

# USER MANUAL

## PART 2 - LOGGING

Version 6.0 - November 2012



IP. Director





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# 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  |
|----------------------------|--|
| <b>IPLogger</b>            |  |
| 1.3                        | Logsheet creation is performed in 3 steps instead of 4.  |
| 1.4.2 - 1.5.4              | At log 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 log entry.     |
| <b>Keywords Management</b> |  |
| 2.4.4                      | Adding keywords to a dictionary: this action is now possible by direct entry of the first letters of an existing keyword and the use of the Autocomplete list. |
| 2.5                        | Assigning a keyword to a media is now possible by direct entry of the first letters of an existing keyword and the use of the Autocomplete list.               |



# 1. IPLLogger

## 1.1. Introduction

### 1.1.1. Product Overview

A log is a reference point to a specific frame in a video sequence. The log is identified by a TC value, and relates to an action in a given event.

Adding logs to media is particularly useful to easily and quickly retrieve the interesting moments of the recorded sequences.

Logs are related to a logsheet which is created for a given event and contains its own metadata, previously defined in a logsheet profile.

Users have the possibility to create log entries directly during the event, or later on.

When logging LIVE actions, logs must be entered as soon as the action occurs to grab the timecode corresponding to the action. This is called the LIVE logging hereafter.

When logging actions later on, on a previously recorded clip, users can move through the recorded clip. This is called the comfortable logging hereafter.

Log creation buttons and shortcuts are available to quickly add logs to a media. Users can associate metadata to the log, such as keywords, interest level, highlight color or a description.

Clips containing the log timecode can be created by the users to protect the logged media or can be automatically detected by the system and associated to the log entries.

IPLLogger does not interfere with, but complements a live production, while also producing invaluable data for use of the material during or after the event.

Compared to conventional logging techniques, IP Logger has significant time-saving benefits, and saving time is always critical in live production. By producing accurate logs, and providing an efficient search engine, information is available faster to all EVS XNet users for browsing, editing and archiving. Logs can be accessed by other users even while they are being generated, and EVS media associated with the log can be cued and used instantly.



#### Note

The IPLLogger module is a software option, which requires the license key 20 being imported to XSecure.

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

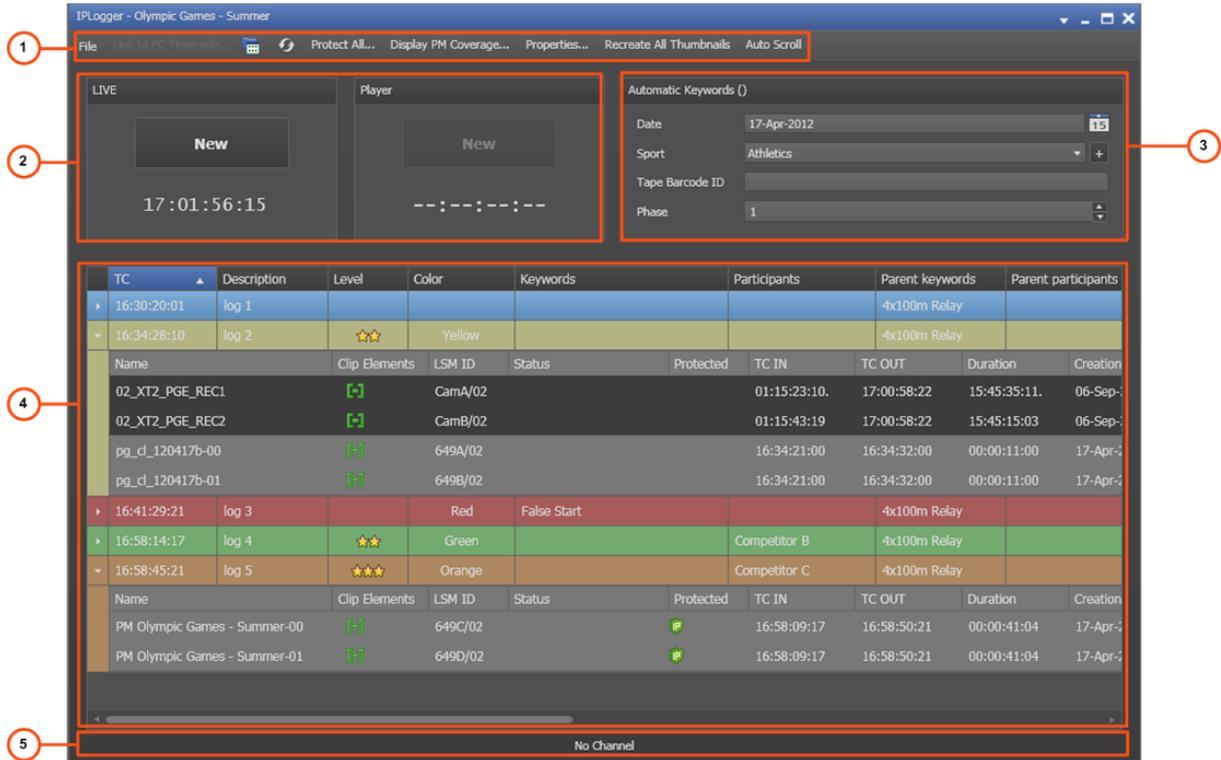
### 1.1.2. Opening of IPLLogger

To open IPLLogger, select the corresponding icon  on the IPDirector Application bar. The IPLLogger window will open.

## 1.2. User Interface

### 1.2.1. Overview of the IPLogger Window

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



| Area |                         | Description  |
|------|-------------------------|--|
| 1.   | Toolbar                 | The Toolbar provides functions for performing operations on logsheets and buttons mainly for viewing options.<br>See section "IPLogger Toolbar" on page 3.   |
| 2.   | Logging Areas           | The Logging areas are used to log events.<br>See sections "Logging Areas" on page 6 and "Creating Logsheets Entries" on page 21.   |
| 3.   | Automatic Keywords Area | This area allows you to define values for automatic keywords user fields.<br>This area is only displayed if a logsheet profile with automatic keywords fields has been associated to the logsheet.<br>See sections "Create a New Log Window" on page 23 and "Automatic Keywords" on page 31. |

| Area |                         | Description  |
|------|-------------------------|--|
| 4.   | Logsheet Grid           | This area displays all log entries in columns.<br>See section "Logsheet Grid" on page 7.                                 |
| 5.   | Associated Channel Zone | This area provides information regarding the associated player channel.<br>See section "Comfortable Logging" on page 25. |

## 1.2.2. IPLogger Toolbar

### File Menu

Clicking the **File** button displays the File menu.

The various menu items in the File menu are detailed in the table below:

| Menu Item               | Description  |
|-------------------------|--|
| <b>New Logsheet</b>     | Opens the Create a New Logsheet Wizard window to create a new logsheet.<br>The logsheet creation process is described in detail in "Creating a Logsheet" on page 12.   |
| <b>Open Logsheet</b>    | Opens the Open a Logsheet window which provides the list of existing logsheets.  |
| <b>Import</b>           | Allows the users to import a logsheet.<br>See section "Publishing and Transferring Logsheet and Logsheet Profile" on page 46.  |
| <b>Export</b>           | Allows the users to export a logsheet or a logsheet profile.<br>See section "Publishing and Transferring Logsheet and Logsheet Profile" on page 46.  |
| <b>Publish logsheet</b> | Opens the Publish a Logsheet window from which the selected logsheet can be published, i.e. made available to selected groups of users.<br>See section "Publishing and Transferring Logsheet and Logsheet Profile" on page 46. |
| <b>Enter TC Offset</b>  | Opens the Enter Logsheet Offset window from which you can set a timecode offset when logs and clips are created on different machines, with different timecode values.<br>See section "Entering a Timecode Offset" on page 43. |
| <b>Properties</b>       | Opens the Update a Logsheet Wizard to check or update the information previously entered.<br>You can also click the <b>Properties</b> button on the toolbar.   |
| <b>Print</b>            | Opens the Print Logsheet window and allows the users to print the logsheet.<br>See section "Printing a Logsheet" on page 50.   |

| Menu Item                 | Description   |
|---------------------------|---|
| <b>De-active logsheet</b> | Deactivates a logsheet. This can be done when it is completed to improve the performance of the system. Once de-activated, a logsheet cannot be modified and cannot be associated to clips. This permits to reduce the network load and database activity.<br>See section "De-Activating a Logsheets" on page 45. |
| <b>Re-active logsheet</b> | Re-activates a logsheet which has previously been de-activated.<br>See section "De-Activating a Logsheets" on page 45.  |
| <b>Exit IPLogger</b>      | Closes the IPLogger window.   |

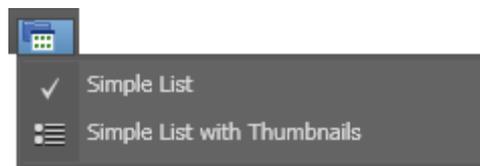
## Link to PC Timecode Button

When, for example, you want to log an event with just a laptop in a hotel room, watching the event on a regular TV set, you can use the PC time as the timecode for the logs.

See section "LIVE Logging with PC Timecode" on page 24.

## View Button

Clicking the **View** button provides a menu listing two display options for the log entries within the grid.



### Simple List

With the **Simple List** option, log entries are shown as text-only narrow lines.

|   | TC          | Description | Level | Color  | Keyw  |
|---|-------------|-------------|-------|--------|-------|
| ▶ | 16:30:20:01 | log 1       |       |        |       |
| ▶ | 16:34:28:10 | log 2       | ☆☆    | Yellow |       |
| ▶ | 16:41:29:21 | log 3       |       | Red    | False |
| ▶ | 16:58:14:17 | log 4       | ☆☆    | Green  |       |
| ▶ | 16:58:45:21 | log 5       | ☆☆☆   | Orange |       |

### Simple List with Thumbnails

With the **Simple List with Thumbnails** option, log entries are shown with a thumbnail, making the entries easier to identify. The thumbnails are created automatically, based on the log entry timecode.



In the collapsed view, the thumbnail matches the image recorded from the Preview recorder's TC for each log entry.

| Thumbnail | TC ▲        | Description | Color  | Keywords |
|-----------|-------------|-------------|--------|----------|
|           | 02:14:54:23 | 1           | Yellow |          |
|           | 02:15:14:23 | 2           | Green  | sprint   |
|           | 02:15:34:24 | 3           | Blue   | sprint   |
|           | 02:15:43:02 | 4           | Red    |          |
|           | 02:15:56:13 | 5           | Orange |          |

They can be changed to show a different image. If you want to change the thumbnail, right-click the log entry, click **Grab Thumbnail on Recorder** and select a recorder.

In the expanded view, a thumbnail is displayed for each recorder channel:

| Thumbnail | TC ▲        | Description      | Color                | Keywords      |
|-----------|-------------|------------------|----------------------|---------------|
|           | 02:14:54:23 | 1                | Yellow               |               |
|           |             | <b>Thumbnail</b> |                      |               |
|           |             | <b>Name</b>      | <b>Clip Elements</b> | <b>LSM ID</b> |
|           |             | <b>Status</b>    | <b>Protected</b>     | <b>TC IN</b>  |
|           |             | PM LS 2012-00    |                      | 617F/12       |
|           |             |                  |                      |               |
|           |             | PM LS 2012-01    |                      | 618A/12       |
|           |             |                  |                      |               |
|           | 02:15:14:23 | 2                | Green                | sprint        |
|           | 02:15:34:24 | 3                | Blue                 | sprint        |
|           | 02:15:43:02 | 4                | Red                  |               |
|           | 02:15:56:13 | 5                | Orange               |               |

## Refresh Button

Clicking the **Refresh** button performs a refresh on the Logsheet grid.

## Protect All Button

Using the **Protect All** command from the Toolbar will create a clip, on each recorder channel selected from the list of relevant recorders, to ensure that A/V material corresponding to all events logged is kept within a clip.

See section "Protecting Media" on page 34.

## Display PM Coverage Button

Clicking the **Display PM Coverage** button on the Toolbar opens the Protect Media Coverage window. You can check here whether all the relevant media is protected.

See section "Display Protect Media Coverage" on page 34.

## Properties

Clicking the **Properties** button on the toolbar opens the Update a Logsheet Wizard window. The properties entered at logsheet creation are displayed and can be edited from this window.

## Recreate all Thumbnails Button

A thumbnail is automatically generated on the preview recorder. If needed, all thumbnails can be re-generated for a logsheet by clicking the **Recreate All Thumbnails** button.

## Auto Scroll Button

This option is used to make the log, just created by any user, visible in the Logsheet grid, even if the log is inserted in a part of the grid previously not visible.

When the mode is enabled, the system scrolls the grid to make the last created log visible, would it be created by you or by any other user of the logsheet.

When the mode is disabled, the system scrolls the grid only to make your own log visible.

The Auto Scroll mode is enabled or disabled by clicking the **Auto Scroll** button. When enabled, the button background becomes highlighted.

## 1.2.3. Logging Areas

### Logging Buttons

The **New** button from the LIVE area is used when you log live actions. See section "LIVE Logging with Recorder Channel Timecode" on page 21, and section "LIVE Logging with PC Timecode" on page 24.

The **New** button from the Player area is used when you log actions from events recorded earlier. In this case a player channel must be associated to IPLogger to preview the recorded event. See section "Comfortable Logging" on page 25.

### Timecode Fields Display

Information displayed in the **LIVE Timecode** field and in the **Player Timecode** field can be changed as follows:

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

The following contextual menu is displayed:

- Timecode
- Timecode and date
- Timecode and date and TC type
- Timecode and TC type

2. Select one of the options.



3. When the TC type is displayed, right-clicking it in the **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.

## 1.2.4. Logsheet Grid

### Logs Display

The Logsheet grid represents the logsheet content, with one row representing one log and a customizable set of columns to display log data.

The view can be expanded thanks to a small arrow at the beginning of each line. Different kinds of elements can be displayed on separate lines:

- Log entries: a log is created on each relevant recorder channel defined at the logsheet creation. See section "Step 3: Defining the Relevant Recorders" on page 18, and section "Creating Logsheet Entries" on page 21.

|   |                 |       |               |         |
|---|-----------------|-------|---------------|---------|
| ▼ | 16:34:28:10     | log 2 | ☆☆            | Yellow  |
|   | Name            |       | Clip Elements | LSM ID  |
|   | 02_XT2_PGE_REC1 |       | [ ]           | CamA/02 |
|   | 02_XT2_PGE_REC2 |       | [ ]           | CamB/02 |

- Protect Media Clips: a clip is created around the log timecode to protect the A/V material. See section "Protecting Media" on page 34.

|   |                              |       |               |         |        |           |
|---|------------------------------|-------|---------------|---------|--------|-----------|
| ▼ | 16:58:45:21                  | log 5 | ☆☆☆           | Orange  |        |           |
|   | Name                         |       | Clip Elements | LSM ID  | Status | Protected |
|   | PM Olympic Games - Summer-00 |       | [ ]           | 649C/02 |        | IP        |
|   | PM Olympic Games - Summer-01 |       | [ ]           | 649D/02 |        | IP        |

- Associated clips: a clip containing a log timecode has been created by a user and the system has automatically detected it and associated it to the log. See section "Association Rule Between Clips and Logs" on page 28.

|   |                  |       |               |         |              |               |    |
|---|------------------|-------|---------------|---------|--------------|---------------|----|
| ▼ | 16:34:28:10      | log 2 | ☆☆            | Yellow  |              |               |    |
|   | Name             |       | Clip Elements | LSM ID  | TC IN        | TC OUT        | St |
|   | 02_XT2_PGE_REC1  |       | [ ]           | CamA/02 | 02:53:16:19. | 14:58:20:14   |    |
|   | 02_XT2_PGE_REC2  |       | [ ]           | CamB/02 | 02:53:10:10  | 14:58:20:14   |    |
|   | pg_cl_120417b-00 |       | [ ]           | 649A/02 | 16:34:21:00  | ↔ 16:34:32:00 |    |
|   | pg_cl_120417b-01 |       | [ ]           | 649B/02 | 16:34:21:00  | ↔ 16:34:32:00 |    |

### Logsheet Grid Header Contextual Menu

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

This menu makes it possible to perform the following actions:

| Option                         | Description  |
|--------------------------------|--|
| <b>Hide</b>                    | Hides the selected column.   |
| <b>Organize</b>                | A popup window is opened allowing the selection of columns to display and in which order. The same style of window appears as in other IPDirector displays.  |
| <b>Save grid organization</b>  | Saves the organization of the grid as it is displayed (columns selection, order and size). It is saved by user. So, this organization will be retrieved the next time the user logs in and opens IPLogger. |
| <b>Reset grid organization</b> | Comes back to the default grid organization.   |

## Sorting the Elements in the Grid

You can change the sort order of data in a column by clicking the column heading.

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

### Sorted by TC, ascending

| TC ▲        |
|-------------|
| 09:53:13:22 |
| 09:53:59:11 |
| 09:54:17:13 |
| 09:54:46:19 |
| 11:30:45:11 |

### Sorted by TC, descending

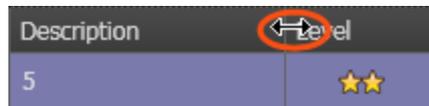
| TC ▼        |
|-------------|
| 11:30:45:11 |
| 09:54:46:19 |
| 09:54:17:13 |
| 09:53:59:11 |
| 09:53:13:22 |

## Organizing Columns in the Logsheet

Columns can be resized and/or re-ordered. This new organization is automatically saved and remembered. However, it is possible to reset the column organization to default by right-clicking the column headings area and selecting **Reset Grid Organization**.

### Resizing Columns

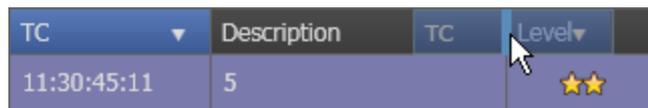
A column can be resized by using the mouse pointer over columns intersection and dragging it to the right or to the left.



### Re-ordering Columns

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

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



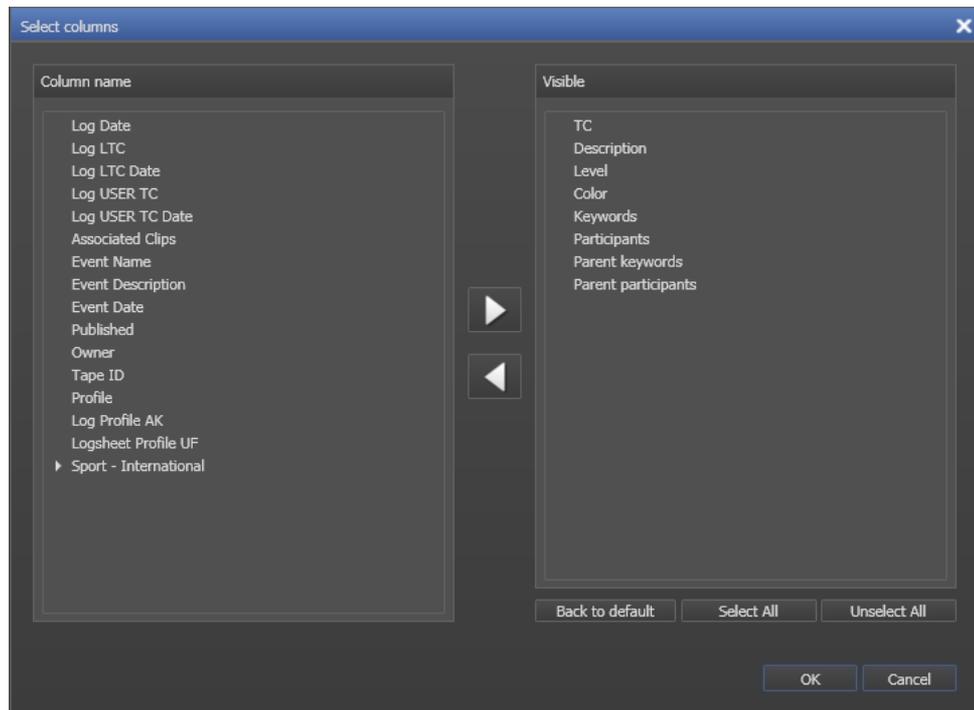
OR

1. Right-click a column heading.

A menu is displayed.

2. Select **Organize**.

A window opens and shows the list of columns in the current order:



3. To select the column(s) you wish to add to the view, do one of the following:
  - double-click the column(s) you wish to add to the view in the left pane

OR

  - select them in the left pane and click the right blue arrow

OR

  - drag them onto the Visible Columns area.

Use **CTRL + click** to select multiple columns.  
Use **SHIFT + click** to select a range of columns.
4. To select the column(s) you wish to remove from the view, do one of the following:
  - double-click the column(s) you wish to remove from the view on the right pane

OR

  - select them in the Visible Columns area on the right pane and click the left blue arrow



OR

  - drag them onto the "() Columns" area.

Use **CTRL + click** to select multiple columns.  
Use **SHIFT + click** to select a range of columns.
5. If you wish to change the display order of a column, you can drag it to a different position in the Visible Columns pane.
6. Click **OK** to confirm or **Cancel** to exit without applying the changes.

