



**FACIT**  
DATA SYSTEMS

## FACIT IDENTITY CLOAK

### USER MANUAL

VERSION 2.2

15/10/2019

## INTRODUCTION TO THIS GUIDE

This guide provides a comprehensive overview of the Facit Identity Cloak application. It is a step by step “how to” guide for the installation, setup and usage.

## Table of Contents

|                                               |    |
|-----------------------------------------------|----|
| FACIT IDENTITY CLOAK .....                    | 1  |
| USER MANUAL .....                             | 1  |
| INTRODUCTION TO THIS GUIDE .....              | 2  |
| Table of Contents .....                       | 3  |
| 1. INTRODUCTION TO FACIT IDENTITY CLOAK ..... | 4  |
| 1.1. Features.....                            | 4  |
| 2. Installation Guide .....                   | 5  |
| Step 1: Download and Register.....            | 5  |
| Step 2: Install.....                          | 5  |
| 3. Usage .....                                | 9  |
| 3.1. Sign-in / Register.....                  | 9  |
| 3.1.1. License Key.....                       | 9  |
| 3.1.2. Register.....                          | 10 |
| 3.2. Load Video .....                         | 11 |
| 3.2.1. File Verification.....                 | 11 |
| 3.2.2. Codec Conversion .....                 | 13 |
| 3.2.3. Screen Recorder .....                  | 15 |
| 3.2.3.1. Functions.....                       | 16 |
| 3.2.4. Clip Video.....                        | 18 |
| 3.3. Tag & Track.....                         | 19 |
| 3.4. Zoom.....                                | 23 |
| 3.5. Preview .....                            | 24 |
| 3.6. Export .....                             | 25 |
| 4. FURTHER DETAILS .....                      | 27 |

## 1. INTRODUCTION TO FACIT IDENTITY CLOAK

Under the new GDPR (General Data Protection Regulation) regulation, video data is now categorised as personal data hence same measure of care is required for recorded CCTV footage as for any other personal data. Investing in technologies that can automate privacy protection could help companies to comply with the new GDPR regulations, painlessly and efficiently. For example, by using Facit Data System's proprietary video redaction capabilities to blur out people's faces in video. Our "Identity Cloak" transforms high-risk data to the low-risk category, allowing operators to see what is happening in video footage without violating anyone's privacy.

The data collected through CCTV surveillance cameras, identity based physical access data, biometric information and personal information are fully governed by the GDPR regulations from 25 May 2018.

Facit Identity Cloak application is a fully featured tool to hide identities of people in CCTV videos, which can be further shared internally within an organization or with a third party.

### 1.1. FEATURES

Facit Identity Cloak is a specialised video editing tool, designed to automatically protect the identities of people in a CCTV recorded video. Following are the main features of this software:

- **Clip video**
- **Automatic video masking**
- **Full body video masking**
- **Mask/unmask specific person/area by tag & track feature**
- **Zoom region in a video sequence between a defined time period**
- **Display recorded time stamp**
- **Manual masking/unmasking**
- **Preview**
- **Screen Recorder**
- **Video Conversion**
- **File Verification**
- **Video Tutorials**

## 2. Installation Guide

This section provides a step by step guide to download and install the Facit Identity Cloak application.

### STEP 1: DOWNLOAD AND REGISTER

To get the installation file of the application, please visit the following link <https://identitycloak.facitdatasystems.com/>

After registering, user can download the software from the download link. User will be provided with a license key, depending upon the package that the user has selected.

### STEP 2: INSTALL

Launch the setup file.

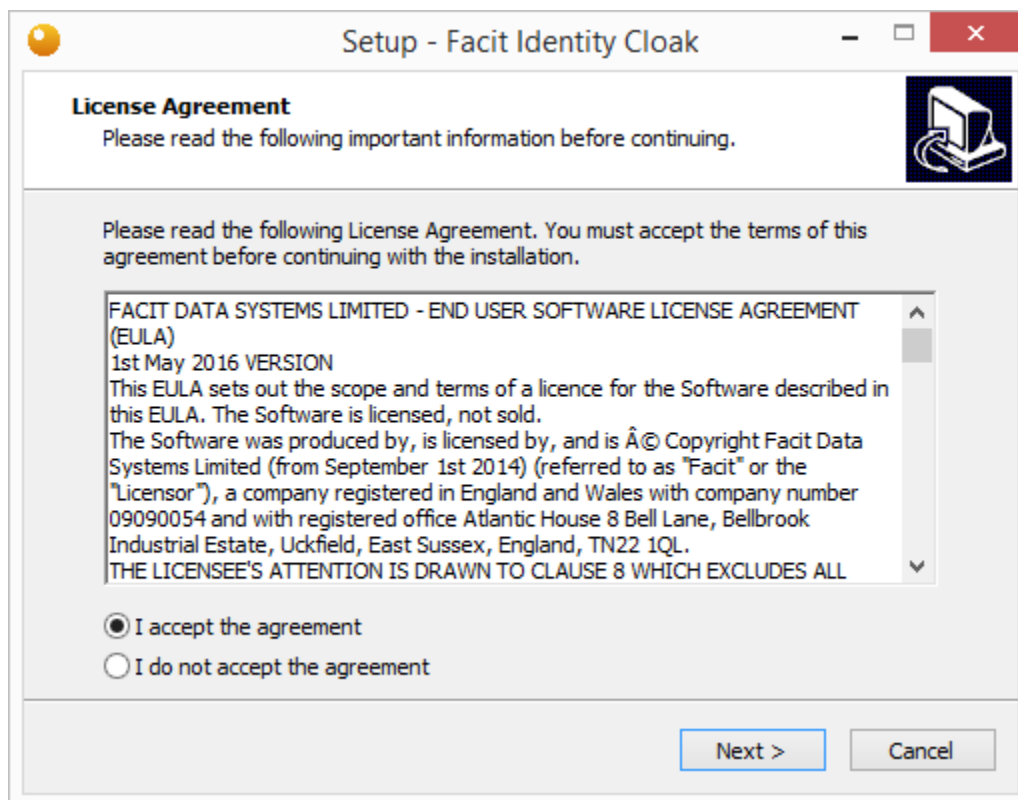


Figure 1: License Agreement

Read the license agreement and Select **I accept the agreement** to click next

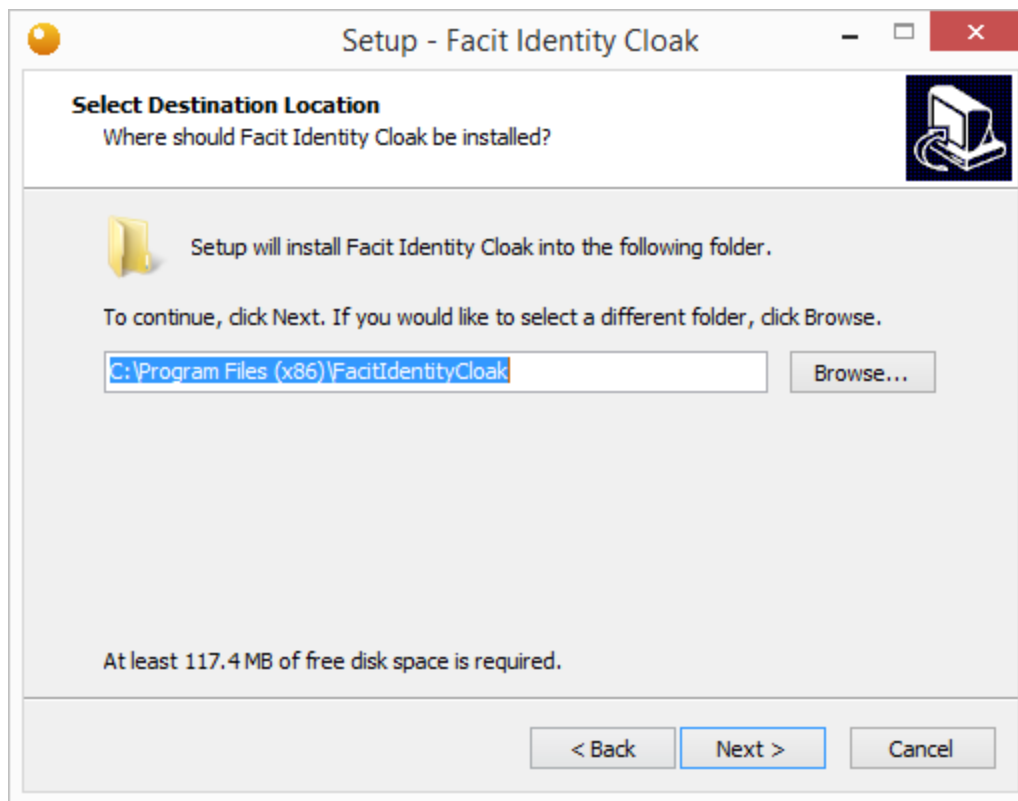


Figure 2 : Installation Location

Select the installation location and click next.

