USER MANUAL

Version 5.4 - February 2020



XFILE 3 //// LITE /





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What's New

No section has been updated in the manual of XFile Lite version 5.4.



1. **Product Description**

Introduction

XFile Lite can be seen as a restricted mode of XFile3 used exclusively for media management. It is intended for use on a laptop.

It shows the list of media stored on detected disks, including mobile hard drives.

Several layouts can be used:

- 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 clip or to update metadata file.
- The **two lists layout** displays media lists from two locations at a time. 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.

Differences Between the XFile3 Full Package Mode and the XFile Lite Media Manager Mode

Compared to the Media Manager tab available in XFile3, XFile Lite Media Manager presents the following main differences:

- The copy process is done without rewrapping or transcoding.
- Only the media stored on a local hard drive can be accessed, no connection with a server.
- It is not possible to export an A/V file, loaded on the Player pane to a selected destination.

2. Getting Started

2.1. Installation

2.1.1. Software Installation

Limitation

It will not be possible to install XFile Lite Media Manager on a workstation where Xsquare is installed.

How to Install XFile Lite Media Manager

To install XFile Lite Media Manager,

- 1. Copy the installation package locally.
- Double-click the XFileLite_[Version Number]_setup.exe file. The XFile Lite wizard opens.
- 3. In the Welcome window, click Next.





- 4. In the License Agreement window,
 - a. select I accept the agreement.

😽 Setup - XFile Lite	- • •
License Agreement Please read the following important information before continuing.	≡∨⊑
Please read the following License Agreement. You must accept the terms of agreement before continuing with the installation.	f this
JSER LICENSE AGREEMENT FOR EVS BROADCAST EQUIPMENT SOFTWAR	E 🔺
IMPORTANT-READ CAREFULLY:	
This EVS Broadcast Equipment End-User License Agreement ("EULA") is a le agreement between you (either an individual or a single entity) and EVS Broadcast Equipment for the EVS software product identified above, which includes computer software and may include associated media, printed mail and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you a be bound by the terms of this EULA.	agal terials, agree to
 I accept the agreement 	
 I do not accept the agreement 	
<back next=""></back>	Cancel

- b. Click Next.
- 5. In the Information window, click Next.

Setup - XFile Lite	
Information Please read the following important information before continuing.	≡∨⊑
When you are ready to continue with Setup, click Next.	
This setup does NOT install XFile3, XFile Lite Auto Archiv Manual Restore Only or XFile Lite Streaming Only.	e and
< <u>Back</u> <u>N</u> ext >	Cancel

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

😽 Setup - XFile Lite		
Select Destination Location Where should XFile Lite be installed?	≡∨⊑	
Setup will install XFile Lite into the following folder.		
To continue, click Next. If you would like to select a different folder, click	Browse.	
C:\Program Files (x86)\EVS Broadcast Equipment\XFile3 Browse		
At least MB of free disk space is required.		
< Back Next >		

- a. (optional) Click **Browse** and select another destination directory to install the suite.
- b. Click Next.

If the folder does not exist yet, you will be prompted to create it.

7. In the Select Personal Data Directory window,

😽 Setup - XFile Lite	- • •
Select Personal Data Directory Where should personal data files be stored?	≡∨⊑
Select default path to create share folder to save data, then click Next	Browse
Sack Next >	Cancel

- a. Click Browse and select the path where streamed files will be stored by default.
- b. Click Next.



- 8. In the Install Mode window,
 - a. Select the installation mode:
 - a full installation in silent mode: Click Next and proceed with step 13.
 - an advanced installation with manual selection (proceed with step 9).



- b. Click Next.
- 9. In Advanced install mode,
 - a. Select the components to install from the Select Components window:

😽 Setup - XFile Lite	
Select Components Which components should be installed?	≡∨⊑
Select the components you want to install; clear the components you do install. Click Next when you are ready to continue.	not want to
Full installation	-
FTPServer DiscoveryClient XFile Lite XSecure File Transfer Agent XViewer	1.5 MB 1.1 MB 2003.0 MB
Current selection requires at least IMP # MB of disk space.	
< Back Next >	Cancel

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

b. Click Next.

10. In the Select Start Menu Folder window, the installer proposes a default path for the installation: \EVSBroadcast Equipment\XFile3.

