USER MANUAL

IPLogger

Version 7.90 - June 2020

IPDirector

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Table of Contents

What's New?

In the User Manual, the icon NEW ! has been added on the left margin to highlight information on new and updated features.

The sections updated to reflect the new and modified features in IPLogger version 7.90 are listed below.

Automatic creation of clips based on logs

If a specific bin has been selected in the logsheet, clips will be automatically created when a log is being created.

- See section "Step 1: Defining the Logsheet Characteristics" on page 16.
- See section "Logs Display" on page 7.
- See section "Creating Clips Automatically from a Log Entry" on page 45.

1. Introduction

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.

IPLogger 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.

1.2. Opening of IPLogger

To open IPLogger, select the corresponding icon 

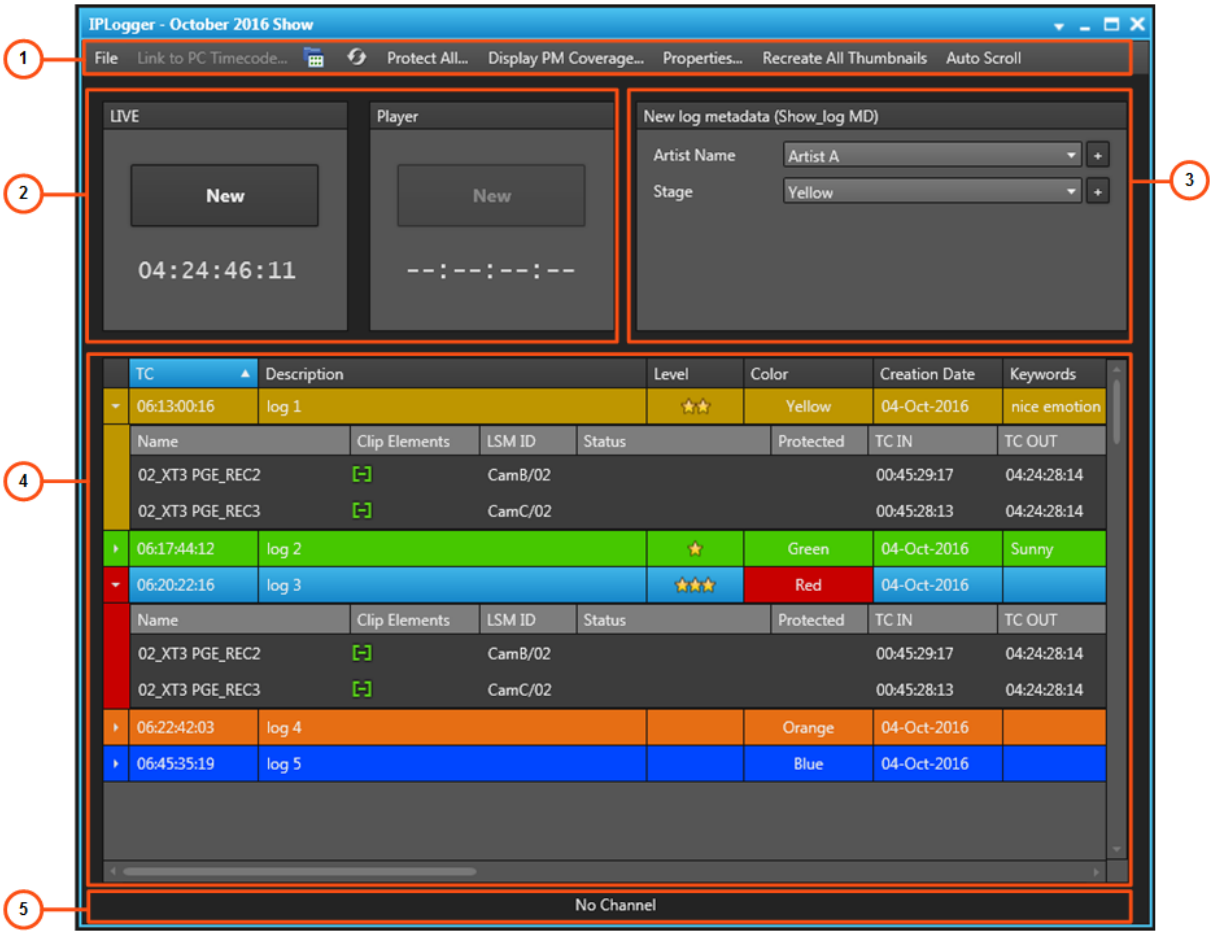
on the IPDirector Application bar. The IPLogger window will open.

2. User Interface

2.1. Overview of the IPLogger Window

Illustration

The IPLogger window contains the areas highlighted on the screenshot below:



NOTE

From version 6.55, the interface skin has slightly changed, so the color shade of some user interface elements (such as title bar, buttons) may differ from the screenshots included in the current manual.

Area Description

The table below describes the various parts of the IPLogger window:

Area		Description
1.	Toolbar	The Toolbar provides functions for performing operations on logsheets and buttons mainly for viewing options. See section "IPLogger Toolbar" on page 3.
2.	Logging areas	The Logging areas are used to log events. See sections "Logging Areas" on page 7 and "Adding Logs to Media" on page 26.
3.	Log Metadata area	This area allows you to define values for the user fields from the log metadata profile. This area is only displayed if a profile for log metadata has been associated with the selected logsheet profile. See sections "Create a New Log Window" on page 34 and "Log Metadata Profile" on page 38.
4.	Logs grid	This area displays all log entries in columns. See section "Logs Grid" on page 7.
5.	Associated Channel zone	This area provides information regarding the associated player channel, if any. When no channel is associated to IPLogger, **No Channel** is displayed. See section "Assigning a Player" on page 31 for more information on how to assign a player channel. If the selected player channel is connected to an IN port of a video router, itself associated to OUT ports, the name of the router OUT port (s) is displayed after the player channel name.

2.2. IPLogger Toolbar

2.2.1. 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
New Logsheet	Opens the Create a New Logsheet Wizard window to create a new logsheet. The logsheet creation process is described in detail in "Creating a Logsheet" on page 15.
Open Logsheet	Opens the Open a Logsheet window which provides the list of existing logsheets.

Menu Item	Description
Import	Allows the users to import a logsheet. See section "Importing a Logsheet" on page 56.
Export	Allows the users to export a logsheet or a logsheet profile. See sections "Exporting a Logsheet" on page 56 and "Exporting a Current Logsheet Profile" on page 57.
Publish logsheet	Opens the Publish a Logsheet window from which the selected logsheet can be published, i.e. made available to selected groups of users, or to selected individual users. See section "Publishing Logs and Logsheets" on page 60.
Enter TC Offset	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. See section "Entering a Timecode Offset" on page 51.
Properties	Opens the Update a Logsheet Wizard to check or update the information previously entered. You can also click the **Properties** button on the toolbar.
Print	Opens the Print Logsheet window and allows the users to print the logsheet. See section "Printing a Logsheet" on page 62.
De-active logsheet	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. See section "De-Activating a Logsheet" on page 54.
Re-active logsheet	Re-activates a logsheet which has previously been de-activated. See section "De-Activating a Logsheet" on page 54.
Exit IPLogger	Closes the IPLogger window.

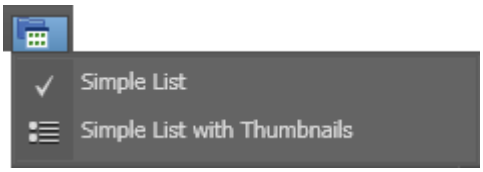
2.2.2. Link to PC Timecode Button

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 "How to Link Logs to PC Timecode" on page 27.

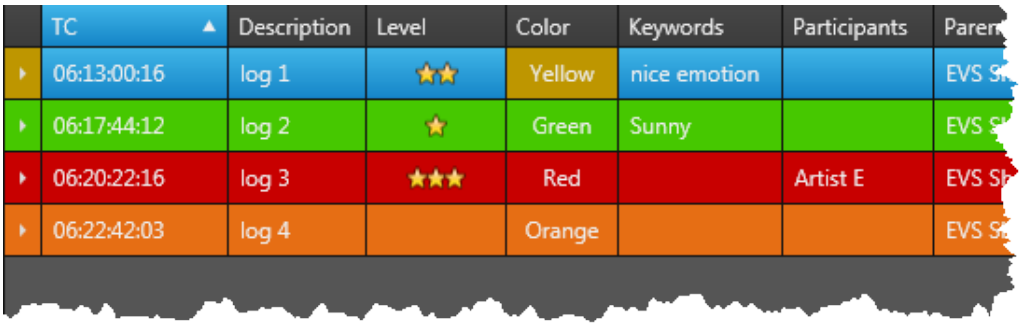
2.2.3. View Button

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.



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.

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.

2.2.4. Refresh Button

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

2.2.5. 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 41.

2.2.6. 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 41.

2.2.7. 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.

2.2.8. 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.

2.2.9. 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.

2.3. Logging Areas

2.3.1. Logging Buttons

The **New** button from the LIVE area is used when you log live actions. See section "Live Logging" on page 26.

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 "Retroactive Logging" on page 31.

2.3.2. Timecode Fields Display

Information displayed in the **Timecode** fields from the Live Logging area and from the Player Logging area can be changed as follows:

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

   A contextual menu with the following options is displayed:

   - Timecode
   - Timecode and Date

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

2.4. Logs Grid

2.4.1. Logs Display

Introduction

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

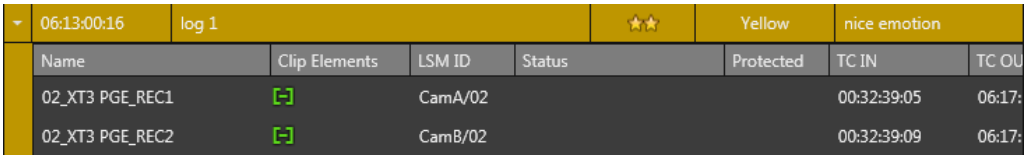
The view can be expanded thanks to a small arrow at the beginning of each line. Different kinds of elements can be displayed on separate lines.

Log Entries

A log has been created on each relevant recorder channel defined at the logsheet creation.

See section "Step 3: Defining the Relevant Recorders" on page 22, and section "Adding Logs to Media" on page 26.

This displays as follows in the Elements grid:

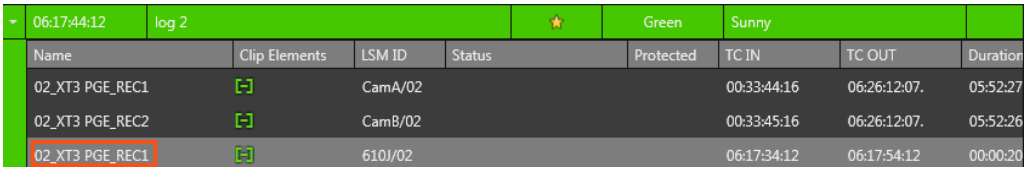


NEW !

Clips Created Automatically

The log has been dragged into a bin or a specific bin for automatic clip creation had been selected in the associated logsheet. So, a clip has been automatically created by the system.

The clip duration depends on the **Automatic Clip creation based on Logs** setting, defined under **Tools > Settings > Clips > General**.



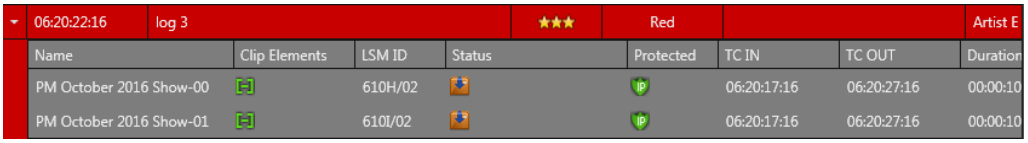
See section "Creating Clips Automatically from a Log Entry" on page 45.

Protect Media Clips

A log has been protected by a user, so a clip has been created around the log timecode to protect the A/V material.

See section "Protecting Media" on page 41.

This displays as follows in the Elements grid:

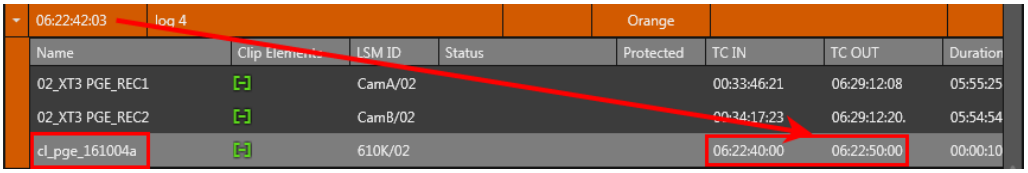


Associated Clips

A clip containing a log timecode has been created by a user on the same recorder channel as the log. So, the system has automatically detected it and associated it with the log.

This association is done provided that the **Auto-associate clips to logs** option has been selected in the Remote Installer (**Configure > General**).

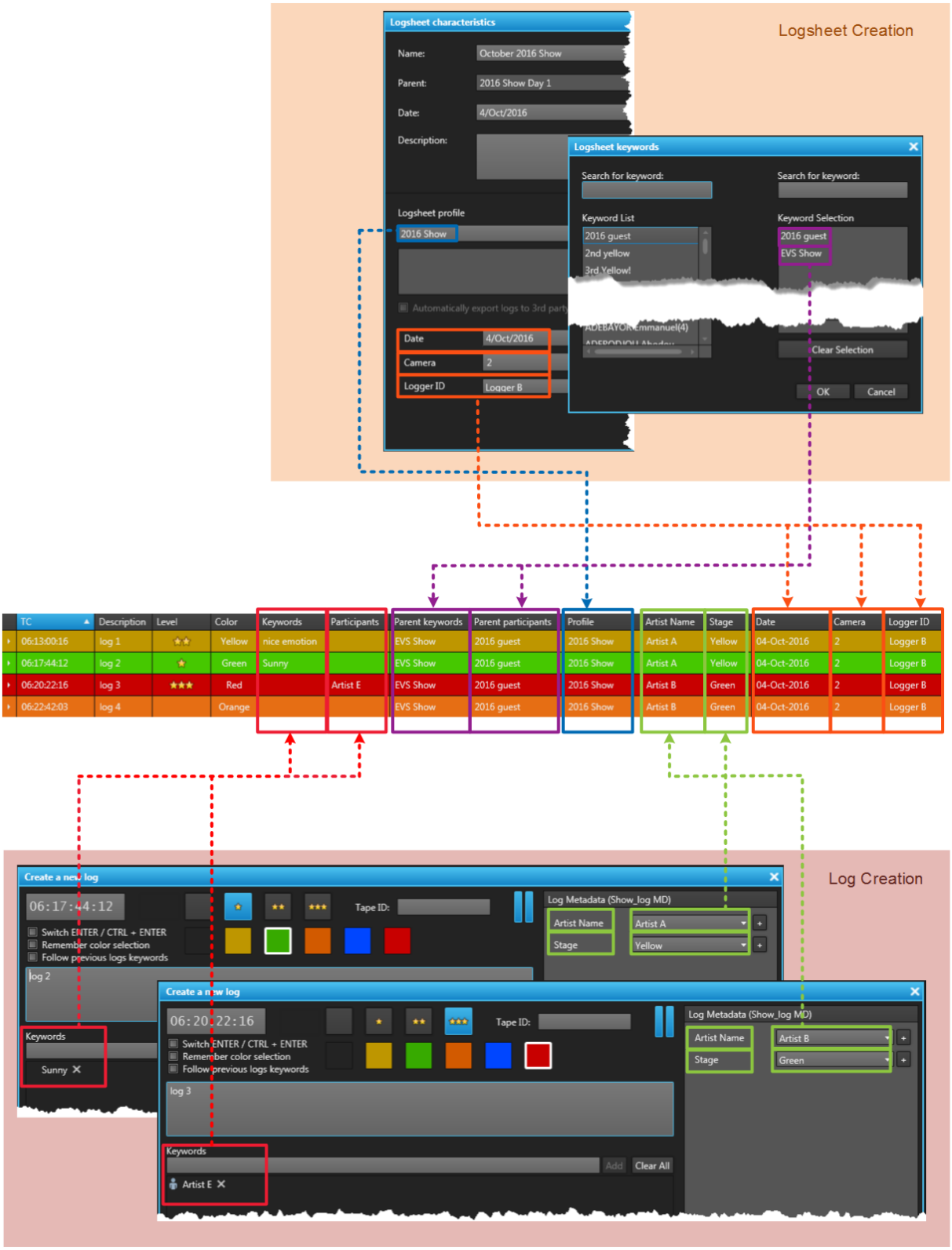
This displays as follows in the Elements grid:



2.4.2. Log Keywords and Profile Metadata Values

Some of the columns displayed the keywords assigned to the logsheet or to the log entries and other columns relate to the values entered in the metadata profile user fields, as explained below.

