



## **Media Suite + DC-Scheduler Software**

### **Operation Guide (Build 1.13)**

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**EVERTZ MICROSYSTEMS LTD.**

5292 John Lucas Drive  
Burlington, Ontario  
Canada L7L 5Z9

Phone: +1 905-335-3700  
Sales: sales@evertz.com  
Tech Support: service@evertz.com  
Web Page: <http://www.evertz.com>

Fax: +1 905-335-3573  
Twitter: @EvertzTV



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## IMPORTANT SAFETY INSTRUCTIONS

	The lightning flash with arrowhead symbol within an equilateral triangle is intended to alert the user to the presence of uninsulated “Dangerous voltage” within the product’s enclosure that may be of sufficient magnitude to constitute a risk of electric shock to persons.
	The exclamation point within an equilateral triangle is intended to alert the user to the presence of important operating and maintenance (Servicing) instructions in the literature accompanying the product.

- Keep these instructions.
- Heed all warnings.
  
- Do not use this apparatus near water
- Clean only with dry cloth.
- Do not block any ventilation openings. Install in accordance with the manufacturer’s instructions.
- Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
- Do not defeat the safety purpose of the polarized or grounding type plug. A polarized plug has two blades with one wider than other. A grounding type plug has two blades and a third grounding prong. The wide blade or the third prong is provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.
- Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles and the point where they exit from the apparatus.
- Only use attachments/accessories specified by the manufacturer
- Unplug this apparatus during lightning storms or when unused for long periods of time.
- Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.

**WARNING**

TO REDUCE THE RISK OF FIRE OR ELECTRIC – SHOCK, DO NOT EXPOSE THIS APPARATUS TO RAIN OR MOISTURE

**WARNING**

DO NOT EXPOSE THIS EQUIPMENT TO DRIPPING OR SPLASHING AND ENSURE THAT NO OBJECTS FILLED WITH LIQUIDS ARE PLACED ON THE EQUIPMENT

**WARNING**

TO COMPLETELY DISCONNECT THIS EQUIPMENT FROM THE AC MAINS, DISCONNECT THE POWER SUPPLY CORD PLUG FROM THE AC RECEPTACLE

**WARNING**

THE MAINS PLUG OF THE POWER SUPPLY CORD SHALL REMAIN READILY OPERABLE

## **INFORMATION TO USERS IN EUROPE**

### **NOTE**

This equipment with the CE marking complies with both the EMC Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European standards:

- EN60065 Product Safety
- EN55103-1 Electromagnetic Interference Class A (Emission)
- EN55103-2 Electromagnetic Susceptibility (Immunity)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to the European Union EMC directive. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## **INFORMATION TO USERS IN THE U.S.A.**

### **NOTE**

#### **FCC CLASS A DIGITAL DEVICE OR PERIPHERAL**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

### **WARNING**

Changes or modifications not expressly approved by Evertz Microsystems Ltd. could void the user's authority to operate the equipment.

Use of unshielded plugs or cables may cause radiation interference. Properly shielded interface cables with the shield connected to the chassis ground of the device must be used.



## REVISION HISTORY

REVISION	DESCRIPTION	DATE
1.0	First Release – formerly Media Gateway	Feb 2019
2.0	Second Release	Sept 2019
3.0	Third Release	June 2020
4.0	Fourth Release	June 2021
5.0	+ DC-Scheduler Software	Sept 2021

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## 1. OVERVIEW

The DreamCatcher™ Media Suite is an intelligent content management system with a simple web-based user interface.

This manual combines instructions using the Media Suite DC-DIRECTOR, DC-BRIDGE, DC-FLEX and DC-SCHEDULER packages.

Leveraging Evertz' revolutionary 10GbE technology, the DC-BRIDGE software provides unprecedented access to content anywhere on the DreamCatcher™ network.

The addition of DC-FLEX software to a DreamCatcher™ cluster will optimize the full potential of every system on the network. By managing the combined compute power of every system, the DC-FLEX will utilize any unused processing capacity to complete jobs at unbelievable speeds.

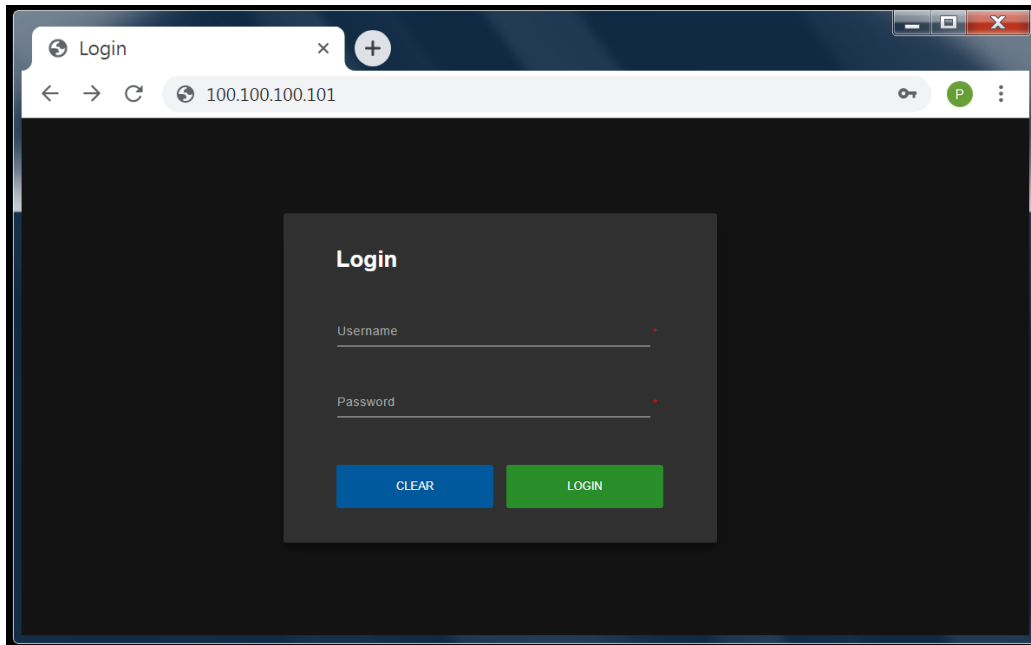
The DC-DIRECTOR software provides full proxy viewing and editing of any content on the DreamCatcher™ network, or on any attached storage device using a simple web browser interface.

## 1.1. LOGIN TO THE USER INTERFACE

The Media Suite's User Interface is accessible through a Chrome browser.

This web page includes all features and apps of the Media Suite.

- To access the Media Suite User Interface, use a computer on the Infrastructure Network.
- Once obtaining access to the Infrastructure Network, open a web browser and type the IP of the Media Suite in the address bar (i.e. `http://100.100.100.101`). At this point, you should be able to see the following menu in Figure 1-1, if successfully connected to the Web Configuration.

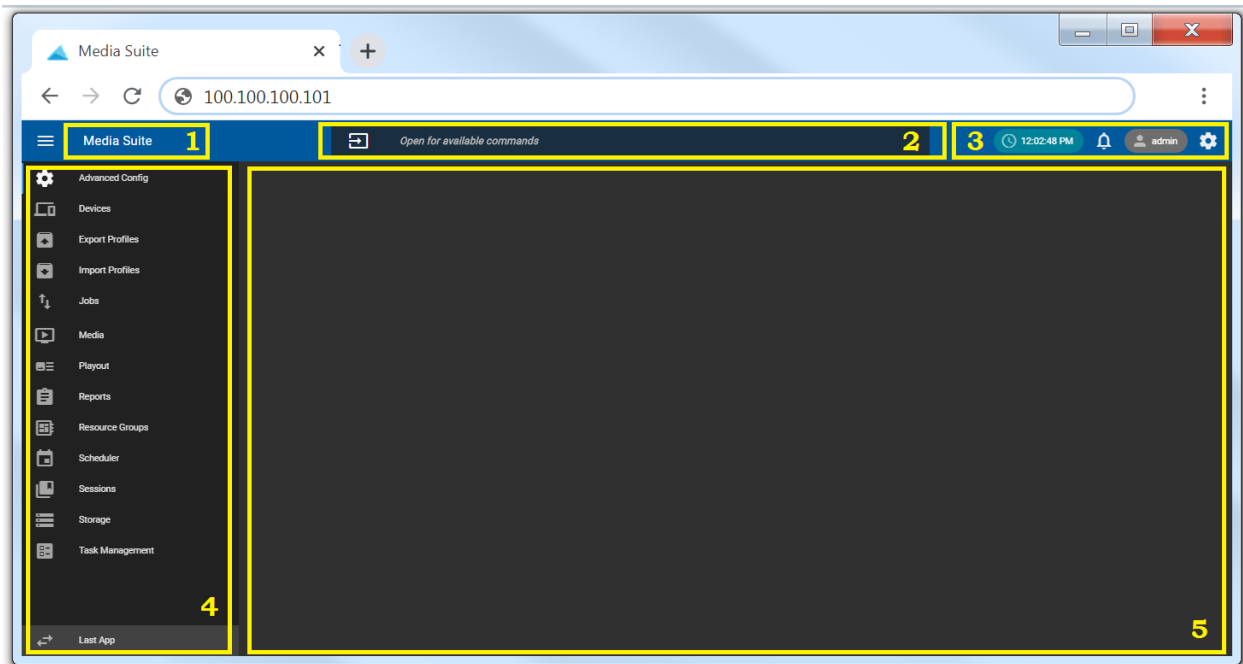


**Figure 1-1: Media Suite Login Page**

- The Media Suite will automatically have an Administrator Login to start. Use the username 'admin' and password 'admin' to login.
- Information for creating users can be found in Section 2.5.4.
- For logout information to switch users or end a session, please see Section 2.4

## 1.2. MEDIA SUITE NAVIGATION

Once logged into the system, all available apps for use are presented along the left-hand side of the webpage. Other tools including 'Search', 'Notification', 'Log Out', 'Settings' and 'Last App' can be found within the User Interface. For each listed tool, refer to Figure 1-2 and the corresponding descriptions below.



**Figure 1-2: Media Suite Navigation**

### 1. System Navigation

Systems are configured in this area.

For instructions on adding a system see Section 1.3.

### 2. Go Bar

The Go bar allows the user to type a command, which will open the appropriate app. An example would be "Launch Jobs" to open the Jobs App.

### 3. Top Bar Actions

System time, notifications, user logout and user settings are found in this area.

### 4. App Directory

The App Directory allows the user to navigate to all available apps within the Media Suite. This directory can be minimized using the triple bar icon.

### 5. App Workspace

This space is where each app can be used and interacted with.

### 1.3. SYSTEM NAVIGATION

Multiple systems can be accessed from the same webpage. Configuring systems will be set up during commissioning of the system(s). If multiple systems have been configured, steps below will indicate how to load each system.

- Click on the 'Media-Suite' system button as circled in Figure 1-3.

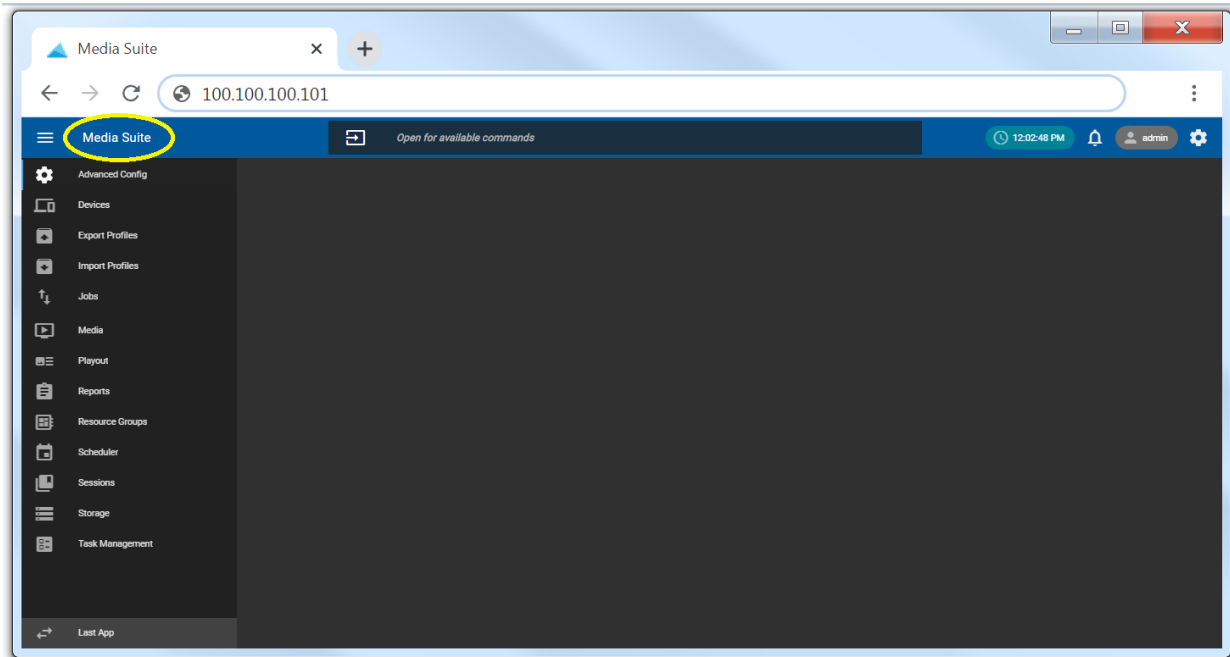


Figure 1-3: System Selection

- A list with the systems will open, as shown in Figure 1-4.



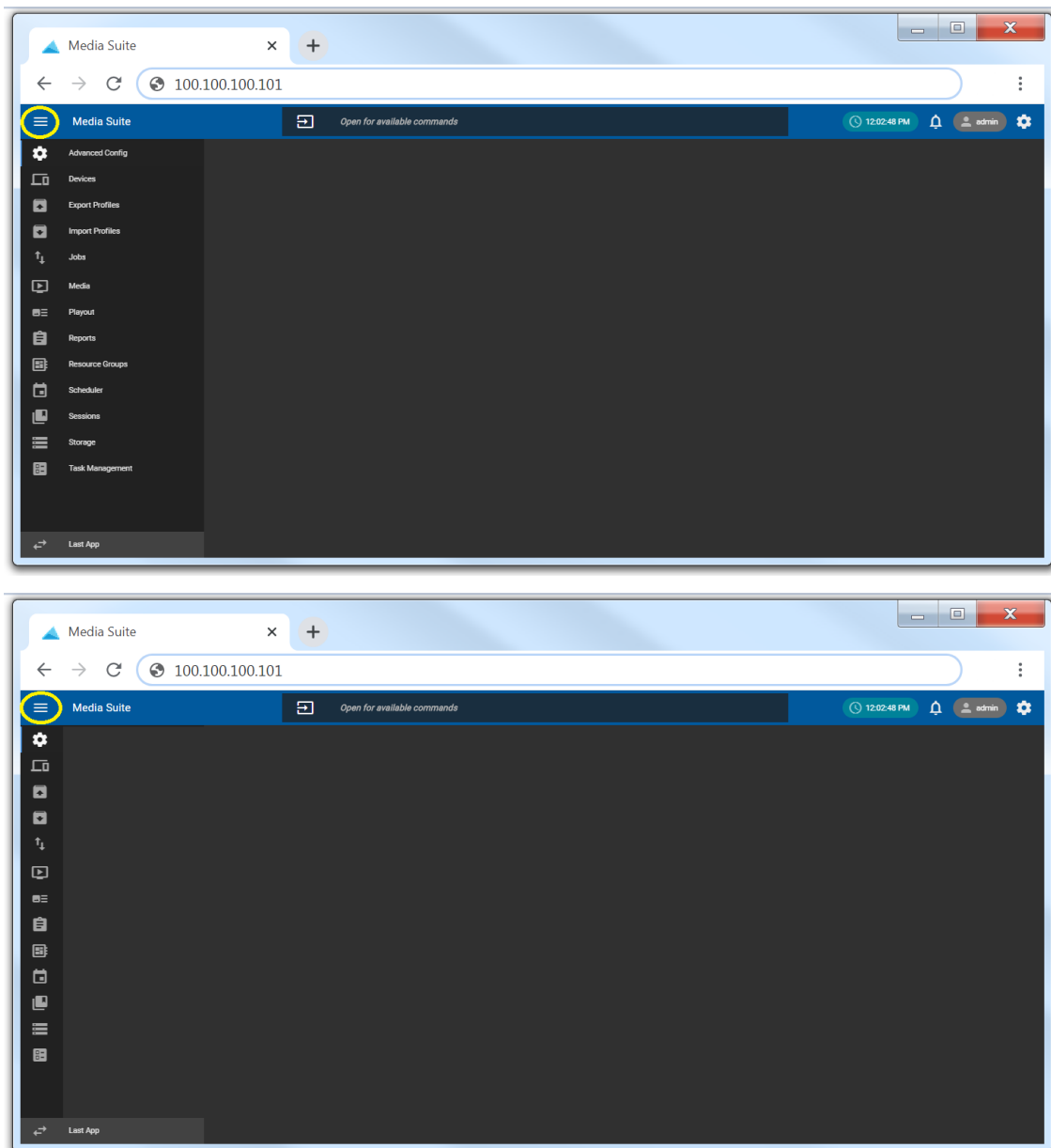
Figure 1-4: Select a System

## 2. TOP BAR ACTIONS

### 2.1. APP DIRECTORY

The App Directory lists all available apps for the logged-in user. Available apps can be added and/or removed based on permissions given to the group that the user belongs to. For information on adding Users, Groups and Permissions see Section 2.5.

- Within the App Directory, any app can be entered by clicking on the name of the app or icon.
- The App Directory can be minimized to provide a larger working space by clicking on the '☰' icon, in the upper left corner of the page. See Figure 2-1 .



**Figure 2-1: App Directory Minimize Example**

- For easy navigation, the 'Last App' button at the bottom of the Media Suite webpage can be used to jump to the last opened app. See Figure 2-2.

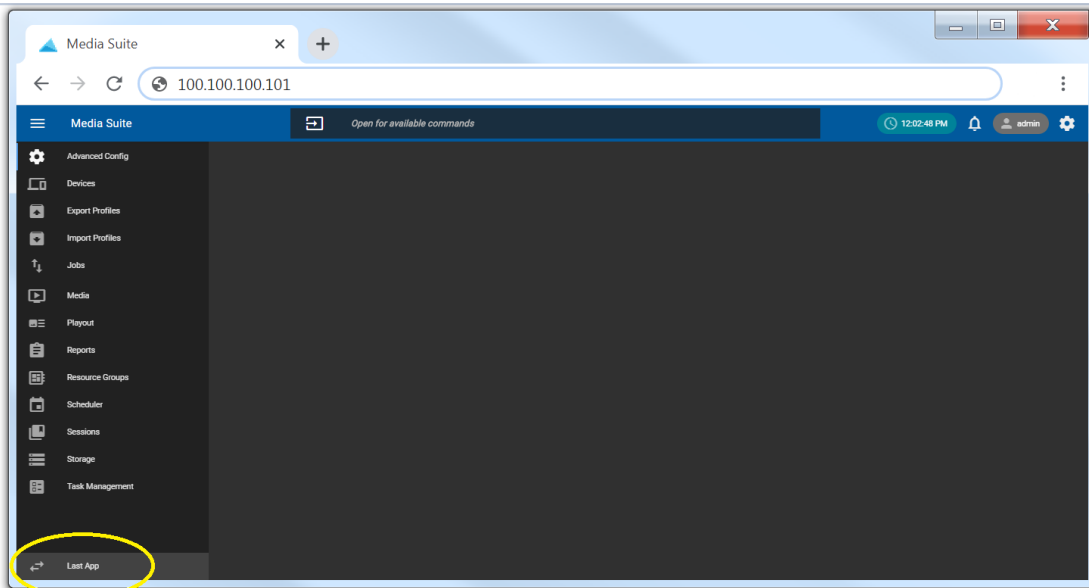


Figure 2-2: Last App Button

## 2.2. GO BAR

The Go bar allows for easy navigation of apps and to make changes / run commands within them.

- To use the Go bar, simply click within the text field of the bar and a list of optional commands will appear. See Figure 2-3.

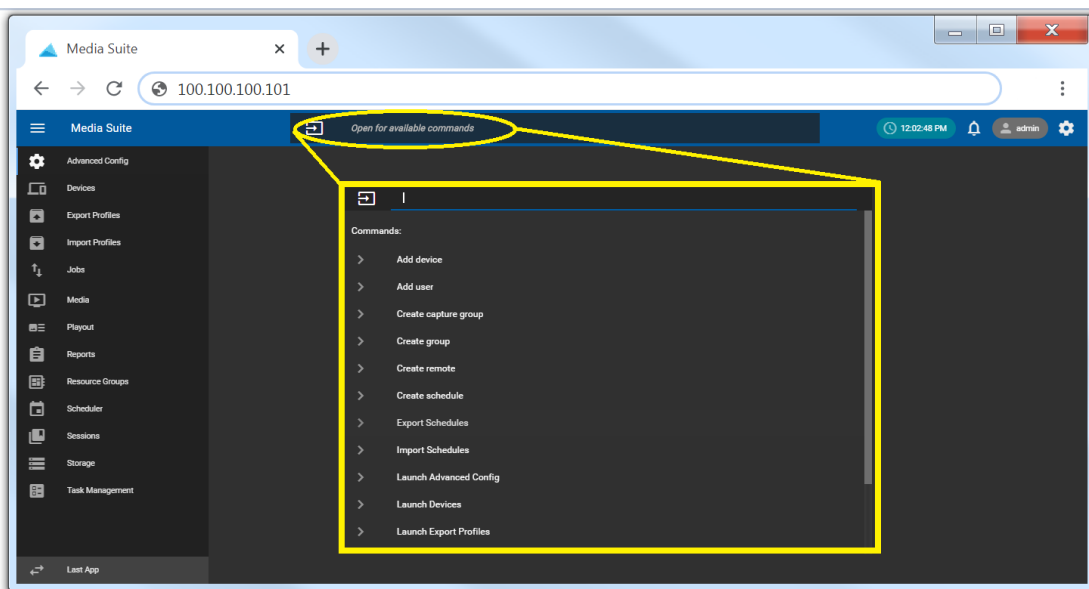


Figure 2-3: Go Bar Commands

- Any command can be typed in, beginning with the following attributes:
  - **Add**  
For example: Add a device
  - **Create**  
For example: Create a schedule
  - **Launch**  
For example: Launch Media

### 2.3. NOTIFICATIONS

The Notification Centre is present on the Media Suite webpage to alert the user to any problems or changes required for their System.

- To open the Notification Centre, click on the 'alarm' icon in the top right-hand corner on the webpage, as circled in Figure 2-4.

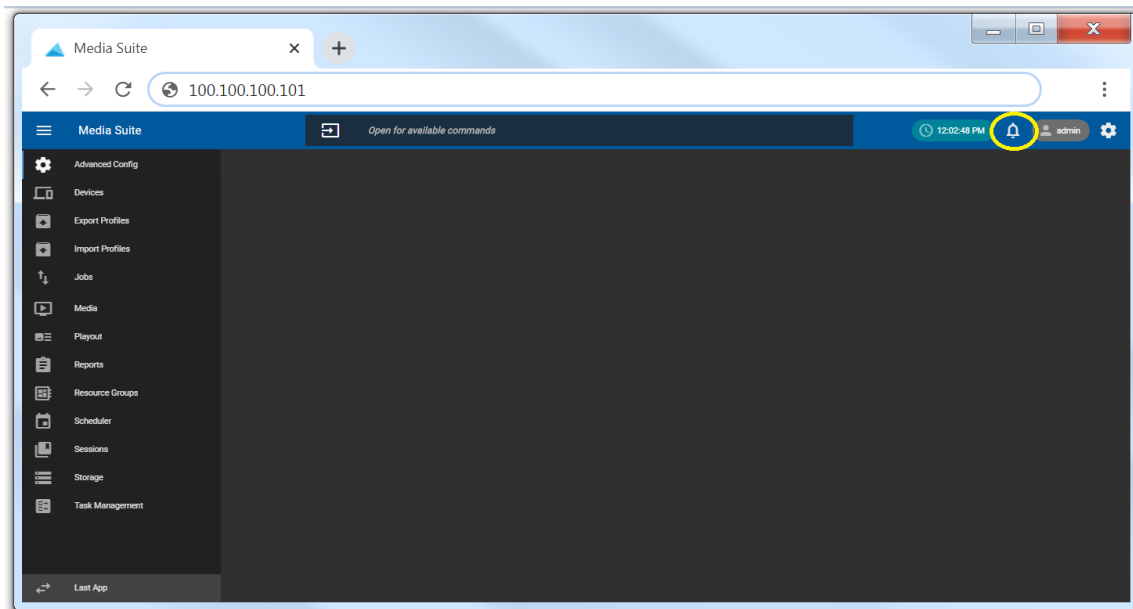


Figure 2-4: Notification Bell

- When a notification has been raised, the alarm bell will become red; clicking on the bell will open a notification box with a description of the issue. See an example in Figure 2-5 and Figure 2-6.



Figure 2-5: Red Notification Bell

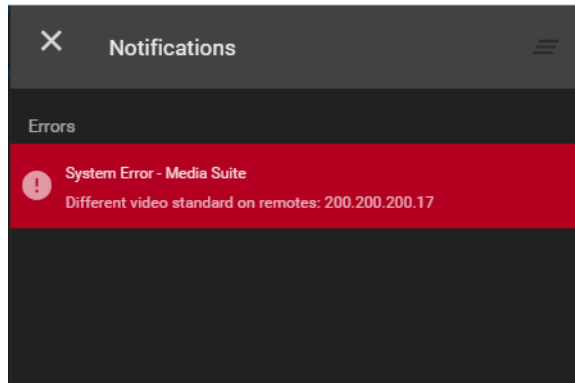


Figure 2-6: Notification Example

## 2.4. USER LOGOUT

Logging out can be done from the Media Suite regardless of which app the user has open.

- To logout, click on the 'user' icon, a 'Logout' window will drop down, as shown below in Figure 2-7. Once clicked, the user is logged out and brought back to the login page, as discussed in Section 1.1, and shown in Figure 1-1.

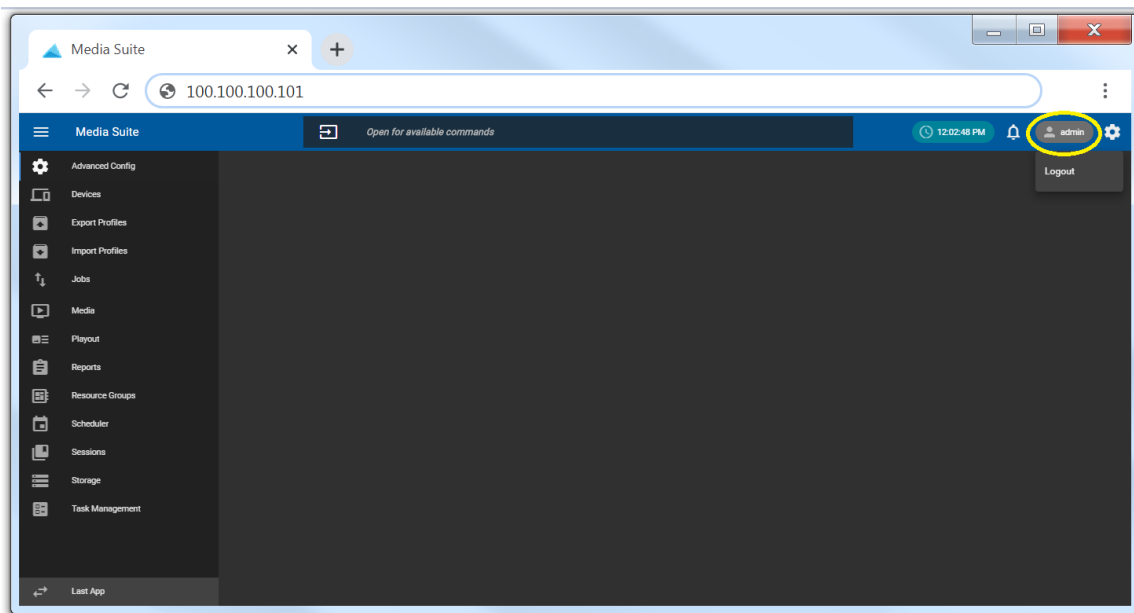


Figure 2-7: Logout Button



### 2.5. SETTINGS

Settings in the Media Suite include account information, media settings, as well as user management.

- To open the Settings, click on the 'gear' icon in the top right-hand corner of the webpage, as shown in in Figure 2-8. It will open a settings page seen in Figure 2-9.

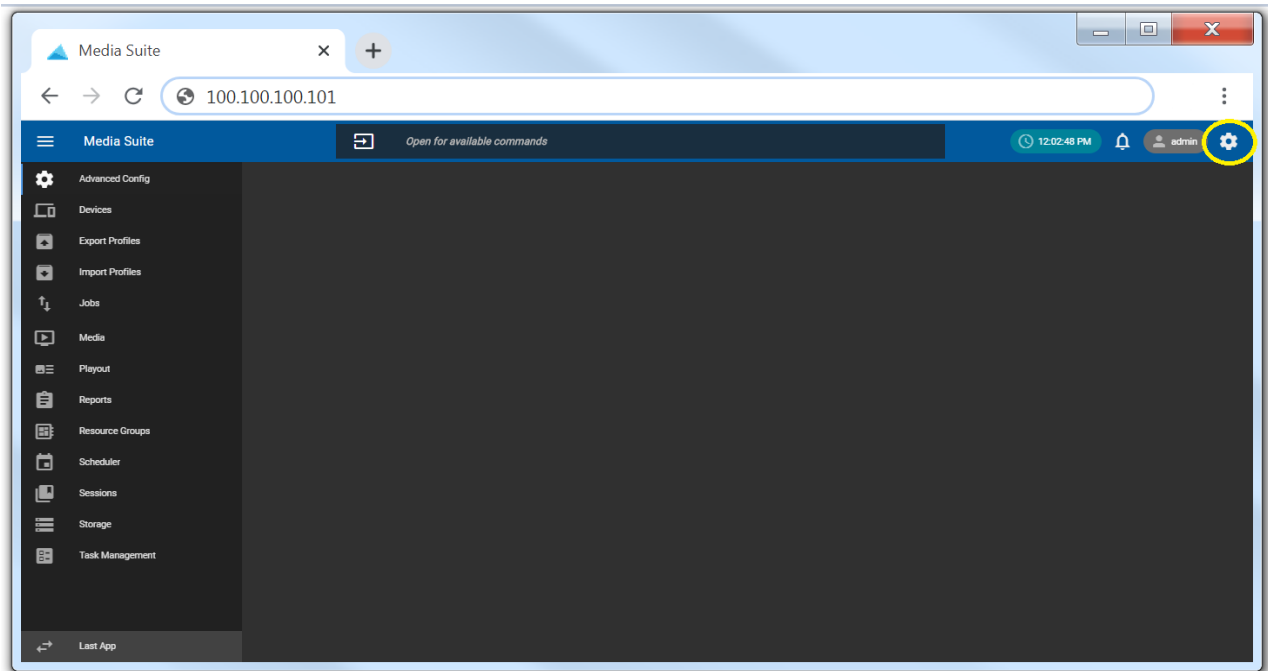


Figure 2-8: Settings Icon

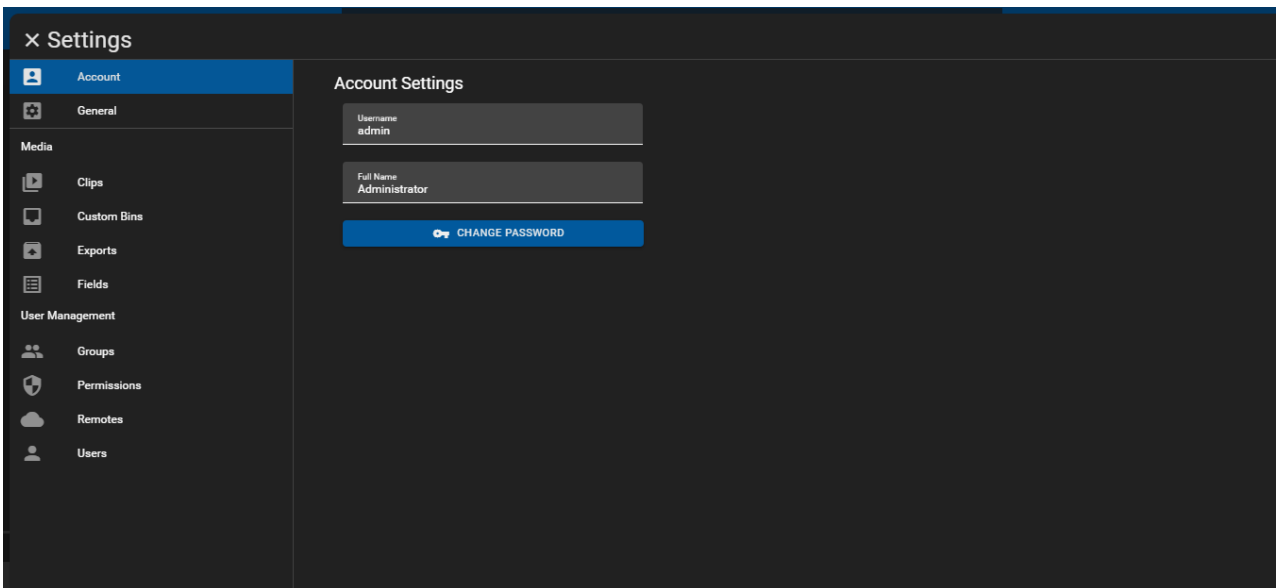


Figure 2-9: Settings App

### 2.5.1. Account

The logged-in user's Account Settings are located in this tab. Password information can be changed here, as seen in the previous image, Figure 2-9.

- To change the password, click on the 'CHANGE PASSWORD' button, as seen in Figure 2-9.
- Once clicked, a new window will open (see Figure 2-10) with the Update Password request. Enter in all fields, and press 'SAVE' to complete the password change.

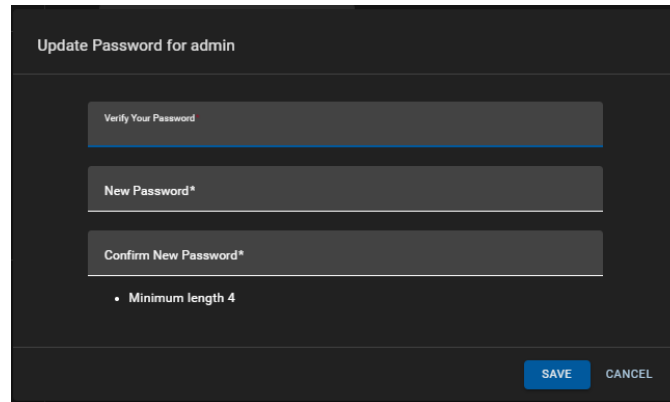


Figure 2-10: Updating Password

### 2.5.2. General

Stream Type for viewing media can be chosen in the General Settings. Options include MJPEG or WebRTC. See Figure 2-11.

- To change the Stream Type, select the drop down menu and choose WebRTC, or MJPEG (enabled by default).

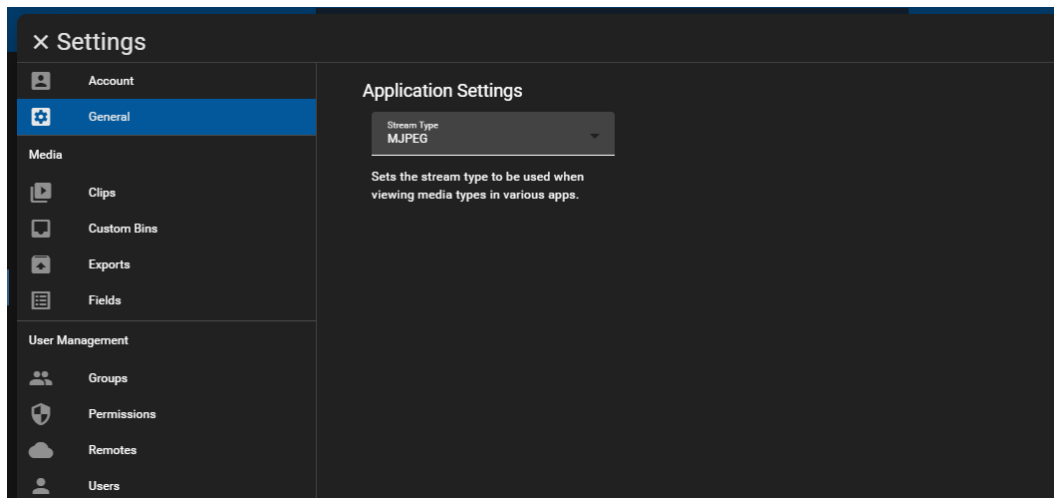
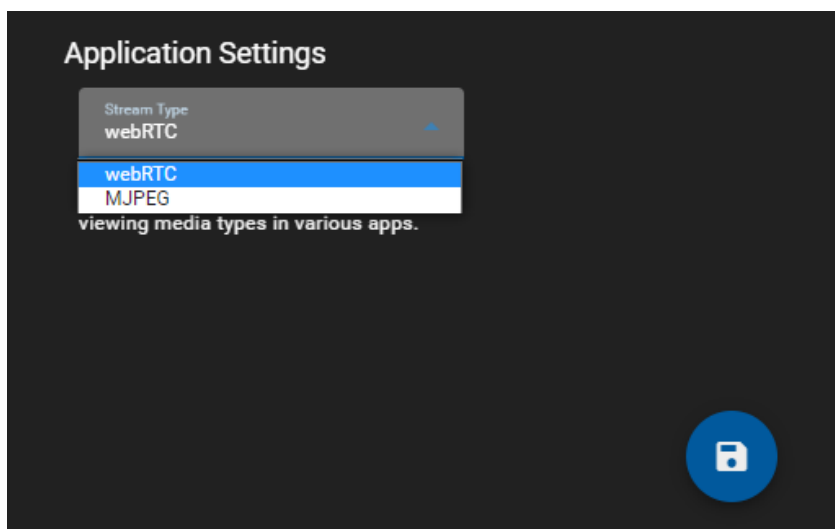


Figure 2-11: General Settings

- Once clicked, a save icon will appear at the bottom of the webpage, as shown in Figure 2-12. Click the icon to save your selection.



**Figure 2-12: Changing Stream Type**

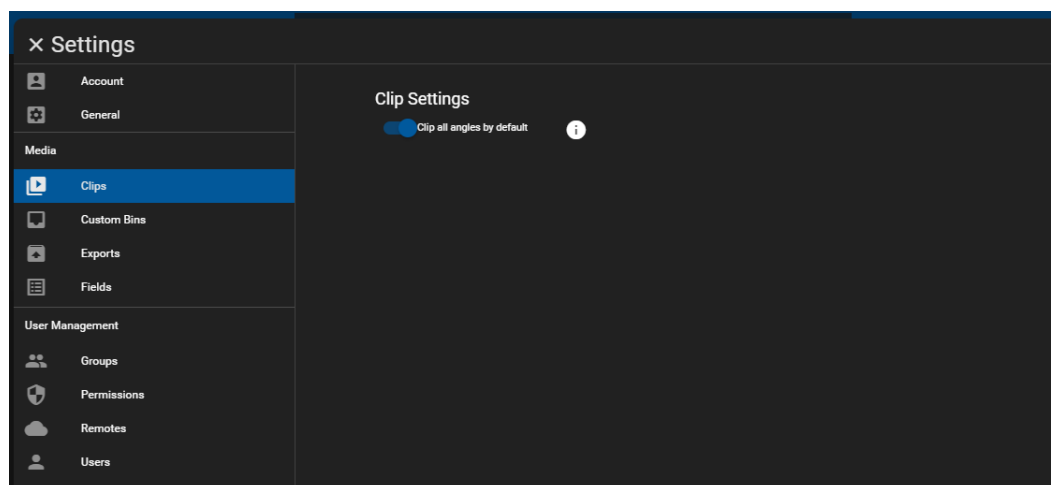
### 2.5.3. Media

The Media Section allows the user to configure Settings for the Media & Playout App. Consisting of Clips, Custom Bins, Exports and Fields.

#### 2.5.3.1. Clips

Clip Settings allows the user to choose which inputs will be clipped when creating clips in the Media or Playout app.

- By default, all angles will be selected to be clipped, as shown in Figure 2-13.



**Figure 2-13: Clip Settings**

- To select custom inputs to be clipped, toggle off 'Clip all angles by default' this will open a selection dialog as shown in Figure 2-14.
- Toggle the selection of inputs by clicking on an input and using the blue arrow buttons to add or remove the input from the selected dialog. Once selections have been made, the settings can be saved by clicking on the circular save icon.

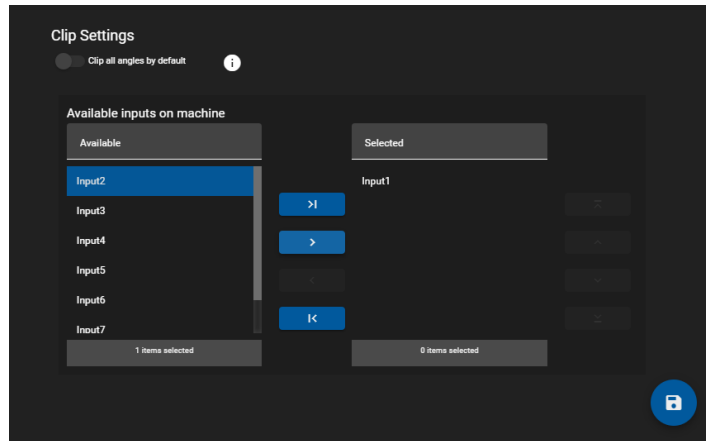


Figure 2-14: Custom Input Clip Settings

### 2.5.3.2. Custom Bins

Bins allows the user to create, edit and delete custom bins across the network.

- To Create a new Bin, click the '+ Create Bin' button at the bottom of the dialog, as seen in Figure 2-15.

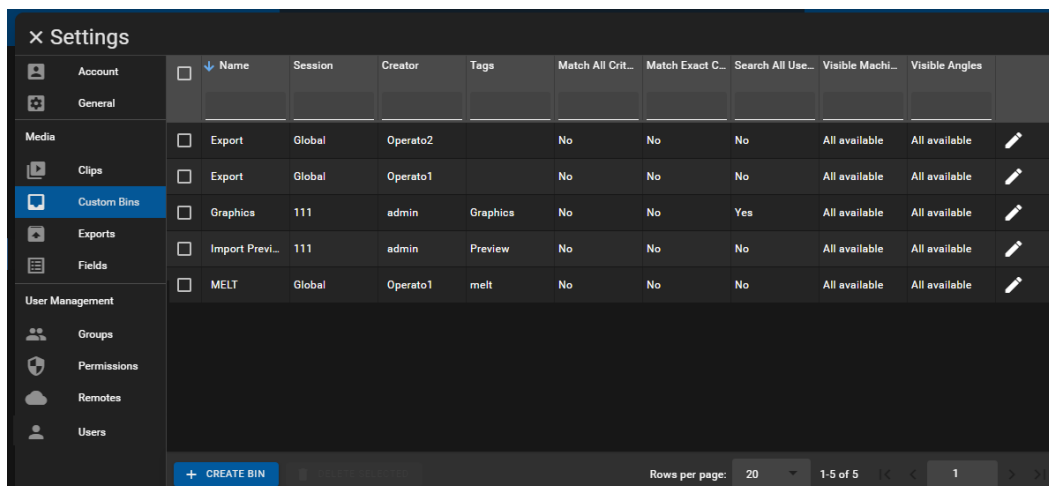


Figure 2-15: Custom Bins

- The creation bin dialog includes options for Name, Tags, and filtering options. See Figure 2-16.
- Once a name has been applied, and filtering options set, complete the bin by pressing the 'Create' button.

Figure 2-16: Creating a Custom Bin

- Bins can be edited by clicking on the pen icon next to the bin in the last column.
- Bins created on the Media Suite can be deleted by clicking on the checkbox next to the bin, and selecting the 'DELETE SELECTED' button which appears when selections are made. See Figure 2-17.

	Name	Session	Creator	Tags	Match All Crit...	Match Exact C...	Search All Use...	Visible Machi...	Visible Angles	
<input type="checkbox"/>	Export	Global	Operato2		No	No	No	All available	All available	
<input type="checkbox"/>	Export	Global	Operato1		No	No	No	All available	All available	
<input checked="" type="checkbox"/>	Graphics	111	admin	Graphics	No	No	Yes	All available	All available	
<input checked="" type="checkbox"/>	Import Previ...	111	admin	Preview	No	No	No	All available	All available	
<input type="checkbox"/>	MELT	Global	Operato1	melt	No	No	No	All available	All available	

Figure 2-17: Deleting Custom Bins

### 2.5.3.3. Exports

Export Settings allows the user to choose which inputs will be exported when exporting clips in the Media or Playout app.

- By default, all angles will be selected to be exported, as shown in Figure 2-18

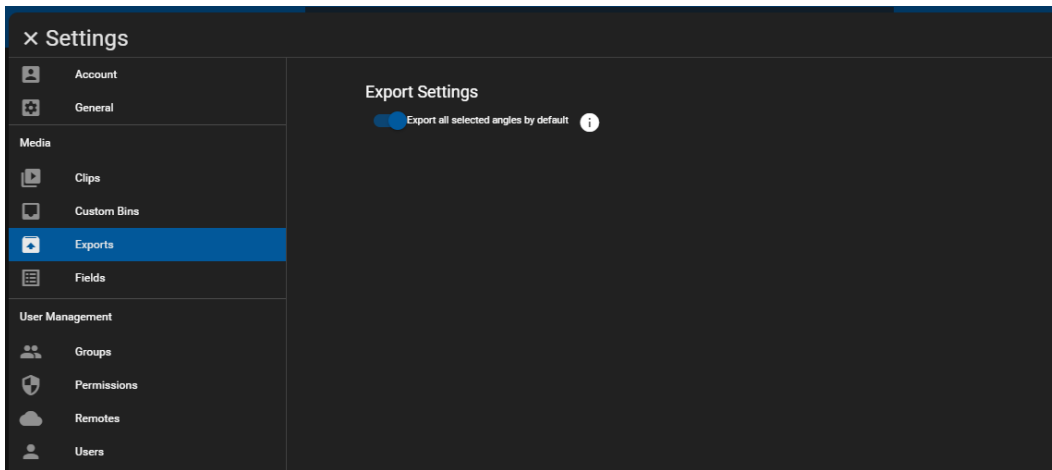


Figure 2-18: Export Settings

- To select custom inputs to be clipped, toggle off 'Export all angles by default' this will open a selection dialog as shown in Figure 2-19.
- Toggle the selection of inputs by clicking on an input and using the blue arrow buttons to add or remove the input from the selected dialog. Once selections have been made, the settings can be saved by clicking on the circular save icon.

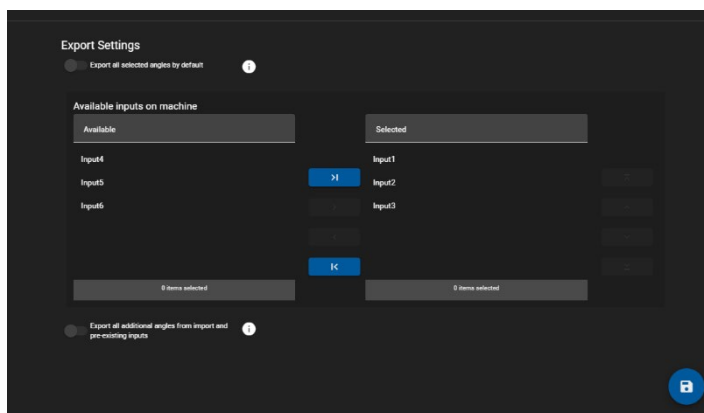


Figure 2-19: Custom Input Export Settings

### 2.5.3.4. Fields

Fields allow the user to pre-configure metadata key / values, which can be added to new and existing clips in the Media App. For information regarding adding fields to newly created clips see section 8.2.5, and for information regarding adding fields to existing clips, see section 8.5.2.

- To add a key / value, click on '+ Fields'. A Name and Type box will appear. See Figure 2-20.

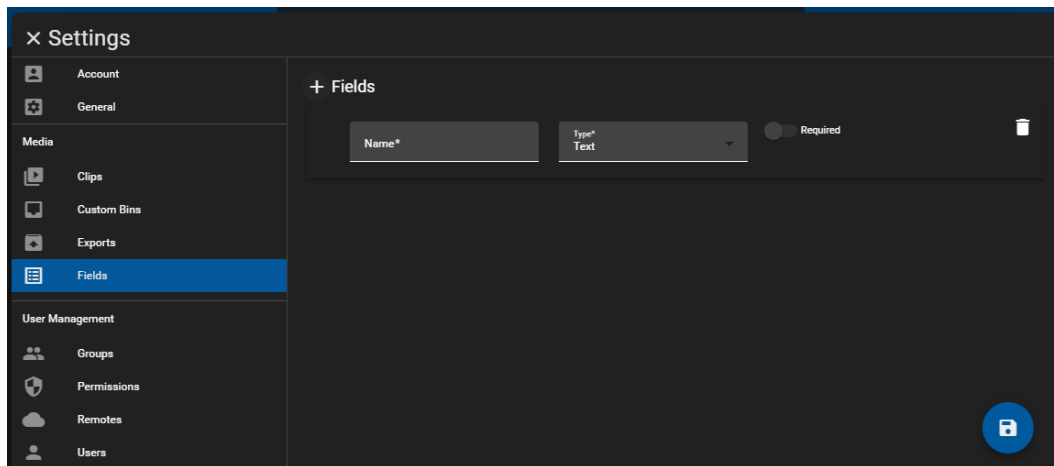


Figure 2-20: Adding Fields

- For each Field, a name and type are required.
- There are four different types of fields. Options include the following:
  - Name & Text:** A pre-set Name, to be used as a Key, and a text box which will allow the user to type in a custom word for the value.
  - Name & Multiple Values:** A pre-set Name, to be used as a Key, and a text box which will allow the user to type in multiple words for values.
  - Name & Multi-line Text:** A pre-set Name, to be used as a Key, and a text box which will allow the user to type in a multi-word description.
  - Name & Pre-defined Values:** A pre-set Name, to be used as a Key, and the choice of pre-defined values based on a drop-down menu.
- Fields can be set as a requirement for new clips made in the Media App. To set a required field, click the 'Required' toggle button ON, it will then be lit blue, as shown in Figure 2-21.

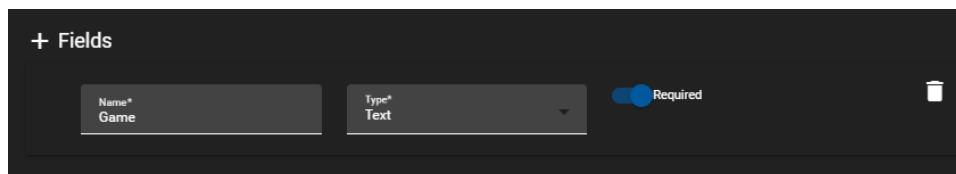


Figure 2-21: Adding Fields

- Below are examples of the Fields that can be added in the field settings and utilized in the Media App. See Table 2-1.

Field Settings Example	Media App

Table 2-1: Field Examples

### 2.5.4. User Management

Multiple Users can be created to interact / control the Media Suite. The User Management settings are made up of Groups, Permissions, Remotes and Users.



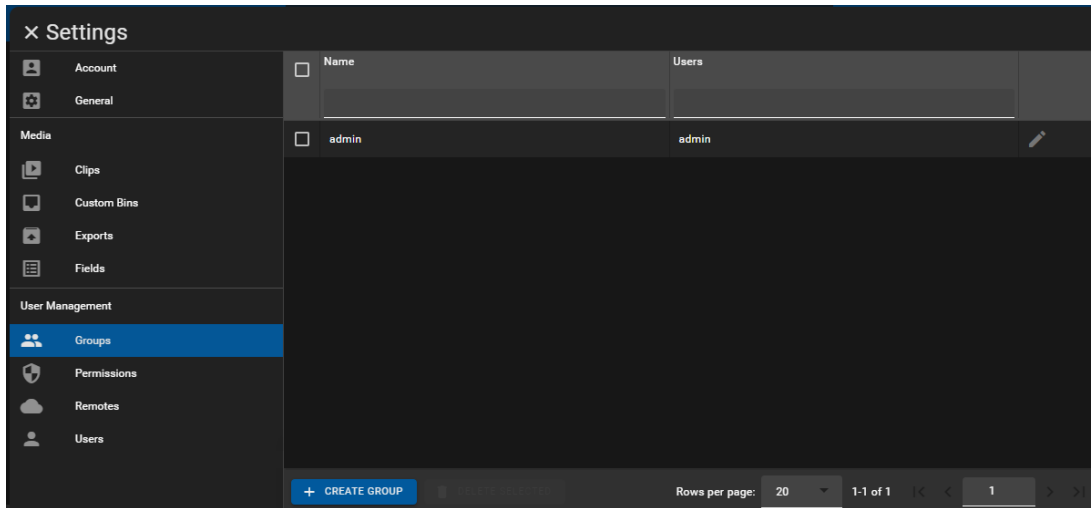
**NOTE: Only the Administrator can access the User Management settings.**



### 2.5.4.1. Groups

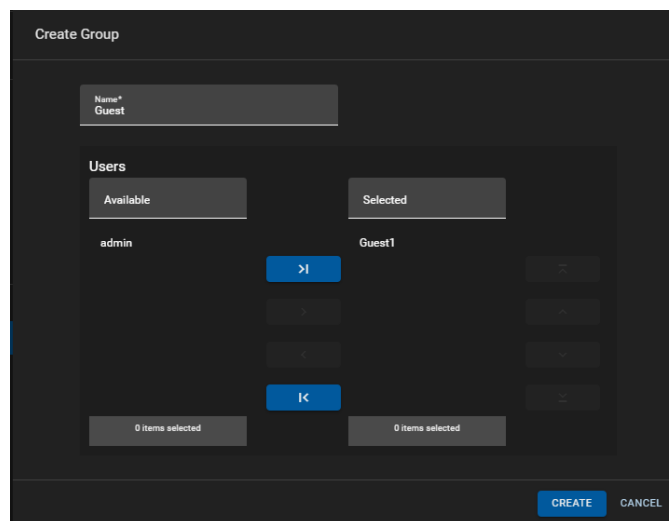
User groups control which permissions (apps) each user, within that group, has access to.

- Groups are created and organized in the Groups tab, as shown in Figure 2-22.



**Figure 2-22: User Groups**

- To make a new user group click on ‘+ CREATE GROUP’. A dialog will open, see Figure 2-23.
- Users can be added to Groups within this creation dialog. For steps on creating users, see the next section, Section 2.5.4.4
- Groups require a name, adding users at this point is optional and can be edited later. If users are present, click on a user to select it, and use the blue arrow buttons to move the user / users into the selected list.
- Once done, complete the group by pressing ‘CREATE’.



**Figure 2-23: Create Group**

- Groups can be edited by selecting the pen tool, located to the right of the listed users.
- Once clicked the same dialog will open as when creating the Group, see Figure 2-23.
- Groups can be deleted by checkmarking the box, located on the left hand side of each name, as shown in Figure 2-24. To delete, click the 'DELETE SELECTED' button.

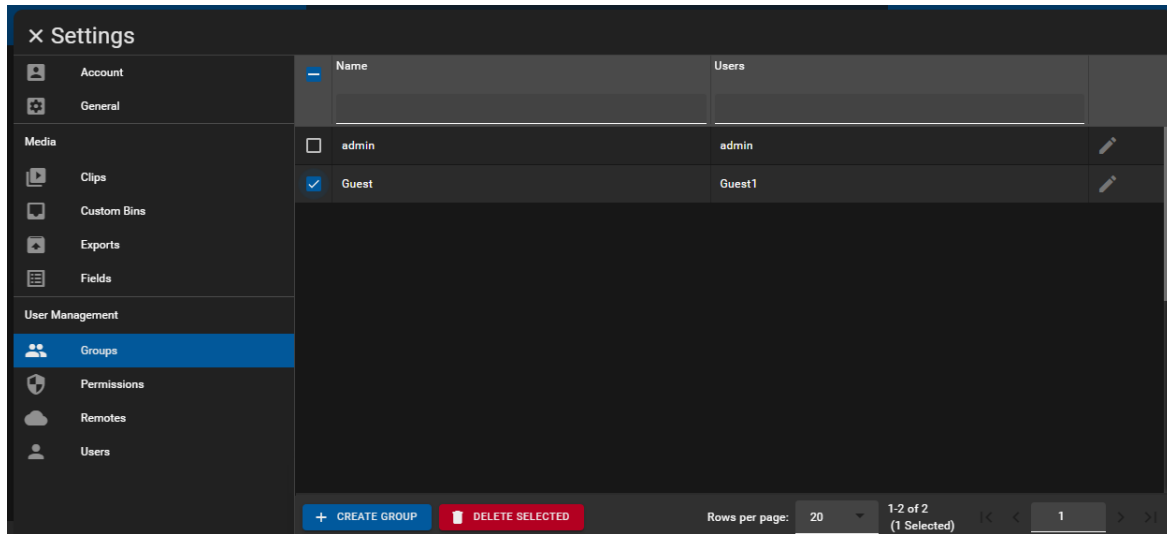


Figure 2-24: Edit Groups

### 2.5.4.2. Permissions

Permissions determine what apps can be used by a group of Users. By default, the Administrator will have all permissions given to them. Newly created user groups will have to specify the permissions.

- Each Group of users can be previewed along with the available apps list in the Permissions tab, as shown in Figure 2-25.

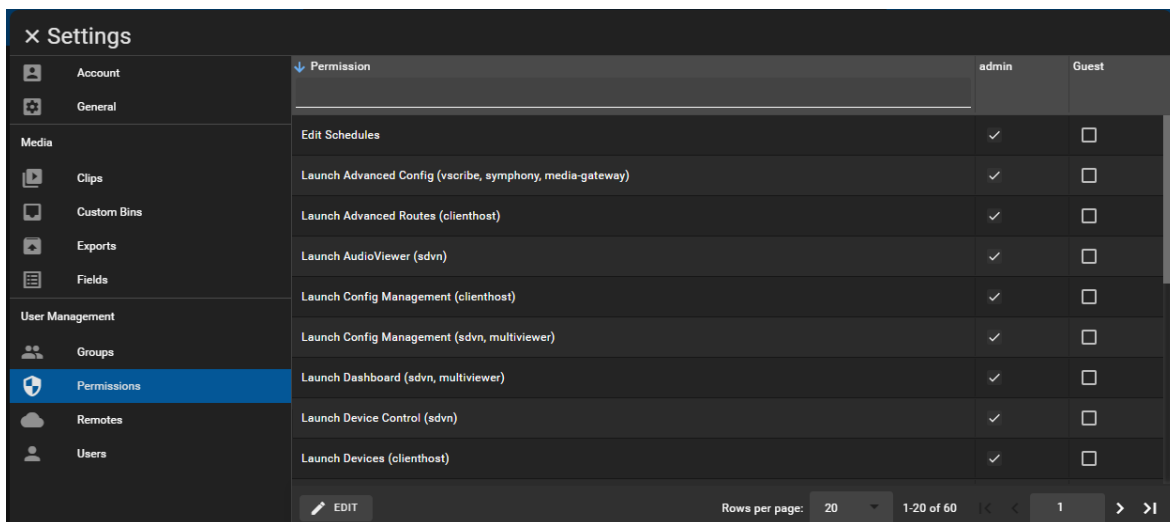


Figure 2-25: Permissions

- To edit a group’s permissions, select the ‘EDIT’ button.
- Once Edit has been clicked, apps can be chosen by adding a checkmark next to the app, under the user group of choice. See Figure 2-26.

Permission	admin	Guest
media-gateway		
Launch Advanced Config (vscribe, symphony, media-gateway)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Launch Devices (dreamcatcher, vscribe, media-gateway, symphony)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Export Profiles (dreamcatcher, vscribe, media-gateway)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Import Profiles (dreamcatcher, vscribe, media-gateway)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Jobs (vscribe, media-gateway)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Playback (media-gateway, dreamcatcher)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Launch Media (vscribe, media-gateway)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Sessions (dreamcatcher, vscribe, media-gateway)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Launch Reports (vscribe, symphony, media-gateway)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 2-26: Editing Permissions

- Apps can be searched and filtered by name or type (media-gateway / DreamCatcher), by typing in the search field at the top of the app list.
- DreamCatcher – Media Suite type apps will be listed with ‘media-gateway’ in brackets. Only available Media Gateway apps can be used in the Media Suite. Permissions include:
  - **Edit Schedules** – To be able to create and edit events in the Scheduler App
  - **Launch Advanced Configuration** – To have access, and use the Advanced Config. App.
  - **Launch Devices** – To have access, and use the Devices App
  - **Launch Export Profiles** – To have access, and use the Export Profiles App
  - **Launch Import Profiles** – To have access, and use the Import Profiles App
  - **Launch Jobs** – To have access, and use the Jobs App
  - **Launch Media** – To have access, and use the Media App
  - **Launch Playback** – To have access, and use the Playback App
  - **Launch Reports** – To have access, and use the Reports App
  - **Launch Resource Groups** – To have access, and use the Resource Groups App
  - **Launch Scheduler** – To have access to the Scheduler App
  - **Launch Session** – To have access, and use the Session App
  - **Launch Storage** – To have access, and use the Storage App
  - **Launch Task Management** – To have access, and use the Task Mgmt. App
- Once permissions to a group have been set, upon that user’s login, only the apps chosen for that User Group will be visible to that user.

### 2.5.4.3. Remotes

Remotes are used for customized workflows, including control and configuration of third party devices.

### 2.5.4.4. Users

This section is where users can be created, managed and removed. All users in the system will be listed with details including the username, full name and group assignment. User information and passwords can be edited from here.

- Go to the Users tab as shown in Figure 2-27.
- To add a new user, click the '+ ADD USER' button as seen at the bottom of the Users section.

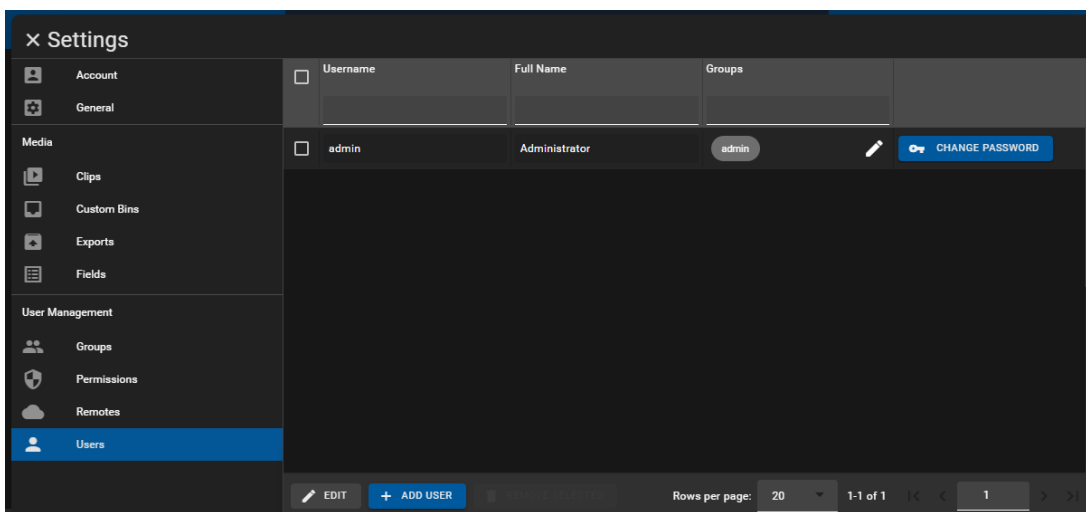


Figure 2-27: User Settings

- Once clicked, a new window will open as shown in Figure 2-28.
- Users require a full name, username, and password. The password must have a minimum of four characters.



**Note:** The username and password are case-sensitive.

- Optionally, a User Group can be chosen for the User during this creation step.
- To complete the new User profile, press 'ADD' to complete the creation of a new user.
- The newly created user will be listed in the User section.

Add User

Full Name

Username\*

Password\*

Confirm Password\*

• Minimum length 4

User Groups

Available

Selected

admin

Guest

No items listed

>|

0 items selected

0 items selected

ADD CANCEL

**Figure 2-28: Add User**

- To edit User(s) names, click the greyed 'EDIT' button at the bottom of the section.
- At this point the 'EDIT' button will turn blue and text boxes will appear for the names. To edit, just type in a new name in the text box. See Figure 2-29.
- Once finished, press 'EDIT' again to save the changes.

<input type="checkbox"/>	Username	Full Name	Groups	
<input type="checkbox"/>	Guest1	Guest1	Guest	CHANGE PASSWORD
<input type="checkbox"/>	admin	Administrator	admin	CHANGE PASSWORD

EDIT + ADD USER

Rows per page: 20 1-2 of 2 1

**Figure 2-29: Edit User**

- To edit a user's group, click the pen tool next to the user to open a Group selection dialog. See Figure 2-30.

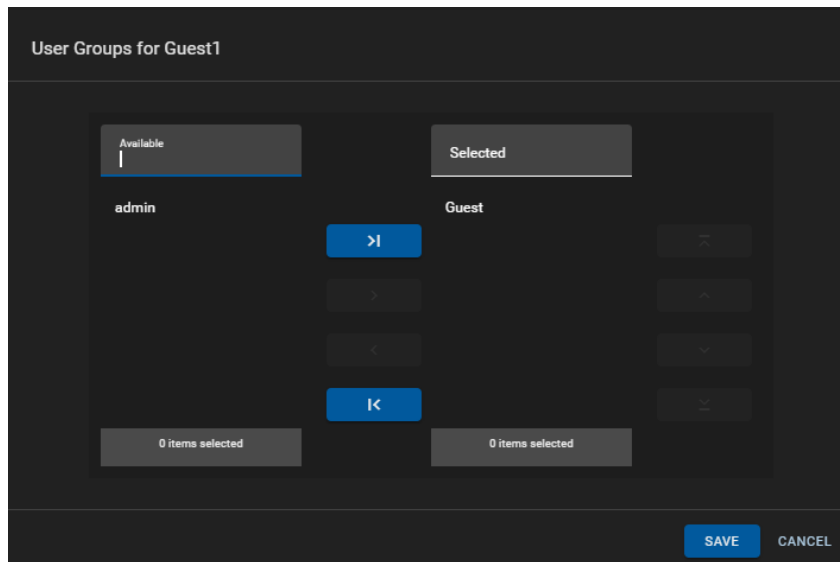


Figure 2-30: Editing User's User Groups

- Passwords can be changed by clicking on the 'CHANGE PASSWORD' button on the right-hand side of the list. Once Clicked, a 'Update Password' dialog will open. See Figure 2-31.



**Note:** When a non-administrative user is logged in, that user can only change their own password.

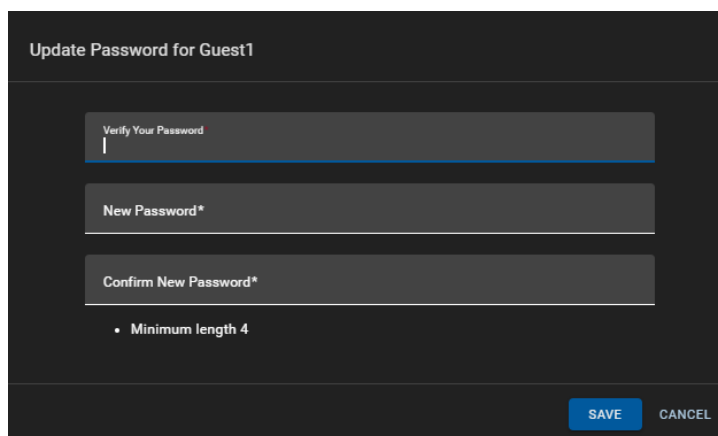
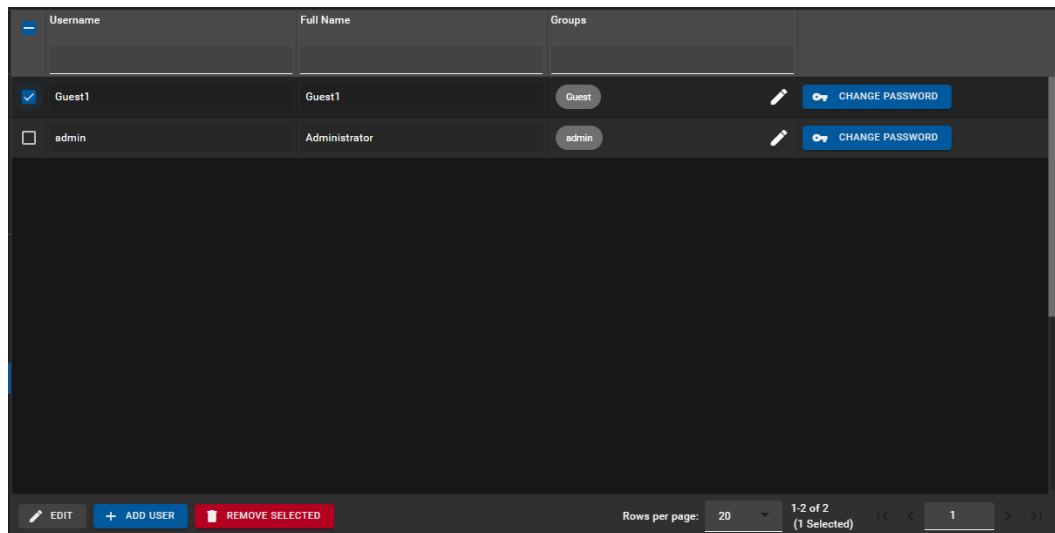


Figure 2-31: Editing User Group Passwords

- Users can be deleted by checkmarking them on the left-hand side of the table view, as shown in Figure 2-32.
- At this point, the 'REMOVE SELECTED' button can be clicked. A confirmation will appear, selecting 'REMOVE' will complete deleting the user(s).



**Figure 2-32: Delete User**

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### 3. ADVANCED CONFIGURATION

The Advanced Configuration App houses additional workflow requirements for the Media Suite.

#### 3.1. SCHEDULER SETTINGS – CONNECTION TO MAGNUM

The Scheduler can utilize Evertz Control System: Magnum, to assist in various tasks, and is require for creating events in the scheduler.

Connection to the Magnum Control System must first be established, and a Magnum Interface must be created in order to begin using Magnum resources and scheduling tasks. Please reach out to your Evertz Support Team Member(s) for connection details and instructions on creating Interfaces for use with the Scheduler App.

- Enter the Advanced Config App of the Media Gateway.
- In Advanced Config, enter “Scheduler Settings”, as shown below in Figure 3-1.

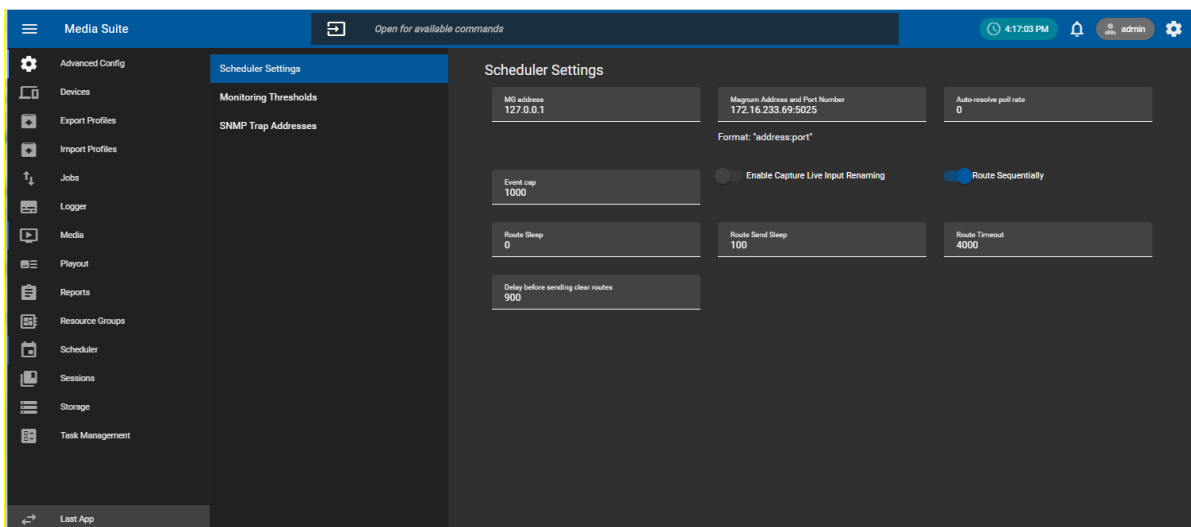


Figure 3-1: Magnum and Scheduler Connection

- First, in Scheduler Settings, add the local MG local address, (127.0.0.1 is used for a stand-alone system).
- Next, add the Magnum IP address and port number of the chosen Interface. For example: 100.100.100.103:5025. See Figure 3-2 for an example.

