USER MANUAL

IPDirector Database Explorer

Version 8.03 | May 2023

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What's New?

No section has been updated in version 8.03.

1. Introduction

1.1. Product Overview

The Database Explorer is a central point in the IPDirector application to perform search on all the media available on the network and to load media by a simple operation such as drag-and-drop or double-click.

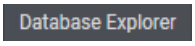
The Database Explorer gives a view on the media in terms of clips, clip elements, playlists, edits, timelines, logs or media files. Even the files backed up on removable drives which have been removed (off-line nearline files) are still listed in the Database Explorer to allows easily retrieving the drive.

In the Database Explorer, you can access the media and data, either by using your knowledge of the "clip hierarchy" methods used in EVS video servers or by using quick or advanced search techniques.

Bins can be created to organize clips, playlists, edits and timelines and bin rules can be defined to automatically copy these items within a bin corresponding to a specific applied filter.

Many operations are possible from the Database Explorer. It must be noted that some of the operations are directly described in the chapters dedicated to the other modules of IPDirector.

1.2. Opening Database Explorer

To open the Database Explorer, select the corresponding icon 

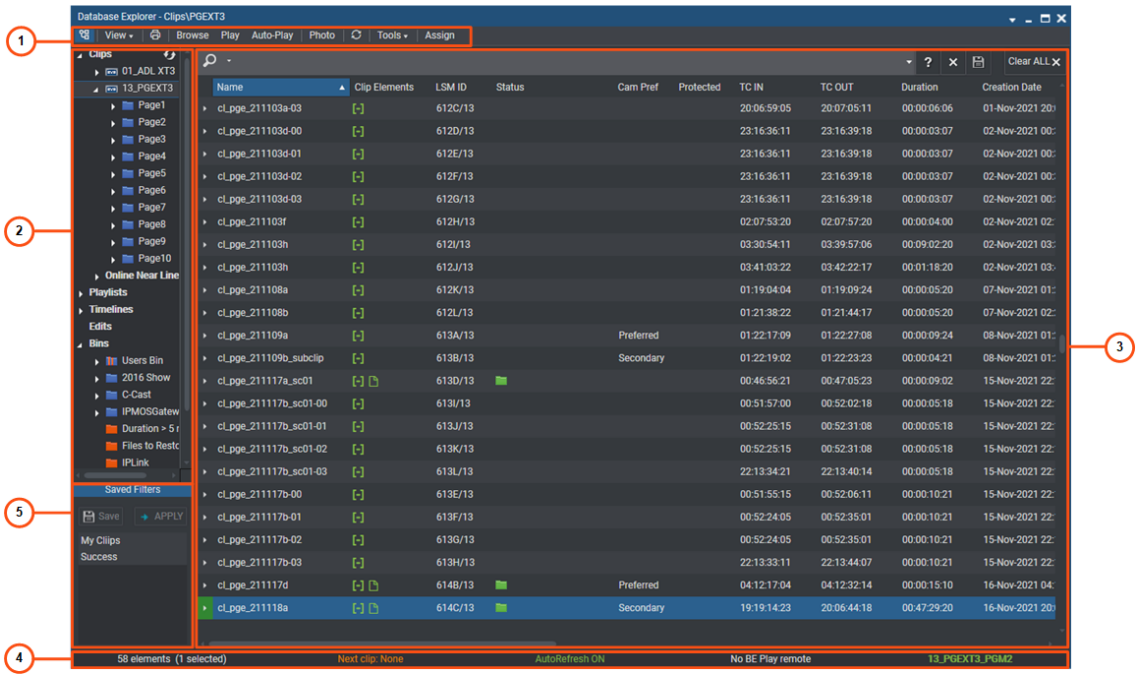
on the IPDirector Application bar. An instance of a Database Explorer window will open. It is possible to open multiple Database Explorer windows at one time.

2. Touring the Database Explorer User Interface

2.1. Overview of the Database Explorer and its Displays

Overview of the Database Explorer Window

The Database Explorer window contains the areas highlighted on the screenshot below:



Toolbar (1)

The toolbar on the top of the Elements grid provides a series of buttons mainly for viewing, browsing and playing options, as well as a Tools menu to define options for the Elements grid display.

See section "Toolbar" on page 4.

Tree View (2)

The Tree view shows the different branches of all the items from the database content. It can be used to filter items in the Elements grid: clips, clip elements, playlists, timelines, edits, bins, logs, media files.

Depending on the user rights, the user may see different parts of the tree.

For most of the users, the Clips, Playlists, Timelines, Edits, Bins and Logs branches in the Database Explorer tree are the only ones they may access.

Administrators and users with the necessary permissions can manipulate clip elements or media files.

See section "Tree View" on page 9 for details on the interface.

Elements Grid (3)

The Elements grid displays all the items included in the selected tree branch or resulting from a search.

See section "Search and Filters Options" on page 15.

Above the grid, functions to perform quick text or timecode searches, or advanced searches on metadata are available.

Status Bar (4)

This area provides information regarding the Database Explorer. These include: the number of elements (in the currently displayed grid, based on filters and searches applied), the next clip to be played out (applicable for playout modes), the Auto-Refresh mode, the association status with a BEPlay Remote and the DB explorer's associated player channel.

See section "Status Bar" on page 16.

Saved Filters Pane (5)

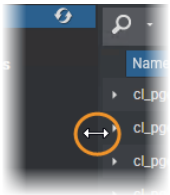
This area provides functions to save applied filters or recall and apply saved filters to the current search.

See section "Saved Filters Pane" on page 18.

Adaptable Display

The layout of the Database Explorer can be adapted to users' needs:

- the Saved Filters Pane can be shown by clicking the Saved Filters button or hidden by clicking the Saved Filters button.
- most of the panes can be enlarged or reduced by moving the intersection line between them.

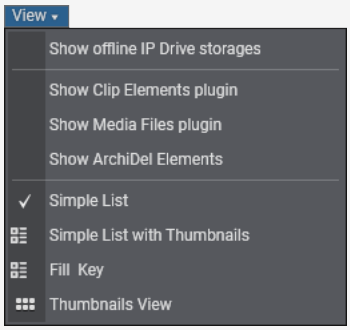


2.2. Toolbar

2.2.1. Toolbar Options

The toolbar is located on the top of the Elements grid.

The following table gives a description of the options and buttons located on the toolbar.

Interface Element	Description
	**Tree** button: Shows or hides the tree structure area.
	**View** option: displays a menu listing • additional media types which can be made visible in the tree view. See section "View Menu" on page 6. • the display options for the elements within the grid.
	**Print** button: used to print the Elements grid currently displayed.
	**Browse** button. When the Browse mode is enabled, selecting an element will automatically load it on the associated player channel, ready to play. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 143.
	**Play** button. When the Play mode is enabled, selecting an element will automatically play it on the associated player channel. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 143.

Interface Element	Description
Auto-Play	**Auto-Play** button. The Auto-Play mode makes it possible to play a list of elements one after the other on the associated player channel, as they are displayed in the Database Explorer window. The elements are played without transition effects. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 143.
Photo	**Photo** button: used to grab a thumbnail of the clip or playlist loaded on the player channel which is associated with the Database Explorer. A thumbnail is created automatically by VIA Xsquare in the folder defined for the **Thumbnails for Clips** option in the Remote Installer. Please see the Technical Reference manual for further details. The **Photo** button, or the ⇧ Shift + P keyboard shortcut, is used to manually create a thumbnail which will replace the previous one. Then, the thumbnail will correspond to the current timecode position of the clip or the playlist loaded on the player channel which is associated with the Database Explorer when you click the **Photo** button. The **Photo** button is only available when an A/V board has been activated and linked to the player channel in the Remote Installer. Refer to the Video Display chapter of the General Functions user manual.
↻	**Refresh** button: performs a manual refresh of the Elements grid.
Tools ✓ Auto-Refresh mode of Database Explorer Auto-Refresh in filter mode ✓ Limit Result Count Insert mode ▸ Transfer Monitoring My transfers only Clip Element Association	**Tools** option: displays a contextual menu with various options for the management of the Database Explorer operations. These options are described in "Tools Menu" on page 9.
Assign	**Assign** button: used to assign keywords to one or several clips. See section "Assigning a Keyword from a Keyword Tool" on page 151.

2.2.2. View Menu

Depending on your user rights, you will be allowed to view different parts of the tree and some menu items could be unavailable.

Clicking the **View** button displays a menu with different options:

- options to make some additional media types visible in the tree view.
- options to select the type of view in the Elements grid.

Show off-line IP Drive storages

Shows all the off-line files in the interface.

Shows the IP drives storage units where media have been backed up, even if the drives have been removed. This allows the user to easily search for archived media information.

All off-line files are displayed in italic gray text in the grid, and will have a modified **File** icon with a red border. See section "Clips, Clip Elements and Nearline Files" on page 19 for the list of icons.

Show Clip Elements plug-in

Available for Administrators/Media Managers or high resolution/low resolution browsers according to assigned user rights.

Shows the Clip Elements branch in the tree with sub-branches for XT clips, on-line and off-line nearline files.

The Elements grid corresponding to the Clip Elements tree branch is intended to show the clip elements individually.

Show Media Files plug-in

Available for Administrators/Media Managers or high resolution/low resolution browsers according to assigned user rights.

Shows the Media Files branch of the tree with sub-branches for on-line and off-line nearline files.

Enables the Media Manager to perform actions on files, such as delete, move, and analysis of the file discovery status and errors.

Show ArchiDel Elements

Shows the files which have been archived to a HSM and deleted from the nearline (= ArchiDel status).

As these files are off line, they are displayed in italics in the Elements grid for the Clips view.

This option is available provided that the user has the **User can see archidel media** right.

Simple List

In the Elements grid, items are displayed in a list without thumbnails. Their metadata appear in columns.

Simple List with Thumbnails

This option is only displayed when the Clips or Clips Elements branches are selected in the Tree View.

In the Elements grid, items are displayed in a list with a thumbnail. Their metadata appear in columns.

Fill Key

This option is only displayed when the Clips or Clips Elements branches are selected in the Tree View.

In the Elements grid, items are displayed in a list with a thumbnail. Their metadata appear in columns.

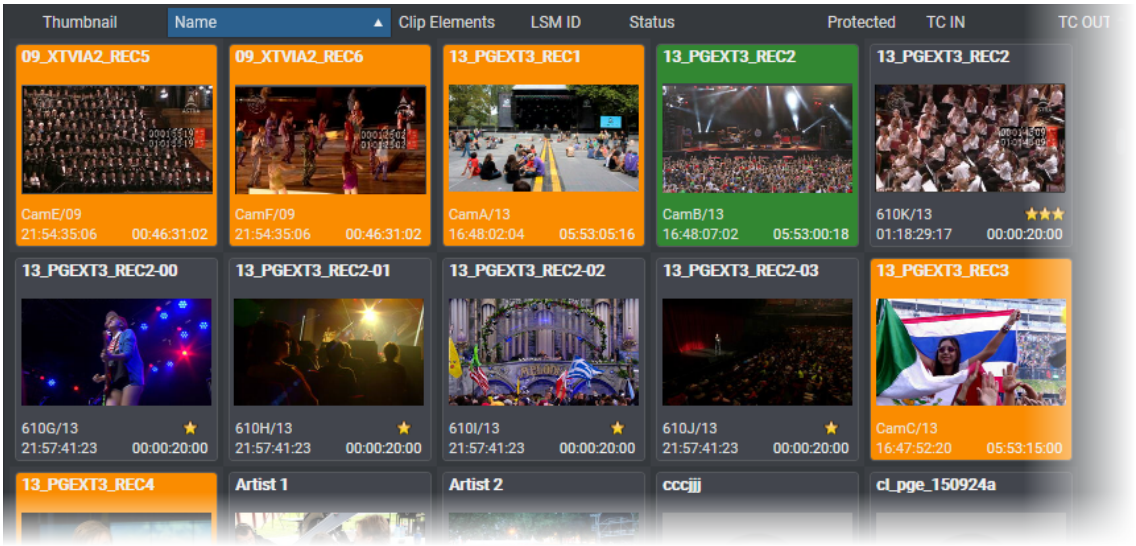
A Key Thumbnail column shows the thumbnail of the Key clip associated with the Fill clip.

Thumbnails View

This option is only displayed when the Clips, Clips Elements or Logs branches are selected in the Tree View.

In the Elements grid, a thumbnail with a few metadata is displayed for each item.

Trains are highlighted in orange.



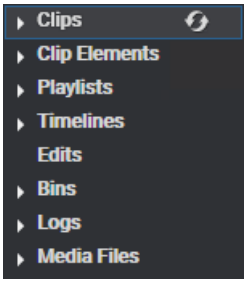
2.2.3. Tools Menu

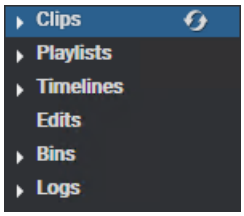
Menu Item	Description
Auto-Refresh Mode of Database Explorer	Selects/de-selects Auto refresh mode for the grid. When large amounts of data are present, the automatic refresh can slow down the system. To only refresh the system on demand, disable this option. You can do a manual refresh by clicking the **Refresh** button 
Auto-Refresh in filter mode	Selects/de-selects Auto refresh mode for the grid in Filter mode.
Limit Result count	When enabled, the Limit Result Count option will limit the results of any search to the number of elements defined in the IPDirector Remote Installer (1000 elements by default). Refer to the Technical Reference Manual for more information.
Insert mode	A submenu proposes the following options: • **First**: new items will be inserted at the top of a list • **Last**: new items will be inserted at the bottom of a list • **First Display**: new items will be inserted at the top of the visible part of a list • **Sorted**: new items will be inserted at their sorted position in a list
Transfer Monitoring	Transfer monitoring is explained in section "Monitoring the Transfer Status" on page 133. Available for administrators and users with appropriate user rights.
My transfer only	When enabled, this option only shows you the transfers that you initiated.
Clip Element Association	Enables to manually associate a clip element to an existing clip with matching TC. See section "Managing Clip Elements" on page 46.

2.3. Tree View

Introduction

The Database Explorer is presented in a tree structure.



OR


The tree view allows browsing and performing search in the database and nearline storage. Clicking the arrow next to a tree branch expands it. The selected branch content is displayed in the Elements grid.

See section "Selecting the Type of Media Items in the Tree" on page 86.

Depending on the user rights, the user can see different parts of the tree.

Administrator or Media Manager will have full rights and therefore could be able to see all the tree branches available.

Tree View Elements

The current section mentions which items are displayed in the Elements grid based on the tree branch selected.

Clips

The Clips branch is visible by all the users.

It displays the list of clips present in the database and on the nearline storages in the Elements grid. Each clip is displayed on a separate line within the Elements grid and the view can be expanded to display the different clip elements making up the clip.

It also lists the record trains from the servers present on the XNet.

Clips can be A/V files, audio files, stills, logos and CG templates for use with the Xedio Character Generator tool.

See section "Clips View" on page 27 for more information on the Clips branch of the tree.

Clip Elements

It displays the list of clip elements present in the database and on the nearline storages in the Elements grid. Each clip element is displayed on a separate line within the Elements grid.

See section "Clip Elements View" on page 42 for more information on the Clip Elements branch of the tree.

Playlists

It displays all the playlists present in the database and on the nearline storages in the Elements grid. Sub-branches list the on-line and off-line playlists separately.

See section "Playlists View" on page 47 for more information on the Playlists branch of the tree.

Timelines

It displays timelines present in the database in the Elements grid.

See section "Timelines View" on page 54 for more information on the Timelines branch of the tree.

Edits

It displays all the edits present in the IPDirector database in the Elements grid. Edits may have been created from the Xedio IPD Plugin, the Director's Cut module of IPDirector or the IPBrowse application. They can also be created by the IPMosGateway NRCS systems as Autocreate placeholders. Edits can only be modified from the CleanEdit interface.

See section "Edits View" on page 57 for more information on the Edits branch of the tree.

Bins

Sub-branches shows the bins and bin directories.

The Elements grid contains four tabs, Clips, Playlists, Timelines and Edits, to display respectively the clips, playlists, timelines and edits which have been sent to the selected bin or bin directory.

See section "Bins View" on page 62 for more information on the Bins branch of the tree.

Logs

It displays all the logs in the Elements grid. Sub-branches are displayed for each logsheet and for any log directory which have been created.

See section "Logs View" on page 77 for more information on the Logs branch of the tree.

Media Files

It displays all the files which have been saved on a nearline storage in the Elements grid. Sub-branches may be available for on-line high resolution media files, on-line low resolution media files, off-line high resolution media files, off-line low resolution media files.

They are listed with full file name, file extension and full path of their physical storage location.

See section "Media Files View" on page 83 for more information on the Media Files branch of the tree.

2.4. Elements Grid

2.4.1. Overview

The Elements grid represents the content of the tree branch selected in the Tree view. The list of elements can be refined by applying one or several search criteria.

In the grid, elements are presented in rows and all their associated parameters and metadata are in columns.

2.4.2. Grid Header Contextual Menu

Right-clicking the grid header displays the grid contextual menu.

The options are described in the following table:

Option	Description
Hide	Hides the selected column.
Organize	The Select Columns window opens and allows the users to select the columns to display and their order.
Save grid organization	Saves the organization of the grid as it is displayed (columns selection, order and size). It is saved by each user. Therefore, this organization will be retained the next time the user logs in and opens the application.
Reset grid organization	Sets back the grid to the default grid organization for each type of items which can be selected from the Tree view.

2.4.3. Sorting the Elements in the Grid

At start of the application, items are sorted with most recent on top.

You can change the sort order of elements in the grid by clicking the column header for the parameter according to which you want to sort the elements.

The column header which is used for sorting is highlighted in blue. The little triangle indicates the sorting order. Clicking the column header again changes the sorting order from ascending to descending or vice versa.

2.4.4. Organizing Columns

Columns can be resized and/or re-ordered. This new organization is automatically saved and remembered. However, it is also possible to reset the column organization to the default organization.

Resizing Columns

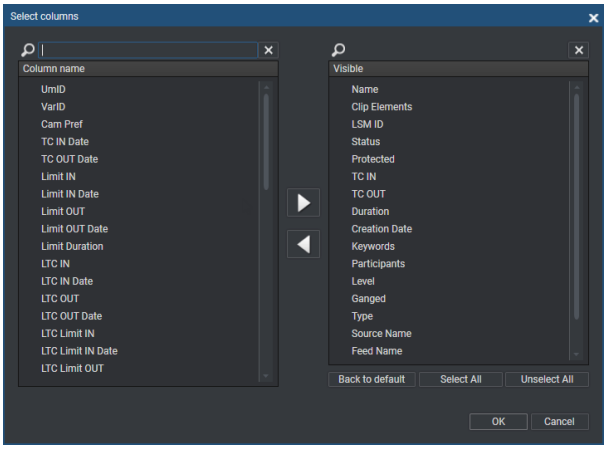
A column can be resized by placing the mouse pointer over columns intersection and dragging it to the right or to the left.

Selecting Columns to Display

To select the columns to display in the grid,

1. Right-click the column header area.
2. Select **Organize**.

   The Select Columns window opens and the right pane shows the list of columns currently displayed in the current order.



3. To select the column(s) you wish to add to the view, do one of the following actions:
   - in the left pane, double-click the column(s) you wish to add to the view
   - select them in the left pane and click the right arrow
   - drag them onto the Visible Columns area.

   Use **CTRL + click** to select a list of non-contiguous columns.

   Use **SHIFT + click** to select a list of contiguous columns.
4. To select the column(s) you wish to remove from the view, do one of the following actions:
   - on the right pane, double-click the column(s) you wish to remove from the view
   - select them on the right pane and click the left arrow
   - drag them onto the left pane.

Use **CTRL + click** to select a list of non-contiguous columns.

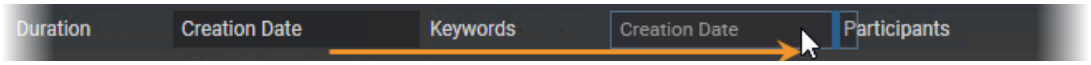
Use **SHIFT + click** to select a list of contiguous columns.

5. Click **OK**.

Ordering Columns

To change the columns order, proceed in one of the following ways

- Select a column header and drag it to the left or right to the required place:



OR

1. Right-click the column header area.
2. Select **Organize**.

   The Select Columns window opens and the right pane shows the list of columns currently displayed in the current order.
3. Drag the selected column to the required position in the Visible Columns pane.
4. Click **OK**.

Resetting the Column Organization to the Default One

Users can reset the column organization to the default one (columns selection, order, size,...). This will be done for all types of items at once.

1. Right-click the column headers area.
2. Select **Reset Grid Organization**.

Resetting the List of Columns back to the Default One

Users can reset the list of columns displayed in the grid to the default one. This will be done only for the type of items currently selected from the Tree view.

1. Right-click the column header area.
2. Select **Organize**.

   The Select Columns window opens.
3. Click **Back to Default**.

2.5. Search and Filters Options

Quick Text Search Area

Introduction

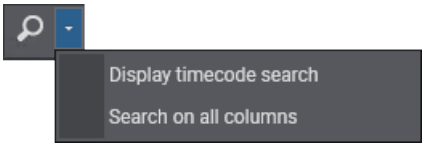
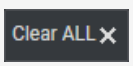
The Quick Text Search is used to perform a search based on free text entered in the **Quick Text Search** field. This field is available on the top of the Elements grid. You can perform a search on displayed columns or a search on all columns (displayed and hidden columns).

The search is performed on the selected tree branch.

See section "Performing a Quick Text Search" on page 88.

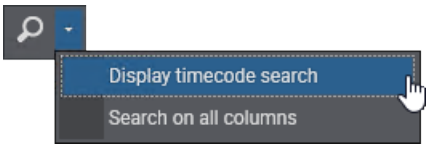
Search and Filter Associated Buttons

The following table gives a description of the buttons located next to the **Quick Text Search** field. These buttons may be used not only for the Quick Text Search function but also for the other search functions in the grid.

Interface Element	Description
	To perform a search on all columns of the Elements grid (even the hidden ones), you first need to activate the **Search on All Columns** option. This option is accessible from the down arrow next to the **Search** button:  "Selecting the Columns to Search On" on page 89 for more information on quick text searches on displayed or all columns.
	Applies the search again and refreshes the Elements grid.
	Displays the Syntax Rules list. See section "Searching with the Quick Text Search" on page 90.
	Clears the applied Quick Text search.
	Saves the filter applied in the **Quick Text Search** field and/or in the **Advanced Search** fields. See section "Using Saved Filters" on page 110.
	**Clear All** button: clears all the applied searches.

Quick Timecode Search Area

To display the **Quick Timecode Search** field, you need to click the down arrow next to the **Search** button and select **Display Timecode Search** from the menu:

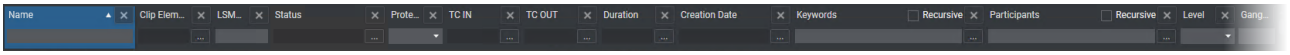


By entering a timecode value in the **Quick TC Search** field, you can perform a quick search on a timecode value within the elements displayed in the grid.

See section "Performing a Quick Timecode Search" on page 86 for more information on timecode searches.

Advanced Search

Advanced Search functions are available for detailed search operations. They allow searches on metadata displayed in the grid columns.



The Grid Filter bar can be displayed just over the Elements grid by clicking the **Search** button  above the grid:

To hide the Grid Filter bar, click the **Search** button  once again.

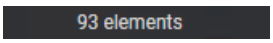
See section "Filtering on Metadata" on page 93 for more information on grid filters.

2.6. Status Bar

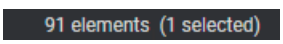
The Status bar contains five areas, from left to right, shortly described in the table below.

Element Number

The first zone of the Status bar shows how many elements are included in the Elements grid of the Database Explorer:

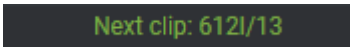


As soon as one or several elements have been selected in the grid, the number of selected elements is displayed between brackets:



Next Clip zone

- The second zone shows the next clip (in green) to be played if the Auto-Play mode is active.

- The text is orange if the Auto-Play mode is not active:

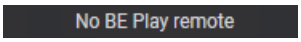
  

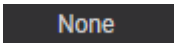
Auto-Refresh zone

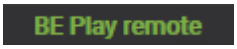
The third zone displays the Auto-Refresh status. Its background is green when it is ON, or red when it is OFF. See section "Tools Menu" on page 9.

Associated BEPlay Remote zone

The fourth zone gives indication on the association status to a BEPlay Remote.

- 

  is shown when no BEPlay Remote is connected to the IPDirector.
- 

  is shown when a BEPlay Remote is connected to the IPDirector but it is not associated with the Database Explorer.
- 

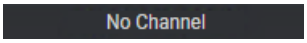
  is shown when a BEPlay Remote is associated with the Database Explorer.

To link or unlink a BEPlay remote to a Database Explorer, double-click the BEPlay Remote zone.

See the General Functions user manual for details on the configuration and use of the BEPlay remote.

Associated Channel zone

- The fifth zone shows the associated player channel, if any: 

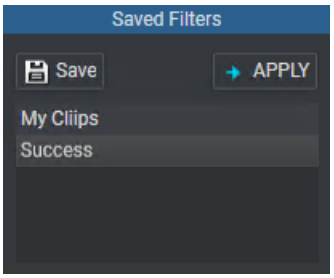
  See section "Assigning a Player" on page 143 for more information on how to assign a player channel.
- When no channel is associated with the Database Explorer, 

  is shown.
- If the selected player channel is connected to an IN port of a video router, itself associated with OUT ports, the name of the router OUT port(s) is displayed after the player channel name:

2.7. Saved Filters Pane

The Saved Filters pane can be displayed by clicking the **Saved Filters** button.



With this mode, you can save filters defined in the grid thanks to the quick search fields and/or the grid filter bar. You can also apply filters previously saved.

See section "Using Saved Filters" on page 110 for more information on the search saving functions.

3. Clips, Clip Elements and Nearline Files

3.1. Terminology

About Nearline

Term	Definition
Nearline	Any IT storage, other than the EVS video servers, present on the network and where A/V material can be backed up or from which A/V material can be retrieved. These IT Storage devices are inventoried into the IPDirector database. Examples of nearline storage: IP drive, XFile drive, SAN, NAS...
On-line nearline	A nearline is displayed as on-line in the database tree when the next two conditions are met: • It is accessible (IP address can be "pinged") • It is managed by a SynchroDB
On-line nearline file	A file stored on an on-line nearline storage and which has been treated by the SynchroDB. It can be a high resolution file or a low resolution file.
Off-line nearline file	A file stored on an nearline storage which is no more on-line, either because it is no longer accessible or because it is no more managed by a SynchroDB. It can be a high resolution file or a low resolution file.

Clip Element Types

A clip is a logical entity that contains A/V media and can include several physical resources (XT clips and/or files).

A clip element is the physical resource inside the clip: XT clip or nearline file.

A clip and its clip elements share the same TC IN, TC OUT and metadata set.

A clip can contain several types of clip elements and each of them is identified in the Elements grid by a distinct icon, as detailed in the table below.

Icon	Clip Element	Description
	high resolution XT clip	high resolution clip or growing clip stored on an EVS video server.
	low resolution XT clip	low resolution clip or growing clip stored on an EVS video server.
	on-line high resolution nearline file	high resolution file stored in nearline folders, IP drive is on-line (accessible and managed).
	on-line low resolution nearline file	low resolution files stored in nearline folders, IP drive is on-line (accessible and managed).
	off-line high resolution nearline file	high resolution files stored in nearline folders, IP drive is no more on-line.
	off-line low resolution nearline file	low resolution files stored in nearline folders, IP drive is no more on-line.
	high resolution archived file	high resolution file archived in HSM.
	low resolution archived file	low resolution file archived in HSM.

Depending on the user rights, the user can see different element types. The tables in section "View Menu" on page 6 give more details on the user rights.

3.2. Notions About Clips

3.2.1. Clip Content Types

Various types of media are considered as clips. Those media types are A/V files, audio files, stills and logos. All are displayed in the Clips view of the Elements grid.

The **Content Type** column provides the indication on the media type. Those are Audio/Video (for A/V files and logos), Audio only (for audio files), Still (for still files).

3.2.2. Clip LSM ID

Understanding Clip Numbering Hierarchy on an EVS Video Server

Introduction

One library method used by IPDirector is to mimic the hierarchical structure adopted by the EVS range of servers to store media, which is based on the remote panel design with a limited amount of buttons and desk space.

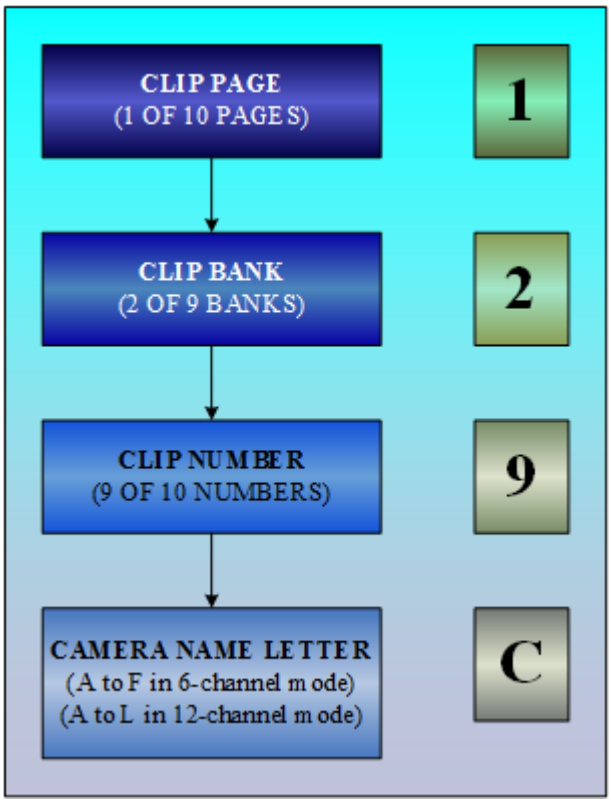
Multicam can store up to 900 clip numbers (multiplied by the number of camera angles) and 100 playlists on an EVS video server.

When the EVS server operates in 6-channel mode, this makes it possible to store 900 clips with up to 6 camera angles per clip, which results in 5,400 clips on an EVS video server.

When the EVS server operates in 12-channel mode, this makes it possible to store 900 clips with up to 12 camera angles per clip, which results in 10,800 clips on an EVS video server.

Clip Hierarchy Diagram

The following diagram represents the hierarchy of the Multicam clip numbering system. As an example, clip number "129C" is used:



The number of the EVS video server within the network structure is also added to define the precise location of the clip. For example if clip 129C is stored on the machine allocated with the network number 2, the clip would be identified as 129C/02.

The LSM ID is this identification made up of page nr + bank nr + position in the bank + server nr.

Virtual LSM ID / Real LSM ID

Real LSM ID

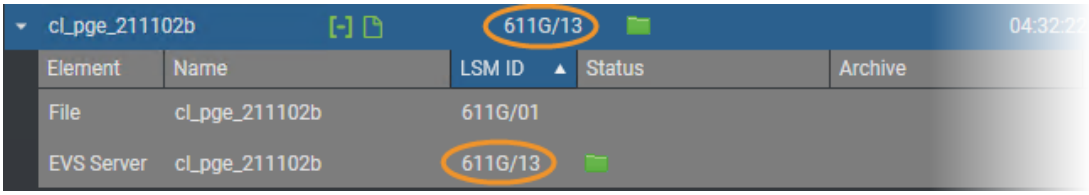
The real LSM ID reflects the location where a high resolution XT clip or a low resolution XT clip will be saved, as described in section "Understanding Clip Numbering Hierarchy on an EVS Video Server" on page 20.

In the Elements grid displayed from the Clip Elements view, the real LSM ID is always mentioned.

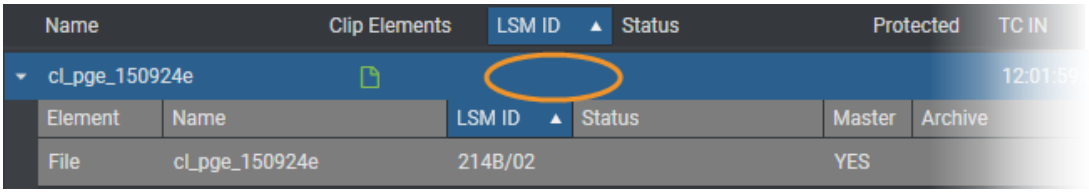
Virtual LSM ID

From the Clips view, a single LSM ID is displayed for a clip. It is called the virtual LSM ID.

- If a high resolution XT clip is present in the clip, it will be the LSM ID of the high resolution XT clip,



- If there is no high resolution XT clip in the clip, this field will be left empty.



When the LSM ID of the high resolution XT clip is changed, the virtual LSM ID is changed as well.

When the LSM ID of the high resolution XT clip is deleted, the virtual LSM ID is removed and the LSM ID field is left empty.

When the LSM ID of the high resolution XT clip appears in a clip, the virtual LSM ID is updated to match.

So, if a low resolution XT clip is present in the clip, the only way its real LSM ID can be retrieved is from the Clip Elements branch of the tree. This view and function should only be used by system administrators and media managers.

3.2.3. Normal Clip Versus Light Clip

Purpose

When a lot of users work on IPDirector, they can create a large amount of clips. This can potentially lead to a situation where too many XT clips are created on the EVS video server and where the database is overloaded by resource-consuming processes.

The concept of light clip has been introduced to avoid the creation of a large amount of clips on an EVS video server. A specific user right is required for non administrator users to be able to create light clips: **Media Management > User creates light assets**.

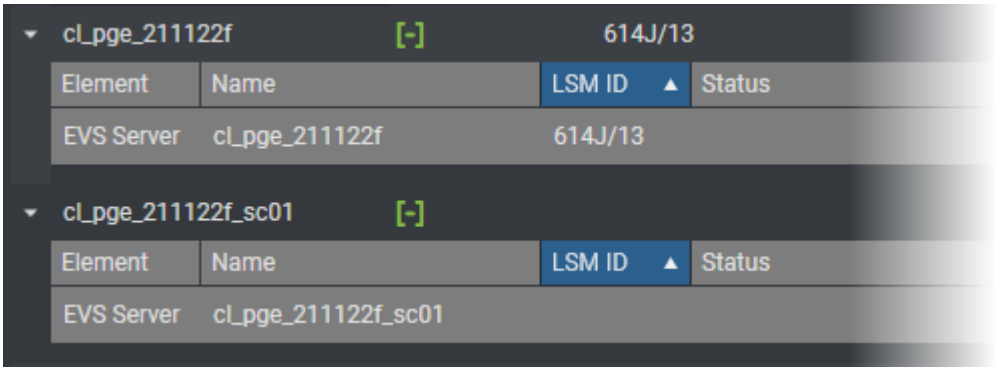
Normal Clip

When a clip is created from a live train, it will be a normal clip, stored on an EVS video server with a LSM ID.

Light Clip

When a sub-clip is created from a normal clip, a light clip will be created which contains an XT clip element. This XT clip element will be stored in the IPDirector database but not on the EVS video server because it is actually a reference to the original XT clip present on the server. So, no LSM ID will be associated with the XT clip element from the light clip.

In the example below, the first clip is the normal clip created from the train and the second clip is the light clip created by sub-clipping the normal clip:



A light clip will not be taken into account in heavy processes such as clip-log auto-associations, bin filters,...

3.3. Nearline Management

Purpose

XT clips can be sent to a nearline for backup purpose. They are saved on the nearline as files. Physical storage such as IP drive (or XF drive) can be used as nearline. A clip which only contains a nearline file can be restored to an EVS video server, for example for playout purpose.

Once a nearline directory has been configured in the Remote Installer, IPDirector will continuously scan the directory path looking for new files or files being deleted. The IP drive service will also automatically detect the appearance of a new IP drive, or XFile disk, or the ejection of a drive.

Files Types

All the files appearing on the nearline storage are filtered according to a list of supported extensions. Depending on the extension, they will or will not be visible in IPDirector.

Files can be classified among three types.

Files with a non-supported extension and which are not video files

They will be ignored and will not be visible in IPDirector.

This could be an EVS XML file without an associated A/V file or this could be a file with a non-supported extension like a dll, or a text file.

