

cSkills

from Cameron Communications Ltd.

Playback User Manual

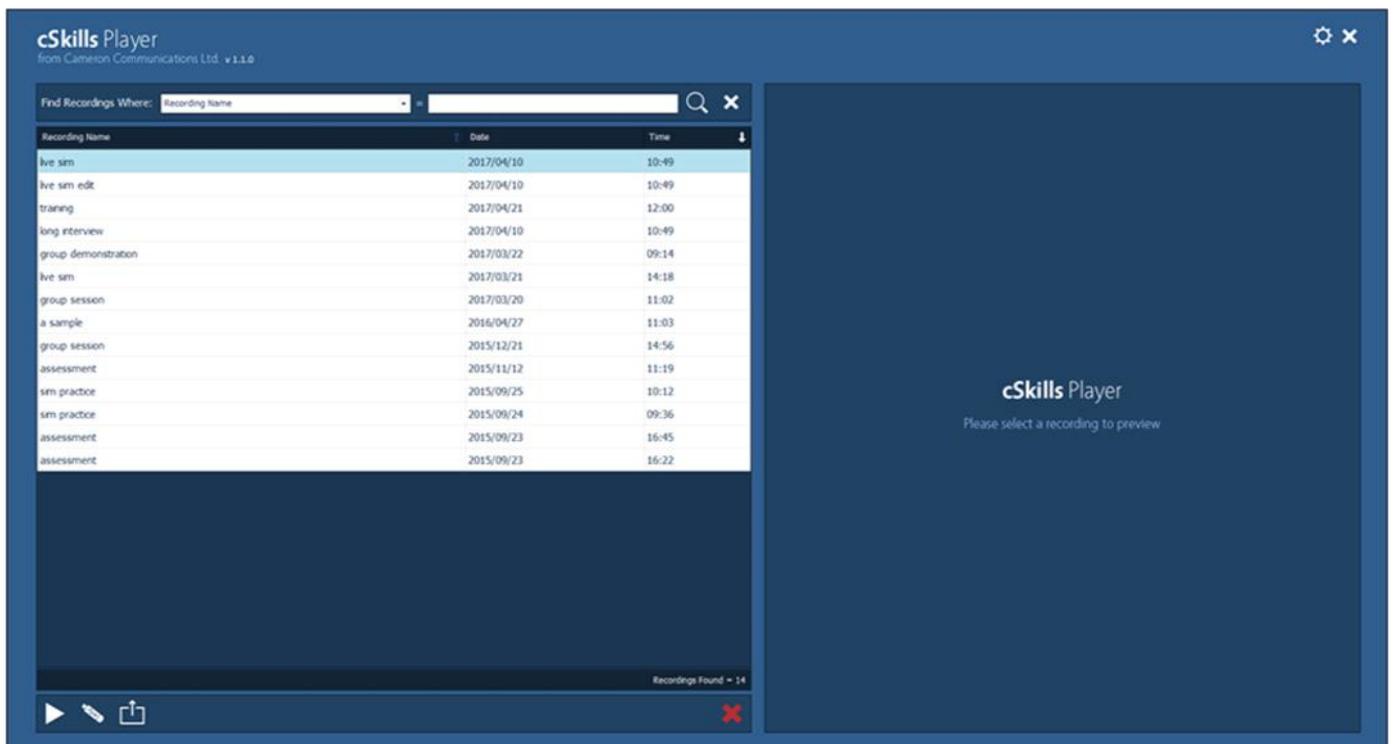


How to open the cSkills Playback software

If the cSkills Playback software has been successfully installed on your computer, you should notice the following icon on your desktop:

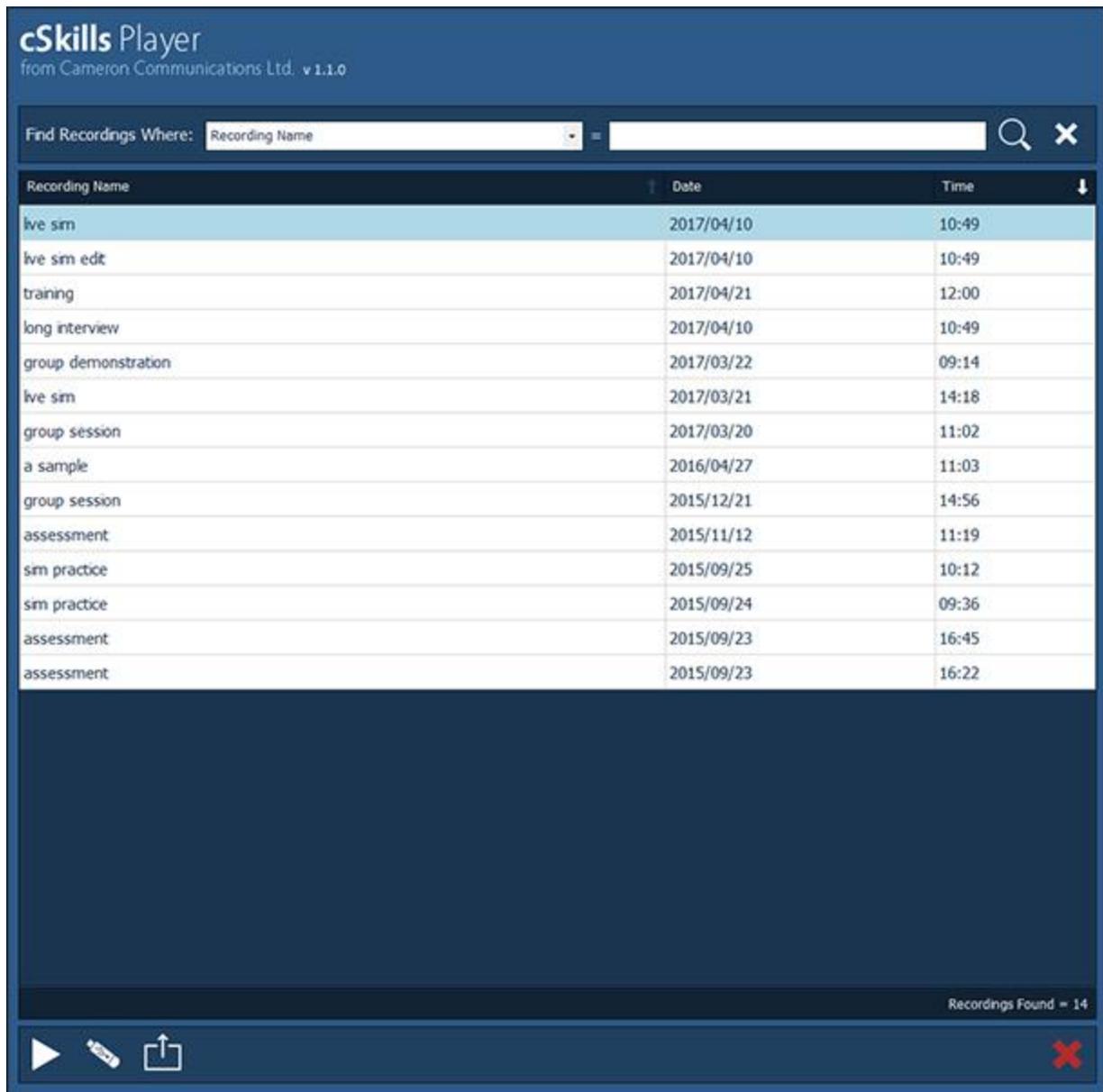


Double click the icon. It may take a second or two for the software to load while it connects to the recording drive. If loaded successfully and a connection to the recording drive is available, the software will default to the recording search page as shown below:

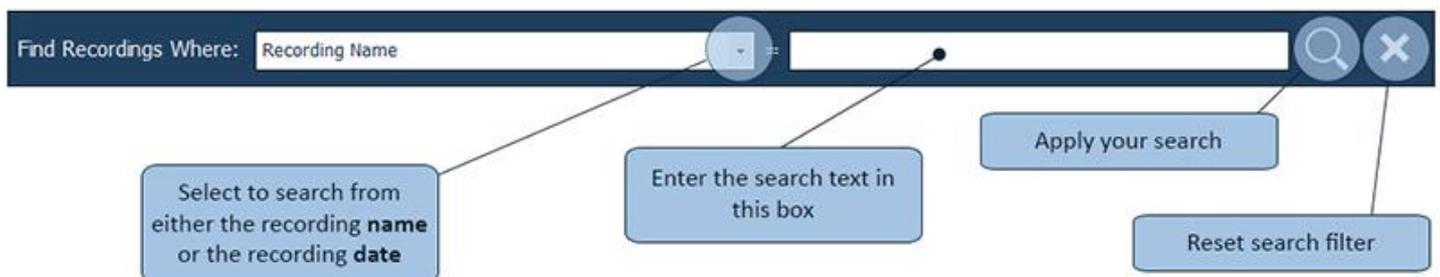


How to view a recording

By default, all of the recordings will be sorted in descending order, with the most recent additions to the library positioned at the top of the recordings list.



If you need to filter your recordings you can use the simple search tool at the top of the screen. This will filter your results and make it easier to find a specific recording:



NOTE: The search is wildcard so only part of the recording name or recording date is required. This is useful if you are wanting to filter a number of recordings from the same day or with part of the same name

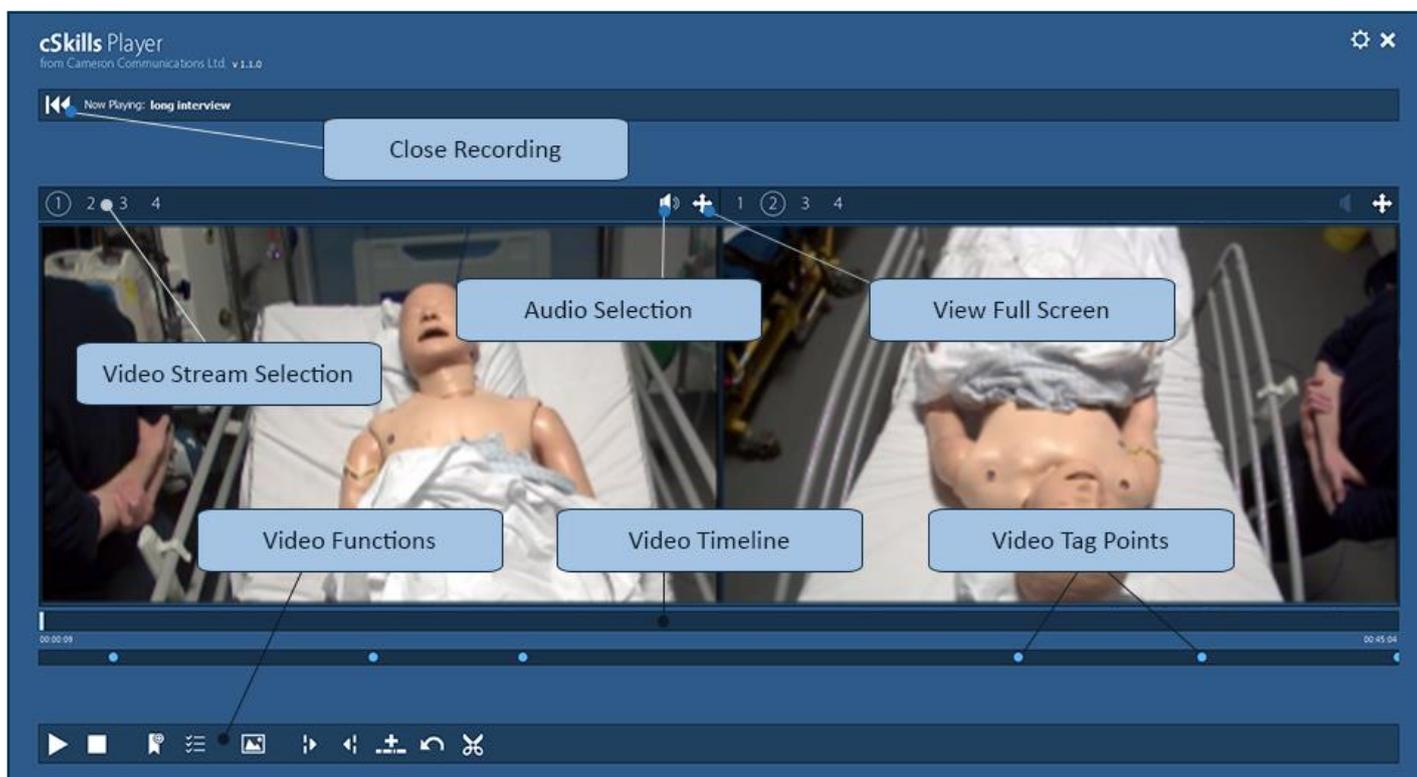
Simply highlight the recording that you would like to view by clicking on its list entry. You will know it is selected as it will **change colour**.

