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Introduction

Hello! Welcome to the Remote Eyes Server Manual.

This user manual has been designed to provide complete, easy-to-use instructions for configuring and using the Remote Eyes Server, Player, and Client applications.

In the pages that follow, you will find out how to start using Remote Eyes, customize its wide variety of features, set it to record video when motion is detected, and monitor it remotely.

Finally, you'll learn how to quickly and easily use the Remote Eyes Player to review any recorded video from the Server location.

Of course if you have a question about Remote Eyes that we haven't covered, or if you need technical support for any aspect of the Remote Eyes software, you'll find complete contact information for our technical support team on the last page of this manual.

Getting Started with the Remote Eyes Server

The component of your Remote Eyes software that you install on the computer where you want to connect your cameras is called the Server.

Your Remote Eyes Server comes preset from Odyssey to **Auto Launch**, this means that the software will automatically start when the computer is turned on.

After a moment, The Remote Eyes splash screen will appear...



...followed by the camera display itself



Before you can start configuring Remote Eyes, you'll need to login by clicking on the **lock icon** in the upper right-hand screen corner.

A **User name** and **Password** must be provided each time you want to make changes to your Remote Eyes settings. You'll also have to login each time you want to exit out of the server software. For your first login, you'll need to use the default User: **administrator** and the default Password: **administrator**.

As you can see, the Password always appears as a series of asterisks, to keep people from learning your password by watching you enter it.

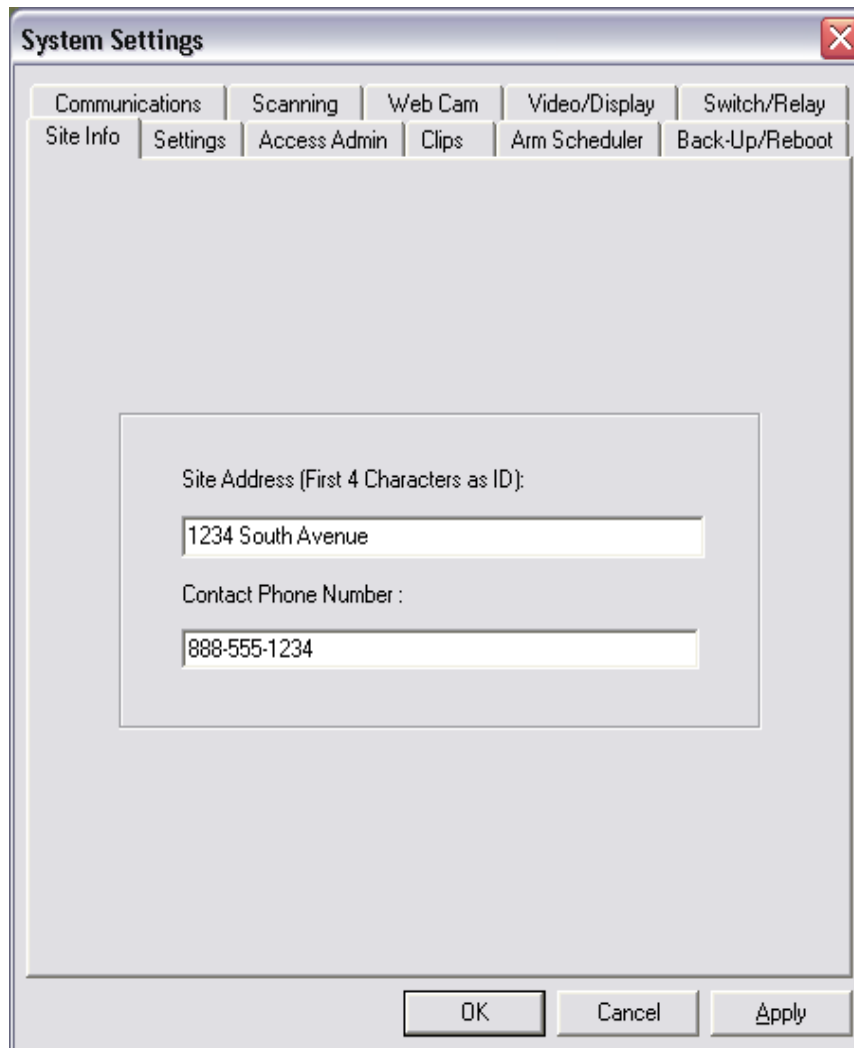
Now that you've logged in, you can start setting up Remote Eyes. Let's start with the **Configure** menu.

The Configure Button

Configure

Most of what you'll find in the configure menu are items that will help you to customize your Remote Eyes settings to fit your individual needs. You'll be able to schedule when Remote Eyes is armed to detect motion, set Remote Eyes to notify you automatically when motion occurs, and administer users and passwords, among many other things.

Site Info



The screenshot shows a 'System Settings' dialog box with a 'Site Info' tab selected. The tab contains two text input fields. The first field is labeled 'Site Address (First 4 Characters as ID):' and contains the text '1234 South Avenue'. The second field is labeled 'Contact Phone Number :' and contains the text '888-555-1234'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Using the **Site Info** tab, you can enter an address and contact number for your Remote Eyes Server. The first four characters will be used as the Site ID, a unique marker for video recorded at this location. For instance the example to the left will tag all video with a Site ID of 1234.

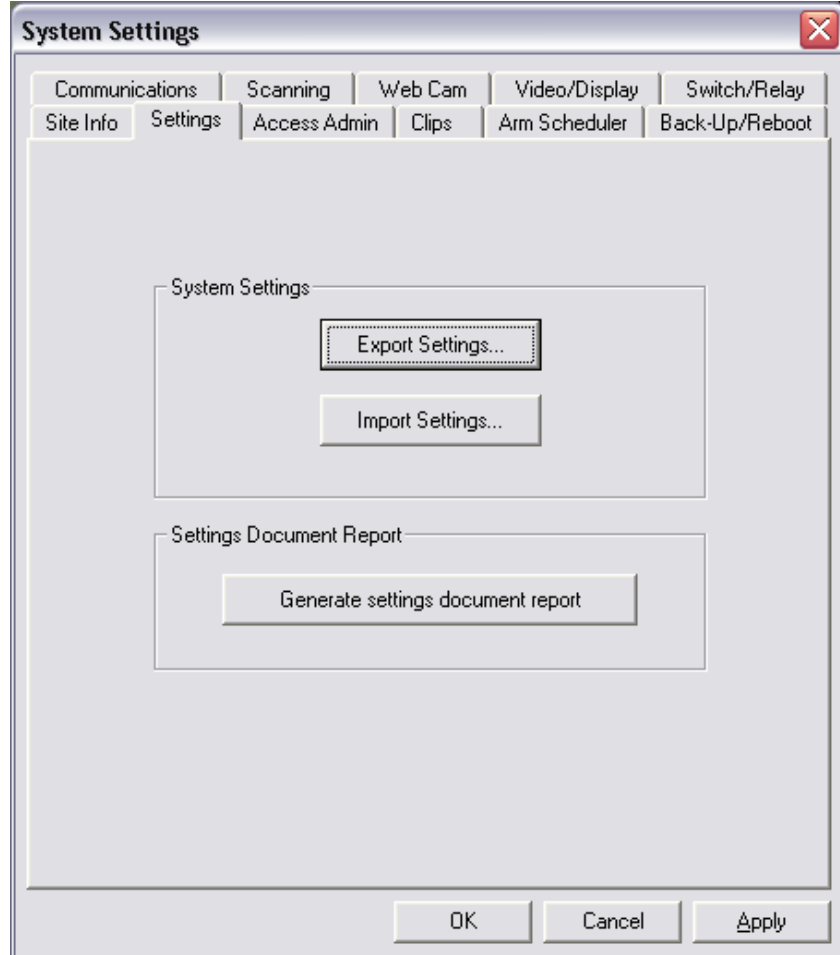
The Address and Contact Phone Number will also be listed on the Access and Event logs. We'll talk about them a little later.

Settings

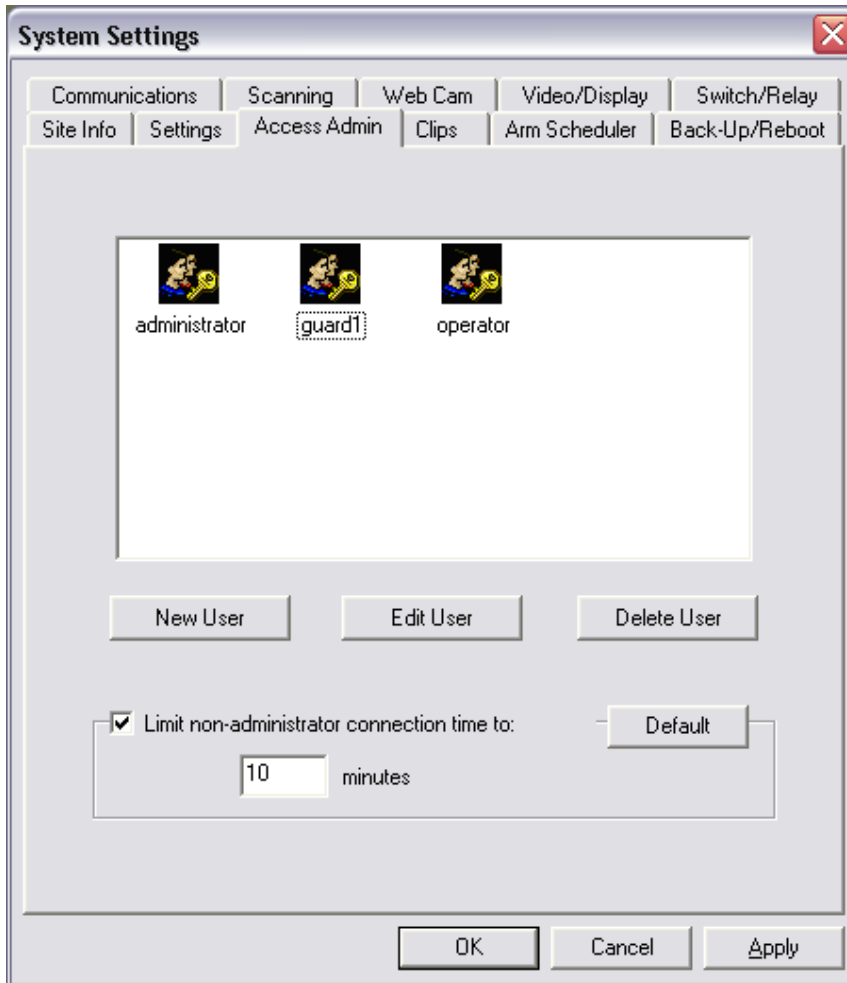
The **Export** and **Import Settings** options are really useful if you have more than one location that uses Remote Eyes Server, but you want to use the same system settings at all of your locations. Just click **Export Settings** and you'll be prompted to choose a place on your PC to store a settings file.

A floppy disk is a perfect choice, since you can take it to another location, insert it into the PC, and double click in the settings file, and then launch your Remote Eyes Server.

You can also generate a report of all of your system settings with the **Generate settings document report**. You can use this feature to print a full report of all of the system settings.



Access Admin



If you want to allow more than one person to access your Remote Eyes Server locally or using the client, you can use the **Access Admin** tab to set up additional Users and Passwords.

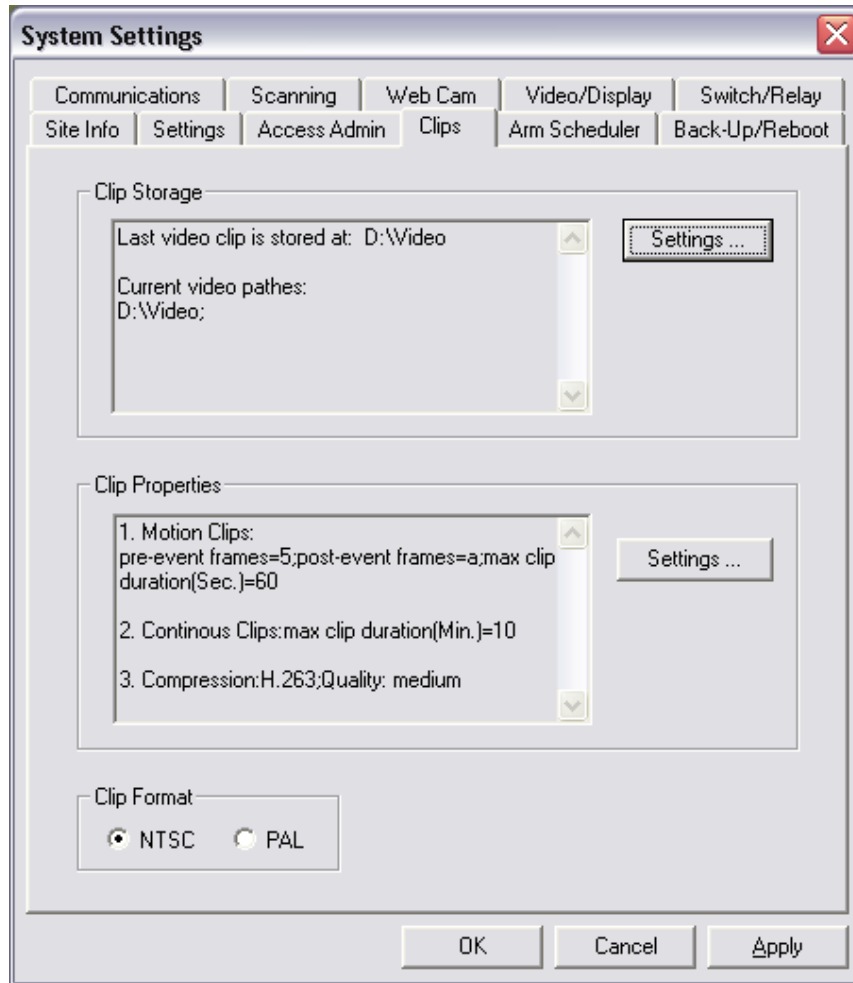
You can also limit the **non-administrator connection time** from this tab. This will cause users from the Admin Client and from modem connection to lose connection after ten minutes if the person is not an administrator. An administrator is defined by the ability to **Add/Edit Users**.

To add a new user, click the **New User** button.

From the **Privilege** window, you can create a User ID and Password that will be used for logging in and access privileges. There are two kinds of Users: **Administrators** and **Operators**. A user is an administrator only if he has the privilege to **Add/Edit User** enabled. Operators, who do not have this privilege, can also have their connection time limited by an administrator.

A screenshot of the 'Privilege' window in the Remote Eyes software. The window has a title bar with the text 'Privilege' and a red close button. Inside, there are two text input fields: 'User ID' with the value 'guard1' and 'User Password' with the value 'security'. Below these is a section titled 'Privileges' containing a list of ten checkboxes, all of which are checked. The checkboxes are arranged in two columns: 'Add/Edit User', 'Delete Files', 'Configure/Setup', 'Camera Control', 'Schedule', 'Modem Access', 'Operation', 'IP Access', 'View Files/Status', and 'View Video Clip'. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

Video Clip Properties



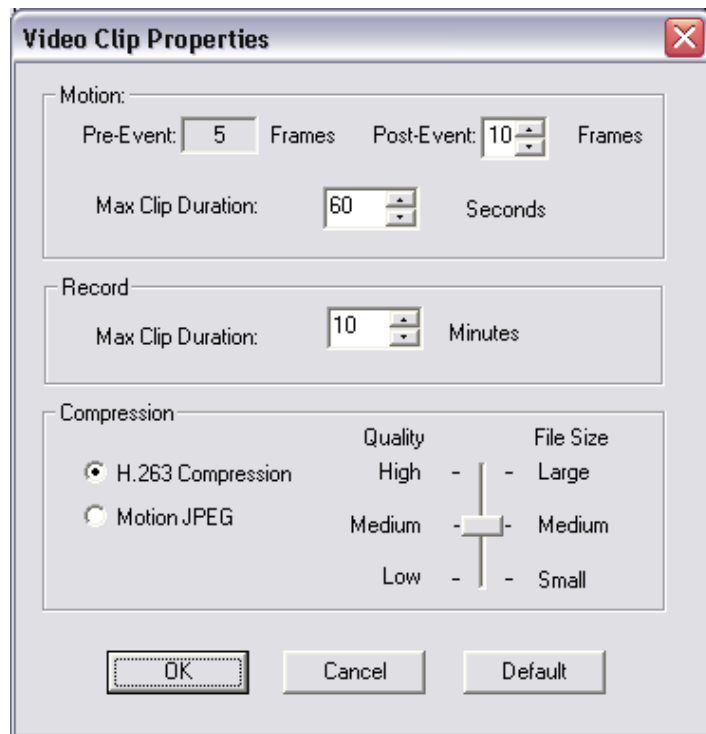
Any segment of video that is recorded using Remote Eyes is referred to as a **Video Clip**. For convenience in storage and review, any extended recording will be separated into multiple video clips.

Using the **Clips** tab, you can specify where your clips are stored and set how large individual clips will be for both motion detection and continuous recording.

You can also select the video format you want to use: **NTSC** or **PAL**.

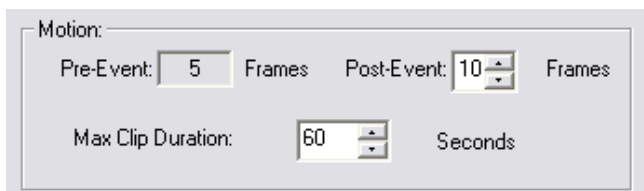
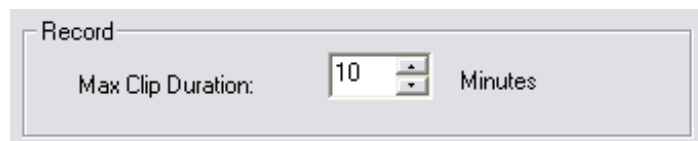
First let's set where you clips are stored. Click the **Settings** button next to **Clip Storage**.

The **Video Clip Properties** window can be used to change the characteristics of video recorded by Remote Eyes.



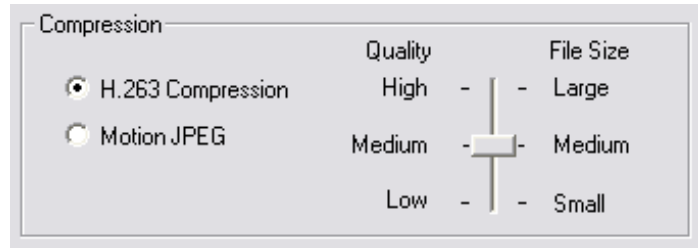
Video clips fall into two major categories: **continuous recording**, where Remote Eyes records straight through for a set duration, and **motion detection** recording, where Remote Eyes records only when the Server is armed, and then only when motion is detected by a camera.

Using this window, you can set maximum clip duration for continuous recording.....



... as well as maximum clip duration for motion detection clips. In this way, larger periods of recording are broken up into small, more manageable clips.

You can also select the kind of compression used for all recording, either **H.263** or **Motion JPEG**.

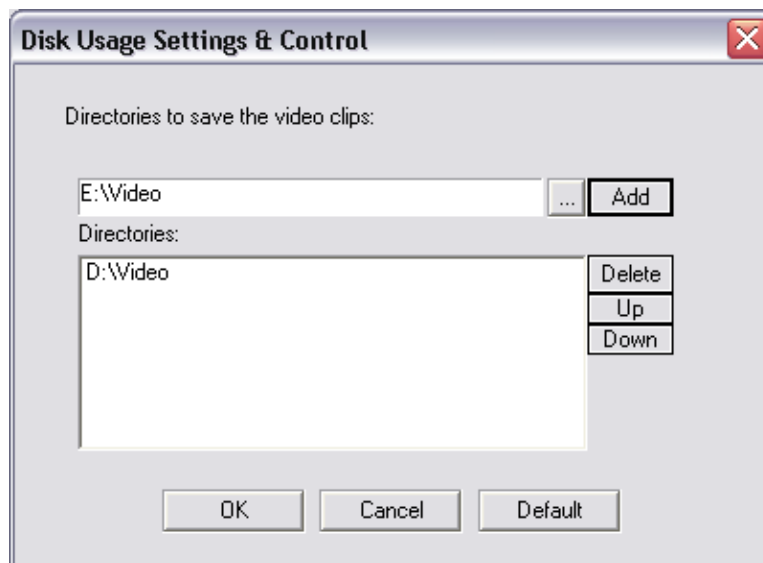


H.263, the default, combines good image quality with small file size. Motion JPEG files have very good image quality along with much bigger file size. On average, a Motion JPEG video clip will be ten times the size of the same clip recorded using H.263.