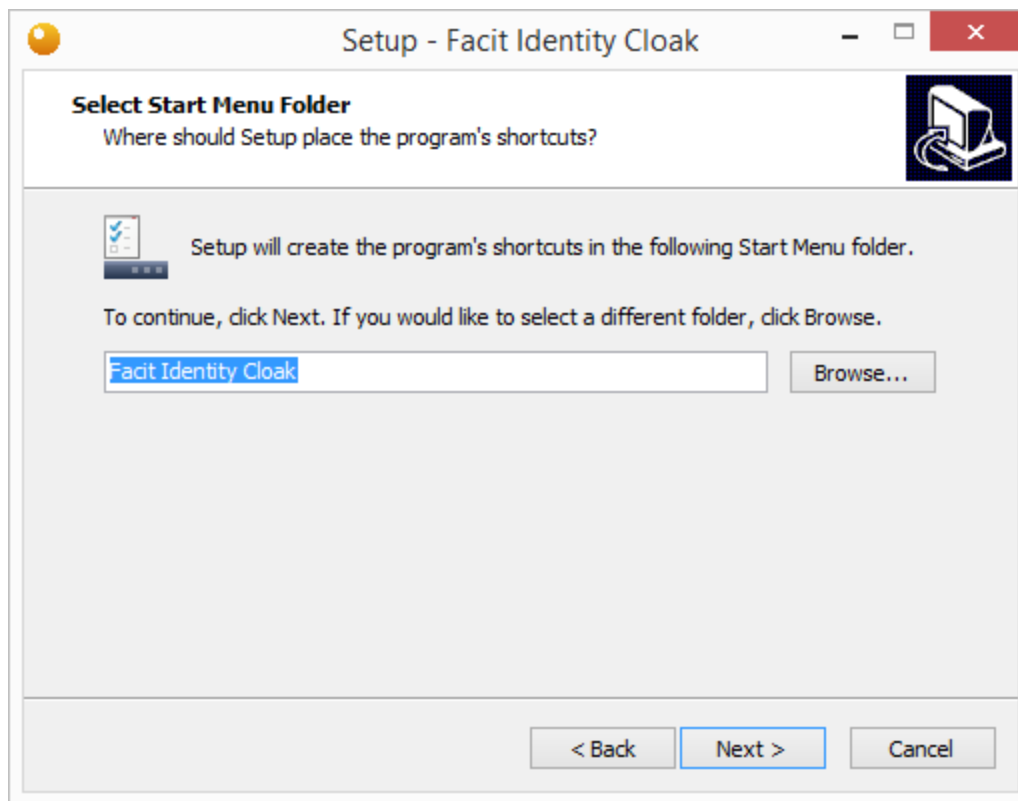


Figure 3: Start Menu Folder

Enter the name of start menu folder name and click next. Then click Install.

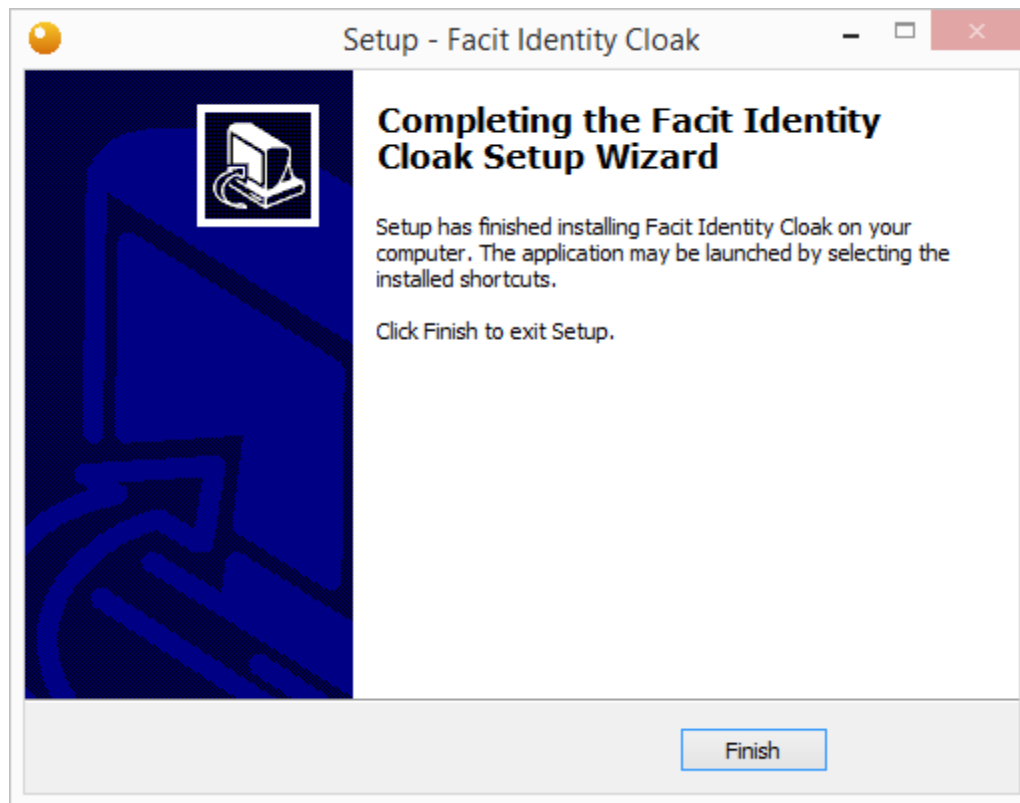


*Figure 4 : Installation Complete*

Your Installation is complete now. Click on **Finish** to close this window. A shortcut link will be created on your desktop. After launch the application, log-in to the application to continue.

### 3. Usage

This section contains a comprehensive overview on how to use this application.

Click on Facit Identity cloak shortcut created on the desktop to launch the application. Following window will appear if you are using the application for the first time.

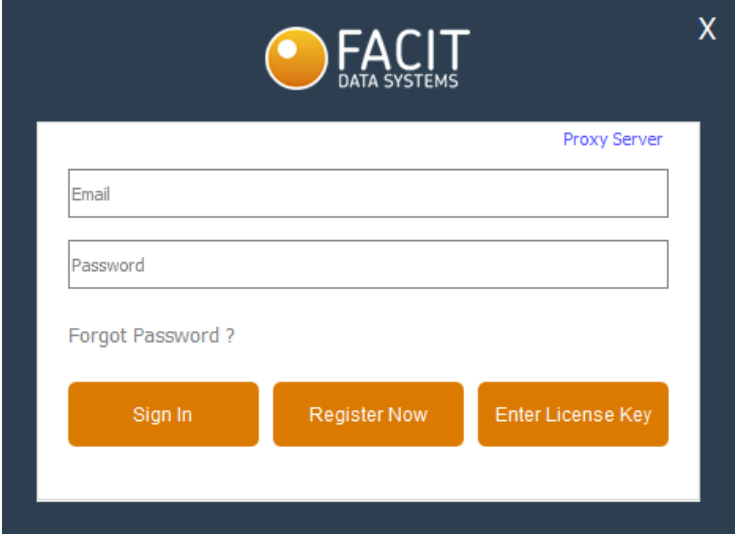
The image shows a web application window for Facit Data Systems. The window has a dark blue header with the Facit logo (an orange circle with a white dot) and the text "FACIT DATA SYSTEMS" on the left, and a close button "X" on the right. Below the header is a white content area. In the top right of this area is a link "Proxy Server". Below it are two input fields: "Email" and "Password". Under the "Password" field is a link "Forgot Password?". At the bottom of the white area are three orange buttons: "Sign In", "Register Now", and "Enter License Key".

