

TECHNICAL REFERENCE

User Manager

Version 7.30 - May 2017



IPDirector



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What's New?

No section has been updated in the User Manager manual of IPDirector 7.30 (compared to version 7.20).



1. Introduction

1.1. Product Description

The User Manager allows you to define all users who will have access to the IPDirector systems.

The User Manager is also the place where global IPDirector settings and IPDirector shortcuts will be defined.

Users may belong to one or several groups, which can be used to restrict visibility to some elements from the IPDirector interface.

User profiles, which are sets of characteristics and rights, can be defined from the User Manager to ease the process of account creation.

Settings profiles can be defined to fit the settings requirements for specific categories of users.

These components (groups, profiles and settings profiles) will be created prior to defining user accounts.

When the system is integrated in an Active Directory domain, a profile can be directly linked to a Windows user group and user creation is no more required from the User Manager. So, users logged with their Windows credentials will be able to open IPDirector without additional access codes and they will be granted the user rights associated with the linked profile.

1.2. Definitions

User

A user is an individual who will use the system. The user is characterized by a login and a password and can have access to the system by entering a login and password.

Groups and Membership

A user can belong to a group, or several groups, of users. If not, he/she is a “stand alone” user. Defining groups of users will, for example, allow restrictions of visibility to some elements created by other members of the same group. Group membership is mainly used when many different broadcast partners are sharing content on the same IPDirector network.

Elements

In the IPDirector, the main elements are clips, bins, playlists, logsheets, logs, timelines and edits.

Ownership of elements: the owner of an element is the user who has created it. The ownership property can be used when defining the rights over elements management (creation, deletion,...).

Resources

The resources of the IPDirector are the recorder channels and the player channels of the servers the IPDirector is connected to.

Visibility

The visibility of an element or a resource determines what the user can see in the user interface.

User Profile

A user profile is a set of characteristics which can be automatically applied when a new user is created. It is a tool to help the administrator to define similar user accounts more quickly with less risk of errors.

A user account is not linked to the profile(s) which was used to define its rights. It means that if a profile is modified, the user characteristics created based on this profile will not be modified.

1.3. Starting the User Manager Application

Note to the Administrator

The User Manager is only available to users who have administrator rights on the system.

A generic administrator user has been created in the database to allow the administrator to log on the system the first time.

The login and password of this administrator user are provided in this manual so EVS strongly recommends that the administrator deletes this generic user as soon as he/she has created his/her own administrator user account with a different login and password.

Prerequisites

User Manager should be launched

- after the installation of the complete IPDirector set up,
- after the database parameters (server location, etc.) have been defined in the Remote Installer application
- after the Routing and SynchroDB services are started.

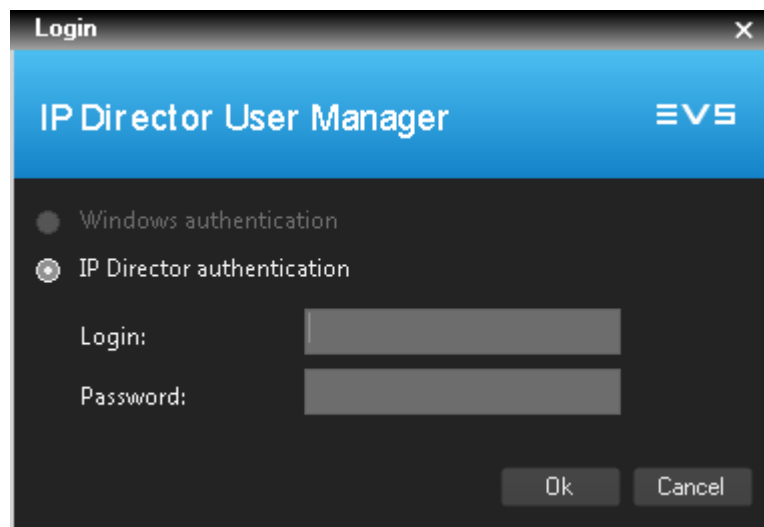
How to Start the User Manager

To launch the IPDirector User Manager,



1. Double click the  icon on your desktop.

The login window opens:



2. Enter the administrator login and password.



NOTE

If you log on for the first time on the system, you must use the following login and password (case sensitive):

- Login: administrator
- Password: evs

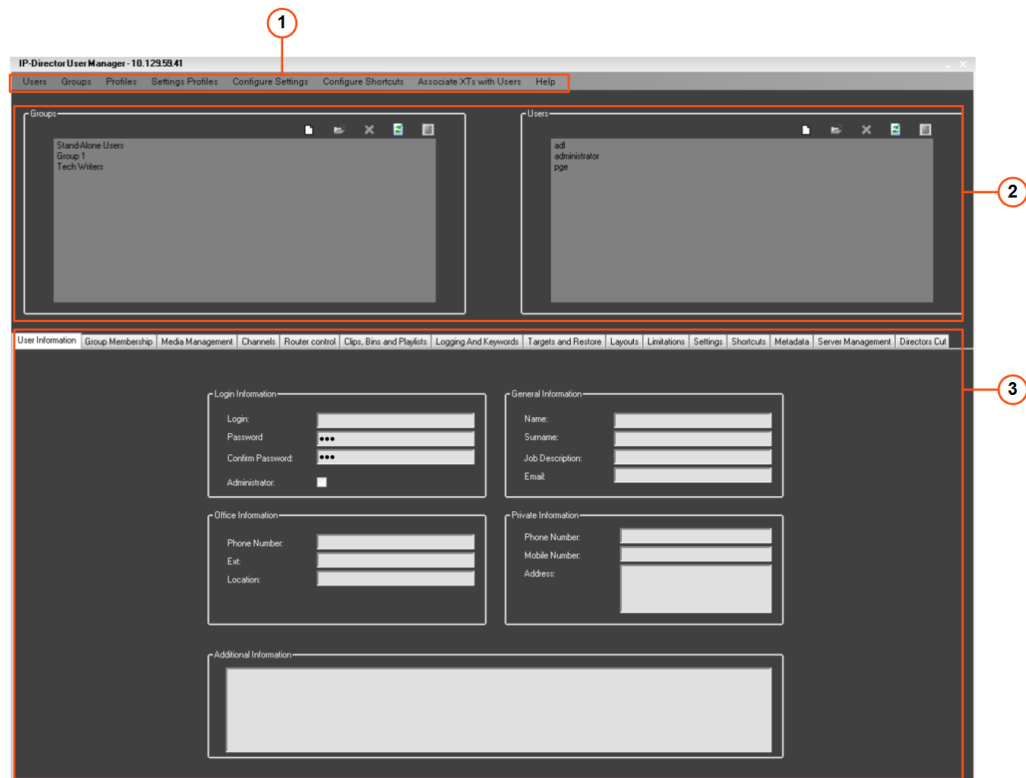
3. Click **OK**.

The User Manager main window opens.

**NOTE**

If no valid database has been restored, configure the Remote Installer to reach, clean or restore a valid database.

2. Overview of the Main Window



Area	Description
1.	Menu Bar
2.	System Groups and Users
3.	Characteristics and Rights of the Selected User

Menu Bar (1)

The Menu bar provides a series of menu options related to

- the user account management, as well as groups, profile and settings profiles management which are involved in the user account creation.
See section "Managing Users Accounts" on page 11.
- the configuration of global settings and global shortcuts to be used in IPDirector.
See section "Configuring Global Settings and Shortcuts" on page 7.

System Groups and Users (2)

This area displays the list of groups (left) and users (right) created on the system.

When a group is selected in the Groups list, the users belonging to this group are displayed in the Users list.

When a user is selected in the Users list, the user characteristics are displayed as read-only in the Rights area (3).

See sections "Managing Groups" on page 11, "Creating a User Account" on page 19 and "Modifying or Deleting a User Account" on page 22.

Characteristics and Rights of the Selected User (3)

This area contains a series of tabs. The first ones give information and group membership for the user selected in the Users area. The other ones provide details about the user rights of the selected user. For more information about each tab, see section "Managing Users Accounts" on page 11.

- Users Information: displays login and general information of the selected user.
- Group Membership: shows the group(s) the selected user belongs to.
- Media Management: gives information on the media management options the user has.
- Channels: gives information about the channels the user can see and control.
- Router Control: gives information about the video routers the user can see and control.
- Clips, Bins and Playlists: shows the rights of the user over elements such as clips, bins, edits, AB Roll playlists, playlists and timelines.
- Logging and Keywords: shows the rights of the user over elements such as logs and logsheets, as well as over keywords and keyword tools.
- Targets and Restore: shows the rights of the user over targets and the Restore to XT action.
- Layouts: shows the rights of the user over layouts.
- Limitations: shows the limitations imposed to the user, typically to reduce their overall impact on the system performance.
- Settings: shows the settings values specially defined for the selected user.
- Shortcuts: shows the shortcuts values specially defined for the selected user.
- Metadata: shows which kind of rights a user has on metadata profiles.
- Server Management: shows which kind of rights a user has on the server configuration.
- Directors Cut: gives information about the Director's Cut productions the user can see and control and the configurations the can modify.

3. Configuring Global Settings and Shortcuts

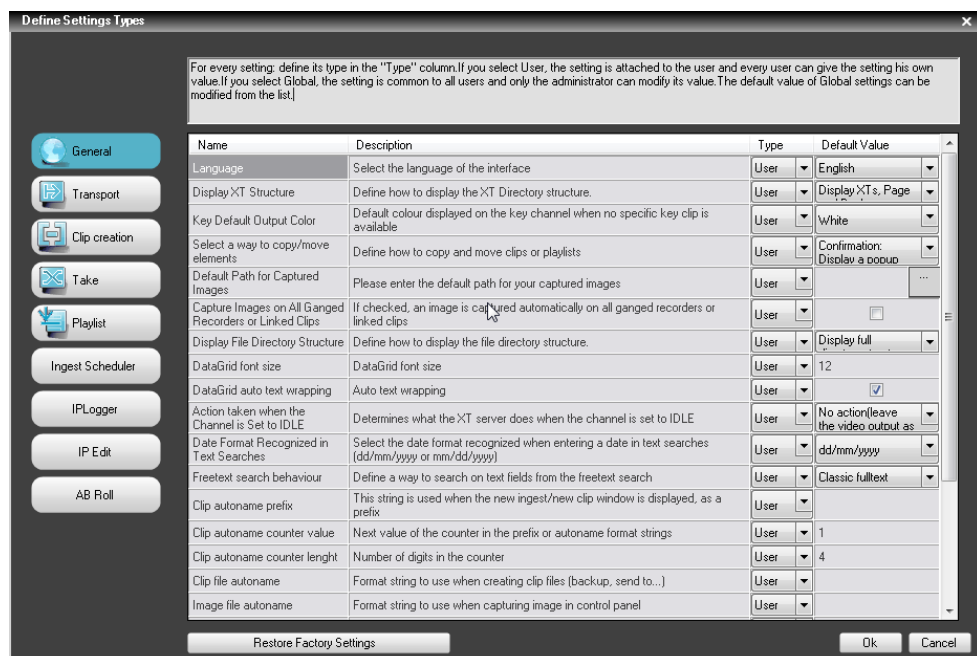
3.1. Configuring Global Settings

How to Configure Settings

The administrator can configure default values for all settings. This should be done prior to create users.

1. Click on **Configure Settings** in the Menu bar of the User Manager main window.

The Define Settings Types window opens:



2. Click a **Settings Category** button on the left of the window.
The list of settings related to the selected category displays.
3. For each setting, select the setting type from the Type column:
 - **User** (default): any IPDirector user will be allowed to change the setting value.
 - **Global**: the setting value will be common to all users and can only be changed by the administrator.

4. For each setting, you can specify a default value.

This can be

- a predefined value selected from a drop-down list
- free text or number
- a check box to select or clear
- a color selected from a color palette

5. Click **OK**.

Settings Categories

General

Language, Display XT Structure, Key default output color, Copy/Move method, DataGrid font size and AutoText Wrapping, Default path for capture, capture on ganged channels, Display file directory structure, Action taken when channel is set to IDLE, Date format recognized in text search, Freetext search behaviour and Clip/File/Image/Playlist autonaming.

