

Aurora Browse

MEDIA ASSET MANAGEMENT APPLICATION

User Guide

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Browse Overview

This section contains the following topics:

- *What is Aurora Browse?*
- *Components of Aurora Browse*
- *Logging in to the Aurora Browse client*
- *Overview of the Aurora Browse window*
- *Customizing the Aurora Browse window*
- *About MediaFrame status*
- *About Transfer Manager*
- *About roles*

What is Aurora Browse?

Aurora Browse processes an incoming feed and simultaneously encodes it into two formats: a low-resolution format stored locally on the Network Attached Storage (NAS) unit, and a high-resolution format stored on the K2 server.

Aurora Browse creates video thumbnails and storyboards. From your PC, you can mark in-points and out-points using the low-resolution media. Aurora Browse also provides a rich metadata search engine that allows you to search for assets using various criteria. Aurora Browse can also monitor the K2 server to create low-resolution files that do not exist, and stream live feeds.

From the Aurora Browse application you can archive and restore high-resolution media. Archived media is still visible from the Aurora Browse application.

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Components of Aurora Browse

Aurora Browse is a distributed application that runs on multiple, specialized servers.

While installations may differ in that some servers may either be absent or duplicated, a basic Aurora Browse system consists of the following:

Aurora Browse component	Description
Aurora Browse Client	The user's component of the Aurora Browse system is on your own PC. It accesses the Aurora Browse server.
MediaFrame Server	The central component of the Aurora Browse system is the Aurora Browse server. It manages the other system components, manages the metadata database, and runs the web server to support the Aurora Browse client on your PC.
Network Attached Storage (NAS)	The NAS unit stores the low-resolution video clips and video thumbnails.
Advanced Encoder (Aurora Proxy Encoder)	The Advanced Encoder, also known as the Aurora Proxy Encoder, creates proxy versions of high-resolution video assets that already exist or are actively being recorded on a video server, processes proxy content and extracts thumbnail images to be used for proxy identification, extracts dynamic scene detection images for storyboard creation, and renders low bitrate proxy content. The Advanced Encoder processes entirely in the digital domain.

Aurora Browse component	Description
SmartBin Encoder	The SmartBin Encoder is a variant of the Advanced Encoder, used for non-winking systems (non-shared storage) in a high-resolution NAS instead of a SAN.

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Logging in to the Aurora Browse client

You can log into the Aurora Browse client from your PC. You no longer need to access Aurora Browse via a web-based application.

Before you log in to the Aurora Browse client, make sure your administrator has set up an account on the MediaFrame server with your username and required roles.

If your PC is configured to use a web proxy and this proxy isn't available, Aurora Browse can't connect to its server. Since using a web proxy affects performance, Grass Valley recommends not using a web proxy with Aurora Browse.

1. To log in to the application on the **Start** menu under **Programs**.
2. Select **Grass Valley Aurora Browse | Aurora Browse**. Aurora Browse verifies your settings before the application displays on your PC.

The Aurora Browse application displays.

NOTE: *If your administrator upgrades to a later Aurora Browse client version, a dialog box displays asking you if you want to upgrade the version on your PC. You can continue on with other tasks while the upgrade is in process. You can also check for updates by selecting **Check for Updates** from the **Help** menu.*

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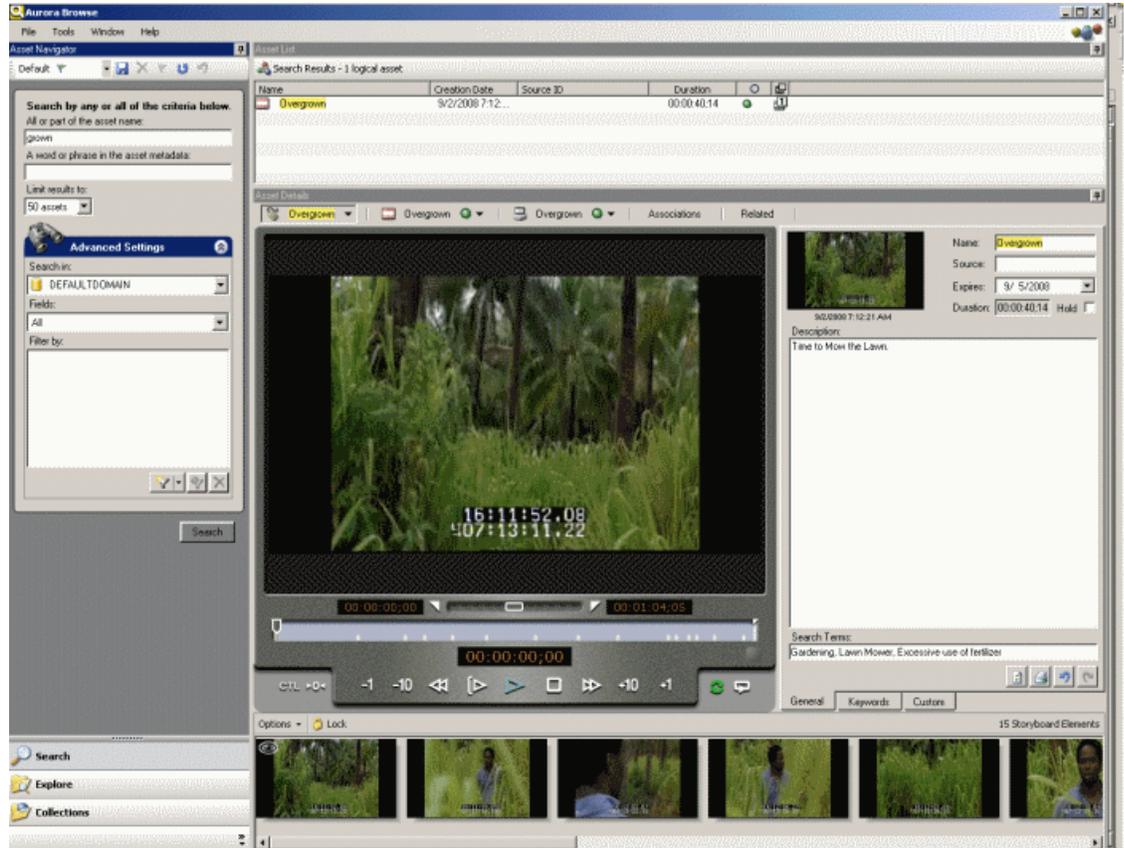
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Overview of the Aurora Browse window

The menus in Aurora Browse are all context dependent; if you right-click on different views you can see different options depending on your location.

If you are using the default workspace, then the Aurora Browse window contains three main panes, or views.



