



USER MANUAL 3.1

Table of Contents

1 Introduction	3
2 Installation	4
2.1 Minimum System Requirements	4
2.2 Installation	4
3 Logging In	6
3.1 New User Login	6
4 Activation	7
5 Settings	8
5.1 Users	8
5.1.1 Adding a User	9
5.1.2 Edit User Permissions	9
5.2 Departments	10
5.3 Session Info	10
5.4 Personal Info	11
5.5 Device Configuration	11
5.5.1 Audio	11
5.5.2 Video	12
6 Browse Tab	13
6.1 Filter Options	13
6.2 Session Options (Browse)	14
6.2.1 Multi-Select Options (Browse)	14
6.1 Session Properties	15
6.2 Publishing a Session	15
7 Schedule Tab	16
7.1 Create a Schedule	16
7.2 Import Schedules	16
7.3 Schedule Options	18
7.3.1 Multi-Select Options (Schedule)	18
8 Recording	19
8.1 Record Tab (Non-Recording)	19
8.2 Record Tab (Recording)	20

8.1 Recording Tools 20

9 Playback Window..... 21

10 Edit Channel Names 22

 10.1 Multiple Names 22

11 Notes 23

 11.1 System Notes..... 23

 11.2 Automatic Notes 23

 11.3 Quick Notes 24

12 Device Dock 25

13 Support 26

14 Appendix A - Example Report..... A

15 Appendix B - Supported Devices B

1 INTRODUCTION

With a focus on simplicity, flexibility, and reliability, Notewise is an innovative platform designed for next level digital recording.

Designed for courtrooms, meeting spaces, government agencies, lecture halls, or any other environment that require a digital record. This simple software design, installed on a desktop or laptop, can be easily adapted for any scenario.

Notewise allows users to create log notes, automatically or manually. Automatic logging consists of using audio channel activity to create automated log events. Manual notes can be created by a user of the system and can provide additional context to the proceeding being recorded.

Utilizing visual indicators, Notewise allows users to easily see what's happening during recording. Audio Blocks are imposed on a timeline and represent each channel being recorded. Notewise is designed to capture each individual speaker to create a clear record and for ease of playback or transcription. Notewise allows up to 12 discrete audio recording channels and a single video channel.

Notewise is not only a recording software, but boasts features assisting in management and storage of recordings. Users may add as many custom fields as necessary and arrange their respective order. These fields, including departments, names, and descriptions, may be used to search and locate recordings from the database.

Notewise users can easily review and publish any recording for media distribution.



2 INSTALLATION

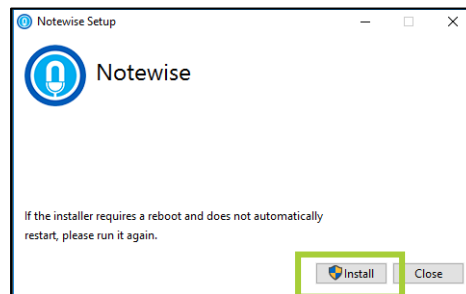
2.1 MINIMUM SYSTEM REQUIREMENTS

	Audio-only Recording	Audio and Video Recording
Operating System	Windows 7 and 10	Windows 7 and 10 x64
.Net Framework	4.6.1	4.6.1
Processor	Intel Core 2 Duo 2.2 GHz or better	Intel Core i5 4590 or better
RAM	4 GB or more	8 GB or more
Disk Space (Application)	100 MB	100 MB
Disk Space (Data)	<i>Dependent on recording frequency</i>	<i>Dependent on recording frequency</i>
Screen Resolution	1440x900 or higher	1440x900 or higher

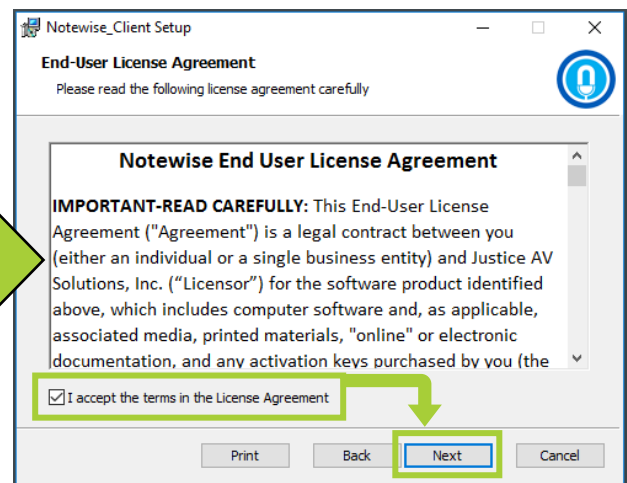
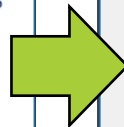
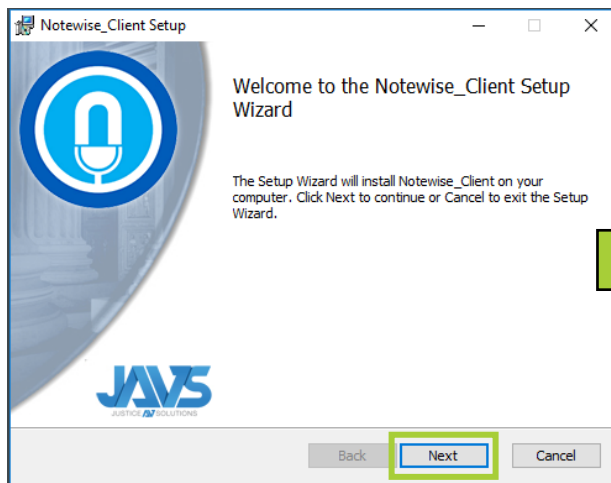
2.2 INSTALLATION

Before starting, confirm all correct drivers are installed for any audio input devices to be used with Notewise. (Examples: P306 and P412)

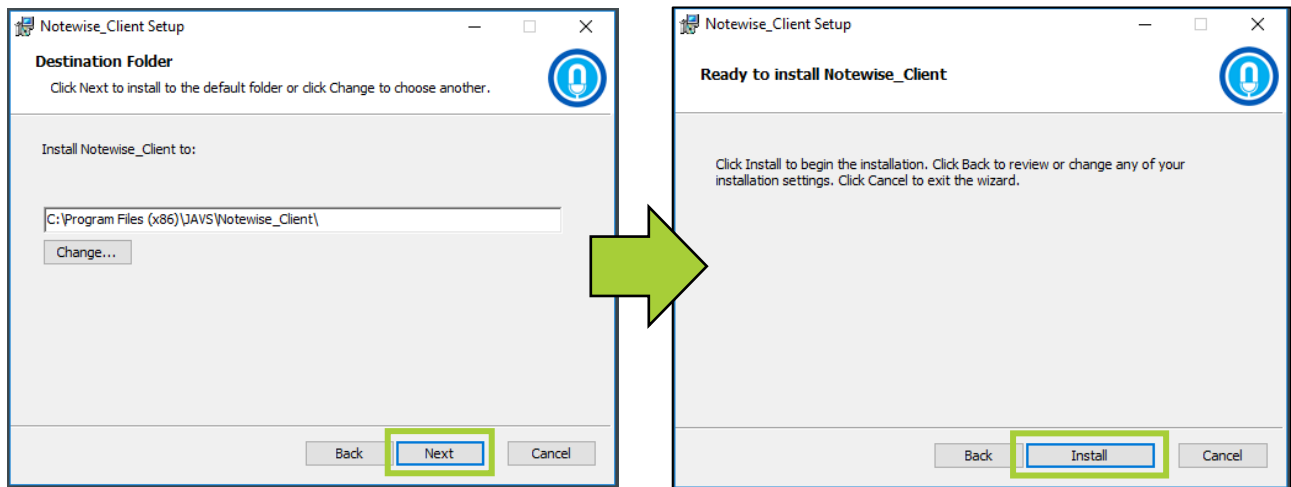
- 1) Navigate to www.JAVS.com/library and download “Notewise 3 Executable”
- 2) Run the downloaded installer, then click **Install**.



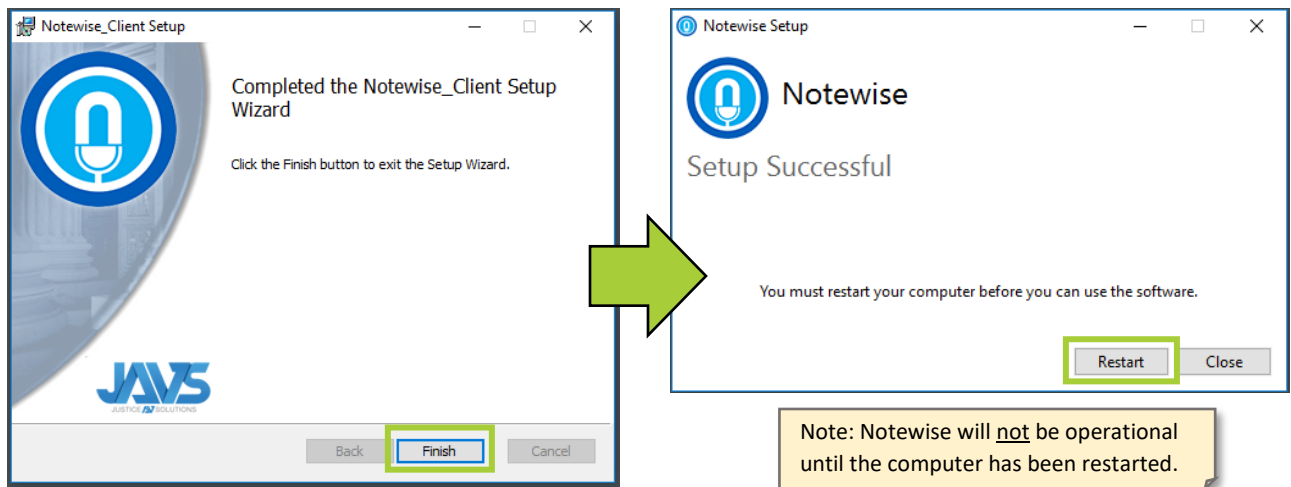
- 3) Click **Next**. Carefully read the License Agreement. This must be accepted by clicking the check box in the bottom left before clicking **Next** to continue.



