

1 INSTALLATION

Before starting, confirm all appropriate drivers are installed and updated for any audio or video input devices to be used with Notewise. JAVS examples are the Nimble, P306, and P412, with JAVS P412 drivers should be 4.67 Multi-channel or greater.

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

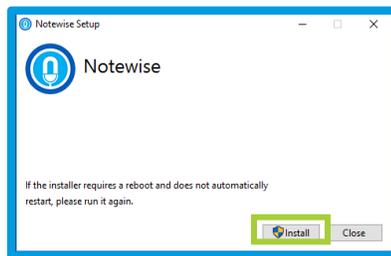


Figure 1.0.1

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

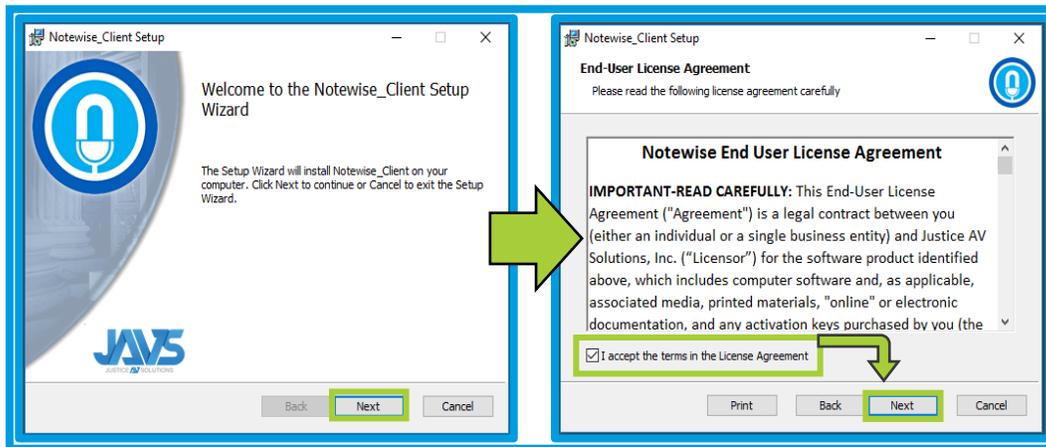


Figure 1.0.2

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

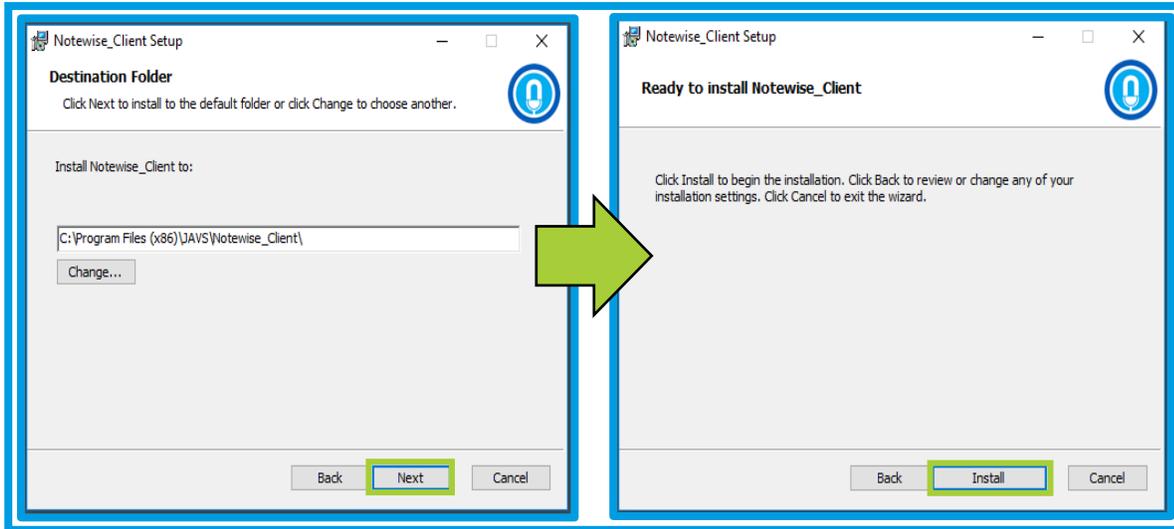


Figure 1.0.3

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

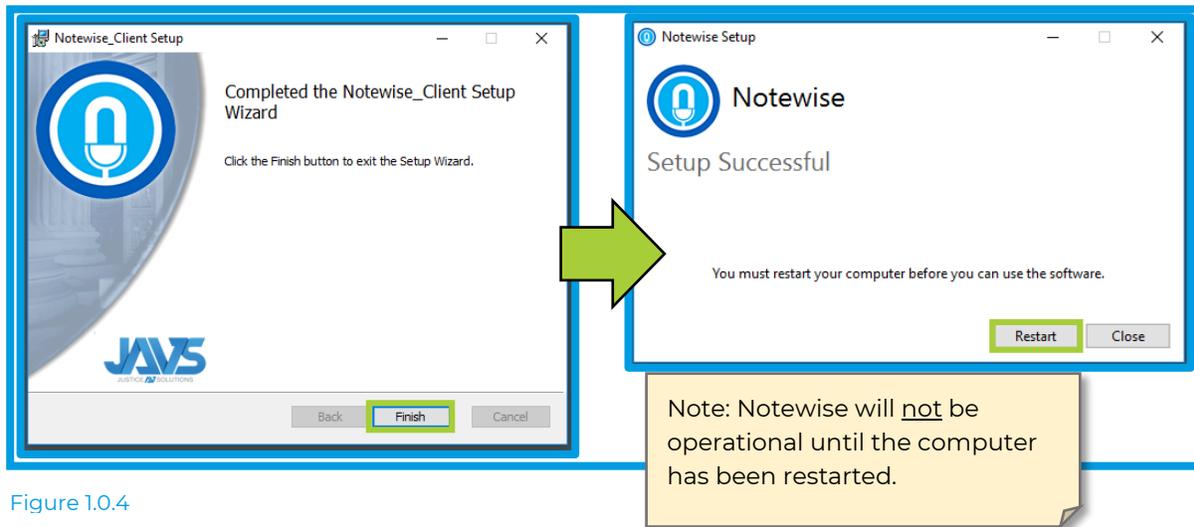


Figure 1.0.4

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



Figure 1.0.5

2 LOGGING IN FOR THE FIRST TIME

New users will receive an email from notifications@support.javs.com inviting them to join a specific billing account. This email is generated when an Admin creates the new user. The new user will receive that email with all the information needed to log in for the first time. If no email has been received, please contact the account owner. Without this email, users will be unable to proceed past this point.

