



Court Recording System
"SRS Femida"

User's Guide



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1. Introduction

SRS Femida system is a special soft- and hardware solution, which is designed for court reporting with audio and/or video recording of court proceedings.

SRS Femida system consists of hardware and software components.

The result of the system performance is a court report in electronic and/or paper form. In the court report the time of beginning of each event and its name, participants, short notes, membership of court proceeding, case name, case number, serial number of the CD on which the recording is made etc. are represented in chronological sequence. We imply a court proceeding or change of participant under the term "event".

The recorded session is saved in an electronic form on a hard drive, CD or network resource and can be played back on any multimedia computer without special software installation.

The system excludes the opportunity of unauthorized access and tampering of fixed information.

The system contains the templates of court sessions where all proceedings in accordance with the active legislation and list of participants are specified, which simplifies the process of court report creation during court session. The templates can be edited and amended.

The system provides an opportunity of simultaneous connection of up to 8 microphones. The audio recording can be made on 1, 2, 4 or 8 separate channels depending on the model.

2. Terms and definitions

№	Terms and definitions in the technical documentation	Notes
1	Events log	List of registered events, reflecting the chronology of court session course. Every event is characterized by the following properties: time of beginning of an event, preparatory session, court proceeding, participant of proceeding, initiating the event; performance of the participant of the proceeding in form of notes (annotation) or description of performance in one sentence (for example witness' statement, prosecutor's final words etc.).
2	Written form of an audio recording	Written format of an audio recording will be done by the typist by typing in everything which is recorded on the CD and stored in the case file (article 119b from the Law on Civil Code Proceedings)

3. System components delivered in Macedonian courts

The system consists of the following components:

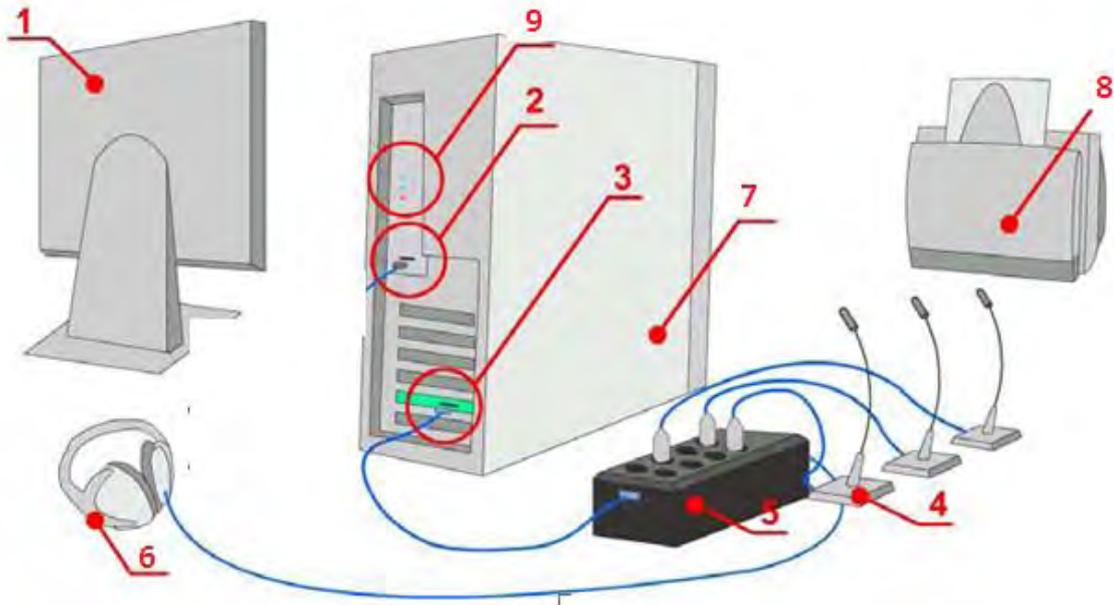
- Software for recording audio
- Audio switching device (mixer);
- Sound card
- Headphones;
- Microphones;
- Interface cables with connectors for microphones connection;
- USB adapter for connecting USB dongle
- UPS (unit for Uninterrupted Power Supply)
- Speakers;



4. Getting started

4.1. SRS Femida system - Components installation

Connect power cables of the system units and signal cables of external devices in accordance with Pic. 4.1.



Legend:

- 1 - Monitor;
- 3 - Slot for multi-channel audio card for mixer connection;
- 4 - Microphones;
- 5 - Audio switching device (mixer)
- 6 - Headphones;
- 7 - PC system unit with Windows XP;
- 8 - Printer;
- 9 - Integrated audio card outputs (no additional connection is required);

4.2. Powering up

Turn ON the power in the following order: UPS, PC system unit, monitor.

4.3. System login

Wait for login window opening and enter a computer power-on password. This password is set as universal for all users. The administrator's separate password for the computer power-on is set for access to BIOS settings.

Wait for completion of the operating system loading and enter a user's name and password to enter Windows. Windows accounts are created by Administrator separately for each user.

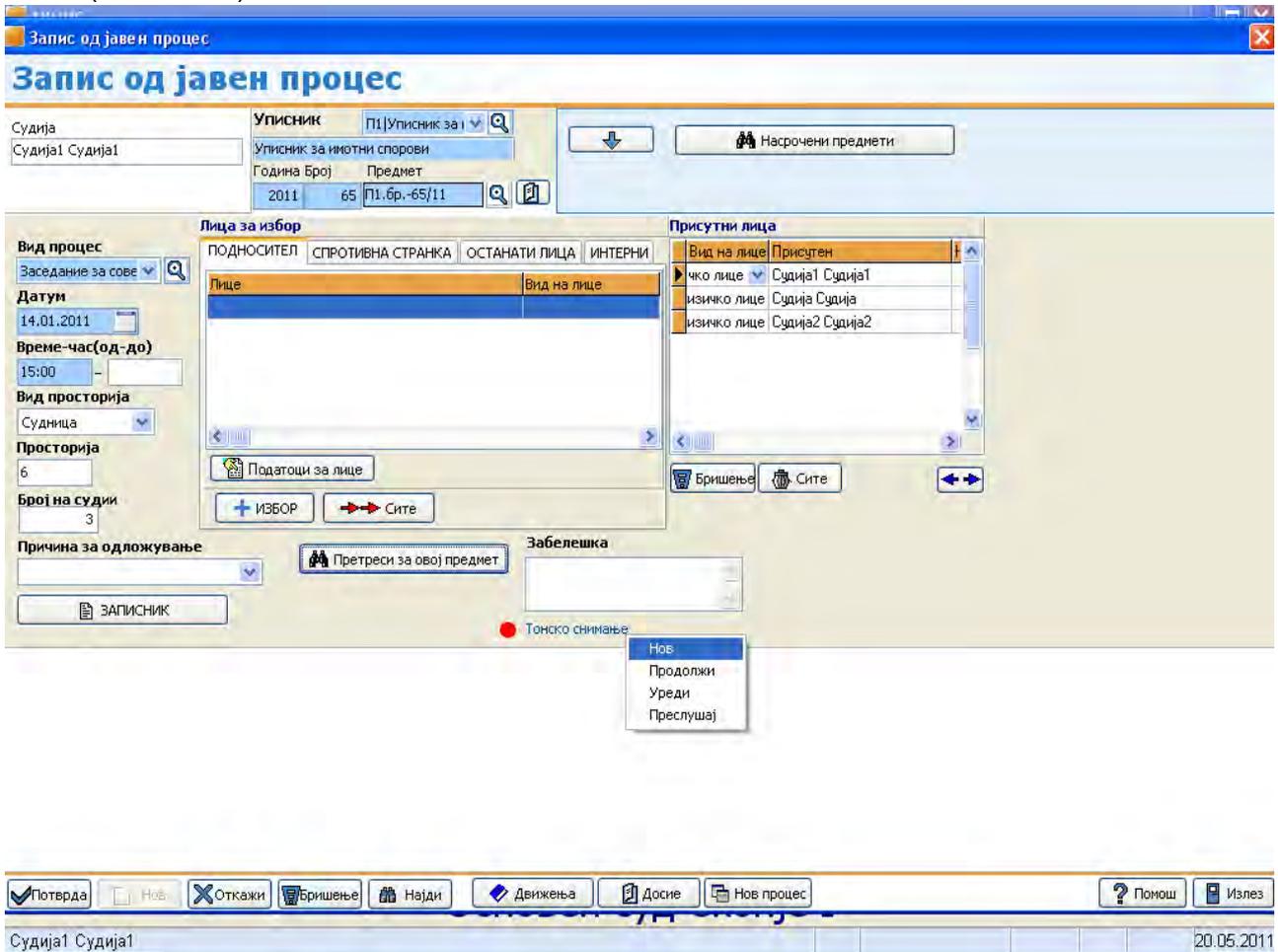
4.4. Microphones connection check

Check microphones connection to audio switching device (mixer).

5. Complete court recording with court report creation in real time

5.1. Program start

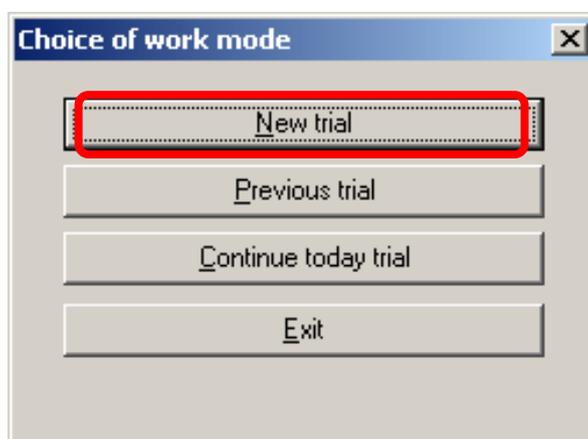
Start SRS Femida from the ACCMIS by pressing the icon for audio recording  Тонско снимање (Picture 5.1).



Picture 5.1 Launching SRS Femida from ACCMIS

5.2. Operation mode selection

The operation mode selection dialog box will appear at the screen after SRS Femida starts. (Pic.5.2).



Pic.5.2. Operation mode selection dialog box

To start recording a new trial select **New Trial**.

5.3. Entering main information on case

On the screen the **New Trial** dialog box will appear to enter the main information of the current trial. (Pic.5.3.).

Enter the following information: trial (case) ID, date of trial held, name of judge, type of trial session (for example preparatory, main trial session, etc.), serial number of CD on which the recording will be copied. Upon entering the required information press **Finish**.



Note:

Serial number of CD-R or DVD-R is specified at the transparent part in the center of the disc. The serial number is unique for each disc.

New trial

Number of case: # 33 Date of trial: 28.10.2008

OK Cancel

Name:

Court Civil Case No 70/61. Crime conducted by Mr. Albert Williams against Mrs. Elizabeth Porter, an offence against Section 1 of the Law, 10-2007 of the Criminal Law Ordinance, 2007.

