Evidence Management Solution
User Manual

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1 Solution Introduction

1.1 Introduction

Hikvision Evidence Management Solution is a centralised security solution which provides powerful functions to enable the management of critical incidents and important data for your customers.

Based on Hikvision's own HikCentral VMS software, users can easily and quickly collect data from different locations, and furthermore securely share evidence with the police, emergency services and other authorised parties.

1.2 Hardware Requirement

- A dedicated server to install SFTP software
- HikCentral Server: Please check System Requirements & Performance document for more detail.

1.3 Software List

HikCentral Professional: V1.5.0059.20200509

2 Installation

2.1 HikCentral Professional

Our installation guide is available in our website and also YouTube
https://www.hikvision.com/uk/support/download/software/hikcentral-pro-v1-5-1/
https://www.youtube.com/watch?v=hYip4B5rU7w&feature=youtu.be

If you have any questions during installation, please contact Hikvision Representative or your distributor for more support

2.2 SFTP Server

Please check the Appendix for an example

![HIKVISION]

3 Configuration and Operation

3.1 HikCentral Web Client Configuration

3.1.1 Enable Evidence Management Module

In the HikCentral web client –> System -> Schedule Evidence Collection Page, operators can configure the SFTP server, including Server IP, Port, login User name and Password.

Also operators can also add evidence elements, like Evidence type, Organization on site, Result/conclusion, Location of incident and Source of evidence.
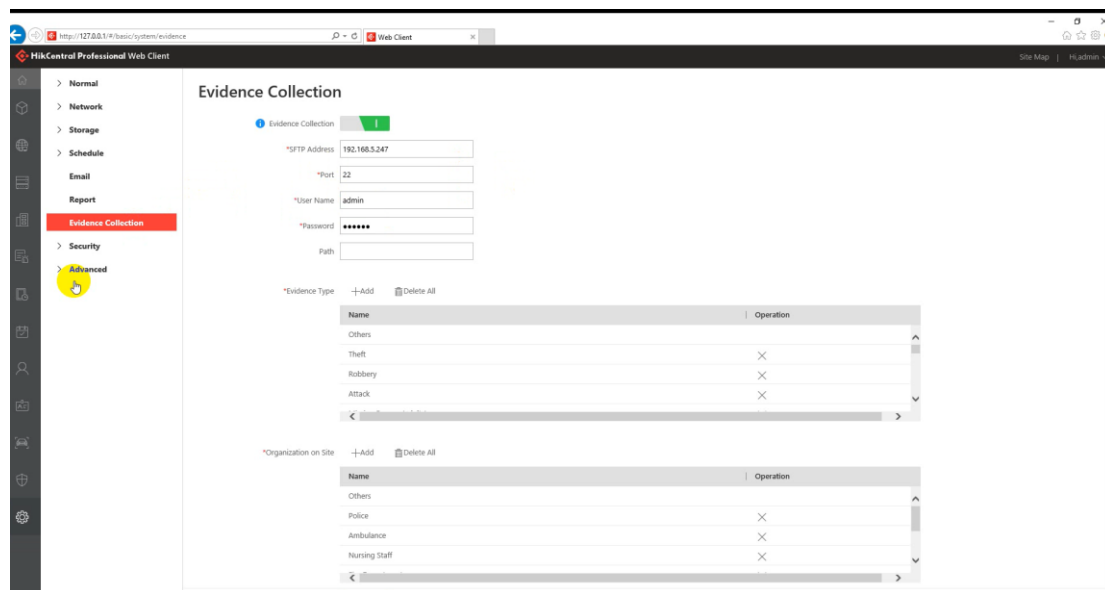
Note： There must be at least one element in the evidence location.

3.2 HikCentral Control Client Operation

3.2.1 Create Evidence

The operator can record a video clip to use as the evidence from live view and playback and save to the SFTP or local server.

The operations in live view and playback are identical. The document will only demonstrate the operations in live view for simply introduction

- **Step 1** Log into HikCentral Control Client, enter the Monitoring Surveillance Module, select the monitoring point for to live view