4) Click **Next**. Then click **Install**.



5) Click **Finish**. Then click **Restart**. Alternatively, clicking **Close** allows a user to restart later if they choose.



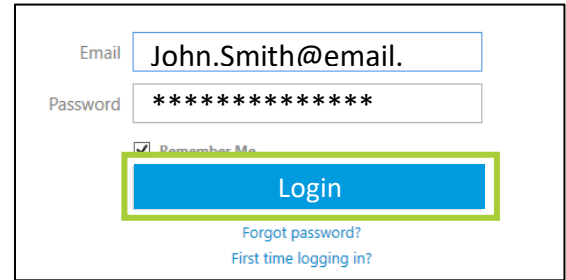
6) After computer restart, users may double-click the **JAVS Notewise** icon on the desktop or the standard generated windows menu shortcut to begin using Notewise.



3 LOGGING IN

Notewise will open to the Login Screen. Enter email and password, then click **Login** (see right).

Some users will have access to more than one Billing Account. After initial login, these users will be presented with a drop-down box, enabling them to select which account to log in to (see below). After selecting desired Account, click **Login**.



Email

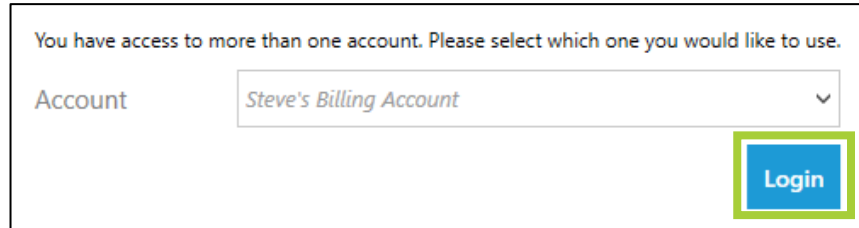
Password

☒ Remember Me

Login

[Forgot password?](#)

[First time logging in?](#)



You have access to more than one account. Please select which one you would like to use.

Account

Login

3.1 NEW USER LOGIN

New users should have already received an email (From: notifications@support.java.com) inviting them to join a specific billing account. If no email has been received, please contact the account owner. Without this email, users will be unable to proceed past this point.

- 1) Click **First time logging in?**. Enter the Email and Registration Code received, click **Submit** to continue.



 **notewise**
POWERED BY: **JAVS**

Email

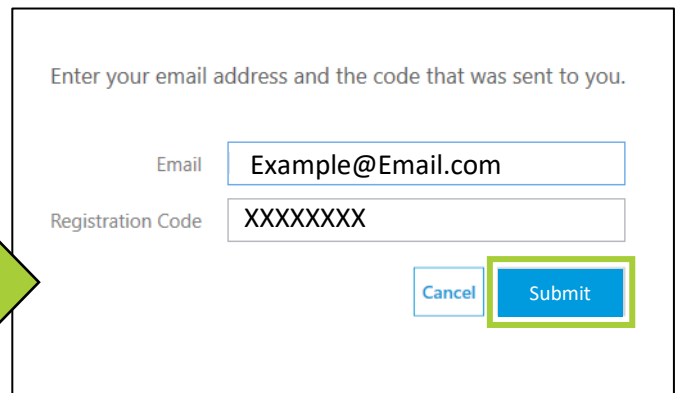
Password

☒ Remember Me

Login

[Forgot password?](#)

[First time logging in?](#)



Enter your email address and the code that was sent to you.

Email

Registration Code

Cancel **Submit**

- 2) Create a password for the account. Click **Submit** when done.

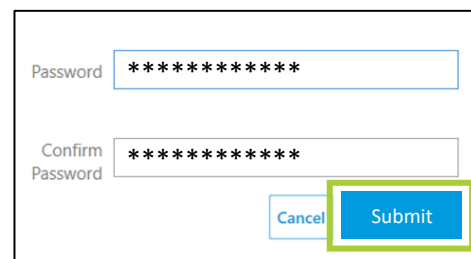
Password Requirements

Must combine at least two of the following:

- Upper case letters
- Lower case letters
- Numbers
- Symbols

Must not contain parts of your email address.

Must be at least 12 characters.



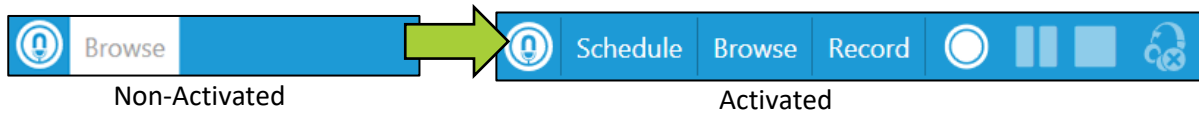
Password

Confirm Password

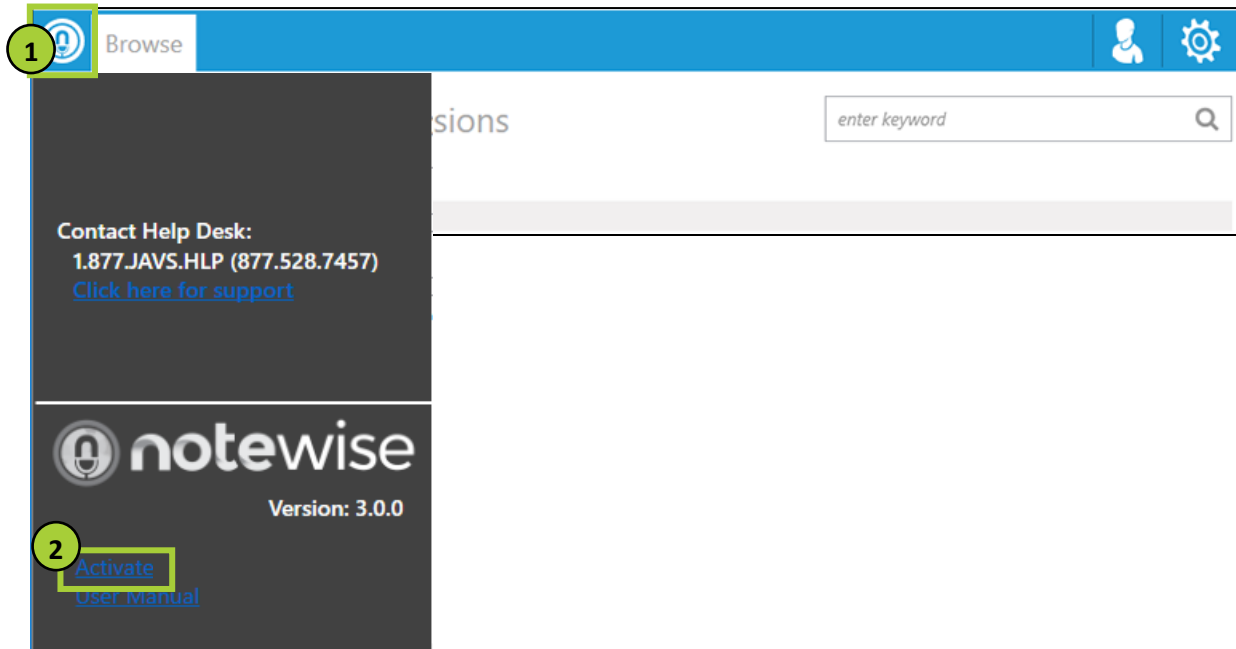
Cancel **Submit**

4 ACTIVATION

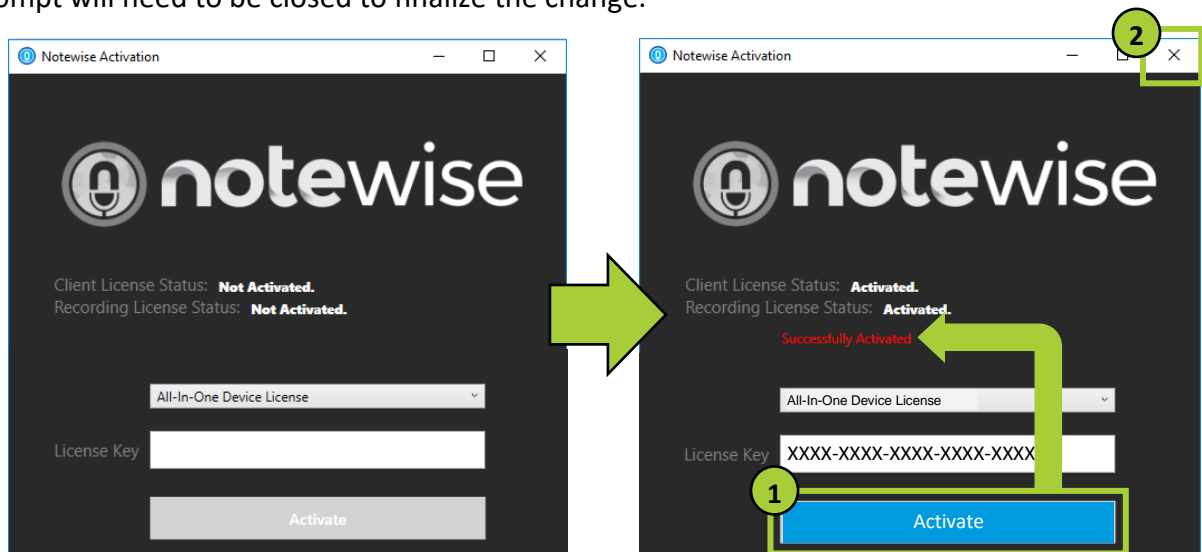
Unlicensed, Notewise is a robust session browser and player. Users may add additional functionality by purchasing and applying a license. This grants features like scheduling, publishing, logging and recording.



