



# **TX/MAM User Manual**

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# 1. Grass Valley Product Support

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## 2. About his document

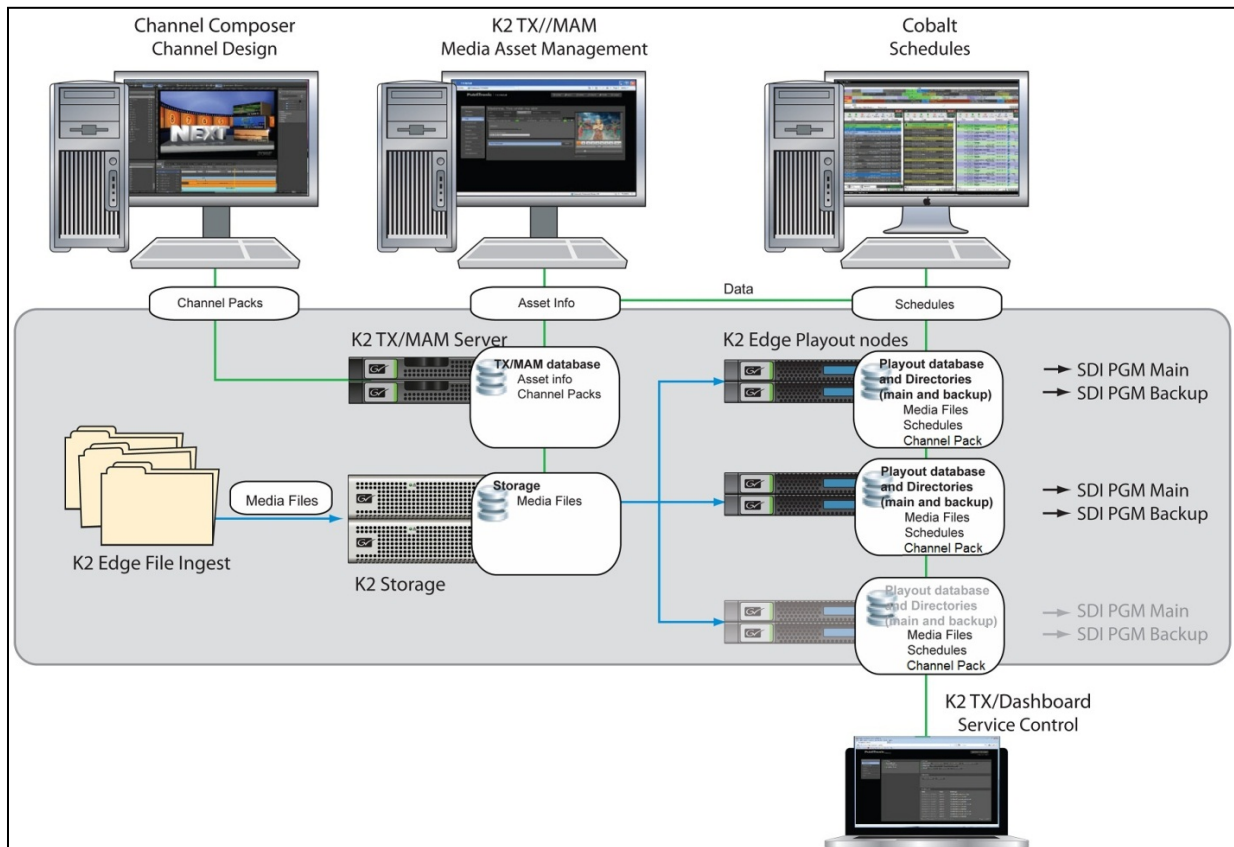
This document describes TX/MAM version 2.2. Information in this manual may at some points differ from your TX/MAM application due to differences in version.

This manual starts with a short description of the K2 Edge workflow, followed by an introduction to TX/MAM concepts. Then the TX/MAM Interface is explained. Next, this manual is divided in three sections:

- Configuring TX/MAM
- Asset Management with TX/MAM
- a Quick Reference

### 3. The K2 Edge Workflow

#### 3.1 Overview



#### 3.2 Assets

- Assets are created in TX/MAM. Asset info is stored in the TX/MAM database. Assets can also be created by the Schedule Importer or Asset Importer.
- Files (Essences) are ingested via Inboxes on the Storage Server.

Files (Essences) are ingested via Inboxes on the Storage Server. <b>Asset Info</b>	<b>Essence</b>
Metadata and info that describes the Asset.	Media file(s).
Essence(s) are media files which belong to the Asset. Mostly, these Essences are linked via the Asset's External reference.	

Asset info:

- **Metadata**  
Assets have fixed metadata like file type, external reference, duration and customizable metadata, for instance artist, title, and episode.
- **Jobs and statuses**  
Assets can have configurable jobs and statuses, which are visible in TX/MAM. Jobs can be executed automatically and/or manually.
- **Workflow**  
Workflow steps can be defined using the status of an Asset or Asset Job.

Files and Assets are linked based on the filename (the first part before the file extension) and the Asset's External reference, as shown in the two examples below:

Filename (essence)	Asset (external reference)
<i>abc123.mpg</i>	<i>abc123</i>
<i>abc123_eng.stl</i>	English subtitle belonging to the Asset with ext. reference <i>abc123</i>



During ingest, the file extension for clip files is renamed to .avf (default).

Example: a0000153.avf

Example Asset			
Original Filename	External reference	AssetID	Filename in txmam-media folder
<i>abc123.mpg</i>	<i>abc123</i>	153	a0000153.avf



When a Schedule is imported and Assets in the Schedule do not yet exist, empty Assets are created. You can also create empty Assets (Assets for which the file has not yet been ingested in TX/MAM). Note that empty Assets can be scheduled, but cannot be played out. Before playout, the Essence must be available.

### 3.3 Channel Packs

Channels are designed in Channel Composer. All the fixed files that belong to a Channel design are added to the Channel Composer Project as Assets. These Assets are included in the Channel Pack when the Project is exported to the TX/MAM database. Thus, all the fixed design elements needed for playback - logos, straps, and so on - are available in the Channel Pack.

To refer to dynamic content (Essences), Scene Parameters are defined. These parameters are dynamically updated with the Assets' filename when Events are scheduled. Dynamic content (Essences) is fetched from Storage for playback.

Example:

Scene Parameter	Event ID	Scene Parameter Value when scheduled
clip	12345	a0000548.avf
clip	12346	a0000978.avf
clip	12347	a0000564.avf



The K2 Edge Smart Playback Center Commissioning and Engineering Manuals describe the Ingest process in more detail.



## 4. TX/MAM Introduction

TX/MAM is a tool for managing Assets. Functionality includes:

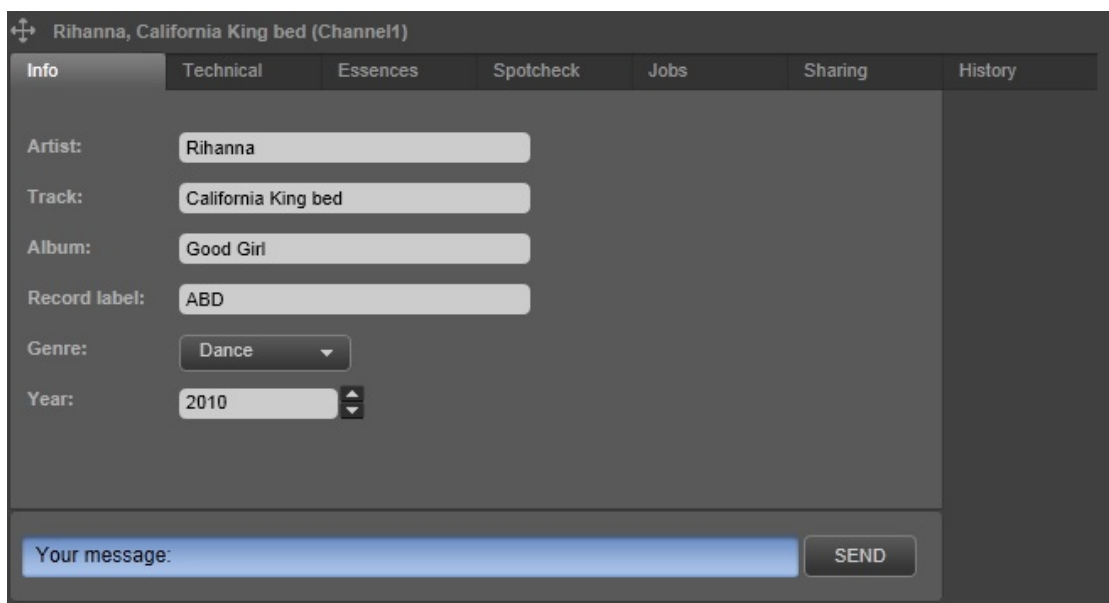
- Create Assets and Asset types.
- Automatic file ingest.
- Trim, soft part segments.
- Low-res proxy quality control.
- User management.
- Edit metadata.
- Asset jobs.

This chapter explains TX/MAM basic concepts using an example Asset, a music video *California King Bed*.

### 4.1 Assets

In TX/MAM each Asset is described on several tabs:

- Configurable metadata tab pages. In the default setup:
  - **Info:** Asset info such as *Artist* and *Track*.
  - **Technical:** Asset info such as *Media Type* and *Aspect ratio*.
  - **Images:** shows the graphic (only for TGA-Assets).
- **Essences:** the file(s) linked to an Asset and their status (only for video Assets).
- **Spotcheck:** file quality check and segments (only for video Assets).
- **Jobs:** the Jobs linked to an Asset and their status.
- **Sharing:** Assets are linked to a User Group, *Channel1* in the example below. This group has access to the Asset. To give other Groups access, Assets can be shared.
- **History:** lists all actions performed for this Asset.



Rihanna, California King bed (Channel1)

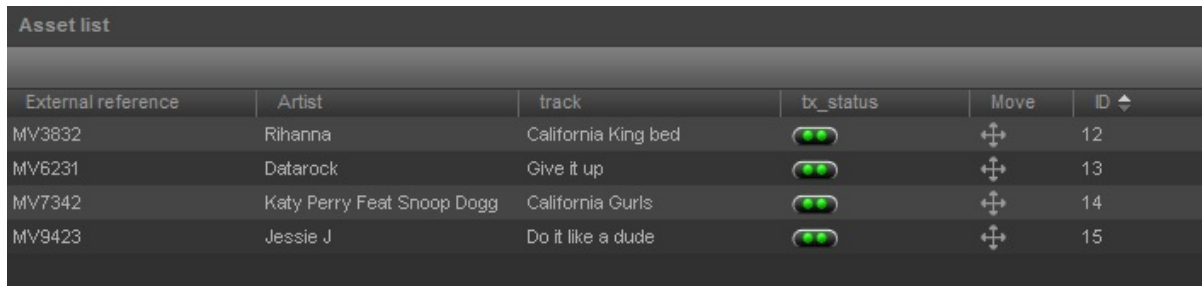
Info	Technical	Essences	Spotcheck	Jobs	Sharing	History
Artist:	Rihanna					
Track:	California King bed					
Album:	Good Girl					
Record label:	ABD					
Genre:	Dance					
Year:	2010					

Your message:

Example Asset (video) in TX/MAM.

### 4.1.1 Metadata

The Asset contains the metadata that describes the Asset, such as *External reference*, *Artist* and *Track*. This Asset info is displayed on the Asset's *Info* and *Technical* tabs, as well as in the columns in the Assets list.



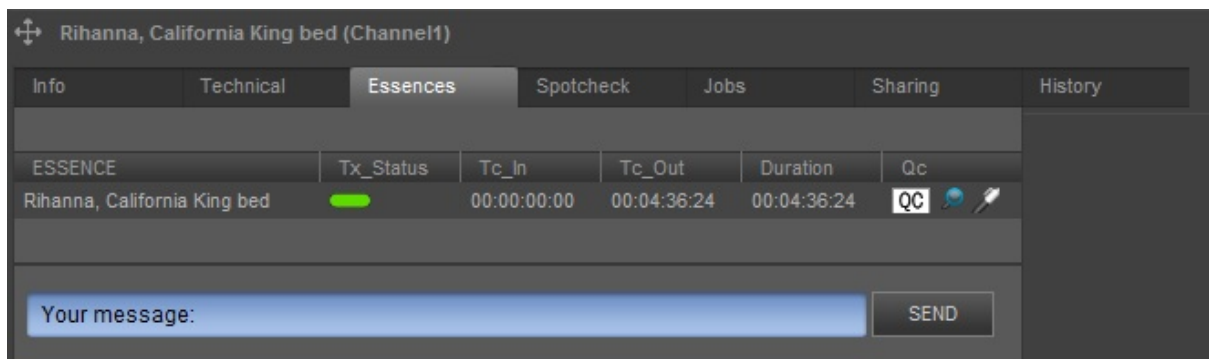
External reference	Artist	track	tx_status	Move	ID
MV3832	Rihanna	California King bed			12
MV6231	Datarock	Give it up			13
MV7342	Katy Perry Feat Snoop Dogg	California Gurls			14
MV9423	Jessie J	Do it like a dude			15

Example Assets list with Asset info (External reference, Artist, track, ID ...)