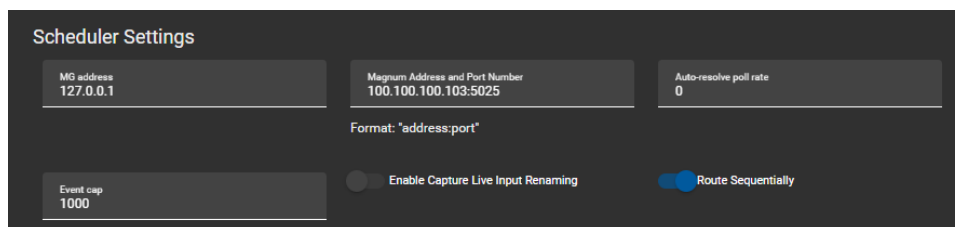


Figure 3-2: Add Magnum Address

- First, set the auto-resolve poll rate . To modify the rate, click into the text box and type in a new value.
- Next, set the Event cap number, defaulted at 1000. To modify the duration, click into the text box and type in a new value.
- An option to 'Enable Capture Live Input Renaming' is available. This setting will rename the Inputs when a 'Capture Live' event is scheduled. To enable or disable, click the toggle button.
- An option to 'Route Sequentially' is available. To enable or disable, click the toggle button.
- A Route Sleep and Route Send Sleep value can be set. To modify the duration, click into the text box and type in a new value.
- A Route timeout can be set. To modify the duration, click into the text box and type in a new value.
- Last, in the Scheduler settings is a 'Delay before sending clear routes' setting. To modify the duration, click into the text box and type in a new value.
- Once all settings have been added, a save icon will appear at the bottom of the window to save selections.

### 3.2. MONITORING THRESHOLDS

- Monitoring Thresholds are used to monitor system information. Presently they are only configurable for custom workflows.

### 3.3. SNMP TRAP ADDRESSES

- SNMP Trap Addresses can be configured to allow for third party monitoring.
- Click the plus icon to add an SNMP Trap Address, and type in the IP, as shown in Figure 3-3.

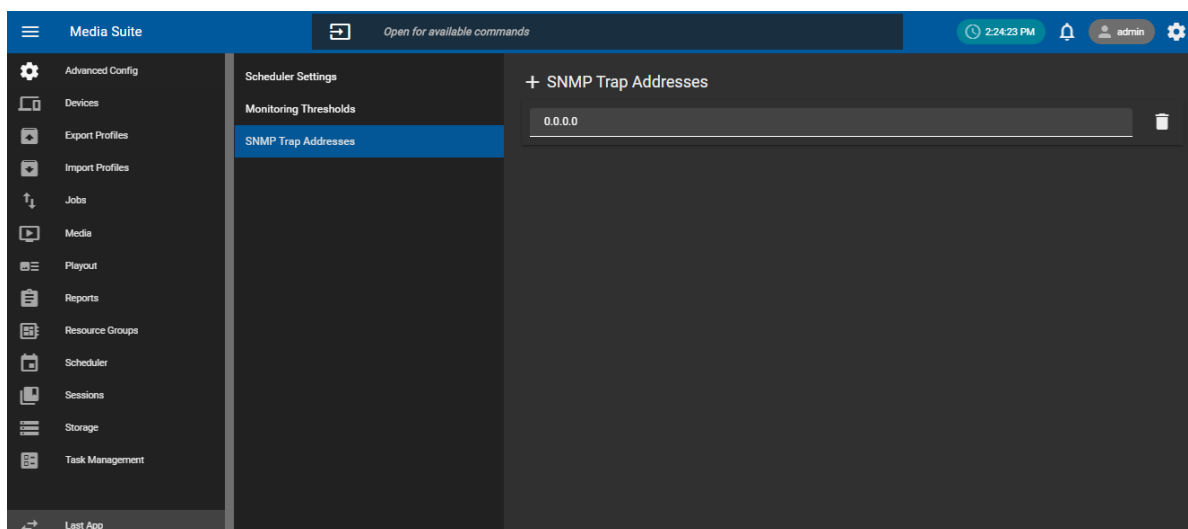


Figure 3-3: SNMP Trap Settings

## 4. DEVICES

The Devices App displays basic information of all connected devices, along with options to interact with those devices to download information, change settings, upgrade, etc. See Figure 4-1.

- Devices already connected to a system’s cluster will appear automatically, and can also be added for monitoring using the ‘ADD DEVICE’ button, as seen at the bottom of Figure 4-1.

Status	Name	IPs	Active Jobs	Usage	Capture Status	Details	Version	Type
<input type="checkbox"/>	DreamCatcher...	200.200.200...	0 flex, 0 soft	31.25%	4 active	4 in, 4 out	1.13	DREAMCATCHER
<input type="checkbox"/>	DCMediaSuite	200.200.200...	0 flex, 2 soft	0.00%	Stopped	0 in, 0 out	1.13	DREAMCATCHER_MEDIA_GATEWAY
<input type="checkbox"/>	DreamCatcher...	200.200.200...	0 flex, 0 soft	6.25%	6 active	6 in, 0 out	1.13	DREAMCATCHER

Figure 4-1: Devices Main Page

- Within the Devices App, information is divided into columns of properties to allow for easier monitoring.
  - **Status:** Shows connection status of the devices. Devices can be sorted by status. Options include: All, Online, Offline or disabled devices.
  - **Name:** Name of the device. Devices can be searched by typing a name into the search box.
  - **IP’s:** IP addresses of each system. Devices can be searched by typing a IP into the search box.
  - **Active Jobs:** Shows if a device is currently performing a job or not.
    - A Soft Job indicates a transcode job that is working in real time.
    - A Flex Job will fluctuate in speed and takes priority in the jobs list.
  - **Usage:** Indicates how busy a device is on how many jobs are used/free.
  - **Capture Status:** Number of active or stopped capture recordings.
  - **Details:** Basic Input and Output configuration of the systems.
  - **Version:** The code version of that machine.
  - **Type:** The type of hardware, such as DreamCatcher, Panel, Logger, etc.

- Each column can be arranged in ascending / descending order. This is done by clicking the property's name. An arrow will become present beside the property to inform the user of the order that the column is sorted by. See Figure 4-2.

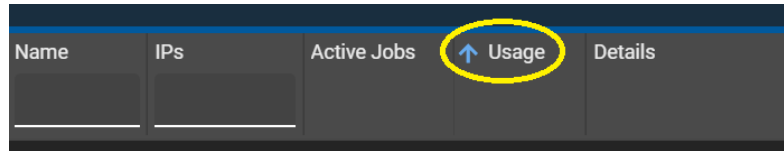


Figure 4-2: Devices Sort Ascending or Descending

- To change the order between ascending and descending, simply click the property's name again.
- Results can be refined by the status of device, chosen by the drop down menu shown in Figure 4-3.

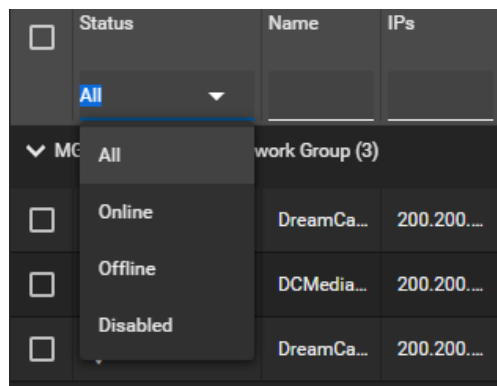


Figure 4-3: Devices App – Status Selection

- The property information can further be refined by showing only selected columns. This is done by selecting the options button (ellipsis icon) and checkmarking on desired columns to see or checkmarking off columns to hide. See Figure 4-4.

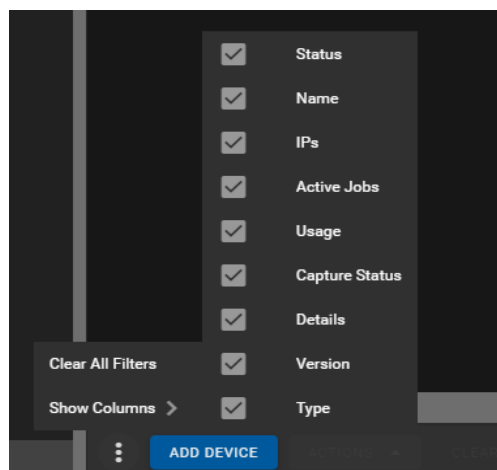


Figure 4-4: Devices App - Show Columns

### 4.1. DEVICE MAINTENANCE MODE

Each device can be put into maintenance mode from the Device App. When maintenance mode is on, the node will not take on any more work for the cluster. This can be useful when you want to perform maintenance tasks on the node without interfering with running jobs.

- To toggle Maintenance mode on a device, simply click on the wrench icon in that device's column. A confirmation dialog will appear, once 'CONFIRM' has been selected the wrench icon will be lit orange to indicate the mode is active, as shown in Figure 4-5.

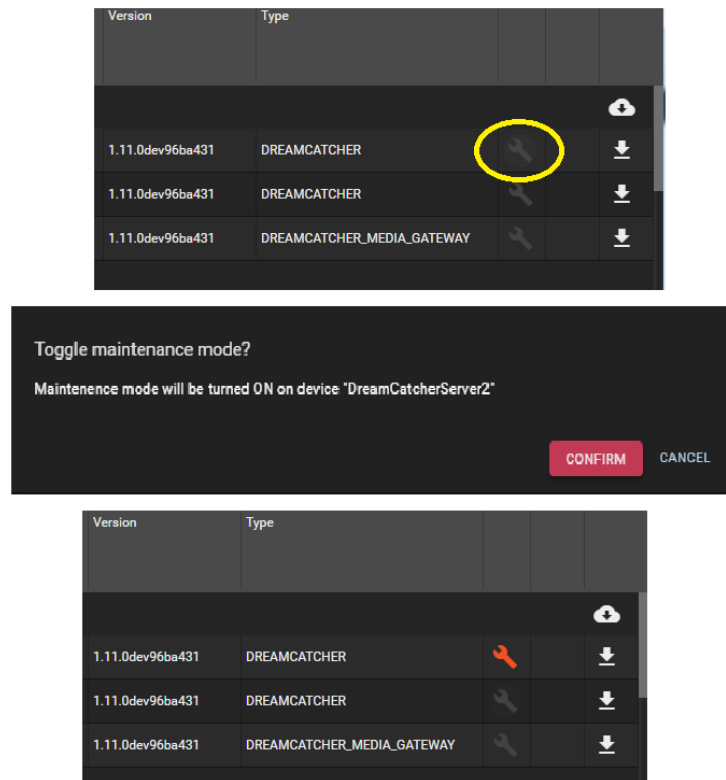


Figure 4-5: Maintenance Mode Configuration

### 4.2. DEVICE BACKUP

A backup of each device can be downloaded in the Device App.

- To download a single device, simply click the download icon in the device column, as shown in Figure 4-6. The download will follow your browser download specifications.

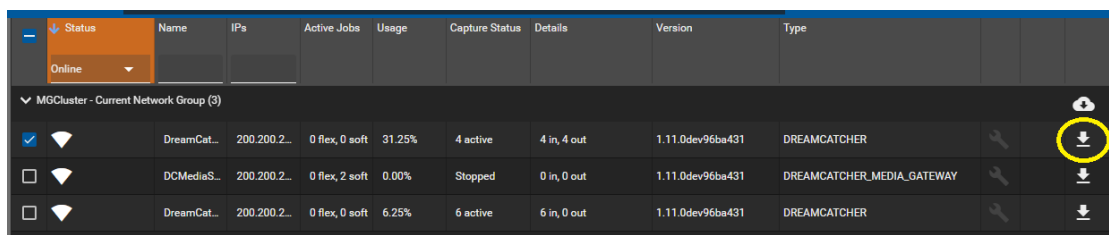


Figure 4-6: Device Backup Download

### 4.3. NETWORK GROUP BACKUP

A backup of all devices in a network group can be downloaded in the Device App.

- To download a network group backup, simply click the download icon in the network group column, as shown in Figure 4-7. The download will follow your browser download specifications.



**Note:** Downloading may take some time depending on the number of machines in the network group and your network download speed.

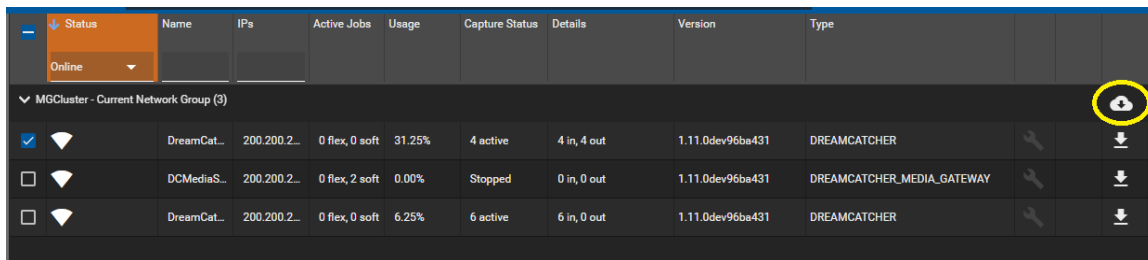


Figure 4-7: Network Group Backup Download

### 4.4. DEVICE ACTIONS

A variety of actions can be performed in the Device App. Options Include: Upgrading, Rebooting, Quick Restarting, Full Restarting, Deleting, Clearing all Data, Start Captures, Stop Captures.

- To use device actions, first checkmark the device or devices you wish to interact with. The 'ACTIONS' button will appear once devices have been selected.
- Click on the Actions button to see the available options, see Figure 4-8.

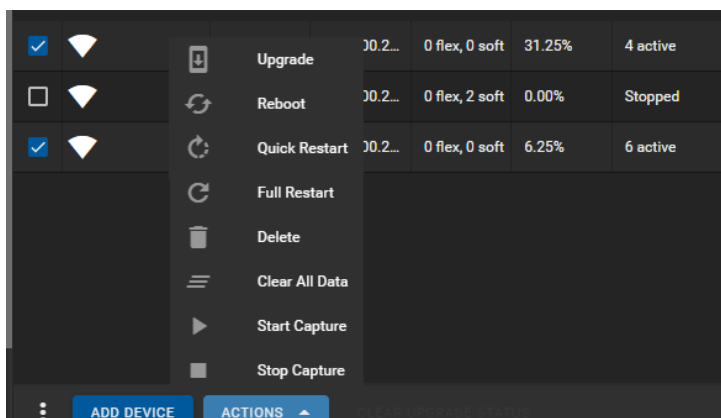
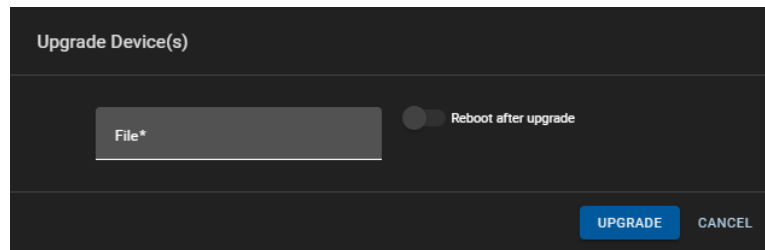


Figure 4-8: Device Actions

#### 4.4.1. Upgrade

If provided with a DreamCatcher upgrade file from Evertz; All Devices connected to the DreamCatcher network can be upgraded from the Device App Actions.

- To upgrade a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Upgrade'.
- A upgrade dialog will appear, see Figure 4-9.
- Import your file, and toggle on 'Reboot after Upgrade', then you can begin the upgrade by clicking the 'UPGRADE' button.

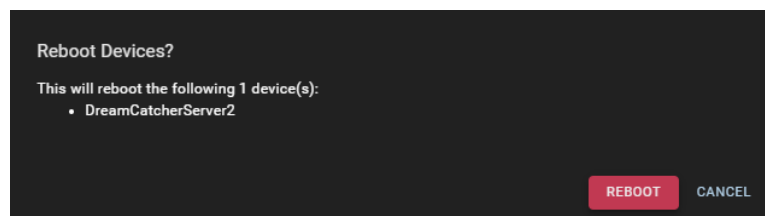


**Figure 4-9: Device Upgrade**

#### 4.4.2. Reboot

All Devices connected to the DreamCatcher network can be rebooted from the Device App Actions.

- To reboot a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Reboot'.
- A confirmation dialog will appear, see Figure 4-10.
- All devices selected for that action will be listed. Confirm the action by selecting the 'REBOOT' button, as seen in the confirmation dialog



**Figure 4-10: Device Reboot**

### 4.4.3. Quick Restart

All Devices connected to the DreamCatcher network can be Quick Restarted from the Device App Actions.

- To quick restart a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Quick Restart'
- A confirmation dialog will appear, see Figure 4-11.
- All devices selected for that action will be listed. Confirm the action by selecting the 'RESTART NOW' button, as seen in the confirmation dialog

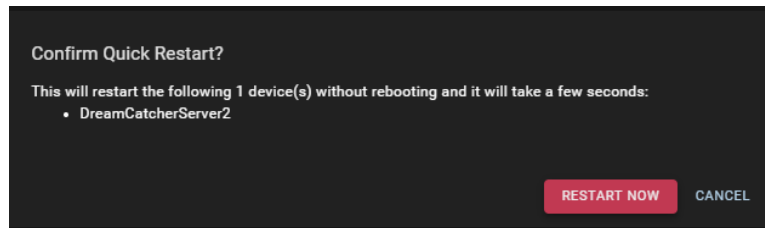


Figure 4-11: Quick Restart Device

### 4.4.4. Full Restart

All Devices connected to the DreamCatcher network can be Fully Restarted from the Device App Actions.

- To Full restart a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Full Restart'
- A confirmation dialog will appear, see Figure 4-12.
- All devices selected for that action will be listed. Confirm the action by selecting the 'RESTART NOW' button, as seen in the confirmation dialog

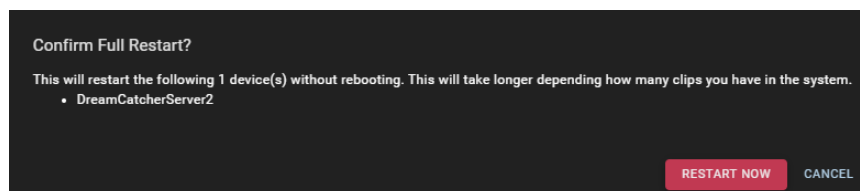


Figure 4-12: Full Restart Device



### 4.4.5. Delete Device

All Devices connected to the DreamCatcher network can be deleted from the Device App Actions.

- To remove a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Delete'.
- A confirmation dialog will appear, see Figure 4-13.
- All devices selected for that action will be listed. Confirm the action by selecting the 'REMOVE' button, as seen in the confirmation dialog

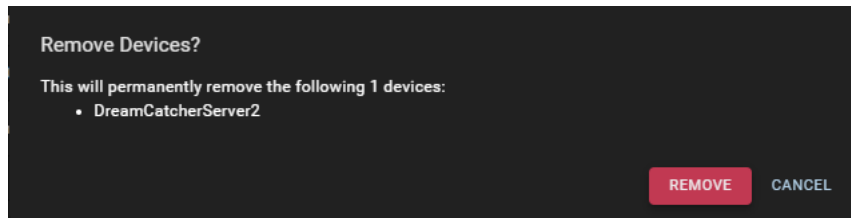


Figure 4-13: Remove Device

### 4.4.6. Clear All Data

All Devices connected to the DreamCatcher network can have data cleared from the Device App Actions (This data includes the record train and all clipped off data).



**Note:** Once Data is cleared, it cannot be recovered

- To clear all on a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Clear All Data'.
- Confirmation dialog will appear, see Figure 4-14.
- All devices selected for that action will be listed. Confirm the action by selecting the 'CLEAR ALL DATA' button, as seen in the confirmation dialog

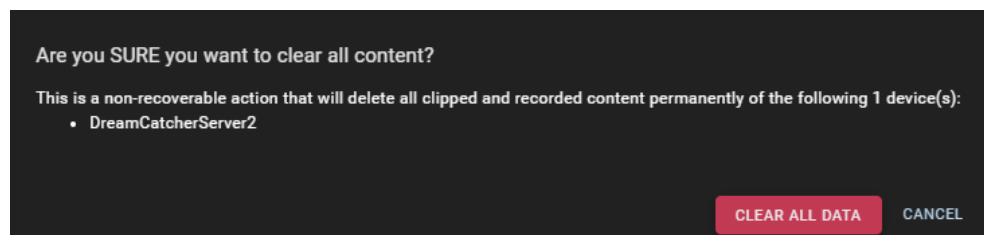


Figure 4-14: Clear All Data on Devices

#### 4.4.7. Start Capture

All Devices connected to the DreamCatcher network can have their captures started (recording of inputs) from the Device App Actions.

- To start captures on a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Start Capture'.
- A confirmation dialog will appear, see Figure 4-15.
- All devices selected for that action will be listed. Confirm the action by selecting the 'START CAPTURE NOW' button, as seen in the confirmation dialog

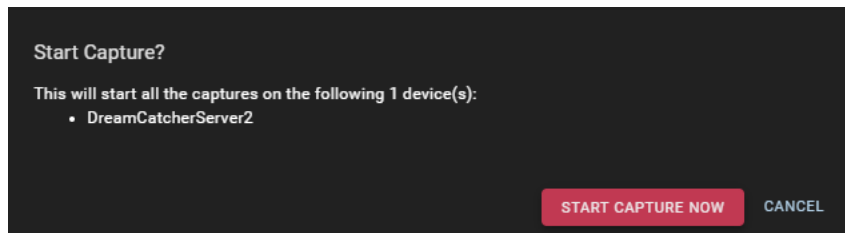


Figure 4-15: Start Device Capture

#### 4.4.8. Stop Captures

All Devices connected to the DreamCatcher network can have their captures stopped (recording of inputs) from the Device App Actions.

- To stop captures on a device or devices, first checkmark the device(s) then select the action button as shown in Figure 4-8, and select 'Stop Capture'.
- A confirmation dialog will appear, see Figure 4-16.
- All devices selected for that action will be listed. Confirm the action by selecting the 'STOP CAPTURE NOW' button, as seen in the confirmation dialog

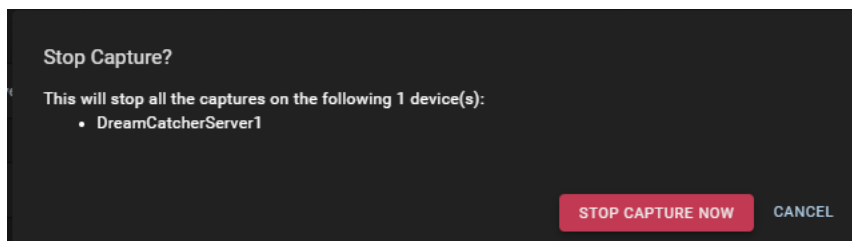


Figure 4-16: Stop Device Captures

## 5. EXPORT PROFILES

The Export Profiles App allows the user to create export profiles to specific devices that can be seen and used across the network.

### 5.1. CREATING EXPORT PROFILES

Upon opening the Export Profiles App, the user can preview a list of Profiles that exist in the cluster. From here, the user can create, customize, delete or clone a profile. See Figure 5-1.

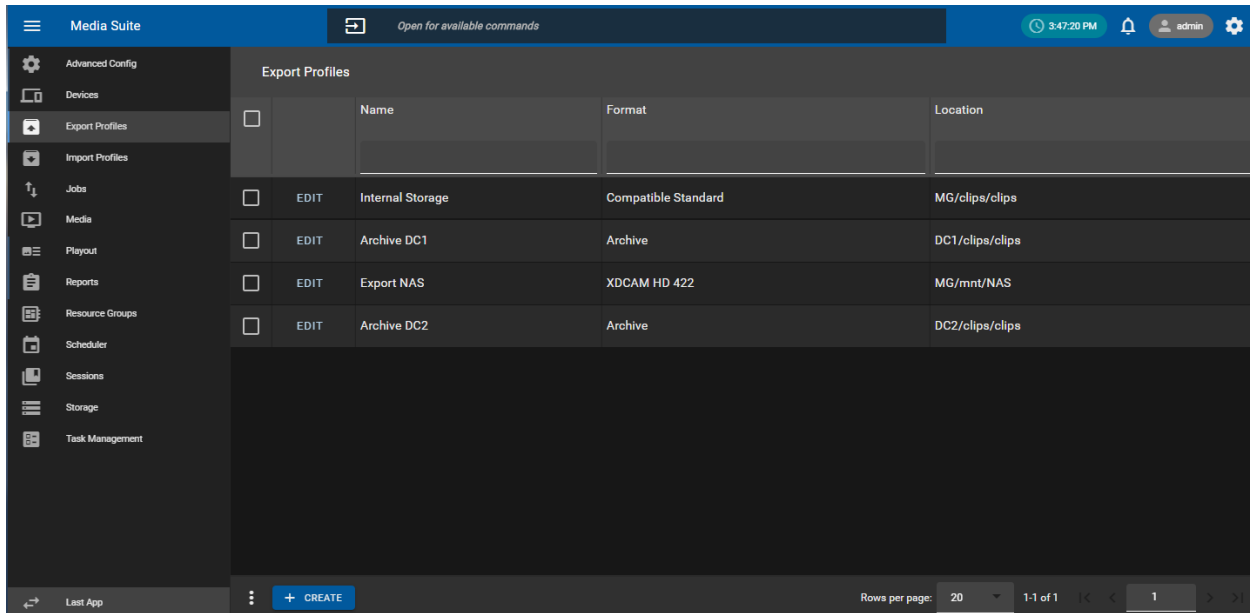


Figure 5-1: Export Profiles

- To create a profile, select the '+ CREATE' button at the bottom of the Export Profiles App page, as seen Figure 5-2.

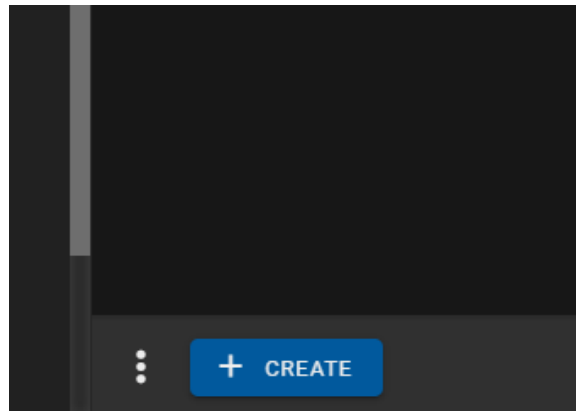


Figure 5-2: Add Export Profile

- Automatically, an export profile creation dialog will open in the app. see Figure 5-3. Each new export profile will be added to the list of profiles, and named “New Profile”.
- Please note some of the drop down options discussed in this section are minimized in this Figure.

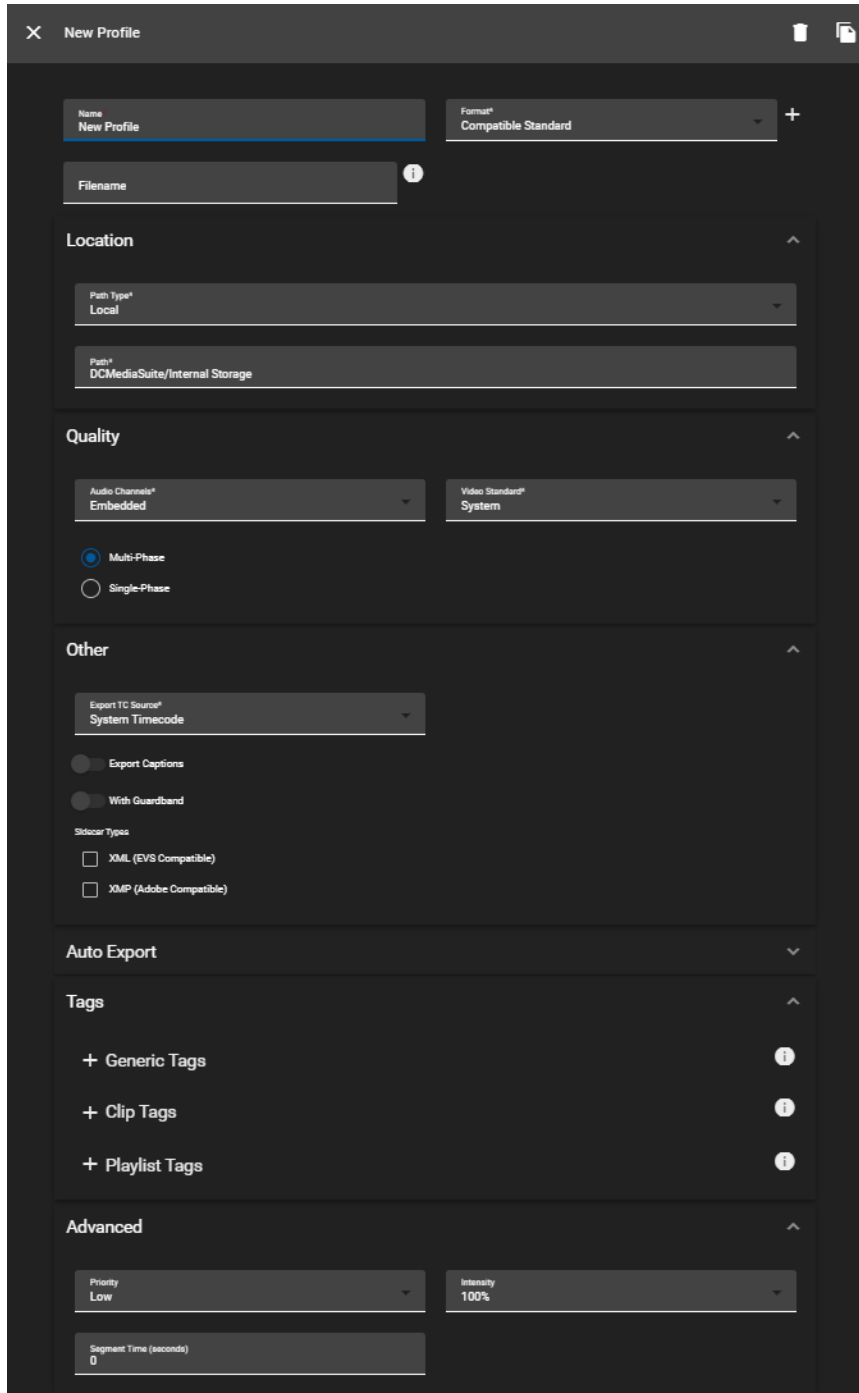


Figure 5-3: New Export Profile

### 5.1.1. Export Profile Options

The following options are available for each profile, **depending on the codec being used**:

- **Name:** Name the export profile for all connected users can see and use.
- **Format:** Available file formats include:
  - Compatible Standard, Proxy, LT, HQ
  - Strict Compatible Standard, Proxy, LT, HQ
  - VC-3 HQX, HQ, SQ (mov & mxf)
  - XDCAM HD 422, XDCAM HD 422 Interra
  - MPEG2-I
  - AVC Intra 50, 100 (mov & mxf)
  - DVC PRO HD (mov & mxf)

For more information regarding supported export file formats, please see the general DreamCatcher User Guide. For custom export profiles, see Section 5.1.
- **Filename:** An option to add a clip naming template, which is used to overwrite the original content's name. Options (listed in the info box) include:
  - %c - record train (input) name
  - %t - clip creation\_time
  - %T - compact clip creation time (removes dashes from values)
  - %i - short\_in (of exported clip, or if given as a start param for growing file jobs)
  - %o - short\_out (of exported clip, or if given as an end param for growing file jobs)
  - %d - clip duration
  - %L - clip readable\_id with angle (PBSA)
  - %r - clip readable\_id (PBS)
- **Location Path Type:** The option between Local or Network paths for the export.
- **Location Path:** A list of all available storage locations in the cluster, to export to. In each location, a folder can be selected or a new folder(s) can be created. Available top level options include:
  - Internal Storage (if applicable) of any connected device
  - External Storage of any connected device(s) (e.g. USB or External Hard Drive)
  - Network Attached Storage (NAS) of any connected device(s)
  - Imports (watch folder) of any connected device(s)
- **Audio Channels:** A list of available options for exporting audio. Options include:
  - Embedded
  - Stereo
  - Mono

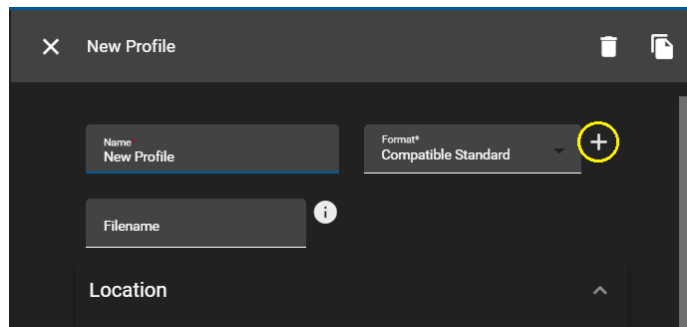
- **Video Standard:** A list of available video standards, depending on the Input and output format. Options include:
  - System (the video standard the Media Suite is presently running)
  - 720p 50/59.94Hz
  - 1080i 50/59.94Hz,
  - 1080p 23.98/25/29.97/50/59.94Hz
  - Ultra HD 23.98/25/29.97/50/59.94Hz

For more information regarding supported video standards, please see the general DreamCatcher User Guide. For custom export profile resolutions, see Section 5.1.
- **Single or multi-phase:** An option for use with multi-phase cameras, the user can choose to export/archive either in slow-mo form or real-time.
- **Export TC (Time Code) Source:** A list of timecode sources for exporting. Options include:
  - System Timecode (the timecode presently used by the system)
  - ANC LTC
  - ANC VITC
- **Export Captions/ANC:** A list of available sidecar metadata files for exporting. Options include:
  - None (no sidecar files will be exported)
  - XMP (Adobe compatible)
  - XML (EVS compatible)
- **Guardband:** The option to export the guardband of clip(s).
- **Sidecar Type:** A list of available sidecar metadata files for exporting.
- **Auto Export:** An option to automatically export clips when made on a system (Including the choice of input to export).
- **Tags:** An option to automatically add Tags to exported clips and playlists.
- **Priority:** An option which controls if the export jobs using that profile are completed first or after other exports. The priority ranges from very low (will run exports last) to high (will run exports first).
- **Intensity:** An option to allocate the amount of working units in the system to perform an export job. The higher the percentage, the more units the system is using.
- **Segment Time (Seconds):** An option to separate exported files into smaller segmented files in case the transfer is interrupted, or the export is considerably large. The user will be able to review the segmented transfer.

## 5.2. CREATING CUSTOM EXPORT PROFILES

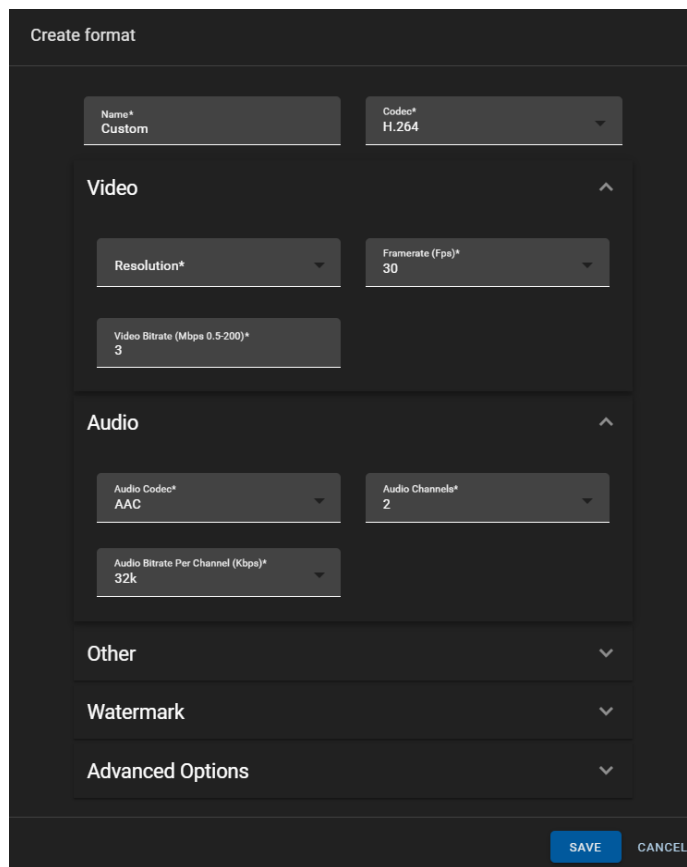
Users may want to customize their export file formats to have specific properties.

- To begin creating a customized export profile, click on the 'plus icon' beside 'Format'. See Figure 5-4.



**Figure 5-4: Export Profiles Custom Export Creation**

- Once selected, a separate dialog box will open, allowing for a custom profile to be created. See Figure 5-5.



**Figure 5-5: Export Profiles Custom Export Dialog**

### 5.2.1. Custom Export Profile Options

The following options are available, **depending on the codec being used**:

- **Name:** Name the file format of this custom export that all connected users can see / use.
- **Codec:** Available Codec options include:
  - H.264
  - Mpeg2-I
  - Compatible
  - VC3
- **Resolution:** Available resolution options include:
  - 360p
  - 480p
  - 576p
  - 720p
  - 1080i
  - 1080p
  - 2160p
- **Framerate (Fps):** Available Framerate options include:
  - 24
  - 25
  - 29.97
  - 30
  - 50
  - 59.94
  - 60
- **Video Bitrate (Mbps):** Video Bitrates can be entered 0.5 – 200
- **Audio Codec:** Available audio codecs include:
  - ACC
  - PCM
- **Audio Channels:** Available audio channel options include:
  - Mute
  - Default
  - 2
  - 4
  - 5
  - 6



- **Audio Bitrate Per Channel (Kbps):** Available bitrate options include:
    - 32K
    - 64K
  - **File Extension:** Available file extension options include:
    - Mp4
    - Mov
    - Flv
    - M3u8
    - mxf
    - ts
  - **Pixel Format:** The Default pixel format is: yuv422.
  - **Watermark:** Images with an alpha channel can be exported over video clips. The location of the watermark on the clip is based on their set offsets. An Image can be uploaded in the DreamCatcher Media Folder, and accessed by the export profile by adding in the path name. Example: /clips/media/images/your\_image\_name.png
- Once done creating your custom profile(s), click the 'SAVE' button. The custom codec will now be accessible in the file format list, to be used to create a new export profile.

### 5.3. SAVING, DELETING AND EDITING EXPORT PROFILES

#### 5.3.1. Saving Profiles

- Ensure once changes have been made to a profile the circular 'save' icon is clicked to complete the profile, as shown in Figure 5-6.

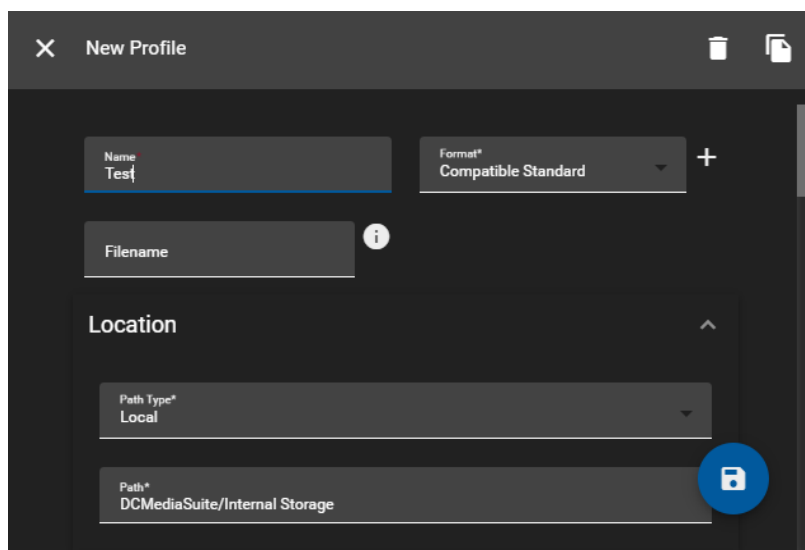


Figure 5-6: Saving Export Profiles

### 5.3.2. Deleting Export Profiles

- A export profile can be deleted in the edit mode, by clicking the delete 'trash' button as shown in Figure 5-7.

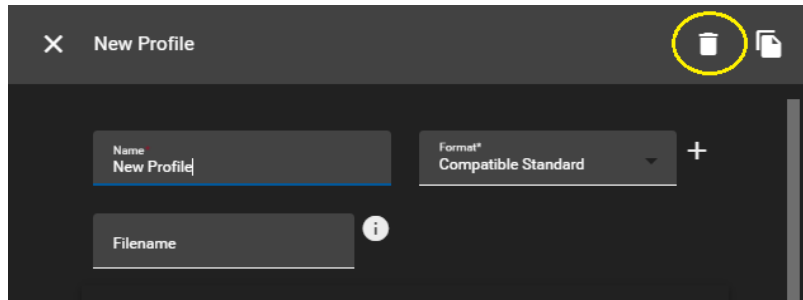


Figure 5-7: Deleting Export Profile

Multiple export profiles can be deleted by selecting the profile's check box and clicking the 'DELETE PROFILES' button, as shown in

- Figure 5-8.
- A confirmation dialog will then appear with all profiles selected to be removed. To confirm, press the 'DELETE' button as seen in Figure 5-9.

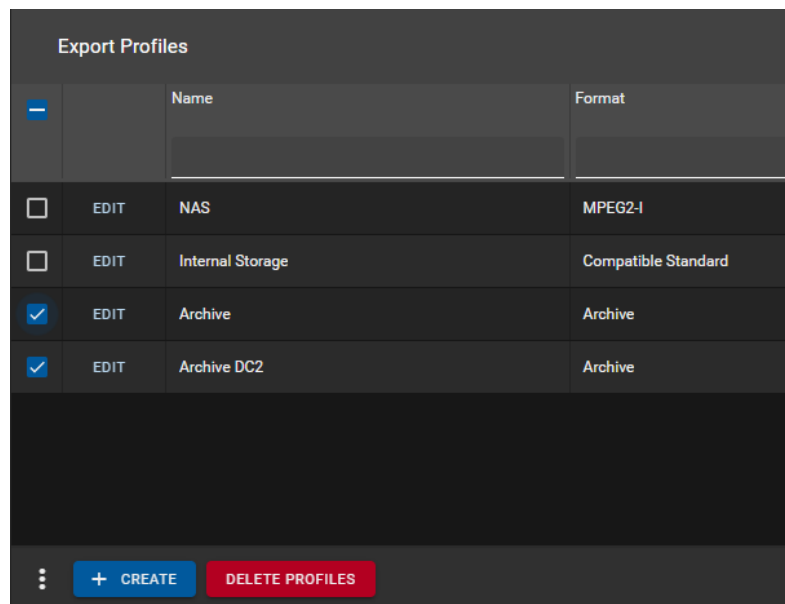


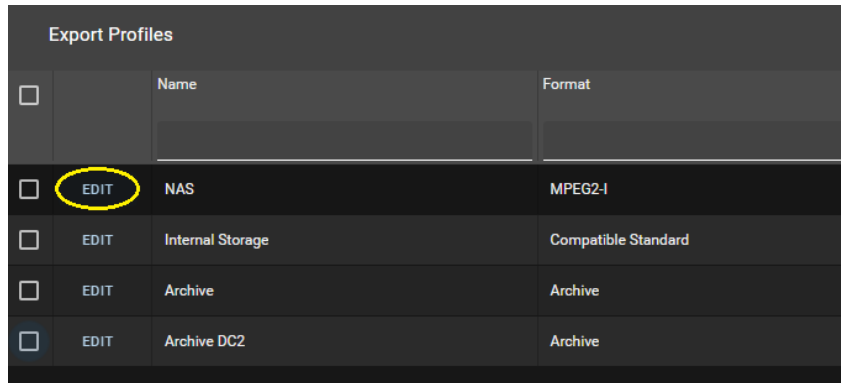
Figure 5-8: Deleting Multiple Export Profiles



**Figure 5-9: Deleting Export Profile Confirmation**

### 5.3.3. Editing Export Profiles

- Edits can be made by clicking the 'Edit' button on the left-hand side of the profile, as circled in Figure 5-10.

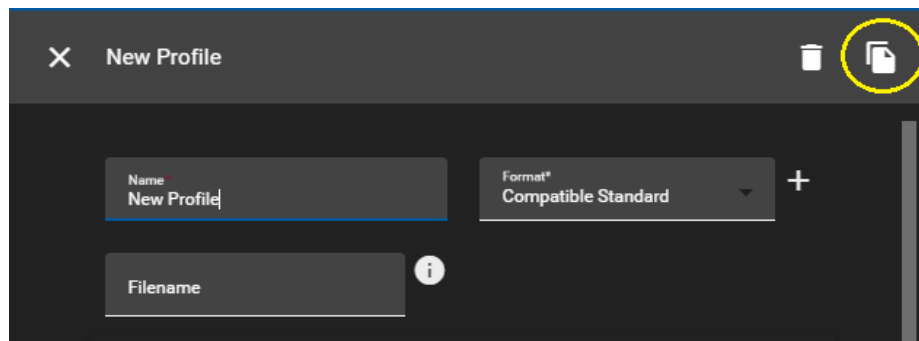


**Figure 5-10: Editing Export Profiles**

### 5.3.4. Cloning Export Profiles

Export Profiles can be cloned while opened for editing.

- To clone a profile, select edit to open the profile's window then select the clone icon as shown in Figure 5-11.
- The copied profile will immediately be opened for editing. The profile will be named the same as the profile it was created from, with a "(copy)" added. For example, "New Profile (copy)".



**Figure 5-11: Cloning Export Profiles**

## 5.4. EXPORT PROFILE NAVIGATION

In the list of export profiles, each column can be arranged in ascending / descending order. This is done by clicking the property's name. An arrow will become present beside the property to inform of the order. See Figure 5-12

<input type="checkbox"/>		Name	↑ Format
<input type="checkbox"/>	EDIT	NAS	MPEG2-I
<input type="checkbox"/>	EDIT	Internal Storage	Compatible Standard
<input type="checkbox"/>	EDIT	Archive DC2	Archive

Figure 5-12: Export Profiles Sort Ascending or Descending

- To change the order between ascending and descending, simply click the property's name again.
- Profiles can be searched by name, by typing in a value into the column heading. See Figure 5-13.

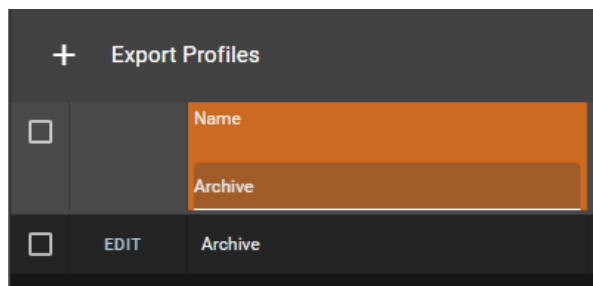


Figure 5-13: Searching Export Profile By Name

- The property information can further be organized by grouping property columns. This can be done by selecting the options button (ellipsis icon). See Figure 5-14.
- Within the group columns selection, choices include grouping the profiles by name, format or location.
- Clearing all filters will remove any text added to the search bar for each selected column.

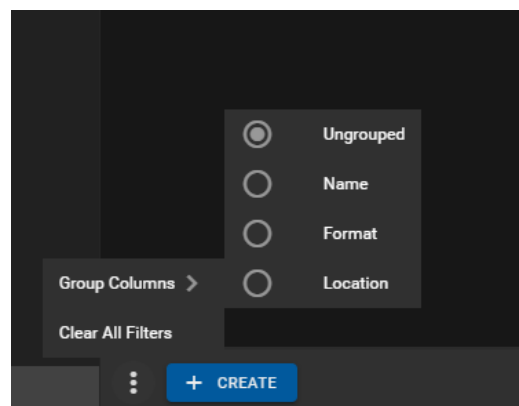


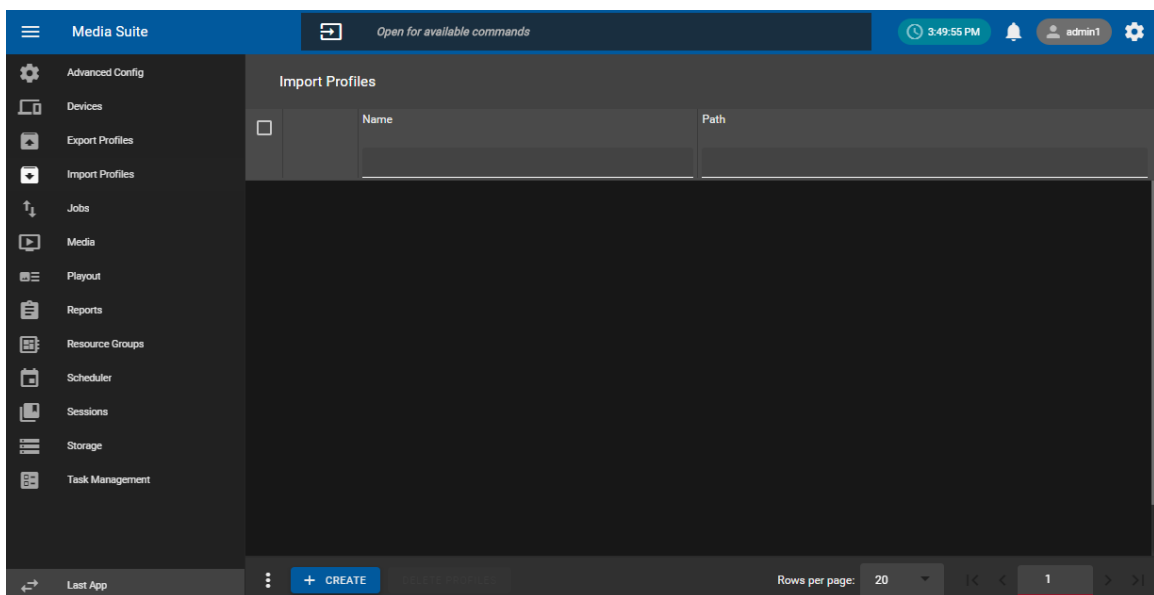
Figure 5-14: Profiles – Group Columns

## 6. IMPORT PROFILES

The Import Profiles App allows the user to create rules for importing files that is customary to their workflow. Some workflows require imports to be performed on devices which do not have storage for holding content. Import profiles allow a user (known as Importer) to import clips which will be owned by another user that has storage on their device (known as Target Owners).

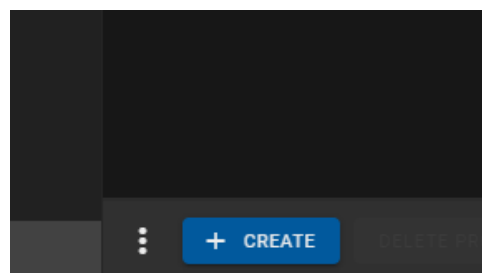
### 6.1. CREATING IMPORT PROFILES

- Upon opening the Import Profiles App, the user can preview a list of Profiles that exist in the cluster. From here, the user can create, customize, delete or clone a profile. See Figure 6-1.



**Figure 6-1: Import Profiles App**

- To create a profile, select the 'plus' icon beside 'Import Profile'. See Figure 6-2.



**Figure 6-2: Add Import Profile**

- Each new import profile will be added to the list of profiles and named "New Profile". Automatically, an import profile creation dialog will open in the app. see Figure 6-3.

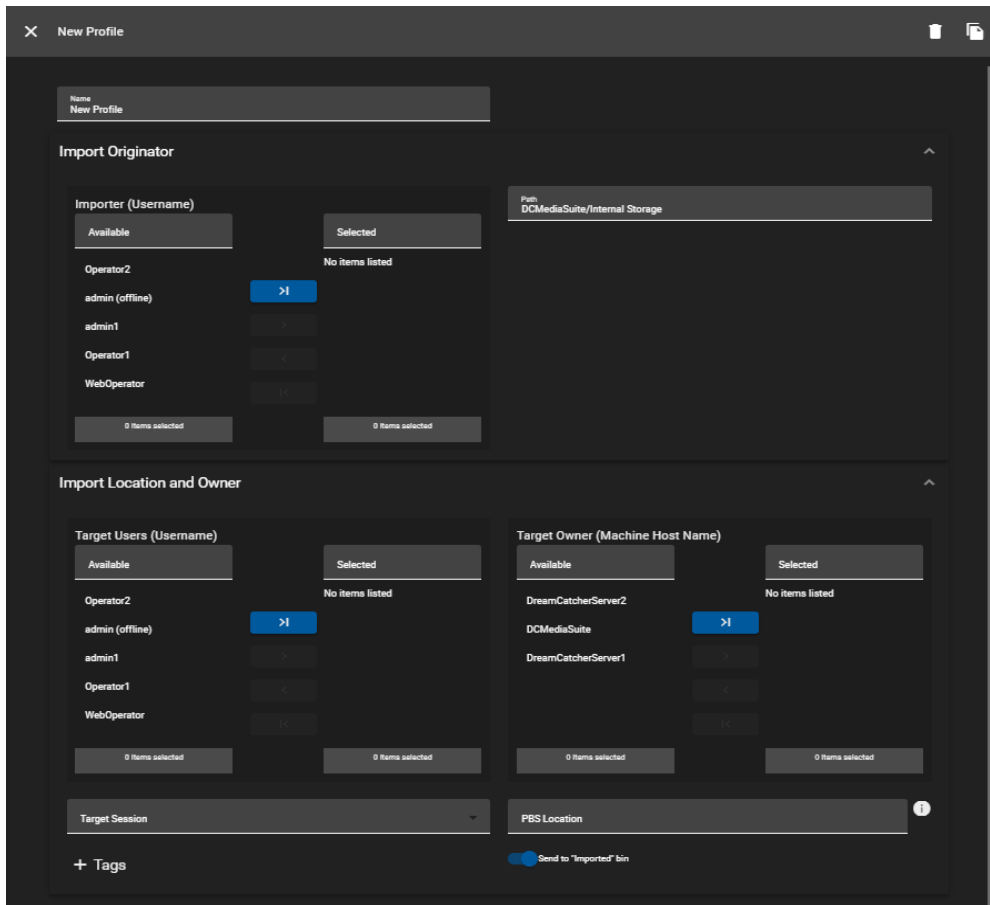


Figure 6-3: New Import Profile

### 6.1.1. Import Profile Options

- The following options are available for each import profile:
  - **Name:** Name the import that all connected users can see / use.
  - **Importer (Username):** This is the name of the user that starts the imports.
  - **Path:** This is the path of the media that is being imported.
  - **Target Users:** This is the list of users that get a copy of the resulting clip.
  - **Target Owner:** This is the machine that the resulting clip from the import process is copied over to, who will be the new owner of this clip.
  - **Target Session:** The option to send imported clips to a specific Session on import.
  - **Tags:** The option to add a tag(s) to the imported clip(s).
  - **PBS Location:** The Page / Bank / Slot location the imported clip(s) will import to.
  - **Toggle 'Send to Import Bin':** The option to send imported clip(s) to the import bin or not. (For example, when sending clips to a specific PBS location)
- With this workflow, when the Importer imports content into the DreamCatcher, their clip will be a remote and the local copy will live on the Target owner. Duplicates will import based on the Target Users chosen.

### 6.2. SAVING, DELETING AND EDITING IMPORT PROFILES

#### 6.2.1. Saving Import Profiles

- Ensure once changes have been made to a profile the 'save' icon is clicked to complete the profile, as shown in Figure 6-4.

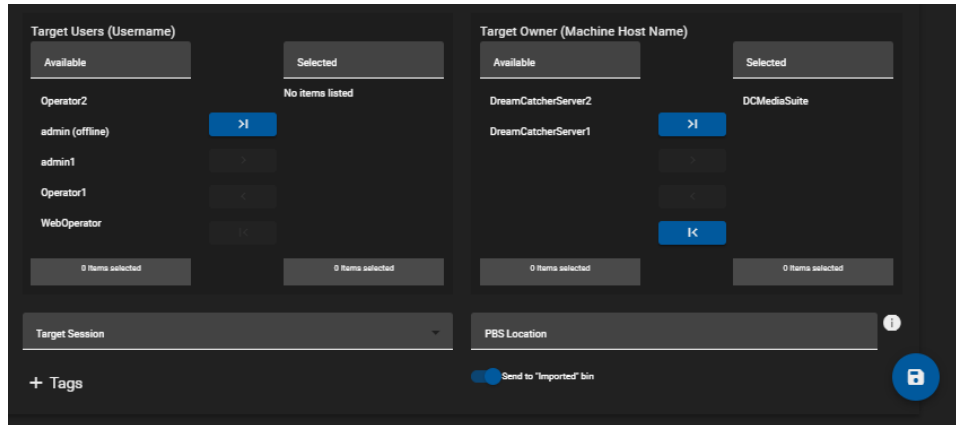


Figure 6-4: Saving Import Profiles

#### 6.2.2. Deleting Import Profiles

- A import profile can be deleted in the edit mode, by clicking the delete button as shown in Figure 6-5

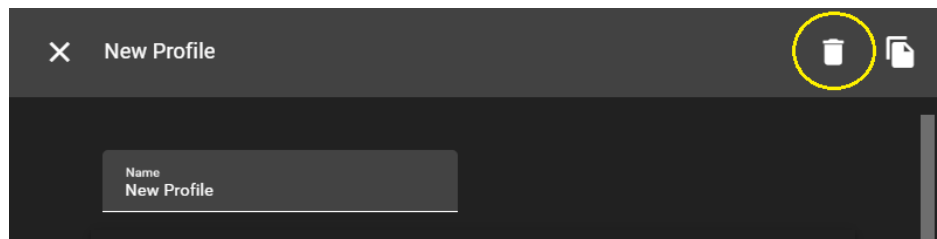


Figure 6-5: Deleting an Import Profile

- Multiple import profiles can be deleted by selecting the profile's check box and clicking the 'DELETE PROFILES' button, as shown in Figure 6-6
- A confirmation dialog will open with all profiles selected to be removed. To confirm, press the 'DELETE' button as seen in Figure 6-7.

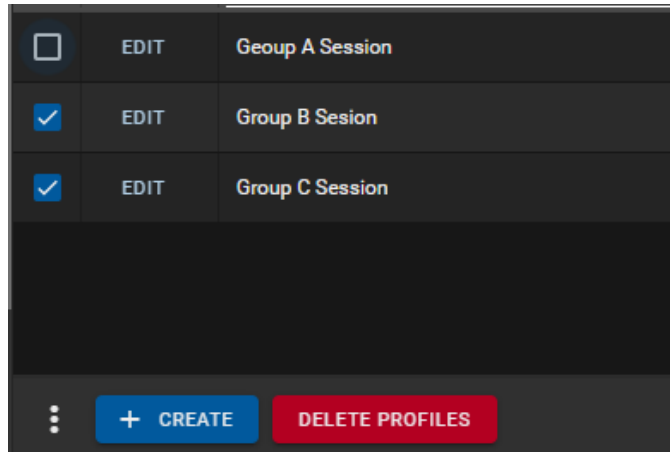


Figure 6-6: Deleting multiple Import Profiles



Figure 6-7: Delete Import Profile Confirmation

### 6.2.3. Editing Import Profiles

- Edits can be made by clicking the 'Edit' button on the left-hand side of the profile, as circled in Figure 6-8

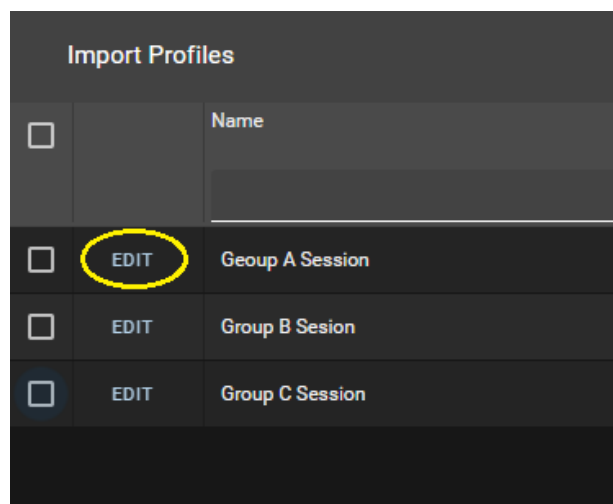


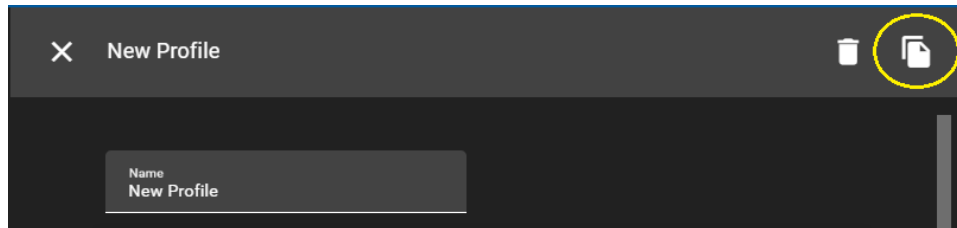
Figure 6-8: Edit an Import Profile



### 6.2.4. Cloning Import Profiles

Import Profiles can be cloned while opened for editing.

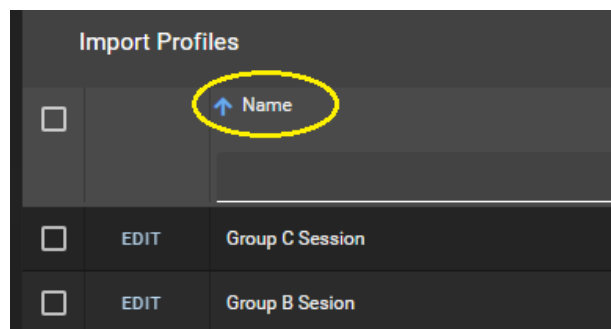
- To clone a profile, select edit to open the profile's window then select the clone icon as shown in Figure 6-9.



**Figure 6-9: Saving Import Profiles**

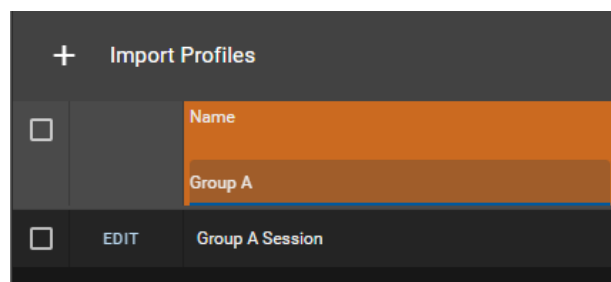
### 6.3. NAVIGATING IMPORT PROFILES

- In your list of import profiles, each column can be arranged in ascending / descending order. This is done by clicking the property's name. An arrow will become present beside the property to inform of the order. See Figure 6-10.



**Figure 6-10: Import Profiles Sort Ascending or Descending**

- To change the order between ascending and descending, simply click the property's name again.
- Profiles can be searched by name, by typing in a value into the column heading. See Figure 6-11.



**Figure 6-11: Searching Import Profile By Name**

- The property information can further be organized by grouping property columns. This can be done by selecting the options button (ellipsis icon), See Figure 6-12.
- Within the group columns selection, choices include grouping the profiles by name and path.
- Clearing all filters will remove any text added to the search bar for each selected column.

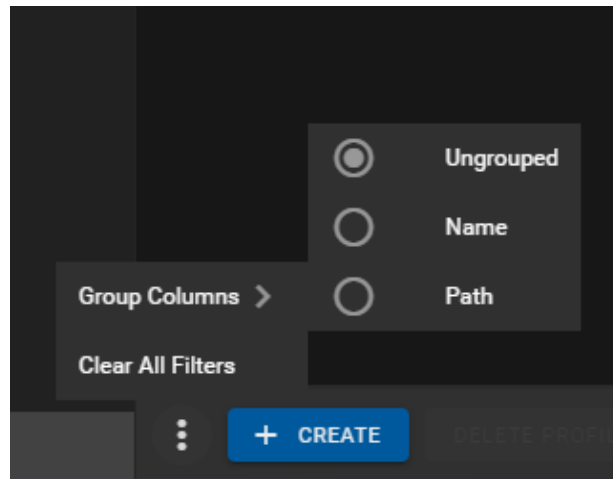


Figure 6-12: Profiles – Group Columns

## 7. JOBS

The Jobs App gives the user the ability to view all jobs being performed amongst the networked devices. From here, the user can monitor Active Jobs, Job History, and Disk Usage of devices.

### 7.1. ACTIVE JOBS

When opening the Jobs App, selecting Active Jobs lets the user view all current jobs being performed across the network. See Figure 7-1.

Time	Status	Origin	Destination	Owner	Device	Type	Processing Framerate	Progress
System Jobs (1)								
Today at 2:01 PM	Running	admin (web.clips)	output50	admin	DC-MediaSuite	Virtual Output		

Figure 7-1: Jobs App Active Jobs

- The following information columns are available for each active job:
  - **Time:** This is the queued time stamp from when the job started.
  - **Status:** The current status of the job.
  - **Origin:** The file path or clip name of the content being imported or exported.
  - **Destination:** Where the job is going.
  - **Owner:** This is the user name of the user that started the job.
  - **Device:** The device is the machine performing job.
  - **Type:** The type of job being performed (i.e. Transcode File).
  - **Processing Framerate:** The speed in which the job is being performed.
  - **Progress:** A percentage to show how close the job is to completion.

- Each column can be arranged in ascending / descending order. This is done by clicking the property's name. An arrow will become present beside the property to inform you of the order. See Figure 7-2.
- To change the order between ascending and descending, click the property's name again.

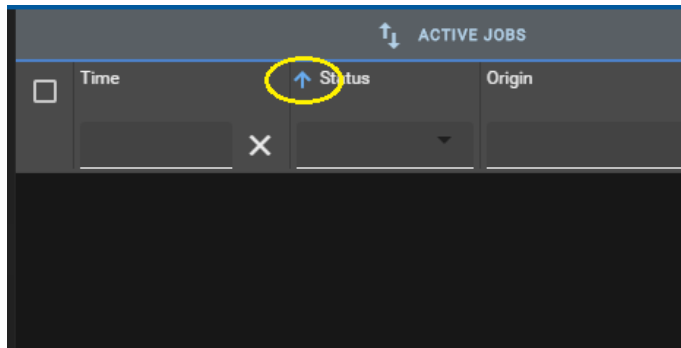


Figure 7-2: Jobs Sort Ascending or Descending

- Within active jobs, the property information can further be organized by grouping columns, or hiding columns. This can be done by selecting the options button (ellipsis icon). See Figure 7-3 and Figure 7-4.
- Within the group columns selection, choices include grouping the jobs by Time, Status, Origin, Destination, Owner, Device, Type, Category or Processing Framerate.
- Within the show columns selection, columns can be checkmarked on to see information or checkmarked off to hide information.
- Clearing all filters will remove any text added to the search bar for each selected column.

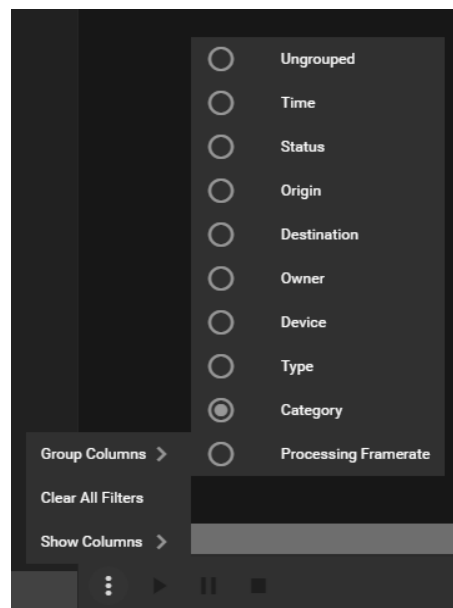


Figure 7-3: Jobs Filter Options Show Columns

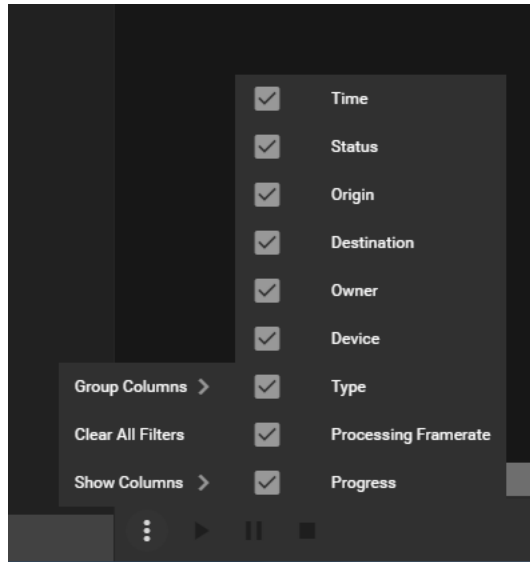


Figure 7-4: Jobs Filter Options Show Columns

### 7.1.1. Active Jobs Controls

Active Jobs triggered by a user in the DreamCatcher cluster, such as an import or export will become listed in Active Jobs. Jobs within the Active Jobs section can be paused, stopped and restarted.

- To interact with a job, select the check mark box beside the chosen job, allowing for the Play, Pause and Stop buttons to become available, as shown in Figure 7-5.
- Jobs can be paused with the pause button, and restarted with the Play button.
- Jobs can be stopped and removed from the active jobs list with the stop button.

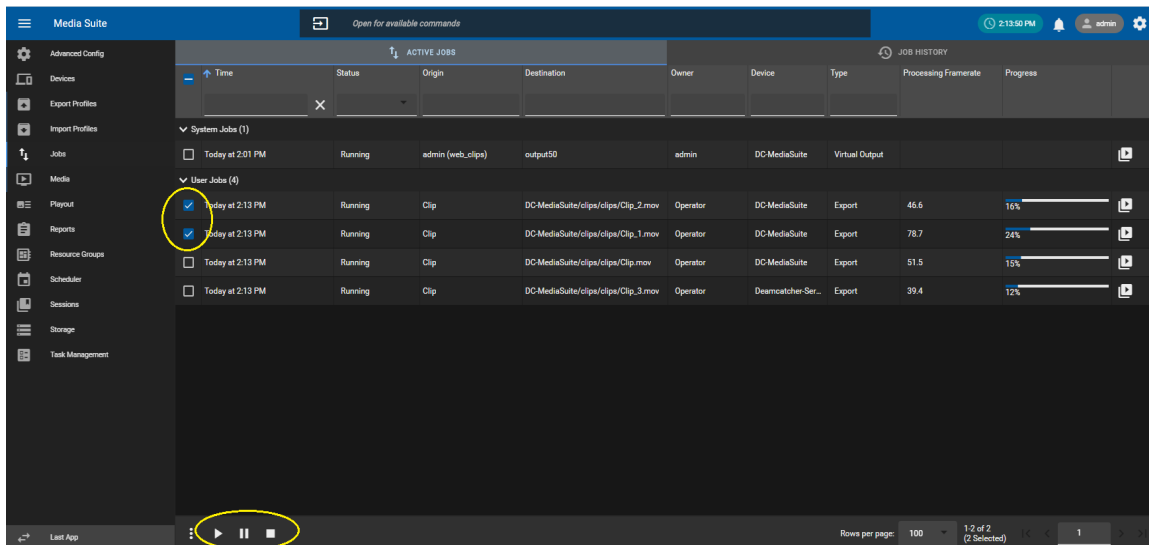


Figure 7-5: Jobs Active Job Controls

## 7.2. JOB HISTORY

Job History allows the user to see all past completed or incomplete jobs. See Figure 7-6.

Queue Time	Start Time	End Time	Status	Origin	Destination	Owner	Device	Type
Today at 2:13 PM	Today at 2:13 PM	Today at 2:16 PM	Complete	Clip	DC-MediaSuite/clips/clips/Clip.mov	Operator	DC-MediaSuite	Export
Today at 2:13 PM	Today at 2:13 PM	Today at 2:15 PM	Complete	Clip	DC-MediaSuite/clips/clips/Clip_2.mc	Operator	DC-MediaSuite	Export
Today at 2:13 PM	Today at 2:13 PM	Today at 2:15 PM	Complete	Clip	DC-MediaSuite/clips/clips/Clip_1.mc	Operator	DC-MediaSuite	Export

Figure 7-6: Job History

- The following information columns are available in Job History:
  - **Queue Time:** The time in which the job is started.
  - **Start Time:** The time in which the job process begins.
  - **End Time:** The time when the job process completes.
  - **Status:** This parameter shows if the job was completed or had any errors.
  - **Origin:** The file path or clip name of the content being imported or exported.
  - **Destination:** This parameter shows where the job went.
  - **Owner:** This parameter shows the name of the user that started the job.
  - **Device:** This parameter shows the device that performed the job.
  - **Type:** This parameter shows the type of the job that was performed.
  - **Processing Frame Rate:** The speed in which the job is being performed.
  - **Size:** This parameter shows how big the completed job is.

### 7.2.1. Job Summary Information

A Job completion graph is available to view in the Job History section which provides an oversight of processes which have completed or raised an error.

- To open the Job Summary graph, select the job summary button at the bottom of the Job History page, as shown in Figure 7-7.
- Results can be searched by day or a date range, which can be selected in the dialog.