Within each of these selections, you can also choose the image quality, from **High** to **Low**. High quality clips will result in large file sizes, and Low quality clips will generate smaller file sizes.

Disk Usage Settings & Control

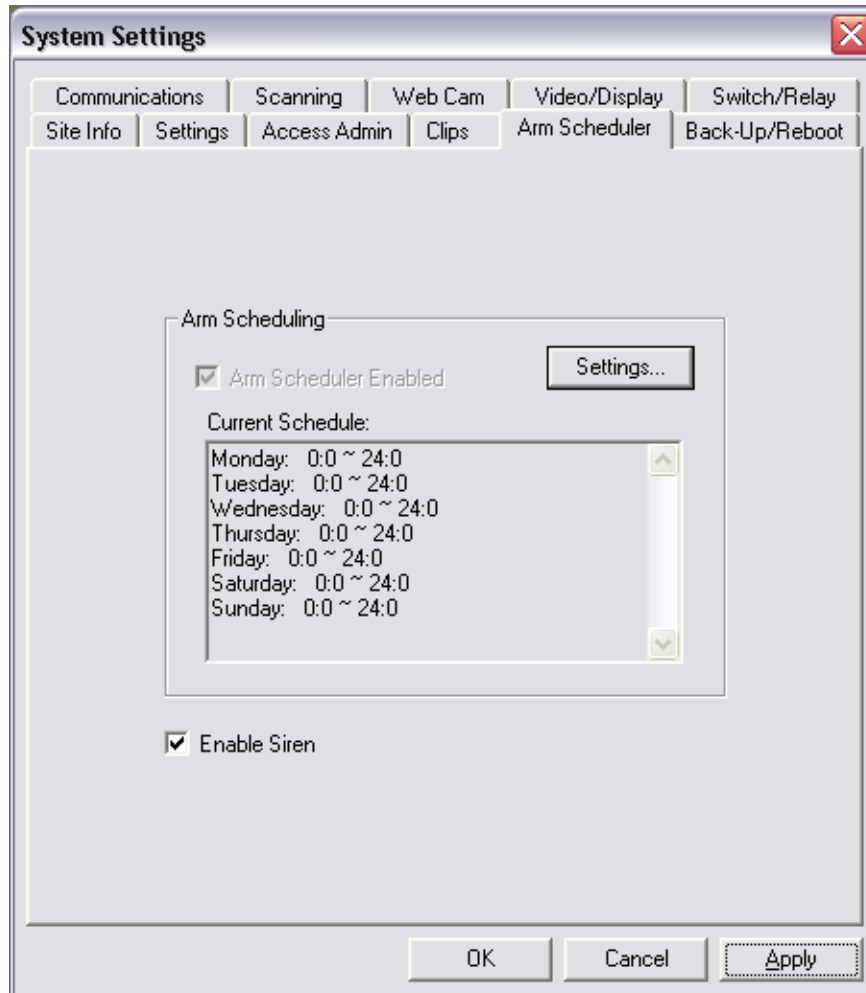
When Remote Eyes records video clips, the system's hard drive is used as the storage medium. To adjust where your clips are stored, click the **Settings** button next to **Clip Properties** on the **Clips** tab.



Within the **Disk Usage Settings** window, you can indicate what folder on your PC you want to use for clip storage. You can even select multiple locations. Once the first location in the list gets full Remote Eyes will start recording to the next one on the list.

Arm Scheduler

If you decide to record video clips only when your cameras detect motion, you can set up a schedule of when to arm and disarm the system. Just like with other security systems, in Remote Eyes the term **Armed** indicates that the security measures are **ON**, and any motion that occurs will cause the system to record. Likewise, **Disarm** means that the security measures are **OFF**.



The **Arm Scheduler** tab shows a listing of the currently scheduled recording times by day of the week.

You can also click the check box next to **Enable Siren** if you would like an audio alarm to sound when motion is detected. Please note that you will need speakers for this feature.

To adjust when the system is armed, click the **Settings** button next to **Arm Scheduling**.

Schedule for Arming the System

☒ Enable Scheduler

	Time Range 1			Time Range 2		
	On/Off	Start	End	On/Off	Start	End
Monday	<input checked="" type="checkbox"/>	11 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Tuesday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Wednesday	<input checked="" type="checkbox"/>	0 : 0	8 : 0	<input checked="" type="checkbox"/>	18 : 0	24 : 0
Thursday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Friday	<input checked="" type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Saturday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Sunday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0

* Please enter using military time (e.g. 2:30PM = 14:30)

OK Cancel Default

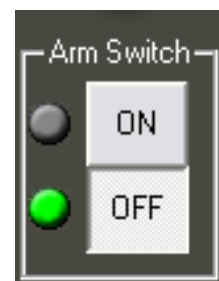
The **Arm Scheduler** tells Remote Eyes when to turn motion detection on or off. You can specify up to two time periods per day for each day of the week, with the time of day given in 24-hour (military) time. All you need to do is enter your start and end times, and check the box next to the day of the week to enable that day.

In the first example, you'll see that on Monday, the system is set to be armed at 11:00AM and disarmed at 12:00 Midnight.

In the next example, Wednesday the system is armed from Midnight to 8:00AM, and then again at 6:00PM, until Midnight. This is one possible schedule that could be used for an office or other location that wants to monitor unauthorized access before and after business hours.

The last example shows how to set Remote Eyes to record 24 hours a day. 0:0 to 24:0 tells Remote Eyes to begin at Midnight and end the following Midnight. Used in conjunction across multiple days, the Server can be set to be armed 24/7.

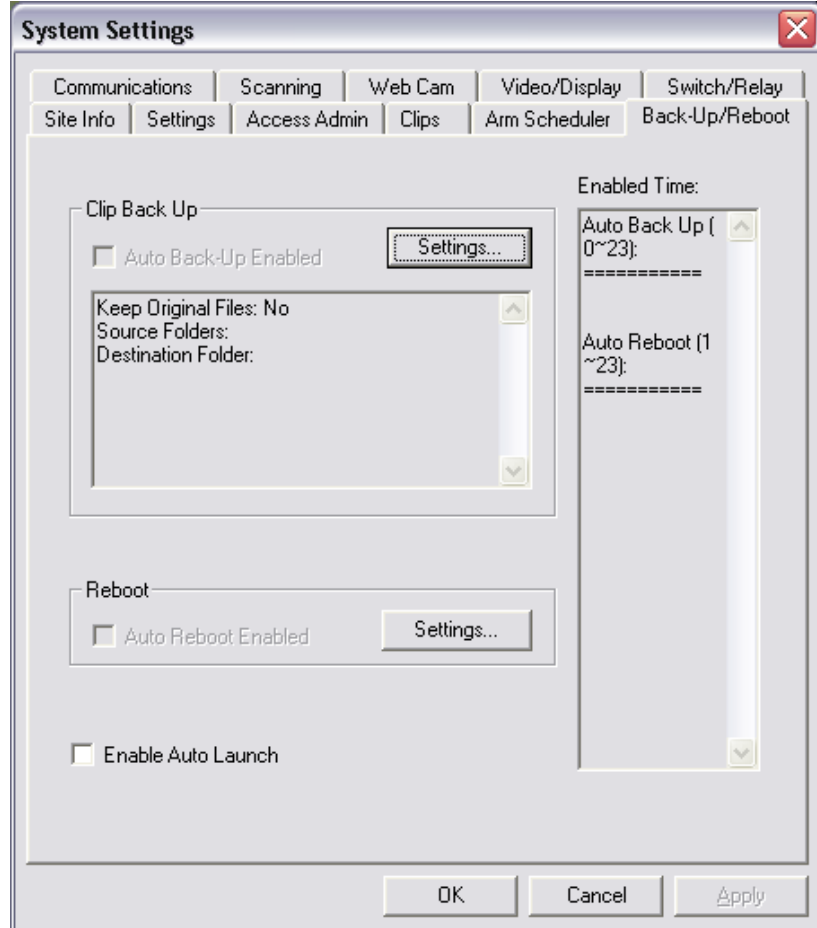
Please note that the Server can also be armed and disarmed by selecting the **ON** or **OFF** buttons located on the right side of the main Remote Eyes screen.



Back-Up/Reboot

The **Back-Up/Reboot** tab is used to set automatic back up and reboot.

You'll also see a listing to the right of the tab showing when **Auto Back-Up** and **Auto Reboot** have been scheduled to occur.

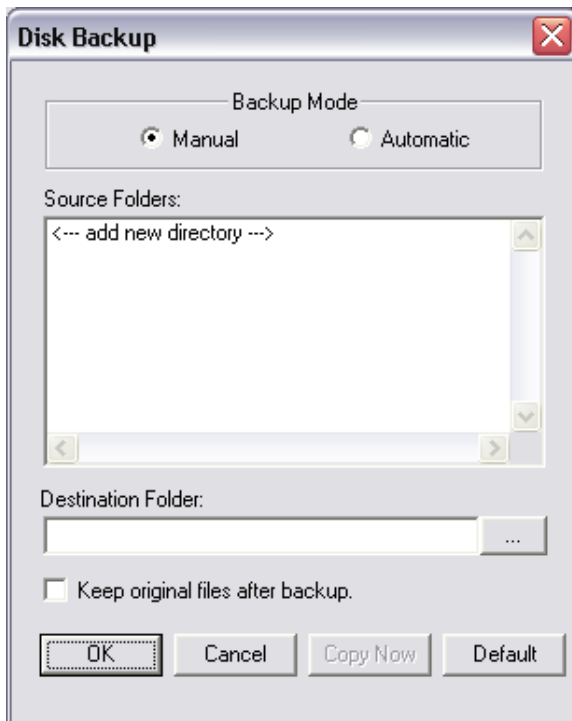


Clip Back-Up

If you would like to back-up important video clips, or if you just want to archive your recordings for later examination, Remote Eyes **Clip Back-Up** feature can be used to move previously recorded clips to a specified location.

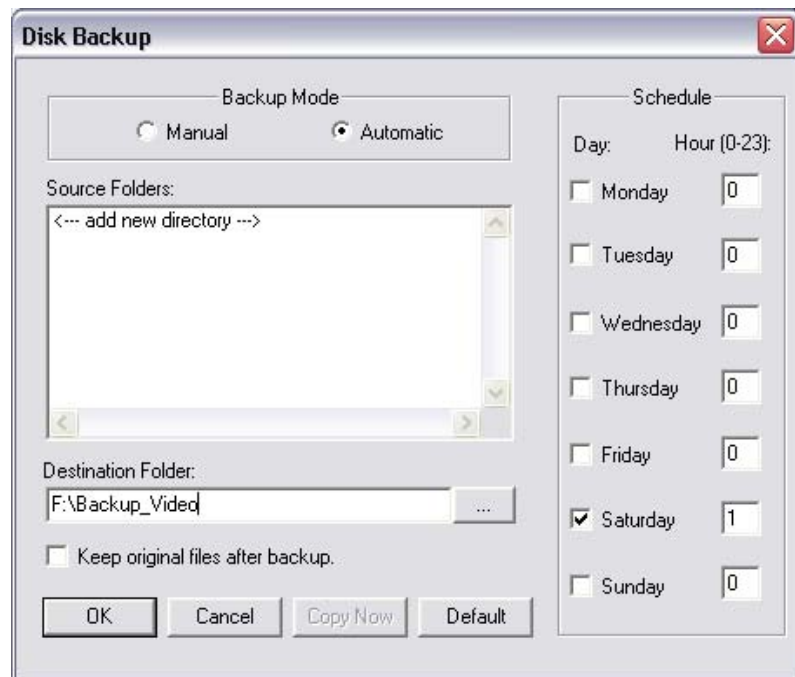
To access the disk back-up window, click the **Settings** button next to **Clip Back-Up**.

First select either **Manual** or **Automatic Backup** mode.



Manual is used to back-up files right now. Just choose the source folder (this should be the same one you chose in Disk Usage – see above) and the destination folder, which can be a removable hard drive, a network drive, or a CD-R/RW, just to name a few of the many possibilities. Then just click **Copy Now** to begin the backup.

Automatic back-ups are very similar to Manual, the difference being that you can schedule your backup operation to occur weekly or even daily.

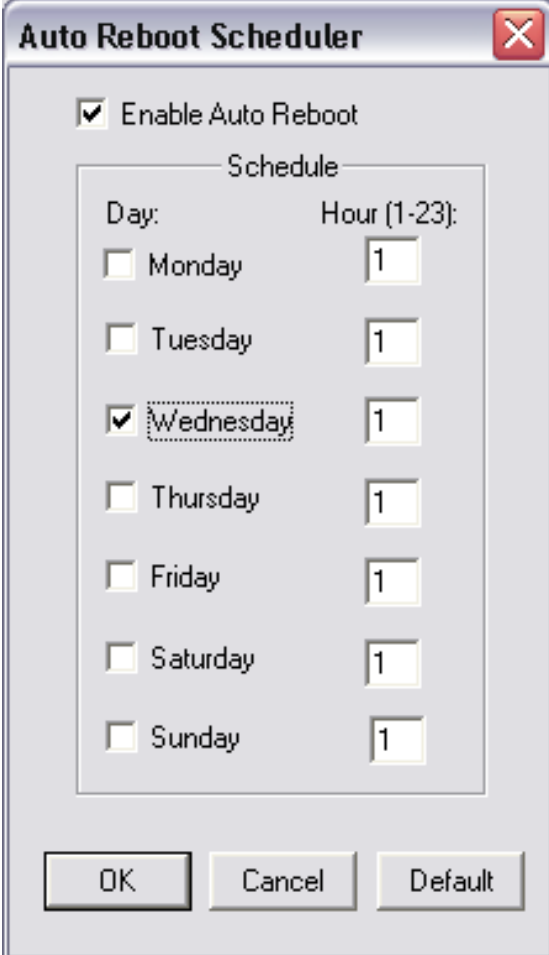


Auto Reboot

Auto Reboot can be used to schedule an automatic reboot of your Server PC at a specified time.

To access Auto Reboot, just click the **Settings** button next to **Reboot** in the **Backup/Reboot** tab.

Then select the day or days of the week along with the hour of the day when you want to reboot your Server PC.



The **Auto Reboot Scheduler** dialog box is shown. It has a title bar with a close button (X). Inside, there is a checkbox labeled **Enable Auto Reboot** which is checked. Below this is a section titled **Schedule** containing a table with two columns: **Day:** and **Hour (1-23):**. The table lists the days of the week from Monday to Sunday. The **Wednesday** row is selected with a checked checkbox. All hour fields are set to **1**. At the bottom of the dialog are three buttons: **OK**, **Cancel**, and **Default**.

Day:	Hour (1-23):
<input type="checkbox"/> Monday	1
<input type="checkbox"/> Tuesday	1
<input checked="" type="checkbox"/> Wednesday	1
<input type="checkbox"/> Thursday	1
<input type="checkbox"/> Friday	1
<input type="checkbox"/> Saturday	1
<input type="checkbox"/> Sunday	1

Communications

The next tab, **Communications**, lets you enable Remote Access and set your Server to notify you when an alarm occurs.

The screenshot shows the 'System Settings' dialog box with the 'Communications' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface. The tabs are: Site Info, Settings, Access Admin, Clips, Arm Scheduler, Back-Up/Reboot, Communications (selected), Scanning, Web Cam, Video/Display, and Switch/Relay.

Remote Access

- ☒ TCP/IP Enabled: LAN: 4.0.1.0
- ☒ Modem Enabled: U.S. Robotics 56K Fax PC
- Settings...

Notification

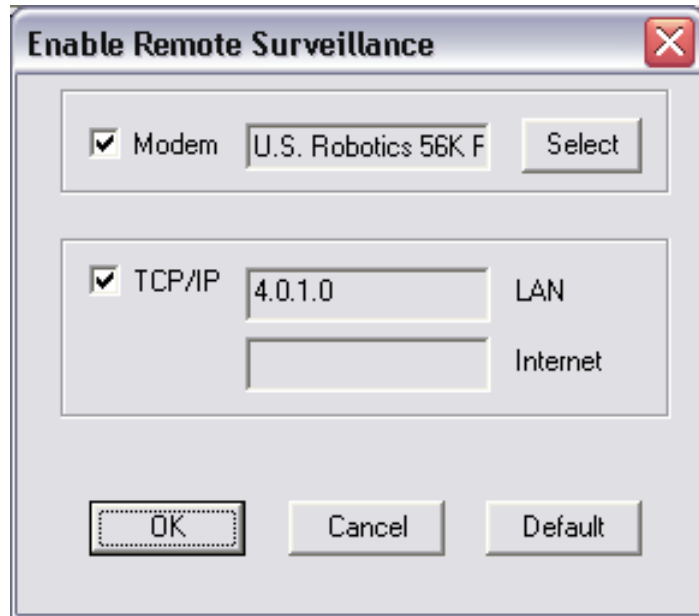
- ☒ EMail Enabled: Settings...
 - SMTP: 123.456.789.101
 - From: server@email.com
 - Subject: Alarm!!
 - To: bill@email.com;joe@email.com(*);
 - Enable Log: NO;
 - (*): video clips attached
- ☒ Remote Enabled: Settings...
 - Contact: by network
 - Phone Number List:
 - IP List: 541.268.56.2;
- ☒ Pager Enabled: Settings...
 - Call Number: 301-555-1234
 - Delay(Sec.): 8

Buttons: OK, Cancel, Apply

Remote Access

To enable Remote Access, click the **Settings** button next to **Remote Access**.

To enable remote connections to Remote Eyes, you'll need to first enable the method of connection. You can choose to permit **Modem** or **TCP/IP** (cable modem or LAN) connections, or both.



Configure Email

If you would like to have an email sent to you each time Remote Eyes detects motion, you can use the Email notification feature by clicking on the **Settings** button next to **Email Enable**.

Configure E-Mail

☒ Enable E-Mail Notification

SMTP 123.456.789.101

E-Mail Notification Recipients

Attach Video	Email Address
<input checked="" type="checkbox"/>	sam@email.com
<input type="checkbox"/>	bill@email.com
<input checked="" type="checkbox"/>	joe@email.com

Add Remove

E-Mail Header

Reply-to Address server@email.com

Subject Alarm!

E-Mail Content

Text Message

An alarm has been triggered!

☒ Enable Logging

Filename email.log

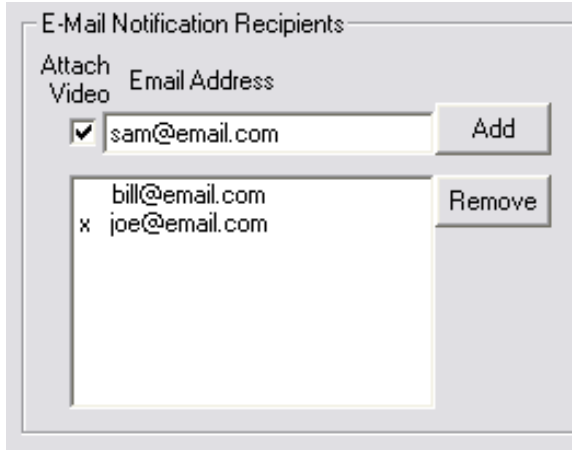
View Browse

OK Cancel Default

Just place a check in the **Enable E-mail Notification** box, and then enter your **SMTP** (outgoing mail server) address. Your ISP or Network administrator should be able to provide you with your SMTP address if you're not sure what it is.

