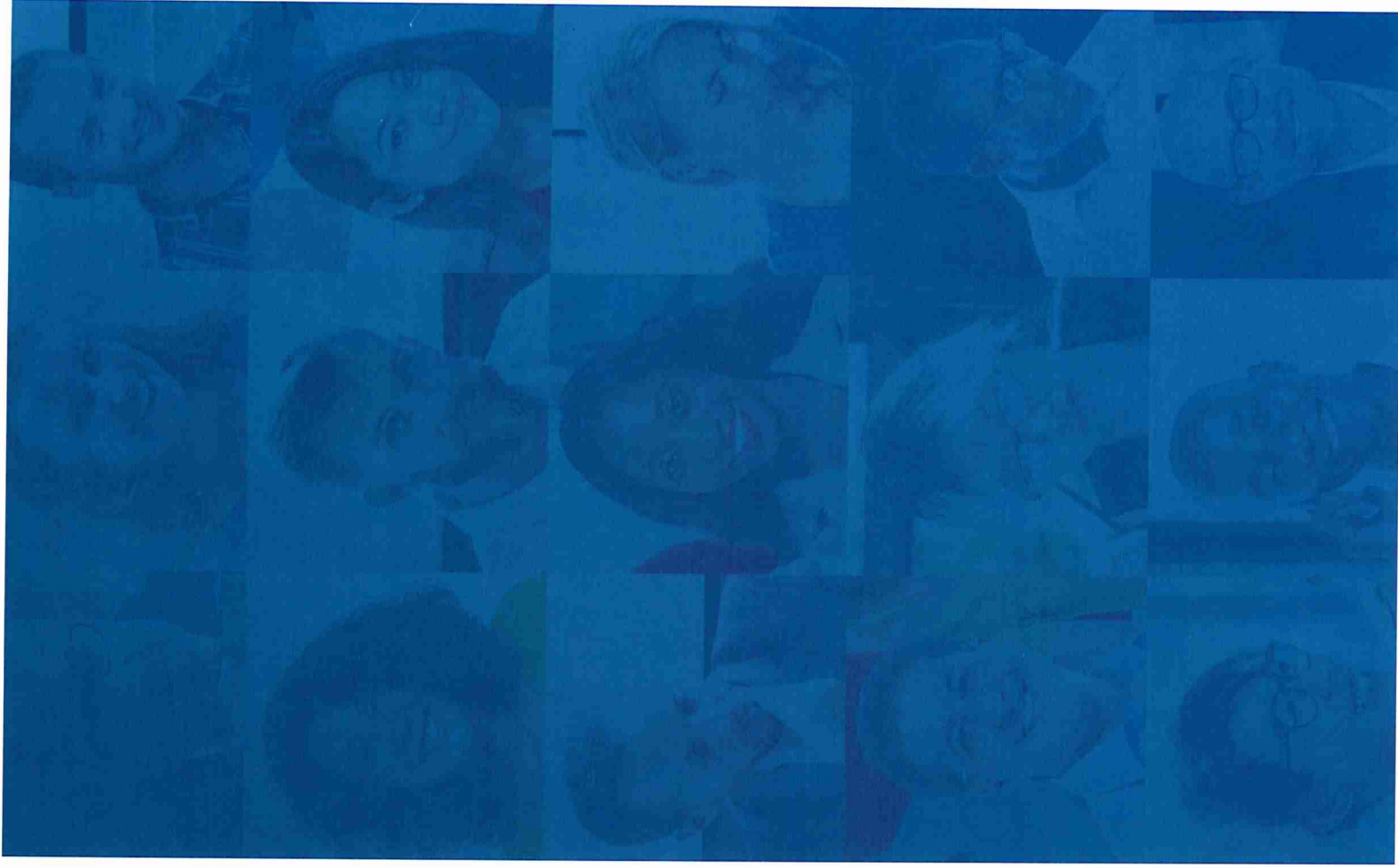


# QUICK START GUIDE

 Clearview.ai