CD-disk serial number:

HLD75LA01100251-A01

Pic. 5.3. New trial creation dialog box

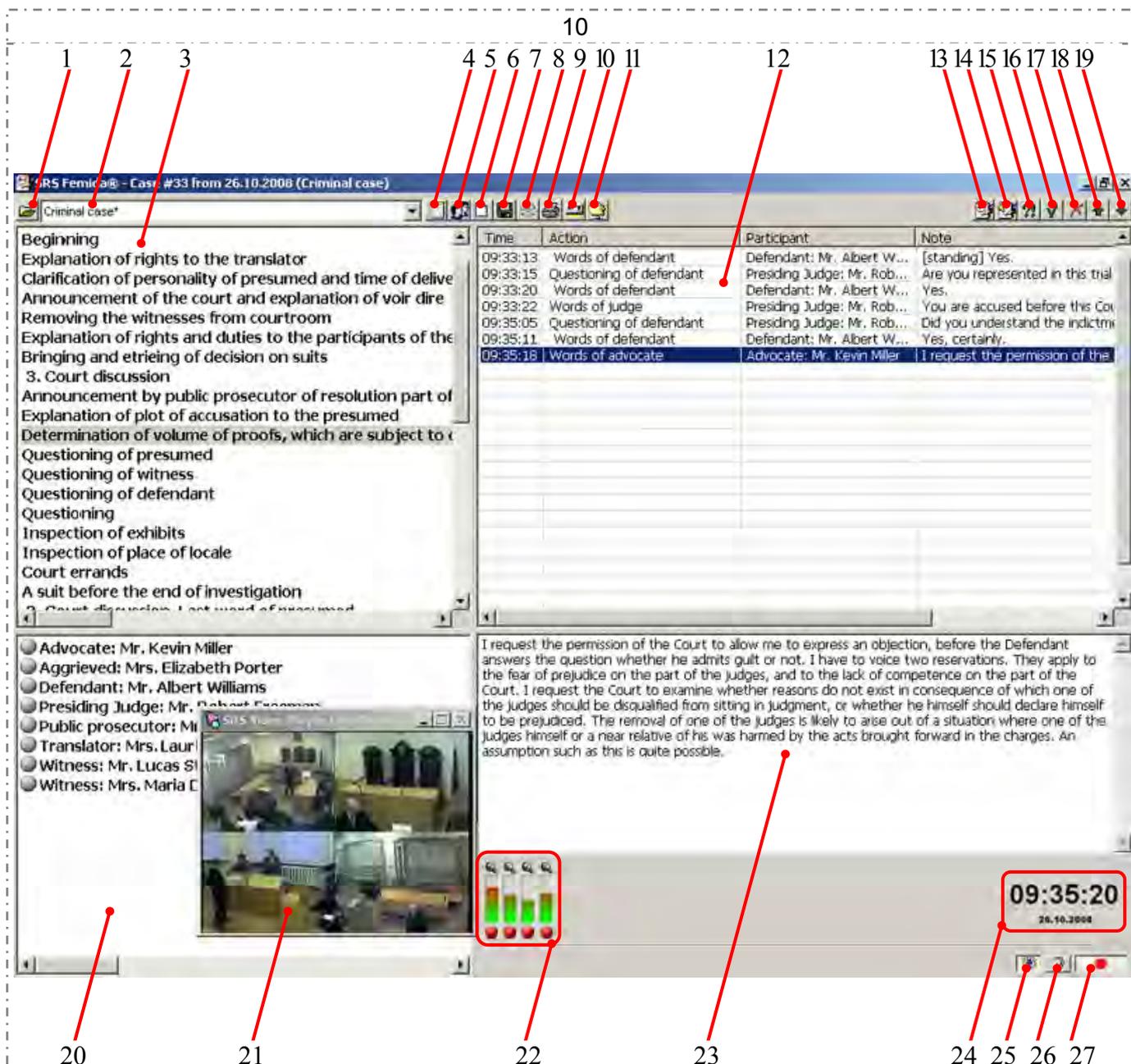
5.4. SRS Femida main window description

On the screen the application main window will appear in Events Log Mode, (Pic.5.4.).

To shift the main window in the Annotation Mode, press the Annotation Mode button 14  (Pic.5.5).

To return in the Court Reporting Mode press the Court Reporting Mode button 13 , which is in the top right corner in the program main window.

User can change the dimensions of the main window and internal fields. Dimensions and position will be saved for each user individually.

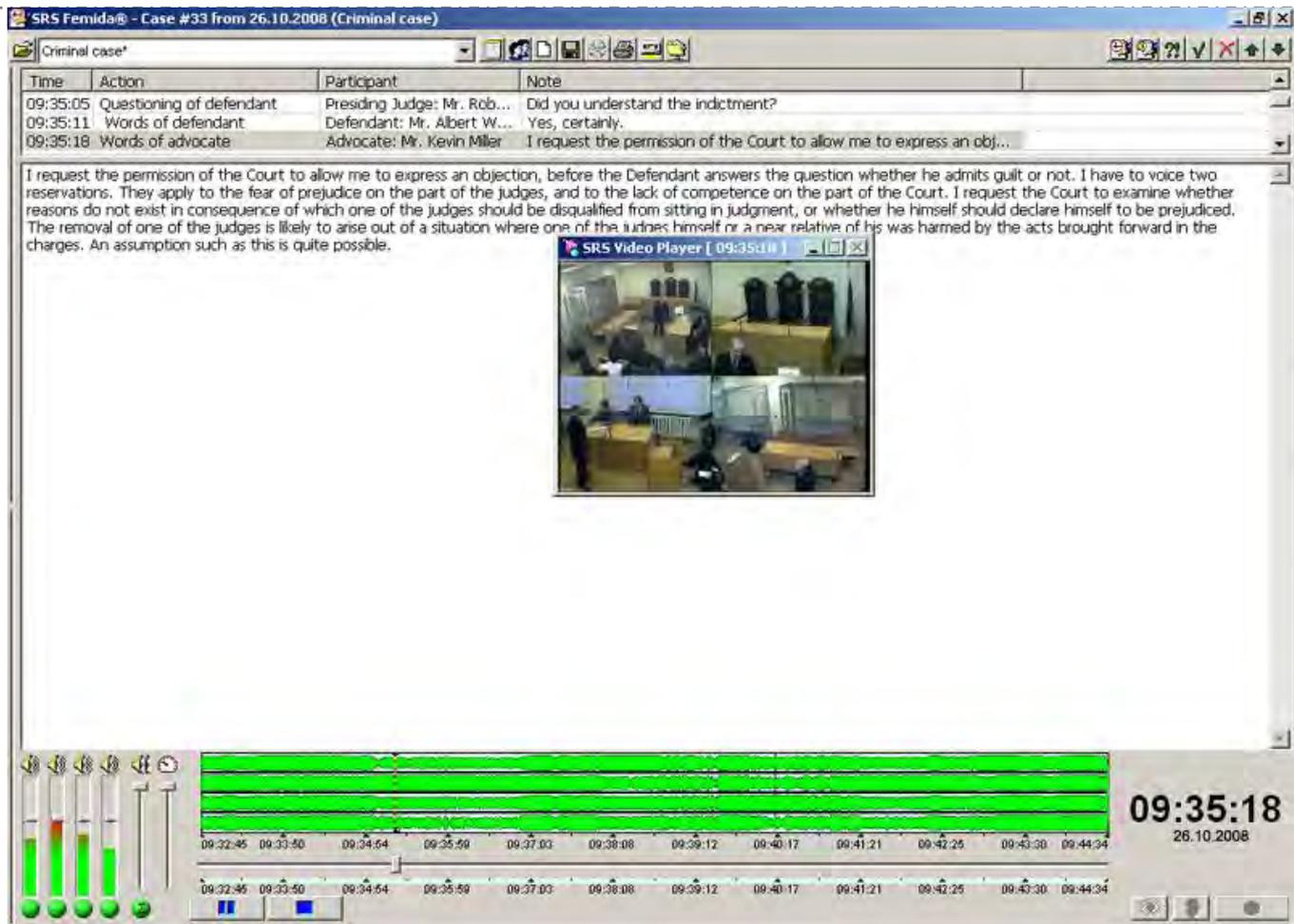


Pic. 5.4. SRS Femida main window in the Event Log Mode

Legend:

- 1 - **Open.** Open the dialog box of saved trials opening.
- 2 - **Type of Trial.** Trial template selection.
- 3 - **List of Possible Events (Actions) of Court Proceeding.** List of all possible events of this court proceeding.
Left-click to input the action from this list in the events log in the recording mode or in the playback mode. In this case the court proceeding becomes the registered event.
While holding down the **Ctrl** key you left-click the selected event, the replacement of the content of the event takes place instead of recording a new event for the marked event in the events log.
- 4 - **Templates Editing.** Open the **Trial Types Editing** dialog box to change the current template and/or add new possible actions and possible participants.
- 5 - **List of Participants.** Open the **Participants** dialog box to edit trial participants list (see the Pic. 5.6.).
- 6 - **New.** Open **New Trial Beginning** dialog box.
- 7 - **Save.** Save the report into the primary archive.
- 8 - **Save To CD.** Save the Event Log into the secondary archive (usually to CD).
- 9 - **Print.** Open the Word processor for preview and printing the report.

- 10 - Listen To Another Trial Record Of This Case.** Open the dialog box with list of trial records for this case, which can be played back.
- 11 - Save To Network.** Save the report into the network folder assigned in user's settings.
- 12 - Events log.** Shows the list of registered events.
- 13 – Event Log Mode.** Automatic redistribution of the space in the main window for maximum comfortable court reporting (transcribing).
- 14 – Mode for creation of write form of the audio recoding.** Automatic redistribution of the space in the main window for annotation.
- 15 – Question/Answer function.** This function automatically shifts two participants, the changing of which was the last in the events log. The **Question/Answer** function is used at regular changing of two participants, e.g. during a witness questioning. Either in the recording mode or in the playback mode each next click on the Question/Answer button exercises alternating change of the participant without necessity of his selection in the list.
If this mode is activated, point on the button by the mouse and the next participant will be shown in the tool tip.
- 16 - New Mark.** The new event is registered in the events log without its content in the recording mode or in the playback mode. This option is useful for current time stamping for further event filling. You can use the foot pedal to input an empty timestamp.
- 17 – Delete.** Deletes one or more selected events from the events log.
- 18 – Timestamp Offset Up (on one second).** Moves the selected event for one second earlier. If an event with the same time already exists, instead of time changing the events will change each other.
- 19 – Timestamp Offset Down (on one second).** Moves the selected event for one second later. If an event with the same time already exists, instead of time changing the events will change each other.
- 20 - List of Participants.** List of all possible participants for this court proceeding.
Left-click the selected participant from the list in recording or playback mode to register the change of the participant in the events log.
If holding down the **Ctrl** key you left-click the selected participant, the replacement of the content of the **Participant** field takes place instead of recording a new event for the marked event in the events log.
- 21 - Video Preview Window.** Real-time video monitoring window.
- 22 - Recording State Field.** The recording mode (red ball – recording) and level indicators of channels are displayed.
- 23 – Notes (annotations) Edit Field.** The annotations editing field of the event selected in the events log.
- 24 - Real-Time Clock.** In the recording mode the current time and date are shown in the mode of creation of a new trial or continuing an existing one. In the playback mode the date and time when the given fragment was recorded are shown.
- 25 - Video Preview.** Disable
- 26 – Audio Monitoring.** Real-time direct listening to the recoding channels in the mode of creation of a new trial or continuing an existing one.
- 27 – Recording.** Start or stop of court recording.