Files with an extension not supported on the nearline

They will be visible in the Media Files branch of the tree, but no clip will be created, so they will not be visible in the Clips branch of the tree for most users.

The import status of this kind of files will be "unsuccessful" in the Import Status column of the Media Files node with the error message stating "unsupported format".

In a future version of IPDirector, it will be possible to import these files by initiating a transcoding process.

Files with an extension supported on the nearline

They will be visible in the Media Files and in the Clips branches of the tree.

This is the case for EVS MXF, QT, OP1A, Proxy (lo-res) and DV DIFF files.

In addition, some multi-files formats, having separate files for audio, video, and sometimes a reference file, are now supported by IPDirector. With such files, IPDirector links the different components and only one file appears in the Media Files grid.

This is the case for QT Ref, OPAtom and MPEG 1 Elementary System.

Metadata of this third kind of files can be obtained from three different sources which will be reflected in the metadata source column of the Media Files node:

Metadata Source	Metadata Source Column
XML metadata file	XML
Header of an EVS MXF file	EVS MXF
no metadata	None

The Metadata files are automatically updated when clip metadata are changed.

Error Messages

The following error messages could appear in the **Error Message** column of the Database Explorer grid:

Error Message	Source of the Error
Could not read metadata file	Bad metadata file: corrupted file or bad syntax.
Some compulsory tags are missing from the XML metadata file	Bad metadata file: missing tag or incoherent data (e.g. IN < OUT).
Bad data in one or more metadata tag	Bad metadata file: bad/incoherent data (e.g. IN < OUT, bad value).

Error Message	Source of the Error
Unsupported A/V format. You need to transcode your file before importing it to IPDirector nearline.	Unsupported A/V format (recognized by Timecode Extractor but not supported natively).
Could not read A/V file. This file might be corrupted or in the wrong format.	Corrupted A/V file. Timecode Extractor or EVS MXF.dll cannot read the file.

Off-line Nearline Files

Introduction

Off-line files are displayed in the Database Explorer when the **Show off-line files** option is selected from the View menu available on the toolbar.

Display Off-line Clips or Clip Elements

All off-line clips and clip elements are displayed in italic.

A clip is off-line when all its clip elements are off-line.

For example, a clip which contains an off-line high resolution file and an on-line low resolution XT clip will be on-line, even for "high resolution only" browsers.

Operations on Off-line Clip or Clip Elements

The following operations are not allowed on off-line clips or clip elements:

- left-click
- right-click
- drag-and-drop
- double-click
- assign mode
- modify assigned keywords
- browse mode
- play mode

Status of Clip / Clip Elements

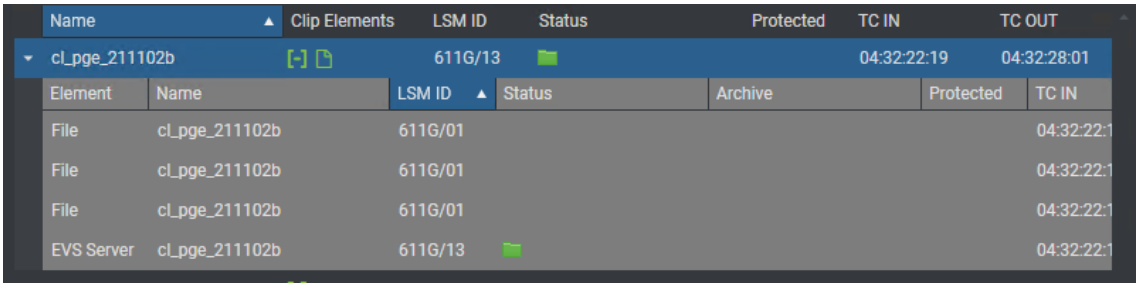
When a transportable media managed as an IP Drive storage is inserted or removed from its host, the status of the clip and clip elements is updated automatically:

- the icon in the Clip Element column is updated:  / ↔  /
- the text is changed between normal and italic
- operations are allowed or disabled.

4. Clips View

4.1. Introduction

Clicking the Clips branch of the tree displays the list of clips in the Elements grid. Each clip is displayed on a separate line within the grid but the view can be expanded thanks to a small arrow at the beginning of each line. The different clip elements, XT (EVS Server) clips and files, making up the clip are then displayed on separate lines.

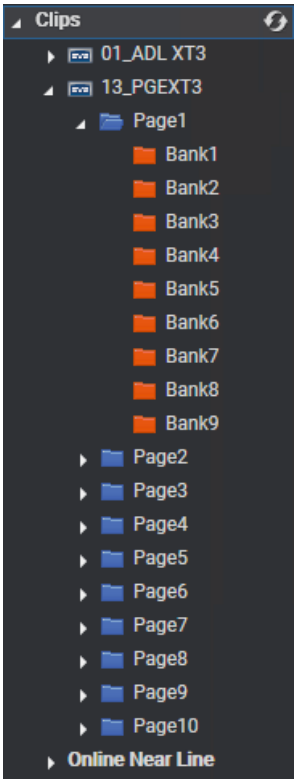


The Clips branch also lists the record trains from the servers present on the XNet. They appear with the same icon as XT (EVS server) high resolution clip.

Sub-branches only display the corresponding clip elements: XT clips for the EVS video servers sub-branches, files for nearlines.

4.2. Clip Tree Structure

The Clips branch is visible by all the users. The main branch displays all the clips from the sub-branches.



Within the Clips tree structure, the following sub-branches are available:

- Physical hardware present on the XNet, such as:
  - high resolution EVS video servers: displays clips containing a high resolution clip saved on the high resolution EVS video servers.

    Light clips are listed here as well even if they are not saved on a server but only refer to a normal clip itself saved on a server.
  - low resolution EVS video servers: displays clips containing a low resolution-clip saved on the low resolution EVS video servers.

    The **Show Lores tree** option must have been selected from the View contextual menu.
  - Hardware hosting XFile software: displays clips which have been backed up to XFile and then published from XFile to the XNet.

    Even if an XT clip is backed up to XFile3 in a file format, when the file is published from XFile3, it appears with a Clip icon in the Elements grid.

  Each machine can be searched by browsing the tree from network number > page > bank.
- On-line nearline: displays clips which have been backed up to nearline/IP drive and for which the nearline/IP drive is still accessible, so clips can still be immediately retrievable.
- Off-line nearline: displays clips which have been backed up to nearline/IP drive and for which the nearline/IP drive cannot be accessed anymore. So, IP drive identification allows clips to be retrieved after re-inserting the drive, for example.

  The **Show offline IP Drive storages** option must have been selected from the View contextual menu.

4.3. Clip Columns

The clip data is organized in columns. Some of the details can be edited from here, others are for viewing only. All the column headers can be used as filters when performing a search.

See section "Organizing Columns" on page 12 for details on how to hide or show the columns.

Most of the columns are described in the table below:

Column Name	Description
Thumbnail	A reference frame from the clip can be shown to identify the material visually.
Key Thumbnail	A reference frame from the Key clip can be shown relative to the selected Fill clip.
Name	A clip can be automatically named: • using a configuration setting in the EVS video server • from the EVS video servers keyboard • from the IPDirector Control Panel when using it to create clips
Clip Element	Displays all the icons corresponding to all the elements included in the clip. See section "Clips, Clip Elements and Nearline Files" on page 19. Record trains are also listed with the  icon (green icon).
LSM ID	This is the virtual LDM ID as explained in section "Clip LSM ID" on page 20.
UmID	UmID is a fixed length 8-character ID. The EVS video server automatically assigns a UmID each new clip. It is used for the unique identification of a clip on an XNet network. Within a clip, the UmID of the XT high resolution clip and the UmID of the high resolution file are the same. The UmID displayed is the UmID of the high resolution clip, if any. Otherwise, it is the UmID of the high resolution file.
VarID	VarID is a 32-character ID with variable length and format. It is automatically assigned to new clips. It is mainly used to ensure redundancy on the system. It can be unique for a clip on the EVS video server level or on the XNet network level, depending on the EVS server settings. Within a clip, the VarID of the XT high resolution clip and the VarID of the high resolution file are the same. The VarID displayed is the VarID of the high resolution clip, if any. Otherwise, it is the VarID of the high resolution file.
Status	Displays the archive status of a clip. See section "Transfer Status Icons" on page 140 for a complete list of all the icons which can be displayed.
Cam Pref	Indicates **Preferred** or **Secondary**, or is left empty, based on the clip angle metadata.

Column Name	Description
Protected	Displays the protection status of a clip. No icon is displayed if the clip is not protected. In hi-lo mode, two icons are present, one for each XT clip. Icons available are:  high resolution clip protected by the IPDirector protocol  low resolution clip protected by the IPDirector protocol  high resolution clip protected by another protocol  low resolution clip protected by another protocol See section "Clip Protection" on page 36.
T/C IN	The IN timecode of the clip, without guardbands.
T/C OUT	The OUT timecode of the clip, without guardbands.
Duration	The clip duration from T/C IN to T/C OUT.
Limit IN	The Protect IN timecode of the clip including guardbands.
Limit OUT	The Protect OUT timecode of the clip including guardbands.
Keywords	A list of the standard keywords that have been associated with the clip.
Participants	A list of the participant keywords that have been associated with the clip.
Level	A rating can be given to a clip, from zero to three stars. This can be done during clip creation or later on and can provide a useful search filter for use in the Database Explorer. None,  ,  , 
Ganged	If the clip is linked to other clips, because it has been created on ganged recorders, the gang icon is displayed
Type	If the clip is a Key Clip, a Fill clip or a normal clip.
Creation Date	The date when the clip was created.
Source Name	The record source name of the channel where the clip was created. This name is assigned in the EVS video server set up menus. The source name is always the one of the high resolution element, even if the element is off-line. If there is no high resolution element, the field is empty.
Storage	Concatenation of the storage locations of all the clip elements.
Category	Category assigned to the clip in the Ingest Scheduler.
Tape ID	Tape ID as ingested in the VTR engine or from an AVID system.
SLSM	Indicates if a clip is a Super Motion clip or not

Column Name	Description
Owner	Clip owner identification.
Published	All the groups the clip has been published to.
In Bins	Provides the list of bins in which the clip has been inserted.
Profile	Provides the list of profile names associated with the clip.
Created in IPEdit	Mentions whether the clip has been created in IPEdit (**YES**) or not (**NO**)
VarID in Playlist	Indicates whether the clip, based on its VarID, is present in a playlist (**YES**) or not (**NO**). This takes into account offline playlists and online playlists stored on any server of the network.

4.4. Managing Clips

4.4.1. Clip Contextual Menu

The Clip contextual menu is available when right-clicking a clip in the Elements grid. It gives access to the actions that can be performed on clips.

No contextual menu is available from a record train.

The following commands are listed in the Clip contextual menu:

Cut

Cuts the selected clip.

Only available from the Clips tab when a Bins tree branch is selected.

Copy

Copies the selected item. It can then be pasted into the clipboard or in a bin.

Paste

Pastes a shortcut of the copied clip into the selected bin.

This option is available from the Elements grid when an clip has been copied and a bin is now selected.

Send to

Provides a list of possible destinations to which the selected clip can be sent. Possible destinations are:

- the user's default bin
- the user's default playlist

- any target destination visible on the GigE network that has been defined in the Remote Installer (CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, EVS servers targets).
- any target that has been defined in the connected VIA Xsquare (CleanEdit targets, Avid targets, Final Cut Pro targets, Adobe targets, File targets, EVS servers targets).
- the default archive target.
- Avid catalogs (tagets based on VIA Xsquare templates and defined from the Remote Installer).

See section "Transferring Media" on page 117.

The **Create New Target (X²)** option gives access to the VIA Xsquare interface to create or delete a VIA Xsquare target on the fly. It is available provided that the user has rights for target creation in User Manager and in VIA Xsquare.

Workflow

A sub-menu displays the list of workflow targets the selected item (file, playlist) can be sent to.

Conditions:

The user may only see the workflow targets

- if they have been published to the groups (s)he belongs to, and
- if a valid PUBLISH Add On license key for the corresponding social media or generic CMS exists.

  See section Managing Licenses in the General Functions user manual.

Selecting a workflow target triggers the workflow processing by the Workflow Engine for the selected item. This allows, for example, to publish the item (file, playlist) to one or several social media such as Facebook, Twitter, Youtube or to a generic CMS.

Backup to Nearline

Used for the storage or the backup of the selected item to the default nearline or to a nearline directory.

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer.

Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Restore to XT

This option is available for a file, if the user has the **Restore to XT** user right set to **All** or to a **Selection** of servers.

Restores the clip to an EVS video server, from a file stored on a nearline. This can be:

- the default server, if the user has the right to restore to.

  The default server is defined in the XNet network page of the Remote Installer.
- a specific location on the network. You can choose multiple servers, or a server, a page, a bank or a clip position.
- the original location where the clip was previously stored, provided that it is still available, and if the user has the right to restore to.
- one of the EVS video servers for which the user has the right to restore to.

A submenu is available from each EVS video server to select the server page where you can restore the clip.

The system restores the clip portion between the IN and OUT points.

Copy by GigE

Copies a clip from an EVS video server to another one by the way of the Gigabit network, as long as the servers have an operational GigE connection. This menu lists all the EVS video servers that have a GigE address with sub-menus to select server pages.

Archive

Archives the selected file to the HSM system, on the Archive group defined in the Remote Installer.

See section "Archiving Media" on page 122

Restore from Archive

Restore the selected archived file from the HSM system to a nearline.

See section "Restoring an Archived File to a Nearline" on page 126

Publish

Opens the Publish window to publish the selected clip, or clip element within the clip, to selected groups of users, or to selected individual users.

See section "Publishing Media Items" on page 114.

Delete

Allows the deletion of the selected clip, even if present in a playlist or timeline. See section "Deleting a Clip" on page 37.

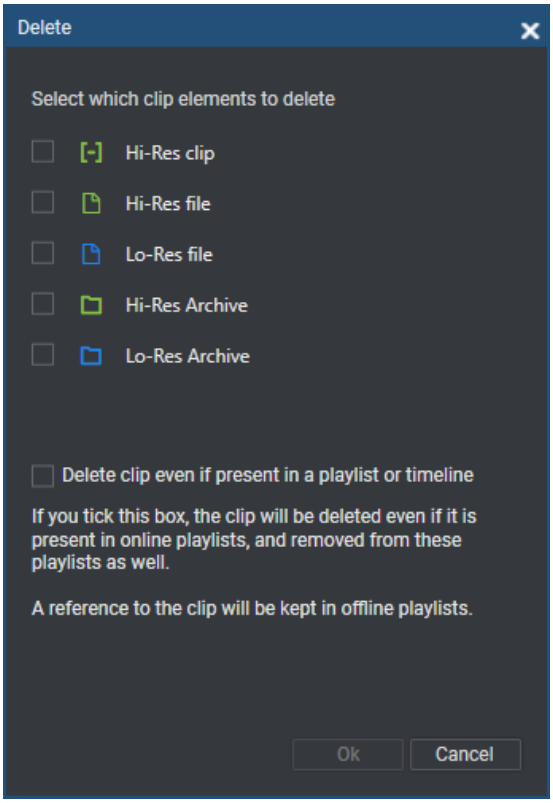
When deleting a clip from an XT node, the corresponding file will not be deleted.

This option is not available if the clip is part of a playlist or if it is currently loaded on a player channel of an EVS video server.

Delete Selected Clip Elements

This option is only visible by high-low browsers. It is only available when right-clicking a clip line, not a clip element line from the **Clips** expanded view.

The Delete window is then displayed and allows you to select the clip elements to delete.



See section "Deleting a Clip" on page 37 for information on the option "delete clip if present in a playlist or timeline".

View Key Clip

Displays the Key clip associated with a selected Fill clip. This option is only active for Fill clips that are included in a Fill and Key association.

Edit

Opens the Edit Clip window, similar to the Save Clip window, from which the user can modify the clip information. Metadata is common between all clip elements.

Modify T/C IN or Date

Opens the Modify T/C In or Date window from which the user can modify the IN timecode or the date of the clip.

See section "Modifying the Timecode or the Date of a Clip" on page 40.

Generate XML Metadata

The XML file is synchronized for the selected clip or clip element, provided that the IPDirector workstation has been configured as master. With workstations configured as slave, an error message is displayed when using this option.

Generate thumbnail

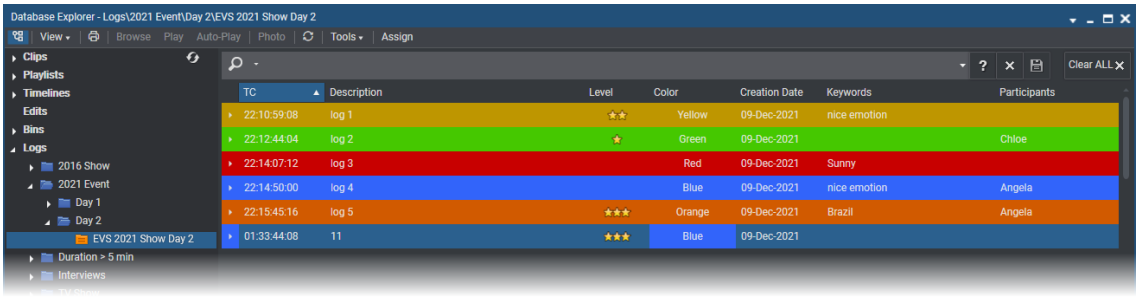
This option is only available to users with admin or media manager rights.

Creates a thumbnail for the selected clip, with a maximum of 3 attempts.

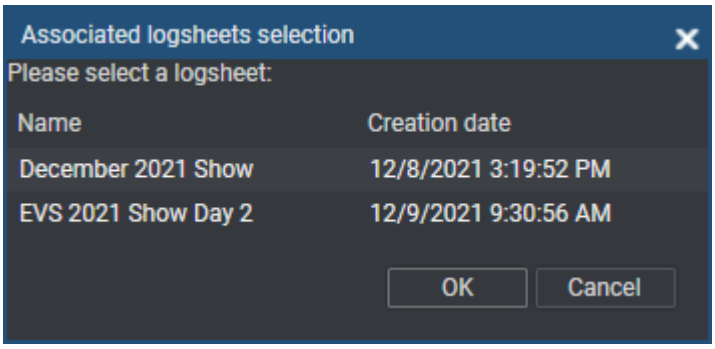
Open Associated Logsheets

When a clip contains a log timecode, it is associated with the logsheet this log belongs to.

The **Open Associated Logsheets** option opens a Database Explorer window focused on the logsheet associated with the clip.



If the clip covers several logs belonging to different logsheets, the **Open Associated Logsheets** option first opens a window with the list of associated logsheets:



- The first opened Database Explorer window is used to open the associated logsheet. If no Database Explorer window is open, a warning message is displayed.
- The log with the timecode closest to the clip TC IN is selected.

Protect

Allows you to protect a clip from deletion:

- A **Protect** icon appears in the **Protect** column of the Elements grid when the clip is protected.
- A message will warn the IPDirector users or the Multicam users who would try to delete the clip.

Unprotect

Allows you to unprotect the selected clip when it has been protected from IPDirector.

Duplicate

Opens the Duplicate Clip window where you can specify the location (LSM ID) on an EVS video server of the XNet Network where the copy of the clip must be stored.

Files are not duplicated, even if the command is applied at the clip level.

See section "Copying or Moving a Clip" on page 38.

Move

Opens the Move Clip window where you can specify the location on an EVS video server of the XNet Network where the clip must be moved.

This command is not available for files.

See section "Copying or Moving a Clip" on page 38.

Link

Allows you to link selected clips manually. It is only possible to link clips that are not already associated with other clips.

Unlink

Allows you to unlink the clips linked to the selected clips.

Properties

Displays information related to the clip owner, to the groups or individual users the selected clip has been published to, and to the playlist(s) where the clip is present.

4.4.2. Clip Protection

Clips can be protected by Multicam users or other IPDirector users. The clip protection will not prevent other users from deleting the clips. However, it will warn them that the clip is protected and should not be deleted.

Within IPDirector, you can protect and unprotect a clip mainly from the contextual menus of the Database Explorer and the Control Panel or during the creation of a clip.

When you protect a XT hi-res clip, the lo-res version (if present) is protected automatically and vice versa. Then, two icons will be displayed, one for each XT clip. The protect feature does not affect hi-res or lo-res files.

When a clip is protected by the IPDirector protocol, the **Protect** icon  (hi-res) or  (lo-res) appears in the **Protect** column of the element.

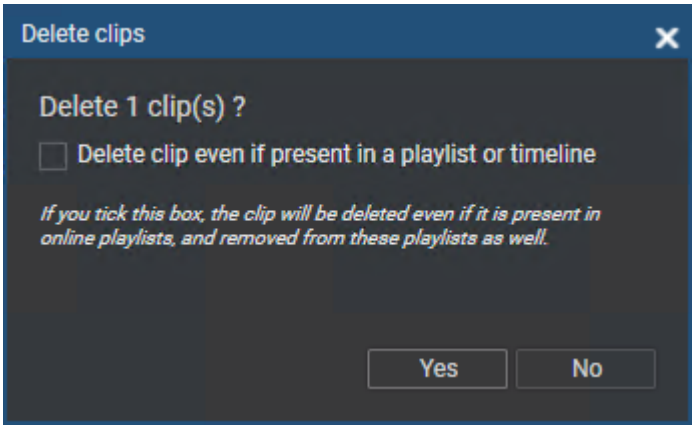
When the clip is protected by another protocol, the **Protect** icon  (hi-res) or  (lo-res) appears in the **Protect** column.

It is possible to protect a clip via IPDirector even if it is already protected by another protocol. This will ensure that the clip remains protected even if it is unprotected later on by the other protocol.

From IPDirector, it is not possible to remove the clip protection defined by another protocol.

4.4.3. Deleting a Clip

When selecting the **Delete** option from the Clip contextual menu, the Delete Clips window is displayed:



Deleting a Clip even if Present in a Playlist of Timeline

You can choose whether you want to force the deletion of the clip even if it is present in a playlist or timeline.

- If you do not tick the **Delete clip even if present in a playlist of timeline** option in the Delete Clips window, only clips not present in playlist or timeline could be deleted.
- If you tick the **Delete clip even if present in a playlist of timeline** option, several cases can occur depending on whether the playlist or timeline is on-line or off-line.
  - On-line Timeline

    If the clip is present in on-line timeline, the clip will be deleted and the timeline element will be replaced by a black element.
  - On-line Playlist

    If the clip is present in an on-line playlist, both the clip and the playlist element will be deleted.

    This may be particularly useful when operators want to purge the servers after the playlists have been played out.

    In case a file is present on the nearline, you will be asked whether you want to keep it or delete it.
  - Off-line Playlist

    In case you want to be able to reuse the playlist but you do not want to keep the clip, you need to put the playlist off-line and then force the deletion of the clip from the Database Explorer. The clip will then be replaced by a virtual element.

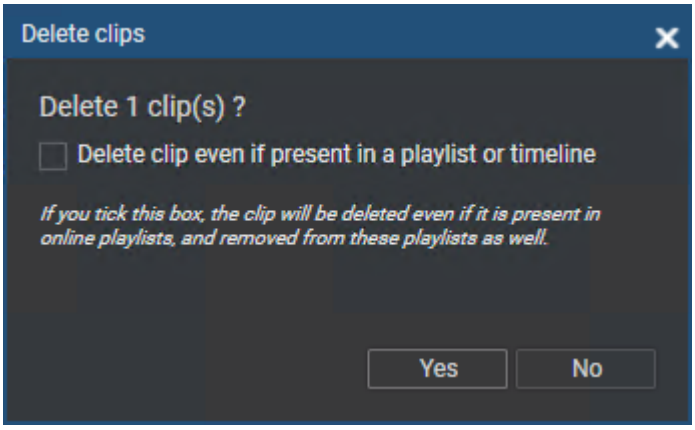
    If a corresponding file is still present on the nearline, it will be used when browsing the playlist from the Software Player. In addition, the VarID will be used to restore the XT clip in the playlist when you put the playlist on-line again.

    If no corresponding clip element is available after the deletion of the XT clip, this latter will be replaced by a virtual element in the playlist.

Deleting a Clip Containing a Nearline File

1. Right-click a clip in the Elements grid of the Database Explorer.
2. Select **Delete** from the contextual menu.

   The Delete Clips window opens.



3. Click **Yes**.

   The Delete Master Clips window opens. It states that deleting the clip will also delete the corresponding nearline file.
4. (optional) Tick the **Delete Archive** check box if you want to delete the archived file together with the clip and nearline file. See section "Archiving Media" on page 122.
5. Click **Yes**.

4.4.4. Copying or Moving a Clip

Ways to Proceed

Different ways exist to move or copy a clip:

- by drag-and-drop operations
- by the **Duplicate** or **Move** options from the contextual menu
- by the GigE connection (for copy only)

During a Duplicate operation, only the XT clip will be copied, not the file.

During a Move operation, only the XT clip will be moved and receive a new LSM ID. The file will keep the original LSM ID. However, the file will be listed under the XT / page / bank of the moved clip, no longer under its previous location.

For example, a clip containing an XT clip and a file with "LSM ID = 621A/01" is moved to position "113A/01". The clip is no more displayed in page 6 of server 01. It is listed under server 01, page 1, bank 1 with "LSM ID = 113A" and contains an XT clip with "LSM ID = 113A" and a file with LSM ID = "621A".

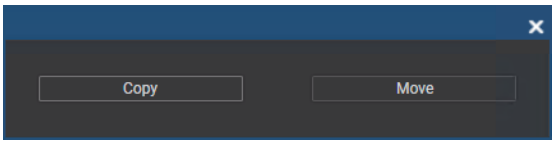
As some copy or move operations may take place between EVS video servers on the XNet they will take some time to complete.

Copying or Moving a Clip Using Drag-and-Drop Operations

A clip can be selected in the right pane of the Database Explorer and dragged to a new location in the tree structure in the left pane. The target is highlighted in the tree.

Depending on the option selected in **Tools > Settings > General**, the copy and move functions could be performed in different ways: Windows style, Google style or Dialog Box style.

The Dialog Box Style is the default value. When dragging a clip, displays a popup window and asks the operator for the operation to perform.



Using this technique the clip will be copied or moved to the first available location in the section of the tree it was dropped upon:

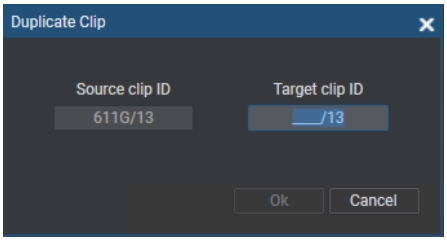
- If the clip is dropped on a server level of the tree it will be placed in the first available space in the XT clip structure.
- If the clip is dropped on a page level of the tree it will be placed in the first available space in the page structure.
- If the clip is dropped on a bank level of the tree it will be placed in the first available space in the bank structure.

How to Duplicate or Move a Clip to a Specic Location

To duplicate or move a clip to a specific location,

1. Select a clip to be moved or copied. You can select either the main clip line or the XT clip line in the Database Explorer.
2. Right-click the clip.
3. Select **Move** or **Duplicate**.

   The Move window or Duplicate window is displayed asking for the LSM ID for the new location.

4. Type the LSM ID in the **Target Clip ID** field.
5. Click the **Move** button in the Move window, or the **OK** button in the Duplicate window.

The clip will be moved or duplicated (copied) to the location specified in the **Target Clip ID** field.

How to Copy a Clip to an EVS Video Server through the Gigabit Ethernet

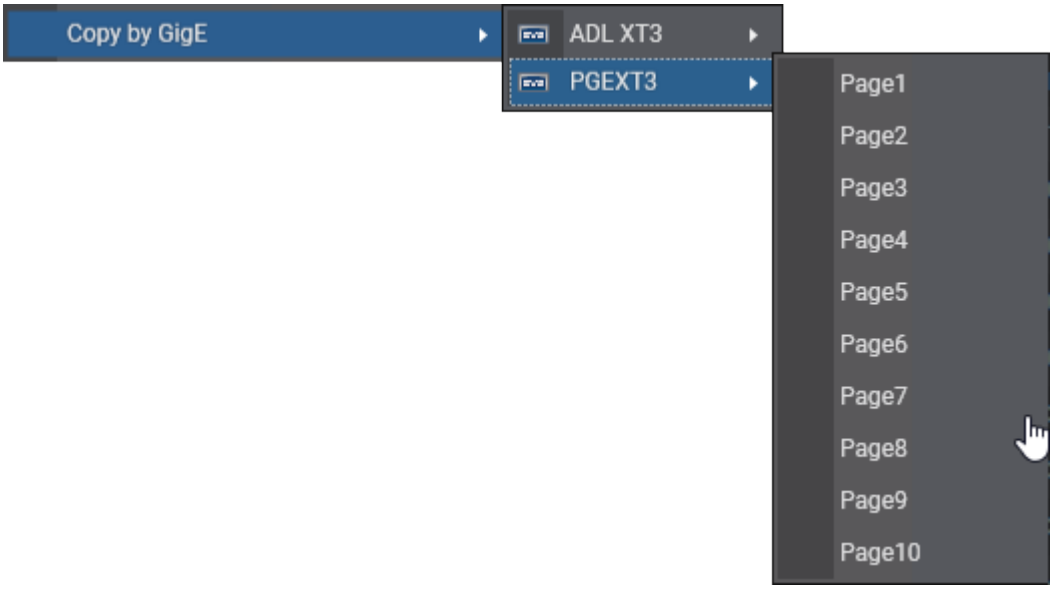
It is possible to copy a clip to an EVS video server belonging to the same or another XNet network through the GigE network via the Gigabit Ethernet connection. For more information, refer to the Technical Reference manual.

To copy a clip to an EVS video server,

1. Right-click the clip line or XT clip line corresponding to the clip you want to copy to another server.

   The clip contextual menu is displayed.

2. Select **Copy by GigE** and then the server you want to copy the clip to.



The clip is copied and the green icon appears in the **Status** column.

When copying a clip to another EVS video server from the same network, this option can be used rather than the Send to > XT option to avoid the creation of a target.

4.4.5. Modifying the Timecode or the Date of a Clip

Context of Use

The timecode and date corresponding to the IN point of a clip can be modified from the contextual menu. This operation is very useful when re-ingesting a feed which must then be associated with a logsheet, or simply because the A/V material ingested corresponds to A/V material which was originally recorded at a different timecode and date.

Limitation

This operation only works on clips which do not contain file.

How to Modify the Timecode of the IN Point or the Date of a Clip

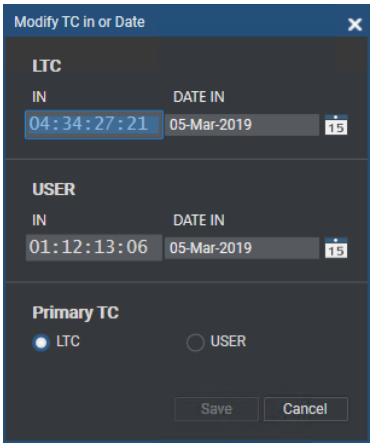
To modify the timecode of the clip IN point or the date of a clip,

1. Right-click the clip line (or XT clip line) in the Database Explorer grid.

   The clip contextual menu is displayed.

2. Select **Modify TC IN or Date**.

   The following window opens:



3. In the Primary TC area, select the timecode type: **LTC** or **User**.
4. Type the new Timecode IN with the format HH:MM:SS:FF in the **LTC / IN** field or in the **USER / IN** field.
5. Click the 15 button next to the **LTC / DATE IN** field or the **USER DATE IN**field to display a calendar and select a new date.
6. Click the **Save** button to save your changes.

This option is available when multiple clips are selected. All the controls have then empty values and a single change can be applied to the entire selection at once.

5. Clip Elements View

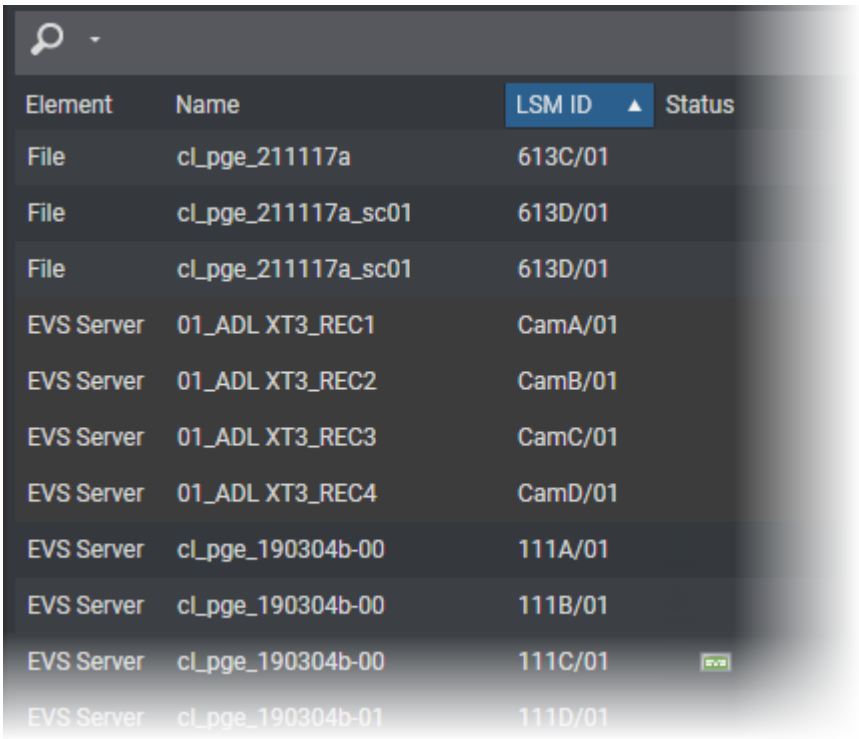
5.1. Introduction

A clip element is the physical resource inside the clip: XT clip or media file. Every element in a clip shares the same TC IN and TC OUT. See section "Clips, Clip Elements and Nearline Files" on page 19 for the different kinds of clip elements.

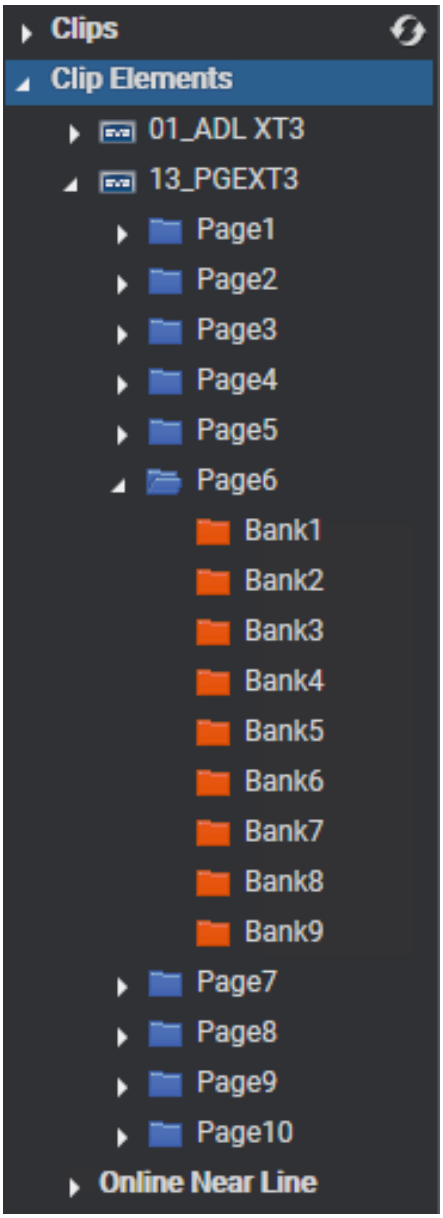
The Clip Elements branch can be viewed only by administrators/media managers or, in hi-lo mode, by hi-lo browsers with appropriate user rights. They first need to select the **Show Clip Elements Plug-in** option from the View contextual menu.

When the Clip Elements plugin is enabled and selected in the Tree view, a flat view of the clip elements list is displayed in the Elements grid. Each element is displayed on a separate line within the grid.

It also lists the record trains from the servers present on the XNet.