- **Step 2** Click the record button in the live view window to record and click the recording button again to stop the recording
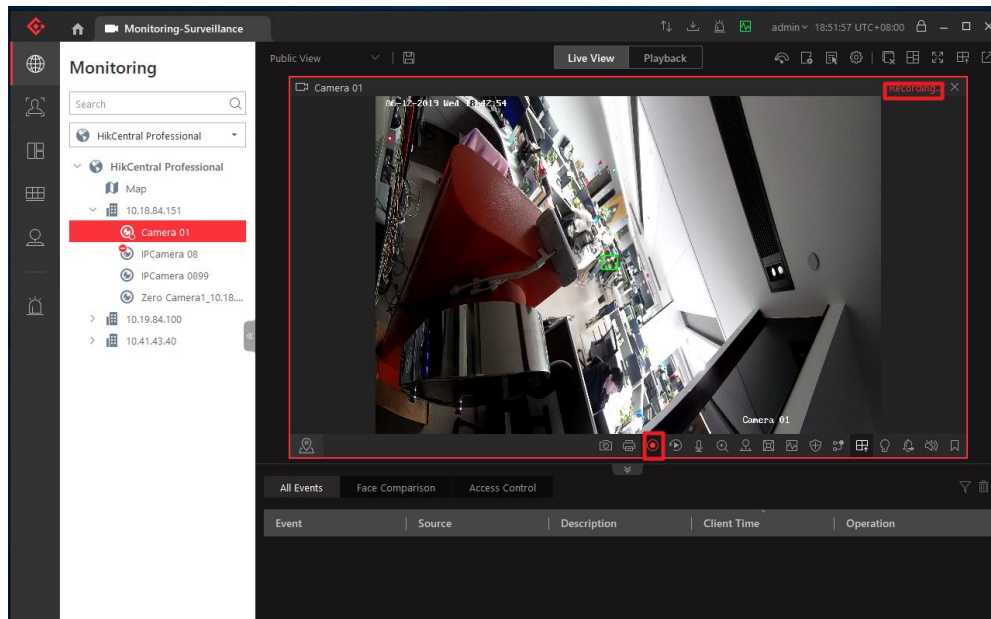
- **Step 3** Click Save as in the pop up window, and the client will pop up the interface to Save video configuration. Tick Save As Evidence, and the configuration options to Save Evidence will be displayed in the interface
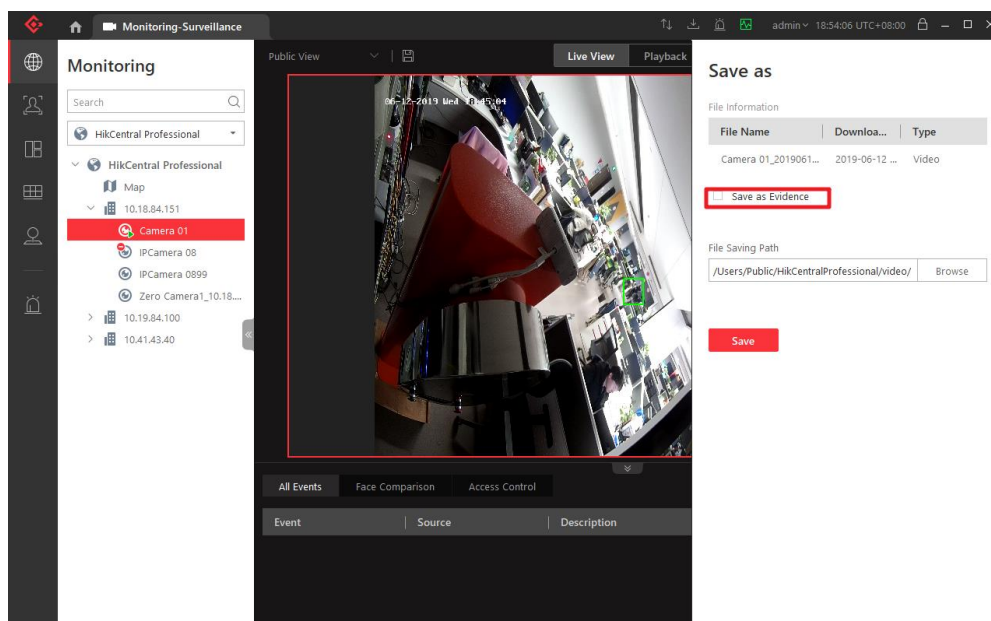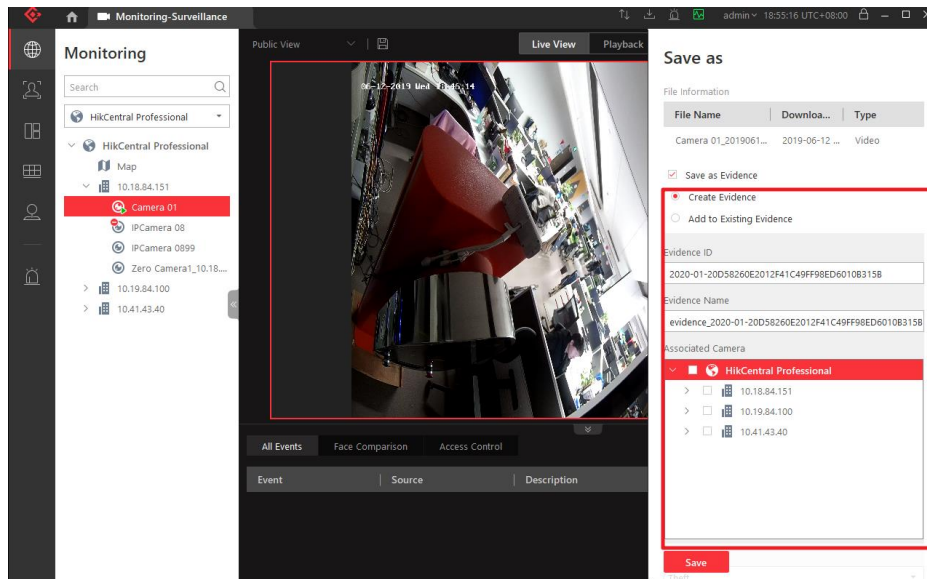
Note:

If the number of monitoring points associated with evidence exceeds 8, the client will give a prompt and the evidence saving fails

3.2.2 External Evidence Upload

HikCentral provides the method to upload the external evidence to the server

- **Step 1** Open Evidence Manager in the main interface, Click the Evidence Manager option, Set the evidence configuration click the Save button
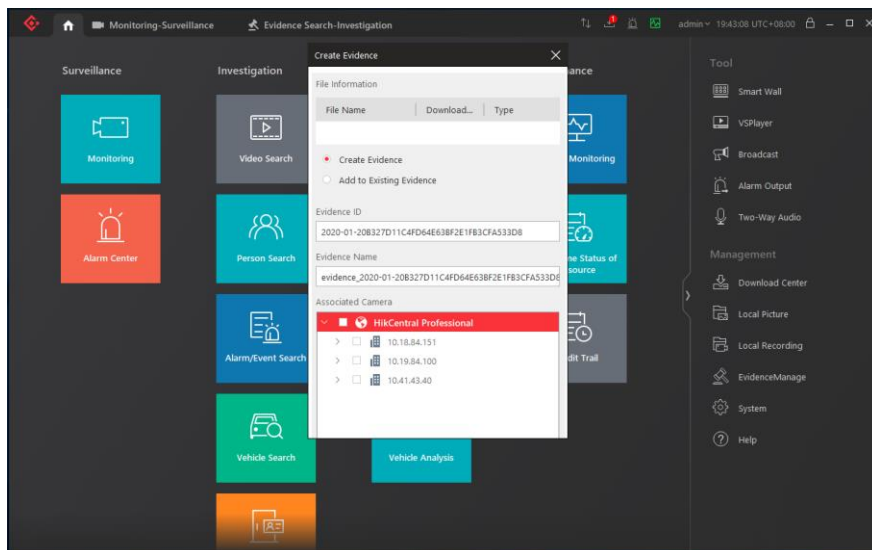
- **Step 2** Select to add existing evidence in the evidence creation interface, enter the search criteria in the evidence search box, and the client can search out the evidence
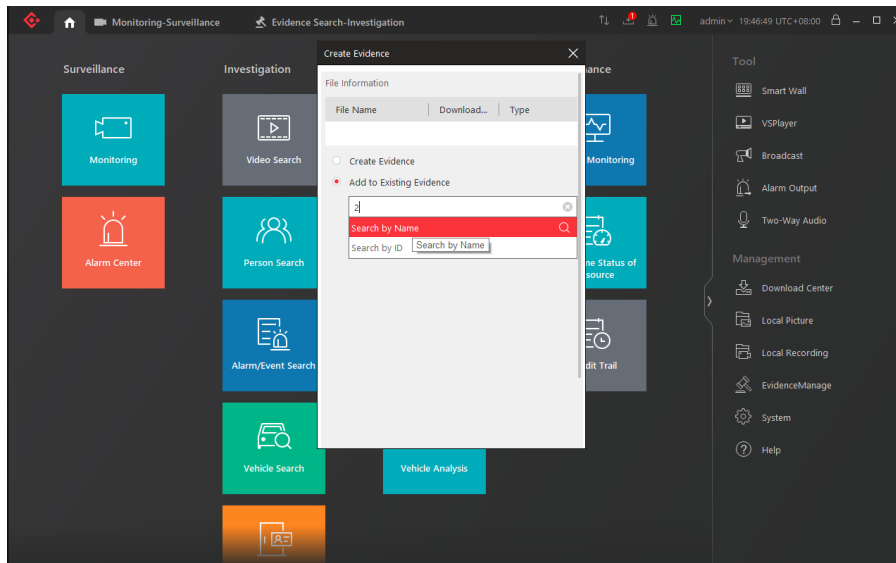
- **Step 3** Select a piece of evidence, and the evidence creation screen displays information about that piece of evidence
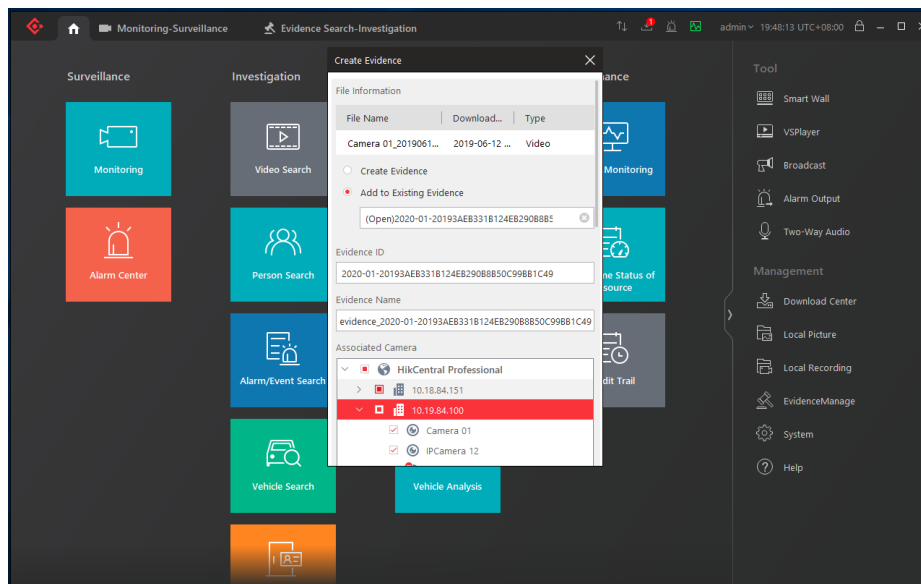