Pic. 5.5. SRS Femida main window in the Annotation Mode

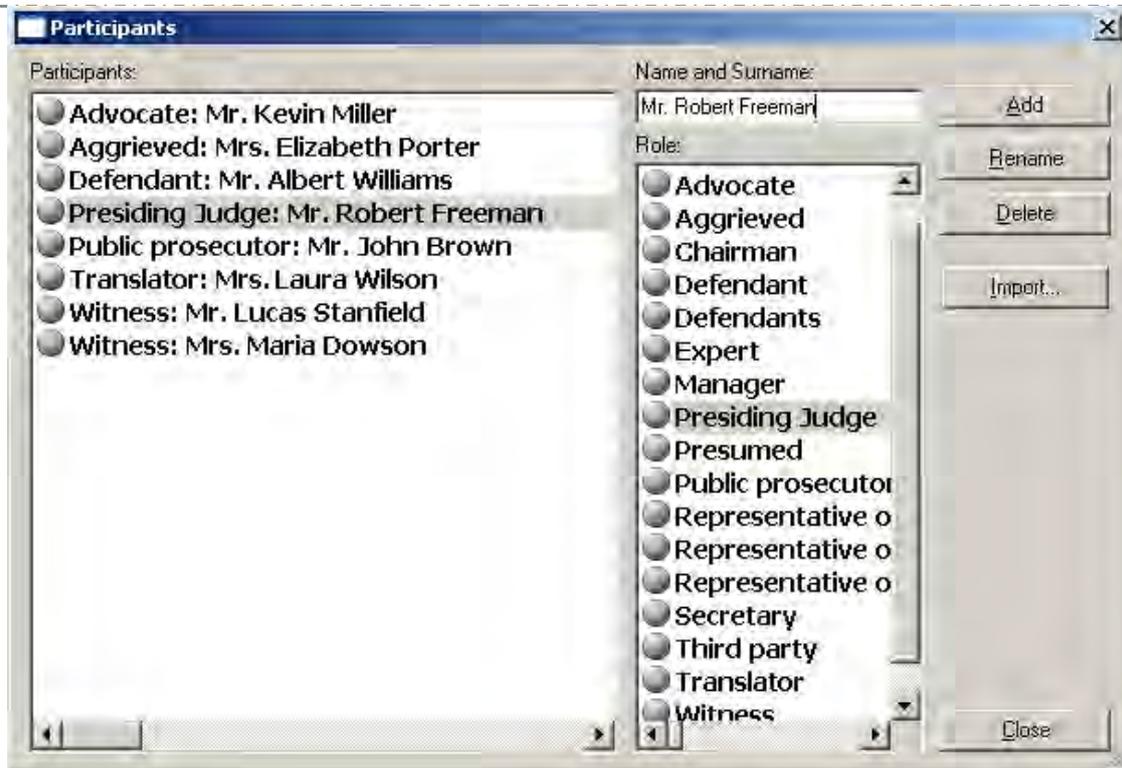
5.5. Preparation to court reporting

At first select a type of a trial by pressing the drop-down list button  in the top left corner of the SRS Femida main window and the template with the list of all possible court proceedings will load in the main window. Each type of trial has its own template. The system SRS Femida is delivered with the following preset templates:

- a) Judicial council (judge and two members of a jury);
- b) A single judge.

Using delivered templates you can create templates for new types of trial or edit the existing templates.

After selection of the type of the trial and appropriate template, fill in the list of participants by pressing the **List of Participants** button . You will see the dialog box for editing the list of participants (Pic.5.6).



Pic 5.6. Participants dialog box

Enter the participants of the trial – judge, members of the jury, public prosecutor, defendants, lawyers, witnesses etc.

Select the necessary position in the **Role** list, enter the corresponding Name in the **Name and Surname** edit box.

Then click the **Add** button.

To rename a participant select him from the list of participants, edit his name in the **Name and Surname** edit box and click the **Rename** button.

To delete a participant select him from the list of participants and click the **Delete** button.

To import the list of participants from another trial, use the **Import** function. Press the **Import** button and select the trial from which you want to import the list of participants.

The contents of the **List of events of the court proceeding** and **List of participants** fields can be edited and completed with new actions and participants correspondently. For this use the **SRS**

Femida Template Editor, which can be started by clicking the **Edit Templates** button .

5.6. Court recording and event log creation

Check microphones connections and availability of video cameras signal before the trial begins. There should be lights of indicators on microphones, audio switching device and channels level indicators in the SRS Femida main window if the microphones connection is correct.

After the check is over, press the **Record** button  to start the recording.



Note:

According to Macedonian model and settings of the system the five microphones are recorded into four separate channels.

Channel state indication in the recording mode:

-  (red) – Trial recording mode;
-  (green) – Ready to recording mode;
-  (light-grey) – Non-active mode (recording is not carried out)*;
-  (color microphone) – Active channel (this channel can be used for recording by audio recording server);
-  (grey microphone) – Non-active channel (this channel can not be used for recording by audio recording server)*;
-  (crossed microphone) – Failure in the recording channel. If this icon appears, please inform the technical support for channel failure diagnostics.

* - Total number of channels can be more than the number of the active recording channels. The quantity of the applied recording channels is set in the system settings.

Channel state indication for playback mode:

- (green) – This channel is selected for the record playback;
- (light grey without number) – Non-active channel or the channel is not selected for playback;
- (yellow) – Pause mode (this channel is selected for playback and is in the pause mode);

Events log filling:

During the trial the typist registers main events/actions that take place and participants in the **Events log**. All main events/actions of the trial are listed in the **List of events of the court proceeding** field (top left field of the SRS Femida main window). The list of all participants is listed in the **List of Participants** field (See Pic.5.6.).

Left-click the appropriate event/action in the **List of events of the court proceeding** field to register it in the **Events log**. Each event can be complemented with a surname of a participant and, if needed, with notes (annotations), which can be added/edited in the **Annotation Edit** field (See Pic. 5.4.).

Left-click the appropriate participant in the **List of Participants** field to register him/her in the **Events log**.

Example: when the chairman judge announces the name, number of the criminal case, click the **Announcement of the name, number of the criminal case** label in the **List of events of the court proceeding** field and at the **Chairman** label in the **List of participants** field (See Pic.5.6).

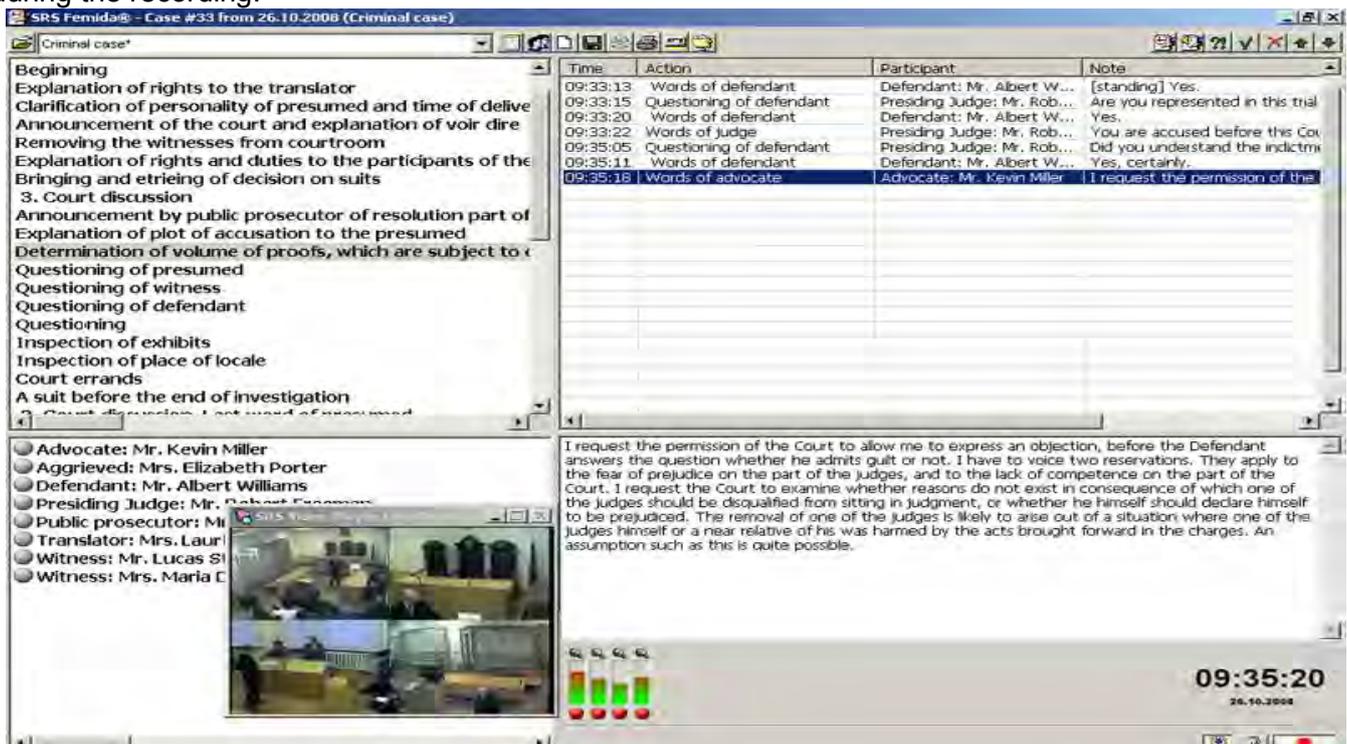


Note!

1. If you hold down the **Ctrl** key when adding a new action/event, the action will be added to the **Action** field in the current line in the **Events log** field (i.e. the registered action will be substituted by a new one in the **Events log**).
2. If you hold down the **Ctrl** key when adding a new participant, the participant will be added to the **Participants** field in the current line in the **Events log** field (i.e. the registered participant will be substituted by a new one in the **Events log**).
3. If you need to add both the action and the participant in one line –select one data of the two at first: either action or participant from the appropriate list. Then holding down the **Ctrl** key select the second data – both fields will be entered in one line of the Events log.

As a result, in the **Events log** field the event (action and/or participant) will be registered together with the time of the beginning of the event and with note (annotation) if it was specified.

At the Picture 5.6. you can see an example of the SRS Femida main window at court e creation during the recording.



Pic. 5.7. SRS Femida main window in the Court Event Log Mode

Events log editing:

During the court recording the events in the events log (Pic.5.4.) can be edited via the following buttons:

-  - Placing of an empty timestamp (timestamp can be also set by a foot pedal);
-  - Timestamp offset of the event (decreasing on 1 second);
-  - Timestamp offset of the event (increasing on 1 second);
-  - Event deletion (the **Del** key).

Audio recording control:

Press the Audio Monitoring button  for "direct listening" to all channels simultaneously (available only at application of a special multi-channel sound card).

Setting of a break:

1. Set the event (mark) "Break"*;
 2. Stop the recording (outpress) the **Record** button ;
 3. After the break, switch on the record (press) the **Record** button ;
 4. Set the event (mark) "After the break"*.
- * - marks "Break" and "After the break" are not obligatory.

Recording completion:

At the end of the trial press again (outpress) the **Record** button . Wait for a while for proper recording completion.