☒ Enable E-Mail Notification

SMTP 123.456.789.101



The 'E-Mail Notification Recipients' dialog box has a title bar. Below it, there are two columns: 'Attach Video' and 'Email Address'. In the 'Attach Video' column, there is a checked checkbox. In the 'Email Address' column, there is a text input field containing 'sam@email.com' and an 'Add' button. Below this, there is a list box containing 'bill@email.com' and 'x joe@email.com', with a 'Remove' button to its right.

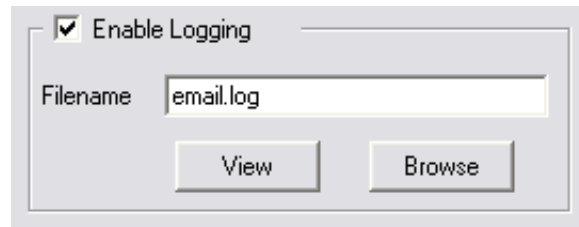
Next, add the email addresses of whomever you would like the email sent to. Just type their address in the space provided, place a check in the **Attach Video** box if you would like the video of the motion that was detected to be sent to them, and click **Add**. In the example to the left, joe@email.com will receive a video attachment, but bill@email.com will not.

Next, enter the **Reply-to Address**, **Subject**, and **Text Message**. These items will be included in all emails that are sent.



The 'E-Mail Header' dialog box has a title bar. Below it, there are two fields: 'Reply-to Address' with the value 'server@email.com' and 'Subject' with the value 'Alarm!!'. Below this is the 'E-Mail Content' dialog box, which has a title bar and a 'Text Message' label. The text area contains the message 'An alarm has been triggered!'.






Finally, you can check **Enable Logging** and create a filename if you would like to save a log of all the emails Remote Eyes has sent.



The 'Enable Logging' dialog box has a title bar. Below it, there is a checked checkbox labeled 'Enable Logging'. Below this is a 'Filename' field with the value 'email.log'. At the bottom, there are two buttons: 'View' and 'Browse'.

As a final note, please remember that if you decide to use this notification method, you'll be notified every time that motion occurs when the system is armed. You should also select only one notification method at a time, since using two or more may cause a conflict when Remote Eyes tries to do both.

You can also send email notification of an alarm to your cell phone, if it supports email messaging. For the email address format for several major wireless providers, please see the chart below. Just add your cell phone number where it says "Phone#" in the email address shown. **Please note if you are using this feature to alert your cell phone, leave the "attach video" checkbox empty.** Only text messages can be sent to a cell phone at this time.

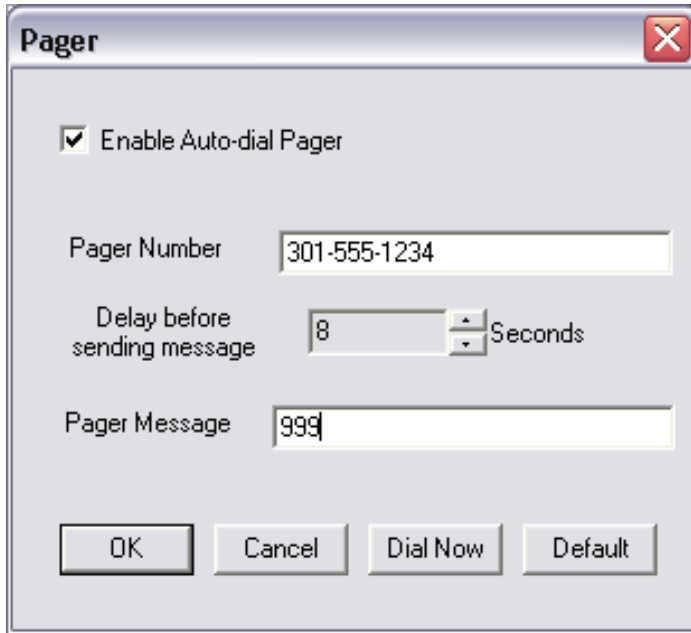
	Phone#@mobile.att.net
Note: Email messages are limited to 150 characters in length, which includes the sender, subject, and body text. Messages longer than the maximum character limit will be truncated or "cut off" and the receiver will not receive the remainder of the message.	
	Phone#@msg.myVZW.com
Note: Verizon Wireless can support at least 120 character messages in virtually all Mobile Messenger markets. Only 120 characters of the message will be received. All remaining characters will be deleted. The 120 character limit includes the sender's email address, the composed message, and, if provided, the subject and callback number.	
	Phone#@messaging.nextel.com
Note: Messages of more than 140 characters (including letters, punctuation, and system-generated characters) will be billed as two messages.	
	Phone#@messaging.sprintpcs.com
Note: Any message has a limit of 100 characters, including header information.	
	Phone#@mobile.mycingular.net
Note: Messages of up to 500 characters can be received, but will be broken up into several 150-character messages.	

Email Addresses and Messaging Notes for Cell Phones

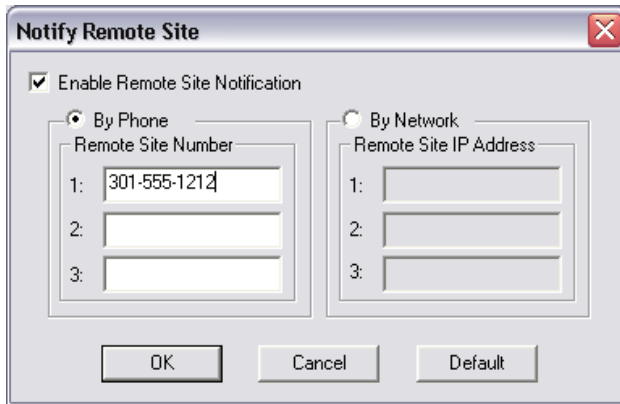
Pager

Another way to be notified when Remote Eyes detects motion is the **Pager** feature. To set up pager notification, click the **Settings** button next to **Pager Enabled**.

Using Pager, you can set Remote Eyes to dial a telephone number for a phone or pager when the system is armed and motion is detected.

The image shows a 'Pager' dialog box with a title bar and a close button. Inside, there is a checked checkbox labeled 'Enable Auto-dial Pager'. Below this, there is a text field for 'Pager Number' containing '301-555-1234'. Underneath that is a spin box for 'Delay before sending message' set to '8', followed by the word 'Seconds'. At the bottom is a text field for 'Pager Message' containing '999'. At the very bottom are four buttons: 'OK', 'Cancel', 'Dial Now', and 'Default'.

Just click **Enable Auto-dial Pager**, enter the phone number and numeric message, and set the delay (in seconds) between when the number is dialed and the numeric message sent.



Notify Remote Site

☒ Enable Remote Site Notification

☒ By Phone

Remote Site Number

1: 301-555-1212

2:

3:

☐ By Network

Remote Site IP Address

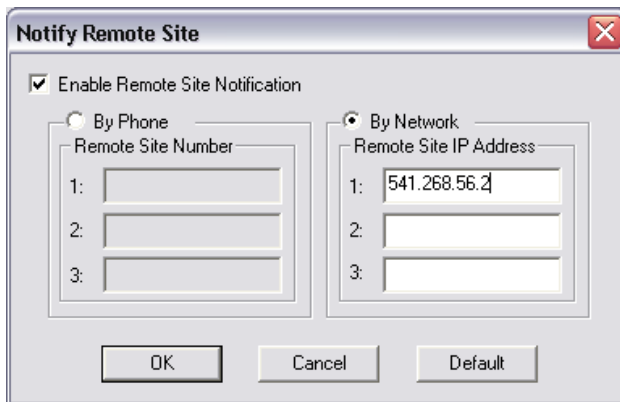
1:

2:

3:

OK Cancel Default

You can also have the system connect to a Remote Computer running the Client software. By clicking on **Notify Remote Site** you can make the system connect to another system by **Phone** or **IP Address** so that when an event occurs the remote Client will be connected to view the site.



Notify Remote Site

☒ Enable Remote Site Notification

☐ By Phone

Remote Site Number

1:

2:

3:

☒ By Network

Remote Site IP Address

1: 541.268.56.2

2:

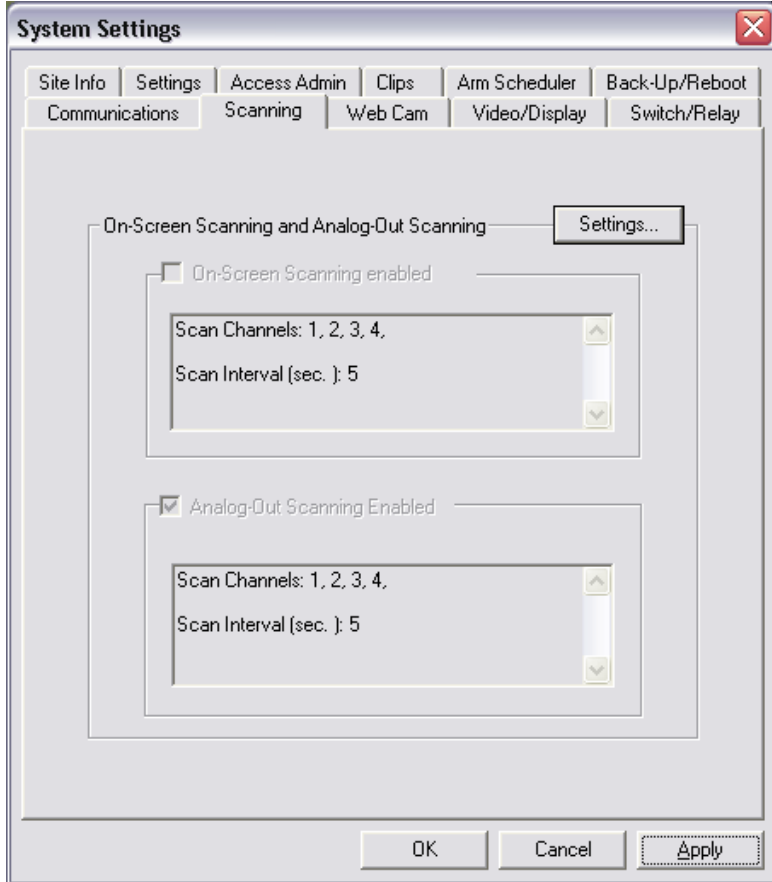
3:

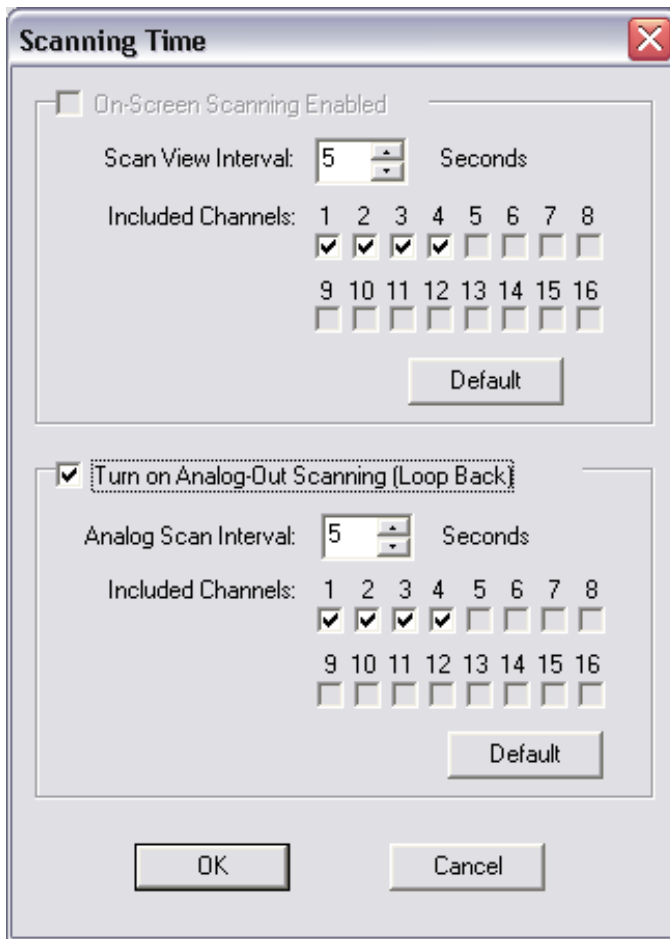
OK Cancel Default

Scanning

Remote Eyes Server includes a scanning feature, which lets you cycle through selected channels both **On-Screen** when you've selected a camera layout that includes one large camera view (see page 24 for more details about changing your camera layout) and **Analog-Out** when you have an external video monitor to the video out jack on your Remote Eyes card. Using the Scanning tab, you can choose which cameras are included in each of these features.

To select the cameras, click the **Settings...** button.



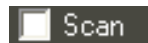


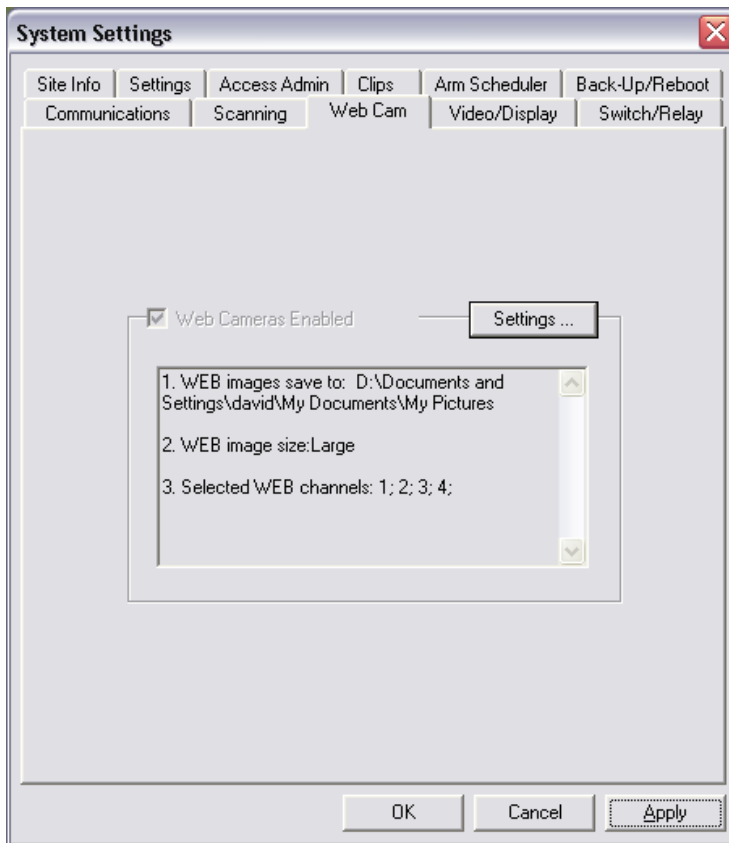
Now you'll see the **Scanning Time** window.

You can select the included channels for both **On-Screen** and **Analog-Out** scanning.

You can also **Turn on Analog Out Scanning** by clicking on the check box.

To turn on On-Screen scanning, you'll need to first select a camera layout that includes one large camera. This can be done on the main camera display using the **Layout** buttons, located to the right of your cameras. Select one of the layouts on the left hand side of the list, and then place a check in the check box next to **Scan**.





The **Web Cam** option lets you broadcast our Remote Eyes camera images to a local Web page for viewing over the Internet.

To set up the location of the Web page, as well as the image size and the included channels, click the **Settings** button.

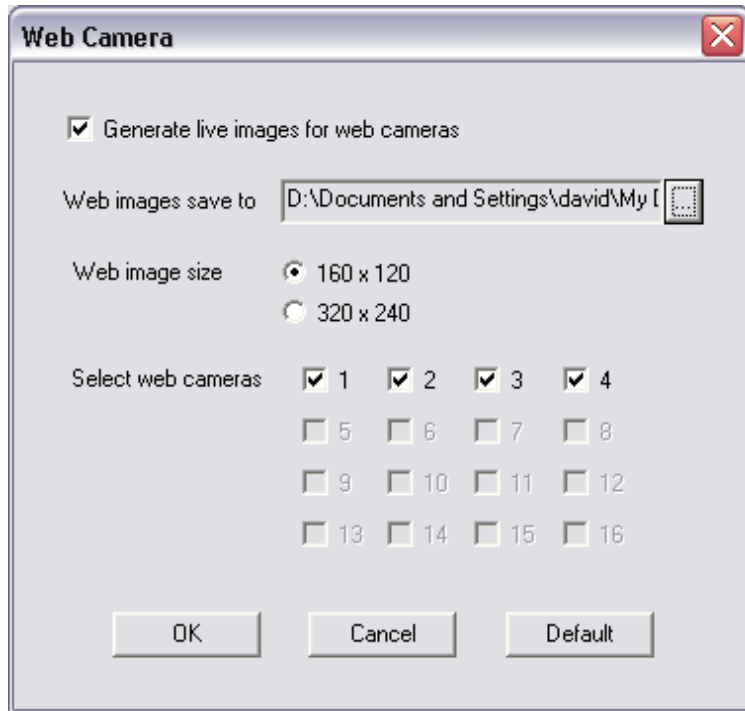
For Instructions on setting up **Internet Information Service** from Microsoft®, see Appendix C.

To set up your Web Cam, click on **Generate live images**, and then select the location of your Web page. It can be on the local PC or on a mapped Network drive.

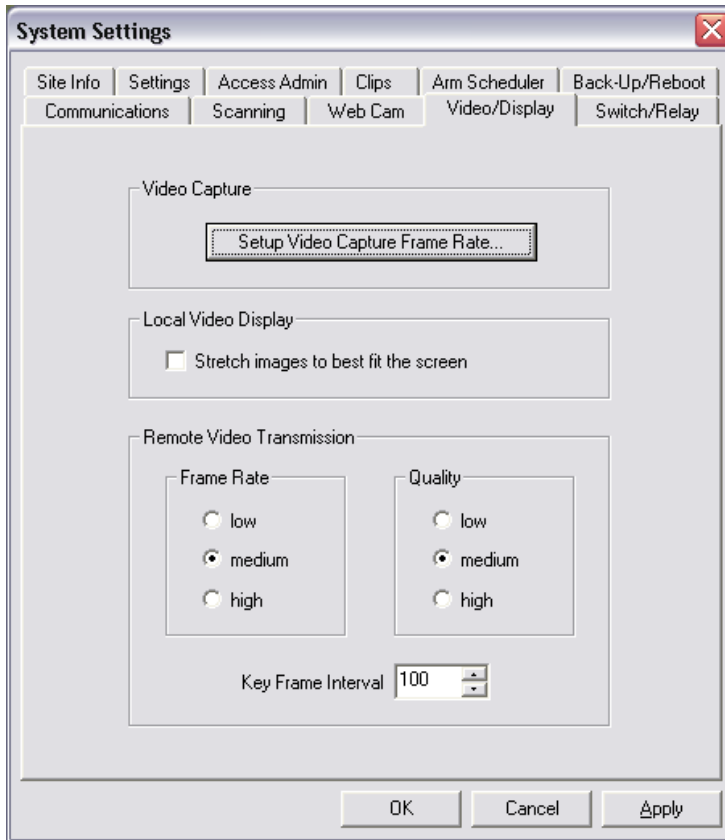
Next, select the image size: **160x120** (small) or **320x240** (large).

Finally, select the camera numbers that you want to include on the Web page.

By applying the changes from this page a default.htm file along with the other components of the web page will be placed in the folder specified.



Video/Display



Using the **Video/Display** tab Remote Eyes can change video capture, display, and transmission.

