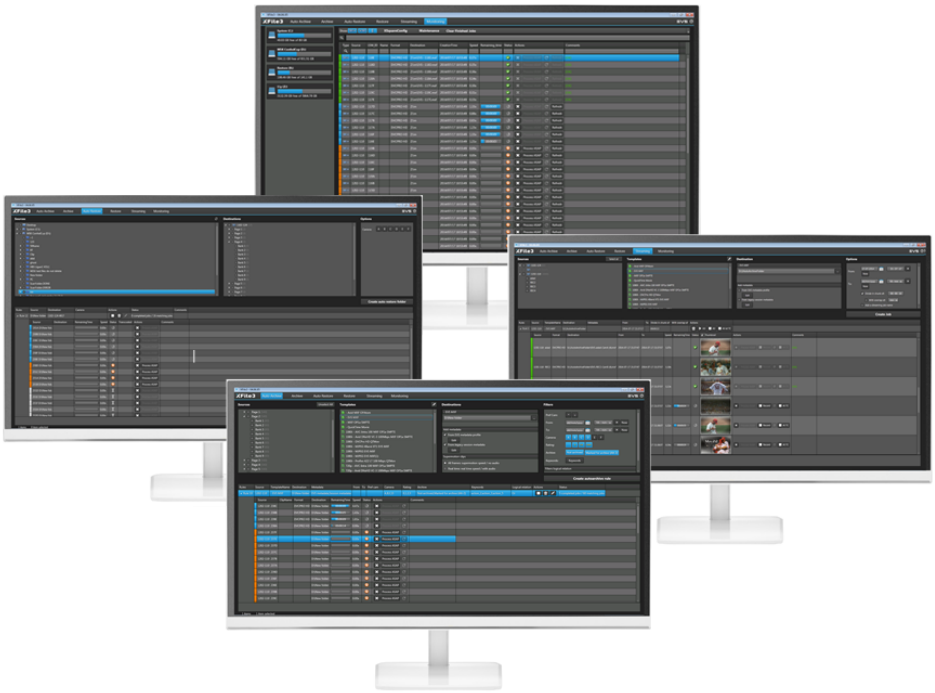
USER MANUAL

Version 4.12 - June 2016



XFile3

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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.

The sections updated to reflect the new and modified features in XFile3 version 4.12 (compared to version 4.11) are listed below.

Main window

The Status bar of the main window gives the total number of jobs for each job status, irrespective of transfer types (tabs).

- See section "Overview of the Main Window" on page 16.

Media Manager

Possibility to export an A/V file, loaded on the Player pane of the Media Manager tab, to a selected destination.

- See section "Introduction" on page 105 ("Previewing, Editing and Exporting a Media Item").
- See section "Exporting a File" on page 109.

1. About XFile3

1.1. Product Description

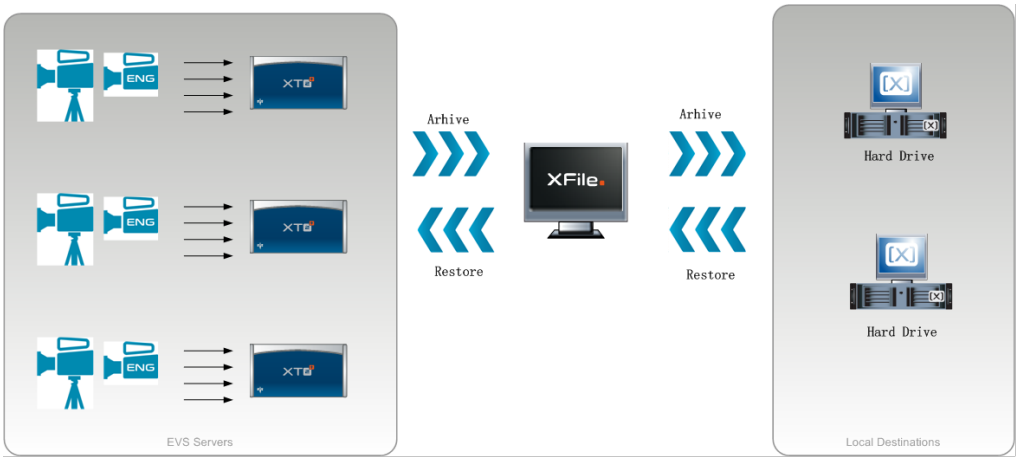
The purpose of this product is to automatically archive selected content from EVS video servers to the transportable hard drives or EVS servers and enable the content to be restored from hard drives to EVS servers.

The main users for XFile3 are:

- LSM operators
- Producers and LSM operator assistants
- Technical truck engineers
- Other production users who manage to archive and restore.

The overall workflow involves two roles:

- Archiving existing clips from EVS servers to hard drives.
- Restoring existing files from hard drives to EVS servers.



1.2. TwinRec Feature

Introduction

TwinRec is a feature of EVS servers allowing the use of both recorder channels of each codec module. Therefore, used with XFile3, it doubles the amount of ingested feeds which are streamed to target destination.

Limitations

The use of the TwinRec feature is subject to some limitations.

- It is only available with XS 6U and XT3 6U.
- It is only available in HD.
- It is only available with intra-frame codecs.
- Both channels of a codec module are linked as a pair.
- The feature does not allow an independent control of the recorder channels from a pair.
- Both channels from a pair share the same audio. The audio is only recorded on the main channel and, when a feed is streamed to an external storage, Xsquare duplicates the audio to the secondary channel.
- Only the main channel of a pair can be monitored on the EVS server multiviewer.

For a complete list of limitations, please refer to the EVS server configuration manual.

2. Getting Started

2.1. Installation

2.1.1. Hardware and Software Requirements

Software Requirements

- Microsoft .Net Framework 4.5.1

Hardware Requirements

- XF2-HP 2.5, XF23-2D, or XF32-2D series
- OS: Window7 64-bits or 32-bits

Workflow Requirements

- It is advised to verify that the Xsquare services are fully running before launching XFile3 software.

2.1.2. Licenses Management

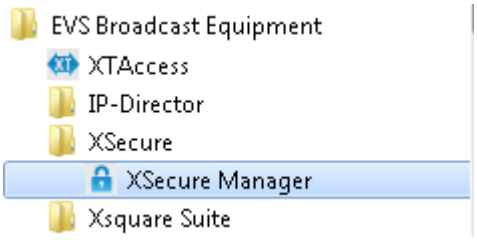
Activating the Licenses in XSecure

The XFile3 requires an XSecure software license.

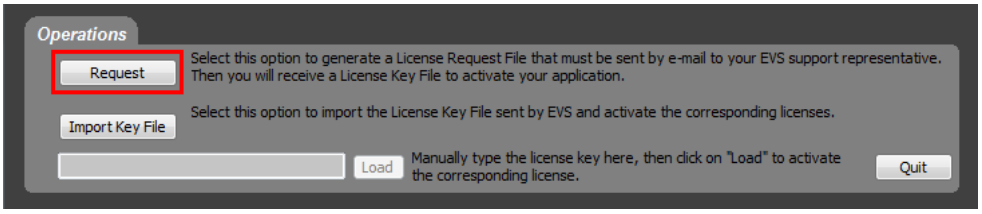
The XSecure application is included in the installation package to allow you to install XSecure shouldn't it already be installed.

To activate the XFile3 license in XSecure, proceed as follows:

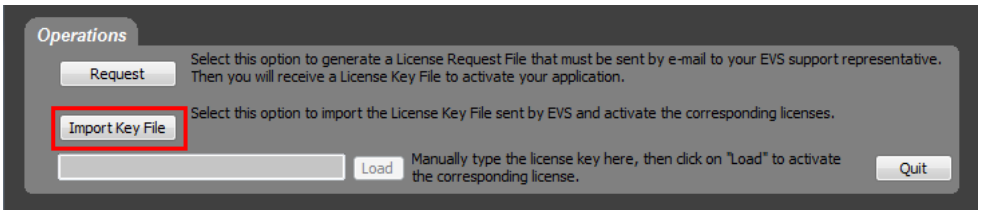
1. In the **Start** menu, select **Evs Broadcast Equipment > XSecure > XSecure Manager** to launch the XSecure application:



2. In XSecure, click the **Request** button in the **Operation** area at the bottom of the main window.



3. Store the .xml file generated by XSecure on your desktop and send it to the EVS Support.
4. When you receive the file containing the license key from the EVS Support, open XSecure and click the **Import Key File** button in the **Operation** area:



5. Select the file you have received and click **Open**.

The license key number is imported into XSecure, and the new license module is displayed in the **License List** area in XSecure.

Licenses List

XFile3 works with licenses imported to XSecure.

The required license codes for are listed below:

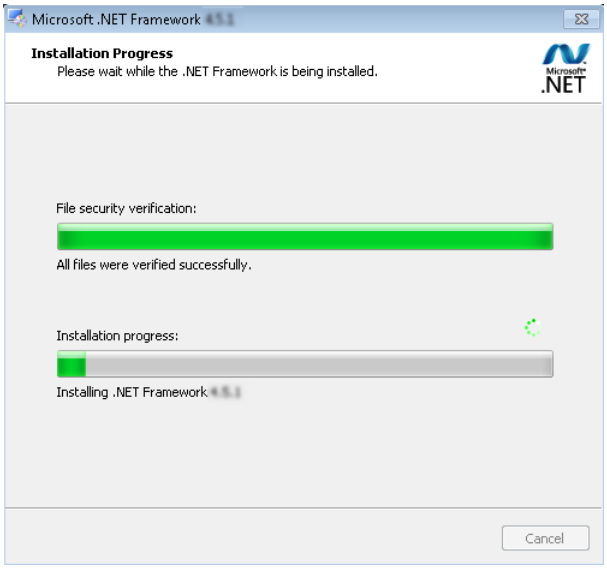
Application	Module	Summary
10 XFile	10 Base Module	XFile3 User Application
60 XTAccess	10 Base Package	Background XTAccess transfer agent
60 XTAccess	20 Transcoding	Background XTAccess transcoding engine
170 Xviewer	10 Base Package	File Viewer Application Module
170 Xviewer	20 Edit	File Editor Application Module

2.1.3. Software Installation

Microsoft .NET Framework Installation

1. Run XFile3 installation package.
   - If the computer has been installed with Microsoft .NET Framework 4.5, the procedure directly goes to XFile3 Installation. See section
   - Otherwise, Microsoft .NET Framework 4.5 will be installed prior to installing XFile3 application:

2. Click **Install** to proceed with Microsoft .NET Framework 4.5 installation, and wait a couple of seconds until installation is completed.



3. Click **OK** to the following message to manually restart the computer and proceed with XFile3 installation.

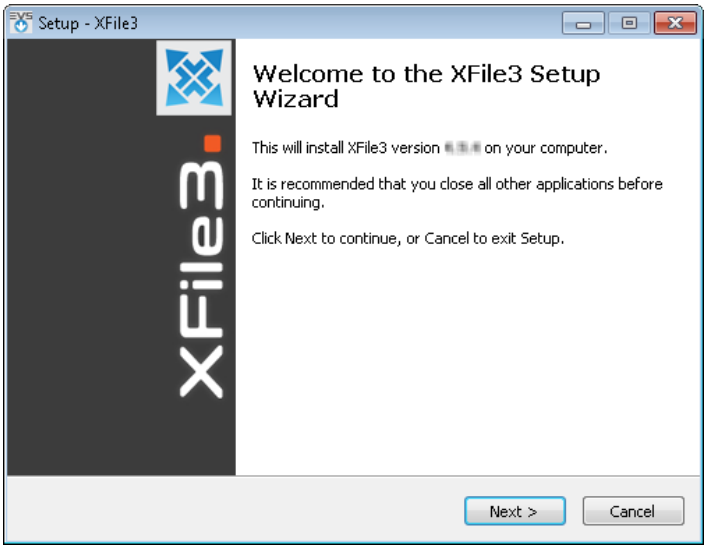
XFile3 Installation

To install XFile3, proceed as follows:

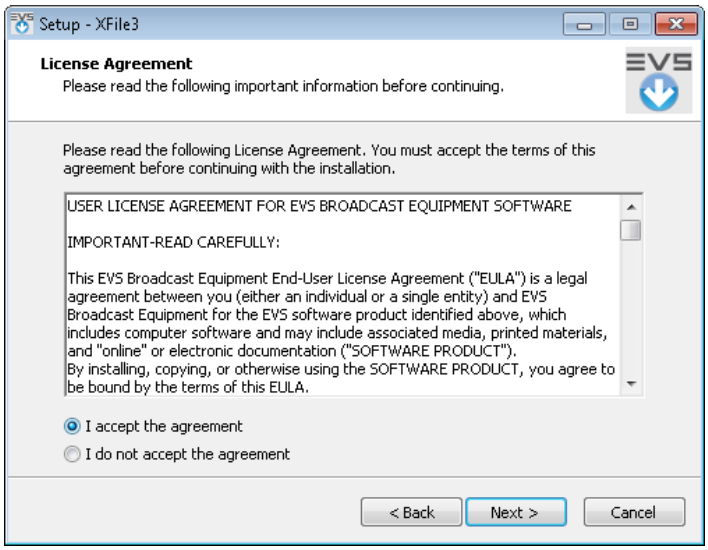
1. Run XFile3 installation package.

   The XFile3 Setup wizard opens.

2. In the Welcome window, click **Next**.

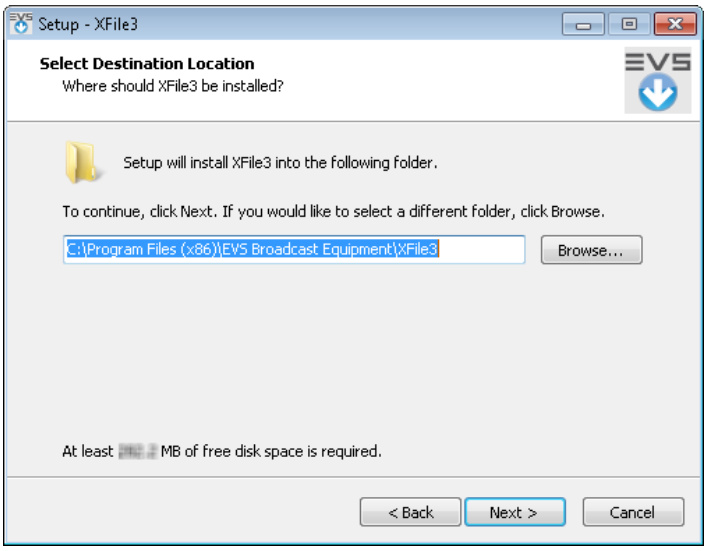


3. In the License Agreement window,
   a. select **I accept the agreement**.



   b. Click **Next**.

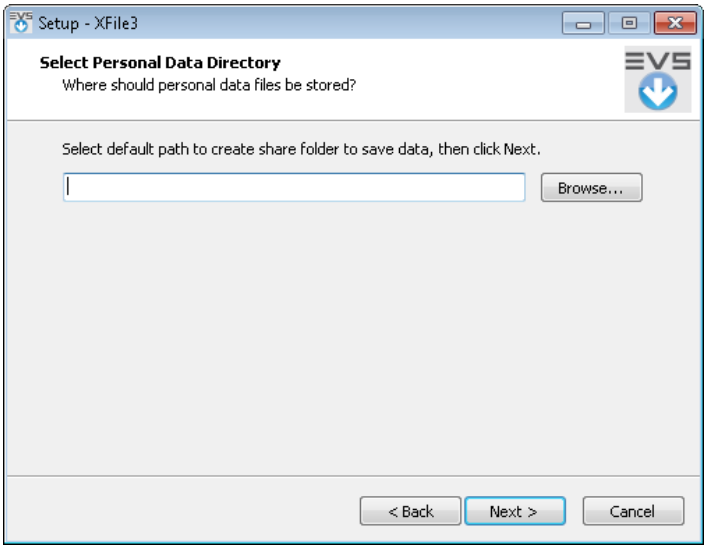
4. In the Select Destination Location window, the installer proposes a default path for the installation: `C:\Program Files(x86)\EVS Broadcast Equipment\XFile3`



   a. (optional) Click **Browse** and select another destination directory to install the new software application.

   b. Click **Next**.

5. In the Select Personal Data Directory window,



   a. (optional) Click **Browse** and select the path where streamed files will be stored by default.

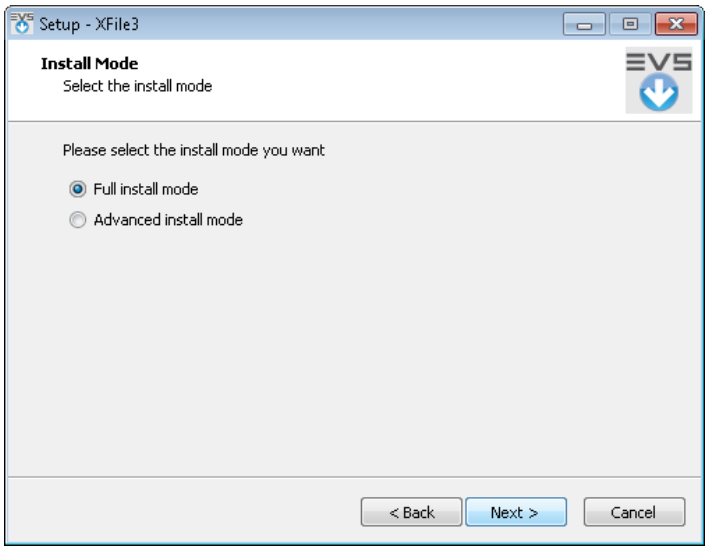
   b. Click **Next**.

6. In the Install Mode window,

   a. Select the installation mode:

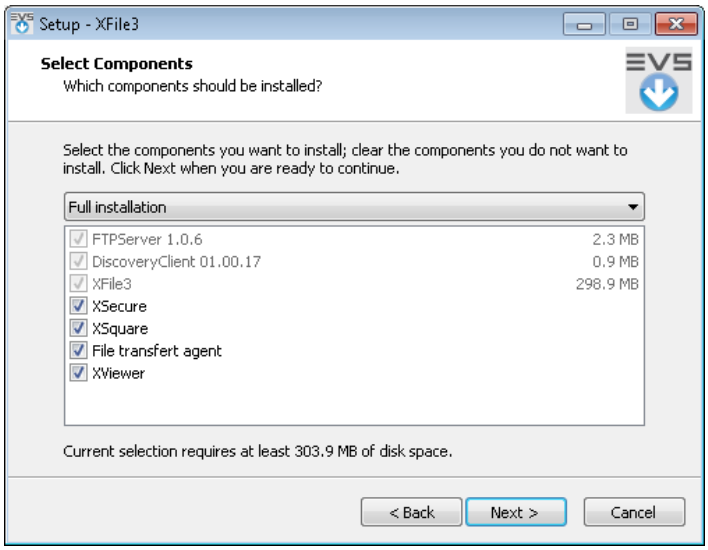
   - a full installation in silent mode (proceed with step 8).

   - an advanced installation with manual selection (proceed with step 7).



   b. Click **Next**.

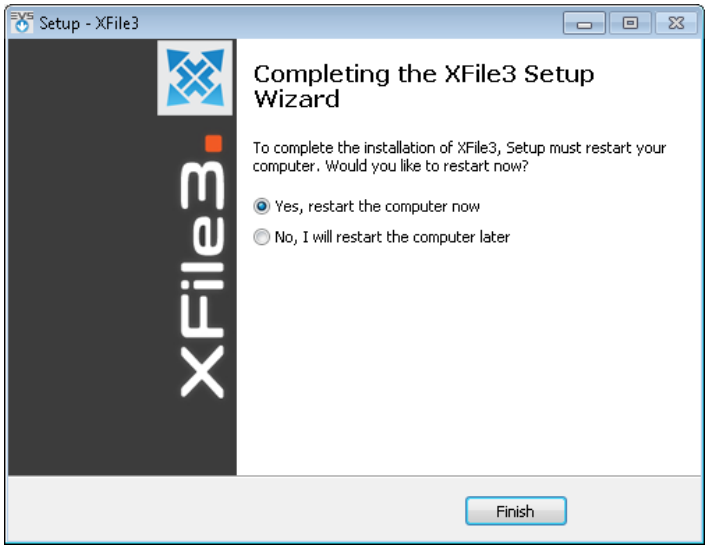
7. In Advanced install mode,
   a. Select the components to install from the Select Components window:



   If you need to update XFile3 only, clear the other components.

   b. Click **Next**.

8. To complete the XFile3 installation, the computer needs to be rebooted.
   a. Select **Yes**.



   b. Click **Finish**.

2.2. Starting and Closing XFile3

2.2.1. Starting XFile3

How to Start XFile3

To start XFile3, double-click the XFile3 shortcut icon on the desktop:

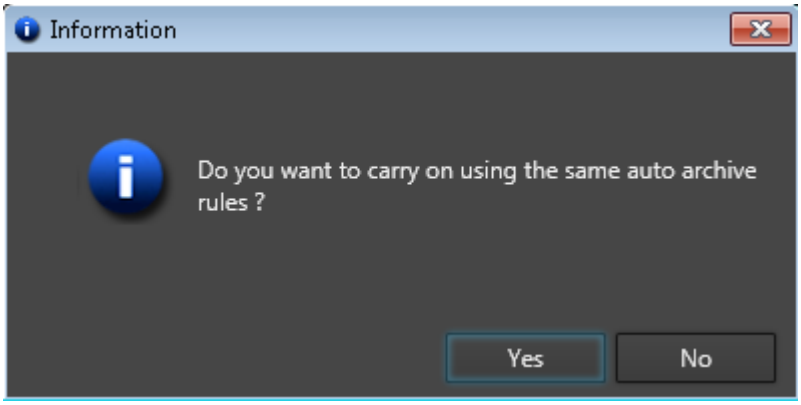
The startup sequence will check the status of the background Xsquare services and discover the available EVS XT and EVS XS servers on the same network as the XFile3 host computer.

In case the local XTAccess is not associated with the local Xsquare, the association is automatically created when XFile3 starts.

The Auto Archive tab is selected by default at startup.

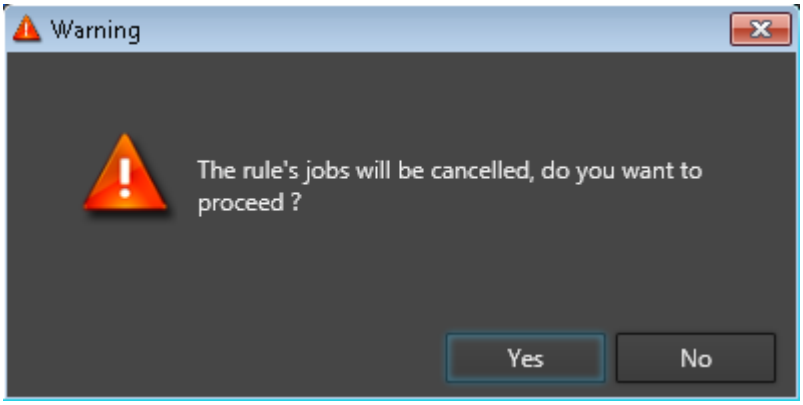
What Happens when AutoArchive Rules Have Already been Created

If you start XFile3 after auto-archive rules have been created, the following message is displayed:



- Click **Yes** to use the defined auto archive rules.

- Click **No** to clear the existing auto archive rules and start without any rule.
  - If no job is running or scheduled by the rules, the existing auto archive rules will be removed.
  - If some jobs are running or scheduled by the rules, the following message is displayed:



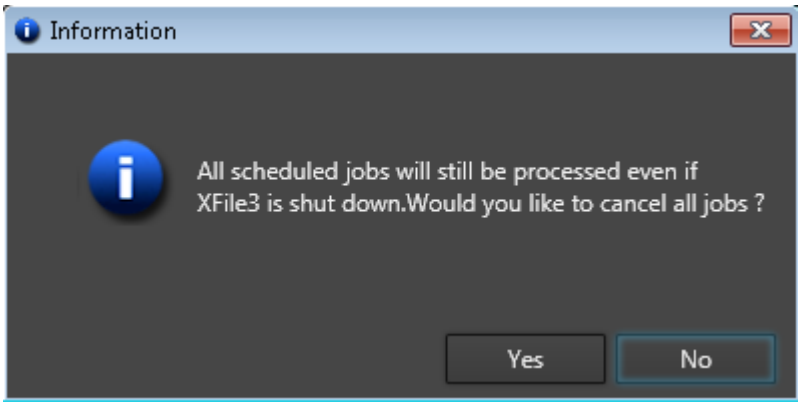
Click **Yes** to cancel all the existing jobs and rules and open XFile3.

Click **No** to open XFile3, the old rules and jobs will still exist.

2.2.2. Closing XFile3

Click  to shut down the XFile3 application.

In case jobs are running or scheduled, the following message is displayed:



- Click **Yes** to cancel all the jobs.
- Click **No** so scheduled and running jobs will still be processed in background after shutdown.

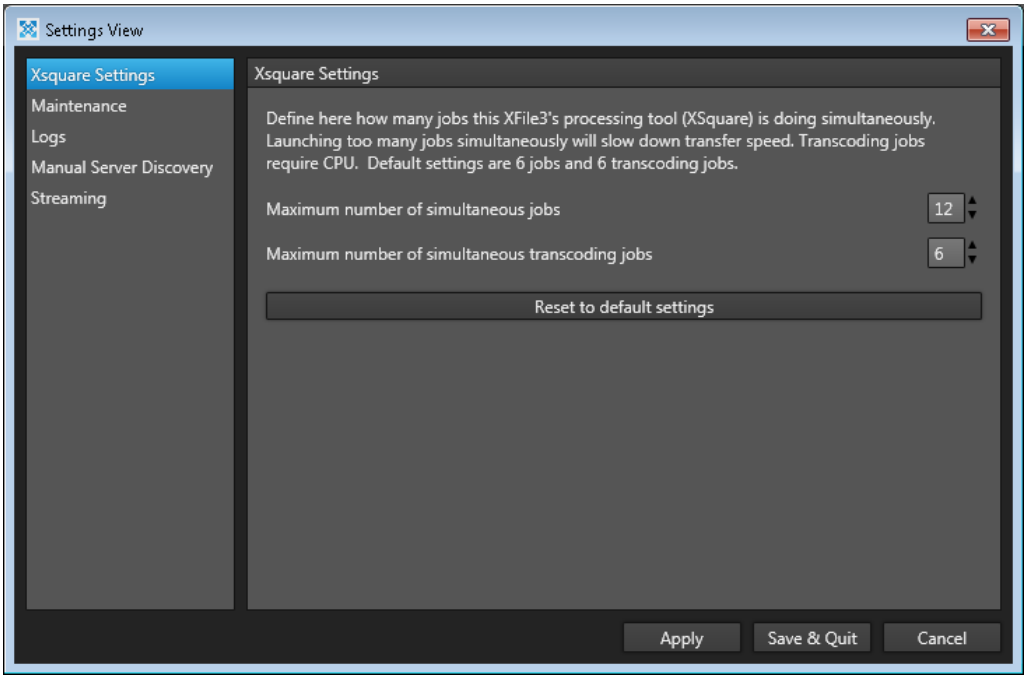
2.3. Settings

Accessing the Settings Window

To access the Settings window, click  at the top right of the XFile3 window.

The Settings window contains five tabs.

Xsquare Settings



Maximum Number of Simultaneous Jobs

This option is used to set the number of jobs Xsquare can process simultaneously.

Default value: 12.

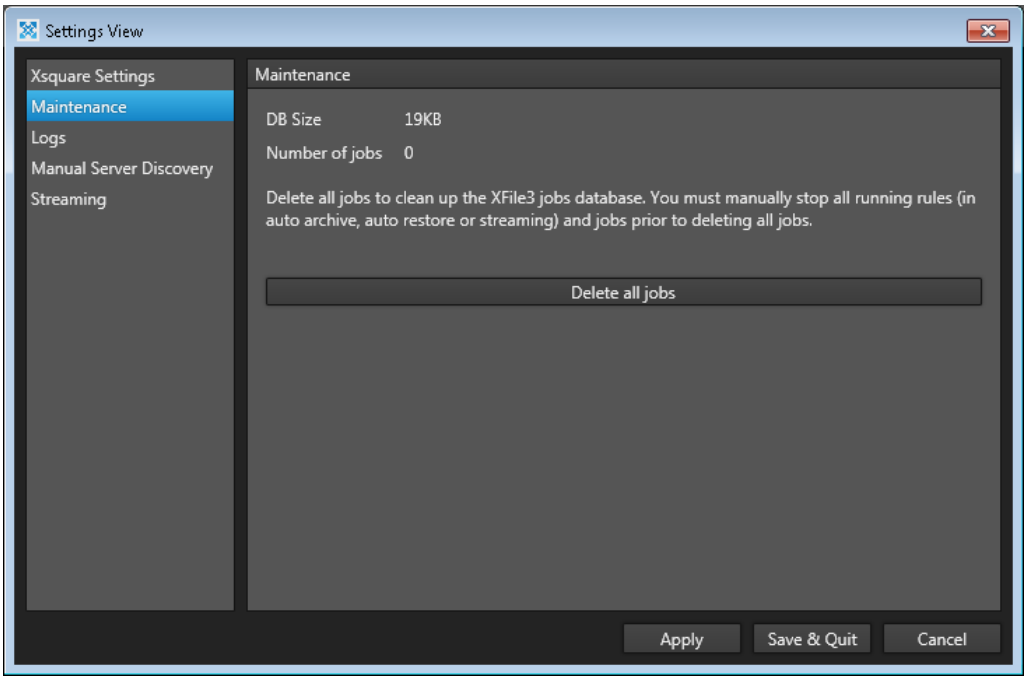
Maximum Number of Simultaneous Transcoding Jobs

This option is used to set the number of transcoding jobs Xsquare can process simultaneously.

Default value: 6.

Maintenance

This tab displays the size of the database and the number of jobs performed . it is also used to delete all the jobs from the XFile3 database.

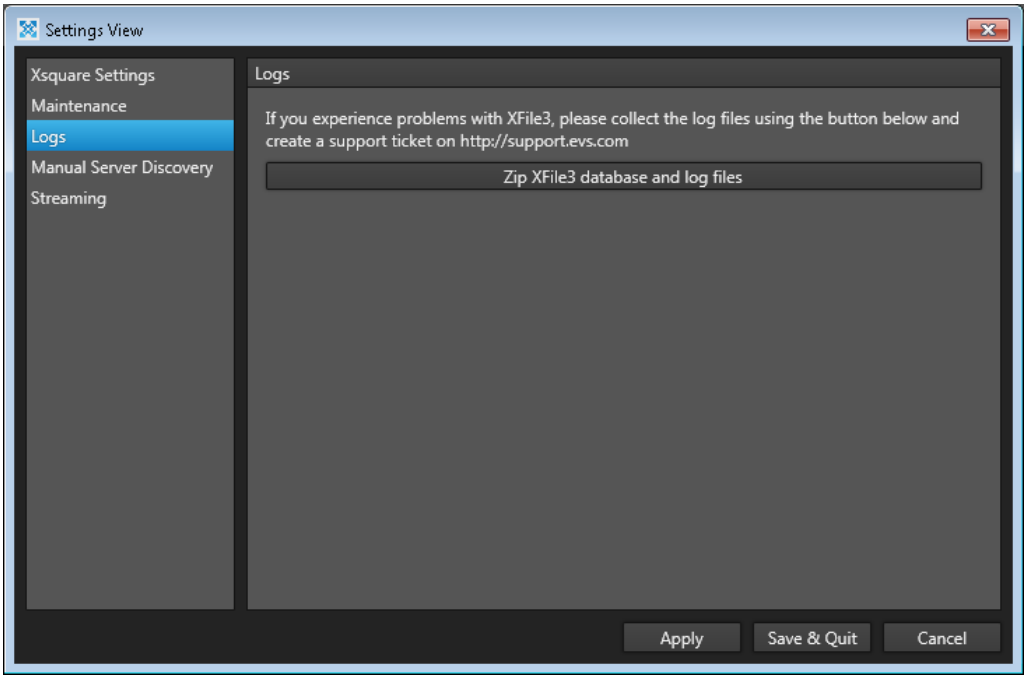


XFile3 will restart after deleting all the jobs.

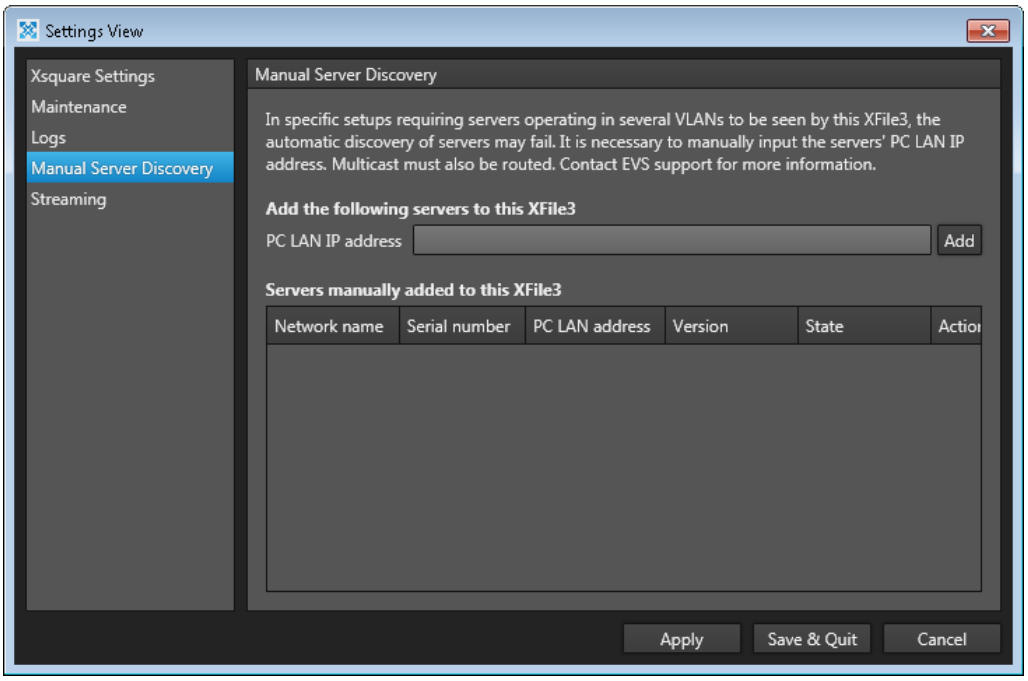
XFile3 cannot delete all the jobs when some rules are used in the Auto Archive, in the Auto Restore or in the Streaming tab. You have to manually stop all the rules in those three tabs before deleting all the jobs.