View	Description
Asset Navigator view	Contains the Search, Explore, and Collections tab. Use the Search tab to browse logical or physical assets, the Explore tab to navigate the MDIs and their folders for physical assets, and the Collections tab to group assets together.
Asset List view	Lists all the assets found as a result of a search. The default limit is 50 assets, but you can increase the limit up to 500 assets returned from a search.
Asset Details view	Describes the selected asset in detail, including the metadata, associations, and if -- if the pane is full size -- all the clip player controls and the storyboard.

Tip: You can designate a location as a favorite. This creates a shortcut folder in the Explore tab. Favorites can be local only or global so that all the users on your network can access them.

NOTE: A red dot next to an MDI indicates there is no communication with the MDI, and a green dot indicates the server is communicating with the MDI. If a red X is displayed against the MDI, the server is communicating with the MDI but the MDI is experiencing a problem.

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Customizing the Aurora Browse window

Aurora Browse can be customized to suit your individual needs.

You can choose which columns to display in the Asset List view or in Transfer Manager. The Asset List, Asset Navigator and Asset Details views are all dockable and resizable.

Some examples of how you can change the Browse layout include:

- Triggering the autohide feature to hide a view — click on the thumbtack icon in the upper right-hand corner of the view. A tab with the view's name on it appears on the side of the workspace. If you move the mouse to another view, the autohidden view disappears. Moving the mouse over the tab causes the autohidden view to appear. Clicking again on the thumbtack icon returns the view to its original location.
- Hiding a view— right click on the blue title bar of a view and select Hide. To bring the view back, select Window from the File menu. An unchecked view is hidden. Clicking on the view returns it to its original location.
- Detaching a view—right click on the blue title bar of the view and select Floating. The view is now separate from the other Browse views. Double-clicking on the blue title bar returns the view to its original location.
- Moving a view to a different location — drag the blue title bar of a view. Double clicking on the blue title bar restores the view to its original location.
- Changing the columns displayed in the Asset List view or in Transfer Manager —right-click on one of the column names and select which columns to view.
- Viewing thumbnails in the Asset List view — click the Search tab and right-click in the Asset List view. The thumbnails option displays.
- Sorting the list — click on the column you want to sort by.
- Change the display to thumbnail view — right-click on a column name.
- You can save your changes in a workspace (**Window | Workspace | Save Workspace**). You can also delete a workspace or return to the default workspace.

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About MediaFrame status

The MediaFrame Status tabs, located under the Tools menu, provide about the status of Browse, your user settings, licensing, and version information.

All this information can be saved to a log and used to help troubleshoot any issues that might arise.

MediaFrame component	Description
Status & Log	Lists the current status of all the interfaces between the Aurora Browse server and the Aurora Browse client application on your PC. For more information on Transfer Manager, select Tools Transfer Manager from the main menu. Detailed information on how to configure the other MediaFrame components can be found in the Aurora Browse Installation and Configuration Guide. Green dot: connected Grey dot: not in use Red dot: error Amber dot: warning
Licensing	Lists all the roles you have been licensed for
User Settings	Lists all your individual and global settings
Versions	Lists the versions of all the different components
About	Lists the version of the Browse client application

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About Transfer Manager

Transfer Manager tracks the status of all the transfers made in your Aurora Browse system.

Some ways you can customize Transfer Manager include:

- Filtering the list of transfer jobs
- Specifying which columns you want displayed
- Using the drop-down lists to view only transfers in specific states or queues, or transfers made by specific users

The **Reset** button lets you reload the contents of Transfer Manager.

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Transfer options

When you transfer an asset, a dialog box displays with transfer options. You can edit or delete these transfer options from the main menu, under **Tools**.

About roles

Roles allow you to view and use different parts of the Aurora Browse program.

Your administrator will determine which roles you require.

	Archive Role	Browse Edit role	Browse logging role	Browse View role	Encoder role	Media Manager role	Restore role	Transfer role
Add or delete custom metadata fields						X		
Archive	X					X ¹		
Browse for video assets	X	X	X	X		X	X	
Create, delete, rename, or copy an archive and subfolders						X		
Edit metadata			X			X		
Encode proxies					X	X ²		
ExploreMDI devices for video assets	X	X	X	X		X	X	
LD editing		X				X		

¹ If you have the Media Manager role and need to archive, you must have the archive role as well.

² If you have the Media Manager role and need to create proxies, you must have the encoder role as well.

	Archive Role	Browse Edit role	Browse logging role	Browse View role	Encoder role	Media Manager role	Restore role	Transfer role
Partially restore archive						X		
Only for SGL (Flashnet MDI)								
Restore archive						X ³	X	
Search for video assets	X	X	X	X		X	X	
Transfer assets from one online MDI device to another						X ⁴		X

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³ If you have the Media Manager role and need to restore, you must have the archive role as well.

⁴ If you have the Media Manager role and need to transfer an asset, you must have the transfer role as well.

Search

This section contains the following topics:

- *Quick Reference: searching for assets*
- *Shortcuts to assets, locations, or searches*
- *Searching for an asset by name*
- *Searching for an exact phrase*
- *Searching with wildcards*
- *Search icon reference table*
- *Saving a search*
- *About searching with filters*
- *About favorite filters*
- *Creating a filter*
- *Filter icon reference table*
- *About searching metadata fields*
- *Searching with Boolean operators (AND, OR, AND NOT)*
- *Searching for numbers*
- *About noise words: words ignored in a search*
- *Searching with noise words*

Quick Reference: searching for assets

To search: Follow these steps:

For logical assets	In the Asset Navigator view, under Advanced settings, select the Search in drop-down field. Specify the MediaFrame database and press the Search button. MediaFrame database searches return logical assets that contain metadata and links to any physical assets including high-resolution media and proxy video.
For physical assets	In the Asset Navigator view, under Advanced settings, select the Search in drop-down field. Specify the MDI device and press the Search button. MDI device searches return physical assets. If a red X is displayed against the MDI, the system is communicating with the MDI but the MDI is experiencing a problem. A red dot indicates there is no communication with the MDI, and a green dot indicates the server is communicating with the MDI.
Using specific criteria, such as searching for files created before a certain date.	<p>Create a filter and use it to search: In the Asset Navigator view, click the down arrow next to Advanced Settings. The Advanced Settings dialog box displays. Click the Add Filter icon and select the Property and Comparison criteria from the drop-down lists. Click OK to add the newly created filter to the active filter list. Press the Search button.</p> <p>Notes: You can create an unlimited number of filters and save them as part of a search. You can use filters as independent search criteria or use them together with a text search. If more than one filter is defined, an AND operator is implied between them.</p>
Using only specific metadata fields	Under Advanced Settings, select the MediaFrame database or an MDI device. In the Fields drop-down list, check the field or fields to search on and press the Search button.
Using text or numbers in the name of the asset	<p>Enter the search criteria in the Asset Name text field and press the Search button.</p> <p>Notes: Do not use wildcards or quotation marks in the Asset Name text field. Do not enter more than one word unless you are searching for an exact match of the multiple words and spaces.</p>
Using text or numbers in the metadata fields of the asset	<p>Enter the search criteria in the Asset Metadata text field and press the Search button.</p> <p>Notes: You can use wildcards or quotation marks in the Asset Metadata text field. If you enter more than one word or phrase, the OR operator is implied unless you specify otherwise.</p>