😽 Setup - XFile Lite	- • •	
Select Start Menu Folder Where should Setup place the program's shortcuts?	≡∨⊑	
Setup will create the program's shortcuts in the following Start Menu folder.		
To continue, click Next. If you would like to select a different folder, click	Browse.	
EV5 Broadcast Equipment\XFile3	Browse	
< Back Next >	Cancel	

- a. (optional) Click **Browse** and select another folder in which XFile Lite shortcuts will be saved.
- b. Click Next.
- 11. In the Select Additional Tasks window,
 - a. Select Create a desktop icon to create a shortcut on the desktop.

😽 Setup - XFile Lite	- • •
Select Additional Tasks Which additional tasks should be performed?	≡∨⊑
Select the additional tasks you would like Setup to perform while installing then click Next.	g XFile Lite,
Additional icons:	
📝 Create a desktop icon	
< Back Next >	Cancel

If it is not selected, the shortcut will not display on the desktop.

b. Click Next.

12. In the Ready to Install window, click Install.

🏷 Setup - XFile Lite	- • •
Ready to Install Setup is now ready to begin installing XFile Lite on your computer.	≡∨⊑
Click Install to continue with the installation, or click Back if you want to revi change any settings.	ew or
Destination location: C:\Program Files (x86)\EVS Broadcast Equipment\XFile3 Setup type: Custom installation Selected components: FTPServer DiscoveryClient XFile Lite File Transfer Agent XViewer	
< Back Install	Cancel

You will be required to install or update the components versions not yet installed.

- 13. To complete the XFile Lite installation, the computer needs to be rebooted.
 - a. Select Yes.

😽 Setup - XFile Lite	
X·FILE 3 //// LITE /	Completing the XFile Lite Setup Wizard
	To complete the installation of XFile Lite, Setup must restart your computer. Would you like to restart now?
	Ves, restart the computer now
	No, I will restart the computer later
EVE	
	Finish

b. Click Finish.

Installed Applications

The following applications are installed:

XSecure Manager: used to manage the license keys.

Start > Programs > EVS Broadcast Equipment > XSecure > XSecure Manager



•

• Xviewer: used to preview a media item.

Start > Programs > EVS Broadcast Equipment > XViewer > XViewer



• File Transfer Agent: used to manage the copy jobs between two locations.

Start > Programs > EVS Broadcast Equipment > FileTransferAgent > FileTransferAgent



• APPGuard.



2.1.2. Licenses Management

License Code

A license key dedicated to XFile Lite Media Manager must be imported into XSecure.

See section "Activating the Licenses in XSecure" on page 9 for the procedure to request and import license codes.

Application	Module	Summary
10 XFile	50 - XFile Lite: Media Manager only	Only the Media Manager tab will be displayed.



Activating the Licenses in XSecure

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

To activate the XFile Lite license in XSecure, proceed as follows:

 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.

2.2. Starting XFile Lite

FTA and AppGuard are automatically launched at hardware startup. Icons are displayed in the Windows taskbar:



To start XFile Lite, do one of the following actions:

double-click the XFile Lite shortcut icon on the desktop:



 select the application from Start > Programs > EVS Broadcast Equipment > XFile3 > XFile Lite

WARNING - LIMITATION REGARDING THE SCREEN ASPECT RATIO

The XFile Lite window always displays in 16:9 aspect ratio. With a 4:3 screen, part of the window will not be visible.

2.3. Settings

Accessing the Settings Window

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

The Settings window contains several tabs.

Once the configuration is done, save it:

- Click **Apply** to save and stay on the Settings window.
- Click Save & Quit to save and exit the Settings window.



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 XFile Lite database.



XFile Lite will restart after 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.



3. User Interface

3.1. Overview of XFile Lite Window

Illustration

The XFile Lite Media Manager window 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





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.

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	Items: 11/14			2	Items							
÷										Z0 00 8	0 🖸 0 🕖 3 🛩 5	
Source		Name	Destination	Template	Codec	Remaining Time	Speed	State	Actions	Comments	^	
C:\Nearline IPDpge\EVS-cl_pge_170504a-1118_\									X Process ASAP C			
C:\Nearline IPDpge\EVS-cl_pge_170531a-6128_\											5b	
C:\Nearline IPDpge\EVS-cl_pge_170531b-00-612					5							6
C:\Nearline IPDpge\EVS-cl_pge_170531b-01-612					5a							-(:
C:\Nearline IPDpge\EVS-cl_pge_170531b-02-612			C:\Data\XFileLite\EVS-cl_pge_170531b-02-612E_V01.mxf						× Process ASAP C		l	_
C:\Data\XFileLite\EVS-cl_pge_170531a-6128_V0	Levs.xml		C:\Nearline IPDpge\EVS-cl_pge_170531a-6128_V01.evs.xml				0.00×	0	Process ASAP	Object reference not set to an instance of an obje	a.	