## IPLogger Column Headings

Most of the IPLogger column headings are described in the table below:

| Column Name               | Description  |
|---------------------------|--|
| <b>TC</b>                 | Log Timecode captured at log creation.   |
| <b>Description</b>        | Free text added to the log from the Create a New Log window.   |
| <b>Level</b>              | Level rating added to the log, from no stars to three stars.   |
| <b>Keywords</b>           | Keywords added to the log from the Create a New Log window.  |
| <b>Participants</b>       | Participant keywords added to the log from the Create a New Log window.  |
| <b>Associated Clips</b>   | Number of clips that have been created on the defined relevant recorders which include the log timecode.   |
| <b>Automatic keywords</b> | <p>If automatic keywords have been defined in the logsheet profile used with the logsheet, a column will appear for every automatic keyword in the Logsheets grid.</p> <hr/> <p> <b>Note</b><br/>These columns are not displayed if no logsheet profile is used with the logsheet or if no "Profile for Automatic Keywords" was present in the logsheet profile.</p> |
| <b>User Fields</b>        | <p>If user fields have been defined in the logsheet profile used with the logsheet, a column will appear for every user field in the Logsheets grid.</p> <hr/> <p> <b>Note</b><br/>These columns are not displayed if no logsheet profile is used with the logsheet or if no "Profile for Logsheets User" was present in the logsheet profile.</p>                  |

## Log Entry Contextual Menu

The Log Entry contextual menu is available when right-clicking a log entry in a logsheet. It gives access to the actions that can be performed on logs.

| Field                | Description  |
|----------------------|--|
| <b>Edit</b>          | Opens the Edit a Log window that allows you to modify the log entry characteristics.   |
| <b>View and Edit</b> | Opens the Edit a Log window that allows you to modify the log entry characteristics and loads the log at the log timecode position on the player channel associated to the IPLogger. |
| <b>View</b>          | Loads the log on the player channel associated to the IPLogger.  |

| Field   | Description  |
|---|--|
| <b>Delete</b>   | Deletes the selected log entry(ies).   |
| <b>Synchronize this log with the image loaded on the player</b> | Synchronizes the log timecode with the timecode of the image loaded on the player when, for example, the logs and the recordings have been made in different locations or on two different setups. |
| <b>Grab Thumbnail on Recorder</b>                               | Manually re-generates the thumbnail on a relevant recorder of user's choice.   |
| <b>Protect Selected Logs</b>                                    | Allows creating clips for selected logs to ensure the protection of corresponding A/V material.  |



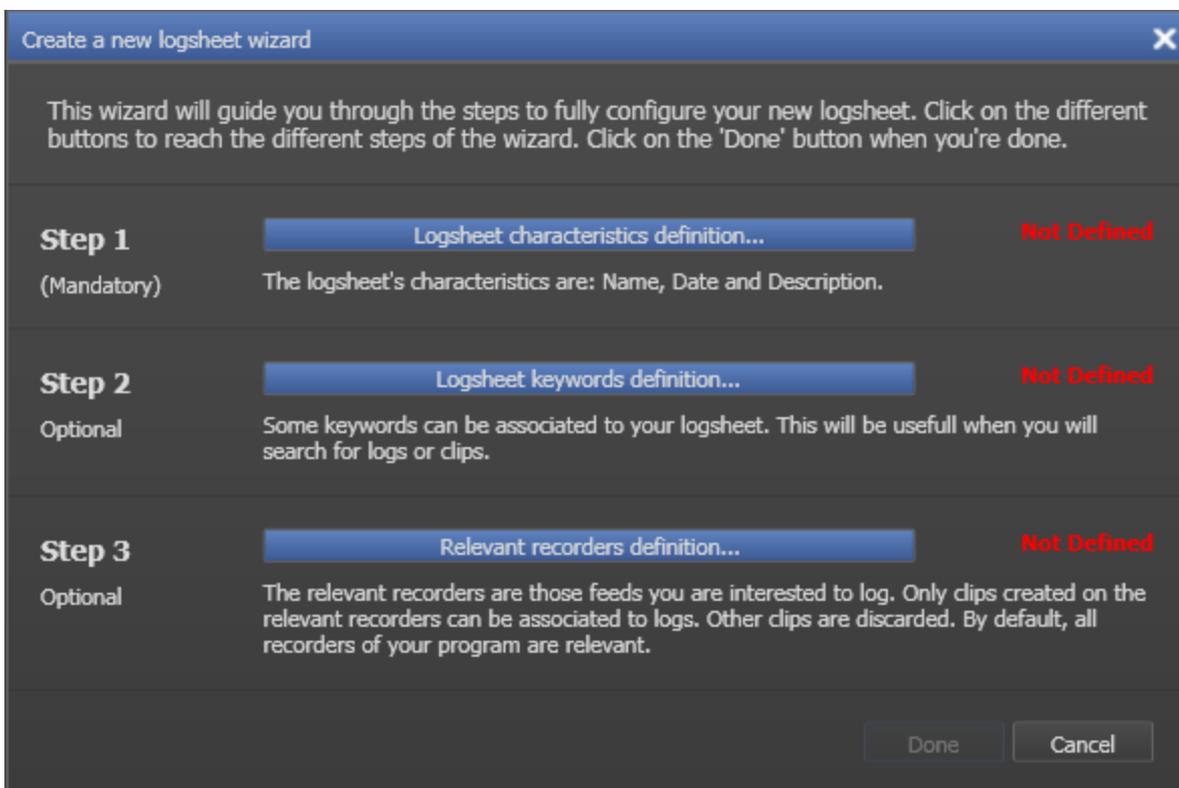
**Note**

Right-clicking a protect media clip or an associated clip in the logsheet will display the Clip contextual menu as described in the chapter on Database Explorer.

## 1.3. Creating a Logsheet

### 1.3.1. Introduction

To create a new logsheet for an event, click **File > New Logsheet** from the main toolbar. This opens the Create a New Logsheet wizard.





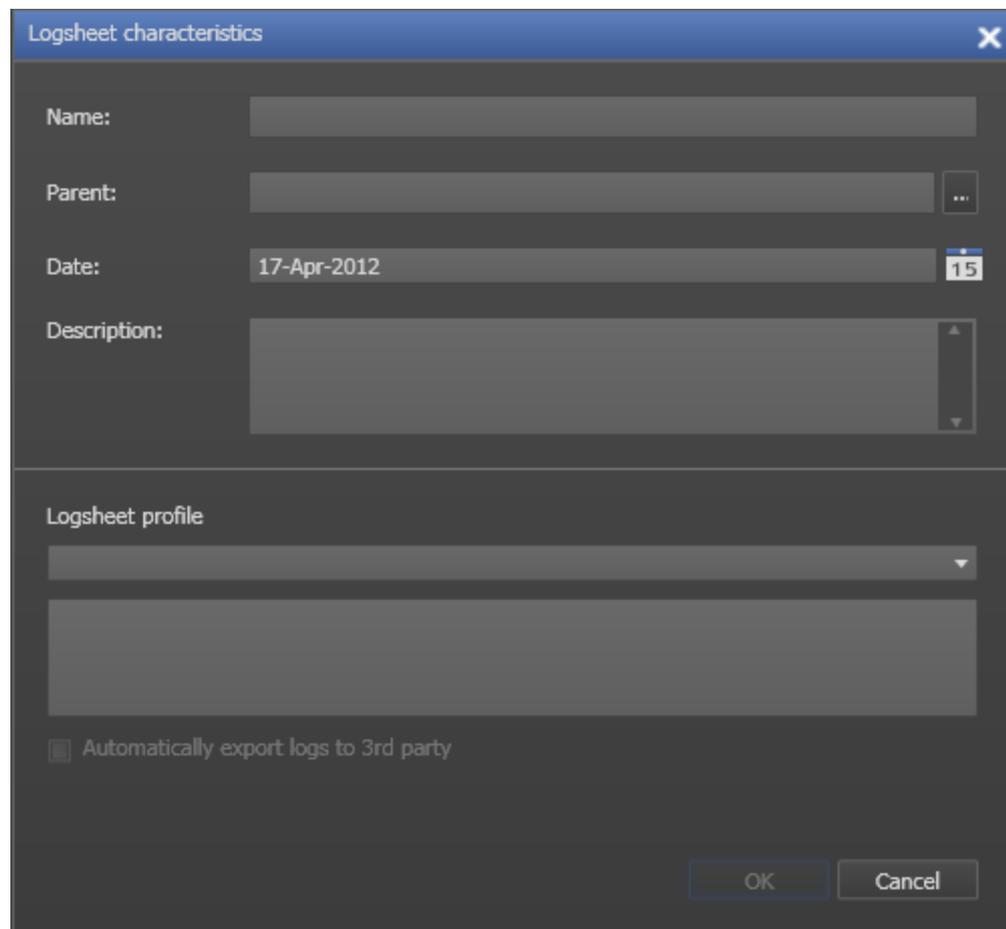
You then have to define the parameters of the logsheet by completing the 3 steps of the wizard:

1. logsheet characteristics
2. logsheet keywords
3. relevant recorders

Click the buttons to open the windows for steps 1 to 3.

## 1.3.2. Step 1: Defining the Logsheets Characteristics

Click the Logsheets Characteristics Definition button in the Create a New Logsheets wizard to display the Logsheets Characteristics window:



The fields in the Logsheets Characteristics window are explained in the table below.

Complete at least the mandatory fields and click **OK**. Step 1 will then appear as Defined in the Create a New Logsheets wizard.

| User Interface Element | Description  |
|------------------------|--|
| <b>Name</b>            | Name of the logsheet.<br>This is a mandatory field.  |
| <b>Parent</b>          | <p>Name of the folder in which the logsheet is to be filled in the tree structure of the Database Explorer.</p> <p>Browsing in this field displays the folders already created in the Logs section of the Database Explorer, allowing you to select the requested folder:</p>  |
| <b>Date</b>            | Date when the logsheet is created or date of the logged event.<br>This is a mandatory field.   |
| <b>Description</b>     | Description that will only appear in this window.<br>This is an optional field.  |

| User Interface Element                        | Description   |
|---|---|
| <b>Logsheet Profile</b>                       | <p>The first field provides the list of available logsheet profiles. The second field gives a description of the selected logsheet profile.</p> <p>A logsheet profile is a file generated to enable specific user fields to be added to a logsheet and to enable automatic keywords to be managed in log entries on a logsheet.</p> <p>The logsheet profiles can be created outside the IPDirector interface as an .xml file and imported into IPDirector or can be created from within IPDirector, via the Metadata Profile Management function. Refer to the chapter on Metadata Profile Management in the user manual.</p>                                     |
| <b>Automatically Export Logs to 3rd Party</b> | <p>Check this box to generate an xml file of the logsheet each time it is modified (new log element, relevant recorders modified, etc.). The IPScheduler service will create the xml file and send it to a dedicated folder.</p> <p>The option availability depends on the configuration defined in the Remote Installer (<b>Configure &gt; IPLogger Export</b>).</p> <p>See the IPDirector Technical Reference manual for more information.</p>  |
| <b>User Fields</b>                            | <p>As soon as a logsheet profile has been selected in Step 1, all the corresponding user fields are listed in the wizard. These are the user fields from the "Profile for logsheet user" associated to the selected logsheet profile in the Metadata Profiles Management window.</p> <p>This area allows you to define values for all the user fields.</p> <p>At this step, values can be defined for text, timecode, date and number user's field types. Additional values can be defined for predefined text values user field type.</p> <p>The information specified in the user fields will be found in the IPLogger Logsheet grid in additional columns.</p> |

Here is an example of a completed Logsheet Characteristics window:

Logsheet characteristics

Name: Olympic Games - Summer

Parent: Dir OG2012 ...

Date: 17-Apr-2012 15

Description:

Logsheet profile

Sport - International

Automatically export logs to 3rd party

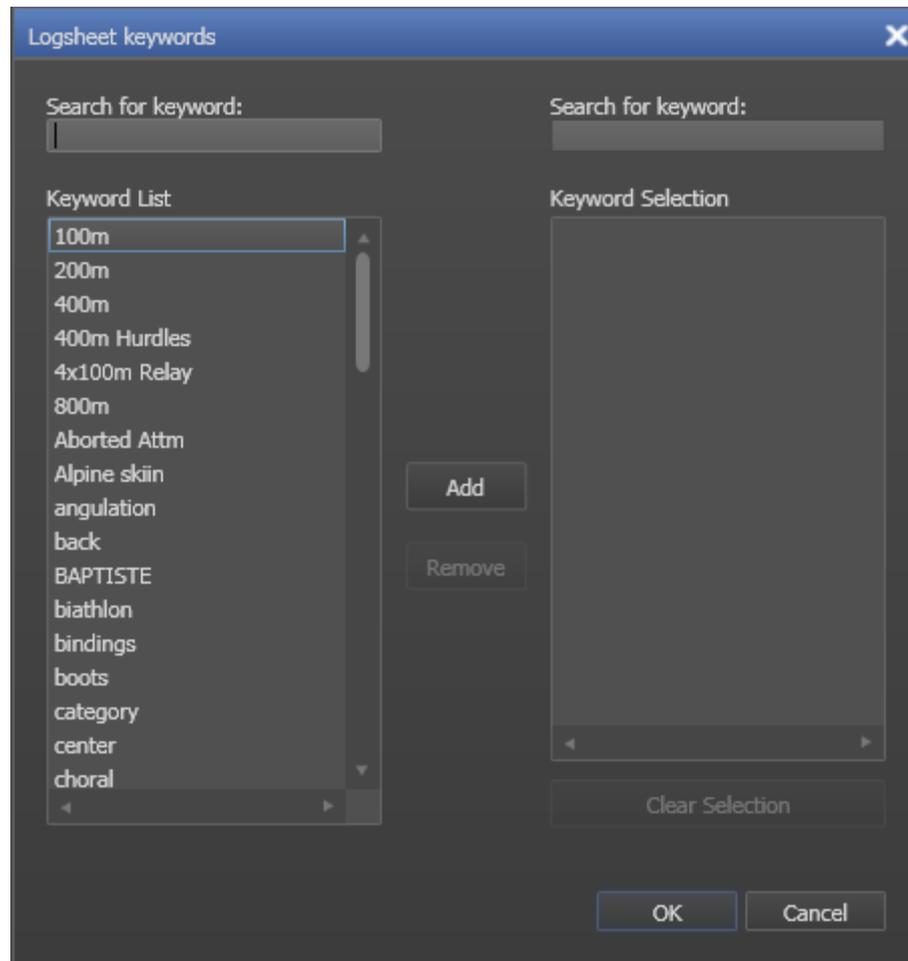
Logger ID: Logger 1 +

Logging Station: Logging Station 1 +

OK Cancel

### 1.3.3. Step 2: Defining the Logsheet Keywords

Click the Logsheet Keywords Definition button in the Create a New Logsheet wizard to display the Logsheet Keywords window:



A list of all keywords available in the IPDirector database is displayed in the Keyword List box. By associating any of these with the logsheet, each event logged will have these as an additional set of keywords.

The keywords associated to the log in this way are called "parent keywords" as they are defined at the logsheet level, valid for all log entries in the logsheet. Parent keywords that are entered here must therefore be relevant to all events in the logsheet.

These parent keywords will automatically be assigned to the new log entries created in the logsheet.

A later modification in the parent keywords will be reflected in possible existing log entries in the logsheet.

The table below describes the Logsheet Keywords Definition window.

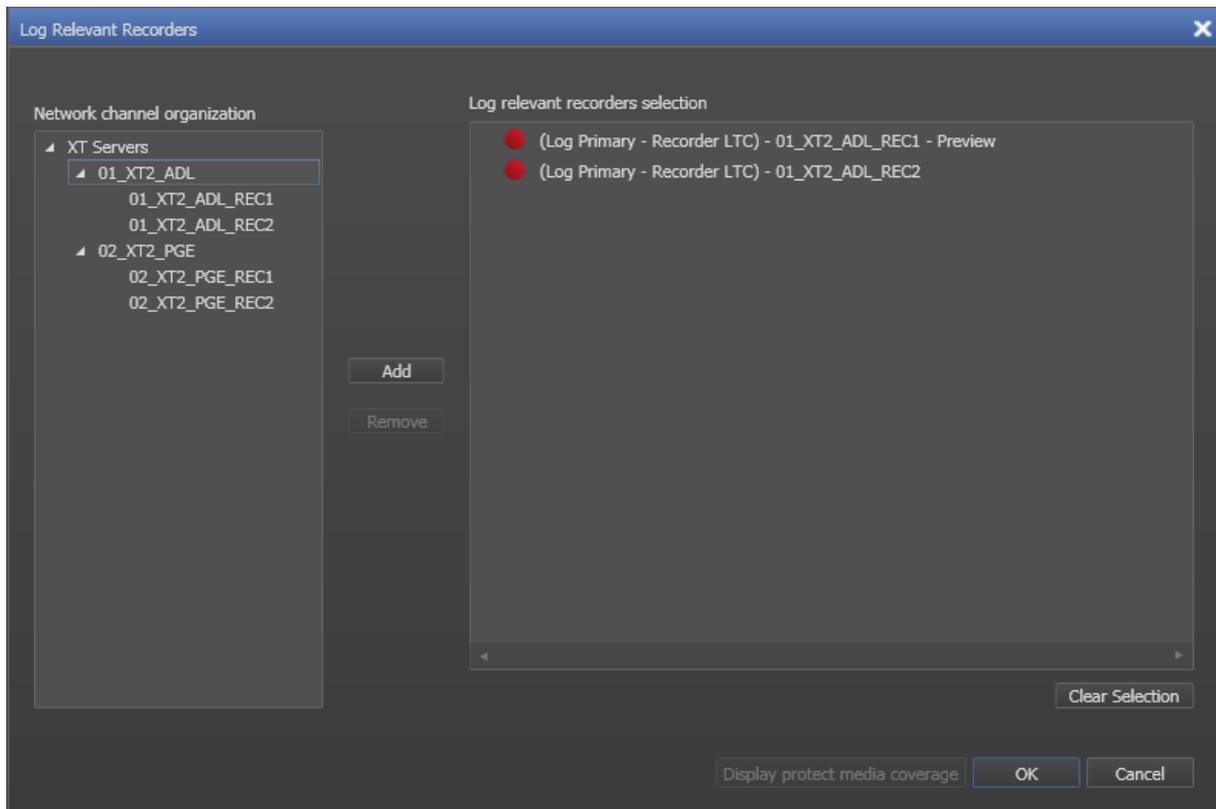
Select keywords and click **OK**. Step 2 will then appear as Defined in the Create a New Logsheet wizard.

| User Interface Element            | Description   |
|-----------------------------------|---|
| <b>Search for Keyword (left)</b>  | Search for a keyword in the Keyword List box, for example a keyword you would like to add to the Logsheet.<br>Type the beginning of the keyword and the first matching keyword in the Keyword List will be highlighted.                             |
| <b>Keyword List</b>               | Displays all the keywords available in the IPDirector database.   |
| <b>Search for Keyword (right)</b> | Search for a keyword in the Keyword Selection box, for example to check whether this keyword is already in the selection.<br>Type the beginning of the keyword searched for and the first keyword matching the search criteria will be highlighted. |
| <b>Keyword Selection</b>          | Displays the keywords that have been associated with the current logsheet.  |
| <b>Add</b>                        | Button to add the parent keyword(s) selected in the Keyword List box to the Keyword Selection box.  |
| <b>Remove</b>                     | Button to remove the selected parent keywords from the Keyword Selection box.   |
| <b>Clear Selection</b>            | Button to clear all the keywords in the Keyword Selection box.  |

### 1.3.4. Step 3: Defining the Relevant Recorders

#### Purpose

Click the Relevant Recorders Definition button in the Create a New Logsheet wizard to display the Log Relevant Recorders window:



The relevant recorders are those feeds you are interested to log.

Each recorder channel on any EVS video server within the XNet can be defined as a relevant recorder. Simply select the relevant sources from the Network Channel Organization area and click **Add**.

## Defining a Preview Recorder

A recorder must be set as preview recorder.

The preview recorder provides the timecode displayed in the LIVE area of the logsheet. It will also be the angle selected to view an event when the operator double-clicks a log.

To define a preview recorder, right-click the requested recorder in the Log Relevant Recorders Selection area and select **Preview Recorder** from the contextual menu.



### Note

The preview recorder **MUST** be assigned to a recorder channel that is managed with a RS422 link to the EVS video server the channel is on. If not, the logsheet will **NOT** function correctly, and no LIVE timecode will be displayed.

## Associating the Log and Recorder Timecode Tables

When selecting a relevant recorder, the system will automatically consider the primary table of the logsheet and the recorder as the relevant tables to calculate the clip/log association.

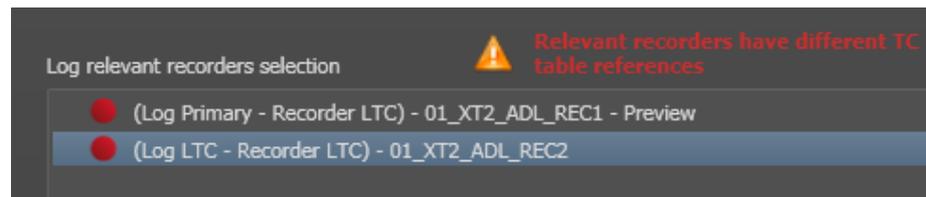
It is however possible to change this association if necessary. To change the association, proceed as follows:

1. Right-click the relevant recorder in the list.
2. Select the desired association type.



**Note**

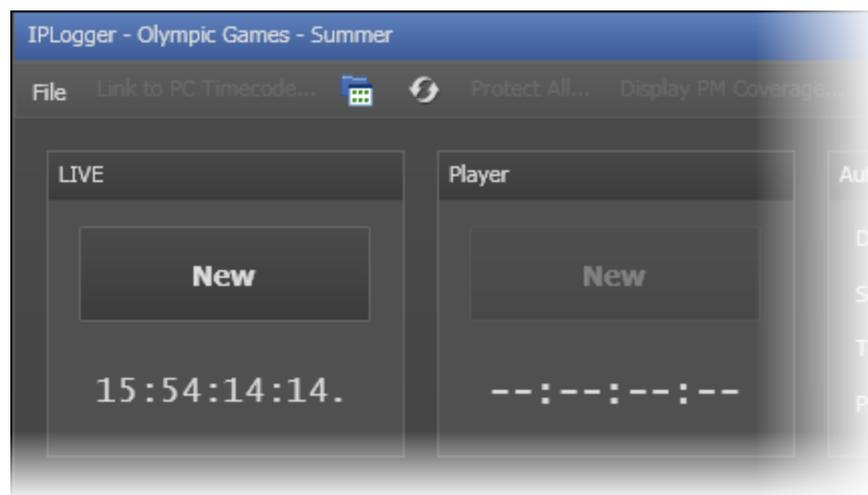
If you have different types of associations in the same logsheet, a warning message is displayed.



This is just a warning which indicates you have different types of association in your logsheet. Check that this scenario (rarely used) corresponds to your workflow.

### 1.3.5. Logsheet Ready For Use

When the wizard is completed, click Done at the bottom of the Create a New Logsheet wizard. The name of the logsheet will be shown in the IPLogger window title bar and a running timecode will appear in the LIVE area.