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Shortcuts to assets, locations, or searches

To do this task:	Follow these steps:
Create a collection for frequently used assets	Select the Collections tab. Select File New Collections or press Ctrl + N. Enter the collection information and click OK. Notes: You can create collections for logical or physical assets. When you create a collection, you can make it private or shared, temporary or permanent. Temporary collections are deleted when you close your Browse session.
Create a shortcut to frequently used assets	In the list of assets, right-click on the asset you want to add to your collection. Select Add to collection and specify the collection or create a new collection. To view the asset, click the Collections tab and click on your collection. Notes: Putting an asset into a collection does not move the asset; it creates a reference that points to the original asset. Therefore, deleting a collection does not affect the assets that were inside the collection bin. If you see a red X next to an asset reference, Browse was unable to retrieve information about that asset. The asset might have been deleted.
Create a shortcut to a frequently used folder	Select the Explore tab and navigate to the folder you want to create a shortcut for. Right-click on the folder and select Add to Favorites or Add to Global Favorites. Notes: Creating a shortcut to a frequently used folder is also helpful when you want to archive an asset to that folder. Global changes are saved to the server when you close down your Browse session. Other users need to open a new Browse session before they can see the changes.
Find a saved search or return to the default search	Click the drop-down arrow below Asset Navigator (immediately below the File menu) and select the search you want to use.
Find the location of a physical asset	If you have a logical asset with a physical asset associated with it, and you want to quickly find which MDI device holds this asset: Right click on the physical asset name and select Synchronize. The Explore tab appears in the Asset Navigator view with the folder highlighted.

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Searching for an asset by name

Do not enter more than one word in the Asset Name text field unless you want to find both words exactly as typed with spaces.

NOTE: *The Asset Name field does not recognize quotation marks.*

To search for an asset by name, enter text or numbers in the Asset Name text field and click the **Search** button.

Results are returned from assets that contain the search term in the name of the asset, even if it is a fragment of the name.

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Searching for an exact phrase

How you search for an exact phrase depends on whether you're entering the search term in the Asset Name or the Asset Metadata text field.

NOTE: *The Asset Name field does not recognize quotation marks.*

- If you search within the Asset Metadata text field, enter the phrase in quotation marks.
- If you search within the Asset Name text field, enter the exact phrase.

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Searching with wildcards

Wildcard searches can be performed in the Asset Metadata field. You can only use an asterisk at the end of a term, not in the beginning or middle.

If you want to search using a beginning fragment of a term, use the wildcard asterisk symbol (*) in the Asset Metadata text field.

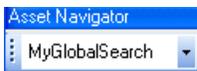
Using an asterisk after a term returns any asset that contains the term, followed by a space or by more text, in any of the text fields.

NOTE: *To search using a fragment that is found in the middle or the end of a word in the asset metadata, add a filter under Advanced Settings instead using the Asset Text or Asset Metadata text field.*

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Search icon reference table

Icon	Description
	Displays the name of the current search, if any.
	Saves search criteria, either globally or locally.
	Deletes the current search.
	Sets the current search to be the default search.

Icon	Description
	Resets the default search.
	Undoes the default search reset.
	Indicates a search saved locally on a PC.
	Indicates a search saved globally.
	Indicates a default search (installed with the application, cannot be modified).

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Saving a search

You can create a customized search that searches specifically for particular text or properties.

1. Enter your search criteria.
2. Under Asset Navigator, click the **Add Saved Search** icon .
3. Name the search, and if desired make the search accessible globally. You cannot give a search the same name as one of the default searches (which are indicated by a lock icon).

NOTE: *Searches can be saved globally for universal access, or locally for your access only. Global changes are saved to the server when you close down your session. Other users need to open a new session before they can see the changes.*

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About searching with filters

Using a filter, you can search assets by name, description, or other specific criteria. You can also use a filter if you are searching for a fragment of metadata.

You can also use a filter in conjunction with text in the asset name or asset metadata text fields. If you search using a text field and a filter, only assets that have the search term and meet the specified criteria are returned.

You can create an unlimited number of filters and save them as part of a search. Filters can be used as independent search criteria or together with a text search that uses Boolean operators, fragments of asset names, or other asset metadata.

If more than one filter is defined, an AND operator is implied between them.

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About favorite filters

When you create a filter, you can add it to your list of favorite filters. This allows you to quickly access the filters.

The favorite filters are only accessible on the PC where they were created, but they are available regardless of which search you are using.

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Creating a filter

Filters let you customize your searches so that you can quickly locate specific assets.

1. In the Asset Navigator view, click the double arrow or the plus sign next to Advanced Settings. (Which icon is displayed is determined by the length of the search pane.)

The **Advanced Settings** dialog box displays.

2. Click the **Add Filter** icon .

The Add Filter dialog box displays.

3. Select the Property and Comparison criteria from the drop-down lists.
4. If you want to use this filter frequently, check the Add to Favorites box.

If you want to delete the filter from the Favorites list later, you can select Modify Favorites.

5. Click **OK** to add the newly created filter to the active filter list.
6. Press the **Search** button.

The new filter is displayed in the Filters field.

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Filter icon reference table

The following table describes the Filter icons.

Icon	Description
	Creates a new filter
	Displays favorite filters
	Modifies a created filter
	Deletes the selected filter.

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About searching metadata fields

You can limit your search to specific metadata fields or keywords, such as the asset name, the source ID or a keyword, by using the asset metadata text field and specifying the fields to search.

Assets are returned if they have the word or phrase in any of the specified metadata fields.

NOTE: To search foreign metadata or keywords, you need to select these fields in the Filters drop-down list.