Figure 5: Sign-in or Register

#### 3.1. SIGN-IN / REGISTER

##### 3.1.1. LICENSE KEY

If you have a license key, click 'Enter License Key' and you will be prompted for a license key.

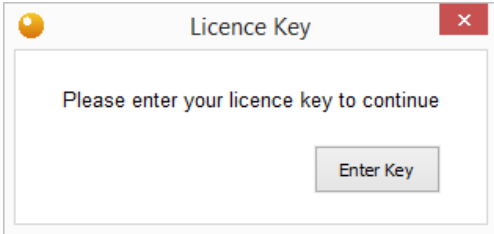
The image shows a small dialog box titled "Licence Key" with a close button "X" in the top right corner. The dialog box has a white background and a thin border. Inside, the text "Please enter your licence key to continue" is centered. Below the text is a button labeled "Enter Key".

Figure 6.1: Enter Licence Key

Click on Enter Key.

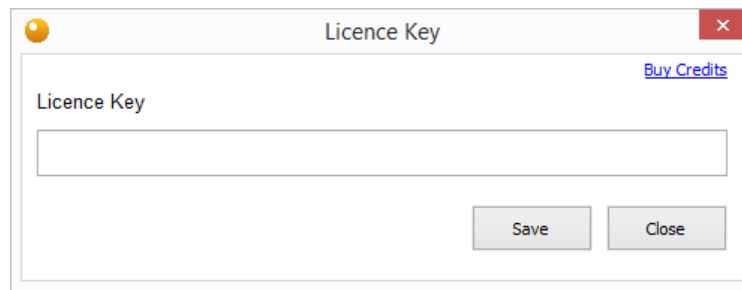
A dialog box titled "Licence Key" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Licence Key" and a link labeled "Buy Credits" in the top right. At the bottom right, there are two buttons: "Save" and "Close".

Figure 7.2: Save Licence Key

Enter the license key that was provided to you when you downloaded the application, license key is also sent to your email account when you registered. Click **Save**.

**Please make sure your workstation must be connected to the internet to verify the license key.**

### 3.1.2. REGISTER

If you register using your email, click on 'Register Now' and following screen will appear.

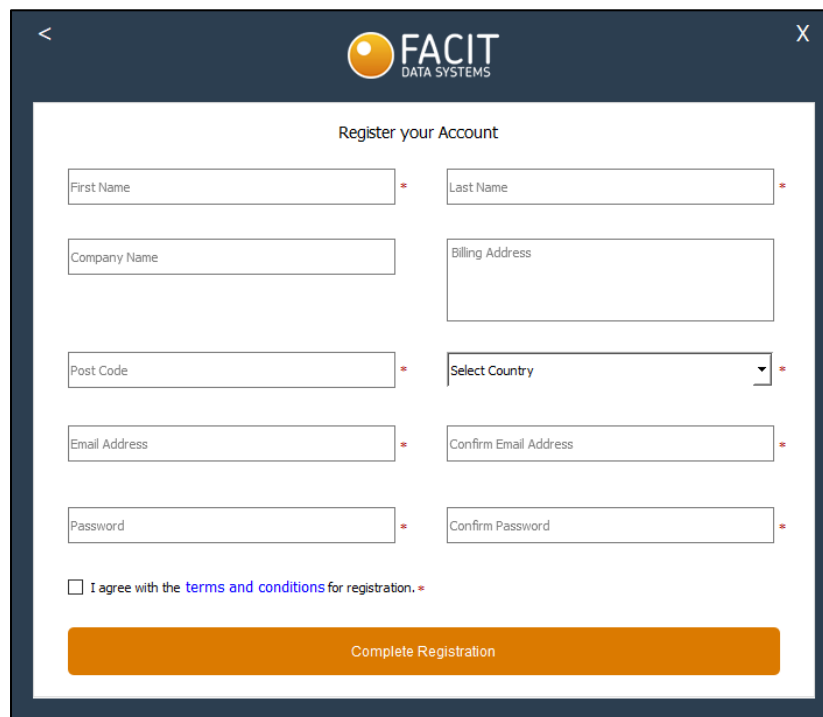
A registration form titled "Register your Account" with the FACIT DATA SYSTEMS logo at the top. The form contains several input fields: "First Name", "Last Name", "Company Name", "Billing Address", "Post Code", "Select Country" (a dropdown menu), "Email Address", "Confirm Email Address", "Password", and "Confirm Password". Each field has a red asterisk indicating it is required. At the bottom, there is a checkbox labeled "I agree with the terms and conditions for registration." and a large orange button labeled "Complete Registration".

Figure 8.3: Register

Once you fill in the registration form and click 'Complete Registration', verification email is sent to your email account. You will be required to verify your email account to complete the signed-up process.

Once email is verified, Sign-in to continue.

## 3.2. LOAD VIDEO

Select the video to be processed either by drag/drop or by clicking the Import button.

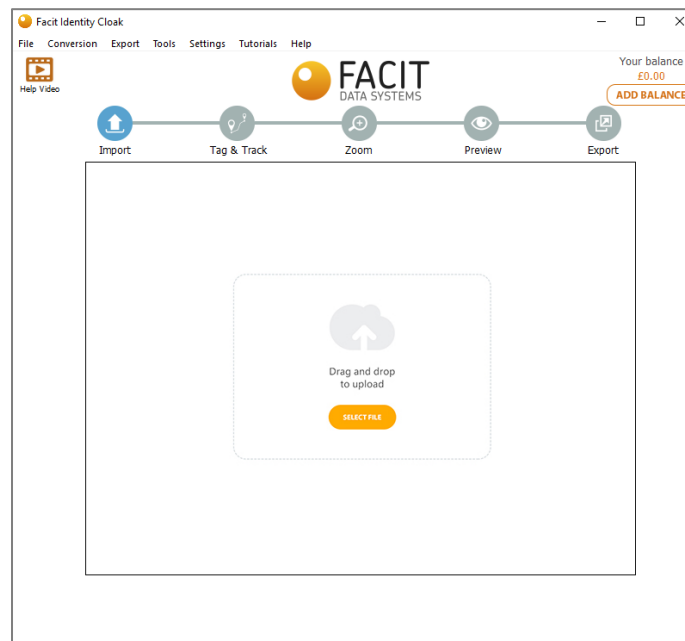


Figure 6: Import Video File

On the top of the window you will see an activity chart. This chart shows your current progress status and the remaining steps.

*Please note the software may automatically mask all the individuals in the video footage.*

The software has following steps:

- Import
- Clip
- Tag and Track
- Zoom
- Preview
- Export

### 3.2.1. FILE VERIFICATION

Before loading a video, the application verifies the video file for decoding issues. This option can be turned ON or OFF from the **settings** option in the drop-down menu at top as shown in Figure 9.

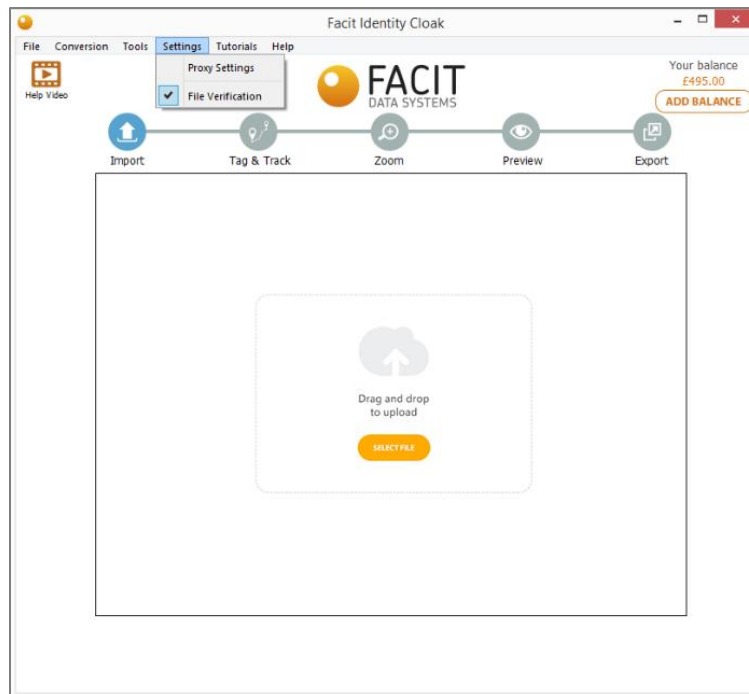


Figure 9 : File Verification Setting

To turn OFF the file verification, uncheck the file verification option in the above window. If the option is turn on, video file will be verified while importing the video, as shown in Figure 10.