Logs

This tab is used to create a log file when you encounter problems and you want to submit logs to EVS support.



Manual Server Discovery



EVS video servers in the same VLAN as XFile3 are automatically discovered by LinX. However, it is possible to discover EVS servers outside the range of IP addresses and see them in the Servers lists of XFile3.

To add a server,

1. In the **PC LAN IP Address** field, enter the IP address of the server you want to discover.
2. Click **Add**.

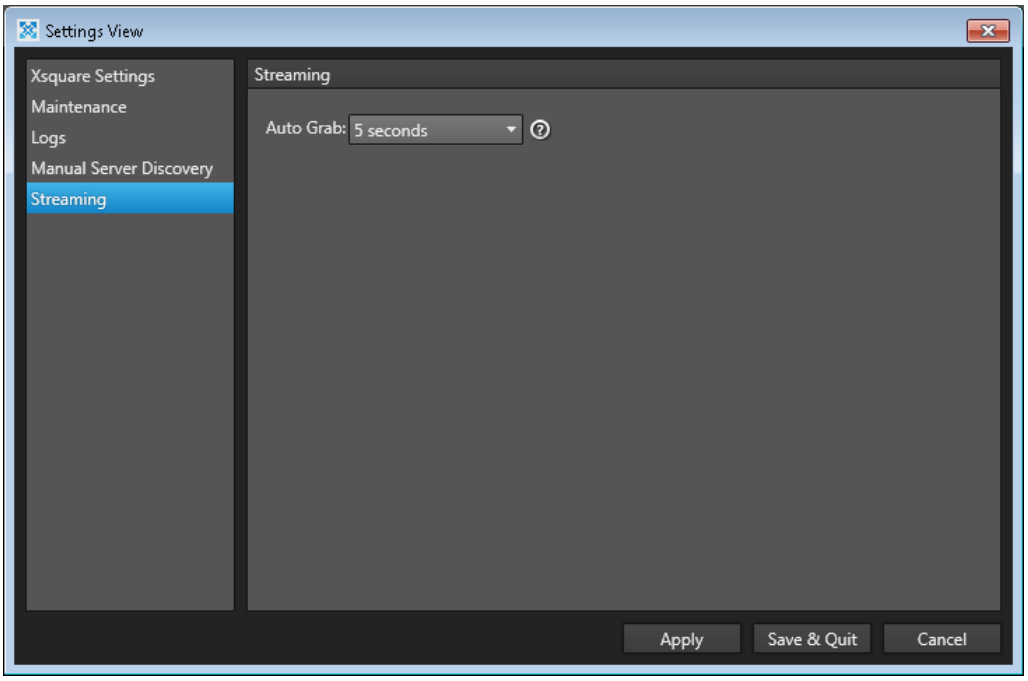
   The server is listed in the Servers Manually Added to this XFile3 list.
3. Click **Save & Quit**.

The list of added servers is stored locally, so that it is remembered each time the application opens again, until the user manually removes the servers from XFile3 settings.

To remove a manually added server from the list,

1. Click  next to the server in the Servers Manually Added to this XFile3 list to remove it.
2. Click **Save & Quit**.

Streaming



To display thumbnails during streaming, XFile3 grabs recorder frames at regular intervals. This tab is used to set the grab periodicity.

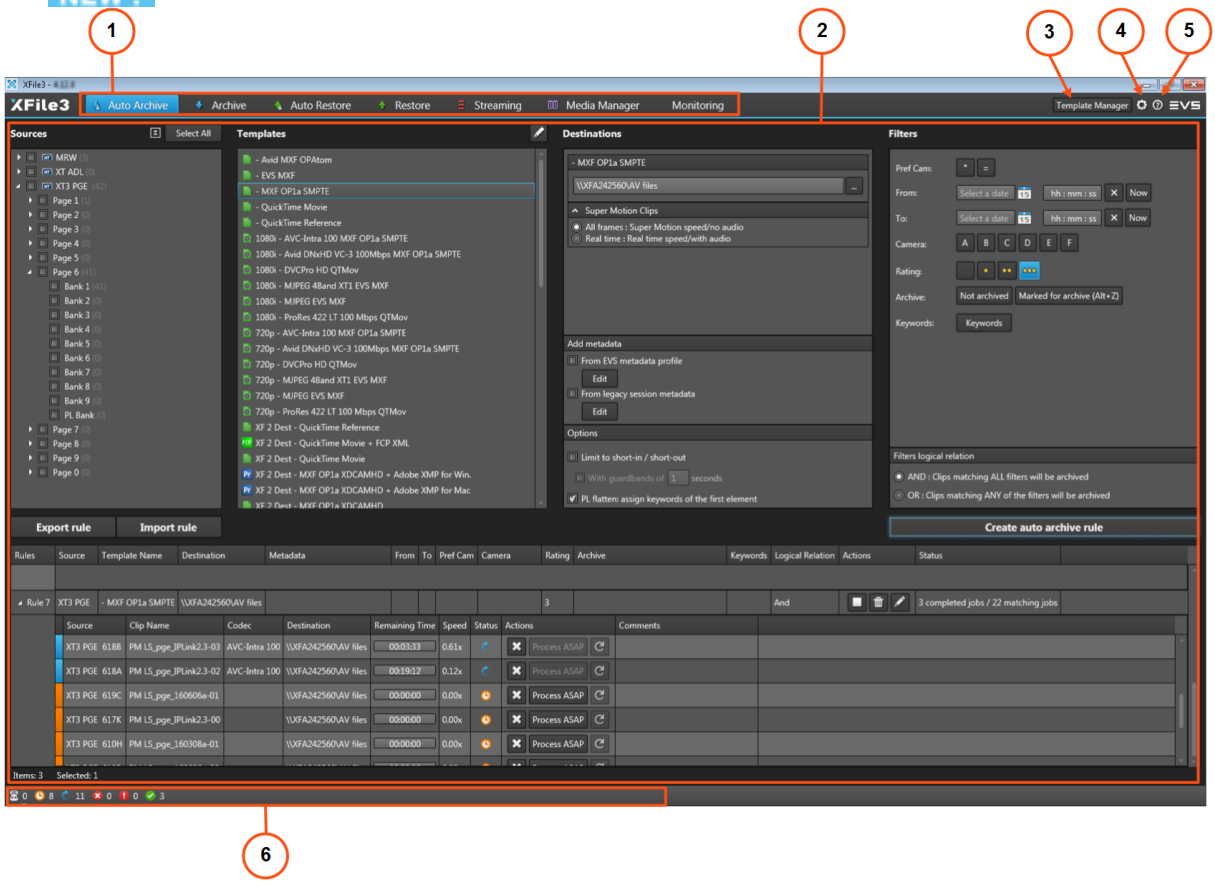
This function requires CPU and can decrease performance.

Possible Values: **Disable Auto Grab**, **5 seconds**, **10 seconds**, **60 seconds**.

3. Overview of the Main Window

NEW !

The XFile3 user interface contains the following main areas:



Tabs (1)

Several tabs are available for the modes that the user could be working in.

Tab	Usage
Auto Archive	This tab is used to create auto backup rules for the automatic archiving of source clips from the requested servers to archive hard drives. See section "Creating and Applying Auto Archive Rules" on page 18.
Archive	This tab is used to manually archive the source clips and playlists from the requested EVS video servers to the predefined destinations with the requested formats. See section "Defining and Applying Archive Jobs" on page 41.
Auto Restore	This tab is used to automatically restore all source clips from the defined folder path to the EVS video servers based on the predefined rules. See section "Creating and Applying Auto Restore Rules" on page 53.

Tab	Usage
Restore	This tab is used to manually restore clips from a hard drive to any EVS video server on the network. See section "Defining and Applying Restore Jobs" on page 61.
Streaming	This tab is used to archive the source record trains from the requested EVS video servers in the requested formats. The end result is the same as backing up a clip, however this can be performed simultaneously to the LIVE ingest process. See section "Defining Streaming Jobs and Recording Streams" on page 74.
Media Manager	This tab is used to compare the content of two different storage locations and to perform clip/file maintenance. See section "Managing Media" on page 98.
Monitoring	This tab is used to see all the available hard drives and all the jobs initiated from XFile3. See section "Monitoring Jobs" on page 129

Work Area (2)

Depending on the selected tab, different panes will be displayed to perform the required job type.

Template Manager (3)

The **Template Manager** button gives access to the Template Manager tool.

The button is available from the Auto Archive tab, the Archive tab, the Streaming tab and the Media Manager tab.

The tool is used to manage the list of templates available in those tabs.

See section "Managing Templates" on page 120.

Settings Button (4)

The **Settings** button gives access to the Settings window, from which various parameters are defined: Xsquare settings, jobs maintenance, logs file creation, manual server discovery, streaming setting.

See section "Settings" on page 12.

Help Button (5)

The **Help** button gives access to the About window.

This window provides information about the XFile3 version and about technical support contact. It contains a link to the user manual.

NEW !

Status Bar (6)

The Status bar gives the total number of jobs for each job status (Waiting, Scheduled, Running, Canceled, Failed, Completed), irrespective of transfer types (tabs).

4. Creating and Applying Auto Archive Rules

4.1. Overview of the Auto Archive Tab

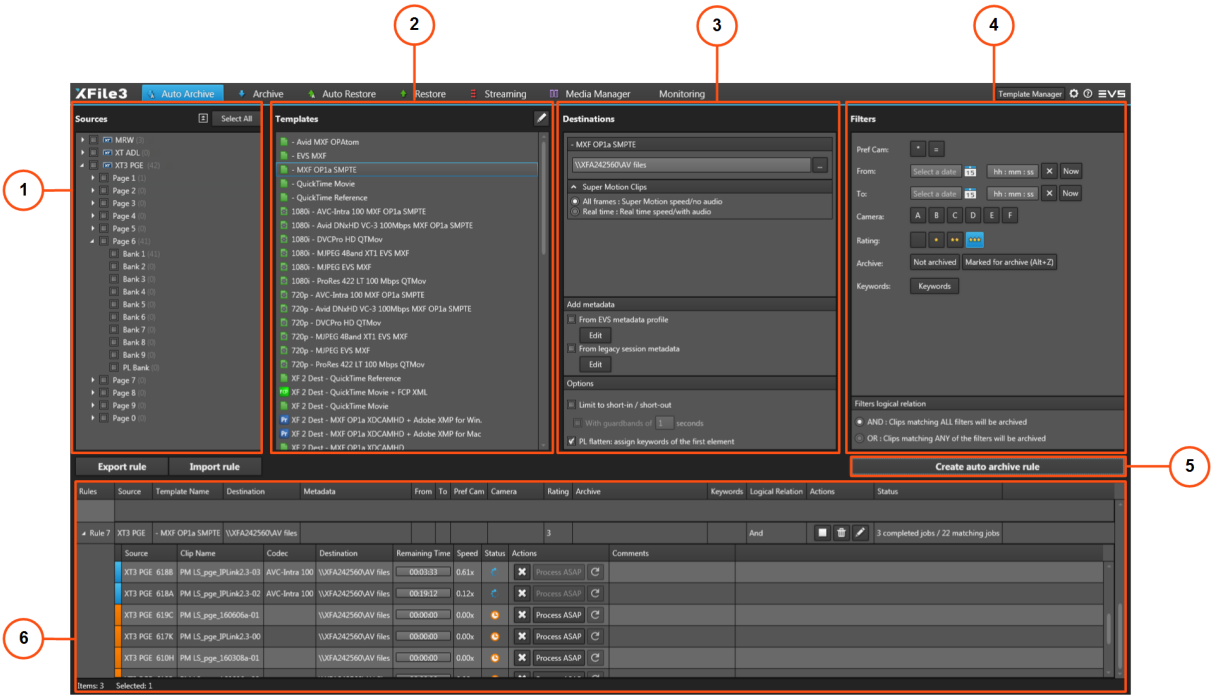
Purpose

The Auto Archive tab is selected by default at startup.

It is used to create auto archive rules for the automatic archiving of clips or playlists from the requested servers to selected destinations.

Illustration

The Auto Archive tab contains the areas highlighted on the screenshot below:



Area Description

Sources Pane (1)

This area displays all the detected servers and their clip structures, including pages and banks.

See section "Selecting Clips or Playlists to Archive" on page 20.

Templates Pane (2)

This area displays the templates available from the background running Xsquare service manager.

See section "Managing Templates" on page 120.

Destinations Pane (3)

This area displays all the destinations related to the selected template. This is the place to set the Supermotion Clips parameters, define metadata and set options.

See sections "Selecting the Destination Path" on page 48, "Setting the Supermotion Clips Type" on page 24, "Assigning Metadata to Archived Media" on page 24, "Setting Archive Options" on page 49.

Filters Pane (4)

This area displays all the filter options that can be added in the autoarchive rule.

See section "Defining Filters for the Selection of Clips to be Archived" on page 30.

Create Autoarchive Rule Button (5)

This button is used to create the autoarchive rule.

Jobs Pane (6)

This area displays all the created auto archive rules and jobs.

See section "Monitoring Jobs" on page 35.

4.2. Steps for the Creation of Auto Archive Rules

How to Create an AutoArchive Rule

To create an autoarchive rule:

1. From the Sources pane, select the source EVS Server and/or page/bank where clips or playlists to archived are stored.

   See section "Selecting Clips or Playlists to Archive" on page 20.

2. From the Templates pane, select a job template that specifies the job process to be done by Xsquare.

   See section "Selecting a Job Template" on page 22.

3. From the Destinations pane, select a destination to specify where clips will be archived.

   See section "Selecting the Destination Path" on page 48.

4. (Optional) Set the Supermotion Clips parameters.

   See section "Setting the Supermotion Clips Type" on page 24.

5. (Optional) Define the metadata that will be assign to archived clips.

   See section "Assigning Metadata to Archived Media" on page 24.

6. (Optional) Set options to only archive the portion between the IN point and OUT point, define new guardbands, or assign keywords to the flattened playlist file.

   See section "Setting Archive Options" on page 49.

7. (Optional) Define filters that will be applied to refine the list of clips that will be archived.

   See section "Defining Filters for the Selection of Clips to be Archived" on page 30.

8. Click **Create autoarchive rule**.

A new rule is created and displayed in the Jobs pane. See section "Monitoring Jobs" on page 35.

The rule is immediately taken into account and the previously defined rules are disabled.

All the clips from the source destination which match the defined filters will automatically be archived to the defined destination as soon as the rule is started.

How to Create an AutoArchive Rule to Archive Clips or Playlists from One Server to Another

To archive clips, or playlists, from one server to another, proceed as follows:

1. From the Sources pane, select the source EVS Server and/or page/bank where clips, or playlists, to archive are stored.
2. From the Templates pane, select the **To EVS Server** template.
3. From the Select Destination window, select the EVS server where you want to archive clips, or playlists.

   See section "Selecting the Destination Path" on page 48.

4. (Optional) Select the destination position in EVS server.
5. Click **Create autoarchive rule**.

A new rule is created and displayed in the Jobs pane.

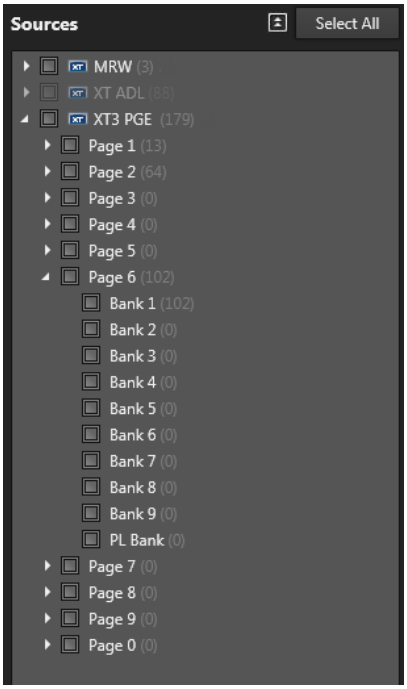
4.3. Selecting Clips or Playlists to Archive

Overview of the Sources Pane

The Sources pane displays all the detected servers and their clip structures, including pages, banks and PL banks.

The server name displayed here is the SDTI network name of the server. But if the server name has been left blank, the server serial number will be displayed instead.

The total number of clips is displayed between brackets beside each server name, page and bank.



How to Select Sources

Select the sources from which you want to archive clips in one of the following ways:

- All pages (and banks) from all servers: click **Select All** to select all servers or **Unselect All** to cancel the selection.
- All pages (and banks) from one server: select the check box next to the server.
- All banks from one page: select the check box next to the page.
- Individual banks: select the check box next to the banks.

Note
XFile3 monitors the connection with the EVS servers GBE ports. A server could indeed be visible through the Management PC Lan port on XFile3 UI, but it may be impossible to see file transfers through the GBE media ports.
Two degraded modes are possible:

- **The server GBE ports are not reachable**, file transfer is impossible in such circumstances. If both server GBE connections cannot be pinged at all, all controls for that server will be disabled.
- **The server GBE ports are not reachable in jumbo frames. An orange network icon appears beside the EVS server**. File transfer is possible but not at the fastest speed.

To solve those problems, please check your network settings to ensure that Jumbo Frames is enabled on the local XFile3 NIC, or on the switch infrastructure between the XFile3 and the servers.

4.4. Selecting a Job Template

The Templates pane displays the list of templates which have been selected from the Template Manager tool.

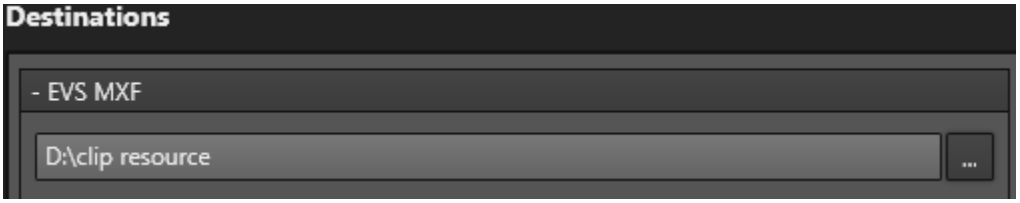
According to the source location (PL bank or other bank) selected from the Sources pane of the Auto Archive tab, the list of available templates will be restricted to the templates which can be applied to this element type.

See section "Managing Templates" on page 120 for the operations which can be done on templates.

4.5. Selecting the Destination Path

General Case

The Destination path where the clips, or playlists, will be archived is set from the **Destination** field in the Destinations pane. It can be selected by clicking the **Browse** button  .

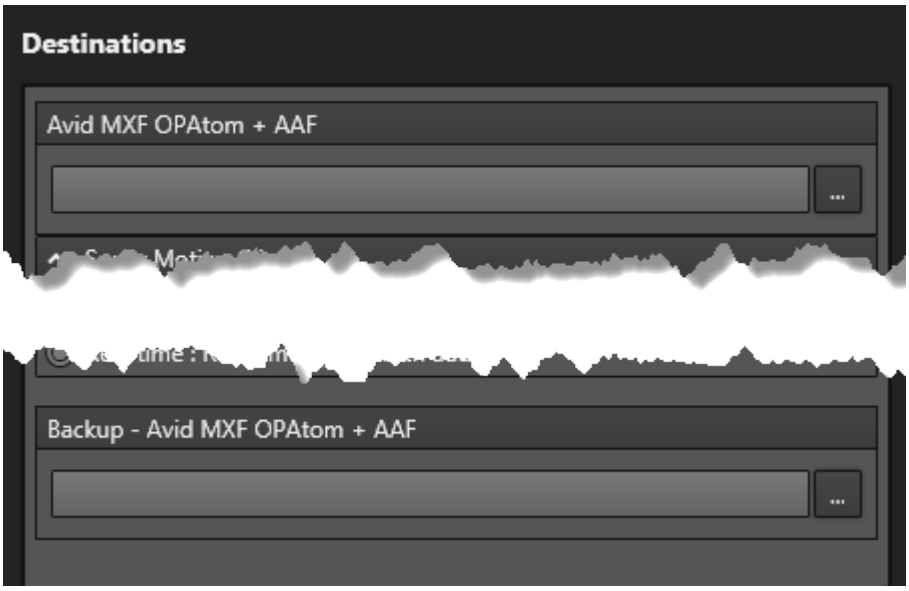


The files can be saved to shared folders only.

The wrapper type of the template selected in the Template pane is displayed above the **Destination** field.

Case of a Multi Destinations Template

When the selected template has been designed to back files up to several destinations, as many **Destination** fields are displayed in the Destinations pane:



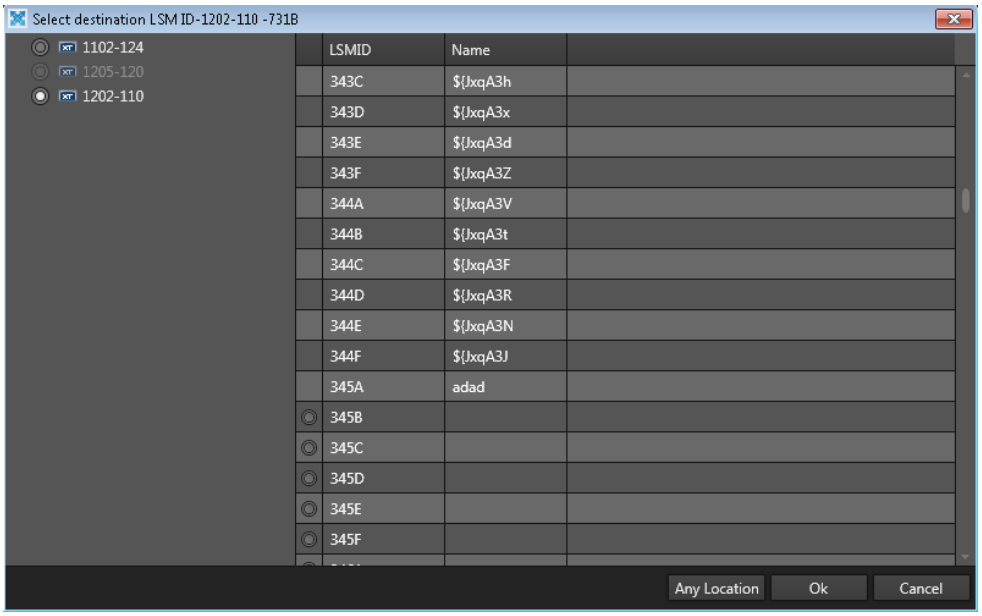
Case of the To EVS Server Template

1. Click the **Browse** button ... next to the **Destinations** field.

   The Select Destination window opens.

2. Select the EVS server where you want to archive clips, or playlists, by clicking the corresponding radio button on the left of the window.

   The available positions on the selected EVS server are displayed with a radio button on the right of the window.



3. Do one of the following:

   - Select the destination position in EVS server by clicking the radio button on the right of the window and click **OK**.

     The selected position will be taken as the starting point for the archiving of clips.

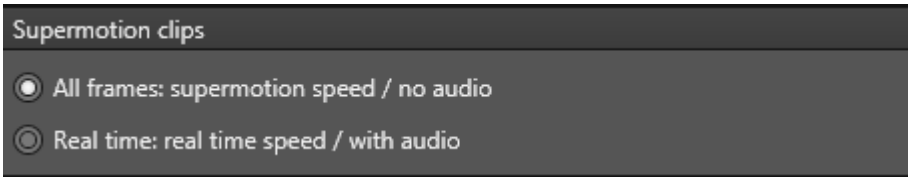
- Do not select any destination position and click **Any Location**.

  The first available position in the destination EVS server will be taken as the starting point for the archiving of clips.

4.6. Setting the Supermotion Clips Type

The **Supermotion Clips** options are used to set the way supermotion clips will be archived:

- **All frames**: The entire frame of the supermotion clip is kept asynchronous or without audio. This option is selected by default.
- **Real time**: Only 1 frame over 2, 3, 6 or 10 (depending on the Super Motion Rec mode) is kept, audio is kept as well. Audio TC will be consistent.



Note
The Supermotion Clips options are not displayed when some templates have been selected: To EVS Servers, Playlist.

4.7. Assigning Metadata to Archived Media

4.7.1. Introduction

The users can select metadata that will be added to the archived clips. This is done by importing an EVS metadata profile and editing the metadata values or by editing legacy session metadata.

XFile3 will update the clip metadata when the autoarchive rule is running and the clip archiving job is finished.

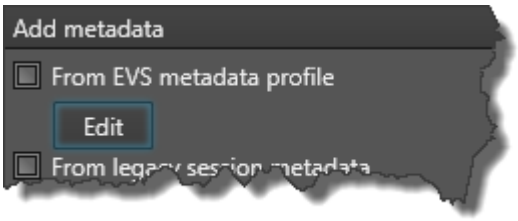
4.7.2. Assigning Metadata from an EVS Metadata Profile

How to Import an EVS Metadata Profile

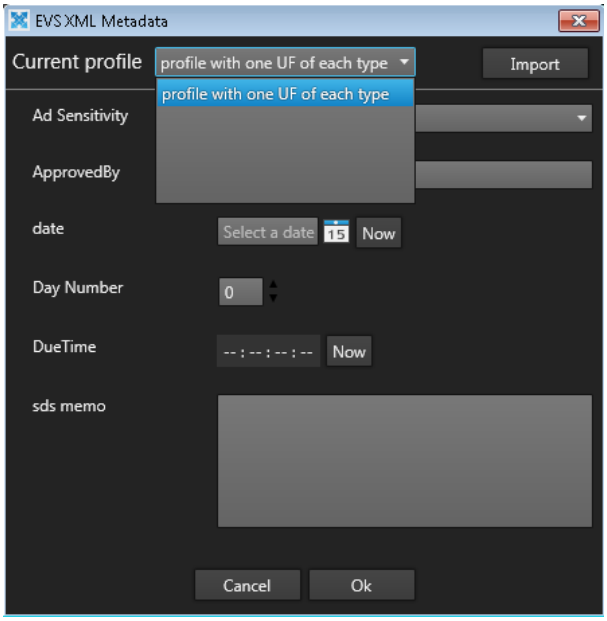
The default profiles are stored in the following directory: `C:\Program Files\EVS Broadcast Equipment\XFile3\XML metadata profiles`.

To import an EVS metadata profile,

1. Click **Edit** under **From EVS Metadata Profile**:



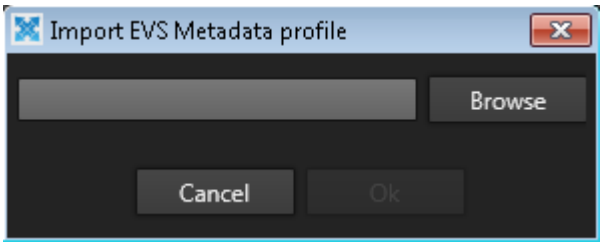
The EVS XML Metadata window opens:



The last selected profile, if any, is displayed in the **Current Profile** field.

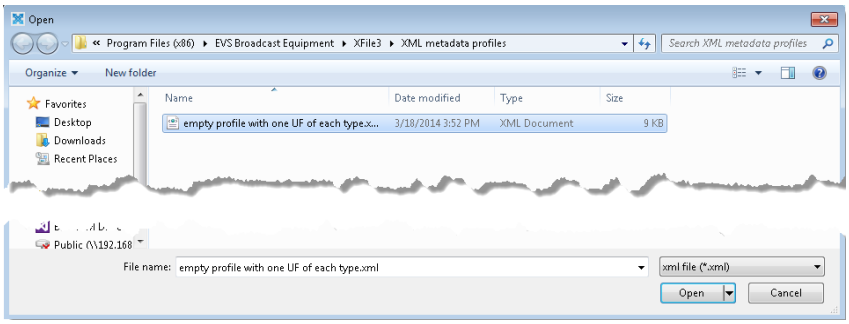
2. Click **Import** to import another EVS metadata profile.

The Import EVS Metadata Profile dialog box opens:



3. Click **Browse**.

   The following window opens:

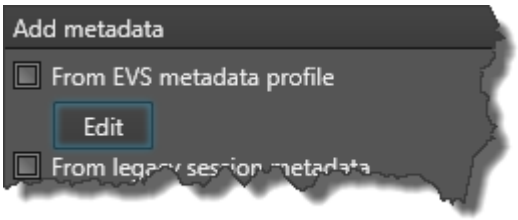


4. Select a metadata profile and click **Open**.
5. Click **OK** in the Import EVS Metadata Profile dialog box.

The metadata profile is available from the **Current Profile** field of the EVS XML Metadata window.

How to Set Metadata Values for an EVS Metadata Profile

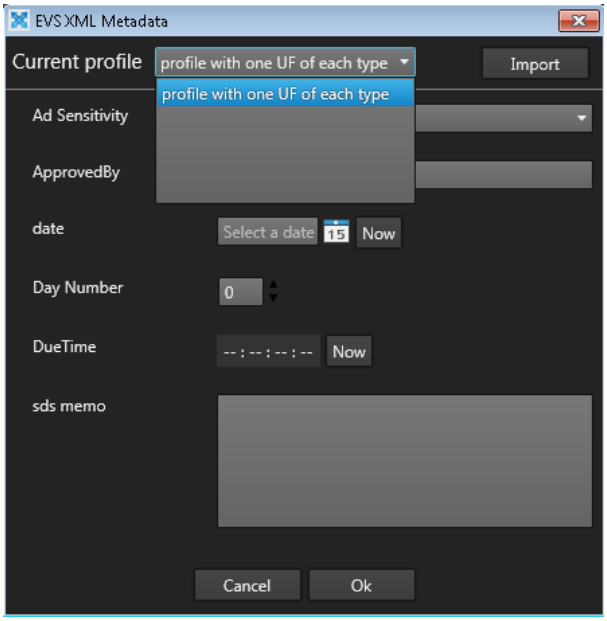
1. Click **Edit** under **From EVS Metadata Profile**:



   The EVS XML Metadata window opens.

   The last selected profile, if any, is displayed in the **Current Profile** field.

2. Select the metadata profile to use from the **Current profile** field.



3. Modify the required metadata values.
4. Click **OK**.

How to Assign the Predefined Metadata Values to Clips

To assign the predefined metadata values to archived clips,

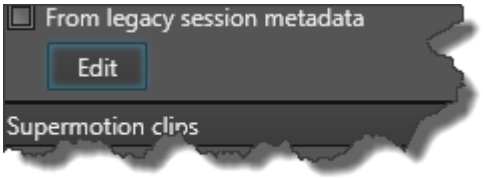
- Select the **From EVS Metadata Profile** option.

The metadata profile and its metadata values will be added to the XML file of the archived files.

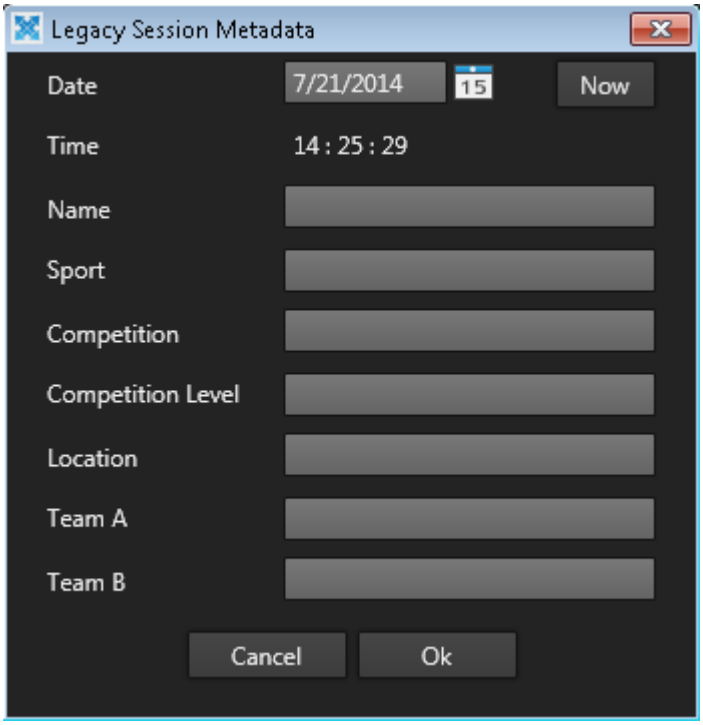
4.7.3. Assigning Metadata from Legacy Session Metadata

How to Set Metadata Values for Legacy Session Metadata

1. Click **Edit** under **From legacy session metadata**.



The Legacy Session Metadata window opens.



2. Modify the required metadata values.
3. Click **OK**.

How to Assign the Predefined Metadata Values to Clips

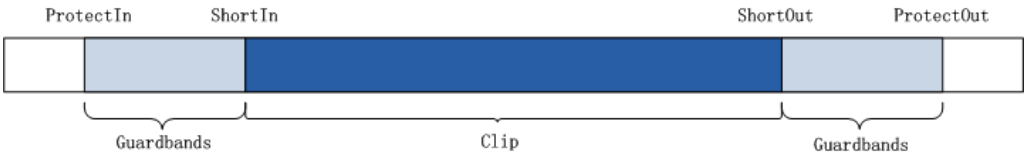
To assign the predefined metadata values to archived clips,

- Select the **From legacy session metadata** option.

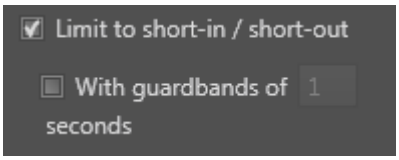
The metadata values will be added to the XML file of the archived files.

4.8. Setting Archive Options

Limit to short-in/short-out



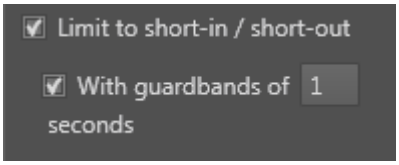
Limit to short-in/short-out



This option is used to limit the portion of the archived clip from the IN point (also called Short IN) to the OUT point (also called Short OUT), which means without its guardbands.

