# **KEDACOM**

# User Manual for Data Docking Station Multi-point Management Software

V2 April, 2019 Data Docking Station Multi-point Management Software

User Manual

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## **Target Audience**

Administrators, Operators and Maintenance Personnel of Data Docking Station Multi-point Management Software

## **Document Version**

V2

## Convention

Icon	Convention
(i)	Notes: Necessary supplements to the operations
italic	Book or document name; Filling content
>	Connector between menus of different level
Bold	Menu; Button; Option

## **Customer Service**

800-828-2866 (For telephone)

400-828-2866 (For telephone and cellphone)

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## 1. Introduction

## 1.1 DDSMMS Brief

Changing the traditional mode of one surveillance device to one management platform, KEDACOM Data Docking Station Multi-point Management Software (hereinafter referred to as "DDSMMS") integrates the functions of KEDACOM VMS, VIID and MSS, and make it possible for one platform to manage multiple front-end devices, which is also a breakthrough of surveillance service and an innovation of law-enforcement standardization.

Concentrating on the law-enforcing sections such as alarm receiving and disposing, law-enforcing and evidence collecting, traffic duty, site regulating and community policing, where the front-line police are equipped with body worn cameras and the primary-level bureaus and teams are established with data docking stations, the DDSMMS could upload all the video and audio files automatically and store them in mass, process criminal cases, take video and audio records throughout the whole process and apply the "Backtracking" law-enforcing mode. Therefore, the law-enforcing tracks can be traced and the liability for fault can be investigated backward so as to ensure strict, equal and civilized law enforcement.

The DDSMMS could realize the following functions:

- Video and Audio Management: support classified management of video and audio files, support local video and audio files importing.
- Body Worn Camera Management: support remote configuration of body worn camera and live transmission of video and audio files recorded by body worn camera to DDSMMS.
- Data Docking Station Management: support remote configuration of data docking station, support the solution of one DDS to many users.
- **4. Flexible Storage Configuration**: support distributed and centralized storage strategy to satisfy actual requirements of the site.
- **5. Abundant Logs**: can leave tracks for future tracing.
- 6. Characterized Statistics and Analysis: support multi-dimension statistics and

analysis report and customized report.

7. Flexible Authorization Management: separate management of interface authorization and data authorization makes user authorization management more flexible.

# **1.2 Operation Environment**

The system should install KEDACOM custom Google browser, the versions of which could be XP and win7.

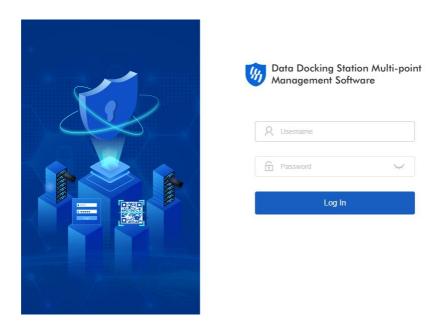
Browser Version	os	Video Compression	Audio Compression
49.2623.110.20180928	XP	H.264, H.265	Opus, G711a
61.0.3151.20180928	win7 and above	H.264, H.265	Opus, G711a

Note: Please disable the option "Use hardware acceleration when available" on chrome browser.

# 2. Login

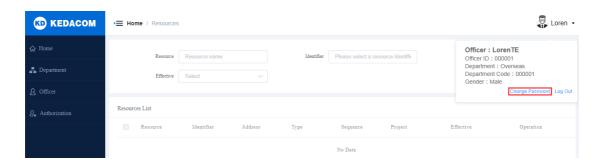
# 2.1 Login through Browser

Open Google Chrome, input DDSMMS IP address or domain name and press "Enter" key. On the login interface, input username, password and click "Log In".

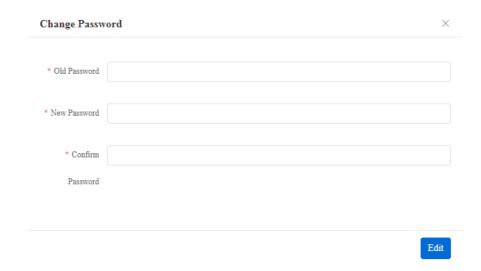


# 2.2 Change Password

The DDSMMS now accesses to the "Authorization" system, and you can change password on the "Authorization" interface. Go to **System > Authorization**.



- Click the inverted triangle beside username at the top right corner to show the dropdown list of "Change Password" and "Log Out".
- 2) Click "Change Password" and perform operations of editing the password.

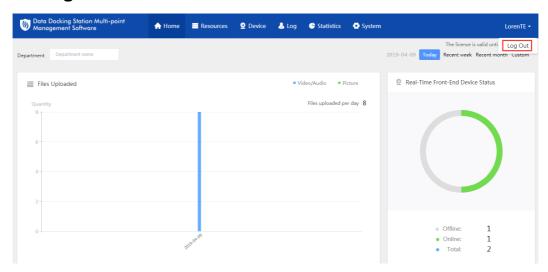


3) Firstly, input old password and enter a new password twice. If the system verifies the new password OK, the password is changed successfully.



- (i) Note:
- 1) Please input a new password different with the old one;
- 2) Please re-login after modifying the password.

# 2.3 Log Out

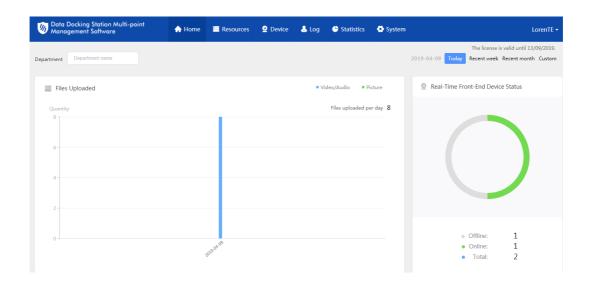


- 1) Click the inverted triangle beside username at the top right corner to show the dropdown list of "Log Out".
- 2) Click "Log Out" to log out.

# 3. Functions of DDSMMS

## **3.1 Home**

## 3.1.1 Interface



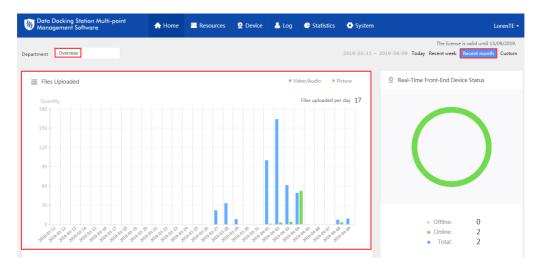
# 3.1.2 Files Uploaded

## **Function**

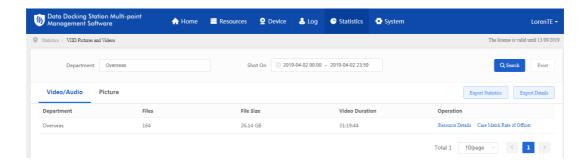
It displays the uploaded video/audio files and pictures of a department and by default those of the day available to the user to the extent of his authorization.

## Operation

Select a department and a time to display the result.



Click the blue column on the diagram and the interface will skip to the Statistics > VIID Pictures and Videos interface; it shows the files for the selected time: "Shot Time". The interface will not show files shot on the day.



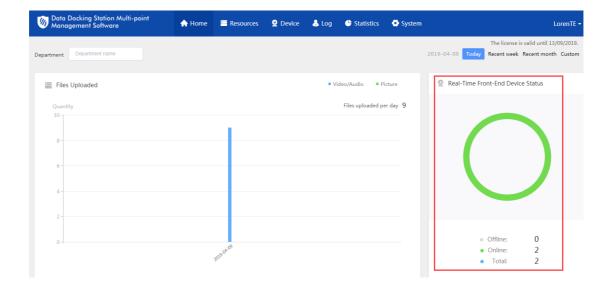
## 3.1.3 Real-Time Online Device Status

#### **Function**

It displays the online device status at real time and by default those of the day available to the user to the extent of his authorization.

#### Operation

The interface shows online device number, offline device number and total number of devices.

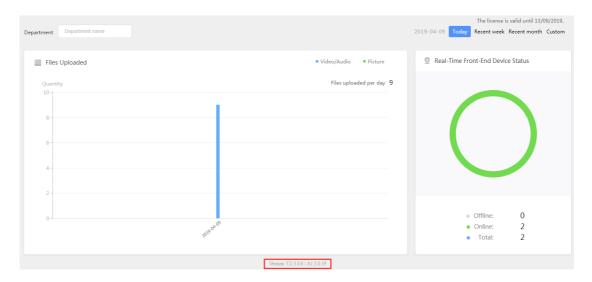


# 3.1.4 System Version

## **Function**

On the footer of the home page, it displays the system version of front-end and

back-end devices; the version information is hard-coded and cannot be edited.