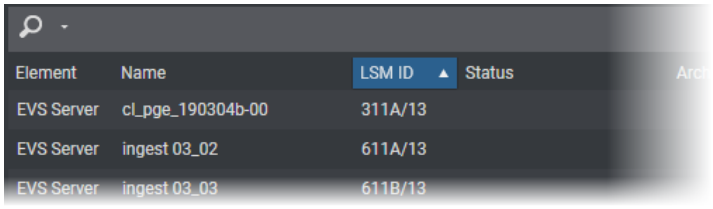


5.2. Clip Elements Tree Structure



Like the Clips branch, the Clip Elements tree structure of IPDirector, makes the following sub-branches available:

- Physical hardware present on the XNet, such as:
  - hi-res EVS video servers: displays XT hi-res-clips saved on the hi-res EVS video servers.



Light clips are listed here as well even if they are not saved on a server but only refer to a normal clip itself saved on a server.

- lo-res EVS video servers: displays XT lo-res-clips saved on the lo-res EVS video servers

Each machine can be searched by browsing the tree from network number > page > bank.

- On-line nearline: displays hi-res and lo-res files which have been backed up to nearline/IP drive and for which the IP drive is still present on the XNet, so they still can be immediately retrievable.

- Off-line nearline: displays hi-res and lo-res files which have been backed up to nearline/IP drive and for which the IP drive has been removed. So, IP drive identification allows files to be retrieved after re-inserting the drive.

5.3. Clip Elements Data Columns

The clip element information is organized in columns. Some of the details can be edited from here, others are for viewing only. All the headers can be used as filters when performing a search.

Most of the columns are the same than for Clips. See section "Clip Columns" on page 29. Differences are listed in the table below.

Column Name	Description
Element	Indicates • File: for hi-res and lo-res files • EVS Server: for hi-res and lo-res clips • EVS Server: for XFile backup files which have been published on the XNet.
LSM ID	This is the real LDM ID as explained in section "Clip LSM ID" on page 20.
Material ID	A unique identifier given to an original clip by EVS not generally in use at an operational level. This ID stays with the clip and will keep track of copies of a clip related to the original by using this ID as it will not change on the clip copies.
Cam Pref	Indicates **Preferred** or **Secondary**, or is left empty, based on the clip element angle metadata.

Column Name	Description
Hi-Lo	Indicates whether the clip element is hi-res or lo-res.
Storage	Name of the storage on which the clip element is stored: • EVS video server for XT clips • for nearline defined in the configuration menu: nearline directory for files • for detected IP drives: "drive name" on "machine name". Storage of off-line clip elements are included if Show offline files is enabled.
Master	This information is only for files. The column is empty for clips. The master file is the first file created for a clip element and detected on the nearline. The **Master** column indicates **YES**. When a sub-clip is created from a file, it is flagged as **NO** in the **Master** column, because it is just a reference to the master file.
Full Path	Only for files.
File Name	Only for files.
Cam Pref.	Displays a preference value that is generated when clips are created from an LSM control panel.
Nb Audio Tracks	How many audio tracks the clip has.
Video Format	Shows the video format of the clip: PAL SD 625i, PAL HD 1080i, NTSC HD 1080i, ...
Video Codec	Shows the video codec of the clip: DNxHD, MPEG2 i-frame, ...
Video Bitrate	Shows the video bitrate of the clip: from 20 to 360.
Aspect Ratio	4:3 Letter Box, 4:3 Box, or 16:9.
VBI	This has a value when the clip contains information within the picture such as teletext, VITC or other such data needed by graphics applications.
Audio Type	Mono, Stereo, Dual Stereo, 8 tracks.
HDR Profile	High Dynamic Range profile of the clip.
Wide Color Gamut	Wide Color Gamut profile of the clip.

5.4. Managing Clip Elements

Clip Element Contextual Menu

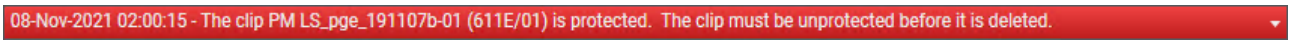
The Clip Element contextual menu is displayed when right-clicking a clip element line. It is the same as the Clip contextual menu obtained from the Clips Elements grid.

See section "Clip Contextual Menu" on page 31 for a detailed description of the different options available.

Deleting Clip Elements

When the user is viewing elements in this view, the only option is to delete directly the element. There is no option for individual deletion of related elements. See section "Deleting a Clip" on page 37.

In case of protected clip, the following warning is displayed in the Message Panel:



If the user is deleting a file, the user must have permissions to delete the file.

If the file is part of a clip, the user will receive a dialog box to delete the file or not.

How to Manually Associate a Clip Element to an Existing Clip

To manually associate a clip element and an existing clip with matching TC,

1. In the Elements grid, select a clip from the Clips view.
2. In the Database Explorer Tools menu, select **Clip Element Association**.

   The Clip Element Association window opens.
3. Drag the clip line on the **Name** field of the Clip Element Association window.

   Fields are automatically filled with clip information.
4. In the Elements grid, select a clip element.
5. Drag the clip element line on the right pane of the Clip Element Association window.

The association is created.

Both LTC and USER TC must match for the association to be accepted.

6. Playlists View

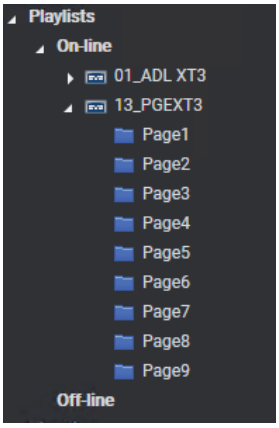
6.1. Introduction

A playlist is a group of clips put together to play out in a desired order.

Depending on the required complexity, different video and audio transitions can be defined between each element of the playlist. Two types of playlist exist: off-line and on-line playlists. An offline playlist is a playlist that does not yet reside on an EVS video server but only exists inside the IPDirector database. For more information, refer to the section on off-line and on-line playlists in the Playlist Panel user manual.

6.2. Playlists Tree Structure

Playlists are stored in bank 0 of each page within an EVS video server. There are 10 spaces per page giving room to 100 playlists per EVS server. The on-line playlists tree structure of the Database Explorer shows each EVS server and a sub tree for each page.



Right-clicking the playlists tree view gives access to a contextual menu. See section "Managing Playlists" on page 48 for a description of these options.

6.3. Playlists Data Columns

Each playlist record in the list is shown with variable width columns providing information about the data stored with the playlist.

See section "Organizing Columns" on page 12 for details on how to hide or show columns.

Here are some of the columns which can be selected:

Column Name	Description
Name	A playlist can be named: • using the EVS video server keyboard • from the Database Explorer
LSM ID	PL Number and EVS video server number that the playlist is on
Duration	Length of the playlist
Nbr of Elements	Number of elements in the playlist
AuxClip	ID Louth of an auxiliary track associated with a playlist
Owner	User who created the playlist
Published	Groups to which the playlist is published
Creation Date	Date when the playlist has been created
Ganged	Displays a ganged group that this playlist is linked to
Keywords	Displays keywords that are associated with the playlist
Type	Displays if this is a normal playlist or defined as Fill or Key
Hi-Lo	Displays if this playlist is a hi-res or lo-res playlist

6.4. Managing Playlists

Playlist Contextual Menu

The Playlist contextual menu is available when right-clicking a playlist in the Elements grid.

For more information, refer to the Playlist Panel user manual.

The commands are described hereafter.

Cut

Cuts the selected playlist.

Only available from the Playlists tab when a Bins tree branch is selected.

Copy

Copies the selected item. It can then be pasted into the clipboard or in a bin.

Paste

Pastes a shortcut of the copied playlist into the selected bin.

This option is available from the Elements grid when an playlist has been copied and a bin is now selected.

New Playlist

Opens the Create New Playlist window to create a new playlist.

Copy clips locally

Creates a copy of all distant elements of the selected item onto the local server.

Two options are available:

- **Copy short**: This copy will only include the media needed inside the item with minimal guardbands created during copy.
- **Copy long**: This copy will include the complete original clips with their guardbands.

Convert to Timeline

Opens the Make a Timeline Online window and allows users to convert the selected playlist into a timeline which could then be managed through IPEdit.

Convert to Edit

Converts the playlist to an edit.

Send to

Provides a list of possible destinations to which the selected playlist can be sent. Possible destinations are:

- the user's default bin
- any target destination visible on the GigE network that has been defined in the Remote Installer (CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, EVS servers targets).
- any target that has been defined in the connected VIA Xsquare.

The **Create New Target (X²)** option gives access to the VIA Xsquare interface to create or delete a VIA Xsquare target. It is available provided that the user has rights for target creation in User Manager and in VIA Xsquare.

Workflow

A sub-menu displays the list of workflow targets the selected item (file, playlist) can be sent to.

Conditions:

The user may only see the workflow targets

- if they have been published to the groups (s)he belongs to, and
- if a valid PUBLISH Add On license key for the corresponding social media or generic CMS exists.

  See section Managing Licenses in the General Functions user manual.

Selecting a workflow target triggers the workflow processing by the Workflow Engine for the selected item. This allows, for example, to publish the item (file, playlist) to one or several social media such as Facebook, Twitter, Youtube or to a generic CMS.

Flatten to XT

This option is available if the user has the **Restore to XT** user right set to **All** or to a **Selection** of servers.

Displays a list of high resolution EVS servers and pages available on the XNet network to which the user can store a consolidated clip out of the selected item.

The flattened clip will have the same VarID as the original item. That is the reason why the flattened clip cannot be stored on the same EVS server as the original item, otherwise, this would result in a VarID conflict. This is not relevant for an edit.

Backup to Nearline

Used for the storage or the backup of the selected item to the default nearline or to a nearline directory.

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer.

Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Import

Imports the playlist structure and playlist related information from an XML file into IPDirector.

Export

Exports the loaded playlist structure and playlist related information from IPDirector to an XML file or CSV file.

Publish

Opens the Publish window in which you can specify the user groups, or the individual users, the selected item should be published to.

The item will be published to the selected groups, or to the individual users, provided that they have the adequate rights.

Edit/Rename

Opens the Edit a Playlist window from which the users can modify the properties of the selected playlist, such as name, tape ID, keywords, playlist type, sent to destinations, published to groups, metadata, owner.

Regenerate TC Output

Generates a continuous timecode to be able to browse a playlist easily.

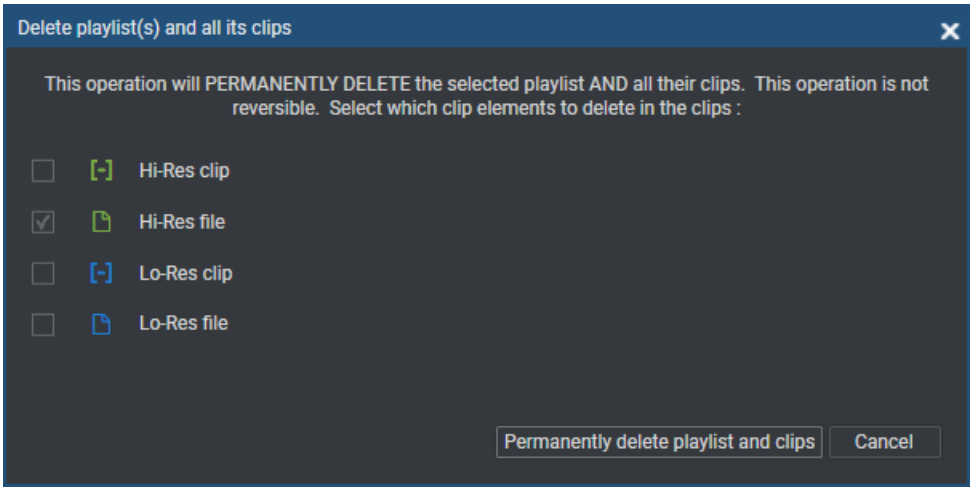
Delete Playlist

Deletes the selected playlist. The option is only available when the playlist is not loaded on a player channel.

Delete Playlists and Clips

Deletes the selected playlist and all the clips contained in the playlist, provided that they are not inserted into another playlist. The option is only available when the playlist is not loaded on a player channel.

The following window opens and allows you to select the clip element types you want to delete.



Delete all unused Playlists

Opens the Delete Unused Playlists window from which you can select a reference date for the deletion of playlists.

All the playlists (on all the EVS servers of the XNet network) not used since the reference date will be displayed in the window. All the retrieved playlists or a selection of them can be deleted.

Set as default playlist

Sets the selected playlist as default playlist.

Create an off-line copy

Creates an off-line copy of the selected playlist.

This new off-line playlist has the same content as the playlist selected. It also has the same name but it has no LSM ID.

Copy/Move Playlist

Allows the users to:

- create an off-line or on-line copy of the selected playlist
- move the playlist to another EVS server
- make the playlist off-line.

Link

Links the selected playlists together.

Unlink

Unlinks the playlists linked to the selected playlists.

Properties

Displays information related to the owner and the groups the selected item has been published to.

How to Copy or Move a Playlist

Different ways exist to move or copy a playlist:

- by drag-and-drop operations: this can be done as explained for clips in See section "Copying or Moving a Clip" on page 38.
- by the **Copy/Move** option from the contextual menu: this can be done as explained in section "Copying and Moving a Playlist" in the Playlist Panel user manual.

How to Delete A Playlist

To delete a playlist,

1. Right-click the playlist to delete.

   The Playlist contextual menu opens.
2. Select **Delete Playlist**.
3. Confirm the deletion in the Delete Playlist(s) window that appears.

The playlist is deleted from the EVS video server and from the Database.

Playlist Imports

Import Options

Importing a playlist can be performed in several ways from the Database Explorer. This option is always available from

- the Playlist contextual menu of the Playlist tree view (**Import...**)
- the Bin contextual menu of the Bin tree view (**Import a Playlist...**)
- the Playlists list displayed in the Elements grid (**Import...**)

How to Import a Playlist

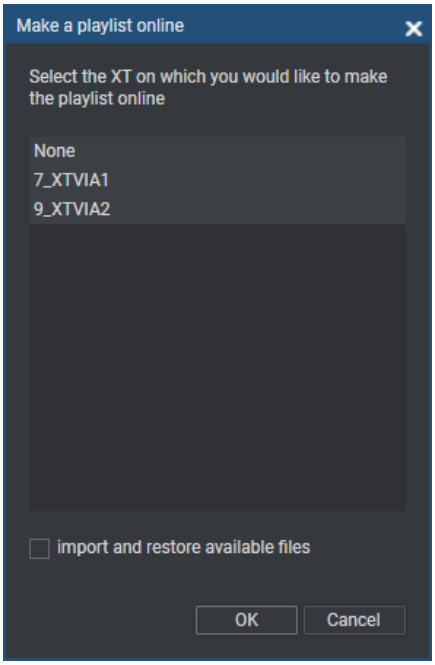
To import the playlist definition,

1. Right-click one of the items listed above.

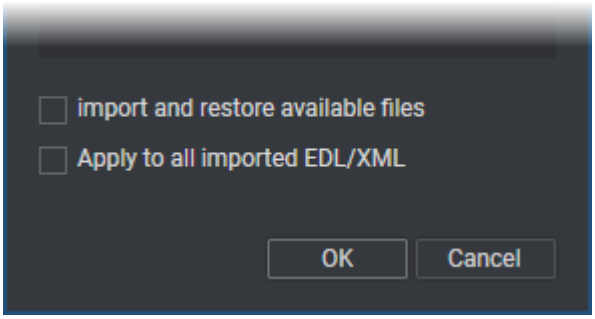
   A contextual menu is displayed.
2. According to the menu, select **Import** or I**mport a Playlist** from the contextual menu.

   The Import Playlists window opens.
3. In this window, select the file that contains the playlist(s) to import.
4. Click **Open**.

5. The Make a Playlist Online window opens:



6. Select an EVS video server to make the playlist on-line or **None** to make it off-line.
7. Select the **Import and restore available files** box if you want to restore the clips making the playlist as well.
8. In case you have selected multiple playlists to import, the Make a Playlist Online window presents an additional option:



   - To import all the playlists to the same server,
     i. Select EVS video server.
     ii. Select the **Apply to all imported EDL/XML** option.
   - To import each playlist to a different server,
     - Clear the **Apply to all imported EDL/XML** option.

       The Make a Playlist Online window will then be displayed for each playlist one after the other.

9. Click **OK**.

The playlist and the clips are imported.

7. Timelines View

Introduction

A timeline is a series of clips put together in a given sequence. Audio and video effects can be added between the clips of a timeline to create transitions, and many other editing actions are possible on a timeline. In a timeline, the video and audio tracks of a clip can be desynchronized from each other, unlike in a playlist.

In this branch of the tree, you can see timelines but not create or edit them. Timelines are created, managed and edited in the IPEdit Module which is documented separately.

Unlike the playlist branches of the tree, there is no contextual menu for the Timelines branch in the Database Explorer tree.

Timelines Data Columns

Each timeline record in the list is shown with columns providing information about the data stored with the timeline.

See section "Organizing Columns" on page 12 for details on how to hide or show columns.

Here are some of the columns which can be selected:

Column Name	Description
Name	Timeline name
Description	Free text description entered in the Create a Timeline window.
LSM ID	Timeline number and EVS video server number where the timeline is stored.
Nbr of Tracks	Number of timeline tracks (video + audio)
Audio Configuration	Number of audio tracks and number of audio channels in the tracks.
Duration	Length of the timeline (hh:mm:ss:ff)
Keywords	A list of the standard keywords that have been associated with the timeline.
Participants	A list of the participant keywords that have been associated with the timeline.

Timeline Contextual Menu

You can manage a timeline via the Timeline contextual menu. To access it, right-click a timeline in the Elements grid.

The available commands are described hereafter.

Cut

Not implemented.

Copy

Not implemented.

Paste

Not implemented.

Copy/move Timeline

Opens the Copy Timeline window that allows you to create a copy of the timeline and all timeline elements to another server.

Copy clips locally

Creates a copy of all distant elements of the selected item onto the local server.

Two options are available:

- **Copy short**: This copy will only include the media needed inside the item with minimal guardbands created during copy.
- **Copy long**: This copy will include the complete original clips with their guardbands.

Publish

Opens the Publish window in which you can specify the user groups, or the individual users, the selected item should be published to.

The item will be published to the selected groups, or to the individual users, provided that they have the adequate rights.

Edit/Rename

Opens the Edit a Timeline window from which you can modify the timeline properties as entered when the timeline was created. The audio configuration can however not be modified.

Delete Timeline

Deletes the loaded timeline from the IPDirector database and from the server. This does not delete the related clips.

Delete Timeline and Clips

Deletes the loaded timeline from the IPDirector database and from the server, as well as the clips created by the timeline engine.

Send to

Provides a list of possible destinations to which the selected timeline can be sent. Possible destinations are:

- the user's default bin
- any target destination visible on the GigE network that has been defined in the Remote Installer (CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, EVS servers targets).
- any target that has been defined in the connected VIA Xsquare.

See section "Transferring Media" on page 117.

The **Create New Target (X²)** option gives access to the VIA Xsquare interface to create or delete an VIA Xsquare target. It is available provided that the user has rights for target creation in the User Manager and in VIA Xsquare.

Flatten to XT

This option is available if the user has the **Restore to XT** user right set to **All** or to a **Selection** of servers.

Displays a list of high resolution EVS servers and pages available on the XNet network to which the user can store a consolidated clip out of the selected item.

The flattened clip will have the same VarID as the original item. That is the reason why the flattened clip cannot be stored on the same EVS server as the original item, otherwise, this would result in a VarID conflict. This is not relevant for an edit.

Backup to Nearline

Used for the storage or the backup of the selected item to the default nearline or to a nearline directory.

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer.

Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Export Timeline

Allows exporting the definition (EDL) of the selected timeline, in other words the timeline structure and related information, in .xml format. This does not export the timeline material.

8. Edits View

8.1. Introduction

An edit is a container for an EDL, or Edit Decision List. It is represented by its name, its metadata and its EDL. The EDL is the representation of the edit.

Edits may have been created from the IPD Xedio plugin, the Director's Cut module of IPDirector or the IPBrowse application. They can also be created from the conversion of a playlist. Edits can only be modified from the CleanEdit interface.

They can be organized in bins and sent to targets.

Right-clicking the Edits tree branch or an edit in the Elements grid gives access to a contextual menu. See section "Edit Contextual Menu" on page 57 for a description of these options.

8.2. Edit Contextual Menu

You can manage an edit via the Edit contextual menu. To access it, right-click an edit in the Elements grid.

The available commands are described hereafter.

Cut

Cuts the selected edit.

Only available from the Edits tab when a Bins tree branch is selected.

Copy

Copies the selected item. It can then be pasted into the clipboard or in a bin.

Paste

Pastes the copied or cut edit.

Only available from the Edits tab when a Bins tree branch is selected.

New Edit

Opens the New Edit window to create a new edit.

See section "Creating an Edit" on page 59 for more information on the fields available in this window.

Send to

Provides a list of possible destinations to which the selected edit can be sent. Possible destinations are:

- the user's default bin
- any target destination visible on the GigE network that has been defined in the Remote Installer (CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, EVS servers targets).

- any target that has been defined in the connected VIA Xsquare.

See section "Transferring Media" on page 117.

The **Create New Target (X²)** option gives access to the Xsquare interface to create or delete an VIA Xsquare target. It is available provided that the user has rights for target creation in the User Manager and in VIA Xsquare.

Flatten to XT

This option is available if the user has the **Restore to XT** user right set to **All** or to a **Selection** of servers.

Displays a list of high resolution EVS servers and pages available on the XNet network to which the user can store a consolidated clip out of the selected item.

The flattened clip will have the same VarID as the original item. That is the reason why the flattened clip cannot be stored on the same EVS server as the original item, otherwise, this would result in a VarID conflict. This is not relevant for an edit.

Backup to Nearline

Used for the storage or the backup of the selected item to the default nearline or to a nearline directory.

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer.

Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Import...

Allows importing an edit, together with its EDL and metadata from an XML file into IPDirector.

Export...

Allows exporting the selected edit. The whole EDL is copied to an XML file.

Publish

Opens the Publish window in which you can specify the user groups, or the individual users, the selected item should be published to.

The item will be published to the selected groups, or to the individual users, provided that they have the adequate rights.

Edit/Rename

Opens the Edit Edit window in which you can modify the edit information and metadata as entered when the edit was created.

Delete edit

Deletes the selected edit(s).

Duplicate

Duplicates the edit by creating a new one with the same name, metadata and EDL.

Properties

Displays information related to the owner and the groups the selected item has been published to.

8.3. Creating an Edit

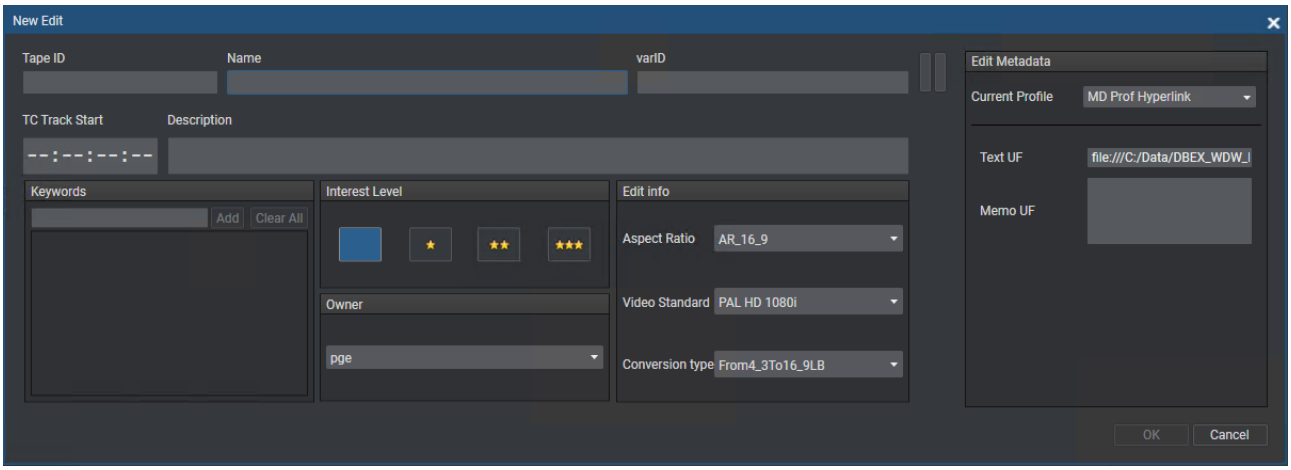
Possible Ways for Creating an Edit

From the Database Explorer, users can create an edit in one of the following ways:

- Create an empty edit with an EDL containing the edit metadata. This is done by right-clicking the **Edit** tree branch or an edit in the Elements grid, selecting **New Edit** from the contextual menu and filling the New Edit window described hereafter.
- Convert a playlist into an edit, as described in the Playlist Panel user manual. This is done by right-clicking a playlist in the Elements grid and selecting **Convert to Edit**.

New Edit Window

The New Edit window makes it possible to enter general and customer-defined data (called "metadata") for the edit. It is as follows:



The New Edit window is divided into two panes:

- The left pane contains the edit information, i.e. edit general data.

  It is always displayed.

- The right pane contains the edit metadata, i.e. edit data based on customer-specific fields defined in the metadata profile.

  It is displayed by clicking the right area in the Pane Display button  .

When the **Edit/Rename** option has been selected from the Edit contextual menu, the Edit window opens. It is similar to the New Edit window and it shows the data already entered for the edit. Users will not be able to modify some of them.

Edit Information Pane

The Edit Information pane contains the following user interface elements.

Tape ID

This identifies the tape on which the edit is stored.

Name

User-defined name for the edit. It can contain up to 64 alphanumeric characters.

It is mandatory.

VarID

VarID is a 32-character ID with variable length and format. It is automatically assigned to a new edit. It is mainly used to ensure redundancy on the system. It can be unique for a clip on the EVS server level or on the XNet network level, depending on EVS video server settings.

TC Track Start

Timecode value of the first field of the edit.

The default value can be set under **Tools > Settings > IPEdit > General > Control Track Initial Timecode**, or left empty so the edit timecode will start at 00:00:00:00.

Description

Free text describing the edit.

Keywords

This area allows you to assign up to five keywords to an edit to qualify its content.

See section "Assigning Keywords to Media" on page 149 for more information on how to assign keywords to media.

Interest Level buttons

The **Interest Level** buttons allow users to assign an interest rating to an edit. Four interest levels can be defined, from no star to 3 stars. The background of the button corresponding to the selected interest level is blue. The default value is the no star level.

Owner

Name of the user who created the edit.

Aspect Ratio

Aspect ratio of the edit. The possible values are **[empty]**, **4:3**, **16:9**.

The 16:9 value is automatically selected and cannot be changed when an HD video standard is choosen.

When the Edit Edit window is opened, an aspect ratio value can only be entered if the field was previously left empty.

Video Standard

Video standard of the edit.

When the Edit Edit window is opened, a video standard value can only be entered if the field was previously left empty.

Conversion Type

Conversion type for the aspect ratio of the edit.

If the aspect ratio is set to 16:9, the possible values are **4:3 -> 16:9 (PS)**, **4:3 -> 16:9 (LB)**.

If the aspect ratio is set to 4:3, the possible values are **16:9 -> 4:3 (PS)**, **16:9 -> 4:3 (LB)**

Edit Metadata Pane

The Edit Metadata pane contains the following fields:

Current Profile

Drop-down list from which the users with appropriate user rights can select the metadata profile to be associated with the edit.

For users who do not have the right to choose a metadata profile, the profile set as default in the Metadata Profile Management window is automatically applied with its fields and default values.

For users who have the right to choose a metadata profile, the default profile will be displayed the first time each user create an item. Afterwards, each user who will have chosen another metadata profile at edit creation will get this new current profile at creation of the next item.

Metadata Profile fields

Fields belonging to the metadata profile selected in the **Current Profile** field.

The users can modify the values of the **Metadata Profile** fields, if they have appropriate user rights. The modifications will only apply to the given edit and not impact the default values of the profile.

9. Bins View

9.1. Introduction

All media connected to a particular project or event can be organized into a bin, regardless of clip numbers or storage locations. This makes it possible to treat the entire XNet network and nearline storage as one storage location, searchable by a standard database.

The results of searches can be stored to a bin to allow more immediate access to media which may be stored on any machine on the XNet network.

Bins can now also include a Post-Process so-as to perform a function to all items arriving into a bin.

9.2. Bins Tree Structure

Introduction

The Bins tree structure does not use any of the existing clip structure of the EVS video platform: it is customized by the users depending on how they want to organize their clips, playlists, timelines or edits. In the bin tree structure, the following rules are applicable:

- A directory can contain other directories or bins.
- A bin cannot contain a directory or another bin.

Tree View Elements

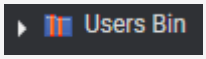
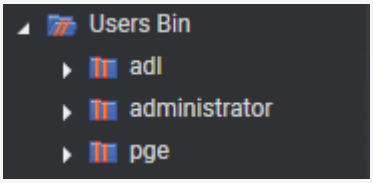
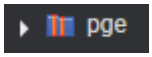
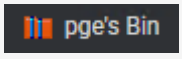
Bins are logical folders in the IPDirector database.

Selecting this branch displays, in the Elements grid, all the clips, playlists, timelines or edits which are in bins and bin directories.

The Elements grid contains four tabs, **Clips**, **Playlists**, **Timelines** and **Edits**, to display respectively the clips, playlists, timelines and edits which have been sent to the selected bin or bin directory.

Expanding the Bins view shows the bins and bin directories in the Tree view, as detailed in the table below:

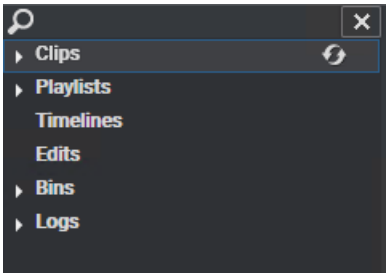
Tree Branch / Sub-Branch	Description / Elements displayed in the Elements grid
	Bin Directory: shows all the elements which are in all the bins and directories under the selected directory.
	Bin: shows all the elements which are in the selected bin.

Tree Branch / Sub-Branch	Description / Elements displayed in the Elements grid
	Bin set as default bin.
	**Users Bin Directory**: shows all the elements which are under all the System [User] bin directories. This directory is created by the system when an IPBrowse license is found in the database. It is visible by all the users but no one can modify, delete or publish it, nor add a bin or bin directory directly under this directory. Expanding the Users Bin Directory view displays the System [User] bin directories for all the users: 
	**System [User] Bin Directory**: shows all the elements which are in the bins and bin directories for the selected user. Expanding a System [User] Bin Directory view displays all the bins and bin directories for the selected user (here: pge). Its name contains the user logging ID.  This directory is created by the system. It is visible by all the users but only the owner of the directory and an administrator can modify, delete or publish it, or add a bin or bin directory directly under this directory.
	**System [User] Bin** created by the system for the selected user. Its name contains the user logging ID. It shows all the elements put in it by the selected user. It is visible by all the users but only the owner of the bin and an administrator can modify, delete or publish it, or move this bin.
	**[User] Bin**: created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.

Tree Branch / Sub-Branch	Description / Elements displayed in the Elements grid
	Default [User] Bin: bin created by the selected user under its System [User] bin directory and set as default bin. It shows all the elements put in it by the selected user.
	[User] Bin Directory: created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.

Searching for Bins, Directories or Logsheets in the Tree View

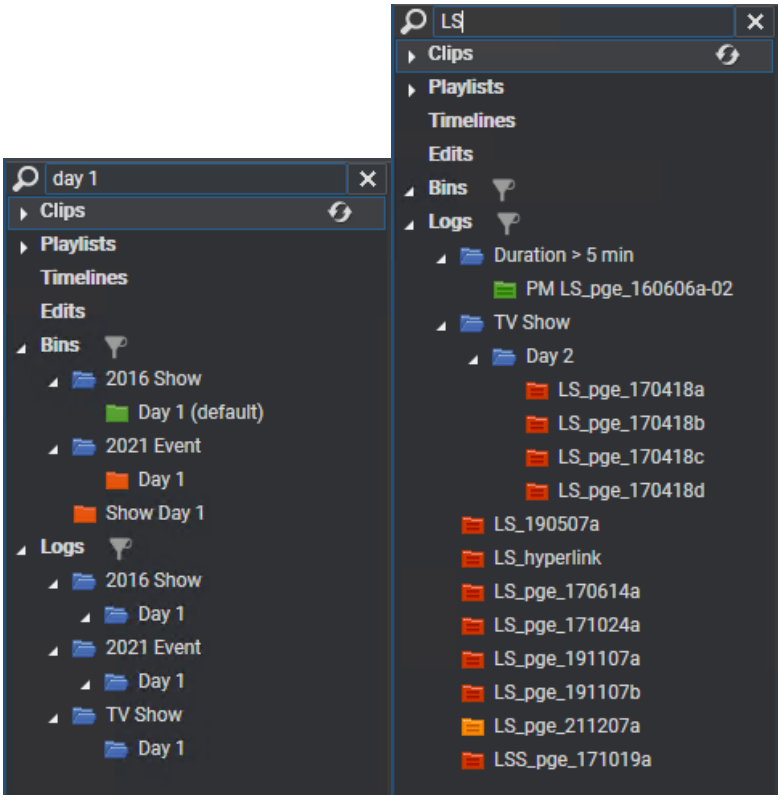
A **Search** field is available at the top of the Tree view to search for Bins, Directories or Logsheets based on their name.



- Enter your search text in the **Search** field.

  A icon is displayed next to the Bins and Logs nodes to indicate that a search is being applied.

  The results found among bins, directories and logsheets are shown in the Tree view:



The search is only reflected in the Tree view. The Element grid is not affected.

9.3. Managing Bins

Bin Contextual Menu

From the Bins node, different contextual menus can be accessed by right-clicking the Bins tree node, a bin directory or a bin.

The commands are described hereafter.

Open bin

Opens the bin in a separate window.

Send to

Provides a list of possible destination targets to which the selected bin and its content can be sent.

The available targets are the targets set from the Remote Installer and the VIA Xsquare targets set from VIA Xsquare.

Workflow

A sub-menu displays the list of workflow targets the selected bin can be sent to.

Backup to nearline

Provides the list of nearline destinations to which the selected bin and its content can be sent.

Import a playlist

Opens the Import Playlists window where you can select a playlist to import into the bin.

Send to Blackbird

Sends the bin content to Blackbird.

This must have been configured from the Remote Installer.

Publish

Opens the Publish window in which you can specify the user groups, or the individual users, the selected bin or bin directory should be published to.

The bin or bin directory will be published to the selected groups, or to the individual users, provided that they have the adequate rights.

New bin

Opens the Create a New Bin window where you can specify the name of the new bin with up to 64 characters.

This is available from a bin directory or from the Bins node of the tree view. Not available from a bin nor from the Users bin directory.

New directory

Opens the Create a New Directory window where you can specify the name of the new directory with up to 64 characters.

This is available from a bin directory or from the Bin node of the tree view. Not available from a bin nor from the Users bin directory.

Delete selected

Deletes the selected bin or directory.

Click **Yes** in the confirmation window that appears to delete the bin or bin directory.

This is not available from the Users bin directory, from any System [user] bin directory, nor from any System [user] bin.

Rename selected

Opens a window where you can change the name and description of the bin or bin directory.

Set as default bin

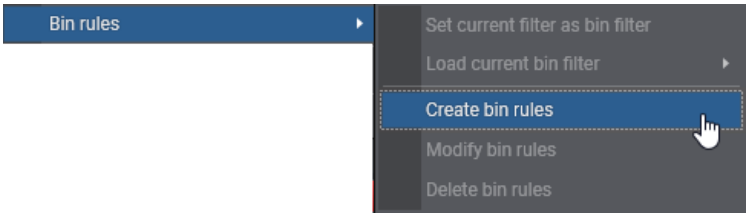
Sets the selected bin as default bin, for use in Send to operations.

Go to default bin

Opens the default bin in a new Database Explorer window.

Bin rules

Opens a sub-menu with Bin rules operations.