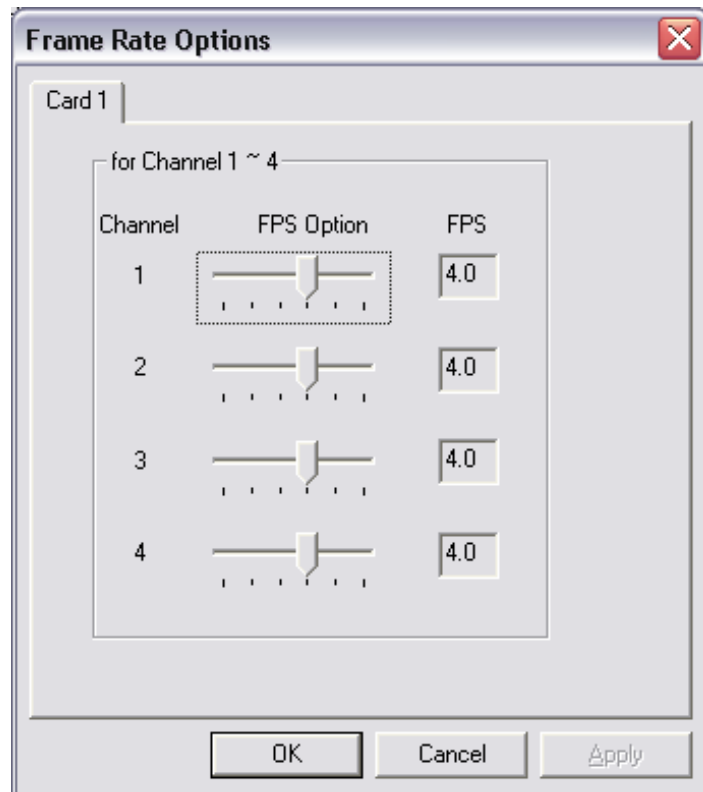
This is helpful for such things as capturing more frames on a camera that has more traffic, or adjusting transmission of video for slower connections to the server.

Frame Rate

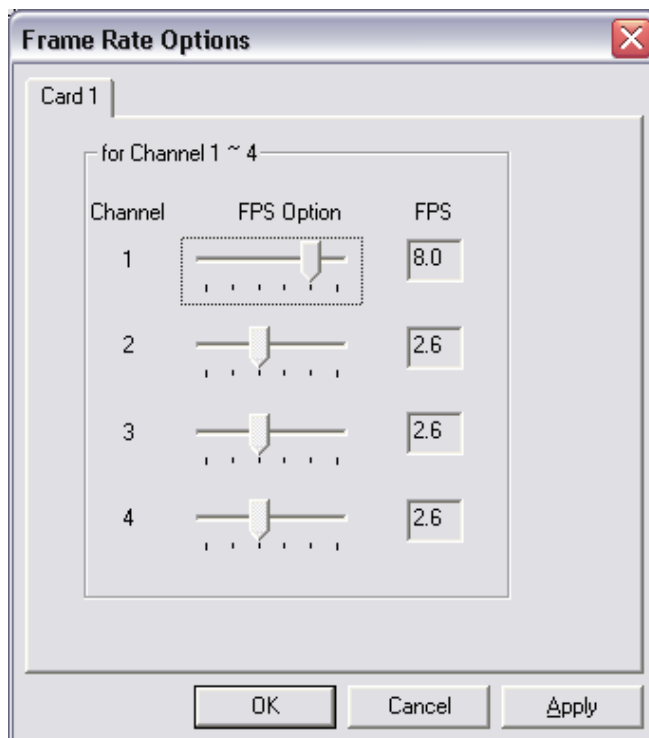
Remote Eyes Server features adjustable frame rate, or number of images per second, for all cameras. Using the **Setup Video Capture Frame Rate** button, you will see a tab for every video capture card installed on your Server PC – up to four cards on a 16-channel server, for instance.

There are three possible settings:

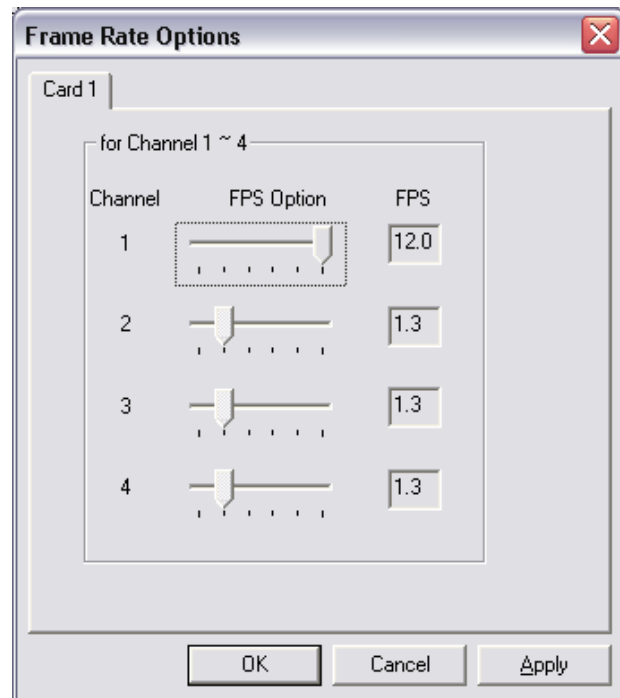
All channels have **4** frames per second, as shown to the right....



...one channel has **8** frames per second and the other three have **2.6** frames per second, as shown to the left...

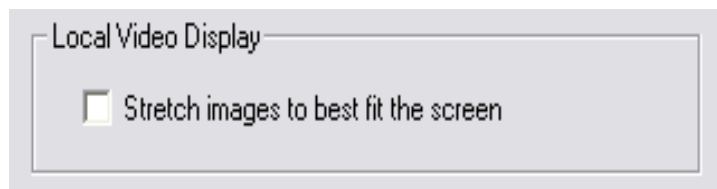


...or one channel has **12** frames per second and the other three each have **1.3** frames per second.



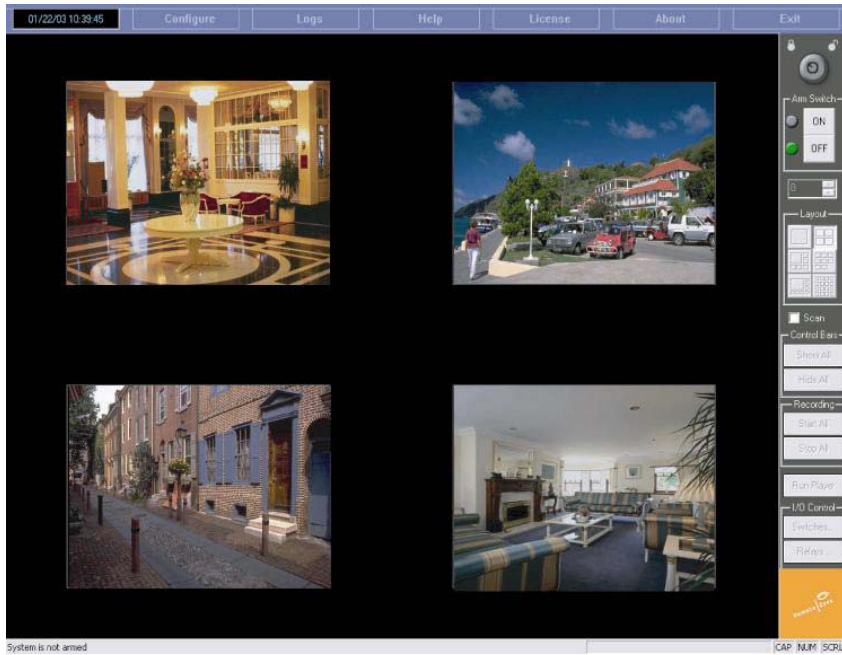
Please remember that each card in your Server can be set up independently.

Local Video Display



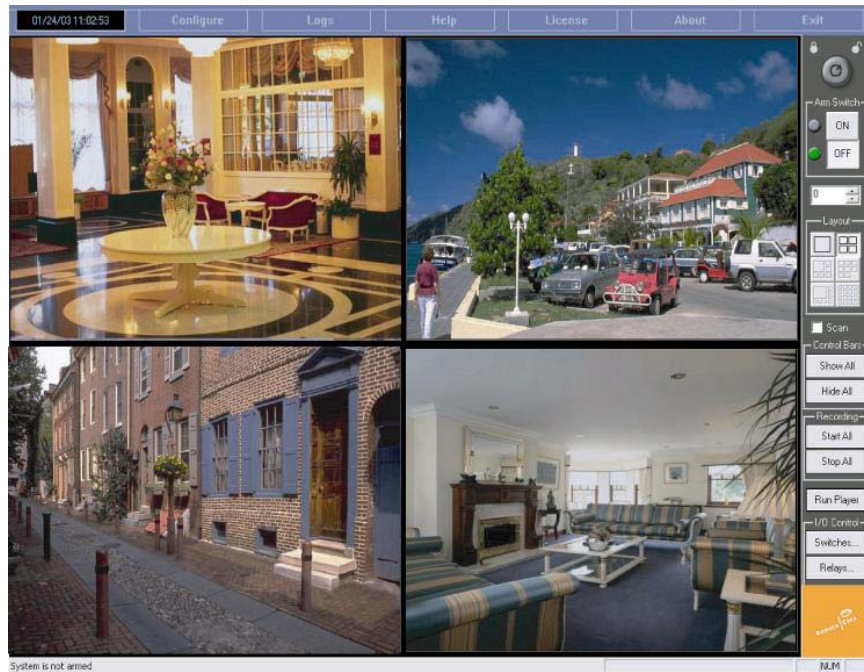
This feature allows you to change the video display on the screen to completely fill available space, however the recorded video will stay the same size.

Be careful – this option utilizes more CPU capacity and will affect the overall performance of your system.

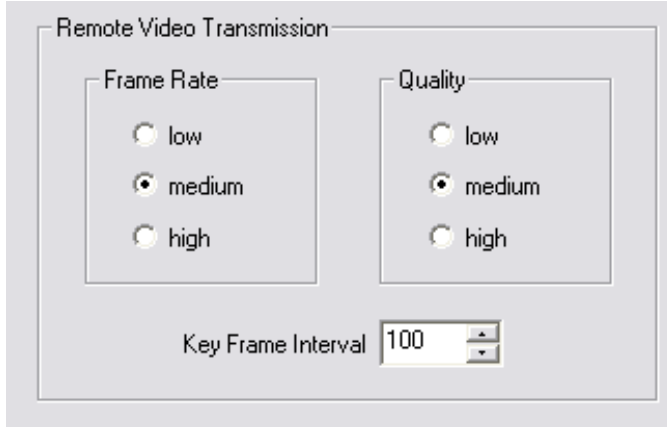


The picture to the left shows the standard display of the Remote Eyes Server...

...the picture to the right is shown with the best-fit option checked.



Remote Video Transmission

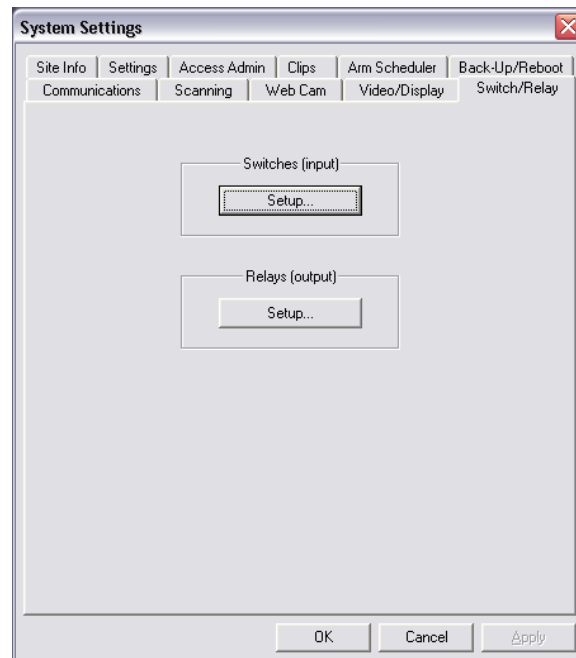


For slower connections Remote Eyes can be adjusted to transmit the video in smaller packets.

By adjusting the **Frame Rate**, **Quality**, and **Key Frame Interval** you can send out smaller packets for slower connections to get a better transmission.

Lower frame rate and lower quality require less bandwidth and make the PTZ control more responsive.

Switches and Relays



Remote Eyes Server supports up to 8 hardware switch inputs and up to 8 hardware relay outputs. **Switches** are typically hardware motion detectors that can be used to trigger recording on detected motion, but can also be glass break indicators, switches on door closures, and many other types of hardware. **Relays** are any device that can be turned on or off either when motion is detected by hardware or software detection, or by use of the **Relay Panel**.

Please note that a **Remote Eyes I/O Box** is required to connect external hardware devices to your Remote Eyes Server.

While we'll cover the basics of setting up switches and relays here, please contact Odyssey Technologies, Inc. technical support for more detailed information.

To set up your switches, select Setup under Switches on the **Switch/Relay** tab. You see the **Setup Switches** window below.

	Enable	Normally Open	Activation Schedule	Name/Location:	Message to display:	Actions to take when triggered:												
						Sound Alarm	Notify Remote Site	Dial Pager	Send EMail	Play Wave File	Trigger Relay							
											1	2	3	4	5	6	7	8
1.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Set	Front Door	Door is Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Set			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First, select **Enable** to indicate the switch you want to use. Then choose **Normally Open** if the switch should be triggered on closure. To set up an **Activation Schedule** and indicate when the switch above is to be active, click **Set** and enter your schedule there. Next, enter the **Name/Location** of the switch. This will help you to identify individual switches if you have several set up. If you type a message in **Message to Display**, it will appear in the on-screen indicator when the switch is triggered. You can also choose an action to take when the switch is triggered. You can take several notification actions or set a relay or relays to be activated when the switch is triggered.

To set up your Relays, choose setup under **Relays** under the **Switch/Relay** tab. The **Setup relays** window will be shown as it is below.

	Enable	Name/Location:	Action triggered by this relay:	Scheduler	Duration Mode (seconds)
1.	<input checked="" type="checkbox"/>	Back Hallway	Turn On Light	Set	<input checked="" type="checkbox"/> 60
2.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
3.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
4.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
5.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
6.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
7.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1
8.	<input type="checkbox"/>			Set	<input type="checkbox"/> 1

OK Cancel

Click **Enable** to begin setting up your first relay. Just as with switches, you can enter a **Name** or **Location** to help identify your relay. Next you can enter a brief description of the **Action Triggered** when the relay is activated. Please note that this is just a reference item. You'll need to fully wire your relay in order for it to work. Place a check in **Duration** if you want the relay to be turned on and then off for a set period of time. For instance, you may want a light to be turned on for only 60 seconds when motion is triggered. If the check box is left empty, then a relay is set on once it's triggered, until it is manually turned off at the Relay Panel.

The **Relay Panel** can be selected by clicking on **Relays** from the **I/O Control** on the main server screen. It will also automatically appear on-screen when a relay is triggered by motion. It shows you each of the relays you have set up, along with a brief description of the action taken. You will also see **On/Off** controls, which you can use to manually open and close a relay, so that you can turn lights on, open a door or gate, or engage access control devices, all from your Remote Eyes Server.



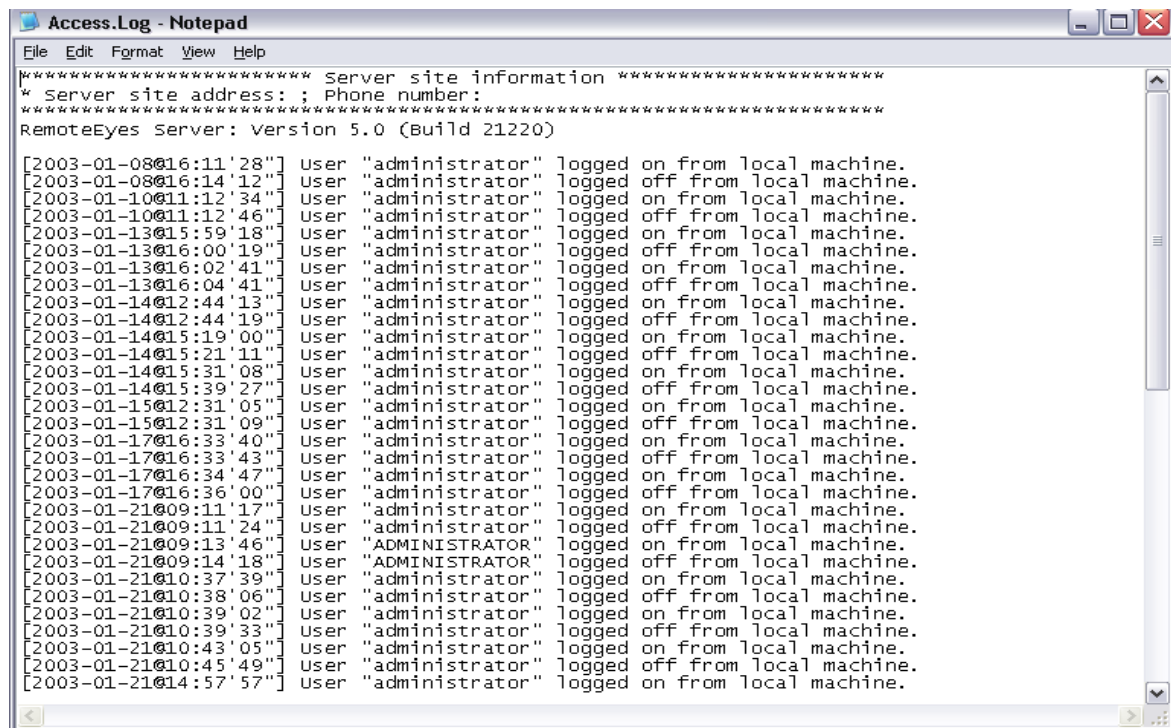
The Log Button

Logs

The **Log** button is used to display the **Access Log** and the **Event Log**. These two reports keep track of who has been using the server and also what has occurred at the server.