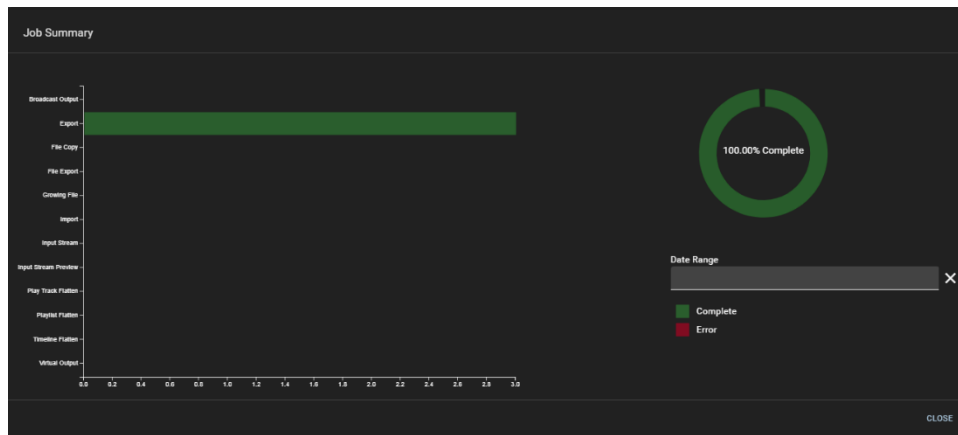


Figure 7-7: Job Summary Graph

### 7.2.2. Job History Controls

Jobs in the Job History can be restarted, and deleted

- To interact with a job, select the check mark box beside the chosen job, allowing for the Restart and Stop buttons to become available, as shown in Figure 7-8.
- Jobs can be restarted with the restart button.
- Jobs can be stopped and removed from the list with the stop button.

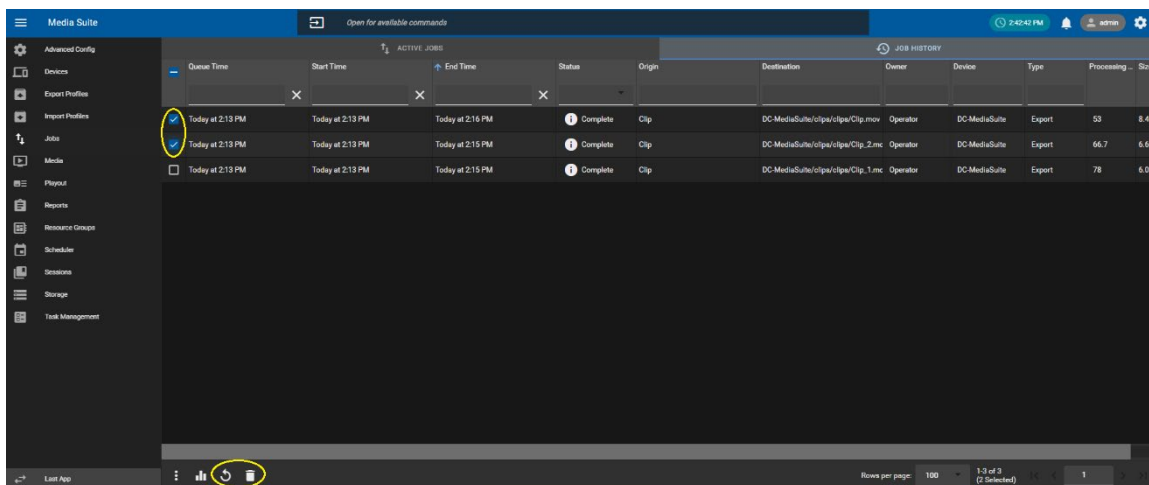


Figure 7-8: Job History Control

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## 8. MEDIA

The Media App is how the user can monitor all content flowing through networked devices such as inputs, capture groups, streams, clips and storage archives.

### 8.1. MEDIA APP SECTIONS

The Media App consists of 5 different sections, as is shown in Figure 8-1.

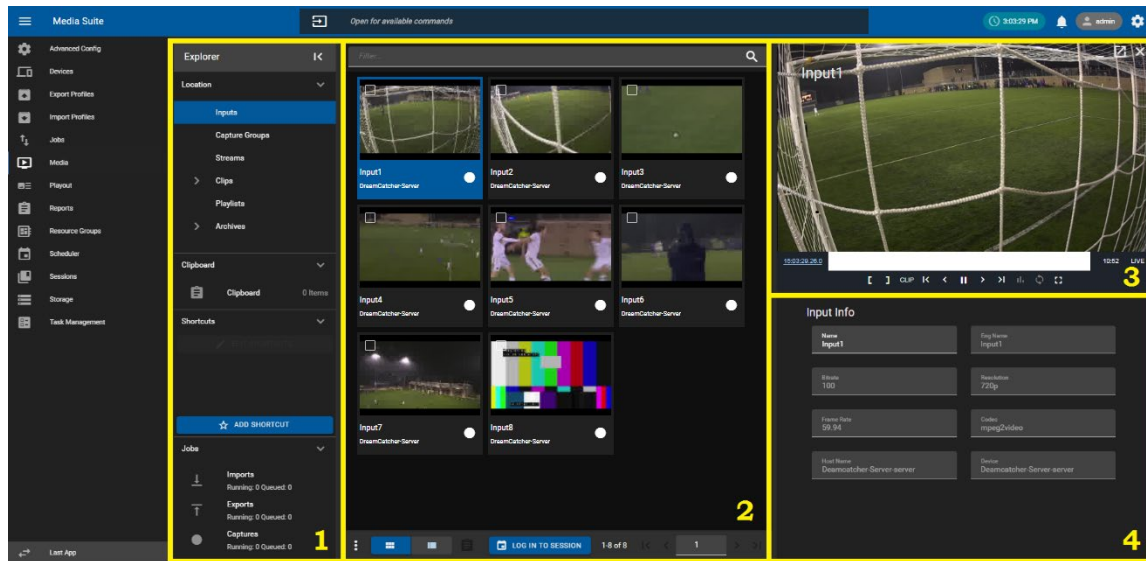


Figure 8-1: Media App Sections

- 1. Explorer Section:** This section involves control of what content you are viewing and interacting with in the Media App. Tabs include Location for navigating all content in the network, Clipboard for copying content, Shortcuts for quick navigation of locations, and Jobs to monitor sending /receiving and capturing of content. See Section 8.1.1.
- 2. Content Section:** This section displays all content based on the location chosen. The content can be interacted with from this section. See Section 8.1.2.
- 3. Preview Section:** This section allows the user to preview and create new content. See Section 8.1.3.
- 4. Information Section:** This section displays information, based on the content chosen for the preview section. See Section 8.1.4.

### 8.1.1. Explorer Section navigation

The Explorer section allows the user to navigate through content within the DreamCatcher cluster, as well as providing quick navigation and information tools.

- The explorer can be minimized and maximized as needed. To minimize the section, click the '|<' button, as shown in Figure 8-2.

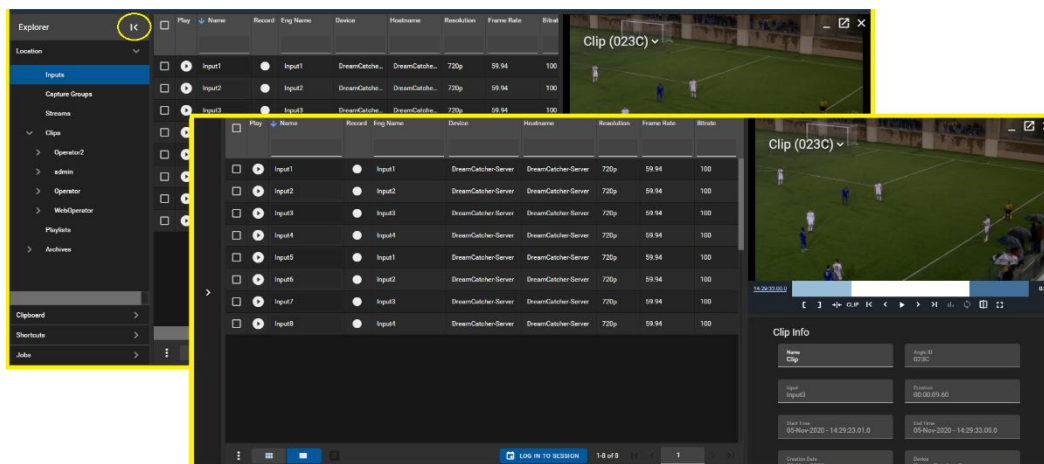


Figure 8-2: Minimizing and Maximizing the Explorer Section

- Each sub-section can also be minimized and maximized as needed. To minimize each sub-section use the use the 'v' arrows, and '>' arrows as shown in Figure 8-3.

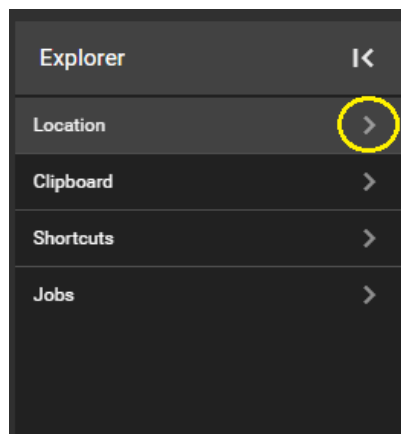
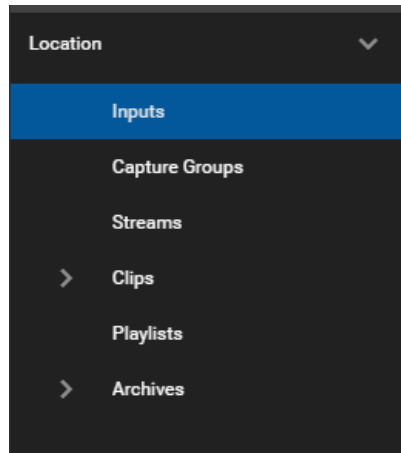


Figure 8-3: Minimizing Sub-Sections in the Explorer

### 8.1.1.1. Location

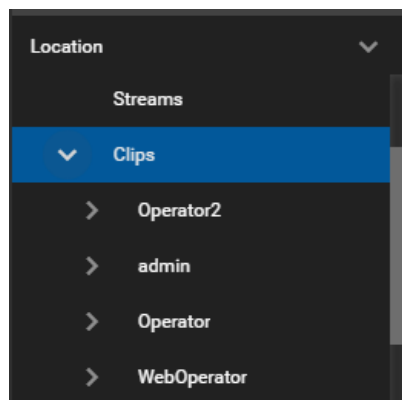
All top-level locations for content accessible in the Media App are listed in the Location tab and will be discussed throughout this guide.

- To open a location, click on the name, it will highlight blue and the location's content will become previewed in the Content Section. See Figure 8-4.



**Figure 8-4: Location Navigation in the Media App**

- For locations with additional directories, click the arrow icon to see the drop down directory for that location, as seen in Figure 8-5 next to 'Clips' and 'Archives'.



**Figure 8-5: Location Navigation in the Media App Extended**

### 8.1.1.2. Clipboard

The Clipboard allows users to save customized lists of resources and content for organization, and ease of navigation in the Media App. Workflow examples include making playlists, scheduling records, etc.

- To send any item, resource or content, to the clipboard, select the checkmark box beside the item in the thumbnail or table view (See Section 8.1.2 for thumbnail and table views), and click the clipboard button as shown in Figure 8-6.

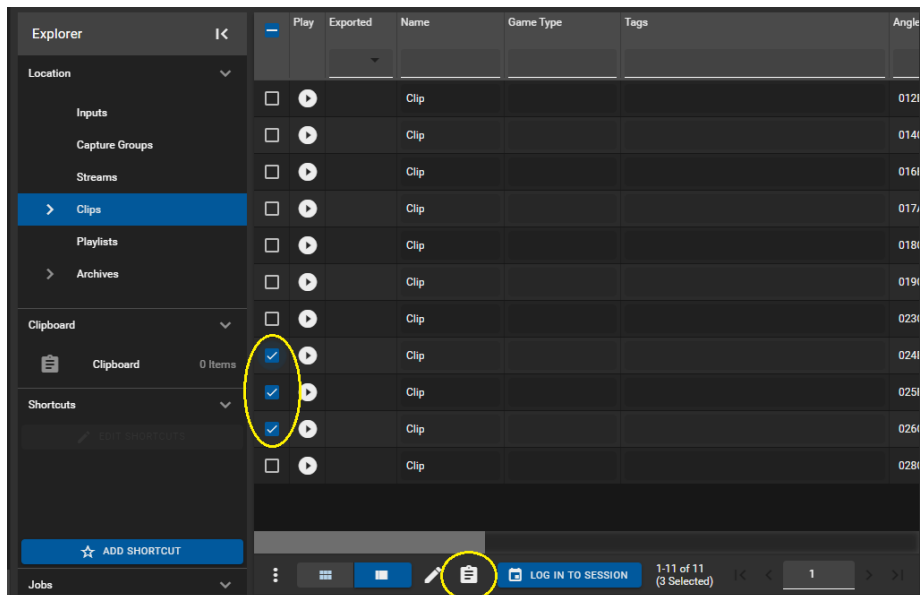


Figure 8-6: Adding items to the Clipboard in the Media App

- When selecting the clipboard, the newly added items will be listed and can be opened to preview that specific clipboard list. See Figure 8-7.

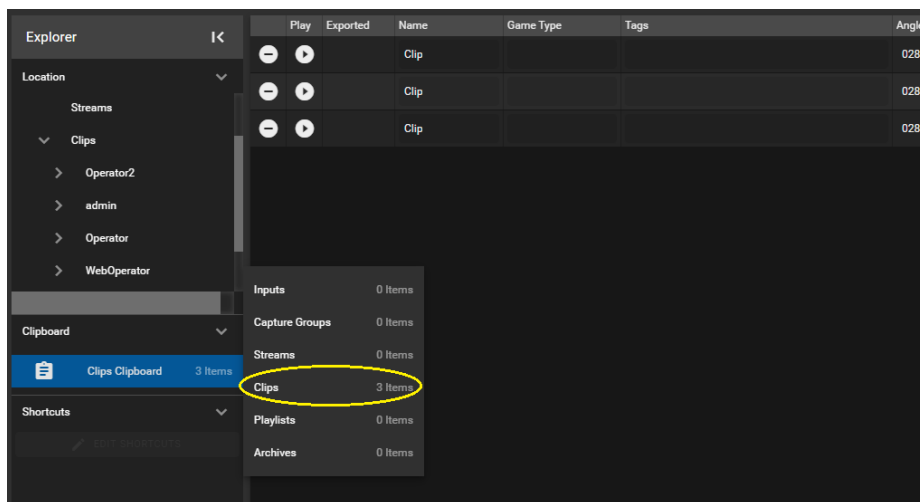
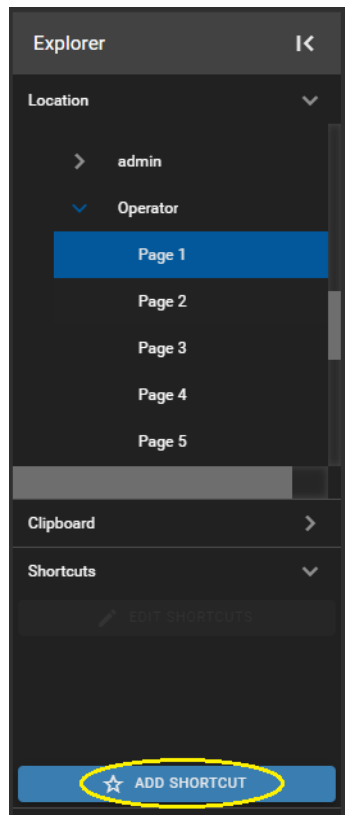


Figure 8-7: Using Clipboard in the Media App

### 8.1.1.3. Shortcuts

For ease of access a shortcut section will allow the user to save specific locations to navigate to for accessing content.

- To add a shortcut, navigate to the location of choice, and then select 'Add Shortcut' as shown in Figure 8-8. Multiple shortcuts can be added.



**Figure 8-8: Location Shortcuts**

- Shortcuts can be given a custom name. To do this, press the 'Edit' button and type in a new name as shown in Figure 8-9.



**Figure 8-9: Editing Location Shortcuts**

- To open shortcuts, simply click on the shortcut and that location will be opened into the Content Section. See Figure 8-10.

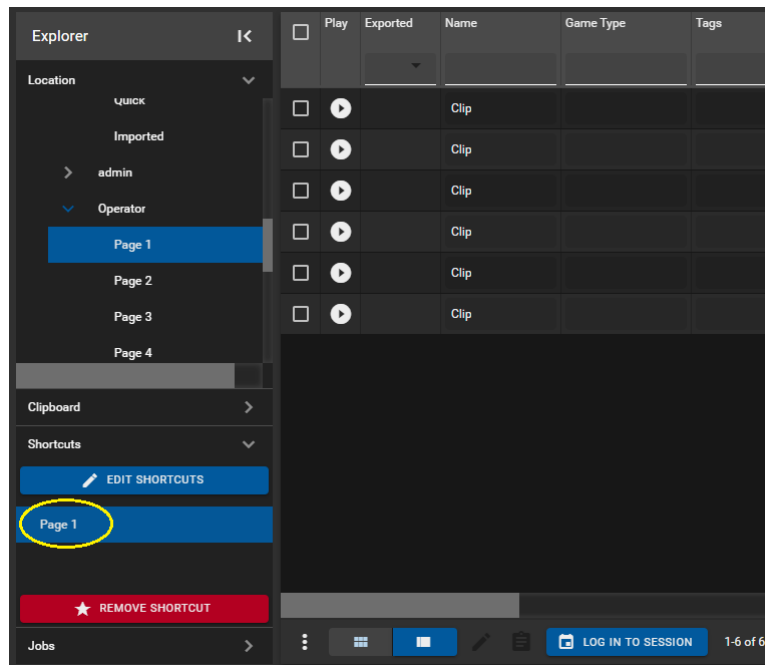


Figure 8-10: Selecting Location Shortcuts

- If a shortcut is no longer needed, select the shortcut (once selected the shortcut will be highlighted in blue) and click the 'REMOVE SHORTCUT' button.

#### 8.1.1.4. Jobs

Jobs offers a quick way preview Imports, Exports and Captures in the Jobs App without opening the Jobs app itself.

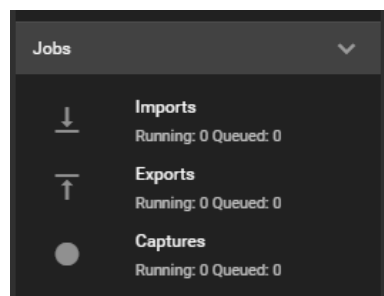


Figure 8-11: Jobs in the Media App

- To preview the status of inputs/ exports or captures, click on your selection and you will see a small Jobs App window open within the Media App. See Figure 8-12.

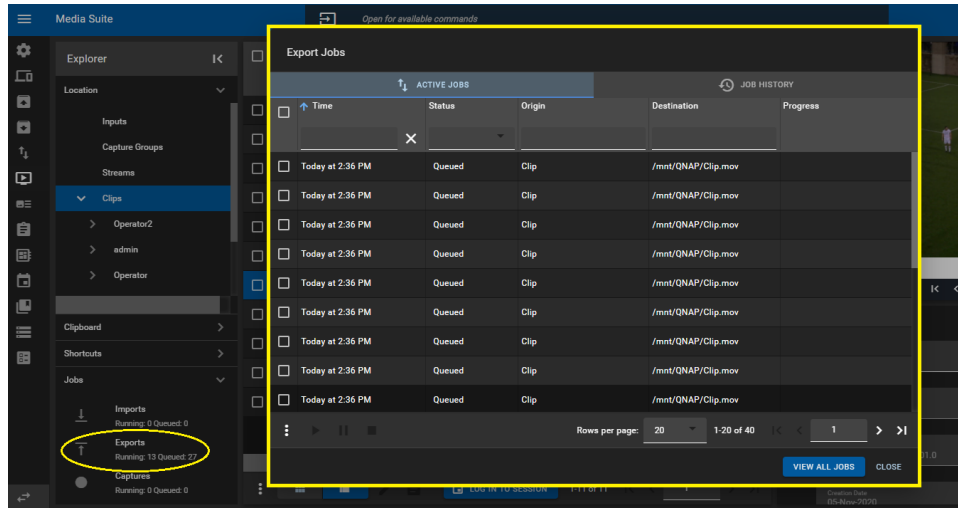


Figure 8-12: Job Progress in the Media App

### 8.1.2. Content Section Navigation

The Content Section can be customized to the users liking and incorporates numerous search and organization tools. Content can be viewed in a Thumbnail or table view.

#### 8.1.2.1. Thumbnail view

- Thumbnail view can be accessed by clicking the 'thumbnail' icon as circled in Figure 8-13.

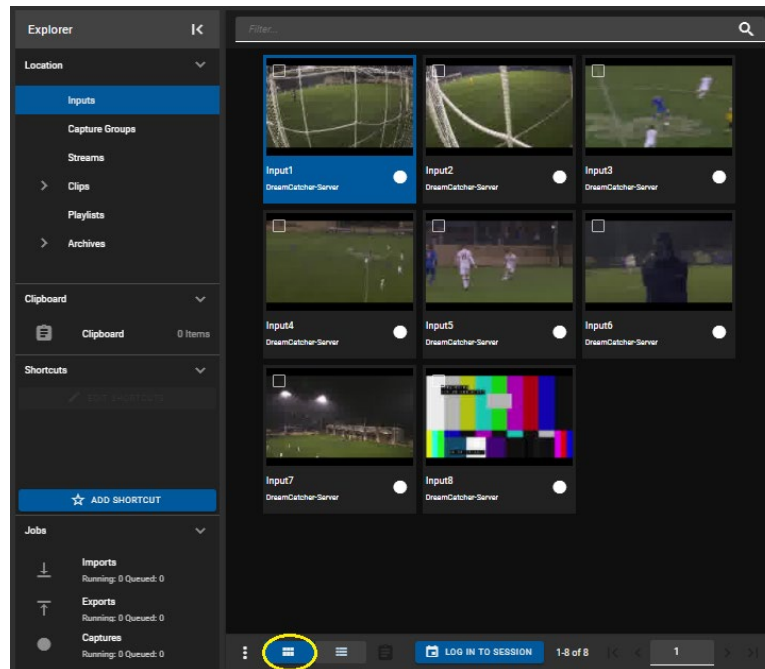


Figure 8-13: Thumbnail view in Media App

- While in Thumbnail view, content can be found using the search bar. For an example, see Figure 8-14.

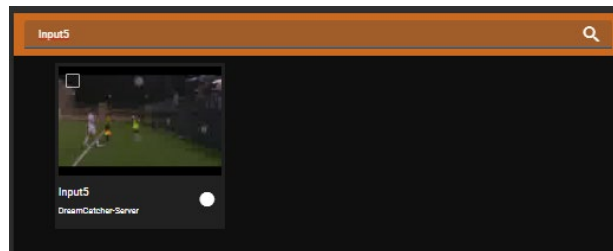


Figure 8-14: Searching in Thumbnail view

### 8.1.2.2. Table view

The table view columns will be different depending on the Location selected, for this section the Inputs will be used as an example.

- Table view can be toggled by clicking the 'table' icon as circled in Figure 8-15.
- In the Table view, the content can be organized by columns. For an example, see Input column properties in Figure 8-15.

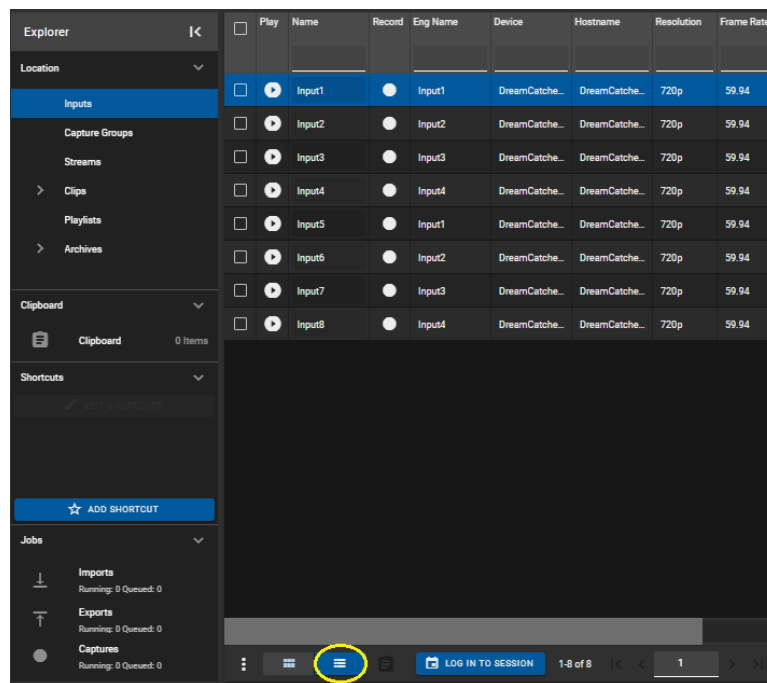
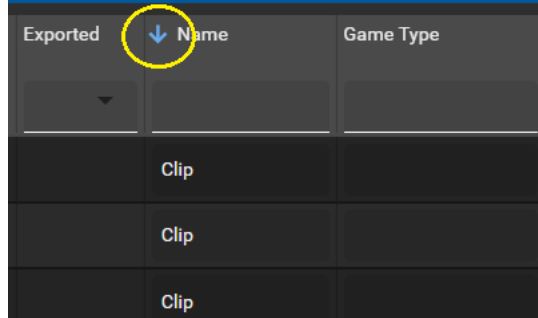


Figure 8-15: Table view in Media App

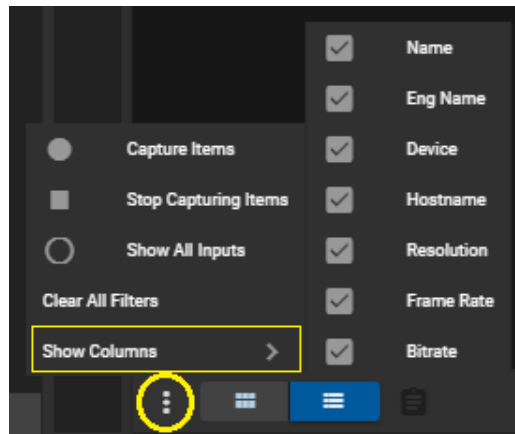


- Each column can be arranged in ascending / descending order. This is done by clicking the property's name. An arrow will become present beside the property to inform of the order. See Figure 8-16.
- To change the order between ascending and descending, simply click the property's name again.



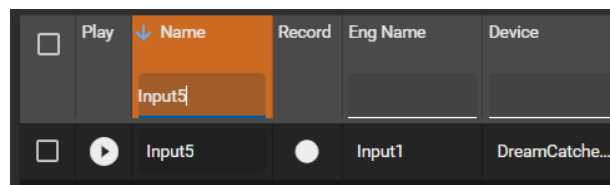
**Figure 8-16: Organizing Columns Ascending or Descending**

- Within Table view, there are options to limit or add to the information that is visible. This can be done by selecting the options button (ellipsis icon). See Figure 8-17.
- Within the show columns selection, columns can be checkmarked on to see information or checkmarked off to hide information.



**Figure 8-17: Show Columns**

- Properties can be searched, by simply typing in a value in their search bar region, below the property name. See Figure 8-18 for an example.



**Figure 8-18: Searching Properties**

### 8.1.2.3. Sessions

Sessions can be joined at the bottom of the Content Section, regardless if choosing Thumbnail or table view.

For information on creating sessions please refer to the DreamCatcher Operational Guide.

- To join a session, click on the “Log in to Session” button as shown in Figure 8-19.

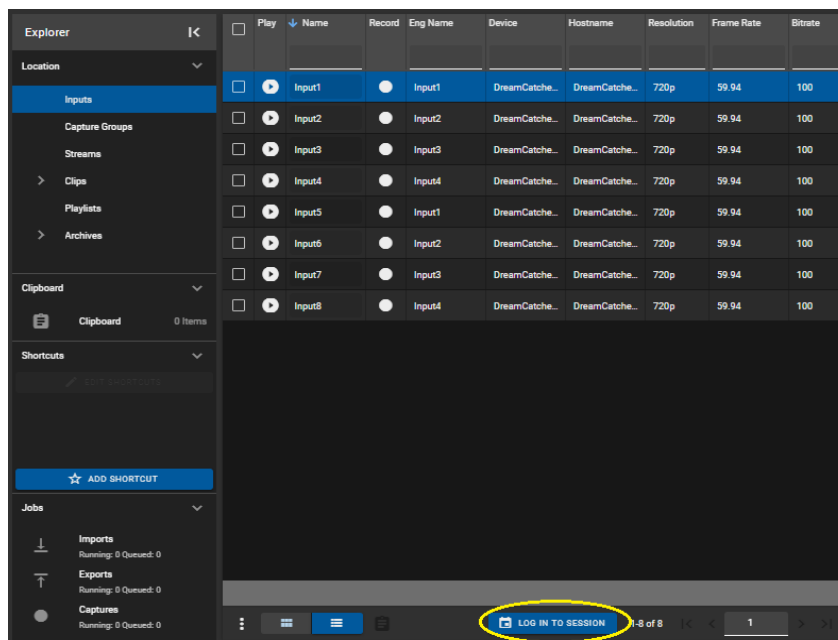


Figure 8-19: Log In to Session

- A window will open with a list of all available sessions. See Figure 8-20.
- Select a session and press ‘ENTER’ to join it.

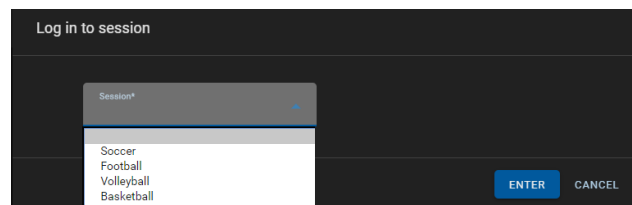


Figure 8-20: Joining a Session

- To leave a session, simply click the “Leave” button as shown in Figure 8-21. A confirmation dialog will open, click ‘LOGOUT’ to leave the session.



Figure 8-21: Leave Session

### 8.1.3. Preview section navigation

The Preview window is used to preview Inputs, Capture Groups, Streams, and Clips in the DreamCatcher cluster, as well as content in the internal and external storage of all clustered machines. The content can be interacted with using the Preview controls.

#### 8.1.3.1. Viewing the Preview Window

- The preview window be minimized, extended or closed using the buttons as shown in Figure 8-22.

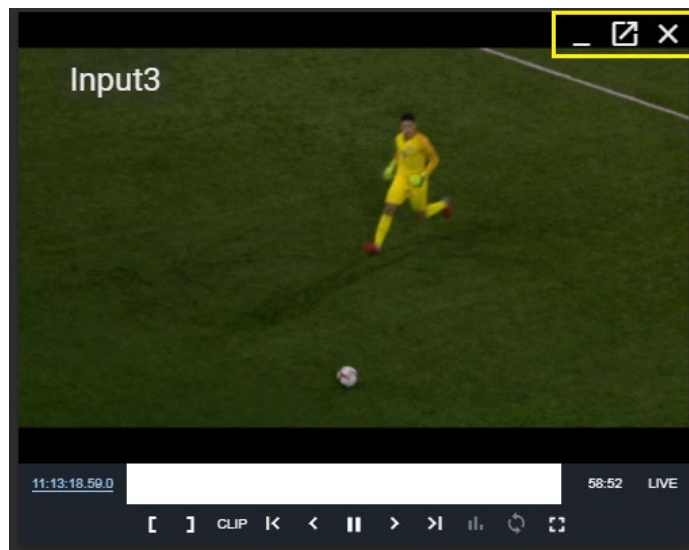


Figure 8-22: Preview Window minimize / extend / close buttons

- First is the minimizing button, this will allow for the user to minimize the whole preview section. It can later be maximized with the arrow button as shown in Figure 8-23.

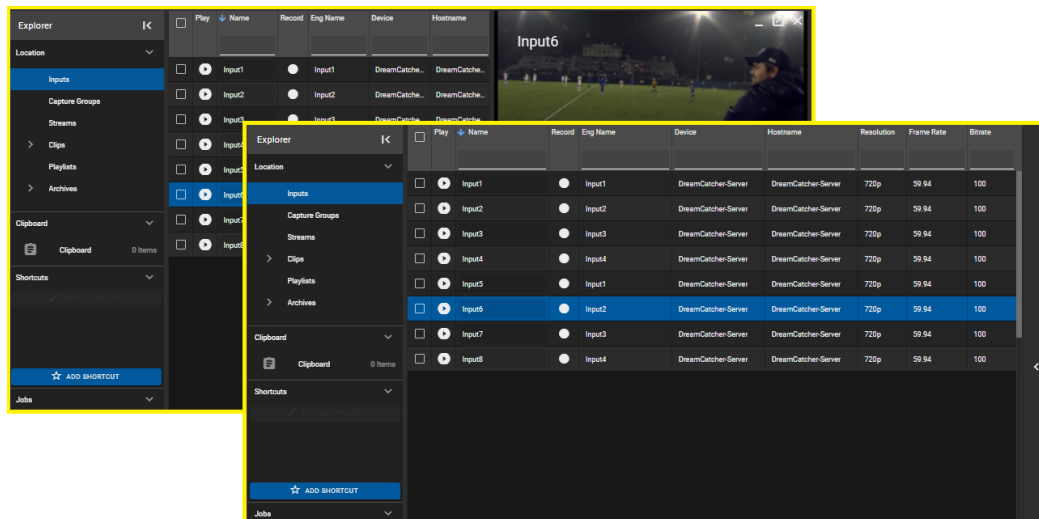


Figure 8-23: Minimizing the Preview Section

- Extending the Preview window to make it larger is done by clicking the extend button, as shown in Figure 8-24.
- The extended window will open in a new browser window.
- To revert back to using the preview window in the Media Suite webpage, close the extended preview window with the close 'X' button in the top right hand corner, as seen in Figure 8-24.

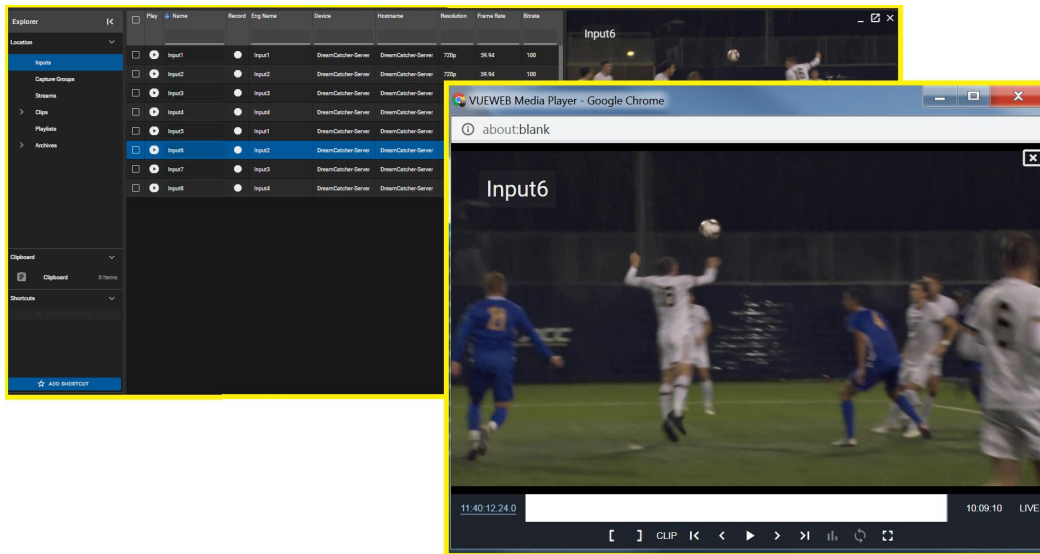


Figure 8-24: Maximizing the Preview Window

- The last button is the close button, which when pressed closes the entire preview section.
- The preview section can be reopened by clicking 'play' on any input/ stream or clip in the content section. See Figure 8-25 for an example.

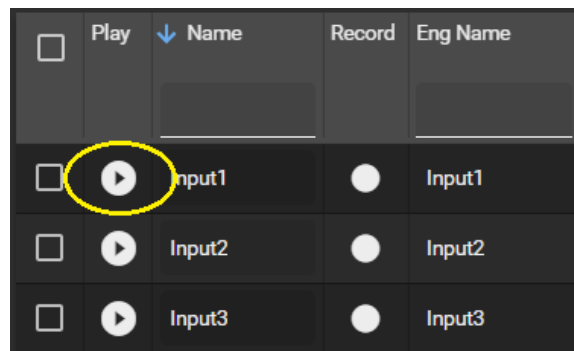
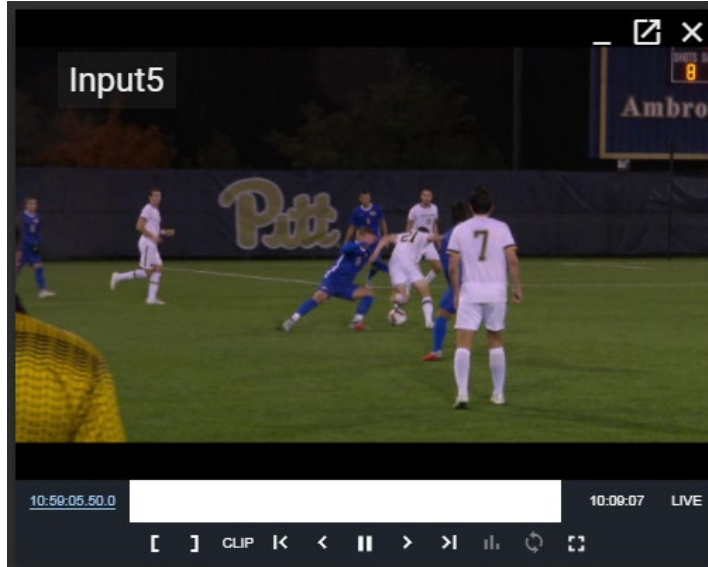


Figure 8-25: Playing Content to open the Preview Window













**8.1.3.2. Preview Window Controls**

A variety of controls will allow the user to interact with the video, such as going back in time, creating clips, and monitoring playback. See Figure 8-26.



**Figure 8-26: Media App Input Preview**

- For a description of available controls, see Table 8-1.
- Please note some icons may only be present depending on the content loaded in the preview window.

	Mark In		Next Frame
	Mark Out		Go to Out Mark
	Make a Clip		Toggle Audio
	Go to In Mark		Loop
	Previous Frame		Show / Hide Guardband (Clips)
	Pause / Play		Full Screen

**Table 8-1: Media App Preview Controls**

- Further controls include jumping / scrubbing to a time in the record train or the clip train. This can be done by clicking on a location in the train or clip region as shown in Figure 8-27.

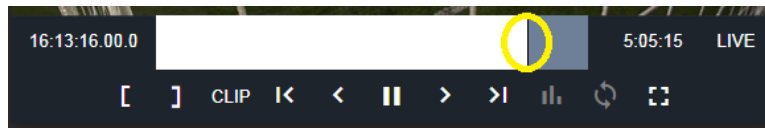


Figure 8-27: Record Train Bar

- If previewing an input or stream, you can use the “Live” button to preview the input at live. See Figure 8-28.

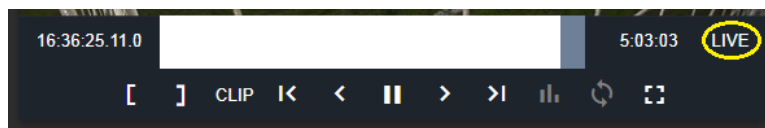


Figure 8-28: Go to Live

- To find a specific timecode, click on the timecode in the Preview window to open the ‘Jump to Timecode’ dialog, as shown in Figure 8-29 and Figure 8-30.

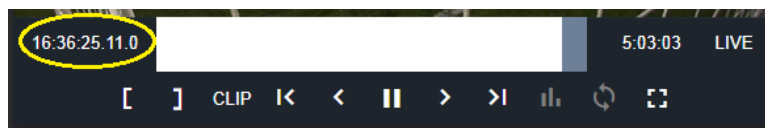


Figure 8-29: Selecting Timecode

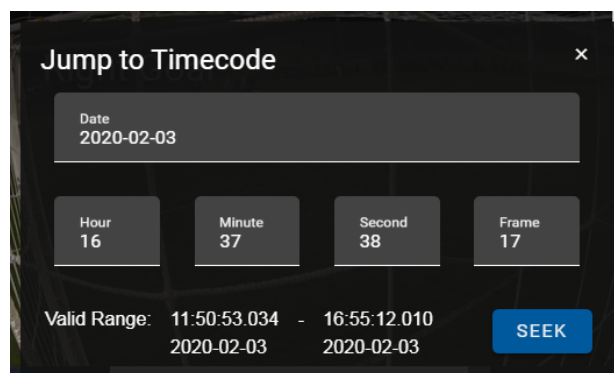


Figure 8-30: Jump to Timecode

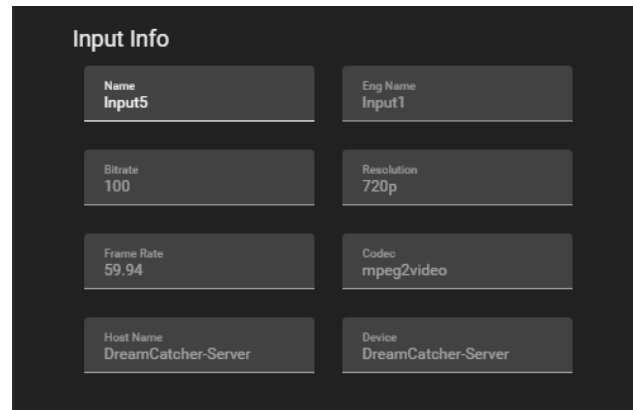


**Note:** Audio can be listened to from the preview window if the stream type has been set to webRTC. Please refer to Section 2.5.2 for information on setting the Stream Type.

### 8.1.4. Information Section

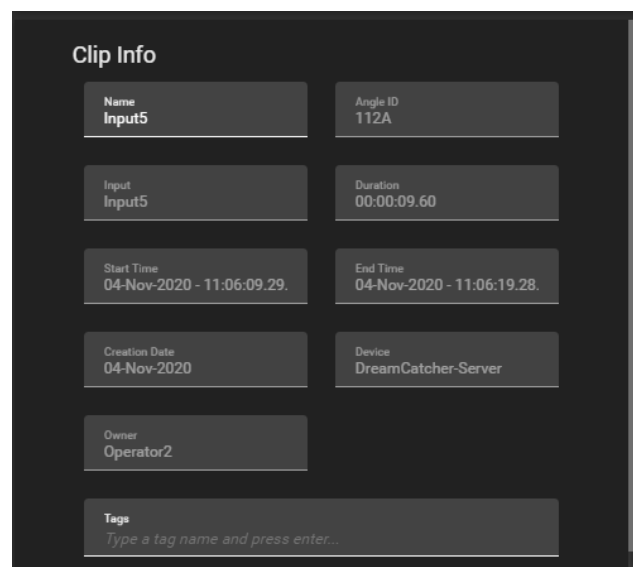
This section provides information about the content playing in the Preview window.

The information will be different depending on which content is loaded and playing. For example, when an Input is loaded the input's Name, Engineering Name, Bitrate, Resolution, Frame Rate, Codec, Hostname and Device is listed. See Figure 8-31.



**Figure 8-31: Input Information**

Another example is Clip information. The Clip Name, Angle, Input, Duration, Start / End Time, Creation Date, Device, Owner and Tags are listed. Some fields can be edited from the information section. In this example, Clip Name, and Tags can be edited or added. See Figure 8-32.



**Figure 8-32: Clip Information**

- The information section will be discussed further throughout this guide in each sub-section in the Media App.

## 8.2. INPUTS

Inputs allow the user to monitor all inputs in the networked cluster on the Media Suite, see Figure 8-33.

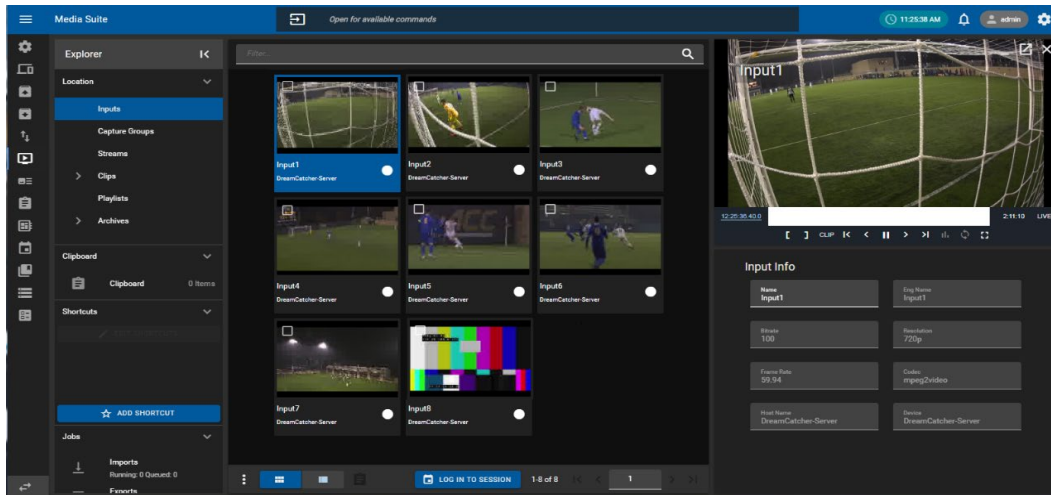


Figure 8-33: Inputs In the Media App

### 8.2.1. Available Inputs

For most workflows, all inputs across a cluster will be available for the Media Suite to preview. However, in some workflows only custom selections are desired. Available Inputs can be set in the Media Suite Engineering Webpage.

- To access the engineering webpage, open a new web browser window and type in the IP of the server along with 'engineering' in the address bar (i.e. <http://100.100.100.101/engineering>).
- If successfully connected, the following menu will be visible. See Figure 8-34.

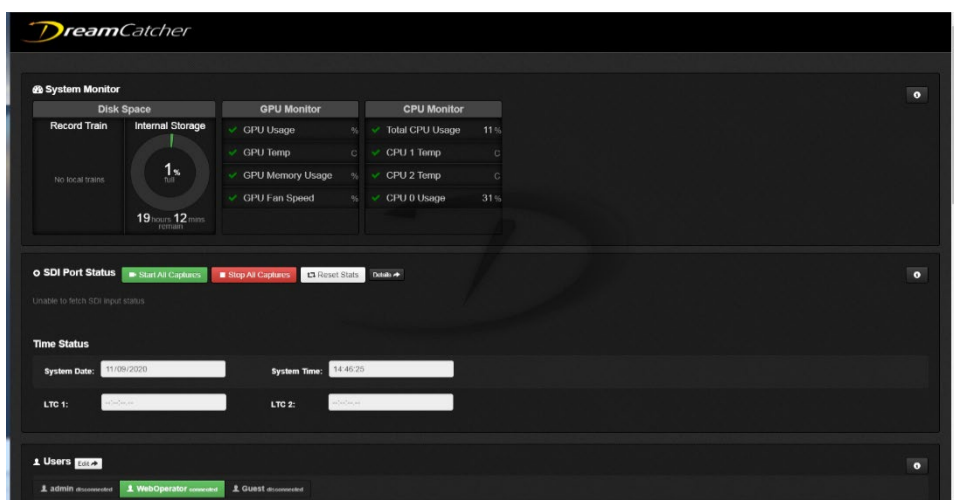


Figure 8-34: DreamCatcher Webpage

- In the configuration webpage, scroll down to the “Users” section as shown at the bottom of Figure 8-34.



- Click the “Edit” button to open the ‘Users’ configuration page as shown in Figure 8-35.

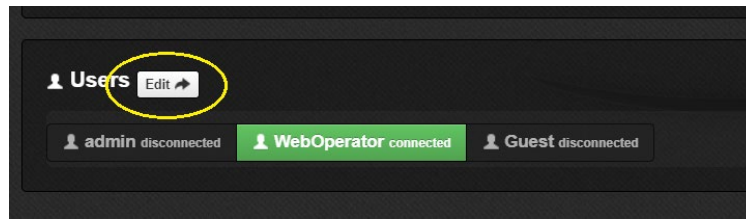


Figure 8-35: Users in Webpage

- In the Users configuration page, options will be available for the ‘Remote Input Availability’.
- First, Click the user you wish to make the changes to from the top selections. In this example we have an ‘admin’, ‘webOperator’ and ‘Guest’, see Figure 8-36.
- Next, click on an input to make it available for that user. When inputs are available they will be lit green. When they are grey they will not be available.

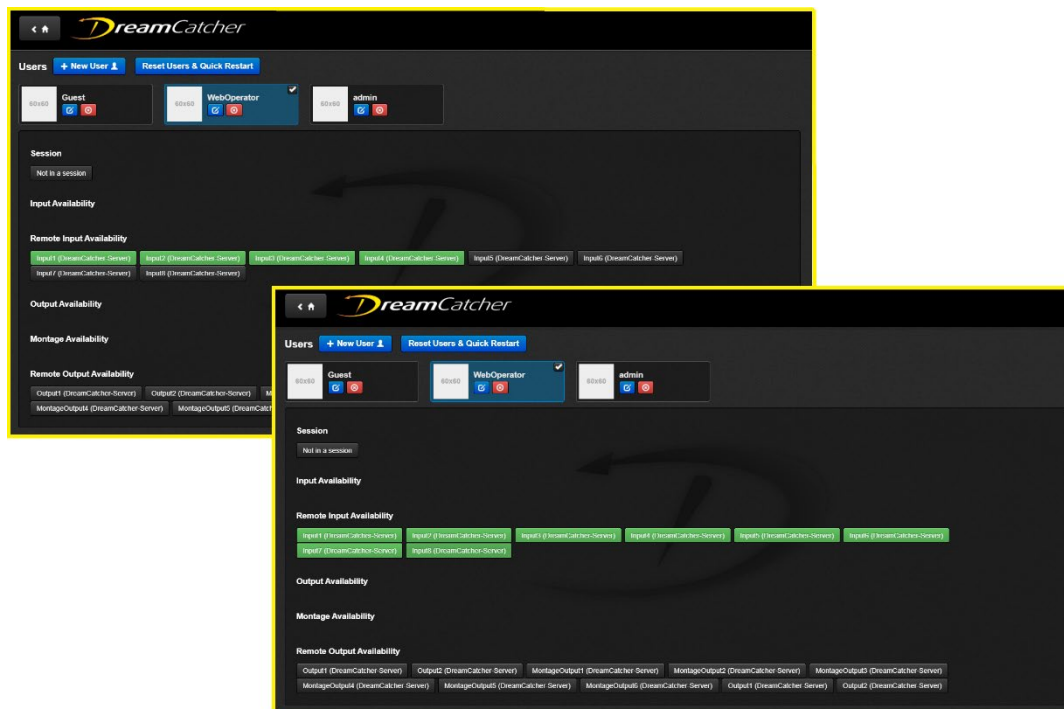


Figure 8-36: DreamCatcher User Configuration

### 8.2.2. Showing All Inputs

If custom inputs have been selected for the Media Suite (As discussed in the previous section), however all inputs are needed for a temporary purpose, the Media Suite has the ability to automatically force all inputs to be visible.

- To see all inputs, select the options button (ellipsis icon) at the bottom of the content section and select 'Show all Inputs' as shown in Figure 8-37.

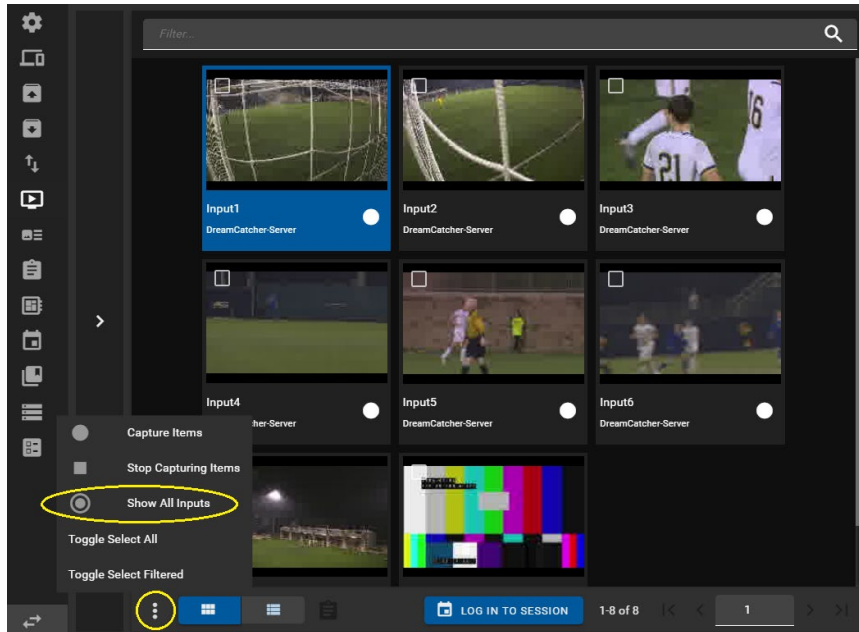


Figure 8-37: Show All Inputs

### 8.2.3. Using Session Inputs

If a session is joined, the only inputs selected for that session will be displayed, regardless of the 'Show All Inputs' selection discussed previously.

- For instructions on joining/leaving sessions in the Media App, please refer back to Section 8.1.2.3.

### 8.2.4. Previewing Inputs

- To preview an input in the Content Section, when looking in thumbnail view, hover the mouse over the input to see a 'play' icon appear. (See Figure 8-38). Click on the input to load it into the Preview window, it will then begin to play at live.

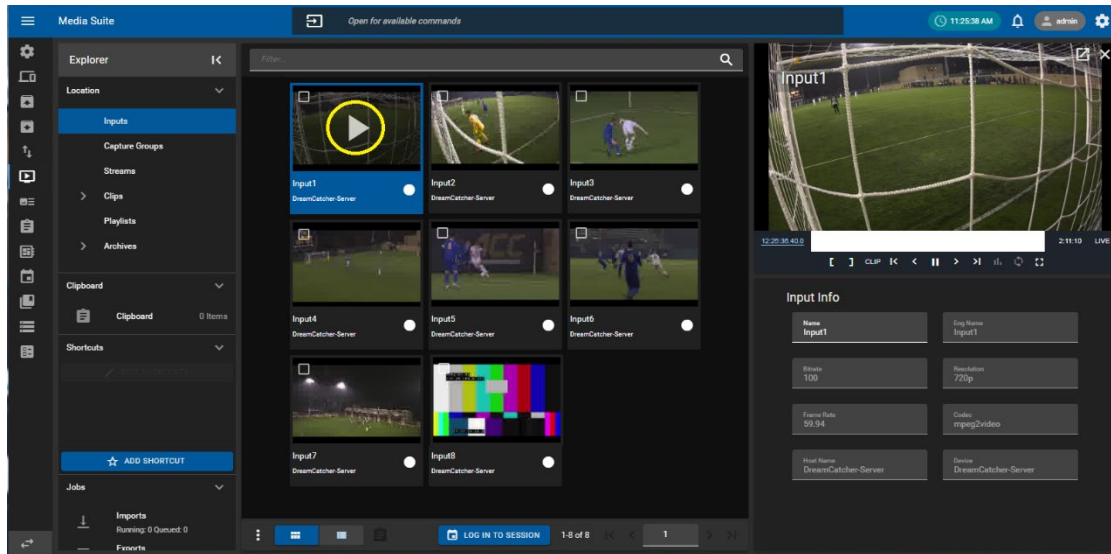


Figure 8-38: Selecting Inputs to Preview in Thumbnail view

- In Table view, select the 'play' button on the input, as shown in Figure 8-39.

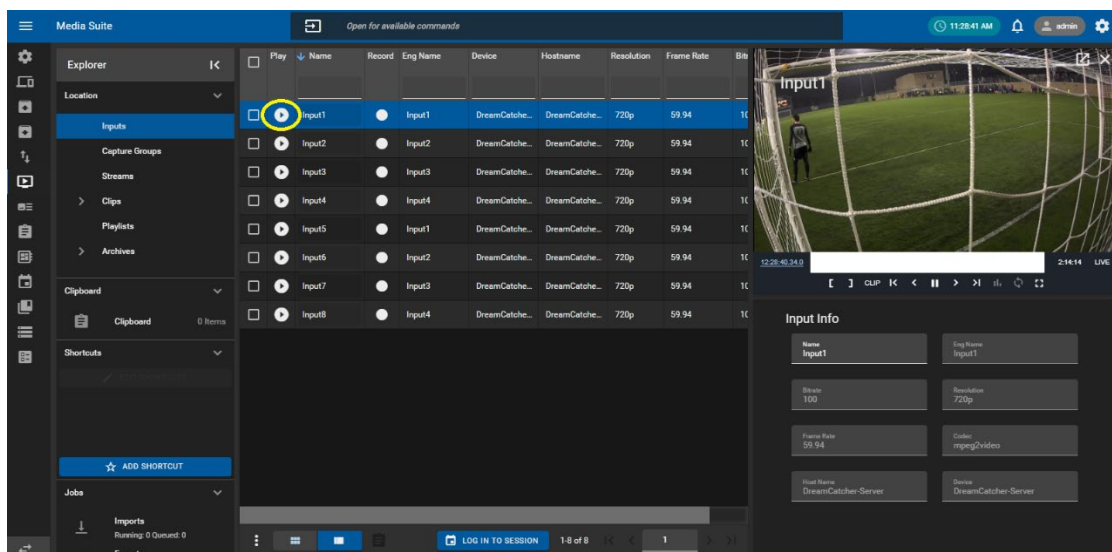


Figure 8-39: Selecting Inputs to Preview in Table view

- Once an Input is loaded into the preview window, it can be scrubbed through, paused, played, and put to live using the control buttons as discussed in Section, 8.1.3.2. Please refer back for more information on using those controls.

### 8.2.5. Clip Creation

Clips can be made from the input record trains and will be accessible in the Clips section of the Media App.

- Create clips using the Mark in / Mark out and Clip buttons as shown in Figure 8-40.

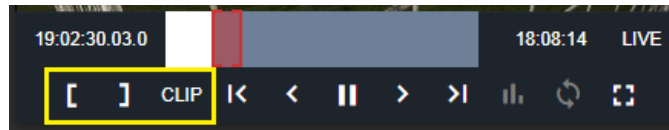


Figure 8-40: Mark Clip

- A dialog will appear allowing the user to name the clip, apply any tags, and select the inputs angles to be clipped. See Figure 8-41.
- Fields, if created in the Media Suite settings, will also be an option in this dialog. For information for creating and configuring fields, see section 2.5.3.4.

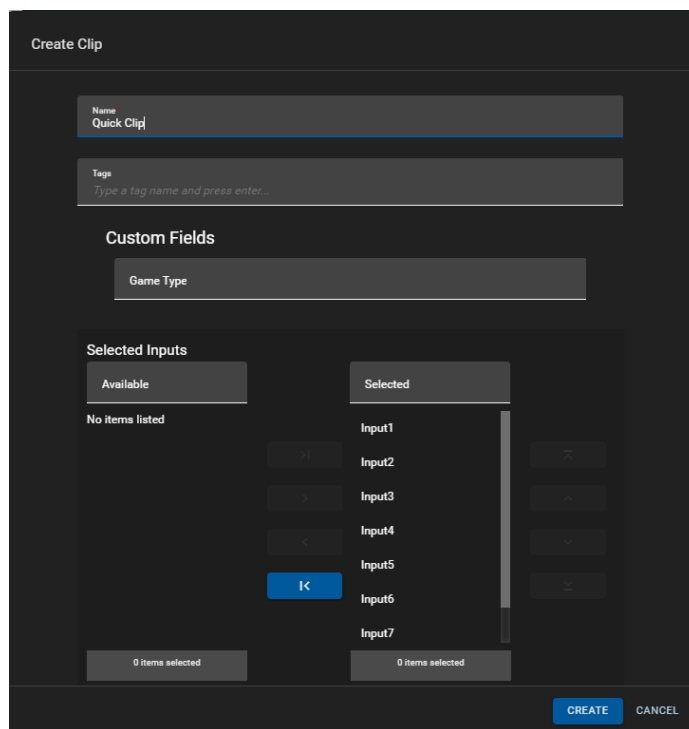
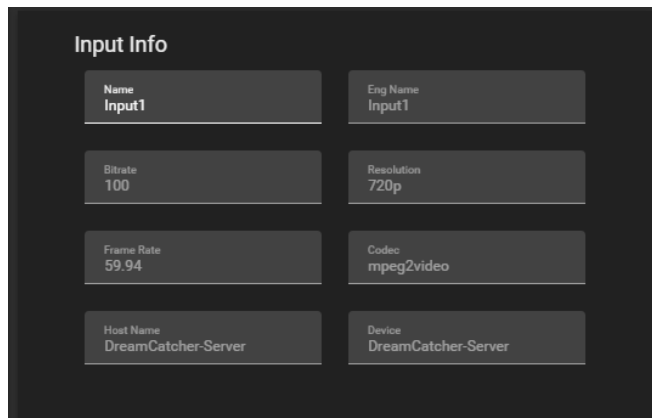


Figure 8-41: Create clips from Input Record Train

### 8.2.6. Input Information

Below the preview window is Input Information. Information includes: Name, Engineering Name (default name), Bitrate, Resolution, Frame Rate, Codec, Host Name and Device. See Figure 8-42.

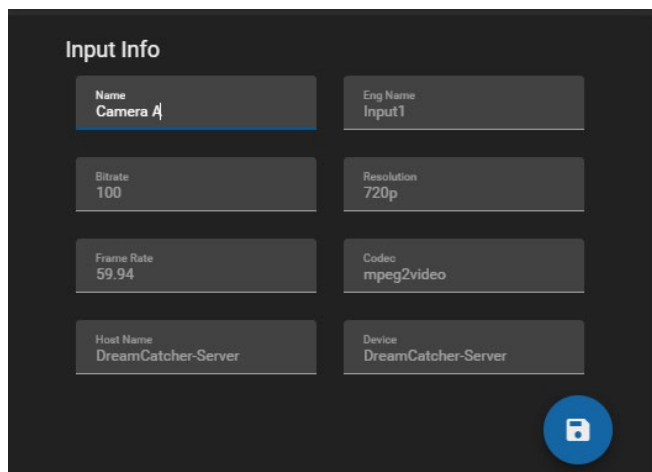


The screenshot shows a dark-themed dialog box titled "Input Info". It contains eight input fields arranged in a 4x2 grid. The fields and their values are: Name (Input1), Eng Name (Input1), Bitrate (100), Resolution (720p), Frame Rate (59.94), Codec (mpeg2video), Host Name (DreamCatcher-Server), and Device (DreamCatcher-Server).

Field	Value
Name	Input1
Eng Name	Input1
Bitrate	100
Resolution	720p
Frame Rate	59.94
Codec	mpeg2video
Host Name	DreamCatcher-Server
Device	DreamCatcher-Server

**Figure 8-42: Media Input Information**

- In this dialog, the name of the Input can be changed by typing in a new name in the Name text box.
- Once a new name has been typed, a save icon will appear at the bottom of the section. See Figure 8-43.
- Click the save icon to complete the renaming process. The input name will now be changed across the DreamCatcher network.



The screenshot shows the same "Input Info" dialog box as Figure 8-42, but with the Name field changed to "Camera A". A blue circular save icon with a white floppy disk symbol is now visible in the bottom right corner of the dialog box.

Field	Value
Name	Camera A
Eng Name	Input1
Bitrate	100
Resolution	720p
Frame Rate	59.94
Codec	mpeg2video
Host Name	DreamCatcher-Server
Device	DreamCatcher-Server

**Figure 8-43: Input Name Change**

### 8.2.7. Input Capture Records

Along with clipping inputs, growing file records can be started within the Inputs location.

- To start an input capture record, click the record button next to the input in the table view or below the input thumbnail in the thumbnail view.
- A 'capture items' dialog will open, as shown in Figure 8-44, allowing you to set the duration of the recording, the export profile and any attributes for the filename.
- By default, the duration will be four hours for a capture record. Set in a custom hour, minute, and/or second combination by selecting each option and typing in a value.
- Optionally, add in a Prefix and Suffix for the filename.
- If the export profile does not have a 'filename' assigned to it, the Capture Group will automatically default to using %c (Input / Camera Name). For more information regarding export profile filenames, see Section 5.

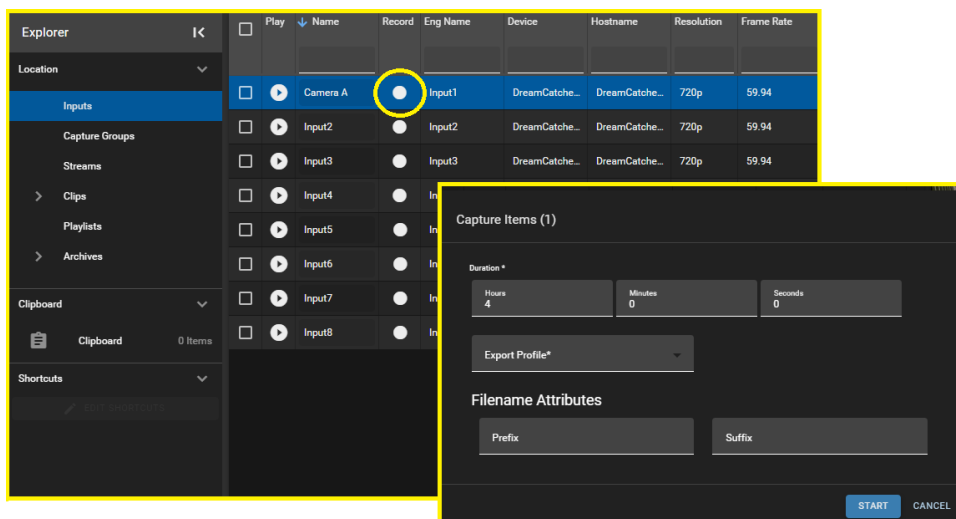


Figure 8-44: Input Capture Record.

- Once all fields have been set and an export profile is selected the record can be started by clicking the 'START' button.
- The record icon in the content section will now be lit up the colour red, to indicate the active record, see Figure 8-45.

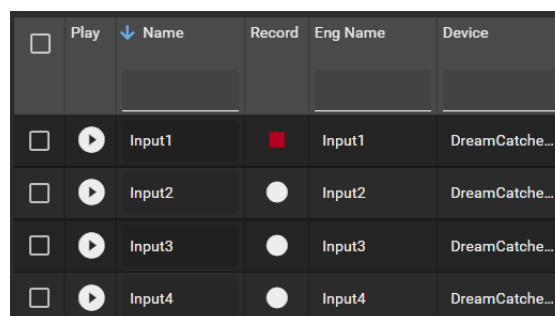


Figure 8-45: Input Capture Recording In Progress

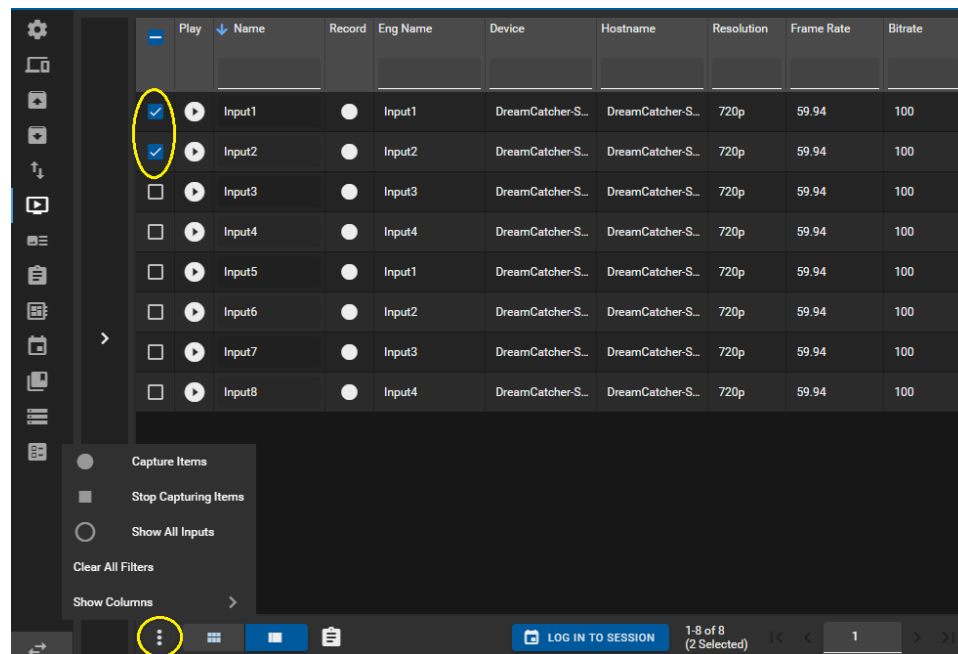
### 8.2.8. Monitoring Capture Progress

Capture progress can be monitored in various sections in the Media Suite. From the Jobs app, as well as in the Media App.

- To preview the progress of an input growing file, click on 'Captures' in the Explorer - Jobs Section as discussed in Section 8.1.1.4, shown in Figure 8-12.
- All jobs on the system can also be viewed by entering the Jobs app as discussed in Section 7. .

### 8.2.9. Multi Record Options

- Multiple capture groups can be started and stopped by using the capture group options menu.
- First, checkmark input(s), and click the option (ellipsis icon) button as shown in Figure 8-46.
- From this window, all or only selected inputs can be toggled to capture or to stop capturing.



**Figure 8-46: Input Options Menu**

### 8.3. CAPTURE GROUPS

Capture Groups allow the user to start and stop growing file records of input(s)/ stream(s) to designated export profiles. See Figure 8-47.

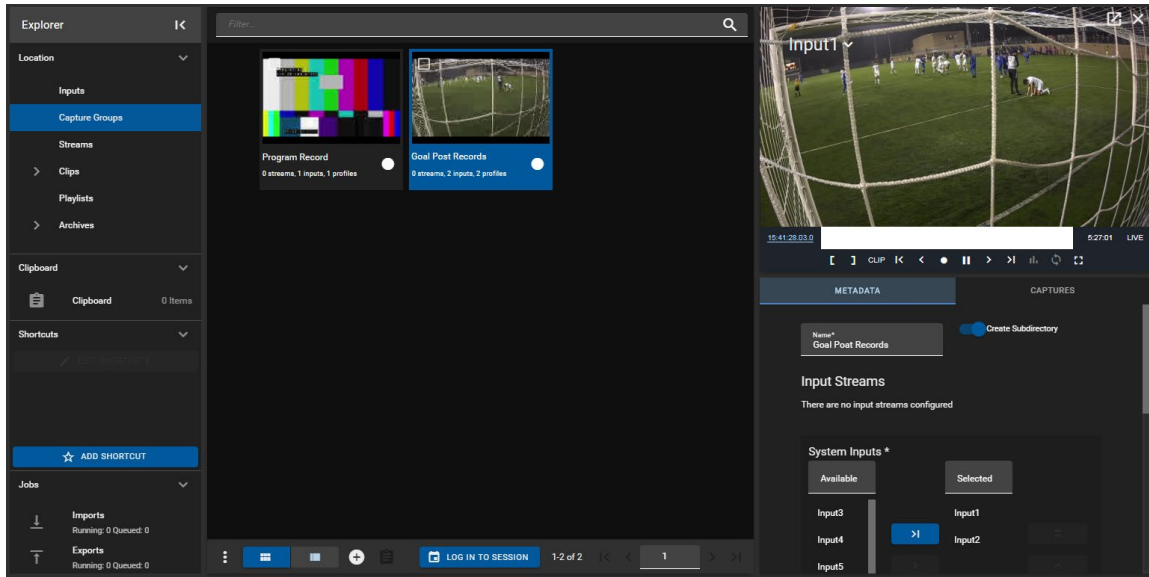


Figure 8-47: Capture Groups in the Media App

#### 8.3.1. Creating Capture Groups

- To create a Capture Group, select the plus icon at the bottom of the window. See Figure 8-48.