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



The screenshot shows the Notewise login page. On the left, there is a login form with fields for Email and Password, a 'Remember Me' checkbox, and a 'Login' button. Below the login form, there are links for 'Forgot password?' and 'First time logging in?'. A green arrow points from the 'First time logging in?' link to a registration code entry form on the right. This form has the heading 'Enter your email address and the code that was sent to you.' and fields for Email (containing 'email@javs.com') and Registration Code (containing 'XXXXXXXX'). There are 'Cancel' and 'Submit' buttons at the bottom of the form.

Figure 2.0.1

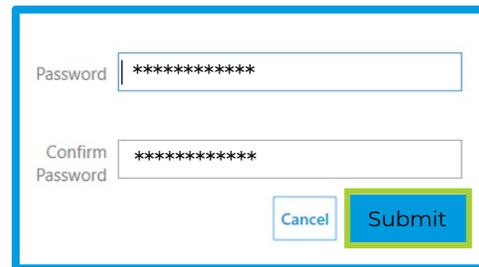
- 2) Create a password for the account. Click **Submit** when done.

Password Requirements

Must combine at least two of the following:

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

Must not contain parts of your email address.



The screenshot shows a password creation form with two fields: 'Password' and 'Confirm Password', both containing asterisks. There are 'Cancel' and 'Submit' buttons at the bottom.

