

USER MANUAL

Database Explorer

Version 7.30 - May 2017



IPDirector





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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.

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

1. Introduction

1.1. Product Overview

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

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

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

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

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

1.2. Opening Database Explorer

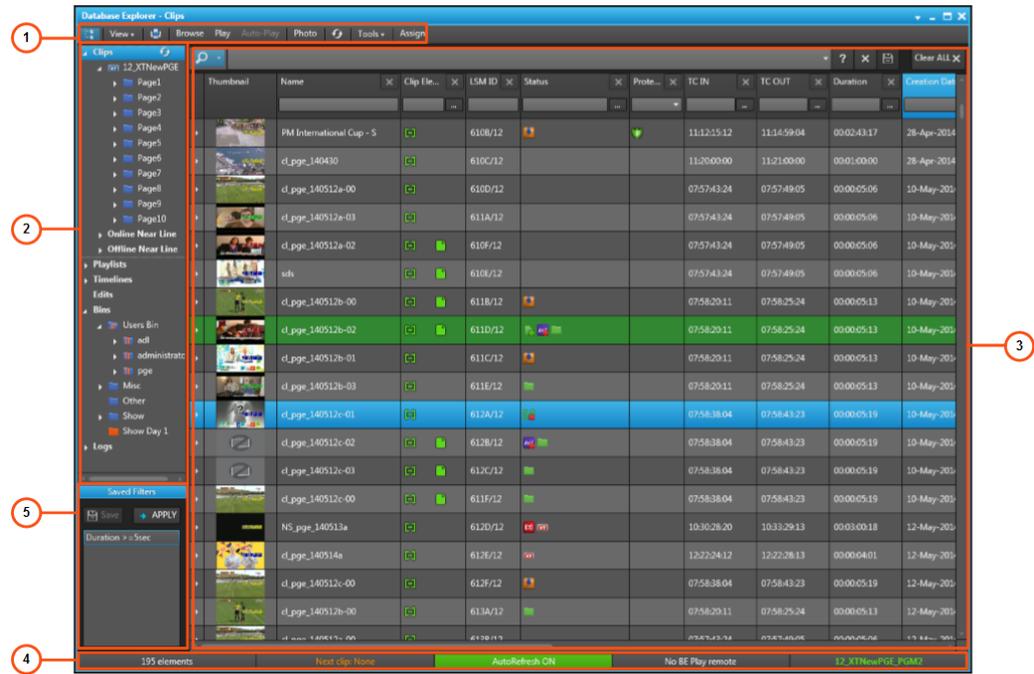
To open the Database Explorer, select the corresponding icon  Database Explorer on the IPDirector Application bar. An instance of a Database Explorer window will open. It is possible to open multiple DB Explorer windows at one time.

2. User Interface

2.1. Overview of the Database Explorer

Illustration

The Database Explorer 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

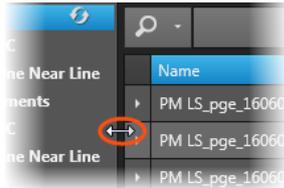
The table below describes the various parts of the Database Explorer window:

Area		Description
1.	Toolbar	The toolbar on the top of the Elements grid provides a series of buttons mainly for viewing, browsing and playing options, as well as a Tools menu to define options for the Elements grid display. See section "Toolbar" on page 4.
2.	Tree View	<p>The Tree view shows the different branches of all the items from the database content. It can be used to filter items in the Elements grid: clips, clip elements, playlists, timelines, edits, bins, logs, media files. Depending on the user rights, the user may see different parts of the tree.</p> <hr/> <p> NOTE</p> <p>For most of the users, the Clips, Playlists, Timelines, Edits, Bins and Logs branches in the Database Explorer tree are the only ones they may access. Administrators and users with the necessary permissions can manipulate clip elements or media files.</p> <hr/> <p>See section "Tree View" on page 9 for details on the interface.</p>
3.	Elements Grid	The Elements grid displays all the items included in the selected tree branch or resulting from a search. See section "Elements Grid and Search Options" on page 12. Above the grid, functions to perform quick text or timecode searches, or advanced searches on metadata are available.
4.	Status Bar	This area provides information regarding the Database Explorer. These include: the number of elements (in the currently displayed grid, based on filters and searches applied), the next clip to be played out (applicable for playout modes), the Auto-Refresh mode, the association status with a BEPlay Remote and the DB explorer's associated player channel. See section "Status Bar" on page 16.
5.	Saved Filters Pane	This area provides functions to save applied filters or recall and apply saved filters to the current search. See section "Saved Filters Pane" on page 18.

Adaptable Display

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

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

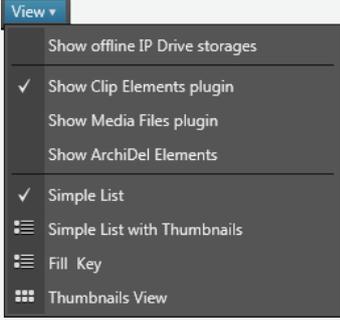


2.2. Toolbar

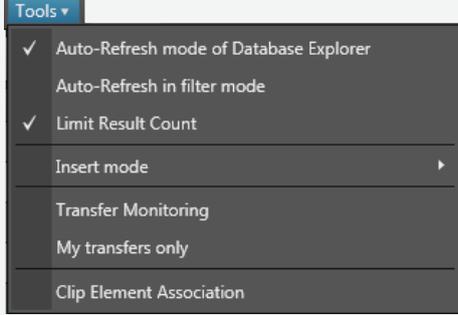
2.2.1. Toolbar Options

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

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

Interface Element	Description
	Tree button: Shows or hides the tree structure area.
	View option: displays a menu listing <ul style="list-style-type: none"> • additional media types which can be made visible in the tree view. See section "View Menu" on page 6. • the display options for the elements within the grid.
	Print button: used to print the Elements grid currently displayed.



Interface Element	Description
	<p>Browse button. When the Browse mode is enabled, selecting an element will automatically load it on the associated player channel, ready to play. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 121.</p>
	<p>Play button. When the Play mode is enabled, selecting an element will automatically play it on the associated player channel. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 121.</p>
	<p>Auto-Play button. The Auto-Play mode makes it possible to play a list of elements one after the other on the associated player channel, as they are displayed in the Database Explorer window. The elements are played without transition effects. The button can only be used when a channel is assigned to the Database Explorer. It becomes colored when selected. See section "Loading and Playing Media" on page 121.</p>
	<p>Photo button: used to grab a thumbnail of the clip or playlist loaded on the player channel which is associated to the Database Explorer. See section "Photo Button" on page 8.</p>
	<p>Refresh button: performs a manual refresh of the Elements grid.</p>
	<p>Tools option: displays a contextual menu with various options for the management of the Database Explorer operations. These options are described in "Tools Menu" on page 8.</p>
	<p>Assign button: used to assign keywords to one or several clips. See section "Assigning a Keyword from a Keyword Tool" on page 129.</p>

2.2.2. View Menu

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

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

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

Show off-line IP Drive storages

Shows all the off-line files in the interface.

Shows the IP drives storage units where media have been backed up, even if the drives have been removed. This allows the user to easily search for archived media information. All off-line files are displayed in italic gray text in the grid, and will have a modified **File** icon with a red border. See section "Clip Element Types" on page 19 for the list of icons.

Show Clip Elements plug-in

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

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

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

Show Media Files plug-in

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

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

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

Show ArchiDel Elements

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

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

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

Simple List

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

Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OF
PM LS_pge_310602a-00					21:08:29:19	21:09
PM LS_pge_310602a-01		611C/02			21:08:29:19	21:09
PM LS_pge_310602a-02		611B/02			21:08:29:19	21:09
PM LS_pge_310602a-03					21:08:29:19	21:09
PM LS_pge_310602a-01		611D/01			21:08:29:19	21:09

Simple List with Thumbnails

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



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

Thumbnail	Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OI
	c_l_pge_16097b_SC1		610E/02			05:43:01:07	05:43:01:07
	c_l_pge_160927b		610D/02			05:42:56:24	05:42:56:24
	c_l_pge_160927a_SC1		610C/02			04:54:12:18	04:54:12:18
	c_l_pge_160927a		610B/02			04:54:10:06	04:54:10:06
	c_l_pge_160926b		610A/02			05:31:06:06	05:31:06:06

Fill Key

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

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

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

Thumbnail	Key Thumbnail	Name	Clip Elements	LSM ID	Status	Type	Prote
		c_l_pge_16097b_SC1		610E/02		1	
		c_l_pge_160927b		610D/02		0	
		c_l_pge_160927a_SC1		610C/02		1	
		c_l_pge_160927a		610B/02		0	
		c_l_pge_160926b		610A/02		1	

Thumbnails View

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

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

Trains are highlighted in orange.

Thumbnail	Name	Clip Elements	LSM ID	Status	Type	Protected	TC IN
	c_l_pge_16097b_SC1		610E/02				05:43:01:07
	c_l_pge_160927b		610D/02				05:42:56:24
	c_l_pge_160927a_SC1		610C/02				04:54:12:18
	c_l_pge_160927a		610B/02				04:54:10:06
	c_l_pge_160926b		610A/02				05:31:06:06
	02_XT3 PGE_REC3		CamC/02				20:13:51:21
	02_XT3 PGE_REC4		CamD/02				20:13:52:01
	c_l_pge_160831c		07:15:27:19				00:00:06:01
	c_l_pge_160831b		611D/02				07:14:41:17
	c_l_pge_160926a		611C/01				04:04:58:12
	<No name>						
	PM LS_pge_310602a-02						
	PM LS_pge_310602a-01						
	PM LS_pge_310602a-01						
	PM LS_pge_310602a-00						

2.2.3. Photo Button

A thumbnail is created automatically by Xsquare in the folder defined for the **Thumbnails for Clips** option in the Remote Installer. Please see the Technical Reference manual for further details.

The **Photo** button, or the  +  keyboard shortcut, is used to manually create a thumbnail which will replace the previous one.

Then, the thumbnail will correspond to the current timecode position of the clip or the playlist loaded on the player channel which is associated with the Database Explorer when you click the **Photo** button.

The **Photo** button is only available when an A/V board has been activated and linked to the player channel in the Remote Installer. Refer to the [General Functions](#) user manual.

2.2.4. Tools Menu

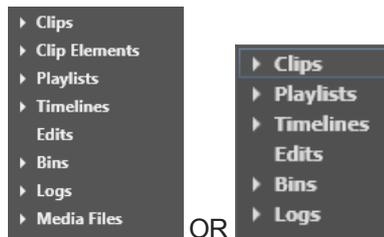
Menu Item	Description
Auto-Refresh Mode of Database Explorer	Selects/de-selects Auto refresh mode for the grid. When large amounts of data are present, the automatic refresh can slow down the system. To only refresh the system on demand, disable this option. You can do a manual refresh by clicking the Refresh button 
Auto-Refresh in filter mode	Selects/de-selects Auto refresh mode for the grid in Filter mode.
Limit Result count	When enabled, the Limit Result Count option will limit the results of any search to the number of elements defined in the IPDirector Remote Installer (1000 elements by default). Refer to the Technical Reference Manual for more information.
Insert mode	A submenu proposes the following options: <ul style="list-style-type: none"> • First: new items will be inserted at the top of a list • Last: new items will be inserted at the bottom of a list • First Display: new items will be inserted at the top of the visible part of a list • Sorted: new items will be inserted at their sorted position in a list
Transfer Monitoring	Transfer monitoring is explained in section "Monitoring the Transfer Status" on page 109. Available for administrators and users with appropriate user rights.
My transfer only	When enabled, this option only shows you the transfers that you initiated.
Clip Element Association	Enables to manually associate a clip element to an existing clip with matching TC. See section "How to Manually Associate a Clip Element to an Existing Clip" on page 45.



2.3. Tree View

2.3.1. Introduction

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



The tree view allows browsing and performing search in the database and nearline storage. Clicking the arrow next to a tree branch expands it. The selected branch content is displayed in the Elements grid. See section "Selecting the Type of Media Items in the Tree" on page 79.

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

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

2.3.2. Tree View Elements

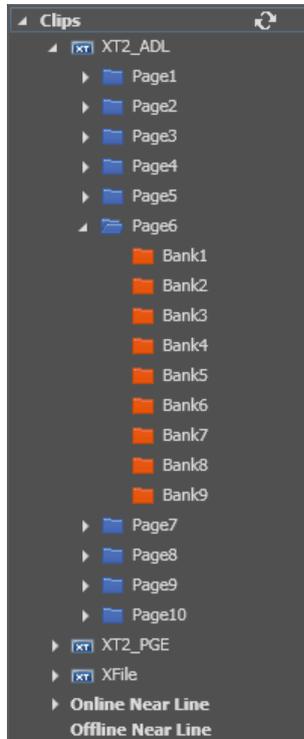
The table below mentions which items are displayed in the Elements grid based on the tree branch selected.

Tree Branch	Description
Clips	The Clips branch is visible by all the users. It displays the list of clips present in the database and on the nearline storages in the Elements grid. Each clip is displayed on a separate line within the Elements grid and the view can be expanded to display the different clip elements making up the clip. It also lists the record trains from the servers present on the XNet. Clips can be A/V files, audio files, stills, logos and CG templates for use with the Xedio Character Generator tool. See section "Clips View" on page 28 for more information on the Clips branch of the tree.
Clip Elements (not visible for most users)	It displays the list of clip elements present in the database and on the nearline storages in the Elements grid. Each clip element is displayed on a separate line within the Elements grid. See section "Clip Elements View" on page 41 for more information on the Clip Elements branch of the tree.

Tree Branch	Description
Playlists	It displays all the playlists present in the database and on the nearline storages in the Elements grid. Sub-branches list the on-line and off-line playlists separately. See section "Playlists View" on page 46 for more information on the Playlists branch of the tree.
Timelines	It displays timelines present in the database in the Elements grid. See section "Timelines View" on page 52 for more information on the Timelines branch of the tree.
Edits	It displays all the edits present in the IPDirector database in the Elements grid. Edits may have been created from the Xedio IPD Plugin, the Director's Cut module of IPDirector or the IPBrowse application. They can also be created by the IPMosGateway NRCS systems as Autocreate placeholders. Edits can only be modified from the CleanEdit interface.
Bins	Sub-branches shows the bins and bin directories. The Elements grid contains four tabs, Clips , Playlists , Timelines and Edits , to display respectively the clips, playlists, timelines and edits which have been sent to the selected bin or bin directory. See section "Bins View" on page 60 for more information on the Bins branch of the tree.
Logs	It displays all the logs in the Elements grid. Sub-branches are displayed for each logsheet and for any log directory which have been created. See section "Logs View" on page 72 for more information on the Logs branch of the tree.
Media Files (not visible for most users)	It displays all the files which have been saved on a nearline storage in the Elements grid. Sub-branches may be available for on-line high resolution media files, on-line low resolution media files, off-line high resolution media files, off-line low resolution media files. They are listed with full file name, file extension and full path of their physical storage location. See section "Media Files View" on page 77 for more information on the Media Files branch of the tree.



2.3.3. Clip Tree Structure



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

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

- Physical hardware present on the XNet, such as:
 - high resolution EVS video servers: displays clips containing a high resolution clip saved on the high resolution EVS video servers.
Light clips are listed here as well even if they are not saved on a server but only refer to a normal clip itself saved on a server.
 - low resolution EVS video servers: displays clips containing a low resolution-clip saved on the low resolution EVS video servers.
The **Show Lores tree** option must have been selected from the View contextual menu.
 - XF[2] or XStore hosting XFile software: displays clips which have been backed up to XFile and then published from XFile to the XNet.
Even if an XT clip is backed up to XFile in a file format, when the file is published from XFile, it appears with a **Clip** icon  in the Elements grid.

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

- On-line nearline: displays clips which have been backed up to nearline/IP drive and for which the nearline/IP drive is still accessible, so clips can still be immediately retrievable.

- Off-line nearline: displays clips which have been backed up to nearline/IP drive and for which the nearline/IP drive cannot be accessed anymore. So, IP drive identification allows clips to be retrieved after re-inserting the drive, for example.

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

2.4. Elements Grid and Search Options

2.4.1. Quick Text Search Area

Introduction

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

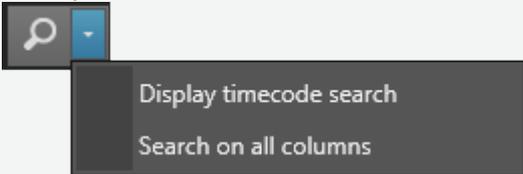


The search is performed on the selected tree branch.

See section "Quick Text Search" on page 81.

Search and Filter Associated Buttons

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

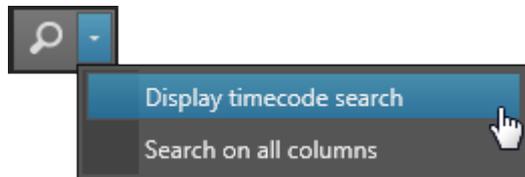
Interface Element	Description
	<p>To perform a search on all columns of the Elements grid (even the hidden ones), you first need to activate the Search on All Columns option. This option is accessible from the down arrow next to the Search button:</p>  <p>See section "Quick Text Search" on page 81 for more information on quick text searches on displayed or all columns.</p>
	<p>Applies the search again and refreshes the Elements grid.</p>
	<p>Displays the Syntax Rules list. See section "Quick Text Search Syntax Rules" on page 83.</p>



Interface Element	Description
	Clears the applied Quick Text search.
	Saves the filter applied in the Quick Text Search field and/or in the Advanced Search fields. See section "Using Saved Filters" on page 100.
	Clear All button: clears all the applied searches.

2.4.2. Quick Timecode Search Area

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



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



See section "Quick Timecode Search" on page 80 for more information on timecode searches.

2.4.3. Advanced Search

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



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

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

See section "Advanced Search" on page 87 for more information on grid filters.

2.4.4. Elements Grid

Elements Grid Display

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

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

Grid Header Contextual Menu

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

The options are described in the following table:

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

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.

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.

A menu is displayed.

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.

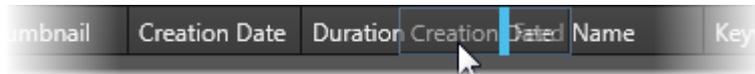
Use **SHIFT + click** to select a list of contiguous columns.

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

Resetting the Column Organization to the Default One

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

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

Resetting the List of Columns back to the Default One

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

1. Right-click the column header area.
A menu is displayed.
2. Select **Organize**.
The **Select Columns** window opens.
3. Click **Back to Default**.

2.5. Status Bar

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

Element Number zone

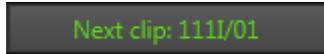
The first zone of the Status bar shows how many elements are included in the Elements grid of the Database Explorer:



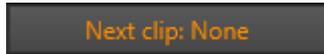


Next Clip zone

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



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



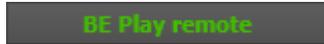
Auto-Refresh zone



The third zone displays the Auto-Refresh status. Its background is green when it is ON, or red when it is OFF. See section "Tools Menu" on page 8.

Associated BEPlay Remote zone

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

-  is shown when no BEPlay Remote is connected to the IPDirector.
-  is shown when a BEPlay Remote is connected to the IPDirector but it is not associated to the Database Explorer.
-  is shown when a BEPlay Remote is associated to the Database Explorer.

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

See [the General Functions user manual](#) for details on the configuration and use of the BEPlay remote.

Associated Channel zone

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



See section "Assigning a Player" on page 121 for more information on how to assign a player channel.

- When no channel is associated to the Database Explorer,



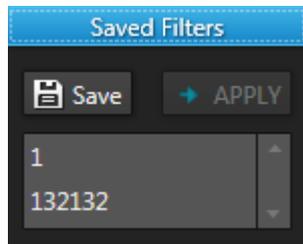
is shown.

- 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:



2.6. Saved Filters Pane

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



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

See section "Using Saved Filters" on page 100 for more information on the search saving functions.



3. Clips, Clip Elements and Nearline Files

3.1. Terminology

Term	Definition
Nearline	Any IT storage, other than the EVS video servers, present on the network and where A/V material can be backed up or from which A/V material can be retrieved. These IT Storage devices are inventoried into the IPDirector database. Examples of nearline storage: IP drive, XFile drive, SAN, NAS...
On-line nearline	A nearline is displayed as on-line in the database tree when the next two conditions are met: <ul style="list-style-type: none"> • It is accessible (IP address can be "pinged") • It is managed by a SynchroDB
On-line nearline file	A file stored on an on-line nearline storage and which has been treated by the SynchroDB. It can be a high resolution file or a low resolution file.
Off-line nearline file	A file stored on an IP drive nearline storage which is no more on-line, either because it is no longer accessible or because it is no more managed by a SynchroDB. It can be a high resolution file or a low resolution file.

3.2. Notions About Clips

3.2.1. Clip Element Types

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

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

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

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

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

In the Elements grid, the Clip Elements column shows the icons for the different clip elements making up the clip.

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



NOTE

There can be several copies of the same element within a clip.

