



Axon Capture for iOS Devices User Manual

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Axon Capture Introduction

Axon Capture is a mobile application (app) that allows you to perform the following actions:

- Capture audio, video, and photos.
- Categorize files with a title, case ID, and a retention category.
- Enable the application to add geolocation metadata to evidence files automatically.
- Upload audio, video, and photo evidence captured with the application or saved on the mobile device to your Axon Evidence agency, using either a cellular data connection or Wi-Fi Internet connection.
- Depending on your agency's policies, you may be able to delete evidence files that were accidentally recorded.

Recorded evidence is stored on the mobile device and is deleted after it has been successfully uploaded to Axon Evidence.

Axon Capture can also be used to send Axon Citizen invitations for accounts that support that action.

Notes:

- Axon Capture does not work with Axon Evidence Lite accounts.
- The actions you can perform in Axon Capture are configured by your agency's Axon Evidence administrator. Contact your agency's Axon Evidence administrator for questions about which features are available to you.
- Axon Capture cannot interact with Axon cameras.
- Photos and videos taken with another application can be imported into Axon Capture. However, Axon Capture cannot import or otherwise work with audio files recorded by other applications. Use Axon Capture to record any audio you intend to use with the Axon Capture application.
- If you experience issues with Axon Capture or have any feedback, please contact Axon Technical Support (support@axon.com).

IP Restrictions

If an agency uses IP restrictions, access to its Axon Evidence account is restricted to only those IP addresses the agency has allowed. When officers are outside the agency's allowed IP addresses, they will be able to use Axon Capture to record audio and video and take photos. However, they will be unable to log in to Axon Evidence, upload files to the website, or update category lists on the application until they move back into the allowed network IP range.

Axon recommends that agencies wanting to use IP restrictions enable the Axon Application Exceptions for Axon Capture in Axon Evidence to avoid these limitations. This allows officers using Axon Capture in the field to access Axon Evidence.

Alternately, agencies can deploy a Virtual Private Network (VPN) to mobile devices using Axon Capture. This allows officers using Axon Capture in the field to access Axon Evidence through the agency's allowed networks. The VPN connection will also add an additional layer of security to the connection.

Installing Axon Capture on an iOS Mobile Device

Axon Capture is available from the App Store.

1. Go to the Apple App Store on your Apple device.
2. Tap the search box, type **Axon Capture**, and tap **Enter**.
3. In the list of search results, tap **Axon Capture**. The App Store app shows the Axon Capture page.
4. Tap **Install**.
5. Tap **Accept**.
6. Axon Capture downloads and installs.

Logging In to Your Axon Evidence Agency

Before you can upload evidence to your Axon Evidence agency or apply a retention category to a piece of evidence, you must first retrieve your agency's retention categories.

1. Open the Axon Capture application.

2. If the **I Have an Account** button appears, tap it and skip to step 5.

Otherwise, go to the Settings screen for your device.

3. At the bottom of the screen, tap **Log In**.

The Log In screen appears. Below "Please enter your agency," the box for specifying your agency shows the text `youragency.evidence.com`.

4. Tap your agency and then type the unique, first part of your Axon Evidence agency's URL. For example, if your agency URL were `example.evidence.com`, you would type `example`.

5. Tap **Continue**.

The Username and Password boxes appear.

6. For each box, tap the box and enter your information.

7. After you have entered your username and password, tap **Log In**. The Settings screen appears.

8. If you want to return to the Capture screen, tap **X** in the upper left.

Capturing Photos, Videos, and Audio

Axon Capture enables easy access to the camera application on your mobile device and automatically prompts you to apply metadata to the recorded evidence files when you are done capturing them.

Depending on your agency's policies, you may be able to capture photos, videos, and audio files. Your agency can also allow you to import photo and video files from your device's photo/video library and remove evidence files that were accidentally recorded. Check with your agency Axon Evidence administrator to determine what actions you can take with Axon Capture.