The following schema summarizes the meaning of these columns.



Keywords

Keywords added to the log from the Create a New Log window.

Participants

Participant keywords added to the log from the Create a New Log window.

Parent Keywords

Keywords associated with the logsheet during step 2 of logsheet creation.

Parent Participants

Participant keywords associated with the logsheet during step 2 of logsheet creation.

Profile

Name of the logsheet profile associated with the logsheet during step 1 of the logsheet creation.

[User Fields from the Profile for Log Metadata]

The profile for Log Metadata which is associated with the logsheet profile selected at logsheet creation is made up of a series of user fields. A column corresponding to each user field is present in the Logs grid.

NOTE

These columns are not displayed if no logsheet profile is used with the logsheet or if no "Profile for log metadata" is associated with the logsheet profile.

[User Fields from the Profile for Logsheet]

At logsheet creation, a logsheet profile can be selected. If a profile for Logsheet User Fields has been associated with this logsheet profile from the Metadata Profile Management window, a column corresponding to each of its user fields is present in the Logs grid.

NOTE

These columns are not displayed if no logsheet profile is used with the logsheet or if no "Profile for Logsheet User Fields" was present in the logsheet profile.

2.4.3. Grid Header Contextual Menu

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

The options are described in the following table:

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

2.4.4. Sorting the Elements in the Grid

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

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

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

2.4.5. Organizing Columns

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

Resizing Columns

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

Selecting Columns to Display

To select the columns to display in the grid,

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

   The Select Columns window opens and the right pane shows the list of columns currently displayed in the current order.
3. To select the column(s) you wish to add to the view, do one of the following actions:
   - in the left pane, double-click the column(s) you wish to add to the view
   - select them in the left pane and click the right arrow
   - drag them onto the Visible Columns area.

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

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

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

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

5. Click **OK**.

Ordering Columns

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

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

OR

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

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

Resetting the List of Columns back to the Default One

Users can reset the list of columns displayed in the grid to the default one.

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

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

2.4.6. Log Entry Contextual Menu

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

Field	Description
Edit	Opens the Edit a Log window that allows users to modify the log metadata. You may change some data, such as interest level, color,…, for multiple logs at once: select all the lines to edit and choose the data you want to associate to all of them in the Edit log window.
View and Edit	Opens the Edit a Log window that allows users to modify the log metadata and loads the log at the log timecode position on the player channel associated with the IPLogger window.

Field	Description
View	Loads the log on the player channel associated with the IPLogger window.
Delete	Deletes the selected log entry(ies).
Synchronize this log with the image loaded on the player	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.
Grab Thumbnail on Recorder	Manually re-generates the thumbnail on a relevant recorder of user's choice.
Protect Selected Logs	Allows creating clips for selected logs to ensure the protection of corresponding A/V material.

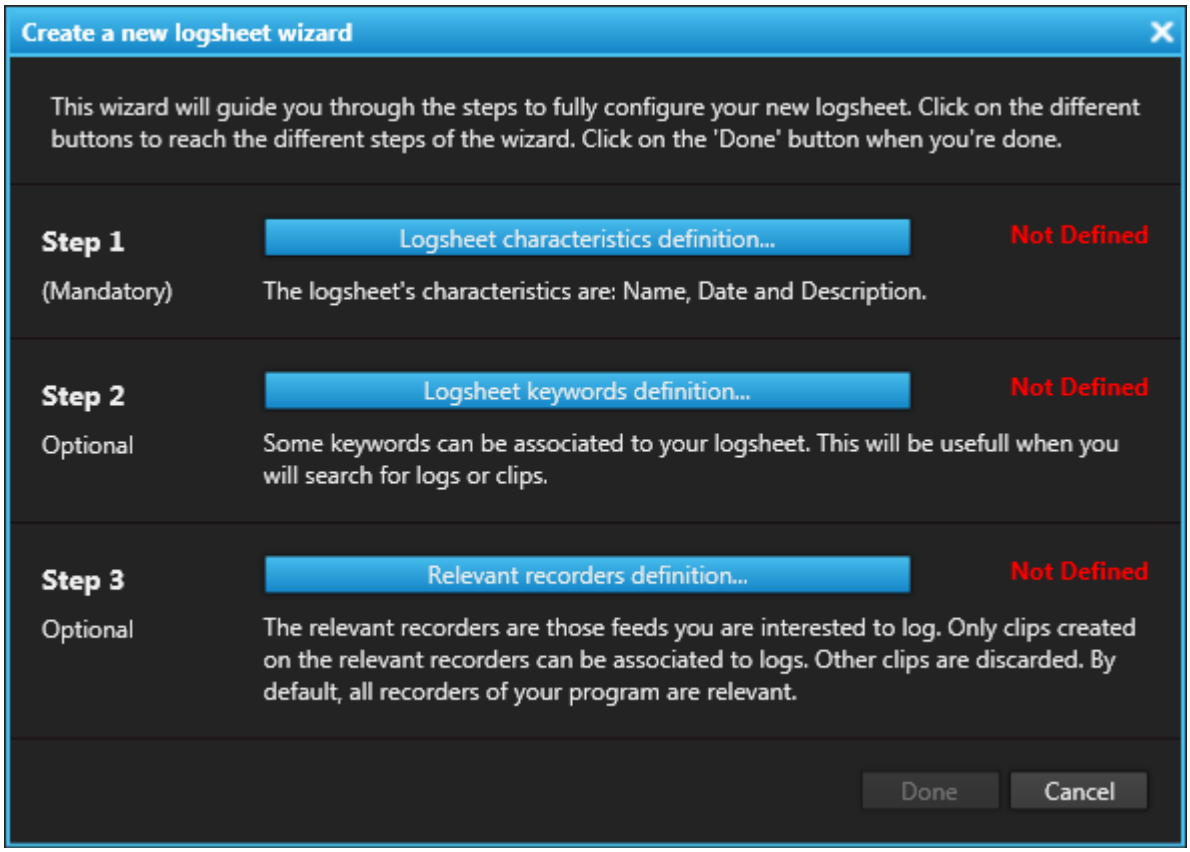
NOTE

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

3. Creating a Logsheet

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:

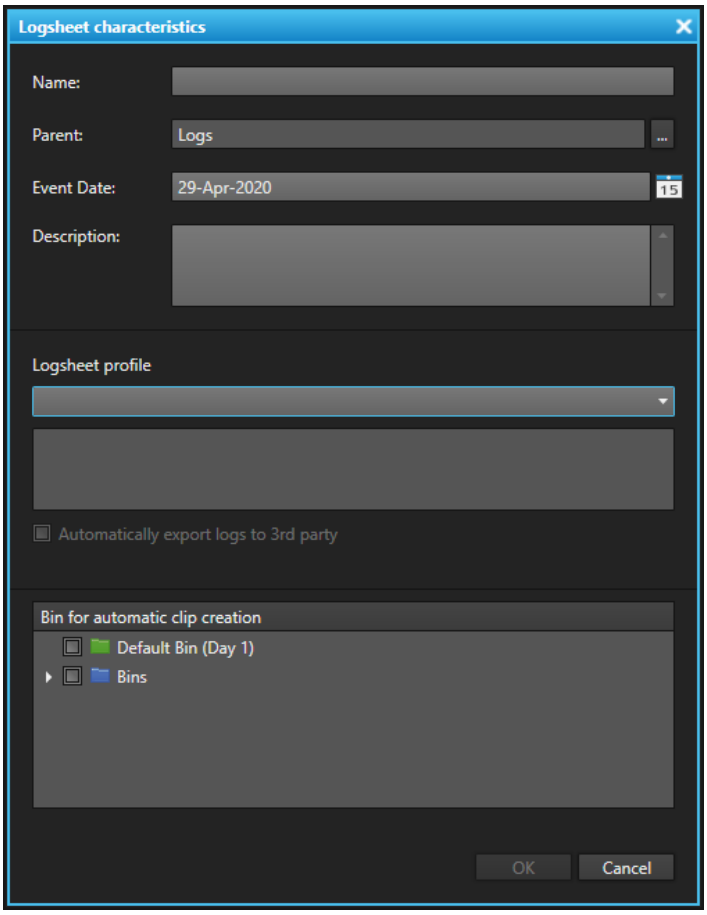
1. logsheet characteristics
2. logsheet keywords
3. relevant recorders

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

3.2. Step 1: Defining the Logsheet Characteristics

Accessing the Logsheet Characteristics Window

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



Purpose

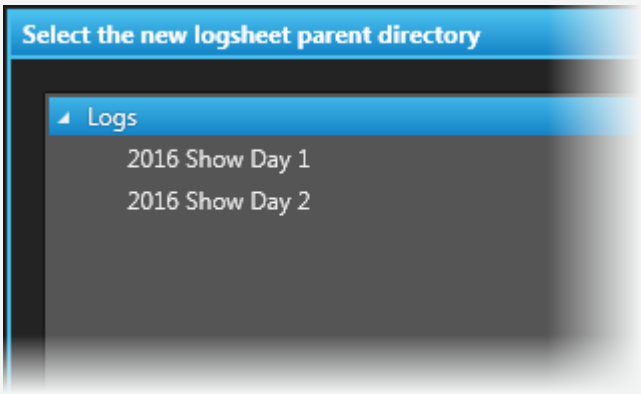
NEW !

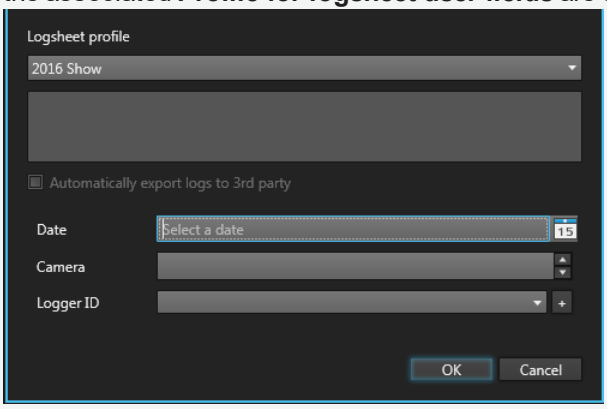
The Logsheet Characteristics window is used to define the main characteristics of the logsheet: name, description, log directory, logsheet profile, values for the associated profile for logsheet, and bin for the automatic creation of clips.

Fields of the Logsheet Characteristics Window

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

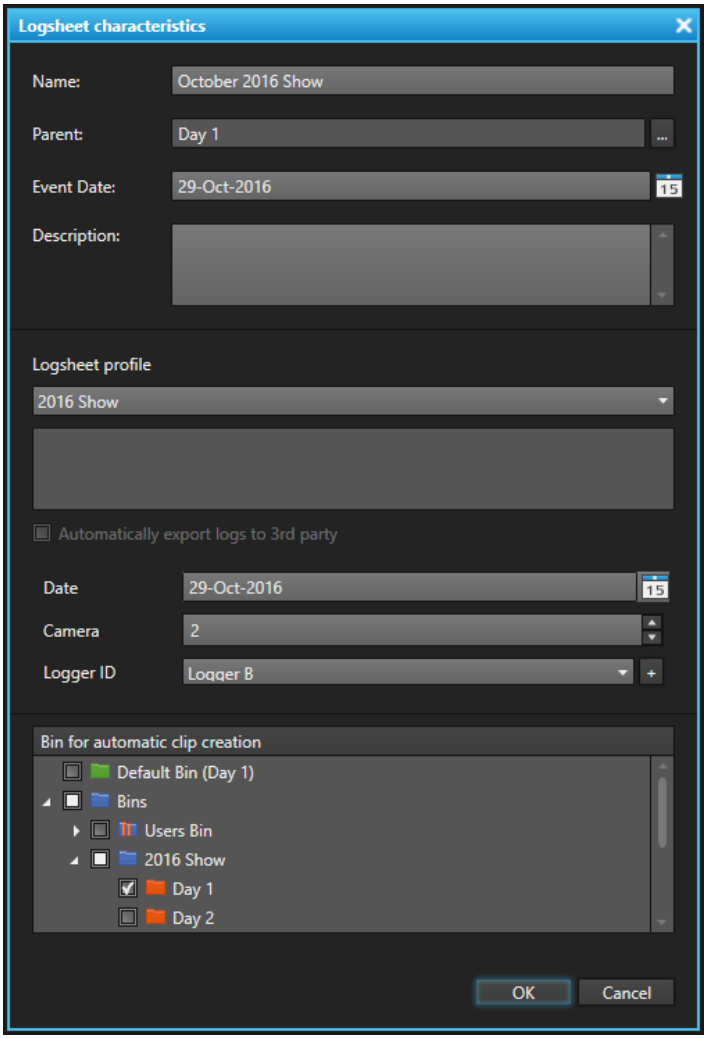
Complete at least the mandatory fields and click **OK**. Step 1 will then appears as Defined in the Create a New Logsheet wizard.

User Interface Element	Description
Name	Name of the logsheet. This is a mandatory field.
Parent	Name of the log directory from the tree structure of the Database Explorer in which the logsheet will be placed. Browsing in this field displays the folders already created in the Logs section of the Database Explorer, allowing you to select the requested folder: 
Event Date	Date when the logsheet is created or date of the logged event. This is a mandatory field.
Description	Free text to add a description of the logsheet. This is an optional field.
Logsheet Profile	The first field displays the name of the selected logsheet profile. The Logsheet profile menu provides the list of available logsheet profiles, set from the Metadata Profiles Management window. The second field gives the description of the selected logsheet profile. See the General Functions user manual
Automatically Export Logs to 3rd Party	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. The option availability depends on the configuration defined in the Remote Installer (**Configure > IPLogger Export**). See the IPDirector Technical Reference manual for more information.

User Interface Element	Description
[Logsheet Profile User Fields]	As soon as a logsheet profile has been selected, the user fields from the associated **Profile for logsheet user fields** are displayed.  Values can be specified for all the user fields at the logsheet creation. 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. The user field names can be displayed as columns in the Logs grid of IPLogger.
NEW ! **Bin for the automatic clip creation**	If a specific bin has been selected in the logsheet, clips will be automatically created when a log is being created.

NEW !