**Note**

If there is no timecode in the LIVE area, this means that the preview recorder is located on a server with no RS-422 connection to the IPDirector network.

## 1.4. Creating Logsheet Entries

### 1.4.1. Logging Modes

Users have the possibility to create log entries directly during the event, or later on.

When logging LIVE actions, logs must be entered as soon as the action occurs to grab the timecode corresponding to the action. This is called the LIVE logging hereafter.

When logging actions at another time, for example during a session break, you can move and rewind through the record train. This is called the comfortable logging hereafter.

### 1.4.2. LIVE Logging with Recorder Channel Timecode

#### Introduction

When the Create a New Logsheet wizard is completed, the name of the logsheet will be shown in the window title bar.

If a relevant recorder has been defined in Step 3 of the wizard, a running timecode appears in the LIVE area.

#### How to Log LIVE Action in an Event

To create a new log entry in a loaded logsheet, proceed as follows:

1. Open the selected logsheet from **File > Open a logsheet**.
2. If required, modify the values in the Automatic Keywords fields:



The screenshot shows a dialog box titled "Automatic Keywords ()" with the following fields:

|                 |             |    |
|-----------------|-------------|----|
| Date            | 17-Apr-2012 | 15 |
| Sport           | Athletics   | +  |
| Tape Barcode ID |             |    |
| Phase           | 1           | ▲▼ |

3. Click the **New** button in the LIVE area.

The Create a New Log window opens with the timecode grabbed from the preview recorder:

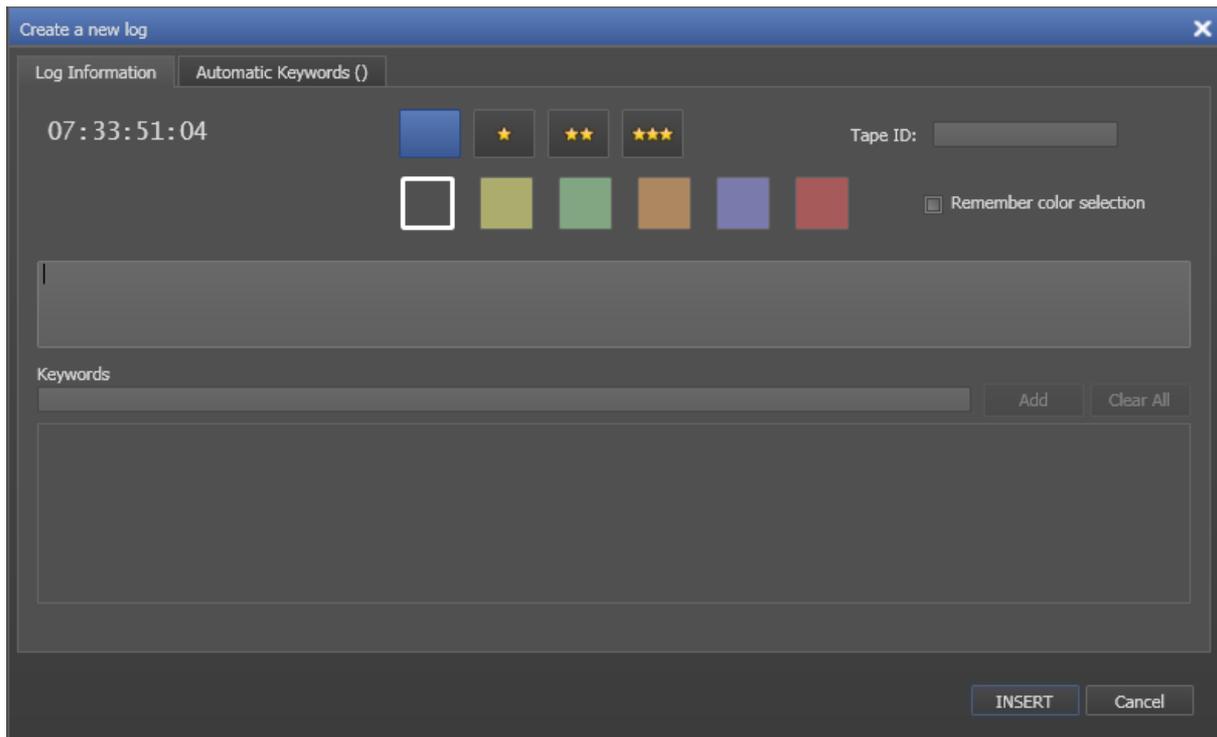
The screenshot shows a software window titled "Create a new log". It has two tabs: "Log Information" and "Automatic Keywords ()". In the "Log Information" tab, there is a time field displaying "07:33:51:04", a color selection area with a blue button selected and three star rating buttons (1, 2, 3 stars), a "Tape ID:" field, and a "Remember color selection" checkbox. Below this is a large text input field. In the "Automatic Keywords ()" tab, there is a "Keywords" field with "Add" and "Clear All" buttons. At the bottom right of the window are "INSERT" and "Cancel" buttons.

See section "Create a New Log Window" on page 23 for more information on the fields.

4. If required, use the upper text field to enter a free text description for the log.
5. If required, add keywords to the log entry.  
See section "Using Keywords with Logs" on page 29.
6. If required, select a rating level, from none to three stars.
7. For an easy tracking of the logs, you can select a color for the log by clicking one of the color buttons. If you want to create a series of logs with the same background color, select the **Remember Color Selection** option.
8. Click the **INSERT** button.

The log entry is displayed in the Logsheet grid. A log is created on each relevant recorder channel defined during step 3 of the logsheet creation.

## Create a New Log Window



The Create a New Log window always contains a Log Information tab. It also contains an Automatic keywords tab if a profile for Automatic Keywords is associated to the selected logsheet profile.

The following table describes the fields available in the Create a New Log window:

| User Interface Element  | Description   |
|-------------------------|---|
| <b>Timecode value</b>   | Timecode grabbed from the preview recorder defined in step 3 or from the PC in case the <b>Link to PC Timecode</b> button has been clicked.   |
| <b>Level Rating</b>     | A rating can be given to an event from no stars to 3 stars  |
| <b>Highlight Colors</b> | Set of colors which can be selected in order to highlight the log line with the selected color. They can be seen as categories for the logs. The grey button lets the log without any associated color.<br>Log entries can thus be displayed with a different color in the logsheet. They will be highlighted with these colors in the Database Explorer grid as well. The operator can then search on the colors in the DB Explorer. |

| User Interface Element                   | Description   |
|--|---|
| <b>Remember Color Selection checkbox</b> | <p>When the checkbox is selected, the focus will be placed by default on the selected color square next time the Create a New Log window opens.</p> <hr/> <p> <b>Note</b><br/>Two users can work on the same logsheet at the same time with different states of the Remember Color Selection checkbox and different colors associated to the checkbox.</p> |
| <b>Description</b>                       | <p>To add alphanumeric free text from the keyboard.<br/>This will appear in the <b>Description</b> column of the logsheet for the corresponding log, as well as in the <b>Description</b> field of the Log Information tab when a log line is selected.</p>   |
| <b>Keywords</b>                          | <p>Up to 10 keywords can be added per event.<br/>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 section "Assigning a Keyword to a Media" on page 78 for more information on how to assign keywords to media.<br/>They will appear in the <b>Keywords</b> columns of the logsheet for the corresponding log.</p>                            |
| <b>Automatic Keywords</b>                | <p>Displays the user fields defined for the logsheet profile associated to the logsheet.</p>  |

### 1.4.3. LIVE Logging with PC Timecode

#### Context of Use

When, for example, you want to log an event with just a laptop in a hotel room, watching the event on a regular TV set, you can use the PC time as the timecode for the logs.

You must then create a logsheet with no relevant recorder channel defined. As the IPLogger is not linked to an EVS video server, it has no timecode information and you will not be able to make log entries. The **NEW** button in the LIVE area is disabled.

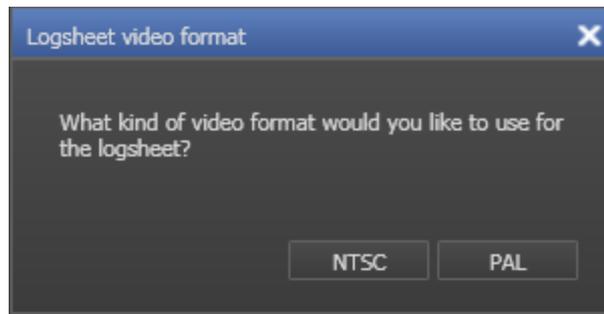
#### How to Link Logs to PC Timecode

To link the logs to the PC timecode, proceed as follows:

1. Click the **Link To PC Timecode** button.



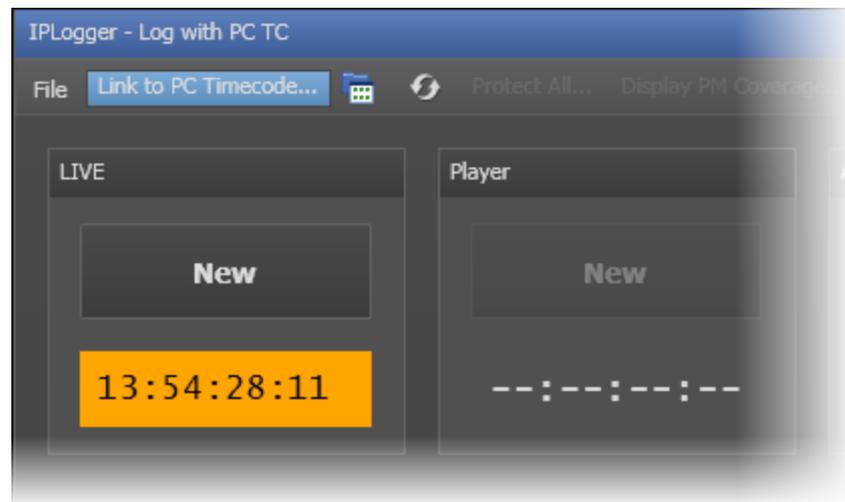
The Logsheet Video Format window appears:



2. Select the appropriate video format.

Your PC timecode appears highlighted in the **LIVE** area and you can start making log entries as described in "How to Log LIVE Action in an Event" on page 21.

The **Link To PC Timecode** button becomes highlighted.



To un-link logs to PC timecode, click the **Link to PC Timecode** button again.



#### Note

When a recorder is linked, you will not be able to click the **Link To PC Timecode** button.

## 1.4.4. Comfortable Logging

### Context of Use

With IPLogger, you have the possibility to log actions on media which has been recorded previously by rewinding the record train.

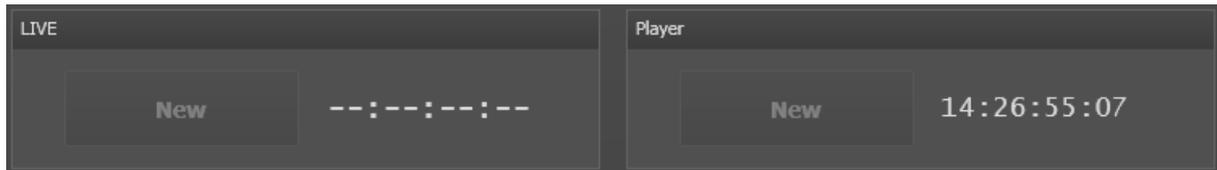
To do so, you first need to assign a player channel to the IPLogger window.

### How to Assign a Player Channel to IPLogger

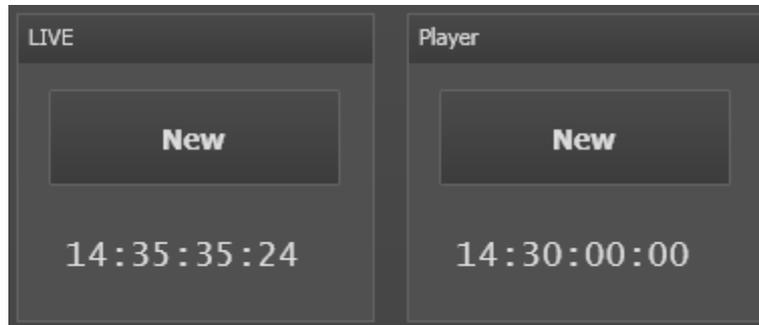
If a default player channel is defined in IPDirector, it will directly be assigned to the IPLogger when you open the application.

Otherwise, you have two options to assign the player channel for use in IPLogger. As soon as the player channel is associated, a running timecode appears below the **New** button of the Player area.

Example when no logsheet is open:



Example when a logsheet is open:



## From the Channel Explorer

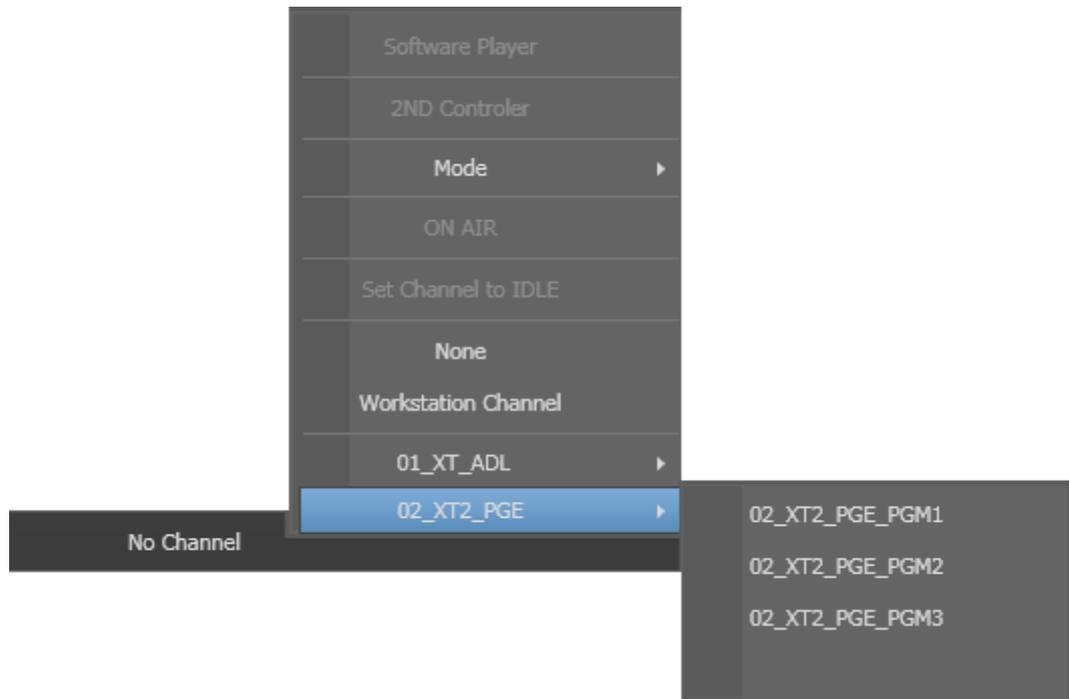
1. Open the Channel Explorer.
2. In the Channel Explorer, select the player channel to assign to IPLogger.
3. Drag the player channel to the Associated Channel zone at the bottom of the IPLogger window.

The player channel name appears in this area.

Additionally, the player area will become active and show the timecode of the record train loaded on the associated player channel.

## From the Associated Channel Zone of the IPLogger

Alternatively, you can right-click the Associated Channel zone at the bottom of the IPLogger window and select the desired player channel from this menu:



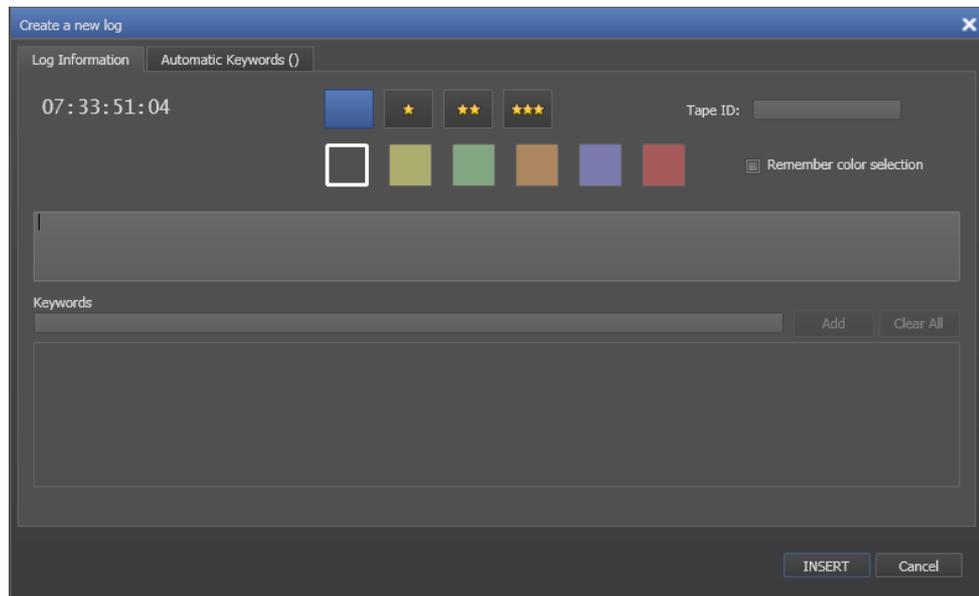
If the workstation has a valid license for the Software Player, it will also be an option to select as a defined IPLogger channel.

## How to Log an Event from a Player Channel

When a player channel or the Software Player has been associated to the IPLogger window, you can associate the same player to a Control Panel. You will then be able to move through the A/V material and log events.

1. In the Control Panel, move through the media until you find the event you want to log.
2. In the IPLogger main window, click the **New** button in the Player area.

The Create a New Log window opens with the timecode grabbed from the recorder channel:



See section "Create a New Log Window" on page 23 for more information on the fields.

3. If required, use the upper text field to enter free text into the log.
4. If required, add keywords to the log entry.  
See section "Using Keywords with Logs" on page 29.
5. If required, select a rating level, from none to three stars.
6. For an easy tracking of the logs, you can select a color for the log by clicking one of the color buttons. If you want to create a series of logs with the same background color, select the Remember Color Selection checkbox.
7. Click the **INSERT** button.

The log entry is displayed in the Logsheet grid. A log is created on each relevant recorder channel defined during step 3 of the logsheet creation.

### 1.4.5. Association Rule Between Clips and Logs

As far as the parameter as been configured in the Remote Installer, the system automatically detects clips which are created and contain the log timecode and it associates both.

Generally, the users who create clips during an event are not the users who enter logs. When a new clip contains the log timecode between its Protect IN point and Protect OUT point, i.e. guardbands included, it automatically appears in the Logsheet grid:

| Name             | Clip Elements | LSM ID  | TC IN         | TC OUT      | St |
|------------------|---------------|---------|---------------|-------------|----|
| 02_XT2_PGE_REC1  | [-]           | CamA/02 | 02:53:16:19.  | 14:58:20:14 |    |
| 02_XT2_PGE_REC2  | [-]           | CamB/02 | 02:53:10:10   | 14:58:20:14 |    |
| pg_cl_120417b-00 | [-]           | 649A/02 | 16:34:21:00 ↔ | 16:34:32:00 |    |
| pg_cl_120417b-01 | [-]           | 649B/02 | 16:34:21:00 ↔ | 16:34:32:00 |    |



Keywords from the clip are added to the keywords from the log in the **Keywords** columns.

| TC               | Description   | Level   | Color  | Keywords  | Participants         |              |
|------------------|---------------|---------|--------|-----------|----------------------|--------------|
| 16:34:28:10      | log 2         | ☆☆      | Yellow | Finish    |                      |              |
| Name             | Clip Elements | LSM ID  | Status | Protected | Keywords             | Participants |
| 02_XT2_PGE_REC1  |               | CamA/02 |        |           |                      |              |
| 02_XT2_PGE_REC2  |               | CamB/02 |        |           |                      |              |
| pg_cl_120417b-00 |               | 649A/02 |        |           | Final Result, Finish | Competitor A |
| pg_cl_120417b-01 |               | 649B/02 |        |           | Final Result, Finish | Competitor A |

## 1.5. Using Keywords with Logs

### 1.5.1. Keyword Types

Three types of keywords can be assigned to a log entry in a logsheet:

- parent keywords
- automatic keywords
- log entry specific keywords

These three types are explained below.