Figure 2.0.2

2.1 LOGGING IN

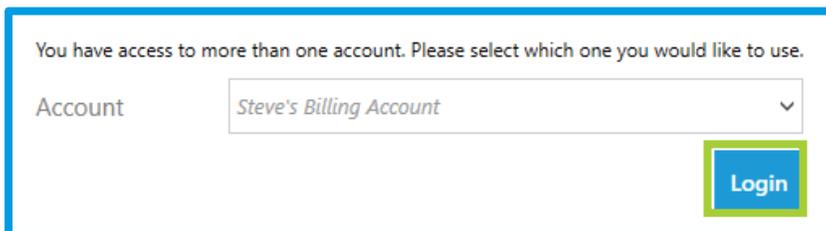
Clicking on the Notewise desktop icon will open to the Login Screen. Enter the email and password for the user account, then click **Login** (Figure 2.1.1).

If the user has access to more than one Billing account, they will be presented with a prompt asking which Billing account to be used. After selecting desired Account, click **Login**.



The screenshot shows the Notewise login screen. It has fields for Email (containing 'email@javs.com') and Password (containing asterisks). There is a 'Remember Me' checkbox and a 'Login' button. Below the login button, there are links for 'Forgot password?' and 'First time logging in?'.

Figure 2.1.1



The screenshot shows a prompt: 'You have access to more than one account. Please select which one you would like to use.' Below this is a dropdown menu labeled 'Account' with 'Steve's Billing Account' selected. There is a 'Login' button at the bottom right.

Figure 2.1.2

3 ACTIVATION & EXPIRATION

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

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

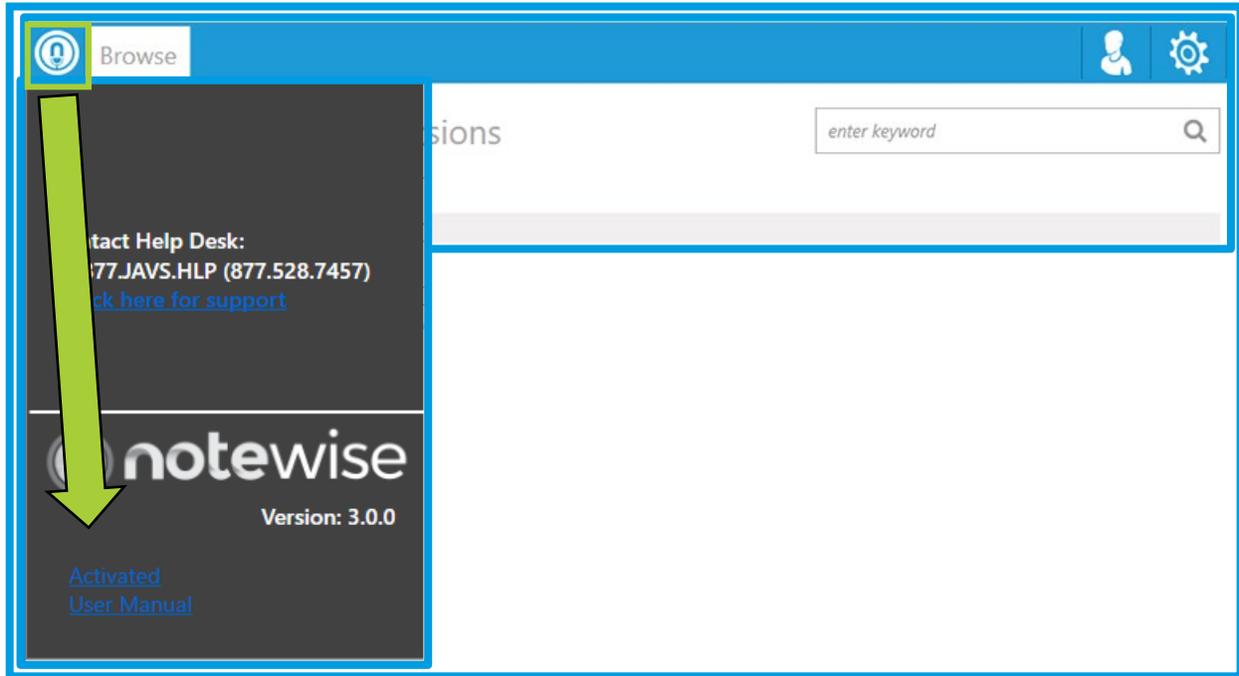


Figure 3.0.1

- 2) The “Notewise Activation” pop-up will display. The computer must have access to the internet for activation to occur. Choose the proper license type (Recording, Client, or All In One), enter the License Key, and click **Activate**. Once complete, red text stating “Successfully Activated” will appear, if the text indicates that an error has occurred, please check to ensure that the correct license type and number are correct before contacting the JAVS Helpdesk.