Note:

1. If the evidence is in the closed state, the interface will display the time when the evidence is closed and the information of the evidence is closed. If the evidence does not have a video file, the video file information in the create Evidence interface is empty
2. The evidence file can also be uploaded by computer

3.2.3 Evidence Search & Export

In the Hikcentral, operator can search, edit and export the evidence.

- **Step 1** Log into HikCentral Control Client and enter Evidence Search-investigation and Set the search criteria, click search, and the control client can search for evidence
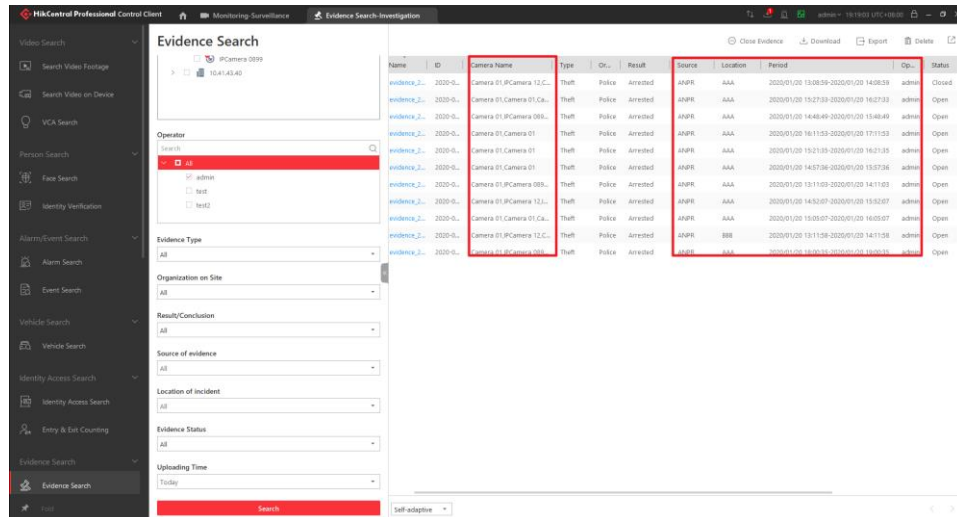
- **Step 2** Click the evidence name in the evidence list to enter the evidence details interface, and display relevant information of the evidence in the evidence details interface
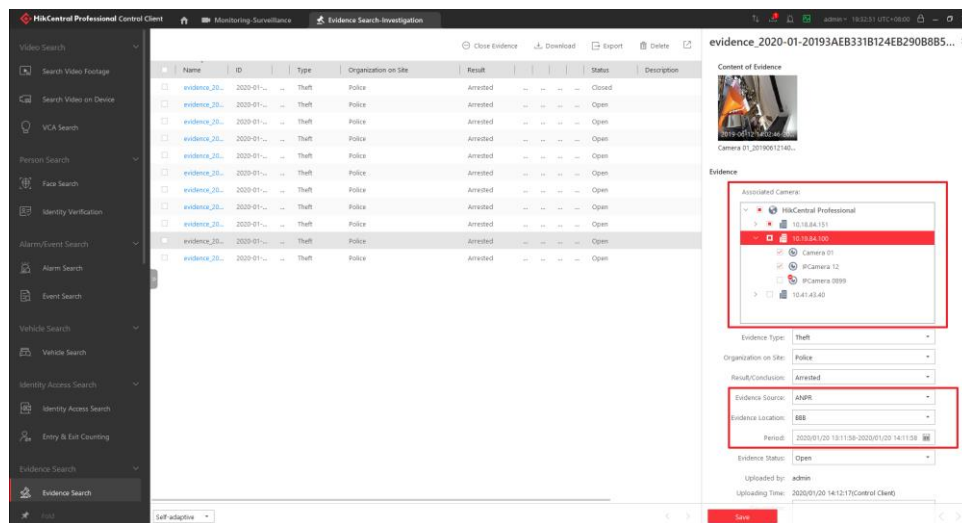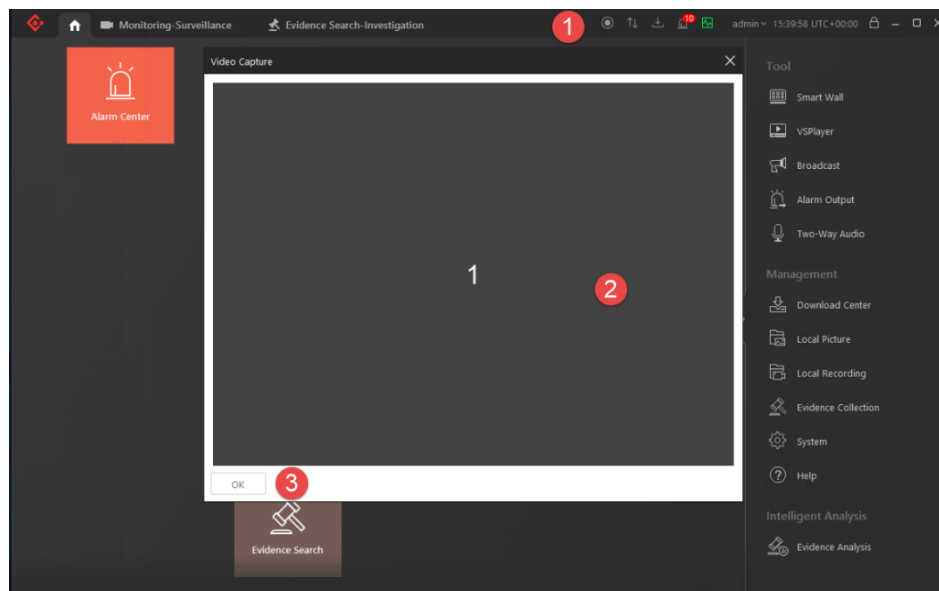
- **Step 3** Select the evidence in the evidence list and export
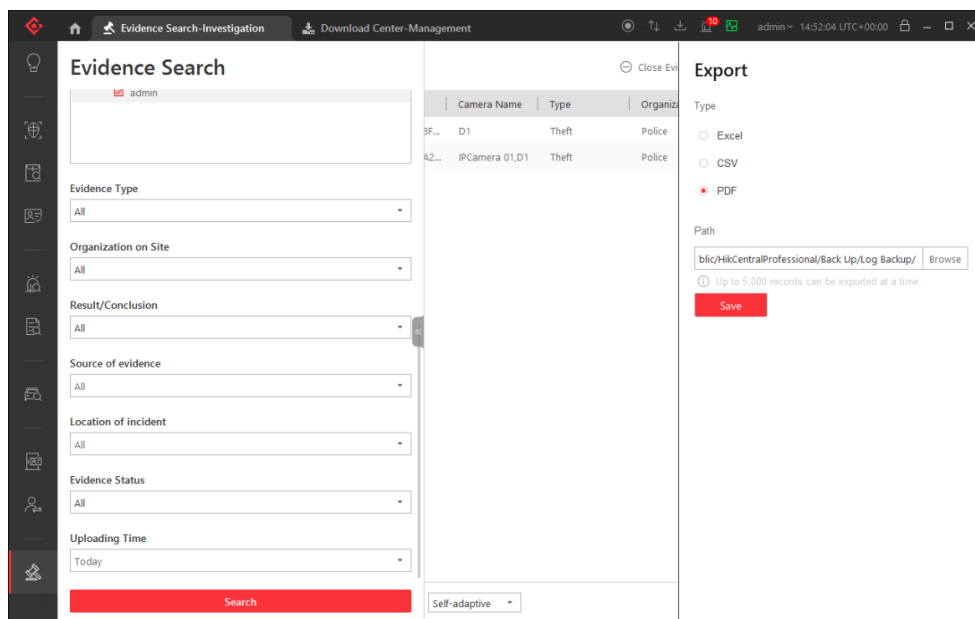
3.2.4 Screening Recording