Transport

Settings related to playback transport function: Play VAR speed, Fast Forward speed and Fast Rewind speed, Auto play on load.

Clip creation

Settings related to clip creation: Guard bands, Default clip duration, Open save clip windows, Create clips on all synchronized recorders, My clips only in the “Last clips created list”, Default XT for partial clip restore, Premark and Postmark for automatic clip creation, ID Mode and Create/trim sub clips on ganged channels.

Take

Settings related to the Take function: Default video effect type and duration, Default audio effect type and duration.

Playlist

More than 25 settings related to the play-list management, the play-list editor, including colors and audio/video effect properties, and the melt creation.

Ingest Scheduler

More than 20 settings related to the Ingest Scheduler module: Display options, Minimum clip duration, Remaining Capacity, Auto-Name for clips/streams/files...



IP Logger

Settings related to the IP Logger module: T/C offset on live, Protect Media prefix and Warnings messages.

IPEdit

More than 45 settings related to the IPEdit module: Display options, Default effect type/duration/position, Preview transitions, Volume automations, GPI type/advance/Pulse/Offset, Replace options, Audio mute/swap.

AB Roll

AB Roll settings define

- the Freeze on OUT duration before jumping to the next element to be cued on the same channel
- the remaining time of an element playout before displaying two different visual warnings.

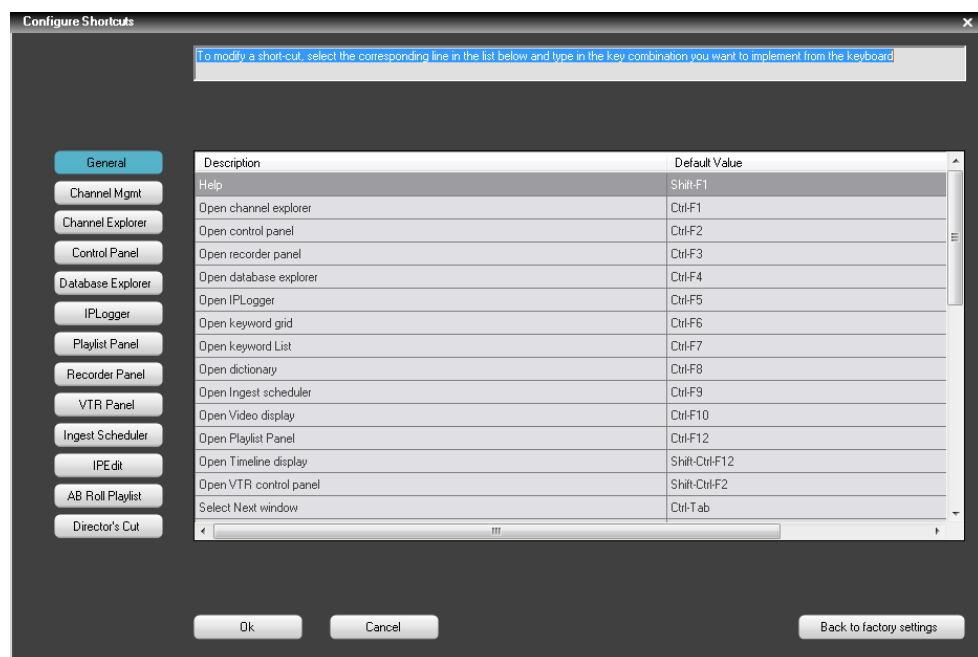
3.2. Configuring Global Shortcuts

The administrator can configure default values for shortcuts.

To change a shortcut default value, proceed as follows:

1. Click on **Configure Shortcuts** in the Menu bar of the User Manager main window.

The Configure Shortcuts window opens:



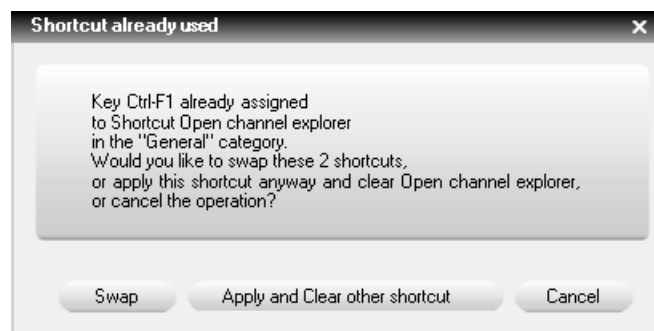
2. Select the application in which you want to modify a shortcut by clicking the corresponding button on the left. The **General** and **Channel Management** buttons include general shortcuts or shortcuts valid for several applications.

The shortcuts usable in the corresponding application are displayed on the right pane.

3. Select the line corresponding to the function from the shortcut list. Only the shortcuts displayed in regular text can be modified.
4. Strike the key or key combination to be used as the new shortcut.

Different cases can occur:

- If the new shortcut key is still available, it is automatically modified in the **Default Value** column.
- If the new shortcut key is not available, the following type of error message is displayed:



- Select **Swap** to swap the two shortcuts between the 2 functions.
- Select **Apply and Clear other shortcut** to apply the shortcut to the selected function and to clear the shortcut for the other function.
- Select **Cancel** to cancel the operation.

5. Select **OK** to confirm the change.

The change in the shortcut definition is saved and available in the application.

To restore the default values defined by EVS for an application, use the **Back to Factory Settings** button at the bottom right part of the window.

4. Managing Users Accounts

4.1. Managing Groups

Purpose


One of the first steps in defining users for an installation of IPDirector is to define groups that they will belong to. Groups allow administrators to coordinate access to items based on groupings rather than by ALL or by USER.



NOTE

For simple setups, you should skip this step and proceed with Profile creation.

Creating a New Group

1. Click **Groups** on the Menu bar and select **New** from the Groups menu, or click the **New Group** button  at the top right of the Groups pane.

The New Group window opens:



2. Enter a name for the new group
3. Click **OK**.


The group is displayed in the Groups list.



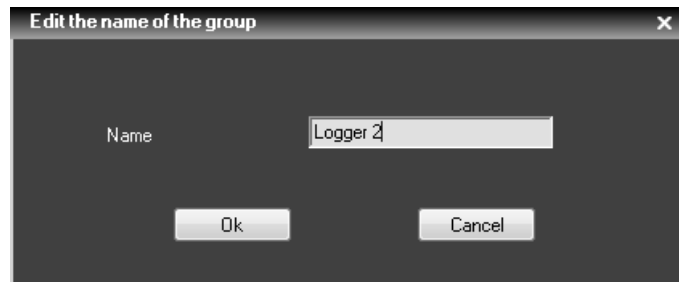
NOTE

Users, Groups, Profiles must have different names. If "John" needs his own group, enter "G_John" as group name for example. An error window opens if name already exists.

Renaming a Group


1. Select the group you want to rename from the Groups pane.
2. Click **Groups** on the Menu bar and select **Modify** from the Groups menu, or click on the **Modify Group** button  at the top right of the Groups pane.

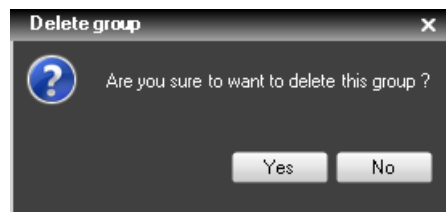
The Edit the Name of the Group window opens.



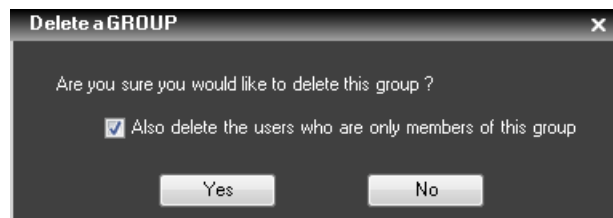
3. Modify the name of the group.
4. Click **OK**.

Deleting a Group

1. Select the group you want to delete from the Groups pane.
2. Click **Groups** on the Menu bar and select **Delete** from the Groups menu, or click on the **Delete Group** button  at the top right of the Groups pane.
 - If the group does not contain any user, the following confirmation window opens:



- If the group contains some users, the following confirmation window opens:



3. (optional) In the second case, tick the check box if you want to delete the users belonging to the group.
4. Click **Yes** to confirm.

4.2. Managing Settings Profiles

Purpose

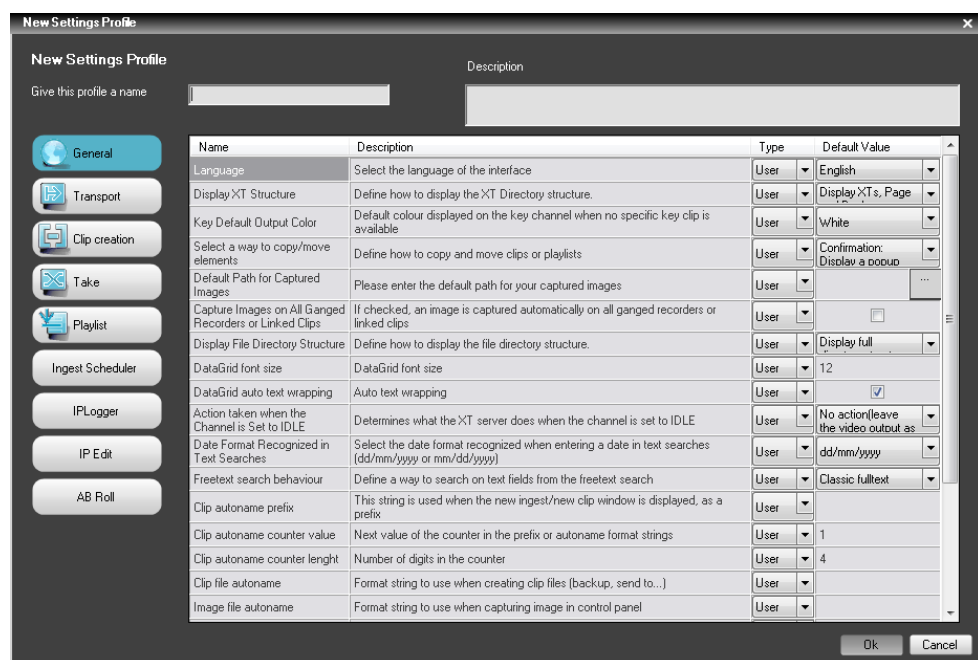
Settings profile creation can save the administrator time when defining new users into the system. A settings profile can be used when several users have the same set of setting values.

Creating a setting profile is not a mandatory step. You can create users without setting profiles. However, if you want to assign a settings profile to a user, you need to define the setting profile prior to defining the user. A settings profile can only be selected when the user account is being created not when it is edited. The update of a settings profile will not affect users previously associated with the settings profiles.

Creating a New Settings Profile

1. Click **Settings Profiles** on the Menu bar.
2. Select **New** from the Settings Profiles menu.

The New Settings Profile window opens.

