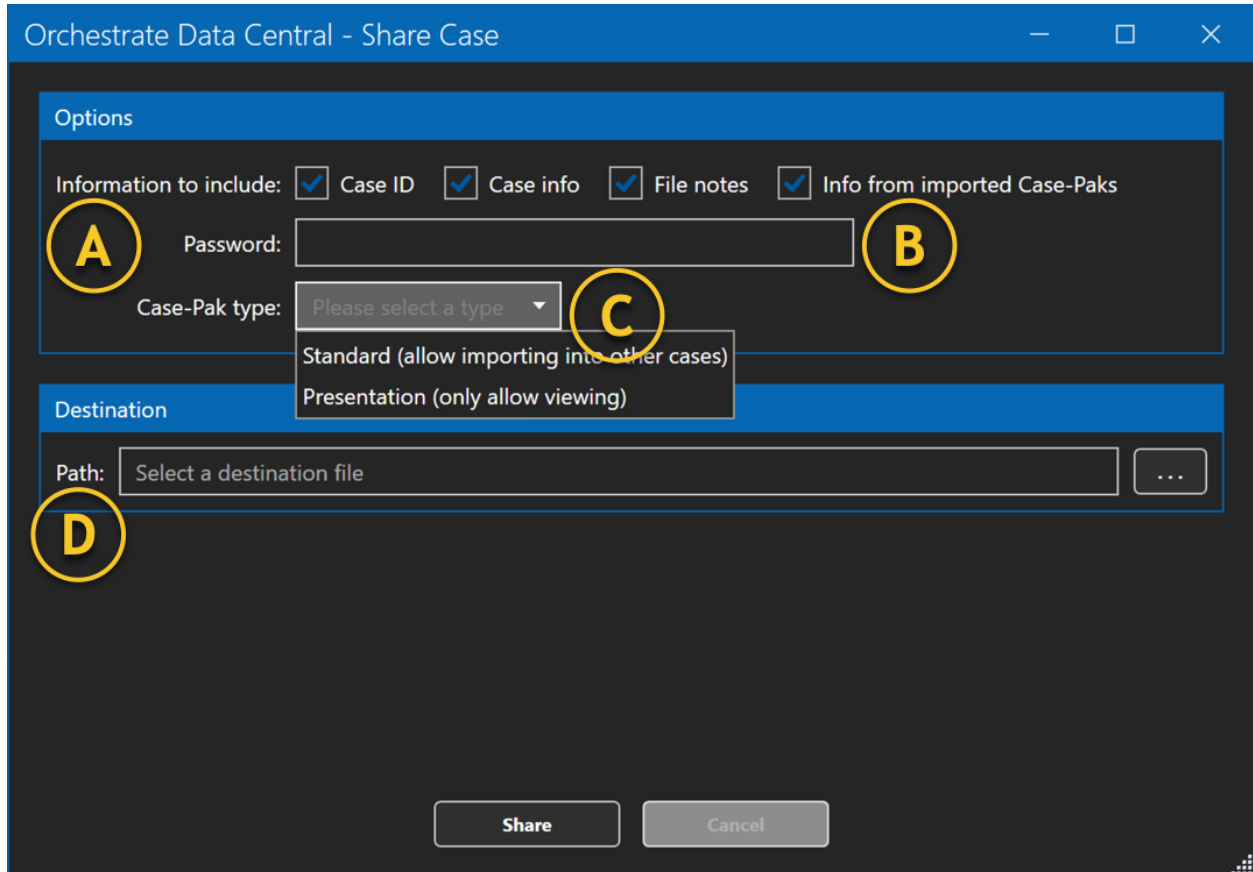This Dashboard contains workflow commands to be executed on the selected case from the Case View.

A)	**Case Workflow Options**	You can select a case from the Case View and then you have the option to "Share Case" or "Submit Case." For more details see the Notes or go to the Share Case and Submit Case section.

Note: The difference between sharing a case and submitting a case is when you share a case, it will encrypt, and password protect the case for transport to another agency or department. When you submit a case, it will send the files to a backend Digital Evidence Management, Records Management or Case Management system. The backend will depend on the customers' preference. **Dynamic Workflow Solutions** will work with any backend.