By using Screening Recording Function, the operator can record all the operation when collecting evidence with using other application

- **Step** 1: Enable the recording function by clicking the record button
- **Step** 2: Choose the record screen
- **Step** 3: Click OK

Note:

1. A maximum of four screens can be displayed for selection, and only one screen can be recorded at a time.
2. The screen file format should be MP4

3.2.5 Evidence Report Statistics

Log into HikCentral Control client, enter Evidence Analysis module, operators can customize the conditions of the report and then search for the amount of evidence under the corresponding conditions. The report type can be bar or pie chart and be emailed to the administrator on a regular basis.

The Operator can select report data like:

- people group
- time period
- Evidence location
- Evidence type
- Camera Source
- Evidence Source
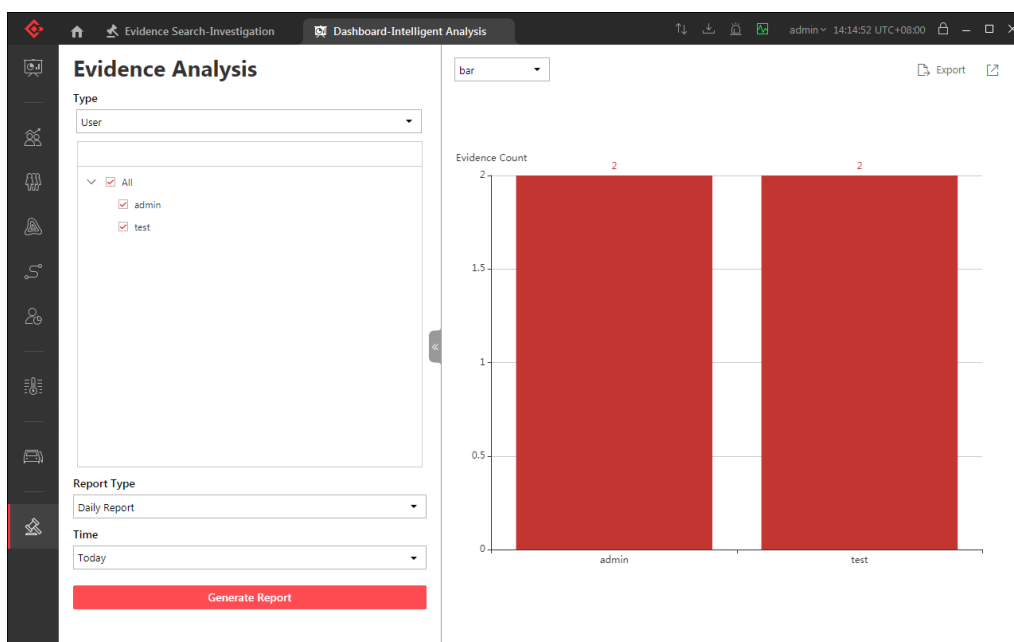
Note：

1. A maximum of 12 resources can be checked for each type
2. If the selected report Type is Daily Report, only today and Yesterday are in the time drop-down box.
3. If the selected Report Type is custom Time Interval, time is a dual calendar with a start time and an end time
4. When selecting a custom time period, the length of time to be long selected is 1 year. If the selected time period is longer than 1 year, there will be a prompt "Only one year at most".