3.2.2. Clip Content Types

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

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



3.2.3. Clip LSM ID

Understanding Clip Numbering Hierarchy on an EVS Video Server

Introduction

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

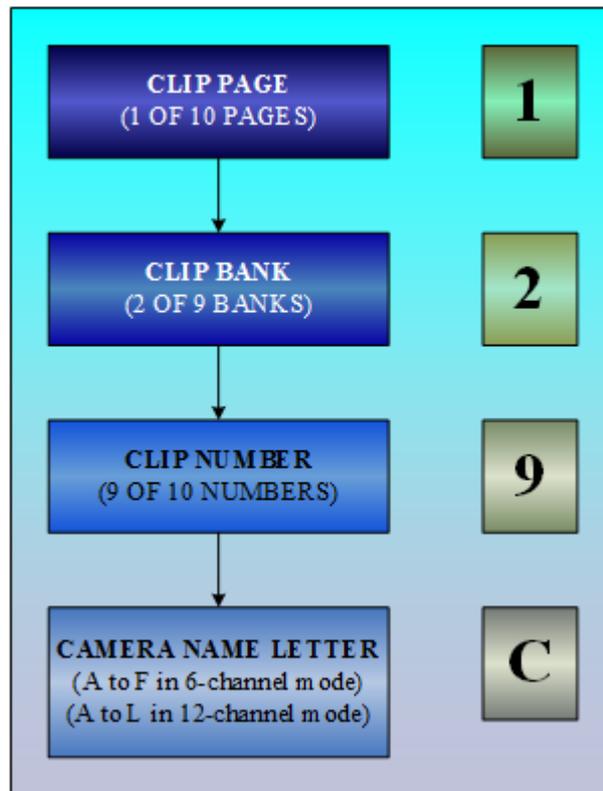
Multicam can store up to 900 clip numbers (multiplied by the number of camera angles) and 100 playlists on an EVS video server.

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

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

Clip Hierarchy Diagram

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



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

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

Virtual LSM ID / Real LSM ID

Real LSM ID

The real LSM ID reflects the location where a high resolution XT clip or a low resolution XT clip will be saved, as described in section "Understanding Clip Numbering Hierarchy on an EVS Video Server" on page 21.

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



Virtual LSM ID

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

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

Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC O
cl_pge_160927a		610B/02			04:54:10:06	04:54:10:06
Element	Name	LSM ID	Status	Master	Protected	
XT	cl_pge_160927a	610B/02				
File	cl_pge_160927a	610B/02		YES		

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

Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC O
cl_pge_160831c					07:15:27:19	
Element	Name	LSM ID	Status	Master	Protected	
File	cl_pge_160831c	620I/02		YES		

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

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

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

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

3.2.4. Normal Clip Versus Light Clip

Purpose

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

The concept of light clip has been introduced to avoid the creation of a large amount of clips on an EVS video server. A specific user right is required to be able to create light clips.

Normal Clip

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

Light Clip

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

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

▼	cl_pge_121010a	[-]	629F/12
	Element	Name	LSM ID ▲
	XT	cl_pge_121010a	629F/12
▼	cl_pge_121010a_sc01	[-]	
	Element	Name	LSM ID ▲
	XT	cl_pge_121010a_sc01	

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

3.3. Nearline Management

3.3.1. Purpose

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

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

3.3.2. Files Types

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

Files can be classified among three types.

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

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



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

Files with an extension not supported on the nearline

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

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

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

Files with an extension supported on the nearline

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

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

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

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

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

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

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

3.3.3. Error Messages

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

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

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

3.3.4. Supported Codecs

The following codecs can be managed by the nearline:

- SD: MJPEG SD, MJPEG Proxy, IMX 30, IMX 40, IMX 50, DVCPRO 25, DVCPRO 50, MPEG-1, MPEG-2, MPEG-2 (I-Field), DV25, H-264.
- HD: MJPEG EVS HD, MJPEG Standard HD, MPEG-2, MPEG-2 (I-Field), MPEG-2 HD (I-frame), Avid DNxHD® Lo, DNxHD® Hi 8 bits, DNxHD® Hi 10 bits, DVCPRO HD 100 mbps, XDCAM HD, ProRes 422 SQ, ProRes 422 HQ, ProRes 422 LT, AVC Intra, H-264, AVC Intra 50, AVC Intra 100.

3.3.5. Off-line Nearline Files

Introduction

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

Display Off-line Clips or Clip Elements

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

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

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

Operations on Off-line Clip or Clip Elements

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

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

3.3.6. Status of Clip / Clip Elements

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

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

4. Clips View

4.1. Elements Grid for Clips

4.1.1. Clips Display in the Elements Grid

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

	Name ▲	Clip Elements	Keyword
▶	cl_pge_160107c		
▼	cl_pge_160107d		Team 1:
	Element	Name ▲	LSM ID
	XT	cl_pge_160107d	611A/02
	File	cl_pge_160107d	611A/01

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

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

4.1.2. Clip Data Columns

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

See section "Organizing Columns" on page 14 for details on how to hide or show the columns.

Most of the columns are described in the table below:

Column Name	Description
Thumbnail	A reference frame from the clip can be shown to identify the material visually.
Key Thumbnail	A reference frame from the Key clip can be shown relative to the selected Fill clip.



Column Name	Description
Name	A clip can be automatically named: <ul style="list-style-type: none"> • using a configuration setting in the EVS video server • from the EVS video servers keyboard • from the IPDirector Control Panel when using it to create clips
Clip Element	Displays all the icons corresponding to all the elements included in the clip. See section "Clip Element Types" on page 19. Record trains are also listed with the  icon (green icon).
LSM ID	This is the virtual LDM ID as explained in section "Virtual LSM ID / Real LSM ID" on page 22.
UmID	UmID is a fixed length 8-character ID. The EVS video server automatically assigns a UmID each new clip. It is used for the unique identification of a clip on an XNet network. Within a clip, the UmID of the XT high resolution clip and the UmID of the high resolution file are the same. The UmID displayed is the UmID of the high resolution clip, if any. Otherwise, it is the UmID of the high resolution file.
VarID	VarID is a 32-character ID with variable length and format. It is automatically assigned to new clips. It is mainly used to ensure redundancy on the system. It can be unique for a clip on the EVS video server level or on the XNet network level, depending on the EVS server settings. Within a clip, the VarID of the XT high resolution clip and the VarID of the high resolution file are the same. The VarID displayed is the VarID of the high resolution clip, if any. Otherwise, it is the VarID of the high resolution file.
Status	Displays the archive status of a clip. See section "Transfer Status Icons" on page 111 for a complete list of all the icons which can be displayed.
Protected	Displays the protection status of a clip. No icon is displayed if the clip is not protected. In hi-lo mode, two icons are present, one for each XT clip. Icons available are: <ul style="list-style-type: none">  high resolution clip protected by the IPDirector protocol  low resolution clip protected by the IPDirector protocol  high resolution clip protected by another protocol  low resolution clip protected by another protocol See section "Clip Protection" on page 30.
T/C IN	The IN timecode of the clip, without guardbands.
T/C OUT	The OUT timecode of the clip, without guardbands.
Duration	The clip duration from T/C IN to T/C OUT.
Limit IN	The Protect IN timecode of the clip including guardbands.
Limit OUT	The Protect OUT timecode of the clip including guardbands.
Keywords	A list of the standard keywords that have been associated with the clip.

Column Name	Description
Participants	A list of the participant keywords that have been associated with the clip.
Level	A rating can be given to a clip, from zero to three stars. This can be done during clip creation or later on and can provide a useful search filter for use in the Database Explorer. None,  ,  , 
Ganged	If the clip is linked to other clips, because it has been created on ganged recorders, the gang icon is displayed
Type	If the clip is a Key Clip, a Fill clip or a normal clip.
Creation Date	The date when the clip was created.
Source Name	The record source name of the channel where the clip was created. This name is assigned in the EVS video server set up menus. The source name is always the one of the high resolution element, even if the element is off-line. If there is no high resolution element, the field is empty.
Storage	Concatenation of the storage locations of all the clip elements.
Category	Category assigned to the clip in the Ingest Scheduler.
Tape ID	Tape ID as ingested in the VTR engine or from an AVID system.
SLSM	Indicates if a clip is a Super Motion clip or not
Owner	Clip owner identification.
Published	All the groups the clip has been published to.
In Bins	Provides the list of bins in which the clip has been inserted.
Profile	Provides the list of profile names associated to the clip.
Created in IPEdit	Mentions whether the clip has been created in IPEdit (YES) or not (NO)

4.1.3. Clip Protection

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

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



NOTE

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



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

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



NOTE

It is possible to protect a clip via IPDirector if it is already protected by another protocol. This will ensure that the clip remains protected even if it is unprotected later by the other protocol.
From IPDirector, it is not possible to remove the clip protection defined by another protocol.

4.1.4. Clip Contextual Menu

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



NOTE

No contextual menu is available from a record train.

The following commands are listed in the Clip contextual menu:

Cut

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

Copy

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

Paste

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

Send to

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

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

See section "Transferring Media" on page 105.

Backup to Nearline

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

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Restore to XT

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

- the default server.
The default server is defined in the XNet network page of the Remote Installer.
- the original location where the clip was previously stored, provided that it is still available.
- one of the EVS video servers with GigE address present on the network.
A submenu is available from each EVS video server to select the server page where you can restore the clip.

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

Copy by GigE

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

Archive

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

See section "Archiving Media" on page 113

Restore from Archive

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

See section "Restoring an Archived File to a Nearline" on page 116

Publish

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

See section "Publishing Media Items" on page 103.

Delete

Allows the deletion of the selected clip, even if present in a playlist or timeline. See section "Deleting a Clip" on page 34.

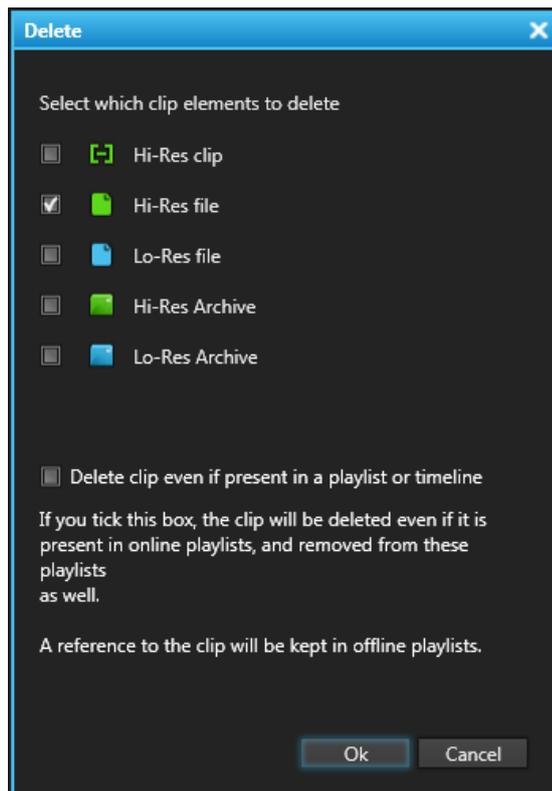
When deleting a clip from an XT node, the corresponding file will not be deleted.

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

Delete Selected Clip Elements

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

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



See section "Deleting a Clip" on page 34 for information on the option "delete clip if present in a playlist or timeline".

View Key Clip

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

Edit

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

Modify T/C IN or Date

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

See section "Modifying the Timecode or the Date of a Clip" on page 39.

Generate XML Metadata

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

Generate thumbnail

This option is only available to users with admin or media manager rights. Creates a thumbnail for the selected clip, with a maximum of 3 attempts.

Protect

Allows you to protect a clip from deletion:

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

Unprotect

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

Duplicate

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

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

See section "How to Duplicate or Move a Clip to a Specic Location" on page 37.

Move

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

This command is not available for files.

See section "How to Duplicate or Move a Clip to a Specic Location" on page 37.

Link

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

Unlink

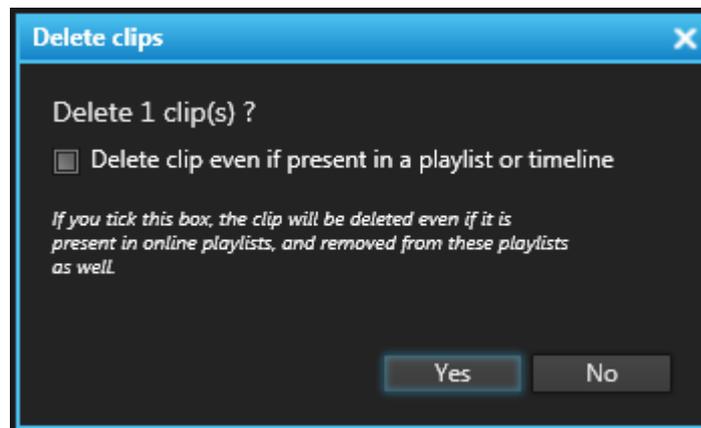
Allows you to unlink the clips linked to the selected clips.

Properties

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

4.2. Deleting a Clip

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



Deleting a Clip even if Present in a Playlist of Timeline

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

- If you do not tick the **Delete clip even if present in a playlist of timeline** option in the Delete Clips window, only clips not present in playlist or timeline could be deleted.



- If you tick the **Delete clip even if present in a playlist of timeline** option, several cases can occur depending on whether the playlist or timeline is on-line or off-line.
 - On-line Timeline

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

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

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

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

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

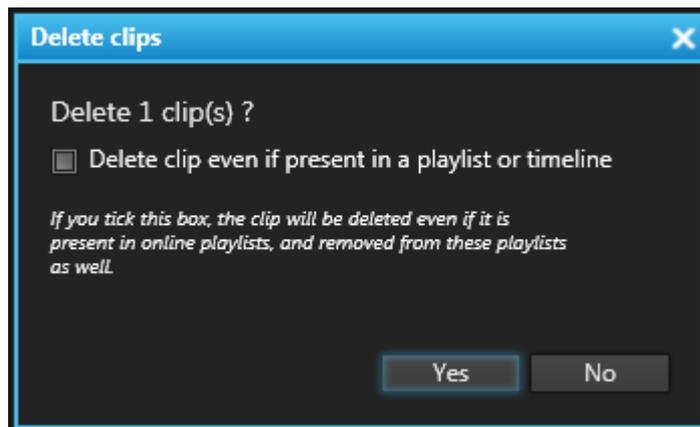
If a corresponding file is still present on the nearline, it will be used when browsing the playlist from the Software Player. In addition, the VarID will be used to restore the XT clip in the playlist when you put the playlist on-line again.

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

Deleting a Clip Containing a Nearline File

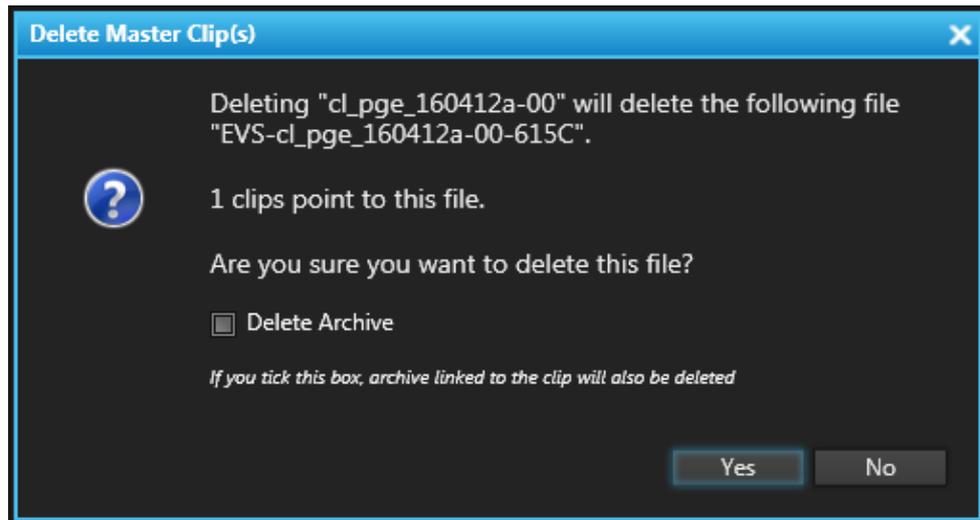
1. Right-click a clip in the Elements grid of the Database Explorer.
2. Select **Delete** from the contextual menu.

The Delete Clips window opens.



3. Click **Yes**.

The Delete Master Clips window opens. It states that deleting the clip will also delete the corresponding nearline file.



4. (optional) Tick the **Delete Archive** check box if you want to delete the archived file together with the clip and nearline file. See section "Archiving Media" on page 113.
5. Click **Yes**.

4.3. Copying or Moving a Clip

4.3.1. Ways to Proceed

Different ways exist to move or copy a clip:

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



NOTE 1

During a Duplicate operation, only the XT clip will be copied, not the file. During a Move operation, only the XT clip will be moved and receive a new LSM ID. The file will keep the original LSM ID. However, the file will be listed under the XT / page / bank of the moved clip, no longer under its previous location. For example, a clip containing an XT clip and a file with "LSM ID = 621A/01" is moved to position "113A/01". The clip is no more displayed in page 6 of server 01. It is listed under server 01, page 1, bank 1 with "LSM ID = 113A" and contains an XT clip with "LSM ID = 113A" and a file with LSM ID = "621A".



NOTE 2

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

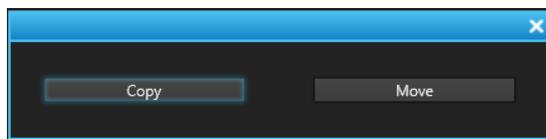


4.3.2. Copying or Moving a Clip Using Drag-and-Drop Operations

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

Depending on the option selected in **Tools > Settings > General**, the copy and move functions could be performed in different ways: Windows style, Google style or Dialog Box style. Refer to section "Settings" in part 1 of the user manual for more information on these options.

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



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

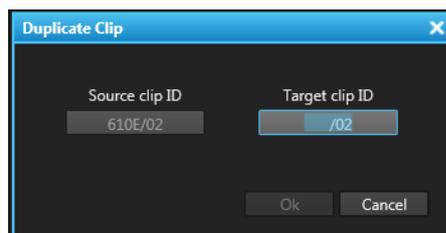
- If the clip is dropped on a server level of the tree it will be placed in the first available space in the XT clip structure.
- If the clip is dropped on a page level of the tree it will be placed in the first available space in the page structure.
- If the clip is dropped on a bank level of the tree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

4.3.3. How to Duplicate or Move a Clip to a Specific Location

To duplicate or move a clip to a specific location,

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

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



4. Type the LSM ID in the **Target Clip ID** field.

5. Click the **Move** button in the Move window, or the **OK** button in the Duplicate window. The clip will be moved or duplicated (copied) to the location specified in the **Target Clip ID** field.

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

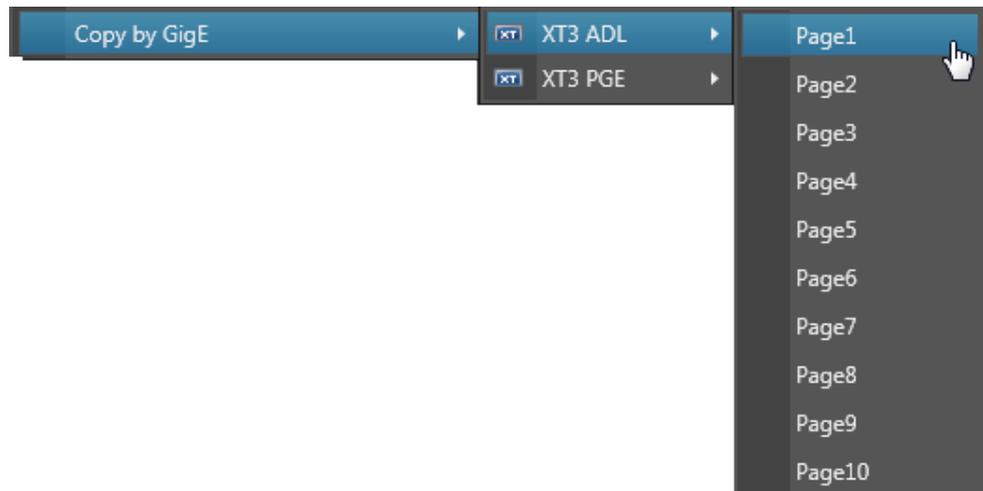
It is possible to copy a clip to an EVS video server belonging to the same or another XNet network through the GigE network via the Gigabit Ethernet connection. For more information, refer to the Technical Reference manual.

To copy a clip to an EVS video server, proceed as follows:

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

The clip contextual menu is displayed.

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



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



NOTE

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



4.4. Modifying the Timecode or the Date of a Clip

Context of Use

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

Limitation

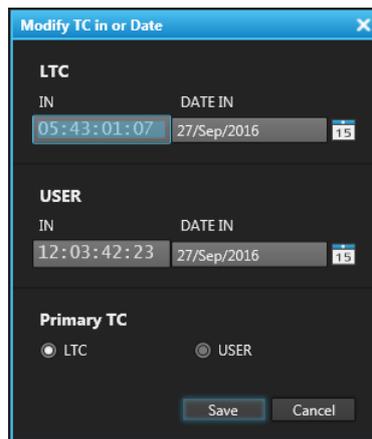
This operation only works on clips which do not contain file.

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

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

1. Right-click the clip line (or XT clip line) in the Database Explorer grid.
The clip contextual menu is displayed.
2. Select **Modify TC IN or Date**.

