FLOW Browse Users Guide

Version 2021.3

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Notice:

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Contents

Chapter 1: Introduction

This chapter provides an overall description of the EditShare FLOW Browse application and the sequence of chapters and topics in this publication. This guide is suitable for users of the application and for administrators and installers.

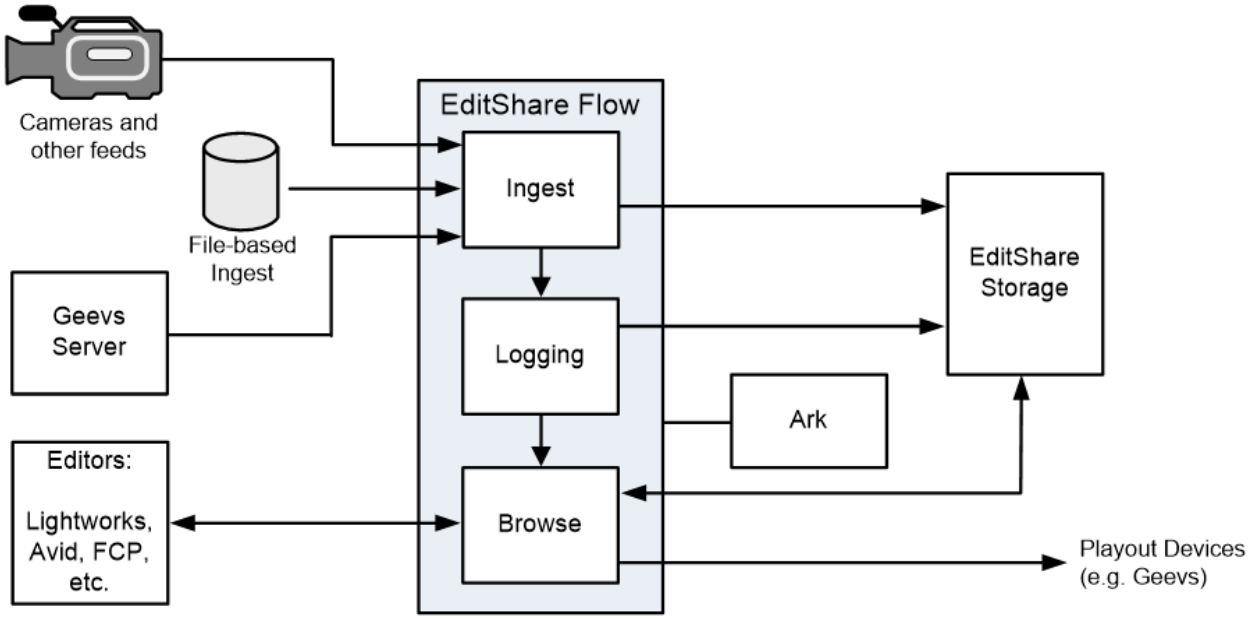
Operating instructions for users are contained in the following chapters:

This User Guide assumes that the EditShare FLOW system has been installed and fully configured. Refer to the FLOW Administrator's Guide for details.

FLOW General Information

EditShare FLOW Ingest takes SDI inputs from satellite feeds, VTRs and studio cameras, as well as files, and writes them to a central storage area in a wide range of broadcast and post production formats. FLOW can even create Universal Media File formats that virtualize clips so that a single piece of media can look like a native QuickTime or Avid MXF file at the same time. EditShare FLOW integrates fully with leading NLE applications as well as the EditShare family of shared storage and archiving solutions.

FLOW Browse client applications are available for the Windows and Mac platforms. FLOW applications running on the Linux platform are available, contact EditShare for details.



FLOW Browse

For any media file you have permission to see, FLOW Browse can playback its corresponding proxy file (if the proxy was made by FLOW) without the need to mount any media directories. FLOW Browse can also play back high-resolution files if you have mounted the Media Space that contains the desired high-resolution files, and if FLOW supports the codec of the high-resolution file.

From FLOW Browse, you can locate media among hundreds of thousands of clips on EditShare Media Spaces. You can update metadata, log clips, create sequences, and drag-and-drop media to Avid and FCP bins before you begin editing. You can browse, playback, and restore files that you archived on EditShare Ark.

The Asset Groups feature permits users to browse and search for clips in FLOW Browse, including clips from Media Spaces that have been deleted. Asset Groups also allow users to see clips in FLOW without adding those users to the Media Space, or granting them permission to mount the Media Space to see the high-resolution files.

When browsing or searching for clips in FLOW, the user can now see any clip from any Media Space that is part of an Asset Group to which they belong. A user can belong to more than one Asset Group, and similarly a Media Space can belong to more than one Asset Group. As long as a user and a Media Space are assigned to a common Asset Group, the user can see the clips from that space.

FLOW Ingest

FLOW Ingest is an application controlled from FLOW Browse, which can capture up to four simultaneous inputs from the ingest server. It encodes each input in up to two high-resolution formats plus one low-resolution proxy format, and writes all media files directly to EditShare networked storage. Metadata about each clip is stored in the searchable FLOW database.

You can ingest from tape or a live feed, or you can ingest file-based media from an XDCAM or P2 device. Ingested media can be shared and used by editors working on Avid, Apple, and Adobe Premiere editing applications. You can start editing while ingest is in progress using FLOW's Edit While Capture (EWC) codecs.

Universal Media Files

You can capture files in EditShare's Universal Media File™ format, which you can then drag and drop into Avid or QuickTime compatible applications. This saves storage space, because a single media file is available in two formats.

EditShare Geevs

FLOW is integrated with EditShare Geevs. If you have a Geevs system, it can capture files directly to EditShare storage and make FLOW proxy files. Geevs can list and play out clips in formats it supports whether they were captured in Geevs, FLOW, or in an editing application. (For information about setting up Geevs to work with EditShare, see the EditShare Geevs Administrator and Database Guide.) In addition, Geevs Studio MC can create an Edit Decision List (EDL) that becomes a FLOW sequence, which you can drag into an editing application (see the EditShare Geevs Studio MC User's Guide).

Quality of Service Support

FLOW supports EditShare 7's Quality of Service (QoS) feature, which allows administrators to set the amount of bandwidth each user can reserve, so that their NLE captures or digital cuts will not fail due to other users overloading the system. When a user performs a FLOW scan, proxy creation or ingest, details of each stream created display in EditShare Manager, allowing Administrators to analyze any performance issues.

System Requirements

You can install FLOW Browse on most Intel-based Windows and OS X workstations provided they have OpenGL graphics cards and gigabit Ethernet (performance improves with faster workstations).

The client software requires a high definition (HD) monitor with a minimum resolution of 1920 x 1080 pixels.

Guide to Functions

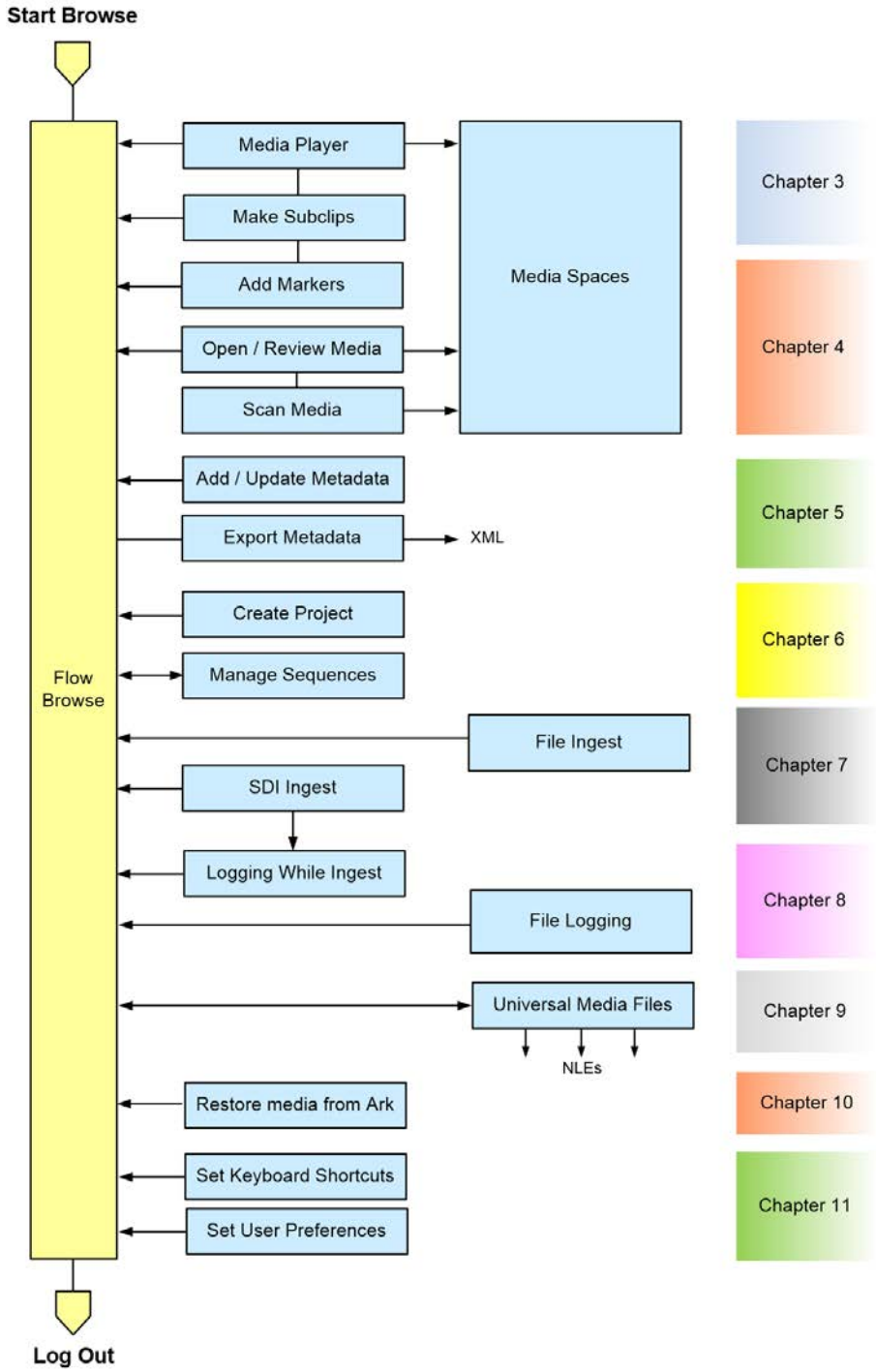
The following table compares the principal functions in FLOW Browse with other applications in the FLOW suite.

Function	Browse	Logger	AirFLOW	Automation	Control
Edit Function					
• Review Clips	x	x	x		
• Delete Clips	x	x	x		
• Add In/Out Points	x	x	x		
• Create Sequences	x		x		
• Create projects	x		x		
File/Media Management					
• Search for Media	x	x	x		
• Scan Media Spaces	x	x		x	
• Schedule Scans				x	x
• Design Scheduled Tasks				x	
• Run Scheduled Tasks				x	
Logging					
• Add Markers	x	x	x		
• Predefined Marker Colors and Text		x			
• Log File-based Media	x	x			

• Log Live Feeds	x	x			
• Log Ganged Captures	x	x			
• Log Using Predefined Groups		x			
• Set Metadata Templates					x
Users and Network					
Edit User Privileges					x
Configure Servers					x
Configure Storage					x
Other					
• Live (SDI) and File Ingest	x				
• Restore from EditShare Ark	x				
• Create Reports	x	x			
• Web Interface			x		

Workflow

An example workflow is shown below, together with cross-references to relevant chapters within this User Guide.



Technical Support

For questions not addressed in our documentation, contact EditShare Technical Support. Have the exact version number of your FLOW implementation ready.

EditShare strongly recommends that you purchase a support agreement for your FLOW system.

Please contact EditShare Technical Support at the following URL:

http://www.editshare.com/support

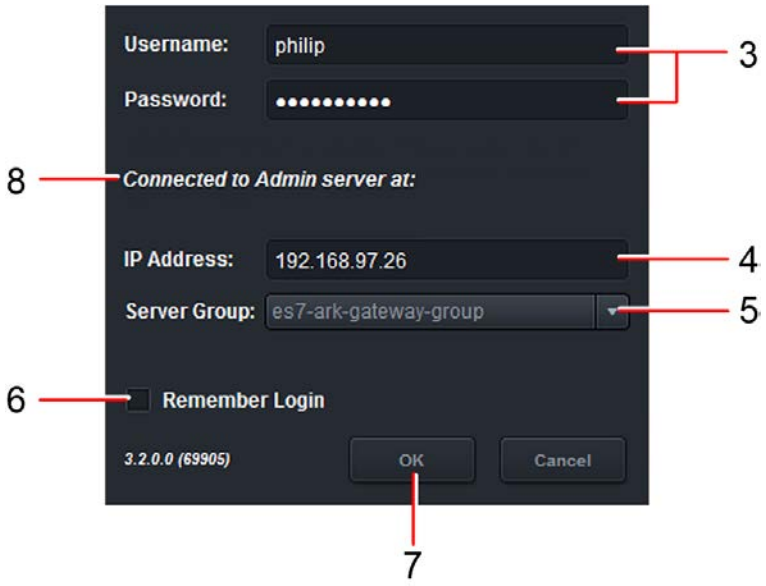
Chapter 2: Getting Started

This chapter describes how to start FLOW Browse, customize the desktop, update your user profile and set up FLOW for use with your preferred NLE.

Starting FLOW Browse

To start FLOW Browse:

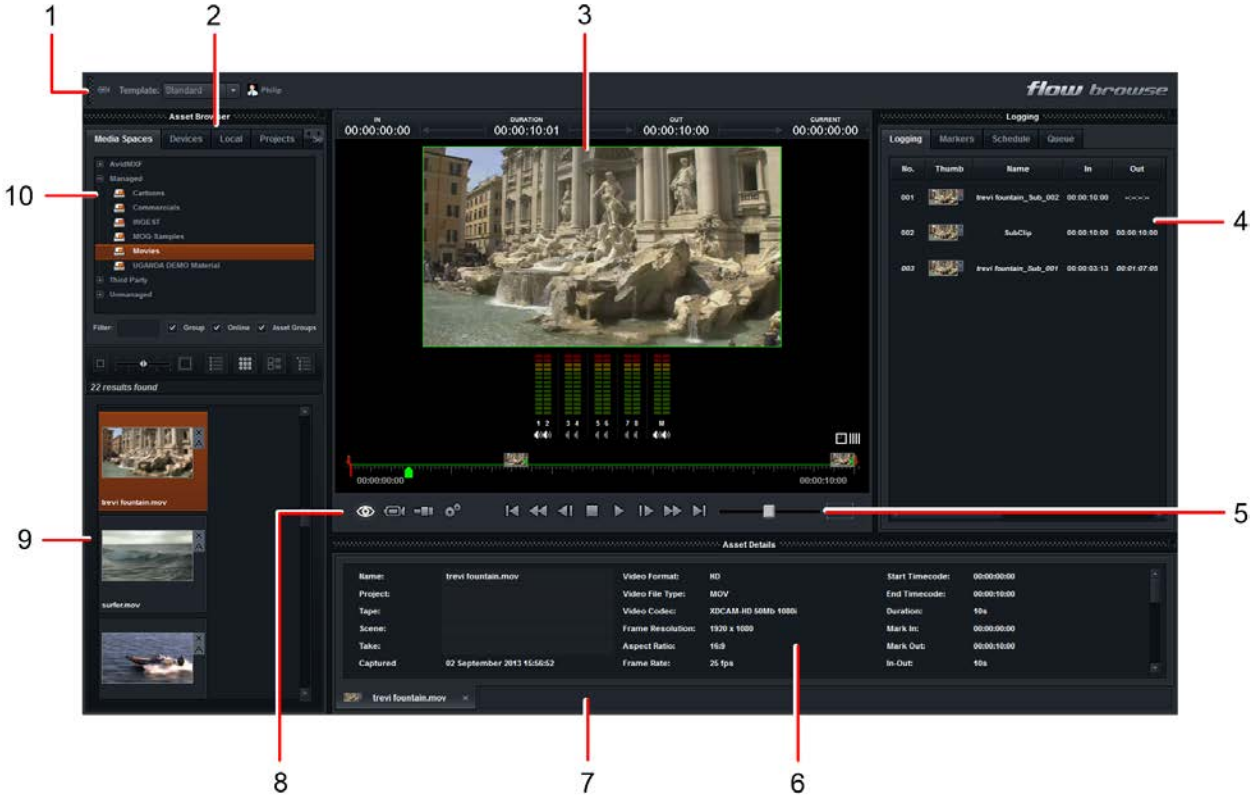
1. Double-click the FLOW Browse icon on your Windows or Macintosh desktop. 
2. The login screen opens.



3. Type your EditShare user name and password into the named fields.
4. The FLOW client attempts to discover the FLOW Admin server. If the 'IP Address' text box displays, type the correct IP Address for the Admin Server into the text box.
5. If the Server Group field displays, select the server you want to connect to from the drop down list.
6. Tick the Remember login box if you want FLOW to keep your login details for the next time you log in.
7. Click OK.
8. The client connection status displays on the login screen. If the connection is successful, FLOW Browse opens (see "FLOW Browse Desktop").

FLOW Browse Desktop

The opening FLOW Browse screen is divided into the areas shown below.



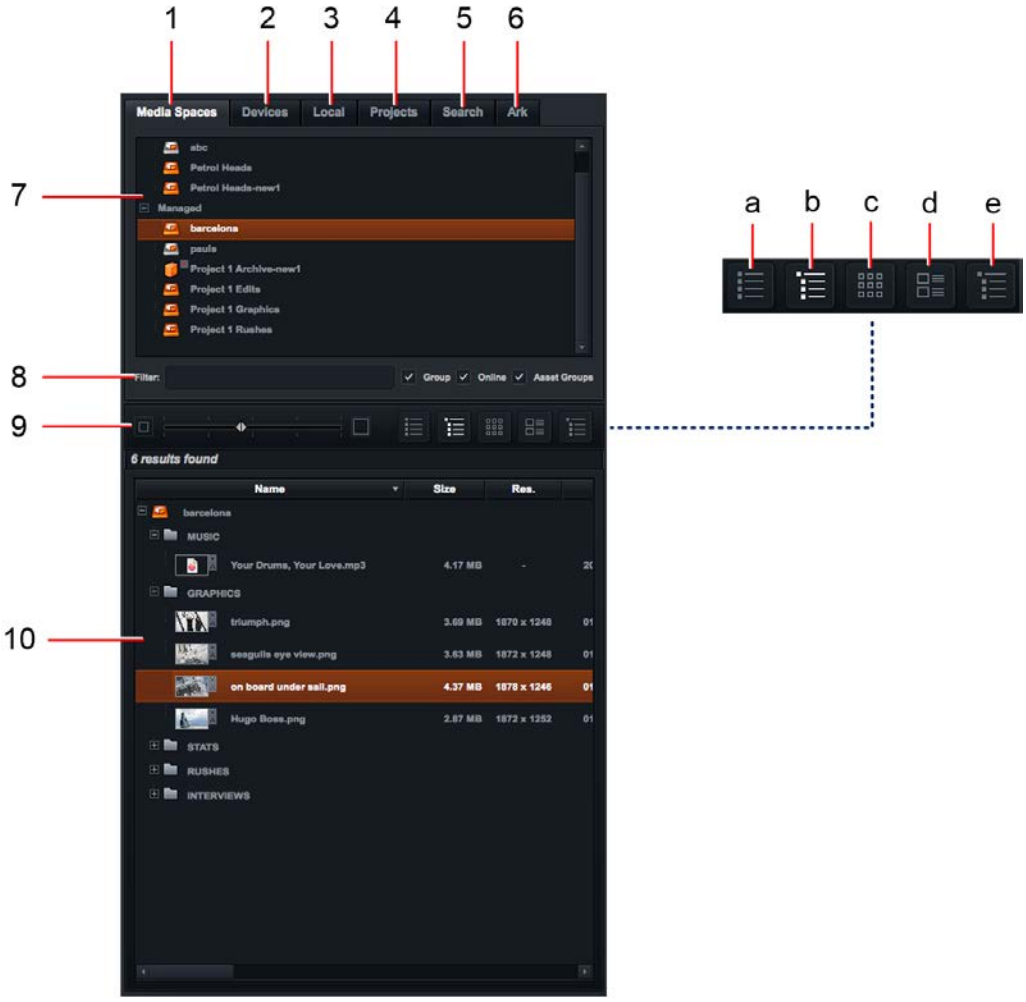
1. Toolbar
2. Asset Browser Tabs
3. Media Player
4. Logging Panel
5. Media Transport and Shuttle Controls
6. Asset Metadata Panel
7. Status Message Panel
8. Launch Buttons (Browse, Ingest and Settings)
9. Files List
10. Asset Browser

Toolbar

The toolbar displays the application banner, the logging template drop down list, the logged in user's profile, and any shortcuts the user has added from the Settings menu.

Browser Panel

The Browser Panel allows you to look for content on remote folders (Media Spaces), local folders, and connected devices. A search tool is also built in.



1.	Media Spaces Tab	6.	Ark Tab	a)	Details View
2.	Devices Tab	7.	Browser Window	b)	Folders View
3.	Local Folders Tab	8.	Display Filter	c)	Thumbnail View
4.	Projects Tab	9.	Thumbnail Zoom	d)	List View
5.	Search Tab	10.	Files Window	e)	Captures View

See "Chapter 4: The Asset Browser".

Media Player

The media player is where you review media during ingest, logging and playout Media can comprise audio, video and still images.

See "Chapter 3: Media Player and Timeline".

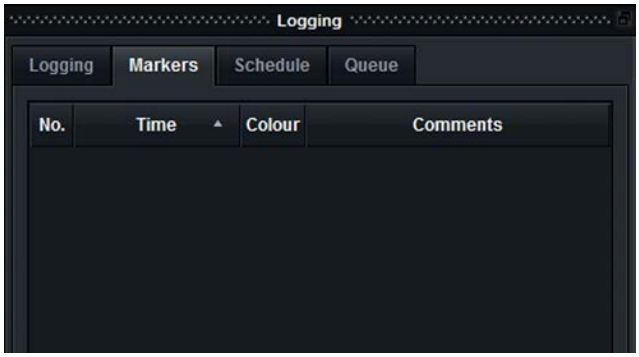
Asset Metadata Panel

The Asset Metadata panel displays information about the selected clip. FLOW can display metadata for all supported video, audio and still image file formats. For other non-media files, FLOW displays general file properties information.

See "Chapter 5: Asset Level Metadata".

Logging Panel

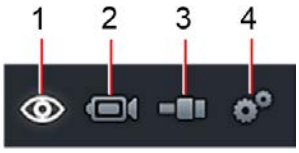
The Logging panel is where the events, actions and markers you log are recorded. The panel has four tabs: Logging, Markers, Schedule, and Queue.



See "Chapter 8: Logging with FLOW Browse".

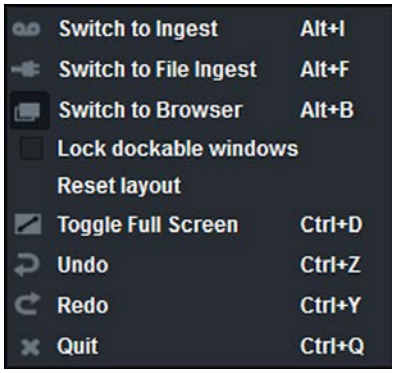
Launch Functions

The Launch buttons give you access to the following applications and functions from anywhere within FLOW.



1. Browse Mode View
2. Ingest from Live Feed
3. Ingest from File
4. Settings Menu

You can also access the Launch functions by right-clicking in the desktop and selecting the required launch option.



Status Messages

Status messages display in the panel below the Metadata Panel and report on the operational status of the FLOW system. If you see a server error message, notify the administrator for your FLOW system.

Arranging the Desktop

You can resize the FLOW Browse desktop to take up the entire screen, or part of the screen, leaving a part of your system desktop visible. You can also resize the desktop or individual panels by dragging with your mouse, and you can change the size of the text displayed in most panels. Note that there are restrictions to the amount that you can resize the desktop or its panels.

Toggle Full Screen

You can toggle between full screen and default screen modes using either of the following methods:

- Pressing Ctrl + D (Windows) or Cmd+D (Mac).
- Right-click on the desktop, and from the menu that opens, click 'Toggle Full Screen'.

Toggle Aspect Ratio

You can toggle between 16:9 and 4:3 aspect ratios by completing one of the following:

- Press Ctrl+Shift+W (Windows) or Cmd+Shift+W (Macintosh).
- Click the Aspect Ratio button located to the right of the Shuttle control. 

The aspect ratio of the Media Player cycles through the following settings: Native, 16:9 and 4:3. The current aspect ratio setting displays on the Aspect Ratio button.

Resize Panels

To resize panels:

1. Position your mouse between panel frames so that it changes to a double-arrow. 
2. With the left button held down, drag your mouse to move the frame borders to the required position.
3. Release the mouse key.

Docking and Undocking Windows

You can dock and undock windows to rearrange them within the FLOW desktop, or to separate them into independent windows.

Windows that can be moved in this way are:

- User Profile
- Asset Browser
- Asset Metadata
- Logging Panel

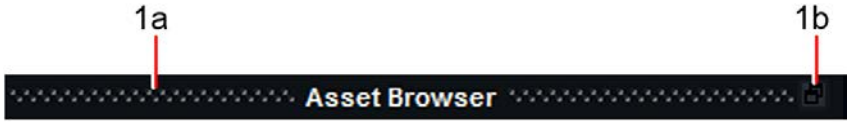
The positioning of your panels, whether docked or undocked, is preserved when you log out. When you log in again, your FLOW panels are set to where you left them last time, even if you log in from a different workstation.

Undocking

To undock a window:

1. The docking bar can be identified by its textured appearance. Do one of the following:

    a. Move the mouse over the docking bar of the window you want to move.

    b. Click on the Undocking button at the extreme right of the docking bar.

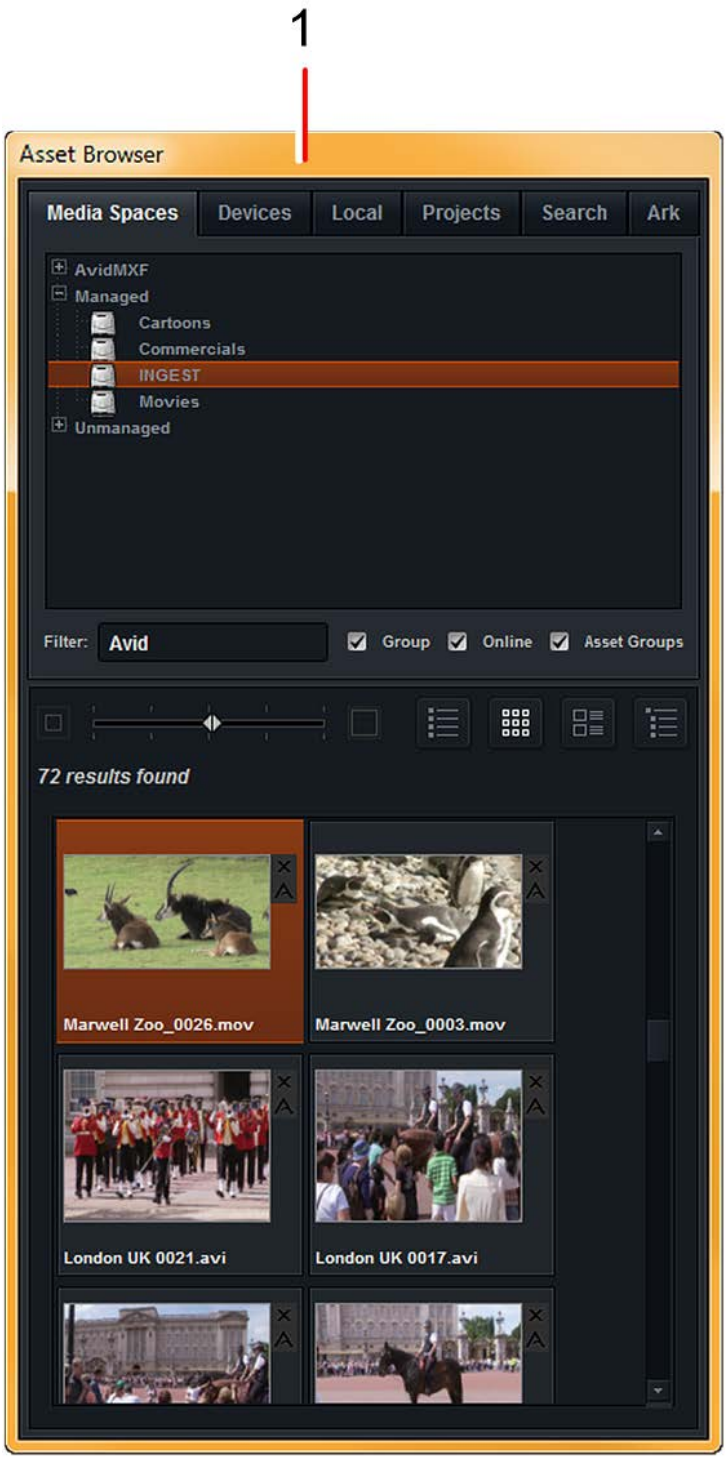
2. Hold down the left mouse key, and drag the window to the position you want, either within or outside the FLOW desktop.

3. Release the mouse key.

Docking

To dock a window:

1. Click and hold the left mouse button over the title bar of the undocked window.



2. Drag the window over the FLOW desktop until a blank panel opens in the application.

3. Release the left mouse button to dock the window into its docked position.

Unlocking and Locking Dockable Windows

To lock and unlock dockable windows:

- To disable docking, and lock the dockable windows as they are, right-click within FLOW and, from the menu that opens, select 'Lock dockable windows'.
- To enable dockable windows again, right-click within FLOW and, from the menu that opens, select 'Lock dockable windows'.

Customizing the Toolbar

You can assign keyboard shortcuts to your frequently used functions, and even add them as buttons to the toolbar. See "Using the Keyboard Shortcut Editor".

Changing the Size of Text

You can change the size of the text in most of the panels, including the Asset Browser, Asset Metadata, Logging and Marker panels. The main exceptions are the media player, ingest settings and ingest metadata panels. To resize the screen text:

1. Left-click inside the panel that contains the text you want to resize.
2. While holding down the Ctrl key (Windows) or Cmd key (Macintosh), scroll the mouse wheel backwards and forwards to decrease or increase the on-screen text size.

NOTE: Not all text elements in a panel will resize, for example column headings.

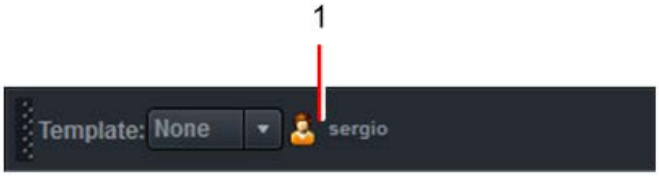
Updating Your User Profile

By default, your EditShare user name displays at the top of the desktop. You can change the displayed name to an alias, for example your full name or nickname. This does not change your user name within EditShare FLOW.

You can also add a picture or avatar, your email address and status information, which are saved to the Users tab in FLOW Control, and may be used by the administrator for your FLOW system. Your name, alias and avatar also display in other FLOW applications.

Complete the following:

1. Click on your user name or avatar.



2. The User Details window opens.

3. Enter the alias or alternative name you want to use in the Display Name text box.

4. Optional: Type your email address in the Email text box.

5. Optional: Type your status in the Status text box.

6. To change your avatar, click within the dark area at the top of the dialog box. An Open File dialog box opens.

   Navigate to the file you want to use and select it. You can use any JPEG file.

7. Click on OK to save your changes.

Your user name displayed in the toolbar will update if you have changed it. If you have other FLOW applications open at the same time, the displayed user name in those applications may not update immediately.

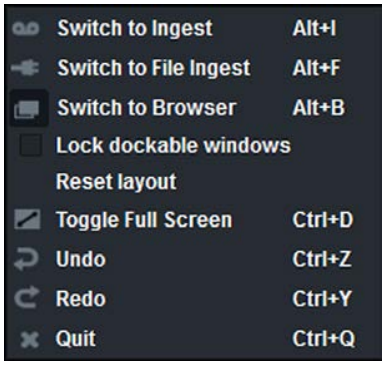
NLE Integration

You can drag clips from FLOW Browse and drop them into your NLE application. To preserve metadata, markers and other clip data, FLOW needs to know which NLE application you are using, so that it can generate the information in the format your NLE requires. See Preferred NLE options.

Exiting FLOW Browse

To exit FLOW Browse, complete one of the following:

- Right-click in Browse, and from the menu that opens, select Quit.



- Press Ctrl+Q (Windows) or Cmd+Q (Mac).

Chapter 3: Media Player and Timeline

This chapter describes the operation of the media player, use of the timeline to navigate to points in clips, add markers and In/Out edit points for subclips.

The Media Player

The media player can playback audio clips, video clips, and still images.

Selecting a File for Viewing or Playback

Media files comprise audio clips, video clips and still images, and are stored in Media Folders and Local Folders. To look for media files in the Media panel:

1. Select the Media Spaces tab.

If you do not have any Media Spaces visible, or mounted, select Local for media on your local system. See "Browsing Media Spaces and Local Folders".

2. Double-click on a Media Space or Local folder to view files in that folder.

3. Folder contents are displayed in the File Browser panel.

4. Click on the View buttons to change the Folder view as required. The view options are Details, Thumbnails, List or Captures. See "Viewing Media Spaces and Folders".

   NOTE: Files containing video or still images normally display a thumbnail image for ease of identification. Files containing audio only do not have thumbnails but display an icon for an application on your system associated with the file type.

5. When you have found the media file you want to view or play, double-click on the file to load it into the Media Player.

Playing Video

To play a video clip:

1. Load the video file into the Media Player as described in "Selecting a File for Viewing or Playback".

2. The duration of the clip displays at the top of the player.

3. Click the Aspect Ratio button to toggle between Native, 16:9 and 4:3 screen formats.

4. Click on the Play button to play the clip.

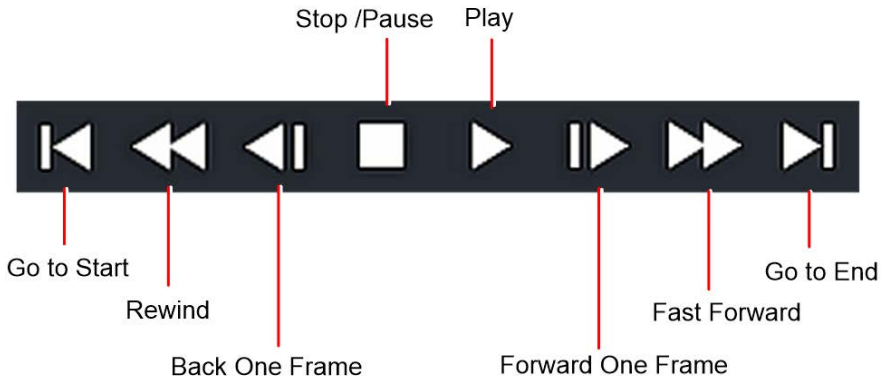
5. As the clip plays, a marker indicates the current playing position in the Timeline.

6. Audio on the selected clip is monitored and controlled as follows:

    a. Audio presence is indicated by activity on the audio channel indicators. The master audio channels are denoted by the label 'M'.

    b. Click on the Speaker icon to mute audio on the selected channel. A bar through the speaker icon denotes the channel is muted. Click the icon again to unmute the channel.

7. Use the transport controls to navigate through the clip.



8. Click the video size button to toggle the size of the video display.

9. Click the audio bar button to toggle the audio channels indicators ON or OFF. Hiding the audio channel indicators releases more space for viewing your video.

10. Use the Shuttle Control to scrub quickly backwards and forwards through the clip: move the slider to the left to scrub backwards, and move the slider to the right to scrub forwards. The further you move the slider from its central position, the faster your video clip plays.

Playing High-Resolution Video

By default, FLOW plays lower resolution proxy files in the Media Player. If the proxy file does not exist, the Media Player attempts to play the real file. This is dependent on:

- The Media Space is mounted and the file can be found.
- The file is in a compatible format.

Playback of the real media file depends on network speed. Check with your administrator before attempting to play back original media files.

To play a high resolution file:

1. Mount the media space containing the high resolution file. Ask the administrator for your FLOW system to do this if necessary.

2. Press and hold Ctrl (Windows) or Cmd (Macintosh) while double-clicking the file.

Changing the Clip Thumbnail

To change the thumbnail for a given clip:

1. Load the clip into the media player.
2. Use the media player transport controls to pause the clip at the frame you want to use for your thumbnail.
3. On the keyboard, press T. The selected frame displays as the new thumbnail against the clip in the Asset Browser.

Subclips and Timelines

For advanced features in the Media Player, refer to "Chapter 3: Media Player and Timeline".

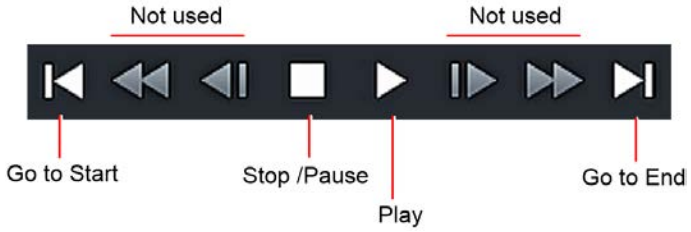
Playing Audio

To play an audio clip:

1. Load the audio file in to the Media Player as described in "Selecting a File for Viewing or Playback".
2. The duration of the clip displays at the top of the player.

3. Click on the Play button to play the clip.

4. As the clip plays, a marker indicates the current playing position in the Timeline.
5. Audio on the selected clip is monitored and controlled as follows:
   a. Audio presence is indicated by activity on the audio channel indicators. The master audio channels are denoted by the label 'M'.
   b. Click on the Speaker icon to mute audio on the selected channel. A bar through the speaker icon denotes the channel is muted. Click the icon again to unmute the channel.
6. Use the transport controls to navigate through the clip.

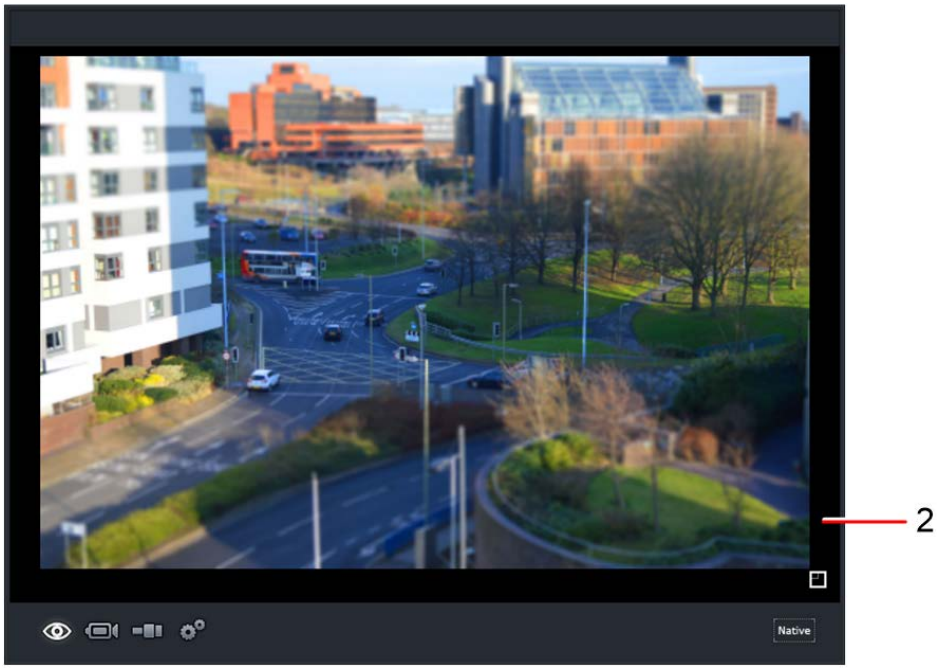


7. Click the audio bar button to toggle the audio channels indicators ON or OFF.

Viewing Images

To view an image file:

1. Load the image file in to the Media Player as described in "Selecting a File for Viewing or Playback".



2. Click the video size button to toggle the size of the image display.

Working with the Timeline

Timeline Color Coding

The Timeline (A) resides at the bottom of the Media Player panel, just above the transport controls. It can also be used to carry edit points for sub-clips and markers for editors.

The Timeline Indicator (B) is a vertical red bar in the timeline that shows the current playing position of a clip. You can click on the indicator and drag it to scrub through a clip.

The Timeline is color coded to help you review the status of any clips as follows:

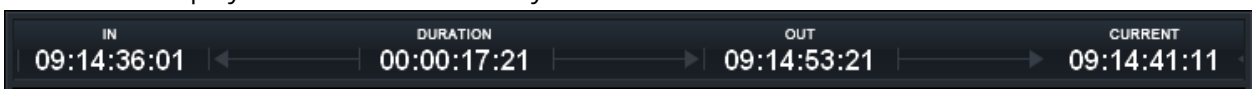
Green: Online
Red: Offline
Orange: Archived

You can use the Timeline in conjunction with the timecode (C) indicators at the top of the Media Player.

Timecode

Timecode Display

Timecode is displayed above the Media Player.



Four types of timecode information are displayed:

IN - The In Point of the currently selected file.

DURATION - The duration of the In to Out point of the current selected file.

OUT - The Out Point of the currently selected file.

CURRENT - The current frame (the current position of the Timeline indicator). See "Moving to a Specific Timecode".

Timecode is linked between all related files. If a proxy file is loaded, it displays exactly the same timecode as the original media file.

Moving to a Specific Timecode

The Current timecode display shows you the timecode for the current playing position of the Media Player, which also corresponds to the position of the red Timeline Indicator in the timeline. You can move the Timeline Indicator to a specific timecode by typing it into the Current display.

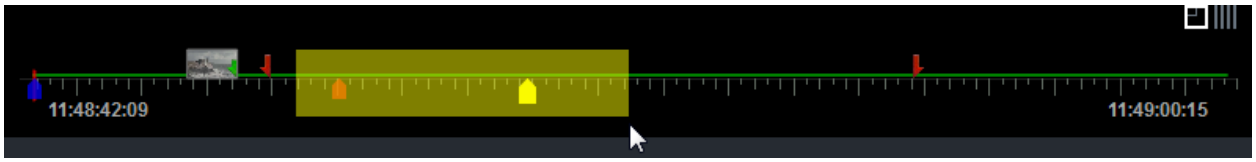
1. In Media Player, click inside the Current timecode information box.

2. Type the timecode to which you want to move, and then press Enter.

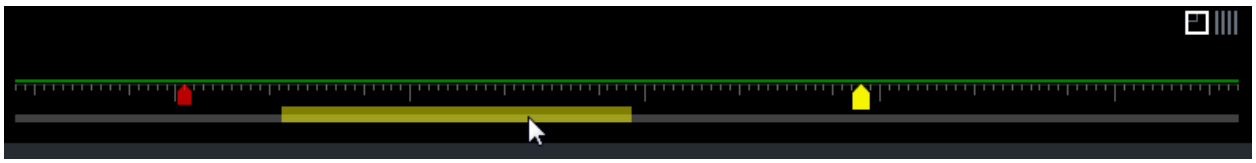
3. The Timeline Indicator moves to that timecode within the clip.

Timeline Zoom

To zoom into a specific area on the timeline, left-click and drag a box around the timeline range you wish to zoom.



The timeline expands to show the range you selected.



To revert to the normal timeline view, right-click on the highlighted area at the bottom of the timeline.

Working with Timeline Markers

Timeline markers are a useful tool for collaboration. If you insert a marker and add a comment to it, the comment is instantly available for other users to see. Producers can collaborate with editors by adding markers and comments for changes to be made. The comments in markers are searchable.

You can update Timeline markers at any point. They are searchable in the FLOW database.