Area Description

List/Player Selector (1)

These buttons are used to show the List view (2) or the Player view (4) on the corresponding pane (left or right).

List Pane (2)

Local Hard Drives List (2a)

This area is displayed when the List view is enabled on the corresponding pane (left or right).

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

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

A contextual menu provides some options when you right-click an element in the Local Hard Drives list. See section "Possible Actions on Drive Folders" on page 16.

Media Grid (2b)

NOTE

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

A contextual menu provides some options when you right-click an element in the Media grid. See section "Media Item Contextual Menu" on page 16.

> 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 17 describes how to organize columns and how to search for clips.

The section "Organizing Columns" on page 17 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 23.





comparing both lists See section "Comparing Two Media Lists" on page 23.

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.

Jobs Monitoring Pane (5)

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

The Jobs grid (5a) shows all the jobs and gives indication on their status. See section "The Jobs Pane in the Media Manager Tab" on page 27.

Filter buttons (5b) allows users to filter the Jobs grid according to the job status (Waiting, Scheduled, Running, Canceled, Failed, Completed) and shows the number of jobs for each job status. See section "Filtering Jobs" on page 28.

Settings Button (6)

The **Settings** button **Settings** button be gives access to the Settings window, from which various general parameters are defined: jobs maintenance, logs file creation.

See section "Settings" on page 10.

Help Button (7)

The **Help** button **I** gives access to a window with the XFile Lite version number and support phone numbers, a link to the XFile Lite user manual, and a link to the terms of use.

3.2. 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.

3.3. Media Item Contextual Menu

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

Preview XT Clip

This option is not available.

Preview File

This option opens the XViewer application, installed together with XFile Lite, 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.



4. Searching for Media

4.1. 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.

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.

١D	Name	Keywoltdat	e Codec	Rati

Selecting Columns to Display

You can choose the columns you want to display.

To select the columns to display,

1. Right-click the column header.

A contextual menu displays all the available columns.

- 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.

4.2. Searching for Elements in the Grid

Sorting the Elements in the Grid

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.

Name	•

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.

Source	
ХТЗ	x
XT3 PGE	

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



5. Previewing and Editing a Media Item

5.1. Introduction

Context of Use

In XFile Lite, a file can be previewed from different tabs and with different tools. Transport functions are available for browsing. See section "Previewing a File" on page 19.

A file can be trimmed thanks to clip creation functions or its metadata can be edited. See section "Editing a File" on page 20.

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

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 have been imported in XSecure (XViewer key 10 for preview and key 20 for editing).

5.2. Previewing a File

- 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:

🔀 XFile Lite Media Manager - 5.0.5																		
🖈 FILE 3 . TTC 🛛 🛍 Media Manager																		¢ ⊚ ≡∨≡
Elist 🖵 Player																		🖵 Player
	SDTI NH	Carriera Label	LSMID	Name	Rating	TCIN	Duration	Codec					COMPANY OF THE	A State				
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				cl_pge_170614a-01		00:37:39:22	00:00:16:17	AVC-Intra		C:/Nearline IPD		70504a-1118_V01.mcf				PAL 16/9	X 03	
								AVC-Intra		Clip Info				Metadata				
				d_pge_170614a-03		00:37:39:22	00:00:16:17	AVC-Intra		Ci				- CI-				
							00:00:20:00	AVC-Intra		File Name	EVS-classes 1705	Ma-1118 W1 muf		Cito Namer	d nos 180705s			1
		02_XT3 PGE_REC1	616F	cl_pge_171108a		00:52:22:13	00:00:08:23	AVC-Intra		Path:	\\10.129.59.41\N	learline IPDpge\EVS-cl	pge_170504a-1118_V01.r	LsmID:	1118			
		02_PLAY XT3_REC2	616E	d_pge_171026a		02:29:14:23	00000619	AVC-Intra		File Format				UmID:				
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										Codec:				Session				
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										Frame Rate:				Name:				
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										Depthc								
										Type:				Team A:				
•																20 00	00	

5.3. Editing a File

How to Trim a Clip

Guardbands of the clip 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:





00:20:11:23 00:00:10:12 | 0 M 41 ₩ Þ C:\Nearline IPDpge\EVS-cl_pge_170504a-111B_V01.mxf 00:00:15:12 +000% \boxtimes lip Info Clip 170504a-111B V01 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.