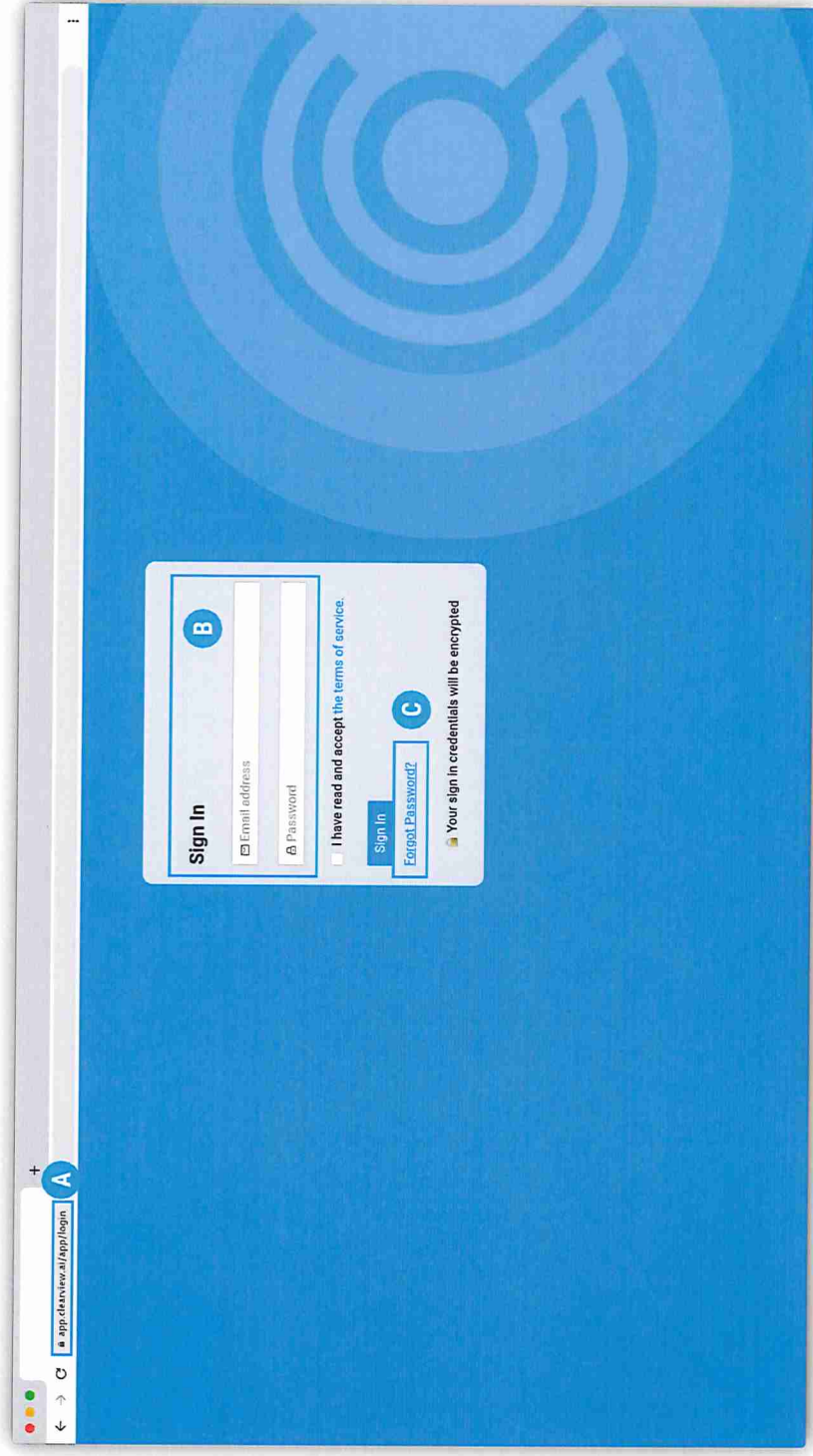
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# HOW TO LOG IN

