USER MANUAL
PART 4 - INGEST

Version 6.0 - November 2012

IP.Director

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Improvement Requests

Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.com.

Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: http://www.evs.com/contacts.

User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.com/downloadcenter.

Table of Contents

What's New?

The following table describes the sections updated to reflect the new and modified features on IPDirector from version 6.0 (compared to version 5.9).

In the user manual, the icon 

has been added on left margin to highlight information on new and updated features.

Click the section number (or the description) in the table to jump directly to the corresponding section.

Section	Description
General	
1.3.2 - 3.2.4	Depending on the EVS server configurations, up to 6 recorder channels per server are available for channel assignment to Recorder Panel or to VTR Control Panel, or for display in the Ingest Scheduler.
1.4.2	Auto-Name Settings: Some format string options result in different values in the final name or prefix of linked clips recorded on ganged recorders. General Settings for Clips: new settings related to sub-clipping and trimming of linked clips.
Ingest Scheduler	
2.5.2	A prefix name can be defined in the Settings and used at ingest creation.
2.5.2	At ingest creation or edit, the Autocomplete function can be used to propose a list of keywords and ease the selection of a keyword to assign to an ingest.
VTR Panel	
3.1 - 3.5	The Derush mode allows the users to ingest an entire tape and create a different clip each time a timecode disruption is encountered.
3.2.5	At digitized clip creation or edit, the Autocomplete function can be used to propose a list of keywords and ease the selection of a keyword to assign to a digitized clip.

1. Recorder Panel

1.1. Introduction

1.1.1. Product Overview

The Recorder Panel is the graphical user interface used to control the recorder channels of an EVS video server. The Recorder Panel shows the record status of a channel and allows to start or stop the recording by a recorder channel. It provides the basic functions to create a clip.

1.1.2. Opening of the Recorder Panel

To open the Recorder Panel, select the corresponding icon 

on the IPDirector Application bar. At this time, you still need to assign a recorder channel to the Recorder Panel. See section"Assigning a Channel to a Recorder Panel" on page 6.

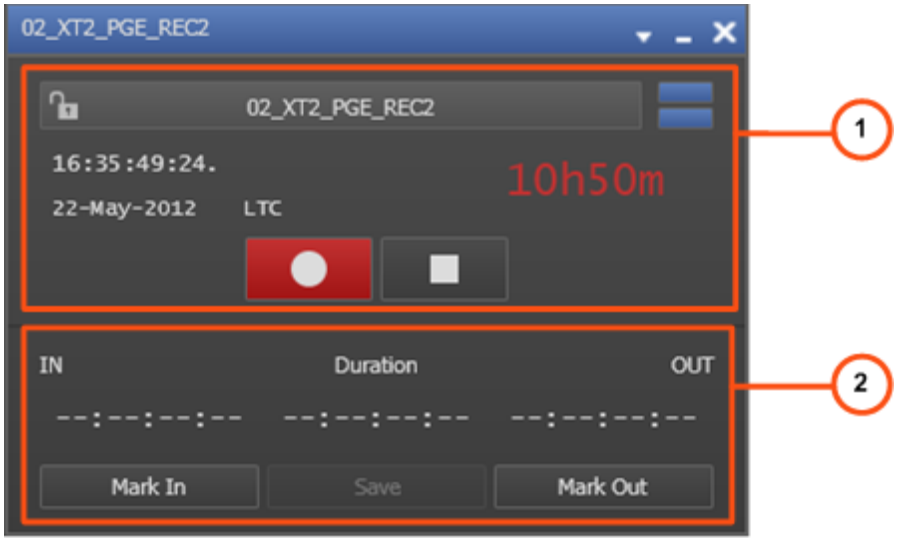
1.2. User Interface

1.2.1. Overview of the Recorder Panel

The Recorder Panel has been designed with various panes allowing its size to be changed depending on the features in use.

You can use the **Pane Display** button  to display or hide the second window pane.

The Recorder Panel window contains the main panes highlighted on the following screenshot and shortly described in the table below. These panes correspond to the panes painted on the **Pane Display** icon.

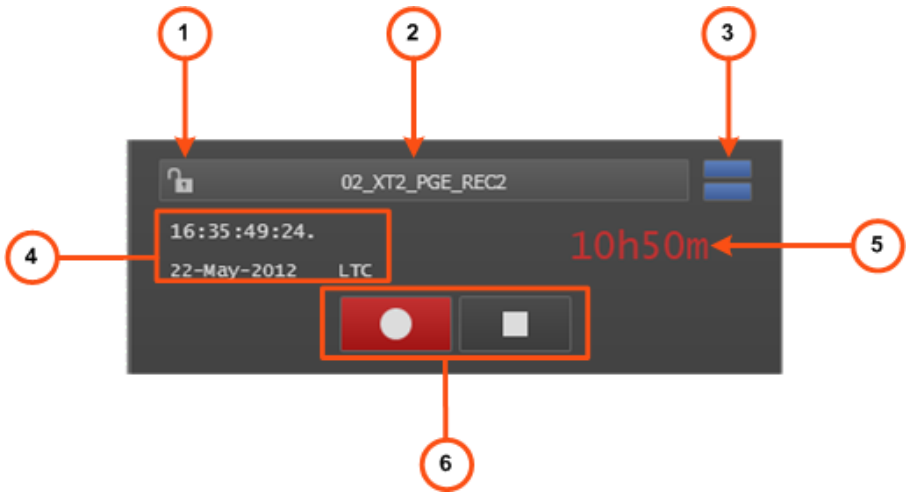


Area		Description
1.	Recorder Channel pane	This pane provides the functions to start or stop the recorder channels. See section "Recorder Channel Pane" on page 2 for a description of the user interface elements.
2.	Clip Creation pane	This pane provides the functions to create a clip. See section "Clip Creation Pane" on page 4 for a description of the user interface elements.

1.2.2. Recorder Channel Pane

Overview of the Recorder Channel Pane

The Recorder Channel pane contains the main areas highlighted on the following screenshot and shortly described in the table below.



Area		Description / See also...
1.	Lock Button	This button makes it possible to lock the recorder channel to prevent any operation from any IPDirector user interface. The button can be displayed in two ways: •  : the channel is unlocked •  : the channel is locked.
2.	Recorder Channel Field	This field displays the name of the selected recorder channel. A contextual menu is available to select a recorder channel. See section "Recorder Contextual Menu" on page 3.
3.	Pane Display Button	This button makes it possible to display or hide the second window pane.
4.	Current Timecode Field	This field displays the incoming timecode of the server (should be the studio time). When the recorder is started, the timecode is running. See section "Current Timecode Display" on page 3.
5.	Remaining Capacity Control	This read-only field displays the remaining capacity on this specific recorder channel on the EVS video server.
6.	Start Record and Stop Record buttons	These buttons are used to start or stop the recording from a recorder channel of an EVS video server. See section "Start Record and Stop Record Buttons" on page 4.

Recorder Contextual Menu

A contextual menu appears when you right-click the **Recorder Channel** field.

The following table describes the commands available from the contextual menu.

Menu Item	Description
None	Removes the association between the Recorder Panel and the recorder.
[List of recorder channels from available EVS video servers]	Provides the list of recorder channels available on the XNet network, and visible to the current user, which can be assigned to the Recorder Panel. See section "Assigning a Channel to a Recorder Panel" on page 6.

Current Timecode Display

Information displayed in the **Current Timecode** field can be changed as followed:

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

   A contextual menu is displayed with the following options:

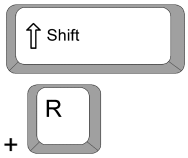
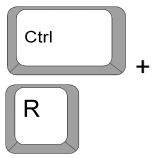
   - Timecode
   - Timecode and date

- Timecode and date and TC type (LTC or user)
- Timecode and TC type

2. Select one of the options.
3. When the TC type is displayed, right-clicking it in the **Current Timecode** field permits to shift from one type to the other (LTC or user).
4. When the date is displayed, right-clicking it in the **Current Timecode** field opens a calendar to allow a date selection.

Start Record and Stop Record Buttons

The following table gives the meaning of each recording operation. A button and/or a keyboard shortcut can be used to perform each action.

Operation	User Interface Button	Keyboard Shortcut	Description
Start Record			Starts the recording from a recorder channel of an EVS video server. It can only be used in IPDP Spotbox mode. See section "Recorder Panel Use Depending on EVS Video Server Mode" on page 5. When the server is recording, the button turns to  and is not available.
Stop Record			Stops the recording from a recorder channel of an EVS video server. It can only be used in IPDP Spotbox mode. See section "Recorder Panel Use Depending on EVS Video Server Mode" on page 5.

1.2.3. Clip Creation Pane

User Interface Elements

The table below gives an explanation for each user interface element displayed in the Clip Creation pane.

User Interface Element	Description
IN field	Timecode of the IN point for the clip being created.
Duration field	Time interval between the IN and OUT point, i.e. clip duration.
OUT field	Timecode of the OUT point for the clip being created.

User Interface Element	Description
Mark IN button	Sets an IN point at the timecode shown in the **Current Timecode** field.
Mark OUT button	Sets an OUT point at the timecode shown in the **Current Timecode** field.

Timecode Fields Display

Information displayed in the **Time Information** fields can be changed as follows:

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

   A contextual menu is displayed with the following options:

   - Timecode
   - Timecode and date

2. Select one of the options.

1.3. Managing Recorder Channels

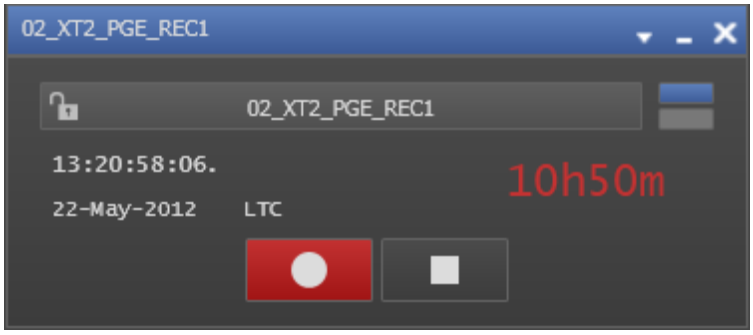
1.3.1. Recorder Panel Use Depending on EVS Video Server Mode

LSM Mode

If an EVS video server is in LSM base mode, the Recorder Panel is for information only. Each recorder channel starts recording from server start up and continues in a loop record mode. The recorder channel cannot be started or stopped from an IPDirector workstation and the Recorder Panel will show the current recording timecode and its record status.

IPDP Spotbox mode

If the EVS video server IPDP Spotbox mode is used, the Recorder Panel buttons can be used and recorder channels can be started or stopped using this panel.



1.3.2. Assigning a Channel to a Recorder Panel

Introduction

There are several methods to assign a recorder channel to the Recorder Panel. Some of the methods will directly open an instance of the Recorder Panel. Others are used when the Recorder Panel is already open.

- Open the Recorder Panel and assign a channel from the Channel Explorer.
- Open the Recorder Panel and assign a channel from the Channel field in the Recorder Panel.

New! Depending on the EVS server configurations, up to 6 recorder channels can be available per server.

How to Assign a Recorder Channel from the Channel Explorer

To open the Recorder Panel and assign a channel to it from the Channel Explorer, proceed in one of the following ways:

- In the Channel Explorer, double-click on the corresponding recorder channel name.
- Right-click a recorder channel and select **Open Recorder Panel** from the contextual menu.

How to Assign a Recorder Channel from the Channel Field

To assign a recorder channel from the Recorder Panel, proceed as follows:

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

   A contextual menu displays the available recorder channels:

2. Select the recorder channel to assign.

1.4. Creating a Clip

1.4.1. Introduction

As soon as a recorder channel has been selected, users can create a new clip from the record train thanks to the clip creation functions of the Clip Creation pane.

1.4.2. Clip Settings

Several settings related to clip creation can be defined under **Tools > Settings**. They relate to the display of the Save Clip window, automatic ways to name clips would the Save Clip window be displayed or not, the guardbands duration or the default clip duration.

Specific settings also exist for the creation of clips on ganged recorders, the creation of sub-clips from linked clips, or the trimming of linked clips.

See the General Functions user manual.

1.4.3. How to Create a Clip

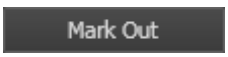
To create a clip from the Recorder Panel module, proceed as follows:

1. Click the **Mark IN** button

   The IN point is set.

2. Click the **Mark OUT** button

   The OUT point is set and the clip duration is displayed in the **Duration** field.

3. Click the **Save** button.

   - If the **Show Save Clip Window** setting has not beenselected in the **Tools > Settings > Clips > General** category, the clip is saved according to the settings defined in the **Tools > Settings > Autoname** category.

     The procedure is finished.

- If the **Open Save Clip Window** setting has been selected, the Save Clip window will open. See the Control Panel user manual.

  Follow steps 4 and 5.

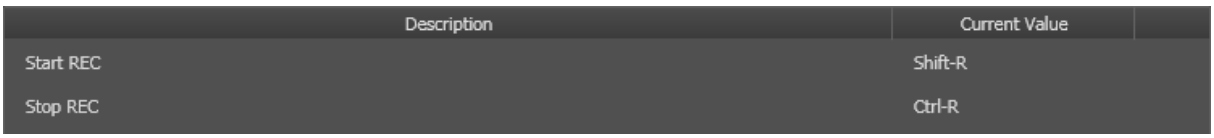
4. Fill in a clip name and any desired information in the Save Clip window.
5. Click the **Save** button.

The clip is saved in the IPDirector database.

1.5. Recorder Panel Shortcuts

In the IPDirector main window, the **Tools > Define Shortcut** option from the Menu bar allows the users to define shortcuts for most of the common operations with the IPDirector.

The screenshot below lists all the actions which can be performed with shortcuts in the Recorder panel together with, their default values. These can be modified and saved by the user if desired.



Description	Current Value
Start REC	Shift-R
Stop REC	Ctrl-R

2. Ingest Scheduler

2.1. Introduction

2.1.1. Product Overview

General Description

The Ingest Scheduler is a visual tool that allows the creation, editing and view of scheduled ingests on EVS video servers, XStream or XTAccess. It provides a timeline view of each recorder and stream configured through the Remote Installer and controlled by IPDirector.

The Ingest Scheduler is designed to control:

- ingests on any recorder channel of an EVS video server (high resolution or low resolution) controlled by IPDirector.

  The scheduled ingests are automatically saved as clip elements of XT Clip type.

- streams of the material ingested onto the recorders. The streams shown are virtual channels that are automatically associated with each recorder if at least one XStream is present in the XNet or one XTAccess in the GigE network.

  The streams are automatically saved to files and appear in IPDirector as clip elements of File type.

This module is used to schedule ingests in the future, but can also be used to immediately start a recording. It is designed to schedule one-shot ingests or to schedule ingests repeated at regular intervals (Repeat Every ingests) or repeated at a defined start time on selected days (Repeat ingests).

Ingests can be associated to a logsheet and automatically protected.

Only clips scheduled in the Ingest Scheduler are displayed in the Ingest Scheduler interface.

Note

The Ingest Scheduler module is a software option, which requires the license key 40 being imported to XSecure.

For more information on the required license key, contact the Support or Sales team.

Recorder Channels and Ingest Scheduler

The Ingest Scheduler does not start or stop the EVS server recorder channels. The recording process must be started on the EVS video servers before the scheduled events:

- In LSM mode, the recorder channels are automatically started at boot up.

- In IPDP Spotbox mode, the **Rec Auto Start** parameter is normally set to "ON" in the Channels Configuration window (AVCFG) of the EVS video server to start the recorders when the system boots up.

In both modes, it is possible to manually start or stop the recorder channels independently of the Ingest Scheduler.