Axon recommends placing your mobile device in airplane mode before recording video and audio, as interruptions such as phone calls or text messages will stop the recording.

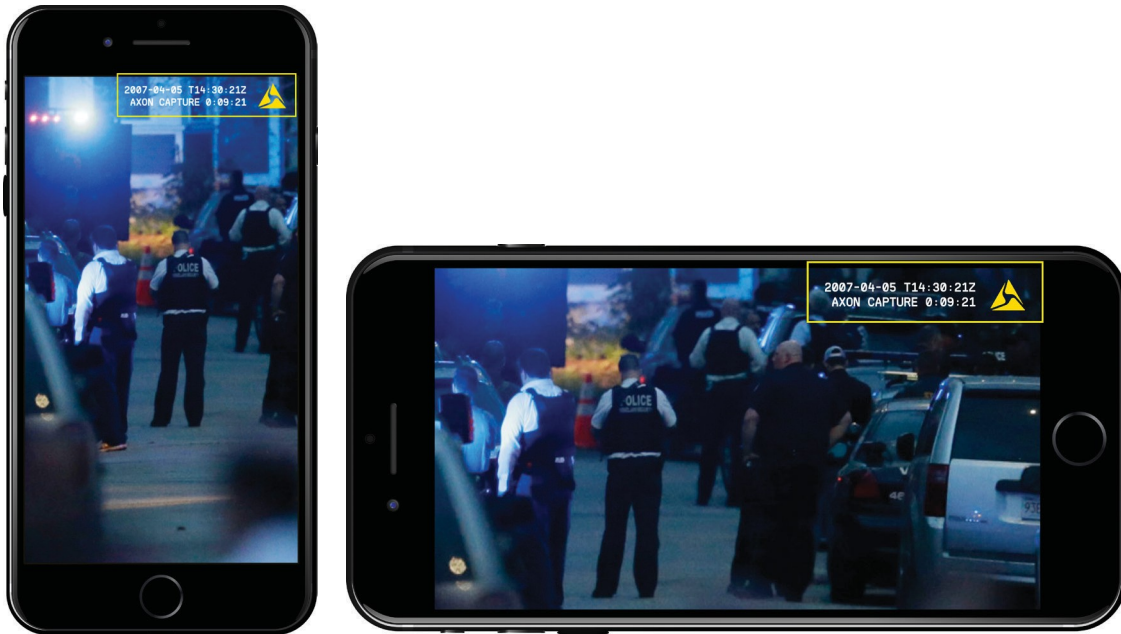
Axon Video Watermark

Axon Capture has the ability include the visual Axon watermark for video evidence captured through the application. The watermark contains the date and time the video file was captured, a notation that the video source is Axon Capture, and the elapsed time for the video. The watermark is placed in the upper right of the video.

The watermark date and time information uses the ISO 8601 international standard to indicate time in a 24-hour format and adds a Z zone designator directly after the time to denote zero offset from Coordinated Universal Time (UTC) time.

The watermark setting for Axon Capture is enabled and disabled by the Watermark setting in Axon Evidence. The Watermark setting is found on the Body Camera Settings page and can be changed by users with Device Administration permission.

Examples of the watermark are highlighted in the following images.



Capturing Photo Files

1. In Axon Capture, go to the Capture screen and tap **Photo**. The camera application opens.



3. Tap the round button at the bottom of the screen to capture the photo. You can capture as many photos as needed.
4. When you are done capturing photos, tap the image icon on the lower right of the screen.
5. The Evidence Review screen appears. If you captured more than one photo, the Bulk Edit screen appears.
6. If you do not want to add metadata to the photos, tap **Skip** or **Done**.
7. If you want to apply metadata to evidence files, see [Adding Metadata to Files](#).

Capturing Video

Axon recommends placing your mobile device in airplane mode before recording video, as interruptions such as phone calls or text messages will stop the recording.