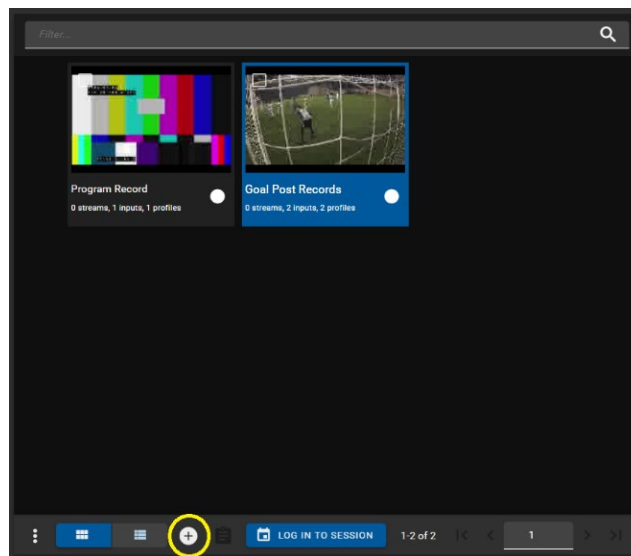
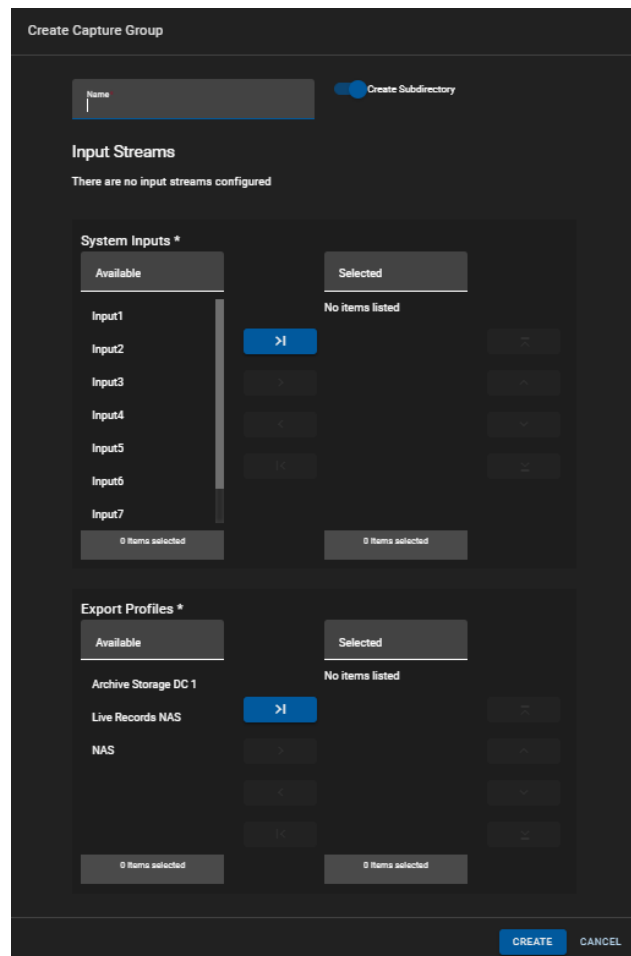


Figure 8-48: Adding a Capture Group in the Media App



- A 'Create Capture Group' dialog will open, see Figure 8-49.
- Begin by creating a name for your Capture Group, as shown at the top of Figure 8-49.
- An option is included for whether the growing file will export into subdirectory or place itself into the root level of the export location. To toggle this selection on and off, click on the blue arrow button, as seen to the right of the name text box in of Figure 8-49.



**Figure 8-49: Creating a Capture Group in the Media App**

- Next, Input(s) / Stream(s) and export profile(s) need to be selected. Use the blue '>|' arrow buttons to move all available options to the selected column.
- To select only specific input(s)/ stream(s) and export profile(s), click on a specific input and/or profile and use the individual blue '>' arrow buttons to add the individual selection to the selected column. See Figure 8-50.
- Multiple Inputs and export profiles can be chosen for each capture group.
- Once selected, inputs/ profiles can be re-ordered or removed from the list by selecting one, and using the blue navigation buttons as needed. See Figure 8-50.

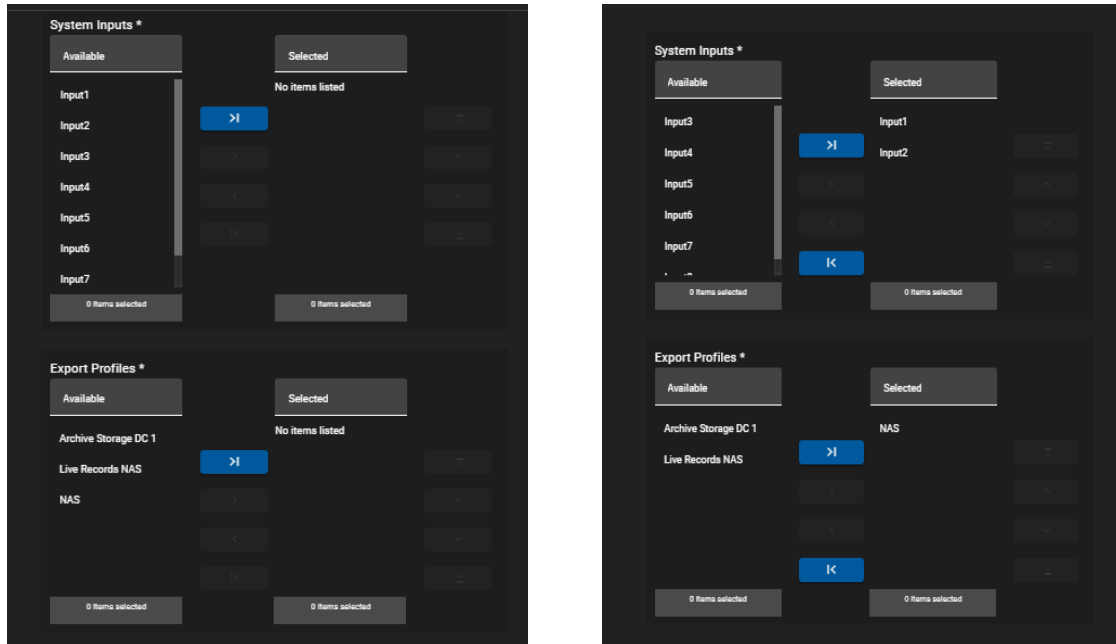


Figure 8-50: Selections for Capture Groups

- Once finished, use the “CREATE” button to create the Capture Group.
- When created, the Capture Group will be listed in the Content Section of the Media App.

### 8.3.2. Previewing Capture Groups

- To preview a capture group’s input/stream, when looking in Thumbnail view, hover the mouse over the group to see a ‘play’ icon appear, see **Error! Reference source not found.**Figure 8-51. Click on the group to load it into the Preview window, the first input or stream in the group will then begin to play.

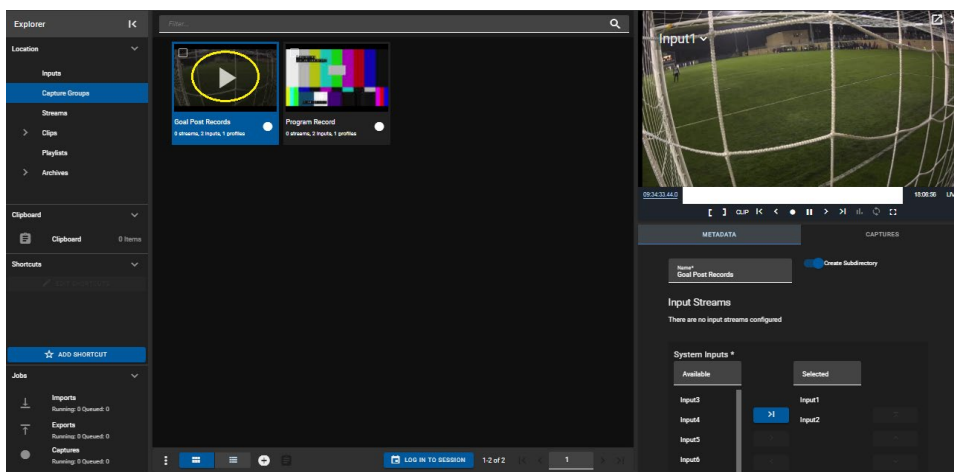


Figure 8-51: Previewing Capture Groups in Thumbnail view

- In the Table view, pressing the 'play' icon will cue the capture group's first input /stream in the Preview window and play it out, see Figure 8-52.

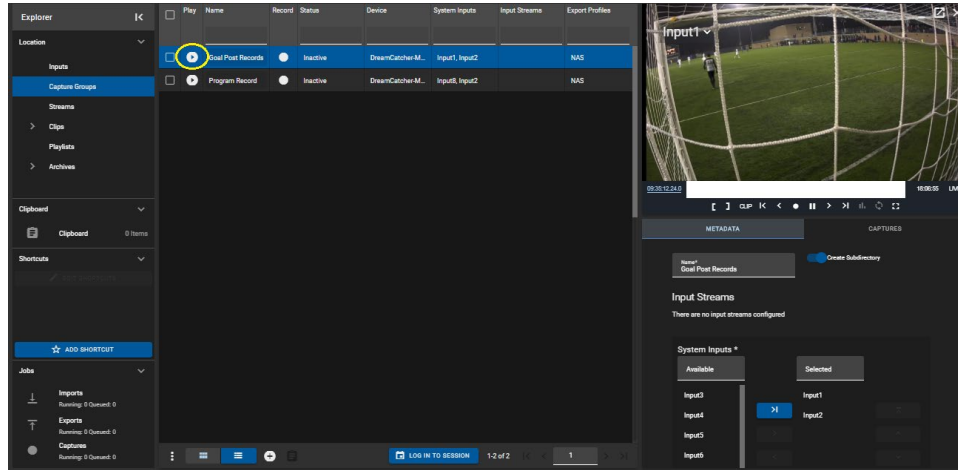


Figure 8-52: Previewing Capture Groups in Table view

- Once a capture group is loaded into the preview window, it can be paused, played, and put to live using the control buttons as discussed in Section, 8.1.3.2. Please refer back for more information on using those controls.

### 8.3.3. Capture Group Metadata

Below the preview window is the capture group's metadata, including: Name, subdirectory option, input options, and export options See Figure 8-53.

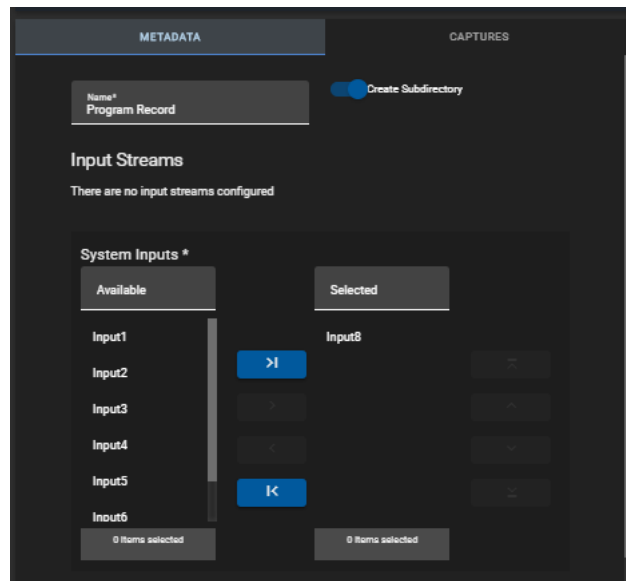


Figure 8-53: Capture Group Metadata

- In this dialog, all options can be changed.
- Once changes have been made, a save icon will appear at the bottom of the section. Click the save icon to complete the changes. See Figure 8-54.

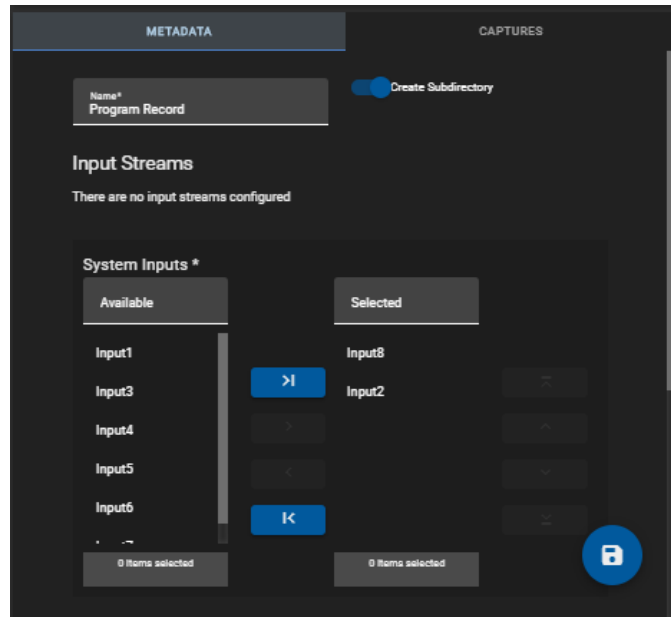


Figure 8-54: Editing a Capture Group

### 8.3.4. Recording Capture Groups

- To start a capture group record, click the record button next to the group's name in the table view or below the input thumbnail in the thumbnail view. See Figure 8-55.

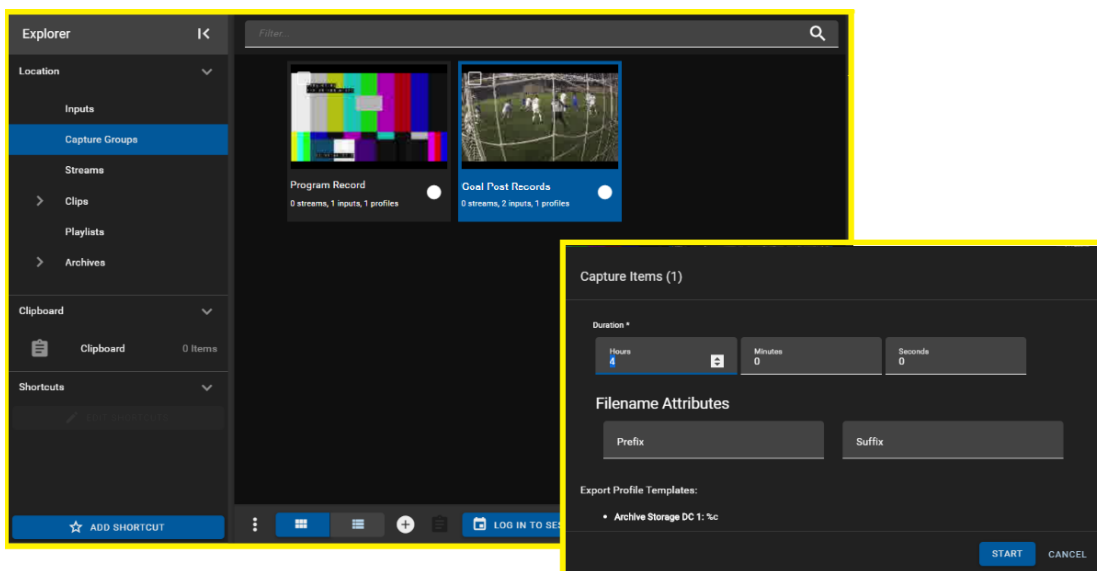
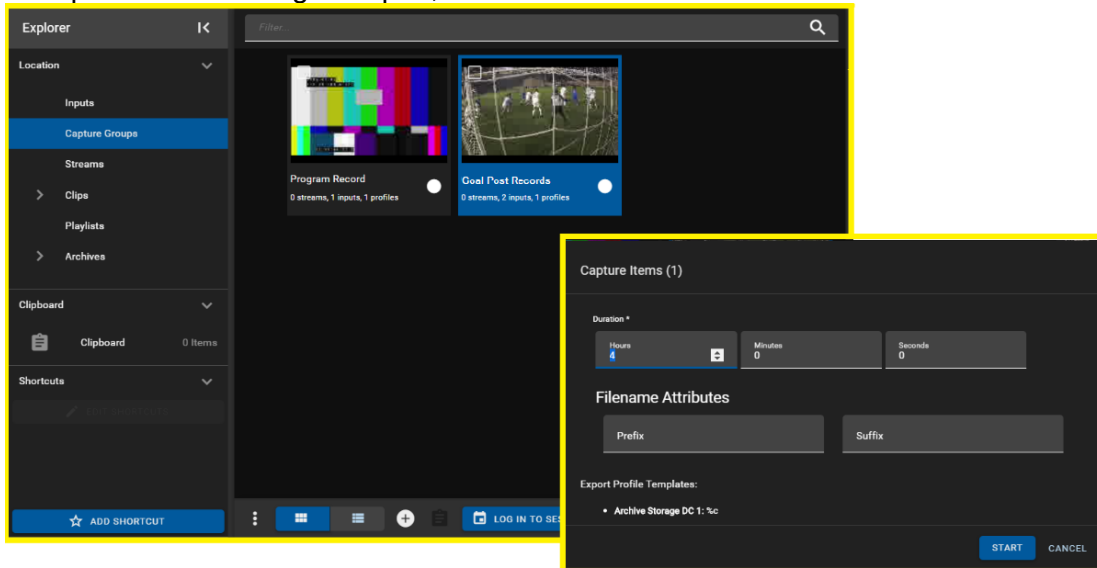
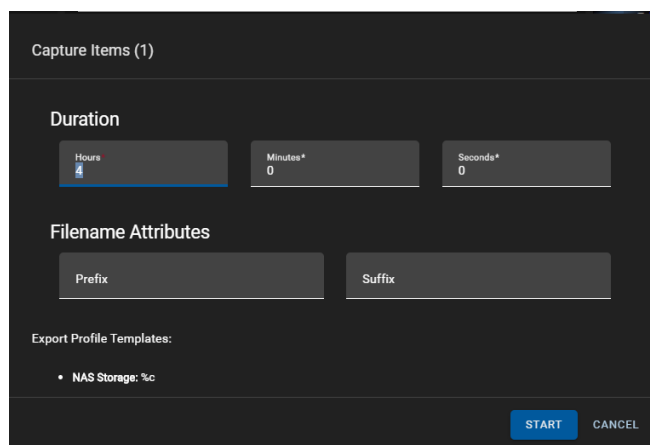


Figure 8-55: Starting a Capture Record

- A 'capture items' dialog will open, as shown in

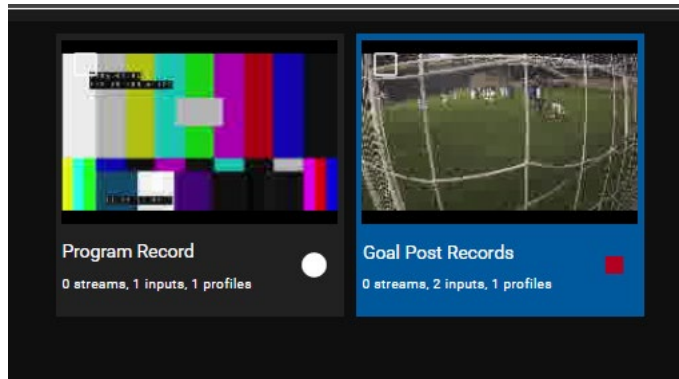


- Figure 8-55, allowing you to set the duration of the recording, the export profile and any attributes for the filename.
- By default, the duration will be four hours for a capture record. Set in a custom hour, minute, and/or second combination by selecting each option and typing in a value.
- Optionally, add in a Prefix and Suffix for the filename.
- If the export profile does not have a 'filename' assigned to it, the Capture Group will automatically default to using %c (Input / Camera Name), as shown in Figure 8-56. For more information regarding export profile filenames, see 5.



**Figure 8-56: Capture Record Settings**

- Once all fields have been set and an export profile is selected the record can be started by clicking the 'START' button.
- The record icon in the content section will now be lit up the colour red, to indicate the active record, see Figure 8-57.



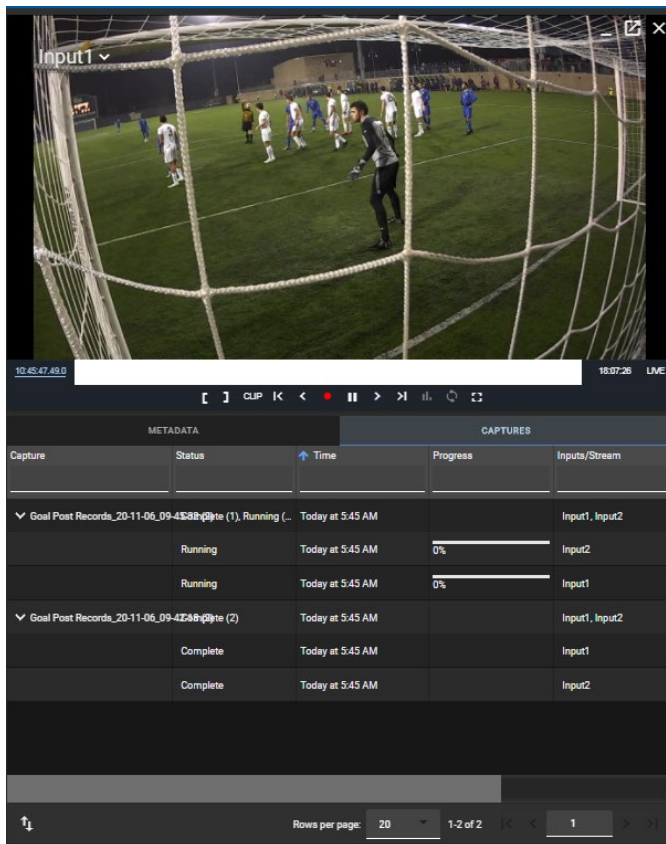
**Figure 8-57: Input Capture Recording In Progress**

- To stop a recording before its scheduled duration, click on the red 'record' button again.

### **8.3.5. Monitoring Capture Progress**

Capture progress can be monitored in various sections in the Media Suite. From the Jobs app, as well as two locations in the Media App.

- The first location to preview captures is located in the preview information area when a capture group is playing.
- Select the 'Captures' tab below a playing capture input to preview the status of captures, present and past. See Figure 8-58.



**Figure 8-58: Monitoring Captures in the Preview Section**

- The progress of the growing file can also be monitored by clicking on 'Captures' in the Explorer - Jobs Section as discussed in Section 8.1.1.4., shown in Figure 8-12.
- All jobs on the system can also be viewed by entering the Jobs app as discussed in 7. .

### 8.3.6. Multi Record Options

- Multiple capture groups can be started and stopped by using the capture group options menu.
- First, checkmark capture group(s), and click the option (ellipsis icon) button as shown in Figure 8-59.
- From this window, all or only selected Capture Groups can be toggled to capture or to stop capturing.

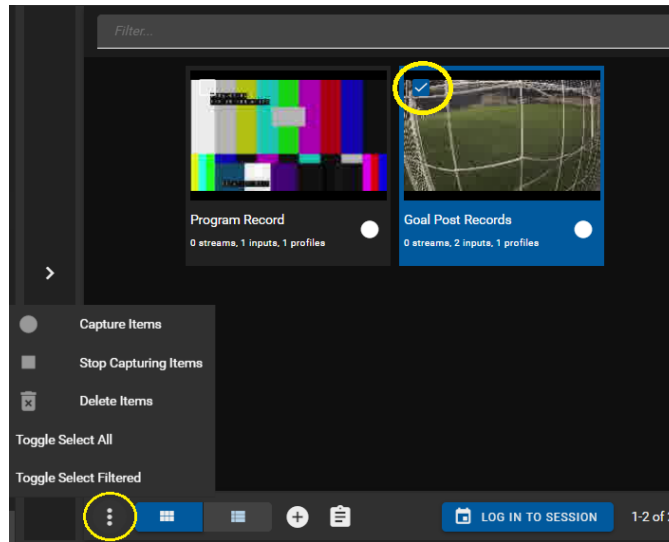


Figure 8-59: Capture Group Options Menu

### 8.3.7. Deleting Capture Groups

- Capture groups can be deleted by using the capture group options menu.
- First, checkmark capture group(s), and click the option (ellipsis icon) button as shown in the previous Figure 8-59.
- From this options dialog select 'delete items'.
- A confirmation dialog will appear as seen in Figure 8-60.
- To confirm deleting the capture group(s) click the 'DELETE' button.

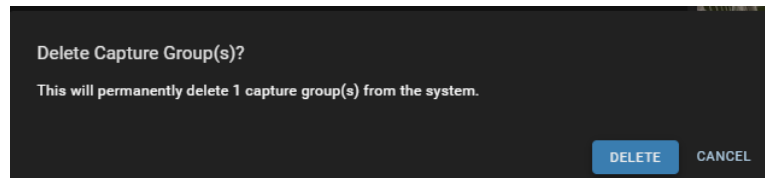


Figure 8-60: Capture Group Delete Confirmation



## 8.4. STREAMS

From this section, the user will be able to observe streams going through the network. See Figure 8-61.

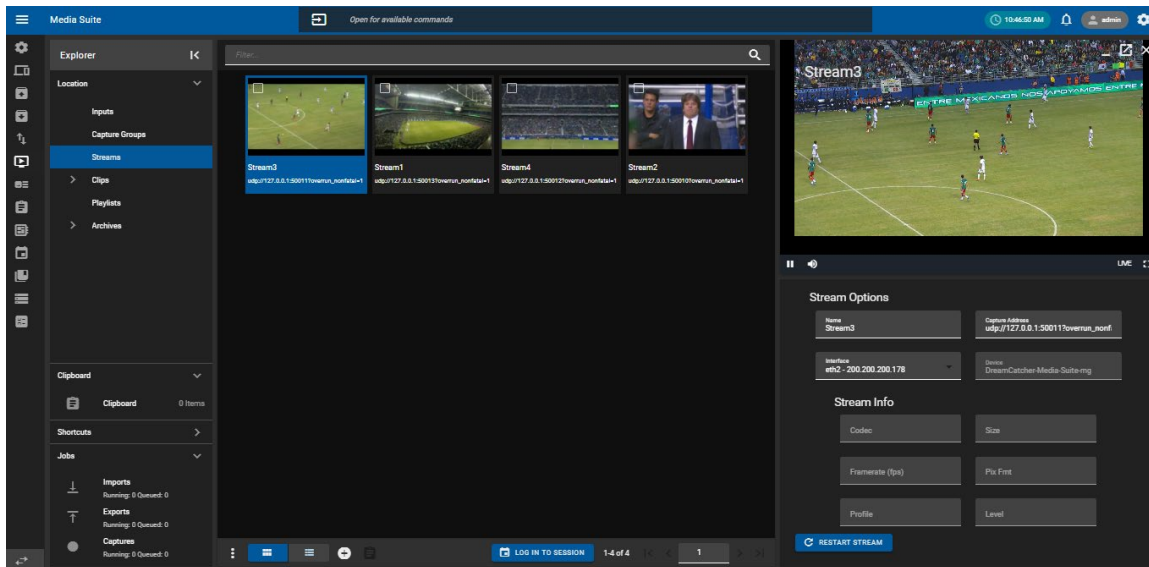


Figure 8-61: Streams in the Media App

### 8.4.1. Adding Streams

- To add streams, click on the 'plus' icon and add in the name and IP address of the stream, as shown in Figure 8-62.

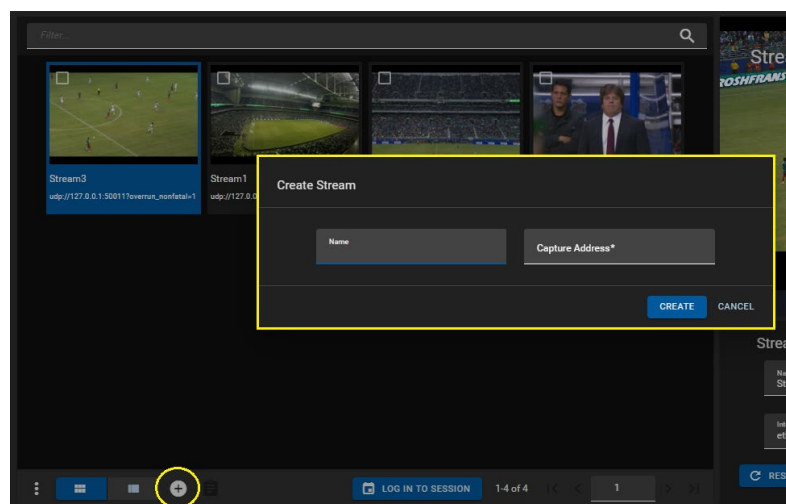


Figure 8-62: Create Stream

- To complete and save the stream, click the 'CREATE' button.

### 8.4.2. Previewing Streams

- To preview a stream in the Content Section, when looking in Thumbnail view, hover the mouse over the stream to see a 'play' icon appear. (See Figure 8-63). Click on the stream to load it into the Preview window, it will then begin to play.

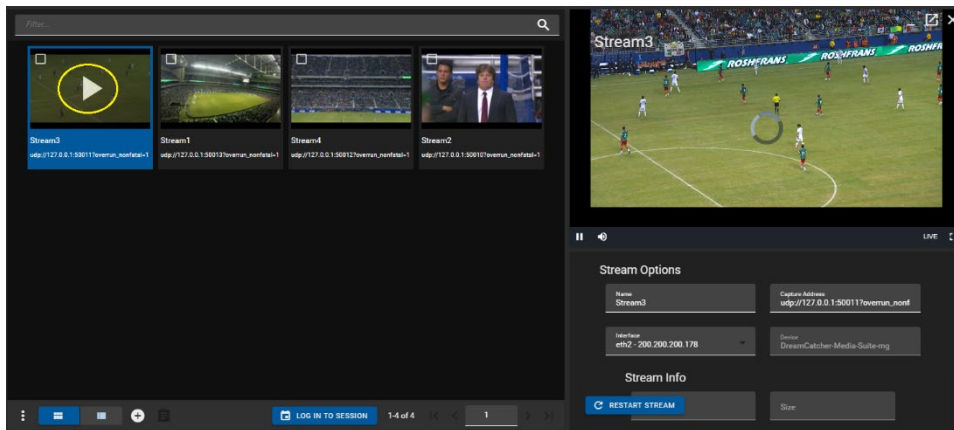


Figure 8-63: Previewing Streams in Thumbnail view

- In the Table view, pressing the 'play' icon will cue the clip in the Preview window and play it out, see Figure 8-64.

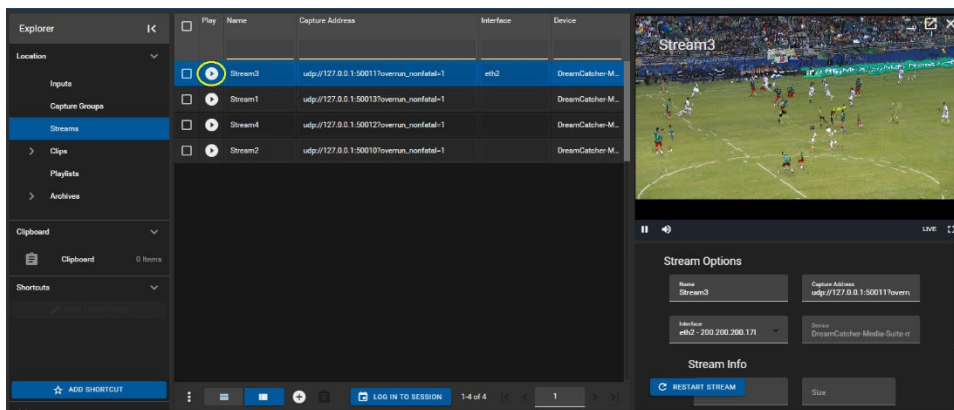
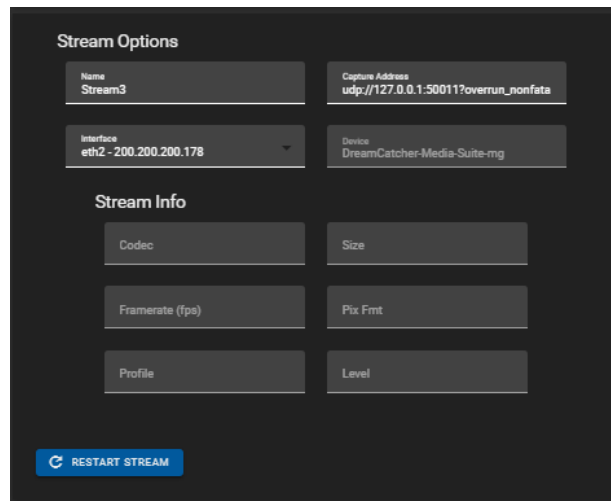


Figure 8-64: Previewing Streams in Table view

- Once a stream is loaded into the preview window, it can be paused, played, and put to live using the control buttons as discussed in Section, 8.1.3.2. Please refer back for more information on using those controls.

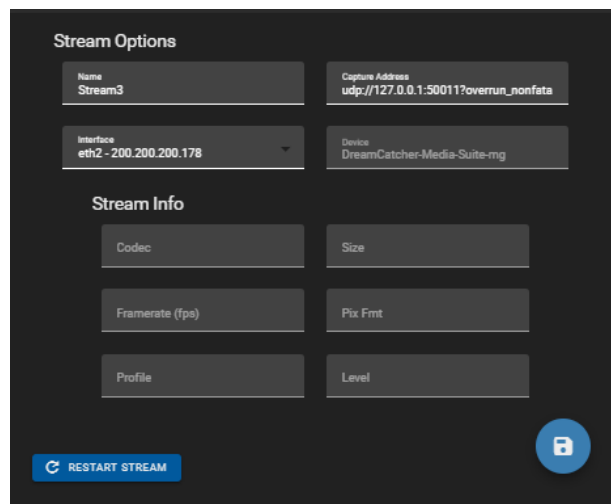
### 8.4.3. Stream Information

Displayed below the preview window is the stream information section, See Figure 8-65. Information includes The Name, Capture Address, Interface, Device, Codec, Size, Framerate, Pixel Format, Profile and Level.



**Figure 8-65: Stream Options**

- In this dialog, Stream Name, Address and Interface can be modified. Once changes have been made, a save icon will appear at the bottom of the section, see Figure 8-66. Click the save icon.
- The stream can also be restarted from this location by clicking the 'RESTART STREAM' button as seen in Figure 8-66.



**Figure 8-66: Editing Stream Information**

#### 8.4.4. Deleting Input Streams

- To delete a stream, first checkmark the stream(s) you wish to delete, then open the options menu. (ellipsis icon) at the bottom of the page, and select the Delete items button as shown in Figure 8-67.

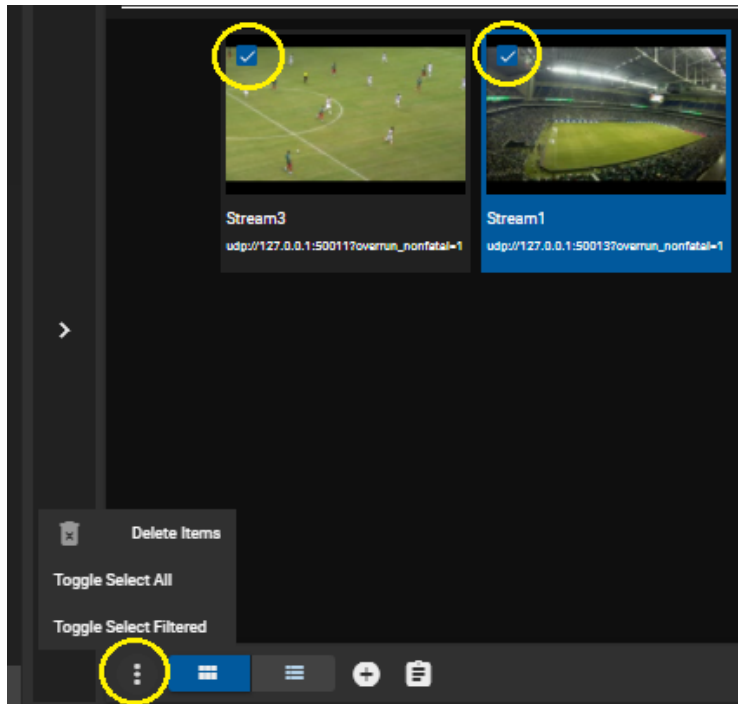


Figure 8-67: Deleting Streams

- Once clicked, a delete confirmation dialog will appear.
- To complete removing the stream(s) click on the 'DELETE' button as shown in Figure 8-68.

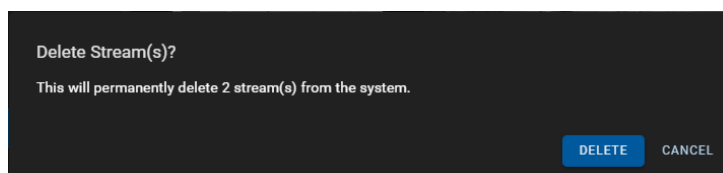


Figure 8-68: Delete Confirmation Dialog

### 8.5. CLIPS

The Clips section gives the user the ability to work with content on all networked devices.

Within the Clips section, all clips created on any networked DreamCatcher's PBS (Page/Bank/Slot) or Bins can be browsed through, played, and display information associated with that content.

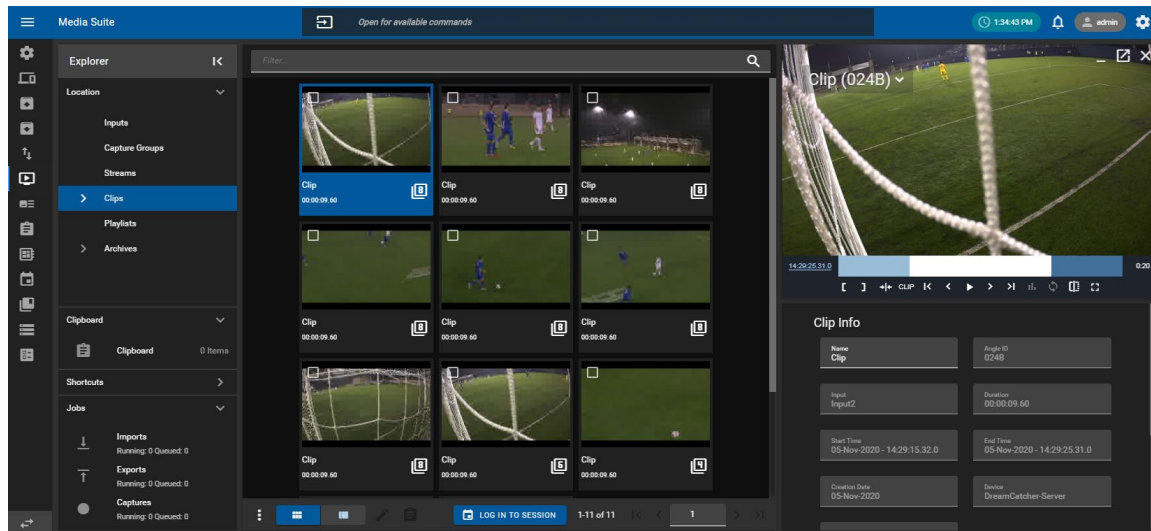


Figure 8-69: Clips in the Media App

#### 8.5.1. Previewing Clips

- To preview clips from the Content Section, when looking in Thumbnail view, hover the mouse over the clip to see a 'play' icon appear, as shown in Figure 8-70. Click on the clip to load it into the Preview window. It will then begin to play out.

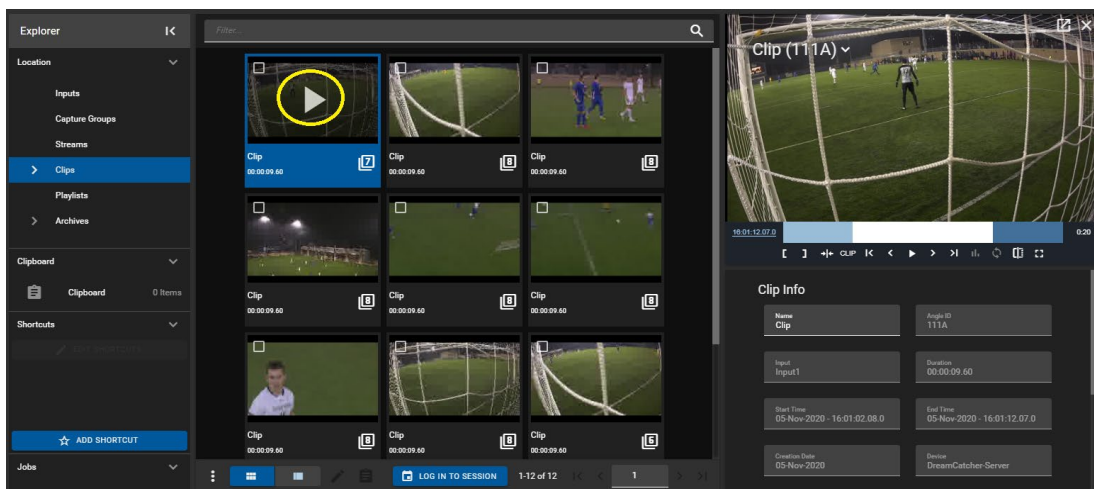


Figure 8-70: Playback of Clips in Thumbnail view

- In the Table view, pressing the 'play' icon will cue the clip in the Preview window and play it out. See Figure 8-71.

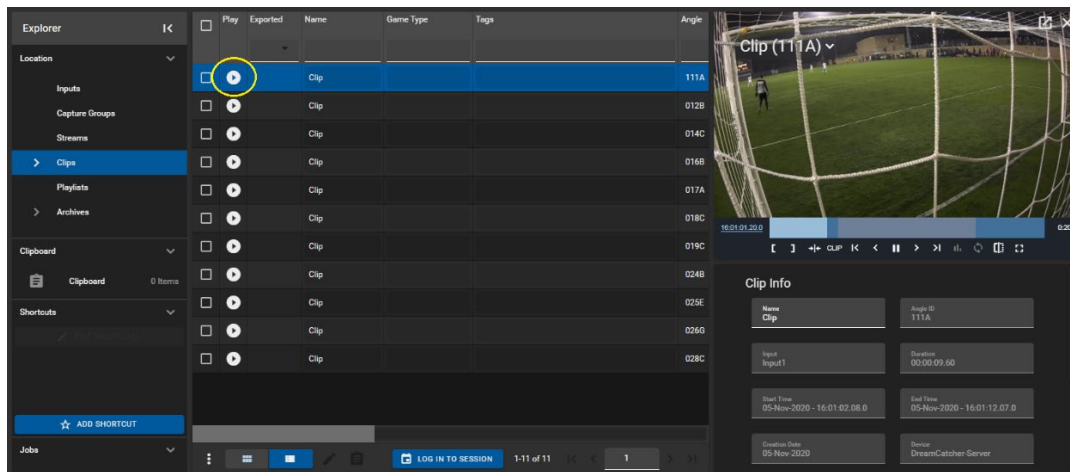


Figure 8-71: Playback of Clips in Table view

- Once a clip is loaded into the preview window, it can be scrubbed through, paused, played, and put to live using the control buttons as discussed in Section, 8.1.3.2. Please refer back for more information on using those controls.
- If a session is joined, only clips selected for that session will be displayed. For instructions on joining/leaving sessions in the Media App, please refer back to Section 8.1.2.3.

### 8.5.2. Clip Information

Below the preview window is Clip Information. Information includes: Name, Angle ID, Input, Duration, Start & End Time, Creation Date, Device, Owner, tags and optionally Fields. See Figure 8-72. For information for creating and configuring fields, see section 2.5.3.4.

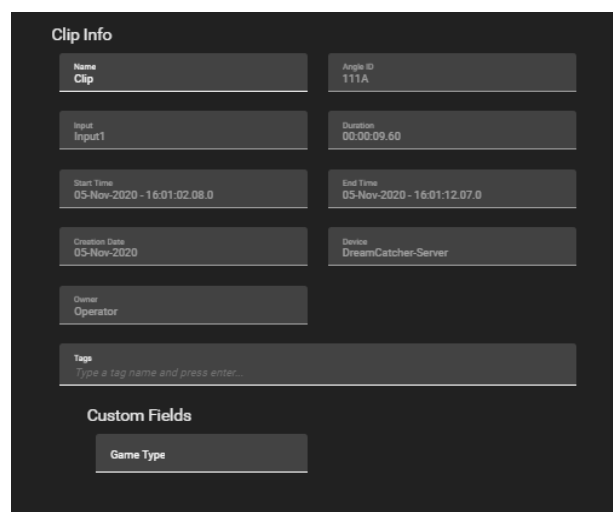
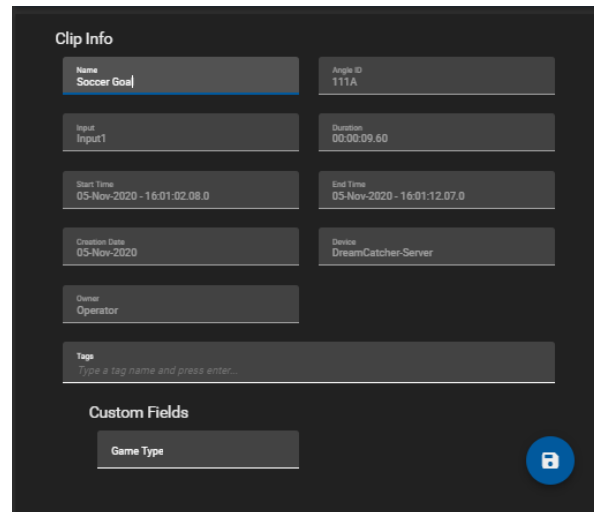


Figure 8-72: Clip Information

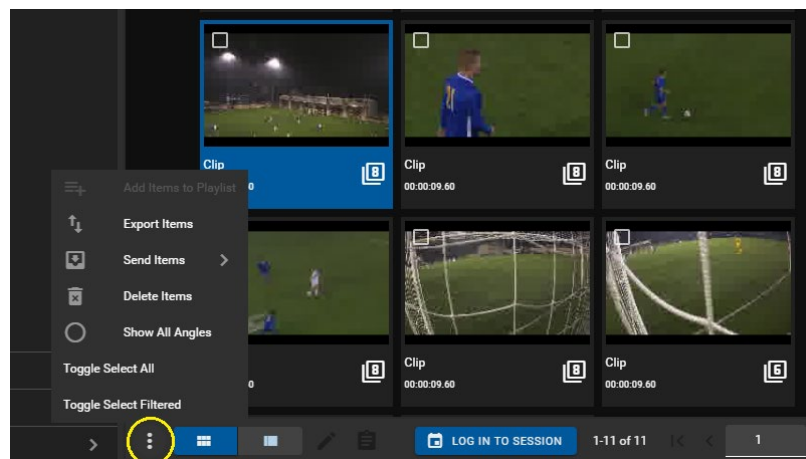
- In this dialog, the Name, Tags and Fields of the clip can be modified by typing a new value in the text box. For information for creating and configuring fields, see section 2.5.3.4.
- Once changes have been made, a save icon will appear at the bottom of the section. Click the save icon to complete the changes. Changes will be made across the DreamCatcher network. See Figure 8-73.



**Figure 8-73: Editing Clip Information**

### 8.5.3. Clip Options

Within the additional options for clips, opened by clicking on the options button (ellipsis icon), clips can be exported, moved, deleted and more. Each option will be discussed below. See Figure 8-74.



**Figure 8-74: Clip Options**

#### 8.5.3.1. Adding Clips to a Playlist

- Adding Clips to a Playlist in the Media App is discussed in Section 8.6.

### 8.5.3.2. Export Items

- To export clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-74, and click “Export Items”.
- An ‘Export Items’ dialog will open, where an export profile can be chosen from the list of available profiles. Please see Section 5. for creating export profiles. See Figure 8-75.

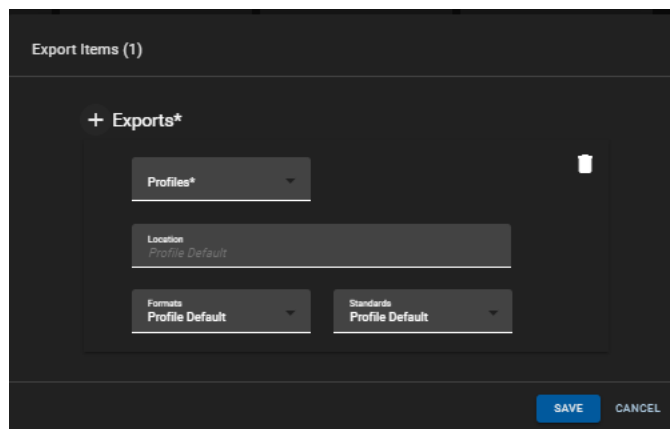


Figure 8-75: Export Items

- In some cases, you may see an optional section to Select Angles. This will appear if ‘Show All Angles’ is OFF, which is a setting further discussed in Section 8.5.3.6. An example of this can be seen in Figure 8-76. Select angles using the blue arrow buttons to add and remove options.
- You can configure a default export setting to select all or a custom set of inputs to be exported, please refer back to Section 2.5.3.3.

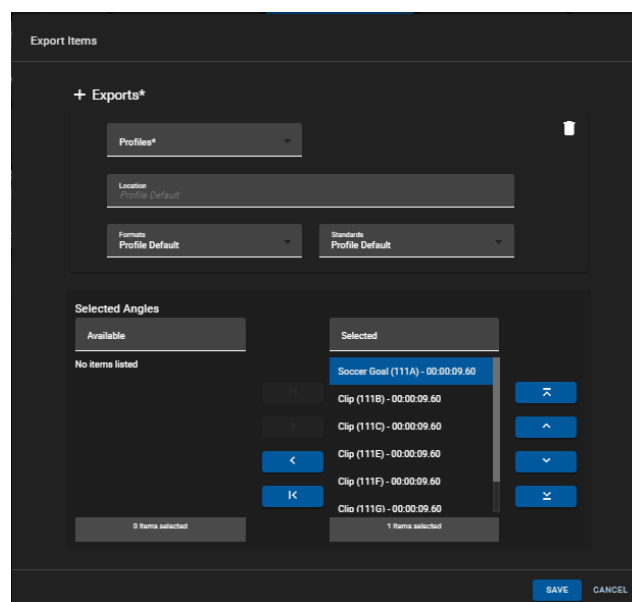
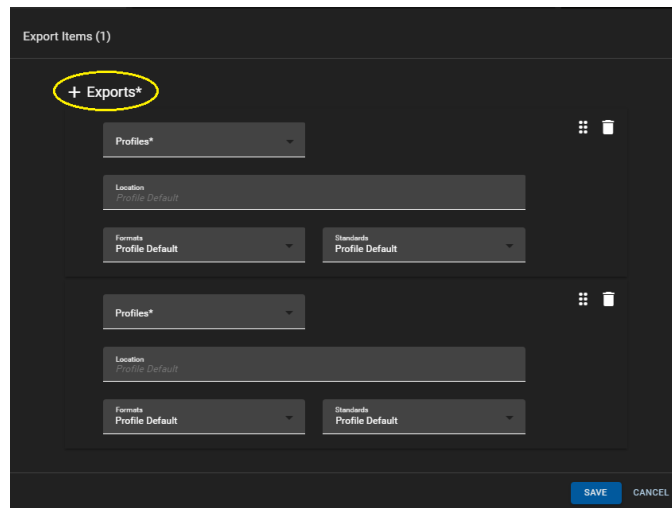


Figure 8-76: Export Items with Selected Angles



- Optionally a different location/ Format/ Standard can be chosen by selecting field and navigating to a new location/ selecting an option from the drop down menu.
- As well, multiple export profiles/ customized exports can be created by clicking the '+ Exports' button as shown in Figure 8-77.



**Figure 8-77: Export Items with Multiple Export Profiles**

- Once complete with your export choice(s), begin the export by clicking the 'SAVE' button.

### 8.5.3.3. Monitoring Export Progress

Export progress can be monitored in various sections in the Media Suite. From the Jobs app, as well as in the Media App.

- To preview the progress of an input growing file, click on 'Captures' in the Explorer - Jobs Section as discussed in Section 8.1.1.4, shown in Figure 8-12.
- All jobs on the system can also be viewed by entering the Jobs app as discussed in 7.

### 8.5.3.4. Send Items

- To send clips to a user or a session checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-74, hover over "Send Items" and select either a user or session.
- When selecting a User, a 'Send Items' dialog will open, where a user location can be chosen to send the clip. See Figure 8-78. Additionally, you can choose to Export a clip from this dialog as well.
- Sent clips will be located in the Inbox of the user the content has been sent to.

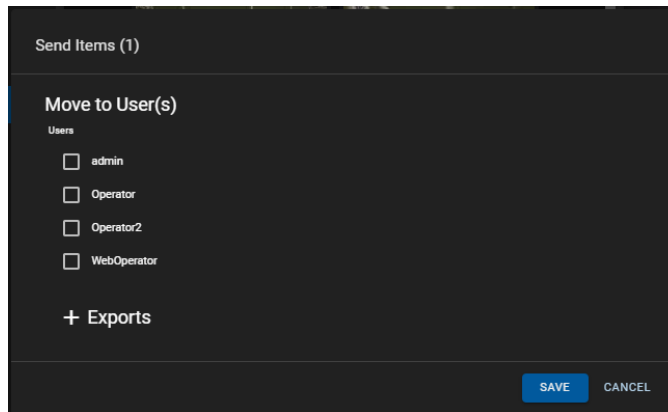


Figure 8-78: Sending Clips

- When selecting a session, a ‘Send to Session(s)’ dialog will open, where a session list will be available to choose from. Select the session(s) to send to using the blue arrow buttons. See Figure 8-79.
- Selected clips will now be tied to that session and show in the clips section of the media app when the session is logged into.

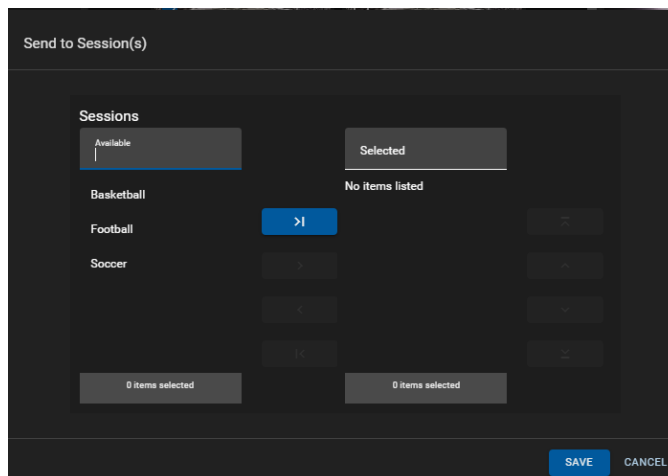


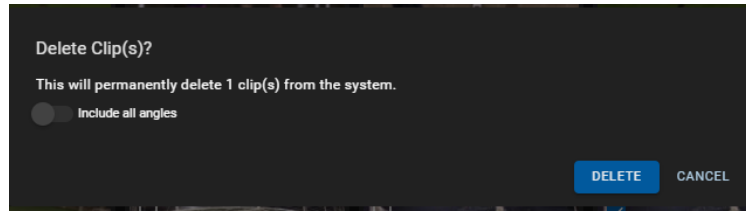
Figure 8-79: Send to Session

#### 8.5.3.5. Delete Items

- To delete clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-74, and click “Delete Items”.
- A confirmation dialog will open with the option to choose to delete the single angle or all angles from that clip. (If applicable), once ready, click the ‘DELETE’ button as shown in Figure 8-80.



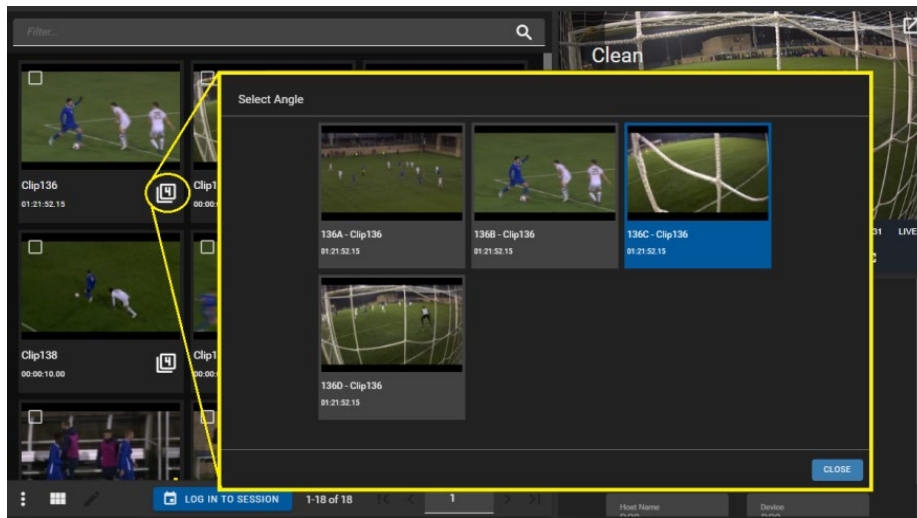
**IMPORTANT:** Once a clip is deleted, it cannot be recovered. Deleting Clips from the Media Suite will remove Clips from the PBS on a DreamCatcher’s User Interface.



**Figure 8-80: Deleting Clips**

**8.5.3.6. Show All Angles**

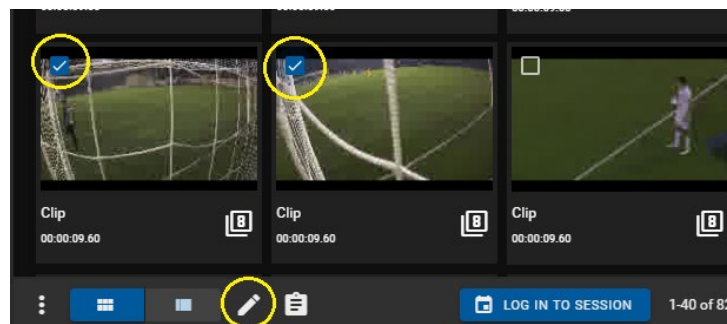
- To preview all clip angles (All inputs clipped off when creating a clip) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-74, and click “Show All Angles”.
- Angles can alternatively be viewed by clicking on the number of angles in the content section region. See Figure 8-81.



**Figure 8-81: Previewing Angles in a Clip**

**8.5.3.7. Multi Editing Clips**

- To multi-edit clips, check mark each clip, and click the ‘pen’ icon, as shown in Figure 8-82.



**Figure 8-82: Multi-Edit Pen Tool**

- A 'Edit Items' dialog will open with options to change clip name(s), tag(s), and/ or fields, as shown in Figure 8-83. For information for creating and configuring fields, see section 2.5.3.4.

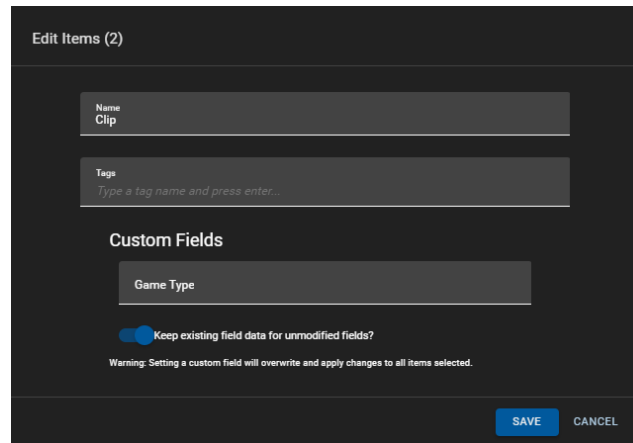


Figure 8-83: Edit Items

#### 8.5.4. Creating Sub-Clips

Sub-Clips can be created from existing clips in the network.

- To Create clips using the Mark in / Mark out and Clip buttons as shown in Figure 8-84.



Figure 8-84: Mark Clip

- A dialog will appear allowing the user to name the clip, apply any tags, and fields if configured. See Figure 8-85. Once ready to create the clip, press the 'CREATE' button.

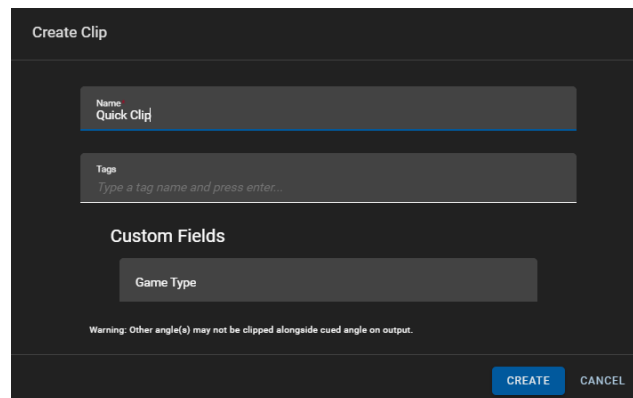


Figure 8-85: Create clips from Input Record Train

## 8.6. PLAYLISTS

The Playlist section gives the user the ability to create, edit and preview playlists from all networked devices.

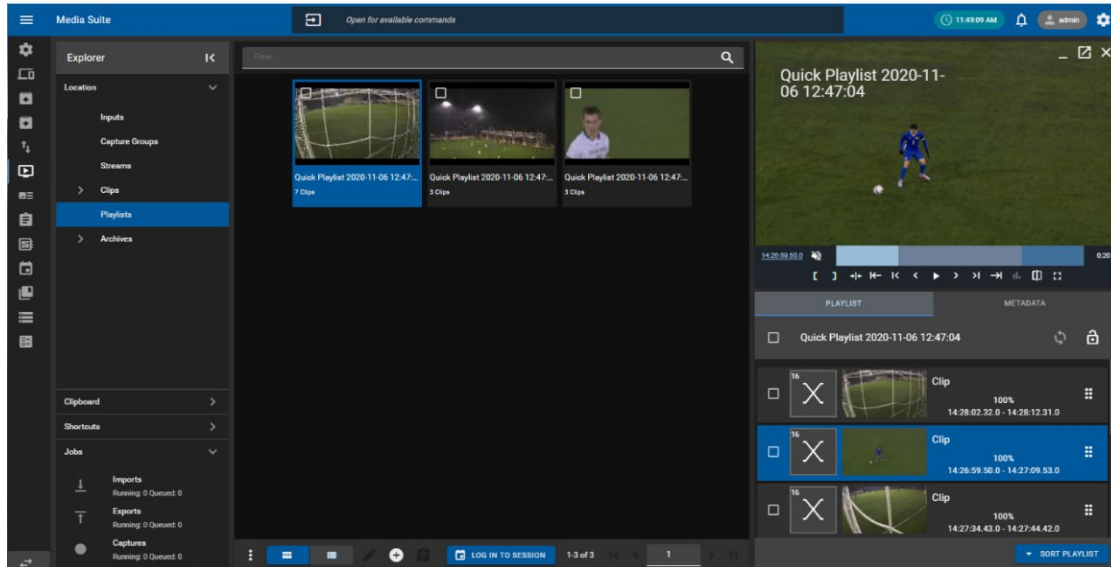


Figure 8-86: Playlists in the Media App

### 8.6.1. Previewing Playlists

- To preview existing playlists from the Content Section, when looking in Thumbnail view, hover your mouse over the playlist to see a 'play' icon appear, as shown in Figure 8-86. Click on the playlist to load it into the Preview window. It will then begin to playout.

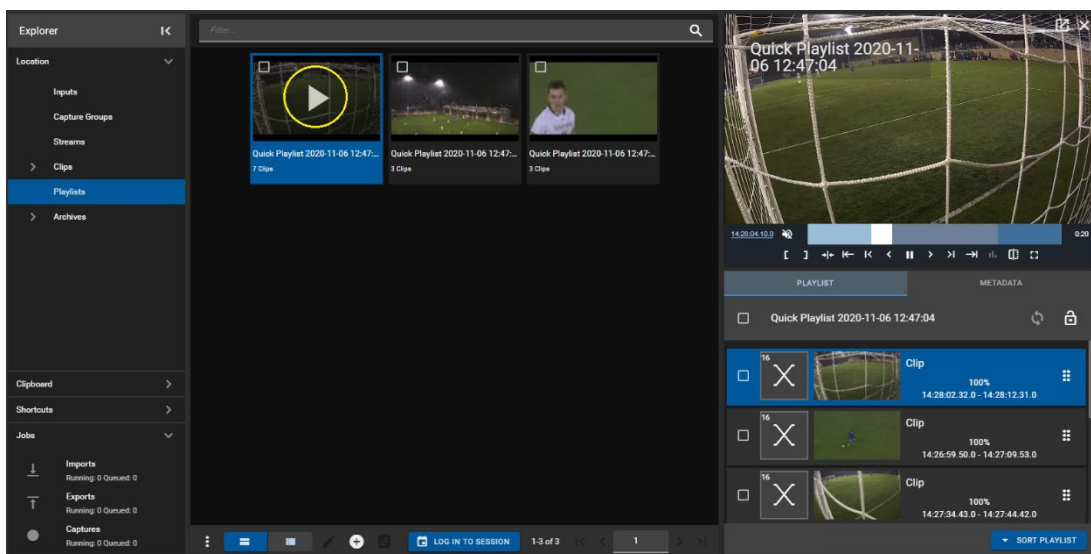


Figure 8-87: Playback of Playlists in Thumbnail view

- In the Table view, pressing the 'play' icon will cue the playlist in the Preview window and play it out. See Figure 8-88.

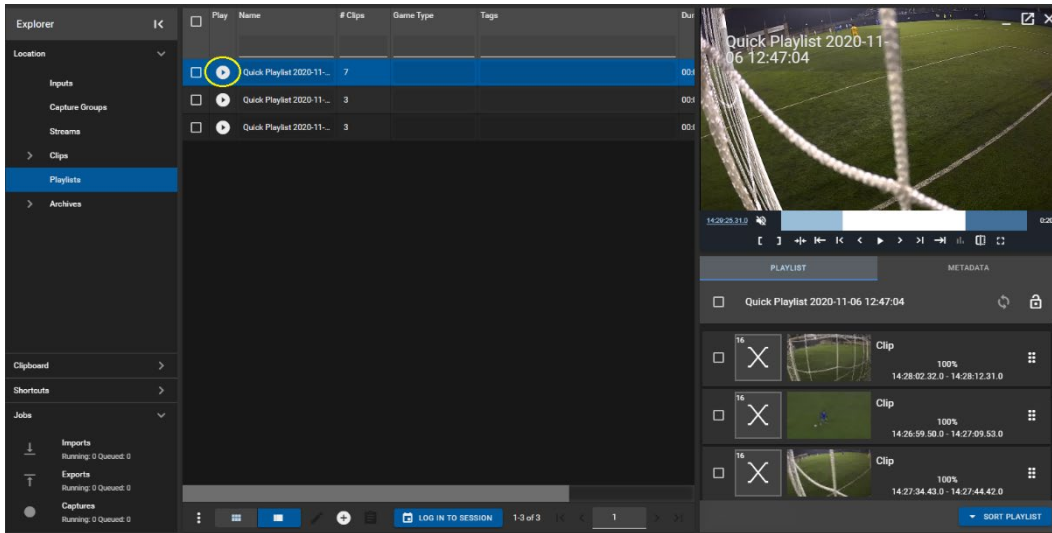


Figure 8-88: Playback of Playlists in Table view

- Once a playlist is loaded into the preview window, it can be scrubbed through, paused, played, and put to live using the control buttons as discussed in Section, 8.1.3.2. Please refer back for more information on using those controls.
- If a session is joined, only playlists created in that session will be displayed. For instructions on joining/leaving sessions in the Media App, please refer back to Section 8.1.2.3.

### 8.6.2. Creating a Playlist

Newly made playlists will be owned by the Media Suite's user, and can be played on remote machines.

- To create a playlist, click the 'plus' icon at the bottom of the playout App, as shown in Figure 8-89. A 'Create new playlist' window will open.

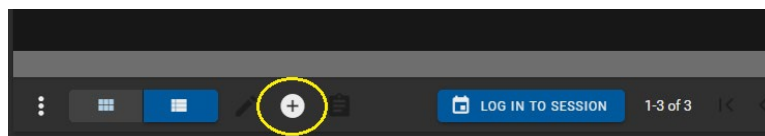
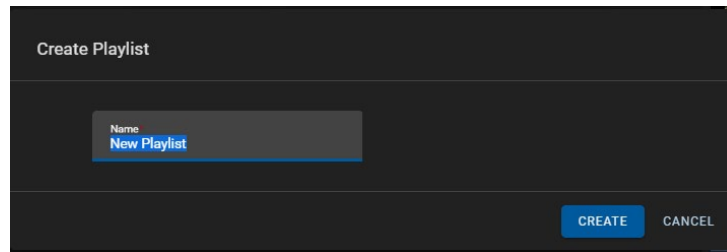


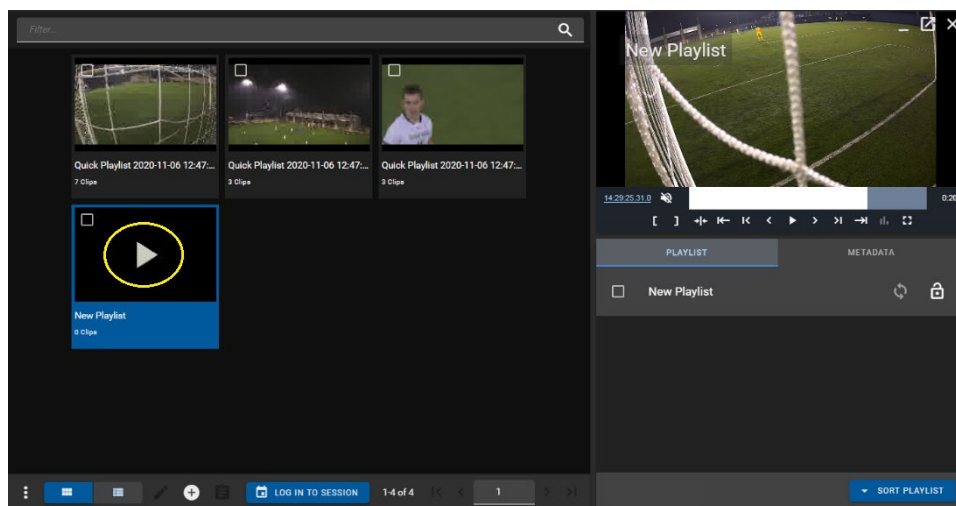
Figure 8-89: Creating a Playlist

- A 'Create Capture Group' dialog will open, see Figure 8-90.
- The new playlist will require a name, once named click the 'CREATE' button to continue.



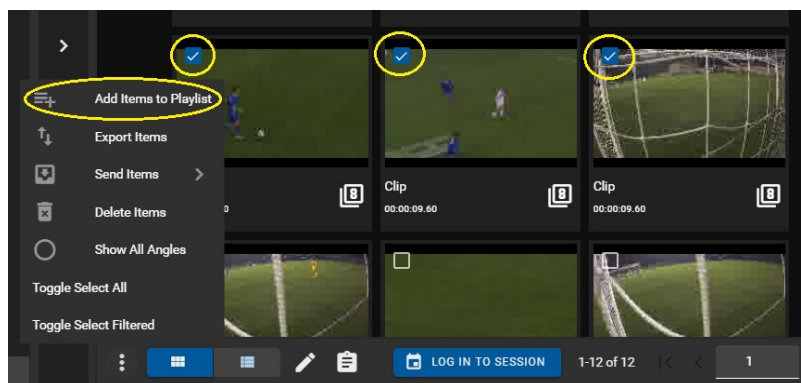
**Figure 8-90: Create Playlist**

- The new playlist will be added to the available playlists, click to play the playlist and see there are no clips, this will be the next step. See Figure 8-91.



**Figure 8-91: New Playlist**

- With the playlist selected to 'play' in the preview section, you can now add clips.
- Return to the clips location, and checkmark clips to add to the playlist. Then, open the clip options button (ellipsis icon), and select "Add Clips to Playlist". See Figure 8-92.



**Figure 8-92: Adding Clips to Playlist**

- Clips will now be added to the playlist. The playlist now can be played or edited. See Figure 8-93.

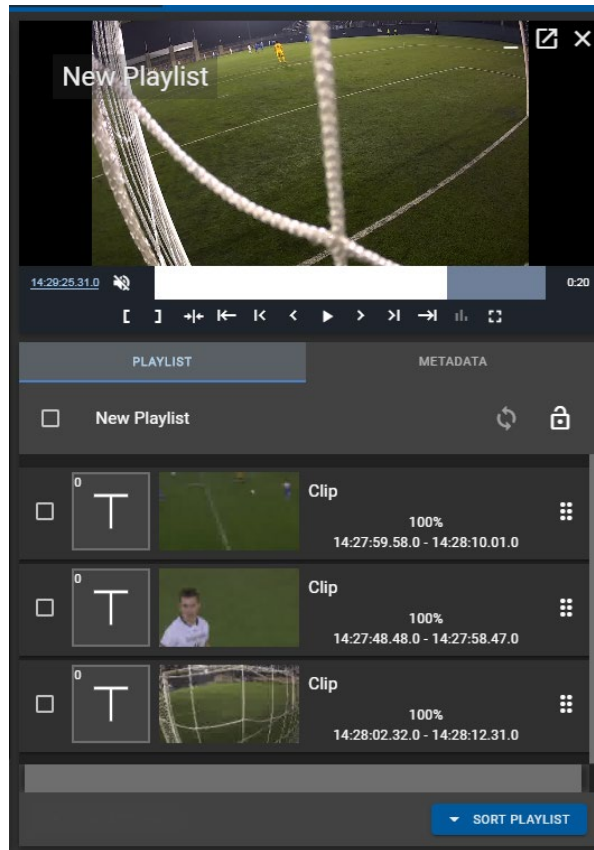


Figure 8-93: New Playlist

### 8.6.3. Editing a Playlist

Each playlist can be edited to add / change or remove playlist features and functionality. Editing options will be discussed throughout this section.

#### 8.6.3.1. Loop A Playlist

- To loop a playlist, click on the 'loop' icon beside the playlist's name, as shown in Figure 8-94.