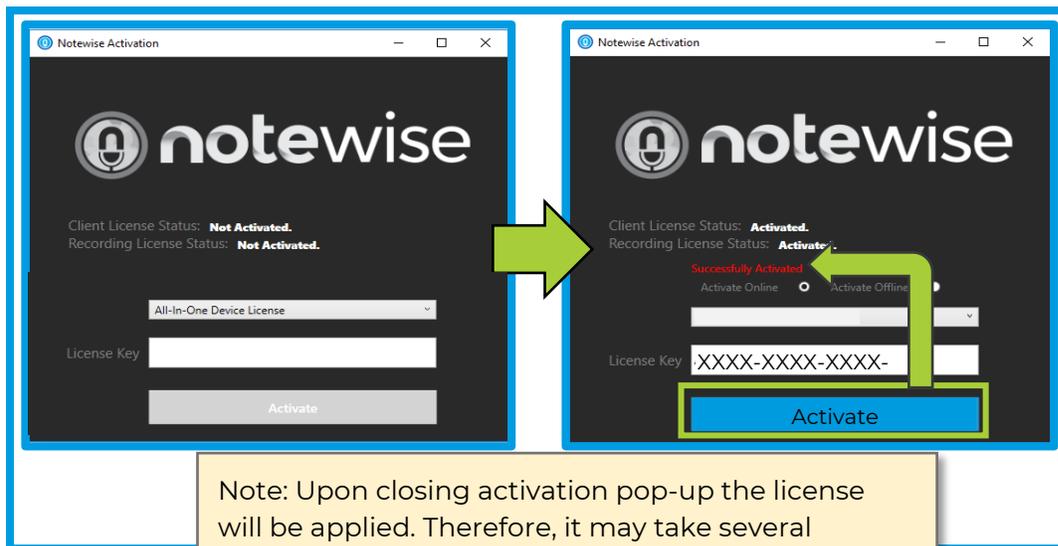


Figure 3.0.2

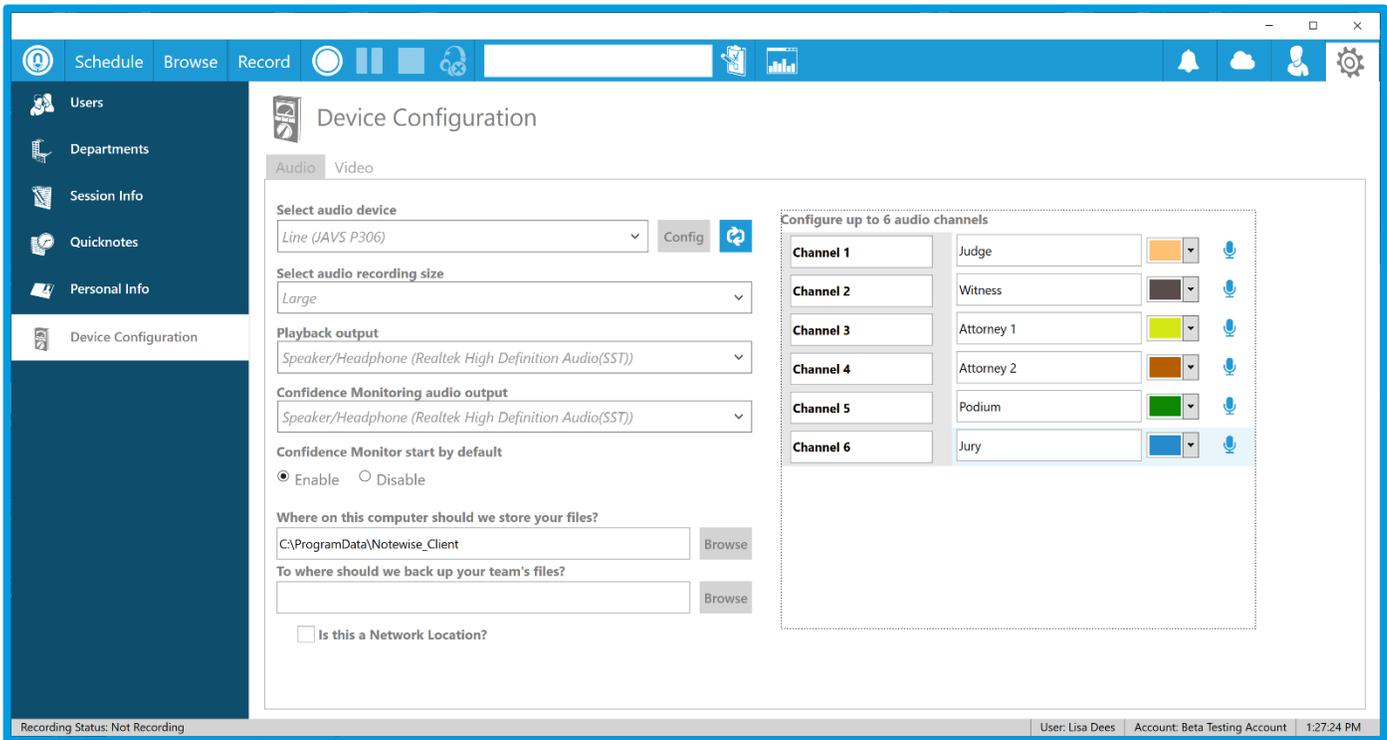
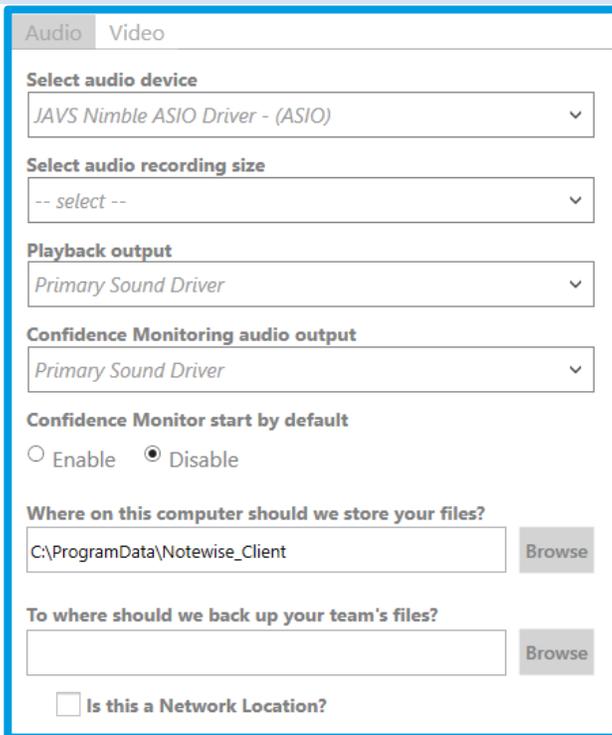


Figure 4.0.1

JAVS Notewise has the ability to record sessions as audio only or as audio with video. Audio recordings are encoded using industry-standard Ogg-Vorbis files containing 1 to 12 channels of audio. Video is encoded using H.264 compression and stored using industry-standard MP4 files with audio as well as the Ogg-Vorbis audio file that is created for audio only recordings. Device Configuration consists of Audio and Video device settings, these controls affect: devices used, channel configuration, monitoring, playback, and storage. Audio configuration must be configured prior to utilizing Notewise. Additionally, access to Device Configuration is disabled while recording to ensure uninterrupted audio and video recordings.

4.1 AUDIO



The screenshot shows the 'Audio' tab of a configuration window. It includes several sections: 'Select audio device' with a dropdown menu showing 'JAVS Nimble ASIO Driver - (ASIO)'; 'Select audio recording size' with a dropdown menu showing '-- select --'; 'Playback output' with a dropdown menu showing 'Primary Sound Driver'; 'Confidence Monitoring audio output' with a dropdown menu showing 'Primary Sound Driver'; 'Confidence Monitor start by default' with radio buttons for 'Enable' and 'Disable' (selected); 'Where on this computer should we store your files?' with a text box containing 'C:\ProgramData\notewise_client' and a 'Browse' button; 'To where should we back up your team's files?' with an empty text box and a 'Browse' button; and a checkbox labeled 'Is this a Network Location?' which is currently unchecked.