Asset info can be used for scheduling (for example schedule clips based on *Genre*) and for playout (for example playout *Artist* and *Track* info with a clip).

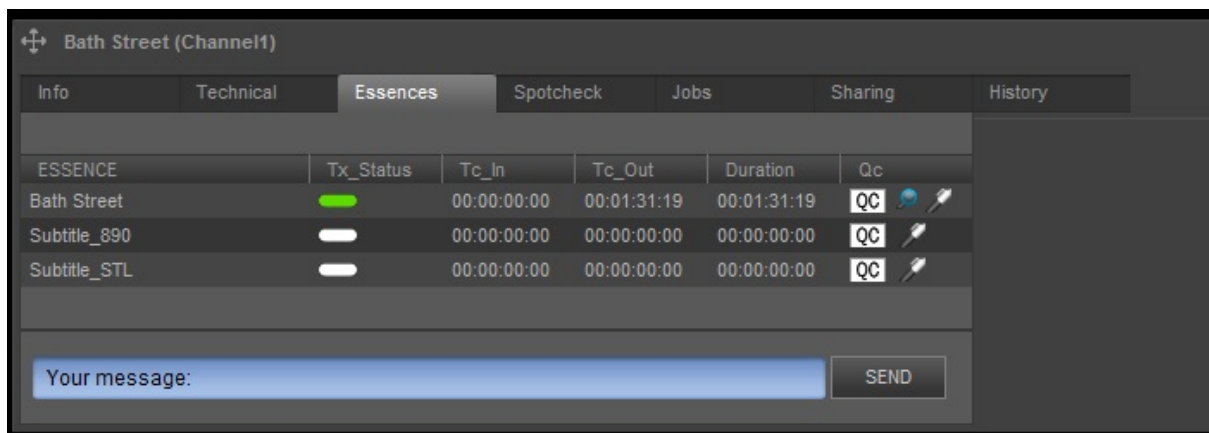
### 4.1.2 Essences

The media file(s) linked to an Asset are named Essences. The *Tx-Status* column on the Essences tab shows the status of file ingest.



ESSENCE	Tx_Status	Tc_In	Tc_Out	Duration	Qc
Rihanna, California King bed		00:00:00:00	00:04:36:24	00:04:36:24	

Example Essences tab for a Music Video.



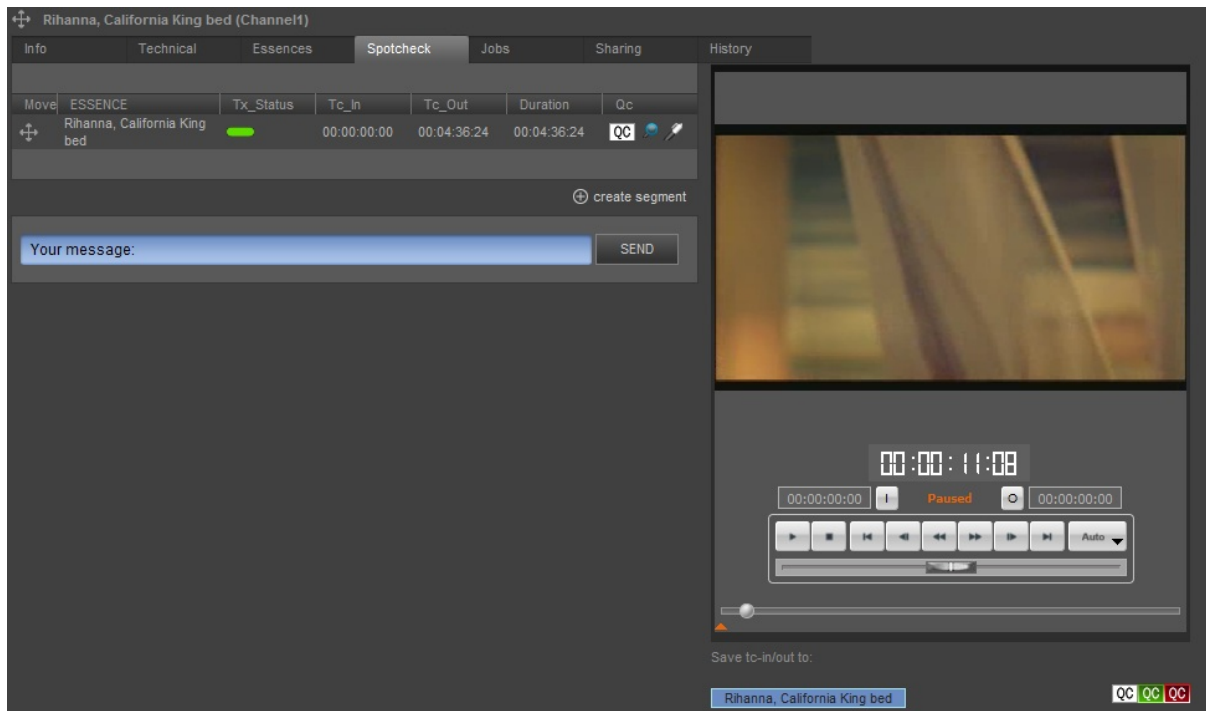
ESSENCE	Tx_Status	Tc_In	Tc_Out	Duration	Qc
Bath Street		00:00:00:00	00:01:31:19	00:01:31:19	
Subtitle_890		00:00:00:00	00:00:00:00	00:00:00:00	
Subtitle_STL		00:00:00:00	00:00:00:00	00:00:00:00	

Example Essences tab for Asset Bath Street. Three Essences (files) are linked to this Asset.



Note that you can create empty Assets; Assets for which Essences have not been ingested yet. Empty Assets can be scheduled, but cannot be played out. Before playback, the Essence file(s) must be ingested.

### 4.1.3 Spotcheck



TX/MAM's Spotcheck functionality lets you verify the Essences' quality. You can also define Segments- using *Tc-in* and *Tc-out* (time code in and out) - when only part of a file is used.



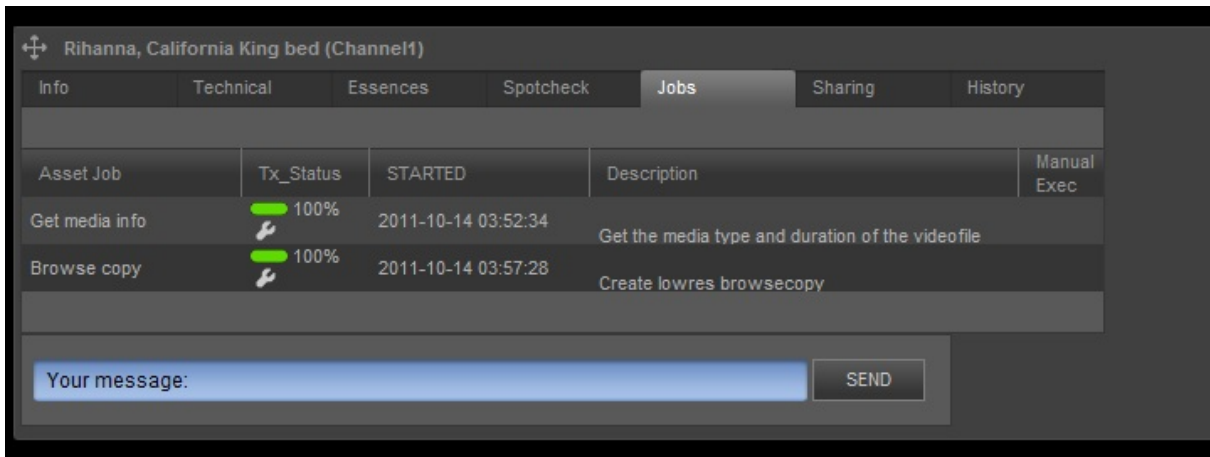
Segments can be scheduled (drag into POC), but are not listed in the Assets list.

### 4.1.4 Jobs

Jobs and procedures can be defined and linked to Asset Types and will then automatically be executed for all Assets of that type. Example jobs:

- A job *Browse copy* to create a low resolution copy of files. The status *Browse created* is displayed in the Asset list's *tx\_status* column.
- A job *Get media info*, used to retrieve info about file duration and type. This info can then be displayed in the Asset list.

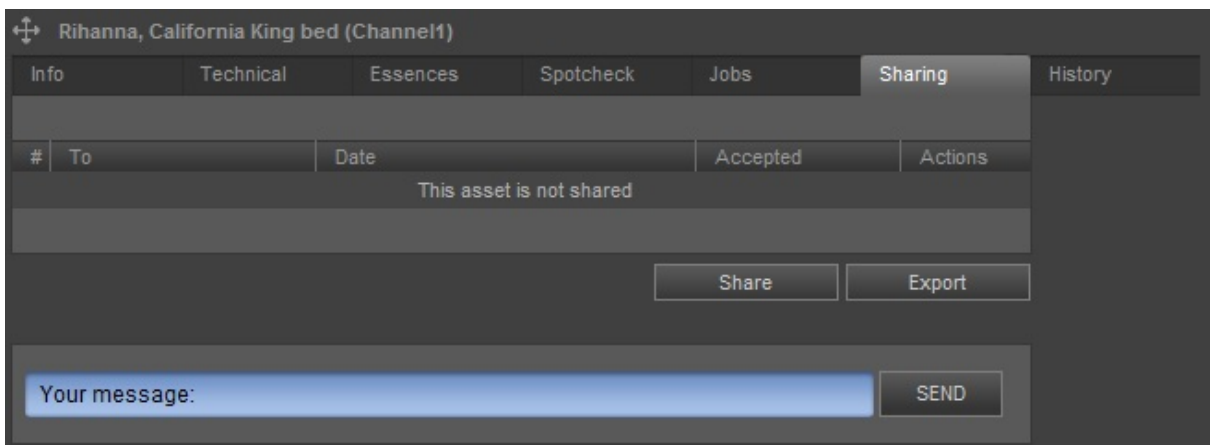
The Jobs tab shows the status of Jobs for an Asset. You can change this status or in some cases manually execute Jobs.



*Example Jobs tab.*

#### 4.1.5 Sharing and Export

Assets are linked to a User Group. Only this User Group has access to the Asset. To enable access for other user Groups, the Asset can be shared. Assets can also be exported to a predefined Folder.



*Example Sharing tab; the Asset is not shared with other User Groups.*

Note how 'Channel1' in the Asset's title refers to the User Group that has access to this Asset.

#### 4.1.6 History

The Asset's History describes all Asset Jobs or user actions performed for the Asset.

Rihanna, California King bed (Channel1)						
Info	Technical	Essences	Spotcheck	Jobs	Sharing	History
Date & Time	User	Event				
2012-03-12 17:05:04	sysdba	Canceled sharing for group Admin group				
2012-03-12 17:04:37	sysdba	Shared for group Admin group				
2011-10-14 03:57:28	BrowseCopy	sucessfully created browse copy				
2011-10-14 03:56:09	user1	Changed meta data				
2011-10-14 03:52:38	BrowseCopy	media identified as MPEG2-HD (1920x1080)				
2011-10-14 03:52:34	AssetJob	get media info: sucessfully set media info				
2011-10-14 03:52:34	AssetJob	get media info: media identified as MPEG2-HD (1920x1080)				
2011-10-14 03:52:28	InboxImport	Asset created from inbox 'channel1/MusicVideo' file 'MV3832.mpg'				

Your message:

*Example History tab.*

## 4.2 Asset Types

Asset Types define groups of Assets with the same file type and metadata definition.

- Example file types are: AVF (for video files), TGA (for graphics) and WAV.
- Metadata fields such as *External reference* and *Duration* are fixed for all Asset Types. Custom metadata can be configured per Asset Type.

Below you find the custom metadata definition for Asset Type *Music Videos*. The [name attribute](#) defines the custom metadata fields for Assets of this type: *Artist*, *Track*, *Album*, and so on.