2.1.2. Opening Ingest Scheduler

To open Ingest Scheduler, select the corresponding icon 

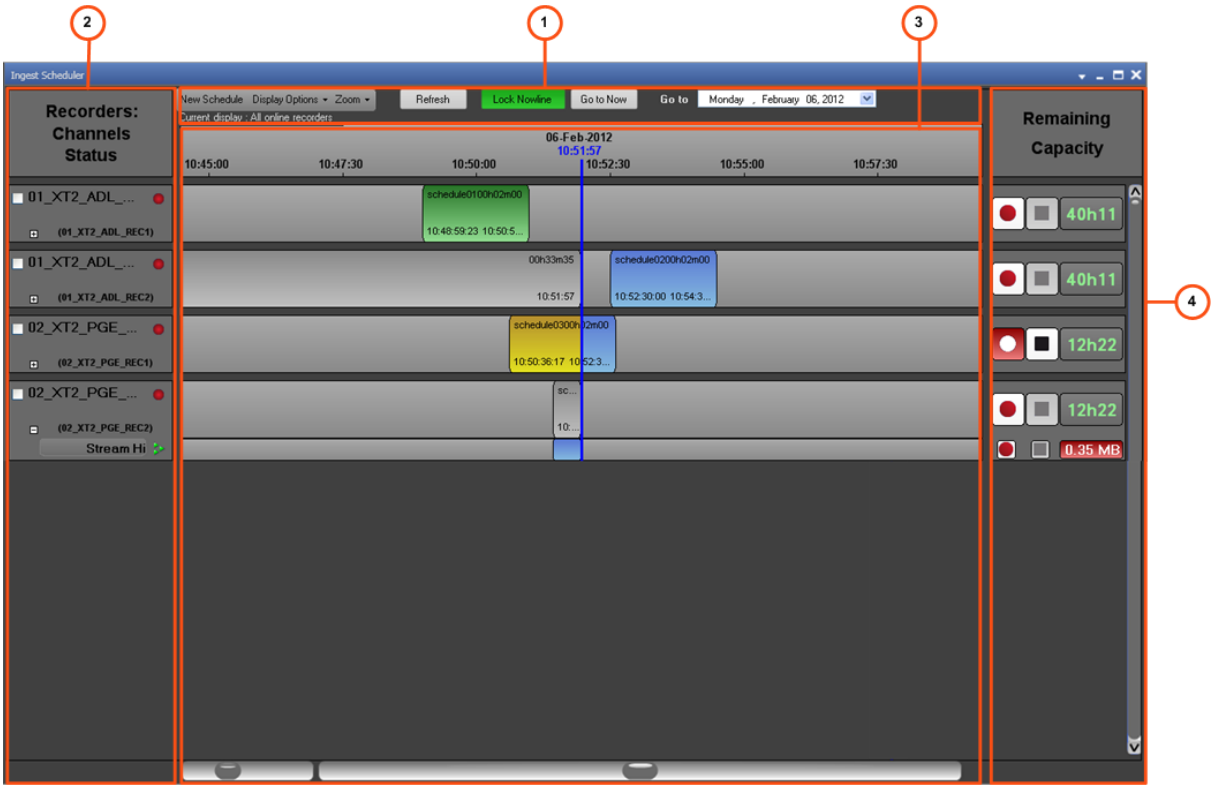
on the IPDirector Application bar. The Ingest Scheduler window will populate with all visible recorder channels from the managed XNet network. Only recorders selected to be visible to the user will be displayed.

See section "Possible Ways to Start to Record a Growing Clip" on page 31 for alternative ways to open the Ingest Scheduler.

2.2. User Interface

2.2.1. Overview of the Ingest Scheduler Window

The Ingest Scheduler window contains the main areas highlighted on the following screenshot and shortly described in the table below.



Area		Description
1.	Toolbar	This area provides the basics functions to schedule an ingest, to select the recorder channels to display and to configure the timeline display. See section "Toolbar" on page 11.
2.	Recorder Channels Status pane	This area displays all the recorder channels and streams from which ingests can be started. See section "Recorder Channels Status Area" on page 14.
3.	Timeline and Ingest Overview area	This area displays a timeline and blocks corresponding to the ingests (already recorded, being recorded or scheduled). The current time is shown by a blue line, called the Nowline. At the bottom left of the area, a zoom bar is available to zoom in and out within the Timeline and Ingest Overview area and to display a period of time from 15 minutes to 1 month. At the bottom right of the area, a scroll bar is available to move along the timeline. See section "Timeline and Ingest Overview Area" on page 16.
4.	Remaining Capacity area	This area displays the remaining recording capacity on each recorder channel or stream. It also provides **Start** and **Stop** buttons to start or stop recording an ingest. See section "Remaining Capacity Area" on page 20.

2.2.2. Toolbar

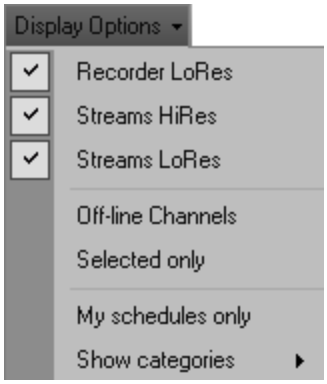
New Schedule Button

The **New Schedule** button is used to schedule a one-shot ingest or a series of repeated ingests. See section "Scheduling Ingests" on page 32 for detailed information on ingest creation.

Channels Selection Options

Display Options

Clicking the arrow next to **Display Options** displays the following menu:



Through the Display Options menu, you can configure which types of recorder channels and/or streams to display. The various menu items of the Display Options menu are detailed in the tables below:

Menu Item	Recorders / streams displayed			
	hi-res recorders	hi-res streams	lo-res recorders	lo-res streams
No selection	X			
Recorder LoRes	X		X	
Streams HiRes	X	X		
Streams LoRes	X		X	X

Menu Item	Description
Off-line Channels	Displays or hides off-line recorder channels, i.e. recorder channels not used by the Multicam application selected to run on the EVS video server.
Selected only	Displays the recorder channels for which the checkbox on the left of the recorder name has been selected. 
My Schedules only	Displays only the blocks created by the logged user in the Timeline and Ingest Overview area.
Show categories	Displays only the blocks corresponding to the selected categories. A sub-menu allows the user to select a single option among the following: **All categories**, **No category**, or the different categories defined. Categories of ingests can be created or selected from the New Schedule window.

Current Display Information

The selection made in the Display Options menu is reflected by a text line under the **Display Options** button.

This information is the concatenation of three pieces of information:

1. selection of off-line and/or on-line recorders
2. selection of high resolution recorders, high resolution streams, low resolution recorders and/or low resolution streams
3. selection of **My Schedules** option and/or **Selected Category** option.

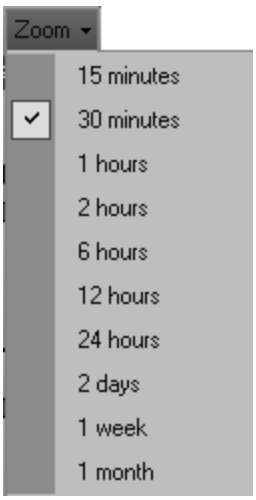
Timeline Display Options

Zoom Options

With the Zoom function, users can configure the period of time displayed in the Timeline and Ingest Overview area. The period ranges from 15 minutes to 1 month.

Users can zoom in and out in three different ways:

- using the **Zoom** command in the Toolbar



- using the Zoom bar at the bottom left of the Ingest Scheduler window
- rotating the mouse wheel on the Timeline and Ingest Overview area

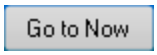
Depending on the chosen time period, all the ingest blocks are redrawn to respect a new time scale.

Lock Nowline Button

In the Timeline and Ingest Overview area, the current date/time is represented by a blue line, called the Nowline. The timeline can be displayed in two different ways depending on whether the nowline has been locked or not.

Nowline Mode	Nowline Behavior
Locked 	By clicking the **Lock Nowline** button (colored background) the nowline stays locked in the middle of the Timeline and Ingest Overview area. The ingest blocks move from right to left across the line to keep the current date/time in the middle.
Unlocked 	When the **Lock Nowline** button appears with a white background, the nowline moves from left to right across the screen. Ingest blocks keep their places on the screen.

Go to Now



When the nowline is not locked, it is possible to jump to the current time with the nowline in the middle of the screen by clicking the **Go to Now** button.

Go to [Date]

By entering a date in the **Go to [Date]** field, it is possible to display the Ingest Overview at this specific date.

2.2.3. Recorder Channels Status Area

Channel Track

Definition

The recorders and streams are grouped by logical entity, which is hereafter referred to as a track: the channels recording the same video content are grouped together. For each channel, an expanded view displays the items chosen in the Display Options menu.

Display in High Resolution / Low Resolution Mode

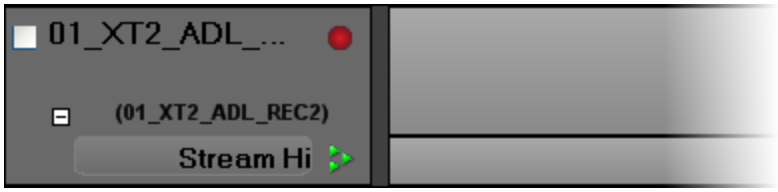
Recorders and streams are displayed in the following order:

- high resolution XT recorder
- high resolution stream
- low resolution XT recorder
- low resolution stream

Display in High Resolution Only Mode

Recorders and streams are displayed in the following order:

- high resolution XT recorder
- high resolution stream



Stream Icons

The icon linked to a stream can be displayed with different colors. Their meaning is explained in the following table:

Icon	Description
	On-line stream (green)
	Recording stream (red)
	Off-line stream (black)
	Scheduled stream (orange)
	Warning message on the stream (yellow)

Channel Selection

To apply an action to several tracks or sub-tracks at once, they must be selected by clicking them from the Recorder Channels Status area.

Multiselection is easy using shortcuts mentioned in the table below.

Operation	Action
CLICK	Selects a sub-track.
SHIFT + CLICK	Adds all the contiguous sub-tracks to the selection.
CTRL + CLICK	Adds the sub-track to the selection.
CTRL + SHIFT + CLICK	Adds the whole channel track to the selection.

Selected channels are displayed with a blue background.

2.2.4. Timeline and Ingest Overview Area

Time Bar

The period of time displayed in the Timeline and Ingest Overview area depends on the time scale chosen with the Zoom function.

There are different ways to move across the time bar of Ingest Scheduler:

- A double-click on a specific date and time automatically moves this date and time to the middle of the screen.
- A drag-and-drop action on the time bar moves the time bar accordingly.
- A drag-and-drop action on the scroll bar moves through the Ingest Scheduler Timeline.

Ingest Block

Definition

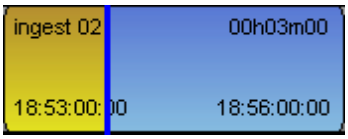
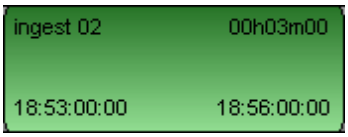
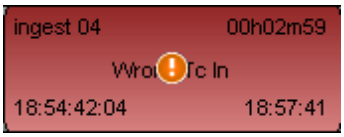
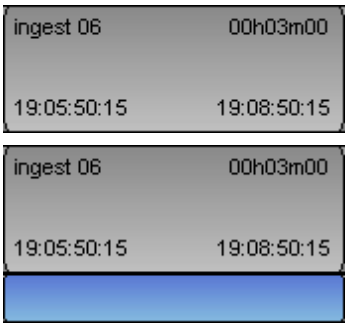
In the Ingest Overview area, a block represents a clip element. It could be an XT clip element if it is recorded from a recorder channel sub-track, or a file element if it is recorded from a stream sub-track.

Information Displayed on Blocks

Several pieces of information are displayed on a block, such as the clip name, clip duration, IN Time, OUT Time,… The parameters displayed and their location on the block are set in **Tools > Settings > Ingest Scheduler > General**. See section "Ingest Scheduler Settings" on page 22 for more information.

Ingest Status Colors

The ingest status is shown by means of different colors as follows:

Block Color	Status
	A blue block to the right of the nowline is a **scheduled** ingest.
	A currently **recording** ingest has two colors: • The recorded media part, to the left of the nowline, is yellow • The scheduled media part, to the right of the nowline, is blue.
	A green block to the left of the nowline is a successfully **recorded** ingest.
	A red block marks a recording that has **failed**.
	A **growing clip** is a recording element without OUT point and launched by clicking on **Start** button in the Channel Explorer or the Ingest Scheduler. It is displayed in yellow. The right-end of the block is on the nowline.
	A **stream only** ingest is represented by a transparent (gray) block on the recorder channel sub-track, and a colored block on the stream sub-track. See section "Ingest Block" on page 16.

Partial Block Display

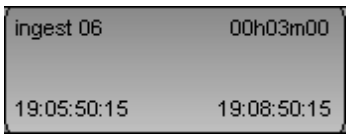
A transparent block is displayed in the sub-track of the high resolution XT recorder, would the channel view be collapsed or expanded, in the following cases:

- A high resolution clip has been removed from the system, before or after recording, but some other clip elements are still present in the same track (low resolution XT clip, streams).

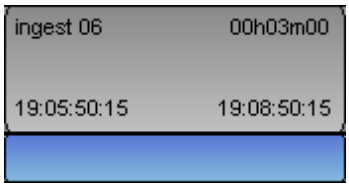
- A high resolution clip has not been scheduled, only other clip element, such as the high resolution stream, has been scheduled and/or recorded.

The metadata is displayed within the transparent block in the high resolution XT recorder sub-track.

Collapsed view



Expanded view



Ingest Block Contextual Menu

A contextual menu appears when you right-click a block differnt than a transparent block.

The following table describes the commands available from the contextual menu.

Menu Item	Description
New Schedule	Opens the New Schedule window to schedule an ingest. See section "Creating Ingests" on page 25.
Edit	Opens the Edit Clip window with all the block properties and allows you to edit them. See section "Editing a Scheduled Ingest" on page 37.
Delete	Deletes the selected block. See section "Deleting a Scheduled Ingest" on page 39.
Start Ingest Now	Changes the start time of the selected scheduled ingest to now and immediately starts the recording. See section "How to Start a Scheduled Ingest Immediately" on page 36.
Stop Ingest	Stops the recording of the clip or stream. See section "Stopping an Ingest" on page 36.
Convert to One Shot	If the selected block is an occurrence of a series of recurrent ingests, this option removes the block from the series and convert it to a one shot ingest.
Restart	If a recording has failed, this option restarts the clip recording. If it is a stream, it sends the XML file to XStream or XTAccess.

Menu Item	Description
Kill stream	Stops the recording of the selected stream and cancels the transfer job. The block color turns red. Warning Even if the block is deleted after a **Kill Stream** operation, the file is already present in the Databse Explorer and in the SAN.
Publish	Opens the Publish window in which the operators can specify the user groups the clip should be published to. The clip will be published to the selected groups provided that they have the adequate visibility rights. When the high resolution XT clip is selected, all the elements of the track are published. When the stream is selected, only the file is published.
Send To	Provides a list of possible destinations to which the selected clip can be sent. Possible destinations, depending on the XNet network, are: • the user's default bin • the user's default playlist • a default archive target • any target destination visible on the GigE network that has been defined, such as CleanEdit targets, Avid, targets, Final Cut Pro targets, File targets.
Backup to Nearline	Backs the clip up as file to the default nearline or to a nearline directory. Lists the on-line nearline directories destinations to which the loaded clip can be sent.
Import Ingest List	Allows users to import an ingest list from an XML file into IPDirector. See section "How to Import an Ingest List" on page 47.
Export Ingest List	Allows users to generate a file that contains the list of the ingests scheduled in the Ingest Scheduler within a given range of dates and times. See section "How to Export an Ingest List" on page 48.
Create Logsheet from asset	Opens the Create a Logsheet wizard to create a new logsheet and associate it to the ingest block. See section "Linking Ingests with Logsheets" on page 46.
Link Logsheet to Asset	Opens the Open a Logsheet window to associate an existing logsheet to the selected ingest block. See section "Linking Ingests with Logsheets" on page 46.
Show Properties Window	Opens the Properties window for the block.

Ingest Block Properties Window

A block properties window can be shown

- by pressing **SHIFT** + **CTRL** + click on a block or
- by pressing **SHIFT** + **CTRL** + **Enter** on a block or
- by right-clicking a block and selecting **Show Properties Window**from the contextual menu.

This window shows error messages, if any.

2.2.5. Remaining Capacity Area

On the right of each channel sub-track, a **Start** button, a **Stop** button and a box indicating the remaining capacity are present.

Start and Stop Buttons

Button Display	Meaning
	The **Start** button has a white background when no ingest or growing clip is being recorded on the corresponding sub-track.
	The **Start** button background is red when a recording is on-going.
	The **Stop** button is dimmed when no ingest or growing clip is being recorded on the corresponding sub-track. It is thus unavailable.
	The **Stop** button is available when a recording is on-going.

Remaining Capacity

The information about remaining capacity is displayed for each sub-track of a channel track.

This can be displayed as time or storage capacity according to the settings defined in **Tools > Settings > Ingest Scheduler > Remaining Capacity**. See section "Ingest Scheduler Settings" on page 22 for more information.

If the remaining space/time falls below the Capacity Warning threshold defined in the settings, the **Remaining Capacity** field is shown with a red background.

2.2.6. Track Contextual menu

A contextual menu is available when right-clicking the Recorder Channels Status area, the Timeline and Overview area or the Remaining Capacity area outside any block.