1. In Axon Capture, go to the **Capture** screen and tap **Video**. The camera application opens.
2. To start recording a video, tap the round button at the bottom of the screen. The button changes to a red square and the elapsed time is shown to the right of the button.
3. Tap the red square to stop recording. The button changes back to a round button.
4. To start recording a new video, tap the round button again.
5. When you are done capturing videos, tap the video icon on the lower right of the screen.
6. The Evidence Review screen appears. If you captured more than one video, the Bulk Edit screen appears.
7. If you do not want to add metadata to the evidence, tap **Skip** or **Done**.
8. If you want to apply metadata to the evidence files, see [Adding Metadata to Files](#).

Capturing Audio

Axon recommends placing your mobile device in airplane mode before recording audio, as interruptions such as phone calls or text messages will stop the recording.

1. In Axon Capture, go to the **Capture** screen and tap **Audio**. The Audio Recording screen opens.
2. At the bottom of the screen, tap the circular button. Axon Capture begins recording audio evidence and the button changes to a red square.

If you see a dialog box asking if you want to record audio, tap **Allow**.

3. If you want to pause the recording, tap the red button. The button changes back to a round button. Tap the round button to start recording again.



4. If you want to mute the recording, tap the microphone icon in the lower left of the screen.
5. Tap the circular button to stop the audio recording.
6. To start a new audio recording, tap the circular button again.
7. When you are done capturing audio, tap the audio icon on the lower right of the screen.

The Evidence Review screen appears or, if you captured more than one audio file, the Bulk Edit screen appears.

8. If you do not want to add metadata to the photos, tap **Skip** or **Done**.
9. If you want add metadata to the audio file, see [Adding Metadata to Files](#).

Importing Photos and Videos

If allowed by your agency, you can import photos or videos from your device's photo/video library so that they can be uploaded with Axon Capture. You can import files one at a time only.

Note: Axon Capture cannot import or otherwise work with audio files recorded by other applications. Use Axon Capture to record any audio you intend to use with the Axon Capture application.

1. In Axon Capture, go to the **Capture** screen and tap **Import**.
2. On the Moments screen, tap the file you want to import into Axon Capture as evidence.

The Evidence Review screen appears.

3. If you do not want to add metadata to the file, tap **Done**.
4. If you want to add metadata to the file, see [Adding Metadata to Files](#).

Adding Metadata to Files

You can use Axon Capture to add metadata, such as ID, title, and retention category, to the files you capture. Information that you apply does not alter the original evidence file.

When you upload captured evidence files to your Axon Evidence agency, the metadata that you apply to each evidence file also uploads. Other users in your agency who have adequate permissions can view the file and metadata.

You can add metadata to the files immediately after capturing them or later by selecting them from the Evidence List screen. Your agency may require certain types of metadata to be applied to every evidence file.

The types of metadata are the following:

- **ID** — Tap the **ID** box and type the case ID that you want to apply to the evidence file.

If you previously specified an ID prefix, the prefix automatically appears in the ID box when you tap it. You can add text after the prefix. You can also edit the prefix text if necessary.

For information about specifying an ID prefix, see [ID Prefix](#).

- **Title** — Tap the **Title** box and type the title that you want to apply to the evidence file. The Title box is not available when you add metadata in bulk to more than one evidence file.
- **Category** — Tap **Category** and then, on the Choose Category screen, tap the category that you want to apply to the evidence file.

If you have not logged in to your Axon Evidence agency or successfully applied a category, Axon Capture will prompt you for your Axon Evidence agency so it can get the correct list of categories.

Adding Metadata to One Evidence File

From the Evidence List screen, you can apply an ID, title, and retention category to a specific evidence file's metadata.

1. In the Axon Capture app, tap the Evidence List icon in the upper right of the app.

The Evidence List screen shows a list of evidence thumbnails.

2. To filter the evidence list to show specific evidence types, tap the more actions menu in upper-right corner, then tap the evidence type that you want to see.
3. Scroll to the thumbnail of the file you want to add metadata to and then tap it. The Evidence Review screen is shown.