Recording Name	Date	Time
live sim	2017/04/10	10:49
live sim edit	2017/04/10	10:49
training	2017/04/21	12:00
long interview	2017/04/10	10:49
group demonstration	2017/03/22	09:14

Once you have selected the recording you would like to view, click the play icon located at the bottom of the screen:



If the recording is available, the playback screen will then open.



You can select a **different video stream** by clicking the stream selection button in each view window.

You can access certain points within the recording by either clicking on the **timeline** or on of the **tag points** at the appropriate position.

To hear the **audio** for a certain stream, click on the audio selection button for that window.

A stream can also be viewed in **full screen**, again by clicking on the full screen button above the video stream.

There are a range of other functions that will be discussed later in this user manual.

To **close** the video and return to the search page, click on the close recording  or stop button 

How view tag points and add/edit a description

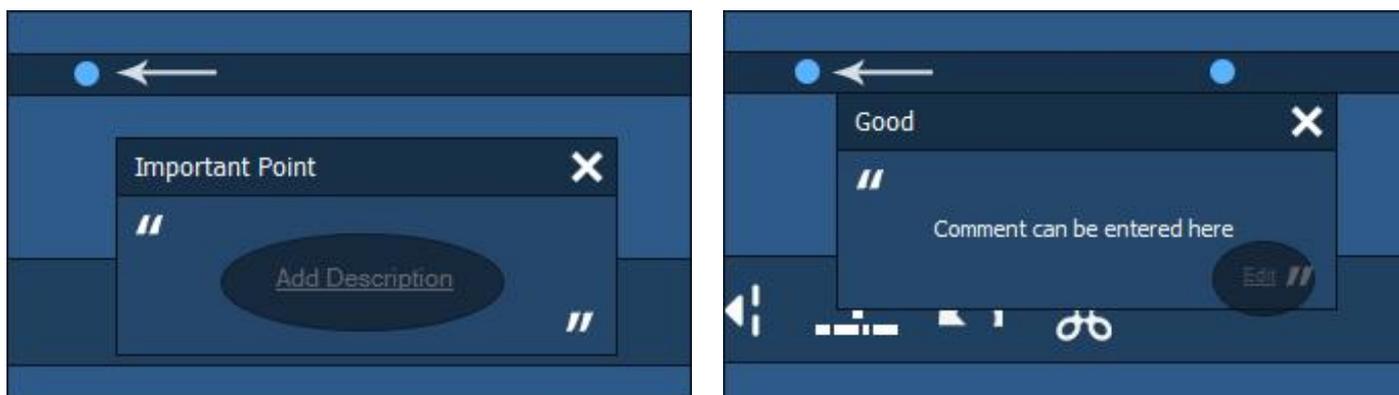
It is possible to review various **tag points** that were assigned during the recording. The software also allows you to add a description to a tag should you want to elaborate on the event.

There are a couple of methods available for viewing/editing tags and these are discussed below.

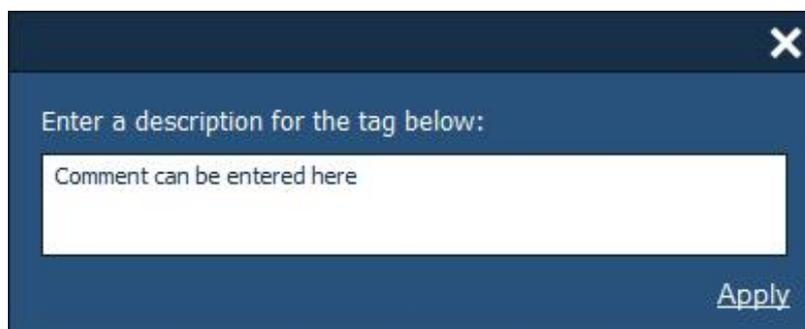
METHOD 1: Accessing tags from the video timeline

Any tags that were added to the video during recording will appear in the video playback under the timeline at the specified point. You can jump to that tag point by clicking on the blue dot.