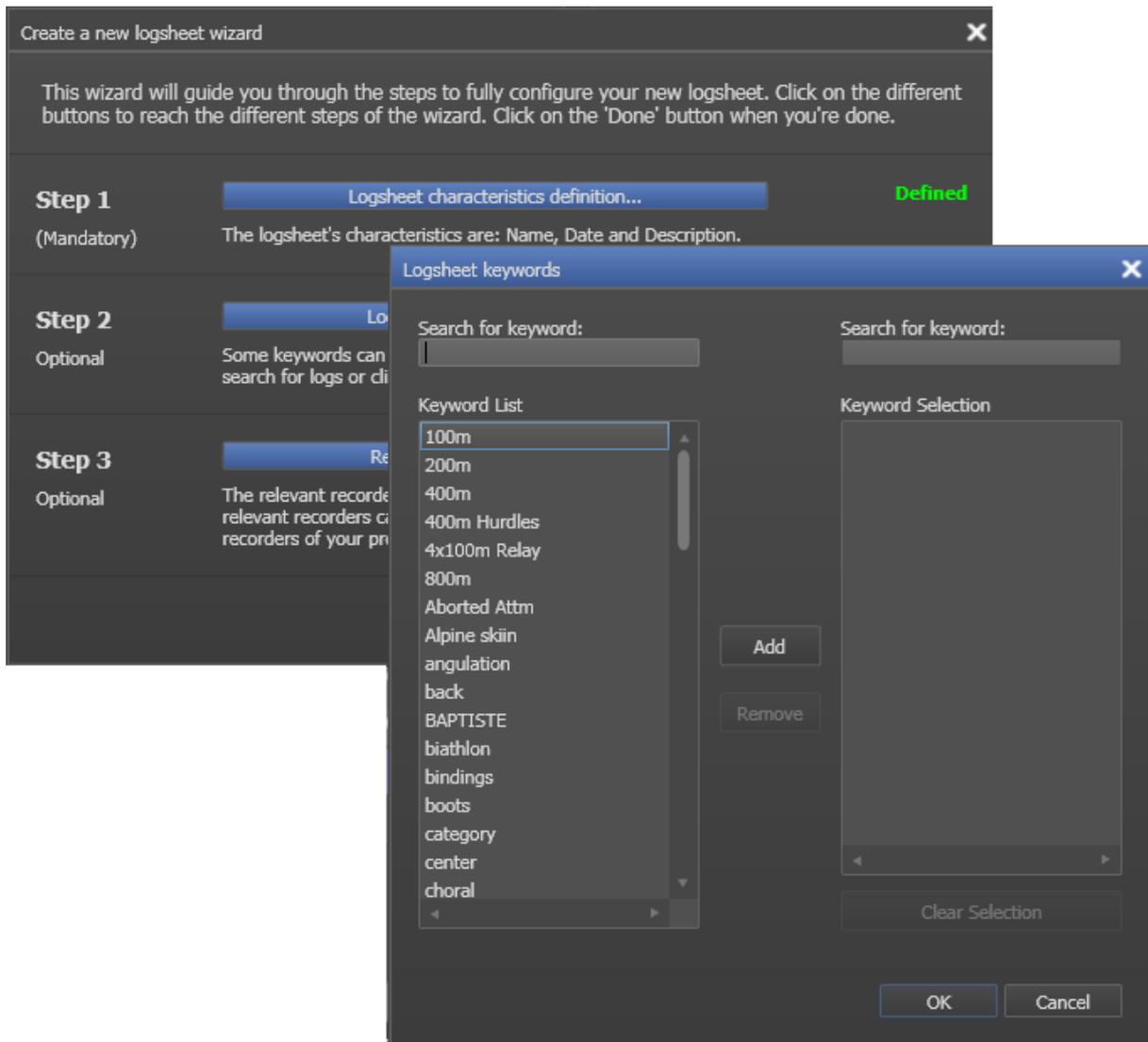
### 1.5.2. Parent Keywords

#### Definition

The parent keywords are keywords which will be associated to all log entries of a logsheet.

#### Assignment

The parent keywords are defined when you create the logsheet, in step 2 of the Logsheets wizard (the Logsheets Keyword Definition window).



The parent keywords are automatically assigned to all log entries of a logsheet. They are displayed in the **Parent Keywords** column of the Logsheets grid.

| Parent keywords | Parent participants |
|-----------------|---------------------|
| 4x100m Relay    |                     |

## Modification

If you want to modify the parent keywords, you need to access the Logsheets Keyword Definition window via the menu **File > Properties**.

The parent keywords modified in this window will automatically be modified in all log entries of the logsheet.

See section "Step 2: Defining the Logsheets Keywords" on page 16.

## 1.5.3. Automatic Keywords

### Definition

Automatic keywords can be attributed to log entries of a logsheet for predefined types of information.

This is especially useful when tracking the pitcher in a baseball game, or a period of action in a sports event, or program part of an entertainment event.

For example, you may have defined a "period" field with a list of values such as. "first half" and "second half".

Automatic keywords function like a sticky keyword that will persist through all new log entries made until the automatic keyword is changed in the Automatic Keywords tab.

### Assignment

#### Creation of a Profile for Automatic Keywords

A profile of automatic keywords fields can be defined via the Metadata Profile Management window and be linked to a logsheet profile.

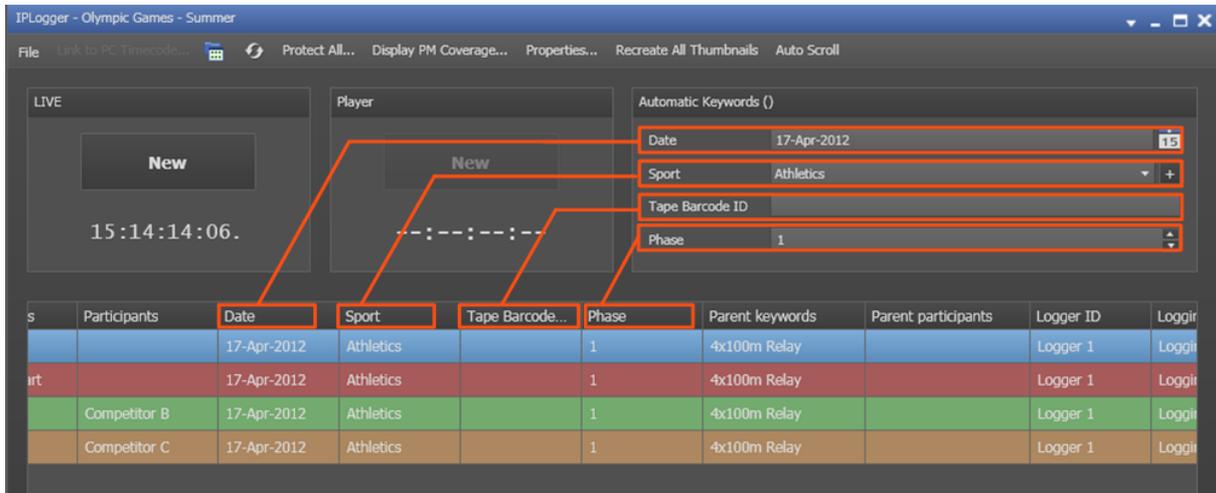
#### Assignment of a Profile for Automatic Keywords to a Logsheets

When a logsheet is created, a logsheet profile with automatic keywords fields can be attributed to the logsheet. See section "Step 1: Defining the Logsheets Characteristics" on page 13. Then, the IPLogger window will display an Automatic Keywords tab next to the Log Information tab:



Each automatic keyword tag defined in a logsheet profile appears on the Automatic Keywords area as a text field, timecode field, date field, or as a drop-down list, depending on the field type defined in the logsheet profile.

Each automatic keyword tag is displayed as a column heading the Logsheets grid.



### Entry of Values for Automatic Keywords

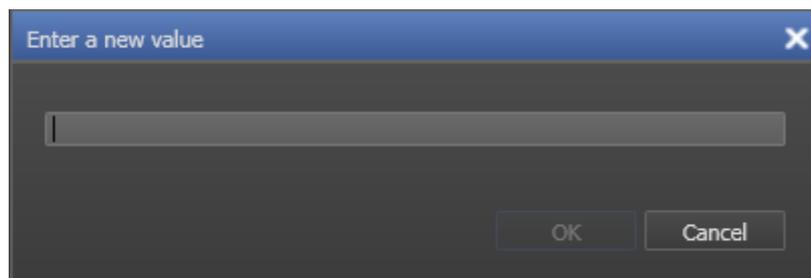
Values can be entered for each automatic keyword field. This step may have been done during Step 1 of the logsheet creation or values can be entered in the Automatic Keywords area of the IPLogger window. Then, each time a new log is created, it will receive these automatic keywords. If no value is defined, the column remains empty.

### Modification

Once an automatic keyword value has been added to a log entry, there is no way to modify or delete it from the active system. If you have the required user right, you can modify the automatic keywords values that will be associated to upcoming logs at any time in the way described below.

Before creating a new log entry on which you want the automatic keyword values to be modified, do one of the following:

- To modify a text field, timecode field or date field, select the value and type the new value.
- To modify a drop-down list, select the new value from the list.
- To add a new value in a drop-down list, select the + sign beside the field, enter the new keyword in the Enter New Value window



and click **OK**. Then, select the new value.

Any new log entry created afterwards will have the new values of automatic keywords assigned as they have been modified.

## 1.5.4. Log Entry Specific Keywords

### Definition

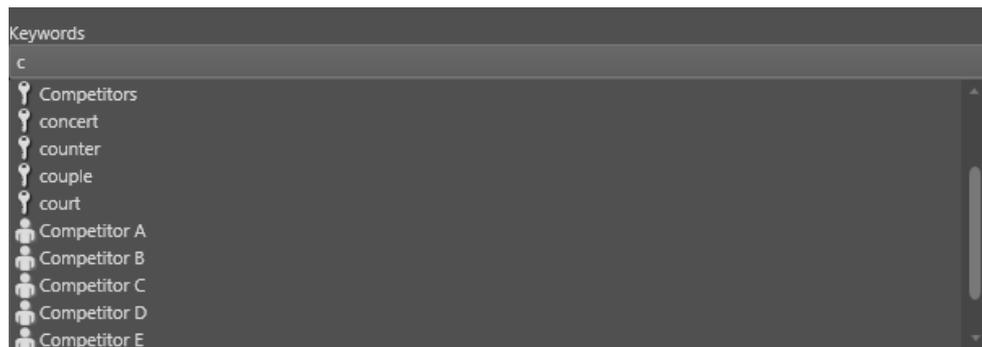
It is possible to assign keywords to individual log entries. To do so it is necessary to have previously set up a keyword list. One or more keyword grids or dictionaries may have been set up and named for use with the logsheet. Once set up, as many keyword grids or dictionaries can be used with a log as required.

### Assignment

The log entry specific keywords can be assigned to each individual log entry when it is created or edited.

This is done in three different ways from the Save or Edit window.

- You can start to type the keyword directly in the **Keyword** field of the Save/Edit window and select a keyword proposed in the Autocomplete list. In this case, it is not mandatory to open a keyword grid or a dictionary.



- 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.

Relevant keyword grids or dictionaries are usually best prepared in advance of the logging session although they could be produced and/or modified at any time. As many keyword grids or dictionaries as required can be used with a logsheet.

See section "Assigning a Keyword to a Media" on page 78 for more details on the different procedures.

Keywords assigned to a log entry are displayed in the Keywords area of the Log Information tab.

| Keywords    | Participants |
|-------------|--------------|
| Finish      |              |
| False Start |              |
|             | Competitor B |
|             | Competitor C |

Within the Logsheet grid, the standard keywords are added in the **Keywords** column and the keywords flagged as participants in the Keyword List are added in an individual column, the **Participants** column, within the Logsheet grid.

See section "Keywords List" on page 57.

## Modification

If users perform any modification or deletion of a keyword used in a logsheet from the Edit Log window, it will be reflected in the logsheet.

## 1.6. Protecting Media

### 1.6.1. Context of Use

At the end of a logging session, it is important to protect your media to ensure that the A/V material corresponding to your log entries will still be available later.

To protect the media, the system creates a clip which cannot thereafter be deleted, unless it is previously unprotected.

The users can define a prefix to be applied to their protect media in **Tools > Settings > IPLogger > Protect Media Prefix**. This setting is a user setting. By default, the prefix is "PM".

### 1.6.2. Display Protect Media Coverage

You can check whether all the relevant media is protected in the Protect Media Coverage window by clicking the **Display PM Coverage** button on the Toolbar.

This window displays a time line for each relevant recorder. The log entries are shown as vertical lines.

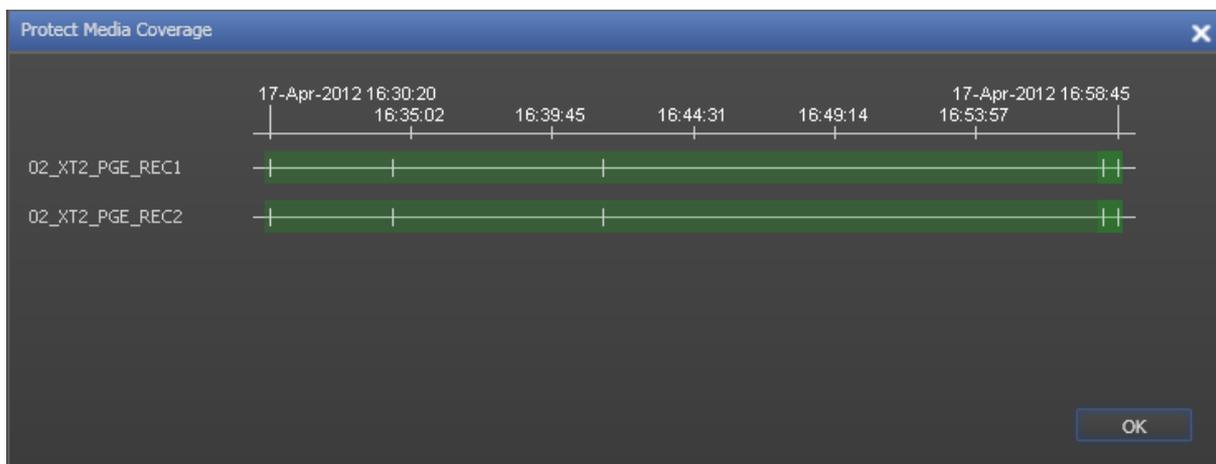
If no media has been protected yet , the time lines are as follows:



A/V data that is protected is marked with a green background:



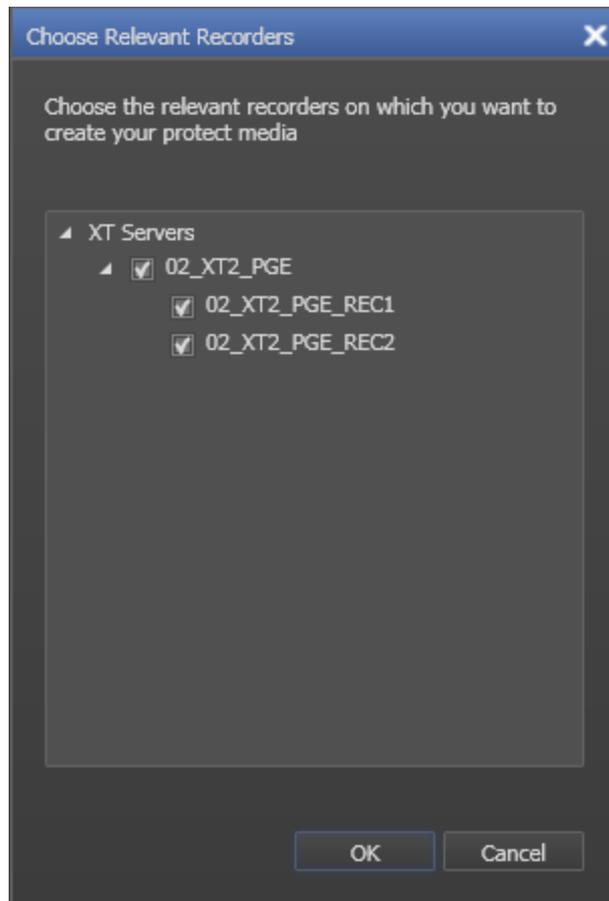
If the **Protect All** command has been executed, all the A/V data is marked with a green background:



### 1.6.3. How to Protect Selected Media

You can decide to only protect the media corresponding to some of your log entries, proceed as follows:

1. In the Logsheet grid, select the logs you want to protect. Use **Ctrl** or **Shift** keys for a multiselection.
2. Right-click the selection.  
The Log contextual menu is displayed.
3. Select **Protect Selected Logs** from the contextual menu.  
The Choose Relevant Recorders window opens:



4. Select the recorders from which you want to protect the recorded media.

A clip, covering all the selected log timecodes, is created on each of the chosen recorders.

Each clip is displayed in the expanded view of the log:

| ▼ | 16:58:45:21                  | log 5         | ☆☆☆     | Orange |           |
|---|------------------------------|---------------|---------|--------|-----------|
|   | Name                         | Clip Elements | LSM ID  | Status | Protected |
|   | PM Olympic Games - Summer-00 | [ - ]         | 649C/02 |        | IP        |
|   | PM Olympic Games - Summer-01 | [ - ]         | 649D/02 |        | IP        |

A/V data that is protected is marked with a green background in the Protect Media Coverage window.

## 1.6.4. How to Protect All Media

To protect the media corresponding to all the log entries of your logsheet at once, proceed as follows:

1. Click the **Protect All** button from the IPLogger toolbar.
2. The Choose Relevant Recorders window opens:



3. Select the recorders from which you want to protect the recorded media.  
A single clip, covering all the log timecodes, is created on each of the chosen recorders.  
Each clip is displayed in the expanded view of the log:

| 14:30:00:00 |               | log 1   |             | ★           | Yellow | False Start |  |
|-------------|---------------|---------|-------------|-------------|--------|-------------|--|
| Name        | Clip Elements | LSM ID  | TC IN       | TC OUT      | Status | Protected   |  |
| PM LS 01-00 | [=]           | 649F/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |
| PM LS 01-01 | [=]           | 650A/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |
| 15:33:46:00 |               |         |             | ★★          | Green  |             |  |
| Name        | Clip Elements | LSM ID  | TC IN       | TC OUT      | Status | Protected   |  |
| PM LS 01-00 | [=]           | 649F/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |
| PM LS 01-01 | [=]           | 650A/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |
| 15:33:59:10 |               |         |             | ★           | Red    |             |  |
| Name        | Clip Elements | LSM ID  | TC IN       | TC OUT      | Status | Protected   |  |
| PM LS 01-00 | [=]           | 649F/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |
| PM LS 01-01 | [=]           | 650A/02 | 14:29:55:00 | 15:34:04:10 |        | IP          |  |

In the Display PM Coverage window, all the A/V data is marked with a green background.

## 1.6.5. Protect Media Status

In the Log Relevant Recorders window, reachable via Properties > Step 3, the colors in front of the Relevant Recorders in the selection indicate the protect media status:

| Icon Color   | Protected Media Status  |
|--|---|
|  Green  | All of the media related to the logs on this recorder are protected.  |
|  Orange | Some of the media related to the logs on this recorder are protected. |
|  Red    | None of the media related to the logs on this recorder are protected. |

## 1.7. Editing, Viewing and Deleting a Log Entry

### 1.7.1. Introduction

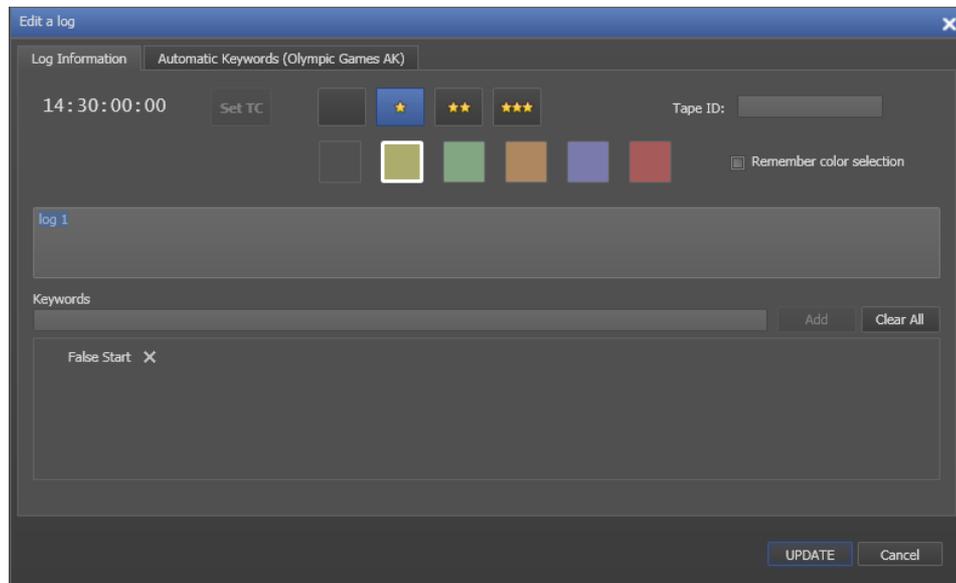
Once created, the log entries can be edited and/or viewed in a Video Display.

You access the **View** and **Edit** options when right-clicking on a log entry and selecting one of the View/Edit options displayed in the contextual menu. See section "Log Entry Contextual Menu" on page 11 for a description of all the options.

### 1.7.2. How to Edit a Log Metadata

To edit a log metadata, proceed as follows:

1. Right-click the log entry you want to edit in the Logsheet grid.  
The Log contextual menu opens.
2. Select **Edit** from the contextual menu.  
The Edit a Log window opens allowing the modification of the log metadata:



- Once the log entry is modified, click the **UPDATE** button to confirm the modifications. The log entries are updated.



#### Note

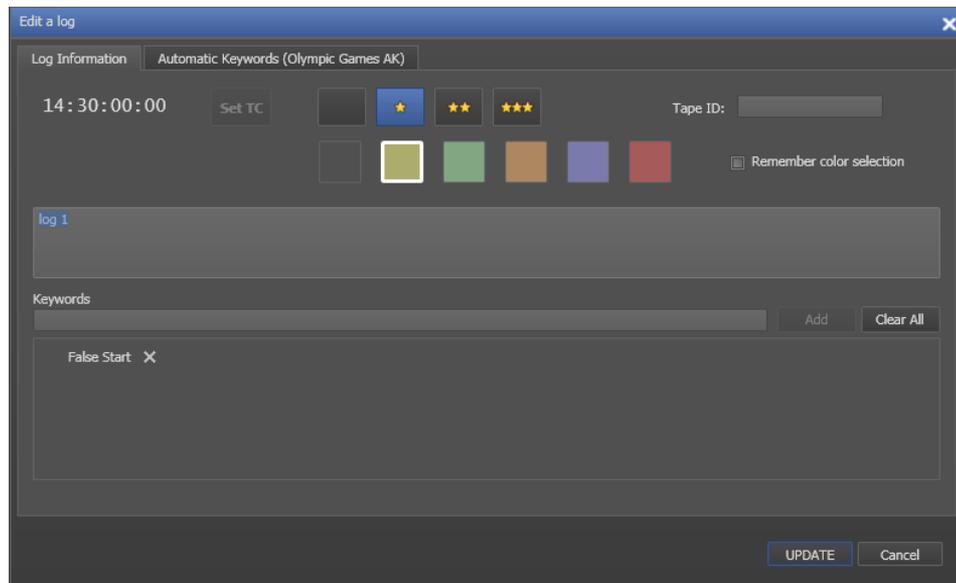
You may change some data, such as interest level, color, ..., for multiple logs at once: select all the lines to edit and choose the data you want to associate to all of them in the Edit log window.

### 1.7.3. How to Edit the Timecode of a Log Entry

The timecode position can be manually modified in the **Timecode** field of the Edit a Log window.

To edit the timecode of the log entry, proceed as follows:

- In the Logsheet grid, right-click the log entry for which the timecode has to be edited. The Log contextual menu opens.
- Select the **Edit** or **View and Edit** command. The **Edit** command displays the Edit a Log window.