Adding a Marker

To add a marker in the timeline:

1. Press the M key. A colored marker appears at the Timeline indicator position.

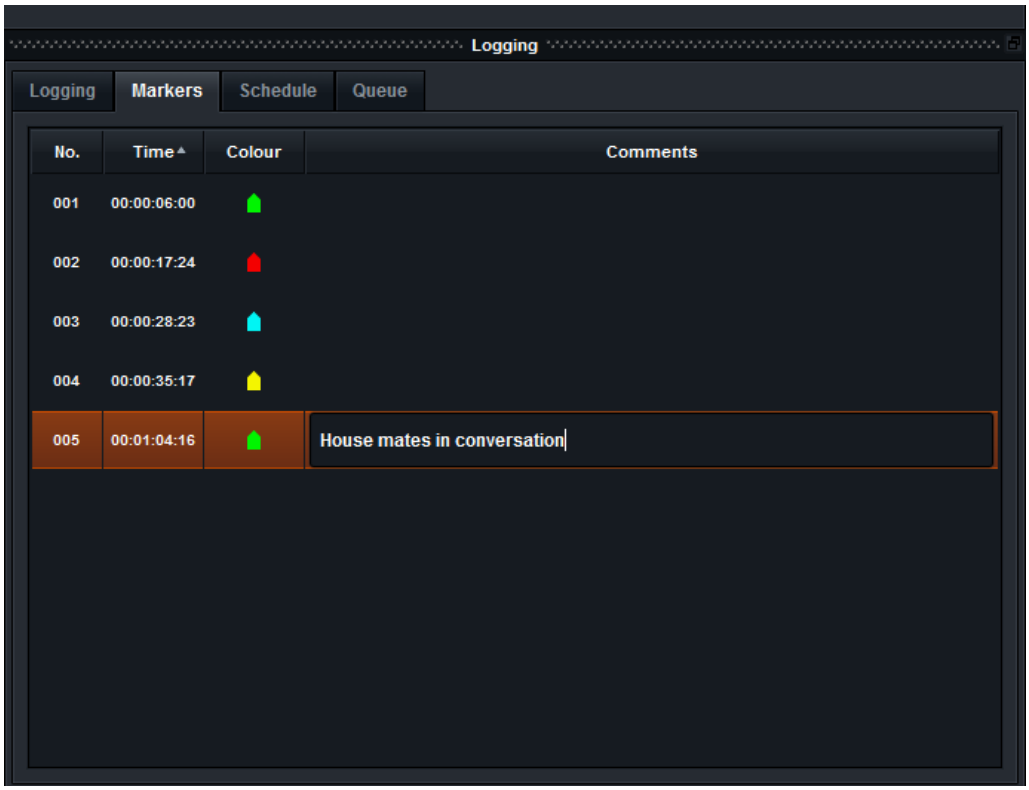
2. Double-click the marker.
3. A window with a text box and color palette opens.
4. Click on a color box to change the marker color, type text into the text box, and then click elsewhere in the window to return to the browser.

Removing a Marker

To delete a marker, click on it and then press the Delete key.

Viewing the Marker List

To view a list of Timeline markers, press F8 and then select the Markers tab. A Marker panel opens, displaying a list view of all the markers for the currently selected clip.



You can change the color and text of markers in this list. See "Markers".

To switch back to the Media Spaces area, press F6.

Subclips

Subclips are shorter sections of longer 'parent' clips. Subclips exist only as 'virtual' clips, comprising only start and finish data in the FLOW database.

The frame at which a subclip starts is known as the 'In' point, and the frame at which it ends is known as the 'Out' point. Subclips are useful for when:

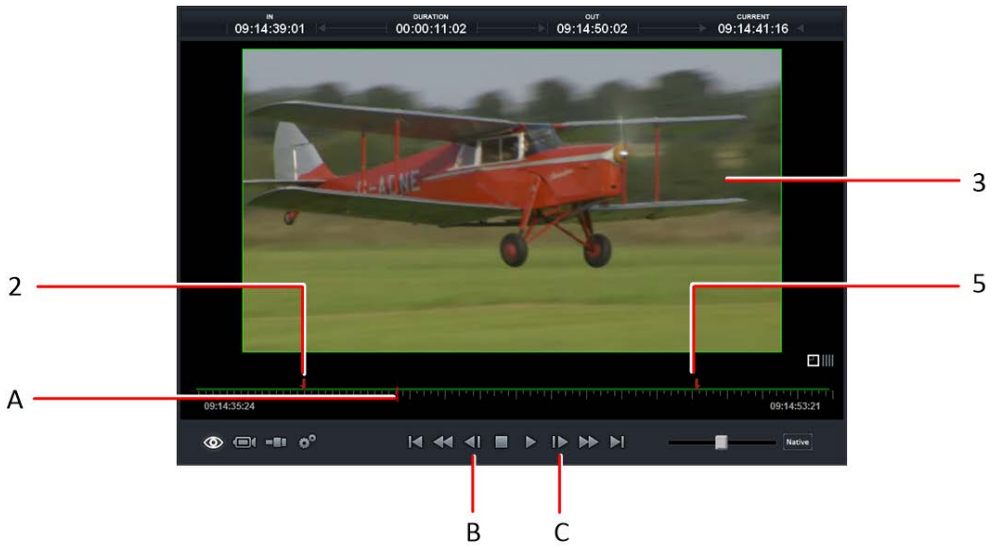
- The clip duration is too long for the time you have been allocated, and you wish to shorten it.
- The clip contains material which is irrelevant to the subject matter, or which may confuse or distract the audience.
- You want to create a faster paced clip for visual impact.

You can select a portion of your media clip and drag it into your NLE application as a subclip. You do this by setting an In point and an Out point in your media clip to mark the start and end points of your subclip. In and Out points can also be used for logging.

Creating Subclips

You can select a portion of your media clip and drag it into your NLE application as a subclip. You do this by setting an In point and an Out point in your media clip to mark the start and end points of your subclip. In and Out points can also be used for logging.

1. Load the clip you want into the media player.
2. Drag the Timeline Indicator 'A' to the point where you want your subclip to start (the In Point).



3. The media player displays the frame at the point you positioned the timeline marker. Use the Frame Back ‘B’ and Frame Forward ‘C’ buttons to move to the precise point you want the In point.
4. Press I to mark the In point.
5. Drag the Timeline Indicator ‘A’ to the point where you want your subclip to end (the Out Point).
6. Use the Frame Back ‘B’ and Frame Forward ‘C’ buttons to move to the precise point you want the Out point.
7. Press O to mark the Out point.

Dragging Subclips into NLEs

With your preferred NLE application and FLOW Browse open side by side, drag the subclip from the Media Player into a bin on your NLE.

In an Avid editing application, both the subclip and its associated master clip appear in the bin.

In Final Cut Pro, only the subclip appears.

Chapter 4: The Asset Browser

The Asset Browser is a flexible tool that allows you to review media and non-media files on Editshare media spaces, network folders and on your local drives. Once located in the Asset Browser, you can view metadata about each file, and load audio and video files into the FLOW media player.

FLOW offers two methods for finding files: Browse and Search. Once you have found the files you want, you can review and play media files, create subclips from video files, and you can drag-and-drop them directly into bins in your editing application.

The Asset Browser also contains a tab for managing projects and sequences. See "Chapter 6: Projects and Sequences".

Browsing Media Spaces and Local Folders

In Browser mode you can browse EditShare Media Spaces or your local files (including Media Spaces that are mounted). Because of FLOW's tight integration with the EditShare Storage server, you can search for and review files from EditShare Media Spaces without having to mount them as network volumes. If you have lots of Media Spaces, this provides an efficient way to find the clips you are looking for.

The Asset Browser displays all media and non-media files in the selected media space or folder. When you select a file, its file system details are displayed in the Metadata panel, together with any metadata from recognized video and audio files. The media player can display image files as still pictures, as well as play a wide range of video and audio file formats.

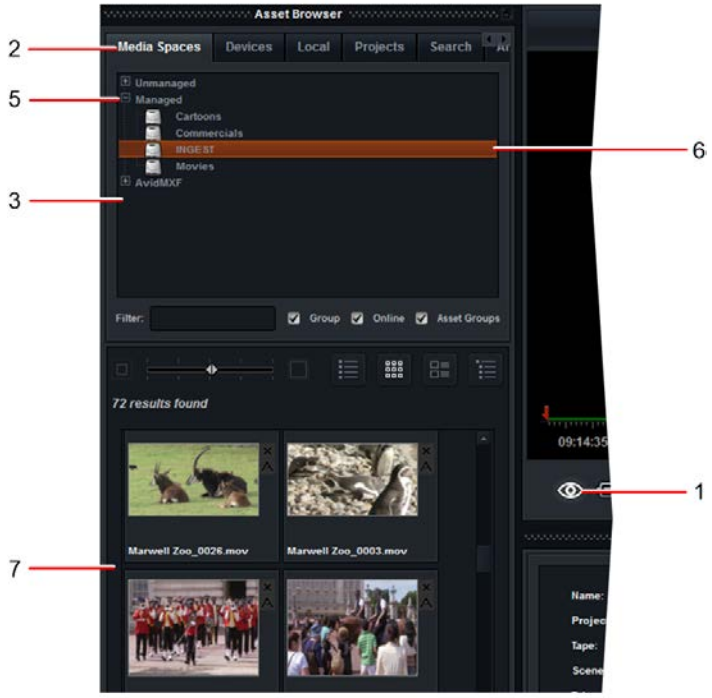
If any of your media files do not have a proxy file, you will need to mount the Media Space they occupy before you can play these files. However, you can still search for files and view their thumbnails.

You can also browse devices such as XDCAM cameras and P2 media storage media.

Browsing Media Spaces

To browse Media Spaces:

1. Enter Browser mode by clicking the Browser button below the Media Player.



2. Click the Media Spaces tab.

3. The Media Spaces tab displays the Media Spaces of which you are a member. Media Spaces are displayed by type, e.g. AvidMXF, AvidStyle, Managed, Third Party and Unmanaged.

4. If a Media Space is mounted on your workstation, it is highlighted in orange.

   NOTE: If you have proxy files available, you can play these without having Media Spaces mounted. You cannot, however, play the original files if the Media Space is not mounted.

5. Click on the '+' button displayed against a Media Space type (Managed, Unmanaged, etc.) to expand the listing below it. Click on '-' to collapse the listing.

6. Double-click on a Media Space to select it and to display its content.

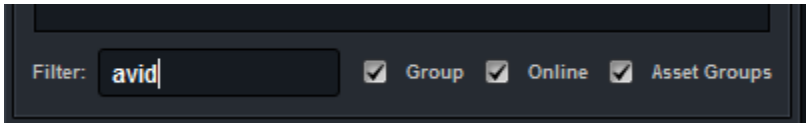
7. Content in the currently selected media space displays in the Files Window below the Asset Browser.

8. If a listed file does not have a thumbnail image, it will display a system icon relevant to its file type or default application that can be used to open it. Note that audio files display a system thumbnail image but may still be played in the media player.

Filtering the Media Spaces Display

If you have a larger number of Media Spaces displayed in the Browser, you can filter the results by specifying the group type or name.

1. If the Media Space Filter is not displayed, press Ctrl+F The Filter panel opens in the lower border of the Asset Browser, and is ON by default.



2. To filter the display by name, add part or all the text you want to apply into the Filter text box. The display updates as you enter your text.

3. To toggle grouping of media spaces into type, tick or untick the Group box.

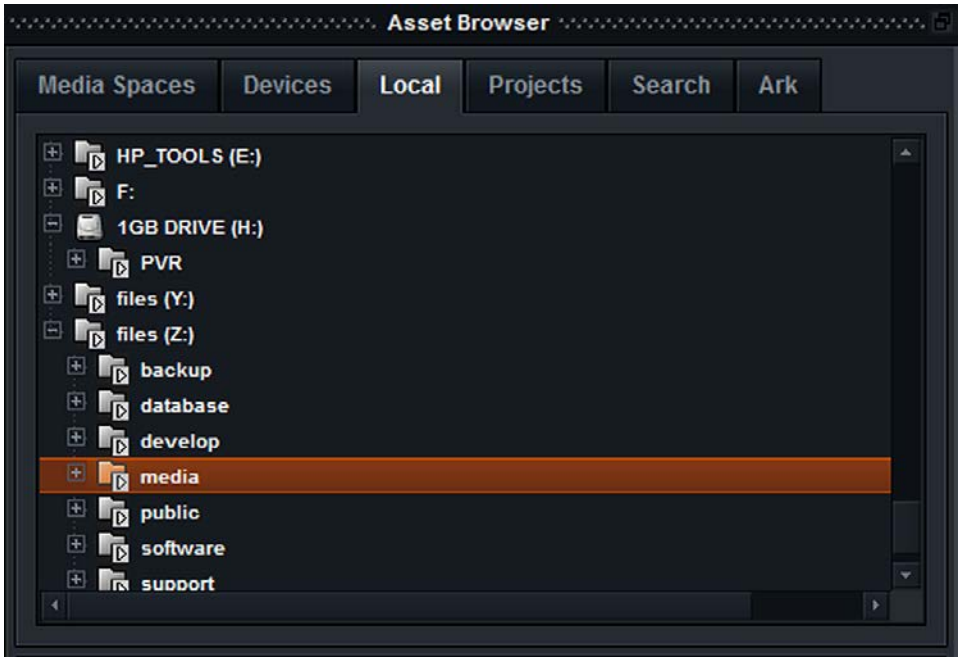
4. To filter display results by space type (Online or Asset Groups), tick or untick those boxes as required.

5. You can apply any combination of text box input and click box selection.

6. Press Ctrl+F again to close the Filter panel.

Browsing Local Folders

You can navigate to folders and files on your local hard drive by clicking the Local tab and navigating to the file you want.

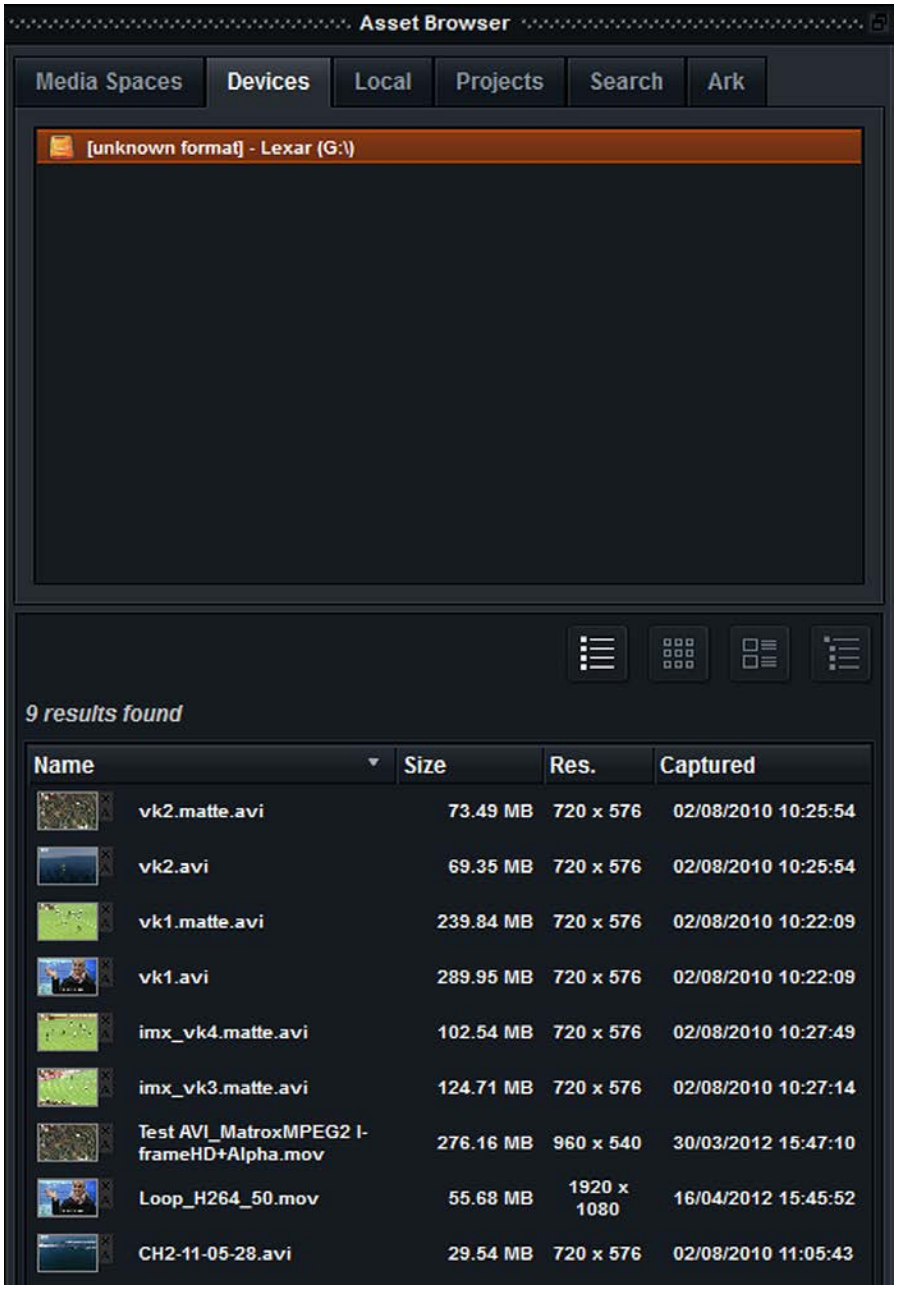


Browsing Devices

If you have devices such as cameras and memory cards, you can display them in the Devices tab. You must mount the device prior to browsing or searching for files stored on them.

Overview

After your device is mounted, click the Devices tab and navigate to the device to view its contents.



If the device is not mounted but the card contents have been copied to the local file system instead, then you can browse to them and ask FLOW to mount them as devices. See "Mounting Devices from Media Drives and Folders".

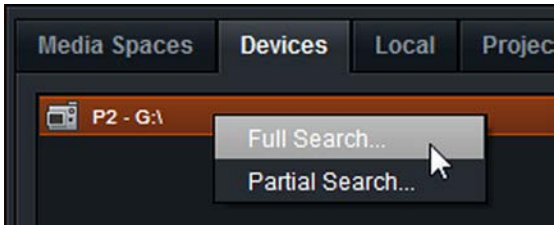
You can select multiple devices if they are available, allowing you to view the contents of multiple cards at once. This is useful if you have cards from multiple cameras that show the same take from different angles and you want to ingest them together.

Viewing the mounted device means you are browsing the original files in preparation for ingesting them into FLOW.

Full / Partial Search

Right clicking on a device in the device view allows you to perform a Full or Partial scan.

- Partial search collects basic data for clips such as the name and size data.
- Full search also provides a thumbnail of each clip.



A full pass is performed by default on all devices except XDCAM. XDCAM devices are slow, which substantially delays the ingesting of clips.

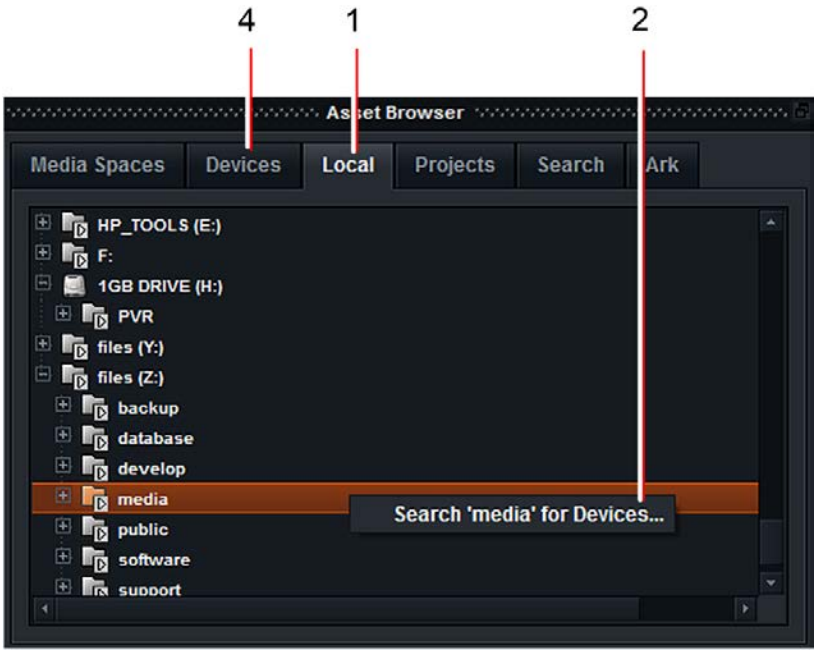
Mounting Devices from Media Drives and Folders

Media is often delivered on drives containing a large number of tapeless reels, each within its own sub-folder. Instead of mounting each of these reels individually to get them to show up as devices, you can ask FLOW to search for all reels on a given drive or folder and mount them for you.

NOTE: You must have user privileges for File Ingest in order to do this.

Complete the following:

1. Select the Local tab.



2. Right click on the folder you wish to search, and from the menu that opens, select 'Search for Devices'.
3. FLOW searches recursively down the directory tree, automatically mounting each device it finds.
4. At the same time, FLOW selects the Devices tab window, which displays each device as it is discovered.

Using the Files Window

Viewing Media Spaces and Folders

The Files window occupies the lower half of the Asset Browser, and is where all files in the selected media space or folder are displayed, or the results of a search.

Click any one of the five Display buttons to choose your viewing options:

1. Details View - Displays a thumbnail and metadata in columns that you can sort (see "Sorting in the Files Window").

2. Folders View - Displays files and the Folder structure of Managed and Unmanaged spaces

3. Thumbnail View - The Thumbnail view displays a pictorial view of each media file. Hovering the mouse over the file displays a tooltip with metadata information such as filename, Media Space, and so on.

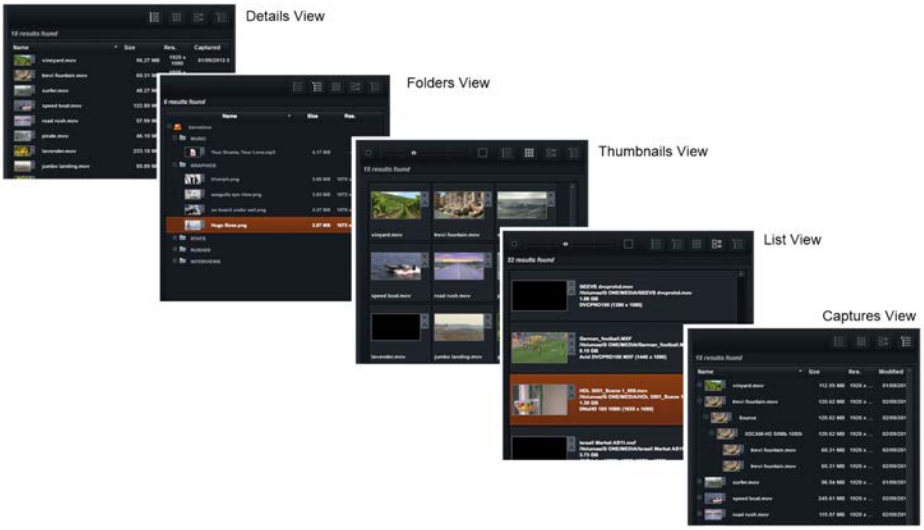
   The thumbnails in the Thumbnail view can be resized by moving the slider 'A' left or right.

4. List View Displays thumbnail and metadata information for each clip. The thumbnails in the List view can be resized by moving the slider to the left or right.

5. Captures View - Displays the components of an ingest: the source, the output, and the clip itself. Click the file opener (plus sign) to see the sources for that clip. This view is useful for viewing ganged or multi-camera recordings.

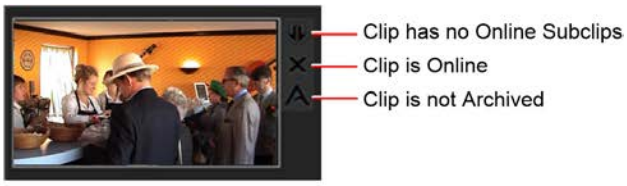
A Slider - When the slider 'A' is visible, you can use it to vary the size of thumbnails in the Files Window.

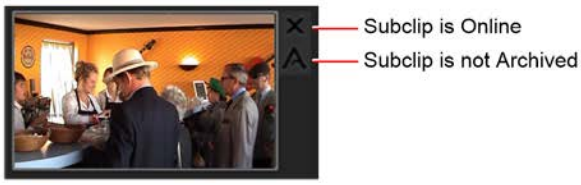
You may need to scroll to the right to view all the columns.



Viewing Clip and Subclip Status

Icons to the right of a clip or subclip indicate its status, as follows:





Only two icons are displayed on subclips: Offline and Archived.

Viewing File Metadata

You can view further status information for your file in the Metadata panel below the Media Player. Complete the following:

1. In the Files window, double-click on the clip you wish to review.
2. Information about the clip displays in the Metadata tab.

3. The possible status values and their meanings are given below:
   - Online - The clip is in a Media Space.
   - Archived - The clip has been backed up in EditShare Ark.
   - Capturing - The clip is in the process of being ingested.
   - Local - The clip is a local file.
   - Offline - The file has been deleted and is not archived.
   - No Proxy - The file does not have a proxy.

   NOTE: Status values can appear in any combination, for example, 'Online, Archived'.

Sorting in the Files Window

To sort the columns in the Files window:

1. Click the heading of the column (Name, Size, Resolution, etc.) you want to sort on.

2. Files are sorted in increasing or decreasing alphanumeric order. The arrow in the column heading name changes direction accordingly.

3. To sort the column information in the opposite order, click it again.

Dragging and Dropping Files

FLOW Browse supports drag-and-drop of media files into a number of NLE applications, including Avid, Final Cut Pro, Adobe Premiere Pro and Lightworks. While it is important to be able to find and preview your media, it is just as important to be able to get this media into your editing application. With FLOW it is as simple as dragging the media file from the Files Window directly into an Avid or Final Cut Pro bin. Associated metadata, such as Tape ID, markers, tape name, Comments, custom fields, etc. is preserved.

You can also drag logged entries (generally called subclips) into your editing application, including entries logged by users other than yourself.

The Media Space that contains the files you want to work with must be mounted using EditShare Connect. See "Mounting Media and Project Spaces".

To drag-and-drop clips:

1. Select files that you want to use from the Files window.

   NOTE: You may want to take FLOW out of Full Screen mode before you drag-and-drop files, particularly if you only have one monitor. Press Ctrl+D (Windows) or Cmd+D (Macintosh) to toggle Full Screen Mode on and off.

2. Drag the files directly into the desired bin of your NLE application.

3. The master clip appears along with the metadata you entered for the file during capture.

Dragging and Dropping in Final Cut Pro X

Final Cut Pro X (FCP X) uses a slightly different method of dragging and dropping of files. Dragging a selection of items imports the items into a single FCP X event - an event is not created for individual items. It should be noted that material must be dragged onto the FCP X Dock icon, not on the NLE application window.

FCP X treats FLOW media as follows:

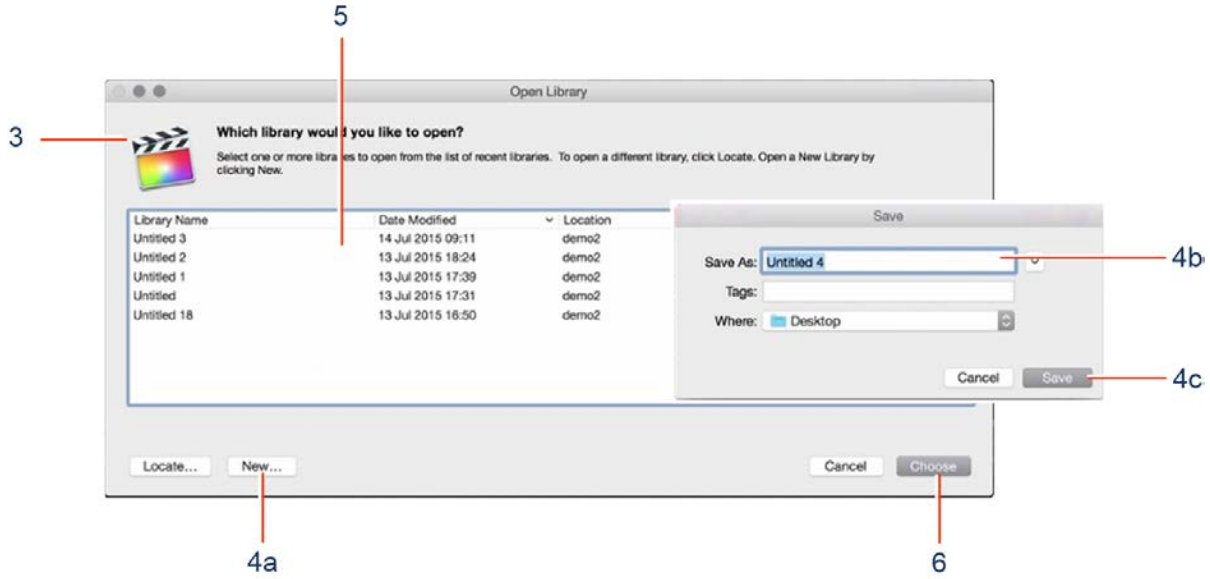
- Markers and logging panel entries in clips are preserved
- Angles in Multicam clips are preserved
- FCP X clip lists display FLOW subclip names as keyword ranges
- Folders display as keyword ranges
- FLOW sequences are imported as FCP X projects

For further information about FCP X events, projects and libraries, refer to the Final Cut Pro X User Guide available from https://www.apple.com/support/.

Before using drag and drop to FCP X, you must set 'Preferred NLE' in Preferences to 'Final Cut Pro', and you must have the 'FCP Version' option set to 'X'. See "NLE Tab".

1. Select the clip, subclip, sequence, or clip list you want to import into FCP X.
2. Drag the selected items onto the FCP X Dock icon in the status bar. *DO NOT drag directly onto the NLE application*.

3. The “Open Library” dialog box opens in FCP X.



4. If you want to create a new Library for your FLOW media:

    a. Click New.

    b. The Save dialog box opens. Type a name for your Library in the text box.

    c. Click Save.

5. Click on the Library where you want to import your media.

6. Click the Choose button.

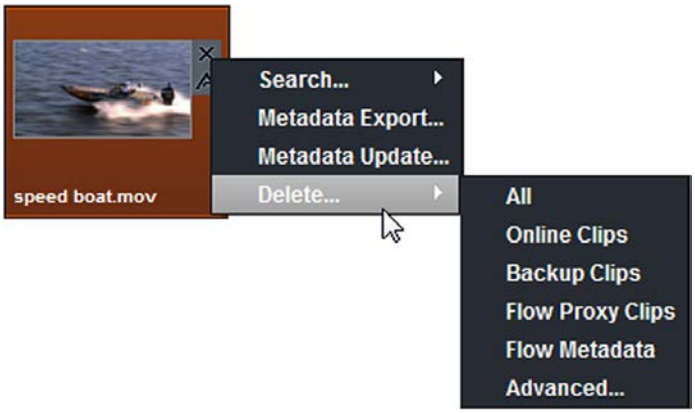
7. After a short interval, your FLOW media displays in FCP X. Sequences, In / Out points, camera angles, markers and logging data are preserved.

Deleting Files

NOTE: Using a 'Quick' delete option from this menu causes all instances of the clip type (Online, Backup, FLOW Proxy, etc.) selected to be deleted. To delete only selected locations of the clip type, use the 'Advanced' menu option instead.

If you have file-deletion user privileges in FLOW Control, you can delete files from within FLOW Browse.

1. Right-click on the file you wish to Delete.



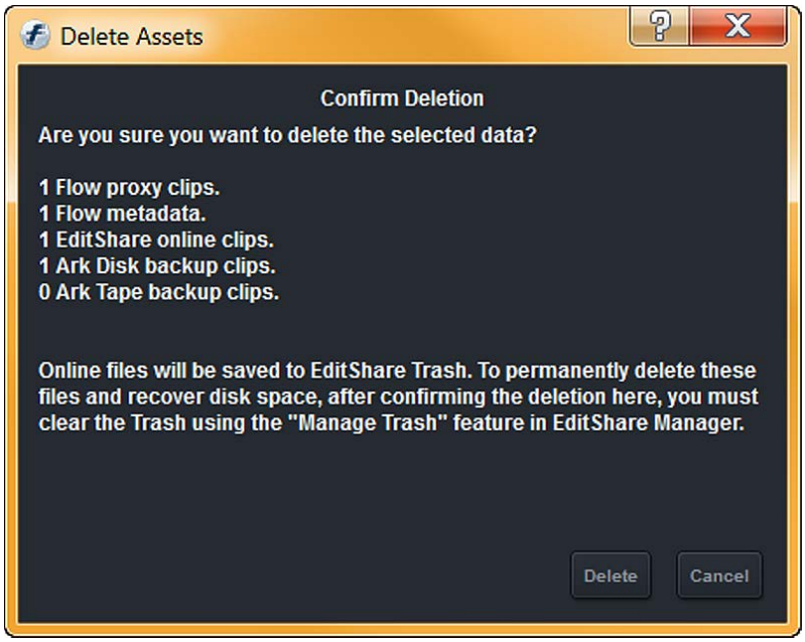
2. From the menu that opens, select Delete.
3. From the Delete sub-menu, select one of the following:
    - All - Deletes all components of the selected files
    - Online Clips - Deletes selected files
    - Backup Clips - Deletes or removes all known Ark backups.

      If you choose to delete "Backup Clips", the delete behavior depends on whether you are deleting backups on Disk or on Tape.

      Deleting From Ark Disk: Immediately deletes all backups of the clip(s) on Ark Disk, and frees up space occupied by those clips.

      Deleting from Ark Tape: Causes FLOW to "forget" any Ark Tape backup locations for the chosen clips, but does not actually free up space on the tape as that is not possible with the LTO tape medium.
    - FLOW Proxy Clips - Deletes the clip's proxy file
    - FLOW Metadata - Deletes the metadata from the database
    - Advanced... - Provides a comprehensive set of delete options. See "Advanced Deletion Options".

4. A message box displays, advising the number and type of files that are selected for deletion.



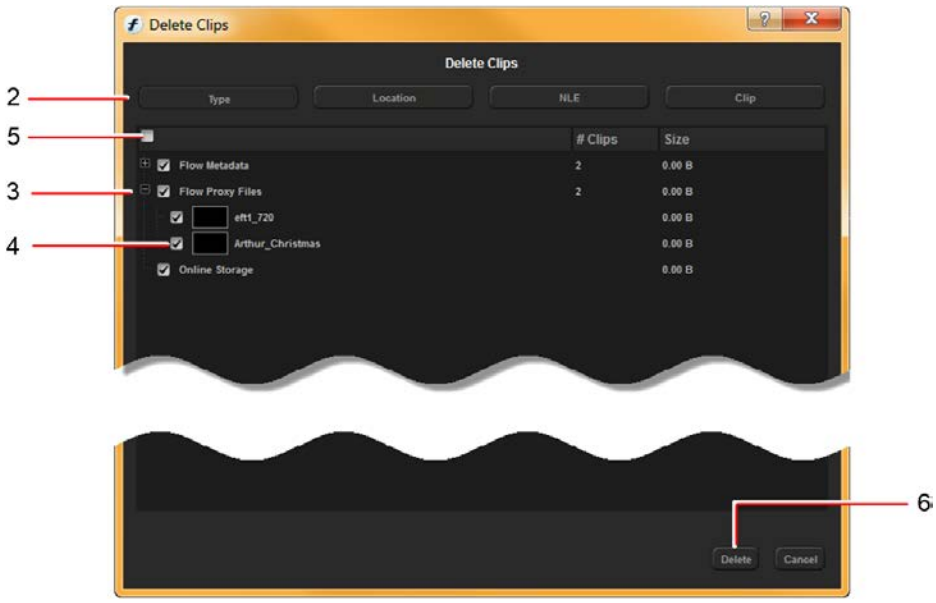
5. Click Delete to delete, or Cancel to cancel the operation.

6. Deleted files are moved to the EditShare trash.

Advanced Deletion Options

Advanced deletion options are as follows:

1. On selecting the Advanced option in the delete clips menu, the Delete Clips dialog box opens.



2. Choose to arrange the display by Type, Location, NLE or Clip, by clicking the named button.

3. Click the + buttons to view child elements within an item branch.
4. Select or un-select the box next to individual items you wish to mark or un-mark for deletion.
5. Select or un-select the master box to globally select or deselect all items for deletion.
6. Click Delete to delete all items selected, or click Cancel to cancel the operation.

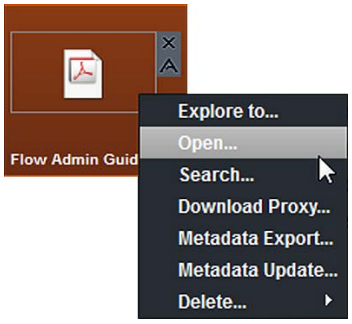
Program Launcher

NOTE: To open files from EditShare media spaces, you must first mount the required media spaces as local drives on your system. Media spaces are mounted using EditShare Connect. See "Mounting Media and Project Spaces".

You must have applications registered on your system for the types of files you wish to open.

You can use FLOW as a program launcher, to open files from media spaces and local drives and load them into applications on your workstation. This applies to both media and non-media files. In the case of media files, the original, full size file version is opened, even if a proxy file exists.

1. Right click on the file you wish to open and, from the menu that opens, select Open.



   If the Open option is not displayed in the menu, you do not have that media space mounted.

2. The file loads into the application associated with the file type on your system.

Browse using Explorer or Finder

NOTE: To open files from EditShare media spaces, you must first mount the required media spaces as local drives on your system. Media spaces are mounted using EditShare Connect. See "Mounting Media and Project Spaces".

You can browse FLOW media spaces using Explorer (Microsoft Windows) or Finder (Macintosh).

1. Right click on a file that resides in the media space you wish to browse and, from the menu that opens, select 'Explore to'.

   NOTE : If the 'Explore to' menu option does not display, you do not have that media space mounted.

2. The default file manager for your operating system (Windows Explorer or Mac Finder) opens in the selected file's location.

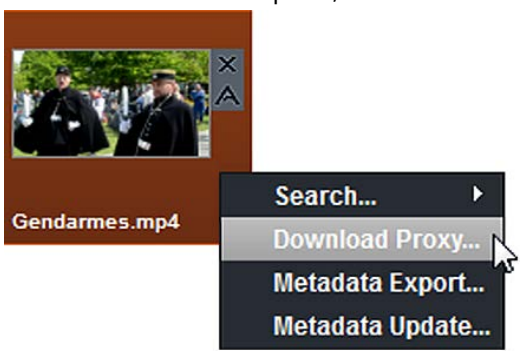
Downloading Proxy Files

You can download the proxy files created by FLOW and save them to a local drive on your workstation. To download FLOW proxy files:

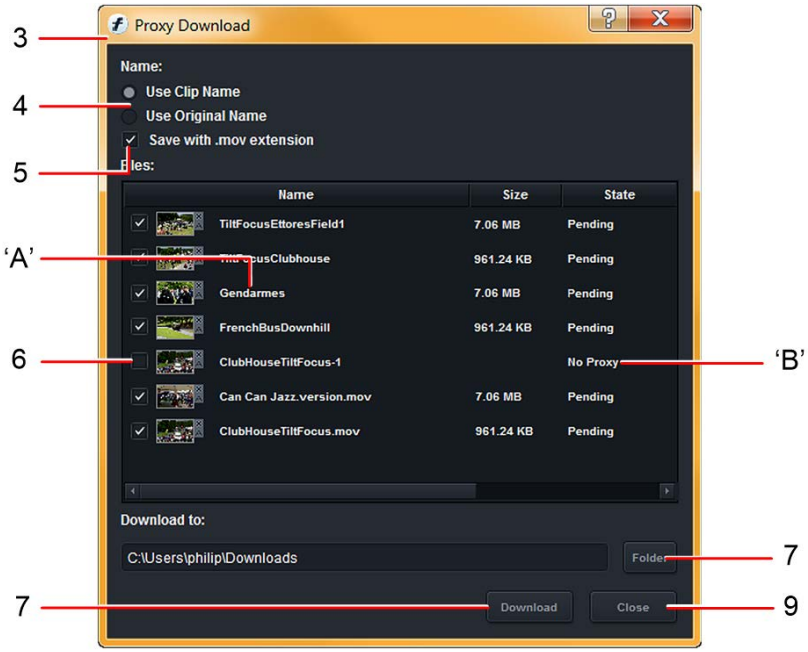
1. In the Asset Browser, right-click on the clip you want to download.

   To select multiple clips, hold down the Shift or Ctrl key while left-clicking each clip you want, and then right-click on your selection.

2. From the menu that opens, select 'Download Proxy'.



3. The Proxy Download dialog box opens.



4. Select 'Use Clip Name' or 'Use Original Name', depending on whether you want to save your files using the clip name or FLOW's proxy file name. The proxy names 'A' in the list box update as you make your selection.

5. Click the 'Save with .mov extension' box to save your files as .MOV files.

6. Un-select the box against any files you do not want to download. If a box is already de-selected, the clip may not have a proxy file (as indicated at 'B') and you will be unable to download the file.

7. To change the location where downloaded files are saved, click the Folder button. When the file explorer window opens, navigate to the folder you want to use and then click 'Select Folder'.

8. Click the Download button to start downloading your files. When each file has downloaded, its displayed status changes from 'Pending' to 'Completed'.

9. Click the Close button when finished.

Scanning

Providing you have the appropriate privileges, FLOW allows you to scan media spaces and individual files.

Scanning Media Spaces

You can scan media spaces from FLOW Browse. Three scan options are available - Quick, Normal, and Full.

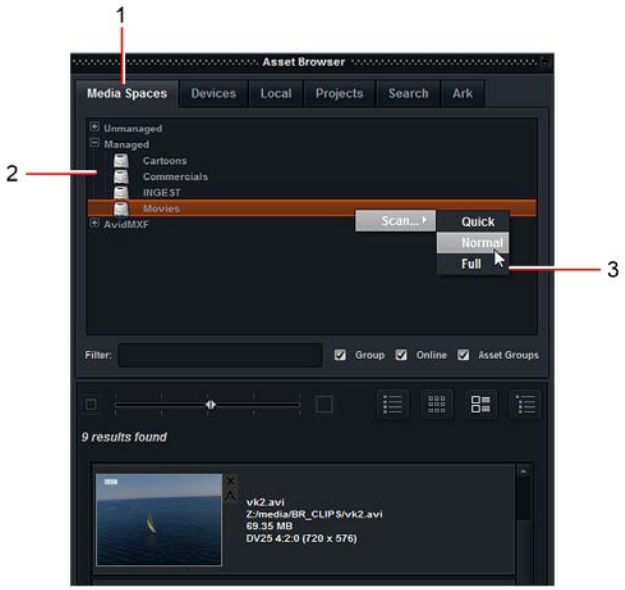
NOTE: To scan media spaces, you need Scan privileges in FLOW. If you are not sure you have privileges to do this, contact the administrator for your FLOW system.

Additionally, to perform a Full Scan in FLOW Browse, you must also have Administrator privileges.

You can also schedule automatic scans using FLOW Control. See the FLOW Administrator's Guide for details.

To scan from Browse:

1. Click the Media Spaces tab.



2. Right-click on the Media Space you wish to scan.

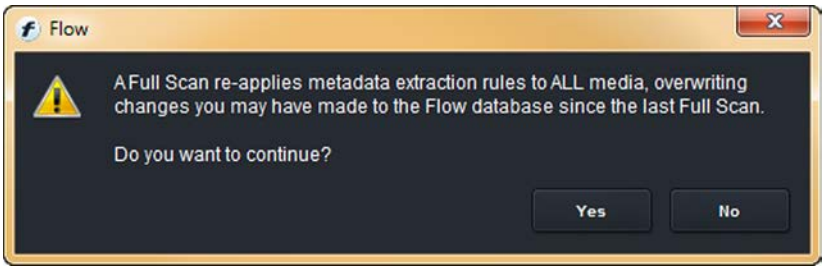
3. From the pop-up menu that opens, select Scan > Scan Speed, where Scan Speed is one of the following:

   Quick - New and modified files are scanned and added to the database. Use this option if you only have a few new files to add to the database as it takes the least time to complete.

   Normal - New and modified files, including their metadata, are updated in the database. This option is recommended for day to day work. A Normal scan takes longer to complete than a Quick Scan.

   Full † - All files and metadata are checked, with all changes written to the database. Changes to template profiles are included. This option should be used after system updates or when templates have changed. A Full Scan takes the longest time to complete.

   On selecting Full Scan, a message displays a warning that metadata extraction rules will be re-applied to all media, overwriting changes you may have made to the FLOW database since the last Full Scan.



   Click Yes if you wish to proceed.

   † - The Full Scan option does not display in the pop-up menu unless you have been granted Administrator privileges.

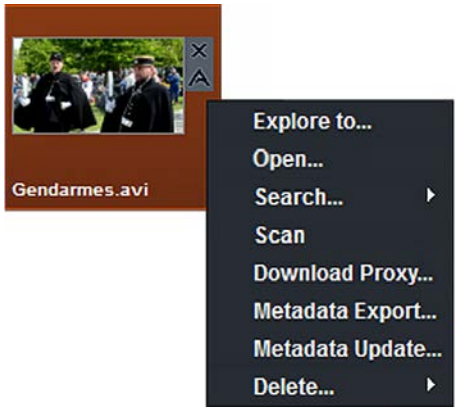
4. The selected Media Spaces are scanned.

Scanning Individual Files

Sometimes it is desirable to prioritize the scanning of a single file over others. FLOW allows you to scan individual files into the database, ahead performing a full scan on whole media spaces or folders, so that proxy files are available immediately for new material.

1. When new files are added to a media space, perform a Quick Scan to register them into the database. See "Scanning Media Spaces".