Figure 4.1.1

Select Audio Device: Select audio device from a list of WASAPI and ASIO input devices detected by Windows.

Select Audio Recording Size: Choose desired size of recorded audio files. The default is large.

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

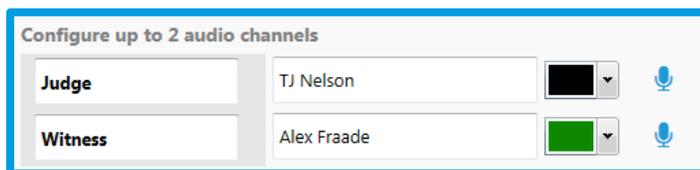
Confidence Monitoring audio output: Choose output for Confidence Monitoring, if no device is selected Notewise will utilize the existing Windows default.

Enabling Confidence Monitoring on Start: When enabled, Confidence Monitoring will begin automatically when a recording is started.

Primary Recording Path: Labeled as “Where on this computer should we store your files?” will be set up as a default file called C:\ProgramData\notewise_client. The user will need to change this if a different file path is wanted.

Secondary Recording Path: Labeled as “To where should we back up your team’s files?” The Backup location can be on a network, secondary drive or nearly any other storage location and is where saved sessions are duplicated after they have finished being written at the main location. Note that the Secondary Recording Path is a live backup only, and if the location specified is disconnected or otherwise unavailable the files will not be written to this location.

Available Audio Channels: The right side of the Audio Configuration displays available audio channels based on the selected audio device (Figure 4.1.1).



The screenshot shows a window titled 'Configure up to 2 audio channels'. It contains two rows of channel configuration. The first row is for 'Judge' with the name 'TJ Nelson', a black color selection box, and a microphone icon. The second row is for 'Witness' with the name 'Alex Fraade', a green color selection box, and a microphone icon.

Figure 4.1.2

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

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

4.2 VIDEO

If the activated license includes support for video recording, a Video Recording Tab will be present as shown.

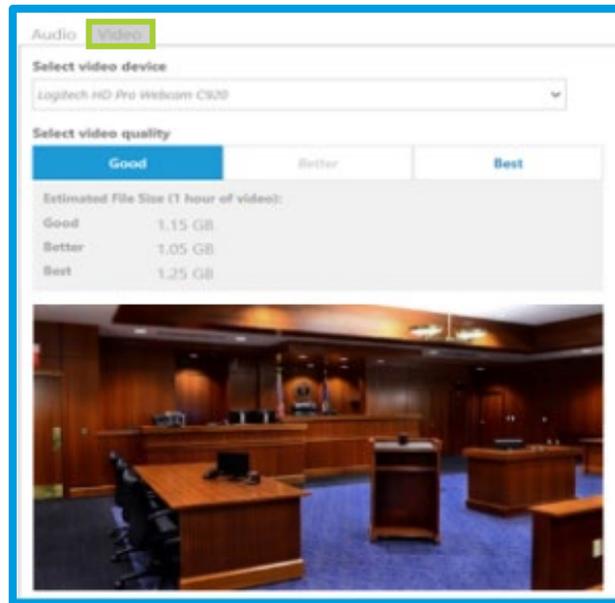


Figure 4.2.1

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

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

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

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

4.3 EDIT CHANNEL NAMES

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

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

Changing names within settings at the Device Configuration screen means these names will be presented as the default channel names throughout the rest of the application (Figure 4.3.1).