The **View and Edit** command also loads the log on the player channel associated to IPLogger at the relevant timecode position.

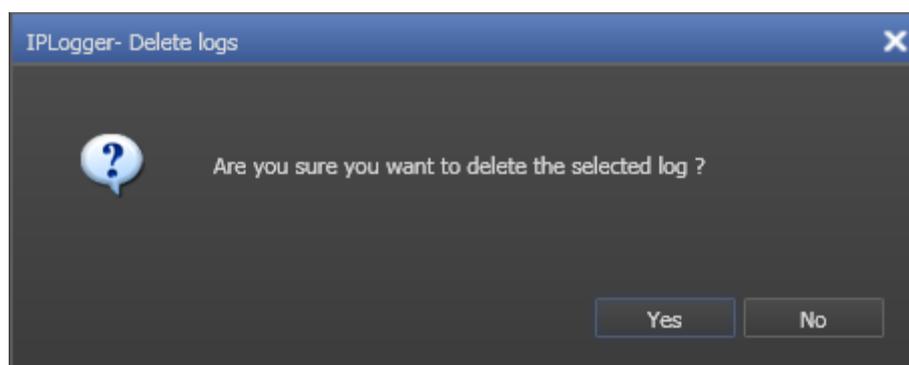
3. Do one of the following:
  - Type the new timecode for the log in the **Timecode** field of the Edit a Log window.
  - Browse the loaded media to the new requested position and click the **Set TC** button in the Edit a Log window. The new timecode is then displayed in the **Timecode** field.
4. Click the **UPDATE** button to confirm the TC modification.

## 1.7.4. How to Delete a Log Entry

To delete a log, proceed as follows:

1. In the opened logsheet, select one or several logs you want to delete.
2. Right-click the log entry.  
The Log contextual menu opens.
3. Select **Delete** from the menu.

The following message is displayed:



4. Click **YES**.

## 1.7.5. How to View an Event on a Log

To view an entry from a logsheet (i.e. load the log on the player channel at the relevant timecode position), proceed in one of the following ways:

### Double-Click a Log Line

1. Associate a player channel or the Software Player to the IPLogger main window and the same player to a Control Panel.
2. Click:
  - Double-click a log entry in collapsed view to load the log from the recorder selected as "preview" in the step 3 of the Create a New Logsheet wizardOR
  - Expand the log line to see all the recorders selected as relevant recorders and click a recorder channel name for the log, in the expanded view, from which to load the log.

The log is loaded on the player channel or on the Software Player at the log timecode.

### View Option from the Contextual Menu

1. Associate a player channel or the Software Player to the IPLogger main window and the same player to a Control Panel.
2. Right-click the log entry (collapsed view).

The Log contextual menu is displayed.
3. Select **View** from the menu.

The log is loaded on the player channel or on the Software Player at the timecode of the log entry on the record channel defined as the preview channel for the logsheet.

## 1.7.6. How to Load a Clip Containing a Log

Two types of clips contain a log timecode: protect media clips and clips automatically associated to a log.

Both types are listed in the Logsheet grid and can be loaded on a player channel or a Software Player.

To load such a clip, proceed as follows:

1. Associate a player channel or the Software Player to the IPLogger main window and the same player to a Control Panel.
2. Expand the log line by clicking the small arrow.
3. Click the "Protect Media" clip or the associated clip you want to preview.

The clip is loaded on the player channel or on the Software Player.

## 1.8. Refreshing Associations between Logs, Clips and Keywords

### 1.8.1. Introduction

The Logging Manager provides options to manage the links between the clips and the logsheet.

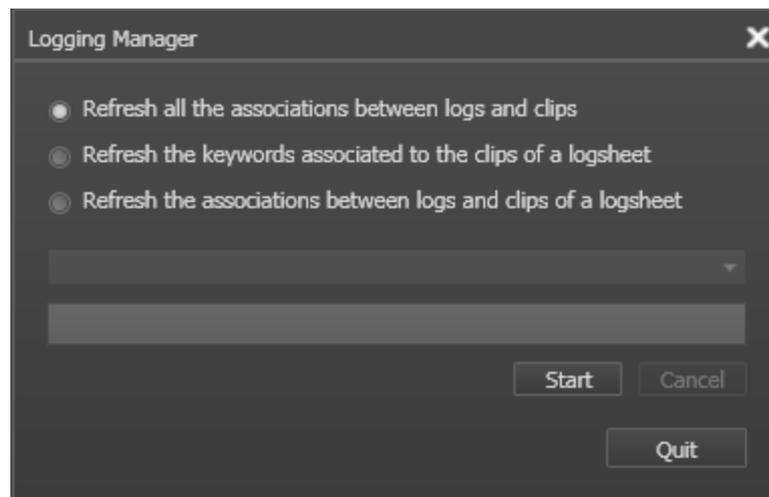
It is accessed from the Tools menu of the Menu bar in the IPDirector main window.



#### Warning

Please note that this function is only available for administrators and should be used cautiously.

---



### 1.8.2. Refresh Operations

The operations available from the Logging Manager are explained hereafter.

Users must click **Start** to launch the refresh operation.

#### Refresh all Associations between Logs and Clips

This option refreshes all links for all logged events and clips present in the IPDirector and XNet network.

#### Refresh the Keywords Associated to the Clip for a Logsheet

When users select this option, they must then choose a logsheet from the list. This refreshes any keywords that should be associated with a clip within the specified logsheet.

## Refresh the Association between Logs and Clips for a Logsheet

When users select this option, they must then choose a logsheet from the list. This refreshes any association between logged events and clips within the specified logsheet.

# 1.9. Entering a Timecode Offset

## 1.9.1. Context of Use

Imagine the logs and the recordings are made in different locations or on two different setups with a timecode offset between the two. For example, the images are recorded live at the event while the loggers work in a studio, with IPLogger on their laptop. The log entries receive the PC timecode of the laptop and the recordings have the actual live timecode.

When the clips are associated to the logsheet, the timecodes of the clips and the logs will not match and you need to enter an offset. This timecode offset will be applied when:

- importing a logsheet on a setup or
- importing all the media related to a logsheet.

## 1.9.2. Limitations

The TC Offset is available only when:

- the logsheet is not locked
- the user has the appropriate rights to modify the logsheet
- there are log entries in the logsheet

## 1.9.3. How to Define a Timecode Offset to Synchronize Existing Logs and Clips

A tool is available to synchronize the timecode of the logs with the timecode of the clips associated to the logsheet. To enter a timecode offset between logs and clips, proceed as follows:

1. Click **File > TC Offset**

The following window opens:

| TC in logsheet  | Corresponds to  | TC in clip      |
|-----------------|-----------------|-----------------|
| 09:53:13:22     | 09:53:13:22     | 09:53:13:22     |
| 02-Feb-2012 LTC | 02-Feb-2012 LTC | 02-Feb-2012 LTC |

Calculated Offset

+ ---:---:---:---

OK Cancel

2. Enter a value in one of the **TC** fields and press **ENTER**.
3. The field is validated and the other TC values are recalculated.
4. Click **OK** to confirm or **CANCEL** to discard changes.



#### Warning

In this case, new log entries, made after entering the offset, will not have the offset applied to them. Entering the TC Offset should only be done when the logsheet is completely finished.

## 1.9.4. How to Synchronize a Whole Logsheets from a Loaded Image

The users can apply an offset on a whole logsheet by synchronizing one of the logs to an image loaded on a player channel. To do so, proceed as follows:

1. Associate a player channel to IPLogger. See section "How to Assign a Player Channel to IPLogger" on page 25.
  2. Open a Control Panel and associate the same player channel to it.
  3. Click the log to load it on the player channel.
  4. Move through the media until you reach the image actually corresponding to the log.
  5. Right-click the log line in the Logsheets grid.  
The Log contextual menu is displayed.
  6. Select **Synchronize this log with the image loaded on the player** from the menu.
- All the timecodes from the logsheet are reset.

## 1.9.5. How to Apply a Timecode Offset at Log Creation

If the operators are slow or they are logging on a delayed feed, they can decide to apply an offset at log entry. The offset is applied to the timecode when the user creates the log. To do so, proceed as follows:

1. Select **Tools > Settings > IPLogger**.
2. In the **Apply a TC offset at log creation on a live feed** field, enter a value in msec for the offset.
3. Click **OK**.

Each time you will create a new log, the offset will automatically be applied to the log timecode:

Log timecode = timecode when you have clicked the **New** button – offset value

## 1.9.6. Applying a Timecode Offset at Automatic Log Export

When defining a directory for automatic log export in the Remote Installer, an offset can be specified. This could be, for example that the two setups are in different time zones. Refer to the Technical Reference manual for more information.

# 1.10. De-Activating a Logsheet

## 1.10.1. Context of Use

While a logsheet is active, it generates database activity and network traffic. Whenever a clip is created, for example, the database is searched and every logsheet that contains a timecode that is in the clip will be updated.

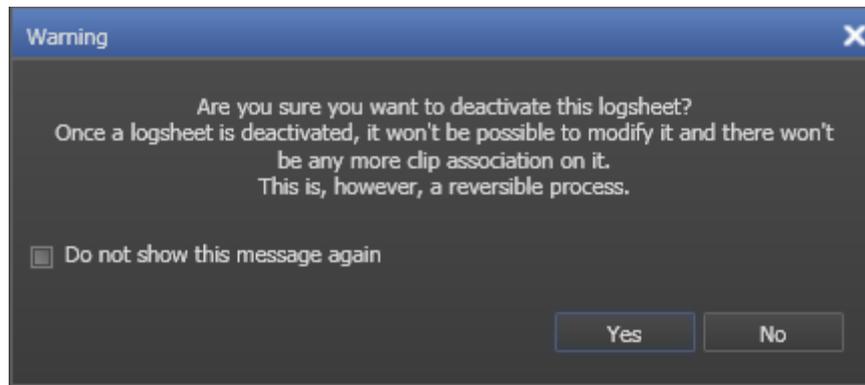
De-activating logsheets when they are completed will improve the performance of the system. Logsheets will no more be processed in the database, which reduces the database activity and network load. It is, however, possible to browse all its logs as usual.

## 1.10.2. How to De-Activate a Logsheet

To de-activate a logsheet, proceed as follows:

1. Open the logsheet to be de-activated.
2. In the File menu, select **De-activate logsheet**.

The following warning message is displayed:



If you select the checkbox **Do not show this message again**, this warning will not appear the next time you de-activate a logsheet.

3. Click **Yes**.

After a logsheet has been de-activated:

- the logsheet cannot be updated
- no new log entries can be added
- the logsheet offset cannot be changed
- the logsheet properties cannot be changed

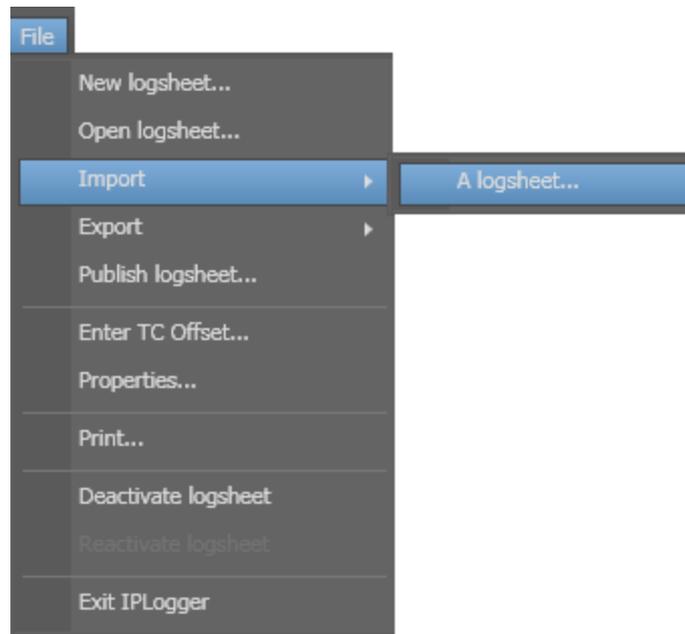
### 1.10.3. Re-Activating a Logsheet

When a de-activated logsheet is opened in IPLogger, the File menu contains the command **Re-Activate Logsheet**. This will restore the logsheet to the active status.

## 1.11. Publishing and Transferring Logsheet and Logsheet Profile

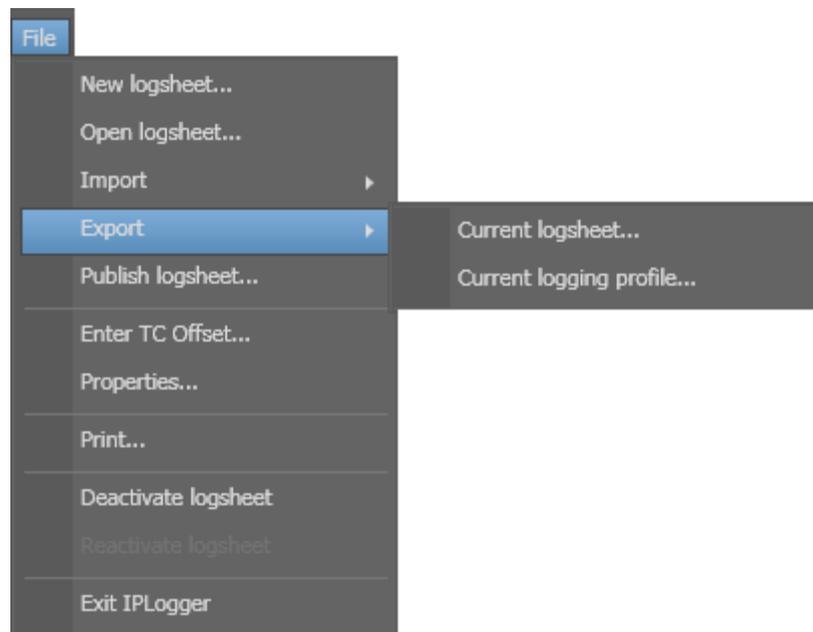
### 1.11.1. Importing an Existing Logsheet

If a logsheet has been created on another unconnected IPDirector workstation in a separate location (for example at a sports venue) and the logsheet is to be used on a different system, (for example in a post production area), it can be imported using the **Import** command of the IPLogger **File** menu.



## 1.11.2. Exporting an Existing Logsheetsheet

If a logsheet is to be used within a different system, it can be exported using the **Export** command of the IPLogger File Menu.



The logsheet can be exported in 2 different formats: XML or CSV.

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

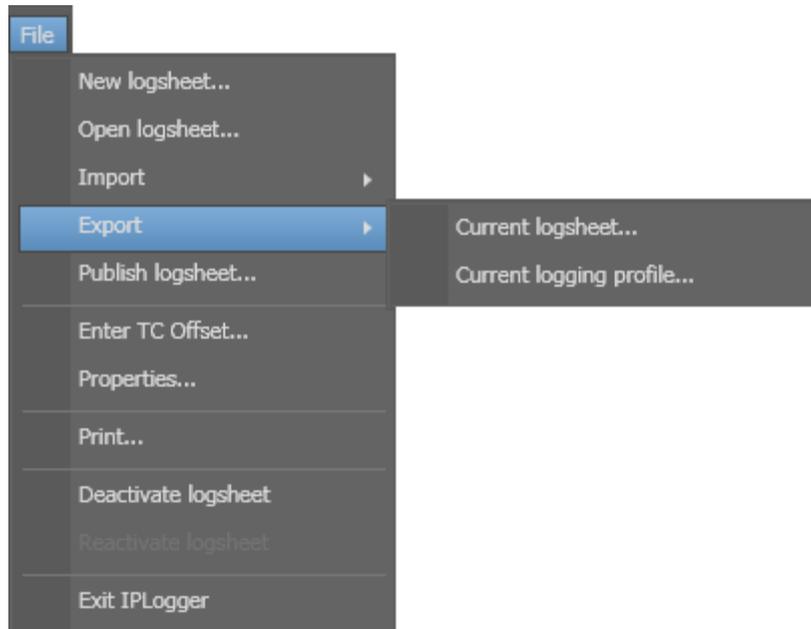
During the export process, the logsheet keywords and the logs keywords appear in the XML or CSV file in the order they have been entered by the logger.

An example of an XML Profile is shown below:

```
<?xml version="1.0" encoding="iso-8859-1"?>
<logging_profile>
  <header>
    <name>US Open Tennis - CBS</name>
    <description> Logging Profile for the US Open Tennis
  </description>
  </header>
  <user_fields>
    <user_field>
      <header>Logger Name</header>
      <type>TEXT</type>
    </user_field>
    <user_field>
      <header>Court</header>
      <type>COMBO</type>
      <values>
        <value>COURT 1</value>
        <value>COURT 2</value>
        <value>COURT 3</value>
        <value>COURT 10</value>
        <value>COURT 11</value>
      </values>
    </user_field>
  </user_fields>
  <automatic_keywords>
    <automatic_keyword>
      <header>GAME</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>SET</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>MATCH</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>SERVING</header>
      <type>COMBO</type>
    </automatic_keyword>
  </automatic_keywords>
</logging_profile>
```

### 1.11.3. Exporting a Current Logsheet Profile

To export the currently used logsheet profile as an .XML file, use the **File > Export > Current Logging Profile** option.

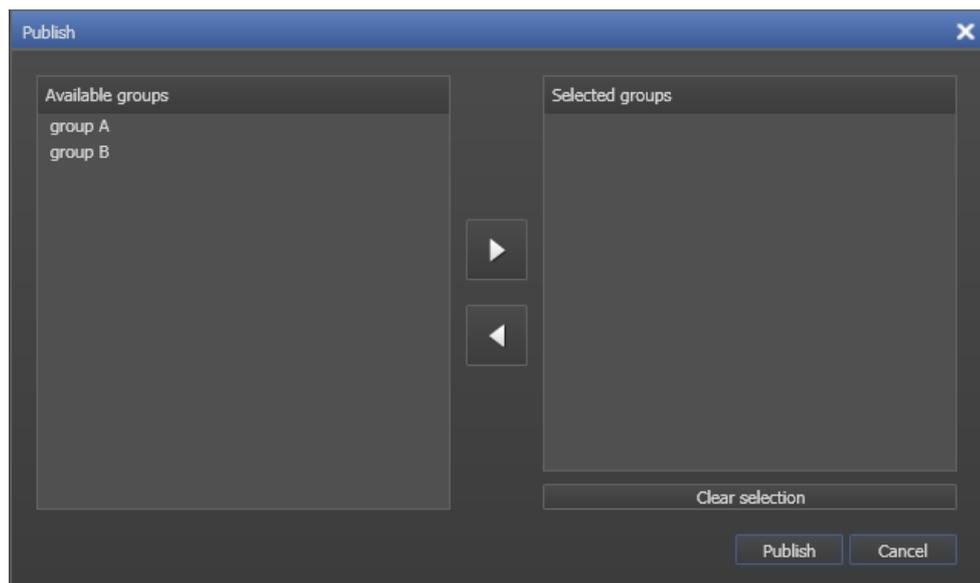


### 1.11.4. How to Publish a Logsheet

To publish a logsheet to groups of users from the IPLogger, proceed as follows:

1. Open the logsheet you want to publish.
2. Select **Publish from the File contextual menu.**

The Publish logsheet window opens.



3. Select the user group(s) to which you want to publish the logsheet in the Available Groups area. Keep **CTRL** pressed to select multiple groups.
4. Click the **Right Arrow** button to move the selected user groups from the Available Groups to the Selected Groups.
5. Click the **Publish** button.

All users belonging to the selected user groups and having visibility rights on the logsheet will be able to view it.

## 1.12. Printing a Logsheet

### 1.12.1. How to Print a Logsheet

To print a logsheet, proceed as follows:

1. Open the logsheet via the **File > Open Logsheet** menu.
2. Select **Print** from the File contextual menu.

The Print Logsheet window opens.

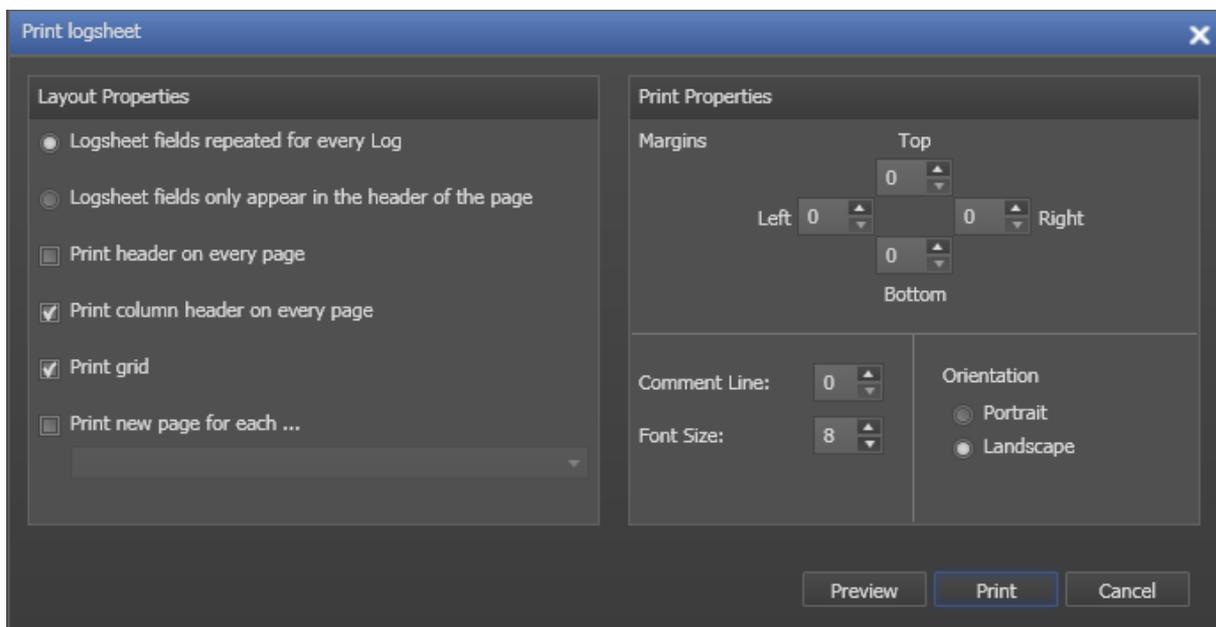
3. Set the print options.