The following window opens:



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

**NOTE**

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



5. Clip Elements View

5.1. Introduction

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

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

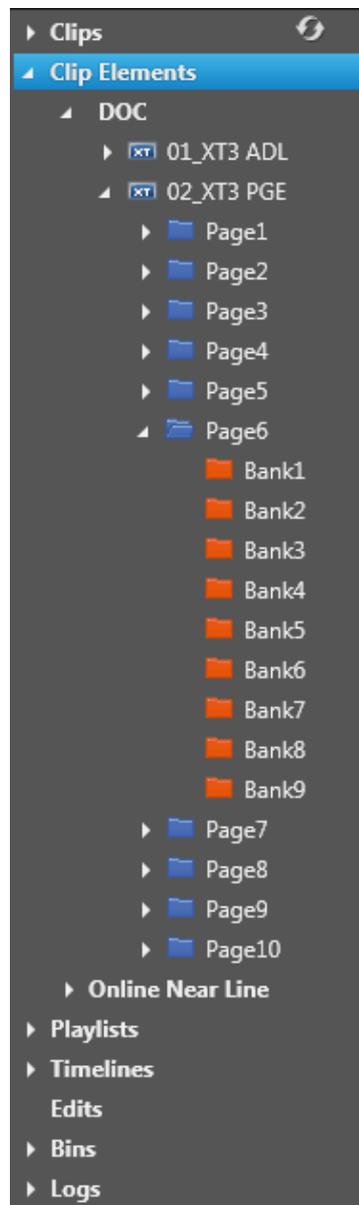
It also lists the record trains from the servers present on the XNet.

Element	Name	LSM ID	Status	Protected	TC IN
File	cl_pge_160831c	620I/02			07:15:27:19
File	cl_pge_160229g	611C/01	XT		04:34:28:24
XT	cl_pge_160926a	611C/01			04:04:58:12
XT	cl_pge_160926b	610A/02			05:31:06:06
XT	02_XT3 PGE_REC1	CamA/02			01:57:31:19
XT	02_XT3 PGE_REC2	CamB/02			01:57:31:19
XT	02_XT3 PGE_REC3	CamC/02			01:57:31:19

5.2. Limitations

- The Clip Elements branch can be viewed only by administrators/media managers or, in hi-lo mode, by hi-lo browsers with appropriate user rights. They first need to select the **Show Clip Elements Plug-in** option from the View contextual menu.
- It is not possible to define a bin rule from the Clip Element node.

5.3. Clip Elements Tree Structure



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

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

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

Element	Name	LSM ID	Status	Protected	TC IN
XT	cl_pge_160926b	610A/02			05:31
XT	cl_pge_160107d	611A/02			00:06



- lo-res EVS video servers: displays XT lo-res-clips saved on the lo-res EVS video servers
- XF[2] or XStore hosting XFile software: displays clips which have been backed up to XFile and then published from XFile to the XNet

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

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

Element	Name	LSM ID	Status	Protected	TC IN
File	cl_pge_150924f	611A/01			12:02
File	cl_pge_150924f	111A/01			12:02
File	cl_pge_150924e	611A/01			12:01

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

5.4. Clip Elements Data Columns

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

Most of the columns are the same than for Clips. See section "Clip Data Columns" on page 28. Differences are listed in the table below.

Column Name	Description
Element	Indicates <ul style="list-style-type: none"> • File: for hi-res and lo-res files • XT: for hi-res and lo-res clips • XT: for XFile backup files which have been published on the XNet.
LSM ID	This is the real LDM ID as explained in section "Virtual LSM ID / Real LSM ID" on page 22.
Material ID	A unique identifier given to an original clip by EVS not generally in use at an operational level. This ID stays with the clip and will keep track of copies of a clip related to the original by using this ID as it will not change on the clip copies.
Hi-Lo	Indicates whether the clip element is hi-res or lo-res.

Column Name	Description
Storage	Name of the storage on which the clip element is stored: <ul style="list-style-type: none"> EVS video server for XT clips for nearline defined in the configuration menu: nearline directory for files for detected IP drives: "drive name" on "machine name". Storage of off-line clip elements are included if Show offline files is enabled.
Master	This information is only for files. The column is empty for clips. The master file is the first file created for a clip element and detected on the nearline. The Master column indicates YES . When a sub-clip is created from a file, it is flagged as NO in the Master column, because it is just a reference to the master file.
Full Path	Only for files.
File Name	Only for files.
Cam Pref.	Displays a preference value that is generated when clips are created from an LSM control panel.
Nb Audio Tracks	How many audio tracks the clip has.
Video Format	Shows the video format of the clip: PAL SD 625i, PAL HD 1080i, NTSC HD 1080i, ...
Video Codec	Shows the video codec of the clip: DNxHD, MPEG2 i-frame, ...
Video Bitrate	Shows the video bitrate of the clip: from 20 to 360.
Aspect Ratio	4:3 Letter Box, 4:3 Box, or 16:9.
VBI	This has a value when the clip contains information within the picture such as teletext, VITC or other such data needed by graphics applications.
Audio Type	Mono, Stereo, Dual Stereo, 8 tracks.

5.5. Clip Element Contextual Menu

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

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

5.6. Deleting Clip Elements

When the user is viewing elements in this view, the only option is to delete directly the element. There are no options for individual deletion of related elements. See section "Deleting a Clip" on page 34.

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

09-Feb-2010 13:55:52 - The clip PM ForCleanEdit-06 (612B/01) is protected. The clip must be unprotected before it is deleted.

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

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

5.7. How to Manually Associate a Clip Element to an Existing Clip

To manually associate a clip element and an existing clip with matching TC, proceed as follows:

1. In the Elements grid, select a clip from the Clips view.
2. In the Database Explorer Tools menu, select **Clip Element Association**.
The Clip Element Association window opens.
3. Drag the clip line on the **Name** field of the Clip Element Association window.
Fields are automatically filled with clip information.
4. In the Elements grid, select a clip element.
5. Drag the clip element line on the right pane of the Clip Element Association window.
The association is created.



NOTE

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

6. Playlists View

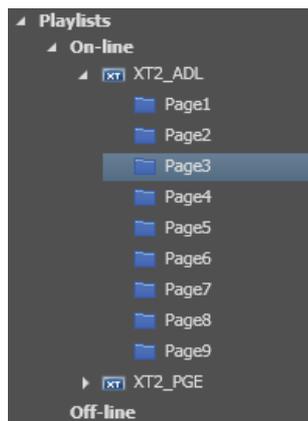
6.1. Introduction

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

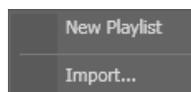
Depending on the required complexity, different video and audio transitions can be defined between each element of the playlist. Two types of playlist exist: off-line and on-line playlists. An offline playlist is a playlist that does not yet reside on an EVS video server but only exists inside the IPDirector database. For more information, refer to the section on off-line and on-line playlists in the Playlist Panel chapter, in Part 6 of this user manual.

6.2. Playlists Tree Structure

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



Right-clicking the playlists tree view gives access to the following contextual menu:



See section "Playlist Contextual Menu" on page 47 for a description of these options.

6.3. Playlists Data Columns

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



NOTE

See section "Organizing Columns" on page 14 for details on how to hide or show columns.



Here are some of the columns which can be selected:

Column Name	Description
Name	A playlist can be named: <ul style="list-style-type: none"> • using the EVS video server keyboard • from the Database Explorer
LSM ID	PL Number and EVS video server number that the playlist is on
Duration	Length of the playlist
Nbr of Elements	Number of elements in the playlist
AuxClip	ID Louth of an auxiliary track associated with a playlist
Owner	User who created the playlist
Published	Groups to which the playlist is published
Creation Date	Date when the playlist has been created
Ganged	Displays a ganged group that this PL is linked to
Keywords	Displays keywords that are associated to the playlist
Type	Displays if this is a normal playlist or defined as Fill or Key
Hi-Lo	Displays if this playlist is a hi-res or lo-res PL

6.4. Playlist Contextual Menu

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

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

The commands are described hereafter.

Cut

Cuts the selected playlist.

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

Copy

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

Paste

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

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

New Playlist

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

Copy clips locally

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

Two options are available:

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

Convert to Timeline

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

Convert to Edit

Converts the playlist to an edit.

Send to

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

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

See section "Transferring Media" on page 105.

Flatten to XT

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

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

Backup to Nearline

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

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Import

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

Export

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

Publish

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

The item will be published to the selected groups, providing that they have the adequate rights.

Edit/Rename

Opens the Edit a Playlist window from which the users can modify the properties of the selected playlist.

Regenerate TC Output

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

Delete Playlist

Deletes the selected playlist. The option is only available when the playlist is not loaded

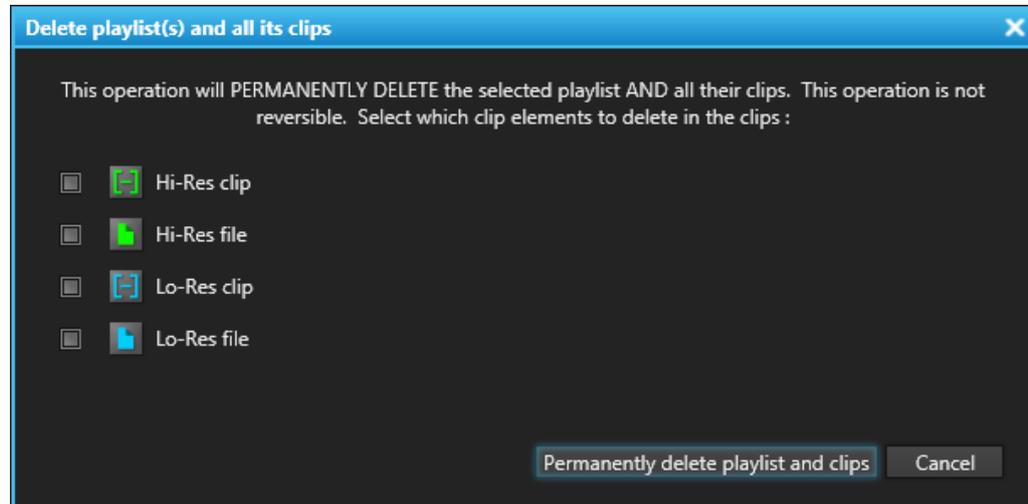


on a player channel.

Delete Playlists and Clips

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

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



Delete all unused Playlists

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

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

Set as default playlist

Sets the selected playlist as default playlist.

Create an off-line copy

Creates an off-line copy of the selected playlist.

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

Copy/Move Playlist

Allows the users to:

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

Link

Links the selected playlists together.

Unlink

Unlinks the playlists linked to the selected playlists.

Properties

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

6.5. Copying or Moving a Playlist

Different ways exist to move or copy a playlist:

- by drag-and-drop operations: this can be done as explained for clips in See section "Copying or Moving a Clip Using Drag-and-Drop Operations" on page 37.
- by the **Copy/Move** option from the contextual menu: this can be done as explained in section "Copying and Moving a Playlist".

6.6. How to Delete A Playlist

To delete a playlist, proceed as follows:

1. Right-click the playlist to delete.
The Playlist contextual menu opens.
2. Select **Delete Playlist**.
3. Confirm the deletion in the Delete Playlist(s) window that appears.

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

6.7. Playlist Imports

Import Options

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

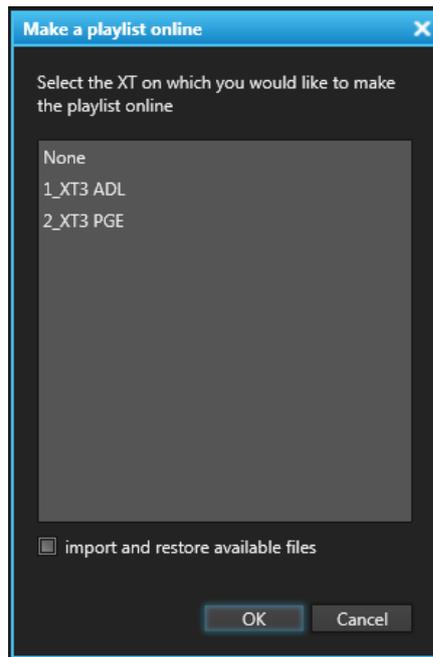
- the Playlist contextual menu of the Playlist tree view (**Import...**)
- the Bin contextual menu of the Bin tree view (**Import a Playlist...**)
- the Playlists list displayed in the Elements grid (**Import...**)

How to Import a Playlist

To import the playlist definition,

1. Right-click one of the locations listed above.
A contextual menu is displayed.
2. According to the menu, select **Import** or **Import a Playlist** from the contextual menu.
The Import Playlists window opens.
3. In this window, select the file that contains the playlist to import.
4. Click **Open**.

- The Make a Playlist On-line window opens:



NOTE

This window is not displayed when the import is done from the Playlist node or from the Playlist>Off-line node of the tree view. In these cases, the playlist is made off-line.

- Select an EVS video server to make the playlist on-line or **None** to make it off-line.
- Select the **Import and restore available files** box if you want to restore the clips making the playlist as well.



NOTE

Files must be on the nearline to be available.

- Click **OK**.

The playlist and the clips are imported.

7. Timelines View

7.1. Introduction

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

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

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

7.2. Timelines Data Columns

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



NOTE

See section "Organizing Columns" on page 14 for details on how to hide or show columns.

Here are some of the columns which can be selected:

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



7.3. Timeline Contextual Menu

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

The available commands are described hereafter.

Cut

Not implemented.

Copy

Not implemented.

Paste

Not implemented.

Copy/move Timeline

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

Copy clips locally

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

Two options are available:

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

Publish

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

The item will be published to the selected groups, providing that they have the adequate rights.

Edit/Rename

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

Delete Timeline

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

Delete Timeline and Clips

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

Send to

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

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

See section "Transferring Media" on page 105.

Flatten to XT

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

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

Backup to Nearline

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

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Export Timeline

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



8. Edits View

8.1. Introduction

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

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

They can be organized in bins and sent to targets.

Right-clicking the Edits tree branch or an edit in the Elements grid gives access to a contextual menu. See section "Edit Contextual Menu" on page 55 for a description of these options.

8.2. Edit Contextual Menu

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

The available commands are described hereafter.

Cut

Cuts the selected edit.

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

Copy

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

Paste

Pastes the copied or cut edit.

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

New Edit

Opens the New Edit window to create a new edit.

See section "Creating an Edit" on page 56 for more information on the fields available in this window.

Send to

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

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

See section "Transferring Media" on page 105.

Flatten to XT

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

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

Backup to Nearline

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

Provides a list of possible nearline destinations to which the selected item can be sent as file, that is to say any destination folder visible on the GigE network that has been defined in the Remote Installer to allow transfer. The file format is defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

Import...

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

Export...

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

Publish

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

The item will be published to the selected groups, providing that they have the adequate rights.

Edit/Rename

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

Delete edit

Deletes the selected edit(s).

Duplicate

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

Properties

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

8.3. Creating an Edit

8.3.1. Possible Ways for Creating an Edit

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

- Create an empty edit with an EDL containing the edit metadata. This is done by right-clicking the **Edit** tree branch or an edit in the Elements grid, selecting **New Edit** from the contextual menu and filling the New Edit window described hereafter.

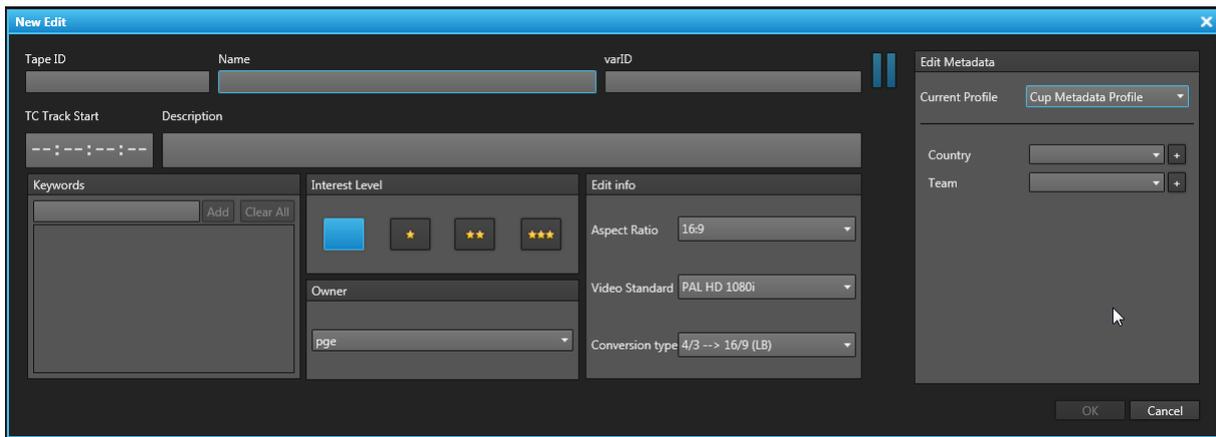


- Convert a playlist into an edit, as described in [the Playlist Panel user manual](#). This is done by right-clicking a playlist in the Elements grid and selecting **Convert to Edit**.

8.3.2. New Edit Window

Window Overview

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



The New Edit window is divided into two panes:

- The left pane contains the edit information, i.e. edit general data. It is always displayed.
- The right pane contains the edit metadata, i.e. edit data based on customer-specific fields defined in the metadata profile.



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



NOTE

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

Content of the New Edit Window

Edit Information Pane

The Edit Information pane contains the following user interface elements.

Tape ID

This identifies the tape on which the edit is stored.

Name

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

VarID

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

TC Track Start

Timecode value of the first field of the edit.

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

Description

Free text describing the edit.

Keywords

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

See section "Assigning Keywords to Media" on page 127 for more information on how to assign keywords to media.

Interest Level buttons

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

Owner

Name of the user who created the edit.

Aspect Ratio

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

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

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

Video Standard

Video standard of the edit.

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

Conversion Type

Conversion type for the aspect ratio of the edit.

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

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

Edit Metadata Pane

The Edit Metadata pane contains the following fields:

Current Profile

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



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

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

Metadata Profile fields

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

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

9. Bins View

9.1. Introduction

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

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

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

9.2. Bins Tree Structure

9.2.1. Introduction

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

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

9.2.2. Tree View Elements

Bins are logical folders in the IPDirector database.

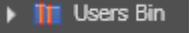
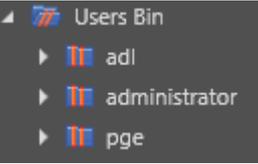
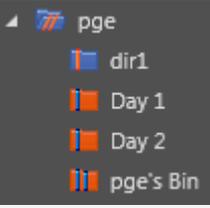
Selecting this branch displays, in the Elements grid, all the clips, playlists, timelines or edits which are in bins and bin directories.

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

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

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



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

9.2.3. Bin Contextual Menu

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

The commands are described hereafter.

Open bin

Opens the bin in a separate window.

Send to

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

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

Backup to nearline

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

Import a playlist

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

Publish

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

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

New bin

Opens the Create a New Bin window where you can specify the name of the new bin.

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

New directory

Opens the Create a New Directory window where you can specify the name of the new directory.

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

Delete selected

Deletes the selected bin or directory.

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

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

Rename selected

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

Set as default bin

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

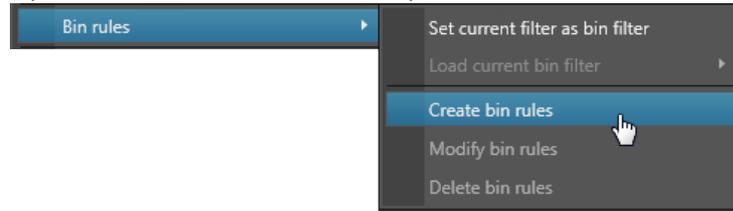
Go to default bin

Opens the default bin in a new Database Explorer window.



Bin rules

Opens a sub-menu with Bin rules operations.



Create a new playlist (off-line)

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

Properties

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

9.3. Elements Grid for Bins

9.3.1. Introduction

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



9.3.2. Bin Data Columns

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

9.3.3. Bin Element Contextual menu

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

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

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

- "Clip Contextual Menu" on page 31,
- "Playlist Contextual Menu" on page 47,
- "Timeline Contextual Menu" on page 53
- "Edit Contextual Menu" on page 55 .