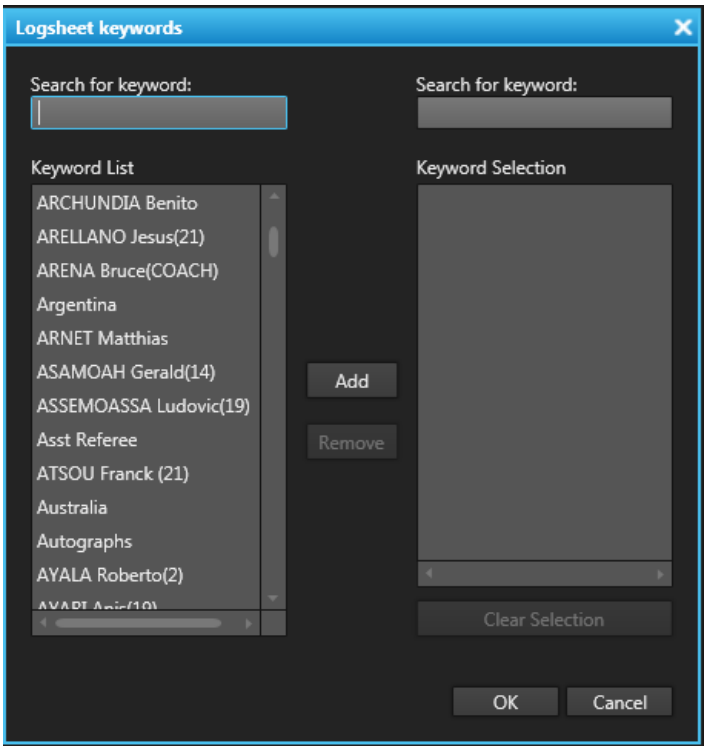
Here is an example of a completed Logsheet Characteristics window:



3.3. Step 2: Defining the Logsheet Keywords

Accessing the Logsheet Keywords Window

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



Purpose

The Logsheet Keywords window is used to define keywords which will be associated to the logsheet, and therefore automatically associated to all the log entries of the logsheet.

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.

Fields of the Logsheet Keywords Window

The table below describes the Logsheet Keywords Definition window.

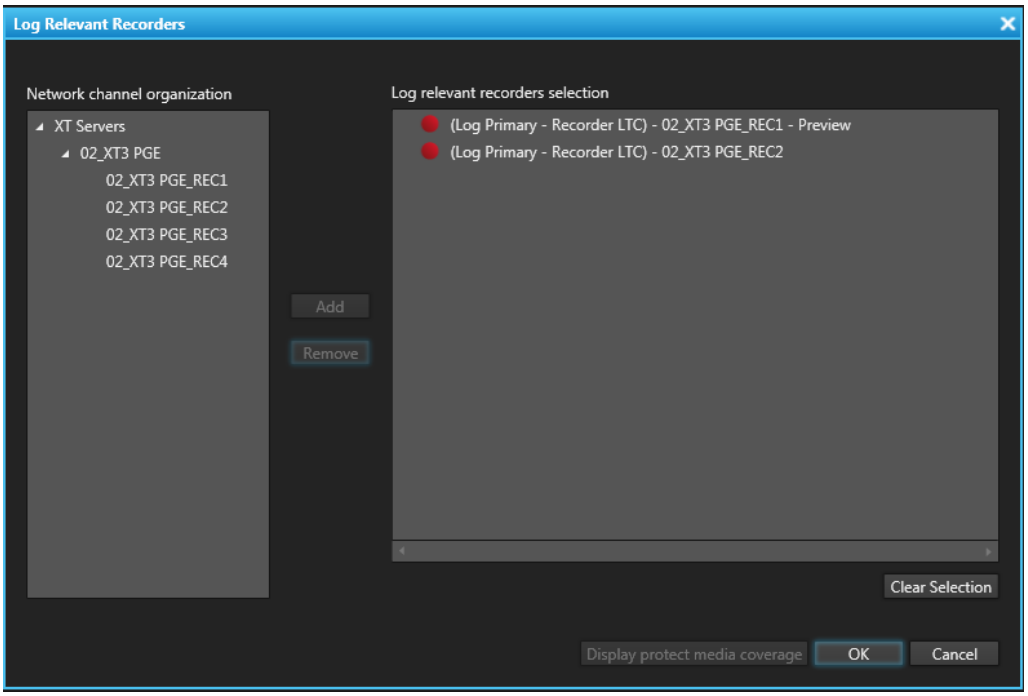
Select keywords and click **OK**. Step 2 will then appears as Defined in the Create a New Logsheet wizard.

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

3.4. Step 3: Defining the Relevant Recorders

Accessing the Log Relevant Recorders Window

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



Purpose

The Log Relevant Recorders window is used

- to define the relevant recorders, which correspond to 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,
- to set a recorder as preview recorder: The preview recorder provides the timecode displayed in the LIVE area of the logsheet. It will also be the first angle selected to view an event when an IPDirector operator loads a log.
- to select the association type between the log timecode and the recorder timecode.

How to Select the Relevant Recorders

To select the relevant recorders, proceed as follows:

1. Select the relevant sources from the Network Channel Organization area.
2. Click **Add**.

NOTE

If a recorder channel is connected to an OUT port of a video router, itself associated to an IN port, the name of the router IN port is displayed after the recorder channel name in the Log Relevant Recorders window.

How to Select the Preview Recorder

To define a preview recorder, proceed as follows:

1. Right-click the requested recorder channel in the Log Relevant Recorders Selection area.
2. Select **Preview Recorder** from the contextual menu.

Preview is written next to the selected recorder.

NOTE

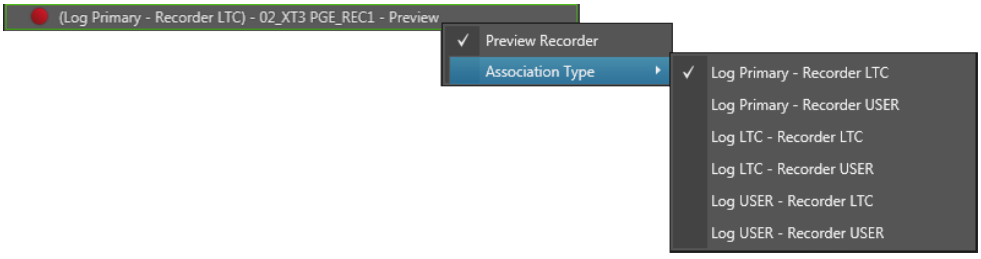
The preview recorder MUST be assigned to a recorder channel that is managed with a RS422 link to the EVS video server the channel is on. If not, the logsheet will NOT function correctly, and no LIVE timecode will be displayed.

How to Associate the Log and Recorder Timecodes

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.

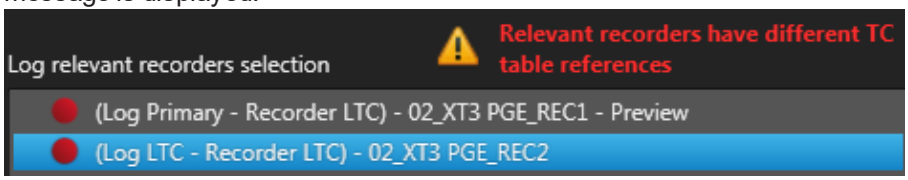
It is however possible to change this association if necessary. To change the association, proceed as follows:

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



NOTE

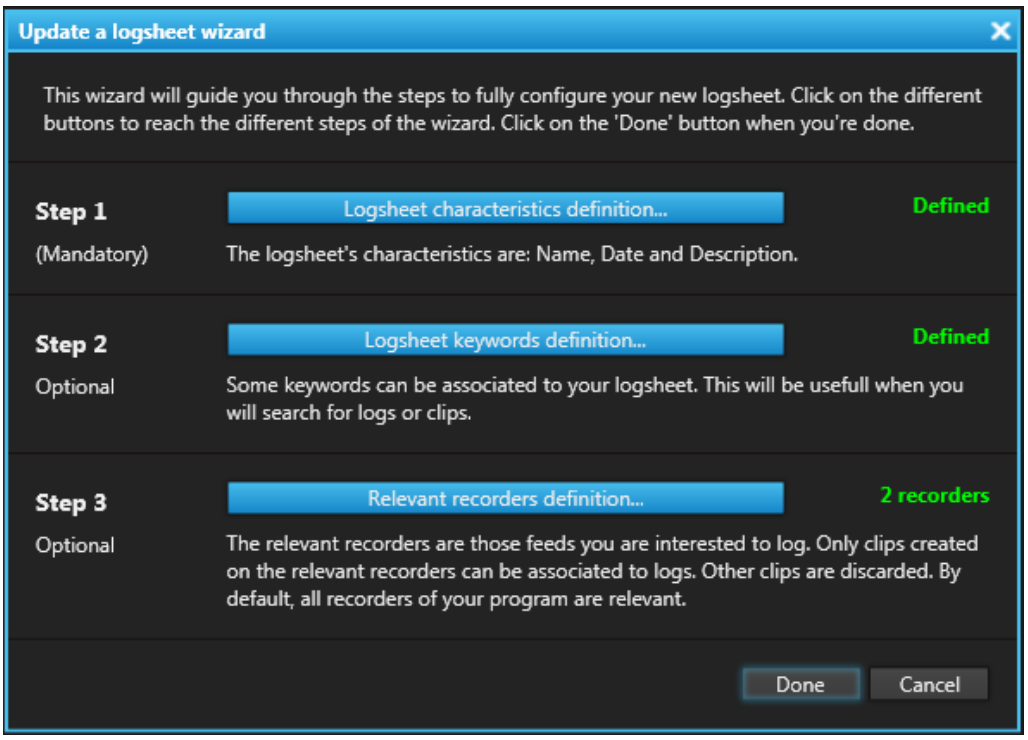
If you have different types of associations in the same logsheet, a warning message is displayed.



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.

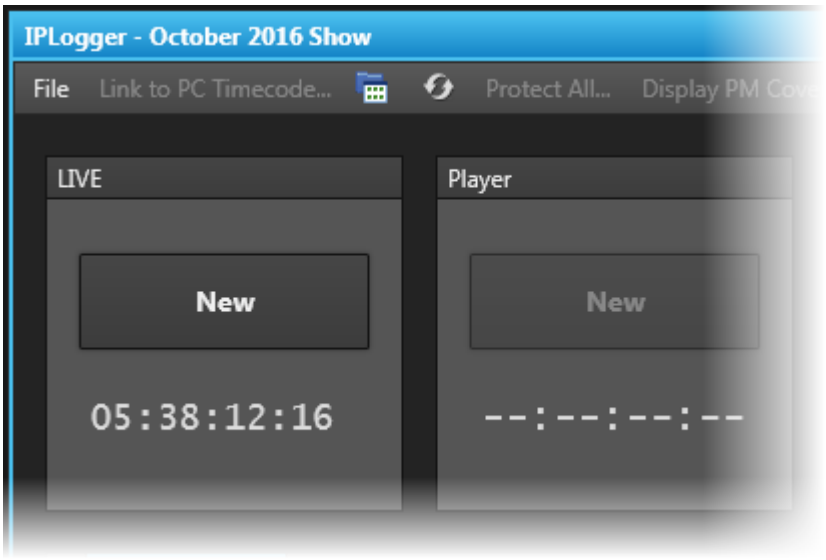
3.5. Logsheet Ready For Use

When the wizard is completed, it looks as follows:



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.

4. Adding Logs to Media

4.1. Introduction

A log is a reference point to a specific frame in a video sequence. The log is identified by a timecode value, and relates to an action in a given event. It can be associated to metadata related to the event (keywords and/or a ranking, for example).

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

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

When users log 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 users log actions later on, users can move through the selected media: recorded clip, loaded train. This is called the retroactive logging hereafter.

Log creation buttons and shortcuts are available to add logs to a media, users will have to manually associate metadata to the log, such as keywords, interest level, highlight color or a description.

4.2. Live Logging

4.2.1. Possible Ways to Proceed

When users log LIVE actions, logs must be created as soon as the action occurs to grab the timecode corresponding to the action.

Depending on the situations, the Live logging can be done with the timecode of an EVS server recorder channel or with the PC timecode.

- When you work on an IPDirector workstation connected to an EVS video server, you will log with the timecode of the preview recorder.

  In this case, you need to first define the relevant recorders and to set the preview recorder channel to be used for logging during the step 3 of the logsheet creation. See section "Step 3: Defining the Relevant Recorders" on page 22.

- You will use the PC time as the timecode for the logs 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.

  In this case, you will create a logsheet without defining any relevant recorder. Then you will have to link the IPLogger window to the PC timecode, as described in section "How to Link Logs to PC Timecode" on page 27.

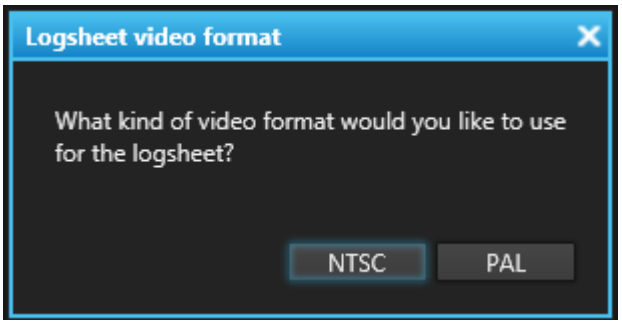
4.2.2. How to Link Logs to PC Timecode

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

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

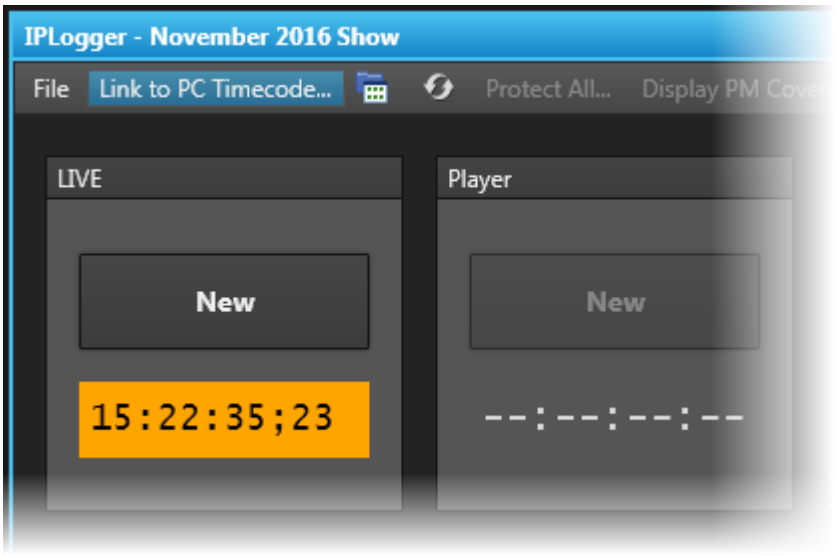
   The Logsheet Video Format window appears:

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" on page 28.

The **Link To PC Timezone** 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.

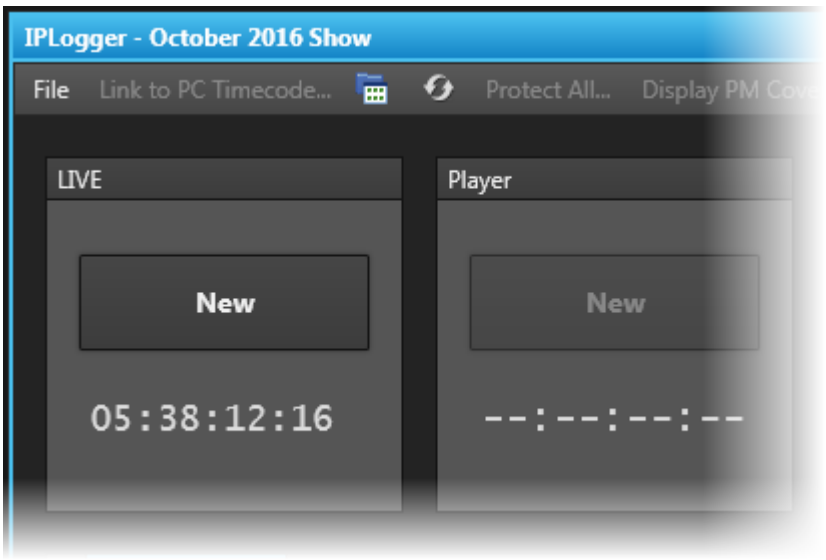
4.2.3. How to Log LIVE Action

Prerequisites

Logging with Preview Recorder Timecode

Create a logsheet and define the relevant recorder channels and the preview recorder, as described in section "Creating a Logsheet" on page 15.