See section "Print Logsheet Window" on page 50 for more information on the print options.

4. Click the **Print** button.

The logsheet is printed on the default printer.

### 1.12.2. Print Logsheet Window



The logsheet table is not automatically adapted for the printout. The printout reflects what is displayed on the screen in the IPLogger window. This implies the following:

- The column width may have to be adapted on the screen.
- The column position may have to be modified by a drag-and-drop operation of the column heading to the requested position in the table.
- The columns which are not requested in the printout should be hidden. To hide a column, right-click the column header and click **Hide**.
- If the value in a cell is displayed on two lines, only the first line will be printed. The column width should be adapted to have only one line per record.

The following table describes the available layout properties:

| Option   | Description  | Default      |
|--|--|--------------|
| <b>Logsheet fields repeated for every log</b>                | When this radio button is selected, the fields specified in the logsheet header are repeated for each log record.  | Selected     |
| <b>Logsheet fields only appear in the header of the page</b> | When this radio button is selected, the fields specified in the logsheet header are not repeated in each log record.   | Not Selected |
| <b>Print header on every page</b>                            | When this check box is selected, the logsheet properties are printed on every page.  | Cleared      |
| <b>Print column header on every page</b>                     | When this check box is selected, the column headers are printed on every page.   | Selected     |
| <b>Print grid</b>  | When this check box is selected, the grid lines are printed.   | Selected     |
| <b>Print new page for each ...</b>                           | When this check box is selected, the user can select a field in the drop-down list to start a new page in the printout when the given field has a new value.<br>If a field in the logsheet specifies the sport name in an athletics event, for example, you can specify to have a new page started in the printout each time a new sport is specified in this field. | Cleared      |

The following table describes the available print properties:

| Option              | Description  | Default   |
|---------------------|--|-----------|
| <b>Margins</b>      | Top, left, right and bottom margins on the printed output.           | 0         |
| <b>Comment Line</b> | Number of lines to be added for comments after each log record.      | 0         |
| <b>Font Size</b>    | Font size to be used in the printout.                                | 8         |
| <b>Orientation</b>  | Page orientation, landscape or portrait, to be used in the printout. | Landscape |

## 1.13. IPLogger Shortcuts

In the IPDirector main window, the menu **Tools > Define Shortcuts** in the menu bar allows you 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 IPLogger with shortcuts, the default values are shown. These can be modified and saved by the system user if desired.

The unavailable shortcuts are defined as Channel Management shortcuts and are available in IPLogger. For more information, refer to the Shortcut section.

| Description                            | Current Value |
|--|---------------|
| New log from LIVE                      | Ctrl-Space    |
| New log from Player                    | Space         |
| Edit log                               | Shift-Return  |
| View & Edit log                        | Ctrl-Return   |
| PLAY/PAUSE                             | Shift-P       |
| PLAY                                   | P             |
| Var play                               | Ctrl-P        |
| Change the speed of the on-air element | ,             |
| Fast Forward (FF)                      | F             |
| Fast Reverse (FR)                      | W             |
| E/E                                    | L             |
| Return                                 | X             |
| Snap to LIVE                           | Q             |
| TAKE                                   | Ctrl-T        |
| Activate/Deactivate 2nd controller     | D             |
| Mark IN                                | I             |
| Clear IN                               | Ctrl-I        |

| Description                     | Current Value |
|---------------------------------|---------------|
| Goto IN                         | A             |
| Mark OUT                        | O             |
| Clear OUT                       | Ctrl-O        |
| Goto OUT                        | E             |
| Turn OSD ON or OFF              | Shift-F5      |
| Lock/Unlock channel             | Ctrl-L        |
| Change LOOP mode                | Y             |
| Send clip to default bin        | Shift-B       |
| Append clip to default playlist | Shift-A       |
| Send to Archive (default Xfile) | Shift-X       |
| Save clip                       | S             |

## 1.14. IPLogger Settings

You can define the settings for IPLogger from the IPDirector main window via **Tools > Settings > IPLogger**.

| Option  | Description  |
|---|--|
| <b>Apply a TC offset at log creation on a live feed</b> | <p>To compensate for a delay in the logging relative to the image being viewed, you can enter a timecode delay in milliseconds.</p> <p>If you are for example logging a sports event in London, while the event is being recorded in China, there could be a small delay between the clip and the timecode in your logsheet.</p> <p>The TC delay may also be used to compensate for the reaction time of the logger, i.e. the delay between the instant the action happens and when the logger clicks the <b>New</b> button.</p> <p>The offset value must be included in the range "0 – 3 600 000" msec.</p> |
| <b>Protect Media Prefix</b>                             | <p>Determines the prefix to be added to the clip name when clips are created using the Protect Media feature.</p>  |
| <b>Warning Messages</b>                                 | <p>Determines whether or not warning messages will appear when certain actions are performed.</p>  |

Another setting exists under **Tools > Settings > Clips > General** for the automatic creation of clips based on logs. Refer to section "Settings" in the chapter about System Management.

## 2. Keyword Management

### 2.1. Introduction

#### 2.1.1. Product Overview

Keywords are an essential element to the IPDirector system, bridging the gap between the EVS video servers and a conventional database by allowing the user to search for material using keywords which relate to the media rather than searching by storage locations.

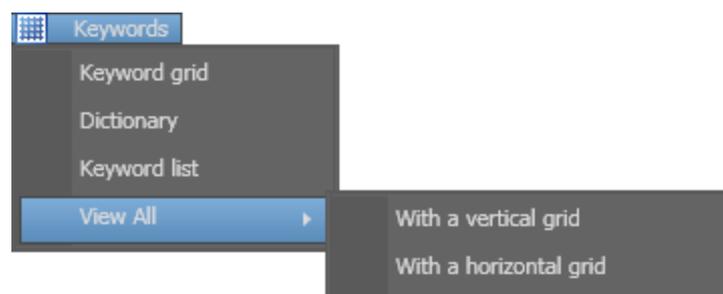
Keywords allow you to perform searches in logs or clip elements in a unified manner. Every user can thus be certain that the media and logs are indexed in a structured manner so as to provide accurate search results.

This application provides tools to add data to the database. It allows the addition of individual words, importation of existing Keyword Grids of up to 300 keywords, or the importation of 3<sup>rd</sup> party text data into the IPDirector database. Using keyword management tools it is possible to create and edit Keyword Grids, Keyword Dictionaries and also to import and export keyword files between different IPDirector installations. Keyword files made on an EVS video server are also importable.

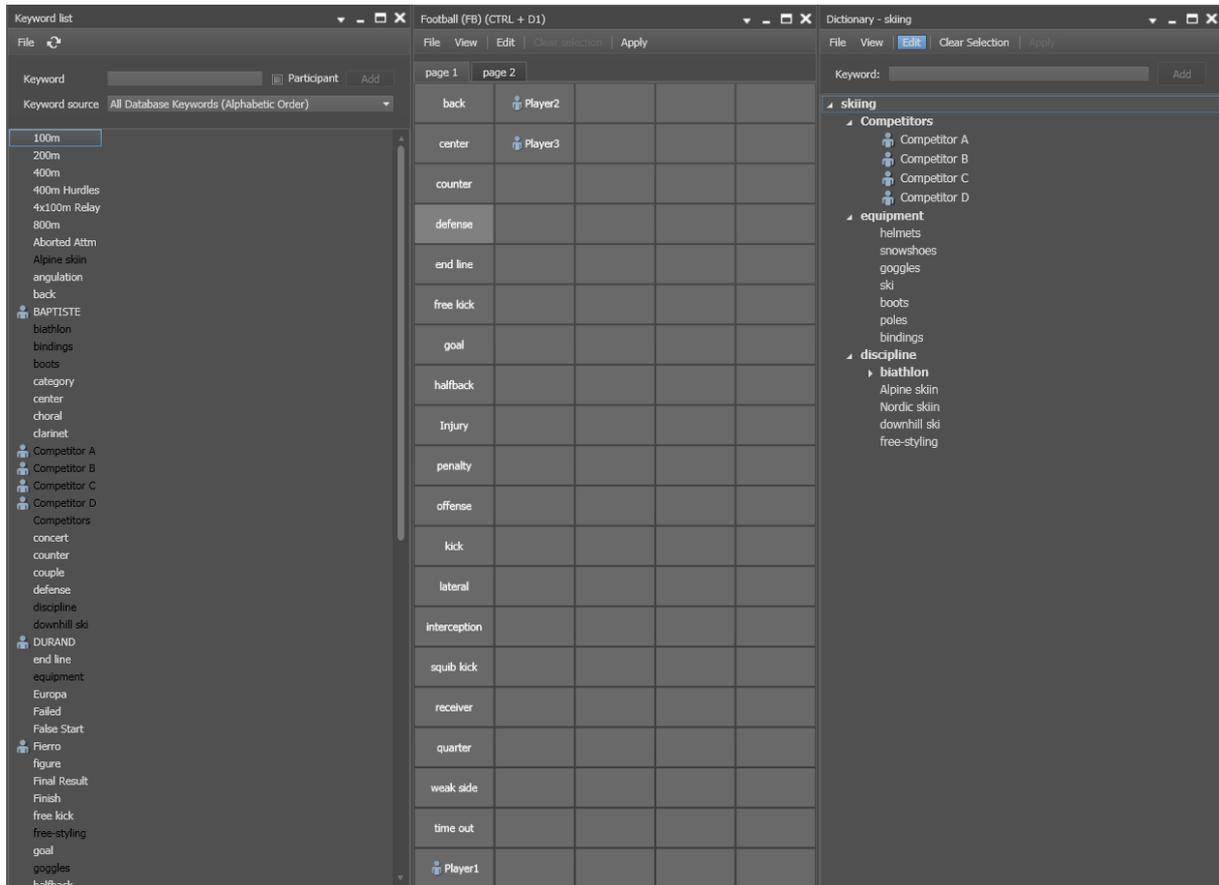
Dictionaries allow you to manage all your keywords in a structured hierarchy. This hierarchy allows for similar items to be grouped under headings that are collapsible and expandable.

#### 2.1.2. Opening the Keyword Tools

Keyword List, Keyword Grid and Dictionary can be opened separately or all together by selecting the corresponding option from the Keywords menu of the Application bar:



The **View All** option will show the three windows at once:



## 2.2. Keyword List Tool

### 2.2.1. Purpose

The Keyword List tool allows adding, removing or renaming keywords in the IPDirector database.

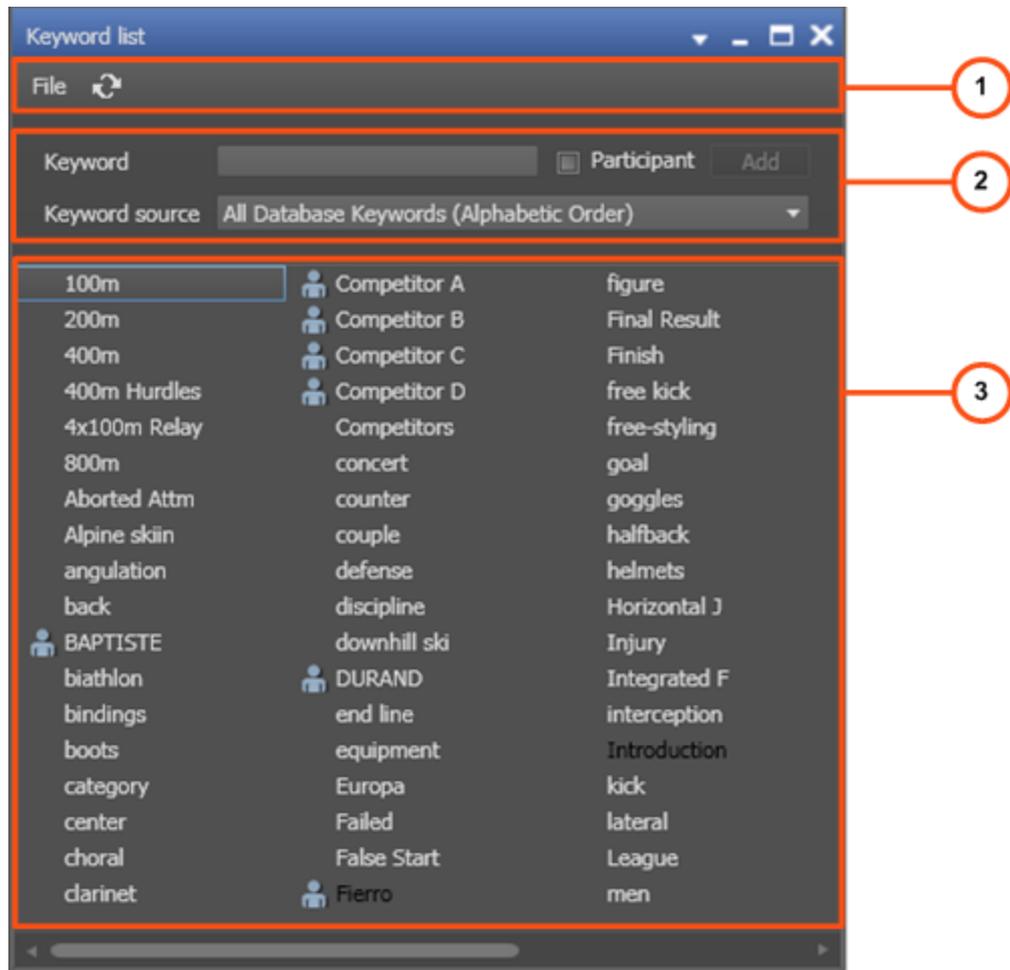
The keywords list is kept in the IPDirector database which means that you work with shared data.

All actions undertaken on keywords will have repercussions on each IPDirector of the same XNet network.

### 2.2.2. User Interface

#### Overview of the Keyword List Window

The Keyword List window contains the main areas highlighted on the following screenshot and shortly described in the table below:



| Area |                       | Description  |
|------|-----------------------|--|
| 1.   | Toolbar               | The Toolbar mainly provides a File menu with import and export functions.<br>See section "Toolbar" on page 56.   |
| 2.   | Keyword Creation Area | This area is used to enter new keywords in the keyword list.<br>See section "How to Create Keywords" on page 58.<br>Two types of keywords can be defined: standard or participants.<br>See section "Keywords List" on page 57. |
| 3.   | Keywords List         | This area shows all the keywords from the database, a selected keyword grid or a selected dictionary.<br>See section "Keywords List" on page 57.   |

## Toolbar

### Keyword List File Menu

The menu items in the File menu of the Keyword List are detailed in the table below:

| Menu Item                         | Description  |
|-----------------------------------|--|
| <b>Import</b>                     | Allows the import of a keyword list from a file (.txt format).   |
| <b>Undo last import</b>           | Cancels the last import of keywords.   |
| <b>Export</b>                     | Allows exporting keywords into a file (.txt format).   |
| <b>Delete all unused keywords</b> | Allows deleting all keywords that are not associated with any clip element or log. See section "Deleting Keywords" on page 59. |

## Keyword List Refresh Button

Several users can add keywords from different IPDirector workstations at the same time. In some cases, the list is not refreshed automatically.

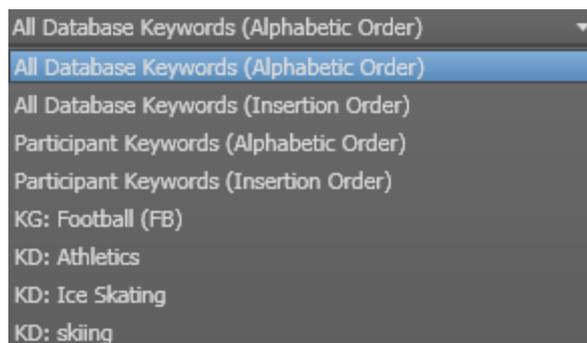
You can force the refresh by selecting the **Refresh** button on the menu bar of the Keyword List tool.

## Keywords List

### Keywords List Selection

You can change the way the keywords are displayed in the list by selecting one of the following options in the **Keyword Source** field:

- All Database Keywords (Alphabetic Order)
- All Database Keywords (Insertion Order)
- Participant Keywords (Alphabetic Order)
- Participant Keywords (Insertion Order)
- KG: Keyword Grid Name: this option only displays keywords and participant keywords from a specific Keyword Grid.
- KD: Dictionary Name: this option only displays keywords and participant keywords from a specific Dictionary.



## Keyword Types

A distinction can be made between standard keywords and participant keywords. The participant keywords can be used for the competitor or player names. The standard keywords can be used for actions

By default, the keywords are defined as standard keywords.

The participant keywords are differentiated by a little blue icon next to the keyword in the Keywords List.



## Keyword Contextual Menu

The Keyword contextual menu is available when right-clicking a keyword in the Keywords List. The table below describes the available options:

| Field                                | Description   |
|--------------------------------------|---|
| <b>Rename Keyword</b>                | Used to rename a keyword. See section "How to Rename Keywords" on page 59.  |
| <b>Delete Keyword</b>                | Used to delete a keyword. See section "Deleting Keywords" on page 59.   |
| <b>Define as Participant Keyword</b> | Used to change a standard keyword to a participant keyword. The option is only available from standard keywords.  |
| <b>Reset Participant Keyword</b>     | Used to change a participant keyword to a standard keyword. The option is only available from participant keywords. In this case, a warning message will be displayed asking you to confirm the action. |

### 2.2.3. How to Create Keywords

To create a keyword in the database, proceed as follows:

1. Open the Keyword List tool.
2. Type the keyword in the **Keyword** field:



3. If you want to define the keyword as a participant keyword, select the **Participant** box.



4. Click the **Add** button.

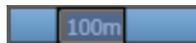
The keyword is added to the Keyword List and could later be used in a Keyword Grid or a Dictionary.

## 2.2.4. How to Rename Keywords

To rename a keyword, proceed as follows:

1. In the selected keyword list, right-click the keyword to be renamed.
2. Select **Rename Keyword** from the contextual menu.

The keyword name is highlighted:



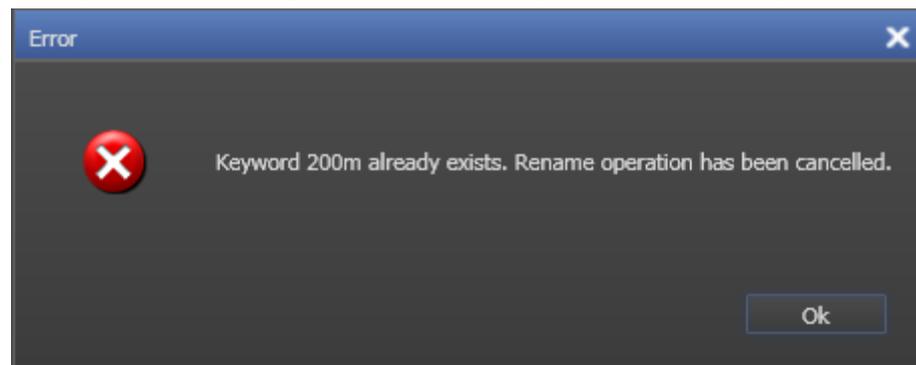
3. Enter the new name in the **Keyword** field.
4. Press **ENTER** to validate your modification.



### Note

The system does not accept several keywords having the same spelling (case non sensitive).

If a keyword with the same spelling is already present in the list, a pop-up displays an error message and does not allow you to rename the keyword:



## 2.2.5. Deleting Keywords

You have two options to delete keywords

- Delete selected keywords from the keyword list
- Delete all the unused keywords

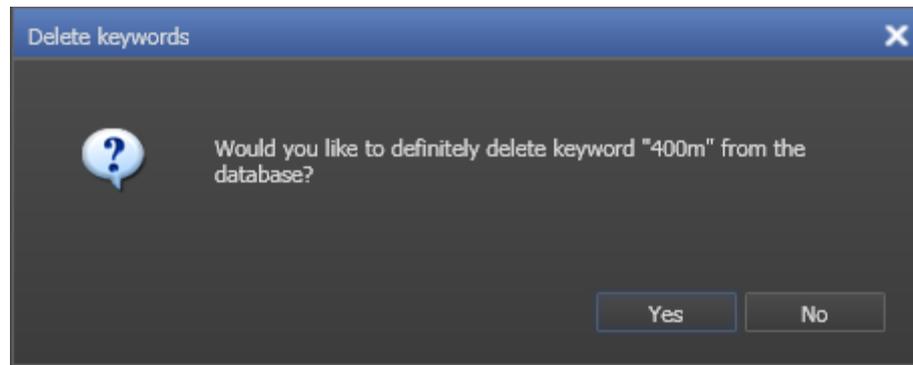
### How to Delete Selected Keywords

To delete one or more selected keywords, proceed as follows:

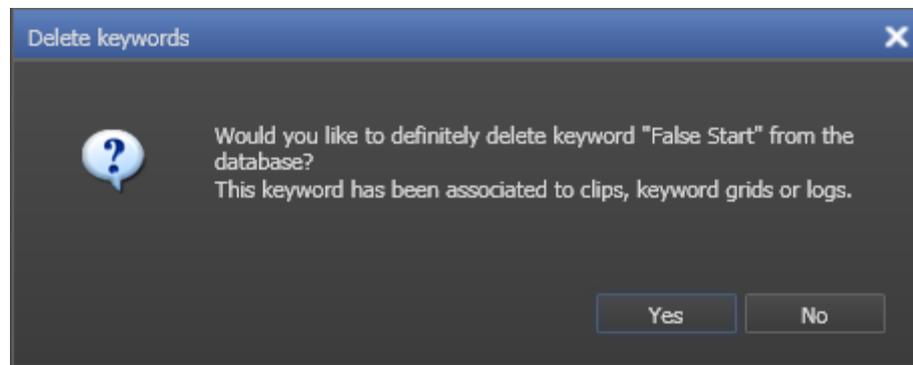
1. In the Keyword List tool, select the keyword(s) to delete from the list.  
Use **CTRL + CLICK** or **SHIFT + CLICK** for a multiple selection.
2. Right-click and select **Delete Keyword** from the contextual menu.