## 3.2 Resources

## 3.2.1 Video

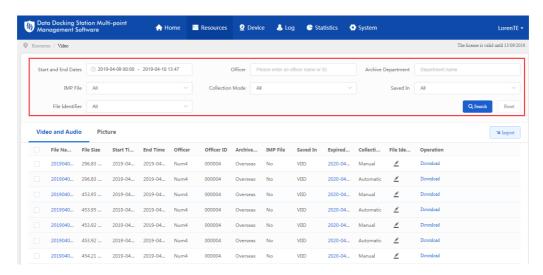
#### 3.2.1.1 Interface

#### **Function**

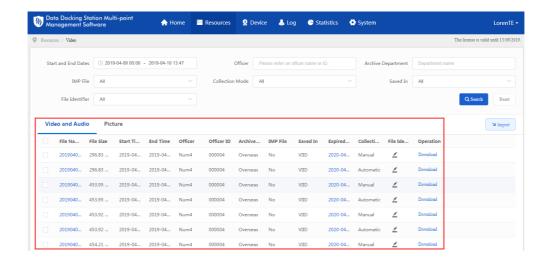
It displays the video list according to filters such as time, officer name, archive department, IMP file, collection mode, save path and etc.

#### Interface:

1. Enter search filters and click "Search". Fuzzy search is also supported.



2. The search result will show on the list below.

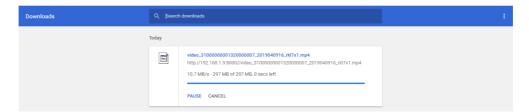


#### **3.2.1.2 Download**

#### **Function**

You can click the button of "Download" to download the resources to local PC.

## Operation



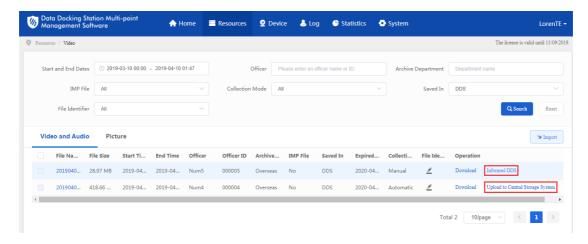
## 3.2.1.3 Upload to Central Storage System

#### **Function**

When the resources are stored on the DDS, there will be a button of "**Upload to Central Storage System**". When the resources are synchronized to the VIID, the button will be hidden.

## Operation

- 1. Select a file from the list and click "Upload to Central Storage System".
- 2. When the file is stored on the DDS, click "Upload to Central Storage System" and it prompts "Uploading". After finish, the file will be synchronized to VIID and its save path becomes "VIID" and the button "Upload to Central Storage System" is hidden.



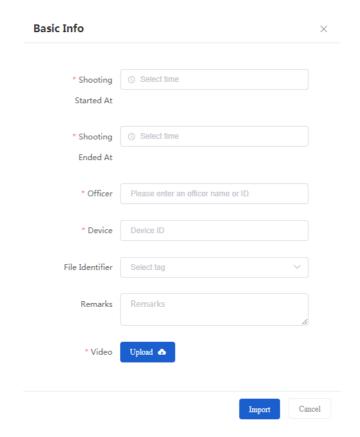
## 3.2.1.4 Import Resources

#### **Function**

Import video and audio resources: click "Import" and enter detailed information of the file and import local resources to DDSMMS.

## Operation

1. Click "Import" and the following interface will pop up.



- 2. Notes for the information items:
  - Shooting Started At: by default "Select time", time control, select the

start time accurate to the second.

- Shooting Ended At: by default "Select time", time control, select the end time accurate to the second.
- Officer: by default "Please enter an officer name or ID", after entering a name or ID, if there are matching officers, it will provide a list for selection; otherwise, it will prompt "No data". When selecting an officer, the displayed format will be "Officer ID-Officer Name".
- Device: by default "Device ID", after entering device ID, if there are matching devices, it will provide a list for selection; otherwise, it will prompt "No data". When selecting a device, the displayed format will be "Device ID-Device Name".
- File Identifier: optional, drop-down box, by default "Select tag", or select one from the drop-down list.
- Remarks: optional, textbox, it allows maximum 50 characters.
- Video: click "Upload" to open file save path and select a video file.
- 3. After finish, click "Import" to import a file.

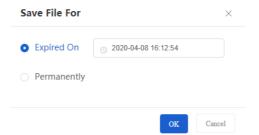
## 3.2.1.5 Edit Expiration Time

#### **Function**

You can edit the expiration time of any video file on the list.

#### Operation

 Select a video file, click its expiration time in column "Expired on" and the following window will pop up:



- 2. On the above window, edit the expiration time or select "Permanently", and click "OK" to save or "Cancel" to cancel edition.
- 3. The expiration time can be accurate to the second, and the "Permanent"

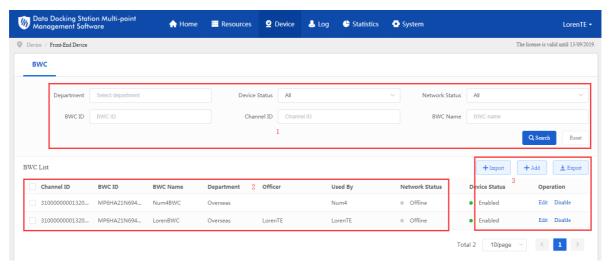
expiration date is December 31st, 2099.

- 4. Select one or multiple video files from the list and click the button "Batch Saving Duration Editing". Edit the expiration time or select "Permanently". The expiration time can be accurate to the second, and the "Permanent" expiration date is December 31<sup>st</sup>, 2099.
- When a video file expires, the DDSMMS will send a message to the VIID to delete the resource and the DDSMMS will filter the expired data automatically.

## 3.3 Device

## 3.3.1 Front-End Device

## 3.3.1.1 Interface



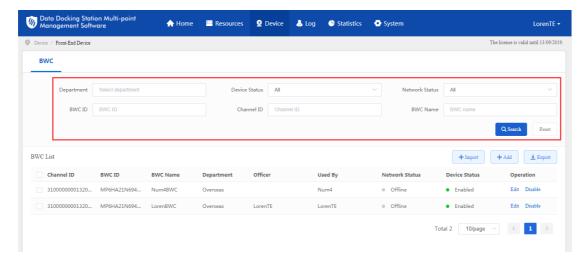
- Search filters: you can enter the search filters and click "Search" to search the results.
- 2. Device list: display the search results.
- 3. Operations: you can import, add, export, edit or disable a device or devices.
- 4. The columns of "Network Status" and "Device Status" work together, i.e. the enabled online devices will be displayed first.

#### **Device Search**

Function: Search the target devices quickly through filters.

#### Operation:

Enter filters and click "Search" to search the target devices. Click "Reset" to clear the entered filters.



- Department: embedded with the organization chart, and you can select a department from the organization chart.
- Device Status: dropdown box, default option "All", options including "All",
   "Enabled" and "Disabled".
- Network Status: dropdown box, default option "All", options including "All",
   "Online" and "Offline".
- BWC ID: text box, you can enter partial of a device ID because it supports fuzzy search.
- Channel ID: text box, you can enter partial of a channel ID because it supports fuzzy search.
- BWC Name: text box, you can enter partial of a BWC name because it supports fuzzy search.

#### 3.3.1.2 Device List

#### **Function**

The search results by search filters will be displayed on the device list below.

**Displayed items:** Channel ID, BWC ID, BWC Name, Department, Officer, Used By, Network Status, Device Status and Operation ("Edit" and "Disable")

## **3.3.1.3 Add Device**

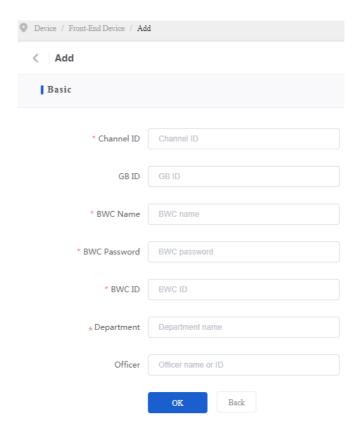
#### **Function**

Add devices to the DDSMMS; it supports two methods, manual one-by-one adding and batch importing.

## Operation:

Click "Add" and on the popup interface, fill in the information and click "OK".

After the system verifies OK, the device is added successfully;



- Channel ID: text box, mandatory, fixed length of 20 characters, needs
   length verification during entering
- GB ID: text box, optional, fixed length of 20 characters
- BWC Name: text box, mandatory, maximum length of 40 characters
- BWC Password: text box, mandatory, maximum length of 20 characters
- BWC ID: text box, mandatory, maximum length of 20 characters
- Department: text box, mandatory, embedded with the organization chart or enter it manually, support fuzzy search

 Officer: text box, optional, support fuzzy search (Note: You should select a department first and then the staff thereunder, otherwise you cannot select an officer)

The system also supports batch importing. Download the "Template for Batch Front-End Device Import" and fill the form according to the rules. Then click "Upload".