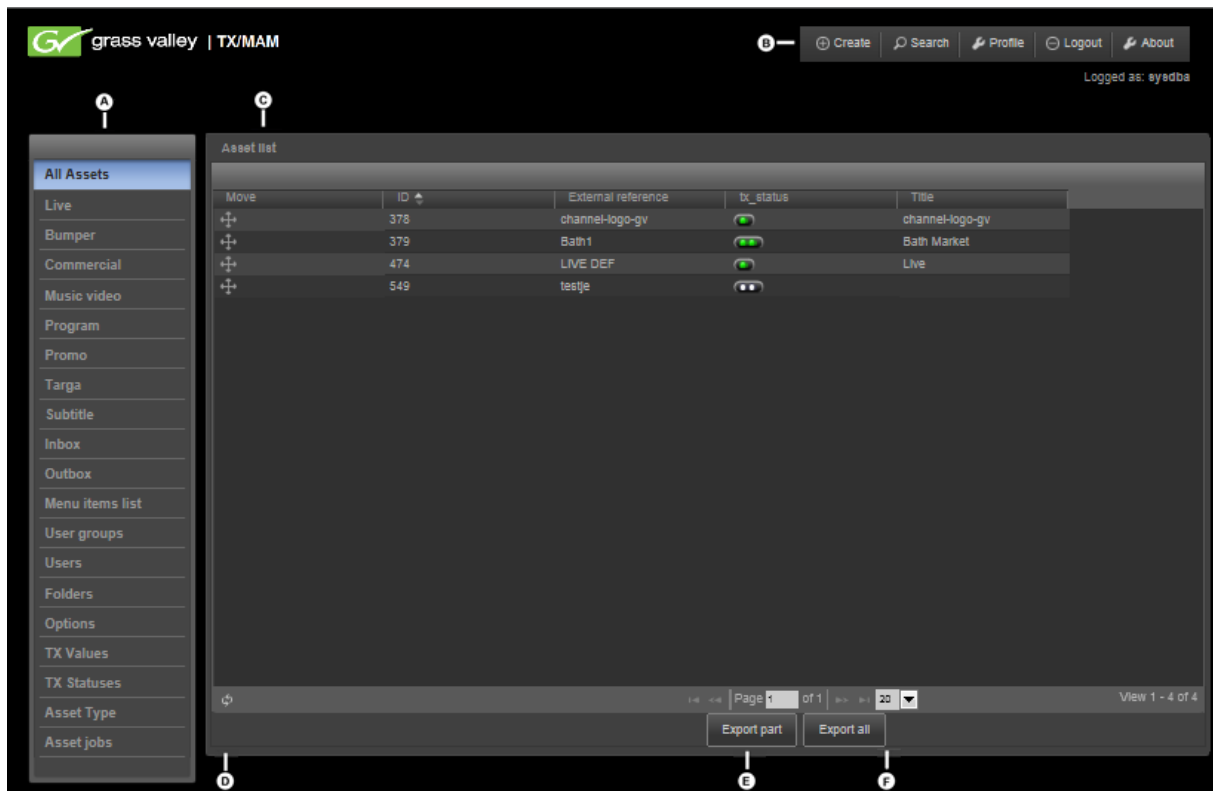
```
<XML>
<WINDOW width="535" height="220">
  <PAGE name="Info">
    <LABEL x="10" y="27" height="16" width="80">Artist:</LABEL>
    <TEXTFIELD name="artist" x="100" y="25" height="20" width="200" search="true"></TEXTFIELD>
    <LABEL x="10" y="57" height="16" width="80">Track:</LABEL>
    <TEXTFIELD name="track" x="100" y="55" height="20" width="200" search="true"></TEXTFIELD>
    <LABEL x="10" y="87" height="16" width="80">Album:</LABEL>
    <TEXTFIELD name="album" x="100" y="85" height="20" width="200" search="true"></TEXTFIELD>
    <LABEL x="10" y="117" height="16" width="80">Record label:</LABEL>
    <TEXTFIELD name="record" x="100" y="115" height="20" width="200"
search="true"></TEXTFIELD>
    <LABEL x="10" y="147" height="16" width="80">Genre:</LABEL>
    <COMBOBOX name="genre" x="100" y="145" height="20" width="100"
search="true">None#13Disco#13Dance#13Launce#13Rap</COMBOBOX>
    <LABEL x="10" y="177" height="20" width="80">Year:</LABEL>
    <SPINEDIT name="year" x="100" y="175" height="20" width="90" search="true">2010</SPINEDIT>
  </PAGE>
  <PAGE name="Technical">
    <LABEL x="10" y="27" height="16" width="80">Media type:</LABEL>
    <COMBOBOX name="media_type" x="100" y="25" height="20" width="120" search="true">#13MPEG2-
SD#13MPEG2-HD#13MXF-SD#13MXF-HD</COMBOBOX>
    <LABEL x="10" y="57" height="16" width="80">Aspect ratio:</LABEL>
    <COMBOBOX name="aspect_ratio" x="100" y="55" height="20" width="120"
search="true">#134:3#1316:9 Anamorphic#1316:9 Letterbox</COMBOBOX>
    <LABEL x="10" y="87" height="16" width="80">Loudness:</LABEL>
    <LABEL x="20" y="107" height="16" width="100">Integrated:</LABEL>
    <TEXTFIELD name="integrated_loudness" x="120" y="105" height="20" width="45"
search="true"></TEXTFIELD>
    <LABEL x="20" y="127" height="16" width="100">Max Momentary:</LABEL>
    <TEXTFIELD name="momentary_loudness" x="120" y="125" height="20" width="45"
search="true"></TEXTFIELD>
    <LABEL x="20" y="147" height="16" width="100">Max Short term:</LABEL>
    <TEXTFIELD name="shortterm_loudness" x="120" y="145" height="20" width="45"
search="true"></TEXTFIELD>
    <LABEL x="20" y="167" height="16" width="100">Range:</LABEL>
    <TEXTFIELD name="loudness_range" x="120" y="165" height="20" width="45"
search="true"></TEXTFIELD>
    <LABEL x="10" y="197" height="16" width="100">Parental guide:</LABEL>
    <COMBOBOX name="parental_guide_age" x="100" y="195" width="51" height="20"
search="true">#13AL#136#139#1312#1316#1318</COMBOBOX>
    <COMBOBOX name="parental_guide_icon1" x="190" y="195" width="100" height="20"
search="true">#13fear#13sex#13violence#13drugs#13language#13discrimination</COMBOBOX>
    <COMBOBOX name="parental_guide_icon2" x="300" y="195" width="100" height="20"
search="true">#13fear#13sex#13violence#13drugs#13language#13discrimination</COMBOBOX>
    <COMBOBOX name="parental_guide_icon3" x="410" y="195" width="100" height="20"
search="true">#13fear#13sex#13violence#13drugs#13language#13discrimination</COMBOBOX>
  </PAGE>
</WINDOW>
</XML>
```

## 5. Starting the TX/MAM Browser



- Open a web browser on your workstation.
- Enter the K2 TX/MAM servers' virtual IP-address and press [Enter].
- Enter the credentials for the TX/MAM database and press [Enter]. This will open the TX/MAM application.

## 6. The TX/MAM Interface



Example TX/MAM Interface (including superuser and administrator tabs).

<b>A</b>	Use the left hand menu to select the information that you want to display in the main window (C). While a number of items are fixed, this menu can be customized. Items can be added via the Menu items option [see also paragraph 7.3].
<b>B</b>	The toolbar in the top right corner shows a number of basic options such as 'Create', 'Search' and 'Profile'. Options available differ depending on the contents of the main window.  Click the 'About' option to view the TX/MAM version and release notes.
<b>C</b>	The main window shows the information as selected in the left hand menu. In the example above 'Music videos' are listed. This is a customized menu item that shows all Assets that match the query for 'music videos'.
<b>D</b>	The refresh option.
<b>E</b>	Page and Export Assets options.
<b>F</b>	Select the number of items to be listed.



The TX/MAM interface is described in more detail in the *Quick Reference* in chapter 9.



## 7. Configuring TX/MAM

TX/MAM configuration options include:

- Define Users and User groups to manage access and authorization levels for Folders, Asset Types and Assets.
- Modify the TX/MAM menu to specify customized views on your Assets.
- Define Folders for automatic ingest, asset sharing and export.
- Link jobs to Asset Types.

### 7.1 Users and User groups

#### 7.1.1 Introduction

TX/MAM lets you define Users and User groups as a means to manage access and authorization levels for Folders, Asset types and Assets.

- Example Users: Operator, Supervisor and Administrator.
- Example User groups (for a service provider): Customer1 and Customer2.

The table below shows different authorization levels that can be set for Users and User groups.

<b>User group</b>	<ul style="list-style-type: none"><li>• allowed Asset types;</li><li>• allowed Assets (defined when creating an Asset as a property of the Asset, Assets can be shared with other groups);</li><li>• allowed Folders (defined when creating a Folder);</li><li>• assign administrator and superuser rights.</li><li>• set rights for TX/Dashboard</li></ul>
<b>User</b>	<ul style="list-style-type: none"><li>• allowed applications (Cobalt, TX/MAM);</li><li>• authorization levels (create, read, delete, ...);</li><li>• allowed tabs (Metadata, Essences, ...);</li><li>• allowed menu items (Inbox and Outbox).</li></ul>

### 7.1.2 Administrator and superuser

Administrator and superuser rights can be assigned to Groups.

<b>Administrator and Superuser</b>	Read/write rights for: <ul style="list-style-type: none"><li>• Menu Item List;</li><li>• User groups;</li><li>• Users;</li><li>• Categories.</li></ul>
<b>Superuser</b>	Read/write rights for: <ul style="list-style-type: none"><li>• Folders;</li><li>• Options;</li><li>• TX-statuses and values;</li><li>• Asset Types;</li><li>• Asset Jobs.</li></ul>

Example User Group.

*Example User.*



You need superuser or administrator rights to work with Users and User Groups.

### 7.1.3 Creating or modifying a User Group

- Click the **User groups** menu item.
- Click the **Add** button.
- Specify a **Name** for the group.
- Add a short description of the Group in the **Description** field.
- Activate the **Administrators** option if you want to assign administrator rights to the group [see paragraph 7.1.2].
- Activate the **Superuser** option if you want to assign superuser rights to the group [see paragraph 7.1.2].
- Select the **Asset type(s)** this group is allowed to work with.
- Set rights for TX/Dashboard.
- Click **Save** to save changes, **Cancel** to discard.

### 7.1.4 Deleting a User group

- Click the **User groups** menu item.
- Select the User group you want to delete.
- The **Edit group** window opens, now click the **Delete** button. Click **OK** to delete the group, **Cancel** to discard.

### 7.1.5 Creating or modifying a User

- Click the **Users** menu item.
- Click the **Create** button.
- Specify a **Username**.
- Specify a **Password**.
- Specify the user's **Real name**.
- Specify the user's **E-Mail** address.
- Specify a **Secret question**.
- Specify the user's **Secret answer**.
- **Don't display metadata tabs**: If applicable, specify metadata tabs this user is not allowed to see.
- You can specify a **Date** and **Time Format** for the User. The 'a' (for example hh:mm:ss a) stands for: AM.
- Select the applications the user will be given access to.
- Select the **User groups** the User belongs to.
- Specify **Authorization level**, **Tabs allowed to mutate** (only visible when the **Authorization level** > **Mutate** option has been activated) and **Allowed menu items**. See also the *Quick reference*, paragraph 9.6 for an explanation of these options.
- Click **Save** to save changes, **Cancel** to discard.

### 7.1.6 Deleting a User

- Click the **Users** tab.
- Select the user you want to delete.
- The **View user** window opens, now click the **Delete** button. Click **OK** to delete the user, **Cancel** to discard.

### 7.1.7 Assigning superuser or administrator rights

- Create a Group with superuser or administrator rights: go to **User groups** > **Add** > define a group and select the **Administrators** or **Superuser** option > click **Save**, or **Cancel** to discard.
- Add the User to the Group with superuser/administrator rights: go to **Users** > select the user > **User groups** > add the user to the group with superuser/administrator rights.

## 7.2 Folders



You need superuser rights to work with Folders.

### 7.2.1 Introduction

In TX/MAM, Inboxes and Outboxes can be configured. Inboxes (watch folders) are automatically checked for files. Based on a number of options described in more detail in paragraph 7.2.2, files in the Inbox are then automatically ingested.

Each Folder is linked to a User Group and Asset Type. Files imported from the Folder are linked to Assets for the specified User group and Asset Type. Assets are automatically related to the Folder Asset Type. When ingest has completed, files are moved from the Inbox.

Files and Assets are linked based on the filename (the first part before the file extension) and the Asset's external reference. Please find two examples below:

Filename	Asset (external reference)
<i>abc123.mpg</i>	<i>abc123</i>
<i>abc123_eng.stl</i>	English subtitle belonging to the Asset with ext. reference <i>abc123</i>

Outboxes are used to export files or Assets to an outbox directory on the FTP server. Outboxes are linked to a User Group. Only Users in the specified User Group are allowed to export to that Folder.

Both Inboxes and Outboxes can be configured on the K2 Storage Server (FTP watch folder), or are locally available on the TX/MAM server, mostly via a mount on the K2 Storage Server. Both Inboxes and Outboxes are linked to a User group.

