



Evidence Upload XT v2 Guide

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Evidence Upload XT Overview

Evidence Upload XT is a Windows-based desktop application that enables users to easily upload non-Axon generated digital evidence to their agency's Axon Evidence account. This makes it easier to use Axon Evidence as your central Digital Evidence Management system (DEMs).

Installing Evidence Upload XT

System Requirements

Evidence Upload XT has the following minimum system requirements:

- Windows 10 operating system or higher (64 bit)
- 4 GB RAM
- Internet access with the ability to reach Axon Evidence

Upload XT v1 and v2 can both be installed and used on the same device.

Axon Evidence Permissions for Evidence Upload XT

In order to use Evidence Upload XT, you must be assigned to an Axon Evidence role with certain permissions enabled. If you are not sure about your role permissions, check with your Axon Evidence administrator. Users must be assigned to a role with the following permissions:

Login Access

- **Evidence.com** set to Allow
- **Evidence Sync** set to Allow

User Access

- **Download Sync Software** set to Allow - only required if the user needs to download the Evidence Upload XT installation file.

Search Access

- **User Search** set to Allow

Evidence Creation

- **Upload External Files** set to Allow

Case Management

- **View** set to Any Case - only required if adding files to a case.
- **View & Add Case Notes** set to Any Case - only required if adding files to a case.

Installation

1. Obtain a copy of the latest version of the Evidence Upload XT v2 installation file.
2. Sign in to your Axon Evidence account, go to the Help tab, and then click **Download Evidence Upload XT v2** to download the latest version of installation file.
3. Double-click the Evidence Upload XT installation setup.exe file and follow the on-screen instructions.
4. When the installation is complete, an Evidence Upload XT icon is added to your desktop and to the list of programs in the Start menu.

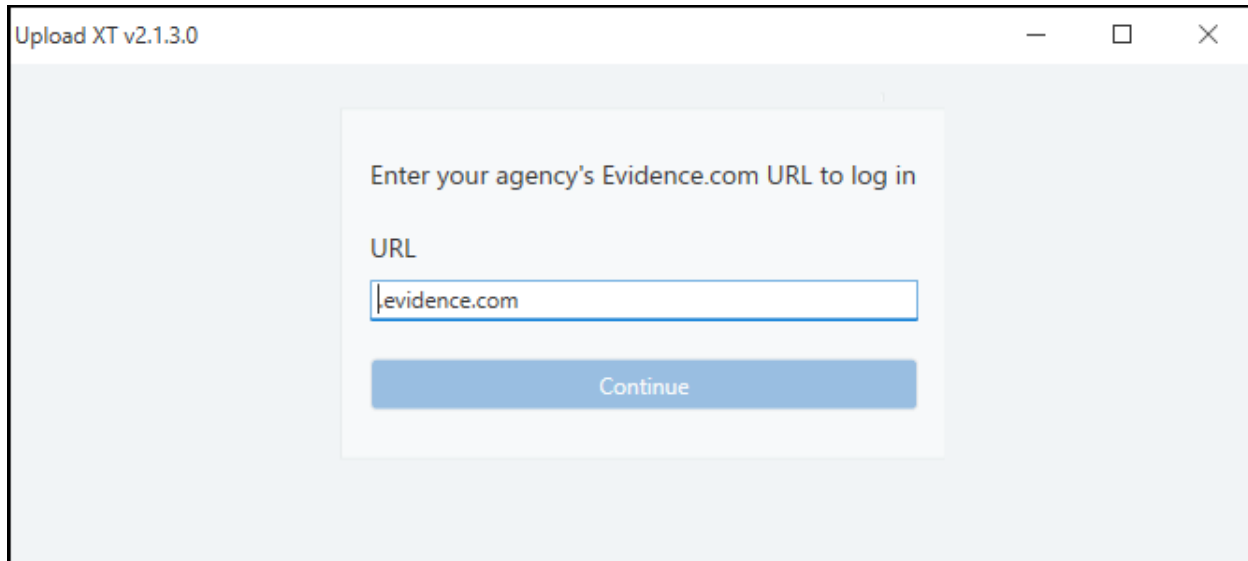
Signing In

Your Axon Evidence role must have Upload External Files permission set to Allowed to use Evidence Upload XT. If you are not sure about your role permissions, check with your Axon Evidence administrator.

1. Launch the application.
 - Double-click the Upload XT v2 desktop icon.

OR

 - Click **Start** and select **Upload XT v2**.
2. On the Agency lookup page, enter the Axon Evidence URL for your agency and then click **Continue**.



3. On the Sign In page, enter your Axon Evidence Username and Password and then click **Login**.

Note: If you are a Single Sign-On agency, you will use your normal agency credentials.

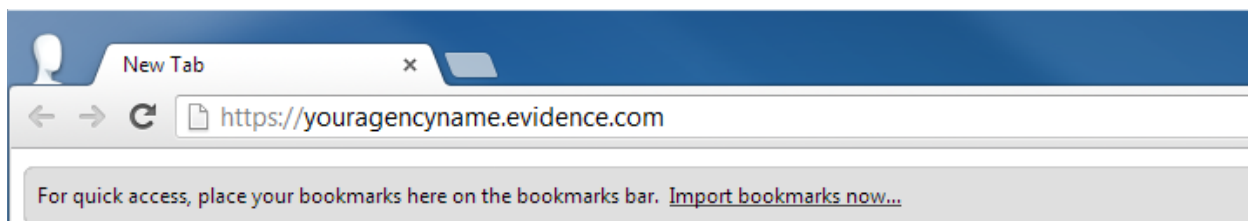
You are taken to the Upload Files page.

Tips when signing in to Evidence Upload XT

- When asked to enter your agency's Axon Evidence URL, use the Axon Evidence sub-domain as the agency name. When you go to Axon Evidence for your agency, you can see the sub-domain in your web browser's address bar.

Example: If the Axon Evidence URL for your agency is:

`https://youragencyname.evidence.com`, then your sub-domain is youragencyname.



- Your Evidence Upload XT Username and Password are the same as your Axon Evidence Username and Password.
Note: If you are a Single Sign-On agency, you don't need to enter a password.

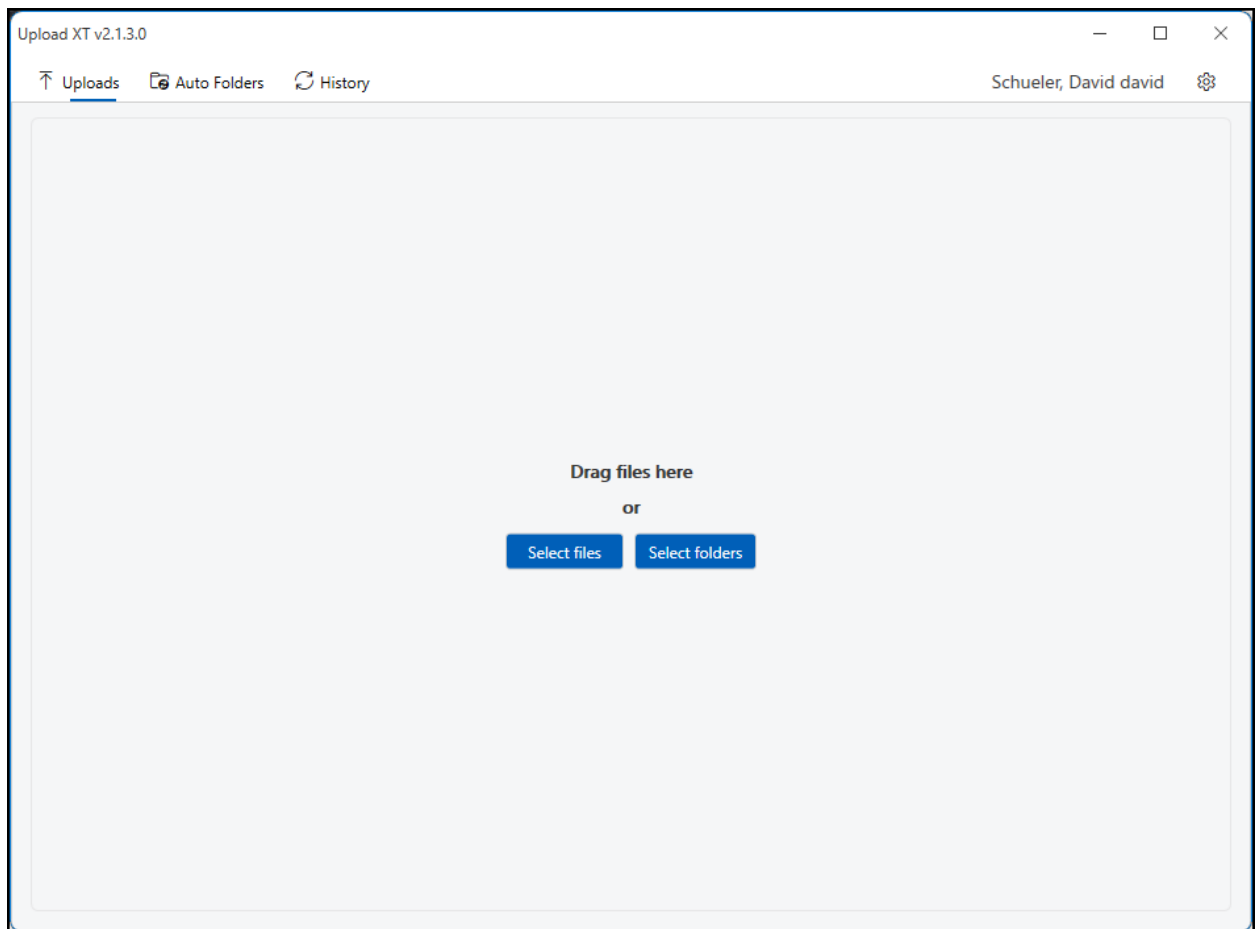
- If you have forgotten your Username or Password, click the Forgot Password link on the sign in page. A browser window opens and asks for your email address, what information you've forgotten, and to enter a security code.
- Axon Evidence sends an email to your address with a temporary password. Use the temporary password to sign in to Axon Evidence, reset your password, and then return to Evidence Upload XT to sign in.