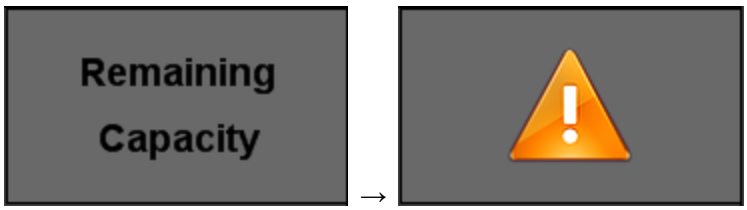
This menu makes it possible to perform the following actions:

Option	Description
New Schedule	Opens the New Schedule window to schedule an ingest. See section "Creating Ingests" on page 25.
Start Ingest Now	Starts a growing clip from the nowline. See section "Creating Growing Clips" on page 31.
Gang	Gangs the selected channels.
Ungang	Removes the selected channels from the gang group.
Import Ingest List	Allows users to import an ingest list from an XML file into IPDirector. See section "How to Import an Ingest List" on page 47.
Export Ingest List	Allows users to generate a file that contains the list of the ingests scheduled in the Ingest Scheduler within a given range of dates and times. See section "How to Export an Ingest List" on page 48.
Set Stream Target	Opens the Select Stream Target widow to define a default target for the selected stream. See section "Defining a Default Stream Target" on page 24.

2.2.7. Warnings

Warning Display

The Remaining Capacity title area can be used to display a **Warning** icon,if a warning is issued on one of the recorders or streams.



Potential Warning Sources

Low Remaining Capacity

If the remaining space/time falls below the Capacity Warning threshold defined in the settings, the **Remaining Capacity** field is shown with a red background.

No Stream Target Defined

If no default stream target has been defined or if the XML Unit of the default stream target is off-line, **Stream** is displayed in red 

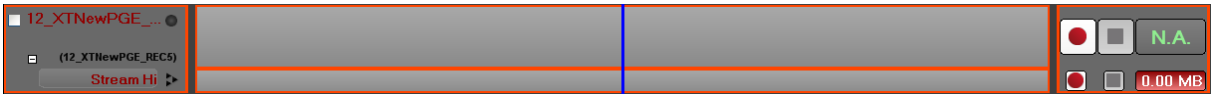
and the corresponding sub-track is highlighted with an orange border.

A tooltip is displayed when the mouse is over the **Warning** icon.

See section "Defining a Default Stream Target" on page 24.

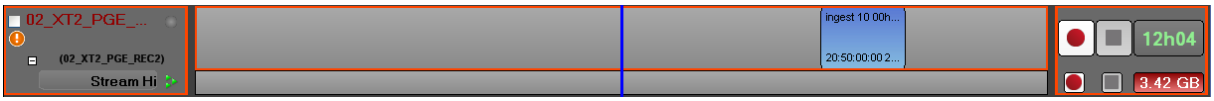
Off-Line Channel

If the recorder is off-line and IPDirector has no control to start it, the warning is displayed as follows:



Recorder Not Started

If the recorder is not started and a ingest is scheduled in less than an hour, the warning is displayed as follows:



2.3. Ingest Scheduler Settings

2.3.1. Introduction

Auto-Name settings are described in the General Functions user manual.

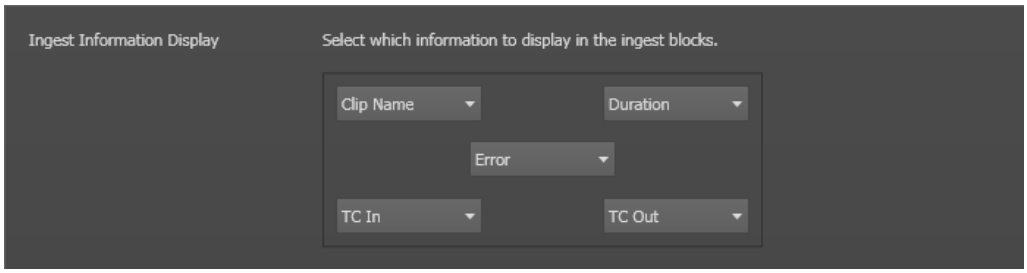
Settings specific to the Ingest Scheduler are defined in the Ingest Scheduler category of the IPDirector Settings window.

Click **Tools > Settings > Ingest Scheduler**.

2.3.2. General Settings

Ingest Information Display

Information to be displayed on the ingest blocks, visible in the timeline, is set with this option.



Auto-Name Clips

If this option is selected, the New Schedule window will not be displayed when an ingest is created and the ingest will start instantly. The default name defined in **Tools > Settings > Autoname** will be used. See the General Functions user manual for more information.

If this option is not selected, the New Schedule window will open an ingest is created. The user can enter data for the ingest in this window.

2.3.3. Remaining Capacity Settings

Display Remaining Capacity As

Unit in which the remaining capacity is displayed:

- Time
- Storage Space (GB, MB)

Remaining Capacity Calculation

The setting defines whether the remaining capacity takes scheduled ingests into account.

Live Channel Capacity

Estimated capacity of the current server calculated without taking into account anything planned in the future.

Channel Capacity with Scheduled Ingests

Estimated capacity of the current server calculated taking into account all scheduled blocks, thus giving the user a realistic capacity based on ongoing plans.

Capacity Warning Threshold

Remaining capacity threshold below which an alert is displayed.

2.3.4. Advanced Settings

Track Size

Defines what should be the height, in pixels, of the tracks displayed in the interface. This allows reducing the size of the tracks and displaying more tracks on screen.

Minimum Mouse Move

Defines the minimum mouse move threshold below which the drag-and-drop operation is not considered.

2.4. Defining a Default Stream Target

2.4.1. Introduction

To be able to record files from the material ingested onto the recorders, a default target must be defined to send the stream to.

If a stream does not have a default target defined, or if the corresponding XML unit is off-line, a warning will be displayed. See section "Warnings" on page 21.

This does not prevent streams from being scheduled, but alerts the user that a default target does not exist. The user must define a target manually each time.

2.4.2. How to Define a Stream Target

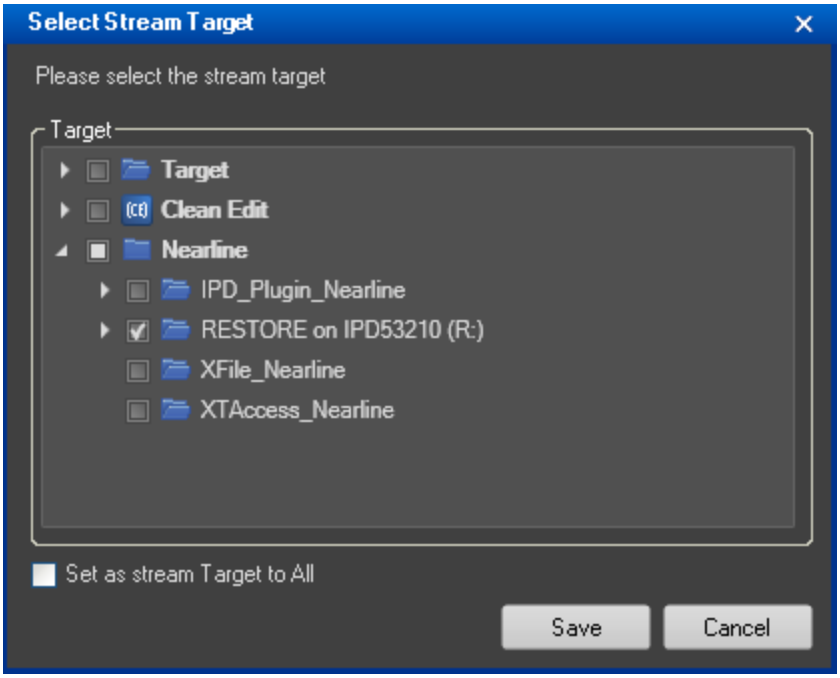
To define a target for a stream, proceed as follows:

1. Right click on a stream name or track.

   A contextual menu is displayed.

2. Select **Set Stream Target**.

   The Select Stream Target window opens:



3. Select the stream target.
4. To define this stream target for all the streams, select the **Set as Stream Target to All** option.

2.5. Creating Ingests

2.5.1. Ingests Types

Several types of ingests can be recorded from the Ingest Scheduler.

- Growing clip: A growing clip is an ingest without any OUT point. This type of block has no stop time. It will continue recording until a user stops it manually.
- One-shot ingest: ingest which will be recorded only once.
- "Repeat" ingest: ingest which is part of a series where all the ingests are scheduled to occur at a defined start time every selected day of the week during a certain period of time.
- "Repeat every" ingest: ingest which is part of a series where all the ingests are scheduled to occur at predefined time intervals every selected day of the week during a certain period of time.

2.5.2. New Schedule Window

Context of Use

The New Schedule window opens in the following cases.

- The **New Schedule** button is clicked or the **New Schedule** option is selected from the Track contextual menu.

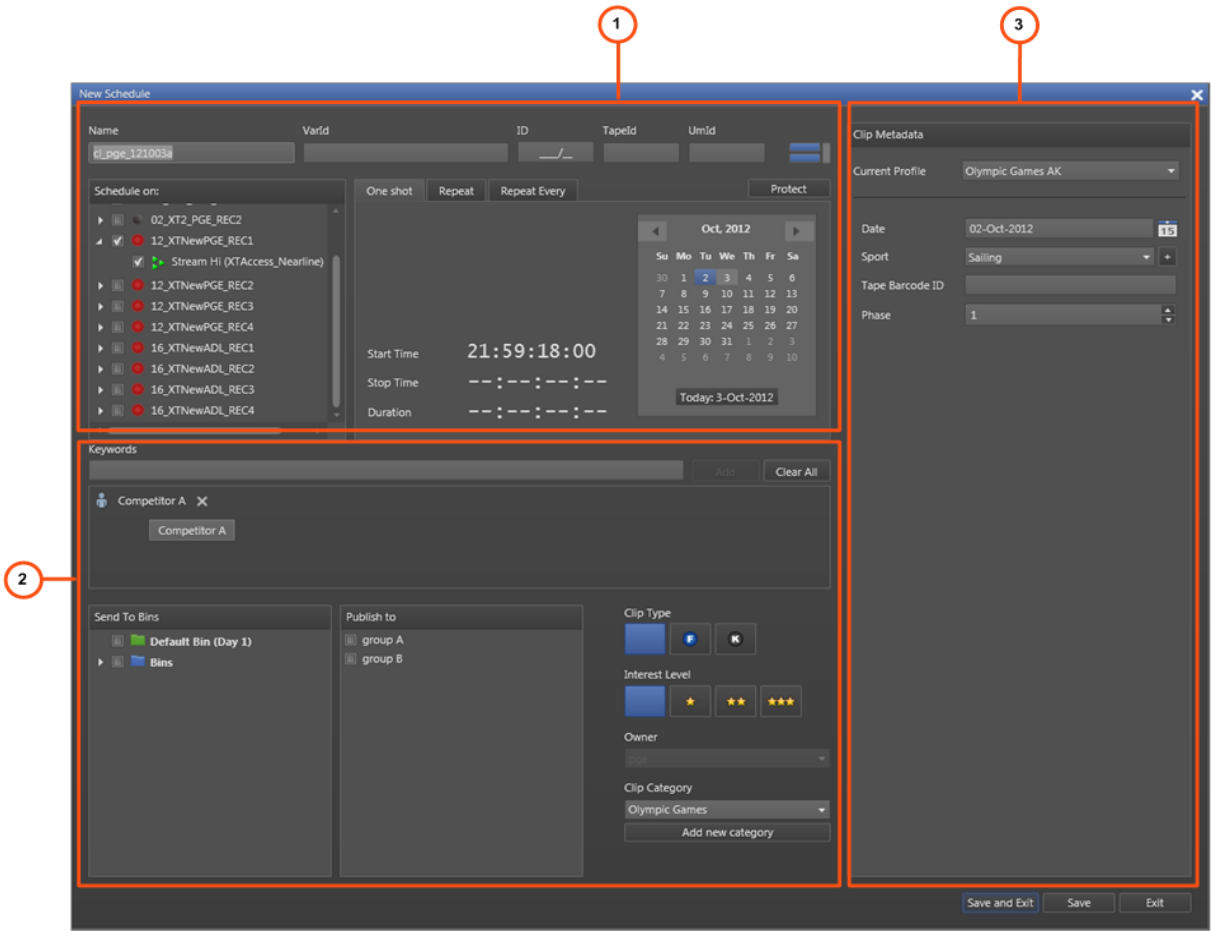
  The window allows users to schedule one-shot ingests, "repeat" ingests or "repeat every" ingests. See section "Window Overview" on page 26.

- A growing clip is started and the Autoname Clip setting has not been selected from the Ingest Scheduler Settings window.

  The window allows users to enter clip metadata but does not allow them to change the ingest time. See section "Variants of the Window" on page 27.

- A growing clip is started from the Channel Explorer. See section "Variants of the Window" on page 27

Window Overview



In all cases, the New schedule window is divided into three panes:

1. Clip Information: it displays the clip name, channel selection and schedule configuration.

   This minimal view is displayed by clicking the  button.

2. Clip Options: it displays keywords, **Protect** button, clip interest level, clip type, Owner, Sent to Bins, Published to group of users, and clip category.

   It is displayed by clicking the  button.

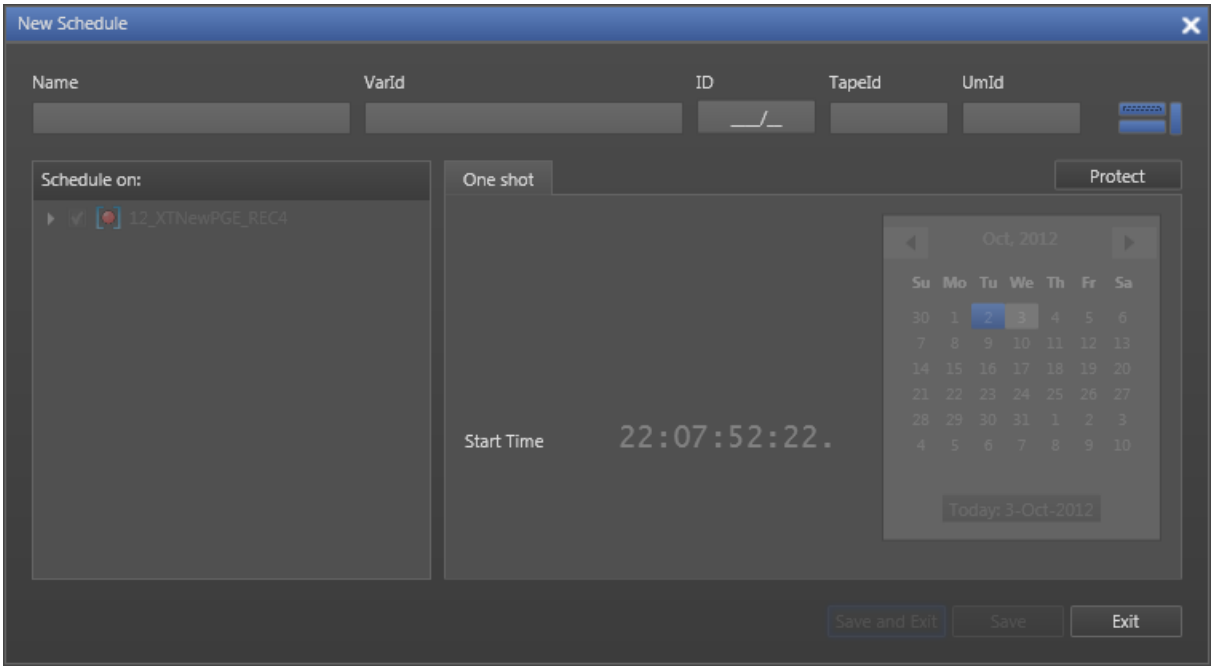
3. Clip Metadata: it shows the metadata profile linked to the clip.

   It is displayed by clicking the  button.