If this option is cleared, the clip will be archived with its original guardbands.

With guardbands



These options are used to define new guardbands for the archived clip, provided that there is enough footage.

For example, if the original guardbands of the clip to be archived last 5 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 5 seconds as the valid guardbands value.

If the initial guardbands of the clip to be archived last 15 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 10 seconds as the guardbands value.

Possible guardbands values: from 1s to 60s.

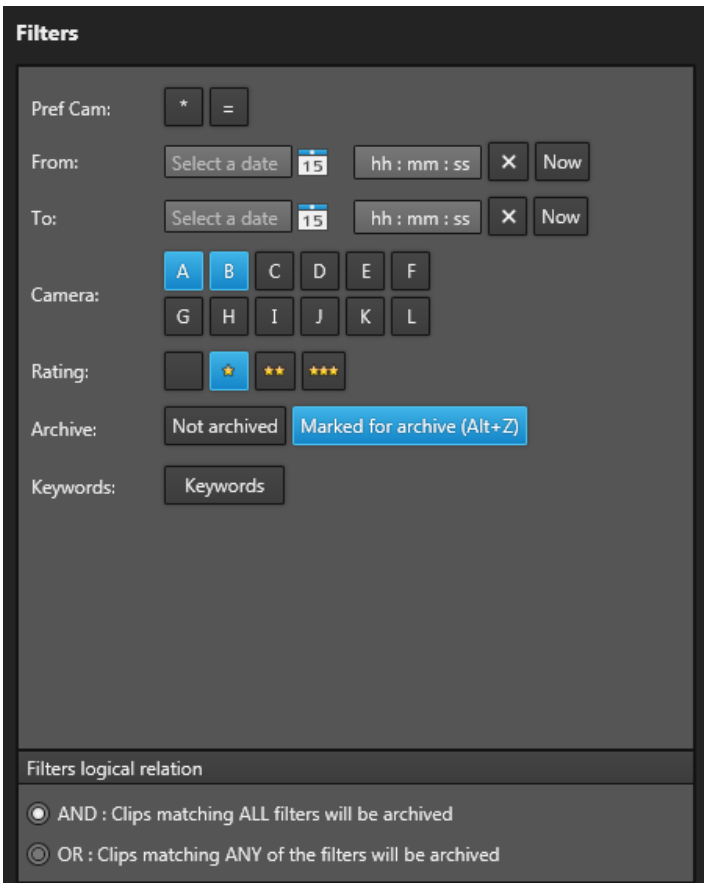
PL flatten: assign keywords of the first element

When this option is selected, the keywords of the first playlist element will be assigned to the flattened file resulting from the playlist archiving.

4.9. Defining Filters for the Selection of Clips to be Archived

4.9.1. Introduction

The Filters pane provides several filters to refine the list of clips to be archived and facilitate complex jobs if needed.



The six filters refer to:

- one of the preferential cameras (Pref Cam)
- Date & Time
- Camera
- Rating
- Archive
- Keywords

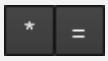
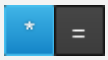
Selected filters are highlighted.

Several filters may be applied and users can choose to archive clips matching all the defined filters or any of them by the use of a logical operator at the bottom of the pane.

4.9.2. How to Set a Filter Based on the Pref Cam

The Pref Cam filter makes it possible to only archive the clips recorded from the camera defined as the first preferential camera (*) and/or the second preferential camera (=). By default, no pref cam is selected and all cameras are included.

To set the filter condition, click the one or two button(s) as described in the following table:

Filter	Meaning
	Clips recorded from all cameras are selected in the auto archive rule.
	Only the clips recorded by the first and the second preferential cameras are included in the auto archive rule.
	Only the clips recorded by the first preferential camera are included in auto archive rule.
	Only the clips recorded by the second preferential camera are included in the auto archive rule.

4.9.3. How to Set a Filter Based on Date and Time

The Date & Time filter makes it possible to archive clips that have been created in the date range set between the From [date] value and the To [date] value.

By default, no date or time is selected.

To set the Date filter condition,

1. Click  next to the **From [date]** field.

   A calendar is displayed.

2. Select a date.
3. Enter the time in the **From [Time]** field.

4. Repeat steps 1 to 3 for the To [date] and To [time] values.

You can click  to clear the defined date and time.

You can click  to load the current server time.

Note
Date & Time filter is based on Primary TC.

4.9.4. How to Set a Filter Based on Camera

The Camera filter allows to select the clips recorded by specific cameras, which correspond to recorder channels.

From Multicam 14, up to 12 channels can be used, which corresponds to letter A to L.

By default, no camera is selected, and all cameras are included in the auto archive rule.

To set the filter condition, click the corresponding **Camera** button(s).

For example, clicking the **A** button will archive clips stored as A clips.

Several cameras can be selected at a time. Then, select the appropriate filter logical relation.

4.9.5. How to Set a Filter Based on Rating

The Rating filter makes it possible to select clips with a defined interest level.

Four interest levels exist, from no star to 3 stars:  .

By default, no button is selected, and all interest levels are included.

To set the filter condition, click the required **Interest Level** button.

4.9.6. How to Set a Filter Based on Archive Flag

The Archive Flag filter makes it possible to select clips which are flagged for archive or not flagged for archive by the LSM or Multicam user. By default, the **Not Archived** flag is selected.

To set the filter condition, click one or both button(s):

Not Archived: Includes the clips which are not flagged for archive.

Marked for archive (Alt-Z): Includes the clips which have been flagged for archive.

4.9.7. How to Set a Filter Based on Keywords

Introduction

The Keywords filter defines the keywords which must have been associated with the clips to archive.

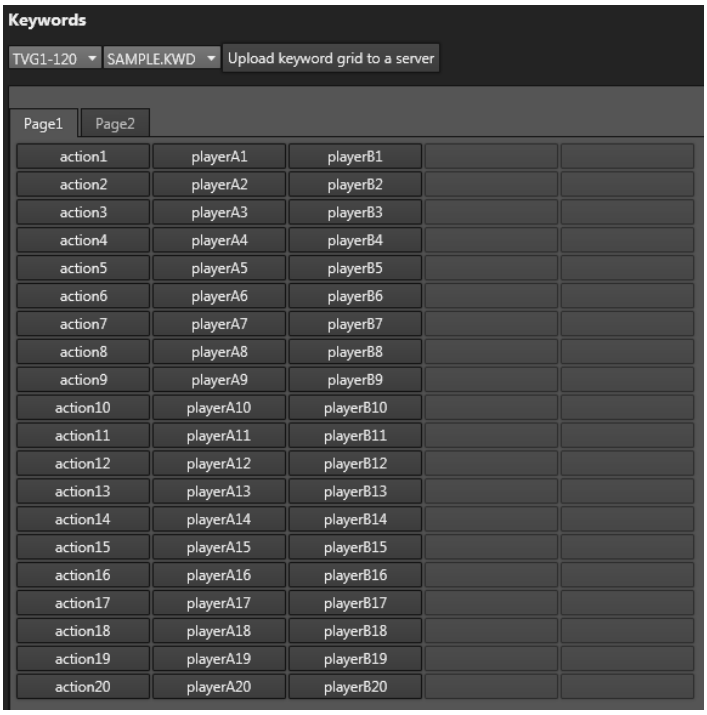
By default, no keyword is selected.

How to Set a Filter Condition with Keywords

To set the filter condition,

1. Click the **Keywords** button.

   A Keywords pane is displayed on the right of the Filters pane.

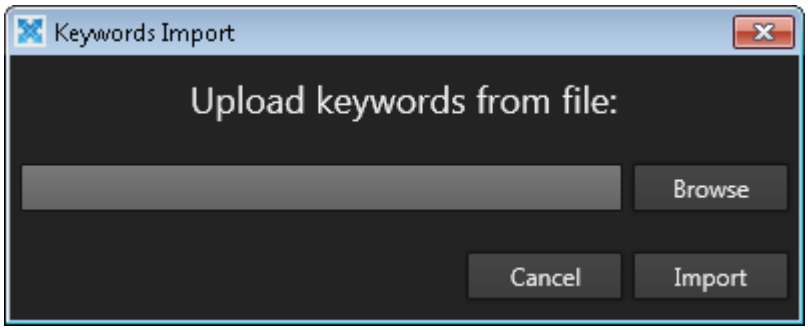


   All the keywords listed in this pane come from the keywords folders of the detected servers.

2. From the first field, select a server.
3. From the second field, select a keyword folder io the selected server.

4. (Optional) To upload a keyword grid onto the selected server,
   a. Click **Upload Keyword Grid to a Server**.

      The Keywords Import window opens:

   b. Click **Browse** to select the keyword file to be imported.

      If the name of the folder to be uploaded is the same as the one in the same server, the existing keyword folder in the server will be overlapped by the uploaded keyword folder.

   c. Click **Import** to import the keywords file.

      The imported keywords are stored in an independent folder.
5. From the grid, click the keyword(s) on which you want to filter the clips to archive.

   They are highlighted.
6. To remove any filter on keywords and hide the Keywords pane, click the Keywords button from the Filters pane.

4.9.8. How to Set Filters Logical Relation

The Filters Logical Relation option makes it possible to specify the logical relations among all selected filters.

- **AND**: The clips matching ALL of the selected filters will be archived.

  Example

  When selecting **Camera A** and **Rating**  , XFile3 only archives the clips containing both **Camera A** and **Rating**  .
- **OR**: The clips matching ANY of all the selected filters will be archived.

  Example

  When selecting **Camera A** and **Rating**  , XFile3 archives the clips containing **Camera A**, or **Rating**  or both.

4.10. Monitoring Jobs

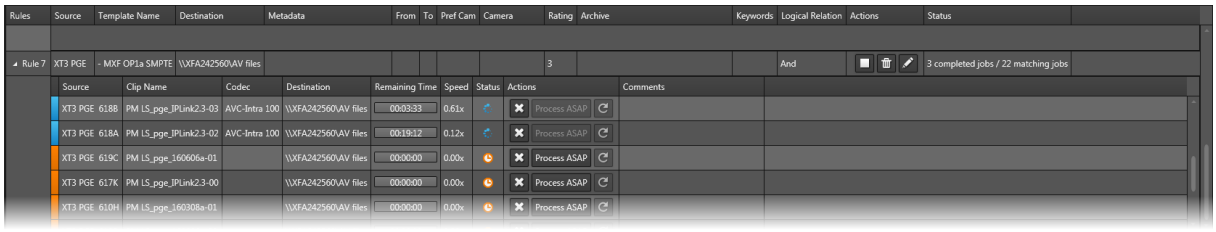
4.10.1. The Jobs Pane in the Auto Archive Tab

Overview of the Jobs Pane

Once an Auto Archive rule has been created, it is displayed at the lower part of the Auto Archive tab.

All the jobs that meet the criteria of the specific rule will be displayed under the rule until they are processed.

Click ▶ at the beginning of a rule line to expand the jobs list for the rule, or ◢ to collapse it.



A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of the current job.

When a job is completed, it disappears from the Jobs pane.

Auto Archive jobs can also be monitored from the Monitoring tab, together with the other types of jobs. See section "Monitoring Jobs" on page 129 for more information.

The section "Managing Jobs" on page 131 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.

Status	Job Status Color Code	Job Status Icon	Meaning
Running			The job is running.
Canceled			User has canceled the job.
Failed			The job failed.

Columns Description

Rule Columns Description

Column	Description
Rules	Name of the rule defined by a number automatically incremented.
Source	Name of the server(s) selected as sources. A tooltip over each source displays detailed information.
Template Name	Name of the chosen template to process the job.
Destination	Selected destination to archive the clips to.
Metadata	Selected metadata values to add to the archived clips.
From / To	Range of date and time containing the clips to be archived.
Pref Cam	Selected pref cam from which clips to archive have been recorded.
Camera	Selected cameras from which clips to archive have been recorded. This corresponds to clip positions in the bank.
Rating	Selected ratings (interest levels) associated with the clips to archive.
Archive	Selected archive flags.
Keywords	Selected keywords associated with the clips to archive.
Logical relation	Logical relation applied to all the selected filters.
Actions	Buttons for the management of the rule. See section "Managing Rules" on page 37.
Status	Number of completed jobs and total number of jobs matching the rule: `n completed jobs/n matching jobs.`

Job Columns Description

Column	Description
Source	LSM ID of the clip to archive, and corresponding server name.
Clip Name	Name of the archived clip.
Format	Format which has been defined in the selected job template.
Destination	Destination where the archived clips will be stored.
Remaining Time	Remaining time for the process of each job.
Speed	Current speed of each archiving job by a multiple of x.
Status	Icon representing the current job status.
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Information from Xsquare and XFile3.

4.10.2. Managing Rules

How to Start and Stop a Rule

To start a rule, click  in the Actions column of the Jobs pane. Then all the cancelled jobs in the rule will be running or scheduled.

To stop a rule, click  in the Actions column of the Jobs pane. Then all the jobs in waiting, scheduled and running statuses in the rule will be cancelled.

How to Delete a Rule

To delete a rule, click  in the Actions column of the Jobs pane. Then the rule and all the related jobs will be removed.

How to Edit an Existing Rule

Instead of deleting a rule and creating a new one, users can edit an existing rule.

To edit a rule, proceed as follows:

1. Click  the Actions column of the Jobs pane

   The rule is loaded in the upper part of the tab.
2. Edit the required items.

3. Click **Update the Rule** to save the changes or **Cancel** to discard them.

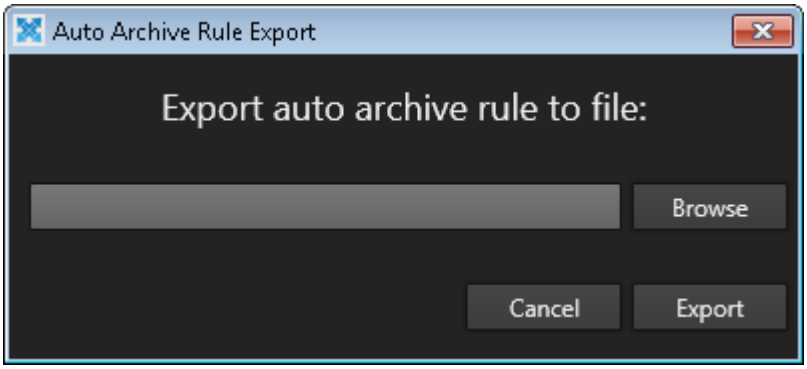
How to Export a Rule

You can export one or multiple rules at one time.

To export the rule, proceed as follows,

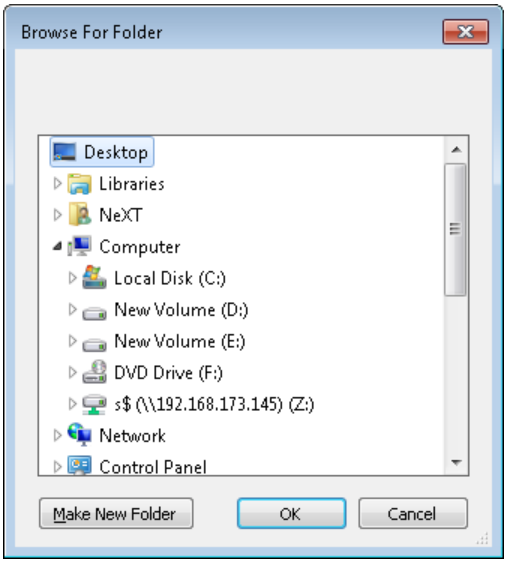
1. From the Jobs pane, select the rule(s) to be exported.
2. Click **Export Rule**.

   The Auto Archive Rule Export window opens.

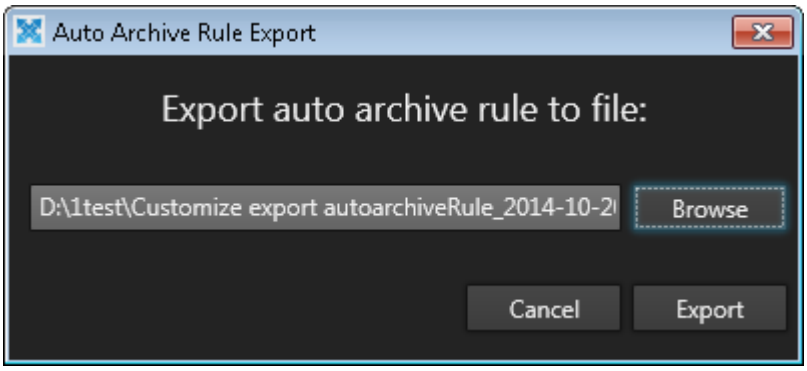


3. Click **Browse**.

   The Browse For Folder window opens.



4. Select the required destination to export the rule.
5. Click **OK**.
6. Click **Export** from the Auto Archive Rule Export window.



One rule exclusively corresponds to one exported file. If multiple rules have been selected, the corresponding number of files will be exported.

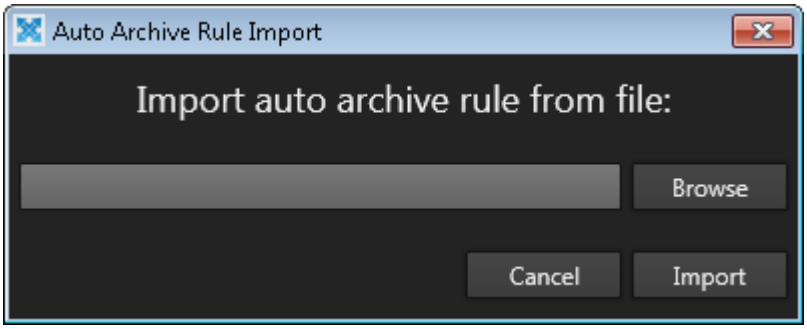
How to Import a Rule

You can import only one rule at one time.

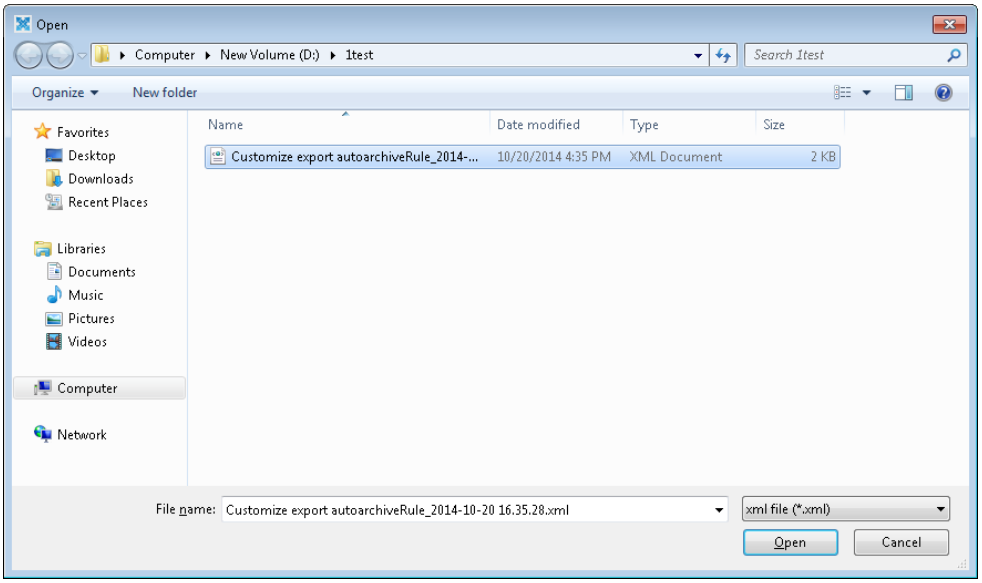
To import the rule,

1. Click **Import Rule**.

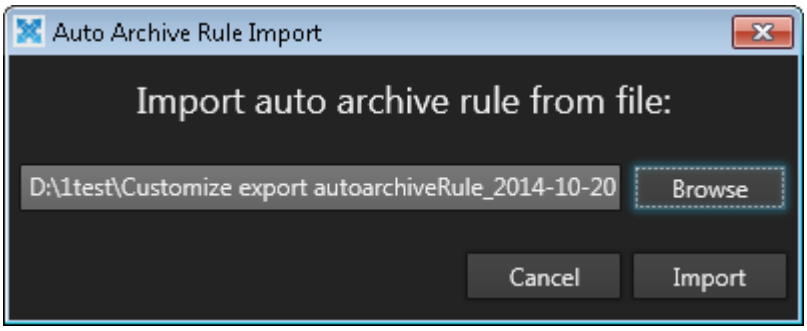
   The Auto Archive Rule Import window opens.



2. Click **Browse** to select the rule to be imported.



3. Click **Import** from the Auto Archive Rule Import window.



5. Defining and Applying Archive Jobs

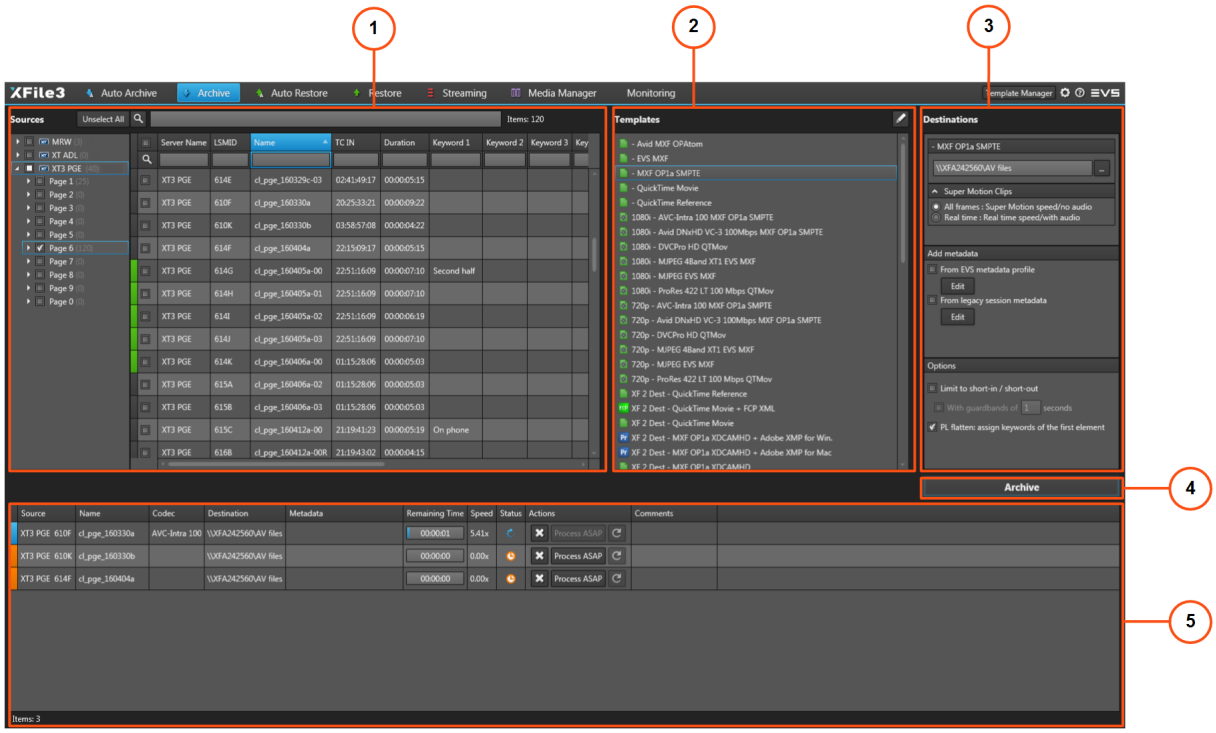
5.1. Overview of the Archive Tab

Purpose

The Archive tab is used to manually archive the clips and playlists from the requested EVS video servers to the predefined destinations with the requested formats.

Illustration

The Archive tab contains the areas highlighted on the screenshot below:



Area Description

Sources Pane (1)

This area displays all the detected servers and their content structures, including pages, banks and PL banks.

See section "Selecting Clips or Playlists to Archive" on page 46.

Templates Pane (2)

This area displays the templates available from Xsquare.

See section "Managing Templates" on page 120.

Destinations Pane (3)

This area displays all the destinations related to the selected template.

This is the place to set the Supermotion Clips parameters, define metadata and set options.

See sections "Selecting the Destination Path" on page 48, "Setting the Supermotion Clips Type" on page 24, "Assigning Metadata to Archived Media" on page 24, "Setting Archive Options" on page 49.

Archive Button (4)

This button is used to create archive job.

Jobs Pane (5)

This area displays all the created jobs.

See section "Monitoring Jobs" on page 50.

5.2. Steps for the Archiving of Media

How to Archive Clips

To archive clips,

1. From the Sources pane,
   a. select the source EVS Server and/or page/bank where clips to archive are stored.
   b. Select the clips to archive from the Media grid.

   See section "Selecting the Media Sources" on page 63.
2. From the Templates pane, select a job template that specifies the job process to be done by Xsquare.

   See section "Selecting a Job Template" on page 47.
3. From the Destinations pane, select a destination to specify where clips, or playlists, will be archived.

   See section "Selecting the Destination Path" on page 48.
4. (Optional) Set the Supermotion Clips parameters.

   See section "Setting the Supermotion Clips Type" on page 24.
5. (Optional) Define the metadata that will be assign to archived clips.

   See section "Assigning Metadata to Archived Media" on page 24.

6. (Optional) Set options to only archive the portion between the IN point and OUT point, define new guardbands.

   See section "Setting Archive Options" on page 49.

7. Click the **Archive** button.

All the jobs will be created and displayed in Jobs pane. See section "Monitoring Jobs" on page 50.

How to Archive Playlists

XFile3 can archive playlists that contain both local clips and network clips.

To archive playlists,

1. From the Sources pane,
   a. select the source PL bank where playlists to archived are stored.
   b. Select the playlists to archive from the Media grid.

   See section "Selecting the Media Sources" on page 63.

2. From the Templates pane, select a job template that specifies the job process to be done by Xsquare.

   See section "Selecting a Job Template" on page 47.

3. From the Destinations pane, select a destinations to specify where playlists will be archived.

   See section "Selecting the Destination Path" on page 48.

4. (Optional) Define the metadata that will be assign to archived playlists.

   See section "Assigning Metadata to Archived Media" on page 24.

5. (Optional) Set options to only archive the portion between the IN point and OUT point, define new guardbands, or assign keywords to the flattened playlist file.

   See section "Setting Archive Options" on page 49.

6. Click the **Archive** button.

All the jobs will be created and displayed in Jobs pane.

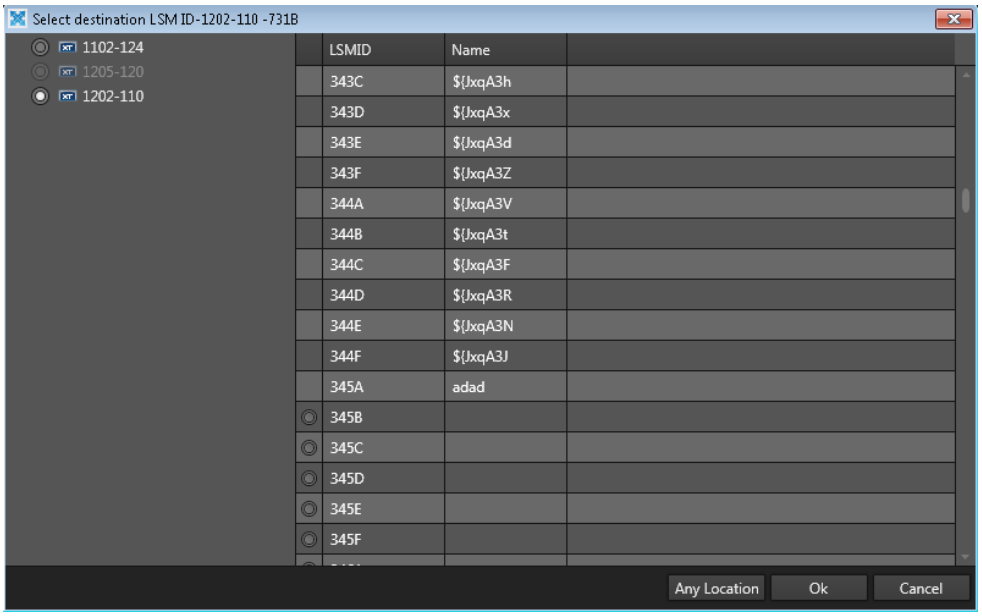
How to Archive Media from One Server to Another

To archive media from one server to another,

1. From the Sources pane,
   a. select the source EVS Server and/or page/bank where media to archive are stored.
   b. Select the media to archive from the Media grid.

2. From the Templates pane, select the **To EVS Server** template.

   The Select Destination window opens:



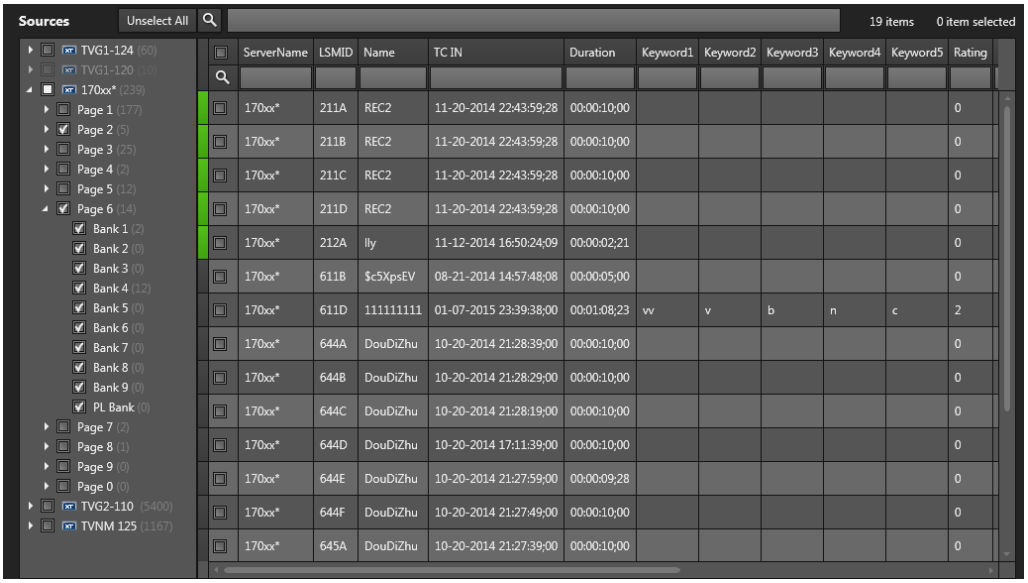
3. Select the EVS server where you want to archive media by clicking the corresponding radio button on the left of the window.
   - Select the destination position in EVS server by clicking the radio button on the right of the window and click **OK**.

     The selected position will be taken as the starting point for the archiving of clips or playlists.
   - Do not select any destination position and click **Any Location**.

     The first available position in the destination EVS server will be taken as the starting point for the archiving of clips or playlists.
4. Click the **Archive** button.

5.3. Selecting the Media Sources

5.3.1. Overview of the Sources Pane



Servers List

The left pane of the Sources pane displays all the detected servers and their structures, including pages, banks and PL banks.

The server name displayed here is the SDTI network name of the server. But if the server name has been left blank, the server serial number will be displayed instead.

The total number of clips is displayed between brackets beside each server name, page or bank.

The total number of playlists is displayed between brackets beside the PL bank.

Media Grid

The right pane of the Sources pane displays the media (clips or playlists) stored on the servers/banks/pages selected in the Servers list.

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

Section "Searching for Media" on page 117 describes how to organize columns and how to search for clips or playlists.

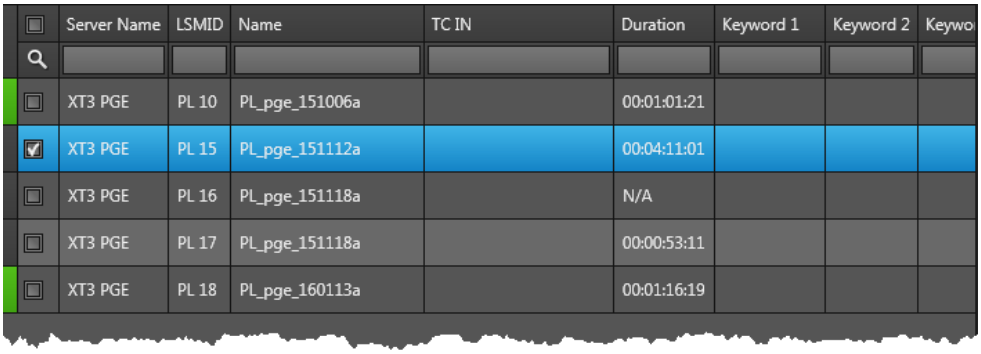
A color code, at the beginning of each media line, gives indication on the clip Archive status.

Color Code	Clip Archive Status
	not archived
	waiting for archive
	archived

5.3.2. Selecting Clips or Playlists to Archive

1. From the Servers list, select the sources from which you want to archive clips or playlists in one of the following ways:
   - All pages (and banks) from all servers: click **Select All** to select all servers or **Unselect All** to cancel the selection.
   - All pages (and banks) from one server: select the check box next to the server.
   - All banks from one page: select the check box next to the page.
   - Individual banks: select the check box next to the banks.

   The Media list displays the clips or playlists from the selected servers/banks/pages.
2. From the Media grid, select the check box at the beginning of a line to select the corresponding clips or playlists.