- 1) Once logged in, Click the About icon in the top left corner.



- 2) The “Notewise Activation” pop-up will display. The computer must have access to the web for activation to occur. Enter License Key and click **Activate**. “Successfully Activated” should appear in red. The prompt will need to be closed to finalize the change.



Note: Upon closing activation pop-up the license will be applied. Therefore, it may take several seconds for the Schedule and Record tabs to appear.

5 SETTINGS









Settings consists of 5 sections: Users, Departments, Session Info, Personal Info, and Device Configuration. Users may access settings anytime by clicking the Gear Icon in the top right of the screen.





Depending on licensing and user permissions, some settings may not be available and therefore, not presented (hidden) for certain users. This manual covers all settings from the perspective of a licensed owner level with all settings available.

5.1 USERS

This section allows the addition of new users and furthermore, view/edit current users and their associated roles and permissions.

Account Users						
Adding Account Users will increase your monthly subscription.						
Name	Email	Role	Departments	Sealed Session Access	Permission to Delete Sessions	
Brenda Burtond	DemoUser5@email.com	Guest	All	No	No	 
Adam Culliver	DemoUser4@email.com	Owner	All	Yes	Yes	 
Jack Delemonty	DemoUser3@email.com	Admin	All	Yes	No	 
John Doe	DemoUser1@email.com	Basic	All	View Only	No	 

	Delete	Removes user from <u>only</u> this account. This will not delete the JAVS ID associated with that user/email address.
	Edit	Allows user's account permissions or role to be changed (see Edit User).

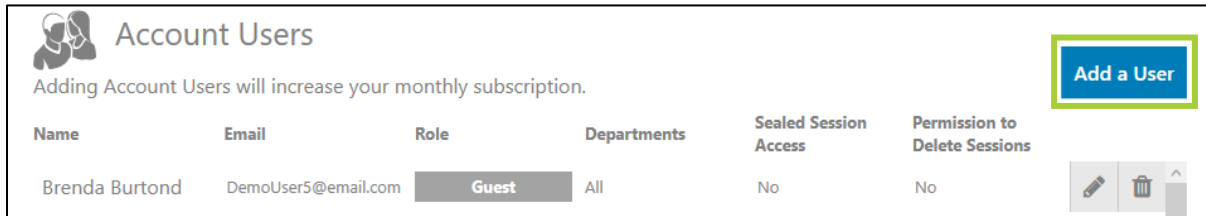
There are 4 roles within Notewise: Guest, Basic, Admin, and Owner. Permissions vary between each role (see right).

Note: Some features available to certain user roles may not be available for unlicensed software.

Role Permissions	Guest	Basic	Admin	Owner
Browse Sessions	X	X	X	X
Playback	X	X	X	X
Edit Schedules		X	X	X
Record		X	X	X
Edit Session Info		X	X	X
Add Custom Fields			X	X
Add Departments			X	X
Create Notes		X	X	X
Edit Notes		X	X	X
Delete Notes		X	X	X
Add Guest				X
Add User				X
Edit User			X	X
Delete User				X
Manage Subscription				X

5.1.1 ADDING A USER

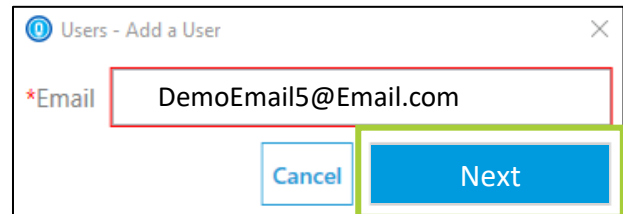
- 1) Click **Add a User**.



The screenshot shows a table titled "Account Users" with the subtitle "Adding Account Users will increase your monthly subscription." The table has columns: Name, Email, Role, Departments, Sealed Session Access, and Permission to Delete Sessions. A row for "Brenda Burtond" is shown with email "DemoUser5@email.com", role "Guest", and departments "All". The "Add a User" button in the top right corner is highlighted with a green box.

- 2) Enter email of new user and click **Next**.

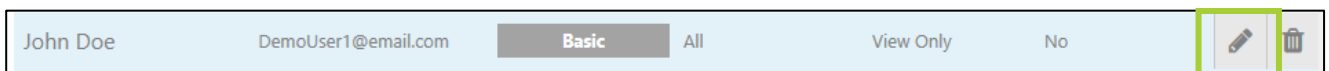
These users will receive an email (from: notifications@support.javs.com) detailing whose account they have been invited to, where to download Notewise, and a registration code.



The screenshot shows a dialog box titled "Users - Add a User". It has a field for "*Email" containing "DemoEmail5@Email.com". Below the field are "Cancel" and "Next" buttons. The "Next" button is highlighted with a green box.

- 3) After clicking **Next**, edit user permissions (see Edit User) as desired, click **Save** when done.

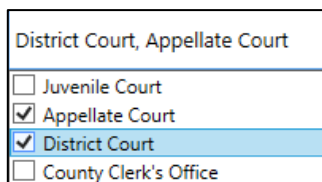
5.1.2 EDIT USER PERMISSIONS



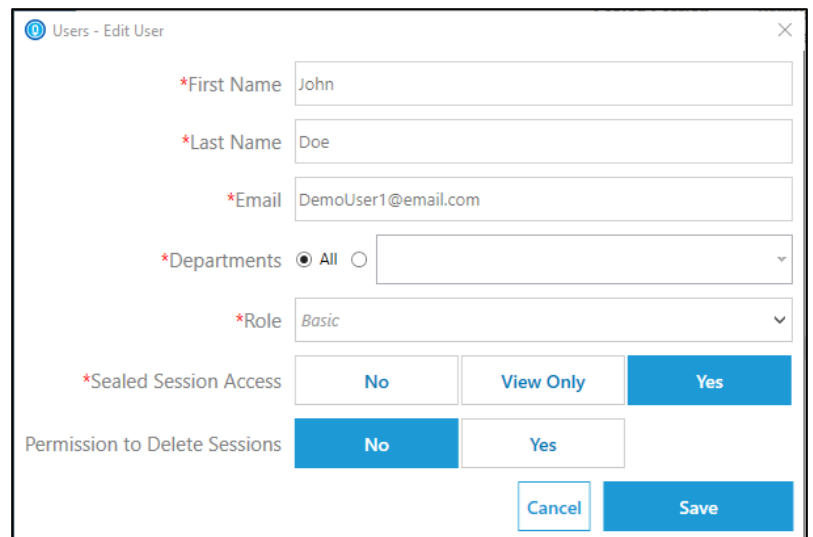
The screenshot shows a row for "John Doe" with email "DemoUser1@email.com", role "Basic", departments "All", "View Only" access, and "No" permission to delete sessions. The edit icon (pencil) in the rightmost column is highlighted with a green box.

Name and Email: Displays a user's first and last name and the Email associated to their JAVS ID account. (These settings may only be changed by the user of that account, see Personal Info)

Departments: Select Department(s) user will have access to. By default, users have access to all Departments. (see image below)



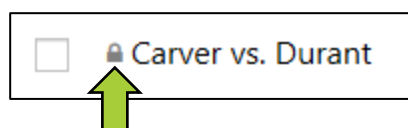
The screenshot shows a dropdown menu for selecting departments. The selected option is "District Court, Appellate Court". Other options include "Juvenile Court", "Appellate Court", "District Court", and "County Clerk's Office".



The screenshot shows a dialog box titled "Users - Edit User". It contains fields for "*First Name" (John), "*Last Name" (Doe), and "*Email" (DemoUser1@email.com). There are radio buttons for "*Departments" (All selected) and a dropdown for "*Role" (Basic). Below these are buttons for "*Sealed Session Access" (No, View Only, Yes) and "Permission to Delete Sessions" (No, Yes). At the bottom are "Cancel" and "Save" buttons.

Role: Select user's role. (see Users for detailed role information)

Sealed Session Access: Select level of Sealed Access. Sealed Sessions are designated by a Lock Icon on the Browse Screen (see image below). Anyone may view Sealed Session properties; however, these sessions are unable to be played or edited by users without Sealed Access.



The screenshot shows a session entry "Carver vs. Durant" with a lock icon to its left. A green arrow points to the lock icon.

A sealed session's files are encoded; therefore, these files may only be played back within Notewise. Files may be decoded by unsealing or publishing the session.