Variants of the Window

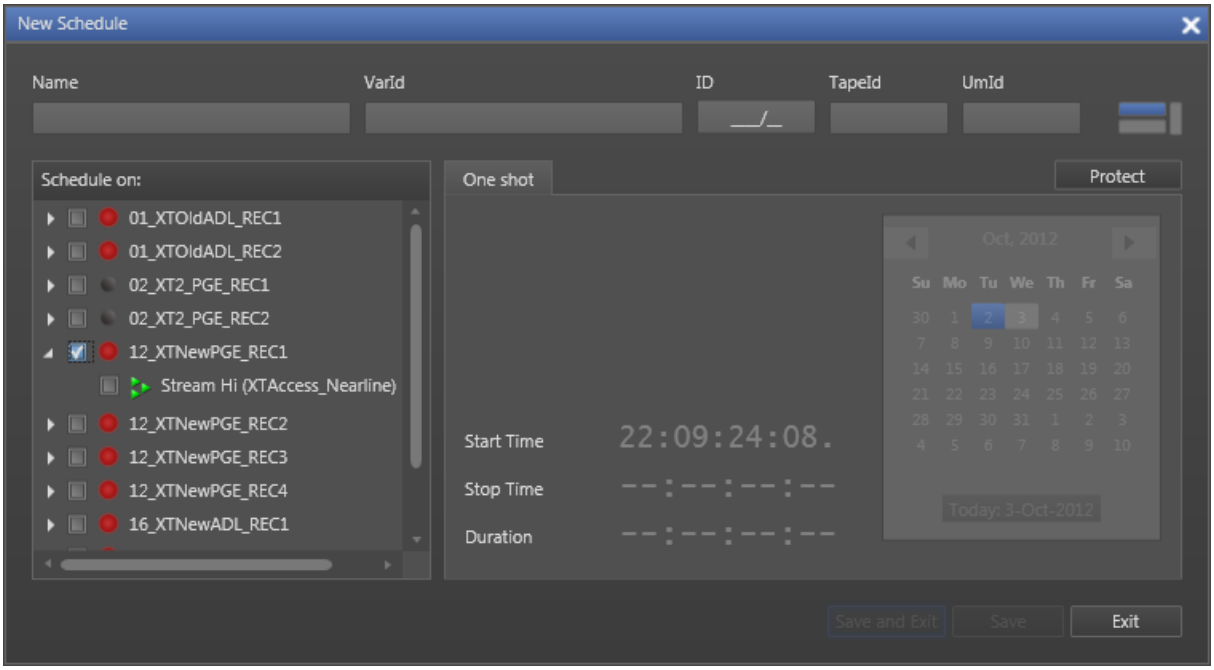
Variant 1

When a growing clip is started from the Channel Explorer, the following variant of the window opens:



Variant 2

When a growing clip is started by means of the **Start** button in the Ingest Scheduler, the following variant of the window opens:



Fields in the New Schedule Window

The following tables describe briefly the data that can be added to ingests.

The Clip Information pane contains the following user interface elements:

User Interface Element	Description
Name	User-defined 24-character name for the ingest block. A prefix name can be defined in **Tools > Settings > Autoname/Clip**. Refer to the chapter "Settings".
VarID	VarID is a 32-character ID with variable length and format. It is automatically assigned to new clip elements. It is mainly used to ensure redundancy on the system. It can be unique for a clip element on the EVS video server level or on the XNet network level, depending on server settings.
ID	LSM ID, i.e. location where the clip will be stored on the XNet network. This numbering is based on the numbering of the LSM operational mode.
Tape ID	Identifier for the archive tape on which the backup file corresponding to the clip element is stored.
UmID	Unique Material Identification. UmID is a fixed length 8–character ID. The EVS video server automatically assigns a UmID to each new clip element. It is used for the unique identification of a clip element on an XNet network.
Scheduled On	List of all the ingest channels configured through the Remote Installer. Selected recorder channels or streams will be used to schedule the ingests.

User Interface Element	Description
One-Shot tab	Start time, stop time, duration and date of the One-Shot ingest.
Repeat tab	Time information to define a "repeat" series of ingests
Repeat Every tab	Time information to define a "repeat every" series of ingests
Protect	Button that allows the user to protect or unprotect the clip. When the clip is protected, a message will warn the users in IPDirector or in Multicam not to delete the clip.

The Clip Options pane contains the following user interface elements:

User Interface Element	Description
Keywords	The Keyword area allows you to assign up to five keywords to an ingest to qualify its content. To add a keyword, select it from the Keyword Grid or Keyword Dictionary or type its first letters and select it from the Autocomplete list. See the IPLogger user manual for more information on how to assign keywords to media.
Send To Bins	Bins where the clip can be transferred to. Select the check boxes corresponding to the requested destinations. This action is also possible later on from the **Send to** option in the contextual menu of the Database Explorer or Control Panel.
Publish To	User groups to which the clip can be published, i.e. made available. Select the user groups to which the clips should be published.
Clip Type	Type of clip in relation with the Fill and Key function. The possible values are **Normal**, **Fill**, **Key**.
Interest Level	User-defined rating of the clip. Possible values are: no star, one star, two stars, three stars.
Owner	Name of the user who has created the ingest.
Clip Category	Allows the user to assign an existing category to the ingest block.
Add New Category	Button that allows the user to define new clip categories.

The Clip Metadata pane contains the following fields:

Field	Description
Current Profile	Drop-down list in which the users can modify the metadata profile to be associated with the clip, if they have appropriate user rights. See the General Functions user manual for more information.
Metadata Profile fields	Fields belonging to the Metadata Profile selected in the **Current Profile** field. The user can modify the values of the Metadata profile fields. The modifications will only apply to the given clip and not impact the default values of the profile.

2.5.3. Rules when Using Start and Stop Buttons

Rules Based on the Already Existing Ingests

Clicking the **Start** button will have the following effect, depending on the ingest being currently recording on the corresponding channel:

Ingest Type	Button Display	Action of Start button
No ingest		Starts a new growing clip (without OUT point). This type of block has no stop time. It will continue recording until you stop it manually.
Growing clip		No action.
Recording ingest		Starts a new growing clip (without OUT point).
Growing clip and recording ingest overlapped		No action.

Clicking the **Stop** button will have the following effect, depending on the ingest being currently recording on the corresponding channel:

Ingest Type	Button Display	Action of Stop button
No ingest		No action.
Growing clip		Stops the recording of the growing clip.
Recording ingest		Stops the recording of the ingest.

Ingest Type	Button Display	Action of Stop button
Growing clip and recording ingest overlapped		Stops the recording of the selected clip. If no clip is selected, the **Stop** button is unavailable.

These rules apply to clips and to streams.

Rules Based on the Channels Selection

See section "Channel Selection" on page 15 for ways to select channels.

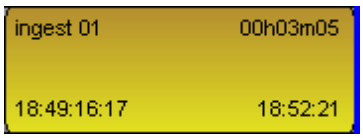
- Clicking the **Start** button starts the recording of a growing clip or a stream on all the selected channels and all the channels ganged with the selected channels.
- Pressing the **CTRL** key + the **Start** button starts the recording of a growing clip or a stream only on the selected channels.
- Clicking the **Stop** button stops the recording of the clip or the stream on all the selected channels and all the channels ganged with the selected channels.
- Pressing the **CTRL** key + the **Stop** button stops the recording of the clip or the stream only on the selected channels.

2.5.4. Creating Growing Clips

Introduction

A growing clip is an ingest without any OUT point. This type of block has no stop time. It will continue recording until a user stops it manually.

It displays as follows, on the left of the nowline:



Possible Ways to Start to Record a Growing Clip

A growing clip can be started in several different ways listed below.

When starting to record a growing clip in one of the following ways, the New Schedule window will always open with the One-shot tab only and a start time only.

- From the Tree view of the Channel Explorer, right-click a recorder channel and select **Open Ingest Scheduler (new ingest)** or **Start XT Ingest** from the contextual menu.
- From the Recorder view of the Channel Explorer, right-click a recorder channel and select **Open Ingest Scheduler (new ingest)** or **Start Ingest on Selected Channels** from the contextual menu.
- From the Recorder view of the Channel Explorer, click the **Record Now** button  .

When starting to record a growing clip in one of the two following ways, the New Schedule window will or will not open, depending on the Autoname Clips setting defined in the **Tools > Settings > Ingest Scheduler > General** category. When it opens, only the One-Shot tab is displayed and a start time is set to the current timecode.

- Click the **Start** button on the right of the corresponding channel.
- Right-click a track outside a scheduled block and select **Start Ingest Now** from the menu.

Note
Only one growing clip may be recorded per recorder channel at a given time.

How to Create a Growing Clip when Using the New Schedule Window

If the **Auto-Name Clips** setting is not selected in the Ingest Scheduler settings, the New Schedule window will be displayed when you create your growing clip. In this case, you will define the clip name from this window.

1. Click the **Start Recording** button  or  on the right of the channel track.

   OR

   Right-click a track and select **Start Ingest Now** from the menu.

   The New schedule window appears with only the One-Shot tab. Start Time is set to the current timecode.
2. Enter a name in the **Name** field.
3. Select the recorder(s) to be used in the Schedule on area.
4. Click the **Save and Exit** button to save your scheduled ingest and close the window.

The recording of the growing clip will start immediately.

Note
When using the **Start Ingest Now** option, if a low resolution channel is associated to the server recorder, a growing clip is also started on the server low resolution channel.

2.5.5. Scheduling Ingests

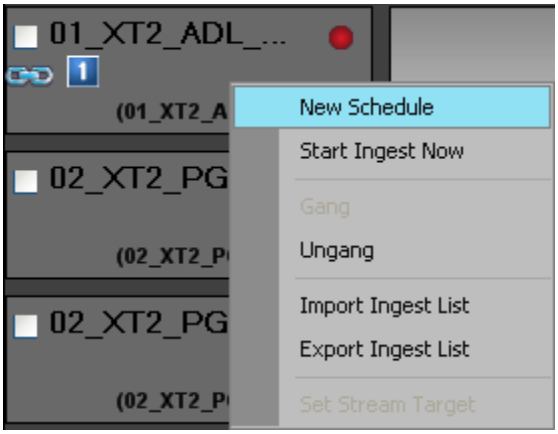
Introduction

A scheduled ingest can be programmed to happen once or to automatically be repeated at set intervals. The different procedures are explained in detail below.

Possible Ways to Schedule an Ingest

An ingest can be scheduled in several different ways listed below.

- Click the **New Schedule** button on the Menu bar
- Right-click one of the track and select **New Schedule** from the contextual menu



- Using the mouse, draw a block with a drag-and-drop operation by clicking within a sub-track from the desired IN point and moving to the right up to the desired OUT point

Each step corresponds to a fixed duration which varies according to the zoom factor applied to the timeline.

Rules for Channel Association

When an ingest is created by a drag-and-drop operation, the scheduled ingest blocks are also created on all associated recorders in case of multiselection or ganged channels.

If the user can view high resolution and low resolution channels, the following rules apply.

- An ingest created on a high resolution XT recorder is automatically associated to an ingest on the corresponding low resolution XT recorder.
- A low resolution stream is always associated to a high resolution XT clip and/or a high resolution stream.
- **CTRL** + **SHIFT** + drag-and-drop operation on a recorder channel will create an ingest on all the channels of the same source (high resolution XT recorder, low resolution XT recorder, high resolution and low resolution stream).

How to Schedule a One-Shot Ingest

To schedule a One-Shot ingest, proceed as follows:

1. Proceed in one way listed in section "Possible Ways to Schedule an Ingest" on page 32.

   The New Schedule window opens.
2. Enter a name in the **Name** field.
3. In the Schedule on area, select the recorder(s), to create an XT clip on the EVS video server and/or select the stream(s) to create a file on the default target.

4. Select a date in the calendar.
5. Set Start time / Stop time / Duration by entering data in two of the fields on the One Shot tab. The third field will automatically be calculated.
6. Click the **Pane Display** button to expand the New Schedule window and fill in any desired information.

   See section "New Schedule Window" on page 25 for more information on the New Schedule window.
7. Do one of the following:
   - Click the **Save and Exit** button to save your scheduled ingest and close the window.
   - Click the **Save** button to save your scheduled ingest and keep the window open and schedule another ingest.

A new block is created at the scheduled time in the tracks or sub-tracks corresponding to the selected channels.

See section "Ingest Block" on page 16.

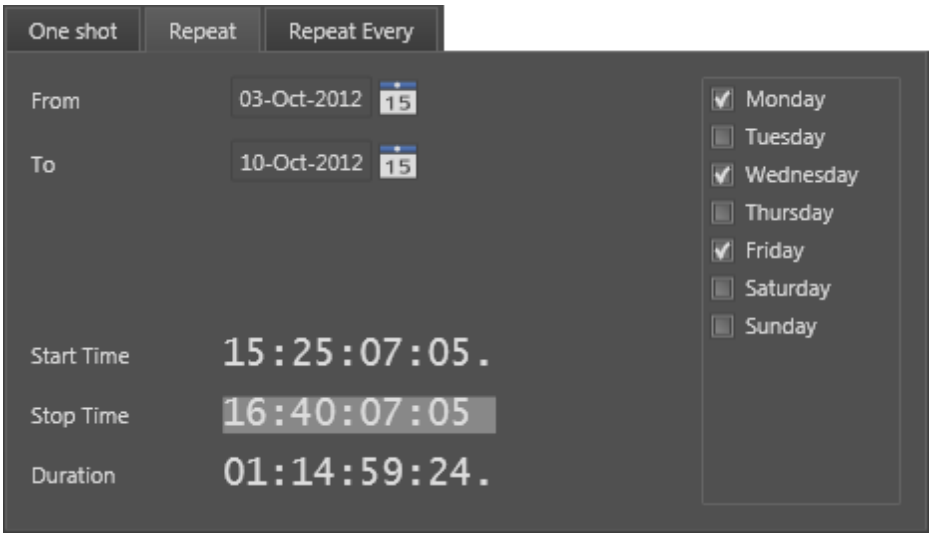
How to Schedule a "Repeat" Ingest

You can create multiple ingests with a defined start and stop time occurring every selected day of the week during a certain period of time. This is called a Repeat ingest.

To schedule a Repeat ingest, proceed as follows:

1. Proceed in one way listed in section "Possible Ways to Schedule an Ingest" on page 32.

   The New Schedule window opens.
2. Click the Repeat tab.

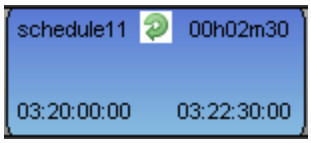


3. In the Schedule on area, select the recorder(s), to create an XT clip on the EVS video server and/or select the stream(s) to create a file on the default target.
4. Define the period of time by setting the **From** and **To** dates in the date fields.
5. Set **Start time** / **Stop time** / **Duration** by entering data in two of the fields. The third field is calculated automatically.

6. Select the days of the week on which the recording is to be repeated.
7. Complete the Clip Options and Metadata fields, if necessary.
8. Do one of the following:
   - Click the **Save and Exit** button to save your scheduled ingest and close the window.
   - Click the **Save** button to save your scheduled ingest and keep the window open to schedule another ingest.

Blue blocks are created at scheduled times in the tracks or sub-tracks corresponding to the selected channels.

The following icon will appear on the block of the scheduled ingests.



On each "Repeat" block, the clip name is made of the clip name given in the New Schedule window and the iteration number, i.e. "clip1", "clip2",…

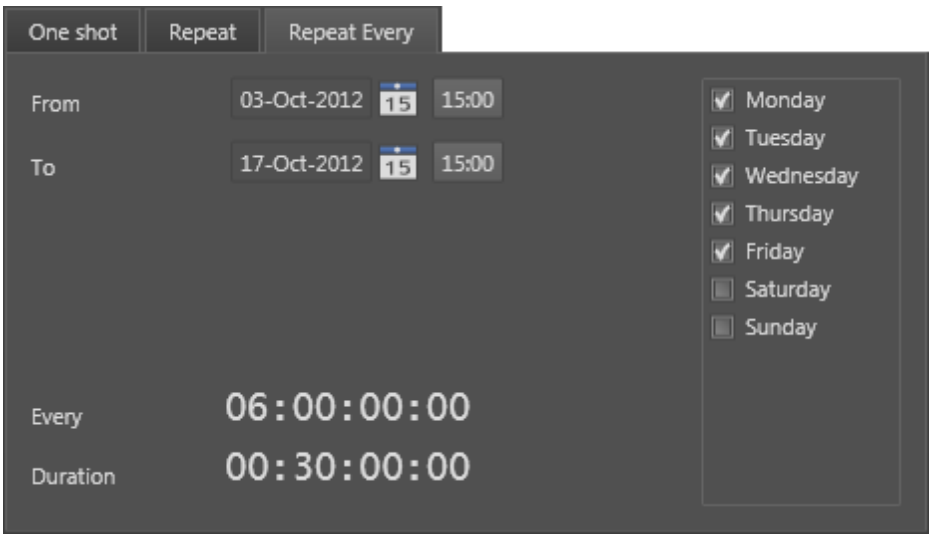
How to Create a "Repeat Every" Ingest

You can create multiple ingests with the same duration occurring at predefined time intervals every selected day of the week during a certain period of time. This is called a Repeat Every ingest.