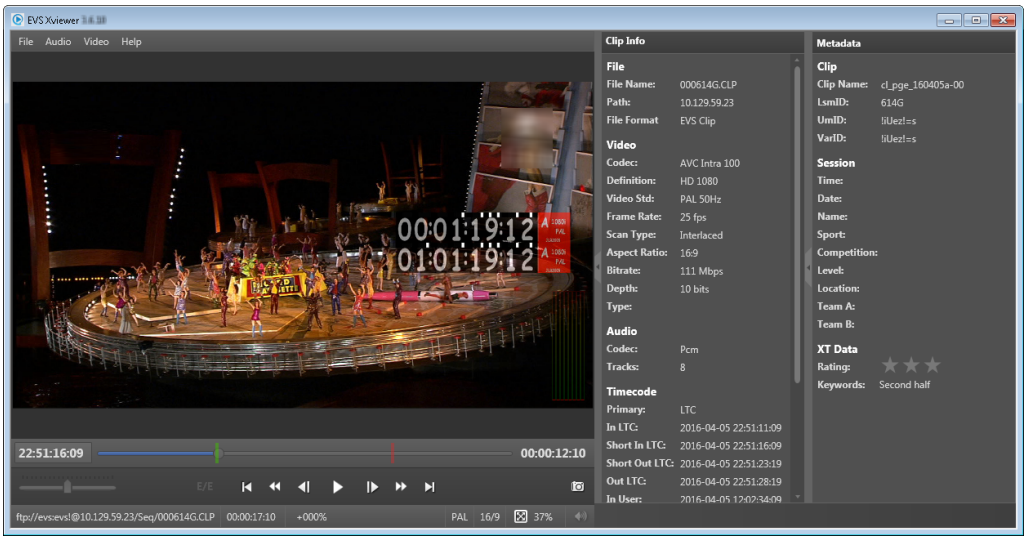


5.3.3. Previewing Clips and Files

A contextual menu is available when right-clicking an element in the Media grid.

Preview XT Clip

This option allows previewing the XT clip in an EVS XViewer window.
Up to 4 XViewer windows can be opened at the same time.



Preview File

This option is only available when the clip has been archived on disk and opens the XViewer application, installed together with XFile3, to preview the selected file and control its quality. Refer to the XViewer user manual for more information.

Up to 4 XViewer windows can be opened at the same time.
See also section "Editing a File" on page 107.

Open File Location

This option is only available when the clip has been archived on disk. It opens an Explorer window with the content of the drive folder where the file is stored.
A tooltip over the **Open File Location** option provides the path to the file storage location.

5.4. Selecting a Job Template

The Templates pane displays the list of templates which have been selected from the Template Manager tool.

From that pane, you select the job template that specifies the job process to be done by Xsquare.

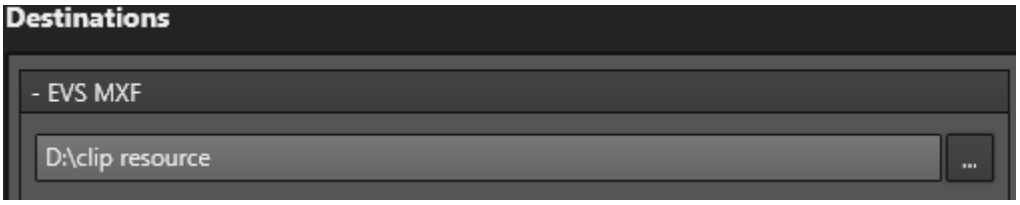
According to the type of element (clip or playlist) selected from the Sources pane of the Archive tab, the list of available templates will be restricted to the templates which can be applied to this element type.

See section "Managing Templates" on page 120 for the operations which can be done on templates.

5.5. Selecting the Destination Path

General Case

The Destination path where the clips, or playlists, will be archived is set from the **Destination** field in the Destinations pane. It can be selected by clicking the **Browse** button ....

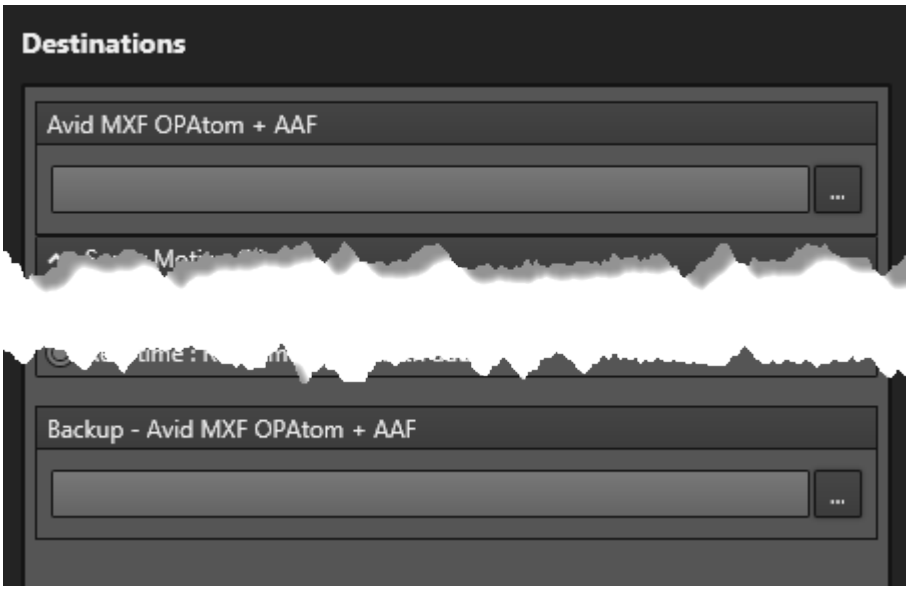


The files can be saved to shared folders only.

The wrapper type of the template selected in the Template pane is displayed above the **Destination** field.

Case of a Multi Destinations Template

When the selected template has been designed to back files up to several destinations, as many **Destination** fields are displayed in the Destinations pane:



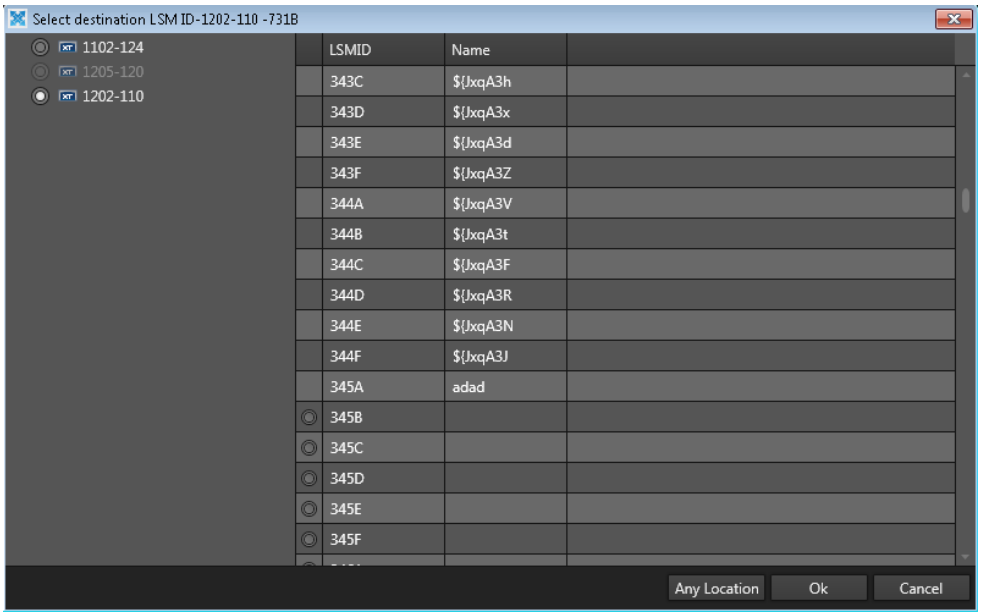
Case of the To EVS Server Template

1. Click the **Browse** button  next to the **Destinations** field.

   The Select Destination window opens.

2. Select the EVS server where you want to archive clips, or playlists, by clicking the corresponding radio button on the left of the window.

   The available positions on the selected EVS server are displayed with a radio button on the right of the window.



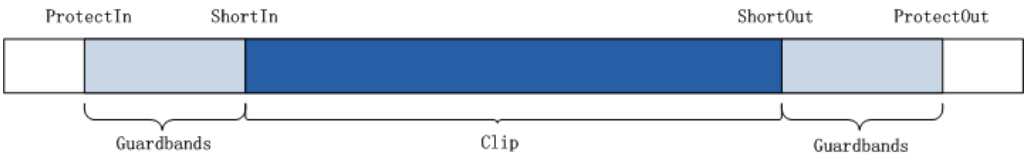
3. Do one of the following:
   - Select the destination position in EVS server by clicking the radio button on the right of the window and click **OK**.

     The selected position will be taken as the starting point for the archiving of clips.
   - Do not select any destination position and click **Any Location**.

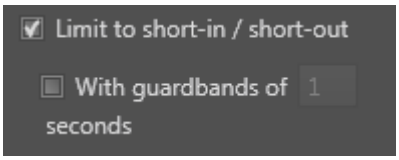
     The first available position in the destination EVS server will be taken as the starting point for the archiving of clips.

5.6. Setting Archive Options

Limit to short-in/short-out



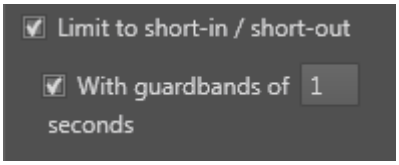
Limit to short-in/short-out



This option is used to limit the portion of the archived clip from the IN point (also called Short IN) to the OUT point (also called Short OUT), which means without its guardbands.

If this option is cleared, the clip will be archived with its original guardbands.

With guardbands



These options are used to define new guardbands for the archived clip, provided that there is enough footage.

For example, if the original guardbands of the clip to be archived last 5 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 5 seconds as the valid guardbands value.

If the initial guardbands of the clip to be archived last 15 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 10 seconds as the guardbands value.

Possible guardbands values: from 1s to 60s.

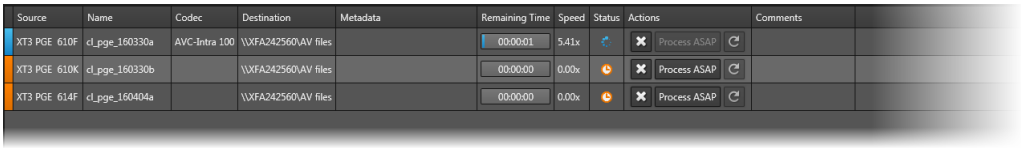
PL flatten: assign keywords of the first element

When this option is selected, the keywords of the first playlist element will be assigned to the flattened file resulting from the playlist archiving.

5.7. Monitoring Jobs

Overview of the Jobs Pane

As soon as the Archive job has been defined and the **Archive** button has been clicked, Archive jobs are displayed at the lower part of the Archive tab until they are processed.



A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of the current job.

When a job is completed, it disappears from the Jobs pane.

Archive jobs can also be monitored from the Monitoring tab, together with the other types of jobs. See section "Monitoring Jobs" on page 129 for more information.

The section "Managing Jobs" on page 131 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.
Running			The job is running.
Canceled			User has canceled the job.
Failed			The job failed.

Job Columns Description

Column	Description
Source	LSM ID of the clip to archive, and corresponding server name.
Clip Name	Name of the archived clip.
Format	Format which has been defined in the selected job template.
Destination	Destination where the archived clips will be stored.
Remaining Time	Remaining time for the process of each job.
Speed	Current speed of each archiving job by a multiple of x.
Status	Icon representing the current job status.

Column	Description
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Information from Xsquare and XFile3.

6. Creating and Applying Auto Restore Rules

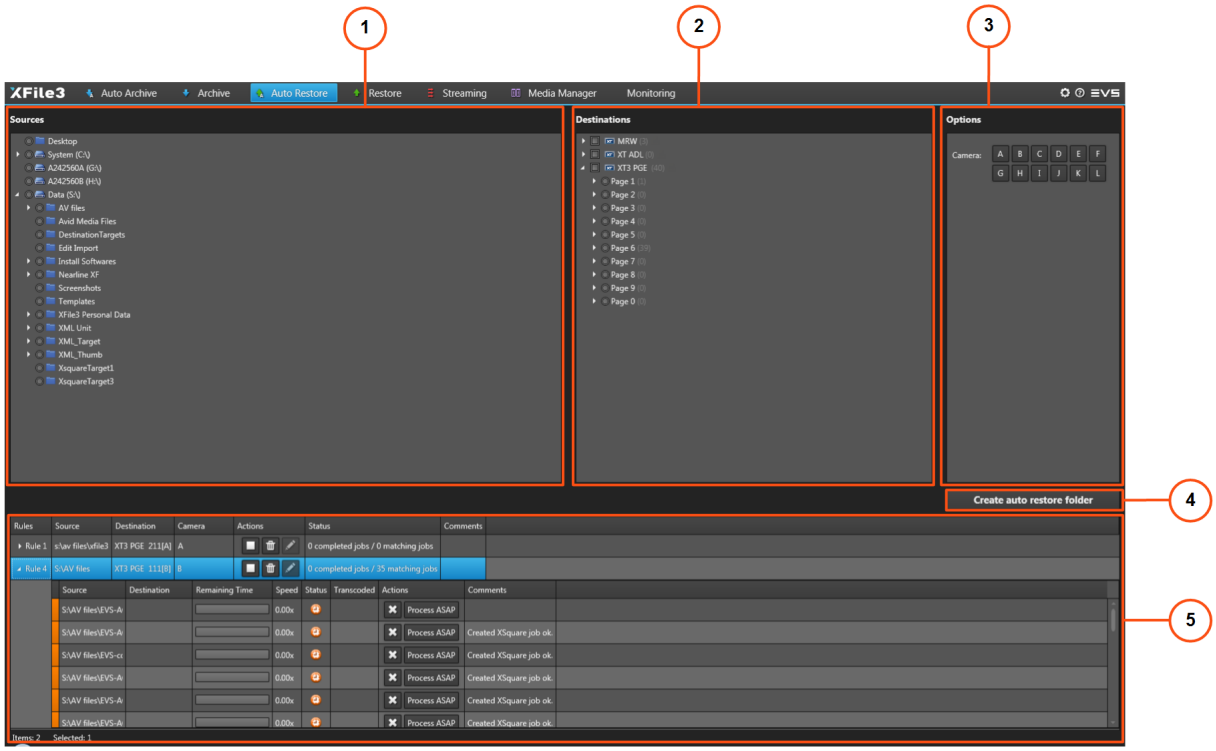
6.1. Overview of the Auto Restore Tab

Purpose

The Auto Restore is used to create rules for the automatic restore of archived clips from the defined folder path to the EVS video servers.

Illustration

The Auto Restore tab contains the areas highlighted on the screenshot below:



Area Description

Sources Pane (1)

This area displays all the detected hard drives, including the local paths, folders and subfolders.

See section "Selecting the Folder Source for Restore" on page 55.

Destinations Pane (2)

This area displays all the detected servers, their structures, including the pages and banks.

See section "Selecting the Destination Server Position" on page 55.

Options Pane (3)

This area displays the cameras or network drive credentials if a network drive is selected.

See sections "Defining Filters for the Selection of Clips to be Restored" on page 69 and "Setting Network Drive Credentials" on page 57.

Create Auto Restore Folder Button (4)

This button is used to create the auto restore rule.

Jobs Pane (5)

This area displays all the created jobs and their statuses.

See section "Monitoring Jobs" on page 58.

6.2. Steps for the Creation of Auto Restore Rules

To create auto restore folder,

1. From the Sources pane, select the source folder where clips to restored are stored.

   See section "Selecting the Folder Source for Restore" on page 55
2. From the Destinations pane, select a destination server position to specify where clips will be restored.

   See section "Selecting the Destination Server Position" on page 55.
3. (Optional) Define filters that will be applied to refine the list of clips that will be restored.

   See section "Defining Filters for the Selection of Clips to be Restored" on page 69.
4. If the selected source is a network drive, enter the network drive credentials.

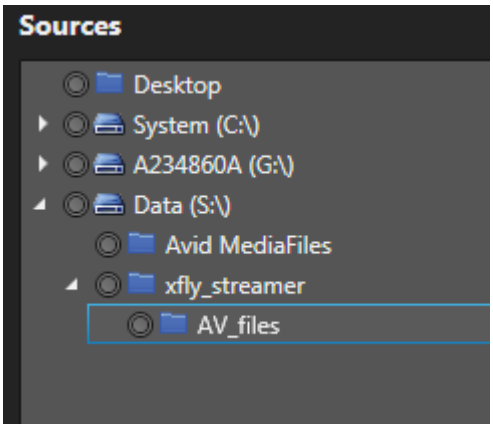
   See section "Setting Network Drive Credentials" on page 57.
5. Click the **Create auto restore folder** button.

All the jobs will be displayed in Jobs pane. See section "Monitoring Jobs" on page 58.

6.3. Selecting the Folder Source for Restore

Overview of the Sources Pane

The Sources pane displays all the detected local paths and hard drives, including the mobile hard drives, their folders and subfolders, from which clips can be restored. Mapped drives are displayed as well.



How to Select a Source

To select the source from which you want to restore clips,

1. (optional) Check the content of a folder by right-clicking it and selecting **Open in New Window** from the contextual menu.

   An Explorer window opens and shows the content of the folder.

2. Tick the radio button next to the individual drive or folder. Only one folder can be selected at a time to be used as the restore folder.

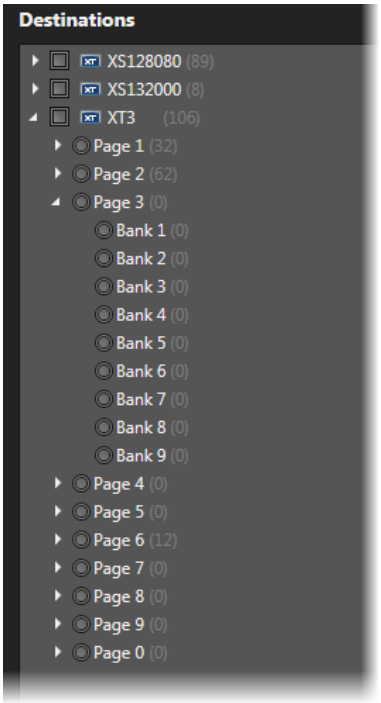
6.4. Selecting the Destination Server Position

Overview of the Destinations Pane

The Destinations pane displays all the detected servers, and their clip structures including pages and banks, where clips can be restored.

The server name displayed here is the SDTI network name of the server. But if the server name has been left blank, the server serial number will be displayed instead.

The total number of clips is displayed between brackets beside each server name, page and bank.



Understanding Clip Numbering Hierarchy on an EVS Video Server

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

- Every server includes 10 pages (from 0-9).
- Every page contains 9 banks (from 1-9).
- Each bank contains 10 clip positions (from 0-9).
- 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.

How to Select a Destination

To select the destination where you want to restore clips,

- tick the check box next to a server, or a radio button next to a page or bank.

XFile3 will restore from the first available position.

More than one position can be selected, but those selected positions must be on different EVS video servers. All the selected clips will be restored to all the selected servers from the first available position on each server.

6.5. Defining Filters for the Selection of Clips to be Restored

The Options pane provides a Camera filter which allows you to choose the clips to be restored, based on their camera position.

From Multicam 14, up to 12 channels can be used, which corresponds to letter A to L.

By default, no camera is selected.

To set the filter condition, click the corresponding **Camera** button(s).

For example, clicking the **A** button will restore clips stored as A clips.

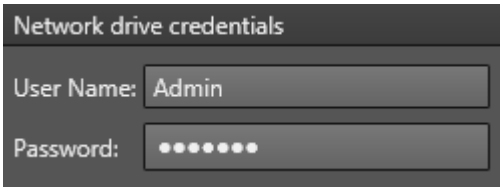
Several cameras can be selected at a time. Then, select the appropriate filter logical relation.

6.6. Setting Network Drive Credentials

If the clips to be restored are on a network drive, a Network Drive Credential pane will be displayed for validation.

To validate network drive credentials,

1. Map the network drive to the local computer.
2. Select the network drive to display the Network Drive Credential pane.
3. Type the correct user name and password.



If the user name or password is incorrect, the auto restore folder cannot be started.

6.7. Monitoring Jobs

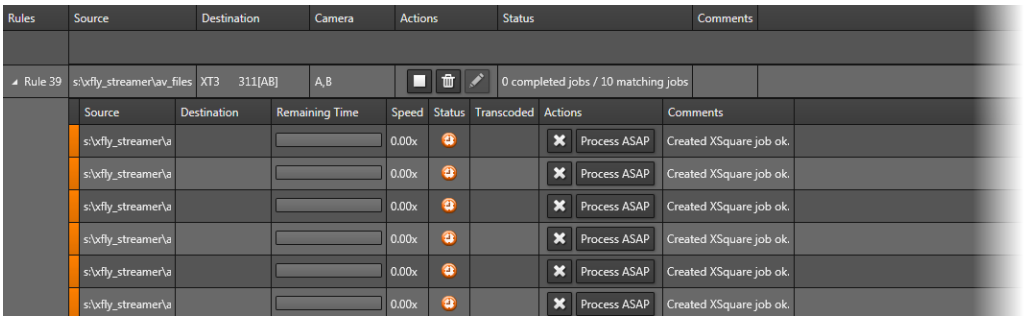
6.7.1. The Jobs Pane in the Auto Restore Tab

Overview of the Jobs Pane

Once an Auto Restore rule has been created, it is displayed at the lower part of the Auto Restore tab.

All the jobs that meet the criteria of the specific rule will be displayed under the rule until they are processed.

Click ▶ at the beginning of a rule line to expand the jobs list for the rule, or ◢ to collapse it.



A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of the current job.

When a job is completed, it disappears from the Jobs pane.

Auto Restore jobs can also be monitored from the Monitoring tab, together with the other types of jobs. See section "Monitoring Jobs" on page 129 for more information.

The section "Managing Jobs" on page 131 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.
Running			The job is running.
Canceled			User has canceled the job.
Failed			The job failed.

Columns Description

Rule Columns Description

Column	Description
Rule	Name of the rule defined by a number automatically incremented.
Source	Path where the clip to restore is stored.
Destination	Selected EVS video server position to restore the clips to.
Camera	Filter defining the bank position of the clip to be restored .
Actions	Buttons for the management of the rule. See section "Managing Rules" on page 60.
Status	Number of completed jobs and total number of jobs matching the rule: `n completed jobs/n matching jobs.`
Comments	Information from Xsquare and XFile3.

Job Columns Description

Column	Description
Source	Path and folder name where the clip is stored.
Destination	Destination position on the EVS video server where the clip will be restored.
Remaining Time	Remaining time for the process of each job.

Column	Description
Speed	Current speed of each restoring job by a multiple of x.
Status	Icon representing the current job status.
Transcoded	Transcoded status of the restored clip. • With icon : the clip is transcoded. • Without the icon: the clip is not transcoded.
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Information from Xsquare and XFile3.

6.7.2. Managing Rules

How to Start and Stop a Rule

To start a rule, click  in the Actions column of the Jobs pane. Then all the cancelled jobs in the rule will be running or scheduled.

To stop a rule, click  in the Actions column of the Jobs pane. Then all the jobs in waiting, scheduled and running statuses in the rule will be cancelled.

How to Delete a Rule

To delete a rule, click  in the Actions column of the Jobs pane. Then the rule and all the related jobs will be removed.

How to Edit an Existing Rule

Instead of deleting a rule and creating a new one, users can edit an existing rule.

To edit a rule, proceed as follows:

1. Click  the Actions column of the Jobs pane

   The rule is loaded in the upper part of the tab.
2. Edit the required items.
3. Click **Update the Rule** to save the changes or **Cancel** to discard them.

7. Defining and Applying Restore Jobs

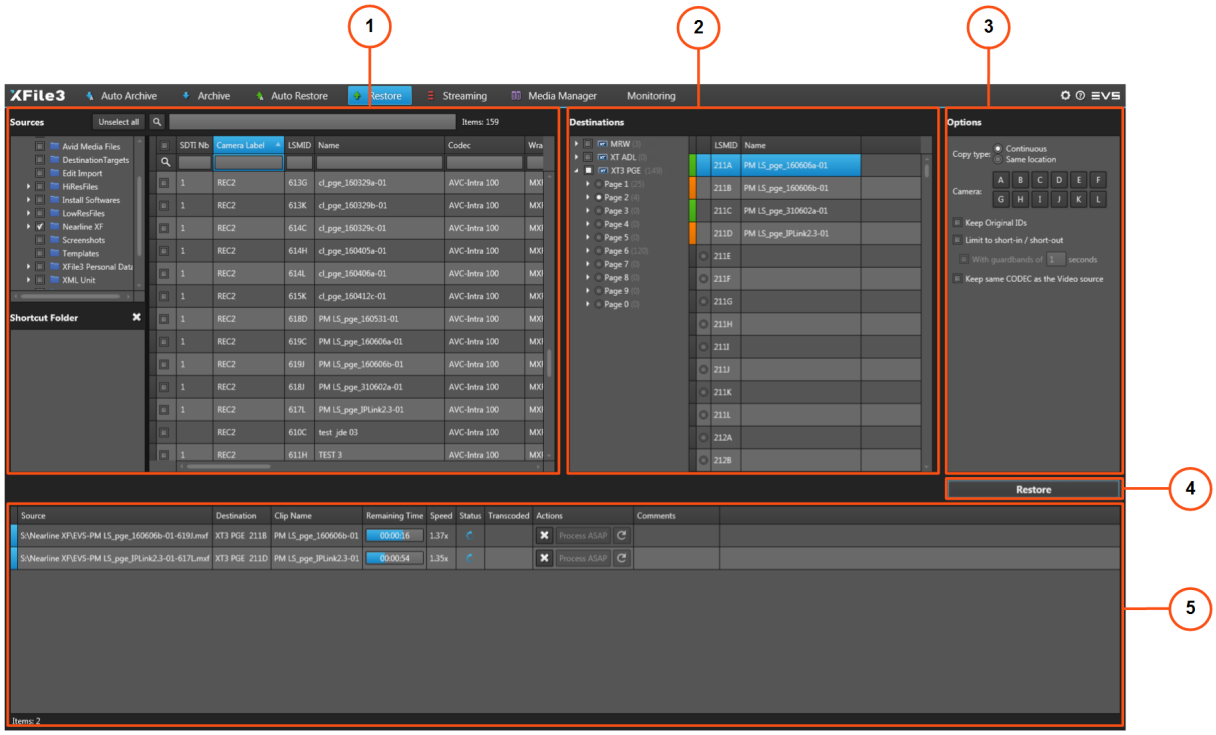
7.1. Overview of the Restore Tab

Purpose

The Restore tab is used to manually archive the clips and playlists from a hard drive to any EVS video server on the network.

Illustration

The Restore tab contains the areas highlighted on the screenshot below:



Area Description

Sources Pane (1)

This area displays all the clips in the detected hard drives, including the path, folders, subfolders and clips metadata in the selected hard drive or folder and the shortcut folder.

See section "Selecting Clips to Restore" on page 64.

Destinations Pane (2)

This area displays all the detected servers, their structures, including the pages, banks and some metadata of all the clips.

See section "Selecting the Destination Server Position" on page 67

Options Pane (3)

This area provides some options: the copy type, camera, keep original IDs, Limit to short-in/out, and assign keywords to flattened playlist.

See sections "Defining Filters for the Selection of Clips to be Restored" on page 69 and "Setting Restore Options" on page 70.

Restore Button (4)

This button is used to create restore jobs.

Jobs Pane (5)

This area displays all the created jobs and statuses.

See section "Monitoring Jobs" on page 71.

7.2. Steps for Restoring Clips

To restore clips,

1. From the Sources pane,
   a. Select the path or drive where clips to restore are stored.
   b. Select the clips to restore from the Media grid.

   See section "Selecting the Media Sources" on page 63.
2. From the Destinations pane,
   a. Select the server(s) where to restore clips.
   b. (Optional) If a single server has been selected, select the destination position to be taken as the starting point for restoring clips.

      This is not allowed when several servers have been selected for restoring clips.

   See section "Selecting the Destination Server Position" on page 67.
3. (Optional) Select the Copy Type.

   See section "Setting Restore Options" on page 70.
4. (Optional) Define a Camera filter that will be applied to refine the list of clips that will be restored.

   See section "Defining Filters for the Selection of Clips to be Restored" on page 69.
5. (Optional) Set options to keep original IDs, only restore the portion between the IN point and OUT point, define new guardbands, or keep same codec.

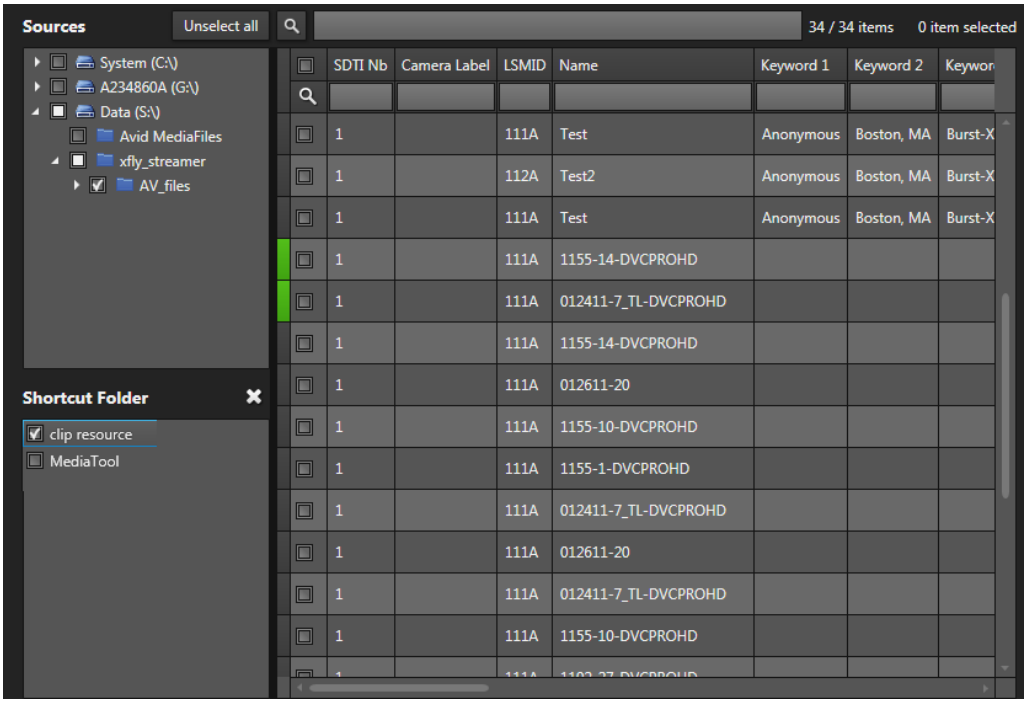
   See section "Setting Restore Options" on page 70.

6. Click **Restore**.

All the jobs will be created and displayed in Jobs pane. See section "Monitoring Jobs" on page 71.

7.3. Selecting the Media Sources

7.3.1. Overview of the Sources Pane



Drives List

The top left pane of the Sources pane displays all the detected local paths and hard drives, their folders and subfolders, from which clips can be restored.

Shortcut Folder Area

The bottom left pane of the Sources pane may be used to set shortcuts to Sources folders often used. See section "Creating Shortcuts to Source Folders" on page 65.

Media Grid

The right pane of the Sources pane displays the clips stored in the folder(s) selected in the Drives list.

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

Section "Searching for Media" on page 117 describes how to organize columns and how to search for clips.

On the top right of the grid, such information is shown: 

. This represents "the number of searched clips in the drive or folder" / "the total number of clips in all the detected hard drives".

XFile3 can only display up to 5400 clips. If the number of clips is over 5400, XFile3 displays **5400+**.

A color code, at the beginning of each media line, gives indication on the clip Restore status.

Color Code	Clip Restore Status
	not restored
	waiting for restore
	restored

7.3.2. Selecting Clips to Restore

To select the source clips you want to restore,

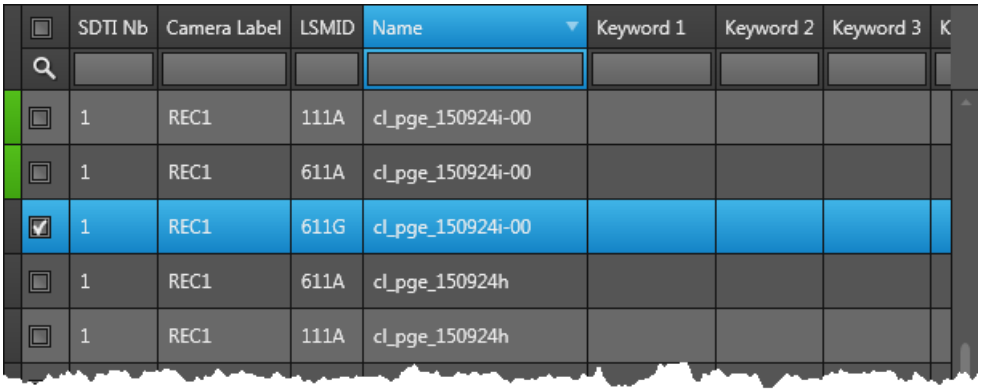
1. (optional) Check the content of a folder by right-clicking it in the Drives list and selecting **Open in New Window** from the contextual menu.

   An Explorer window opens and shows the content of the folder.

2. From the Drives list, select the sources from which you want to restore clips in one of the following ways:
   - Click **Select All** to select all the drives and folders or **Unselect All** to cancel the selection.
   - Select the check box next to a drive or folder to select the folder and all its subfolders, if any.

   The Media grid displays the clips from the selected drives and folders.

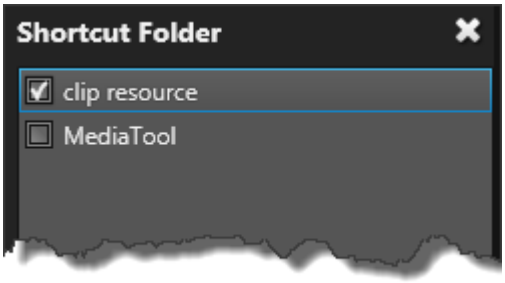
3. From the Media grid, select the check boxes at the beginning of a line to select the corresponding clips.



7.3.3. Creating Shortcuts to Source Folders

Introduction

Users can set shortcuts to commonly used folders from the Shortcut Folder area.



How to Set a Shortcut to a Folder

1. Right-click the drive or folder in the Drives list.
2. Select **Set shortcut folder**.

The selected folder is displayed in the Shortcut Folder list.