The Access Log

The **Access Log** is a text file that includes a record for each time someone successfully or unsuccessfully tries to login to your Remote Eyes Server. It also shows the method of the connection (Phone or TCP/IP), and when the User logged out.



```

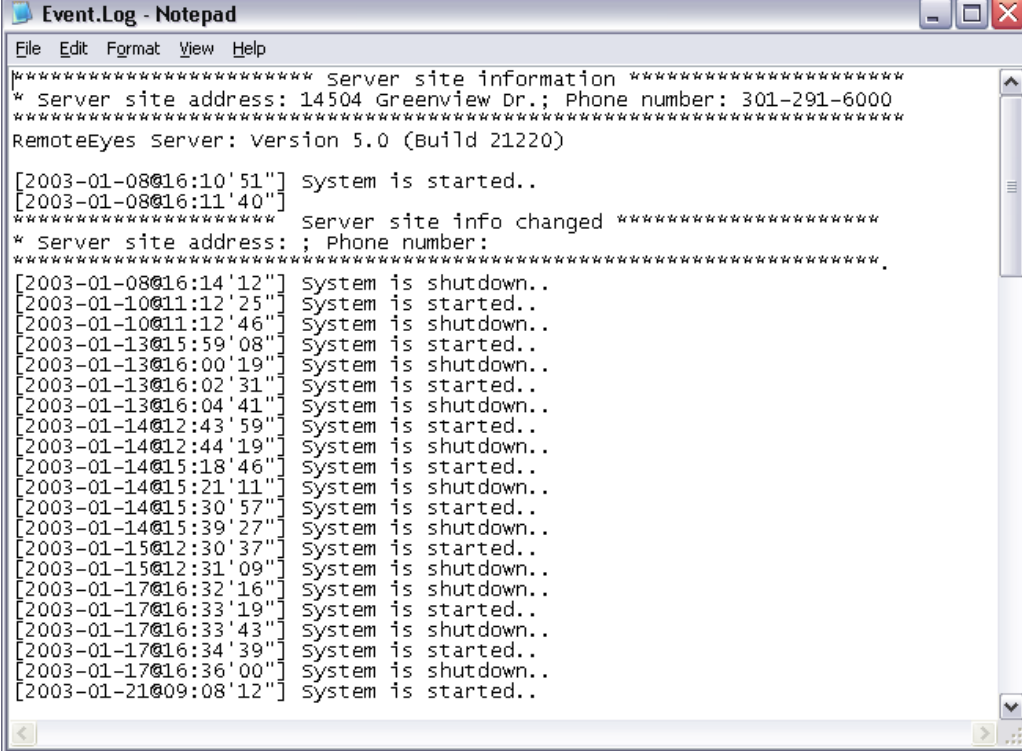
Access.Log - Notepad
File Edit Format View Help
***** Server site information *****
* Server site address: ; Phone number:
*****
RemoteEyes Server: version 5.0 (Build 21220)

[2003-01-08@16:11:28"] User "administrator" logged on from local machine.
[2003-01-08@16:14:12"] User "administrator" logged off from local machine.
[2003-01-10@11:12:34"] User "administrator" logged on from local machine.
[2003-01-10@11:12:46"] User "administrator" logged off from local machine.
[2003-01-13@15:59:18"] User "administrator" logged on from local machine.
[2003-01-13@16:00:19"] User "administrator" logged off from local machine.
[2003-01-13@16:02:41"] User "administrator" logged on from local machine.
[2003-01-13@16:04:41"] User "administrator" logged off from local machine.
[2003-01-14@12:44:13"] User "administrator" logged on from local machine.
[2003-01-14@12:44:19"] User "administrator" logged off from local machine.
[2003-01-14@15:19:00"] User "administrator" logged on from local machine.
[2003-01-14@15:21:11"] User "administrator" logged off from local machine.
[2003-01-14@15:31:08"] User "administrator" logged on from local machine.
[2003-01-14@15:39:27"] User "administrator" logged off from local machine.
[2003-01-15@12:31:05"] User "administrator" logged on from local machine.
[2003-01-15@12:31:09"] User "administrator" logged off from local machine.
[2003-01-17@16:33:40"] User "administrator" logged on from local machine.
[2003-01-17@16:33:43"] User "administrator" logged off from local machine.
[2003-01-17@16:34:47"] User "administrator" logged on from local machine.
[2003-01-17@16:36:00"] User "administrator" logged off from local machine.
[2003-01-21@09:11:17"] User "administrator" logged on from local machine.
[2003-01-21@09:11:24"] User "administrator" logged off from local machine.
[2003-01-21@09:13:46"] User "ADMINISTRATOR" logged on from local machine.
[2003-01-21@09:14:18"] User "ADMINISTRATOR" logged off from local machine.
[2003-01-21@10:37:39"] User "administrator" logged on from local machine.
[2003-01-21@10:38:06"] User "administrator" logged off from local machine.
[2003-01-21@10:39:02"] User "administrator" logged on from local machine.
[2003-01-21@10:39:33"] User "administrator" logged off from local machine.
[2003-01-21@10:43:05"] User "administrator" logged on from local machine.
[2003-01-21@10:45:49"] User "administrator" logged off from local machine.
[2003-01-21@14:57:57"] User "administrator" logged on from local machine.

```

The Event Log

The **Event Log** is similar, but records any occurrence at the Remote Eyes Server, including startup, shutdown, motion detection, and system arm/disarm. It also records the Site Info for the Server.



```
Event.Log - Notepad
File Edit Format View Help
***** Server site information *****
* Server site address: 14504 Greenview Dr.; Phone number: 301-291-6000
*****
RemoteEyes Server: Version 5.0 (Build 21220)

[2003-01-08@16:10'51"] system is started..
[2003-01-08@16:11'40"]
***** Server site info changed *****
* Server site address: ; Phone number:
*****
[2003-01-08@16:14'12"] system is shutdown..
[2003-01-10@11:12'25"] system is started..
[2003-01-10@11:12'46"] system is shutdown..
[2003-01-13@15:59'08"] system is started..
[2003-01-13@16:00'19"] system is shutdown..
[2003-01-13@16:02'31"] system is started..
[2003-01-13@16:04'41"] system is shutdown..
[2003-01-14@12:43'59"] system is started..
[2003-01-14@12:44'19"] system is shutdown..
[2003-01-14@15:18'46"] system is started..
[2003-01-14@15:21'11"] system is shutdown..
[2003-01-14@15:30'57"] system is started..
[2003-01-14@15:39'27"] system is shutdown..
[2003-01-15@12:30'37"] system is started..
[2003-01-15@12:31'09"] system is shutdown..
[2003-01-17@16:32'16"] system is shutdown..
[2003-01-17@16:33'19"] system is started..
[2003-01-17@16:33'43"] system is shutdown..
[2003-01-17@16:34'39"] system is started..
[2003-01-17@16:36'00"] system is shutdown..
[2003-01-21@09:08'12"] system is started..
```

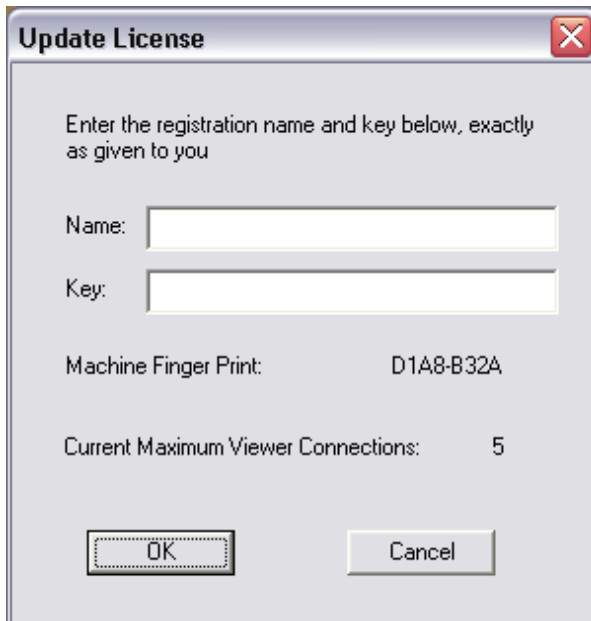
The Help Button



The **Help** button will bring up this manual within the Remote Eyes Server Software.

The License Button

The **License Button** is used to enter new license information.



Update License

Enter the registration name and key below, exactly as given to you

Name:

Key:

Machine Finger Print: D1A8-B32A

Current Maximum Viewer Connections: 5

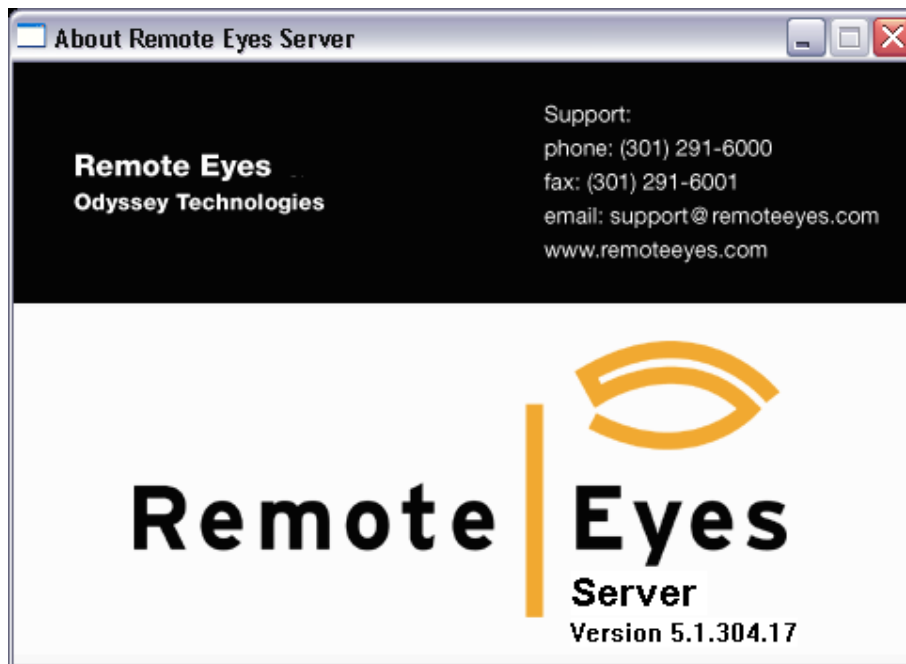
When contacting Odyssey Technologies, Inc. to update your license, you will be asked to provide the system's unique **Machine Finger Print**, as shown in the picture to the left.

The About Button

The **About** button is used to access the version and build number of the software to allow Odyssey Technologies, Inc. technical support staff to better help you with your questions.



The about window includes contact information for Odyssey Technologies, Inc., as well as the version number of your Remote Eyes software.



Controlling Individual Cameras



Each of the Remote Eyes cameras has certain settings that can be configured individually. To show these settings, you'll first need to display the camera's **Control Bar** by clicking on **Show All** from the main Remote Eyes screen.

The control bar includes a number of icons that control various camera features.

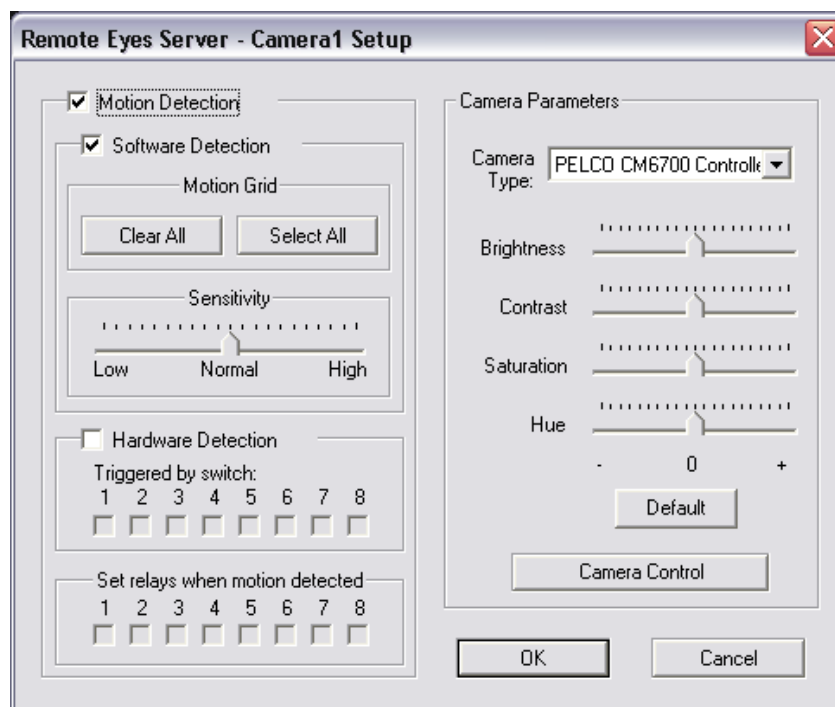


To the far left is the **Camera Name Field**. A name up to 8 characters (including spaces) can be assigned to each camera. This name will appear in the Client software as well as the Web page once you have made a connection to this Server.

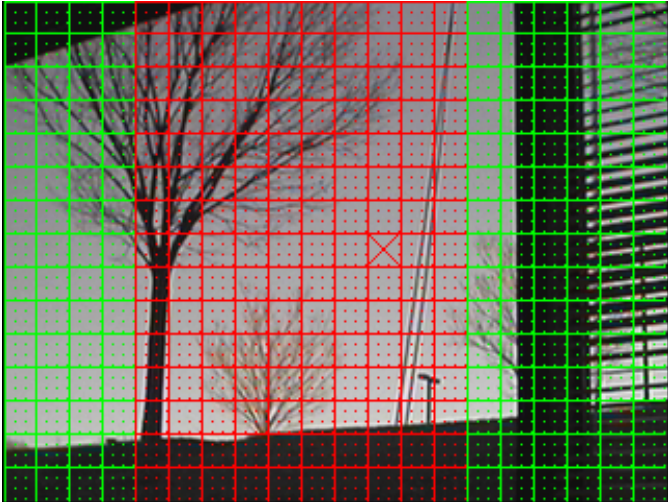
The next icon,



launches the **Camera Setup** window, where you can enable software motion detection and set sensitivity to motion for this camera. You can also adjust brightness, contrast, and hue for this camera.



To enable software motion detection, click the box next to **Motion Detection**, and then click next to **Software Detection**. Hardware motion detection can also be tied into the camera. Click next to **Hardware Detection**, and then choose the **Switch** that you want to trigger recording on this camera, and/or the **Relay** output that you wish to be triggered when motion is detected on this camera.

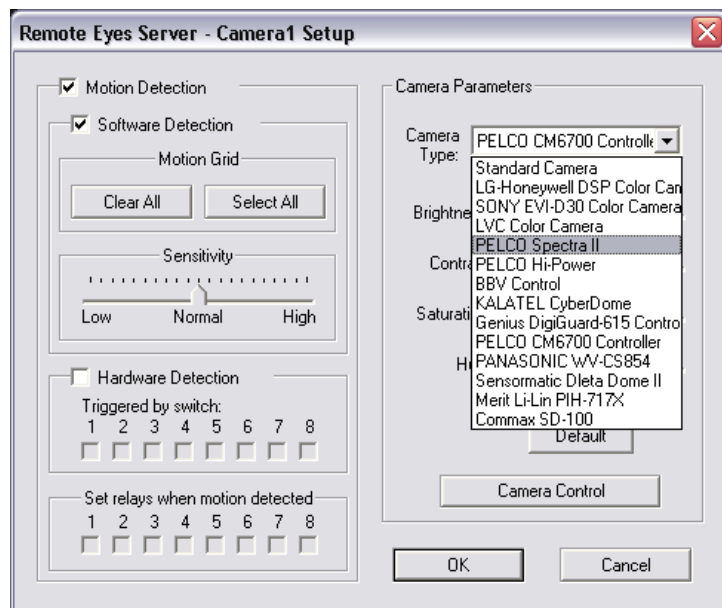


Once you've enabled Motion Detection, you can also select the screen area where motion detection will be active. Red grid areas indicate the part of the image where detection is enabled, and green indicates disabled detection. By clicking on individual grid squares, you'll see that they change to green, and vice versa.

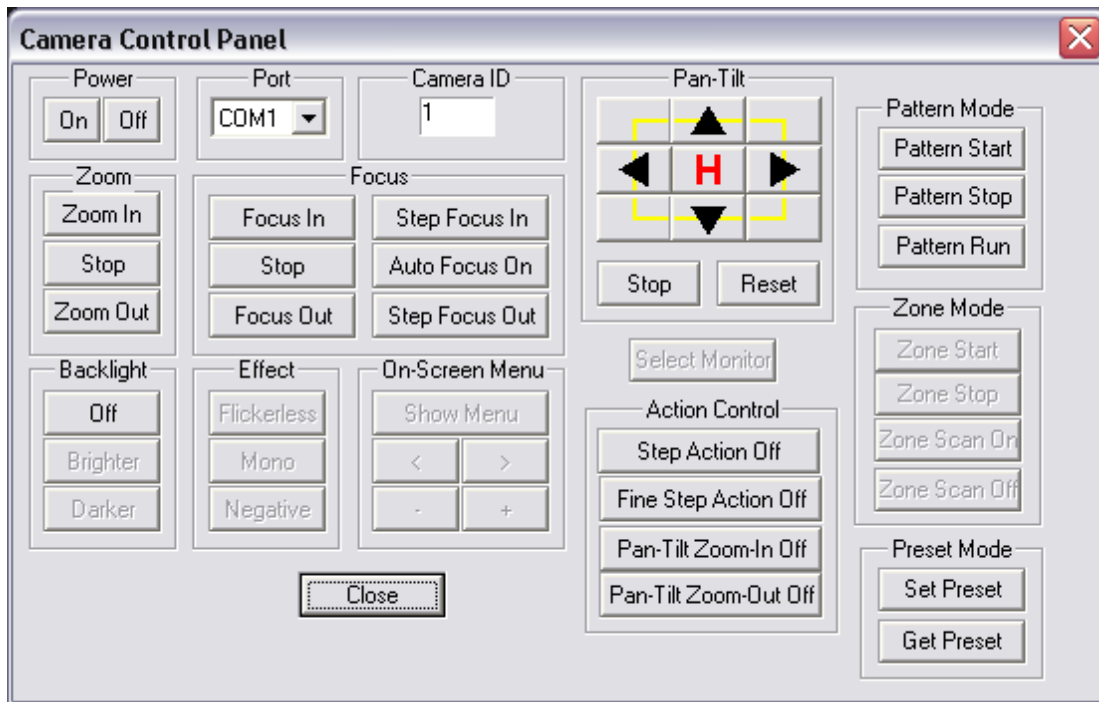
From the Camera Setup window, you can also select the type of Pan-Tilt-Zoom, or **PTZ** camera you're using, if you have one connected at this camera channel.


Just click on the drop-down menu next to **Camera Type**.

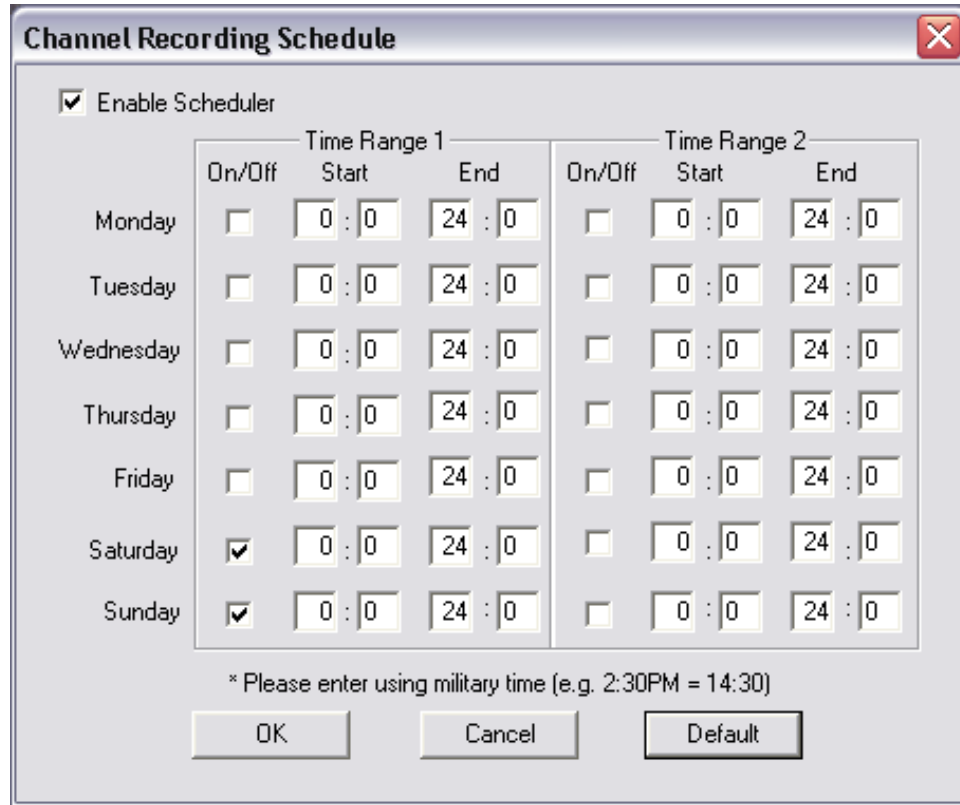
If you are not using a PTZ camera, make sure to select **Standard Camera**.



When you are ready to control your PTZ camera, click on **Camera Control** from the camera Setup window, and you'll see the **Camera Control Panel**. Using this window, you can control Focus, Pan, Tilt, Zoom, as well as several other camera features.



The next icon, , launches the **Channel Recording Scheduler**. Similar in appearance to the Arm Scheduler, this window let you select the time of day and day of the week during which you want to record continuous video clips. Each camera must be set up to record separately, so each camera can have a different schedule.