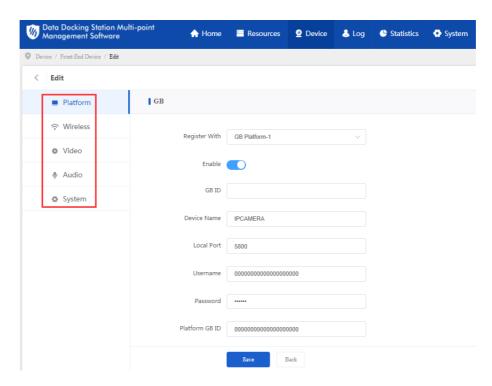
#### 3.3.1.4 Edit Device Information

#### **Function**

Edit information of devices already being added to the DDSMMS.

## Operation:

1. On the right of the device list, click "Edit" in column "Operation" and the system will pop up a window of "Edit". Fill the blanks and click "Save".



2. It supports edition of 5 parts of parameters: Platform, Wireless, Video, Audio

and System.

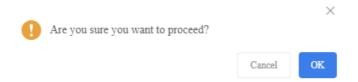
#### 3.3.1.5 Disable Device

#### **Function**

For those faulty or lost devices, disabling them means to unbind them from DDSMMS.

## Operation:

On the right of the device list, click "**Disable**" in column "**Operation**". On the popup interface, click "OK" to disable the device.



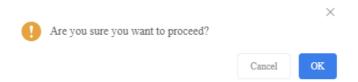
## 3.3.1.6 Enable Device

#### **Function**

You can enable those disabled devices.

## Operation

On the right of the device list, click "**Enable**" in column "**Operation**". On the popup interface, click "OK" to enable the device.



## 3.3.1.7 Export Device List

### **Function**

You can export the data on the interface.

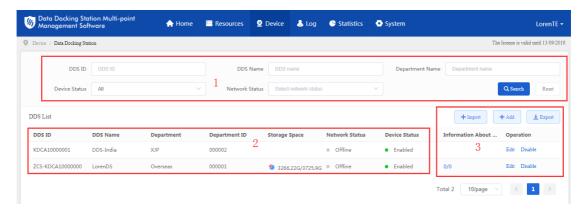
## Operation

1. Click "Export" on the top right of the device list to download all the searched results excluding the "Operation" column to local PC.

2. The exported excel file name: BWC-YYYY-MM-DD.xlsx

# 3.3.2 Data Docking Station

## 3.3.2.1 Interface



- Search zone: you can enter the search filters and click "Search" to search the results.
- 2. DDS information list zone: display the searched results of DDS information.
- Operation zone: you can import, add, export, edit or disable a device or devices.
- 3. The columns of "Network Status" and "Device Status" work together, i.e. the enabled online devices will be displayed first.

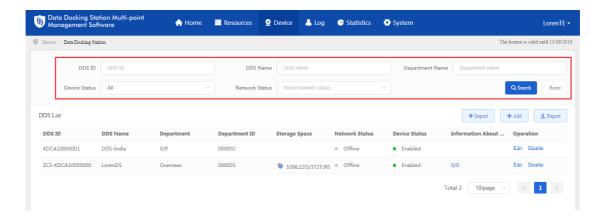
#### 3.3.2.2 Search Device

#### **Function**

Search out devices quickly on DDSMMS according to the search filters.

## Operation:

Enter the filter information in the search zone and click "Search" to search the devices. Click "Reset" to clear the filters quickly.



- DDS ID: text box, accurate search
- DDS Name: text box, accurate search
- Department Name: embedded with the organization chart and you can select a department from the organization chart or enter it manually
- Device Status: dropdown box, default option "All", options including "All",
   "Enabled" and "Disabled"
- Network Status: dropdown box, default option "All", options including "All",
   "Online" and "Offline"

## 3.3.2.3 Device Information Display

## **Function**

The search results by the search filters will be displayed on the DDS list.

**Displayed items:** DDS ID, DDS Name, Department, Department ID, Storage Space, Network Status, Device Status and Operation ("Edit" and "Disable")

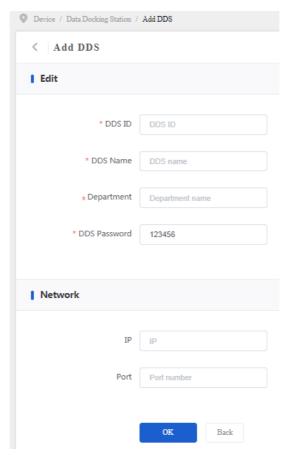
## 3.3.2.4 Add Device

## **Function**

Add devices to DDSMMS; it supports two methods, manual one-by-one adding and batch importing.

## Operation:

Click "Add" and system will pop up the interface of "Add DDS"; fill the blanks and click "OK". After the system verifies OK, the device is added successfully;



- DDS ID: text box, mandatory, with maximum length of 20 characters, enter DDS ID.
- DDS Name: text box, mandatory, with maximum length of 40 characters, enter DDS name.
- Department: dropdown box, mandatory, you can select a department from the organization chart or enter it manually.
- DDS Password: text box, by default 123456 with fixed length of 6 characters, or you can change the password.
- IP: text box, optional, ranging 1.0.0.1-126.255.255.254, needs format verification when entering.
- Port: text box, optional, ranging 0-65535, needs length verification when entering.

The system also supports batch importing. Download the "Template for Batch DDS Import" and fill the form according to the rules. Then click "Upload".



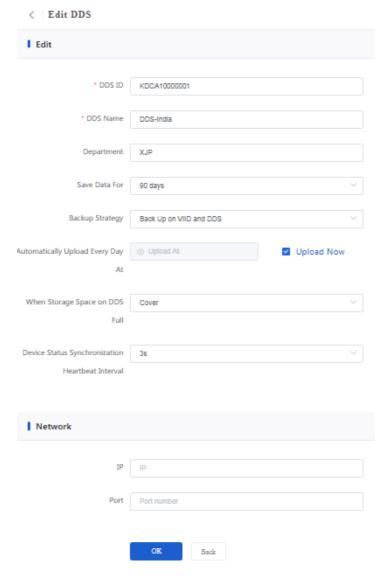
## 3.3.2.5 Edit Device Information

#### **Function**

Edit information of devices already being added to the DDSMMS.

## Operation:

 On the right of the DDS list, click "Edit" in column "Operation" and the system will pop up a window. Fill the blanks and click "OK";



2. DDS edition includes device edition and network edition.

- DDS ID: text box, enter DDS ID.
- DDS Name: text box, enter DDS name, mandatory.
- Department: dropdown box, you can select a department from the organization chart or enter and search it manually.
- Save Data For: dropdown box, be default "90 days", options including
   "360 days", "180 days", "Permanently" and "90 days".
- Backup Strategy: dropdown box, by default "Back Up on DDS", options including "Back Up on VIID", "Back Up on DDS", "Back Up on VIID and DDS" and "Back Up Only IMP Files to Server".
- Automatically Upload Every Day At: time control, by default "Upload Now".
   Select a time; select "Upload Now" checkbox to upload resources to VIID immediately.
- When Storage Space on DDS Full: dropdown box, by default "Cover", options including "Cover" and "Stop".
- Device Status Synchronization Heartbeat Interval: dropdown box, by default "3s", options including "3s", "10s" and "20s".
- IP: text box, optional, enter DDS IP address.
- Port: text box, optional, enter DDS port number.

#### 3.3.2.6 Disable Device

#### **Function**

For those faulty or lost devices, disabling them means to unbind them from DDSMMS.

## Operation

On the right of the DDS list, click "**Disable**" in column "**Operation**". The system will pop up a dialogue box. Click "Proceed" to disable the device anyway.



## 3.3.2.7 Enable Device

#### **Function**

You can enable those disabled devices.

## Operation

On the right of the device list, click "**Enable**" in column "**Operation**". On the popup interface, click "OK" to enable the device.



## 3.3.2.8 One DDS to Multiple Users

#### Device Owner

The devices belong to the department and are no longer bound with officers when they are being added or imported to DDSMMS; there are 2 roles of device user: 1. Owner; 2. User.

When adding a device, if the "Officer" is entered, the officer is both the owner and the user of the device:

If the "Officer" is left empty, the device has neither an owner nor a user; If the device is used in the DDS, it has a user but does not have an owner; After the user completes information on the DDSMMS, the user will be set as the owner.

## Device-User Binding

One device could be used by only one user during a certain period; one user could use several devices. One user could use devices in multiple DDSs under the department. After the user receives or returns the devices from/to DDS, the DDS will send the binding or unbinding relationship between the user and the device to DDSMMS. Currently, the DDS sends message to DDSMMS through logs.

