



# Aurora Ingest

INGEST MANAGEMENT SYSTEM

System Guide

SOFTWARE VERSION 6.5

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NOVEMBER 2008

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# Grass Valley Product Support

To get technical assistance, check on the status of a question, or to report a new issue, contact Grass Valley Product Support via e-mail, the Web, or by phone or fax.

## Web Technical Support

To access support information on the Web, visit the product support Web page on the Grass Valley Web site. You can download software or find solutions to problems by searching our Frequently Asked Questions (FAQ) database.

World Wide Web: <http://www.thomsongrassvalley.com/support/>

Technical Support E-mail Address: [gvtechsupport@thomson.net](mailto:gvtechsupport@thomson.net)

## Telephone Support

Use the following information to contact Product Support by phone.

## International Support Centers

Our international support centers are available 24 hours a day, 7 days a week.

Support Center	Toll free	In country
France	+800 80 80 20 20	+33 1 48 25 20 20
United States	+1 800 547 8949	+1 530 478 4148

## Authorized Local Support Representative

A local support representative may be available in your country. To locate a support center during normal local business hours, refer to the following list. This list is regularly updated on the website for Thomson Grass Valley Product Support

(<http://www.thomsongrassvalley.com/support/contact/phone/>).

After-hours local phone support is also available for warranty and contract customers.

Region	Country	Telephone
Asia	China	+861 066 0159 450
	Hong Kong, Taiwan, Korea, Macau	+852 2531 3058
	Japan	+81 3 5484 6868
	Southeast Asia - Malaysia	+603 7805 3884
	Southeast Asia - Singapore	+65 6379 1313

Region	County	Telephone
	Indian Subcontinent	+91 11 515 282 502; +91 11 515 282 504
Pacific	Australia, New Zealand	+61 1300 721 495
Central America, South America	All	+55 11 5509 3440
North America	North America, Mexico, Caribbean	+1 800 547 8949; +1 530 478 4148
Europe	UK, Ireland, Israel	+44 118 923 0499
	Benelux – Netherlands	+31 (0) 35 62 38 421
	Benelux – Belgium	+32 (0) 2 334 90 30
	France	+800 80 80 20 20; +33 1 48 25 20 20
	Germany, Austria, Eastern Europe	+49 6150 104 444
	Belarus, Russia, Tadjikistan, Ukraine, Uzbekistan	+7 095 258 09 20; +33 (0) 2 334 90 30
	Nordics (Norway, Sweden, Finland, Denmark, Iceland)	+45 40 47 22 37
	Southern Europe – Italy	+39 02 24 13 16 01; +39 06 87 20 35 42
	Southern Europe – Spain	+34 91 512 03 50
	Middle East, Near East, Africa	Middle East
Near East and Africa		+800 80 80 20 20; +33 1 48 25 20 20

# Chapter 1

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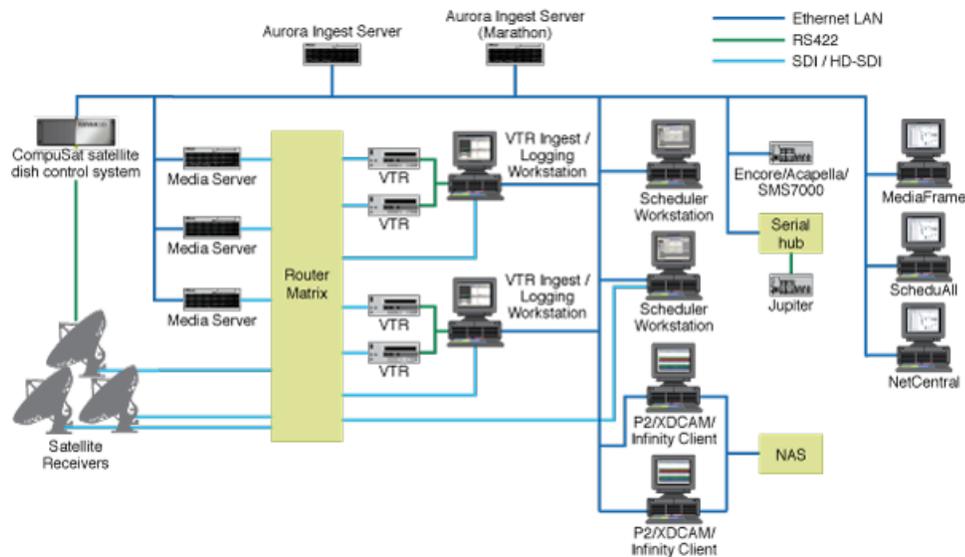
## ***Introducing Aurora Ingest***

This section contains the following topics:

- *Introducing Aurora Ingest*
- *About Aurora Ingest workstations*
- *About Aurora Ingest applications*
- *Integration with Aurora Suite and third-party products*
- *Understanding Status Colors*

## Introducing Aurora Ingest

Aurora Ingest is an automated media digitization system, made up of several integrated applications, that allows you to ingest footage from VTRs, feeds from a router, or files from multiple Digital Media Cameras and Digital Media Recorders, all directly to a media server in your operation.



The Aurora Ingest system supports the K2 Media Server and Media Client system, and M-Series iVDR (Intelligent Video Disk Recorder). You can configure your system to record clips into two servers in parallel. If one server fails or has inadequate storage, only the recording on that server will be stopped. When the system continues to the next clip, the storage capacity on both servers is checked again, allowing parallel recording to resume if storage is made adequate.

Raw footage comes from a VTR connected directly to the Aurora Ingest workstation, a CompuSat satellite dish control system, a router source or a removable media device. While you connect the media servers to the Aurora Ingest workstation using AMP Sockets, you need RS-422 connection from the VTR to the Aurora Ingest workstation to have control of the VTR in the Aurora Ingest windows. For router sources, Aurora Ingest supports the SMS 7000, Acappella, Encore control and Jupiter systems. For removable media, Aurora Ingest supports devices such as Infinity, Panasonic P2 and Sony XDCam.

The integration of MediaFrame with Aurora Ingest adds asset management feature and metadata capabilities to the system. With MediaFrame asset management tools, users can apply, add, edit and search metadata of assets created within the ingest process. Users can also play low-resolution video versions of ingested assets. The utilization of MediaFrame varies across Aurora Ingest components such as Scheduler, VTR Ingest and RMI. On the other hand, Aurora Ingest Server monitors the connection to the MediaFrame server, displays the connection status and attempts to reconnect when the connection is broken.

## **About Aurora Ingest workstations**

Aurora Ingest has a client/server architecture that allows for multiple simultaneous users. It supports simultaneous event creation, event modification, event deletion, event monitoring, and resource viewing from multiple workstations.

Each workstation can control up to eight VTRs for batch list creation and batch ingest. You can work with either directly attached VTRs and dedicated server ports or through a router.

You can trigger multiple channel records from disparate sources simultaneously and schedule record events without reference to physical server port. Aurora Ingest automatically allocates any available port as determined at the optimum time before the record event is scheduled to begin. RS-422 router level control allows any router-connected VTR to be controlled by any Aurora Ingest channel.

## **About Aurora Ingest applications**

Aurora Ingest consists of the following applications:

- Aurora Ingest - Server, which lets you configure the other Aurora Ingest applications for batch or feed events, as well as monitor the status of the media servers, database server, MediaFrame server, routers, CompuSat satellite dish control system, and channels. You can also access logs and manage user accounts for Aurora Ingest clients.
- VTR Controller, which lets you monitor and manage the VTRs you use with VTR Ingest.
- VTR Ingest, which lets you ingest footage from VTRs and import or export Edit Decision Lists (EDLs). Supporting up to eight channels, VTR Ingest can record footage and configurable handle durations. It lets you set mark points using either the VTR, the PC keyboard, or the mouse. You can ingest a single item or build a batch list of items to capture from multiple tapes. You can also create a batch list offline and then import the list into VTR Ingest as a common EDL. Once you create a batch list, you can optimize the list by timecode, which allows the material to be ingested in the shortest time possible, or manually arrange the batch list items in order to prioritize immediately needed clips.
- Scheduler, which lets you schedule ingest feed events from a media server, CompuSat satellite dish control system, router source or VTR. You can also schedule events to record, up to three years in advance, on each server port, including recurring events. Schedule Viewer provides an easily readable way to see all ports and more specifically the task assigned to each port.
- Removable Media Interface (RMI), which lets you ingest files from multiple Infinity Digital Media Cameras and Digital Media Recorders, as well as Sony XDCam and Panasonic P2 removable media devices.

If you use Aurora Playout as a playback system in your operation, you can ingest clips directly to a Aurora Playout rundown by linking clips to a Aurora Playout placeholder at the point of scheduling a record.

## Integration with Aurora Suite and third-party products

Aurora Ingest is integrated with other applications in the Aurora Suite and third-party products.

In addition to serving as a metadata entry and transfer application for metadata created in the newsroom computer system (NCS), it supports:

- Mark In/Out of incoming feed material, allowing direct assignment of field-edited material to Aurora Playout placeholders.
- Add, apply, search, edit metadata of assets and play low-resolution video versions of ingested assets via the MediaFrame plug-in, an asset management tool utilized by all products within Aurora Suite.
- Simultaneous file transfer ingest, including MOS-ID matching, status updating, and metadata import and transfer to Aurora Browse from multiple Rev Pro and Professional Compact Flash removable media devices.

## Understanding Status Colors

Each entry in the batch list displays a certain color according to its status.

Row Background Color	Description
Red	The entry is recording.
Gold	The entry is cued and is next to record.
Green	The entry has finished recording.
Blue	The Scheduler entry is ready to record.
Black	VTR Ingest has reserved this channel at this time.
Purple	The entry failed to record. See the Error Message field for more information.
Gray	The entry time has elapsed, probably due to a conflict with another recording.

Users can customize status color of events in Aurora Ingest - Scheduler by changing the color configuration in the Scheduler application.

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## ***Installing Aurora Ingest***

This section contains the following topics:

- *Installing Aurora Ingest*
- *Installing RS-422 card for VTR Controller*
- *Installing video capture card (optional)*
- *Installing the X-keys Jog/Shuttle Controller*
- *Backing up Aurora Ingest Database*
- *Installing software*
- *Upgrading Aurora Ingest Software*
- *Migrating Aurora Ingest - Server*
- *Restoring Aurora Ingest Database*
- *Setting up the K2 or M-Series iVDR server*

## Installing Aurora Ingest

Grass Valley supplies a CD containing Aurora Ingest software and documentation. For some of the Aurora Ingest components, Grass Valley also supplies hardware.

The Aurora Ingest - Server is supplied with all the necessary hardware and software installed. The software for the other Aurora Ingest components can be installed on any PC which meets the system requirements for that component.

To install Aurora Ingest, you need to install certain hardware if needed, install the Aurora Ingest software, and obtain a software license number.

## Installing RS-422 card for VTR Controller

For VTR Controller, Grass Valley supplies a RocketPort Plus Universal PCI 422 SMPTE 8 Port RoHS RS-422 card that must be installed.

1. If you are connecting one or more VTRs to VTR Controller, install the RS-422 card in your computer, making sure the dip switches are set to the down position as shown, and install the card's driver.



2. Connect the VTR(s) to the VTR Controller machine via RS-422.
3. If you are using LTC for timecode, connect a timecode cable from the timecode source (VTR for VTR Ingest, Timecode Generator for Aurora Ingest - Scheduler) to the media server.
4. Without the LTC physical connection, timecodes could still be polled via RS-422. Check the option to enable RS-422 timecode mode within Tools|Options of VTR Controller application.

## Installing video capture card (optional)

You can either install Hauppauge WinTVGo Video Capture Card or Blackmagic Design DeckLink Video Capture Card to view clips on Aurora Ingest clients. Check for minimum system requirements needed before choosing and purchasing your video capture card.

Both video capture cards are for SD (standard definition) video only. If you want to ingest HD video and then view it, first downconvert from HD to SD.

For Hauppauge WinTVGo video capture card, you have to then convert from digital to analog. The video capture card accepts composite analog video only (NTSC or PAL).

For Blackmagic Design DeckLink video capture card, SDI input and output with embedded audio are supported. For audio monitoring, you could also connect SPDIF output to your audio peripheral.

1. Install the video capture card in your machine and install the card's driver. Refer to the manufacturer's manual for installation instructions.
2. For Hauppauge WinTVGo video capture card, connect the device you're using for a video source (VTR, router or switch box) to the Hauppauge composite video input connector.
3. For Blackmagic Design DeckLink video capture card, connect SDI Output from your media server or router to SDI Input connector of the video capture card.
4. If you have a video capture card installed in your machine and a router configured in your system, select the router destination from the dropdown list within **Tools|Options|Video Viewer** of the Scheduler or VTR Ingest.

After the video capture card has been successfully configured, it could be selected from the Capture Device dropdown list within **Tools|Options|Video Viewer** of the Scheduler or VTR Ingest.

## **Installing the X-keys Jog/Shuttle Controller**

You can install the X-keys Jog/Shuttle controller if you want to use the device with Aurora Ingest Scheduler.

Aurora Ingest has been designed to work with the X-keys Jog/Shuttle controller (model XPS-08-USB) including devices with old and new MWII panels.

1. Plug the X-keys Jog/Shuttle controller into a USB connector on the Scheduler machine.
2. On the Scheduler machine, insert the X-keys Macro Works installation CD and follow the instructions. Do not check the box to put shortcuts on the desktop.  
  
If AutoRun is not enabled on your CD-ROM drive, find the file "ainstall.exe" on the installation CD and run it.
3. Reboot the computer when prompted.
4. When the installation has completed, the X-keys Macro Maker and Macro Manager windows automatically pop up. Close these windows.
5. Start Aurora Ingest Server and Aurora Ingest Scheduler.
6. In the Scheduler Tools menu, select **Options**.
7. Select the **X-keys** tab.
8. Verify the "Enable X-keys" box is checked and click **OK**.

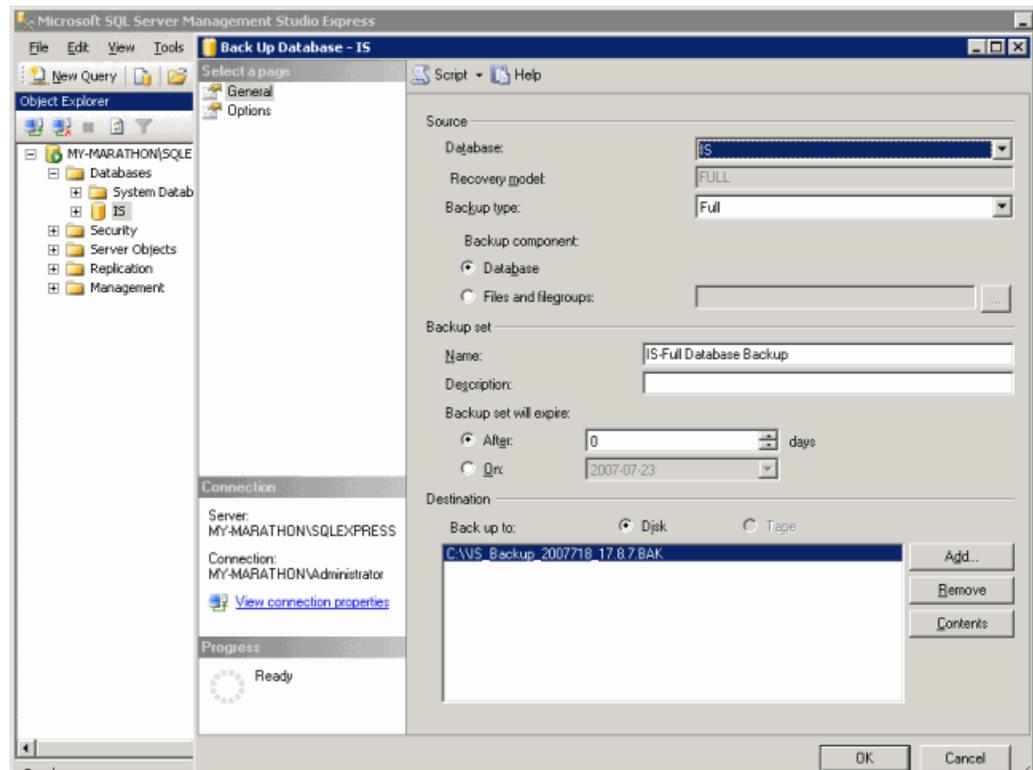
You can customize the X-keys to suit your needs.

## **Backing up Aurora Ingest Database**

It is advisable for users to back-up the Aurora Ingest database before upgrading to the latest version of the software. With a database back-up, you can avoid any lost of feed schedules and the need to key-in everything again in case of a system crash. The back-up could also be placed on another machine or an external drive for extra precaution.

The database back-up could be done easily using Microsoft SQL Server Management Studio Express. Listed below are the steps to back-up your Aurora Ingest database:

1. Login to Windows XP as an administrator or as a user with administrative rights.
2. Go to Start>All Programs>Microsoft SQL Server 2005 and select SQL Server Management Studio Express to launch the application.
3. Connect to your SQL Server by Windows Authentication.
4. Double-click on Databases and you could see the folder expands to show System Databases and IS.
5. Right-click on IS and select Tasks>Back Up.
6. On the General page, select IS from the Database dropdown list or type "IS" if it's not listed in the dropdown list, and select Full from the Backup type dropdown list.
7. Key in the backup name and select the backup destination.



8. In the Options page, select Back up to the existing media set and Overwrite all existing backup sets.
9. Click OK.

**NOTE: DO NOT delete Aurora Ingest folder in the registry key and 2 files (IS\_Data.mdf and IS\_Log.ldf) in C:\Program Files\Microsoft SQL Server\90\Tools\Binn if you don't have a backup on another machine or an external drive. All data in the current database could not be retrieved if those files were to be deleted and the system crashed.**

## Installing software

The software for Aurora Ingest components can be installed on any PC which meets the system requirements for that component.

To install the Aurora Ingest software on your computer, insert the Aurora Ingest CD-ROM into the machine's CD-ROM drive and follow these instructions:

On this screen...	Do this...
Welcome	Click <b>Next</b> .
License Agreement	Select I Agree and click Next.
Choose Destination Location	Click <b>Next</b> .

On this screen...	Do this...
Select Components	<p>Specify the Aurora Ingest applications to install: <b>Server</b>, <b>Scheduler</b>, <b>VTR Controller</b>, <b>VTR Ingest</b>, or <b>RMI</b>. With <b>Server</b> component, Microsoft .NET Framework 2.0 and Microsoft SQL Express will also be installed by default. [Note: <b>RMI</b> cannot be installed on a machine that already has Aurora Edit installed. The RMI Core software needs to be installed instead. (SetupAurora.exe will automatically be launched when RMI component is selected during Aurora Ingest installation.)]</p> <p>If your system has SQL Server already installed (e.g. if the system houses the Aurora Edit database), choose to use the existing SQL Server instance; if not, choose SQL Express.</p>
Specify Server Name	<p>Enter the host name of Aurora Ingest Server that will be used by Aurora Ingest applications. Select the SQL Server configuration that will be used by Aurora Ingest Server. If you choose SQL Server 2005, select the server instance from the dropdown list. Then, click the Test Connection button to ensure that the SQL Server is accessible.</p>
Start Installation	Click <b>Next</b> .
Installation Complete	Click <b>Finish</b> .

## Obtaining a software license number

Once the Aurora Ingest software is installed, you are provided with a 30-day demo license. You need to get a software license number from Thomson Grass Valley in order to install the permanent license.

Obtaining the software license number is important because you cannot launch channels or configure Aurora Ingest after your 30-day demo license has expired.

1. Select **Start | Programs | Grass Valley | Aurora | License Request**.

The Aurora License wizard begins.

2. Fill out the License Request for your system.
3. Send the request to the email address stated in the License Request wizard.

You will be provided with a software license number from Thomson Grass Valley.

## Upgrading Aurora Ingest Software

Before upgrading from one version of Aurora Ingest to another, you should close all components in the current Aurora Ingest application.

Aurora Ingest 6.5 installer provides an option to install Microsoft SQL Express 2005 or attaching your Aurora Ingest database to the full version of Microsoft SQL Server 2005. The full version of SQL Server 2005 allows customers to run the Aurora Ingest - Server database component on the same server as the NewsShare DSM.

1. Uninstall all components in the current version of Aurora Ingest by selecting **Start | Control Panel | Add or Remove Programs**.
2. Run the Aurora Ingest 6.5 installer and follow all the provided steps.
3. Reboot your machine after the installation is complete.

When installing onto a clean system, Aurora Ingest will embed the SQL Express 2005 install into its installer. The full version of Microsoft SQL Server 2005 is available as an optional item.

## Migrating Aurora Ingest - Server

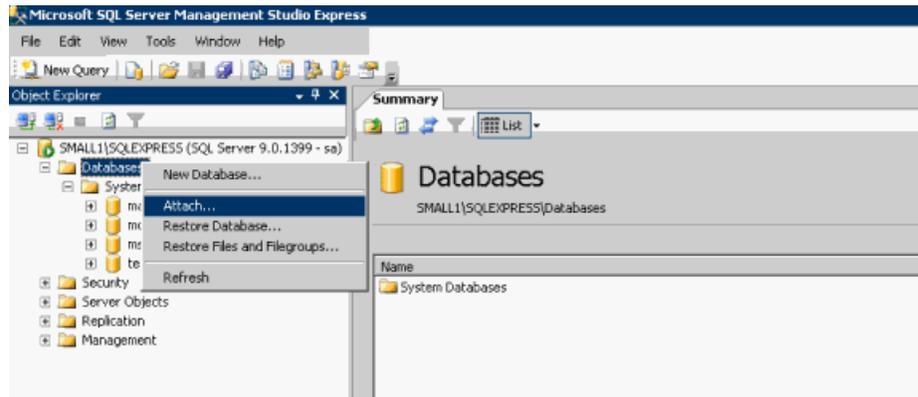
Database migration should be done if you need to move Aurora Ingest database from the current machine to a brand new machine, or to move your Aurora Ingest database to the machine that runs your NewsShare DSM.