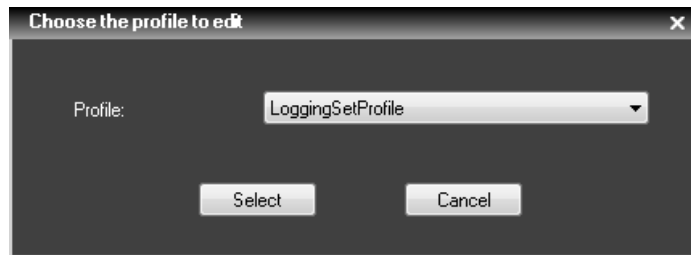


Name	Description	Type	Default Value
Language	Select the language of the interface	User	English
Display XT Structure	Define how to display the XT Directory structure.	User	Display %Ts, Page
Key Default Output Color	Default colour displayed on the key channel when no specific key clip is available	User	White
Select a way to copy/move elements	Define how to copy and move clips or playlists	User	Confirmation: Display a popup
Default Path for Captured Images	Please enter the default path for your captured images	User	...
Capture Images on All Ganged Recorders or Linked Clips	If checked, an image is captured automatically on all ganged recorders or linked clips	User	<input type="checkbox"/>
Display File Directory Structure	Define how to display the file directory structure.	User	Display full
DataGrid font size	DataGrid font size	User	12
DataGrid auto text wrapping	Auto text wrapping	User	<input checked="" type="checkbox"/>
Action taken when the Channel is Set to IDLE	Determines what the XT server does when the channel is set to IDLE	User	No action(leave the video output as
Date Format Recognized in Text Searches	Select the date format recognized when entering a date in text searches (dd/mm/yyyy or mm/dd/yyyy)	User	dd/mm/yyyy
Freetext search behaviour	Define a way to search on text fields from the freetext search	User	Classic fulltext
Clip autoname prefix	This string is used when the new ingest/new clip window is displayed, as a prefix	User	
Clip autoname counter value	Next value of the counter in the prefix or autoname format strings	User	1
Clip autoname counter length	Number of digits in the counter	User	4
Clip file autoname	Format string to use when creating clip files (backup, send to...)	User	
Image file autoname	Format string to use when capturing image in control panel	User	

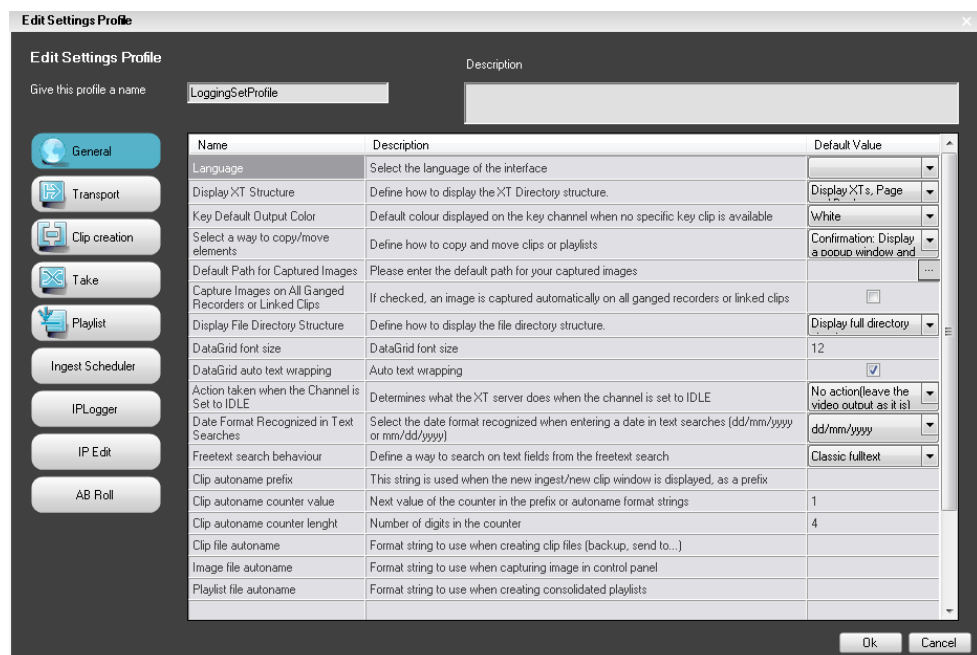
3. Give a name to the Settings profile (mandatory).
4. (Optional) Give a description.
5. Select the default value of any setting from the different tabs: General, Transport, Clip creation, Take, Playlist, Ingest Scheduler, IPLogger and IPedit.
6. Click **OK**.

Modifying an Existing Settings Profile

1. Click **Settings Profiles** on the Menu bar.
2. Select **Modify** from the Settings Profiles menu.
The Choose the Profile to Edit window opens.
3. Choose the Settings profile you would like to modify from the **Profile** field:



4. Click **Select**.
The Edit Settings Profile window opens.



5. Modify the Settings profile. All characteristics (default value) of the Settings profile can be modified including Name, Description, and the default value of any setting.
6. Click **Ok**.

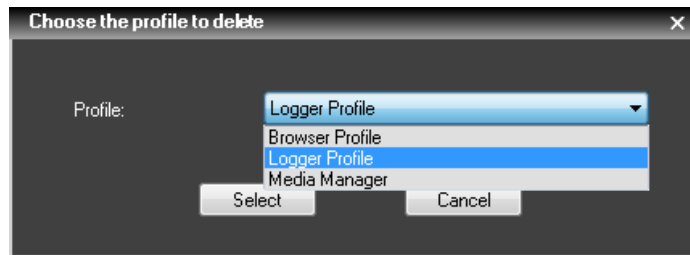


NOTE

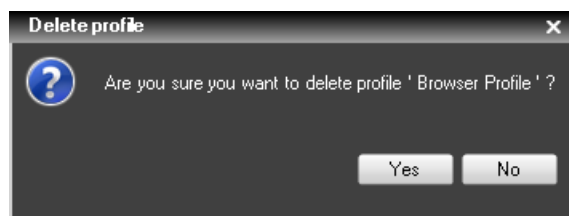
Changing a Settings profile will not affect any user previously associated with this Settings profile. It will only be changed for new users from this point on.

Deleting a Profile

1. Click **Settings Profiles** on the Menu bar.
2. Select **Delete** from the Settings Profiles menu.
The Choose the Profile to Delete window opens.
3. Choose the profile you would like to delete from the **Profile** field.



4. Click **Select**.
A confirmation window is opened.



5. Click **Yes** to confirm.

4.3. Managing Profiles

Purpose

A user profile is a set of characteristics and rights which can be applied to a user account.

This helps the administrator to define similar user accounts more quickly with less risk of errors when several users have the same set of characteristic values. For example, a single profile can be created for loggers, so, each time a logger account is created, it will have the same rights over elements and channel access.

The IPDirector workstations may be integrated into an Active Directory domain.

In this case the process of user account creation is simplified: a profile must be created to associate it with the Active Directory user group and no user creation is required from the User Manager. Each new user belonging to an Active Directory user group will automatically be granted the rights of the IPDirector profile associated with that Active Directory user group.

When IPDirector workstations are not integrated into an Active Directory domain, users must be created in the User Manager. In this case, creating a profile is not a mandatory step to create a user. However, if you want to assign a profile to a user, you need to define

the profile prior to defining the user. A profile can only be selected when the user account is being created not when it is edited. The update of a profile will not affect users previously associated with the profiles.


Creating a New Profile

1. Click **Profiles** on the Menu bar
2. Select **New** from the Profiles menu.

The Create New Profile window opens.

3. For workstations not Integrated into an Active Directory Domain:
 - Give a name to the profile (mandatory).

For workstations Integrated into an Active Directory Domain:

- a. Click the **Check in Active Directory** button .
 - b. Select the user group defined in the Windows Active Directory domain.
 - c. (optional) Select a Settings profile.
4. (optional) Give a description.
 5. Fill in the characteristics of the profile you would like to create including group membership, channels, elements, system configuration and preferences.
 6. Click **Save**.

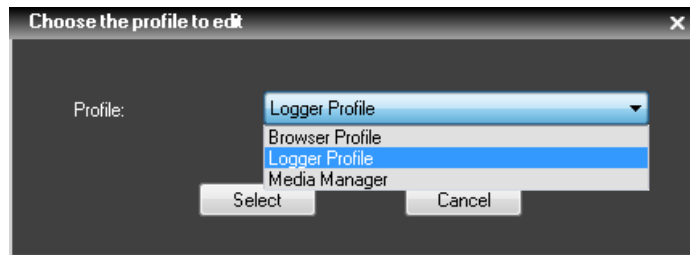


NOTE

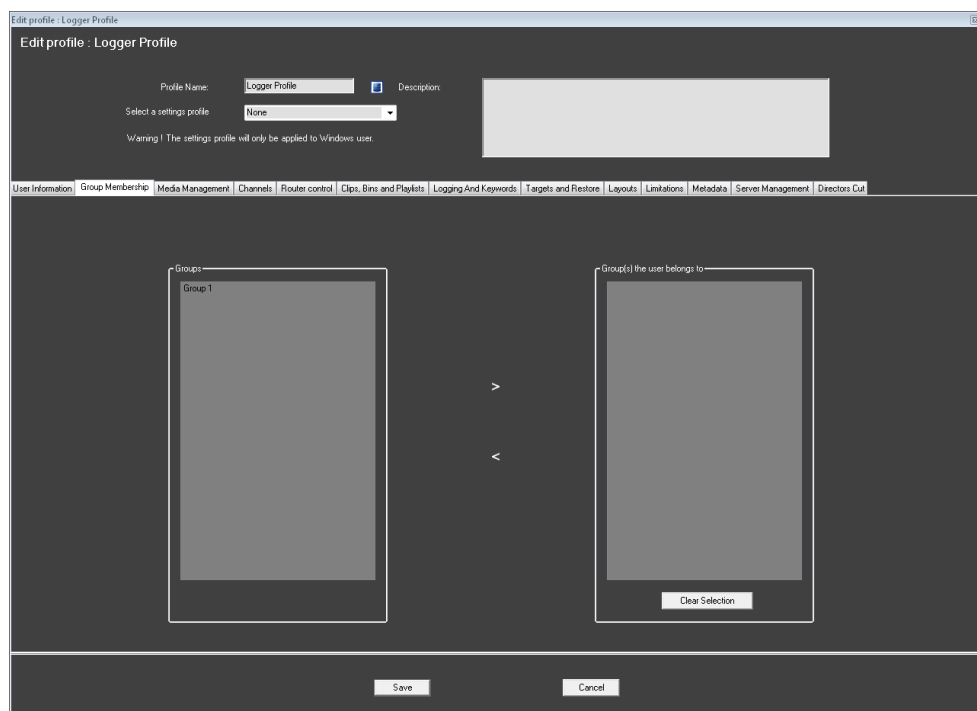
When creating accounts for a system not integrated in an Active Directory domain, the Settings profile is not selected from the **Select a Settings Profile** field. It will be selected at user creation.

Modifying an Existing Profile

1. Click **Profiles** on the Menu bar
2. Select **Modify** from the Profiles menu.
The Choose the Profile to Edit window opens.
3. Choose the profile you would like to modify from the **Profile** field:



4. Click **Select**.
The Edit Profile window opens.



5. Modify the profile. All characteristics of the profile can be modified including name, description, group membership, channels, elements, system configuration and preferences.
6. Click **Save** when the profile characteristics have been modified.

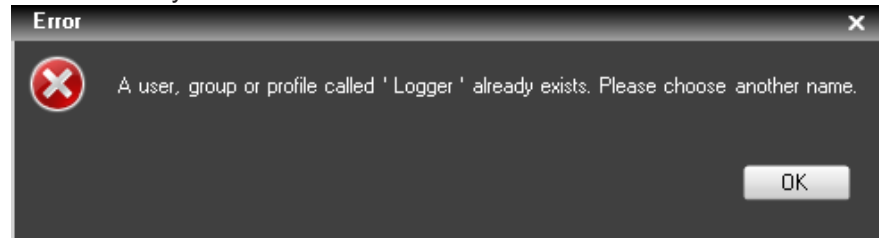


NOTE

Changing a profile will not affect any user previously associated with this profile. It will only be changed for new users from this point on.

