

# Categorizing BWC Evidence Files

## 1. Log into your Evidence.com account.

**a.**

In the address bar (not the search bar) of your internet browser, enter:  
fullertonpdca.evidence.com



**b.**

Enter your user name and password

Use this link if you forgot your login info

[Forgot your username or password?](#)

## 2. Access your Uncategorized Evidence (video) files:

**a.**

Click on “Evidence”



**b.**



ALL EVIDENCE

MY EVIDENCE

Then “My Evidence”



**c.**

Narrow down the results to just the Uncategorized video files by clicking in the Category box to reveal the drop down options. Select **“Uncategorized”**

## 3. Categorize your Evidence (video) files:

**a.**

Select your video file by clicking on the “Title” link



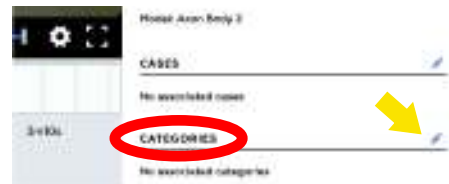
**c.**

Click in the “Category” box to reveal the drop down menu



**b.**

Find “Categories” and click on the edit pencil to the right.



**d.**

Select the appropriate category based on the final outcome of the contact, click “Add” or it will not save!!!



Use the same procedure to add the case/incident number under “ID”