To schedule a Repeat Every ingest, proceed as follows:

1. Proceed in one way listed in section "Possible Ways to Schedule an Ingest" on page 32.

   The New Schedule window opens.
2. Click the Repeat Every tab.

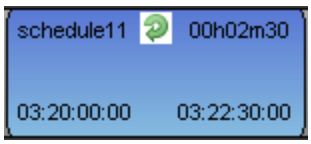


3. In the Schedule on area, select the recorder(s), to create an XT clip on the EVS video server and/or select the stream(s) to create a file on the default target.
4. Define the period of time by setting the **From** and **To** dates in the date fields.

5. Set the **Every** (ingest periodicity) and **Duration** values.
6. Select the days of the week on which the recording is to be repeated.
7. Complete the Clip Options and Metadata fields, if necessary.
8. Do one of the following:
   - Click the **Save and Exit** button to save your scheduled ingest and close the window.
   - Click the **Save** button to save your scheduled ingest and keep the window open to schedule another ingest.

Blue blocks are created at scheduled times in the tracks or sub-tracks corresponding to the selected channels.

The following icon will appear on the block of the scheduled ingests.



On each "Repeat every" block, the clip name is made of the clip name given in the New Schedule window and the iteration number, i.e. "clip 1", "clip 2",…

How to Start a Scheduled Ingest Immediately

Once an ingest has been scheduled in the future, you may decide to start it immediately. To do so, proceed as follows:

1. Select the block you want to start earlier.
2. Right-click it.

   The Ingest Block contextual menu opens.
3. Select **Start Ingest Now**.

The block (or the blocks of each element of the clip) will then be extended and the recording will start immediately. The TC IN of all the clip elements is modified accordingly while the TC OUT remains the same.

2.5.6. Stopping an Ingest

Rules for the Use of the Stop Button

See section "Rules when Using Start and Stop Buttons" on page 30 for more information on the availability of the **Stop** button and on the channels impacted by the use of those buttons.

How to Stop a Running Ingest

To stop a recording ingest, proceed in one of the following ways:

1. Click the running ingest block you wish to stop.
2. Click the corresponding **Stop** button:

OR

1. Right-click the running ingest block you wish to stop.
2. Select **Stop Ingest** from the contextual menu.

The recording is automatically stopped for the whole clip.

2.6. Editing a Scheduled Ingest

2.6.1. Introduction

Different procedures exist, depending on whether you want to edit a one-shot ingest, all the blocks of a repeat ingest or a single block of a repeat ingest.

A block modification is automatically applied to the other blocks of the same clip. So, a change on a high resolution block will be applied to the corresponding stream block, low resolution block,…

2.6.2. Rules and Limitations for Editing TC IN, TC OUT and Duration

"Repeat every" ingests

- "Repeat every" ingests can never be edited.

"Repeat" ingests

- A multiselection of a "repeat" ingest can never be edited.
- A single block or all the blocks from a "repeat" ingest can be edited only if a single block is selected for the operation and
  - if ingests are still scheduled when users want to edit TC IN
  - if ingests are recording or scheduled when users want to edit TC OUT and duration

  The users will be asked whether they want to edit this occurrence only or all the occurrences of the series.

  The TC of all the clip elements will then be modified.

One-shot ingests

- A multiselection of a one-shot ingest can never be edited.
- A single one-shot ingest can be edited only

- if ingests are still scheduled when users want to edit TC IN
- if ingests are recording or scheduled when users want to edit TC OUT or duration

The TC of all the clip elements will then be modified.

2.6.3. How to Edit a One-Shot Scheduled Ingest

You can edit a one-shot scheduled ingest in one of the following ways:

- right-click a block and select **Edit**
- double-click a block
- drag-and-drop the block limits

Limitations

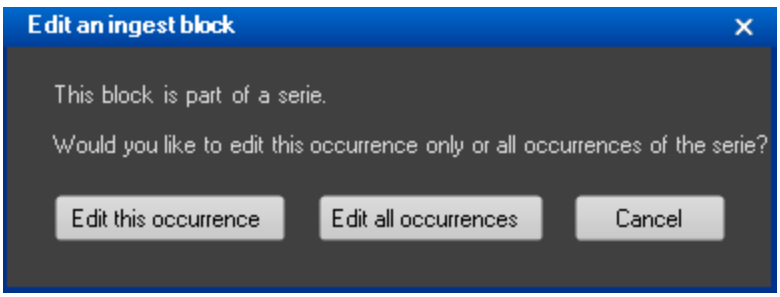
- The start time of a recording ingest cannot be changed.
- The limits of a recorded or failed ingest cannot be changed.
- The start time cannot be set to a lower value than the nowline.

2.6.4. How to Edit all the Blocks of a Scheduled "Repeat" Ingest

To edit all the blocks of a scheduled "repeat" ingest, proceed as follows:

1. Right-click the one block of the series you want to edit.
2. Select **Edit** from the contextual menu.

   The Edit an Ingest Block window opens:



3. Choose **Edit all occurrences.**

   The Edit Schedule window opens.
4. Make the desired changes.
5. Click **Save and Exit**.

The ingest blocks are modified accordingly, except for the ingests of the series already recorded.

2.6.5. How to Edit a Single Block of a Scheduled "Repeat" Ingest

To edit a single block of a scheduled "repeat" ingest, de one of the following:

1. Right-click the block you want to edit.
2. Select **Edit** from the contextual menu.

   The Edit an Ingest Block window opens.
3. Choose **Edit this occurrence**.

   The Edit Schedule window opens.
4. Make the desired changes.
5. Click **Save and Exit**.

The ingest block is then a stand-alone block and is modified accordingly.

2.6.6. How to Convert a Block to a One-Shot Ingest

To convert one block of a scheduled "repeat" ingest to a one-shot ingest, proceed as follows:

1. Right-click the block you want to edit.
2. Select **Convert to One-Shot** from the contextual menu.

The block is no more part of the group.

2.7. Deleting a Scheduled Ingest

2.7.1. Rules and Limitations for Deleting an Ingest

When a block is deleted, the corresponding clip elements (and media files) are also deleted.

"Repeat every" ingests and "Repeat" ingests

- A multiselection of a "repeat every" ingest or a "repeat" ingest can never be deleted.
- A single block or all the blocks from a "repeat every" ingest or from a "repeat" ingest can be deleted only if a single block is selected for the operation. The users will be asked whether they want to delete this occurrence only or all the occurrences of the series.

Hi-Lo mode

- When the users do not select all the clip elements of an ingest and try to delete the selection, they will be asked whether they want to partially delete the block or they want to delete the whole block.
  - If the clip has already been recorded, the users will be able to delete some of the clip elements and not all of them.
  - If the clip has not yet been recorded, and the users delete a hi-res block (or lo-res block), the corresponding lo-res block (or hi-res block) is automatically deleted, as well.

    If the users delete a scheduled hi-res XT clip, the corresponding scheduled lo-res XT clip will be deleted. Only the blocks corresponding to the hi-res stream and to the lo-res stream will remain. A transparent block will be displayed in the hi-res XT recorder sub-track as explained in section "Ingest Block" on page 16.

2.7.2. How to Delete a One-Shot Scheduled Ingest

To delete a single one-shot ingest or several one-shot ingests, proceed as follows:

1. Select the block(s).
2. Right-click the block, or one of the blocks in case of multiselection, and select **Delete**.

   OR

- Click the **DELETE** key.

  A pop-up window will ask you whether you want to delete the block(s).

3. Confirm the deletion in the window that appears.

The selected block(s) is/are deleted. Corresponding clips are removed from the database.

2.7.3. How to Delete Blocks from a Repeat or Repeat Every Scheduled Ingest

You will not be able to delete a multiselection of a "repeat" or "repeat every" series of ingests.

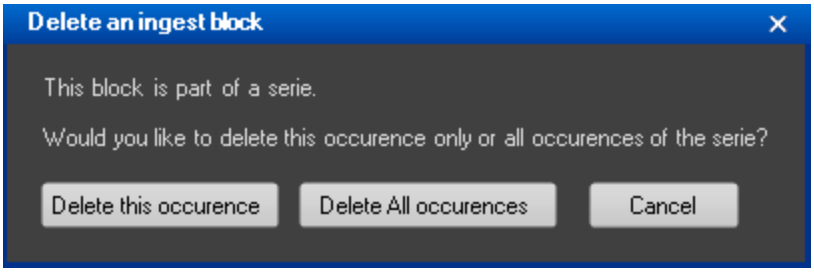
To delete one or several blocks of a "repeat" or "repeat every" series of ingests, proceed as follows:

1. Right-click the block you want to delete or one of the blocks of the series you want to delete and select **Delete.**

   OR

- Select the block you want to delete or one of the blocks of the series you want to delete and click the **DELETE** key.

  The following message will appear:



2. Click
   - **Delete this occurrence** to delete a single block
   - **Delete all the occurrences** to delete all the blocks of the "repeat" or "repeat every" ingest.

2.8. Copying an Ingest

2.8.1. Introduction

Ingest Scheduler provides two ways to perform an ingest copy.

Users have the possibility to perform a drag-and-drop operation, as described in section "How to Copy a Scheduled Repeat Ingest by a Drag-and-Drop Operation" on page 42. In this case, the way to copy a block depends on the option selected in **Tools > Settings > General > Select a way to copy/move an element**: Windows Style, Google Style or Dialog Box Style.

Users may also copy an ingest by editing the scheduled block and adding ingest channels in the channel selection, as it is described in section "Editing a Scheduled Ingest" on page 37.

2.8.2. Rules and Limitations for Copying an Ingest

- When ingests are copied to a recorder ganged with another one, blocks will be created on the ganged recorders as well.
- When copying a block to another ingest channel, blocks are created on the same channel type than the original block (hi-res XT recorder, lo-res XT recorder, hi-res stream, lo-res stream).
- If a lo-res channel is defined in the original ingest channel or in the target ingest channel but no lo-res channel is defined in the target channel or in the original channel respectively, no lo-res block is copied.

Repeat Every ingests

- "Repeat every" ingests can never be copied.

Repeat ingests

- A multiselection of a "repeat" ingest can never be copied.

- A single block or all the blocks from a "repeat" ingest can be copied to the same track or to another track only if still scheduled and if a single block is selected for the operation. The users will be asked whether they want to copy this occurrence only or all the occurrences of the series.

One-shot ingests

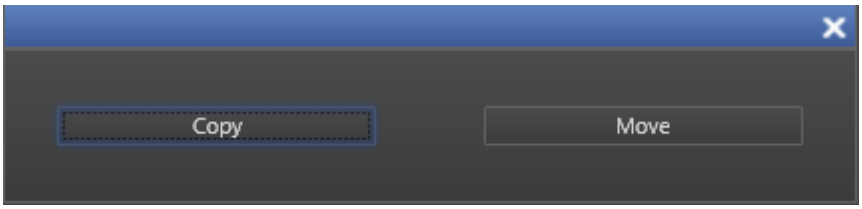
- A single one-shot ingest can be copied to the same track or to another track if it is still scheduled.
- A multiselection of one-shot ingests can be copied to the same track if they are still scheduled. The same timecode interval will be applied between the different selected blocks and the copied blocks.
- A multiselection of one-shot ingests can be copied to another track only if they are all selected on the same track and if they are still scheduled.

2.8.3. How to Copy a Scheduled One-Shot Ingest by a Drag-and-Drop Operation

To copy a scheduled one-shot ingest, proceed as follows:

1. Click the block.
2. Drag the block to a new location, on the same channel or on another channel.

   A popup window is displayed asking you if you want to copy or move the block:



3. Click **Copy**.

A new block will be created with the same duration, category, metadata and recorders. The ingest start time and stop time will be changed accordingly. All the other information will remain unchanged.

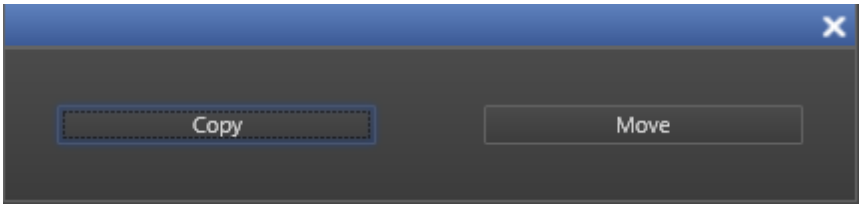
2.8.4. How to Copy a Scheduled Repeat Ingest by a Drag-and-Drop Operation

You will not be able to copy a multiselection of a "repeat" series of ingests.

To copy one or all the blocks of a scheduled "repeat" ingest series, proceed as follows:

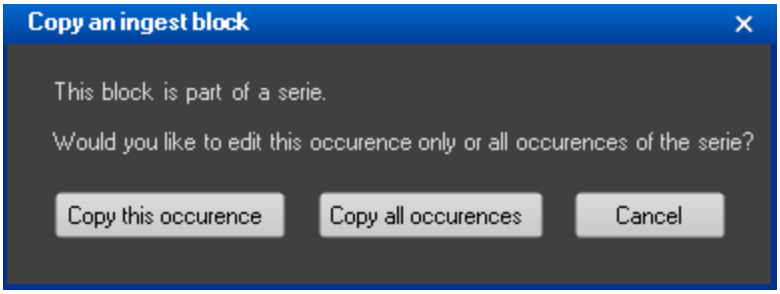
1. Click one block of the "repeat" ingest series.
2. Drag the block to a new location, on the same channel or on another channel.

   A popup window is displayed asking you if you want to copy or move the block:



3. Click **Copy**.

   A pop-up window will ask you whether you want to copy this occurrence only or all the occurrences of the series.



A new block will be created with the same duration, category, metadata and recorders. The ingest start time and stop time will be changed accordingly. All the other information will remain unchanged.

2.9. Moving an Ingest

2.9.1. Possible Methods

Ingest Scheduler provides two ways to perform an ingest move.

Users have the possibility to perform a drag-and-drop operation, as described in the procedures of the current section. In this case, the way to move a block depends on the option selected in **Tools > Settings > General > Select a way to copy/move an element**: Windows Style, Google Style or Dialog Box Style.

Users may also move an ingest by editing the scheduled block and changing ingest channels in the channel selection, as it is described in section "Editing a Scheduled Ingest" on page 37.

2.9.2. Rules and Limitations for Moving an Ingest

"Repeat every" ingests

- A "repeat every" ingest can never be moved.

"Repeat" ingests

- A multiselection of a "repeat" ingest can never be moved.

- A single block or all the blocks from a "repeat" ingest can be moved to the same track or to another track only if still scheduled and if a single block is selected for the operation. The users will be asked whether they want to move this occurrence only or all the occurrences of the series.

One-shot ingests

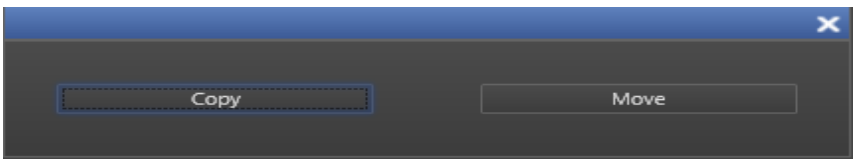
- A single one-shot ingest can be moved to the same track or to another track only if it is still scheduled.
- A multiselection of one-shot ingests can be moved to the same track only if they are still scheduled.
- A multiselection of one-shot ingests can be moved to another track only if they are still scheduled and if they are all selected on the same track.

2.9.3. How to Move a Scheduled One-Shot Ingest

To move a scheduled one-shot ingest, proceed as follows:

1. Click the block.
2. Drag the block to a new location on the same channel or on another channel.

   A popup window is displayed asking you if you want to copy or move the block:



3. Click **Move**.

The ingest start time and stop time will be changed accordingly. All the other information will remain unchanged.

Note
A recorded block or a recording block cannot be moved.

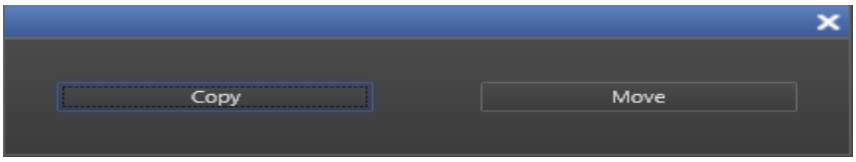
2.9.4. How to Move a Scheduled Repeat Ingest

You will not be able to move a multiselection of a Repeat series of ingests.