Interface Overview

The Evidence Upload XT application pages are shown and described in the following images.

Add Files Page (empty)

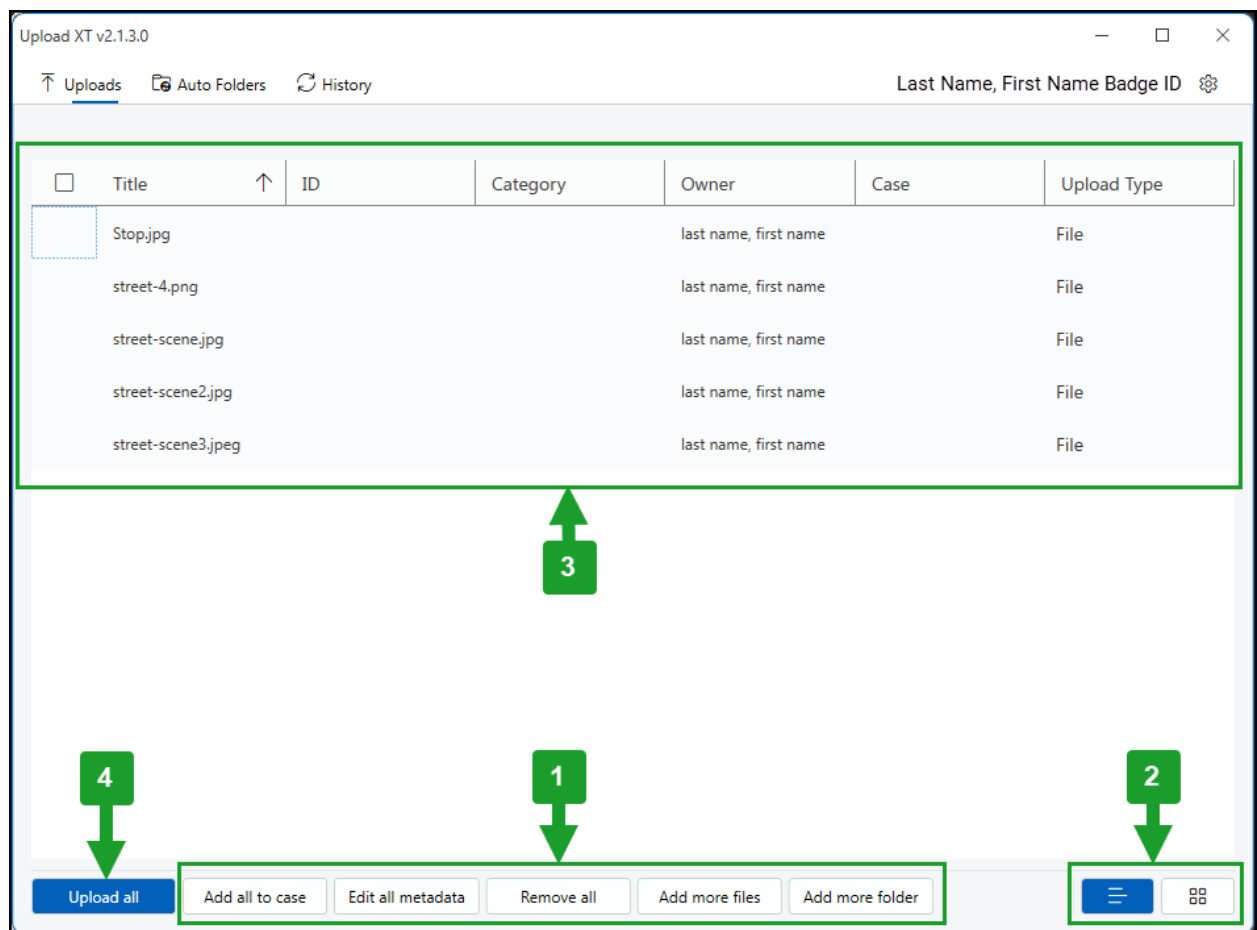
When you first sign in to Evidence Upload XT, an empty Add Files page is shown. From this page you can begin [adding files](#) for upload to Axon Evidence.com.



Upload Files Page (files in table format)

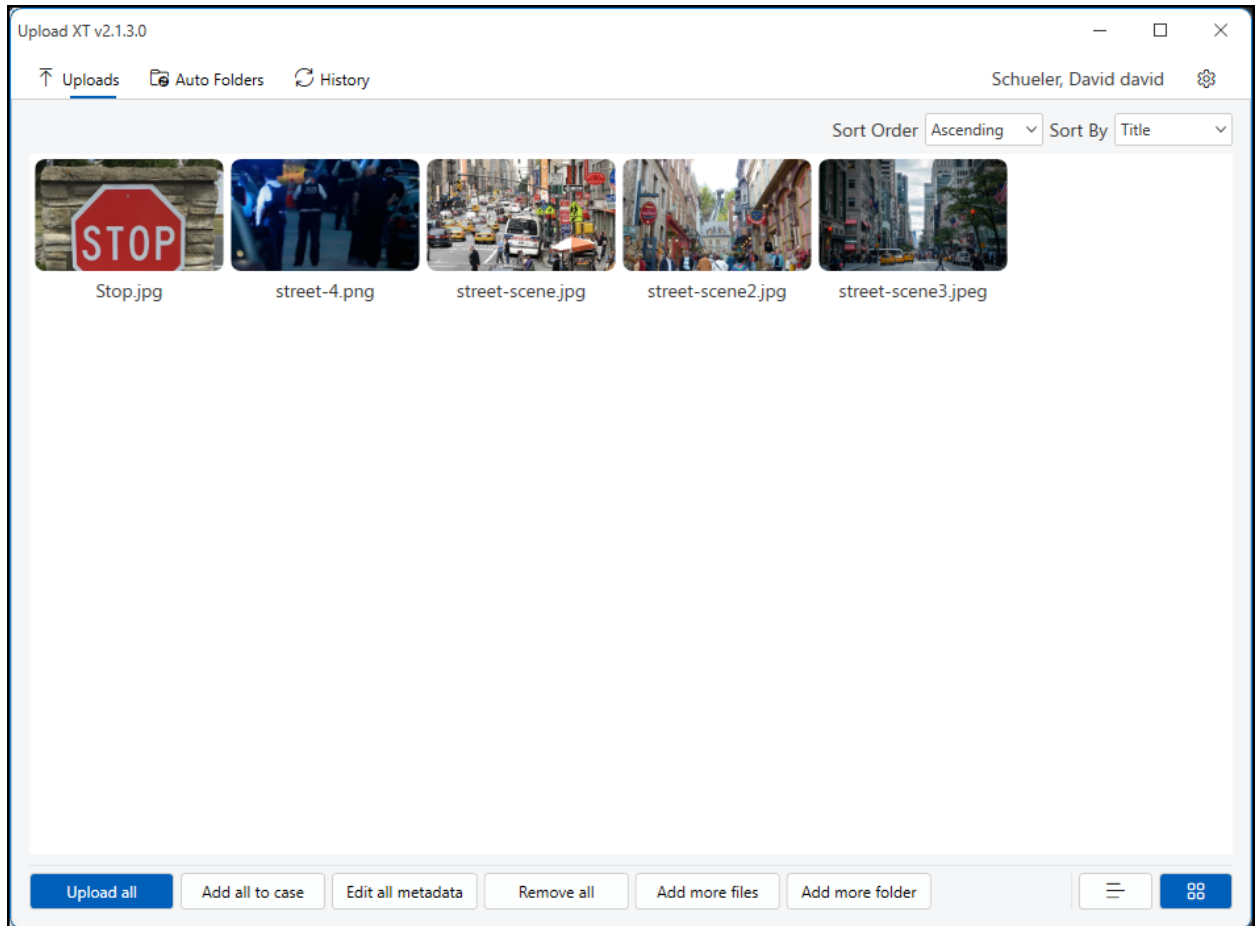
After files have been added, the file information is shown in gallery or table format. The table format is the default information view. The different sections of the page in this format are:

1. **Action buttons:** These are used to add and work with the files and folders.
2. **Display options:** These are used to set the viewing options for the files. You can select if files are shown in gallery or table format.
3. **File information:** Shows Information on each file that has been added to the page. You can click the column header to set the sort order (ascending or descending) for the files. The checkboxes are used to select the files you want to work with. Double-clicking on a file line will open the File Details page.
4. **Upload all:** The **Upload all** button is used to start the upload process.