## Quick Start Guide



**A WEBSITE URL** Type in <https://app.clearview.ai/>

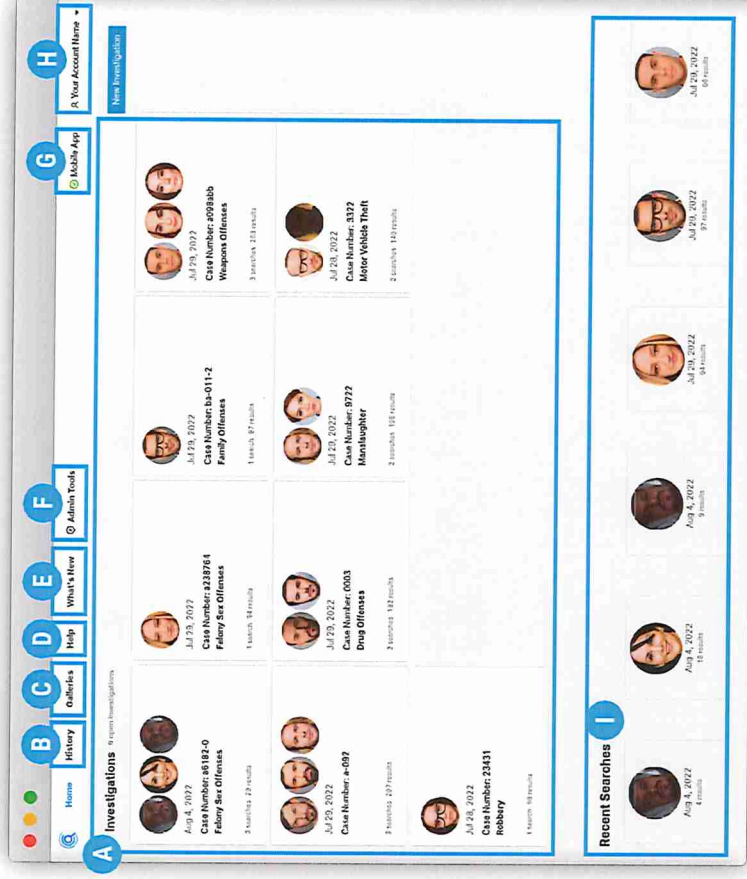
**B SIGN-IN** Sign in using your account email address and password.

**C FORGOT PASSWORD?** Click this link to securely reset your password.

# INTERFACE OVERVIEW

## Quick Start Guide

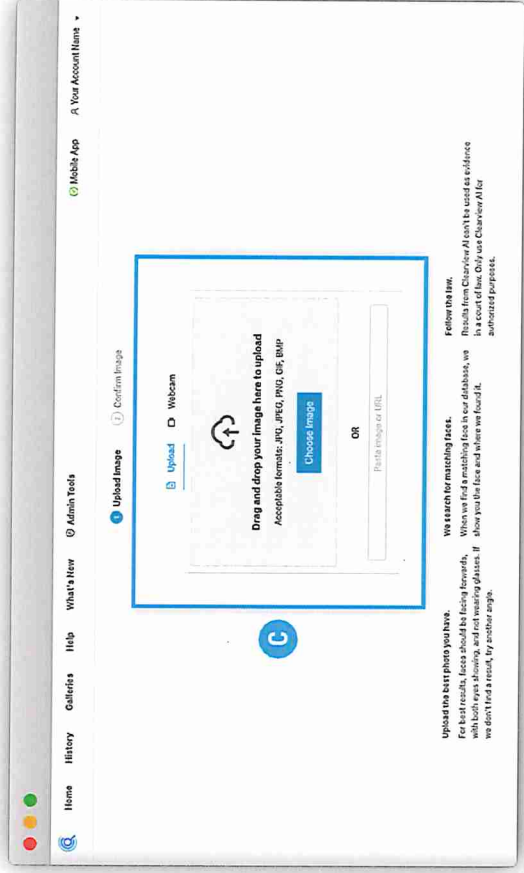
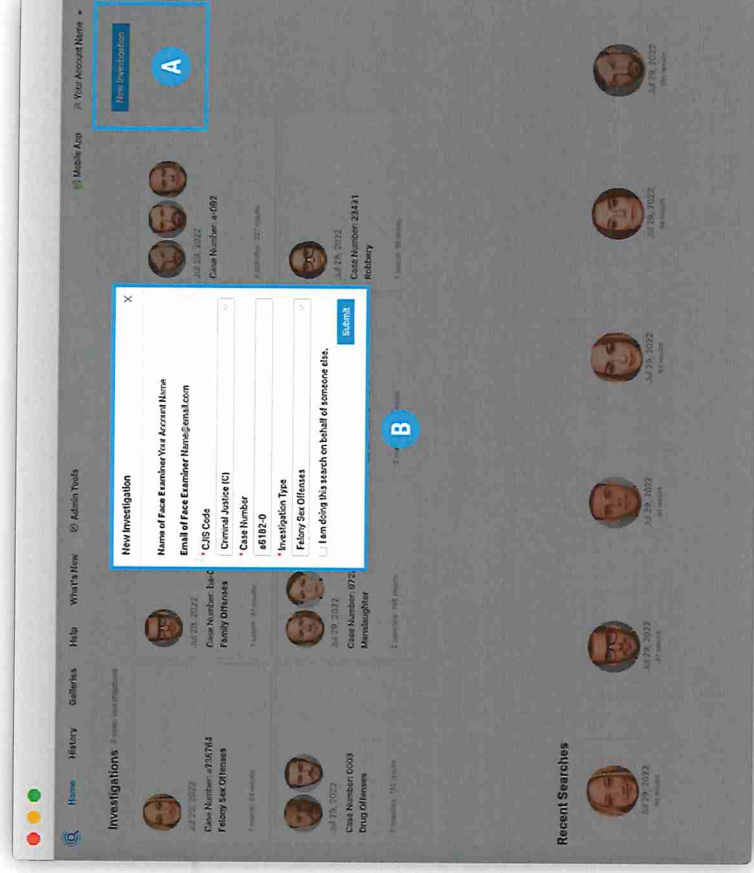
- A INVESTIGATIONS** A pane of active, open investigations. Each investigation folder will display the case number, the date in which the investigation was opened, and a preview of the faces searched for the investigation.
- B SEARCH HISTORY** See investigations and search history here.
- C GALLERIES** View of create image galleries specific to (and only visible to) your agency.
- D HELP** Help menu will direct you to our knowledge base of helpful articles and “how to?” guides.
- E WHAT'S NEW** See what is new with Clearview AI Product updates and announcements.
- F ADMIN TOOLS** Exclusive to account administrators, click here to view the admin dashboard. Manage users, prepare reports, view sign-in and search histories for your agency's account.
- G MOBILE APP** Get the Clearview AI App for your agency by clicking here or reaching out to your Customer Success Manager.
- H MY ACCOUNT & SUPPORT** Change your preferred language, your password, send a success story, contact support & more!
- I RECENT SEARCHES** See all recent searches, regardless of what investigation they are tied to.