Channel Recording Schedule

☒ Enable Scheduler

	On/Off	Time Range 1		On/Off	Time Range 2	
		Start	End		Start	End
Monday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Tuesday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Wednesday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Thursday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Friday	<input type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Saturday	<input checked="" type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0
Sunday	<input checked="" type="checkbox"/>	0 : 0	24 : 0	<input type="checkbox"/>	0 : 0	24 : 0

* Please enter using military time (e.g. 2:30PM = 14:30)

OK Cancel Default

Next are manual **Record**, **Stop**, and **Playback** controls, . Which can be used to manually capture video for this camera.





Recording

Start All

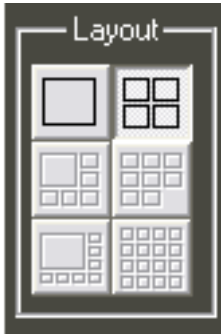
Stop All

Another way to manually record is the **Start All** and **Stop All** recording buttons on the main Remote Eyes screen. These two buttons are used to start or stop all of the camera's recording.

The next two buttons, , are used to turn video input from the camera on and off. This is a useful feature if you do not have all of your cameras connected and want to disable the other inputs.

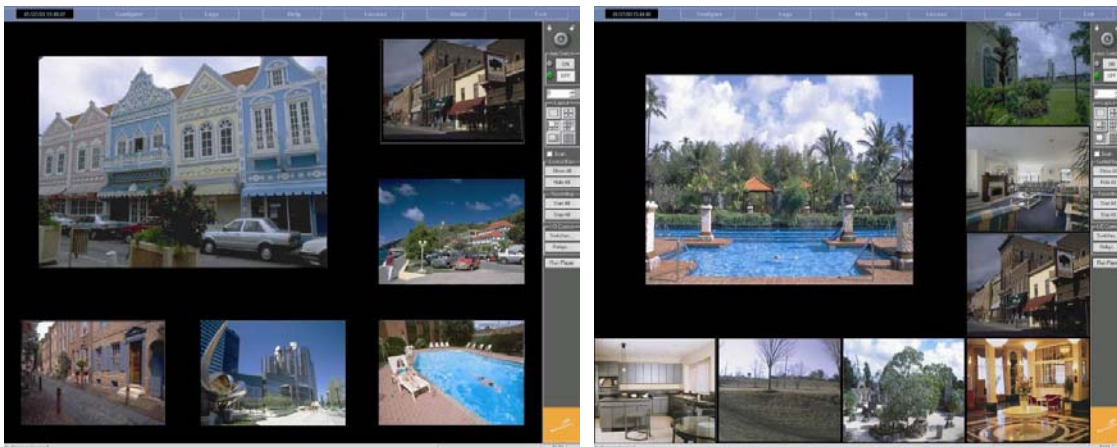
Finally, to the far right are the **Display on/off** buttons, . Whereas the camera on/off buttons turn off the input from the camera, the display on/off buttons only turn off the image displayed. Remember that this only turns off the image, and normal recording will occur.

Changing Camera Layout



At the Remote Eyes Server, there are several **Camera Layouts** to choose from, all located at the right-hand side of the main Remote Eyes screen. You can choose between six different camera layouts. Some however can only be used with 8, 12, or 16 channels.

Some Other Camera Layouts

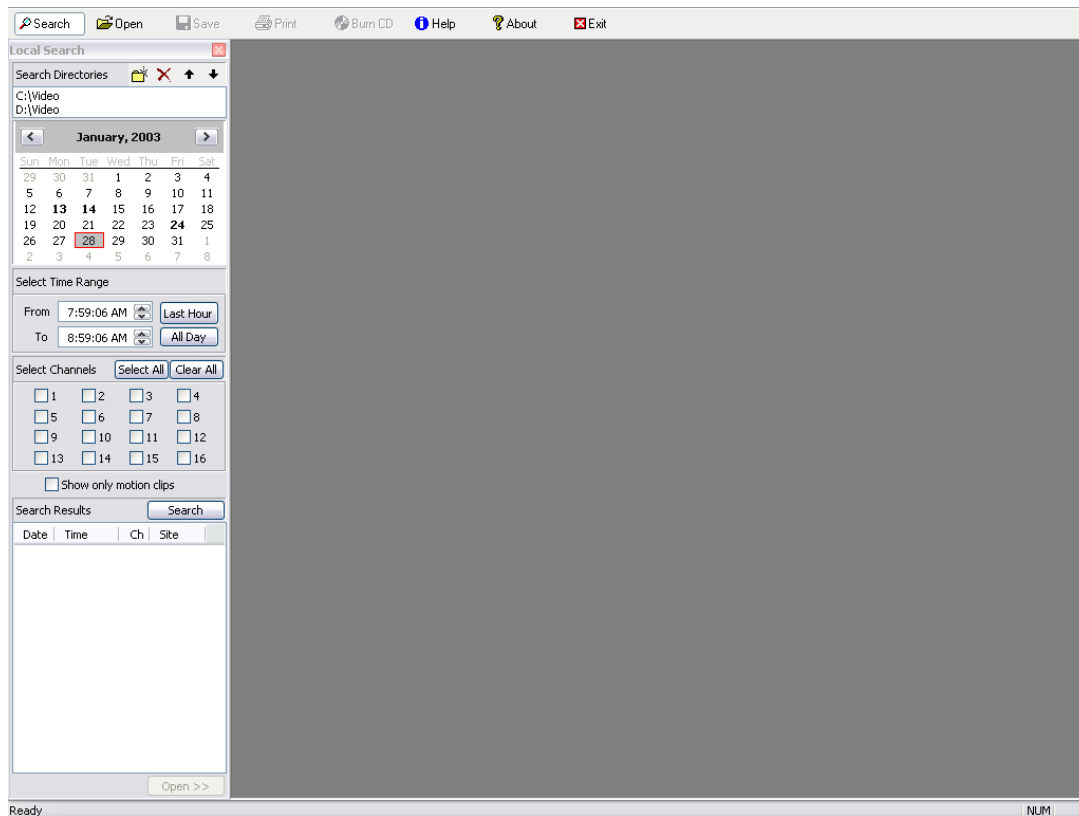


Getting Started with Remote Eyes® Player

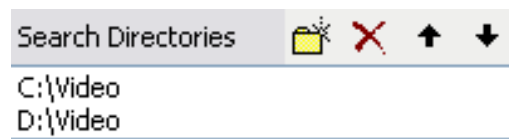



The Player is the component of Remote Eyes that lets you view previously recorded video clips. To start using the Player, click on **Run Player** on the right hand side of the main Remote Eyes screen .

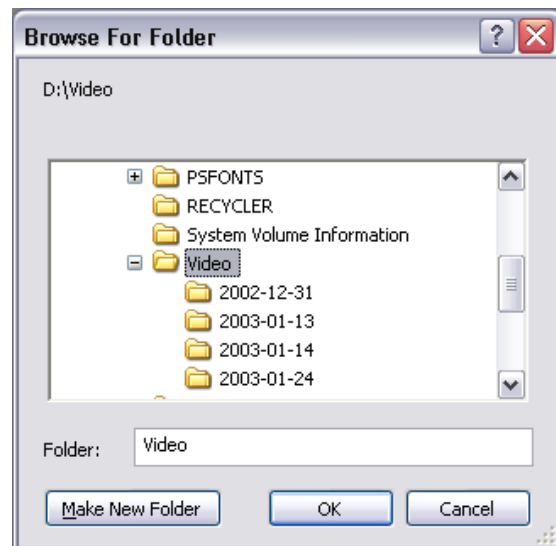
After clicking the button, the Remote Eyes Player will come up on the screen.



The Remote Eyes Player comes configured to search the directory D:\Video for video clips. If you have any other directories for clip storage you will have to add them in the **Search Directories** box.



To add a new folder, click the **New**, , button. You'll be asked to browse for your folder. Just locate your video storage folder and click **OK**.



By default, Remote Eyes records to D:\Video, but if you changed your default folder under **Disk Usage** at the Server (see above for more information), you'll need to specify whichever folder or folders you specified.

Any folders that you specified would now be listed in the **Search Directories** box in the upper left of the main player screen.



Next, using the calendar, select the day that you want to search for clips. The days that have clips stored for that day will be **BOLD**.

You will also need to enter a **Time Range** which you want to search for clips. You can choose any time of the day to search for clips or use the convenient button to search the **Last Hour** or **All Day**.

Select Time Range

From 7:59:06 AM [up/down arrows]

To 8:59:06 AM [up/down arrows]

Last Hour

All Day

Select Channels

Select All Clear All

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16

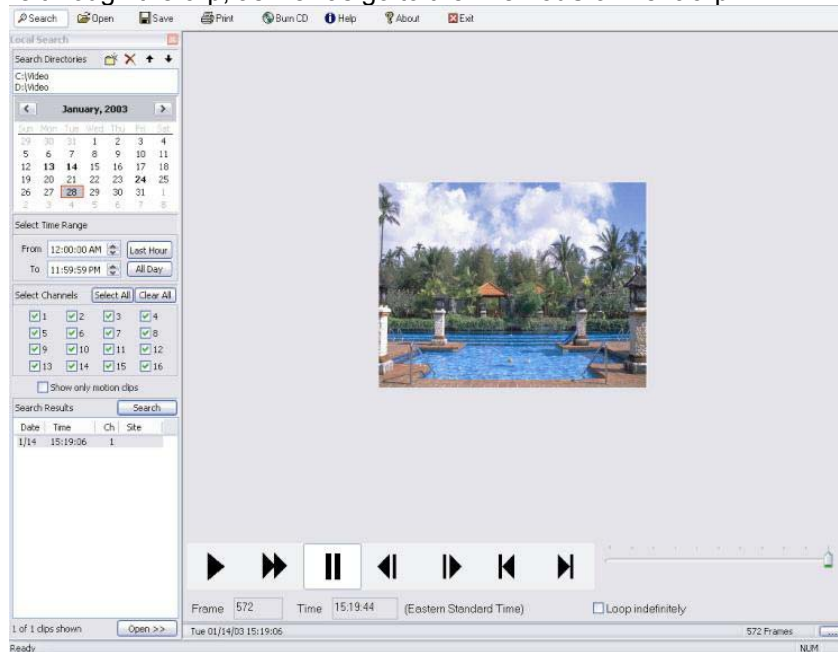
☐ Show only motion clips

Now choose which cameras that you would like to review. You can choose a specific camera or use the button to **Select All** of the cameras. Here you can also decide whether or not you only want to look at motion clips by checking the box next to **Show only motion clips**.

After choosing all of your options, click the search button and a list of clips matching your criteria will be displayed so that you can review them. Double click the first clip that you want to review and it will open and start playing.

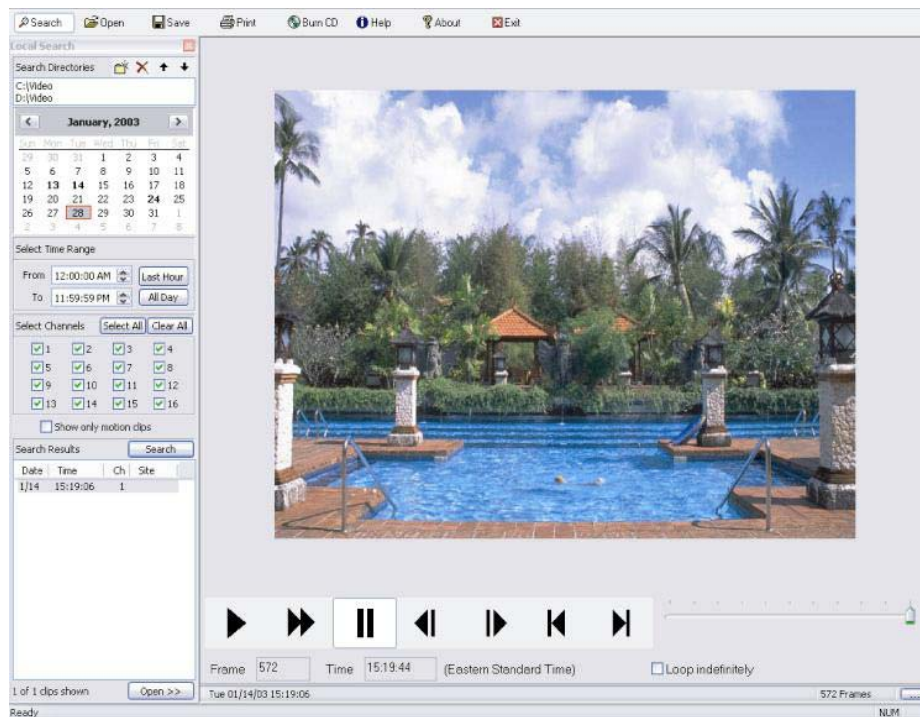
Date	Time	Ch	Site
1/24	16:02:02	2	MDET
1/24	16:00:57	4	MDET
1/24	16:00:28	2	MDET
1/24	15:59:36	2	MDET
1/24	15:57:57	4	MDET
1/24	15:57:56	4	
1/24	15:57:56	2	MDET
1/24	15:56:18	2	MDET
1/24	15:56:10	4	MDET
1/24	15:55:03	2	MDET
1/24	15:54:25	1	MDET
1/24	15:54:14	1	MDET
1/24	15:53:34	2	MDET

Now you should see the clip on the screen, and it will be playing. You can click **Pause** to pause the clip, **Fast Forward** to search the clip faster; you can also **Step Forward** and **Backward** frame by frame through the clip, as well as go to the **Previous** or **Next** clip.

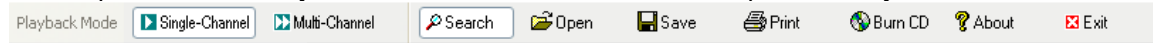



You will see that each clip has its own time and date stamp.

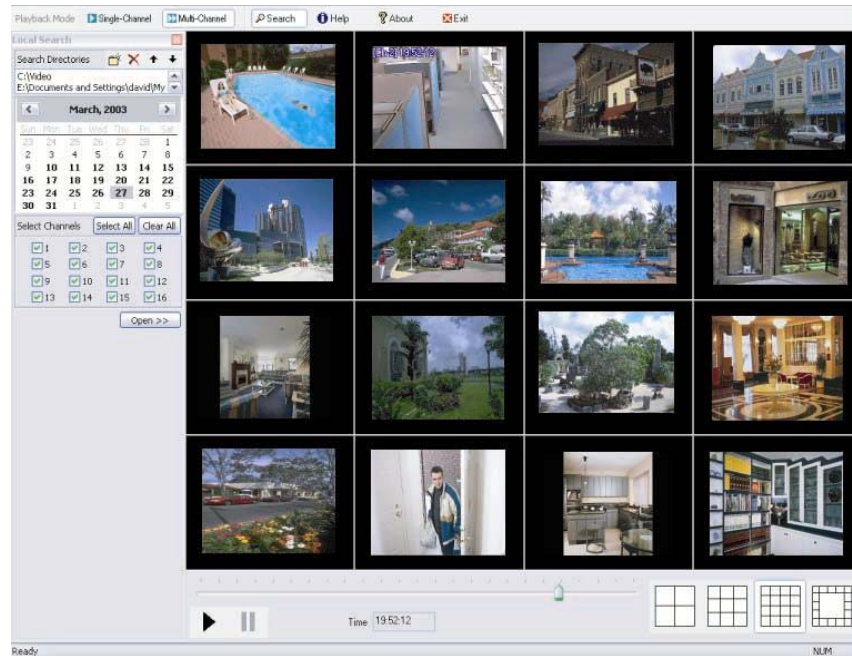
You can also right click the clip you are reviewing and select **Double Size** to make the size of the clip larger.





Other options for the Player are located in the tool bar at the top of the Player Screen.




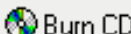
The **Multi-Channel** button  is used for synchronized multi-channel playback. This is used for playback of all channels so that you may follow an event that occurs on multiple cameras. You can see an example below.





The **Open** button  is used to open clips manually. This is used when opening clips from a CD or other location that is not included in your search directories.

The **Save** button  is used to save the clip that you are currently viewing to another location. This is used to save videos either compressed, so that only the Remote Eyes Player can play them back, or uncompressed, so that any media player that will play an .avi file will play the clip back.


To print out the current frame of your clip, just choose the **Print**  button. Please make sure you have a printer connected and installed before you try to print.

The **Burn CD**  feature allows you to burn the current clip along with a copy of the Remote Eyes Player onto a formatted CD. To format a CD, use Roxio™ Easy CD Creator's Direct CD format utility, which will be explained later in Appendix B.

Clicking on **Help**  **Help** will bring up this manual, so that you will have easy access to it when you are working with the player.

The **About** button  **About** will bring up the version and build number of your Remote Eyes Player so that Odyssey Technologies, Inc. technical support staff will know better how to support you.



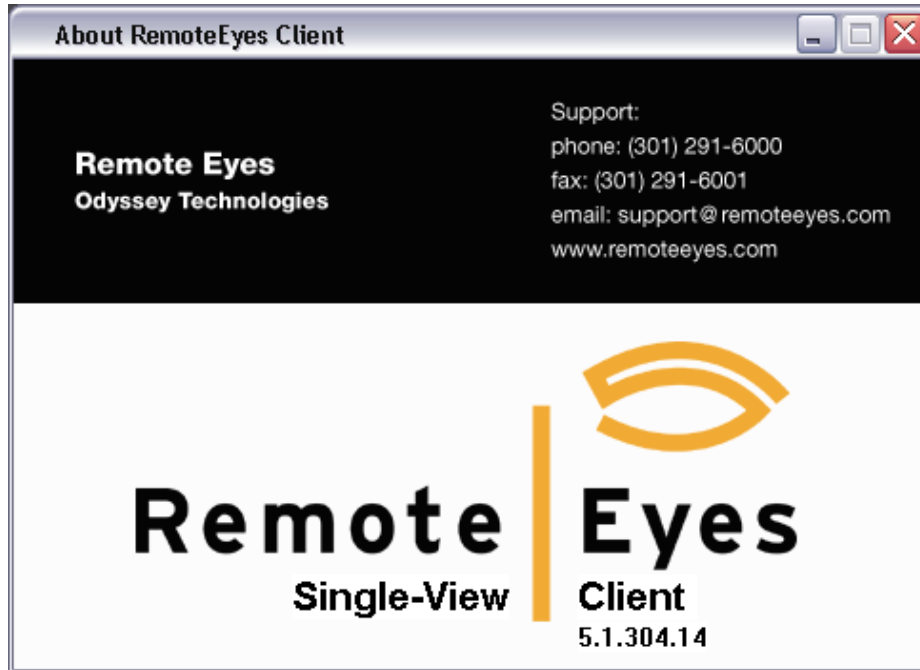
Finally, the **Exit** button  **Exit** closes the Remote Eyes Player.