Create a new playlist (off-line)

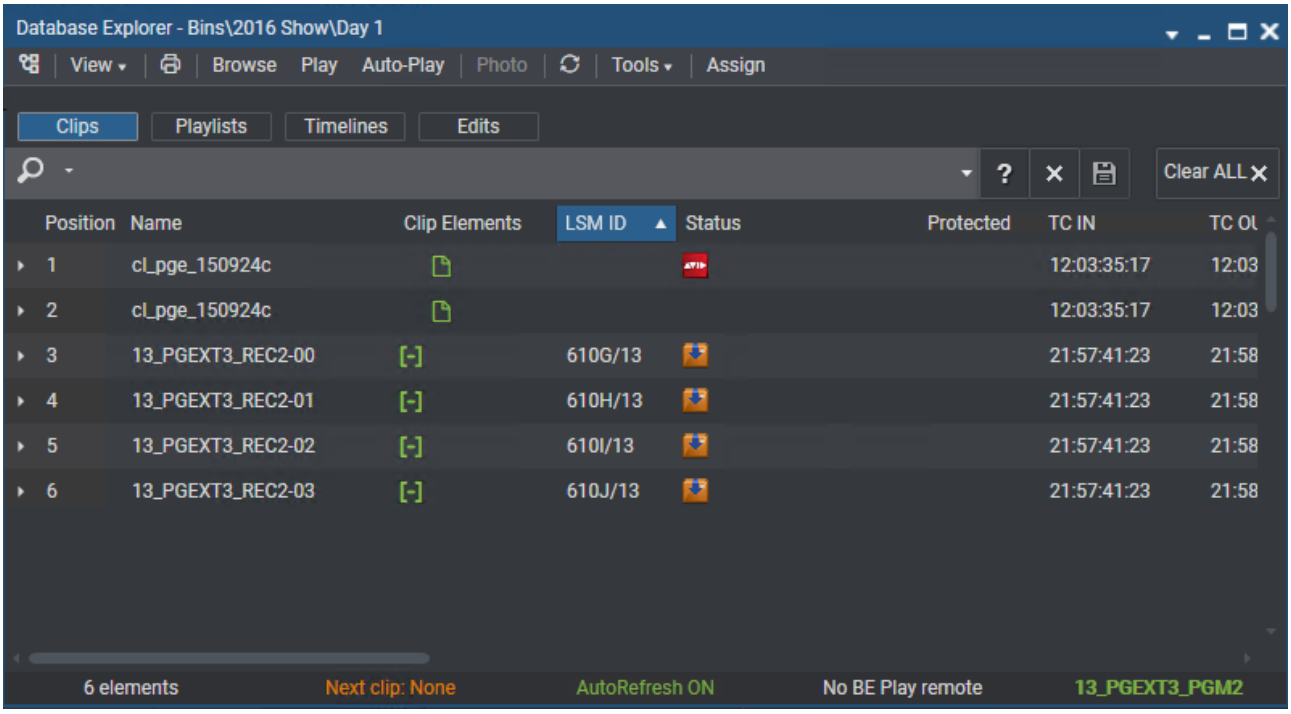
Opens the Enter off-line playlist name window from which you can create a new off-line playlist based on the selected bin.

Properties

Displays information related to the owner and the groups the selected bin or directory has been published to.

Opening a Bin in a Separate Bin Window

To open a bin window to drag clips into or see clips that are included in it, double-click the bin name in the Tree view.



9.4. Managing Bin Elements

Introduction

In the element view of a bin, you can select which item type you wish to view by clicking the corresponding button.

Bin Data Columns

Each bin contains a list of clip elements, playlists, timelines or edits with all the data available for each item and displayed in columns.

Bin Element Contextual menu

The contextual menus available when right-clicking a bin item in the Elements grid are similar to those in the Elements grids for each type of items.

The commands that differ from the contextual menus in the other Elements grids are detailed in the table below.

For information on the common commands, refer to the following sections:

- "Clip Contextual Menu" on page 31,
- "Managing Playlists" on page 48
- "Timelines View" on page 54
- "Edit Contextual Menu" on page 57 .

Command	Description
Remove from bin only	Removes the selected item from the bin.
CLIPS: Delete	Deletes the selected clip from the bin and the actual clip location. This option is not available if the clip is part of a playlist or loaded currently on channels of an EVS video server.
PLAYLISTS: Delete Playlist	Deletes the selected playlist from the bin and the actual playlist location.
TIMELINES: Delete	Deletes the selected timeline from the bin and the actual timeline location.

9.5. Bin Rules

9.5.1. Context of Use

A bin rule is a set of criteria that apply to media items, such as clips, playlists, timelines or edits:

- A filter applied to items in the Elements grid can be used to define the bin rule, so the items meeting the filter condition are automatically sent into the bin.
- A post process can be defined in the bin rule, so the items placed into the bin are automatically sent to a target or nearline, are automatically protected (clips), or are automatically archived (clips).
- A validity period determines the range of time during which the bin rule is applied.

You may define different bin rules for the different types of items within a bin, but the same validity period applies to all the rules set for the bin.

Items are not removed from the bin if they no longer meet the bin rule.

9.5.2. Defining a Bin Rule

Ways to Define a Bin Rule

A bin rule can contain only a post process, which will apply to items put in the bin.

A bin rule can also include a filter rule in addition to the post process, so items meeting the filter condition will be automatically dropped into the bin before being processed according to the post process.

Limitation

Up to 20 bin rules can be applied simultaneously. So, you cannot define more than 20 bin rules for the same day.

How to Define a Bin Rule

How to Use a Filter in a Bin Rule

1. Apply a filter, with one of the Filtering tools, to the Elements grid.

   This can be done from the Elements grid for the selected item (Clips,...) or on a bin content.

   See section "Searching for Media" on page 85 for details.

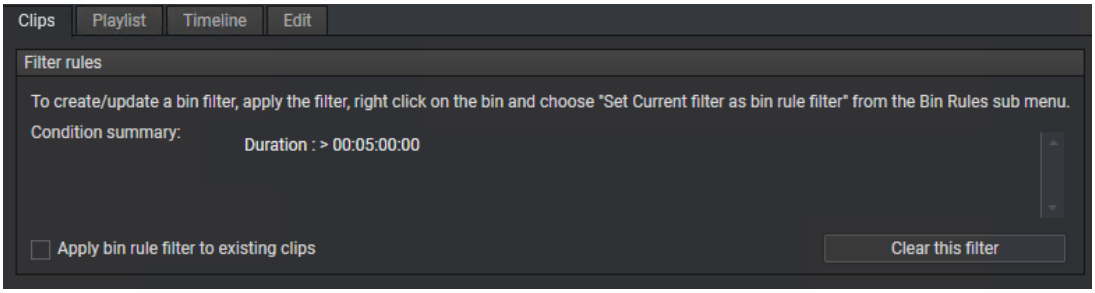
2. Right-click the bin.

3. Select **Bin Rules > Set Current Filter as Bin Filter** from the contextual menu.

   The Bin Rules window opens. See section "Bin Rules Window" on page 73 for a detailed description of the window.

4. Select the tab for the type of items you want to define a bin rule for (Clips / Playlists / Timelines / Edits).

   The filter applied is written in the **Condition Summary** field .



5. (optional) Select the **Apply bin rule filter to existing clips** option if you want the new rule to apply to existing material.

   When the bin rule will be created, any existing item meeting the Filter criteria in the database will be sent to the selected bin.

How to Set the Post Process Options

When you do not use a filter condition in the bin rule, start to step 1.

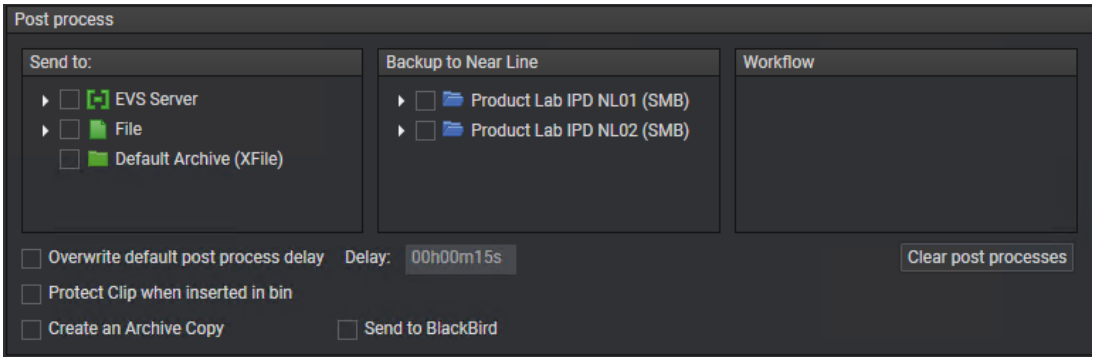
If you have set a filter condition in the bin rule, go to step 4.

1. Right-click the bin for which you want to define a bin rule.
2. Select **Bin Rules > Create Bin Rules** from the contextual menu.

   The Bin Rules window opens. See section "Bin Rules Window" on page 73 for a detailed description of the window.

3. Select the tab for the type of items you want to define a bin rule for (Clips / Playlists / Timelines / Edits).

4. Select destinations where you want to automatically send new items.
   - For timelines and edits, this can only be a destination/target from the Send to list.
   - For playlists, this can be a destination/target from the Send to list, or a Workflow target.
   - For clips, this can be a destination/target from the Send to list, a nearline from the Backup to Nearline list, or a Workflow target:



   So, when creating an item sent to the bin for which the post process has been defined, the item will automatically be sent to the destination selected in the Bin Rules window.

5. (optional) To apply a delay value different than the default value (15 s)
   a. Select the **Overwrite default post process delay** option.
   b. Enter a value in the **Delay** field from 5s to 24h.
6. (optional) Select the **Protect Clip when inserted in bin** option if you want to automatically protect new clips sent to the corresponding bin.

   This option is only available for clips.
7. (optional) Select the **Create an Archive Copy** option if you want to archive the nearline file on the archive system configured in the Remote Installer (tape library managed by a HSM or Amazon S.3). Actually, this is the file backed up to a nearline which is archived, not the XT clip.

   See section "Bin Rules Window" on page 73 for a description of the different cases which can occur.

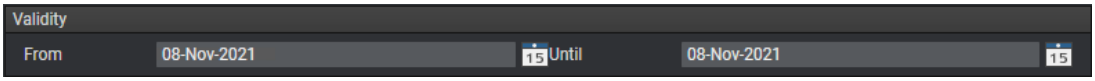
   This option is only available for clips.

   You must have the **User can archive files** user right.
8. (optional) Select the **Send to Blackbird** option if you want the clip to be sent to Blackbird. The use of Blackbird must have been configured and enabled from the Remote Installer.

   This option is only available for clips.

How to Set the Validity Period for the Bin Rule

1. Select the range of dates between which the bin rule must be applied in the **Validity from** and **Validity until** fields.



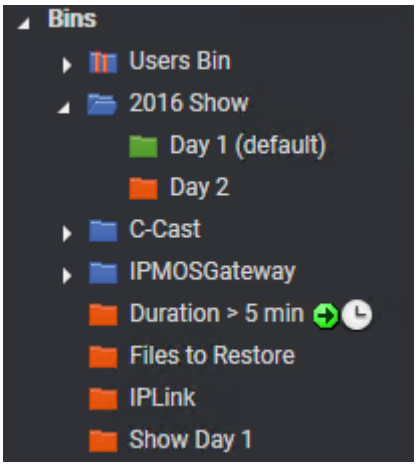
2. Click the **Save** button in the Bin Rules window.

The clips, playlists, timelines or edits that match the filter you have defined, will now be automatically copied to this bin.

The clips, playlists, timelines or edits that are placed in the bin will be automatically sent to the selected destinations.

Bin Rule Icons

As soon as a bin rule is created, icons will be displayed in the tree view, next to the bin.



A color code is based on the validity dates for the bin rule.

When a post-process condition has been set for a bin, one of the following icons is displayed next to the bin the Bins tree view: , , .

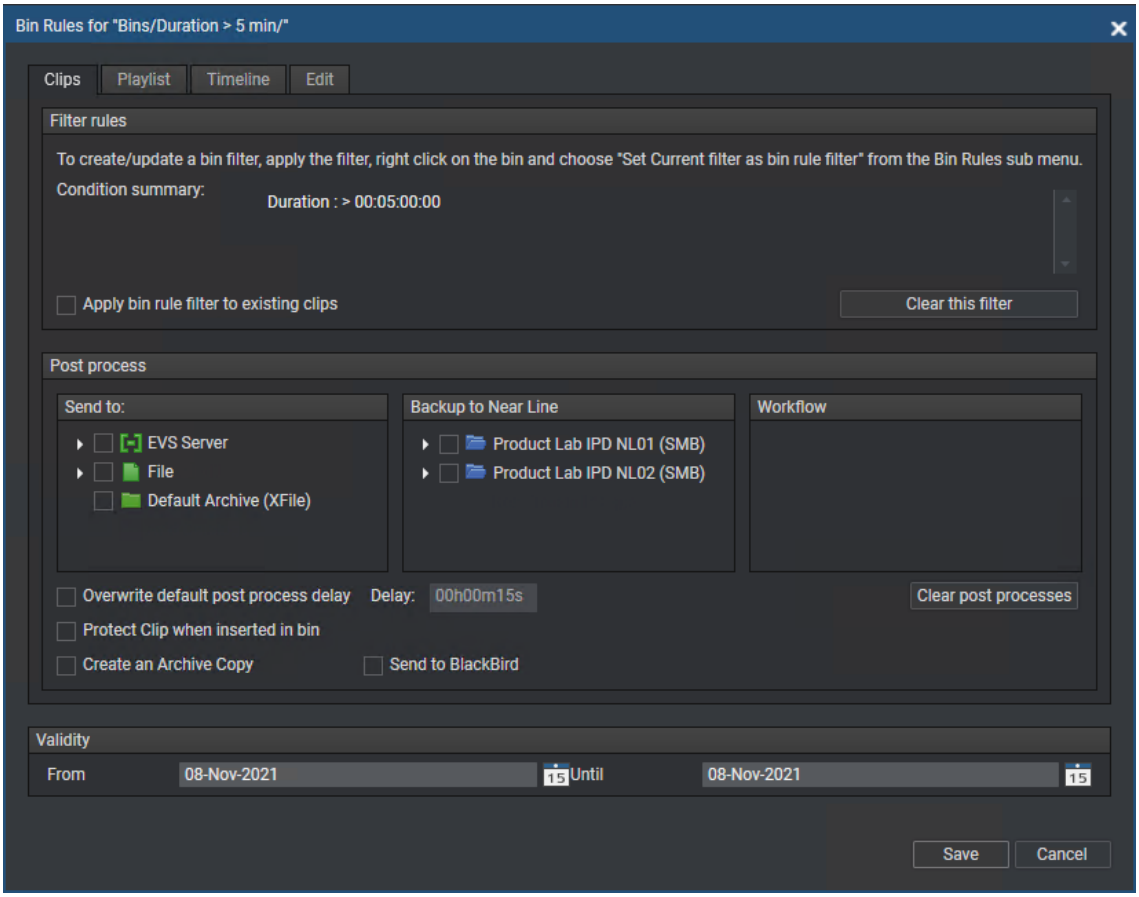
When a filter rule has been used in a bin rule, one of the following icons is displayed next to the bin the Bins tree view: , , .

Post Process Icon	Filter Rule Icon	Bin Rule Active?	Meaning
(blue)	(blue)	No	The **Validity from [date]** is later than the current day. The bin rule is not yet active.
(green)	(white)	Yes	The **Validity from [date]** is earlier than, or equals to, the current day. The **Validity until [date]** is later than the current day.
(red)	(red)	Yes	The **Validity until [date]** is the current day. The bin rule will expire at the end of the current day.

9.5.3. Bin Rules Window

Overview

The Bin Rules Window contains different tabs for Clips, Playlists, Timelines and Edits.



Filter Rules Area

Condition Summary

Indicates the search filter applied to the Elements grid, if any, which is used in the bin rule.

Apply bin rule filter to existing clips checkbox

When selected, the filter rule will be applied to all the existing clips present on the network. All the clips will be referenced in the bin.

Clear this Filter button

Clears the filter for the selected tab only. This allows clearing a clip filter and keeping a playlist or timeline filter.

Post Process Area

Send to

Displays the list of the targets where the item can be automatically sent to. The available targets are the targets set from the Remote Installer and the VIA Xsquare targets set from VIA Xsquare.

For clips, Avid catalogs (tagets based on VIA Xsquare templates and defined from the Remote Installer) are also availbale.

To create a new Avid catalog, right-click an Avid catalog from the Send to area

Backup to Nearline

Displays the list of nearline directories where clips can be sent to.

This option is only available for clips.

Workflow

Displays the list of workflow targets where items can be sent to.

This option is only available for clips and playlists.

Selecting a workflow target triggers the workflow processing by the Workflow Engine for the selected clip/playlist. This allows you, for example, to publish the item to a social media such as Facebook, Twitter, Youtube, or to a generic CMS.

Overwrite Default Post Process Delay

A delay between the time a media falls in a bin and the start of post-process is automatically applied. By default, it is set to 15 seconds.

Delay field: displays the applied delay.

Overwrite Default Post Process Delay checkbox: when selected, the delay value can be changed.

Protect Clip when inserted in bin checkbox

Automatically protects the clip when it is sent to the bin.

This option is only available for clips.

Create an Archive Copy

Automatically archive the clip sent to the bin to the archive system configured in the Remote Installer. Actually, this is the file backed up to a nearline which is archived.

This option is only available for files, from the Clips tab.

Several cases can occur:

- no file exists for a clip to archive and no nearline is selected in the bin rule to back the clip up: the clip will not be archived.
- no file exists for a clip to archive and a nearline is selected in the bin rule to back the clip up: the clip will be backed up to nearline and then archived.

- no file exists for a clip to archive and several nearlines are selected in the bin rule to back the clip up: the clip will be backed up to nearline according to the nearline priority parameter set from the Remote Installer and the file will then be archived.
- a file already exists on a nearline (A) and another nearline (B) is selected in the bin rule to back the clip up: the clip will be backed up to the selected nearline (B) but the file already present on a nearline (A) will be archived.

You must have the **User can archive files** user right.

Send to Blackbird

Automatically sends the clip to Blackbird. The use of Blackbird must have been configured and enabled from the Remote Installer.

Clear Post processes button

Clears the Post Processes defined for the selected tab only. This allows clearing a clip post process and keeping a playlist or timeline post process.

Validity Area

The validity dates specify from and until when the bin rule will be applied. The clips, playlists or timelines matching the bin rules will not be copied to the bin the day before the **Validity from [date]** field and no longer be copied after the day specified in the **Validity until [date]** field.

The default Validity from [date] is set to the current day and the default validity period is one day.

9.5.4. Possible Operations on Bin Rules

How to Apply the Bin Filter Defined in a Bin Rule to the Bin

If the bin contains more items than those corresponding to the filter which has been defined in the bin rule for that type of items in that bin, you can quickly apply the filter and restrict the list displayed in the Elements grid.

1. Select the bin in the Tree view.
2. Right-click the bin.
3. Select **Bin Rules > Load current bin filter** and then the item type (**Clips**, **Playlists**, **Timelines**, **Edits**) from the sub-menu.

The filter defined in the bin rule is applied to the bin.

How to Modify a Bin Rule

1. Select the bin in the Tree view.
2. Right-click the bin.
3. Select **Bin Rules > Modify Bin Rules** from the contextual menu.

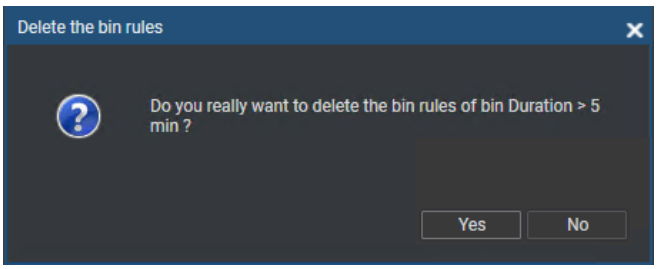
   The Bin Rules window opens.

4. Select the Clip, Playlist, Timeline or Edit tab, for the elements you want to modify the rules.
5. Edit the bin rule.
6. Click the **Save** button.

How to Delete a Bin Rule

1. Select the bin in the Tree view.
2. Right-click the bin.
3. Select **Bin Rule > Delete Bin Rules** from the contextual menu.

   The Delete Bin Rules window opens:



4. Click **Yes**.

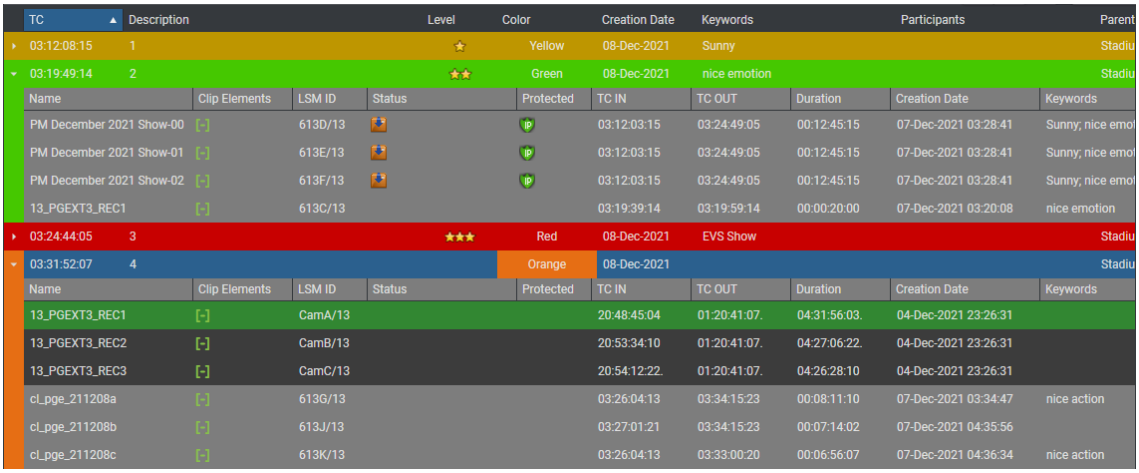
10. Logs View

10.1. Introduction

The logs section of the Database Explorer allows you to browse for logs of any event for which a log has been created. Then you can use the search features to filter the data.

The Elements grid represents the content of the selected logsheet. Logs are displayed with the highlighted color associated with each of them at creation in IPDirector.

The log view can be expanded thanks to a small arrow at the beginning of each line in the grid to display log entries, Protect Media clips and associated clips.



TC	Description	Level	Color	Creation Date	Keywords	Participants	Parent
03:12:08:15	1	★	Yellow	08-Dec-2021	Sunny		Stadiu
03:19:49:14	2	★★	Green	08-Dec-2021	nice emotion		Stadiu

Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OUT	Duration	Creation Date	Keywords
PM December 2021 Show-00	[-]	613D/13			03:12:03:15	03:24:49:05	00:12:45:15	07-Dec-2021 03:28:41	Sunny; nice emo
PM December 2021 Show-01	[-]	613E/13			03:12:03:15	03:24:49:05	00:12:45:15	07-Dec-2021 03:28:41	Sunny; nice emo
PM December 2021 Show-02	[-]	613F/13			03:12:03:15	03:24:49:05	00:12:45:15	07-Dec-2021 03:28:41	Sunny; nice emo
13_PGEXT3_REC1	[-]	613C/13			03:19:39:14	03:19:59:14	00:00:20:00	07-Dec-2021 03:20:08	nice emotion

03:24:44:05	3	★★★	Red	08-Dec-2021	EVS Show				Stadiu
03:31:52:07	4		Orange	08-Dec-2021					Stadiu

Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OUT	Duration	Creation Date	Keywords
13_PGEXT3_REC1	[-]	CamA/13			20:48:45:04	01:20:41:07.	04:31:56:03.	04-Dec-2021 23:26:31	
13_PGEXT3_REC2	[-]	CamB/13			20:53:34:10	01:20:41:07.	04:27:06:22.	04-Dec-2021 23:26:31	
13_PGEXT3_REC3	[-]	CamC/13			20:54:12:22.	01:20:41:07.	04:26:28:10	04-Dec-2021 23:26:31	
cl_pge_211208a	[-]	613G/13			03:26:04:13	03:34:15:23	00:08:11:10	07-Dec-2021 03:34:47	nice action
cl_pge_211208b	[-]	613J/13			03:27:01:21	03:34:15:23	00:07:14:02	07-Dec-2021 04:35:56	
cl_pge_211208c	[-]	613K/13			03:26:04:13	03:33:00:20	00:06:56:07	07-Dec-2021 04:36:34	nice action

Refer to the chapter on IPLogger in the user manual for more information.

10.2. Logs Tree Structure

Introduction

You can build and customize the Logs tree structure, by adding and organizing directories.

The Logs tree structure displays directories you may have created as well as the logsheets which have been created with IPLogger.

You can take advantage of the log directories by searching all logsheets contained inside the directory. This allows a search across a range of logsheets instead of all sheets in the system.

If you have selected a directory in the logs tree structure, the system will disable the Automatic Refresh option for the time being. This is to minimize wasteful database query updates on the browser window.

Logs Tree View Elements

Logs and Logsheets Display

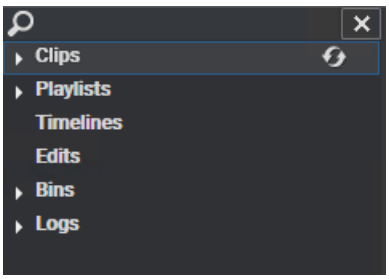
Selecting this branch displays, in the Elements grid, all the logs present in the IPDirector database.

Expanding the **Logs** view shows the logsheets and log directories in the Tree view, as detailed in the following table.

Tree Branch / Sub-Branch	Description / Elements displayed in the Elements grid
	Log Directory: shows all the logs from all the log sheets which are in the selected directory.
- - -	Log Sheet: shows all the logs which are in the selected log sheet.
	Log sheet of which **all** the logs are **protected**.
	Log sheet of which **some** of the logs are **protected**.
	Log sheet of which **none** of the logs is **protected**.
	Log sheet which has been **de-activated**.

Searching for Logsheets, Directories or Bins in the Tree View

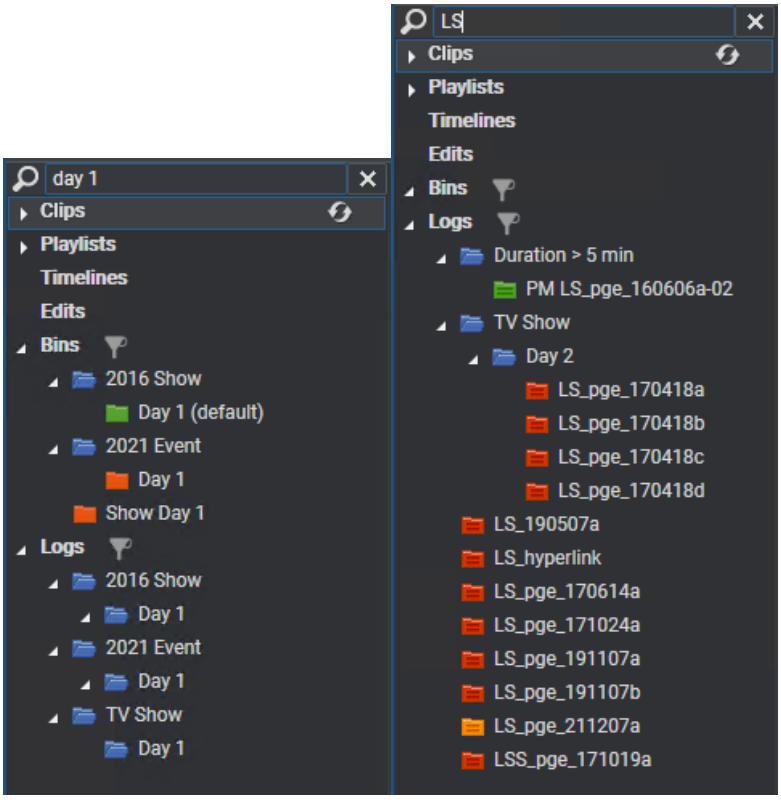
A **Search** field is available at the top of the Tree view to search for Bins, Directories or Logsheets based on their name.



- Enter your search text in the **Search** field.

  A icon is displayed next to the Bins and Logs nodes to indicate that a search is being applied.

  The results found among bins, directories and logsheets are shown in the Tree view:



The search is only reflected in the Tree view. The Element grid is not affected.

10.3. Managing Log Directories

Contextual menus are available when you right-click the Logs branch or a log directory in the Tree view.

The commands are described hereafter.

New Directory

Creates a new log directory. You can create sub-directories in the same way.

Rename Directory

Renames a new log directory.

Delete

Deletes a log directory from the EVS video server and the database.

Publish

Opens the Publish window to publish the log directory to selected group of users, or to individual users.

If the Publish action is done from a log directory, all logsheets present in this directory and its sub-directories will be published to the selected user groups, or to the selected individual users.

Properties

Displays information related to the owner and the groups the selected item has been published to.

10.4. Managing Logsheets

A contextual menu is available when you right-click a logsheet in the Tree view.

The available commands are described hereafter.

Export

Opens the Export a Logsheet window from which you can browse for the destination folder, select the desired file type and enter a file name.

A logsheet can be exported either in XML or in text format (CSV).

- XML files can be re-imported into another IPDirector workstation at a different location.
- CSV files can be re-imported into software such as Microsoft Excel ® to produce a printout.

During the export process, the logsheet keywords and the logs keywords appear in the XML or CSV file in the order they have been entered by the logger.

Export current logging profile

Opens the Export Profiles window from which you can browse for the destination folder, select the desired file type and enter a file name.

A logging profile used with a logsheet can be exported in XML format.

Deactivate logsheet

Deactivates a logsheet. This can be done when the logsheet is completed to improve the performance of the system. Once de-activated, a logsheet cannot be modified and cannot be associated with clips. This permits to reduce the network load and database activity.

Refer to the chapter on IPLogger in the user manual for more information.

Reactivate logsheet

Re-activates a logsheet which has previously been de-activated.

Delete

Deletes a logsheet from the EVS video server and the database.

Enter TC Offset

Opens the Enter Logsheet Offset window from which you can set a timecode offset when logs and clips have been created on different machines, with different timecode values.

Refer to the chapter on IPLogger in the user manual for more information.

Publish

Opens the Publish window to publish the logsheet to selected group of users, or to selected individual users.

The logsheet will be published to the selected groups, or to selected individual users, provided that they have the adequate rights.

Properties

Displays information related to the owner and the groups the selected item has been published to.

10.5. Managing Log Entries

The Log Entry contextual menu is available when right-clicking a log entry from the collapsed view of the grid. It gives access to the actions that can be performed on logs.

Edit

Opens the Edit a Log window that allows users to modify the log metadata.

You may change some data, such as interest level, color,..., for multiple logs at once: select all the lines to edit and choose the data you want to associate to all of them in the Edit log window.

View and Edit

Opens the Edit a Log window that allows users to modify the log metadata and loads the log at the log timecode position on the player channel associated with the Database Explorer window.

View

Loads the log on the player channel associated with the Database Explorer window.

Delete

Deletes the selected log entry(ies).

Grab Thumbnail on Recorder

Manually re-generates the thumbnail on a relevant recorder of user's choice.

Right-clicking a protect media clip or an associated clip from the expanded view of the log entry in the grid will display the Clip contextual menu.

10.6. Creating Clips Automatically from a Log Entry

Introduction

A clip can be automatically created around a log timecode when it is sent to a bin in one of the following ways:

- Drag-and-drop of the log into a bin: the clip can be created on the record train selected as the preview recorder or on all relevant recorders.

  Such a clip inherits from the profile of the last created clip.

- Preselection of a bin at logsheet creation: the clip will be automatically created on the record train selected as the preview recorder as soon as the log is created, and the clip will be sent the bin. The user does not have to do any additional operation.

  Such a clip inherits from the log profile and values of the associated log.

  Refer to section "Creating a Logsheet" in the IPLogger user manual.

Prerequisites

- Pre-Mark and Post-Mark durations must have been set via the **Automatic Clip Creation based on Logs** setting in the **Tools > Settings > Clips > General** category.
  - Pre-Mark: duration between the clip IN point and the log timecode.
  - Post-Mark: duration between the log timecode and the clip OUT point.
- A bin must have been selected in the Logsheet properties if you want the clip to be created without drag-and-drop operation.

How to Create Clips Automatically from a Log Entry by Drag-and-Drop

To automatically create a clip on the record train selected as the preview recorder,

1. Select the log line in the Database Explorer Elements grid.
2. Drag the log entry onto a bin in the Database Explorer tree or onto an open Bin window.

A clip is automatically created.

To create a clip on all relevant recorders,

- hold the **SHIFT** key during the drag-and-drop operation.

To make the Save Clip window open and be allowed to name the clip and associate metadata

- hold the **CTRL** key during the drag-and-drop operation.

11. Media Files View

Introduction

The media files are the files which have been stored on the nearline. They can be on-line, when the physical storage (IP drive or XFile drive) is still present. They are called "off-line", when the physical storage where they have been stored has been removed and is no more present. However, the IPDirector keeps all the information related to these off-line files to enable an easy retrieval of the required files.

See section "Nearline Management" on page 23 for major details about the nearline.

Media Files Tree Structure

The Media Files branch can be viewed only by administrators/media managers or, in hi-lo mode, by hi-lo browsers with appropriate user rights, provided that they first enable the Show Media Files Plugin from the List View contextual menu.

The purpose of this branch is to perform file management operations: delete, copy, move,...

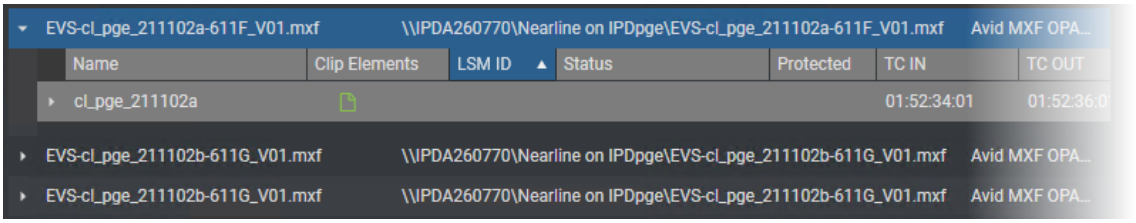
Within the Media Files tree structure of IPDirector, sub-branches are available for on-line media files and for off-line media files.

Media files can be organized in directories.

It is not possible to delete a Media Files directory until its content has been deleted.

In the Database Explorer grid, media files are listed with full file name, file extension and full path of their physical storage location.

Each line can be expanded in the Elements grid by using a small arrow at the beginning of each line.

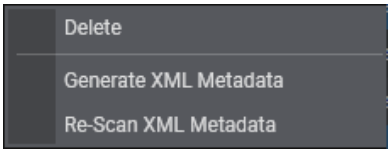


It is not possible to delete a Media Files folder until its content has been deleted.

Media Files Contextual Menu

Different contextual menus are available.

When you right-click a file from the collapsed view of the element list, the Media Files contextual menu is displayed. It gives access to the actions that can be performed on files from the Database Explorer.



The **Re-Scan XML Metadata** option is used in case the import of metadata from the XML file has been unsuccessful and you want to scan the XML metadata file again.

When you right-click a line in the expanded view of the element list, the Clip contextual menu is displayed. It is the same menu as the one obtained from the Clip branch of the tree. See section "Clip Contextual Menu" on page 31 for a detailed description of the different options available.

12. Searching for Media

12.1. Filtering Tools

When the IPDirector database contains large amounts of data, it may become difficult to find a specific element. The Database Explorer offers several ways to refine the list of elements displayed in the Element grid and speed up your search. These are:

- The selection of a type of media items in the tree: to restrict the elements displayed in the grid to one type of resources.

  See section "Selecting the Type of Media Items in the Tree" on page 86.

- Quick text search: to perform a free-text search on a specific string from the **Quick Text Search** field.

  See section "Performing a Quick Text Search" on page 88.

- Quick timecode search: to perform a quick search on a specific timecode from the **Quick Timecode** field.

  See section "Performing a Quick Timecode Search" on page 86.

- Advanced search filters : to perform a search on specific metadata associated with the elements.

  See section "Filtering on Metadata" on page 93.