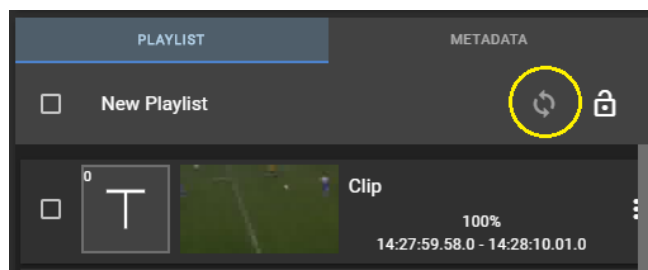
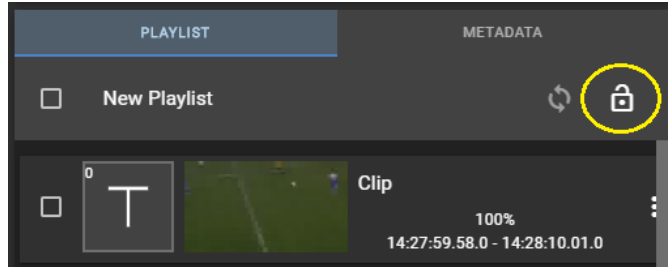


Figure 8-94: Loop a Playlist



**8.6.3.2. Lock A Playlist**

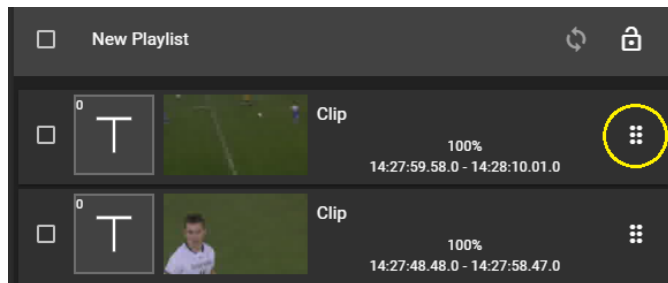
- To lock a playlist from editing changes, click on the ‘lock’ icon beside the playlist’s name, as shown in Figure 8-95.



**Figure 8-95: Lock a Playlist**

**8.6.3.3. Re-arranging Clips**

- Items in the playlist can be moved around by using the mouse to click on the movement icon, as shown in Figure 8-96, and drag the clip up or down in the playlist.

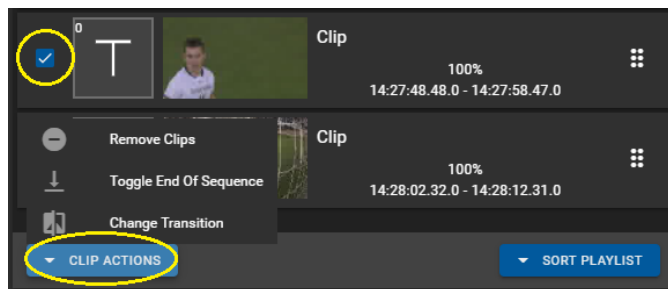


**Figure 8-96: Re-Arranging Clips in a Playlist**

**8.6.3.4. Remove Clips**

Removing clips can be done within the playlist ‘Clip Actions’

- Checkmarking clip(s) enables the ability to use Clip Actions, as shown in Figure 8-97.



**Figure 8-97: Clip Actions**

- Once in the Clip Actions menu, select ‘Remove Clips’.

### 8.6.3.5. Toggle End of Sequence (EOS)

Toggling an EOS can be done within the playlist 'Clip Actions'

- Checkmarking clip(s) enables the ability to use Clip Actions, as shown previously in Figure 8-97.
- Once in the Clip Actions menu, select 'Toggle End of Sequence'.
- Once added, a bar with the EOS will be added into the playlist. See Figure 8-98.
- Perform the same action to remove the EOS.

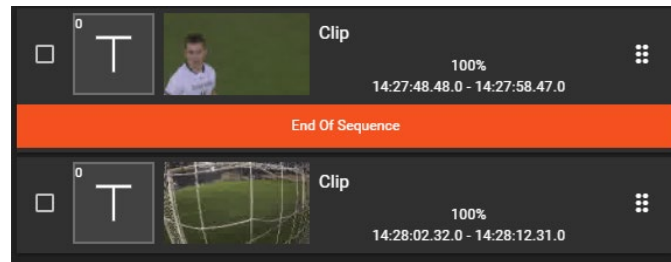


Figure 8-98: EOS in a Playlist

### 8.6.3.6. Change Transition

Multiple clip transitions can be done from the playlist 'Clip Actions'

- Checkmarking clip(s) enables the ability to use Clip Actions, as shown previously in Figure 8-97.
- Once in the Clip Actions menu, select 'Change Transition'.
- A window will open with the available transition options. These include: Cut, Mix, Fade from Colour, Fade to Colour, Fade to/From Colour. See Figure 8-99.
- The duration for the transitions be added into the 'Duration' text box.
- Complete the transition changes by clicking 'SAVE'.

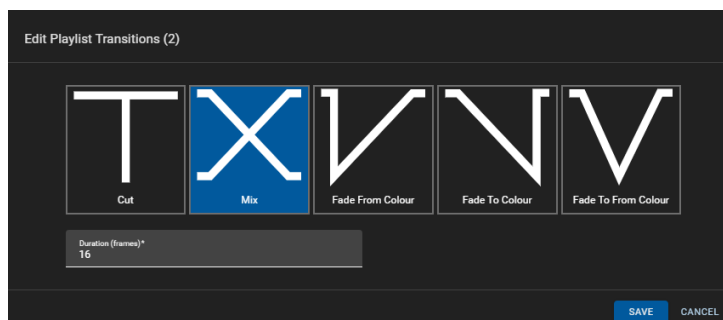


Figure 8-99: Playlist Transition Options

- Alternatively, to change transitions on a per-clip basis you can click on the transition icon in the playlist to open the transition dialog as previously shown. See Figure 8-100.

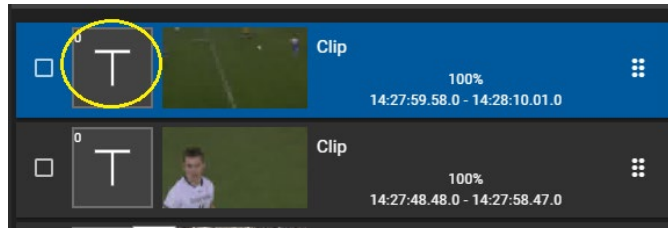


Figure 8-100: Playlist Transition Button

### 8.6.3.7. Sort Playlist

- Playlists can be sorted by clicking on the “Sort Playlist” button and choosing from the following options: In Timecode (Ascending), In Timecode (Descending), Out Timecode (Ascending), Out Timecode (Descending). See Figure 8-101.

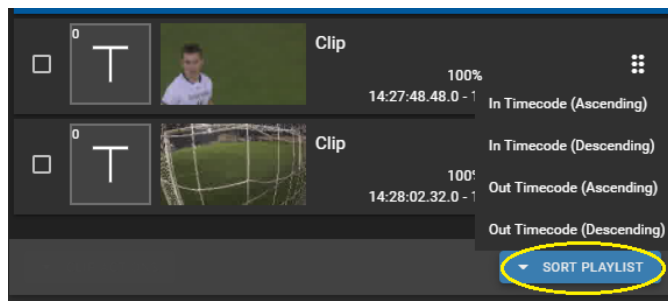


Figure 8-101: Sorting Clips in a Playlist

### 8.6.4. Playlist Information

Below the preview window is a Playlist Metadata Tab. Metadata includes: Name, Owner, Duration, Tags and Fields. See Figure 8-102.

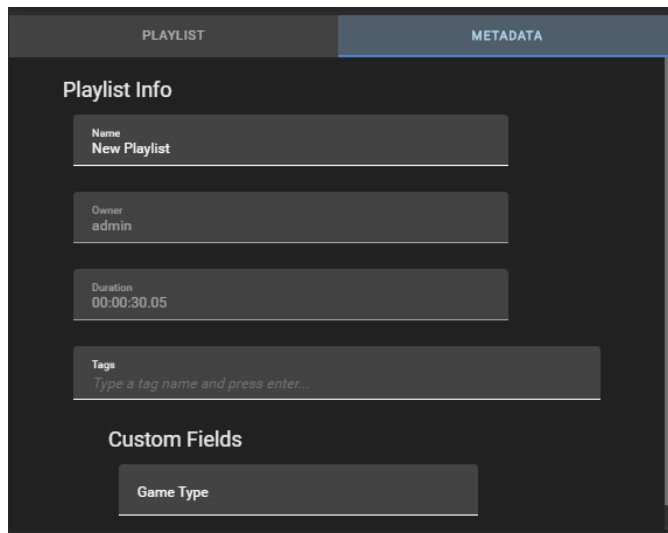


Figure 8-102: Playlist Metadata

- In this dialog, the Name, Tags and fields can be edited by typing a new value into the text box.
- Once the metadata has been modified, a save icon will appear at the bottom of the section. See Figure 8-103.
- Click the save icon to complete the renaming process. The input name will now be changed across the DreamCatcher network.

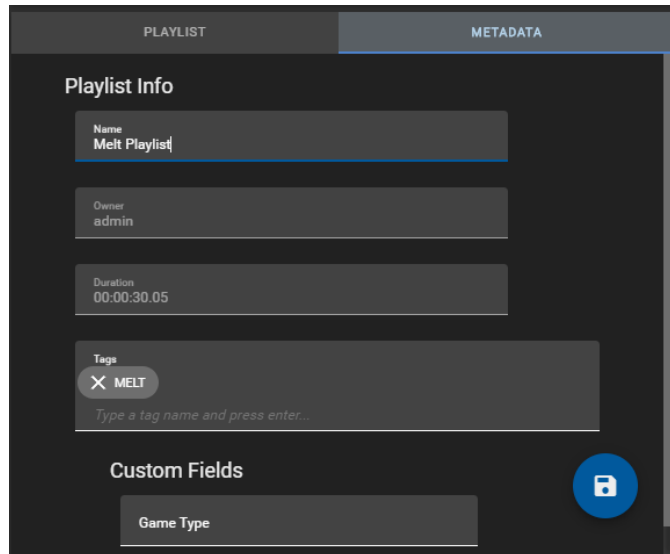


Figure 8-103: Editing Playlist Metadata

### 8.6.5. Editing Multiple Playlists

- To multi-edit playlists, checkmark each playlist, and click the 'pen' icon, as shown in Figure 8-104.

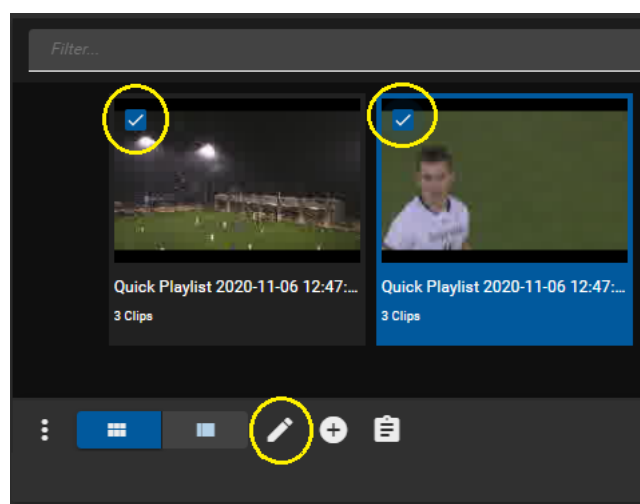


Figure 8-104: Edit Playlist Name

- A 'Edit Items' dialog will open with options to change playlist name(s), tag(s), and/ or fields, as shown in Figure 8-105. For information for creating and configuring fields, see section 2.5.3.4

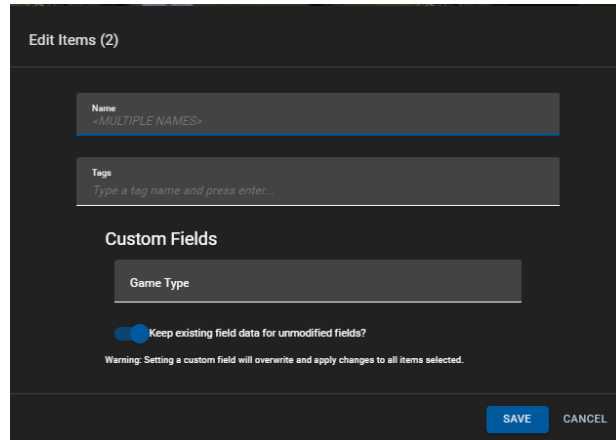


Figure 8-105: Editing Multiple Playlists

### 8.6.6. Playlist Options

- Within the additional options for playlists, opened by clicking on the options button (ellipsis icon), playlists can be exported, moved, deleted and more. Each option will be discussed below. See Figure 8-106.

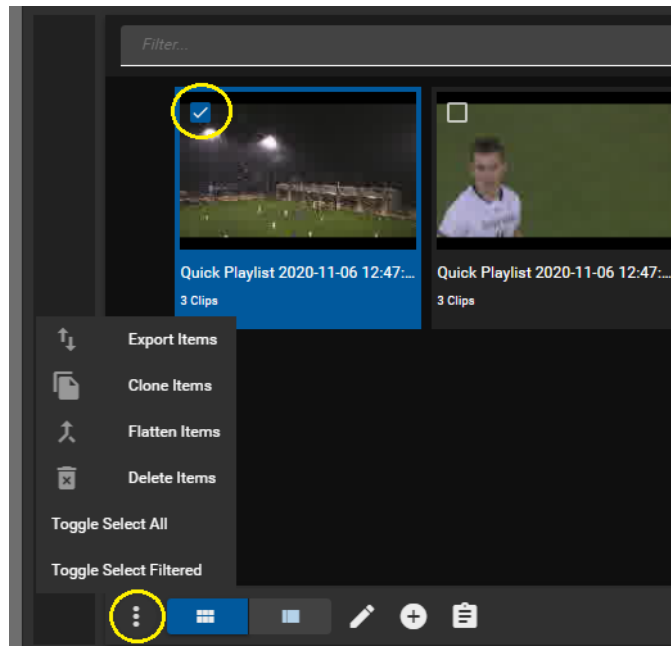


Figure 8-106: Playlist Options

#### 8.6.6.1. Export Items

- To export a playlist, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-106, and click “Export Items”.
- An ‘Export Items’ dialog will open, where an export profile can be chosen from the list of available profiles. Please see Section 5. for creating export profiles. See Figure 8-107.

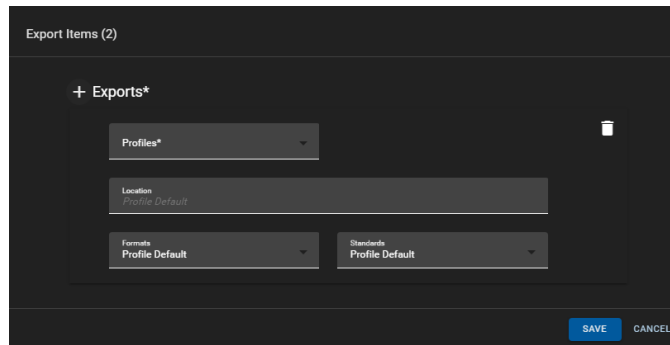


Figure 8-107: Exporting Playlists

- Optionally a different location/ Format/ Standard can be chosen by selecting field and navigating to a new location/ selecting an option from the drop down menu.
- As well, multiple export profiles/ customized exports can be created by clicking the '+ Exports' button as shown in Figure 8-108.

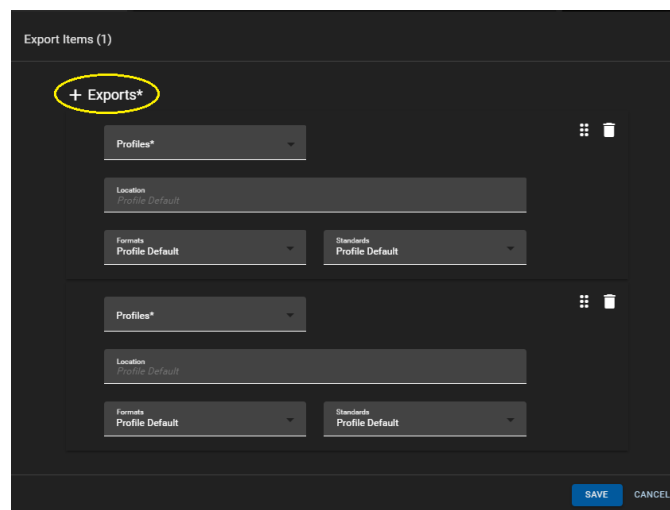


Figure 8-108: Export Items with Multiple Export Profiles

### 8.6.6.2. Clone Items

- To clone playlists (make a copy), checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-106, and click “Clone Items”.
- A new playlist, the clone, will appear in your Playlist Content Section with the same name as well as “(Copy)” to indicate the cloned playlist.

### 8.6.6.3. Flatten Items

- To flatten a playlist into a clip, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-106, and click “Flatten Items”.
- The newly created clip will be accessible in the Clips section of the Media App.

### 8.6.6.4. Deleting Items

- To delete playlists, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-106, and click “Delete Items”.
- A confirmation dialog will open, once ready, click the ‘DELETE’ button as shown in Figure 8-109.

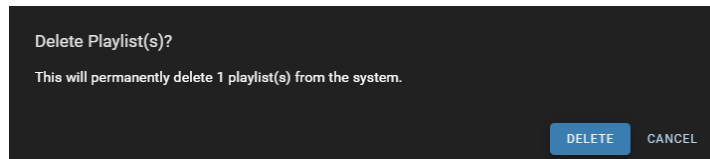


Figure 8-109: Delete Playlist Confirmation

## 8.7. ARCHIVES

The Archives section gives the user the ability to view content on storage devices of the network (Network Attached Storage/External/Internal).

- Using drop down menus, select the machine and storage location you wish to preview content in. See Figure 8-110.

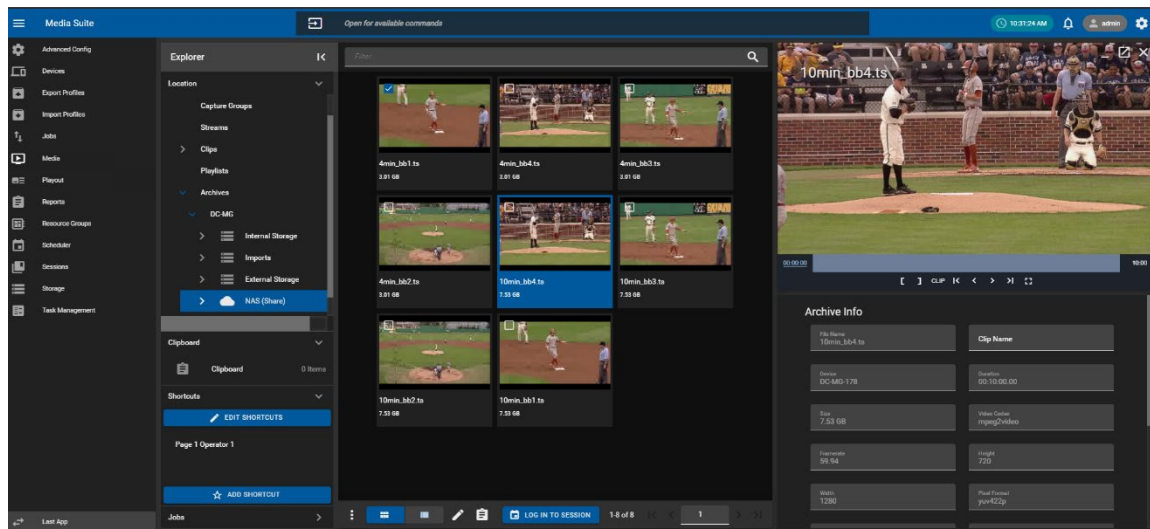


Figure 8-110: Selecting Archive Location

### 8.7.1. Interacting with Archive Content

Archive content can be interacted with in the same form as Clips. Content can be played, clipped, exported, sent (imported to users), and deleted.

### 8.7.2. Accessing Network Attached Storage (NAS) Storage

Any connected NAS mount will be listed in the Archives available locations to navigate to. See Figure 8-111. However, NAS mounts will only show content if Indexed. Please see Section 14.1.2 for instructions on how to index a NAS mount to access content.

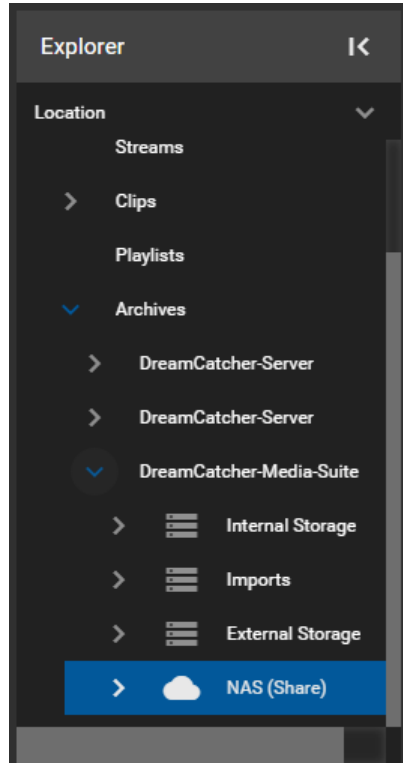


Figure 8-111: NAS Mounts in the Media App



**NOTE:** At this time, External Storage content via USB cannot be indexed or previewed in the Media App.



### 8.7.3. Previewing Archived Clips

- To preview archive clips from the Content Section, when looking in Thumbnail view, hover the mouse over the clip to see a 'play' icon appear, as shown in Figure 8-112. Click on the clip to load it into the Preview window.

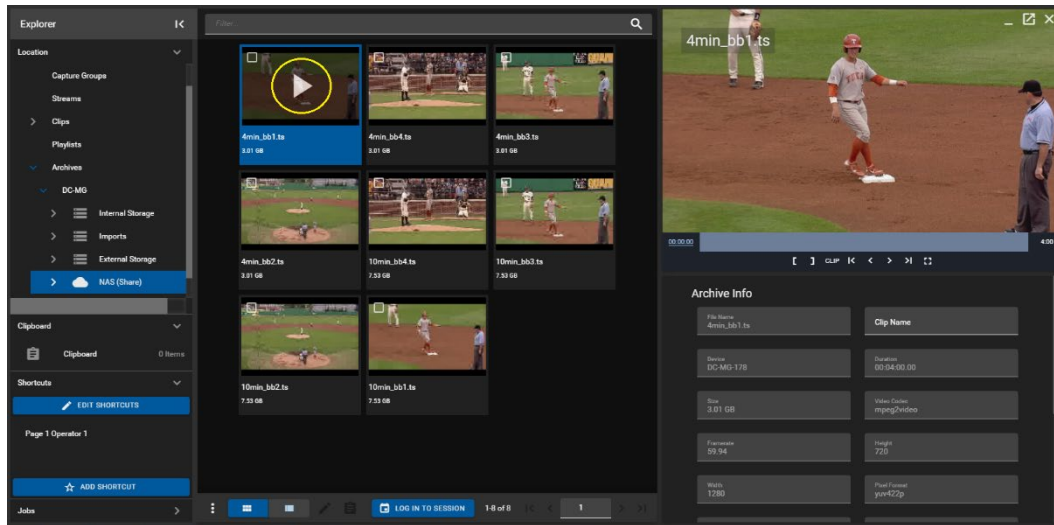


Figure 8-112: Playback of Archive Clips in Thumbnail view

- In the Table view, pressing the 'play' icon will cue the clip in the Preview window and play it out. See Figure 8-113.

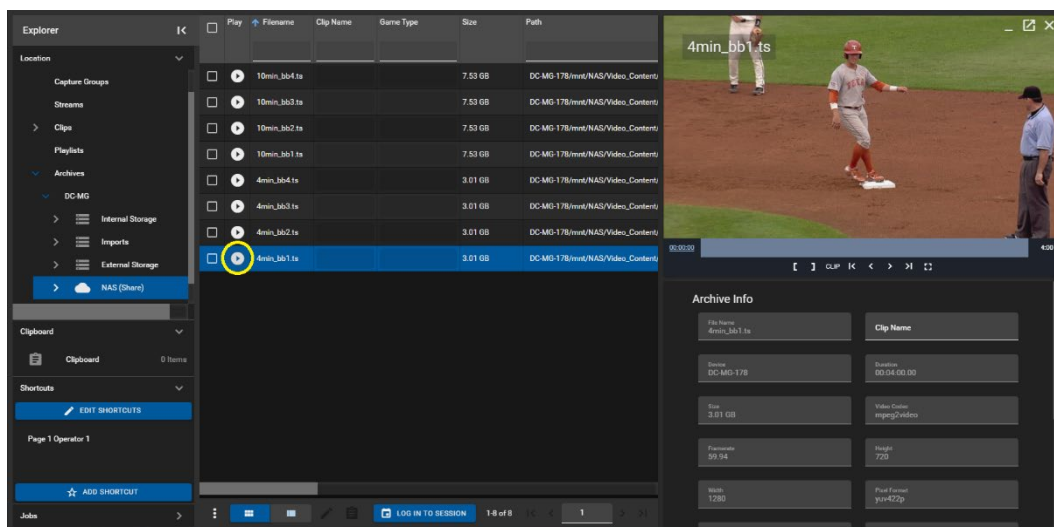


Figure 8-113: Playback of Archive Clips in Table view

- Once a clip is loaded into the preview window, you can preview the content via frame thumbnails and create sub clips using the control buttons as discussed in 8.1.3.2. Please refer back for more information on using those controls.

#### 8.7.4. Clip Information

Below the preview window is Archive Information. Information includes: File Name, Clip Name, Device, Duration, Size, Video Codec, Framerate, Height, Width, Pixel Format, Profile, Video Bitrate, Sample Rate, Tags and Fields. See Figure 8-114.

The screenshot shows a dark-themed dialog box titled "Archive Info". It contains several text input fields arranged in a grid. The fields and their values are: File Name (4min\_bb1.ts), Clip Name (empty), Device (DC-MG-178), Duration (00:04:00.00), Size (3.01 GB), Video Codec (mpeg2video), Framerate (59.94), Height (720), Width (1280), Pixel Format (yuv422p), Profile (4:2:2), Video Bitrate (95.37 Mbps), Sample Rate (empty), Tags (Type a tag name and press enter...), and Custom Fields (Game Type).

**Figure 8-114: Archive Information**

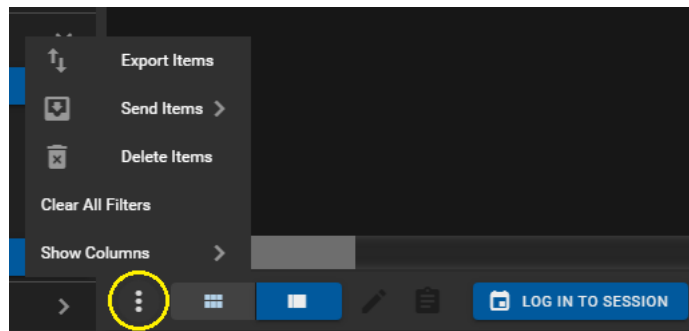
- In this dialog, the Name, tags and fields can be modified by typing a new value in the text boxes.
- Once changes have been made, a save icon will appear at the bottom of the section. Click the save icon to complete the changes. Changes will be made across the DreamCatcher network. See Figure 8-115.

This screenshot shows the same "Archive Info" dialog box as Figure 8-114, but with the "Tags" field containing the text "Archive-05.06.2013". A blue circular save icon with a white floppy disk symbol is now visible at the bottom right of the dialog box.

**Figure 8-115: Editing Archive Information**

### 8.7.5. Archive Clip Options

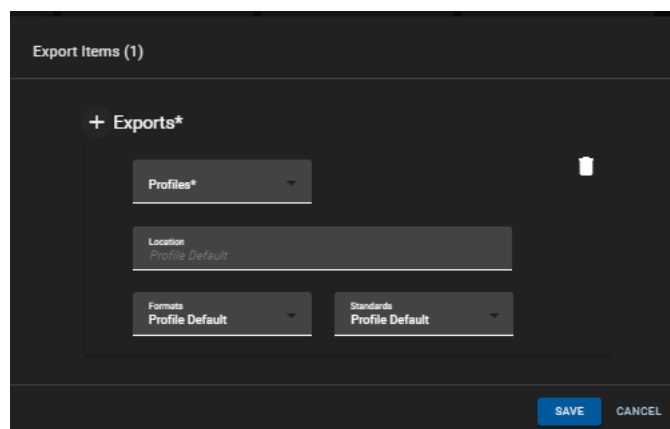
Within the additional options for archive clips, opened by clicking on the options button (ellipsis icon), clips can be exported, sent, deleted and more. Each option will be discussed below. See Figure 8-116.



**Figure 8-116: Archive Clip Options**

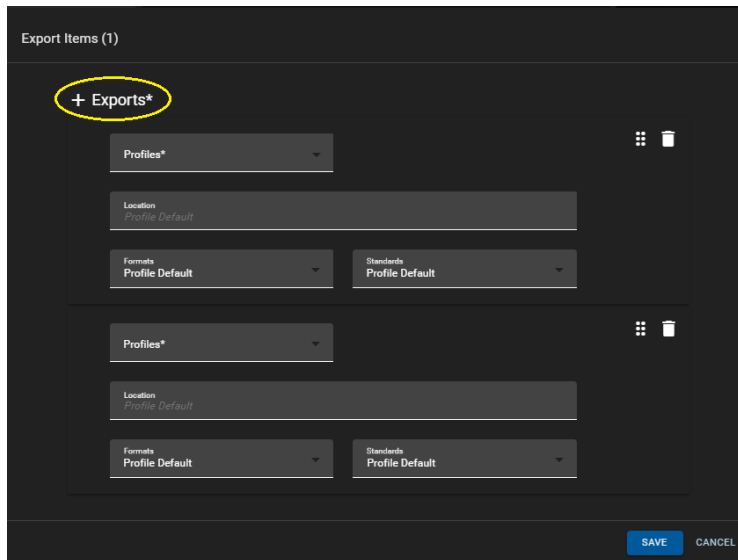
#### 8.7.5.1. Export Items

- To export clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-116, and click “Export Items”.
- An ‘Export Items’ dialog will open, where an export profile can be chosen from the list of available profiles. Please see Section 5. for creating export profiles. See Figure 8-117.



**Figure 8-117: Export Archives**

- Optionally a different location/ Format/ Standard can be chosen by selecting field and navigating to a new location/ selecting an option from the drop down menu.
- As well, multiple export profiles/ customized exports can be created by clicking the ‘+ Exports’ button as shown in Figure 8-118.



**Figure 8-118: Export Archives with Multiple Export Profiles**

- Once complete with your export choice(s), begin the export by clicking the 'SAVE' button.

### 8.7.5.2. Monitoring Export Progress

Export progress can be monitored in various sections in the Media Suite. From the Jobs app, as well as in the Media App.

- To preview the progress of an input growing file, click on 'Captures' in the Explorer - Jobs Section as discussed in Section 8.1.1.4, shown in Figure 8-12.
- All jobs on the system can also be viewed by entering the Jobs app as discussed in 7.

### 8.7.5.3. Send Items

- To send clips to a user or a session checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-116, hover over "Send Items" and select either a user or session.
- When selecting a User, a 'Send Items' dialog will open, where a user location can be chosen to send the clip. See Figure 8-119. Additionally, you can choose to Export a clip from this dialog as well.
- Sent clips will be located in the Inbox of the user the content has been sent to.
- When selecting a session, a 'Send to Session(s)' dialog will open, where a session list will be available to choose from. Select the session(s) to send to using the blue arrow buttons. See Figure 8-120.
- Selected clips will now be tied to that session and show in the clips section of the media app when the session is logged into.

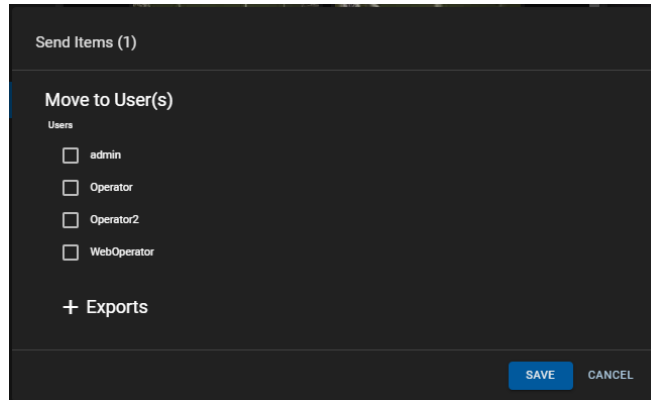


Figure 8-119: Sending Archives to Users

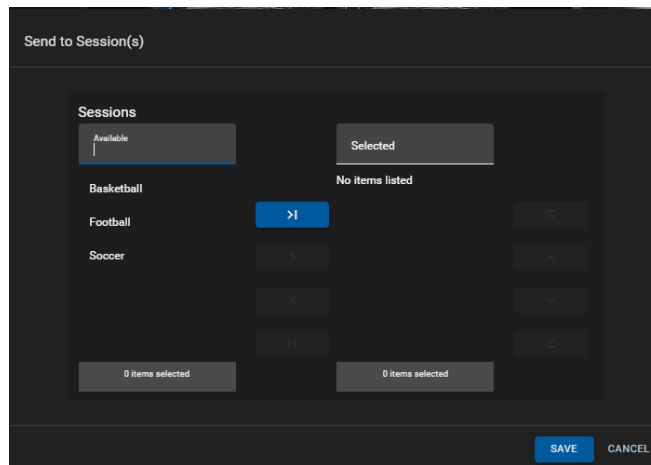


Figure 8-120: Send Archives to Sessions

#### 8.7.5.4. Delete Items

- To delete archived clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 8-116, and click “Delete Items”.
- A confirmation dialog will open, once ready, click the ‘DELETE’ button as shown in Figure 8-121.



**IMPORTANT:** Once a clip is deleted from its storage location, it cannot be recovered.

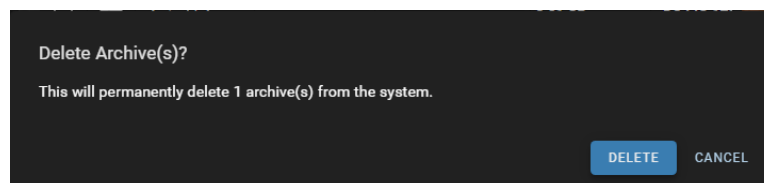


Figure 8-121: Deleting Archive Clips

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### 9. PLAYOUT

The Playout App allows users on the Media Suite to control remote outputs in the DreamCatcher network. Controls include the general pause, play and go live functionality. As well inputs can be taken on outputs, clips can be cued and played, as well playlists can be cued and played on outputs.

#### 9.1. CONFIGURING AVAILABLE OUTPUTS

Remote outputs must first be configured on the Media Suite’s engineering webpage to become usable in the Playout App.

- To access the engineering webpage, open a new web browser window and type in the IP of the server along with ‘/engineering’ in the address bar (i.e. http://100.100.100.101/engineering).
- If successfully connected, the following page will be visible. See Figure 9-1.

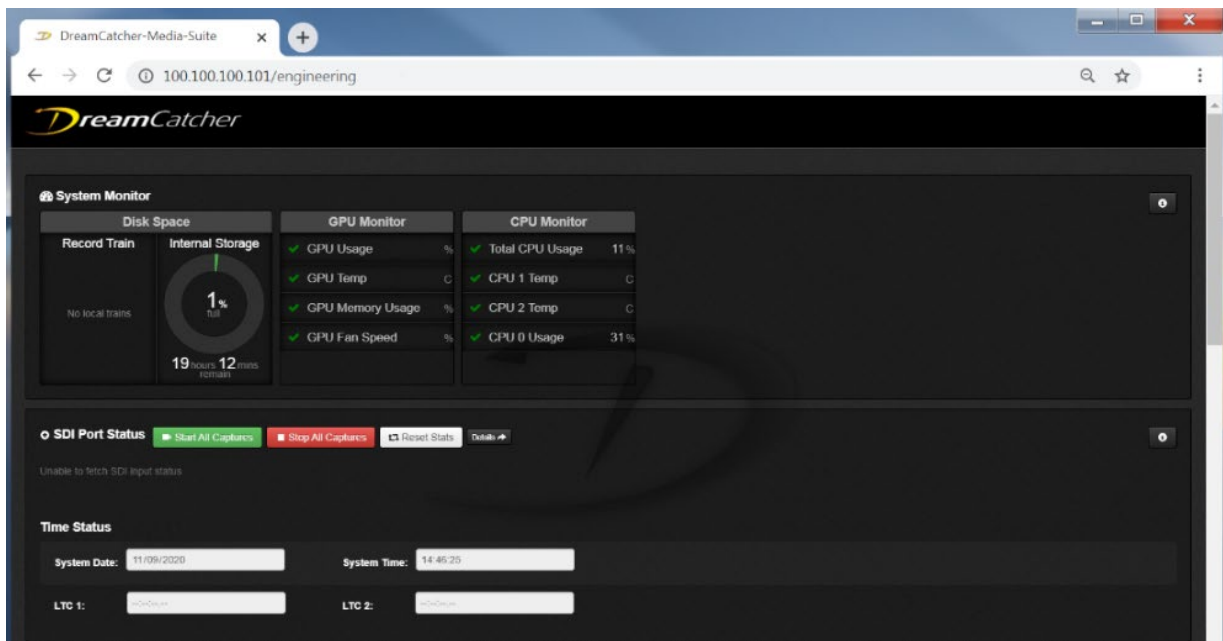


Figure 9-1: DreamCatcher Webpage

- In the engineering webpage, scroll down to the “Users” section and click the “Edit” button as shown in Figure 9-2.

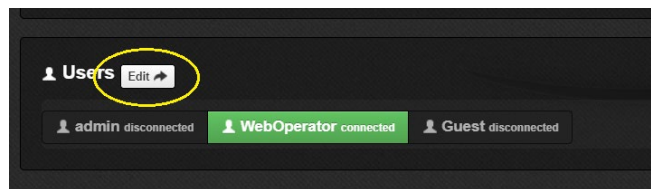


Figure 9-2: Users in Webpage

- The Users configuration page will open, showing all available (local and remote) resources for each user in the Media Suite. See Figure 9-3
- First, click the user you wish to make the changes to from the top selections. In the following example we have an 'admin', 'WebOperator' and 'Guest'.
- Next, click on an output in the "Remote Output Availability" list to make it available, as circled in Figure 9-3. When outputs are available they will be lit green. When they are grey they will not be available.

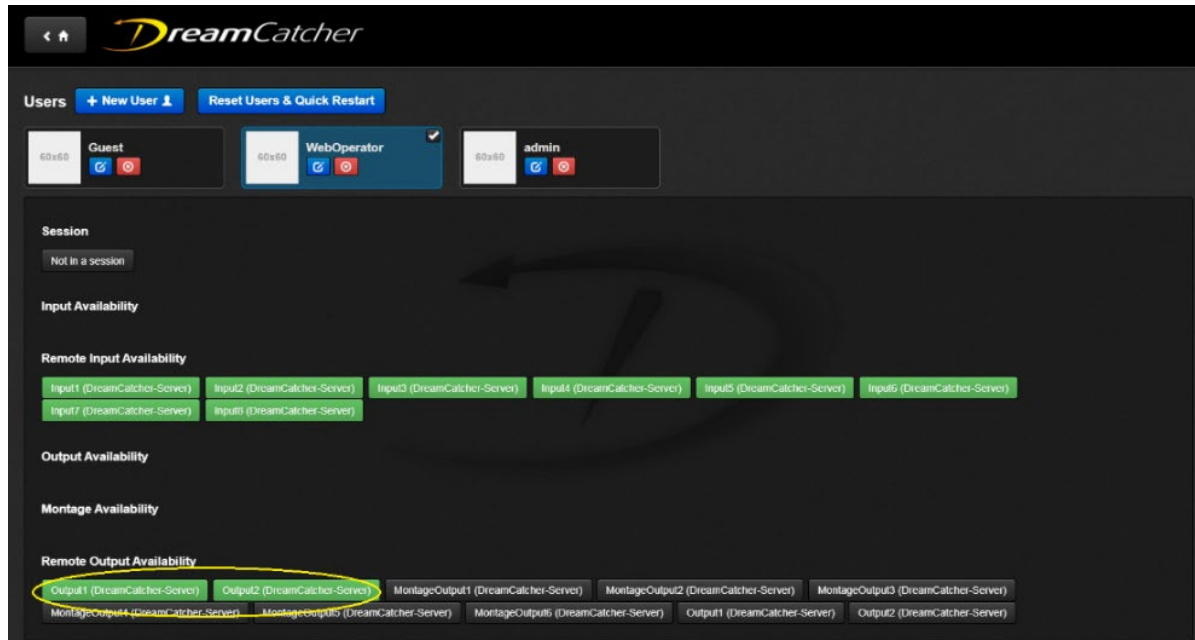


Figure 9-3: DreamCatcher User Configuration

- One or more remote outputs must be selected in order to use the Playout App.
- Once made available, outputs will be visible in the Output Section. See Figure 9-4.



### 9.2. PLAYOUT APP SECTIONS

The Playout App consists of three sections. See Figure 9-4.

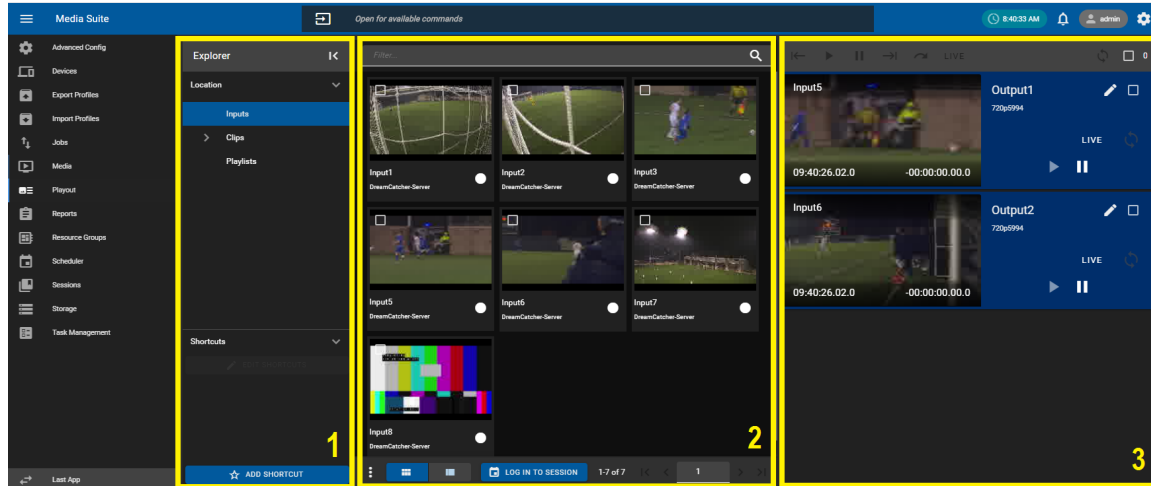


Figure 9-4: Playout App

- 1. Explorer Section:** This section involves control of what content you are viewing and interacting with in the Playout App. Tabs include Location for navigating all inputs and content in the network and Shortcuts for quick navigation of locations. See Section 9.2.1.
- 2. Content Section** This is where you can choose which content you want to interact with, either Inputs (record trains) clips or playlists. See Section 9.2.2.
- 3. Output Section** This is where outputs can be previewed, and controlled. Outputs can be controlled together, or controlled individually. See Section 9.2.3.

### 9.2.1. Explorer Section navigation

The Explorer section allows the user to navigate through content within the DreamCatcher cluster, as well as providing quick navigation and information tools.

- The explorer can be minimized and maximized as needed. To minimize the section, click the '|<' button, as shown in Figure 9-5.

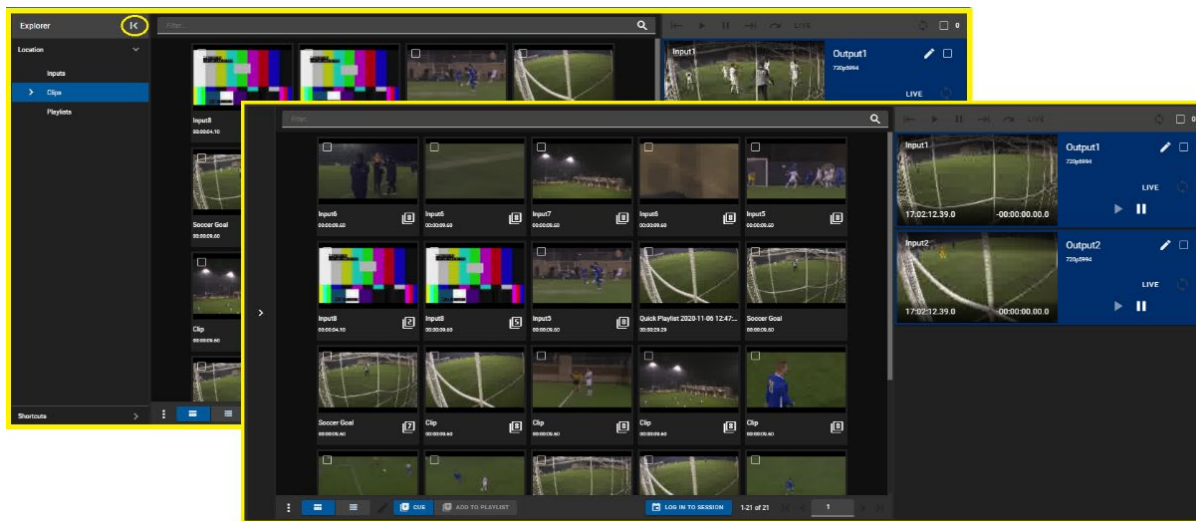


Figure 9-5: Minimizing and Maximizing the Explorer Section

- Each sub-section can also be minimized and maximized as needed. To minimize each sub-section use the 'v' arrows, and '>' arrows as shown in Figure 9-6.

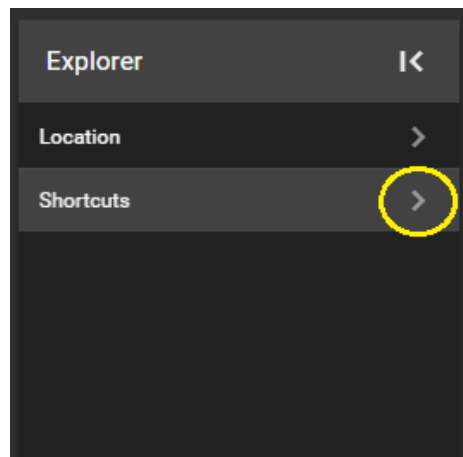
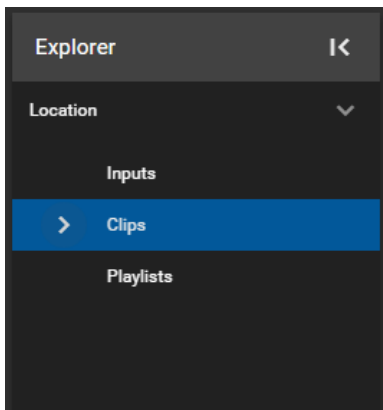


Figure 9-6: Minimizing Sub-Sections in the Explorer

### 9.2.1.1. Location

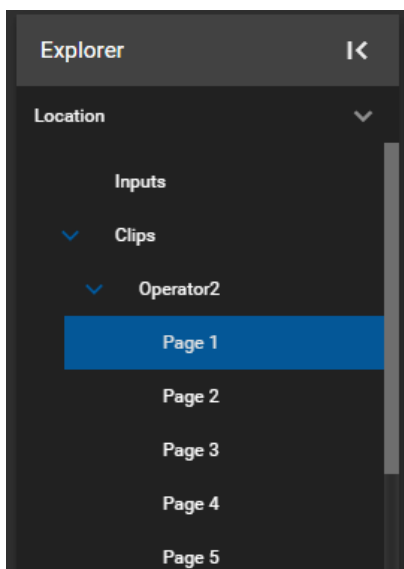
All top-level locations for content accessible in the Playout App are listed in the Location tab and will be discussed throughout this guide.

- To open a location, click on the name, it will highlight blue and the location's content will become previewed in the Content Section. See Figure 9-7.



**Figure 9-7: Location Navigation in the Playout App**

- For locations with additional directories, click the arrow icon to see the drop down directory for that location, as seen in Figure 9-8 next to 'Clips' and 'Archives'.



**Figure 9-8: Location Navigation in the Playout App Extended**

### 9.2.1.2. Shortcuts

For ease of access a shortcut section will allow the user to save specific locations to navigate to for accessing content.

- To add a shortcut, navigate to the location of choice, as described above in Section 9.2.1.1. and then select 'ADD SHORTCUT' as shown in Figure 9-9. Multiple shortcuts can be added.

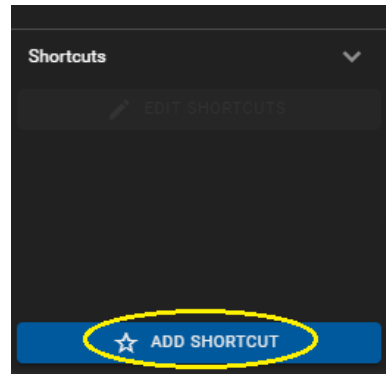


Figure 9-9: Location Shortcuts

- To open shortcuts, simply click on the shortcut and that location will be opened into the Content Section. See Figure 9-10.
- As well, while selected on a shortcut, the option to remove it becomes available. Click the 'REMOVE SHORTCUT' button as seen in red in Figure 9-10. Please note, there is no confirmation dialog when removing shortcuts.

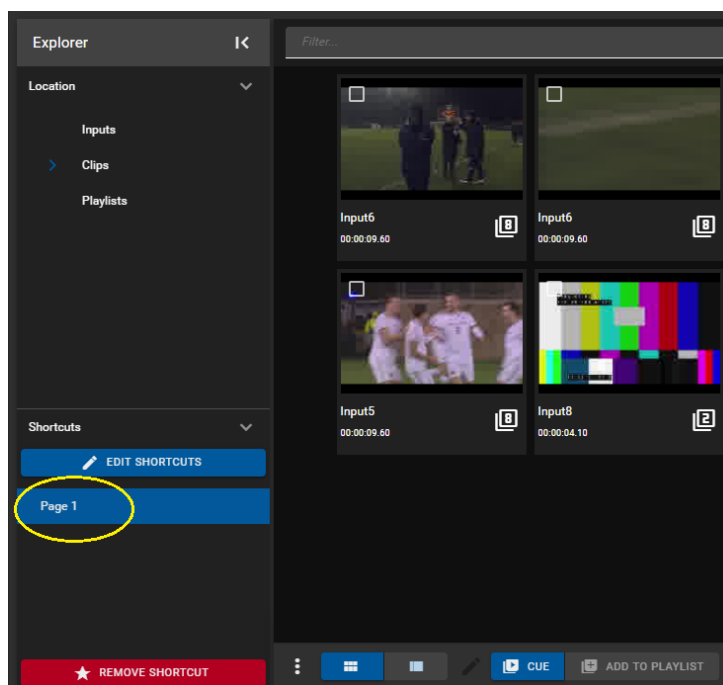
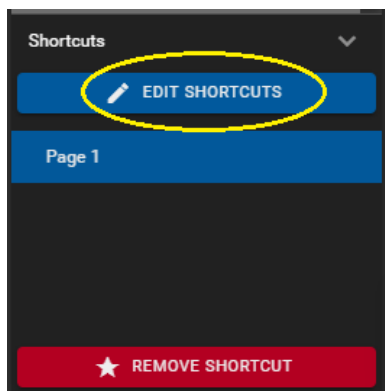


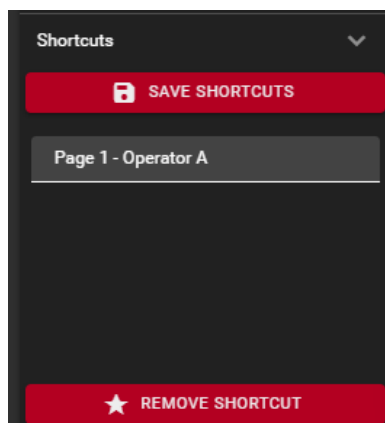
Figure 9-10: Selecting Location Shortcuts

- Shortcuts can be given a custom name. To do this, press the 'EDIT SHORTCUTS' button as shown in Figure 9-11



**Figure 9-11: Editing Shortcuts**

- Once clicked, text boxes will appear for each shortcut's name. To edit, just type in a new name.
- Once finished, click the 'SAVE SHORTCUTS' button as shown in Figure 9-12



**Figure 9-12: Editing Location Shortcuts**

### 9.2.2. Content Section Navigation

The Content Section can be customized to the users liking and incorporates numerous search and organization tools. Content can be viewed in a Thumbnail or table view.

#### 9.2.2.1. Thumbnail view

- Thumbnail view can be accessed by clicking the 'thumbnail' icon as circled in Figure 9-13.

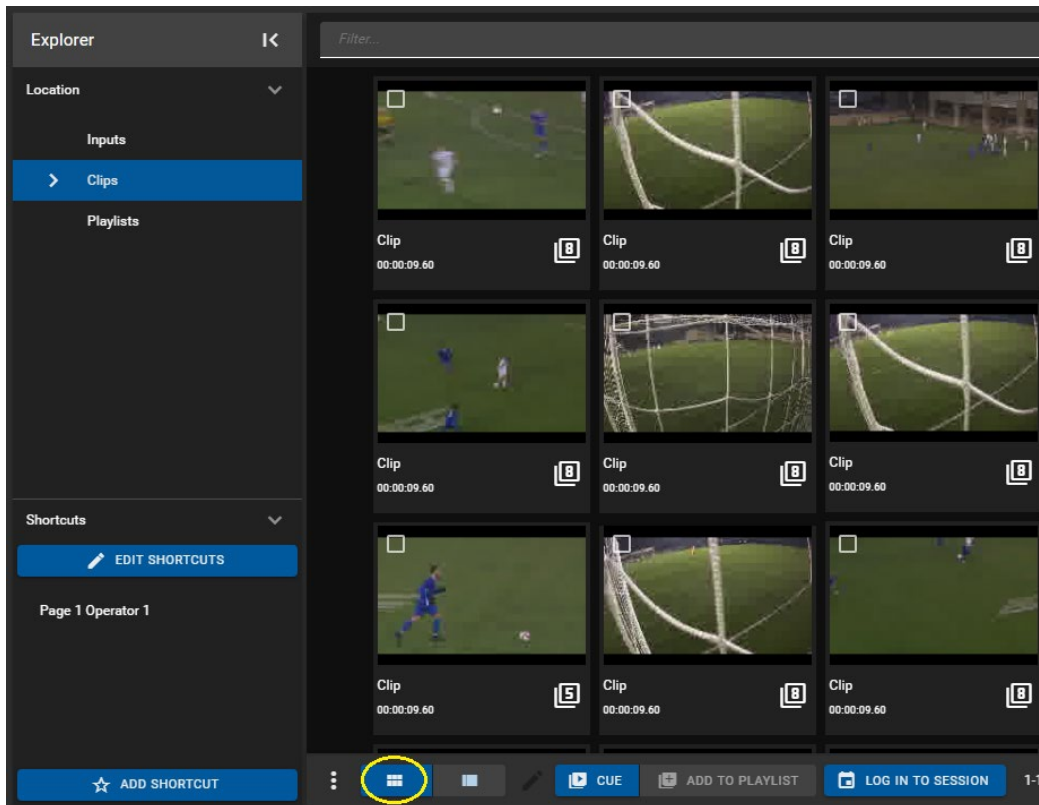


Figure 9-13: Thumbnail view in Playout App

- While in Thumbnail view, content can be found using the search bar. For an example, see Figure 9-14.

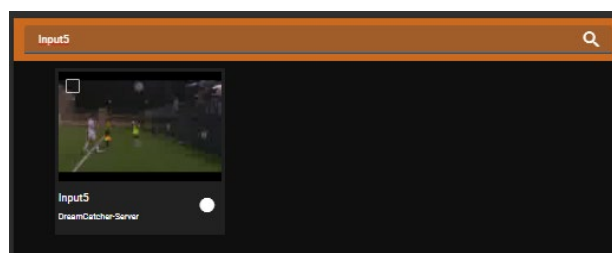


Figure 9-14: Searching in Thumbnail view

### 9.2.2.2. Table view

The table view columns will be different depending on the Location selected, for this section Clips will be used as an example.

- Table view can be toggled by clicking the ‘table’ icon as circled in Figure 9-15.
- In the Table view, the content can be organized by columns. For an example, see Clip column properties in Figure 9-15.

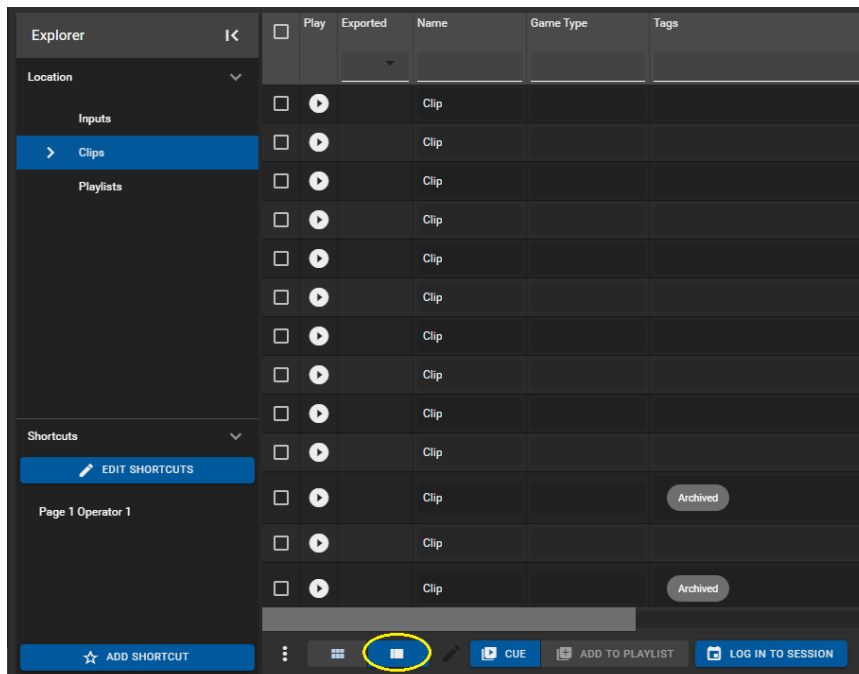


Figure 9-15: Table view in Playout App

- Each column can be arranged in ascending / descending order. This is done by clicking the property’s name. An arrow will become present beside the property to inform of the order. See Figure 9-16.
- To change the order between ascending and descending, simply click the property’s name again.

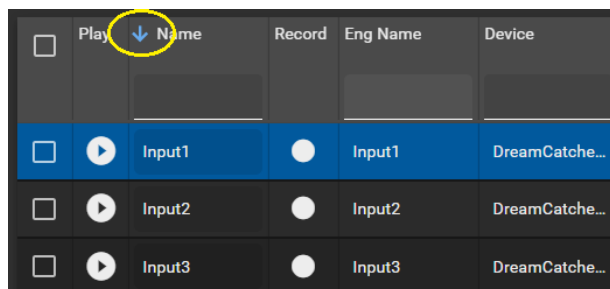


Figure 9-16: Organizing Columns Ascending or Descending

- Within Table view, there are options to limit or add to the information that is visible. This can be done by selecting the options button (ellipsis icon). See Figure 9-17.
- Within the show columns selection, columns can be checkmarked on to see information or checkmarked off to hide information.

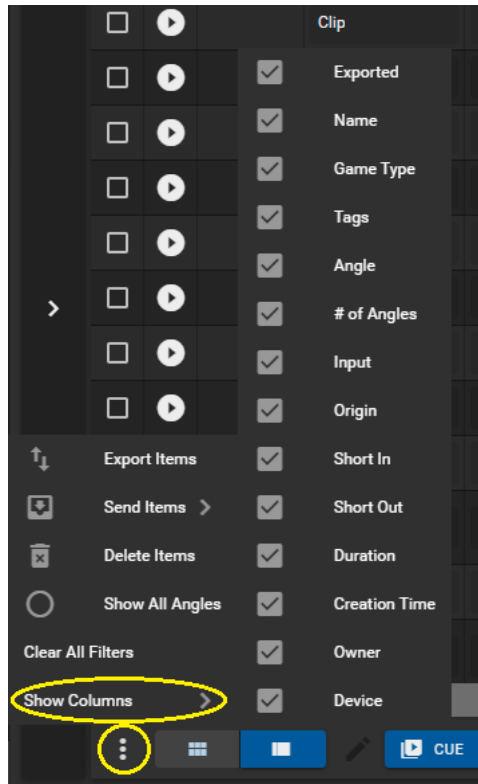


Figure 9-17: Show Columns

- Properties can be searched, by simply typing in a value in their search bar region, below the property name. See Figure 9-18 for an example.

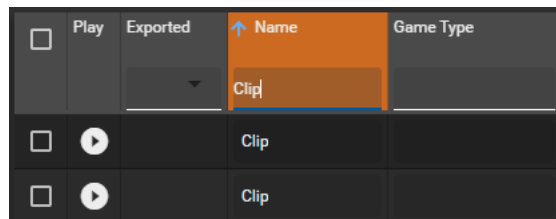


Figure 9-18: Searching Properties



### 9.2.2.3. Sessions

Sessions can be joined at the bottom of the Content Section, regardless if choosing thumbnail or table view.

For information on creating sessions please refer to the DreamCatcher Operational Guide.

- To join a session, click on the “Log in to Session” button as shown in Figure 9-19.

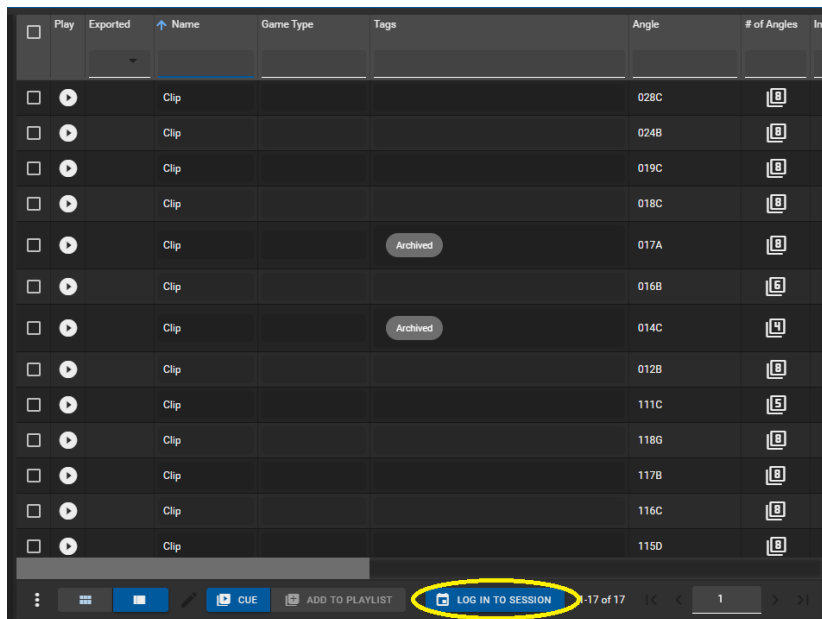


Figure 9-19: Log In to Session

- A window will open with a list of all available sessions. See Figure 9-20.
- Select the session and click ‘ENTER’ to join it.

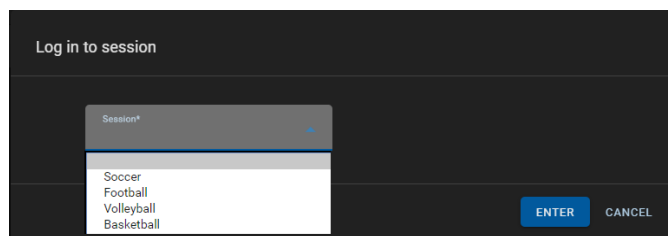


Figure 9-20: Joining a Session

- To leave a session, simply click the “Leave” button as shown in Figure 9-21. A confirmation dialog will open, click ‘LOGOUT’ to leave the session.

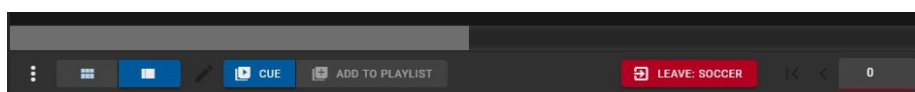


Figure 9-21: Leave Session

### 9.2.3. Output Section Navigation

The Outputs section is where all available Outputs in the system are visible and can be interacted with. For information about configuring Outputs, please refer back to Section 9.1.

By default, all available outputs will be listed in a top level view as shown in Figure 9-22. Top level view allows the user to monitor updating thumbnails of outputs, as well as controlling outputs together or individually. Top level control will be discussed in Sections 9.2.3.1, and 9.2.3.2 Alternatively, outputs can be selected individually to control and preview active video, this will be discussed in Section 9.2.3.3.

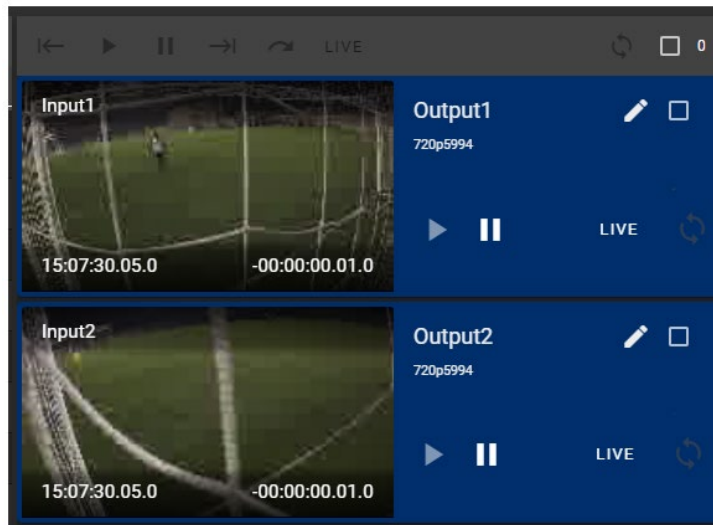


Figure 9-22: Output Preview Section

#### 9.2.3.1. Individual Top Level Output Control

Each output can be controlled in the top level output section. Various buttons for control will be discussed in this section.

- To rename an output, click the pen button as shown in Figure 9-23.

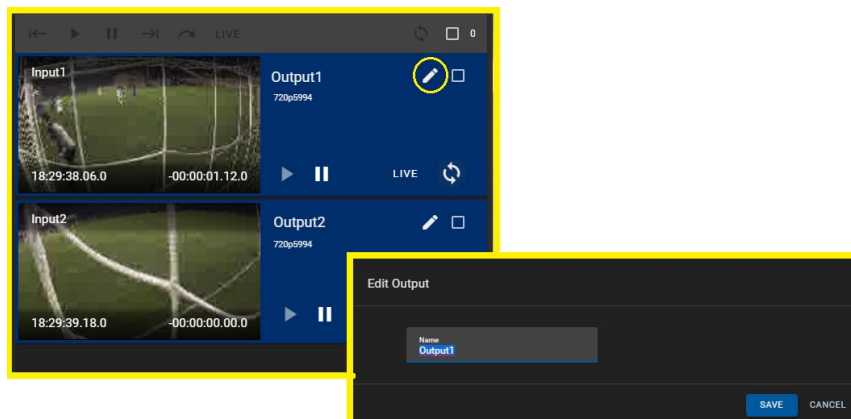
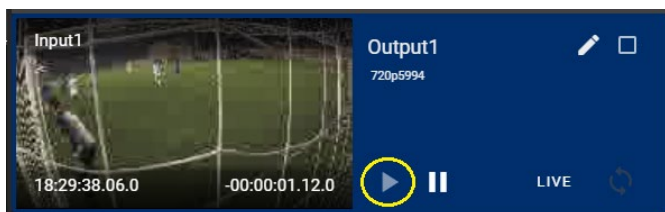


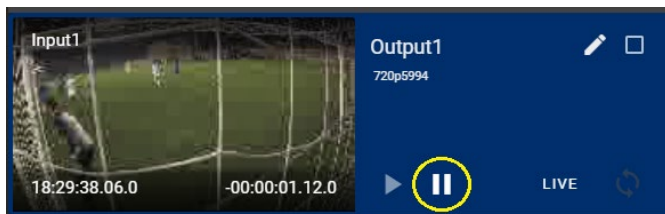
Figure 9-23: Renaming Outputs

- To play content on an output, click the play button as shown in Figure 9-24.



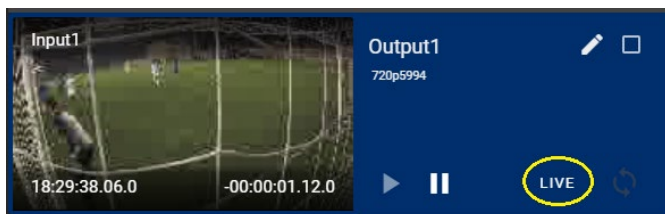
**Figure 9-24: Playing an Output**

- To pause content on an output, click the pause button as shown in Figure 9-25.



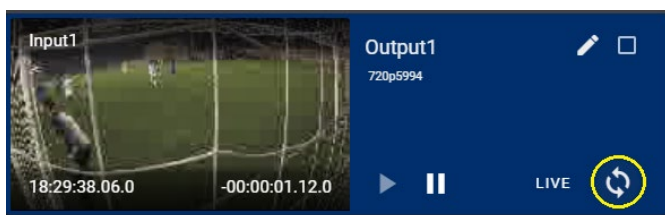
**Figure 9-25: Pausing an Output**

- To go live in the record train on an output, click the pause button as shown in Figure 9-26.



**Figure 9-26: Going Live on an Output**

- To Loop content on an output, click the loop button as shown in Figure 9-27.



**Figure 9-27: Looping an Output**

### 9.2.3.2. Multi-Output (Ganged) Top Level Output Control

Multiple Outputs can be controlled at the same time from the top level view. This is also sometimes referred to as 'ganged output control'

- Multiple outputs can be selected for ganged control by checkmarking the output's checkbox, as shown in Figure 9-28.
- All ganged outputs will have a green border place around them.



Figure 9-28: Ganged Output Selection

- Controls at the top of the Output Section will control the ganged outputs, (See Figure 9-29) including the Play, Pause, Live and Loop. Additional buttons will be available for Playlists, discussed in Section 9.5.

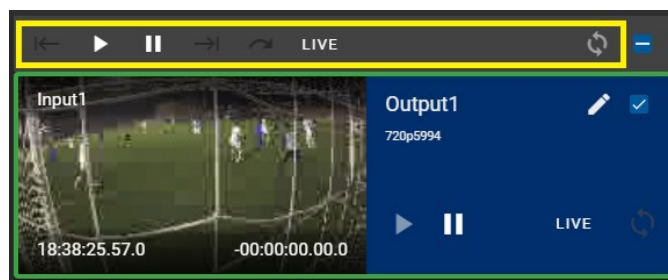
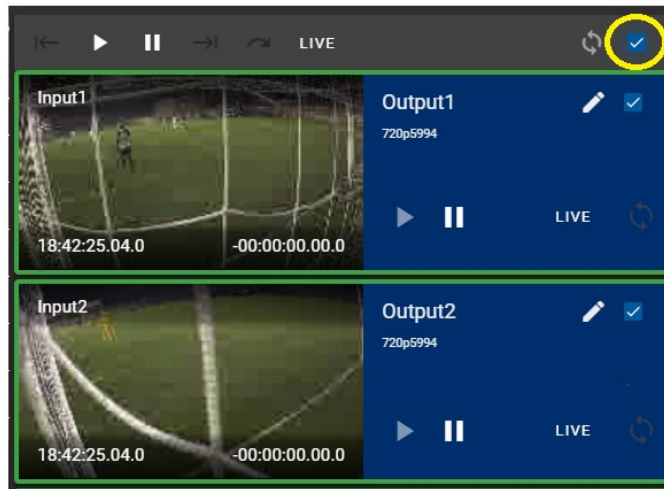


Figure 9-29: Ganged Output Control Buttons

- All Outputs can be selected to use by checkmarking the top checkmark box, as shown in Figure 9-30.