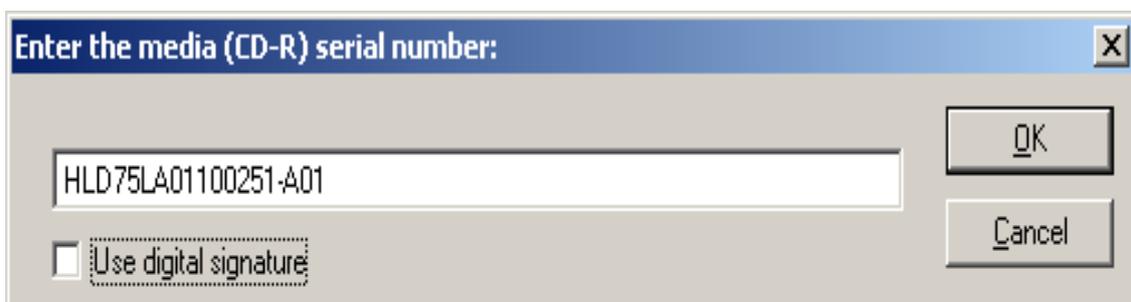
5.7. Court report saving

We recommend to enable the mode of automatic court report saving in the system configurations, thus the current report will be saved in the temporary file periodically.

At the end of the trial click the **Save** button . The final report will be formed and saved in user's folder.

5.8. Trial saving to CD

1. Click the **Save to CD** button ;
2. In the appearing dialog box enter the CD serial number, which is specified at the transparent part in the center of the disc. If you have entered the disc serial, when creating a **New Trial** (Pic.5.3.), the serial number will be displayed in the field of this dialog box. If it was not entered, input it in this dialog box (Pic.5.8.).



Pic. 5.8. Dialog box of preparation for recording to CD

3. Select the **Use digital signature** checkbox to sign the event log with a digital signature.
4. If the CD was not inserted in CD-drive, please insert it now.

You can use the discs on which the other trials had been saved. In this case a new trial will be saved on the CD without deletion of previous records.

**Note!**

If using the CD, on which the other trials had been recorded, make sure that there is free space available for the recording of the current trial!

5. Press the **Ready** button. The dialog box of files copying to the CD will appear on the screen. Wait for the end of the copying till the copying dialog box disappears.
6. The trial and the trial-viewer software will be recorded on the CD. The recorded CD can be viewed on any multimedia computer.

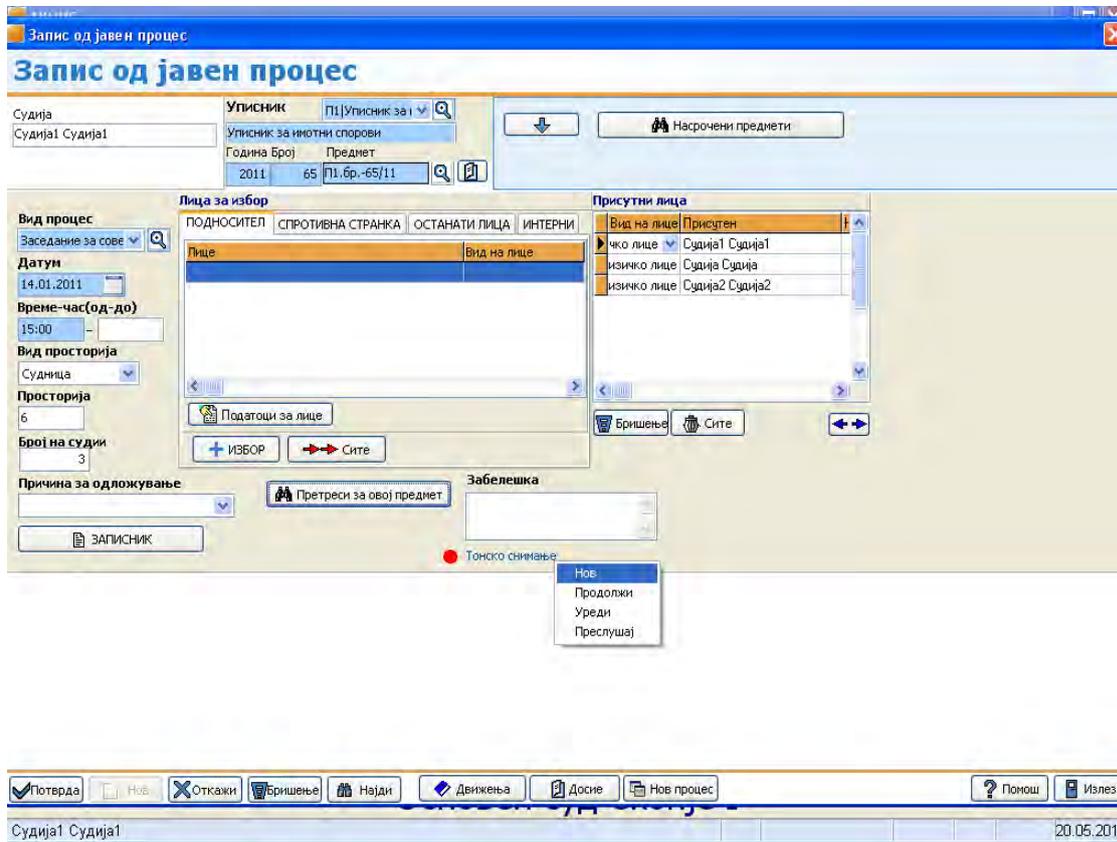
5.9. Court report printing

To view and print the court report press the **Print** button  in the SRS Femida main window. The word processor will be opened and you will see the text of the report. It can be printed with the help of the **Print** button  or keyboard shortcut **Ctrl+P**. Close the word processor window to return to the SRS Femida main window.

6. Continuation of today's trial recording

6.1. Program start

Start SRS Femida from the ACCMIS by pressing the icon for audio recording  Тонско снимање (Picture 6.1).



Picture 6.1 Launching SRS Femida from ACCMIS

6.2. Operation mode selection

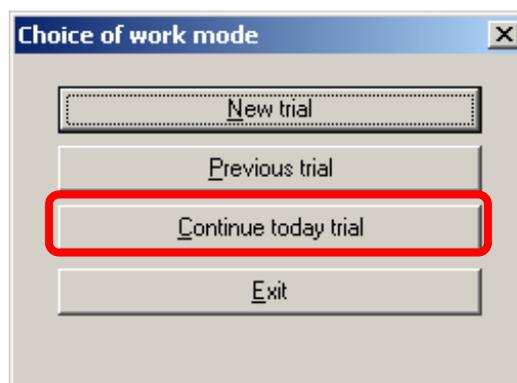
The operation mode selection dialog box will appear at the screen after SRS Femida starts (Pic.6.2.).

To continue today's trial select **Continue Today's Trial**. If you do not want to record video, select the **Disable Video Support** checkbox previously.



Note!

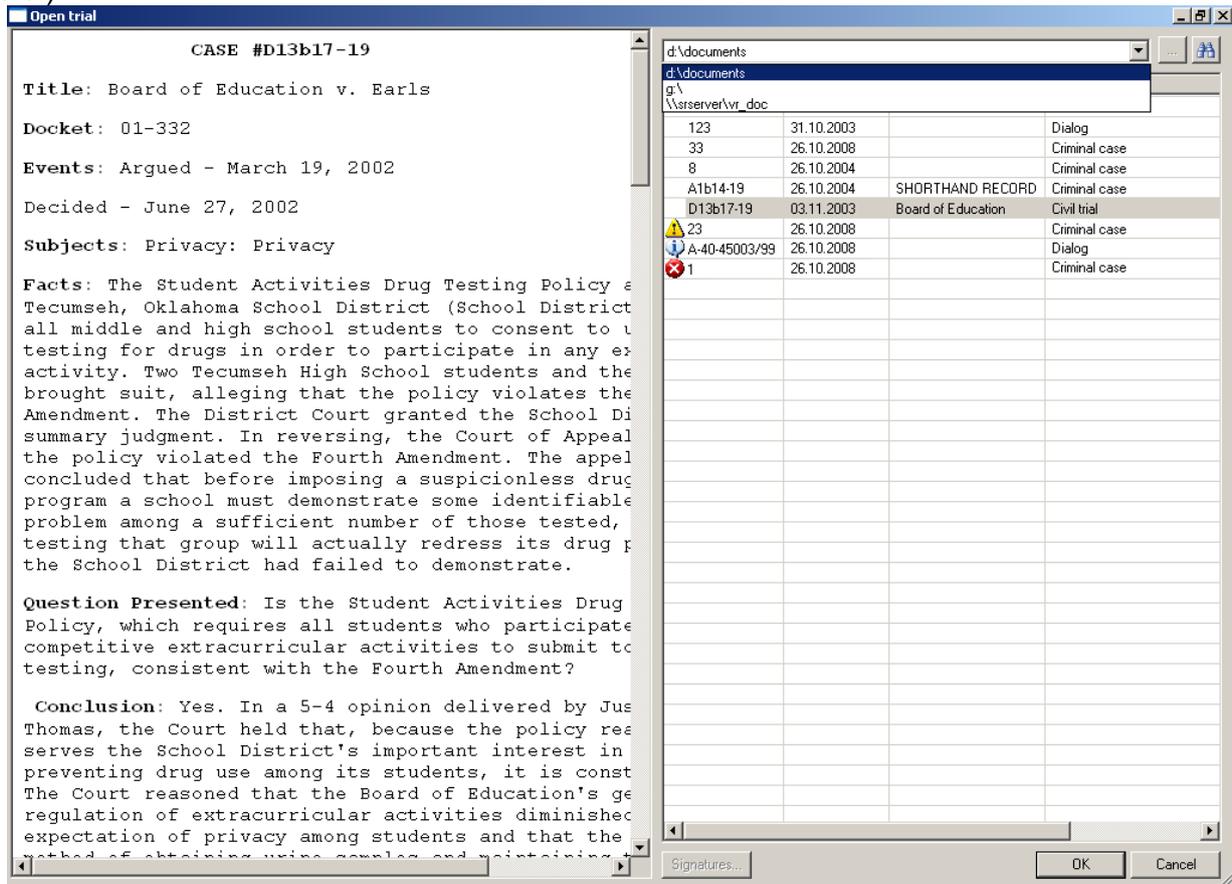
You can not continue the trial recording, started in another day!



Pic. 6.1. Operation mode selection dialog box

6.3. Trial selection

The **Open Trial** dialog box of the trial selection will appear (Pic.6.3.). Select the trial from the list, which should be continued and press the **Ready** button. Then the SRS Femida main window will open. (Pic.5.6.).



Pic. 6.2. Open Trial dialog box for recording continuation



Note:

In the list of trials there can be the following state icons:



- The trial recording had been completed incorrectly. It is needed to restore the recording from the backup copy.



- Critical failure had been occurred during the trial recording (power turn off etc.) It is needed to save the trial.



- The trial recording has a digital signature.



Attention!

If the previous session of work with the system was completed incorrectly and it could be needed to restore the trial after the system failure, select **Previous Trial** in the **Operation Mode Selection** dialog box. Then select the trial with one of the following state icons  or , open it and press **Save** – the trial will be saved.

If you select the trial recording with the state  you will be offered to restore the trial from the backup copy (Pic.6.4.). To restore the trial from the backup copy select **Yes**.

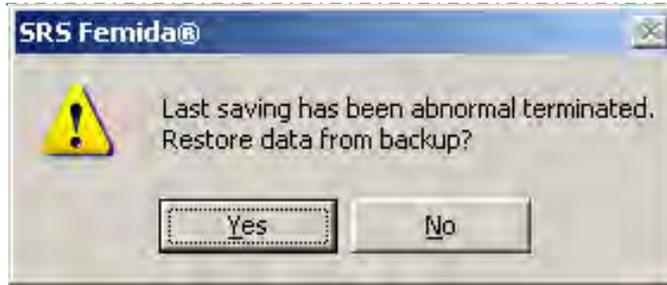
We draw your attention in case you select No – the trial will be deleted!