#### Use Process

1. User logs into DDS through username and password;

- After the user receives the device, the DDS will send a message to DDSMMS about the receiving information of the user, the DDS and the device;
- 3. After the user returns the device, the DDS will send a message to DDSMMS about the returning information of the user, the DDS and the device:
- 4. When searching videos at DDSMMS through officer name, the system will find the device(s) used by the officer during the period first and then search the videos recorded by the device(s).

## 3.3.2.9 Export DDS List

#### **Function**

You can export the data on the interface.

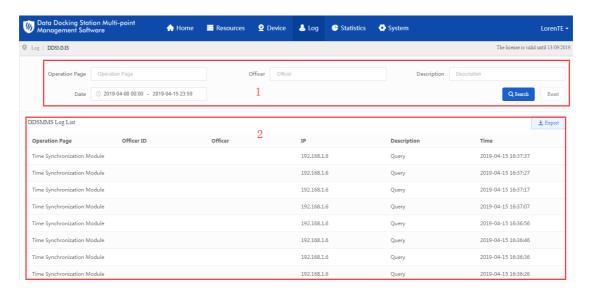
#### Operation:

- Click "Export" on the top right of the DDS list to download all the searched results excluding the "Operation" column to local PC.
- 2. The exported excel file name: DDS-YYYY-MM-DD.xlsx

## 3.4 Log

## 3.4.1 DDSMMS Log

#### 3.4.1.1 Interface



- 1. Log search zone;
- 2. Log list zone.

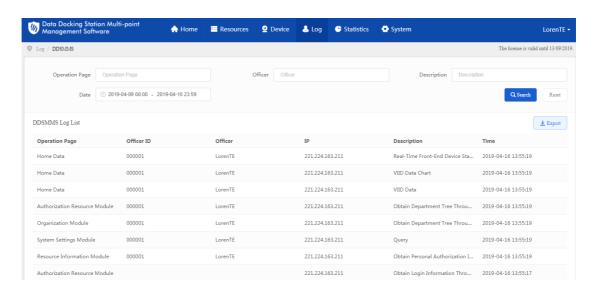
## 3.4.1.2 Search Log

#### **Function**

Search DDSMMS log by filters of "Operation Page", "Officer", "Description" and "Date".

#### Operation:

1. Enter filters in the search zone;



2. Click "Search" and the system will search out the DDSMMS log according to the filters; click "Reset" to clear the filters so as to improve search efficiency.

## 3.4.1.3 Export DDSMMS List

#### **Function**

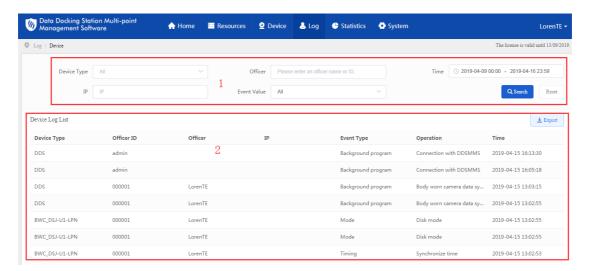
Export the data on the interface.

## Operation:

- 1. Click "Export" to download the search result to local PC.
- 2. Format of exported excel file: DDSMMS Log-YYYY-MM-DD.xlsx

# 3.4.2 Device Log

## 3.4.2.1 Interface



- 1. Log search zone;
- 2. Log list zone.

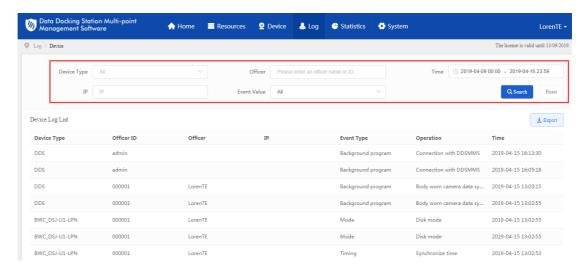
## 3.4.2.2 Search Log

#### **Function**

Search BWC and DDS logs by filters of "Device Type", "Officer", "Time" "IP" and "Event Value".

## Operation:

1. Enter filters in the search zone;



Device Type: dropdown box, by default "All", options including "All", "BWC"

and "DDS".

- Date: time control, accurate to the second, select start time and end time.
- 2. Click "Search" and the system will search out the device log according to the filters; click "Reset" to clear the filters so as to improve search efficiency.

**Displayed fields:** Device Type, Officer ID, Officer, IP, Event Type, Operation and Time

## 3.4.2.3 Export Device Log

#### **Function**

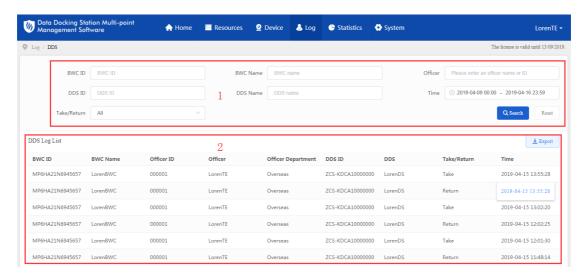
Export the data on the interface.

#### Operation:

- 1. Click "Export" to download the search result to local PC.
- 2. Format of exported excel file: Device Log-YYYY-MM-DD.xlsx

## 3.4.3 DDS Log

#### 3.4.3.1 Interface



- 1. Log search zone;
- 2. Log list zone.

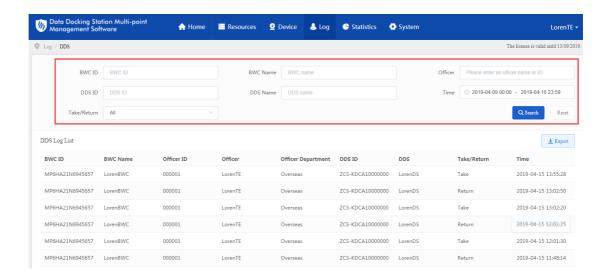
# 3.4.3.2 Search Log

#### **Function**

Search the taking and returning records of BWC from and to the DDS by filters.

## Operation:

1. Enter filters in the search zone;



- BWC ID: text box, support fuzzy search
- BWC Name: text box, support fuzzy search
- Officer: text box, support fuzzy search
- DDS ID: text box, support fuzzy search
- DDS Name: text box, support fuzzy search
- Time: time control, accurate to the second, select start time and end time
- Take/Return: dropdown box, by default "All", options including "All", "Take" and "Return"
- 2. Click "Search" and the system will search out the DDS log according to the filters; click "Reset" to clear the filters so as to improve search efficiency.

**Displayed fields:** BWC ID, BWC Name, Officer ID, Officer, Officer Department, DDS ID, DDS, Take/Return and Time

## 3.4.3.3 Export DDS Log

#### **Function**

Export the data on the interface.

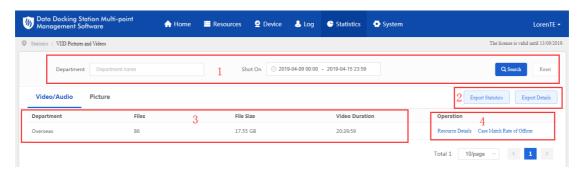
## Operation:

- 1. Click "Export" to download the search result to local PC.
- 2. Format of exported excel file: DDS Log-YYYY-MM-DD.xlsx

## 3.5 Statistics

## 3.5.1 VIID Pictures and Videos Statistics

## 3.5.1.1 Interface



- 1. Search zone;
- 2. Result export zone;
- 3. Result display zone;
- 4. Operation zone.

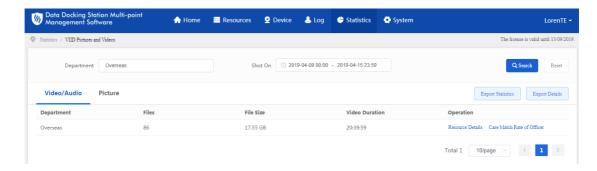
## 3.5.1.2 Quick Search of VIID Resources

#### **Function**

To search the VIID pictures and videos by the filters quickly and provide the statistics such as file number, file size and video duration. As the DDSMMS counts the data regularly every night, the VIID resources on the day cannot be searched.

#### Operation:

1. Enter the filters in the search zone;



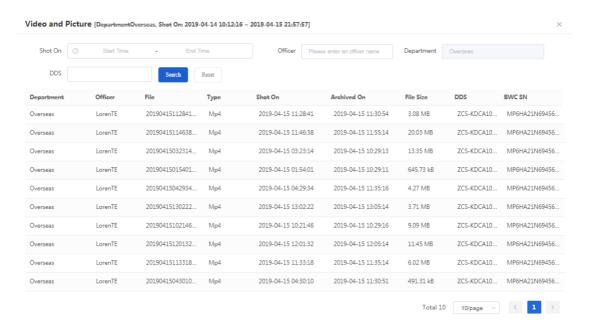
- Department: embedded with the organization chart, you can select the department by mouse or enter it manually.
- Shot On: time control, accurate to the second, you can select the start time and end time.
- 2. Click "Search" to search the result; click "Reset" to clear the filters so as to improve search efficiency.