*Example Folder definition*



The Unregistered box is not used at the moment.

How to configure the FTP-server is described in more detail in the FTP-server User Manual.

### 7.2.2 Adding a Folder

- Specify the Folder **Name**.
- Select the appropriate **Folder type**. Use one of the Local options
- Select the **User group** that has access to the Folder.
- Specify the **Folder path**, either on the K2 Storage server or locally on the TX/MAM server. For example: endclient\Program.
- **Allowed extensions**: file types that will be imported. Other file types will be moved to a failed directory.
- Specify the **File check** interval in seconds.
- Select applicable **Folder options**:
  - **Create new Assets**: when a file is ingested (automatic ingest via an Inbox) and the related Asset (based on external reference) does not exist yet, an Asset is created if this option is activated.

The Asset will have following properties:

- the Asset Type defined for the Folder
- transfer metadata is filled in
- the external reference is set

If this option is not activated, no Asset is created and the file will not be ingested.

- **Allow reingest:** when a file is ingested and the related Asset (based on external reference) already exists, the file will be ingested if this option is activated.  
If this option is not activated, the file will not be ingested.
  - **Allow update Assettype:** when a file is ingested and the related Asset (based on external reference) already exists but as a different Asset Type than the folder Asset Type, the file can be ingested as the folder Asset Type if this option is activated. The Asset Type is updated to the Folder's Asset Type.  
If this option is not activated, the file will not be ingested.
  - The **imported** directory contains files for all Assets that have been ingested. Note that the **Create imported file** option should be activated in TX/MAM for the folder to enable this functionality.  
When a file is ingested, a file is created in the imported directory with a name that contains the Asset's external reference, size, time and date of ingest if this option is activated. When this option is not activated, the imported file is not created. By default, these 'imported' files are deleted after 48 hours.
- 
- **Asset type:** Assets are automatically added to the Asset Type specified here.

## 7.3 Menu items



You need superuser or administrator rights to work with Menu items.

### 7.3.1 Introduction

Custom menu items can be added to the left hand menu. Custom menu items define a view on the Assets in the TX/MAM database, based on a query. The example below shows a Menu item *Music video*, followed by a number of example queries.

Targa

Menu name  
Targa

Insert query to filter data  
select id from asset\_element where  
asset\_element\_type\_id=14

Add after this element  
Promo

Focus tab  
metadata

Visible tabs

- metadata
- essences
- spotcheck
- images
- duration
- jobs
- sharing
- history

Sort by  
ID

Sort direction  
ASC

Save

Example query showing Assets with Asset Type ID 14.

```
select id from asset_element where asset_element_type-id=14
```

Explanation:

- asset\_element\_type-id=10 means Asset Type with ID=10.



Example query showing video files that have not been ingested yet:

```
select id from Asset_element where status_int<>1 and file_extension='avf'
```

Explanation:

- status\_int = 1 means that the file has been ingested;
- avf is the default file\_extension for video files in TX/MAM.

Example query showing the Assets that are scheduled in the future.

```
select id from Asset_element where updated_date > :today
```

Explanation: the field updated\_date corresponds with the last scheduled date, so this query will show Assets that are scheduled in the future.

Example query showing video files that have not been ingested and are scheduled in the future:

```
select id from Asset_element where status_int<>1 and file_extension='avf'  
and updated_date > :today
```

### 7.3.2 Adding or editing a menu item

- In the left hand menu, click **Menu items**. The Menu items list opens.
- To add an item, click the **Add** button, to edit an item click the menu item you want to edit.
- Specify the **Menu name** as will be displayed in the menu.
- In the **Insert query..** field, specify a query to filter the Assets you want show.
- Specify where to place the new item in the menu in **Add after..**
- Select the **Focus tab**, this is the tab that will be active when opening the menu item.
- Select the tabs that will be visible when opening the menu item in **Visible tabs**.
- **Sort Assets by** the metadata field selected here.
- Specify a **Sort direction** for the Assets, ascending or descending.
- Click **Save** to save changes.

### 7.3.3 Deleting a menu item

- In the left hand menu, click **Menu items**. The Menu items list opens.
- Click the item you want to delete.
- Click the **Delete** button.
- Click **OK** to delete, **Cancel** to discard.

## 7.4 Jobs, TX Values and Statuses

### 7.4.1 Introduction

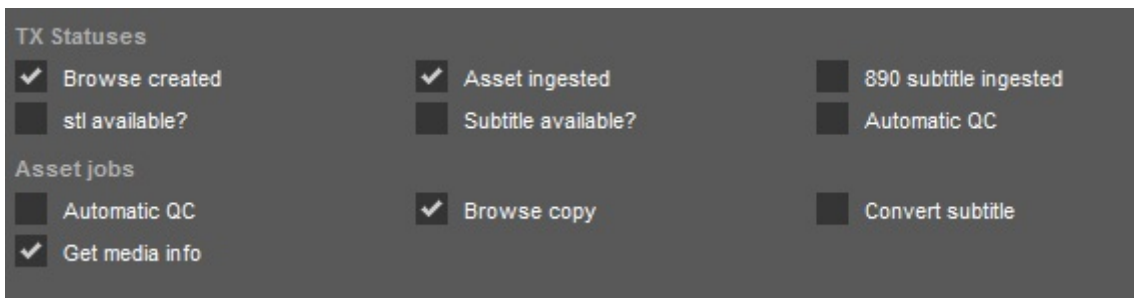
TX/MAM lets you define Asset jobs and procedures, for example:

- a job to create a low resolution browse copy of files
- a procedure to retrieve information about the Asset's file transfer status

Jobs and procedures can be linked to Asset Types and will then automatically be executed for all Assets of that type.

The picture below shows the jobs and statuses linked to Asset Type 'Music Video':

- A job *Browse copy* to create a low resolution copy of files.  
The status *Browse created* will be displayed in the Asset list's *tx\_status* column.
- A job *Get media info*, used to retrieve info about file duration and type.  
This info can then be displayed in the Asset list.
- A status *Asset ingested* that uses a procedure to retrieve information about Assets' file transfer status.  
The status *Asset ingested* will be displayed in the Asset list's *tx\_status* column.



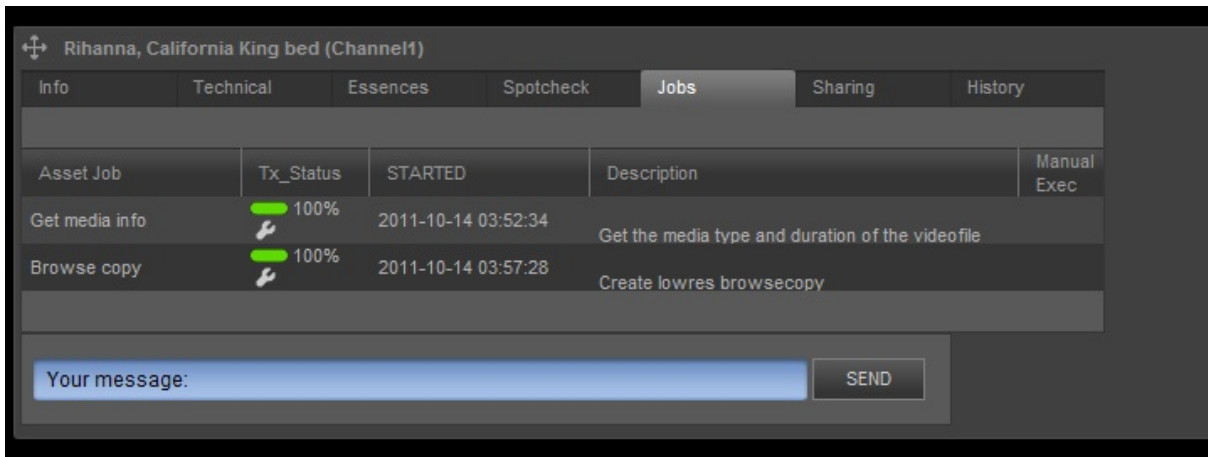
Example Asset Type with linked jobs and statuses

TX Statuses are displayed in the Asset list's *tx\_status* column. The example below shows the Asset list for Asset Type *Music Video*. The *tx\_status* column shows the statuses *Browse created* and *Asset ingested* for each Asset. Info retrieved with the *Get media info* job is displayed in the *DURATION* column.

External reference	Artist	track	tx_status	Move	ID	DURATION
MV3832	Rihanna	California King bed			12	00:04:36:24
MV6231	Datarock	Give it up			13	00:02:35:24
MV7342	Katy Perry Feat Snoop Dogg	California Gurls			14	00:03:53:21
MV9423	Jessie J	Do it like a dude			15	00:03:12:20

Asset ingested: Ok  
Is the main asset ingested?  
Browse created: Ok  
Browse created

The Jobs- tab for an Asset of the list shows the status of jobs *Get media info* and *Browse copy*. Note that the Job status can be manually changed. Jobs can be manually executed if this option is enabled in the job configuration.



*Example Jobs tab*

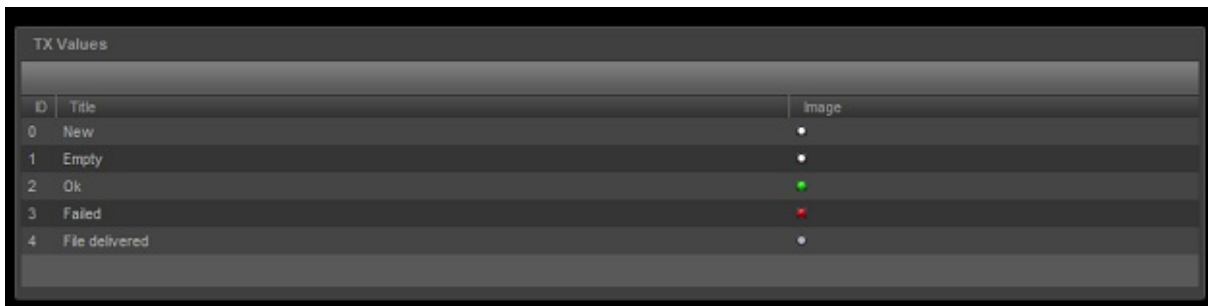


A number of jobs and procedures are configured by default in TX/MAM.

Job configuration is described in more detail in the FTP-server User Manual.

#### 7.4.2 Statuses and values

Each status is linked to a procedure or job and can have a number of values. Values can be customized. Each value has an ID. Jobs and procedures refer to these IDs. This is explained in more detail on the next pages.



*Example values in TX/MAM*

The example below shows the configuration of status *Browse created*. This status is linked to job *Browse copy*. Possible values for this status are *Ok*, *Failed* and *New*.

The status *Asset ingested?* uses a procedure `STATUS_ASSET_INGESTED` to retrieve information about Asset file's status (Empty, OK or Failed). Procedures can be used to retrieve Asset status information from the TX/MAM database.

```

RECREATE PROCEDURE STATUS_ASSET_INGESTED (
  ID Integer
)
RETURNS (
  CODE Integer, STATUSINT Integer
)
AS

BEGIN
  FOR SELECT STATUS_INT FROM ASSET_ELEMENT WHERE ID = :ID INTO :STATUSINT
  DO
  BEGIN
    IF ((STATUSINT = 3) OR (STATUSINT = 0)) THEN
      CODE = 1;
    ELSE IF ((STATUSINT = 1) OR (STATUSINT = 100)) THEN
      CODE = 2;
    ELSE
      CODE = 3;
    END
  END
END

```



Note how the codes refer to the TX values: code 1=empty, 2=Ok and 3=failed.

TX statuses

Title  
Asset Ingested

Asset job config  
▼

Status procedure  
 STATUS\_SUBTITLE\_OK  
 STATUS\_ASSET\_INGESTED  
 New procedure

Procedure content

```

RECREATE PROCEDURE STATUS_ASSET_INGESTED (
  ID INTEGER
)
RETURNS (
  CODE INTEGER, STATUSINT INTEGER
)
AS
BEGIN
  FOR SELECT STATUS_INT FROM ASSET_ELEMENT WHERE ID = ID INTO STATUSINT

```

Description  
is the main asset ingested?

Order  
1

Possible values  
 Empty  
 New  
 Failed  
 Ok  
 File delivered

Save

### 7.4.3 Workflow values and statuses

1. Define custom TX Values, if applicable.
2. Define an Asset job, if applicable.
3. Add a TX Status and link to the Asset job or specify a procedure.
4. Link Asset types, jobs and statuses.



You need superuser rights to work with Jobs, TX Values and Statuses.

#### 7.4.4 Creating or modifying TX Values

- In the left hand menu, click **TX Values**. The TX Values list opens.
- To add an item, click the **Add** button, to edit an item click the value you want to edit.
- In the **Title** field, specify the name for the value.
- To change or select an image, click the **Browse** button to select a TX Image and/or ES Image. You can use .gif and .png images.
  - The TX Image is displayed in the tx\_status column.
  - The ES Image is displayed on the Essences tab.
- Click **Save** to save changes.