This means that both news database and ingest database will share the same SQL processes. If you want to move your current Aurora Ingest database that runs on SQL Express 2005 to your NewsShare DSM machine that runs the full version of SQL Server 2005, you can do so by migrating your database.

1. Run the latest Aurora Ingest 6.5 installer on the existing machine to update the Aurora Ingest database.
2. Export the Aurora Ingest Server registry key under “My Computer\HKEY\_LOCAL\_MACHINE\SOFTWARE\Grass Valley\Aurora Ingest\Server” from existing machine.

DO NOT launch the Microsoft SQL Server Management Studio Express CTP on both existing machine and new machine. If you do this, you cannot back up the database.

3. Shut down the Aurora Ingest - Server application on the existing machine and copy two files (IS\_Data.MDF and IS\_Log.LDF) from C:\Program Files\Microsoft SQL Server\90\Tools\Binn from existing machine to same directory path in new machine. Make sure these two files are NON-READ ONLY.
4. Make sure the “SQLServer (or SQLEXPRESS)” service is running on new machine. You can check the state of the service in the “Services” application.
5. Launch the Microsoft SQL Server Management Studio Express CTP on new machine.
6. Log on, using Window Authentication Mode, to attach the Aurora Ingest database.
7. Attach the Aurora Ingest database as shown in the following screenshot.



8. Select the IS\_Data.MDF from the same directory (C:\Program Files\Microsoft SQL Server\90\Tools\Binn).
9. After the Aurora Ingest database had been attached successfully, you should be able to view the Aurora Ingest database folder shown under the Databases root folder.
10. Import the server registry key to new machine.
11. Run the latest Aurora Ingest installer on the new machine.
12. Reboot the machine after installation is complete.
13. License the Aurora Ingest software (Number of Channels, Scheduler, VTR Ingest and RMI).
14. Remove the licenses from the existing machine.
15. Launch the Aurora Ingest - Server application on the new machine. Select **Tools | Options** and click on the System tab.
16. Edit settings of SDB Server, XMOS Server and SabreTooth Server according to the new machine.

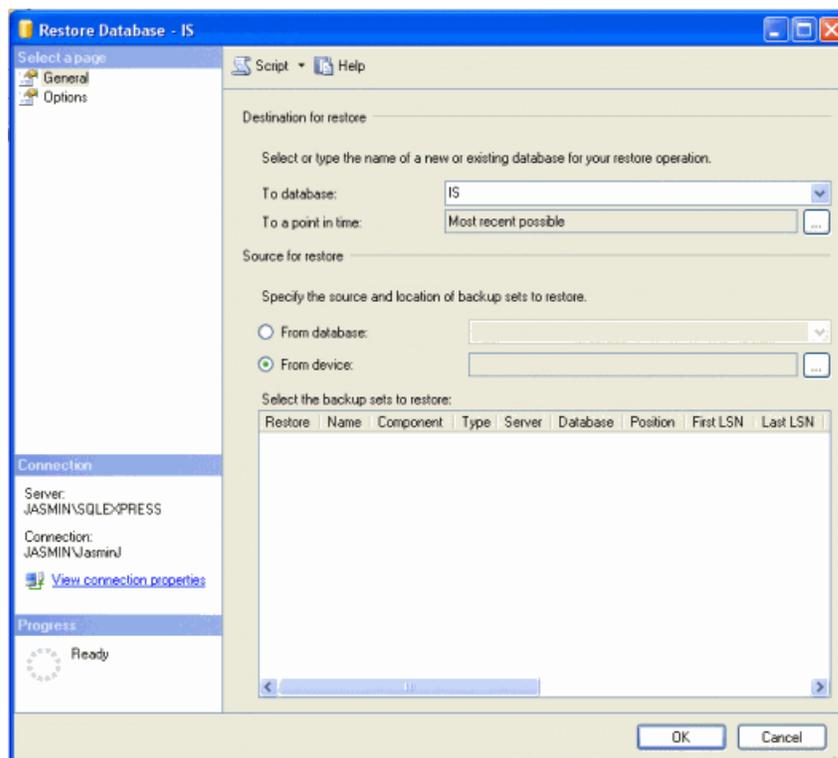
## Restoring Aurora Ingest Database

In case of a system crash or a corrupted database, database restore could easily be done using Microsoft SQL Server Management Studio Express.

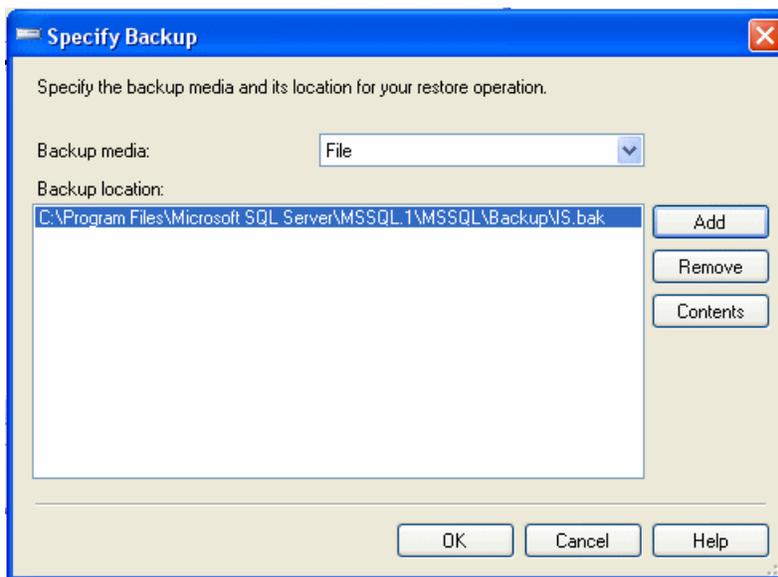
Before proceeding to restore, make sure that database back-up had been done and the back-up location identified. Follow the steps below to restore your Aurora Ingest database:

1. Login to Windows XP as an administrator or as a user with administrative rights.
2. Shut down Aurora Ingest - Server if it's currently running on your machine.
3. Go to **Start | All Programs | Microsoft SQL Server 2005** and select SQL Server Management Studio Express to launch the application.
4. Connect to your SQL Server by Windows Authentication.

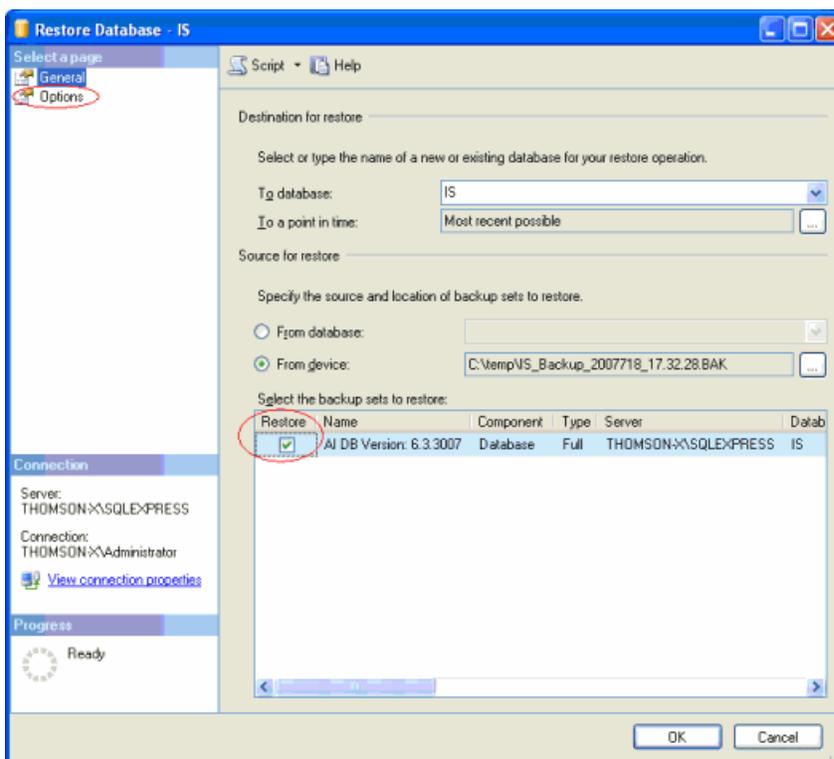
5. Right-click on Databases and select Restore Database.
6. In the Destination for restore section, select IS from the database dropdown list. Key in "IS" if it's not in the dropdown list.



7. In the Source for restore section, select From device and click [...] to browse to the folder that you had stored your backup.
8. Click Add to get to the folder where you had saved the backup, select the backup file and click **OK** twice.



9. Check the box under Restore column to select the backup database to be restored.



10. In the Options page, check **Overwrite the existing database**.
11. Click **OK**.

## **Setting up the K2 or M-Series iVDR server**

Once you've cabled Aurora Ingest and installed the software, you need to configure your media server to work with Aurora Ingest.

1. See your K2 documentation and set up the record channels to use Advanced Media Protocol (AMP).
2. In Aurora Ingest, select **Tools | Options | Feed** and configure channels to use LTC, VITC or RS-422 timecode mode.

For LTC or VITC timecode, connect your desired timecode source to the timecode input on your media server.



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## **Configuring Aurora Ingest**

This section contains the following topics:

- *Configuring Aurora Ingest*
- *Aurora Ingest - Server overview*
- *Configuring Aurora Ingest Server*
- *Configuring Scheduler application*
- *Configuring RMI application*
- *Configuring VTR Controller Application*
- *Configuring VTR Ingest application*
- *Configuring user administration*

## **Configuring Aurora Ingest**

Once you have installed any hardware (if necessary) and the software components of Aurora Ingest, you need to configure the Aurora Ingest options for your particular newsroom equipment and workflow.

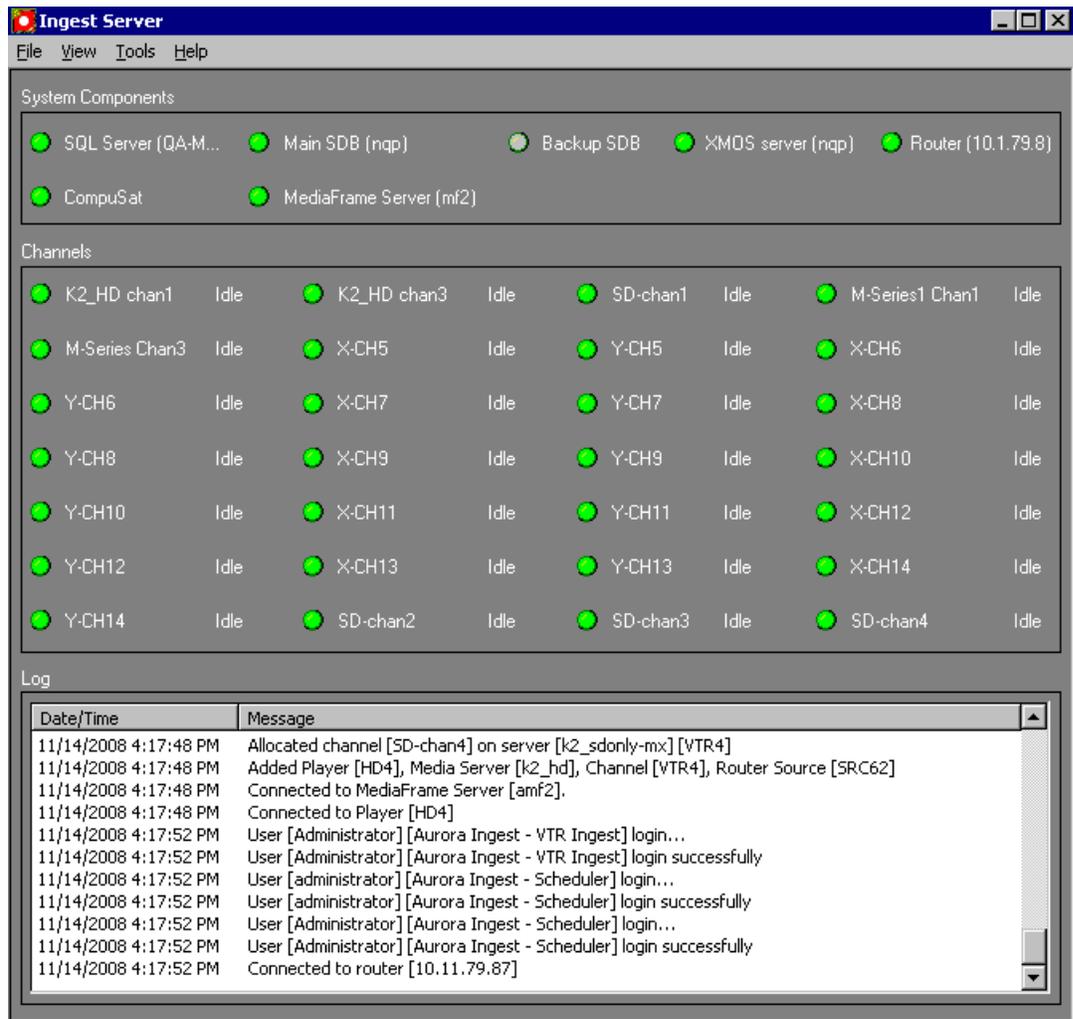
You can add and configure VTRs with the VTR Controller and VTR Ingest applications. Scheduler and RMI clients are configured within their respective applications. All other configurations can be performed in the Aurora Ingest - Server application.

## **Aurora Ingest - Server overview**

The Aurora Ingest - Server user interface shows the status of the system components and channels, as well as the system logs. The server machine name might be truncated, however the full name is visible if you hover your mouse over the area.

Additional information regarding a channel can also be obtained if you hover on the channel name. These information include channel name, server name, recording port, remaining storage and status of the channel.

- A green indicator—the component or channel is connected.
- A red indicator—the component or channel is not connected.
- A grayed-out indicator—the component is not configured.



## Configuring Aurora Ingest Server

In Aurora Ingest - Server application, you can configure most of the Aurora Ingest settings. Other configurations can be done in their respective applications.

The following table details the configurable options in the Aurora Ingest - Server application.

Option	Description
System	Allows you to specify servers, such as the SDB server, XMOS Server, SabreTooth server, MediaFrame server, CompuSat satellite dish control system, etc. You can also specify the video reference standard, enable the option to switch aspect ratio and set the default aspect ratio of feeds and VTR ingests.
Media Server	Allows you to add, edit, or delete information about the media servers, including the drive and record locations. Note: the record location is not machine dependent.

Option	Description
Router	Allows you to specify the type of router (Encore/SMS7000, Acappella or Jupiter) and its IP address or COM port.
Channel	Allows you to specify the various channels and the media server they are associated with, as well as the record location. (The record location is the router destination, which is physically connected to the media server using the AV cable.)
Channel Group	Allows you to specify channel groups and channels to be included in those groups. Channel groups are assigned to users in the User Administration setup. Auto-assign would only be limited to channels that are available to the particular user.
Feed	For feed ingests performed using Aurora Ingest - Scheduler, this tab allows you to specify default information about the clips, such as name, record duration, expiration days, crash record location and duration, and timecode source (System time, LTC or VITC).
VTR	For segment (batch) ingests performed using VTR Ingest, this tab allows you to specify default information about the clips, such as name, record location, handle and preroll times, and timecode source (Control track, LTC or VITC).
Preview	Allows you to specify the preview channel for Asset Viewer in Aurora Ingest - Scheduler.

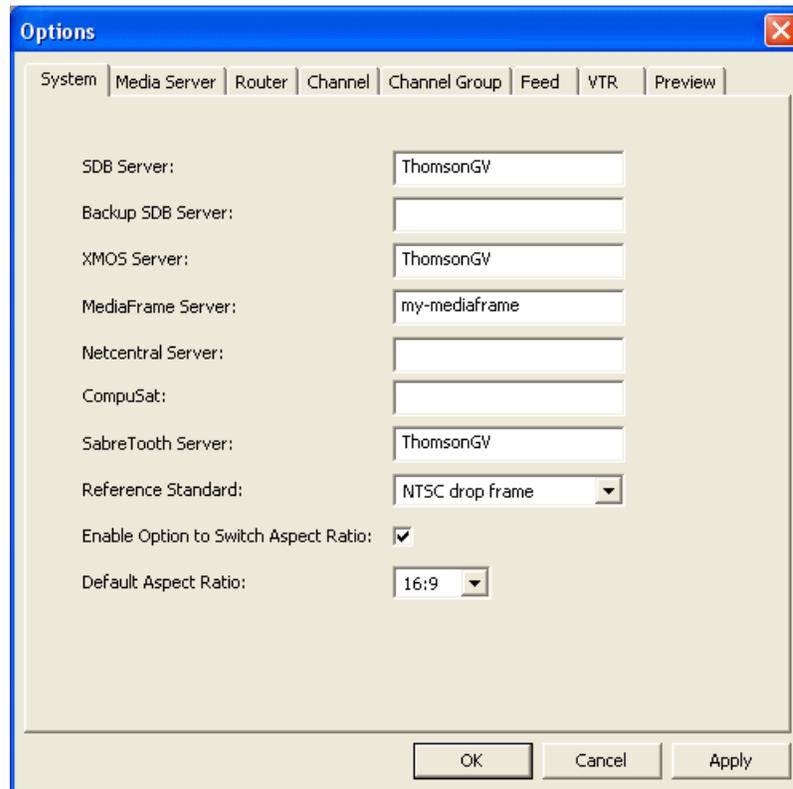
## Configuring System

You need to configure the system in order to use Aurora Ingest.

System setting is the first setup that needs to be configured.

- To configure Aurora Ingest - Server, select **Tools | Options**.

Options dialog box appears with the System tab already selected.

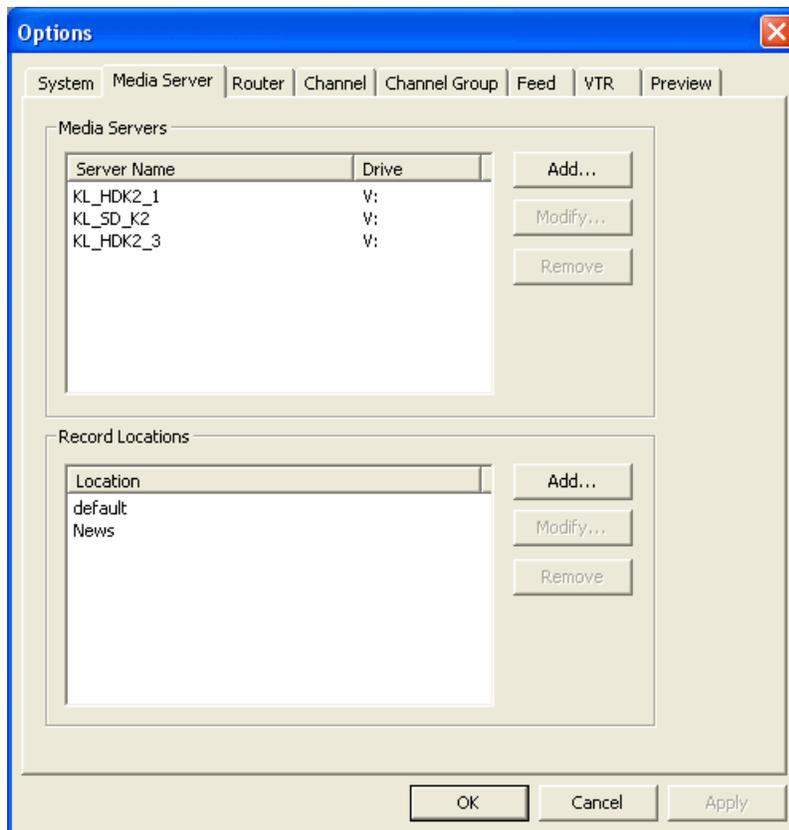


Setting	Description
SDB Server	Enter the IP address or computer name of the server where the Aurora Playout database resides (primary SDB Server is running).
Backup SDB Server	If you are using a backup database server, enter the IP address or computer name of the server where the backup Aurora Playout database resides (hot-standby SDB Server is running).
XMOS Server	Enter the name of the computer hosting the XMOS server.
MediaFrame Server	Enter the IP address or name of the computer that is hosting the MediaFrame server.  <b><i>NOTE: When a MediaFrame server is added or changed, you need to restart all client applications for changes to take effect.</i></b>
NetCentral Server	If your system uses NetCentral to monitor equipment, enter its name or IP address.
CompuSat	If you are using CompuSat satellite dish control system, enter the location where the CompuSat application is running.
SabreTooth Server	Enter the name of the server where the SabreTooth license is located.

Setting	Description
Reference Standard	NTSC drop frame NTSC non-drop PAL
Enable option to switch aspect ratio	Click the check box if you want to enable the option to switch video aspect ratio of feeds and VTR ingests. This feature is currently supported for SD K2 media client version 3.2 only.
Default aspect ratio	16:9; 4:3

### Configuring Media Server

You can configure where scheduled recordings will reside on each server. Once it's configured, select which folder to record to when recording clips and feeds.

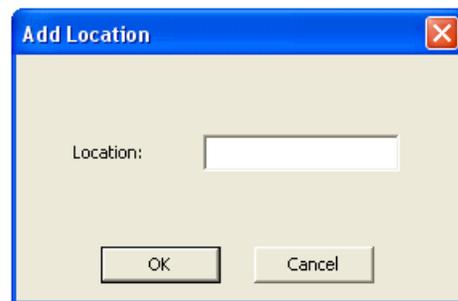


Setting	Description
Server Name	Enter the name of media server or media servers that you want to ingest to.
Drive	Enter the drive letter for each media server.
Location	Enter the record location, which is a folder on the media server.

1. In the Media Servers box, click **Add**.



2. Enter the media server name and its drive letter (e.g. V:), and click **OK**.
3. In the Record Locations box, click **Add**.