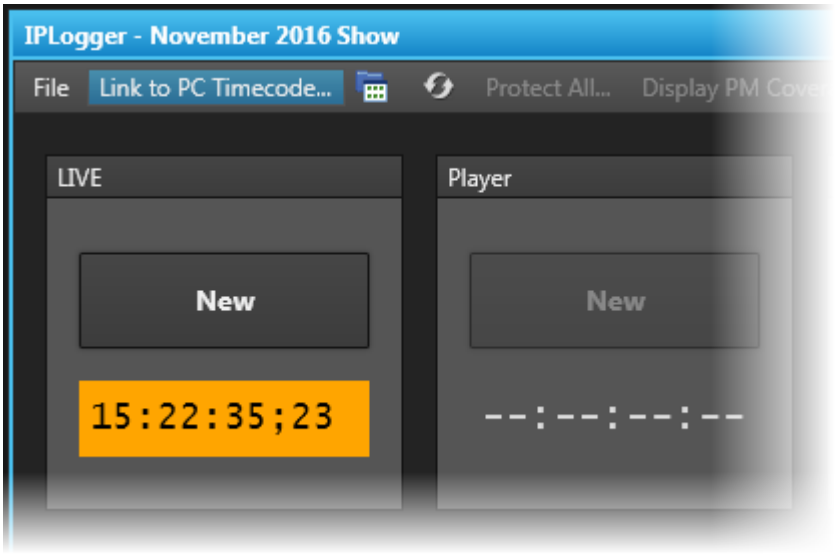
The timecode displayed in the **LIVE** area of the IPLogger window is the timecode of the preview recorder. It is not highlighted.



Logging with PC Timecode

1. Create a logsheet without defining any relevant recorder channels. See section "Creating a Logsheet" on page 15.
2. Link IPLogger to PC timecode, as described in section "How to Link Logs to PC Timecode" on page 27.

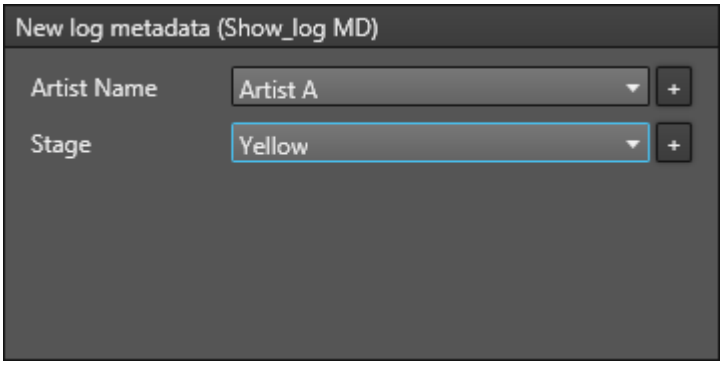
The timecode displayed in the **LIVE** area of the IPLogger window is highlighted to warn the users.



Complete Procedure

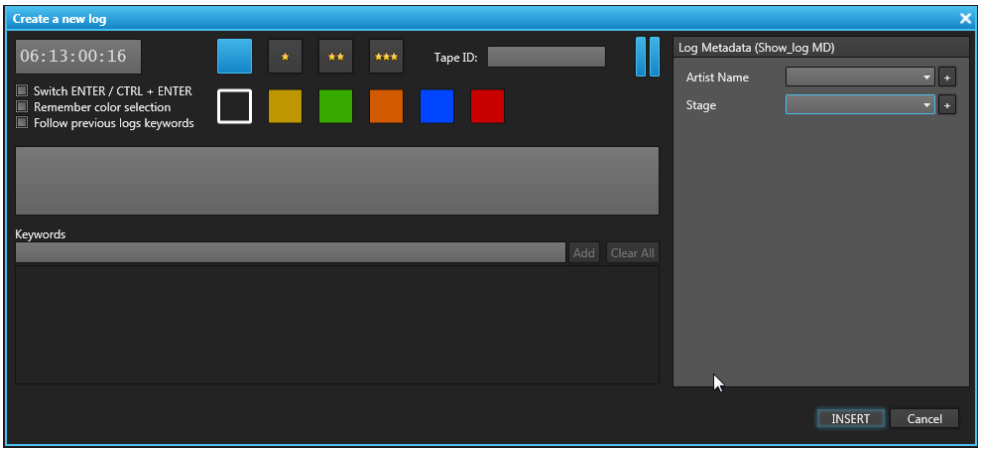
To create a new log entry in a selected logsheet, proceed as follows:

1. Open the selected logsheet from **File > Open a logsheet**.
2. (optional) Enter or modify the values in the Log Metadata area:



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

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



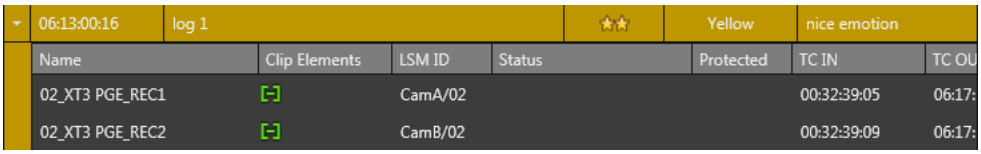
   See section "Create a New Log Window" on page 34 for more information on the fields.

4. (optional) Enter a free-text description for the log in the **Description** field.
5. (optional) Select keyword(s) for the log from the **Keywords** field (Autocomplete list) or from a keyword tool. For more information on how to assign keywords to media, see the General Functions user manual.

   The keyword appears in the Keywords list.

6. (optional) To keep the selection of keywords for the next log, select **Follow previous logs keywords**.
7. (optional) Select an interest level for the log.
8. (optional) Select a highlight color for the log.
9. 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.
10. Click the **INSERT** button.

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



11. Repeat the procedure to create as many logs as you want.

4.3. Retroactive Logging

4.3.1. Context of Use

In some workflows, logs will be added to media later than live.

This can be done on clips created earlier, sometimes just for a reason of easy retrieval of archived material. In other cases, story editors reviewing the logged clips may decide to add more logs.

Users may also log a recorded train, for example during a session break, by rewinding and browsing the train loaded on the Player.

To do so, you first need to assign a player channel to the IPLogger window and to load the selected train on the player channel.

4.3.2. Assigning a Player

Introduction

There are several ways to assign a player channel or the Software Player to an IPLogger window. See section "How to Assign a Player Channel or the Software Player" on page 31.

If a default player channel has been defined from the Channel Explorer, this channel will automatically be assigned to IPLogger and the IPDirector main window when you open the application.

See the Channel Explorer manual for more information on how to set and how to clear a default player channel.

How to Assign a Player Channel or the Software Player

From the Channel Explorer

Users can assign a player channel to a IPLogger window from the Channel Explorer. This can be done in the following way:

- Drag a player channel from the Channel Explorer window and drop it on the IPLogger window.

  The name of the selected player is displayed in the Associated Channel zone.

When a channel is assigned to an application, the **Player** icon in the Channel Explorer window changes from  to  .

Additionally, the **Player** area of the IPLogger window becomes active and shows the running timecode of the record train loaded on the associated player channel.

From the Associated Channel Zone Contextual Menu

Users will be able to select a player from the Associated Channel zone.

This can be:

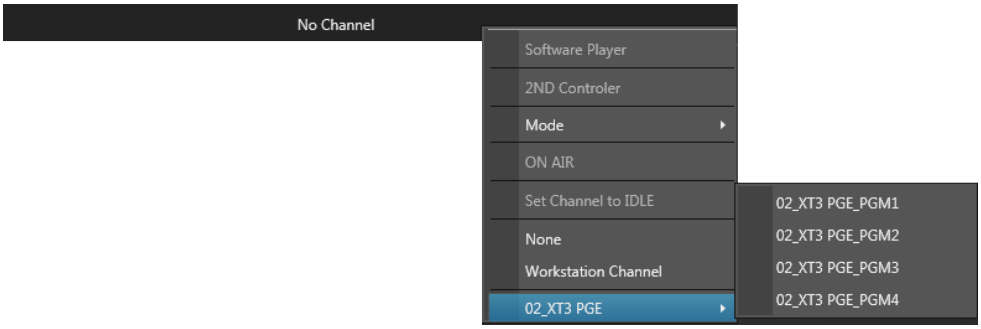
- a player channel from an EVS video server
- the workstation channel, this means the player channel set as **linked** from the IPDirector Configuration window of the Remote Installer
- the Software Player, if the workstation has a valid license for the OCX Software Player, and if the Software Player is currently associated with a Control panel or a Playlist panel.

To associate a player channel to the application, proceed as follows:

1. Right-click the Associated Channel zone at the bottom of the window.

   A contextual menu is displayed.

2. Select a player from the menu.



The nme of the selected player is displayed in the Associated Channel zone.

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

Additionally, the **Player** area of the IPLogger window becomes active and shows the running timecode of the record train loaded on the associated player channel.

4.3.3. How to Log a Recorded Clip or Train

Prerequisites

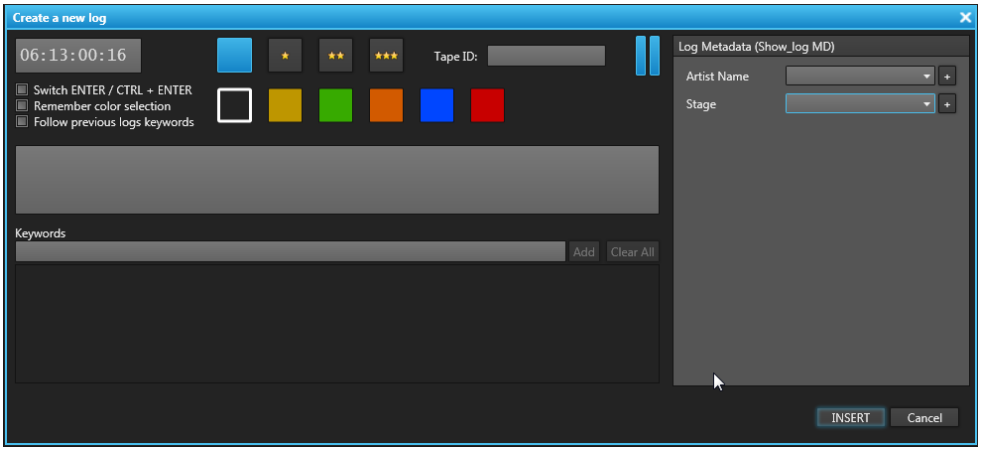
1. Assign a player channel or the Software Player to a Control Panel
2. Assign the same player to the IPLogger window
3. Load the selected record train or recorded clip on the player

Procedure

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

1. From the Control Panel, move through the media until you find the event you want to log.
2. (optional) From the IPLogger main window, enter or modify the values in the Log Metadata area.
3. Click the **New** button in the Player area.

   The Create a New Log window opens with the timecode grabbed from the media loaded on the selected player:

   See section "Create a New Log Window" on page 34 for more information on the fields.
4. (optional) Enter a free-text description for the log in the **Description** field.
5. (optional) Select keyword(s) for the log from the Autocomplete list or from the keyword grid(s). For more information on how to assign keywords to media, see the General Functions user manual.

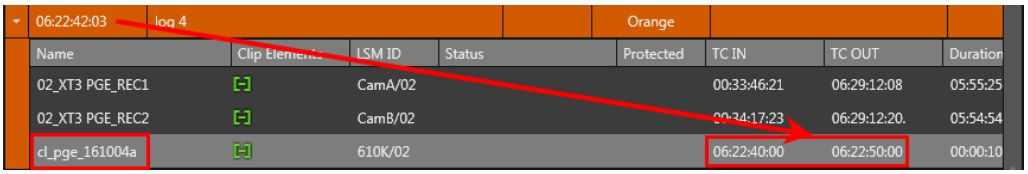
   The keyword appears in the Keywords list.
6. (optional) To keep the selection of keywords for the next log, select **Follow previous logs keywords**.
7. (optional) Select an interest level for the log.
8. (optional) Select a highlight color for the log.
9. For an easy tracking of the logs, you can select 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.
10. Click the **INSERT** button.

    The log entry is displayed in the Logs grid.
11. Repeat the procedure to create as many logs as you want.

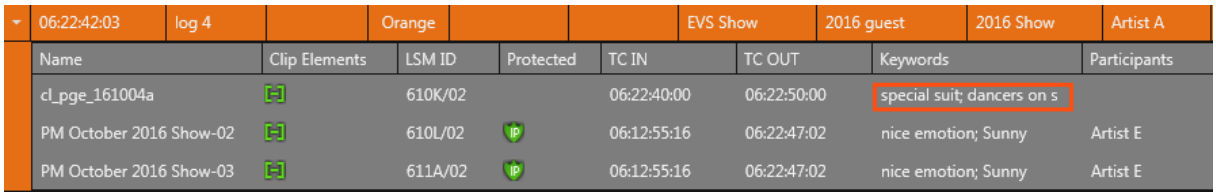
4.3.4. Association Rule Between Clips and Logs

As far as the parameter as been configured in the Remote Installer, the system automatically detects clips which are created and contain the timecode of an existing log, 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 a log timecode between its Protect IN point and its Protect OUT point, i.e. guardbands included, the clip automatically appears in the Logs grid:



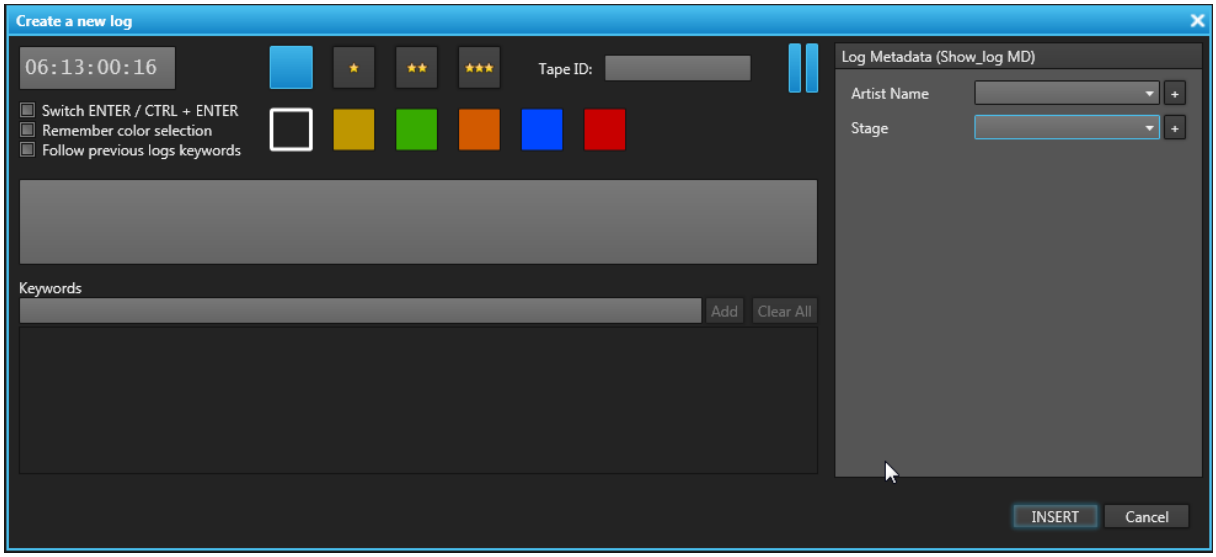
Keywords from the clip (standard keywords and participants keywords) are added to the keywords of the log in the **Keywords** and **Participants** columns.



4.4. Create a New Log Window

Window Overview

The Create a New Log window opens when one of the **New** button is clicked to create a log.



The Create a Log window is divided into two panes:

1. The left pane contains the log information, i.e. general log data.

   It is always displayed.

2. The right pane contains the user fields making up the profile for Log Metadata associated to the logsheet profile selected at the logsheet creation.

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

Fields in the Create a New Log Window

Log Information Pane

The Log Information pane contains the following user interface elements:

Log Timecode
This read-only field displays the log timecode of the current log. It is grabbed from the preview recorder defined in step 3 or from the PC in case the **Link to PC Timecode** button has been clicked
The timecode display can be changed by right-clicking this field and selecting an option from the menu.