#### 7.4.5 Deleting a TX Value

- In the left hand menu, click **TX Values**. The TX Values list opens.
- In the Values list, select the Value you want to delete.
- Click the **Delete** button.
- Click **OK** to delete, **Cancel** to discard.

#### 7.4.6 Creating or modifying Asset jobs

- In the left hand menu, click **Asset jobs**. The Asset jobs list opens.
- To add an item, click the **Add** button, to edit an item click the job you want to edit.
- In the **Name** field, specify the name for the job.
- **Job definition**: job configuration is described in the FTP-server User Manual.
- Under **Manual exec** select **Yes** if it should be possible to manually execute the Job.
- Add a short job description in the **Description** field.
- Select **Possible values** this job can have.
- Select the **Default TX-status value**.
- Click **Save** to save changes, **Cancel** to discard.

#### 7.4.7 Creating or modifying TX Statuses

- In the left hand menu, click **TX Statuses**. The TX Statuses list opens.
- To add an item, click the **Add** button, to edit an item click the status you want to edit.
- In the **Title** field, specify the name for the status.
- Now either;
  - Select an **Asset job config**.
  - Select a status procedure.
  - Select the **New procedure** option and define a procedure in the **Procedure content** field.

The usage of procedures and jobs is explained in paragraph 7.4.1.

- You can add a description of the status in the **Description** field.
- In the **Order** field you can specify in which order you want to display statuses in the tx\_status column.
- Select **Possible values** for this status.
- Click **Save** to save changes, **Cancel** to discard.

## 7.5 Asset Types



You need superuser rights to work with Asset Types.

### 7.5.1 Introduction

Asset Types group Assets with the same file type and metadata definition.

The metadata definition consists of a default and custom part. In addition to custom metadata fields, custom TX/MAM tabs can be added. The default tabs are Info and Technical.

Asset Type

Title  
Program

Link as essence to type  
▼

Definition XML

```
<XML>
<WINDOW width="535" height="300">
  <PAGE name="Info">
    <LABEL x="10" y="27" height="20" width="80">Title:</LABEL>
    <TEXTFIELD name="title" x="100" y="25" height="20" width="280" search="true"></TEXTFIELD>
    <LABEL x="400" y="27" height="20" width="80">Episode:</LABEL>
    <SPINEDIT name="episode" x="458" y="25" height="20" width="35" search="true"></SPINEDIT>
    <LABEL x="10" y="57" height="20" width="80">Description:</LABEL>
    <TEXTAREA name="description" x="100" y="55" height="40" width="400"></TEXTAREA>
    <LABEL x="10" y="107" height="20" width="80">End credits:</LABEL>
    <TEXTAREA name="end_credits" x="100" y="105" height="200" width="150"></TEXTAREA>
  </PAGE>
  <PAGE name="Technical">
    <LABEL x="10" y="27" height="16" width="80">Media type:</LABEL>
    <COMBOBOX name="media_type" x="100" y="25" height="20" width="120" search="true">#12MPEG2-SD#12MPEG2-HD#13MXP-SD#13MXP-HD#
  </PAGE>
</WINDOW>
</XML>
```

Transfer protocol  
use global config ▼

Transfer Metadata  
<XML></XML>

Required

Quality Check required

File extension  
avf ▼

TX Statuses

<input checked="" type="checkbox"/> Browse created	<input checked="" type="checkbox"/> Asset Ingested	<input checked="" type="checkbox"/> stl available?
<input checked="" type="checkbox"/> Subtitle available?	<input checked="" type="checkbox"/> Automatic QC	<input checked="" type="checkbox"/> Live

Asset Jobs

<input type="checkbox"/> Automatic QC	<input checked="" type="checkbox"/> Browse copy	<input type="checkbox"/> Convert Image
<input checked="" type="checkbox"/> Get media Info		

Plain drag format  
DFLT

CTRL drag format  
DFLT

SHIFT drag format  
DFLT

ALT drag format  
DFLT

Save

Example Asset Type in TX/MAM.



Note that Channels are defined in Asset Manager.



## 7.5.2 Creating an Asset Type

To create an Asset Type:

- Specify the Asset Type name in the **Title** field.
- **Link as essence to type:** if applicable, link this Asset Type as an essence to an Asset Type. For example link subtitles to a *Program* Asset Type..
- **Definition XML:** to add *custom* metadata fields for this Asset Type, add the metadata definition here [see paragraph 7.5.3 for an explanation].
- **Transfer protocol:** Specify a transfer protocol for files of this Asset Type. Transfer settings specify amongst others the storage location and are used by the `playout_distri` process when fetching files from storage for playout.
  - **use global config:** transfer metadata in `/system/objects/cobassets/bin/transfer_ftp.xml` (as set with the `/system/objects/cobassets/bin/set.sh` script) is used. Leave the Transfer metadata field as is: `<XML></XML>`

- **FTP:** select this option if you do not want to use the global settings, but specific transfer settings for this Asset Type:

Example:

```
<XML>
<FIELD name="username">delta</FIELD>
<FIELD name="password">delta</FIELD><FIELD
name="ip">10.250.51.20</FIELD>
<FIELD name="port">21</FIELD>
<FIELD name="path">/system/ftp-mount/txmam-media/</FIELD>
</XML>
```



A warning when specifying the value for the path field in the transfer xml:

Paths that start with a slash will be interpreted as an absolute path. Be sure that when specifying an absolute path that this path is accessible by a FTP-client and the given user/password. This can be tested using the standard FTP command-line client by trying to change the directory to the desired absolute path after logging in (e.g. "cd /mydata/media"). (The standard FTP command-line client is called "ftp".)

- **LOCAL:** files are stored on the TX/MAM server. Leave the Transfer metadata field as is: `<XML></XML>`



The K2 Edge Smart Playout Center Commissioning and Engineering Manuals describe the Ingest process and configuration of the Storage Server in more detail.

- **Required:** not implemented yet.
- **Quality Check Required:** activate if a quality check (spotcheck, QC) for Assets of this type is required. To be implemented.
- Select the **File extension** for Assets of this type. This file extension will be added to files that are added to this Asset Type.
- Select the **TX Statuses** and **Asset jobs** that you want to link to this Asset Type.



Note that Asset jobs and TX Statuses should match.

- Specify the Format that will be linked to Events when an Asset is Plain/CTRL/SHIFT/ALT-dragged into a POC-Playlist. Use the dummy DFLT format when you do not want to link a fixed Format.



In TX/MAM, Formats are linked to Asset Types. A dummy Format is available in the Smart Playout Center installation: DFLT. This Format can be used if you do not want to link a fixed Format to an Asset Type. Events will initially be scheduled with this dummy Format. Then Format Control can be used to apply Formats when the Playlist is activated.

Formats can also be linked to Events in the Schedule [see the Schedule Importer User Manual]. The Format defined in the Schedule will overwrite the Format linked to the Event's main Asset Type, if applicable.

### 7.5.3 Customizing the Asset Type's metadata definition

The example below shows the custom metadata fields for an Asset Type:

```
<XML>
<WINDOW width="535" height="200">
  <PAGE name="Info">
    <LABEL x="10" y="27" height="20" width="80">Title:</LABEL>
    <TEXTFIELD name="title" x="100" y="25" height="20" width="200"
search="true"></TEXTFIELD>
    <LABEL x="10" y="57" height="20" width="80">Description:</LABEL>
    <TEXTAREA name="description" x="100" y="55" height="40"
width="400"></TEXTAREA>
  </PAGE>
  <PAGE name="Technical">
    <LABEL x="10" y="27" height="16" width="80">Media type:</LABEL>
    <COMBOBOX name="media_type" x="100" y="25" height="20" width="120"
search="true">#13MPEG2-SD#13MPEG2-HD</COMBOBOX>
    <LABEL x="10" y="57" height="16" width="80">Aspect ratio:</LABEL>
    <COMBOBOX name="aspect_ratio" x="100" y="55" height="20" width="120"
search="true">#134:3#1316:9 Anamorphic#1316:9 Letterbox</COMBOBOX>
    <LABEL x="10" y="87" height="16" width="80">Loudness:</LABEL>
    <LABEL x="20" y="107" height="16" width="80">Momentary:</LABEL>
    <TEXTFIELD name="momentary_loudness" x="100" y="105" height="20"
width="45" search="true"></TEXTFIELD>
    <LABEL x="20" y="127" height="16" width="80">Integrated:</LABEL>
    <TEXTFIELD name="integrated_loudness" x="100" y="125" height="20"
width="45" search="true"></TEXTFIELD>
    <LABEL x="20" y="147" height="16" width="80">Range:</LABEL>
    <TEXTFIELD name="loudness_range" x="100" y="145" height="20" width="45"
search="true"></TEXTFIELD>
  </PAGE>
</WINDOW>
</XML>
```

Following tags and attributes are available:

- <XML>
- <WINDOW>
- <PAGE>
- <CHECKBOX>
- <COMBOBOX>
- <DATETIMEPICKER>
- <LABEL>
- <SPINEDIT>
- <TEXTAREA>
- <TEXTFIELD>
- <TIMECODE>

Attributes

- x,y, width, height
- max
- name
- searchable
- id

Tags and attributes are described below:

<b>XML</b>	These tags are obligatory and start and end the xml-definition. Example: <pre>&lt;XML&gt; &lt;WINDOW width="400" height="300" scrollwidth="300" scrollheight="250"&gt;controls&lt;/WINDOW&gt; &lt;/XML&gt;</pre>
<b>WINDOW</b>	Defines the window size (obligatory). A scrollbox can be defined (optional). Example: <pre>&lt;WINDOW width="400" height="300" scrollwidth="300" scrollheight="250"&gt;controls&lt;/WINDOW&gt;</pre>
<b>PAGE</b>	Use to define custom tab pages. The default TX/MAM tabs are <i>Info</i> and <i>Technical</i> . Example: <pre>&lt;WINDOW width="400" height="300" scrollwidth="300" scrollheight="250" &gt; &lt;PAGE name="tab1"&gt;controls&lt;/PAGE&gt; &lt;PAGE name="tab2"&gt;controls&lt;/PAGE&gt; &lt;/WINDOW&gt;</pre>
<b>Controls</b>	
<b>CHECKBOX</b>	Defines a checkbox. Example: <pre>&lt;CHECKBOX name="checkbox" x="90" y="90" height="100" width="100" search="false"&gt;label&lt;/CHECKBOX&gt;</pre>

<b>COMBOBOX</b>	Defines a combobox. Items in the definition must be separated by "#13" (see the example below). Default, the first item is selected. Example: <pre>&lt;COMBOBOX name="combobox" x="90" y="155" height="20" width="62" search="true"&gt;line1#13line2#13line3#13line4&lt;/COMBOBOX&gt;</pre>
<b>DATETIMEPICKER</b>	Defines a date or time picker depending on mode (0=date, 1=time). The format is optional and depends on the mode used (date or time). Default modes are "yyyy-MM-dd" for dates and "HH:mm:ss" for time. Example: <pre>&lt;DATETIMEPICKER name="datetimepicker" x="90" y="70" height="20" width="50" search="false"format="hh:mm:ss"&gt;1&lt;/DATETIMEPICKER&gt;</pre>
<b>LABEL</b>	Defines a text label. Example: <pre>&lt;LABEL name="label" x="71" y="2" height="20" width="40"&gt;label&lt;/LABEL&gt;</pre>
<b>SPINEDIT</b>	Defines a counter spin. Example: <pre>&lt;SPINEDIT name="spinedit" x="90" y="50" height="20" width="62" search="false"&gt;&lt;/SPINEDIT&gt;</pre>
<b>TEXTAREA</b>	Defines a text input box. Max can be used to limit the amount of characters that can be used. Example: <pre>&lt;TEXTAREA name="textarea" x="90" y="0" height="100" width="255" search="false" max="20"&gt;&lt;/TEXTAREA&gt;</pre>
<b>TEXTFIELD</b>	Text input field (single line). Max can be used to limit the amount of characters that can be used. Example: <pre>&lt;TEXTFIELD name="textfield" x="90" y="0" height="20" width="40" search="true" max="20"&gt;&lt;/TEXTFIELD&gt;</pre>
<b>TIMECODE</b>	Timecode is a specific time format hh:mm:ss:ff, hours, minutes, seconds and frames. Example: <pre>&lt;TIMECODE name="timecode" x="90" y="90" height="100" width="100" search="false"&gt;&lt;/TIMECODE&gt;</pre>
<b>Attributes</b>	
<b>x,y, width, height</b>	These attributes define position and size of metadata fields.
<b>max</b>	Defines the maximum number of characters allowed for text inputs.
<b>name</b>	Defines the column title in TX/MAM.
<b>searchable</b>	Metadata fields are only searchable if "search=true".
<b>id</b>	Defines the drag order of columns: the attribute: id="0", id="1", id="2" etc. defines the order of columns when dragging Assets to Playout Control or Weekplanner.