2. Do one of the following:



   - Right-click on the file you want to scan.
   - Hold down the Shift or Ctrl key (Cmd key on Mac OS X) and right-click to select multiple files.

3. From the menu that opens, select Scan.

4. The entries for the selected files are updated in the database and new proxy files are created.

Searching

You can search for text in the entire FLOW database. The search includes log entries, subclips, marker text, metadata (such as project or tape name), comments, and filenames. You can name and save more than one search, use wildcards, and drag text from a text file onto the Search tab. Searches are not case sensitive.

You can only search in Media Spaces of which you are a member. You do not need to have Media Spaces mounted to search them because you are searching the FLOW database and previous proxies.

Quick Search

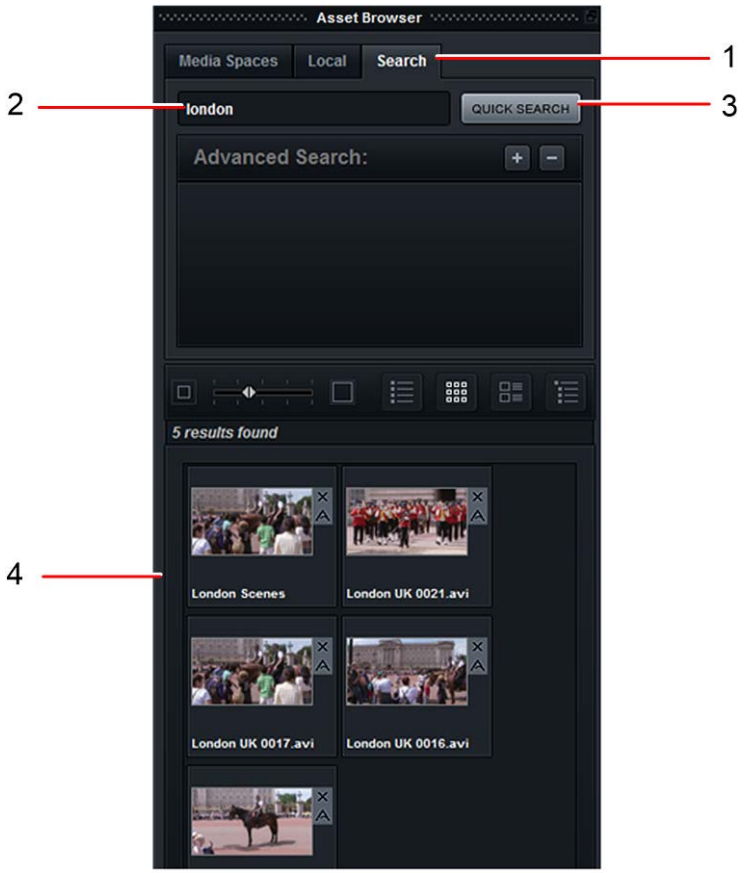
Quick search is the easiest way to look for files. You can search for text in the following items:

- Clip and subclip names
- Clip metadata, e.g. Project, Scene, Take, Comments, etc.
- Sequence names and comments in sequences
- Project names

Searching for Media

To search for clips, subclips, sequences and projects:

1. Click on the Search tab.



2. Type the text you want to search for in the text box.

3. Click on the Quick Search button.

4. The results of your search are displayed in the lower half of the Asset Browser.

   NOTE: You can refine your searches by adding wildcards (*) and other text markers. See "Search Text Examples".

Search History

To save you retyping search terms you have used before, FLOW keeps a record of the most recent searches that you have made. To call up the search history:

1. Click inside the Quick Search text box and press the down arrow key. A popup opens displaying a list of recent searches. The most recent searches are at the top of the list, the oldest are at the bottom.

2. Continue pressing the down arrow key until the search text you want is highlighted.

3. Press the Enter key to select the search text.

4. Click on the Quick Search button to display the results of your search in the lower half of the Asset Browser.

5. Alternatively:

    a. Start typing. A popup opens, displaying a filtered list of any items from the search history that match your text.
    b. Press the down arrow key until the text you want is highlighted.
    c. Press the Enter key to select the search text.
    d. Click on the Quick Search button to display the results of your search.

Search Text Examples

You can optimize quick searches by using the following text markers, operators and wildcards:

Basic Search

dog - matches anything that contains the text 'dog' (or 'dogs', 'dogleg', etc.) in any metadata field.
“dog” - matches anything that has the word 'dog' in any metadata field and respects word boundaries; will not match 'dogs', 'dogleg', etc.
dog walking beach - matches anything that contains all the text 'dog', 'walking' and 'beach'.

– does not match any clips that just have a match on one of these fields.
– does not care about word order.

"dog walking on the beach" - matches anything that contains the whole phrase 'dog walking on the beach’.

AND / OR Operators

NOTE: Operators ‘AND’ and ‘OR’ must be typed in upper case.

dog OR walking OR beach - matches anything that has text 'dog' or 'walking' or 'beach'.

– can also be written as dog | walking | beach.

dog AND walking AND beach.

– same as default behavior of dog walking beach.
– can also be written as dog & walking & beach.

Wildcards

*word - matches anything with a metadata field whose value ends with 'word', e.g. 'the last word'.
word* - matches anything with a metadata field whose value starts with 'word', e.g. 'word count'.

Exact Match

=dog - matches anything that has a text value of just 'dog'
=match this exactly - matches metadata field value of match this exactly

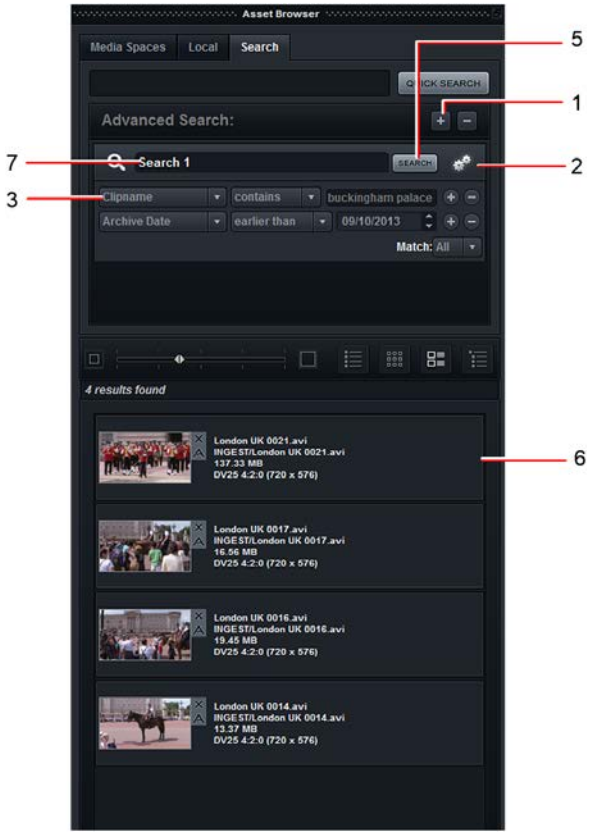
Advanced Search

Advanced Searches allow you to filter your searches on one or more criteria. For example, you can search for clips which contain a specific word or phrase and were created before a given date. You can create and save more than one search at a time. All searches are saved across all FLOW Browse sessions until you delete them.

Creating an Advanced Search

To create an Advanced Search:

1. In the Search tab, click on the + button next to the right of the Advanced Search caption.



2. Click on the Cogs icon to open the Advanced Search panel.

3. Enter the search criteria from the Advanced Search menu, for example, 'Clipname contains London'. The search criteria has three components:

   a. Category (or metadata name)

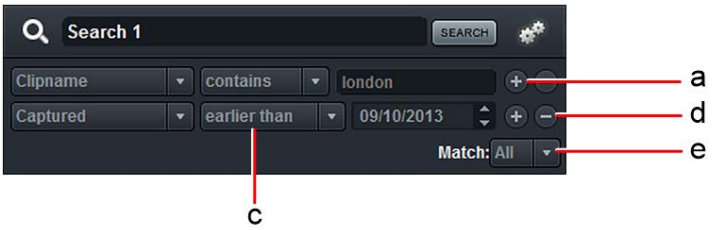
   b. Operator (e.g. is, is not, contains)

   c. Parameter value

   NOTE: The operator and parameter options vary according to the category you choose.

4. Optional: Combine your search with a new search criteria:

   a. Click the Add button. A new search filter opens.



   b. Enter the criteria for your new search, e.g. Captured earlier than {date}.

   c. Optional: Repeat steps a) and b) to add further search filters.

   d. Optional: Click the Remove button to remove any filters no longer required.

   e. Select 'All' or 'Any' from the Match drop down list.

5. Click Search.

6. The results of your search display in the lower half of the Asset Browser.

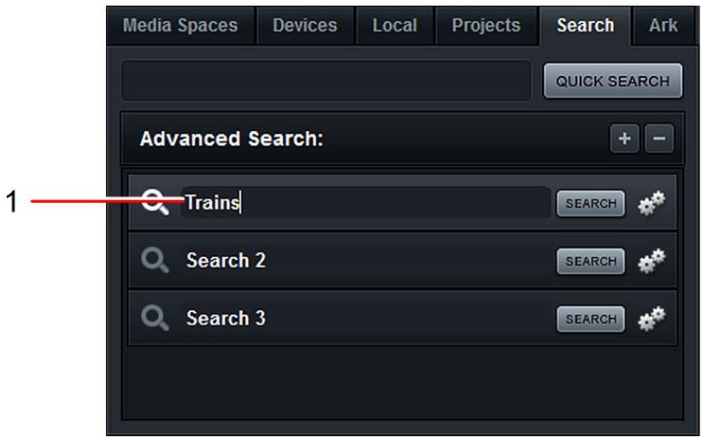
7. The search is saved and is available for you to view in subsequent sessions, even when you log in to FLOW Browse from a different workstation.

8. You can create new searches as described in the previous steps, and these will be stored with your previous searches.

Renaming an Advanced Search

By default, searches are named in sequence, i.e. 'Search 1', 'Search 2', etc. You can change your searches to more meaningful names as follows:

1. Type the new name for your search directly into the Search name box.

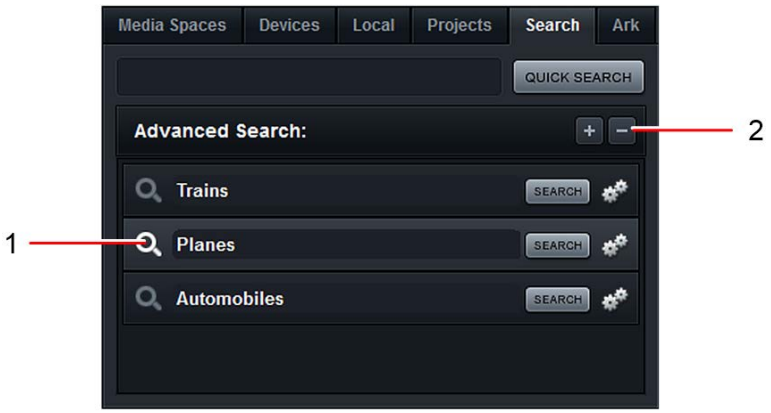


2. Press Enter. Your search is renamed.

Deleting an Advanced Search

To delete an advanced search:

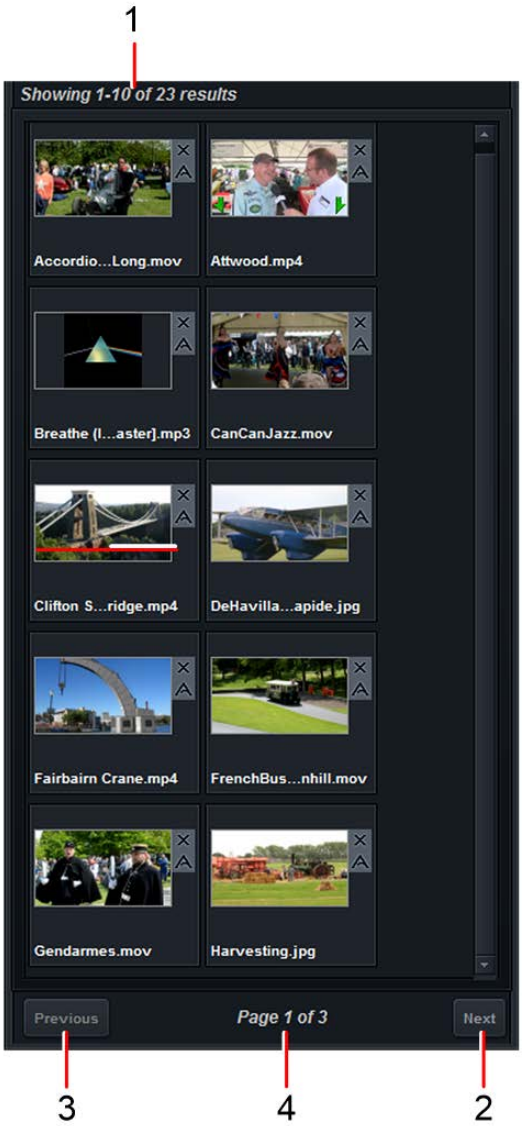
1. Click on the search you wish to delete.



2. Click on the - button next to the right of the Advanced Search caption. The selected search is deleted.

Paged Search Results

When media spaces fill with a large quantity of files, it can take a while for FLOW to display search results, and for users to read them. To address both issues, you can set FLOW Browse to display searches in a set of pages. Paged searches work in both Quick and Advanced searches.



1. Search statistics display as normal at the top of the Results panel.
2. Click Next to proceed to the following page.
3. Click Previous to go back to the previous page.
4. The status panel displays the currently selected page number in the search.

Paged Search Results are not displayed by default in FLOW Browse. You have to enable paged searches in FLOW Preferences, where you can also set the number of results displayed per page. See "Options Tab".

Importing Text into Searches

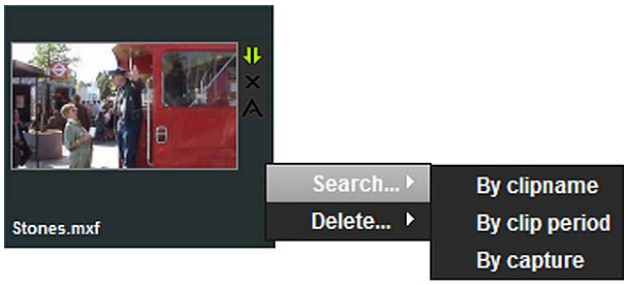
To perform quick and advanced searches using text from a text file:

1. Make sure the text you want to use in your search is separated by commas, semicolons, or new lines in the file.
2. Open the file containing the text.
3. Select the text you want to use in your search.
4. Drag the selected text into either (Quick or Advanced) search text box.
5. Click Search. The results of the search display in the Files Window.

Searching for Similar Files

You can perform searches for files with similar names, timestamp, or captures. You can also search for subclips created from a master clip.

1. In the Files Window, right-click on the clip you want to match.



2. From the menu that opens, select Search...
3. From the Search submenu, select one of the following options:
   - By clipname
   - By clip period
   - By capture
   - For subclips

   The results display in the Files window.

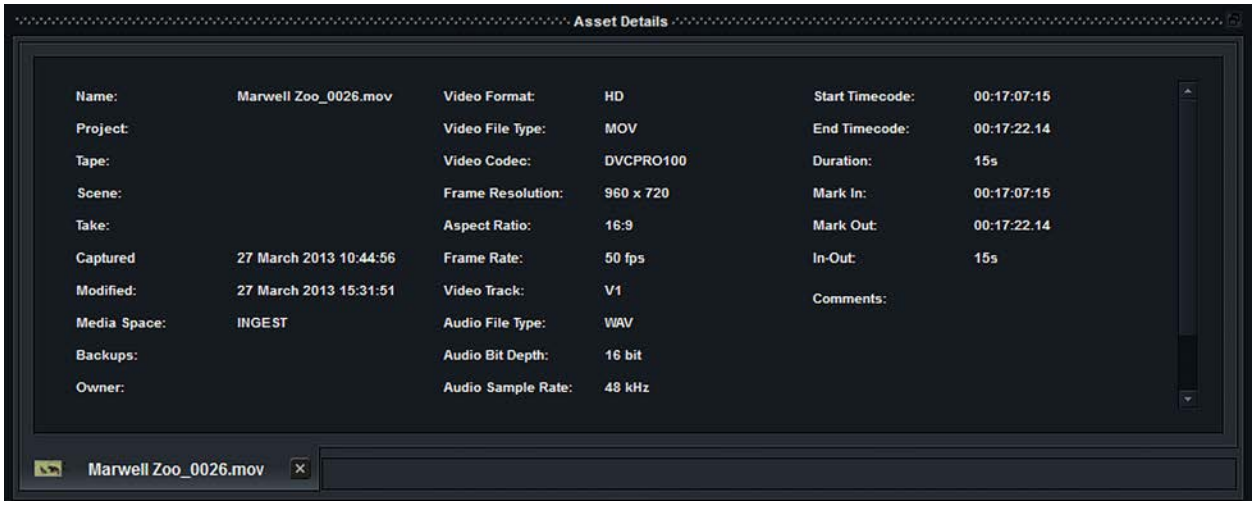
Chapter 5: Asset Level Metadata

This chapter describes how to review, update, and export asset level metadata in FLOW.

Overview

Asset level metadata relates to the information used to describe media and non-media files. Asset level metadata can be assigned according to the asset (file) type. For example, video assets could have the metadata items Creation Date, Director, Scene, Take, while a word processor file could have the metadata items Creation Date, Author, Title and Subject.

You can add information, such as subject matter, location, cameraman, to your clips via the metadata tray. The metadata tray is located below the Media Player and displays metadata information for any file in the Asset Browser that is double-clicked.



Metadata added to the FLOW database can be used by Browse and other FLOW applications. Users with the appropriate privileges in FLOW can define the metadata categories for your media. The type of each piece of metadata can also be defined as follows:

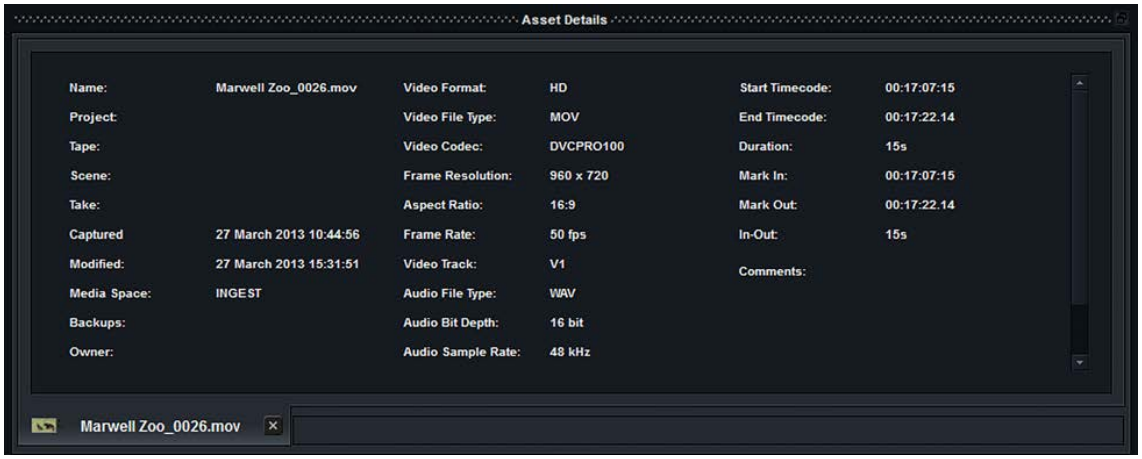
- Text
- Number
- True / False
- Date
- Time
- Date / Time
- Table
- Web Link

The FLOW database also adds some metadata relevant to your file, such as creation date, and clip duration. You can choose to include asset metadata in your FLOW searches. Refer to the FLOW Administrator's Guide for information about setting up metadata categories.

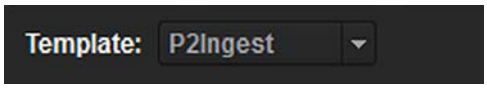
Reviewing and Updating Metadata

To review and update asset metadata:

1. Double-click on the file you want to review.
2. The metadata for the selected file displays in the Metadata panel located below the media player.



3. If the Metadata panel is hidden by another panel, click on the tab displaying the item name to reveal the panel you require.
4. To update a metadata field, double-click directly on the field text, and type the information you want to show.
5. The Administrator for your FLOW system may set more than one metadata template for your system. If this is the case, you can change the set of metadata fields that are displayed by selecting a different template from the Template drop down menu. This can be found at the top of the FLOW Browse screen.



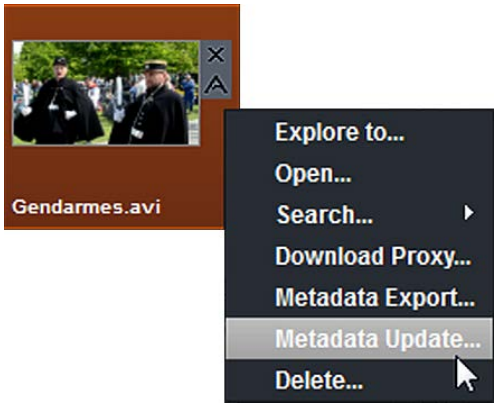
6. User defined text based metadata fields can be updated by typing directly into them. Empty fields display the words click to edit in light gray text.
7. Metadata fields that have boxes against them can be selected or de-selected to indicate a true or false condition.
8. You can paste a timecode into any text field, as described in "Inserting Timecodes into Text Fields".

Batch Updating of Metadata

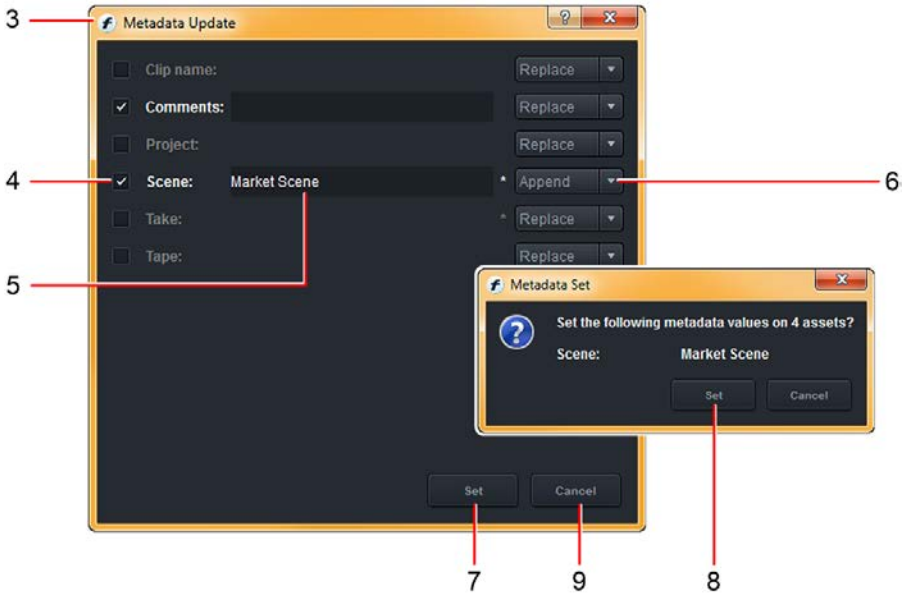
You can update asset metadata common to a group of files in a single operation by using the Metadata Update function.

1. Select the file or files containing the metadata you want to update, holding down the Shift or Ctrl key when selecting multiple files.

2. Right-click and, from the menu that opens, select Metadata Update.



3. The Metadata Update dialog box opens.



4. Click the boxes for the metadata fields you wish to update. Text boxes display for the fields you select.

5. From the corresponding drop down list, select whether you want to Replace, Append, or Prepend the existing metadata with your new metadata.

6. To edit a metadata text box, double-click on the field and then type directly into the box.

7. Click the Set button. A message box opens, confirming the changes to metadata that will be made to your assets (files).

8. Click Update. The metadata updates are applied to your files.

9. The Cancel button on the Metadata Update dialog box changes its label to 'Done'. Click the button to close the dialog box.

Inserting Wildcards into Metadata

To insert a number in a text field that increments in relation to the position of the file in the selection, e.g. Clip 1, Clip 2, Clip 3, add the wildcard %n or %N.

You can also insert leading zeros thus:

%n(2): produces the sequence 01, 02, 03, ... 09, 10, 11, etc.
%n(3): produces the sequence 001, 002, 003, ... 099, 100, 101, etc.
%n(4): produces the sequence 0001, 0002, 0003, ... 0999, 1000, 1001, etc.

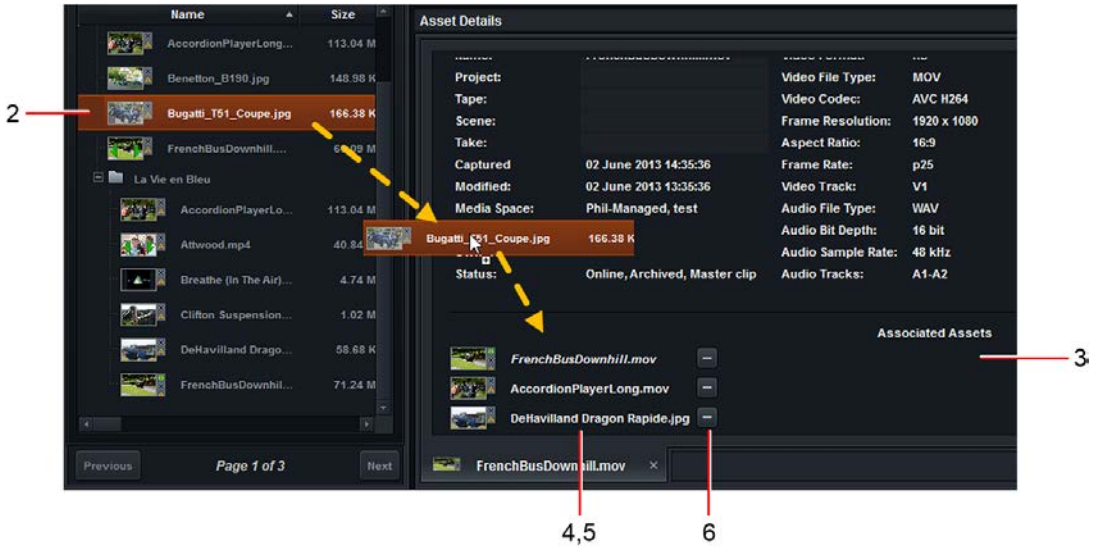
Wildcards are supported on all built in text fields (Clipname, Take, Comments, etc.) as well as all custom metadata text fields.

NOTE: The update confirmation message box displays the wildcard syntax you entered, not the generated numbering format that is applied to your media.

Associating Assets

You can associate assets by dragging them onto the metadata tray of another asset. The metadata tray displays the associated assets as icons and names.

1. Load one of the assets you want to associate into the media player.
2. Navigate to the first asset you want to include in the association, and drag it onto the metadata tray of the currently loaded asset.

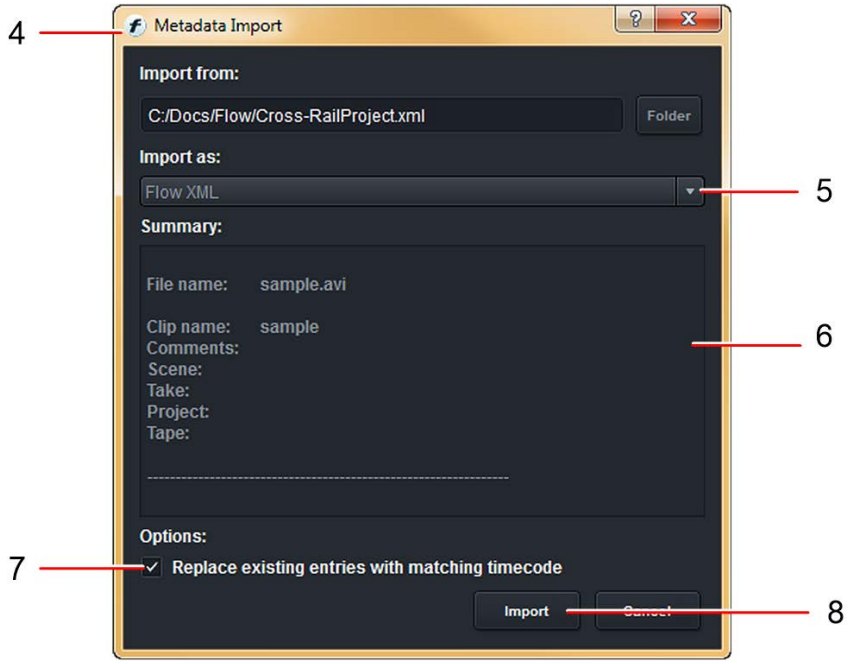


3. The asset displays in the list of Associated Assets at the bottom of the metadata tray.
4. Click any associated asset to open it.
5. If you have the asset's media space mounted, you can view the location of any associated asset listed in the metadata tray:
   a. Right click on the asset in the metadata tray.
   b. From the menu that opens, click on 'Explore to'.
   c. The file manager opens in the space where the asset resides.
6. To remove the association for an asset, click the Remove button (-) against the listed entry for the asset.

Importing Metadata

You can import asset metadata in a number of XML formats. You may have to select a template that has been configured to map your metadata fields to a specific import data format. The administrator for your FLOW system can provide this information.

1. Load a clip into the media player. Metadata for the clip displays in the Metadata tray.
2. Select the Template containing the metadata fields for the XML format you are importing.
3. Using your file manager, select the file you want to import and drag it onto the Metadata tray.
4. The Metadata Import dialog box opens.



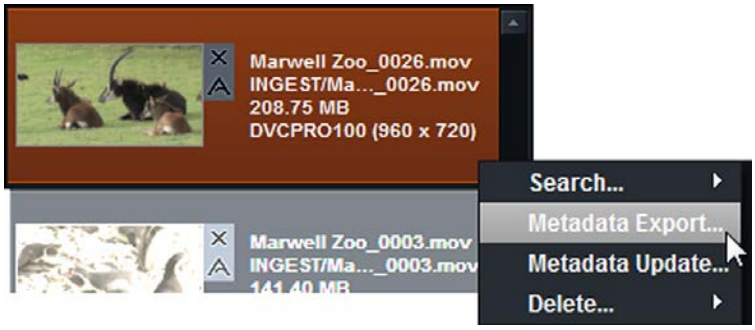
5. Select the import file format you require from the drop down list:
   - AAF XML
   - FLOW XML
   - FCP XML (Final Cut Pro)
   - CatDV XML
   - Sportscode XML
   - EVS XML

6. When you select the correct import format, the dialog box displays metadata from the file. A 'failed to import data' message displays if you select the incorrect format.
7. If you want to replace timecode, click the 'Replace existing entries with matching timecode' box.
8. Click Import.
9. Metadata from the imported file is inserted into the relevant fields of the Metadata tray.

Exporting Metadata

You can export asset metadata for a single file or a group of files. The export format is FLOW XML.

1. Select the file or files containing the metadata you want to export, and then right-click. Hold down the Shift or Ctrl key when selecting multiple files.
2. From the menu that opens, select Metadata Export.



The Asset Export dialog box opens.

3. The metadata to be exported displays in the Preview window.
4. Tick the following boxes as required:
5. Include custom metadata
6. Include markers
7. Include log entries
8. Click the Folder button to set a folder location where the export file will be saved. A file manager window opens. Click OK when finished.
9. Click the Export button to save the metadata in the selected folder.

Chapter 6: Projects and Sequences

You can create projects in the File Browser. In a project, you can create sequences of subclips and organize them in the order you want.

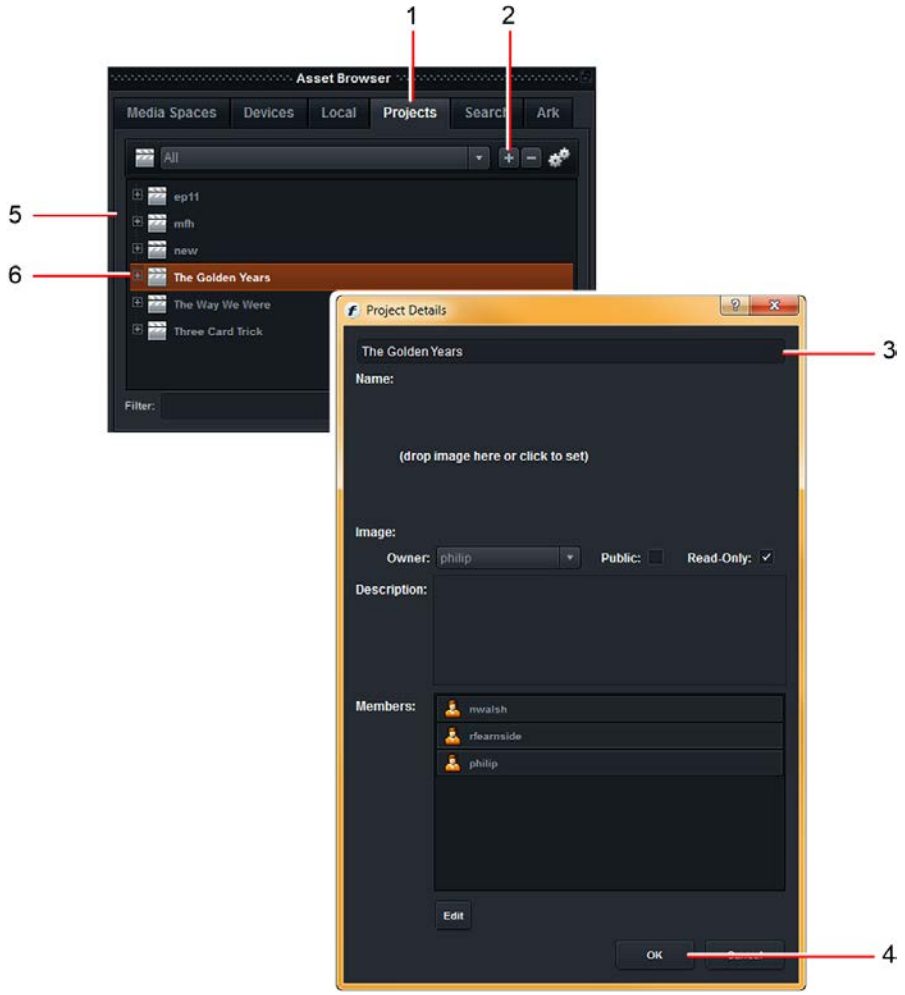
Projects

Projects are used to organize media that you create or capture on your FLOW system. You can organize your projects further by dividing them into folders which can be assigned to scenes, users, etc. You can add sequences in any combination to projects and their associated folders. Projects are created in the Projects tab of the File Browser.

Creating a Project

To create a new project:

1. In the File Browser, click on the Projects tab.

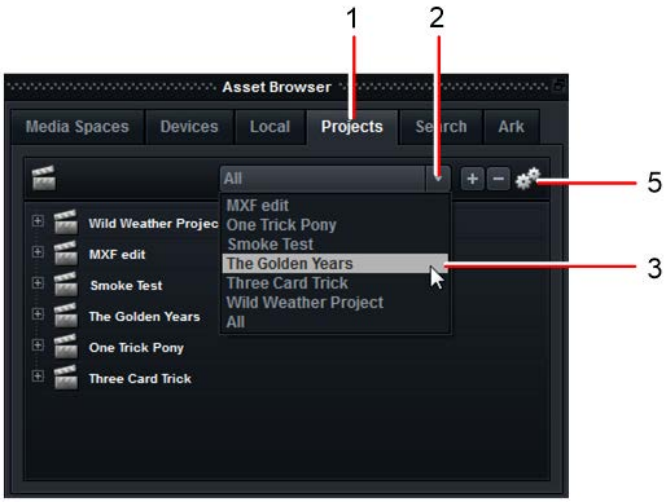


2. To create a new project, click the Add Project button (+) in the upper right corner of the Browser. The Project Details dialog box opens.
3. Enter a name for your project in the Name field.
4. Click the OK button. The project is added to the Projects panel.
5. Click the folder opener (+) to open the project.
6. To update your project details, refer to "Updating Project Details".

Opening an Existing Project

To open an existing project:

1. In the File Browser, click the Projects tab.

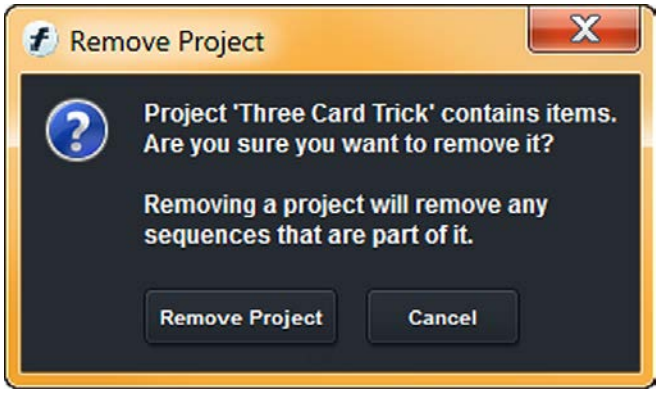


2. Click on the drop down list to view the available projects.
3. Select the project you require.
4. The project displays in the Projects panel.
5. To edit the project details, click on the Settings button (Cogs icon).

Deleting a Project

To delete a project:

1. If the Project panel is not visible, click on the Projects tab in the File Browser.
2. Highlight the project you want to delete, and then click the (-) delete button. A message box displays, asking you to confirm removal of your project.

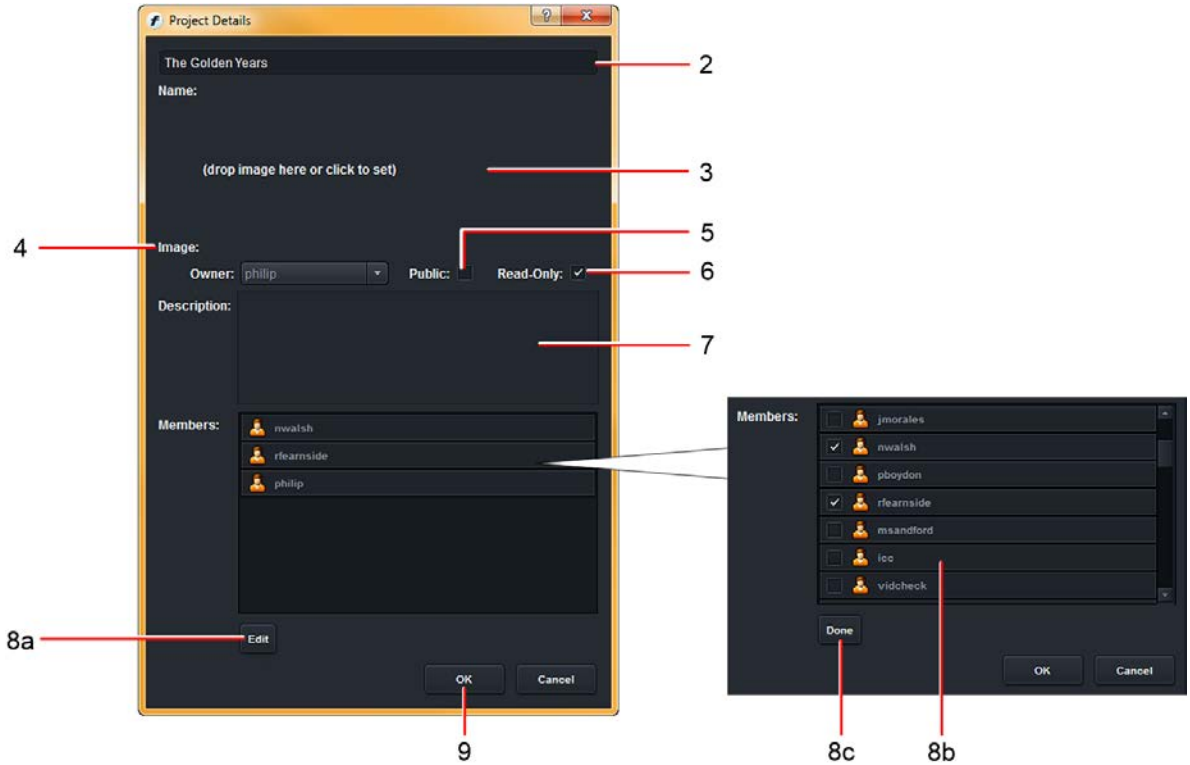


3. Click on Remove Project to confirm the removal, or click Cancel to cancel the operation.

Updating Project Details

To update or add information to your project:

1. Open the Project Details dialog box by selecting a project from the Projects panel and then clicking on the Cogs icon.



2. To rename your project, type the new name in the Name text box.
3. Optional: Assign an image to your project by dragging a file onto the image area, or clicking inside the area to open a file navigator dialog box.
4. Optional: Select the owner of the project from the drop down list.
5. Select the Public box to make the project available to all FLOW users.
6. Select the Read-Only box if you want other users to view your project but not change it.
7. Optional: Type the text to describe your project in the Description text box.
8. To assign members to your project: by selecting or deselecting them from the Members drop down list.
   a. Click the Edit button.
   b. A list of users display. Check or uncheck the box next to the user you want to enable or disable in your project.
   c. Click the Done button when you have finished.
9. Click the OK button when finished.

Using the Project Filter

If you have a large number of items in your project, use the Project Filter to display or hide sequences, clips and files. You can filter contents within Projects - Sequences, Clips and Folders - making it much easier to find content in large projects.

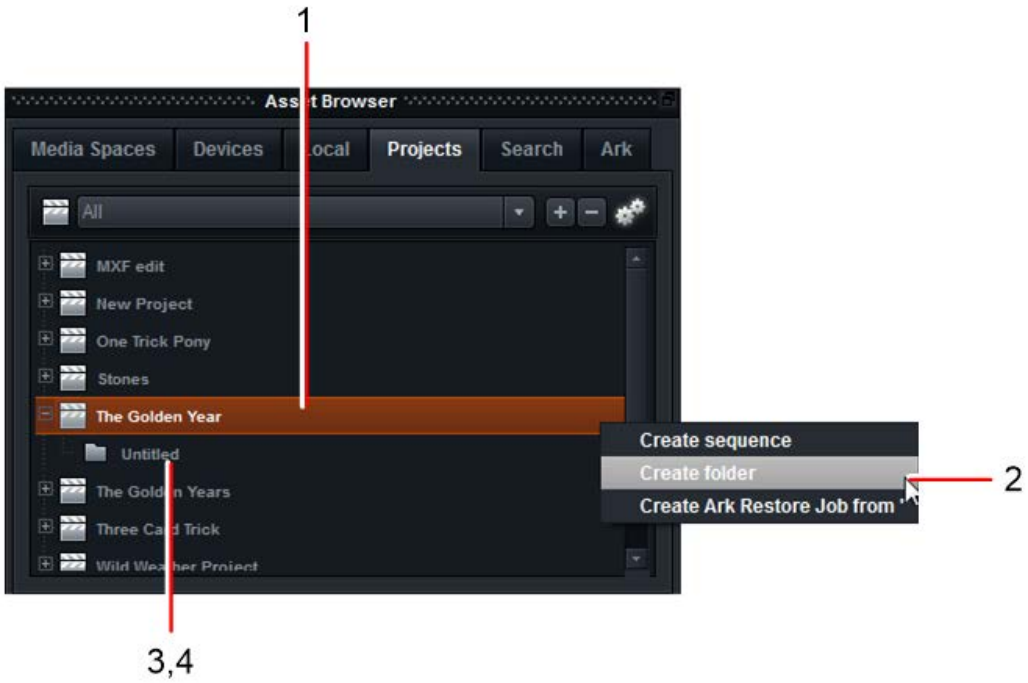
1. Open the project you want to review.

2. To locate a particular item, type all or part of its name directly in the Filter text box.
3. Select the Sequence box to show sequences, or de-select to hide them.
4. Select the Clips box to show media clips, or de-select to hide them.
5. Select the Files box to show non-media files, or de-select to hide them.

Creating a New Folder

To create a new folder within a project:

1. Right-click on the Project where you want to create your new folder.



2. From the menu that opens, click on the Create folder.
3. A folder called Untitled is created in your project.
4. To rename the folder, double-click it, type a new folder name, and then press Enter.

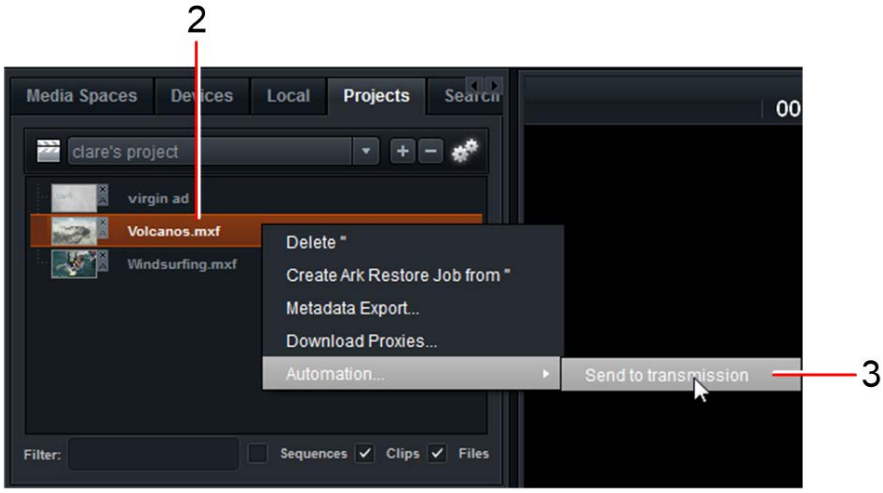
Deleting a Folder

To delete a folder:

1. Right-click on the folder you want to delete.
2. From the menu that opens, click on the Delete folder. The folder is deleted. No warning is given that your folder is about to be deleted.