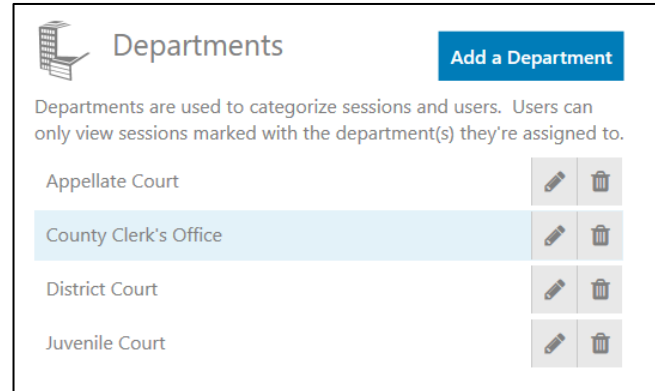
Permission to Delete Sessions: Determines if user may delete sessions.



5.2 DEPARTMENTS

Departments are used to categorize sessions and users.

Users may be assigned to multiple departments, but sessions can only be assigned to one department.

Users will only see sessions matching departments that they have access to.

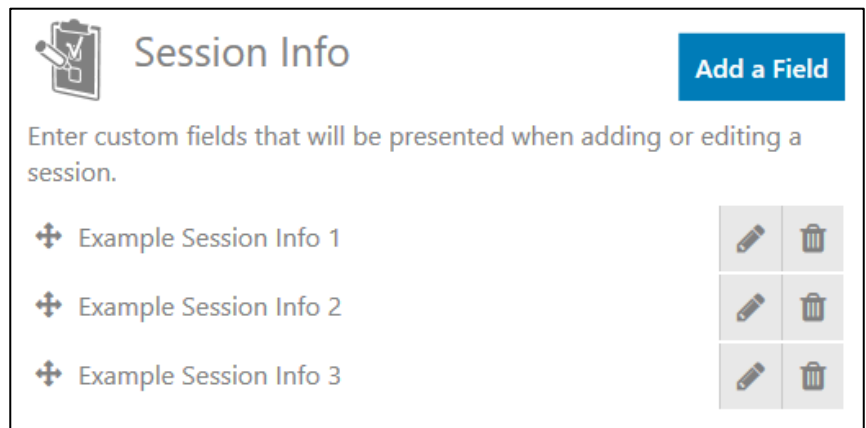





	Delete	Deletes a Department. Departments may only be deleted if they are no longer assigned to any sessions.
	Edit	Allows a Department's name to be changed.

5.3 SESSION INFO

These are custom fields a user can generate for internal data and information capture. These new fields are added anywhere session properties are found.

Adding or removing Session Info only affects new recordings. Past recordings will maintain their Session Info even if those fields are changed or removed later.



	Reorder	Fields may be reordered by clicking and dragging the field to a new location.
	Delete	Deletes a field.
	Edit	Allows a field's name to be changed.

5.4 PERSONAL INFO

This section only displays information pertaining to the user currently signed into Notewise.

Click the pencil icon to edit Name, Email, and/or Password. These edits will only apply to the signed in user's JAVS ID.

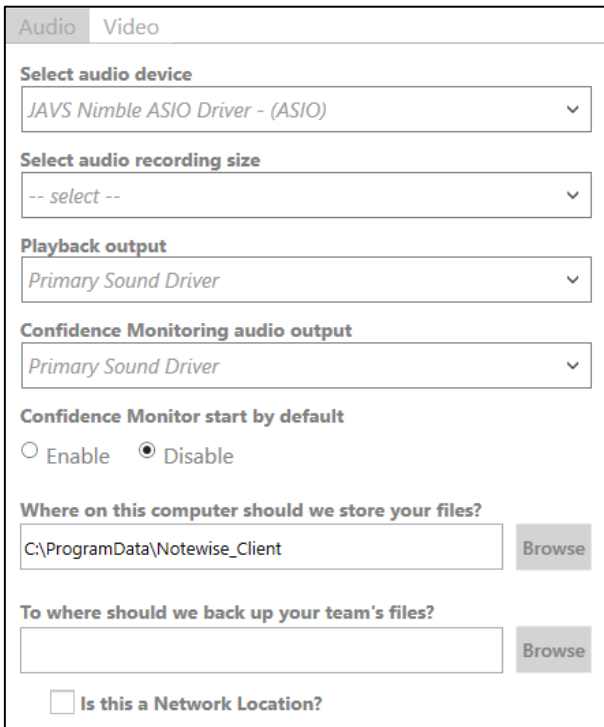


Name: John Smith
Email: JohnSmith@email.com
Password: *****

5.5 DEVICE CONFIGURATION

This section consists of Audio and Video device settings, these controls affect: devices used, channel configuration, monitoring, playback, and storage. Audio configuration must be configured prior to utilizing Notewise. Additionally, access to Device Configuration is disabled while recording to ensure uninterrupted audio and video recordings.

5.5.1 AUDIO



Audio Video

Select audio device
JAVS Nimble ASIO Driver - (ASIO)

Select audio recording size
-- select --

Playback output
Primary Sound Driver

Confidence Monitoring audio output
Primary Sound Driver

Confidence Monitor start by default
☐ Enable ☒ Disable

Where on this computer should we store your files?
C:\ProgramData\Notewise_Client Browse

To where should we back up your team's files?
Browse

☐ Is this a Network Location?

Select audio device: Select audio device from a list of wasapi and asio input devices detected by Windows.

Select audio recording size: Choose desired size of recorded audio files. The default is large.

Playback Output: Choose output device to playback audio, if no device is selected, Notewise will utilize the existing Windows default.

Confidence Monitoring audio output: Choose output for recorded audio monitoring, if no device is selected, Notewise will utilize the existing Windows default. When enabled, Confidence Monitoring will begin automatically when a recording is started.

Confidence Monitoring plays back the actual file being recorded with a 5 second delay to confirm the file has been recorded to disk successfully.

Recording Paths: There are two paths for session storage, a Main and Backup. The Main location is on the PC where Notewise is installed. This is where sessions will be written while recording.

The Backup location can be on a network and is where saved sessions are duplicated after they have finished being written at the main location.

The right side of Audio Configuration displays available audio channels based on the selected audio device (see image right).



Channel 1	Channel 1		
Channel 2	Channel 2		

The channel names are the default for new recorded sessions. They may be changed by clicking the white box containing the name (see section 10 for more information about channel naming). Furthermore, users may customize the audio block color of each channel.

Channels can be disabled by clicking the blue microphone icon to the right of the audio channel. Disabled channels will not be removed from the record screen, but no audio bars or automatic notes will appear.

5.5.2 VIDEO

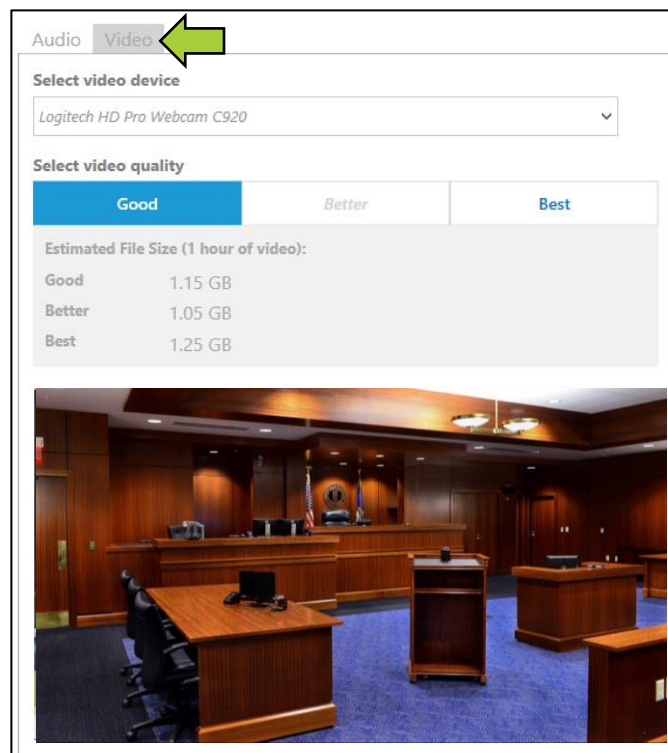
Video Configuration is found on the second tab. Depending on licensing, users may not have access to video recording.

Select video device: Select video device from a list of input devices detected by Windows.

Some video devices may not be compatible with Notewise. These devices will display an error notification if selected.

Select Video Quality: Choose quality of recorded video. Actual file size may vary based on local factors such as hardware. Quality options may also vary based on selected device's capabilities.

A video preview (not recording) will be displayed at the bottom of the screen.