## 8. Asset Management with TX/MAM



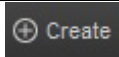
TX/MAM basic concepts are explained in chapter 4.



You need appropriate user rights to work with Assets. Only superuser or administrator can assign these rights.

### 8.1 Creating and editing Assets

#### 8.1.1 Creating Assets

<b>All Assets</b>	<ul style="list-style-type: none"><li>To create an Asset, open the All Assets or a custom Asset list.</li></ul>
	<ul style="list-style-type: none"><li>Click the <b>Create</b> button.</li></ul>
<b>User group</b>	<ul style="list-style-type: none"><li>Select the User group that will have access to this Asset.</li></ul>
<b>Type</b>	<ul style="list-style-type: none"><li>Select the Asset Type the Asset belongs to. Note that only the Asset Types linked to the User group selected in the previous field are listed here.</li></ul>
<b>Category</b>	<ul style="list-style-type: none"><li>Optional, select a Category. Note that only Categories linked to the User group and Asset Type selected in the previous fields are listed here.</li></ul>
<b>External reference</b>	<ul style="list-style-type: none"><li>Specify the Asset's external reference. Assets and essences are linked based on external reference, see also paragraph 4.1.2.</li></ul>
<b>Create</b>	<ul style="list-style-type: none"><li>Click <b>Create</b> to create the Asset, <b>Cancel</b> to discard.</li></ul>

#### 8.1.2 Editing Assets.

<b>All Assets</b>	<ul style="list-style-type: none"><li>To edit an Asset, select the Asset on the All Assets or a custom Asset tab.</li></ul>
<b>Asset</b>	<ul style="list-style-type: none"><li>Click the Asset you want to edit. This will open the Asset. The next paragraphs describe how you can edit Assets.</li></ul>

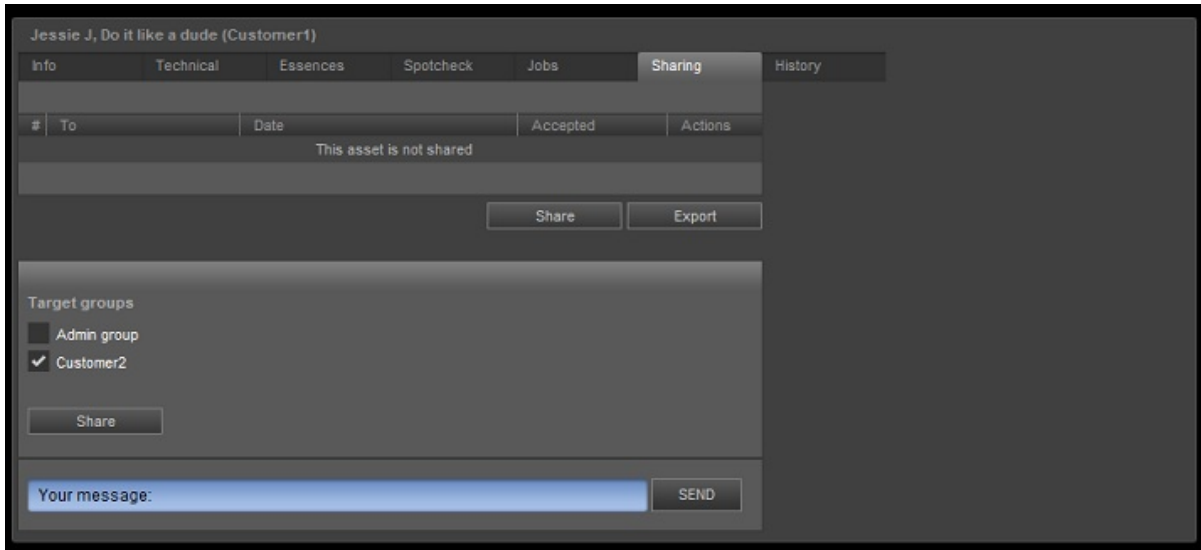
## 8.2 Ingest

### 8.2.1 Automatic

Files are automatically ingested via predefined Inboxes. This is a superuser or administrator task described in more detail in chapter 7.2.

## 8.3 Sharing Assets

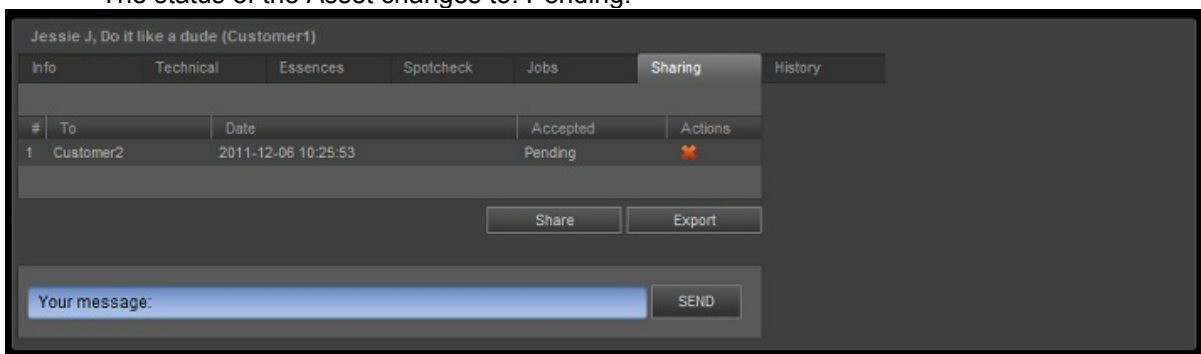
Assets are linked to a User Group, but can be shared with other Groups.



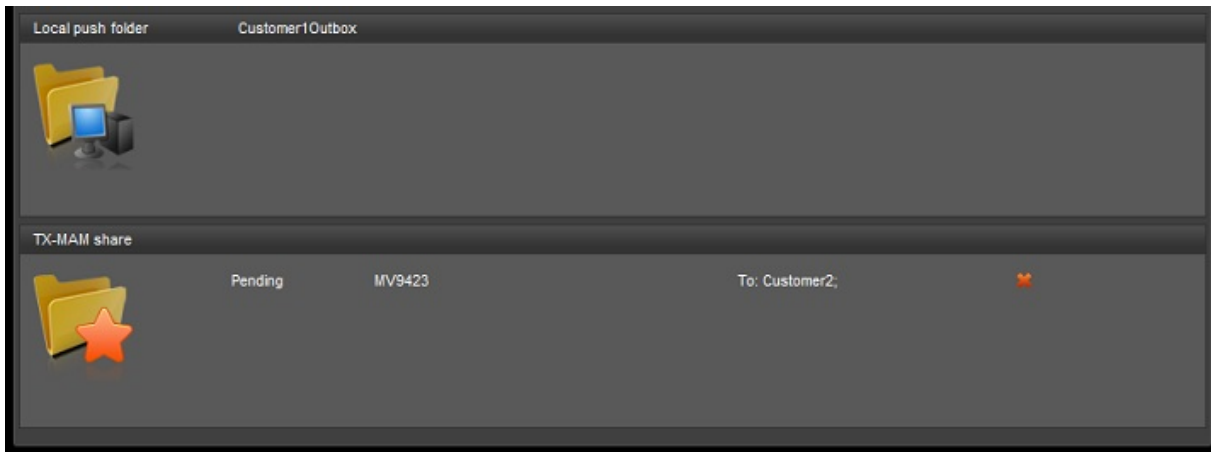
*Example Asset being shared with User Group Customer2.*

To share Assets with a User Group:

- Open the Asset and go to the **Sharing** tab.
- Select the User Group you want to share the Asset with and click **Share**. The status of the Asset changes to: Pending.





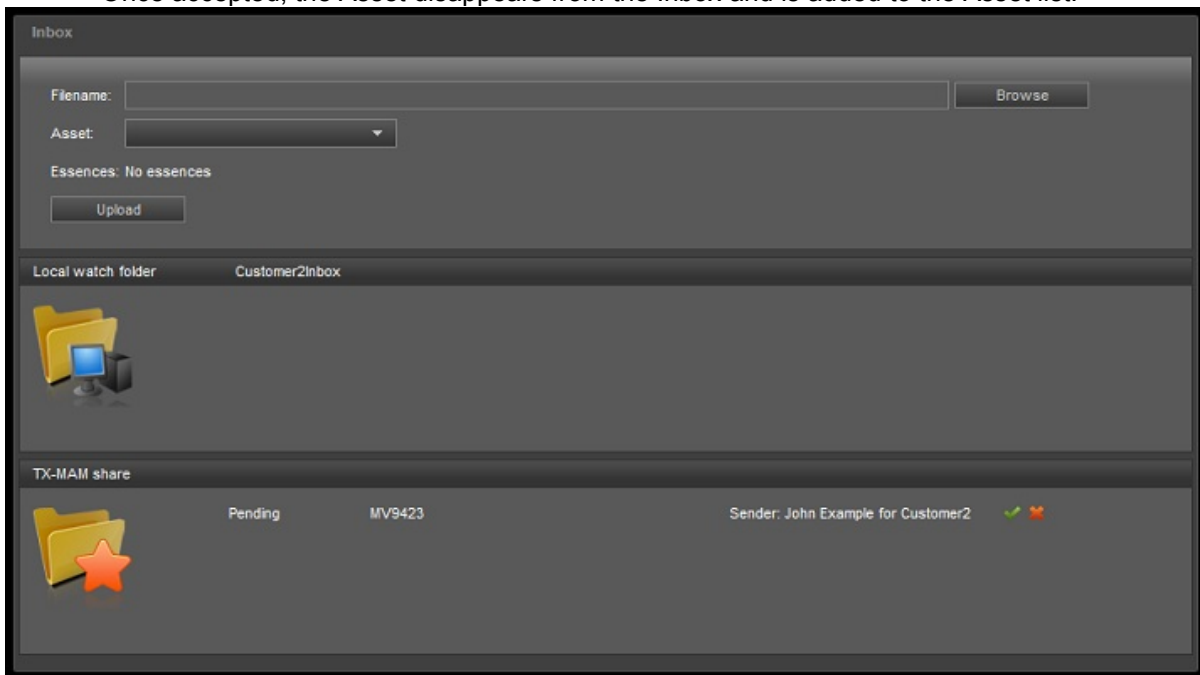
*Example Asset pending for acceptance.*



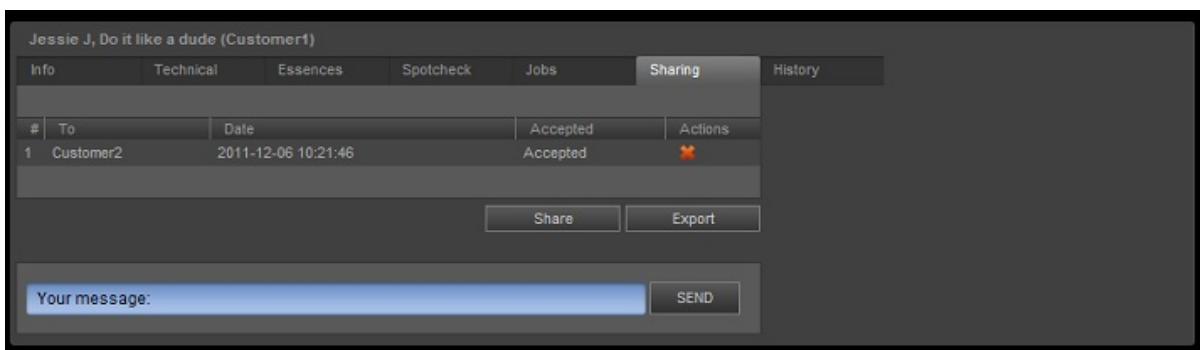
Example Asset pending for acceptance in the Customer1's share Outbox.

To accept an Asset that has been shared with your User Group:


- Go to the **Inbox** > share Inbox.
- Click the  icon to accept the Asset, click the  icon to decline. Once accepted, the Asset disappears from the Inbox and is added to the Asset list.



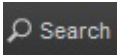
Example Asset pending for acceptance in Customer2's share Inbox.



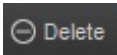
Example Asset accepted as shown in Customer1's share Outbox.

- You can remove an Asset from the share Outbox with the  icon.