The screenshot shows the 'Advanced Settings' dialog box in the Aurora Browse application. At the top, it says 'Search by any or all of the criteria below.' Below this are two text input fields: 'All or part of the asset name:' (empty) and 'A word or phrase in the asset metadata:' (containing '55'). A 'Limit results to:' dropdown menu is set to '50 assets'. The 'Advanced Settings' section has a 'Search in:' dropdown set to 'DEFAULTDOMAIN'. Under 'Fields:', a dropdown menu is set to 'Description'. Below this is a tree view of search fields: 'All' (selected), 'Metadata' (expanded), and a list of fields with checkboxes: 'Name' (unchecked), 'Description' (checked), 'Source ID' (unchecked), 'Search Terms' (unchecked), 'State' (unchecked), 'String5' (unchecked), and 'String6' (unchecked). At the bottom right of the dialog are three icons (a funnel, a magnifying glass, and a close button) and a 'Search' button.

Related Links

- [Searching with noise words](#) on page 24
- [Searching with Boolean operators \(AND, OR, AND NOT\)](#) on page 22
- [Searching for numbers](#) on page 23
- [Searching for an asset by name](#) on page 16
- [Searching with wildcards](#) on page 17
- [Searching for an exact phrase](#) on page 16
- [Saving a search](#) on page 18
- [Creating a filter](#) on page 20
- [Shortcuts to assets, locations, or searches](#) on page 15
- [Quick Reference: searching for assets](#) on page 14
- [Filter icon reference table](#) on page 21
- [Search icon reference table](#) on page 17

Searching with Boolean operators (AND, OR, AND NOT)

You can search with the following Boolean operators: AND, OR, and AND NOT. If you enter more than one term without a specific Boolean operator, the OR operator is implied.

To search with Boolean operators, use the Asset Metadata text field.

NOTE: You cannot search with explicit Boolean operators in the Asset Name text field.

Related Links

- [About favorite filters](#) on page 19
- [About searching with filters](#) on page 19
- [About noise words: words ignored in a search](#) on page 23
- [About searching metadata fields](#) on page 21
- [Shortcuts to assets, locations, or searches](#) on page 15
- [Quick Reference: searching for assets](#) on page 14
- [Filter icon reference table](#) on page 21
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Searching for numbers

You can search for numbers in three ways:

- To find a number in the asset's name, use the Asset Name text field.
- To find a number in the asset's metadata, use the Asset Metadata text field.
- To find a number only in a specific category, such as a specific Creation Date, Modification Date, etc., create a filter and select the property to search on.

NOTE: *You cannot search for single numbers in the Asset Metadata text field. Any single character, letter or number, is treated like a “noise” word and is ignored. To search for a single number in the metadata, create a filter.*

Related Links

- [About favorite filters](#) on page 19
- [About searching with filters](#) on page 19
- [About noise words: words ignored in a search](#) on page 23
- [About searching metadata fields](#) on page 21
- [Shortcuts to assets, locations, or searches](#) on page 15
- [Quick Reference: searching for assets](#) on page 14
- [Filter icon reference table](#) on page 21
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About noise words: words ignored in a search

Certain “noise” words or characters are automatically ignored in a search in the Asset Metadata text field.

Examples include:

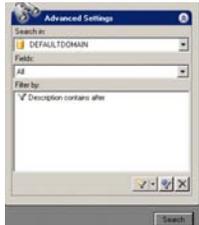
- Prepositions or articles (such as “after”, “before”, “the”, “an”, etc.)
- single characters or numbers (“a”, “z”, “0”, “9”, “\$”, “_”, etc.)
- pronouns (“who”, “him”, “mine”, etc.)
- common verbs (such as “will”, “said”, “want”, etc.)

Related Links

- [Searching with noise words](#) on page 24
- [Searching with Boolean operators \(AND, OR, AND NOT\)](#) on page 22
- [Searching for numbers](#) on page 23
- [Searching for an asset by name](#) on page 16
- [Searching with wildcards](#) on page 17
- [Searching for an exact phrase](#) on page 16
- [Saving a search](#) on page 18
- [Creating a filter](#) on page 20
- [Shortcuts to assets, locations, or searches](#) on page 15
- [Quick Reference: searching for assets](#) on page 14
- [Filter icon reference table](#) on page 21
- [Search icon reference table](#) on page 17

Searching with noise words

To search for noise words, create a filter containing the word or words you want to search for.



If you have administrator privileges, you can modify the SQL file containing the noise words. Modifying this list might affect expected execution times.

Related Links

- [About favorite filters](#) on page 19
- [About searching with filters](#) on page 19
- [About noise words: words ignored in a search](#) on page 23
- [About searching metadata fields](#) on page 21
- [Shortcuts to assets, locations, or searches](#) on page 15
- [Quick Reference: searching for assets](#) on page 14
- [Filter icon reference table](#) on page 21
- [Search icon reference table](#) on page 17
- [About noise words: words ignored in a search](#) on page 23

Edit

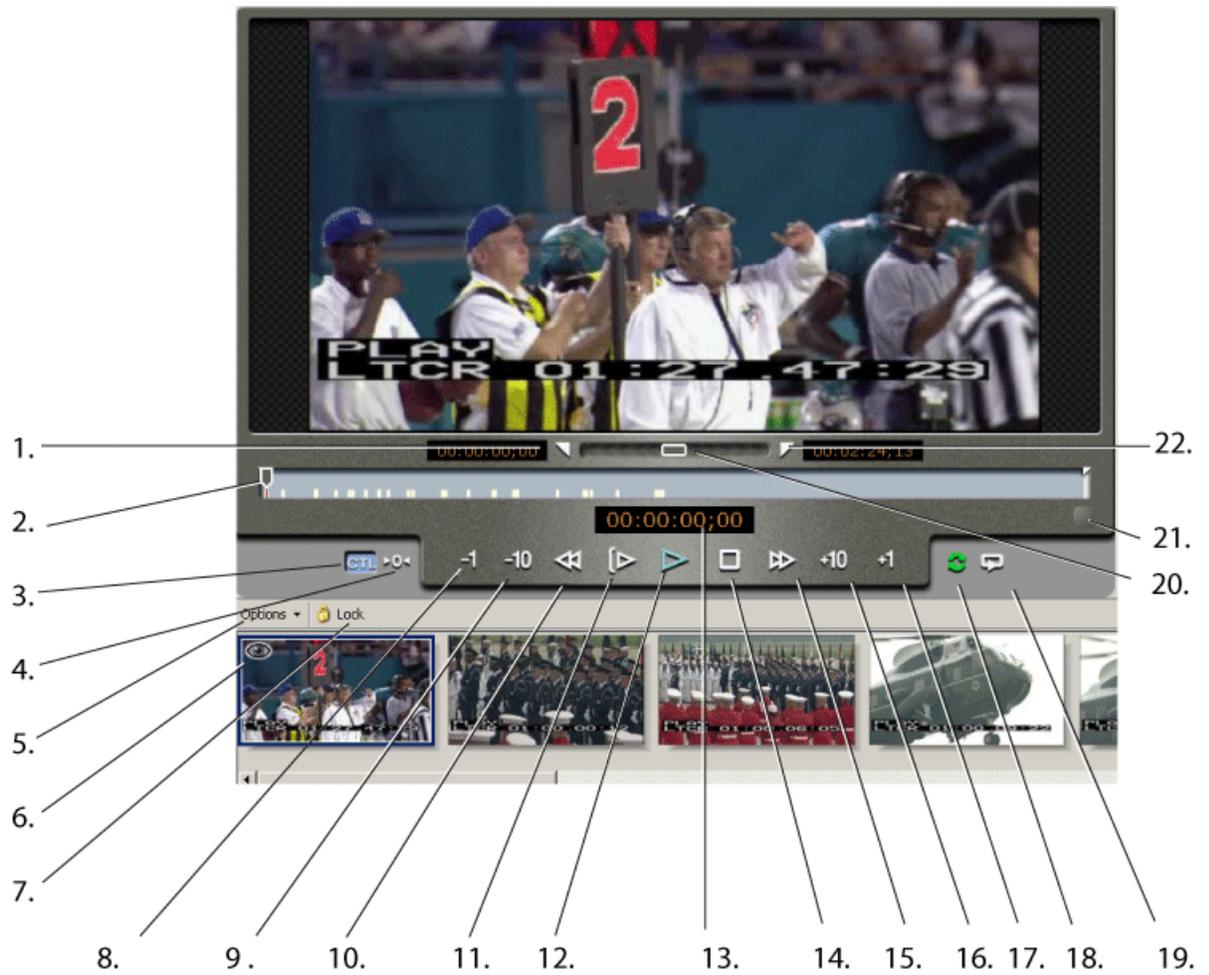
This section contains the following topics:

- *About the clip player*
- *Playing an asset*
- *Trimming assets*
- *Managing proxies*
- *About the storyboard*
- *Using the storyboard*

About the clip player

In the Asset Details view, you can perform the following tasks:

- Play through the selected asset using the transport controls to manage normal speed play
- Create Mark In and Out points
- Trim the asset
- Toggle the timecode control track
- Use the slider to scrub the media
- See the table below for a description of each control.



Tip: If you do not see all of the transport controls, try resizing the Asset Details view horizontally. If you don't see storyboard elements below the clip player, try resizing the Asset Details view vertically. You might also want to verify a

storyboard proxy is listed as one of the asset's associations in the Asset Details view.

Number	Description
1	Creates a Mark In point at the current frame. The timecode of the Mark In point is displayed to the left.
2	Shows the location in the asset being played. Drag the slider to scrub through the asset.
3	Toggles the timecode control track. Control track lets you see the actual count of an asset instead of using timecode. This is valuable for easily calculating duration while setting mark points.
4	Clears the Mark In and Mark Out points
5	A storyboard element. When you select a storyboard element, an eye icon displays in the upper left-hand corner.
6	Moves the asset back one frame
7	Jogs the asset back ten frames
8	Rewinds the asset
9	Plays the asset from the start
10	Plays the asset from the location of the slider.
11	Shows the timecode of the current location in the asset
12	Stops the playing of the asset
13	Fast forward
14	Jogs the asset forward ten frames
15	Moves the asset forward one frame
16	Reloads the current asset
17	Toggles loop playback
18	Creates a Mark Out point at the current frame. The timecode of the Mark Out point is displayed to the right.
19	Toggles loop playback
20	Scrolls forward or backward. Click and drag to the left or the right side to scroll through the asset frame by frame.
21	Indicator light turns red when the proxy of an asset is being created.
22	Creates a Mark Out point at the current frame. The timecode of the Mark Out point is displayed to the right.

Related Links

[Using the storyboard](#) on page 29

[Copying an asset](#) on page 33

[Managing proxies](#) on page 28

[Playing an asset](#) on page 28

[Trimming assets](#) on page 28

[Browse keyboard shortcuts](#) on page 48

Playing an asset

- To play an asset, double-click on the asset in the Asset List view.

In the Asset Details view, a thumbnail of the asset displays in the clip player with metadata on the right side of the pane.

***NOTE:** If you hover the mouse indicator over an icon, a tooltip appears describing its function. Once you have clicked on an icon, the tooltip no longer appears.*

Related Links

[About the clip player](#) on page 26

[Browse keyboard shortcuts](#) on page 48

Trimming assets

To trim an asset:

1. Double-click on the asset in the Asset List view. The asset displays in the Asset Details view.
2. Press the **Play** button or use the slider to navigate to the point where you want to trim.
3. Adjust the mark points to trim the asset:
 - Click **Mark In** to adjust a mark in point.
 - Click **Mark Out** to adjust a mark out point.
4. Adjust the Mark In or Mark Out points as needed.

The Mark In and Mark Out timecodes display the new trimmed start and stop points.

Related Links

[About the clip player](#) on page 26

[Browse keyboard shortcuts](#) on page 48

Managing proxies

If you have the appropriate permissions, you can create or regenerate a proxy for an asset.

- To create or re-create a proxy, right-click on the physical asset and select **create proxy** or **recreate proxy**.

Related Links

[About the clip player](#) on page 26

[Browse keyboard shortcuts](#) on page 48

About the storyboard

A storyboard displays video thumbnails of scene changes in the asset, providing an easy way to see what the asset includes.

If you right-click on a storyboard element, you can:

- Set the storyboard element as a thumbnail
- Create a keyword
- Set Mark In and Mark Out points
- Copy to clipboard

Related Links

[Using the storyboard](#) on page 29

Using the storyboard

- To view the asset from a specific spot, click a storyboard image.

An icon of an eye displays in the upper left-hand corner of the storyboard, and the clip player positions the playback pointer at the selected frame.

Related Links

[About the storyboard](#) on page 29

[About the clip player](#) on page 26

Managing Assets Folders

This section contains the following topics:

- *Creating a new folder*
- *Deleting an asset or a folder*
- *Deleting one asset from the archive*
- *Renaming an asset or a folder*
- *Copying an asset*

Creating a new folder

To create a new folder, do the following:

1. Navigate to a location in which creating a new folder is allowed.
2. Do one of the following:
 - Right-click in the location and select **New**.
 - Click **File | New folder**.

The folder appears.

Deleting an asset or a folder

If deleting a folder, you must first delete all the assets in that folder.

To delete an asset or a folder, do one of the following:

- Right-click an asset or a folder and select **Delete**.
- Select an asset or a folder and click **Edit | Delete**.

The asset or folder is deleted.