How to Delete a Folder Shortcut

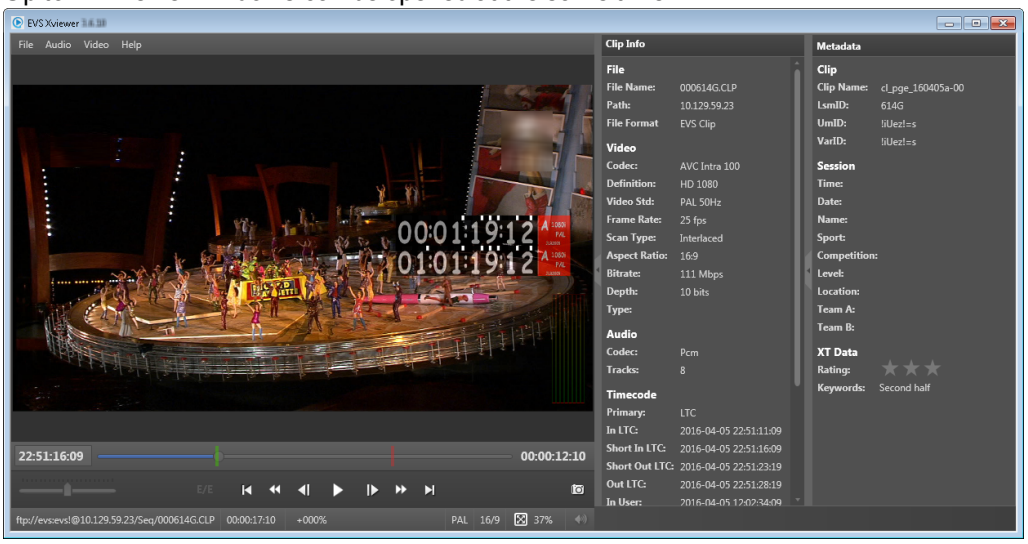
1. Select the folder to be deleted in Shortcut Folder list.
2. Click  .

7.3.4. Previewing Clips and Files

A contextual menu is available when right-clicking an element in the Media grid.

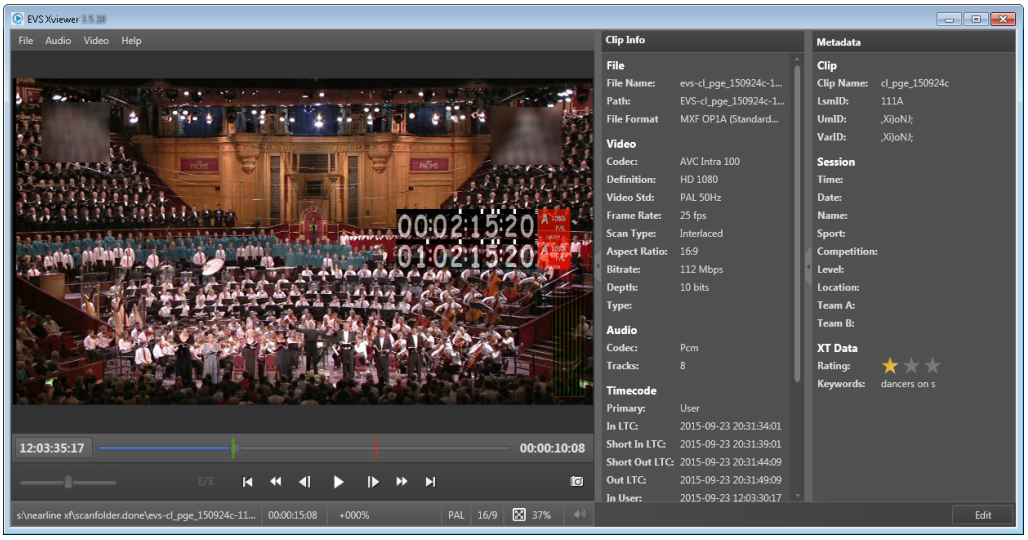
Preview XT Clip

This option is only available when the clip has been restored to an EVS server and it allows previewing the XT clip in an EVS XViewer window.
Up to 4 XViewer windows can be opened at the same time.



Preview File

This option opens the XViewer application, installed together with XFile3, to preview the selected file and control its quality. Refer to the XViewer user manual for more information.



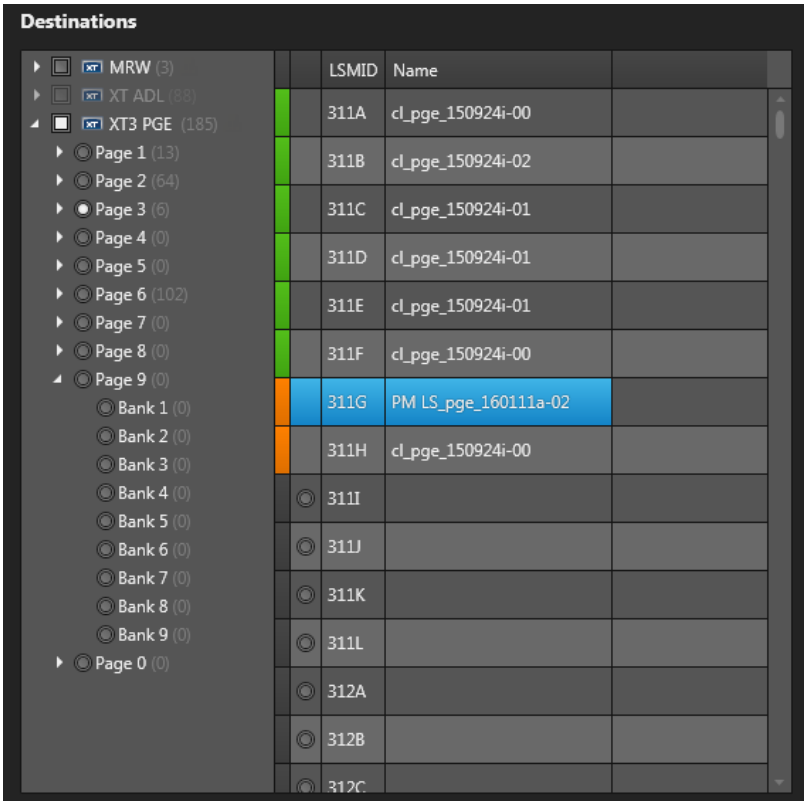
Up to 4 XViewer windows can be opened at the same time.
See also section "Editing a File" on page 107.

Open File Location

This option opens an Explorer window with the content of the disk folder where the file is stored.
A tooltip over the **Open File Location** option provides the path to the file storage location.

7.4. Selecting the Destination Server Position

7.4.1. Overview of the Destinations Pane



Servers List

The left pane of the Destinations pane displays all the detected servers and their structures, including pages and banks, where clips can be restored.

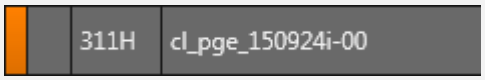
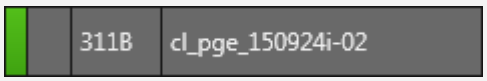
The server name displayed here is the SDTI network name of the server. But if the server name has been left blank, the server serial number will be displayed instead.

The total number of clips is displayed between brackets beside each server name, page or bank.

Destination Server Positions Grid

The right pane of the Destinations pane displays the positions for the selected server/page/bank.

A color code, at the beginning of each position line, gives indication on the position availability and clip Restore status.

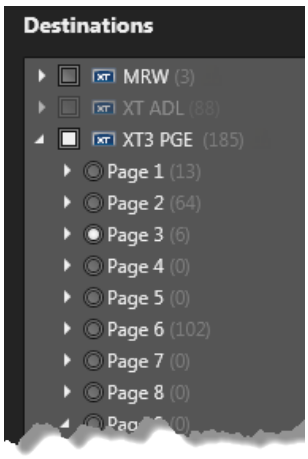
Color Code	Position Availability and Clip Restore Status
	The position is available. No clip has been restored in it yet.
	The position is occupied. A clip is waiting or scheduled to be restored in this position.
	The position is occupied. A clip has been restored in this position.

7.4.2. How to Select the Destination Server Position

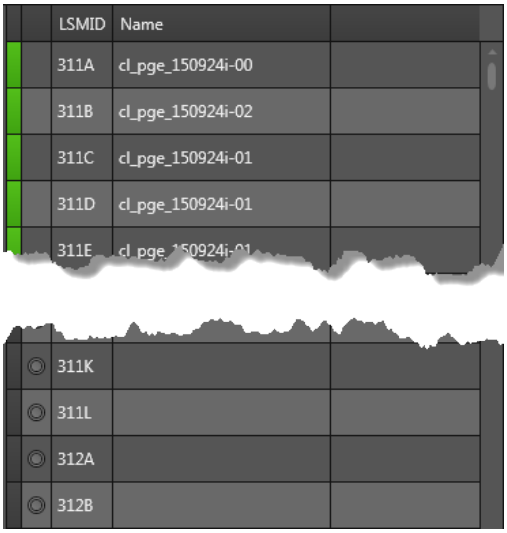
How to Select the Destination to Restore Clips to a Single Server

To select the destination where you want to restore clips,

1. From the Servers list, tick the button next to the server, page or bank.



All the positions from the selected server/page/bank are displayed in the Destination Server Positions grid. A radio button is displayed in front of the empty positions.



2. Select the destination position to be taken as the starting point for restoring clips by clicking the radio button in front of the position line.

Note
If you do not select a position, XFile3 will restore from the first available position.

How to the Destination to Restore Clips to Several Servers

To restore clips to several servers,

- From the Servers list, tick the button(s) next to each server.

All the positions corresponding to the selected servers will not be displayed. So you will not be allowed to select a starting point for the restore.

All the selected clips will be restored to all the selected servers from the first available position on each server.

7.5. Defining Filters for the Selection of Clips to be Restored

The Options pane provides a Camera filter which allows you to choose the clips to be restored, based on their camera position.

From Multicam 14, up to 12 channels can be used, which corresponds to letter A to L.

By default, no camera is selected.

To set the filter condition, click the corresponding **Camera** button(s).

For example, clicking the **A** button will restore clips stored as A clips.

Several cameras can be selected at a time. Then, select the appropriate filter logical relation.

7.6. Setting Restore Options

Copy Type

You can choose to select the copy types, the two copy types are available.

By default, **Continuous** is selected.

Copy Type	Description
Continuous	The clips to be restored will be restored to the available positions one by one from the selected starting point, taking the filter options into consideration.
Same Location	The topology position of all the clips to be restored will keep the same topology with that in EVS server. If the position for restoring is unavailable, the clip will not be restored. The first clip must correspond to the same location in EVS server, if not, the clip will not be restored, and other clips will keep the same topology as well.

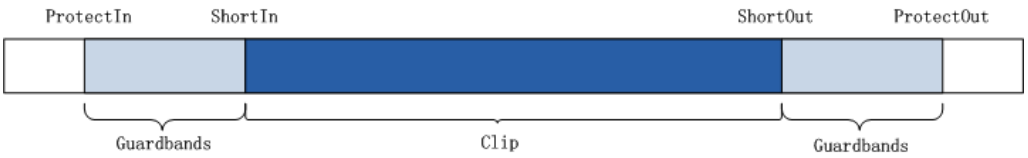
Keep Original IDs

This option is used to keep the original IDs of the restored clips in EVS servers. This includes UmID, VarID and MATERIAL ID.

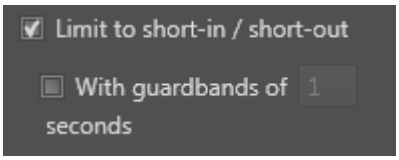
If the option is not selected, new IDs will be assigned to the restored clips.

The **Keep Original IDs** option cannot be selected together with the **Limit to short-in/short-out** option.

Limit to short-in/short-out



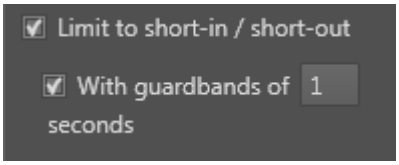
Limit to short-in/short-out



This option is used to limit the portion of clip restored from the IN point (also called Short IN) to the OUT point (also called Short OUT), which means without its guardbands.

If this option is cleared, the clip will be restored with its guardbands.

With guardbands



These options are used to define new guardbands for the restored clip, provided that there is enough footage.

For example, if the original guardbands of the clip to be restored last 5 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 5 seconds as the valid guardbands value.

If the initial guardbands of the clip to be restored last 15 seconds, and the user sets a guardbands value of 10 seconds, XFile3 will take 10 seconds as the guardbands value.

Possible guardbands values: from 1s to 60s

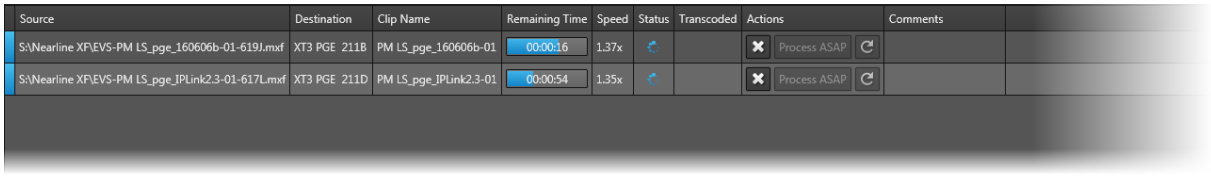
Keep Same CODEC as the Video Source

This option is used to restore the clip without transcoding, so the codec of the original file will be kept.

7.7. Monitoring Jobs

Overview of the Jobs Pane

As soon as the Restore job has been defined and the **Restore** button has been clicked, Restore jobs are displayed at the lower part of the Restore tab until they are processed.



A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of the current job.

When a job is completed, it disappears from the Jobs pane.

Restore jobs can also be monitored from the Monitoring tab, together with the other types of jobs. See section "Monitoring Jobs" on page 129 for more information.

The section "Managing Jobs" on page 131 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.
Running			The job is running.
Canceled			User has canceled the job.
Failed			The job failed.

Job Columns Description

Column	Description
Source	Path and folder name where the clip is stored.
Destination	Destination position on the EVS video server where the clip will be restored.
Remaining Time	Remaining time for the process of each job.
Speed	Current speed of each restoring job by a multiple of x.
Status	Icon representing the current job status.

Column	Description
Transcoded	Transcoded status of the restored clip. • With icon  : the clip is transcoded. • Without the icon: the clip is not transcoded.
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Information from Xsquare and XFile3.

8. Defining Streaming Jobs and Recording Streams

8.1. Overview of the Streaming Tab

Purpose

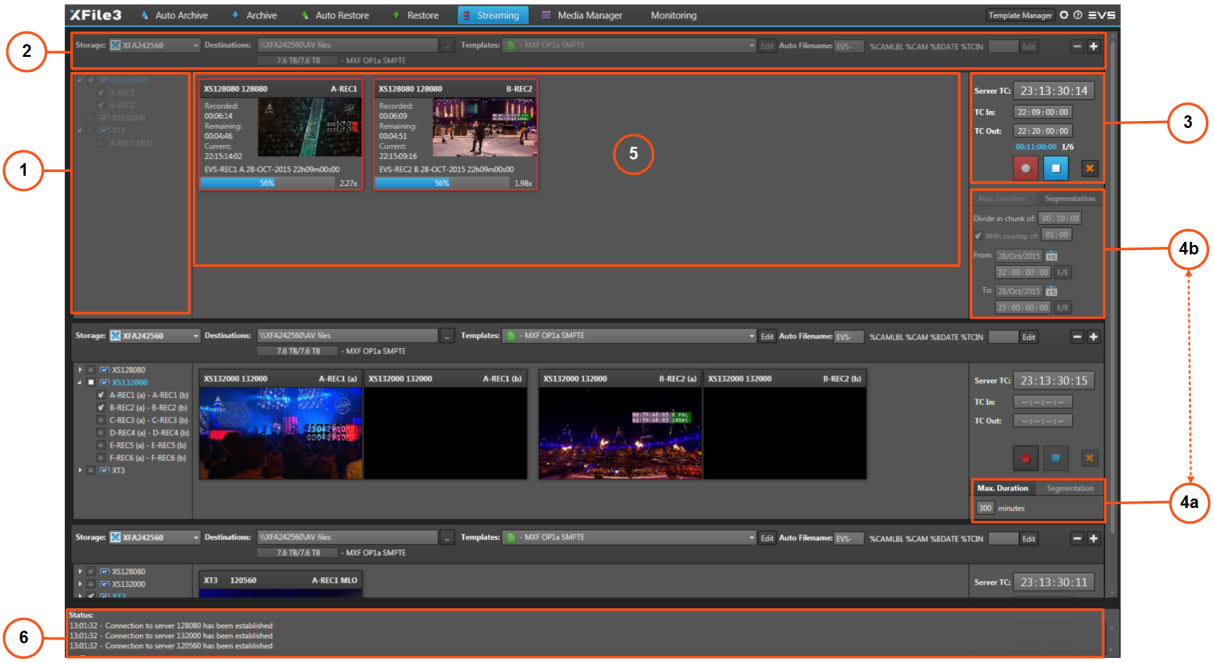
The Streaming tab is used to back streams up from selected record trains of EVS video servers to predefined destination(s) according to a job template.

This can be performed simultaneously to the live ingest process.

Independent groups of streams can be recorded from XFile3. In this case, several Streaming areas will be displayed in the Streaming tab (see 1 to 5 in the following screenshot). This means that users will be able to define different streaming settings between the different areas. See section "Recording Streams from Independent Group of Recorders" on page 96.

Illustration

The Streaming tab contains the areas highlighted on the screenshot below:



Area Description

Servers List (1)

This area displays the list of all servers detected on the network. It is used to select the servers and their camera angles to be streamed.

See section "Overview of Servers List and Channels Area" on page 80.

Storage Device and Settings (2)

This area is used to select the device (e.g. XF3) where the A/V files will be stored, to set the file destination folder, to set the A/V file format and the auto naming pattern.

See sections "Selecting the Storage Device and the Destination Path" on page 76, "Selecting Job Templates" on page 78 and "Setting the Auto Filename" on page 79.

Several lines can be displayed to back the files up to several destinations, for redundancy purpose.

See section "Redundancy of Streamed Files" on page 78.

Templates can be managed from the Template Manager tool. See section "Managing Templates" on page 120.

Stream Recording Commands (3)

This area displays the timecode reference and the commands to set, schedule, start and stop the recordings.

See section "Stream Recording Commands" on page 85.

Recording Settings (4)

Users can choose to record each stream in a single file with a maximum duration, or to segment each stream in several files with, or without, overlap.

Maximum Duration (4a)

This area displays when the Max. Duration tab is selected.

Users can set the maximum duration for streams by direct entry in the **Max Duration** field. The value can be modified during the recording. Possible values range from 1 to 300 minutes.

Segmentation (4b)

This area displays when the Segmentation tab is selected.

Users can set the segment duration, overlap parameters, and the start and stop times of the stream.

Channels Area (5)

This area shows streaming information for the server recorder channels selected in the Servers list.

See section "Overview of Channels Area" on page 81.

Status Area (6)

This area provides information on the actions performed on the system and on the potential problems.

8.2. Steps for Recording Streams

To create streaming jobs,

1. From the **Storage** field in the Storage Device and Settings pane, select a device to specify where streams will be backed up.

   See section "Selecting the Storage Device and the Destination Path" on page 76.

2. From the **Destination** field in the Storage Device and Settings pane, select a destination to specify where streams will be backed up.

   See section "Selecting the Storage Device and the Destination Path" on page 76.

3. From the **Templates** field in the Storage Device and Settings pane, select a job template that specifies the job process to be done by Xsquare.

   See section "Selecting Job Templates" on page 78.

4. From the Auto Filename area of the Storage Device and Settings pane, set a format string for the name of the recorded stream files.

   See section "Setting the Auto Filename" on page 79.

5. From the Servers list, select the source EVS server and/or recorder channels from which you want to record streams.

   See section "Selecting the Recorder Channels" on page 83.

   Thumbnails for the corresponding media are displayed in the Channels area.

6. Set the maximum duration for the recorded stream(s).

   See section "Recording a Stream in a Single File" on page 87.

7. (Optional) To segment the recorded streams in several files, set the parameters for the segments.

   See section "Recording a Stream in Multiple Segments" on page 89.

8. Click the **Record** button.

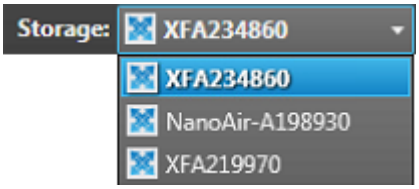
   See section "Recording Streams" on page 84.

8.3. Selecting the Storage Device and the Destination Path

Storage Device

The device (e.g. XF3) where the recorded streams will be stored is selected from the Storage area.

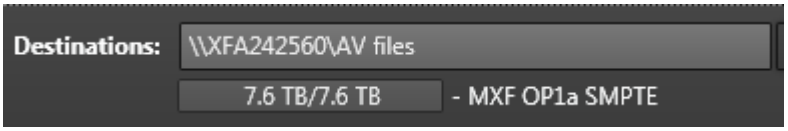
At start-up, XF3 systems are detected on the local network thanks to the Bonjour protocol. Those storage locations are listed in the Storage area drop-down list.



Tip
The local storage device is displayed with bold letters in the list.

Once a storage device is selected, its capacity information is written as follows: remaining capacity / total capacity. This is given by the SNMP protocol.

Destination Path



The **Destination** field specifies the path where the streamed files will be saved, for all the selected channels.

It may not be left empty. It can be selected by clicking the ... button.

A description is displayed under the **Destination** field. It relates to the wrapper type of the template selected in the **Template** field.

When the template selected from the **Template** field has been configured to back files up to more than one destination path, several **Destination** fields are displayed. See section "Redundancy of Streamed Files" on page 78.

Storage and Destination Displayed

The **Storage** field and the **Destination** field are mutually dependent.

- At first start up of XFlyStreamer, the local storage device is detected and displayed in the **Storage** field. Its default path is displayed in the **Destination** field.

  The default destination path is written as follows:

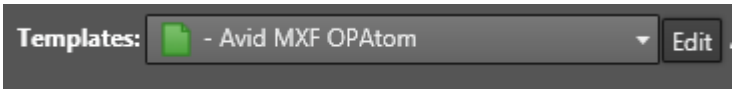
  \\Machine_Name\XFILE3
- As soon as another storage device is selected in the **Storage** field, its default path is displayed in the **Destination** field.
- If another destination path from the same storage device is selected, the **Storage** field does not change.
- If a destination path from another storage device detected by the Bonjour protocol is selected, the **Storage** field is updated with the corresponding storage device name.
- The parameters are memorized and will be displayed at next start up.

Several lines with Storage and Destination areas may be displayed if the selected template has been configured to back files up to more than one destination path. See section "Redundancy of Streamed Files" on page 78.

8.4. Selecting Job Templates

8.4.1. Selecting a Job Template

The **Template** field is used to select a job template that specifies the job process to be done by Xsquare.



The list of templates displayed in the Streaming tab can be restricted from the Template Manager tool. See section "Selecting Templates from the Template Manager Tool" on page 122.

At first start-up, the default template displayed is MXF OP1a SMPTE (single destination).

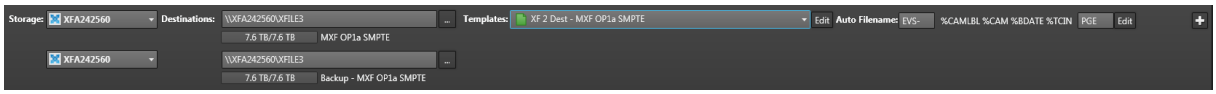
At next start up, the last template selected will be displayed.

Note
If a destination path is defined in the selected Xsquare template, XFile3 overwrites it with the one entered in the **Destination** field.

8.4.2. Redundancy of Streamed Files

Some templates may have been configured to back files up to more than one destination path to ensure file redundancy.

When such a template is selected from the **Template** field, as many lines as destinations paths configured are displayed:

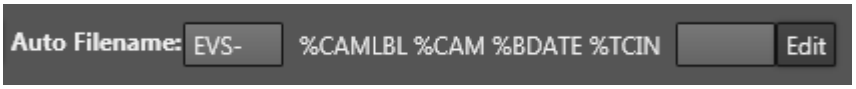


The auto filename format string is applied to all of the destinations. See section "Setting the Auto Filename" on page 79.

8.5. Setting the Auto Filename

Introduction

The **Auto Filename** area is used to define a filename format string for the streamed files.



A prefix can be defined so all the name of the recorded files will begin with the same prefix until users change it. A suffix can be set too.

The filename is user-defined and can be modified as described below. It is made up of one or several parameters.

The filename format string is memorized between sessions.

The default auto filename format string, with prefix, is:

```
EVS- %CAMLBL %CAM %BDATE %TCIN
```

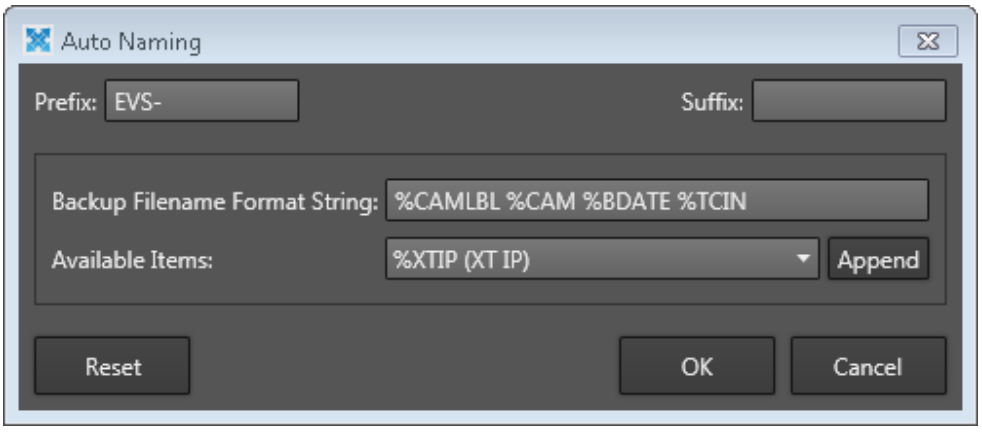
When several destinations have been set in the selected template, the filename format string is applied to all of them. See section "Redundancy of Streamed Files" on page 78.

When an EVS server works in TwinRec mode, the streamed files from a pair of recorder will have the same filename, as set in the **Auto Filename** area, followed by **(a)** or **(b)**.

How to Define or Modify the Filename Format String

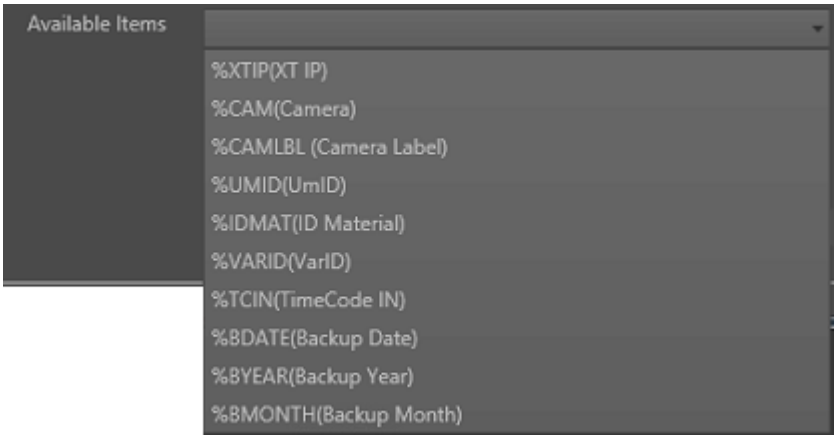
1. Click the **Edit** button after the format string.

   The AutoNaming window opens:

2. If required, modify the prefix by direct entry in the **Prefix** field.
3. (optional) Enter a suffix in the **Suffix** field.
4. In the **Backup Filename Format String** field, delete the part of the string you do not want to keep in the filename, if any.

5. To add information, select an item from the Available Items drop-down list:



6. Click the **Append** button to add the selected item at the end of the field.
7. (optional) Modify the position of the items in the field with the cut/paste commands (**CTRL** + **X**, **CTRL** + **V**).
8. (optional) Click the **Reset** button to restore the default filename.
9. Click **OK**.

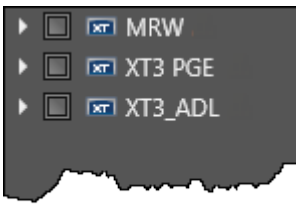
8.6. Selecting and Displaying the Recorder Channels

8.6.1. Overview of Servers List and Channels Area

Overview of the Servers List

The selection of server recorder channels which record the media to be streamed is done from the Servers list.

At start-up, all available servers found on the network are listed.



This list is updated regularly and automatically by discovery processes.

However, it is also possible to add a server which could have not been detected by using its IP address. See section "Settings" on page 12.

Overview of Channels Area

Description

The Channels area is empty when no recorder channel has been selected in the Servers list.

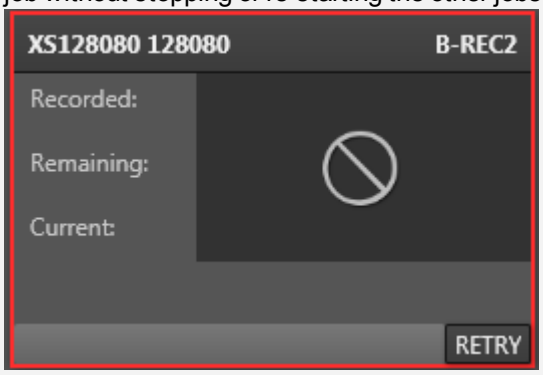
As soon as a recorder is selected, some relative information is displayed. For EVS servers set in TwinRec mode, the selection of a pair of recorder channels results in the display of two areas.

As soon as streams are being recorded, the information is updated.

Illustration

The Channels area contains the information highlighted on the following screenshot for each selected recorder channel, when a stream is being recorded:

#	Area meaning
1.	Server Name and Serial Number.
2.	Recorder channel name, camera name or CamLabel, if available. For pairs of channels of an EVS server in TwinRec mode, **(a)** or **(b)** is added to the name.
3.	Duration of the stream already recorded.
4.	Remaining time to record.
5.	Filename of the backup file, as set in the **Auto Name** field.
6.	Grabbed thumbnail. A red frame is displayed during recording.
7.	Percentage of recorded file.

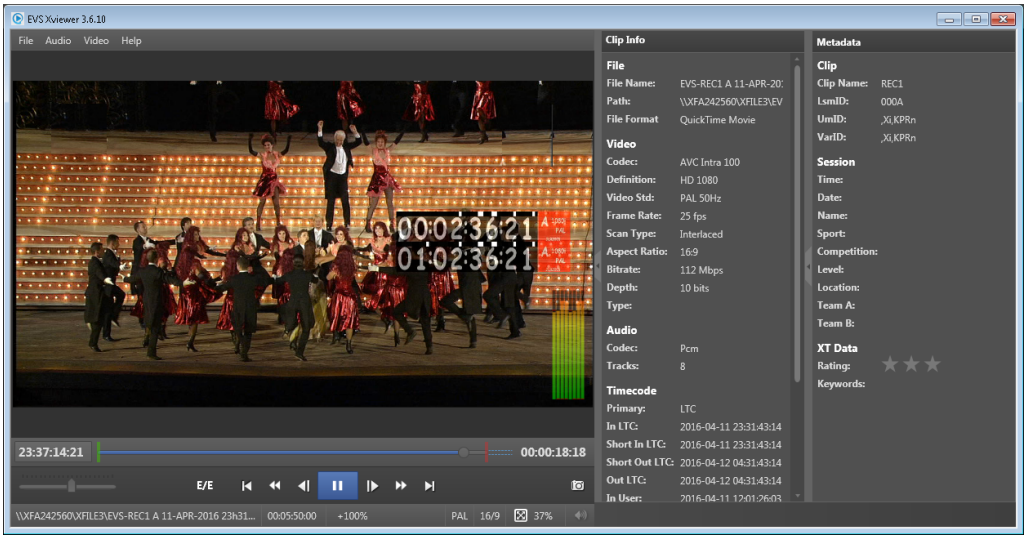
#	Area meaning
8.	Speed of recording.
-	**Retry** button: In case an error occurred during the recording, a **Retry** button is displayed in the Channels area for each recorder channel with failed job(s). It allows users to retry the job without stopping or re-starting the other jobs in progress.  For pairs of channels of an EVS server in TwinRec mode, clicking one of the **Retry** button automatically starts the Retry process for both channels.

Contextual Menu

A contextual menu is available when right-clicking the thumbnail of a recording channel. Each option gives access to a submenu with the list of the files being recorded.

Preview File

This option opens the XViewer application, installed together with XFile3, to preview the selected file and control its quality. Refer to the XViewer user manual for more information.



Up to 4 XViewer windows can be opened at the same time.

Open File Location

This option opens an Explorer window with the content of the drive folder where the file is stored.

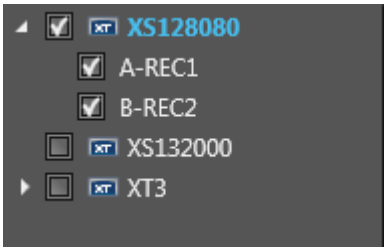
A tooltip over the **Open File Location** option provides the path to the file storage location.

8.6.2. Selecting the Recorder Channels

How to Select Recorder Channels

1. Click the arrow next to a server name.

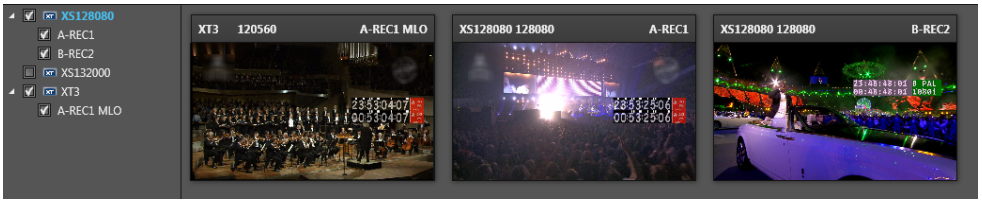
   Its list of recorder channels expands:



   With Multicam 14, up to 12 recorder channels can be displayed, depending on the server configuration.