4. Type the name of the location and click **OK**.
5. Repeat step 3 and step 4 to create additional locations.

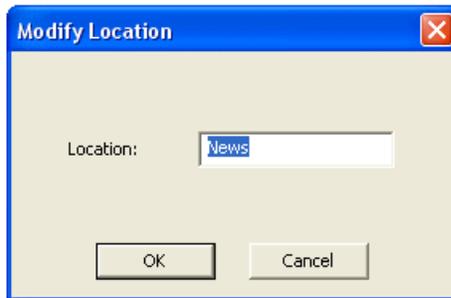
#### Modifying media server

You can modify a media server setting within the media server tab.

1. In the Media Servers box, select the media server name that you want to change and click **Modify**.



2. Enter the new media server name and its drive letter (e.g. V:), and click **OK**.
3. If you need to change the folder name only, select the folder name in the Record Locations box and click **Modify**.



4. Enter the new folder name and click **OK**.
5. Repeat step 1 to step 4 to modify more recording locations.

#### Removing a media server

You can remove a media server from Aurora Ingest - Server setting if needed.

1. In the Media Servers box, select the media server name and click **Remove**.



2. Click **Yes** to confirm the removal of the media server from the Aurora Ingest - Server setting.

3. If you need to remove a folder only, select the folder name in the Record Locations box and click **Remove**.
4. Click **OK** to close the options window or click **Apply** to continue with other configuration settings.

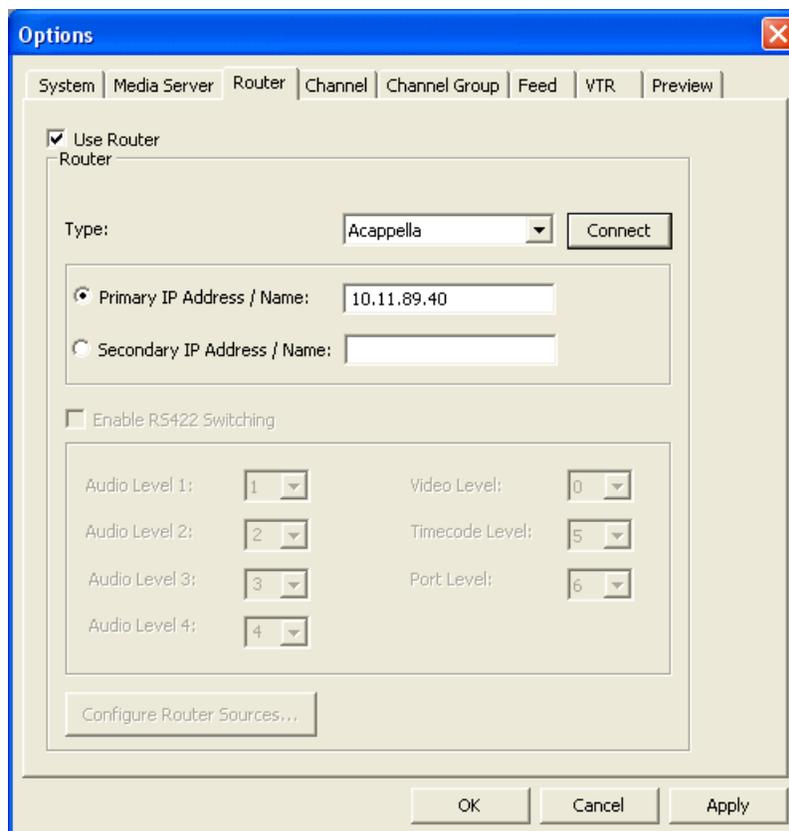
## Configuring Router

If you are using Encore, SMS7000, Acappella or Jupiter router as part of your news station, you can configure Aurora Ingest to use sources from the router to record clips.

Your router can be configured for use on the Router tab within the Aurora Ingest - Server setting.

### Configuring SMS7000 and Acappella

SMS7000 and Acappella routers are easily configurable for use with Aurora Ingest.

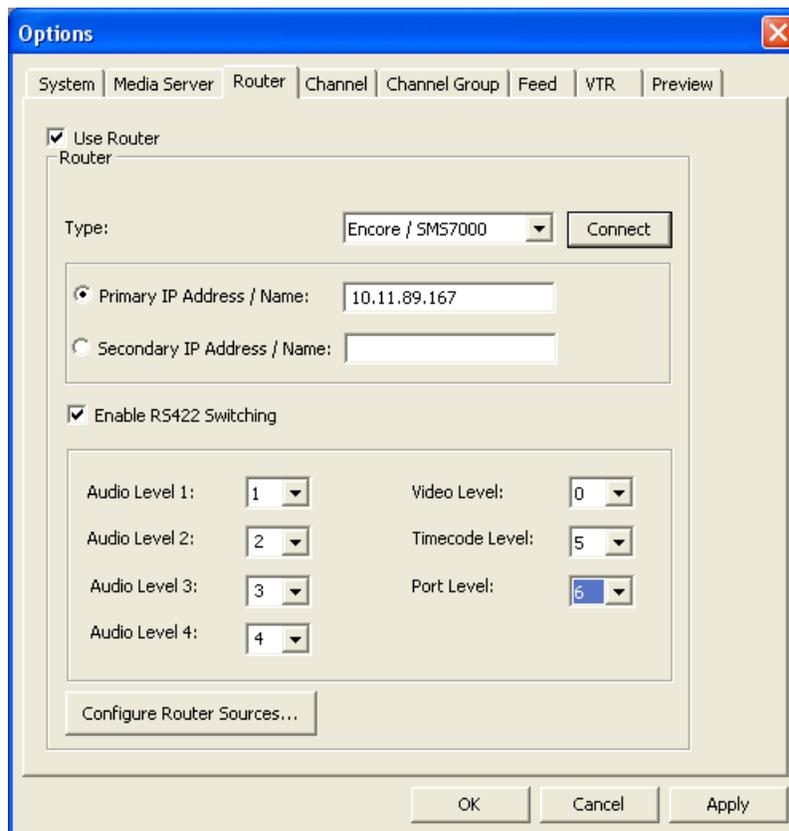


1. Check the **Use Router** checkbox.
2. Select the router type from the drop-down list.

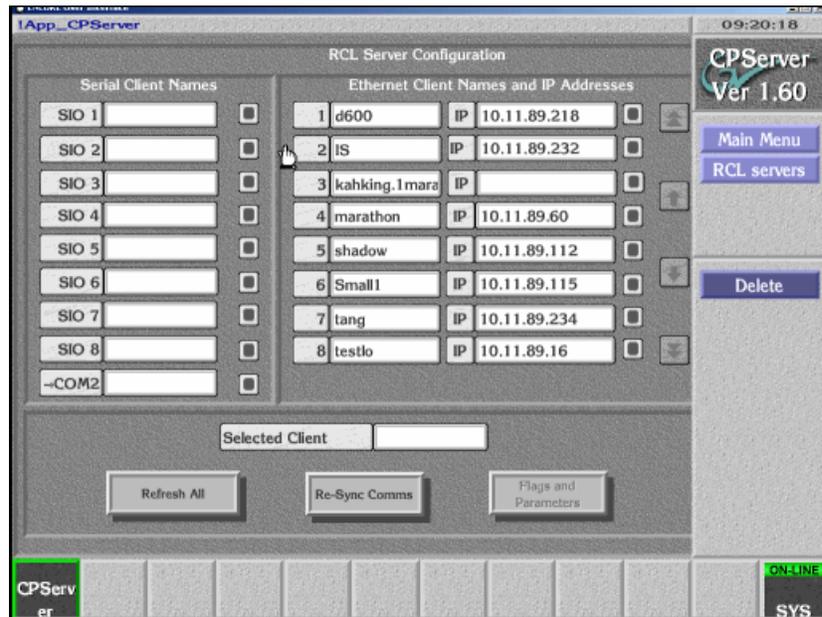
3. For SMS7000 or Acappella router, enter the primary IP address or name of the router that you want to connect to. If you have a secondary router within your system, you can enter the secondary IP address or name of that router as well. Then, you can select to use the secondary router from this tab, should your primary router goes down.
4. Click **Connect**.
5. If you are using SMS7000, you can also enable RS-422 switching. This feature enables you to switch between VTRs for each channel without having to swap the RS-422 cables manually, as Aurora Ingest will switch the RS-422 port. Aurora Ingest switches video from the VTR to the video capture card whether RS-422 switching is enabled or not.
6. Select the appropriate level from the drop-down list for video, audio, timecode and port.  
  
Select 0 (zero) for the video level if video is the first level in your router control system, 1 if it is the second level and so on.
7. Click **Configure Router Sources** to configure router sources that are going to be used with Aurora Ingest clients.
8. Click **Apply** to save changes.

#### **Configuring Encore**

Encore system can be configured to control the crosspoints of a single routing matrix, or expanded to control multiple matrices depending on your system needs.



1. Check the **Use Router** checkbox.
2. For router type, select Encore/SMS7000 from the dropdown list.
3. For Encore router, enter the primary IP address or name of the router that you want to connect to. If you have a secondary router within your system, you can enter the secondary IP address or name of that router as well. Then, you can select to use the secondary router from this tab, should your primary router goes down.
4. You also need to ensure that the IP address of your Aurora IngestServer is entered in the RCL Server configuration of the Encore router control system. Login to Encore OUI, select App\_CPServer and RCL Servers.
5. On the Ethernet Client Names and IP Addresses section of the RCL Server Configuration window, enter the machine name and IP address of your Aurora Ingest Server.

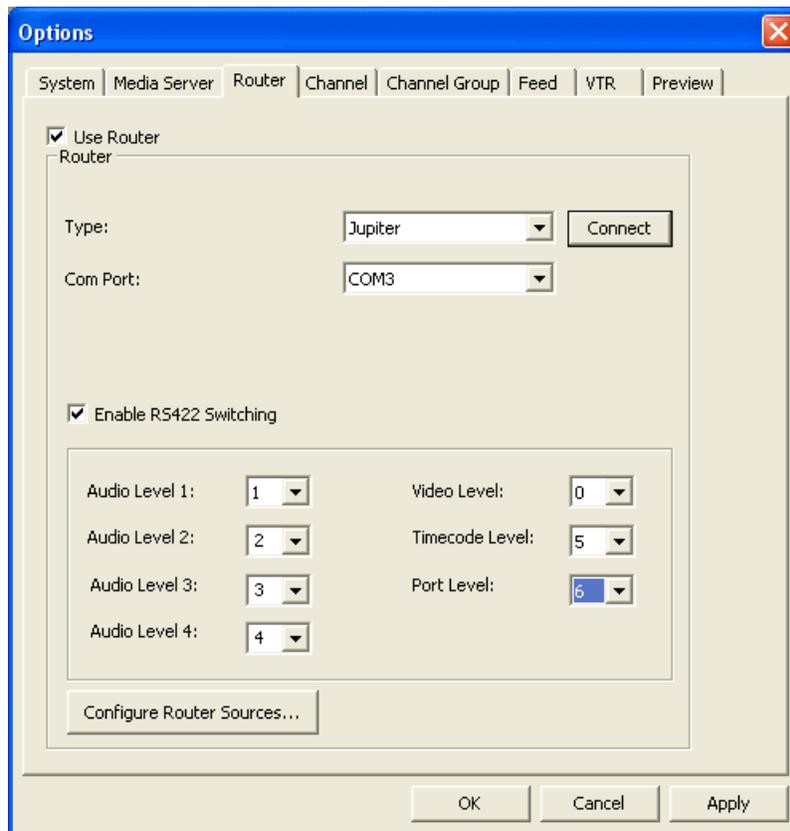


6. Logout from Encore OUI.
7. Click **Connect** on the router tab.
8. You can also enable RS-422 switching. This feature enables you to switch between VTRs for each channel without having to swap the RS-422 cables manually, as Aurora Ingest will switch the RS-422 port. Aurora Ingest switches video from the VTR to the video capture card whether RS-422 switching is enabled or not.
9. Select the appropriate level from the drop-down list for video, audio, timecode and port.  
  
Select 0 (zero) for the video level if video is the first level in your router control system, 1 if it is the second level and so on.
10. Click **Configure Router Sources** to configure router sources that are going to be used with Aurora Ingest clients.
11. Click **Apply** to save changes.

### Configuring Jupiter

When connecting to a Jupiter router, use the ESswitch interface protocol.

If you are connecting a Jupiter router using a serial hub, you need to configure a virtual COM port and install software before configuring the router in Aurora Ingest.



1. Check the **Use Router** checkbox.
2. For router type, select Jupiter from the dropdown list.
3. For Jupiter with direct router connection via RS422, select either COM1 or COM2 (depending on your setup) from the drop-down list.
4. For Jupiter with connection via the serial hub, you need to configure a virtual COM port first and select the virtual COM port from the drop-down list.
5. Click **Connect**.
6. You can also enable RS-422 switching. This feature enables you to switch between VTRs for each channel without having to swap the RS-422 cables manually, as Aurora Ingest will switch the RS-422 port. Aurora Ingest switches video from the VTR to the video capture card whether RS-422 switching is enabled or not.
7. Select the appropriate level from the drop-down list for video, audio, timecode and port.
 

Select 0 (zero) for the video level if video is the first level in your router control system, 1 if it is the second level and so on.
8. Click **Configure Router Sources** to configure router sources that are going to be used with Aurora Ingest clients.
9. Click **Apply** to save changes.

**Configuring Virtual COM port (Jupiter only)**

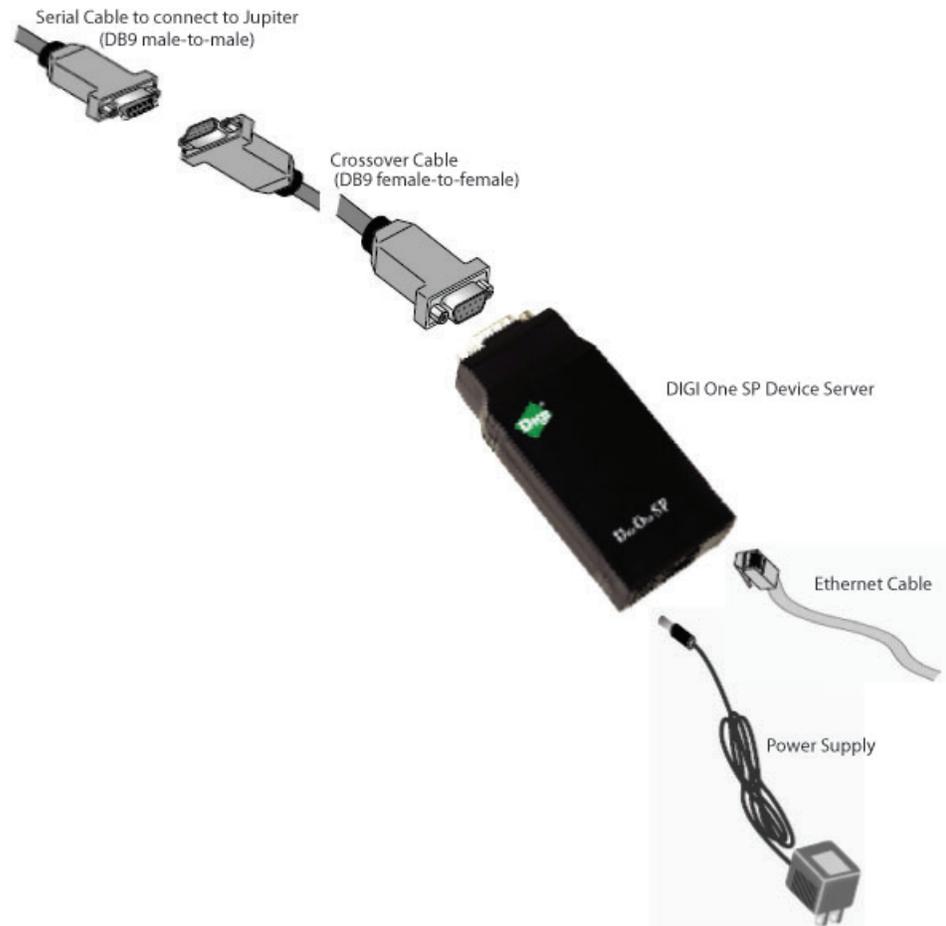
In order to connect to Jupiter router via ethernet, a serial hub needs to be configured.

When you purchase Aurora Ingest, DIGI One SP RS422 Serial to Ethernet Device Server is also provided in the same package. Before starting to configure the device server, write down the MAC address located at the bottom of the hardware.

This serial hub will act as a virtual COM port, which enables serial-to-ethernet connectivity as though Jupiter is communicating with Aurora Ingest via the local COM port.

DIGI One SP Device Server		Jupiter Router	
Pin Name	Pin Number	Pin Number	Pin Name
Rx +	2	3	Tx +
Tx +	3	7	Rx +
Rx -	6	8	Tx -
Tx -	9	2	Rx -

1. A serial crossover cable (also known as null-modem cable) is needed to allow proper communications between Jupiter router and DIGI One SP Device Server. The appropriate pinouts can be referred from the table above.
2. Connect one end of the crossover cable to the device server and the other end to RS422 serial cable to connect to Jupiter.



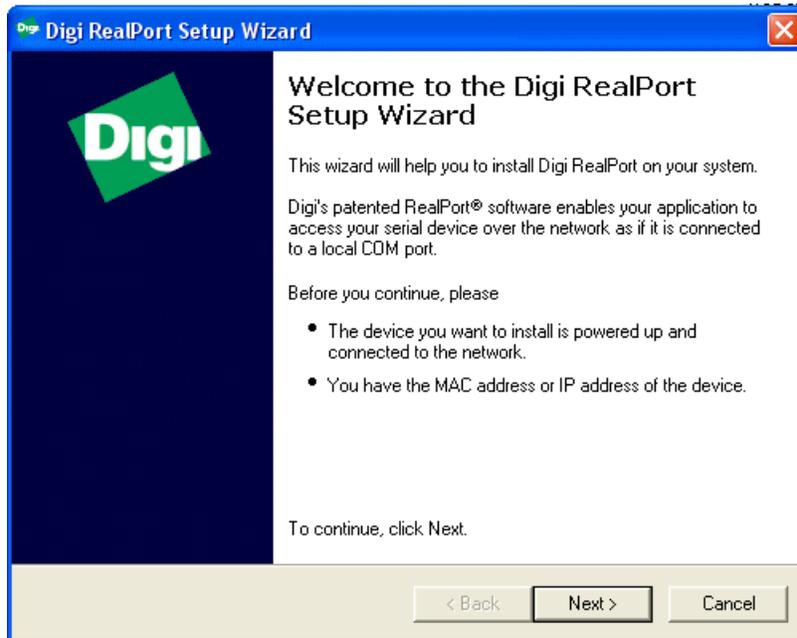
3. Connect an ethernet cable from the device server to a network point on your LAN.
4. Connect the power supply to the device server.

#### Installing Virtual COM port software (Jupiter only)

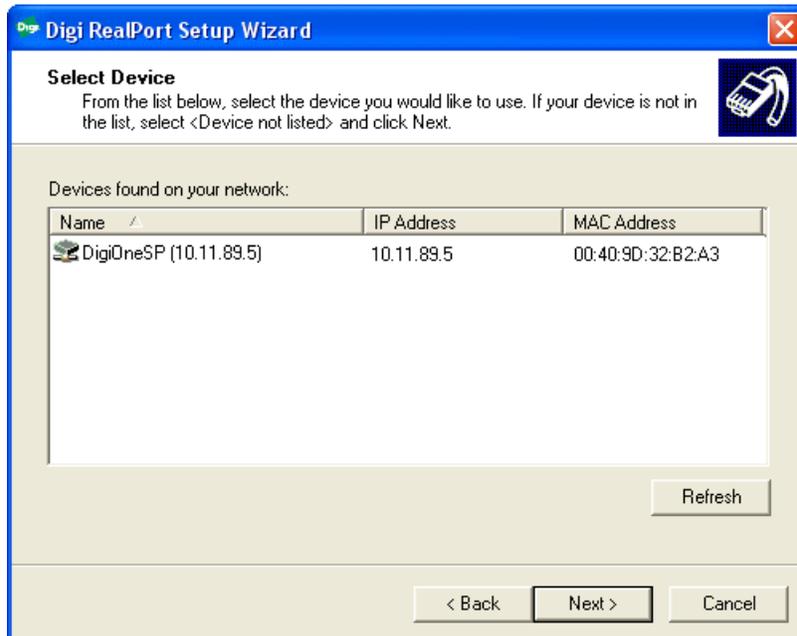
After the virtual COM port has been configured, you need to install the software.

1. Insert the DIGI CD in your CD ROM drive.
2. The setup wizard will automatically be displayed on your screen.

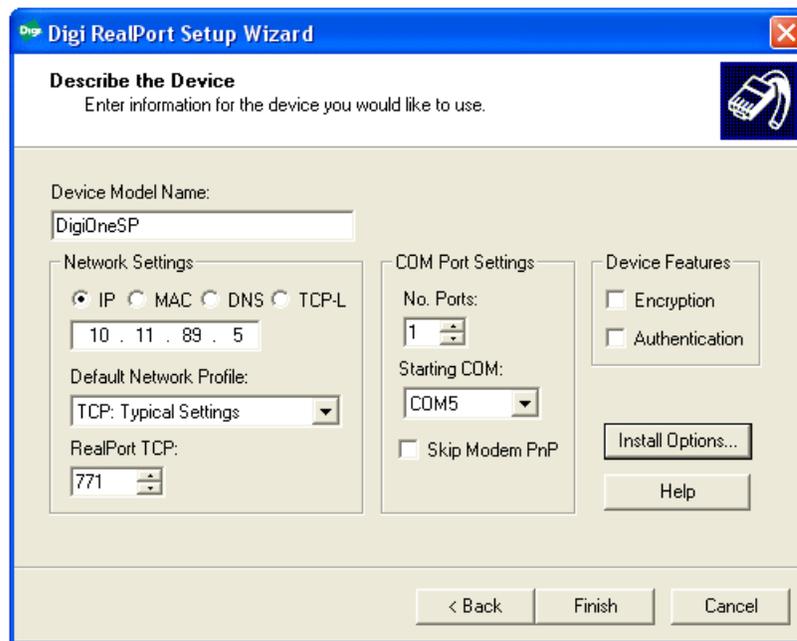
If not, navigate to the CD ROM drive and double-click **setup.exe**.