Running an Automation Template

1. If the Project panel is not visible, click on the Projects tab in the File Browser.
2. Right click on the project that you want to run the Automation template with.

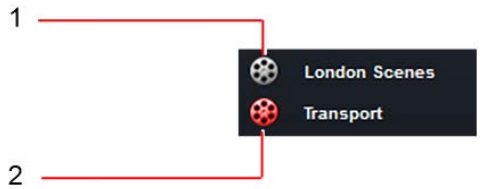


3. Select Automation... from the menu, and the name of the Automation template. The details are updated in the Asset Metadata Panel.

Sequences

Sequences can consist of clips and subclips from single camera sources, or ganged clips captured by multi-camera applications such as FLOW Browse and Geevs Studio MC. Ganged clips can contain edit points, denoting camera changes. Both single and ganged clips can be used in NLE applications launched directly from FLOW Browse.

Sequences can be identified by a tape reel icon. They are color coded as follows:



1. White - Normal
2. Red - The sequence contains offline clips or mixed file formats.

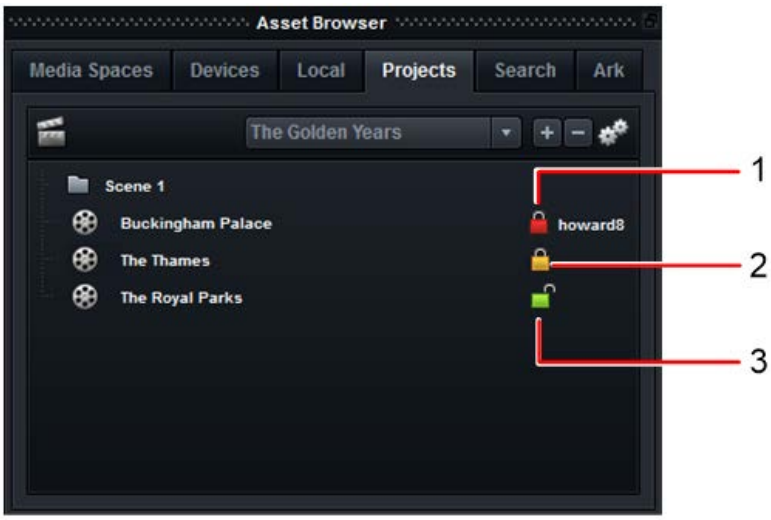
Hover your mouse over the sequence to reveal further information

NOTE: You can include mixed media formats in a sequence. However, you cannot export a sequence successfully to your editing application if it contains mixed file formats.

Sequences are created within a project. Once you have created your sequence, you can open media and drag clips or subclips into the Sequence tray.

Sequence Ownership

Sequences listed in the Project Browser have Padlock icons displayed against them to indicate whether you have ownership of the sequence or not.



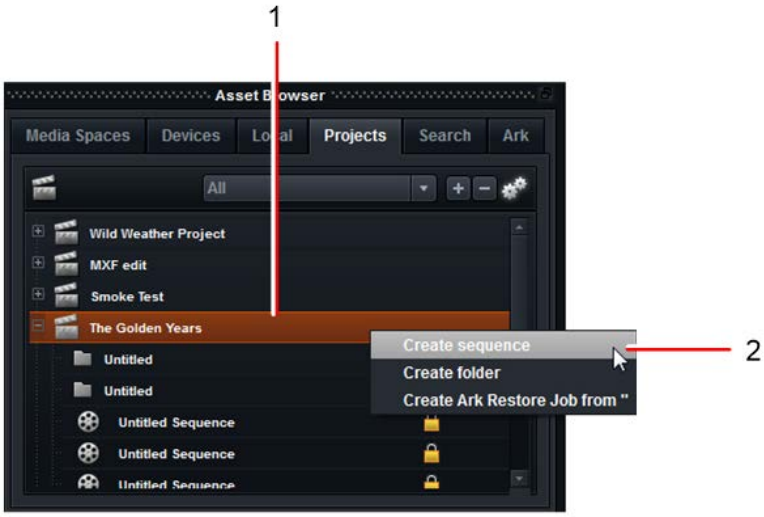
The padlock can display in one of three colors, as summarized below:

1. Red - The sequence is in use and is owned by another user. The owner's name displays to the right of the padlock.
2. Amber - The sequence is not in use. You can click the padlock to take ownership of the sequence.
3. Green - Padlock is in unlock position. You are the current user of the sequence.

Creating a Sequence

To create a sequence:

1. Right-click on the project or folder that you want to place your sequence.



2. From the menu that opens, click on Create sequence. A sequence called New Sequence is created in your project. 

3. Type a name for your sequence and then press Enter.

Renaming a Sequence

To rename a sequence, click on the sequence label, type the text for your sequence name, and then press Enter.

Opening an Existing Sequence

To open an existing sequence:

1. In the Asset Browser, click on the Projects tab.
2. From the drop-down list, select the Project containing the sequence you wish to open.
3. The project opens in the Project content area, together with any sequences contained in the project.
4. To view the contents of a sequence, select the sequence you want to view. and double-click on the sequence icon.
5. A sequence tray with its own tab, opens below the media player.
6. All the media clips within the sequence display in the sequence tray.

Adding Clips to a Sequence

To add clips to a sequence:

1. Open the sequence to which you want to add clips. See "Opening an Existing Sequence".
2. Click on the Media Spaces tab, and then double-click the Space containing the clips you want to include in the sequence.
3. Do one of the following:
   - Open the Sequence Tray below the media player, by clicking the Sequence tab. Use the mouse to drag the clips you want in your sequence from the File Browser to the Sequence Tray.
   - Click on the Projects tab in the Asset Browser. Using the mouse, drag the clips you want in your sequence from the File Browser onto the Sequence in the Project panel. The Sequence tray opens, displaying the clips you selected.
4. FLOW updates and saves your sequence.
5. A vertical green dotted line in the timeline marks the boundary between two adjacent clips or subclips.

Adding a Subclip to a Sequence

To add subclips to a sequence:

1. Click on the Media Spaces tab, and then double-click the Space containing the clips you want to include in the sequence.
2. Select a clip from which you want to make a subclip, and load it into the media player.
3. Set the In point and Out point for your subclip.
4. Do one of the following:
   - Click the image in the Media Player, and drag it into the Sequence tray.
   - Click the image in the Media Player, and drag it onto the Sequence in the Project panel.
5. FLOW updates and saves your sequence.
6. A vertical green dotted line in the timeline marks the boundary between two adjacent clips or subclips.

Copying Clips to another Sequence

You can copy clips from one sequence and add them to another sequence as follows:

1. In the sequence containing the source clips, click and hold down the left mouse button on the clip you want to copy.
2. To select multiple clips, hold down the Shift or Ctrl (Windows) or Cmd (Macintosh) keys while selecting clips with the mouse key.
3. While holding down the mouse button, drag the clips onto the destination sequence, where you want the clips copied to. Release the mouse button. The selected clips are copied to the destination sequence.

Changing the Playing Order of a Sequence

To change the playing order of a sequence, simply select the clip you want to move with your mouse and drag the clip to the new position you want it in your sequence.

Clip markers in a sequence move with their clips when you reorder the clips. If the part of the clip in the sequence no longer contains a marker after reordering, the marker is deleted.

Moving a Sequence

You can move an existing sequence to a project by dragging the sequence from one project or folder onto another Project or folder.

Copying and Pasting a Sequence

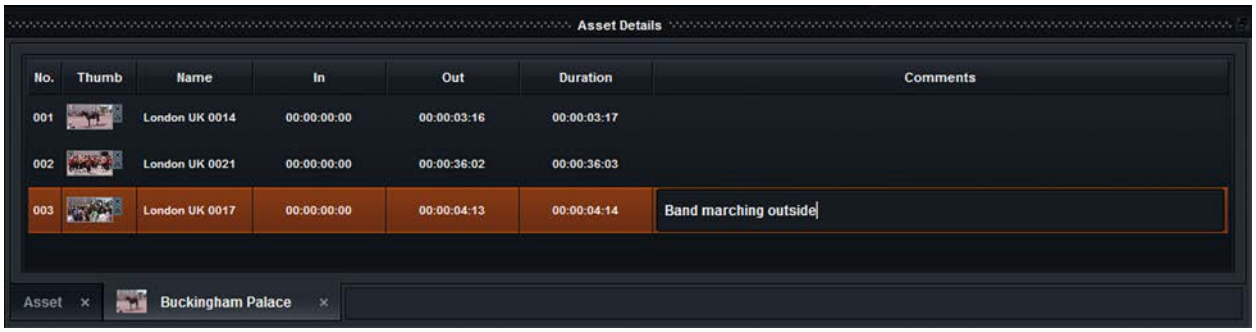
To copy and paste a sequence:

1. Right-click on the sequence you want to copy and, from the menu that opens, select Copy Sequence '<sequence name>'.
2. Right-click on an empty space below the project and / or folder where you want the copy and, from the menu that opens, select Paste sequence.

The copied sequence can be moved and renamed if required.

Adding Comments to Clips and Subclips

Select the clip or subclip you want to add the comment to, double click the Comments column, type a comment inside the text box, and then press Enter.



Adding Markers to Sequences

You can add markers to sequences which are maintained separately from the markers in the original, parent clip. See "Markers".

Removing Items from a Sequence

To remove a clip or subclip from a sequence:

1. In the sequence, select the clip or subclip you want to remove.
2. Press the Delete key. The clip or subclip is removed from the sequence only - not from the project or the database.

Deleting a Sequence

Deleting a sequence only deletes the information that is used to construct the sequence - it does not delete the original material within it.

To delete a sequence:

In the Project window, right-click on the sequence you want to delete and, from the menu that opens, select Delete <sequence name>. The sequence is deleted from the project. No warning is given that the sequence is to be deleted.

Finding a Sequence in a Project

To find a sequence within a project:

1. Create a search for your sequence, see "Searching".
2. Select Folder view in the Asset Browser.
3. Projects are shown at the top level with sequences inside their respective project.
4. Right-click on the sequence you want and, from the menu that opens, select 'Find in Project'. The Project Browser opens, displaying the sequence, and its associated project and folders.

Sequences and NLEs

Dragging Sequences into an NLE

NOTE: Make sure that all Media Spaces referenced in your sequence are mounted.

All the clips you drag must have the same frame rate.

You cannot drag a sequence with mixed file types into your editing application.

You can drag a sequence into a bin of your editing application bin as follows:

1. Open your editing application and open the bin you want to drag the sequence to.
2. Click the sequence icon in the Projects tab and drag it into the bin.
3. Master clip markers, sequence markers, and custom fields are included with the sequence.

Sequences with Archived Material

If you have a sequence containing material that has been archived, you will have to restore the archived sections before you can drag the entire sequence into your NLE application. See "Partial File Restore from Ark".

AAF Import

Advanced Authoring Format (AAF) is a cross-platform file format designed for exchanging data about multimedia between software applications. It supports two types of data interchange:

- Essence data: audio, video, graphics, still images, text animation, etc.
- Metadata: data about data

You can import sequences, markers and metadata into FLOW using AAF import.

Preparing AAF Files in Your NLE

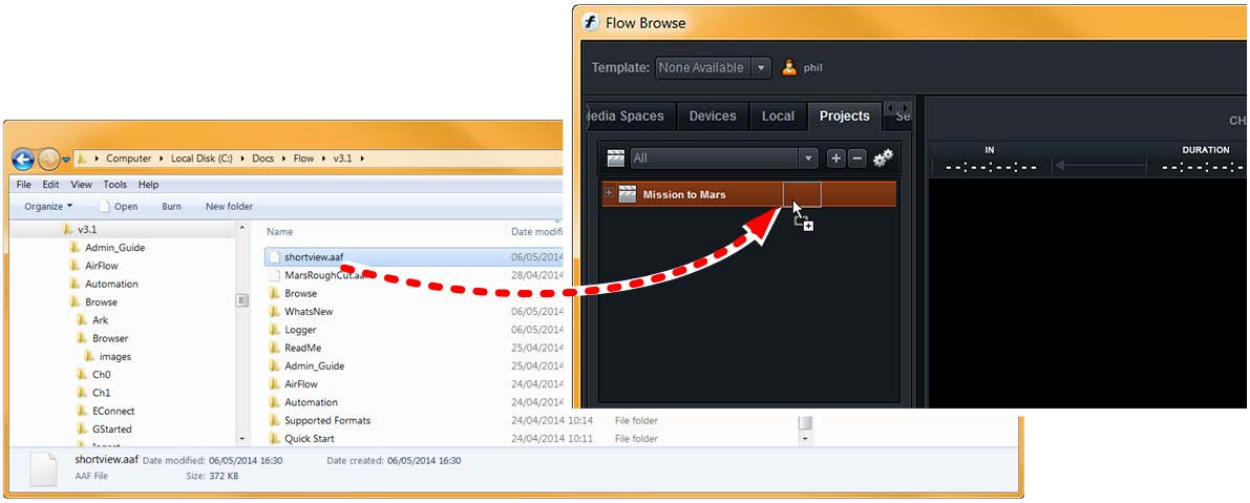
If your NLE application supports AAF export:

1. In your NLE, create a sequence which contains the subclips, markers and other elements you want to import into FLOW.
2. Export or save the sequence as an AAF file to a local drive.

Dragging Avid Sequences into FLOW

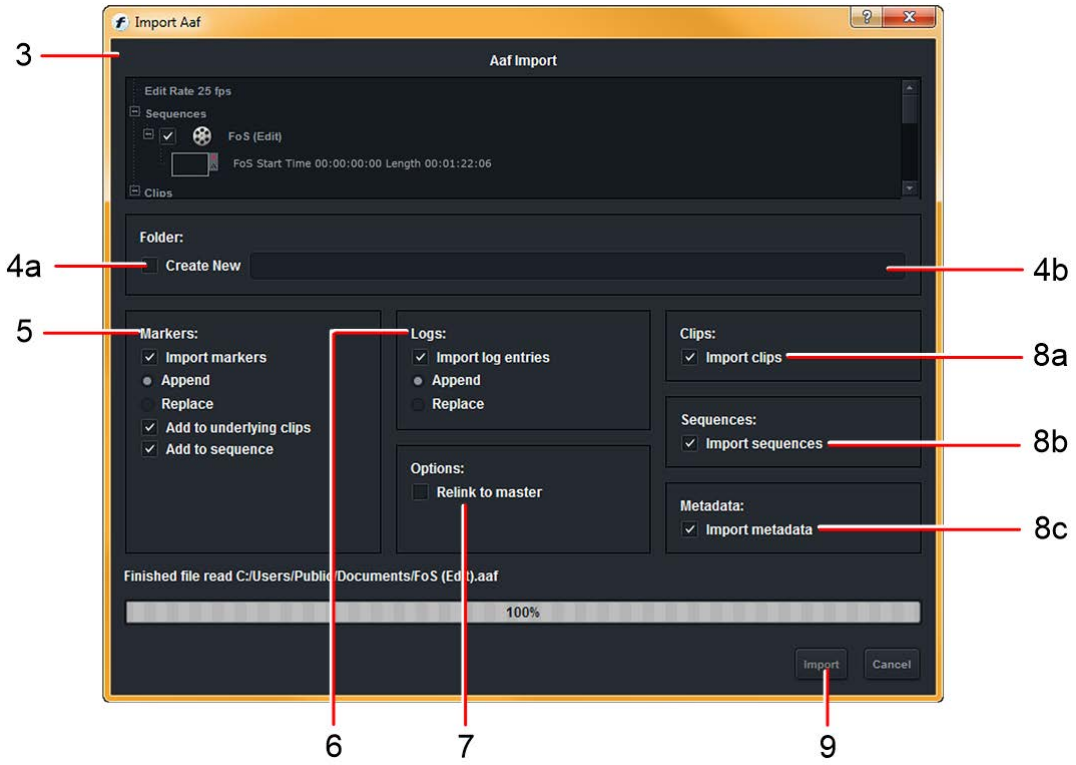
Import AAF files as follows:

1. Open your File Manager (Windows Explorer or Mac Finder) and FLOW Browse so they are side by side on your desktop. Open the Projects tab in Browse.
2. Navigate to the AAF file and drag it onto an existing project in FLOW.



NOTE: On Mac OS systems, hold down the CMD key while dragging and dropping.

3. The AAF Import dialog box opens.



4. You have the option of saving the imported material in the project's root folder, or you can save it in a folder within the project. To save the material in a folder within the project folder:
   - Click the Folder box.
   - Type a name for the folder.
5. If you want to import Markers, tick the Import markers box, and then select the following options:
   - Select Append to add markers to the end of the Markers List in FLOW, or select Replace to overwrite the existing contents in the Markers panel.
   - Click the 'Add to underlying clips' box if you want to add sequence markers to the underlying clips.
   - Click the 'Add to sequence' box if you want to add sequence markers.
6. Click the Logs box if you want to import Log entries, then select one of the following:
   - Append to add log entries to the end of the Logs List in FLOW.
   - Replace to overwrite the existing contents in the Logs List in FLOW.
7. Click the 'Relink to master' box if you want FLOW to relink all media to the original master clips.
8. Click the following boxes to confirm you want to:
   - Import clips
   - Import sequences
   - Import metadata
9. Click the Import button. The import process starts.
10. When the import has completed, the Import box closes and the selected clips, sequences, markers, logs and metadata display in your project.

Import Errors

The following errors may be observed:

- If any of the files are not in the FLOW database, the text for that component displays in red.
- If none of the elements are in the FLOW database then the Import button will not be available. (The clips do not have to be online, but they do have to be in the database.)

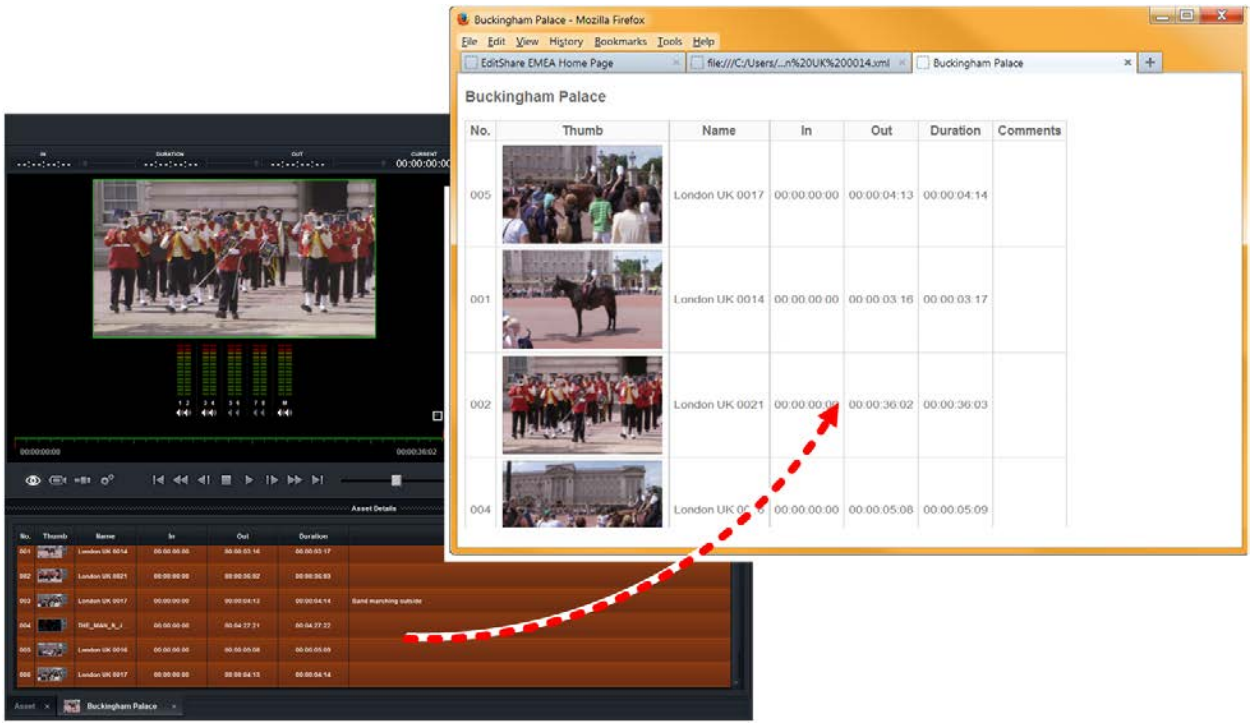
To add the missing files to the database, run FLOW Scan.

Creating Reports

You can create reports by dragging and dropping FLOW Browse objects into a web browser. You can create reports for items such as clip lists, log lists, marker lists, sequences, restore jobs, scheduled ingest queues, file ingest queues, etc.

To create a report:

1. Have FLOW Browse and your web browser open side by side on screen.
2. In FLOW Browse, select the range of text or objects you want to export.
3. Press and hold down the Ctrl+Alt keys, then drag-and-drop the selected text or objects in to your web browser.



4. Release the Ctrl+Alt keys. The Report is created in the web browser in HTML format. The page layout of your report will vary according to the object type you select.

Chapter 7: FLOW Ingest

In FLOW Browse, you can start, stop, and monitor the ingest process. You can also log media while it is being ingested.

When you are ingesting via FLOW, you are capturing directly to the EditShare centralized storage, not to a local drive. You do not need to mount the Media Space to which you are ingesting – the Media Space gets mounted for you directly on the Ingest Server. High-resolution video data does not travel through your workstation. You are simply controlling the Ingest Server and viewing the proxy file.

You can ingest from multiple video sources and in multiple codecs, which allows you several simultaneous ingests (depending on how many ingest servers you have), and you can edit or log while ingesting. You can also ingest from files, and you can ingest just the audio component from a video file.

About Ganged Capture

When you ingest material, you can select up to four video sources, and two codecs per source. You can only gang capture on SDI channels on the same physical FLOW Ingest chassis.

With ganged capture, you can start and stop the ingest of multiple sources simultaneously, using the same codec and metadata settings from each channel in the group. You select the codec and destination only once, and the metadata stays the same for each channel, except that the clip name gets appended with chl1, chl2, etc.

You can then drag the group of clips into your editing application and edit it with the multi-cam feature.

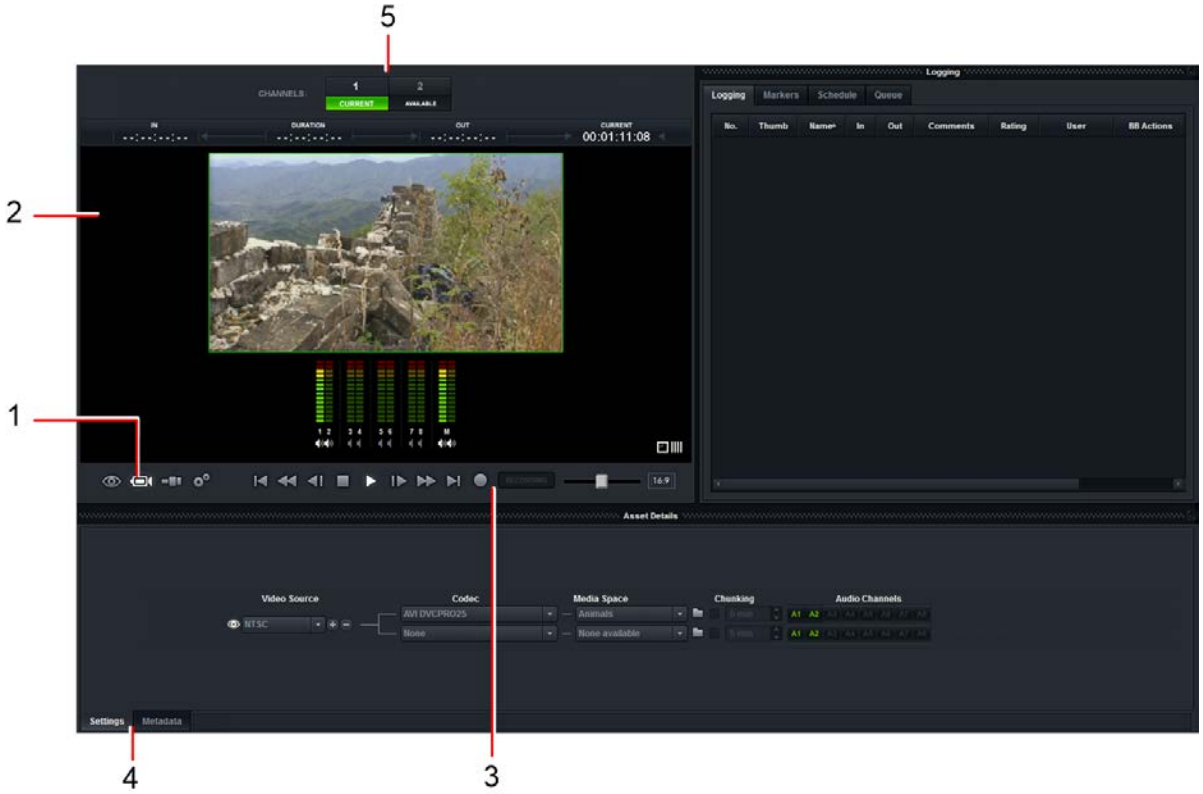
SDI Ingest

SDI Ingest is the mode used for live-based recording via the SDI channel inputs.

Entering SDI Ingest Mode

To enter SDI Ingest mode:

1. Do one of the following:



   - Click the Ingest button.
   - Press Alt+I (Windows) or Option-I (Macintosh).
   - Right-click and select Switch to Ingest.
2. The Ingest mode screen displays.
3. A Record button and indicator are added to the Media Player controls.
4. Settings and Metadata tabs display below the Media Player.
5. The available channels are displayed at the top of the screen. Each channel has a colored label denoting its current status.

Color	Label	Description
White	AVAILABLE	Available to you.
Green	CURRENT	Selected

Red	RECORDING	Recording
Gray	UNAVAILABLE	Unavailable to anyone (ingest server offline).
Brown	INUSE	In use by someone else (recording or viewing).

6. A tooltip tells you if a channel is in use and who has control over it, or if it is available to you. If you have control of the channel, nobody else can use it until you have released it by stopping recording and switching away from it.

Media Settings

To prepare for ingesting material:

1. In Ingest mode, select a channel from the Channel List at the top of the screen.
2. The Media Player is bordered in green while you are previewing.
3. Click on the Settings tab to display the Settings menu (below the Media Player).

4. Select a video source from the Video Source drop-down list. You can select up to four SDI sources for ganged capture providing they are on the same FLOW chassis.

   NOTE: All sources must have matching frame rates. If only one physical input on the Ingest Server has been mapped to the chosen channel, you have only one choice.

   Tip: Hover the mouse pointer over the Video Source list to see more information.

5. Select a codec from the upper Codec drop-down list.
6. From the Media Space drop-down list, select the Media Space where you want to save video captures.

   You are only offered Media Spaces to which you belong, and which correspond to the type of codec chosen. If you choose an Avid codec, only Avid Media Spaces display. Managed and Unmanaged Media Spaces are excluded. If you choose a QuickTime codec, Avid MXF spaces are excluded.

Tip: Hover the mouse pointer over the Media Space list to see more information about the displayed media space.

7. Click the Directory (folder icon) button to the right. The Choose Codec Destination dialog box opens. Do one of the following:
   - Select a Media Space subfolder where you want your ingested media.
   - Create a new subfolder by typing a folder name and then clicking Make Folder.

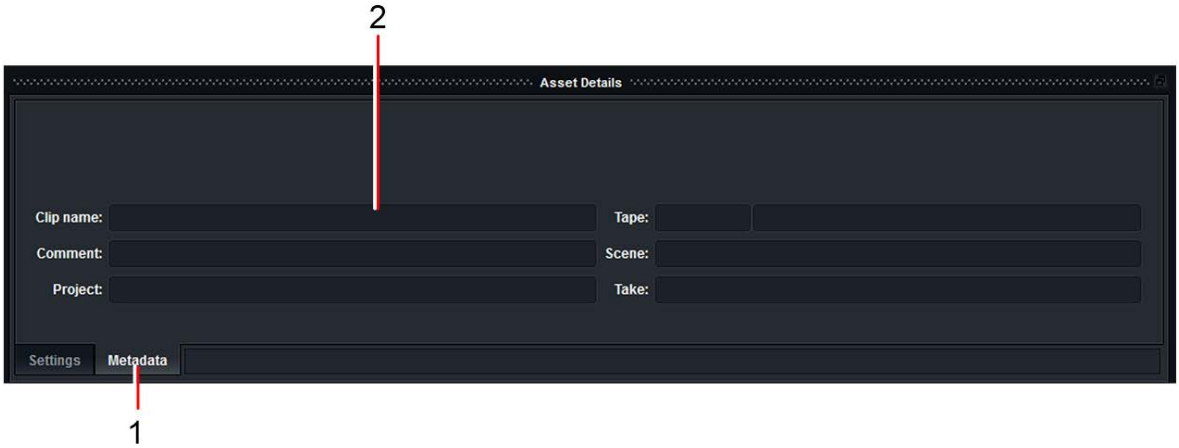
   NOTE: In an Avid Media Space, you can ingest to folders other than the 1 folder.

8. Click OK when finished.
9. Select the audio channels you require. You can capture up to 16 channels of audio per video source.

Naming Clips and Adding Metadata

Before ingesting, you must type a name for your capture.

1. Click on the Settings tab to display the Settings menu (below the Media Player).

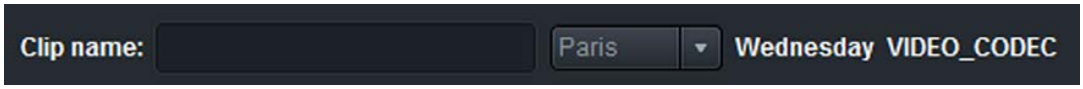


2. Type a name for your clip in the Clip Name text box.
   - If you are capturing QuickTime files, the name you type becomes the name of the file itself, as well as the name of the clip when you drag it into Final Cut Pro.
   - If you are capturing in an Avid MXF format, the name you type becomes the clip name when you drag the clip into an Avid bin. The file name, however, is a unique series of numbers and letters.

   It is not possible to give two clips the same name if you are capturing them to the same folder in the same Media Space. If you accidentally enter the same name twice, FLOW automatically adds an extension -sequential number to the new clips.

   NOTE: FLOW treats filenames without regard to case. For example, the following names — soccer, Soccer, and SOCCER — would be registered as soccer, Soccer-1 and SOCCER-2.

3. The Clip name field may have additional elements, such as drop down boxes, labels and additional text boxes. These have been added by the Administrator for your FLOW system to assist you in naming clips to match other material in the same project or organization's template.



   Some elements are read-only, others require you to add text or pick an option from a list.

4. If required, type information about the clip in the remaining text box fields: Comment, Project, Tape, Scene, and Take. The Tape/Source name is embedded into the media files, and in the case of Avid clips, the Project name also is embedded into the file.

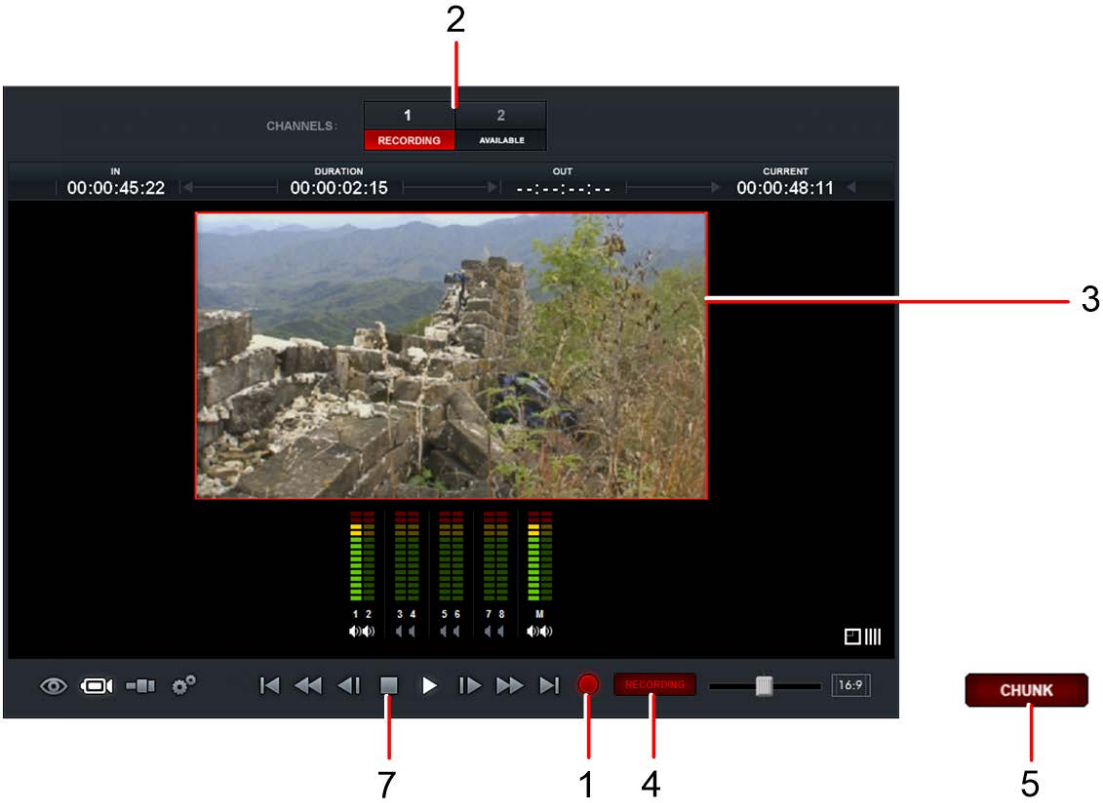
Ingesting Media

To schedule an ingest, see "Scheduling Ingests".

You can log during an ingest. See "Chapter 8: Logging with FLOW Browse".

To start ingesting:

1. Click the Record button to start ingesting.



2. The channel label changes to amber and displays the text 'In Use'.
3. The Media Player border changes to red to denote ingesting is in progress. If the source is live, the ingest starts and stops on even seconds.

4. The Recording indicator changes to a flashing red background.
5. If you have selected chunking in the Settings tab, and you position your mouse over the Record button or indicator, the Recording indicator changes to read 'Chunk' (see "Chunking Procedure").
6. (Option) To hide the Settings and Metadata tabs and enlarge the Media Player, press Ctrl+T. To show them, press Ctrl+T again.
7. Click the Stop button to stop ingesting.

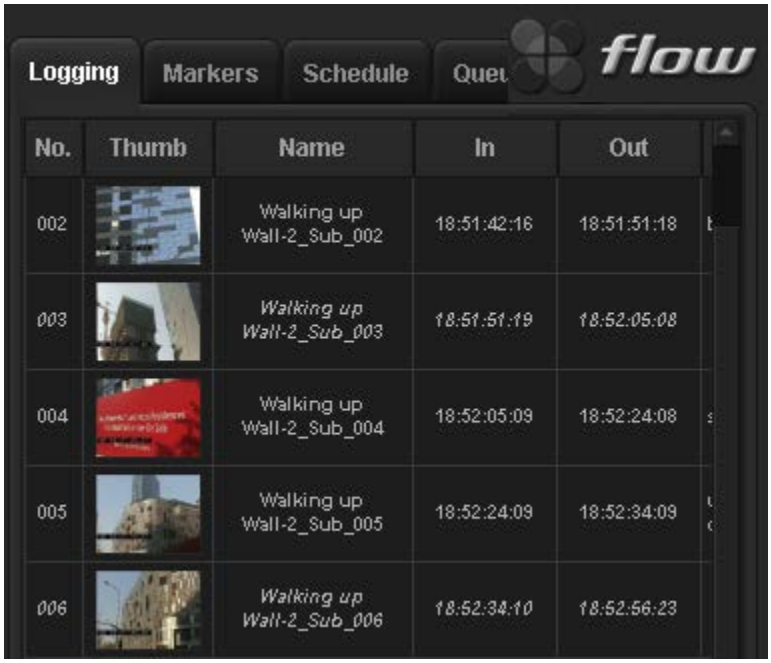
Chunking During Ingest

Chunking splits a video capture into smaller chunks while ingest continues. For example, if you are capturing a 3-hour live feed, you might want to begin editing before the 3 hours are over. Or, you might prefer to have several smaller files rather than one long 3-hour clip.

With chunking enabled, a new file is made every x minutes, depending on the value you select. You can set FLOW to create new chunks as often as once per minute, up to once every 24 hours. As soon as a chunk has been completed, that material becomes available for logging in FLOW Browse and for editing in your NLE. If you enable Edit While Capture, you can edit while the chunk is still ingesting (see "Ingesting with Edit While Capture").

Chunks are named automatically with the name of your clip plus -0sequential number at the end. For example, if your clip name is Mars_Landing, the first chunk is named Mars_Landing-01, the second Mars_Landing-02, and so on.

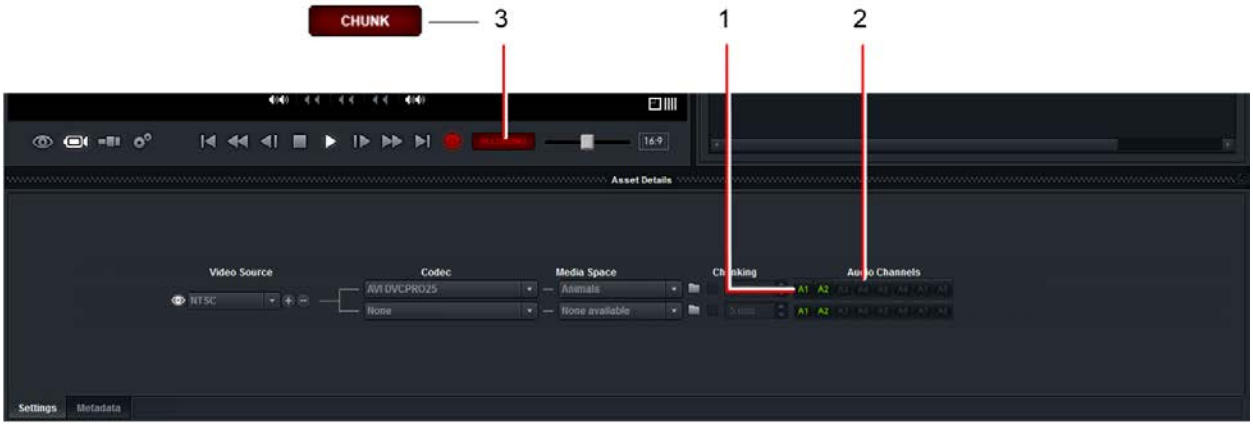
Chunking is seamless. When you string together all the chunks, there are no gaps in your video, audio, or timecode. If you plan to create logged subclips of chunked material, consider using longer chunks. If you have chunked the clip, the names of log entries that span more than one chunk appear in italics, and you cannot drag them as subclips into your NLE.



Chunking Procedure

To set up chunking during ingest:

1. Select the Chunking option for your Media Space.



2. Select a frequency unit, from 1 minute to 24 hours.
3. Click the Record button. Ingesting starts with media chunked at the interval you selected.
4. Optional: While ingesting, click the Record button to start a new chunk immediately.

Verifying Chunking is Enabled

To check if chunking is enabled, hover your mouse over the Record button. The button label changes to 'Chunk Now', if chunking is available.

Avid Workflow Considerations

When you capture files in the Avid MXF format, Avid must scan any new files created by FLOW and add these files to its media database before Avid editors can see and use the files within their editing applications. FLOW automatically captures Avid MXF files into the Avid MediaFiles/MXF/1 folder of the user logged into FLOW.

Updating the Avid Media Database

To update the Avid media database:

1. Log into EditShare Connect using the same username under which the media was captured in FLOW (not necessarily on the same workstation).
2. Using EditShare Connect, mount the Avid Media Space that FLOW captured to. See "Mounting Media and Project Spaces".
3. On that workstation, start Avid so it can index the new media and so the media can be seen by other Avid users. Avid scans and indexes the media databases.

NOTE: You do not have to have Avid running while you capture, but you have to start Avid after one or more captures is complete so other users can see the captured media.

Avid '1' User Folder

FLOW automatically captures into the user's "1" folder of the Media Space selected. FLOW cannot presently be captured to any other location. However, Avid recommends that you never put more than 5000 files in a single MXF sub-folder, as greater numbers of files can cause the media database to get too large. Under the normal behavior of an Avid application, if you reach 5000 files, Avid creates a "2" folder and uses that until reaching 5000 files, then creates a "3" folder, and so on.

You can manually monitor the number of files in your "1" folder. In the unlikely event that you get more than 5000 files, you can rename your "1" folder to number "2", and then create a new "1" folder. Your Avid application will not have any trouble with you renaming the directory as long as you rename the folders only when other editors aren't using the Media Space and your own Avid application is shut down.

PMR Database Files

When you capture Avid media files with FLOW, you have the option of having FLOW create and update the Avid Persistent Media Record (PMR) database files so that your Avid applications can see your newly captured files without requiring that an Avid workstation scans them first.

If you want FLOW to make these PMR files, you must have user privileges for updating Avid PMR files. You can ask the Administrator for your FLOW system to grant you access. For Avid MXF Media Spaces, FLOW, captures media to the 1 or 2 folder of users with PMR update privileges, while other users see the media files in the 1 folder. Avid users do not require PMR update privileges to scan the files so that others can see them.

WARNING: Do not allow any Avid workstations to log into EditShare as a user that is enabled for PMR privileges.

If you do, the Avid application tries to update the PMR and MDB database files. You run the risk of FLOW and your Avid workstation both trying to modify these files at the same time, which can corrupt the database files.

If you have Update Avid PMR privileges, FLOW creates or modifies the PMR file in the destination folder you select for capture.

Avid Style Media Spaces

If you utilize the FLOW PMR feature, FLOW does not make the MDB database files and you cannot see the clips that FLOW captures in the Media Tool. You can, however, drag and drop clips from FLOW Browse to your Avid Application, the only way to get newly captured clips into your Avid bins.

When you capture to an Avid-Style Media Space, you need to decide which folder you want to capture to. Normally, when an Avid application is connected to a Unity or ISIS storage system, the Avid application captures media files into a folder that corresponds to the computer name on which the Avid software is running - for example:

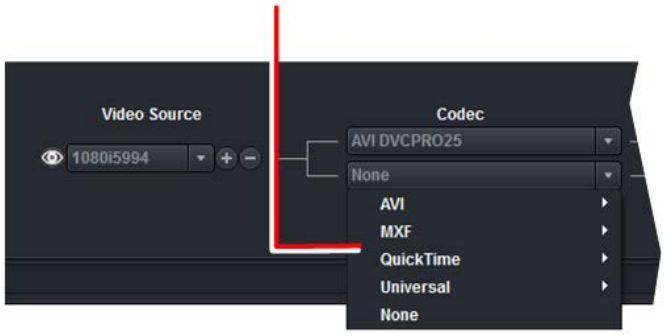
```
edit1.1
room2.1
windowspc2.1
```

By default, FLOW captures into (and even creates) a folder that corresponds to the name of the workstation on which you are running FLOW Browse. If you want users to see the files you are capturing, you need to launch your Avid application on that same workstation so Avid scans the media files and builds or modifies the PMR and MDB database files.

Alternately, when you are capturing with FLOW into an Avid-Style Media Space, you can select any other computer name folder by clicking the Folder Icon in the FLOW Browse Ingest tool. You can select the computer name folder of another Avid workstation and then count on that workstation to scan the files. If that workstation does not yet have a folder called computername.1 in the Media Space where you want FLOW to capture files, you can create that folder in FLOW Browse and then instruct FLOW to capture there.

Simultaneous Multiple Codec Capture

You can select a second codec and specify where to store those files. Each Ingest channel is capable of recording in up to three different formats simultaneously. You can select one HD format, - or two SD formats (the first codec and the second codec). The second codec is entered in the lower Codec drop-down list.



The third codec is a proxy codec, and is chosen by the administrator. The proxy codec is either enabled or disabled for all captures on a given channel.

Capturing VANC/Ancillary Information

FLOW SDI lets you capture and preserve VANC/Ancillary data (which commonly includes CEA-608 and CEA-708 closed caption data) in the following circumstances:

- When your source is 1080i 59.94 HD-SDI with embedded VANC data
- When you capture to interlaced DNxHD codecs

If the HD-SDI source contains embedded VANC data, a D1 button is available to the right of the Audio Channels in the Metadata tab.