To move one or several blocks of a scheduled Repeat ingest, proceed as follows:

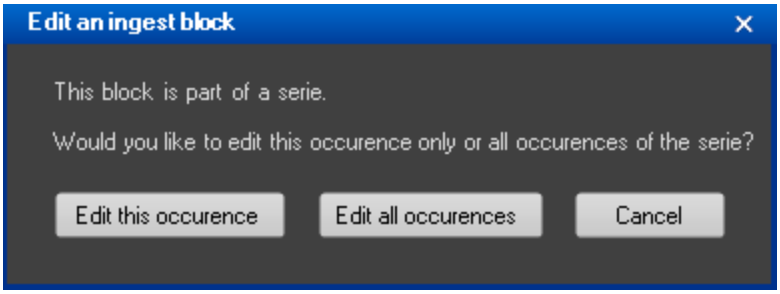
1. Click one block of the Repeat ingest.
2. Drag the block to a new location on the same channel or on another channel.

   A popup window is displayed asking you if you want to copy or move the block:



3. Click **Move**.

   A pop-up window will ask you whether you want to copy this occurrence only or all the occurrences of the series.



The ingest start time and stop time will be changed accordingly. All the other information will remain unchanged.

2.10. Working with Ganged Channels

2.10.1. Introduction

Recorder channels can be ganged and unganged from the Ingest Scheduler,

When a block is created on a gang channel, linked clips are automatically created with the same properties on all the ganged channels.

When a block is created on the stream sub-track of a ganged recorder, linked files are automatically created with the same properties on the stream sub-tracks of all the ganged channels.

2.10.2. How to Gang two or more Ingest Channels from Ingest Scheduler

To gang two or more channels, proceed as follows:

1. Select two or more channels using **CTRL**+click or **SHIFT**+click.

   The selected channels are shown in blue.

2. Right-click one of the channels and select **Gang**.
3. The ganged channels are displayed with a chain symbol:

2.10.3. How to Ungang two or more Ingest Channels from Ingest Scheduler

To ungang two or more ganged channels, proceed as follows:

1. Select the channel to be unganged.
2. Right-click the channel.
3. Select **Ungang**.

2.11. Linking Ingests with Logsheets

2.11.1. Purpose

Once an ingest has been scheduled for a recorder channel, Ingest Scheduler allows the users to link the ingest to a logsheet. Logs created in IPLogger on the media recorded by the same recorder channel during the ingest duration will automatically be associated to that clip. Once ingested, the clip will automatically be protected.

From Ingest Scheduler, it is also possible to link an ingest block to an existing logsheet or to create a new logsheet and associate it to the ingest.

2.11.2. How to Create a Logsheet from an Ingest Block

To create a logsheet from an ingest block, proceed as follows:

1. Right-click an ingest block.

   The Ingest Block contextual menu is displayed.
2. Select **Create Logsheet from Asset**.
3. The Create a New Logsheet Wizard opens. Step 3 "Relevant Recorders Definition" is already filled with the recorder from which the ingest is scheduled.

   Complete the steps for creating a new logsheet as explained in the IPLogger user manual.

2.11.3. How to Associate an Existing Logsheet to an Ingest Block

To associate an existing logsheet to an ingest block, proceed as follows:

1. Right-click an ingest block.

   The Ingest Block contextual menu is displayed.
2. Select **Link Logsheet to Asset**.

3. The Open a Logsheet window appears.
4. Select an existing logsheet from the list.

2.12. Importing and Exporting Ingest Lists

2.12.1. Purpose

From Ingest Scheduler, the users can exchange lists of scheduled ingests with third party applications.

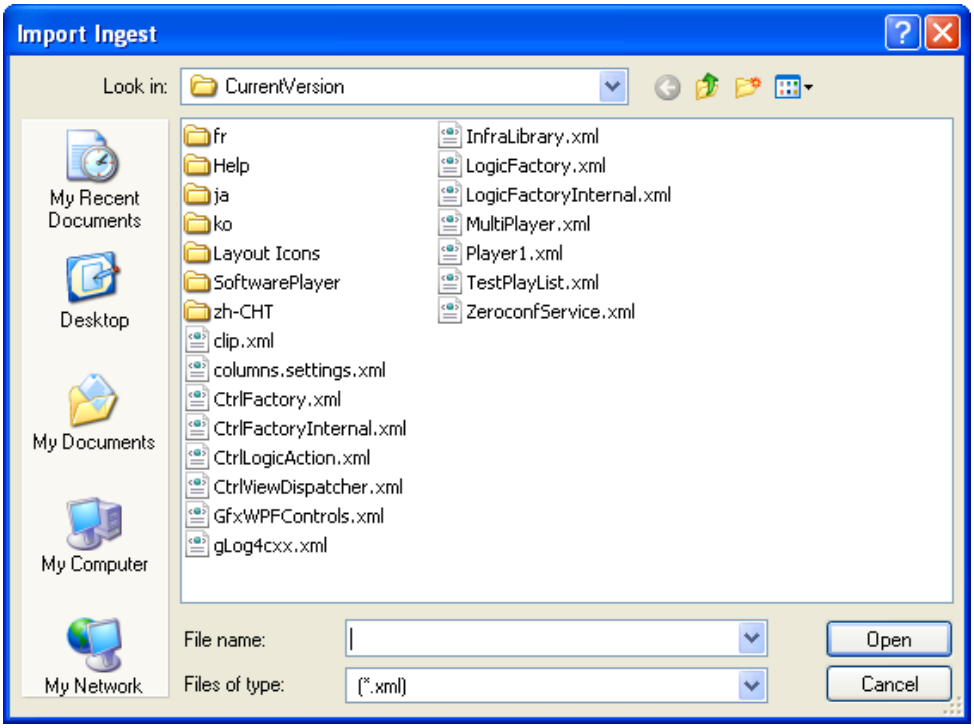
2.12.2. How to Import an Ingest List

To import an ingest list, proceed as follows:

1. Right-click the Recorder Channels Status area or the Timeline and Ingest Overview area.

   The contextual menu is displayed.
2. Select **Import Ingest List**.

   The Import Ingest window appears:



3. Browse to locate the desired ingest list.
4. Select the .xml file corresponding to the ingest list to import.
5. Click **Open**.

   Ingest blocks are created for scheduled items present in the imported ingest list.

2.12.3. How to Export an Ingest List

Schedules can be exported for reporting or synchronization purposes.

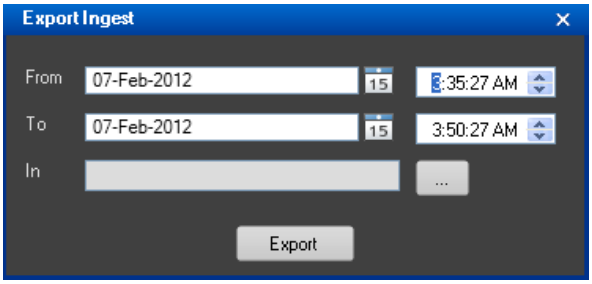
To export an ingest list, proceed as follows:

1. Right-click in the Recorder Channel Status area or the Timeline and Ingest Overview area.

   The contextual menu is displayed.

2. Select **Export Ingest List**.

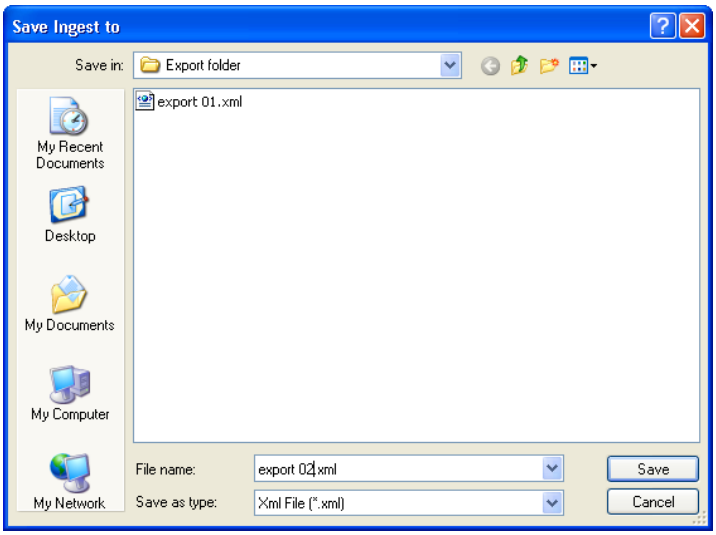
   The Export Ingest window appears:



3. Enter dates in the **From** and **To** fields to define the dates between which the scheduled ingests will be exported.

4. Browse to the desired export folder by clicking the **Browse** button: 

   This will open the Save Ingest To window:



5. Browse to the destination folder to export your file to, select an export file format in the **Save as type** field (XML or CSV) and enter a file name.

6. Click **Save**.

7. Click **Export** in the Export Ingest window.

   All the ingest schedules defined between the From date and the To date will be exported.

3. VTR Control Panel

3.1. Introduction

The purpose of the VTR Control Panel is to control a VTR (Video Tape Recorder) from IPDirector. It is an advanced remote control, from within the IPDirector application.

Apart from playback and record control, it also allows the extraction of clips from a tape to the EVS video servers. This process can be done for a single clip or multiple clips can be "batch digitized".

The VTR Control Panel can be used according 3 modes:

- Transport mode: the VTR Control Panel works as a remote control for the VTR, from within IPDirector.
- Clip Digitize mode: one or several clips can be digitized from a single tape to a recorder channel on an EVS video server.
- Batch Digitize mode: several clips can be queued in a Batch list, so that they can all be digitized in one process run.

3.2. User Interface

3.2.1. Opening the VTR Control Panel

To open the VTR Control Panel, select the corresponding icon 

on the IPDirector Application bar. At this time, you still need to assign a VTR device to the VTR Control Panel. See section "Assigning a VTR Device" on page 61.

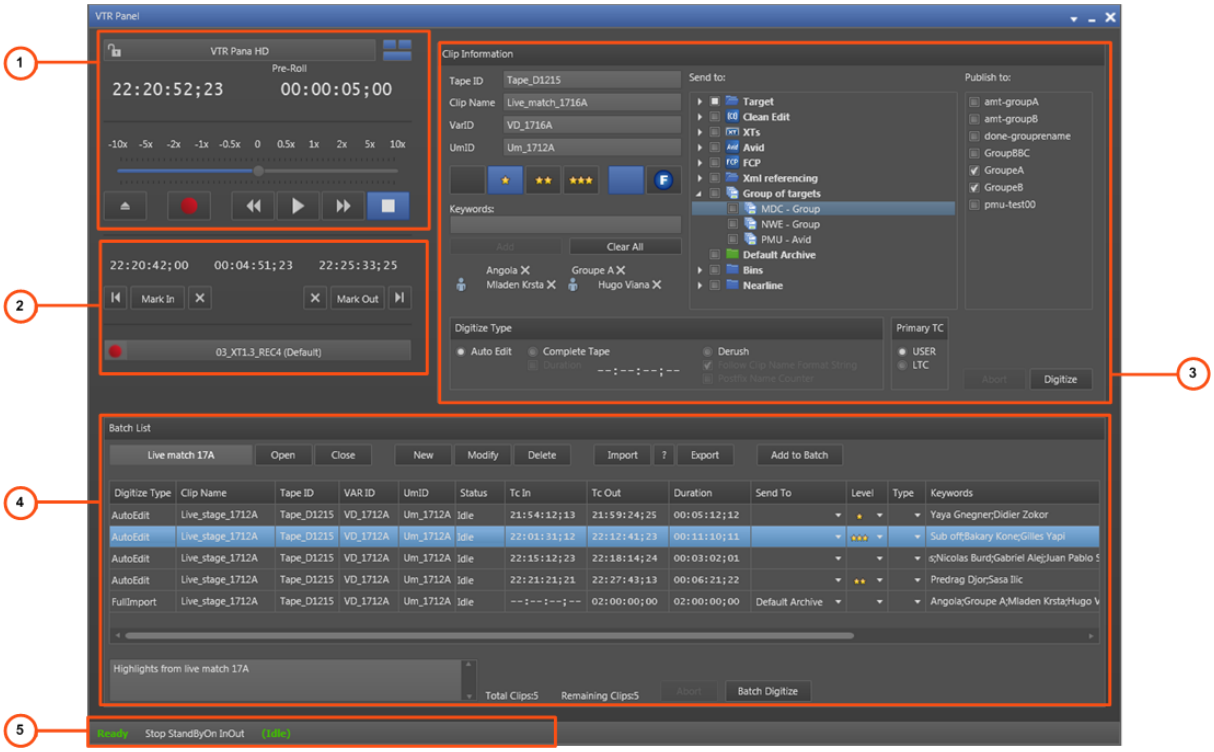
3.2.2. Overview of the VTR Control Panel

VTR Control Panel Outline

The VTR Control Panel has been designed with various panes allowing its size to be changed depending on the features in use.

You can use the **Pane Display** buttons  to display or hide different window areas. See section "Displays of the VTR Control Panel" on page 50 for an overview of the possible displays of the VTR Control Panel.

When fully expanded, the VTR Control Panel window contains the main panes highlighted on the following screenshot and shortly described in the table below.



Area		Description
1.	Transport Functions pane	This pane provides the basic functions to move through a tape media. See section "Transport Functions Pane" on page 52.
2.	Clip Creation pane	This pane provides the basic functions to create a clip from a tape media. See section "Clip Creation Pane" on page 54.
3.	Clip Information pane	This pane allows the users to enter information about the clip to digitize, to select destination targets, to select the digitize type and to start the single clip digitization process. See section "Clip Information Pane" on page 56.
4.	Batch List pane	This pane provides the functions to digitize a series of clips at once. See section "Batch List Pane" on page 59.
5.	Status bar	The status bar shows the current status of the VTR Control Panel.

Displays of the VTR Control Panel

Introduction

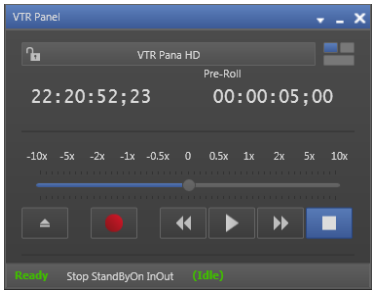
It is possible to work with different displays of the VTR Control Panel depending on the actions you need to perform.

The selection of the screen display is done with the **Pane Display** button  .

This button makes it possible to display or hide the various window panes. The hidden panes are grey-colored and the displayed panes are blue-colored.

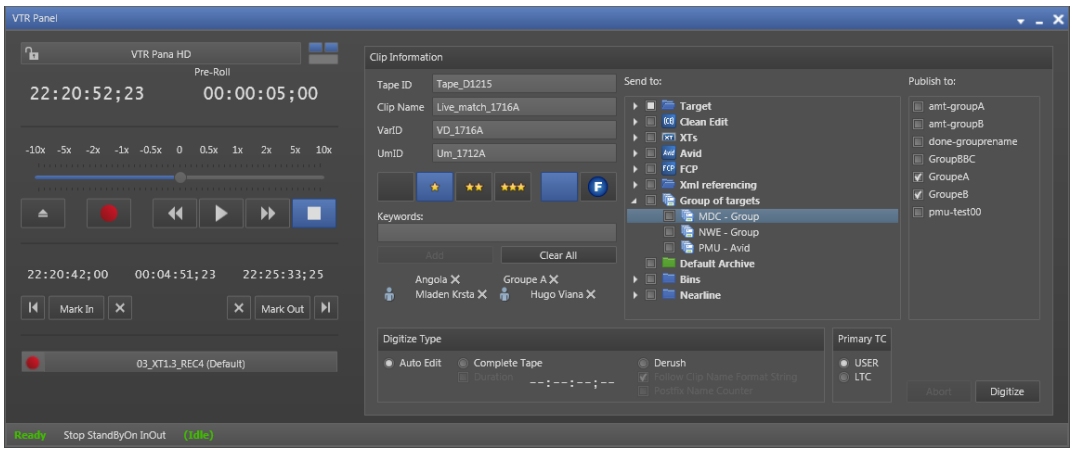
Transport Functions View

The Minimal view is shown by clicking the  button. It displays the Transport Functions pane, as shown in the following screenshot.