When you move your mouse over the tag point, a box will appear containing the tag category and a description if available.



Depending on whether or not a description has already been added, you click either **Add Description** or **Edit** to open the description editor.

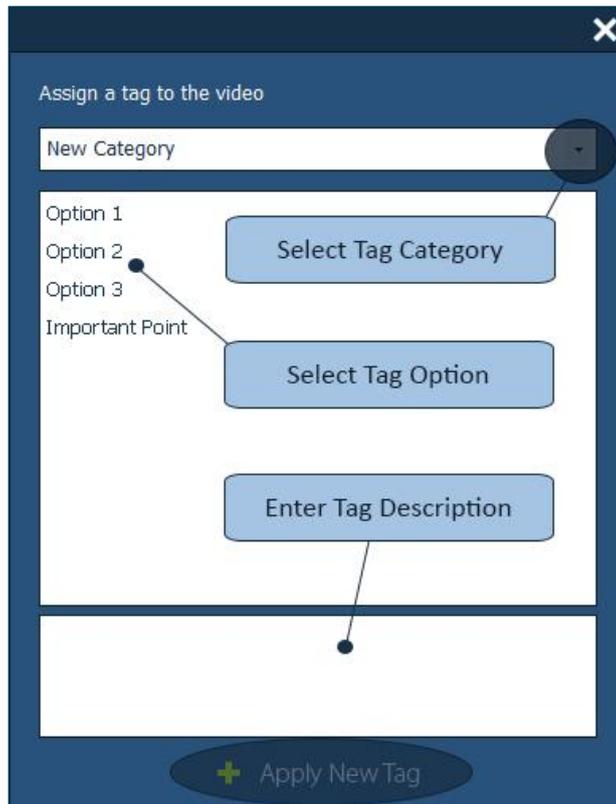


In the editor, enter your description then click the **Apply** button. This will insert/update the description for the selected tag.

METHOD 2: Open the new tag editor window

If you need to additional tags or would prefer to edit existing tags from a single list, it is possible to open a control that will do this. It can be accessed by clicking on the button shown below:





You can use the assign tag window show above to add new tags to your recording. Simply follow the process below:

- Navigate to the position you want to tag using the video timeline
- Select the tag category you would like to select your tag from
- Click on the tag option you would like, it will be highlighted once selected
- If you want to add a description, enter it in the description box
- Click on the **Apply New Tag** button

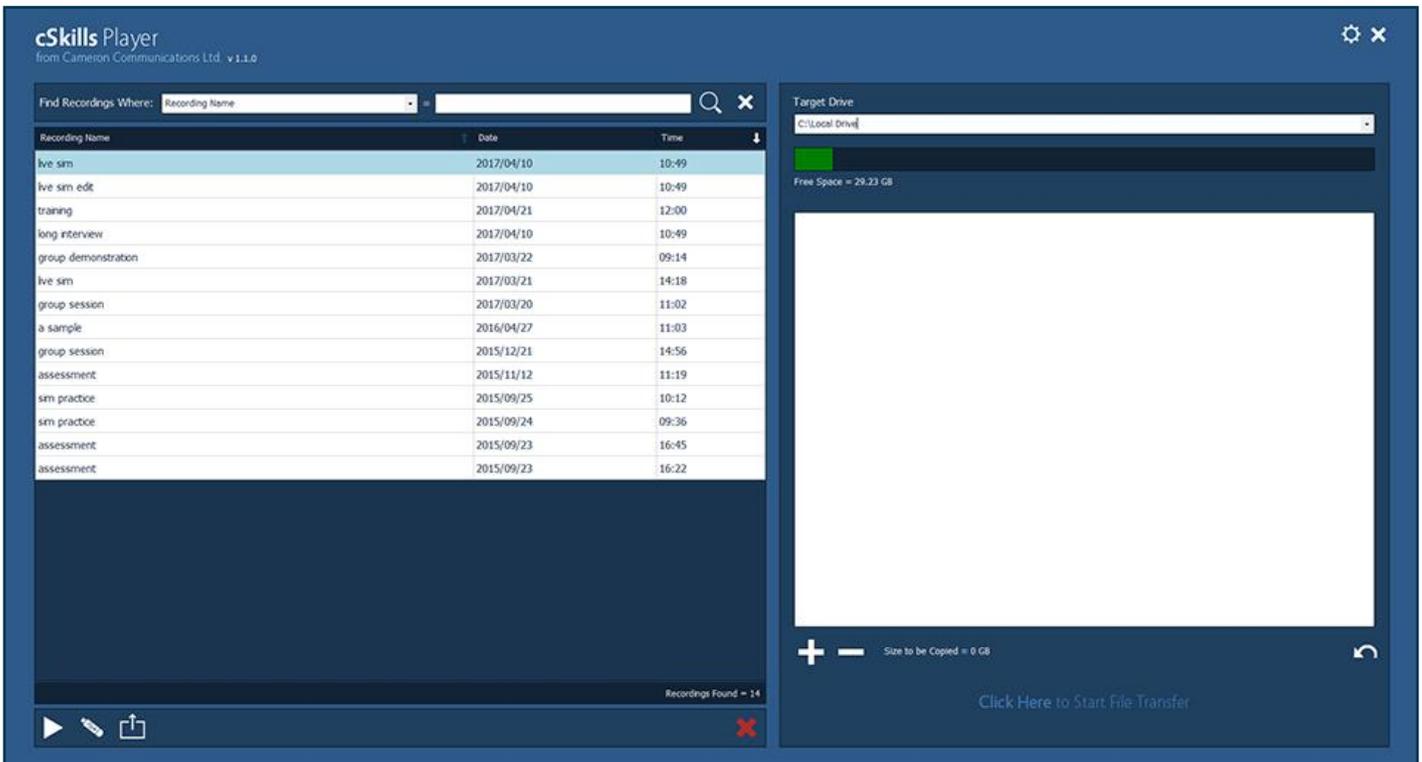
These steps can be repeated as many times as you like until all tags have been added

How to export recordings from the library

It is possible to export your recordings to an external drive such as a network folder or a USB storage device. To do this you must click the export button from the initial search screen.