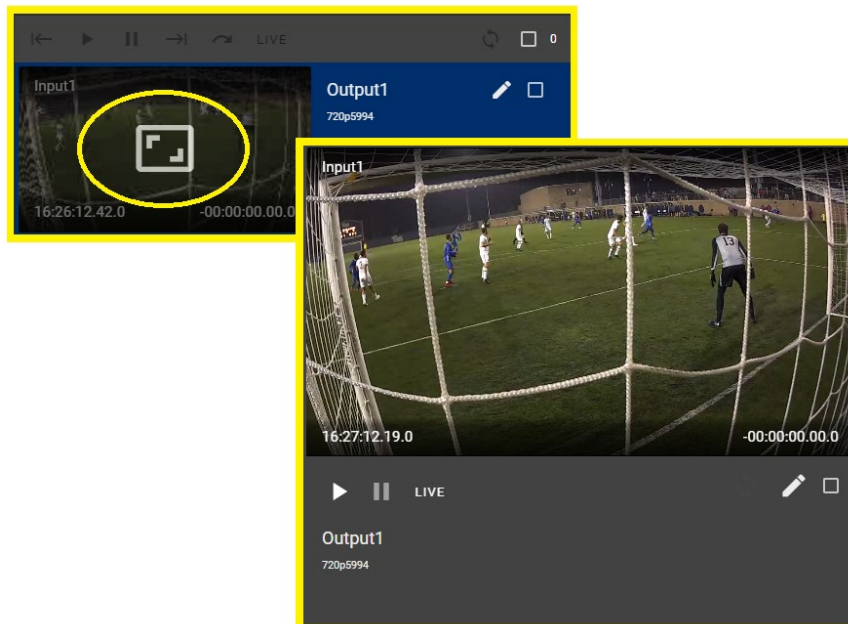


**Figure 9-30: Ganging All Outputs**

### 9.2.3.3. Individual Output Control

Outputs can be selected individually to control and preview active video.

- To select an output, hover over an output, to see an expand icon, click it to expand the output preview section. See Figure 9-31.

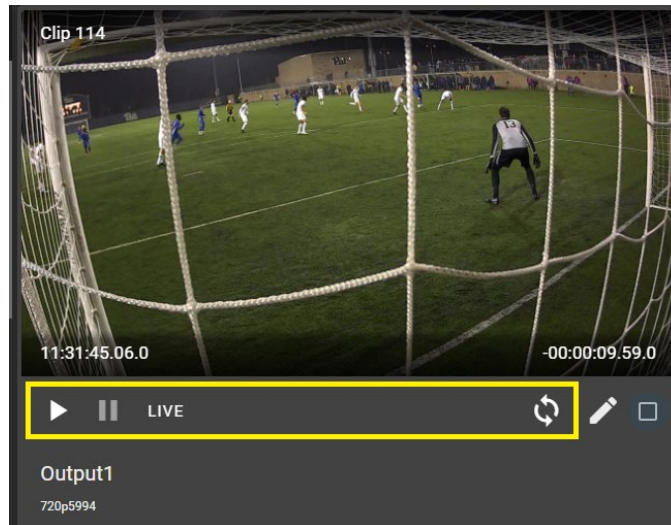


**Figure 9-31: Expanding Individual Output Control**



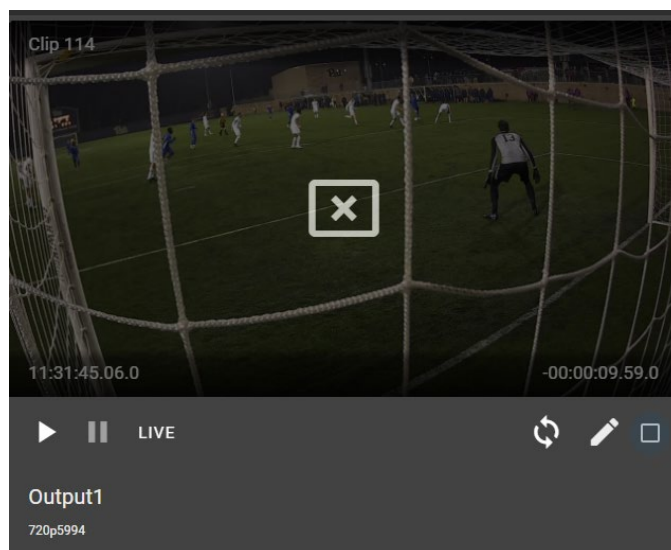
**Note:** Audio can be listened to from the output preview window if the stream type has been set to webRTC. Please refer to Section 2.5.2 for information on this setting.

- Controls below the output preview window include the Play, Pause, Live and Loop as discussed earlier. See Figure 9-32.
- The pen tool may also be used (as described previously) to rename the Output.



**Figure 9-32: Individual Output Control Buttons**

- The individual control window can be closed anytime by hovering your mouse over the preview window and clicking on the 'x' icon. See Figure 9-33.



**Figure 9-33: Close Individual Output Preview**



### 9.3. INPUT PLAYOUT

For most workflows, all inputs across a cluster will be available for the Media Suite. See Figure 9-34. However, in some workflows only custom selections are desired. Available Inputs along with Outputs can be set in the Media Suite Engineering Webpage. Please refer back to Section 9.1 for instructions.

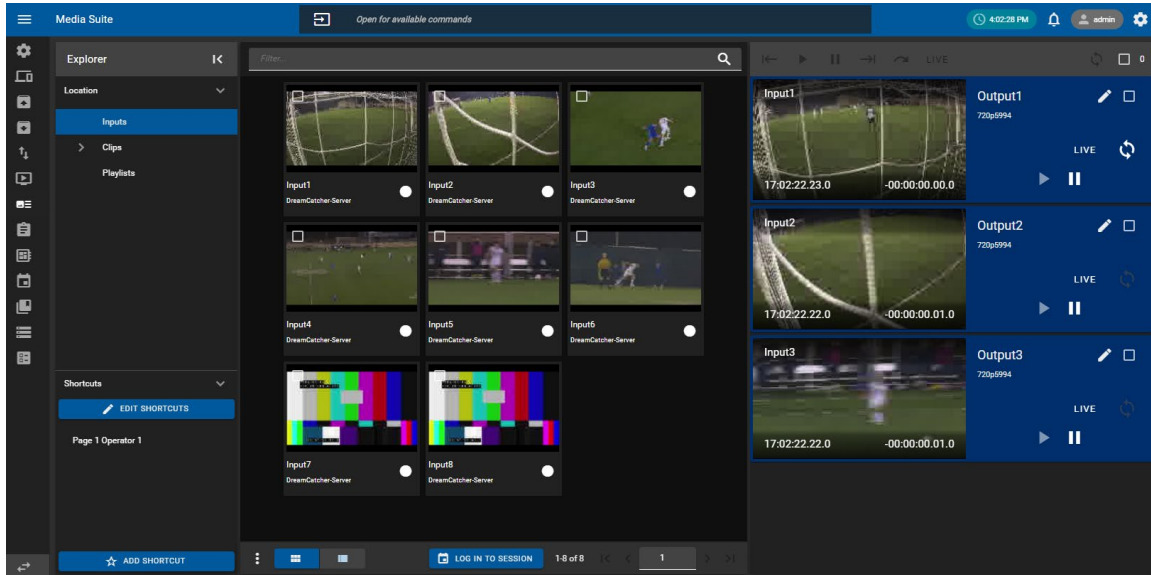


Figure 9-34: Inputs in the Playout App

#### 9.3.1. Showing All Inputs

If custom inputs have been selected for the Media Suite, but all inputs are needed for a temporary purpose, the Media Suite has the ability to automatically force all inputs to be visible.

- To see all inputs, select the options button (ellipsis icon) at the bottom of the content section and select 'Show all Inputs' as shown in Figure 9-35.

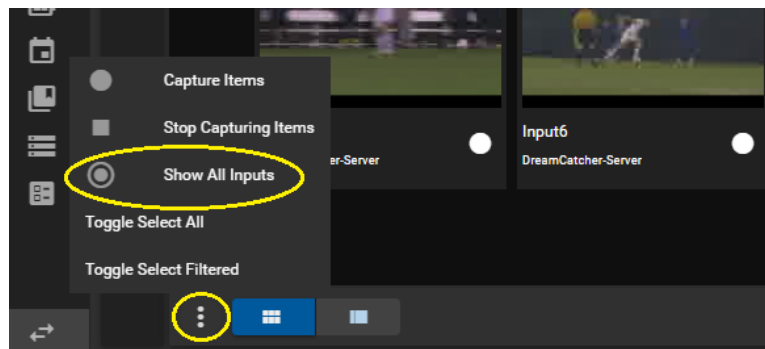


Figure 9-35: Show All Inputs



**Note:** Inputs capture records can also be triggered within this App. For instructions, please refer back to capturing Inputs in the Media App, Section 8.2.7.

### 9.3.2. Using Session Inputs

If a session is joined, the only inputs selected for that session will be displayed, regardless of the 'Show All Inputs' selection discussed previously.

- For instructions on joining/leaving sessions in the Playout App, please refer back to Section 9.2.2.3.

### 9.3.3. Cueing and Playing an Input on an Output

- First, select the output by checkmarking it or by opening it up for individual control, as discussed in section 9.2.3.
- Next, hover over the input you wish to cue on that output in either the thumbnail or table view and click the 'play' icon. See example Figure 9-36.

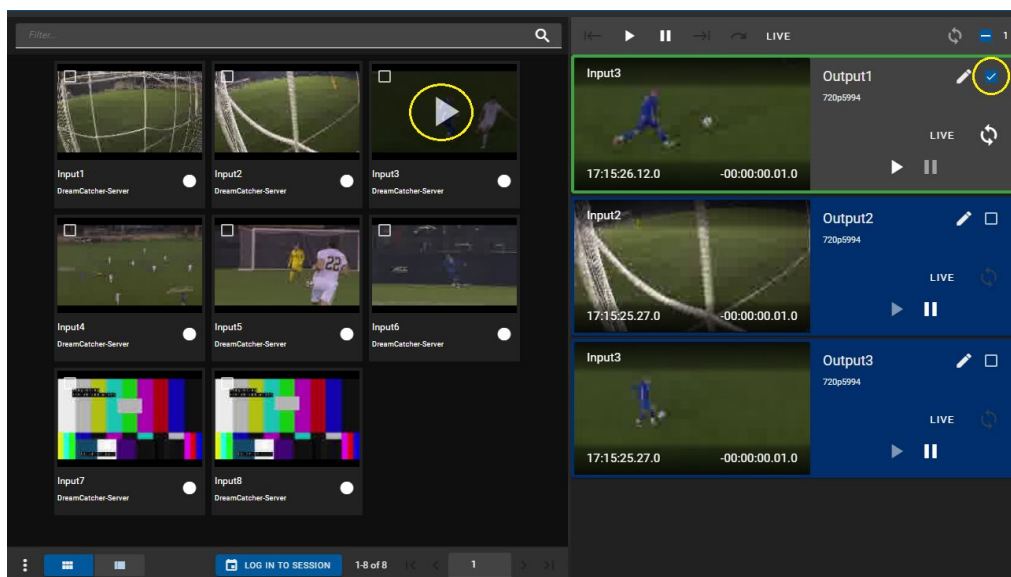


Figure 9-36: Cueing Inputs on Outputs in the Playout App

- Once clicked, the Input will be cued on the output and paused at present timecode.
- At this point you can use the control buttons as discussed previously in Section 9.2.3. to play, take to live or pause the output.

### 9.3.4. Cueing and Playing Inputs on Outputs with Multi-Output Control

- Multi-Output control can be used to cue the same input on multiple outputs, or cue up multiple inputs on multiple outputs, and control while ganged together. Please refer back to section 9.2.3.2.



## 9.4. CLIP PLAYOUT

In the left-hand location section of the Playout App, select clips within the Content Section of the Playout App. All available clips from your cluster will appear. See Figure 9-37.

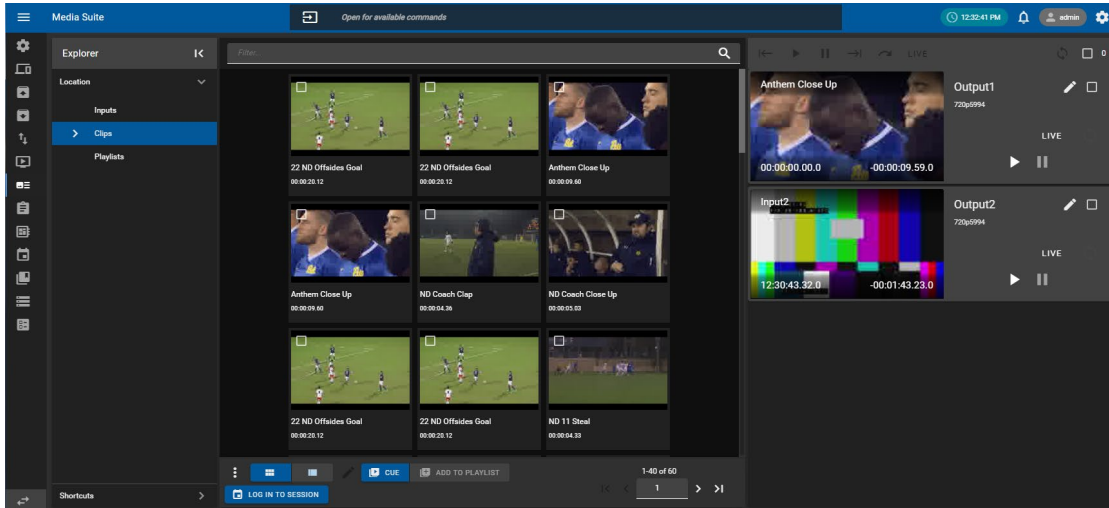


Figure 9-37: Clips in the Playout App

### 9.4.1. Cueing and Playing a Clip on an Output

- First, select the 'cue' button at the bottom of the content section, as shown in Figure 9-38.
- Next, select the output by checkmarking it or by opening it up for individual control, as discussed in section 9.2.3.
- Then, hover over the clip you wish to cue on that output in either the thumbnail or table view and click the 'play' icon. See example Figure 9-38.

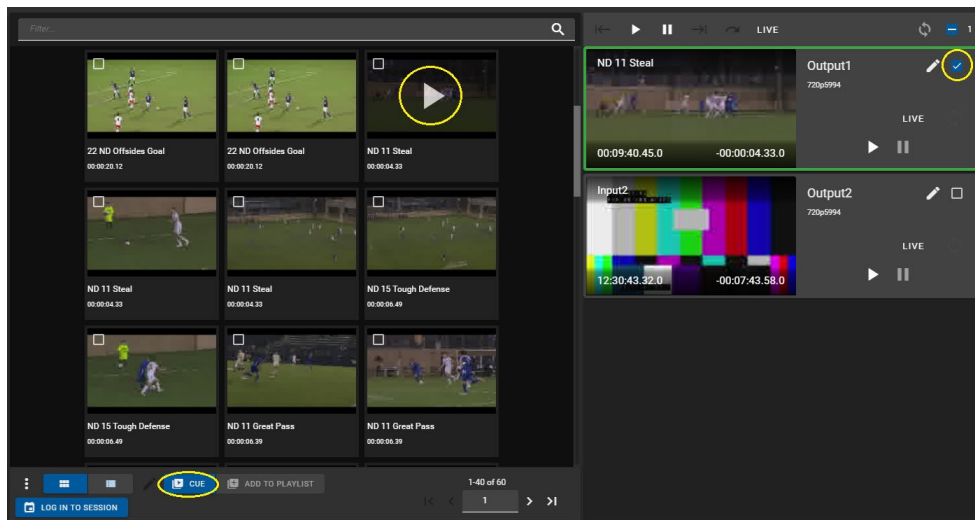


Figure 9-38: Cueing clips on an Output

- Once clicked, the clip will be cued on the output and paused at present timecode.
- At this point you can use the control buttons as discussed previously in Section 9.2.3 to play, pause and go back to live (previously cued input) on the output.

### 9.4.2. Cueing and Playing Clips on Outputs with Multi-Output Control

- Multi-Output control can be used to cue the same clip on multiple outputs, or cue up multiple clips on multiple outputs, and control while ganged together. Please refer back to section 9.2.3.2.

### 9.4.3. Clip Options in Playout App

Within the additional options for clips, opened by clicking on the options button (ellipsis icon), clips can be exported, moved, deleted and more, see Figure 9-39. All options are the same as options available in the Media App. For instructions, please reference the previous sections as mentioned below for each option.

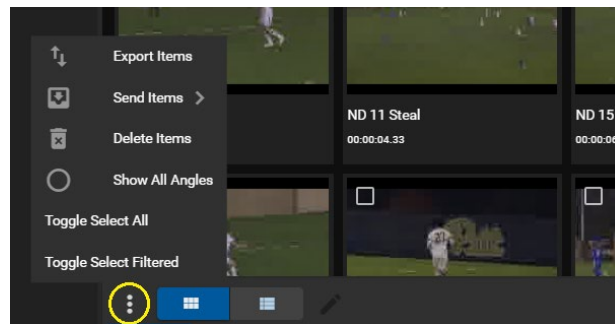


Figure 9-39: Clip Options

#### 9.4.3.1. Export Items

- To export clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-39, and click “Export Items”.
- An ‘Export Items’ dialog will open, where an export profile can be chosen from the list of available profiles. Please see Section 5. for creating export profiles. See Figure 9-40.

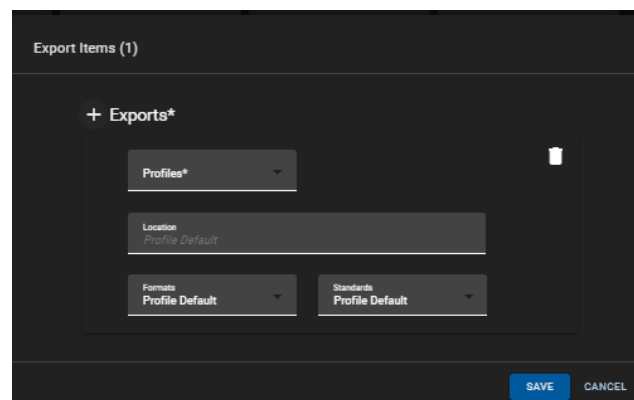
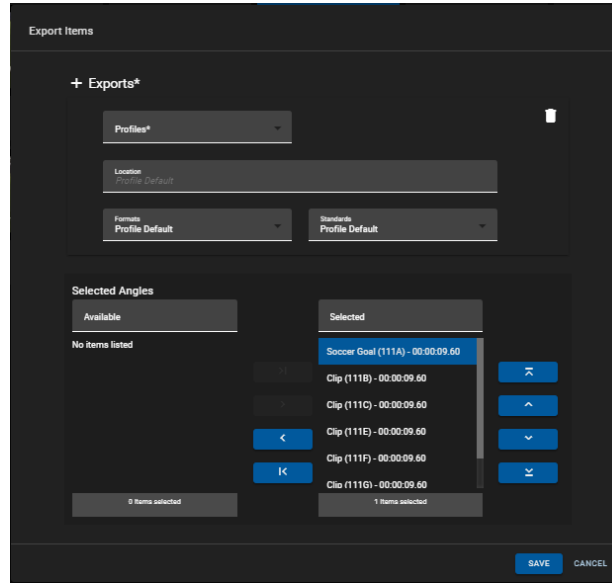


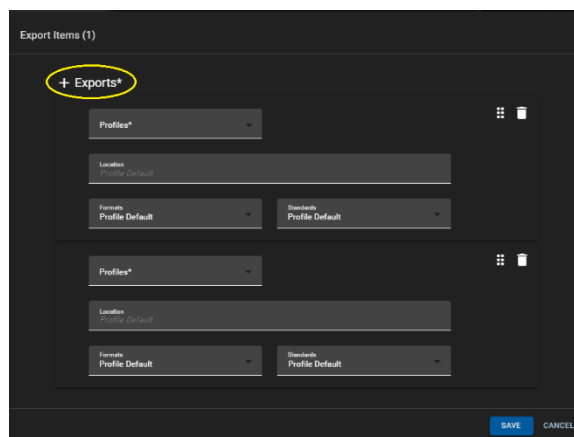
Figure 9-40: Export Items

- In some cases, you may see an optional section to Select Angles. This will appear if 'Show All Angles' is OFF, which is a setting further discussed in Section 9.4.3.5. An example of this can be seen in Figure 9-41. Select angles using the blue arrow buttons to add and remove options.
- You can configure a default export setting to select all or a custom set of inputs to be exported, please refer back to Section 2.5.3.3.



**Figure 9-41: Export Items with Selected Angles**

- Optionally a different location/ Format/ Standard can be chosen by selecting field and navigating to a new location/ selecting an option from the drop down menu.
- As well, multiple export profiles/ customized exports can be created by clicking the '+ Exports' button as shown in Figure 9-42.



**Figure 9-42: Export Items with Multiple Export Profiles**

- Once complete with your export choice(s), begin the export by clicking the 'SAVE' button.

### 9.4.3.2. Monitoring Export Progress

- All jobs on the system can be viewed by entering the Jobs app as discussed in 7.

### 9.4.3.3. Send Items

- To send clips to a user or a session checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-39, hover over “Send Items” and select either a user or session.
- When selecting a User, a ‘Send Items’ dialog will open, where a user location can be chosen to send the clip. See Figure 9-43. Additionally, you can choose to Export a clip from this dialog as well.
- Sent clips will be located in the Inbox of the user the content has been sent to.

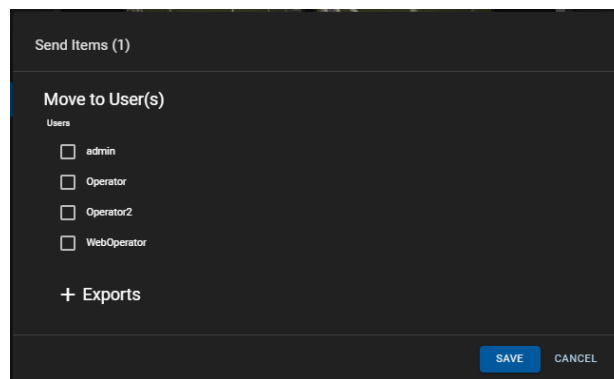


Figure 9-43: Sending Clips

- When selecting a session, a ‘Send to Session(s)’ dialog will open, where a session list will be available to choose from. Select the session(s) to send to using the blue arrow buttons. See Figure 9-44.

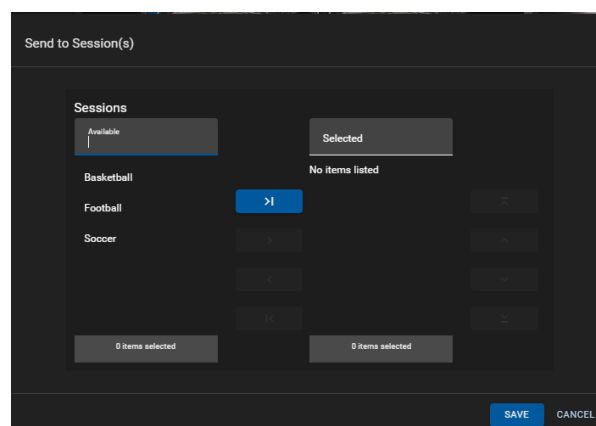


Figure 9-44: Send to Session

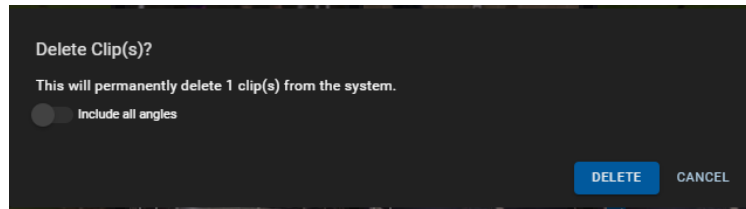
- Selected clips will now be tied to that session and show in the clips section of the media app when the session is logged into.

**9.4.3.4. Delete Items**

- To delete clips, checkmark the desired clip(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-39, and click “Delete Items”.
- A confirmation dialog will open with the option to choose to delete the single angle or all angles from that clip. (If applicable), once ready, click the ‘DELETE’ button as shown in Figure 9-45.



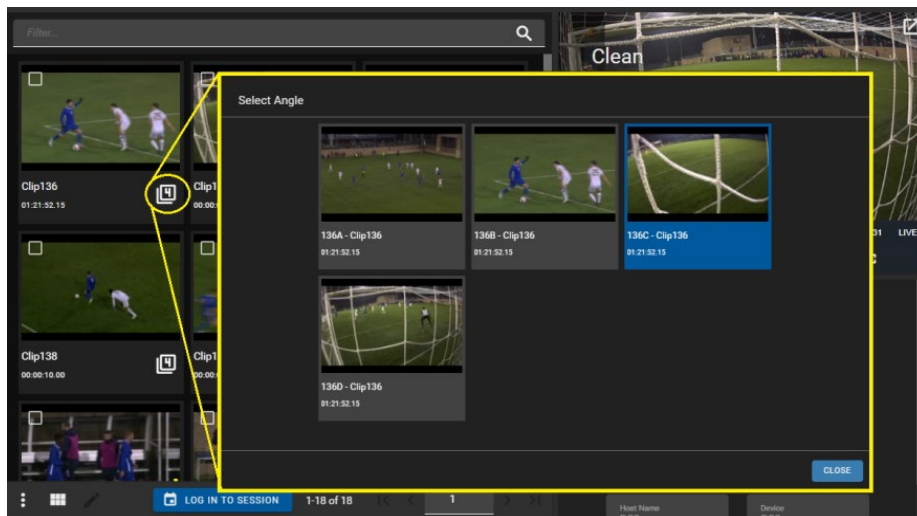
**IMPORTANT:** Once a clip is deleted, it cannot be recovered. Deleting Clips from the Media Suite will remove Clips from the PBS on a DreamCatcher’s User Interface.



**Figure 9-45: Delete Clips Confirmation**

**9.4.3.5. Show All Angles**

- To preview all clip angles (All inputs clipped off when creating a clip) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-39, and click “Show All Angles”.
- Angles can alternatively be viewed by clicking on the number of angles in the content section region. See Figure 9-46.



**Figure 9-46: Previewing Angles in a Clip**

### 9.4.3.6. Multi Editing Clips

- To multi-edit clips, check mark each clip, and click the 'pen' icon, as shown in Figure 9-47.

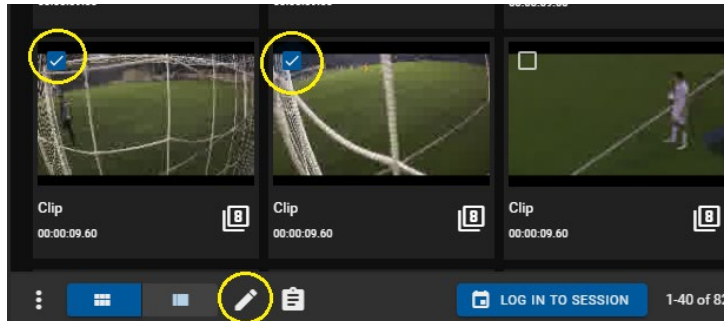


Figure 9-47: Multi-Edit Pen Tool

- A 'Edit Items' dialog will open with options to change clip name(s), tag(s), and/ or fields, as shown in Figure 9-48. For information for creating and configuring fields, see section 2.5.3.4.

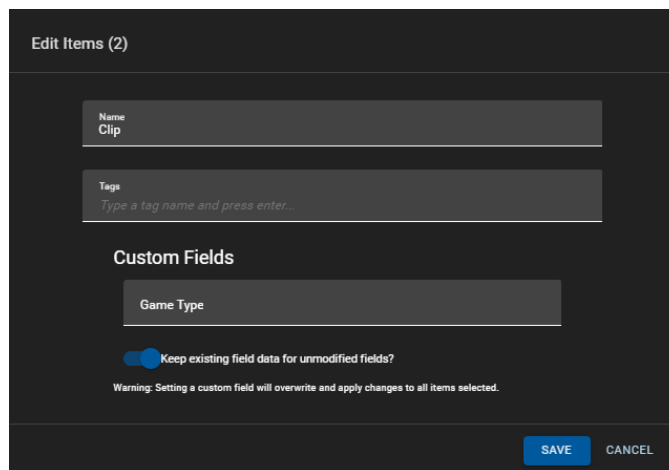


Figure 9-48: Edit Items

## 9.5. PLAYLIST BUILDING & PLAYOUT

In the left-hand location section of the Playout App, select playlists within the Content Section of the Playout App. All available playlists from your cluster will appear, additionally playlists can be created in this app. See Figure 9-49.

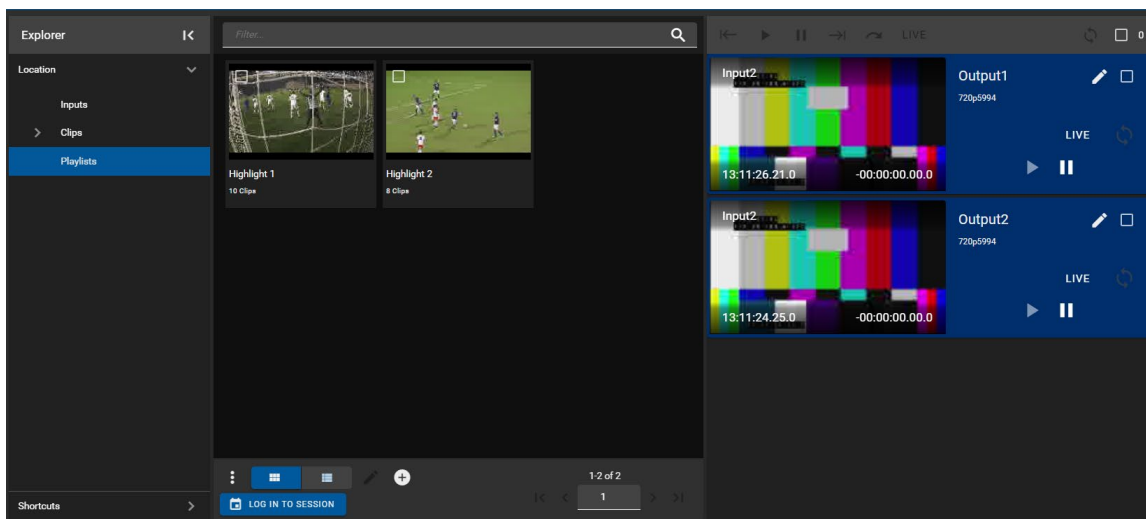


Figure 9-49: Playlists in the Playout App

### 9.5.1. Creating a Playlist

- To create a playlist, click the 'plus' icon at the bottom of the Playout App, as shown in Figure 9-50. A 'Create a New Playlist' window will open.

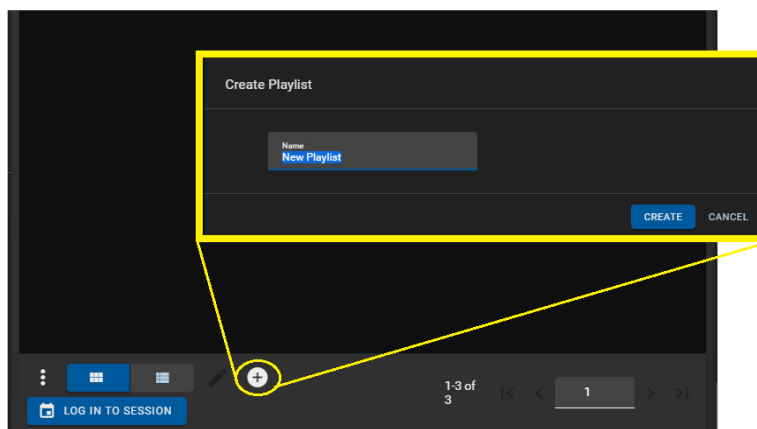


Figure 9-50: Create a New Playlist

- Optionally, rename the playlist in the naming text box and complete the creation process by clicking the 'CREATE' button.

- The new playlist will now be added to content section of the Playout app. See Figure 9-51.

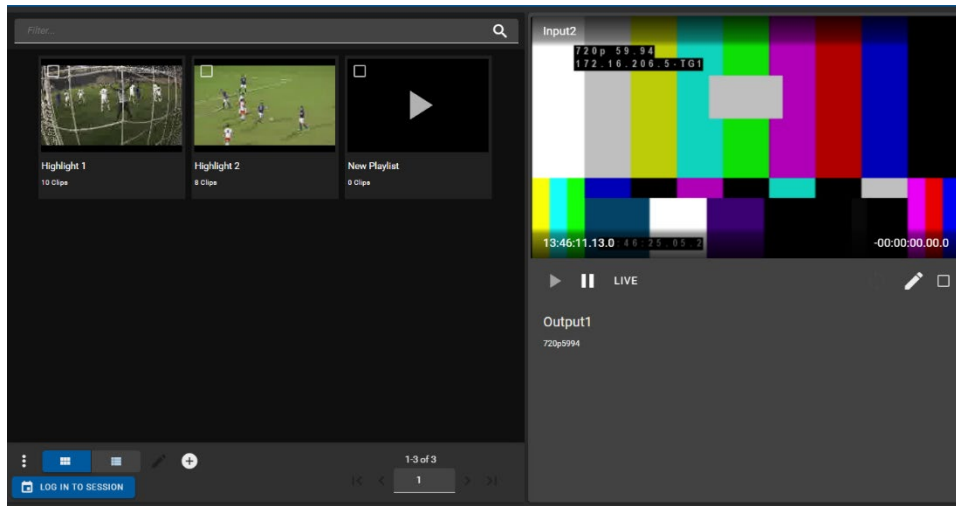


Figure 9-51: New Playlist

### 9.5.2. Cueing A Playlist on an Output

In order to build a playlist, the playlist must be cued on an individually previewed output.

- First, open an output in the individual top level control, as discussed in Section 9.2.3.1, see the previous figure for an example, Figure 9-51.
- Next, hover over your new playlist in either the thumbnail or table view and click the 'play' icon. See Figure 9-52.
- Once clicked the playlist creation dialog will cue in the output section of the Playout App. See Figure 9-52.

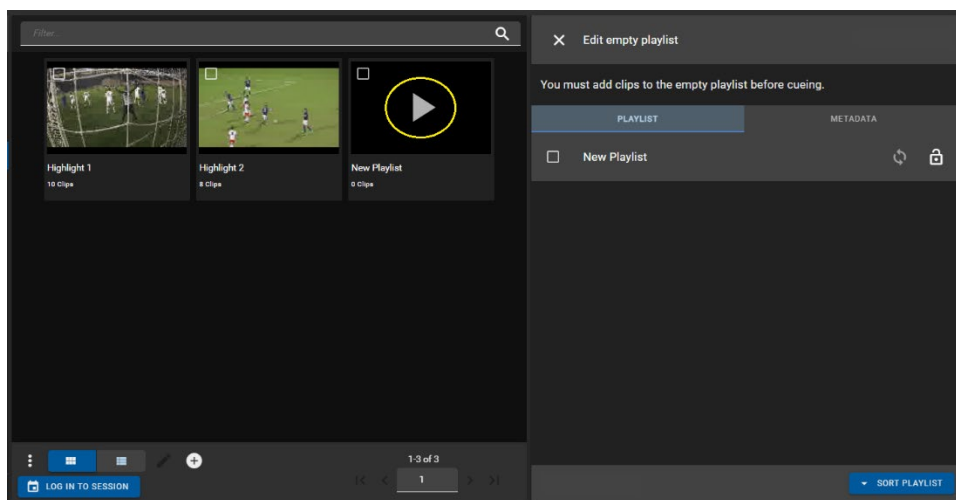


Figure 9-52: New Playlist Editing



### 9.5.3. Adding Clips to a Playlist

Clips can be added to playlists from both the Media and Playout App, both will be discussed in this section.

#### 9.5.3.1. Adding clips from the Playout App

- First, ensure a playlist is selected/ cued in the output section as described in the previous section (See Section 9.5.2 and Figure 9-52 for a reference).
- Next, go to the clips location and ensure the “ADD TO PLAYLIST” button at the bottom of the app is selected, and lit up blue. If it is not selected, ensure you have the playlist previewed.
- Then, hover over a clip you wish to add to the playlist, cue on that output in either the thumbnail or table view and click the ‘play’ icon.
- The selected clip will now be added to the playlist rundown, see Figure 9-53.

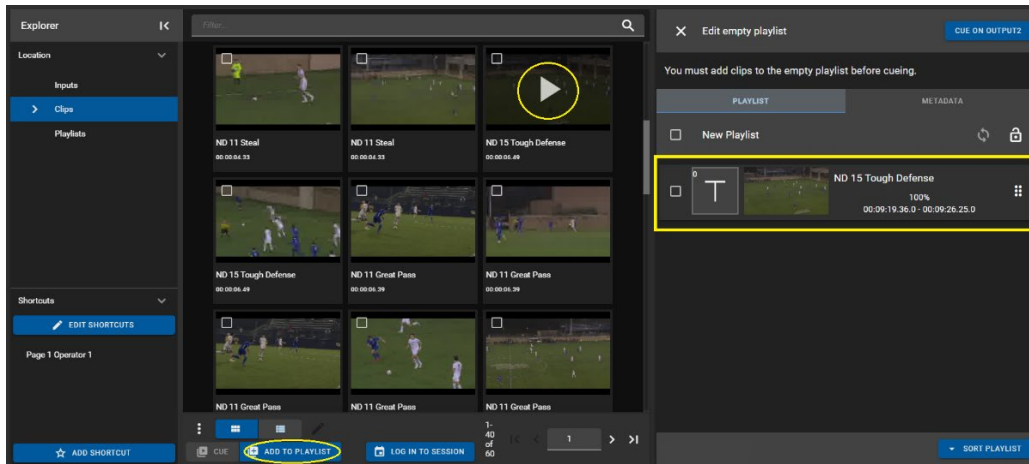


Figure 9-53: Adding Clips to Playlist

- At this point, the playlist can be cued on the output by pressing the ‘CUE ON OUTPUT’ button. This will open the output preview for playing or further editing the playlist, which will be discussed in the subsequent sections. See Figure 9-54.

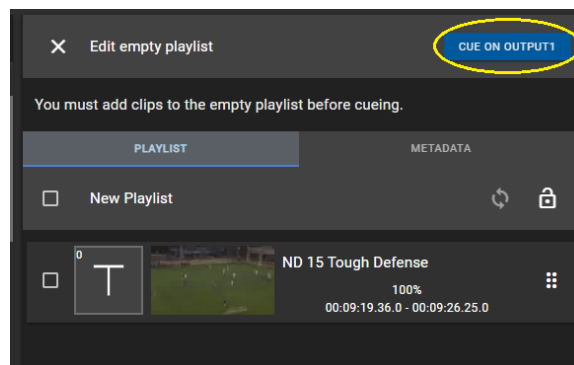


Figure 9-54: Cueing Playlist on Outputs

### 9.5.3.2. Adding clips from the Media App

- To add clips from the Media App, first go to the Media App - Playlists location, and cue up the playlist in the output preview section, same as described in the previous section (See Section 9.5.2 and Figure 9-52 for a reference).
- Next, go to the Media App - Clips location and checkmark the clip(s) you wish to add to the playlist.
- Then, click to open the clip options (ellipsis icon) and select “Add Items to Playlist”.
- The clip(s) will now be added to the playlist rundown, see Figure 9-55.

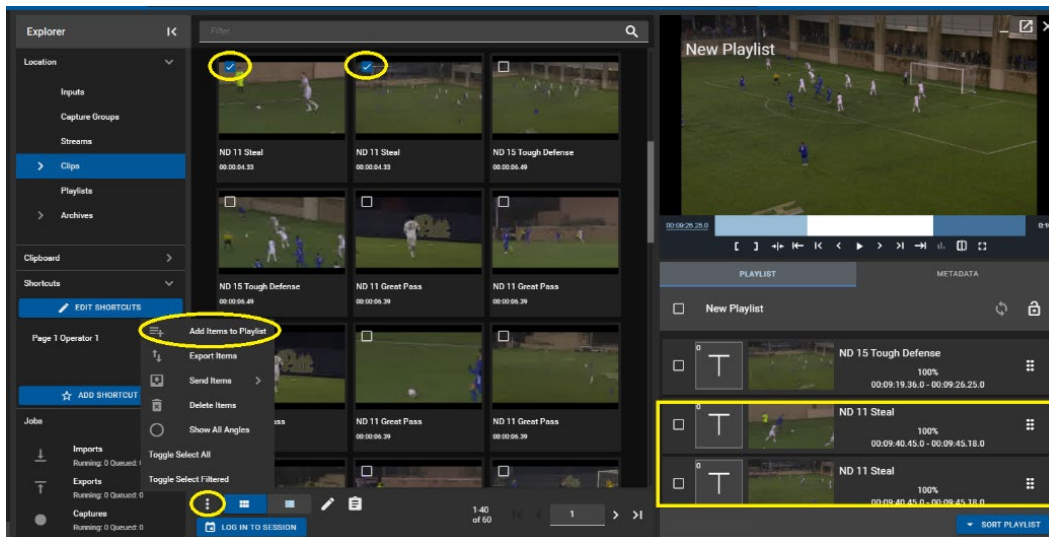


Figure 9-55: Adding Clips to Playlists from Media App

- At this point, the playlist clips can be previewed in the preview window. Please navigate back to the Playout App for cueing, playing and editing the playlist, which will be discussed in the subsequent sections.

### 9.5.4. Editing a Playlist

The Playout app offers some of the basic playlist editing options. Please note more playlist features are available on a DreamCatcher VUE station. Options include renaming, adding tags and field metadata, clip sorting, transition management, adding end of sequences, playlist locking and looping.

- To make modifications to a playlist, first ensure it is cued on an output as discussed in the previous sections.

- The editing region of the playlist can be maximized by minimizing the playout window. This can be done by clicking on the 'down' icon shown in Figure 9-56.

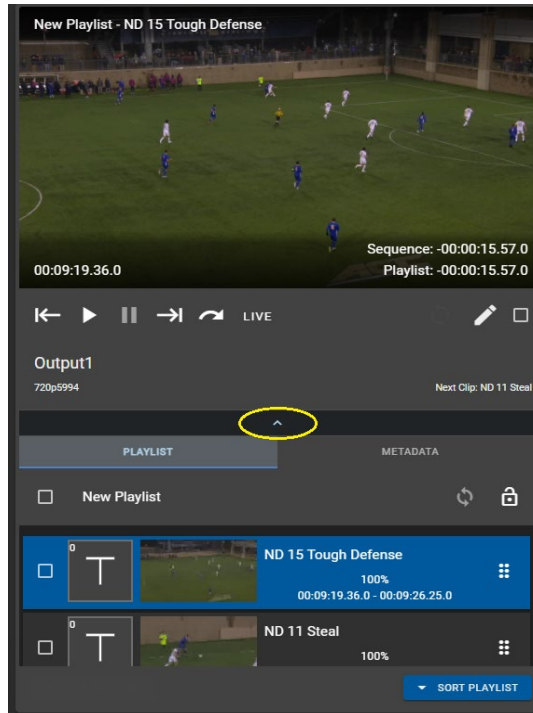


Figure 9-56: Maximize Playlist Edit Region

#### 9.5.4.1. Editing Playlist Metadata

- To edit playlist metadata (including the playlist Name, Tags and Custom Fields) select the 'METADATA' tab in the playlist preview section.
- To make changes, type in new entries to the available name, tag or field text boxes and click the save icon as shown in Figure 9-57.

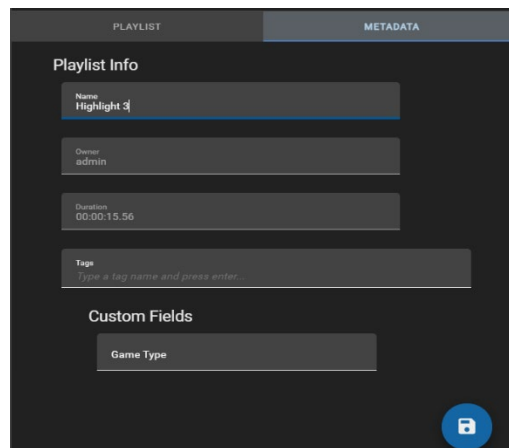


Figure 9-57: Editing Playlist Metadata

### 9.5.4.2. Loop A Playlist

- To loop a playlist, click on the 'loop' icon beside the playlist's name, as shown in Figure 9-58.

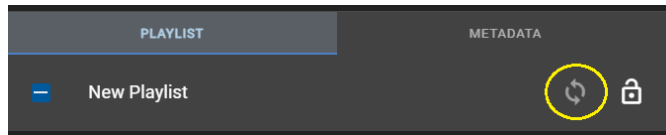


Figure 9-58: Loop a Playlist

### 9.5.4.3. Lock A Playlist

- To lock a playlist from editing changes, click on the 'lock' icon beside the playlist's name, as shown in Figure 9-59.

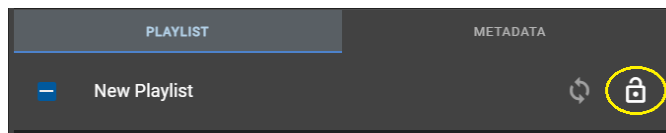


Figure 9-59: Lock a Playlist

### 9.5.4.4. Sort Playlist

- Playlists can be sorted by clicking on the "Sort Playlist" button and choosing from the following options: In Timecode (Ascending), In Timecode (Descending), Out Timecode (Ascending), Out Timecode (Descending). See Figure 9-60.

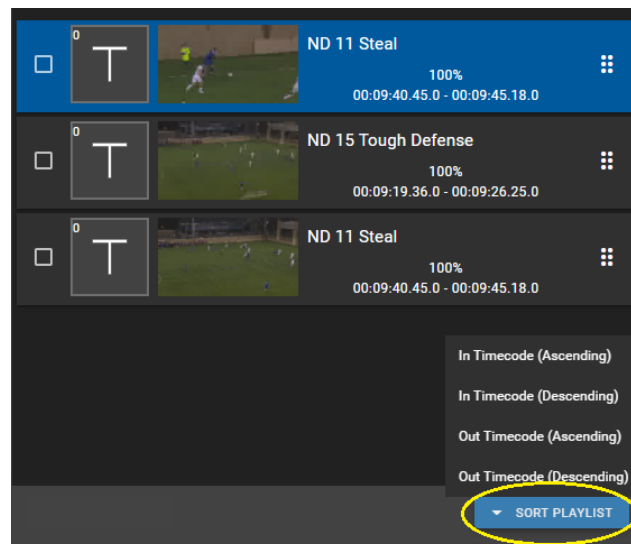
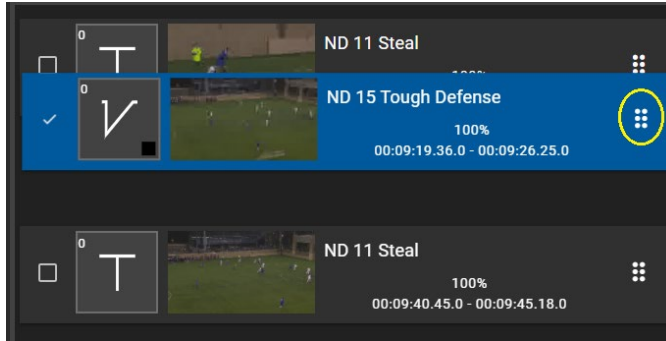


Figure 9-60: Sorting Clips in a Playlist

**9.5.4.5. Re-arranging Clips**

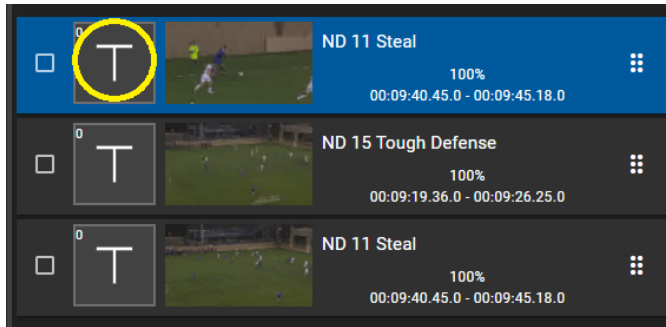
- Items in the playlist can be moved around by using the mouse. Click and hold down on the clip and drag it to a new location. See Figure 9-61.



**Figure 9-61: Re-Arranging Clips in a Playlist**

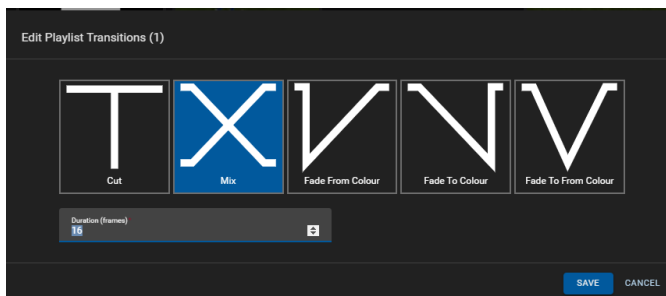
**9.5.4.6. Change Transition**

- Transitions can be changed by clicking on the present transition icon. See Figure 9-62.



**Figure 9-62: Selecting a Transition**

- Once clicked, a transition selection dialog will open with options for all available transitions, durations and colour choices. Options include Cut, Mix, Fade from Colour, Fade to Colour, Fade to/From Colour. See Figure 9-63.



**Figure 9-63: Playlist Transition Options**

### 9.5.4.7. Clip Actions

- Checkmarking clip(s) allows Clip Actions to be used, as shown in Figure 9-64.

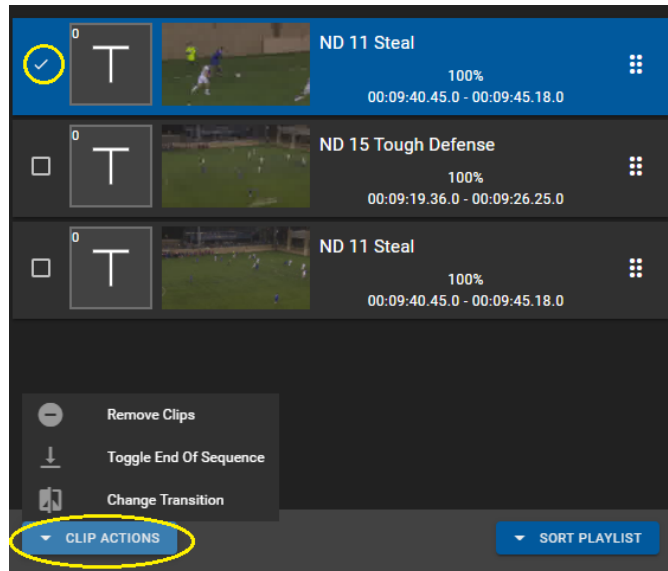


Figure 9-64: Clip Actions

### 9.5.4.8. Remove Clips

- To remove a clip from the playlist, checkmark the desired clip(s) and click on 'Remove Clips' in Clip Actions, as shown in Figure 9-64.

### 9.5.4.9. Toggle End of Sequence

- To add an End of Sequence (EOS) on a clip from the playlist, checkmark the desired clip(s) and click on 'Toggle End of Sequence' in Clip Actions, as shown in Figure 9-64.
- Once added, a bar with the EOS will be added into your playlist. See Figure 9-65.
- Perform the same action to remove the EOS.



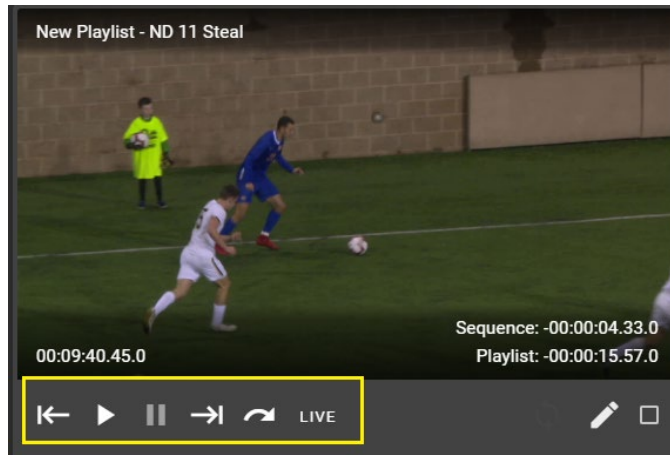
Figure 9-65: EOS in a Playlist

**9.5.4.10. Change Multiple Clip Transitions**

- To change multiple clip transitions checkmark the desired clips and click on 'Change Transition' in Clip Actions, as shown in Figure 9-64.
- The same dialog as discussed in section 9.5.4.6 and shown Figure 9-63 in will open.

**9.5.5. Playing a Playlist on an Output**

- A playlist can be immediately played if already cued up from editing. To play, use the playlist controls buttons below the individual output preview window. See Figure 9-66.



**Figure 9-66: Playlist Control Buttons**

- For a description of available controls, see Table 9-1:

	Previous Clip		Next Clip
	Play		Skip Clip
	Pause		Go Live

**Table 9-1: Playlist Control Buttons**

### 9.5.6. Playlist Options in Playout App

- Within the additional options for playlists, opened by clicking on the option button (ellipsis icon), clips can be exported, moved, deleted and more. Each option will be discussed below. See Figure 9-67.

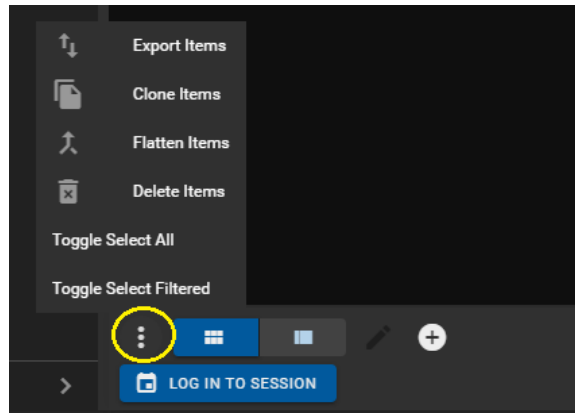


Figure 9-67: Playlist Options

#### 9.5.6.1. Export Items

- To export a playlist, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-67, and click “Export Items”.
- An ‘Export Items’ dialog will open, where an export profile can be chosen from the list of available profiles. Please see Section 5. for creating export profiles. See Figure 9-68.

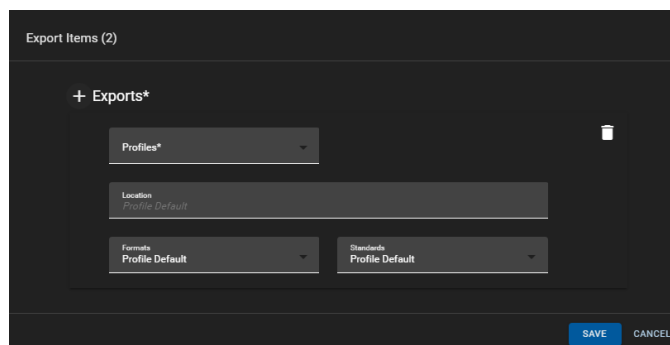
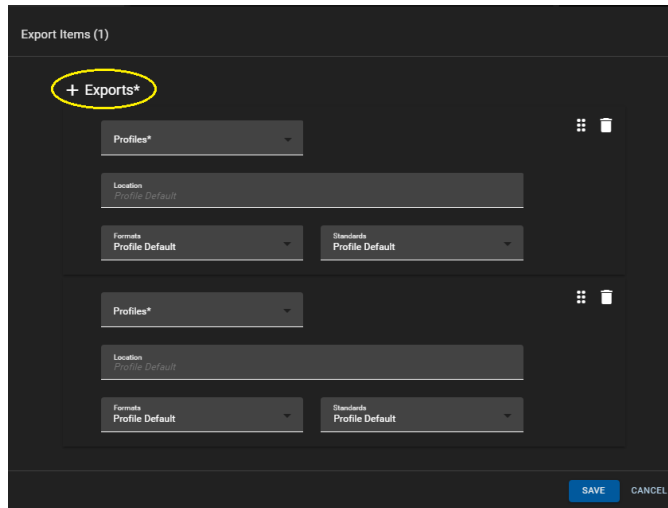


Figure 9-68: Exporting Playlists

- Optionally a different location/ Format/ Standard can be chosen by selecting field and navigating to a new location/ selecting an option from the drop down menu.



- As well, multiple export profiles/ customized exports can be created by clicking the '+ Exports' button as shown in Figure 9-69.



**Figure 9-69: Export Items with Multiple Export Profiles**

#### 9.5.6.2. Clone Items

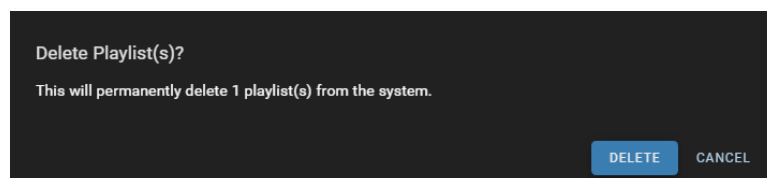
- To clone playlists (make a copy), checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-67, and click “Clone Items”.
- A new playlist, the clone, will appear in your Playlist Content Section with the same name as well as “(Copy)” to indicate the cloned playlist.

#### 9.5.6.3. Flatten Items

- To flatten a playlist into a clip, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-67, and click “Flatten Items”.
- The newly created clip will be accessible in the Clips section of the Playout App.

#### 9.5.6.4. Deleting Items

- To delete playlists, checkmark the desired playlist(s) in the Content Section, click the options button (ellipsis icon), as shown in Figure 9-67, and click “Delete Items”
- A confirmation dialog will open with the option to choose to delete the single angle or all angles from that clip. (If applicable), once ready, click the ‘DELETE’ button as shown in Figure 9-70.



**Figure 9-70: Delete Playlist Confirmation**

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### 10. REPORTS

The Reports App allows users on the Media Suite to preview and make reports for monitoring system data.

#### 10.1. DEFAULT REPORTS

When opening the Reports App, all default system reports will be presented in columns, organized by Name. See Figure 10-1.

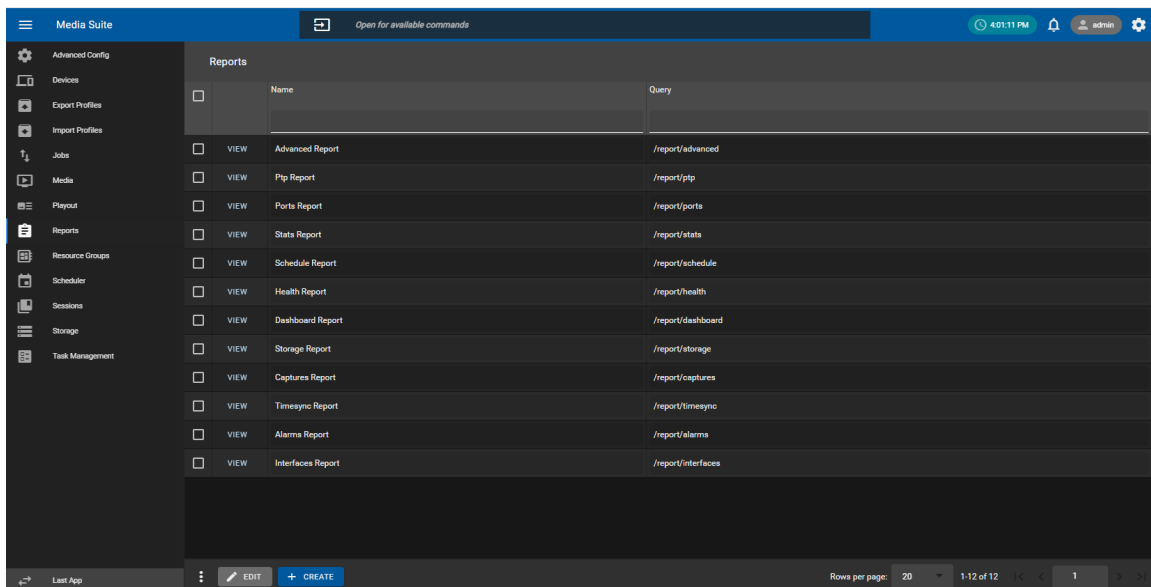


Figure 10-1: Reports App

#### 10.1.1. Viewing Reports

- Reports can be viewed by clicking on the 'View' button as shown in Figure 10-2.

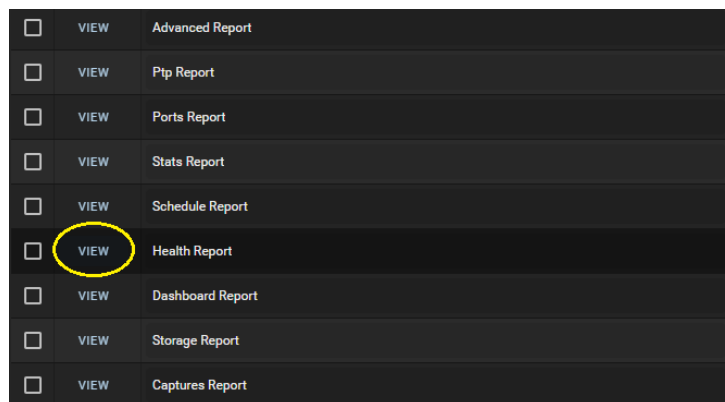


Figure 10-2: Viewing Reports

- Once opened, information about that report will be listed in the viewing dialog. See Figure 10-3 as an example.

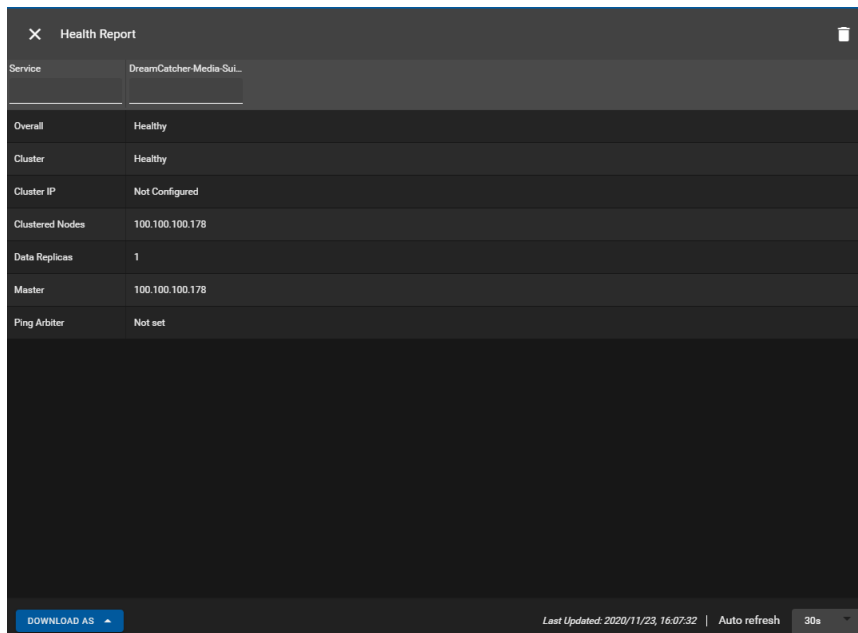


Figure 10-3: Example Report

### 10.1.2. Downloading Reports

At the bottom of each report viewing page, the reports can be downloaded into a CSV or XSLX. See Figure 10-4.

- To download a report, click the 'Download As' button and choose the option CSV or XSLX.

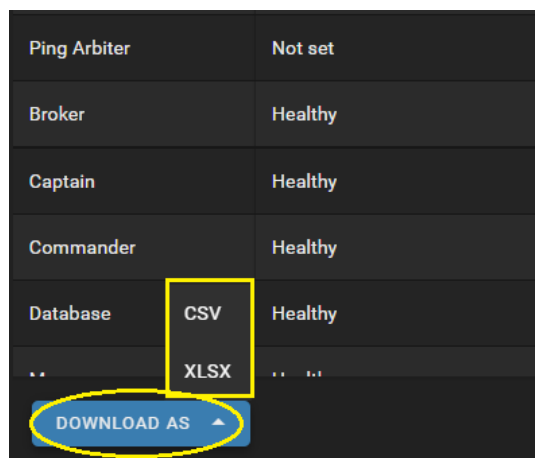
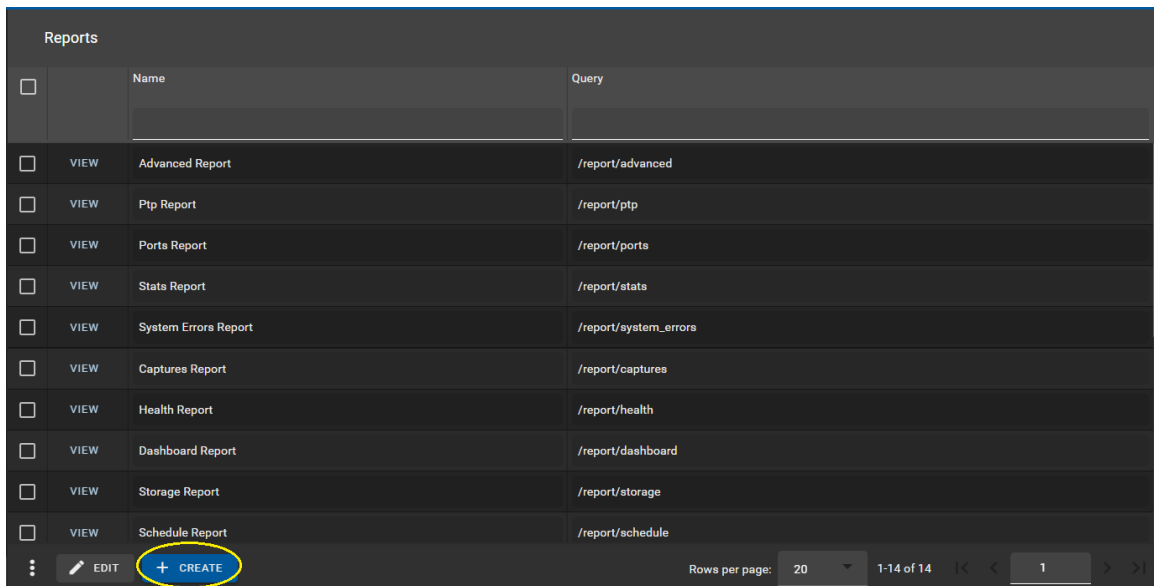


Figure 10-4: Downloading Report Information

## 10.2. CREATING CUSTOM REPORTS

For some workflows, customized report(s) may be required.

- Custom reports can be created by clicking the 'Create' button at the bottom of the Report App page, as shown in Figure 10-5.

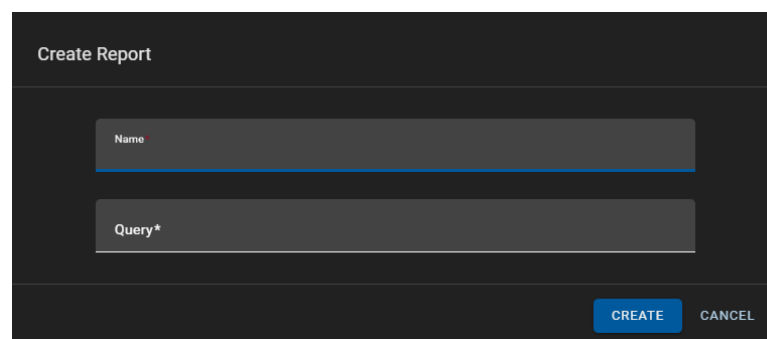


	Name	Query
<input type="checkbox"/>		
<input type="checkbox"/>	VIEW Advanced Report	/report/advanced
<input type="checkbox"/>	VIEW Ptp Report	/report/ptp
<input type="checkbox"/>	VIEW Ports Report	/report/ports
<input type="checkbox"/>	VIEW Stats Report	/report/stats
<input type="checkbox"/>	VIEW System Errors Report	/report/system_errors
<input type="checkbox"/>	VIEW Captures Report	/report/captures
<input type="checkbox"/>	VIEW Health Report	/report/health
<input type="checkbox"/>	VIEW Dashboard Report	/report/dashboard
<input type="checkbox"/>	VIEW Storage Report	/report/storage
<input type="checkbox"/>	VIEW Schedule Report	/report/schedule

At the bottom left of the table, there are three buttons: a vertical ellipsis icon, an 'EDIT' button with a pencil icon, and a '+ CREATE' button which is circled in yellow. At the bottom right, there is a pagination control showing 'Rows per page: 20', '1-14 of 14', and page number '1'.

**Figure 10-5: Editing & Creating Custom Reports**

- Once clicked, a dialog will open allowing you to create the custom report. A Name and Query are required. An Evertz Specialist will provide you with the custom Query for your custom workflow requirements. See Figure 10-6.



The 'Create Report' dialog box has a dark background. It features two text input fields: 'Name' and 'Query\*'. The 'Query\*' field is marked as required. At the bottom right, there are two buttons: 'CREATE' (in blue) and 'CANCEL' (in white).

**Figure 10-6: Custom Report Creation Dialog**

- Once created, the custom report will be listed with all other default reports in the App.

- Customized reports can be deleted by checkmarking the report, and clicking on the 'Delete Selected' button. See Figure 10-7.

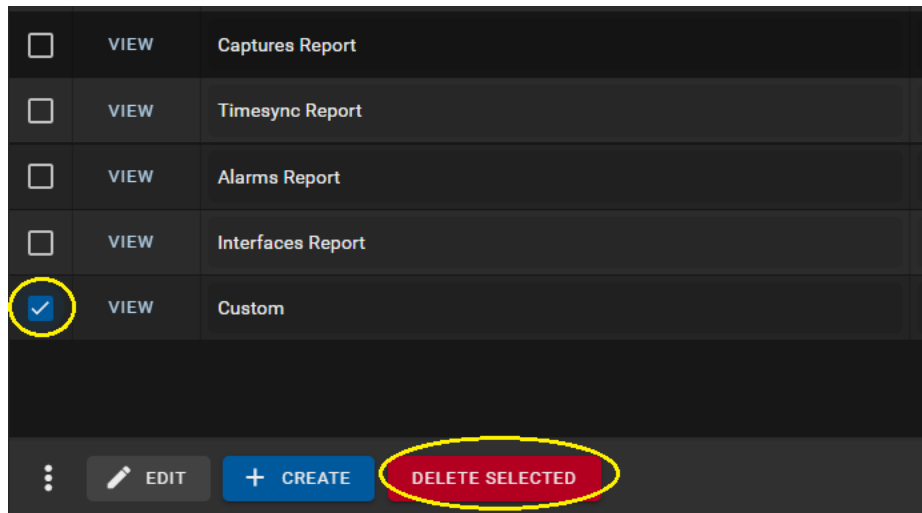


Figure 10-7: Deleting Custom Reports

### 10.3. EDITING REPORTS

- To edit the names of reports, click the grey 'EDIT' button at the bottom of the Report App page.
- Once clicked, the 'EDIT' button will turn blue and text boxes will appear for each item in the name column. To edit, just type in a new name. See Figure 10-8.
- Once modifications are made press the 'EDIT' again to save all changes.

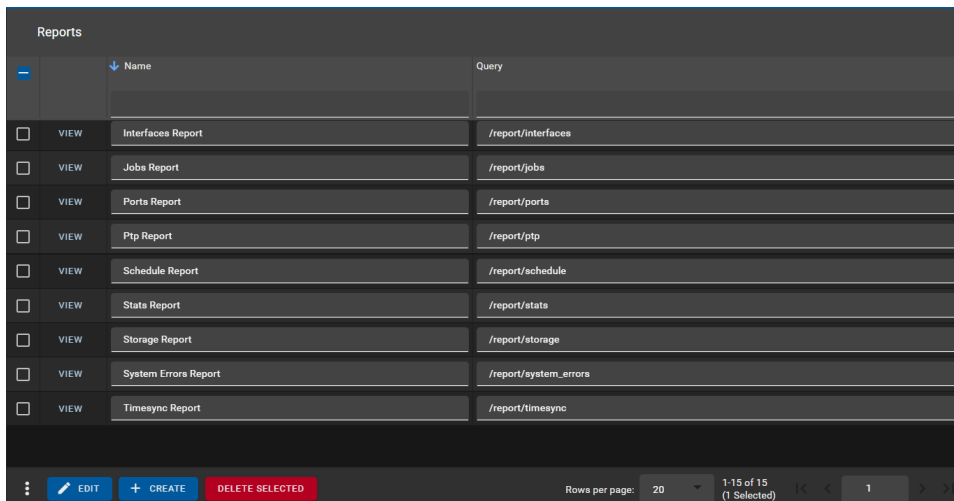


Figure 10-8: Editing Reports

## 11. RESOURCE GROUPS

The Resource Groups App allows for the management of resources in the system for the Scheduler App. All resources, by default, are available for use by an Administrator. This section will explain how the selection of resources can be modified, and how other Users can be granted access (based on their User Group). Please refer to Section 2.5.4 for information and instruction on User Management, and User Groups.

### 11.1. DEFAULT RESOURCE GROUPS

When opening the Resource Group App, all default system groups will be listed by Name, with the number of resources available listed next to them in the Input and Output columns, see Figure 11-1.