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

9.4. Opening a Bin in a Separate Bin Window

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

Position	Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC C
4	PM LS_pge_IPLink2.3-00	[E] [G]	617K/02	[XT]	[IP]	22:50:52:17	22:5
3	PM LS_pge_IPLink2.3-01	[E] [G]	617L/02	[XT]	[IP]	22:50:52:17	22:5
2	PM LS_pge_IPLink2.3-02	[E] [G]	618A/02	[XT]	[IP]	22:50:52:17	22:5
1	PM LS_pge_IPLink2.3-03	[G]			[IP]	22:50:52:17	22:5
19	PM LS_pge_160531-01	[G]			[IP]	02:58:53:17	03:0
18	PM LS_pge_160531-02	[G]			[IP]	02:58:53:17	03:0
17	PM LS_pge_160531-03	[G]			[IP]	02:58:53:17	03:0
8	PM LS_pge_310602a-00	[G]			[IP]	21:08:29:19	21:0

19 elements Next clip: None AutoRefresh ON No BE Play remote No Channel

9.5. Bin Rules

9.5.1. Context of Use

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

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

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

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

9.5.2. Defining a Bin Rule

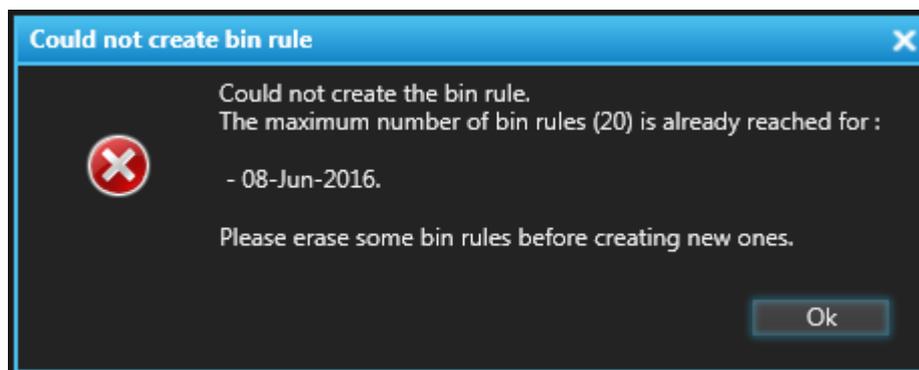
Ways to Define a Bin Rule

A bin rule can contain only a post process, which will apply to items manually put in the bin. See section "Setting the Post Process Options" below.

A bin rule can also include a filter rule in addition to the post process, so items meeting the filter condition will be automatically dropped into the bin before being processed according to the post process. See sections "Using a Filter in a Bin Rule" and "Setting the Post Process Options" below.

Limitation

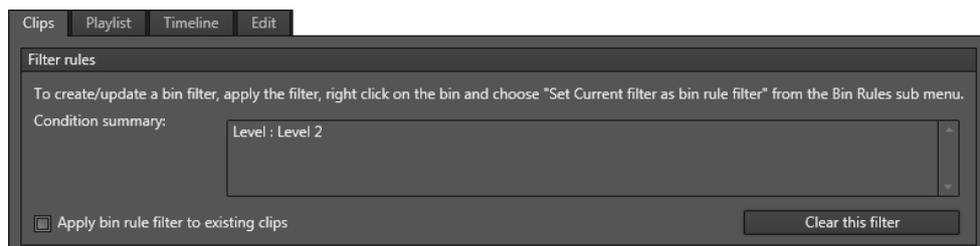
Up to 20 bin rules can be applied simultaneously. So, you cannot define more than 20 bin rules for the same day.



How to Define a Bin Rule

Using a Filter in a Bin Rule

1. Apply a filter, with one of the Filtering tools, to the Elements grid.
This can be done from the Elements grid for the selected item (Clips,...) or on a bin content.
See section "Searching for Media" on page 79 for details.
2. Right-click the bin.
3. Select **Bin Rules > Set Current Filter as Bin Filter** from the contextual menu.
The Bin Rules window opens. See section "Bin Rules Window" on page 69 for a detailed description of the window.
4. Select the tab for the type of items you want to define a bin rule for (Clips / Playlists / Timelines / Edits).
The filter applied is written in the **Condition Summary** field .



5. (optional) Select the **Apply bin rule filter to existing clips** option if you want the new rule to apply to existing material.
When the bin rule will be created, any existing item meeting the Filter criteria in the database will be sent to the selected bin.

Setting the Post Process Options

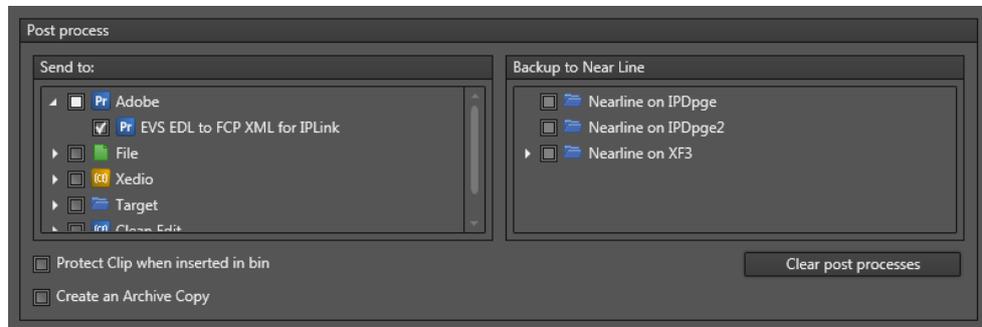
When you do not use a filter condition in the bin rule, start to step 1.

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

1. Right-click the bin for which you want to define a bin rule.
2. Select **Bin Rules > Create Bin Rules** from the contextual menu.
The Bin Rules window opens. See section "Bin Rules Window" on page 69 for a detailed description of the window.
3. Select the tab for the type of items you want to define a bin rule for (Clips / Playlists / Timelines / Edits).



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



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

5. (optional) Select the **Protect Clip when inserted in bin** option if you want to automatically protect new clips sent to the corresponding bin.

This option is only available for clips.

6. (optional) Select the **Create an Archive Copy** option if you want to archive the nearline file on the tape library managed by a HSM. Actually, this is the file backed up to a nearline which is archived, not the XT clip.

See section "Bin Rules Window" on page 69 for a description of the different cases which can occur.

This option is only available for clips.

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

Setting the Validity Period for the Bin Rule

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



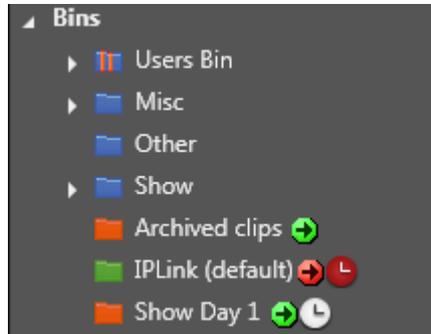
2. Click the **Save** button in the Bin Rules window.

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

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

Bin Rule Icons

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



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

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

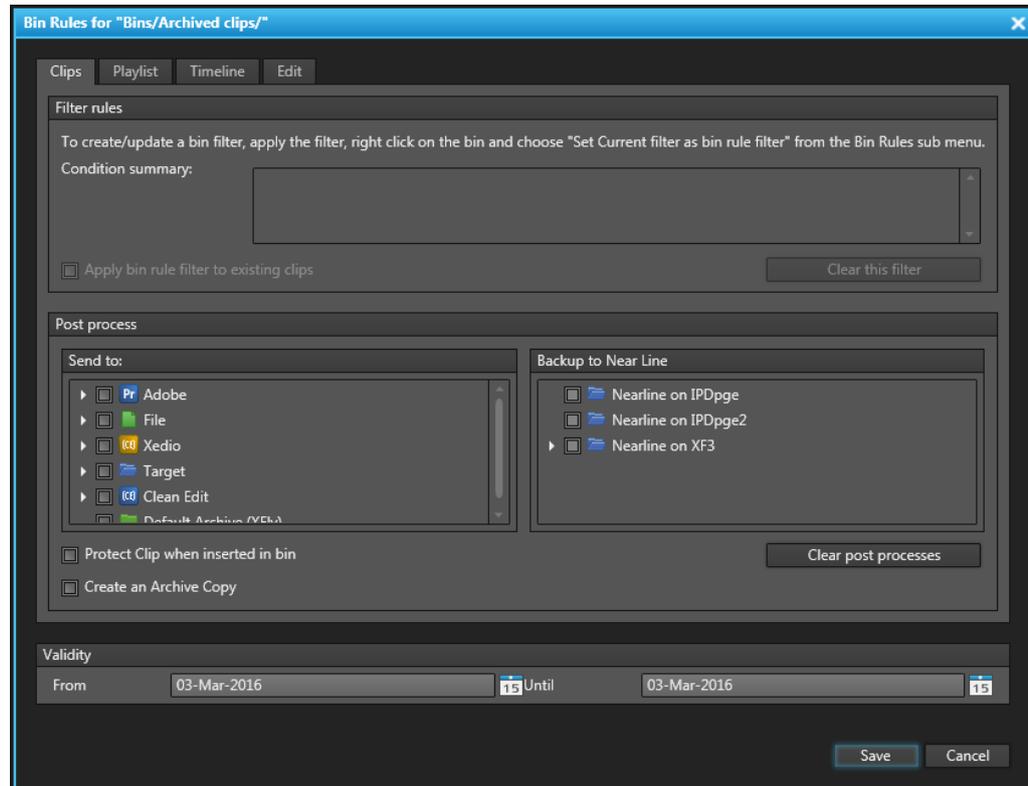
When a filter rule has been used in a bin rule, one of the following icons is displayed next to the bin the Bins tree view: , , .

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

9.5.3. Bin Rules Window

Overview

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



Filter Rules Area

Condition Summary

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

Apply bin rule filter to existing clips checkbox

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

Clear this Filter button

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

Post Process Area

Send to

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

Backup to Nearline

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

Protect Clip when inserted in bin checkbox

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

Create an Archive Copy

Automatically archive the clip sent to the bin to the HSM. Actually, this is the file backed up to a nearline which is archived.

Several cases can occur:

- no file exists for a clip to archive and no nearline is selected in the bin rule to back the clip up: the clip will not be archived.
- no file exists for a clip to archive and a nearline is selected in the bin rule to back the clip up: the clip will be backed up to nearline and then archived.
- no file exists for a clip to archive and several nearlines are selected in the bin rule to back the clip up: the clip will be backed up to nearline according to the nearline priority parameter set from the Remote Installer and the file will then be archived.
- a file already exists on a nearline (A) and another nearline (B) is selected in the bin rule to back the clip up: the clip will be backed up to the selected nearline (B) but the file already present on a nearline (A) will be archived.

This option is only available for clips.

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

Clear Post processes button

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

Validity Area

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

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

9.5.4. Possible Operations on Bin Rules

Applying the Bin Filter Defined in a Bin Rule to the Bin

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

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

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

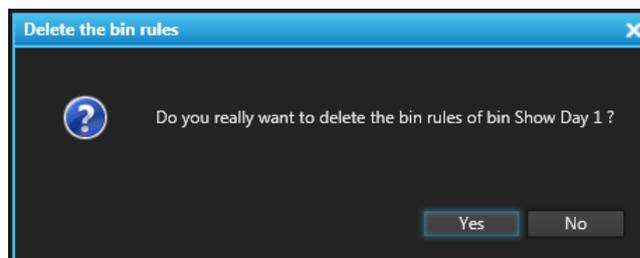
Modifying a Bin Rule

1. Select the bin in the Tree view.
2. Right-click the bin.
3. Select **Bin Rules > Modify Bin Rules** from the contextual menu.
The Bin Rules window opens.
4. Select the Clip, Playlist, Timeline or Edit tab, for the elements you want to modify the rules.
5. Edit the bin rule.
6. Click the **Save** button.

Deleting a Bin Rule

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

The Delete Bin Rules window opens:



4. Click **Yes**.

10. Logs View

10.1. Introduction

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

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

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

21:15:46:19		1			★	Green			
21:15:59:05		2			★★★	Orange			
21:16:07:12		3				Red			
Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OUT	Duration		
PM_LS_pge_160606a-00	 	619B/02			21:15:41:19	21:16:12:12	00:00:30:18		
PM_LS_pge_160606a-01	 	619C/02			21:15:41:19	21:16:12:12	00:00:30:18		
PM_LS_pge_160606a-02	 	619D/02			21:15:41:19	21:16:12:12	00:00:30:18		
PM_LS_pge_160606a-03	 	619E/02			21:15:41:19	21:16:12:12	00:00:30:18		
21:58:05:06		1			★★★	Orange			
Name	Clip Elements	LSM ID	Status	Protected	TC IN	TC OUT	Duration		
cl_pge_160606b	 	620F/02			21:58:02:24	21:58:08:20	00:00:05:21		
cl_pge_160606c	 	619F/02			21:58:02:24	21:58:08:20	00:00:05:21		

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

10.2. Logs Tree Structure

10.2.1. Introduction

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

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

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



NOTE

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



10.2.2. Logs Tree View Elements

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

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

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

10.3. Contextual Menus

10.3.1. Log Branch and Log Directory Contextual Menu

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

The commands are described hereafter.

New Directory

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

Rename Directory

Renames a new log directory.

Delete

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

Publish

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

The log directory will be published to the selected groups providing that they have the adequate rights.

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

Properties

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

published to.

10.3.2. Logsheet Contextual Menu

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

The available commands are described hereafter.

Export

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

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

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

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

Export current logging profile

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

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

Deactivate logsheet

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

Reactivate logsheet

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

Delete

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

Enter TC Offset

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

Publish

Opens the Publish window to publish the logsheet to selected group of users. The logsheet will be published to the selected groups provided that they have the adequate rights.

Properties

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

10.3.3. 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 Database Explorer window.
View	Loads the log on the player channel associated with the Database Explorer window.
Delete	Deletes the selected log entry(ies).



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.

10.4. Creating Clips Automatically from a Log Entry

Introduction

A clip can be automatically created around a log timecode on the record train selected as the preview recorder or on all relevant recorders.

Prerequisite

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.

How to Create Clips Automatically from a Log Entry

To automatically create a clip based on a log entry, proceed as follows:

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 with the duration between the clip IN point and the log timecode corresponding to the set Pre Mark and the duration between the log timecode and the clip OUT point corresponding to the set Post Mark.

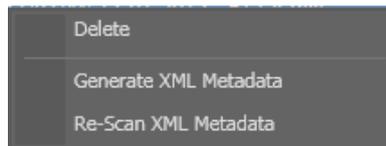
You can create a clip on all relevant recorders in one single drag-and-drop operation by holding the **SHIFT** key on the keyboard.

If you hold the **CTRL** key during the drag-and-drop operation, the Save Clip window is opened. Then you can name the clip and associate metadata.

11.3. Media Files Contextual Menu

Different contextual menus are available.

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



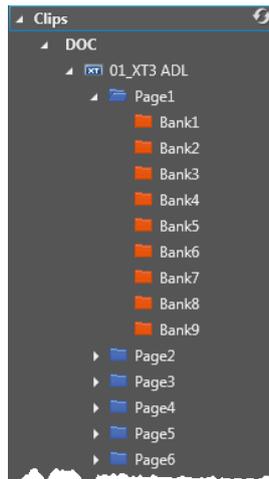
The **Re-Scan XML Metadata** option is used in case the import of metadata from the XML file has been unsuccessful and you want to scan the XML metadata file again.

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

12. Searching for Media

12.1. Selecting the Type of Media Items in the Tree

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



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

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

See section "Tree View" on page 9 for a description of the user interface elements of the Tree view.

12.2. Filtering Tools

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

- Quick text search - Enter free text in the **Quick Text Search** field to perform a search on a specific string. See section "Quick Text Search" on page 81.
- Quick timecode search – Enter a timecode value in the **Quick Timecode** field to perform a quick search on a specific timecode. See section "Quick Timecode Search" on page 80.
- Advanced search filter – Enter specific criteria in the grid filters to perform a search on specific metadata associated with the elements. See section "Advanced Search" on page 87.

All these search tools can be combined.

An applied filter can be saved for later use. Such a saved filter can then be applied in one click. See section "Using Saved Filters" on page 100.

A search can also be facilitated by ordering the Elements grid. See section "Elements Grid" on page 14 for more information.

12.3. Quick Timecode Search

12.3.1. Purpose and Context of Use



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

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

Timecode values taken into account for the search are:

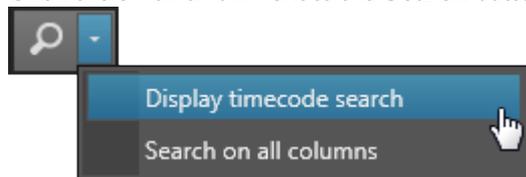
Media Item	Timecode values
Clips	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit OUT"
Clip Elements	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit OUT"
Logs	TC – range ≤ TC < TC + range
Media Files	Protect IN ≤ TC < Protect OUT Also written "Limit IN ≤ TC < Limit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

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

12.3.2. Quick Timecode Search Field Display

To display (or hide) the **Quick TC Search** field, proceed as follows:

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



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

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





Information displayed in the **Quick TC Search** field 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.

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

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

12.3.3. How to Perform a Quick Timecode Search

To perform a Quick TC Search, proceed as follows:

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

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

6. To clear the applied Quick TC Search, click the **X** button to the right of the search field



or click the **Clear All** button to clear all filters on the Grid Filter bar and/or from the Quick search options.

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

12.4. Quick Text Search

12.4.1. Purpose and Context of Use

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



See section "Search and Filter Associated Buttons" on page 12 for the description of the buttons associated with the **Quick Text Search** field.

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

- Enter the search string in full in the **Quick Text Search** field.
- Click the arrow next to the **Quick Text Search** field, so the last 10 searches are displayed, and then select one of them. See section "Quick Text Search Field Display" on page 83.
- Start to type a search string in the **Quick Text Search** field, so a list of proposals is displayed, and one of them can be selected. See section "Performing a Quick Text Search by Direct Entry" on page 84.

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

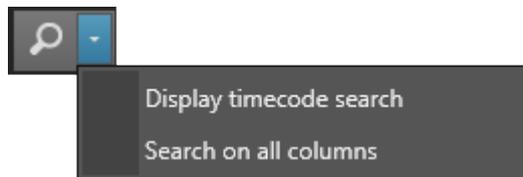
12.4.2. Search on Displayed / All Columns

Search on Displayed Columns

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

Search on All Columns

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



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



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

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



NOTE

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



TIP

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



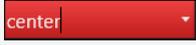
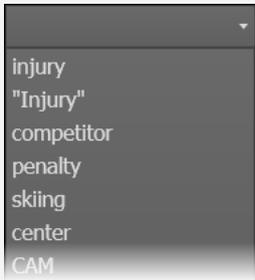
12.4.3. Search for Synonyms

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

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

12.4.4. Quick Text Search Field Display

The following table shows the various displays for the **Quick Text Search** field, and what they mean:

Display	Meaning
	The field background is gray: No Quick Text Search is applied nor entered.
	The field background is red: The user is typing or has typed a search string, but has not applied it yet, or a search has been applied but the user has typed another search string in the field and not applied it yet.
	The field background is green: The user has applied the search string, by pressing ENTER . The result of the Quick Text Search is displayed in the grid.
	The down arrow next to the Quick Text Search field gives access to the last 10 searched strings.

12.4.5. Quick Text Search Syntax Rules

The Quick Text Search option obeys specific rules which can be accessed via the **Help**

button next to the **Quick Text Search** field: .

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

Search String	Search Result	Logical Equivalent
Yellow card	Searches for the words yellow and card. A result will be returned even if present in two different fields (columns), for example yellow in Name and card in Keywords.	"Yellow" AND "card"
Yellow card	Searches for yellow or card, even if in two different fields (columns), for example yellow in Name or card in Keywords.	"Yellow" OR "card"
"Yellow card"	Searches for exact matches of Yellow card. Between the quotes, all characters are considered as characters and not operators or wildcards.	"Yellow card"
card*	Searches for card at the beginning of a word.	"card"*
card	Searches for all words that include card.	*"card"*
=card	Searches for a whole field that contains only card. For example, if a field contains yellow card, the =card condition will not return any result.	

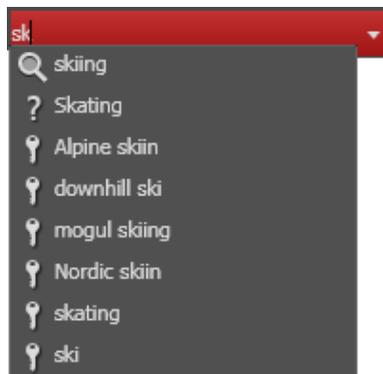
Search operators may be combined.

12.4.6. Performing a Quick Text Search by Direct Entry

Introduction

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

As soon as the users start typing in the **Quick Text Search** field, a menu provides a list of matching words and sentences known by the system and containing a word beginning with the typed letters.





WARNING

Make sure the IP API service is started to be able to use the Autocomplete function.

Result Types in the Autocomplete List

The list displayed below the **Quick Text Search** field is made up of different types of results, as described in the following table.

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

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

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

How to Perform a Quick Text Search by Direct Entry

Search on One String of Characters

To perform a Quick Text search,

1. Select the tree branch you wish to perform a quick search on.
2. Display the columns you wish to perform a quick search on.

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

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



4. Select a line by using the mouse or the  key.
5. Press **ENTER** to start the search, or press  to clear the selection in the **Quick Text Search** field and not apply the search.

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

The search results are displayed in the grid.

"Team 1"

Name	Clip Elements	Keywords	LSM ID
cl_pge_160107d	 	Team 1; First half	611A/02
cl_pge_160218f		Team 1	
cl_pge_160926a	 	Team 1; First half	611C/01
cl_pge_160926b	 	Team 1; First half	610A/02



NOTE

You can press  to clear the entry in the **Quick Text Search** field and not apply the search.

6. To clear
 - the applied Quick Text Search: click the **Clear** button  to the right of the **Quick Text Search** field.