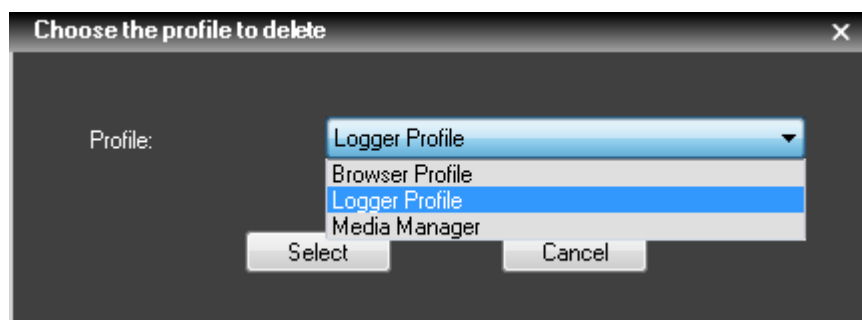
**NOTE**

Users, Groups, Profiles must have different names. If loggers need their own profile, enter "LoggerProfile" as group name for example. An error window opens if name already exists:

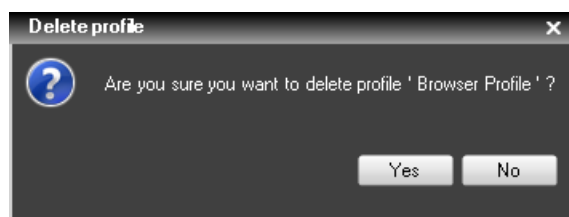


Deleting a Profile

1. Click **Profiles** on the Menu bar
2. Select **Delete** from the Profiles menu.
The Choose the Profile to Delete window opens.
3. Choose the profile you would like to delete from the **Profile** field:




4. Click **Select**.
A confirmation window is opened.



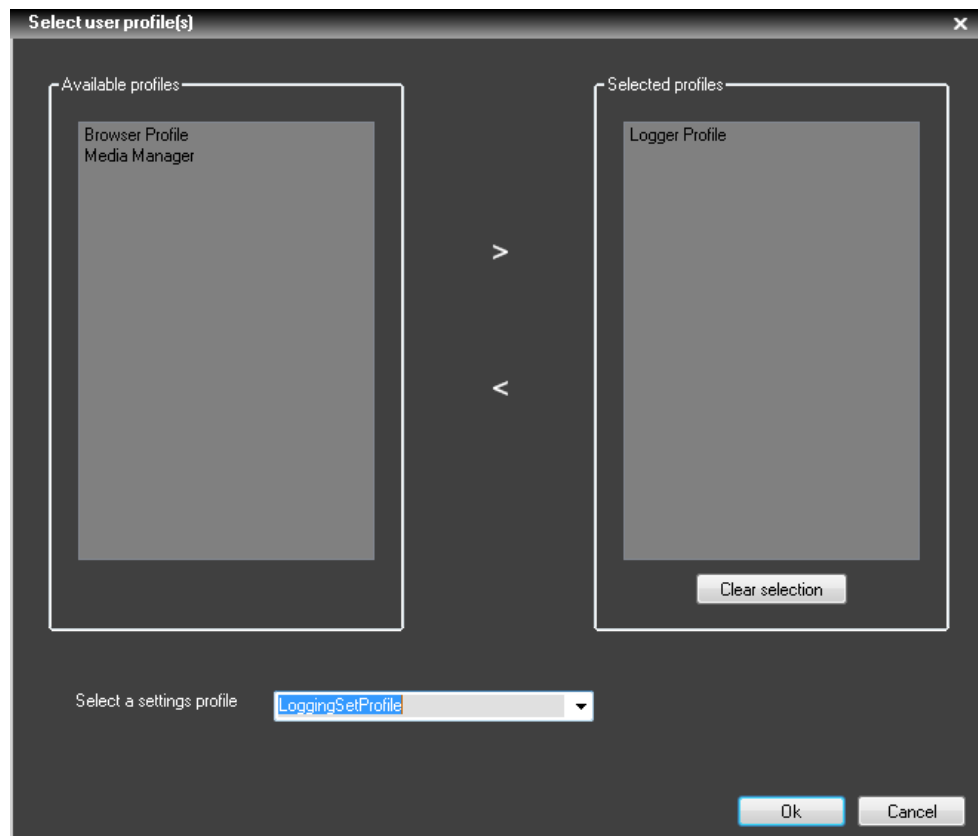
5. Click **Yes** to confirm.

4.4. Managing Users

4.4.1. Creating a User Account

1. Click **Users** on the Menu bar and select **New** from the Users menu, or click the **New User** button  at the top right of the Users pane.

The Select User Profile(s) window opens.



2. (optional) Select the profile(s) you would like to apply to the new user. Several profiles can be combined to create a new user account. See section "Managing Profiles" on page 15 for details about profiles.

- a. Select the profile in the Available Profiles list on the left.
- b. Click the > button.

The selected profile is listed in the Selected Profiles list on the right.

The < button can be used to remove a profile from the selected list.



PROFILE UPDATE

Once a user is defined, the profile is no longer linked to the user's properties. Therefore, future updates to the profile selected at creation will not involve an update of the user's properties. The profile modifications will only apply to future users created from that profile.

3. (optional) Select the Settings profile you would like to apply to the new user from the **Select a Settings Profile** field. See section "Managing Settings Profiles" on page 13 for details about settings profiles.
4. Click **OK**.
The Create a New User window opens, with focus on the User Information tab.
5. Define user information from the User Information tab:

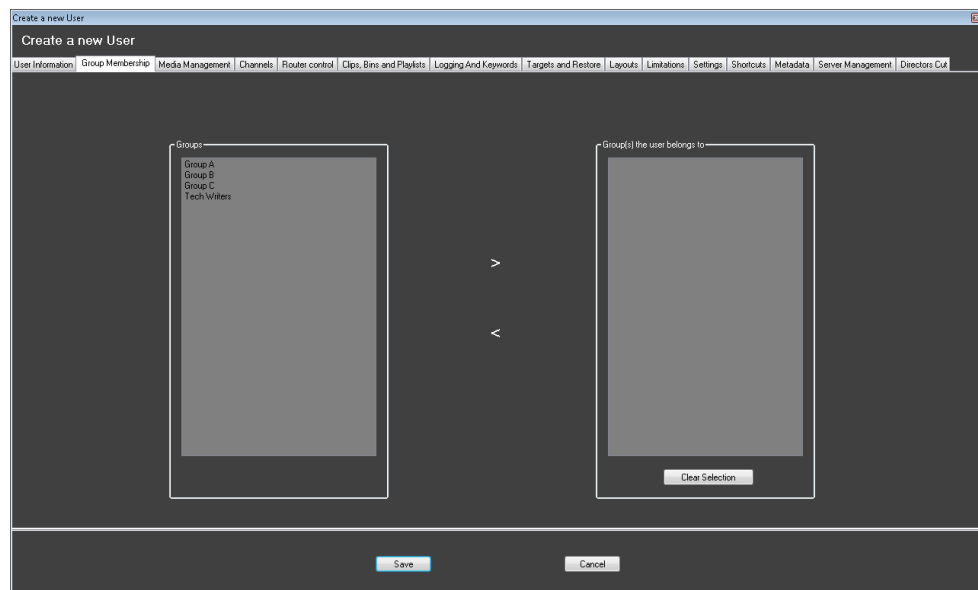
- a. In the Logging Information area, enter a login and a password for the new user. Then, confirm the password.
- b. (optional) Enter all useful information concerning the user in the General Information area, Office Information area and Private Information area.
- c. Select the Administrator box if the user must have administrator rights on the system.



ADMINISTRATOR RIGHTS

Administrator rights supersede all other tab settings. There is no need to set any other settings for an administrator. For safety, it is advised that manager accounts during operation limit their access to channels in order to protect from accidentally use of another user's playback channel. For this reason, the admin checkbox should be used sparingly.

6. (optional) Define the group(s) the user belongs to from the Group Membership tab:



See section "Managing Groups" on page 11 for details about groups.

- a. Select the group(s) in the Groups list on the left.
- b. Click the > button.

The selected group(s) is/are listed in the Group(s) the user belongs to list on the right.

The < button can be used to remove a group from the list.

7. Define the user rights from all the other tabs of the Create a New User window if you have not associated a profile and a setting profile to the user.

See sections "Defining the Media Management Rights" on page 23 to "Defining Rights over Director's Cut Operations" on page 43.

8. When all the user characteristics have been set, click **Save** at the bottom of the window.

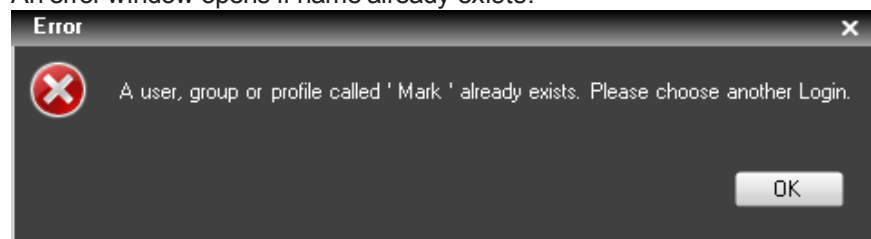
The user is displayed in the Users list.



DIFFERENT NAMES FOR USERS, GROUPS AND PROFILES


Users, Groups, Profiles must have different names.

An error window opens if name already exists:




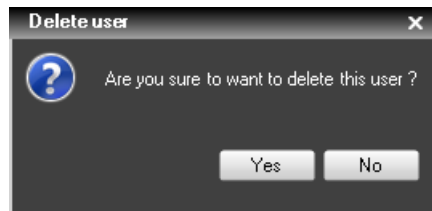
4.4.2. Modifying or Deleting a User Account

Modifying a User Account

1. Select the user account you want to modify in the Users pane.
2. Click **Users** on the Menu bar and select **Modify** from the Users menu, or click the **Modify User** button  at the top right of the Users pane.
The Edit User window opens.
3. Modify any characteristic of the user account.
See sections "Defining the Media Management Rights" on page 23 to "Defining Rights over Director's Cut Operations" on page 43.
4. Click **Save**.

Deleting a User Account

1. Select the user to delete in the Users list.
2. Click **Users** on the Menu bar and select **Delete** from the Users menu, or click the **Delete User** button  at the top right of the Users pane.
The Delete User window opens.

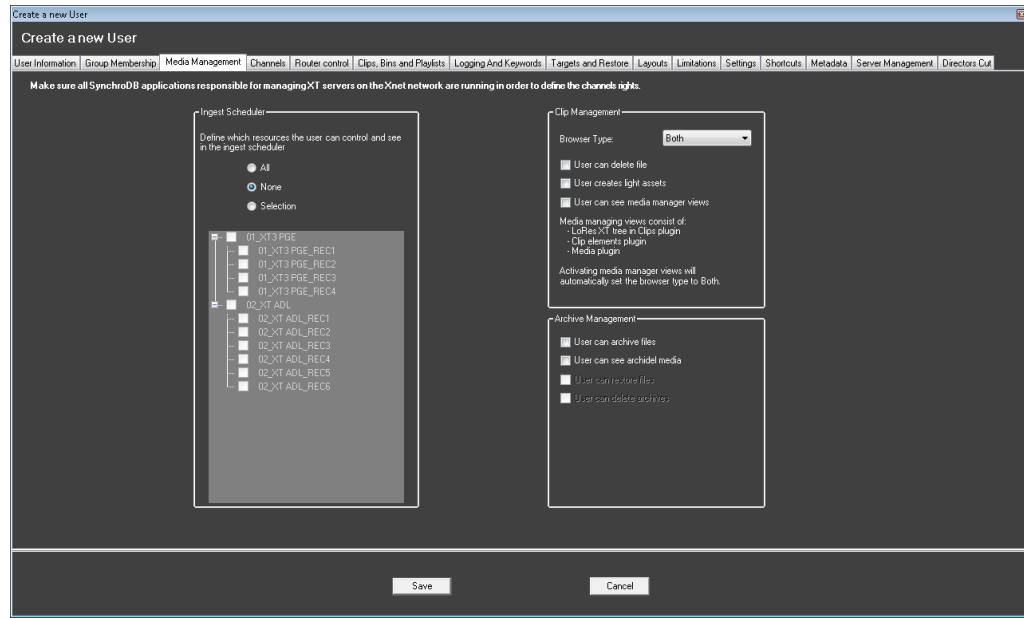


3. Click **Yes** to confirm.

4.4.3. Defining the Media Management Rights

Overview of the Media Management Tab

The media management rights of a user are defined from the Media Management tab.



Create a new User

User Information | Group Membership | **Media Management** | Channels | Router control | Clips, Bins and Playlists | Logging And Keywords | Targets and Restore | Layouts | Limitations | Settings | Shortcuts | Metadata | Server Management | Directors Cut

Make sure all SynchroDB applications responsible for managing XT servers on the XNet network are running in order to define the channels rights.