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

Tape ID
This identifies the tape on which the log information is stored.

Switch ENTER / CTRL + ENTER
This option determines the behavior of the **ENTER** shortcut and the **CTRL+ENTER** shortcut.
When the checkbox is selected:
- **ENTER** validates the log
- **CTRL+ENTER** goes to the next line in the **Description** field.

When the option is not selected, the behavior of the two shortcuts is reversed.

Remember Color Selection checkbox
This checkbox is used to keep a selected color from one log to the next log created. 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.

NOTE
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.

Follow Previous Logs Keywords checkbox
This checkbox is used to keep selected keywords from one log to another. When the checkbox is selected, the keywords entered for a log are automatically kept for the next

log created.

Highlight Colors
These buttons are a set of colors which can be used to categorize the logs. The gray button lets the log without any associated color. The log line will be highlighted with the selected color in the Logs grid and the Elements grid of the Database Explorer. The operator can then search on the colors in the grids.

Description
This field is used to add a free text description to the log.
This will appear in the **Description** column of the Logs grid for the corresponding log.

Keywords
This area allows you to assign up to fifty keywords to a log to qualify its content.
For more information on how to assign keywords to media, see the General Functions user manual.

Log Metadata Pane

This pane displays the user fields making up the Profile for Log Metadata which is associated to the logsheet profile selected at the logsheet creation.

See section "Step 1: Defining the Logsheet Characteristics" on page 16 for more information on the selection of a logsheet profile.

5. Using Keywords and Metadata Profile with Logsheet and Logs

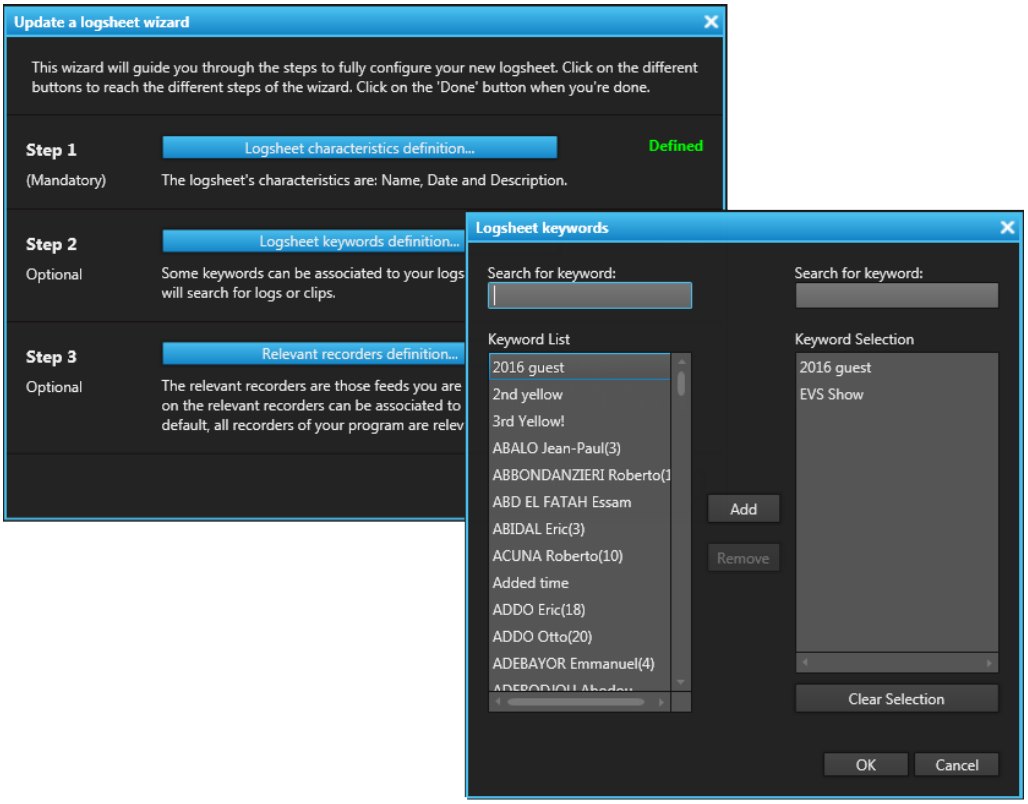
5.1. Parent Keywords

Definition

The parent keywords are keywords set at the logsheet level, and therefore associated with all log entries of a logsheet.

Assignment

The parent keywords are defined when you create the logsheet, in step 2 of the Logsheet wizard (the Logsheet 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 Logs grid. The parent keywords set as Participants at keyword creation are displayed in the **Parent Participants** column of the Logs grid.

Parent keywords	Parent participants
EVS Show	2016 guest
EVS Show	2016 guest
EVS Show	2016 guest
EVS Show	2016 guest

Modification

If you want to modify the parent keywords, you need to access the Logsheet Keyword Definition window by clicking the **Properties** button from the Toolbar.

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

5.2. Log Metadata Profile

Definition

Log metadata 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.

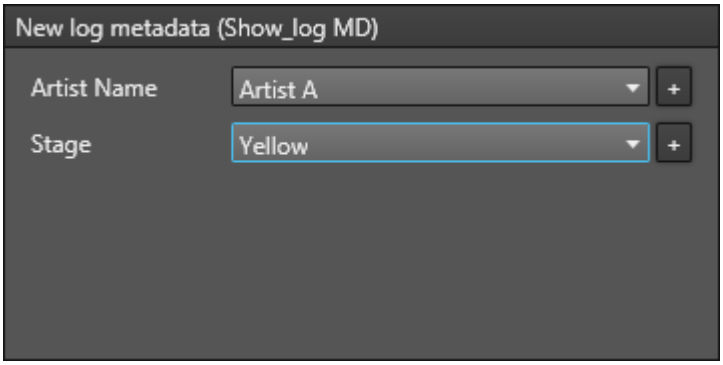
For example, you may have defined a "period" field with a list of values such as "first half" and "second half".

Log metadata work like a sticky keyword that will persist through all new log entries made until the value is changed in the Log Metadata pane.

Assignment

At step 1 of the logsheet creation, a logsheet profile can be assigned to the logsheet. In case a profile for Log Metadata has been associated at creation of the logsheet profile, a Log Metadata area is displayed in the IPLogger window.

The user fields from the profile for Log Metadata are shown in this area:



Values can then be entered or selected in each field.

Each log metadata type is displayed as a column in the Logs grid.

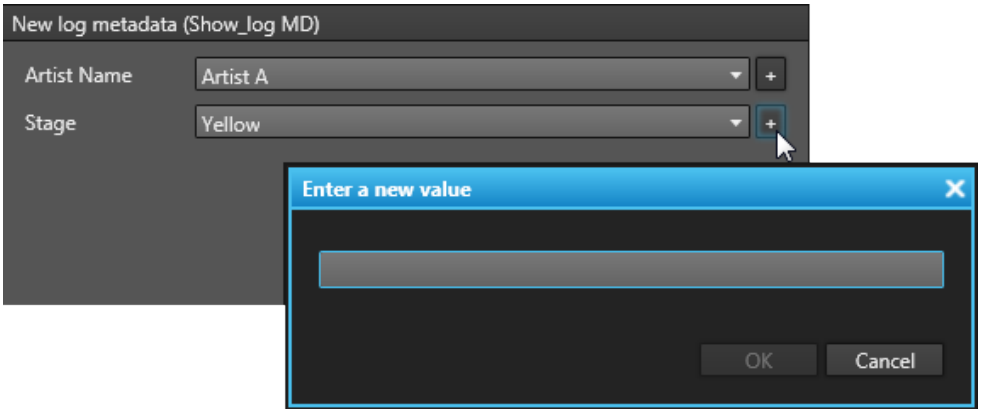
Each time a new log is created, it will receive these log metadata values. If no value is defined, the column remains empty.

Modification

Once a log metadata 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 only modify the log metadata 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 log metadata values to be modified, do one of the following:

- To modify a text field, timecode field or date field, select the value and/or type the new value.
- To modify a value from a 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 value in the Enter a New Value window



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

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

5.3. 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.

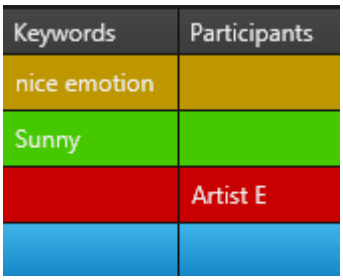
This can done in various ways:

- You can start typing the keyword directly in the **Keyword** field of the Create [Media] windowor Edit window and select a keyword proposed in the Autocomplete list.
- You can select keywords in a keyword grid, a dictionary or a cascading grid .
- You can type the number associated to a keyword in an open keyword grid or an open cascading 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 the General Functions user manual for more details on the different procedures.

Standard keywords and participants keywords assigned to a log entry are displayed in the **Keywords** and **Participants** columns of the Logs grid.



Modification

A log keyword can be modified from the Edit a Log window. See section "How to Edit Log Metadata" on page 46 for more information.

6. Protecting Media

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.

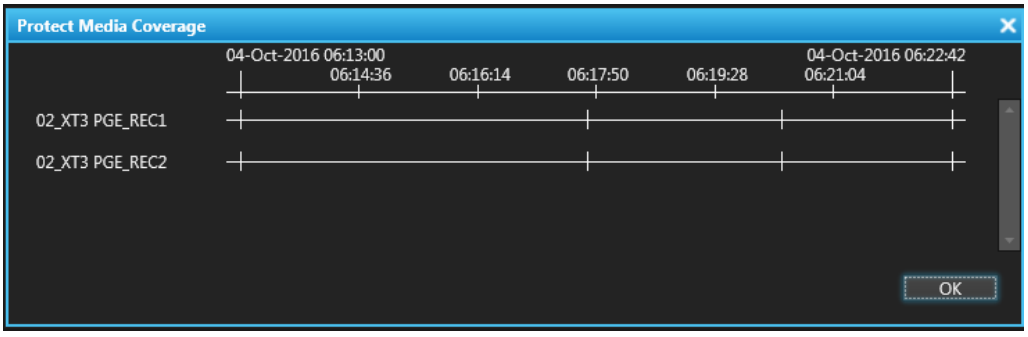
The users can define a prefix to be applied to their protect media in **Tools > Settings > IPLogger > Protect Media Prefix**. This setting is a user setting. By default, the prefix is "PM".

6.2. Display Protect Media Coverage

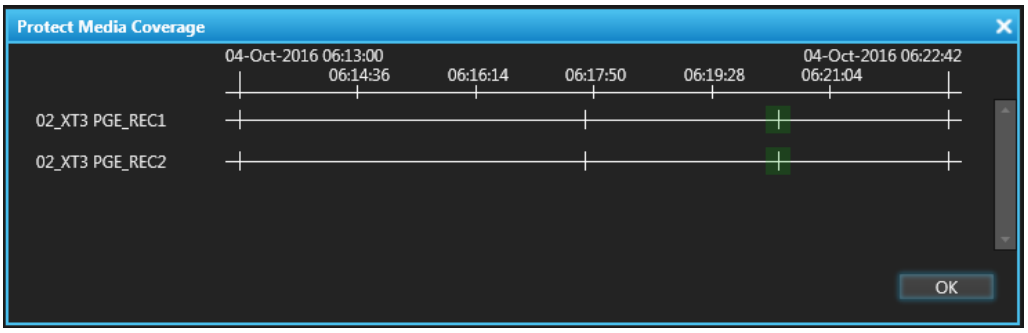
You can check whether all the relevant media is protected in the Protect Media Coverage window by clicking the **Display PM Coverage** button on the Toolbar.

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

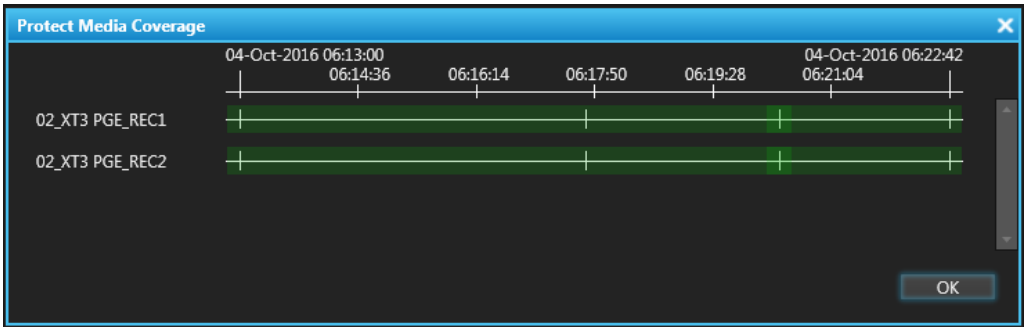
If no media has been protected yet, the time lines are as follows:



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:



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.

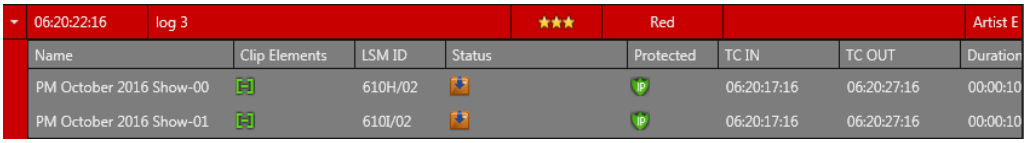
   The Log contextual menu is displayed.
3. Select **Protect Selected Logs** from the contextual menu.

   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:

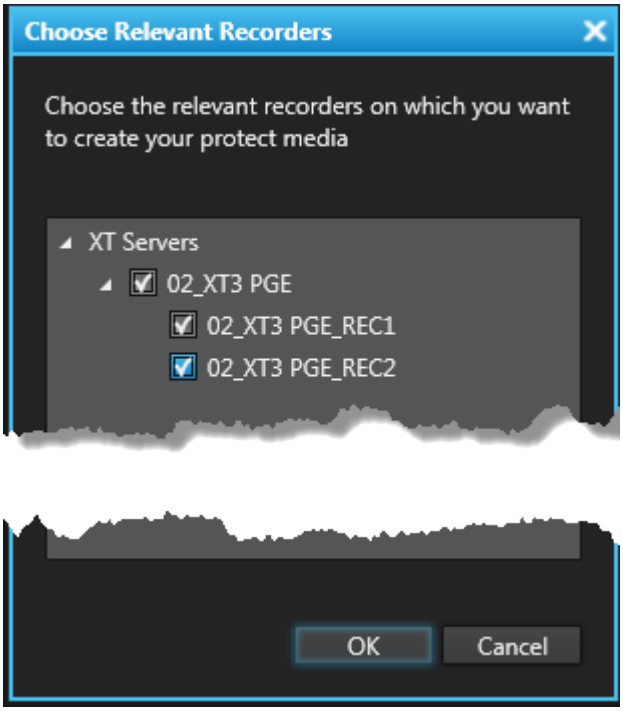


A/V data that is protected is marked with a green background in the Protect Media Coverage window.