If in Windows settings file deletion was preset to the recycle bin, you would be able to restore the file from the recycle bin by means of standard Windows methods.

If you select the trial recording with the state , the automatic trial restoration will be accomplished without notification.

Important!

To enable trial restoration it is needed to activate the option of automatic trial recording saving in the system settings. We highly recommend not to deactivate this option. You cannot continue the trial started in another day!



Pic. 6.3. Dialog box of court report restoration after system failure

6.4. Continuation of trial reporting

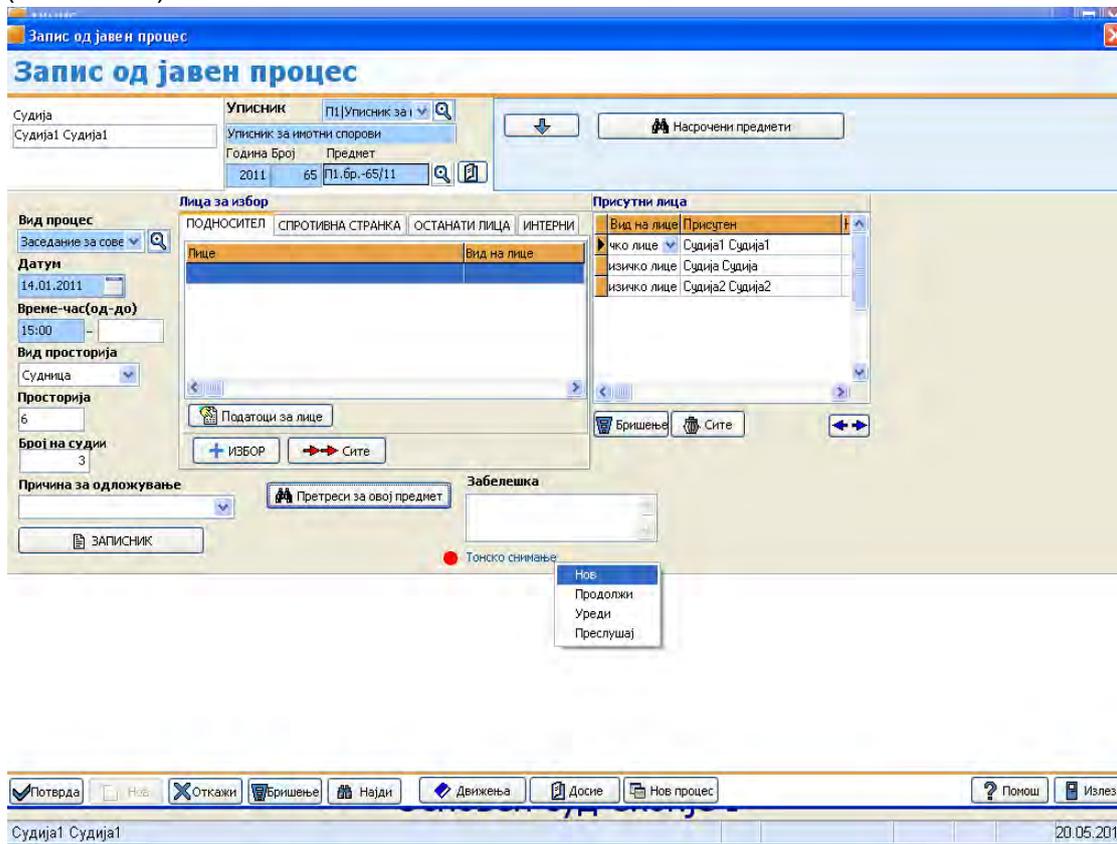
Accomplish the actions in accordance with the sections 0. ÷ 0.

7. Simplified court audio recording

You can record the trial with minimal number of operations (without real-time event log creation) to create the event log in future.

7.1. Program start

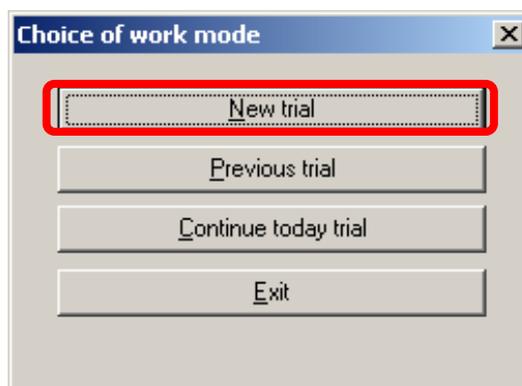
Start SRS Femida from the ACCMIS by pressing the icon for audio recording  Тонско снимање (Picture 7.1).



Picture 7.1 Launching SRS Femida from ACCMIS

7.2. Operation mode selection

At SRS Femida start the operation mode selection dialog box will appear (Pic.7.2.).



Pic. 7.1. Operation mode selection dialog box

Select **New Trial** to start recording a new trial. If you do not want to record video, select the **Disable Video Support** checkbox previously.

7.3. Entering main information on case

On the screen the **New Trial** dialog box will appear to enter the main information of the current trial (Pic.7.3.).

Enter the following information: date of trial, trial (case) ID, name of judge and jury members, trial session type (preparatory session, main trial session, etc.), serial number of CD on which the recording will be saved. Upon entering the required information press **Finish**.



Note:

Serial number of CD-R or DVD-R is specified on the transparent part in the center of the disc. The serial number is unique for each disc.

Pic. 7.2. New trial creation dialog box

7.4. Audio recording start

Switch on the recording by the **Record** button , at the right bottom corner of the program main window.

7.5. Audio/video recording completion

After the trial is completed switch off the recording by the **Record** button .

7.6. Trial saving

Press the **Save** button  to save the recorded trial in the primary archive on a PC hard drive.

7.7. Operation completion

Exit SRS Femida, then power off all the system components.



Attention!

To create a court report it is needed to open the recorded trial, turn on playback pressing the **Play** button  and set timestamps during the playback as well as at the real-time court report creation.

8. Trial recording playback

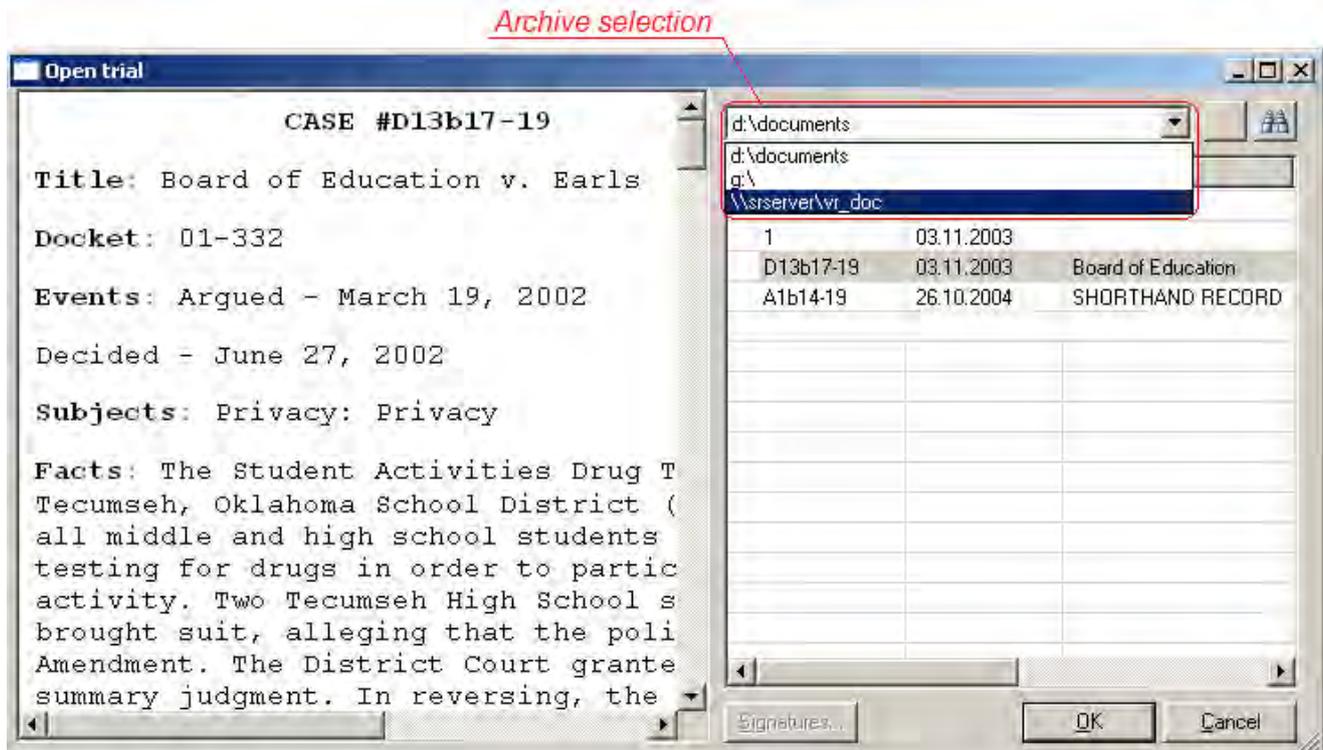
8.1. Trial selection

To playback the trial recording, saved to a CD, put the CD into CD-drive. After the auto start, the trial selection dialog box will appear (Pic. 8.1). If there is no auto start, open the CD in the Windows Explorer and launch **vcviewer.exe** file from the disc root directory.

If it is needed to check the digital signature, select the trial with the state icon  and press the **Signature** button.

Trial playback software, saved to CD allows playback of records as from CD as from any catalog of PC hard drive or in LAN. By default the archive from the inserted CD will be opened. To select another archive from which the trial should be opened, open the drop-down list at the top right corner and select the primary, secondary (usually it is a CD) or network archive. In the drop-down list of archive selection the history of selected archives is saved. In future the needed archive can be selected in the drop-down list and opened.

To select the archive located in a random location press the **Search** button . Select the trial in the list and press **Finish**.



Pic. 8.1. Open Trial dialog box



Note:

In the list of trials there can be the following state icons:



- The trial recording had been completed incorrectly. It is needed to restore the recording from the backup copy.



- Critical failure had been occurred during the trial recording (power turn off etc.) It is needed to save the trial.



- The trial recording has a digital signature.