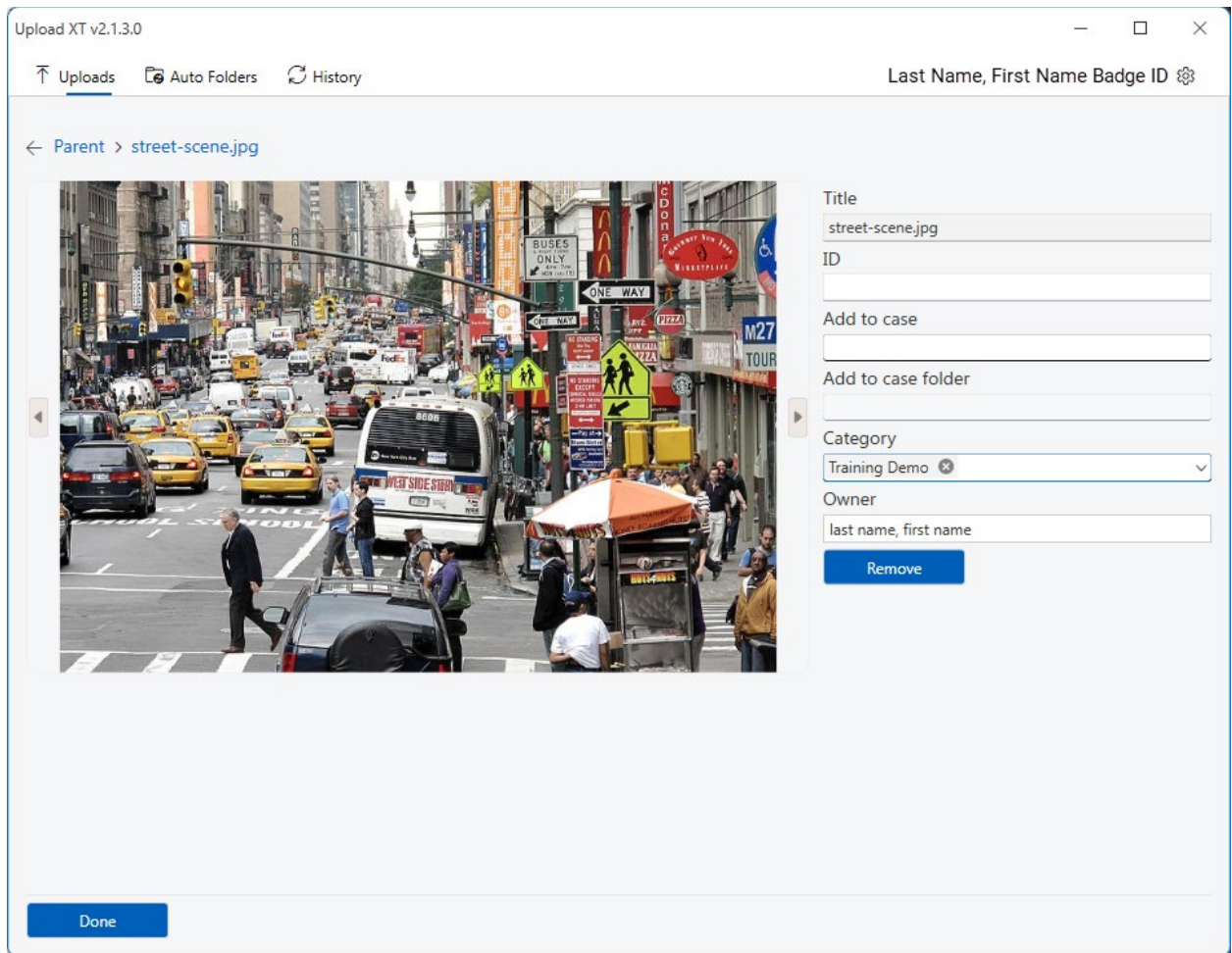
Upload Files Page (gallery format)

The gallery format shows thumbnails for image and video files. There are options to select the Sort By column and Sort Order. Double-clicking on an image will open the File Details page.



File Detail Page

The File Detail page shows the file image with the file metadata on the right. You can edit the metadata associated with the file or remove the file. The left and right arrows on either side of the file image are used to navigate to the previous or next file. Selecting **Done** returns to the Upload Files page.



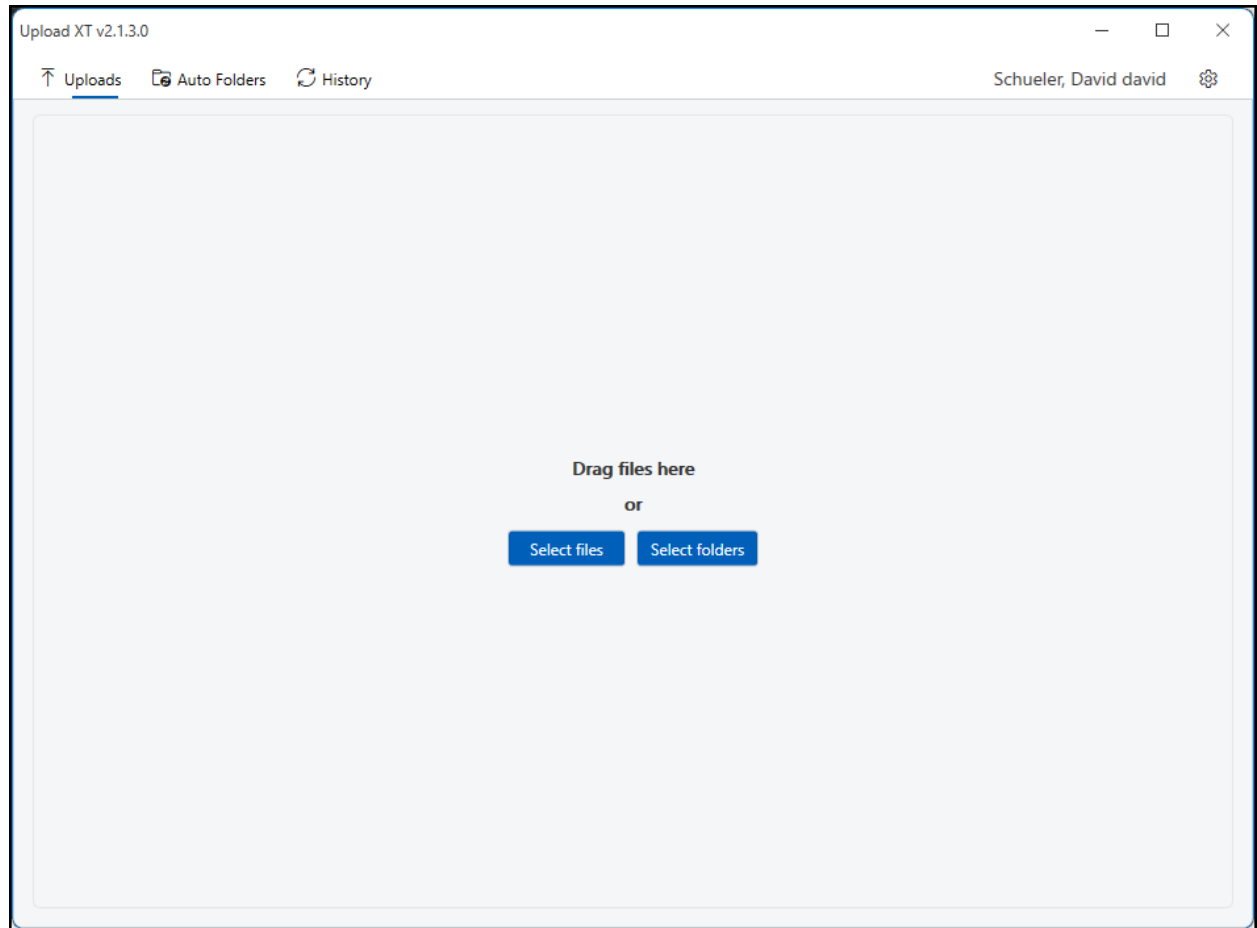
Working with Files and Folders

Evidence Upload XT can be used to upload files and folders from your Windows computer.

Adding Files and Folders

You can add any type and number of files to Evidence Upload XT for uploading to Axon Evidence. However, the maximum file size for a single file is 1.5 TB.

You can only preview image files in Evidence Upload XT. Additionally, viewing or playback of certain video or audio files may not be supported on Axon Evidence media player. See the Supported video and audio file types article in the Axon Help Center for more information.

To add files and folders for upload:

- Click on the file or folder on your desktop or from File Explorer, drag it on to the Evidence Upload XT page, and then release the mouse button.

If you drag and drop a folder on to the page, all the files in the folder are added but the folder structure is not retained.

- Click **Select files** or **Select folders**, navigate to the file or folder location, select it, and then click **Open**.

The files and folders are added to upload queue and shown on the Upload Files page. Click on the file title in table view or file image in gallery view to go to the File Detail page for that file.

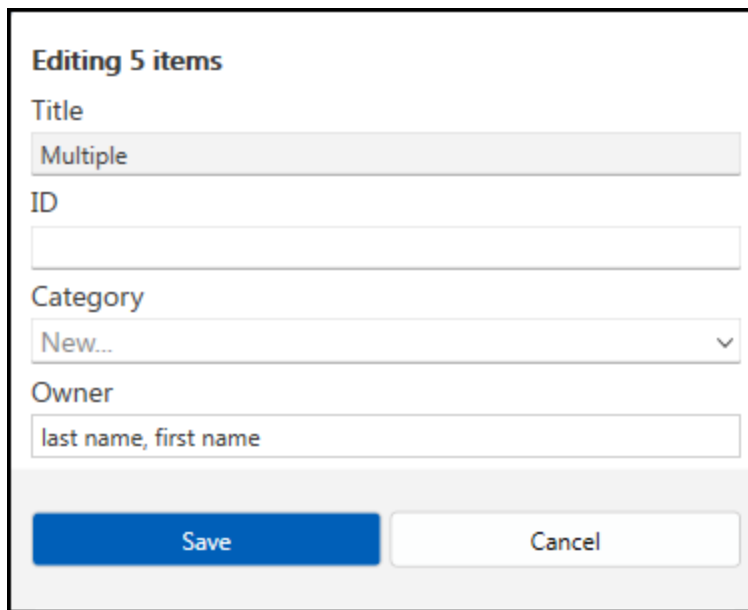
- Click **Add more files** or **Add more folders** to add more files or folders, navigate to the file or folder location, select it, and then click **Open**.