4. Tap **Edit** in the upper right.
5. For the ID and Title metadata fields, enter the appropriate information.
6. To add categories, tap **Add Categories** and select the appropriate categories.

After selecting the categories, tap **Continue** to return to the edit screen.

7. When you have finished adding metadata, tap **Save** in the upper right. The Evidence Review screen is shown.

At this point, you can upload the file to Axon Evidence by tapping **Upload**.

If you chose to upload the file later, see [Uploading Evidence to Your Axon Evidence Agency](#).

8. To return to the Capture screen, tap the back icon in the upper left of the screen.

Adding Metadata to Evidence Files in Bulk with ID and Category

If you need to apply an ID or retention category to more than one evidence file, you can use the Bulk Edit screen. This screen enables you to apply one ID and one retention category to all the files that you select. You cannot edit the evidence title using the Bulk Edit option.

1. In the Axon Capture app, tap the Evidence List icon in the upper right of the app.

The Evidence List screen shows a list of evidence thumbnails.

2. If you want to limit the evidence list to one type of evidence, tap the more actions menu in the upper right and then tap the evidence type that you want to view. To return to viewing everything in the evidence list, click **View All**.
3. For each evidence file you want to include in adding metadata in bulk, tap the circle to the left of the evidence thumbnail or tap **Select All** to select all the files.
4. After you have selected all the files you want to add metadata to, tap **Edit** in the lower right of the screen. The Bulk Edit screen shows the ID and Category fields.
5. Tap the **ID** metadata field and enter the appropriate information.
6. Tap **Add Categories** and select the appropriate categories.

After selecting the categories, tap **Continue** to return to the edit screen.

7. When you have finished adding metadata, tap **Save** in the upper right. The Evidence List screen reappears.

At this point, you can upload the files to Axon Evidence by tapping **Upload**.

If you chose to upload the files later, see [Uploading Files to Your Axon Evidence Agency](#).

8. To return to the Capture screen, tap the back icon in the upper left of the screen.

Using Axon Citizen in Axon Capture

This section provides an overview of sending an Axon Citizen invitation through Axon Capture.

You must have permissions in Axon Evidence to send an Axon Citizen invitation.

1. Open the Axon Capture app.
2. Go to the Capture screen and tap **Citizen**.
3. On the Invite Individual screen, enter the Incident ID or NA, as required by your agency.
4. Add any necessary categories. An individual invitation can have multiple categories.
5. Select whether the invitation will be sent to a phone number (text message) or email address.
 - For phone numbers, select the country code and enter the phone number of the community member submitting items.
 - For email, enter the email address of the community member submitting items.
6. You can store a contact's information in Axon Evidence.

If your agency requires contact information to be stored in Axon Evidence, this option will not be shown.

7. If the contact's information should be stored, enter the name and birth date information for the contact.
8. Tap **Send**.

The invitation is sent to the phone number or email address. The message contains a one-time-use link to a website where the citizen can upload video, photo, and audio files for submission.

After the contact uploads the submission, you will receive an email message from Axon Evidence.

9. On the Invite Sent screen, you can:
 - Tap **OK** to return to the main Capture screen.
 - Tap **Create another invite** to use the same Incident ID and Categories for a new invitation, repeat steps 5 through 8, then tap **Send**.

Uploading Files to Your Axon Evidence Agency

Axon Capture uploads evidence located in the Axon Capture application to your Axon Evidence agency when you select the evidence files and start the upload.

The user account you logged in with becomes the owner of the evidence that you are uploading.

1. In the Axon Capture app, tap the Evidence List icon in the upper right of the app.

The Evidence List screen shows a list of evidence thumbnails.
2. If you want to limit the evidence list to one type of evidence, tap the more actions menu in the upper right and then tap the evidence type you want to view.
3. For each evidence file you want to include in adding metadata in bulk, tap the check box to the left of the thumbnail or tap **Select All** to select all files.
4. After you have selected the files you want to upload, tap **Upload**.