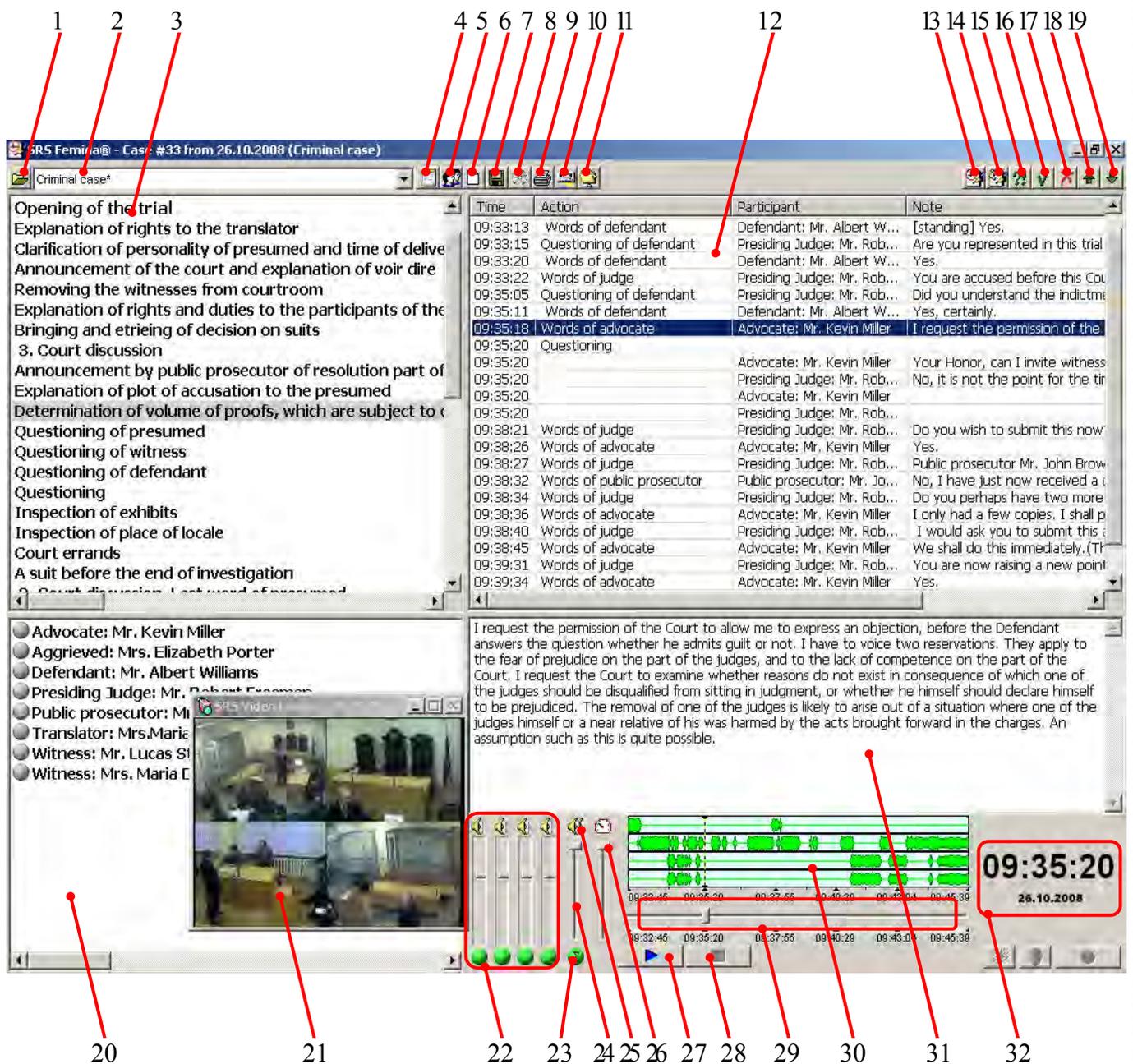
8.2. Recording playback

If you opened a trial via the trial playback software, saved to a CD, SRS Femida will start in the **View Mode** (Pic.8.2.). You can open the trial for viewing (listening) from the CD, local or network archive.

Time	Action	Participant	Note
15:10:40	<<<recording start>>>		
15:12:09	Questioning by the defendant	Presiding Judge: Mr. Rob...	Albert Williams, are you Albert Wi
15:12:15	Words of the defendant	Defendant: Mr. Albert W...	[standing] Yes
15:12:19	Questioning by the defendant	Presiding Judge: Mr. Rob...	Are you represented in this trial b
15:12:24	Words of the defendant	Defendant: Mr. Albert W...	Yes.
15:12:26	Words of the judge	Presiding Judge: Mr. Rob...	You are accused before this Cour
15:13:29	Questioning by the defendant	Presiding Judge: Mr. Rob...	Did you understand the indictme
15:13:40	Words of the judge	Defendant: Mr. Albert W...	Yes, certainly.
15:13:45	Words of the advocate	Advocate: Mr. Kevin Miller	I request the permission of the C
15:17:07	Words of the judge	Presiding Judge: Mr. Rob...	Do you wish to submit this now?
15:17:16	Words of the advocate	Advocate: Mr. Kevin Miller	Yes.
15:17:18	Words of the judge	Presiding Judge: Mr. Rob...	Public prosecutor Mr. John Brow
15:17:31	Words of the public prosecu...	Public prosecutor: Mr. Jo...	No, I have just now received a c
15:17:43	Words of the judge	Presiding Judge: Mr. Rob...	Do you perhaps have two more c
15:17:54	Words of the advocate	Advocate: Mr. Kevin Miller	I only had a few copies. I shall pr
15:18:04	Words of the judge	Presiding Judge: Mr. Rob...	I would ask you to submit this as
15:18:12	Words of the advocate	Advocate: Mr. Kevin Miller	Words of advocate We shall do
15:19:15	Words of the judge	Presiding Judge: Mr. Rob...	You are now raising a new point.
		Advocate: Mr. Kevin Miller	Yes.
		Advocate: Mr. Kevin Miller	I wish to hear the witnesses: Fir
		Presiding Judge: Mr. Rob...	-Please, Mr. Kevin Miller.
		Advocate: Mr. Kevin Miller	With the Court's permission, the

Pic. 8.2. SRS Femida main window in the View Mode

If you opened the trial via SRS Femida with the installed USB dongle, the program will start in the **View and Edit Mode** (Pic.8.3.). You can open a trial for viewing and editing from a CD, local or network archive.



Pic. 8.3. SRS Femida main window in the View and Edit Mode

Legend:

- 1 - Open.** Open the dialog box of the saved trials opening.
- 2 - Trial Type.** Trial template selection.
- 3 - List of Events of the Court Proceeding.** List of all possible actions of this court proceeding. Left-click the action to input it from this list in the events log in the recording mode or in the playback mode. In this case the court proceeding becomes the registered event. If you hold down the **Ctrl** key and left-click the selected event, the replacement of the content of the event takes place instead of recording a new event for the marked event in the events log.
- 4 - Templates Editing.** Open the **Trial Types Editing** dialog box to change the current template and/or add new possible actions and possible participants.
- 5 - List of Participants.** Open the **Participants** dialog box (Pic.5.6.) to add new participants or to delete the absent ones.
- 6 - New.** Open **New Trial Beginning** dialog box.
- 7 - Save.** Save the report into the primary archive.
- 8 - Save To CD.** Save the report into the secondary archive (usually to CD).
- 9 - Print.** Open the word processor for preview and printing the court report.

- 10 - Listen to Another Trial Record of This Case.** Open the dialog box with the list of the trial records for this case, which can be played back.
- 11 - Save To Network.** Save the court report into the network folder set in user's settings.
- 12 - Events Log.** Shows the list of registered events.
- 13 - Court Reporting (Transcribing) Mode.** Automatic redistribution of the space in the main window for maximum comfortable court reporting (transcribing).
- 14 - Annotation Mode.** Automatic redistribution of the space in the main window for annotation.
- 15 - Question/Answer Function.** This function automatically shifts two participants, the changing of which was the last in the events log. The **Question/Answer** function is used at regular changing of two participants, e.g. during a witness questioning. Either in the recording mode or in the playback mode each next click on the Question/Answer button exercises alternating change of the participant without necessity of his selection in the list.
- If this mode is activated, point on the button by the mouse and the next participant will be shown in the tool tip.
- 16 - New Timestamp.** The new event is registered in the events log without its content in the recording or in the playback mode. This option is useful for current timestamp for further event filling. You can use the foot pedal to input an empty timestamp.
- 17 - Delete.** Deletes one or several selected events from the events log.
- 18 - Timestamp Offset Up (on one second).** Moves the selected event for one second earlier. If an event with the same time already exists, instead of time changing the events will change each other.
- 19 - Timestamp Offset Down (on one second).** Moves the selected event for one second later. If an event with the same time already exists, instead of time changing the events will change each other.
- 20 - List of Participants.** The list of all possible participants for this court proceeding.
- Left-click on selected participant from the list in recording or playback mode to register the change of the participant in the events log.
- If holding down the **Ctrl** key you left-click the selected participant and the replacement of the content of the **Participant** field takes place instead of recording a new event for the marked event in the events log.
- 21 - Video Preview Window.** Disable
- 22 - Playback State Field.** Audio recording channels display.
- 23 - Channels Summing Mode at Playback.** When the channels summing mode is active, the sound will be heard from all channels. When the channels summing mode is turned off, you can listen to any channel separately. For this select the icon of the channel to be listened to. You can switch between the channels selecting one of the channels icons.
- 24 - Summed Channels Volume Control.** Change of overall volume.
- 25 - Turn on/off AGC.** AGC (automatic gain control) is turned on or turned off by left-click on the icon  during playback. Blue ball on the icon  shows that AGC is active (turned on).
- 26 - Tempo correction.** You can change playback speed without tempo affecting, moving the scroll up or down. Playback speed alteration influences all audio recording channels and video channel.
- 27 - Playback/Pause.** Button to start/pause playback.
- 28 - Stop.** Button for playback stop.
- 29 - Positioning Area.** Instant media player rewinding in any position where you left-click.
- 30 - Audio Channels Visualization.** Display of audio signal availability in the audio recording channels.
- 31 - Notes (Annotations) Edit Field.** Annotations edit field of the event selected in the events log.
- 32 - Real-Time Clock.** In the recording mode the current time and date are shown in the mode of creation of a new trial or continuing an existing one. In the playback mode the date and time when the given fragment was recorded are shown.

8.2.1. Multi-channel "intellectual" audio signal processing

Selective playback

To playback a segment of a recording, referring to a definite event, select the required event in the events log and press the **Playback** button . All trial fragments referring to the selected event will be played back sequentially.

To playback one definite channel, disable the summing mode firstly, pressing the Summing Mode button , then select the required channel pressing the button  under the indicator of this channel. The button of the selected channel is displayed by green color.

To playback several definite channels make sure that the summing mode is active (the button  is green), then turn on or turn off the channels pressing the buttons  under the indicators of these channels. The buttons of the selected channels are displayed by green color.

To pause playback press the Pause button . To stop playback press the Stop button .

At playback of segment of recording, corresponding to the selected event, the real time of the event is displayed in the right bottom corner of the SRS Femida main window.

Volume adjustment



To change overall playback volume move the scroll of summed channel volume control.



To change the volume of a needed channel move the scroll of volume control of the needed channel.

All volume controls work independently.

To improve the speech intelligibility you can use AGC, equalizer and tempo correction.

AGC (automatic gain control)

To turn on AGC left-click the AGC icon  above the summed channel volume control. The icon will change its view into . To turn off AGC left-click the icon .

Equalizer

To display the equalizer and its parameters configuration right-click the icon  and select **Equalizer** in the contextual menu (**Error! Reference source not found.**Pic.8.4.). The equalizer is displayed in the right side of the playback state field (Pic.8.5.).

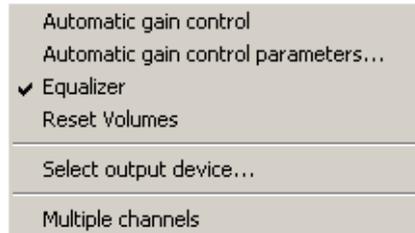
Press the button  under the equalizer to turn the equalizer on or off. When the equalizer is active – the button is blue, the equalizer is turned off – the button is grey.

