



Axon App User Guide

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Axon app overview

The Axon app provides some features of Axon Evidence, Community Request, Capture, Records, and Standards designed for your mobile device.

[Download](#) from the Apple App store for iOS devices or the Google Play store for Android devices. You can also access the Axon app through your mobile browser by going to <https://{yourorganization}.evidence.com/axon/mobile>.

Notes

- The Axon app requires permissions that must be set by your organization's Axon admins. Contact your admin if you need permissions.
- Some features in the Axon app must be activated for your organization by your Axon representative, or require specific licenses. Contact your Axon representative with questions.

Administration

The administration of the Axon app involves several key tasks and features that allow for the management and use of the app. As an admin for an organization that uses the Axon app, you should [install and setup the app for yourself](#).

Manage roles and permissions

The Admin role has access the Axon app by default. For all other roles that need to access the app, you must assign the **Axon app** role under **Login Access** in the **Roles & Permissions** section of the Admin Console.

Repeat these steps for each role that needs to access the app. Note that if you are assigning the permission to troubleshoot a user's access, make sure they sign out of their Axon account and then sign in again after you've updated their role's permissions.

The permissions that give users the ability to take actions in the full desktop applications, such as Axon Evidence or Axon Community Request, carry over to the Axon app. When a user has the Login Access permission listed above, they will only see the functions in the Axon app that match the rest of their permissions for the desktop applications. For example, a user can only view cases in the Axon app that they would be able to view in Axon Evidence on a computer.

For additional information about permissions and privileges, see:

- Axon Evidence - [Roles and Permissions](#)
- Axon Records and Axon Standards - [Privileges](#)
- Axon Performance - [Axon Performance permissions](#)

Records and Standards privileges

If your organization uses the [Records](#) or [Standards](#) features, you must additionally enable the following privileges in the Administrator Console:

- **Admin tools - Access RMS mobile:** Lets users access Records/Standards features
- **Task inboxes - View Inboxes:** Lets users view the **My Tasks** list on the Home screen
- To view and create Records reports, users must have:
 - **Reports - Reports-view - View all reports**
 - **Reports - Reports-write - Write incident reports**
- To view and create Standards reports, users must have:
 - **Access - Access to Standards**
 - **Reports - Reports-view - View all Standards Report types**

The privileges that give users the ability to view and create specific report types in the full desktop application carry over to the Axon app. In other words, once a user has the privileges listed above, they will see the same report and task management behavior as they do in the desktop application.

Axon Performance permissions and settings

If your organization uses Axon Performance, use the Admin Console to set the permissions for roles of Axon app users to be able to access their tasks in the Axon app:

- Under **Login Access, Axon Performance** must be set to **Allowed**
- Under **Axon Performance** -
 - **View Own Dashboard** must be set to **Allowed**
 - **View Group Performance** must be set to **Any** or **Only Their Own**
 - **View Video Review** must be set to **Any** or **Only Their Own**

You also must make the following settings in Axon Performance settings:

- Choose **Configure**, and then **Closed Loop Reporting**
 - Select the **Axon app** checkbox
- If the user needs to be able to review videos, select **Random Video Review** and enable it
 - The Random Video Review goal must be applied to the user's group or squad that they oversee. If the user does *not* have a Random Video Review goal applied, the Review Videos task does not appear in the Axon app.
- To enable Priority Ranked Video Audit reviews -
- Enable Priority Ranked Video Audit
 - Select which items to include, the keyword detection sampling rate, alert options, filters, skip, and export options
 - If desired, select **Add Custom Keyword Groups** to create a new event or keyword
 - Enter the desired keyword(s) and/or phrase(s), separating each with a comma, enter point values, and select **Add**

Manage historical evidence data

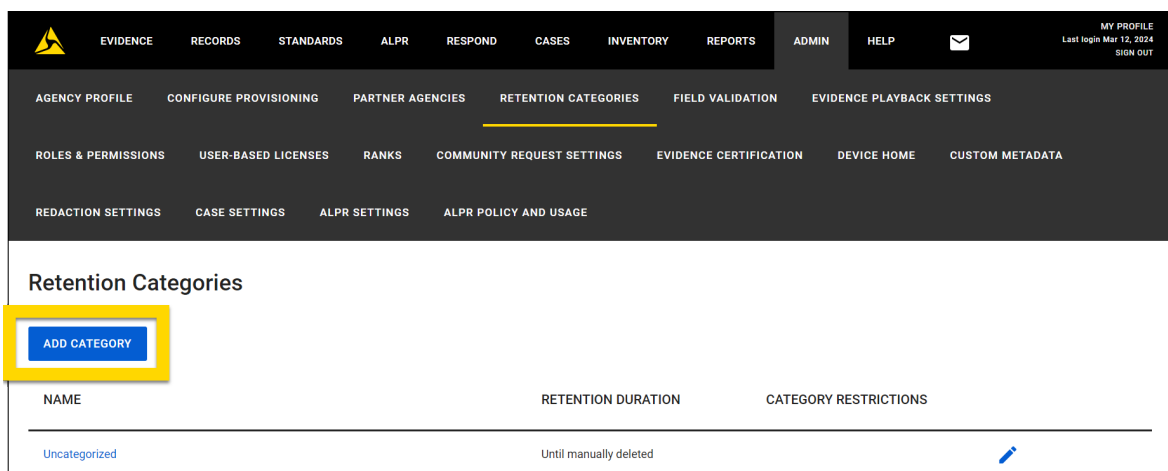
The Axon app includes features for managing historical evidence data. Administrators can set an evidence category start date. This allows for the bulk categorization of evidence items created before current categorization policies were in place, effectively clearing alerts for past uncategorized evidence in the app.

This approach allows you to categorize evidence created before your chosen start date, enabling effective tracking and categorization from that specific point in time.



Follow these steps to create and apply a retention category with your chosen Start Date:

1. Sign into your **Axon Evidence** account.
2. Select the **Admin** tab.
3. Under Agency Settings, select **Retention Categories..**
4. Select **Add Category**.



5. Enter a name for your new retention category. Consider using a format like '**Pre-[Chosen Start Date]**' (e.g., 'Pre-April 1, 2024') for ease of future reference.

New Retention Category

NAME *

Retention

Set the length of time that evidence with this category is retained before being placed in the deletion queue.

Evidence with multiple categories uses the longest retention time. Uncategorized evidences uses the Uncategorized category settings.

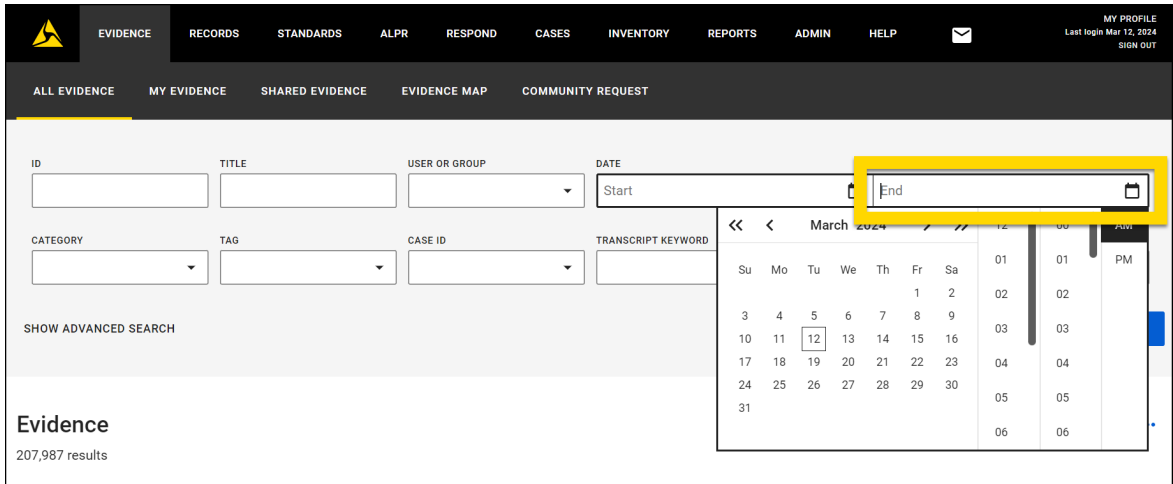
Include Access Restriction

Enabling Access Restriction will place any evidence with this category into the Access Tier selected below.

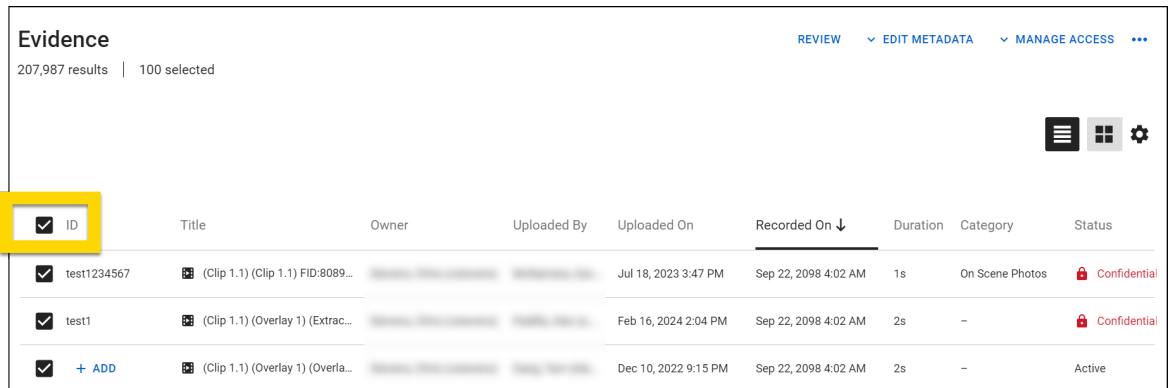
Restricted Confidential

6. Set the Retention length and additional settings to align with your organization's policies. For more information on configuring retention categories, refer to [Managing Categories](#).
7. Select **Save**. A confirmation window will appear confirming that the category has been successfully created, select **Close** to exit.
8. Select the **Evidence** tab, and then select **All Evidence**.

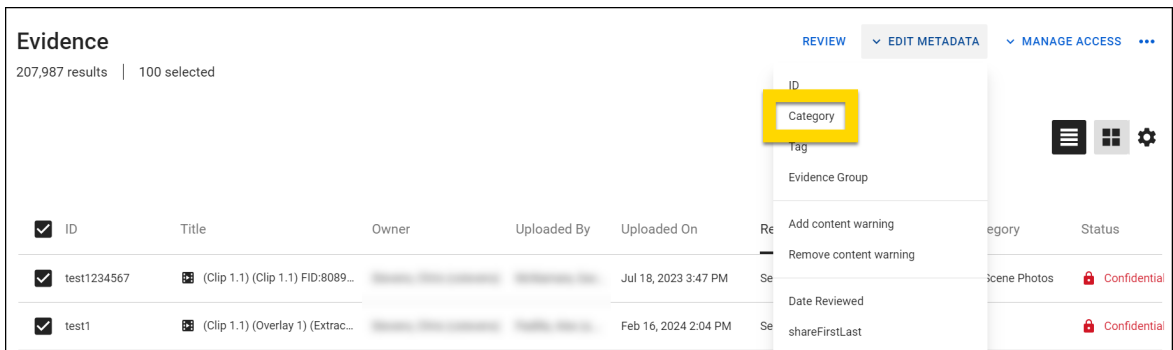
- Enter the date prior to your chosen start date in the **End** date filter, and then select **Search**. This ensures that all uncategorized evidence from the beginning of your records up to your start date is included.



- Select all search results.



- Select **Edit Metadata**, and then select **Category**.



- On the Edit categories window, select the **Add** radio button, select your newly created retention category from the **Add Category** drop-down menu, and then select **Submit**.

Additional resources

Learn more about using categories and retention policies from the following resources:

- **Categories and Retention Policies:** Learn more about how to [create policies, maintain them, and assign them to evidence](#).
- **Manage categories:** Learn more about how to [configure retention policies, edit or delete a category](#).

Adjust security settings

The Axon Application Exceptions settings on the IP Settings page in the admin console allow administrators to easily add exceptions to IP restrictions for specific Axon applications, including the Axon app.

To except the Axon app from your organization's IP restrictions, adjust this setting:

1. On the menu bar, select **Admin**.
2. In the **Security Settings** section, select **IP Address**.
3. Scroll to the bottom of the page to the **Axon Application Exceptions** section and turn on the Axon app setting.

For more information about the settings on this page, see [Security settings](#).

Mobile Device Management recommendations

If your organization uses a Mobile Device Management (MDM) to manage settings on user's devices, we recommend:

- Activating Screen Pinning (Android devices) or Guided Access (iOS) for [Safe Mode in the Axon app](#)
- Activating ["focus" or "do not disturb" modes to limit interruptions](#) (bottom of that page)

Set up the Axon app

Start by downloading the Axon app from the app store for your device:

- [How to download apps from the Apple App Store](#) (third-party site)
- [How to download apps from the Google Play Store](#) (third-party site)

Caution

As of Android 15, the **Private Space** feature allows users to create a separate, secure area on their device for sensitive apps and data. However, Private Space is not supported by Axon applications, including Axon Capture, Axon View, and the Axon app. While Axon apps can function within Private Space, all background activities—such as recording, GPS, uploads, and data access—stop when Private Space is locked, which can disrupt critical operations. For the best experience, disable Private Space when using Axon applications. Learn more about Private Space on [Google's support page](#).

Sign in to your organization

To sign in to the Axon app, follow the steps below for your device – either [iOS](#) or [Android](#).

Note

Every 7 days, you will be logged out of the app and must enter your username and password to log back in. During the 7-day period when you are logged in, you must use your device's security features to open the app.

Watch this [video](#) to learn how to sign in with the Axon App on mobile devices.

iOS sign in

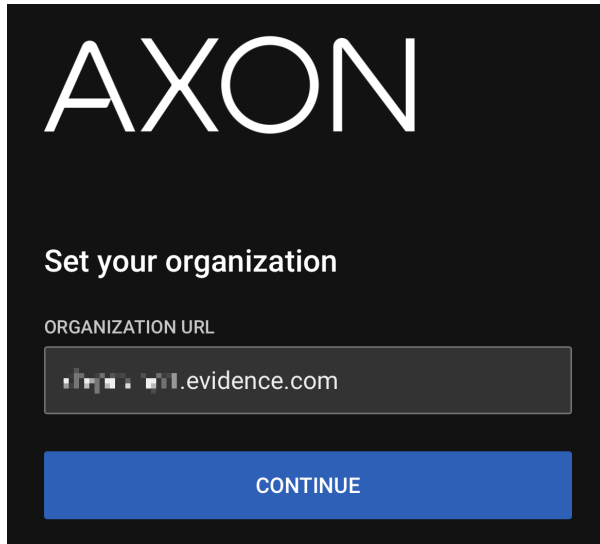
Caution

If you experience sign-in issues, you may need to disable Private Relay on your iOS device. For more information, see [iCloud Private Relay & Privacy](#).

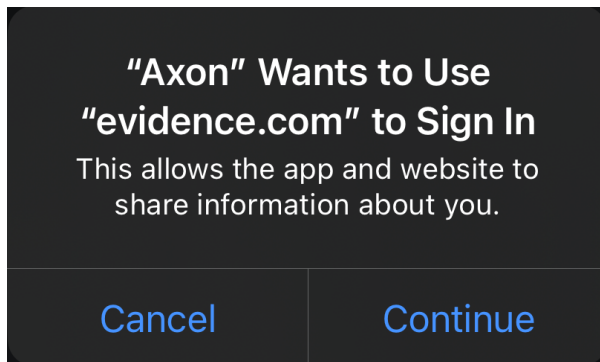
Sign in and begin using the Axon app on your iOS device:

1. Open the Axon app.
2. Enter your passcode or continue with Face ID/Touch ID. If you have not yet set a passcode, see "[Set up the Axon app](#)" above.

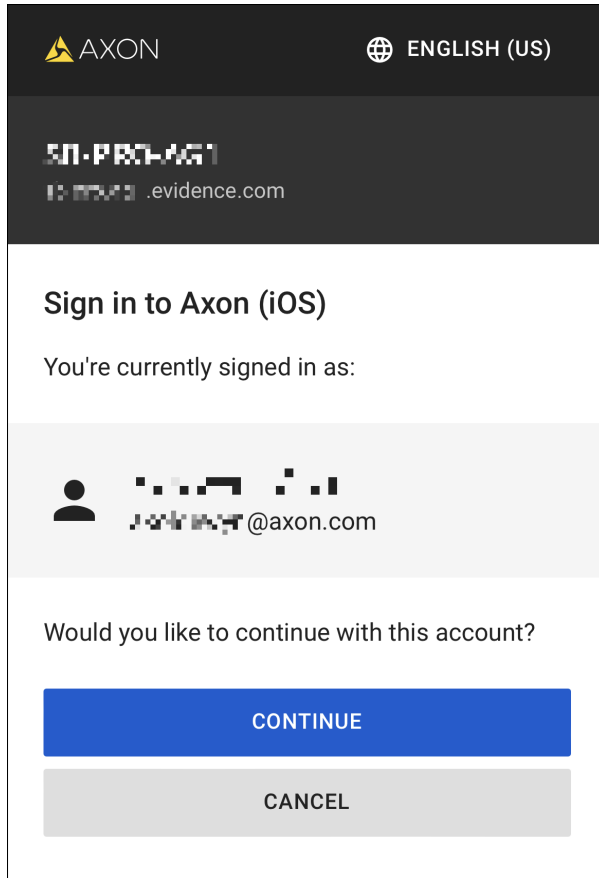
3. Enter your organization's URL and then select **Continue**.



4. Select Continue on the window to confirm use of the app on your iOS device.



6. Select **Continue** to use the app with your credentials.



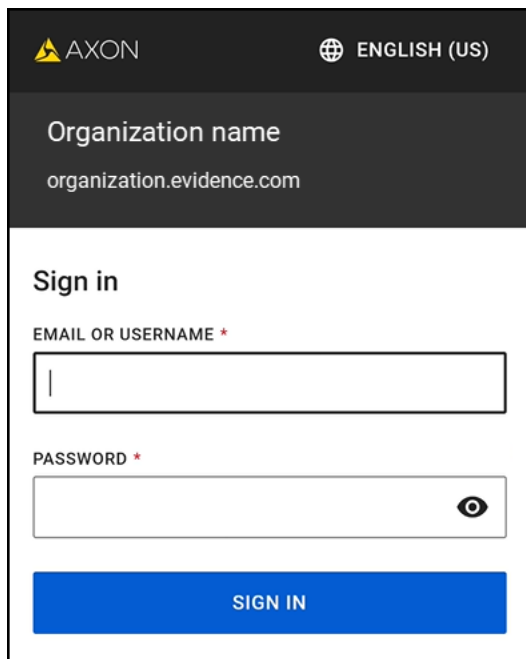
The app opens to the Home screen where you can access your tasks and evidence.

Android sign in

Sign in and begin using the Axon app on your Android device:

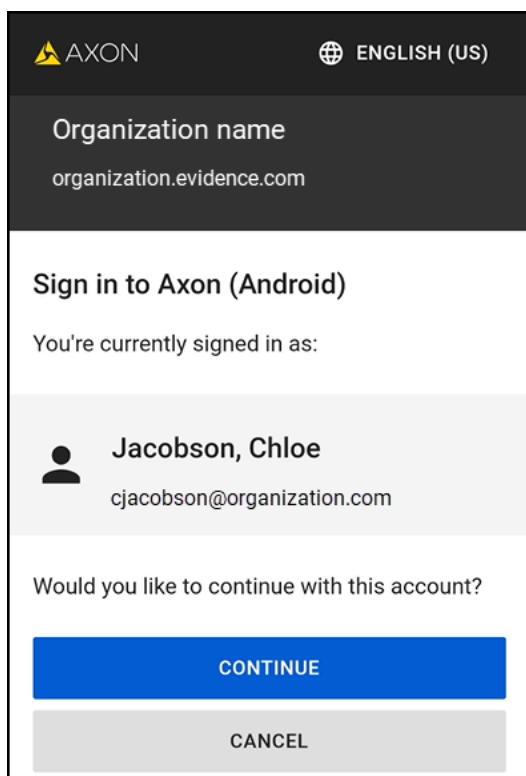
1. Open the Axon app.
2. Enter your PIN or continue with fingerprint/face recognition. If you have not yet set a PIN, see ["Set up the Axon app" on page xiii](#).
3. Enter your organization's URL and then select **Continue**.

4. Enter your organization email/username and password and then select **Sign In**.



The screenshot shows the Axon app's sign-in interface. At the top, the Axon logo and 'ENGLISH (US)' are visible. Below this, the 'Organization name' is set to 'organization.evidence.com'. The main section is titled 'Sign in' and contains two input fields: 'EMAIL OR USERNAME *' and 'PASSWORD *'. The password field has an eye icon for toggling visibility. A blue 'SIGN IN' button is positioned at the bottom of the form.

5. Select **Continue** to use the app with your credentials.



The screenshot shows the Axon app's account selection screen. At the top, the Axon logo and 'ENGLISH (US)' are visible. Below this, the 'Organization name' is set to 'organization.evidence.com'. The main section is titled 'Sign in to Axon (Android)' and contains the text 'You're currently signed in as:'. Below this, a user profile is displayed with a person icon, the name 'Jacobson, Chloe', and the email address 'cjacobson@organization.com'. The text 'Would you like to continue with this account?' is displayed below the profile. Two buttons are at the bottom: a blue 'CONTINUE' button and a grey 'CANCEL' button.

The app opens to the Home screen where you can access your tasks and evidence.

After you have [signed in](#) to your organization's URL using your username and password, you will remain signed in for 7 days. To open the Axon app during this time, you must enter your device's passcode.

If you prefer to use biometric security features, you can set up **Face ID**, **Touch ID**, **Fingerprint**, or **Face Recognition** depending on your device.

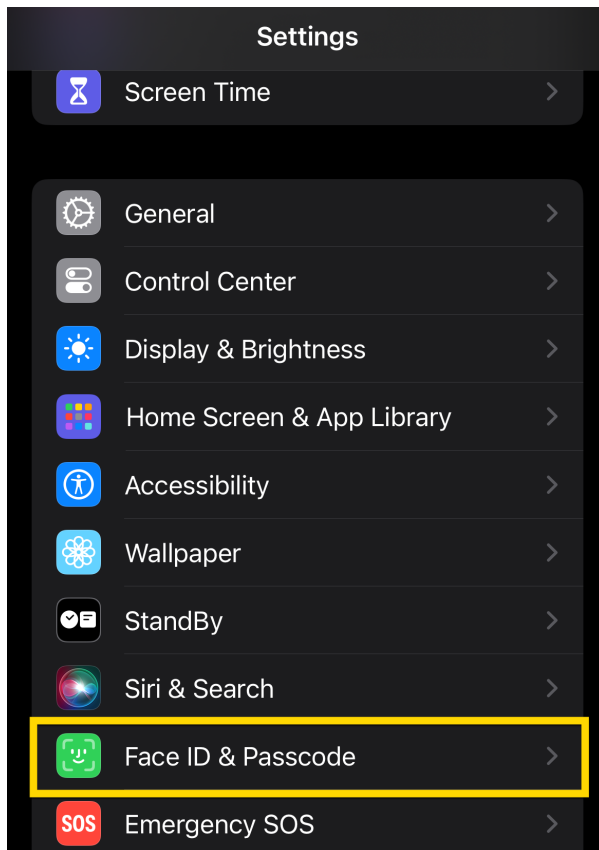
iOS security

Set up a passcode or biometric security on your iOS device (third-party site):

- [Use a passcode with your iPhone, iPad, or iPod touch](#)
- [Use Face ID on your iPhone or iPad](#)
- [Use Touch ID on iPhone and iPad](#)

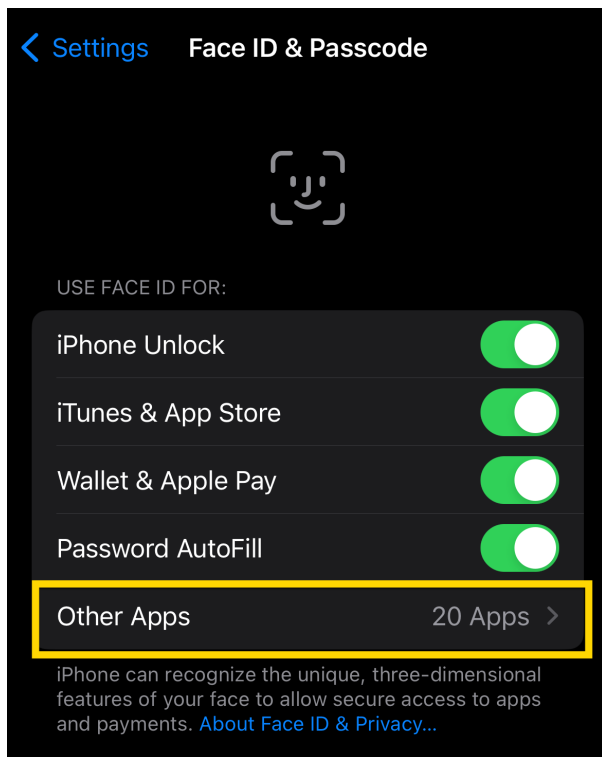
If you didn't initially enable Face ID or Touch ID for the Axon app when prompted, you won't be asked again. To enable biometric sign in for the Axon app after initial setup, follow the steps below. Note that depending on your device and iOS version, the screens might look different.

1. Open the **Settings** app.
2. Select **Face ID & Passcode** or **Touch ID & Passcode**.

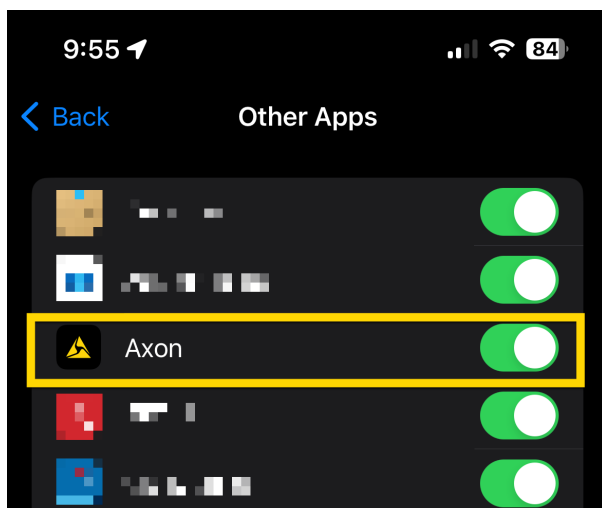


3. Enter your passcode.

4. Select **Other Apps**.



5. Ensure Axon is toggled to allow Face or Touch ID.



You can now use your biometric data to open and use the Axon app.

Android security

Set up security features on your Android device (third-party site):

- [Set a lock screen on an Android device](#)
- [Sign-in to your applications & websites with passkeys](#)

Biometric settings on Android devices generally apply system-wide, meaning you don't need to enable fingerprint or face recognition specifically for the Axon app. If you've already configured these security features, you'll be prompted for your fingerprint or face recognition when you access the Axon app. If you're not prompted, follow the steps below to verify that they are set up correctly.

1. On your Android device, go to **Settings**.
2. Select **Security** or **Biometrics** (this may vary by device).
3. Select **Fingerprint** or **Face Recognition** to review your biometric settings
4. Confirm that your fingerprint or face recognition is active and properly configured.

Limit interruptions when using Axon apps

Note for admins

If your organization has Mobile Device Management (MDM) software, we recommend using it to enable this feature on all of your users' devices.

If your admin hasn't enabled it through MDM, we strongly recommend using your device's "focus mode" or "do-not-disturb" functions. This helps prevent interruptions from notifications or calls that could disrupt your recording.

Do Not Disturb and Focus in iOS

You can manually [turn on Do Not Disturb on your iOS device](#) when using an Axon mobile app, and then turn it off again when you're done.

You can also set your device to automatically enable it when you open an Axon mobile app:

- [Set up a Focus on iPhone](#)
 - [Turn on or schedule a Focus on iPhone](#) - When setting up a focus schedule, select any app you'd like to include, including non-Axon applications.

Do Not Disturb on Android

Depending on the model of your Android device, these settings may differ. Consult your device's manufacturer settings for more information.

- [Limit interruptions with Do Not Disturb on Android](#)
- [Control notifications on Android](#)

Consider setting up Safe mode

[Safe Mode](#) can help prevent access to other apps and areas on your device when you must hand your device to someone else.

Settings

The Settings icon (gear icon) in the Axon app has the following options:

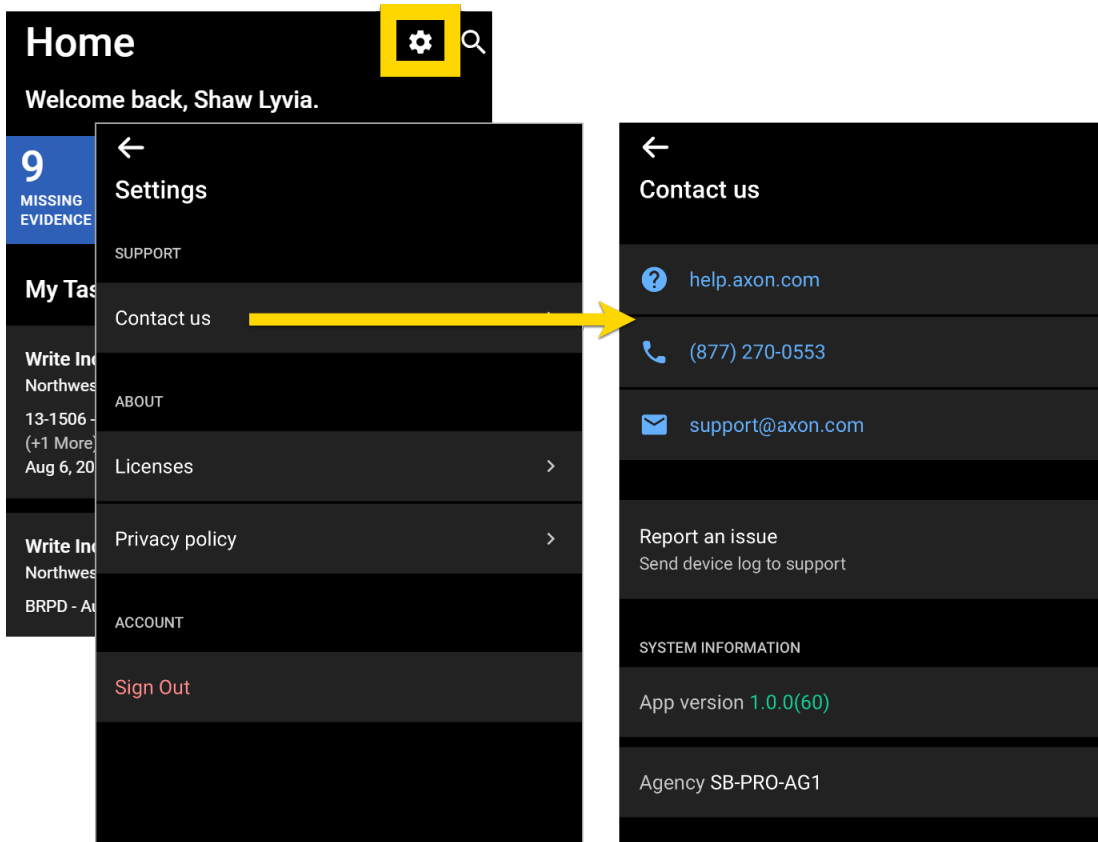
- See the app accessibility statement
- Contact Axon customer support.
- Set an Evidence ID prefix
- Use 4K resolution for video
- Set a cellular upload limit
- View the app licenses and privacy policy.
- Sign out from your account on the app.