- all the filters applied, from the advanced search filters, from the Quick Timecode

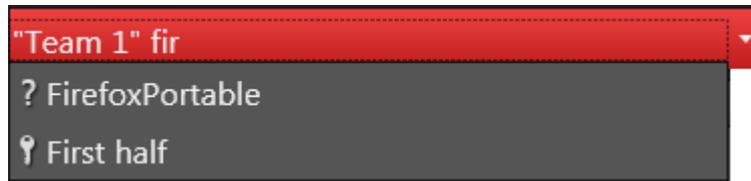
Search and from the Quick Text Search options: click the **Clear All** button.



Search on Two Strings of Characters

To perform a search based on two words,

1. Follow steps 1 to 4 from the previous procedure.
2. Press **Space bar** and then start to type a second word.
A new list of proposals is displayed based on the second word.
3. Select a line by using the mouse or the  key.



4. Press **ENTER**.

The search is launched with the two selected proposals on the selected Database Explorer branch.

Name	Clip Elements	Keywords	LSM ID
▶ c_l_pge_160107d		Team 1; First half	611A/02
▶ c_l_pge_160926a		Team 1; First half	611C/01
▶ c_l_pge_160926b		Team 1; First half	610A/02

12.5. Advanced Search

12.5.1. Purpose and Context of Use

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

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

12.5.2. Displaying Advanced Search Fields

How to Display Advanced Search Fields

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



over the grid.

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



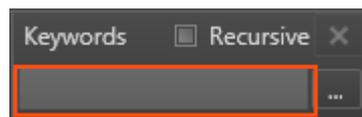
How to Hide Advanced Search Fields

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

12.5.3. Advanced Search Fields Types

Different types of advanced search fields exist:

- free text field: alphanumeric characters can be entered directly in these fields.
 - in most of the cases, no button is available next to the field, e.g. **Name** field.
- Keywords and Participants search fields can be used by entering free-text (without using the associated "complex filter" button)



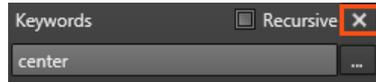
- field with an option list: an arrow giving access to a list of options is available on the right of the field, .
- field with a complex filter button to the right of the field giving access to a Select Filter Condition window to define specific search values, e.g. **Date** field, **Keywords** field,...



12.5.4. How to Clear an Applied Advanced Search Filter

To clear a filter applied on an advanced search criterion,

- Click the **X** button next to the corresponding criterion:



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

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



12.5.5. Searching in Free Text Fields

Autocomplete Function in Free Text Search Fields

The Autocomplete function is a help service for the capture of the search string. The Autocomplete function, described in section "Performing a Quick Text Search by Direct Entry" on page 84 for the Quick Text Search, is also enabled during searches in free text search fields of the grid filters.

The Autocomplete list, displayed under free text search fields of the grid filters, is limited compared to the one shown under the **Quick Text Search** field. No local search or popular search will be proposed.

- Only indexed words  will be listed under free text fields other than **Keywords** or **Participants** fields.
- Only keywords  will be listed under the **Keywords** field.
- Only participants keywords  will be listed under the **Participants** field.

Free Text Search Syntax Rules

The string that you enter in the **free text search** field of a grid filter is analyzed according to the same set of rules as for the Quick Text Search. See section "Quick Text Search Syntax Rules" on page 83 for details on these rules.

Preliminary Steps

1. Select the tree branch in the Tree view.
2. Display the columns you wish to perform a search on.

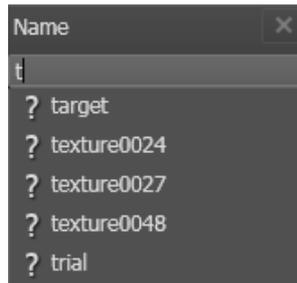
3. Display the Grid Filter bar by clicking the **Show/Hide Grid Filter Bar** button over the grid.

How to Perform a Search on Free Text

To enter search values in a free text field of the grid filters, proceed as follows:

1. Type a search string in the field.

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



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

The search results are displayed in the grid.



NOTE

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

12.5.6. Searching in Non-Free Text Fields

Preliminary Steps

Non-free text search fields of the grid filters give access to an option list to select a search value or to a Select Filter Condition window to define specific search values.

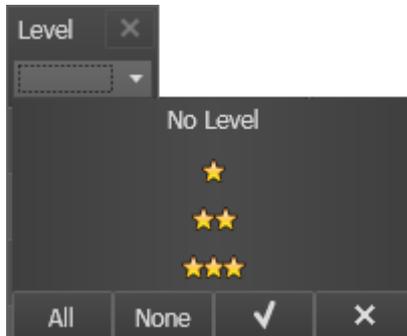
Before starting a search, do the following steps:

1. Select the tree branch in the Tree view.
2. Display the columns you wish to perform a search on.
3. Display the Grid Filter bar by clicking the **Show/Hide Grid Filter Bar** button over the grid.

How to Perform a Search based on an Option List

To set a search criterion from an option list,

1. Click the arrow next to a search field to display the option list for the corresponding criterion.



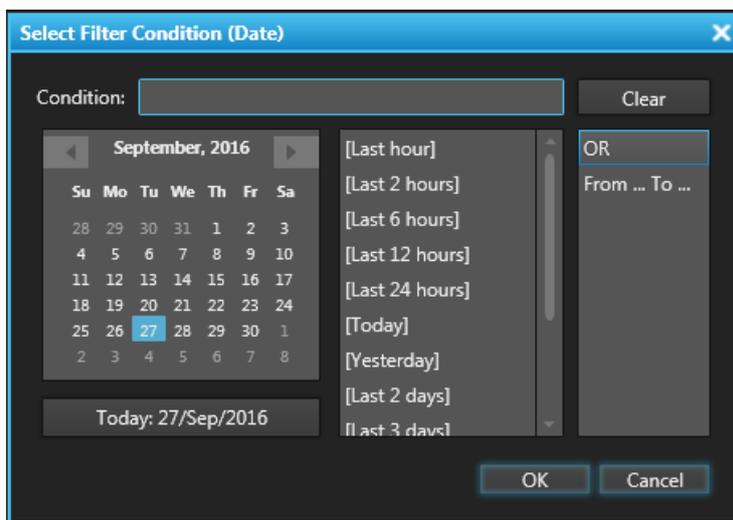
2. Select one or more options.
3. Confirm your selection with the  button or cancel and exit by clicking the  button.

How to Perform a Search based on a Date

To set a search criterion based on a date,

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

The following window opens:



2. Enter a date condition in one of the following ways:
 - select a specific date from the calendar
 - select one of the relative date from the Last xx list
 - select the **Today** or **Yesterday** option.
 - use the logical operators from the right pane to construct a more complex search condition:
 - Select a logical operator on the right
 - Select a date
 - Select a second date

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

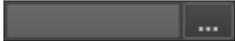
3. Click **OK**.

The search is launched on the selected tree branch.

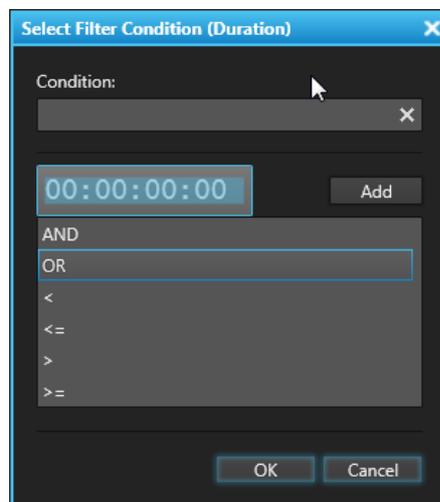
The search results are displayed in the grid.

How to Perform a Search based on a Duration

To set a search criterion based on a duration,

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

The following window opens:



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

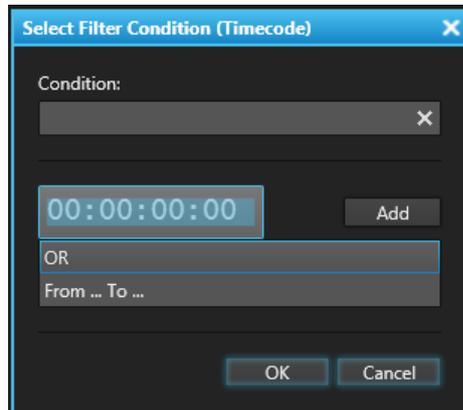
The search condition is displayed in the **Condition** field.
4. Click **OK**.

How to Perform a Search based on a Timecode

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

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

The following window opens:



2. Enter a timecode condition in one of the following ways:
 - select a specific date from the calendar
 - select one of the relative date from the Last xx list
 - use the logical operators from the right pane to construct a more complex search condition:
 - Select a logical operator
 - Enter a timecode value
 - Click **Add** or press **ENTER**. It appears in the **Condition** field.
 - Enter a second timecode value
 - Click **Add** or press **ENTER**.

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

3. Click **OK**.

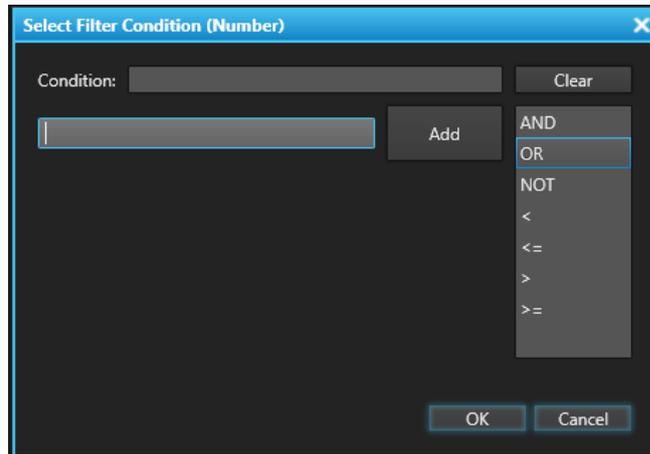
The search is launched on the selected tree branch.

How to Perform a Search based on a Number

To set a search criterion based on a number,

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

The following window opens:



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



NOTE

Operators belonging to different groups may be combined.

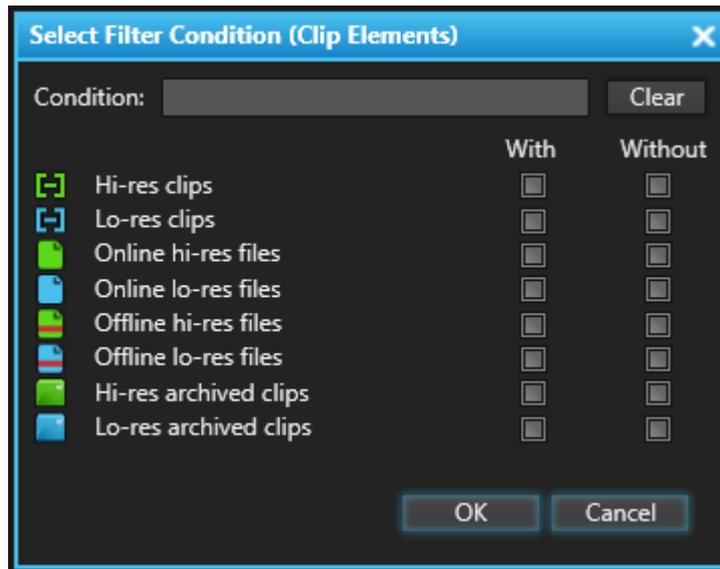
- Group 1: AND, OR
- Group 2: NOT
- Group 3: <, >, <=, >=

How to Perform a Search based on Clip Element Types

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

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

The following window opens:



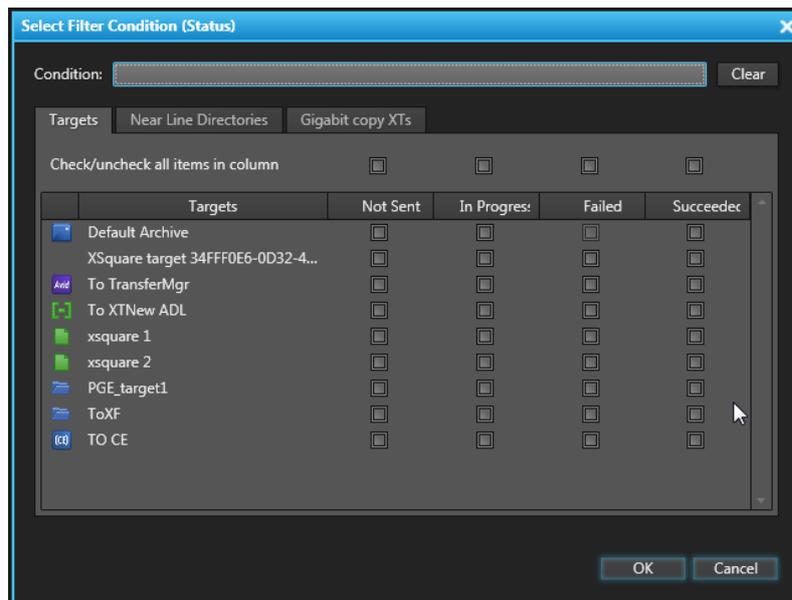
2. Select the options depending on whether you want to search for clips with or without the different element types.
3. Click **OK**.

How to Perform a Search based on the Transfer Status

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

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

The following window opens:



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

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

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

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

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

3. Click **OK**.



NOTE

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

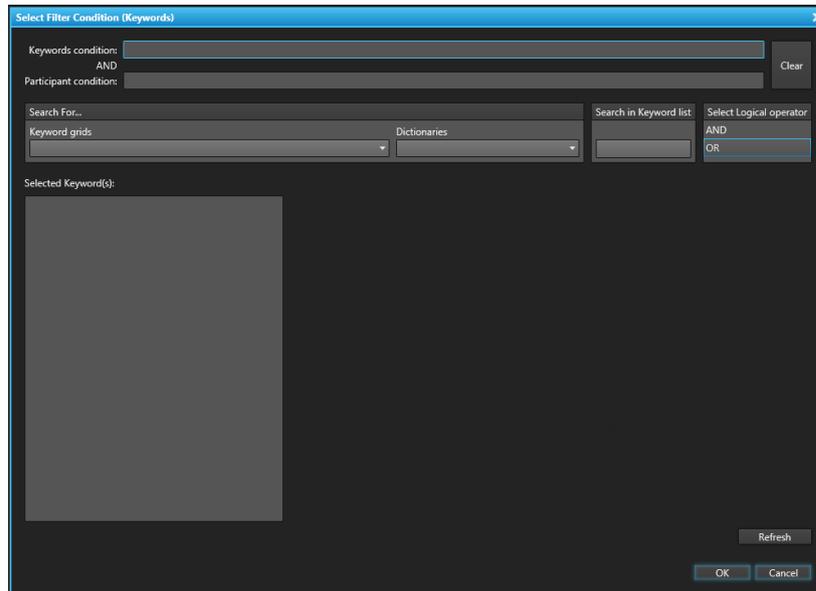


How to Search for One or Several Keywords

To set a search criterion based on keyword(s), proceed as follows:

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

The following window opens:



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

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

3. Select a keyword.

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

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

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

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

6. Click **OK**.

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

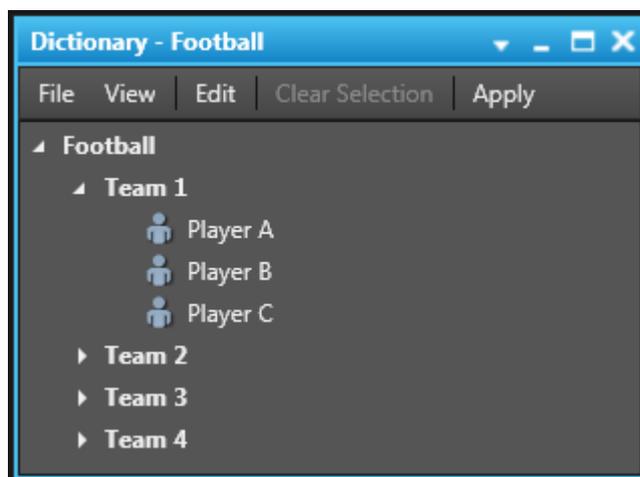
See section "Searching for Child Keyword Based on Parent Keyword" on page 98 for advanced search based on a parent keyword defined in a dictionary.

Searching for Child Keyword Based on Parent Keyword

Context of Use

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

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



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

How to Retrieve Child Keywords

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

1. In the Tree view, select the tree branch you wish to perform a search on.
2. In the grid, show the columns you wish to perform a search on.
3. Display the Grid Filter bar by clicking the **Show/Hide Grid Filter Bar** button over the



4. Tick the **Recursive** checkbox from the Keywords advanced search field to perform a search on all the child keywords linked to the selected parent keyword

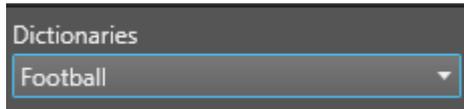


5. Click the **Complex Filter** button

The Select Filter Condition (Keywords) window opens.



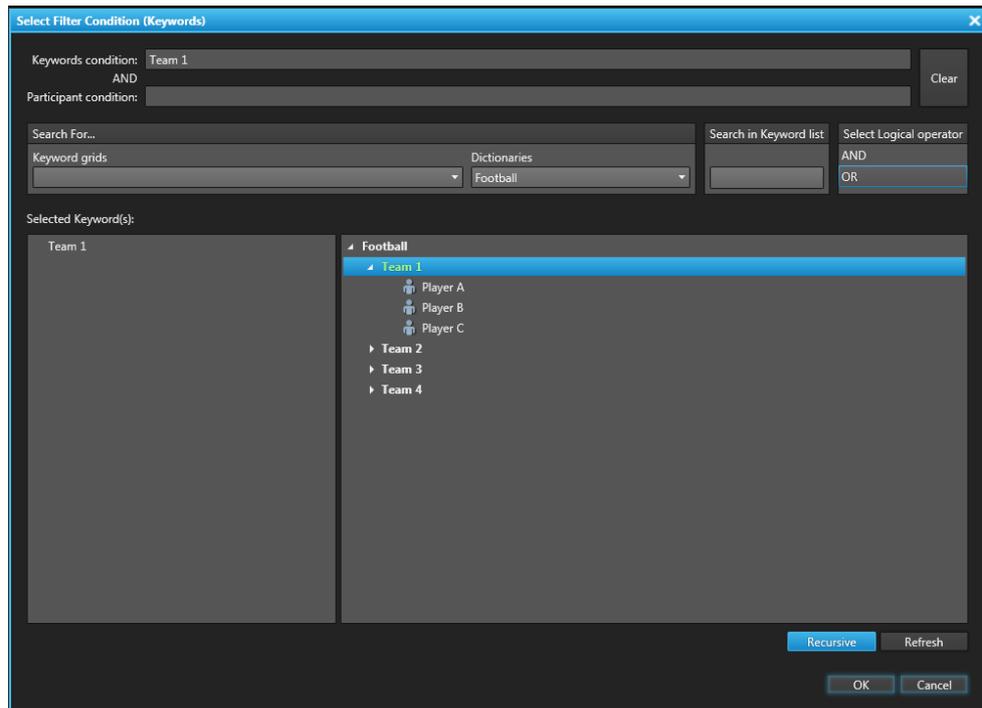
6. Select a Keyword Grid or a Dictionary in the Search For pane.



The related keywords are displayed in the list.

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

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



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

9. Click **OK**.

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

Creation Date	Keywords	Participants	Level
	Team 1		
07-May-2013 09:58:43		Player A	
07-May-2013 10:55:09	penalty	Player A	
07-May-2013 10:56:45		Player B	★★

12.6. Using Saved Filters

12.6.1. Introduction

Once you have defined filters and search terms, you may want to save them for later use. You will then be able to apply the same set of filters with a single click.

Saved filters will be common between:

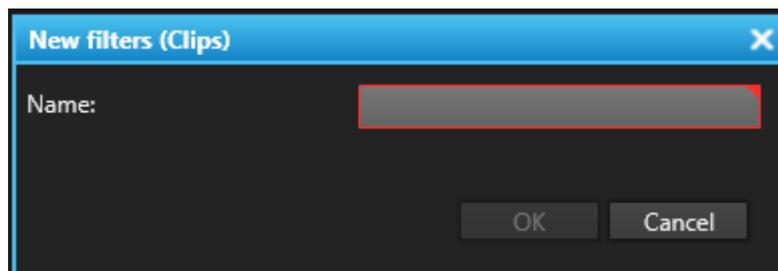
- the Clips tree and the Clip view in bins
- the Playlists tree and the Playlists view in bins
- the Timelines tree and the Timelines view in bins

12.6.2. How to Save Filters

To save filters,

1. Define the filters you wish to save.
2. Do one of the following actions:
 - Make sure the Saved Filters pane is visible under the tree view by clicking the  button and click the **Save Filter** button  in the Saved Filters pane.
 - Click the  button above the Elements grid.

The following window is displayed:



3. Enter a name for the applied filters set.
4. Click **OK** to confirm.

The new filter name is listed in the Saved Filters pane.

12.6.3. How to Apply a Saved Filter

To apply a saved filter,

1. Make sure the Saved Filters pane is visible under the tree view by clicking the  button.
2. Select the desired filter(s) in the Saved Filters pane.
 - Click to select a single filter
 - **CTRL** + click to select non-contiguous filters
 - **SHIFT** + click to select contiguous filters
3. Click the **APPLY** button in the Saved Filters pane.