Audio Video

Select video device

Logitech HD Pro Webcam C920

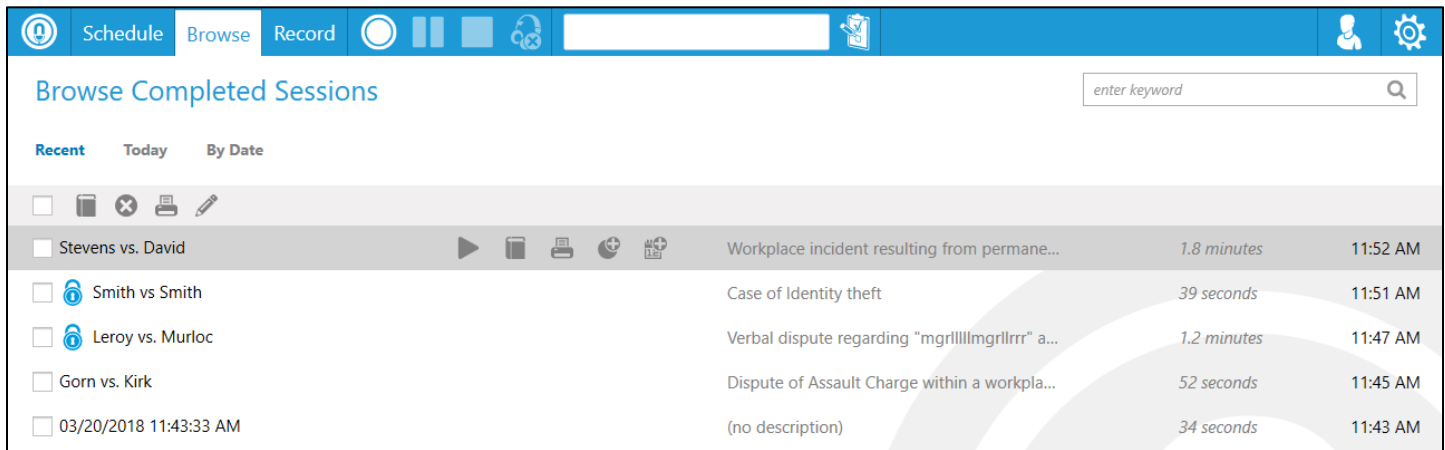
Select video quality

Good	Better	Best
Estimated File Size (1 hour of video):		
Good	1.15 GB	
Better	1.05 GB	
Best	1.25 GB	



6 BROWSE TAB

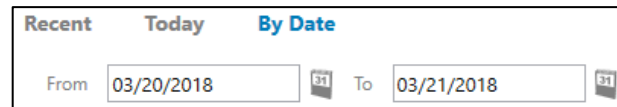
The Browse Tab allows users to filter, edit, publish, print and watch previously recorded Sessions. A Session is any recorded period of time saved by Notewise. Sessions include recorded media (audio or audio + video), notes, metadata (*Example: Title and Department*), and automatic system notes (*Example: Start and Pause notifications*).



6.1 FILTER OPTIONS

Sessions from the Browse tab can be filtered via 3 standard options (Recent, Today, By Date) and custom keyword search.

- **Recent** (default) – Displays the 50 most recent sessions.
- **Today** – Displays all sessions recorded today.
- **By Date** – Upon clicking this filter the date selector will appear (see image below). After the desired date range has been selected all sessions on and between those dates will be displayed.



Custom Keyword Search: This search allows users to filter sessions based on user created keywords or phrases. Session names, departments, added fields, location and descriptions are searchable. Users may enter one keyword or phrase at a time pressing enter after each.

These custom filters appear to the right of the standard filter options and may be clicked interchangeably (see image below: The Keyword “assault and the Phrase “drug charge” have been added). Added keywords and phrases can be removed by clicking the “X” next to each.



Custom filters are only created for the current application session and will not be shown if the application is closed and re-opened.

6.2 SESSION OPTIONS (BROWSE)

Individual sessions, highlighted in grey (see image below), have multiple options available indicated by the icons to the right of their name: Play, delete, Publish Recording, Print Report, Create New Recording Like, and Create a New Schedule Like.

<input type="checkbox"/>	Stevens vs. David	Workplace incident resulting in permanent...	1.8 minutes	Mar 20 2018
<input checked="" type="checkbox"/>	Smith vs Smith	Case of Identity theft	38 seconds	Mar 20 2018
<input type="checkbox"/>	Leroy vs. Murloc	Verbal dispute regarding "mgrllllmgrllrrr" a...	1.2 minutes	Mar 20 2018
<input type="checkbox"/>	Gorn vs. Kirk	Dispute of Assault Charge within a workpla...	52 seconds	Mar 20 2018

	Play	Opens the Playback Window. (playback is <u>not</u> available for sessions actively being recorded).
	Delete	Delete this session from <u>only</u> the original save location. The backup will not be affected.
	Publish Recording	Packages the media files and reports, then saves it to a specified location.
	Print Report	Prints reports from selected session. (See Appendix A for a sample report)
	Create New Recording	Copies a session's properties and pastes it into the "Start a New Recording" fields on the Recording Tab (does <u>not</u> start recording).
	Create a New Schedule	Copies session's properties and creates a new scheduled session.

6.2.1 MULTI-SELECT OPTIONS (BROWSE)

Multiple sessions may be selected by clicking the **check-box** to the left of each session (See image right). Multi-select Options will affect each checked (selected) session.

All displayed sessions may be selected via the **select all check-box** to the left of the Multi-select Options.

<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Stevens vs. David					
<input checked="" type="checkbox"/>	Smith vs Smith					
<input type="checkbox"/>	Leroy vs. Murloc					

	Publish Selected Recordings	Packages the media files and reports, then saves them to a specified location.
	Delete Selected Recordings	This deletes the recorded session <u>only</u> from the account and the primary media file and log files. The backup will not be affected.
	Print Selected Recordings	Prints reports from selected sessions onto one file. There will be a page break between sessions from different dates (Example: see Appendix A).
	Batch Edit	Allows users to edit: Session Name, Location, Department, Description, and Privacy. Sessions saved this way will have the same edited properties.

6.1 SESSION PROPERTIES

Click the Session Name to display the Session Properties popup. This popup displays all information attributed to that recorded session. These fields except for “Record Date” may be edited, click **Save** to confirm changes.

Session Properties

Session Name: Stevens vs. David

Location: Courtroom 3

Department: County Clerk's Office

Description: Workplace incident resulting in permanent spinal damage. Seeking payment for damages and missing work.

Privacy: Unsealed

Record Date: 03/20/2018

Example Session Info 1


Example Session Info 2

Example Session Info 3

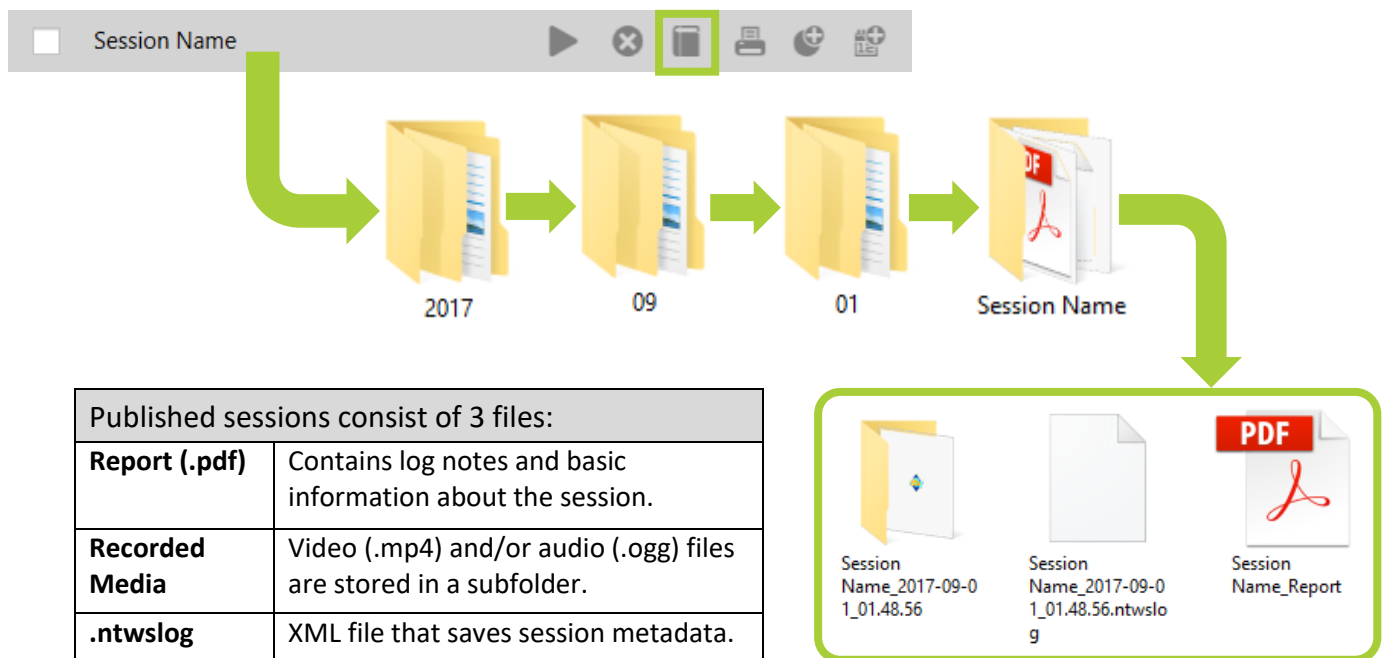
Channels: Channel 1, Channel 2, Channel 3, Channel 4, Channel 5, Channel 6

Save Cancel

6.2 PUBLISHING A SESSION

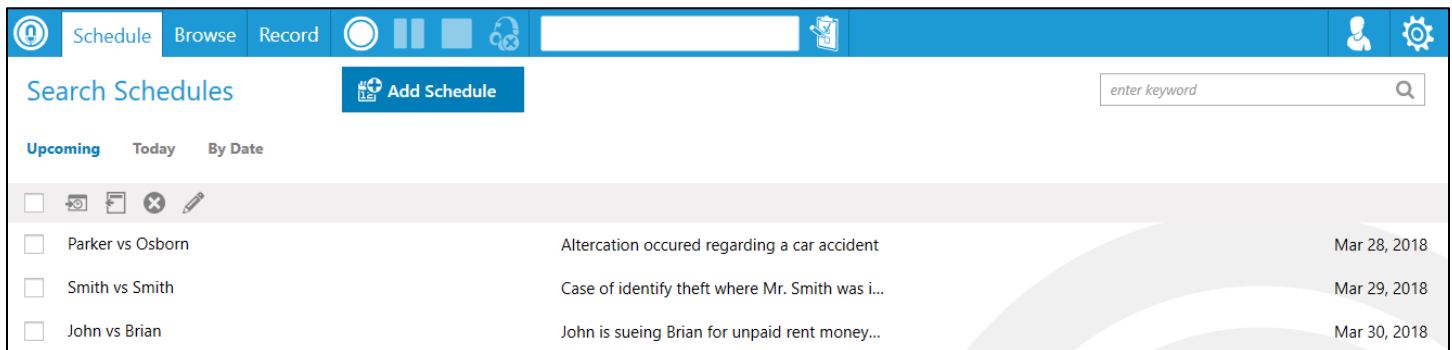
 Packages a session's media files and reports, then saves it to a specified location. Once a record is published, Notewise maintains no control or security regarding the published session.