The equalizer has several preset settings:

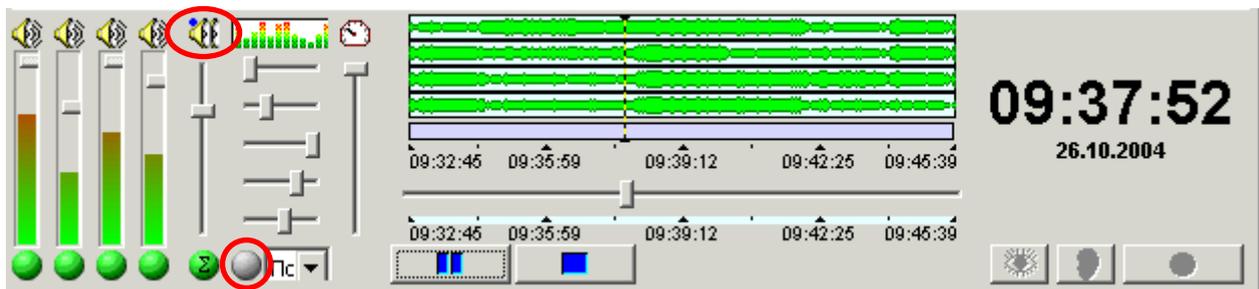
- Default;
- Voice;
- Remove 50 Hz;
- User's settings.

Tempo correction

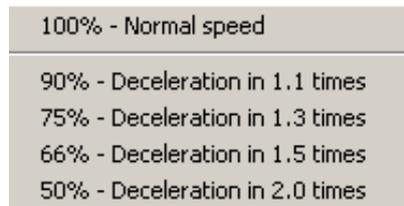
To change playback speed (tempo correction) move the scroll up (speeding-up) or down (slowdown) or select the needed parameter in the menu (Pic.8.6.), called by right-click at playback speed control.



Pic. 8.4. Contextual menu of playback parameters configuration



Pic. 8.5. Fragment of SRS Femida window with activated AGC and disabled equalizer



Pic. 8.6. Contextual menu of tempo correction parameters configuration

8.3. Court report printing

To view and print the even log press the **Print** button  in the SRS Femida main window. The word processor will be opened and you will see the text of the report of the current trial. It can be printed with the help of the **Print** button  or keyboard shortcut **Ctrl+P**. Close the word processor window to return to the SRS Femida main window.

9. SRS Femida templates editing

SRS Femida uses templates to prepare printable version of court reports. Each type of trial has an appropriate template, which determines the content and the form of displayed and printed out information. Each template contains the following items:

- Event Log header. In the event log header the main case attributes are specified – brief information about the trial, case number ID, date, name of the judge and jury members, brief list of involved parties, lawyers and other participants, information about the device, on which the recording had been made, serial number of the CD on which the trial had been saved.
- Event Log main text. The event log text consists of formatted paragraphs (form of paragraph representation). Each paragraph is a line in the events log. The body of the report depicts the chronology of the trial process. Each event in the events log has its appropriate paragraph format.
- Event Log footer. In the event log footer the information about the end of the trial and responsible persons who sign the report is specified (usually typist and judge). Also additional information can be specified.

9.1. Template creation

In the SRS Femida main window press the **Templates Editing** button.

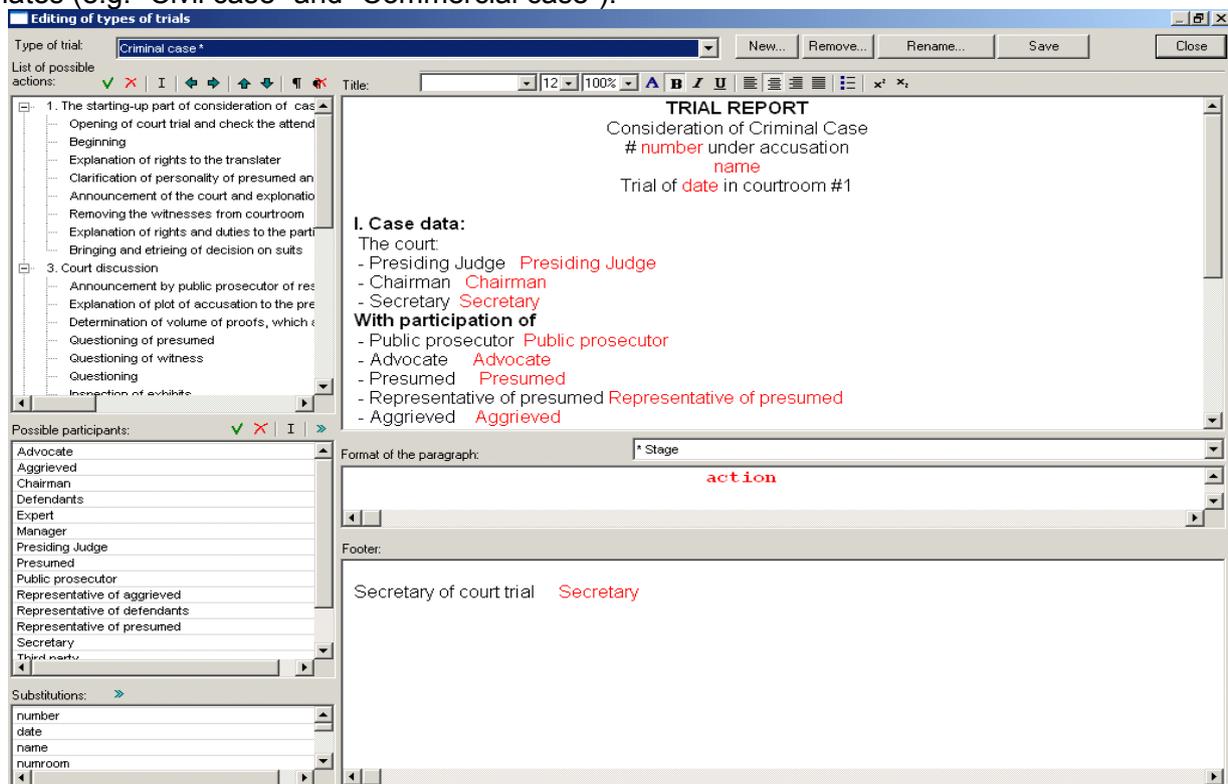
The **Trial Types Editing** window (templates editor) will be opened.

To select a template for editing, open the **Trial Type** drop-down list.

If there is an icon "*" by the name of the trial type, it means that this template corresponds with the current document (this template is in the document only, it is not on the disc).

If you press the **Save** button, you will be offered to save the template, either only in the document, or in the document and to the disc.

If you choose the first option, the template will be saved only in the document, in the second option the template will be saved both in the document and to the disc. If in the document and on the disc there will be two templates with the same name but with different content they will be displayed in the list of templates (e.g. "Civil case" and "Commercial case").



Pic. 9.1. Trial types editor (templates editor)

To create a template of a new trial type select an existing trial template and press the **New** button. The new editable template for a new trial type will be created, based on the existing template.

To delete the template – select the trial type and press the **Remove** button.

To rename the template – select the trial type and press the **Rename** button, enter a new name and press **OK**.

To save the template press the **Save** button.

The list of possible actions has a hierarchy structure ("tree"). You can work with the list using keyboard shortcuts (hotkeys **Alt+↑**, **Alt +↓**, **Alt +←**, **Alt+→**, **Alt + F2**, **Insert**, **Delete**, **Alt+ Insert**, **Alt + Delete**, **Alt + Enter**) or toolbar located above the list of possible actions.

Lists of possible actions and possible participants can be edited. To activate the edit mode, mark the needed line and click the button **I** on the toolbar or press **Alt + F2**.

Possible operations with variable elements of templates:

-  - Create an event or a participant (**Insert**);
-  - Delete an event or a participant (**Delete**);
- I** - Edit an event or a participant (**Alt + F2**);
-  - Raise a hierarchy level of an event (transform to name of case consideration stage) (**Alt + ←**);
-  - Reduce a hierarchy level of an event (transform to action included in the case consideration stage) (**Alt + →**);
-  - Move up an event at one position (**Alt + ↑**);
-  - Move down an event at one position (**Alt + ↓**);
-  - Insert a line in the template as a variable (**Alt + Enter**);
-  - Set the paragraph representation format for the selected action (**Alt+ Insert**).

For the selected action the format, set by a user will be applied instead of default formats.

 - Delete the representation format for the selected action (**Alt + Delete**). For the selected action the user's format will be deleted and default formats will be set.

Use the **Formatting** toolbar to edit text. Functions of the buttons at this toolbar are the same as in such text processors as Microsoft Word or WordPad.



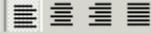
Courier N - Select font style;

12 - Select font size;

80% - Select scale in the edit window;

A - Reset the feature of a variable from the selected text and set "plain text";

B I U - Font formatting (bold, italic, underlined);

 - Paragraph alignment (left, center, right, full justification);

 - Creation of bullets and numbering;

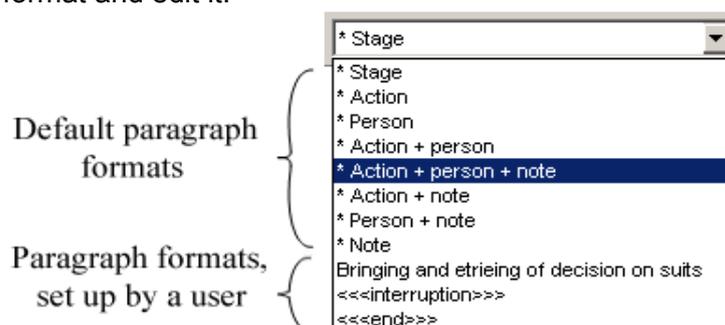
 - Font formatting (subscript or superscript).

Event Log header, main text (paragraph formats) and footer can be formed, using the basic principals of work with a text editor. The elements of template can also contain variables besides main text. At Event Log forming variables are automatically replaced by their values. Variables are inserted in header, main text or footer (selection of insert location is done by the cursor) from the lists of possible participants and non-edited list of substitutions. Insertion is conducted by double left-click, via toolbar or hotkeys **Alt + Enter**.

Main text of court report is formed on the basis of the events log. Each line has several preset paragraph formats. There are 8 default paragraph formats in a template (Pic.9.2.) which are selected at formation of the final court report depending on the type of variables in the events log line. Also for any action a user can specify its own paragraph format.

To edit existent paragraphs select the needed template. In the **Paragraph Templates** selection field the list of all formats which are used in the template will be displayed.

Select the needed format and edit it.



Pic. 9.2. List of available paragraph formats for court report main text generation

To display the stage at Event Log generation select the **Stage** representation form.

To display the line in which there is only a participant, select the **Person** representation form.

To display the line in which there will be an action and a note select the **Action + note** representation form.

For some actions you can specify their specific representation forms.

For this select the needed action in the list of actions and press the button  or hotkeys **Alt + Insert**. In the paragraph format window edit the created representation form.

In the selection field all templates of substitutions are displayed, which are available in the document template.

Paragraph formats, used by default, are marked with an icon "*" in the list. For actions which have a different format than default ones, the sign  is set before the name and in the field of paragraph format selection the representation form will be with the same name.