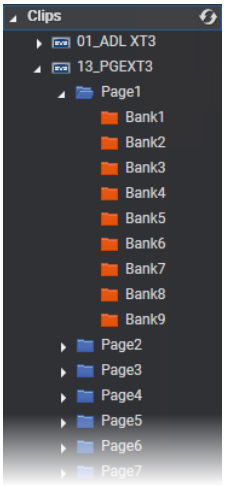
All these search tools can be combined.

An applied filter can be saved for later use. Such a saved filter can then be applied in one click. See section "Using Saved Filters" on page 110.

A search can also be facilitated by ordering the Elements grid.

12.2. Selecting the Type of Media Items in the Tree

The Database Explorer is presented in a tree structure, much like Windows Explorer.



The Tree view allows the users to browse and perform search in the database and the nearline. By browsing the tree structure, a selection is made and items are displayed in the Element grid.

When other search tools (Quick TC Search, Quick Text Search, Grid Filters or Saved Filters) are already applied, these are then limited to the selected branch.

12.3. Performing a Quick Timecode Search

Purpose and Context of Use

The Quick Timecode search allows searching on a timecode value, associated or not with a date value, to find this value in the elements displayed in the list.

The Quick timecode search may be conducted on clips, clip elements, logs and media files, but not on playlists nor timelines.

Timecode values taken into account for the search are:

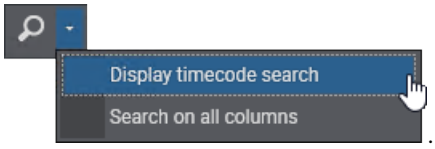
Media Item	Timecode values
Clips	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit OUT"
Clip Elements	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit OUT"
Logs	TC – range ≤ TC < TC + range
Media Files	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit OUT"

The system performs a search for all the elements which contain the specified timecode value, among the elements displayed in the Database Explorer grid.

Quick Timecode Search Field Display

How to Display the Quick Timecode Search Field

To display (or hide) the **Quick TC Search** field,

1. Click the small arrow next to the **Search** button 

.
2. Select **Display Timecode Search** (or **Hide Timecode Search**) from the menu.

   The **Quick TC Search** field is displayed:

How to Change the Information Displayed in the Quick TC Search Field

1. Right-click the **Timecode** field.

   A contextual menu with the following options is displayed:

   - Timecode
   - Timecode and Date
2. Select one of the options.
3. When the date is displayed, clicking it in the **Timecode** field opens a calendar for date selection.

The search is performed on timecode and date if the field displays the timecode and the date.

The search is performed only on timecode if the field does not display the date.

How to Perform a Quick Timecode Search

To perform a Quick TC Search,

1. Select the tree branch you wish to perform a quick search on.
2. Show the columns you wish to perform a quick search on.
3. Click in the **Quick TC Search** field.
4. Enter a timecode value in the **Quick TC Search** field.
5. Press **ENTER** to apply the Quick TC Search on the selected Database Explorer branch.

   The Quick TC Search is applied and the search result is displayed in the grid.

6. To clear the applied Quick TC Search, click the **X** button to the right of the search field  or click the **Clear All** button to clear all filters on the Grid Filter bar and/or from the Quick search options.

A Quick Timecode search may be combined with a Quick Text search. In this case, both conditions must be met to give a result in the grid.

12.4. Performing a Quick Text Search

12.4.1. Introduction

Purpose and Context of Use

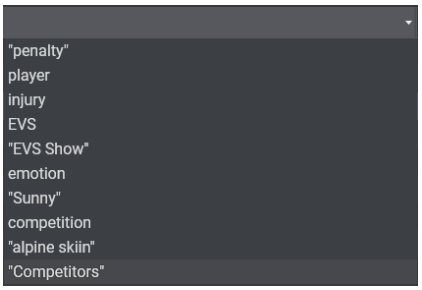
The Quick Text Search function is used to perform a search based on free text entered in the **Quick Text Search** field. This field is available on the top of the Elements grid:

See section "Search and Filters Options" on page 15 for the description of the buttons associated with the **Quick Text Search** field.

Ways to Perform a Quick Text Search

Users can enter a search string in one of the following ways:

- Enter the search string in full in the **Quick Text Search** field.
- Click the arrow next to the **Quick Text Search** field, so the last 10 searches are displayed, and then select one of them.



- Start to type a search string in the **Quick Text Search** field, so a list of proposals is displayed, and one of them can be selected. See section"Searching with the Quick Text Search" on page 90.

A Quick timecode search may be combined with a Quick text search. In this case, both conditions must be met to give a result in the grid.

Use of Synonyms

Users have the possibility to perform a search for word synonyms, provided that they have been defined in the database thesaurus file and that the corresponding option has been set in the IPDirector General setting **Freetext searches behavior**.

Then, a search performed with a search string will return the predefined synonyms as well. This function can be used to search for translated words.

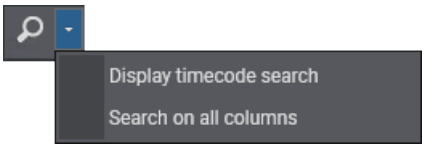
12.4.2. Selecting the Columns to Search On

How to Search on Displayed Columns

By default, the columns that are taken into consideration for the Quick Text Search are the ones currently visible in the Elements grid. You can add other columns to the Elements grid view by right-clicking the grid header and selecting **Organize** from the contextual menu.

How to Search on All Columns

To activate the **Search on All Columns** option, click the small arrow next to the **Search** button and select **Search on all columns** from the contextual menu:



When this search function is active, the **Search** button is highlighted:

 or  .

Then you can perform the search in the **Quick Text Search** field as usual.

To deactivate the option, select again the **Search on all columns** option.

When the **Search on All Columns** option is activated, the search process may be slower.

If you perform a Search on all columns without having displayed all the columns, you will not be able to identify in which column the search string has been found. For the sake of clarity, it is recommended to display all columns when you perform a Search on all columns.

12.4.3. Searching with the Quick Text Search

Quick Text Search Syntax Rules

The Quick Text Search option obeys specific rules which can be accessed via the **Help** button next to the **Quick Text Search** field:  .

The string that you enter in the **Quick Text Search** field is analyzed according to the following set of rules:

Search String	Search Result
Yellow card	Searches for the words **yellow** AND **card**. A result will be returned even if present in two different fields (columns), for example **yellow** in Name and **card** in Keywords.
Yellow | card	Searches for whole word **yellow** OR **card**. A result will be returned even if **yellow** or **card** is found in at least one field (column).
"yellow card"	Searches for exact matches of **yellow card**. Between quotes, every character is considered as character and not as operator or wildcard.
just*	Searches for **just** at the beginning of a word. A result will be provided if at least one word begins by **just** in at least one field (column).
ber	Searches for all words that includ **ber**. A result will be provided if a word includes the text **ber** (e.g. Timberlake, Berlin). Using such type of requests will imply much process on the database and will be slower.
=card	Searches for a whole field matching **card**. For example, if a field contains yellow card, the **=card** condition will not return any result.

How to Perform a Quick Text Search

To perform a Quick Text search,

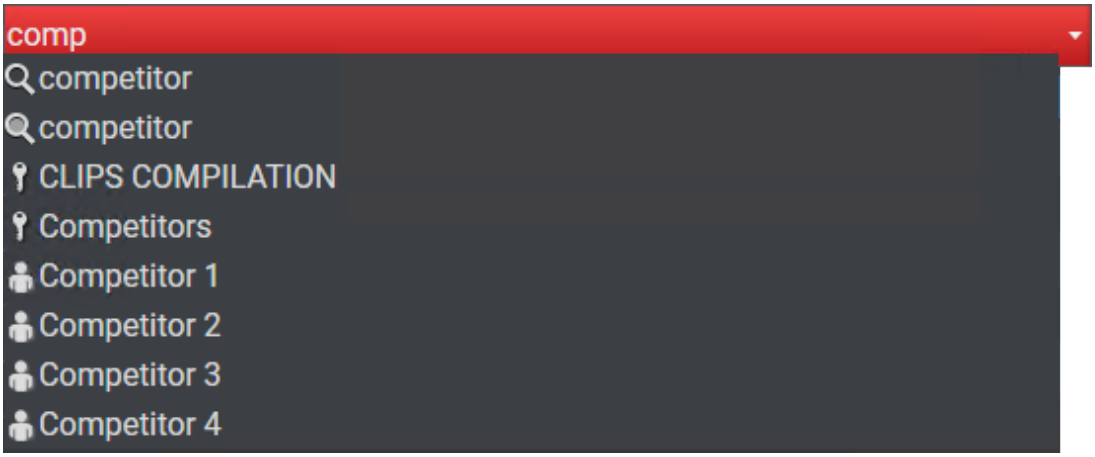
1. Make sure the IP API service is started to be able to use the Autocomplete function.
2. Select the tree branch you wish to perform a quick search on.
3. Display the columns you wish to perform a quick search on.

4. Type a search string in the **Quick Text Search** field.

   A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.

   Thanks to the Autocomplete function, a list of proposals is displayed as soon as you start to type and it is refined as you go on typing.

   The **Quick Text Search** field background is red when the user is typing or has typed a search string, but has not applied it yet.



   The different types of results are represented by an icon before each proposal:

Icon	Description: The line displays the result corresponding to the typed letters and ...
	... coming from the **local search history**. Several lines can be displayed, the most recent are shown on the top of the list.
	... coming from the **100 most popular searches** asked to the system since its startup, and launched from the same tree branch. Several lines can be displayed, the most frequent are shown on the top of the list.
	... coming from an **index of words** entered in text fields, such as item name, item source name, item VarID, tape ID, item metadata text. Keywords are not indexed in this list. Several lines can be displayed, sorted alphabetically.
	... corresponding to a **keyword** from a keyword list.
	... corresponding to a **participant** from a keyword list.

   The proposals made for the local search, popular search and indexed words depend on the tree branch selected at the time when a word is typed. For example, if the Logs view is selected in the tree view, only the searchresults performed on the Logs view will be proposed, as well as indexed words attached to logs.

   Proposed keywords and participants are not linked to the selected tree branch.

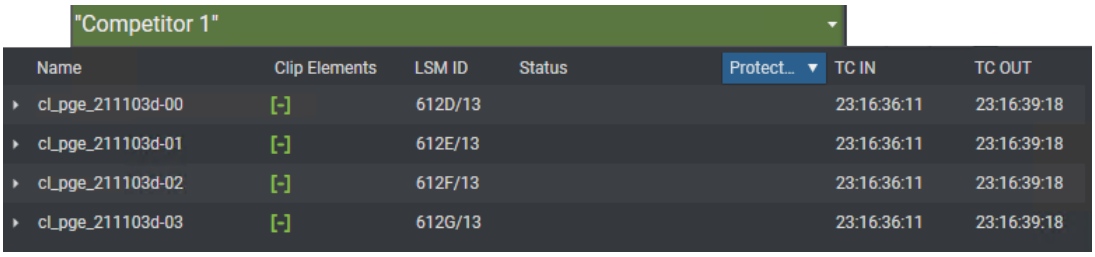
5. Select a line by using the mouse or the ↓ key.

6. Press **ENTER** to start the search, or press Esc to clear the selection in the **Quick Text Search** field and not apply the search.

   The search is launched with the selected proposal on the selected Database Explorer tree branch.

   The **Quick Text Search** field background turns green when the user has applied the search string.

   The search results are displayed in the grid.



12.4.4. Clearing the Quick Text Search

How to Clear the Quick Text Search

To clear the applied Quick Text Search:

- click the **Clear** button ✕ to the right of the **Quick Text Search** field.

How to Clear all the Applied Filters

When filters have been applied from several search tools, all the filters can be cleared at once:

- Click the **Clear All (Filters)** button next to the **Quick Text Search** field:

  Clear ALL ✕

12.5. Filtering on Metadata

12.5.1. Purpose and Context of Use

The Advanced Search function is available for more detailed search operations. It allows searches on specific metadata.

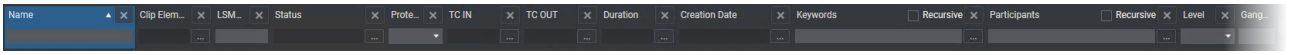
Advanced Search fields can be displayed on the top of the Elements grid, within each column.

12.5.2. Displaying Advanced Search Fields

How to Hide or Display the Advanced Search Fields

To display the **Advanced Search** fields, click the **Show/Hide Grid Filter Bar** button  over the grid.

The Grid Filter bar is displayed with an Advanced Search field above each column in the Elements grid.



To hide the Advanced Search fields, click the **Show/Hide Grid Filter Bar** button again.

12.5.3. Defining the Filter Criteria

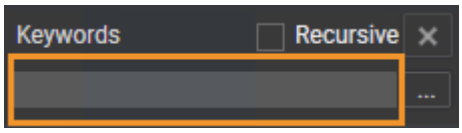
Advanced Search Fields Types

Different types of advanced search fields exist:

- free text field: alphanumeric characters can be entered directly in these fields.
  - in most of the cases, no button is available next to the field, e.g. **Name** field.

  - Keywords and Participants search fields can be used by entering free-text (without using the associated "complex filter" button)

- field with an option list: an arrow giving access to a list of options is available on the right of the field, .

- field with a complex filter button to the right of the field giving access to a Select Filter Condition window to define specific search values, e.g. **Date** field, **Keywords** field,...

Searching in Free Text Fields

Syntax Rules and Autocomplete Function

The string that you enter in a **free text search** field is analyzed according to the same set of rules as for the Quick Text Search. See section "Searching with the Quick Text Search" on page 90.

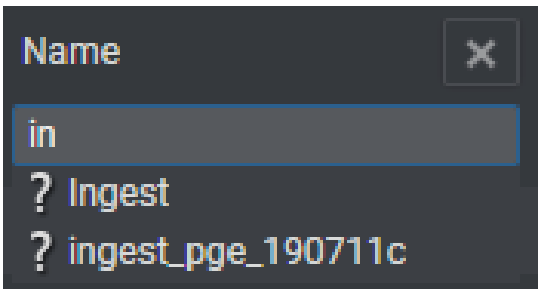
The Autocomplete function, a help service for the capture of the search string described for the Quick Text Search in section "Searching with the Quick Text Search" on page 90, is also enabled during searches in free text search fields of the Advanced Search area.

How to Filter on Free Text

To enter search values in a free text field of the grid filters,

1. Type a search string in the field.

   A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.



2. Select a line by using the mouse or by pressing the  key.

The search results are displayed in the grid.

Off-line clips or clip elements are displayed in filters results.

How to Perform a Search Based on LSM ID

You can perform a search based on clip LSM ID from one or several servers either from the Quick Text Search field or from the LSM ID Advanced Search Filter field.

The rules are the following:

When you enter an LSM ID in the field,

- replace one or several numbers by _ to search on all the values corresponding to that page, bank, clip position, cam angle or server
- to combine several criteria, use | between the criteria.

Here are some examples:

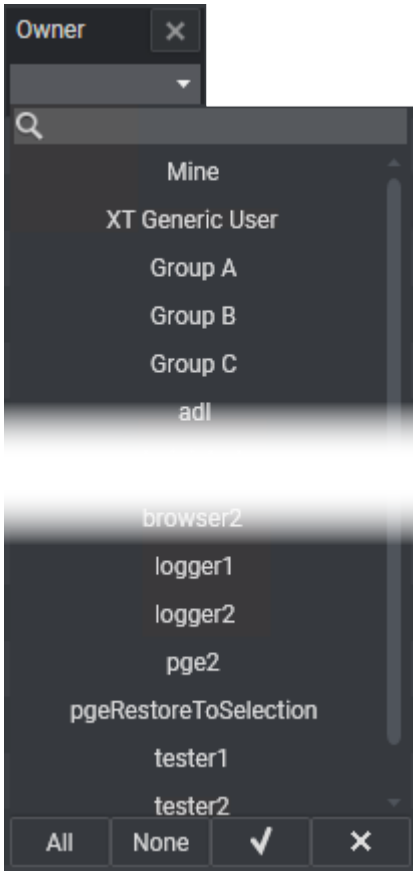
Enter ...	... to search for ...
63_/07	all the clip positions on selected page and bank on a server e.g. page 6, bank 3, server 07
21_A/08	all the clip positions for a specific cam angle on selected page and bank on a server e.g. page 2, bank 1, cam A, server 08
67_B_	all the clip positions for a specific cam angle on selected page and bank on any server of the network e.g. page 6, bank 7, cam B
_1A_	all the clips at a specific clip position and cam angle, on any bank, page and server of the network e.g. position 1, cam A
67_B_ | 21_A/08	• all the clip positions for a specific cam angle on selected page and bank on any server of the network e.g. page 6, bank 7, cam B and • all the clip positions for a specific cam angle on selected page and bank on a server e.g. page 2, bank 1, cam A, server 08

Searching in Non-Free Text Fields

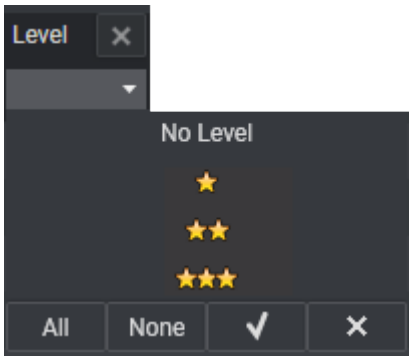
How to Define the Filter from a List of Options

To set a search criterion from an option list,

1. Click the arrow next to a search field to display the option list for the corresponding criterion.
   - If the list contains at least 10 options, a search field is available above the list. Go to step 2.

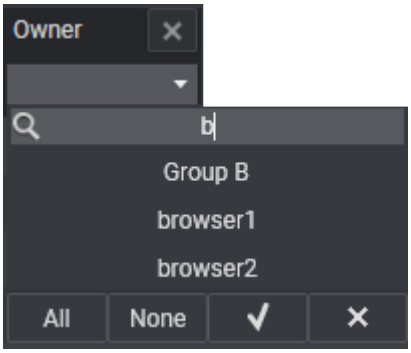


   - If the list contains less than 10 options, no search field is available. Go to step 3.



2. (optional) Type a search string in the field to restrict the list of options shown and more easily find the one you want.

   A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.



3. Select one or more options as follows:

Operation	Click...	then...
Select all the options	**All**	All the options from the entire list are selected and highlighted in blue. The filter will be applied as follows: option 1 OR option 2 OR....
Select one option	one option (e.g. option 3)	The option is selected and highlighted in blue. The filter will be applied as follows: results with the option (3) are shown.
Select several options	several options (e.g. 1 and 4)	The options are selected and highlighted in blue; then the filter is applied. Results with one of the options are shown (option 1 OR option 4).
Clear the selection	**None**	All the selections are cleared and no more option is highlighted in blue or red; then no filter is no more appllied.

4. Confirm your selection with the  button or cancel and exit by clicking the  button.

The **All** button selects all the options at once.

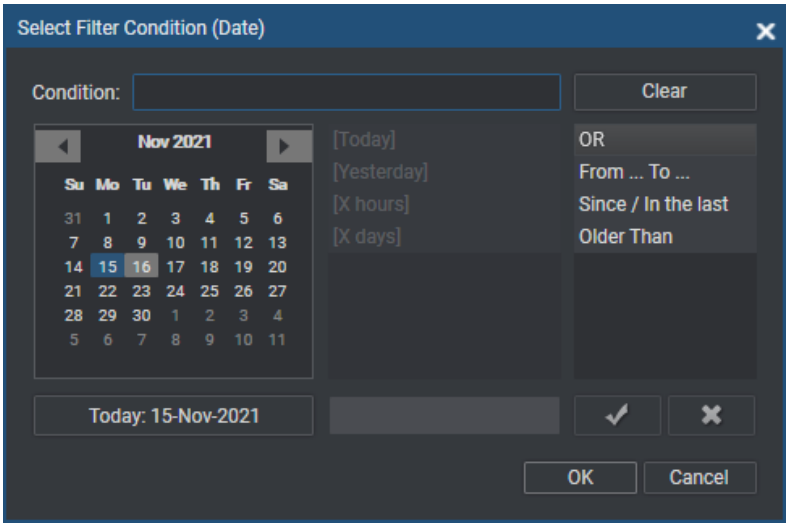
The **None** button clears all the selections at once.

How to Filter on a Date

To set a search criterion based on a date or a period of time:

1. Click the **Complex Filter** button next to a **Date** field 

   The following window opens:



2. Enter a date condition in one of the following ways:

   - Select a specific date from the calendar

     Click ✓.

     The search condition is displayed in the **Condition** field.

   - Select a period of time between two dates:

     a. Select **From...To...** on the right.

     b. Select a start date from the calendar.

     c. Click ✓

     d. Select a end date from the calendar.

     e. Click ✓.

     The search condition is displayed in the **Condition** field: **From [start date] to [end date]**

   - Select a period since a date:

     a. Select **Since / In the last** on the right.

     b. Select a start date from the calendar, or select the **Today** option or select the **Yesterday** option.

     c. Click ✓.

     The search condition is displayed in the **Condition** field: **Since [selected date]**

The **Since Today** option means "from today 00:00 until now".

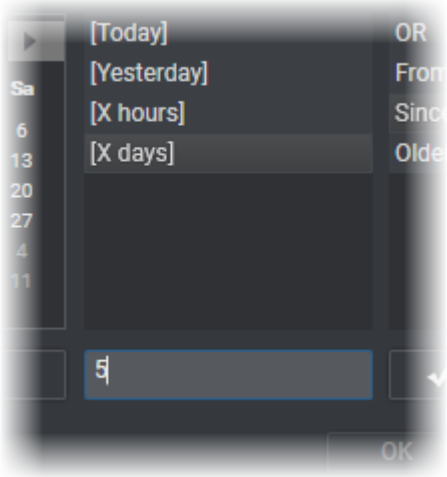
The **Since Yesterday** option means "from yesterday 00:00 until now".

- Select a relative time period in the last hours or days:

  a. Select **Since / In the last** on the right.

  b. Select the **[X hours]** option or the **[X days]** option.

  c. In the field underneath, enter the number of hours or days you want to search for.



  d. Click  .

  The search condition is displayed in the **Condition** field: **In the last [X] hours** or **In the last [X] days**.

The **Last [X] days** options includes Today and [X] days.

- Select a period older than a date:

  a. Select **Older than** on the right.

  b. Select a start date from the calendar, or select the **Today** option or select the **Yesterday** option.

  c. Click  .

  The search condition is displayed in the **Condition** field: **Older Than [selected date]**

- Select a relative time period older than a number of hours or days:

  a. Select **Older than** on the right.

  b. Select the **[X hours]** option or the **[X days]** option.

  c. In the field underneath, enter the number of hours or days you want to exclude from your search.

  d. Click  .

  The search condition is displayed in the **Condition** field: **Older than [X] hours** or **Older than [X] days**

3. Click **OK**.

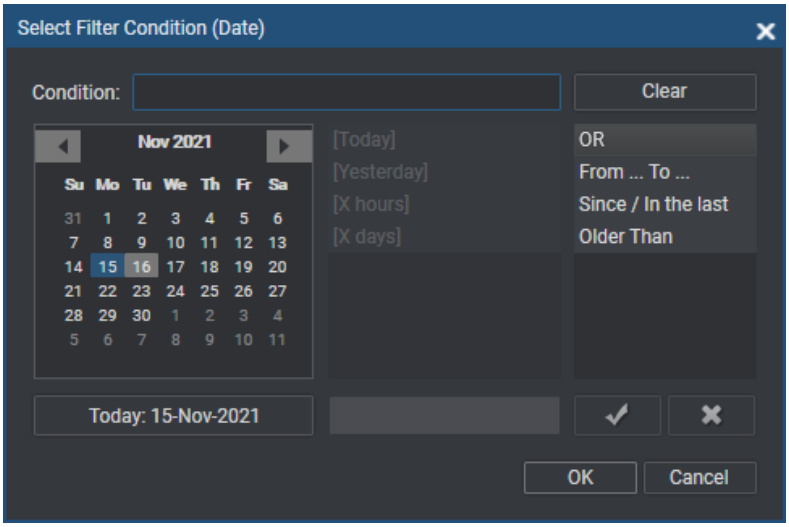
The search is launched on the selected tree branch.

The search results are displayed in the grid.

To set a search criterion based on a combination of dates or periods of time:

1. Click the **Complex Filter** button next to a **Date** field 

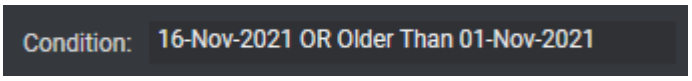
   The following window opens:



2. Enter one of the date conditions as mentionned in the above procedure.
3. Click  .

   The search condition is displayed in the **Condition** field.
4. Enter a second date condition as mentionned in the above procedure.
5. Click  .

   The search condition is displayed in the **Condition** field: [First search condition] OR [Second search condition], as an example:



6. Click **OK**.

The search is launched on the selected tree branch, based on the two search criteria.

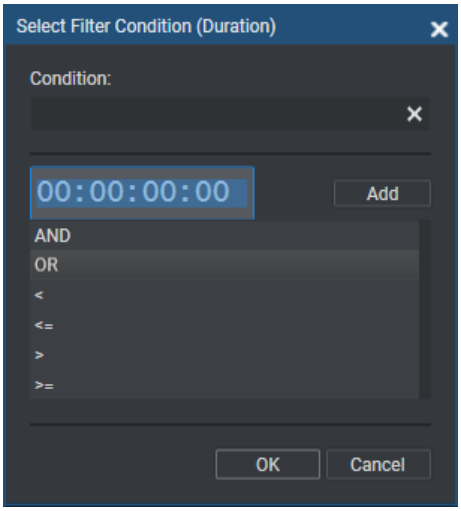
The search results are displayed in the grid.

How to Filter on a Duration

To set a search criterion based on a duration,

1. Click the **Complex Filter** button next to a **Duration** field 

   The following window opens:

2. Enter a duration condition in one of the following ways:
   - enter a single value in the **Timecode** field
   - use the logical operators from the lower pane to construct a more complex search condition:
3. Click **Add**.

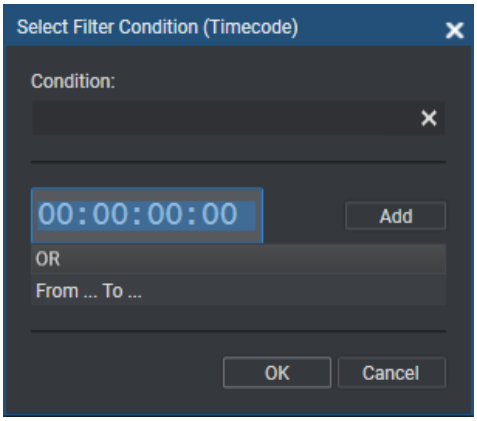
   The search condition is displayed in the **Condition** field.
4. Click **OK**.

How to Filter on a Timecode

To set a search criterion based on a timecode, proceed as follows:

1. Click the **Complex Filter** button next to a **Timecode** field 

   The following window opens:



2. Enter a timecode condition in one of the following ways:
   - select a specific date from the calendar
   - select one of the relative date from the Last xx list
   - use the logical operators from the right pane to construct a more complex search condition:

     - Select a logical operator

     - Enter a timecode value

     - Click **Add** or press **ENTER**. It appears in the **Condition** field.

     - Enter a second timecode value

     - Click **Add** or press **ENTER**.

   The whole search condition is displayed in the **Condition** field.

3. Click **OK**.

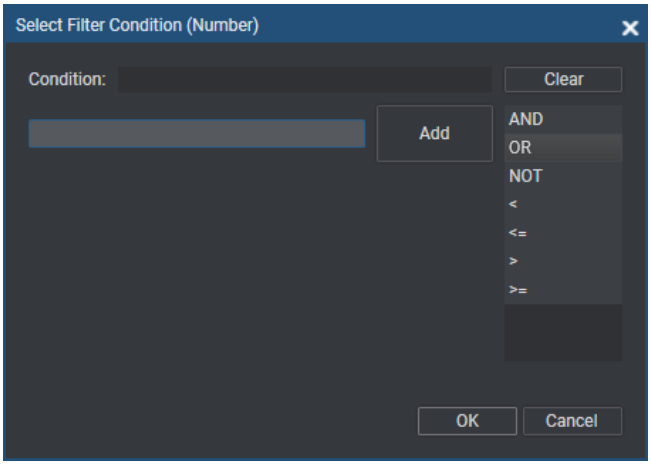
The search is launched on the selected tree branch.

How to Filter on a Number

To set a search criterion based on a number,

1. Click the **Complex Filter** button next to a **Number** field 

   The following window opens:

2. Enter a number condition in one of the following ways:
   - enter a single value in the **Number** field
   - use the logical operators from the right pane to construct a more complex search condition:
3. Click **Add**.

   The search condition is displayed in the **Condition** field.
4. Click **OK**.

Operators belonging to different groups may be combined.

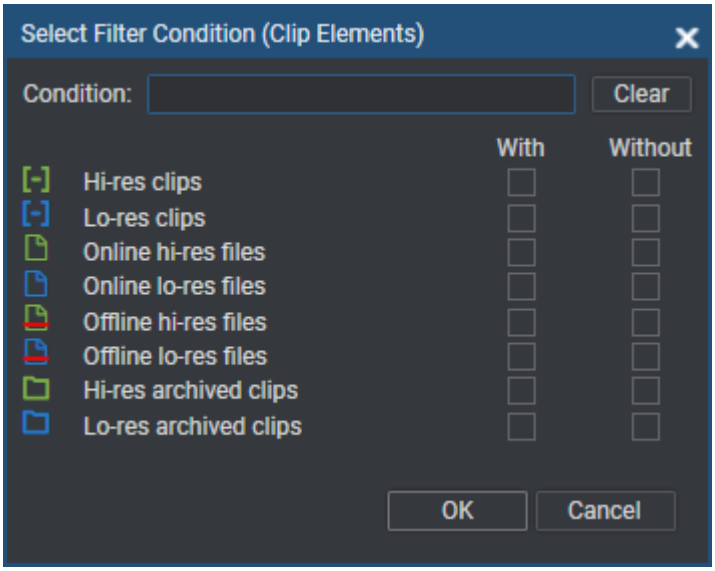
- Group 1: AND, OR
- Group 2: NOT
- Group 3: <, >, <=, >=

How to Filter on Clip Element Types

To set a search criterion based on a selection of clip elements, proceed as follows:

1. Click the **Complex Filter** button next to a **Clip Elements** field 

   The following window opens:



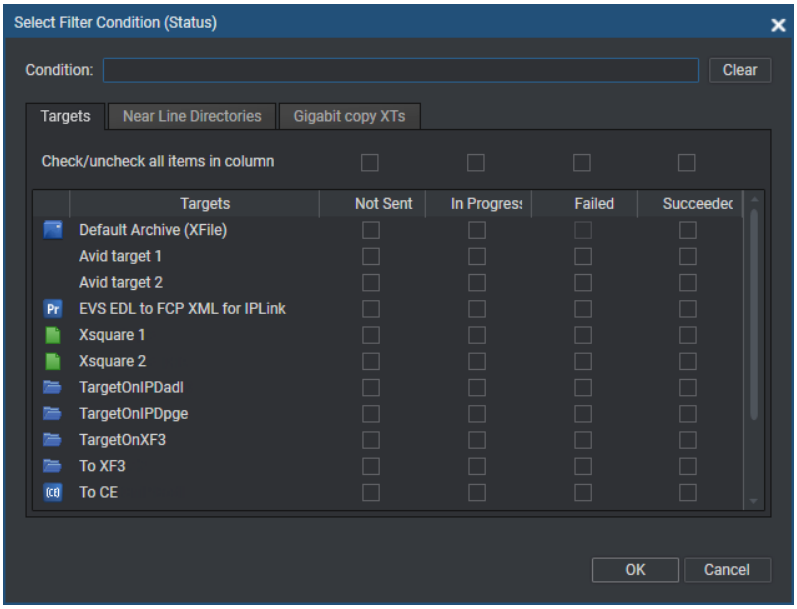
2. Select the options depending on whether you want to search for clips with or without the different element types.
3. Click **OK**.

How to Filter on Transfer Status

To set a search criterion based on the transfer status, proceed as follows:

1. Click the **Complex Filter** button next to a **Status** field 

   The following window opens:



2. Select the options based on the transfer status and the destinations the media has been sent to.

   Targets: lists all the targets defined in the Remote Installer.

   - the VIA Xsquare targets (SOAP jobs) set from VIA Xsquare and still available
   - the VIA Xsquare targets (SOAP jobs) set from VIA Xsquare which does not exist anymore
   - the targets set from the Remote Installer.

   Nearline directories: lists all the nearline directories, as defined in the Remote Installer.

   Gigabit copy XTs: lists all the EVS video servers which are part of the workgroup, as defined in the remote installer.

3. Click **OK**.

Icons for destinations targets may have been customized from the Remote Installer.

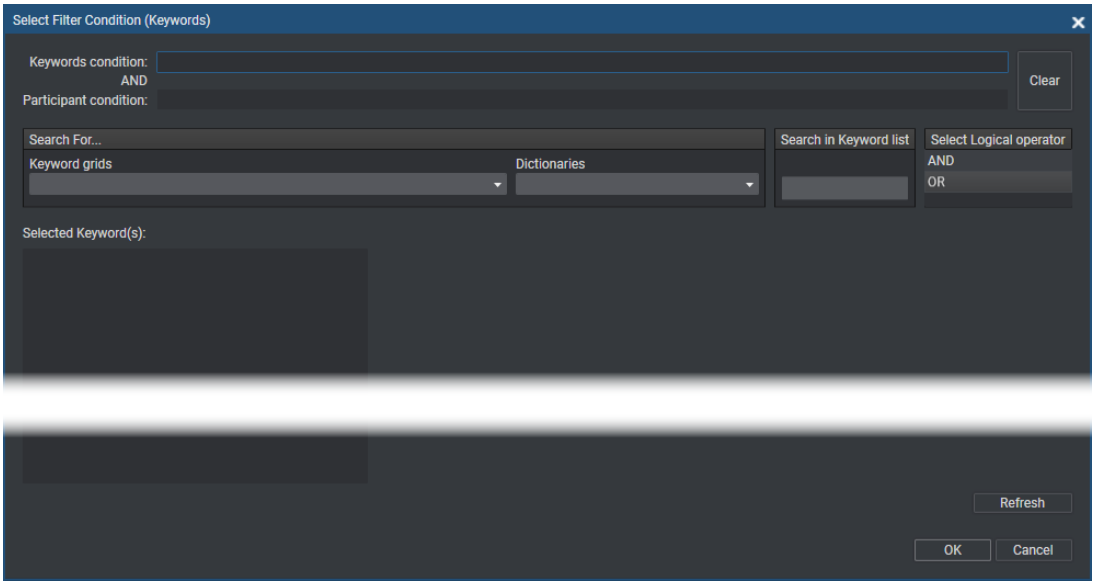
Filtering on Keywords

How to Perform a Search Including one or Several Keywords

To set a search criterion based on keyword(s),

1. Click the **Complex Filter** button next to a **Keywords** field 

   The following window opens:



2. Select a Keyword Grid or a Dictionary in the Search For pane, or click in the **Search in Keyword List** field.

   The selected Keyword grid or dictionary, or the Keyword list, is displayed in the lower right area of the window.

3. Select a keyword.

   It appears in the Selected Keywords area and in the **Keyword Condition** or **Participant Condition** field.

   Keywords which have been selected are shown with a different color in the Keyword grid, dictionary or Keyword list.

4. If required, select a logical operator. The NOT operator may be combined with one of the other operators.

5. Select a second keyword.

   The whole condition is shown in the **Keyword Condition** or **Participant Condition** field.