Click the D1 button to record the VANC data stream. The button text turns green and the VANC data is transformed into an Avid D-track MXF file according to the SMPTE 436M specification.

After ingesting, in FLOW Browse you see the CC icon on the clip's thumbnail. When you drag and drop the clip into Avid, it creates audio, video, and a data track as appropriate.

Scheduling Ingests

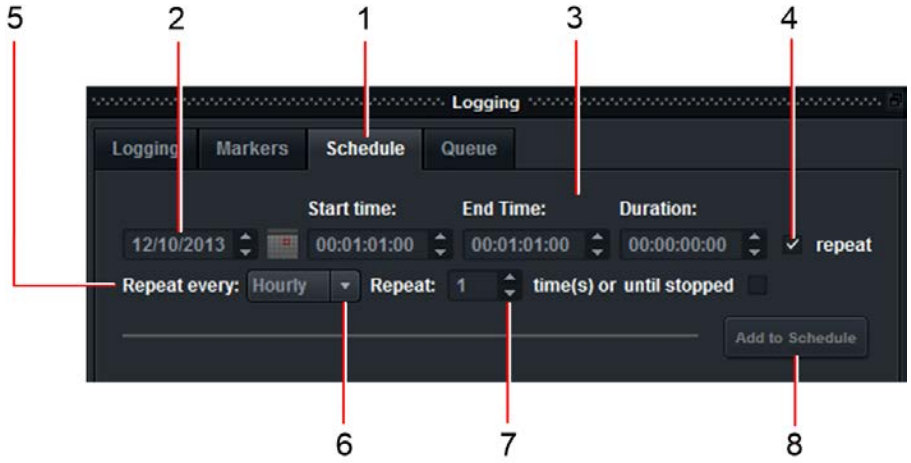
You can schedule an ingest to start and stop at specific times at specific dates, or to repeat at specific intervals. At the scheduled time, FLOW captures whatever signal is coming into the video source you selected.

Because the times you specify are taken from the server clock, EditShare recommends that you synchronize your workstation and server time to the main EditShare Storage server so they are all synchronized (see the EditShare Administrator's Guide).

Creating an Ingest Schedule

To schedule an ingest:

1. Click the Schedule tab on the right of your screen.



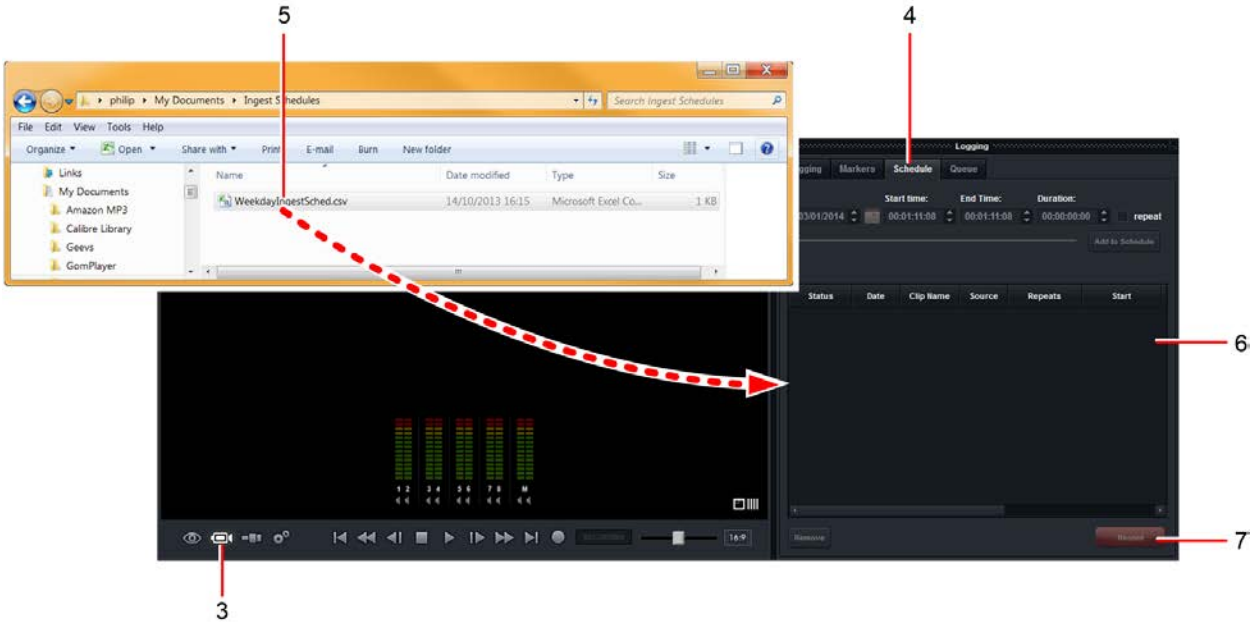
2. Select a date from the Date list.
3. Select a Start time, an End time, and a Duration.
4. If you want the schedule to repeat, tick the Repeat option box.
5. If you select Repeat, the Repeat options area opens.
6. Select a repeat interval:
   - Hourly
   - Daily
   - Weekly
   - Monthly
7. Select how many times you want the schedule to repeat, or tick the box labeled 'or until stopped'.
8. Click Add to Schedule. The ingest runs with the values you specified.

Importing an Ingest Schedule File

You can import a comma-separated value (.csv) list that specifies your FLOW ingest schedule.

To import a FLOW schedule file:

1. Create a table of scheduling values. See "Creating an Ingest Schedule File".
2. Save the file in the .csv format.
3. Click the Ingest button.



4. Click the Schedule tab in the right-hand pane.
5. Click on the .csv file you created and drag it into the job list area.
6. The contents from the schedule file appear as a job in the Schedule tab.
7. Click on the Transfer button to transfer and save the imported job in FLOW.

Creating an Ingest Schedule File

The SMB File Exchange area includes a read-only template for creating FLOW Schedule files. You can use the template, or you can create your own. The template lets you customize several of the options so that you can select your own items from a list. This reduces errors due to inconsistent typing or spacing. For example, in Step 2 of the template, you can type the names of your own Media Spaces, and then in the actual schedule, you select them from a list.

Ingest Schedule Table

EditShare recommends that you use the supplied template. The following table summarizes the template format and the required fields:

Column	Required	Description
Source Name	Yes	Source name. Select or type a name. If you do not specify a name, it is treated as a secondary codec for dual-codec capture, for example: ,SDI 2, FCP DV25, MS1, 00:10:05:00, 00:20:00:00, MaxClipFCP , , Avid DV25 MXF, MS1, 00:10:05:00, 00:20:00:00, MaxClipAvid
codec	Yes	Codec name. Select a codec from the list.
Media Space	Yes	Media Space name. Select or type a name.
Chunking	No	Options. Select or type: ● Y (yes) ● N (no)
Chunk Interval	No	Chunk interval in minutes. Defaults to 0. Select or type an interval.
Audio Tracks	No	Comma-separated list of audio channels to enable. Default is 1,2. Select or type track numbers.
Date	No	YYYY-MM-DD (year-month-day). You can type the date without punctuation and the template fills them in for you.
Start Time	Yes	HH:MM:SS:FF (hour:minute:second:frame). You can type the time without punctuation and the template fills them in for you. You can specify the start time as an offset from current time.
Stop Time	Yes	HH:MM:SS:FF (hour:minute:second:frame). You can type the time without punctuation and the template fills them in for you.

Relative	No	Sets an offset to the Start and End times relative to the current or specified time. Select Current as the offset point and the Start Time to 00:00:05:00 - the recording starts five minutes after the .csv file has been imported. Enter your own time to start the recording five minutes after the time specified. Use the Repeat option to use the same offset from the previous entry.
Clip Name	Yes	Type a name for the ingested clip.
Tape	No	Select or type a tape number for the ingested file.
Project	No	Select or type a name for the project.
Scene	No	Type a scene number for the ingested file.
Take	No	Type a take number for the ingested file.
Keywords	No	Type searchable keywords for the ingested file.
Directory	No	Select or type a target directory name.
Router Input	No	Enable router control and select the router input to be switched to before capture starts.

See the following illustration for an example of a .csv file.

```
Source Name,Codec,Media Space,Chunking,Chunk Interval,Audio Tracks,Start Time,Stop Time,Date,Clip Name,Tape,Project,Scene,Take,Keywords
SDI 1,AVI DV25,AVITesting,N,,,00:02:00:00,00:04:00:00,,NASA Post SDI3,,,,,
SDI 3,AVI DV25,AVITesting,N,,,00:02:00:00,00:04:00:00,,NASA Post SDI3,,,,,
SDI 4,AVI DV25,AVITesting,N,,,00:02:00:00,00:04:00:00,,NASA Post SDI3,,,,,
SDI 1,AVI DV25,AVITesting,N,,,00:05:00:00,00:06:00:00,,NASA Post SDI3_2,,,,,
SDI 3,AVI DV25,AVITesting,N,,,00:05:00:00,00:06:00:00,,NASA Post SDI3_2,,,,,
SDI 4,AVI DV25,AVITesting,N,,,00:05:00:00,00:06:00:00,,NASA Post SDI3_2,,,,,
```

The first line of the file must consist of the template's column headings. If you do not include information for a particular column, it is marked by a comma.

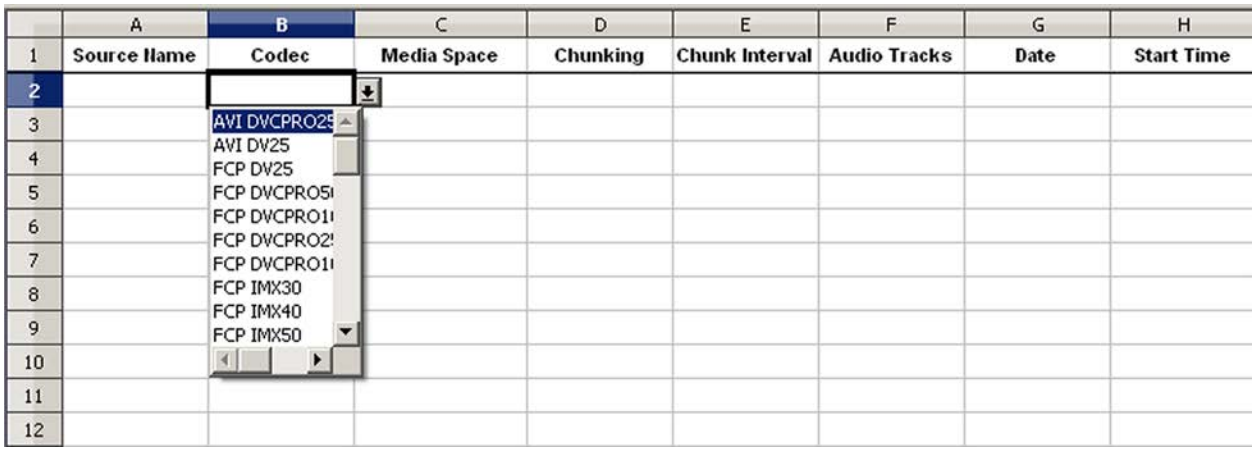
Creating an Ingest Schedule File

You cannot edit the read-only template. You must copy and rename the template file before you can change it.

To create an ingest schedule file from the supplied template:

1. Navigate to the FLOW Schedule Templates folder in your SMB File Exchange area (you can access it via your EditShare Status web page).
2. Copy the FLOW Schedule template file into a local folder, rename if required, and open the copy in a spreadsheet application.
3. Click on the Instructions tab.
4. In Steps 1 to 4 of the template, type over the red generic entries for Source Name, Media Space, Tape, and Project with your own information.
5. Click the Schedule tab.
6. Populate the file with your scheduling values using the format in the "Ingest Schedule Table".

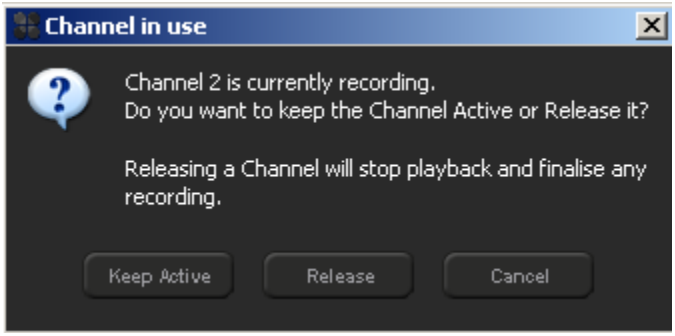
   Some columns in the template are required, other columns can be ignored if preferred. When you mouse over options in the template, a selection arrow displays which you can click to select options from a drop down list. You must choose an option from these lists.



7. Save the spreadsheet file.
8. Create a .csv file. Ensuring the Schedule tab is selected, click Save As > Save As Type > CSV, and then click Save.
9. Drag the file into FLOW. See "Importing an Ingest Schedule File".

Selecting Multiple Ingest Channels

You can control multiple Ingest Channels through a single Ingest client. If you have a channel active, and you switch to another channel, the Channel in Use dialog box opens telling you that the current channel is active.



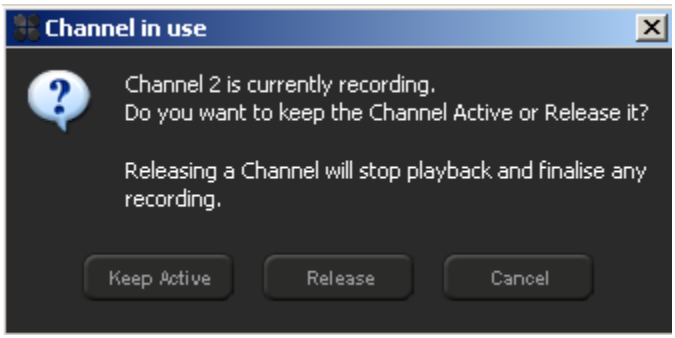
You can keep it active or release it. Keeping the channel active keeps the ingest alive if you are currently ingesting. If you are not ingesting, you keep control over that channel, preventing other users from accessing it.

Releasing the channel stops any action that is taking place on that channel, such as playing or ingesting. Any file that is currently being captured is finalized and becomes available for browsing, and the channel becomes available to other users.

Controlling Ingest on Multiple Channels

To control ingesting on multiple channels from a single client:

1. Start ingesting on the first channel, then select another channel. The Channel in Use dialog box opens.



2. Click on the Keep Active button. You can now configure the next channel and begin ingesting on that.

   At any point, you can switch between your active channels and preview the incoming stream, continue to log the media, or stop capture.

NOTE: It is not necessary to monitor Ingest in order to continue capturing. Once you begin the ingest process, you can then switch back to Browser mode to review material that you have already captured. You can also exit the application.

Switching to Browser Mode

To switch to Browser Mode while ingesting is in progress:

1. Do one of the following:
   - Click the Browser button. 
   - Press Alt+P (Windows) or Option+P (Macintosh).
   - Right-click within FLOW Browse and, from the menu that opens, select Switch to Browser.
2. Recording continues even if you exit FLOW Browse completely.

Edit While Capture

The Edit While Capture (EWC) feature provides an alternative to chunking for editing video material while you are still capturing it.

About Edit While Capture

Chunking allows you to break up your recording into multiple clips of a specified duration, e.g. every 10 minutes. As soon as a chunk has been finalized, it appears in FLOW Browse as a new clip, and is ready for playback in FLOW Browse or for dragging into your NLE application. With Chunking, a single recording may consist of dozens of individual clips which all butt up against each other seamlessly. However, you can only edit a chunk once it has been completely ingested.

Using Edit While Capture, you can specify a longer duration for clips– for example, 1 hour or 2 hours. Within seconds of starting recording, you can drag the clip into your NLE and begin editing. When viewed in your NLE, the clip appears to have the duration you set. When you scroll into the part of the clip that has not yet been recorded, you see a slate stating 'Media Not Yet Recorded' instead of seeing the video image. Over time, the unrecorded part of the clip is replaced by real video and audio data.

With Edit While Capture, you work with one continuous clip rather than a number of chunked clips. Unlike competing Edit While Capture solutions, if your event goes past the time limit you specified, a new Edit While Capture clip is created automatically, so you do not miss a split second of the event you are recording. You do not need to manually start a new capture.

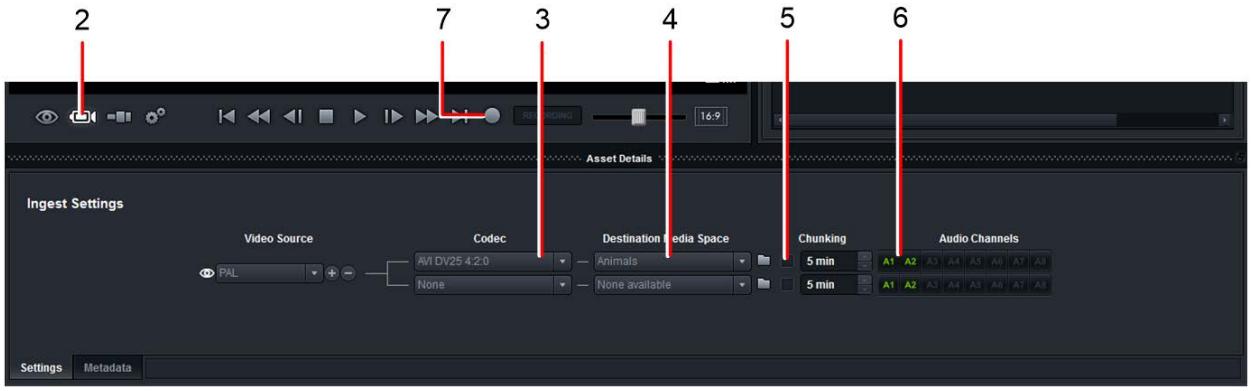
Another unique aspect of FLOW's Edit While Capture feature is that it allows you to create 'Universal EWC' clips. That is, if you are capturing in a codec that is common to both Avid and QuickTime – for example, DV 50 or DVCPro HD – the video and audio data only needs to be stored once on your EditShare Server. Avid sees the Edit While Capture clips as native Avid MXF files and QuickTime applications such as Final Cut Pro sees the same clips as native QuickTime files.

For the procedure for using the Edit While Capture feature, see "Ingesting with Edit While Capture".

Ingesting with Edit While Capture

To ingest with Edit While Capture:

1. In the Media Spaces tab of EditShare Manager, enable Edit While Capture for the Media Space you want to capture into. For details, see 'Enabling Edit While Capture' in the EditShare Administrator's Guide.
2. Enter Ingest mode by clicking the Ingest button.

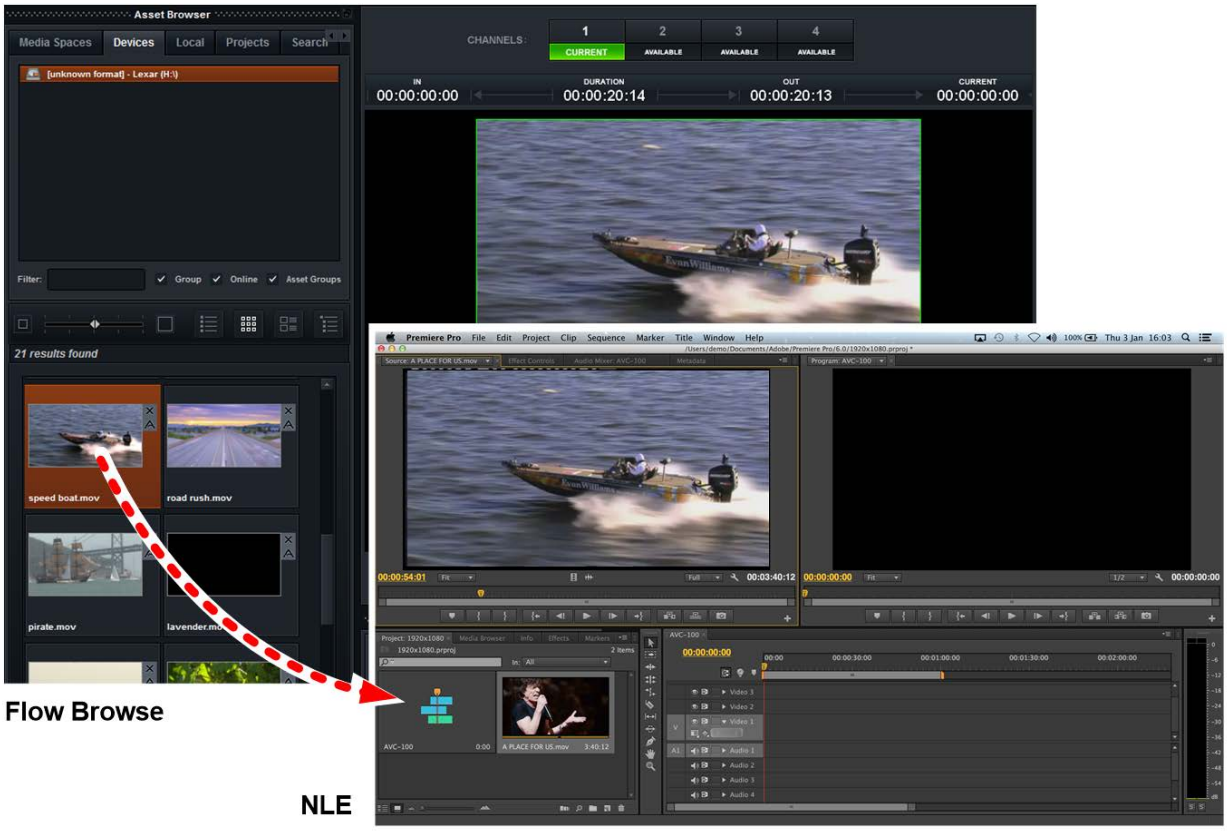


3. Select an EWC codec from the Codec drop-down list. EWC codecs are prefixed with 'EWC'.
4. Select the Media Space you enabled for Edit While Capture in Step 1.
5. Select a chunking interval, for example, 20 minutes. See the "Chunking Procedure".
6. Select the audio channels you require. You can capture up to 16 channels of audio per video source.
7. Click the Record button to start ingesting. Captured media is saved to the media space you specified in Step 1.

Capturing in your NLE

To capture in your NLE:

1. Start your editing application.
2. Locate the ingested material in the FLOW file browser, drag it in to your editing application bin, and open it.



3. As the ingest continues, more and more of the clip appears. If you navigate to the end of the clip, a message 'Media Not Yet Captured' appears at the current timecode until the ingest finishes.
4. You can edit the portion of the clip that has already been captured.
5. If the capture goes beyond the chunk interval, a new chunk begins.

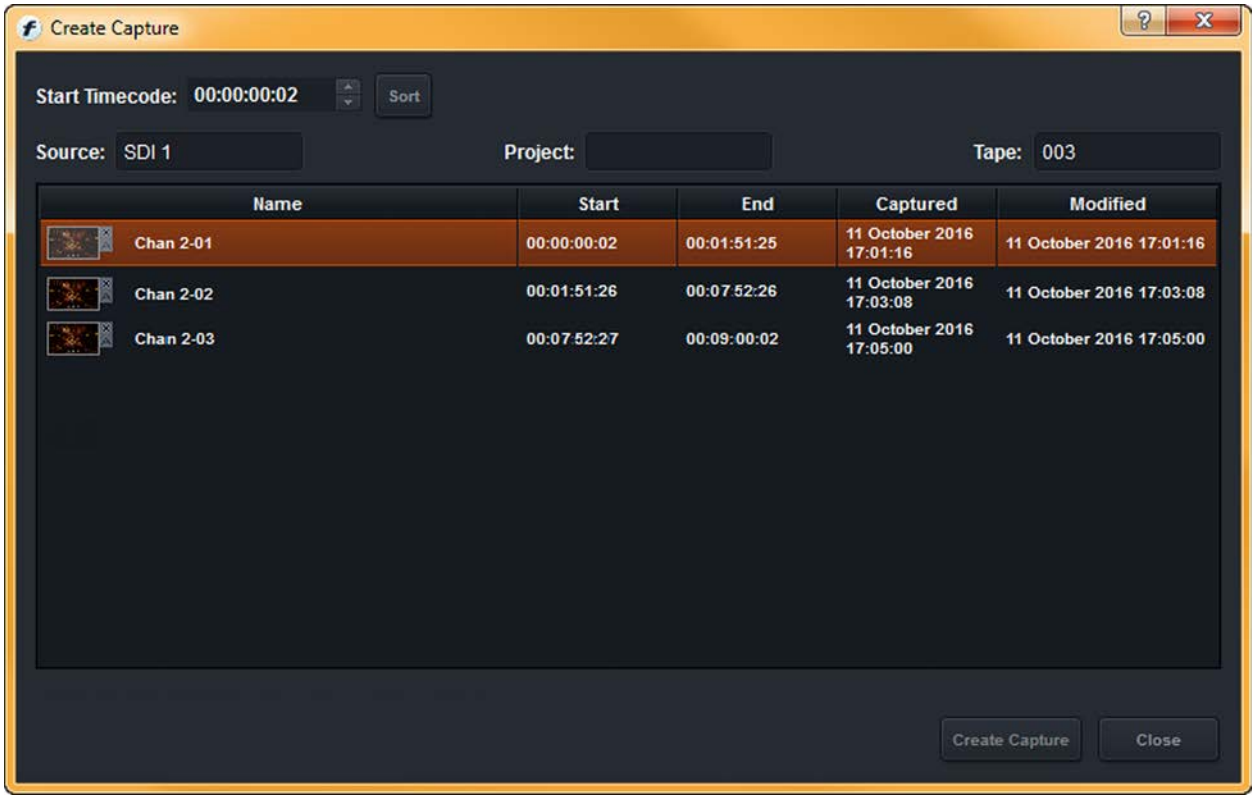
Merging Captures from External Sources

You may have a number of chunked clips which FLOW does not recognize as belonging to the same capture, usually because they were captured externally and then scanned into FLOW. You can merge these captures into one capture.

For successful mergers, the following must be true:

- You must have 'Locked metadata write' permissions enabled in FLOW Control (ask your Administrator).
- All files must have the same frame rate.
- The clip timecodes must be contiguous.

1. Select the clips you want to merge.
2. Right-click on your selection and, from the menu that opens, select Capture > Create. The Create Capture dialog box opens.



3. Optionally: Add metadata for the Source, Project and Tape fields to be used in your new Capture.
4. If there is a warning sign labeled 'Gap' between any clips, your selection does not have contiguous timecodes and therefore cannot be merged.
5. If there are no warning marks or messages, click the Create Capture button.
6. You may need to refresh the Asset View to see the merged capture.

File Based Ingest

FLOW supports ingest of a wide range of file-based media including XDCAM-EX cards, P2 cards, XDCAM Professional Discs, and even virtual device directories located on USB, FireWire, or local storage devices. If you connect your device to an Express card, PC-card slot , or USB or FireWire port on your FLOW Browse workstation, you can browse the contents of that card or disk in FLOW.

NOTE: If your media is stored on a proprietary camera, device or card, you must install the appropriate drivers so that your workstation recognizes the device.

Red R3D files cannot be ingested from storage on local workstations. Media must be copied to a media space and scanned using FLOW Scan before it can be file ingested to another format.

FLOW does not support 44.1 kHz audio when transcoding.

With FLOW file-based ingest, you can rename, log, and trim clips, create subclips, and add source metadata information to each item. FLOW allows you to keep clips in their native codec without any re-encoding. This is called rewrapping.

For example:

To ingest XDCAM files to Avid: Select the Avid Rewrap codec. The files are left in their native XDCAM codec but rewrapped to MXF Op-Atom.

To ingest QuickTime files for Final Cut Pro or other QuickTime based NLE: Select the FCP Rewrap codec. The files are left in their native XDCAM codec but rewrapped to MOV.

You can also select other codecs for files; in this case, the material is transcoded to the target format.

Clips ingested from files retain start time, metadata, and capture time.

When you have chosen the clips or portions of clips you want to ingest, modified the metadata as you want, chosen codec settings, and determined the Media Space where you want to put your file-based clips, you add each item to a Queue and click Record. FLOW transfers the media from your workstation to your EditShare storage server.

Unlike ingesting from videotapes, which generally run in real time, file-based ingest has the potential to transfer data as fast as it can come off the device and transfer across the network. Chunking is not available for file ingest.

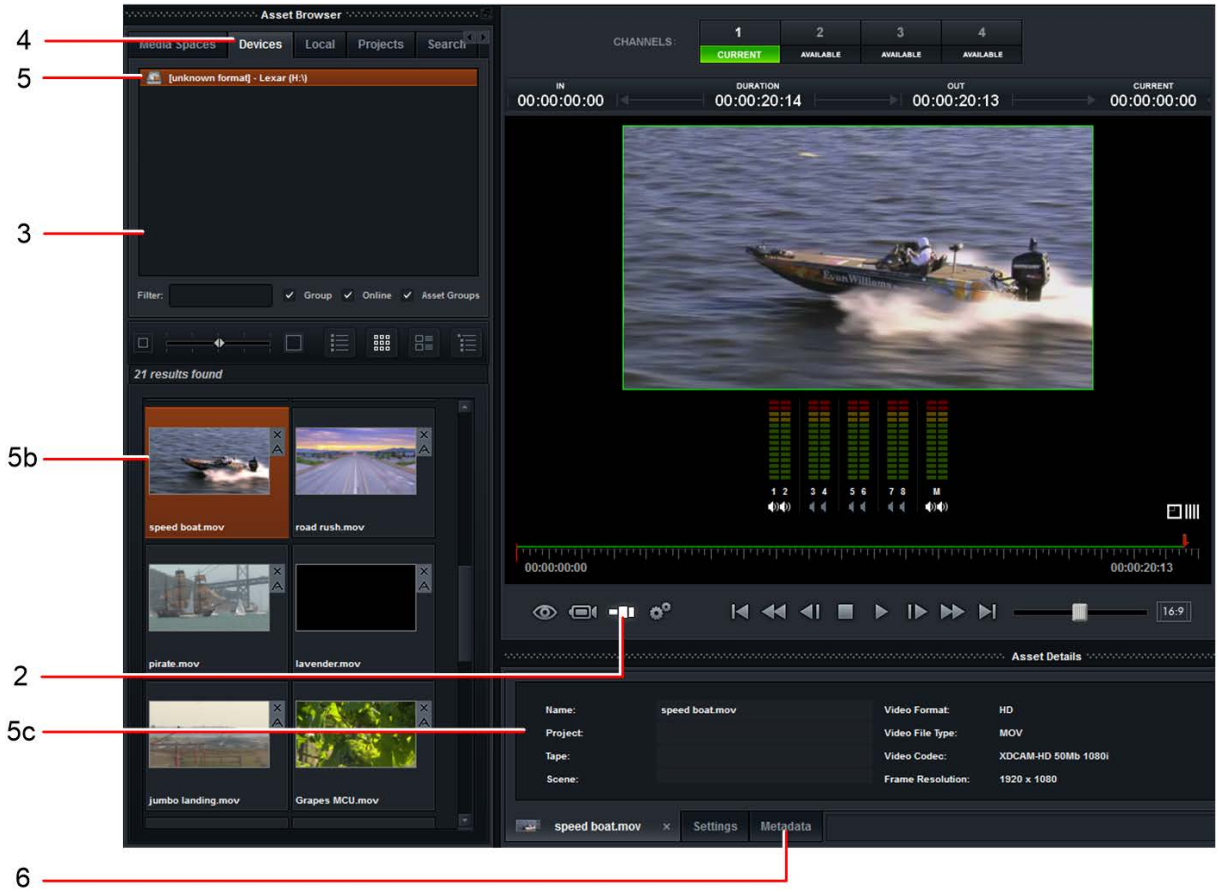
The codecs available for file-based ingest appear in the Codecs list. For a list of all supported FLOW codecs, see the *FLOW Supported Formats User's Reference* guide.

Administrators can limit the speed (bandwidth) of ingesting files. This can help a broadcast facility, for example, from being slowed by a large number of users trying to ingest files at high speed at the same time.

Preparing to Ingest from Files

To prepare to ingest from files:

1. Connect your storage device to your FLOW system.
2. Click the File Ingest button.

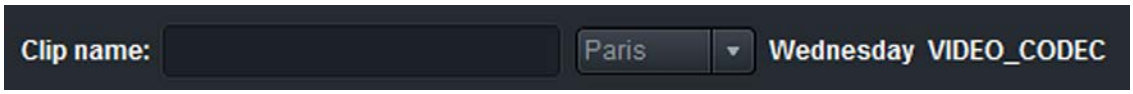


3. The File Browser opens to the left of the Media Player. The Logging area also opens to the right of the Media Player (not illustrated).
4. Click the Devices button in the File Browser if it is not already selected.
5. Left-click on your device to select it:
   a. The files on your device display in the Folders panel.
   b. Double-click on the file you want to ingest.
   c. Information for the selected file displays in the Metadata area.

6. Click the Metadata tab below the Media Player and type a name in the Clip Name text box.

NOTE: FLOW treats filenames without regard to case and appends an incremented number to duplicated names. For example, the following names — soccer, Soccer, and SOCCER — would be registered as soccer, Soccer-1 and SOCCER-2.

7. The Clip name field may have additional elements, such as drop down boxes, labels and additional text boxes. These have been added by the Administrator for your FLOW system to assist you in naming clips to match other material in the same project or organization's template.



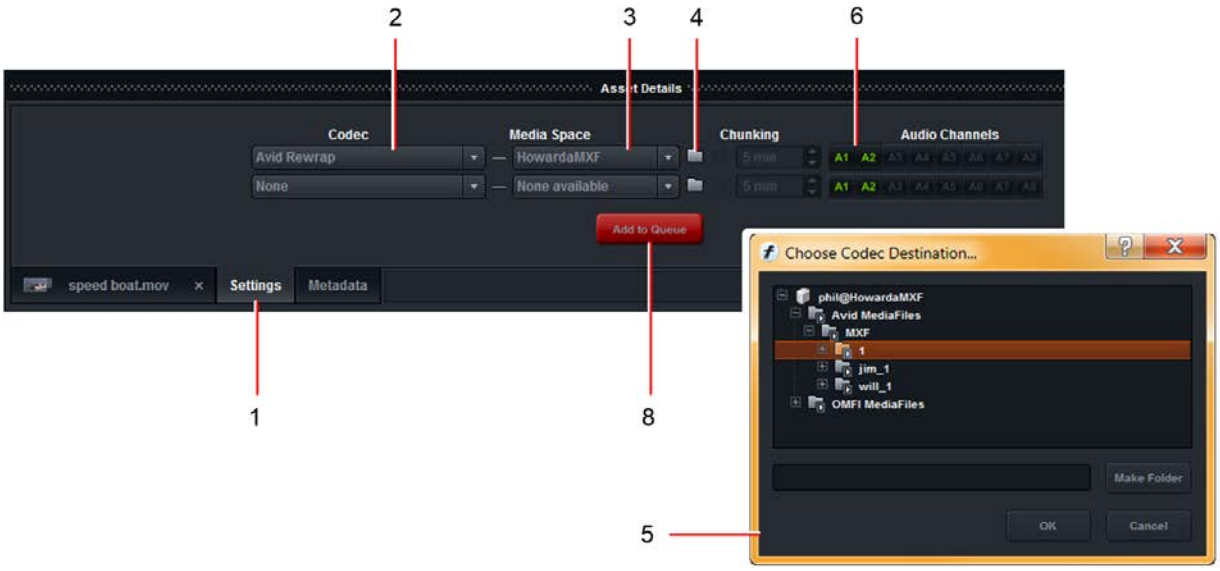
Some elements are read-only, others require you to add text or pick an option from a list.

8. (Optional) Type information about the clip in the Comment, Project, Tape, Scene, and Take text boxes. The Tape/Source name is embedded into the media file itself, and in the case of Avid clips, the Project name also is embedded into the file.

Adjusting Ingest Settings

To adjust the ingest settings:

1. Click the Settings tab.



2. Select a video or audio codec from the upper Codec list:
   - For Avid files, select Avid Rewrap. The file is not transcoded.
   - For Final Cut Pro files, select FCP Rewrap. The file is not transcoded.
   - For any file, select any other permitted codec. The material is transcoded.

   You see only codec choices that the administrator enabled for that channel.

3. Select a Media Space where you want the clip to be captured to.

   You are only offered Media Spaces to which you belong, and which correspond to the type of codec chosen. If you choose an Avid codec, only Avid Media Spaces display. Managed and Unmanaged Media Spaces are excluded. If you choose a QuickTime codec, Avid MXF spaces are excluded.

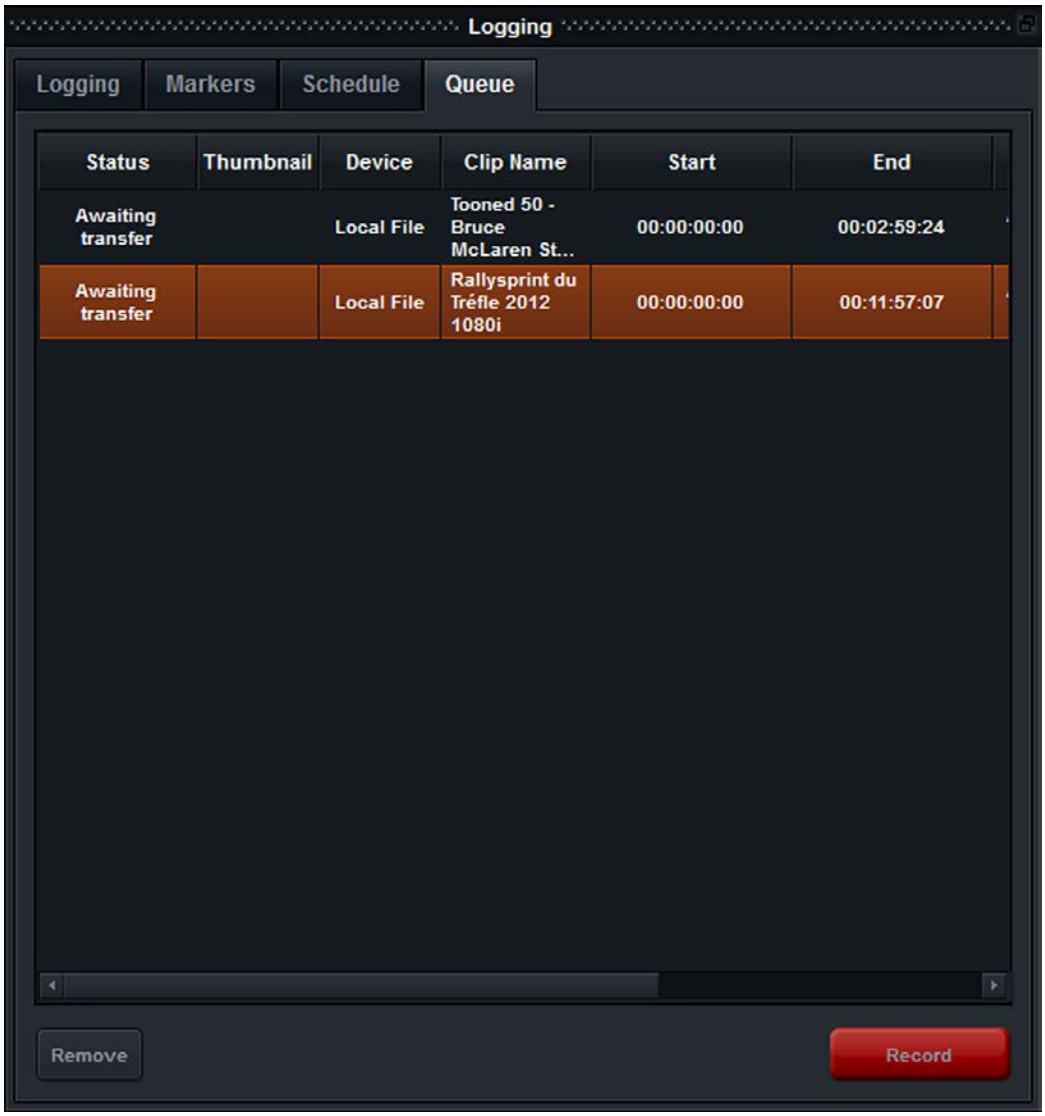
   Tip: Hover the mouse pointer over the Media Space list to see more information about the displayed media space.

4. Click the Directory button to the right of the Media Space list.
5. The Choose Codec Destination dialog box opens. Do one of the following:
   - Select a Media Space sub-folder where you want your ingested media.
   - Create a new sub-folder by typing a folder name and then clicking 'Make Folder'.

   Click OK when finished.

6. Select audio channels. You can capture up to 16 channels of audio per video source.
7. Adjust In and Out points, add markers, where required.
8. Click the Add to Queue button. 

The file is added to the Queue tab, with a status of Awaiting Transfer.



Ingesting Multiple Files

If you have several files that you want to ingest, on, for example, a P2 card, you can drag the files as a group from the File Browser to the Queue.

To ingest multiple files:

1. Follow the procedure for file ingest as described in "Preparing to Ingest from Files".
2. While holding down the Shift or Ctrl (Cmd on Macintosh) keys, click on the files you want to select them, then drag them with the mouse into the Ingest Queue.

Ingesting Queued Files

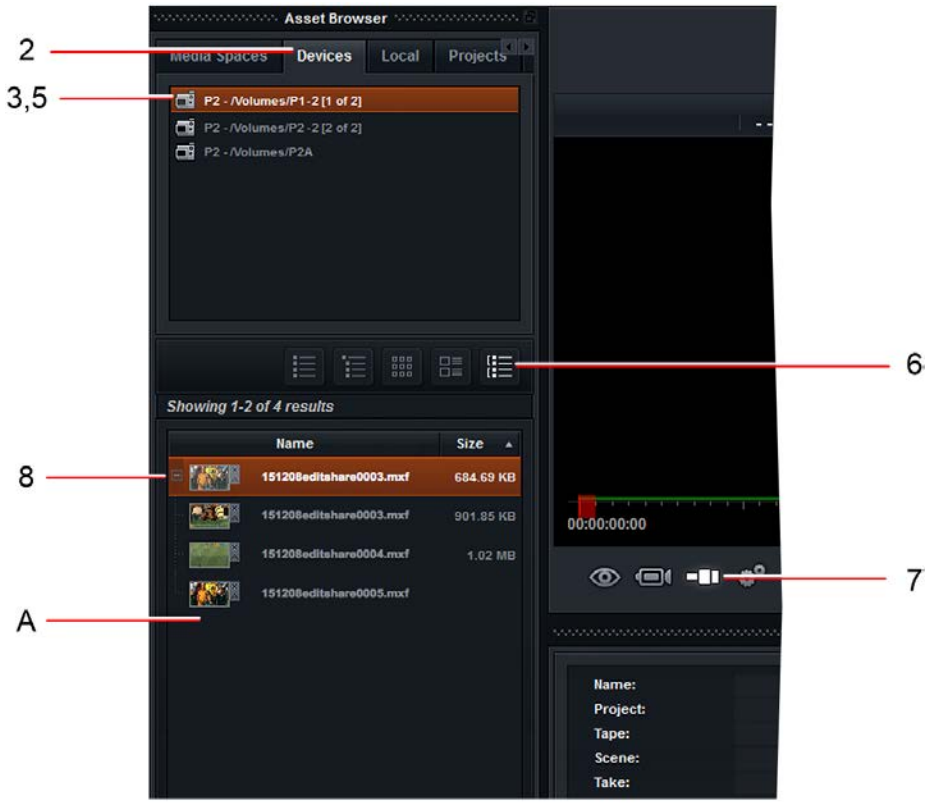
You can accumulate several logged file-based clips in the Queue. When you are ready to ingest them, do the following:

1. In the Logging Panel, click on the Queue tab.
2. The Ingest Queue panel opens, displaying the clips waiting to be ingested.
3. To remove any clip from the queue, highlight it with your mouse, and then click the Remove button.
4. If you highlight a clip that is currently ingesting, the button label changes to Stop. Pressing the stop button halts ingesting and the job is displayed as Completed.
5. Click the Record button to start the File ingest process.
6. As each clip is ingested, its progress displays in the Status column.
7. When each clip has been ingested, the Status reads Complete and the clip displays in the File Browser at the Media Space you selected.

Ingesting Spanned P2 Cards

Sometimes you may need to ingest content that spans two or more memory cards. You could copy the contents of each card onto a separate card or USB stick, and then let FLOW gather up the content as if it was on one large card. However, for convenience, you can connect all the cards to FLOW via a USB card reader as follows:

1. Connect all the cards into a USB card reader and connect it to a USB port on your workstation.
2. Start FLOW Browse and click the Devices tab.