Your filters are shown in the grid filter bar and/or quick search fields and they are applied in the grid.

12.6.4. How to Update a Saved Filter

To update a saved filter, proceed as follows:

1. Make sure the Saved Filters pane is visible under the tree view by clicking the  button.
2. Select the filter you wish to update in the Saved Filters pane.
3. Click the **APPLY** button.



4. Make the desired changes to the filter definition.
5. Right-click the filter name in the Save Filter pane.
A contextual menu is displayed.
6. Select **Update** from the menu.
7. Click **Yes** to the confirmation message that appears.
The filter is updated.

12.6.5. How to Rename a Saved Filter

To rename a saved filter, proceed as follows:

1. Make sure the Saved Filters pane is visible under the tree view by clicking the  button.
2. Select the filter you wish to rename in the Saved Filters pane.

3. Right-click the filter and select **Rename** from the contextual menu.
The Rename Filters window opened.
4. Enter the new name in the **Name** field and click **OK** to confirm.
The filter name is updated in the Saved Filters pane.

12.6.6. How to Delete a Saved Filter

To delete a saved filter, proceed as follows:

1. Make sure the Saved Filters pane is visible under the tree view.
2. Select the filter you wish to delete in the Saved Filters pane.
3. Right-click the filter
4. Select **Delete** from the contextual menu.
5. Click **Yes** in the confirmation window that appears.
The Saved Filter is deleted from the Saved Filters pane.

12.6.7. How to Publish a Saved Filter

To publish a saved filter, proceed as follows:

1. Make sure the Saved Filters pane is visible under the tree view.
2. Select the filter you wish to publish in the Saved Filters pane.
3. Right-click the filter.
4. Select **Publish** from the contextual menu.
The Publish window opens.
5. Select the group(s) you wish to publish the filter to in the Available groups area on the left. Keep **CTRL** pressed to select multiple groups.
6. Click the **Right Arrow** button to move the selected user groups from the Available Groups to the Selected Groups area on the right.
7. Click the **Publish** button.



NOTE

When a filter has been created with the condition "owner = mine" and saved as a Saved Filter, you can publish it to selected groups. Then, when the recipient will apply the filter, the condition "owner = mine" will be applied to himself/herself.



13. Publishing Media Items

Context of Use

Clips, Playlists, Timelines, Edits, Logs

Publishing a media item makes it visible to members of the group(s) it is published to.

The following media items can be published from the Database Explorer by selecting the relevant items from the respective Elements grid : clips (XT clips, files), playlists, timelines, edits, logs (actually clips containing logs).

For a clip, depending on the place you right-click, different clip elements from the clip will be published:

Right-click on...	Result
Clip line	All the clip elements are published. The Group Name the clip has been published to appears in the Published column, next to the clip and all the clip elements
XT hi-res clip	Only the XT clip is published, not the file. The Group Name appears in the Published column, next to the clip and the XT clip element.
File	Only the file is published, not the XT clip. The Group Name appears in the Published column, next to the file.

Bins and Bin Directories

Publishing the whole content of a bin directory or a bin is possible by selecting the bin directory or the bin from the Tree view. Then, all the items (clips, playlists, timelines, edits) present in the bin or the bin directory are published.

All the items (clips, playlists, timelines, edits) sent to the bin after the publication are automatically published.

When a bin is un-published, all the items (clips, playlists, timelines, edits) present in the bin remain published.

Log Directories and Logsheets

Publishing a logsheet is possible by selecting it from the Tree view. This publishes all its logs.

Publishing the whole content of a log directory is possible by selecting the it from the Tree view. Then, all logsheets present in this directory and its sub-directories will be published to the selected user groups.

How to Publish a Media Item to a User Group

To publish a media item to groups of users from the Elements grid of the Database Explorer,

1. Right-click it in the Elements grid.

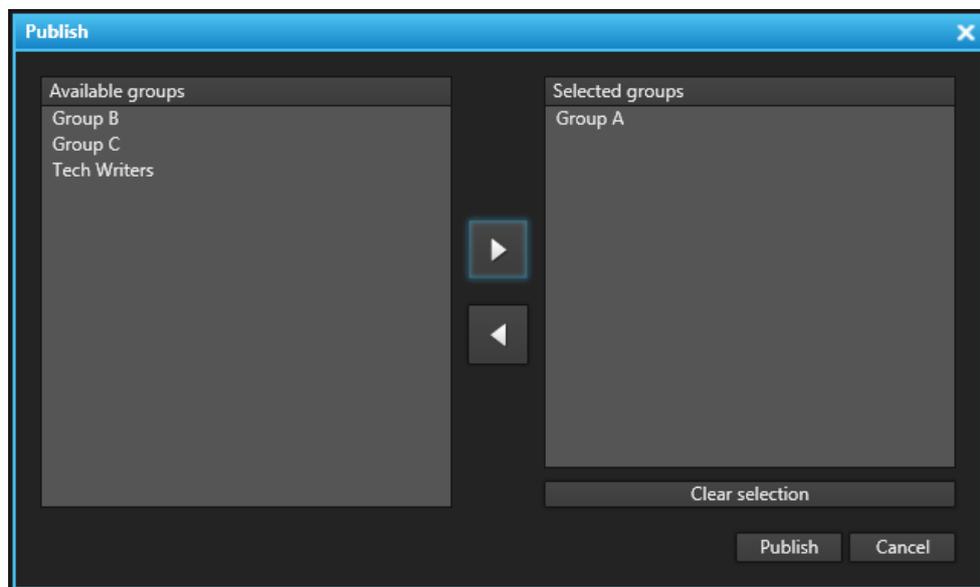
To publish a bin, bin directory, logsheet or log directory,

1. Right-click it in the Tree view.

Then,

2. Select **Publish** from the contextual menu.

The Publish window opens.



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

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

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

14. Transferring Media

14.1. Sending Media to Locations and Backing Media up to Nearline

14.1.1. Possible Transfer Destinations

Sending Media to Locations

IPDirector gives full flexibility to directly send A/V files to third party systems (i.e. NLE systems) and storage paths.

Sending media to predefined targets, such as third party systems or file archive targets, will be performed with the **Send to** command. The available targets are the targets set from the Remote Installer and the Xsquare targets set from Xsquare.

The possible destinations to transfer clips, edits, timelines, or playlists are listed hereafter.

- the user's default bin, if any
See section "Bin Contextual Menu" on page 62.
- the default playlist, if any
See section "Playlist Contextual Menu" on page 47.
This is only available for clips.
- XT targets
The EVS servers for which the user has visibility right.
- Third party systems (CleanEdit, Avid, FCP)
- File archive targets
See section "Managing File Archive Targets" on page 106



NOTE - VISIBILITY OF XSQUARE TARGETS

Xsquare targets are visible provided that

- the Xsquare has been declared in the Remote Installer and that it can be reached
- the user logged into IPDirector has an Xsquare account with the same access codes (login and password) in both applications.
- targets have been published to that user in Xsquare (or target visibility for that user is set to **All**).

Backing Media up to Nearline

Sending media to nearline storage will be performed with the **Backup to Nearline** command from the file element contextual menu in the Elements grid. This is used to store or back up A/V material to a nearline folder, visible on the GigE network, that has been defined in the Remote Installer. Users can access the A/V material of nearline folders in IPDirector, or restore it on an EVS server.

A file can also be copied from one nearline folder to another one by dragging the file from the Elements grid to the nearline folder on the Tree view



WARNING

Refer to the IPDirector Remote Installer Technical Reference manual for more information on the configuration of targets and nearline folders and to the Xsquare user manual for the configuration of Xsquare targets.

14.1.2. Managing File Archive Targets

Introduction

File archive targets are usually created in advance. However, the **Send To > Add File Archive Target** option allows users to create file archive targets from the IPDirector interface.

All the file archive targets are displayed in the Send to sub-menu. Their names are user-definable. The **Send to** option is available from the Clip contextual menu or the Playlist contextual menu.

How to Add a File Archive Target

To add a file archive target to the list, proceed as follows:

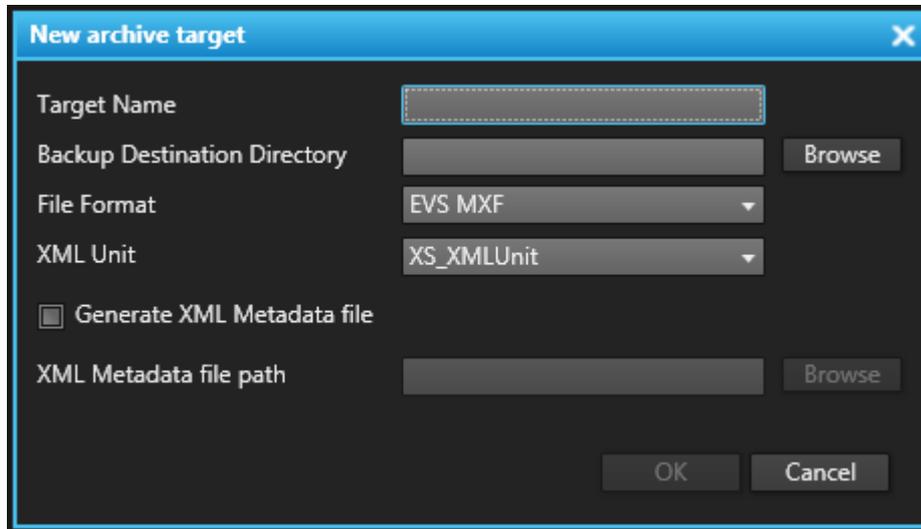
1. Right-click the Database Explorer grid.
2. Select the **Send To > Add File Archive Target** from the contextual menu.
The New Archive Target window opens.
3. Fill in the fields in the New Archive Target window.
4. Click **OK**.

The new file archive target is added to the list of destination targets in the contextual menu.



New Archive Target Window

The New Archive Target window makes it possible to add a new destination or archive target. The fields displayed on the New Archive Target Window are described below:



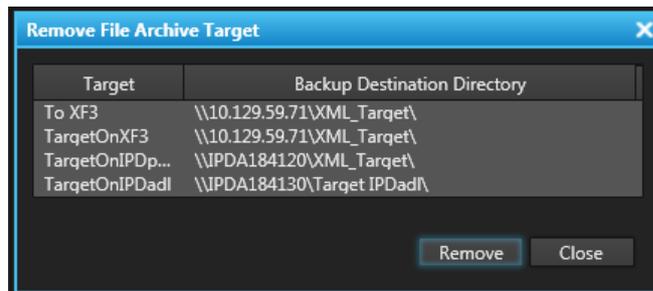
Field	Description
Target Name	The name of the target as it will appear in the contextual menu, and in the Remote Installer.
Backup Destination Directory	The destination folder where the file will be sent. Be sure this directory is shared with full control access.
File Format	The file format. It can be EVS MXF, OP1A MXF XDCAM, QuickTime Movie, or QuickTime Reference, Avid MXF OPAAtom, DV-DIFF, OP1A MXF SMPTE, BWAVE.
XML Unit	Drop-down list with the available XML Units, as defined in the Remote Installer, which could manage all the files sent to the destination target.
Generate XML Metadata file	When this check-box is selected, an XML file with the metadata of the clips backed up is generated. This file is created at the same time as the backup file for all media file formats. In the EVS MXF format, the metadata is included in the media file itself.
XML Metadata file path	The destination folder where the XML Metadata file will be stored.

How to Remove a File Archive Target

To Remove a file archive target from the list, proceed as follows:

1. Right-click the Database Explorer grid.
2. Select **Send To > Remove Archive Target** from the contextual menu.

The Remove File Archive Target window is displayed.



3. Select a target from the list.
4. Click the **Remove** button.
5. Click **Yes** to confirm the operation.

The archive target does not appear in the Send to contextual menu any more.

14.1.3. Backing Sub-Clips up

Context of Use

On some occasions, an entire event is recorded but the intent is to only keep a record of specific actions that will happen during this event.

Users record a long file covering the whole event, e.g. Show in the following example.

Then, they create sub-files (e.g. Artist 1) and sub-sub-files (e.g. Action 1), each one having boundaries set within those of the file it has been created from.

▼ Show						00:30:00:00	01:30:00:00	01:00:00:00	01-Nov-2015 02:58:35	
Element	Name ▲	LSM ID	Status	Master	Protected	TC IN	TC IN Date	TC OUT	Duration	Key
File	Show	613E/01		YES		00:30:00:00	01-Nov-2015	01:30:00:00	01:00:00:00	
▼ Artist 1						00:35:00:00	00:40:00:00	00:05:00:00	01-Nov-2015 03:12:05	
Element	Name ▲	LSM ID	Status	Master	Protected	TC IN	TC IN Date	TC OUT	Duration	Key
File	Artist 1	613F/01		NO		00:35:00:00	01-Nov-2015	00:40:00:00	00:05:00:00	
▼ Action 1						00:37:00:00	00:37:50:00	00:00:50:00	01-Nov-2015 03:13:43	
Element	Name ▲	LSM ID	Status	Master	Protected	TC IN	TC IN Date	TC OUT	Duration	Key
File	Action 1	613G/01		NO		00:37:00:00	01-Nov-2015	00:37:50:00	00:00:50:00	

If the parent file (Show) is backed up to nearline, all the sub-files, sub-sub files, and so on, included in the parent file are automatically backed up to nearline as well.

Actually, only the parent file is considered as Master, other files are references to the parent file. So, if the Master file is deleted, all the files referring to it will be deleted as well.



How to Keep Backed up Sub-Files and Delete the Master File

1. Back up to nearline the first child sub-file (Artist 1) you want to keep.

The file created on the nearline will become Master.

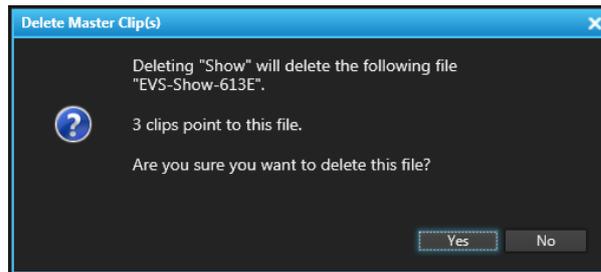
The sub-sub-file (Action 1) will automatically be backed up to nearline too. So, additional files will be displayed in the Database Explorer.

Relations to each Master file is shown below:

Element	Name	LSM ID	Status	Master	Protected	TC IN	TC IN Date	TC OUT	Duration	Key
File	Show	613E/01		YES		00:30:00:00	01-Nov-2015	01:30:00:00	01:00:00:00	
Artist 1										
File	Artist 1	613E/01		NO		00:35:00:00	01-Nov-2015	00:40:00:00	00:05:00:00	
File	Artist 1	613E/01		YES		00:35:00:00	01-Nov-2015	00:40:00:00	00:05:00:00	
Action 1										
File	Action 1	613G/01		NO		00:37:00:00	01-Nov-2015	00:37:50:00	00:00:50:00	
File	Action 1	613G/01		NO		00:37:00:00	01-Nov-2015	00:37:50:00	00:00:50:00	

2. Select the parent file (Show) and press **Delete**.

A message is displayed, indicating that several clip elements will be deleted.



3. Click **Yes**.

The parent file and its two sub-files are deleted. The other ones are kept.

Element	Name	LSM ID	Status	Master	Protected	TC IN	TC IN Date	TC OUT	Duration	Key
File	Artist 1	613E/01		YES		00:35:00:00	01-Nov-2015	00:40:00:00	00:05:00:00	
File	Action 1	613G/01		NO		00:37:00:00	01-Nov-2015	00:37:50:00	00:00:50:00	

14.2. Monitoring the Transfer Status

14.2.1. Context of Use

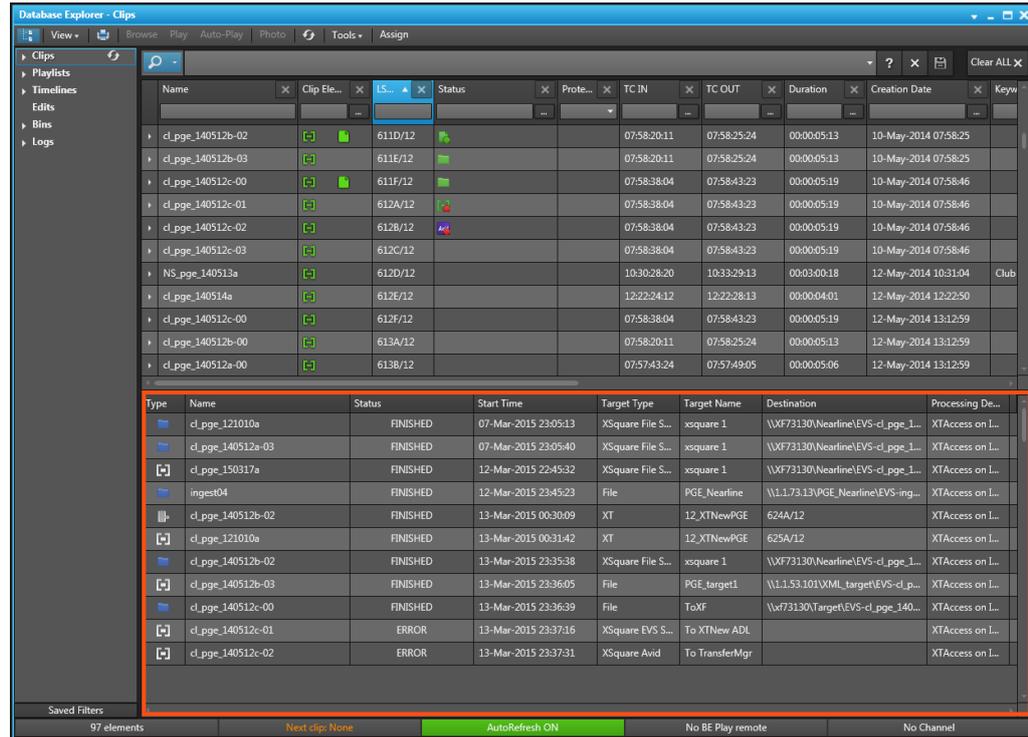
Transfers of media items can be monitored from the Transfer Monitoring area.

This includes the following jobs: Send to targets, backup to nearline, restore to XT, copy by GigE, archive (clips), restore from archive (files).

Information on the transfer status is available from different areas:

- The Transfer Monitoring window is accessed by clicking the **Transfer Monitoring** option of the main window Tools menu.
- The Transfer Monitoring area can be displayed in the Database Explorer by selecting the **Transfer Monitoring** option from the Database Explorer Tools menu.

14.2.2. Overview of the Transfer Monitoring Area



The table below describes the various parts of the Transfer Monitoring area:

Name	Description
Transfer Jobs grid	Transfer jobs are presented in rows and all their associated parameters and metadata are in columns.
Current Transfer Only button	This button gives access to the list of transfers currently in progress and scheduled. Its background is colored when it is enabled:  To go back to the list of all the transfers, click the Current Transfers Only button again.
Clear History button	This button removes all the transfers jobs from the list.
Cancel Job button	This button cancels the selected transfer job. It is available for transfers currently in progress.
Refresh button	This button allows users to manually refresh the view at a point in time. Otherwise, the system automatically refreshes the view.



14.2.3. Transfer Status Icons

The **Status** column of the Elements grid gives information on the transfer status of the selected clips or edits. The table below gives the meaning for most of the icons which can appear in this column.

With the **Backup to Nearline** option, the **Copy by GigE** option and the **Send to** option (for targets set from the Remote Installer), the icon displayed varies according to the selected option and its color gives indication on the transfer status. Icons for destinations targets may have been customized from the Remote Installer.

Icon	Description
Send to Targets (set from Remote Installer)	
	The item is still in the process of being sent to the file target.
	The item is still in the process of being sent to CleanEdit application.
	The item is still in the process of being sent to Avid.
	The item is still in the process of being sent to FCP.
	The item has been successfully sent to the file target.
	The item has been successfully sent to CleanEdit application.
	The item has been successfully sent to Avid.
	The item has been successfully sent to FCP.
	Item for which the transfer to target has failed.
	Item for which the transfer to CleanEdit application failed.
	Item for which the transfer to Avid failed.
	Item for which the transfer to FCP failed.
Backup to Nearline	
	The item is still in the process of being backed up to a nearline.
	The item has been successfully backed up to a nearline.
	Item for which the backup to a nearline failed.
Copy by GigE	
	The item is still in the process of being sent to an EVS video server through the GigE network.
	The item has been successfully sent to an EVS video server through the GigE network.
	Item for which the transfer to an EVS video server through the GigE network failed.

With the **Send to** option (for targets set from Xsquare), the icon displayed corresponds to the icon selected in Xsquare for that target. An additional icon is displayed over the first one and gives indication on the transfer status.

Transfer Status Icon	Description
Send to targets (set from Xsquare)	
	The item is still in the process of being sent to the target.
	The item has been successfully sent to the target.
	Item for which the transfer to the target has failed.

Examples of the icons displayed in the Status column of the Elements grid:

: item being sent to an Xsquare file target

: item successfully sent to Adobe Premiere Pro

: failed transfer of the item to CleanEdit

14.3. Archiving and Restoring Media

14.3.1. Archive and Restore Environment

Thanks to Archive services, IPDirector communicates with a third party hierarchical storage management system (HSM) and LTO tape library for files archiving from a nearline storage and files restoring to a nearline storage.