6. Click **OK**.

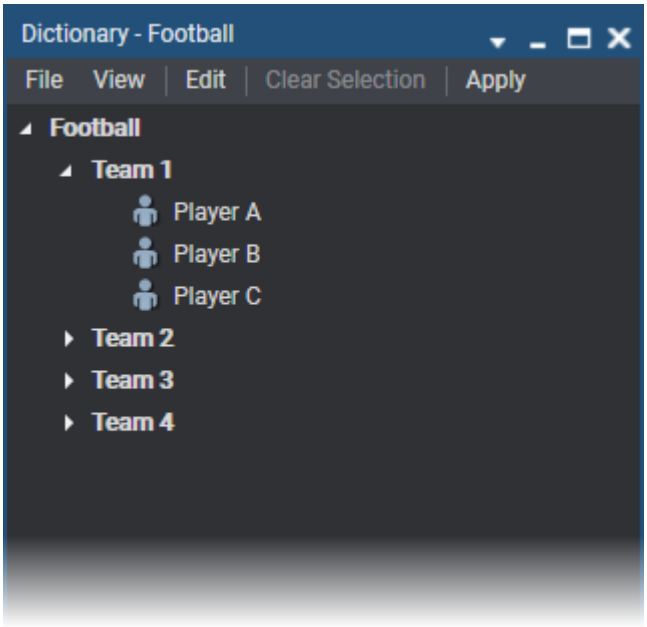
   The filter is applied to the Elements grid and the filter condition is displayed in the **Keywords** field.

Searching for Child Keyword Based on Parent Keyword

Context of Use

Child and parent keywords can be defined in a tree structure into the IPDirector Dictionary tool. See section "Keywords Management" in the IPDirector user manual for more information.

During an event, the administrator can define all the player names of a football team as child keywords of the parent keyword "team name" or "country". Users can then assign a child keyword to logs or clips.

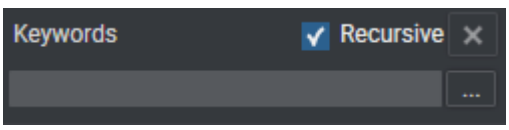


From the Elements grid, it is thereafter possible to retrieve the media linked to all the child keywords of the same parent keyword by using the **recursive** option.

How to Retrieve Child Keywords

To retrieve the media linked to all the child keywords of the same parent keyword,

7. In the Tree view, select the tree branch you wish to perform a search on.
8. In the grid, show the columns you wish to perform a search on.
9. Display the Grid Filter bar by clicking the **Show/Hide Grid Filter Bar** button over the grid  .
10. Tick the **Recursive** checkbox from the Keywords advanced search field to perform a search on all the child keywords linked to the selected parent keyword



11. Click the **Complex Filter** button ... .

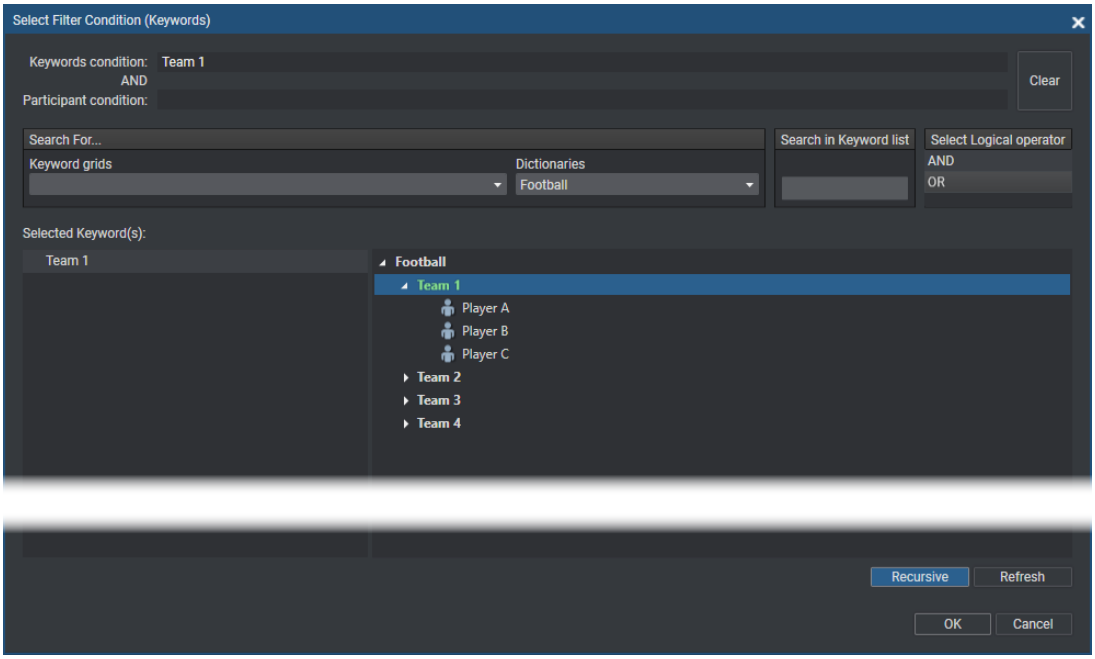
    The Select Filter Condition (Keywords) window opens.

12. Select a Keyword Grid or a Dictionary in the Search For pane.

    The related keywords are displayed in the list.

13. Select the parent keyword on which you want to perform a search.

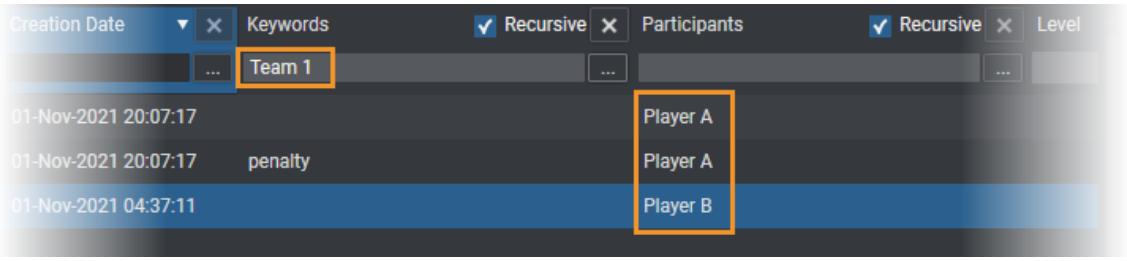
    It is displayed in the **Keywords Condition** field.



14. Click the **Recursive** button if you have not selected the **Recursive** option from the Keywords advanced search field).

15. Click **OK**.

The list of elements containing a child keyword of the selected parent keyword is displayed in the Elements grid.

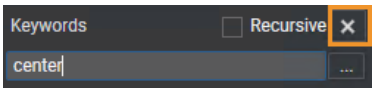


12.5.4. Clearing Search Filters

How to Clear an Advanced Search Filter

To clear a filter applied on an advanced search criterion,

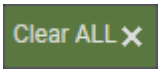
- Click the **X** button next to the corresponding criterion:



How to Clear all the Applied Filters

When filters have been applied from several search tools, all the filters can be cleared at once:

- Click the **Clear All (Filters)** button next to the **Quick Text Search** field:



12.6. Using Saved Filters

12.6.1. Introduction

Once you have selected some search filters, you may save this selection of empty fields as a search template.

Once you have selected some search filters and defined search values for each of them, you may save the selection as a filter for later use.

You will then be able to apply a template of search filters or a set of applied filters with a single click.

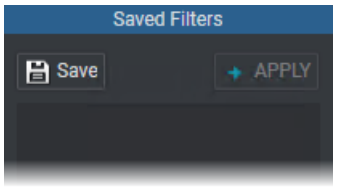
Saved filters will be common between:

- the Clips tree and the Clip view in bins
- the Playlists tree and the Playlists view in bins
- the Timelines tree and the Timelines view in bins

12.6.2. Managing Saved Filters

How to Save Filters

1. Define the filters you wish to save.
2. Do one of the following actions:
   - From the Saved Filters pane:
     i. Make sure the Saved Filters pane is visible under the tree view by clicking the Saved Filters button.

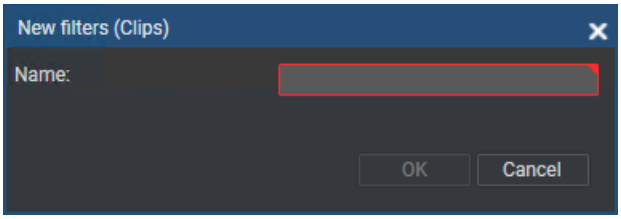


     ii. Click the **Save Filter** button Save.

   OR

   - Click the button above the Elements grid.

   The following window is displayed:



3. Enter a name for the applied filters set.
4. Click **OK** to confirm.

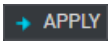
   The new filter name is listed in the Saved Filters pane.

How to Apply a Saved Filter

To apply a saved filter,

5. Make sure the Saved Filters pane is visible under the tree view by clicking the Saved Filters button.
6. Select the desired filter(s) in the Saved Filters pane.
   - Click to select a single filter
   - **CTRL** + click to select non-contiguous filters
   - **SHIFT** + click to select contiguous filters

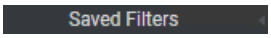
7. Click the **APPLY** button in the Saved Filters pane.

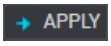
   Your filters are shown in the grid filter bar and/or quick search fields and they are applied in the grid.

How to Update a Saved Filter

To update a saved filter,

8. Make sure the Saved Filters pane is visible under the tree view by clicking the 

   button.
9. Select the filter you wish to update in the Saved Filters pane.
10. Click the **APPLY** button.

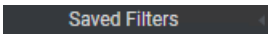
11. Make the desired changes to the filter definition.
12. Right-click the filter name in the Save Filter pane.

    A contextual menu is displayed.
13. Select **Update** from the menu.
14. Click **Yes** to the confirmation message that appears.

    The filter is updated.

How to Rename a Saved Filter

To rename a saved filter,

15. Make sure the Saved Filters pane is visible under the tree view by clicking the 

    button.
16. Select the filter you wish to rename in the Saved Filters pane.
17. Right-click the filter and select **Rename** from the contextual menu.

    The Rename Filters window opened.
18. Enter the new name in the **Name** field and click **OK** to confirm.

    The filter name is updated in the Saved Filters pane.

How to Delete a Saved Filter

To delete a saved filter,

19. Make sure the Saved Filters pane is visible under the tree view.
20. Select the filter you wish to delete in the Saved Filters pane.
21. Right-click the filter
22. Select **Delete** from the contextual menu.
23. Click **Yes** in the confirmation window that appears.

    The Saved Filter is deleted from the Saved Filters pane.

How to Publish a Saved Filter

To publish a saved filter,

24. Make sure the Saved Filters pane is visible under the tree view.
25. Select the filter you wish to publish in the Saved Filters pane.
26. Right-click the filter.
27. Select **Publish** from the contextual menu.

    The Publish window opens.
28. Select the group(s) you wish to publish the filter to in the Available groups area on the left. Keep **CTRL** pressed to select multiple groups.
29. Click the **Right Arrow** button to move the selected user groups from the Available Groups to the Selected Groups area on the right.
30. Click the **Publish** button.

When a filter has been created with the condition "owner = mine" and saved as a Saved Filter, you can publish it to selected groups. Then, when the recipient will apply the filter, the condition "owner = mine" will be applied to himself/herself.

13. Publishing Media Items

Context of Use

Clips, Playlists, Timelines, Edits, Logs

Publishing a media item makes it visible to the users or to the members of the group(s) it is published to.

The following media items can be published from the Database Explorer by selecting the relevant items from the respective Elements grid : clips (XT clips, files), playlists, timelines, edits, logs (actually clips containing logs).

For a clip, depending on the line you right-click, different clip elements from the clip will be published:

Right-click on...	Result
Clip line	All the clip elements are published. The group name or the user name the clip has been published to appears in the **Published** column, next to the clip and all the clip elements
XT hi-res clip	Only the XT clip is published, not the file. The group name or the user name appears in the **Published** column, next to the clip and the XT clip element.
File	Only the file is published, not the XT clip. The group name or the user name appears in the **Published** column, next to the file.

Bins and Bin Directories

Publishing the whole content of a bin directory or a bin is possible by selecting the bin directory or the bin from the Tree view. Then, all the items (clips, playlists, timelines, edits) present in the bin or the bin directory are published to the selected user groups or to the selected individual users.

All the items (clips, playlists, timelines, edits) sent to the bin after the publication are automatically published.

When a bin is un-published, all the items (clips, playlists, timelines, edits) present in the bin remain published.

Log Directories and Logsheets

Publishing a logsheet is possible by selecting it from the Tree view. This publishes all its logs.

Publishing the whole content of a log directory is possible by selecting the it from the Tree view. Then, all logsheets present in this directory and its sub-directories will be published to the selected user groups or to the selected individual users.

How to Publish a Media Item

To publish a media item to groups of users from the Elements grid of the Database Explorer,

1. Right-click it in the Elements grid.

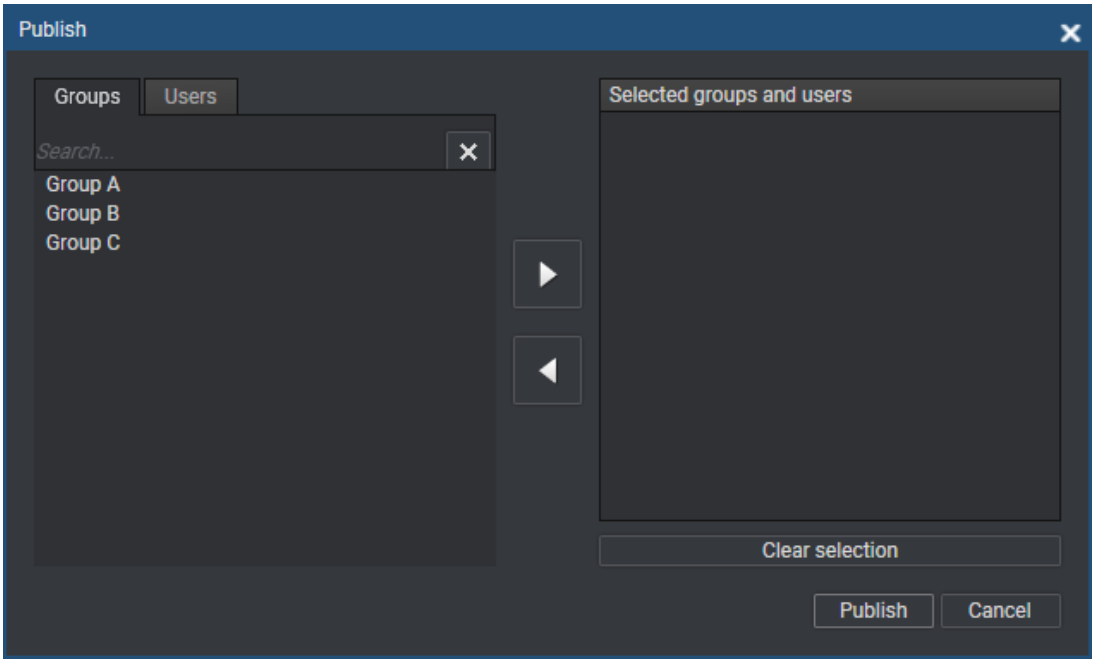
To publish a bin, bin directory, logsheet or log directory,

1. Right-click it in the Tree view.

Then,

2. Select **Publish** from the contextual menu.

   The Publish window opens.



3. Select the user group(s), or the individual users, to which you want to publish the media item in the Available Groups area on the left. Keep **CTRL** pressed to select multiple groups.

Use the **Search** field to search for a group or to search for a user from the corresponding lists.

4. Click the **Right Arrow** button to move the selected groups / users from the Available Groups to the Selected Groups area on the right.
5. Click the **Publish** button.

When a user group has been selected, all users belonging to the selected user group and having visibility rights on the media items will be able to view it.

How to Unpublish

To un-publish a media item to a group of users, or the individual users, repeat steps above and perform the opposite operation: select the user group, or user, in the Selected Groups area and click the **Left Arrow** button.

14. Transferring Media

14.1. Sending Media to Locations and Backing Media up to Nearline

14.1.1. Possible Transfer Destinations

Sending Media to Locations

IPDirector gives full flexibility to directly send A/V files to third party systems (i.e. NLE systems) and storage paths.

Sending media to predefined targets, such as third party systems or file archive targets, will be performed with the **Send to** command.

The possible destinations to transfer clips, edits, timelines, or playlists are listed hereafter.

- the user's default bin, if any

  See section "Managing Bins" on page 65.
- the default playlist, if any

  See section "Managing Playlists" on page 48.

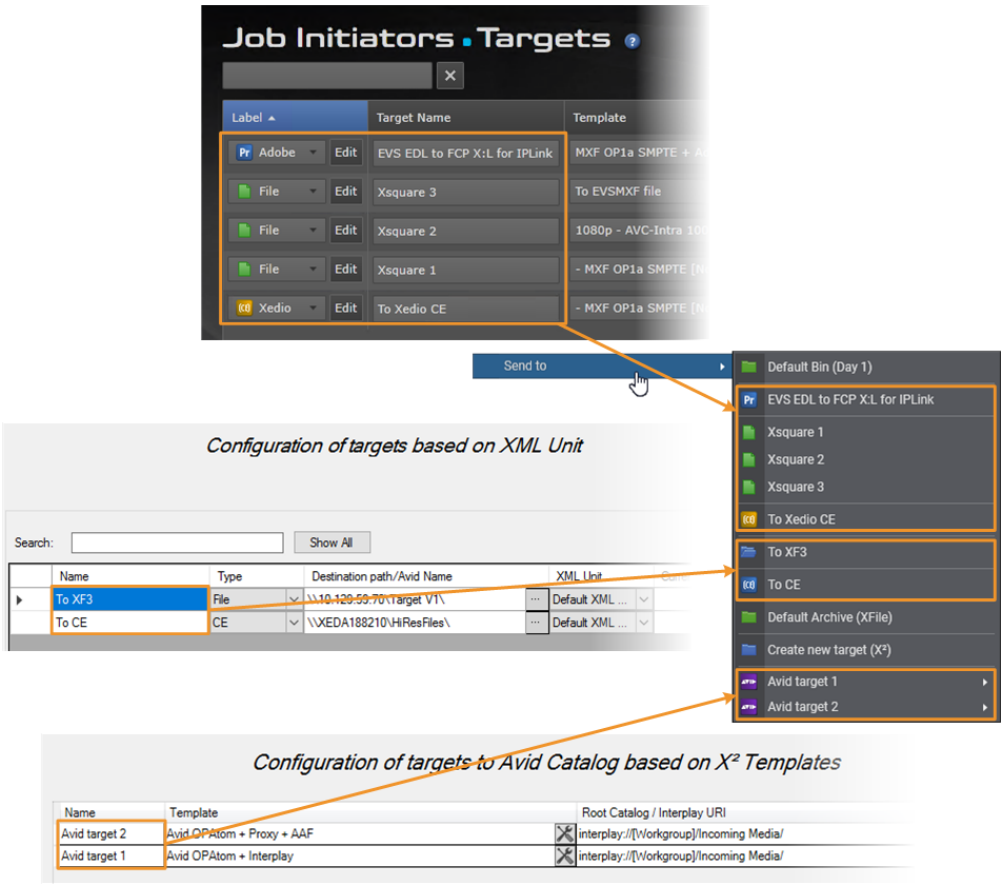
  This is only available for clips.
- XT targets

  The EVS servers for which the user has visibility right.
- Third party systems (Xedio/CleanEdit, Avid, FCP, Adobe).

  The targets may have been set from the Remote Installer or from VIA Xsquare.
- File targets

  The file targets may have been set from the Remote Installer or from VIA Xsquare.
- Avid catalogs

  The configuration of targets, based on VIA Xsquare templates, to Avid catalogs must have been done from the Remote Installer.



Visibility of VIA Xsquare targets

VIA Xsquare targets are visible provided that

- the VIA Xsquare has been declared in the Remote Installer and that it can be reached
- the user logged into IPDirector has a VIA Xsquare account with the same access codes (login and password) in both applications.
- the user belongs to the same groups in both applications
- in VIA Xsquare, targets have been published to a group the user belongs to (or target visibility for that user is set to **All**).

Backing Media up to Nearline

Sending media to nearline storage will be performed with the **Backup to Nearline** command from the file element contextual menu in the Elements grid. This is used to store or back up A/V material to a nearline folder, visible on the GigE network, that has been defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

A file can also be copied from one nearline folder to another one by dragging the file from the Elements grid to the nearline folder on the Tree view

Refer to the IPDirector Remote Installer Technical Reference manual for more information on the configuration of targets and nearline folders and to the VIA Xsquare user manual for the configuration of VIA Xsquare targets.

Sending Media to Workflow Targets

A Workflow Engine is integrated with IPDirector to enable more complex workflows, such as the publication of media items (clips, playlists) to one or several social media (Facebook, Youtube, Twitter) or to a generic Content Management System.

The workflow definition is the blueprint of your workflow. It lists and defines the different tasks within the workflow and specifies how these are linked to each other and in which order they have to be executed. It also describes the input parameters of the workflow and the input and output parameters of each task.

The workflow definition files are stored on the Workflow Engine.

Workflow targets are configured from the Remote Installer and can be used from the IPDirector interface such as any other target. Selecting a workflow target will trigger the execution of the workflow. The selected media items will then go through the process defined in the workflow definition file.

Some of the workflow parameters may have been set as "editable from the IPDirector user interface" during the workflow configuration. In that case, when a workflow target will be selected to send the media to, a window will be displayed and allow you to edit such parameters. Refer to the PUBLISH Add-On for IPDirector manual for more details on each parameter.

Sending media to a workflow target is done from the **Send to > Workflow** option of the Clip contextual menu or from the Playlist contextual menu. This can also be triggered by a bin rule.

See sections "Clip Contextual Menu" on page 31 , "Managing Playlists" on page 48 and "Bin Rules Window" on page 73.

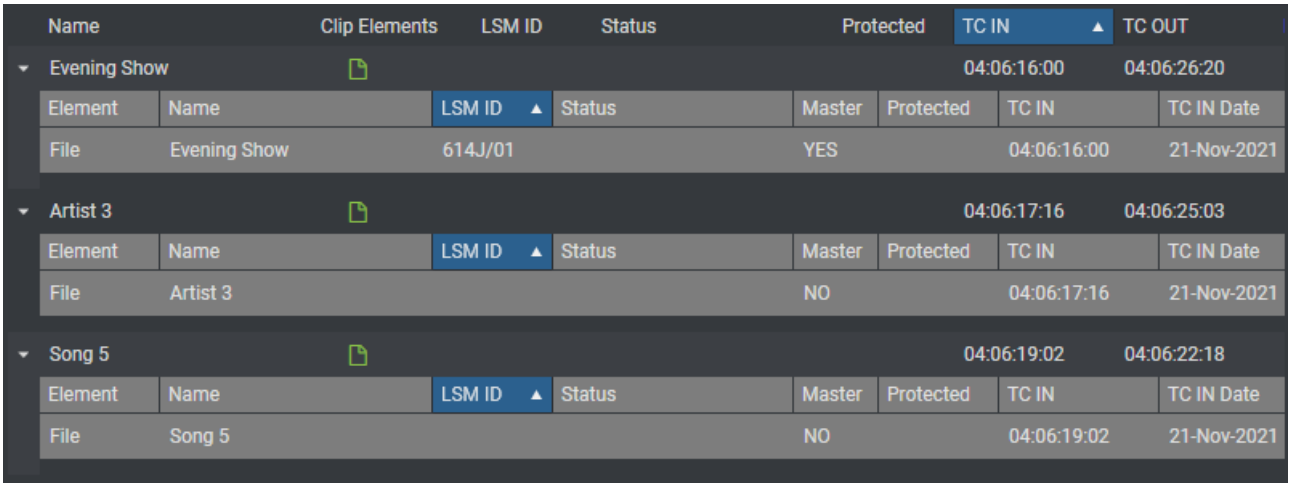
14.1.2. Backing Sub-Clips up

Context of Use

On some occasions, an entire event is recorded but the intent is to only keep a record of specific actions that will happen during this event.

Users record a long file covering the whole event, e.g. **Evening Show** in the following example.

Then, they create sub-files (e.g. Artist 2) and sub-sub-files (e.g. Song 5), each one having boundaries set within those of the file it has been created from.



If the parent file (Evening Show) is backed up to nearline, all the sub-files, sub-sub files, and so on, included in the parent file are automatically backed up to nearline as well.

Actually, only the parent file is considered as Master, other files are references to the parent file. So, if the Master file is deleted, all the files referring to it will be deleted as well.

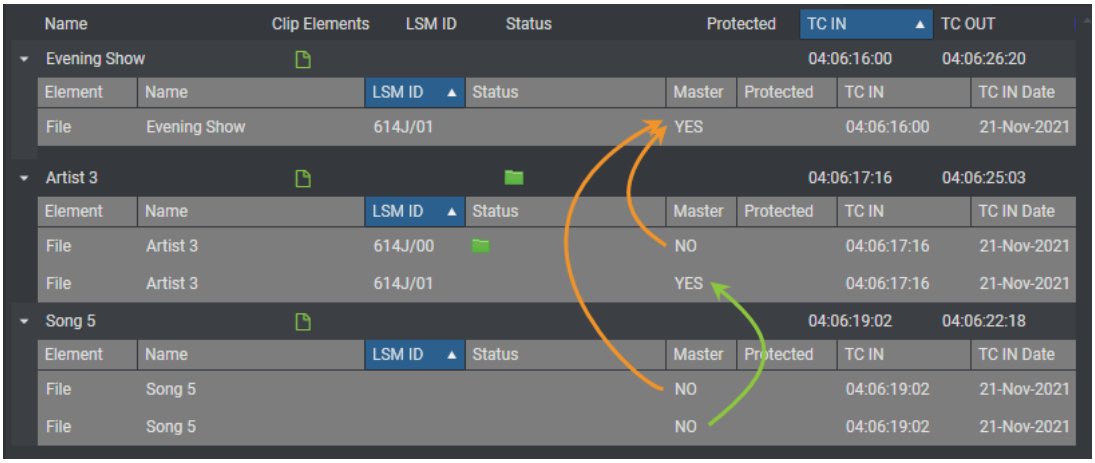
How to Keep Backed up Sub-Files and Delete the Master File

1. Back up to nearline the first child sub-file (Artist 2) you want to keep.

   The file created on the nearline will become Master.

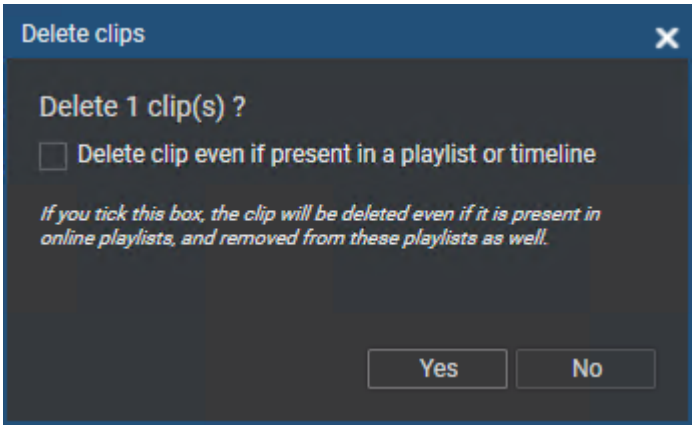
   The sub-sub-file (Song 5) will automatically be backed up to nearline too. So, additional files will be displayed in the Database Explorer.

   Relations to each Master file is shown below:



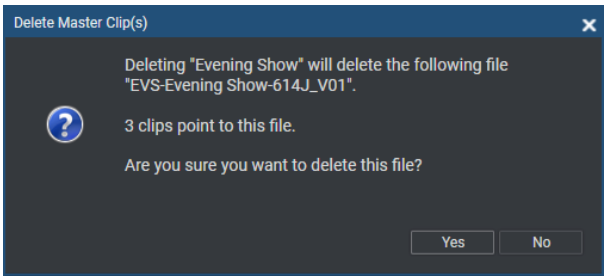
2. Select the parent file (Show) and press **Delete**.

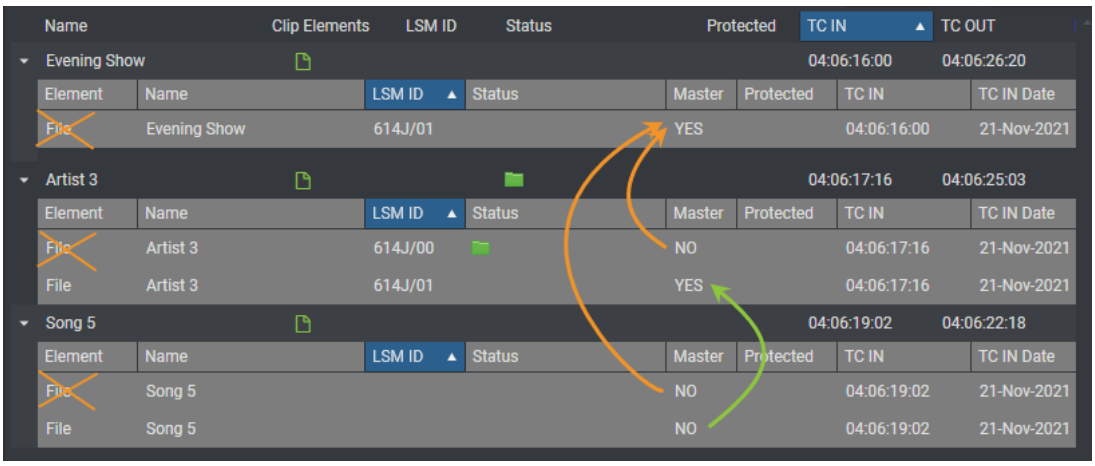
   The Delete Clips window is displayed.



3. Click **Yes**.

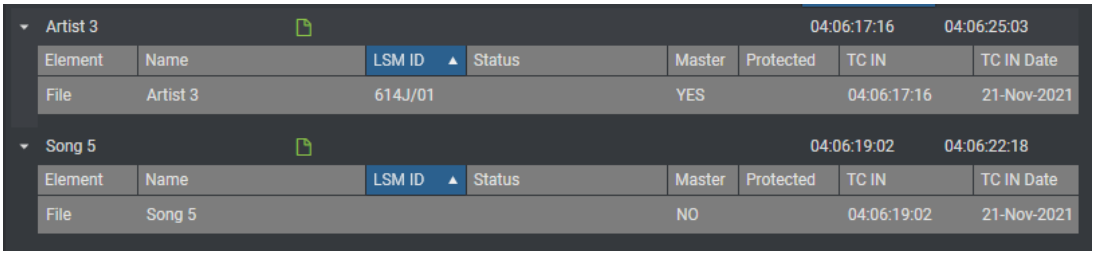
   A message is displayed, indicating that several clip elements will be deleted.





4. Click **Yes**.

   The parent file and its two sub-files are deleted. The other ones are kept.



14.2. Archiving and Restoring Media

14.2.1. Archive and Restore Environment

Archive HSM Systems

Thanks to Archive services, IPDirector communicates with a third party hierarchical storage management system (HSM) and LTO tape library for files archiving from a nearline storage and files restoring to a nearline storage.

The HSM system can be Oracle DIVA Archive or SGL flashnet. This is configured from the Archive Service tab of the Remote Installer.

Several services are involved in the Archive and Restore to nearline process. They are started from the Remote Installer.

- AS, managed with the Synchro DB service, receives the requests from IPDirector and communicates with the ATS service. If it stops working, the job waits for the Master failover.
- ATS, individual service, receives the requests from the AS service and communicates with the HSM. If it stops working, the ATS service from another workstation will take the Master role. In such cases when different ATS services have been involved in a job processing, both workstations will be referenced in the Transfer Monitoring window.

A database is specifically dedicated to the ATS.

Amazon S3 System and Wasabi Cloud Storage

The archive / restore process to/from Amazon S3 or Wasabi Cloud Storage is managed by the Archive Add-On for IPDirector based on VIA Flow.

Closed files are archived from a nearline storage or files are restored (full restore) to a nearline storage.

VIA Flow for IPDirector and the Archive Add-On for IPDirector must have been installed. The connection to the cloud requires authentication through access and secret keys.

The configuration is done from the Archive Service tab of the Remote Installer.

14.2.2. Archiving Media

Context of Use

Files stored on a nearline can be archived by a HSM on a low cost storage system (tape library) or by the Archive Add-On for IPDirector to an Amazon S3 or Wasabi Cloud Storage environment. This can be done in different ways.

Archiving can be requested from the Save Clip window when the clip is created. See sections "How to Create a Clip" in the Control Panel user manual. Actually, this is the file backed up to a nearline which is archived, not the XT clip stored on a server. So, the archiving is only possible when a nearline has been selected to back the clip up.

Clip archiving can also be done afterwards, from the Database Explorer, as described below.

A post process can be defined in a bin rule, so the items placed into the bin are automatically archived. See section "Bin Rules" on page 69.

Once the file has been archived, the icon for the archived file clip element appears in the Clip Element column of the Elements grid: (high resolution) or (low resolution). The icon is displayed in the Archive column.

Prerequisites

- A valid Archive / Restore license is needed to use the archive/restore process. The fixed license **Archive/Restore Unlimited (key 171)** must be imported to XSecure.
- The user needs the **User can archive files** user right.
- The system must have been configured from the Remote Installer (Configure > Archive Service). The steps will differ depending on the system used (HSM or Amazon S3 / Wasabi Cloud Storage).

  Refer to the IPDirector - Remote Installer Technical Reference manual for more details.

Principles

- XT clips cannot be archived as such. They must first be backed up to a nearline.
- A file already archived cannot be archived twice.
- When a master file with sub-files is archived, only the master file is physically archived but its sub-files (references to the master file) are listed as archived in the Elements grid of the Database Explorer.
- A sub-file, which is a child of an archived master file, cannot be selected for archiving, as it is actually a reference to the master file. To be able to archive a sub-file, a new file, corresponding to the sub-file, must first be backed up to the nearline.

High resolution / low resolution files

- If a clip contains both a high resolution file and a low resolution file, only the high resolution file will be archived from the Clips view.
- If a clip contains several high resolution files, only the one stored on the nearline with highest priority in the Remote Installer will be archived from the Clips view.
- If a clip only contains low resolution elements, its files can only be archived from the Clip Elements view, not from the Clips view.

When a clip is being created,

- if two different nearlines are selected from the Save Clip window to back the clip up, one

low resolution nearline and one high resolution nearline, and,

- if the low resolution nearline has a higher priority than the high resolution nearline (Remote Installer > Storage Priorities > Nearline Priority)

then the archiving will be done from the file on the low resolution nearline.

How to Archive a File from a Nearline to the Archive Environment

To archive a file,

1. Right-click the file in the Elements grid of the Database Explorer.
2. Select **Archive** from the contextual menu.

The file is archived in the HSM Archive group defined in the Remote Installer or on the Amazon S3 storage.

The **Archived** icon appears in the Clip Element column of the Elements grid: (high resolution file in high-resolution configuration and in high/low configurations) or (low resolution when only low-resolution file is on the nearline). The icon is displayed in the Archive column.

Multiple files can be selected and archived at once.

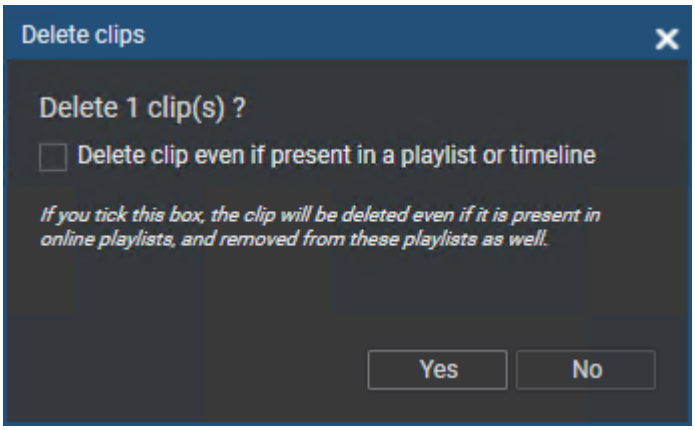
Relevant information can also be retrieved from the Archive Date column and from the Archive Group column of the Elements grid.

Deleting Nearline Files which have been Archived

The files which have been archived can be deleted from the nearline. At that time, you may decide whether IPDirector keeps the archived files or not. So, a restore from archived file to nearline will be possible later on.