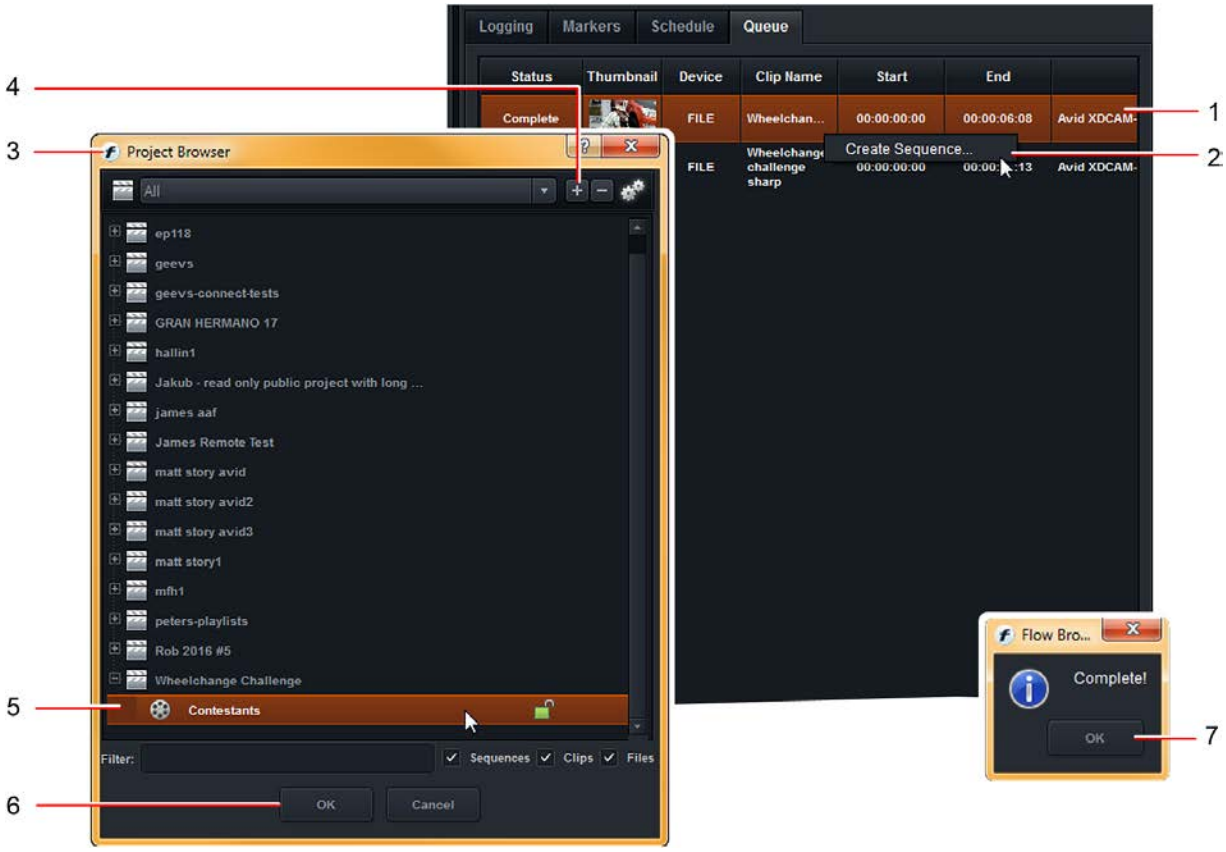
3. The cards display in the panel below the Devices tab. The cards containing spanned clips are numbered [1 of n], [2 of n], and so on - where n is the total number of cards in the spanned set.
4. If a card is numbered [1 of ?], then a card in the spanned set is missing, and FLOW will be unable to ingest all the spanned clips. To include all the spanned clips, insert the missing card into the card reader.
5. Double-click on any card containing spanned clips. The spanned media displays in the File Browser panel 'A'.
6. Click on the Captures View button. The view expands to show all the clips within the spanned set.
7. Click the File Ingest icon to open the File Ingest view.
8. Do one of the following:
   a. Double-click on the spanned item to load it into the media viewer. Click on the Settings or Metadata tab, and then click the Add to Queue button. 

   b. Drag the scanned set onto the Logging Panel.
9. The media is added to the Ingest Queue. Start the ingest as described in "Ingesting Queued Files".

Creating Sequences from Ingested Files

While your ingested files are still in the Ingest queue, you can add them to a new or existing sequence in your projects:

1. Click or Shift+Click to select the clip(s) you want to add from the Ingest Queue.



2. Right-click on your selection, and select 'Create Sequence' from the pop-up menu.

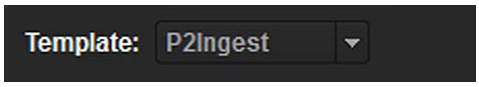
3. The Project Browser opens, displaying a list of projects.
4. To create a new project, click the Add button. The Project Details dialog box opens. Add the project details as described in "Creating a Project". To create a sequence, right-click in the dialog box and select 'Create Sequence'.
5. From the list of FLOW projects, select the sequence you want.
6. Click OK.
7. A message box opens to confirm that the clips were added to the selected sequence. Click OK to dismiss the message.

Metadata

Batch Updates to Metadata

You can make batch updates to metadata for clips in the Ingest Queue panel. This is useful for when you are ingesting media from a camera or memory card and you want to add the same metadata to multiple clips as a single operation.

1. Select the metadata template you require from the Template drop down list.



2. In the Ingest queue, hold down the Shift or Ctrl (Cmd in Macintosh) keys and click on the clips that you want to add your metadata.
3. Click on the Metadata tab to display the metadata tray.
4. Type the information you want in the required metadata field.
5. Press the Tab key or click the mouse in another part of the screen. The metadata field for the clips you selected update with the text you just added.

Inserting Wildcards into Batch Metadata

You can use wildcards to apply numbering to clip metadata, for example you can number clips Clip 1, Clip 2, Clip3, according to the order they display in the File Ingest queue.

To add a wildcard that inserts a numeric value that increments in relation to the position of the clip in the Ingest Queue, e.g. Clip 1, Clip 2, Clip 3, add the operator %n or %N.

You can also insert leading zeros thus:

%n(2): Produces the sequence 01, 02, 03, ... 09, 10, 11, etc.

%n(3): Produces the sequence 001, 002, 003, ... 099, 100, 101, etc.

Wildcards are supported on all built in text fields (Clipname, Take, Comments, etc.) as well as all custom metadata text fields.

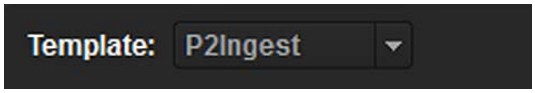
Importing Metadata

Some cameras and other playback devices insert metadata into the media they record, for example, ProgramName, Shooter, Reporter. This metadata can be imported into FLOW with the media that you are ingesting. Devices like XDCAM and P2 store metadata in XML files in the following format:

```
<ProgramName>Name</ProgramName>
```

Custom metadata fields with exactly the same metadata spelling and capitalization of the recording device need to be added to FLOW's metadata templates. You can ask the administrator for your FLOW system to do this for you.

When your administrator has configured FLOW for the custom metadata, you can import metadata with your ingested material. For example, if you want to import metadata from a P2 camera, your administrator can create a template called 'P2' containing the metadata fields you require.



On selecting the template, the custom fields display in the metadata panel below the Media Player.

Video Router Control

FLOW's SDI ingest has the option of controlling the video router connected to its SDI inputs. That feature allows you to program a capture to automatically switch the router source that is connected to the predefined router destination before it starts. It is the predefined router destination that feeds the SDI input. You can record the SDI with FLOW manually, or schedule recordings.

See "Appendix B: Setup Video Router Control".

Chapter 8: Logging with FLOW Browse

This chapter describes how to use FLOW Browse to log file based media.

NOTE: FLOW Browse lets you log file based media only. To log live media sources, you must use the separate FLOW Logger application. Refer to the FLOW Logger User Guide for detailed instructions.

Logging allows you to describe the events in your media file, and associate useful information such as timecode, ratings and comments. FLOW Browse provides an intuitive interface for adding logging information to your media files. You can change ratings and comments at any point, and you can also log subclips.

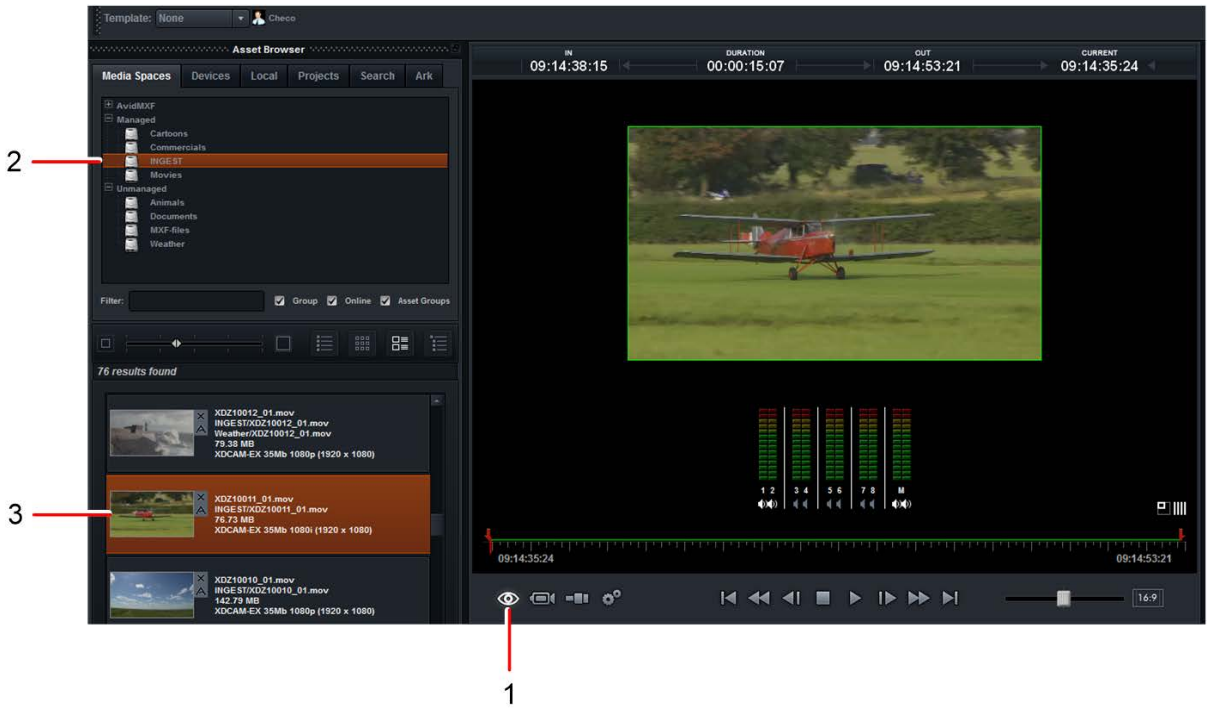
You can use either the proxy file or the original media file for logging. Metadata, timecode, and log entries are associated with all related files.

You can also place colored markers in the timeline and use the marker colors to identify events which you have already defined.

Loading Media Files for Logging

To load a file for adding log entries or markers:

1. Click on the Browse button to enter Browse mode.



2. Search or browse media spaces for the file that you want to log.
3. Double-click the media file you require, to load it into the media player.

4. If you require more room for the Logging panel, press F8 to close the Asset Browser window. Pressing F7 restores the Asset Browser window.

Logging

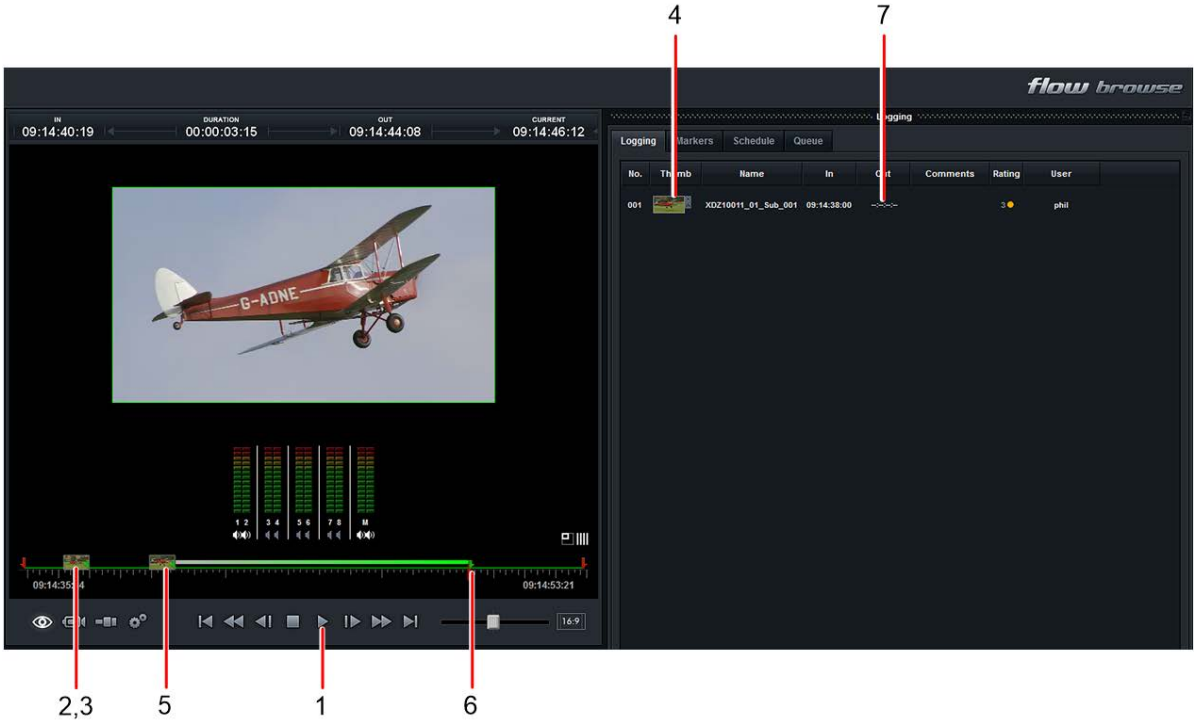
The following sections describe how to add log entries to existing media files:

- "Creating a Single Log Entry"
- "Creating Multiple Log Entries"
- "Updating Logging Information"
- "Inserting Timecodes into Text Fields"
- "Interleaved Log Entry View for Multiple Captures"

Creating a Single Log Entry

Once you have opened your media file, you can start logging.

1. Start the clip by pressing the Play button.



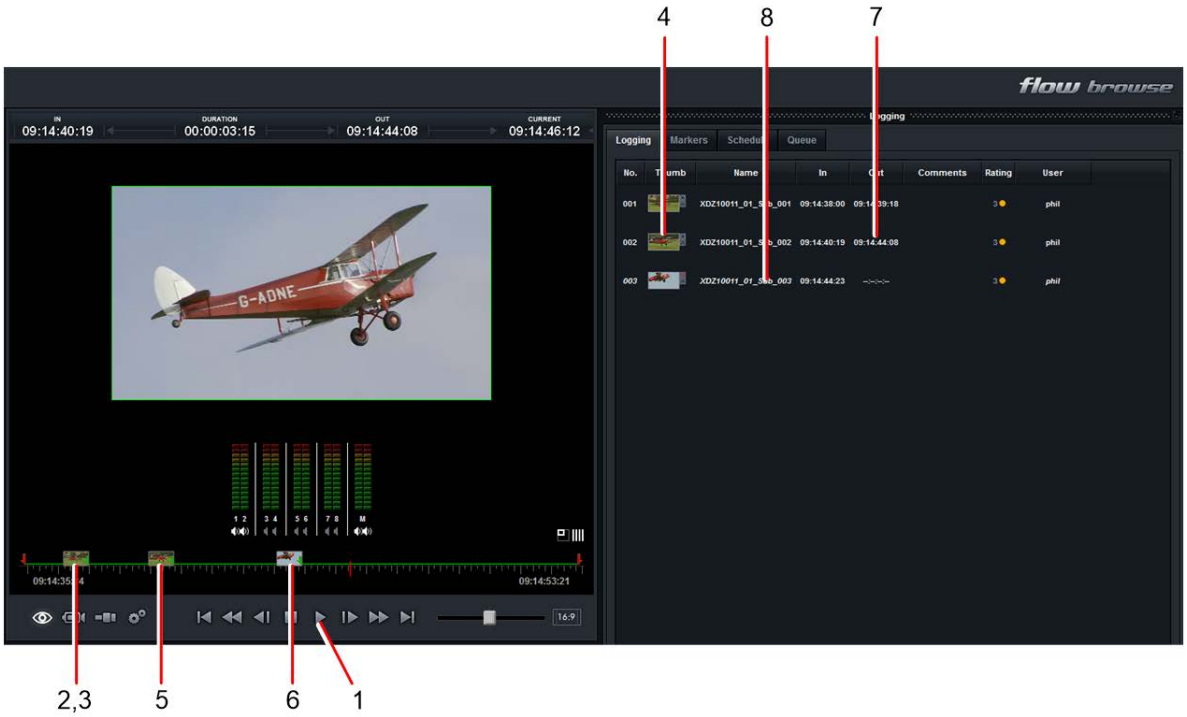
2. When the current playing position is where you want the In Point, press F9.
3. A thumbnail of the current frame is added to the timeline.
4. A new entry displays in the Log list, together with thumbnail and timecode for the In Point.
5. Optional: Press F9 again to move the In Point to the new current playing position. The position of the thumbnail in the timeline moves accordingly, and the timecode updates in the Log list.
6. When the current playing position is where you want the Out Point, press F10.

7. The timecode for the Out Point is added to the Log list entry.
8. Optional: Press F10 again to move the Out Point to the new current playing position.

Creating Multiple Log Entries

To create additional log entries:

1. Start the clip by pressing the Play button.



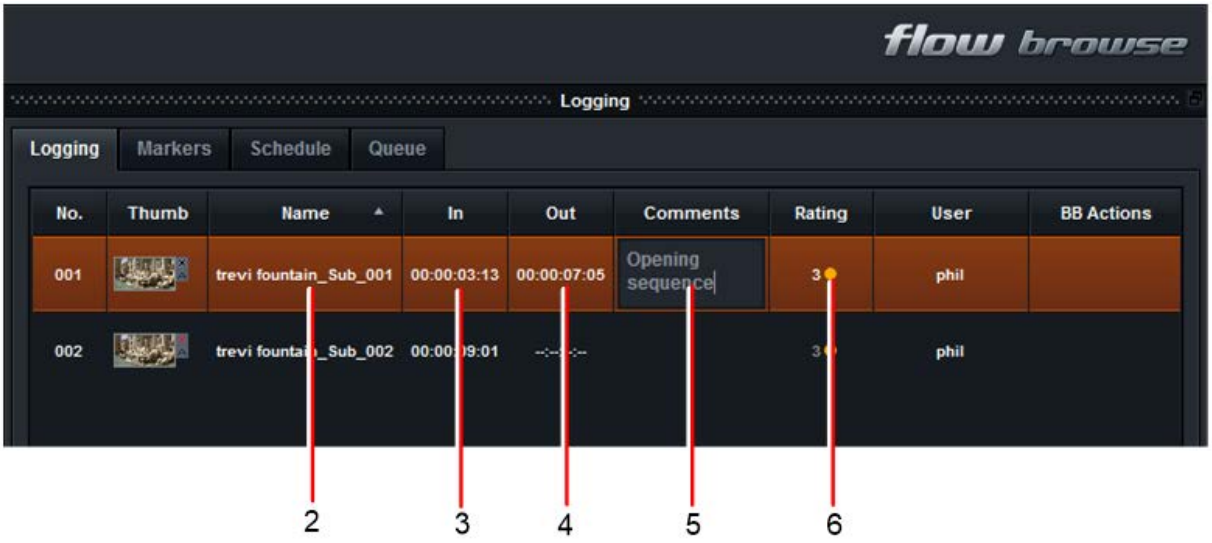
2. When the current playing position is where you want the In Point, press F9.
3. A thumbnail of the current frame is added to the timeline.
4. A new entry displays in the Log list, together with thumbnail and timecode for the In Point.
5. Optional: Press F9 again to move the In Point to the new current playing position. The position of the thumbnail in the timeline moves accordingly, and the timecode updates in the Log list.
6. When the current playing position is where you want the Out Point, press F11.
7. The timecode for the Out Point is added to the Log list entry.
8. A new Log list entry is created, with the timecode for the In Point set to the same value as the Out Point for the previous Log list entry.
9. Repeat step 6 to insert the timecode for the Out Point of the current Log list entry and to create a new Log list entry with an In Point set to the same timecode.

Updating Logging Information

Using the Logging Panel

You can change existing logging information directly in the Logging panel, or provide other logging information, such as adding comments or a rating.

1. Resize the logging window or use the scroll bar to see items to the right of the window.



2. To change the subclip name, double-click on the Name field, and then type the new name. Press Enter to save the change.
3. To change the In point of a subclip, double-click on the In point field, select the hours, minutes and seconds values in turn, and adjust their values by clicking on the associated up/down arrows.
4. To change the Out point of a subclip, double-click on the Out point field, select the hours, minutes and seconds values in turn, and adjust their values by clicking on the associated up/down arrows.

   NOTE: The value for the Out Point cannot be lower than the value of the In point.

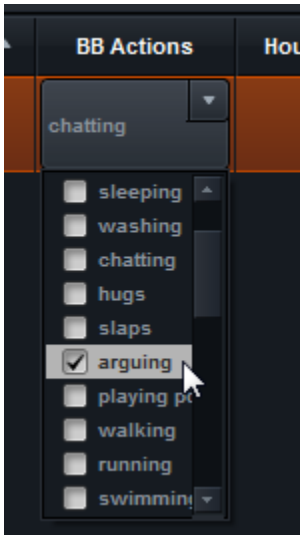
   Alternatively, use the In and Out point markers on the Timeline and drag them to the positions you want.

5. To update or add a comment:
   a. Double-click on the Comments field.

      Alternatively, select the marker and press Ctrl+E (Windows) or Cmd+E (Macintosh) to open the Comments text box.

   b. Type your new comment.
   c. Press Enter to save your changes.

6. To rate the current clip, on a scale from 1 to 5, press the keys F1 to F5, or click on the Rating button until you reach the number you want. The button changes color with the rating.
7. The Logging window also displays groups and actions from your Logging template. You can update the contents of these fields by clicking on them, and selecting new options from the drop down list that opens.



8. To remove a log entry, select the entry and then press the delete key.

Inserting Timecodes into Text Fields

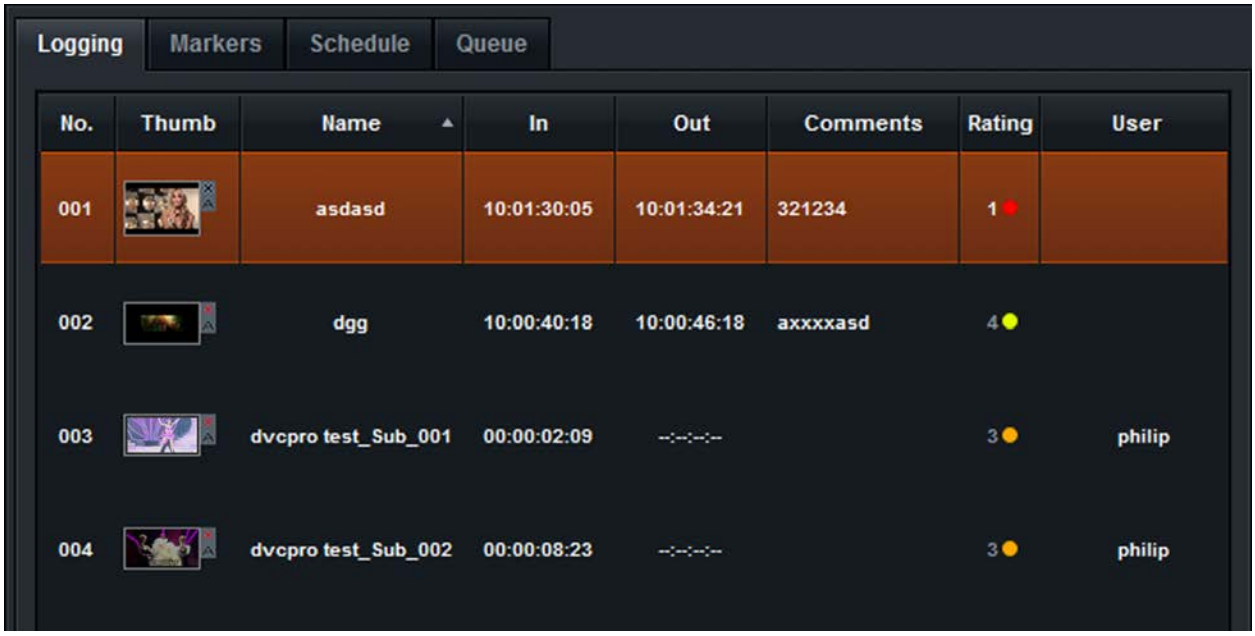
You can copy the timecode from the media player timeline and paste it into text fields in the Logging panel, Markers panel and Metadata tray:

1. Stop the clip at the point in the timeline for which you want the timecode, and then press Ctrl+Shift+T (Windows) or Cmd+Shift+T (Macintosh).
2. Click inside the text field in which you want to add the timecode, and then press Ctrl+Shift+T (Windows) or Cmd+Shift+T (Macintosh).

Interleaved Log Entry View for Multiple Captures

You can open multiple captures and see all the log entries for those captures in a single view. This is useful for viewing a rundown of logging of, for example, an entire day's captures.

1. Open one of the Asset views (flat list, folder view, capture view etc) and select the clips from the captures you want to view. It does not matter if you select multiple clips from the same capture as FLOW counts each capture only once.
2. Right-click on your selection and, from the menu that opens, click on 'Open Captures'.
3. The Logging panel opens and displays the log entries from all the selected captures, sorted in clip name order.



4. You can sort and edit the Logging panel as normal.
5. The media player displays one of the captures, which you can scrub through and log as normal. All other functionality for logging (editing, dragging to NLEs, exporting, etc.) are available.
6. Double-click on any log entry to go to that capture preview and timecode.

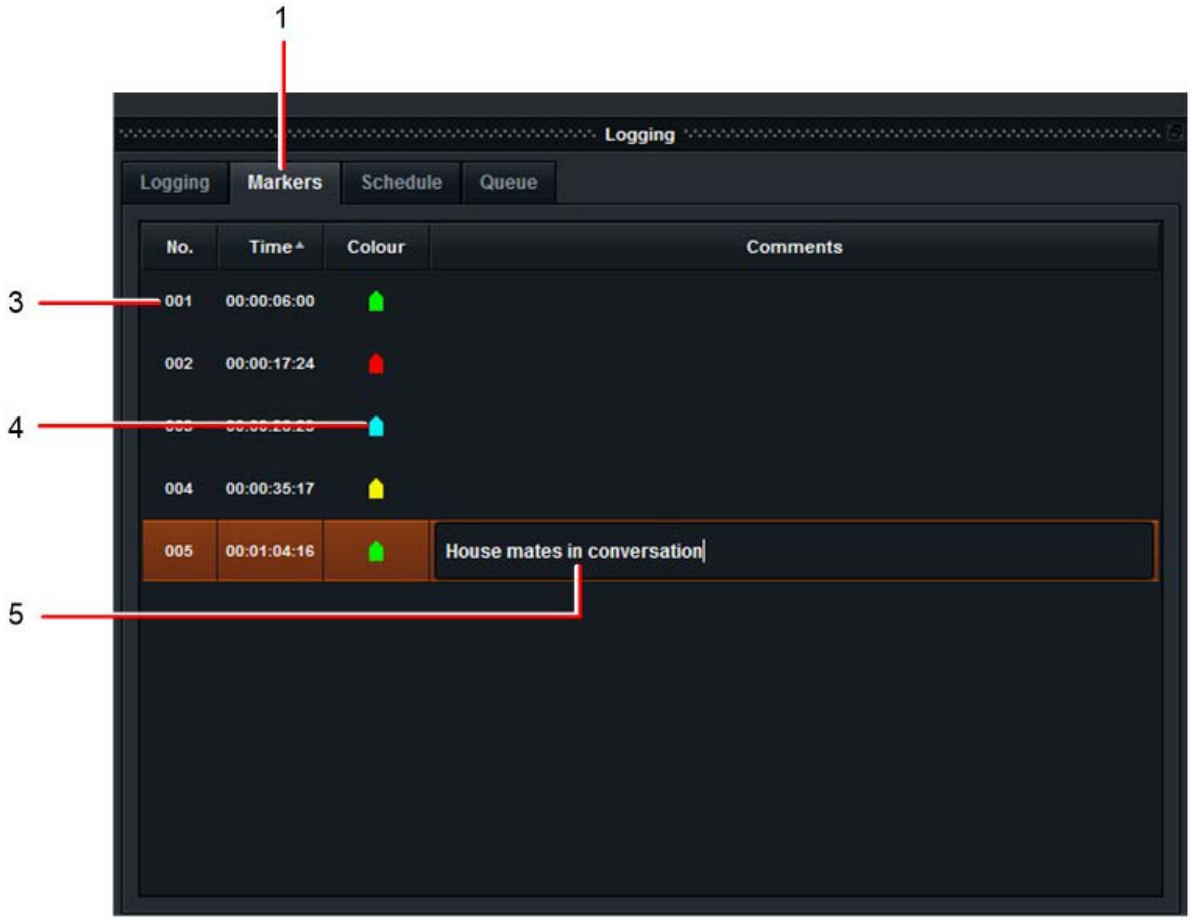
Markers

Markers are indicators which are used to identify events in your media. FLOW Browse lets you add comments to your markers, and color code them for easier identification. Markers added to sequences are maintained separately from the markers in the original parent clips, although they are added and behave in exactly the same way.

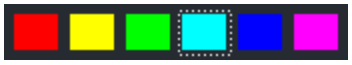
Adding Markers

You can add markers, containing your comments, to your media, and color code your markers for easier identification. To create a marker in your clip:

1. In the Logging panel, click on the Marker tab to open the Marker panel.



2. As your clip is playing in the media player, press the M key to insert a marker.
3. The marker displays in the Marker panel.
4. To color code a marker flag, select the marker and then click on the flag icon. From the palette that opens, click on the color you require.



5. To update or add a comment:
   a. Double-click on the Comments field.

      Alternatively, select the marker and press Ctrl+E (Windows) or Cmd+E (Macintosh) to open the Comments text box.

   b. Type your new comment.
   c. Press Enter to save your changes.
6. You can paste a timecode into any text field, as described in "Inserting Timecodes into Text Fields".
7. You can update marker entries at any time.

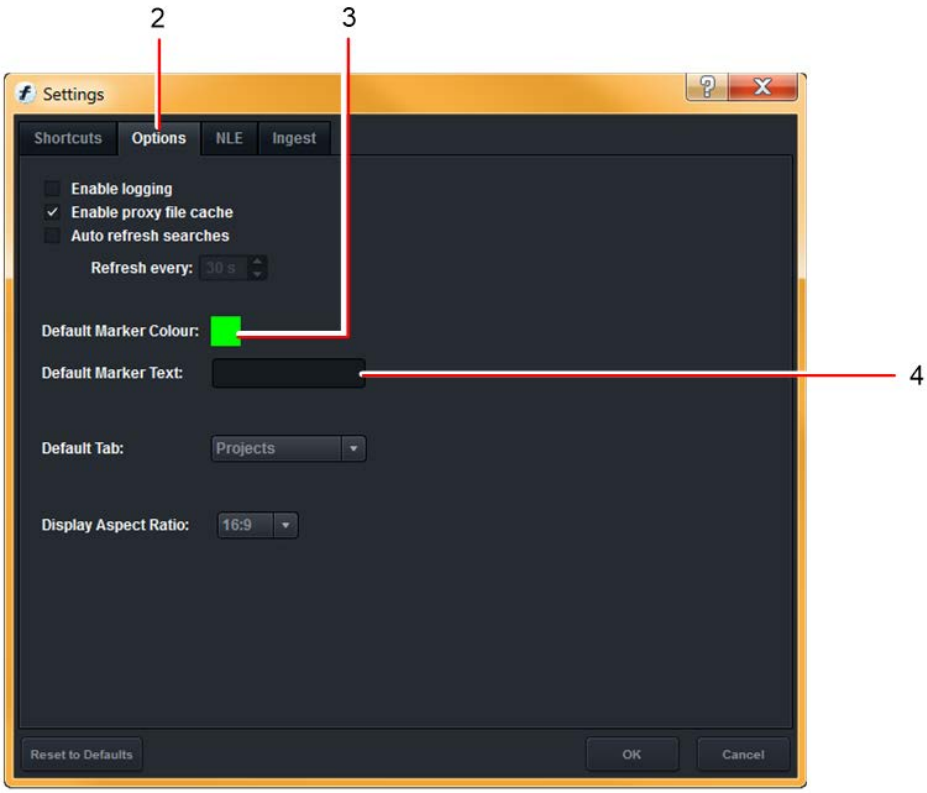
Removing a Marker Entry

To remove a marker entry from the Marker panel, click the entry to highlight it and then press the Delete key. The marker is deleted.

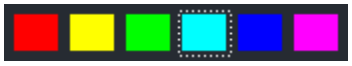
Default Marker Color and Text

By default, markers you add during logging display a green flag, which you can change while logging. You can change the default color for the marker, and assign standard text to this marker, e.g. 'bad lighting'.

1. Click on the Cogs icon. The Settings Menu opens.
2. Click on the Options tab.



3. Double-click on the marker flag color. From the color palette that opens, click on the color you want to use for your marker.



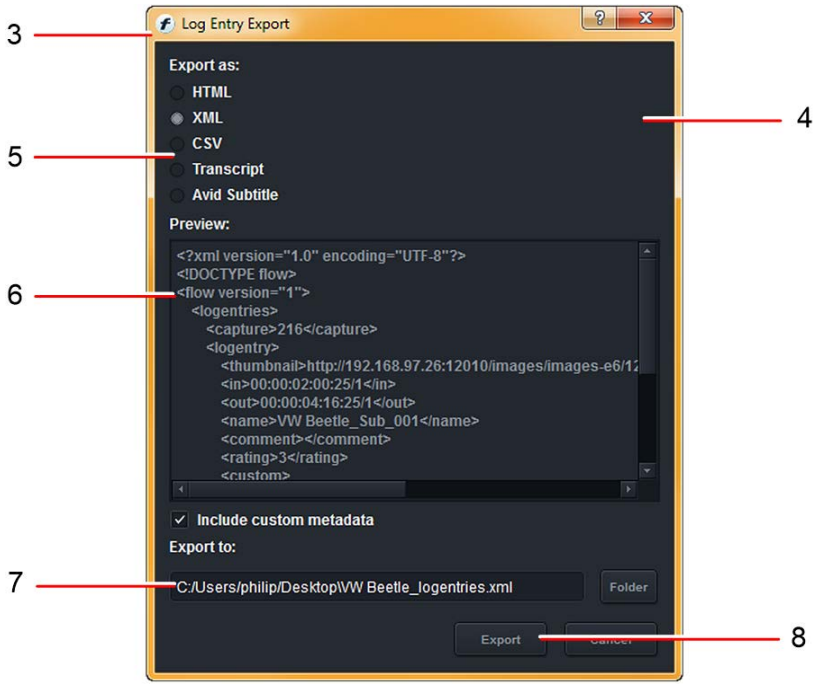
4. Double-click in the Default Marker Text box and enter the text you want to associate with your selected marker color. Press Enter to save your text.

Importing and Exporting Logging Data

Exporting Logging Data

You can export data from the Logging and Marker panels into various formats. This could be used, for example, to export product placement markers as a data source into a spreadsheet or database for billing purposes.

1. Select the Logging tab - Logging or Markers - containing the data you want to export. Hold down the Shift or Ctrl key and click the markers you want to export.
2. Right-click in the panel, and from the menu that opens, select Export.
3. The Export dialog box opens.



4. Select the format you require for the export file: HTML, XML or CSV.

   NOTE: Transcript and Avid Subtitle options are available on the Logging Panel only.

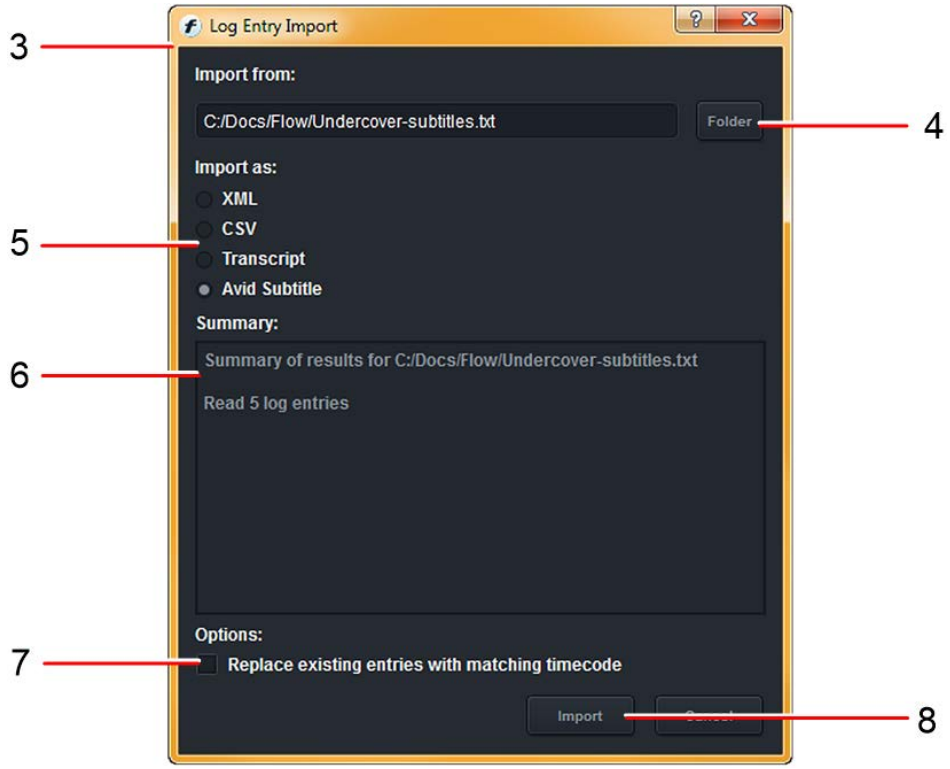
5. The source text of the export file displays in the Preview window.
6. Tick the 'Include custom meta data' box to include user-defined FLOW metadata.

7. Click the Folder button to open the file explorer window. Navigate to the folder where you want to save the export file and then click OK.
8. Click the Export button to complete the export operation.

Importing Logging Data

You can import logging and marker data for your media that has been collected from external XML, or CSV format files. Additionally, you can import logging data from text files in Transcript and Avid Subtitle formats.

1. If you are importing logging data, select the Logging tab. If you are importing marker data, select the Markers tab.
2. Right-click in the panel, and from the menu that opens, select Import.
3. The Import dialog box opens.



4. Click the Folder button to open the file explorer window. Navigate to the folder containing the file you want to import, select it, and then click OK.
5. Select the format you require for the import file: XML, CSV or Transcript (the Transcript option is not available for marker import).

   NOTE: Transcript and Avid Subtitle options are available on the Logging Panel only.

6. Information about the file you are importing displays in the Preview window.
7. Tick the 'Replace existing entries with matching timecode' box if you want to overwrite existing entries with import data that has the same timecode.
8. Click the Import button to complete the import operation.

Importing Custom Data

If you are importing Log List or Marker data from third party systems such as FORscene, you can use FLOW Control to import logging data by referencing field names specific to that system.

For example, you have a media clip loaded in FLOW Browse, the Logging panel open, and you import a file. When FLOW discovers a populated field in the imported file that matches a Log List field in FLOW, and a valid timecode for the clip you have loaded, it inserts an entry into the Logging panel which contains the named field data. FLOW recognizes timecode for the In and Out Points from the same record, and adds it to the Log List entry.

See the *FLOW Administrator's Guide* for detailed instructions.

Importing by Dragging and Dropping

You can import logging or marker data by dragging your logging file (either from your file manager or from the desktop into the Logging or Markers panel of FLOW Browse.

Chapter 9: Universal Media Files

The EditShare Universal Media File™ format lets you capture a single media file that can be read by Avid as well as by most applications compatible with QuickTime (including EditShare Lightworks, Final Cut Pro, Adobe Premiere Pro, Grass Valley EDIUS, Media 100).

Universal Media files take up less space than if you simultaneously capture in Avid and QuickTime codecs, because you need to store only one file instead of two. Ingested media can be shared and used by editors working on Avid editing applications and editing applications compatible with QuickTime. You can capture Universal Media files only into Universal Media Spaces.

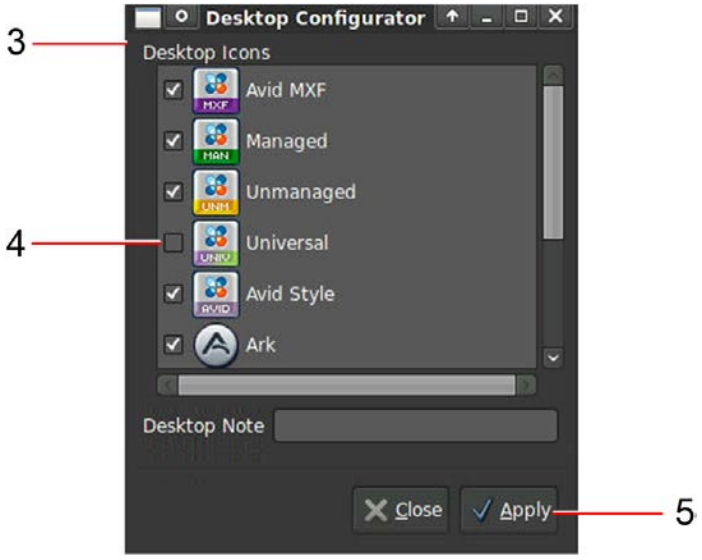
EditShare manipulates the files so they can be read by Avid applications and other applications compatible with QuickTime. Universal Media files cannot be transferred to non-EditShare storage and still be universal.

Managing Universal Media Spaces

To display a Universal Media Space on your desktop:

1. Open the Control Panel on your EditShare server.
2. Double-click the Configure Desktop icon. 

3. The Desktop Configurator dialog box opens, listing all the available Media Space types.



4. From the list, select Universal.
5. Click Apply.
6. In order to re-display your desktop correctly, and to show the icons in the correct positions, it is necessary to restart your desktop. You are asked if you want to do this, click Yes unless you have an important reason not to.
7. All open windows on the desktop are closed, as is any VNC session, and you are logged out.

8. When you log into the EditShare server again, the Universal icon appears on the desktop. You can then manage the Media Space like any other. For more information on managing Media Spaces, see the EditShare Storage Administrator's Guide.

NOTE: Do not delete or move other icons on the desktop. 

Capturing Universal Media Files

To capture Universal Media Files:

1. In FLOW Ingest mode, select a Universal codec. For the complete list of supported codecs, see the FLOW Supported Formats User's Reference.
2. Capture the clips. For detailed information, see "Chapter 7: FLOW Ingest".

Working with Universal Media Files

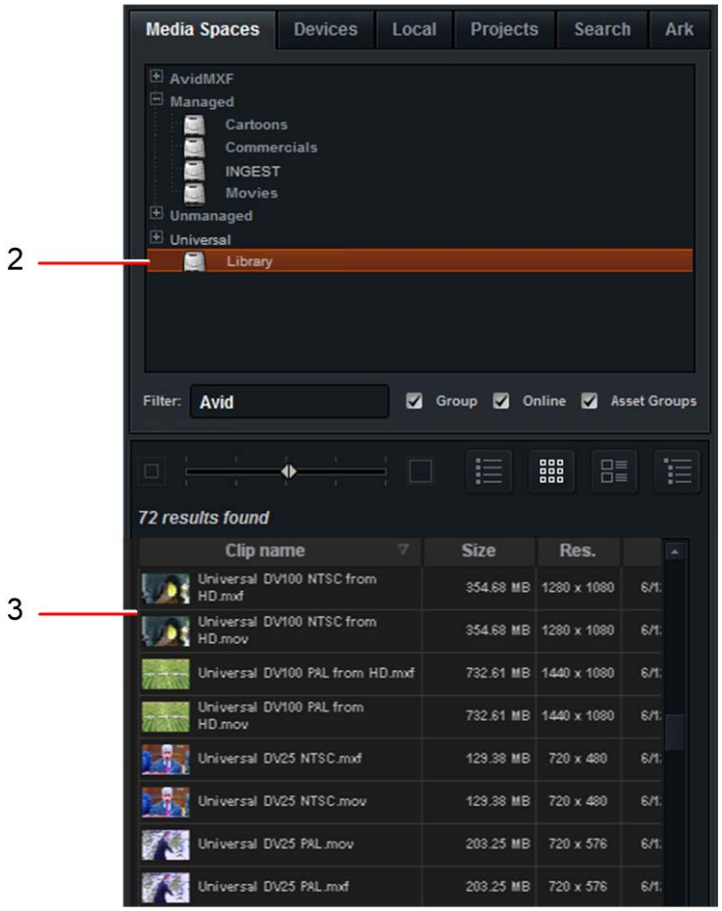
You can move Universal Media files from FLOW Browse into your editing application, and you can also delete Universal Media files.