The HSM system can be Oracle DIVA Archive or SGL flashnet.

Several services are involved in the Archive and Restore to nearline process. They are started from the Remote Installer.

- AS, managed with the Synchro DB service, receives the requests from IPDirector and communicates with the ATS service. If it stops working, the job waits for the Master failover.
- ATS, individual service, receives the requests from the AS service and communicates with the HSM. If it stops working, the ATS service from another workstation will take the Master role. In such cases when different ATS services have been involved in a job processing, both workstations will be referenced in the Transfer Monitoring window.

A database is specifically dedicated to the ATS.

14.3.2. Archiving Media

Context of Use

Files stored on a nearline can be archived by a HSM on a low cost storage system (tape library). This can be done in different ways.

Archiving can be requested from the Save Clip window when the clip is created. See sections ["How to Create a Clip" in the Control Panel user manual](#). Actually, this is the file backed up to a nearline which is archived, not the XT clip stored on a server. So, the archiving is only possible when a nearline has been selected to back the clip up.

Clip archiving can also be done afterwards, from the Database Explorer, as described below.

A post process can be defined in a bin rule, so the items placed into the bin are automatically archived. See section "Bin Rules" on page 65.

Once the file has been archived on the HSM, the icon for the archived file clip element appears in the Clip Element column of the Elements grid:  (high resolution) or  (low resolution). The  icon is displayed in the Archive column.

Prerequisites

- A valid Archive / Restore license is needed to use the archive/restore process. The fixed license **Archive/Restore Unlimited (key 171)** must be imported to XSecure.
- The **Enable Archive in IPD** option must have been ticked in the Remote Installer (Configure > Archive, or ATS DB button).
- The ATS service must have been configured from the Remote Installer (Configure > Archive, or **ATS DB** button).
- The ATS service, the EVS Registry service and the Synchro DB service must be started.
- The user needs the **User can archive files** user right.

Principles

- XT clips cannot be archived as such to the HSM. They must first be backed up to a nearline.
- A file already archived cannot be archived twice.
- When a master file with sub-files is archived, only the master file is physically archived but its sub-files (references to the master file) are listed as archived in the Elements grid of the Database Explorer.
- A sub-file, which is a child of an archived master file, cannot be selected for archiving, as it is actually a reference to the master file. To be able to archive a sub-file, a new file, corresponding to the sub-file, must first be backed up to the nearline.

High resolution / low resolution files

- If a clip contains both a high resolution file and a low resolution file, only the high resolution file will be archived from the Clips view.
- If a clip contains several high resolution files, only the one stored on the nearline with highest priority in the Remote Installer will be archived from the Clips view.
- If a clip only contains low resolution elements, its files can only be archived from the Clip Elements view, not from the Clips view.

**WARNING**

When a clip is being created,

- if two different nearlines are selected from the Save Clip window to back the clip up, one low resolution nearline and one high resolution nearline, and,
 - if the low resolution nearline has a higher priority than the high resolution nearline (Remote Installer > Storage Priorities > Nearline Priority) then the archiving will be done from the file on the low resolution nearline.
-

How to Archive a File from a Nearline to HSM

To archive a file,

1. Right-click the file in the Elements grid of the Database Explorer.
2. Select **Archive** from the contextual menu.

The file is archived in the HSM Archive group defined in the Remote Installer.

The **Archived** icon appears in the Clip Element column of the Elements grid:  (high resolution file in high-resolution configuration and in high/low configurations) or  (low resolution when only low-resolution file is on the nearline). The  icon is displayed in the Archive column.

Multiple files can be selected and archived at once.

Relevant information can also be retrieved from the Archive Date column and from the Archive Group column of the Elements grid.

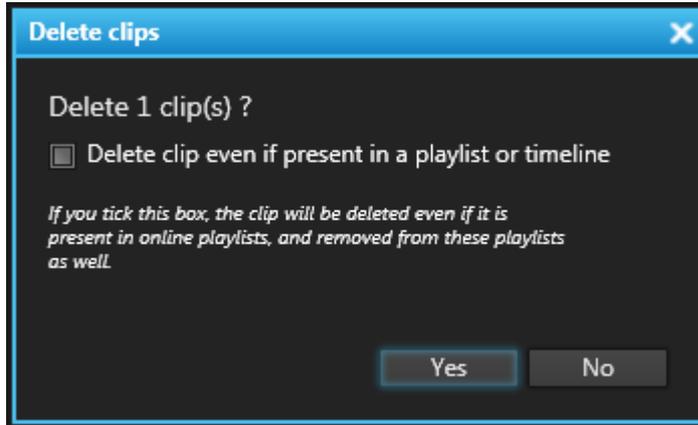
Deleting Nearline Files which have been Archived

The files which have been archived can be deleted from the nearline. At that time, you may decide whether the IPDirector keeps the archived files or not. So, a restore from archived file to nearline will be possible later on.

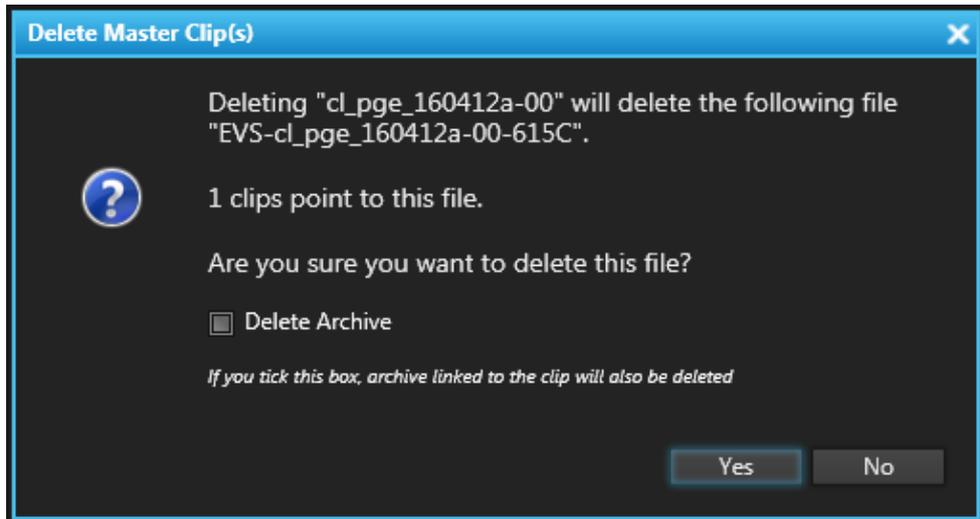
1. Right-click a clip in the Elements grid of the Database Explorer.



2. Select **Delete** from the contextual menu.
The Delete Clips window opens.



3. Click **Yes**.
The Delete Master Clips window opens. It states that deleting the clip will also delete the corresponding nearline file.



4. (optional) Tick the **Delete Archive** check box if you want to delete the archived file together with the clip and nearline file.
5. Click **Yes**.
 - If you have chosen to delete the archived file (**Delete Archive** ticked), all the elements of the clip are deleted.
 - If you have chosen not to delete the archived file (**Delete Archive** not ticked), the nearline file is deleted and the clip gets the Archidel status (file archived, then deleted from nearline). So, it is still visible in the Database Explorer, provided that the **Show ArchiDel Elements** option has been selected from the View menu.

Element	Name	LSM ID	Status	Archive	Pr
File	cl_pge_160412a-02	615E/01		<input checked="" type="checkbox"/>	

Users will be able to restore it to a nearline later on.

**NOTE**

If the nearline is deleted from the Remote Installer, you are allowed to keep or to delete the reference to the nearline files which have been archived on the HSM. This allows a future restore on nearline in case the nearline storage is made available again later on.

14.3.3. Restoring Media

Restoring an Archived File to a Nearline

Context of Use

A file with an Archidel status, which means that it has been archived by the HSM to a tape library and then deleted from the nearline, can be restored to a nearline afterwards. This can be the original nearline, or another one. Clips with Archidel elements appear in the Elements grid, provided that the **Show ArchiDel Elements** has been selected from the View menu of the Database Explorer.

Element	Name	LSM ID	Status	Archive	Pre
<i>File</i>	<i>c_l_pge_160412a-02</i>	<i>615E/01</i>			

They are listed in italics, with the icon is displayed in the Archive column.

Restoring a file from the tape library is requested from the Database Explorer.

A Restore operation can also be requested from the Save Clip window, when a sub-file is created from a nearline low-resolution file. Then, only the portion of the Archidel high-resolution file corresponding to the low-resolution sub-file will be restored.

These situations are explained hereafter.

Prerequisites

- A valid Archive / Restore license is needed to use the archive/restore process. The fixed license **Archive/Restore Unlimited (key 171)** must be imported to XSecure.
- The user must have the **User can see archidel media** and the **User can restore files** user rights.
- The nearline must be on-line.

Principles

- An archived file which is also online on a nearline can be restored.
- When a master file with sub-files has been archived, only the master file has been physically archived but its sub-files (references to the master file) are listed as archived in the Elements grid of the Database Explorer.



When you restore an Archidel master file, all its sub-files listed as Archidel will appear as restored in the Elements grid of the Database Explorer.

- Case of several Archidel files existing for a clip:

When you request the Restore operation for such a clip, a single file will be restored. Priority is given as follows:

- a. high resolution file with the smallest duration (in case of sub-clip)
 - b. high resolution file with the higher nearline priority.
- When a multi-files media item is restored, all its associated files (metadata file, audio files) are restored but only the video file item is listed in the Elements grid.

How to Restore a Master Archidel File from the Tape Library to a Nearline

To restore a Archidel file from the tape library to the nearline,

1. Right-click an Archidel file in the Elements grid of the Database Explorer.
2. Select one of the following options from the contextual menu:
 - **Restore from Archive > Restore to original location ([Nearline Name])** to restore the archived file to its original nearline.
If the nearline has been deleted but the reference to the archived files has been kept, the file is displayed in the Elements grid, but the option to restore it to its original location is not available.
 - **Restore from Archive > [Nearline Name]** to restore the archived file to one of the available nearline.

The file is restored on the selected nearline.



NOTE

If several files have been selected, the option **Restore to original location** will be displayed without any indication of nearline name. This option will restore each Archidel file on its original nearline.

The icons in the Clip Elements column of the Elements grid are:   or  , as the archived file is back to an on-line nearline.

Partially Restoring a High Resolution File to a Nearline

Context

A high resolution file is ArchiDel and its corresponding low-resolution file is still present on the nearline. You do not need to keep the entire file, but only a part of it with specific actions. You can then create a sub-file of the low-resolution file, and the system can automatically restore the corresponding part of the archived high-resolution file.

Limitation

The partial restore is only possible if the codec is supported by the HSM.

How to Partially Restore a High Resolution File to a Nearline

To partially restore a high-resolution file on the nearline,

1. Load the low-resolution file on the Software Player, in a Control Panel.
2. Mark a new IN point and/or a new OUT point thanks to the clip creation buttons or shortcuts to create a sub-file.
3. Click the **New Clip** button.

The Save Clip window will open, provided that the **Open Save Clip Window** setting has been selected.

4. Select a nearline.
5. Select the **Restore Archived Hi-Res** option.
6. Click **Save**.

Two new clip elements are displayed in the Elements grid:

- a low-resolution file: it is not a Master file but a sub-file of the Master low-resolution file from the nearline,
- a high-resolution file: it is a Master file restored on the selected nearline and corresponding to the trimmed low-resolution file.

Restoring an XT Clip to a Server from a Nearline File

Context of Use

A XT clip element is restored to an EVS server from a file stored on a nearline. This can be done thanks to contextual menu commands from the Database Explorer, or a drag-and-drop operation to a Control Panel allows a quick restore of a XT clip which is then ready for playout.

Prerequisites

- The user must have the **Restore to XT** user right.

Limitations

- The following files cannot be restored to a server: lo-res file, Archidel file, logo, ...



How to Restore an XT Clip to the Default EVS Server from a Nearline File

1. Right-click an on-line file in the Elements grid of the Database Explorer.
2. Select **Restore to XT > Default XT** from the contextual menu.

The XT clip is restored on the EVS video server.

How to Restore an XT Clip to its Original Location from a Nearline File

1. Right-click an on-line file in the Elements grid of the Database Explorer.
2. Select **Restore to XT > Original Location** from the contextual menu.

The XT clip is restored on the EVS video server to its original LSM ID position.

If the original LSM ID position is no more available, a warning message is displayed.

How to Restore an XT Clip to an EVS Server from a Nearline File

1. Right-click an on-line file in the Elements grid of the Database Explorer.
2. Select **Restore to XT > [Server Name] > [Page Number]** from the contextual menu.

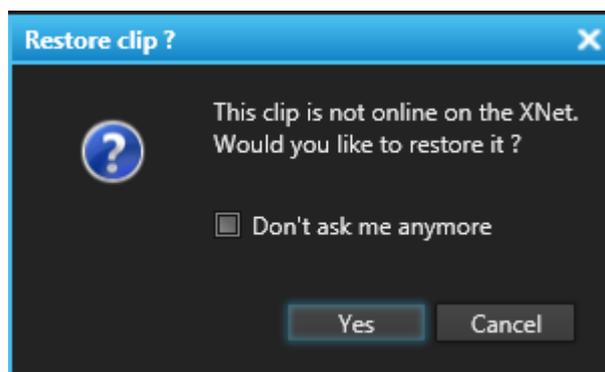
The XT clip is restored on the EVS video server to the selected position.

How to Restore an XT Clip by Loading a File on a Player Channel

An XT clip can be quickly restored from a nearline file to a server and be ready for playout.

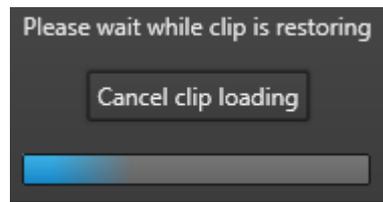
1. Make sure that a player channel has been associated with a Control Panel.
2. Select an on-line file, for which you want to restore the corresponding XT clip, in the Elements grid of the Database Explorer.
3. Drag it to the Control Panel.

A message asks whether you want to restore the XT clip.



4. Click **Yes**.

The XT clip is restored on the EVS video server.



The playout can start as soon as its first frame has been restored.

15. Loading and Playing Media

15.1. Introduction

There are various ways to load or to load and play a media on a player channel from the Database Explorer.

The Browse and Play modes help to perform those actions from a single-click. They are available from the **Browse**, **Play** and **Auto-Play** buttons located on the toolbar:



To be able to use these modes and automatically play an element or a list of elements from the Database Explorer, a player channel must have previously been assigned to the Database Explorer.

15.2. Assigning a Player

15.2.1. Introduction

There are several ways to assign a player channel or the Software Player to a Database Explorer window. See section "How to Assign a Player Channel or the Software Player" on page 121.

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

See [the Channel Explorer manual](#) for more information on how to set and how to clear a default player channel.

15.2.2. How to Assign a Player Channel or the Software Player

From the Channel Explorer

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

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

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

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

From the Associated Channel Zone Contextual Menu

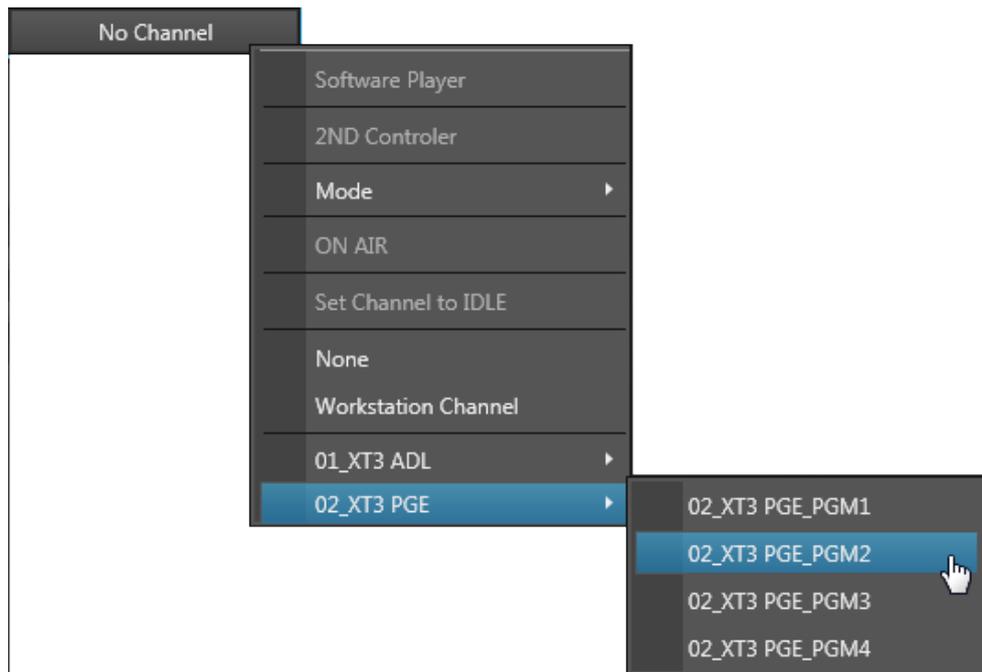
Users will be able to select a player from the Associated Channel zone.

This can be:

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

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

1. Right-click the Associated Channel zone on the right of the Status bar.
A contextual menu is displayed.
2. Select a player from the menu.



The 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.

15.3. Loading Media

15.3.1. On the Player Channel Associated to the Database Explorer

To load media from the Database Explorer on a channel previously assigned to the Database Explorer (as explained in section "Assigning a Player" on page 121), proceed in one of the following ways:

- Click the **Browse** button to activate the Browse mode.

The button becomes highlighted .

Double-click an element line in the Database Explorer grid. This works would the Play mode be active  or not.

- Use the Browse mode of the BEPlay Remote device. Refer to section [BEPlay Remote Device in the General Functions user manual](#) for more details.

The element is loaded on its first frame on the associated channel.

The corresponding element line in the Database Explorer grid is highlighted in dark green.



NOTE

Nothing happens when trying to browse an off-line file.

15.3.2. On the Player Channel Associated to the Control Panel

As explained in the chapter describing the Control Panel module, it is possible to load media from the Database Explorer to the Control Panel by a drag-and-drop operation. This does not require the association of a player channel to the Database Explorer. The media is then loaded on the player channel assigned to the Control Panel.



NOTE

At that point, you will have the possibility to play the media by

- pressing the **Play** shortcut key  to play the element
- OR
- clicking the **Play** button on the Control Panel if the channel assigned to the Database Explorer is also assigned to an opened control panel.

15.4. Playing Media

15.4.1. Introduction

There are several ways available to play media on a channel from the Database Explorer:

- Load as explained in "Loading Media" on page 1 and play by pressing the shortcut key  or clicking the **Play** button on the Control Panel.
- Immediately play on the channel assigned to the Database Explorer.
- Immediately play on the channel assigned to the Control Panel.



NOTE

Nothing happens when trying to play an off-line file.

15.4.2. How to Load and Immediately Play an Element

To play the element on the channel associated to the Database explorer, proceed as follows:

1. Assign a channel to the Database Explorer as explained in "Assigning a Player" on page 121.
2. Click the **Play** button to activate the Play mode.



The button becomes highlighted.

3. Click an element line in the Elements grid.

The element immediately played out on the channel associated to the Database Explorer.

The corresponding element line in the Elements grid is highlighted in dark green.

To play the element on the channel associated to a control panel, proceed as follows:

1. In the Database Explorer, select the line corresponding to the element you want to be played out.
2. Press **CTRL** key and, still holding it, drag the element line to the Control Panel.

The element is immediately played out on the channel associated to the Control Panel.



NOTE

The Play mode is not recommended when selecting elements to play for live transmission as there will be a delay between the loading of the element and the playout.



15.5. Playing a List of Elements

15.5.1. How to Load and Immediately Play a List of Elements

Before playing elements in Auto-Play mode, you need to ensure that a player channel has been assigned to the Database Explorer. See section "Assigning a Player" on page 121 for more information on this.

To start playing elements in Auto-Play mode, proceed as follows:

1. In the Database Explorer, open the Clips or Clip Elements branch from where you want to play elements in Auto-Play mode.
2. Click the **Auto-Play** button on the toolbar.

Auto-Play mode is activated and the button becomes highlighted.



3. Click the first element from where you want to play in Auto-Play mode.

The element is directly played on the player that is assigned to the Database Explorer. Then all the subsequent elements in the Database Explorer window are played in the displayed sequence until the last element of the list is finished.

The element being played out is highlighted in dark green in the Database Explorer grid and the next element is in light green.

▶ swimming01	Audio/Video	[+]	26-Apr-2012 16:50:34	610D/12	
▶ tennis04	Audio/Video	[+]	26-Apr-2012 16:54:41	610C/12	
▶ 12_XTNewPGE_REC1	Audio/Video	[+]	29-May-2012 19:29:38	CamA/12	



NOTE

If playlists or trains are included in a list of elements on which the Auto-Play mode is applied, they will be skipped.

15.5.2. Modifying the Playout Sequence in Auto-Play Mode

Various transport functions are available in Auto-Play mode, to shift the Auto-Play order to an element that is not the next one in the sequence.