Once the desired option is selected, click on select file or Drag/Drop the video file to load the video.

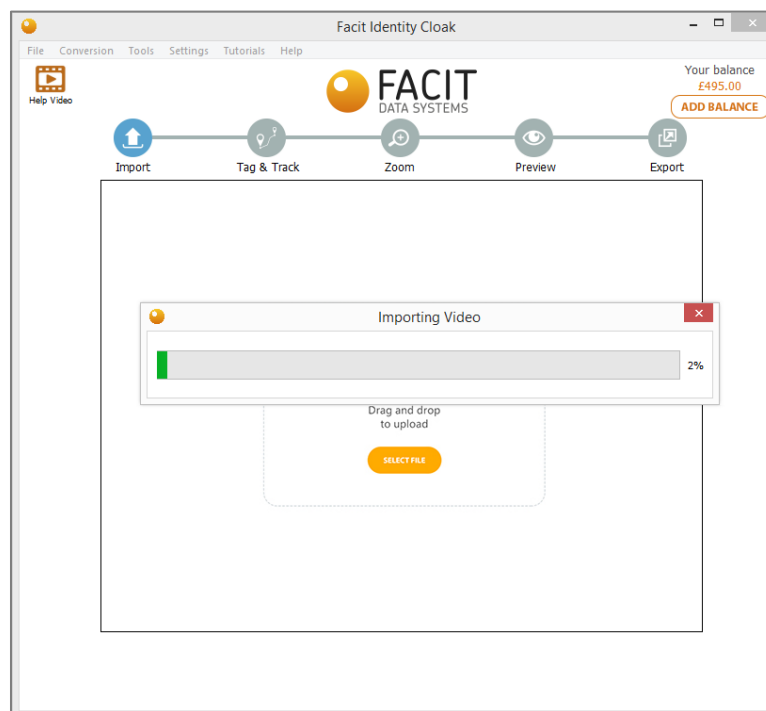


Figure 10 : Verifying file for decoding issues

If there is decoding problem in the video, an error message will be prompted to the user, which can be seen in Figure 11

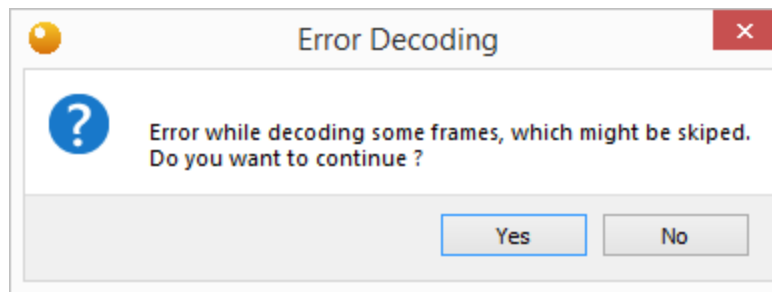


Figure 11 : Decoding Error

Click yes if you want to continue with this video.

If there is no decoding problem, this window will not appear, and the codec conversion window will be prompted as shown in Figure 12

When you load a video a query window will appear which will ask you to allow for codec conversion,

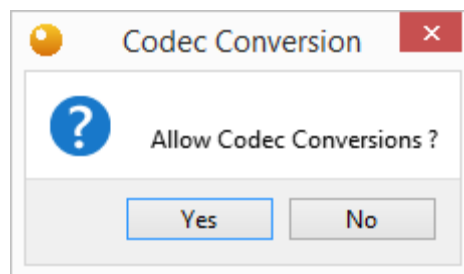


Figure 12 : Allow Codec Conversion

For some video formats we need to convert them to another format which is friendly to our application. For this purpose, the application may sometime require codec conversion.

Please visit <https://facitdatasystems.com/identitycloak.html> to see the full list of supported codecs and file formats.

### 3.2.2. CODEC CONVERSION

To select the video codec, go to the conversion option from the drop-down menu at the top of the window before importing the video. This can be seen in the Figure 13