Single-View Client

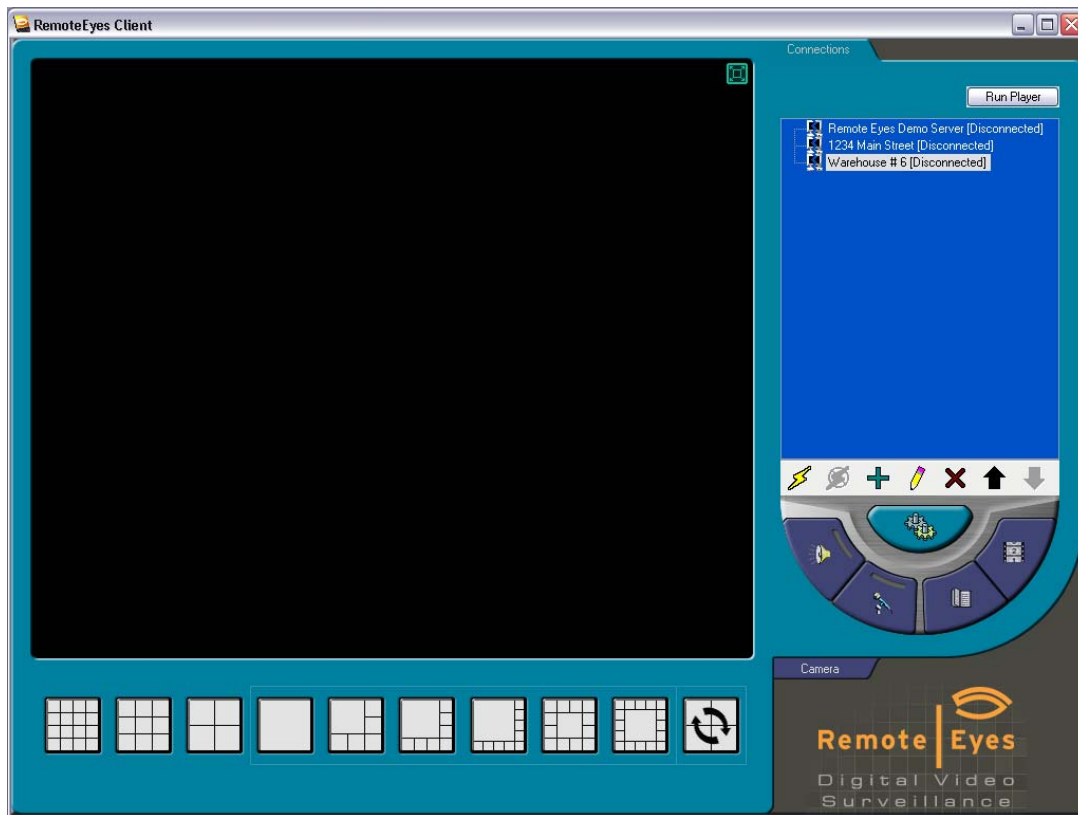
The Remote Eyes® Single-View client is used for remote viewing of the Remote Eyes Server. The client can view live video, recorded video, as well as move PTZ cameras.

To Launch the Single-View Client you will need to click on the **Start** menu, and then **Programs**, then, **Remote Eyes 5.0**, followed by **Single-View Client**, and finally **Launch Single-View Client**.


The first screen you will see is the Remote Eyes Splash Screen...

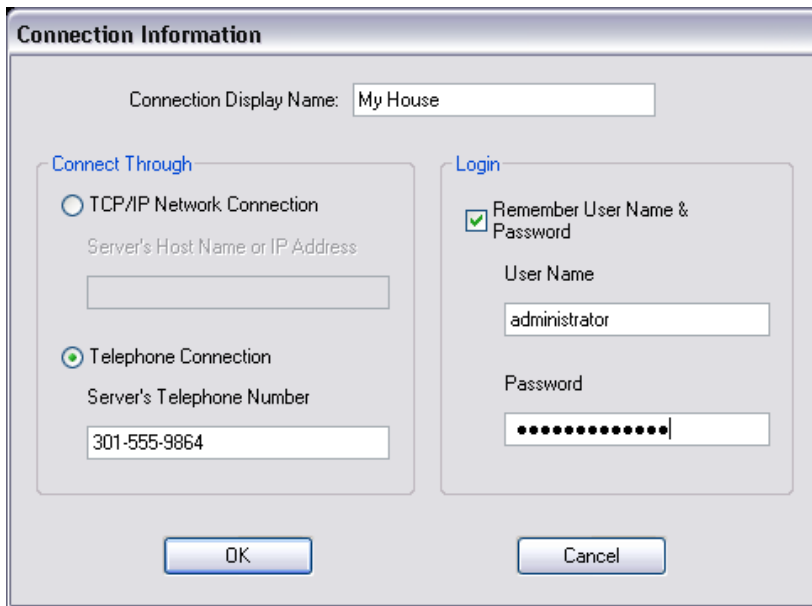


...Followed by the main Single-View screen



Making a New Connection

The first thing that you want to do is to make a new connection. By clicking on the **Add Connection** button  you will be able to add a connection to a Remote Eyes Server.



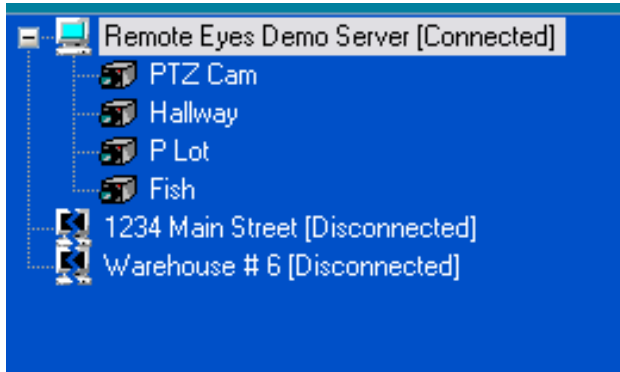
The dialog box is titled "Connection Information". It contains the following fields and controls:

- Connection Display Name:** A text field containing "My House".
- Connect Through:** A section with two radio buttons:
 - ☐ TCP/IP Network Connection: Below it is a text field labeled "Server's Host Name or IP Address".
 - ☒ Telephone Connection: Below it is a text field labeled "Server's Telephone Number" containing "301-555-9864".
- Login:** A section with a checked checkbox "Remember User Name & Password". Below it are two text fields:
 - User Name:** Contains "administrator".
 - Password:** Contains a series of dots.
- Buttons:** "OK" and "Cancel" buttons at the bottom.


You can now enter the **Connection Information**. You can choose a display name to help you identify the connection you are making. You will also have to choose what type of connection you are using whether by **TCP/IP Network Connection** or by **Telephone Connection**. You also have the option to store or not to store your **Username** and **Password**.

Connecting and Disconnecting your Site

Once you have entered all of your information into the connection information, you can connect to your Remote Eyes Server.



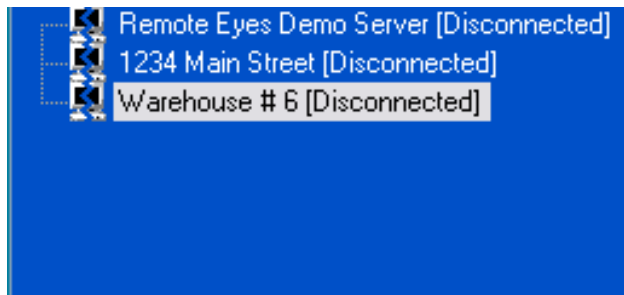
First choose the site that you wish to connect to. You can either double-click the location or just click the location and

click on **Connect** . Once you have connected, the site will have the word **Connected** beside it. The connection will also show camera names if you have named your cameras at the server.

If you wish to disconnect from the server, you can click on the name of the site and then click on the **Disconnect** button



Once you have been disconnected, the word **Disconnected** appears next to the site name. Remember, you can only connect to **One** server at a time with the Single-View client.

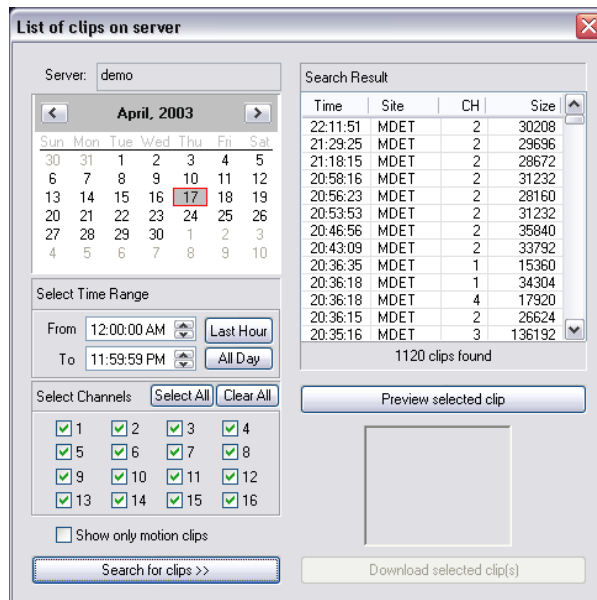


Remote Video Clips

Just like at the server, you can review archived video from the Remote Eyes client. To use this option click on the **View Server Clips** button.

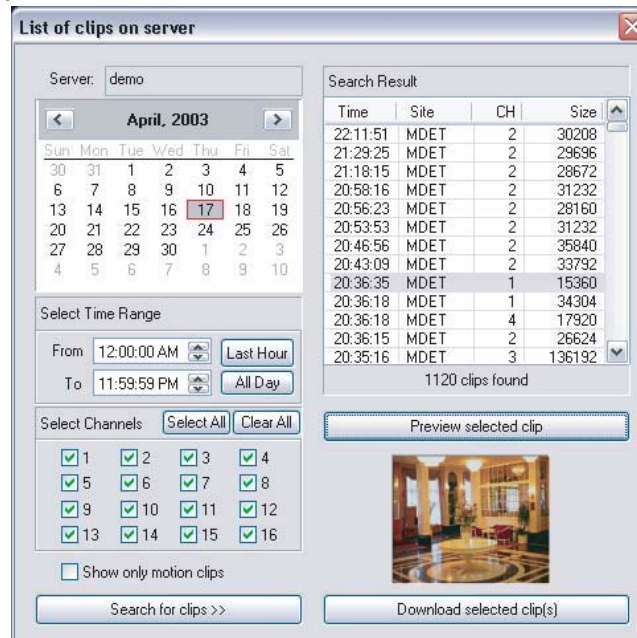


The following screen will appear...




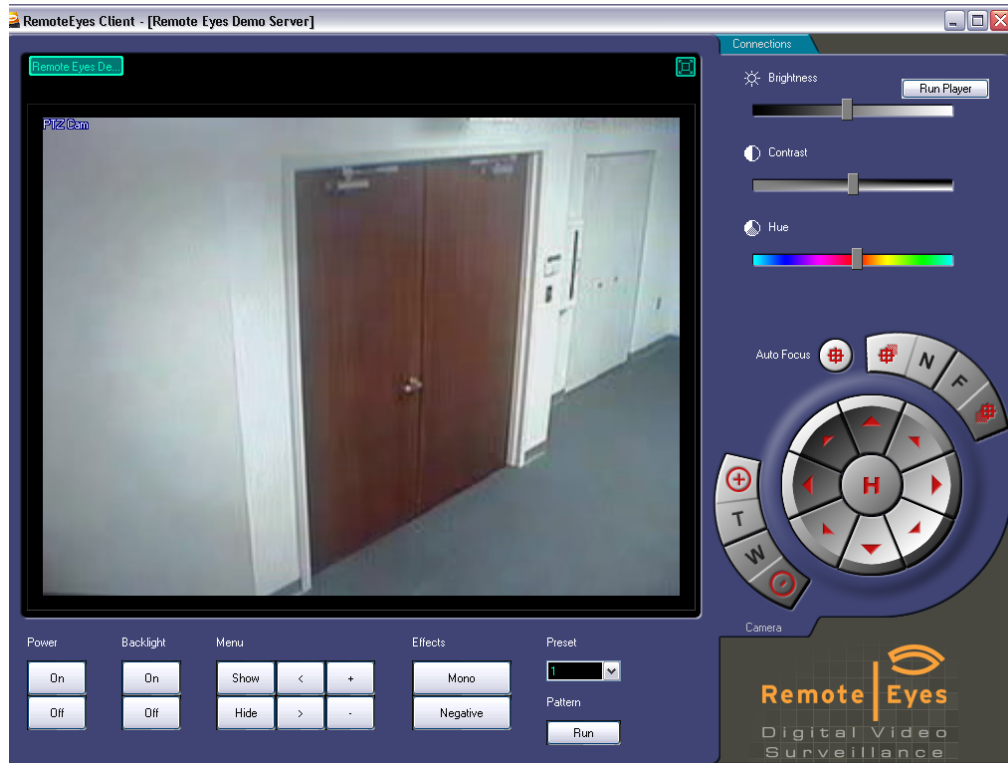
Just like with the Remote Eyes Player, you will need to select the **Date**, **Time**, and **Camera(s)** that you want to search. Click on the **Search for clips** button and select from the list on the right which clips you want to look at.

One new feature added into the Single-View client is the ability to preview the first frame of a clip before downloading it.



PTZ Camera Control

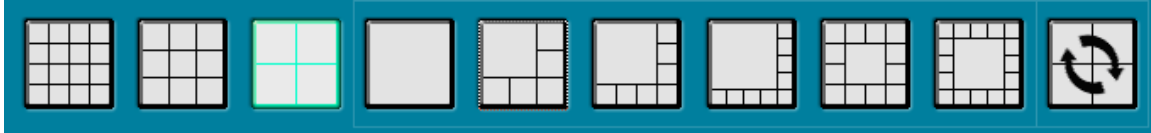
You can also control PTZ cameras from the Single-View Client. By clicking on the **Camera Tab**  you will change to the PTZ control screen.



With this option you will have all of the control over the PTZ camera that you would have at the Remote Eyes Server.

Other Options within Single-View

As with the Remote Eyes Server, you have the option to change the layout and scan through the images on the Single View Client. Choose from one of the layout options at the bottom of the main connection screen.



Click on the **Rotate** button to scan through the images.

Another option through the Single-View client is to use **Bi-Directional Audio**. This is used for communication between the remote site and the server site. This is turned on by clicking on



Listen to Server

and by clicking on **Talk to Server**

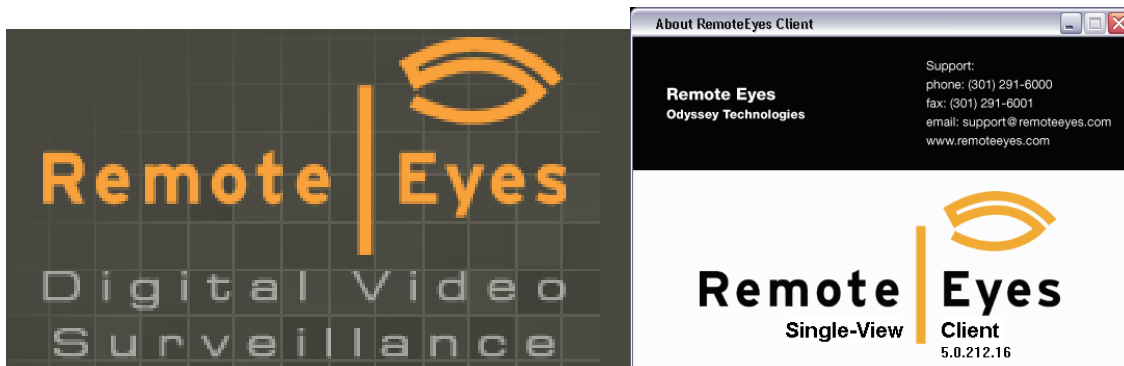


You can also look at the Access and Event Logs of the server from the remote site by clicking on



the **View Server Logs** button

Version and build number information for contacting Odyssey Technologies, Inc. technical support is found by clicking on the Remote Eyes symbol on the bottom Right of the screen.



Getting Technical Support

Have a question about Using Remote Eyes? Odyssey Technologies, Inc. is committed to providing superior Technical Support. If you need help setting up or using Remote Eyes, don't hesitate to give us a call or email us.

So that we can better assist you, please have the following information available.

- A complete description of the problem, including any error message you've received and instruction for how to duplicate the problem
- The version of Windows you are using (98,200,XP)
- The version of Remote Eyes you are using (found under the About button)
- The serial number of the system if purchased directly from Odyssey Technologies, Inc.

Here is how to reach us

By US Mail

Odyssey Technologies, Inc.
14504 Greenview Dr,
Suite 100
Laurel, MD 20708

By Telephone

301-291-6000

By Fax

301-291-6001

By Email

support@remoteeyes.com

Web Page

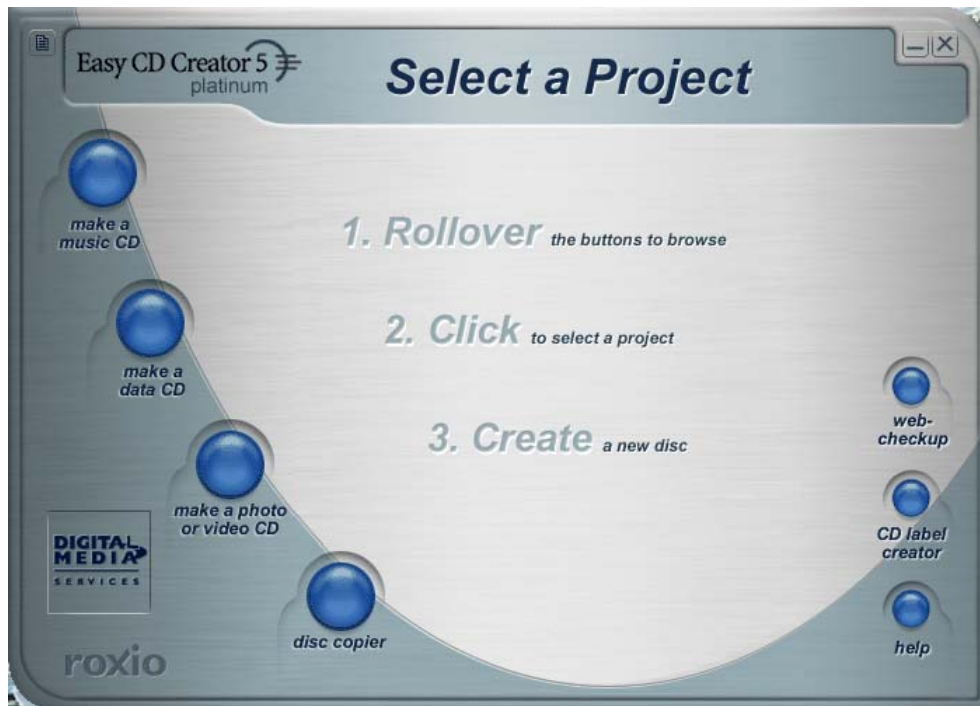
<http://www.remoteeyes.com>

Appendix A

Using Direct CD to Format a CD

The Remote Eyes Player uses a CD formatted with Roxio® Easy CD Creator's Direct CD format utility. The **Burn CD** feature of the player allows clips and a copy of the player to be sent to the CD-R/RW drive for backup of important clips such as break-ins and robberies.

After inserting a blank CD into the CD-R/RW drive this screen appears.

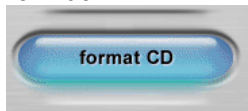


First you should move your mouse to **make a data CD**

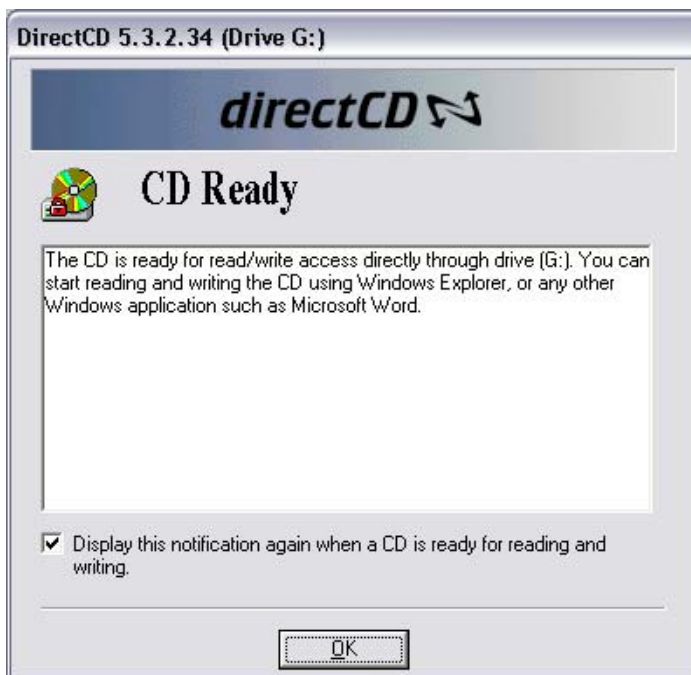


Then click on the **directCD** button to bring up the format screen.