Ingest Scheduler
Define which resources the user can control and see in the ingest scheduler.

☐ All
☒ None
☐ Selection

☐ 01_XT3 PGE
☐ 01_XT3 PGE_REC1
☐ 01_XT3 PGE_REC2
☐ 01_XT3 PGE_REC3
☐ 01_XT3 PGE_REC4
☐ 02_XT ADL
☐ 02_XT ADL_REC1
☐ 02_XT ADL_REC2
☐ 02_XT ADL_REC3
☐ 02_XT ADL_REC4
☐ 02_XT ADL_REC5
☐ 02_XT ADL_REC6

Clip Management

Browser Type: Both

☐ User can delete file
☐ User creates light assets
☐ User can see media manager views
 Media managing views consist of:
 - LeRep XT files in Clips plugin
 - Clip elements plugin
 - Media plugin
 Activating media manager views will automatically set the browser type to Both.

Archive Management

☐ User can archive files
☐ User can see archived media
☐ User can restore files
☐ User can delete archives

Save Cancel

Ingest Scheduler

This part of the Media Management tab allows the administrator to define which recorder channels can be controlled and seen by the user from the Ingest Scheduler.

Select one of the options:

- **All:** the user can see and control all the recorder channels on the XNet network.
- **None:** the user cannot see and control any recorder channel on the XNet network.
- **Selection:** the user can see and control some recorder channels on the XNet network. The channels seen and controlled have to be selected in the list.



SOME SERVERS ARE NOT DISPLAYED?

If all servers and thus all channels present on the XNet network are not displayed in the list, perform the following checks:

- all SynchroDB applications responsible for managing the missing servers must be up and running
- the servers must not be stopped.

Clip Management

This part of the Media Management tab gives extended rights to a media manager for a better clip management.

Browser Type

Select the browser mode between: **Both**, **HiRes Only** and **LoRes Only**. This is the only place to define a user as LoRes or HiRes.

User can delete file

If this box is selected, the user is able to delete physically a file on nearline storage. Nevertheless, the user will receive a warning message before deleting.

User creates light assets

If this box is selected, the user, who creates a sub-clip on a clip with at least one XT clip, will not create a clip on the server. A reference to the original clip will be created in the IPDirector database and thus avoid filling the clip number on the EVS server.

User can see media manager views

If the box is selected, the user can see advanced media manager views:

- LoRes XT tree in the Clips plugin
- Clip elements plugin
- Media plugin

This option automatically switches the browser mode to **Both**.

Archive Management

This section defines the rights of the user over the archive and restore operations.

User can archive files

When this box is selected, the **Archive** option is available from the Clip contextual menu and the **Create an Archive Copy** option is available from the Save Clip WIndow.

So, users will be allowed to archive files from a nearline by the HSM.



NOTE

Users, with a Browser Type set to **Lo res only** who have the **User can archive files** right, are able to preview only the low resolution file and, when they request the file archiving, this is the high resolution file element which will be archived.

User can see archidel media

When this box is selected, the user can see media with an Archidel status from the Database Explorer, provided that the **Show ArchiDel Elements** option has been selected from the Database Explorer View menu.

An Archidel file is a file which has been archived by the HSM and then deleted from the nearline.

User can restore files

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

When this box is selected, the **Restore** option is available from the Clip contextual menu and the **Restore Archived Hi-Res** option is available from the Save Clip WIndow.

So, users will be allowed to restore Archidel files from the HSM to a nearline.

User can delete archives

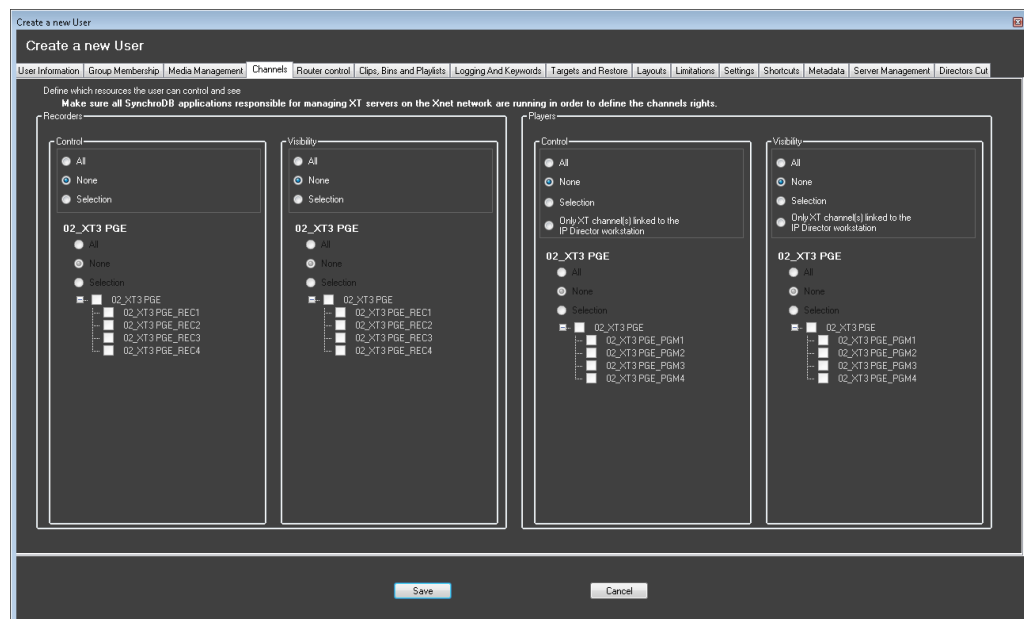
This option is available provided that the **User can delete file** option has been selected for the user.

When this box is selected, the user can delete archived files.

4.4.4. Defining the Rights over Channels

Overview of the Channels Tab

The user rights to see and control channels are defined from the Channels tab. The control rights will always be lower or equal to the visibility rights.



The options in the...	...define the user rights to...
Recorders / Control pane	control the recorder channels of the servers.
Recorders / Visibility pane	see the recorder channels of the servers.
Players / Control pane	control the player channels of the servers.
Players / Visibility pane	see the player channels of the servers.

Prerequisites

To be able to define the user rights over channels of all the servers, the following conditions must be met.

- All SynchroDB applications responsible for managing the servers must be up and running.
- The servers must not be stopped.

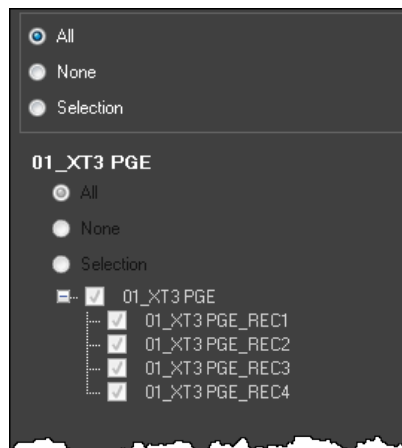
How to Define User Rights over Channels

Rights must be defined individually for each of the four panes. So, you will have to apply one of the following procedures in each pane.

How to Give Rights over all the Recorder or Player Channels

- Select **All**: the user can see / control all channels (recorders or players) from all servers on the XNet network.

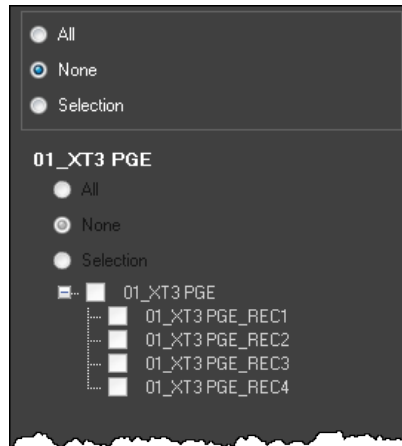
The **All** option is automatically selected for each server in that pane and cannot be changed per server.



How to Give Rights over None of the Recorder or Player Channels

- Select **None**: the user cannot see / control any channel (recorder or player) from any server on the XNet network.

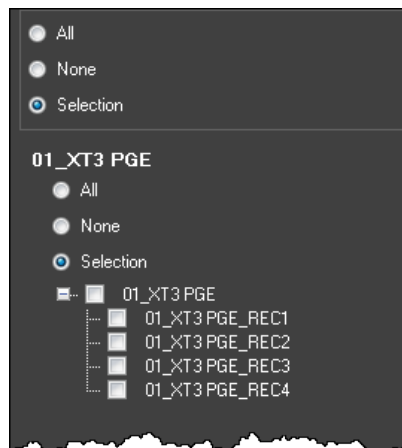
The **None** option is automatically selected for each server in that pane and cannot be changed per server.



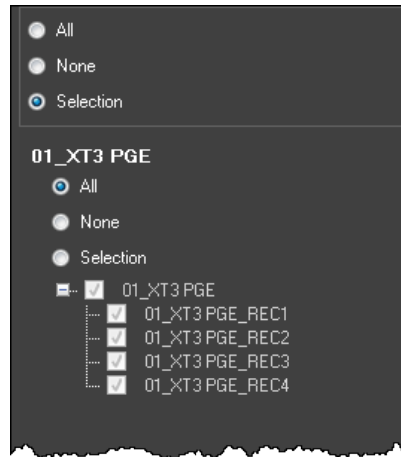
How to Give Rights over a Selection of Recorder or Player Channels

1. Select **Selection**: the user can see or control some channels from some servers.

When you select this option, the **Selection** option is selected by default for each server:



2. Define the channels (recorders or players) the user could control or see for each server by selecting one of the following options:
 - **All:** the user can see or control all channels (recorders or players) from the selected server.



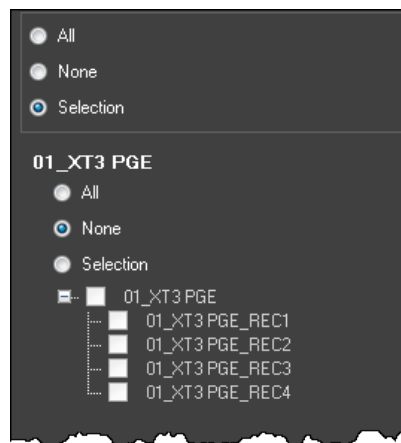
All the channels are automatically selected for that server in that pane and cannot be changed.



NOTE

If the server configuration changed afterwards and the number of channels increases, the user will automatically have the right over those additional channels.

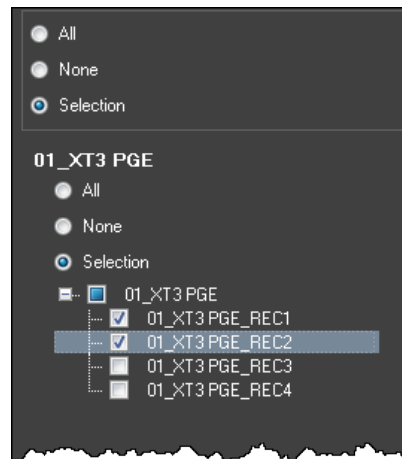
- **None:** the user cannot see / control any channel (recorder or player) from the selected server.



No channel can be selected for that server in that pane.

- **Selection:** the user can see or control some channels (recorders or players) from the selected server.

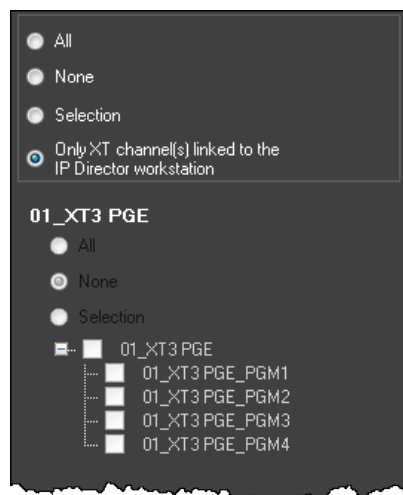
Then, select the channels (recorders or players) the user will control or see for that server.



How to Give Rights Only over the Player Channels Linked to the IPDirector Workstation

- Select **Only XT channels linked to the IPDirector Workstation** (available only for player channels)

The user will only see, or control, the player channel(s) physically linked to the IPDirector workstation and defined in the Remote Installer (right-click the **IPDirector Service** button on the Workstation area of the Remote Installer).