Editing File and Folder Metadata

You can edit the metadata for a single file or for multiple files at the same time. If you choose to edit multiple files, the entered metadata is applied to all files.

Editing Metadata from the Upload Files Page

1. Select the check box for each file you want to edit.
Note: If you do not select any files, then the metadata edits will apply to all files.
2. Click **Edit metadata**. The Edit Metadata dialog is shown.



The screenshot shows a dialog box titled "Editing 5 items". It contains the following fields and controls:

- Title:** A text input field containing the text "Multiple".
- ID:** An empty text input field.
- Category:** A dropdown menu with "New..." selected and a downward arrow.
- Owner:** A text input field containing the text "last name, first name".
- Buttons:** A blue "Save" button and a white "Cancel" button.

3. Enter the appropriate information in the Title, ID, Category, and Owner fields.

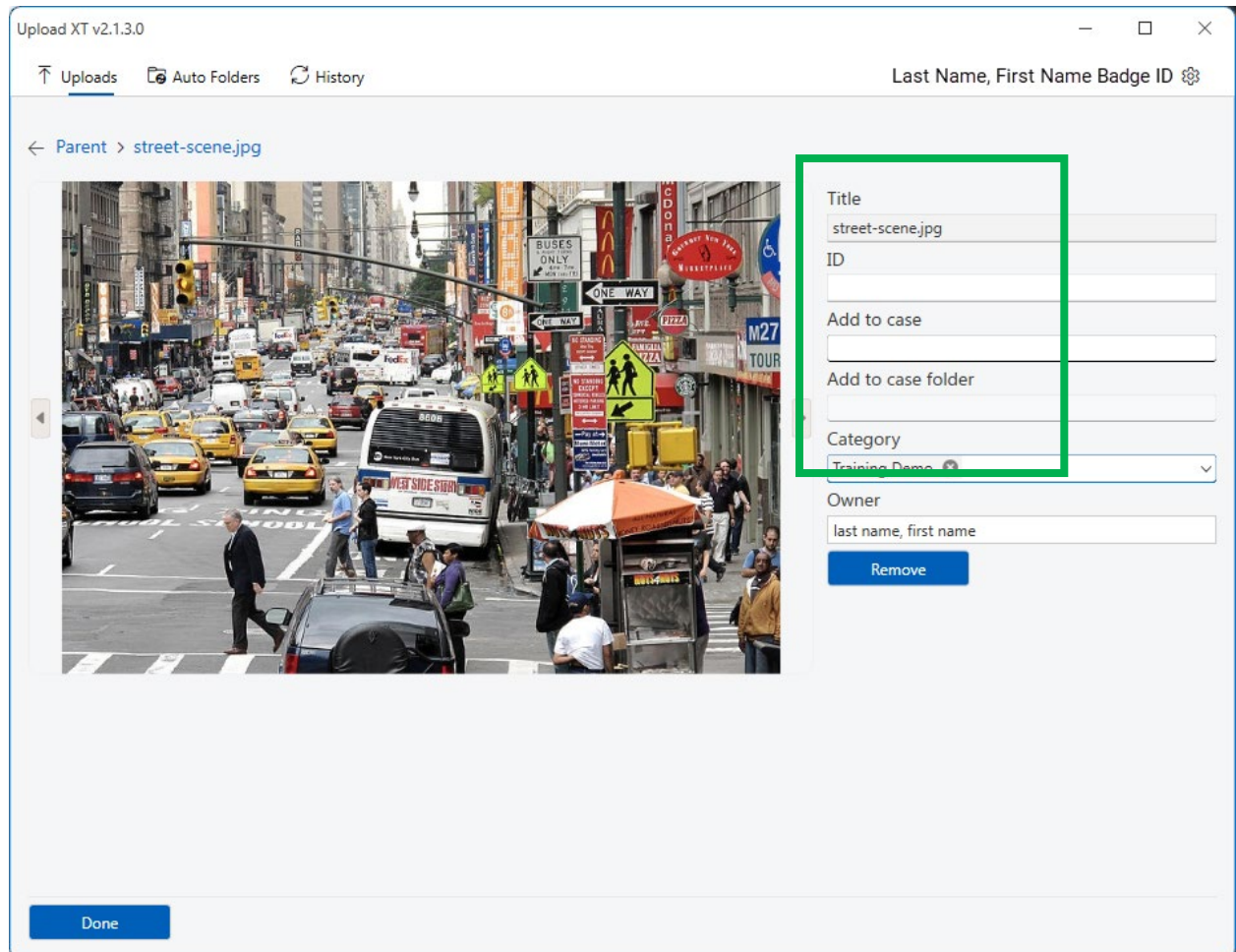
The Category and Owner fields will show a list of matching items as you enter the information. You can add multiple categories to the file.

4. Click **Save**.

The entered information is applied to all selected files.

Editing Metadata for a File from the File Detail Page

1. If you are not on the File Detail page for the file, click on the file title in table view or file image in gallery view.



2. Enter the appropriate information for the file:
 - For the Title, ID, Category, and Owner fields, the changes are applied to the file as you add the information.
- The Category and Owner fields will show a list of matching items as you enter the information. Select the appropriate Category or Owner. You can add multiple categories to the file.
- For the Add to Case and Add to case folder fields, enter the case ID and then the case folder name.

The Add to case and Add to case folder fields will show a list of matching items as

you enter the information. Select the appropriate value. You can also type a new case ID to create a new case.

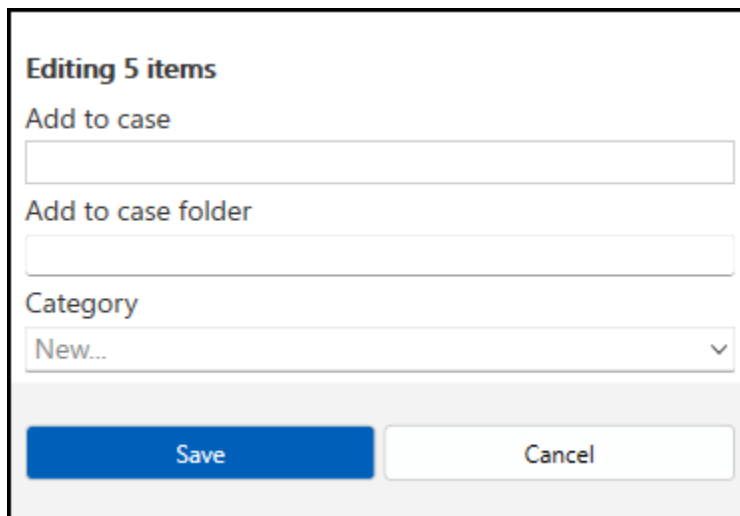
3. Click **Done** to return to the Upload Files page.

Alternately, you can use the left and right arrows on either side of the file image to navigate to the previous or next file.

Adding Files and Folders to a Case from the Upload Files Page

This process allows you add files to an existing case or create a new case with the files.

1. Select the check box for each file you want to edit.
Note: If you do not select any files, then the edits will apply to all files.
2. Click **Add to case**. The Add to Case dialog is shown.



Editing 5 items

Add to case

Add to case folder

Category

New... ▾

Save Cancel

3. Type the case ID in the Add to case field.

The Add to case field will show a list of matching case as you enter the information. Select the appropriate case or you can type a new case ID to create a new case.

4. Optionally, type a case folder name in the Add to case folder field.

The Add to case folder field will show a list of matching folders as you enter the information. Select the appropriate folder.

5. Optionally, add one or more categories to the files.
6. Click **Save**.

The files will be added to the case or, if the case does not already exist, the case will be created when the files are uploaded to Axon Evidence.

Removing Files

This action only removes files from Evidence Upload XT. It does not remove them from your computer or Axon Evidence.