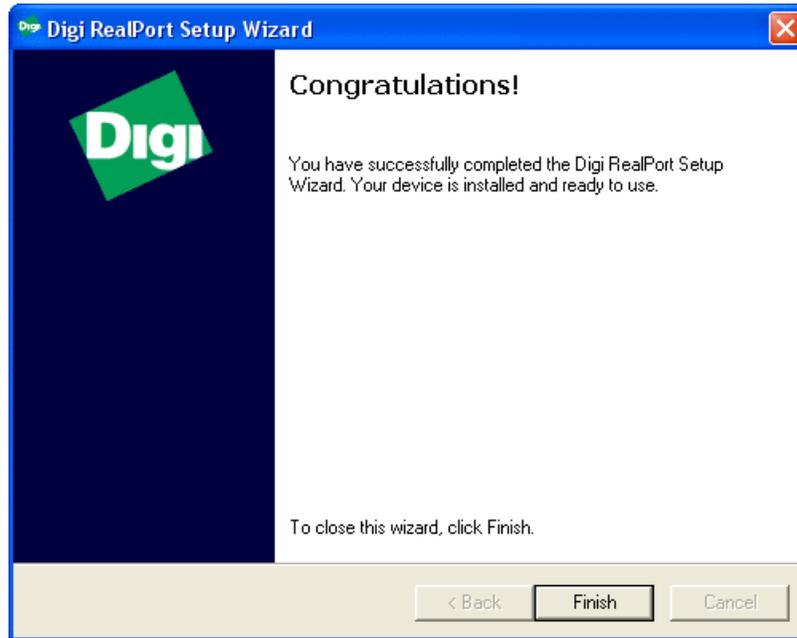
3. Click **Next** and the setup wizard will search your network to locate the DIGI One SP device server.



4. Select the device server according to its specific MAC address.
5. Take note of the device IP address and click **Next**.



6. In the Network Settings section, select **IP** and enter the IP address that had been retrieved by the setup wizard.
7. In the COM Port Settings section, set the number of ports to 1 and select the appropriate COM port from the Starting COM drop down list. This will be your virtual COM port.
8. Click **Finish**.



The setup wizard will install the software.

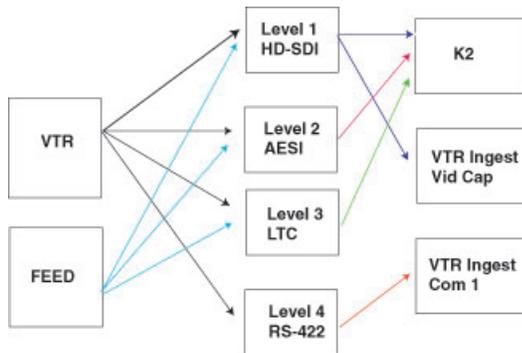
9. Click **Finish** after the installation is done.

***NOTE:*** Once you have configured the virtual COM port, it will be available in the COM Port drop down list on the router configuration window of Aurora Ingest - Server.

#### About RS-422 switching

If RS-422 switching is not enabled, you do not have to select the levels because Aurora Ingest switches all levels when switching the router for server port switching and VTR Ingest monitoring switching. Conversely, if RS-422 switching is enabled, Aurora Ingest switches the router differently.

- Each VTR source has four levels.
- Feed sources have two (if they use VITC) or three (if they use LTC) levels.
- K2 destinations have the HD-SDI, AES and LTC levels (we know for certain VTRs use LTC).
- VTR Ingest video capture destinations have the HD-SDI level (and AES if speakers are connected).
- VTR Ingest com ports destinations have the RS-422 level.



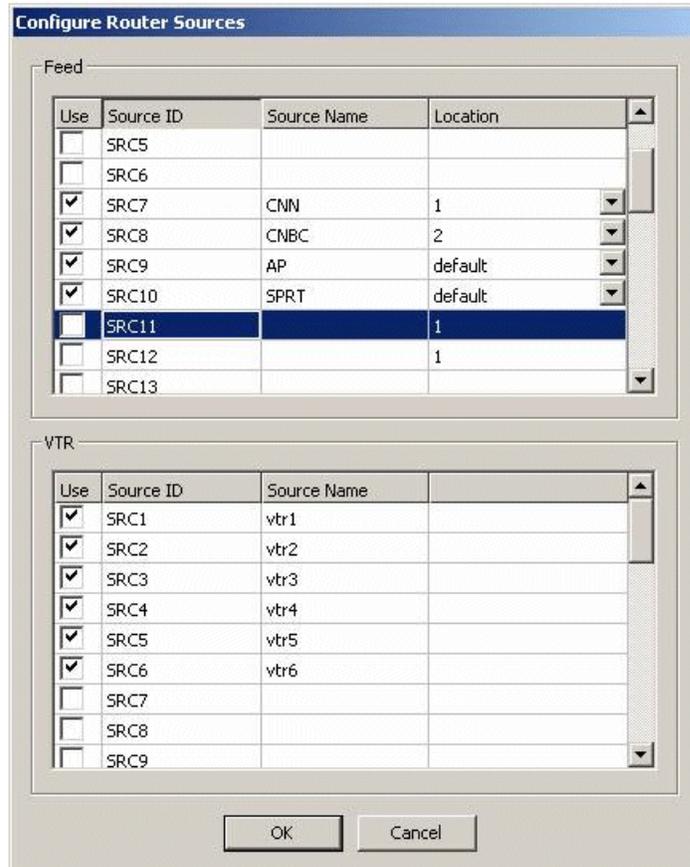
Aurora Ingest switches:

- level 1, 2 and 3 for source-to-server port switching.
- level 1 (and 2) for VTR Ingest monitoring switching.
- level 4 for VTR to VTR Ingest Com Port switching.

#### Configuring router sources

You can select specific router sources to record clips with Aurora Ingest clients.

1. Click the **Configure Router Sources** button on the router tab.



Aurora Ingest connects to the router and queries the list of sources. The Configure Router Sources dialog box displays, showing the available sources.

- In the Feed window, you can enable the router sources that are connected to the CompuSat satellite feed. You can also rename the router source in the “Source Name” column and choose a default location in the Media Server for the feed to record to.

**NOTE:** Once you have enabled the Feed router sources, a list of enabled Feed router sources is available on the router source list of the Add Feed dialog box in the Scheduler application.

- In the VTR window, you can enable the router sources that the VTRs are connected to. You can also rename the router source in the “Source Name” column.

**NOTE:** Once you have enabled the VTR router sources, a list of enabled VTR router sources is available in the VTR Ingest application.

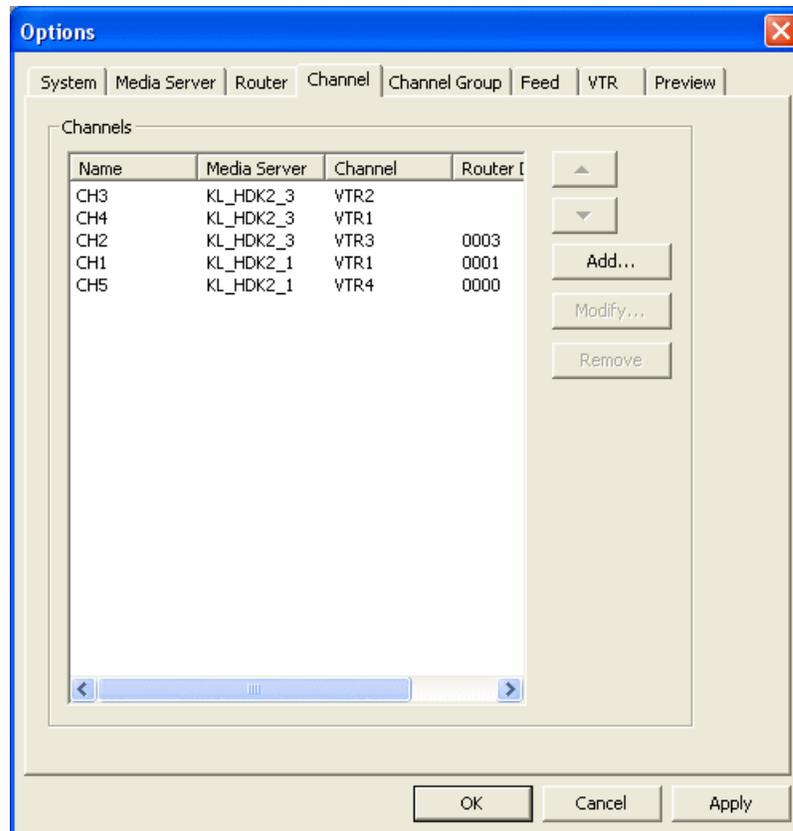
- Click **OK** to exit the Configure Router Sources dialog box.

The settings will take effect once you click **Apply** in the Options dialog box.

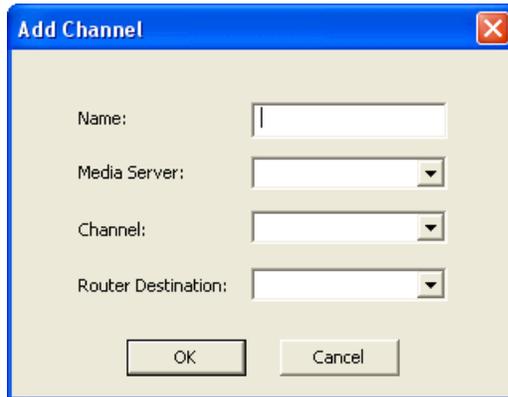
## Configuring Channels

The number of channels is limited only by your media server hardware. You need to configure each channel in order to record clips.

1. Click the **Add** button on the channel tab.



2. Configure the channel on the Add Channel dialog box.



3. Channel details can be entered as below:

Setting	Description
Name	Enter a name for the channel. This name identifies the channel in Aurora Ingest - Server and its clients.
Media Server	Select media server for the channel from the dropdown list. (Media servers are configured within the Media Server tab.)
Channel	In the drop-down list, select or enter the name of the media server channel you are using to record, such as VTR1, VTR2, VTR3, etc.
Router Destination	Select a router destination from the drop-down list. If you haven't configure your router sources or not using a router in your operation, the drop-down list will be empty. (Router sources are configured within the Router tab.)

4. If channel groups had been configured prior to channel setup, you have to assign the channel to a channel group first. The Assign Channel Groups window will be displayed when you click the **Add** button.



5. Select the particular channel group for the new channel to be assigned to, and click **OK** to continue configuring the channel.

Refer to step 3 for instructions on how to configure the channel.

**NOTE:** Channels could also belong to more than one group.

### Modifying a channel

You can modify channel settings on the channel tab of Aurora Ingest - Server options setup.

1. Select the channel and click the **Modify** button.

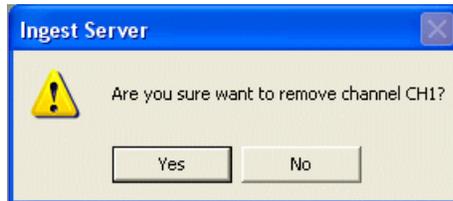


2. Change any details on the channel configuration and click **OK**.

### Deleting a channel

You can delete a channel on the channel tab of Aurora Ingest - Server options setup.

1. Select the channel and click the **Remove** button.



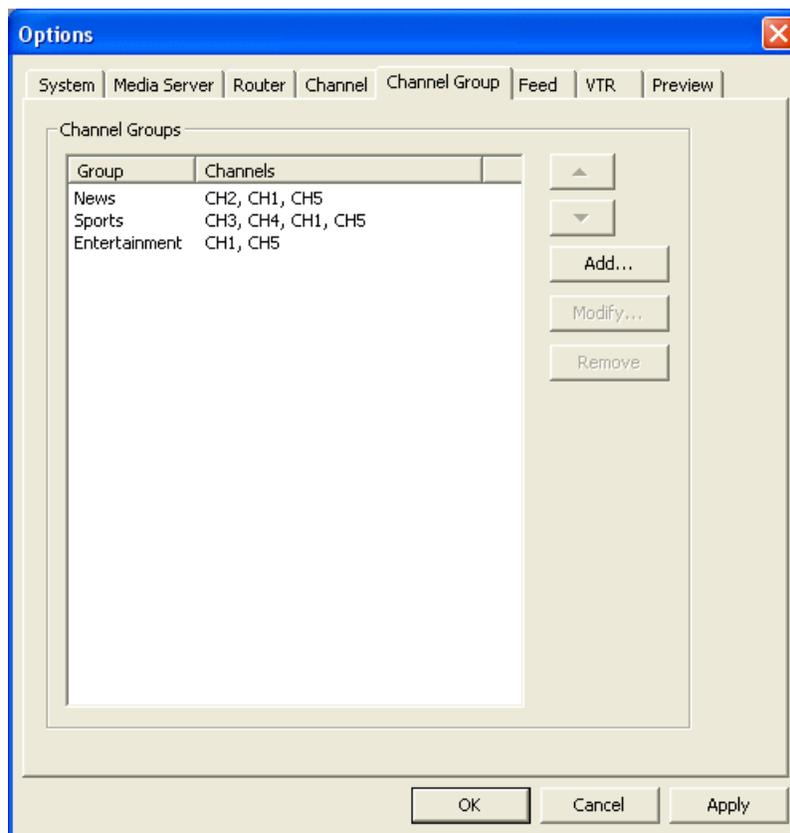
The confirmation window is displayed.

2. Click **Yes** to confirm the removal of the channel.

### Configuring Channel Group

Channel group setting is for users to organize channels into several categories according to broadcasting needs. The feature lets you specify group names and assign channels to be included in those groups.

For example, "News" channel group could contain several channels that ingest assets related to local news, national news, world news and breaking news. While other channel groups contain channels that ingest assets related to their own group.



Setting	Description
Group	Enter a name for the channel group. This name identifies the channel group for Aurora Ingest - Server and its clients.
Channels	Select channels to be assigned to the channel group. If desired, a channel could also be assigned to several channel groups. If a channel is assigned to all groups, the particular channel is available for all users of Aurora Ingest clients.

**NOTE:**

*The availability of a channel is according to the user logon setup. Channel groups are assigned to users in the Aurora Ingest - Server by the system administrator. With this setup, auto-assign of channels would only be limited to channels that are available to the particular user.*

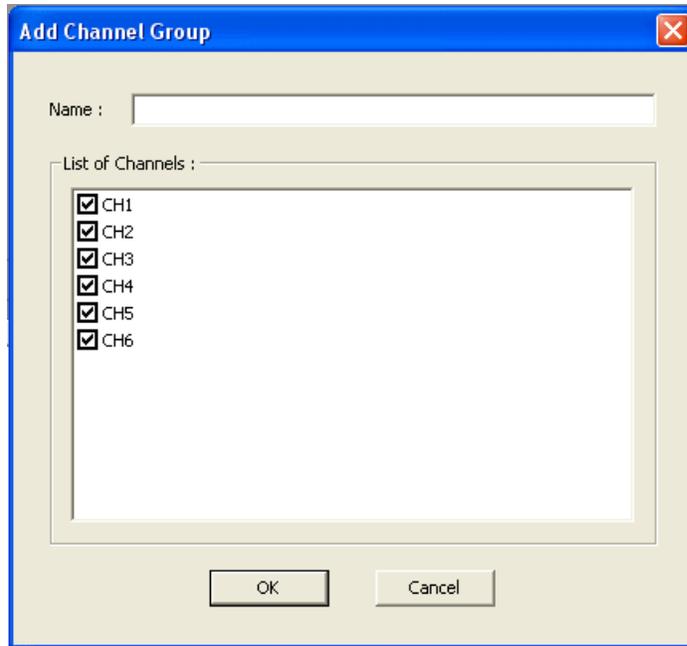
**Adding a channel group**

Channel groups can be created on the channel group tab on the Aurora Ingest - Server options setup.

1. Click the **Add** button.

By default, all channels are selected when you create a new channel group. You can deselect channels by unchecking boxes that are not to be assigned to your channel group.

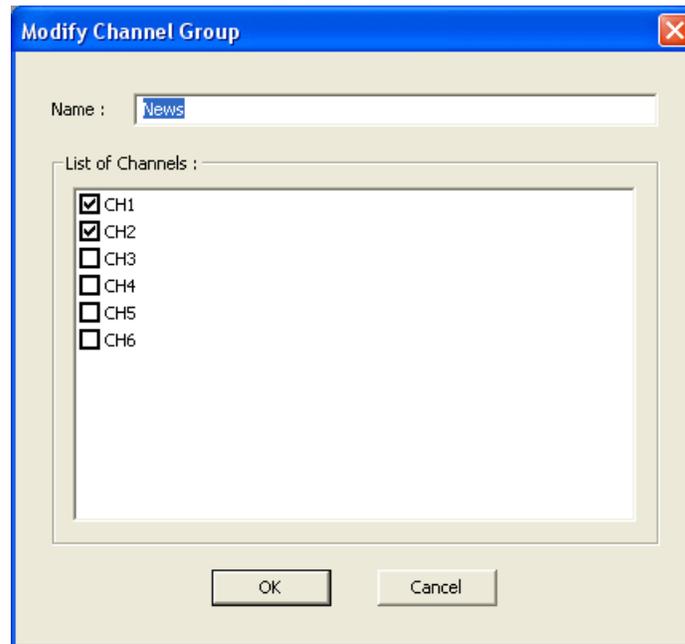
2. Enter the name of the channel group, assign channels to the group by deselecting unwanted channels and click **OK**.



### Modifying a channel group

Once a channel group is created, you can still modify channels to be included in that group via channel group setup on the Aurora Ingest - Server.

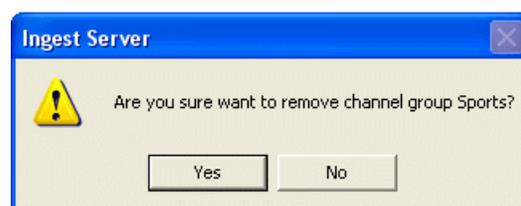
1. Select the channel group and click **Modify** button.
2. Edit the name of the channel group, check or uncheck channels for the group and click **OK**.



### Deleting a channel group

If you need to delete a channel group, you can do so on the channel group tab of Aurora Ingest - Server options setup.

1. Select the particular channel group and click **Remove**.

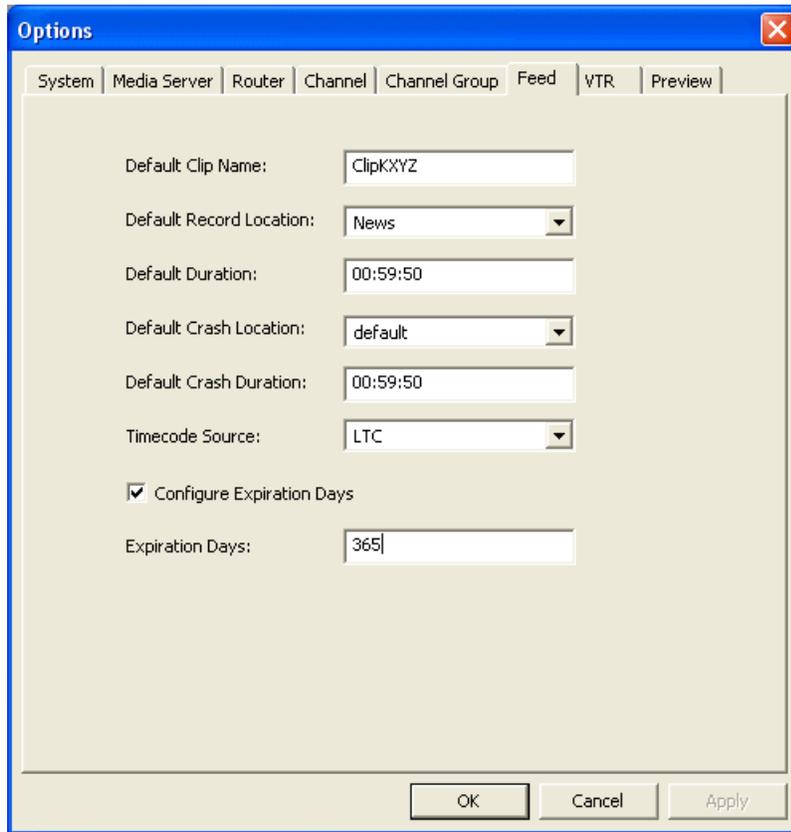


A dialog box pops up for your confirmation to remove the channel group.

2. Click **Yes** to confirm the removal of the channel group.

### Configuring Feed

You need to configure the Feed tab on Aurora Ingest - Server for your Scheduler client.



Setting	Description
Default Clip Name	Specify the default clip name.
Default Record Location	Enter the default location for any scheduled record event.
Default Duration	Enter the default duration for any new feed event you schedule. (00:59:50 by default). To easily schedule back-to-back records, adjust the default duration by 10 seconds in order to avoid a recording conflict. For example, for a 1 hour feed duration, set the default duration to 00:59:50.
Default Crash Location	Enter the default location for any un-scheduled, i.e. crash record event. Once specified, all crash records will go to the same folder name on all media servers.
Default Crash Duration	Enter the default duration for any un-scheduled record event.
Timecode Source	Select the timecode source from the drop-down list: Internal, LTC, Time of Day, or VITC.