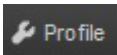
## 8.4 Search

	<p>To search for specific Assets, click the <b>Search</b> option in the top right corner toolbar. Several filter options are available, including search by Asset Type, metadata field or status</p>
---	--

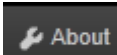
## 8.5 Deleting Assets

	<p>This option will delete both the Asset's metadata and related files (Essences). To delete an Asset, select the Asset, then in the top right corner toolbar click the <b>Delete</b> option.</p>
---	---

## 8.6 Profile

	<p>Use this option to modify your user's credentials or email address. To edit:</p> <ul style="list-style-type: none"> <li>■ Log in with the user you want to edit.</li> <li>■ Click the <b>Profile</b> option, then modify properties. Note that credentials are case sensitive.</li> <li>■ Click <b>Save</b> to save changes.</li> </ul>
--	--

## 8.7 About

	<ul style="list-style-type: none"> <li>■ Show versions and release notes.</li> </ul>
---	--

## 8.8 Editing an Asset's metadata information

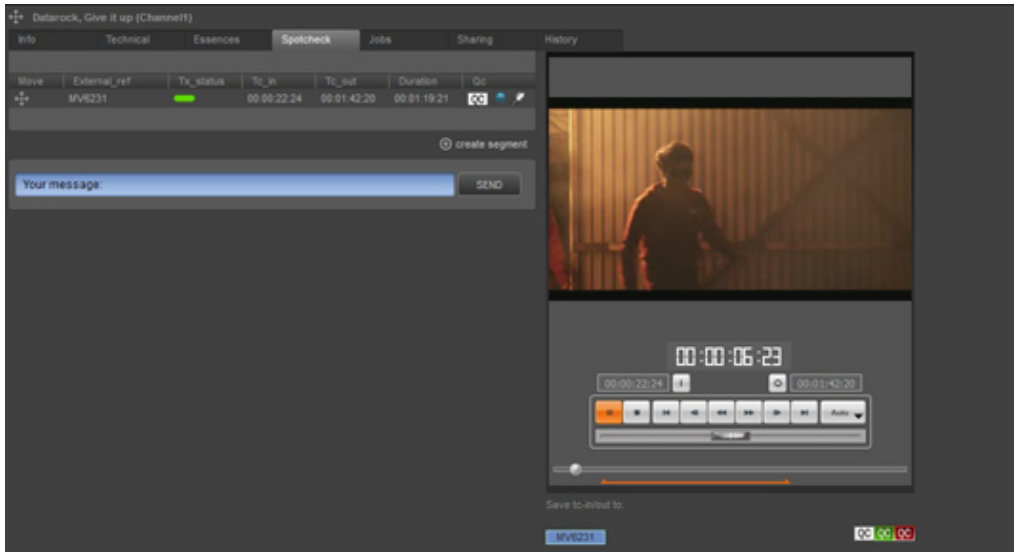
To view or edit an Asset's metadata fields:

- Double-click the Asset, then select the applicable metadata tab.
- Edit the metadata fields.
- To save changes, click **Save**.




## 8.9 Spotcheck and soft parts




Use the Spotcheck function to preview the quality of clips and to create soft part segments.






Example Spotcheck tab.

### 8.9.1 Quality Check (QC)

- Double-click the Asset you want to view, then select the **Spotcheck** tab.
- Click the  icon for the clip or segment you want to preview.
- Use the control buttons, shuttle control and timeline to navigate through the clip.
- When finished, click the appropriate QC status icon (the default icons are listed below):

	This file has not been checked.
	This file has been checked and quality was good.
	This file has been checked and quality was not good.

### 8.9.2 Creating Segments

- Double-click the Asset you want to trim, then select the **Spotcheck** tab.
- If you want to trim the main Asset you can skip the next two steps.
  - If you want to create a Segment from the main Asset, click the **create segment** button.
  - Specify the external reference and click **Save**.
- Click the  icon for the clip or segment you want to edit.
- Use the control buttons, shuttle control and timeline to navigate through the clip.
- Click the tc-in  and tc-out  buttons to set timecode in and out.
- **Save tc-in/out to:** select the main Asset or Segment you want to save time codes to.

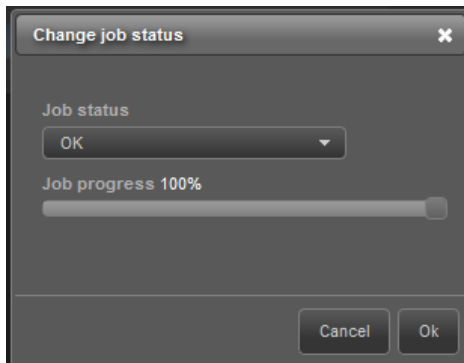
Segments can be scheduled (drag and drop into POC), but are not listed in the Assets list.


## 8.10 Checking and modifying Job status

To view the Jobs linked to an Asset:

- Double click the Asset, then select the **Jobs** tab. Information on the Jobs tab includes status (configurable), job start date and time and description.

To manually change the status of a Job;



- Click the  icon and select the appropriate status.

*Example Change Job status window.*

- Click **Ok** to confirm changes, **Cancel** to discard.



This option changes a Job's status, but does not restart the Job. This can be done by manually executing a Job, if this option is configured for that Job.

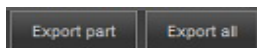
## 8.11 Exporting Assets and Files

To export Essence files to the FTP-server:

- Go to the Asset's **Sharing** tab > **Export**.  
Files will be exported to the specified outbox on the FTP-server. The Outbox menu shows the assets which are exported. Assets are removed from the Outbox when transfer has completed.

To export Asset info as a CSV-file:

- Open the applicable Assets list.
- Click the **Export Part** option to export the current page to a given location.
- Click the **Export All** option to export the list to a given location.



Note: The columns which are shown in the asset list are exported to the csv-file.


## 8.12 History

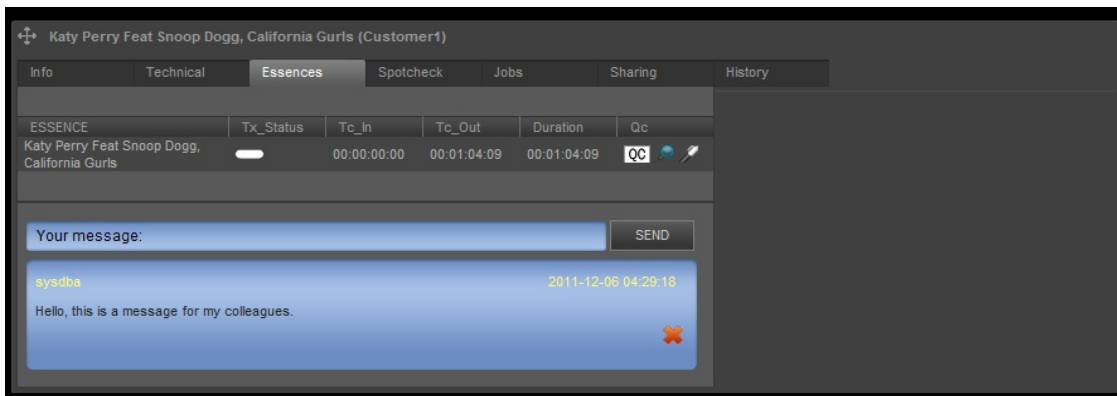
Use this option to view an Asset's history, or to add comments to an Asset. To display:

- Double click the Asset, then select the **History** tab.

## 8.13 Adding comments to Assets

To add comments to an Asset:

- Enter information in the message box, then click **SEND**.  
Comments will be displayed in the Asset window.
- Click the  icon to remove a message.

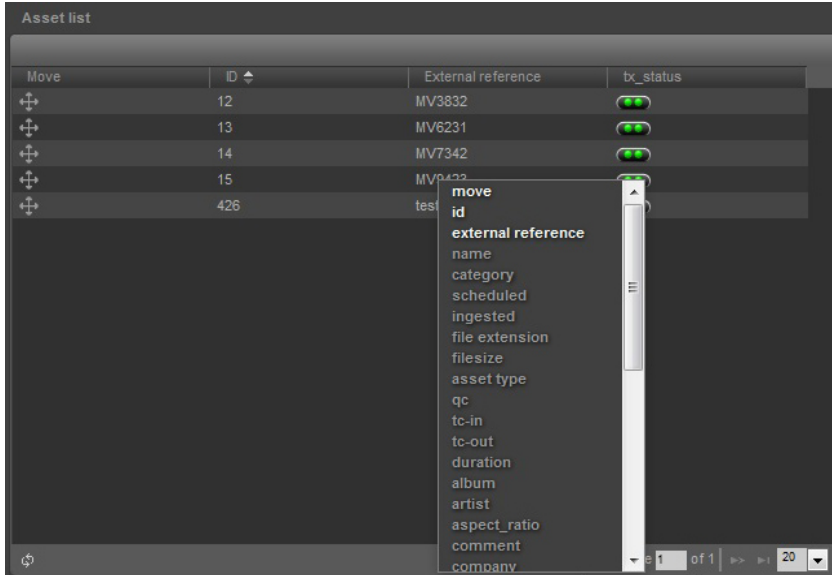


*Example message displayed in Asset window.*

## 8.14 Customizing the Asset list

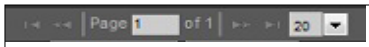
The columns in an Asset list show the metadata fields defined for Assets of that type. To display additional columns:

- Right-click the list.
- Select the columns you want to add.



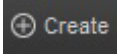

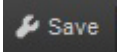
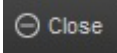
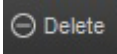
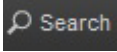
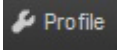

*Example customize columns.*

- To change the number of items listed or go to another page, use the options at the bottom of the list.

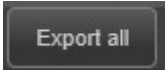
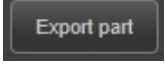


## 9. Quick Reference

### 9.1 Toolbar

 Create	Create item.
 Add	Add item.
 Save	Save item.
 Close	Close item.
 Delete	Delete item.
 Search	Search option.
 Profile	Edit profile (current user).
 Logout	Logout.

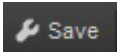
### 9.2 Export options in the Assets list

 Export all	Export all Assets in the list to a CSV-file.
 Export part	Export Assets on the current page to a CSV-file.




### 9.3 Assets

#### 9.3.1 Info, technical and other metadata tabs






These tabs show metadata info as defined in the metadata definition.

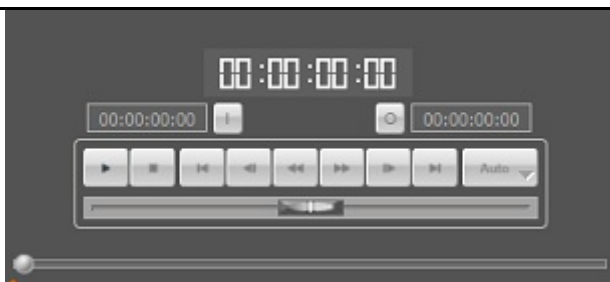
 Save	To edit, edit fields, then click <b>Save</b> .
--	--

### 9.3.2 Essences tab



<b>Tx-status</b>	The status of file ingest. Note that these status icons can be customized.
<b>Tc_in</b>	Timecode in.
<b>Tc_out</b>	Timecode out.
<b>Duration</b>	File duration in hh:mm:ss:ff.
<b>Filesize</b>	File size
	Indicates the status of a file's quality check (spotcheck). Note that these status icons can be customized. The default icons are:
	This file has not been checked. This file has been checked and quality was good. This file has been checked and quality was not good.
	Click to edit the essence.

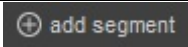

### 9.3.3 Spotcheck tab

	Drag file or segment into POC to schedule an Event. The Event is scheduled with the default Format.
<b>External_ref</b>	External reference, click to edit.
<b>Tx-status</b>	The status of file ingest. Note that these status icons can be customized.
<b>Tc_in</b>	Timecode in.
<b>Tc_out</b>	Timecode out.
<b>Duration</b>	File duration in hh:mm:ss:ff.
	Indicates the status of a file's quality check (spotcheck). Note that these status icons can be customized. The default icons are:
	This file has not been checked. This file has been checked and quality was good. This file has been checked and quality was not good.
	Click to start a (low-res) preview.
	Click to edit an essence or segment.





Use the control buttons, shuttle control and timeline to navigate through the clip.

	Click the tc-in button to set timecode in.
	Click the tc-out button to set timecode out.
<b>Save tc-in/out to:</b>	Select the main Asset or Segment you want to save time codes to.

	Click to add a segment.
	Click to set a QC-status for the selected file or segment.

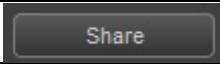
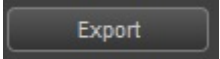
### 9.3.4 Jobs tab

Shows the Jobs linked to an Asset and their status.

<b>Tx-status</b>	Job status. Note that Job statuses can be customized.
	Click to manually change the Job status. Note that status is changed, but the Job is not re-executed.
<b>STARTED</b>	Start date and time for this Job.
<b>Manual Exec</b> 	Jobs can only be manually executed if this option is configured. If so, the tool-icon is listed in this column. Click to execute the Job.