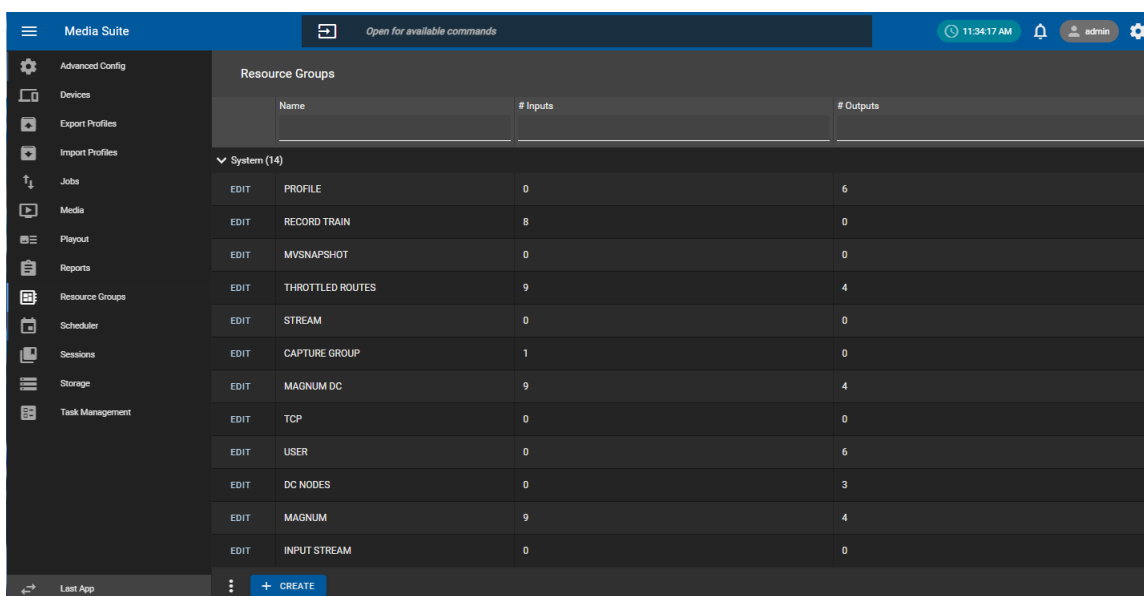


Figure 11-1: Resource Groups App

#### 11.1.1. Editing Resources Groups

- Detailed information about the input and output resources, and the option to make changes to the resource group can be accessed by clicking on the 'Edit' button, as shown in Figure 11-2.

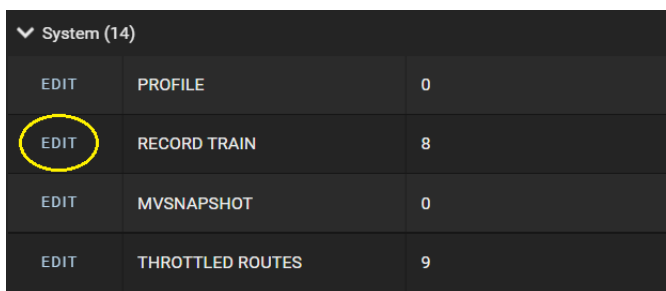


Figure 11-2: Editing Resource Groups

- Once clicked, a dialog will open with that resource group's information. As an example see Figure 11-3. Please ensure you are logged in as the Administrator to see all options.

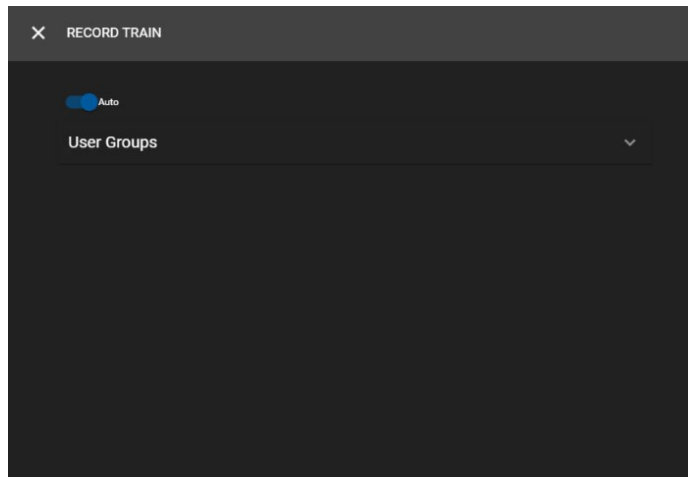


Figure 11-3: Resource Group Auto Setting

#### 11.1.1.1. Editing Resources

By default, all resource groups will have 'Auto' resources configured, this is to ensure all eligible inputs and output sources are configured automatically for use. See previous Figure 11-3

- Toggling off 'Auto' by clicking the switch button, will open a selection dialog for applicable Inputs and Outputs for that Resource Group. In this example, only Inputs are available. See Figure 11-4.

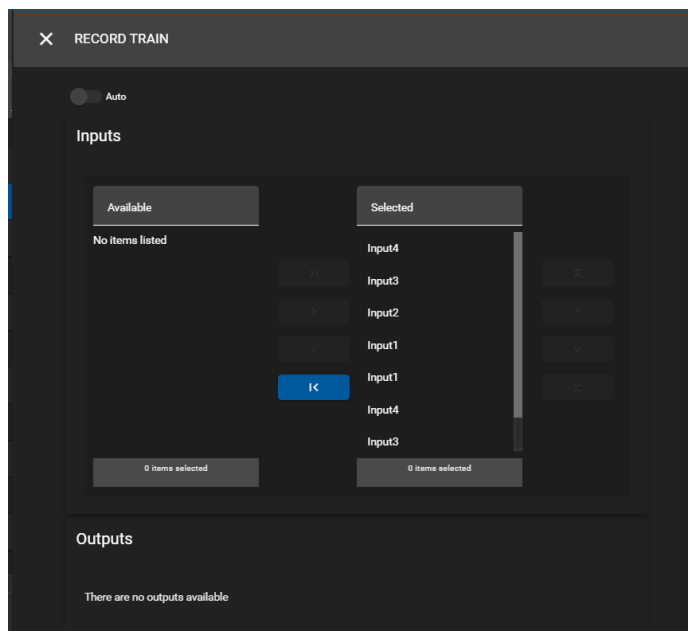
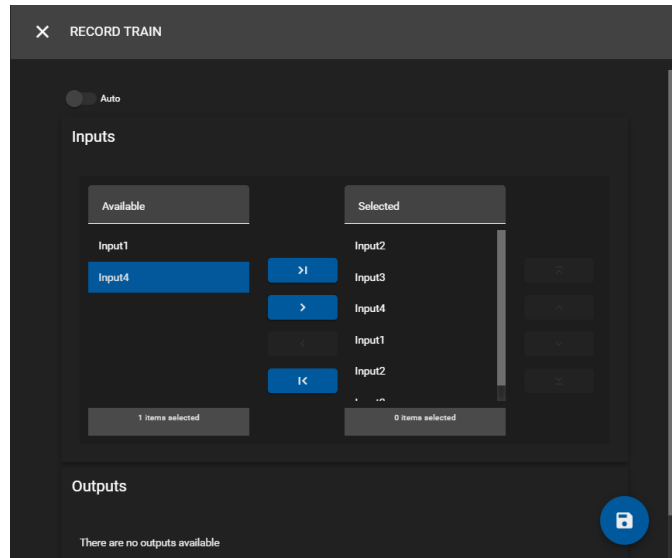


Figure 11-4: Resource Group's Input and Output Resources



- To modify the resources, toggle the selection of inputs/ outputs by clicking on an input/ output and using the blue arrow buttons to add or remove resources from the selected list. See Figure 11-5.
- Once complete, save your selection by clicking the save icon as shown in Figure 11-5.

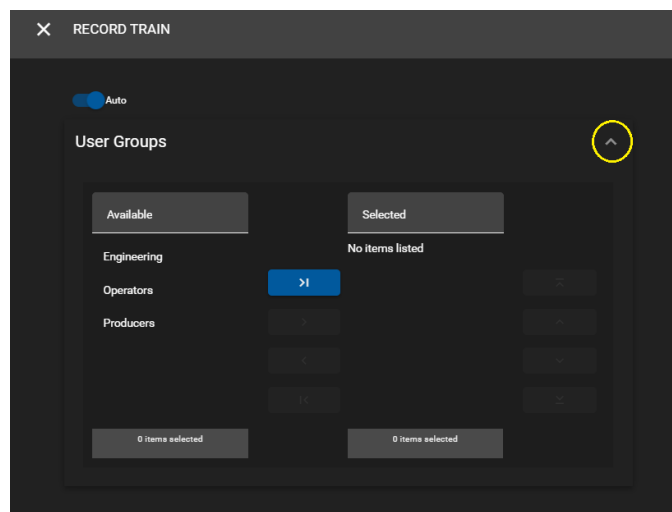


**Figure 11-5: Editing Input and Output Resources**

#### 11.1.1.2. Editing User Groups

By default, only the Administrator, or any users in the Administrator User Group will be allowed to use resources. Additional User Groups can be granted with access as well, so that Users within that group have access to the resources.

- In each Resource group dialog, a 'User Groups' tab will be present. Click the arrow expand button, as shown in Figure 11-6 to open a selection dialog.



**Figure 11-6: User Group Management**

- To Modify the User Groups, select the group name by clicking on it and using the blue arrow buttons to add or remove it from the selected list. See Figure 11-7.
- Once complete, save your selections by clicking the save icon as shown in Figure 11-7.

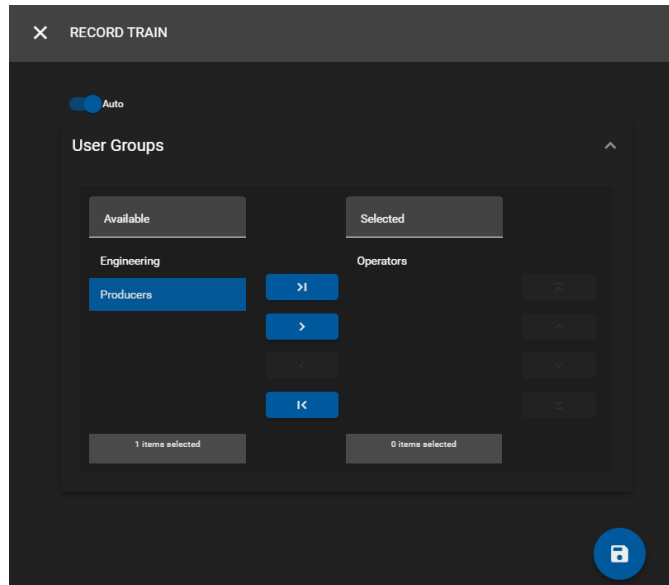


Figure 11-7: Editing User Groups

## 11.2. CREATING CUSTOM RESOURCE GROUPS

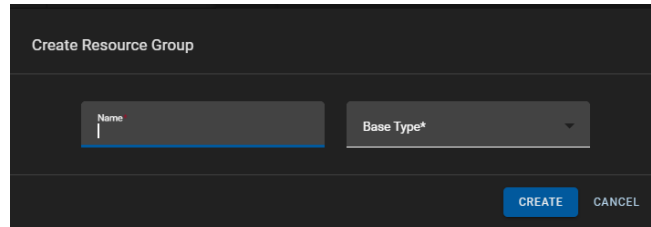
In some workflows, customized resource group(s) may be required.

- Custom resource groups can be created and edited by clicking the bottom 'Create' button, as shown in Figure 11-8.

	Name	# Inputs	# Outputs
System (14)			
EDIT	PROFILE	0	3
EDIT	RECORD TRAIN	2	0
EDIT	MVSNAPSHOT	0	0
EDIT	THROTTLED ROUTES	9	4
EDIT	STREAM	0	0
EDIT	CAPTURE GROUP	1	0
EDIT	MAGNUM DC	9	4
EDIT	TCP	0	0
EDIT	USER	0	4
EDIT	DC NODES	0	2

Figure 11-8: Creating Custom Resource Groups

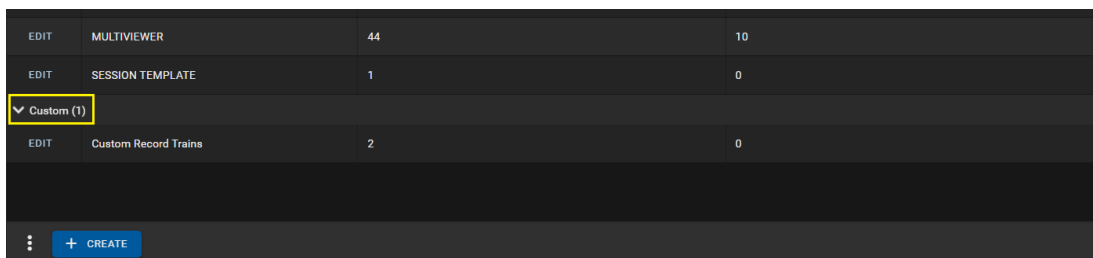
- Once clicked, a creation dialog will open asking for a name and base type. See Figure 11-9.
- Add a name, and select a type then press 'CREATE' to complete the creation of a new group.



The 'Create Resource Group' dialog box features a dark background. At the top, the title 'Create Resource Group' is displayed. Below the title, there are two input fields: 'Name' with a text cursor and 'Base Type\*' with a dropdown arrow. At the bottom right, there are two buttons: 'CREATE' in blue and 'CANCEL' in grey.

**Figure 11-9: Custom Resource Group Creation Dialog**

- The newly created custom resource group will appear under the System Resource groups, at the bottom part of the App. See Figure 11-10.
- At this point, any customization for the custom user group can be done in the same manner as was described above for default groups.

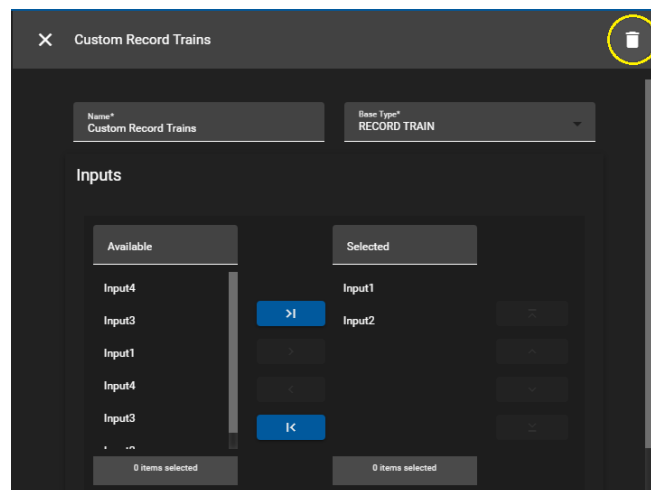


EDIT	MULTIVIEWER	44	10
EDIT	SESSION TEMPLATE	1	0
▼	Custom (1)		
EDIT	Custom Record Trains	2	0

At the bottom of the list, there is a '+ CREATE' button and a vertical ellipsis icon.

**Figure 11-10: Custom Resource Groups**

- Customized resource groups can be deleted by editing the group, by opening with the 'Edit' button and clicking on the trash can icon. See Figure 11-11.



The 'Custom Record Trains' edit dialog has a title bar with a close button and a trash can icon circled in yellow. The form contains a 'Name\*' field with 'Custom Record Trains' and a 'Base Type\*' dropdown with 'RECORD TRAIN'. Below is an 'Inputs' section with two columns: 'Available' and 'Selected'. The 'Available' column lists 'Input4', 'Input3', 'Input1', 'Input4', and 'Input3'. The 'Selected' column lists 'Input1' and 'Input2'. There are '>|' and '|<' buttons between the columns. At the bottom, there are two '0 items selected' indicators.

**Figure 11-11: Deleting Custom Resource Groups**

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## 12. SCHEDULER

The Scheduler App allows operators to schedule tasks by date and time using resources from the DreamCatcher network and optionally from a connected Evertz Magnum Control System. For instructions on connecting to the Evertz Magnum Control System please see Section 3.1.

### 12.1. USER PERMISSIONS FOR SCHEDULING

By default, only the Administrative User, or a User added to the Administrator User Group will have the permissions to use, create, and edit events in the Scheduler App.

In order for other Users outside of the Admin group to create and edit events, a new user group must be created with the 'Edit Schedules', 'Launch Scheduler App', 'Launch Task Management', and 'Launch Resource Group' permissions. Instructions for creating user groups and setting permissions can be found in Section 2.5.4

Newly created user groups must be given permissions to use the available input and output resources for their events. Instructions for resource group user permissions can be found in Section 11.1.1.2.

Users groups must also be given permissions to assign the scheduling tasks. Instructions for task management user permissions can be found in Section 15.1.1.1.

### 12.2. NAVIGATING THE SCHEDULER

The Scheduler App consists of 3 sections. See Figure 12-1.

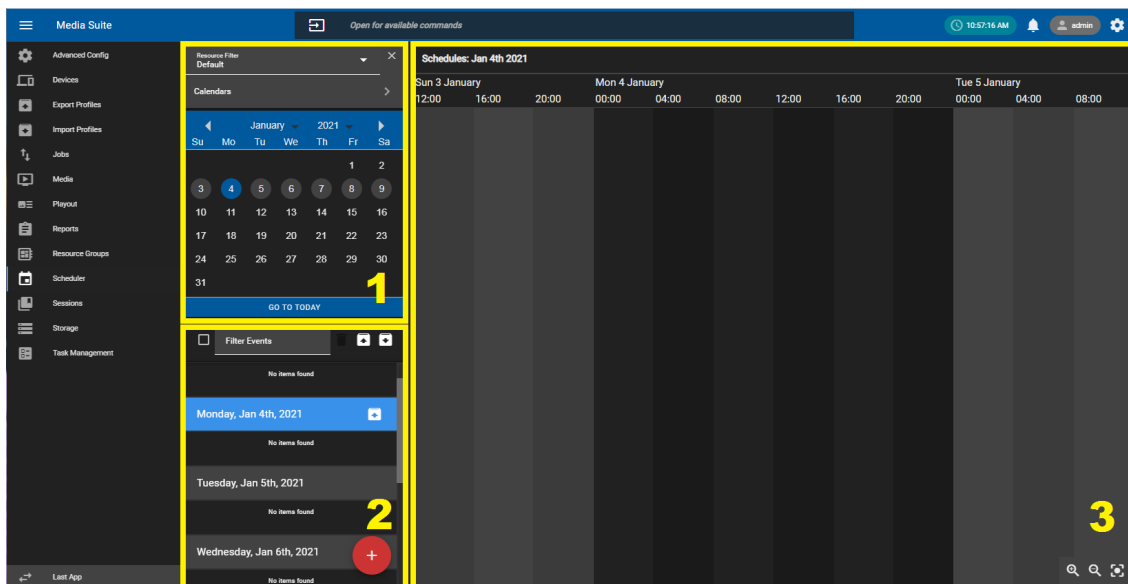


Figure 12-1: Scheduler App Main Page

- 1. Calendar:** This section allows for navigation of schedules by Date, User and Resource Type.
- 2. Event Selection Section:** This section allows the user to navigate through scheduled events to preview them in the Event Creation & Preview Section.
- 3. Event Creation and Preview Section:** This section is where events will be created, modified and monitored.

### 12.3. HOW TO CREATE SCHEDULED EVENTS

- To create a scheduled event, click the red 'plus' button at the bottom of the Scheduler App, as shown in Figure 12-2.

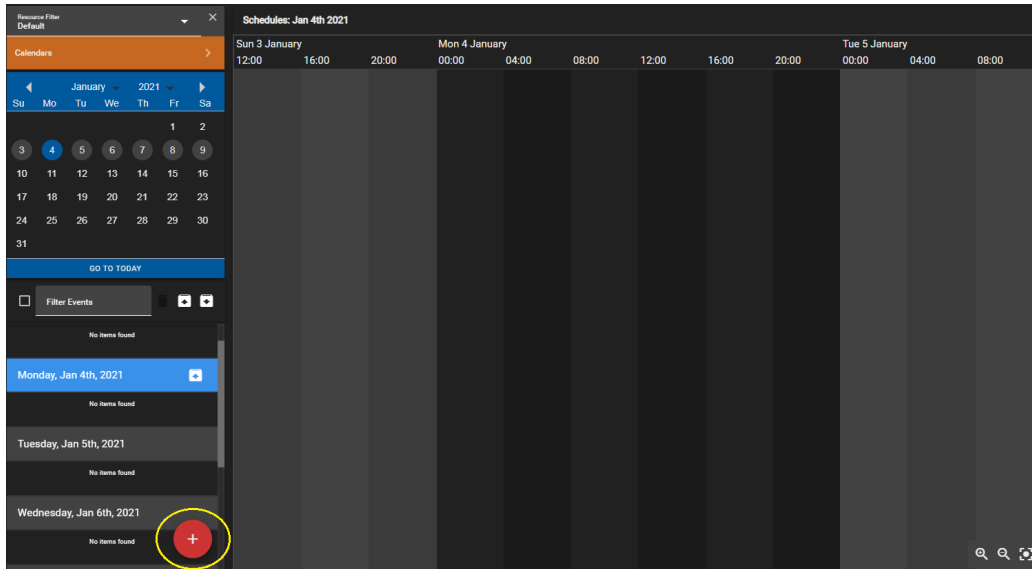


Figure 12-2: Scheduler App Main Page

- A “Create Event” window will appear. Many options are included while creating events. See Figure 12-3 as a reference for the descriptions below.

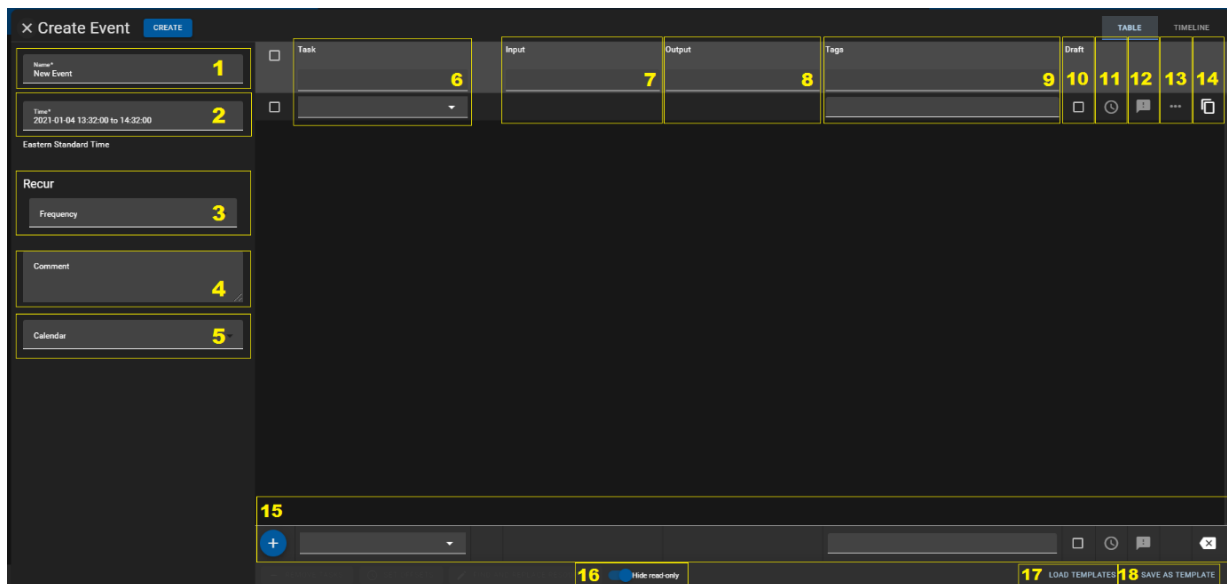


Figure 12-3: Create Event

1. **Name** – The Name of your event, which will appear listed in the Scheduler.
  2. **Time** – The time of your event. Click on the time option to open a Time Selection window. The date, start time, end time, or basic duration can be configured in this window.
  3. **Frequency** – The option to make this even recurring. Possible options include: hourly, daily, by day or weekly.
  4. **Comment** – The option to add in a comment (This will appear under this event’s name in the list of scheduled Events).
  5. **Calendar** – The option to schedule this event with a specific calendar, for more information on multi-calendar creation and use, see Section 12.9.
  6. **Task** – This is the event type that will be scheduled. Each task is discussed in Section 12.4.
  7. **Input** – This is the Input resource (such as a record train) you wish to schedule the task with.
  8. **Output** – This is the output resource (such as export profile) you wish to schedule the task to.
  9. **Tags** – The option to add metadata tag to the event file you are scheduling.
  10. **Draft** – The option to save this event as a draft.
  11. **Set a Custom Event Time** – The option to set a time offset for your event.
  12. **Event Comment** – The option to add in a second comment (This will appear in the column of information for this event in the list of scheduled events).
  13. **More Options (The ellipsis ‘...’Icon)**
    - a. **Path:** The option to let you override the export profile location, to select another location.
    - b. **Prefix:** The option to add a prefix word/number to the export file name.
    - c. **Historic Toggle button:** Allows you to schedule in events at a past date and time.
    - d. **Name:** The option to set a specific filename for the exported event.
    - e. **Suffix:** The option to add a suffix word/number to the export file name.
  14. **Clone** – The option to create a clone of this event.
  15. **Task** – The option to add an additional event to be scheduled.
  16. **Hide Read Only Toggle** – Hide all task information that user (who does not have the set permissions) cannot edit or interact with.
  17. **Load Template** – The option to load a template. (Includes Task, Input & Output Resources, tags comments, etc.)
  18. **Save Template** – The option to save or update a template. (Includes Task, Input & Output Resources, tags comments, etc.)
- Events require a Name, Time/Date, Task, input resource, and Output resource to be created. Please see the next section for examples on creating the Growing File and Capture Group Task.

## 12.4. HOW TO CREATE EVENTS FOR EACH TASK

This section will provide information and instructions on each available task in the DC-Scheduler software. Please note this section includes some tasks which can be performed ONLY with the integration of a Evertz Magnum Control System. Please refer back to Section 3.1 for connection instructions.



**IMPORTANT:** If tasks or resources are not available in the drop down lists please refer back to Section 12.1 for instructions on setting up resource and task permissions for Users belonging to non-administrator User Groups.

### 12.4.1. How to Create a Capture Group Event

The Capture Group task, allows the user to schedule a capture group recording and export. Capture groups are created in the Media App, please see Section 8.3 for instructions.

- First, select 'Capture Group' from the Task drop down menu.
- Once the Capture Group task has been chosen, all capture groups created in the Media App will be available in the drop down list. See Figure 12-4.
- Please note there is no applicable Output options for this task.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-4. to complete the creation process.

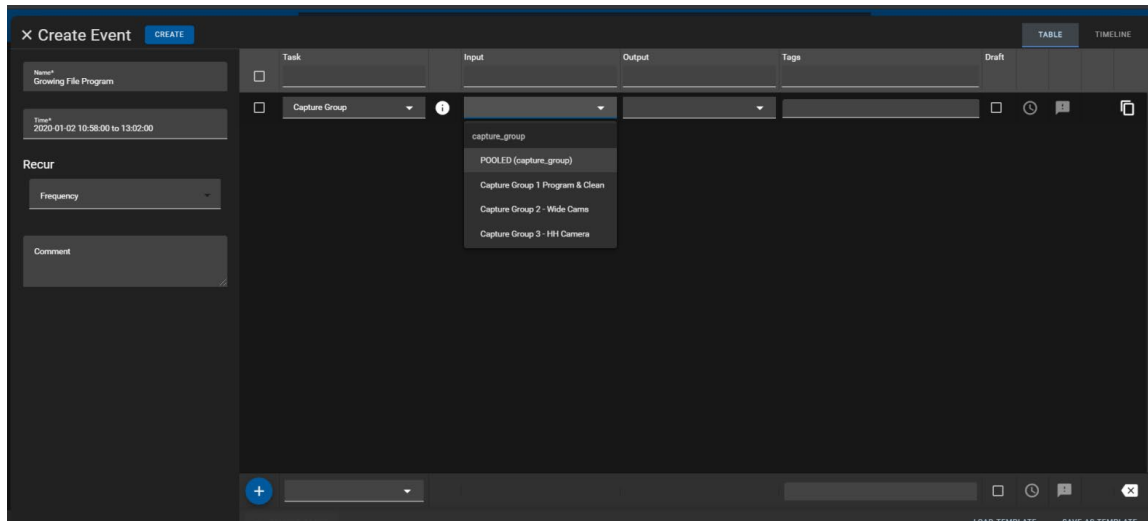


Figure 12-4: Capture Group Task Example



### 12.4.2. How to Schedule a Capture Live Task

This task allows a user to schedule route(s) from sources in the Magnum Control System to a DreamCatcher Input.

- First, select 'Capture Live' from the Task drop down menu.
- Once the Capture Live task has been chosen, all available Input sources within the Magnum Interface will be available in the drop down list. See Figure 12-28.
- Within the Output list, all available inputs in the Magnum Interface will be available in the drop down list. See Figure 12-28.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-28 to complete the creation process.

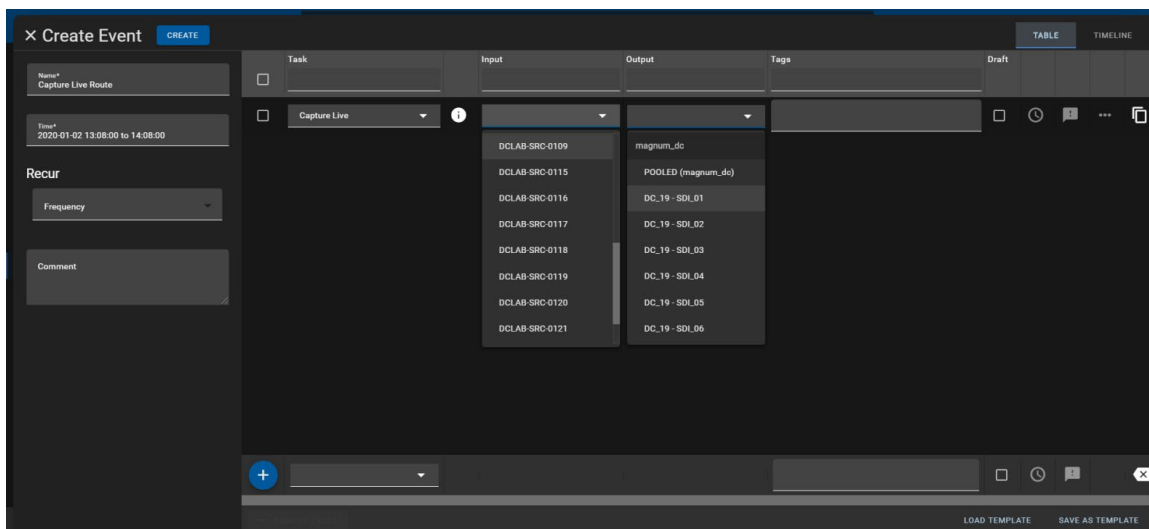


Figure 12-5: Capture Live Task Example

### 12.4.3. How to Schedule a Capture Stream to Disk Task

This task allows a user to schedule an export file from a DreamCatcher Input Stream using the options defined in the chosen export profile.

- First, select 'Capture Stream to Disk' from the Task drop down menu.
- Once the Capture Stream to Disk task has been chosen, all available input streams in the cluster will be available in the drop down list. See Figure 12-6.
- Within the Output list, all available export profiles in the cluster will be available in the drop down list. See Figure 12-6.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-6 to complete the creation process.

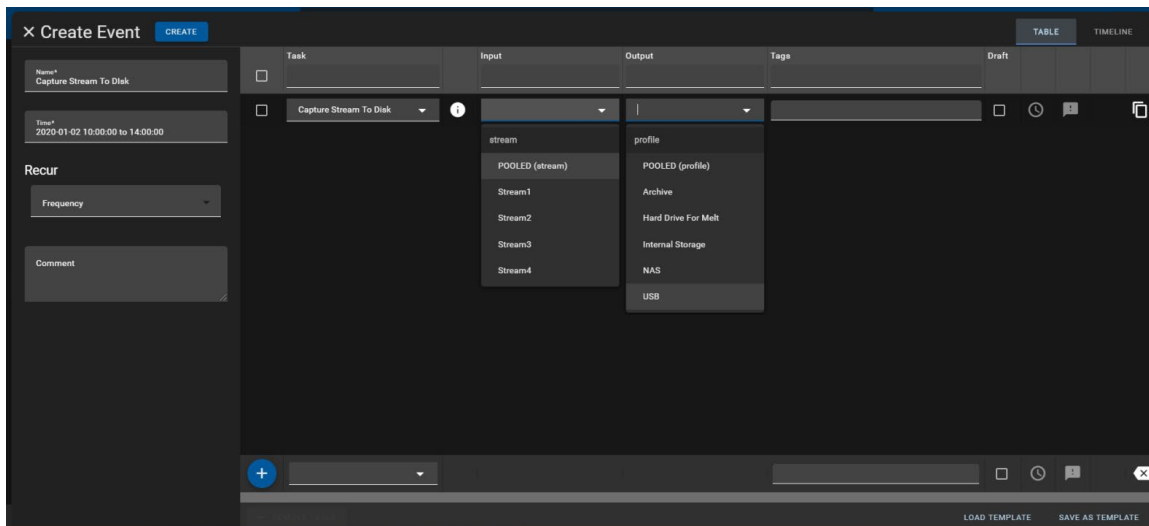


Figure 12-6: Capture Stream to Disk Example

#### 12.4.4. How to Schedule a Clip Record Train Task

This task allows a user to schedule clip creation, from a chosen record train and send it to a user in the cluster.

- First, select 'Clip Record Train' from the Task drop down menu.
- Once the Clip Record Train task has been chosen, all available inputs in the cluster will be available in the drop down list. See Figure 12-7.
- Within the Output list, all available users in the cluster will be available in the drop down list. See Figure 12-7. Please note clips will appear in the unassigned bin in the DreamCatcher User chosen.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-7 to complete the creation process.

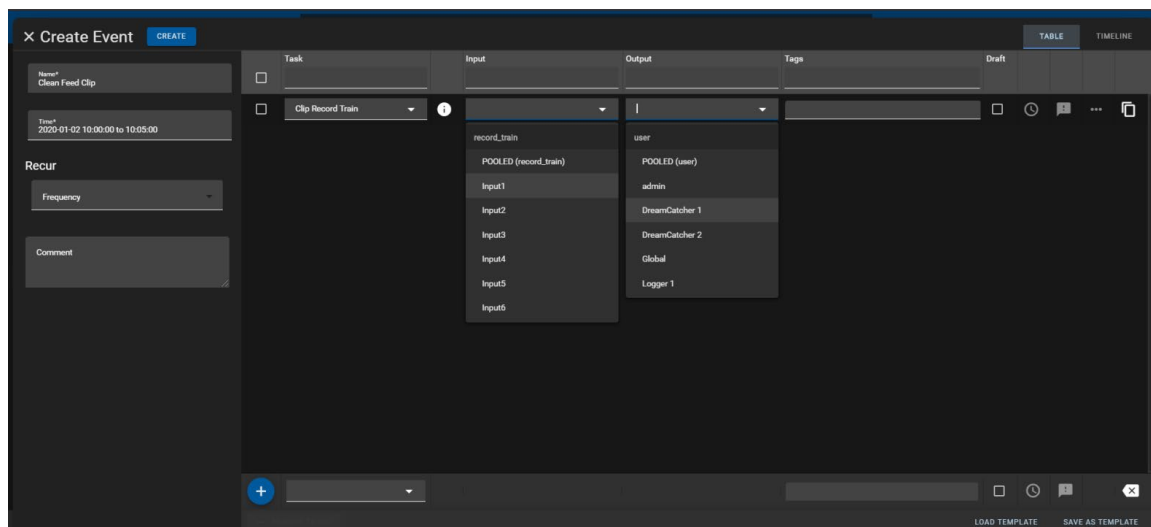


Figure 12-7: Clip Record Train Task Example

### 12.4.5. How to Schedule the Fire Salvo Task

This task allows a user to schedule the firing of one or more salvos created in the Magnum Control System.

- First, select 'Fire Salvo' from the Task drop down menu.
- Once the Fire Salvo task has been chosen, open the ellipsis (options) button. This will open a text box to type in the name of the chosen Salvo from Magnum to fire. Type in the name, then click out of the dialog to close it. See Figure 12-8.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-8 to complete the creation process.

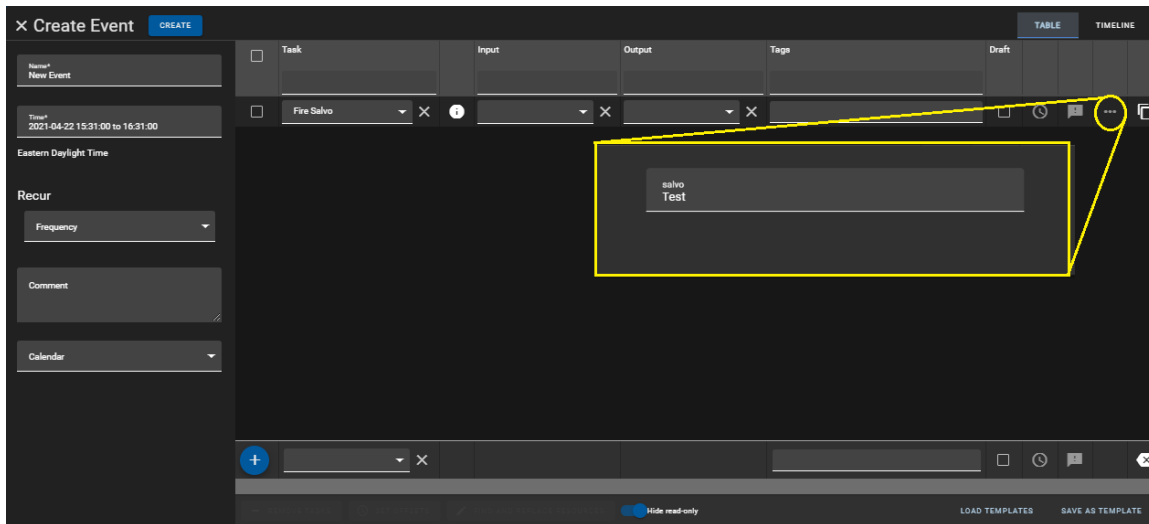
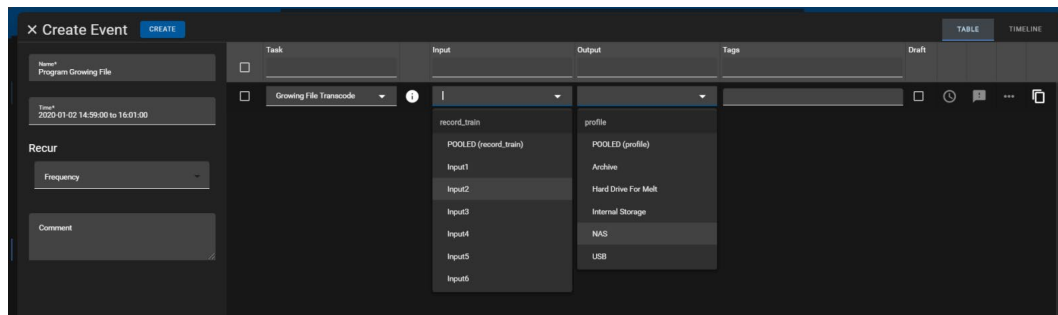


Figure 12-8: Fire Salvo Name Selection

### 12.4.6. How to Create a Growing File Transcode Event

The Growing File Transcode task allows a user to schedule a growing export file from DreamCatcher input(s) using the options defined in the chosen export profile.

- First, select 'Growing File Transcode' from the Task drop down menu.
- Once the Growing File Transcode task has been chosen, all available Inputs in the cluster will be available in the drop down list. See Figure 12-9.
- Next in the Output list, all available export profiles in the cluster will be available in the drop down list. See Figure 12-9.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-9 to complete the creation process.



**Figure 12-9: Growing File Transcode Task Example**

### 12.4.7. How to Schedule the Lock Magnum Destination Task

This task allows a user to schedule locking a resource from the Magnum Control System to prevent changes from being made to that resource.

- First, select 'Lock Magnum Destination' from the Task drop down menu.
- Once the Lock Magnum Destination task has been chosen, all available resources from the Magnum Interface will be listed in the input or output drop down list. See Figure 12-10.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-10 to complete the creation process.

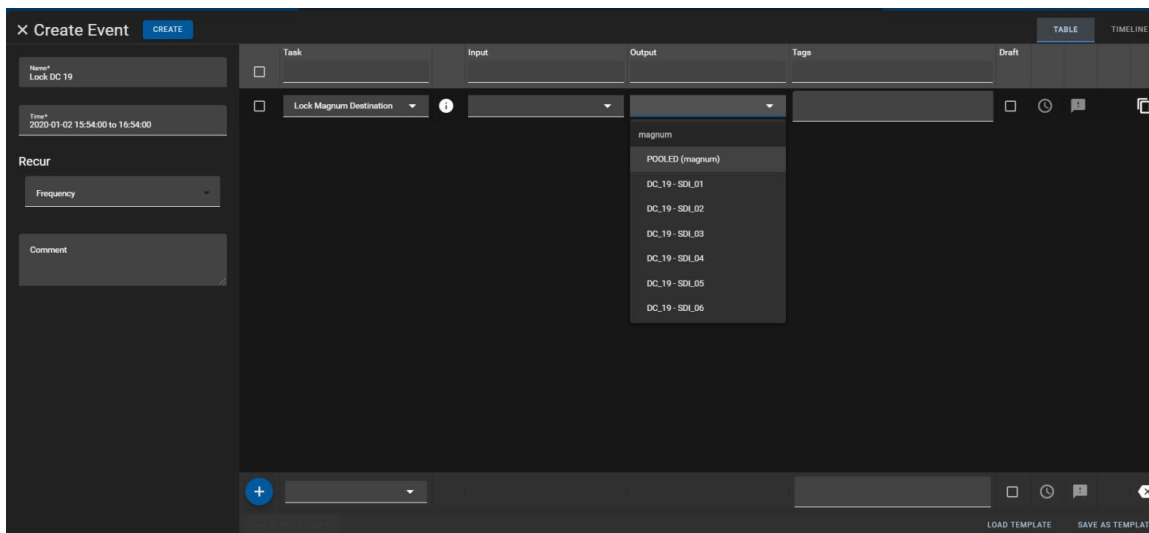


Figure 12-10: Lock Magnum Destination Task Event

- At this point, in Magnum, the locked destinations can be visually seen, as shown in Figure 12-11.

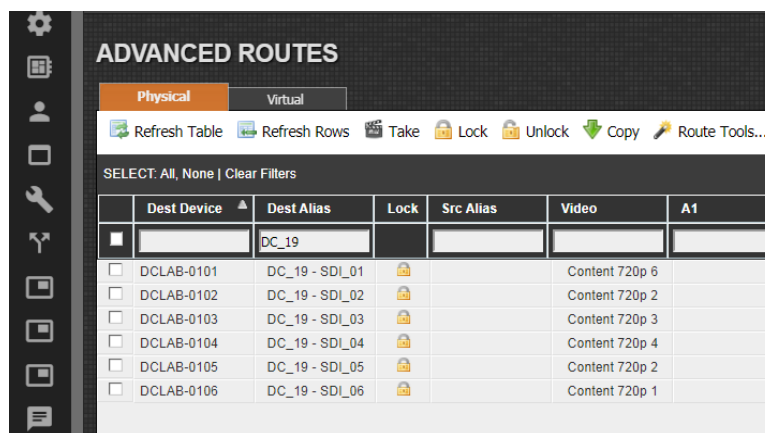


Figure 12-11: Lock Magnum Destination Complete Example

### 12.4.8. How to Schedule a Maintenance Task

This task allows a user to put an output resource into a ‘maintenance’ mode, preventing the resource from taking on additional work and allowing for reallocation of resources.

- First, select ‘Maintenance’ from the Task drop down menu.
- Once the Maintenance task has been chosen, all available Magnum Interface resources will be listed in the output drop down tab. See Figure 12-12.
- Once all applicable options above have been selected for a new event, press the ‘CREATE’ button as shown at the top of Figure 12-12 to complete the creation process.

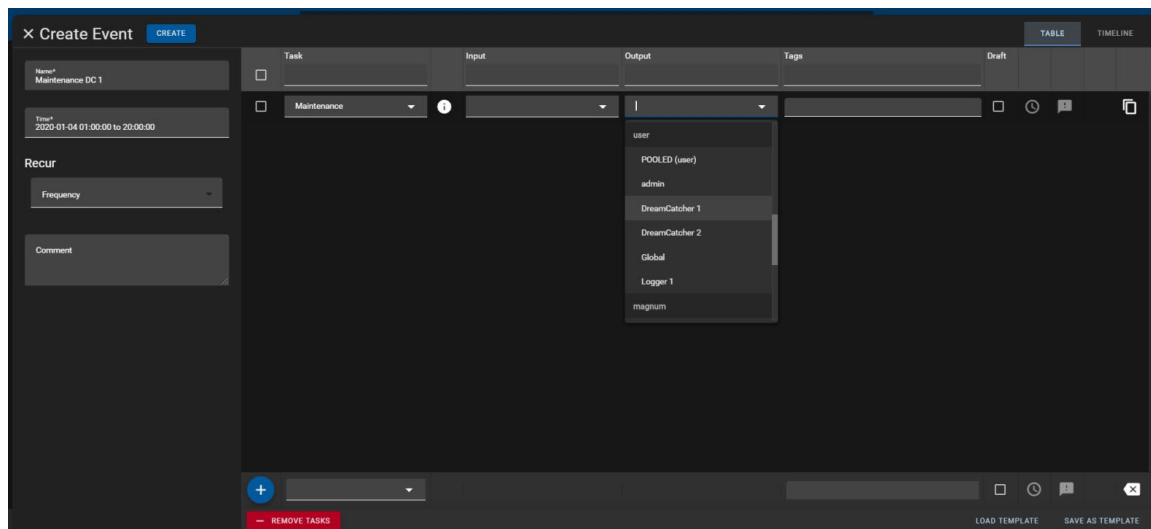


Figure 12-12: Maintenance Task Example

### 12.4.9. How to Schedule a Multiviewer Task

This task allows a user to schedule routing a multiviewer layout from the Magnum Control System to a VIP.

- First, select 'Multiviewer' from the Task drop down menu.
- Once the Multiviewer task has been chosen, all available multiviewer layouts in Magnum will be available in the drop down list See Figure 12-13.
- Within the Output list, all available multiviewer destinations in the Magnum Interface will be available in the drop down list. See Figure 12-13.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-13 to complete the creation process.

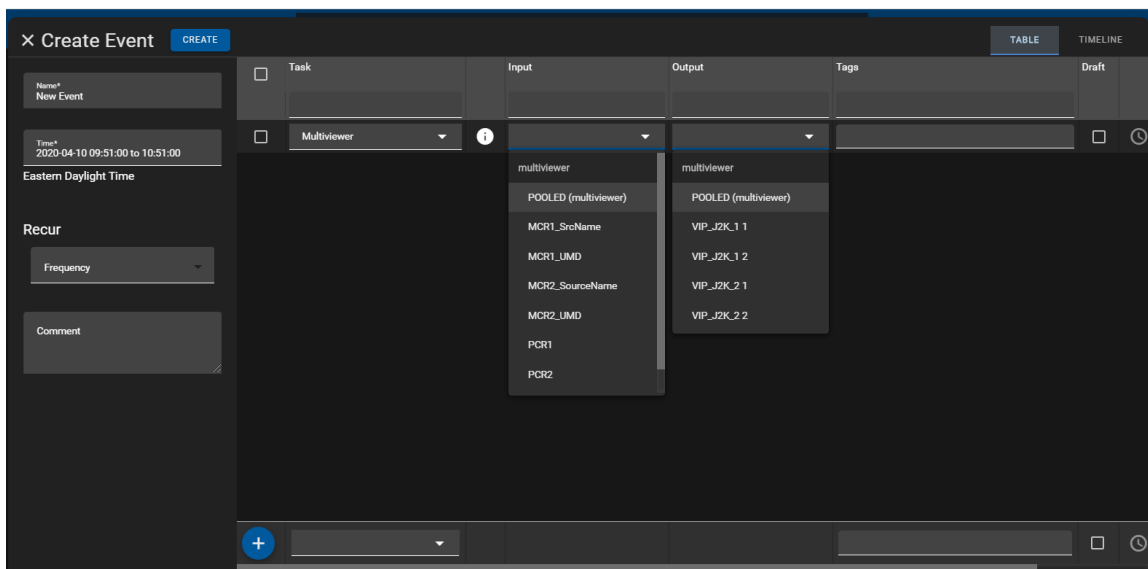


Figure 12-13: Maintenance Task Example



### 12.4.10. How to Schedule a Replay Session Task

This task allows a user to schedule the creation of DreamCatcher sessions from DreamCatcher input sources in the Magnum Control System. For this task, the Capture Live task must be used in conjunction with the Replay Session task to select the input sources and output sources for the session.

- First, select 'Capture live' from the Task drop down menu, this is required for the Replay Session.
- Once the Capture Live task has been chosen, all available Input sources within the Magnum Interface will be available in the drop down list. See Figure 12-14.
- Within the Output list, all available inputs in the Magnum Interface will be available in the drop down list. See Figure 12-14.
- Create additional Capture Live tasks for each input and output you wish to be included in the session.
- Next, select the plus icon to add another task and select 'Replay Session' from the Task drop down menu.
- Once the Replay Session task has been chosen, in the Input drop down list, all available templates created in VUE or "NO TEMPLATE" can be chosen. See Figure 12-14. For more information regarding templates, please see the DreamCatcher Operational Guide.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-14 to complete the creation process.

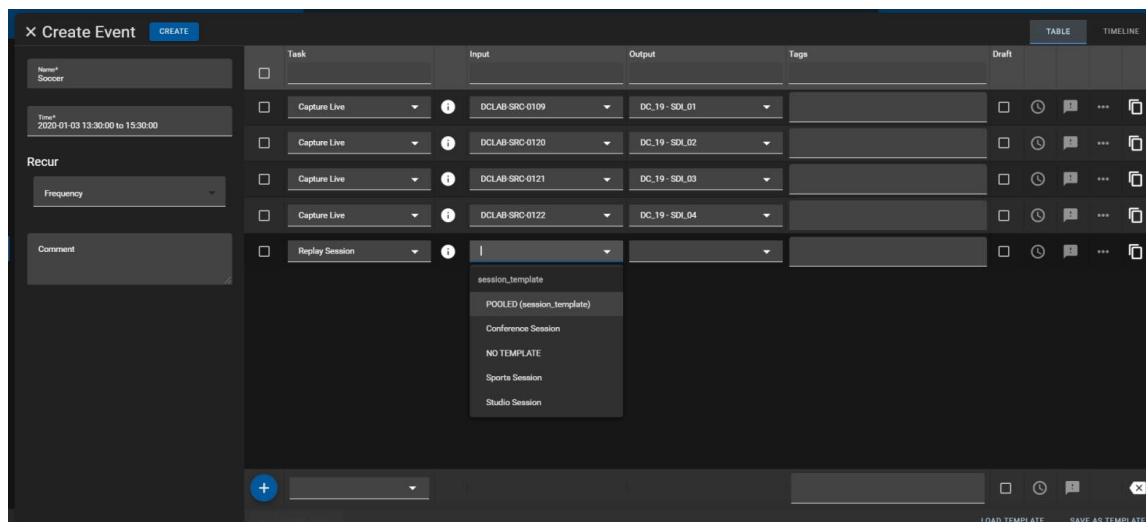


Figure 12-14: Replay Session Task Example



**NOTE:** If the Session is scheduled for the future it will not show in the VUE Sessions Widget until its scheduled time.



**IMPORTANT:** Deleting a Pending or Active Replay Session in the Scheduler will result in the Session being deleted in the VUE Sessions Widget.

### 12.4.11. How to Schedule a Route Task

This task allows a user to schedule routing of Magnum Control System source(s) to a destination(s).

- First, select 'Route' from the Task drop down menu.
- Once the Route task has been chosen, all the available sources from the Magnum Interface will be available in the drop down list. See Figure 12-15.
- Within the Output list, all the available sources from the Magnum Interface will be available in the drop down list. See Figure 12-15.
- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-15 to complete the creation process.

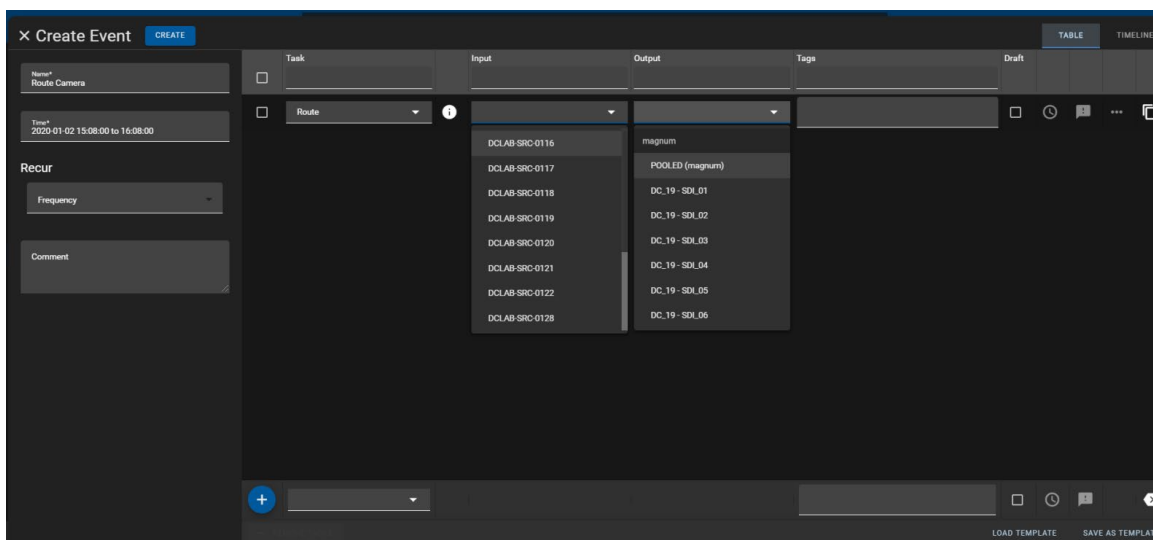
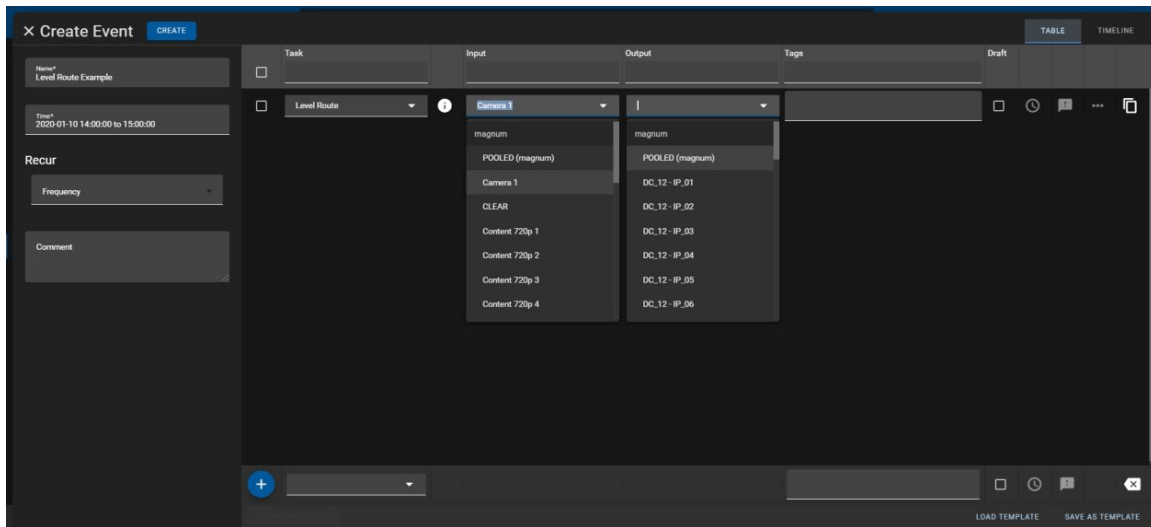


Figure 12-15: Route Task Example

**12.4.12. How to Schedule a Level Route Task**

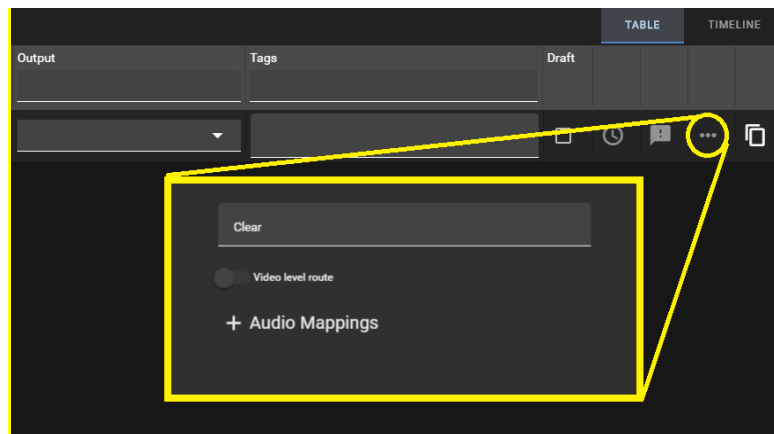
This task allows a user to schedule a route of audio and video Levels from the Magnum Control System.

- First, select ‘Level Route’ from the Task drop down menu.
- Once the Route task has been chosen, all the available sources from the Magnum Interface will be available in the drop down list See Figure 12-16.
- Within the Output list, all the available sources from the Magnum Interface will be available in the drop down list. See Figure 12-16.



**Figure 12-16: Level Route Task Example**

- Once the input and output have been selected for your level route, select the ellipsis (options) icon to open the Audio and Video routing, see Figure 12-17.



**Figure 12-17: Level Route Audio Mappings**

- In the Video & Audio Mappings, video is an optional choice for level routes.

- For Audio mappings, please be aware of the Magnum mapping system:

Scheduler Audio Mapping	Magnum Client Host Mapping
1	Video
2	A1
3	A2
4	A3
5	A4

- To begin making audio routes, select the plus icon and type in the mapping values for your level route. See a complete example in Figure 12-18.

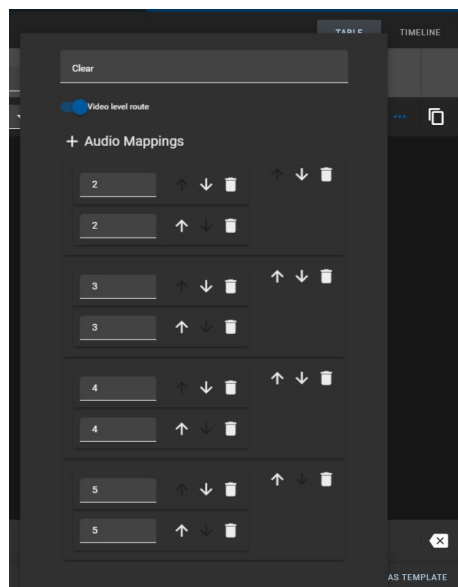


Figure 12-18: Level Route Audio Mapping Example

- Once all applicable options above have been selected for a new event, press the 'CREATE' button as shown at the top of Figure 12-16 to complete the creation process.
- At the point the event begins in Scheduler, the Magnum routes will be set. Please see an example in Figure 12-19.

ADVANCED ROUTES		There are other users on this page (magauthensv) No Upload Required											
Dest Device	Dest Alias	Loc	Src	Video	A1	A2	A3	A4	A5	A6	A7	A8	A9
<input type="checkbox"/>	SDVN-0013	DC_12 - IP_01		J2K_Content - IP_01	clear	clear	clear	clear	clear	clear	clear	clear	clear
<input type="checkbox"/>	SDVN-0014	DC_12 - IP_02		Camera 1	Camera 1 A1	Camera 1 A2	Camera 1 A3	Camera 1 A4	clear	clear	clear	clear	clear
<input type="checkbox"/>	SDVN-0015	DC_12 - IP_03		J2K_Content - IP_03	clear	clear	clear	clear	clear	clear	clear	clear	clear
<input type="checkbox"/>	SDVN-0016	DC_12 - IP_04		J2K_Content - IP_04	clear	clear	clear	clear	clear	clear	clear	clear	clear
<input type="checkbox"/>	SDVN-0017	DC_12 - IP_05		J2K_Content - IP_05	clear	clear	clear	clear	clear	clear	clear	clear	clear

Figure 12-19: Level Route Complete Example

## 12.5. HOW TO SAVE EVENTS (TEMPLATES)

Event Templates allow a user to save a clone of their event (Including Tasks, Inputs, Outputs and Tags) to be loaded up later and re-used as needed.

### 12.5.1. How to Save an Event Template

- To create a template, first load in the tasks and resources you wish to save for that template, then select the 'Save Template' button in the even creation dialog. See Figure 12-20.

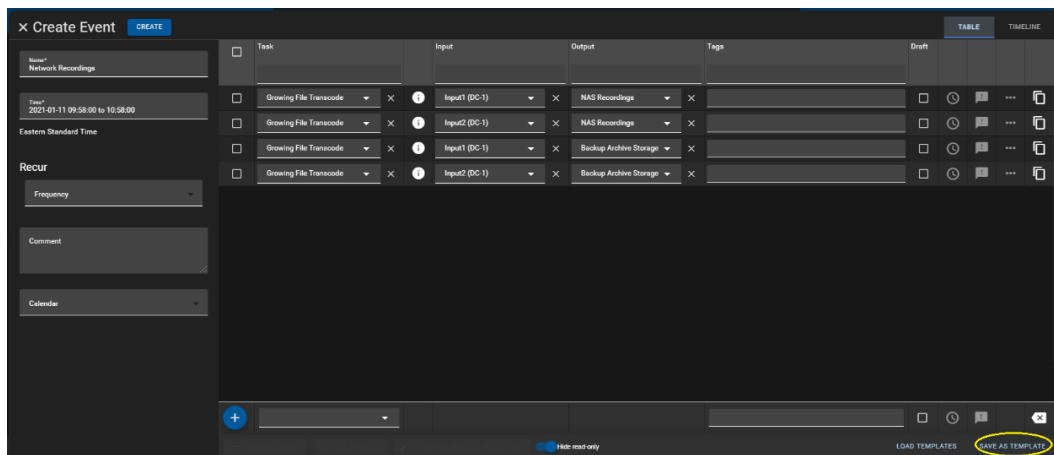


Figure 12-20: Save Template

- Once clicked, a 'Create/Update Template' dialog will open. See Figure 12-21.
- Choose 'Create Template' by clicking the blue circle beside it, and type in a name for the Template.
- Once done, press 'SAVE' to save the template.

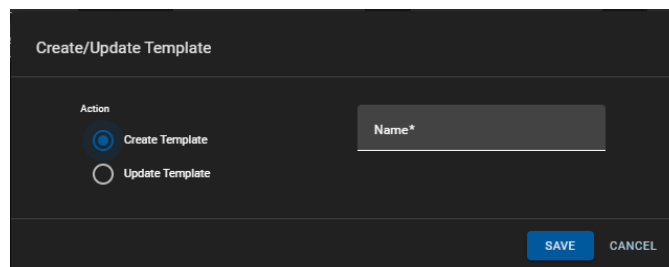


Figure 12-21: Create Template Dialog

### 12.5.2. How to Update an Event Template

- For changes made to the template, save the template again but select the 'Update' option, and select the template you wish to update from the drop down list. See Figure 12-22.

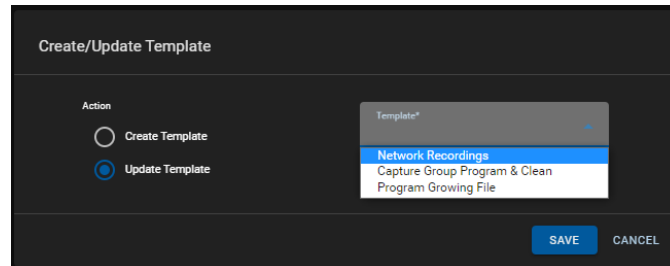


Figure 12-22: Update Template

### 12.5.3. How to Load an Event Template

- To load saved templates, click on 'Load Template' as shown in Figure 12-23.

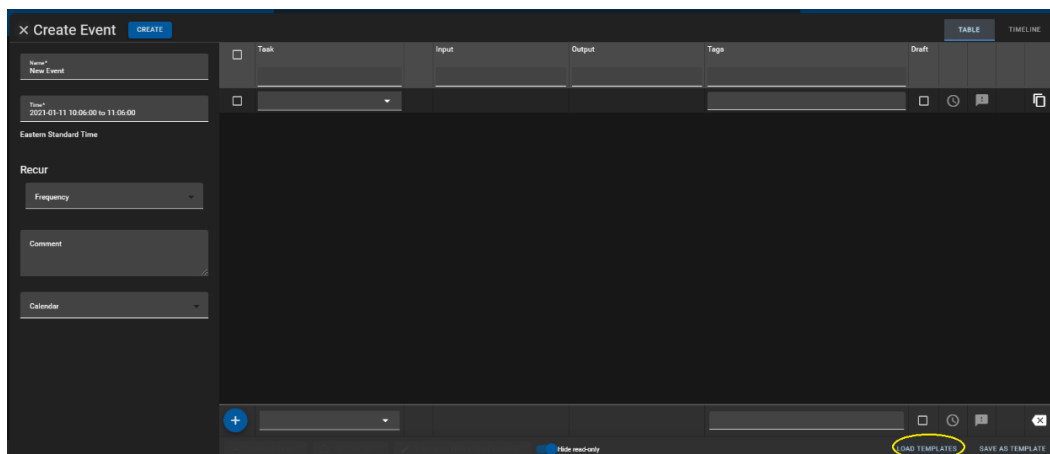
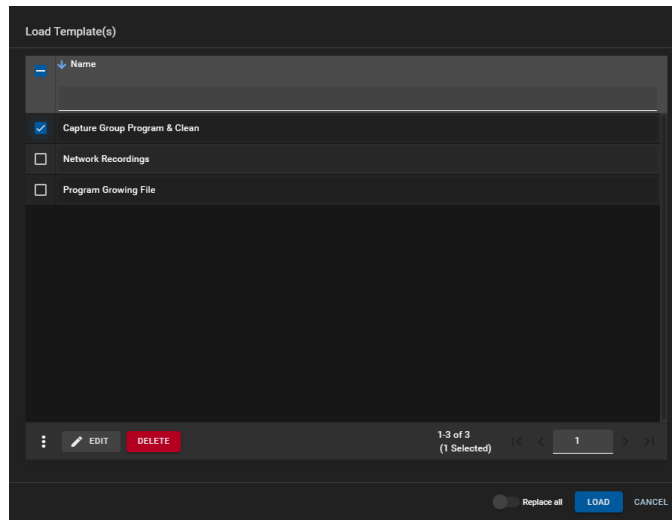


Figure 12-23: Loading Templates

- Once clicked, a 'Load Template' dialog will open. See Figure 12-24.
- To select a Template, checkmark the box beside the template's name.
- Once checkmarked, you can load the template by clicking the 'LOAD' button.
- Options in this dialog also allow you delete a template by checkmarking it, and clicking the 'DELETE' button.
- Template names can also be changed by clicking the 'EDIT' button.
- Once clicked, the 'EDIT' button will turn blue and text boxes will appear for template's name. To edit, just type in a new name in the text box and press 'EDIT' again to save the changes.



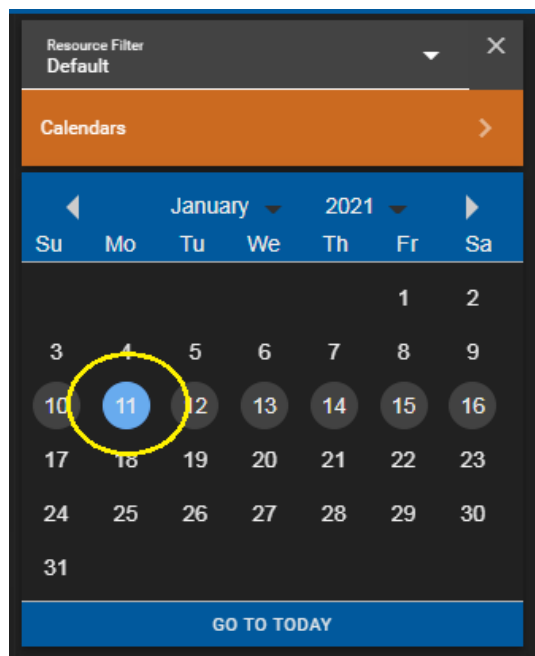
**Figure 12-24: Loading Template Dialog**

## 12.6. HOW TO FIND EVENTS IN THE SCHEDULER APP

Once events are created, they can be previewed two ways in the Scheduler App, in a timeline view and in an event detail view.

### 12.6.1. Events in Timeline View

- First, to preview events in the Timeline View, click on a date in the calendar as shown in Figure 12-25.



**Figure 12-25: Selecting a Date in the Calendar**

- Once clicked, all scheduled events for that day will appear in the timeline view in the event preview section. See Figure 12-26.

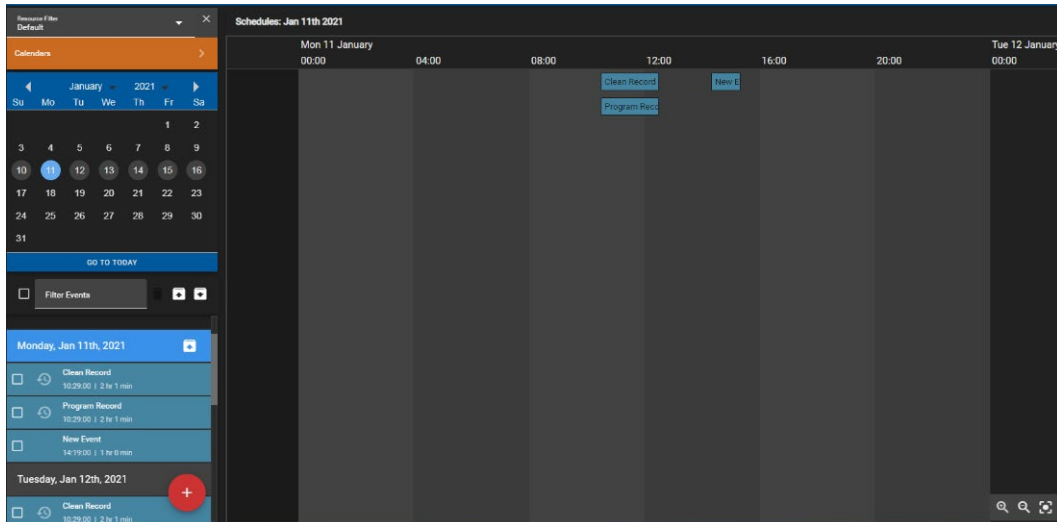


Figure 12-26: Timeline View in the Scheduler

- The timeline can be zoomed in/out using the 'plus' and 'minus' zoom buttons (located at the bottom of the Scheduler Timeline View), see Figure 12-27.
- As well, you can jump to the current time by clicking the 'go to now' button, shown in Figure 12-27.

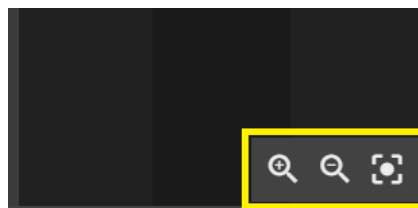
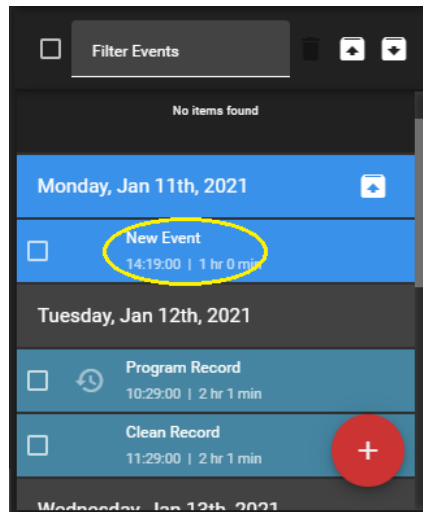


Figure 12-27: Zoom and Now Buttons

### 12.6.2. Events in Detailed View

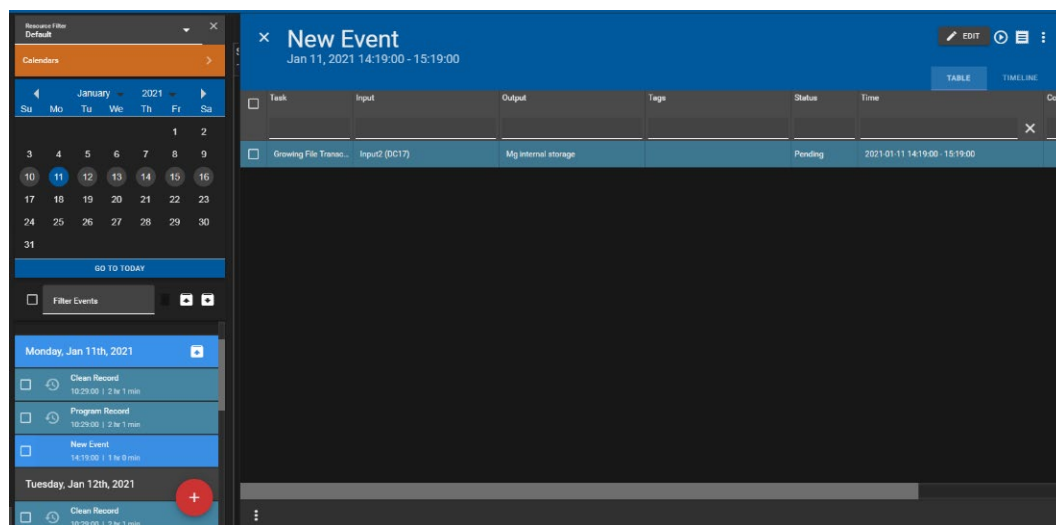
- To preview events in the Detailed view, first click on a date in the calendar as shown previously in Figure 12-25.
- Once a date is selected, all events from that date will be listed in the event selection section below the calendar. See Figure 12-28.
- Events will be organized by Date, time or start and Name.
- Further, a specific event can be searched by typing in its name in the 'Filter' text box.
- To preview the Event Detailed View, click on an event from that list as shown in Figure 12-28.