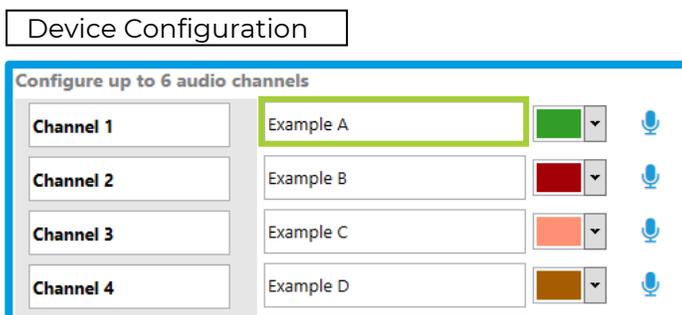


Figure 4.3.1

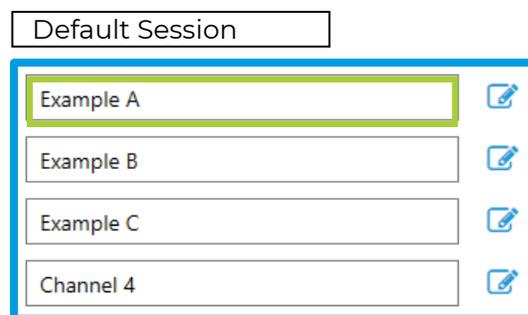


Figure 4.3.2

4.4 MULTIPLE NAMES

Multiple names can be added to each channel by separating each name with a semicolon (;) (Figure 4.4.1).

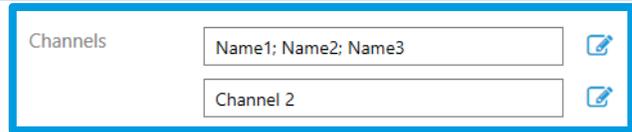


Figure 4.4.1

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

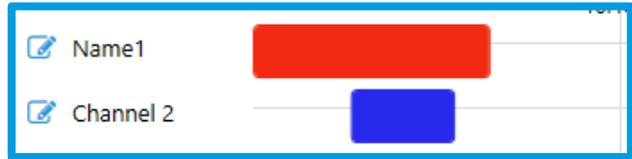


Figure 4.4.2

Adding multiple channel names allows users to select these names for individual annotations while recording and reviewing sessions.

(Figure 4.4.3).

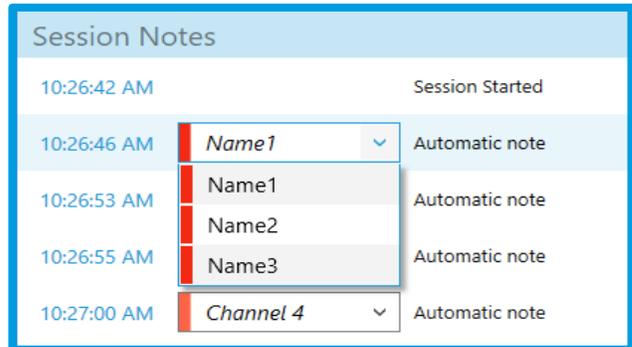


Figure 4.4.3

Each note assigned to a channel (colored) is limited to the names added to that channel. Custom and Quick notes can select from names added to any channel (Figure 4.4.4).

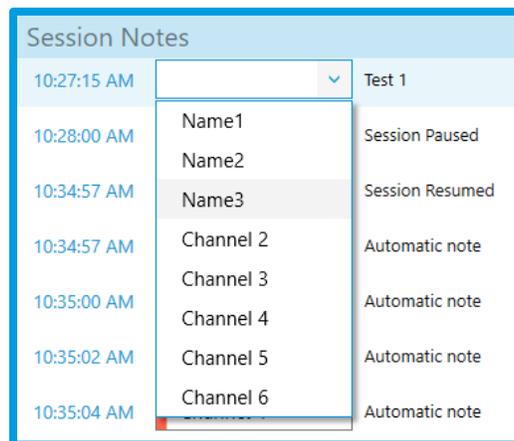


Figure 4.4.4

Names removed after recording has begun will not be removed but be displayed with a strikethrough (Figure 4.4.5) indicating they were deleted. Additionally, changing or removing the first name in the list will not change the name presented on the timeline.

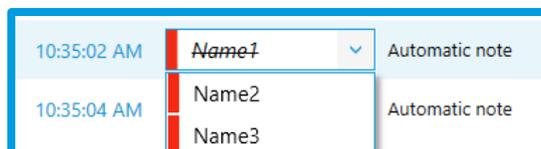


Figure 4.4.5