#### 3.5.1.3 Resource Details

## **Function**

To view the resource details under a department.

## Interface

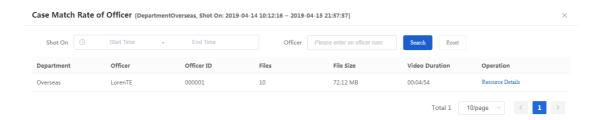


## 3.5.1.4 Case Match Rate of Officer

#### **Function**

To view the resource list of an officer under the department.

#### Interface



## 3.5.1.5 Export Information

#### **Function**

Information export includes Export Statistics and Export Details.

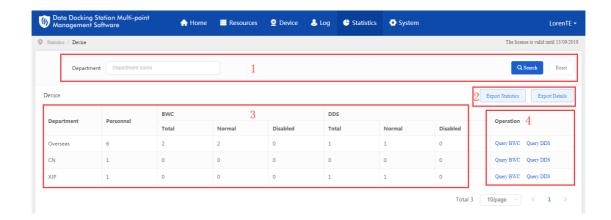
**Export Statistics**: Export the statistic report of the search result.

**Export Details**: Export the searched picture and video file list.

**Operation:** Click either "Export Statistics" or "Export Details" to export the required information.

## 3.5.2 Device Statistics

#### 3.5.2.1 Interface



- 1. Search zone;
- 2. Result export zone;
- 3. Result display zone;
- 4. Operation zone.

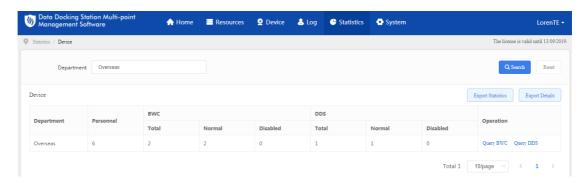
## 3.5.2.2 Quick Search of Assets

#### **Function**

Search the assets of different departments by filters, including number of personnel, number of normal and disabled devices.

## Operation:

1. Enter department name in the search zone and click "Search";



- Department: embedded with the organization chart, you can select the department by mouse or enter it manually.
- 2. Click "Search" to search the result; click "Reset" to clear the filters so as to improve search efficiency.

## 3.5.2.3 Export Asset Information

#### **Function**

Asset information export includes Export Statistics and Export Details.

**Export Statistics**: Export the statistic report of the search result.

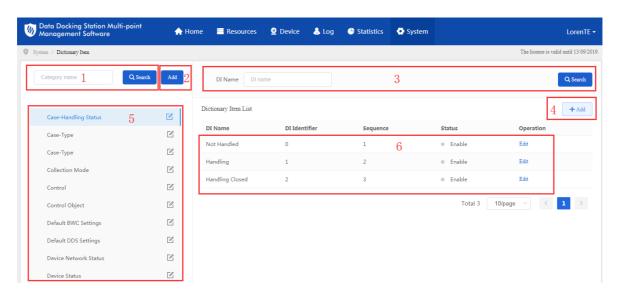
**Export Details**: Export the details of the search result.

**Operation:** Click either "Export Statistics" or "Export Details" to export the required information.

# 3.6 System

# 3.6.1 Dictionary Item

## 3.6.1.1 Interface



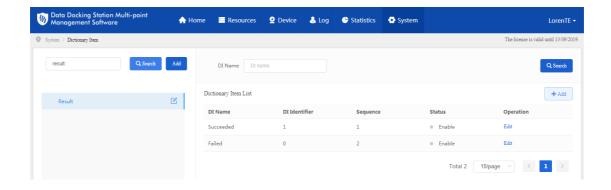
- 1. Category search zone;
- 2. Add category zone;
- 3. Dictionary item search zone;
- 4. Add dictionary item zone;
- 5. Category display zone;
- 6. Dictionary item display zone.

## 3.6.1.2 Search Category

#### **Function**

Search the categories already added to the DDSMMS on the interface of "Dictionary Item".

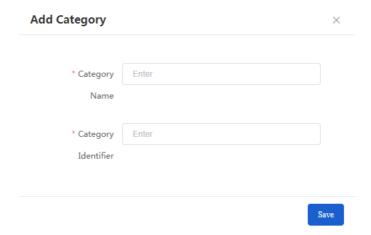
**Operation:** Enter category name in the text box and press "Enter" key or click "Search" to search out the category name.



## 3.6.1.3 Add Category

Function: Add new category to the "Dictionary Item" interface.

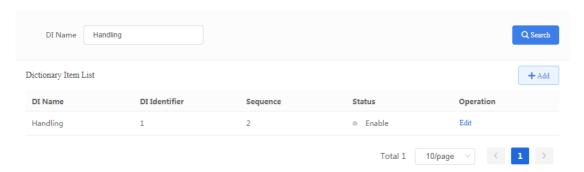
**Operation:** Click "Add" and the system will pop up a dialogue box. Enter "Category Name" and "Category Identifier" and click "Save".



# 3.6.1.4 Search Dictionary Item

Function: Search dictionary item that has been added to the DDSMMS.

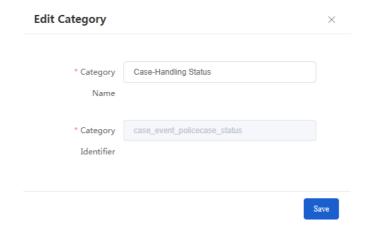
**Operation:** Enter DI name in the text box and click "Search", and the system will display the results.



### 3.6.1.5 Edit Category

**Function:** On the category list, edit the category.

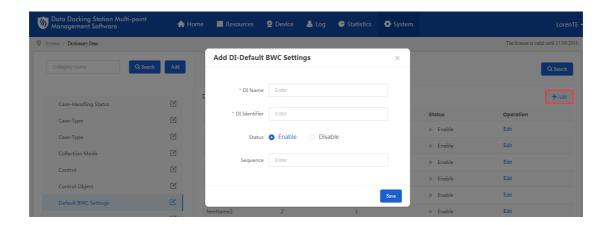
**Operation:** Click the icon on the category list, and the system will pop up a dialogue box. Edit "Category Name" and click "Save" to validate settings.



### 3.6.1.6 Add Dictionary Item

Function: Add new dictionary item to the DDSMMS.

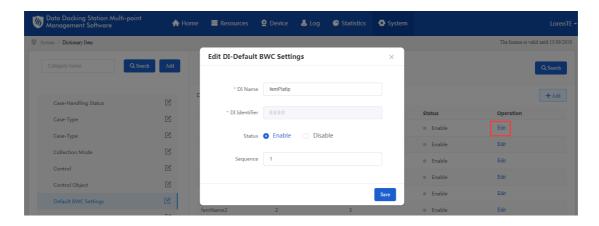
**Operation:** On dictionary item list, click "Add" and a dialogue box will pop up. Enter "DI Name", "DI Identifier" and "Sequence", and select "Status" ('Enable' or 'Disable', by default 'Enable'), and click "Save" to validate settings.



### 3.6.1.7 Edit Dictionary Item

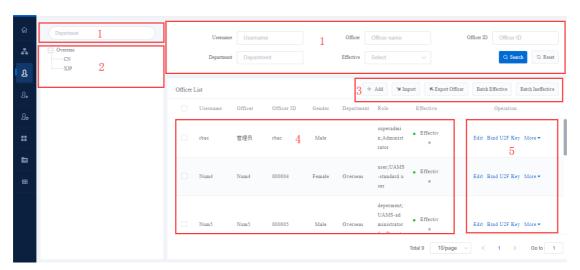
Function: Edit dictionary item in dictionary item display zone.

**Operation:** On dictionary item list, click "Edit" and the system will pop up an interface. Edit "DI Name", "DI Identifier" and "Sequence", select "Status" and click "Save" to validate setting.



# 3.6.2 Authorization

### 3.6.2.1 Officer



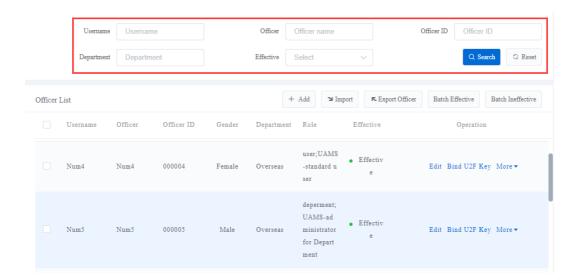
Click "Officer" to manage officers of the organization, operations including add, edit and disable an officer.

- 1. Search zone;
- 2. Organization chart zone;
- 3. Adding or batch processing officers zone;
- 4. Officer list zone;
- 5. Editing officer information zone.