In the Player pane:

How to Edit File Metadata

- Click Edit at the bottom right of the window to enable the Edit mode. Metadata fields and clip creation buttons are available for edition.
- Enter / edit the required metadata values in the metadata fields.
 Data not correctly formatted are displayed with a red frame:

Session		
Time:	10:00:00	\otimes
Date:	Select a date 15	\otimes

3. Click Save.



6. Managing Media Differences between Two Locations

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 18.

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.

▲ ► to

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.

6.2. Comparing Two Media Lists

How to Compare Two Media Lists

You can perform a comparison between two lists displayed in the Media grids. The lists can be two local disk lists, two server lists, or one sever list and one local disk list.

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



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.





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

Media arid:	• 80	<mark>0</mark> 4

Next Steps

When you have compared the content of two folders and 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. See section "Transferring Files from One Storage to Another" on page 25.

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. See section "Solving Metadata Discrepancies between Two Lists" on page 26.

6.3. Transferring Files from One Storage to Another

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

- 1. Select the file(s) you want to copy from the right list or from the left list.
- (optional) You may select additional destinations from the Local Hard Drives list of the other Media list.
- 3. 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

The transfer can be monitored from the Job Monitoring pane. See section "Monitoring Jobs" on page 27.

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.

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.

- 1. Select the file you want to use as reference, identified with a
- 2. Do one of the following actions:

If the reference file is on the left Media grid, click
 The metadata of file in the right Media grid are updated.

If the reference file is on the right Media grid, click
 The metadata of file in the left Media grid are updated.

7. Monitoring Jobs

7.1. The Jobs Pane in the Media Manager Tab

Overview of the Jobs Pane

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

•								素0 ☯0 營0 圓0 ❷4
Source	Destination	Template		Remaining Time	Speed	Status		
s:\nearline xf\evs-cl_pge_150924c-611a.mxf	s:\av files\EVS-cl_pge_150924c-611A_V01.mxf		AVC-Intra 100			0		
s:\nearline xf\evs-cl_pge_160107c-613g.mxf							× Process ASAP C	
s:\nearline xf\evs-cl_pge_160107b-613f.mxf	s:\av files\EVS-cl_pge_160107b-613F_V01.mxf					Ø		
s:\nearline xf\evs-cl_pge_160107d-613h.mxf						0	× Process ASAP C	

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.

The section "Managing Jobs" on page 29 details the operations which can be performed on jobs.

The section "Organizing Columns" on page 17 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 XFile Lite database.
Scheduled		G	The job has been sent to Xsquare and is scheduled to be processed.
Running		0	The job is running.
Canceled		8	User has canceled the job.

Status	Job Status Color Code	Job Status Icon	Meaning
Failed		0	The job failed.
Completed		0	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.
HDR Profile	High Dynamic Range profile of the file.
WCG	Wide Color Gamut profile of the file.
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 29.
Comments	Information from FTA and XFile Lite.

7.2. Filtering Jobs

From the Jobs pane of the Media Manager tab, jobs can be filtered based on their status. Six 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
	Waiting jobs are displayed in the Jobs pane.
▼ 0 ◎ 0 ◎ 0 ◎ 0 ◎ 0 ◎ 0	Scheduled jobs are displayed in the Jobs pane.
∑ 0 0 0 8 0 0 0 0	Running jobs are displayed in the Jobs pane.
∑ 0 ②0 ᠅0 <mark>③0</mark> ❶0 ♀0	Canceled jobs are displayed in the Jobs pane.
▼ 0 2 0 3 0 9 0 ⊘ 0	Failed jobs are displayed in the Jobs pane.
▼ 0 0 0 0 0 0 0 0 0 0 	Completed jobs are displayed in the Jobs pane.

7.3. Managing Jobs

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.



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 the selected job and select Cancel from the contextual menu. This can be applied to a single job or 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 0 can be applied to a multiselection of jobs.

Click Click Click

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.
 - Process ASAP Click from the Actions column.

The job will be processed soon with high priority.



How to Hide Failed and Canceled Jobs

Canceled or **Failed** jobs can be hidden from the list. This is not available from the Monitoring tab.

To hide these jobs,

- 1. Select the requested jobs.
- 2. Right-click on the selected jobs.
- 3. Select **Hide** from the contextual menu.

This can be applied to a multiselection of jobs.

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