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:

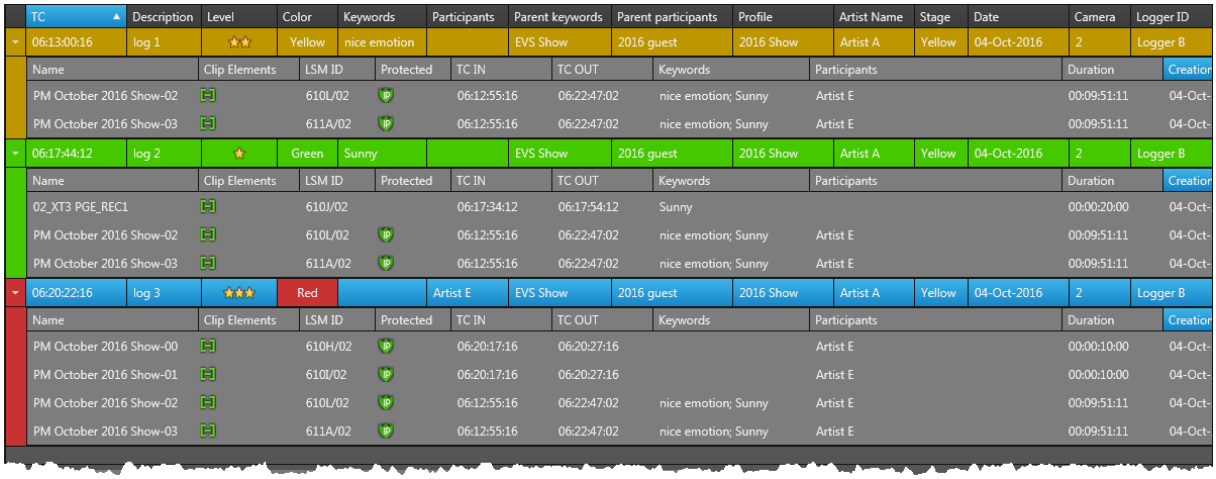
1. Click the **Protect All** button from the IPLogger toolbar.
2. The Choose Relevant Recorders window opens:



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:



TC	Description	Level	Color	Keywords	Participants	Parent keywords	Parent participants	Profile	Artist Name	Stage	Date	Camera	Logger ID
06:13:00:16	log 1	★★	Yellow	nice emotion		EVS Show	2016 guest	2016 Show	Artist A	Yellow	04-Oct-2016	2	Logger B

Name	Clip Elements	LSM ID	Protected	TC IN	TC OUT	Keywords	Participants	Duration	Creation
PM October 2016 Show-02		610L/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-
PM October 2016 Show-03		611A/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-

TC	Description	Level	Color	Keywords	Participants	Parent keywords	Parent participants	Profile	Artist Name	Stage	Date	Camera	Logger ID
06:17:44:12	log 2	★	Green	Sunny		EVS Show	2016 guest	2016 Show	Artist A	Yellow	04-Oct-2016	2	Logger B

Name	Clip Elements	LSM ID	Protected	TC IN	TC OUT	Keywords	Participants	Duration	Creation
02_XT3 PGE_REC1		610J/02		06:17:34:12	06:17:54:12	Sunny		00:00:20:00	04-Oct-
PM October 2016 Show-02		610L/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-
PM October 2016 Show-03		611A/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-

TC	Description	Level	Color	Keywords	Participants	Parent keywords	Parent participants	Profile	Artist Name	Stage	Date	Camera	Logger ID
06:20:22:16	log 3	★★★	Red		Artist E	EVS Show	2016 guest	2016 Show	Artist A	Yellow	04-Oct-2016	2	Logger B

Name	Clip Elements	LSM ID	Protected	TC IN	TC OUT	Keywords	Participants	Duration	Creation
PM October 2016 Show-00		610H/02		06:20:17:16	06:20:27:16		Artist E	00:00:10:00	04-Oct-
PM October 2016 Show-01		610I/02		06:20:17:16	06:20:27:16		Artist E	00:00:10:00	04-Oct-
PM October 2016 Show-02		610L/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-
PM October 2016 Show-03		611A/02		06:12:55:16	06:22:47:02	nice emotion; Sunny	Artist E	00:09:51:11	04-Oct-

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

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.

7. Creating Clips Automatically from a Log Entry

Introduction

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

- drag-and-drop of the log into a bin: the clip can be created on the record train selected as the preview recorder or on all relevant recorders.
- NEW ! preselection of a bin at logsheet creation: the clip will be automatically created on the record train selected as the preview recorder as soon as the log is created, and the clip will be sent the bin. The user does not have to do any additional operation.

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

Prerequisites

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

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

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

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

A clip is automatically created.

To create a clip on all relevant recorders,

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

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

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

8. Editing and Viewing Logs

8.1. Introduction

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

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 13 for a description of all the options.

8.2. How to Edit Log Metadata

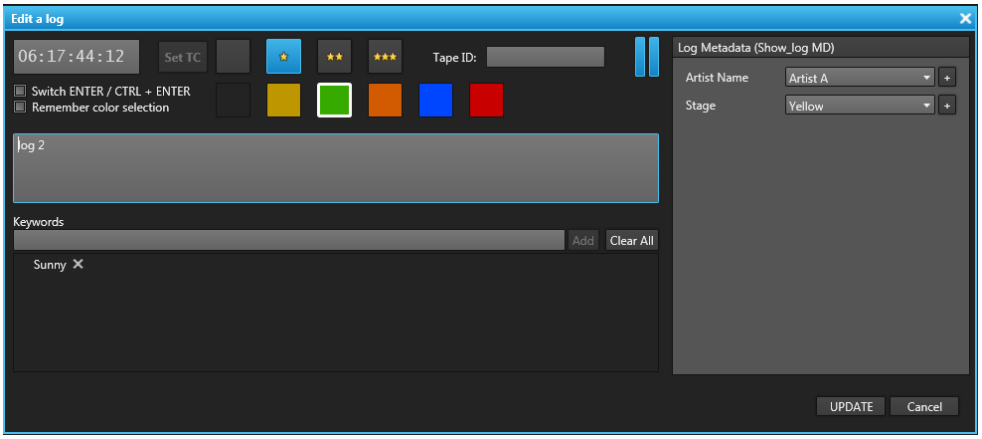
To edit a log metadata, proceed as follows:

1. Right-click the log entry you want to edit in the Logs 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:



3. 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.

8.3. 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.

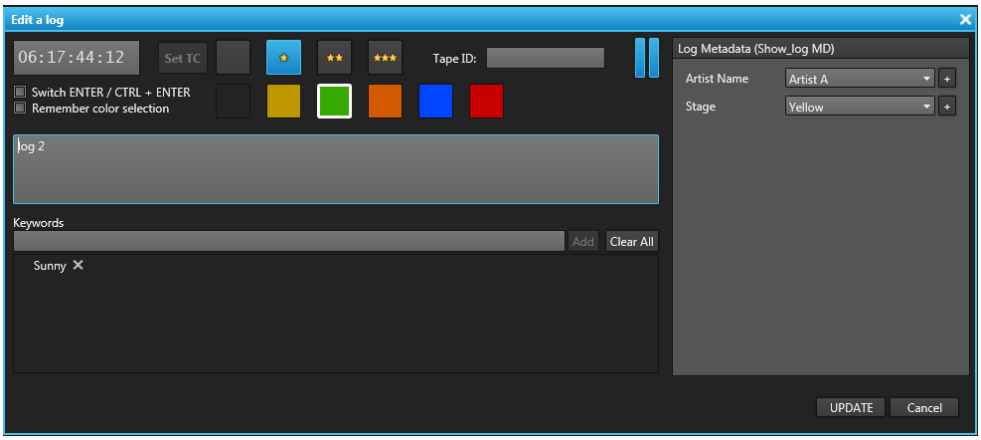
To edit the timecode of the log entry, proceed as follows:

1. In the Logs grid, right-click the log entry for which the timecode has to be edited.

   The Log contextual menu opens.

2. 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.

8.4. How to View a Log

To view an entry from a logsheet (i.e. load the log on the player channel at the log timecode position), a player channel or the Software Player must have been assigned to the IPLogger main window, and to a Control Panel to view it in the control Panel.

This can be a log set on a record train or a log contained in a clip. See section "Logs Display" on page 7 for all the possible types of clips.

Loading the Log from the Preview Recorder

The log created on the recorder selected as "preview"can be viewed in one of the following ways:

- Double-click a log entry, as seen in the collapsed view of the Logs grid.
- Right-click the log entry (collapsed view) and select **View** from the contextual menu.

The log created from the preview recorder is loaded on the player channel or on the Software Player at the log timecode.

Loading a Log from a Relevant Recorder

A log created on one of the relevant recorders can be viewed as follows:

1. Expand the log line to see all the log entries created from all the selected relevant recorders.
2. Click one of the entries.

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

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.

9. Refreshing Associations between Logs, Clips and Keywords

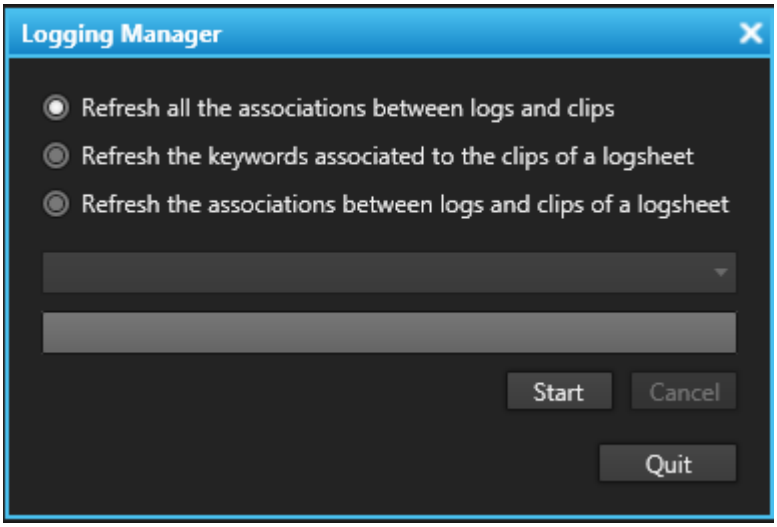
9.1. Introduction

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.



9.2. 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.

10. Entering a Timecode Offset

10.1. 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.

10.2. 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

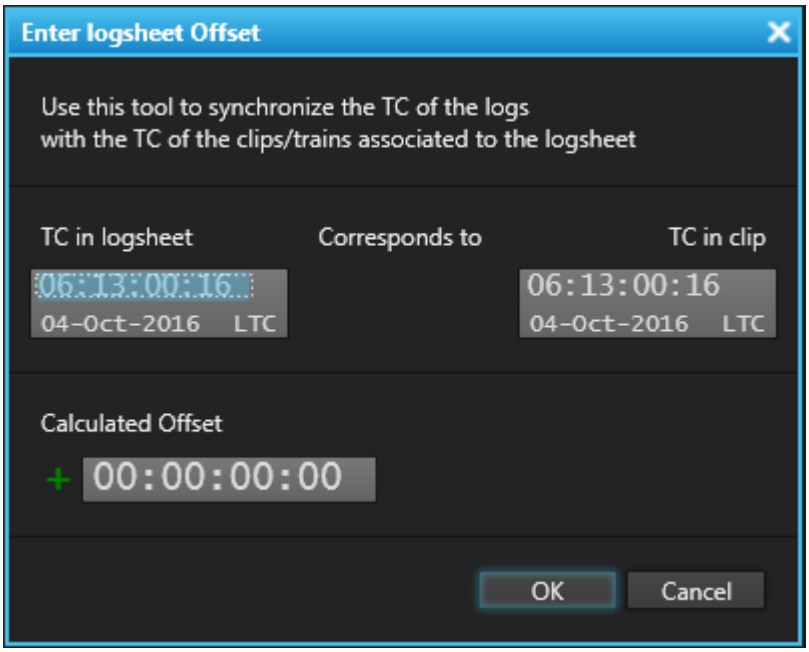
10.3. How to Define a Timecode Offset to Synchronize Existing Logs and Clips

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 > Enter TC Offset**

   The following window opens:



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.

10.4. How to Synchronize a Whole Logsheet 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 "Assigning a Player" on page 31.
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 Logsheet 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.

10.5. 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

10.6. 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.

11. De-Activating a Logsheet

11.1. 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.

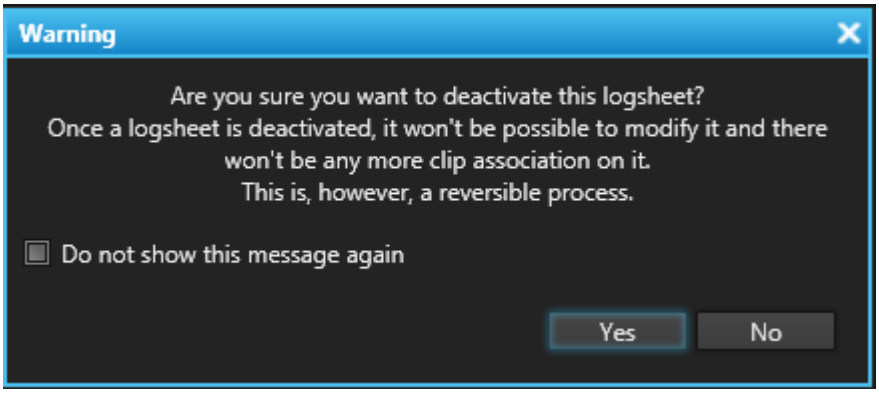
De-activating logsheets when they are completed will improve the performance of the system. Logsheets will no more be processed in the database, which reduces the database activity and network load. It is, however, possible to browse all its logs as usual.

11.2. How to De-Activate a Logsheet

To de-activate a logsheet,

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.

A deactivated logsheet is identified by a icon in the Tree view of the Database Explorer.

11.3. 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.

12. Importing and Exporting Logsheet and Logsheet Profile

12.1. Importing a Logsheet

Context of Use

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 from IPLogger.

You need the following user right: **Logsheet > Import** from the Logging and Keywords tab of the User Manager.

How to Import a Logsheet

1. From IPLogger, click **File** on the Toolbar.
2. Select **Import > A logsheet...** from the **File** menu.

   The Import window opens.
3. Browse to the .xml logsheet file to import and select it.
4. Click **Open**.

The logsheet and its logs is imported into IPDirector.

It is then available from the Database Explorer from the Logs tree structure.

12.2. Exporting a Logsheet

Context of Use

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

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

You are allowed to do the Export operation from different applications:

- Database Explorer: see the Database Explorer user manual for more information on that function.see section
- Logsheet Manager tool: see section "Exporting Logsheets" on page 69 ("Managing Logsheets from the Logsheet Manager Tool" on page 64).
- IPLogger.

How to Export a Logsheet

1. From IPLogger, click **File** on the Toolbar.
2. Select **Export > Current logsheet...** from the **File** menu.

   The Export window opens.
3. Browse to the destination of your choice.
4. In the **Save as Type** field, select **Logsheet file (*.xml)** or **CSV file (*.csv)**.
5. Click **Save**.

For a .csv file, you will have to select an export profile. See section "Exporting Logsheets" on page 69 for the complete procedure.

12.3. Exporting a Current Logsheet Profile

To export the currently used logsheet profile as an .XML file,

1. From IPLogger, click **File** on the Toolbar.
2. Select **Export > Current logging profile...** from the **File** menu.

   The Export Profiles window opens.
3. Browse to the destination of your choice.
4. Click **Save**.

Here is an example of an XML Profile.

```
<?xml version="1.0" encoding="UTF-8"?>
<MetadataDefinition Version="2.0.1">
..<LogsheetProfiles>
....<LogsheetProfile GUID="626b05230bd2422989e7e9a8d9b29812">
......<Name>2016 Show</Name>
......<Description/>
......<LogsheetProfile
GUID="977c4eaffbd041808b1dc09afe074614">Show</LogsheetProfile>
......<AutomaticKeywordProfile
GUID="da89e56e86274f858c200d8890848f91">Show_log
MD</AutomaticKeywordProfile>
</LogsheetProfile>
```

```
..</LogsheetProfiles>
..<Profiles>
....<Profile GUID="da89e56e86274f858c200d8890848f91">
......<Header>
........<Name>Show_log MD</Name>
........<Description/>
......</Header>
......<UserFields>
........<UserField>
..........<Header>Artist Name</Header>
..........<Type>TEXT</Type>
..........<Description/>
........</UserField>
........<UserField>
..........<Header>Stage</Header>
..........<Type>COMBO</Type>
..........<Description/>
..........<Values UFSet="specific">
............<value>Red</value>
............<value>Blue</value>
............<value>Green</value>
............<value>Yellow</value>
..........</Values>
........</UserField>
......</UserFields>
....</Profile>
....<Profile GUID="977c4eaffbd041808b1dc09afe074614">
......<Header>
........<Name>Show</Name>
........<Description/>
......</Header>
......<UserFields>
........<UserField>
..........<Header>Date</Header>
..........<Type>DATE</Type>
..........<Description/>
........</UserField>
........<UserField>
```

```
..........<Header>Camera</Header>
..........<Type>NUMBER</Type>
..........<Description/>
........</UserField>
........<UserField>
..........<Header>Logger ID</Header>
..........<Type>COMBO</Type>
..........<Description/>
..........<Values UFSet="common">
............<value>Logger A</value>
............<value>Logger B</value>
............<value>Logger C</value>
............<value>Logger D</value>
..........</Values>
........</UserField>
......</UserFields>
....</Profile>
..</Profiles>
</MetadataDefinition>
```

13. Publishing Logs and Logsheets

Context of Use

A logsheet can be published from the File menu.