#### 3.6.2.1.1 Quick Search of Officer

**Function:** Search out expected officers according to the filters.

**Operation:** Enter filters in the search zone and click "Search" to search the expected officer list. Click "Reset" to clear the filters quickly.

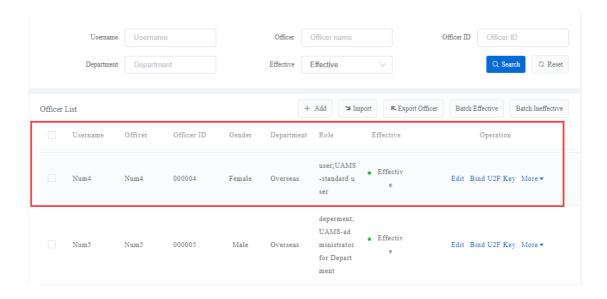


- Username: text box, support fuzzy search.
- Officer: text box, support fuzzy search.
- Officer ID: text box, support fuzzy search.
- Department: text box, support fuzzy search.
- Effective: dropdown box, by default both, options including "Effective" and "Ineffective".

### 3.6.2.1.2 Officer List

**Function:** Display the expected officer list according to the search filters.

**Displayed fields**: Username, Officer, Officer ID, Gender, Department, Role, Effective and Operation (including "Edit", "Bind/Unbind U2F Key", "Details" and "Ineffective")



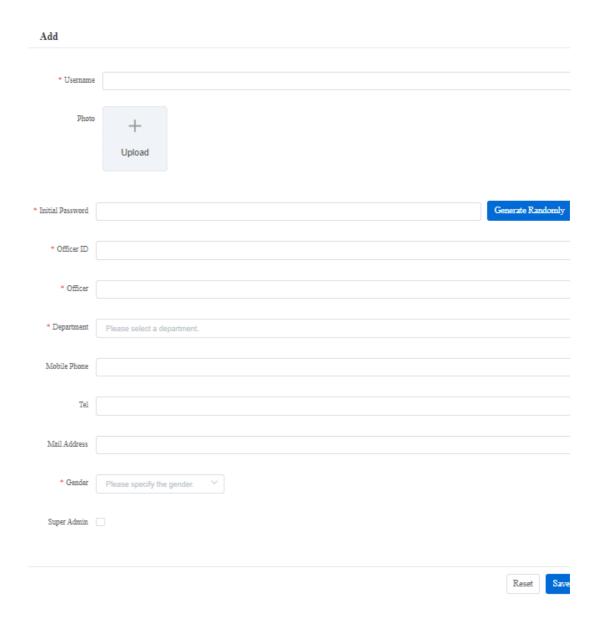
### 3.6.2.1.3 Add Officer

Function: Add a new officer.

**Operation**: Enter username, initial password, officer ID, officer, select department and click "Save".

**Mandatory fields**: Username, Initial Password, Officer ID, Officer, Department, Gender

Optional fields: Photo, Mobile Phone, Tel, Mail Address, Super Admin



- Username: text box, mandatory
- Initial Password: text box, mandatory
- Officer ID: text box, mandatory
- Officer: text box, mandatory
- Department: dropdown box, mandatory
- Mobile Phone: text box, optional
- Tel: text box, optional
- Mail Address: text box, optional
- Gender: dropdown box, mandatory

Super Admin: checkbox, optional

# 3.6.2.1.4 Import Officers

Function: Add a mass of officers to the system in batch.

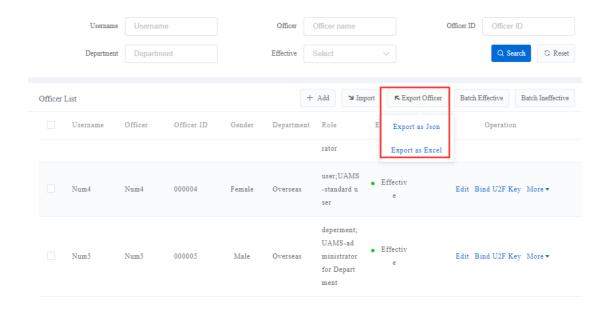
**Operation**: Click "Import" and download the "Template for Batch Officer Import" and fill it accordingly. After finish, select the template and "Upload to Server".



# 3.6.2.1.5 Export Officers

**Function**: Export the search result in the format of Json or Excel.

Operation: Click "Export Officer" and download in the format of Json or Excel.

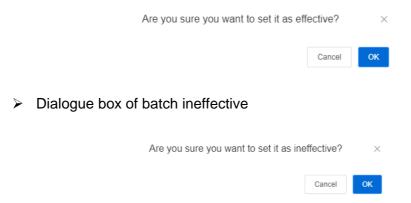


#### 3.6.2.1.6 Batch Effective/ Batch Ineffective

**Function**: Set officer status as effective or ineffective in batch.

**Operations**: Select the checkboxes before the officer list and click "Batch Effective" or "Batch Ineffective". The system will pop up a window. Click "OK" to set officers as effective or ineffective.

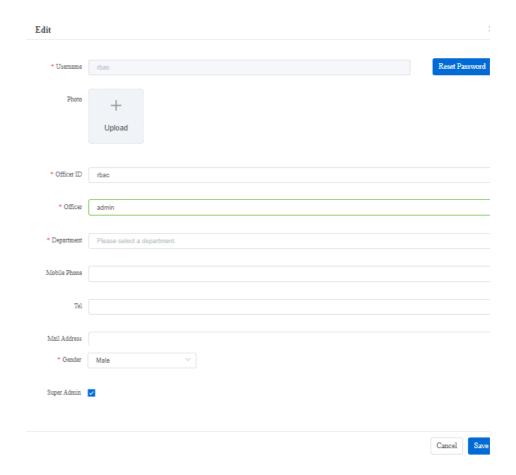
Dialogue box of batch effective



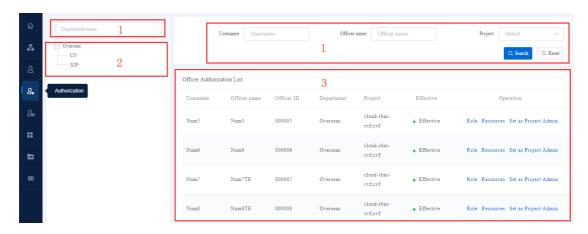
#### 3.6.2.1.7 Edit Officer Information

Function: Edit officer information that has been input to the system.

**Operation**: Click "Edit" under column Operation on the officer list and a window will pop up. Edit the information on the interface and click "Save".



### 3.6.2.2 Authorization



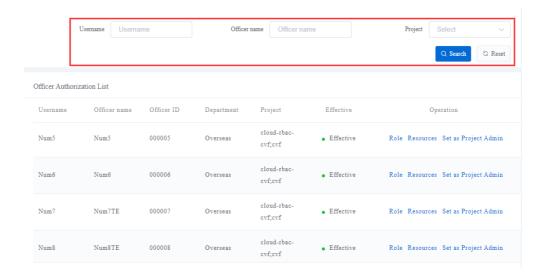
Click "Authorization" to manage all officers, binding roles, binding resources and set as project administrator.

- 1. Search zone;
- 2. Organization chart zone;
- 3. Officer authorization list zone.

#### 3.6.2.2.1 Quick Search of Officer Authorization

Function: Search out expected officers according to the filters.

**Operation**: Enter filters in the search zone and click "Search" to search the expected officer list. Click "Reset" to clear the filters quickly.

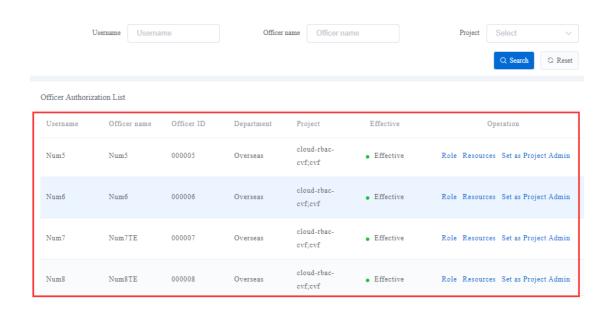


- Username: text box, support fuzzy search
- Officer Name: text box, support fuzzy search
- Project: dropdown box, by default all options

#### 3.6.2.2.2 Officer Authorization List

Function: Display the expected officer list according to the search filters.

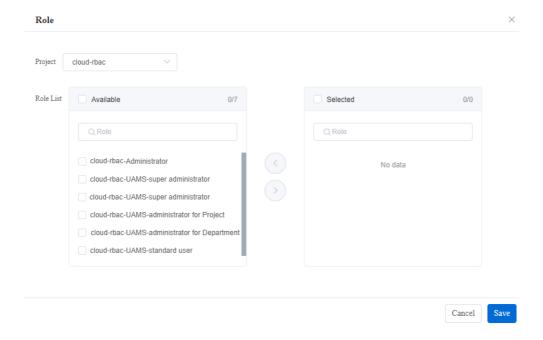
**Displayed fields**: Username, Officer Name, Officer ID, Department, Project, Effective and Operation (including "Role", "Resources" and "Set as Project Admin")



#### 3.6.2.2.3 Bind Role

Function: Bind roles for the officers.