### 9.3.5 Sharing tab

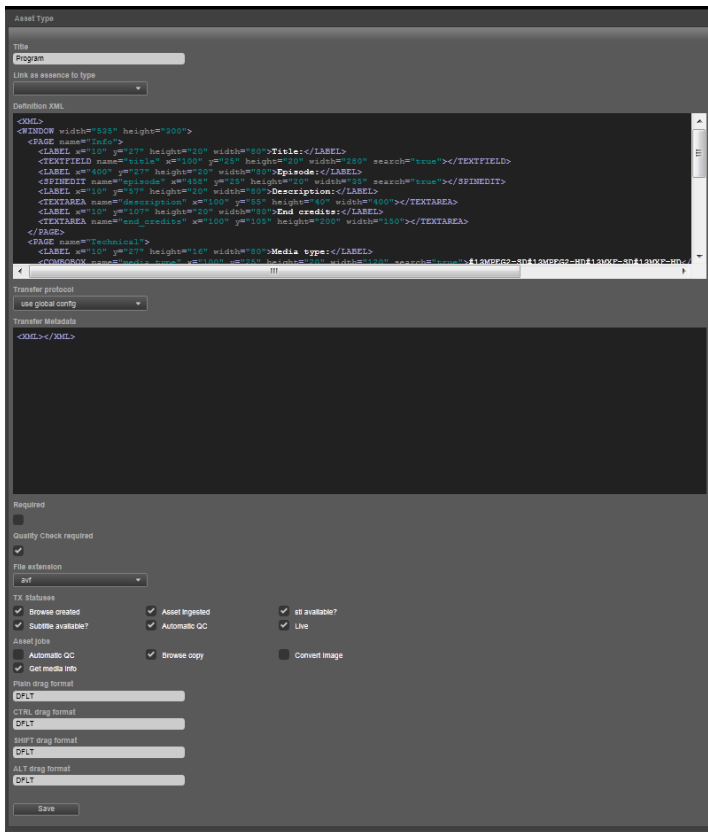
Assets can be shared or exported on the Sharing tab. When shared, this tab shows if the Asset has been accepted.

	Share an Asset with another User Group, see chapter 8.3 for an explanation.
	Export an Asset's Essence files to the FTP-server, see chapter 8.11 for an explanation.

### 9.3.6 History tab

The Asset's History describes all Asset Jobs or user actions performed for the Asset.

## 9.4 Asset Type window



Example Asset Type window.

Option	Description
<b>Title</b>	The Asset Type name.
<b>Link as essence to type</b>	If applicable, link this Asset Type as an Essence to an Asset Type. For example link voice overs or subtitles to a clip.
<b>Definition XML</b>	The Asset Type's custom metadata definition.
<b>Transfer protocol</b>	Specify a transfer protocol for files of this Asset Type. Transfer settings specify amongst others the storage location and are used when fetching files from storage.
<b>Required</b>	Not implemented yet.
<b>Quality Check Required</b>	Activate if a quality check for Assets of this type is required.
<b>TX Statuses</b> <b>Asset jobs</b>	Select the TX Statuses and Jobs that apply for Assets of the type defined here. Note that Asset jobs and TX Statuses should match.
<b>Plain/CTRL/SHIFT/ALT drag format</b>	Specify the Format that will be linked to Events when an Asset is Plain/CTRL/SHIFT/ALT-dragged into a POC-Playlist. If you do not want to link a fixed Format, use the DFLT dummy Format.
<b>Save</b>	Click to save changes.



## 9.5 User group window

*Example User group*

Option	Description
<b>Name</b>	User group name.
<b>Description</b>	Description of the User Group.
<b>Administrators</b>	Activate to assign administrator rights to the Group.
<b>Superuser</b>	Activate to assign superuser rights to the Group.
<b>Asset Type</b>	Select the Asset Type(s) this User Group has access to.
<b>TX/Dashboard</b>	Select the TX/Dashboard options this User Group has access to.
<b>Save</b>	Click to save changes.

## 9.6 Users window

Example User window.

Option	Description
<b>Username</b>	Username.
<b>Password</b>	Password.
<b>Real name</b>	The user's real name.
<b>E-Mail</b>	The user's e-mail address.
<b>Secret question</b>	Secret question.
<b>Secret Answer</b>	Secret answer.
<b>Don't display metadata..</b>	If applicable, specify metadata tabs this user is not allowed to see, comma separated.
<b>Date Format</b>	Select a data format for this User.
<b>Time Format</b>	Select a time format for this User.
<b>Applications</b>	Applications the user is authorized for: <ul style="list-style-type: none"> <li>• Channel Composer</li> <li>• Weekplanner</li> <li>• Cobalt</li> <li>• TX-MAM</li> <li>• POC</li> </ul>

	<ul style="list-style-type: none"> <li>TX/Dashboard</li> </ul>
<b>User groups</b>	Select the User Group(s) the User belongs to.
<b>Authorization level</b>	
<b>Create</b>	The user is allowed to create Assets.
<b>Read</b>	The user has read rights for the Asset folders.
<b>Delete</b>	The user is allowed to delete Assets.
<b>Mutate</b>	The user can edit allowed tabs [see below].
<b>Download</b>	The user is allowed to export files.
<b>Upload</b>	The user is allowed to accept shared Assets.
<b>Allow Drag&amp;Drop</b>	The user is allowed to drag Assets into POC.
<b>List Export</b>	The user is allowed to export Assets from an Asset list.
<b>Allowed menu items (list)</b>	
<b>&lt;Menu items&gt;</b>	Select the Menu items the User has access to.
<b>Tabs allowed to mutate (only available when the Mutate option is active)</b>	
<b>Metadata</b>	The user is allowed to edit metadata.
<b>Essences</b>	The user is allowed to view essences.
<b>Spotcheck</b>	The user is allowed to perform Quality Checks and soft parting.
<b>Jobs</b>	The user is allowed to view and change job statuses.
<b>Sharing</b>	The user is allowed to share Assets.
<b>Save</b>	Click to save changes.

## 9.7 Menu items window

Targa

Menu name

Insert query to filter data

Add after this element

Focus tab

Visible tabs

- metadata
- essences
- spotcheck
- images
- duration
- jobs
- sharing
- history

Sort by

Sort direction

*Example.*

Option	Description
<b>Menu name</b>	Name of the menu item (as will be displayed in the menu).
<b>Insert query ..</b>	Specify a filter query here.
<b>Add after ..</b>	Specify the menu order here.
<b>Focus tab</b>	The tab that will be active when opening the menu item.
<b>Visible tabs</b>	The tabs that will be visible when opening the menu item.
<b>Sort by</b>	Sort Assets by the property selected here.

<b>Sort direction</b>	Assets sort order; ascending or descending.
<b>Save</b>	Click to save changes.

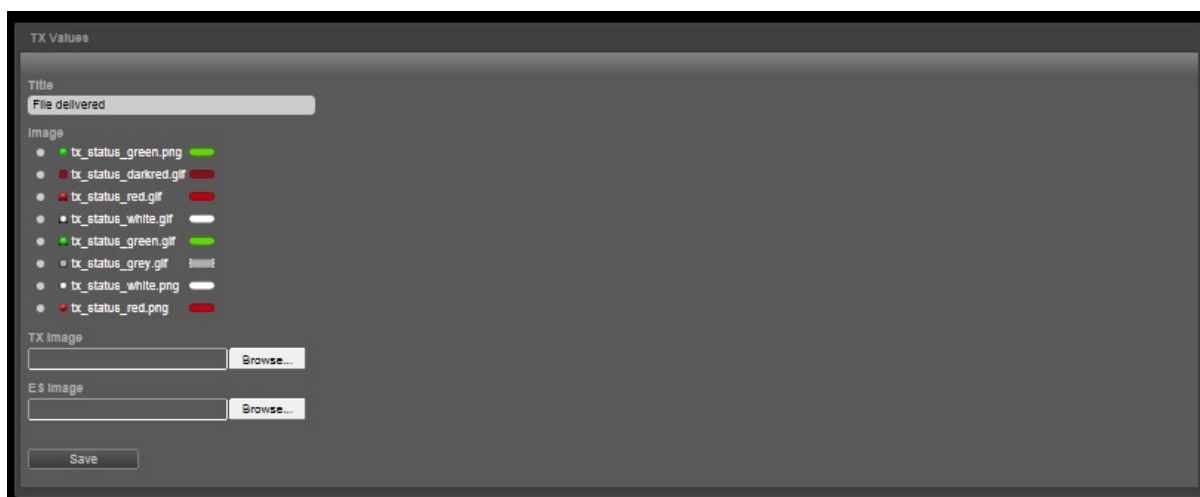
## 9.8 Folders window

Example Folder window.

Option	Description
<b>Name</b>	The Folder name.
<b>Folder type</b>	<p>The Folder type:</p> <ul style="list-style-type: none"> <li>• (Inbox) FTP watch folder: not implemented.</li> <li>• (Inbox) Local FTP folder</li> <li>• (Outbox) FTP push folder: not implemented.</li> <li>• (Outbox) Local push folder</li> </ul> <p><b>Explanation:</b></p> <ul style="list-style-type: none"> <li>• Watch folder: this folder is automatically checked for files for ingest.</li> <li>• Push folder: files can be (manually) exported to this folder.</li> </ul>

	<p>FTP: folder on the K2 Storage Server.</p> <ul style="list-style-type: none"> <li>Local: folder on the TX/MAM server, mostly via a mount on the K2 Storage Server.</li> </ul>
<b>User group</b>	The User Group that has access to the folder.
<b>Folder path</b>	Folder path.
<b>Allowed extensions</b>	File types allowed in this folder.
<b>File check interval</b>	Interval in seconds at which the folder is checked for files.
<b>Folder options</b>	
<b>Create new Assets</b>	<p>When a file is ingested (automatic ingest via an Inbox) and the related Asset does not exist yet, an Asset is created if this option is activated.</p> <p>(Files and Assets are linked based on the Asset's external reference. This is the filename without extension.)</p> <p>The Asset will have following properties:</p> <ul style="list-style-type: none"> <li>the Asset Type defined for the folder;</li> <li>transfer metadata is filled in;</li> <li>the external reference is set.</li> </ul> <p>If this option is not activated, no Asset is created and the file will only be ingested if the Asset already exists.</p>
<b>Allow reingest</b>	<p>When a file is ingested and the related Asset (based on external reference) already exists and has content, if this option is activated the file will be ingested.</p> <p>If this option is not activated, the file will not be ingested.</p>
<b>Allow update Assettype</b>	<p>When a file is ingested and the related Asset (based on external reference) already exists but has a different Asset Type than the folder Asset Type, if this option is activated the file can be ingested with the folder Asset Type.</p> <p>If this option is not activated, the file will not be ingested.</p>
<b>Create imported file</b>	Select to create 'imported' files.
<b>Asset type</b>	Assets are automatically added to the Asset Type specified here.
<b>Save</b>	Click to save changes.

## 9.9 TX Values window



Example TX Values window.

Option	Description
<b>Title</b>	The value's name.
<b>Image</b>	Select the image you want to link to this status.
<b>TX Image</b> <b>ES Image</b>	To change or select an image, click the <b>Browse</b> button to select a TX Image and/or ES Image. You can use .gif and .png images.  The TX Image is displayed in the tx_status column.  The ES Image is displayed on the Essences tab.
<b>Save</b>	Click to save changes.

## 9.10 TX Statuses window

Option	Description
<b>Title</b>	Specifies the name for the status.
<b>Asset job config</b> <b>Status procedure</b> <b>Procedure content</b>	Either: <ul style="list-style-type: none"><li>▪ Select an <b>Asset job config</b>.</li><li>▪ Select a status procedure.</li><li>▪ Select the <b>New procedure</b> option and define a procedure in the <b>Procedure content</b> field.</li></ul>
<b>Description</b>	Status description.
<b>Order</b>	Specifies in which order statuses are displayed in the tx_status column.
<b>Possible values</b>	Possible values for this status.
<b>Save</b>	Click to save changes.



## 9.11 Asset jobs window

*Example Asset jobs window.*

- Select **Possible values** this job can have.
- Select the **Default TX-status value**.
- Click **Save** to save changes, **Cancel** to discard.
- In the left hand menu, click **TX Statuses**. The TX Statuses list opens.

Option	Description
<b>Name</b>	Specifies the name for the Job.
<b>Job definition</b>	Job configuration is described in the FTP-server User Manual.
<b>Manual exec.</b>	Select <b>Yes</b> if the job should be manually executable.
<b>Description</b>	A short Job description.
<b>Possible values</b>	Select the values this Job can have. These possible values are shown when editing the job status.
<b>Default TX-status value</b>	Select the default TX-status value. The default is used when a new asset is created.
<b>Save</b>	Click to save changes.