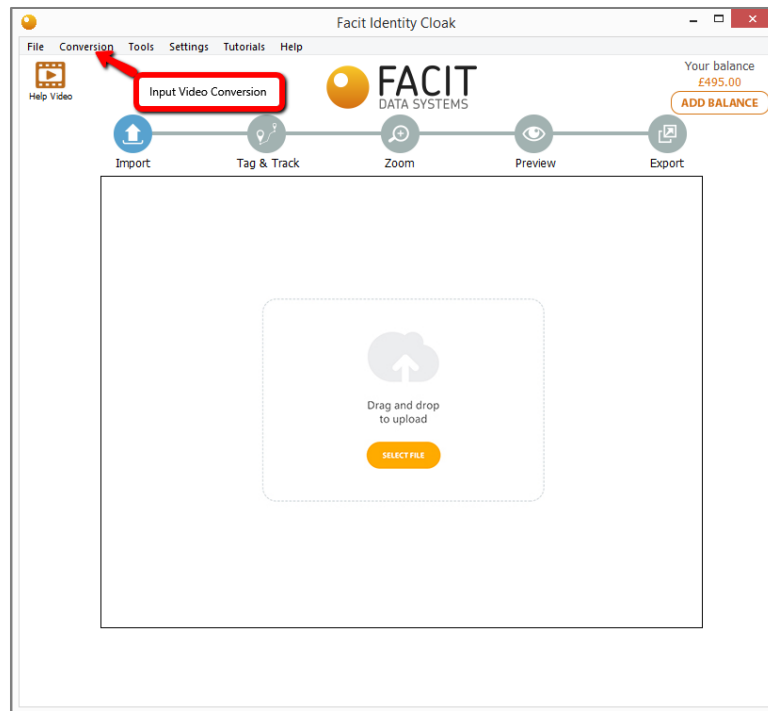


Figure 13 : Video Conversion Settings

Select the relevant option from the menu as shown in figure below

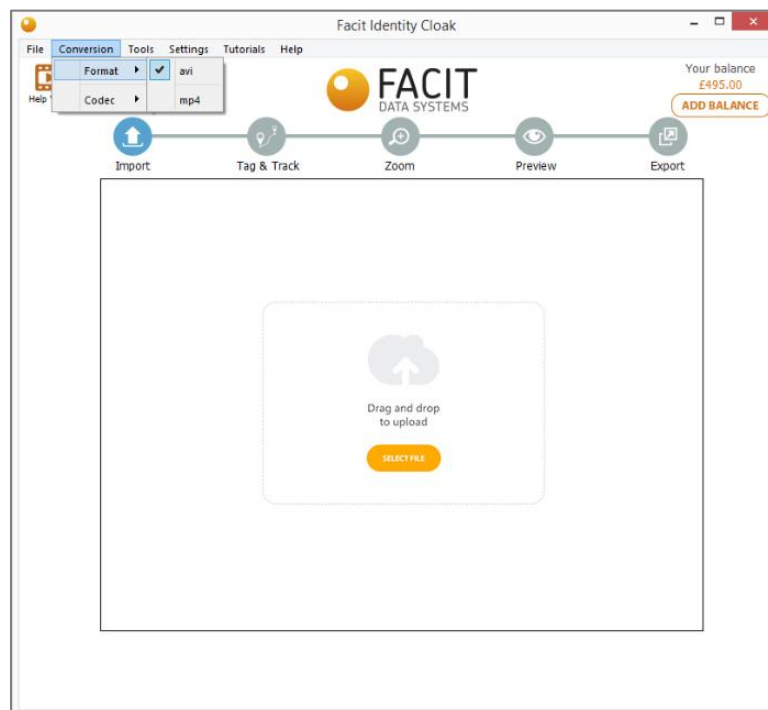


Figure 14 : Select Format

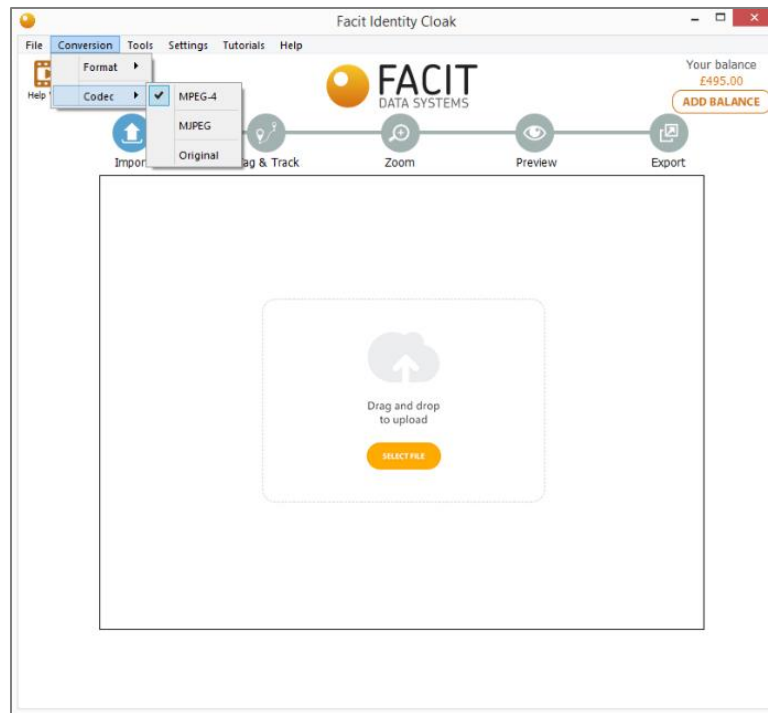


*Figure 15 : Select Codec*

After you have selected the relevant option reload the video and click yes when asked to allow codec conversions.

### 3.2.3. SCREEN RECORDER

In some cases, the given video formats are platform dependent, and they cannot be played on any other software. In these cases, we recommend to play the video with the given supported video player and grab the video using screen recorder.

Screen recorder can be opened from the Tools dropdown menu, as shown in the following figure.

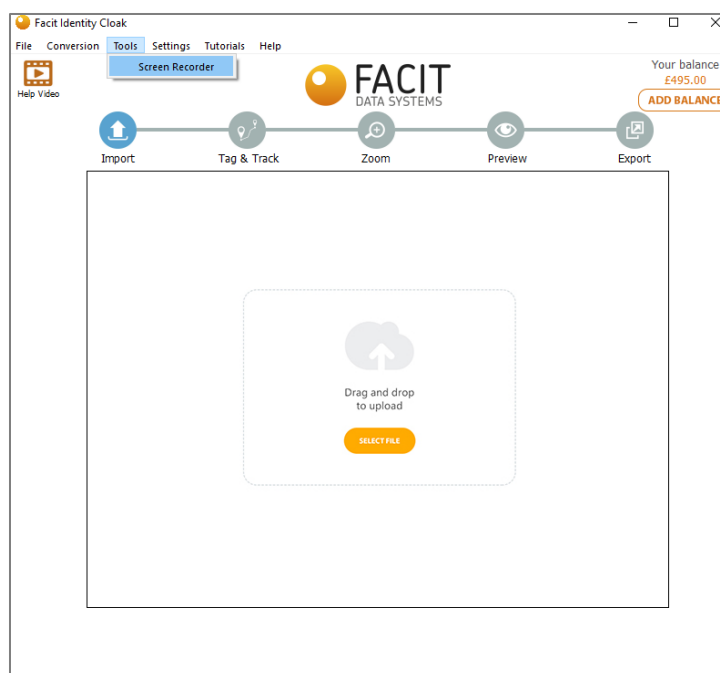


*Figure 16 : Screen Recorder Selection*

### 3.2.3.1. FUNCTIONS

Screen recorder has following functions;

- ROI Selection.
- Full Screen ROI Selection.
- Browse.
- Refresh.
- Start.
- Stop.

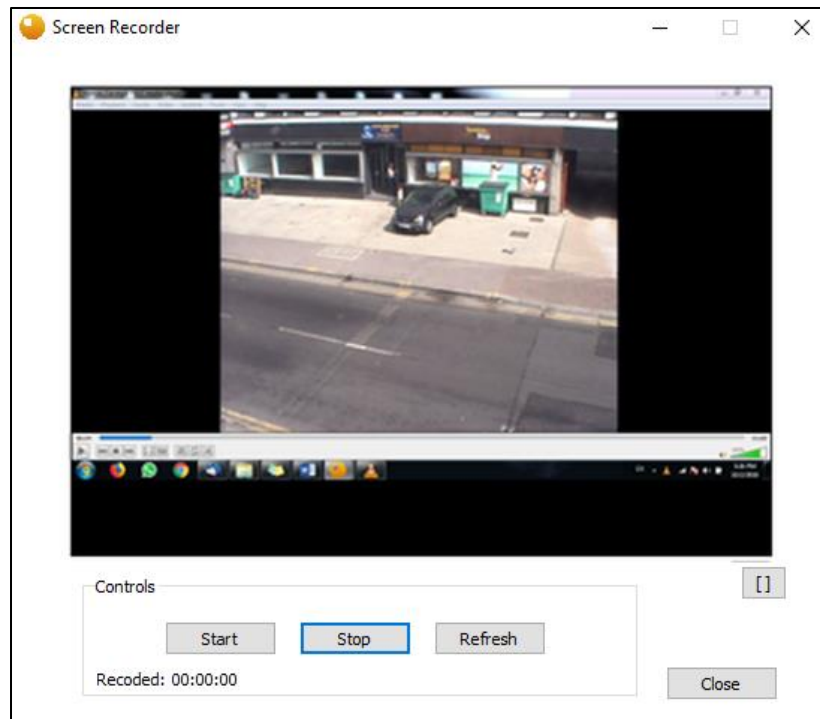


Figure 17 : Screen Recorder

## ROI SELECTION

ROI selection helps to select a region from the desktop that you want to record, as shown in the following figure.

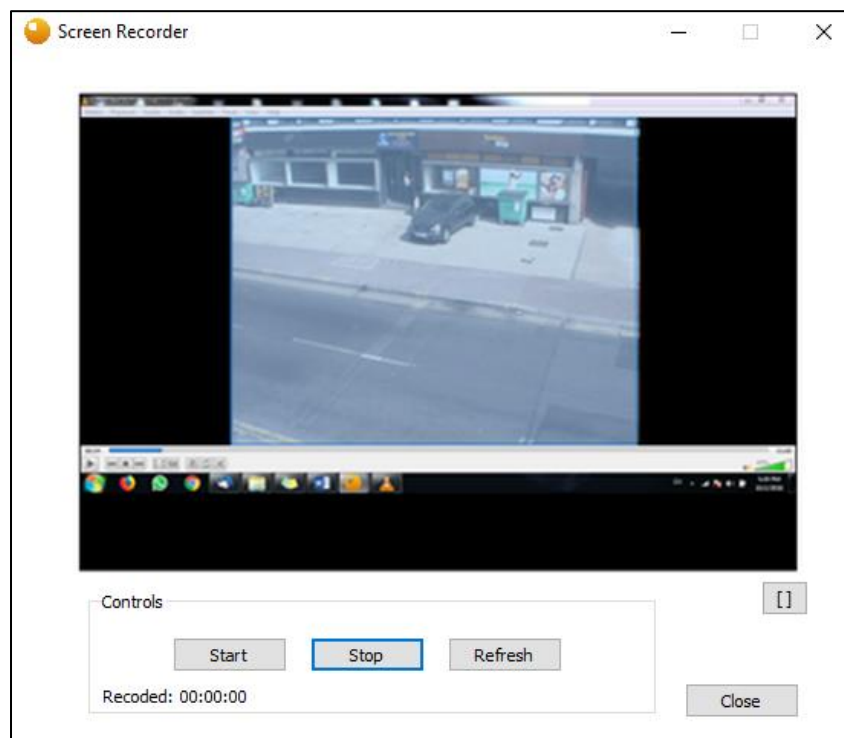


Figure 18 : ROI Selection

## FULL SCREEN ROI SELECTION

Region selection area can be maximized on clicking on [ ] button. It helps to select the region more accurately.