If you run into any difficulties while using the Axon app, you can contact the Axon support team from the Contact us screen. You have several options for contacting support:

- View the help documentation and product guides.
- Call Axon customer support.
- Send an email to support@axon.com.

Select **Report an issue** to send a device log to the Axon support team, which can help them diagnose the issue. Choose from the share options to save the log to your device or open your device's email app to send the log to support@axon.com.

For more information about managing the Share options that appear on this screen, see [Apple's help documentation](#).



Safe Mode in the Axon app

When you need to hand your device to someone else for an action such as getting a signature or sharing a QR code with them, it's important that they can't access other information in the app or on your device. Safe Mode activates when you start certain workflows in the Axon app, and does the following:

- Locks in-app navigation
- Shows a notification that the app is in Safe Mode
- Puts the device OS into Do Not Disturb mode
- Prompts you to enable Screen Pinning in Android, or Guided Access in iOS, which prevents switching to other apps
- Requires you to authenticate again to exit Safe Mode and the workflow you started

Requirements

- Using the Axon app on Android or iOS - Safe Mode is not supported when using the Axon app through your browser
- Axon app version 1.7.0 or later
 - This version is supported on Android 12 or higher and iOS 17 or higher
- Biometric or PIN sign-in enabled for your device

We strongly recommend using Screen Pinning (Android) or Guided Access (iOS). These features must be enabled on your phone for you to use them in the Axon app. Instructions for enabling these features can be found on the [Google](#) or [Apple](#) support sites. You only need to enable the feature; when Safe Mode is activated in the Axon app, it will prompt you to turn on the feature on.

Using Safe Mode

When you start a supported workflow, Safe Mode will automatically activate.

1. When prompted, follow the instructions to turn on Screen Pinning or Guided Access.
 - a. You can choose to continue without turning on the additional OS security; however, we strongly recommend using those features so the other person can't access your other apps or information.
2. Hand the device to the other person to complete their part of the workflow.
3. When they hand it back, select the option to submit, and then authenticate with biometrics or PIN. The Axon app exits Safe Mode.
4. Turn off the additional OS security using the instructions for [Screen Pinning](#) or [Guided Access](#), if you turned it on in step 1.

Workflows that start Safe Mode

Currently, Safe Mode activates when starting the following workflows:

- eSignature

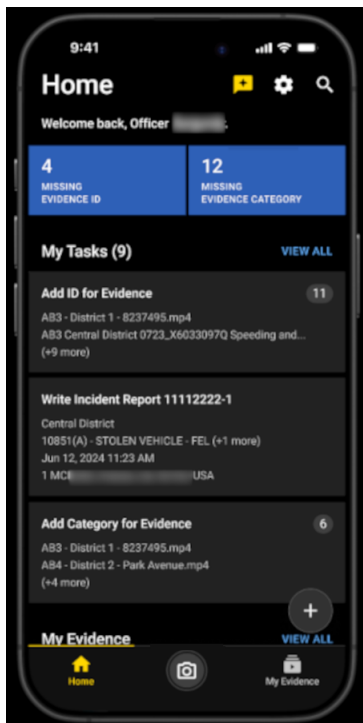
More workflows will be added in the future.

Frequently Asked Questions

1. Can Safe Mode block the Home screen or other apps?
 - a. No. Turning on Screen Pinning (Android) or Guided Access (iOS) will block access to the home screen and other apps.
2. What if I forget OS lockdown?
 - a. In-app navigation stays locked, but the device remains vulnerable to system-level access. The app will remind you to enable it.
3. Can I manually start Safe Mode?
 - a. No. It starts and ends based on the workflow.
4. Is Safe Mode available on desktop or when using the app in a browser?
 - a. No. It's only in the native Axon app for iOS and Android.
5. Does Safe Mode log activity performed when it is active?
 - a. No. It only restricts access; it does not store or transmit interaction data.
6. What setup should your organization do?
 - a. Biometrics or PIN authentication and Screen Pinning or Guided Access enabled on the device, and train users on these OS features.

Home screen overview

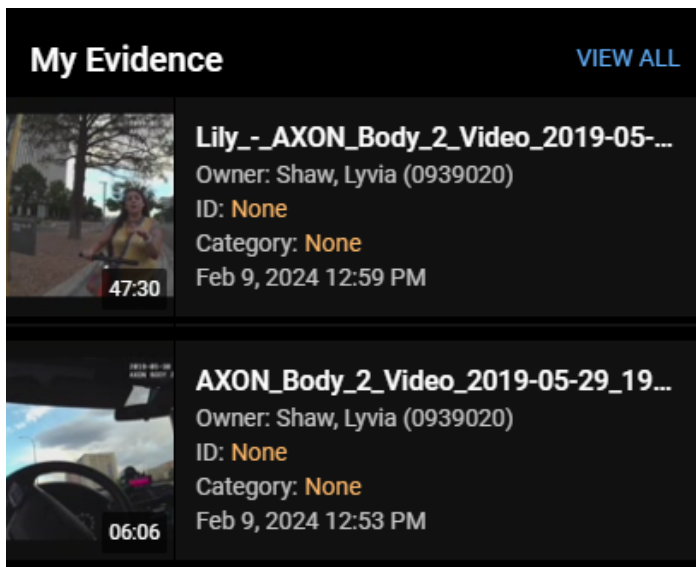
When you sign in to the Axon app, the Home screen will load.



Select the gear icon in the top right to open [settings](#) and the magnifying glass icon to open [search](#). Select the blue shortcuts to [add missing IDs and categories](#) to evidence you uploaded in the last 30 days.

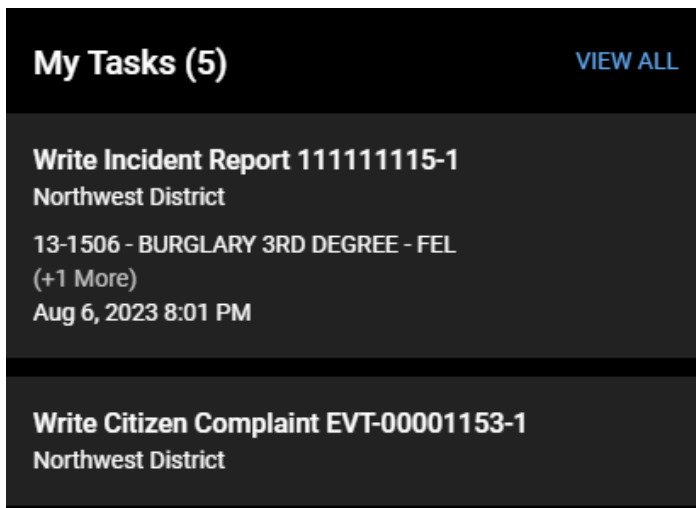
In the *My Evidence* section, you can:

- Select **View All** to see all evidence you have uploaded.
- Select an evidence item to see the evidence details screen.

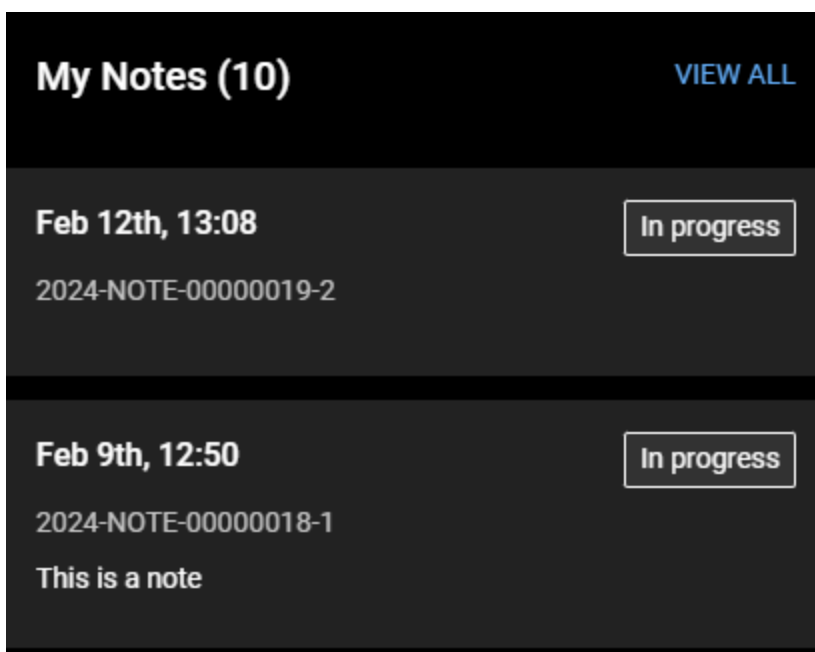


Depending on which features are enabled for your agency, you may also see the following sections:

- If your agency uses Axon Records or Standards, you will see a [My Tasks section](#) where you can:
 - Select **View All** to see all your tasks.
 - Select a report to view and continue working on it.

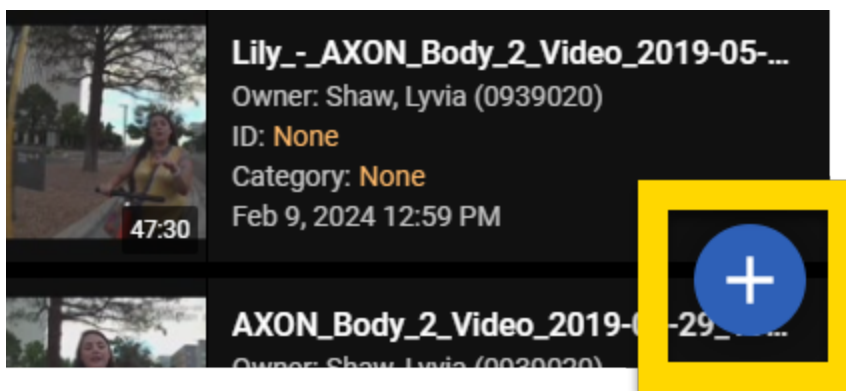


- If your agency uses Axon Notes, you will see a [My Notes section](#) where you can:
 - Select **View All** to see all your notes.
 - Select a note to view and continue working on it.



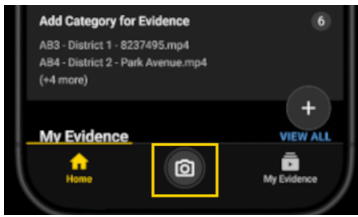
Select the plus icon to take various actions, depending on which features are enabled for your agency:

- [Start Community Request](#)
- [Create Note](#)
- [Create Records Report](#)
- [Create Standards Report](#)



If your admin has enabled photo capture, you can also use the camera icon to capture photo evidence. If enabled for your organization, it can also be used to get information from a driver's license using Smart Capture.

- [Capture evidence with the Axon app](#)
- [Smart Capture in the Axon app for iOS](#)



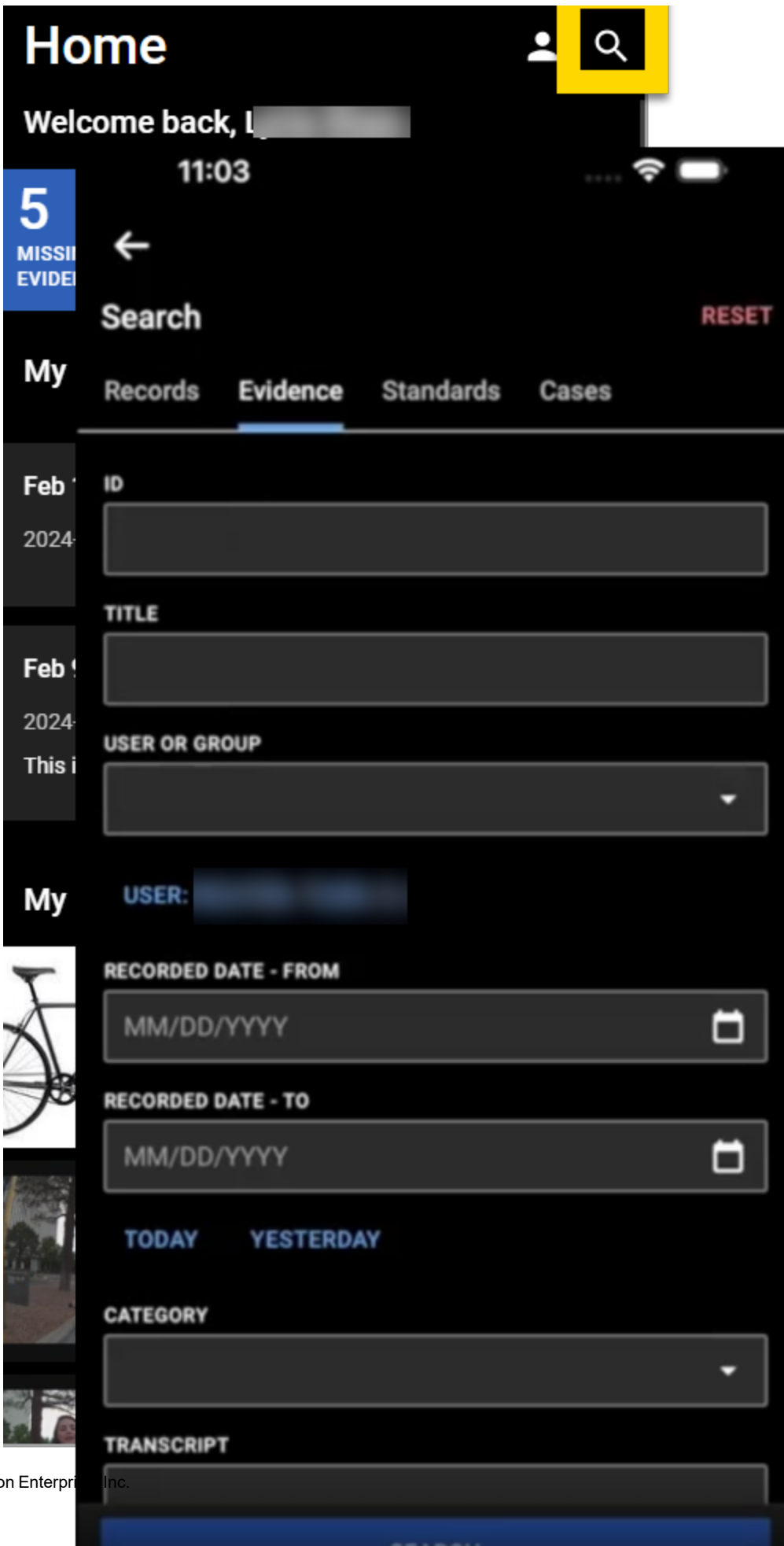
Search in the app

Select the magnifying glass icon on the [Home screen](#) to search. Depending on which features are enabled for your agency, you may see some or all of the following tabs:

- [Evidence](#)
- Cases
- [Records](#)
- [Standards](#)
- Notes

Select the above links to learn more about the search tabs that have more features. All tabs will have the same basics:

Choose the type of search and enter a search term in one of the fields, then select **Search**.









Filtering search results

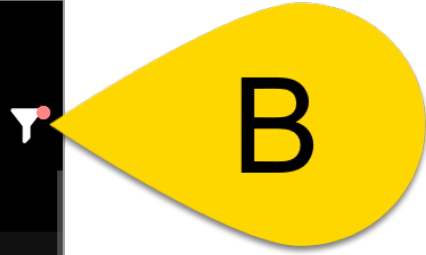
From the list of search results, you can select an item to view it (A) or select the filter icon in the top right corner to add additional filters to narrow down the list of search results (B).

←

Evidence Search Result

1551 items

-  **Restricted Evidence**
ID: 1412
[Request access](#)
-  **Restricted Evidence**
ID: 1412
[Request access](#)
-  **Restricted Evidence**
ID: 1412
[Request access](#)
-  **Restricted Evidence**
ID: 1412
[Request access](#)
-  **Restricted Evidence**
ID: test / 12345
[Request access](#)
-  **Restricted Evidence**
ID: 1412
[Request access](#)



←

Filter Evidence

[RESET](#)

Sort by

Recorded On ▾ Newest first ▾

Filter by

ID



1

TITLE

USER OR GROUP

[USER: SHAW, LYVIA \(LSHAW123\)](#)

RECORDED DATE - FROM TO

MM/DD/YYYY  MM/DD/YYYY 

[TODAY](#) [YESTERDAY](#)

CATEGORY

TAG

[APPLY FILTER](#)

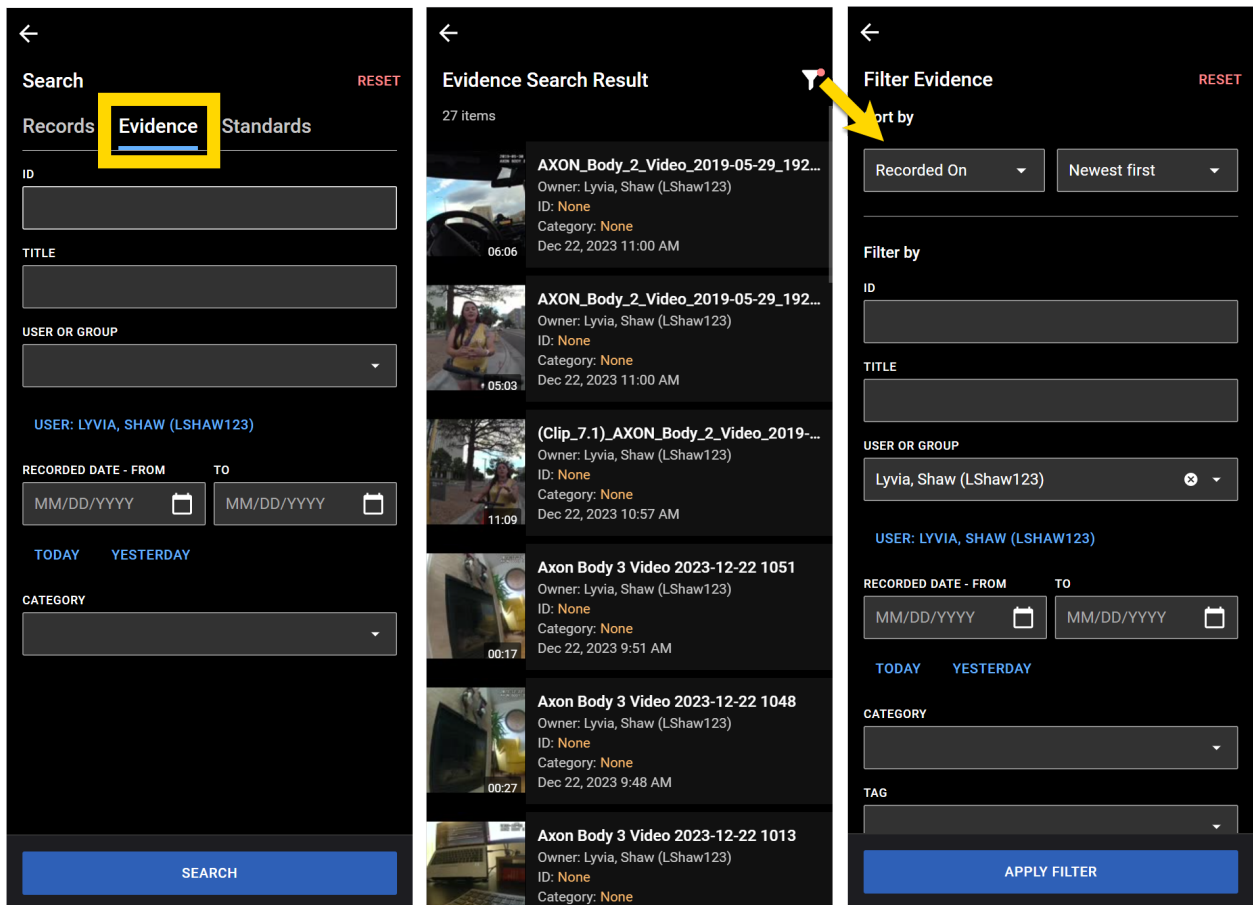
Evidence search

The **Evidence** search tab on the Axon app includes the following search fields: ID, Title, User or Group, Recorded Date (From/To), and Category.

You can also select the **Today** or **Yesterday** buttons to quickly view evidence recorded on those dates.

After entering a search term in one of these fields, you can select the filter icon in the top right to further refine your search. Use the **Sort by** fields to change the order in which your search results appear.

You can also use additional filters to refine your search results, including: Tag, File Type, Status, Source, Device Serial, and Evidence Group.



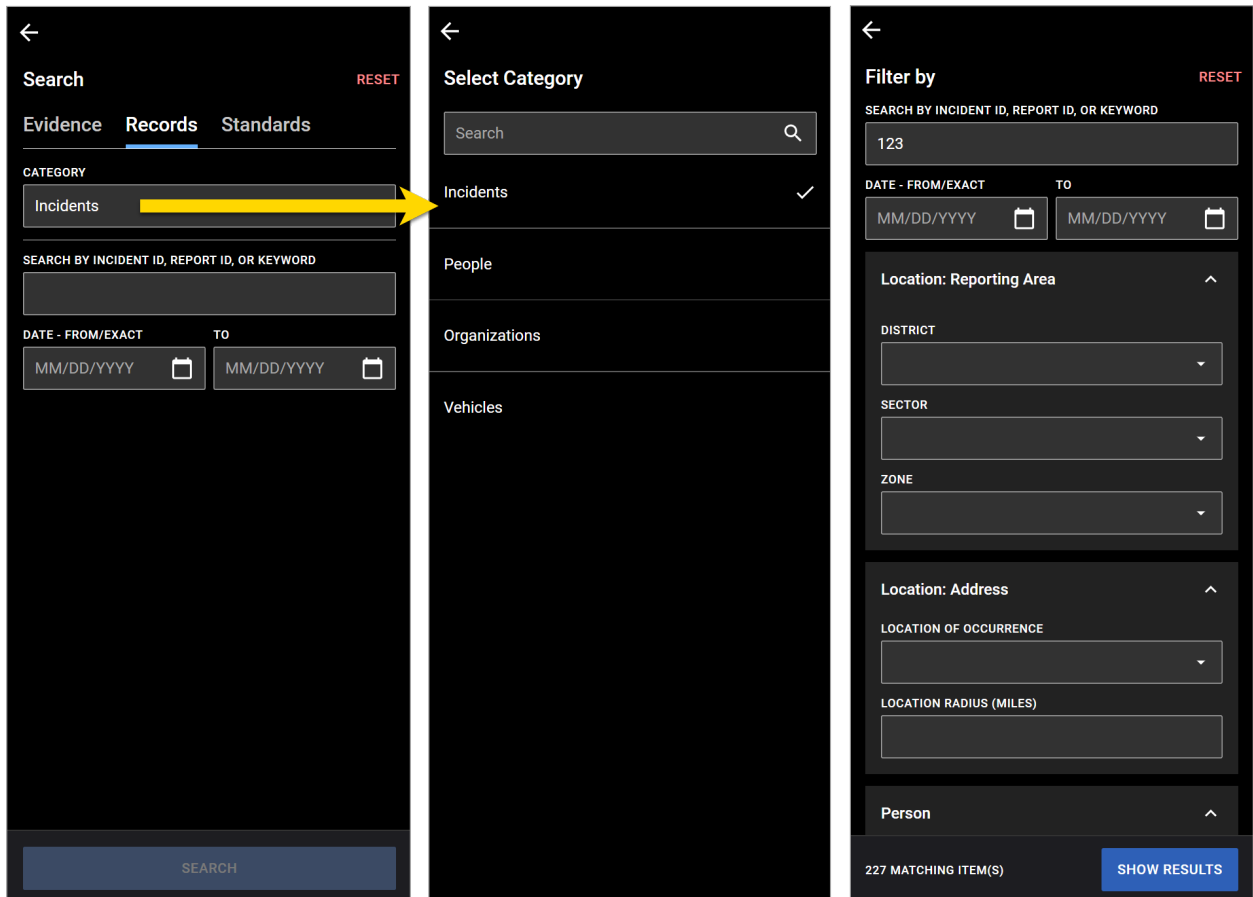
Transcript keyword search

If your organization has the Auto-Transcribe add-on plan, and you have the "Search across Transcripts" permission enabled, you can use the **Transcript** field under the **Evidence** tab to make [Transcript keyword searches](#).

Records search

When using Records search from the Axon app, select the **Category** field to switch between Incidents, People, Organizations, and Vehicles search.

As in the search experience on the desktop application, each search category contains different search fields and filters you can use to refine your search results.



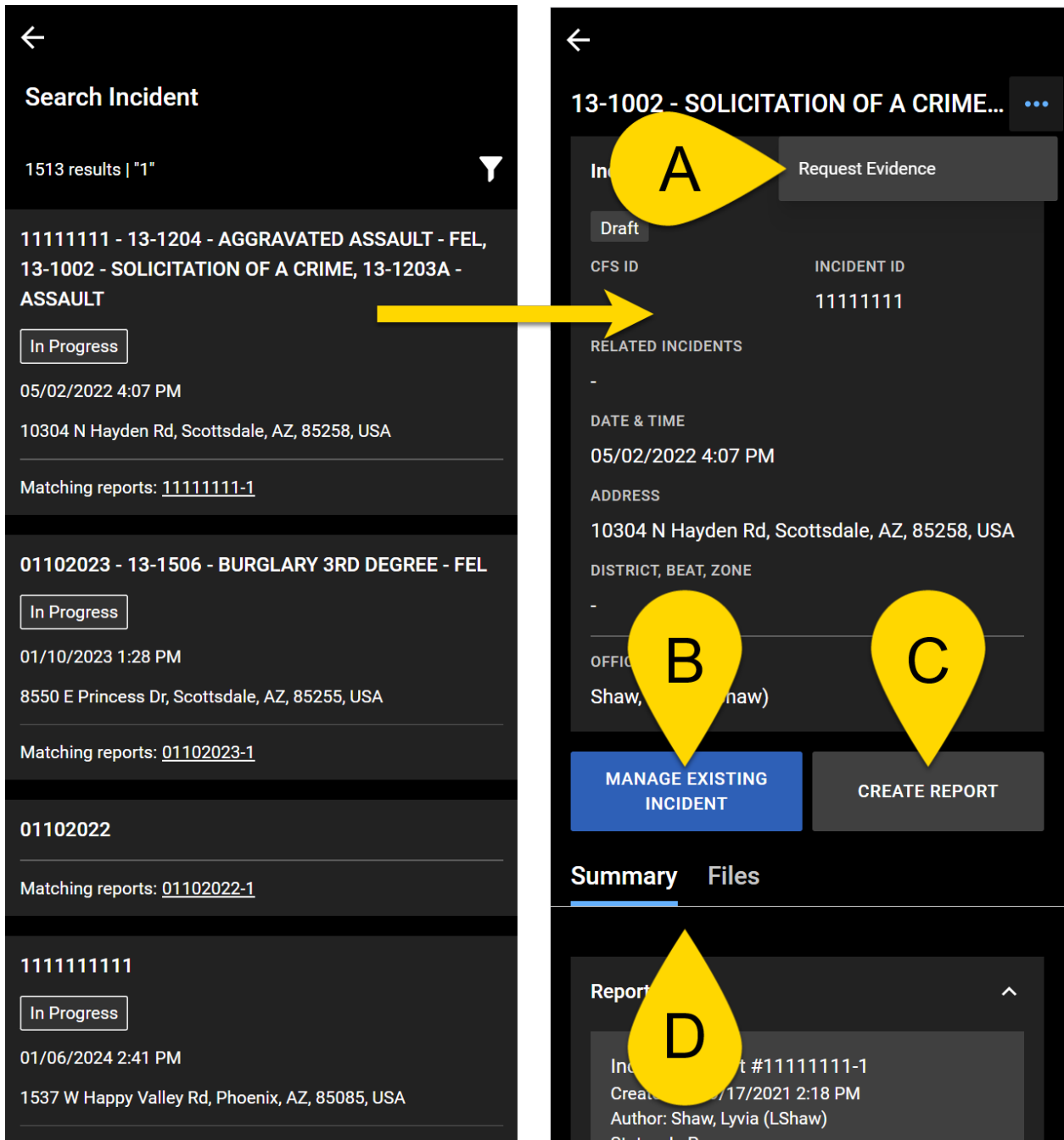
Note

There are additional filters in the search experience for the desktop application that don't appear in mobile search, such as Location.