Moving Universal Media Files

To move Universal Media files into your editing application:

1. Open EditShare Connect and mount the Universal Media Space - see "Mounting Media and Project Spaces".
2. Open FLOW Browse and navigate to the Universal Media Space.

3. Each media file appears as a pair of clips with the same name, but with .mxf as the file name extension for the Avid file and .mov as the extension for the file compatible with QuickTime.



NOTE: The pair of files is not two actual files. Each member of the pair points to the same media file.

4. Do one of the following:
   - Click the Universal Media clips in the .mxf format and drag them into an Avid bin.
   - Click Universal Media clips in the .mov format and drag them into a bin in an application compatible with QuickTime.
5. You can work with the files in your editing application just like any other media files.

NOTE: The QuickTime movies (.mov files) are only pointers to the actual media files. If you drag the QuickTime movies to your desktop or to another storage volume, you copy only the pointer, not the media itself.

To copy the media, you need to open it in an application such as QuickTime Player or Final Cut Pro and then select Save As to save it to a new destination.

Deleting Universal Media Files

Deleting a pair of Universal Media files is done in two steps. You first delete the Avid MXF version of the file, either in your Avid application, Windows Explorer, or Finder. You cannot delete the corresponding QuickTime version directly because it is read-only to all users. If you want to remove the QuickTime file, you need to enable QuickTime file deletion in your Universal EditShare Manager. EditShare can then detect which QuickTime files no longer have corresponding Avid versions and can use that information to delete the QuickTime versions.

You are not obliged to delete the QuickTime version of a Universal file after the AvidMXF version is deleted, if you want to keep the QuickTime files and work with them. You do not free up any space, however, if you delete only the Avid MXF files and leave the QuickTime files.

See the following table for the consequences of deleting an Avid MXF file with and without QuickTime file deletion enabled.

	Monday, Without Enabling QuickTime File Deletion		**Tuesday, With QuickTime File Deletion Enabled**	
	Avid MXF File	**QuickTime File**	**Avid MXF File**	**QuickTime File**
File Deleted	Y	N		Y
File Deleted	N	N	Y	Y
File Deleted	N	N	N	N

You can delete QuickTime files in two ways. See the following sections:

- "Deleting Universal Files Through Maintenance Mode"
- "Deleting QuickTime Files Avoiding Maintenance Mode"

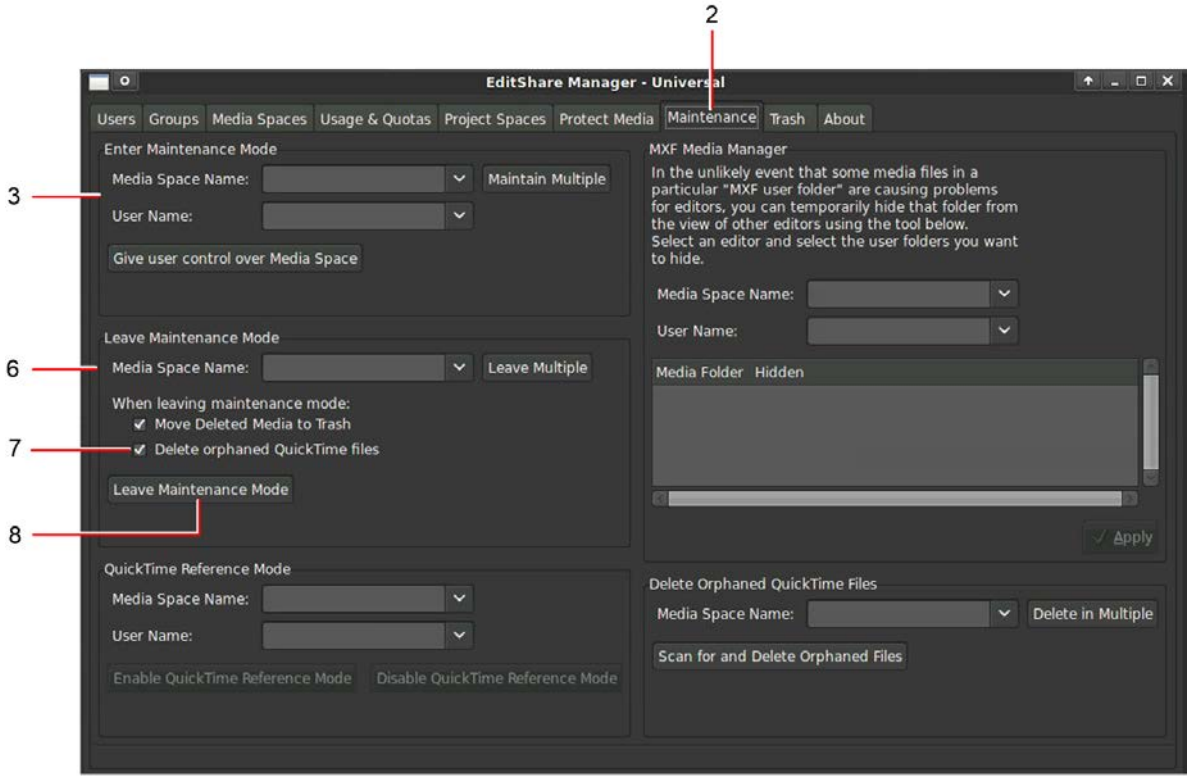
Deleting Universal Files Through Maintenance Mode

If you do not own the Universal Media files, you can delete the Avid files, selecting the QuickTime file deletion option, through the Maintenance mode in EditShare Manager. This method provides additional protection from accidental deletion.

To delete Universal Media files through Maintenance mode:

1. On the desktop, double-click the Universal icon. 

2. When the EditShare Manager - Universal window opens, click on the Maintenance tab.



3. In the Enter Maintenance mode area:
   a. Select the Universal Media Space containing the files you want to delete from the Media Space Name drop down list.
   b. Select the owner of the media space from the User Name drop down list.
   c. Click the 'Give user control over Media Space' button.

   For detailed information about Maintenance mode, see "Maintenance Mode" in the *EditShare Administrator's Guide*.

4. In your Avid application, or in Windows Explorer or in Finder, navigate to the Avid MXF files you want to delete and delete them.
5. Close your Avid application.
6. In the Leave Maintenance Mode area, select the Media Space containing the files you want to delete from the Media Space Name drop-down list.

7. Click the 'Delete orphaned QuickTime files' box.
8. Click the Leave Maintenance Mode button. The QuickTime files corresponding to the deleted Avid MXF files are deleted.

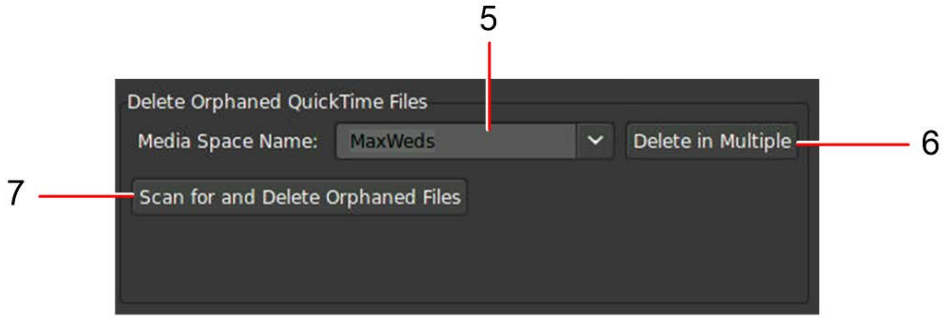
   NOTE: You do not have to leave Maintenance mode immediately after you delete the Avid MXF files. The QuickTime files are deleted whenever you leave Maintenance mode, as long as you complete Steps 6 to 7.

Deleting QuickTime Files Avoiding Maintenance Mode

If you own the AvidMXF files, you can delete them and then delete the QuickTime files without entering and leaving Maintenance mode.

1. In your Avid application, or in Windows Explorer or the Finder, navigate to the Avid MXF files you want to delete and delete them.
2. Close your Avid application.
3. Double-click the Universal icon on the desktop. 

4. When the EditShare Manager - Universal window opens, click the Maintenance tab.
5. In the Delete Orphaned QuickTime Files area, at the bottom right corner of the dialog box, select the Media Space from which you want to delete files.



6. (Optional) To select additional Media Spaces:
   a. Click Delete in Multiple.
   b. A 'Select Spaces to scan and delete orphaned Universal files' dialog box opens.
   c. Select the Media Spaces you want to delete, and then click OK.
7. Click the 'Scan for and Delete Orphaned Files' button.
8. The QuickTime files corresponding to the deleted Avid MXF files are deleted.

Chapter 10: Using EditShare Ark with FLOW

FLOW is tightly integrated with Ark, EditShare's archive and media asset protection solution. If you have FLOW and Ark systems at your facility, you can now configure these two products to be used together seamlessly. For each clip you backup or archive onto an Ark Tape or Ark Disk device, FLOW keeps a record in its database indicating the clip has been archived. FLOW also ensures the clip has a corresponding proxy file that you can use for searches and playback in FLOW Browse.

At any time after you have deleted high-resolution clips from your EditShare storage, you can use FLOW Browse to find the clips you want to restore. Even though the high resolution media file has been deleted from your online storage, you can still preview the content by playing the proxy file in FLOW Browse. From FLOW Browse, you can tell Ark which clips you want to restore, where you want to restore them to, and when you want to run the restore job.

Using Ark Backup with FLOW

When any high-resolution material gets backed up or archived onto an Ark device, FLOW automatically scans it to ensure there is an entry in the FLOW database for each item, and to ensure a proxy file exists for that item.

For example, even if you captured hundreds of hours of material through FLOW Ingest, and you then consolidate the material in your editing application (to preserve only the parts you want to keep) you have essentially created new clips that FLOW does not yet know about. Likewise, if you use an NLE to ingest material, FLOW does not yet know about those files. FLOW has to scan them and create new proxy files.

After clips have been written to Ark, Ark updates the FLOW database to reflect the fact that an archived version exists and where it is located. Ark and FLOW exchange information about each clip using a unique file identifier. At this point, if you view an archived clip in FLOW Browse, you see in the metadata tab that the status of the clip is Online, Archived. For more information about status, see "Viewing File Metadata".

If you later delete the high-resolution clip in your editing application, and want FLOW's database to know that the clip is now available only in an archived version, you must run FLOW Scan.

NOTE: If you delete your clips using FLOW Browse, rather than your NLE, FLOW updates the clip status automatically and you do not need to scan the space.

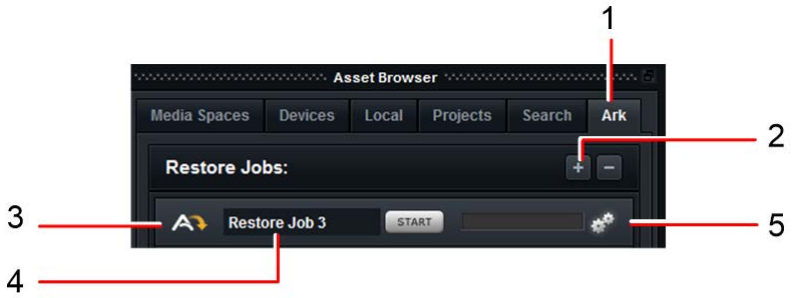
EditShare recommends that you run FLOW Scan at regular intervals so the FLOW database always accurately reflects what is Online and what is Offline. Scheduling FLOW Scan outside shift hours ensures that minimum disruption is caused to users.

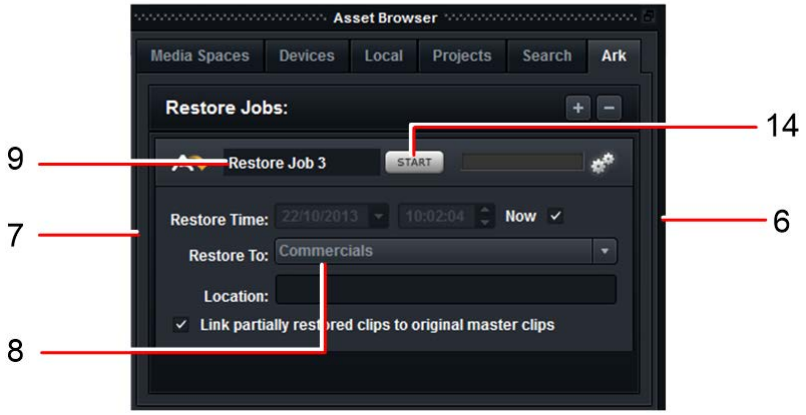
Restoring Archived Material

You can choose to include online assets or not during Ark Restore jobs. See 'Settings', "Ark Restore".

To create a Restore Job:

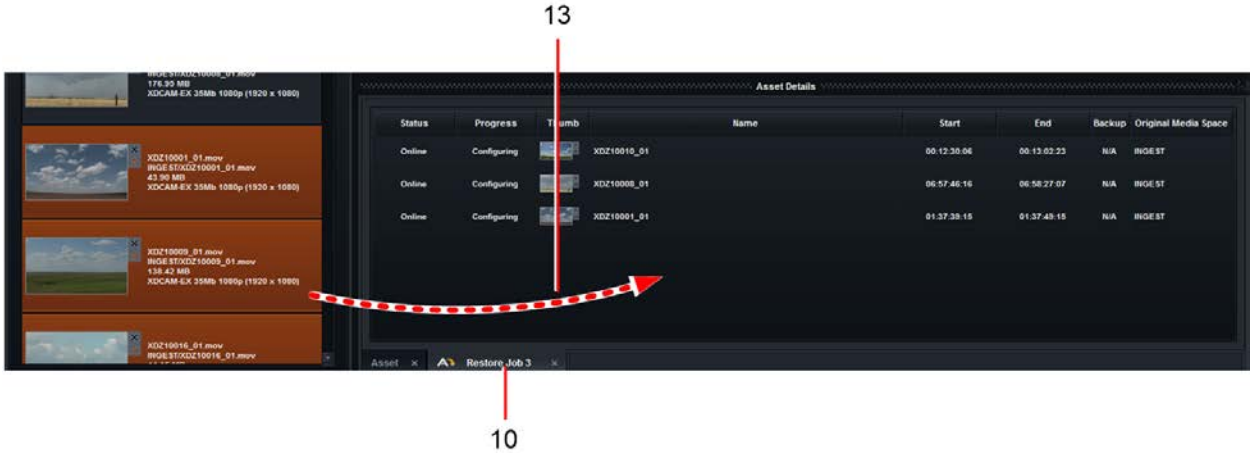
1. Start FLOW Browse, and click the Ark tab.





2. Click the Restore Jobs plus symbol.
3. A new Restore Job panel opens.
4. (Optional) Select the Restore Job name, type a new name, and press Enter.
5. Click the cogs icon.
6. The Restore Job setup area opens.
7. Do one of the following in the Restore Time area:
   - Select a date and time when you want the restore to happen.
   - Select Now if you want to restore immediately.
8. In the Restore To list, select the Media Space where you want the files to be restored.
9. Double click the Restore Job name.

10. The job opens in a tab under the Media Player.



11. In the file browser, open the Media Space that contains the archived files you want to restore.
12. Select the backup you want to restore from.
13. Click the files and drag them into the Restore Job tab.

    NOTE: You can only restore files marked with the letter 'A'. This signifies that the clip has been Archived.

14. In the Ark tab, click the Start button. 

    NOTE: If you are restoring any clips from Ark Tape locations, the tapes that contain the backups must be in the library before beginning the restoration. If tapes are missing, the restore job will fail.

15. The progress is displayed in the progress box, as well as in the Ark interface, and the files are restored to the Media Space you selected.

Partial File Restore from Ark

NOTE: Partial File Restore is limited to file types that can be ingested by FLOW. Other file types are not supported.

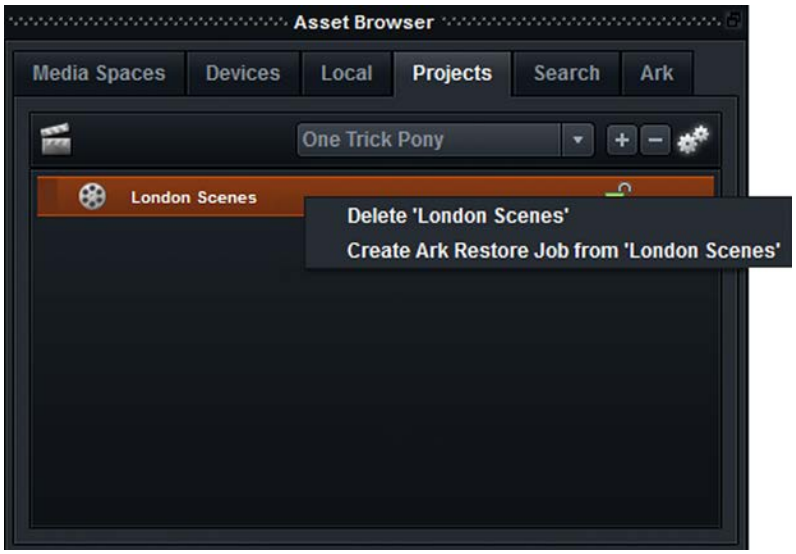
You can choose to include online assets or not during Ark Restore jobs. See 'Settings', "Ark Restore".

FLOW supports partial file restoration from Ark Disk. You can choose to restore an entire file or only part of it, and you can link to a file's master clip. A new proxy file is created automatically. This feature is useful, for example, when you have a library of archived material and you want to restore parts of clips.

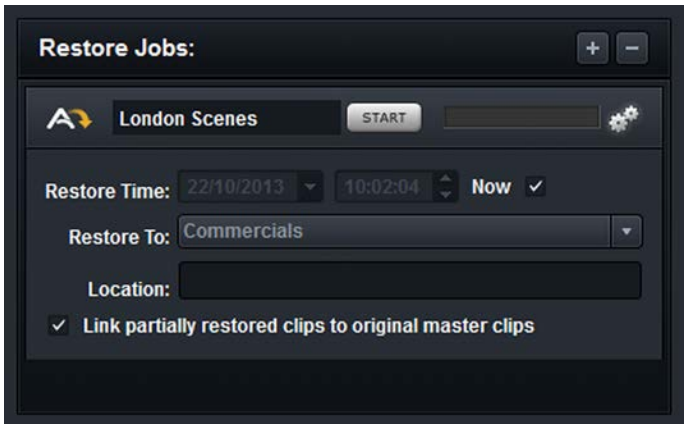
Partial file restoration uses the concept of 'master clips' and 'sub clips'. This means that if you have an archived clip and you restore a section of it you are creating a new 'sub clip'.

See the following sample workflow.

1. Create a sequence in FLOW using sections of archived clips.
2. To create a Restore job, in the Projects tab, right-click on the sequence you created and select 'Create Ark Restore Job from...'.



3. The Restore Jobs tab opens.



4. If you want to keep the subclips linked to the master, select ‘Link Clips to Master Clip’ box. If you want to create a new clip rather than a subclip, leave this option un-selected.
5. Drag the sequence to your editing application.
6. FLOW automatically creates a sequence that references the online clips instead of the offline master clips from which you originally created the sequence.

Deleting Individual Files from Ark

While the Ark user interface only lets you delete entire backup jobs from Ark, you can use FLOW Browse to delete individual files from Ark backups. Individual File Deletion works differently depending on whether you are using FLOW to delete files from an Ark Disk backup location or an Ark Tape backup location.

The basic quick-delete methods in FLOW delete all instances of the selected file, or all backup instances including all tape and disk locations. You can, however, use the Advanced delete option in FLOW to select whether you want to delete the Ark Tape backups, the Ark Disk backups, or both.

Ark Disk

When you use FLOW Browse to delete individual files from Ark Disk, the files are physically deleted from the Ark Disk location, and you recover free space on your Ark Disk RAID.

Ark Tape

Because of the linear way in which data is written to LTO tape, it is not possible to free up space by deleting individual files or backup jobs from an LTO tape. The only way to free up space on a tape is by deleting all backups on the tape and then resetting the tape using the Ark Assistant. This re-writes the ‘last data’ file marker to the beginning of the tape, marking it as completely empty.

When you use FLOW Browse to delete individual files from Ark Tape, you are not physically deleting the files from tape, you are deleting the record of the tape backup in FLOW's database. No space is freed up on the tape. This feature can still be useful, however, if you want to ensure newer versions of the same file are backed up to tape. If FLOW does not have a record of an old file backup, you will avoid restoring an out-of-date file.

Deletion Procedure

When deleting files, select ‘All’ or ‘Backups’. See "Deleting Files".

Chapter 11: Customizing FLOW Browse

You can customize FLOW Browse through the Settings menu. The Settings menu has four tabs:

- Shortcuts
- Options
- NLE
- Ingest

Settings Menu

To open the settings menu, click on the Settings button. 

The Settings dialog box opens to the Shortcuts tab.

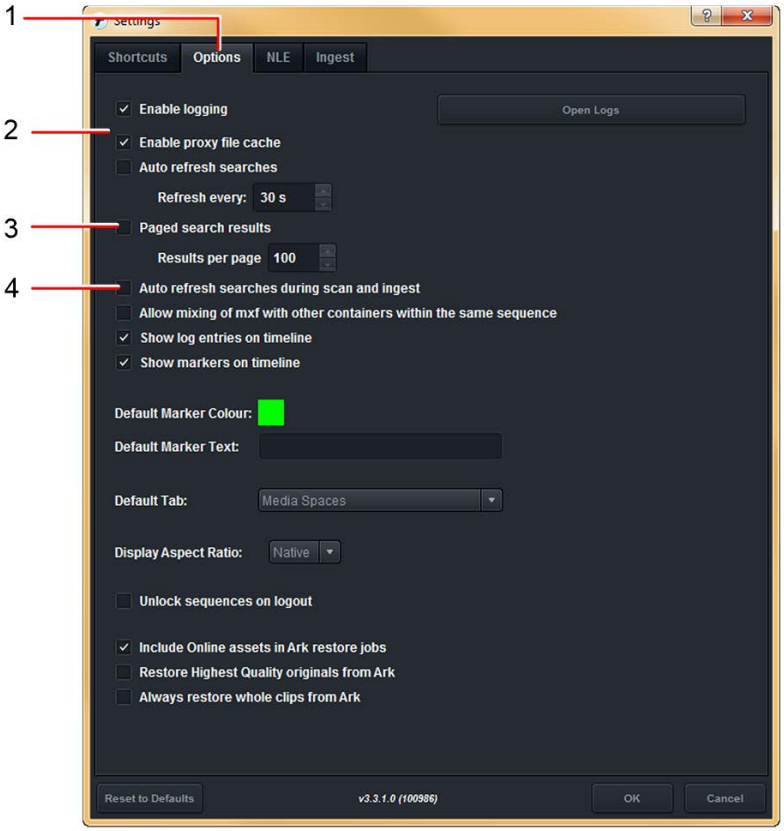
Options Tab

The Options tab displays general settings for FLOW Browse.

Logging, Proxy Cache and Searches

To enable or disable logging, the proxy file cache, and set search options in FLOW Browse:

1. In the Settings menu, click the Options tab.



2. Select the following options as required.
   - Enable Logging: Enables the generation of log files used for debugging.
   - Enable proxy file cache: Select this option if you are having problems playing back proxy files of Geevs EWC captures that are in progress.
   - Auto refresh searches: Refreshes the search automatically at the interval you select.
3. To enable paged searches, tick the 'Paged Search Results' box. Set the number of results to be displayed per page in the 'Results per page' box. The minimum quantity is 10 per page, the maximum is 500.
4. Click the box to allow Auto Refresh searches during scans and ingests.

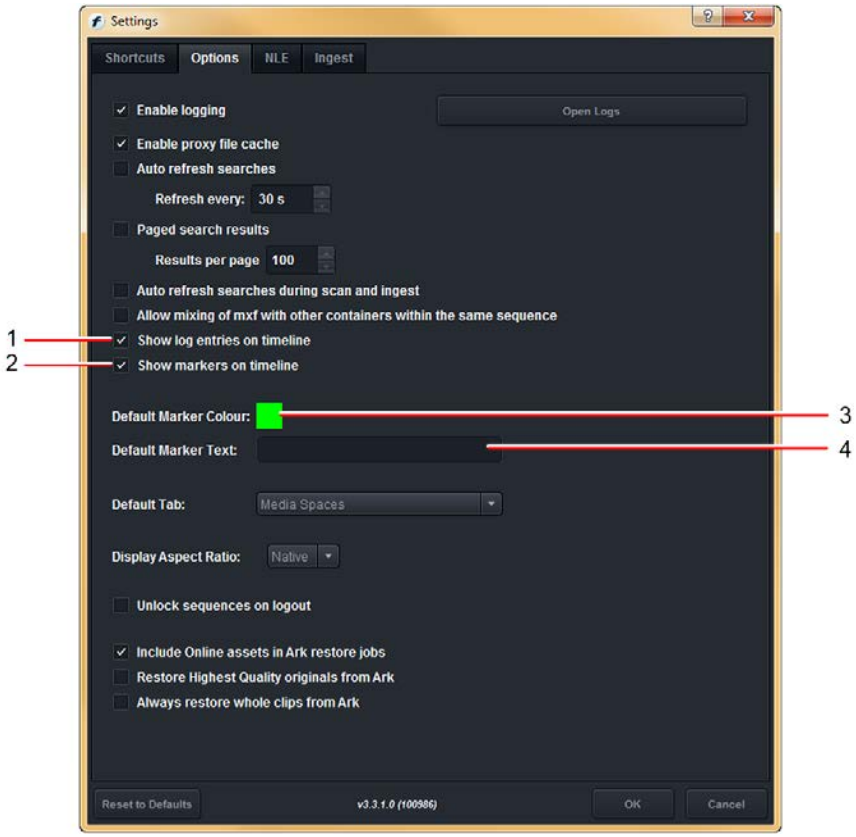
MXF Containers

To allow mixing of MXF and other containers in sequences, tick the 'Allow mixing of mxf with other containers within the same sequence' box.

Log Entries and Markers

To set the default marker color and text:

1. Select 'Show log entries on timeline box to display Log entries in the timeline below the media player.

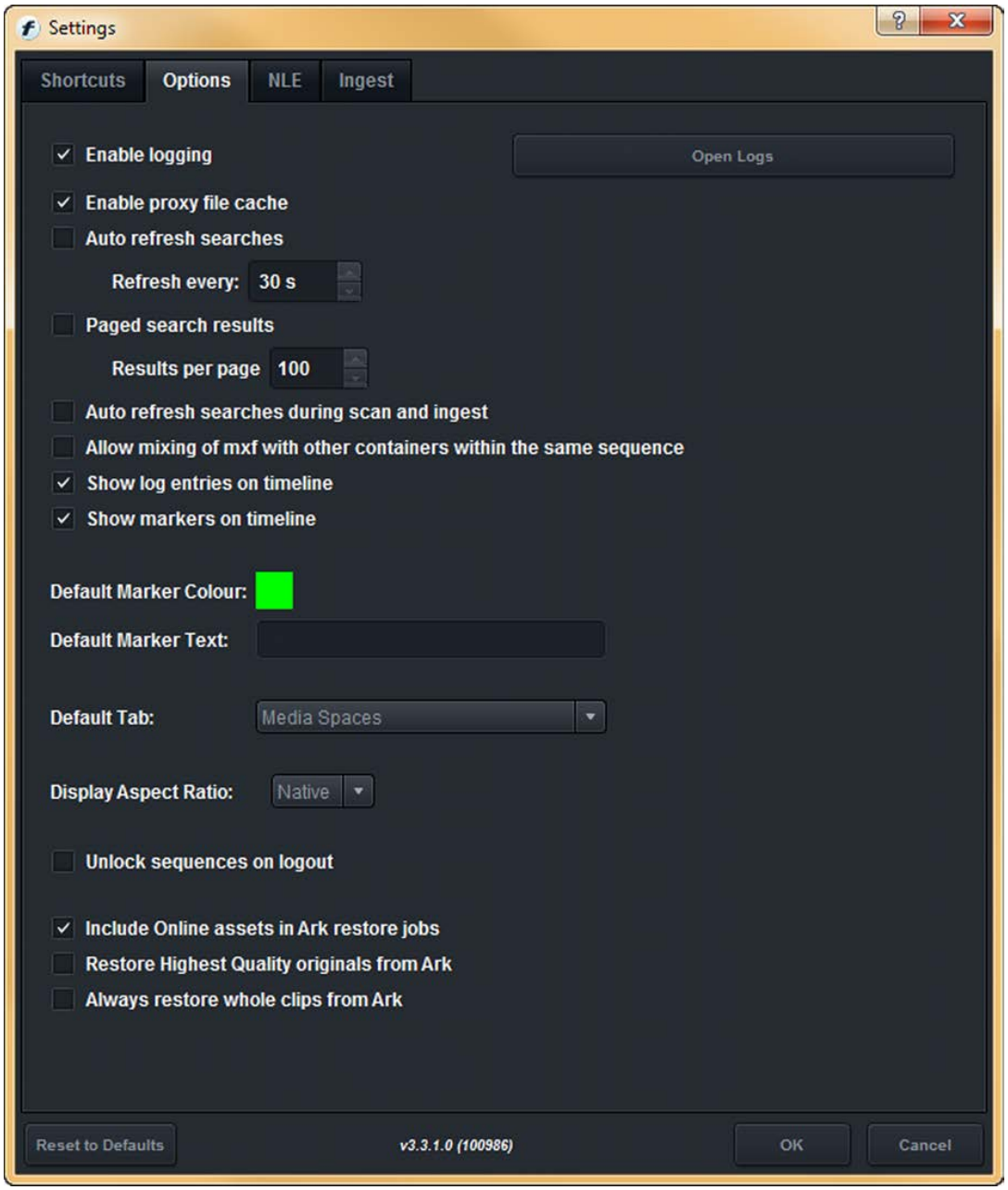


2. Select 'Show markers on timeline box to display markers in the timeline below the media player.
3. To set the default marker color, click the Default Marker Color box to open the color palette, and then click on the color you want displayed by default.

4. To set the default marker text, type the text you want displayed, for example, 'microphone in shot'.

Asset Browser and Aspect Ratio

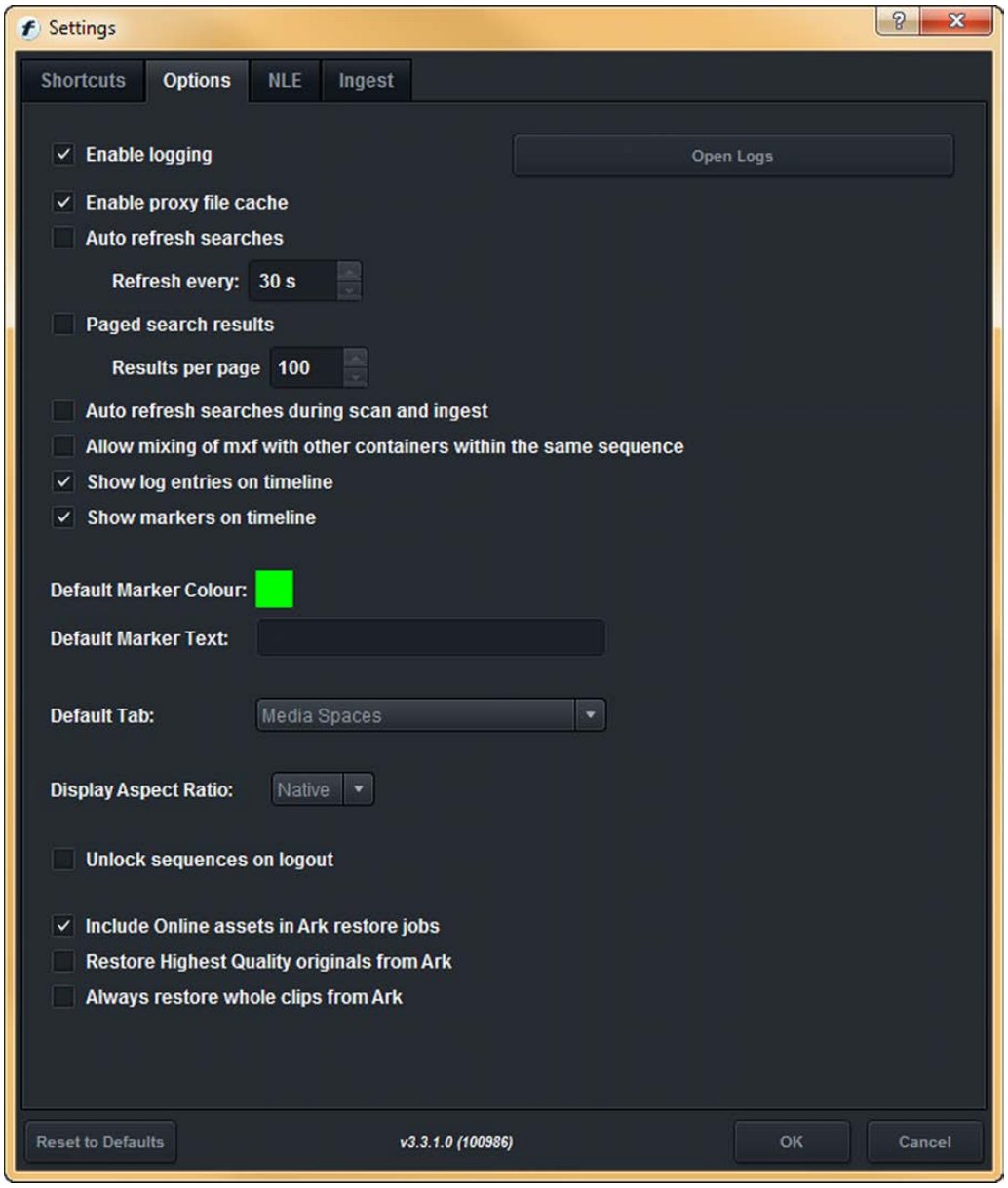
1. Select the Asset Browser tab you want displayed at startup from the Default tab drop down list. The options are: Media Spaces, Devices, Local, Projects, Search and Ark.



2. Select the aspect ratio you want to media displayed from the Display Aspect Ratio drop down list. The options are Native, 4:3 and 16:9.

Sequences

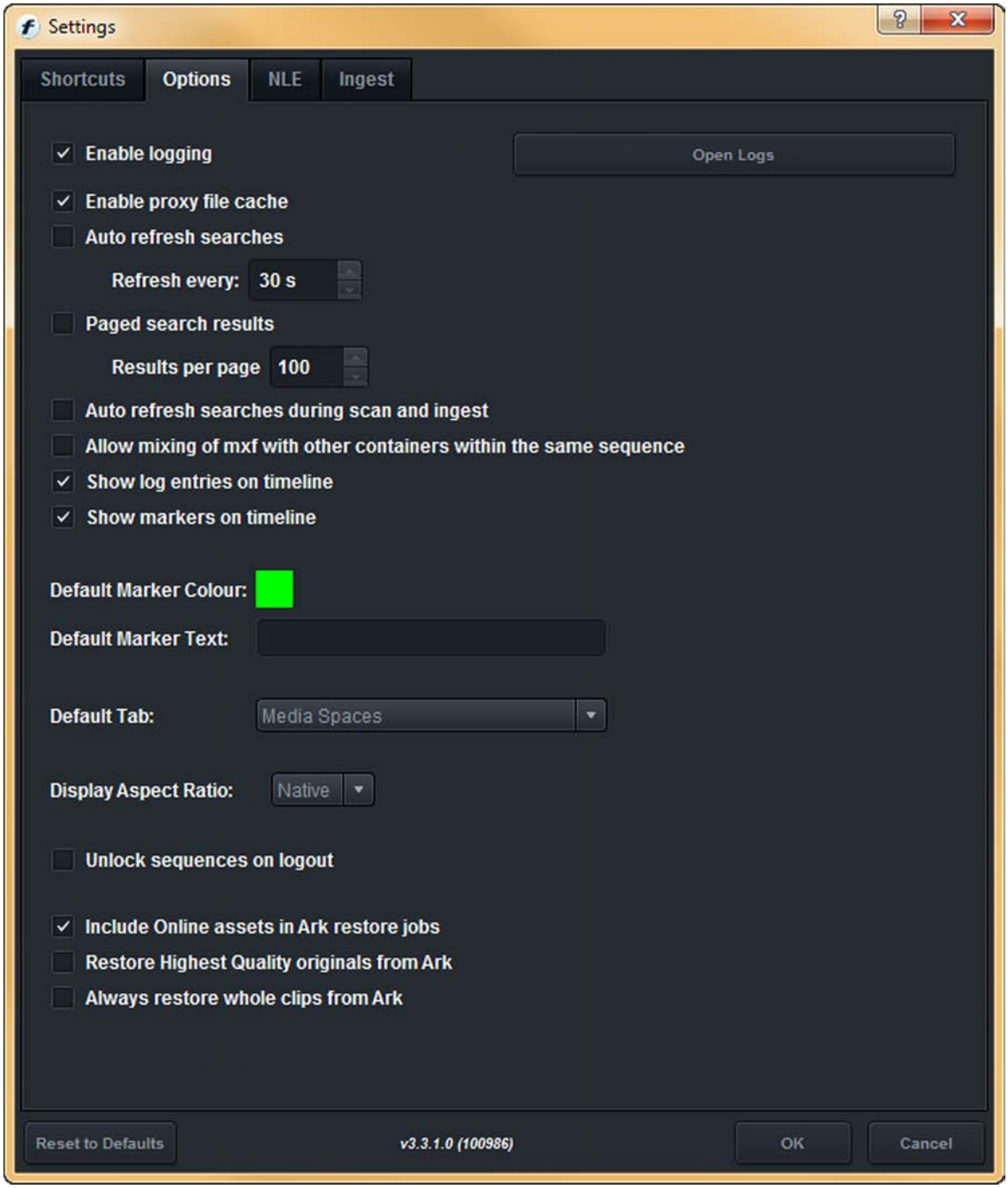
If you do not want sequences to remain locked when you sign out of FLOW Browse, select the 'Unlock sequences on logout' box.



Ark Restore

To set defaults for Ark Restore operations:

1. The 'Include Online assets in Ark Restore jobs' box is enabled by default. Un-select this option if you do not want to include online assets in Ark Restore jobs.

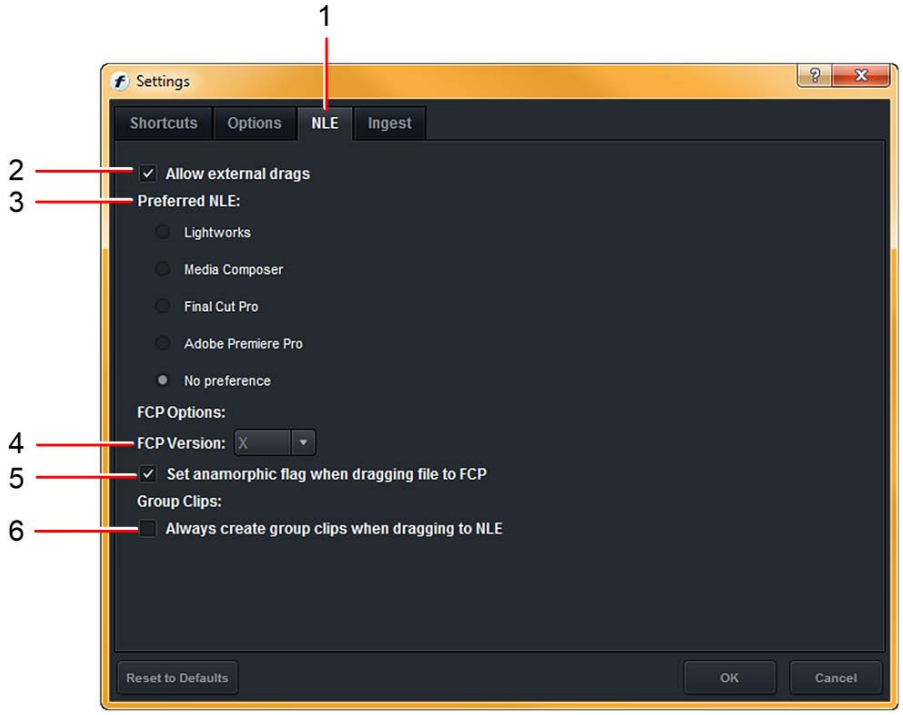


2. To restore the best quality master clips from Ark, select the 'Restore Highest Quality originals' box.
3. To restore whole clips from Ark, select the 'Always restore whole clips' box.

NLE Tab

The NLE tab lets you inform FLOW Browse about the preferred version of Non-Linear Editor you use.

1. In the Settings menu, click the NLE tab.



2. Select the 'Allow external drags' box if you want to drag and drop from FLOW Browse to external applications. If dragging and dropping causes other applications to generate unwanted intermediate files, leave this box blank.

   Disabling external dragging and dropping does not affect the ability to drag items within FLOW Browse.

3. Select the editing application you work with the most:
   - Lightworks
   - Media Composer (only MXF clips display)
   - Final Cut Pro (only MOV clips display)
   - Adobe Premiere Pro
   - No Preference

   It should be noted that the NLE selection can be used for other NLE applications and workflows. See "Preferred NLE options".

4. If you use Final Cut Pro, select the version number in the FCP Version box. Setting the correct version of Final Cut Pro ensures that your exported XML files import into Final Cut Pro correctly.
5. Select the 'Set anamorphic flag when dragging file to FCP' box if you want Final Cut Pro to display Standard Definition (SD) media in widescreen (16:9) format.

6. Select the 'Always create group clips when dragging to NLE' box if you want to edit ganged captures in Avid using the Multi-cam feature.

Preferred NLE options

The Lightworks option has a number of other uses, including:

- Dragging and dropping an AMA link
- Creating local copies of files by dragging it onto your desktop or file manager

If you select 'No Preference', FLOW attempts to create the appropriate interchange files based on the media being dragged and the current platform. For example:

OpAtom MXF: Will always drag as AAF interchange format.

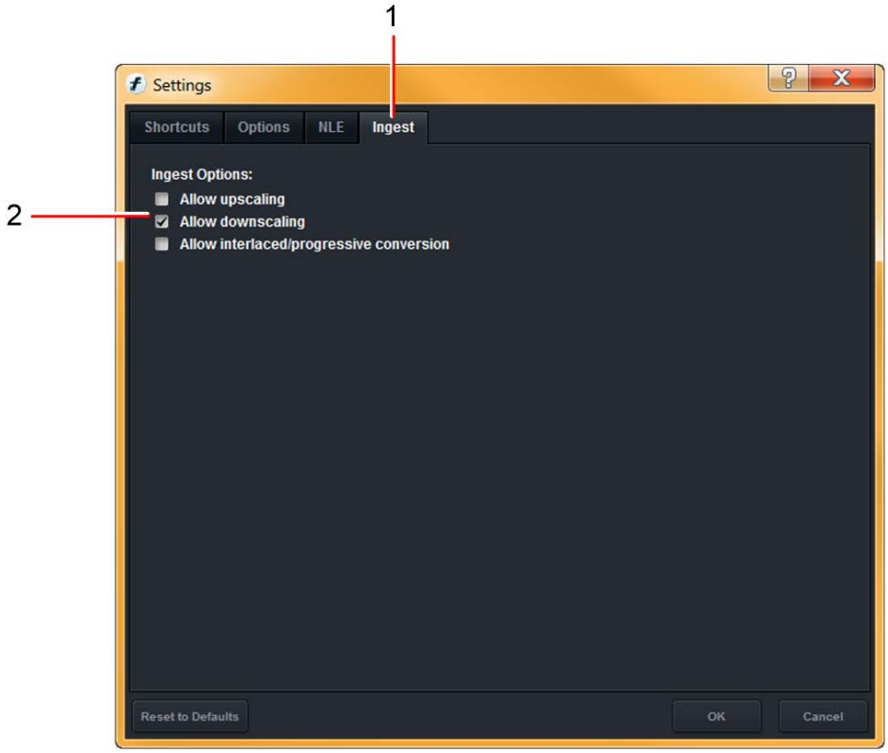
MOV: Will always drag as FCP XML on Mac OS.
Will always drag as Adobe Premiere Pro-compatible FCP XML on Windows.

NOTE: The NLE Preference selection also affects which marker colors are made available to users.

Ingest Tab

The Ingest tab sets defaults for ingesting material:

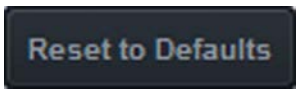
1. In the Settings menu, click the Ingest tab.



2. Select the following options as required:
   - Allow upscaling
   - Allow downscaling
   - Allow interlaced / progressive conversion

Restore Defaults

To restore all FLOW Browse presets to their default settings, including keyboard shortcuts, click the 'Restore to Defaults' button at the bottom of the Settings menu.