4.4.5. Defining Rights over Router Control Management

Introduction

Video routers can be used with IPDirector to increase the number of incoming feeds manageable by EVS server recorder channels. The router OUT port must be physically connected to a server recorder channel.

Video routers can also be used with IPDirector to increase the number of output channels able to play out the media from a player channel. The router IN port must be physically connected to a server player channel.

Overview of the Router Control Tab

The user rights to see and control video routers are defined from the Router Control tab.

Create a new User

Router control

☒ The user has the right to control video routers ☒ User has the right the change the router source of a recorder during an ingest

INPUTS Visibility

☒ All ☐ None ☐ Selection

ROUTER bde

<input checked="" type="checkbox"/>	IN 1
<input checked="" type="checkbox"/>	IN 2
<input checked="" type="checkbox"/>	IN 3
<input checked="" type="checkbox"/>	IN 4
<input checked="" type="checkbox"/>	IN 5
<input checked="" type="checkbox"/>	IN 6
<input checked="" type="checkbox"/>	IN 7
<input checked="" type="checkbox"/>	IN 8
<input checked="" type="checkbox"/>	IN 9
<input checked="" type="checkbox"/>	IN 10
<input checked="" type="checkbox"/>	IN 11
<input checked="" type="checkbox"/>	IN 12
<input checked="" type="checkbox"/>	IN 13
<input checked="" type="checkbox"/>	IN 14
<input checked="" type="checkbox"/>	IN 15
<input checked="" type="checkbox"/>	IN 16
<input checked="" type="checkbox"/>	IN 17
<input checked="" type="checkbox"/>	IN 18
<input checked="" type="checkbox"/>	IN 19

OUTPUTS Visibility

☒ All ☐ None ☐ Selection

ROUTER bde

<input checked="" type="checkbox"/>	OUT 1
<input checked="" type="checkbox"/>	OUT 2
<input checked="" type="checkbox"/>	OUT 3
<input checked="" type="checkbox"/>	OUT 4
<input checked="" type="checkbox"/>	OUT 5
<input checked="" type="checkbox"/>	OUT 6
<input checked="" type="checkbox"/>	OUT 7
<input checked="" type="checkbox"/>	OUT 8
<input checked="" type="checkbox"/>	OUT 9
<input checked="" type="checkbox"/>	OUT 10
<input checked="" type="checkbox"/>	OUT 11
<input checked="" type="checkbox"/>	OUT 12
<input checked="" type="checkbox"/>	OUT 13
<input checked="" type="checkbox"/>	OUT 14
<input checked="" type="checkbox"/>	OUT 15
<input checked="" type="checkbox"/>	OUT 16
<input checked="" type="checkbox"/>	OUT 17
<input checked="" type="checkbox"/>	OUT 18
<input checked="" type="checkbox"/>	OUT 19

Save Cancel

How to Define Rights

1. Select the **The user has the right to control video routers** option to allow the user to see and control video router ports.

The INPUTS Visibility and OUTPUTS Visibility options become available.



Possible options:

- **All:** the user can see and use all the IN or OUT ports of all the video routers.
 - **None:** the user cannot see and use any IN or OUT port from any video router.
 - **Selection:** the user can see and use some IN or OUT ports. The routers which could be seen have to be selected in the list.
2. From the INPUTS Visibility area, select an option to define which IN ports a user can see and use. When an IN port is connected to a player channel, the channel name is displayed between brackets next to the IN port.
 3. From the OUTPUTS Visibility area, select an option to define which OUT ports a user can see and use. When an OUT port is connected to a recorder channel, the channel name is displayed between brackets next to the OUT port.
 4. Select the **User has the right to change the router source of a recorder during an ingest** option to allow the user to schedule an ingest which will use a different router IN port than the one currently associated with the OUT port.

The switch between the current OUT port-IN port association to the other one will be done when the ingest starts to be recorded.

4.4.6. Defining the Rights over Clips, Bins, Edits, Playlists and Timelines

Overview of the Clips, Bins and Playlists Tab

From the Clips, Bins and Playlists tab, the administrator will define the following user rights:

- visibility and management of clips
- visibility and management of bins
- visibility and management of edits
- visibility and management of timelines
- visibility and management of playlists
- configuration and control of AB Roll Playlist channels

How to Define the Rights

Define all the actions the user is allowed to perform for each type of elements by selecting the right check boxes.

Actions with a single check box

Select the option to allow the user to do the action on the corresponding element.

Delete clip even if in playlist or timeline

The behavior describes for a single check box applies to this option as well. Do not take into account the position of the check box under the None column.

Select the option to allow the user to delete a clip even if present in a playlist or timeline.

Configure Channels for AB Roll Playlists

This option is used to allow users to create and delete studios to be used with the AB Roll Playlist. A studio is made of a selection of player channels from selected EVS video servers. It is done from the Channel Explorer.

Control Channels for AB Roll Playlists

This option is used to allow users to select an AB Roll Playlist studio from the AB Roll Playlist module and to lock or unlock a studio from the Channel Explorer.

Actions with several check boxes

The right of the user depends on the selected level option: **All**, **Group(s)**, **User**, **None**.

- **All**: the user can do the action whoever is the owner of the corresponding elements.
- **Group(s)**: the user can do the action for the corresponding elements created only by any user of the group(s) the user belongs to.

- **User:** the user can do the action for the corresponding elements created only by the user.
- **None:** the user cannot do the action for any element, even the elements the user has created.



DELETE CLIP EVEN IF IN PLAYLIST OR TIMELINE

Do not take into account the position of the check box under the None column. The behavior of the **Delete clip even if in playlist or timeline** option is the following:

Select the option to allow the user to delete a clip even if present in a playlist or timeline.

Example

In the example below:

- The user can create clips
- The user cannot copy clips
- The user can Send/Export clips that the user can see
- The user can modify clips created by all users member of The group(s) the user belongs to
- The user can delete its own clips.
- The user can delete clips present in playlists or timelines.
- The user can move the clips the user has created
- The user can publish to other groups the clips the user has created
- The user can see all clips created by the users, members of the group(s) the user belongs to, but not clips created by other users, members in others groups.

Clips				
Create	<input checked="" type="checkbox"/>			
Copy	<input type="checkbox"/>			
Send to Export to	<input checked="" type="checkbox"/>			
	All	Group(s)	User	None
Modify	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete Clip even if in playlist or timeline				<input checked="" type="checkbox"/>
Move	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4.7. Defining the Rights over Logging and Keywords Management

Overview of the Logging and Keywords Tab

From the Logging and Keywords tab, the administrator will define the following user rights:

- visibility and management of complete logsheets
- management of individual log entries
- management of individual keywords in the database Keywords list
- visibility and management of Keyword Grids and Cascading Grids in the database
- visibility and management of Dictionaries in the database

Create a new User

Define all actions the user is allowed to perform for each type of element:

All: the user can delete/modify/... an element whoever is the owner of this element.
Group(s): the user can only delete/modify/... an element created by a member of the group(s) he belongs to.
User: the user can only delete/modify/... an element he has created.
None: the user can not delete/modify/... an element.

Logsheet

	All	Group(s)	User	None
Create	<input type="checkbox"/>			
Import	<input type="checkbox"/>			
Export	<input type="checkbox"/>			
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Log:

	All	Group(s)	User	None
Create	<input type="checkbox"/>			
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Keyword

	All	Group(s)	User	None
Create	<input type="checkbox"/>			
Modify	<input type="checkbox"/>			
Delete	<input type="checkbox"/>			
Export	<input type="checkbox"/>			

Keyword Grid

	All	Group(s)	User	None
Create	<input type="checkbox"/>			
Import	<input type="checkbox"/>			
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dictionary

	All	Group(s)	User	None
Create	<input type="checkbox"/>			
Import	<input type="checkbox"/>			
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

How to Define the Rights

Define all the actions the user is allowed to perform for each type of items by selecting the right check boxes.

The user rights selected for the Keyword Grids apply both to Keyword Grids and Cascading Grids.

Actions with a single check box

The user will or will not have the right to do the action on the corresponding element.

Actions with several check boxes

The right of the user depends on the selected level option: **All**, **Group(s)**, **User**, **None**.

- **All:** the user can do the action whoever is the owner of the corresponding elements.

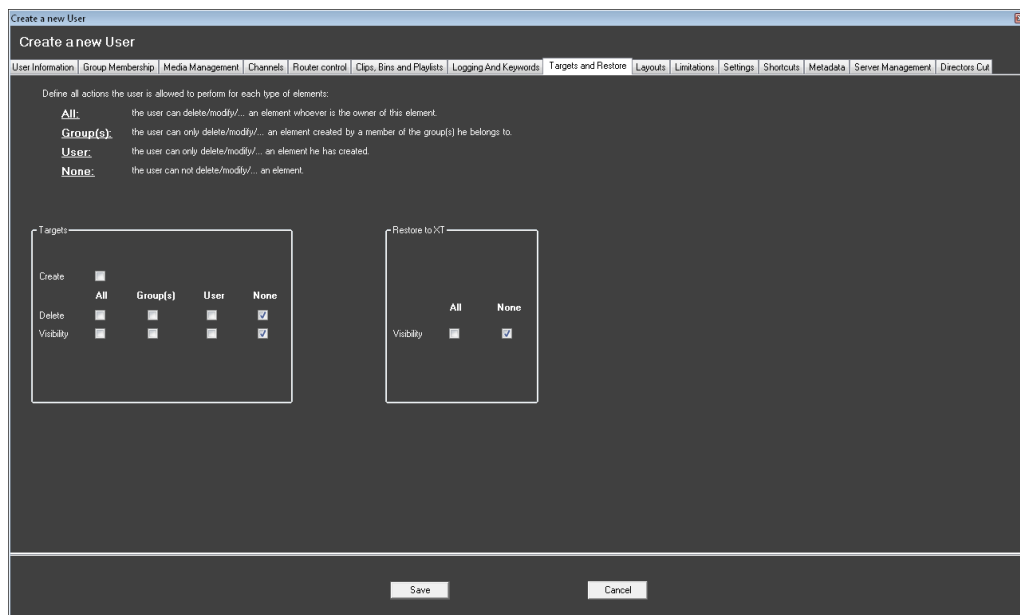
- **Group(s)**: the user can do the action for the corresponding elements created only by any user of the group(s) the user belongs to.
- **User**: the user can do the action for the corresponding elements created only by the user.
- **None**: the user cannot do the action for any element, even the elements the user has created.

4.4.8. Defining Rights over Targets and the Restore to Server Action

Overview of the Targets and Restore Tab

From the Targets and Restore tab, the administrator will define the following user rights:

- **Targets**: creation, deletion or visibility of targets (Avid, CleanEdit, XT, File On Shared Drive, Final Cut Pro...)
- **Restore to XT**: visibility of servers for file(s) restore from the nearline storage to a server.



Create a new User

Define all actions the user is allowed to perform for each type of elements:

All: the user can delete/modify/... an element whoever is the owner of this element.

Group(s): the user can only delete/modify/... an element created by a member of the group(s) he belongs to.

User: the user can only delete/modify/... an element he has created.

None: the user can not delete/modify/... an element.

	All	Group(s)	User	None
Create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	All	None
Visibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

How to Define the Rights

Define all the actions the user is allowed to perform for each type of items by selecting the right check boxes.

Targets

- **Create**: the user will or will not have the right to create a target.
- **Delete, Visibility**: the right of the user depends on the selected level option: **All**, **Group(s)**, **User**, **None**.

- **All:** the user can delete or see the targets whoever is their owner.
- **Group(s):** the user can delete or see the targets created only by any user of the group(s) the user belongs to.
- **User:** the user can delete or see the targets created only by this user.
- **None:** the user cannot do delete or see any target, even the ones the user has created.

Restore to XT

- Visibility / All: the user will see the complete XNet server list to restore file(s) from the nearline storage to a server. There is no way to limit the list of XT servers to restore to.
- Visibility / None: The user will not see any of the server and, consequently, will not be allowed to restore file(s) from the nearline storage to a server.