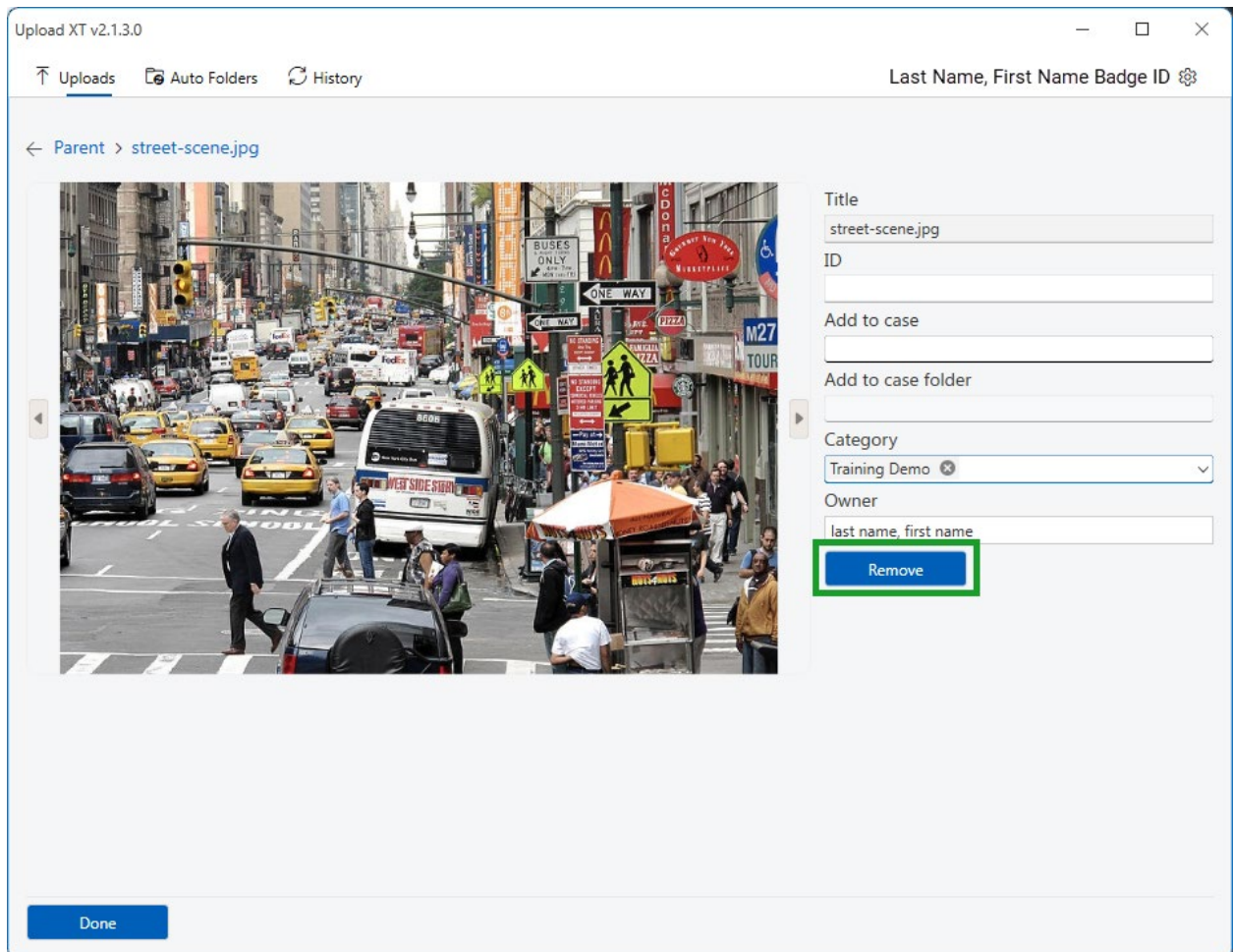
Removing Files from the Upload Files Page

1. Click the check box for each file you want to remove.
Note: If you do not select any files, then all files will be removed.
2. Click **Remove**.
3. You are asked to confirm removing the files. Click **Yes** to confirm and continue.

The selected files are removed for Evidence Upload XT list.

Removing a File from the File Detail Page

1. If you are not on the File Detail page for the file, click on the file image in gallery view or file title in table view.

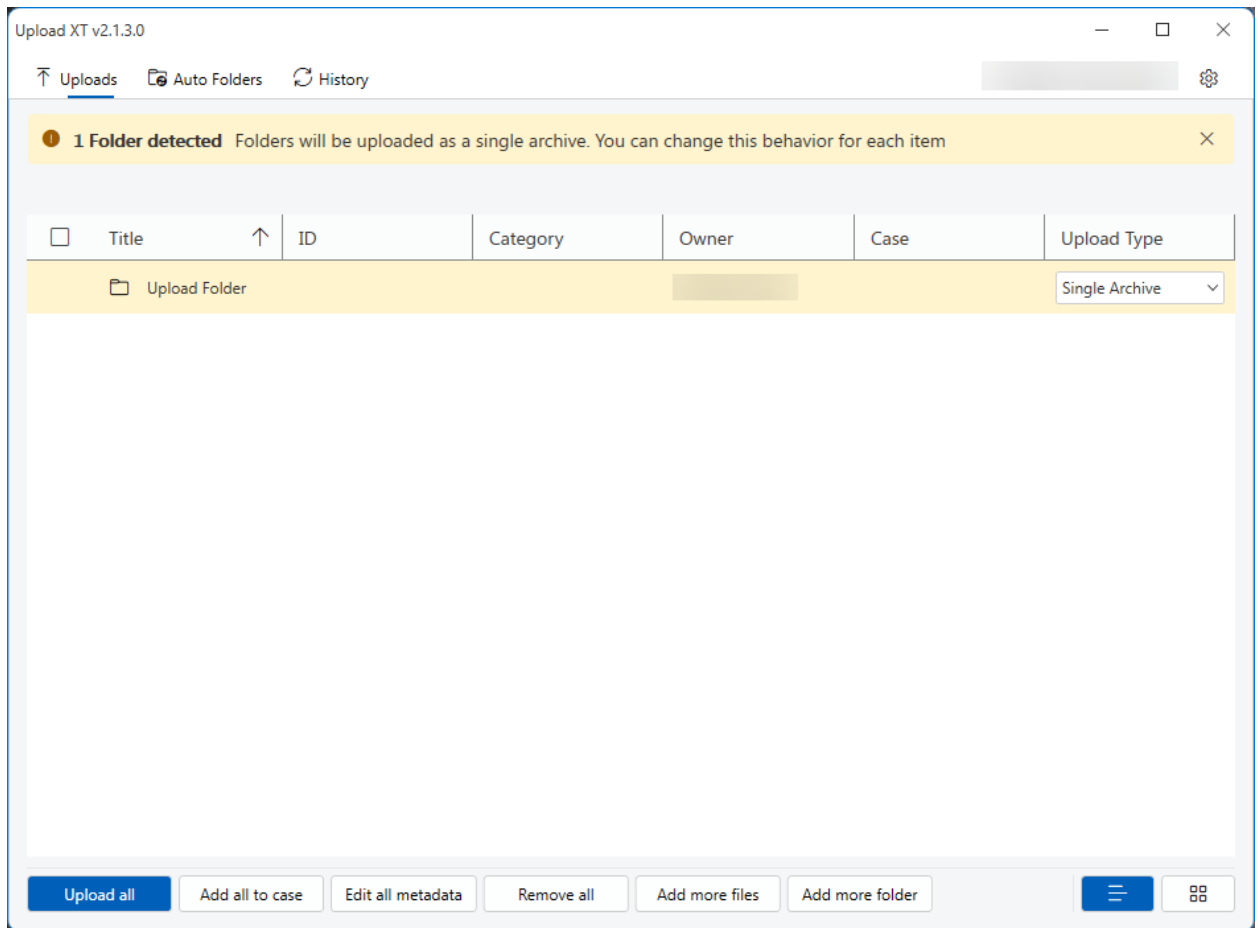
2. Click Remove.

3. You are asked to confirm that you want to remove the file. Click **Yes** to confirm and continue.

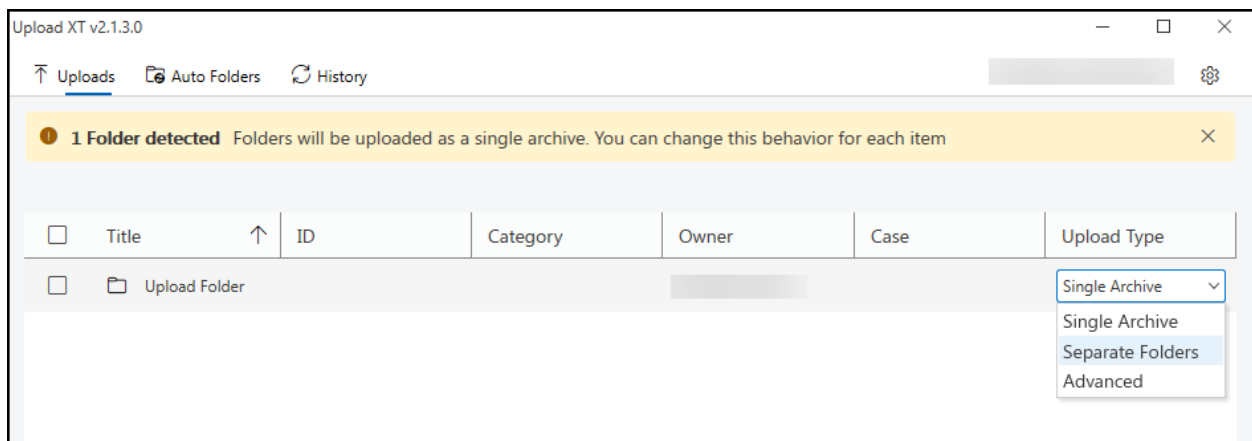
The file is removed for Evidence Upload XT list and you are shown the next file. If there are no other files you are returned to the Upload Files page.

Folder Upload Options

Uploading by folders provides an easy way to maintain folder organization when adding items to a case. When you add a folder to the upload queue, there are several options for how the files are uploaded.