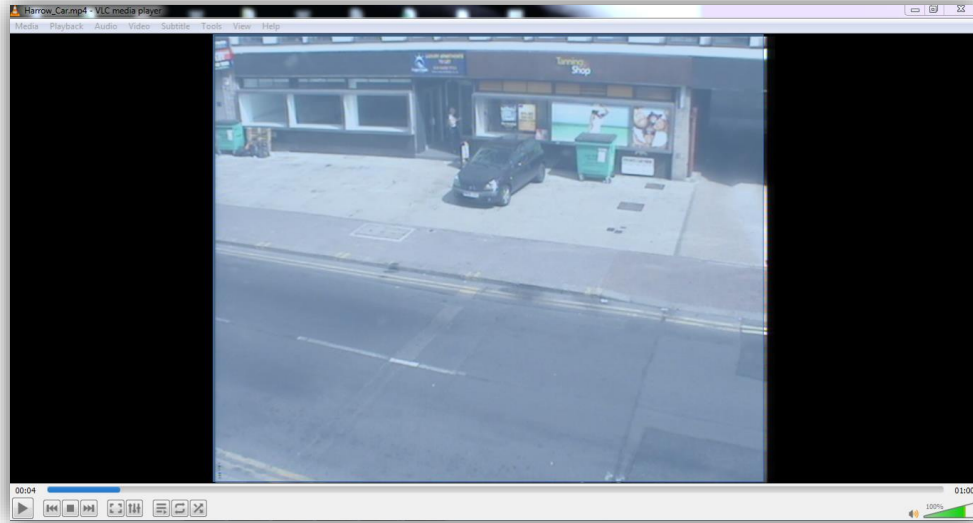


Figure 19 : Full Screen Selection

## BROWSE

To select the location of the recorded video.

## REFRESH

Refresh updates the background image inside the ROI section window. You can use **CTRL+SHIFT+R** shortcut key to refresh the image.

## START

To start recording, click on the Start button or you can use **CTRL+SHIFT+S** shortcut key to start recording.

## STOP

To end recording, click on the Stop button or you can use **CTRL+SHIFT+E** shortcut key to end recording.

### 3.2.4. CLIP VIDEO

Select the starting point and ending point by moving the progress bar as shown in [Figure 20](#). Click on **CLIP** to clip the video clip to desired length. Enter the time stamp of the actual time when this video was recorded. This time stamp will appear on top of the video.

*Note:* If you don't see the timestamps on the screen, go to 'Tools' in the menu bar and checkmark Timestamp.

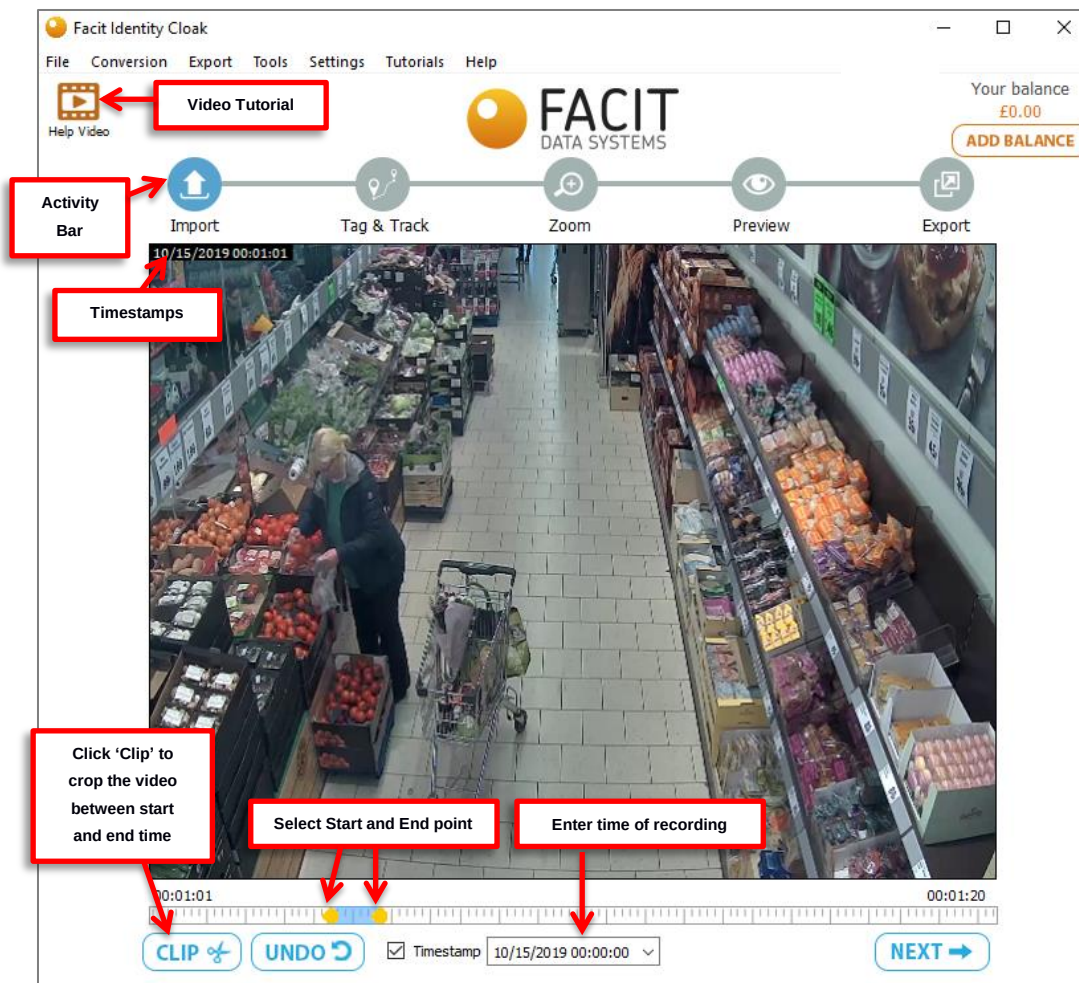


Figure 20: Import window

Click **NEXT** to continue.

### 3.3. TAG & TRACK

Tag & track feature allows user to mask/unmask person/area of interest. A new side window will appear as shown in **Error! Reference source not found.**. Person of interest can be tagged along their path in various key frames by clicking or drawing a region. The selected track can be masked or unmasked according to the requirement.