4 Appendix

4.1 SFTP Server Installation

The SFTP server installation may have varies ways. Here the document shows how to build SFTP server using freeSSHd just as an example.
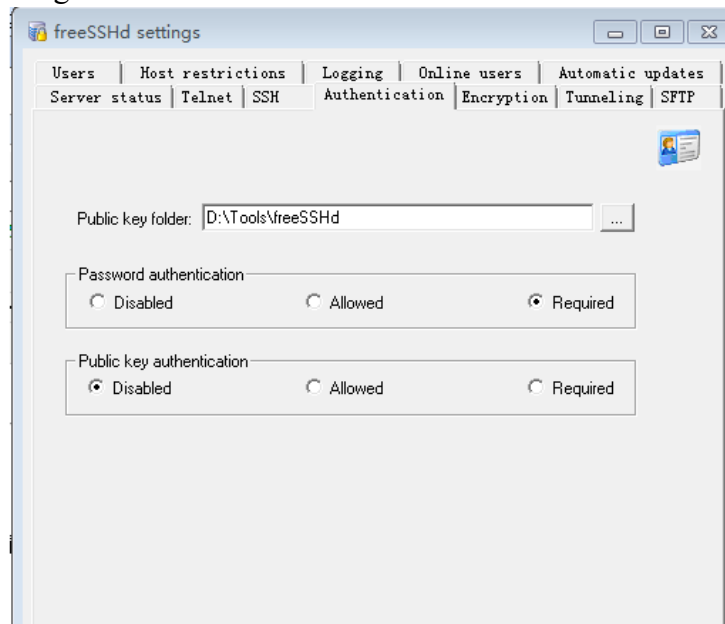
- **Step 1** Run the freeSSHd.exe by administer and install the program.
- **Step 2** Open the program and start configuration.