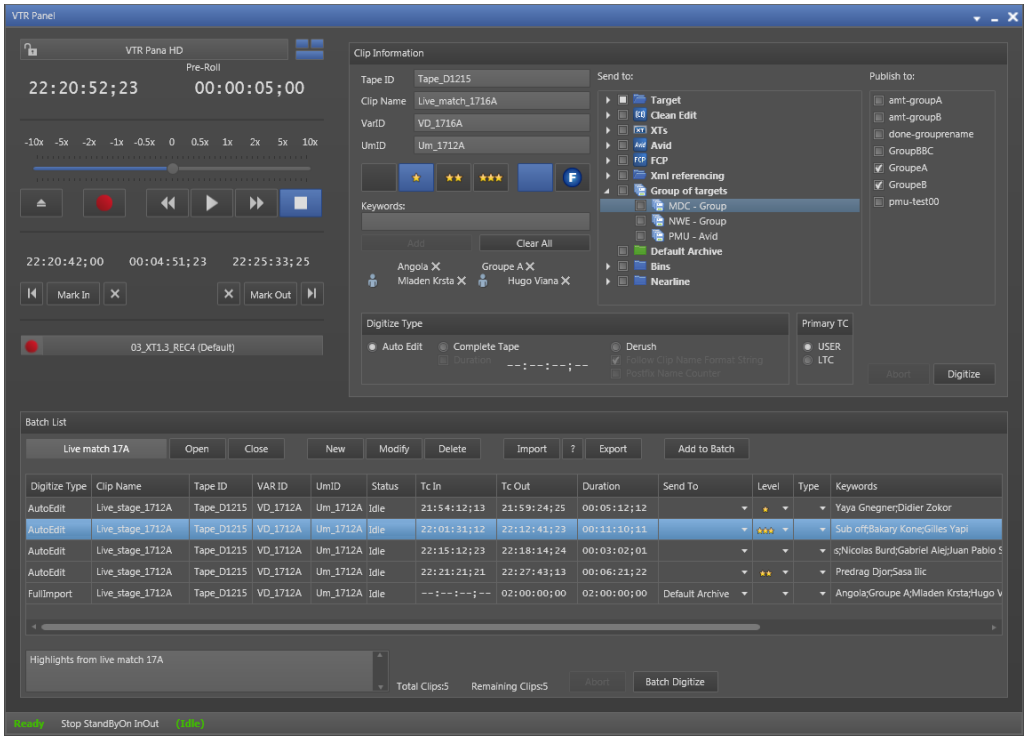
Clip Creation and Clip Information View

Clicking the  button displays the Clip Creation pane below the Transport Functions pane and the Clip Information pane on the right.



Batch List View

Clicking the  button displays the Batch List pane below the Clip Creation pane.



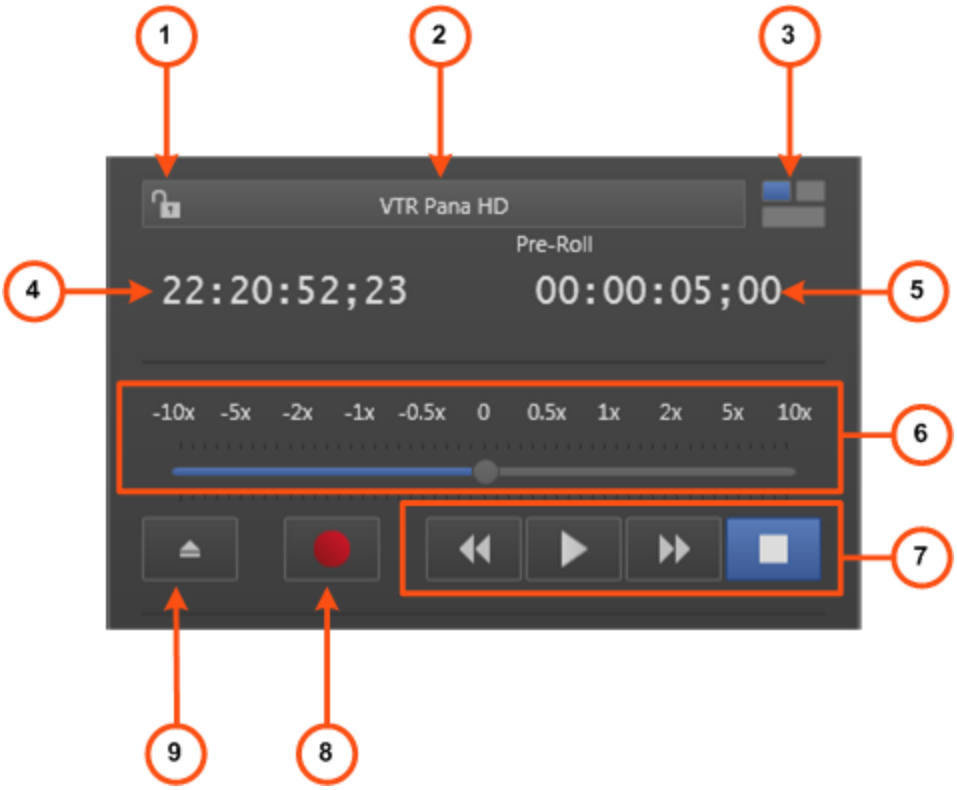
3.2.3. Transport Functions Pane

Introduction

The Transport Functions pane provides a jog bar and more transport functions to navigate in the material on the controlled VTR.

Overview of the Transport Functions Pane

The Transport Functions pane contains the main areas highlighted on the following screenshots and shortly described in the table below.



Area		Description / See also...
1.	Lock button	This button makes it possible to lock the VTR device to prevent any operation from any IPDirector user interface. The button can be displayed in two ways: • : the channel is unlocked • : the channel is locked.
2.	VTR Name field	This field is used to select the VTR device which will be used.
3.	Pane Display button	This button makes it possible to display or hide the various window panes. See section "Displays of the VTR Control Panel" on page 50.
4.	Current Timecode field	This field provides the current position of media on the tape. The tape can be cued to a defined timecode by entering a value directly in this field and pressing **Enter**. See section "Jumping to a Given Timecode within the Tape Media" on page 64.
5.	Preroll field	The Preroll value defines how far the tape will rewind ahead of the **Mark IN** point before it starts to play. This allows the VTR to spin up and be at operating speed by the time the **Mark IN** is reached. This preroll value may have to be adjusted in consideration of the type of VTR being used. The Preroll value can be changed manually by entering numbers in this field.

Area		Description / See also...
6.	Jog Bar	The jog bar allows you to move within the media at a variable speed. See section "Jog Bar" on page 62.
7.	Transport Commands	Those commands are used to browse in and play the tape media. See section "Transport Buttons and Shortcuts" on page 63 for the list of transport buttons and shortcuts.
8.	Record button	This button is used to record media from an EVS video server to a VTR device. The player channel on which the media is loaded must have been connected to the VTR device.
9.	Eject button	This button is used to eject the tape from the VTR.

VTR Name Contextual Menu

A contextual menu appears when you right-click the **VTR Name** field.

The following table describes the commands available from the contextual menu.

Menu Item	Description
[List of available VTR devices]	Provides the list of VTR devices available on the XNet network, and visible to the current user, which can be assigned to the VTR Control Panel. See section "Assigning a VTR Device" on page 61.

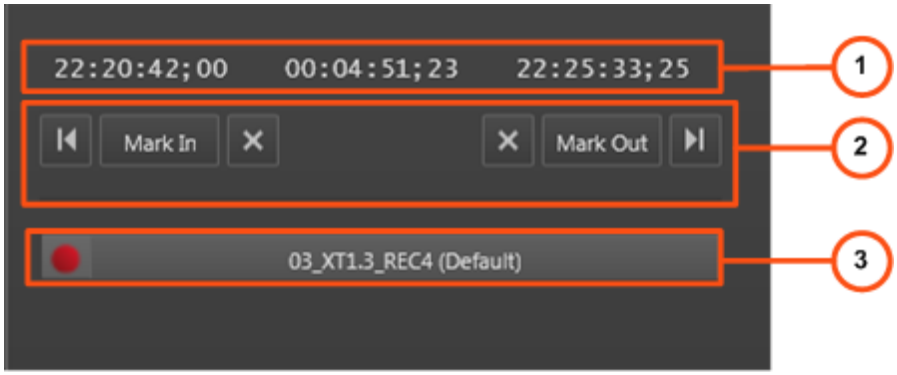
3.2.4. Clip Creation Pane

Introduction

The Clip Creation pane provides the functions to create clips. It is used together with the Clip Information pane which allows to enter clip metadata.

Overview of the Clip Information Pane

The Clip Information pane contains the main areas highlighted on the following screenshot and shortly described in the table below.



Area		Description / See also...
1.	Time Information fields	Those fields provide information on the duration and IN and OUT points of the clip being created. See section "Time Information Fields" on page 55. They can be used to create a clip. See section "How to Mark a Clip on a Tape" on page 67.
2.	Clip Creation commands	Those commands are used to create a clip from the tape media. See section "Clip Creation Buttons and Shortcuts" on page 66 for the list of clip creation buttons and shortcuts. Note The **GoTo IN** and **GoTo OUT** functions are described in See section "Transport Buttons and Shortcuts" on page 63.
3.	Recorder Channel field	This field displays the name of the selected recorder channel of the EVS video server which will be used in the clip digitization process. A contextual menu is available to select a recorder channel. See section "Recorder Contextual Menu" on page 55.

Time Information Fields

The following time information is displayed for the clip being digitized.

1. **IN** field: timecode of the IN point
2. **Duration** field: time interval between the IN and OUT points, i.e. clip duration
3. **OUT** field: timecode of the OUT point

Values can be entered directly from the keyboard. After entering two values, the third value is calculated automatically.

Recorder Contextual Menu

New!

A contextual menu appears when you right-click the **Recorder Channel** field.

The following table describes the commands available from the contextual menu.

Menu Item	Description
None	Removes the association between the VTR Control Panel and the recorder.
[List of recorder channels from available EVS video servers]	Provides the list of recorder channels available on the XNet network, and visible to the current user, which can be assigned to the VTR Control Panel and used to digitize a tape to an EVS video server. Depending on the EVS server configurations, up to 6 recorder channels can be available per server.

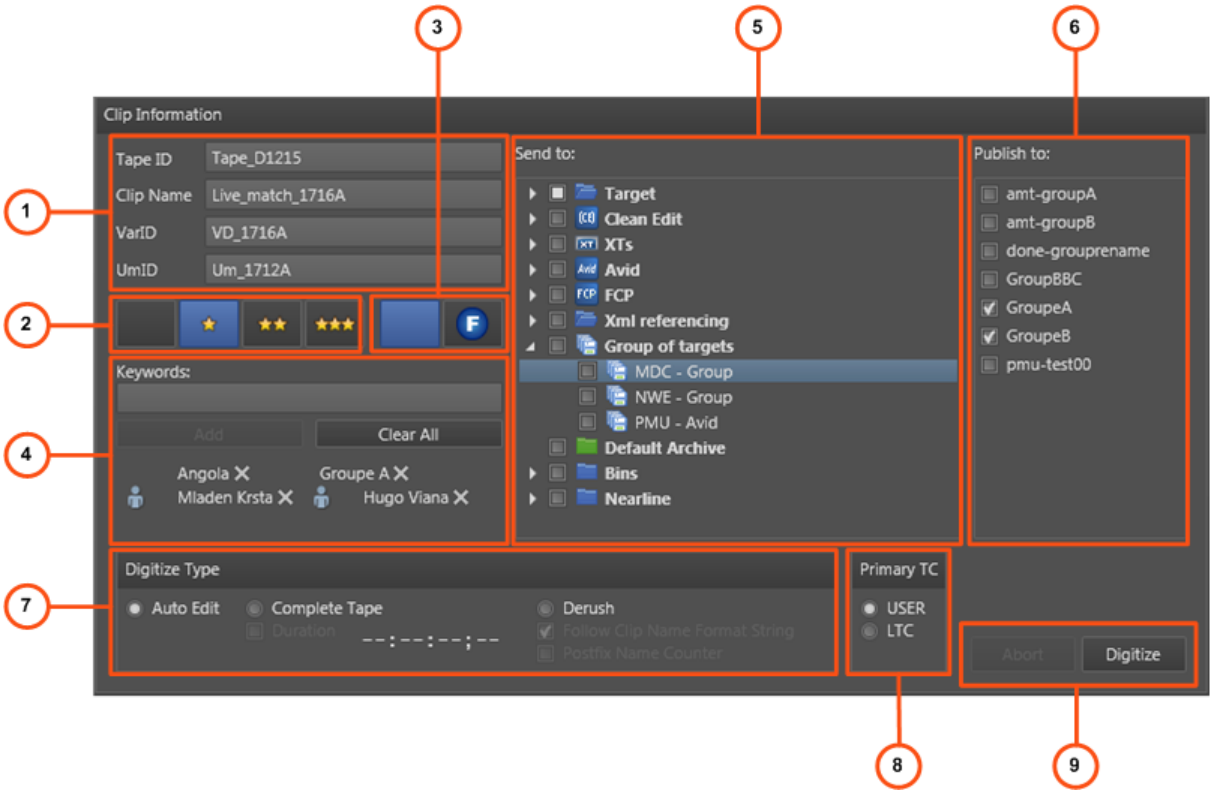
3.2.5. Clip Information Pane

Introduction

The Clip Information pane allows the users to enter information about the clip to digitize and to select destination targets, to select the digitize type and to start the single clip digitization process.

Overview of the Clip Creation Pane

The Clip Information pane contains the main areas highlighted on the following screenshots and shortly described in the table below.



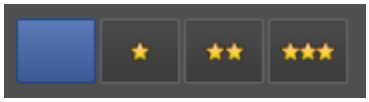
Area		Description / See also...
1.	Clip Information fields	Several fields are used to identify the digitized clip. See section "Clip Information Fields" on page 57.
2.	Interest Level buttons	The **Interest Level** buttons allow you to assign an interest rating to a clip. See section "Interest Level Buttons" on page 58.
3.	Clip Type buttons	The Clip Type buttons allow you to assign a clip type for use with Key and Fill operations. See section "Clip Type Buttons" on page 58.
4.	Keywords list	This area displays the keywords assigned to the clip and can be used to add or delete keywords to that clip. See section "Keywords List" on page 58.
5.	Send to options	Destinations where the clip can be transferred to. Select the check boxes corresponding to the requested destinations. See section "Send To Destinations" on page 59 for the possible destinations.
6.	Publish To area	User groups to which the clip can be published, i.e. made available for view or changes depending on the user rights. All user groups defined in the User Manager application are displayed in the Publish To area. Select the user groups to which the clips should be published.
7.	Digitize Type options	This area provides the different options to process digitization of tape media. See section "Selecting the Clip Digitization Type" on page 66.
8.	Primary TC	This area allows to select which primary timecode will be used for the ingested clip. • **User TC**: timecode that is on the tape • **LTC:** timecode based on the time the clip has been ingested in the system.
9.	Digitize Process buttons	The **Digitize** button is used to start the digitize process. The **Abort** button can be used to abort the digitize process in progress.

Clip Information Fields

Four fields are available to enter data for the clip. They are described in the table below.

User Interface Element	Description
Tape ID	This identifies the tape on which the clip is stored.
Clip Name	User-defined name for the clip. It can contain up to 24 alphanumeric characters. Only 12 characters of this name can be displayed by LSM systems.
VarID	VarID is a 32-character ID with variable length and format. It is automatically assigned to new clip. 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.
UmID	Unique Material Identification. UmID is a fixed length 8–character ID. The EVS server automatically assigns a UmID to each new clip. It is used for the unique identification of a clip on an XNet network.

Interest Level Buttons



The **Interest Level** buttons allow users to assign an interest rating to a clip. 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.

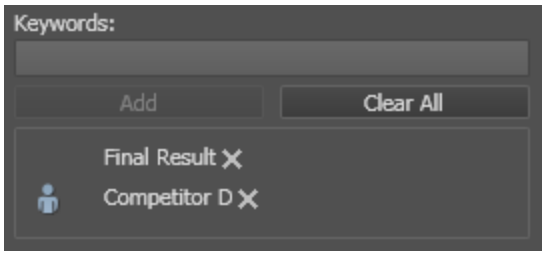
Clip Type Buttons

The **Clip Type** buttons allow you to assign a clip type for use with Key and Fill operations.

- The left button is used for normal clips. This is the default value.
- The middle button is used for fill clips.
- The right button is used for key clips.

Refer to section "Fill and Key Clips" for more information.

Keywords List

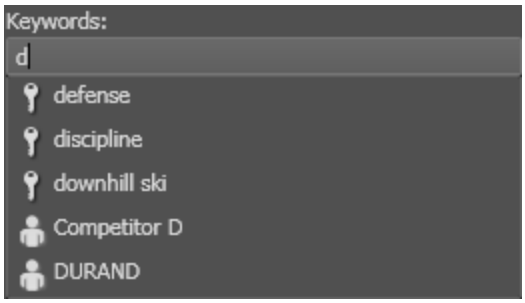


The Keyword area allows you to assign up to five keywords to a digitized clip to qualify its content.

You can proceed in three different ways.

New!

You can start to type the keyword directly in the **Keyword** field and select a keyword proposed in the Autocomplete list:



- You can select keywords in an open keyword grid or an open dictionary.
- You can type the number associated to a keyword in an open keyword grid.