Upon publishing, Notewise will create a directory at the selected location in cascading order of year, month, day, and session name.



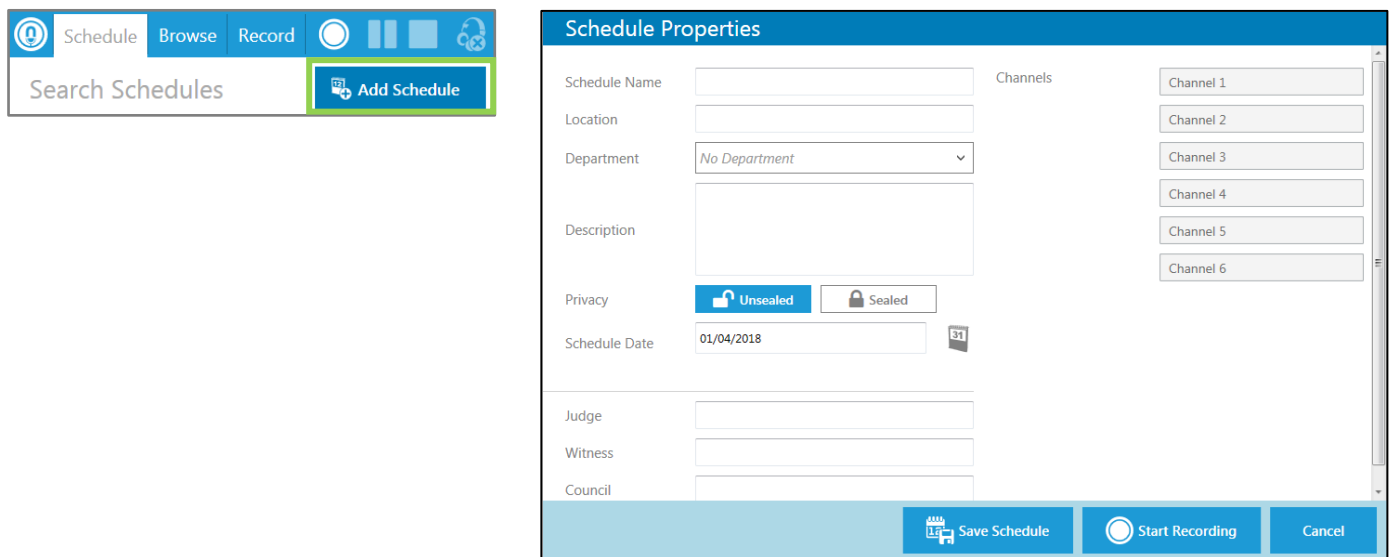
7 SCHEDULE TAB

Schedules allow users to create or import sessions and edit their properties before recording. These Schedules are displayed by default as upcoming sessions sorted by date. Additionally, schedules may be filtered similarly to the Browse Tab (see section 6.1 Filter Options).



7.1 CREATE A SCHEDULE

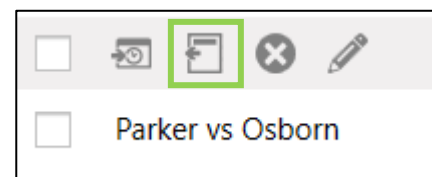
Click **Add Schedule**, this will display the Schedule Properties popup. Once desired fields have been edited users may click **Save Schedule** or **Start Recording**. Save Schedule, adds the schedule to the displayed list. Start Recording, immediately begins recording a new session utilizing the created schedule's properties.



7.2 IMPORT SCHEDULES

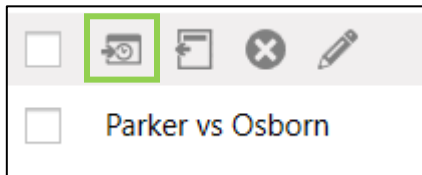
- 1) Start by clicking the **Save a New Import Template** icon (see image right). This will save a ".csv" file to the users chosen location.

Note: It is recommended to Save a New Template before every planned import to avoid session information mismatch.



2) This file will contain premade columns for: Name, Description, Location, Department, Schedule, and any additional custom info (see section 5.3). Open the file and add information as needed, each of these rows will import as a scheduled session. Save the file when done.

3) Import the edited “.csv” file by clicking the **Import Schedules** icon (see image below). The Schedule Import pop-up will appear (see image right), click **Browse** and select the edited “.csv” file.









4) Detected schedules will be displayed (see image below). Select schedules by clicking the check-box and then click **Import**.




	Name	Description	Location	Schedule Date	
<input type="checkbox"/>	Testing 1	Hello World	Room 1		⊖
<input checked="" type="checkbox"/>	Testing 2	Lost in translation	Room 2	5/2/2018	⚠
<input type="checkbox"/>	Testing 3	Where are you	Room 3		⊖
<input checked="" type="checkbox"/>	Testing 4	Are you still there?	Room 4	5/3/2018	✓

	Unable to convert Schedule Date field to future date. The recommended format for dates is “mm/dd/year”.
	Either no Department was specified or the specified department could not be found. Imported departments must match departments added to Notewise (see section 5.2).
	Schedule Imported Successfully.

7.3 SCHEDULE OPTIONS

Individual sessions, highlighted in grey (see image below), have multiple options available indicated by the icons to the right of their name: Record Scheduled Session, Delete Schedule, and Create a New Schedule like this one.





<input type="checkbox"/>	  	
<input checked="" type="checkbox"/> Parker vs Osborn	  	Altercation occurred regarding a car accident ✓ Mar 28, 2018
<input type="checkbox"/> John vs Brian		John is suing Brian for unpaid rent money... 🔒 Mar 30, 2018



	Record Scheduled Session	Immediately starts recording this scheduled session.
	Delete Schedule	Deletes the schedule.
	Create a new Schedule like this one	Copies this schedule's properties and creates a new schedule with the same properties.

7.3.1 MULTI-SELECT OPTIONS (SCHEDULE)

Multiple sessions may be selected by clicking the **check-box** to the left of each session (see image right). Multi-select Options will affect each checked (selected) session.

All displayed sessions may be selected via the **select all check-box** to the left of the Multi-select Options.

<input type="checkbox"/>	  	
<input checked="" type="checkbox"/> Parker vs Osborn		
<input checked="" type="checkbox"/> John vs Brian		
<input type="checkbox"/>  Smith vs Smith		

	Delete Selected Recordings	This deletes the selected schedules.
	Batch Edit	Allows users to edit: Schedule Name, Location, Department, Description, and Privacy. Sessions saved this way will have the same edited properties.

8 RECORDING

There are multiple ways to begin recording in Notewise: Record Tab, Recording Tools, Session Options, and Schedule Options.

8.1 RECORD TAB (NON-RECORDING)

While not recording, clicking this tab will open the Session Properties popup. This allows fields and channels to be edited before recording begins. Once the desired fields have been edited, users may click **Start Recording** or **Save**.

Start Recording immediately begins recording and the tab will change to the Recording Screen while recording is in progress (see section 8.2).

Save will close the popup and maintain all edited information until the user decides to start recording or change the added information.

The screenshot displays the Notewise application interface. At the top, there is a navigation bar with three tabs: 'Schedule', 'Browse', and 'Record'. The 'Record' tab is currently selected and highlighted with a yellow border. Below the navigation bar, there is a search bar labeled 'Search Schedule' and two filter buttons: 'Upcoming' and 'Today'. The main content area is dominated by a 'Session Properties' popup window. This window has a blue header and contains several input fields: 'Session Name' (a text box), 'Location' (a text box), 'Department' (a dropdown menu showing 'No Department'), 'Description' (a large text area), 'Privacy' (two buttons: 'Unsealed' and 'Sealed'), 'Record Date' (a date picker showing '04/05/2018'), and three 'Example Session Info' text boxes. To the right of these fields is a 'Channels' section with six input boxes labeled 'Channel 1' through 'Channel 6', each with a small edit icon to its right. At the bottom of the popup, there is a 'Clear' link and three buttons: 'Save', 'Start Recording' (which is highlighted with a yellow border and has a circular icon), and 'Cancel'.

8.2 RECORD TAB (RECORDING)

Once recording has begun, clicking the recording tab will present the recording screen (see below).