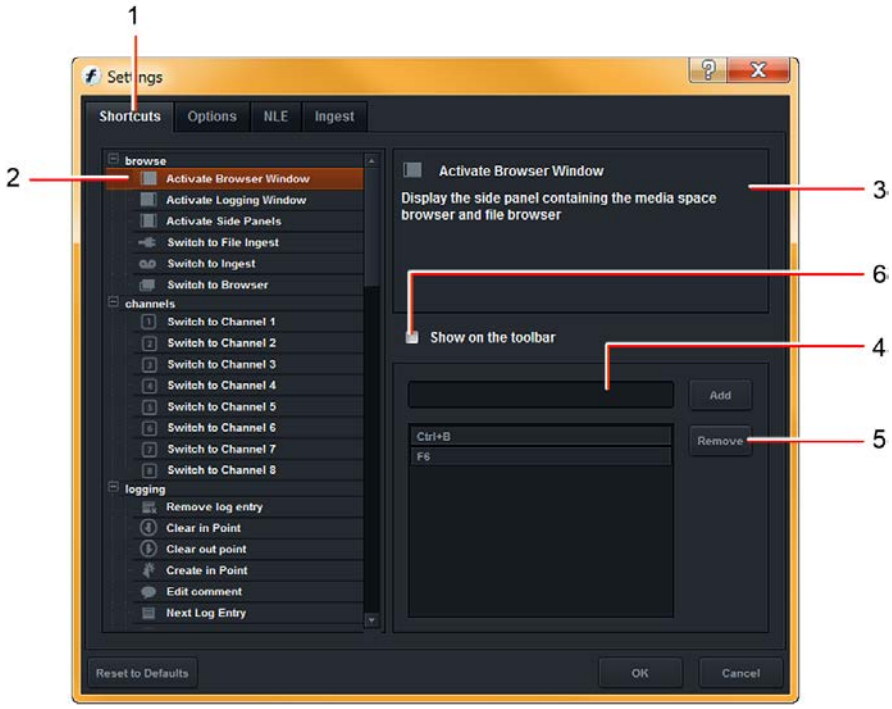
Keyboard Shortcuts

The shortcuts described in this chapter are defaults in FLOW. You can add or remove shortcuts in the Shortcuts tab of the FLOW Browse Settings dialog box.

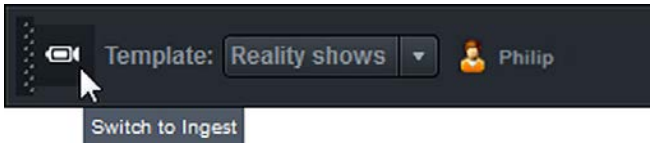
Using the Keyboard Shortcut Editor

To assign your own keyboard shortcuts:

1. If not already selected, in the Settings menu, click the Shortcuts tab.



2. Select a function in the left pane.
3. The function's name, description, and keyboard shortcut display in the right pane.
4. (Optional) Type a new shortcut and click Add.
5. (Optional) Select a function and click Remove to remove the shortcut.
6. (Optional) Select the 'Show on the Toolbar box' to display a shortcut for the selected function in the toolbar.
7. The selected button displays in the toolbar, to the left of the Template drop down list.



8. Repeat steps 2 to 6 to add more buttons.

Keyboard Shortcuts Table

Function	Windows	macOS
Browse		
Activate Browse Window	Ctrl+B, F6	Ctrl+B, F6
Activate Logging Window	Ctrl+L, F8	Ctrl+L, F8
Activate Side Panels	F7	F7
Switch to File Ingest	Alt+F	cmd+Tab
Switch to Ingest	F8	F8
Switch to Browser	Ctrl+Tab	Ctrl+Tab
VTR and Media File Transport Control		
Play	Space Bar	Space Bar
Pause	Space Bar	Space Bar
Rewind	Ctrl+,	Ctrl+,
Fast Forward	Ctrl+.	Ctrl+.
Step (Single Frame) Forward	Right Arrow	Right Arrow
Step Forward (x12)	Shift+Ctrl+Right Arrow	Shift+Ctrl+Right Arrow
Step (Single Frame) Backward	Left Arrow	Left Arrow
Step Backward (x12)	Shift+Ctrl+Left Arrow	Shift+Ctrl+Left Arrow

Toggle Aspect Ratio	Ctrl+Shift+W	Ctrl+Shift+W
Switch to Channel 1-8	Ctrl+1 -Ctrl+8	Ctrl+1 -Ctrl+8
J-K-L Play		
Forward (x1)	L	L
Forward (x2)	LL	LL
Forward (x4)	LLL	LLL
Jog Reverse (x1)	J	J
Rewind (x2)	JJ	JJ
Rewind (x4)	JJJ	JJJ
Shuttle		
Play Forward (x1)	Shuttle Right pos. 1	Shuttle Right pos. 1
Forward (x2)	Shuttle Right pos. 2	Shuttle Right pos. 2
Forward (x4)	Shuttle Right pos. 3	Shuttle Right pos. 3
Play Reverse (x1)	Shuttle Left pos. 1	Shuttle Left pos. 1
Rewind (x2)	Shuttle Left pos. 2	Shuttle Left pos. 2
Rewind (x4)	Shuttle Left pos. 3 (far left)	Shuttle Left pos. 3 (far left)
Start Record	G	G
Stop Record	Escape	Escape
Logging		
Active Logging Window	F8	F8
New Log Entry Starting at Current Time	Crtl+F9	Crtl+F9
Log In Point	F9	F9
Log Out Point	F10	F10
Clear Log In Point or Clear Log Out Point	Shift+C	Shift+C

Next Log Entry	F11	F11
Previous Log Entry	Shift+F11	Shift+F11
Register Comment	Enter	Enter
Delete Logged Clip	Delete	Delete
Edit Comment	Ctrl+E	Ctrl+E
Rate Currently Selected Clip	F1 - F5	F1 - F5
Markers		
Set In Point	I	I
Clear In Point	Shift+I	Shift+I
Set Out Point	O	O
Clear Out Point	Shift+O	Shift+O
Add Marker	M	M
Clear Marker	Select marker, then Shift+M	Select marker, then Shift+M
Go to Previous Marker	[	[
Go to Next Marker	]	]
File Browser		
Toggle Full Screen	Alt+D	cmd+D
Search	Ctrl+shift+S	Ctrl+shift+S
Load Proxy Media File for Playback	Double-click file	Double-click file
Load Original File for Playback	Ctrl-double-click file	Ctrl-double-click file
Increase Icon Size	Ctrl+Plus (+)	Ctrl+Plus (+)
Decrease Icon Size	Ctrl+Minus (-)	Ctrl+Minus (-)

Chapter 12: Direct File Transfers

This chapter describes the direct transfer of files between your workstation and FLOW. For simplicity, file transfers to the FLOW system shall be described as 'uploading' in this chapter, and transfers from the FLOW system as 'downloading'.

NOTE: If you want to remove files from FLOW, do not delete them using your file manager, as this action will not update FLOW's database records.

Instead, use the Delete function in FLOW Browse. See "Deleting Files".

Downloading Files from FLOW

Remember that media files can be very large, and that you should check that you have sufficient free space on the target drive to accommodate them.

To download media and non-media files from FLOW:

1. Make sure you have user access to the media space you want to download from, and that it is mounted on your workstation. See "Mounting Media and Project Spaces".
2. Open a file manager, for example Explorer (Windows) or Finder (Macintosh), and copy the files you require from the media space to a local drive on your workstation.

You can also open your file manager directly from FLOW Browse, see "Browse using Explorer or Finder". You can also right-click on a file in the Asset Browser and download its proxy file, see "Downloading Proxy Files".

Uploading Files to FLOW

To upload media and non-media files to FLOW:

1. Make sure you have user access to the media space you want to upload to, and that it is mounted on your workstation. See "Mounting Media and Project Spaces".
2. Open a file manager, for example Explorer (Windows) or Finder (Macintosh), and copy your files to the required media space. Your files can be located in the media space root, but for good housekeeping, organize your files in named folders. Use your file manager to create new folders as required.
3. Start FLOW Browse and perform a Normal scan on the media space, see "Scanning". If you do not have permission to scan media spaces, ask your Administrator to do this, or wait for the next scheduled scan.
4. When the scan has finished, FLOW lists your uploaded files in the media space. Double-click on the media space entry in the Asset Browser, to refresh the listing in FLOW Browse. New items display in the Files window.
5. Update the metadata for the new files if necessary. See "Viewing File Metadata".

Uploading Image Sequences

Requirements for Sequences

FLOW treats a folder of images as a clip, where each image file is a frame of a clip. Image files for an image sequence must share the same naming format with consecutive and incremental numbering. As image sequences are normally associated with cinema formats, FLOW assumes a frame rate of 24 fps (p24). You must have at least 5 frames in your frame sequence.

The following file formats are supported:

- TIFF
- PNG
- JPEG
- BMP
- CIN (Cineon)
- DPX (Digital Picture Exchange)
- DNG (Digital Negative)
- ARI (ARRIRAW)

If the image sequence has a sidecar audio file in .WAV format, this can be added to the same folder as your images. When FLOW creates a proxy file for the image sequence, the audio will be included.

Making Image Sequences for FLOW

To create an image sequence and upload it into FLOW Browse:

1. Create a sequence of images using your NLE or graphics application. Make sure that the images:
    - Share the same filename stem, for example Frame_
    - Are numbered consecutively and in the sequence in which they are to play

    For example, name your clips: Frame_001.cin, Frame_002.cin, Frame_003.cin, etc.

2. If you require an audio soundtrack, create a .WAV sidecar file of the same duration as the image sequence. This is best achieved by exporting audio from the same NLE application that created the image sequence. Use the same file naming scheme as your image files, for example `Frame_.wav`.
3. Place the files you created in the same folder on a local drive.
4. Upload your files to a media space that you have access to:
    a. Make sure you have the required media space mapped to a local drive on your workstation. See "Mounting Media and Project Spaces".
    b. Open a file manager, for example Explorer (Windows) or Finder (Macintosh), and copy the folder containing your image sequence files to the drive that is mapped to the media space. Your image sequence folder can be located in the media space root or in a sub-folder.

5. Start FLOW Browse and perform a Normal scan on the media space - see "Scanning". If you do not have permission to scan media spaces, ask your Administrator to do this, or wait for the next scheduled scan.
6. When the scan has finished, FLOW lists the image sequence in the media space. Double-click on the media space entry in the Asset Browser, to refresh the listing in FLOW Browse. The image sequence displays as a media item in the Files window.
7. Double-click on the image sequence thumbnail to load it into the media player. Metadata for the image sequence displays in the Metadata tray. You can update metadata items in the usual manner, see "Viewing File Metadata".

Updating Image Sequences

If you make a change to an image sequence that already exists on FLOW, on re-scanning the media space, FLOW displays two image sequences, your original sequence plus the modified version. Both versions will have the same name.

You can opt to keep both versions, renaming them if necessary, or you can remove the unwanted version from FLOW (see "Deleting Files").

Chapter 13: Troubleshooting

If you are having problems with your FLOW system, see the following topics in this section before you contact your local EditShare Technical Support office.

Network

Cannot Connect to FLOW Server

If you cannot connect to the FLOW server:

1. If the IP Address text box displays in the login screen, check that the correct IP address or server name is entered in the box.
2. Check your connection to the FLOW server:
   a. Open a command line prompt and type `ping <server name>` where `ping <server name>` is the hostname or IP Address of the server.
   b. If no packets are returned, or the message `destination host unreachable` displays, check the network cable connection to the LAN port of your workstation.
   c. Check that your workstation is connected to the FLOW network. Check to see that you have a network cable connected and that the LAN port LED is flashing.
   d. Server Groups option only: Check you are connected to the correct server group at login.
3. If you use Wi-Fi for working away from your organization, or for AirFLOW, ensure that Wi-Fi is switched OFF when you are using a cable network connection for FLOW Browse, FLOW Logger, Automation or FLOW Control.
4. If you still have no connection, contact the administrator for your FLOW system.

Cannot Log In

Check that you are using the correct username and password. Usernames and passwords are case sensitive. Make sure the Caps Lock key is OFF.

‘Service temporarily unavailable’ Message

If the message, ‘The FLOW / Browse / Logger Service is temporarily unavailable’ displays, the server is in maintenance mode. Functions and content are not available at this time. The administrator for your FLOW system can advise when the server can be accessed again.

No Network Folders or Media Spaces are Visible

Check the following:

- Check the server you are trying to access is online and connected to the network.
- You have to be a member of a Media space in order to view or use it. See "One or More Media Spaces are not Visible".

Connection to EditShare Media Spaces requires an EditShare Storage server with an active FLOW login account. The administrator for your FLOW system can advise if this is the case.

One or More Media Spaces are not Visible

You cannot access a Media Space if you have not been designated a member of it. If you think you should be a member of a particular Media Space, ask the administrator for your FLOW system.

New Files are Not Visible

FLOW will not display new files in a media space until a record of the file has been added to the FLOW database. Files created by FLOW applications are added to the database automatically but other files, for example files that have been uploaded to a media space, will not display until a scan has been performed. To see new files in FLOW, do one of the following:

- Perform a scan of the media space or individual file (see "Scanning"). You require user privileges to scan items in FLOW.
- Ask the Administrator for your FLOW system to start a manual scan of the media space.
- Wait for a scheduled scan of the media space. Your FLOW Administrator can tell you when automated scans are scheduled.

Media

Cannot Access or Play Clips

Check the following:

- There is a proxy available for the clip you want to play.
- If there is not a proxy for the clip you want to play, the drive containing the source material may not be mounted in FLOW. Contact the administrator for your FLOW system.
- There may be a problem with the disk drives on the server you are trying to access. Contact the administrator for your FLOW system.

Clips will not Play

Check the following:

- FLOW supports a large range of video and image formats. To check that your video formats are supported by FLOW, see the FLOW Supported Formats Guide.
- It is important to keep your FLOW software up to date in order to take advantage of the latest codecs and drivers that are available.

Audio Not Present

Check the following:

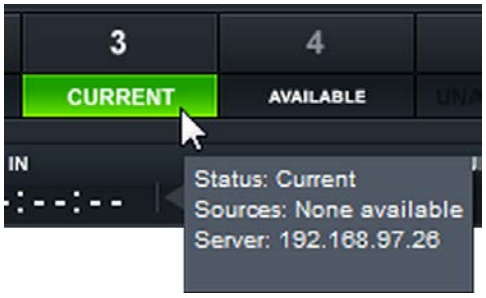
- Confirm audio is present on the source material.
- Check audio connections to the FLOW Ingest server.

Ingest

SDI Ingest does not Start

Check the following:

- Confirm you have access rights for SDI Ingest. Ask the administrator responsible for your FLOW system.
- Check that you have a video source connected to at least one SDI input on the Ingest Server.
- Hover your mouse over the channel tabs above the media player. If the tooltip displays 'Sources: None unavailable' or 'Ingest Server offline', the Ingest Server is offline or unavailable. Notify your FLOW administrator.



File Ingest does not Start

Check the following:

- Confirm you have access rights for File Based Ingest. Ask the administrator responsible for your FLOW system.
- If the Status column in the Ingest Queue displays 'Configuration Incomplete':
  - Check that all required fields have been filled in for the currently loaded template
  - The FLOW Ingest Server may be offline or unavailable. Notify the administrator responsible for your FLOW system.

Access

Cannot Open Files using the Program Launcher

You must have applications registered on your system for the types of files you wish to open.

To open files from EditShare media spaces, you must first mount the required media spaces as local drives on your system. Media spaces are mounted using EditShare Connect. See "Mounting Media and Project Spaces".

Keyboard Shortcuts not Working

The procedures described in this User Guide assume the default keyboard shortcuts for FLOW are in use. If the shortcut assignments have been changed, you will have to substitute the keyboard shortcut described in this guide with the shortcut assigned for your system.

To review or change the keyboard assignments on your system, see "Keyboard Shortcuts". To reset the keyboard assignments to the default settings, click the 'Reset to Defaults' button in the Settings menu.

There are some slight differences between the default keyboard shortcuts for Windows and Macintosh operating systems.

Client Functions are Unavailable

Some of the functions described in this guide may not be available.

These functions may have been blocked on your FLOW user account. If you feel you require any of these functions, you should talk to the administrator for your FLOW system.

Some of the features documented in this guide may not be available as standard but may be ordered as an option, or require additional licensing. Contact your local EditShare agent for details.

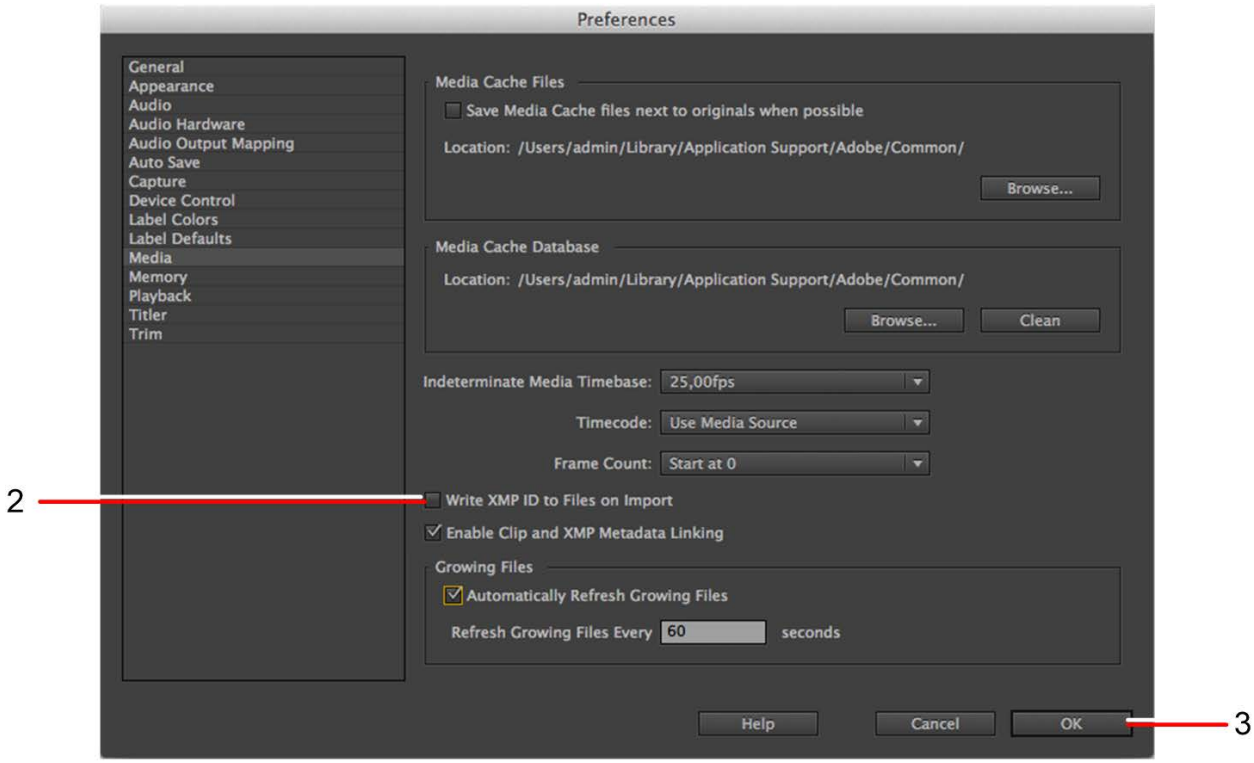
Adobe Premiere Pro

Importing QuickTime Media Creates New Copy

When importing or dragging QuickTime media from FLOW, Adobe Premiere Pro inserts additional metadata (XMP) into your files. This has the side effect of modifying the file, causing it to appear in FLOW as a new file while the original file appears to be Offline.

You can prevent Premiere Pro modifying your files in this manner as follows:

1. In Adobe Premiere Pro, select Edit > Preferences > Media.
2. Unclick the box 'Write XMP ID to Files on Import'.



3. Click OK.
4. Restart Premiere Pro.

You can now drag clips from FLOW into Premiere Pro without them being modified.

For more information on XMP metadata in Premiere Pro, go to Adobe's support page at http://helpx.adobe.com/premiere-pro/topics.html, and look for 'Managing Metadata'.

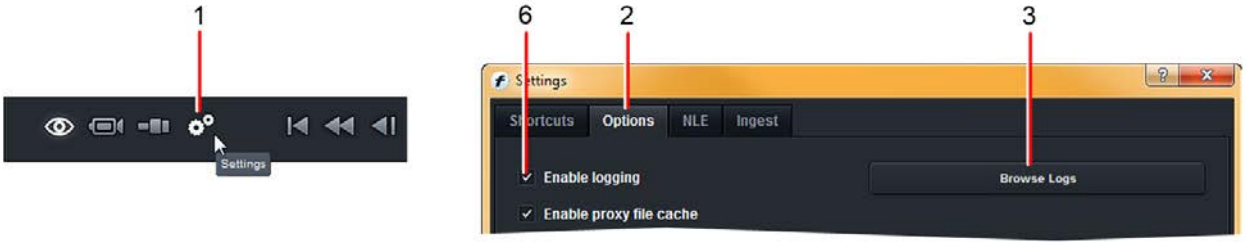
Start Timecode for ES-QuickTime MOV files

When using ES-QuickTime MOV files in Adobe Premiere Pro, the Start timecode can revert to zero. Upgrading to the latest version of Adobe Premiere Pro fixes this issue.

FLOW Application Logs

When you contact Technical Support, they may ask you for copies of your recent logs. These logs may contain information relating to issues with your FLOW applications. To open the folder containing FLOW log files:

1. Click on the Settings menu button (Cogs icon).



2. When the Settings menu opens, click the Options tab.
3. Click the Browse Logs button.
4. The Explorer (Windows) or Finder (Mac) file manager for your system opens in the folder containing the log files for your FLOW application.
5. Log file names are in the format:

   `[application-name]-[date]-[time]-000.log`

   A log file without a `[date]-[time]` suffix is the latest log file.

6. If logging is disabled in FLOW Browse, tick the 'Enable logging' box to restart it.

Log Files in macOS /OS X Clients

FLOW client logs on macOS /OS X systems are located below the User Library Folder (`/Users/{Username}/Library/`) which the operating system hides by default. Before you can open the log files, you must reveal the User Library Folder:

1. Open Finder and click on the Home folder.
2. Select View > Show View Options - or press Cmd+J.
3. In the menu that opens, tick 'Show Library Folder'.
4. The User Library Folder opens in Finder.
5. Logs for each FLOW client application can be found in the path:

   `/Users/{Username}/Library/Application Support/EditShare/{Flow Client Name}/'`

Appendix A: EditShare Connect Quick Start

EditShare Connect is the client application for EditShare Storage, and is available for Windows and Macintosh operating systems. It mounts EditShare media and project spaces, remembering your preferences, and provides non-Avid users with an interface for sharing projects.

For topics not described in this Appendix, refer to the *EditShare Storage Editor's Guide*.

Overview

Media Spaces

There are several types of media spaces:

- Unmanaged: These are the simplest spaces, providing a shared space for non-Avid media files, as well as non-media files, such as application launchers and documents. Any user who has read / write access to an Unmanaged space may delete, rename, or move any file on the space.
- Managed: These spaces accommodate the same types of files as Unmanaged spaces. However, users who create files and folders in Managed spaces, own those files and folders. Users cannot delete, rename, or move files unless they own them.
- Universal: These spaces are designed for EditShare Universal Media Files™, which can be read by both Avid and QuickTime-compatible applications. See "Chapter 9: Universal Media Files".
- Avid Style: These spaces are designed for Avid media and project files. They are functionally similar to shared spaces on Avid storage products. Avid Style spaces provide an Avid-compatible folder structure for media and thereby allow multiple Avid workstations to share the same media files.

  Avid Style spaces also allow editors to create shared Avid projects, in which the first user to open a bin gets read and write access. Other users get read-only access until the bin is closed by the first user.

  See also "Avid Style Media Spaces".

- Avid MXF: Avid MXF media spaces are used for legacy systems only.

EditShare strongly recommends using the Managed, Unmanaged, and Avid Style media spaces, which are designed for the vast majority of current editing workflows. Refer to the *EditShare Storage Editor's Guide* for further information.

Shared Project Spaces

EditShare Lockable Project Spaces allow you to safely store and share project files from your NLE in a central location that can be accessed and written to by other users at the same time. In this workflow, project files are not stored in the same place as media files and render files, but are stored separately in an EditShare Lockable Project Space. In this project space, EditShare rules ensure each project file can only be opened for writing by one user at a time.

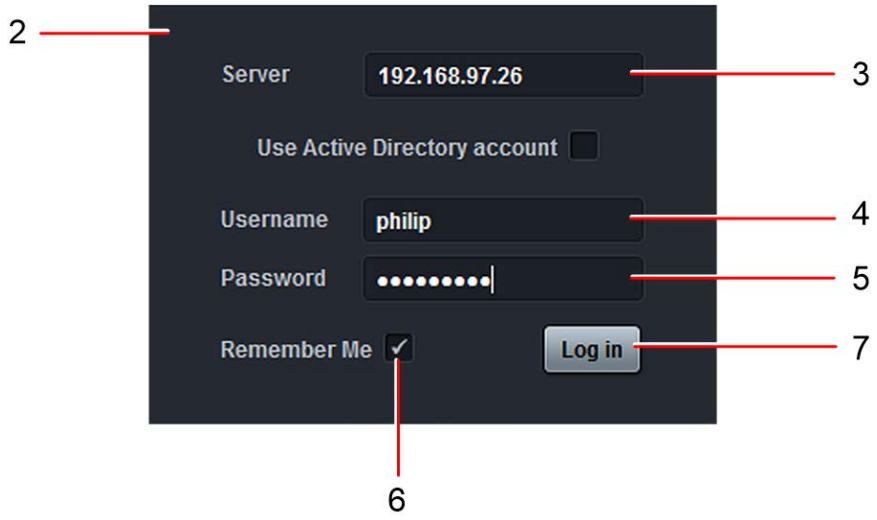
When you make a new project in a Lockable Project Space, you are creating a top level Project Folder where you and your colleagues can store the various files that make up your project. Thus large projects can be broken down into smaller ones so that each editor has control over the portion of the project they are working on. For example, one editor can work on Scene 1 while another editor works on Scene 2. Both scenes are part of the same movie, but each scene is represented by a separate project file.

When you want to work on a particular project file, you unlock it - giving you exclusive write access to that file, and locking it for other users. Although a project file may be locked for other users, they still have read-only access to your project file, allowing them to play and review its contents. Users can also import elements from locked project files into project files they control.

Starting EditShare Connect

To start EditShare Connect:

1. Click on the EditShare Connect desktop icon.
2. The login dialog box is displayed.



3. Enter the **IP Address** for the EditShare server in the Address text box.
4. Enter your EditShare **Username**.
5. Enter your **Password**.
6. Click the **Remember Me** box if you want to save your Login profile.
7. Click **Login**.

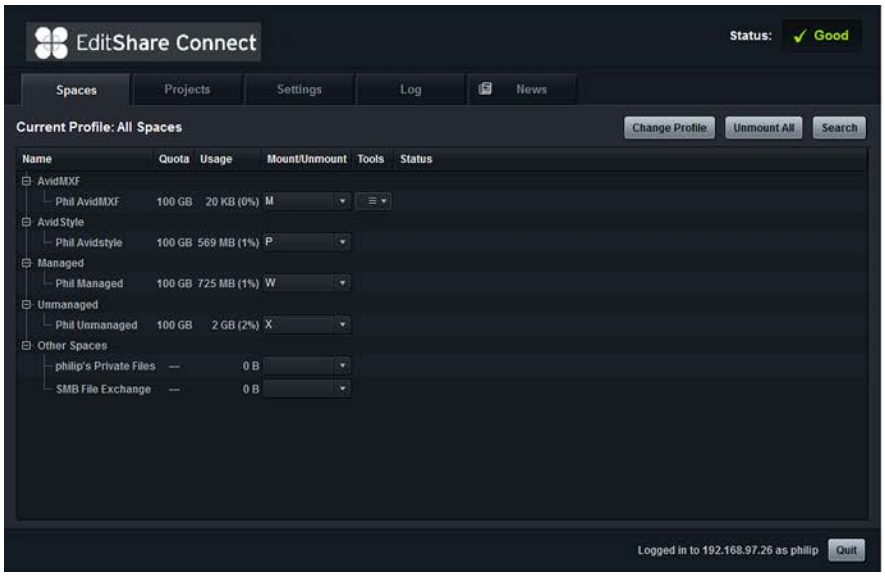
Mounting Media and Project Spaces

See the *EditShare Storage Editor's Guide* for detailed descriptions of Media Space types (Unmanaged, Managed, Avid Style, etc.) and Project Space types (Avid, Non-Avid, Lockable).

EditShare Connect allows you view all EditShare Spaces you have access to and mount them on your workstation. If you are using EditShare 7, mounted spaces are preserved irrespective of which workstation you logged in from.

To mount Media Spaces:

1. Click on the Spaces tab.

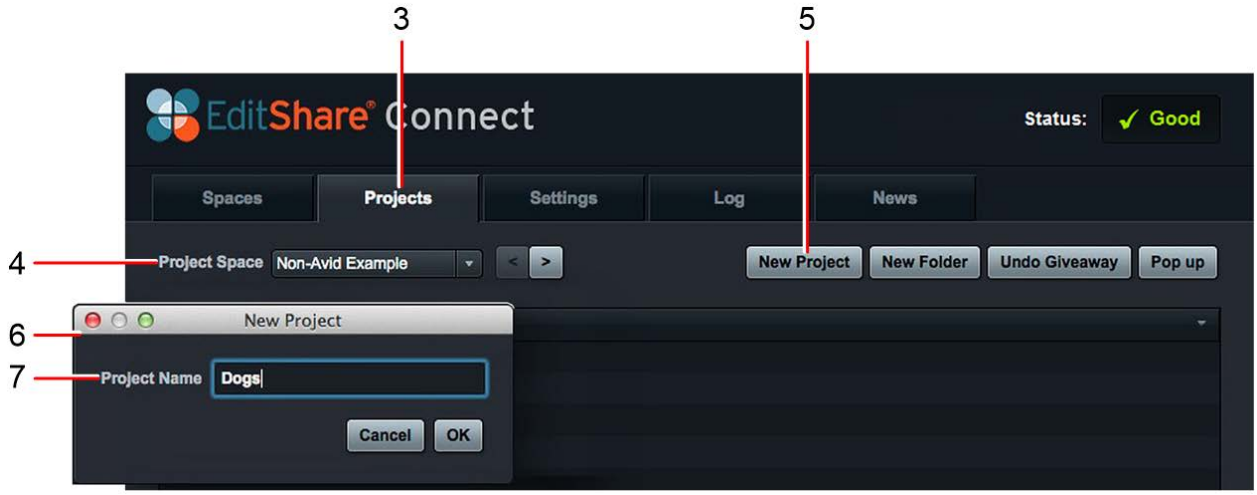


2. Mount your Media Spaces and / or Shared Project Spaces by clicking on the associated drop down box and selecting one of the following options:
   - Drive letter for Windows workstations
   - AFP or SMB for Mac OS X workstations
3. After mounting, Media Spaces display as network mounts in Windows Explorer or Mac OS X desktop. The Media Spaces can be browsed and used as media drives in FLOW and your NLE.

Creating a Shared Project Space

To create a shared project space:

1. Open EditShare Connect and login with a valid username and password.
2. Mount a Shared Project Space in the Network Shares tab.
3. Click the Project Browser tab.



4. From the Project Space drop down list, select the Shared Project Space where you want to store your project.
5. Click **New Project**.
6. The New Project dialog box opens.
7. Type a name for the project and click OK. This defines a new upper-level directory inside which you will see User Folders for every member of the Shared Project Space.
8. Launch your NLE application and save your NLE project files inside your own User Folder in the Shared Project Space.

NOTE: You can also copy existing NLE project files into your own user folder through Finder or Windows Explorer.

Adding Folders to Media Spaces

Once you have mapped a Media Space, you can create folders within that space using the Explorer (Windows) or Finder (Macintosh) file manager on your workstation.

Appendix B: Setup Video Router Control

FLOW is capable of controlling a video router, so you can program a capture to automatically switch the router source that is connected to the predefined router destination before it starts. The predefined router destination feeds the SDI input. You can record the SDI with FLOW manually, or you can schedule recordings.

Setup

General

If the FLOW system is not 'all-in-one':

- Identify which system has the role of FLOW Ingest (and therefore contains the Matrox or DVS card).
- Identify in which system the DeviceControl is supposed to run.

Ask the customer for the list of router outputs that will be connected to the Matrox or DVS card SDI inputs and double check that they are really connected there.

Setting Up the DeviceControl Service

Enabling the DeviceControl Service

In the system where the DeviceControl Service is going to run, copy the following file:

```
/usr/share/flow/daemon/services/devicecontrol.ini
```

to this directory:

```
/etc/flow/daemon/services
```

Restart the Daemon service; afterwards, check that the DeviceControl service is running. From the console, use the following command:

```
ps aux | grep flow-
```

A list of running FLOW processes is displayed. Search for the following process:

```
flow-devicecontrol-bin
```

This can also be checked within the Networks tab of FLOW Control.

Testing the DeviceControl Service

Even if a router is not yet connected, the DeviceControl service has a built-in dummy 16x16 router, which allows you to perform some tests. You can use the API to test if the service is working as expected.

From within a browser (replacing <ip> with the IP address of the system where the service runs), enter the following:

```
https://<ip>:12284/devicecontrol/devices
```

This should return a JSON with the information about the routers being controlled, and in this case, only the dummy router. For example:

```
 [
    {
    inputs: 16,
    kind: “Router”,
    levels: 8,
    make-model: “Dummy",
    outputs: 16,
    protocol: “Unknown Protocol"
    unique_id "3b9030cc-d054-40b4-a3c8-210675a04a3f"
    }
]
```

Setting Up the Evertz

The following instructions are specific to the setup of the Evertz routers that use the Quartz protocol, which is the only type of router that is supported at the moment. If you require support for another type of router, please contact your dealer.

When the DeviceControl service starts up for the first time it adds a dummy router in its config file.

If you look at the config file FLOWDeviceControlServer.conf, you will see something similar to the following:

```
[Device0]

inputs=16

keep-alive=60

kind=Router

make-model=Dummy

outputs=16

unique-id=c90a792d-1b26-4004-b7b2-2964ee700bf2
```

If you want to add a router you must add another section to the .conf file. The following example is the bare minimum settings that you must include in this section:

```
[Device1]

host=192.0.2.100

inputs=16

kind=Router

outputs=16

port=23

protocol=Quartz
```

Where:

- host: Is the IP address of the router.

  You cannot change the value of the Evertz IP address. Therefore, the most likely scenario is that the Evertz will be in a different subnet than the rest of the FLOW Services. Therefore, before continuing, you must find a way to provide the FLOW Services with access to that subnet.

  The easiest solution is to use the second network adapter in the system where DeviceControl runs, set an IP in the same subnet as the Evertz, and connect a cable from that network adapter to the hub where the Evertz is connected. There are other ways of achieving communication between two subnets, but leave those solutions to the IT department of the facility.

- port: Is the TCP/IP port for the router. Generally it is 23 for Quartz routers, but some routers allow you to change the value.
- inputs: How many sources/inputs the router has.
- outputs: How many destinations/outputs the router has.
- kind: Fill in the value 'Router' as in the above example.
- protocol: Fill in the value 'Quartz' as in the above example.
- input-<ID>-label: <ID> is the unique ID the DeviceControl service has given to this device, or set by you.

  ```
  input-1-label=Studio1

  input-2-label=Studio2

  input-5-label=VTR1
  ```

  Some routers (like the Evertz/Quartz) store the names of their inputs and output labels. If you want to override those labels with your own, you can add one line for each as in the examples shown here. These labels are the text that are shown in the Router Source drop down list in FLOW Browse. These values override the input (router source) mnemonics that are stored in the actual router.

The first valid setting is input-1-label. For example input-0-label is illegal.

```
online-timeout=1000
```

This setting has a default value of 1000 milliseconds which will return almost immediately. If the thread is busy attempting a connection it will fail to service this call in time.

- use-multicrosspoint-set-command=<value>: <value> can be set to true or false.

  The Quartz protocol provides two ways of switching crosspoints: using a command that sets one by one, or using a command that allows several crosspoints to be activated simultaneously. This setting controls which one to use. This setting has a default value of “false”. If it is set to “true” multiple set crosspoints will be attempted.

After making these changes, restart the DeviceControl service.

Testing the Service Controls the Router

When you have completed the previous steps you can query the DeviceControl service by navigating to the following URL:

```
https://<ip>:12284/devicecontrol/devices
```

This should return the data from the Evertz and from the Dummy router (remember to replace <ip> with the IP of the system where the service runs).

Enabling Router Control in the Ingest Service

Only an Ingest server with SDI ingest capabilities should have router control.

Assigning the Router

Edit the configuration file of the Ingest service:

```
/etc/flow/FlowIngestServer.conf
```

Add the following settings:

```
[General]

router-id=4a76d8f7-22be-42f1-af72-df46be12545f
```

Where the router-id is the unique_id, as returned by the device when queried using the API.

Assigning the Router Outputs to the SDI Inputs

With the list of router outputs connected to the Matrox or DVS card SDI inputs (obtained in the first steps of this setup), the following are the settings that enable the router control on each input, and also set the router output.

The following should be done per each SDI input, bearing in mind that in the .conf file, the source (input) numbering is 0-based.

```
[matrox]

source-0\router-control=true

source-0\router-output=<router output for SDI1 input>
```

Replace `<router output for SDI1 input >` with the router output number connected to that source. Bear in mind that the router output's numbering starts with 1.

For example: Assume that the Matrox card has 4 SDI inputs, and that the first input is connected to the router output 122, the second to output 123, the third to output 140 and the fourth to 141. The settings to add to the .conf file would be the following:

```
[matrox]

source-0\router-control=true

source-0\router-output=122

source-1\router-control=true

source-1\router-output=123

source-2\router-control=true

source-2\router-output=140

source-3\router-control=true

source-3\router-output=141
```

If the [matrox] section already exists and has already settings for its sources, it is recommended to keep all of the settings that apply to the same source next to each other.

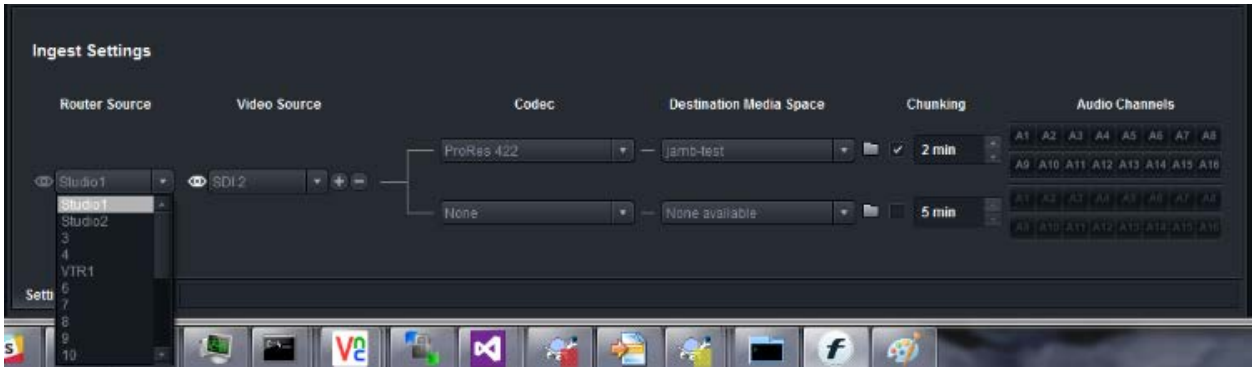
After these changes are made, restart the service.

Tests

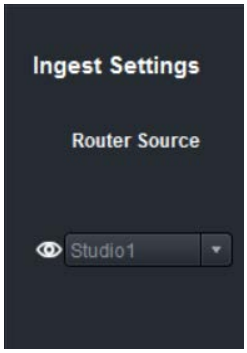
Complete the following tests in FLOW Browse.

Manual Capture

1. Switch to live ingest.
2. In the Ingest settings panel, at the left, a drop-down list should appear under the heading Router source; the elements in that list should be the names of the router inputs as configured in the section "Setting Up the Evertz".



3. Select one of the SDI sources, and then select one of the router inputs; at that moment, the device control is instructed to switch that input to the output connected to that SDI source; you should see how the Browser preview shows the selected signal.
4. Fill the required fields in the Metadata pane, and do a manual capture; even if the signal has already been switched previously, the ingest service will switch again to the selected input moments before the first frame is captured.
5. Next to the Router source drop-down list, there is a small eye icon that controls the immediate action on the router when the selected list item is changed.



By default, this setting is enabled (the eye icon displaying in white), which means that when the selected input changes in the User Interface, it will also be changed in the router. Consequently you will always immediately "see" the signal.

However, this feature is sometimes not desirable (for example, if another channel is recording from the same source). This setting can be disabled by clicking on the eye so it turns grey. In that case, the switch in the router is not done then, but when the capture job is started.

To test this feature you can click the eye icon, and then repeat the manual capture as before: change the router input, fill the metadata settings and start the capture. This time, the change in the signal in the preview should happen only when the capture is about to start.

Scheduled Capture

A new column “Router” has been added, which allows you to set the router input to switch in each job.

Manual Input

1. Switch to live ingest and select the Schedule tab at the right.
2. When manually adding capture jobs to the schedule, the current router input selected for that SDI source will be used, and should appear in the “Router” column.
3. Start schedule capture.
4. Before each job starts, the Ingest server should switch to the given router input.

CSV Import

1. Switch to live ingest and select the Schedule tab at the right.
2. Prepare a comma-separated .csv file, with a list of scheduled recordings. The .csv file should include the new column Router input.

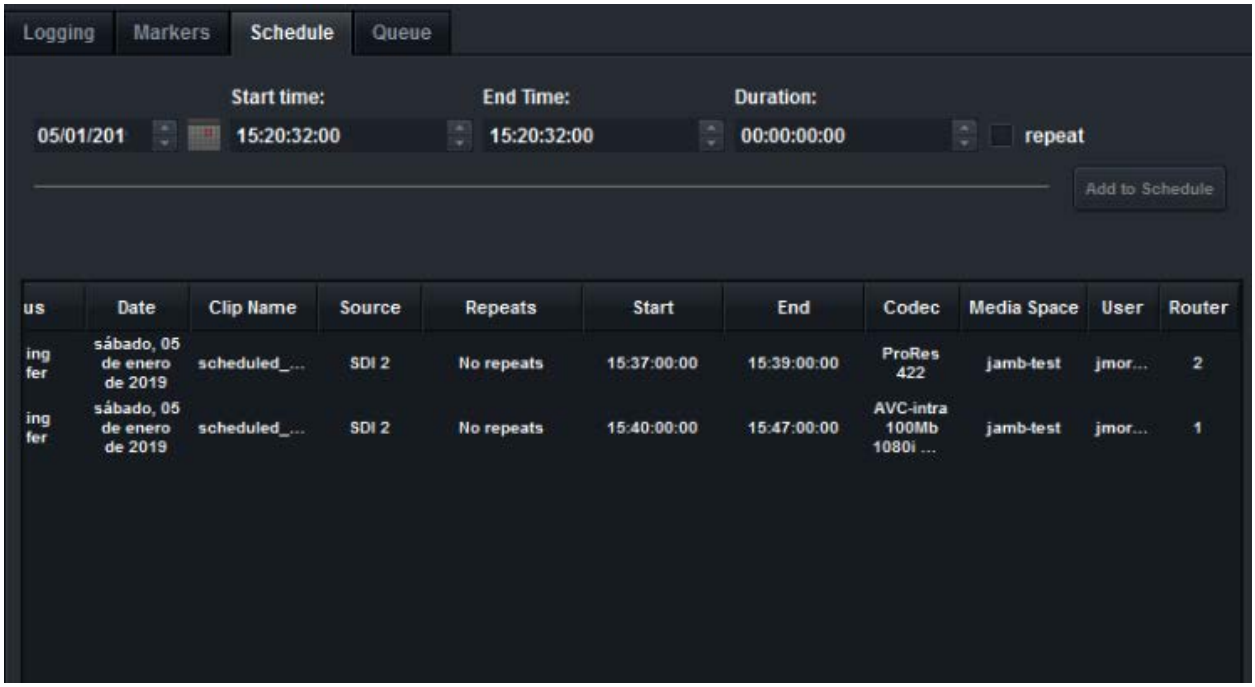
```
Sample:

Ingest Channel,Source Name,Codec,Media Space,Start Time,Stop Time,Clip
Name,Router Input

5,SDI 2,ProRes
422,jamb-test,15:37:00:00,15:39:00:00,scheduled_test_3.mov,10

5,SDI 2,AVC-intra 100Mb 1080i
MXF,jamb-test,15:40:00:00,15:47:00:00,scheduled_test_4.mxf,13
```

3. Drag and drop the .csv file over the list. The captured jobs are created from the file, and the router input is displayed:



4. Start schedule capture.
5. Before each job starts, the ingest server should switch to the given router input.

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