If you are logged in to your Axon Evidence agency, Axon Capture immediately begins uploading the evidence to your agency.

If you are not logged in, Axon Capture will ask you to log in to your Axon Evidence agency and then begin uploading.

5. To return to the Capture screen, tap the back icon in the upper left of the screen.

Viewing Upload History

You can view a list of evidence files that Axon Capture has uploaded.

1. In the Axon Capture app, tap the Evidence List icon in the upper right of the app.

2. Tap the more actions menu in the upper right and then tap **Upload History**. The Upload History screen appears.
3. To return to the Evidence List, tap the more actions menu in the upper right and then tap View All.

To return to the main Axon Capture screen, tap the Back icon in the upper left of the screen.

Removing Evidence

If allowed by your agency, you can remove files from Axon Capture without uploading the files. Files that were imported from your device are not removed from the device, only from the Axon Capture app.

1. In the Axon Capture app, tap the Evidence List icon. The number on the icon is the number of files that have not been uploaded.
2. The Evidence List screen shows a list of evidence thumbnails.
3. Scroll through the list and tap the circle to the left of the thumbnail to select the files you want to remove.
4. After you have selected all the files, tap **Remove**.

The app asks you to confirm the file removal.

Axon Capture Settings

The Settings screen allows you to configure Axon Capture settings for the following subjects:

- Location tracking
- ID prefix
- Cellular uploads

It also provides a way to log out of your Axon Evidence account and contact Axon Support.

The Contact Us option also shows the Axon Capture version information and agency the app is logged in to.

Adjusting Settings

This procedure provides the general steps for making changes on the Settings screen. Additional information about each setting appears in the following sections.

1. Open the Axon Capture app.
2. Tap the Settings icon in the upper left of the screen. The Settings screen appears.
3. Adjust the settings as needed. Refer to the following sections for additional information about each setting.
4. When you have finished adjusting settings, tap the close icon in the upper left of the screen.

ID Prefix

The ID Prefix setting allows you to apply text at the beginning of captured evidence file IDs. For example, if the IDs used by your agency always begin with the year and a hyphen, you can specify an ID prefix value of **2021-** and eliminate the need to enter those characters each time you update a file with an ID.

To add a prefix for the evidence file IDs:

1. Tap on the ID Prefix field.
2. Type the characters that should appear at the beginning of all IDs.
3. Tap the close icon to return to return to the Axon Capture main screen.

To edit or remove a prefix:

1. Tap on the ID Prefix field.
2. Edit or delete characters in the prefix text as needed.
3. Tap the close icon to return to the Axon Capture main screen.

Location Tracking

The Location Tracking setting controls whether Axon Capture adds metadata to evidence files with GPS data from the mobile device. Axon Capture relies upon the mobile device to provide location data. The availability and accuracy of location data is dependent on the mobile device. Generally, a mobile device relies on cellular, Wi-Fi, and GPS modules to determine the geolocation of the device.

When an evidence file includes geolocation metadata, Axon Evidence can use the information to show the evidence location on a map.

To control whether this feature is enabled, top the switch to the right of **Location Tracking**.

- If the switch is toggled to the right, location tracking is enabled.
- If the switch is toggled to the left, location tracking is disabled.

Allow Cellular Uploads

You can set Axon Capture to upload evidence files using a cellular data connection. Cellular uploads are automatically enabled in Axon Capture for iOS. Disabling cellular uploads can help you prevent unplanned data usage charges from your cellular provider.

- To disable cellular uploads, toggle the switch to the left.

Logging Out

1. On the Capture screen, tap the Settings icon in the upper left of the screen. The Settings screen appears.
2. At the bottom of the screen, tap **Log Out**.
3. On the confirmation dialog box, tap **Log Out**.

The Log In option appears on the Settings page, confirming that you are logged out of your Axon Evidence agency.