4.4.9. Defining Rights over Layouts

Overview of the Layouts Tab

The user rights to see layouts or perform actions on them are defined from the Layouts tab.

	All	Group(s)	User	None
Create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How to Define the Rights

Define all the actions the user is allowed to perform on layouts by selecting the right check boxes.

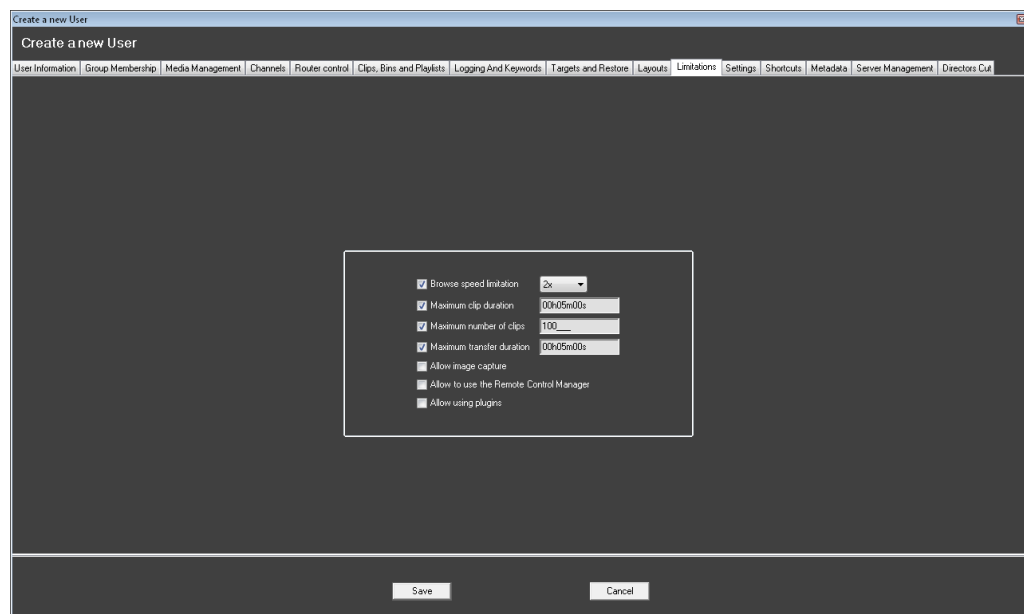
- **Create, Copy:** the user will or will not have the right to create or copy a layout.
- **Modify, Delete, Publish, Visibility:** the right of the user depends on the selected level option: **All, Group(s), User, None.**

- **All:** the user can perform the action on the layouts whoever is their owner.
- **Group(s):** the user can perform the action on the layouts created only by any user of the group(s) the user belongs to.
- **User:** the user can perform the action on the layouts created only by this user.
- **None:** the user cannot perform the action on any layout, even the ones the user has created.

4.4.10. Setting Limitations

Overview of the Limitations tab

From the Limitations tab, the administrator can impose certain limitations to users of the system, typically to reduce their overall impact on the system performance.



Create a new User

Limitations

- ☒ Browse speed limitation: 2x
- ☒ Maximum clip duration: 00:05:00s
- ☒ Maximum number of clips: 100
- ☒ Maximum transfer duration: 00:05:00s
- ☐ Allow image capture
- ☐ Allow to use the Remote Control Manager
- ☐ Allow using plugins

Save Cancel



NOTE

These limitations are imposed by default for all users. In smaller setups, it is many times desirable to remove these limitations.

How to Set Limitations

Browse Speed Limitation

Use this parameter to limit the user browsing speed to the selected value (**2x**, **3x**, **5x**, **10x**, **20x**, and **35x** playout speed).

Default value: **2X**

Maximum clip duration

Use this parameter to limit the maximum duration that the user can reach when creating a

clip.

This is useful to limit the user's impact on the overall server storage space by limiting their individual clip creation duration.

Default value: **00h05m00s**

Maximum number of clips

Use this parameter to limit the maximum number of clips that user is allowed to make on the system.

This is useful to limit the user's impact on the overall server storage space by limiting their individual clip creation.

Default value: **100**

Maximum transfer duration

Use this parameter to limit the maximum duration allowed perform transfer to nearline or targets.

This is used when it is desirable to limit the user's impact on the overall network traffic and nearline or target storage by limiting their individual clip transfer duration.

Default value: **00h05m00s**

Allow image capture

Select this option to authorize the user to capture images from the Control Panel.

Allow to use the Remote Control Manager:

Select this option to authorize the user to open the configuration tool dedicated to the MPlay and BEPlay remote devices.

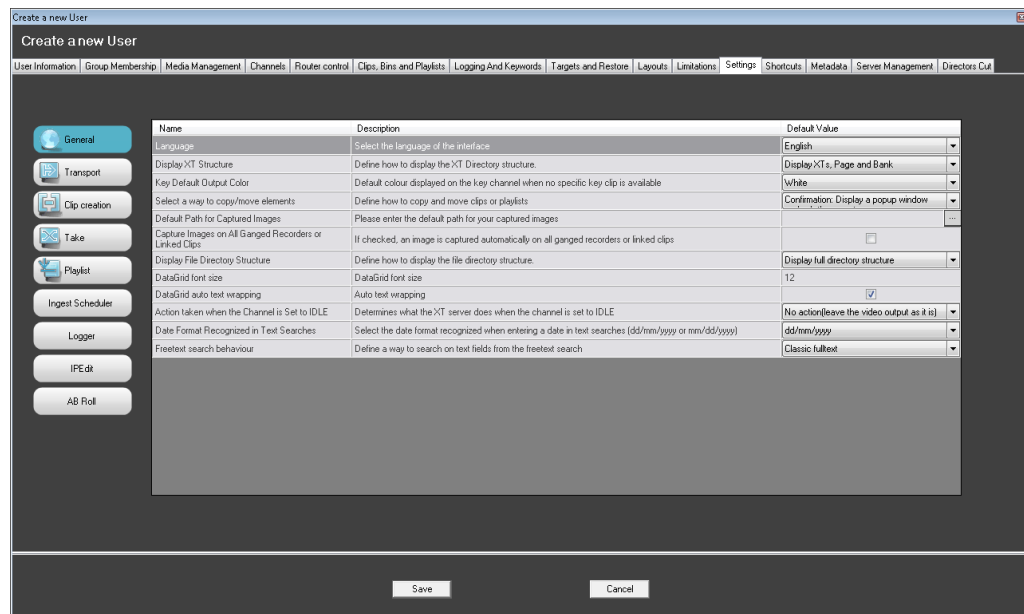
Allow using plugins

Select this option to display the **Plugins** button on the IPDirector Application bar of the IPDirector main window and allow the user to open predefined external web pages or ActiveX.

4.4.11. Defining Settings for a User

Overview of the Settings Tab

From the Settings tab, the administrator can define the values given to settings for a particular user.



Name	Description	Default Value
Language	Select the language of the interface	English
Display XT Structure	Define how to display the XT Directory structure	Display XT's, Page and Bank
Key Default Output Color	Default colour displayed on the key channel when no specific key clip is available	White
Select a way to copy/move elements	Define how to copy and move clips or playlists	Confirmation: Display a popup window
Default Path for Captured Images	Please enter the default path for your captured images	
Capture Images on All Ganged Recorders or Linked Clips	If checked, an image is captured automatically on all ganged recorders or linked clips	<input type="checkbox"/>
Display File Directory Structure	Define how to display the file directory structure	Display full directory structure
DataGrid font size	DataGrid font size	12
Auto text wrapping	Auto text wrapping	<input checked="" type="checkbox"/>
Action taken when the Channel is Set to IDLE	Determines what the XT server does when the channel is set to IDLE	No action (leave the video output as it is)
Date Format Recognized in Text Searches	Select the date format recognized when entering a date in text searches (dd/mm/yyyy or mm/dd/yyyy)	dd/mm/yyyy
FreeText search behaviour	Define a way to search on text fields from the freetext search	Classic fulltext

How to Define Settings for a User

All the settings are distributed among several setting categories.

1. Click a **Settings Category** button on the left of the window.
The list of settings related to the selected category displays.
2. For each setting, you can specify a default value.

This can be

- a predefined value selected from a drop-down list
- free text or number
- a check box to select or clear
- a color selected from a color palette



NOTE

Users will be able to modify the setting values by clicking the **Tools > Settings** option of the IPDirector Menu bar.

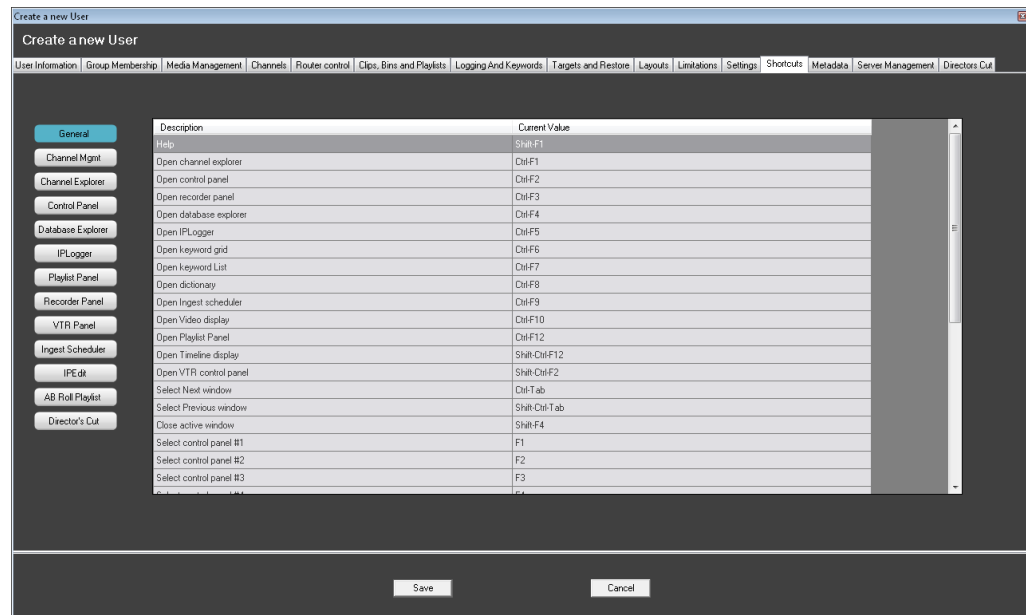
Only the settings which have been set to the **User** setting type in the Define Settings Types window could be changed, not those set to the **Global** setting type. See section "Configuring Global Settings" on page 7 for more information.

4.4.12. Defining Shortcuts for a User

Overview of the Shortcuts Tab

From the Shortcuts tab, the administrator can define the keystroke assigned to shortcuts for a particular user.

Only the shortcuts displayed in regular text can be modified.



How to Define Shortcuts for a User

All the shortcuts are distributed among several lists.

1. Select the application in which you want to modify a shortcut by clicking the corresponding button on the left. The **General** and **Channel Management** buttons include general shortcuts or shortcuts valid for several applications.

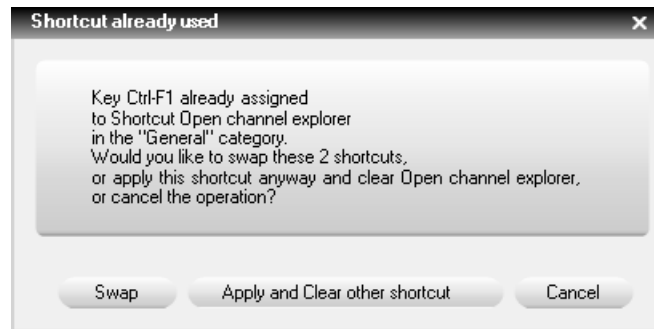
The shortcuts usable in the corresponding application are displayed on the right pane.

2. Select the line corresponding to the function from the shortcut list. Only the shortcuts displayed in regular text can be modified.
3. Strike the key or key combination to be used as the new shortcut.

Different cases can occur:

- If the new shortcut key is still available, it is automatically modified in the Current Value column.