2. Select the required recorder channels.

   The corresponding server names are written in blue in the Servers list and the Channels area provides information for the selected recorder channels:

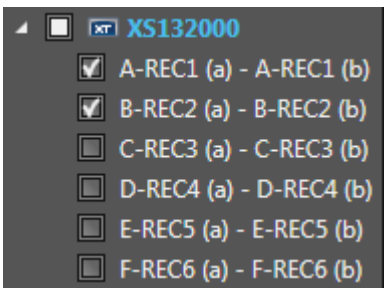


   See section "Overview of Channels Area" on page 81.

Display of Recorder Channels in TwinRec Mode

When an EVS server works in TwinRec mode, recorder channels are grouped by pair for a codec module.

In the Servers list, they automatically display as pairs of channels, and they could only be selected by pairs. Both channels from a pair have the same name, followed by **(a)** or **(b)**.



See section "TwinRec Feature" on page 1 for the limitations of the TwinRec feature.

When an EVS server works in TwinRec mode, the selection of a pair of recorder channels results in the display of two rectangles in the Channels area. In this case, channels from a pair have the same name, followed by **(a)** or **(b)**.

8.6.3. Selecting the Server Used for Timecode Reference

The first server selected is used to give the timecode reference for all the jobs.

To select another server for timecode reference, proceed as follows:

1. Right-click the server name in the Servers list.
2. Select the **Select TC Reference** option form the contextual menu.

The server used for TC reference is written in blue:

The **Server TC** field is updated.

8.7. Recording Streams

8.7.1. Introduction

Users can choose to record each stream in a single file or to segment each stream in several files with, or without, overlap. A file cannot be longer than a predefined maximum duration.

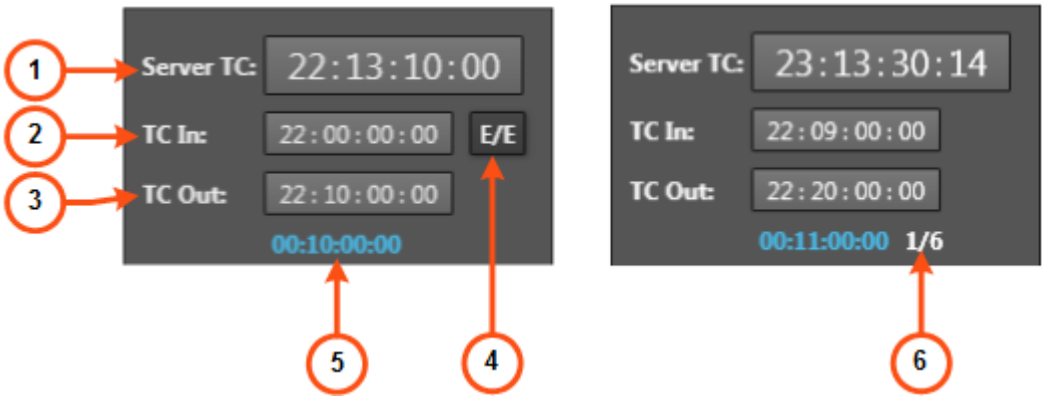
The recording of streams can start at different moments in time: immediately, in the past, provided that the corresponding media is still available, or in the future.

The streams will be recorded from all the recorder channels selected in the Servers list and present in the Channels area.

For EVS servers set in TwinRec mode, a command applied to one of the recorder channels from a pair will automatically be applied to the associated channel. So, two streams will automatically be sent to the selected destination path(s).

8.7.2. Stream Recording Commands

Recording Controls



Server Timecode Field (1)

Timecode reference of the server selected from the Servers list and written in blue.

This field is not editable.

TC IN Field (2)

This field is editable.

- It is used in the Unsegmented Recording mode to enter the timecode value which will be used as IN point for the recording of the stream. See section "Recording a Stream in a Single File" on page 87.
- In the Segmented Recording mode, it represents the TC IN value of the segment being recorded. See section "Recording a Stream in Multiple Segments" on page 89.

The value can be in the past, provided that the corresponding media has not been overwritten, or it can be in the future.

The **TC IN** field is surrounded by a blue line when the value is set in the future:

TC OUT Field (3)

This field is editable.

- It is used in the Unsegmented Recording mode to enter the timecode value which will be used as OUT point to stop the recording of the stream. See section "Recording a Stream in a Single File" on page 87.
- In the Segmented Recording mode, it represents the TC OUT value of the segment being recorded. See section "Recording a Stream in Multiple Segments" on page 89.

The TC OUT value must be higher than the TC IN value and cannot results in a file duration longer than the maximum duration set in the **Max Duration** field.

E/E Button (4)

This button appears next to the **TC IN** field as soon as a value is displayed in this field.

It is disabled when a recording is in progress.

It allows to clear the **TC IN** and **TC OUT** fields and to return to the current timecode.

Duration Field (5)

This read-only field appears next to the **TC OUT** field in one of the following situations:

- a stream is being recorded
- a stream is scheduled in the future

The value represents the stream duration computed from the TC IN and TC OUT values defined, or, if TC OUT is not defined, it corresponds to the maximum duration set in the **Max Duration** field.

Segments Counter (6)

In the Segmented Recording mode, this represents the segment number being recorded / the total number of segments.

The counter is highlighted when the last recording is in progress.

Recording Buttons

Button	Button Display	Meaning	Action
Record Button		No recording is on-going.	• If no TC IN value has been defined or if it is set in the past, click this button to instantly start the backup of the record trains from all the selected channels. • If the TC IN value has been set in the future, click this button to schedule the recording of the streams from all the selected channels.
		The recording is in progress.	No action
		The TC IN value has been set in the future and the **Record** button has been clicked but the streams recording is not yet on-going.	No action
Stop Button		No recording is on-going.	No action
		The recording is in progress.	Stops the recording of the streams from all the selected channels.

Button	Button Display	Meaning	Action
Cancel Schedule		The TC IN value has been set in the future and the **Record** button has been clicked but the streams recording is not yet on-going.	Cancels the scheduled recording.
Stop Now Button		The **Stop Now** button is available as soon as the recording of a stream starts.	Stops immediately all the recordings. This may result in files with different durations. Users will then have the possibility to delete the files already recorded or to keep them.

8.7.3. Recording a Stream in a Single File

How to Record Streams in the Past

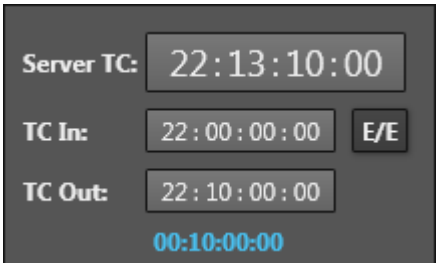
To record streams from a past timecode, proceed as follows:

1. Enter a start timecode value in the **TC IN** field, which is in the past. The corresponding A/V material should still be available.

   The **E/E** button is displayed next to the **TC IN** field.

2. (optional) Enter a stop timecode value in the **TC OUT** field.

   The file duration is displayed next to the **TC OUT** field. It is the time between the TC IN and the TC OUT. It cannot be longer than the maximum duration set in the **Max Duration** field (set in minutes).

3. Click the **Record** button  .

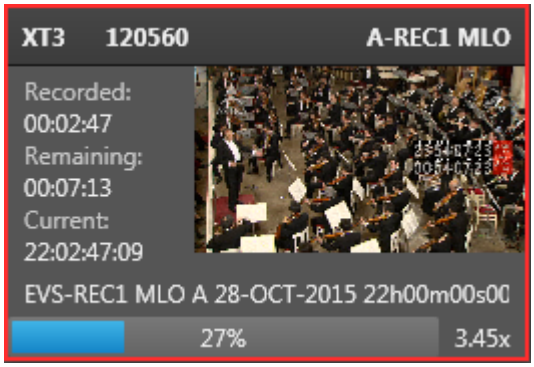
   Files immediately start to be recorded.

   The **Record** button turns red  .

   The **Stop** button turns blue  and is available to stop the recording.

   The **Stop Now** button is available  .

A red frame is displayed around each channel in the Channels area.



How to Schedule the Recording of Streams

To schedule the recording of streams, proceed as follows:

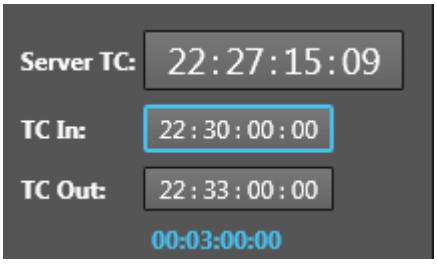
1. Enter a start timecode value in the **TC IN** field, which is in the future.

   The **E/E** button is displayed and a blue line surrounds the **TC IN** field:

2. (optional) Enter a stop timecode value in the **TC OUT** field.

   The file duration is displayed next to the **TC OUT** field. It is the time between the TC IN and the TC OUT. It cannot be longer than the maximum duration set in the **Max Duration** field.

3. Click the **Record** button  .

   The **Record** button becomes a **Schedule** button  and the **Stop** button becomes a **Cancel Schedule** button  .

   The file duration is displayed next to the **TC OUT** field. If no TC OUT value has been set, this duration corresponds to the maximum duration.

4. (optional) To cancel the scheduled job before the recording starts, click the **Cancel Schedule** button  . A message warns the users who will have to confirm cancellation.

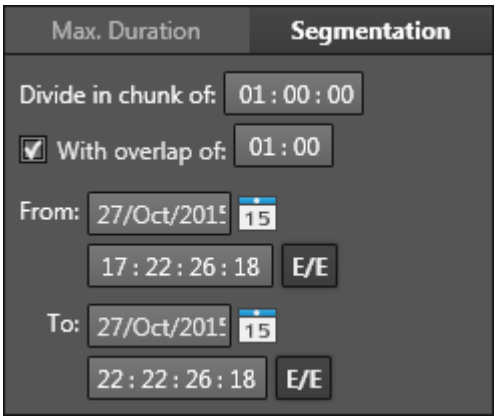
As soon as the recording starts, the **Schedule** button turns into a red **Record** button  , and the **Cancel Schedule** button turns into a blue **Stop** button  .

8.7.4. Recording a Stream in Multiple Segments

How to Record Segments of Streams in the Past

To record segment files of streams from a past timecode, proceed as follows:

1. Enter a value in the **Max Duration** field. A file duration could not exceed the maximum duration.
2. Click the Segmentation tab:



3. Enter the duration of the segment files in the **Divide in chunk of** field (hh:mm:ss).

   A file cannot be longer than the maximum duration set in the **Max Duration** field.
4. (optional) Set an overlap option, so the segment files will overlap for the defined duration:
   a. Tick the checkbox before **With overlap of**.
   b. Enter the duration of the overlap (mm:ss).
5. Select the start date for the first segment in the **From [date]** field. By default, the current date is displayed.

   You can click the 15 button to display a calendar and select a date.
6. Enter the start time in the **From [time]** field (hh:mm:ss;ff) or click the E/E button to grab the current timecode.

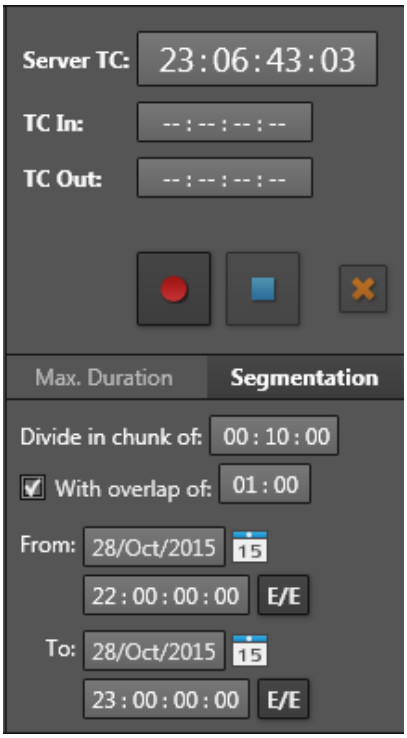
   By default, the timecode when the Segmentation tab has been opened is displayed.

   The corresponding A/V material should still be available if you set time in the past.
7. Select the end date for the last segment file in the **To [date]** field. By default, the current date is displayed.

   You can click the 15 button to display a calendar and select a date.

8. Enter the end time in the **To [time]** field (hh:mm:ss;ff).

   By default, the timecode displayed is the time when the Segmentation tab has been opened plus the Max Duration time.



9. Click the **Record** button  .

   All selections and settings are disabled during the recording.

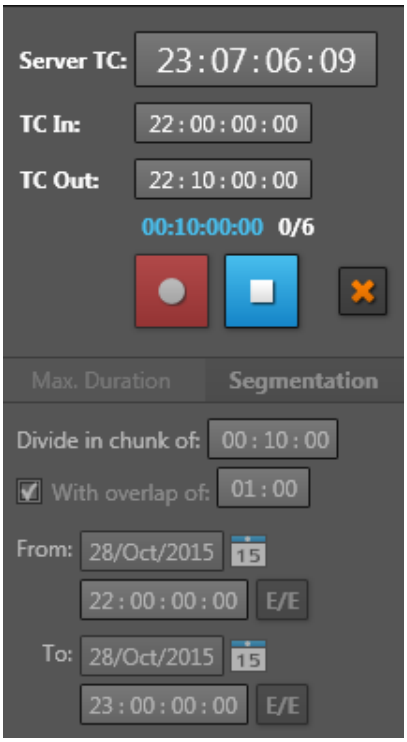
   A file immediately starts to be recorded to each destination.

   The **Record** button turns red 

   The **Stop** button turns blue  and is available to stop the recording.

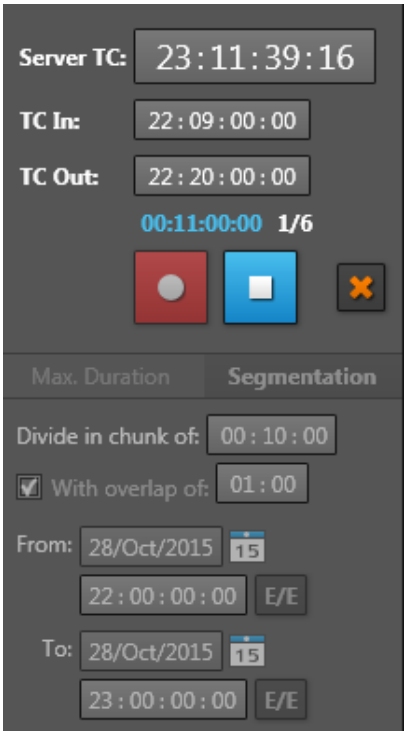
   The **Stop Now** button is displayed.

During the recording of the first segment:



- The TC IN value corresponds to the **From [time]** field.
- The TC OUT value corresponds to the TC IN value plus the chunk duration.
- The segment duration corresponds to the chunk duration.

During the recording of the next segment(s):

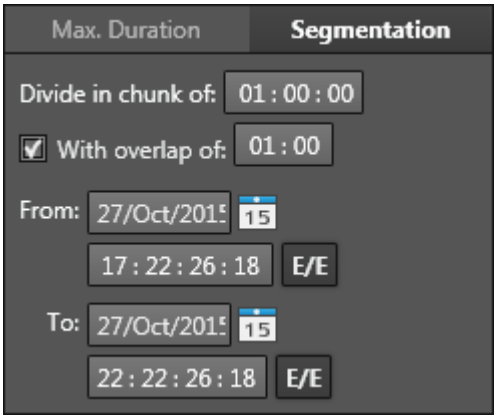


- The segment duration corresponds to the chunk duration plus the overlap duration.
- The TC IN value corresponds to the TC OUT value of the previous segment minus the overlap duration.
- The TC OUT value corresponds to the TC IN value plus the chunk duration.

How to Schedule the Recording of Segments of Streams

To schedule the recording of segment files of streams, proceed as follows:

1. Enter a value in the **Max Duration** field. A file duration could not exceed the maximum duration.
2. Click the Segmentation tab:



3. Enter the duration of the segment files in the **Divide in chunk of** field (hh:mm:ss).

   A file cannot be longer than the maximum duration set in the **Max Duration** field.
4. (optional) Set an overlap option, so the segment files will overlap for the defined duration:
   a. Tick the checkbox before **With overlap of**.
   b. Enter the duration of the overlap (mm:ss).
5. Select the start date for the first segment in the **From [date]** field. By default, the current date is displayed.

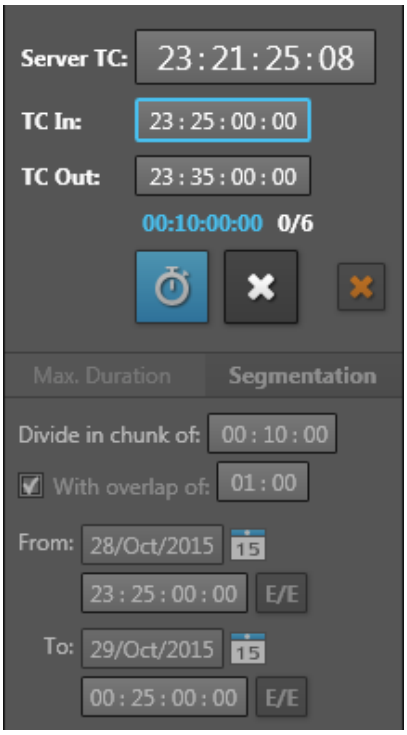
   You can click the 15 button to display a calendar and select a date.
6. Enter the start time in the **From [time]** field (hh:mm:ss;ff) or click the E/E button to grab the current timecode.

   By default, the timecode when the Segmentation tab has been opened is displayed.
7. Select the end date for the last segment file in the **To [date]** field. By default, the current date is displayed.

   You can click the 15 button to display a calendar and select a date.

8. Enter the end time in the **To [time]** field (hh:mm:ss;ff).

   By default, the timecode displayed is the time when the Segmentation tab has been opened plus the Max Duration time.



9. Click the **Record** button  .

   The **E/E** button is displayed and a blue line surrounds the **TC IN** field:

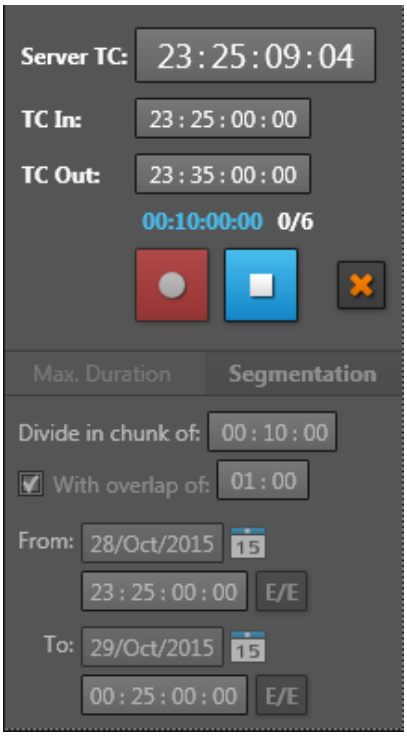
   The **Record** button becomes a **Schedule** button  and the **Stop** button becomes a **Cancel Schedule** button  .

   The file duration is displayed next to the **TC OUT** field. If no TC OUT value has been set, this duration corresponds to the maximum duration.

10. (optional) To cancel the scheduled job before the recording starts, click the **Cancel Schedule** button  . A message warns the users who will have to confirm cancellation.

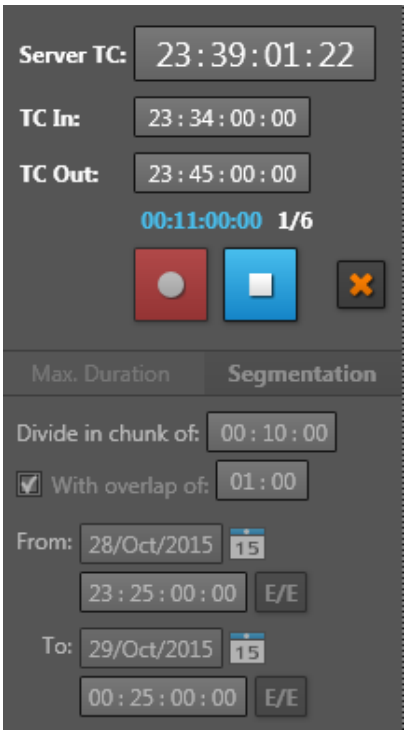
As soon as the recording starts, the **Schedule** button turns into a red **Record** button  , and the **Cancel Schedule** button turns into a blue **Stop** button  .

During the recording of the first segment:



- The TC IN value corresponds to the **From [time]** field.
- The TC OUT value corresponds to the TC IN value plus the chunk duration.
- The segment duration corresponds to the chunk duration.

During the recording of the next segment(s):



- The segment duration corresponds to the chunk duration plus the overlap duration.
- The TC IN value corresponds to the TC OUT value of the previous segment minus the overlap duration.
- The TC OUT value corresponds to the TC IN value plus the chunk duration.

8.7.5. Stopping Stream Recording

When a file recording is on-going, it can be stopped in different ways.

- Click the **Stop** button  .

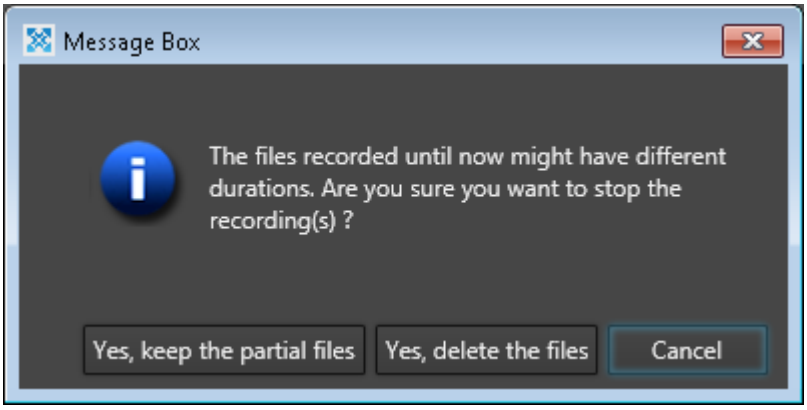
  The server timecode is grabbed and will be the TC OUT for all the recorded streams.

  The backup files need to close properly. As there is a delay between the live feed and the recorded files, it can however take some time before the job is finalized. During this time, the message "Finalizing..." will be displayed in the status area.

- Click the **Stop Now** button  .

  This allows users to immediately stop the file recording. As there is a delay between the live feed and the recorded files, the files TC OUT will not be the live feed timecode and each file can have a different TC OUT.

  The following window is displayed:



  - Clicking **Yes, keep the partial files** stops the recording and saves the already recorded files with their defined auto filename. They can have different durations. Related metadata files are updated.
  - Clicking **Yes, delete the files** stops the recording and delete all the related files.

8.8. Recording Streams from Independent Group of Recorders

Independent groups of streams can be recorded from XFile3. In this case, several Streaming areas will be displayed in the Streaming tab. This means that users will be able to define different streaming settings between the different areas.

1. Click the  button on the top right of the Streaming area.

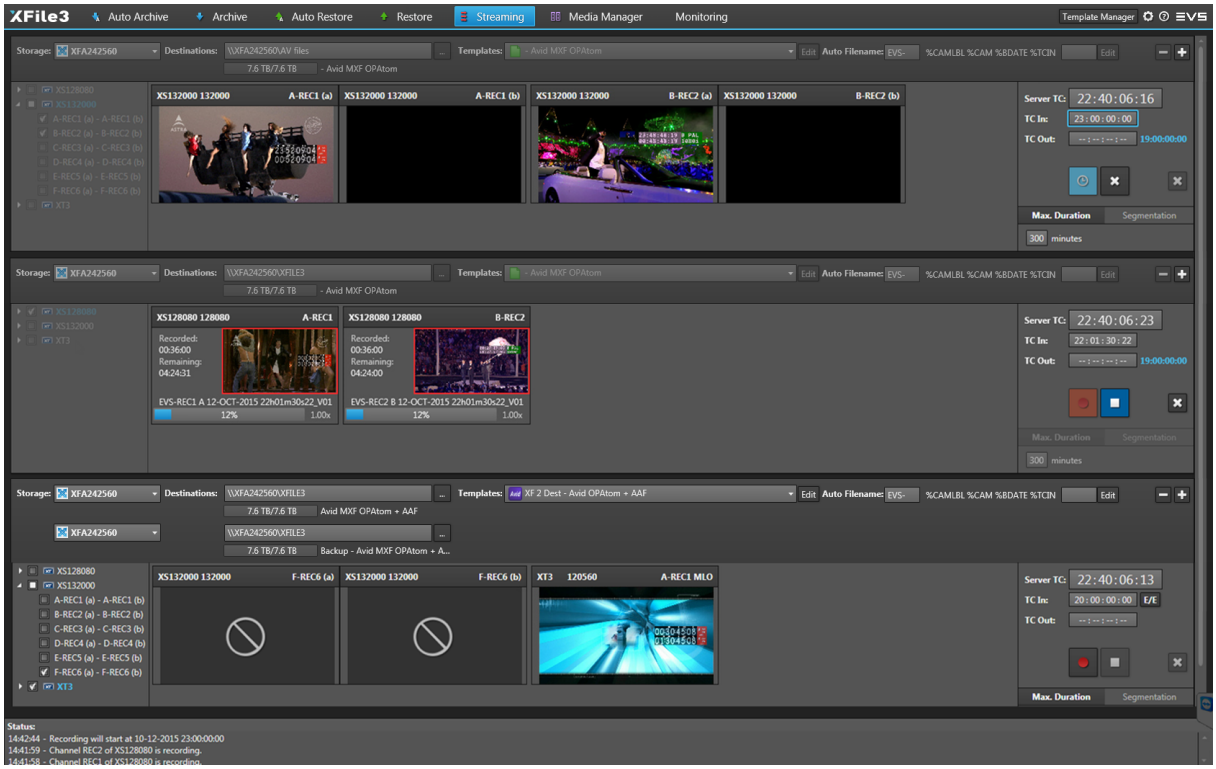
   A new Streaming area is displayed underneath.

   When several Streaming areas already exist, the new area is displayed under the one from which the button has been clicked.

2. Set the stream recording parameters as explained in dedicated sections. They are totally independent of the parameters from the other streaming areas.
   - Destination: see section "Selecting the Storage Device and the Destination Path" on page 76.
   - Template: see section "Selecting Job Templates" on page 78.
   - Auto filename: see section "Setting the Auto Filename" on page 79.
   - Servers and recorder channels: see section "Selecting and Displaying the Recorder Channels" on page 80.
   - Recording commands: see section "Stream Recording Commands" on page 85.

3. To remove a Streaming area, click the  button on the top right of this area.

Example with 3 groups of recorders:



9. Managing Media

9.1. Context of Use

The Media Manager tab shows the list of media stored on a selected disk or server.

The one list - one player layout allows users to select a media item from a list and preview it on a Player, to trim a file or to update metadata file.

The two lists layout displays media lists from two locations at a time (server or disk). So, this can be used to compare the content of two lists, and to copy media items from one location to another. The job status can be monitored from a Jobs Monitoring pane.

Transfers can be done from disk to disk, from server to server, from server to disk (Backup operation, called Archive in XFile3), or from disk to server (Restore operation).

During Backup and Restore operations, the default values for options, as used in the Archive or Restore tabs, are applied.

Backup (from EVS server to disk folder):

- EVS metadata profile: not selected
- Session metadata: not selected
- Limit to Short IN / Short OUT: not selected
- **PL flatten: assign keywords of the first element**: selected.

Restore (from disk folder to EVS server):

- Copy type = **Continuous** (no camera restriction) and first free location is selected.
- Keep Original IDs: not selected
- Limit to Short IN / Short OUT: not selected
- Keep same CODEC as the video source: not selected

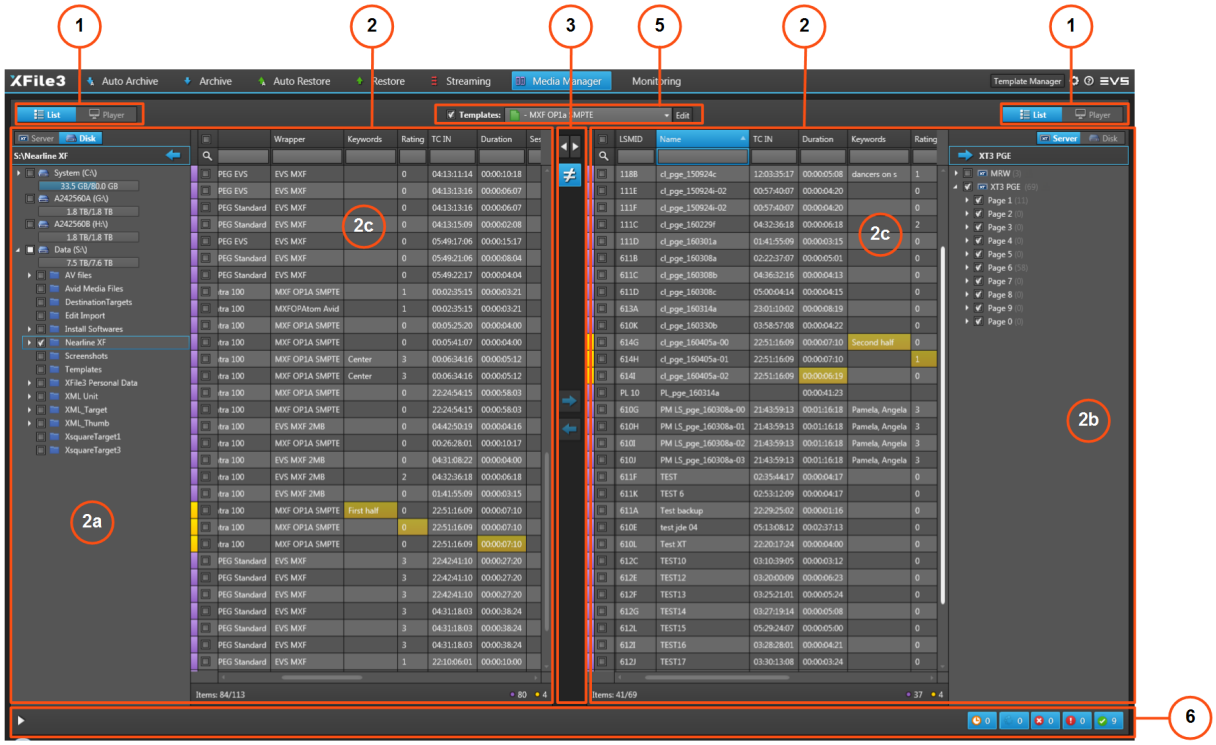
9.2. Overview of the Media Manager Tab

Illustration

The Media Manager tab can be displayed with different layouts.

Two Lists Layout

Two lists are shown when the **List** mode is enabled on both the left Media pane and the right Media pane: 

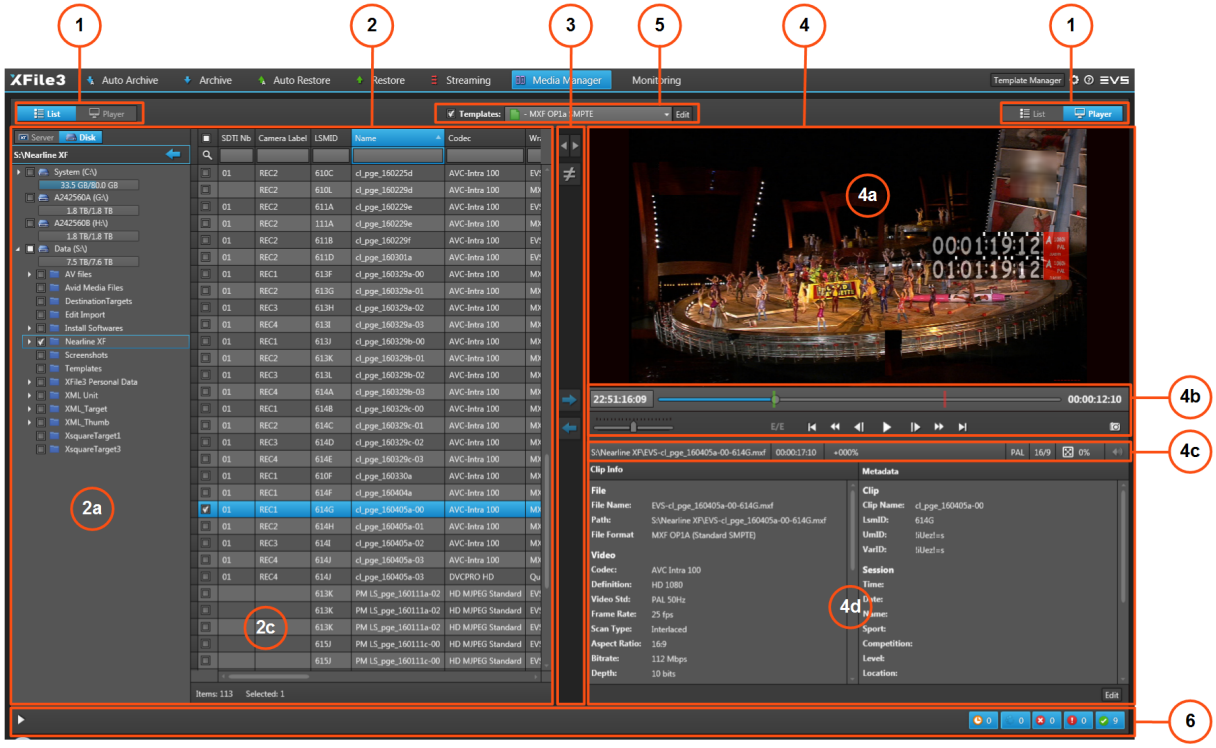


One List - One Player Layout

One Player pane can be displayed on the left pane or on the right pane by enabling the **Player** mode on that pane: 

.