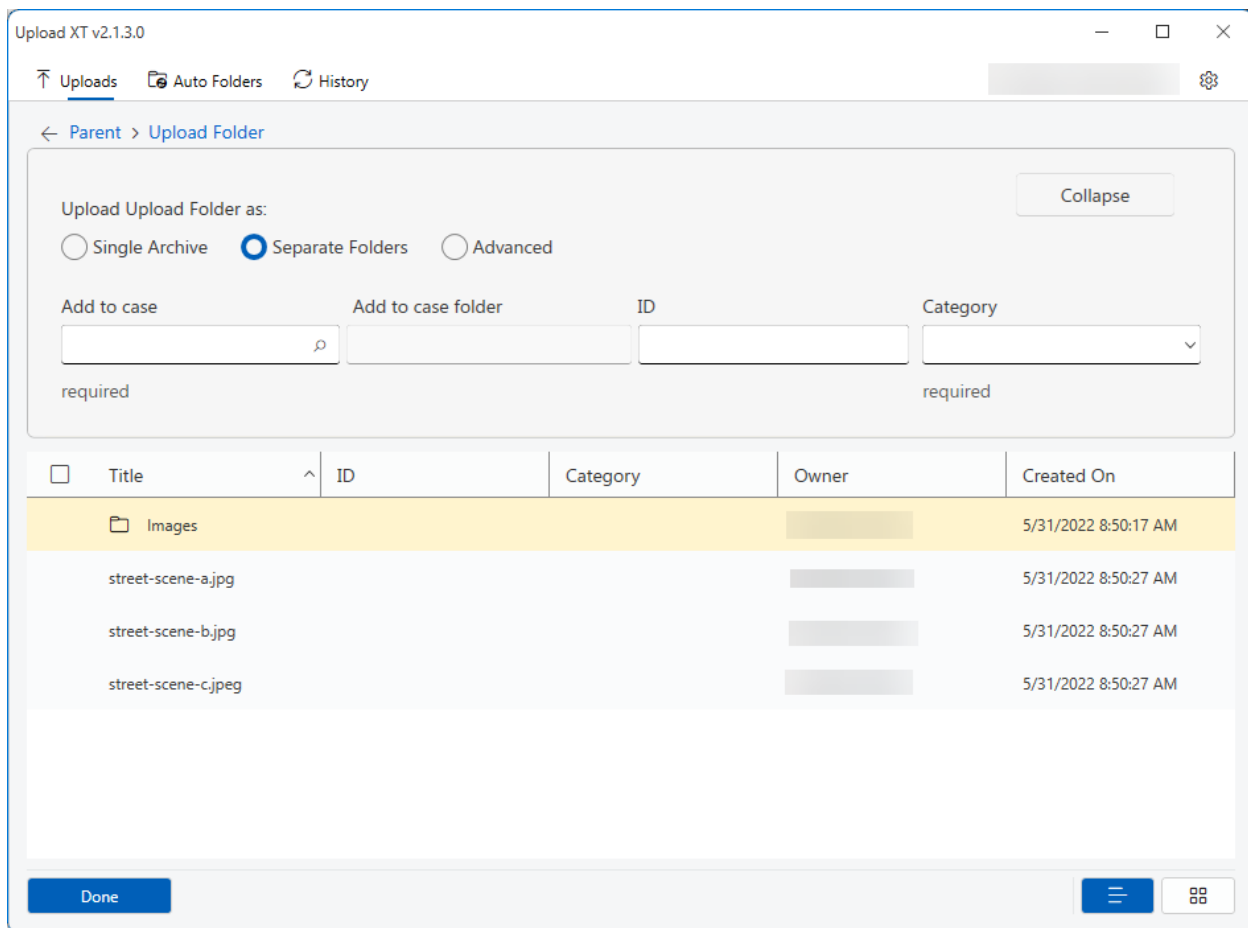


- By default, the files in the folder are uploaded in the Axon Evidence as a single archive in a lossless zip compression file.
- You can choose to Separate Folders option to upload the folder contents as separate files and folders, but only if you are uploading the folder to an Axon Evidence case.



Selecting the **Separate Folders** or **Advanced** options shows additional folder upload options for files in the folder. From this page you can:

- Select the case the folder is added to (required).
- Optionally, select the case folder the folder is added to.
- Add an ID for all files in the folder.
- Add a category for all files in the folder (required).
- Select one or more files and edit the metadata for those files.
- The Advanced option allows you to set if any subfolders are uploaded as a single archive in a lossless zip compression file.

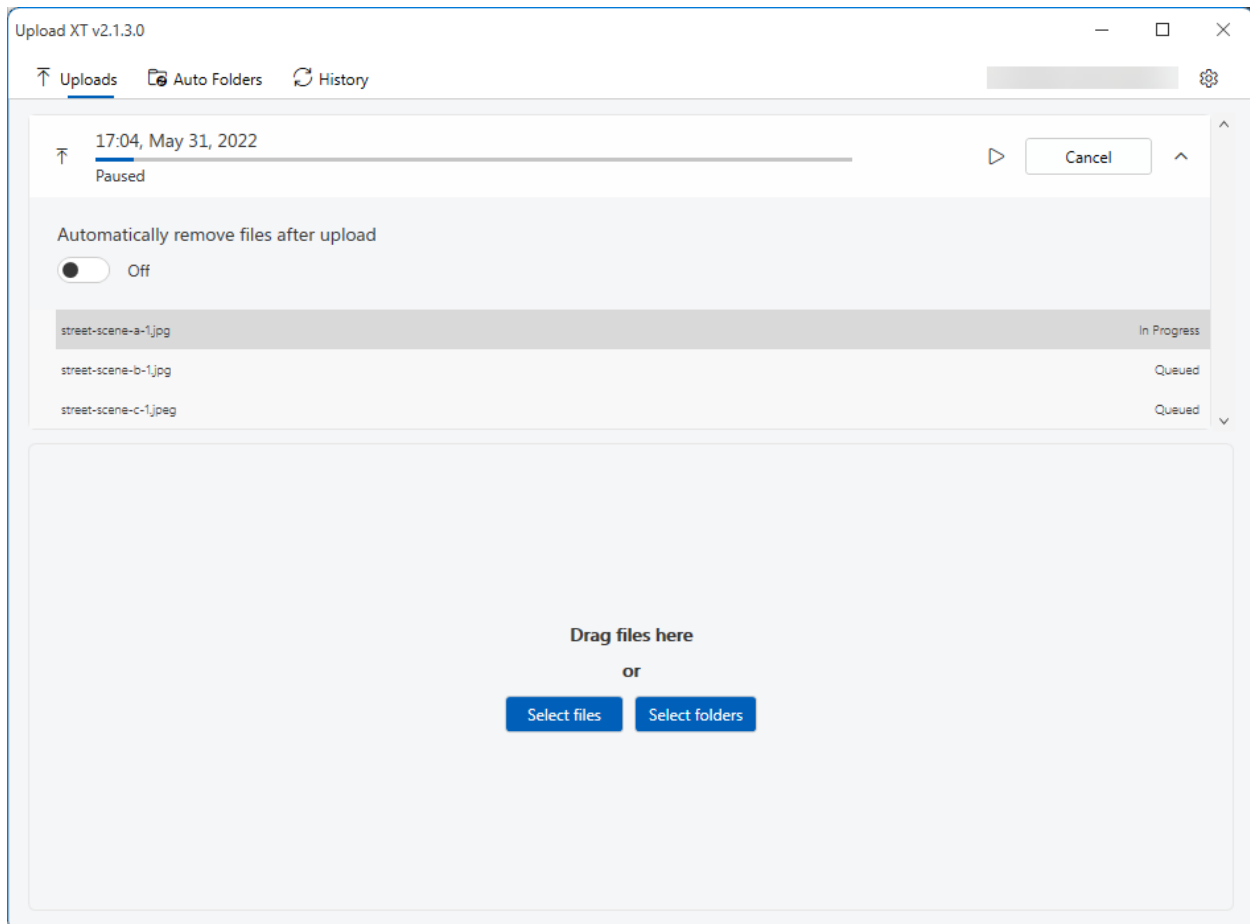


Uploading Files to Axon Evidence

After adding files and folders, and editing metadata as needed, you can upload the files to Axon Evidence.

Note: The maximum file size for a single file is 1.61 TB.

1. Select the check box for each file you want to edit.
Note: If you do not select any files, then the edits will apply to all files.
2. Click **Upload**. The application starts the upload. The status of the upload is shown at the top of the page.
3. Optionally, you can click the pause icon to pause the upload and select to have the files automatically removed from your windows device after the upload is complete. Click the play icon to resume the upload.



The upload status information will retain the list of file upload status until you manually remove the upload status from the page by clicking **Dismiss**.