Incidents Search

Selecting a search result from Incidents search opens the mobile version of the incident profile. From here, you can view the incident and all reports that have been added to it. You can take the following actions:

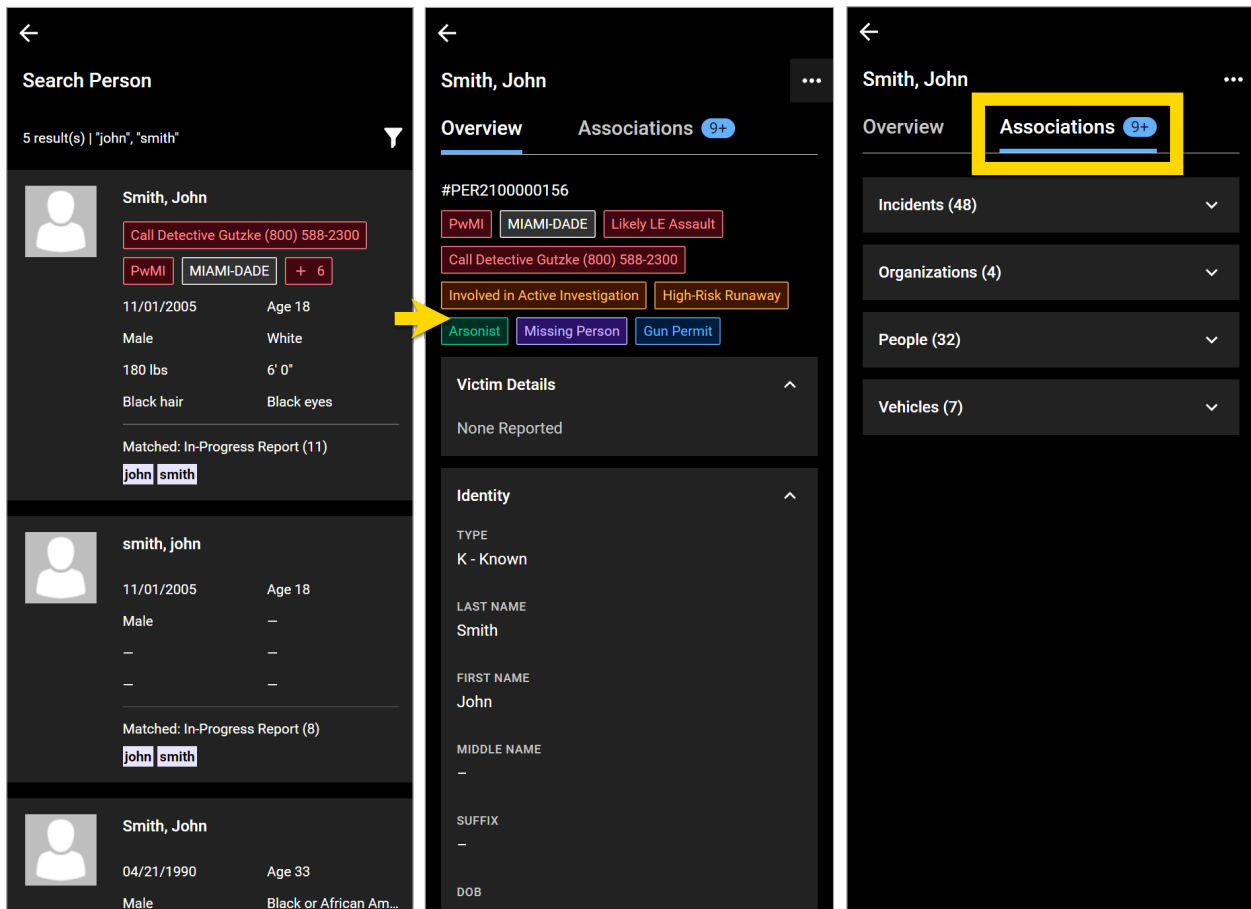
- A. Create a new [Community requests in the Axon app](#) for evidence.
- B. [Manage the incident](#), which includes two options:
 - View Incident: Lets you open and view the incident report without editing it.
 - Edit Incident: Lets you join the incident report as a contributor so you can make edits. For more information, see [Collaborative Report Editing](#)
- C. [Create a new report](#) and add it to the incident.
- D. Use the tabs to switch between viewing the incident's summary information and all files that have been added to the incident.



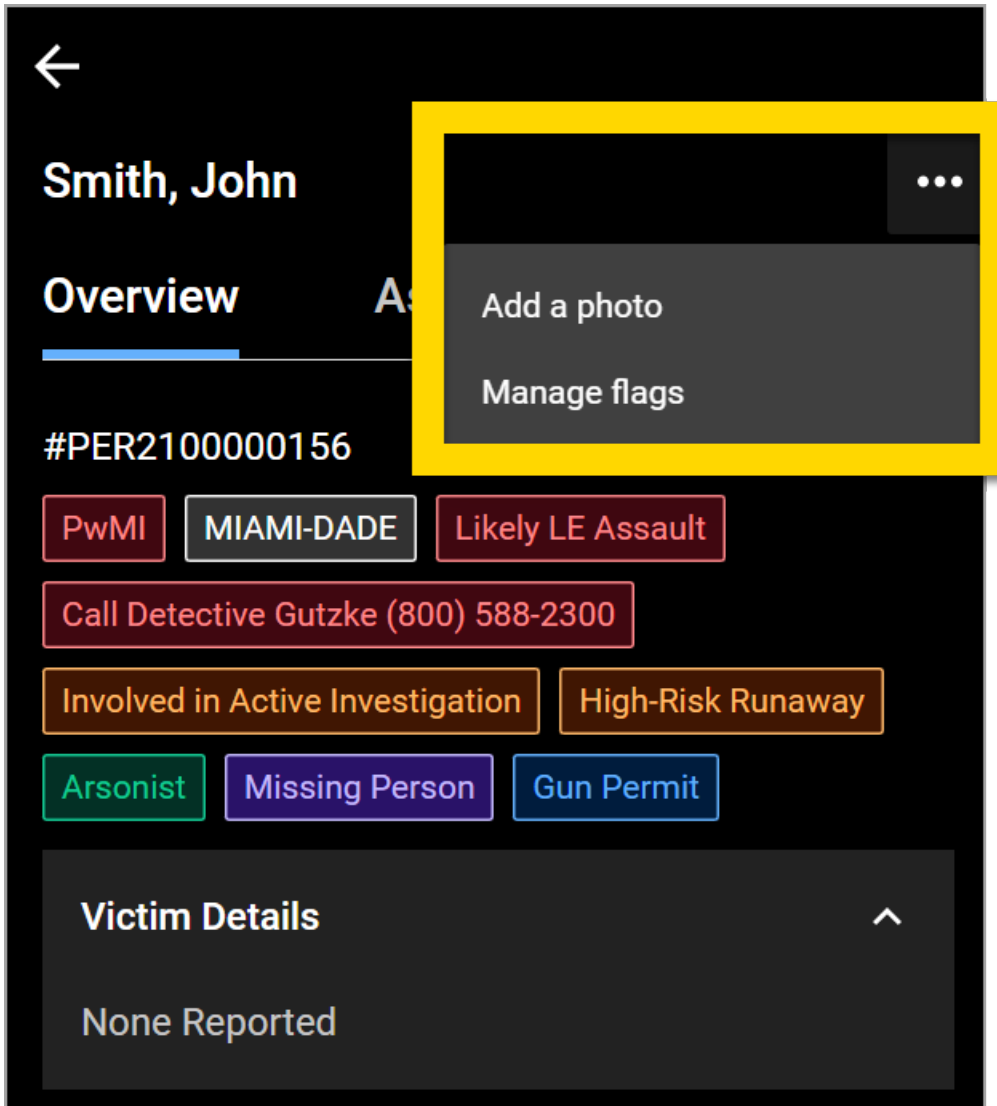
To perform other [incident profile actions](#) (print, add seals, manage restrictions, perform case actions, etc.), use the desktop application.

People Search

Selecting a search result from People search opens the mobile version of the person profile. You can view all information about that person. Select the **Associations** tab to view all incidents, organizations, people, vehicles, and other reports associated with that person.



Select **More Actions** [...] to [add a photo](#) or [manage flags](#) on the person's profile.

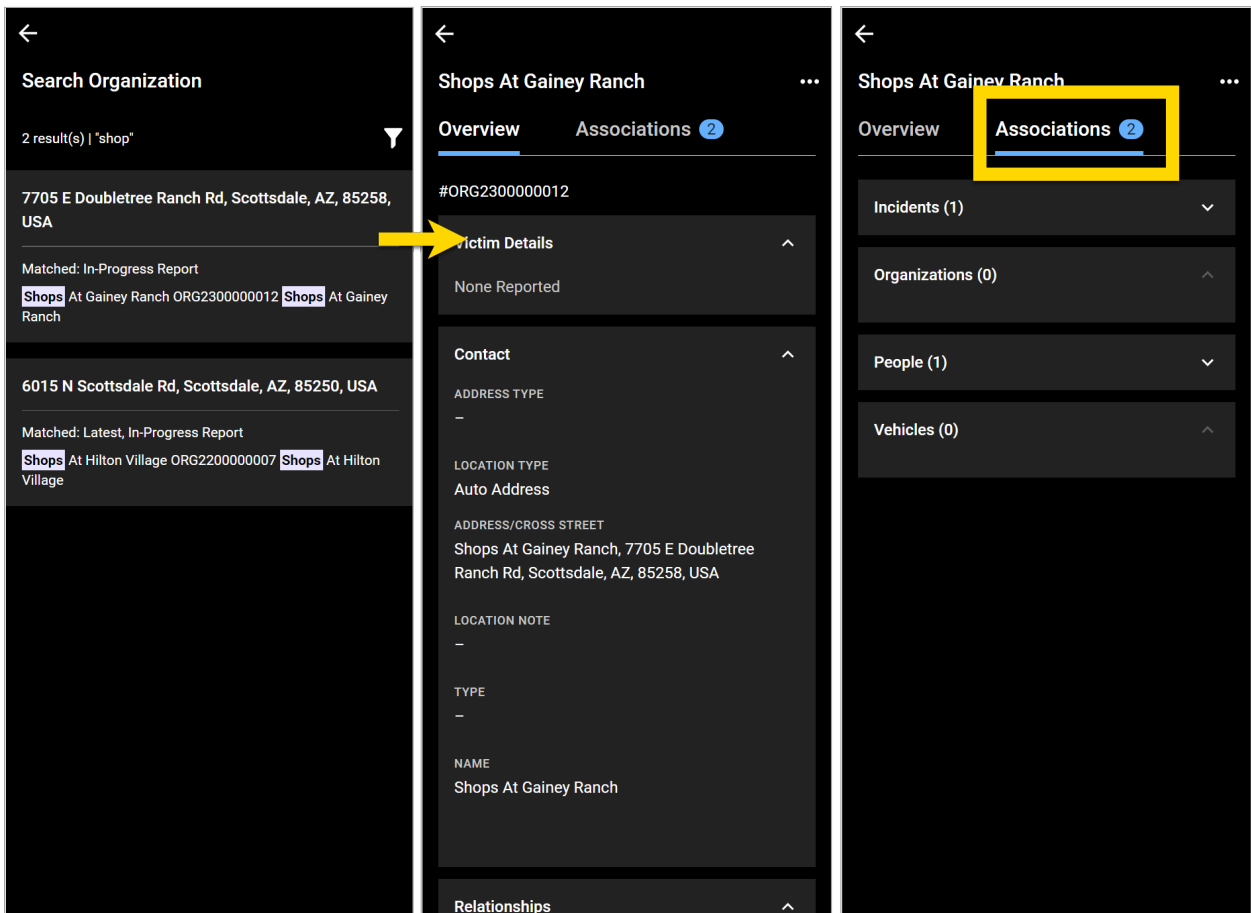


To perform other person profile actions (print, generate photo line-ups, merge duplicate profiles, etc.), use the desktop application.

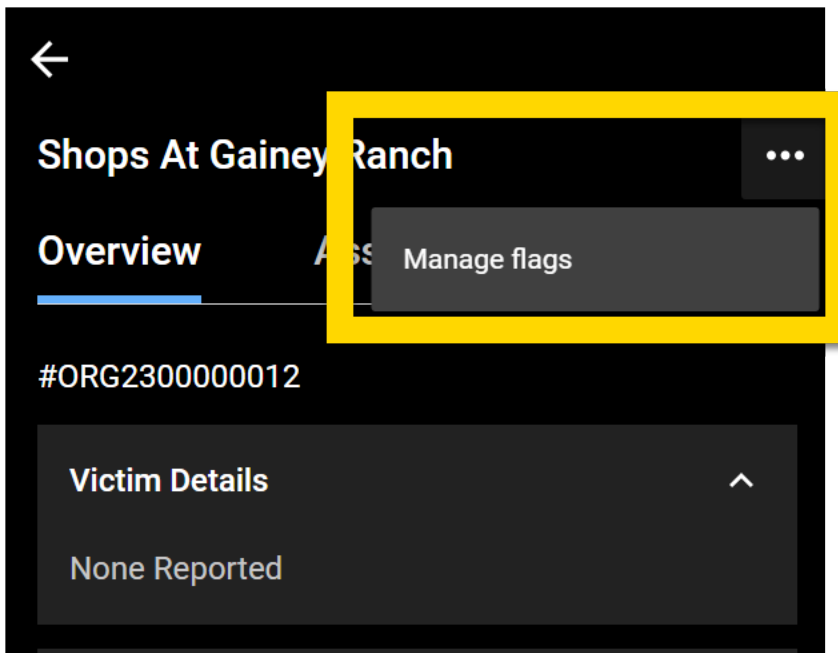
Organizations Search

Selecting a search result from Organizations search opens the mobile version of the organization profile. From here, you can view all information about that organization. Select

the **Associations** tab to view all incidents, organizations, people, vehicles, and other reports associated with that organization.



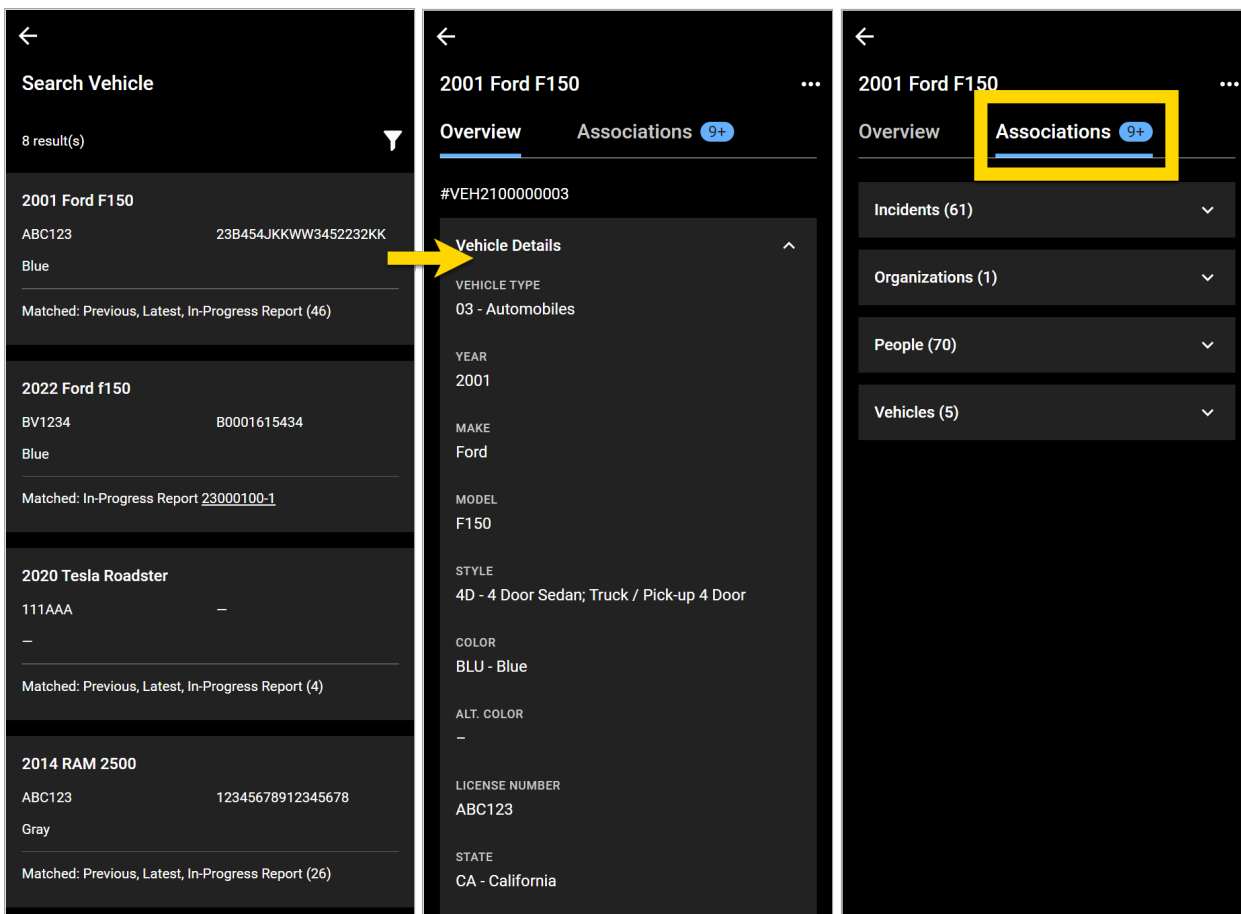
Select **More Actions** [...] to [manage flags](#) on the organization's profile.



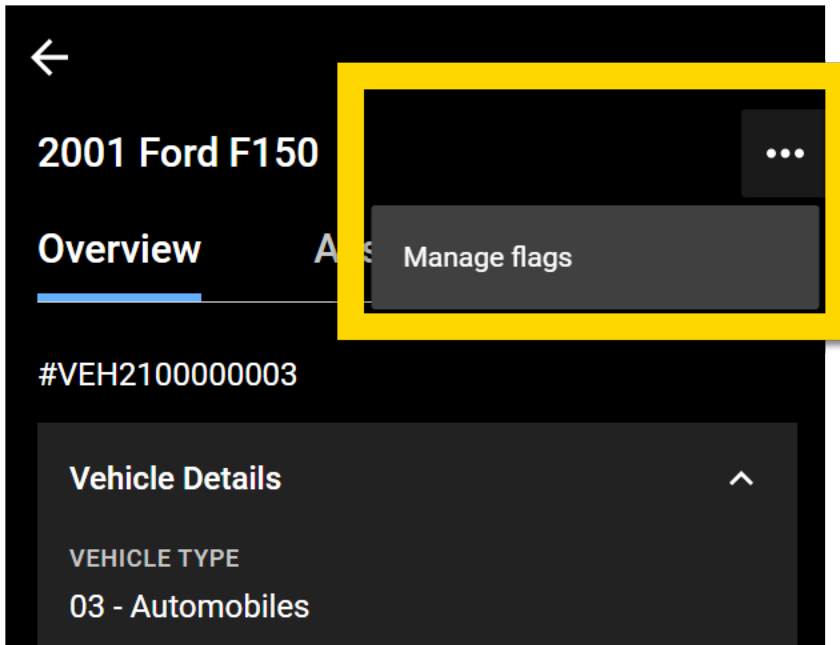
To perform other organization profile actions (print, copy profile link, etc.), use the desktop application.

Vehicles search

Selecting a search result from Vehicles search opens the mobile version of the vehicle profile. You can view all information about that vehicle. Select the **Associations** tab to view all incidents, organizations, people, vehicles, and other reports associated with that vehicle.



Select **More Actions** [...] to [manage flags](#) on the vehicle's profile.

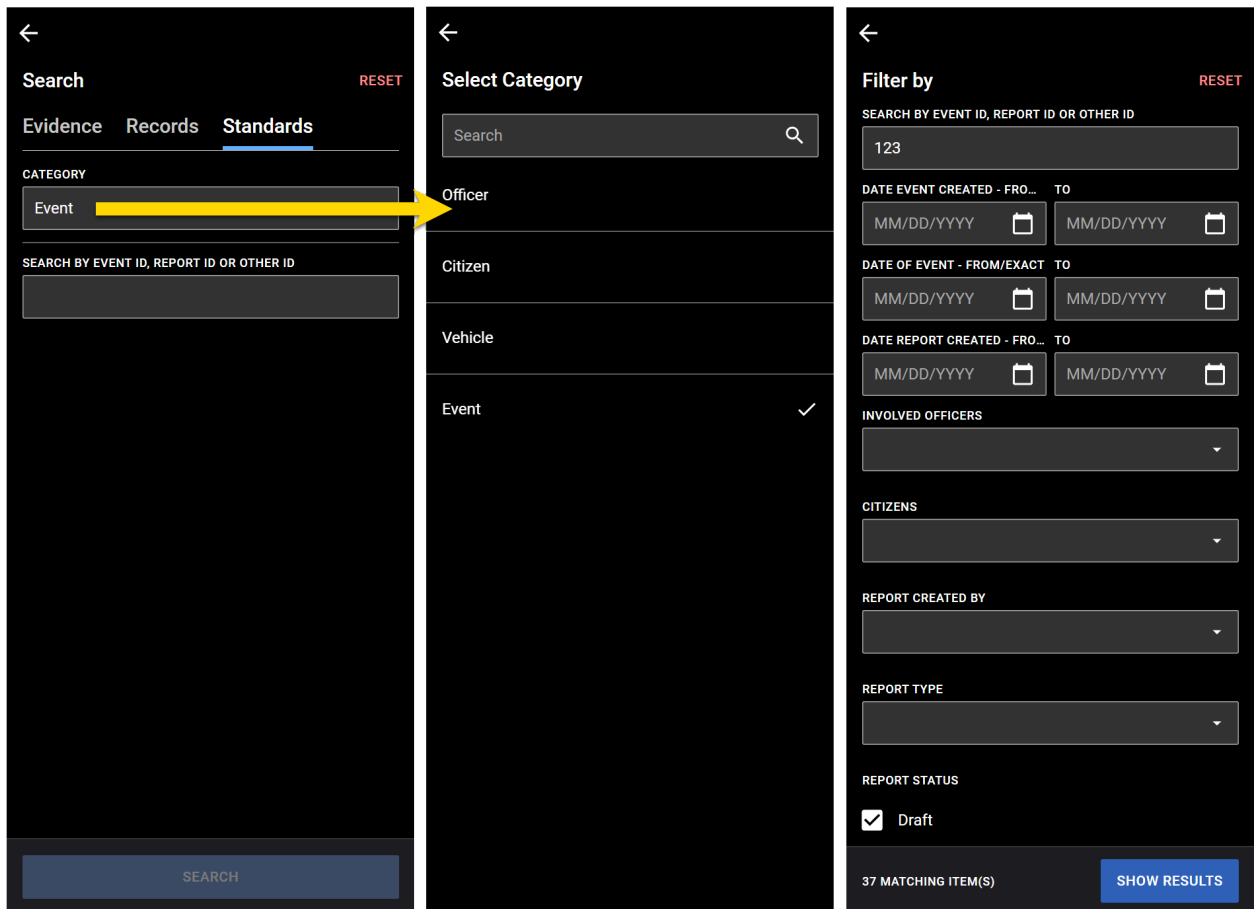


To perform other vehicle profile actions (print, copy profile link, etc.), use the desktop application.

Standards search

When using Standards search from the Axon app, select the **Category** field to switch between Event, Citizen, Vehicle, and Officer search.

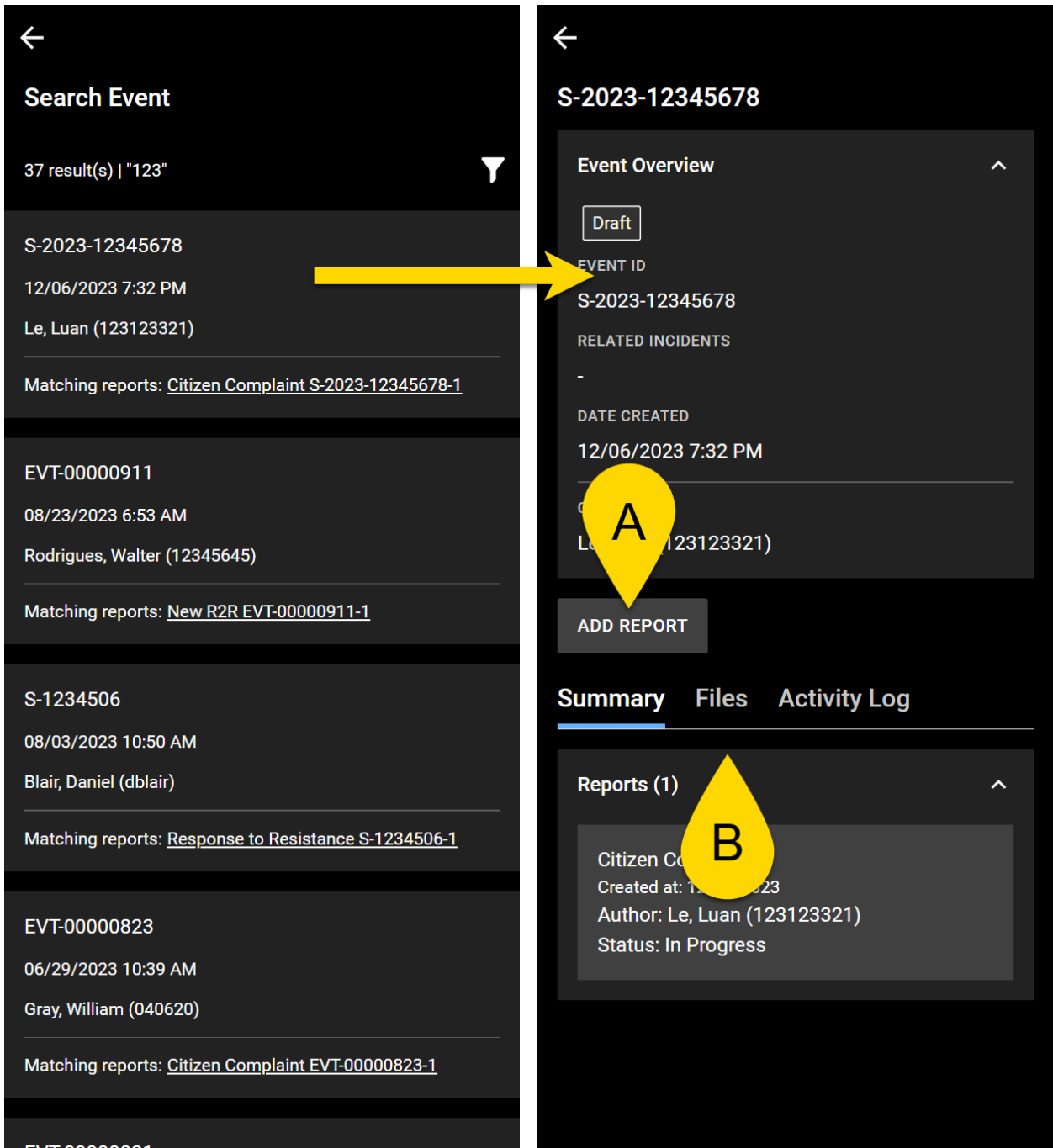
As in the search experience on the desktop application, each search category contains different search fields and filters you can use to refine your search results. There may be additional filters in the search experience for the desktop application that do not appear in mobile search.



Event search

Selecting a search result from Event search opens the mobile version of the event profile. You can view the event and all reports that have been added to it. You can take the following actions:

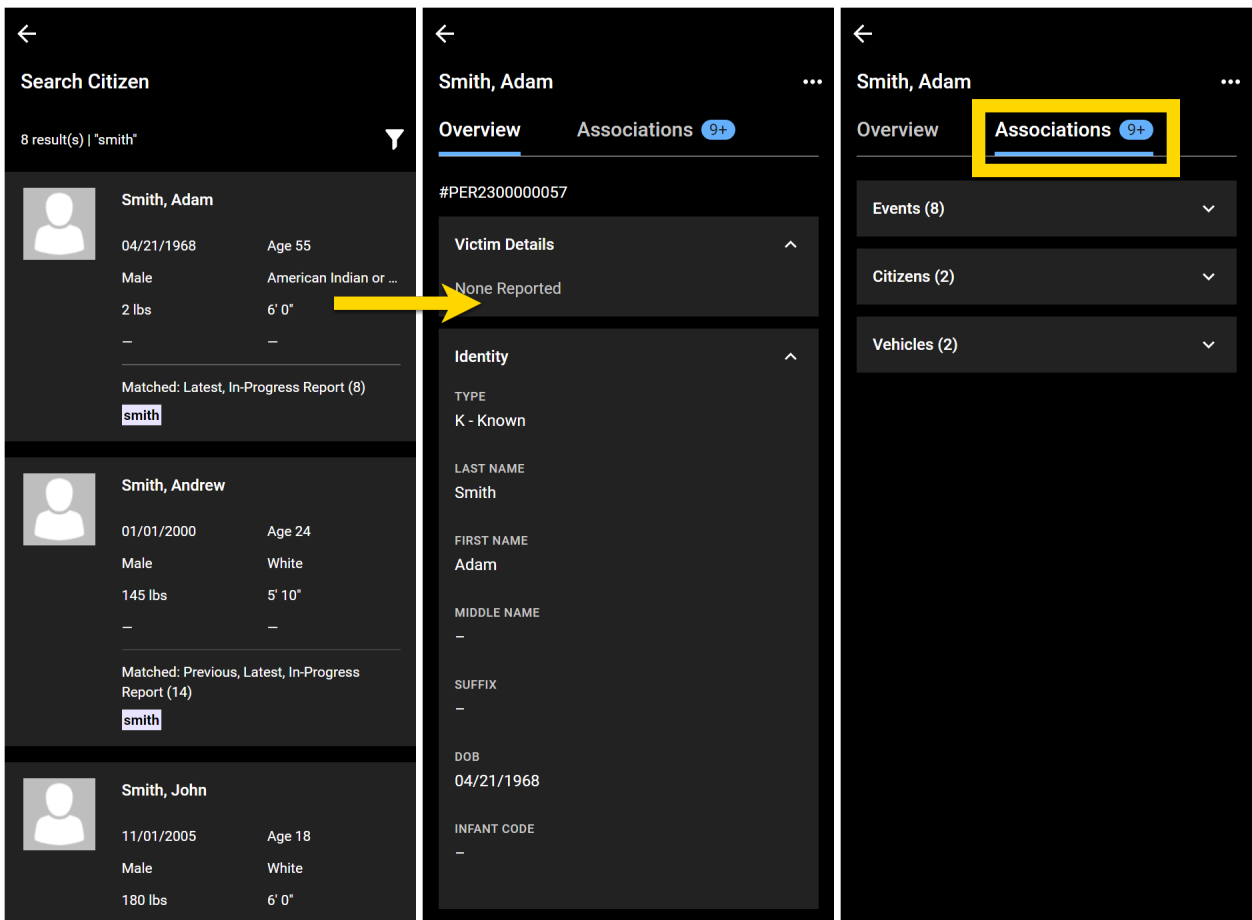
- A. Add a [new report](#) to the event.
- B. Use the tabs to switch between viewing the event's summary information, all files that have been added to the event, and the event's activity log.