A log entry cannot be published. Only clips containing the log can be published. This is done from the clip contextual menu in the Logs grid.

They can also be published from the Database Explorer.

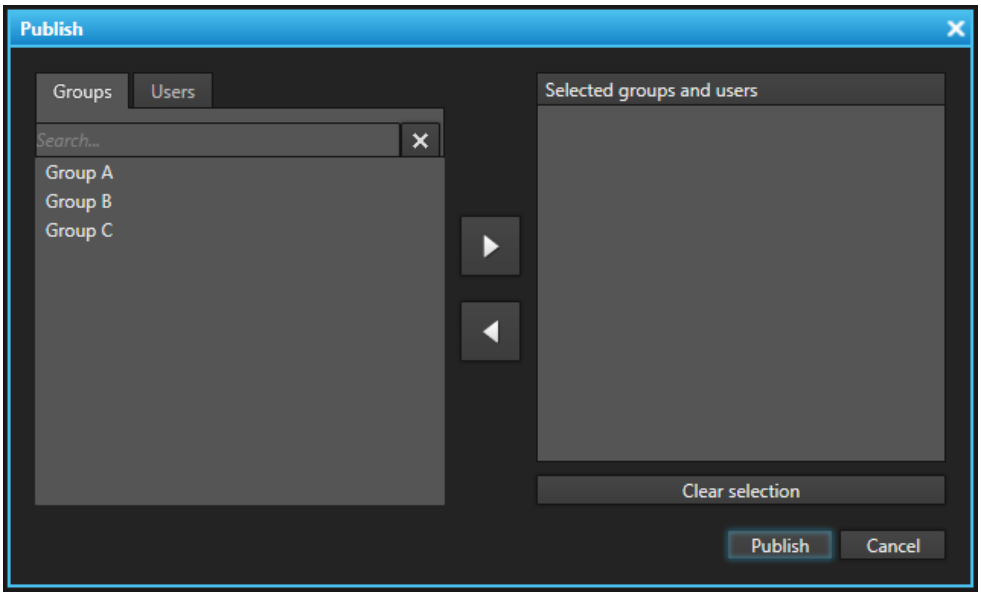
Then, they are made visible to members of the group(s), or to individual users, they are published to.

How to Publish a Clip Containing a Log

To publish a clip containing a log to groups of users, or to individual users, from IPLogger,

1. Right-click the clip in the Logs grid.
2. Select **Publish** from the contextual menu.

   The Publish window opens.



3. Select the user group(s), or the individual users, to which you want to publish the clip in the Available Groups area on the left. Keep **CTRL** pressed to select multiple groups.

> **TIP**
>
> Use the **Search** field to search for a group or to search for a user from the corresponding lists.

4. Click the **Right Arrow** button to move the selected groups from the Available Groups to the Selected Groups area on the right.
5. Click the **Publish** button.

When a user group has been selected, all users belonging to the selected user group and having visibility rights on the clips will be able to view it.

To un-publish a logsheet to a group of users, or the individual users, repeat steps above and perform the opposite operation: select the user group, or user, in the Selected Groups area and click the **Left Arrow** button.

How to Publish a Logsheet

To publish a logsheet to groups of users, or to individual users, from IPLogger,

1. Select **Publish logsheet** from the File menu.

   The Publish window opens.

2. Select the user group(s), or the individual users, to which you want to publish the logsheet in the Available Groups area on the left. Keep **CTRL** pressed to select multiple groups.
3. Click the **Right Arrow** button to move the selected groups / users from the Available Groups to the Selected Groups area on the right.
4. Click the **Publish** button.

14. Printing a Logsheet

How to Print a Logsheet

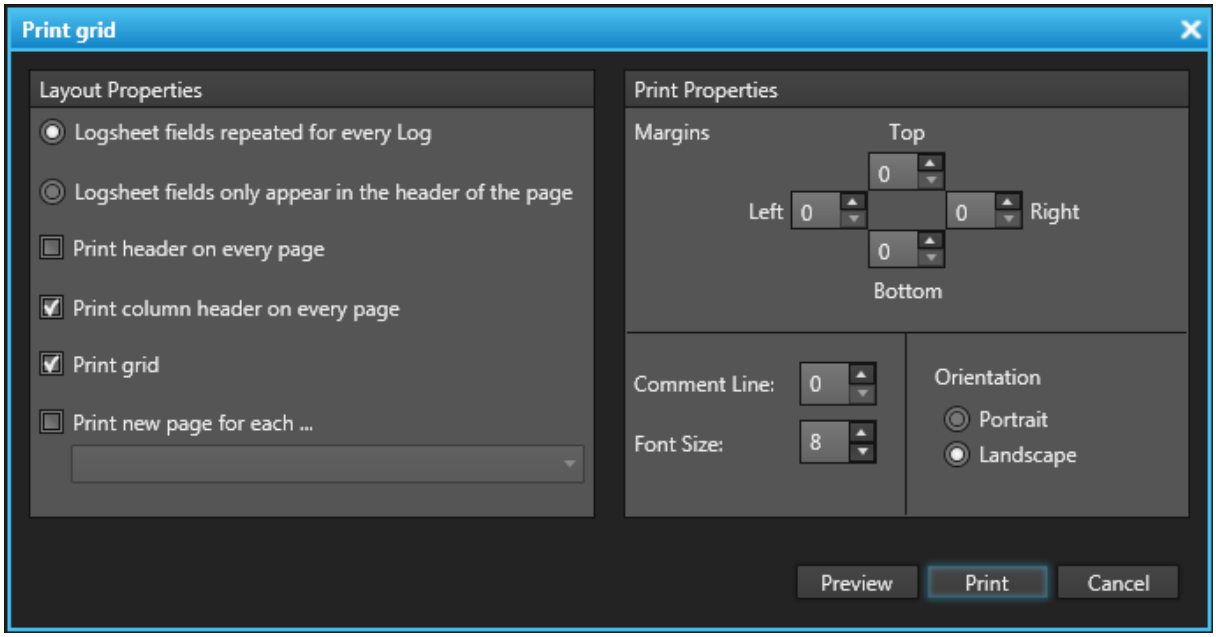
To print a logsheet,

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.
4. Click the **Print** button.

The logsheet is printed on the default printer.

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
Logsheet fields repeated for every log	When this radio button is selected, the fields specified in the logsheet header are repeated for each log record.	Selected
Logsheet fields only appear in the header of the page	When this radio button is selected, the fields specified in the logsheet header are not repeated in each log record.	Not Selected
Print header on every page	When this check box is selected, the logsheet properties are printed on every page.	Cleared
Print column header on every page	When this check box is selected, the column headers are printed on every page.	Selected
Print grid	When this check box is selected, the grid lines are printed.	Selected
Print new page for each …	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. 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
Margins	Top, left, right and bottom margins on the printed output.	0
Comment Line	Number of lines to be added for comments after each log record.	0
Font Size	Font size to be used in the printout.	8
Orientation	Page orientation, landscape or portrait, to be used in the printout.	Landscape

15. Managing Logsheets from the Logsheet Manager Tool

15.1. Logsheet Manager Tool

Possible Operations

The Logsheet Manager tool enables the export of one or several logsheets to a selected destination.

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

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

Other operations can also be done from this tool. These are:

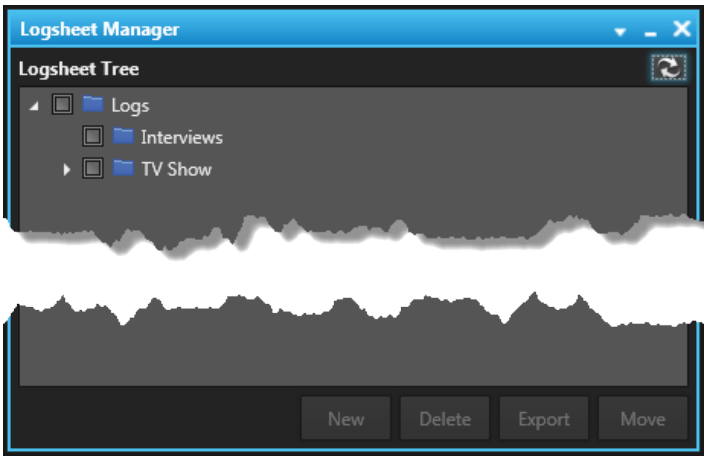
- creation of logsheet directory
- move of a logsheet or a log directory in another directory
- deletion of a logsheet or a log directory.

How to Open the Logsheet Manager Tool

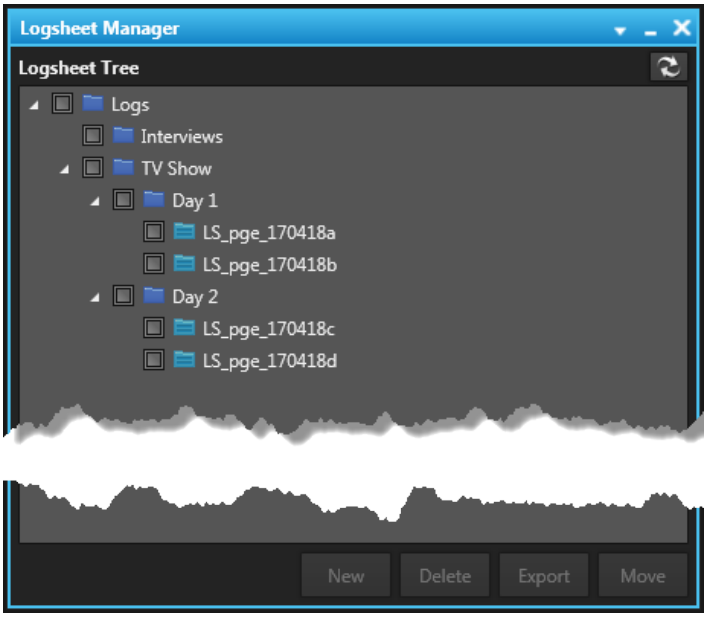
To access the Logsheet Manager tool,

1. Click **Tools** from the Menu bar of the IPDirector main window.
2. Select **Logsheet Manager** from the Tools menu.

   The Logsheet Manager window opens and displays the directories ( ) present in the Logs tree view of the Database Explorer.



3. If needed, click the arrow next to a directory to expand it and see its content (sub-directories and the logsheets ( ) they contain).



15.2. Creating a Logsheet Directory

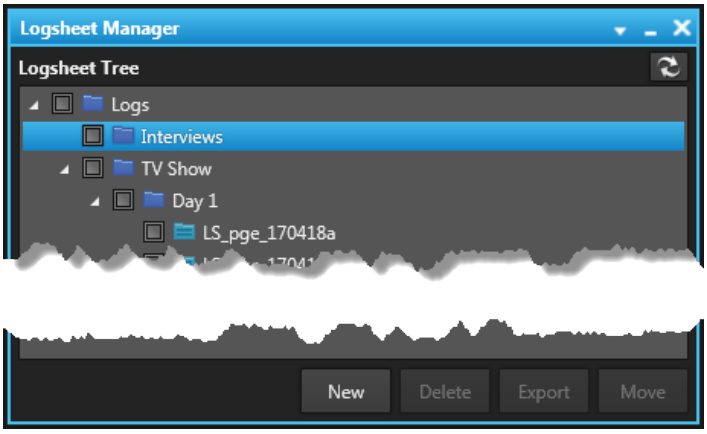
Prerequisite

You need the following user right: **Logsheet > Create** from the Logging and Keywords tab.

How to Create a Logsheet Directory

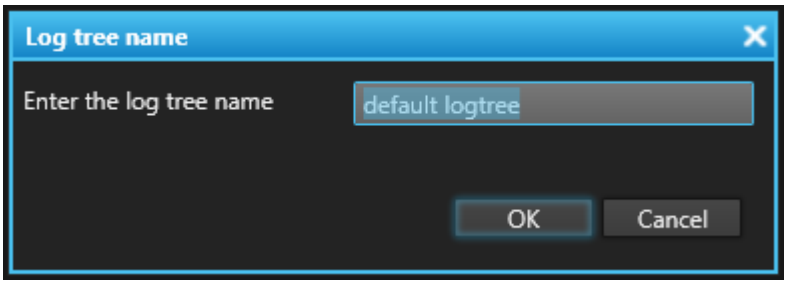
1. Select the directory or the sub-directory line where you want to create a sub-directory.

   The whole line is highlighted:



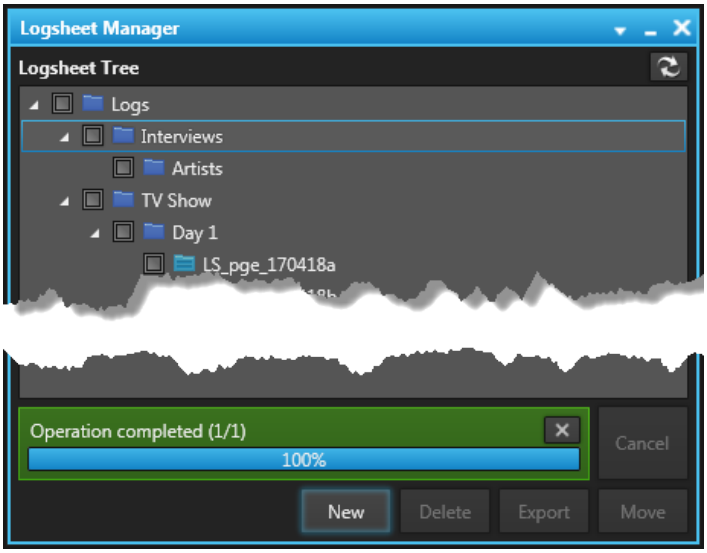
2. Click the **New** button.

   The Log Tree Name window opens:



3. Enter a name for the log directory.
4. Click **OK**.

The log directory appears in the tree and a progress bar shows the job completion status at the bottom of the window.



15.3. Moving a Logsheet or a Log Directory in Another Directory

Prerequisite

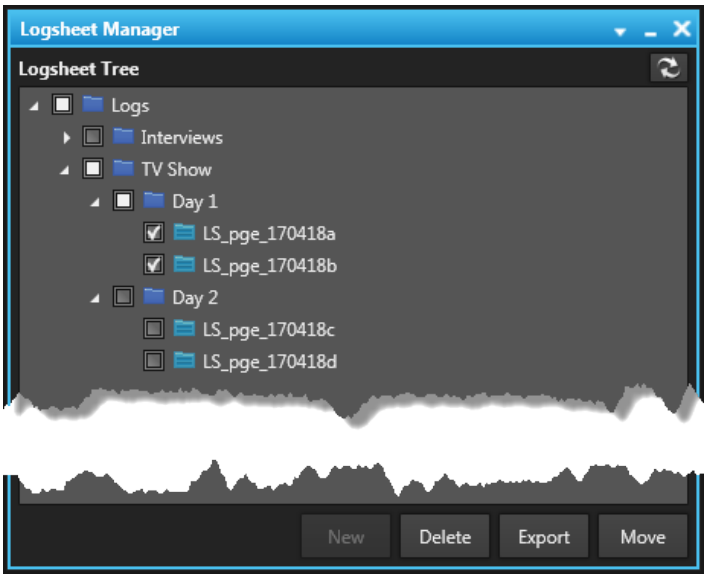
You need the following user right: **Logsheet > Modify** set to **All** from the Logging and Keywords tab.