The export window should then appear to the right of your search window.



Firstly, select your target drive from the drop down list.

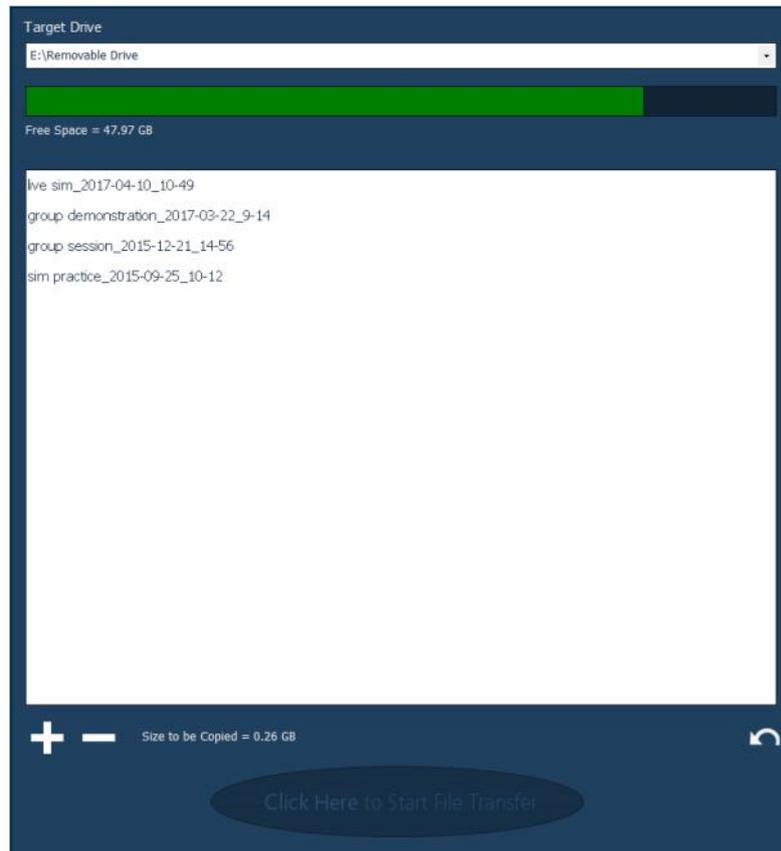


To add a recording to your export list, click to highlight the selection in the recording list then click on the **Add** button  located at the bottom of the export window.

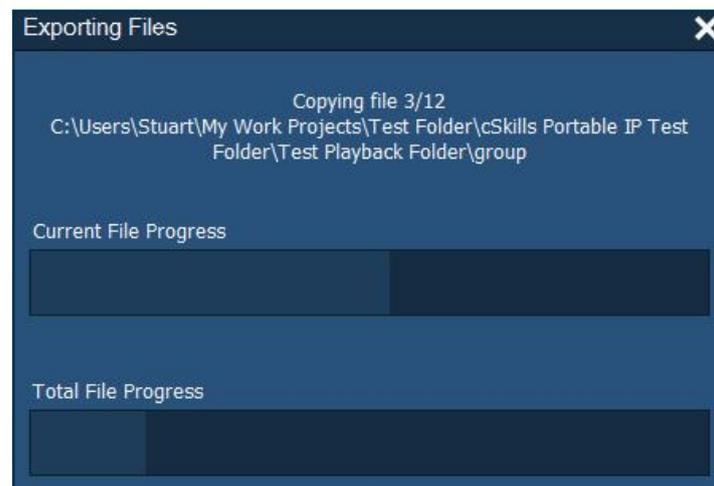
You can remove a recording from the export list by highlighting the name then clicking the **Remove** button 

You can clear the entire list by clicking the **Clear** button 

To start copying the recordings to your recording drive, click on the button labelled **Click Here to Start File Transfer**, located underneath your export list.



A dialog will then appear, notifying you of the export progress.



Once the export is complete the dialog and export window will both close.

If you look inside your target drive you will notice that a folder named **cSkills Files** has been created. Inside, all of the recordings (plus any previous exports) will be listed.

You should be able to view the recordings in most media players. If you wish to retain the functionality contained within our software you can enquire about a download link by visiting our website:

www.cskills.solutions

How to import recordings in to the library

In some situations you might want to import recordings made from an external source in to the library so that they can be stored and analysed.

This can be achieved using the **import** function. To open the import window, click the Import button located underneath the search results list.



The import window will then be displayed.

Please select the files you would like to import

File 1 [Select](#)

File 2 [Select](#)

File 3 [Select](#)

File 4 [Select](#)

As a minimum requirement you must select a file for the File 1 entry however you can add up to four files for each new recording entry.

To complete the import process, simply follow the steps when prompted. You are required to provide the name of the files you wish to add, the recording date and time and a name for your new record.

Once completed the new record should be available in your library.