Refer to section "Assigning Keywords to a Media" in the chapter "Keyword Management" for a detailed procedure on how to assign keywords to a clip and how to un-assign keywords.

Send To Destinations

The destinations where a digitized clip can be transferred to are listed below.

- the user's default bin, if any
- the default playlist, if any
- a default archive target
- 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, XT targets).
- any nearline for which the user has appropriate right
- the EVS servers for which the user has visibility right
- the bins configured in IPDirector and for which the user has write access right.

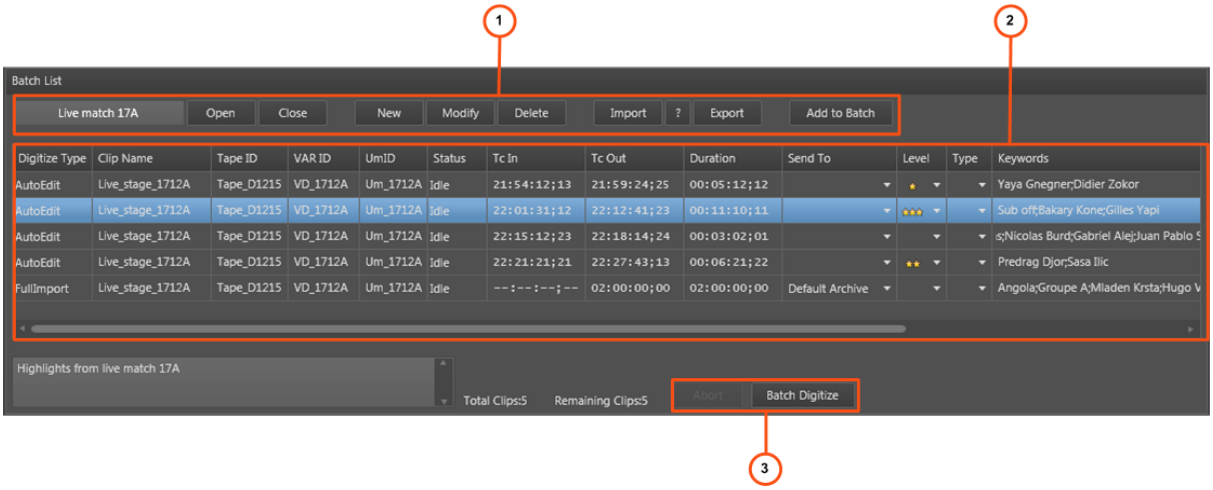
3.2.6. Batch List Pane

Introduction

The Batch List pane provides the functions to digitize a list of clips at once.

Overview of the Batch List Pane

The Batch List pane contains the main areas highlighted on the following screenshots and shortly described in the table below.



Area		Description / See also...
1.	Batch List Management fields / buttons	This area provides a series of fields and buttons used to manage the batch lists containing the clips to digitize. See section "Batch List Management Buttons" on page 60 for a description of each button.
2.	Batch List grid	This area displays the list of clips which have been added to the batch list in order to digitize them at once. See section "Batch List Contextual Menu" on page 61.
3.	Digitization buttons	The **Batch Digitize** button is used to start the digitize process of the batch. The **Abort** button can be used to abort the digitize process in progress.

Batch List Management Buttons

The table below gives a description of each **Batch List Management** button.

Field / Button	Description
Batch List Name field	Displays the name of the currently active batch list (if any).
Open	Opens an existing batch list.
Close	Closes the active batch list.
New	Creates a new batch list.
Modify	Modifies the properties of the active batch list.
Delete	Deletes a saved batch list.
Import	Imports a batch list from a file.
Help	Displays a help window about the file format used to import a batch list.
Export	Exports a batch list to a file.

Batch List Contextual Menu

A contextual menu is available when right-clicking a clip in the list.

The following table describes the commands available from the contextual menu.

Menu Item	Description
Insert	Add a new line in the batch list
Delete	Deletes the selected clip from the batch list
Delete All	Deletes all the clips from the batch list
Reset Status	Resets the digitization status of selected clips to Idle. This allows users to restart the digitization process for clips when an error occurred.

3.3. Assigning a VTR Device

3.3.1. Introduction

To be able to work with the VTR Control Panel, a VTR device must be selected and linked to the panel.

There are several methods to assign a VTR device to the VTR Control Panel. Some of the methods will directly open an instance of the VTR Control Panel. Others are used when the VTR Control Panel is already open.

- Assign a VTR from the Channel Explorer.
- Assign a VTR from the VTR Name field in the VTR Control Panel.

Closing the VTR Control Panel automatically un-assigns a VTR device.

3.3.2. How to Assign a VTR from the Channel Explorer

To open the VTR Control Panel and assign a VTR device to it from the Channel Explorer, proceed in one of the following ways:

- In the Channel Explorer, double-click on the corresponding VTR name.
- In the Channel Explorer, right-click a VTR name and select **Open VTR Control Panel** from the contextual menu.
- Open a VTR Control Panel and drag a VTR item from the Channel Explorer onto the open VTR Control Panel.

3.3.3. How to Assign a VTR Device from the VTR Name Field

To assign a VTR from the **VTR Name** field, proceed as follows:

1. Select VTR Control Panel from the main menu of IPDirector.

   A VTR Control Panel window opens with a dimmed display as a VTR has yet to be assigned.

2. Right-click the **VTR Name** field:

   This displays a contextual menu which lists the available VTR devices.

3. Select the VTR to assign from the contextual menu.

3.4. Moving Through Media

3.4.1. Introduction

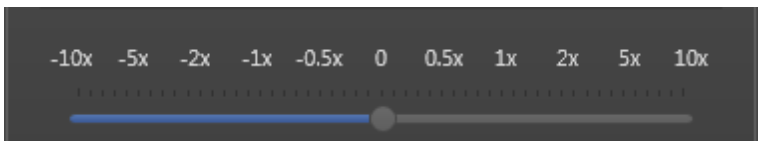
The Transport Functions pane provides a jog bar and more transport buttons to navigate in the tape media. In addition, the **Current Timecode** field allows to directly jump to a given timecode within the media.

Some transport functions are available from the Clip Creation pane to allow to move in the clip being digitized.

3.4.2. Transport Functions

Jog Bar

The jog bar controls the tape speed.



The slider can be dragged to the left or to the right with the left mouse button. It returns to the zero state as soon as the mouse button is released.

The slider can be "parked" at a fixed position by right-clicking the jog bar at the desired position. To return the slider to the zero state, left-click anywhere in the jog bar.

Transport Buttons and Shortcuts

The following table gives the meaning of each transport operation which can be used with a tape. A button and/or a keyboard shortcut can be used to perform each action.

Operation	User Interface Button	Keyboard Shortcut	Description
Play			Starts to play the tape media.
Pause			Stops playing the tape media.
Fast Rewind			Starts moving backwards through the tape media at the preset speed. See section "Fast Forward and Fast Rewind Speed" on page 63.
Fast Forward			Starts moving forward through the tape media at preset speed. See section "Fast Forward and Fast Rewind Speed" on page 63.

Fast Forward and Fast Rewind Speed

A default rewind speed and a default forward speed are set in the **Tools > Settings > Control Panel** category. See the section "Settings" for more information on the speeds.

The Fast Forward speed and the Fast Rewind speed can be adapted by means of contextual menus as described below. Then, the default speed is updated.

User Interface Buttons

Right-click the **Fast Rewind** button or the **Fast Forward** button and select one of the options from the contextual menu.

Keyboard Shortcuts

Click the **Fast Rewind** (W) or the **Fast Forward** (F) shortcut to start playing the media backward or forward.

Note
Some VTR devices may not support all the custom speed values. When a custom speed is not available on the VTR, the closest available speed will be used.

3.4.3. Jumping to a Given Timecode within the Tape Media

To jump to a given timecode of a tape media, enter a new timecode value in the **Current Timecode** field and press **ENTER**.

3.5. Digitizing a Clip

3.5.1. Introduction

In Clip Digitize Mode, a clip can be digitized from the VTR to a recorder channel on an EVS video server. In the digitize process, clips can be sent to different destinations and published to user groups.

The users have several options to digitize a clip from a tape:

- Defining a Mark In point and a Mark Out point and digitizing the portion of the tape into one clip. This is called the Auto-Edit mode.
- Ingesting the entire tape and creating a single clip, even if the tape contains timecode discontinuities.
- Defining the clip duration and digitizing the corresponding portion of the tape from its beginning into one clip.

- Ingesting an entire tape and creating a different clip each time a timecode disruption is encountered. This is called the Derush mode.

  In this case, several clips are automatically created from the same tape by the system, while in the Batch Digitize Mode several clips may come from different tapes and are put to the batch list by the users.

3.5.2. Process Overview

The process of digitizing a clip can be summarized by the following steps.

Step		See section...
1.	Link the VTR device to the VTR Control Panel	"Assigning a VTR Device" on page 61.
2.	Select the recorder channel of the EVS video server	"Assigning a Recorder Channel" on page 65.
3.	Choose the digitization type	"Selecting the Clip Digitization Type" on page 66.
4.	Perform the steps specific to the selected digitization type: • Auto-edit: Create a clip • Complete tape: no additional step • Selected duration: enter a duration in the **Duration** field • Derush: (optional) start and/or stop the process at the required position.	"How to Mark a Clip on a Tape" on page 67"Derushing a Tape" on page 68.
5.	Enter clip metadata, select destination target	"Clip Information Pane" on page 56.
6.	Start the digitization process	Click the **Digitize** button.

3.5.3. Assigning a Recorder Channel

Assigning a recorder channel of an EVS video server to the VTR Control Panel is required to be able to initiate the Clip Digitize or Bach Digitize modes. So the VTR Engine can obtain VITC/ANC-TC from the video. This enables the digitize process to ensure frame accurate clip creations.

There are several methods to assign a recorder channel to the VTR Control Panel.

- Drag a recorder channel from the Channel Explorer onto the **Recorder Name** field of the open VTR Control Panel.
- Right-click the **Recorder Name** field of the open VTR Control Panel and select a recorder channel from the contextual menu.

Note
A default recorder can be defined in the VTR Engine configuration. If a default recorder channel is associated, it is automatically assigned when selecting a VTR device. Refer to the IPDirector Technical Reference manual for more information.

3.5.4. Selecting the Clip Digitization Type

The different options available to digitize a tape, or a portion of it, are shown in the Digitize Types area of the Clip Information pane. The table below describes the use of each option.

Option	Used for
Auto Edit	the digitization of a selected portion of tape.
Complete Tape	the digitization of an entire tape into a single clip.
Complete Tape + Duration	the digitization of a media for a selected duration from the beginning of the tape.
Derush	the digitization of an entire tape into as many clips as there are timecode disruptions.

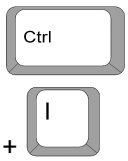
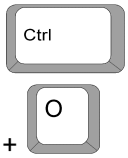
3.5.5. Creating a Clip by Marking Boundaries on Tape

Introduction

When the **Auto Edit** option is selected, to digitize a portion of tape, users can mark the boundaries of a clip from the tape media thanks to the clip creation functions of the Clip Creation pane.

Clip Creation Buttons and Shortcuts

The following table gives the meaning of each clip creation operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePRO device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	Description
Mark IN			Sets an IN point at the timecode shown in the **Current Timecode** field.
Mark OUT			Sets an OUT point at the timecode shown in the **Current Timecode** field.
Clear IN			Clears the IN point which has just been set.
Clear OUT			Clears the OUT point which has just been set.
Goto IN			Moves the current position to the Mark IN point of a clip being digitized.
Goto OUT			Moves the current position to the Mark OUT point of a clip being digitized.

How to Mark a Clip on a Tape

To mark a portion of a tape media, proceed as follows:

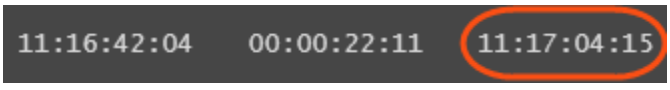
1. Mark an IN point in one of the following ways:
   - Use the clip creation function (button or shortcut) to set an IN point at the required timecode.
   - Enter the timecode of the requested IN point in the **IN** field and press **ENTER**.

   The IN point is set:

2. Mark an OUT point in one of the following ways:
   - Use the clip creation function to set an OUT point at the required timecode
   - Enter the timecode of the requested OUT point in the **OUT** field and press **ENTER**.

   The OUT point is set:

   The clip duration is displayed in the **Duration** field.

Note
No guardbands are kept.

3.5.6. Derushing a Tape

Clip Settings

New!

Settings specific to the naming of clips with the **Derush** digitization type are available. They are explained in the next table.

Setting Option	Description
Follow Clip Name Format String	When this option is selected, the clip name format string set under Tools > Settings > Autoname > Clip is applied to name clips. The **Clip Name** field in the Clip Information pane is then dimmed.
Postfix Name Counter	When this option is selected, a incremental number is added at the end of the clip name. This option does not make the **Clip Name** field unavailable.

None, one or both options can be selected at the same time.

How to Create Several Clips from an Entire Tape

New!

To digitize an entire tape or a portion of tape and create clips each time a timecode jump exists on the tape, proceed as follows:

1. Use the transport functions to position the tape where you want to start the digitization process.
2. Click the **Stop** button to stop the digitization process. Otherwise, the system will stop at the end of the tape.

3.6. Digitizing a Batch of Clips

3.6.1. Purpose

In Batch Digitize Mode, several clips can be queued in a Batch list, so that they will all be digitized in one process run.

3.6.2. Process Overview

The process of digitizing a batch of clips can be summarized by the following steps.

Step		See section...
1.	Create a batch list. OR Open an existing batch list.	"How to Create a Batch List" on page 69 and "Batch List Management Buttons" on page 60.
2.	Create a clip • with **Auto Edit** option • with **Complete Tape** option • with **Complete Tape** and **Duration** options	"How to Mark a Clip on a Tape" on page 67 and "Process Overview" on page 65.
3.	Add the clip to the batch list • Click the **Add to Batch** button. Note The **Add to Batch** button cannot be used with the **Derush** digitization type.	
4.	Repeat steps 2 and 3 to add more clips to the batch list.	
5.	Start the digitization process • Click the **Batch Digitize** button.	

3.6.3. Managing Batch Lists

How to Create a Batch List

To create a Batch List, proceed as follows:

1. Click the **New** button.

   The New Batch List window opens.
2. Enter a name for the Batch List, and a description if needed.
3. Click **OK**.

The batch list name is displayed in the field on the top left corner of the Batch List pane.

How to Import a Batch List

The Batch List can be prepared outside IPDirector and saved as a CSV (Comma Separated Value) file or a TXT (Text) file. These files can be imported straight into IPDirector.

To import a Batch List, proceed as follows:

1. Click the **Import** button
2. Select the list you wish to import
3. Select the file format

4. Click **Open**.

How to Export a Batch List

A Batch List that has been created in IPDirector can be exported to a CSV file.

To export a batch list, proceed as follows:

1. Click the **Export** button
2. In the Export a Batch List window, select a folder, enter a file name and click **Save**.
3. In the next window, do one of the following:
   - select a csv profile
   - click the **Select** button to define a profile.

     The Choose Columns to Export window opens.

     Follow steps 4 to 7.
4. To define a profile, select which columns from the Batch List should be included in the export file
5. Click **Save Export Profile**.
6. Enter a name in the Profile Name window
7. Click **OK**.

3.7. VTR Control Panel Shortcuts

In the IPDirector main window, the menu **Tools > Define Shortcuts** in the menu bar allows the users to define shortcuts for most of the common operations with the IPDirector.

Shown in the screenshots below are all items that are available in the VTR Control Panel with shortcuts, the default values are shown. These can be modified and saved by the system user if desired.

The dimmed shortcuts are defined as Channel Management shortcuts and available in the VTR Control Panel. For more information, refer to the Shortcut section.

Description	Current Value
Eject	Shift-Escape
Abort + Abort	Shift-Ctrl-A
Add to batch	Shift-A
Auto edit	Shift-E
Batch digitize	Shift-B
Open	Shift-Ctrl-O
Close	Shift-Ctrl-C
New batch list	Ctrl-N
Modify batch list	Ctrl-M
Delete batch list	Ctrl-D
Import batch list	Shift-Ctrl-I
Export batch list	Shift-Ctrl-E
Select clipname	Shift-C
Select tape id	Shift-T
Select TC IN	Shift-I
Select TC OUT	Shift-O
Record	R

Description	Current Value
PLAY	P
PAUSE	Space
Fast Forward (FF)	F
Fast Reverse (FR)	W
Mark IN	I
Clear IN	Ctrl-I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl-O
Goto OUT	E
Lock/Unlock channel	Ctrl-L

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