  a) Add the user in users Module and enable SFTP function.
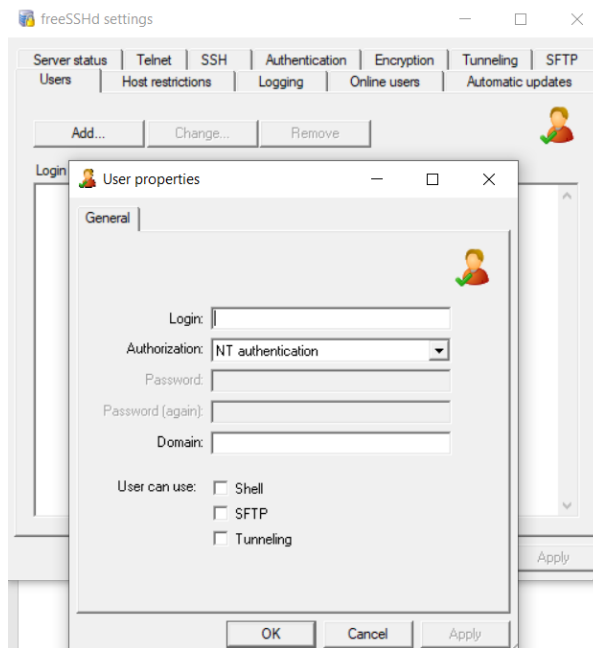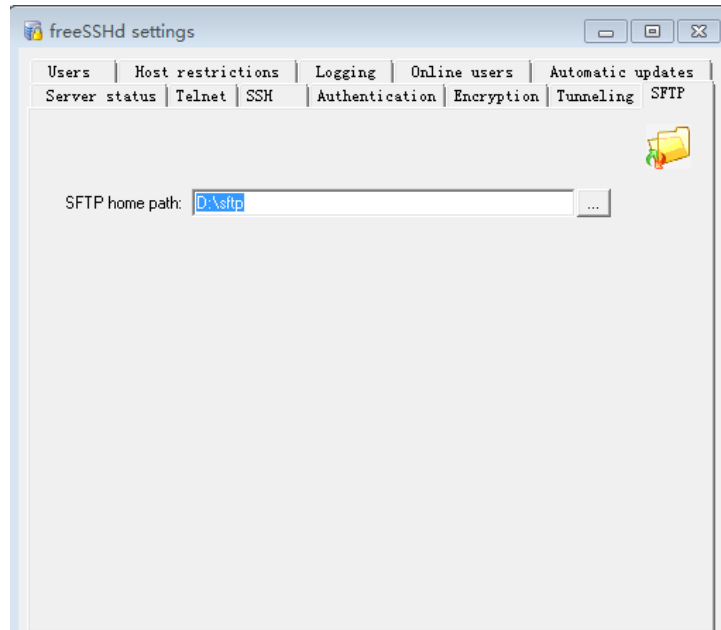
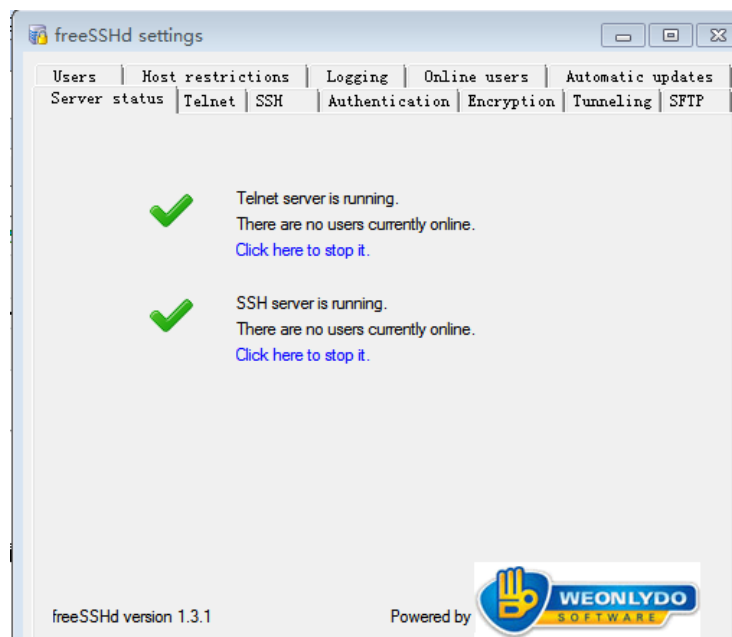b) Set SSH server IP and port in SSH module
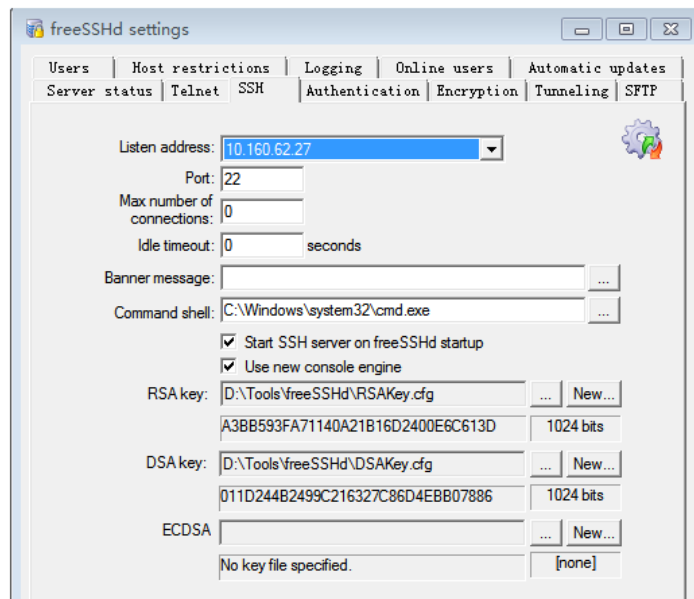
c) Configure Authentication method in Authentication Tab
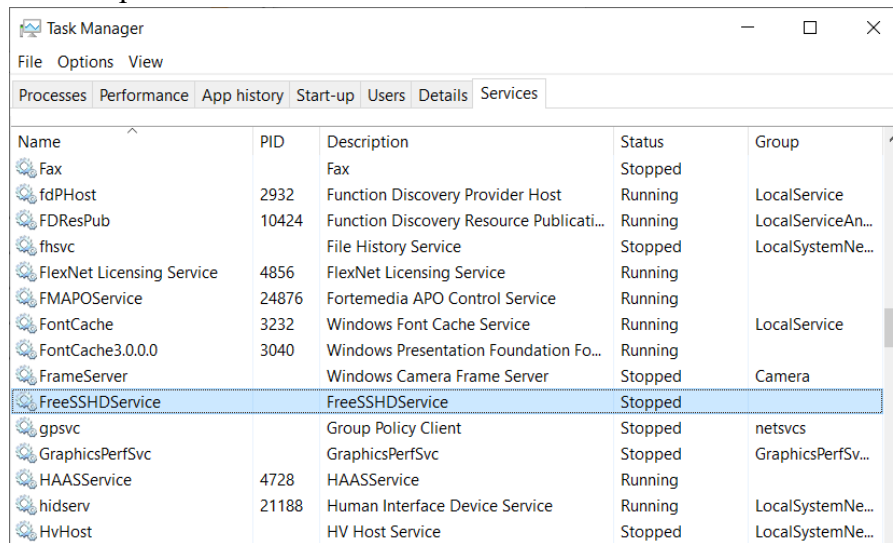