- If the new shortcut key is not available, the following type of error message is displayed:



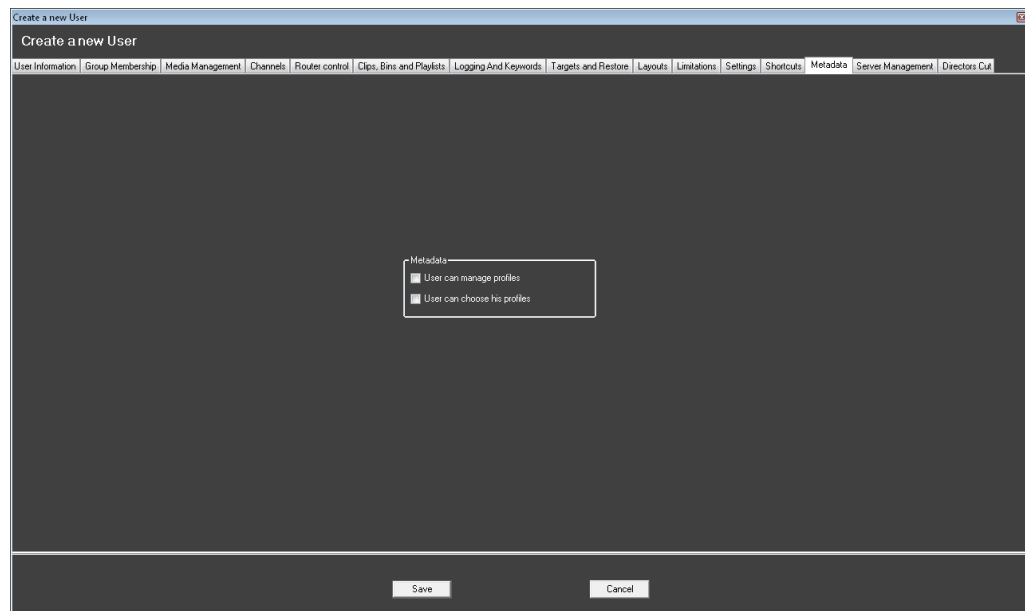
- Select **Swap** to swap the two shortcuts between the 2 functions.
- Select **Apply and Clear other shortcut** to apply the shortcut to the selected function and to clear the shortcut for the other function.
- Select **Cancel** to cancel the operation.

To restore the default values defined by EVS for an application, use the **Back to Factory Settings** button at the bottom right part of the window.

4.4.13. Defining Rights over Metadata Profiles

Overview of the Metadata Tab

From the Metadata Tab, the administrator can define which kind of rights a user has on metadata profiles.



How to Define Rights

User can manage profiles

Select this option to allow the user to create, edit and delete the metadata profiles.

If this option is cleared, the metadata profiles must be created by an administrator/media manager or imported by a third party ingest job.

User can choose his profiles

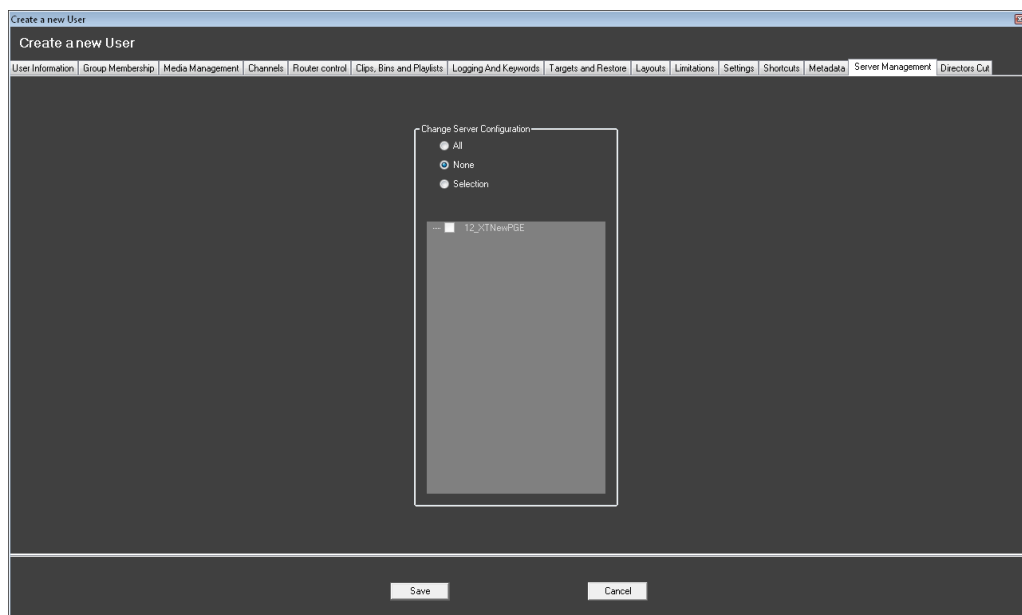
Select this option to allow the user to choose the metadata profiles to be associated with various items such as clips, playlists, timelines, edits, when these items are created or edited.

If this option is cleared, the metadata profiles must be assigned by an administrator/media manager or linked by a third party ingest job.

4.4.14. Defining Rights over Server Configuration

Overview of the Server Management Tab

The user rights to change the configuration of the server(s) are defined from the Server Management tab.



How to Define Rights

Select one of the following options:

- **All:** the user can change the configuration of all servers on the XNet network.
- **None:** the user cannot change any server configuration on the XNet network.
- **Selection:** the user can change the configuration of some of the servers on the XNet network. The servers which could be configured must be selected in the list.



SOME SERVERS ARE NOT DISPLAYED

If all servers present on the XNet network are not displayed in the list, perform the following checks:

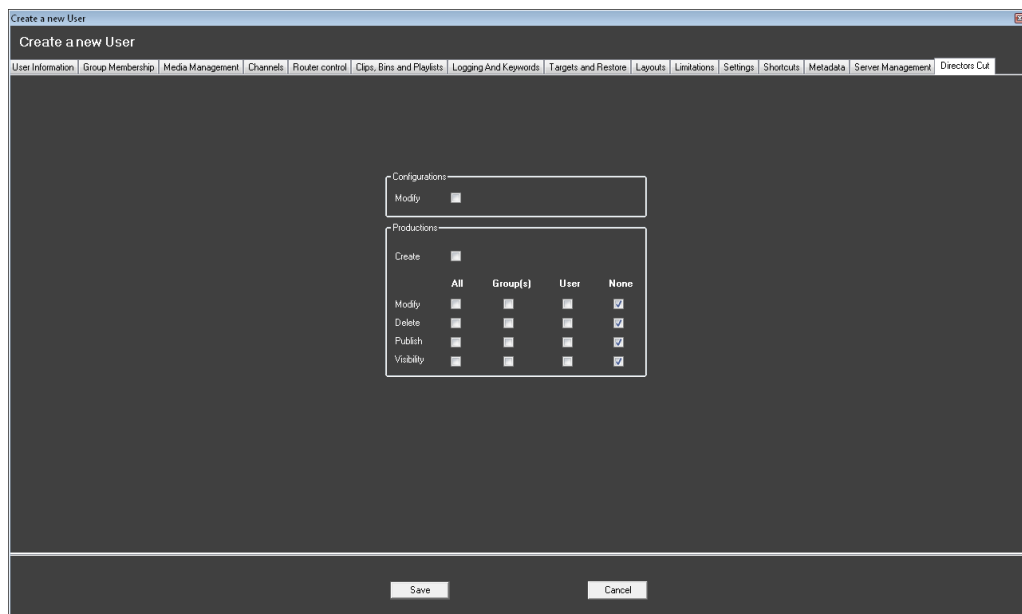
- all SynchroDB applications responsible for managing the missing XTs must be up and running
- the servers must not be stopped.

4.4.15. Defining Rights over Director's Cut Operations

Overview of the Directors Cut Tab

From the Directors Cut tab, the administrator will define the following user rights:

- visibility and management of productions
- modification of configurations



	All	Group(s)	User	None
Modify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How to Define Rights

Define all the actions the user is allowed to perform for each type of elements by selecting the right check boxes.

Actions with a single check box

The user will or will not have the right to do the action on the corresponding element.

Actions with several check boxes

The right of the user depends on the selected level option: **All**, **Group(s)**, **User**, **None**.

- **All**: the user can do the action whoever is the owner of the productions.
- **Group(s)**: the user can do the action for the productions created only by any user of the group(s) the user belongs to.
- **User**: the user can do the action for the productions created only by the user.
- **None**: the user cannot do the action for any production, even the productions the user has created.

4.5. Associating XT Generic Users with IPDirector Users

Context of Use

In some environments, LSM operators work in parallel with IPDirector users. As all the users may work on different kind of productions, there is a need to restrict the visibility of elements to the members of a dedicated group.

However, elements created by LSM operators are all identified as owned by an XT Generic User in IPDirector. There is no notion of real user associated with such elements and this XT Generic User cannot be allocated to any group inside IPDirector. The elements owned by XT Generic Users are only seen by users who have viewing visibility to **All**. This makes implementing visibility user rights in mixed setups practically impossible.

The XT Generic User is displayed in IPDirector when clips, playlists or timelines are created outside IPDirector: LSM, Multicam, LSM tablet, C-Cast Explore, all the hardware and software which use LinX protocol.

To restrict the rights over the elements created on a server from outside IPDirector to the appropriate users working on the related production, it is possible to associate the server with an existing IPDirector user, and to declare the users, who need visibility, members of the same groups as the associated user.

Prerequisites

Step to be done before the server-user association:

- Create the user to be associated with a server, hereafter called the associated user. The account is created in the same way as any user account. See section "Managing Users" on page 19.

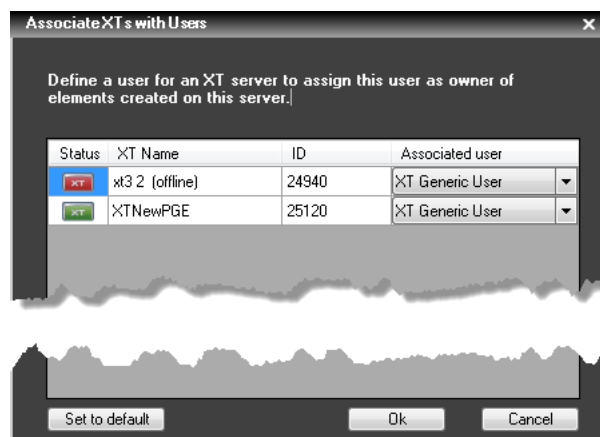
Steps which can be done before or after the server-user association:

- Create the group(s). See section "Managing Groups" on page 11.
- Create the IPDirector user accounts for people and select the group(s) they belong to.

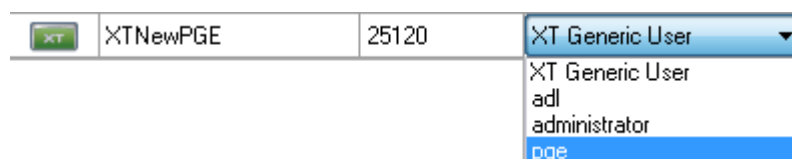
How to Associate a Server with an IPDirector User

1. Click **Associate XT's with Users** from the Menu bar.

The Associate XT's with Users window opens:



2. In the Associated User column, select the IPDirector user (associated user) to associate with the corresponding server:



3. Click **OK**.

After that, the elements created on the server outside IPDirector will be seen in IPDirector as owned by the selected associated user.

All the users members of the same group as the associated user will be allowed to see the elements created on the server, provided that their user rights have been set to **Groups**. See section "Defining the Rights over Clips, Bins, Edits, Playlists and Timelines" on page 31.

Other Possible Actions

Changing the Associated User

When the server is allocated to another production, select another associated user for the sever.

Then, new elements will only be seen by IPDirector users belonging to the same group as the new associated user.

Changing the user associated to a server does not change the owner of previously created elements.

Resetting the Associated User

To reset the associated users of all the servers to the XT Generic User, click the **Set to default** button at the bottom of the Associate XTs with Users window.

EVS Headquarters
Liège Science Park
13, 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

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