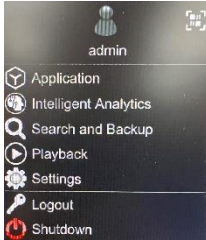


Registering an individual in the facial recognition database

1. In the bottom left corner on the home screen click on the **menu** button.
2. Click on **Intelligent Analytics**.



3. By default, the Face icon should appear in blue but if it's not click on **Face**.



4. Click on **Event** at the top of the screen.
5. Select your preferred date range.
6. Click on **All Events**.
7. Click on **Search**.
8. After the snapshots of faces populate, click the filter icon in the top righthand corner of the screen. 
9. Choose the camera/cameras that you would like to review the snapshots from.
10. Click on **Identify Registerable Snap Picture**.
11. Click on **OK**.
12. Snapshots that meet the quality requirements will have a green icon in the top right corner of the picture.
13. If the snapshot has a green icon along with a check mark, click the 3 dots above the green icon.
14. A **snap detail** will populate the screen, displaying the originating detail information, the original image, and playback video.
15. At the bottom left corner of the **snap detail**, click on **More**, and then click on **Register**.
16. Enter the personal information, then click the **Group** you would like to add the snapshot to.
17. Click on **OK**.