Deleting one asset from the archive

This procedure describes removing a single asset from the archive. You cannot use a batch operation to remove more than one asset from the archive at a time.

Aurora Browse lets you store your assets on a permanent archive, thus allowing you to remove high-resolution material from your K2 storage that you don't need for immediate playout. After some period of time, you might decide that you no longer need to keep material on the archive, or you might want to remove the original version of an asset and store a modified version instead. You can selectively remove assets from the archive without affecting the online high-resolution material on the K2 server.

NOTE: *If you see a red X by the asset reference, Browse was unable to retrieve information about that asset. The asset might have been deleted.*

To delete a single asset:

1. Locate the asset you want to delete from the archive.
2. Right-click and select **Delete**.

A confirmation message displays.

3. Click **Yes**.

NOTE: Archive assets that do not have corresponding high-resolution media on the server appear in the Asset List view with only an orange dot in the Location column. Deleting these assets from the archive removes that last high-resolution copy of the asset.

You can observe the status of the Delete operation and error messages, if any, by selecting **Tools | Transfer Manager** from the main menu.

Renaming an asset or a folder

Browse renames the components of the asset that can be renamed, and displays a warning message about the components that cannot be renamed.

You can name an asset if it is online and hasn't been archived. If an asset is online and also archived, you cannot rename the archived asset.

NOTE: when naming an asset, use only US ASCII characters. Do not include the left angle bracket (<), right angle bracket (>), back slash (\), forward slash (/), colon (:), asterisk (*), question mark (?), double quote ("), pipe symbol (|), percent symbol (%), left bracket ([), right bracket (]), or underscore (_) in the name.

To rename an asset or a folder, do one of the following:

- Right-click an asset or a folder and select **Rename**.
- Select an asset or a folder and click **Edit | Rename**.

The name of the asset or folder becomes editable. Modify the name and then press **Enter** or click off the name to put the change into effect.

Copying an asset

NOTE: You can also use **Copy to paste metadata** such as the asset's name, creation date and duration into a text application such as Notepad.

To copy an asset to a new location, do the following:

1. Select the asset in the Asset List view.
2. Right-click and select **Copy** or **Copy To**.
3. If you selected **Copy**, click the Explore tab and navigate to the location where you want to copy the asset. If you selected **Copy To**, a dialog box displays. Navigate to the location where you want to copy the asset.

 **Tip:** If you copy assets to a particular folder frequently, you can save time if you add the folder to your personal favorites.

4. Right-click on the destination folder and select **Paste**.
5. A dialog box displays Transfer Options. You can specify an automatic rename if the asset has the same name as another asset in the folder. Click **OK**.

Related Links

About the clip player on page 26

Browse keyboard shortcuts on page 48

Chapter 5

Metadata

This section contains the following topics:

- *About metadata*
- *About general metadata*
- *Adding General Information*
- *Adding keywords*
- *Adding keyframes*
- *Deleting keywords*
- *Exporting keywords as a K2 playlist*
- *Managing custom metadata fields*
- *Using custom metadata fields*
- *Printing metadata*

About metadata

Metadata is data about data; it can include keywords, timecode information, and other terms that help you find a particular asset.

Metadata adds descriptive information about media assets. An administrator can create customized, predefined metadata fields to speed selection and avoid errors. You can enter information in custom metadata fields before, during, or after assets are ingested. You can also print metadata.

Once metadata has been entered into the Aurora system, it is searchable and you can use it to locate the specific assets recorded at that time.

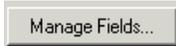
The types of metadata featured in Aurora Browse are described in the following table.

Type of metadata	Description
Core	Certain metadata brought in through Aurora Ingest, such as Name, Creation Date, Description Field and Keywords appear in Browse with high-resolution associations. Likewise certain metadata added in Aurora Edit as part of Master Clips and Sequences also get added to Browse environment for a common metadata view. An administrator can customize and expand mapping depending on your workflow requirements.
Custom	Metadata in fields that have been created by an administrator. Custom metadata can include text fields, as well as date, number, or Boolean fields.
Logical asset	Metadata about a logical asset, that is, metadata about the MediaFrame database information, physical asset or assets on the server, and proxy assets.
Physical asset	Metadata about a physical asset, or essence, is metadata about raw program material, such as video or audio.

About general metadata

The following table describes the components of the General metadata tab.

Component	Description
Thumbnail	The still image of the frame that the general metadata describes. To change the thumbnail, right click on the image.
Name	The asset name. If the asset has been located using Search, the name is highlighted.
Source	The name of the advanced encoder that encoded the proxy.
Expires Hold Duration	Enter an expiration date. If the date field is not defined, click the drop-down arrow to bring up a calendar and select a date. If a date has already been entered, you can modify it by typing a new date in the Expires field. Check

Component	Description
	the hold box if you don't want the asset to expire. The asset cannot be deleted until the hold box is unchecked. The duration indicates the length of the asset.
Description	Click in the Description text field to enter text, if desired. If you press Enter after adding a description, you will see [] symbols immediately after the word in the Description column of the Asset list.
Search Terms	Additional search information.
	Add, delete, or add options to custom metadata fields.
	
	Print the general metadata.
	
	Undo the metadata change.
	
	Redo the metadata change.
	

Adding General Information

You can add general information about an asset to make it easier to find.

1. To add general information to an asset, load the asset.



The asset displays in the clip player, and the General metadata tab is displayed. If you located the asset using a search, the search term is highlighted.

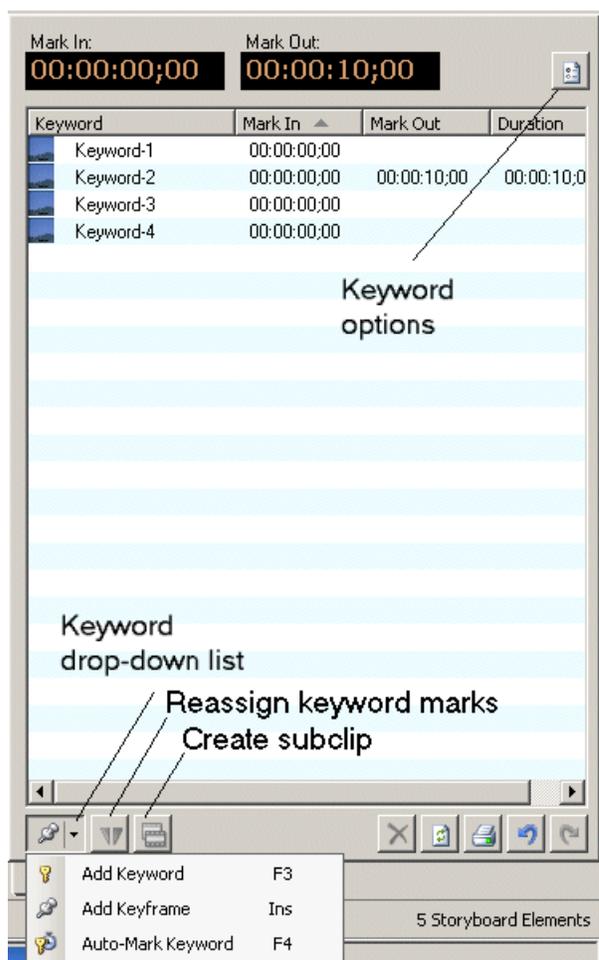
2. In the General metadata area, enter the information.