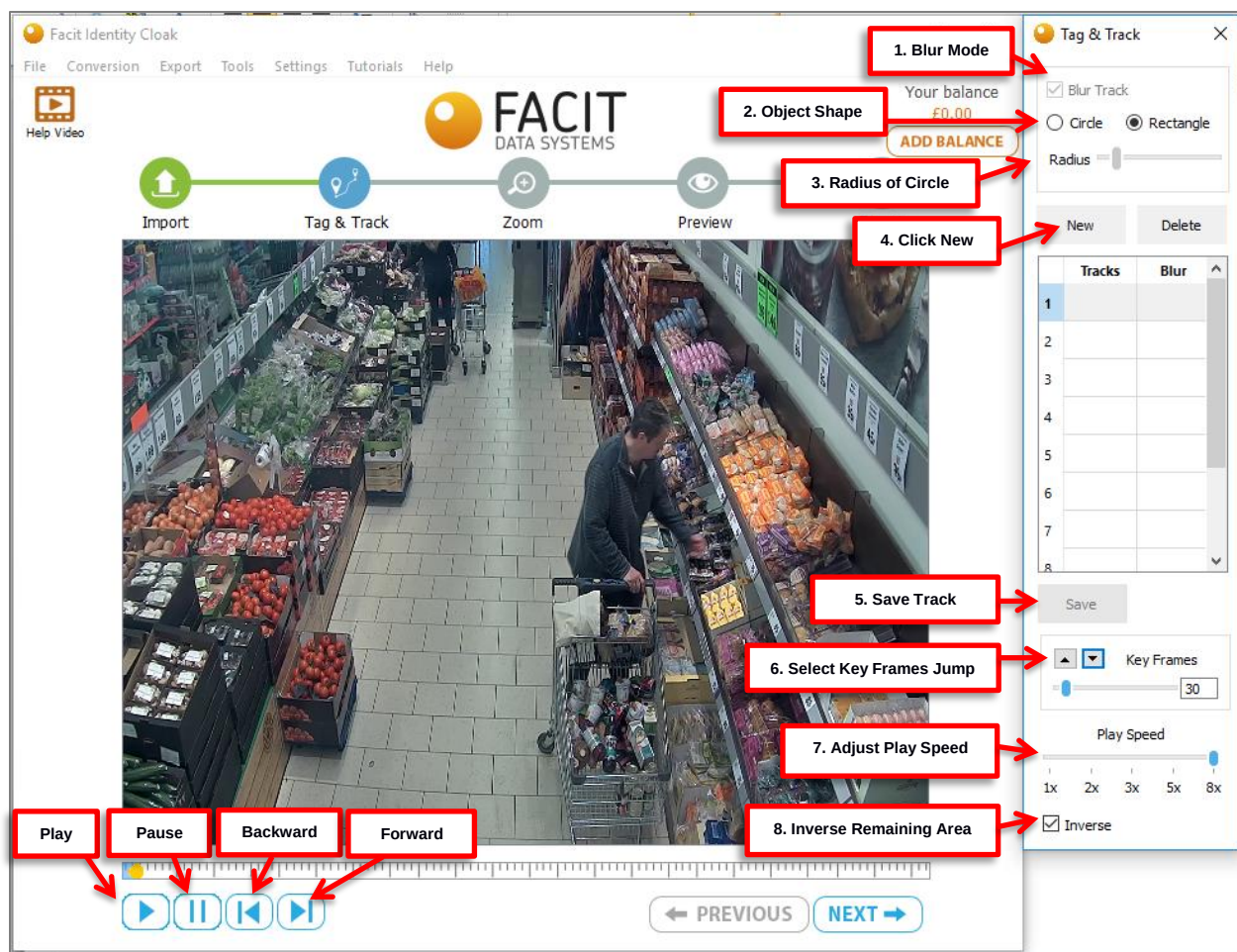


Figure 21 : Tag & Track window

There is a play, pause, forward and backward button on the bottom left corner of the screen that you can click. You can also access these buttons from keyboard using their keyboard shortcuts.

To **Play** or **Pause** the video, press the **space key** from the keyboard

To **Forward** video frame by frame, use keyboard shortcut key **N**

To **Backward** video frame by frame, use keyboard shortcut key **B**

Following are the steps of the tag and track process:

### Step 1: Select Track Mode

By default, the 'Blur Track' option is unchecked. This means any track selected by the user will result in area that will be visible in the final output of the video. If user wants to mask a particular track, this option should be checked.

*Note:* If 'Blur Track' option is not visible on the screen, go to 'Tools' in the menu bar and checkmark 'Blur/Inverse Tracks'.

### Step 2: Select Shape

Two types of tracks can be created, circular or rectangular. In case of circular track, the radius of the track can be adjusted using the Radius bar. In case of rectangle, user can draw a rectangular region on the video by clicking and dragging the mouse. Click **NEW** to start the track.

### Step 3: Tracks

Draw track as required either by drawing the rectangle or in case of circular track clicking the object. Each individual track appears on the track/blur table. User can create as many tracks as required on a single video. By default, when the Blur mode is not selected, blur option is "False". Click SAVE to save the track before creating a new track.

### Step 4: Key Frames

Key frames define the number of frame user will jump between two tagging points. It is recommended to keep its value low for precise object tracking.

Timeline can also be moved to keep the tracked object in the tracking area.

### Step 5: Play Speed

Increase or decrease the play speed of the video.

### Step 6: Inverse Selection

The inverse checkbox is unchecked by default. If checked, the tracked area will be masked while the other objects will be visible.

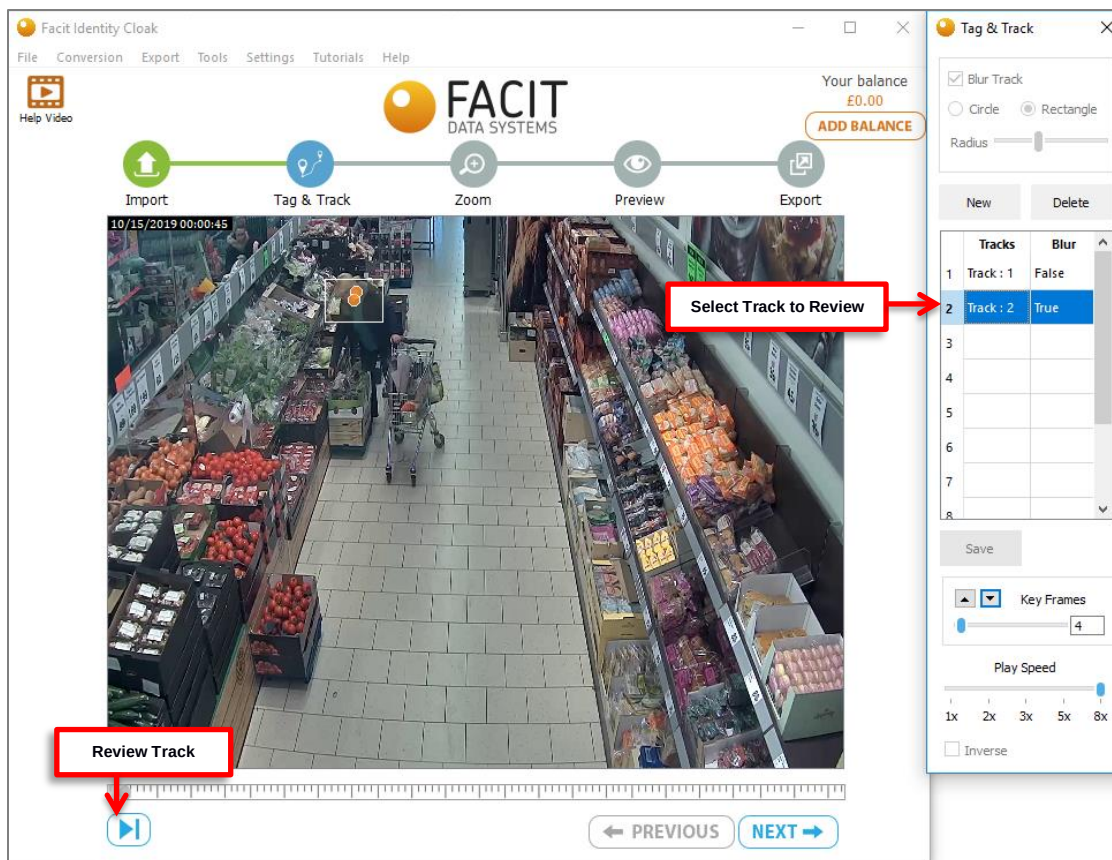


Figure 22 : Showing track drawn

To review the track, select the required track from the list and click on the Review Track button. Click **Next** when the Tag & Track process is complete.

### 3.4. ZOOM

User can zoom a certain area in video by following the steps below:

- i. Click **NEW** and select zoom level
- ii. Draw region
- iii. Select start and end point from the time line
- iv. Save

These steps are shown in Figure 23.