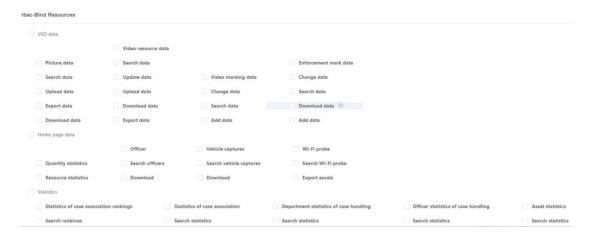
**Operation**: Click "Role" under column Operation on the Officer Authorization List and a window will pop up. Select "Project" and "Role" and click "Save".



#### 3.6.2.2.4 Bind Resources

**Function**: Bind resources for the officers.

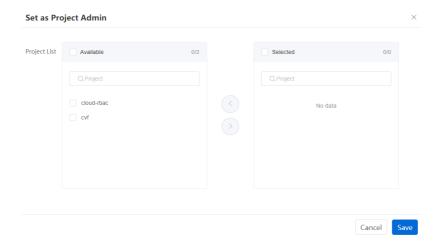
**Operation**: Click "Resources" under column Operation on the Officer Authorization List and a window will pop up. Select resources and click "Save".



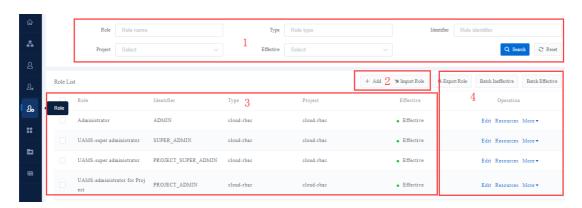
### 3.6.2.2.5 Set as Project Admin

Function: Set officer as project admin.

**Operation**: Click "Set as Project Admin" under column Operation on the Officer Authorization List and a window will pop up. Select project and click "Save".



#### 3.6.2.3 Role



Click "Role" to manage roles of the system, including adding, editing, setting as

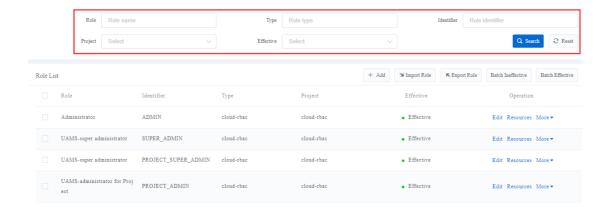
ineffective and binding resources.

- 1. Search zone;
- 2. Adding role zone;
- 3. Role list display zone;
- 4. Operation zone

#### 3.6.2.3.1 Quick Search of Role

**Function:** Search role list according to the filters.

**Operation:** Enter filters in the search zone and click "Search" to search the expected role list. Click "Reset" to clear the filters quickly.

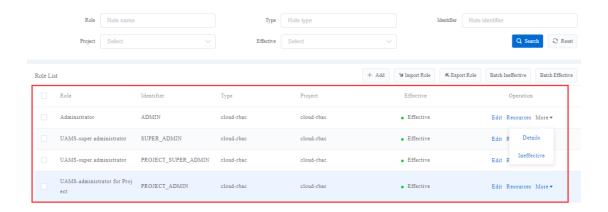


- Role: text box, support fuzzy search
- Type: text box, support fuzzy search
- Identifier: text box, support fuzzy search
- Project: dropdown box, by default all options
- Effective: dropdown box, by default all options, including "Effective" and "Ineffective"

#### 3.6.2.3.2 Role List

**Function**: Display the expected role list according to the search filters.

**Displayed fields**: Role, Identifier, Type, Project, Effective and Operation (including "Edit", "Resources", "Details" and "Ineffective")



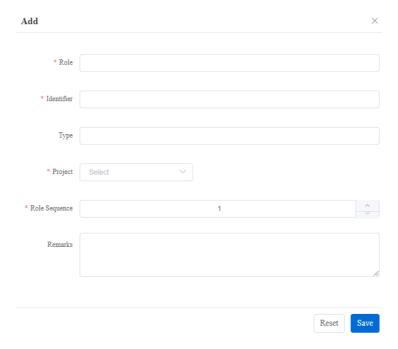
### 3.6.2.3.3 Add Role

Function: Add new roles to the system.

**Operation**: Click "Add" and a window will pop up. Enter role, identifier, type, project, role sequence and remarks, and click "Save".

Mandatory fields: Role, Identifier, Project, Role Sequence

Optional fields: Type, Remarks



Role: text box, mandatory

Identifier: text box, mandatory

Type: text box, optional

Project: dropdown box, mandatory

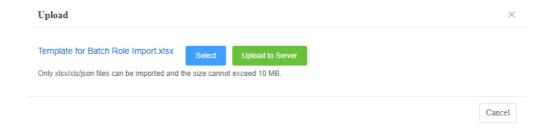
Role Sequence: select box, mandatory

Remarks: text box, optional

### **3.6.2.3.4 Import Roles**

**Function**: Add a mass of roles to the system in batch.

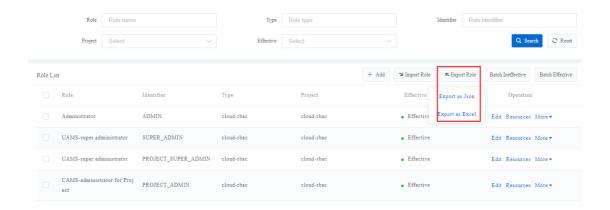
**Operation**: Click "Import" and download the "Template for Batch Role Import" and fill it accordingly. After finish, select the template and "Upload to Server".



### **3.6.2.3.5 Export Roles**

**Function:** Export the search result in the format of Json or Excel.

**Operation:** Click "Export Role" and download in the format of Json or Excel.

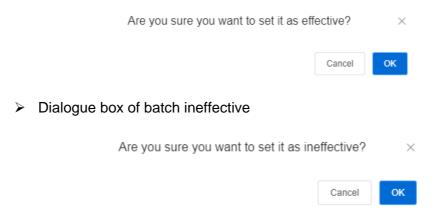


#### 3.6.2.3.6 Batch Effective/ Batch Ineffective

Function: Set roles as effective or ineffective in batch.

**Operations**: Select the checkboxes before the role list and click "Batch Effective" or "Batch Ineffective". The system will pop up a window. Click "OK" to set roles as effective or ineffective.

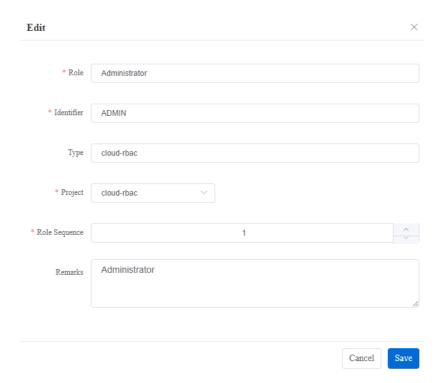
Dialogue box of batch effective



#### 3.6.2.3.7 Edit Role Information

Function: Edit role information that has been input to the system.

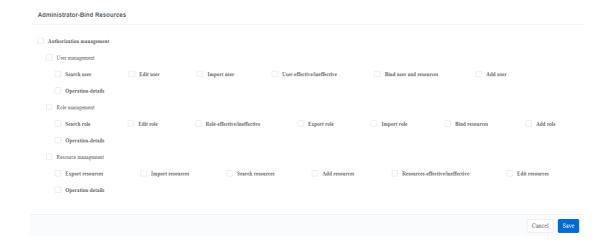
**Operation**: Click "Edit" under column Operation on the role list and a window will pop up. Edit the information on the interface and click "Save".



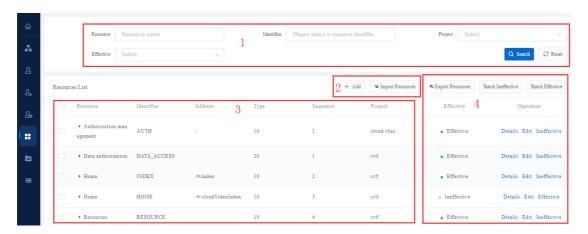
#### 3.6.2.3.8 Bind Resource

Function: To bind resources for the role.

**Operation:** Click "Resources" under column Operation on the Role List and a window will pop up. Select resources and click "Save".