Configuring Folders for Automatic File Uploads

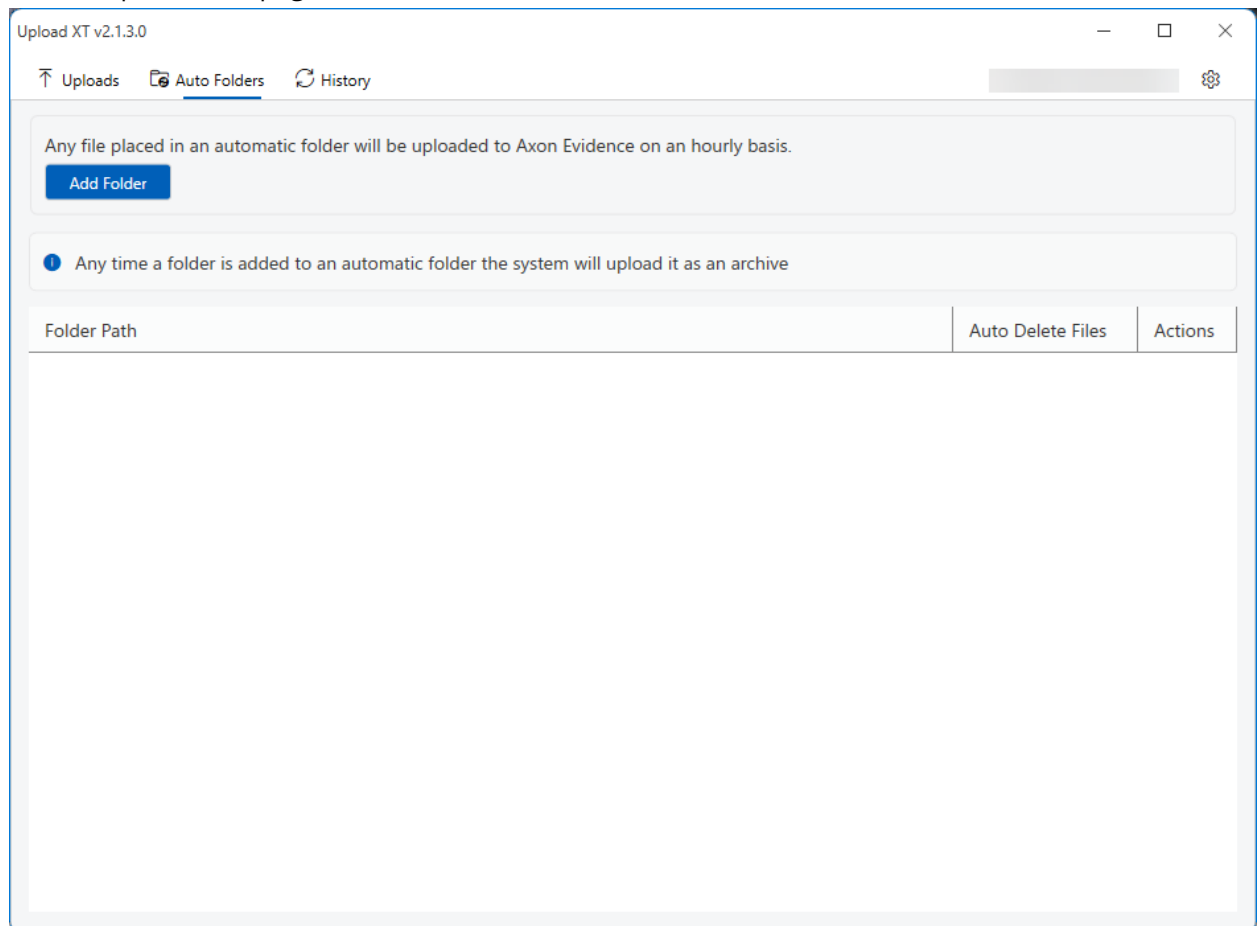
Configuring folders for automatic file uploads is performed on the Schedule Upload page. This process is used to automatically upload files to Axon Evidence from a designated folder on your computer on an hourly schedule.

Some further information:

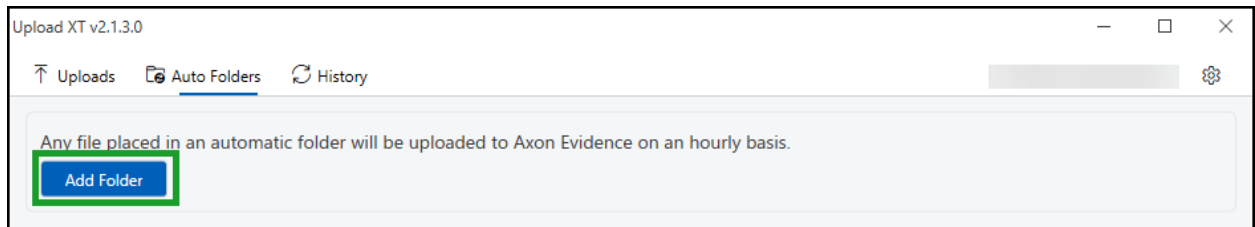
- Evidence Upload XT must be running for the automatic file uploads to occur.
- You can save any files you want to upload into a folder; the next time you sign in to Evidence Upload XT the application will check all the Auto Folders for content to upload and repeat every hour after that.
- To check when the last file upload completed, click **History** on the Upload Files page. The History page shows.

Adding an Auto Folder

1. Either create or select a folder anywhere on your computer to designate as an Auto Folder. This is where you'll put the files you want to upload.
2. On the Upload Files page, click **Auto Folders**.



3. Click **Add Folder**. Navigate to the file or folder location, select it, and then click **Open**.



The folder information is shown in the Folder Path.

4. Optionally, select if the files in the folder should be deleted after they are uploaded by enabling Auto Delete Files.

You can click on the folder icon to the right of the folder path to see the contents of the selected folder.

Removing an Automated Folder

1. On the Upload Files page, click **Auto Folders**.
2. On the Auto Folders page, click the trashcan icon to the right of the folder you want to remove.

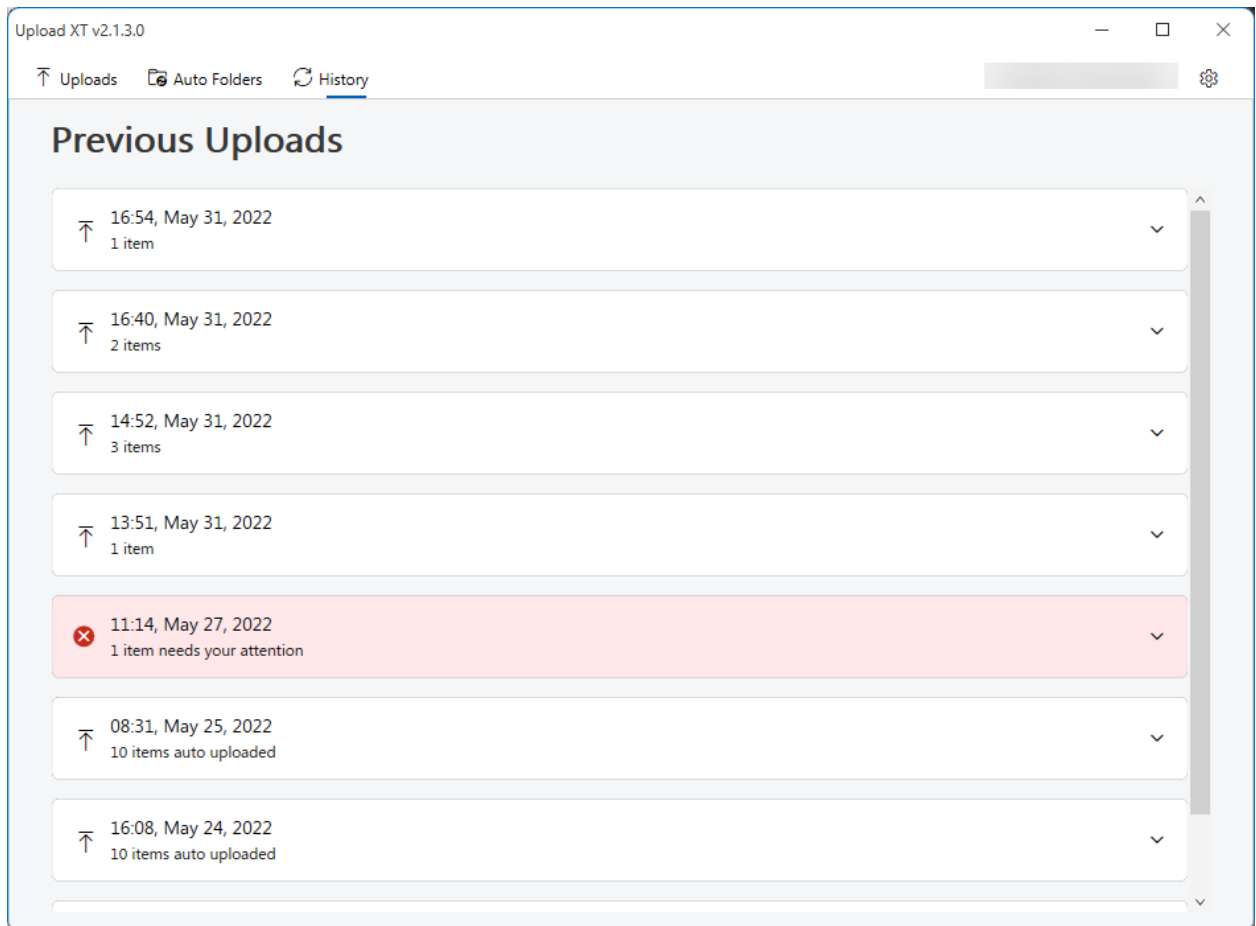
This action will not remove the folder from your computer, it just removes it from the Auto Folder list.

Evidence Upload XT History

The History page shows a list of file uploads from Evidence Upload XT.

Each entry in the list shows when the upload was completed and the number of items in an upload. Items that were uploaded from an Auto Folder will note that the items were auto uploaded. A red entry shows there was a problem with an upload.

Clicking the down arrow on an entry shows the list of files that were uploaded or, for red entries, the files that failed to upload.



Evidence Upload XT Settings

This section provides information about other Evidence Upload XT actions.

Signing Out and Exiting

Axon recommends signing out of Evidence Upload XT after you have completed your uploads.

1. Click the Settings icon in the upper right of the Upload Files page.
2. Click **Sign out**. You are signed out of the application and returned to the agency lookup page.

You can exit the application by closing the window.