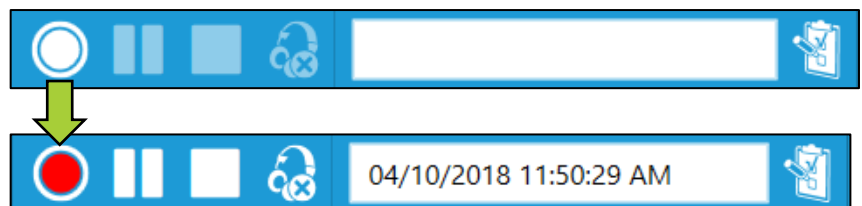
The screenshot shows the Notewise Recording interface. At the top, there is a navigation bar with 'Schedule', 'Browse', and 'Record' tabs. The 'Record' tab is active, showing a recording session for '04/10/2018 11:24:08 AM'. The interface is divided into several sections:

- 1 Session Notes:** A list of notes with timestamps and channel names. The notes are:
 - 11:24:49 AM Channel 3 Automatic note
 - 11:24:56 AM Channel 4 Automatic note
 - 11:25:05 AM Channel 2 Automatic note
 - 11:25:14 AM Channel 1 Automatic note
 - 11:25:23 AM Channel 3 Automatic note
 - 11:25:30 AM Channel 4 Automatic note
 - 11:25:34 AM Channel 1 Automatic note
 - 11:25:45 AM Channel 2 Automatic note
- 2 Video Preview:** A live video feed of a courtroom.
- 3 Recording Tools:** A toolbar with icons for Record, Pause, Stop, and other functions.
- 4 Quick Notes:** A section for adding quick notes, including a dropdown for 'Untitled List' and a list of notes with hotkeys: F2 Add Empty Note, Ctrl+D1 Test 1, Ctrl+D2 Test 2, F3 Test 3, and Ctrl+H Test 4.
- 5 Audio Blocks:** A timeline view showing audio levels for six channels (Channel 1 to Channel 6) over time. The timeline has markers for 11:25:09 AM, 11:25:24 AM, 11:25:39 AM, and 11:25:54 AM. Audio blocks are represented by colored bars (red, blue, orange) indicating periods of detected audio.

1	Log Notes	System Notes, Quick Notes, and Automatic Notes are listed here with a time stamp. This timestamp may be clicked to begin playback from that location (see section 11).
2	Video Preview	Preview of video (will <u>not</u> appear if no video device selected).
3	Recording Tools	Record, Pause, or Stop session recording (see section 8.1), start or stop confidence monitoring, and edit session information.
4	Quick Notes	Frequently used notes that may be added quickly to a session by double-clicking or using an assigned hotkey (see section 11.3).
5	Audio Blocks	A visual representation of detected audio. This is generated when the audio level on that channel rises above a specified threshold and stays above that threshold for an extended period of time.

8.1 RECORDING TOOLS

These Tools are always accessible from any screen within Notewise and allows users to start, pause, resume, stop recording, toggle confidence monitoring, and edit session properties.



A new recording session may be started anytime by clicking the record button (see image above), if an existing recording is not already in progress. A default name based on date and time will be generated and recording will begin immediately. Regardless of where recording was initiated, the Recording Tools are the control for recording.

9 PLAYBACK WINDOW

The screenshot displays the Playback Window interface. At the top, a blue header bar contains the text 'Example Playback' and a play button icon. Below this, a timeline shows six channels (Channel 1 to Channel 6) with various colored blocks representing audio segments. A vertical playhead is positioned at 00:00:53. On the left, a video preview window shows a courtroom scene. Below the timeline, there are two panels: 'Session Notes' on the left and 'Quick Notes' on the right. The 'Session Notes' panel lists automatic notes with timestamps and channel names. The 'Quick Notes' panel shows a list of notes with keyboard shortcuts and a 'quick entry' field.

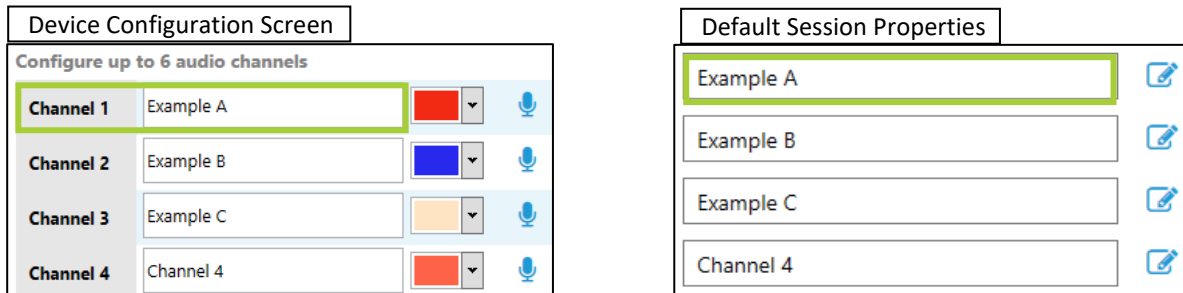
1	Complete View	Displays the entire recording from start to finish, double-click to quickly jump through playback.
2	Log Notes	System Notes, Quick Notes, and Automatic Notes are listed here with a time stamp. This timestamp may be clicked to begin playback from that location (see section).
3	Playback Controls	Play/pause and skip commands. Skip buttons jump to the beginning of the next upcoming Audio Block on any channel.
4	Skip	Jumps forwards or backwards through the Audio Blocks for that channel.
5	Audio Block	Double click to start playing at the beginning of that block's location within the timeline.
6	Volume/Mute	Allows users to change volume or mute playback.
7	Quick Notes	Frequently used notes that may be added quickly to a session by double-clicking or using an assigned hotkey (see section).

10 EDIT CHANNEL NAMES

The names of each channel can be changed from Device Configuration and anywhere session properties can be modified.

By default, channels are named “Channel” followed by a number growing consecutively starting at 1. These names can be changed at any time by clicking the naming area.

Changing names within settings at the Device Configuration screen means these names will be presented as the default channel names throughout the rest of the application (see images below).



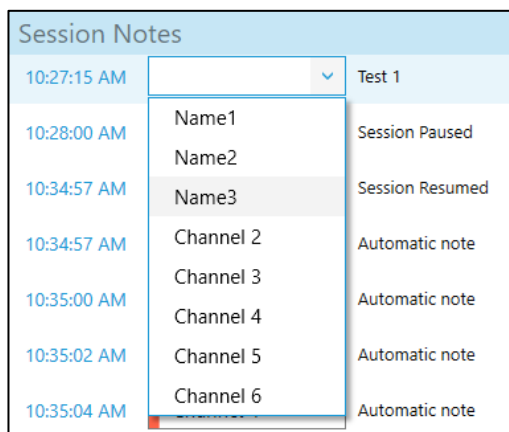
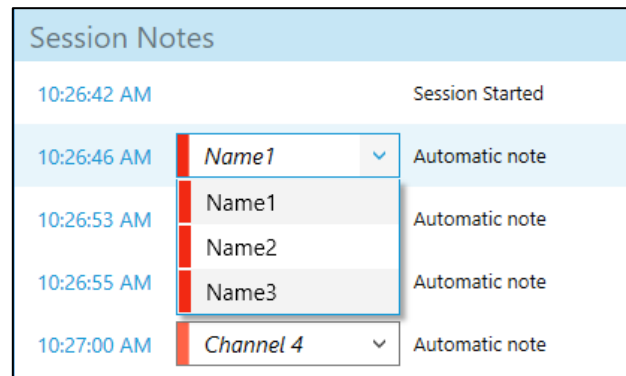
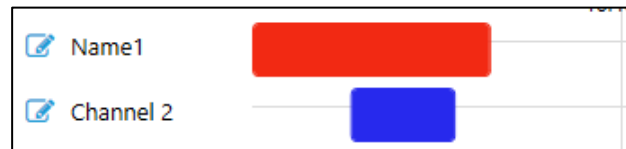
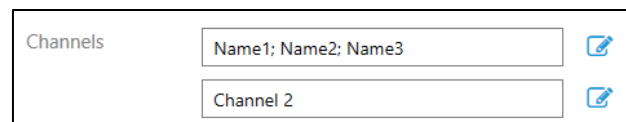
10.1 MULTIPLE NAMES

Multiple names can be added to each channel by separating each name with a semicolon “;” (see image right).

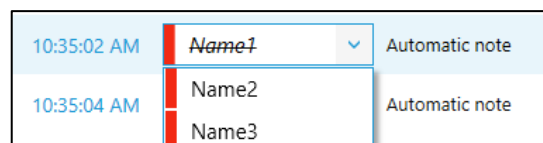
The first name in the list will be what is displayed on the timeline during recording. Channel names can be edited anywhere session information can be modified.

Adding multiple channel names allows users to select these names for individual log notes while recording and reviewing sessions (see image right).

Each note assigned to a channel (colored) is limited to the names added to that channel. Custom and Quick notes can select from names added to any channel (see below).



Names removed after recording has begun will not be removed but be displayed with a strikethrough (see image below) indicating they were deleted. Additionally, changing or removing the first name in the list will not change the name presented on the timeline.



11 NOTES

There are 3 types of notes within Notewise: Quick, Automatic, and System Notes. Notes add another level of information to each session. Any note may be deleted by clicking the “X” icon to the far right of each note.

11.1 SYSTEM NOTES

System notes are created automatically when the session is started, paused, resumed, or Completed.

Each system note is marked by a time-stamp and may not be edited like other notes.

Session Notes		
11:26:26 AM		Session Started
11:26:33 AM	<div>Channel 5</div>	Automatic note
11:26:39 AM		Session Paused
11:26:46 AM		Session Resumed
11:26:53 AM		Session Completed

11.2 AUTOMATIC NOTES



If Automatic Notes are enabled for a channel, a generic time-stamped log entry will be made each time a new Audio Block is created.

Automatic notes are enabled by default and can be disabled by clicking the square with pencil icon next to the desired channel.