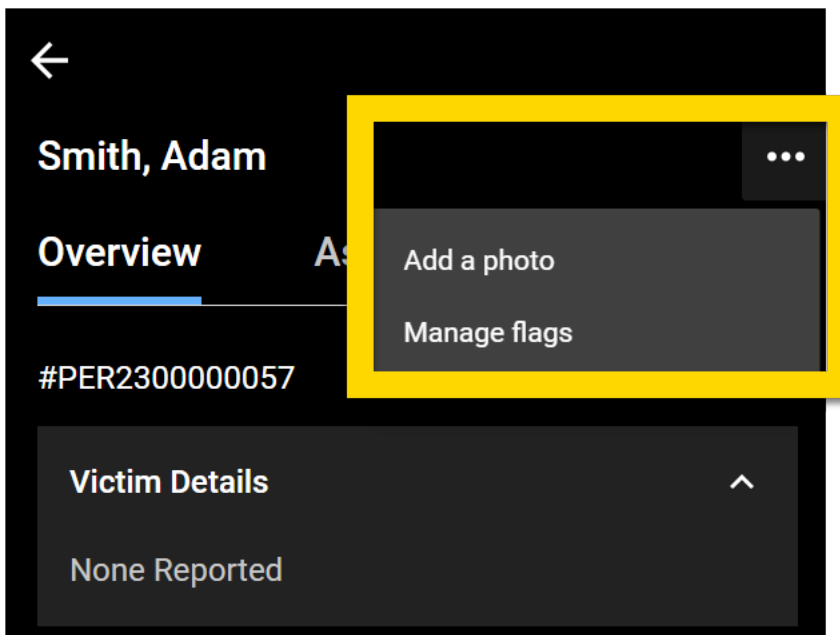
To perform other [event profile actions](#) (print, add seals, manage related incidents, perform case actions, etc.), use the desktop application

Citizen search

Selecting a search result from Citizen search opens the mobile version of the citizen profile. You can view all information about that person. Select the **Associations** tab to view all events, citizens, vehicles, and other reports associated with that person.



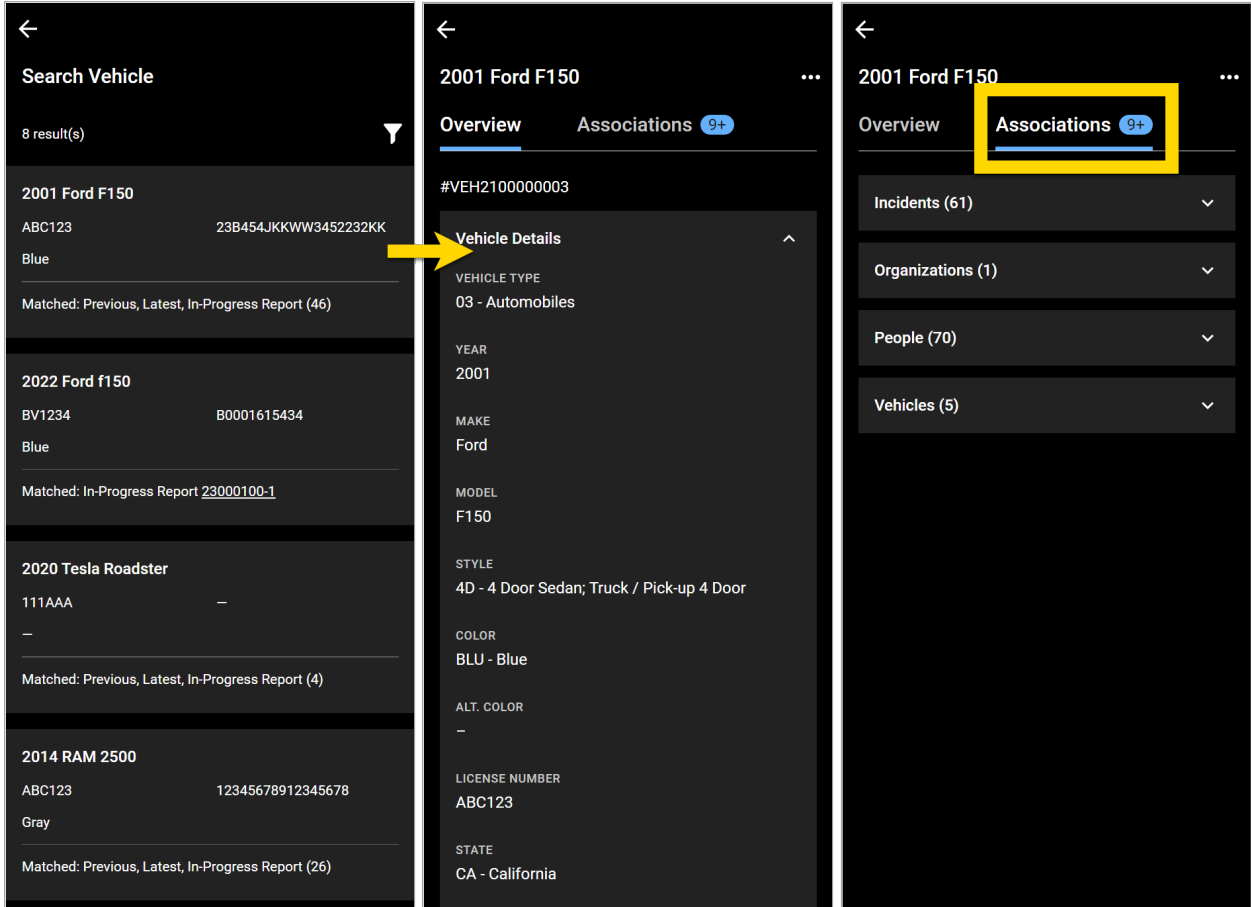
Select **More Actions** [...] to [add a photo](#) or [manage flags](#) on the citizen's profile.



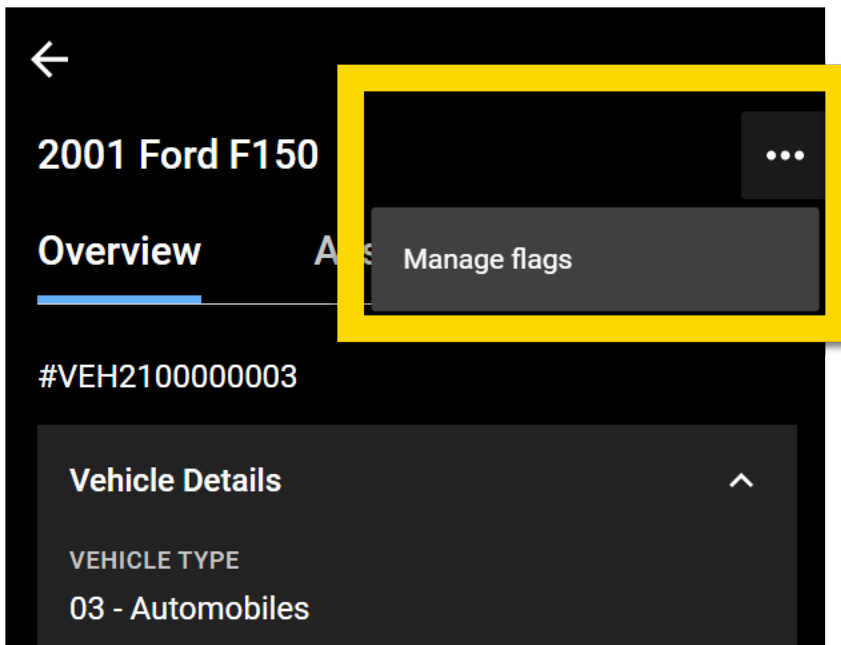
To perform other citizen profile actions (print, show person history, etc.), use the desktop application.

Vehicles search

Selecting a search result from Vehicles search opens the mobile version of the vehicle profile. You can view all information about that vehicle. Select the **Associations** tab to view all incidents, organizations, people, vehicles, and other reports associated with that vehicle.



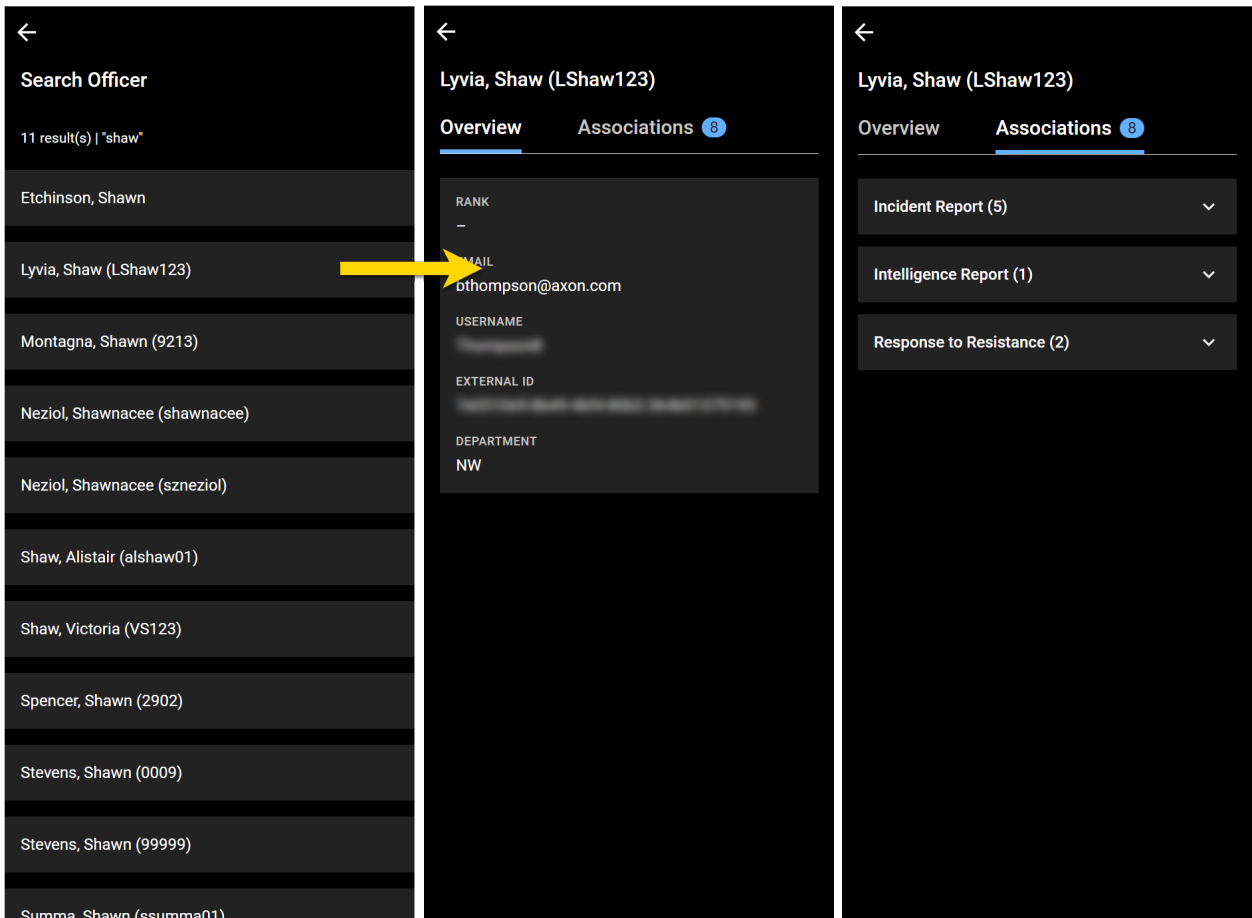
Select **More Actions** [...] to [manage flags](#) on the vehicle's profile.



To perform other vehicle profile actions (print, copy profile link, etc.), use the desktop application.

Officer search

Selecting a search result from Officer search opens the mobile version of the officer's profile. You can view all information about that officer. Select the **Associations** tab to view all reports that officer is included in as an involved officer.

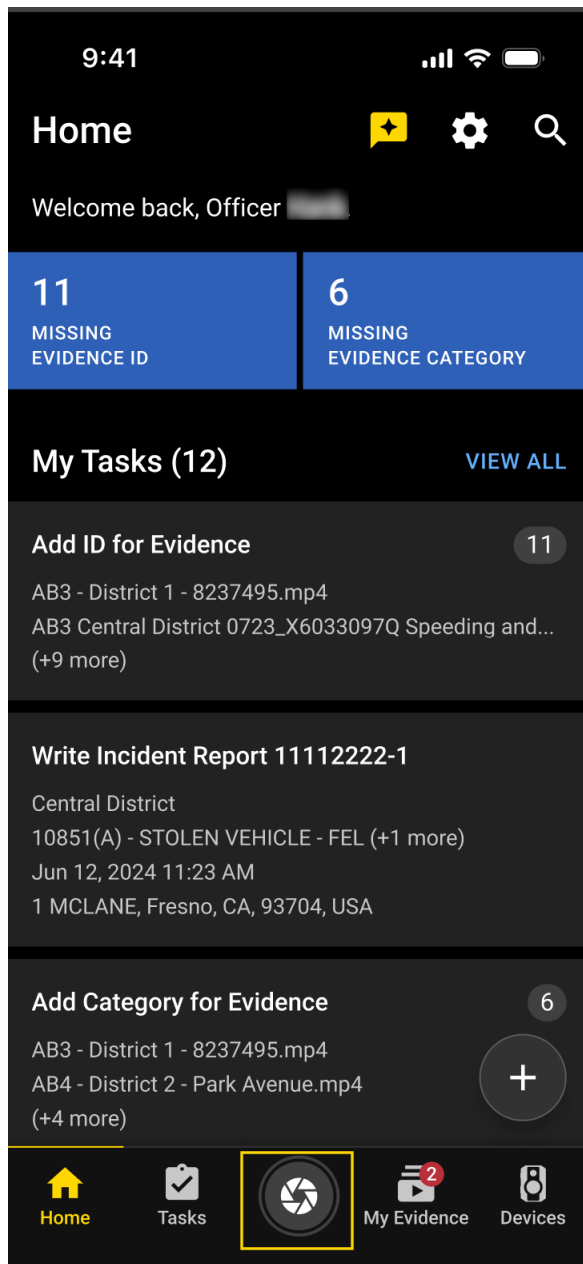


Capture evidence with the Axon app

The Axon app version 2.0.0 for both Android and iOS can capture evidence in the form of audio, photos, and video directly from the app and upload it to Axon Evidence.

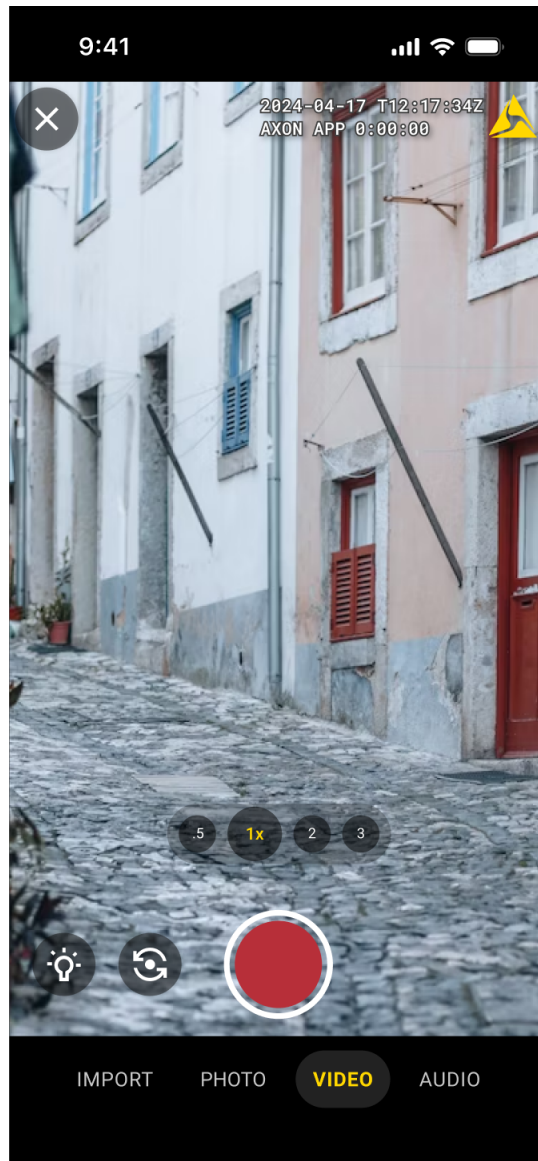
Capturing evidence

1. Tap the capture icon on the Axon app home screen.



a.

2. Select whether you want to import evidence already on the device, or capture photo, video, or audio.



a.

3. For **Import**:

- a. Select the photos or videos you want to import from the device library.
- b. Review the selection and confirm.
- c. Add metadata (such as ID, category, and title).

4. For **Photo**:

- a. Adjust camera settings, such as the flash or low-light mode.
- b. Tap the on-screen shutter button, or press a side volume button (if supported on your device).
- c. Tap the photo thumbnail that appears to make sure you are satisfied with the

photo.

- d. Add metadata (such as ID, category, and title).
5. For **Video**:
 - a. Press the Record button on the screen.
 - b. Press Stop when you are done capturing video.
 - c. Review the captured video.
 6. For **Audio**:
 - a. Press the Record button on the screen.
 - b. Press Stop when you are done capturing audio.
 - c. Review the captured audio.

Uploading evidence

The evidence will upload when:

- The device is connected to the internet
- You are signed into Axon Evidence
- You have entered the details for the evidence and selected **Upload** in the app.

Notes

- The Axon app must have the Cellular Data permission enabled in your device's settings to upload without a wifi connection. If the Cellular Data permission is disabled for the Axon app, the evidence will upload the next time the device connects to wifi.
- In Axon Evidence the uploaded evidence will be assigned to the user who is signed in at the time of upload. When using a shared device, ensure your evidence is uploaded before checking in or handing off the device.

The evidence is automatically deleted from the device's storage once it is uploaded to Axon Evidence.

Smart Capture in the Axon app for iOS

Smart Capture in the Axon app for iOS scans a U.S. or Canadian driver's license (DL) bar code and adds the license information to your evidence collection. Some additional actions can be done using the information from the scanned DL:

- Organizations with the Auto-Transcribe Unlimited add-on plan can make Transcript Keyword Searches.
- Organizations with Axon Records plans can make person profile searches, and add person profiles.
- Organizations with Axon NCIC can do NCIC searches.

Note

Smart Capture is part of the AI Era Plan. If your organization doesn't have the AI Era Plan, the Smart Capture license can be purchased separately. Contact your Axon representative to learn more.

Watch this [video](#) for an overview of Smart Capture.

Admin prerequisites

Note

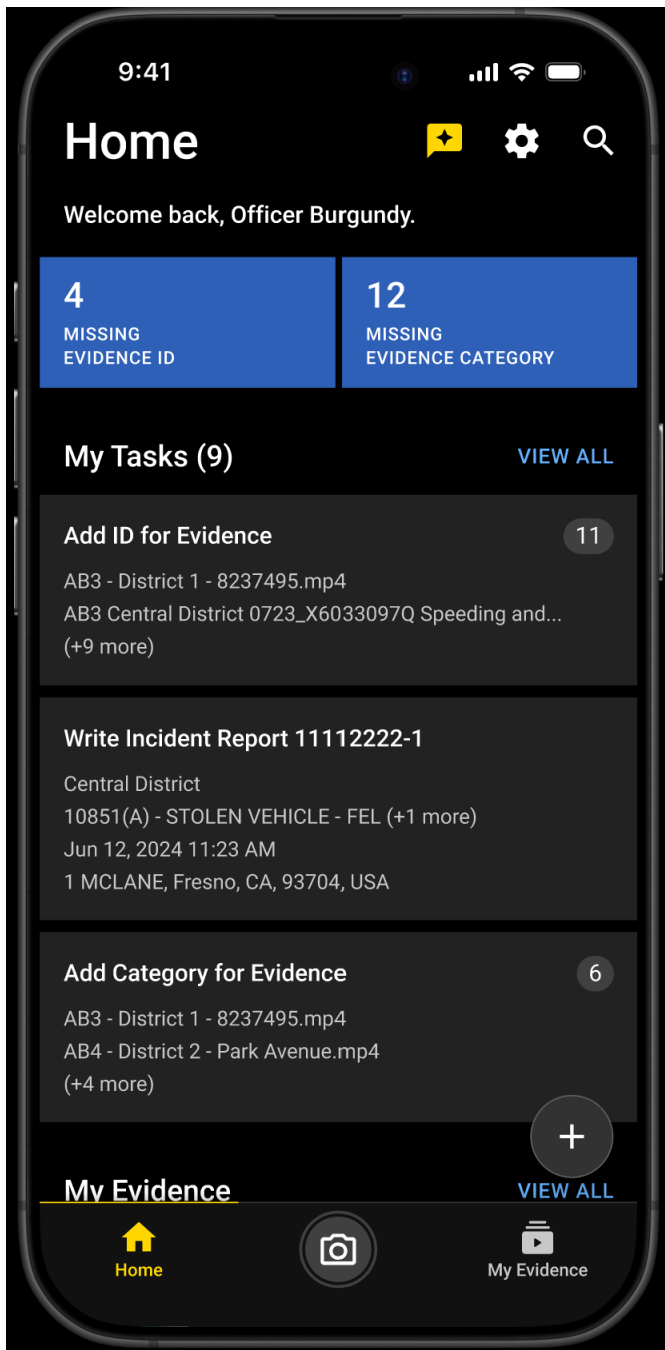
This section is intended for Axon Evidence admins only. Skip to **Access the Camera in the Axon app** below if you're using this feature.

Three settings are required in Axon Evidence > **Admin**:

1. For the Axon app to have access to the mobile device's camera, **Allow Photos** in **Axon Capture** (found under Applications) must be enabled.
2. The Axon app must be exempted from IP restrictions in **Security** (found under Security & Integrations) > **IP Restrictions**.
3. **Axon App** must be set to **Allowed** in **Roles & Permissions** (found under Agency Settings) for all Roles that will use this feature.

Access the Camera in the Axon app

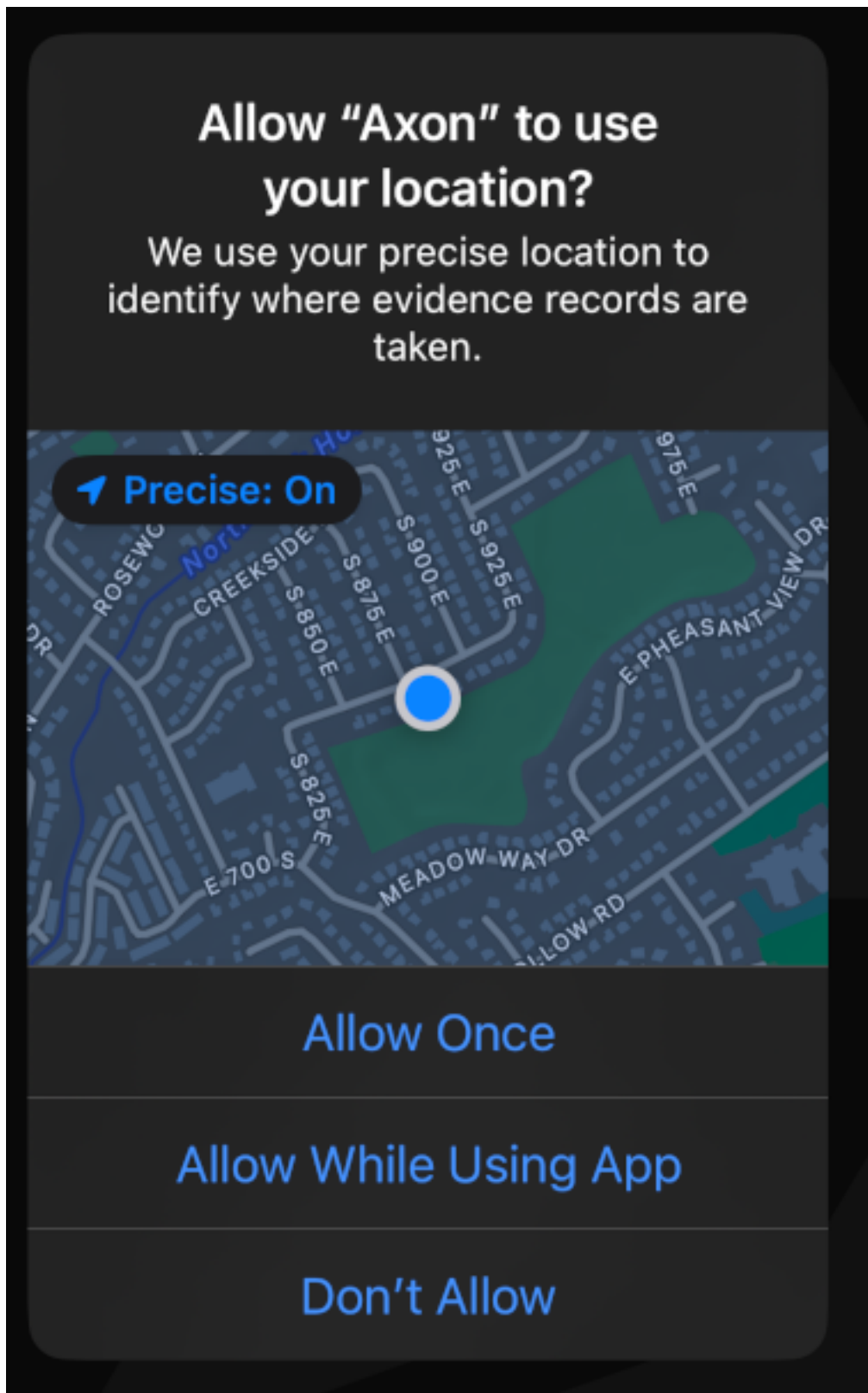
1. Launch the Axon app.
2. Select the camera icon.



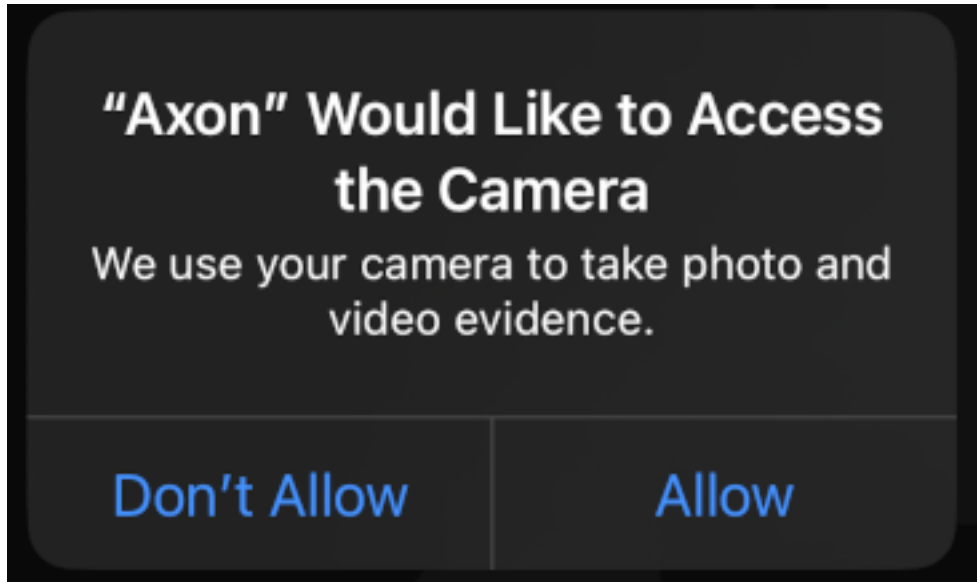
First use - permissions

On first use of the camera, you'll be prompted to allow the app two permissions:

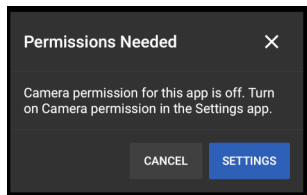
1. Use your location - we recommend selecting **Allow While Using App** so digital evidence will include geolocation.



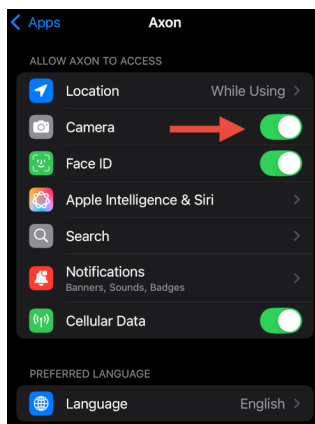
2. Use the camera



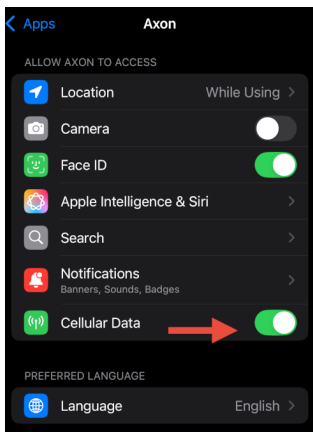
- Select **Allow**. If you choose **Don't Allow**, the app will prompt you with **Permissions Needed**. Select **Settings**.



- Enable camera permissions for the app, or you can't use this feature.



- Important:** If you have disabled the **Cellular Data** permission, your evidence will only upload when you are connected to wifi, limiting the usefulness of this feature in the field. We strongly recommend leaving this permission enabled.



Using Smart Capture

Scan the back of the DL

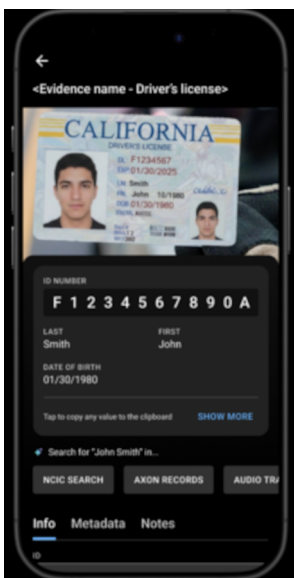
After accessing the camera from the Axon app, point the camera at the back of the DL...