d) Set the Home Path in SFTP Module

e) Check the SSH status in Server status Module

Note:

After the program installation, please terminate the freeSSHd service in the task manager and reopen it

Task Manager

File Options View

Processes | Performance | App history | Start-up | Users | Details | Services

Name	PID	Description	Status	Group
Fax		Fax	Stopped	
fdPHost	2932	Function Discovery Provider Host	Running	LocalService
FDResPub	10424	Function Discovery Resource Publicati...	Running	LocalServiceAn...
fhsvc		File History Service	Stopped	LocalSystemNe...
FlexNet Licensing Service	4856	FlexNet Licensing Service	Running	
FMAPOService	24876	Fortemedia APO Control Service	Running	
FontCache	3232	Windows Font Cache Service	Running	LocalService
FontCache3.0.0.0	3040	Windows Presentation Foundation Fo...	Running	
FrameServer		Windows Camera Frame Server	Stopped	Camera
FreeSSHDService		FreeSSHDService	Stopped	
gpsvc		Group Policy Client	Stopped	netsvcs
GraphicsPerfSvc		GraphicsPerfSvc	Stopped	GraphicsPerfSv...
HAASService	4728	HAASService	Running	
hidserv	21188	Human Interface Device Service	Running	LocalSystemNe...
HvHost		HV Host Service	Stopped	LocalSystemNe...