Sharing a Case

Sharing a case will encrypt (AES-256) all contents within the case and give you the option to include the metadata. Each file will be given a unique ID and hashed (SHA-256).
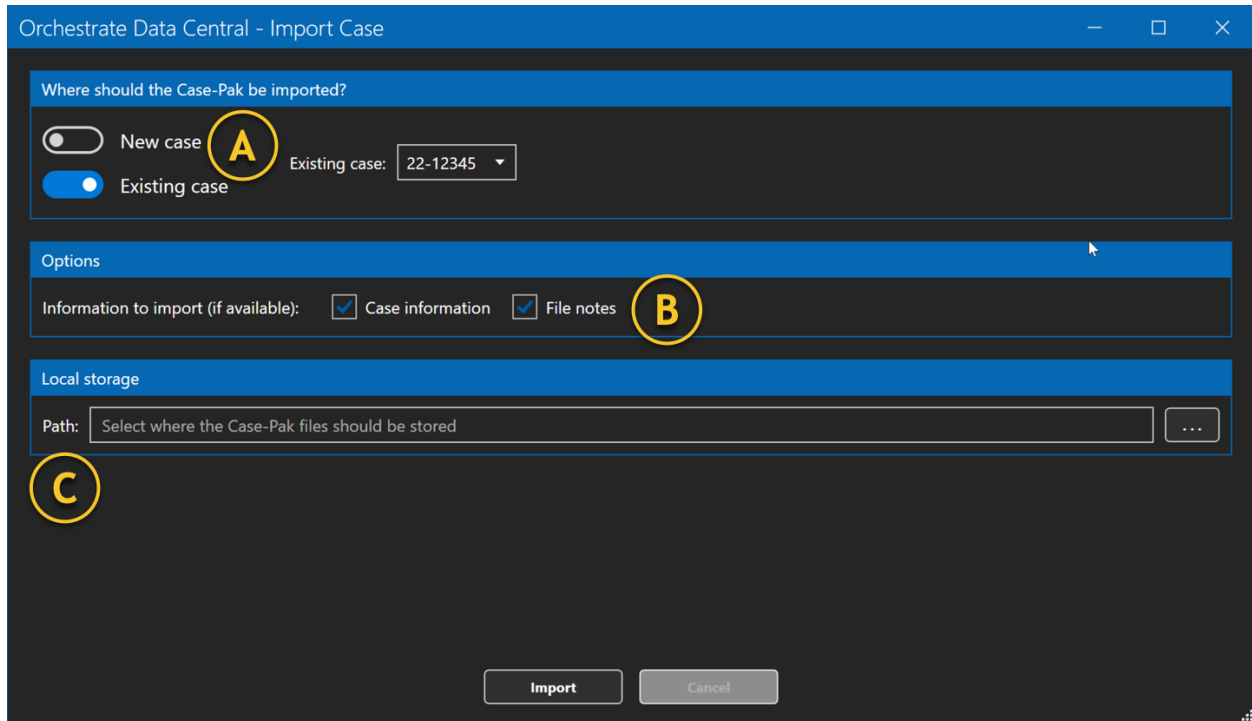

A)	**Information to include**	Each checkbox allows you to include metadata to be encrypted into the Case-Pak. "Case ID" is the assigned Case ID when the case was created. "Case info" is the metadata from the metaform/ Information section. "File notes" are the individual notes created for each file. "Info from the imported Case-Pak" is all the metadata from a previously shared Case-Pak.
B)	**Password**	You can create any password as long as it meets the admin configured strength requirements. This password will be used to decrypt the Case-Pak.
C)	**Case-Pak type**	You have two options to select from for 'Case-Pak type." "Standard," allows the recipient of the Case-Pak to import the files into other cases, add new

		files and metadata as if it were their case from the beginning. "Presentation," only allows the recipient to open the Case-Pak and view the files and metadata.
D)	**Path**	"Path" is the desired location to place the encrypted Case-Pak once it has been created.

Opening / Decrypting a Case-Pak

Opening a Case-Pak in **Data-Central**. Once you receive the encrypted Case-Pak you simply drag and drop the icon anywhere into the software interface. It will ask you for the password (if there is one) and then open the Import Case window.

A)	**Case-Pak import location**	You are given two options. Would you like to place the Case-Pak into a new case or into an existing case. If you select "New case," you will be given the option to create the case number. If you select "Existing case," you will be presented with a dropdown and a current list of open cases.

B)	**Information to import**	If the sender (of the Case-Pak) included the "Case information" and the "File notes," you can opt to bring that information into the case.
C)	**Path**	This is the location where you would like to have the decrypted files placed, once **Data-Central** is complete.