The main screen for direct CD is pictured to the right. By clicking on **format CD**

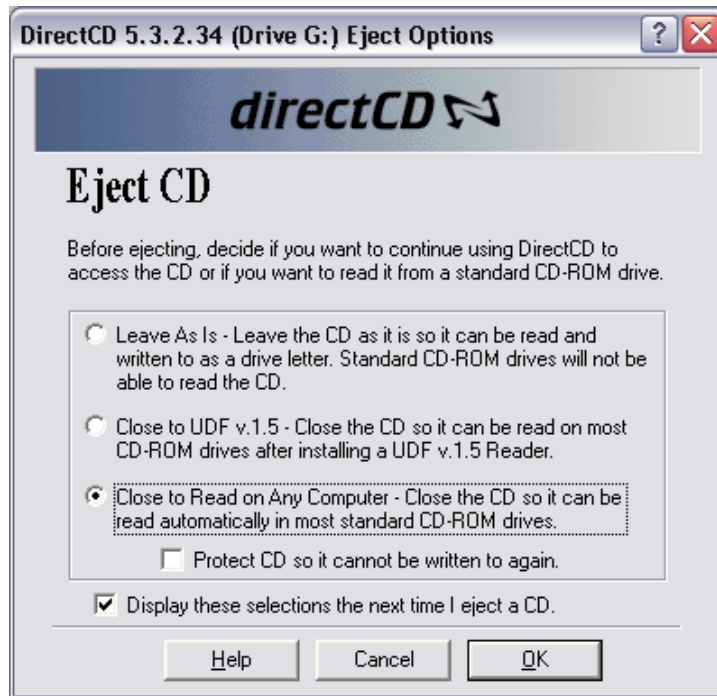


The CD will begin formatting. This may take a couple of minutes during which you will see a dialog box that lets you know that the CD is formatting.



When you are finished formatting, you will get this dialog that lets you know that the CD you are formatting is finished and you are ready to start writing to the CD.

When you are finished copying your clips over to the CD, you can press the eject button on the CD-R/RW drive, and you will see some options for what you would like to do next.



Most users will want to choose to **Close to Read on Any Computer**. This will allow any computer to read the CD. The other option that a user may use is the **Leave As Is** so that you can come back later and write more clips onto the CD.

Remember that if you want someone else to look at your clips on another computer you will have to **Close to Read on Any Computer**.

Appendix B

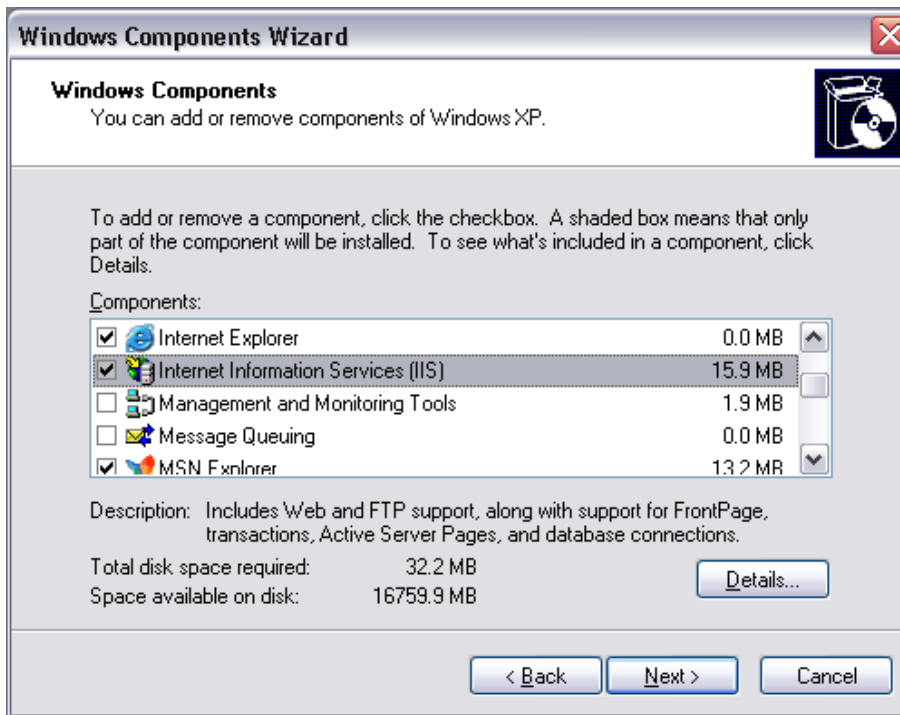
Installing Internet Information Services for Web Broadcasting

Remote Eyes has the ability to post the images from the server to a designated web page. This section will help you install Internet Information Services (IIS) on your computer. IIS is an add-on for Windows 2000 so that you can use this system to host a web site. To start set up of IIS, click on the **Start** menu, then **Settings**, followed by **Control Panel**. After you are in the control panel, you want to click the **Add or Remove Programs Button**



Once you have the **Add or Remove Programs** dialog box up, you want to click on **Add/Remove Windows Components**.





Next, you will see the **Windows Components Wizard**. You should place a check mark beside **Internet Information Services(IIS)**. After placing a check mark in the box, click on next. You will now see the files for IIS being installed.

When the files have been completely installed you will see the box to the right that lets you know that the installation has completed. Just click finish and you are ready to start using IIS.



For more detailed information on IIS please check Microsoft®'s Web site at :
<http://www.microsoft.com/windows2000/en/server/iis/>

Appendix C

AUTOMATED SALES REPORT SYSTEM

The Automated Sales Report System is a new feature, introduced in Remote Eyes version 5.1, that allows users to generate sales reports from a Remote Eyes server. Based on the sales data collected by TVS's CYA software, the sales reports provide statistic data that is crucial to retail management, including quantities, total sales, costs and profits of all items sold during a user-specified period of time. The reports can also be autonomously generated and emailed to one or more recipients periodically, based on a user-specified schedule.

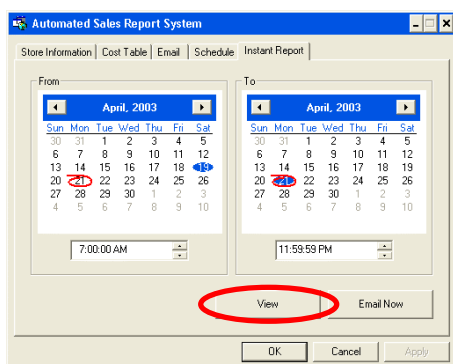
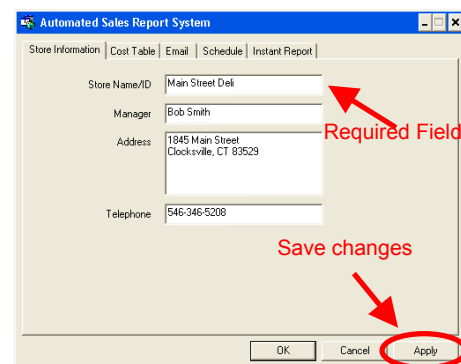


Launching the Automated Sales Report System

Since the sales report is based primarily on data collected by CYA, CYA must be first installed, activated, and data from cash registers collected on the system before any sales report can be generated properly. Once CYA is installed on the system, the Automated Sales Report System can be launched by clicking on the "Sales Report" button on the right panel of the Remote Eyes server software. Please note that you do need to log into the Remote Eyes server before the button is enabled.

Basic Configuration

When you click on the "Sales Report" button, the Automated Sales Report System window will appear on the screen. The first tab, "Store Information", allows you to specify some basic information about the store at which the system is installed. The "Store Name/ID" field is mandatory because this will be the file name of the sales reports generated from this system. The manager, address and phone number fields are optional. They will be used when a sales report is emailed out, which will be explained later. To save the change, click on the "Apply" button and click on "Yes" when prompted with "Save modified settings?"



Generating a Sales Report

Once you have a valid store name and some transaction data captured by CYA, you may start generating a sales report. Please note that in order for you to view the report on this system, you must first install Microsoft Excel on this system. When you are ready to generate a sales report, go to the "Instant Report" tab. Select a range of date and time by using the 2 calendars and time selectors. When you click "View," Microsoft Excel will bring up the generated report, showing all items sold between the 2 dates and time range you've selected.

	A	B	C	D	E	F	G	H	I
	Item Name	Qty	Sales	Item Cost	COG Sold	Item Retail	Minus	Profit	Food Cost
1	1 CINN BUN	1	\$1.40	\$1.00	\$1.00	\$1.40	\$0.00	\$0.40	71.43%
2	1 DONUT	2	\$1.80	\$0.25	\$0.50	\$0.90	\$0.00	\$1.30	27.78%
3	2 BAGELS	1	\$1.78	\$0.75	\$0.75	\$1.78	\$0.00	\$1.03	42.13%
4	25 MUNCHKINS	1	\$4.19	\$0.00	\$0.00	\$4.19	\$0.00	\$4.19	0.00%
5	20Z PLAIN	2	\$1.98	\$0.00	\$0.00	\$0.99	\$0.00	\$1.98	0.00%
6	3 DONUTS	1	\$2.70	\$0.00	\$0.00	\$2.70	\$0.00	\$2.70	0.00%
7	3 MUFFINS	2	\$7.39	\$0.00	\$0.00	\$3.70	\$0.00	\$7.39	0.00%
8	4 MUFFINS	1	\$4.59	\$0.00	\$0.00	\$4.59	\$0.00	\$4.59	0.00%
9	5 MUNCHKINS	2	\$1.80	\$0.00	\$0.00	\$0.90	\$0.00	\$1.80	0.00%
10	6 DONUTS	1	\$3.49	\$0.00	\$0.00	\$3.49	\$0.00	\$3.49	0.00%
11	BAGEL W/PL CC	1	\$1.79	\$0.00	\$0.00	\$1.79	\$0.00	\$1.79	0.00%
12	BLUEBERRY BAG	1	\$0.84	\$0.00	\$0.00	\$0.84	\$0.00	\$0.84	0.00%
13	BOX OF JOE	1	\$11.99	\$0.00	\$0.00	\$11.99	\$0.00	\$11.99	0.00%
14	COMBO 1	1	\$2.49	\$0.00	\$0.00	\$2.49	\$0.00	\$2.49	0.00%
15	COMBO 3	1	\$2.69	\$0.00	\$0.00	\$2.69	\$0.00	\$2.69	0.00%
16	COMBO 5	1	\$4.59	\$0.00	\$0.00	\$4.59	\$0.00	\$4.59	0.00%
17	EGG-BAC-CHZ	1	\$2.79	\$0.00	\$0.00	\$2.79	\$0.00	\$2.79	0.00%
18	EGG-HAM-CHZ	1	\$2.79	\$0.00	\$0.00	\$2.79	\$0.00	\$2.79	0.00%
19	LG COOLER JUICE	1	\$1.50	\$0.00	\$0.00	\$1.50	\$0.00	\$1.50	0.00%
20	LG FR VAN DECAF	1	\$1.75	\$0.00	\$0.00	\$1.75	\$0.00	\$1.75	0.00%

How to Read the Sales Report

The report shows all items sold within the specified period of time. The first column shows the name of each sales item, exactly as generated by the cash registers, sorted in alphabetical order. The second column, titled "Qty," shows the total number of units sold of each item. The third column, titled "Sales," indicates the total dollars sold for each item while "Minus" indicates the total negative dollar amount if the item is a coupon, discount or refund. "Item Cost" is the "per-unit" cost to you of that item while "Item Retail" is the item's retail price per unit. "COG Sold" (cost of good sold) shows the total cost to you in dollars and the "Profit" column shows the total profit of each item (Sales subtracted by COG) during this time period. The last column shows the cost to you in percentage (COG divided by Sales) of each item. You may notice that the "Item Cost" column is filled with \$0.00 and thus the "Profit" and "Food Cost" columns are incorrect. This can be corrected by creating a cost table, which is explained in the following sections.

Including Cost and Profit in Your Sales Reports

A cost table is used to calculate profit. It is stored in the Remote Eyes server directory as a CSV (comma separated value) file called "cost.csv". If the table is empty or contains invalid data, the sales report will provide only total sales but not profit. Therefore if you do need valid profit information included in the sales reports, you must have valid cost table entries.

Creating a Cost Table from Scratch

If you do not have yet a cost table and would like to create one from scratch, the best way is to use CYA to capture the cash registers activities for a few days, and go to Automated Sales Report System's "Cost Table" tab and click "Update Entries". This will create and populate the cost table with sales items found in the transactions captured by CYA Data Capture Manager. Please note that on the system you do need to install Microsoft Excel

Automated Sales Report System

Store Information Cost Table

Import

Export

Edit

Update Entries

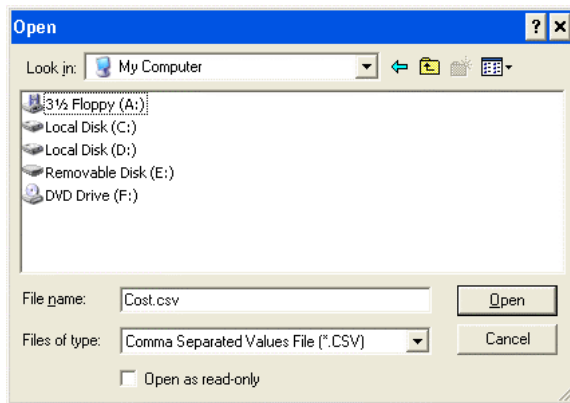
Clear

Microsoft Excel - Cost.csv

	A	B	C	D	E	F	G	H
	Item Name	Item Cost	Reserved	Item No.				
1	1 CINN BU	\$1.00						
2	1 DONUT	\$0.25						
3	2 BAGELS	\$0.75						
4	25 MUNCHKINS	\$0.00						
5	20Z PLAIN	\$0.00						
6	3 DONUTS	\$0.00						
7	3 MUFFINS	\$0.00						
8	4 MUFFINS	\$0.00						
9	5 MUNCHKINS	\$0.00						
10	6 DONUTS	\$0.00						
11	BAGEL W/PL CC	\$0.00						
12	BLUEBERRY BAG	\$0.00						
13	BOX OF JOE	\$0.00						
14	COMBO 1	\$0.00						
15	COMBO 3	\$0.00						
16	COMBO 5	\$0.00						
17	EGG-BAC	\$0.00						
18	EGG-HAM	\$0.00						
19	LG FR VAN DECAF	\$0.00						

Enter cost of each item

in order for you to edit the cost table. When you click “Edit,” Microsoft Excel will bring up the cost table “Cost.csv” on the screen. The first column is the item name, sorted in alphabetical order. Feel free to adjust the width of the first column if it is too narrow. You will then be able to enter the cost for each item (default is \$0.00) into the second column by hand. Please avoid entering any data into the third column, which is reserved, and feel free to enter item’s identification number, such as SKU, into the fourth column, which is optional and currently not used in the sales report. Once the costs are entered, save the file, replacing the original file and keep the file in CSV format if prompted. You will lose the change if you rename this file or save this file elsewhere or save it in another format.



Using an Pre-Generated Cost Table

If you or someone else already has a valid cost table that can be used on this system, you may use it on this system by importing it. Please note that importing a cost table will overwrite the cost table on this system, if any. You may want to export the original cost table to another location before you perform this operation. Insert the CD or floppy disk on which the pre-generated cost table is stored into the system. From the Automated Sales Report System’s “Cost Table” tab, click on the “Import” button. This will bring an open dialog

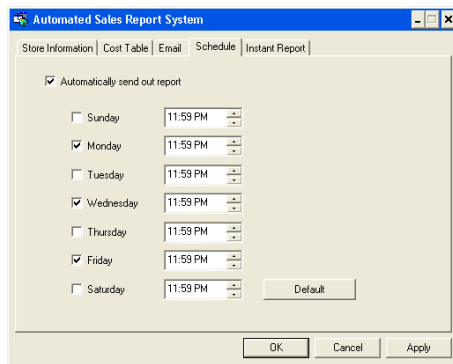
window that prompts you for the location of the file. From this window, navigate to the CD or floppy where the cost table is stored, select the file and click “Open”. Follow the instructions that appear on the screen to complete this operation.

Email the Report to Someone

Please note that you must have a valid Internet connect from this system in order to email sales reports to anyone. You must also first fill in some information about your and your recipients' email accounts. Go to the "Email" tab. Enter your email address or that of the person who is responsible for maintaining this system. This email address will show up as the sender in each email sent out and will receive email notification if email delivery failed. This field is required if you want to send out sales reports via email. You may enter up to 10 email addresses in the "Email Recipients" field, with each additional email address in a new line. This field is also required. Consult your ISP (Internet Service Provider) and fill in their SMTP Server (outgoing email server) in the next field, which is

required to send out emails properly. Also consult your ISP and see whether their SMTP server requires user authentication from the location of this system. If so, check "This server requires authentication" and enter user name and password provided by your ISP. Some ISP may impose restrictions on the email address of the sender and thus may require that you change the "Administrator Email" to conform to their restrictions. Please consult your ISP for more information. When you are done, click "Apply" and click on "Yes" when

prompted to confirm saving modified settings. Go back to the "Instant Report" tab. Now you may select date/time range and click "Email Now" to email the sales report to your recipients. The sales report will be included in the email as an attachment, with the name of the store as its file name, and the time range and the store information will also be included in the email message body for reference. Your recipient needs to have Microsoft Excel installed on his/her system in order to view the sales report.



Receive Autonomous Sales Reports via Email

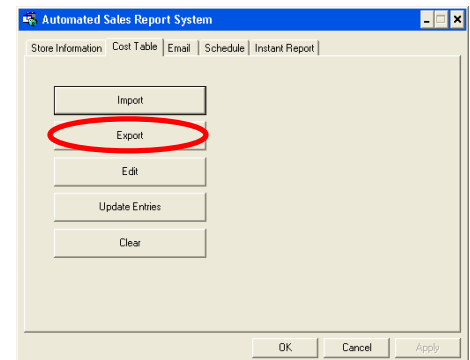
Once you have email configured and tested, you can schedule the system to send out periodic sales reports autonomously. Please note that the Remote Eyes server must be running constantly on this system in order for this feature to work. To schedule autonomous sales reports via email, go to the "Schedule" tab. Check "Automatically send out report" and check the days of the week and the time when the sales report should be generated. You may skip days. The time range of each

sales report will be starting from the time after the last sales report was sent out and until the time when this sales report is being generated. For instance, if you take the default, sending out one sales report daily at 11:59 PM, your recipients will receive one sales report at 11:59 PM everyday and each report will have time range from 12:00 AM to 11:59 PM of that day. Once the schedule is configured properly, click on "Apply" and click "Yes" when prompted to save modified settings.

More about the Cost Table

If at times new merchandise items have been introduced to your store, you may want to update your cost table to include these items. This can be done without manually inserting each one by hand. Go to the "Cost Table" and click "Update Entries". This will update the original cost table with the new items inserted. Since the cost table is sorted alphabetically according to each item's name, you may need to search for these new entries. The default cost value of each new item will be \$0.00 until you update it.

If you have several stores that sell the same merchandise, you may create one cost table at one store and export it for use at other stores. After a comprehensive cost table is created at one store, you can go to the "Cost Table" tab and click "Export". A "Save As" dialog window will appear. Use this window to navigate to the location where you want to save the cost table (most likely on a floppy disk or on other removable storage devices). When you take the file to the other store, you may "import" this cost table as described in the section "Using a Pre-Generated Cost Table".



If for any reason you might want to clear the cost table, click on the "Clear" button at the "Cost Table" tab. This will basically delete the cost table from the system, losing every entry. Usually you want to click "Update Entries" to create and initialize a new cost table and modify it. This will flush all old cost table entries and allows you to restart a new one. However, please do use this feature with extreme caution for the lost data will not be recoverable.