**Figure 12-28: Selecting an Event**

- Once clicked, the Event Detailed View will open, see Figure 12-29.



**Figure 12-29: Event Detail View**

## 12.7. HOW TO INTERACT WITH & MODIFY EVENTS

- From the event detail view, all information regarding the event will be listed in columns, including the Task, Input, Output, Tags, Status, Time and Comments. See Figure 12-30.

Task	Input	Output	Tags	Status	Time	Comment
Growing File Transc...	Input1 (DC17)	Mj internal storage		Pending	2021-01-11 10:29:00 - 12:30:00	

Figure 12-30: Event Details Close Up

### 12.7.1. How to Monitor Event Status

- Events will always be listed as 'Pending' prior to starting. This can be seen in the 'Status' column of the event details (seen previously in Figure 12-30).
- Once started, the event will be listed as 'Active' and highlighted in green for the duration of its scheduled time. See Figure 12-31.

Task	Input	Output	Tags	Status	Time	Comment
Growing File Transc...	Input1 (DC17)	Mj internal storage		Active	2020-12-29 15:56:00 - 15:59:00	

Figure 12-31: Active Event Example

- Once finished, the event will be listed as 'Completed'. See Figure 12-32.

Task	Input	Output	Tags	Status	Time	Comment
Growing File Transc...	Input1 (DC17)	Mj internal storage		Completed	2020-12-29 15:56:00 - 15:59:00	

Figure 12-32: Complete Event Example

- At this point, exporting progress can be monitored in the Jobs app. See Section 7.

### 12.7.2. How to 'Force' Start and Stop Events

Jobs will begin at their given start time, however, they can be manually started to immediately begin.

- To force start an event, click the 'play' button as shown in Figure 12-33.

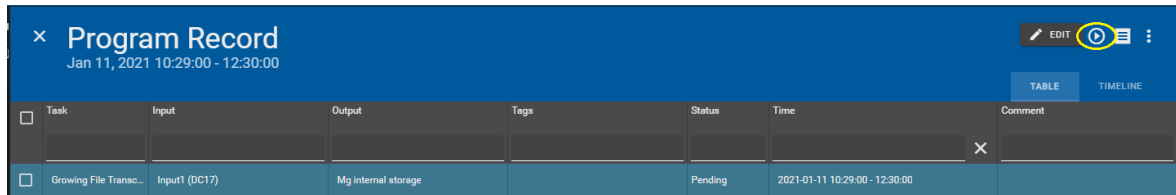


Figure 12-33: Manual Start Event Button

- A confirmation dialog will open, confirming to start the event. Click 'START' to begin.
- If you have an event with multiple tasks, individual tasks can be started by checkmarking the task, and using the 'START SELECTED' button, as shown in Figure 12-34.

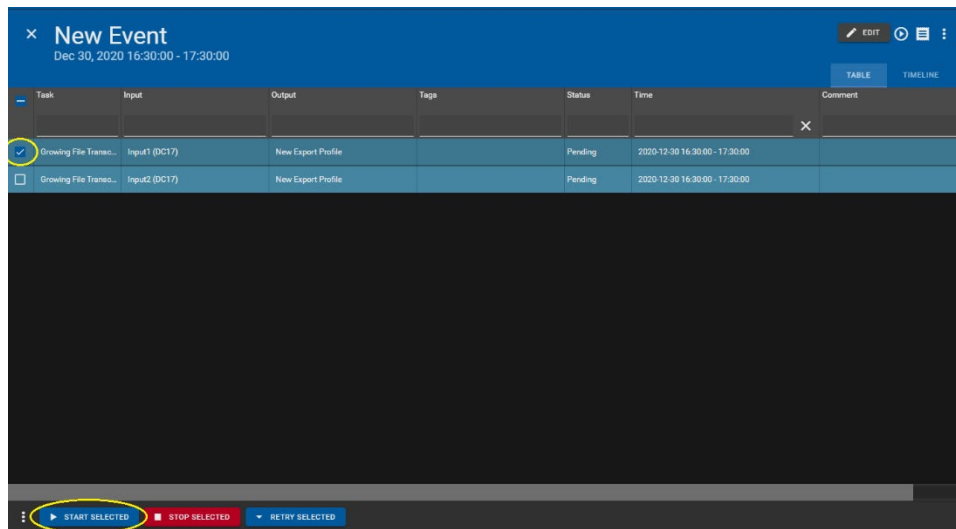


Figure 12-34: Starting Individual Tasks

- To stop an active event, click the 'stop' button as shown in Figure 12-35.

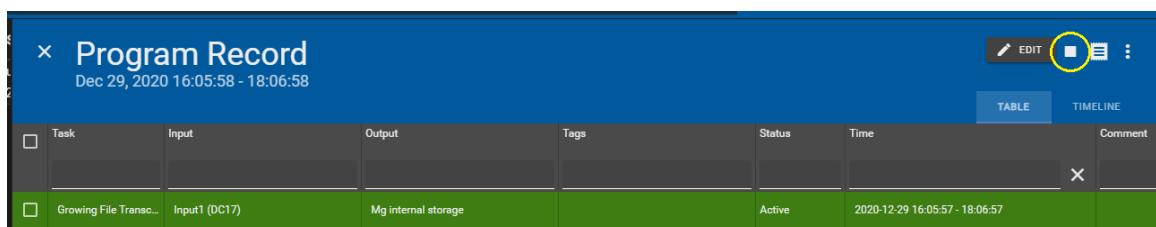


Figure 12-35: Manual Stop Event Button

- A confirmation dialog will open, confirming to start the event. Click 'START' to begin
- If you have an event with multiple tasks, individual tasks can be stopped by checkmarking the task, and using the 'STOP SELECTED' button, as shown in Figure 12-36.

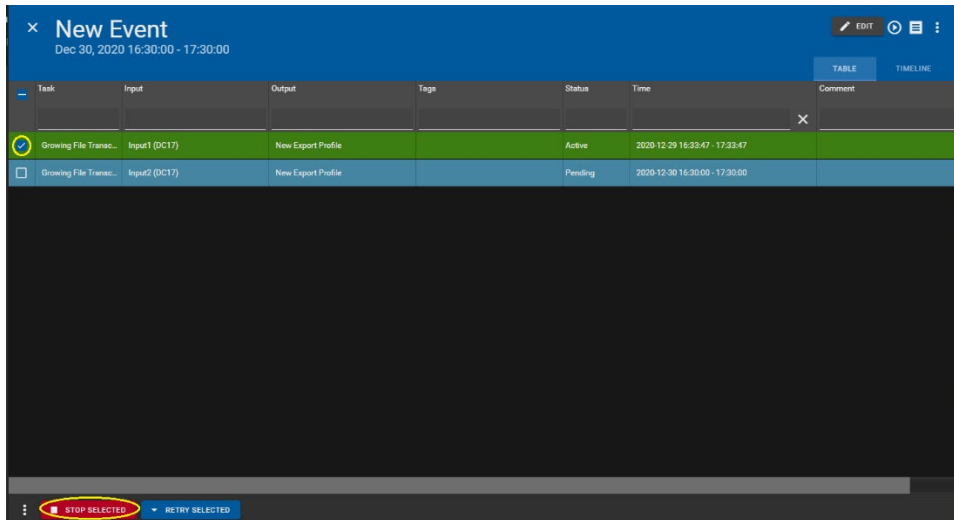


Figure 12-36: Stopping Individual Tasks

### 12.7.3. How to Retry Events

- If an event has failed to start, you can checkmark the event and select 'RETRY SELECTED'.
- Two options will be presented, one to 'Execute the Task' (restart) or to clear any 'Overbookings' (remove any events which may require resources used for this task). See Figure 12-37.

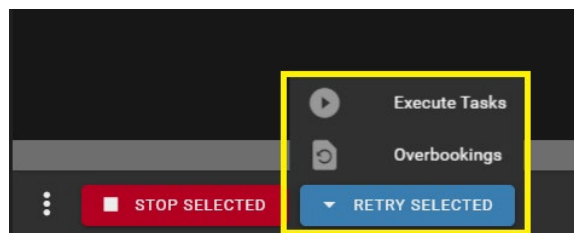


Figure 12-37: Retry Events

### 12.7.4. How to Delete Events

- To delete a scheduled event, click the options button (ellipsis icon) shown in Figure 12-38. From this menu, an event can be deleted.

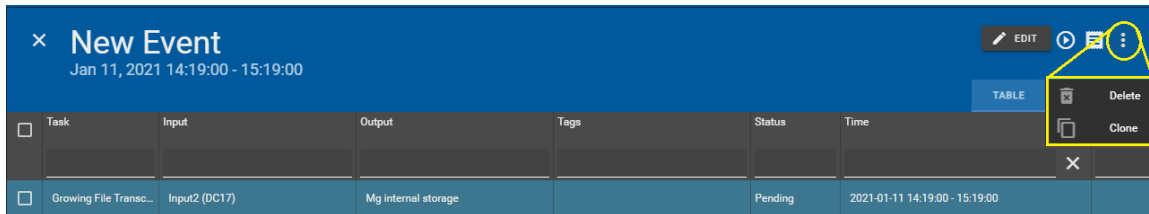


Figure 12-38: Delete or Clone Events

### 12.7.5. How to Clone Events

- To clone a scheduled event, click the options button (ellipsis icon) shown previously in Figure 12-38. From this menu, an event can be cloned.

### 12.7.6. How to Edit Events

- To edit an event, click on the 'EDIT' button as shown in Figure 12-39.

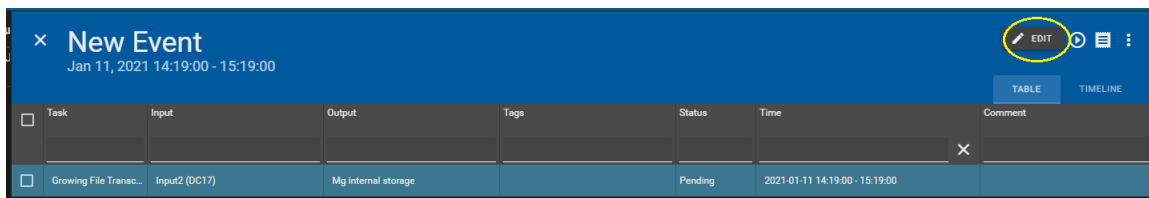


Figure 12-39: Edit Events

- Once clicked, an edit event dialog will open, same dialog as when creating the event.
- Once modifications are made, click the 'SAVE' button at the top left of the dialog, see Figure 12-40.

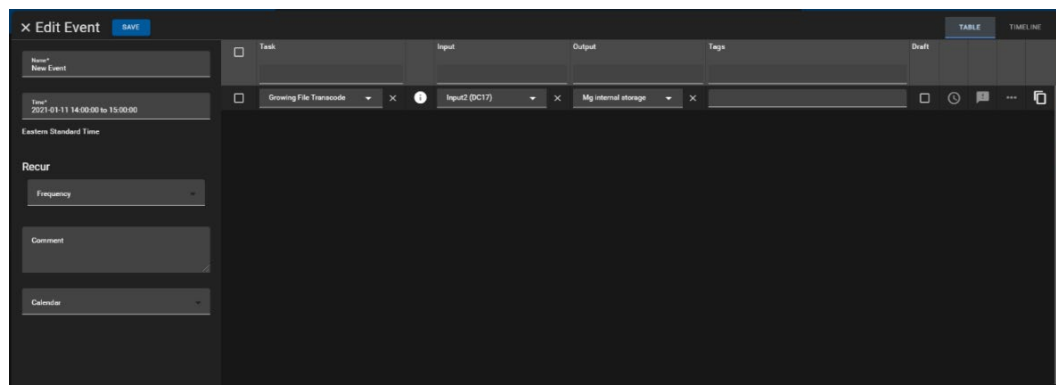


Figure 12-40: Edit Events Dialog

### 12.7.7. How to view Edit History

Any changes to an event will be logged in the event History.

- To open the event history, select the list icon as shown in Figure 12-41.

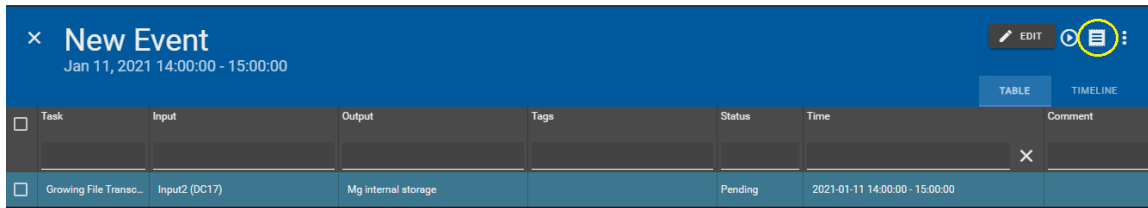


Figure 12-41: Event History

- Once clicked, a Task History dialog will be opened. Details about the changes will be listed for each change. See Figure 12-42

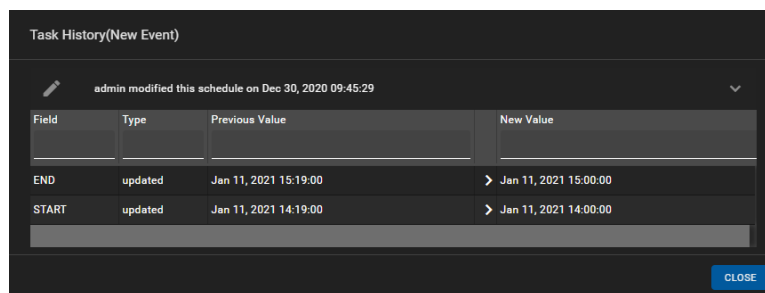


Figure 12-42: Event History Dialog Example

### 12.7.8. How to Delete Multiple Events

Multiple events can be deleted from the event selection section beneath the calendar.

- To multi-delete events, checkmark them and click the 'trash' icon, as shown in Figure 12-43.

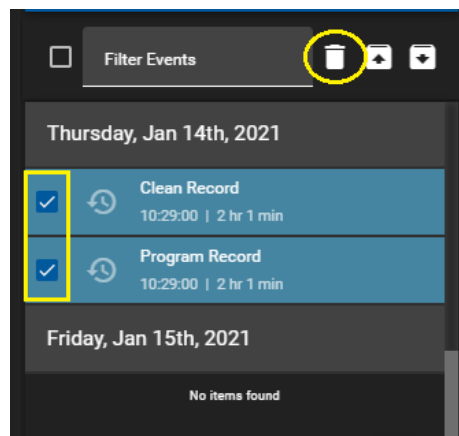
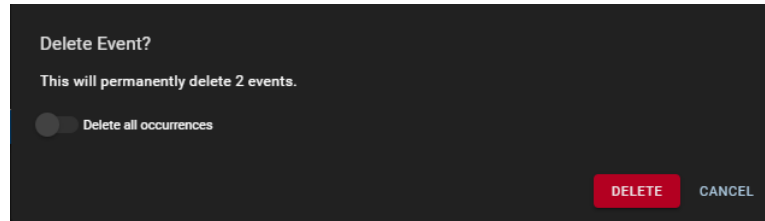


Figure 12-43: Multi-Deleting Events

- One clicked, a delete confirmation dialog will open. See Figure 12-44.
- If you have selected an event with a reoccurrence, there will also be an option to 'Delete all Occurrences'.
- Click the 'DELETE' button to confirm deleting the event(s).

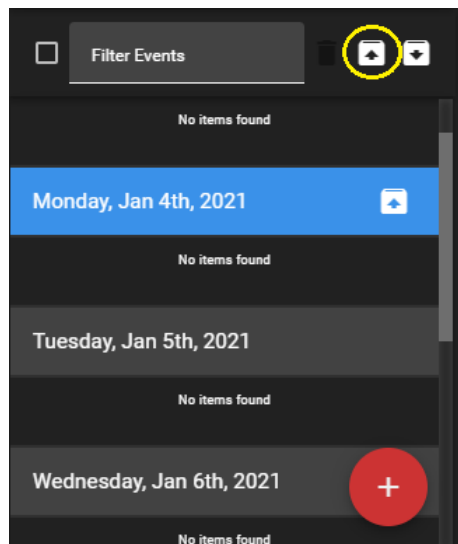


**Figure 12-44: Confirmation Multi-Delete Dialog**

## 12.8. HOW TO EXPORT AND IMPORT EVENT SCHEDULES

Custom workflows may require importing and exporting event schedules using a JSON file.

- To export schedules from a specific timeframe, select the export button in the event selection section, as shown in Figure 12-45.



**Figure 12-45: Exporting Schedules**

- Once clicked, an 'Export Schedules' dialog will open, allowing you to select the date range from which you will be exporting information from. See Figure 12-46.

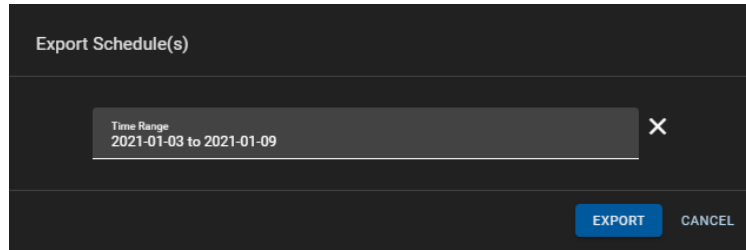


Figure 12-46: Export Schedules Dialog

- To import scheduled events, click the export button in the event selection section, as shown in Figure 12-47.

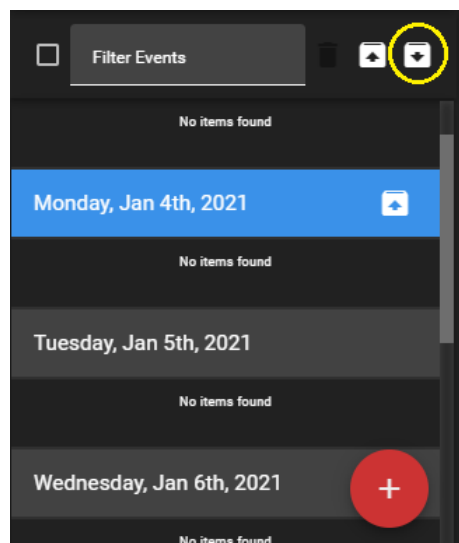


Figure 12-47: Import Schedules

Once clicked, a 'Import Schedules From File' dialog will open where you can import your JSON file, see Figure 12-48.

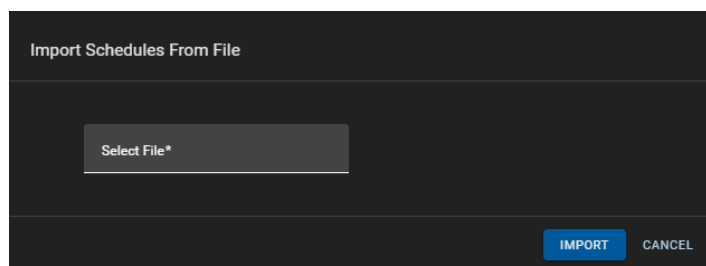


Figure 12-48: Import Schedules Dialog



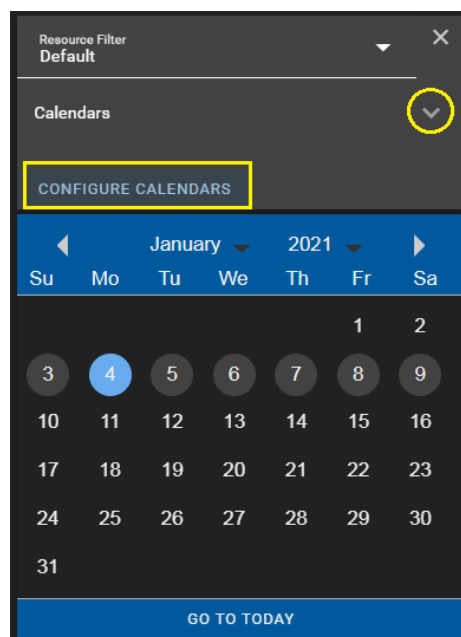
## 12.9. HOW TO CREATE AND USE MULTIPLE CALENDARS

Within the Scheduler App, multiple calendars can be created to help organize scheduled events. This section will go over the creation of calendars.



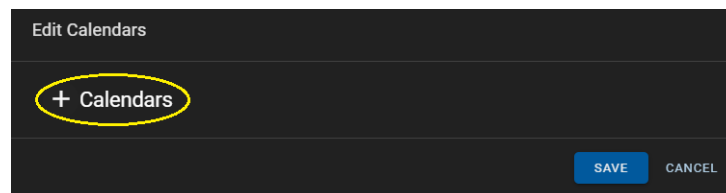
**IMPORTANT: Configuring calendars must be done by the Administrative User.**

- To create a new calendar, click the 'drop down' icon, and select "Configure Calendars", as shown in Figure 12-49.



**Figure 12-49: Configuring Calendars**

- Begin by creating a calendar. Click on '+ Calendars', as show in Figure 12-50.



**Figure 12-50: Add Calendars**

- An 'Edit Calendars' dialog will open. See Figure 12-51.
- First, give the calendar a name by typing in the Name text box.

- Next, toggle the selection of User Groups by clicking on a group and using the blue arrow buttons to add or remove the group from the selected list.
- You can continue to add more calendars by selecting the '+ Calendars' again.
- Once complete, save your selection by clicking the 'SAVE' button, shown at the bottom of Figure 12-51.

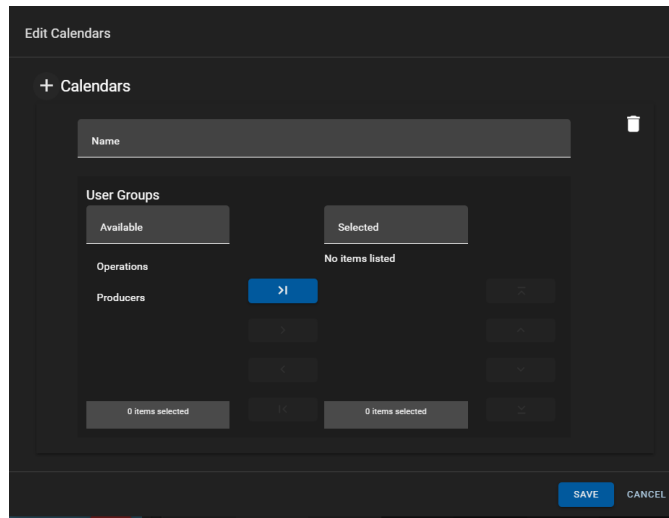


Figure 12-51: Calendar Settings

- Once calendars have been added, events can be created to be tied to those specific calendar(s). Please refer back to Section 12.3 for instructions.
- When events are created with a specific calendar selected, you can checkmark your calendar to preview those specific events. See example in Figure 12-52.

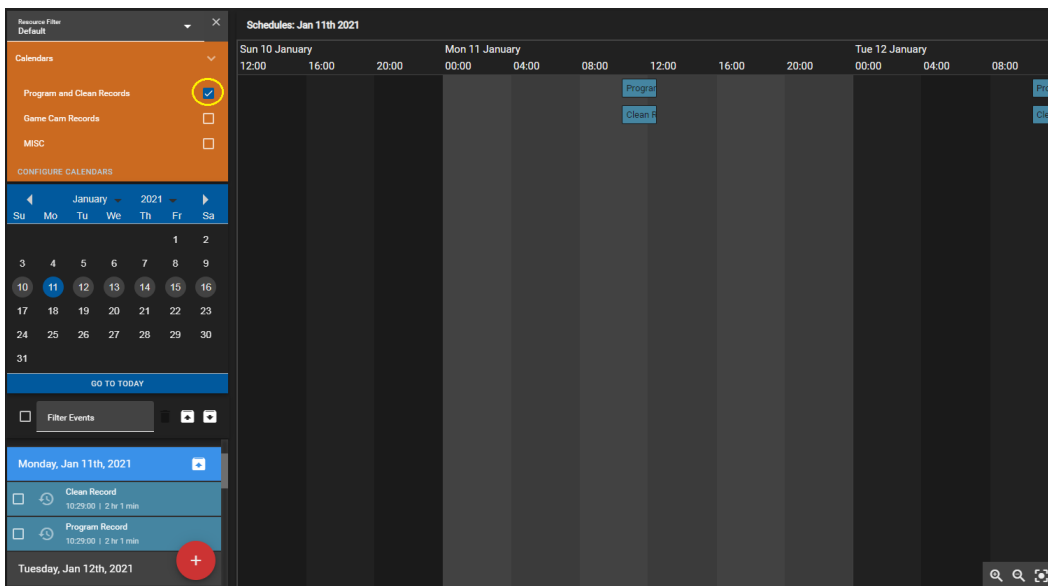


Figure 12-52: Calendar Example

## 13. SESSIONS

The Sessions App allows the user to create sessions to be used throughout the cluster. Sessions are a valuable tool to organize content. For full details and instruction see the DreamCatcher Operational Guide.

### 13.1. NAVIGATING SESSIONS

When opening the Sessions App, any existing sessions created within the cluster will be present. (If there are no sessions presently created, nothing will be listed as shown.) For this example we have added a few example sessions, see Figure 13-1. Sessions will be listed by Name, start and end time, as well as any active users logged into the session(s).

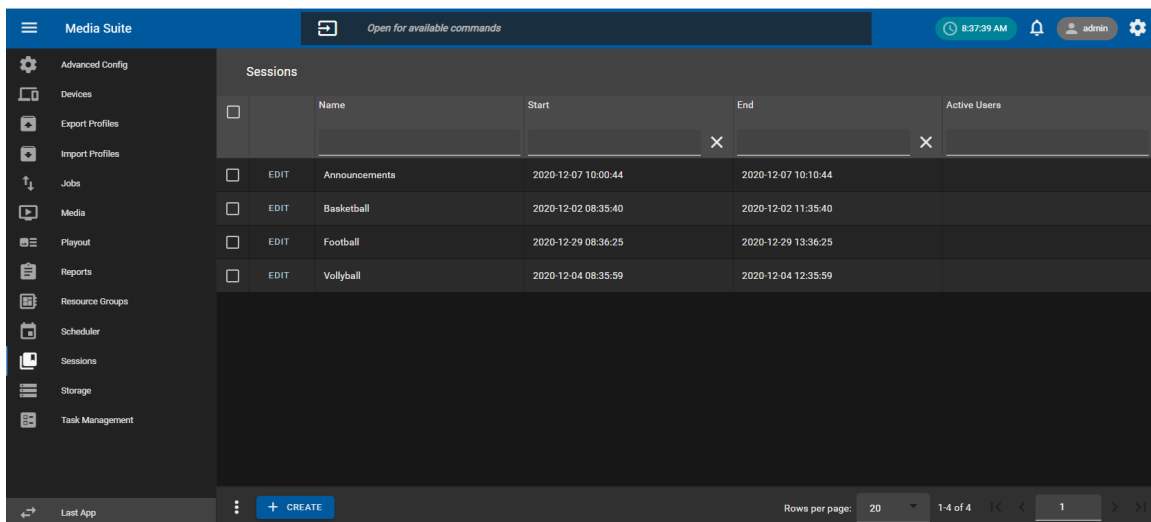


Figure 13-1: Sessions App

### 13.2. CREATING CUSTOM RESOURCE GROUPS

- Sessions can be created and edited by clicking the 'Create' button, at the bottom of the Session App. See Figure 13-2



**Note:** Presently the Media Suite Sessions App only supports the creation of a session with a given start time, end time and Input trains. Options including Output trains, protected trains, bins, and key-values must be done from a DreamCatcher VUE station.



Figure 13-2: Creating Sessions

- Once clicked, a 'Create Session' dialog will open. See Figure 13-3. Sessions require a name, start time, end time and selected Inputs.

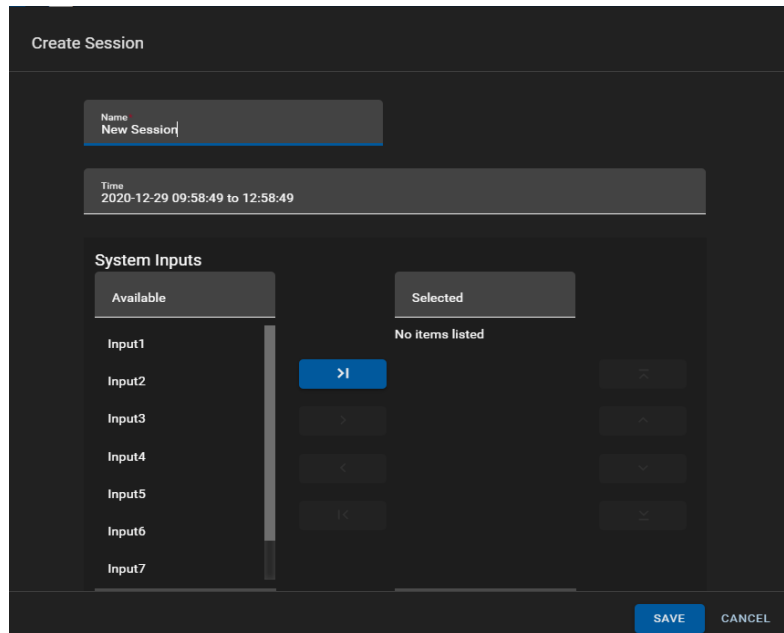


Figure 13-3: Create Session Dialog

- First, give your session a name by typing in the Name text box.
- Next, select the start and end time by clicking on the Time. This will open a separate time selector dialog.
- Last, select the input(s) by clicking on them and using the blue arrow buttons to add or remove them from the selected list. See Figure 13-4.

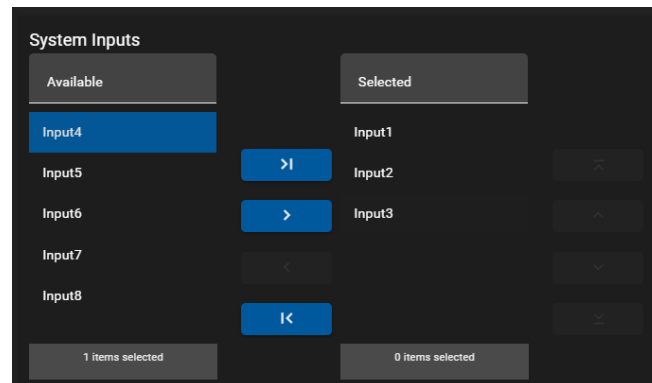


Figure 13-4: Selecting Inputs for Sessions

- Once complete, save your selections by clicking the 'SAVE' button, shown previously at the bottom of Figure 13-3.
- The session will now appear in your Sessions App, and be available for all users in the cluster to join.

### 13.3. EDITING SESSIONS

- To edit a session, click the 'EDIT' button next to the session as shown in Figure 13-5.

Sessions			
<input type="checkbox"/>		Name	Start
<input type="checkbox"/>			
<input type="checkbox"/>	EDIT	Announcements	2020-12-07 10:00:44
<input type="checkbox"/>	EDIT	Basketball	2020-12-02 08:35:40
<input type="checkbox"/>	EDIT	Football	2020-12-29 08:36:25
<input type="checkbox"/>	EDIT	volleyball	2020-12-04 08:35:59

Figure 13-5: Editing Sessions

- A dialog, similar to that of the creation dialog will open, allowing for modifications to Name, Start and End time, as well as the selected Inputs. See Figure 13-6.
- Once complete with changes, click the save icon displayed at the bottom of Figure 13-6.

Figure 13-6: Editing Sessions

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## 14. STORAGE

The Storage App allows users to interact with the internal and external storage (Portable devices, network attached storage) of all connected devices in the DreamCatcher Network.

### 14.1. STORAGE APP NAVIGATION

- Within the Storage App, all available networked devices are listed. Columns provide information regarding the storage locations. See Figure 14-1.

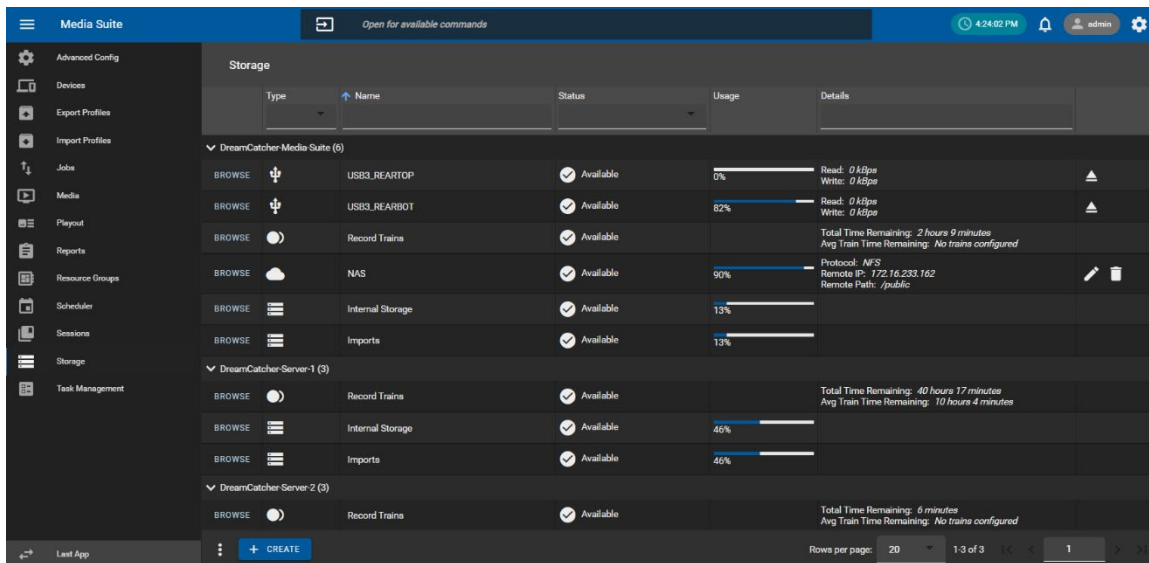


Figure 14-1: Storage App Main Page

- In the Storage App, properties are divided into columns. These include:
  - **Type:** The type of storage, including the following:
    - **Local** – Internal storage of the DreamCatcher
    - **Networked** – Network attached storage (NAS) mounts configured in the DreamCatcher Engineering Webpage
    - **Attached** – USBs or external hard drives connected to the DreamCatcher
    - **Record** – The input record train storage
  - **Name:** Name of the storage location.
  - **Status:** The state in which the storage directory is in, including the following:
    - **Available** – Can be searched and interacted with
    - **Unavailable** – Cannot be searched or interacted with
    - **Un-mounting** – Has been ejected and is in the process of removing itself from the list of storage locations.

- **Usage:** The percentage of used space on a storage location. Not all storage locations will have a visible storage percentage.
  - **Details:** This section includes NAS and Eject options when applicable.
- Each column can be arranged in ascending / descending order. This can be done by simply clicking the property's name. An arrow will appear beside the property to inform you of the order. See Figure 14-2.

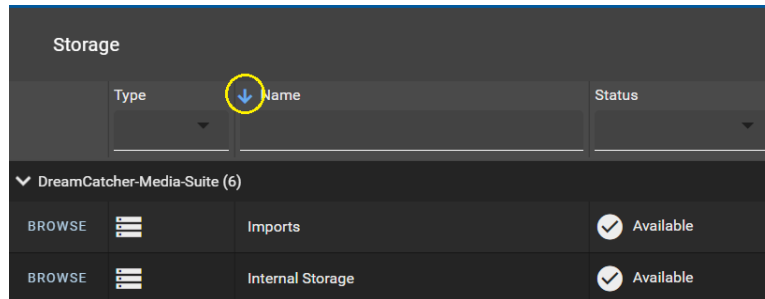


Figure 14-2: Devices Sort Ascending or Descending

- To change the order between ascending and descending, simply click the property's name again.
- The property information can further be organized by grouping or hiding property columns. This can be done by selecting the options button (ellipsis icon). See Figure 14-3 and Figure 14-4.
- Within the show columns selection, columns can be checkmarked on to see information or checkmarked off to hide information.

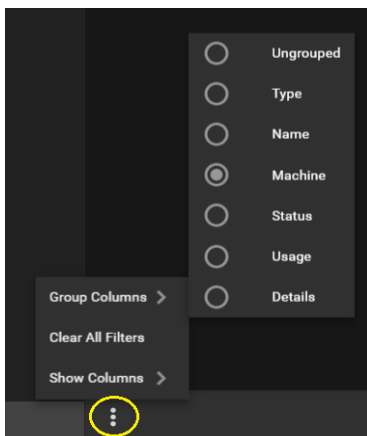


Figure 14-3: Storage App – Group Columns

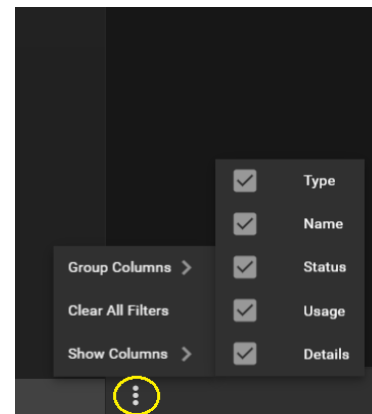


Figure 14-4: Storage App – Show Columns

- Properties can be searched by simply typing in a value in their search bar region, below the property name. See Figure 14-5 for an example.
- Search filters can be cleared using the 'Clear all Filters' option as shown in previous figures, Figure 14-3 and Figure 14-4.



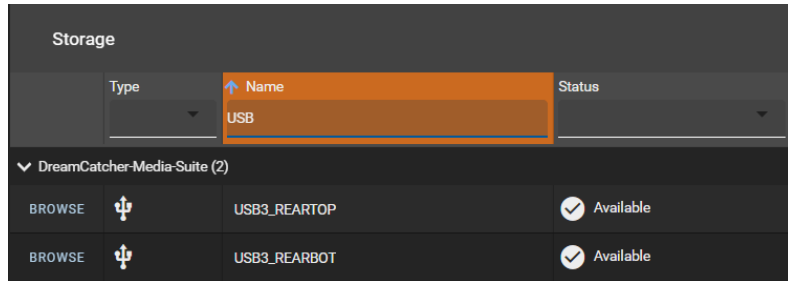


Figure 14-5: Searching Properties

### 14.1.1. USB Interaction

- USBs will be listed with the name of their connected location, in the Storage App. As an example, see Figure 14-6, where there are two connected USB hard drives connected into the rear USB 3.0 top and bottom slots.

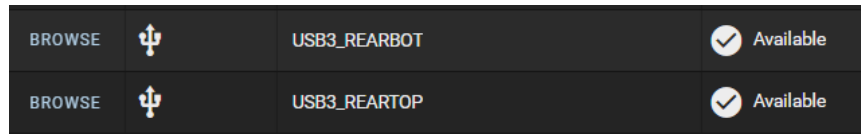


Figure 14-6: USBs Connections in the Storage App

- USB content can be browsed in the Storage App, the same as any other storage location.
- USBs can be ejected from a machine in the Storage App. Ejecting ensures it is safe to remove the hardware to prevent corruption of files.
- To eject a USB, click the ‘eject’ icon, as circled in Figure 14-7

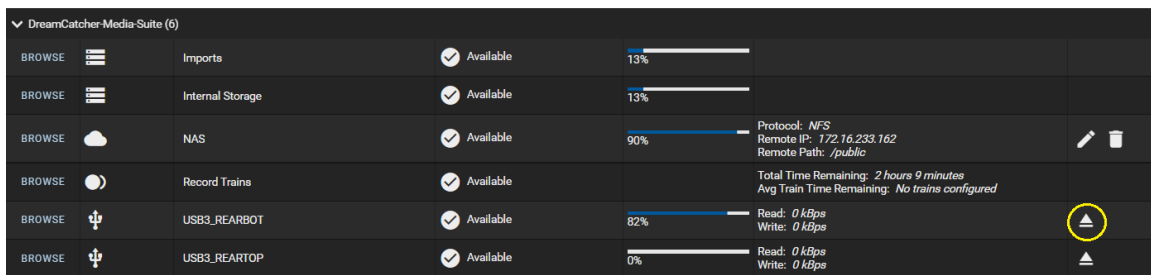


Figure 14-7: USB Eject Button



**Note:** Once the USB is ejected, it cannot be accessed again until it is removed and re-inserted into a server.

### 14.1.2. Network Attached Storage (NAS) Interaction

NAS mounts can be added, updated or removed from the storage app.

- NAS mounts can be added by clicking the '+ Create' button at the bottom of the Storage App. This will open a window to add a new NAS Mount. See Figure 14-8.

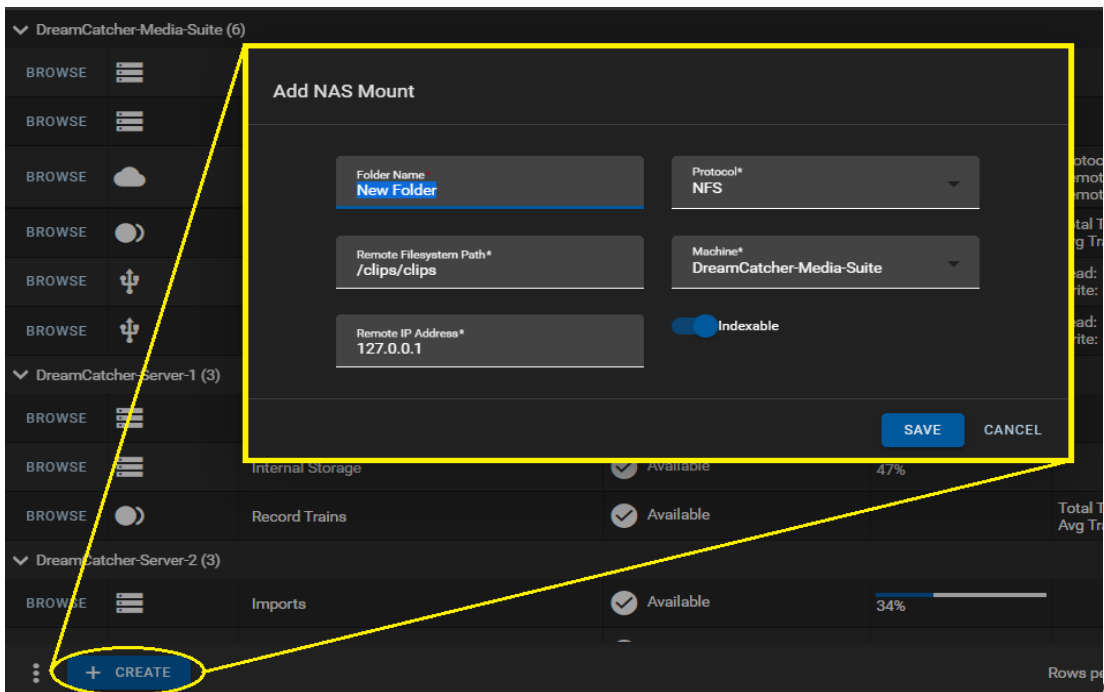


Figure 14-8: Adding NAS Mounts

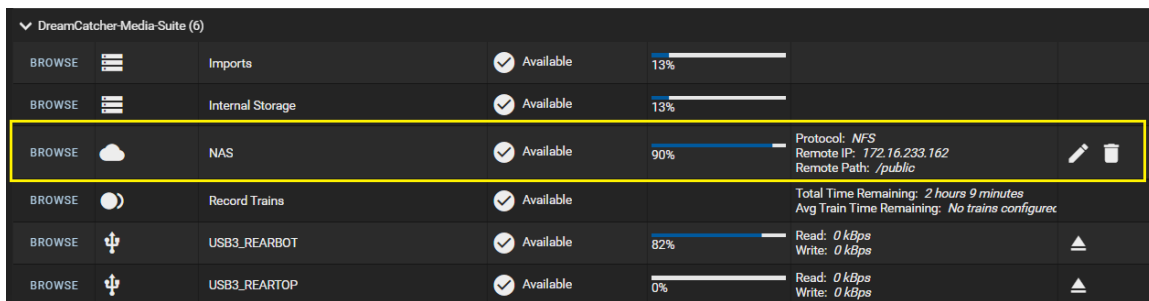
- NAS mounts require the following information to be given / selected:
  - Folder Name
    - This is the name which will appear when connecting with this storage location in the Media, Import and Export Apps, as well as any Import/Export and Archive profile locations.
  - Remote File System Path:
    - This is the directory of the network storage location.
  - Remote IP address
    - This is the IP address of the network storage location.
  - Protocol
    - This is the option of which protocol you are using to connect to the network storage, options include: NFS, SMB/CIFS, or Media Grid.
  - Machine
    - This is the machine hostname which you want to host the NAS connection.

- Toggle On/Off Indexable
  - This option allows for content from a Network Storage Location to be viewed and interacted with, within the Media App. If a NAS mount is not indexed, the content will not be visible or usable in the Media App - Archives location.



**Note:** Newly added NAS mounts will be automatically set to 'Indexable' by default.

- Once all options are set for the NAS mount, finish saving your settings and create the mount with the 'Save' button.
- Once the connection is established, the NAS mount will be listed in the storage App under the machine chosen. See Figure 14-9.
- Once connection has been established you will see an 'Available' status for the NAS mount.



**Figure 14-9: Updating NAS Mounts**

- To edit a configured NAS mount, select the 'pen' icon, shown in Figure 14-9, next to the NAS location. This will open the same NAS creation window was discussed previously (see Figure 14-8). To save changes, click the 'SAVE' button.
- To delete a NAS mount, select the 'trash' icon, shown in Figure 14-9, next to the NAS location. A confirmation dialog will appear, to complete deletion of the NAS mount, click the 'Remove' button.

## 14.2. NAVIGATING STORAGE

All storage directories are available to browse. Contents will be listed with details including date and size.

- To open and browse a directory, click on the 'BROWSE' button beside that location. See Figure 14-10.

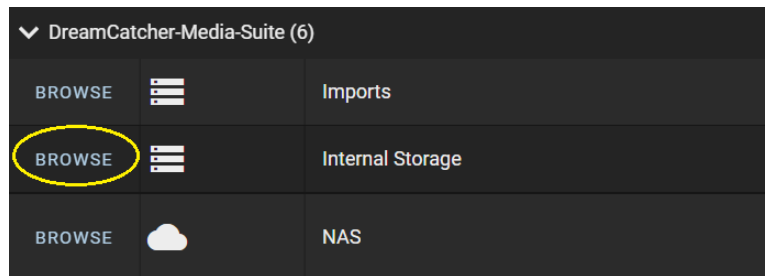


Figure 14-10: Storage App Browsing

- Once inside a directory, folders and items are visible and listed with details including Modification time and size. See Figure 14-11.

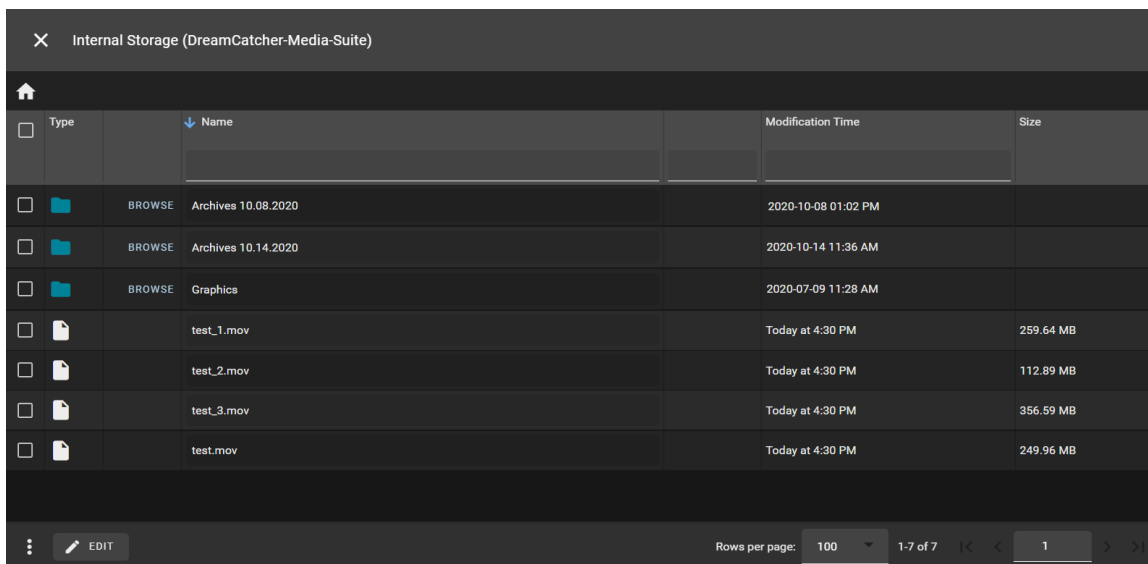
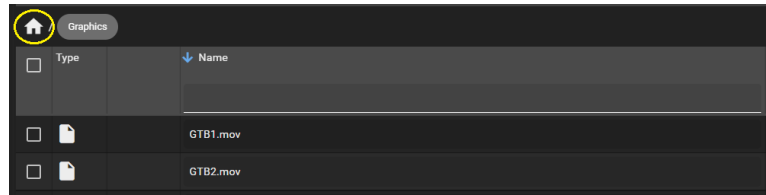


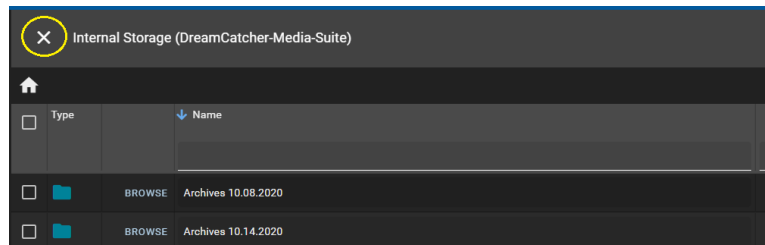
Figure 14-11: Browsing Inside Directories

- To further navigate folders, click on the 'BROWSE' button again, next to that folder to open it.
- To go back to the previous location, click the 'home' icon. See Figure 14-12.



**Figure 14-12: Going Home to the Root Directory**

- To exit the directory, you are looking at, going to the main page of the Storage App, click the 'X' next to the location you are presently in. See Figure 14-13.



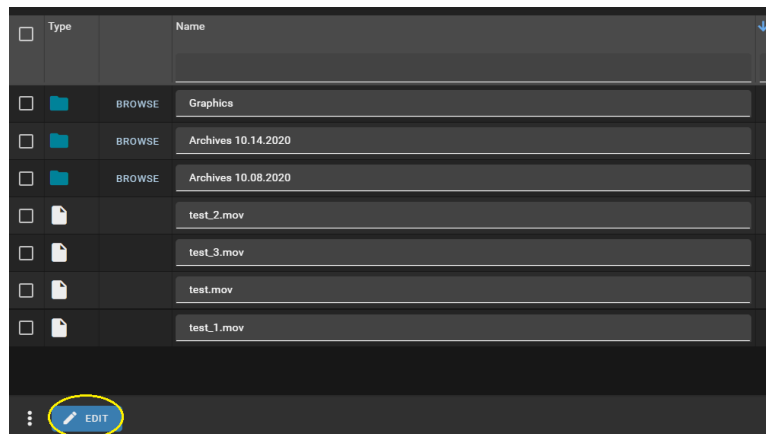
**Figure 14-13: Exiting the Directory**

### 14.3. WORKING WITH ITEMS IN STORAGE

#### 14.3.1. Editing Items Inside Storage

Names of Items and folders in storage locations can be edited.

- To edit names, click the grey 'EDIT' button at the bottom of the app page.
- Once clicked, the 'EDIT' button will turn blue and text boxes will appear for each item in the name column. To edit, just type in a new name. See Figure 14-14.
- Once modifications are made press the 'EDIT' again to save all changes.



**Figure 14-14: Editing Names in Directories**

### 14.3.2. Storage App Options

Various options, including moving items, copying items, deleting items and more can be done within each storage location. Options will be discussed in this section.

- All available options can be seen by clicking the options button (ellipsis icon) at the bottom of the Storage App, as shown in Figure 14-15.

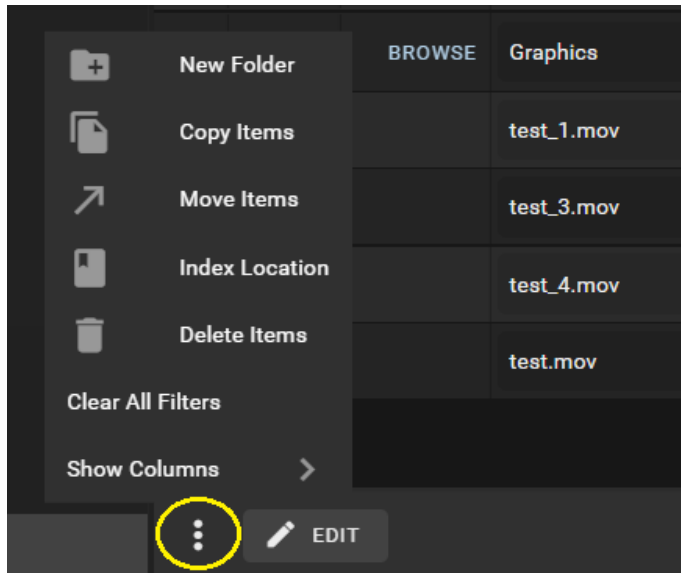


Figure 14-15: Options in Storage App

### 14.3.3. Adding a New Folder

- To create new folder, click the options button (ellipsis icon), as shown previously in Figure 14-15, and click “New Folder”.
- A “Create Folder” window will open, where the new directory name can be typed in. See Figure 14-16.

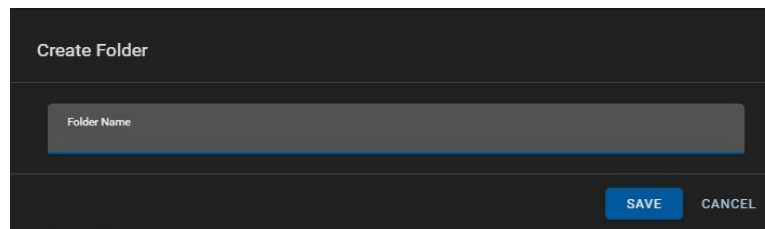
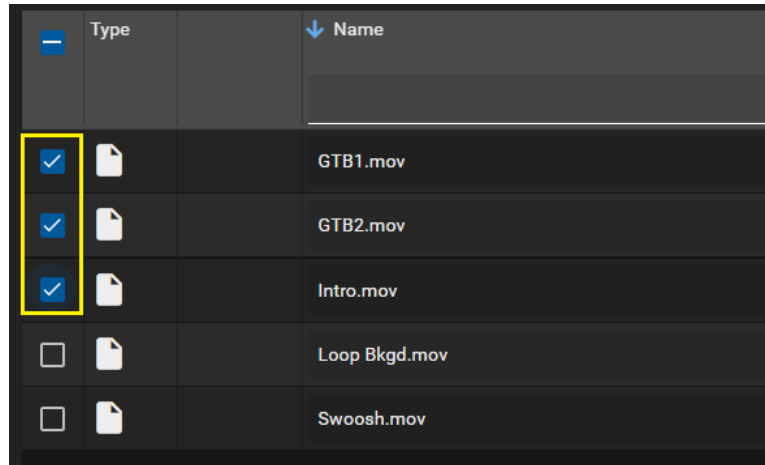


Figure 14-16: Create a New Folder

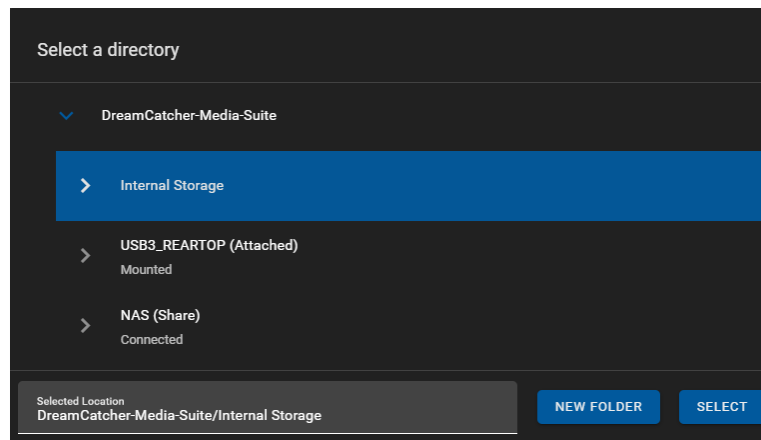
#### 14.3.4. Copy Items

- To copy items, first, checkmark the item from the directory that will be copied, see Figure 14-17.



**Figure 14-17: Selecting Items to Interact With**

- Then click the options button (ellipsis icon), as shown previously in Figure 14-15, and click “Copy Item”.
- Once clicked, a ‘Select a Directory’ dialog will open.
- Navigate to the location of where you wish the item(s) to copy to.
- Click that location, and it will light up in blue. See Figure 14-18.
- At this point, complete the copy by clicking the ‘SELECT’ button.



**Figure 14-18: Selecting a Directory for Copying/Moving**

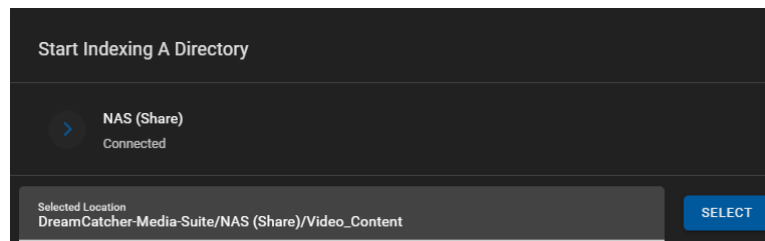
### 14.3.5. Move Items

- To move items, first, checkmark the item from the directory that will be moved, see the previous Figure 14-17 for a reference.
- Then click the options button (ellipsis icon), as shown previously in Figure 14-15, and click “Move Item”.
- Once clicked, a ‘Select a Directory’ dialog will open.
- Navigate to the location of where you wish the item(s) to move to.
- Click that location, and it will light up in blue. See the previous Figure 14-18 for a reference.
- At this point, complete the move by clicking the ‘SELECT’ button.

### 14.3.6. Index Location

Indexing of an entire NAS mount is first set while adding or editing a NAS mount, see Section 14.1.2. Indexing can take time depending on the amount of files in the NAS location. If a specific folder’s content is needed sooner for use in the Media or Playout app, there is an option to immediately ‘Index’ a location.

- First, ensure you are in a NAS directory by browsing from the Media App main page.
- Next, click the options button (ellipsis icon), as shown previously in Figure 14-15, and click “Index Location”.
- Once clicked, a ‘Start Indexing a Directory’ dialog will open. See Figure 14-19.



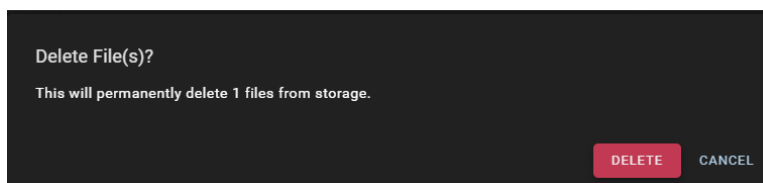
**Figure 14-19: Index Location**

- Navigate to the location you wish to Index.
- Click that location, and it will light up in blue.
- At this point, the selected location will be listed in the dialog, and you can begin the indexing by clicking the ‘SELECT’ button.
- Items from that location will now be indexed first, therefore becoming available sooner for use in the Media & Playout App.



### 14.3.7. Deleting Clips

- To delete items, first, checkmark the item from the directory that will be moved, see the previous Figure 14-17 for a reference.
- Then click the options button (ellipsis icon), as shown previously in Figure 14-15, and click “Delete Item”.
- Once clicked, a confirmation dialog will open. See Figure 14-20.
- To confirm deletion of items, click the ‘DELETE’ button.



**Figure 14-20: Delete Confirmation**



**Note:** Once a clip is deleted from a storage location, it cannot be recovered.

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## 15. TASK MANAGEMENT

In some work environments, administrators may only want certain user groups to be given the permission to use the Scheduler App tasks. The Task Management App allows for the Administrator to set those permissions as needed. Please refer to Section 2.5.4 for information and instruction on User Management, and User Groups.

### 15.1. DEFAULT TASKS

When opening the Task Management App, all default scheduling tasks will be listed by Name, with columns listing input and output resource groups, See Figure 15-1.

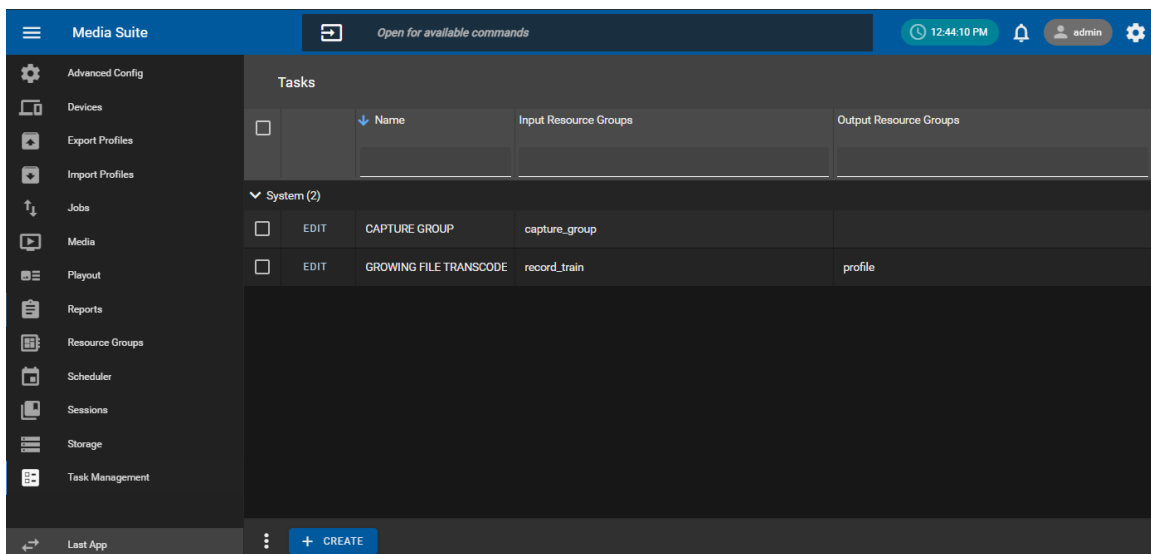


Figure 15-1: Task Management App

#### 15.1.1. Editing Resources Groups

- Detailed information about the input and output resource groups, user permissions, and the option to make changes can be accessed by clicking on the 'Edit' button, as shown in Figure 15-2.

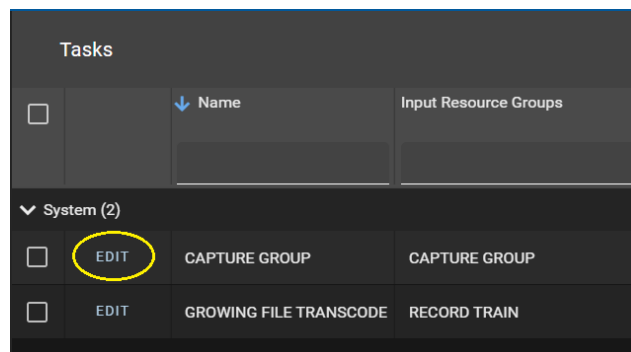


Figure 15-2: Editing a Task

- Once clicked, a dialog will open with that task's information. As an example see Figure 15-3. Please ensure you are logged in as the Administrator to see all options.

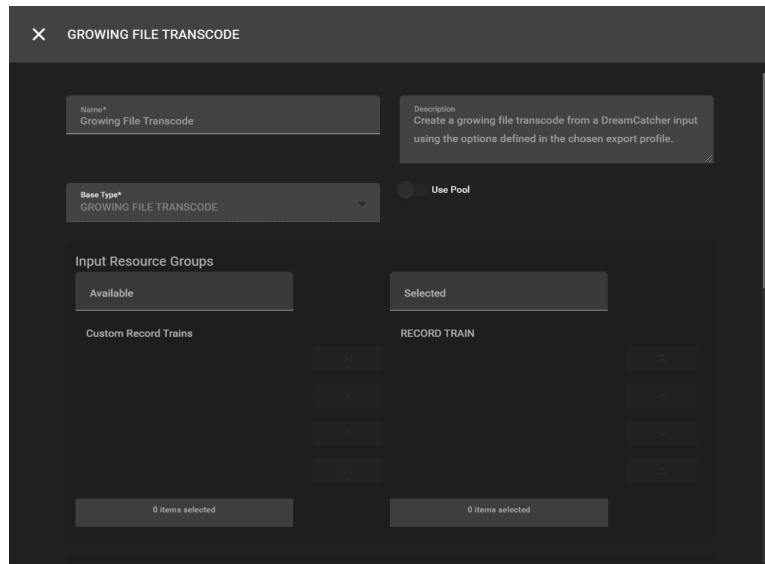


Figure 15-3: Example Task Settings

#### 15.1.1.1. Editing User Groups

By default, only the Administrator, or any users in the Administrator User Group will be allowed to edit User Groups for a task.

- Scroll down the task settings (below Output Resource Groups) to locate the User Group permissions, see Figure 15-4.

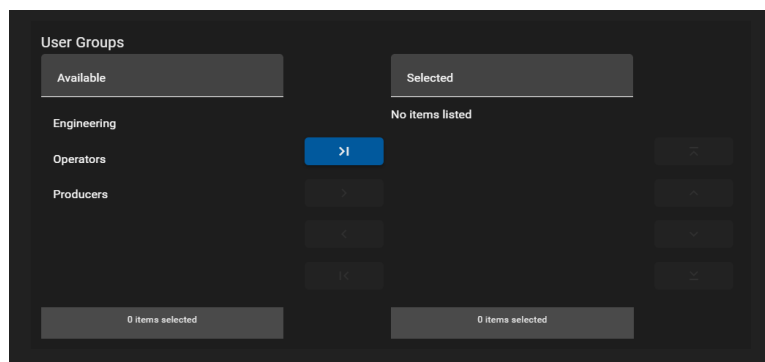
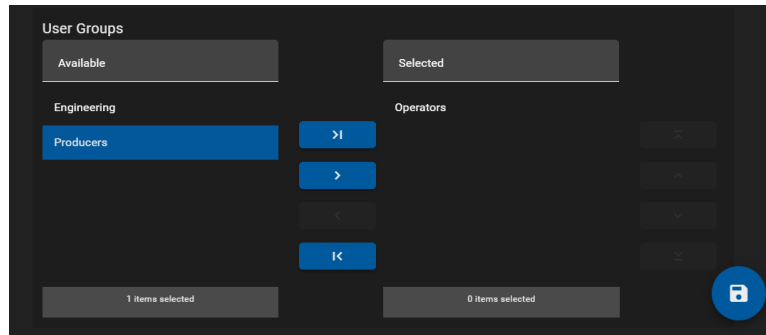


Figure 15-4: User Group Permissions in Task Management

- To modify the User Groups, select the group name by clicking on it and using the blue arrow buttons to add or remove it from the selected list. See Figure 15-5.
- Once complete, save your selections by clicking the save icon also shown in Figure 15-5.



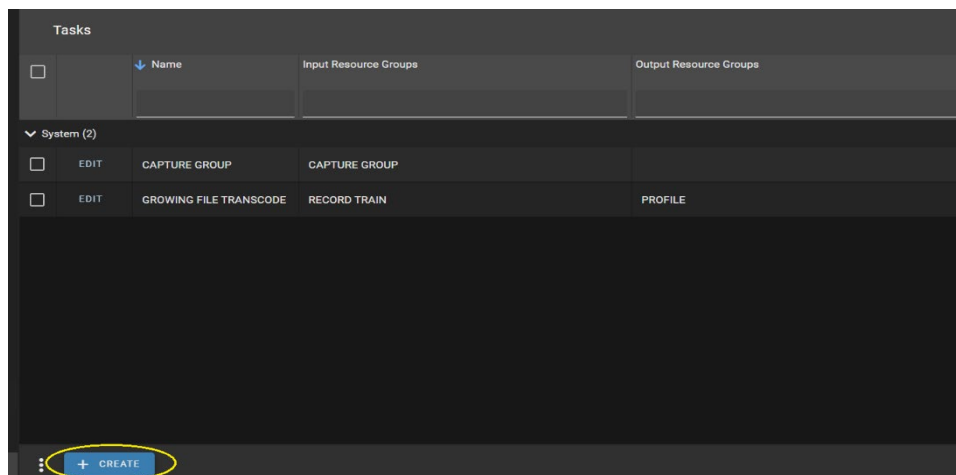
**Figure 15-5: Editing User Groups**

- At this point, a User within the selected User Group will be allowed to schedule events with the given task as discussed in Section 12. the Scheduler App.

## 15.2. CREATING CUSTOM RESOURCE GROUPS

In some workflows, customized tasks may be required.

- Custom tasks can be created and edited by clicking the bottom 'Create' button, as shown in Figure 15-6.



**Figure 15-6: Creating Custom Tasks**

- Once clicked, a 'Create Custom Task' dialog will open with a variety of options. See Figure 15-7.
- Add a name, Base type, Input and Output Resource Groups and User Groups. Optionally a description can be added as well.
- An option may appear to 'Use Pool'. This is to combine all resource group resources for that task together if applicable.

- Once done with all settings, complete your task by clicking the 'CREATE' button.

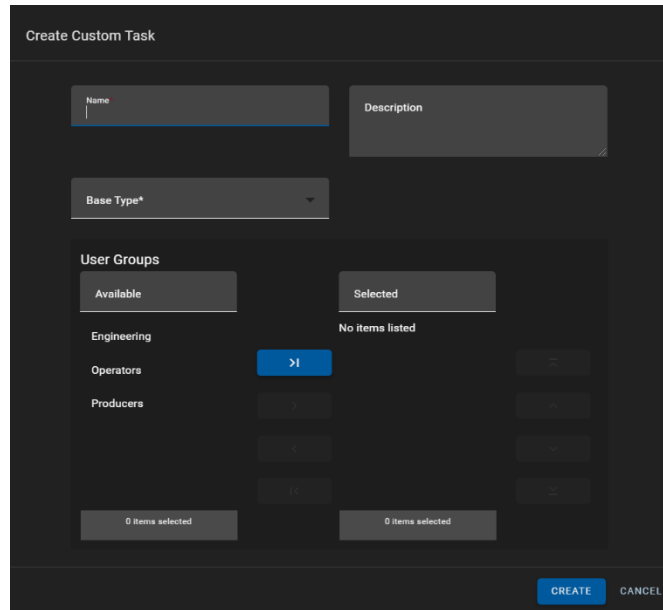


Figure 15-7: Custom Task Creation

- The newly created custom resource group will appear under the System Resource groups, at the bottom part of the App. See Figure 15-8.
- At this point, any customization for the custom user group can be done in the same manner as was described above for default tasks.

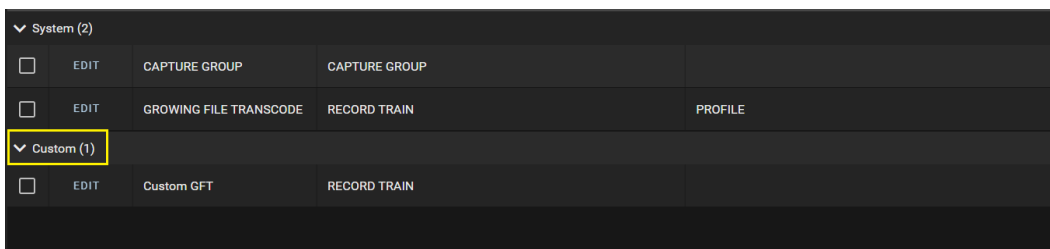


Figure 15-8: Custom Resource Groups

- Customized tasks can be deleted by editing the task, and clicking on the trash can icon. See Figure 15-9.

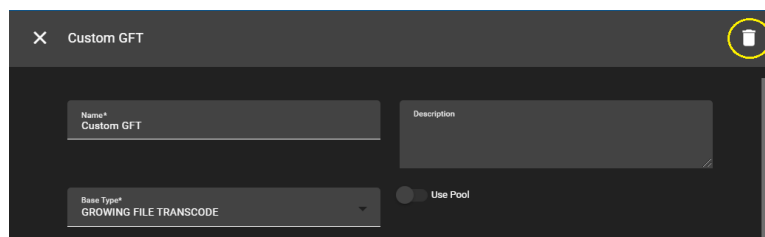


Figure 15-9: Deleting Custom Tasks