Adding keywords

Keywords reference a specific timecode location in the media file; they provide a powerful way to find specific assets.

To add keywords:

1. Create an In point by playing the footage and clicking  Mark In at the starting point for the keyword.
2. Create an Out point by clicking  Mark Out at the end point for the keyword.
3. In the Clip Player, select the **Keyword** tab.
4. Click the Keyword drop-down list and select **Keyword**.



The new keyword displays.

5. To change the name of the keyword, double click on the default keyword name and press **Enter**.

The keyword is added to the list.

Adding auto-mark keywords

You can define how newly created keywords or keyframes are named using the Keyword Options dialog box.

1. In the Core Metadata view, select the **Keywords** tab.
2. Click the **Keyword Options** icon, next to the Mark In and Mark Out fields.

The Keyword Options dialog box displays.

3. To automatically generate keyword names, check the Auto-Generate keyword names box and fill in the text field.

Once the option is checked, keywords are created using the defined naming rule. (Optionally, you can use "%" to specify where the numbering will be placed.) If the option is not checked, the default keyword name, keyword , is used with an incremental suffix.

Adding keyframes

A keyframe is a zero-length keyword.

Rather than being created from the currently selected mark-in and mark-out points, a keyframe is created at the clip player's current play position. Selecting a keyframe moves the clip player's current position to that location, but it doesn't modify the mark-in or mark-out points.

To add zero-length keywords, press the **Insert** key.

The keyframe displays as a notch, similar to a storyboard marker.

Deleting keywords

- To delete a keyword, highlight the keyword and click the **Delete** icon .

NOTE: Deleting the material between the Mark In and Mark Out points does not delete the keyword. Instead, it moves the keyword's Mark In and Mark Out points to the asset's original timecodes.

Exporting keywords as a K2 playlist

You can export a selection of keywords; these keywords can be imported into a K2 system as a playlist.

1. Select the asset. The primary physical asset must be a K2 movie, and a keyframe (zero-duration keyword) must not be one of the selected keyword entries.
2. Right-click on the asset and select **K2 playlist file**. (This selection is not visible unless the primary physical asset associated with the logical asset is a K2 movie.)
3. Save the playlist and click **OK**.

Managing custom metadata fields

If you have MediaManager privileges, you can add, edit, or delete custom metadata fields.

To add a custom metadata field, follow these steps:

1. Load the asset.

In the Asset Details view, the clip player displays.

2. In the Custom tab, click the **Manage Fields** icon. 

The Edit Custom Metadata Fields dialog box displays.

3. Click **Add**.

The Add Custom Metadata field displays.

4. Once the metadata field has been added, you can add options to the fields, if desired.

The Up and Down arrows let you select a metadata field to modify with options or to delete the field.

5. Once you have finished managing the metadata fields, click **Close**.

The new field is displayed in the Field column.

Using custom metadata fields

Custom fields allow you to enter additional asset metadata such as names, air dates, or source locations.

An administrator can create custom metadata fields.

1. Add values to the custom fields by one of the following methods:

- Select a choice from a drop-down list
- Type the data into the field
- If the custom field is a date field, click in the date area and then pick the correct date on the calendar

2. Click **Accept Changes**.

The field data is associated with the asset.

Printing metadata

- To print the metadata from the General, Keywords, or Custom tabs, click the Print icon.

Chapter 6

Transfer

This section contains the following topics:

- *About archiving assets*
- *Archiving or transferring an asset*
- *Restoring an archived asset*

About archiving assets

You can store your assets on a permanent archive, thus allowing you to remove high-resolution material from your server that you don't need for immediate payout.

You can also transfer assets from one online MDI device to another. You can archive or transfer a single asset or several assets at once.

Whether you archive or transfer an asset depends on where you are copying or moving the asset to an offline or an online location. The procedure is the same.

NOTE: *A Logical Asset can include references to more than one physical asset (e.g., an online asset on a K2 server as well as an archived copy of the same asset). In that case, only the primary physical asset (the first online asset listed) is transferred.*

Related Links

[Archiving or transferring an asset](#) on page 44

[Partially restoring an asset](#) on page 46

[Restoring an archived asset](#) on page 45

Archiving or transferring an asset

Whether you archive or transfer an asset depends on where you are copying or moving the asset to an offline or an online location; the procedure is the same.

 **Tip:** *If you plan to archive or transfer assets frequently to the same folder, add that folder to your favorites. This creates a shortcut in the menu, allowing you to select that folder directly from the menu instead of browsing to the transfer location.*

To archive or transfer an asset:

1. In the Asset List view, select the asset. To select multiple assets, hold down **Ctrl** while you select the assets.
2. Right-click and select Move To. (If you prefer to, you can select Copy To and delete the asset after it is moved.)
 - Online: transfers the asset to another MDI device.
 - Offline: archives the asset.

NOTE: *For the K2 BaseCamp Express, only the near-line storage is available as an archive destination.*

 - Browse: lets you navigate to a local archive/transfer destination.
3. If you have added the destination folder to your favorites, select that folder from the drop-down list. Otherwise, select **Browse** and navigate to the destination folder.
4. If you are transferring an asset, skip to step 7.

If you are archiving an asset, the Transfer Options dialog box displays.

5. Select a priority from the drop-down list.
6. If desired, check the box asking to automatically rename the archived asset if the name already exists in the archive and click **OK**.

NOTE: *You cannot archive two assets with the same name.*

While an archive or transfer is pending, an icon of rotating multi-colored dots displays in the upper right-hand corner.

7. From the main menu, select **Tools | Transfer Manager**. The Transfer Manager allows you to track the progress of your archives or transfers.

 **Tip:** *If you want to change the transfer settings later, select **Tools | Transfer Options** from the main menu.*

Upon completion of the archive operation, the Location column in the Asset List or Thumbnail view shows the status of the asset.