Scan the front of the DL



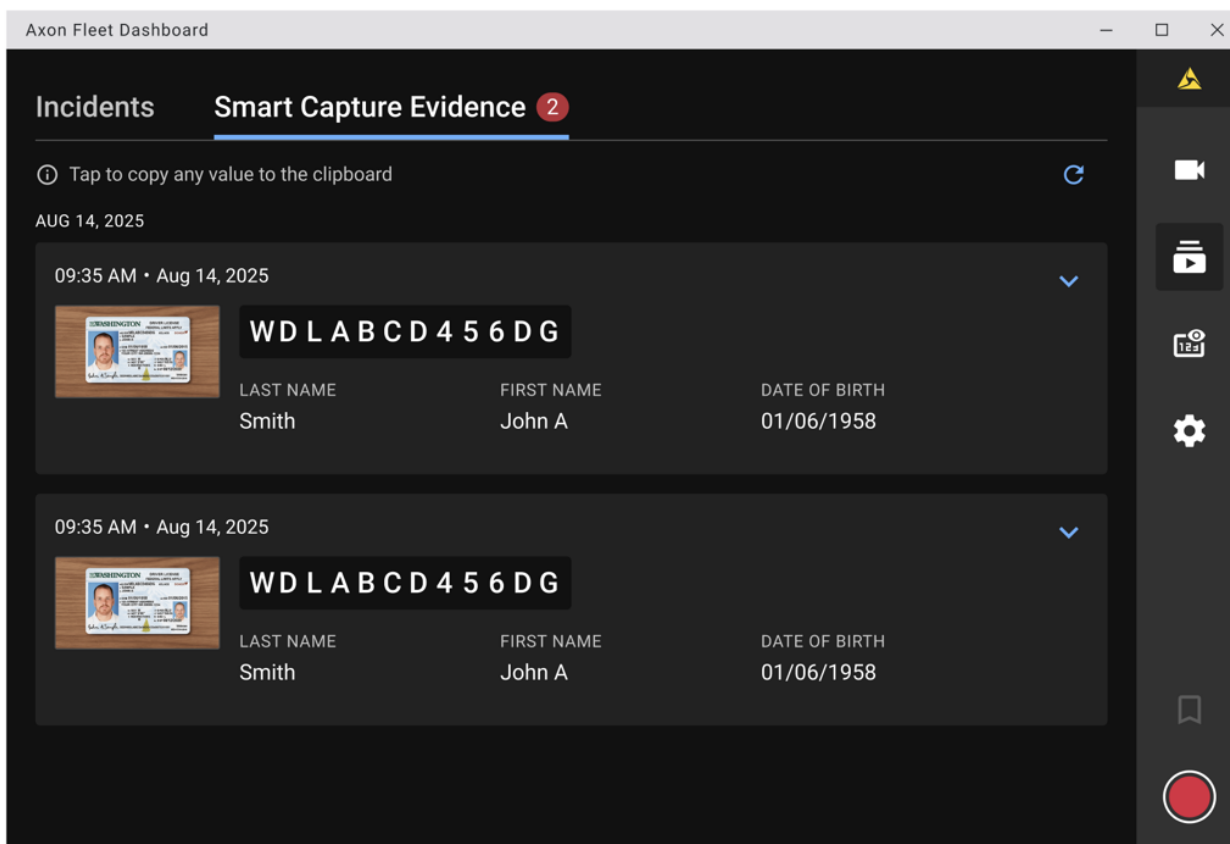
Viewing uploaded DL data



Fleet 3 Smart Capture Evidence

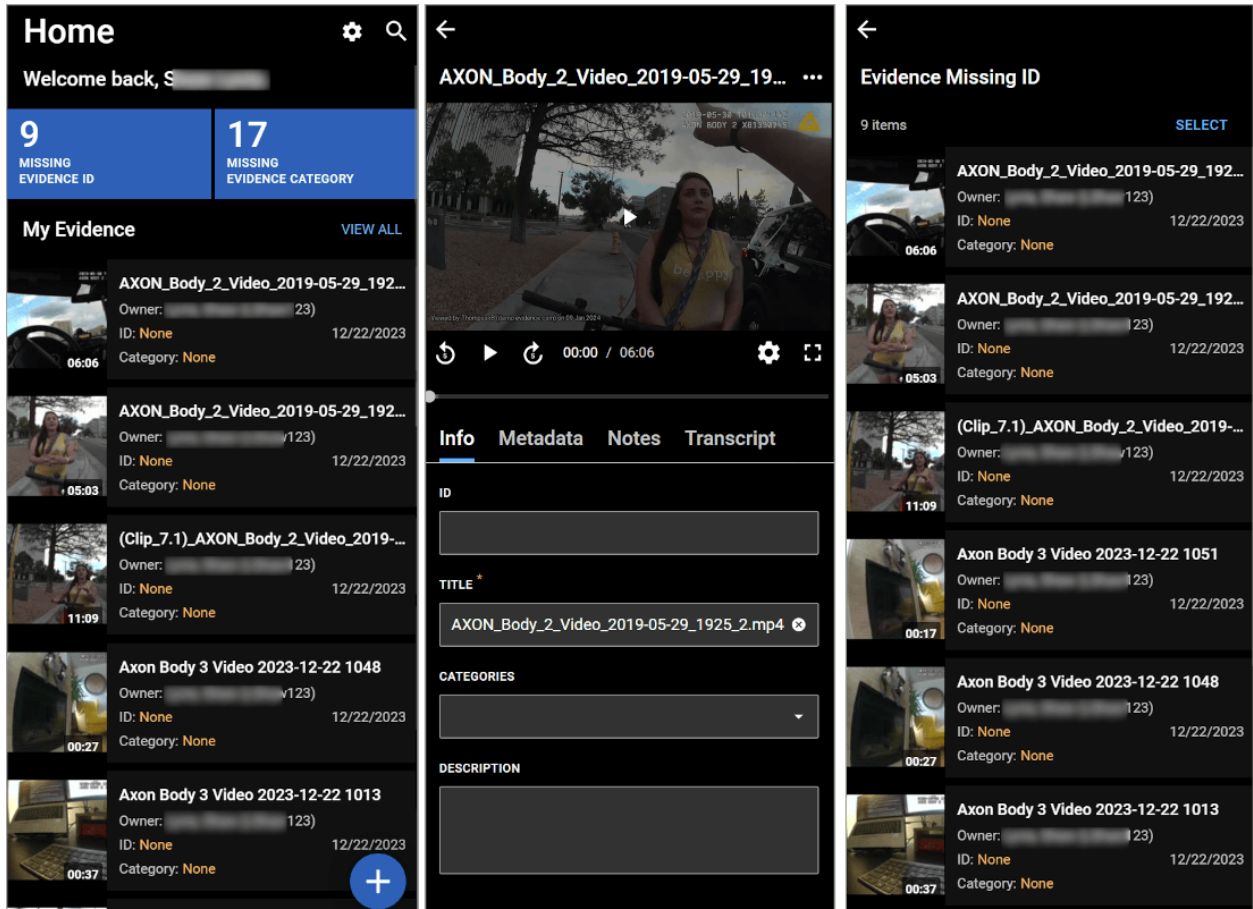
Notes

- The Fleet integration is disabled by default. If your organization wants to use this feature, contact your Axon representative.
- For Smart Capture data to appear in the Fleet 3 Dashboard, users must upgrade firmware and Dashboard versions. After updating and restarting, you'll see the **Smart Capture evidence** tab.



Evidence in the Axon app

Using the Axon app, you can view and manage evidence details, and add missing Evidence IDs and categories.



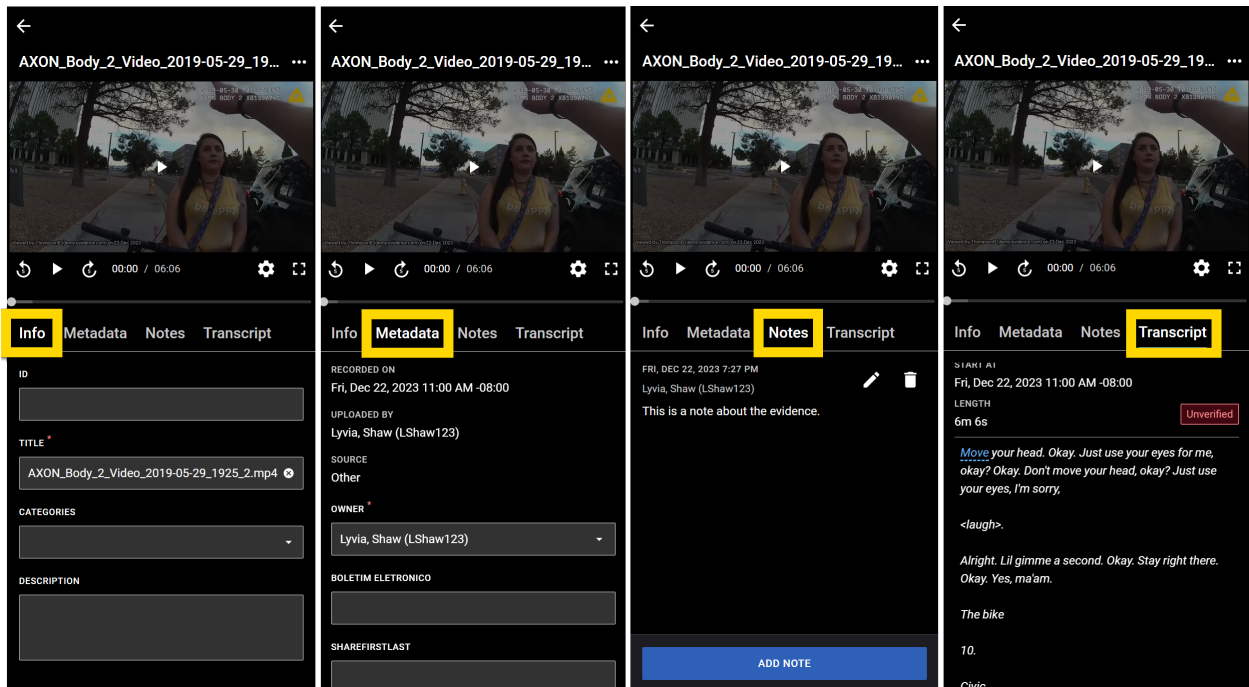
See this video for a quick explanation of this feature.

View and manage evidence details

Selecting a piece of evidence on the Axon app opens the evidence details screen. From this screen, you can view the evidence, as well as interact with the evidence details using the four tabs:

- **Info:** Update the ID, Category, Title, and Description.
- **Metadata:** Update all other evidence metadata fields.
- **Notes:** Select **Add Note** to add an evidence note. Use the pencil and trash can icons to edit or delete notes.

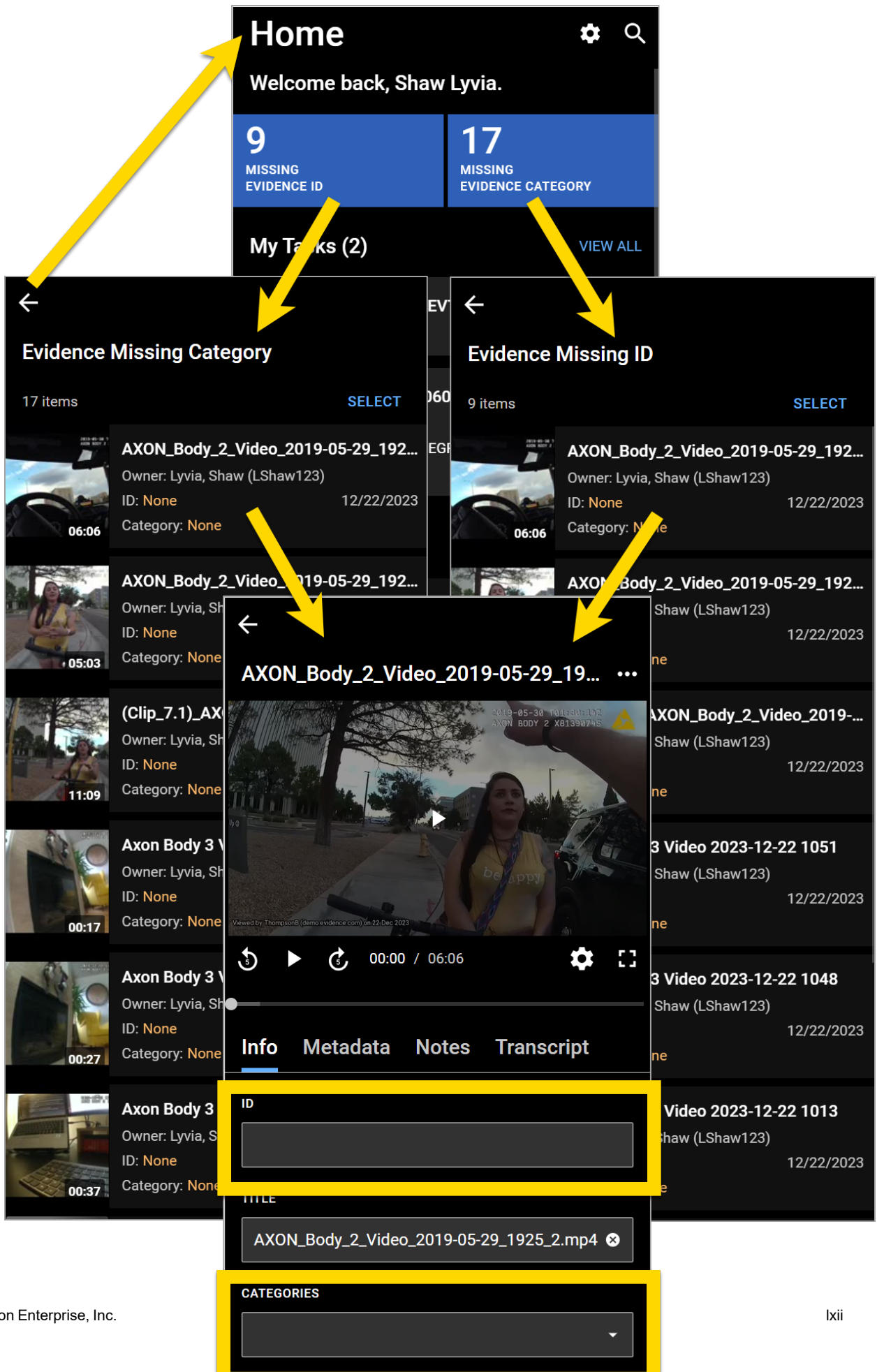
- **Transcript:** View the evidence transcript. The transcript can only be viewed from this tab, not edited. To [edit the transcript](#), open the evidence in a web browser.
 - If a transcript is not available for that evidence item, this tab will not appear.



Add missing evidence ID and category

Selecting either **Missing Evidence ID** or **Missing Evidence Category** from the Home screen on the Axon app brings you to the Evidence Missing ID or Evidence Missing Category screen where you can quickly take action on the evidence. Select the back arrow to return to the Home screen.

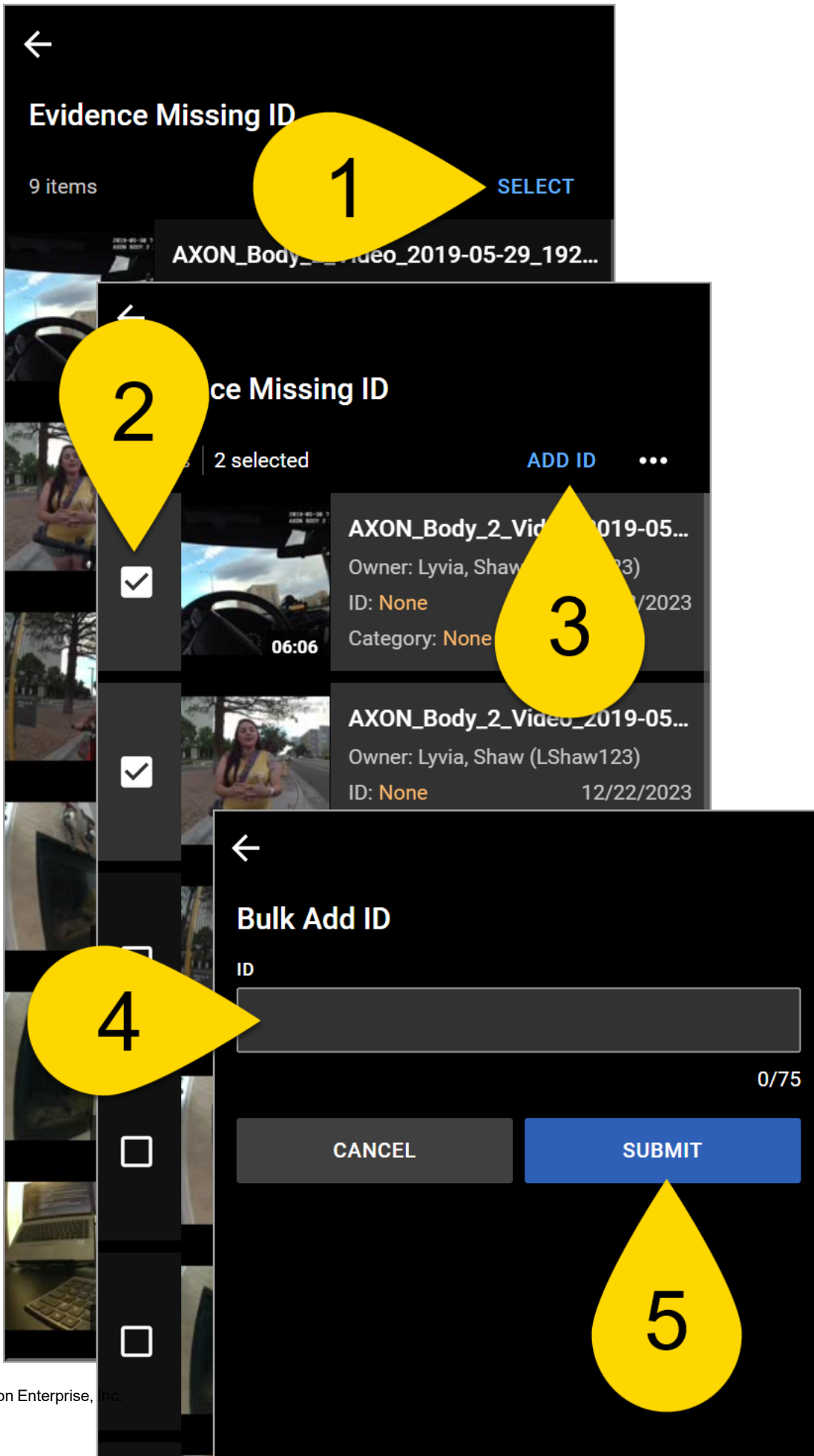
Tap a single evidence item to open the evidence details screen where you can add an Evidence ID or Category from the **Info** tab.



To add the same Evidence ID and/or Categories to multiple items:

1. Tap **Select**.
2. Check the boxes beside the pieces of evidence you want to update.
3. Tap **Add ID/Category**.
4. Enter the ID or Category.
5. Tap **Submit**.

Once an ID or Category has been added to a piece of evidence, that evidence no longer contributes to the number count on the app's Home screen.



Cases

You can manage your cases directly in the Axon app.

Note

You must have the necessary permissions to access cases in Axon Evidence to use this feature in the Axon app. If you don't have permissions, contact your Axon admin within your organization.

Watch this video to learn more.

My Cases

On the Axon app home screen, you will see a section for **My Cases**. This section displays up to three active cases that were assigned to you and updated within the last 30 days. Tap on a case to view or edit the details.

View All

Select the **View All** link to see all of your assigned cases in Axon Evidence regardless of case status or when they were created or updated, and tap a case tile to view or edit that case. You can also search for cases using the magnifying glass icon, or create a new case using the plus icon.

Search

Tapping the magnifying glass icon in **View All** will take you to the case search screen. After entering your search criteria and choosing **Search**, you will see a list of the cases that match that criteria. Select the filter icon to refine your search.

Alternatively, from the home screen, you can tap the magnifying glass icon in the upper-right corner, navigate to the **Cases** tab, and perform your search from there.

Create case

Selecting the plus icon in **View All** will create a new case. Enter the Case ID and a description.

You can also create a case from the home screen by tapping the plus icon in the lower-right corner, then selecting **Create Case**.

You can add evidence from the **Evidence** tab, or from the **Summary** tab. When viewing an evidence detail page, you can also tap the ellipsis (...), select **Add to Case**, and choose the case you want to add the evidence to.

Case sharing

Case sharing can be accessed during the case creation process or from the case details, under the **Share** tab in both locations.

Internal access

In the Internal access tile, you can add users or groups within your organization to the case access list by choosing **Add New**, or by tapping **Manage Access** and then selecting **Add**.

External access

Case sharing in the Axon app only supports sharing a copy of a case. It doesn't currently support sharing by reference or by download link. To share using one of those methods, or manage case sharing for a case shared by one of those methods, you must use Axon Evidence. Additionally, you must have case sharing permissions already assigned to you. Learn more about case sharing in the [Case Share Quick Start Guide](#).

You can share a case by choosing **New Share** in the **External Sharing** tile, or by selecting **Manage Sharing** and then selecting **Add**.

To share individual evidence items from a case, go to the **Evidence** tab in the case details screen. Select the evidence items you want to share, then tap **Share**.

Note: You cannot share directly from the evidence detail page. After viewing an item, select the **Back** button to return to the **Evidence** tab and proceed with sharing.

AI auto-tagging

Note

This is a beta feature. If your organization would like to use this feature during beta, contact your Axon representative.

AI Auto-Tagging suggests metadata for video evidence, making it easier for users to categorize evidence. It uses two sources to suggest metadata:

1. Multicam signals - when multiple Axon Body cameras record evidence near each other, AI Auto-Tagging suggests metadata that have already been applied to other video evidence recorded at that location and time.
2. Video transcripts - AI Auto-Tagging suggests metadata based on the transcript of the video evidence.

Metadata will only be suggested for video evidence that:

- has been uploaded to Axon Evidence
- has not been tagged already, and doesn't have an ID or category

You can review the suggested metadata and decide if they apply to the evidence.

Watch this [video](#) for an overview of this function.

Prerequisites

Suggesting metadata based on the video transcript requires your organization having the [Auto-Transcribe license](#). Without that license, no transcript is generated for AI Auto-Tagging to review for suggestions. Organizations without the Auto-Transcribe license can still use the multicam portion of this feature.

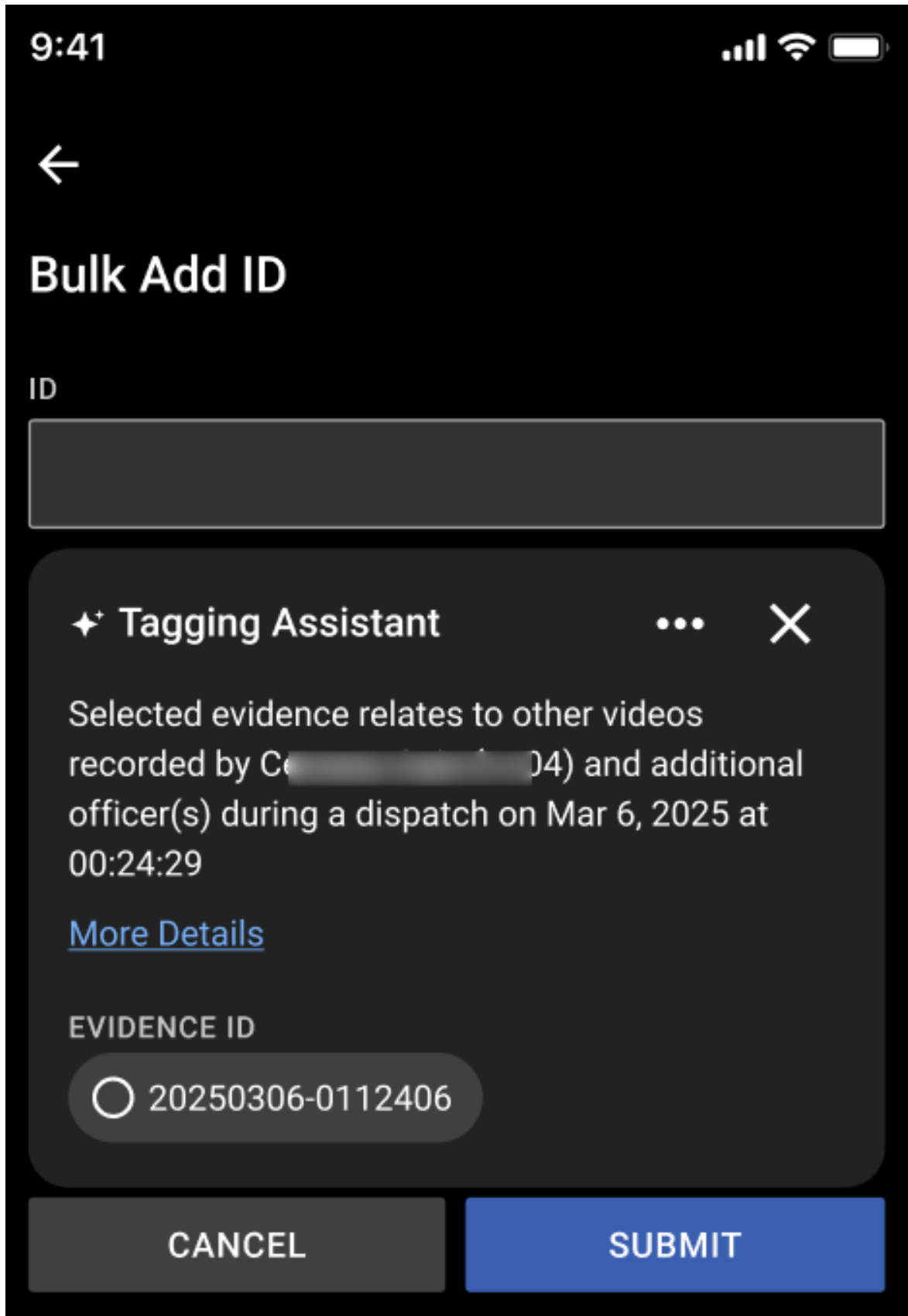
After the beta period, when AI Auto-Tagging reaches general availability, your organization will require the Auto-Tagging license and the AI Era Plan to use AI Auto-Tagging.

Your organization must have [categories set up](#) before using this feature.

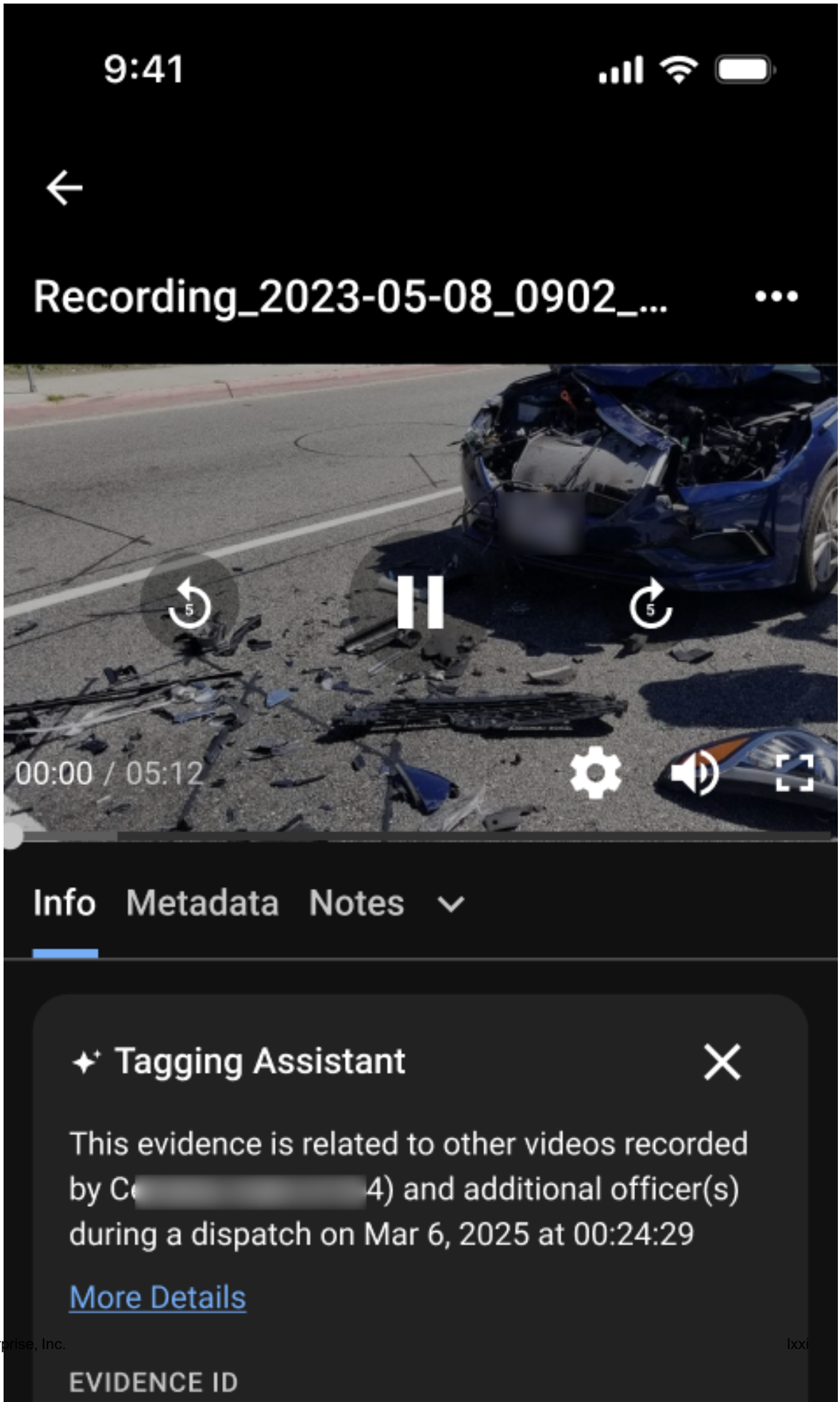
AI Auto-Tagging in the Axon app

You can see AI Auto-Tagging suggestions in two places:

1. Select **Missing Evidence ID** and then **Add ID**.



2. From the evidence details page in the Axon app.




Community requests in the Axon app

Law enforcement frequently asks members of the public to submit evidence after an incident occurs. You can start a community request from the Axon app and ask individual community members to provide evidence.

When a community request is created from the Axon app, a request is sent to an individual recipient (via email and text), inviting them to submit evidence.

Note

You can only create individual requests from the Axon app. To [create a portal request](#), use the desktop application.



Community Request CLEAR

Incident

ID *

CATEGORIES

Add category ▾

DESCRIPTION

Enter a description of the incident for the recipient

Certificates

Victim/Witness Certificate
Please certify that you are a victim or a witness

Stolen Property Statement and Itemized List
Statement and Itemized list of stolen items

CCTV Camera Registration
Thank you for registering your cameras with the Axon Police Department. Video evidence is imperative in our mission to ensure our community is safe. Your participation in providing video is voluntary and can be changed at any time.

Community Member Information

SEND INVITE

See this video for a quick explanation of Community Request in the Axon app.