A popup is displayed:

- If the keyword is not already used:



- If the keyword is already used:



3. Click **YES** to delete the keyword.

The keyword is deleted.

## How to Delete All Unused Keywords

To delete all unused keywords in the database, proceed as follows:

1. Click the **File** button to display the File menu.
2. Select **Delete All Unused Keywords**

## 2.2.6. Importing and Exporting Keywords

### Rules for Keyword File Import

Before importing the keyword file, check the file structure and the settings to ensure that the following conditions are met:

- Each keyword in the keyword file must be on its own line within the file.
- The general IPDirector settings in the Remote Installer must be set to manage 64 character keywords. Otherwise, the keywords will be truncated to 12 characters if they are longer.
- The text file does not contain extra characters, such as #, %, @, TABS, etc.

## How to Import Keywords

Once you have checked that all the conditions are met to perform a proper keyword file import (see previous section), you can import a keyword file with multiple keywords in it, for instance a team line-up or squad.

To import keywords, proceed as follows:

1. In the Keyword List, click the **File** button to display the File menu.
2. Select **Import**

The Keyword Import window opens.

3. In this window, select the .txt file that contains the keywords to import.

The keywords are imported in the general keyword list. Once the keywords have been imported in the general keyword list, you can add them to a keyword grid or dictionary.

## How to Cancel the Last Keyword Import

To cancel the last import of keywords, proceed as follows:

1. Click the **File** button to display the File menu.
2. Select **Undo Last Import**

## How to Export Keywords

To export the current listed keywords into an external file, proceed as follows:

1. In the Keyword List, click the **File** button to display the File menu.
2. Select **Export** from the File menu

The Keyword Export window opens.

3. In the window, select the folder in which to export the .txt file.
4. Type a name for the .txt file.
5. Click the **Save** button.

The keywords are saved in the given .txt file stored in the specified folder.

This file can be used to transport a set of keywords between two IPDirector workstations in different locations and not on the same IPDirector network.

## 2.3. Keyword Grid Tool

### 2.3.1. Purpose

A keyword grid allows the user to build groups of up to 300 keywords. These keyword grids will first be used in the logging and creation of the metadata, to be associated with logsheets and individual clip elements. Subsequently they can be used to search the metadata to retrieve required media.

---

The Keyword Grid tool allows creating, modifying or deleting keyword grids in the IPDirector database.

**Note**

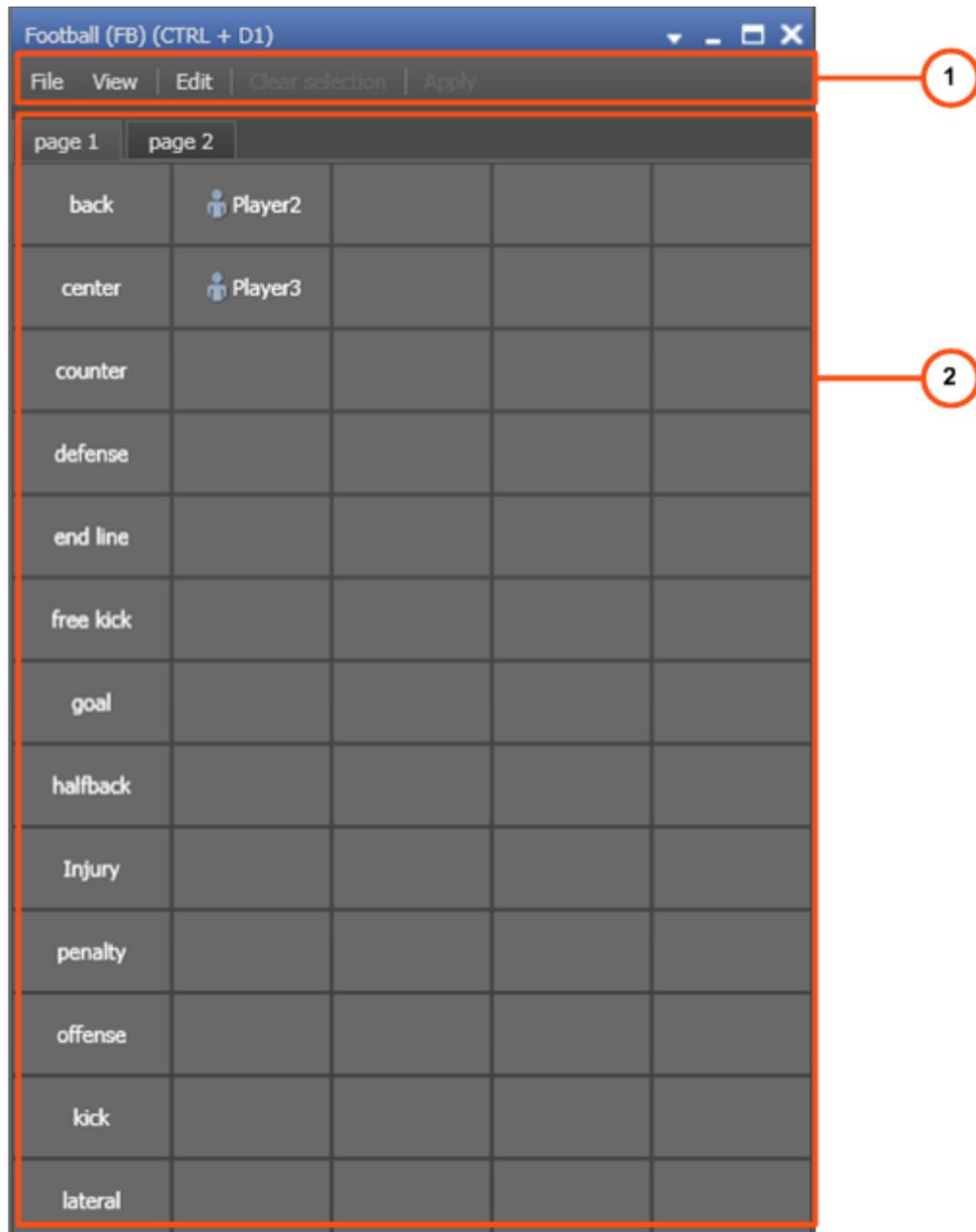
The Keyword Grids are kept in the IPDirector database which means that you work with shared data. All actions undertaken on Keyword Grids will have reverberated on each IPDirector of the same XNet network.

---

## 2.3.2. User Interface

### Overview of the Keyword Grid Window

The Keyword Grid window contains the main areas highlighted on the following screenshot and shortly described in the table below:



| Area |                   | Description  |
|------|-------------------|--|
| 1.   | Toolbar           | The Toolbar provides functions for performing operations on keyword grids. |
| 2.   | Keyword Grid Area | This area shows all the keywords from the selected keyword grid.           |

## Keyword Grid File Menu

### Options

Clicking the **File** button displays the File menu.

The various menu items in the File menu of the Keyword Grid are detailed in the table below:

| Menu Item      | Description   |
|----------------|---|
| <b>New</b>     | Opens the Create Keyword Grid window to define a new keyword grid and optional description.   |
| <b>Rename</b>  | Allows the users to rename an open keyword grid.  |
| <b>Open</b>    | Allows the users to select an existing keyword grid.  |
| <b>Publish</b> | Allows the users to publish the open keyword grid to predefined user groups.  |
| <b>Delete</b>  | Allows the deletion of the keyword grid from the database.  |
| <b>Import</b>  | Allows the import of a keyword grid from a file in one of two ways depending on the selection: <ul style="list-style-type: none"> <li>• Import in a new keyword grid</li> <li>• Import into the current keyword grid</li> </ul> Choosing <b>Import into the current keyword grid</b> will replace all the keywords in the current keyword grid. |
| <b>Export</b>  | Opens a window to allow a file to be created with the currently selected keyword grid and to be stored or exported to another database. This format is the same as for an EVS video server allowing the direct import of the file to an EVS video server.   |

### File Format for Keyword Grid Import

The file used to import a keyword grid must be a text file with a .xml or .kwd extension.

A line of text must have the following format:

**Position = keyword**

where the position is the location of the keyword on the grid.

Only one keyword per line of text should be used

**Example:**

1 = Jones

2 = Touchdown

3 = Pass

## Keyword Grid View Options

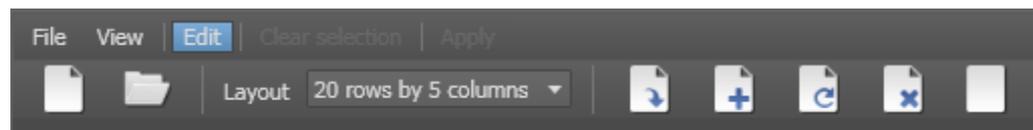
Clicking the **View** button displays the View menu.

The various menu items in the View menu of the Keyword Grid are detailed in the table below:

| Menu Item              | Description                                       |
|------------------------|---|
| <b>Empty Position</b>  | Shows or hides the empty keywords cells.          |
| <b>Description</b>     | Shows the keyword grid description.               |
| <b>Keyword Numbers</b> | Shows the index number of each keyword in a grid. |

## Keyword Grid Editing Toolbar

Clicking the **Edit** button displays the Editing toolbar.



The Editing toolbar gives access to some of the editing functions from the File menu.

## Editing Buttons

The table below describes the editing buttons.

| Menu Item | Description   |
|-----------|---|
|           | Opens the New Keyword Grid window to create a new keyword grid.                       |
|           | Opens a keyword grid.   |
|           | Inserts a page in the open grid.  |
|           | Appends a page at the end of the open grid.   |
|           | Opens the Rename Page window to rename the selected page of the open keyword grid.    |
|           | Deletes the selected page of the open keyword grid.                                   |
|           | Clears a page, i.e. removes keywords from the selected page of the open keyword grid. |

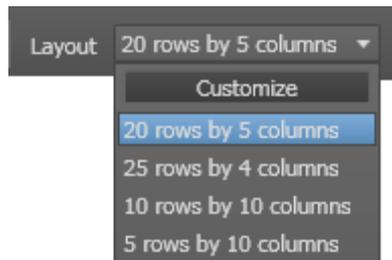


### Note

If the width of the keyword grid window has been changed, the above mentioned buttons may not appear as visible. At this time, the user must select the arrow on the right of the Editing Toolbar to display all the hidden icons.

## Keyword Grid Layout Field

At any moment, you can change the layout of your Keyword Grid by selecting a predefined layout or a custom one using the customize option. This can be done from the **Layout** field in the Editing toolbar.



## Keyword Contextual Menu

The Keyword contextual menu is available when right-clicking a keyword in the Keywords Grid. The table below describes the available options:

| Field                                | Description   |
|--------------------------------------|---|
| <b>Cut</b>                           | Cuts the selected keyword.  |
| <b>Copy</b>                          | Copies the selected keyword.  |
| <b>Paste</b>                         | Pastes the keyword which has just been cut or copied.   |
| <b>Clear Selected Position</b>       | Clears the keyword from the keyword grid.   |
| <b>Define as Participant Keyword</b> | Used to change a standard keyword to a participant keyword. The option is only available from standard keywords.  |
| <b>Reset Participant Keyword</b>     | Used to change a participant keyword to a standard keyword. The option is only available from participant keywords. In this case, a warning message will be displayed asking you to confirm the action. |
| <b>Change Color</b>                  | Used to change to foreground and/or background color of a cell. See section "How to Set Keyword Cell Color" on page 69.   |
| <b>Reset Color</b>                   | Used to reset the foreground and/or background color of a cell. See section "How to Set Keyword Cell Color" on page 69.   |

### 2.3.3. How to Create a New Keyword Grid

To create a new keyword grid, proceed as follows:

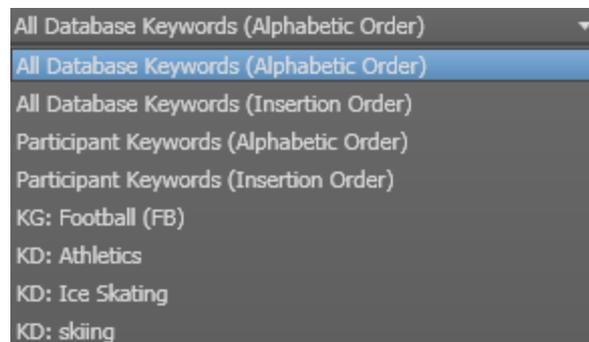
1. Open the Keyword Grid tool.
2. Select **New** from the File menu.

The New Keyword Grid window opens:

3. Type a name for the keyword grid in the **Name** field, and a description in the **Description** field, if required.
4. In the three following fields, specify the number of pages, rows in a page and columns in a page that the keyword grid should contain.
5. Click **OK**.

The keyword grid is created with the parameters specified. It opens automatically in Edit mode.

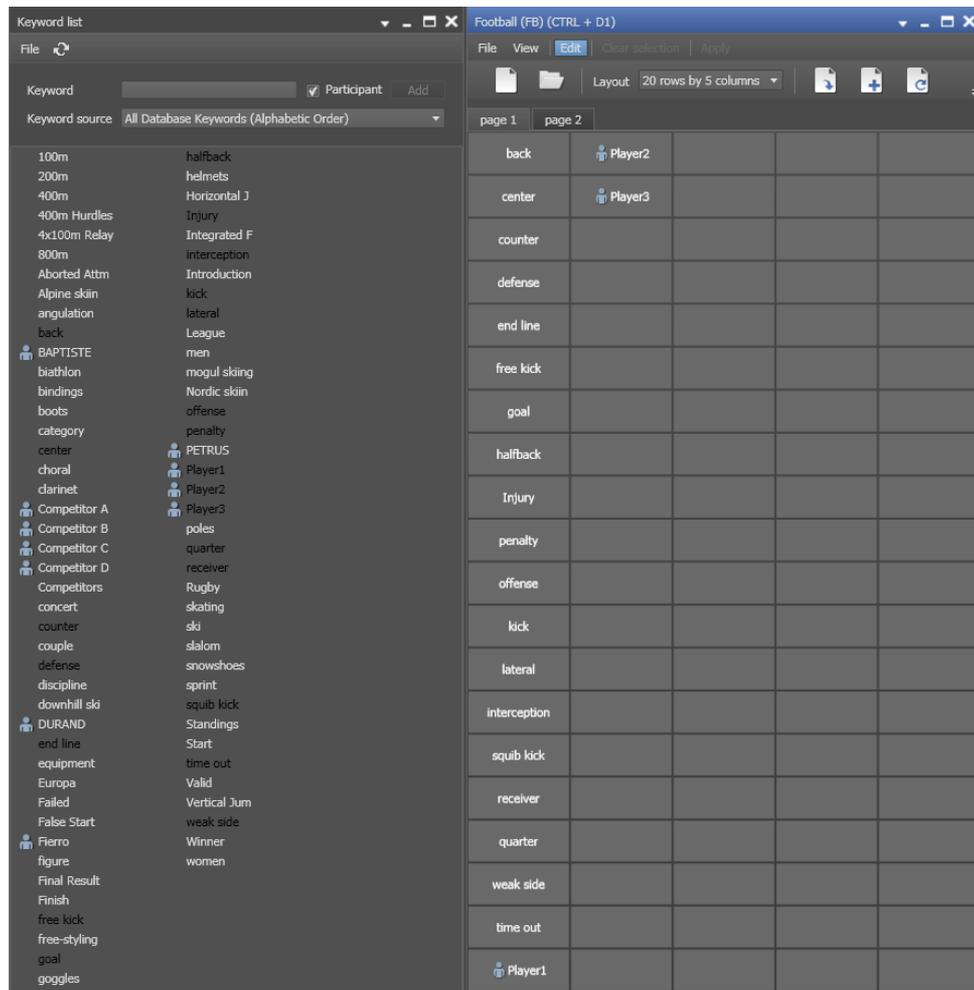
Once the keyword grid is created, it becomes available in the Keyword List, from the **Keyword Source** field, with "KG" in front of the keyword grid name.



## 2.3.4. How to Add Keywords to a Keyword Grid from a Keyword List

To add keywords from a keyword list to a keyword grid, proceed as follows:

1. Open the Keyword List and Keyword Grid tools next to each other on your workspace:



The Keyword List displays the keywords that have been entered in the database.

2. Select the **Edit** command in the toolbar of the Keyword Grid.
3. In the Keywords list, select the keywords to be added to the keyword grid. Click **CTRL+CLICK** or **SHIFT+CLICK** for a multiple selection.
4. Drag the selected keywords in the first cell of the keyword grid where you want to copy the keywords.

The keywords are added to the keyword grid.

The keywords added to the keyword grid have then a black foreground in the Keyword List.

## 2.3.5. How to Add Keywords to a Keyword Grid from a Dictionary Branch

A part of a Dictionary tree can be used to populate a Keyword Grid. Proceed as follows:

1. Open the keyword grid you want to edit.
2. Open the dictionary containing the keywords. See section "Dictionary Tool" on page 70 for more information.
3. Select the **Edit** command in the menu bar of both windows.

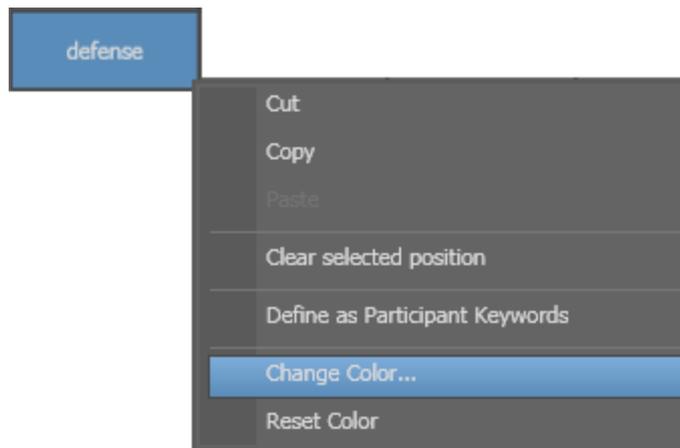
4. In the Dictionary, select the highest element of the branch of keywords you want to copy.
  5. Use **SHIFT** and drag this element to the keyword grid.
- All the elements of this branch are added to the keyword grid.

## 2.3.6. How to Set Keyword Cell Color

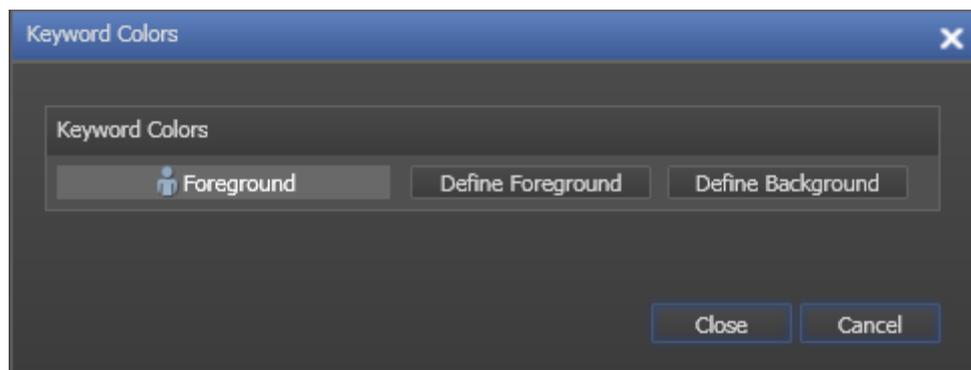
If you want to highlight some frequently used keywords or organize them visually in groups in a grid, you can assign a background or foreground color to keyword cells.

To modify the foreground and/or the background color of a cell, proceed as follows:

1. Open the keyword grid you want to edit.
2. Select the **Edit** command in the menu bar.
3. Right-click the cell you want to edit.
4. Select **Change Color** from the contextual menu:

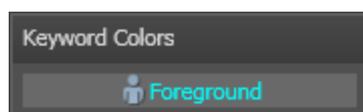


The Keyword Colors window opens:



5. To apply a foreground color to the cell, click the **Define Foreground** button and select the color you want to apply, and then click **OK**.

The **sample** field in the Keyword Colors window shows you an example of your selection:



- To apply a background color to the cell, click **Define Background** button and select the color you want to apply, and then click **OK**.

The **sample** field in the Keyword Colors window shows you an example of your selection:



- Click the **Close** button.

The selected cell displays your color selection:

**Note**

To reset the Foreground or Background color, select **Reset Color** from the contextual menu.

## 2.4. Dictionary Tool

### 2.4.1. Purpose

In a dictionary, users can organize keywords in a tree structure.

The Dictionary tool allows creating, modifying or deleting dictionaries in the IPDirector database.

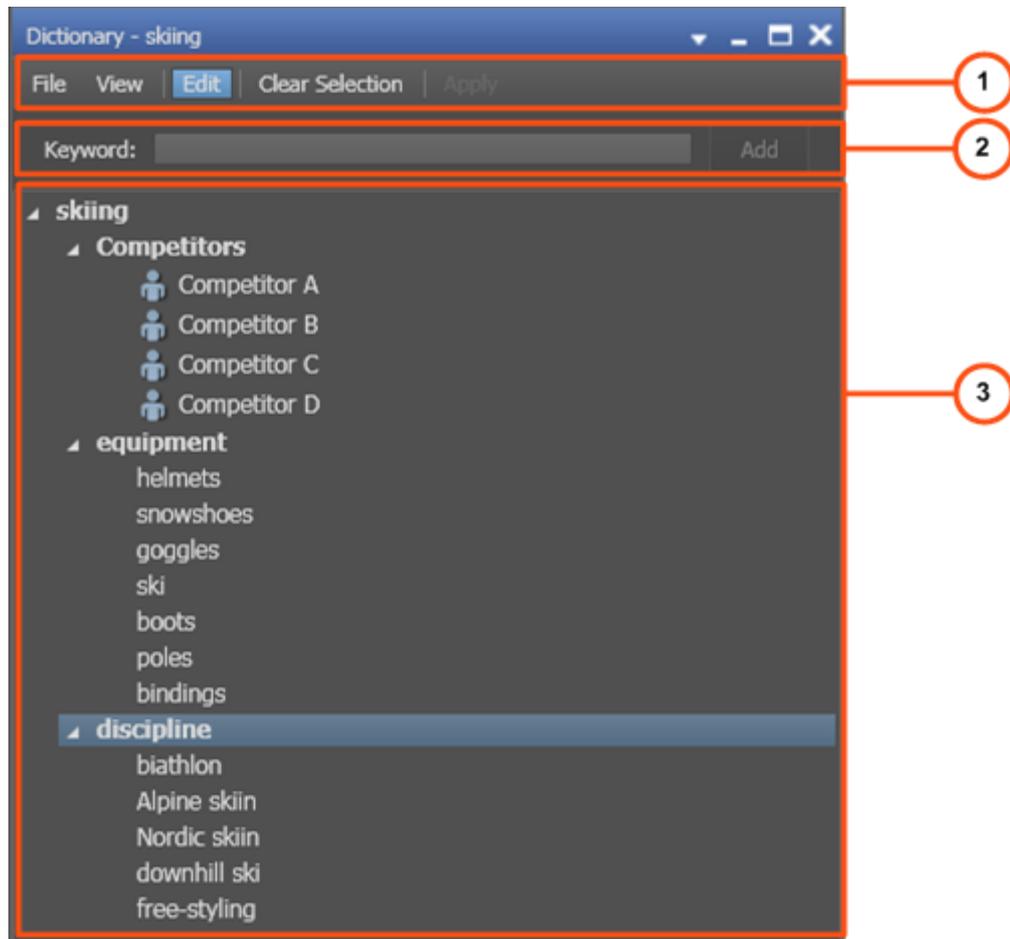
**Note**

The dictionaries are kept in the IPDirector database which means that you work on shared data. All updates performed on dictionaries will be reverberated on each IPDirector.