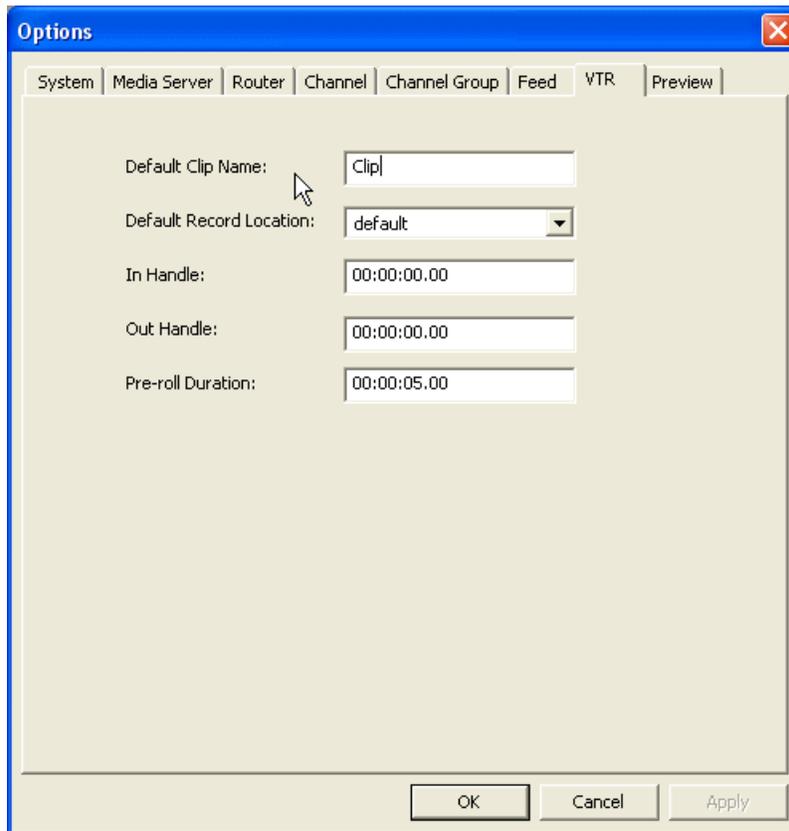
<b>Setting</b>	<b>Description</b>
Configure Expiration Days	Check the box if you want to set a default availability period of your metadata before it is set to expire.
Expiration Days	Enter the number of days that you want to set before your metadata expires. The minimum is 1 day and the maximum number of expiration days that can be set is 365 days.

## **Configuring VTR**

You need to configure VTR setup on Aurora Ingest - Server before using VTR Ingest client.

Configuring VTR Ingest is a two-step process.

1. Populate the fields in the VTR tab under **Tools | Options** in the Aurora Ingest - Server application.
2. Populate the VTR information under **Tools | Options** in the VTR Ingest application and verify that it matches the VTR information under **Tools | Options** in the VTR Controller application.

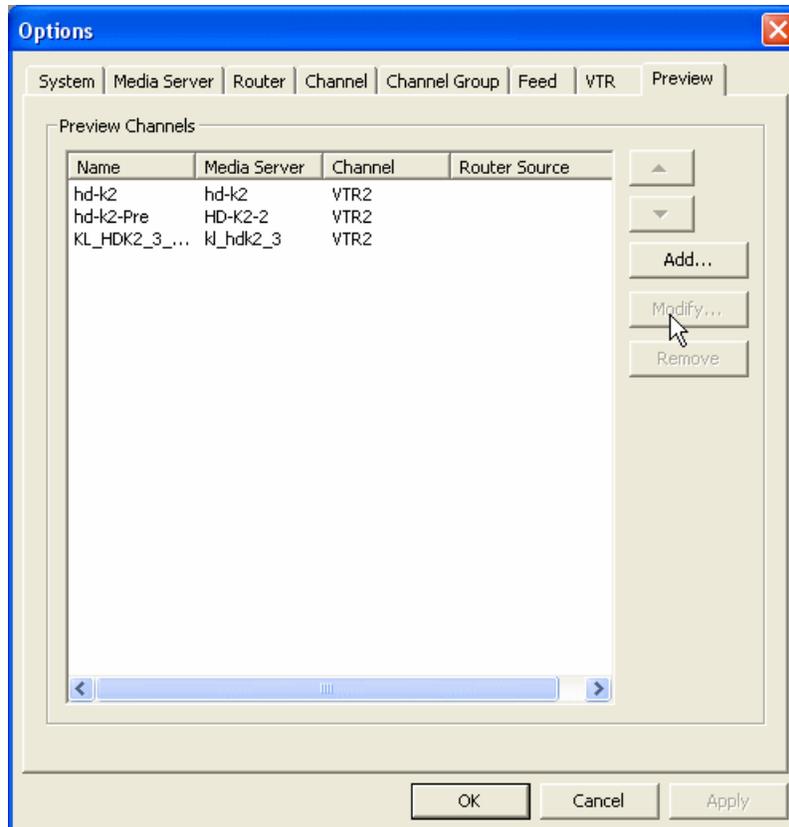


Setting	Description
Default Clip Name	Specify the default clip name.
Default Record Location	Enter the default location for any vtr ingest record event.
In Handle	Handles allow you to have additional frames to use while editing. Enter the duration you want for the In and Out Handles (0 seconds by default).
Out Handle	
Pre-roll Duration	Enter the number of seconds of preroll you want to use when recording clips (5 seconds by default).

### Configuring Preview Channel

With the high resolution asset viewer in Aurora Ingest - Scheduler, users can view a previously recorded asset or a currently recording item.

The configuration of playback channel for this asset viewer is done in the Preview tab within **Tools | Options** of Aurora Ingest - Server.



1. To configure the channel, click the **Add** button.



2. Enter the name of the channel and select the media server from the dropdown list.

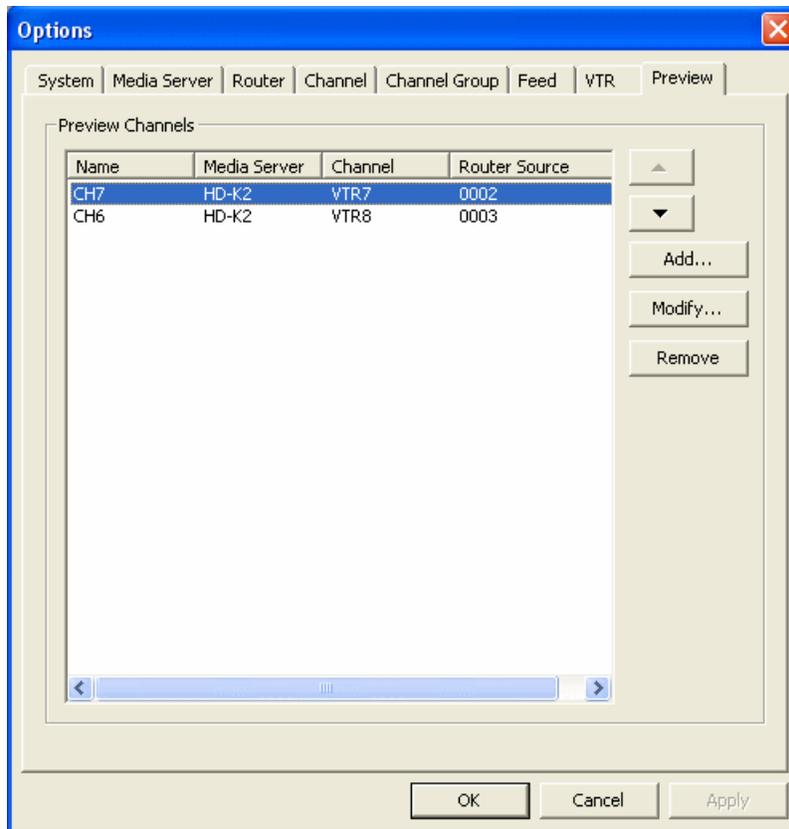
3. Then, select the channel and router source from the dropdown list.
4. Click **OK**.

After the preview channel had been configured, you can select it from the Player channel dropdown list within Tools | Options of Aurora Ingest - Scheduler.

### Modifying a preview channel

You can modify preview channels on the preview channel tab of Aurora Ingest - Server options setup.

1. Select the preview channel and click the **Modify** button.



2. Edit the channel configuration and click **OK**.

### Removing a preview channel

You can remove a preview channel on the preview channel tab of Aurora Ingest - Server options setup.

1. Select the preview channel and click the **Remove** button.



A dialog box pops up for your confirmation on the channel removal.

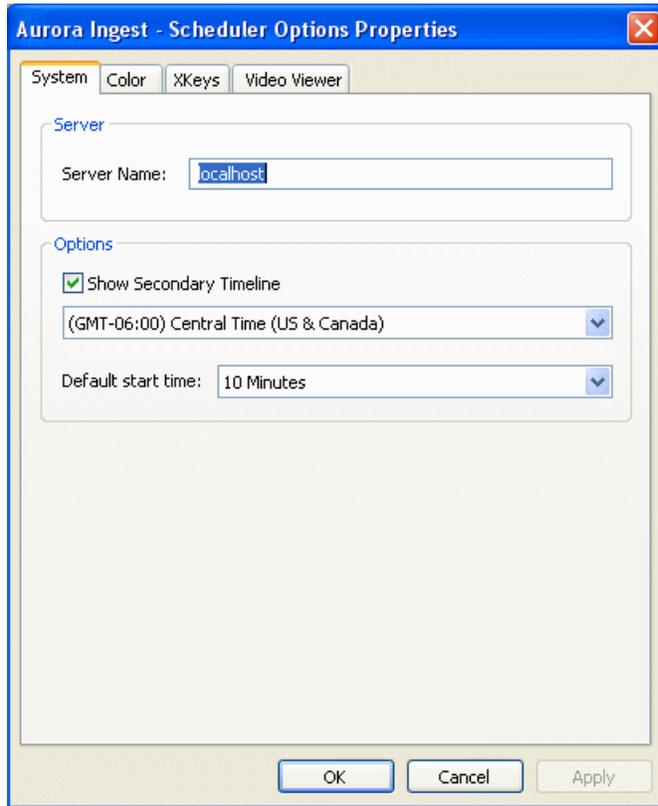
2. Click **Yes** to confirm the removal of the preview channel.

## Configuring Scheduler application

After you have configured Scheduler in the Aurora Ingest - Server, you need to configure the options in the Aurora Ingest - Scheduler application.

The tabs that you need to configure within the Scheduler application are System, Color, XKeys and Video Viewer.

1. In Aurora Ingest - Scheduler, select **Tools | Options**.

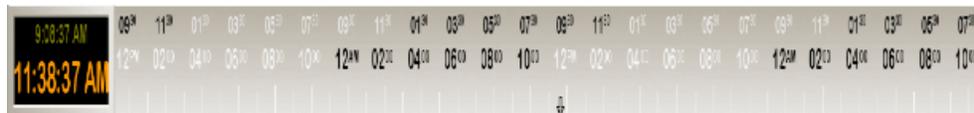


The Scheduler options properties window displays.

2. On the System tab, specify the Aurora Ingest - Server for your operation. If you want to use an Aurora Ingest - Server that is hosted on another machine, you need to specify the server name here.
3. In the Options section, you can select to show a secondary timeline on Aurora Ingest - Scheduler main window.

This feature allows you to display dual time zones on Scheduler application, which is of great use for global operations.

4. Select the time zone that you need from the dropdown list for your secondary timeline.



Once configured, Scheduler will display both primary and secondary clock and timelines on the main window.

5. You can also set a default start time for a newly added event. The default start time ranges from 5 minutes to the next hour on the dropdown list.

The default start time that you set will appear on the Add Event dialog box.

**NOTE:** *If you set the default start time to 10 minutes and click the Add Event button at 11.10 am, the default start time on the Add Event window will be set to 11.21 am after allowing 10 minutes default between adding and recording the event.*

6. Click **Apply** to save changes without exiting the Options window.

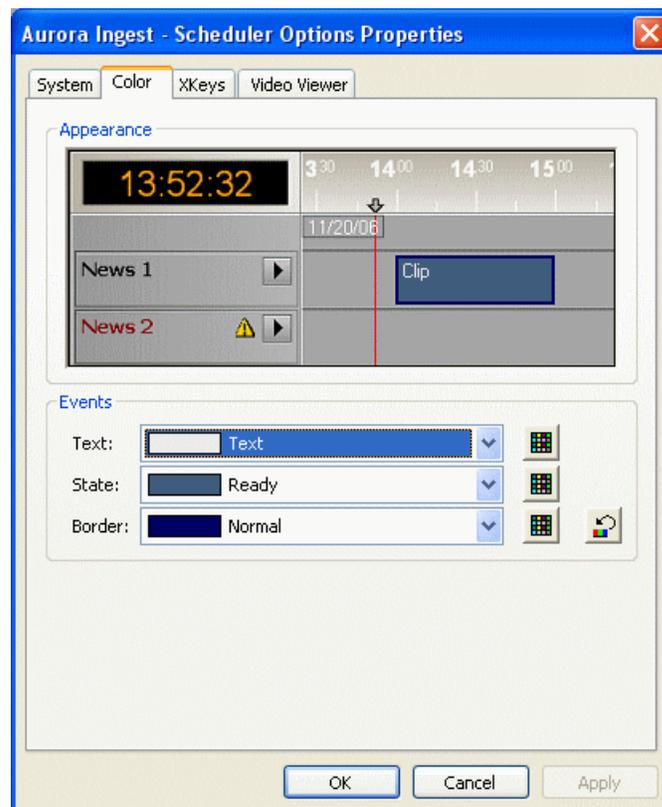
## Customizing color for Scheduler

You can customize status colors for Scheduler application if needed.

The setup is on the color tab of the Scheduler Options dialog box.

1. Select the Color tab to customize status colors in the Aurora Ingest - Scheduler application.

You can change the color of text, state and border of events if desired.

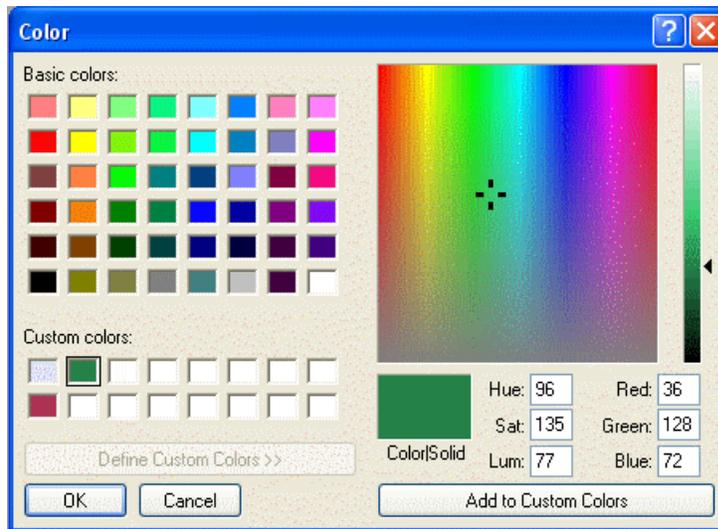


2. To change the text color, click text on the drop-down list and click the  color palette button.
3. Select the text color that you want from the color palette display.

You can choose either to use basic colors as provided or define your own custom colors.



4. To create custom colors, click the **Define Custom Colors** button.

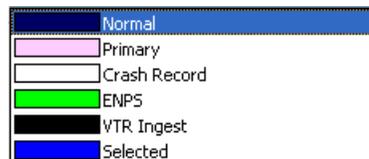


The color palette window expands to provide more color options.

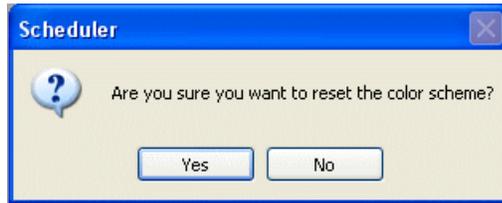
5. To change the luminance value of your color, move the right arrow up and down with the minimum value at the bottom and maximum value at the top of the scale.
6. To change the hue, move the crosshair marker left and right with the minimum value on the most left and maximum value on the most right.
7. To change the saturation value of your color, move the crosshair marker up and down with the minimum value at the bottom and maximum value on top.
8. Click the **Add to Custom Colors** button to add the color that you chose to the Custom colors section on the color palette.
9. Select the text color that you want for Scheduler application and click **OK**.
10. To change the color of 7 states of events in the Scheduler, select the state from the drop-down list:



11. Follow steps 5-9 if you want to customize your own state colors.
12. Select the color for each state from the color palette and click **OK**.
13. To change the color of an event border, select the border from 6 types of borders in the dropdown list:



14. Follow steps 5-9 if you want to customize your own border colors.
15. Select the color for each border from the color palette and click **OK**.
16. Click Apply to implement your color changes.
17. To reset back to default colors, click the  Reset button.



A pop-up window displays for you to confirm the reset of the color scheme.

18. Click **Yes** to confirm the reset of your color scheme and click **Apply** to implement your color changes.

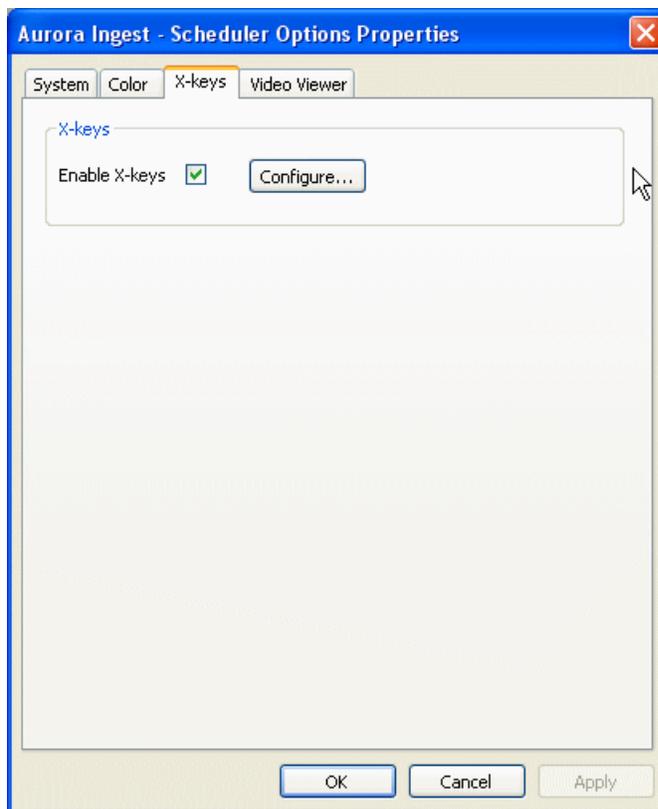
### Customizing X-keys for Scheduler

You can preview and edit assets in Scheduler using X-keys Jog/Shuttle Controller.

Each button of the X-keys can be customized to suit the functionality that you need.

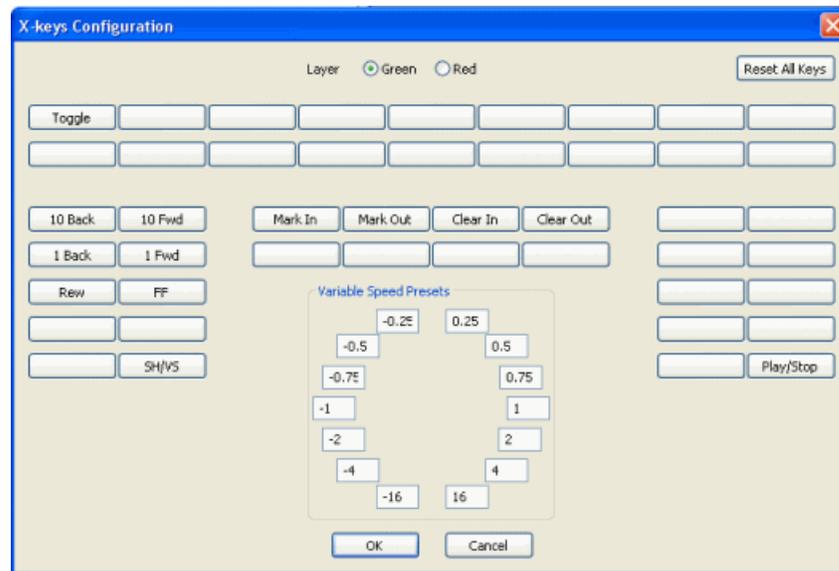
The setup is within the X-keys tab of the Scheduler Options dialog box.

1. Select the X-keys tab.



2. Check the Enable X-keys box to activate the X-keys feature.
3. Click the **Configure** button to start configuring your X-keys.

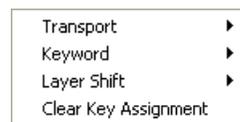
Some of the X-keys have been pre-configured on the Green layer, mostly with transport control functions. You can still change the default layout or add new commands on the unused keys.



**NOTE:** Before you can use the X-keys Jog/Shuttle controller, you need to install the X-keys Macro Works software. However, do not use the X-keys Macro Maker application to modify the keys.

4. To customize a key, click on the key that you want to configure or modify.

A drop-down list displays the available commands.



5. Select a command to apply to this key.
6. Repeat steps 4 and 5 to configure additional keys.
7. Once you have finished configuring those keys, click **OK**.

In addition to keys, the controller comes with jog/shuttle knob. The jog control, the center disk of the knob, allows you to make precise frame by frame selections for editing. The outer rim can be used in Shuttle or Varispeed mode.

Shuttle and Varispeed modes both allow you to play clips at various preset fast forward, rewind, and slow-motion speeds. In Shuttle mode, when you release the knob the clip stops. In Varispeed mode, when you release the knob the clip keeps playing until you press the Stop key.

## Using the X-keys Jog/Shuttle Controller

The X-keys controller allows you to simplify your workflow. For example, you can just press customised keys to easily preview and edit assets within video viewer windows.

Any commands you send using the X-keys controller apply to the currently active window, which is considered to have **focus**. When the window has focus, you can perform tasks such as navigating through a clip or trimming a clip. Always bear in mind that you need to give focus to a window before you can apply the X-keys controller commands to it.

The following table describes the functionalities of keys that can be customized for your X-keys Jog/Shuttle controller. Some of these keys had been pre-configured on the Green layer. If necessary, you can configure more keys either on the Green layer or the Red layer.