# PERFORMING A SEARCH

## Quick Start Guide

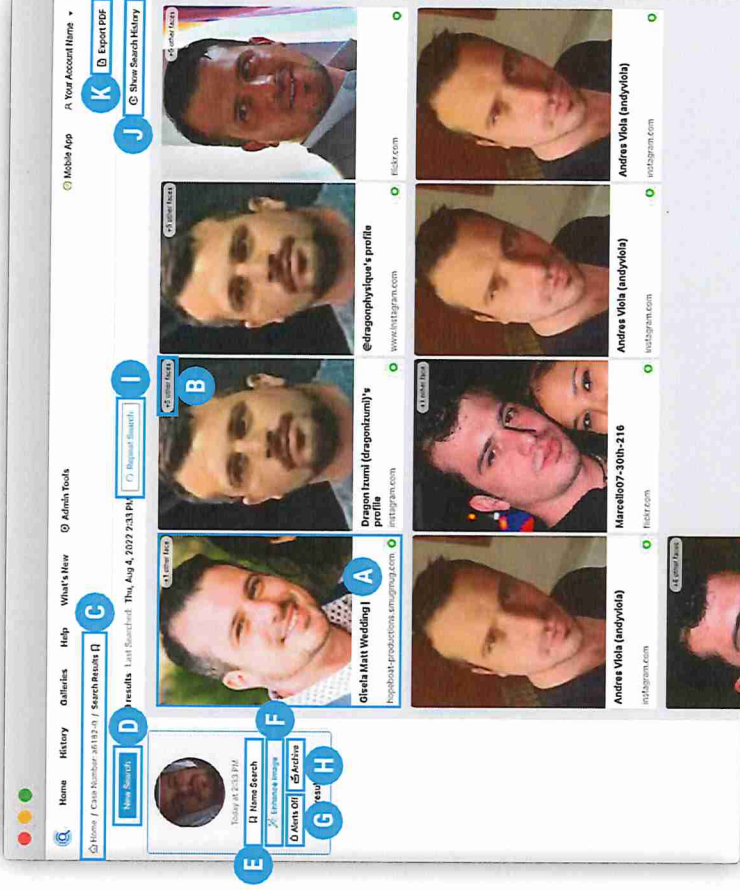
- A NEW INVESTIGATION** Click here to begin a new investigation and an intake form will pop up.
- B INTAKE FORM** Complete the intake form, justifying the reason for the search.
- C UPLOAD IMAGE** Upload your probe image by dragging the photo into the photo box, or by clicking the “Choose Image” button to upload the photo file from your computer. Choose the face for your search and any results will begin populating.