NOTE: *The Asset List view is not immediately refreshed. You can perform a search for the asset to verify its status.*

The asset's status appears as follows:

- Online: a green dot displays in the Location column.
- Offline (archived) but not deleted: the Location column shows a green dot and an orange dot in the Location column.
- Offline (archived) and deleted: an orange dot displays on the Location column in the List and the Thumbnail view on the Search tab.

NOTE: *You can verify the status of your archive operation, and error messages, if any, by **Tools | Transfer Manager** from the main menu.*

Related Links

[About archiving assets](#) on page 44

Restoring an archived asset

Aurora Browse lets you store your assets on a permanent archive, thus allowing you to remove high-resolution material from your server that you don't need for immediate payout. As needed, you can restore archived material to the server for use.

These procedures describe completely or partially restoring a single asset. You can also restore several assets in a single operation.

To restore an asset:

1. Select the asset to be restored. To restore multiple assets, hold down **Ctrl** and select the assets.

In the Location column of the Asset List view, an orange dot indicates the asset is archived.

2. Right-click on the asset. Select Copy To or Move To and the folder where you want to transfer the high-resolution material on your News MDI or K2 server.
 - If you select Move To, the asset is deleted from the archive.
 - If you select Copy To, the asset is kept online as well as being saved offline (archived).

NOTE: *For K2 BaseCamp Express, only the K2 server will be available as a restore destination.*

3. If you do not want to overwrite an existing asset with the restored asset, modify the restored asset's name.
 - a) Select **Tools | Transfer Manager** from the main menu.
 - b) Check the box asking to automatically rename the restored asset if the name already exists in the transfer destination and click **OK**.

Related Links

[About archiving assets](#) on page 44

Partially restoring an asset

A partially restored asset uses the originally created proxy.

To partially restore an asset:

1. Load a logical asset
2. Set the Mark In and Mark Out points in the Clip Player.
3. Right-click in the clip player and select **Partial Copy To | Online**, and select the location where you want to restore the asset.

Upon completion of the restore operation, the Location column of the online asset displays a green dot next to the asset on the server.

NOTE: *Remember that restore operations are not always immediate. You can verify the status of your restore operation, the names of the assets that are restored, and error messages, if any, by selecting **Tools | Transfer Manager** from the main menu.*

Related Links

[About archiving assets](#) on page 44

Keyboard Shortcuts

This section contains the following topics:

- [*Browse keyboard shortcuts*](#)

Browse keyboard shortcuts

This table lists the keyboard functions that control the Aurora Browse clip player.

Function	Key
Copy	Ctrl -C
Cut	Ctrl-X
Paste	Ctrl-V
Rename	Ctrl-R
Delete	Del
Move Up	Ctrl-Up
Move Down	Ctrl-Down
Mark In	Ctrl-I or I
Mark Out	Ctrl-O or O
Create Keyword	F3
Auto Keyword	F4
Add Keyframe	Insert
Refresh	F5
Create Proxy	Ctrl-Y
Synchronize	Ctrl-H
Subclip	Ctrl-B
Trim	Ctrl-T
Remove from collection	Ctrl-F
Add to new collection	Ctrl-G
Add to personal favorites	Ctrl-K
Audio settings	Ctrl-A
Add to storyboard	Ctrl-S
Select All	Ctrl-A
Deselect	Ctrl-D
Play/Stop	Spacebar
Play	W
Rewind	E
Fastforward	R
Back 1 frame	A

Function	Key
Fwd 1 frame	S
Back 10 frames	D
Forward 10 frames	F
Play from start	Q

Related Links

[Copying an asset](#) on page 33

[Managing proxies](#) on page 28

[Playing an asset](#) on page 28

[Trimming assets](#) on page 28

[About the clip player](#) on page 26

Glossary

ASK

The central registry for all the MediaFrame components. Other software components refer to the ASK component to establish communication and exchange commands and data as well as populate fields and lists.

Asset

See Logical Asset and Physical Asset.

Asset Details

The MediaFrame view that contains detailed information about the assets, including all the associated metadata and storyboard and video proxy information.

Asset List

The MediaFrame view that lists all the assets in a search or a folder.

Asset Navigator

The MediaFrame view that is used for searching logical assets or browsing for physical assets.

Device

In Aurora Browse, a term used to designate a component that contains physical asset. Devices have MDIs that represent the device's assets in a way that is understandable by the other components of the system. This allows the MediaFrame server to coordinate the activity of the system. Different devices perform different functions in the MediaFrame system. For example, the K2 MDI device is used for transferring assets, while the News MDI is used for Aurora Edit assets and the Flashnet (SGL) MDI is used for archiving assets.

Essence

See Physical asset.

FTP

File Transfer Protocol is a common IT protocol for the bulk movement or transfer of large volumes of data. K2 servers can handle multiple FTP transfers simultaneously at faster than real-time speeds.

HD

High Definition video.

Logical Asset

A logical asset is a combination of the MediaFrame database information, physical asset or assets on the server, and proxy assets. A logical asset has a globally unique Universal resource Name (URN) that uniquely identifies it.

Material

A high-resolution clip, upon which the low-resolution proxy is based.

MDI

Managed Device Interface.

MediaFrame

A metadata storage and asset management architecture deployed in the Aurora suite. This architecture shares media asset management (MAM) components with other applications and systems such as servers, Aurora Ingest, and Aurora Edit workstations.

MediaFrame Status

A tool in Aurora Browse that tracks the status of the various components of Aurora Browse.

Metadata

Data about data. For example, metadata can include keywords, descriptions, and other terms that you would use to search for an asset in a database.

Offline

In Aurora Browse, offline refers to an asset that has been archived. An asset can be both offline and online simultaneously.

Online

In Aurora Browse, online refers to an asset that is located on the high-resolution server. An asset can be both offline and online simultaneously.

Physical Asset

A physical asset, or essence, is the raw program material, represented by pictures, sound, text video, etc. It carries the actual message or information.

Proxy

A low-resolution clip that represents high-resolution material.

SD

Standard Definition video.

Storyboard

A series of video thumbnails used to show scene changes in an asset.

Storyboard proxy

The low-resolution video clip that provides the thumbnails for the storyboard.

Subclip

A clip created by referencing a portion of media from another clip.

Thumbnail

A frame of video used for visual identification of a clip. By default, the thumbnail is generated in the K2 server from the 16th frame of video. You can select a new thumbnail using the Storyboard.

Thumbnail view

The MediaFrame view that shows the Asset List information with thumbnails instead of strictly textual information.

Transfer Monitor

A tool in Aurora Browse that monitors asset transfers.

Up Conversion

Conversion of an SD (standard definition) video format to an HD ((high definition) video format.

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