Setting	Description
Layer	Indicates whether you are configuring the Red or Green layer.
Reset All Keys	Resets all the keys on the particular layer that you are configuring. Reset All Keys does not affect keys that shift between the layers, i.e. the Toggle, Red, and Green keys.
1 Back	Jogs the clip backward 1 frame.
1 Fwd	Jogs the clip forward 1 frame.
10 Back	Jogs the clip backward 10 frames.
10 Fwd	Jogs the clip forward 10 frames.
Play/Stop	Plays or stops the clip.
Play St	Plays a clip from the start.
Mark In	Marks a new In point for a clip.
Clear In	Clears the In point of a clip.
Goto In	Goes to the In point of a clip.
Mark Out	Marks a new Out point for a clip.
Clear Out	Clears the Out point of a clip.
Goto Out	Goes to the Out point of a clip.
FF	When the focus is on a video viewer window, you can press the FF button to fast forward through the clip.

Setting	Description
Rew	When the focus is on a video viewer window, you can press the Rew button to rewind the clip.
Rec	When the focus is on a video viewer window, you can press the Rec button to record the clip.
Keyword	Adds keyword to a specific duration within the clip. You need to set the mark in and mark out points before adding the keyword. You can also insert any word that will be inserted when you press the assigned key.
Keyframe	Adds keyword to a specific point within the clip. You can also insert any word that will be inserted when you press the assigned key.
Auto Mark	Adds keyword automatically to a certain point after a specified time.
Green	Switches to the Green layer.
Red	Switches to the Red layer.
Toggle	While you are using the X-keys controller, Toggle switches between the Red and Green layers.
Clear Key Assignment	Clears an assigned key, so that you can select another function for that particular key.
Variable Speed Presets	Preset speeds that you can access by using the shuttle/varispeed wheel of the X-keys controller. You can modify these speeds to suit your operation.

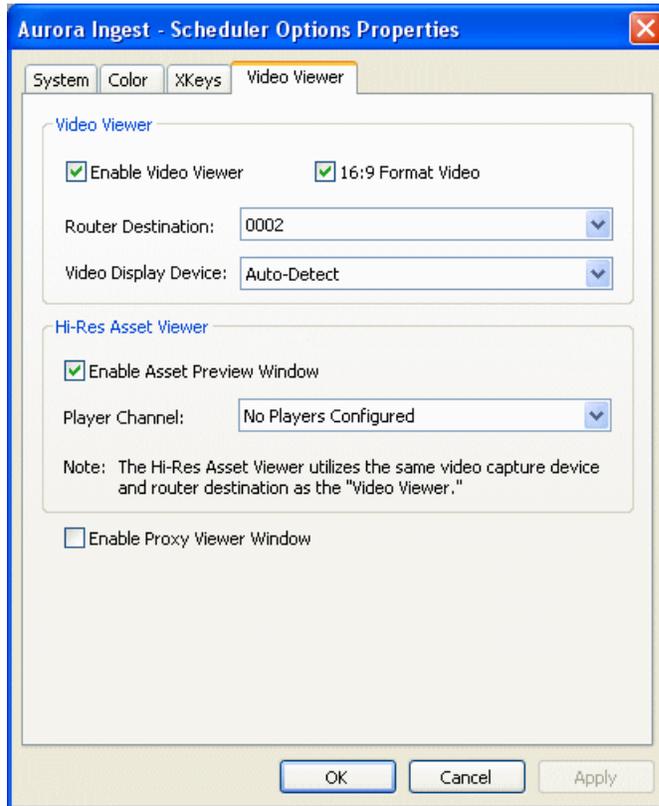
## Customizing video viewer for Scheduler

You can customize video viewer, asset viewer and proxy viewer of the Scheduler.

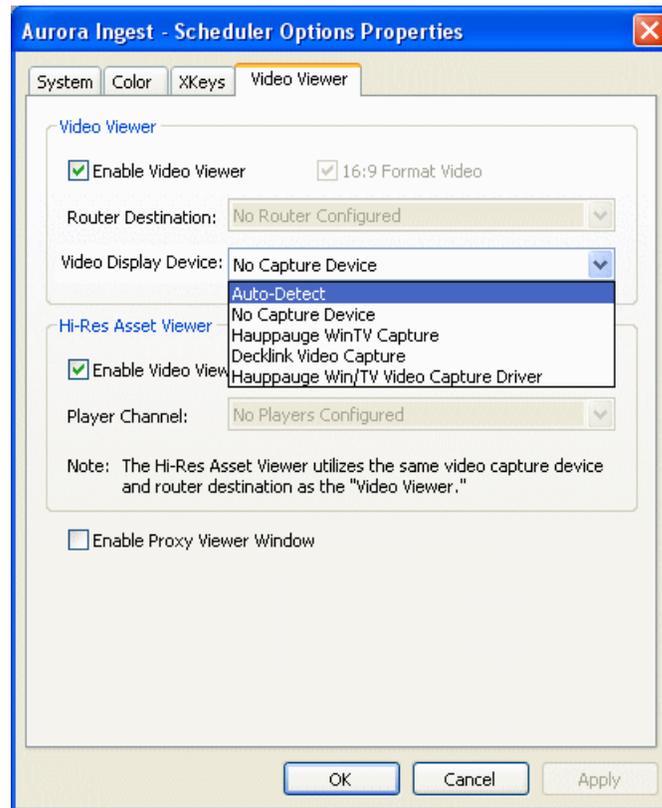
If you have the optional Hauppauge WinTVGo video capture card or Blackmagic Design DeckLink video capture card installed in your scheduler machine and a router configured in your system, you will need to define the destination of the router connected (via digital to analog converters, if needed) to your video capture card.

The setup is within the Video Viewer tab of the Scheduler Options dialog box.

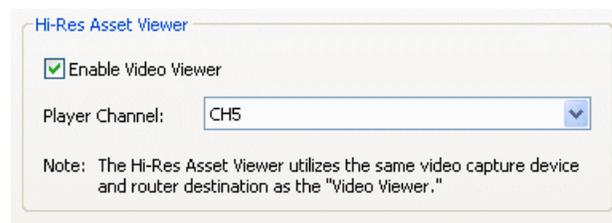
1. Select the Video Viewer tab.



2. Check the **Enable Video Viewer** box to have a video viewer in your Scheduler application. This feature enables user to view the asset as it is ingested into the media server.
3. If desired, check the 16:9 video format.
4. If using a router, select the router destination from the drop-down list. If no router has been configured, this field will be grayed out.
5. If you have installed a video capture card, select the device in the Video Display Device drop-down list.



6. Select **No Capture Device** if you want to view the asset via a separate video monitor.
7. Once the Hauppauge WinTV video capture card or Blackmagic Design DeckLink video capture card is configured for the video viewer, it could also be utilized for the high resolution asset viewer.
8. The High Resolution Asset Viewer enables users to view ingested asset in the media server and edit asset with Mark In/Out points via the asset viewer controls. To enable the feature, check the **Enable Video Viewer** box in that section.



9. Select the player channel of the asset viewer from the dropdown list. The channel setting is done in the Preview tab within Tools | Options of Aurora Ingest - Server.

10. Check the **Enable Proxy Viewer Window** box if you want to view proxies within the Search Context window of the MediaFrame plug-in.
11. Click **OK**.

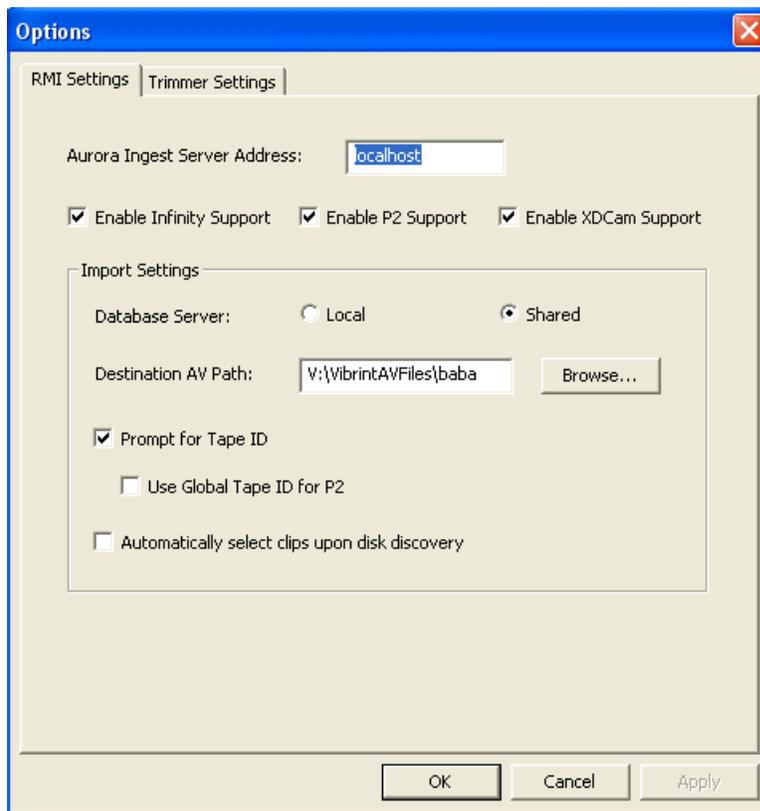
The Video Viewer, Asset Viewer and Proxy Viewer for the Scheduler application are now configured.

## Configuring RMI application

The Aurora Ingest - RMI is configured within the RMI application.

Once RMI system requirements have been met, you can enter the RMI Options setup to configure Aurora Ingest - RMI.

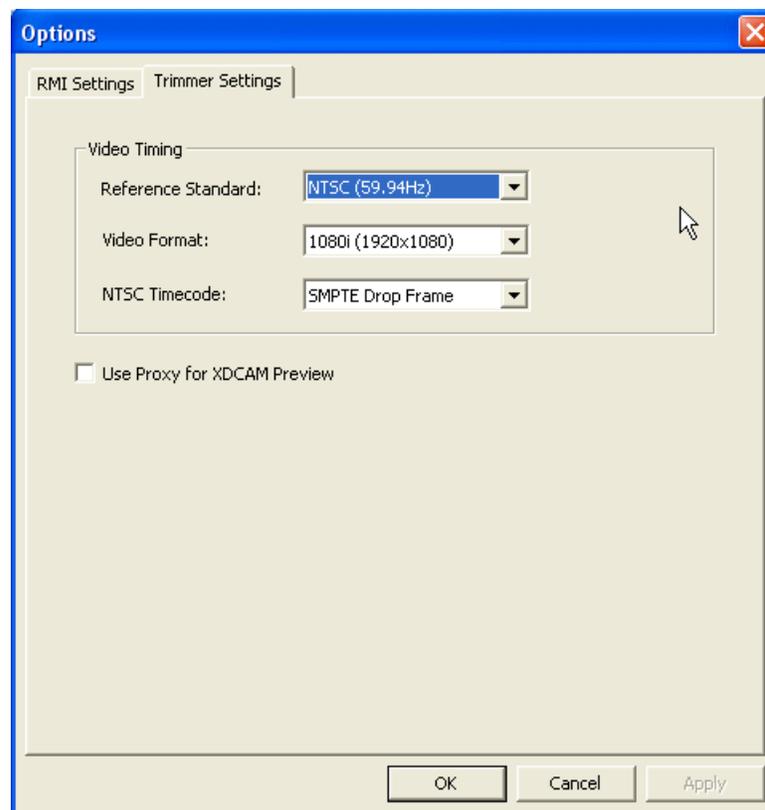
1. Enter the IP address or computer name of the Aurora Ingest Server.



2. Specify the removable media device or devices.
3. Specify the import settings.
4. Select local or shared storage, and browse to the VibrintAVFiles location.

- Prompt for tape ID - this feature lets you give the disk and all of the clips useful names right up front. By this way, you can differentiate clips from different disks.
- Use Global Tape ID for P2 - select this if you want to use global tape ID when ingesting from Panasonic P2. With the global tape ID, you can have a single ID to represent multiple Panasonic P2 cartridges.
- Automatically select clips upon disk discovery - use this feature if it's better for your workflow to select all clips automatically, then select or de-select individual clips.

5. Click **Apply**.
6. Click the Trimmer Settings tab to proceed configuring the RMI application.



7. Select Video Timing settings from drop-down lists within the Trimmer Settings tab.
  - Reference Standard - select either NTSC or PAL for your video reference standard.
  - Video Format - select 1080i, 720p or 480i video format from the drop-down list.

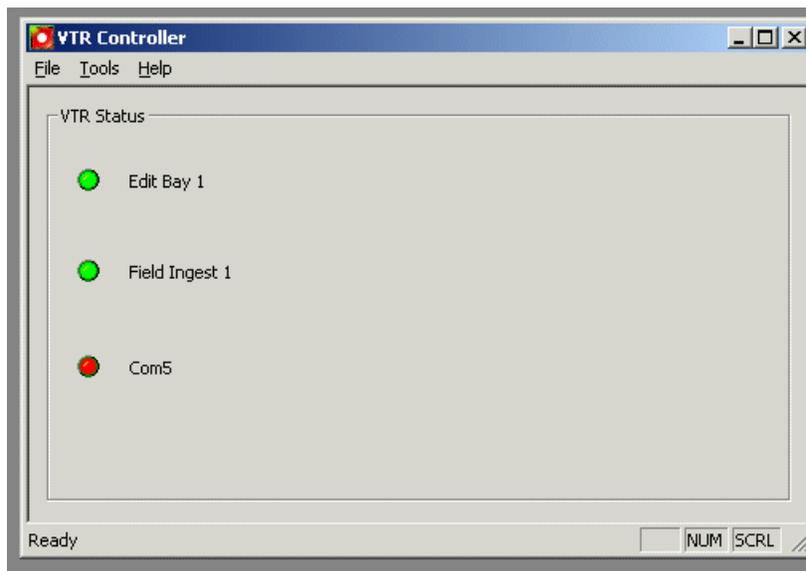
- NTSC Timecode - if you selected NTSC for your video reference standard, you can select the NTSC Timecode to be SMPTE Drop Frame or SMPTE Non-Drop Frame.
8. Check the box for Use Proxy for XDCAM Preview if you want to view proxy video from an XDCAM instead of the SD video.
  9. Click **OK**.

## Configuring VTR Controller Application

Before you can use VTR Ingest with a VTR or VTRs, you need to configure the VTR Controller application.

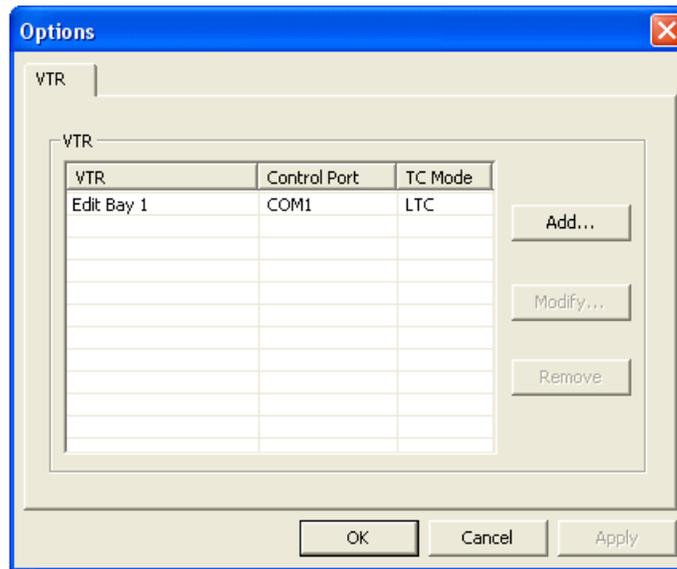
VTR Controller can be installed on the same machine as the VTR Ingest application, but this is not required.

1. From the Windows Start menu, select **All Programs | Grass Valley | Aurora | Aurora Ingest - VTR Controller**.



The VTR Controller application opens.

2. Select **Tools | Options**.



The VTR Controller Options dialog box displays.

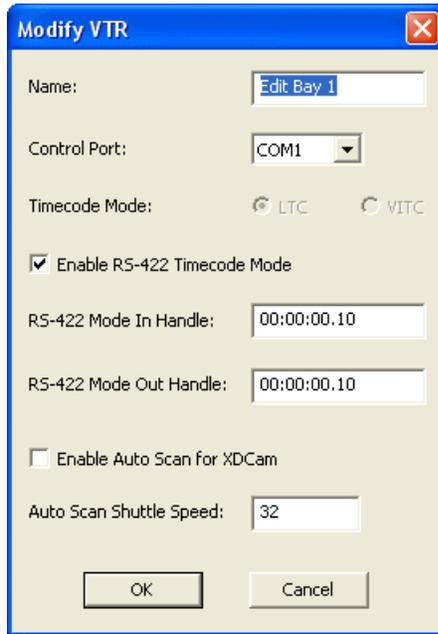
3. Click the **Add** button.

The listening port is automatically populated. (Knowing the listening port can be useful if, for example, you are having difficulties with firewall and need to know which port should be allowed as an exception.)

A dialog box displays that allows you to enter a name and select a control port and timecode mode.

4. Without the LTC physical connection, timecodes could still be polled via RS-422. Check the option to enable RS-422 timecode mode in the Add VTR window if you want to poll the timecode.

Records with RS-422 timecode mode have a frame accuracy recording window of +/- 10 frames. Due to this, in and out handle settings are provided within the setup.



Once configured, timecode is no longer a required input and records on VTR Ingest will be triggered with timecode detection via RS-422.

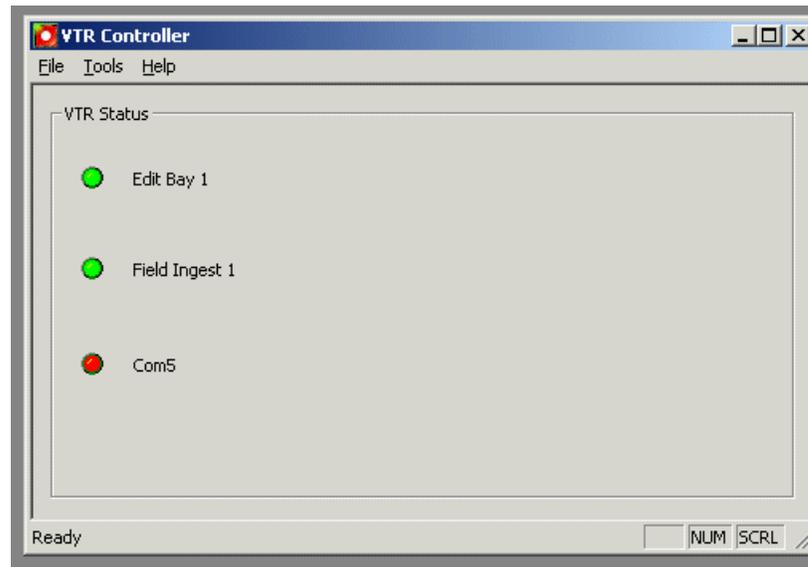
5. You can set In and Out Handles for recordings with VTR using the RS-422 timecode mode. Both handles are set to 10 frames by default.
6. If you are using an XDCAM VTR, you can select the checkbox to enable auto scan for the XDCAM VTR.

The XDCAM VTR does not adhere to typical RS-422 shuttle commands. By enabling the auto scan feature for XDCAM VTR, previous and next commands will be used instead of the usual shuttle forward and back.

7. You can also change the shuttle speed for the auto scan feature.

The default is set to 32, but you can change to any value depending on the type of VTR that you use. When XDCAM mode is selected, the field to set the shuttle speed of auto scan will be disabled and grayed out.

8. Click **OK** to add the VTR.



After you have successfully added the VTR, you should see it displayed in the VTR Status window with a green indicator next to its name.

Once you have added VTRs, you can modify or delete them. However, if you only have one VTR displayed in the status window, you cannot delete it and have an empty status window.

### Troubleshooting VTR Controller configuration

If you see a red indicator next to the VTR's name, try restarting VTR Controller.

If the VTR status still displays a red indicator, verify the following:

- Check your VTR Ingest configuration and make sure the VTR information matches the information you entered when configuring VTR Controller.
- The correct COM port has been specified for the VTR.
- The COM port is not being used by another application controlling the VTR.
- The VTR is turned on.
- The hardware has been correctly installed.
- The IP address or computer name where VTR Controller is installed matches the address or name in the VTR Ingest application.