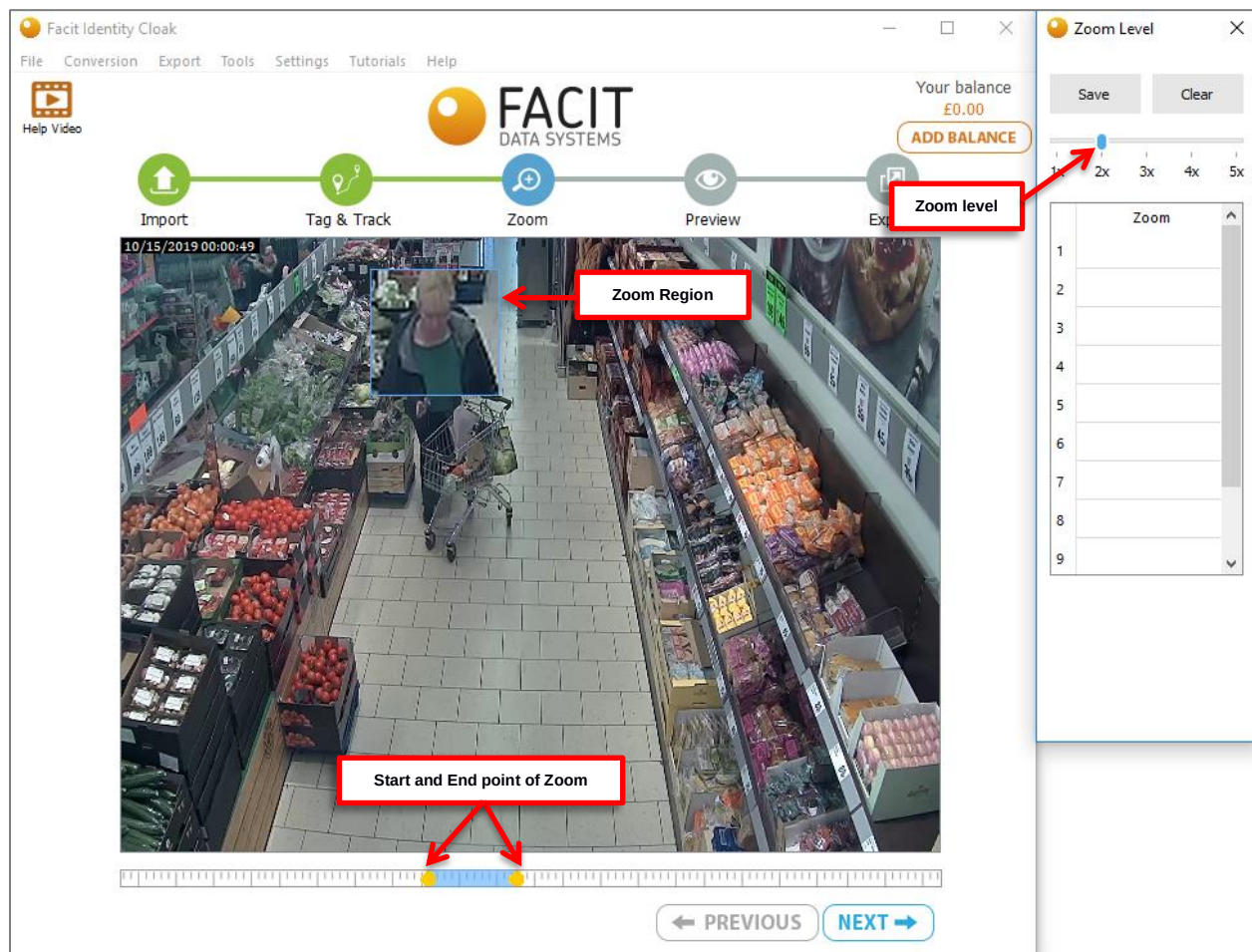


Figure 23: Zoom Section

Multiple areas can be zoomed at different time spans.  
Once done, Click **Next** to continue.

### 3.5. PREVIEW

The preview stage contains the following features. For reference, look at the Figure 22.

**1. View video before exporting**

Video can be played to view the output before exporting. The preview sometimes comes with the green semi-transparent shading in the areas to be masked.

**2. Apply manual blur**

Manual blur or unblur can be applied on the current frame by selecting blur or erase button.

**3. Select full body**

By default, faces are masked, however by selecting the **Full Body** option, full body masked can be applied. Please click **REFRESH** to see the results.

**4. Alter the quality of masking**

By increasing the **image enhancement**, the mask quality is improved. However, some unrequired regions may also be picked up by the software.

**5. Increase or decrease blur size**

By increasing the **Blur Size** level, area of blurred object is increased. It is recommended to keep it at a moderate level.

**6. Increase or decrease degree of blur**

Degree of blur can be increased or decreased by using this feature.

Click **NEXT** to continue.

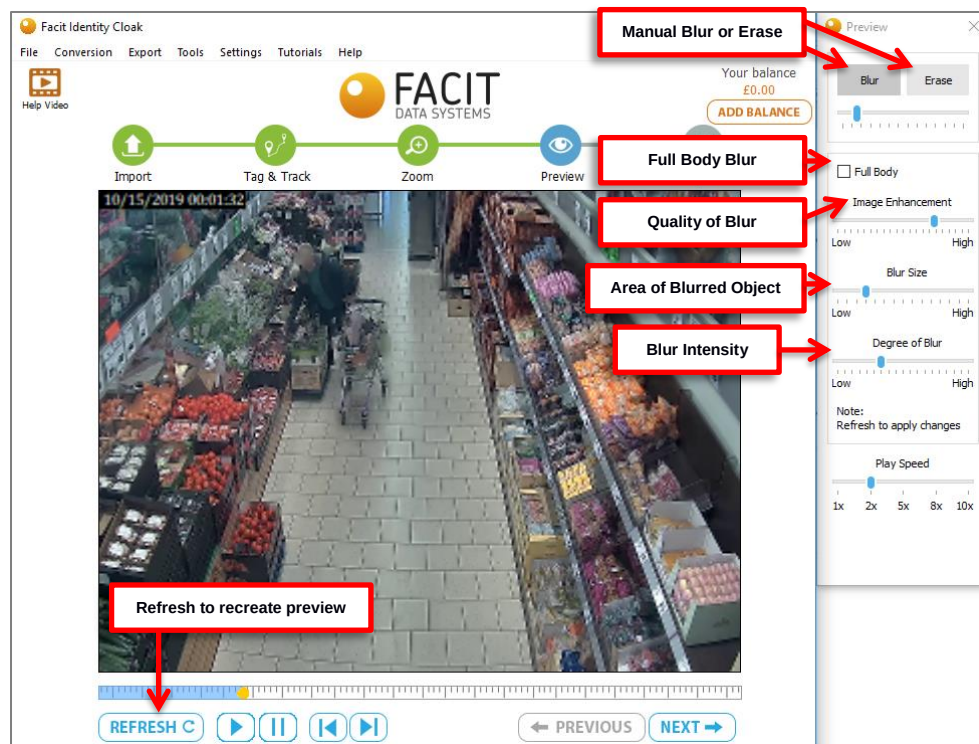


Figure 24 : Preview window

### 3.6. EXPORT

Browse to the location where you want to save the file. Select the name of file and click **NEXT** to generate the final video.

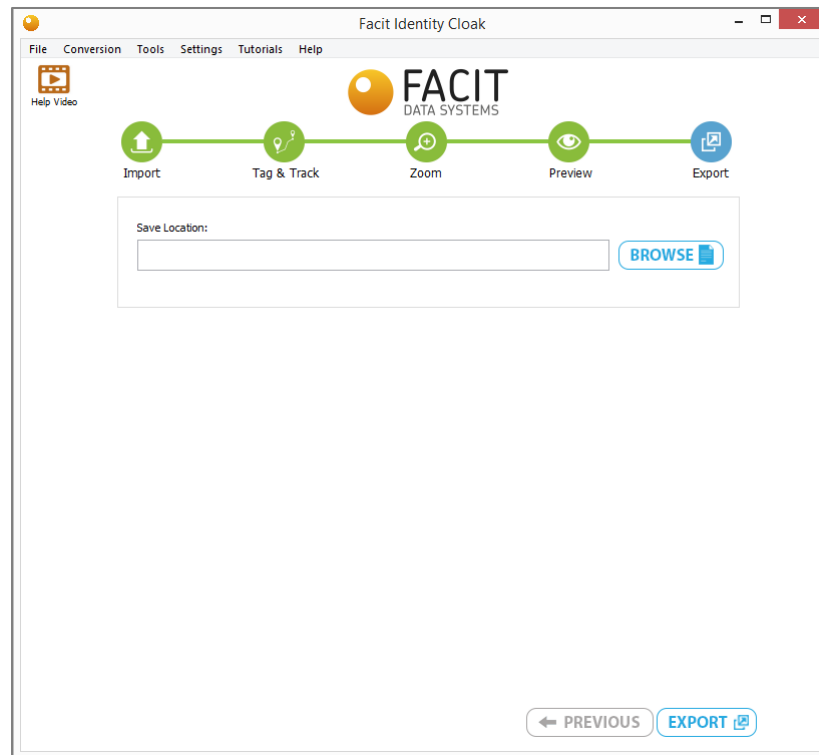


Figure 25 : Export window

## 4. FURTHER DETAILS

For any further assistance, please contact the Facit Data Systems technical support team at [support@facitdatasystems.com](mailto:support@facitdatasystems.com).