# SEARCH RESULTS

## Quick Start Guide

- A EXPAND RESULT** Click the result to see the full image, compare results, and find the source URL.
- B OTHER FACES** Quickly reference how many other faces are found in the result image, without expanding each image individually.
- C BREADCRUMB NAVIGATION** Use the breadcrumb navigation to reference which case number and investigation you are working on. Clicking on the “Case Number” will bring you back to the investigation details where you will find a comprehensive view of all the activity related to the investigation.
- D NEW SEARCH** Conduct a new search within the same investigation (case number).
- E NAME SEARCH** Name a search, within an investigation, for easy reference.
- F ENHANCE IMAGE** Designed to improve the quality of a probe image, including cropping, rotating, brightening, flipping, and sharpening the probe image.
- G ALERTS** Receive alerts on new matches that enter the system after your search via email.
- H ARCHIVE** To archive a search, within an investigation, click here. Please note, search history for all users (including removed images) is available to your account administrator.
- I REPEAT SEARCH** See if there are new images that enter the system.
- J SHOW SEARCH HISTORY** See how and when the image has been searched and any differences in the results, like new images.
- K EXPORT PDF** Produces a PDF of your search results. Select the images that you want to include to download a report, complete with clickable links to the source of each result.



# INVESTIGATION DETAILS

## Quick Start Guide

Selecting one of the investigation folders will provide additional details of the investigation. This page is broken up into four parts.

- 1 **INTAKE FORM** The **CJIS Code**, **Case Number**, and **Investigation Type** for the investigation are found here.

The **Intake Form** can be edited at any time and can be audited by the admin of the account.

- 2 **HIGH LEVEL METRICS Hit Rate, Number of Searches** where results were or were not populated and leads generated.

If your investigation is archived, **Investigation Outcome and Summary** for the results will appear below this section.

- 3 **REPORTS** A list of reports that were downloaded during your searches, can be viewed, or re-downloaded for better reporting.

- 4 **SEARCHES** A list of all your searches conducted within the current investigation. You can easily continue your investigation by clicking on your past searches and reviewing the results. Or conduct a new search with the upper-right button

The screenshot shows the 'Investigation Details' page in the Clearview AI interface. At the top, there are navigation links like 'Home', 'History', 'Guidelines', 'Help', 'What's New', and 'Admin Tools'. Below this is a breadcrumb trail: 'Home / Case Number 80182-0 / Aug 4, 2022 / Active'. The main content area is divided into four numbered sections:

- 1 INTAKE FORM:** Displays 'CJIS Code: Criminal 2020262 FC', 'Case Number: 80182 0', and 'Investigation Type: Felony Sex Offenses'. It also shows '100%' hit rate, '3' searches with results, '0' searches with no results, and '1 report' generated. A 'Make Form Ed.' link is present.
- 2 HIGH LEVEL METRICS:** Shows 'Hit Rate: 100%', 'Number of Searches: 3', 'Searches with results: 3', and 'Searches with no results: 0'. It also indicates 'Leads generated: 1 report'.
- 3 REPORTS:** A table with columns: FILENAME, CREATED, RESULTS, and ACTIONS. One entry is visible: '2022-08-04\_Eye\_Search\_7e6b0787-2441-4600-b6e2-0e31a1e4e3a0.pdf', 'Thu, Aug 4, 2022 3:00 PM', '2' results, and a 'View | Download' link.
- 4 SEARCHES:** A grid of search results. Each result shows a profile picture, a date, and the number of results. For example, 'Aug 4, 2022 2:51 PM' with '4 results', 'Aug 4, 2022 2:53 PM' with '16 results', and 'Aug 4, 2022 2:31 PM' with '9 results'. A 'New Search' button is at the top right of this section.



## CONTACT US

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