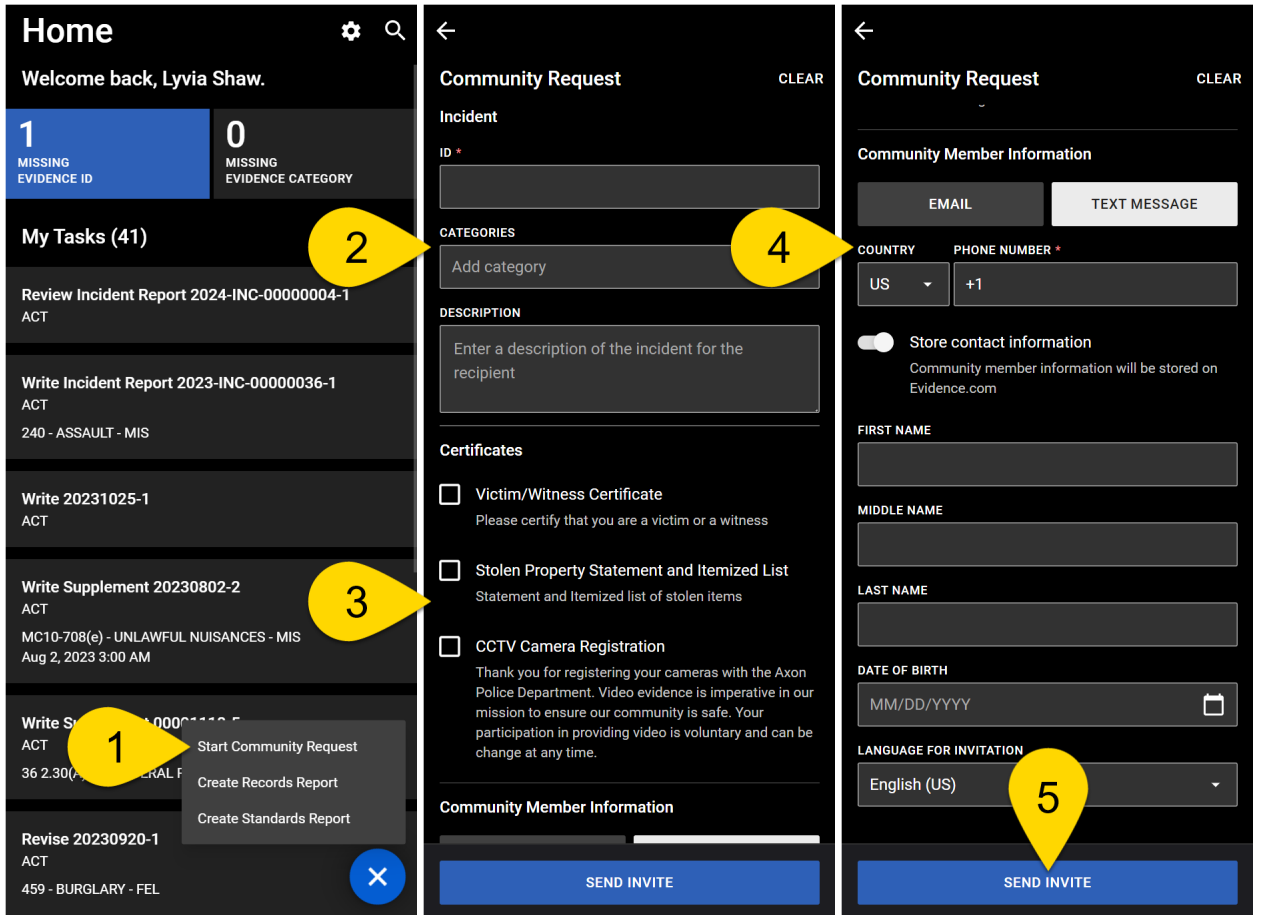
There are two locations where you can create a new community request in the Axon app:

- [Home screen](#)
- [Incident profile](#) (only available to agencies who use [Axon Records](#))

Start a new request from the Home screen

1. Open the app, select the plus icon on the Home screen, and select **Create Community Request**.
2. In the Incident section, provide the following information:
 - **ID:** Enter a request ID. This ID is included in the request so the recipient can reference it if they need to contact the agency with questions.
 - **Categories:** Select an evidence retention category. For more information, see [Categories and retention policies](#).
 - **Description:** Enter a description of the incident so the recipient knows what evidence you are requesting.
3. In the **Certificates** section, select one or more certificate as appropriate.
 - Certificates are forms that are inserted in the evidence request that must be completed before the community member can submit evidence. These certificates can ask for additional information or statements from the recipient.
4. In the **Community Member Information** section, provide the following information:
 - **Contact type:** Email or Phone
 - Turn the toggle on or off to indicate if the community member's contact information should be stored in Axon Evidence.
 - If the toggle is turned off, the name and date of birth fields will disappear.
 - Choose whether the invitation should be sent in English or Spanish.

5. After all information is complete, select **Send Invite**.



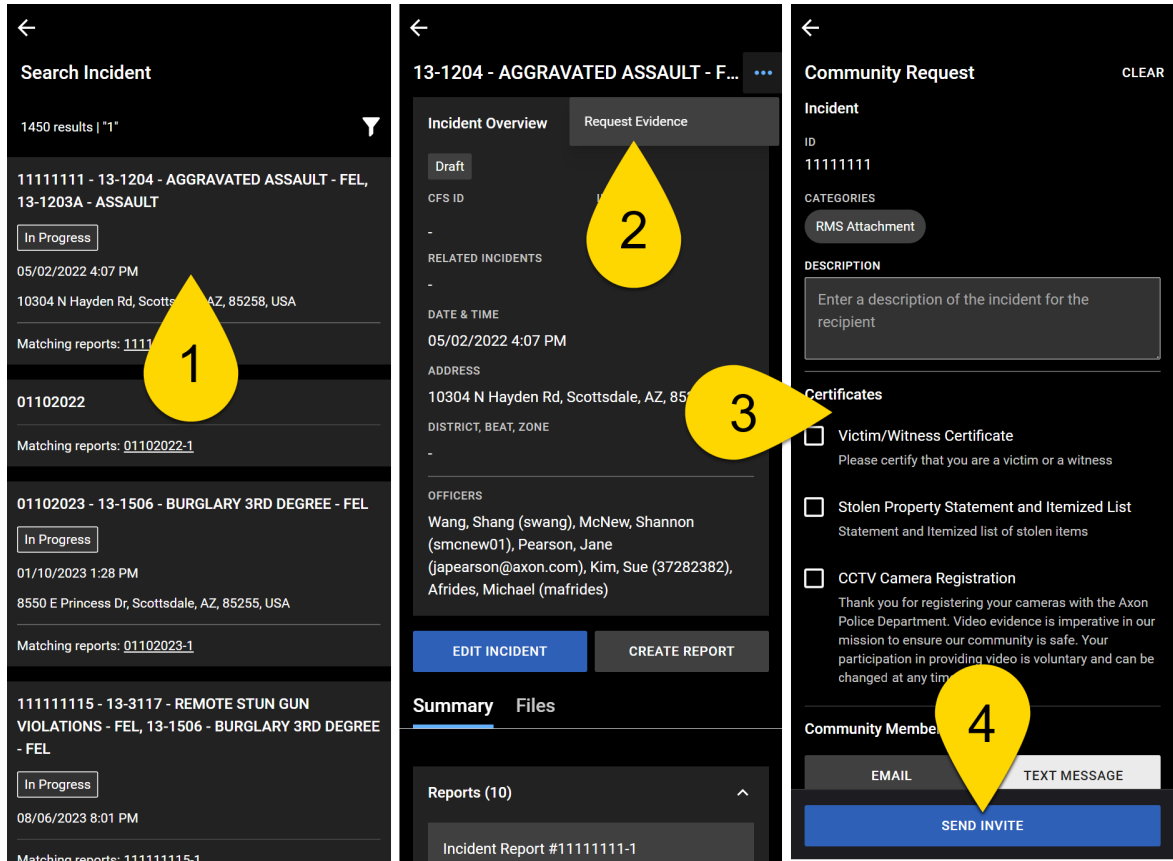
Start request from incident profile

Note

If your agency does not use Axon Records or you don't have permissions for it, you will not see this functionality.

1. Use [Incidents search](#) to find and open an incident profile.
2. Select **More Actions [...] > Request Evidence**.
3. Complete the community request information as outlined in the [previous section](#).
 - When starting a request from an incident, the Incident ID and Categories are automatically filled.

4. Select **Send Invite**.



Task management

The Axon App provides a single, centralized location for officers and supervisors to view and prioritize their work. Unified Tasks encompasses tasks from Records, Standards, and Evidence, meaning you can spend less time searching and more time taking action.

Aggregated tasks

These tasks group similar actions together into a single task, remaining in your list until completion and reappearing if triggered again. The benefits of this approach include reduced effort navigating between similar tasks, simplified decision-making processes, faster task resolution, and shorter overall task lists. Aggregated tasks include the following:

- ["Evidence in the Axon app" on page lix](#)
- ["Manage unassigned reports" on page cx](#)

One-time tasks

These tasks appear once and are marked as completed upon user action, such as writing, reviewing, or revising a report. One-time tasks focus on distinct actions that do not require grouping or repetitive execution. They prioritize individual completion and contribute to the overall completion of a project or workflow. One-time tasks include the following:

- ["Create a report" on page cii](#)
- ["Edit and submit a report" on page cxiii](#)
- ["Review a report" on page cxxi](#)
- ["Review videos" on page lxxix](#)
- ["Clarify Calls for Service \(CFS\) with no associated BWC" on page xcvi](#)

Shared tasks

These tasks involve multiple collaborators, each jointly responsible for achieving the task's overall objective. The key characteristic of shared tasks is that progress made by any collaborator is visible to all, enhancing transparency and accountability within the team. Shared tasks include the following:

- ["Manage unassigned reports" on page cx](#)
- ["Review videos" on page lxxix](#)

Supported Tasks

The Unified Tasks page combines the My Tasks screen with the following additional tasks:

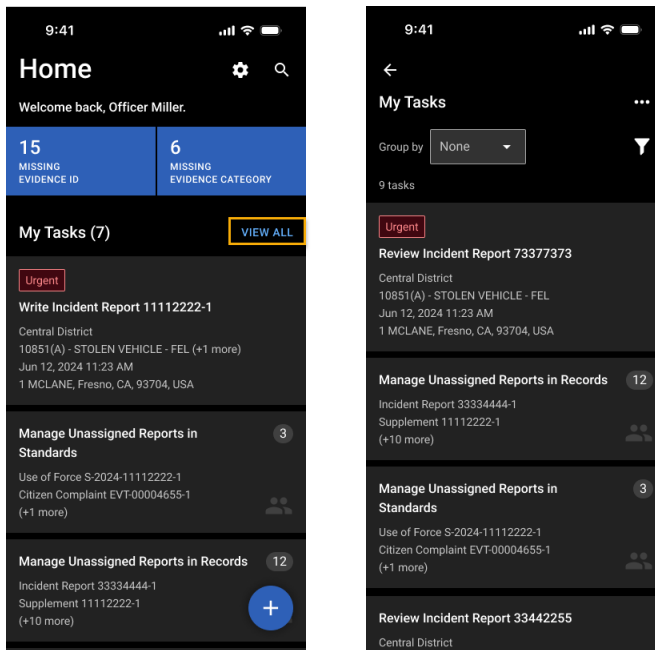
- ["Evidence in the Axon app" on page lix](#)
- ["Review videos" on the next page](#)
- ["Clarify Calls for Service \(CFS\) with no associated BWC" on page xcvi](#)
- ["Manage unassigned reports" on page cx](#)

From the Home page, the app shows only the 3 most recently assigned tasks to the users.

To access all tasks, select **View All**.

Note

Task visibility in My Tasks depends on the product your agency is using (DEMS, Standards, Records, Performance) and your permissions.



Review videos

If your organization uses Axon Performance, you might be assigned to randomly review videos. You must have specific permissions, and your admin needs to activate specific settings in Axon Performance for these to be visible in the Axon app. If your organization uses Axon Performance but you aren't able to see these tasks, contact the Axon admin within your organization. [Information for admins is found here.](#)

To review randomly-selected videos:

1. Under My Tasks, select **Review Videos**.

10:54



Home



Welcome [blurred name]

0

MISSING
EVIDENCE ID

0

MISSING
EVIDENCE CATEGORY

My Tasks (1)

[VIEW ALL](#)

Review Videos

17

Group: Troop A - Smo...mpers, Officer/Deputy
Due Date: Nov 1, 2024



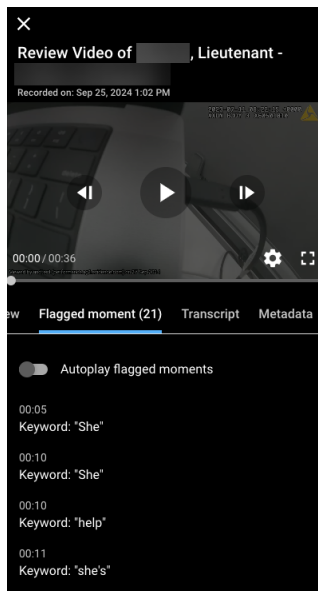
My Evidence

[VIEW ALL](#)

You haven't uploaded any evidence in the past 30 days.



2. Select the desired group or squad to review. A random video is queued for your review.
3. As needed, adjust the speed, quality, and orientation of the video by selecting the **Gear** icon
4. In the Review tab, select the appropriate results. You must select at least one of the following review results before submitting the video review:
 - Late Upload
 - Incorrect Label
 - Late Camera Activation
 - Early Camera Deactivation
 - Great Performance
 - Firearm Left Unattended
 - Police Vehicle(s) Left Unattended
 - Video Muted
 - Safety Concern
 - Early Deactivation
 - Flashlight in Stronghand
 - Professionalism
 - Is this action worthy of a recommendation/award?
 - Is the officer respectful?
 - Training
5. For organizations that use Priority Ranked Video Audit, you can review flagged moments from the **Flagged Moments** tab. See [Priority Ranked Video Audit Review](#) to learn more.



6. Review the transcript on the **Transcript** tab.

7. Use the **Metadata** tab to see the title, ID, categories, recorded by, recorded on, uploaded on, and tags for the evidence.
 - a. If you don't have feedback to add to your review, confirm the information in each tab, and **Submit**. The number of video reviews left to complete your random video review goal is displayed at the bottom of the screen.

Add Custom Feedback

If you have comments to add to your review:

1. With a review open, select **Add Feedback**.

10:56



Review Video of [REDACTED] ([REDACTED]-2018)

Recorded on: May 7, 2024 at 1:29 pm



Review Transcript Metadata

REVIEW RESULT *

- Late Upload
- Incorrect Label
- Late Camera Activation
- Early Camera Deactivation
- Great Performance
- Firearm Left Unattended

ADD FEEDBACK

SUBMIT

2. Add your feedback in the field.
3. Select **Done**. Feedback is saved and shown above the review results on the Review tab.
 - a. If you're done with your review, **Submit**.

Edit Custom Feedback

If you need to correct something in your feedback before submitting:

1. With a review that has custom feedback open, select **Edit** (pencil icon).

10:58



Review Video of [REDACTED] ([REDACTED].com)

Recorded on: Oct 4, 2024 at 2:22 am



Review Transcript Metadata

FEEDBACK

Example feedback



REVIEW RESULT *

- Late Upload
- Incorrect Label

SUBMIT

2. Edit the feedback as necessary.
3. Select **Done**. Feedback is saved and shown above the review results on the Review tab.
4. **Submit** your review.

Send Feedback Email

To use this feature, admins must enable the **Supervisor feedback to officer** setting in the Performance settings page.

To send a feedback email at the end of your review, complete the following:

1. From the finished review, select **Write feedback email?**.

2:29



Review complete

Reviewed officer: [REDACTED] (9900)

Review results: Early Camera Deactivation

Feedback: Test

Write feedback email?



2. Enter the recipient(s) and the optional carbon copy recipient(s).

2:29





Reviewed officer: [redacted] (9900)

Review results: Early Camera Deactivation



Feedback: Test

Write feedback email?

RECIPIENTS *

[redacted] (9900)  

CC RECIPIENTS

[redacted] (AKAX4879)  

MESSAGE *

Your BWC video was reviewed as part of a random video audit in Axon Performance. The results of the review are below.

Review results and video details are attached.

3. Enter your message.
4. Select **Send**.

Note

If the video review is exited or a new review is started before you send the email feedback, your draft is discarded.

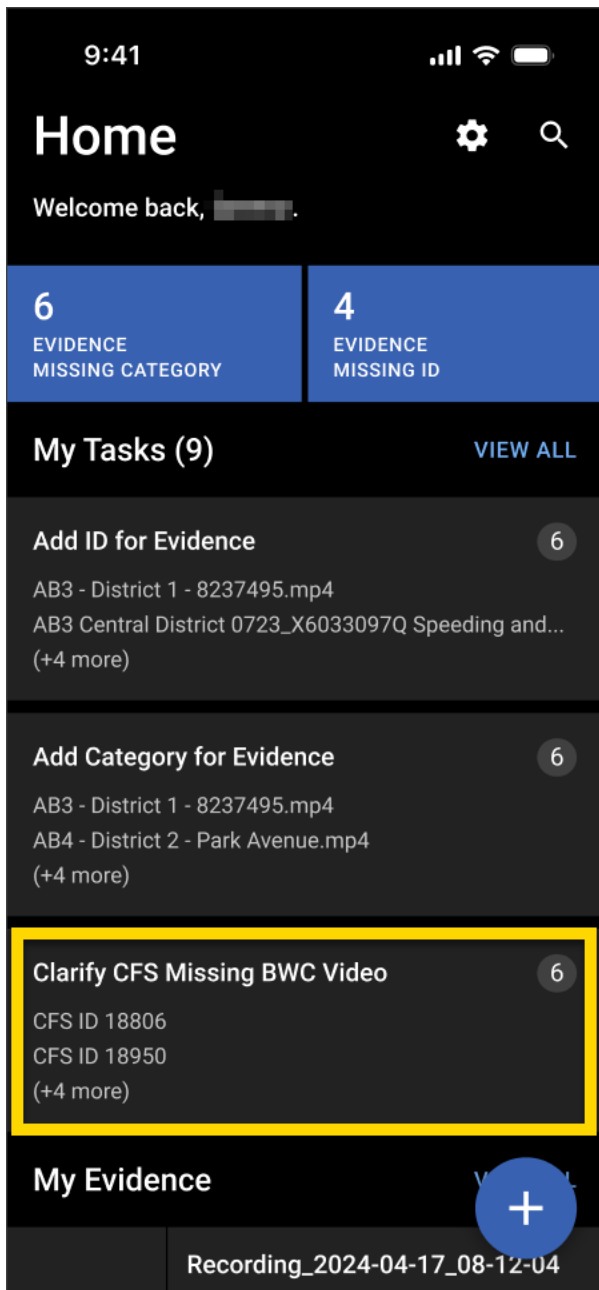
Clarify Calls for Service (CFS) with no associated BWC

If your organization uses Axon Performance, you might need to clarify CFS that don't have BWC footage associated with them. You must have specific permissions to do this in the Axon app, and your admin needs to activate specific settings in Axon Performance for these to be visible. If your organization uses Axon Performance but you aren't able to see these tasks, contact the Axon admin within your organization. [Information for admins is found here.](#)

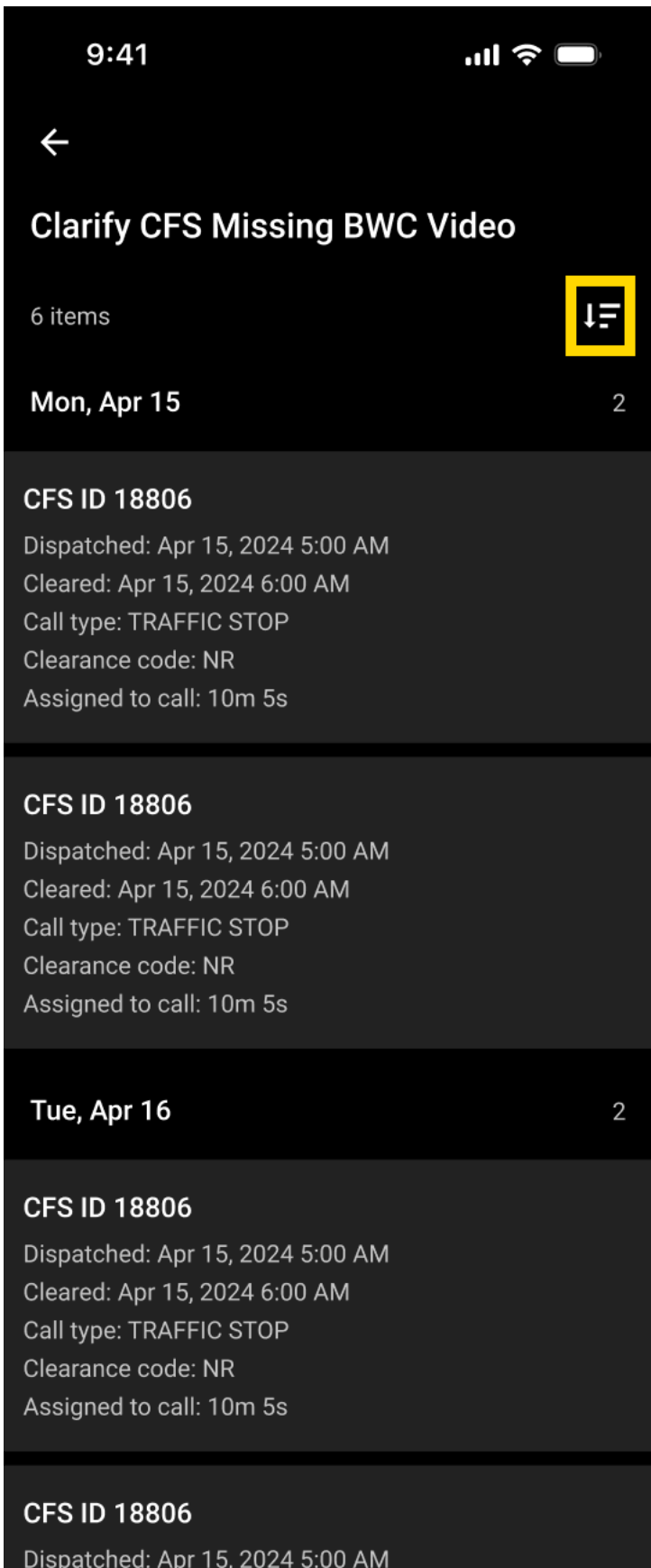
The Clarify CFS Missing BWC Video task appears in the My Tasks column. The number of CFS eligible for clarification appears at the top and the CFS IDs appear below.

Note

Eligibility is determined by the configure grace period for your organization with seven additional days. Any CFS taking place before this timeframe is not considered eligible and is not listed.



After selecting the task, you can sort the calls.



CFS are listed in reverse chronological order.

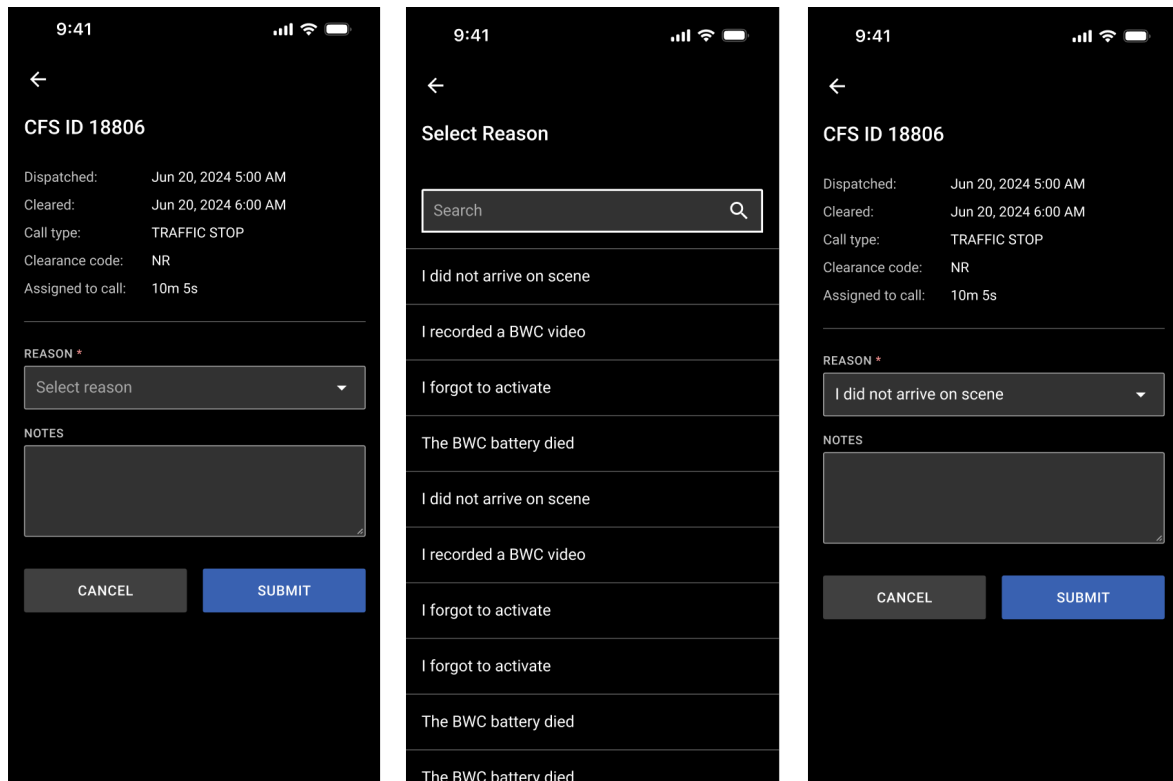
The CFS ID contains the following information:

- **Dispatched:** The date and time the user was dispatched to the call.
- **Cleared:** The date and time the user was cleared from the call.
- **Call Type:** The type of call.
- **Clearance Code:** The code the call was cleared with.
- **Assigned to Call:** The amount of time the user was assigned to the call.

Clarify a Call

To clarify a call:

1. Select a CFS ID.
2. Select a reason for not having BWC footage for this call.
3. If needed, add notes.



4. Select **Submit**. **Important:** You won't be able to make changes to the call after it's submitted.

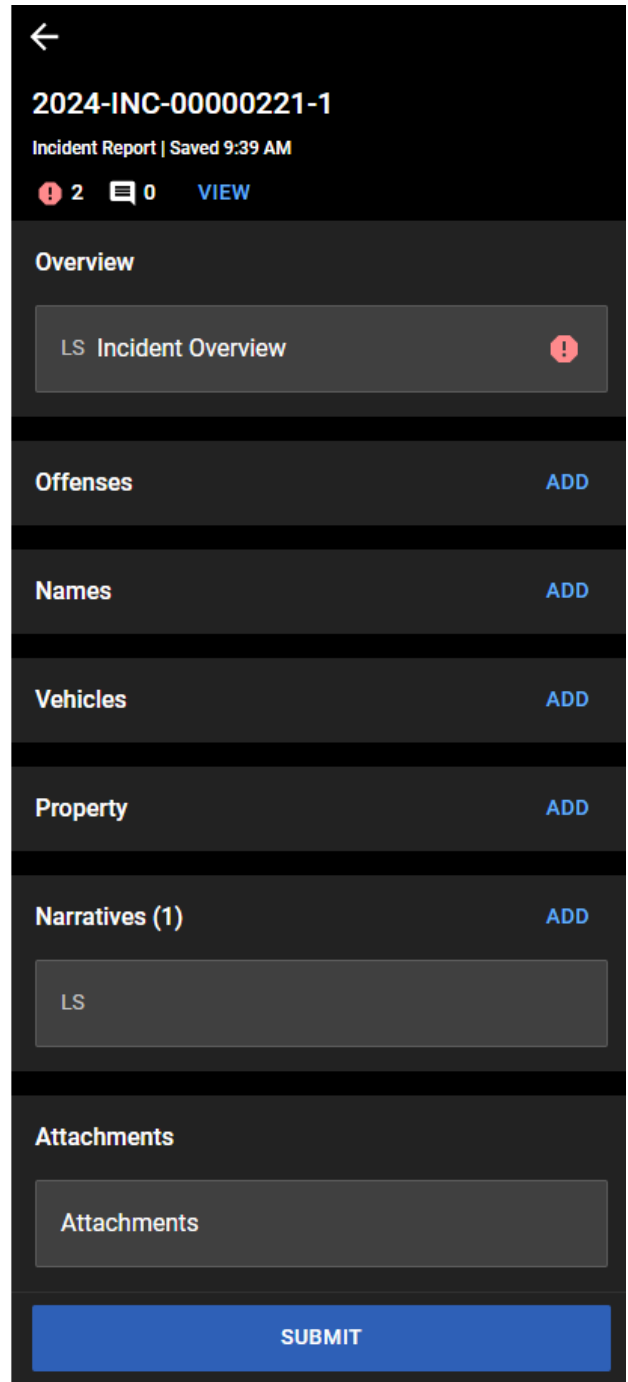
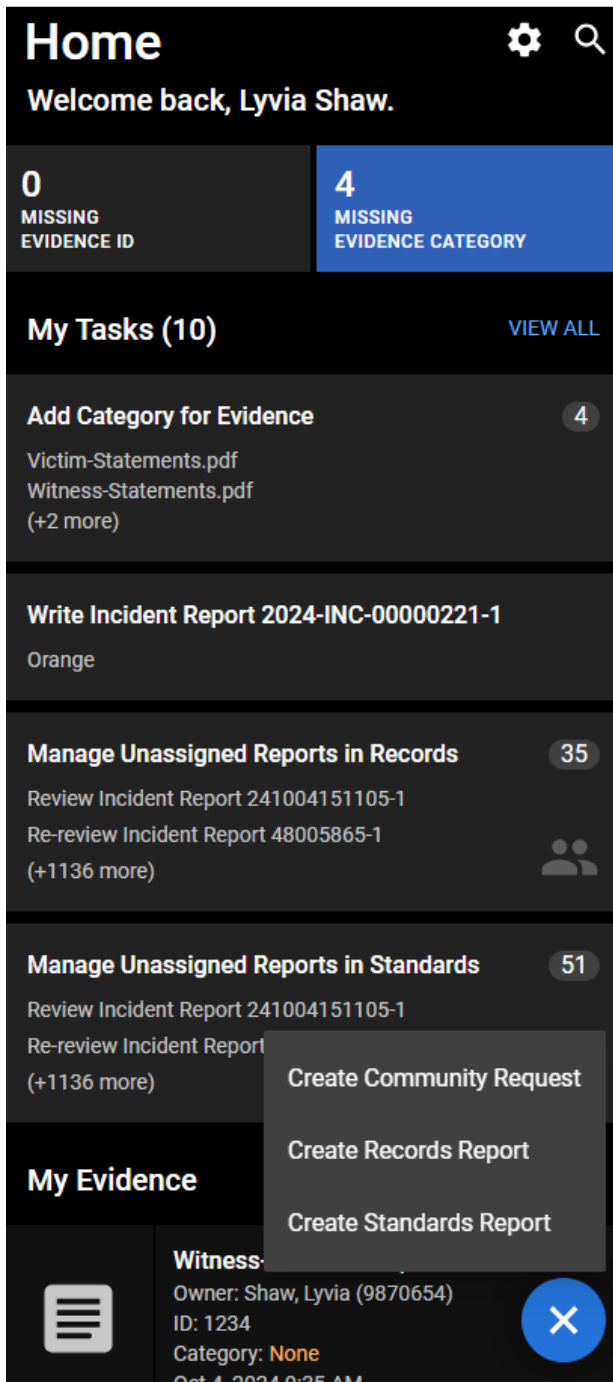
Report management in the Axon app

If your agency uses Axon [Records](#) or [Standards](#), you can manage your report-related tasks from the Axon app.