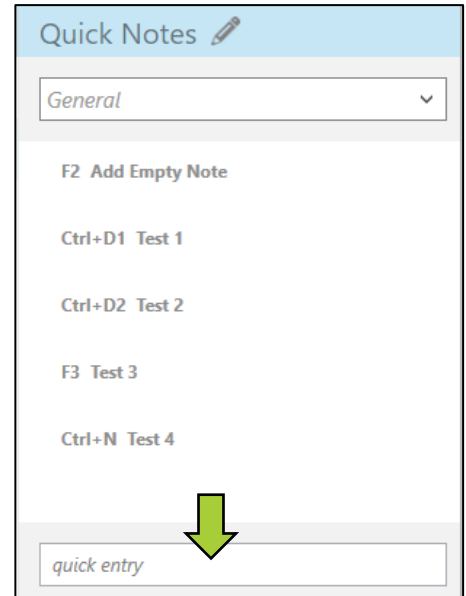
The default channel name will be used as the default label for that automatic note, this may be changed using the label dropdown (see section 10.1).

The screenshot shows the Notewise interface with the 'Record' tab selected. On the left, a list of channels (Channel 1 through Channel 8) is displayed, each with a pencil icon. A green arrow points from the pencil icon next to 'Channel 5' to the 'Automatic note' entry in the 'Session Notes' log. The log shows a sequence of events: 'Session Started' at 11:22:20 AM, followed by three 'Automatic note' entries at 11:22:23 AM (Channel 5), 11:22:29 AM (Channel 2), and 11:22:35 AM (Channel 3). The interface also includes a top navigation bar with 'Schedule', 'Browse', and 'Record' tabs, and a top right corner showing the date and time '09/05/2017 11:22:16 AM'.

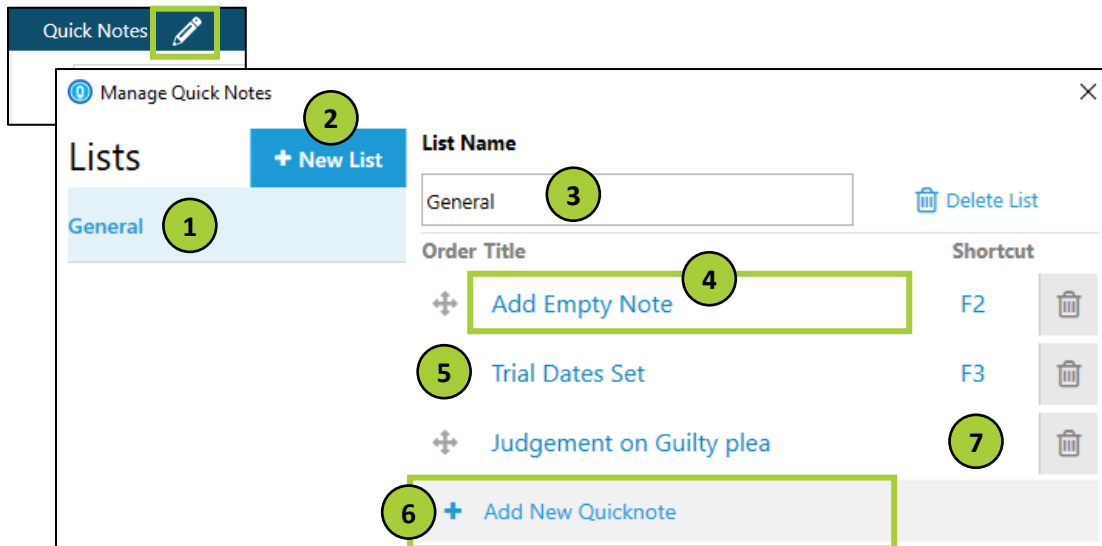
11.3 QUICK NOTES

Quick Notes allow the manual addition of notes by utilizing Custom Quick Entry, double clicking the desired Quick Note, or using the assigned shortcut. Quick Notes are setup in configurable lists that may be switched based on a session's needs.

Custom Quick Entry is found at the bottom of the Quick Notes window (see image right). Typing a note here and pressing enter will add it to the session log. The note timestamp will be based on when users started typing, not when enter is pressed to keep a more accurate timeline.



Quick Notes may be added, edited, or removed by clicking the **Pencil Icon** next to Quick Notes on the Record tab or Playback Window.



1	Selected List	Currently selected (highlighted) list.
2	New List	Click to create a new list.
3	List Name	Current selected list's name, click to edit.
4	Quick Note	Click to edit Quick Note text.
5	Reorder Icon	Click and drag the 4-directional arrow icon to reorder Quick Notes.
6	Add New Quick Note	Click to add a new Quick Note to the selected list.
7	Shortcut	Quick Notes may be set to activate using a shortcut, click to set a function key or Ctrl + key combination. (Examples: F1, F2, Ctrl+N)

12 DEVICE DOCK

Some devices provide extra functionality to the user when connected to Notewise. The area between the Record Tools and Account is reserved for this additional functionality.



JAVS Help Desk

1-877-528-7457 or helpdesk@javs.com.

Monday through Friday from 8 a.m. to 9:30 p.m. Eastern Standard Time.

14 APPENDIX A - EXAMPLE REPORT



Wednesday, August 30, 2017
Court Room 3

State vs. Rick		Regards internal conflict within state penitentiary between two inmates.	5:55:56 PM
5:55:57 PM		Session Started	
5:56:05 PM	Judge Kevin Durst	Automatic note	
5:56:14 PM	Channel 5	Automatic note	
5:56:18 PM	Lawyer	Automatic note	
5:56:20 PM	Bailiff	Automatic note	
5:56:22 PM	Rick	Sustained	
5:56:24 PM	Judge Kevin Durst	Automatic note	
5:56:58 PM	Rick	Automatic note	
5:57:15 PM	Judge Kevin Durst	Automatic note	
5:57:42 PM	Bailiff	Automatic note	
5:57:44 PM	Lawyer	Automatic note	
5:57:47 PM	Rick	Automatic note	
5:58:12 PM	Judge Kevin Durst	Automatic note	
5:58:26 PM	Rick	Automatic note	
5:58:54 PM	Lawyer	Automatic note	
5:59:01 PM	Judge Kevin Durst	Automatic note	
5:59:10 PM	Rick	Automatic note	
5:59:20 PM	Judge Kevin Durst	Automatic note	
5:59:31 PM	Bailiff	Automatic note	
5:59:33 PM	Rick	Automatic note	
5:59:44 PM	Rick	Defendent begins lengthy rant about incarceration	
5:59:52 PM	Judge Kevin Durst	Automatic note	
6:00:16 PM	Lawyer	Automatic note	
6:00:16 PM	Bailiff	Automatic note	
6:00:20 PM	Judge Kevin Durst	Automatic note	
6:01:28 PM	Bailiff	Automatic note	
6:01:31 PM	Lawyer	Automatic note	
6:01:42 PM	Bailiff	Automatic note	
6:01:42 PM	Bailiff	Automatic note	
6:01:46 PM		Session Paused	
6:01:56 PM		Session Resumed	
6:01:59 PM	Judge Kevin Durst	Automatic note	
6:02:05 PM	Rick	Automatic note	
6:02:20 PM	Bailiff	Automatic note	
6:02:23 PM	Rick	Automatic note	
6:02:29 PM	Judge Kevin Durst	Automatic note	
6:02:39 PM	Rick	Automatic note	
6:02:50 PM	Rick	Automatic note	
6:03:09 PM	Bailiff	Automatic note	
6:03:13 PM	Judge Kevin Durst	Automatic note	
6:03:16 PM	Rick	Automatic note	
6:03:29 PM	Lawyer	Automatic note	
6:03:36 PM	Judge Kevin Durst	Automatic note	
6:03:46 PM	Rick	Automatic note	
6:03:54 PM	Judge Kevin Durst	Automatic note	
6:04:08 PM	Bailiff	Automatic note	
6:04:10 PM	Lawyer	Automatic note	
6:04:18 PM	Judge Kevin Durst	Automatic note	
6:04:29 PM	Rick	Automatic note	
6:04:42 PM	Judge Kevin Durst	Automatic note	
6:04:58 PM	Judge Kevin Durst	Judge extends defedents Sentence due to disrespect	
6:05:07 PM	Rick	Automatic note	
6:05:16 PM	Rick	Automatic note	
6:05:21 PM	Bailiff	Automatic note	
6:05:32 PM		Session Completed	

15 APPENDIX B - SUPPORTED DEVICES

Notewise has been designed to utilize many devices for both audio and video recording. Due to the large variety of available devices, only those verified by JAVS are listed below. These lists will not comprise the entire list of supported devices that may work with Notewise.

Audio Devices	
Type	Device
JAVS Mixer	Nimble (1-6 microphones)
JAVS Mixer	P306 (1-6 microphones)
JAVS Mixer	P412/P412+ (1-12 microphones)
Integrated Microphone	Surface Pro 3 integrated mic
Integrated Microphone	HP ProBook 650 G2 mic

Notewise supports any audio device that utilizes an ASIO interface and up to 12 recording channels for audio recording. Additionally, integrated microphones that support a Microsoft Windows WASAPI interface are also supported.

Video Devices	
Type	Device
USB Camera	Logitech c920 USB Webcam (video capable <u>only</u>)
USB Camera	Logitech c930 USB Webcam
USB Capture Device	Magewell USB Capture HDMI (both Gen1 and Gen2 tested)
USB Capture Device	Magewell USB Capture SDI (Gen2 tested)
Integrated Camera	Surface Pro 3 (both front and rear cameras)
Integrated Camera	HP ProBook 650 G2 webcam

Notewise supports any camera that supports either a YUY2 or MJPEG interface and a 16:9 aspect ratio resolution of either 640x360 (360p), 960x540 (540p), or 1280x720 (720p).