How to Move a Logsheet or a Log Directory in Another Directory

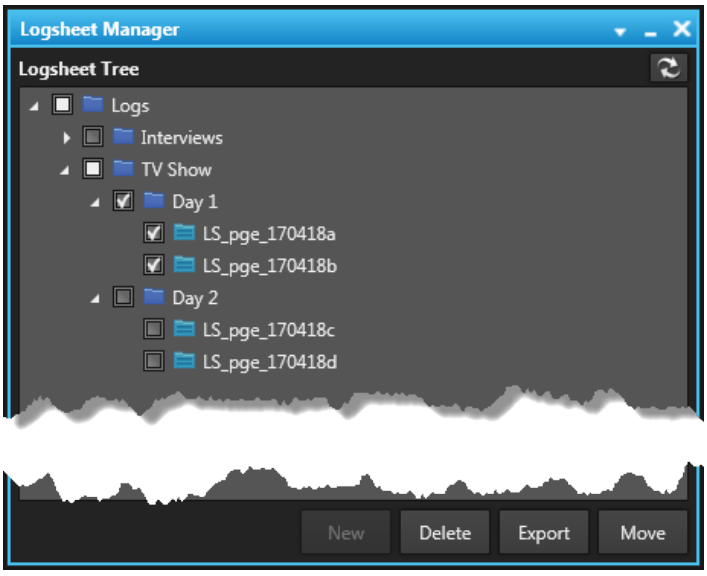
From the Logsheet Manager tool, you can move one or several logsheets, and/or one or several log directories and the logsheets they contain, into another directory from the Logs tree structure.

1. Select the check box(es) next to the logsheets and/or the log directories you want to move.

Example: 2 logsheets selected

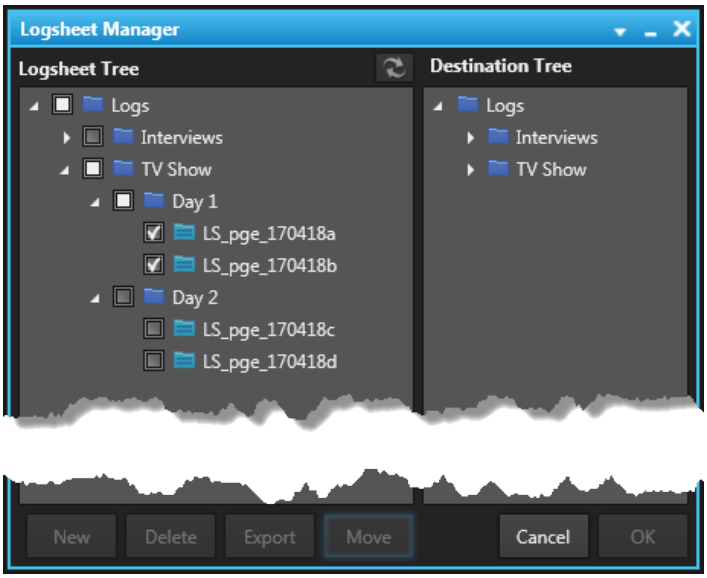


Example: 1 log directory selected



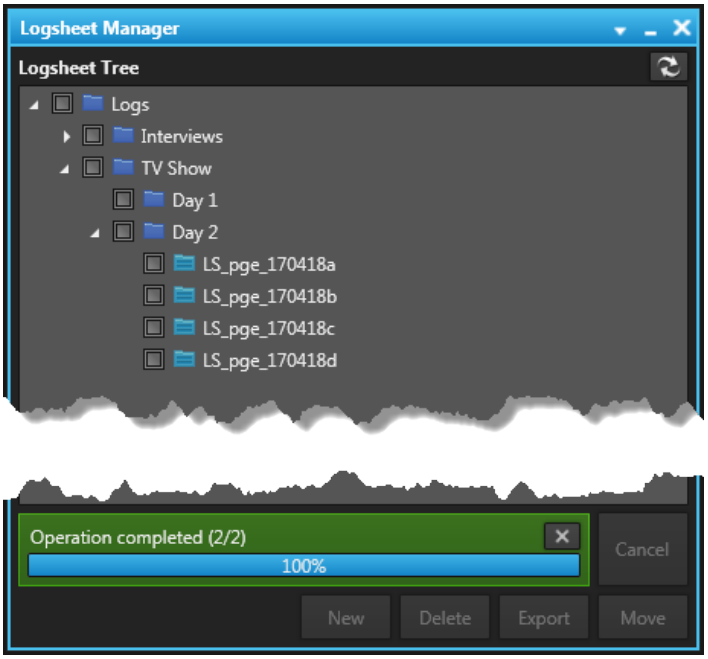
2. Click the **Move** button at the bottom of the window.

   The logsheet tree is displayed on the right, in the Destination Tree pane:



3. Select a destination in the Destination tree.
4. Click **OK**.

The selected logsheets or log directories have been moved:



A progress bar shows the job completion status at the bottom of the window.

15.4. Exporting Logsheets

Prerequisite

You need the following user right: **Logsheet > Export** from the Logging and Keywords tab.

How to Export Logsheets in XML Format

From the Logsheet Manager tool, you can export one or several logsheets.

1. Select the logsheet(s) to export in one of the following ways:
   - Click the check box(es) next to the individual logsheet(s)
   - Click the check box(es) next to the log directory(ies) to select all the logsheets it/they contain.
2. Click the **Export** button at the bottom of the window.

   The Export a Logsheet window opens.
3. Browse to the destination of your choice.
4. In the **Save as Type** field, select **Logsheet file (*.xml)**.
5. Click **Save**.

The directory(ies), and sub-directory(ies), are created in the selected destination according to the Logs tree structure and the selected logsheet(s) is/are exported to this destination.

A progress bar shows the job completion status at the bottom of the Logsheet Manager window.

How to Export Logsheets in CSV Format

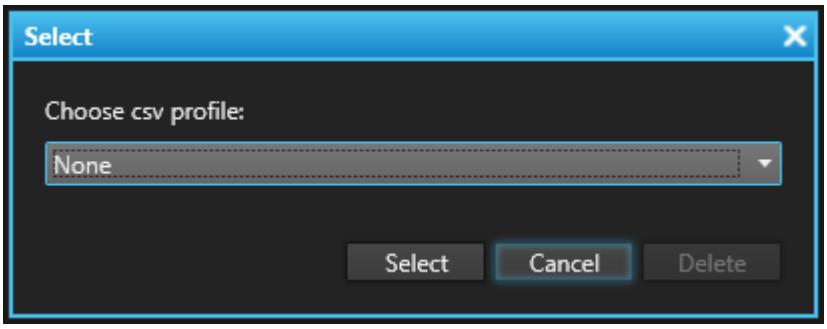
From the Logsheet Manager tool, you can export one or several logsheets.

1. Select the logsheet(s) to export in one of the following ways:
   - Click the check box(es) next to the individual logsheet(s)
   - Click the check box(es) next to the log directory(ies) to select all the logsheets it/they contain.
2. Click the **Export** button at the bottom of the window.

   The Export a Logsheet window opens.
3. Browse to the destination of your choice.
4. In the **Save as Type** field, select **CSV file (*.csv)**

5. Click **Save**.

   The Select csv Profile window opens.

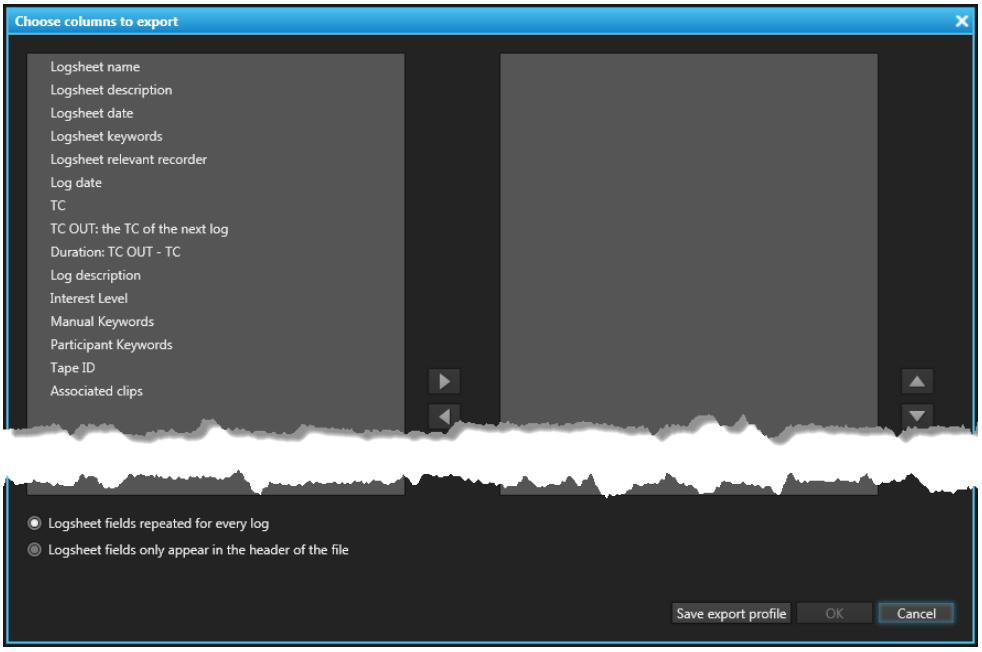


   - To create a csv export profile, proceed with steps 6 to 11.
   - To select a profile and export the logsheet, proceed with steps 12 to 14.
   - To delete a csv export profile, proceed with steps 15 to 16.

To create a csv profile,

6. Click **Select**.

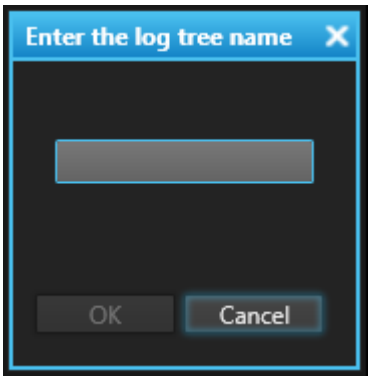
   The Choose Columns to Export window opens.



7. From the left pane, select the metadata types (columns) you want to export
8. Click the right arrow to move them to the right pane.

9. Click the **Save Export Profile** button.

   The following window opens:

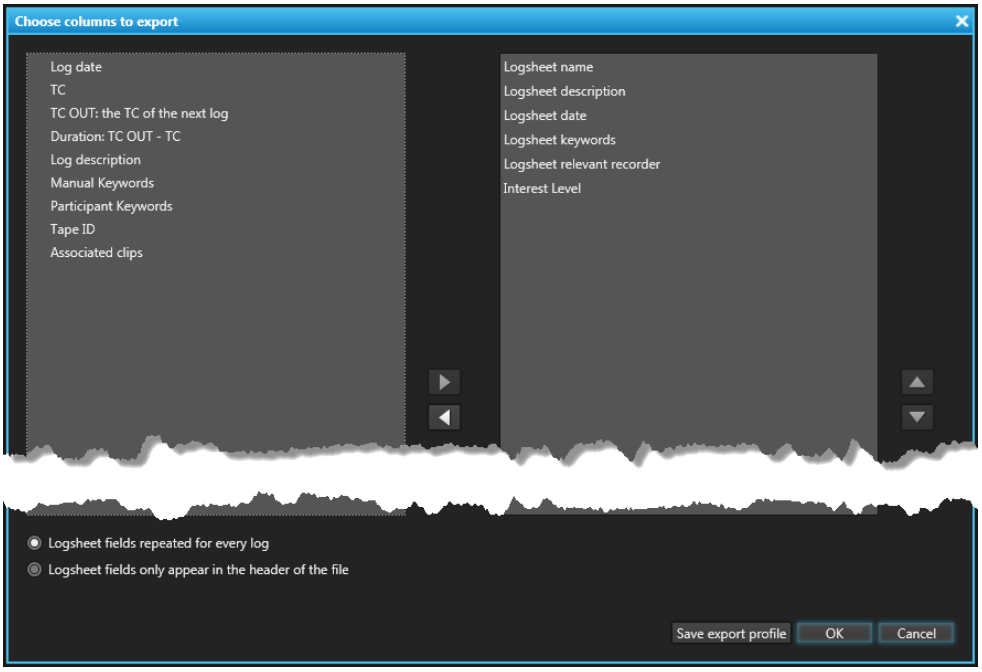


10. Enter a name for the export profile.
11. Click **OK**.

To select a profile and export the logsheet,

12. Select an export profile from the **Choose csv profile** field.
13. Click **Select**.

    The Choose Columns to Export window opens and shows the metadata types selected for the profile:



14. Click **OK**.

    The directory(ies), and sub-directory(ies), are created in the selected destination according to the Logs tree structure and the selected logsheet(s) is/are exported to this destination.

    A progress bar shows the job completion status at the bottom of the Logsheet Manager window.

To delete a csv export profile,

15. Select an export profile from the **Choose csv profile** field.
16. Click **Delete**.

15.5. Deleting Logsheets

Prerequisite

You need the following user right: **Logsheet > Delete** set to **All** from the Logging and Keywords tab.

How to Delete Logsheets

1. Select the logsheet(s) to delete in one of the following ways:
   - To delete one or several logsheets, click the check box(es) next to the individual logsheet(s).
   - To delete a whole log directory, click the check box(es) next to the log directory (ies). This will select all the logsheets it/they contain.
2. Click the **Delete** button at the bottom of the window.
3. Click **Yes** to confirm the deletion in the warning message.

The logsheets are deleted from the IPDirector database.

16. IPLogger Shortcuts

Keyboard shortcuts are available to perform some operations.

They are listed in the Define Shortcuts windows which can be accessed by clicking the **Tools > Define Shortcuts** option from the menu bar of the IPDirector main window and then selecting the **[Application Name]** button on the left.

Some shortcuts can be redefined to suit individual preferences. They are displayed in regular text. Other ones cannot be modified. They appear as dimmed text.

See section "Shortcut Definition" in the General Functions user manual for more information.

Description	Current Value (editable)
New log from LIVE	Ctrl +
New log from Player	
Edit log	Shift + Enter
View and edit log	Ctrl + Enter
Play / Pause	Shift + P

Description	Current Value (editable)
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
Sanp to LIVE	Q

Description	Current Value (editable)
TAKE	Ctrl + T
Activate / deactivate 2nd controller	D
Mark IN	I
Clear IN	Ctrl + I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl + O
Goto OUT	E
Turn OSD ON or OFF	Shift + % 5
Lock / unlock channel	Ctrl + L
Change LOOP mode	B
Send clip to default bin	Shift + B
Append clip to default playlist	Shift + A
Send to archive (default XFile)	Shift + X
Save clip	S
Play backward	Shift + ←
Play forward	Shift + →

17. IPLogger Settings

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

Apply a TC offset at log creation on a live feed

To compensate for a delay in the logging relative to the image being viewed, you can enter a timecode delay in milliseconds.

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.

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 **New** button.

The offset value must be included in the range "0 – 3 600 000" msec.

Protect Media Prefix

Determines the prefix to be added to the clip name when clips are created using the Protect Media feature.

Warning Messages

Determines whether or not warning messages will appear when the following actions are performed:

- adding a protect media to a logsheet
- deactivating a logsheet

Action of ENTER and CTL+ENTER shortcuts

Determines the behavior of the **ENTER** shortcut and the **CTRL+ENTER** shortcuts.

When the checkbox is selected:

- **ENTER** validates the log
- **CTRL+ENTER** goes to the next line in the **Description** field.

When the option is not selected, the behavior of the the two shortcuts is reversed.

Another setting exists under **Tools > Settings > Clips > General** for the automatic creation of clips based on logs. Refer to the section "General Settings for Clips" in the General Functions user manual.

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