To [create a report](#), select the blue plus icon at the bottom of the Home screen.

To edit or review an existing report, select the task associated with the report in the **My Tasks** section. The following task types appear in this list:

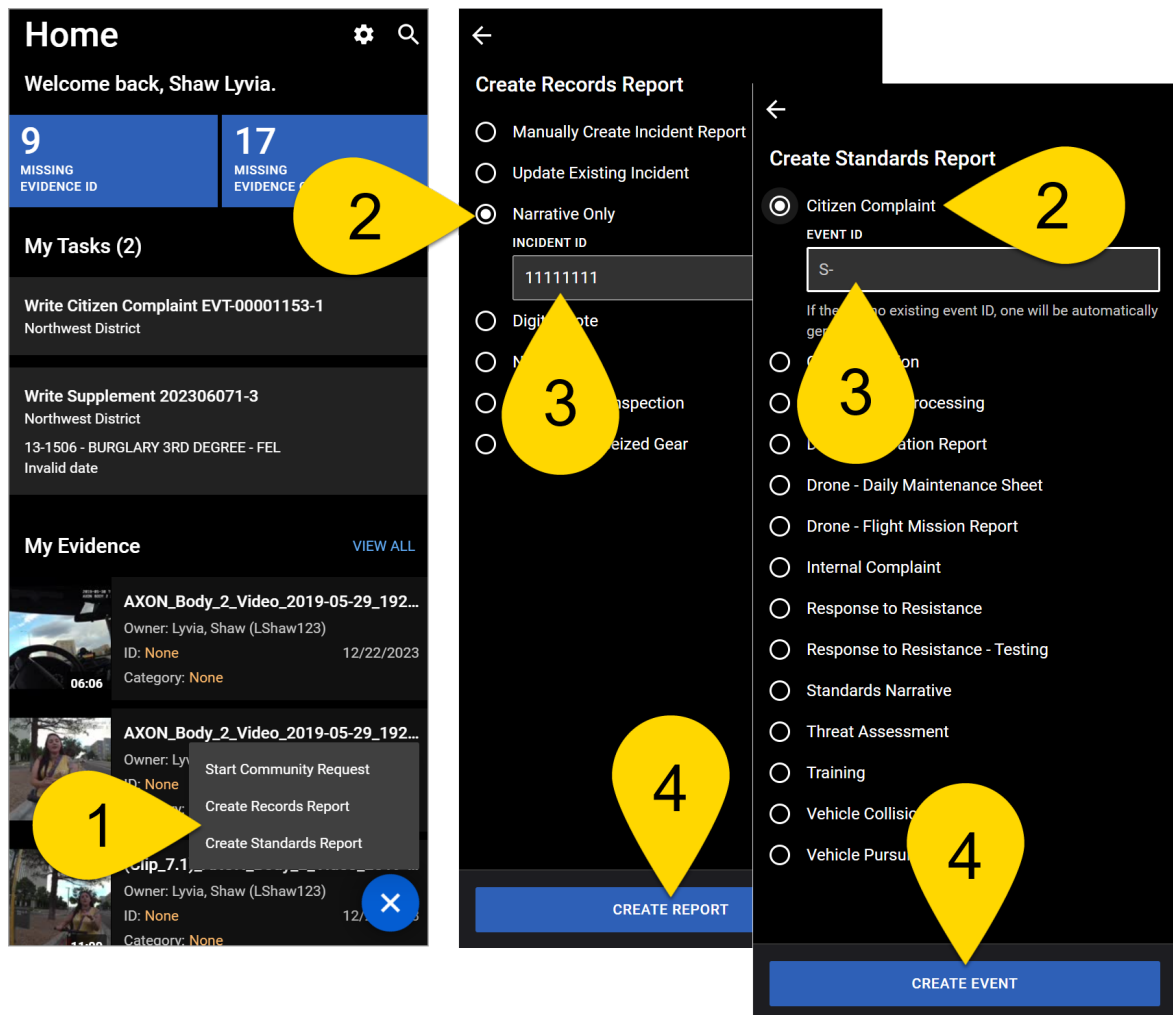
- **[Write or revise](#):**
 - Reports assigned to be written but not yet submitted
 - Reports previously submitted for approval but returned by the report reviewer for corrections (the report author receives an email when a report they submitted is returned)
- **[Review or Rereview](#):**
 - Reports submitted for review
 - Reports rejected by the report reviewer, then updated and resubmitted by the author
- **[Manage Unassigned Reports in Records/Standards](#):** Reports submitted for review but not currently assigned to a reviewer



Create a report

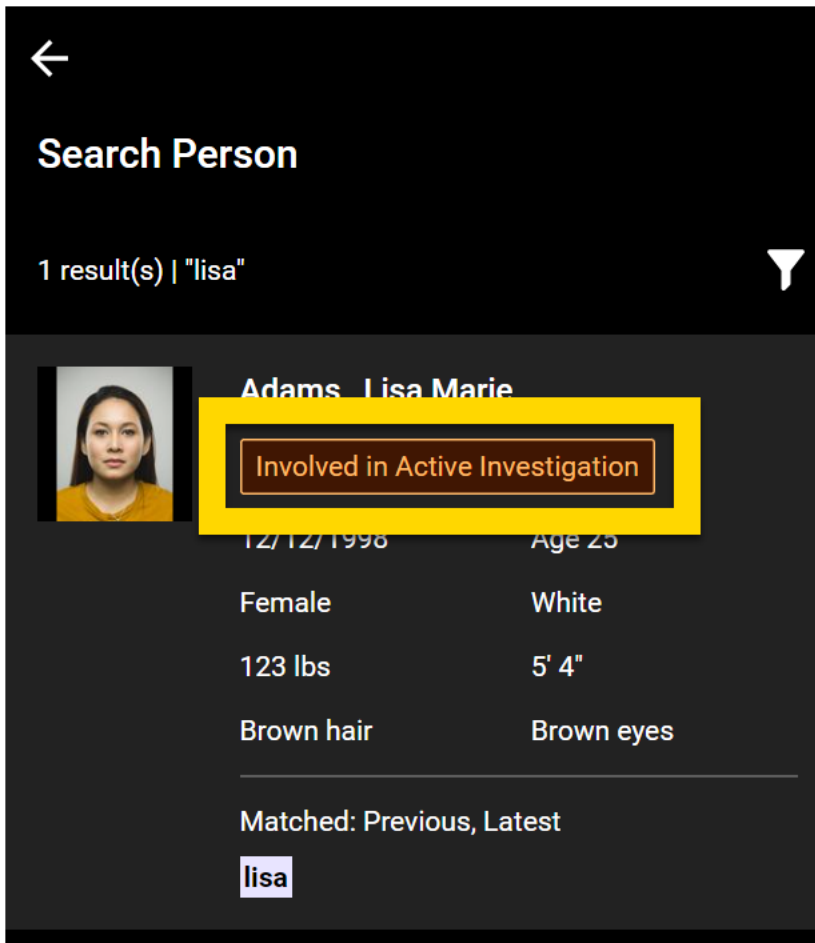
To create a new report in the Axon app:

1. Open the app and select the plus icon on the Home screen.
2. Select **Create Records/Standards Report**.
3. Select a report type.
 - Your agency may have additional report types not shown in the image below. Depending on your agency's configuration, you may need to enter an Incident/Event ID, or it may be auto-generated.
 - At this time, you can't create [case documents](#) from the mobile app.
4. Some report types may require that you enter an Incident ID to associate the new report to an existing incident.
5. Select **Create Report/Event** to begin filling out the report.



Manage flags on profiles

In the Axon app, users with specific [privileges](#) can add flags (colored labels) to persons, citizens, organizations, and vehicles that quickly alert users to important information. A [flag category is created](#) in the Administrator Console on the desktop application and manually added to a profile, either from desktop or the mobile app.

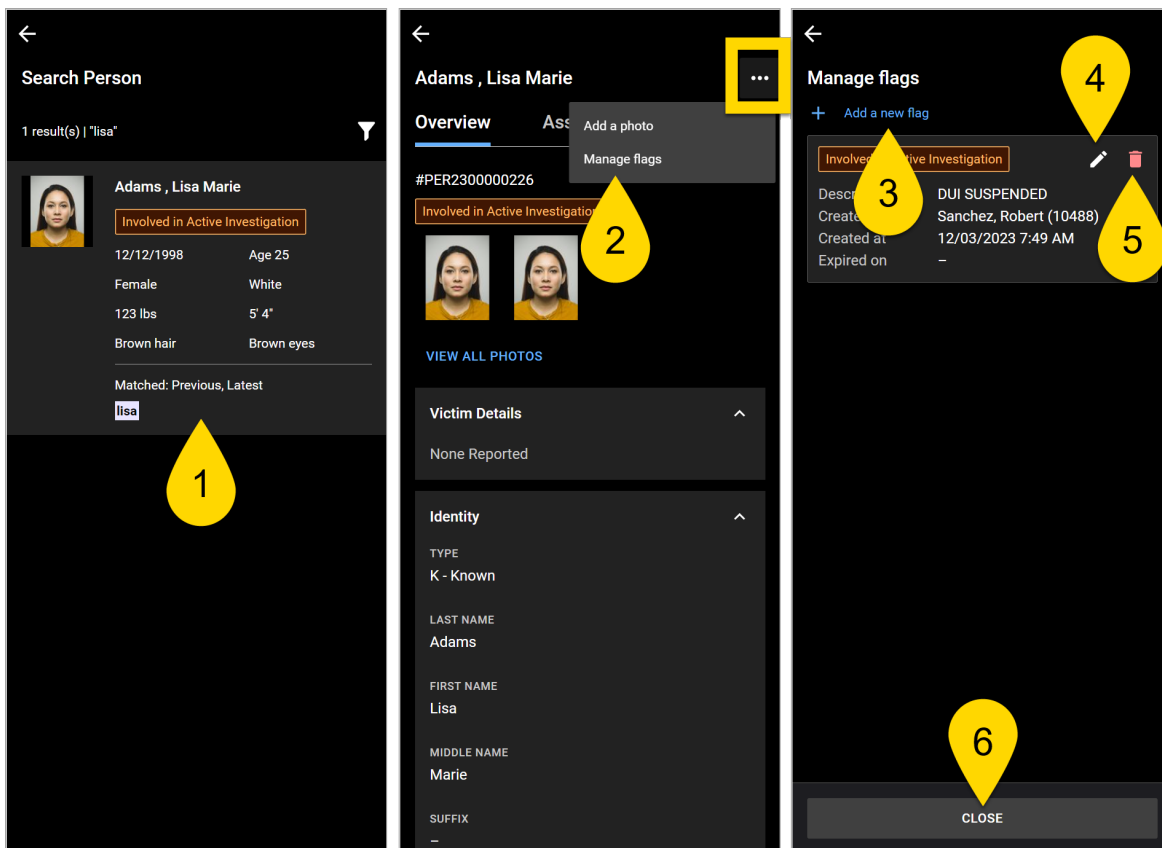


You can add multiple flags to a profile. Flags are sorted from highest to lowest severity (high → medium → low) on a person's profile. Within each severity group, flags are sorted chronologically, with the most recently added flag appearing first.

To manage the flags on a profile:

1. Using [Search](#), find and open the profile.
2. Select **More Actions [...] > Manage flags**.
3. Select **Add a new flag** to add a flag to the profile.
 - When adding a flag, you must include an expiration date, after which the flag is automatically archived.
 - To [create a new flag category](#), use the desktop application.

- If your agency uses both Records and Standards, you will see all flag categories that have been created for both products.
4. Select the pencil icon to update an existing flag.
 5. Select the trash can icon to delete or archive a flag.
 - Deleted flags are removed entirely from the profile.
 - Archived flags can be found later and unarchived when viewing the profile in the desktop application.
 6. Select **Close** to return to viewing the full profile.



Manage photos on profiles

In the Axon app, you can [add a photo](#) to a person or citizen profile from the **More Actions** [...] menu on their profile. Additionally, you can view all photos that have been added to a profile by selecting **View All Photos**.

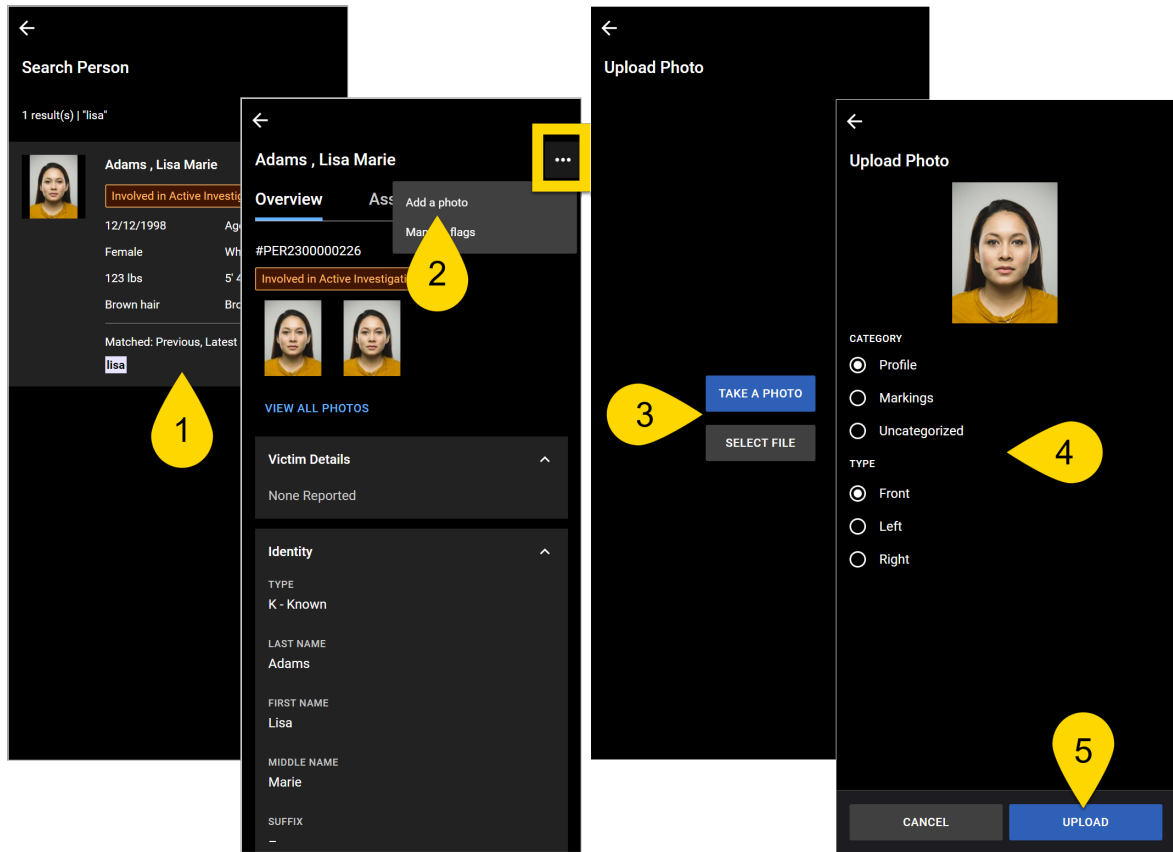
When viewing a photo, you can [edit its metadata](#), [set it as the default photo](#) for that profile, or [delete](#) it.

The various photo-related actions are controlled by the [Entity Photo privileges](#), which can be managed from the [RMS Administrator Console](#) in the desktop application.

Add a photo

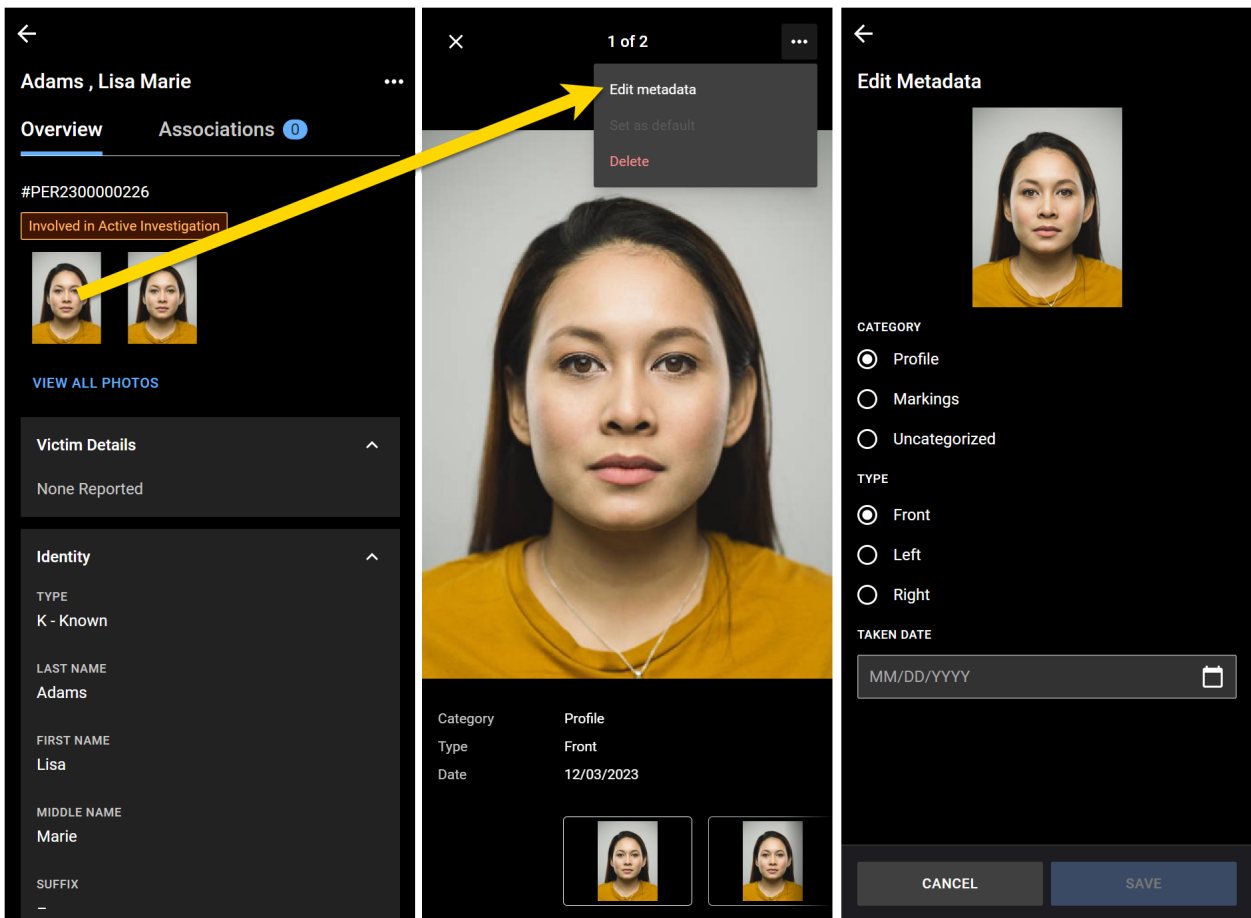
To add a photo to a profile in the Axon app:

1. Using ["Records search" on page xxxvi](#) or ["Standards search" on page xliii](#), find and open the profile.
2. Select **More Actions** [...] > **Add a photo**.
 - The first time you take this action, you will be taken to your device's settings where you must give the Axon app access to your device's photo library.
3. Either take a photo using your device's camera or select a file from your device.
4. Update the photo category and type.
5. Select **Upload**.
 - When an image is added to a profile, it is added at the end of the image list for that profile rather than the beginning.



Edit metadata

To edit a photo's metadata, select the photo from the profile. Select **More Actions [...] >** **Edit metadata** to adjust the photo category, type, and taken date. Select **Save** when your edits are complete.

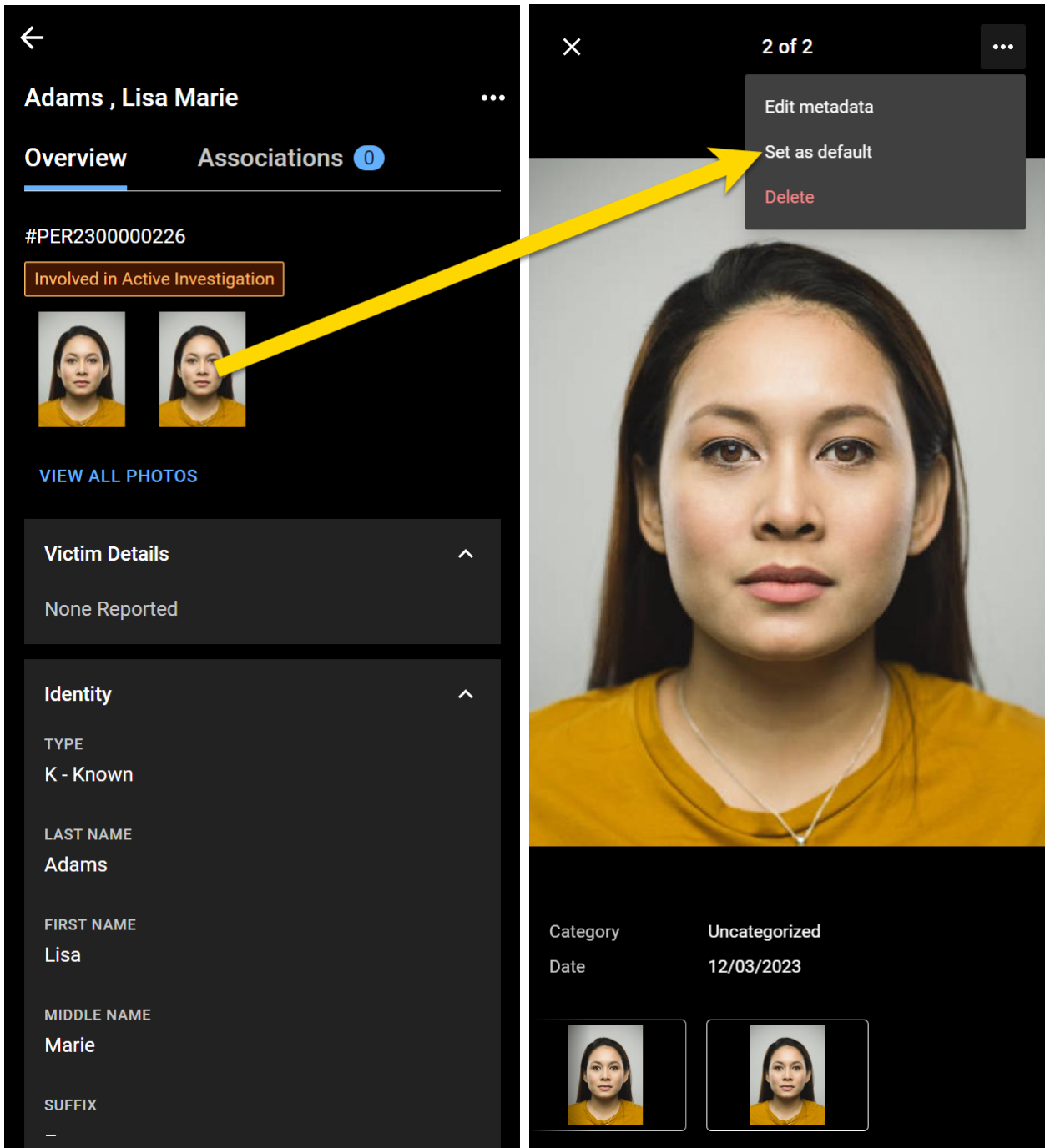


Set as default

Set the person's default display photo by selecting a photo from the profile then **More Actions [...] > Set as default**. If the photo has already been set as the default photo, the **Set as default** option will not be selectable.

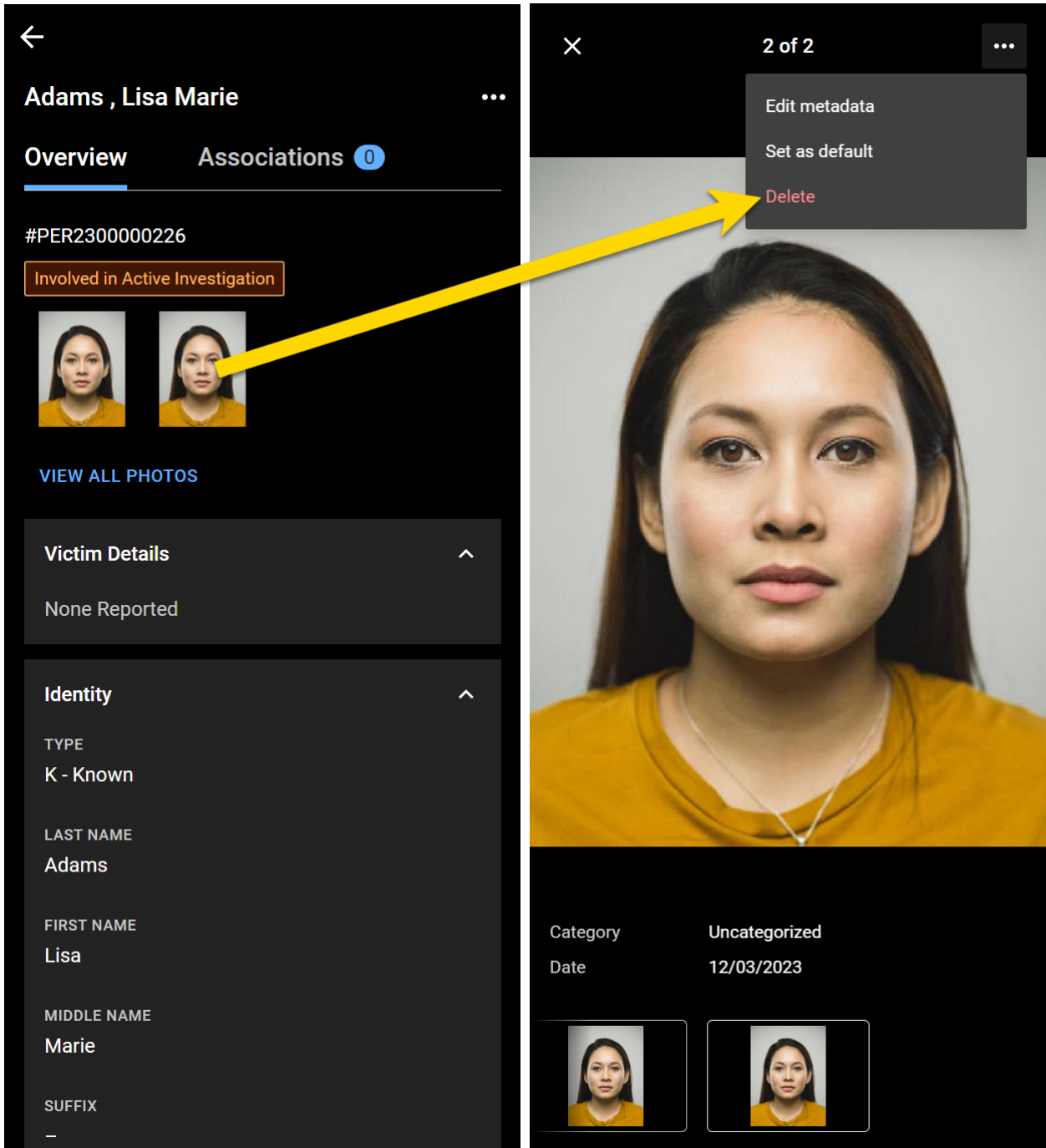
The default photo appears in search results for "[Records search](#)" on page xxxvi or "[Standards search](#)" on page xliii and in the search results that appear when searching to [add an existing person to a report](#).

When an image is marked as the default photo, it overrides any other images that are categorized as "profile" photos.



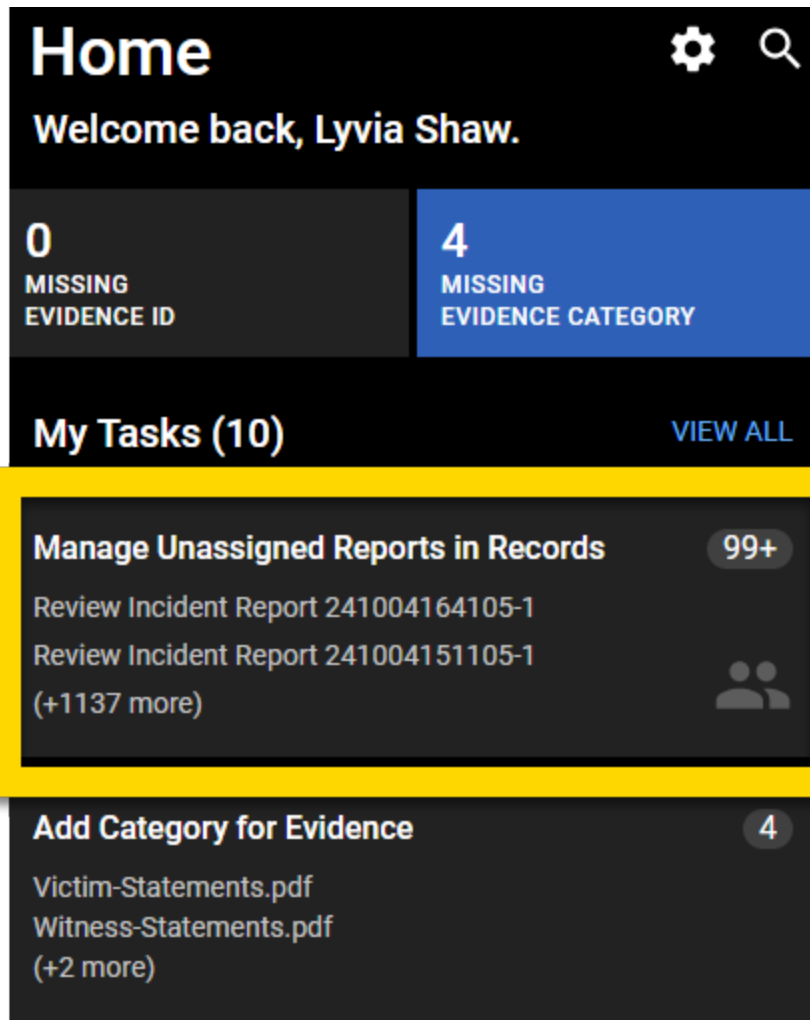
Delete photo

To delete a photo, select a photo from the profile then **More Actions [...] > Delete**.