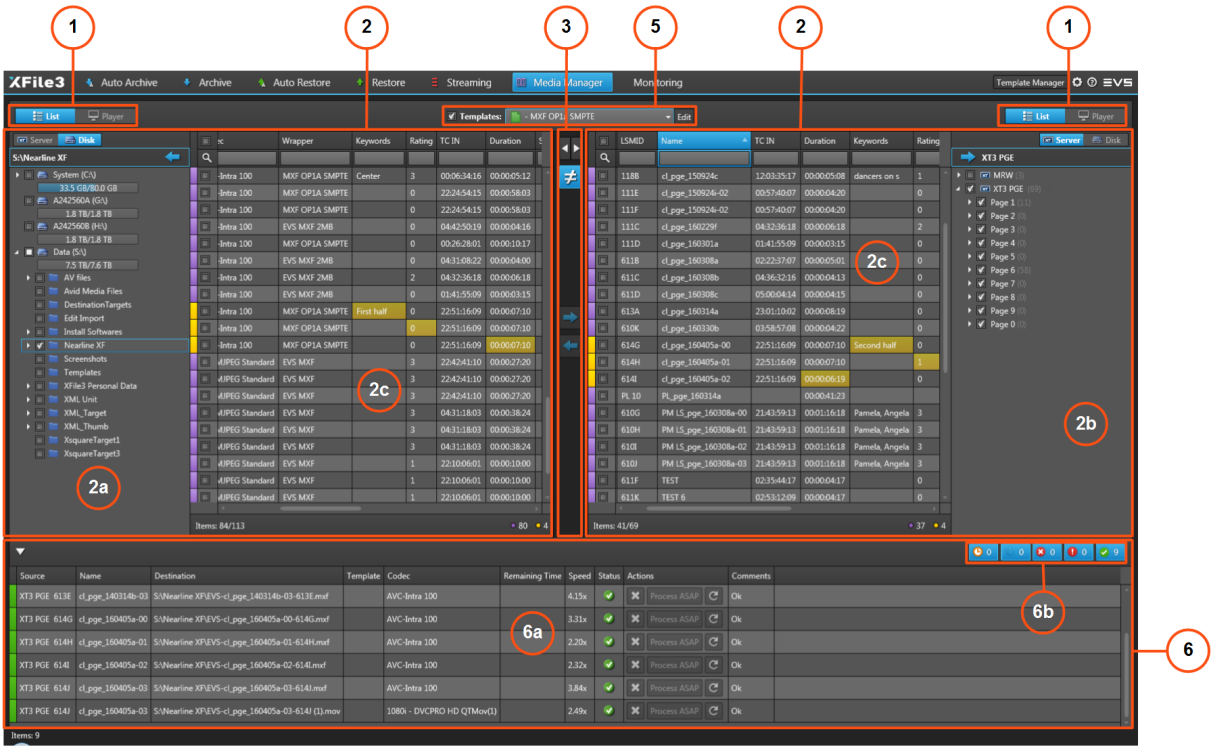
It is then used to preview a media item selected from the Media grid of the other pane.



Layout with Jobs Monitoring Pane

The Jobs Monitoring pane is displayed at the bottom of the Media Manager tab by clicking the  button. It can be hidden by clicking the  button.

The Jobs Monitoring pane can be displayed with the Two Lists layout and with the One List - One Player layout.



Area Description

List/Player Selector (1)

These buttons are used to show the List view or the Player view on the corresponding pane (left or right).

List Pane (2)

Local Hard Drives List (2a)

This area is displayed when the **Disk** mode is enabled on the corresponding pane (left or right): Server Disk.

This area displays all the hard drives detected by XFile3 and their subfolders. It gives information on remaining / full capacities for each disk.

The mapped drives and mobile hard drives are detected as well.

Servers List (2b)

This area is displayed when the **Server** mode is enabled on the corresponding pane (left or right): Server Disk.

It lists all the detected servers, their structures, including the pages, banks and some metadata of all the clips.

Media Grid (2c)

This area displays all the files or clips located on the storage selected from the Local Hard

Drives list or the Servers list.

Note
For multi-files media items, only the master video file is listed. Associated metadata file or associated audio files, if any, are not displayed.

Metadata columns can be used to filter the list. Section "Searching for Media" on page 117 describes how to organize columns and how to search for clips.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Lists Management Buttons (3)

This area provides buttons to perform the following operations when two lists are displayed:

- quickly applying the same filters on both lists  . See section "Applying the Same Filters on Both Lists" on page 110.
- comparing both lists  . See section "Comparing Two Media Lists" on page 110.
- copying media items from one list to the other  . See sections "Transferring Files from One Storage to Another" on page 112 and "Solving Metadata Discrepancies between Two Lists" on page 113.

Buttons are only available when lists are displayed on both panes.

Player Pane (4)

This area is used to preview and browse a media item selected in the Media grid from the other tab side. A media file can be trimmed and its metadata edited.

Refer to the XViewer manual for more information on the different user interface elements.

Video Display (4a)

This area displays the media loaded on the Player.

Transport Functions Area (4b)

This area provides a jog bar and more transport functions to navigate in the loaded element.

Loaded Media Information (4c)

This area provides read-only information on the loaded clip or file.

Clip Info and Metadata (4d)

This area displays file/clip-related information and metadata values associated with the loaded file/clip.

Templates Area (5)

This area is used to select the job template that specifies the job process to be done by Xsquare.

The list of templates displayed in the Media Manager tab can be restricted from the Template Manager tool. See section "Selecting Templates from the Template Manager Tool" on page 122.

At first start-up, the default template displayed is MXF OP1a SMPTE (single destination).

At next start up, the last template selected will be displayed.

Jobs Monitoring Pane (6)

This area is displayed by clicking the  button at the bottom of the Media Manager tab.

The Jobs grid (6a) shows all the jobs and gives indication on their status. See section "The Jobs Pane in the Media Manager Tab" on page 114.

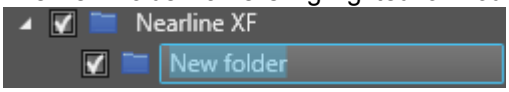
Filter buttons (6b) allows users to filter the Jobs grid according to the job status (Scheduled, Running, Canceled, Failed, Completed) and shows the number of jobs for each job status. See section "Filtering Jobs" on page 115.

9.3. Possible Actions on Drive Folders

A contextual menu is available when right-clicking a drive or a folder from the Local Hard Drives list.

Open in New Window
This option opens an Explorer window with the content of the drive folder.

New Folder
This option is used to create a sub-folder in the selected folder.
The New Folder name is highlighted for modification:



Enter a name and press **Enter**.

Rename
This option is used to rename the selected folder. It is only available if the folder is empty.
The folder name is highlighted for modification.
Enter a name and press **Enter**.

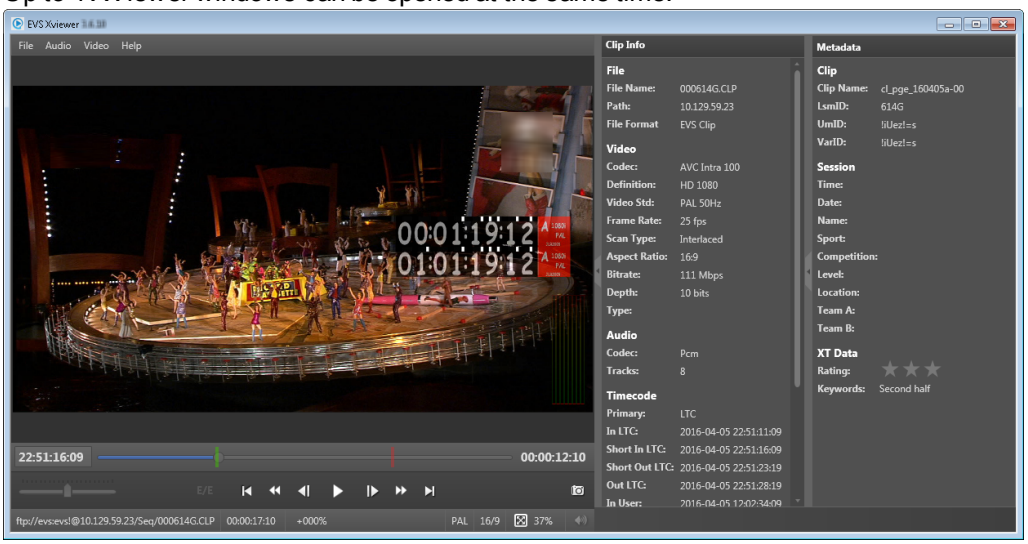
Delete
This option is only available if the folder is empty.
It deletes the selected folder.

9.4. Media Item Contextual Menu

A contextual menu is available when right-clicking an element in the Media grid.

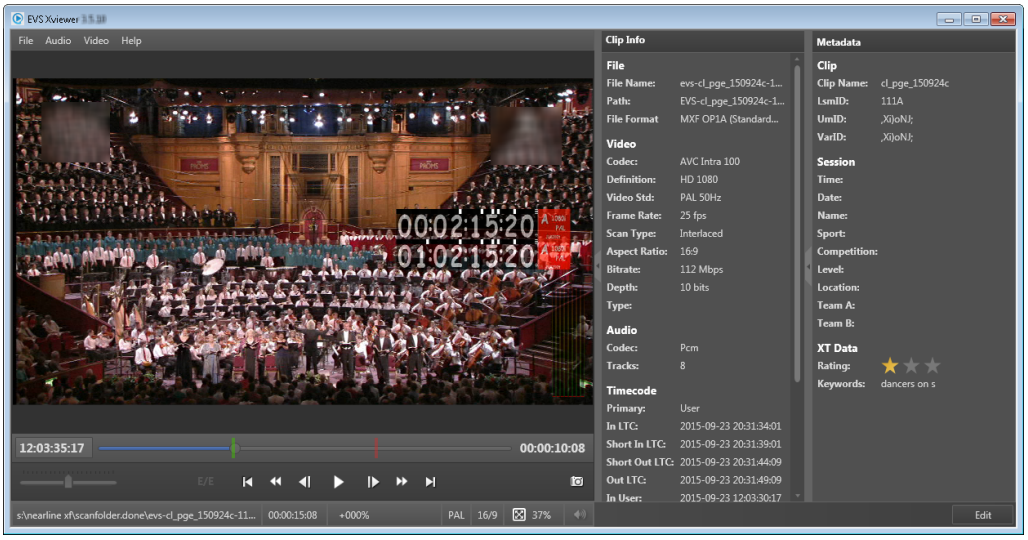
Preview XT Clip

This option is only available from the Servers Media grid and it allows previewing the XT clip in an EVS XViewer window.
Up to 4 XViewer windows can be opened at the same time.



Preview File

This option is available from the Disk Media grid or from the Server Media grid when the clip has been archived on disk. It opens the XViewer application, installed together with XFile3, to preview the selected file and control its quality. Refer to the XViewer user manual for more information.



Up to 4 XViewer windows can be opened at the same time.

Open File Location

This option is available from the Disk Media grid or from the Server Media grid when the clip has been archived on disk. It opens an Explorer window with the content of the drive folder where the file is stored.

A tooltip over the **Open File Location** option provides the path to the file storage location.

Delete File
This option is only available from the Disk Media grid. It deleted the file from the disk folder. The job is handled by Xsquare.

Note
For multi-files media items, only the master video file is listed in the Media grid. Associated metadata file or associated audio files, if any, are not displayed. However, when a file is deleted, all the files associated with the selected video file are copied.

9.5. Previewing, Editing and Exporting a Media Item

9.5.1. Introduction

Context of Use

In XFile3, a file or a XT clip can be previewed from different tabs and with different tools. Transport functions are available for browsing. See section "Previewing a File or a XT Clip" on page 106.

A file can be trimmed thanks to clip creation functions or its metadata can be edited. See section "Editing a File" on page 107.

From the Archive tab and the Restore tabs, those operations are done with XViewer. Refer to the XViewer manual for more information on the different user interface elements.

From the Media Manager tab, those operations can be done with XViewer, but an integrated Player pane is specifically dedicated to that use.

NEW ! A file loaded on the Player pane of the Media Manager tab can be exported to a selected destination. See section "Exporting a File" on page 109.

Prerequisites

To be able to preview or edit a file in XViewer, the following conditions must be met:

- XViewer must have been installed on the workstation.
- Valid XViewer licenses must be present (XViewer key 10 for preview and key 20 for edit imported in XSecure).

9.5.2. Previewing a File or a XT Clip

How to Preview a File From the Archive Tab or the Restore Tab

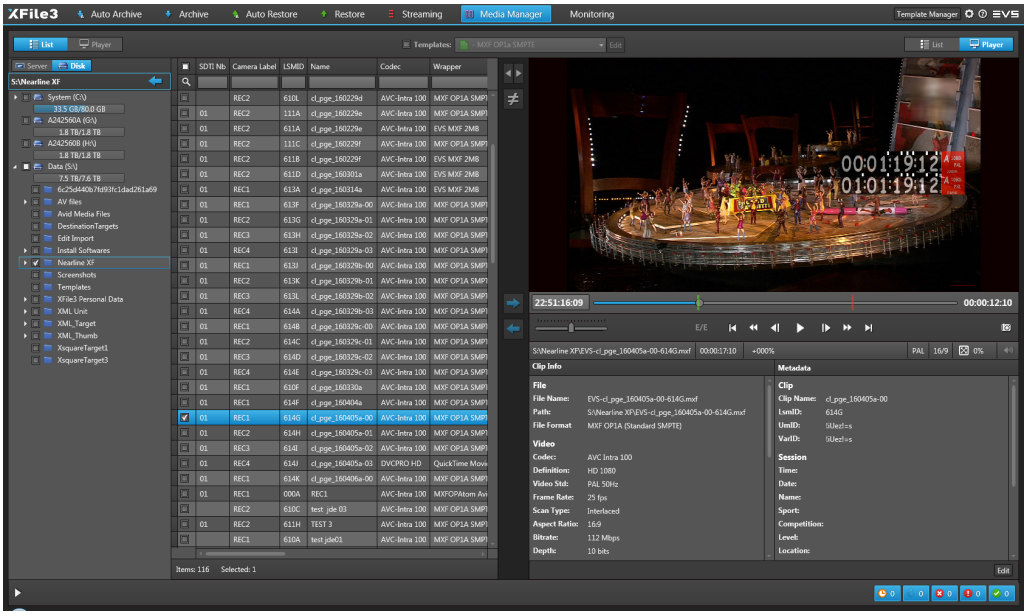
1. From the Media grid of the Sources pane, right-click the file to preview.
2. Select **Preview File** from the contextual menu.

   The Xviewer window opens and shows the file with its metadata.

How to Preview a File From the Media Manager Tab

1. Enable the **List** mode on one pane and the **Player** mode on the other pane.
2. Select the file to preview from he Media grid.
3. Double-click the file.

The file is loaded on the Player:



9.5.3. Editing a File

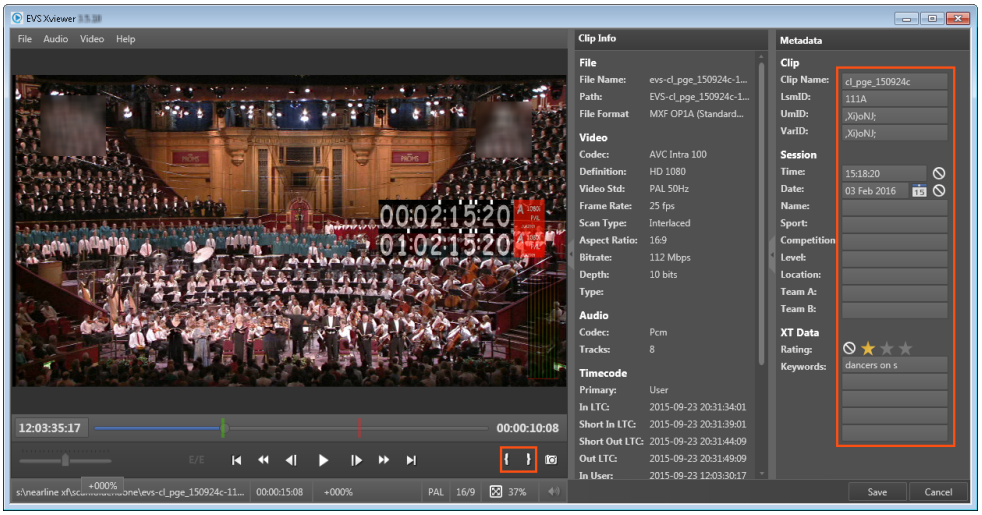
How to Trim a File

Guardbands of the file are displayed before the IN point and after the OUT point, provided that they have been kept during the clip archiving. You will be able to set new points between the Protect IN point and the Protect OUT point.

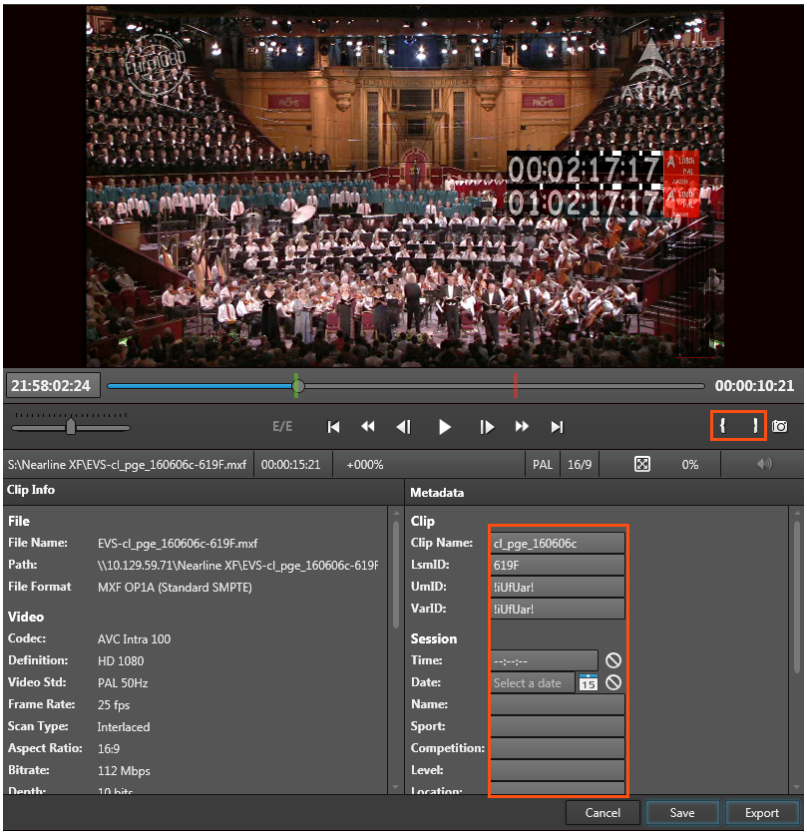
1. Click **Edit** at the bottom right of the window to enable the Edit mode.

   Metadata fields and clip creation buttons are available for edition.

   In XViewer:



In the Player pane:



2. Set a new IN point:
   a. Move the jog bar to the required position.
   b. Click  .

   The IN point indicator  moves to the new IN point.
3. Set a new OUT point:
   a. Move the jog bar to the required position.
   b. Click  .

   The OUT point indicator  moves to the new OUT point.
4. Click **Save**.

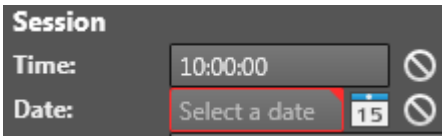
How to Edit File Metadata

1. Click **Edit** at the bottom right of the window to enable the Edit mode.

   Metadata fields and clip creation buttons are available for edition.

2. Enter / edit the required metadata values in the metadata fields.

   Data not correctly formatted are displayed with a red frame:



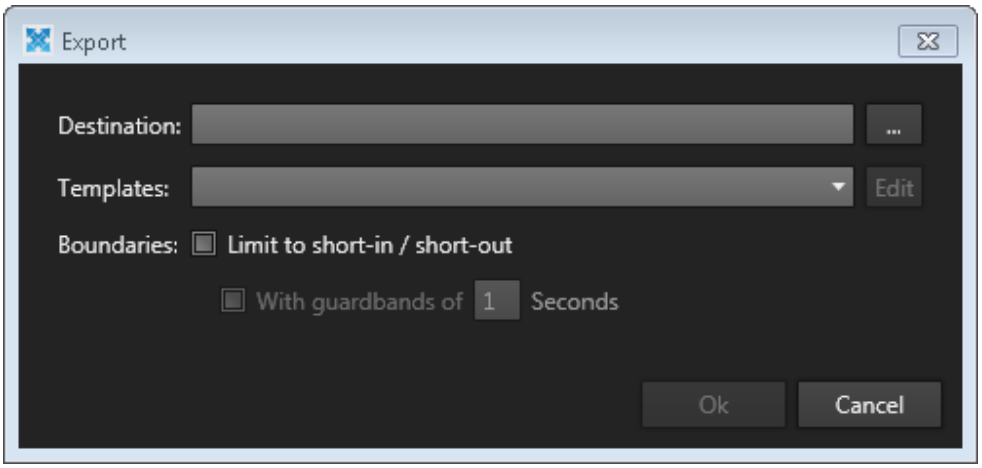
3. Click **Save**.

9.5.4. Exporting a File

NEW !

1. Load the file to export on the Player pane.
2. Click **Edit** at the bottom right of the window to enable the Edit mode.
3. (optional) Trim the file or edit its metadata.
4. Click **Export** at the bottom right of the window.

   The Export window opens:



5. Click the **Browse** button  next to the **Destination** field and select a destination directory.
6. Select a template from the **Templates** field to specify the job process to be done by Xsquare.
7. (optional) Select the **Limit to short-in/short out** option if you want to limit the portion of the exported clip from the IN point (also called Short IN) to the OUT point (also called Short OUT), which means without its guardbands.

   If this option is cleared, the clip will be archived with its original guardbands.
8. (optional) Select the **Limit to short-in/short out** option and the **With guardbands** option if you want to define new guardbands for the exported clip. They will be taken into account provided that there is enough footage.
9. Click **OK**.

9.6. Managing Media Differences between Two Locations

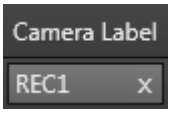
9.6.1. Applying the Same Filters on Both Lists

To apply the same filter on the two lists displayed on the left pane and the right pane,

1. Apply one or several filters to the Media grid of one of the lists.

   See section "Searching for Elements in the Grid" on page 118.

   Example:

2. Click one of the  buttons.
   - The **Link Left Filters** button applies the filter(s) of the left Media grid to the right Media grid.

     The button is then highlighted  to indicate that the left Media grid is the master one regarding the filters.
   - The **Link Right Filters** button applies the filter(s) of the right Media grid to the left Media grid.

     The button is then highlighted  to indicate that the right Media grid is the master one regarding the filters.

Applying another filter to one of the lists when one of the **Link Filter** buttons is enabled automatically applies the filter to the other list.

9.6.2. Comparing Two Media Lists

How to Compare Two Media Lists

To compare the content from the two lists displayed in the Media grids,

- click the **Show Differences** button  .

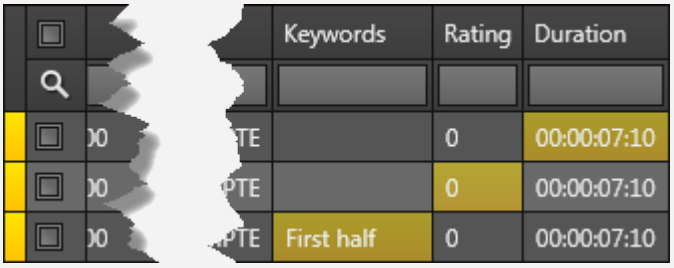
Then, the button is highlighted to show that the **Show Differences** mode is enabled:  .

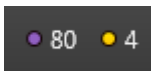
The two Media grids only shows the media items which differ between the two lists. A color code is used to highlight the differences between the lists.

Filters applied to the lists are taken into account for the comparison. This means that the comparison is done between the lists restricted by filters, not to the entire lists of media items stored on the selected locations.

Color Code for the Comparison Result

A color code is used at the beginning of each line to classify the difference type found between the two lists.

Color Code	Meaning
	**The media item is not present in the other list.** When two items differ in codec, file format, number of audio channels, or number of video channels, XFile3 considers them as two different items and flags them with the purple color code. **Tip** A Codec column and a Wrapper column help to clearly identify the file codec and format.
	**Some metadata of the media item differ between the two lists.** These metadata are highlighted in the Media grids. Example: • List 1:  • List 2:  Metadata are considered as different when one of the following parameters differ: camera label, name, keywords, rating, TC IN, duration, session information.

The number of media items differing from the other list is written at the bottom of each Media grid: 

9.6.3. Transferring Files from One Storage to Another

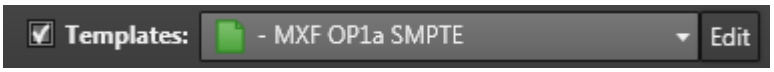
When you have identified files present in one list but not in the other one, thanks to the code, you can decide to copy some of the files from one list to the other.

This can be done with rewrapping or transcoding, or not.

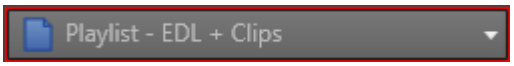
1. For a copy without rewrapping or transcoding ("byte to byte copy"), clear the check box next to the **Templates** field.

   For a copy with rewrapping or transcoding, tick the check box next to the **Templates** field and select a template from the **Templates** field to specify the job process to be done by Xsquare.

   A red frame surrounds the **Template** field when the selected template cannot be used to process the selected type of element (clip or playlist).

2. Select the file(s) you want to copy, identified with a .
3. (optional) Select several destinations from the Local Hard Drives list or the Server list of the other Media list.
4. Do one of the following actions:
   - To copy a file from the left list to the right list, click .
   - To copy a file from the right list to the left list, click .

Note
For multi-files media items, only the master video file is listed in the Media grid. Associated metadata file or associated audio files, if any, are not displayed. However, during a copy without rewrapping or transcoding ("byte to byte copy"), all the files associated with the selected video file are copied.

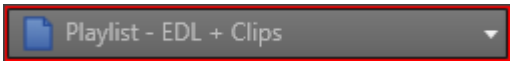
9.6.4. Solving Metadata Discrepancies between Two Lists

When you have identified discrepancies between the metadata of a file present in the two lists, thanks to the code, you can decide to update the metadata of one of the file according to the other file.

Warning
In the 4.12 version, you must select a template for rewrapping. So, this operation will result in a copy of the reference file to the destination storage, rather than in an update of the other file.
Consequently, the destination location will still contain the file identified for update but also a copy of the file used as reference for update. Metadata discrepancies will still be displayed in the Media Manager tab.

1. Tick the check box next to the **Templates** field and select a template from the **Templates** field to specify the job process to be done by Xsquare.

A red frame surrounds the **Template** field when the selected template cannot be used to process the selected type of element (clip or playlist).



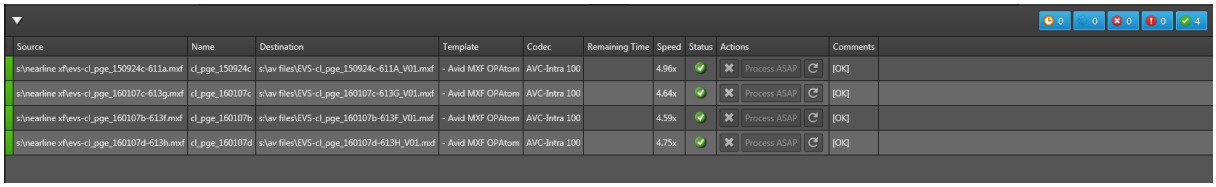
2. Select the file you want to use as reference, identified with a .
3. Do one of the following actions:
   - If the reference file is on the left Media grid, click .
     Actually, this creates a copy of the reference file in the right Media grid.
   - If the reference file is on the right Media grid, click .
     Actually, this creates a copy of the reference file in the left Media grid.

9.7. Monitoring Jobs

9.7.1. The Jobs Pane in the Media Manager Tab

Overview of the Jobs Pane

As soon as a transfers has been initiated from the Media Manager tab, jobs are displayed in the Jobs pane of the tab.



A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of the current job.

Transfer jobs can also be monitored from the Monitoring tab, together with the other types of jobs. See section "Monitoring Jobs" on page 129 for more information.

The section "Managing Jobs" on page 131 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 117 describes the procedures to resize, order and select columns to display.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.
Running			The job is running.
Canceled			User has canceled the job.

Status	Job Status Color Code	Job Status Icon	Meaning
Failed			The job failed.
Completed			The job completed successfully.

Columns Description

Job Columns Description

Column	Description
Source	Complete location path of the clip to transfer.
Name	Name of the transferred clip.
Destination	Destination where the transferred clips will be stored.
Template	Selected template used to process the job.
Codec	Codec of the transferred clip.
Remaining Time	Remaining time for the process of each job.
Speed	Current speed of each job by a multiple of x.
Status	Icon representing the current job status.
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Information from Xsquare and XFile3.

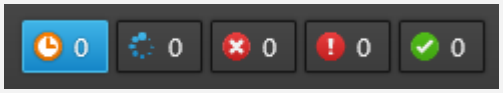
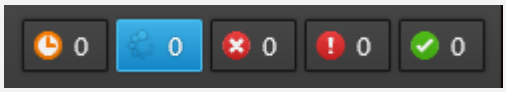
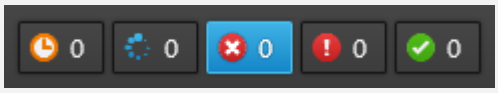
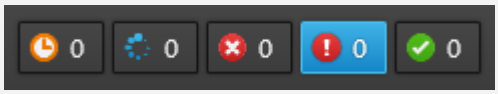
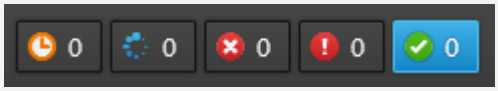
9.7.2. Filtering Jobs

From the Jobs pane of the Media Manager tab, jobs can be filtered based on their status.

Five filter buttons are available at the top of the Jobs pane.

The number of jobs with each job status is written on each button.

When a filter is enabled, its button is highlighted. By default, all the filters are selected.

Filter Button	Action
	Scheduled jobs are displayed in the Jobs pane.
	Running jobs are displayed in the Jobs pane.
	Canceled jobs are displayed in the Jobs pane.
	Failed jobs are displayed in the Jobs pane.
	Completed jobs are displayed in the Jobs pane.

10. Searching for Media

10.1. Context of Use

Elements grids are displayed in different tabs of the XFile3 window.

This can be Media grid (Archive tab, Restore tab, Media Manager tab) or Jobs grid (Monitoring tab).

Most of the time, these grids can be customized according to users need and they provide one or several tools to facilitate elements searches.

Additional Filter tools are available from the Media Manager tab and the Monitoring tab.

10.2. Organizing Columns

Resizing Columns

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

Ordering Columns

The columns can be re-ordered.

Note
This does not apply to Rule columns on the Jobs pane of the Auto Archive tab and the Auto Restore tab.

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

A thick blue line shows the location where the column will be dropped.

Selecting Columns to Display

You can choose the columns you want to display.

Note
In the Jobs pane of the Auto Archive tab and the Auto Restore tab, this is done independently for the rules and for the jobs.

To select the columns to display,

1. Right-click the column header.

   A contextual menu displays all the available columns.

   The list differs depending on the grid.

2. Select columns in one of the following ways:
   - Click **Show all columns** to display all the columns in the grid.
   - Tick the check boxes next to the required columns.

10.3. Searching for Elements in the Grid

Sorting the Elements in the Grid

From most of the grids, 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 little triangle indicates the sorting order. Clicking the column header again changes the sorting order from ascending to descending or vice versa.

Searching on All Metadata - Global Search

The Global Search tool allows users to search among all the types of metadata by entering a character string in the **Quick Search** field on the top of the grid.

It is available from the Monitoring tab, and from the Sources pane of the Archive tab and the Restore tab. It is not available from the Media Manager tab.

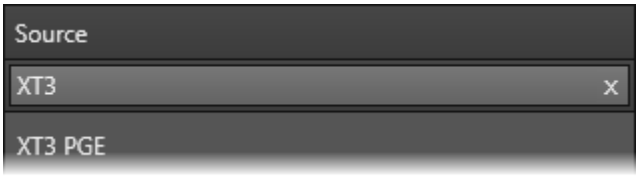
Then, the Elements grid will list the clips whose metadata includes the character string.

It is also possible to combine multiple searches by entering several character strings in the **Quick Search** field with a space between them. e.g. EVS 123. Then, the Elements grid will list the clips whose metadata includes both character strings.

To clear the search filter, click  next to the **Quick Search** field:

Searching on a Single Metadata Type - Advanced Search

Advanced search can only be performed on a single metadata type at a time by entering a character string in the **Search** field on the top of a column of the Elements grid.



To clear the search filter, click  next to the **Search** field.

11. Managing Templates

11.1. Introduction

About Templates

A job template specifies the job process to be done by Xsquare.

Different kinds of templates exist:

- Default Xsquare templates:
  - **Wrapper templates**
  - **Codec templates**

  They are present by default in Xsquare. They cannot be deleted from XFile3 but they can be edited to serve as a model to define a user template.
- **User templates** created in XFile3 by a user, based on a default Xsquare template.

  Some User templates are specific to playlist-related jobs. They are only used for archiving purposes.
  - **Playlist - EDL + Clips** template is used to archive the EDL and the playlist elements.
  - **Playlist - EVS EDL Only** template is used to only archive the playlist edit decision list (EDL) without the video and audio content.

The following operations can be done on templates:

- creation, edition, deletion, import and export of User templates,
- edition or import of a default Xsquare template as a model for the creation of a User template.

The Template Manager Tool

Context of Use

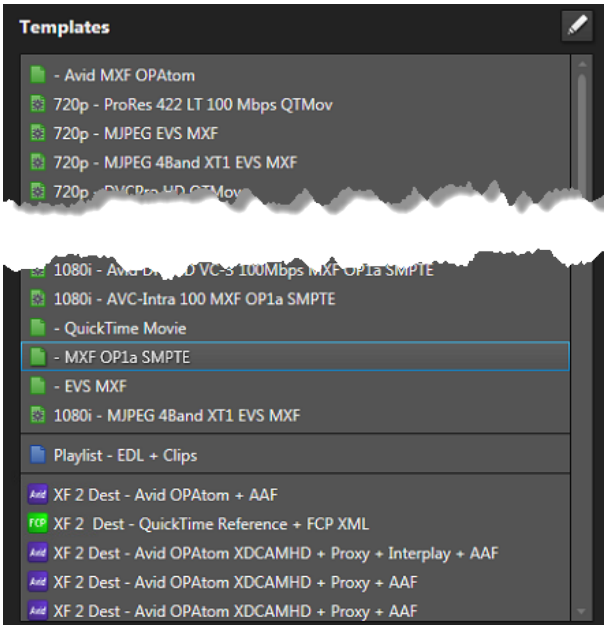
A Template Manager tool is available from the Auto Archive tab, the Archive tab, the Streaming tab or the Media Manager tab. It is used to select the templates made available to the users in each tab. So, the tabs only propose the templates useful for the user.