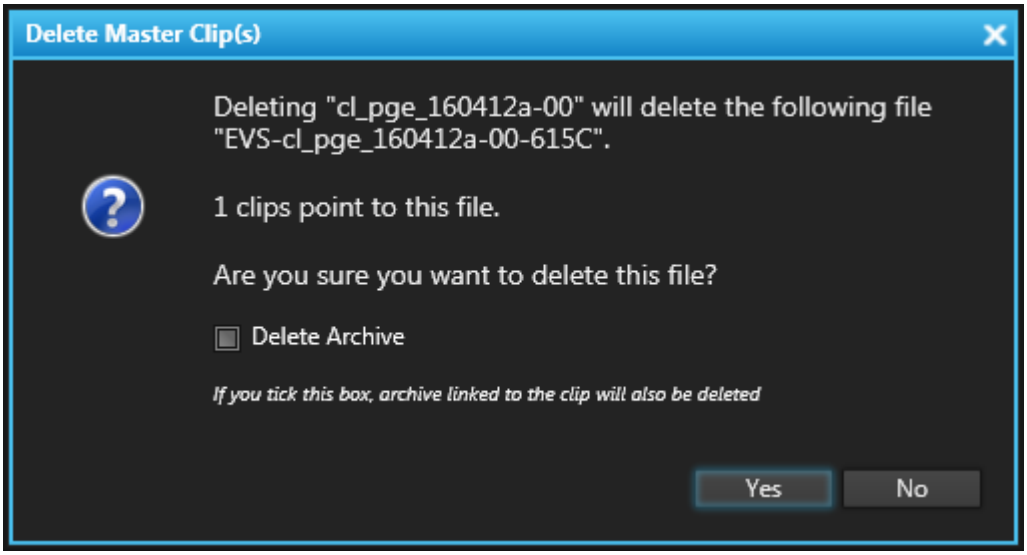
1. Right-click a clip in the Elements grid of the Database Explorer.
2. Select **Delete** from the contextual menu.

   The Delete Clips window opens.

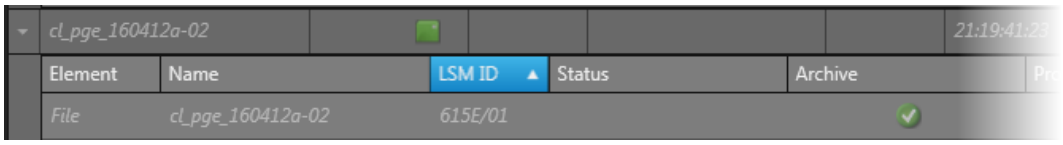


3. Click **Yes**.

   The Delete Master Clips window opens. It states that deleting the clip will also delete the corresponding nearline file.



4. (optional) Select the **Delete Archive** option if you want to delete the archived file together with the clip and nearline file.
5. Click **Yes**.
   - If you have chosen to delete the archived file (**Delete Archive** option selected), all the elements of the clip are deleted.
   - If you have chosen not to delete the archived file (**Delete Archive** option cleared), the nearline file is deleted and the clip gets the Archidel status (file archived, then deleted from nearline). So, it is still visible in the Database Explorer, provided that the **Show ArchiDel Elements** option has been selected from the View menu.



   Users will be able to restore it to a nearline later on.

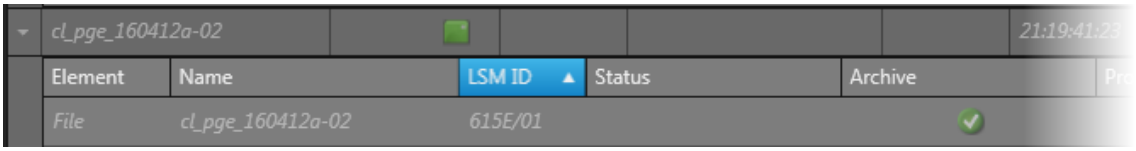
If the nearline is deleted from the Remote Installer, you are allowed to keep or to delete the reference to the nearline files which have been archived on the archive storage. This allows a future restore on nearline in case the nearline storage is made available again later on.

14.2.3. Restoring Media

Restoring an Archived File to a Nearline

Context of Use

A file with an Archidel status, which means that it has been archived by the archiving system and then deleted from the nearline, can be restored to a nearline afterwards. This can be the original nearline, or another one. Clips with Archidel elements appear in the Elements grid, provided that the **Show ArchiDel Elements** has been selected from the View menu of the Database Explorer.



They are listed in italics and the icon is displayed in the Archive column.

Restoring a file from the archiving system is requested from the Database Explorer.

A Restore operation from the tape library can also be requested from the Save Clip window, when a sub-file is created from a nearline low-resolution file. Then, only the portion of the Archidel high-resolution file corresponding to the low-resolution sub-file will be restored. This option is not available with an Amazon S3 archive/restore system as only full restore is supported with the current version.

Prerequisites

- A valid Archive / Restore license is needed to use the archive/restore process. The fixed license **Archive/Restore Unlimited (key 171)** must be imported to XSecure.
- The user must have the **User can see archidel media** and the **User can restore files** user rights.
- The nearline must be on-line.

Principles

- An archived file which is online on a nearline can be restored.
- When a master file with sub-files has been archived, only the master file has been physically archived but its sub-files (references to the master file) are listed as archived in the Elements grid of the Database Explorer.

  When you restore an Archidel master file, all its sub-files listed as Archidel will appear as restored in the Elements grid of the Database Explorer.

- Case of several Archidel files existing for a clip:

  When you request the Restore operation for such a clip, a single file will be restored. Priority is given as follows:

  a. high resolution file with the smallest duration (in case of sub-clip)

  b. high resolution file with the higher nearline priority.

- When a multi-files media item is restored, all its associated files (metadata file, audio files) are restored but only the video file item is listed in the Elements grid.

How to Restore a Master Archidel File from the Archive Library to a Nearline

To restore a Archidel file from the archive to the nearline,

1. Right-click an Archidel file in the Elements grid of the Database Explorer.
2. Select one of the following options from the contextual menu:
   - **Restore from Archive** > **Restore to original location ([Nearline Name])** to restore the archived file to its original nearline.

     If the nearline has been deleted but the reference to the archived files has been kept, the file is displayed in the Elements grid, but the option to restore it to its original location is not available.
   - **Restore from Archive** > **[Nearline Name]** to restore the archived file to one of the available nearline.

The file is restored on the selected nearline.

If several files have been selected, the option **Restore to original location** will be displayed without any indication of nearline name.

This option will restore each Archidel file on its original nearline.

The icons in the Clip Elements column of the Elements grid are:

- (online hi-res file) + (archived hi-res file) or
- (online lo-res file) + (archived lo-res file),

as the archived file is back to an on-line nearline.

Partially Restoring a High Resolution File to a Nearline

Context

A high resolution file is ArchiDel and its corresponding low-resolution file is still present on the nearline. You do not need to keep the entire file, but only a part of it with specific actions. You can then create a sub-file of the low-resolution file, and the system can automatically restore the corresponding part of the archived high-resolution file.

Limitations

- The partial restore is only possible if the codec is supported by the HSM.
- This action is not possible with an Amazon S3 archive/restore system as only full restore is supported with the current version.

How to Partially Restore a High Resolution File to a Nearline

To partially restore a high-resolution file on the nearline,

1. Load the low-resolution file on the Software Player, in a Control Panel.
2. Mark a new IN point and/or a new OUT point thanks to the clip creation buttons or shortcuts to create a sub-file.
3. Click the **New Clip** button.

   The Save Clip window will open, provided that the **Open Save Clip Window** setting has been selected.
4. Select a nearline.
5. Select the **Restore Archived Hi-Res** option.
6. Click **Save**.

Two new clip elements are displayed in the Elements grid:

- a low-resolution file: it is not a Master file but a sub-file of the Master low-resolution file from the nearline,
- a high-resolution file: it is a Master file restored on the selected nearline and corresponding to the trimmed low-resolution file.

Restoring Clips from a Nearline to a Server

Context of Use

A file stored on a nearline can be restored to an EVS server as an XT clip element.

This can be done in different ways. A dedicated command is available from the Clip contextual menu of the Database Explorer Element grid for clips or clips in bins. A drag-and-drop operation to a Control Panel allows a quick restore of a XT clip which is then ready for playout.

Prerequisites

- The user must have the **Restore to XT** user right set to **All** or to a **Selection** of servers in the User Manager for IPDirector.

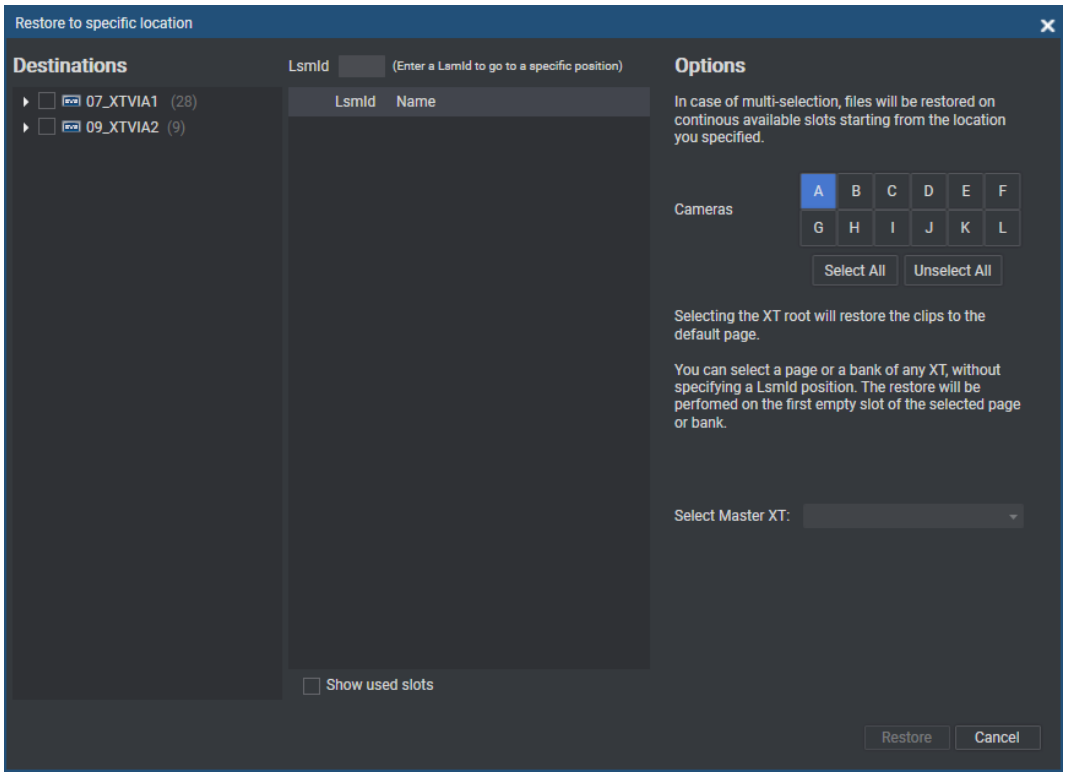
Limitations

- The following files cannot be restored to a server: lo-res file, Archidel file, logo, ...

How to Restore a Clip from a Nearline to an EVS Server

To restore a clip to a server,

1. Right-click the line of an on-line file in the Elements grid, in the Clips view or the Bins/Clips view.
2. From the contextual menu, select one of the following options:
   - **Restore to XT > Default XT**. The default server for Restore operations is defined from the Remote Installer.
   - **Restore to XT > Specific Location**. This opens the Restore to Specific Location window from which you can select where you want to restore the clip.

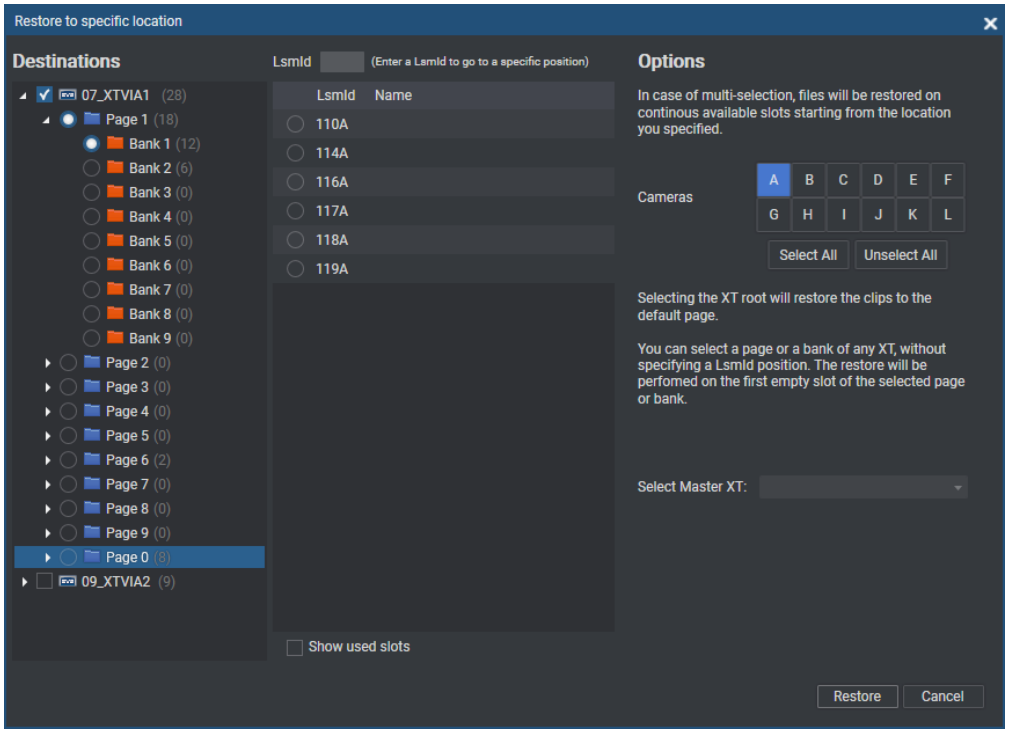


You can choose to restore on one server or on multiple servers.

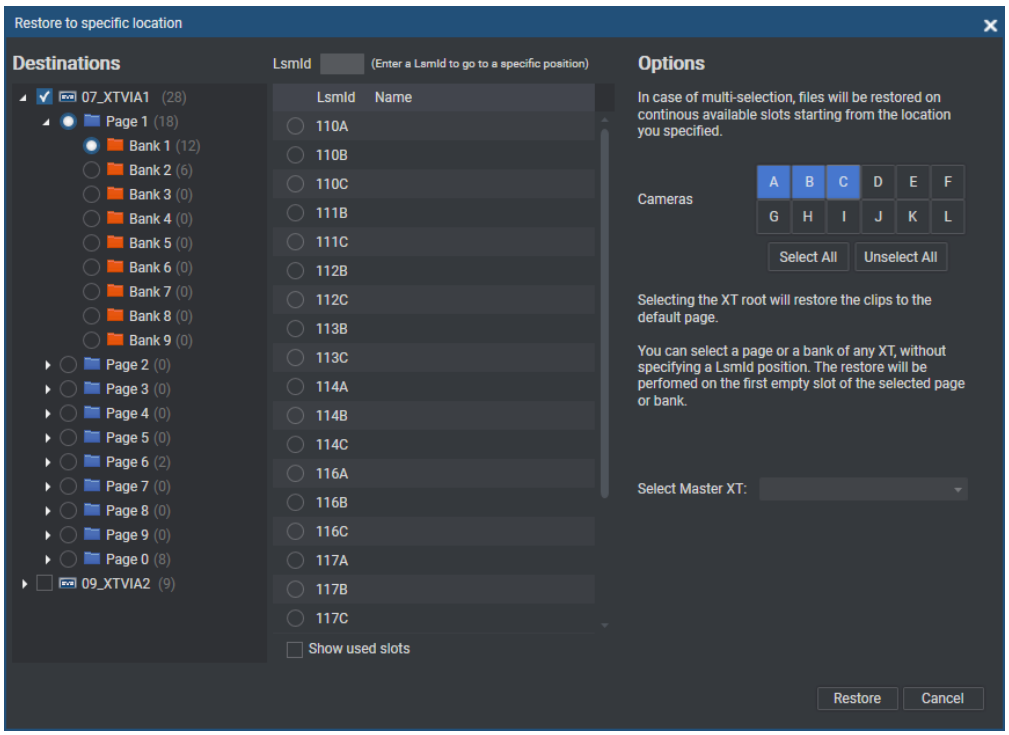
On one server

i. Select one server, or one page on one server, or one bank from one page on one server, from the Destinations pane.

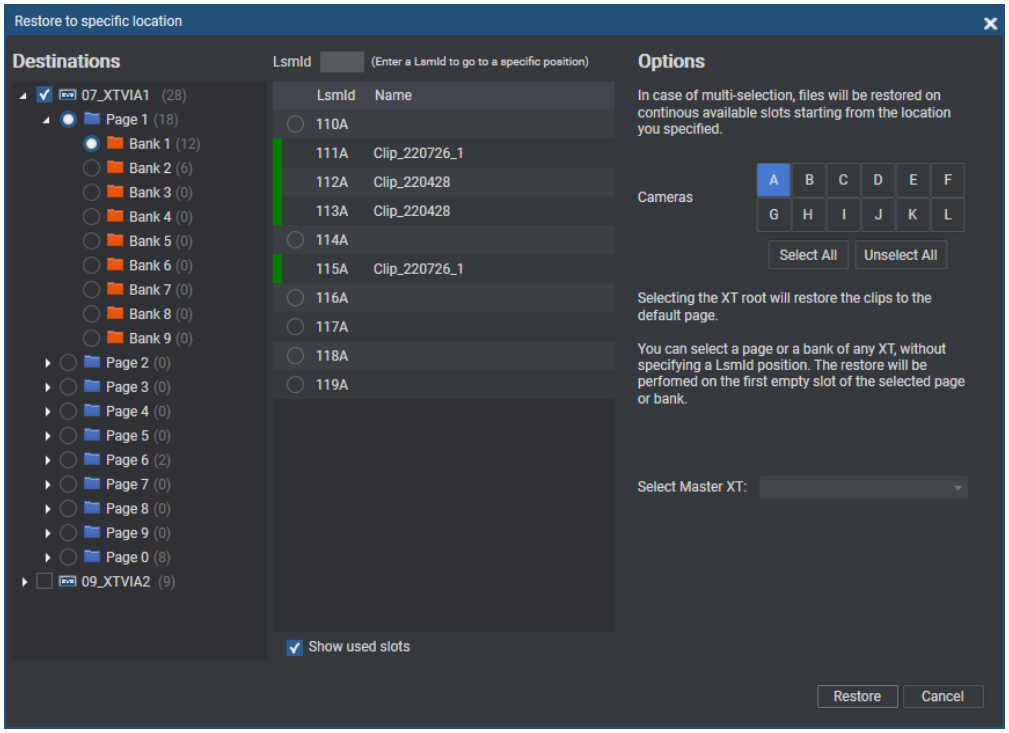
   The list of corresponding slots is displayed.



You can also display more or less cam angle positions thanks to the camera selection in the Options pane.



If you click the **Show Used Slots** option, the positions already occupied by a clip are shown with a green indicator:



ii. (optional) Select a clip position by entering an LSM ID in the **Lsmid** field or by clicking the corresponding radio button.

If you do not select a clip position,

. and you had only selected a server, the clip will be restored on the Default page specified in the Remote Installer (Configure > Storage tab > SDTI Network).

. and you had selected one page on one server, or one bank from one page on one server, the clip will be restored at the first available slot.

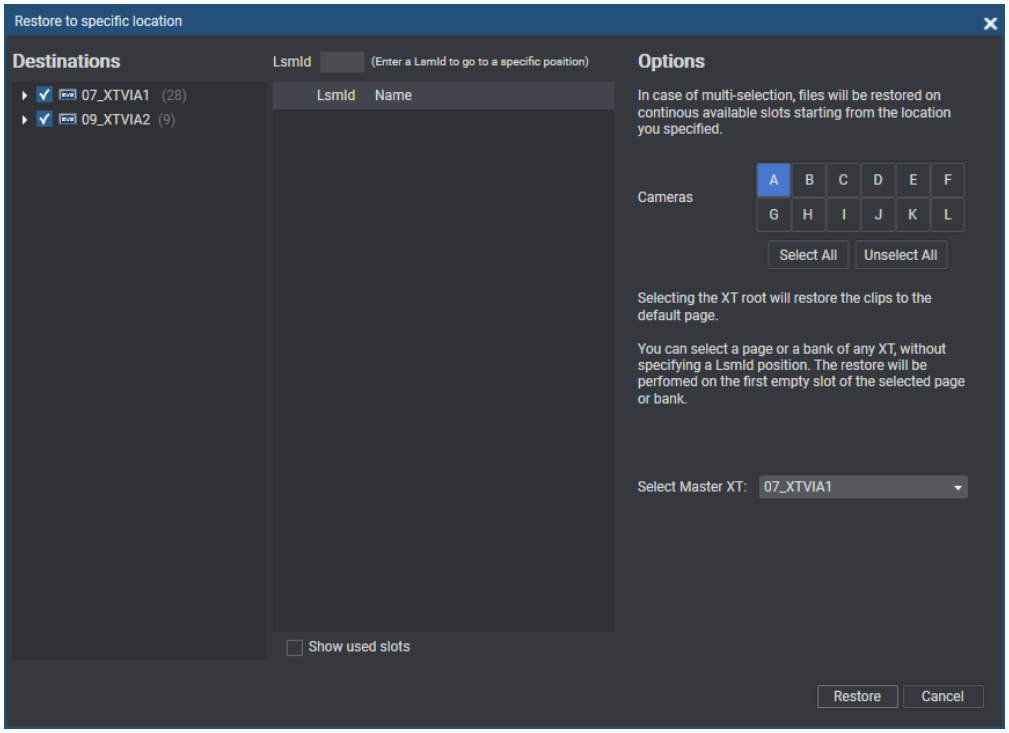
In case multiple clips have been selected for restore, they will be restored in the order of available slots.

iii. Click **Restore**.

On multiple servers

i. Select multiple servers at the root level or on a specific page and/or bank for each server.

The list of corresponding slots is not displayed.



ii. From the **Select Master XT** field, select the Master XT on which the clip will be restored. Copies will be created on the other servers.

iii. Click **Restore**.

- **Restore to XT > Original Location > Original XT** to restore the clip to its original LSM ID position on the original EVS video server where it was before. If the original LSM ID position is no more available, a warning message is displayed.

  Restore to XT > Original Location > [Server Name] to restore the clip to the same LSM ID position as its original one but on a different EVS video server than the original one. If the original LSM ID position is no more available, a warning message is displayed and the restore operation is not performed.

  Restore to XT > [Server Name] > [Page Number]. The menu displays the EVS video servers for which the user has the right to restore to.

The clip is restored on the selected EVS video server.

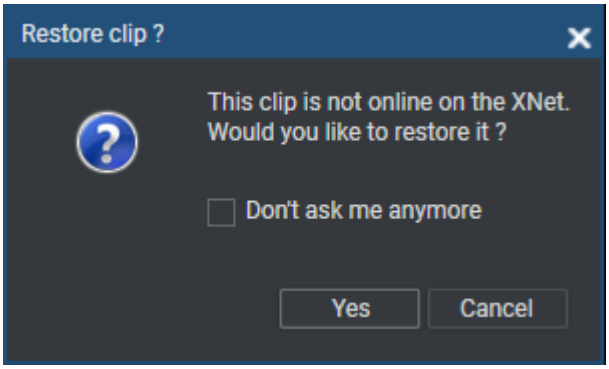
How to Restore an XT Clip by Loading a File on a Player Channel

An XT clip can be quickly restored from a nearline file to a server and be ready for playout.

1. Make sure that a player channel has been associated with a Control Panel.
2. Select an on-line file, for which you want to restore the corresponding XT clip, in the Elements grid of the Database Explorer.

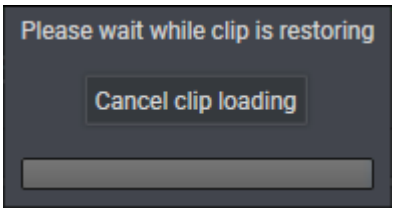
3. Drag it to the Control Panel.

   A message asks whether you want to restore the XT clip.



4. Click **Yes**.

The XT clip is restored on the EVS video server.



The playout can start as soon as its first frame has been restored.

14.3. Monitoring the Transfer Status

Context of Use

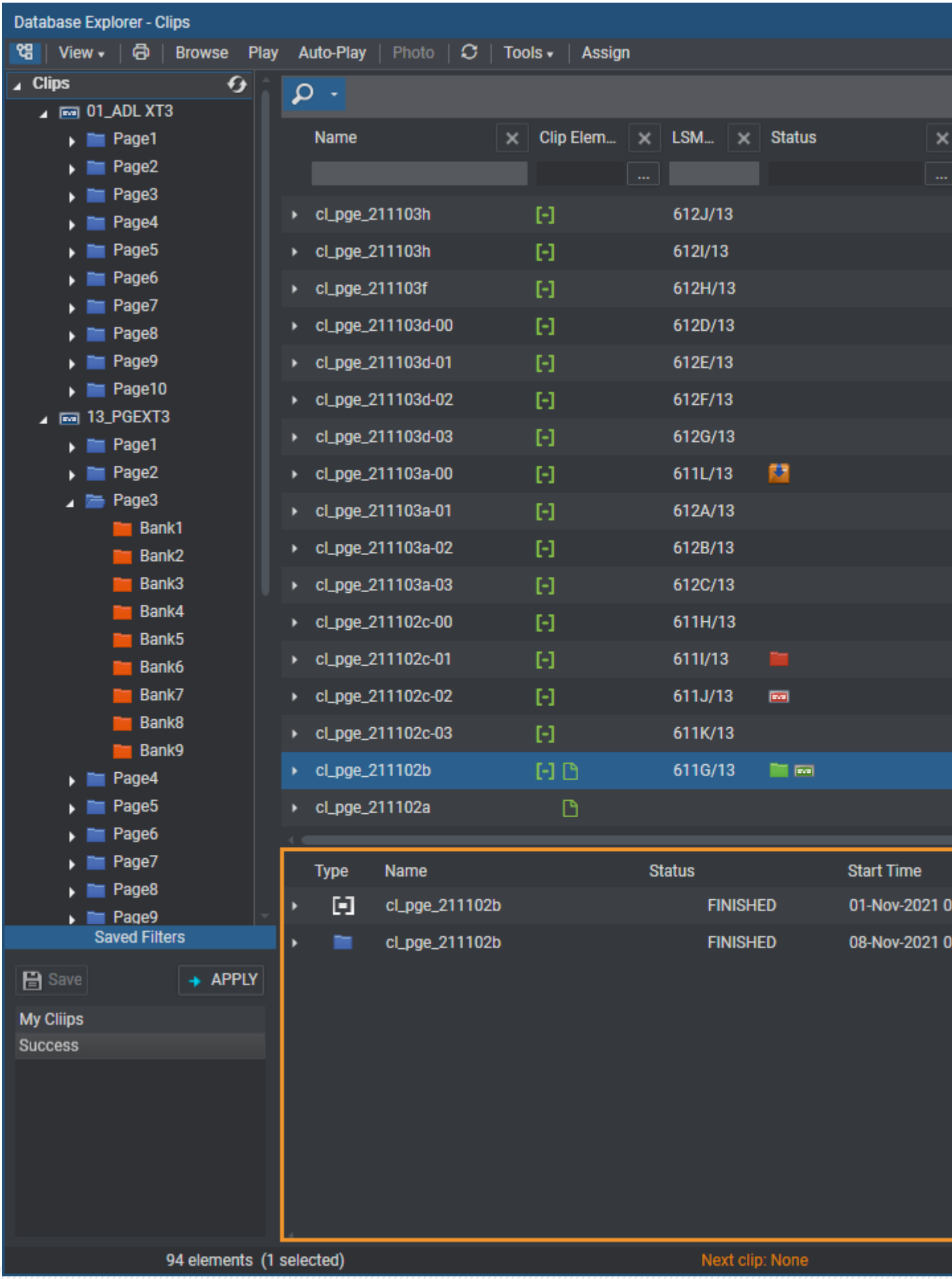
Transfers of media items can be monitored from the Transfer Monitoring area.

This includes the following jobs: Send to targets, backup to nearline, restore to XT, copy by GigE, archive (clips), restore from archive (files), and Send to workflow targets.

Information on the transfer status is available from different areas:

- The Transfer Monitoring window is accessed by clicking the **Transfer Monitoring** option of the main window Tools menu.
- The Transfer Monitoring area can be displayed in the Database Explorer by selecting the **Transfer Monitoring** option from the Database Explorer Tools menu.

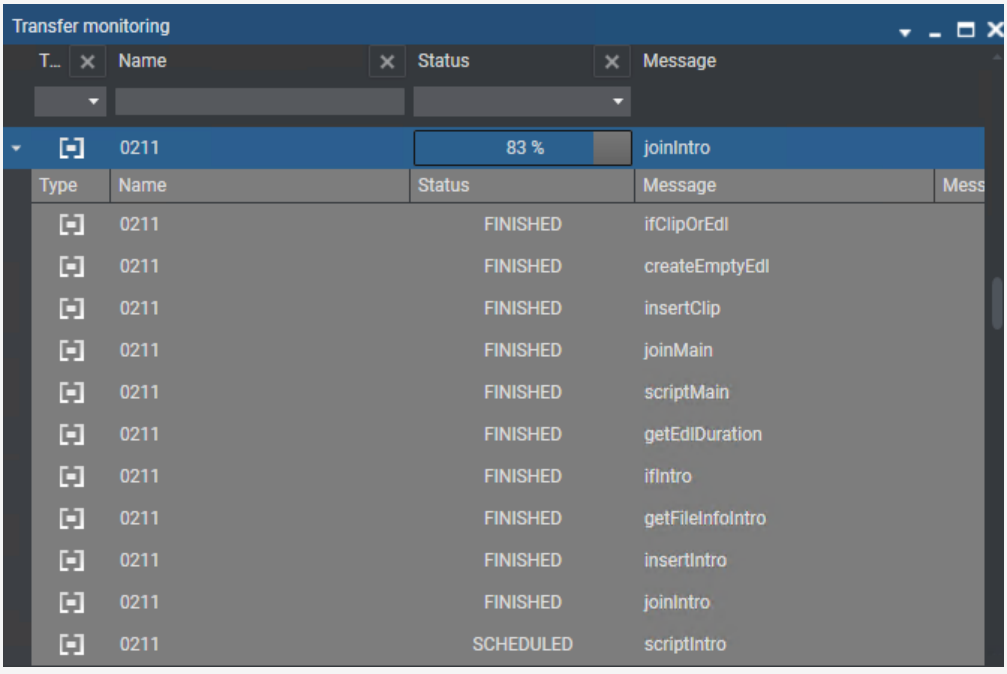
Overview of the Transfer Monitoring Area


Database Explorer - Clips
View
Browse
Play
Auto-Play
Photo
Tools
Assign
Clips
01_ADL XT3
Page1
Page2
Page3
Page4
Page5
Page6
Page7
Page8
Page9
Page10
13_PGEXT3
Page1
Page2
Page3
Bank1
Bank2
Bank3
Bank4
Bank5
Bank6
Bank7
Bank8
Bank9
Page4
Page5
Page6
Page7
Page8
Page9
Saved Filters
Save
APPLY
My Cliips
Success
Name
Clip Elem...
LSM...
Status
cl_pge_211103h 612J/13
cl_pge_211103h 612I/13
cl_pge_211103f 612H/13
cl_pge_211103d-00 612D/13
cl_pge_211103d-01 612E/13
cl_pge_211103d-02 612F/13
cl_pge_211103d-03 612G/13
cl_pge_211103a-00 611L/13
cl_pge_211103a-01 612A/13
cl_pge_211103a-02 612B/13
cl_pge_211103a-03 612C/13
cl_pge_211102c-00 611H/13
cl_pge_211102c-01 611I/13
cl_pge_211102c-02 611J/13
cl_pge_211102c-03 611K/13
cl_pge_211102b 611G/13
cl_pge_211102a
Type
Name
Status
Start Time
cl_pge_211102b FINISHED 01-Nov-2021 0
cl_pge_211102b FINISHED 08-Nov-2021 0
94 elements (1 selected)
Next clip: None

The table below describes the various parts of the Transfer Monitoring area:

Name	Description
Transfer Jobs grid	Transfer jobs are presented in rows and all their associated parameters and metadata are in columns.
Current Transfer Only button	This button gives access to the list of transfers currently in progress and scheduled. Its background is colored when it is enabled: Current Transfers Only To go back to the list of all the transfers, click the **Current Transfers Only** button again.
Clear History button	This button removes all the transfers jobs from the list.
Cancel Job button	This button cancels the selected transfer job. It is available for transfers currently in progress.
Refresh button	This button allows users to manually refresh the view at a point in time. Otherwise, the system automatically refreshes the view.

- When an item has been sent to a multi-destination target, nearline or Avid catalog, as many lines as destinations are displayed in the Transfer Monitoring window to identify the status of each transfer. The overall status clearly mentions when all the jobs have not been successful.
- When an item is sent to a workflow target used for publication to multiple social media (multi publishing), several lines are displayed, corresponding to the publication to each social media, with their respective status allowing to clearly identify a potential problem. The overall status of the main job clearly mentions when all the jobs have not been successful.



14.3.1. Monitoring the Workflows

Context of Use

The various workflows processed thanks to the workflow engine integrated with IPDirector can be monitored from the Workflow Monitoring window. Those are:

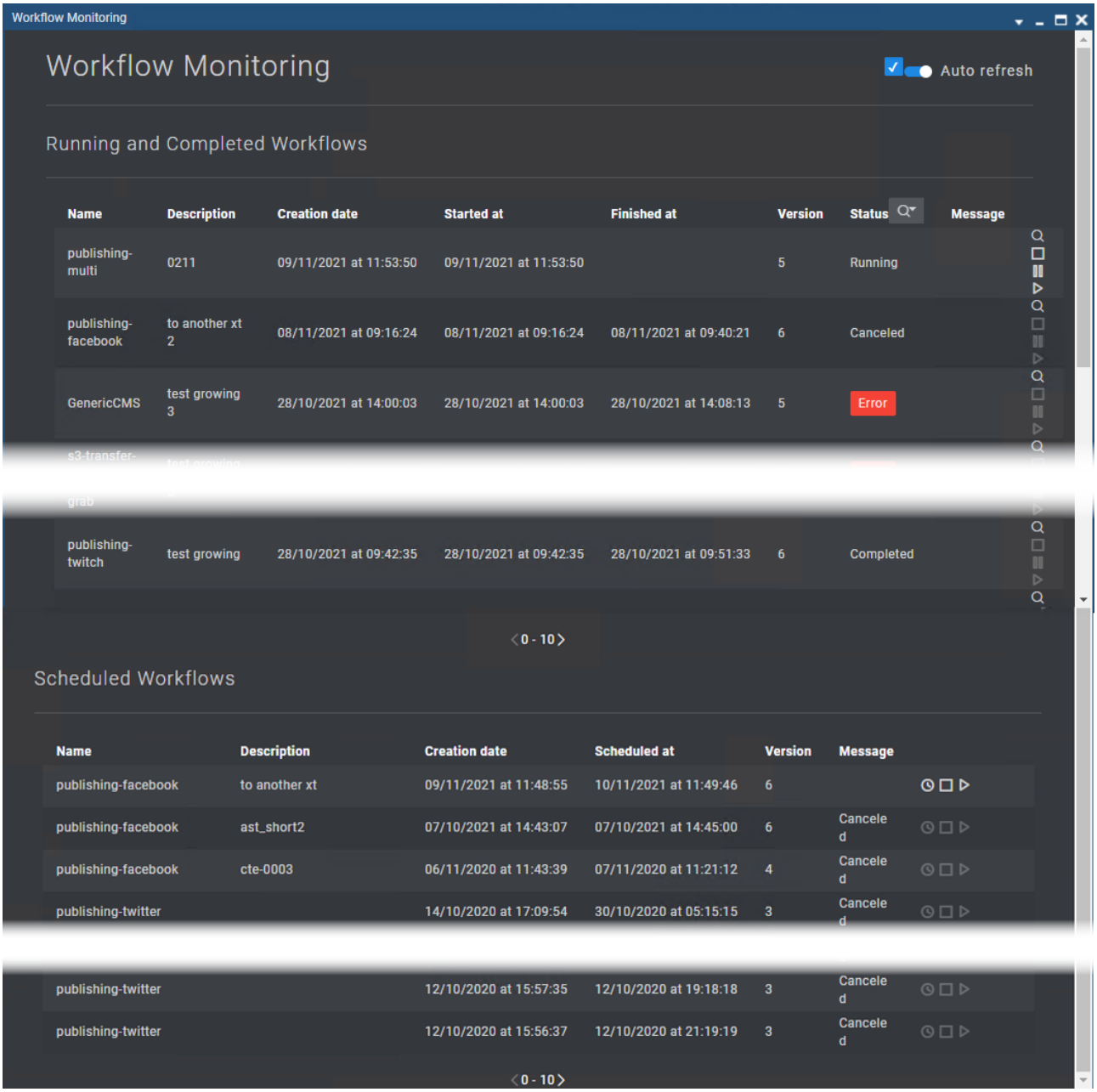
- the workflows managed by the PUBLISH Add-On for IPDirector when media are sent to workflow targets,
- the archiving and restoring processes managed by the ARCHIVE Add-On for IPDirector between the Amazon S3 storage and IPDirector.