### Configuring VTR Ingest application

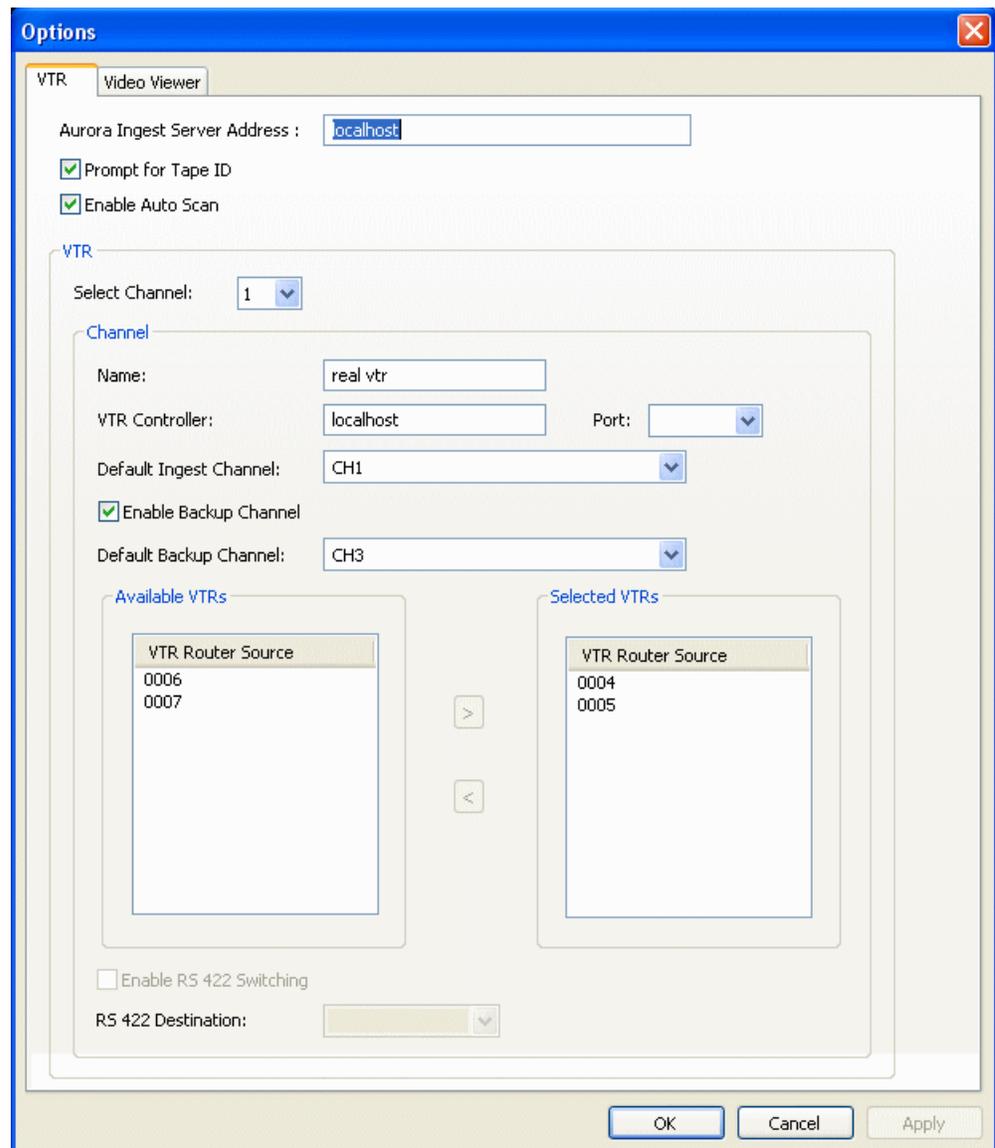
You need to configure the VTR Ingest application before using it.

Make sure you have already configured the VTR Controller application before completing this section. The VTR information in these two applications needs to match.

1. In the VTR Ingest application, select **Tools | Options**.
2. In the VTR tab, enter the IP address or host name of the Aurora Ingest - Server.
3. If desired, check the **Prompt for Tape ID** box.

This feature allows you to customize the identification of your tape. If you don't enter a tape ID, VTR Ingest prompts you to enter the ID before you ingest the first clip.

4. If needed, you can also enable the Auto Scan feature. It allows you to scan and capture media from a tape according to timecode breaks.
5. Select a channel from the drop-down list and enter the name of the channel.
6. Enter the IP address or name of the computer where VTR Controller is installed. (If VTR Controller is installed on the same machine, enter **localhost**.)

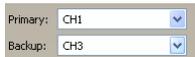


7. Select the COM Port from the drop-down list.
8. When using channel groups, the Default Ingest Channel dropdown list reflects the configuration that had been set for the user. You can select one or more groups, or select individual channels depending on your setup.
9. Once a channel group is checked and selected, individual channels within that group become red in the dropdown list and they can no longer be individually selected.



10. If a user or user group is configured to belong to no channel groups, then those users could see and select all available channels within the dropdown list.
11. If you want to record to two different locations through VTR Ingest, you can check the Enable Backup Channel box and select a channel from the Default Backup Channel drop-down list.

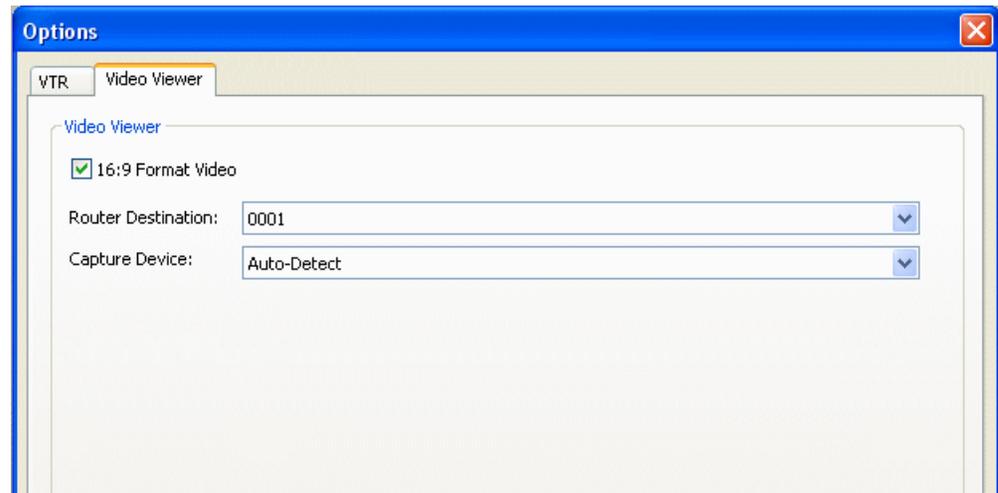
Once the option to enable backup channel is selected, a Backup channel dropdown list appears below the primary channel drop-down list within VTR Ingest channel windows. You can easily select other primary and backup channels from those drop-down lists if needed.



12. From the list of available VTRs, select the VTR router source.  
Once selected, the router source is displayed in the Selected VTR box.
13. You can also check the **Enable RS-422 Switching** box and select the RS-422 destination.
14. To make the changes but keep the Options dialog box open, click **Apply**.
15. Proceed to configure video viewer in the Video Viewer tab.

If you have the optional Hauppauge WinTVGo video capture card or Blackmagic Design DeckLink video capture card installed in your VTR Ingest machine, you will need to define the destination of the router connected (via digital to analog converters, if needed) to your video capture card.

16. In the Video Viewer tab, check the 16:9 format video if desired.
17. Select the router destination from the dropdown list. If no router has been configured, this field will be grayed out.



18. For the Capture Device dropdown list, select **No Capture Device** if you want to view the asset via a separate video monitor.
19. If you have installed a video capture card, select the device in the capture device dropdown list.
20. Click **OK** after you are done with the configuration.

The VTR Ingest application is now ready for use.

## Configuring user administration

User administration for Aurora Ingest client is done within Tools | User Administration in Aurora Ingest - Server. With this administrative feature, a system administrator can create user accounts, user groups and specify permissions according to user groups or user accounts.

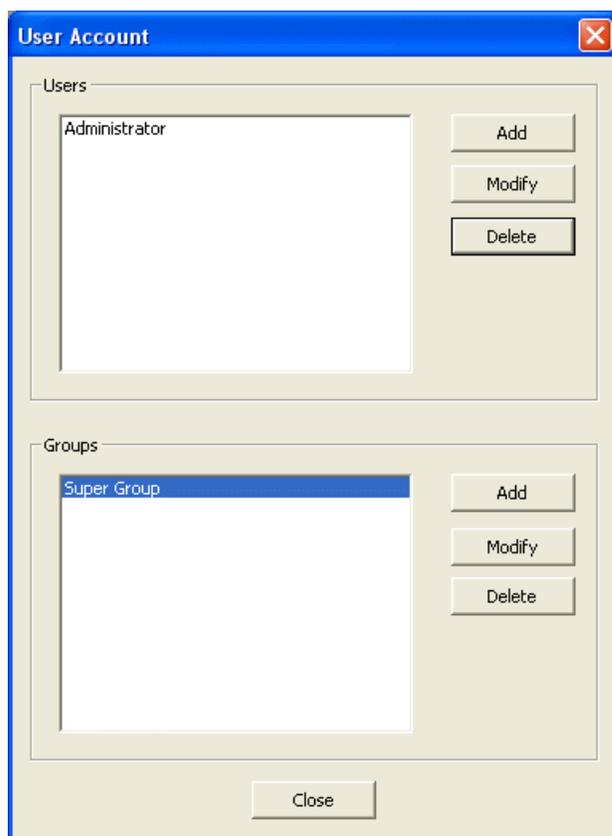
By specifying permissions, an administrator can control who can access the Aurora Ingest applications and what actions can be performed. By default, users are granted permissions for all tasks and access to all Aurora Ingest components when you initially create user accounts. You can deselect permissions that are not to be assigned to the particular user or the particular group.

For a smooth operation, it is best to create user groups with specific permissions to each group and configure channel groups before assigning them to users. Therefore; once you select the group and channel group for a user, pre-configured permissions would be automatically set up as well.

It is mandatory for users to belong to groups. Super Group is the default group that has permissions to all tasks and components. Groups can be set to have permission granted or denied to access the following tasks and components:

Permission	Description
Crash Event	Allows a user to record an unscheduled Aurora Ingest - Scheduler event.
Feed Event	Allows a user so assigned to record Aurora Ingest - Scheduler event.
Recurring Event	Allows a user so assigned to create a recurring Aurora Ingest - Scheduler record event.
Open-ended Event	Allows a user so assigned to record Aurora Ingest - Scheduler event with no end time specified.
Logging	Allows a user to log a tape, create an EDL and save it. (Does not give the user permission to record.)
VTR Ingest	Allows a user so assigned to create Aurora Ingest- VTR batch events.
RMI	Allows a user to access Aurora Ingest - RMI to ingest events from playout devices such as the Infinity Digital Media Cameras and Digital Media Recorders or from Panasonic P2 or Sony XDCam removable media devices.
Switch Aspect Ratio	Allows a user to switch video aspect ratio of Aurora Ingest - Scheduler record event and Aurora Ingest - VTR Ingest record event.
Make Public Templates/Filters	Allows a user to create public templates and public filters. Without this permission, the make public check box for templates and filters will be grayed-out.

- Select **Tools | User Administration**.

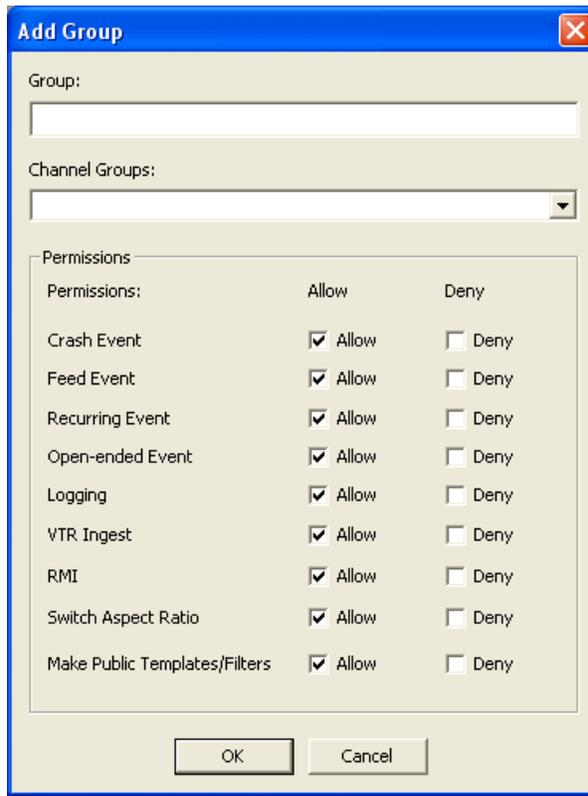


The User account dialog box pops up for you to create users and groups.

### Creating a group

You can create groups on the User Administration setup of Aurora Ingest - Server.

1. Click **Add** in the Groups section.



2. Enter the name of the group and select channel group from the dropdown list.

Channel Groups are configured within Channel Group tab of **Tools | Options** in Aurora Ingest - Server.

3. Set permissions for the group by checking the Allow box or Deny box for each item.
4. Click **OK** after you had finish configuring the group and proceed to create more groups to suit your broadcasting needs.

Groups that had been created will be listed on the Group dropdown list and they can be selected when you create user accounts on the User Administration setup.

## Creating users

User accounts can be created on the User Administration setup of Aurora Ingest - Server.

1. Click **Add** in the Users section.

**Add User**

Username:

Group:

Channel Groups:

Permissions

Permissions:	Allow	Deny
Crash Event	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Feed Event	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Recurring Event	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Open-ended Event	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Logging	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
VTR Ingest	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
RMI	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Switch Aspect Ratio	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Make Public Templates/Filters	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny

OK Cancel

2. Enter the **Username** and select a group for the user from the dropdown list.

If specific permissions had been set for the group, the user will automatically be set with the same appropriate permissions. If needed, you can still edit permissions to the particular user in this window.

If channel groups had also been configured for the particular group, they will be automatically shown under Channel Groups. If not, you can also select channel groups from the dropdown list. You can select more than one channel group if needed.

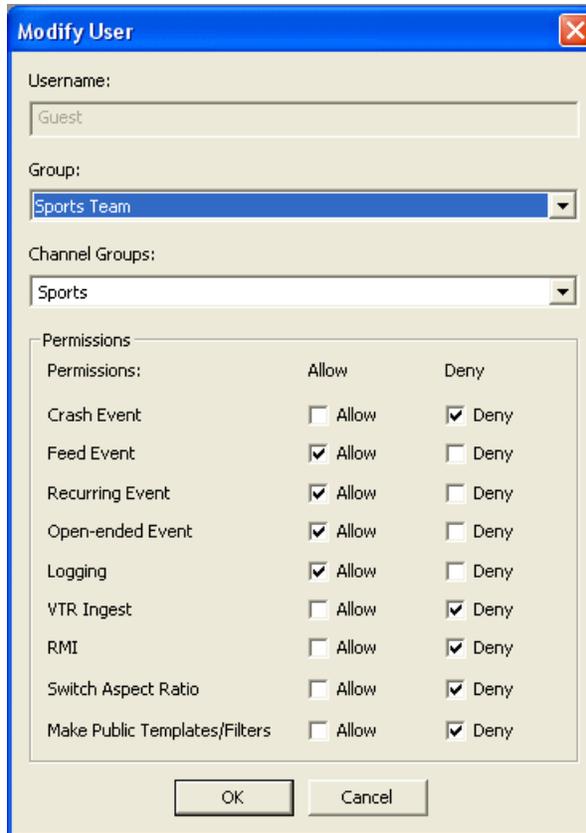
3. Click **OK** after you finish configuring the user setting and proceed to create more users to suit your broadcasting operation.

## Modifying user settings

You can change settings for specific users.

1. Select the user name and click **Modify**.

The user name can not be changed, but you can change the group, channel group and edit permissions for the user in this window.

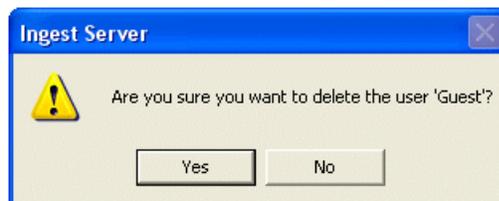


2. Click **OK** to apply the changes.

## Removing user

If you need to, you can delete a user from the system.

1. Select the user name and click **Delete**.



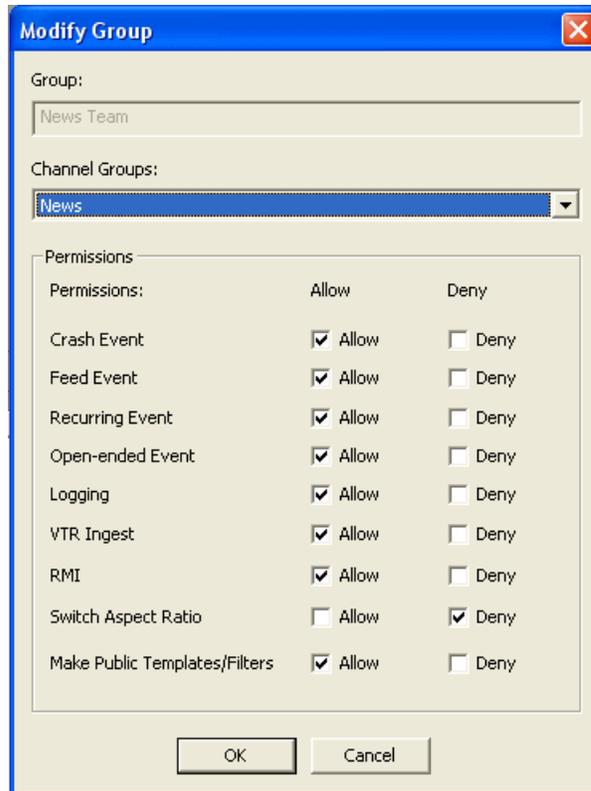
2. Click Yes to confirm the removal of the user.

## Modifying group settings

You can change channel group and edit permissions for groups.

1. Select the group name and click **Modify**.

The group name can not be changed, but you could change the channel group and edit permissions for the group in this window.

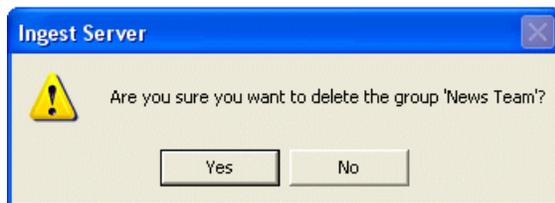


2. Click **OK** to apply those changes.

## Removing group

To delete a group:

1. Select the group name and click Delete.



2. Click Yes to confirm the removal of the group.

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## **Using Aurora Ingest - Scheduler**

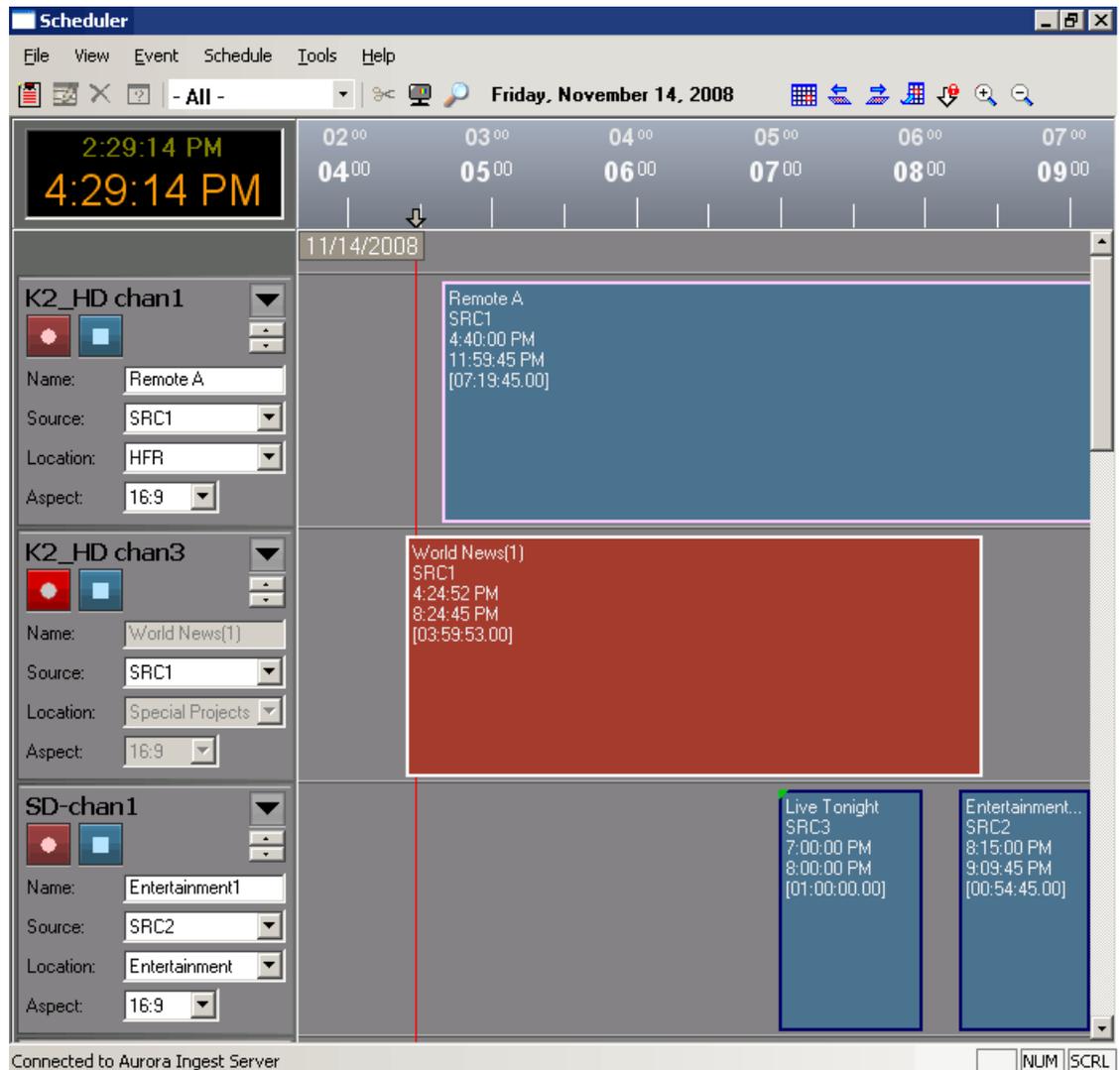
This section contains the following topics:

- *Using Aurora Ingest - Scheduler*
- *Using Scheduler toolbar*
- *Overview of clock and timeline*
- *Overview of channel window*
- *Overview of Schedule Viewer*
- *Crash Recording*
- *Scheduling recording*
- *Creating a template*
- *Using VTR Ingest Reservation*
- *Using filters*
- *Using MediaFrame in Scheduler*
- *Viewing recordings*

## Using Aurora Ingest - Scheduler

The Scheduler user interface allows you to quickly view channels configured via Aurora Ingest - Server, and schedule or record events for your broadcast operation.