The Event Log, generated on the basis of a template has an RTF format, which can be opened by most text processors.

9.2. Template import

First way.

Copy the file of the needed template from the catalog **\Program Files \ SRS Femida \ Femida** to a similar directory in another computer. Template files have a "**tem.**" extension.

Second way.

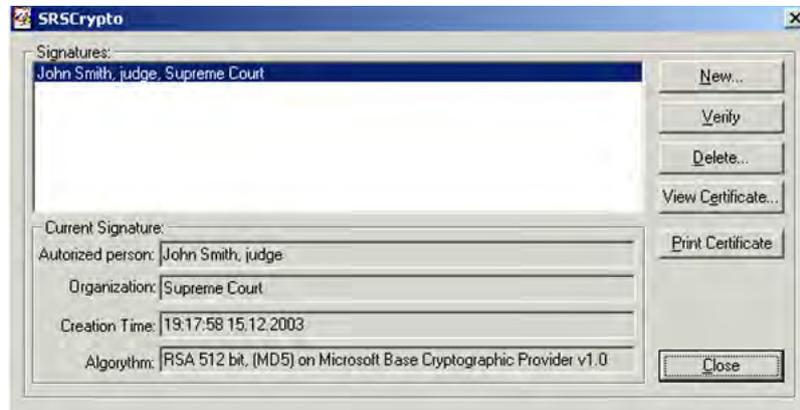
Save the Event Log to CD. During the saving the current version of the template is saved in the "*.pro" file. Open this trial on the computer on which you have to save the template, and press the **New** button in the templates editor – the copy of the template which is used in the court report will be created on the disc.

10. Data digital signature

When the Event Log is being saved, it can be signed with the digital signature. The digital signature is used to verify the integrity and authenticity of the data (if the paper copy of the digital signature certificate is available).

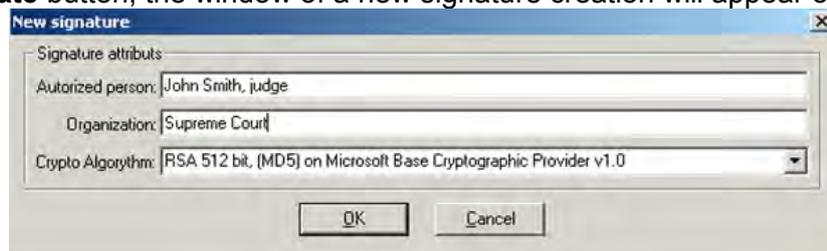
10.1. Digital signature creation

In the SRS Femida main window press the **Signatures** button. The window of digital signature module will appear.



Pic. 10.1. Dialog box of digital signature module

Press the **Create** button, the window of a new signature creation will appear on the screen.



Pic. 10.2. Dialog box of a new digital signature creation

Fill in the **Authorized person** and **Organization** text fields, select digital signature algorithm from the drop-down list and press **OK**.

After the digital signature is created, the digital signature certificate will be offered for preview and printing. To finish the digital signature creation, press the **Print** button in the certificate preview window and print the certificate.

The printed certificate (the etalon paper copy) is signed by the authorized person (or persons), sealed and kept in the organization, which has created the digital signature of the data.

Then the new digital signature is added to the digital signature file SRSCrypto.sgn (in this file several digital signatures can be included), and appears in the **Signatures** list in the dialog box of the digital signature module.

10.2. Digital signature verification

To verify the integrity of the signed data the digital signature in electronic format will be enough (*.sgn file). The paper copy of the certificate serves to verify authenticity of the signed data.

10.3. Verification of data integrity

To verify the data integrity you should accomplish the following actions:

In the SRS Femida main window press the **Signatures** button. The window of digital signature module will appear (Pic.10.1).

Select the digital signature that should be verified from the **Signatures** list.

Press the **Verify** button in the dialog box of the digital signature module (Pic.10.1).

After the digital signature check the message box with the results of checking will appear.

10.4. Data authenticity verification

To verify the data authenticity you should accomplish the following actions:

In the SRS Femida main window press the **Signatures** button. The window of digital signature module will appear (Pic. 10.1).

Select the digital signature that should be verified from the **Signatures** list.

Press the **Certificate** button in the dialog box of the digital signature module. To print the certificate (paper copy) of the selected digital signature presses the **Print** button.

Then the paper copy of the digital signature certificate is visually compared with the etalon paper copy from the organization, which has signed the data.

11. Recommended user activities at emergency electrical power outage

11.1. Announcement of a trial break

In the event of the emergency power outage a court secretary is liable to notify the judge about a technical interruption, as an average time of the SRS Femida operation from UPS is 5 ÷ 15 minutes.

11.2. Recording stop

Switch off the recording – outpress the Record button  in the right bottom corner of the SRS Femida main window, save the report – press the Save button .

11.3. Program shutdown

Exit SRS Femida and shutdown Windows.

11.4. Powering down

Power off all the system components.

11.5. Trial continuation after technical interruption

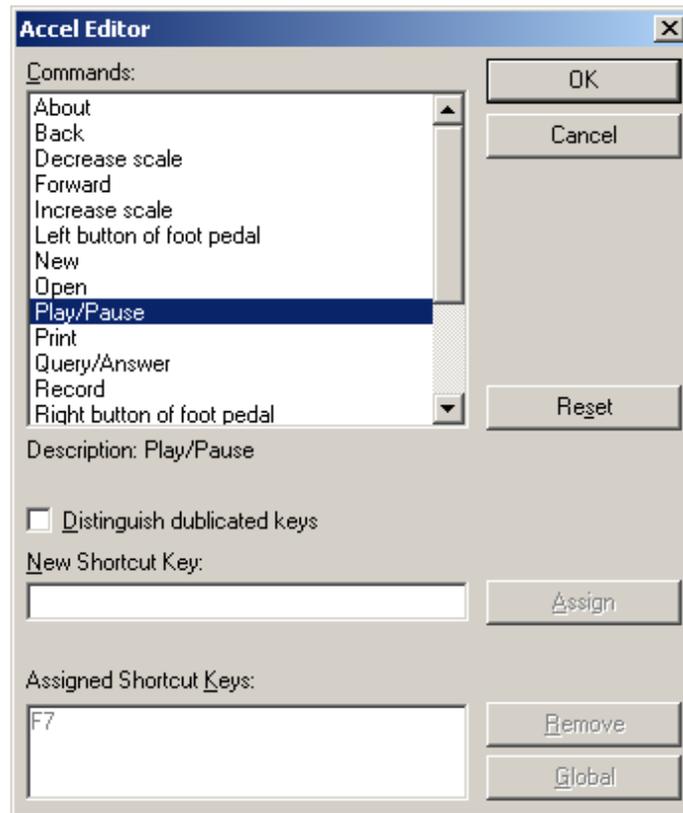
To continue a trial power on the system components in accordance with section 4.1., start SRS Femida, select **Continue Trial** in the starting dialog box and select the interrupted trial from the list. Further work is the same as in complete court recording mode. (See Chapter 5. Complete court recording with real-time Event Log creation).

12. Additional program settings

Using the extended possibilities of the program (foot pedal for operation modes switching and also keyboard hotkeys for fast access to frequently used functions) you considerably enhance the comfort of the SRS Femida application.

12.1. Keyboard hotkeys configuration

1. Press the icon  in the header of the SRS Femida window.
2. Select **Settings** in the appearing contextual system menu.
3. Select **Keyboard Settings** in the settings dialog box, the **Keyboard Settings** dialog box will appear. (Pic.12.1.).



Pic. 12.1. Keyboard settings dialog box

For most SRS Femida program commands there is possibility of setting and resetting of keyboard shortcuts. In the **Keyboard settings** dialog box the existent keyboard shortcuts are specified for each command, and there is a possibility to set new ones. In the Current hotkeys dialog box the hotkeys set by a user are specified by the **black color**, the default hotkeys are marked by the **grey color**, and they cannot be reassigned.

For some hotkeys there is a global operating area of hotkey functioning. At the global functioning – the hotkeys are available even in the minimized or non-active dialog box. Typical application of the global hotkey settings is a playback control and simultaneous work in a text processor. For some hotkeys you can set the **difference between the keys with the same name**, e.g. <Ins> on the general keyboard and <Ins> on the number pad.

13. Extended possibilities at work with a list of trials (deletion, renaming, import of trials)

System administrator or secretary can delete, rename or import trials.

13.1. Trial deletion

To delete a trial start SRS Femida, in the initial operation mode selection dialog box select **Previous Trial**. In the appearing **Open Trial** dialog box right-click the line with the trial to be deleted in the list and select **Delete** in the contextual menu.

13.2. Trial renaming

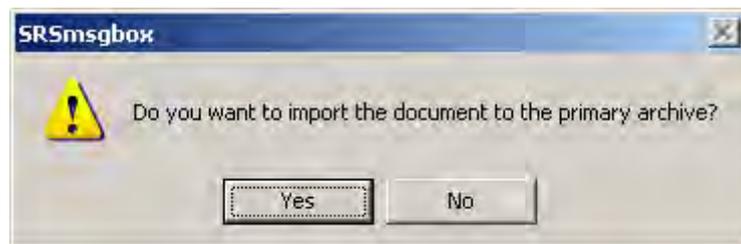
To rename a trial start SRS Femida, in the initial operation mode selection dialog box select **Previous Trial**. In the appearing **Open Trial** dialog box right-click the line with the trial to be renamed in the list and select **Copy** in the contextual menu. Enter the new trial name and press **Finish**. Delete the trial with the old name by right-clicking the line with the trial with the old name in the list and select **Delete** in the contextual menu.

13.3. Import of trials from the secondary archive

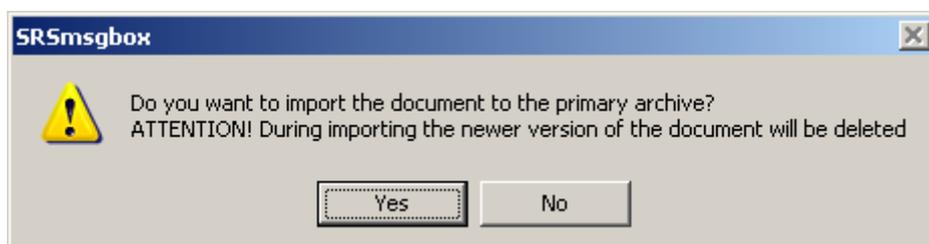
The import function is used only when the synchronization of a copy of one trial between different archives is needed.

E.g. the trial was recorded in a courtroom, and then it was saved to the secondary archive (CD or network folder). Then the secretary edited the trial from the remote working place and saved it again either to a CD or network file-server. In this case the trial saved on the computer on which the recording was performed will become irrelevant. The edited trial should be imported to the primary archive of the computer in the courtroom.

To import the edited trial start SRS Femida in the courtroom where the trial was recorded in the initial operation mode selection dialog box select **Previous Trial**. In the appearing **Open Trial** dialog box select the archive from which you need to import the trial (CD or network folder) and open the needed trial. If the trial in the secondary archive is newer than in the primary, the program will automatically offer to import this trial to the primary archive (Pic.13.1.). If the trial in the primary archive is newer than in the secondary archive, the program will request to confirm the replacement of the new document by an old one (Pic.13.2.).



Pic. 13.1. Dialog box with request to import a trial



Pic. 13.2. Dialog box with request to import a trial

SRS Femida



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