#### 3.6.2.4 Resources



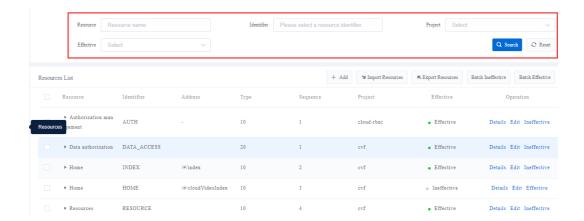
Click "Resources" to manage the resources, including adding, editing and setting as ineffective.

- 1. Search zone;
- 2. Adding resource zone;
- 3. Resources list display zone;
- 4. Operation zone.

#### 3.6.2.4.1 Quick Search of Resources

Function: Search resources list according to the filters.

**Operation**: Enter filters in the search zone and click "Search" to search the expected resources list. Click "Reset" to clear the filters quickly.

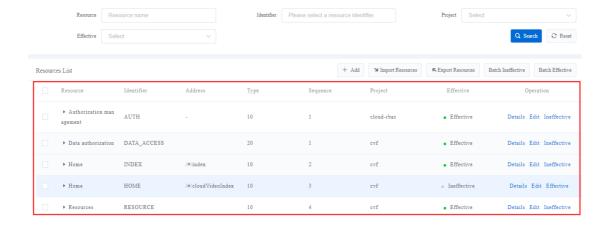


- Resource: text box, support fuzzy search
- Identifier: text box, support fuzzy search
- Project: dropdown box, by default all options
- Effective: dropdown box, by default both, options including "Effective"
   and "Ineffective"

#### 3.6.2.4.2 Resources List

**Function:** Display the expected resources list according to the search filters.

**Displayed** fields: Resource, Identifier, Address, Type, Sequence, Project, Effective and Operation (including "Details", "Edit" and "Ineffective")



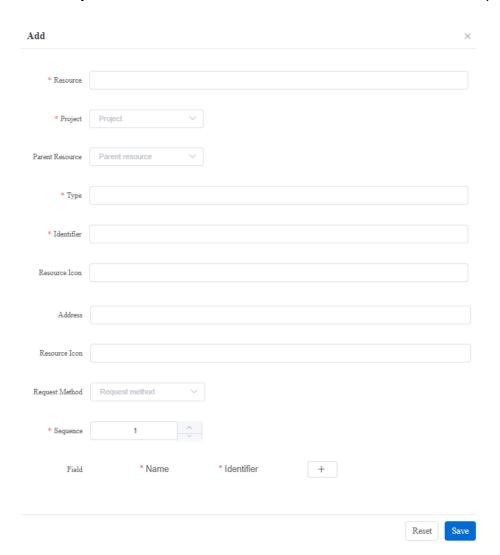
### 3.6.2.4.3 Add Resource

Function: Add new resources to the system.

**Operation**: Click "Add" and a window will pop up. Enter resource, project, type, identifier, sequence and so on, and click "Save".

Mandatory fields: Resource, Project, Type, Identifier, Sequence

Optional fields: Parent Resource, Resource Icon, Address, Request Method



Resource: text box, mandatory

Project: dropdown box, mandatory

Parent Resource: dropdown box. optional

Type: text box, mandatory

Identifier: text box, mandatory

Resource Icon: text box, optional

Address: text box, optional

Request Method: dropdown box. optional

Sequence: select box, mandatory

### 3.6.2.4.4 Import Resources

Function: Add a mass of resources to the system in batch.

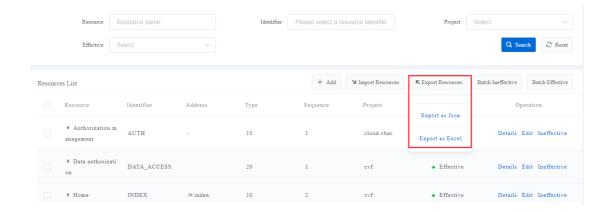
**Operation**: Click "Import Resources" and download the "Template for Batch Resource Import" and fill it accordingly. After finish, select the template and "Upload to Server".



### 3.6.2.4.5 Export Resources

Function: Export the search result in the format of Json or Excel.

**Operation**: Click "Export Resources" and download in the format of Json or Excel.



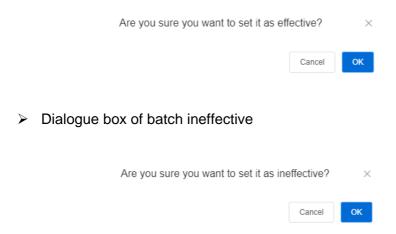
#### 3.6.2.4.6 Batch Effective/ Batch Ineffective

**Function**: Set resources as effective or ineffective in batch.

Operations: Select the checkboxes before the resources list and click "Batch

Effective" or "Batch Ineffective". The system will pop up a window. Click "OK" to set resources as effective or ineffective.

Dialogue box of batch effective



#### 3.6.2.4.7 Edit Resource Information

**Function**: Edit resource information that has been input to the system.

**Operation**: Click "Edit" under column Operation on the resources list and a window will pop up. Edit the information on the interface and click "Save".

# 3.6.2.5 Project



Click "Project" to manage projects, including editing and setting as project super admin.

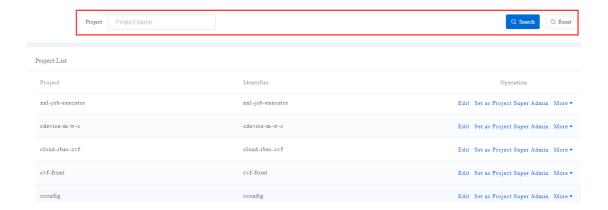
- 1. Search zone;
- 2. Project list display zone;

#### 3. Operation zone.

### 3.6.2.5.1 Quick Search of Project

Function: Search project list according to project name.

**Operation:** Enter project name in the search zone and click "Search" to search the expected project list. Click "Reset" to clear the filters quickly.

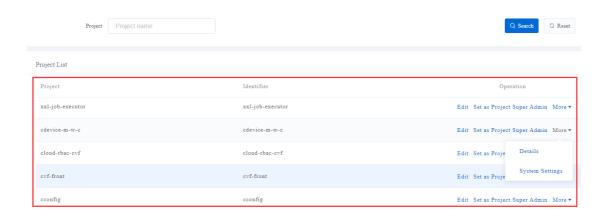


Project: text box, support fuzzy search

### 3.6.2.5.2 Project List

**Function**: Display the expected project list according to the project name.

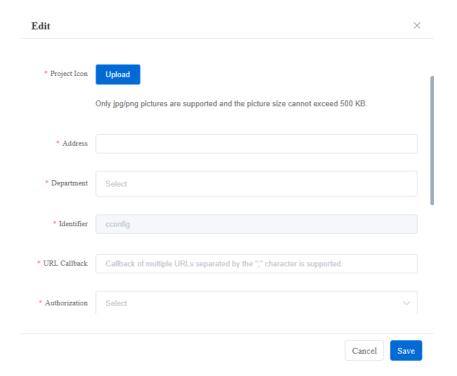
**Displayed fields**: Project, Identifier and Operation (including "Edit", "Set as Project Super Admin", "Details" and "System Settings")



### 3.6.2.5.3 Edit Project Information

Function: Edit project information that has been input to the system.

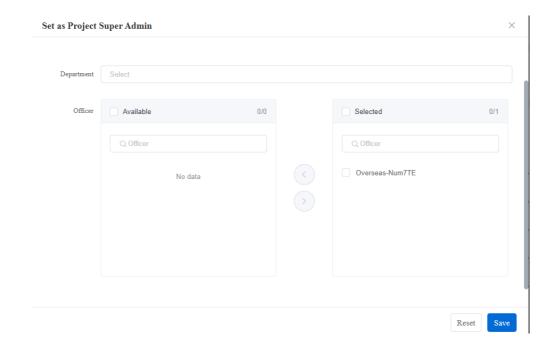
**Operation**: Click "Edit" under column Operation on the project list and a window will pop up. Edit the information on the interface and click "Save".



# 3.6.2.5.4 Set as Project Super Admin

Function: Set officer as project super admin.

**Operation**: Click "Set as Project Super Admin" under column Operation on the project list and a window will pop up. Edit the information on the interface and click "Save".

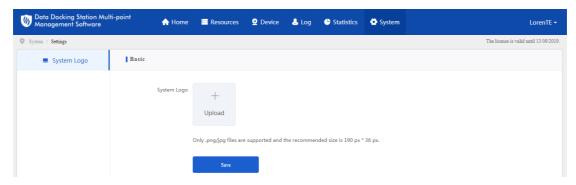


# 3.6.3 System Settings

# 3.6.3.1 System Logo

**Function:** Upload and change system logo for special requirements for different scenarios.

#### **Interface**



### Operation:

- Click "Upload" and select local logo to upload to the DDSMMS automatically;
- 2. After finish, the system logo will show on the interface.