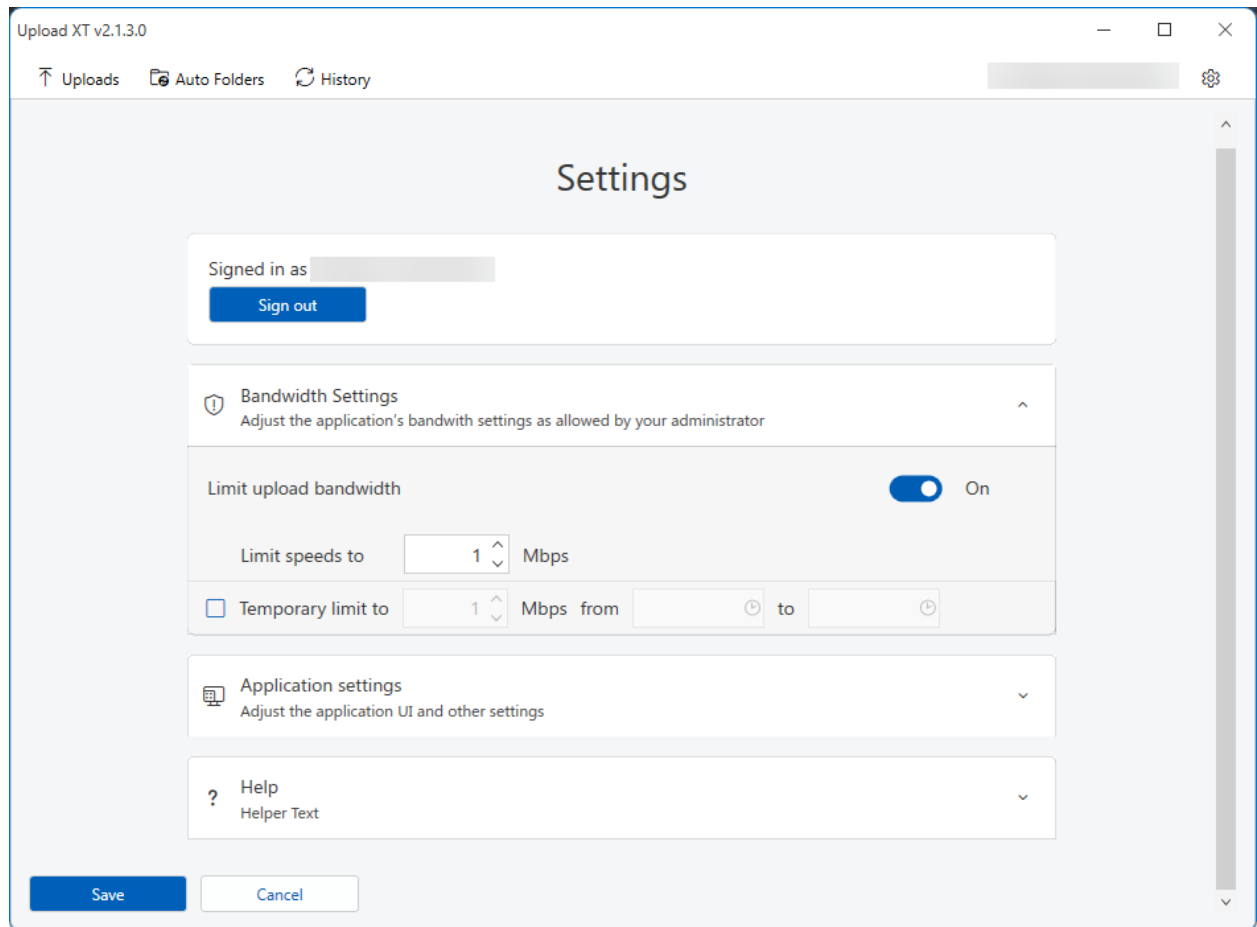
Bandwidth Settings

The Bandwidth Settings page is used to set limitations on how much bandwidth Evidence Upload XT uses when uploading files. This allows you to throttle the bandwidth used by Evidence Upload XT, so that uploads don't slow down other operations on your network.

Note: Bandwidth settings may be controlled by your agency's Axon Evidence administrators and cannot be set by users. If you need assistance with bandwidth settings, please contact your Axon Evidence administrator.

1. Click the Settings icon in the upper right of the Upload Files page.
2. Click the down-arrow in the Bandwidth Settings section to show the settings.
3. Turn on Limit upload bandwidth.
4. In the Bandwidth Settings:
 - Click the From and To Hour fields on the upper schedule line to select the hours the bandwidth throttling is active. Click the AM – PM field to switch between the values.
 - Click in the Mbps field and enter the maximum Mbps Evidence Upload XT can use during the set time.

The time information on lower line automatically updates as you enter the time.



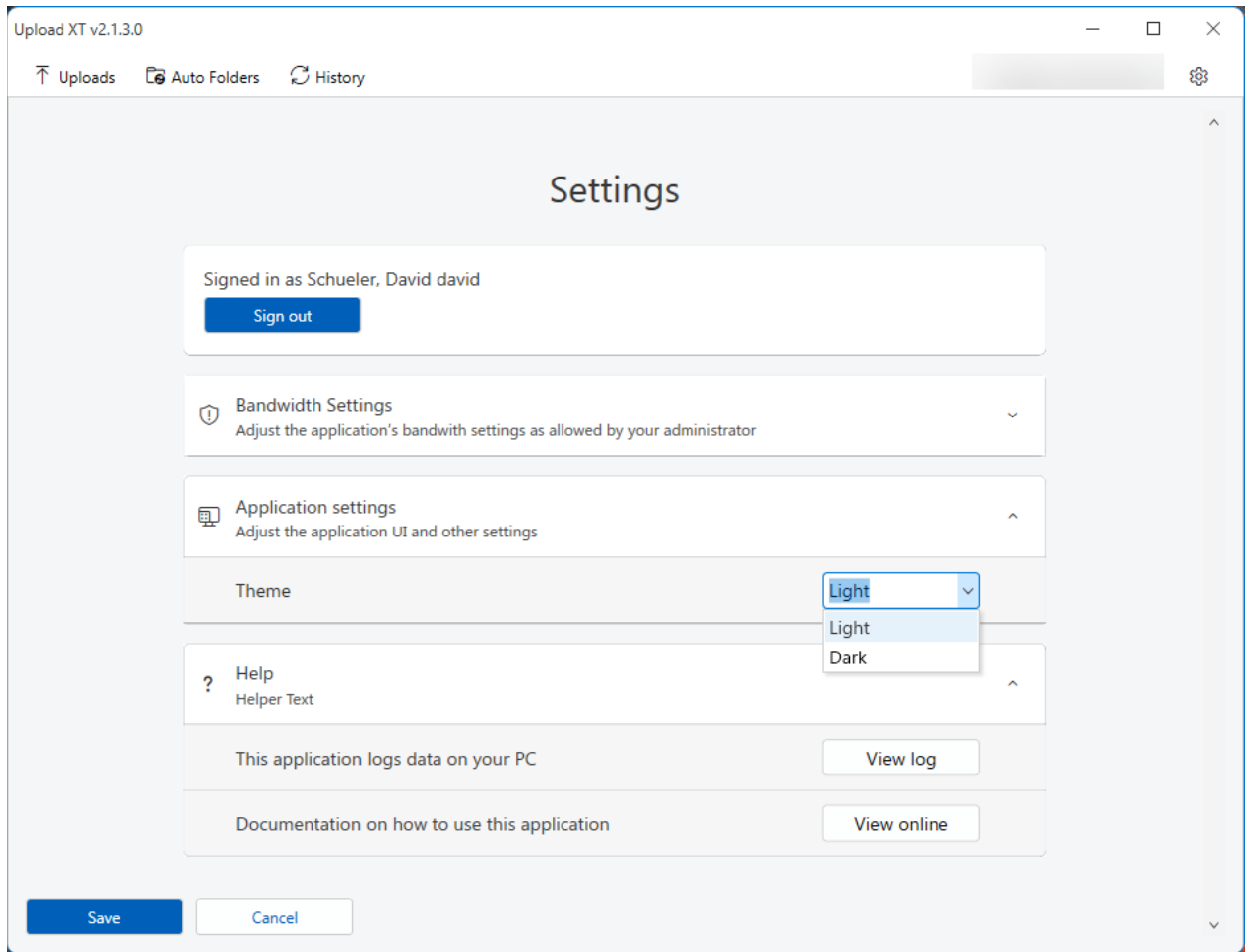
5. If needed, click in the lower schedule line Mbps field and enter the maximum Mbps Evidence Upload XT can use during that time.
6. Click **Save**.

Changing Application Settings

You can change the look of the application by changing the theme.

1. Click the Settings icon in the upper right of the Upload Files page.
2. Click the down-arrow in the Application settings section to show the current Theme.

3. Select theme you want to use.



4. Click **Save**.

Revision History

This section summarizes the changes to this guide, per each version of the guide. The revision table lists the versions in reverse order, so that you can more easily see the most recent changes to the guide.

Release Date and Document Revision	Revision description
September 2022 Rev C	<ul style="list-style-type: none"> • Guide rewritten to detail the new v2 version of Axon Evidence Upload XT.
January 2019 Rev B	<ul style="list-style-type: none"> • Added notes to sign in information for users in Single Sign-On agencies saying they don't need to enter their password. • Added notes to Bandwidth Settings section that bandwidth settings may be controlled by agency Axon Evidence.com administrators and cannot be set by users. • Added a section on configuring folders for automatic file uploads. • Added a section on Axon Evidence.com permissions for Evidence Upload XT • Added a file size limit of 400 GB for a single file.
June 2018 Rev A	<ul style="list-style-type: none"> • Initial version of user guide