The following transport functions can be executed:

Preload an element	Double-click an element in the Database Explorer to preload it on the player channel. Then press the Play shortcut key (P) to play the element.
Load & play an element immediately	Select an element to load on the player channel and play immediately.
Load & play an element after the current one	Pressing the CTRL key while clicking an element plays the selected element after the current one is played out.

15.5.3. Using Auto-Play Mode in Several Database Explorer Windows

You can open several Database Explorer windows and use them in Auto-Play mode with the same player channel or with different player channels assigned.

If different players are assigned, they will be considered as independent from each other. Using the Auto-Play mode in one of the windows will not affect the second Database Explorer window.

If the same player is assigned, the Database Explorer window on which the Auto-Play mode has been used last is considered as the master window. It has the lead over the player channel.

Using two Database Explorer windows assigned to the same player channel leads to the following possible situations:

- When the operator performs a search on the master Database Explorer window, the current element is played out and the first element of the search results is automatically chained.
- When the operator performs a search in the secondary Data Explorer window, this does not impact the Auto-Play in the master window. The operator needs to activate the Auto-Play to take the lead over the player channel and start playing the elements in Auto-Play mode.



16. Assigning Keywords to Media

16.1. Introduction

Keywords can be assigned or removed by editing the media item (clip, ingest, playlist, timeline, edit, log).

This can be done in various ways.

- You can start typing the keyword directly in the **Keyword** field of 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 when the Edit window is displayed or by using the Assign mode.
- You can type the number associated to a keyword in an open keyword grid or an open cascading grid when the Edit window is displayed or by using the Assign mode.

When a Keyword tool is used, the Edit mode must be inactive (**Edit** button of the Keyword tool not highlighted).

To edit a media item from the Database Explorer, the easier way is to work in Assign mode with a Keyword tool. You can also right-click the item in the Elements grid and select **Edit** or **Edit/Rename** to access the Edit window and work with the Autocomplete function or with a Keyword tool.



WARNING

It is highly recommended not to use different Keywords tools to add or remove keywords to a media item.

16.2. Conditions for the Use of a Keyword

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

- The maximum number of keywords which can be assigned to the item has not already been reached.
- The keyword typed in the **Keyword** field exists in the IPDirector database.
- An additional limitation exists for the use of cascading grids: It is not possible to select more than one keyword per keywords level/set.

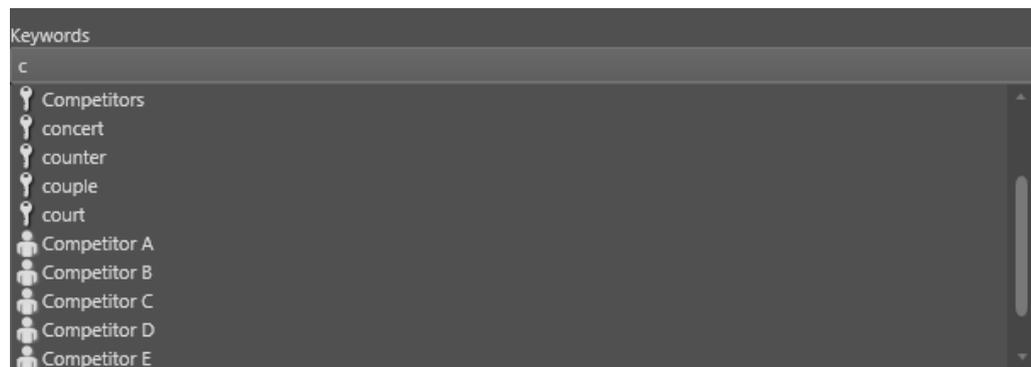
16.3. Assigning a Keyword by Direct Entry

Autocomplete List

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

This is available from the Keywords area of the Edit window.

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

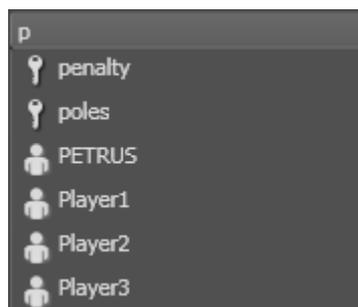


How to Assign a Keyword to Media by Direct Entry

To assign a keyword to a media item by direct entry in the **Keyword** field, proceed as follows.

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

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



TIP

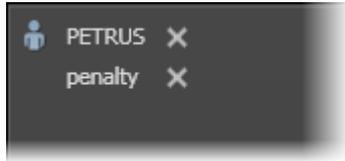
The **Add** button next to a **Keyword** field becomes available when all the letters of a keyword existing in the Keyword List of the IPDirector database have been typed in the **Keyword** field.

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



3. Click **Add** or press **ENTER**.

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



To remove a keyword assigned to the media item:

- click the **X** button next to the corresponding keyword.

To remove all the keywords assigned to the media item:

- click the **Clear All** button.

16.4. Assigning a Keyword from a Keyword Tool

16.4.1. Displaying the Keywords Sources

To display one or several list(s) of keywords, proceed as follows:

1. Select the keyword tool you want to work with from the Keywords menu of the main Application bar.
2. To open a specific dictionary, keyword grid or cascading grid,
 - a. select the **File > Open** option
The Open [Dictionary /Keyword Grid / Cascading Grid] from Database window opened.
 - b. select the required dictionary, keyword grid or cascading grid from the list.



NOTE

You can open several windows with different dictionaries, keyword grids or cascading grids, if needed.

3. When several keyword grids or cascading grids have been opened, make one of them active for keyword selection in one of the following ways:
 - Simply click the window
 - Use the keyboard shortcut assigned to the window:

 +  for the keyword grid or cascading grid open first

 +  for the second one, and so on.

16.4.2. Assigning Keywords to Media from a Keyword Grid or Dictionary

Introduction

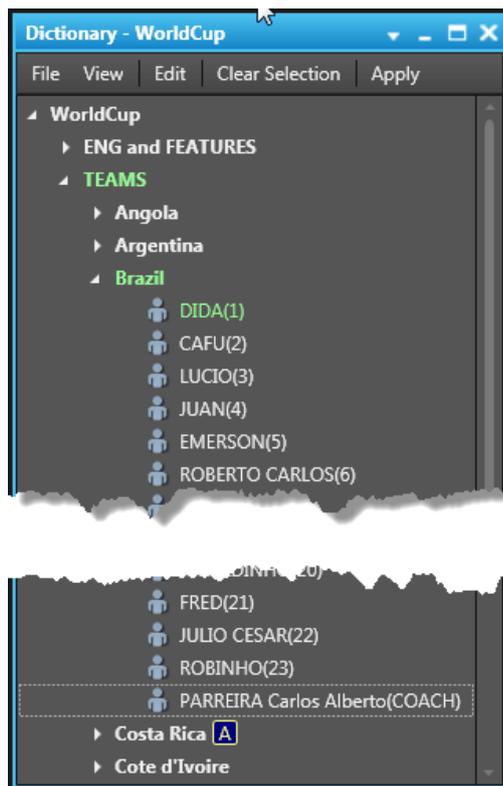
The Keyword Grid and the Dictionary tools can be accessed from the Keywords menu of the Application bar. Then, a specific keyword grid or dictionary is opened from the **File > Open** option of the tool.

A keyword grid can be used with or without numbers associated with each keyword.

A dictionary can be organized according to a tree structure, with parent and child keywords.

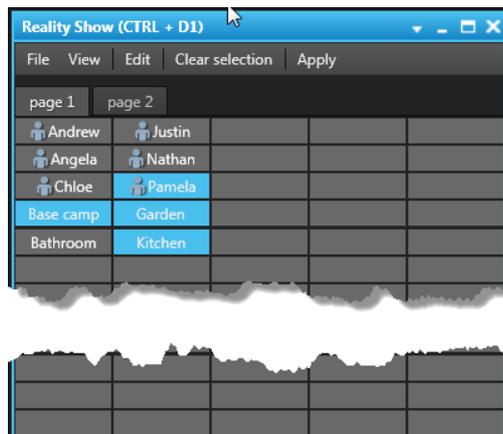
When a media item is being edited, its associated keywords are highlighted in the keyword grid or dictionary, provided that it is open.

Display in the Dictionary





Display in the Keyword Grid:



See the [Keywords Management chapter in the General Functions user manual](#) for a description of the different tools.



WARNING

It is highly recommended not to use different Keywords tools to add or remove keywords to a media item.

How to Assign a Keyword in Assign Mode

To assign keywords to a media item in Assign mode from the Database Explorer, proceed as follows:

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.



3. Open a keyword grid or dictionary.

The keywords already assigned to the media item, if any, are highlighted as follows in the keyword grid **Garden** or in the dictionary **Competitor F**.

4. Make sure that the **Apply** button of the Keyword tool is available **Apply**
5. If you want to work with keyword numbers from the keyword grid, select **View >**

Keyword Numbers or click **Del** to view the numbers associated to each keyword.

6. Select the keywords you want to assign to the media in one of the following ways:
 - click it in the keyword grid or in the dictionary.
 - if the keyword numbers are displayed in the keyword grid, press the key number



corresponding to the requested keyword on the keypad and then press

7. Click the **Apply** button.

Keywords are assigned to the item and appear in **Keywords** columns of the Database Explorer grid.

How to Remove a Keyword in Assign Mode

To remove a keyword, proceed as follows:

1. Un-select it in one of the following ways:
 - click it in the keyword grid or in the dictionary.
 - if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press
2. Click the **Apply** button.



How to Assign a Keyword from the Edit Window

To add a keyword from a keyword grid or a dictionary when a media item is being edited from the Edit window, proceed as follows:

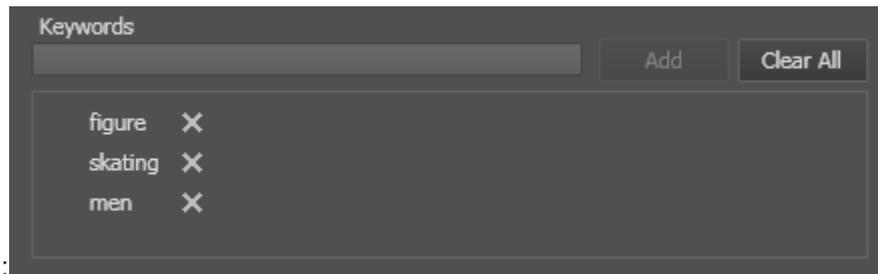
1. Open the relevant keyword grid or the relevant dictionary.

The keywords already assigned to the media item, if any, are highlighted as follows in the keyword grid **Garden** or in the dictionary **Competitor F**.
2. If you want to work with keyword numbers from the keyword grid, select **View > Keyword Numbers** or click **Del** to view the numbers associated to each keyword.
3. Select the keywords you want to assign to the media in one of the following ways:
 - click it in the keyword grid or in the dictionary.
 - if the keyword numbers are displayed in the keyword grid, press the key number



corresponding to the requested keyword on the keypad and then press

It is added to the Keywords area:



It is also highlighted in the keyword grid or dictionary.

How to Remove a Keyword from the Edit Window

To remove a keyword when a media item is being edited from the Edit window, do one of the following actions:

- click the keyword in the keyword grid or dictionary
- click the **X** button next to the corresponding keyword in the Keywords area of the Edit window.
- if the keyword numbers are displayed in the keyword grid, press the key number corresponding to the requested keyword on the keypad and then press .

It is removed from the Keywords area and it is no more highlighted in the Keyword tool.

To remove all the keywords:

- Click the **Clear All** button in the Keywords area.

16.4.3. Assigning Keywords to Media from a Cascading Grid

Introduction

The Cascading Grid tool can be accessed from the Keywords menu of the main Application bar. Then, a specific cascading grid is opened from the **File > Open** option of the tool.

A cascading grid can be used with or without numbers associated to each keyword.

A cascading grid displays sets of keywords according to a waterfall effect. The sub-sets of keywords displayed will depend upon the keyword selected from the first set, the second set, and so on. It is not possible to select more than one keyword per keywords level/set.

See [the Keywords Management chapter in the General Functions user manual](#) for a description of the tool.

How to Assign a Keyword in Assign Mode

This procedure describes the case when no keyword has been assigned to the media item yet.

To assign keywords to a media item in Assign mode from the Database Explorer, proceed as follows:

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.



3. Open the relevant cascading grid.
The cascading grid displays the first set of keywords.
4. If you want to work with keyword numbers from the cascading grid, select **View > Keyword Numbers** or click  to view the numbers associated to each keyword.
5. Select the parent keyword you want to assign to the media item in one of the following ways:
 - click it in the cascading grid.
 - if the keyword numbers are displayed in the cascading grid, press the key number



corresponding to the requested keyword on the keypad and then press .

- The keyword is highlighted in the cascading grid. The child keywords from the second set, if any, is displayed below the first set.
6. (optional) Select a keyword from the second set (click or keypad number).
It is highlighted in the cascading grid. The child keywords from the third set, if any, is displayed below the second set.
 7. (optional) Select a keyword from the third set (click or keypad number).
It is highlighted in the cascading grid. The set of child keywords from the fourth set, if any, is displayed below the third set.
 8. Click the **Apply** button.
Keywords are assigned to the item and appear in **Keywords** columns of the Database Explorer grid.

How to Remove a Keyword in Assign Mode

To remove a keyword, proceed as follows:

1. Select an item in the Elements grid.
2. Click the **Assign** button. It becomes highlighted to indicate that the Assign mode is active.





3. Open the relevant cascading grid.
All of the keywords already assigned to the media item from the current cascading grid are highlighted in the cascading grid (light blue).
4. Un-select the keyword in one of the following ways:
 - click it in the cascading grid.
 - if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press .

This automatically un-selects the keyword and its selected child keyword and collapses the cascading grid to the level under the remaining selected keyword.
5. Click the **Apply** button.

How to Assign a Keyword from the Edit window

To add a keyword from a cascading grid when a media item is being edited from the Edit window and no keyword has been assigned yet, proceed as follows:

1. Open the relevant cascading grid.
The cascading grid displays the first set of keywords.
2. If you want to work with keyword numbers from the cascading grid, select **View > Keyword Numbers** or click to view the numbers associated to each keyword.
3. Select the parent keyword you want to assign to the media item in one of the following ways:
 - click it in the cascading grid.



- if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press .

The parent keyword is added in the Keywords area and it is highlighted in the cascading grid.

The child keywords from the second set, if any, is displayed below the first set:



4. Select a keyword from the second set (click or keypad number).

The child keyword is displayed in the Keywords area and it is highlighted in the cascading grid.

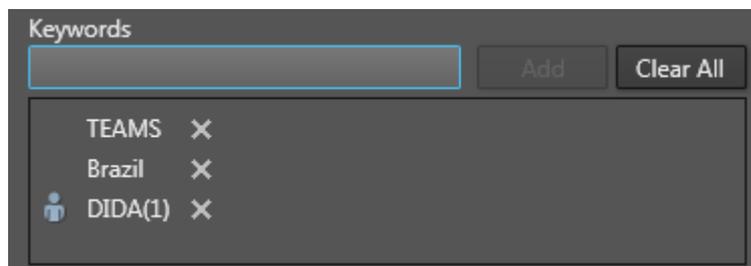
The child keywords from the third set, if any, is displayed below the second set:





5. Select a keyword from the third set (click or keypad number).

The child keyword is displayed in the Keywords area and it is highlighted in the cascading grid.



The set of child keywords from the fourth set, if any, is displayed below the third set. All the selected keywords are highlighted in the cascading grid.



NOTE

It is not possible to select more than one keyword per keywords level/set.

6. To remove a keyword, see the section below and the warning message.
7. Click **OK** from the the Edit window to save the item.

How to Remove Selected Keywords from the Edit window

To remove a keyword and its child keywords, when a media item is being edited from the Edit window , do one of the following actions:

- click the keyword in the cascading grid

- if the keyword numbers are displayed in the cascading grid, press the key number corresponding to the requested keyword on the keypad and then press .

This automatically un-selects the keyword and its selected child keyword and collapses the cascading grid to the level under the remaining selected keyword.

The same keywords are removed from the Keywords area of the as well.

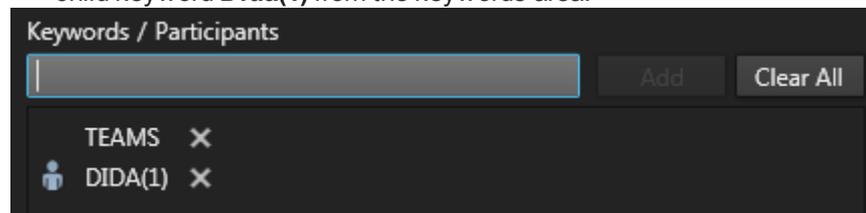
Example: Clicking **Brazil** removes **Brazil** and **Dida(1)**, and displays the sub-set of keywords related to **Teams**.



WARNING

Clicking the **X** button next to a selected keyword in the Keywords area of the media item leads to a different result:

- the keyword is removed from the cascading grid, the cascading grid is collapsed and, therefore, does not display its child keywords anymore.
- the keyword is removed from the Keywords area **BUT** its child keyword is not removed. In the following example, clicking **Brazil** does not remove its child keyword **Dida(1)** from the keywords area:



To remove all the keywords, do one of the following actions:

- Click the **Clear All** button in the Keywords area.
- Click the highlighted parent keyword in the cascading grid.

Rules for the Display of Keywords in Cascading Grids



WARNING

It is highly recommended not to use different Keywords tools to add/remove keywords to/from a media item.



Display of Keywords in an Cascading Grid

In the case when a media item has been assigned keywords only from a cascading grid and, later on, is being edited, its associated keywords are highlighted in the cascading grid:



Rules for the Display of Keywords of a Media Item

Specific rules exist for the display of keywords in the Cascading Grid tool.

In case a media item has been assigned several keywords from different keywords assignment processes (Keywords tools, direct entry), some of them could not be displayed in a cascading grid when the media item is selected in the Database Explorer or when it is being edited.

The order according to which keywords have been assigned is taken into account.

The media itemthe keyword(s) highlighted in the cascading grid...
has several keywords from level 1	is the first one encountered in the list, and its child keywords if any
has one keyword from level 1 (KW1) and level 2 (KW2) but the KW2 had been selected before KW1 and appears before KW1 in the Keywords area	...the keyword from level 1 is the only one displayed

Rules for the Display of Keywords when Edited

The media itemthe edition of keywords consists of...	...the keyword(s) highlighted in the cascading grid...
has one keyword from level 1, level 2 and level 3	selecting another keyword from level 2 from the cascading grid	the new keyword from level 2 is added to media and the previous keywords from levels 2 and 3 are removed. The keyword from level 1 is still selected.
has one keyword from level 1 (KW1) and level 2 (KW2) but the KW2 had been selected before KW1, so KW2 appears before KW1 in the Keywords area and only KW1 is highlighted in the cascading grid	selecting the KW2 from the cascading grid	both KW1 and KW2 are highlighted in the cascading grid and KW2 appears after KW1 in the Keywords area
has one keyword from level 1 (KW1), level 2 (KW2) and level 3 (KW3.1) but the KW3.1 had been selected before KW2, so KW3.1 appears before KW2 in the Keywords area and only KW1 and KW2 are displayed in the cascading grid	clicking another keyword from level 3 from the cascading grid (KW 3.2)	The cascading grid highlights KW1 and KW2 and the newly selected KW3.2. The Keywords area displays KW1, KW 3.1, KW2 and at the end of the list KW 3.2.
has several keywords from level 1, so both are displayed in the Keywords area but only the first one assigned to the media item is highlighted in the cascading grid	clicking the keyword not highlighted	the "first assigned" keyword is removed from the Keywords area and the cascading grid and the second one is appears on both sides.



17. Database Explorer Shortcuts

Keyboard shortcuts are available to perform some operations.

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

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

See section "[Shortcut Definition](#)" in the [General Functions user manual](#) for more information.

Description	Current Value
Hide/Display explore	Shift-E
Open filter toolbar	Ctrl-F
Close filter toolbar	Ctrl-Q
Open or activate Text Search filter	Shift-Ctrl-F
Open or activate Timecode filter	Shift-Ctrl-T
View - Simple list	Ctrl-H
View - With Thumbnail	Ctrl-J
View - Fill & Key	Ctrl-Y
View - thumbnails only	Ctrl-E
Edit element	Ctrl-Return
Activate/Deactivate BROWSE mode	Ctrl-W
Activate/Deactivate PLAY mode	Shift-W
Activate/Deactivate AUTO CHAIN mode	Shift-Ctrl-W
Grab thumbnail	Shift-P
PLAY	P
Var play	Ctrl-P
Change the speed of the on-air element	,

Description	Current Value
PAUSE	Space
Fast Forward (FF)	F
Fast Reverse (FR)	W
E/E	L
Return	X
Snap to LIVE	Q
TAKE	Ctrl-T
Activate/Deactivate 2nd controller	D
Mark IN	I
Clear IN	Ctrl-I
Goto IN	A
Mark OUT	O
Clear OUT	Ctrl-O
Goto OUT	E
Turn OSD ON or OFF	Shift-F5
Lock/Unlock channel	Ctrl-L
Change LOOP mode	Y

Description	Current Value
Send clip to default bin	Shift-B
Append clip to default playlist	Shift-A
Send to Archive (default Xfile)	Shift-X
Save clip	S

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