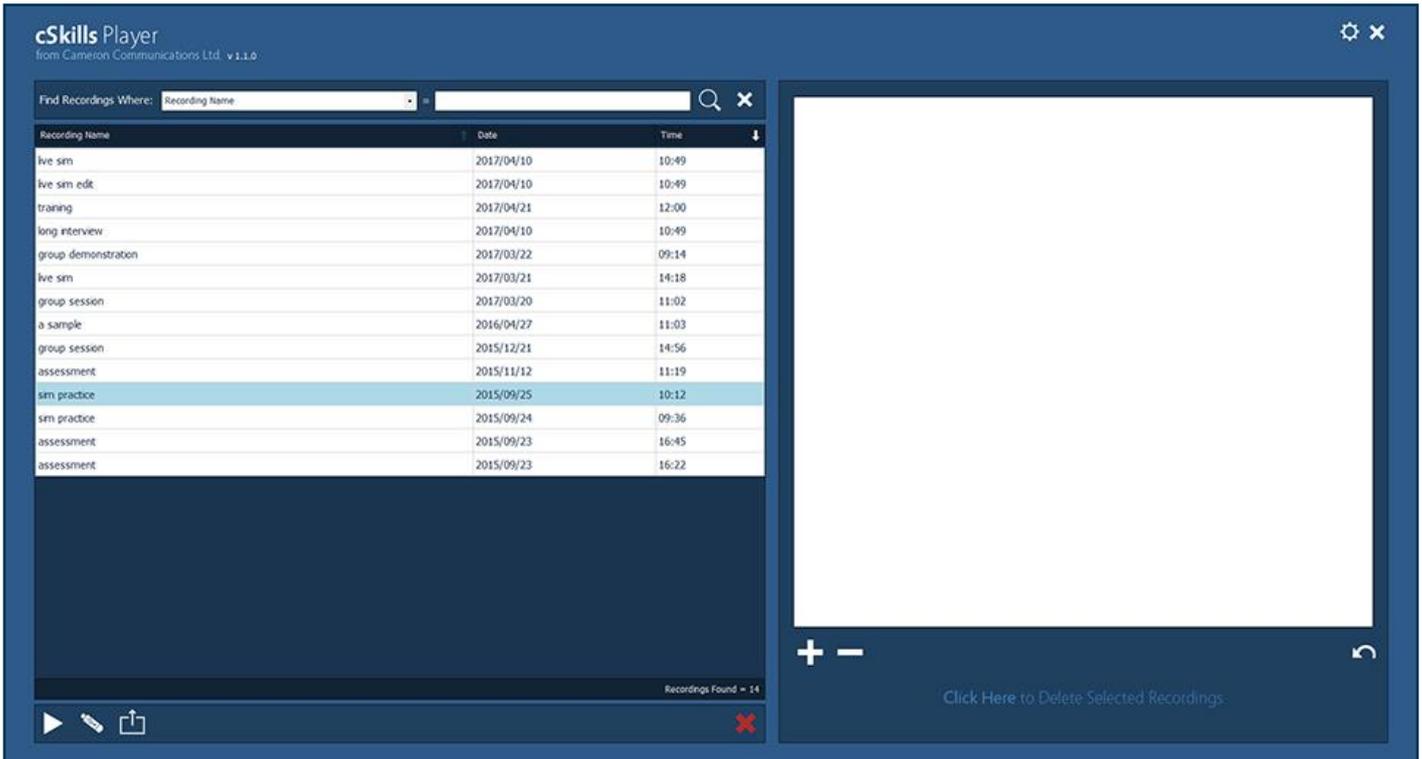
How to delete recordings from the library

It is possible to remove recordings from the library by using the delete function. The delete window is opened by clicking on the **Delete** button.

When you select this option you will be prompted for a password which is simply: **password**. Please note that this is case sensitive.



The delete window should then appear to the right of your search window.



To add a recording to your delete list, click to highlight the selection in the recording list then click on the **Add** button  located at the bottom of the delete window.

You can remove a recording from the delete list by highlighting the name then clicking the **Remove** button 

You can clear the entire list by clicking the **Clear** button 

To start deleting the selected recordings, click on the button labelled **Click Here to Delete Selected Recordings**, located underneath your delete list.

[Click Here to Delete Selected Recordings](#)

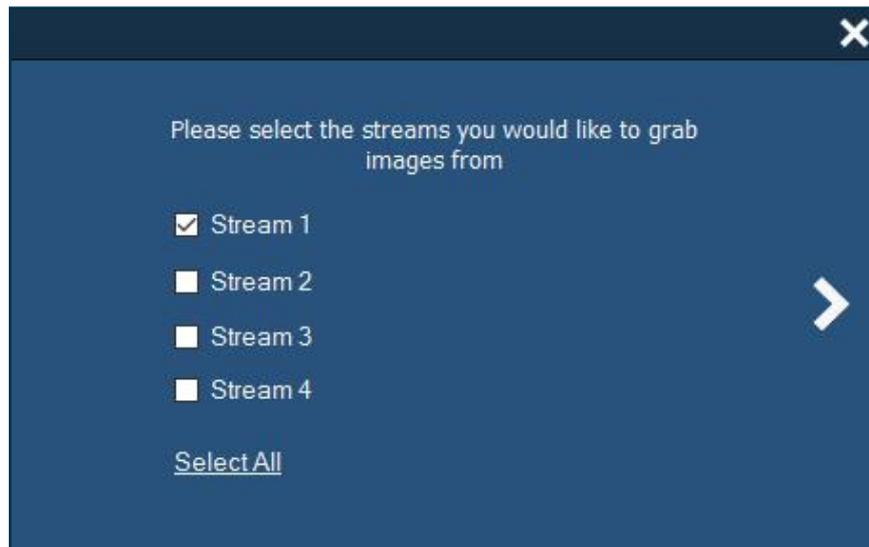
How to take a screenshot of a video recording

The cSkills Playback software provides a feature that allows you to save the current position of a recording as an image, saved in **JPG** format.