Overview of the Workflow Monitoring Window

To access the window,

1. Click the **Tools** option of the IPDirector main window Menu bar.
2. Select **Workflow Monitoring**.

The Workflow Monitoring window features the list of running and completed workflows on the top and the list of the Scheduled workflows in the lower part.



Possible Actions

The following actions can be done on running workflows.

To...	Click...
pause a running workflow	
run a paused workflow	
cancel a workflow	

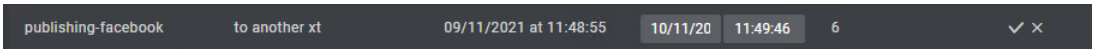
The following actions can be done on scheduled workflows.

To...	Click...
edit a scheduled workflow	
run immediately a scheduled workflow	
cancel a workflow	

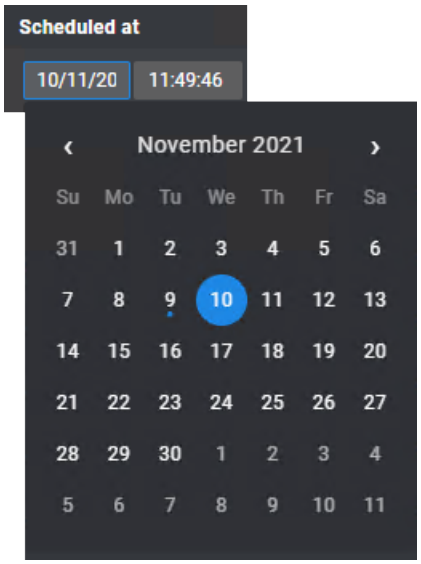
How to Edit a Scheduled Workflow

1. Click next to the scheduled workflow.

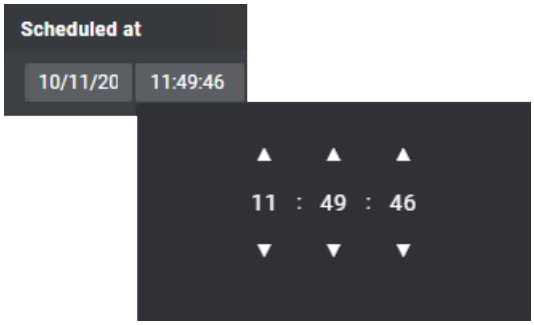
   The **Date** and **Time** fields become editable:



2. To edit the date,
   a. Click the **Date** field.
   b. Select a date from the calendar:



3. To edit the time,
   a. Click the **Time** field.
   b. Select a time:



4. Click ✓ to validate your changes, or ✗ to cancel.

14.3.2. Transfer Status Icons

Introduction

The **Status** column of the Elements grid gives information on the transfer status of the selected clips or edits. The table below gives the meaning for most of the icons which can appear in this column.

With the **Backup to Nearline** option, the **Copy by GigE** option and the **Send to** option (for targets set from the Remote Installer), the icon displayed varies according to the selected option and its color gives indication on the transfer status. Icons for destinations targets may have been customized from the Remote Installer.

Send to XML Targets

Icon	Description
Send to Targets (XML targets set from Remote Installer)	
	The item is still in the process of being sent to the file target.
	The item is still in the process of being sent to CleanEdit application.
	The item is still in the process of being sent to Avid.
	The item is still in the process of being sent to FCP.
	The item has been successfully sent to the file target.
	The item has been successfully sent to CleanEdit application.
	The item has been successfully sent to Avid.

Icon	Description
	The item has been successfully sent to FCP.
	Item for which the transfer to target has failed.
	Item for which the transfer to CleanEdit application failed.
	Item for which the transfer to Avid failed.
	Item for which the transfer to FCP failed.

Backup to Nearline

Icon	Description
Backup to Nearline	
	The item is still in the process of being backed up to a nearline.
	The item has been successfully backed up to a nearline.
	When the operation sends the item to several destinations in one click, one of the transfers has failed (selection of a Xsquare template configured with several destinations).
	Item for which the backup to a nearline failed.

Copy by GigE

Icon	Description
Copy by GigE	
	The item is still in the process of being sent to an EVS video server through the GigE network.
	The item has been successfully sent to an EVS video server through the GigE network.
	Item for which the transfer to an EVS video server through the GigE network failed.

Send to VIA Xsquare Targets and Send to Workflows

With the **Send to** option (for targets managed by VIA Xsquare, the icon displayed corresponds to the icon selected in VIA Xsquare for that target.

For example: (file target), (PremierePro), (CleanEdit), (Avid)

With the **Workflow** option, the icon displayed represents the final target involved in the selected workflow: (Facebook), (Twitter), (Youtube), (multiple social media), (CMS).

An additional icon is displayed over the first one and its color gives indication on the transfer status.

Transfer Status Icon	Description
	The item is still in the process of being sent to the target.
	The item has been successfully sent to the target.
	Item for which the transfer to the target has failed.

Examples of the icons displayed in the Status column of the Elements grid:

 : item being sent to an VIA Xsquare file target

 : item successfully sent to Adobe Premiere Pro

 : failed transfer of the item to CleanEdit

 : item successfully sent to a Youtube workflow

 : failed transfer of the item to a Twitter workflow

Send to Avid Catalog Targets

With the **Send to > Avid catalog targets** , the color icon gives indication on the transfer status.

Transfer Status Icon	Description
	The item is still in the process of being sent to an Avid catalog.
	The item has been successfully sent to an Avid catalog.
	When the operation sends the item to several Avid catalog destinations in one click, one of the transfers has failed (selection of a VIA Xsquare template configured with several destinations and defined as Continue on Error).
	Item for which the transfer to an Avid catalog failed.

15. Loading and Playing Media

15.1. Introduction

There are various ways to load or to load and play a media on a player channel from the Database Explorer.

The Browse and Play modes help to perform those actions from a single-click. They are available from the **Browse**, **Play** and **Auto-Play** buttons located on the toolbar:

To be able to use these modes and automatically play an element or a list of elements from the Database Explorer, a player channel must have previously been assigned to the Database Explorer.

15.2. Assigning a Player

Introduction

There are several ways to assign a player channel or the Software Player to a Database Explorer window.

If a default player channel has been defined from the Channel Explorer, this channel will automatically be assigned to the Database Explorer and the IPDirector main window when you open the application.

See the Channel Explorer manual for more information on how to set and how to clear a default player channel.

How to Assign a Player Channel or the Software Player

From the Channel Explorer

Users can assign a player channel to a Database Explorer window from the Channel Explorer. This can be done in the following way:

- Drag a player channel from the Channel Explorer window and drop it on the Database Explorer window.

  The name of the selected player is displayed in the Associated Channel zone.

When a channel is assigned to an application, the **Player** icon in the Channel Explorer window changes from  to  .

From the Associated Channel Zone Contextual Menu

Users will be able to select a player from the Associated Channel zone.

This can be:

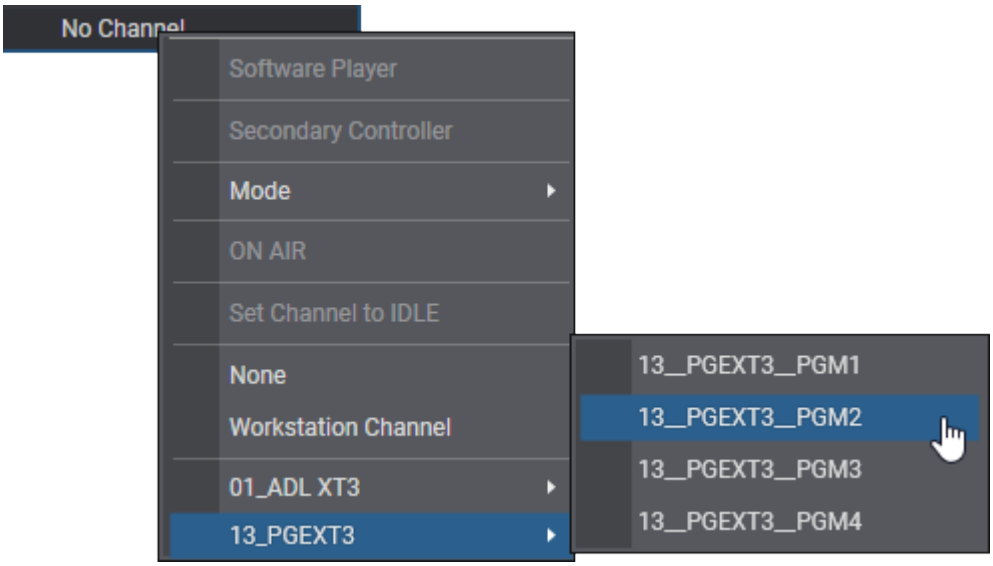
- a player channel from an EVS video server
- the workstation channel, this means the player channel set as **linked** from the IPDirector Configuration window of the Remote Installer
- the Software Player, if the workstation has a valid license for the OCX Software Player, and if the Software Player is currently associated with a Control Panel or a Playlist Panel.

To associate a player channel to the application,

1. Right-click the Associated Channel zone on the right of the Status bar.

   A contextual menu is displayed.

2. Select a player from the menu.



The name of the selected player is displayed in the Associated Channel zone.

If the selected player channel is connected to an IN port of a video router, itself associated with OUT ports, the name of the router OUT port(s) is displayed after the player channel name.

15.3. Loading Media

How to Load Media on the Player Channel Associated with the Database Explorer

To load media from the Database Explorer on a channel previously assigned with the Database Explorer (as explained in section "Assigning a Player" on page 143), proceed in one of the following ways:

- Click the **Browse** button to activate the Browse mode.

  The button becomes highlighted Browse.

  Click an element line in the Database Explorer grid. This works would the Play mode be active Play or not.

- Use the Browse mode of the BEPlay Remote device. Refer to section BEPlay Remote Device in the General Functions user manual for more details.

The element is loaded on its first frame on the associated channel.

The corresponding element line in the Database Explorer grid is highlighted in green.

How to Load Media on the Player Channel Associated with the Control Panel

As explained in the chapter describing the Control Panel module, it is possible to load media from the Database Explorer to the Control Panel by a drag-and-drop operation. This does not require the association of a player channel with the Database Explorer. The media is then loaded on the player channel assigned to the Control Panel.

At that point, you will have the possibility to play the media by

- pressing the **Play** shortcut key P to play the element

OR

- clicking the **Play** button on the Control Panel if the channel assigned to the Database Explorer is also assigned to an opened Control Panel.

15.4. Playing Media

Introduction

There are several ways available to play media on a channel from the Database Explorer:

- Load as explained in "Loading Media" on page 144 and play by pressing the shortcut key P or clicking the **Play** button on the Control Panel.
- Immediately play on the channel assigned to the Database Explorer.
- Immediately play on the channel assigned to the Control Panel.

Nothing happens when trying to play an off-line file.

How to Load and Immediately Play an Element

To play the element on the channel associated with the Database Explorer,

1. Assign a channel to the Database Explorer as explained in "Assigning a Player" on page 143.
2. Click the **Play** button to activate the Play mode.

   The button becomes highlighted: Play.
3. Click an element line in the Elements grid.

   The element is immediately loaded and played out on the channel associated with the Database Explorer.

   The corresponding element line in the Elements grid is highlighted in green.

To play the element on the channel associated with a Control Panel,

1. In the Database Explorer, select the line corresponding to the element you want to be played out.
2. Press **CTRL** key and, still holding it, drag the element line to the Control Panel.

   The element is immediately played out on the channel associated with the Control Panel.

The Play mode is not recommended when selecting elements to play for live transmission as there will be a delay between the loading of the element and the playout.

15.5. Playing a List of Elements

How to Load and Immediately Play a List of Elements

Before playing elements in Auto-Play mode, you need to ensure that a player channel has been assigned to the Database Explorer. See section "Assigning a Player" on page 143 for more information on this.

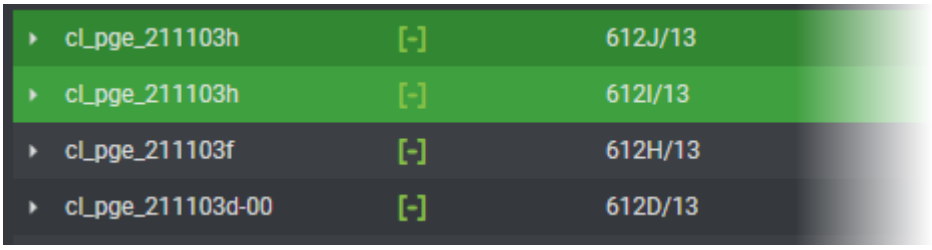
To start playing elements in Auto-Play mode,

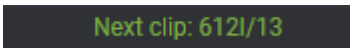
1. In the Database Explorer, open the Clips or Clip Elements branch from where you want to play elements in Auto-Play mode.
2. Click the **Auto-Play** button on the toolbar.

   Auto-Play mode is activated and the button becomes highlighted Auto-Play.
3. Click the first element from where you want to play in Auto-Play mode.

The element is directly played on the player that is assigned to the Database Explorer. Then all the subsequent elements in the Database Explorer window are played in the displayed sequence until the last element of the list is finished.

The element being played out is highlighted in dark green in the Database Explorer grid and the next element is in light green.



The next element to be played out is shown in the Status bar Next Clip zone 

.

If playlists or trains are included in a list of elements on which the Auto-Play mode is applied, they will be skipped.

Modifying the Playout Sequence in Auto-Play Mode

Various transport functions are available in Auto-Play mode, to shift the Auto-Play order to an element that is not the next one in the sequence.

The following transport functions can be executed:

Preload an element	Double-click an element in the Database Explorer to preload it on the player channel. Then press the **Play** shortcut key (P) to play the element.
Load & play an element immediately	Select an element to load on the player channel and play immediately.
Load & play an element after the current one	Pressing the **CTRL** key while clicking an element plays the selected element after the current one is played out.

Using Auto-Play Mode in Several Database Explorer Windows

You can open several Database Explorer windows and use them in Auto-Play mode with the same player channel or with different player channels assigned.

If different players are assigned, they will be considered as independent from each other. Using the Auto-Play mode in one of the windows will not affect the second Database Explorer window.

If the same player is assigned, the Database Explorer window on which the Auto-Play mode has been used last is considered as the master window. It has the lead over the player channel.

Using two Database Explorerr windows assigned to the same player channel leads to the following possible situations:

- When the operator performs a search on the master Database Explorer window, the current element is played out and the first element of the search results is automatically chained.

- When the operator performs a search in the secondary Database Explorer window, this does not impact the Auto-Play in the master window. The operator needs to activate the Auto-Play to take the lead over the player channel and start playing the elements in Auto-Play mode.

16. Assigning Keywords to Media

16.1. Introduction

Possible Ways of Assigning Keywords

Keywords can be assigned to media (clip, log) at creation time or, later on, by editing the media item.

This can be done in various ways.

- By direct entry:

  You can start typing the keyword directly in the **Keyword** field of and select a keyword proposed in the Autocomplete list.

- By selection from a Keyword tool:

  You can select keywords from a keyword grid or a cascading grid.

Conditions for the Use of a Keyword

The assignment of a keyword to a media item will only be possible if the following conditions are met.

- The maximum number of keywords which can be assigned to the item has not already been reached.
- The keyword typed in the **Keyword** field exists in the IPDirector database.
- An additional limitation exists for the use of cascading grids: It is not possible to select more than one keyword per keywords level/set.

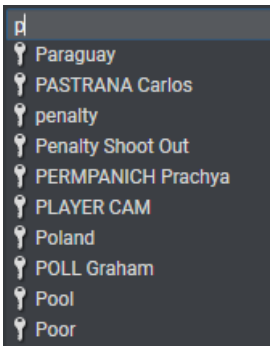
16.2. Assigning a Keyword by Direct Entry

How to Assign a Keyword to Media by Direct Entry

To assign a keyword to a media item by direct entry in the **Keyword** field,

1. Start typing a keyword in the **Keyword** field.

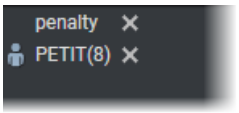
   As soon as the users start typing in the **Keyword** field, the Autocomplete function provides a list of matching keywords, standard and participant, beginning with the typed letters and existing in the IPDirector database. The list is refined as you go on typing.



The **Add** button next to a **Keyword** field becomes available when all the letters of a keyword existing in the Keyword List of the IPDirector database have been typed in the **Keyword** field.

2. Select a line by using the mouse or the ↓ key.
3. Click **Add** or press **ENTER**.

   The keyword is displayed in the list of keywords assigned to the item.



How to Unassign Keywords

To remove a keyword assigned to the media item:

- click the **X** button next to the corresponding keyword.

To remove all the keywords assigned to the media item:

- click the **Clear All** button.

16.3. Assigning a Keyword from a Keyword Tool

16.3.1. Displaying the Keywords Sources

To display one or several list(s) of keywords,

1. Select the keyword tool you want to work with from the Keywords menu of the main Application bar.
2. To open a specific dictionary, keyword grid or cascading grid,
   a. select the **File > Open** option

      The Open [Dictionary /Keyword Grid / Cascading Grid] from Database window opened.

   b. select the required dictionary, keyword grid or cascading grid from the list.

You can open several windows with different dictionaries, keyword grids or cascading grids, if needed.

3. When several keyword grids or cascading grids have been opened, make one of them active for keyword selection in one of the following ways:
   - Simply click the window
   - Use the keyword shortcut assigned to the window:

      for the keyword grid or cascading grid open first

      for the second one, and so on.

It is highly recommended not to use different Keywords tools to add or remove keywords to a media item.

16.3.2. Assigning Keywords to Media from a Keyword Grid or Dictionary

How to Assign a Keyword from the Edit Window

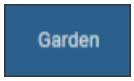
To add a keyword from a keyword grid or a dictionary when a media item is being edited,

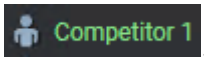
1. Open the relevant keyword grid or the relevant dictionary.

2. If you want to work with keyword numbers from the keyword grid, select **View > Keyword Numbers** or click 

to view the numbers associated with each keyword.
3. Select the keywords you want to assign to the media in one of the following ways:
   - click it in the keyword grid or in the dictionary.
   - if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press 

.

   It is also highlighted in the keyword grid 

or dictionary 

.

How to Remove a Keyword from the Edit window

To remove a keyword when a media item is being edited from the Edit window , do one of the following actions:

- click the keyword in the keyword grid or dictionary
- click the **X** button next to the corresponding keyword in the Keywords areathe Edit window.
- if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press 

.

It is removed from the Keywords area and it is no more highlighted in the Keyword tool.

To remove all the keywords:

- Click the **Clear All** button in the Keywords area.

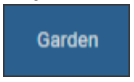
How to Assign a Keyword in Assign Mode from the Database Explorer

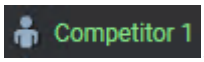
To assign keywords to a media item in Assign mode from the Database Explorer,

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.

3. Open a keyword grid or dictionary.

   The keywords already assigned to the media item, if any, are highlighted as follows in the keyword grid 

or in the dictionary 

.
4. Make sure that the **Apply** button of the Keyword tool is available 

5. If you want to work with keyword numbers from the keyword grid, select **View > Keyword Numbers** or click 

to view the numbers associated with each keyword.

6. Select the keywords you want to assign to the media in one of the following ways:
   - click it in the keyword grid or in the dictionary.
   - if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press  .
7. Click the **Apply** button.

   Keywords are assigned to the item and appear in **Keywords** columns of the Database Explorer grid.

How to Remove a Keyword in Assign Mode from the Database Explorer

To remove a keyword,

1. Un-select it in one of the following ways:
   - click it in the keyword grid or in the dictionary.
   - if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press  .
2. Click the **Apply** button.

16.3.3. Assigning Keywords to Media from a Cascading Grid

Introduction

A cascading grid displays sets of keywords according to a waterfall effect. The sub-sets of keywords displayed will depend upon the keyword selected from the first set, the second set, and so on. It is not possible to select more than one keyword per keywords level/set.

How to Assign a Keyword from the Edit Window

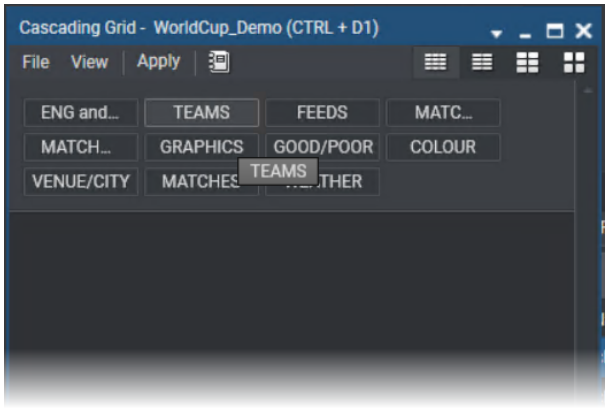
To add a keyword from a cascading grid when a media item is being created or when it is being edited, and no keyword has been assigned yet,

1. Open the relevant cascading grid.

   The cascading grid displays the first set of keywords.
2. If you want to work with keyword numbers from the cascading grid, select **View > Keyword Numbers** or click 

to view the numbers associated with each keyword.

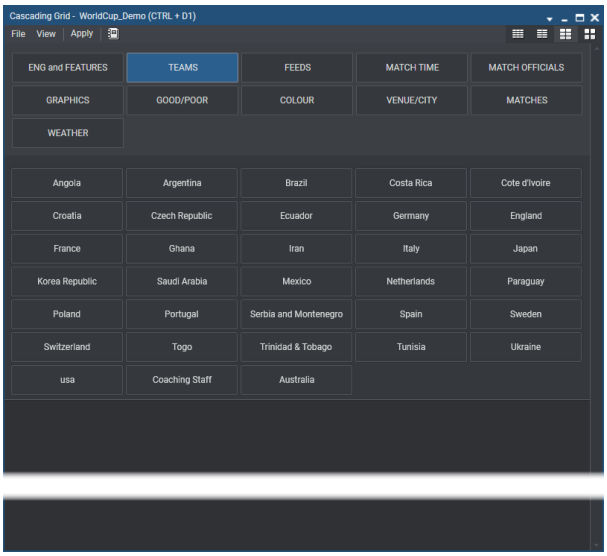
3. Select the parent keyword you want to assign to the media item in one of the following ways:
   - click it in the cascading grid.



   - if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press  .

The parent keyword is added in the Keywords area and it is highlighted in the cascading grid.

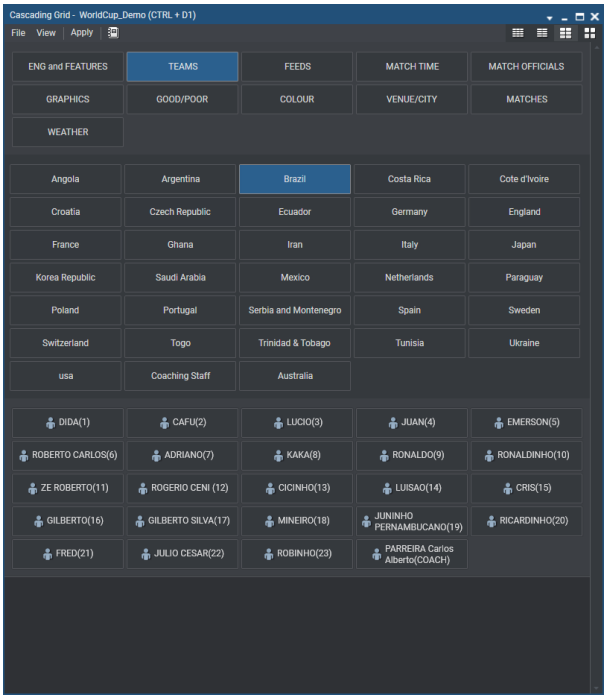
The child keywords from the second set, if any, is displayed below the first set:



4. Select a keyword from the second set (click or keypad number).

   The child keyword is displayed in the Keywords area and it is highlighted in the cascading grid.

   The child keywords from the third set, if any, is displayed below the second set:



5. Select a keyword from the third set (click or keypad number).

   The child keyword is displayed in the Keywords area.

It is not possible to select more than one keyword per keywords level/set.

6. To remove a keyword, see the section below and the warning message.
7. Click **OK** from the the Edit window to save the item.

How to Remove Selected Keywordsfrom the Edit window

To remove a keyword and its child keywords, when a media item is being edited from the Edit window , do one of the following actions:

- click the keyword in the cascading grid
- if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press  .

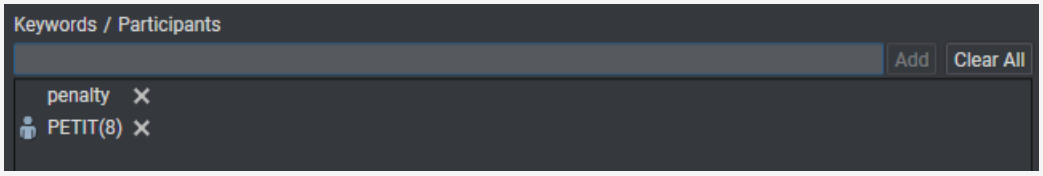
This automatically un-selects the keyword and its selected child keyword and collapses the cascading grid to the level under the remaining selected keyword.

The same keywords are removed from the Keywords area of the as well.

Example: Clicking **Brazil** removes **Brazil** and **Dida(1)**, and displays the sub-set of keywords related to **Teams**.

Clicking the **X** button next to a selected keyword in the Keywords area of the media item leads to a different result:

- the keyword is removed from the cascading grid, the cascading grid is collapsed and, therefore, does not display its child keywords anymore.
- the keyword is removed from the Keywords area **BUT** its child keyword is not removed. In the follwing example, clicking **Brazil** does not remove its child keyword **Dida(1)** from the keywords area:



To remove all the keywords, do one of the following actions:

- Click the **Clear All** button in the Keywords area.
- Click the highlighted parent keyword in the cascading grid.

How to Assign a Keyword in Assign Mode from the Database Explorer

This procedure describes the case when no keyword has been assigned to the media item yet.

To assign keywords to a media item in Assign mode from the Database Explorer,

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.

3. Open the relevant cascading grid.

   The cascading grid displays the first set of keywords.

4. If you want to work with keyword numbers from the cascading grid, select **View > Keyword Numbers** or click 

 to view the numbers associated with each keyword.
5. Select the parent keyword you want to assign to the media item in one of the following ways:
   - click it in the cascading grid.
   - if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press 
.

   The keyword is highlighted in the cascading grid. The child keywords from the second set, if any, is displayed below the first set.

6. (optional) Select a keyword from the second set (click or keypad number).

   It is highlighted in the cascading grid. The child keywords from the third set, if any, is displayed below the second set.

7. (optional) Select a keyword from the third set (click or keypad number).

   It is highlighted in the cascading grid. The set of child keywords from the fourth set, if any, is displayed below the third set.

8. Click the **Apply** button.

   Keywords are assigned to the item and appear in **Keywords** columns of the Database Explorer grid.

How to Remove a Keyword in Assign Mode

To remove a keyword,

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.

3. Open the relevant cascading grid.

   All of the keywords already assigned to the media item from the current cascading grid are highlighted in the cascading grid (light blue).

4. Un-select the keyword in one of the following ways:
   - click it in the cascading grid.
   - if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press  .

   This automatically un-selects the keyword and its selected child keyword and collapses the cascading grid to the level under the remaining selected keyword.

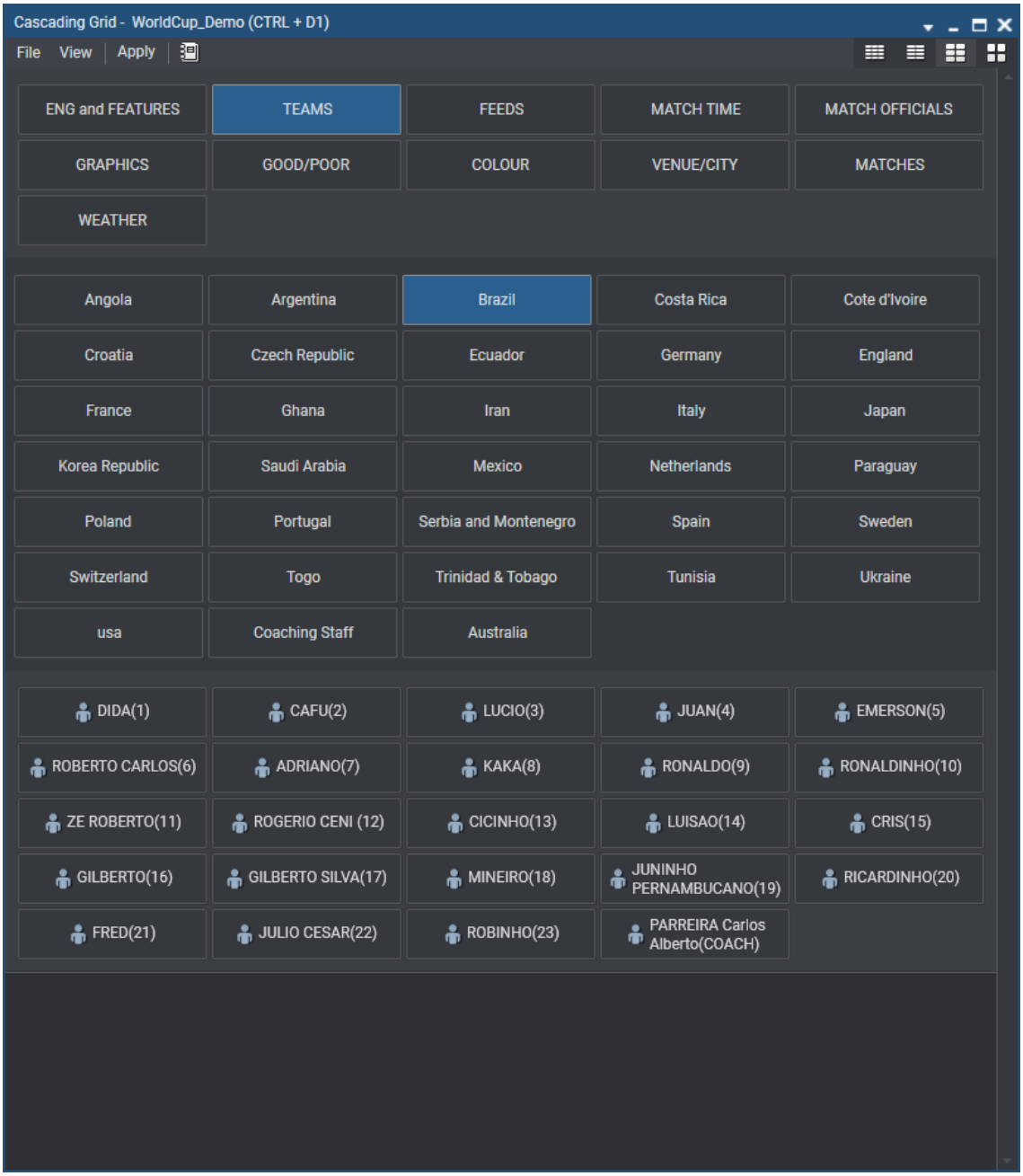
5. Click the **Apply** button.

Rules for the Display of Keywords in Cascading Grids

It is highly recommended not to use different Keywords tools to add/remove keywords to/from a media item.

Display of Keywords in an Cascading Grid

In case a media item has been assigned keywords only from a cascading grid and, later on, is being editedor is loaded on the Control Panel, its associated keywords are highlighted in the cascading grid:



Rules for the Display of Keywords of a Media Item

Specific rules exist for the display of keywords in the Cascading Grid tool.

In case a media item has been assigned several keywords from different keywords assignment processes (Keywords tools, direct entry), some of them could not be displayed in a cascading grid when the media item is selected in the Database Explorer or when it is being edited.

The order according to which keywords have been assigned is taken into account.

The media item ...	...the keyword(s) highlighted in the cascading grid...
has several keywords from level 1	is the first one encountered in the list, and its child keywords if any
has one keyword from level 1 (KW1) and level 2 (KW2) but the KW2 had been selected before KW1 and appears before KW1 in the Keywords area	...the keyword from level 1 is the only one displayed

Rules for the Display of Keywords when Edited

The media item ...	...the edition of keywords consists of...	...the keyword(s) highlighted in the cascading grid...
has one keyword from level 1, level 2 and level 3	selecting another keyword from level 2 from the cascading grid	the new keyword from level 2 is added to media and the previous keywords from levels 2 and 3 are removed. The keyword from level 1 is still selected.
has one keyword from level 1 (KW1) and level 2 (KW2) but the KW2 had been selected before KW1, so KW2 appears before KW1 in the Keywords area and only KW1 is highlighted in the cascading grid	selecting the KW2 from the cascading grid	both KW1 and KW2 are highlighted in the cascading grid and KW2 appears after KW1 in the Keywords area
has one keyword from level 1 (KW1), level 2 (KW2) and level 3 (KW3.1) but the KW3.1 had been selected before KW2, so KW3.1 appears before KW2 in the Keywords area and only KW1 and KW2 are displayed in the cascading grid	clicking another keyword from level 3 from the cascading grid (KW 3.2)	The cascading grid highlights KW1 and KW2 and the newly selected KW3.2. The Keywords area displays KW1, KW 3.1, KW2 and at the end of the list KW 3.2.
has several keywords from level 1, so both are displayed in the Keywords area but only the first one assigned to the media item is highlighted in the cascading grid	clicking the keyword not highlighted	the "first assigned" keyword is removed from the Keywords area and the cascading grid and the second one is appears on both sides.

17. Database Explorer Shortcuts

Keyboard shortcuts are available to perform some operations.

They are listed in the Define Shortcuts windows which can be accessed by clicking the **Tools > Define Shortcuts** option from the menu bar of the IPDirector main window and then selecting the **[Application Name]** button on the left.

Some shortcuts can be redefined to suit individual preferences. They are displayed in regular text. Other ones cannot be modified. They appear as dimmed text.

See section "Shortcut Definition" in the General Functions user manual for more information.

Description	Current Value (editable)
Hide / display explore	Shift + E
Open filter toolbar	Ctrl + F
Close filter toolbar	Ctrl + Q
Open or activate Text Search filter	Shift + Ctrl + F
Open or activate Timecode filter	Shift + Ctrl + T
View - Simple list	Ctrl + H
View - Thumbnail	Ctrl + J
View - Fill & Key	Ctrl + Y
View - Thumbnail only	Ctrl + E
Edit element	Ctrl + Enter
Activate / deactivate BROWSE mode	Ctrl + W
Activate / deactivate PLAY mode	Shift + W
Activate / deactivate AUTO CHAIN mode	Shift + Ctrl + W
Grab thumbnail	Shift + P

Description	Current Value (editable)
Play	P
Var Play	Ctrl + P
Change the speed of the on-air element	< ,
Pause	
Fast Forward (FF)	F
Fast Reverse (FR)	W
E/E	L
Return	X
Sanp to LIVE	Q
TAKE	Ctrl + T
Activate / deactivate 2nd controller	D
Mark IN	I
Clear IN	Ctrl + I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl + O
Goto OUT	E
Turn OSD ON or OFF	Shift + % 5
Lock / unlock channel	Ctrl + L
Change LOOP mode	B

Description	Current Value (editable)
Send clip to default bin	
Append clip to default playlist	
Send to archive (default XFile)	
Save clip	
Play backward	
Play forward	

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