### 2.4.2. User Interface

#### Overview of the Dictionary Window

The Dictionary window contains the main areas highlighted on the following screenshot and shortly described in the table below:



| Area                     | Description   |
|--------------------------|---|
| 1. Toolbar               | The Toolbar provides functions for performing operations on dictionaries. |
| 2. Keyword Creation Area | This area is used to enter new or existing keywords in the dictionary.    |
| 3. Keywords Tree         | This area shows all the keywords from the selected dictionary.            |

## Keyword Dictionary File Menu

Clicking the **File** button displays the File menu.

The various menu items in the File menu of the Dictionary are detailed in the table below:

| Menu Item      | Description  |
|----------------|--|
| <b>New</b>     | Opens the Create a New Dictionary window to define a new dictionary.       |
| <b>Rename</b>  | Allows the users to rename an open dictionary.                             |
| <b>Open</b>    | Allows the users to select an existing dictionary.                         |
| <b>Publish</b> | Allows the users to publish the open dictionary to predefined user groups. |

| Menu Item     | Description  |
|---------------|--|
| <b>Delete</b> | Allows the deletion of the dictionary from the database.     |
| <b>Import</b> | Allows the import of a dictionary from a file (.xml format). |
| <b>Export</b> | Allows the export of a dictionary to a file (.xml format).   |

## Keyword Dictionary View Option

Clicking the **View** button displays the View menu.

The menu item in the View menu of the Dictionary is detailed in the table below:

| Menu Item               | Description   |
|-------------------------|---|
| <b>Show Description</b> | Shows the dictionary description which has been entered at the dictionary creation. |

## Dictionary Editing Area

Clicking the **Edit** button displays the Editing area.



The Edit button is highlighted when the Edit mode is enabled.

This mode allows the user to add keywords via the **Keyword** field or to perform other actions on keywords.

## Keyword Contextual Menu

The Keyword contextual menu is available when right-clicking a keyword in the Dictionary. The table below describes the available options:

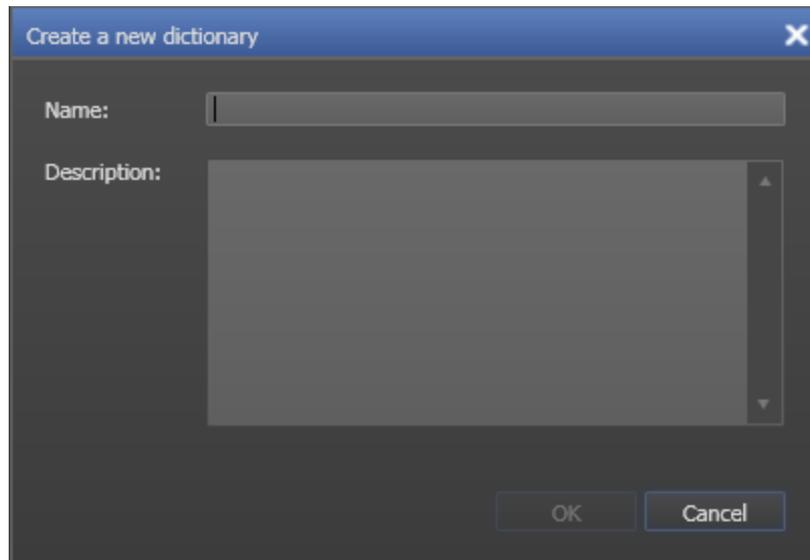
| Field                                       | Description   |
|---|---|
| <b>Rename Keyword</b>                       | Used to rename a keyword.   |
| <b>Define as Participant Keyword</b>        | Used to change a standard keyword to a participant keyword. The option is only available from standard keywords.  |
| <b>Reset Participant Keyword</b>            | Used to change a participant keyword to a standard keyword. The option is only available from participant keywords. In this case, a warning message will be displayed asking you to confirm the action. |
| <b>Remove a Keyword from the Dictionary</b> | Removes the selected keyword from the open dictionary.  |

## 2.4.3. How to Create a New Dictionary

To create a new dictionary, proceed as follows:

1. In the Dictionary tool, select **New** from the File menu.

The Create a New Dictionary window opens:



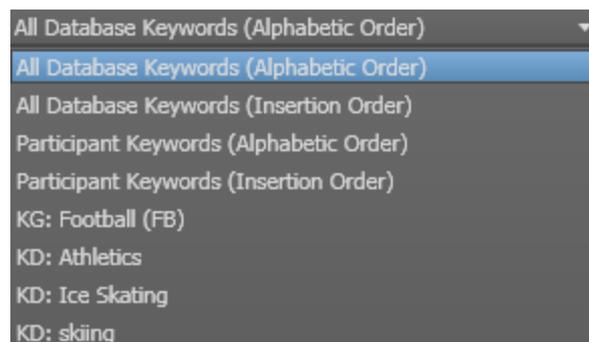
2. Type a name for the dictionary in the **Name** field, and a description in the **Description** field, if required.

The name you give to your new dictionary take place as the root of your keywords tree.

3. Click **OK**.

The dictionary is created.

Once the dictionary is created, it becomes available in the keyword list, from the **Keyword Source** field, with "KD" in front of the dictionary name.



## 2.4.4. Adding Keywords to a Dictionary

### Possible Ways to Proceed

There are several possible ways to add keywords to a dictionary.

You can create new keywords. In this case, the keywords will be added to the Keyword List as well.



You can also use keywords already existing in the Keyword List, by selecting them in the Keyword List or by using the Autocomplete function.

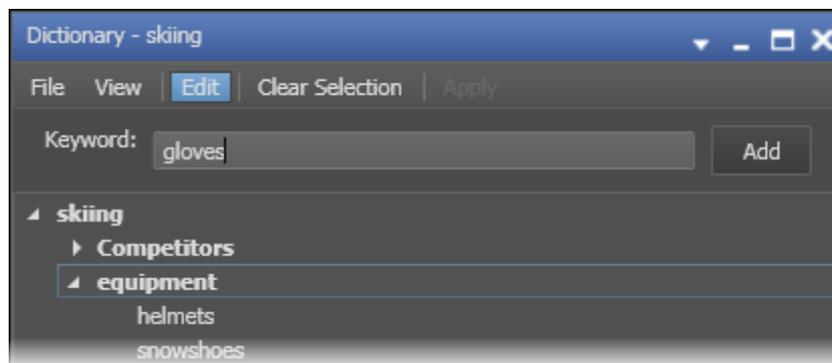
All the procedures are described hereafter.

### How to Add New Keywords to a Dictionary

To add new keywords to a dictionary, proceed as follows:

1. Open a dictionary via the **File > Open** menu of the Dictionary window.
2. Click the **Edit** button to enable the Edit mode .
 

The **Keyword** field and **Add** button are displayed at the top of the Dictionary window.
3. To insert a keyword at the root of the dictionary, type the word into the **Keyword** field and click **Add** or press **ENTER** on the keyboard.
4. To insert a child keyword, select the parent keyword in the dictionary and type the child keyword into the **Keyword** field. Then, click **Add** or press **ENTER** on the keyboard.



You can add as many keywords as you want in any of the tree branch.



#### Note

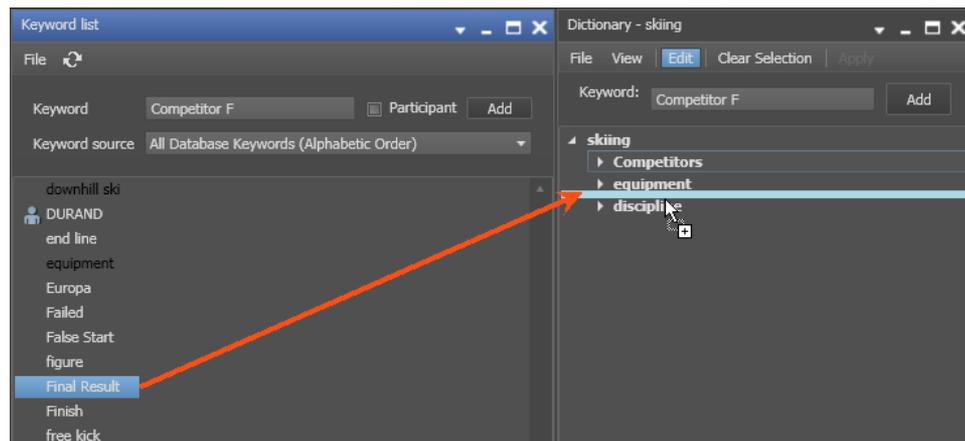
All new keywords added in a dictionary are automatically inserted in the database. They immediately appear in the Keyword List and can be used in keywords grids or other dictionaries.

## How to Add Existing Keywords in a Dictionary from a Keyword List

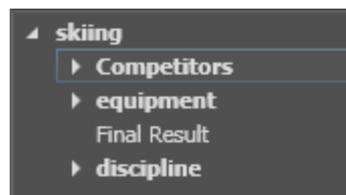
To add existing keywords from the Keyword List into a dictionary, proceed as follows:

1. Open the Keyword List and Dictionary tools next to each other on your workspace.
2. If you select **All Database Keywords** in the Keyword List, you will see all the keywords that have been entered in the database.
3. Open the dictionary you want to edit.
4. Click the **Edit** button of the dictionary to enable the Edit mode.
5. In the Keyword List, select the keywords to be added to the dictionary. Click **CTRL+CLICK** or **SHIFT+CLICK** for a multiple selection.
6. Drag the selected keywords to the dictionary, at the required position.

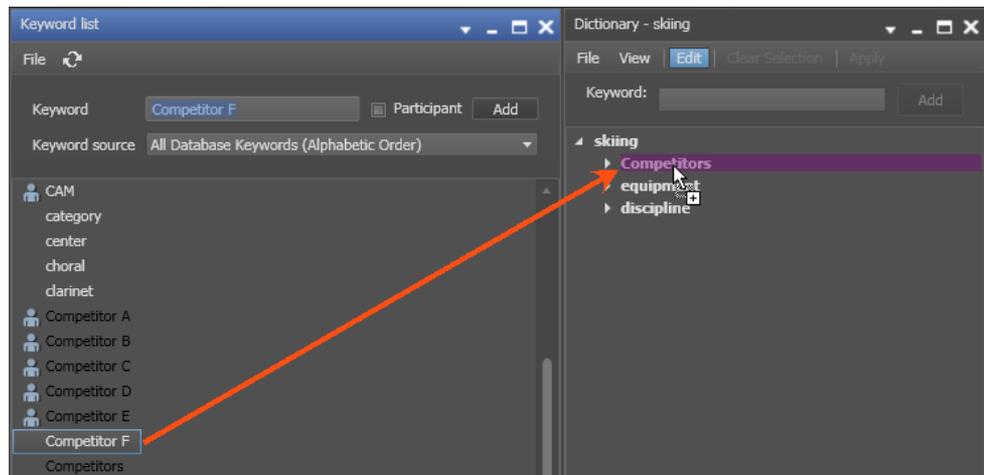
To move it/them between two keywords or parent keywords, the drop location must be indicated by a light blue line:



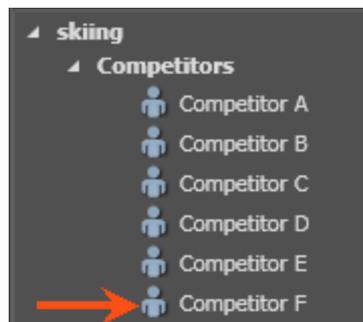
The keyword is added to the dictionary:



7. To move it/them under a parent keyword or to move it/them under a keyword which will become a parent keyword, this latter must be highlighted purple:



The keyword is added to the dictionary:



## How to Add Existing Keywords by Direct Entry in the Dictionary

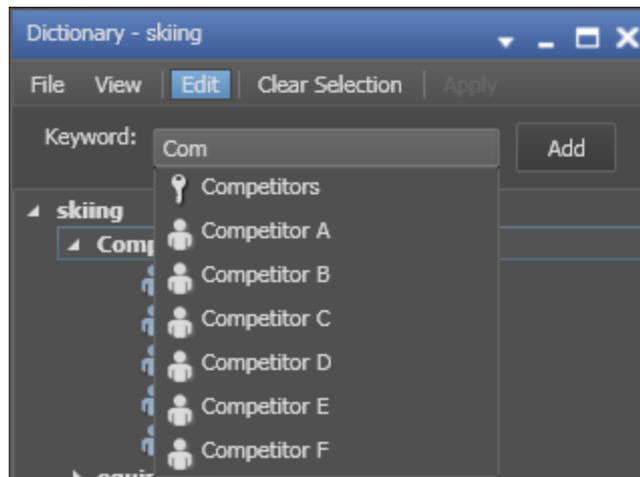


You can use the Autocomplete function to add keywords already existing in the Keyword List into a dictionary.

To do so, proceed as follows:

1. Open a dictionary via the **File > Open** menu of the Dictionary window.
2. Click the **Edit** button to enable the Edit mode .
3. In the dictionary, select the root where you want to insert the keyword.
4. Start typing the keyword into the **Keyword** field.

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



5. Select a line by using the mouse or the  key.  
The keyword is added to the dictionary.

## How to Add Keywords to Dictionary from a Keyword Grid

It is possible to copy keywords from Keyword Grid to Dictionary and vice-versa. To do so, proceed as follows:

1. Open both Keyword Grid and Dictionary tools.
2. In both windows, click the **Edit** button to active the Edit mode.
3. Select the keyword(s) in the keyword grid.
4. Drag them to the dictionary, at the required position.

### 2.4.5. How to Move Keywords within a Dictionary

To move keywords from one place to another in a dictionary, proceed as follows:

1. Open the Dictionary.
2. Click on the **Edit** button to enable the Edit mode .
3. Select the keywords you want to move.
4. Drag them to the new location.
  - To move it under a parent keyword, this latter must be highlighted purple.
  - To move it between two keywords or parent keywords, the drop location must be indicated by a light blue line

## 2.5. Assigning a Keyword to a Media

### 2.5.1. Introduction

Keywords can be assigned to media (clip, playlist, timeline, ingest, log, clip digitized from VTR) when it is created or when it is edited. This can be done in three different ways.



- You can start typing the keyword directly in the **Keyword** field of the Save/Edit window 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.

### 2.5.2. Conditions for the Use of a Keyword

The assignment of a keyword to an item will only be possible if the following conditions are met.

- The maximum number of keywords which can be assigned to the item has not already been reached. Otherwise, you are not allowed to type any letter in the **Keyword** field.
- The keyword typed in the **Keyword** field exists in the Keyword list.

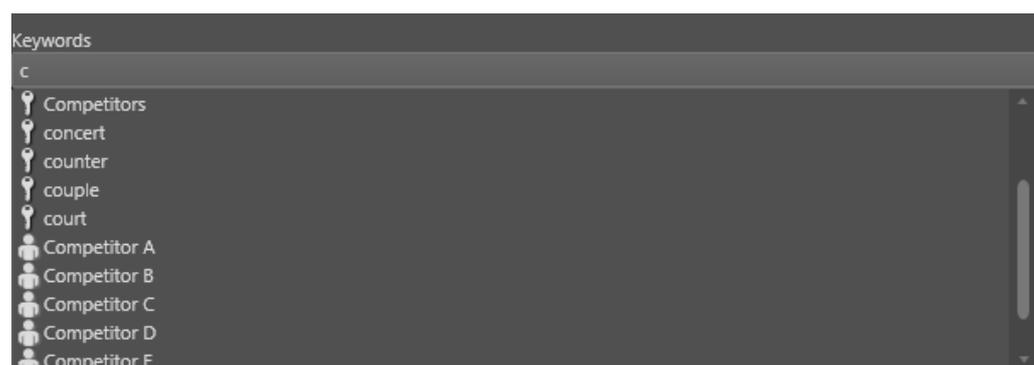
### 2.5.3. Assigning a Keyword by Direct Entry

#### Autocomplete List



The Autocomplete function is a help service for the capture of a keyword.

As soon as the users start typing in the **Keyword** field, the Autocomplete function provides a list of matching keywords, standard and participant, beginning with the typed letters and existing in the Keyword List.



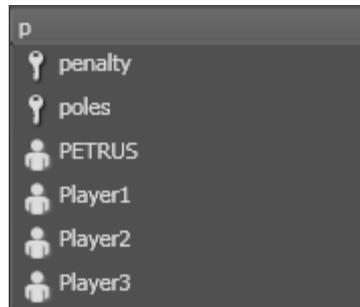
## How to (Un)Assign a Keyword to a Media by Direct Entry.



To assign a keyword to a media by direct entry in the Save [Media] window or the Edit [Media] window, proceed as follows.

1. Start typing a keyword in the **Keyword** field.

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



### Note

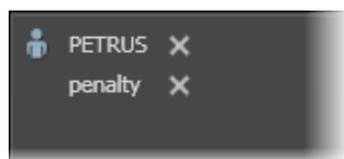
The **Add** button next to the **Keyword** field becomes available when all the letters of a keyword existing in the Keyword list have been typed in the **Keyword** field.

Refer to the section about the Autocomplete function in the chapter on Database Explorer for more information.



2. Select a line by using the mouse or the  key.
3. Press **ENTER**.

The keyword is displayed in the list of keywords assigned to the item.



4. To remove a keyword assigned to the media, click the **X** button next to the corresponding keyword.

To remove all the keywords assigned to the media, click the **Clear All** button.

## 2.5.4. Assigning a Keyword from a Keyword Tool

### How to (Un)Assign a Keyword to a Media from a Keyword Grid or Dictionary

You can choose to add keywords from a keyword grid or from a dictionary. When the media is being created or edited and the corresponding window (create or edit) is opened. The Edit mode must be inactive.

To do so proceed as follows:

1. Open the relevant keyword grid or the relevant dictionary.

The **Apply** button of the keyword grid should be enabled.



Otherwise, click the New/Edit window again.

2. Click the keyword.

It is added to the media window and it is highlighted in the keyword grid

or dictionary  **Competitor F**



3. To remove a keyword, click it again in the keyword grid or dictionary.

It is removed from the media window.

### How to (Un)Assign a Keyword using the Keyword Number from a Keyword Grid

When you work with the Keyword Grid tool, you can assign keywords using the keyword numbers associated with each keyword of the grid. They allow a fast selection of the keyword.

To assign a keyword to a log or clip using the keyword number, proceed as follows:

1. Open the relevant keyword grid and select **View > Keyword Numbers** to view the numbers associated to each keyword.
2. Open the Create/Edit Log, Create/Edit Playlist or New/Edit Clip window of the media in IPDirector.

The **Apply** button should become available in the keyword grid.



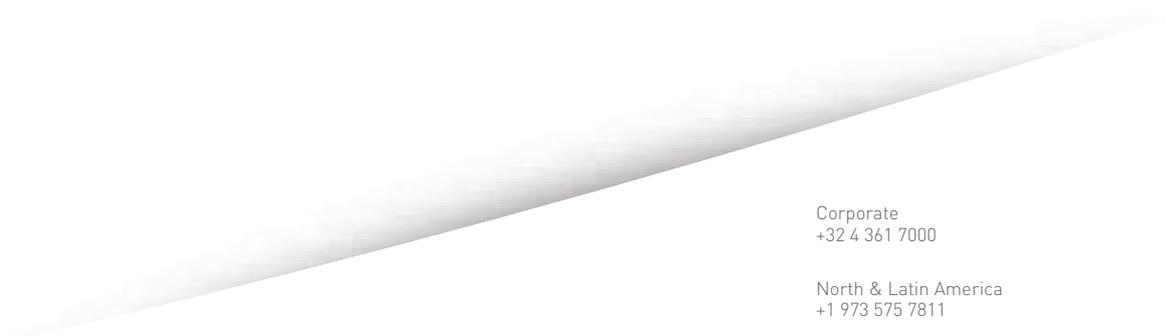
3. Click again in the keyword grid (the keyword grid window must be active instead of the other window).
4. On the keyword numeric pad, type the keyword number corresponding to the requested keyword and press **+**.

The keyword is added to the Create or Edit window.



5. To remove a keyword associated to an item, do one of the following:
  - Click it again in the keyword grid or dictionary.
  - On the keyword numeric pad, type the keyword number corresponding to the requested keyword and press –
  - Click the X button next to the keyword in the Create or Edit window.

The keyword is removed from the media window.



**EVS Headquarters**  
Liège Science Park  
16, rue Bois St Jean  
B-4102 Seraing  
Belgium

Corporate  
+32 4 361 7000

North & Latin America  
+1 973 575 7811

Asia & Pacific  
+852 2914 2501

Other regional offices  
[www.evs.com/contact](http://www.evs.com/contact)

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