The function can be accessed easily from the video playback functions, located underneath the video players while a recording has been selected and viewed.



Clicking on the **Create Image** button will open the window that lets you save the current position of the video recording to an image file.



The create image window will then appear, instructing you with the steps required to make your image. You can save a single stream or merge them together.

Simply provide a name and a location to save the image and the software will do the rest.

How to edit a video recording

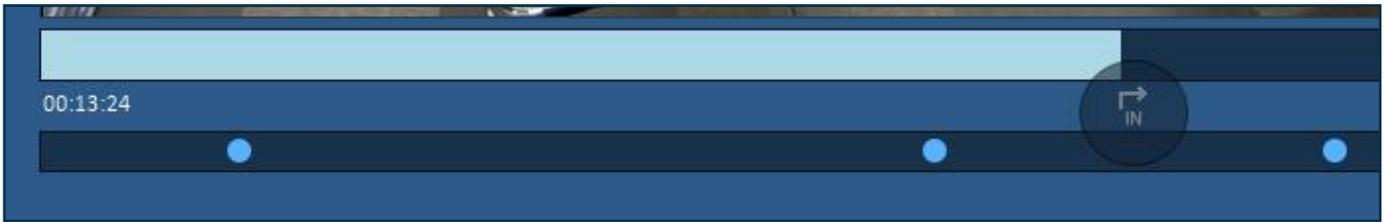
The cSkills Playback software provides a feature that allows you to edit a recording, extracting a single or group of sections from a clip to create a separate record.

To edit a clip you have to mark your edit sections on the timeline.

When playing back a recording, navigate to the section you would like to start at and click the **Mark In** button.



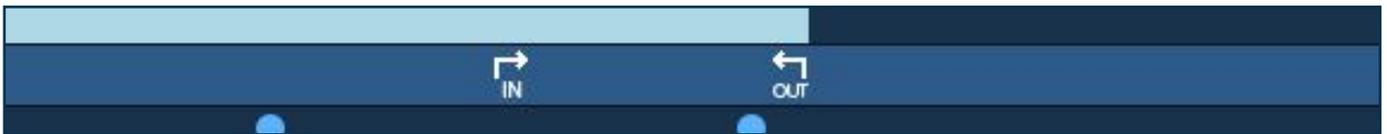
You should notice that the Mark In label appears underneath the timeline.



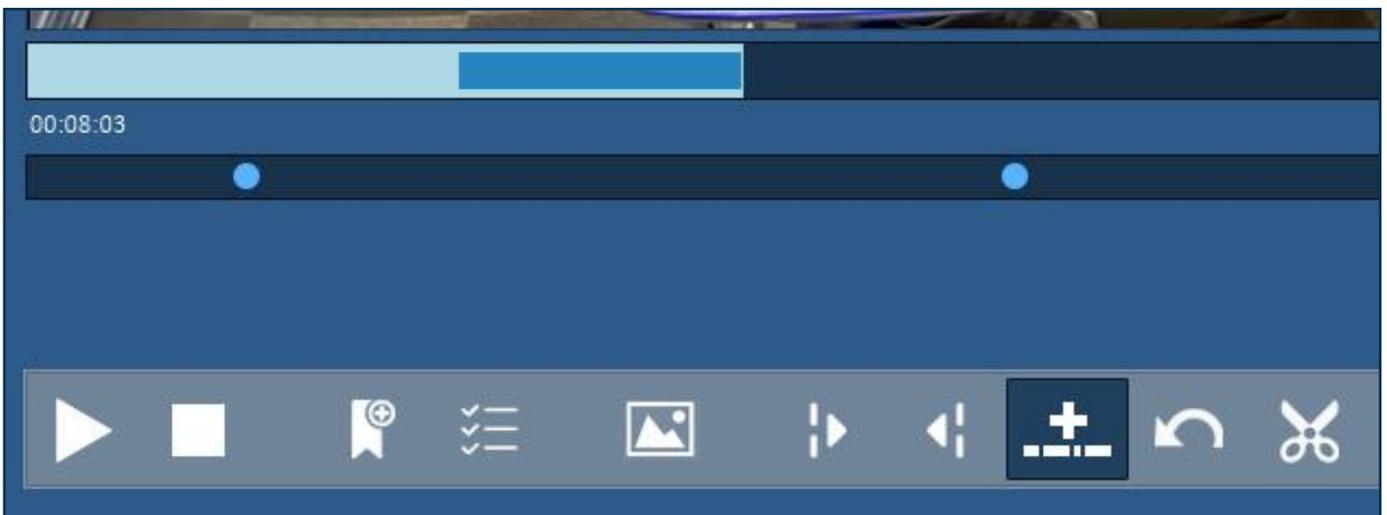
After creating the start point for your section, you need to also add an end point. Navigate to the position of the video you would like to mark as the end point and click on the **Mark Out** button.



You should notice that the Mark Out label appears underneath the timeline.



Once an In and Out point has been added, you must commit to adding the edit section by clicking on the **Add Edit Section** button. You should then notice the edit section appear on the timeline.