The list of templates displayed in the Template Manager tool is unique, whatever the tab it is called from. However, different rules apply in each tab, and all the selected templates will not be available from each tab.

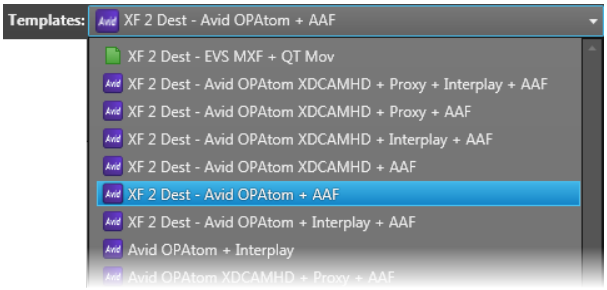
Display of Templates Selected from the Template Manager Tool

Depending on the tab open, the list of templates selected from the Template Manager tool displays in one of the two following ways:

- in a Templates pane, from the Auto Archive tab and the Archive tab:



- by expanding the **Templates** field, from the Streaming tab and the Media Manager tab:



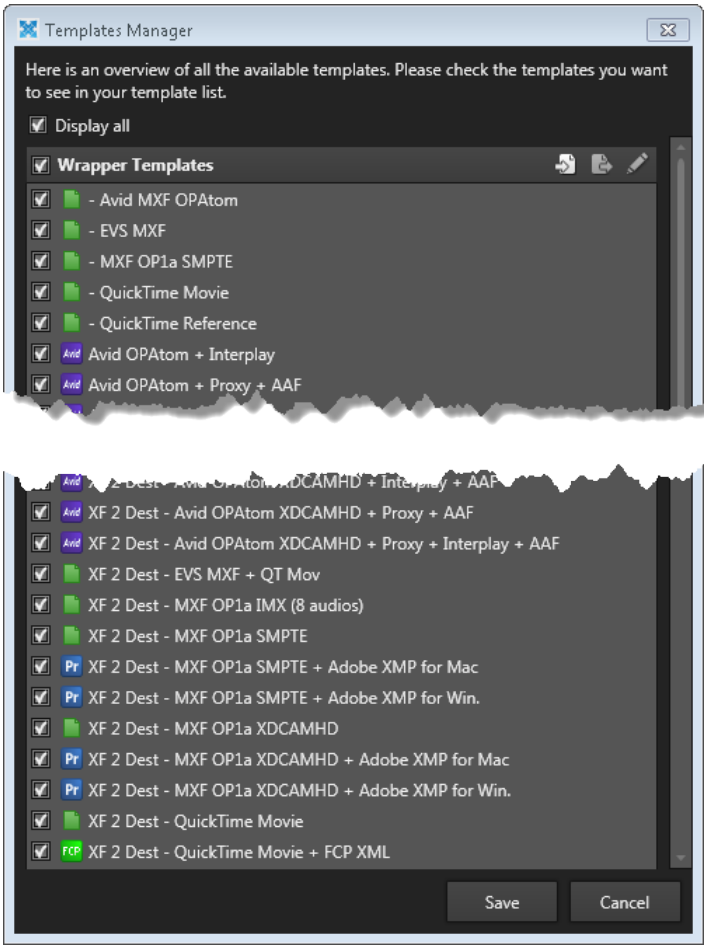
11.2. Selecting Templates from the Template Manager Tool

How to Access the Template Manager

To access the Template Manager,

- Click the **Template Manager** button Template Manager at the top right of the tab.

  The Template Manager window opens:



  It lists the 3 categories of templates: Wrapper templates, Codec templates, User templates.

How to Select the Templates to be Displayed

- To select all the templates from all the categories, tick the **Display all** check box at the top of the list.

- To select (or unselect) all the templates from a category, tick (or clear) the corresponding check box at the top of each list: **Wrapper templates**, **Codec templates**, **User templates**.
- To only select some templates, tick the corresponding check boxes, next to the individual templates.

11.3. Creating or Editing a Template

Context of Use

A User template can be created on the basis of a default Xsquare template or of an existing User template.

Only User templates can be modified. If you select a default Xsquare template and edit it, you will only be allowed to save it as a new User template.

How to Create or Edit a User Template from the Template Manager Tool

To create or edit a User template from the Template Manager tool,

1. Select the template line, so the line is highlighted.
2. Click the  button next to the header of this category.

   The Xsquare window opens and shows the configuration parameters of the selected template.
3. Edit the required parameters.
4. Do one of the following actions
   - To save the template as a new one, click **Save As**.

     Then, enter a name for the new template and click **OK**.
   - To save the updated User template, click **Save**.

How to Create or Edit a User Template from the Templates Pane of the Auto Archive tab or the Archive tab

To create or edit a User template from the Auto Archive tab or the Archive tab,

1. Select one template.

2. Click  on its right side.

   The Xsquare window opens and shows the configuration parameters of the selected template.

3. Edit the required parameters.
4. Do one of the following actions
   - To save the template as a new one, click **Save As**.

     Then, enter a name for the new template and click **OK**.
   - To save the updated User template, click **Save**.

How to Create or Edit a User Template from the Edit button of the Streaming Tab or the Media Manager Tab

To create or edit a User template from the **Edit** button of the Streaming tab or the Media Manager tab,

1. Select the template you want to edit from the **Templates** field.
2. Click the **Edit** button next to the **Templates** field.

   The Xsquare window opens and shows the configuration parameters for the selected template.

3. Edit the required parameters.
4. Do one of the following actions
   - To save the template as a new one, click **Save As**.

     Then, enter a name for the new template and click **OK**.
   - To save the updated User template, click **Save**.

11.4. Deleting a User Template

How to Delete a User Template from the Template Manager Tool

To delete a User template from the Template Manager tool,

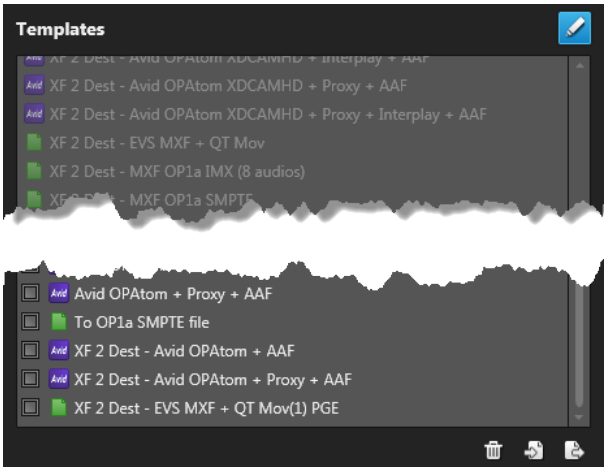
1. Select the template, so the line is highlighted.
2. Click the button next to the header of this category.

How to Delete a User Template from the Templates Pane

To delete a User template from the Auto Archive tab or the Archive tabs,

1. Click at the top-right corner of the Templates pane to enable the Edit mode.

   The Templates pane restricts the access to User templates only.



2. Select the custom template(s) to be deleted by ticking the check box(es).
3. Click below the Templates pane.

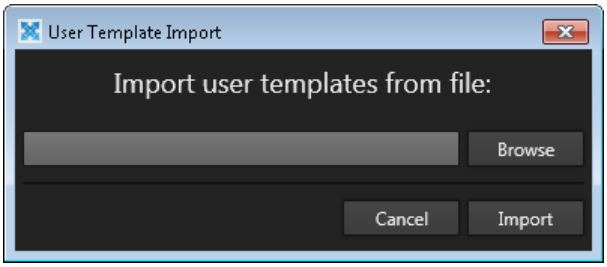
11.5. Importing a User Template

How to Import a User Template from the Template Manager Tool

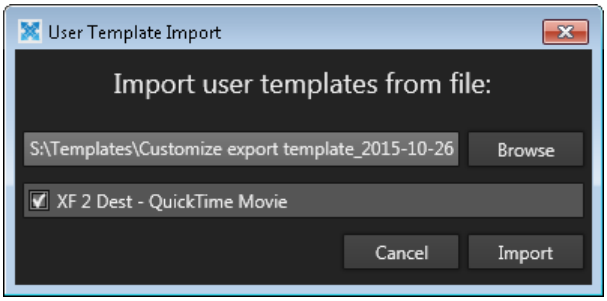
To import a User template from the Template Manager tool,

1. Click the  button.

   The User Template Import window opens:



2. Click the **Browse** button.
3. From the Explorer window, select the template to import and click **Open**.
4. From the User Template Import window, tick the check box next to the template:



5. Click **Import**.

How to Import a User Template from the Templates Pane

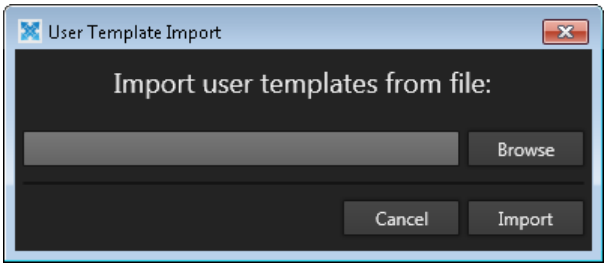
To import a User template from the Templates pane of the Auto Archive tab or the Archive tab,

1. Click  at the top-right corner of the Templates pane to enable the Edit mode.

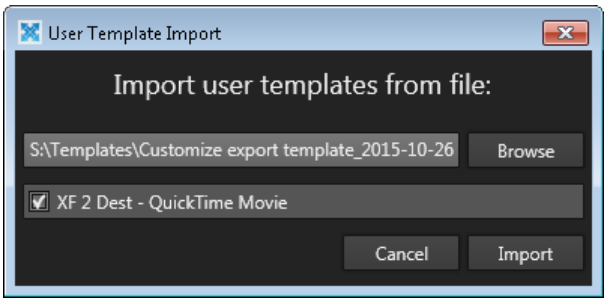
   The Templates pane restricts the access to User templates only.

2. Click  .

   The User Template Import window opens:



3. Click the **Browse** button.
4. From the Explorer window, select the template to import and click **Open**.
5. From the User Template Import window, tick the check box next to the template:



6. Click **Import**.

A message box will show you that the import is successful.

All the imported User templates are displayed at the bottom of Templates pane.

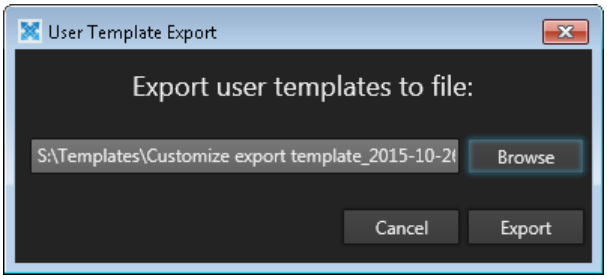
11.6. Exporting a User Template

How to Export a User Template from the Template Manager Tool

To export a User template from the Template Manager tool,

1. Select the template, so the line is highlighted. Multi-selection of templates is allowed.
2. Click the  button next to the header of this category.

   The User Template Export window opens:



3. Click the **Browse** button to select the template destination.
4. From the User Template Export window, click **Export**.

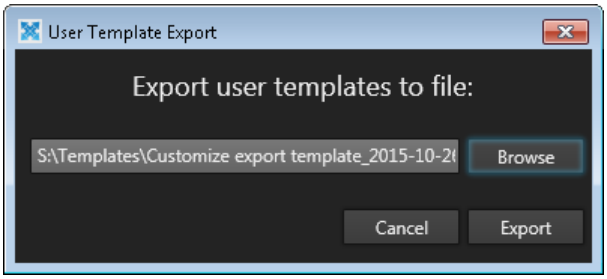
How to Export a User Template from the Templates Pane

To export a User template from the Templates pane of Auto Archive tab or the Archive tab,

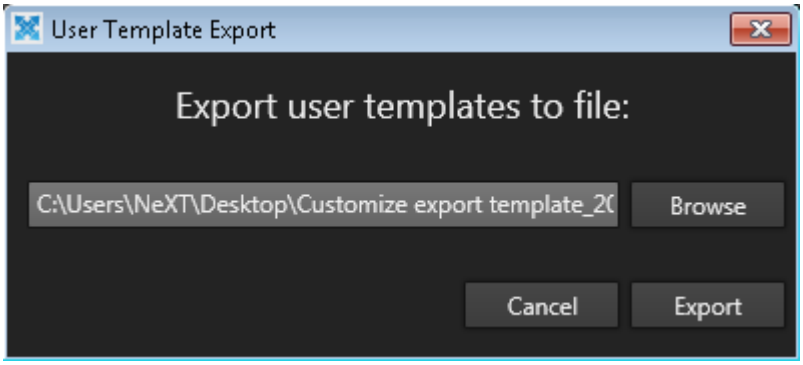
1. Click  at the top-right corner of the Templates pane to enable the Edit mode.

   The Templates pane restricts the access to User templates only.
2. Select the User template(s) to be exported by ticking the check box(es).
3. Click  .

   The User Template Export window opens:



4. Click the **Browse** button.
5. From the Explorer window, select the template destination and click **OK**.
6. From the User Template Export window, click **Export**.



A message box will show you that the export is successful.

All the custom templates are exported to only one xml file at one time, and the file is named according to the format: `Customize export template_date hour minute second.xml`

For example: `Customize export template_2013-11-20 15.00.19.xml`

12. Monitoring Jobs

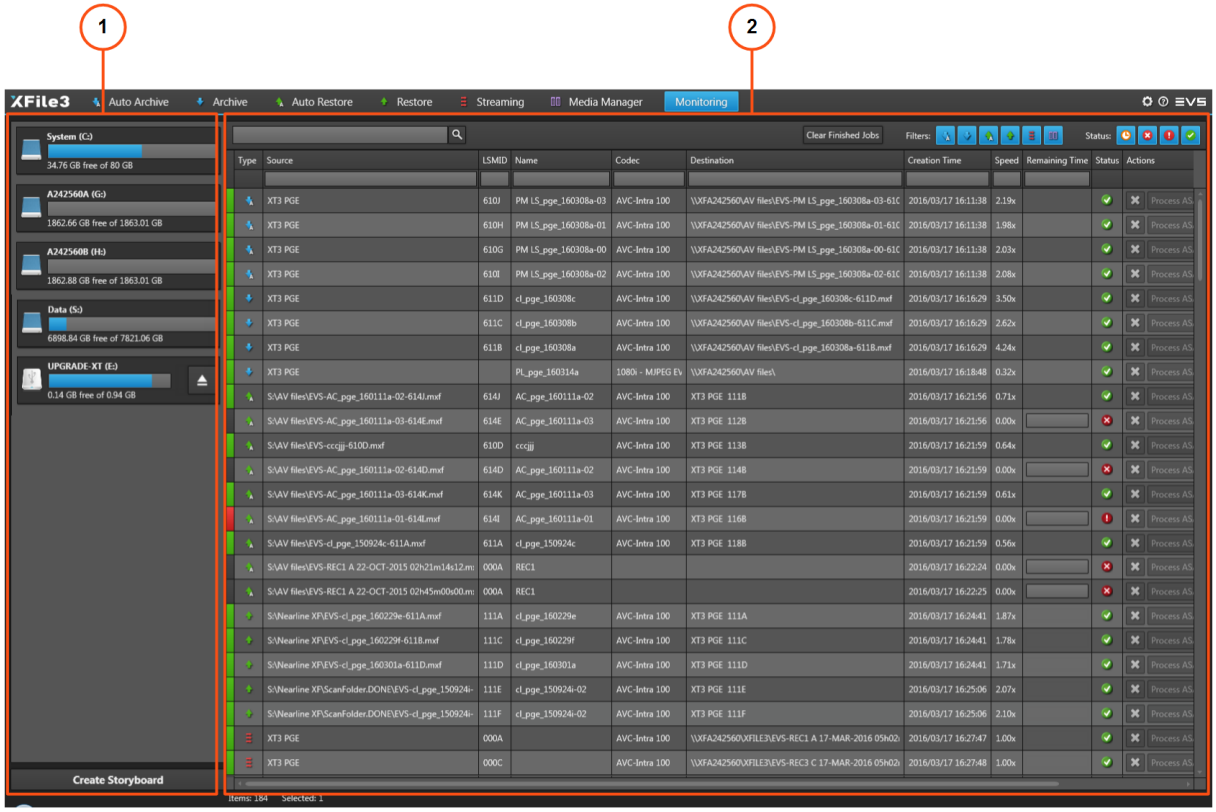
12.1. Introduction

Jobs initiated from XFile3 can be monitored from different places.

- Most of the tabs contain a Jobs pane to monitor and manage jobs related to the current tab. This is the case for the Auto Archive tab, the Archive tab, the Auto Restore tab, the Restore tab and the Media Manager.
- The Jobs pane from the Monitoring tab gathers the jobs from all the other tabs (Auto Archive, Archive, Auto Restore, Restore, Streaming and Media Manager tabs).

12.2. The Monitoring Tab

Overview of the Monitoring Tab



Hard Drives Pane (1)

The Hard Drives pane, on the left of the Monitoring tab, displays all the hard drives detected by XFile3 and is used in storyboard creation.

See section "Creating a Storyboard of Archived Clips" on page 135.

Jobs Pane (2)

The Jobs pane, on the right of the Monitoring tab, is used for job monitoring.

It gives an overview on all the jobs initiated from the Auto Archive, Archive, Auto Restore, Restore, Streaming and Media Manager tabs and their status.

Section "Searching for Media" on page 117 describes how to organize columns and how to search for jobs.

Section "Filtering Jobs" on page 133 describes how to filter the grid based on the job type or the job status.

Jobs Status Color Code

A color code, at the beginning of each job line, and a colored icon in the Status column specify the exact status of each job.

Status	Job Status Color Code	Job Status Icon	Meaning
Waiting			The job has been created and stored in the XFile3 database.
Scheduled			The job has been sent to Xsquare and is scheduled to be processed.
Running			The job is running.
Canceled			User has canceled the job.
Failed			The job failed.
Completed			The job completed successfully.

Jobs Columns Description

Column	Description
Type	Icon representing the type of job:  - Auto Archive jobs  - Manual Archive jobs  - Auto Restore jobs  - Manual Restore jobs  - Streaming jobs  - jobs initiated from the Media Manager tab
Source	Displays the source information in corresponding tabs.
LSM_ID	Displays LSM ID assigned to the clips.
Name	Displays the name assigned to the clip.
Format	Displays the format assigned to the clip related to the selected template.
Destination	Displays the destination where the clip is archived or restore.
Creation Time	Displays the creation date and time of the current job.
Speed	Displays the current archiving/restoring speed of each job by a multiple of x.
Remaining Time	Displays the remaining time of each job.
Status	Icon representing the current job status.
Actions	Buttons for the management of the job. See section "Managing Jobs" on page 131.
Comments	Displays the information from Xsquare and XFile3.

12.3. Managing Jobs

The following operations can be performed from any tab where jobs are displayed.

How to Select Jobs

All the selected jobs are highlighted in blue.

There are several ways to select jobs:

- Click on one job line.
- To select a list of contiguous jobs, press and hold **SHIFT** while you select the first and the last items of the list.

- To select a list of non-contiguous jobs, press and hold **CTRL** while you select the items.
- To select all the jobs, press **CTRL+A**.

How to Sort Jobs

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. Clicking the column header again changes the sorting order from ascending to descending or vice versa.

Note
The Destination and the Action columns cannot be sorted.

How to Cancel Jobs

Waiting, **Scheduled** or **Running** jobs can be canceled.

To cancel jobs,

1. Select the job to be canceled.
2. Do one of the following actions:
   - Right-click on the selected job and select **Cancel** from the contextual menu. This can be applied to a multiselection of jobs.
   - Click  from the Actions column to cancel the job.

The status of the job will be **Canceled**.

How to Retry Jobs

Canceled or **Failed** jobs can be retried.

To retry the job,

1. Select the requested jobs.
2. Do one of the following actions:
   - Right-click on the selected job and select **Retry** from the contextual menu. This can be applied to a multiselection of jobs.
   - Click  in the Actions column.

How to Change the Job Priority

The priority of **Scheduled** jobs can be changed.

Changing the job priority moves the selected job to the top of the scheduled job queue to be processed in top priority.

To change job priority,

1. Select the requested jobs.
2. Do one of the following actions:
   - Right-click on the selected job and select **Process ASAP** from the contextual menu. This can be applied to a multiselection of jobs.
   - Click 

from the Actions column.

The job will be processed soon with high priority.

12.4. Filtering Jobs

From the Monitoring tab, two types of filter buttons are available at the top of the Jobs grid. They allow to filter jobs according to

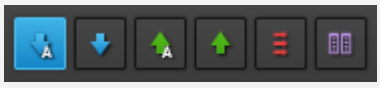
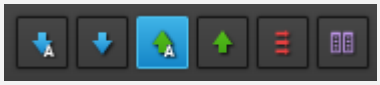
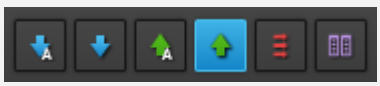
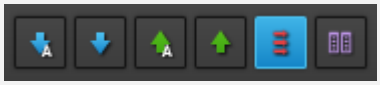
- the job type

- the job status

Both filters can be combined.

When a filter is enabled, its button is highlighted. By default, all the filters are selected.

Filter by Type

Filter Button	Action
	Auto-archive jobs are displayed in the Jobs pane.
	Manual archive jobs are displayed in the Jobs pane.
	Auto-restore jobs are displayed in the Jobs pane.
	Manual restore jobs are displayed in the Jobs pane.
	Streaming jobs are displayed in the Jobs pane.
	Transfer jobs, initiated from the Media Manager tab, are displayed in the Jobs pane.

Filter by Status

Filter Button	Action
	Scheduled jobs are displayed in the Jobs pane.
	Canceled jobs are displayed in the Jobs pane.
	Failed jobs are displayed in the Jobs pane.
	Completed jobs are displayed in the Jobs pane.

13. Creating a Storyboard of Archived Clips

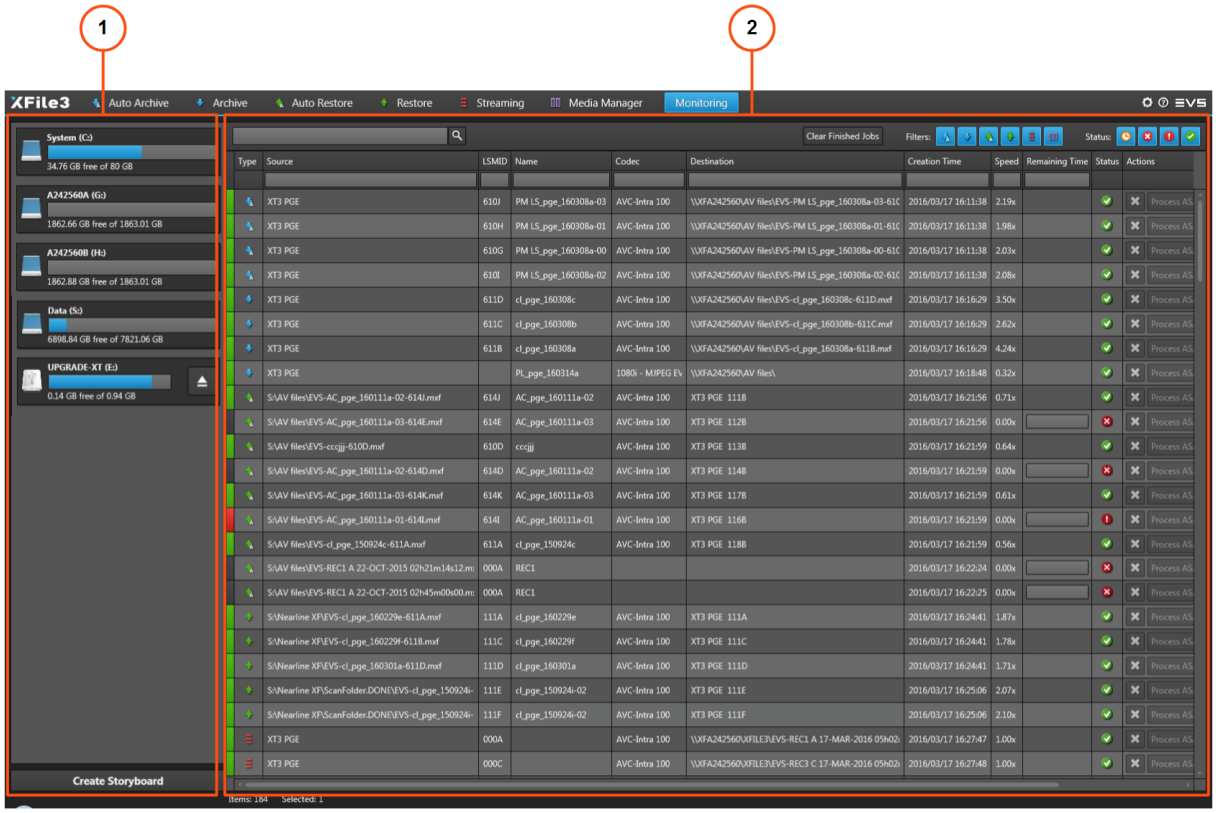
13.1. Context of Use

What is a Storyboard?

A storyboard is a html file made of a series of clips which have been archived to a target folder.

It can be created from the left pane of the Monitoring tab.

Overview of the Monitoring Tab



Hard Drives Pane (1)

The Hard Drives pane, on the left of the Monitoring tab, displays all the hard drives detected by XFile3 and is used in storyboard creation.

The mapped drives and mobile hard drives are detected as well.

Mobile hard drives can be manually ejected by clicking  .

The **Create Storyboard** button is used to create a file with clips archived on selected drives.

See section "How to Create Storyboard" on page 136.

Jobs Pane (2)

The Jobs pane, on the right of the Monitoring tab, is used for job monitoring.

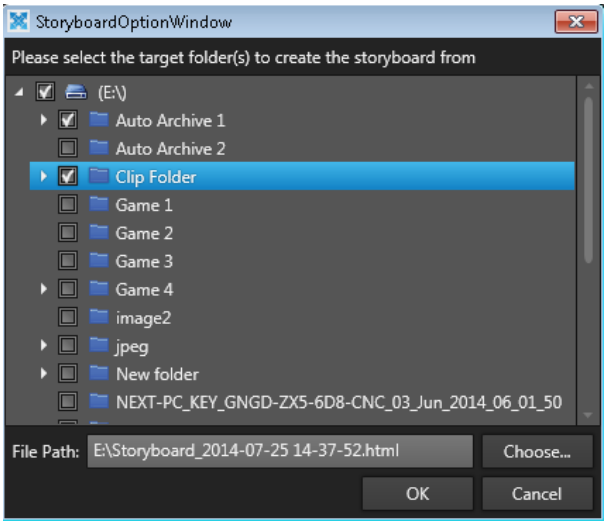
See section "Monitoring Jobs" on page 129.

13.2. How to Create Storyboard

To create a storyboard,

1. From the Hard Drives pane of the Monitoring tab, select the hard drive where the clips have been archived.
2. Click the **Create Storyboard** button.

   The Storyboard Option window opens. It displays the folders contained in the selected hard drive.
3. Select the target folder(s) where the clips have been archived.



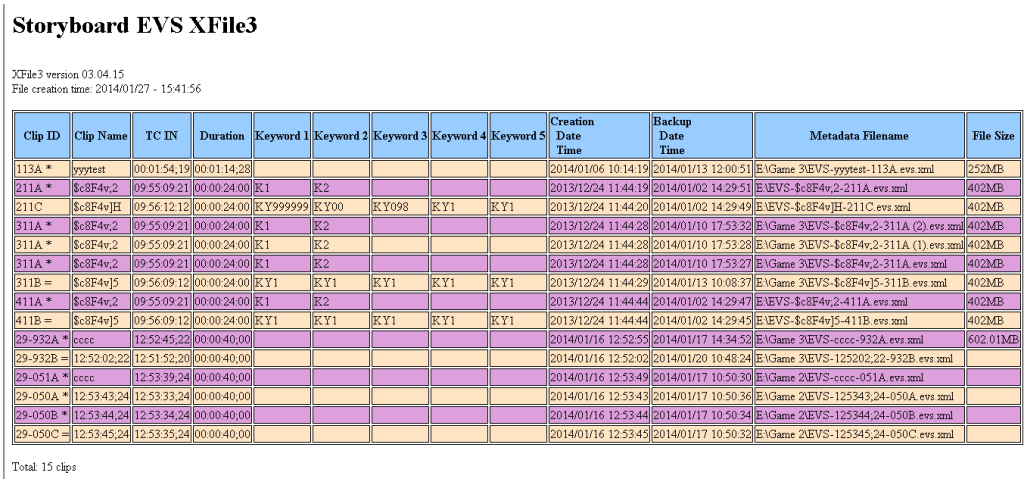
4. Click **Choose** and select a folder to store the storyboard.

   The entire path is displayed in the **File Path** field.
5. Click **OK**.

The storyboard is created with the clips stored in the target folders. It is stored in the specified file path.

Its name has the following format: *Storyboard_creation date creation time.html* (such as `Storyboard_2014-01-27 15-30-44.html`).

13.3. Storyboard Field Description



Storyboard EVS XFile3

XFile3 version 03.04.15
File creation time: 2014/01/27 - 15:41:56

Clip ID	Clip Name	TC IN	Duration	Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5	Creation Date Time	Backup Date Time	Metadata Filename	File Size
113A *	yyytest	00:01:54;19	00:01:14;28						2014/01/06 10:14:19	2014/01/13 12:00:51	E:\Game 3\EVS-yyytest-113A.evs.xml	252MB
211A *	$c8F4v,2	09:55:09:21	00:00:24:00	K1	K2				2013/12/24 11:44:19	2014/01/02 14:29:51	E:\EVS-$c8F4v,2-211A.evs.xml	402MB
211C	$c8F4v]H	09:56:12:12	00:00:24:00	KY999999	KY00	KY098	KY1	KY1	2013/12/24 11:44:20	2014/01/02 14:29:49	E:\EVS-$c8F4v]H-211C.evs.xml	402MB
311A *	$c8F4v,2	09:55:09:21	00:00:24:00	K1	K2				2013/12/24 11:44:28	2014/01/10 17:53:32	E:\Game 3\EVS-$c8F4v,2-311A (2).evs.xml	402MB
311A *	$c8F4v,2	09:55:09:21	00:00:24:00	K1	K2				2013/12/24 11:44:28	2014/01/10 17:53:28	E:\Game 3\EVS-$c8F4v,2-311A (1).evs.xml	402MB
311A *	$c8F4v,2	09:55:09:21	00:00:24:00	K1	K2				2013/12/24 11:44:28	2014/01/10 17:53:27	E:\Game 3\EVS-$c8F4v,2-311A.evs.xml	402MB
311B =	$c8F4v]5	09:56:09:12	00:00:24:00	KY1	KY1	KY1	KY1	KY1	2013/12/24 11:44:29	2014/01/13 10:08:37	E:\Game 3\EVS-$c8F4v]5-311B.evs.xml	402MB
411A *	$c8F4v,2	09:55:09:21	00:00:24:00	K1	K2				2013/12/24 11:44:44	2014/01/02 14:29:47	E:\EVS-$c8F4v,2-411A.evs.xml	402MB
411B =	$c8F4v]5	09:56:09:12	00:00:24:00	KY1	KY1	KY1	KY1	KY1	2013/12/24 11:44:44	2014/01/02 14:29:45	E:\EVS-$c8F4v]5-411B.evs.xml	402MB
29-932A *	cccc	12:52:45;22	00:00:40;00						2014/01/16 12:52:55	2014/01/17 14:34:52	E:\Game 3\EVS-cccc-932A.evs.xml	602.01MB
29-932B =	12:52:02;22	12:51:52;20	00:00:40;00						2014/01/16 12:52:02	2014/01/20 10:48:24	E:\Game 3\EVS-125202;22-932B.evs.xml	
29-051A *	cccc	12:53:39;24	00:00:40;00						2014/01/16 12:53:49	2014/01/17 10:50:30	E:\Game 2\EVS-cccc-051A.evs.xml	
29-050A *	12:53:43;24	12:53:33;24	00:00:40;00						2014/01/16 12:53:43	2014/01/17 10:50:36	E:\Game 2\EVS-125343;24-050A.evs.xml	
29-050B *	12:53:44;24	12:53:34;24	00:00:40;00						2014/01/16 12:53:44	2014/01/17 10:50:34	E:\Game 2\EVS-125344;24-050B.evs.xml	
29-050C =	12:53:45;24	12:53:35;24	00:00:40;00						2014/01/16 12:53:45	2014/01/17 10:50:32	E:\Game 2\EVS-125345;24-050C.evs.xml	

Total: 15 clips

The storyboard displays the following elements for each clip:

Clip Information	Description
Clip ID	Displays the ID assigned to the clip.
Clip Name	Displays the name assigned to the clip.
TC IN	Displays the IN point of the clip assigned to the clip.
Duration	Displays the duration of the clip from IN to OUT assigned to the clip.
Keyword1	Displays the first keyword assigned to the clip.
Keyword2	Displays the second keyword assigned to the clip.
Keyword3	Displays the third keyword assigned to the clip.
Keyword4	Displays the fourth keyword assigned to the clip.
Keyword5	Displays the fifth keyword assigned to the clip.
Creation Date Time	Displays the Date when the clip was created.
Backup Date Time	Displays the Date when the clip was archived.
Metadata Filename	Displays the EVS XML file assigned to the clip.
File Size	Displays the file size assigned to the clip.

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