Manage unassigned reports

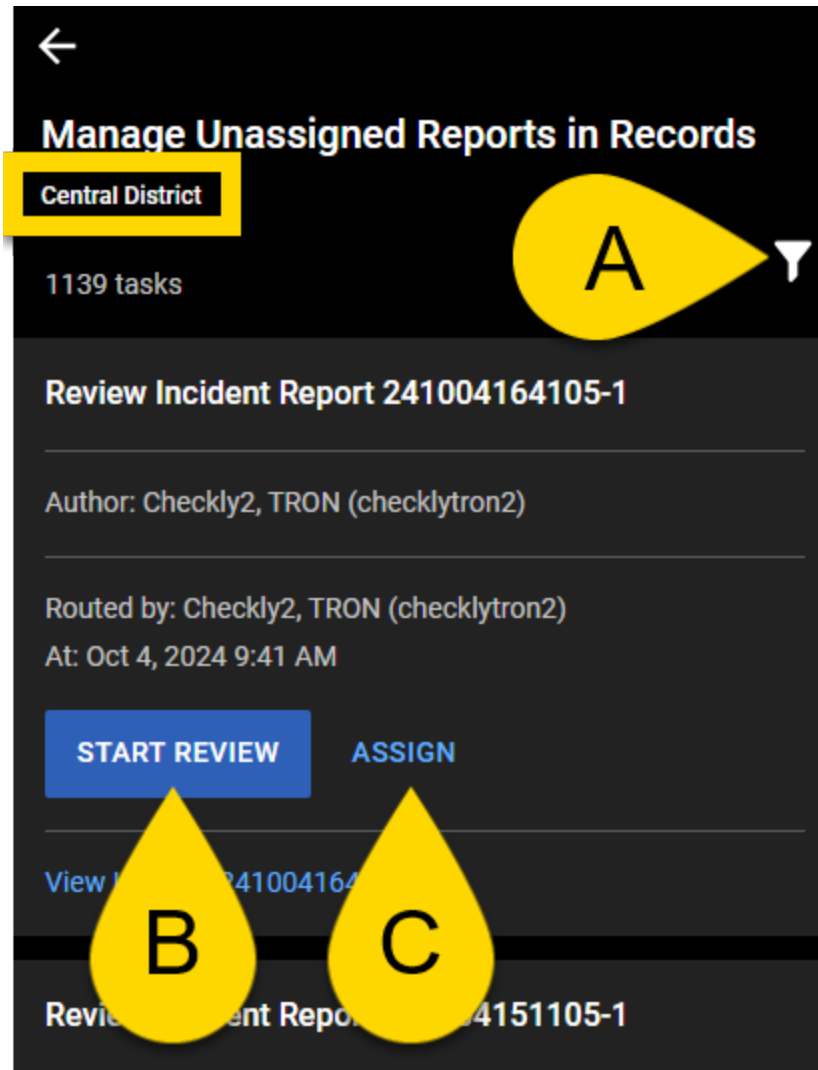
In the Axon app, supervisors can see which reports have been submitted for supervisor review but not yet assigned to a reviewer. To view this list, select the **Manage Unassigned Reports in Records/Standards** task from the **My Tasks** section on the Home screen. The number on the side of the task indicates the total number of unassigned reports.



Once you've opened the task, you'll see the full list of unassigned reports. This list is filtered to only show reports that belong to your district/unit, as indicated at the top of the screen. The most recently submitted reports appear at the top of the list. There are several actions you can take:

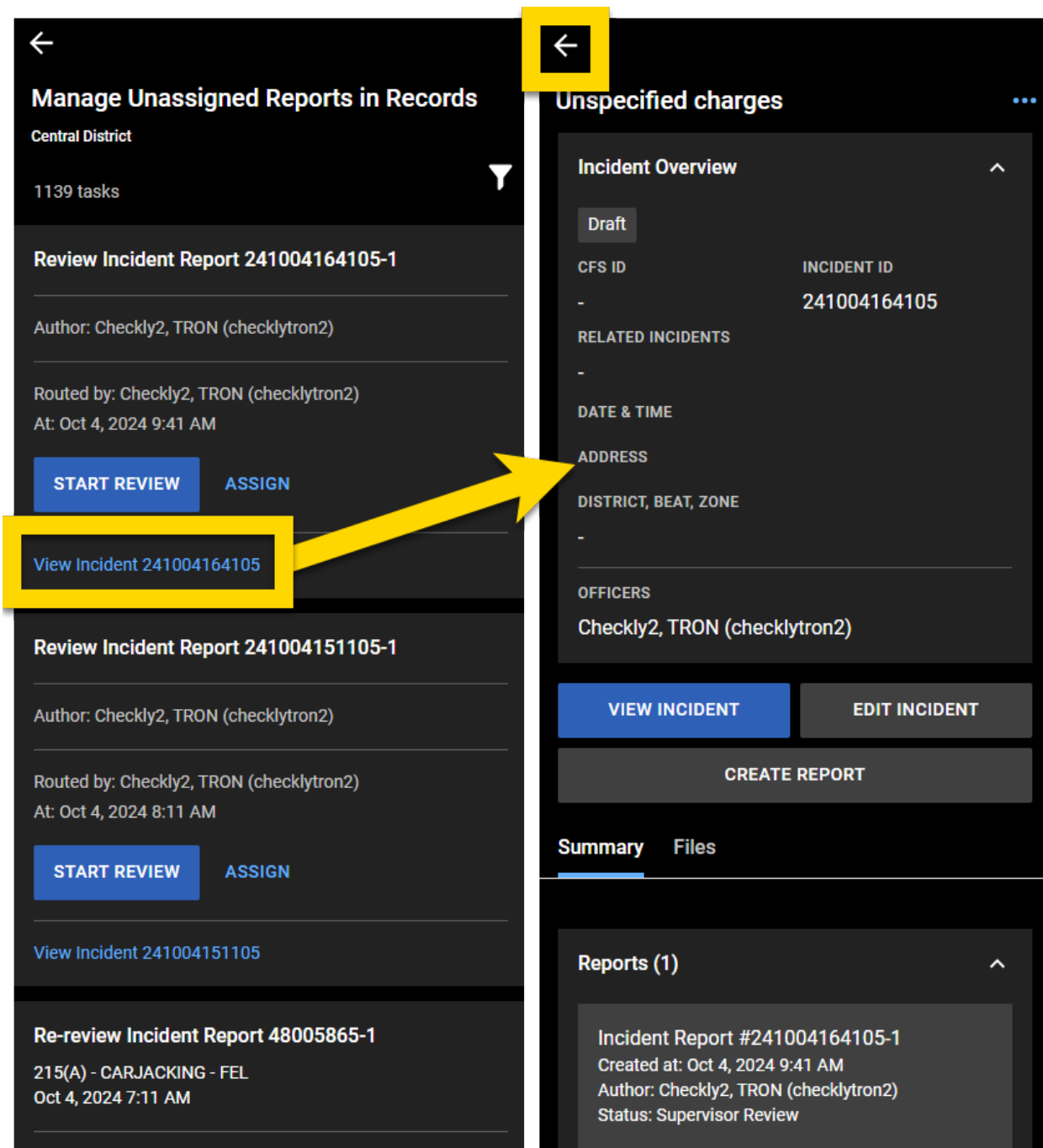
- A. Select the filter icon to find a specific report or scroll through the list.
- B. Select **Start Review** to assign a Review task to yourself and begin [Review a report](#).

C. Select **Assign** to assign the task to another person.



You can also select **View Incident / View Event** to open the mobile version of the [incident](#) or [event](#) profile and view the report. If you decide you want to review the report, select the

back arrow to return to the unassigned reports list. From here, you can select **Start Review** and begin your review.

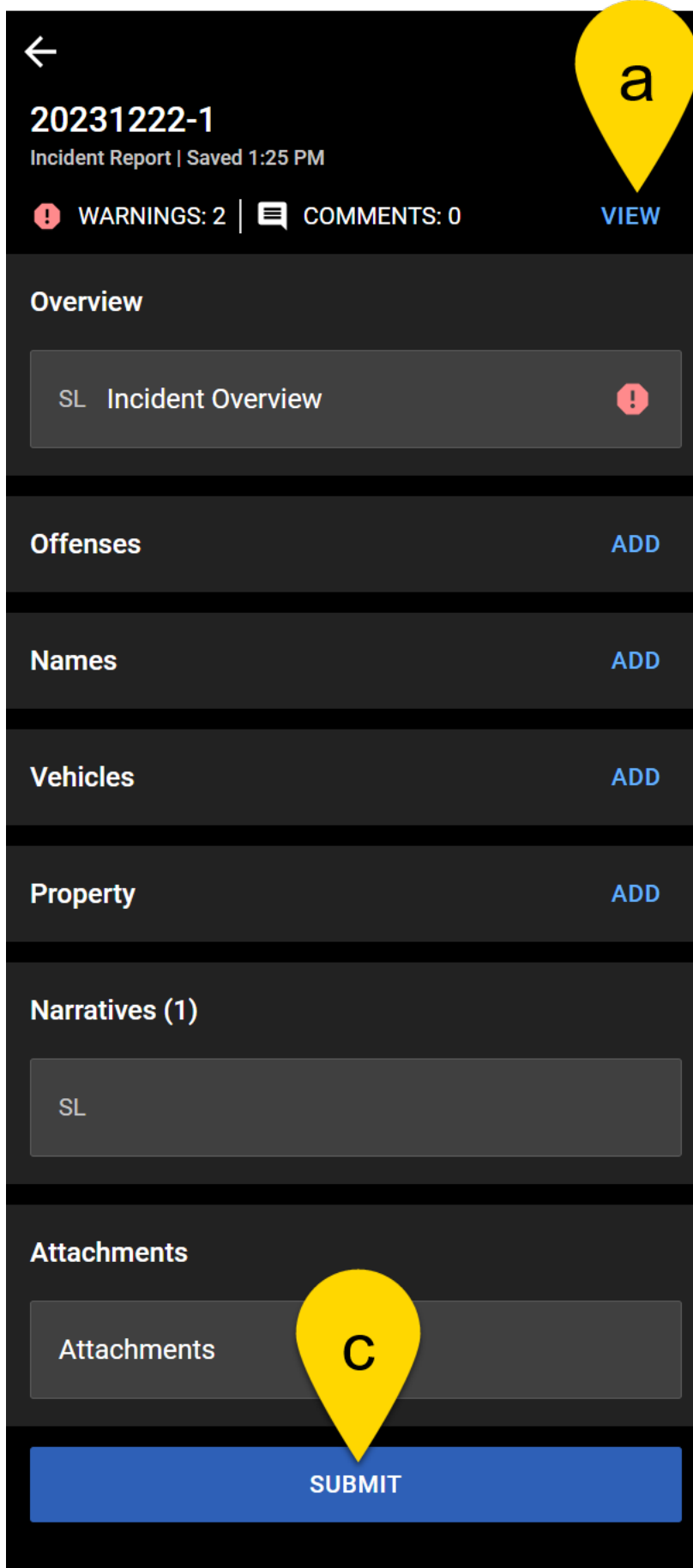


Edit and submit a report

Selecting a report from the **My Tasks** section on the Axon app's Home screen opens the report. From this screen, you can take the following actions:

- a. [View warnings and comments](#)
- b. [Add, update, and remove information](#)

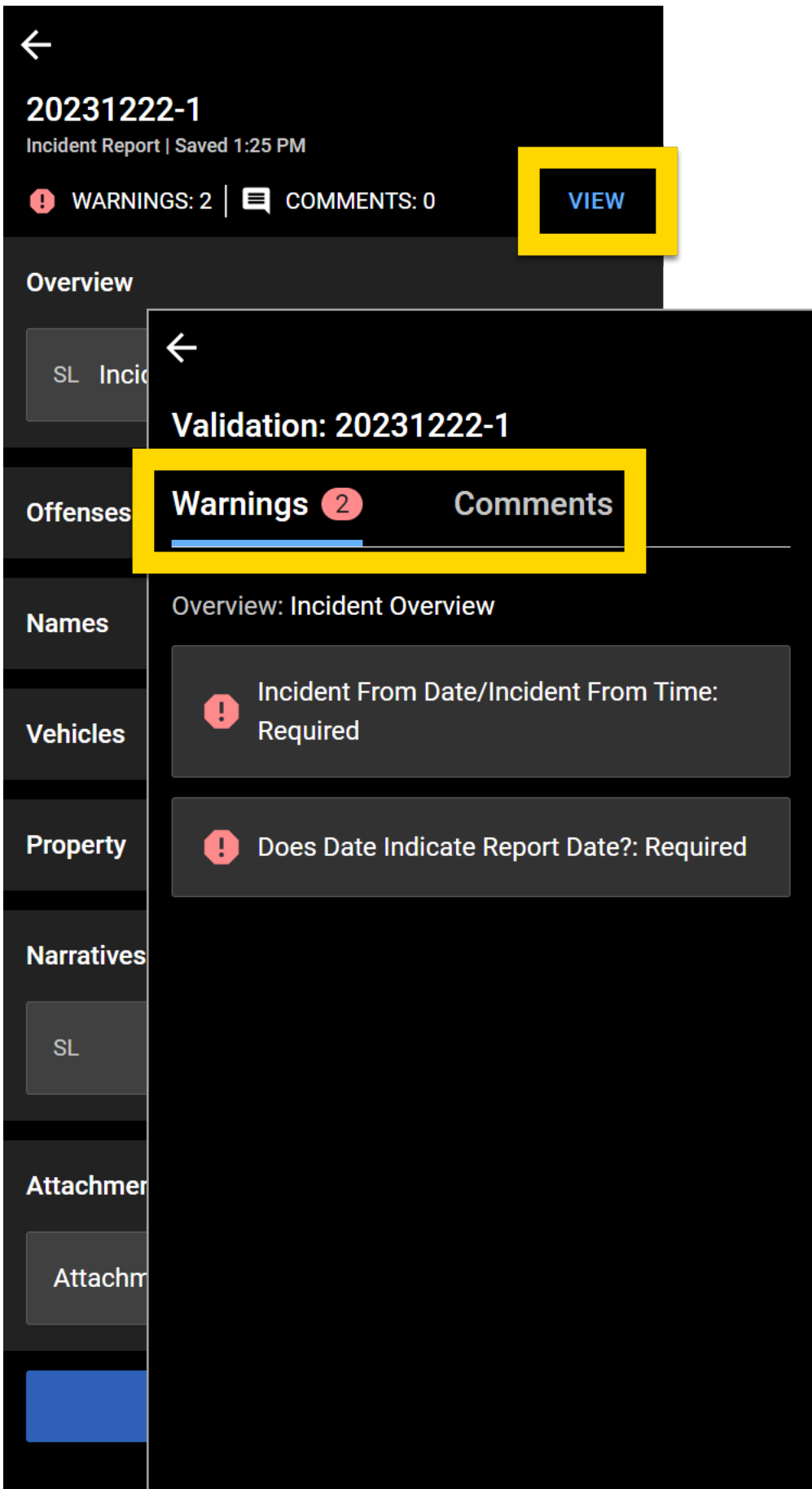
- c. [Submit the report for review](#)



View warnings and comments

Select **View** to reveal the report's [validation errors](#) (warnings) and comments. Use the tabs to switch between warnings and comments.

This section is "sticky" and will always appears at the top the screen (along with the report number), letting you check warnings and comments at any time, no matter which section of the report you are viewing.



Add, update, and remove information

There are two ways to add information to a report:

- Select **Add** to add an offense, name (person or organization), vehicle, or property item.
- To update the Incident Overview or narrative, or upload a file, select the gray section with that name.

After adding an offense, name (person or organization), vehicle, or property item to a report, you can remove it by selecting **More Actions [...] > Remove**.

This screenshot shows the 'Incident Overview' form for report ID 2024-INC-00000004-1. The form includes sections for Offenses, Names, Vehicles, Property, Narratives (1), and Attachments. Each section has a blue 'ADD' button. The 'Incident Overview' and 'Attachments' sections are highlighted with a yellow box, indicating they can be selected for editing or removal. A 'SUBMIT' button is at the bottom.

This screenshot shows the 'Offense' details for 'MC10-708(f) - UNLAWFUL NUISANCES - MI'. A yellow box highlights the 'More Actions [...]' menu, which includes a 'Remove Offense' option. The form also displays severity ('M - Misdemeanor') and completion status. Below the offense details are several yes/no questions: 'OFFENDER IS SUSPECTED OF USING?', 'WAS CRIMINAL OR GANG ACTIVITY INVOLVED?', 'WAS WEAPON/FORCE INVOLVED?', and 'WAS BIAS MOTIVATION INVOLVED?'. There are also sections for 'CARGO THEFT' and 'METHOD OF ENTRY'.

Submit report

After you've finished adding and updating all report information, you can submit the report for review.

1. Scroll down to the bottom of the report and select the blue **Submit** button.
2. Select a routing action (who should review the report) and optionally add a note.
3. Select **Submit**.

The image displays two screenshots of the Axon App interface, illustrating the steps to submit a report.

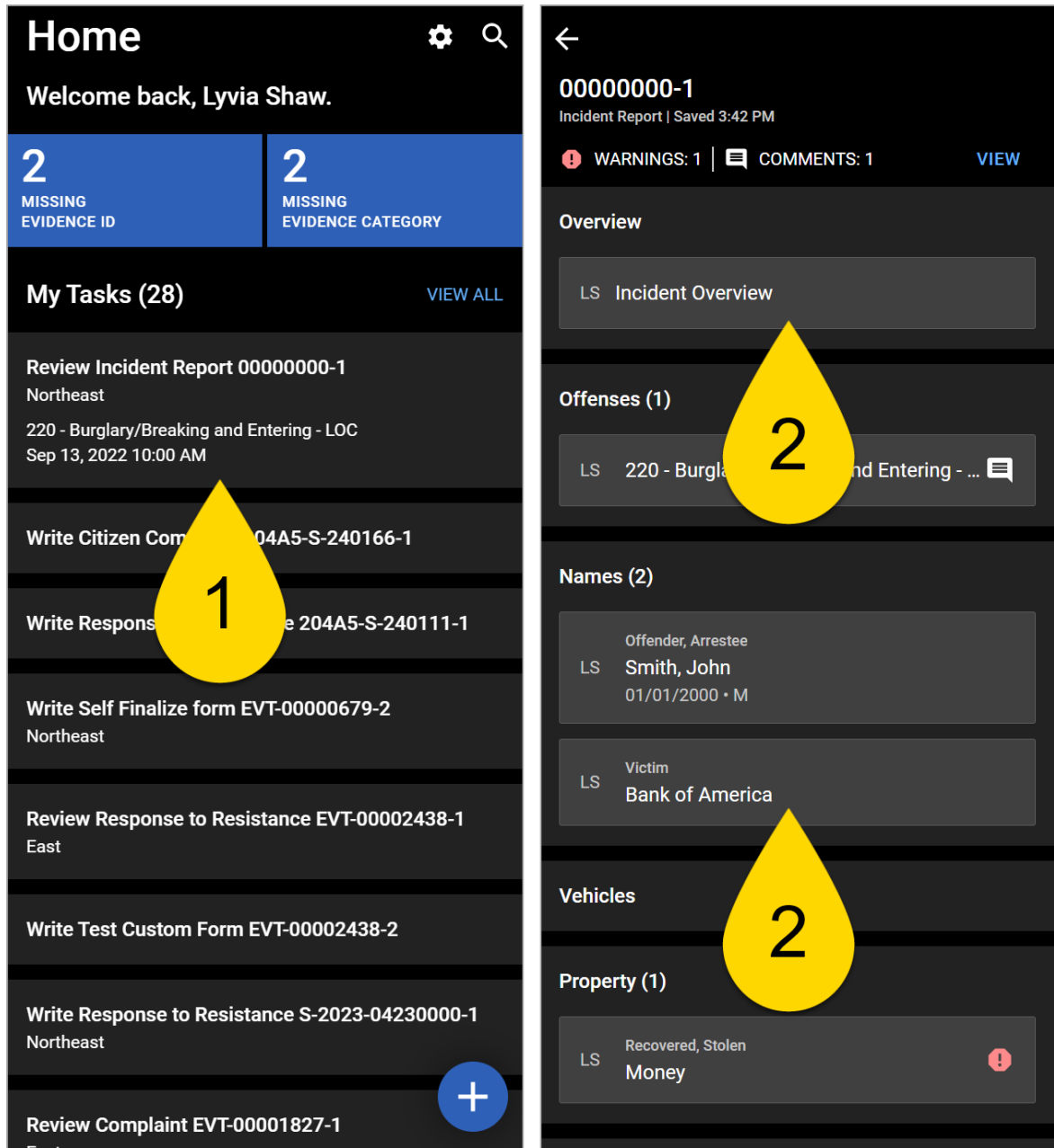
Left Screenshot: Shows the report details for incident **2024-INC-00000004-1**. The report is titled "Incident Report | Saved 3:20 PM" and includes a list of names (Offender: Smith, John Keith), vehicles (Involved Vehicle: 1999 Honda Civic - (Colorado)), and a narrative ("This is the narrative for this report."). A yellow callout with the number **1** points to the blue **SUBMIT** button at the bottom.

Right Screenshot: Shows the "Routing" screen for the same incident. The "Routing action" dropdown is set to "Request Supervisor review". A yellow callout with the number **2** points to this dropdown. Below the dropdown is a "Note" field. A warning message "WARNING: There are 6 validation errors." is displayed. A yellow callout with the number **3** points to the blue **SUBMIT** button at the bottom.

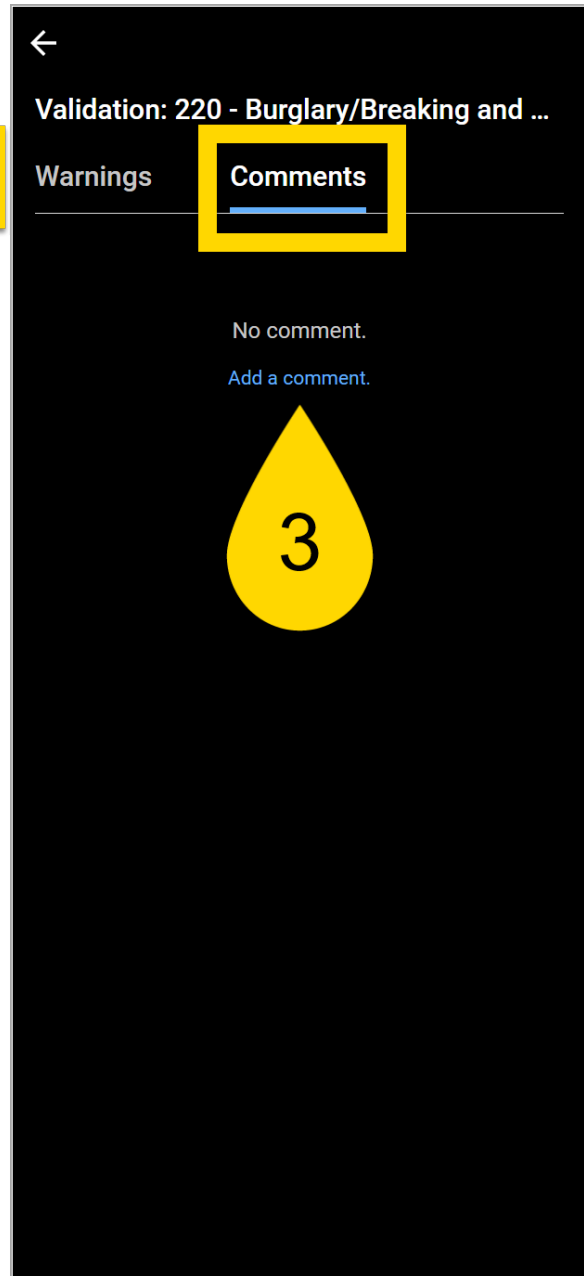
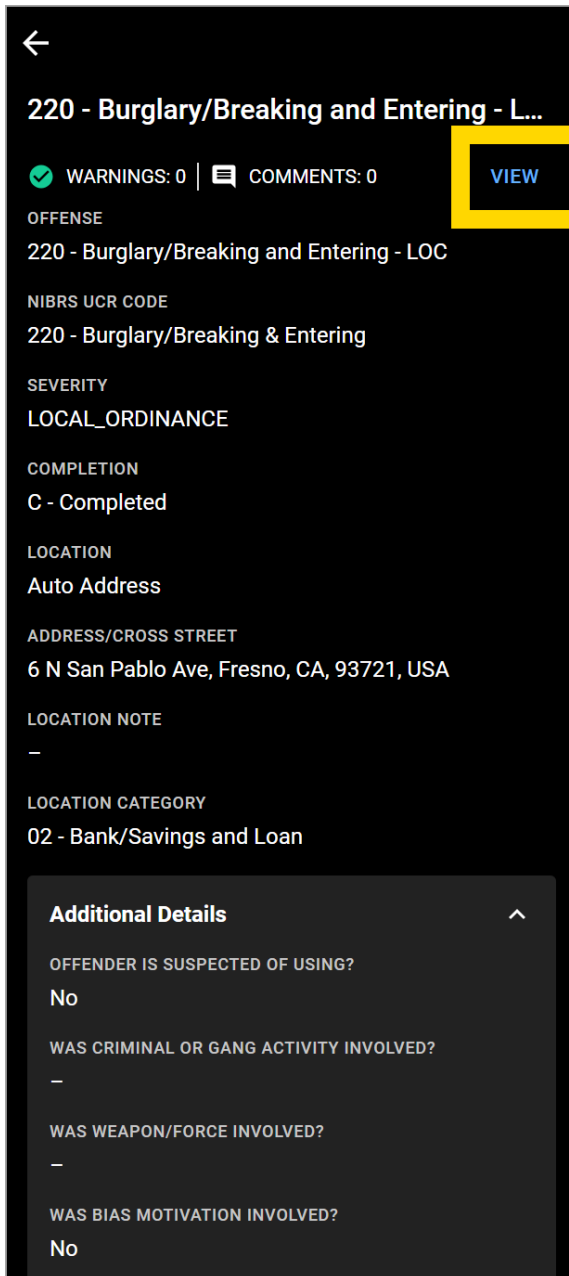
Review a report

Supervisors can review reports that have been assigned to them for review from the Axon app. To review a report:

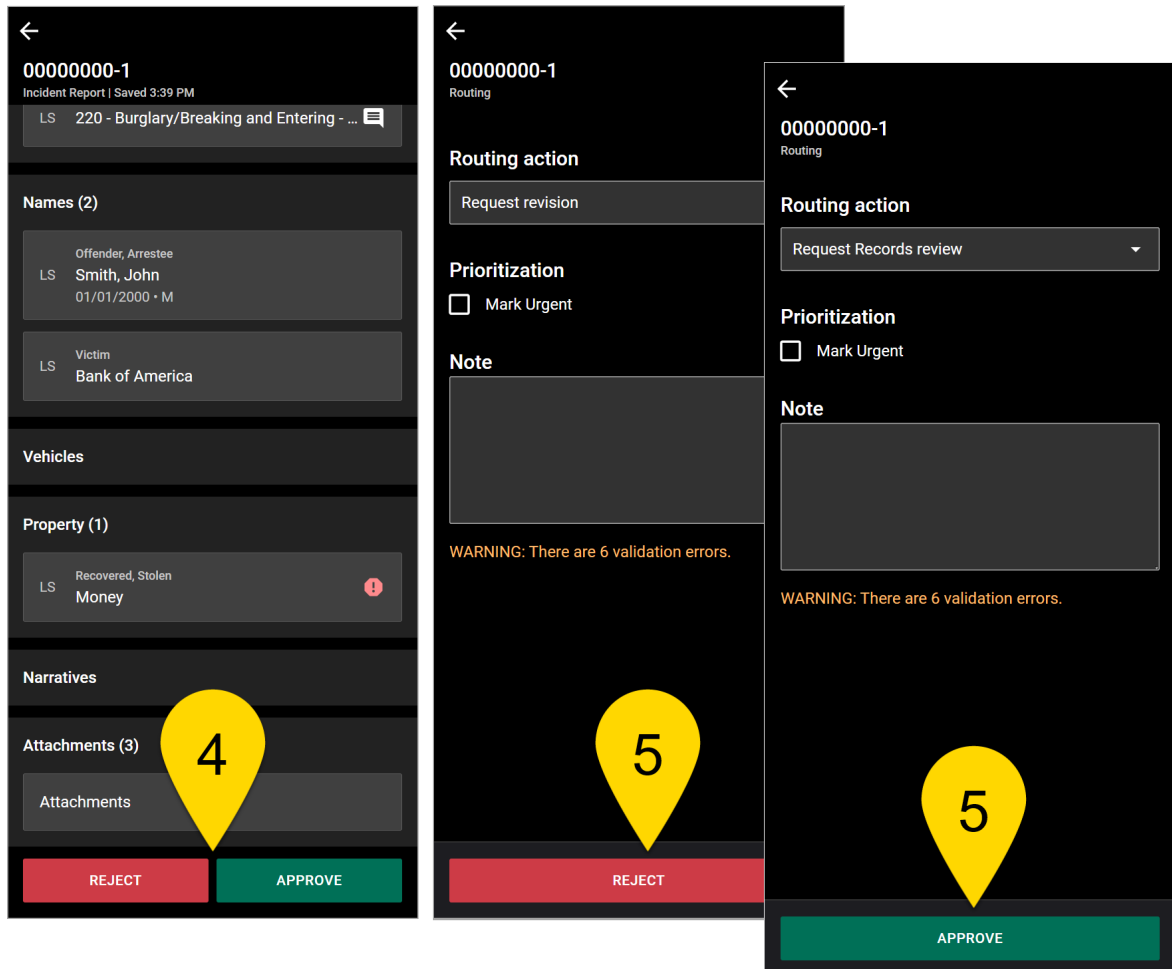
1. Log in to the app and select a **Review** task from the **My Tasks** list on the app's Home screen.
2. Open and review the different report sections by selecting the light gray box in a report section.



3. To add a comment, open a section of the report, select **View**, switch to the **Comments** tab, then select **Add a Comment**.



4. When you are finished with your review, return to the main report screen (that contains the full list of report sections), scroll down to the bottom and select **Approve** or **Reject**.
5. Add a routing note, mark if the task is urgent (if needed) and select either **Reject** to send the report back to the author for revision or **Approve** to send to the **Records Tasks** inbox for finalization.



Only Supervisor Review can be performed from the mobile app. [Records Review](#) must be completed using the full desktop application.