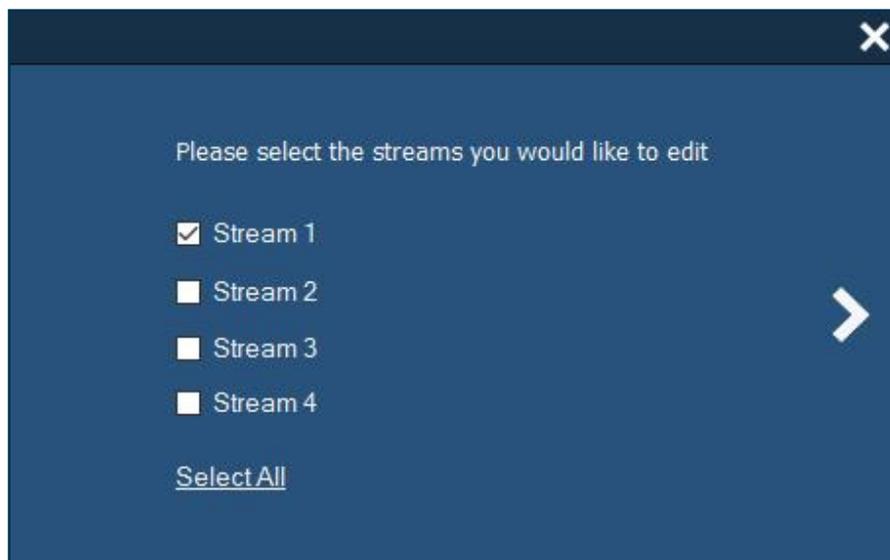
You can add any number of edit section by repeating the previous steps.

If you would like to **remove** an edit section, right-click with the mouse on the appropriate area. You will be asked to confirm.

To proceed with the edit process, click on the **Edit button**.



The Edit Window should then appear. Simply follow the steps all the way through to the conclusion of the edit process.



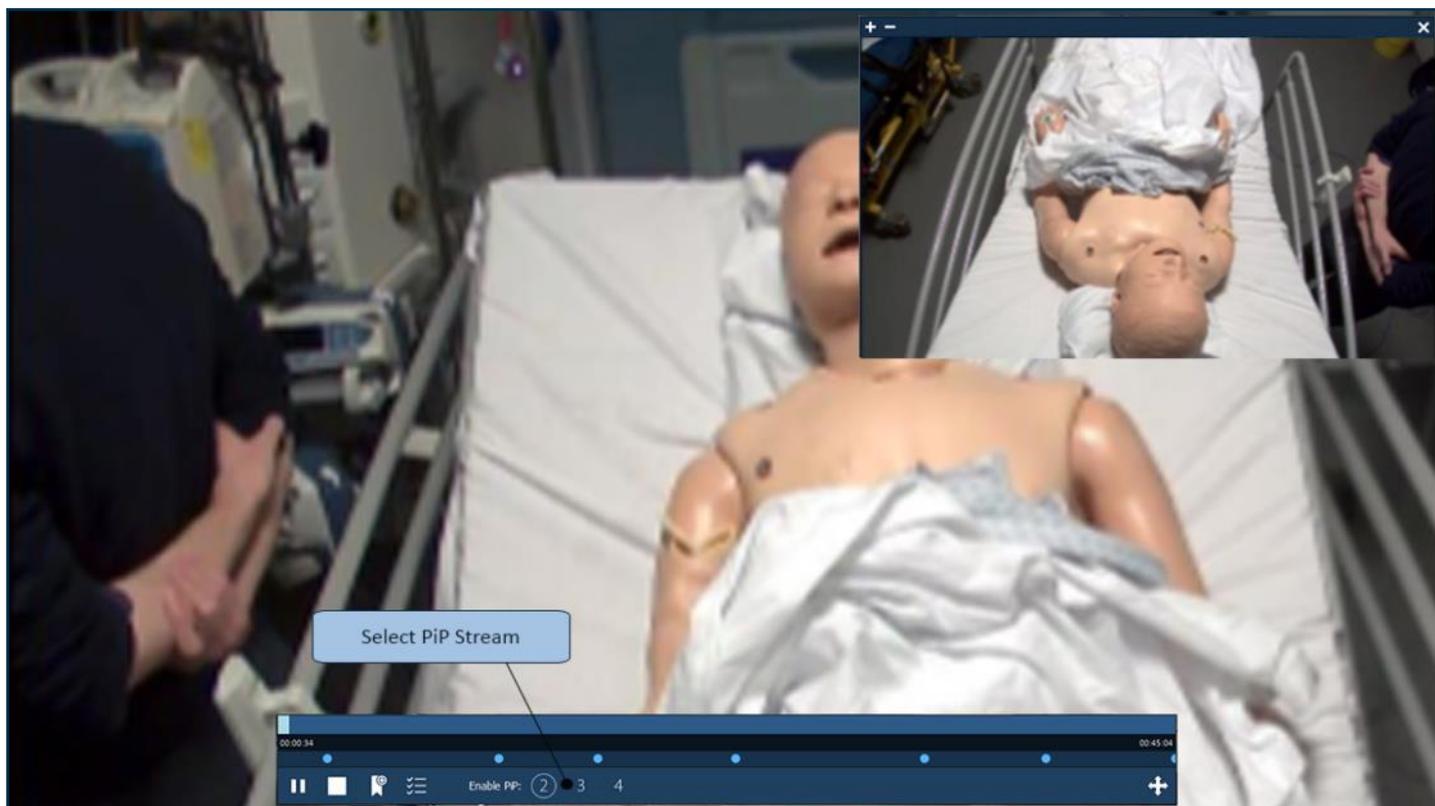
NOTE: Selecting to either include a title page or comments will result in a longer rendering time

NOTE: When including tag comments, only tags that have a description will be included

NOTE: If adding a title page, the background image must be a JPG at 1920x1080 pixels

How to View Streams PIP (Picture in Picture) in Full Screen Mode

While viewing a video stream in full screen mode, you can open any of the other available streams by clicking on the appropriate stream number.



You can increase or decrease the size of the Picture in Picture stream by clicking on the plus or minus icons on the appropriate window.