With Aurora Ingest - Scheduler, you can record an event from a VTR, router source, CompuSat satellite dish control system, and ENPS. You can crash record, allowing for the immediate recording from any router source, or schedule events to record in advance, including recurring events. You can also gang roll, allowing several router sources to start recording simultaneously. In addition, you can view a recording item or a previously recorded item, and trim the clip if it is already linked to an Aurora Playout placeholder. With MediaFrame integration, you can apply, add, edit and search metadata of assets created within the scheduling and ingest process. You can also play low-resolution video versions of ingested assets.



By default, Scheduler window opens to the current day, date and time according to your system time.

If you hover on a channel name on the left pane of the application, a tooltip will appear to show the channel name, server, recording port, remaining storage and status of the channel.



If you hover on an event on the main Scheduler window, a tooltip will appear to show the title, router source, start time, end time, duration of the event, recording location, channel group (if applicable), aspect ratio setting of the channel, description of the event and error (if applicable).



## Using Scheduler toolbar

These buttons let you perform common Scheduler functions:

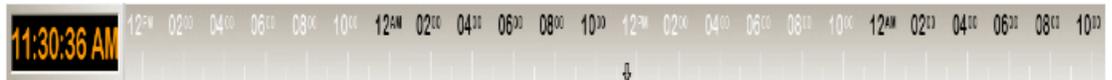
Icon	Function
	Add a scheduled event.
	Modify a selected event.
	Delete the selected event.

Icon	Function
	
	View the selected event
	Hide or show the high resolution Asset Viewer.
	Hide or show the Video Viewer.
	Launch the MediaFrame Search window.
	Launch the Aurora Ingest Scheduler About window.
	Launch the Schedule Viewer window.
	Go to previous day on the main Scheduler window. The day and date on the toolbar will show the previous day and date as well.
	Go to next day on the main Scheduler window. The day and date on the toolbar will show the next day and date as well.
	Go to today's date on the main Scheduler window. The day and date on the toolbar will show the current day and date.
	Toggle timelock on the main Scheduler window.
	Zoom in to the main Scheduler window. The maximum display that could be zoomed in shows 5 minutes difference on the timeline.
	Zoom out of the main Scheduler window. The display could be zoomed out to show 2 hours difference on the timeline at most.

Icon	Function

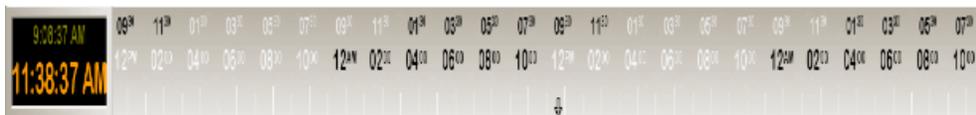
## Overview of clock and timeline

Clock and timeline display are two essential features to schedule recordings.



You also have the option to display a secondary clock and timeline on your Scheduler window. If you have multiple sites across many time zones, seeing another time zone and timeline could make the scheduling process easier.

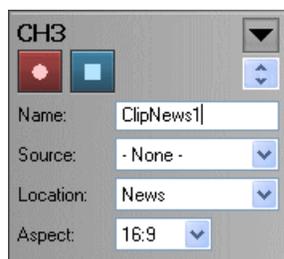
Once configured, Scheduler will display both times on the main window.



However, the secondary time is only shown on the clock and timeline display. You will not see the secondary time within add feed dialogs or tooltips within the Scheduler.

## Overview of channel window

The channel window shows channels that had been configured within your Aurora Ingest - Server.



Each channel window contains buttons and dropdowns that you need if you want to record an event immediately or also known as a crash record.

Icon	Function
	Start recording an event.
	Stop recording the event.
	Expand channel window to show channel items. The arrow on the expand button shows downward if the channel window is already expanded.
	Arrow button to minimize channel display by row.
	Arrow button to expand channel display by row.

You can enter the name of the clip in the channel window prior to a crash record. Once the event is cued, the name dialog box will be grayed out. However, you can still modify the name of the clip by right-clicking on the event and select **Rename Event** or press the F2 key to bring up the Rename window.

The router sources dropdown will show available router sources if you already configured your router and router sources for feeds.

The location dropdown shows folders that you can record your clips into. The location dropdown is set to **None** by default. If a crash record is started without populating it, the clip will be recorded into a default folder.

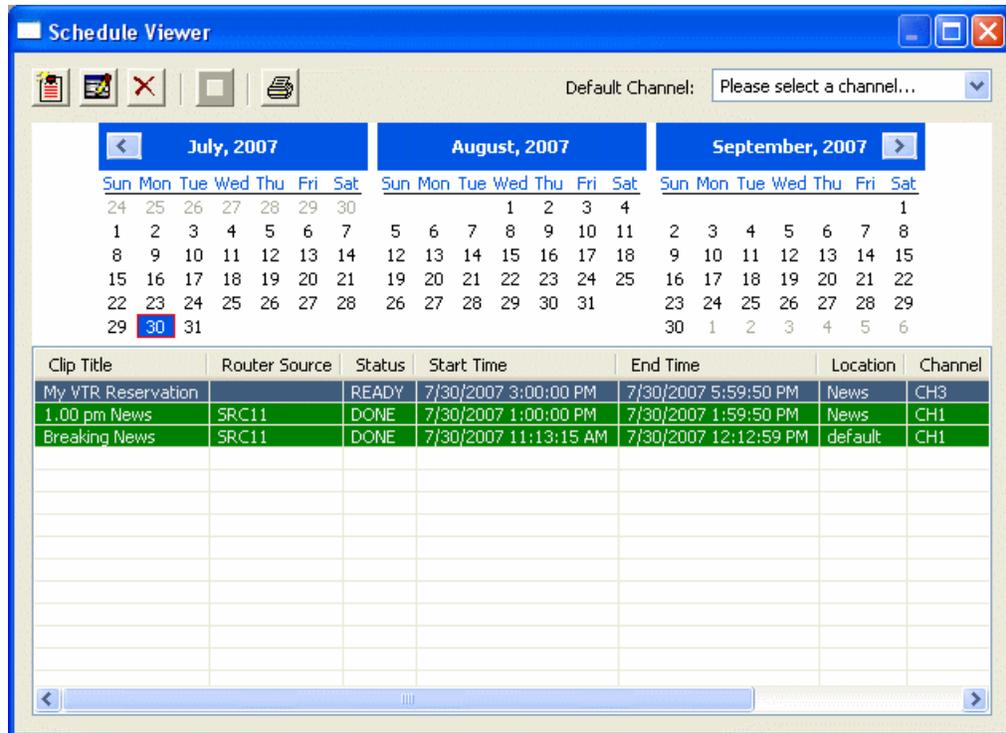
The feature to change aspect ratio is currently supported for K2 version 3.2 when controlling SD channels only. The feature will not work with previous versions of K2, HD channels, or other media servers, such as M-Series.

The aspect ratio dropdown will be available if the Enable Option to Switch Aspect Ratio is selected in System tab within Tools|Options of Aurora Ingest - Server. The availability of the dropdown also depends on user's permission to switch aspect ratio within the logon setup. This is done through the User Administration tool in Aurora Ingest - Server.

## Overview of Schedule Viewer

To see the details of the events scheduled for a particular day, you might want to use Schedule Viewer. Schedule Viewer provides an easy way to select dates for scheduling and to view scheduled events.

To access Schedule Viewer, click the **Schedule Viewer** icon  or select **View | Schedule Viewer**. Schedule Viewer opens, and displays all scheduled events for the selected day.



In Schedule Viewer, you could add, modify, and delete events using appropriate buttons just as you would from the toolbar on Aurora Ingest - Scheduler main window.

Column	Description
Clip title	The name of the event placeholder.
Router source	The router source selected for this event.
Status	The current status of the event: Ready = The event is ready to record. Cueing = The event is preparing to record. Recording = The event is currently recording to the server. Done = The event has finished recording. Failed = The event could not record. Check the Error Message field for more information. Elapsed = The time for the event to record has passed. The status color is gray as the elapsed time is passing, and turns to black when the time has passed.
Start time	The beginning and ending time for the event.
End time	
Location	The name of the folder where the clip resides in the database.
Channel	The channel that had been selected for the event

Column	Description
Owner	The user who created the clip.
Error Message	Any error message describing why the event was not recorded to the server.

## Crash Recording

You can crash record when you want to record an event immediately.

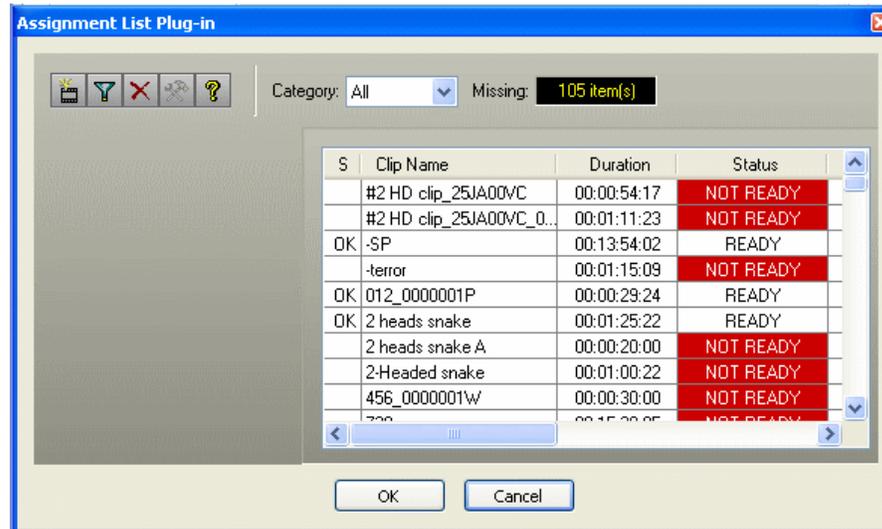
1. Select the channel where you want to record the event.
2. Enter the name of the clip in the Name dialog box. If the name is not populated prior to the crash record, a default name will be set according to your setting within Aurora Ingest Server. The name will automatically increment the reference count if there's another name that matches it.
3. Select the router source for the recording by selecting from the Source dropdown list.
4. Select the location for the clip to be recorded into from the Location dropdown list. If the location is not populated prior to the crash record, the clip will be recorded into a default folder that had been set within your Aurora Ingest Server setting.
5. If the feature to switch aspect ratio is enabled within your Aurora Ingest - Server and the feature is supported on your media server, select the aspect ratio that you need from the dropdown list.
6. Click the **Record** button .

While the clip is recording, the record button flashes and the clip is displayed in red. A scheduled clip is displayed in blue.

The clip cues, and after a short time the clip begins recording.

7. During the recording, you can modify event details by selecting the event, then right-click on the event and select **Modify Event**. The Modify Event dialog box will be displayed and you can modify details such as the event description, the end time of the recording or link the feed to an Aurora Playout placeholder.

You can just click  in the Modify event dialog box to browse for placeholders if you want to link the feed. The Assignment List Plug-in window will be displayed and you can select a placeholder that you need.



After the feed is linked to the placeholder, you should be able to trim the asset and set it for playback through Aurora Payout.

- When you are done recording, click the **Stop Record** button .

Recording stops and the clip status changes to Done.

You can view the event setup by selecting a clip and clicking on the View Event button  or you can view the status of all the clips recorded that day by using Schedule Viewer.

## Scheduling recording

With Scheduler, you can set up events to record automatically at pre-defined times and dates.

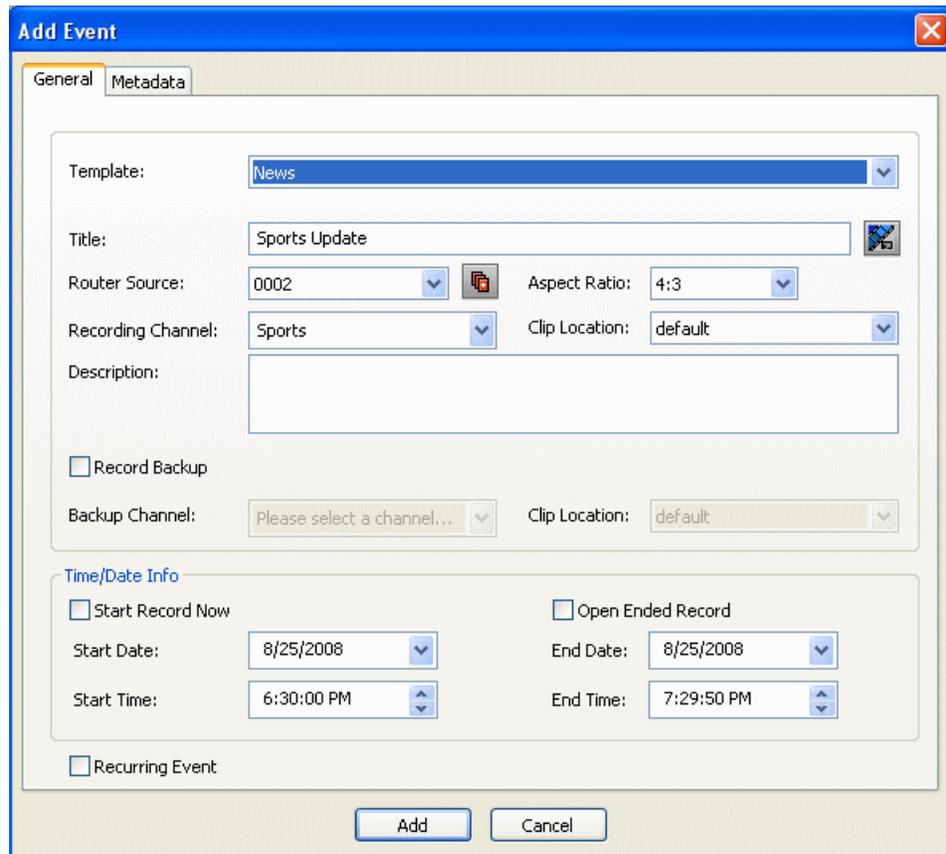
You can also schedule recurring events, allowing you to record the same event every day of the week or once a week.

## Adding New Events

To record events, you add a scheduled event for each event you want to record. You provide information about the event and Scheduler adds the event to the schedule.

- Click the **Add Event** button .

The Add Event dialog box appears with General tab and Metadata tab (if MediaFrame is configured within your Aurora Ingest Server).



2. Fill out the information for the event you are scheduling:
  - a) Template—Select a template from the drop-down list.

Templates save information such as clip location and recording channel so that you can save time on repeated ingests.

- b) Clip Title—Enter a name for the scheduled event, if you want to.

If not, Aurora Ingest automatically will name each clip using the prefix you set when you configure feed and VTR settings on Aurora Ingest - Scheduler.

- c) Assignment List Manager—Click **Assignment List Manager**  to link this event to an Aurora Playout placeholder.
  - d) Router Source—Select the source to record from in the drop-down list. If no router had been configured to your system, None will be displayed in the dropdown.
  - e) Gang Roll — Click Gang Roll button  to select several router sources to start recording simultaneously as can be seen in the window below:

Router Source: Src1, Src10, Src13

Recording Channel:

- Src1
- Src10
- Src13
- Src2
- Src4
- Src9

- f) Aspect ratio—Select the aspect ratio that you want for the recording of the feed.

This feature is enabled if the option is selected in System tab within Tools|Options of Aurora Ingest - Server, the user is given permission to switch aspect ratio and the feed is going to be recorded into K2 version 3.2 when controlling SD channels only. This aspect ratio setting applies to both primary and backup event, if the option to record backup is selected.

- g) Recording Channel—Channel availability for a user depends on channel group and user administration setup within Aurora Ingest - Server. If a user or user group is not configured to any channel groups, then those users could see and select any of all channels that had been configured on Aurora Ingest - Server.

When using channel groups, the user can only see channels that they have access to. Once a channel group is selected; channels within that group will be displayed in red and they can no longer be individually selected. Other channels from other channel groups are grayed out and can no longer be selected as well. If needed, more than one channel group could be selected from the dropdown list. Events will be auto-assigned to channels displayed in red.

News

Groups

- News
- Sports
- Entertainment

Channels

- CH1
- CH2
- CH3
- CH4
- CH5
- CH6

- h) Clip Location—Select a record location for the event from the dropdown list. Record locations are configured in the Media Server tab within Tools|Options of Aurora Ingest - Server.
- i) Description—Enter description of the scheduled event, if you want to.
- j) Record Backup—Check this box if you want to record a backup of the feed. After the option is selected, you need to set the backup channel and location of the clip.

3. Within the Time/Date Info section, you have several options that you can choose regarding the timing of your recording.
  - a) Start Record Now—Check this box to start a recording as soon as you click **OK**. If you check this box, you can provide an ending time for the record or it can also be used with Open Ended Record.
  - b) Open Ended Record—Check this box if you want a recording to continue until you manually stop it. You only need to provide a start time for the record as the end time section is grayed out when this option is selected. It can also be used with Start Record Now.
  - c) Start Date—Select the date you want the recording to start on using the drop-down calendar. Move to a different month using the arrows at the top of the calendar.
  - d) Start Time—Enter the time you want the recording to start, using the format **hour:minutes:seconds**.

***NOTE: When scheduling two events back-to-back, a space of 10 seconds is required from the stop of the first record to the start of the second record. In order to compensate for this, it is recommended that the default record duration reflect a stop time 10 seconds prior to the rounded duration (e.g., 00:59:50 for a 1 hour record).***

- e) Stop Date—Select the date you want the recording to end on using the drop-down calendar.
  - f) Stop Time—Enter the time you want the recording to end, using the format **hour:minutes:seconds**.
  - g) Recurring—Check this box if you want this scheduled event to occur more than once.
4. Click **Add** to add the event if you only have the General tab within the Add Event dialog.
5. If you already configured MediaFrame for use with Aurora Ingest, you can enter metadata for the asset within the Metadata tab.
  - **Name** — The name of the clip will be the same as the one that you entered in the General tab.
  - **Source** — Enter the source of the clip.
  - **Expires** — Select the expiry date for the placeholder. If no expiry date is needed, you can leave it at its default setting: Not Defined.
  - **Description** — The description will be the same as the one that you entered in the Settings tab.
  - **Search Terms** — Enter the search term for the clip so that it will be easy to find when you search for it using MediaFrame Search component later.

You can also enter metadata within Keywords tab, which referenced a specific timecode location in the media file. This is done by selecting mark-in/out points on the clip and inserting a keyword for that segment.

Within the Custom tab, you can enter additional asset metadata such as the name of editor, videographer, location and any metadata for other fields that had been listed. If you have the Administrator privileges, you can add, edit, or delete custom fields.

#### 6. Click **Add**.

The scheduled event is added to Scheduler with a **Ready** status.

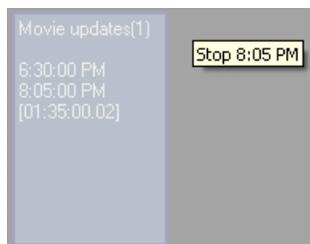
### Adding New Events using Quick Schedule

With Quick Schedule, you can add events just by right-clicking on the scheduling interface.

1. Select the channel where you want to record the event.
2. Right-click on the scheduling grid of the channel and select **Quick Schedule**.

Add Event...	A
Quick Schedule	Q
Quick Trim Event...	▶
Modify Event...	M
Delete Event	Delete
Rename Event...	F2
Save As Template...	
<hr/>	
Stop Event	S
<hr/>	
Add VTR Ingest Reservation...	
<hr/>	
Properties...	P
View Asset...	
Event Details	F10

3. Once you are in the Quick Schedule mode, your mouse indicator turns into a Feed cursor with a start time tooltip that can be placed on the channel at any time that you want.
4. After selecting the start time, you need to click and drag the Feed cursor to the right to select the end time.



5. Then, release the Feed cursor after the end time is selected.

The Add Event dialog box appears with General tab and Metadata tab (if MediaFrame is configured within your Aurora Ingest Server).

6. Fill out the information for the event you are scheduling as had been detailed in the Adding New Events section.
7. Click **Add**.

The scheduled event is added to Scheduler with a **Ready** status.

### Adding Recurring Events

If you want to schedule an event to record on more than one occasion, such as every day of the week, or once a week, you can create a recurring event.

Scheduling a recurring event is the same as scheduling a one-time recording except that you enter information about how the event recurs throughout time. You can schedule the event to recur up to three years in advance.

**NOTE:** *If using CompuSat, you can only schedule weekly recurring events.*

1. Add new event as you normally would.  
The Add Event dialog box appears.
2. Check the **Recurring Event** checkbox.

The screenshot shows the 'Add Event' dialog box with the following configuration:

- Template: - None -
- Title: Sports Update
- Router Source: - None -
- Aspect Ratio: 16:9
- Recording Channel: CH4
- Clip Location: default
- Description: (empty text area)
- Record Backup:
- Backup Channel: Please select a channel...
- Clip Location: default
- Time/Date Info:
  - Start Record Now:
  - Open Ended Record:
  - Start Date: 8/27/2008
  - End Date: 8/27/2008
  - Start Time: 6:40:00 PM
  - End Time: 6:55:50 PM
- Recurring Event: 
  - Recurring:  Daily,  Weekly,  Monthly
  - Frequency:  Every 1 day(s),  Every Weekday
- Range of Recurrence:
  - Start Date: 8/27/2008
  - End By: 8/27/2009
  - End after: 1 occurrences

The Add Event dialog box expands.

3. Select information about how you want the event to recur:
  - For daily occurrence, select either Every Weekday or enter a number of days for the event to recur.

Recurring

Daily

Weekly

Monthly

Every 1 day(s)

Every Weekday

- For Weekly occurrence, check the boxes for the day or days you want the entry to record.

Recurring

Daily

Weekly

Monthly

Recur every 1 week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

- For Monthly occurrence, select a specific day each month to record, or select a specific day of the week, such as the second Friday, to record.

Recurring

Daily

Weekly

Monthly

Day 15 of every 1 month(s)

The second Friday of every 1 month(s)

4. Select the range of occurrence, by selecting a Start date, and either an End by date or an End after a certain number of occurrences.

Range of Recurrence

Start Date: 5/15/2007

End By 5/15/2008

End after 1 occurrences

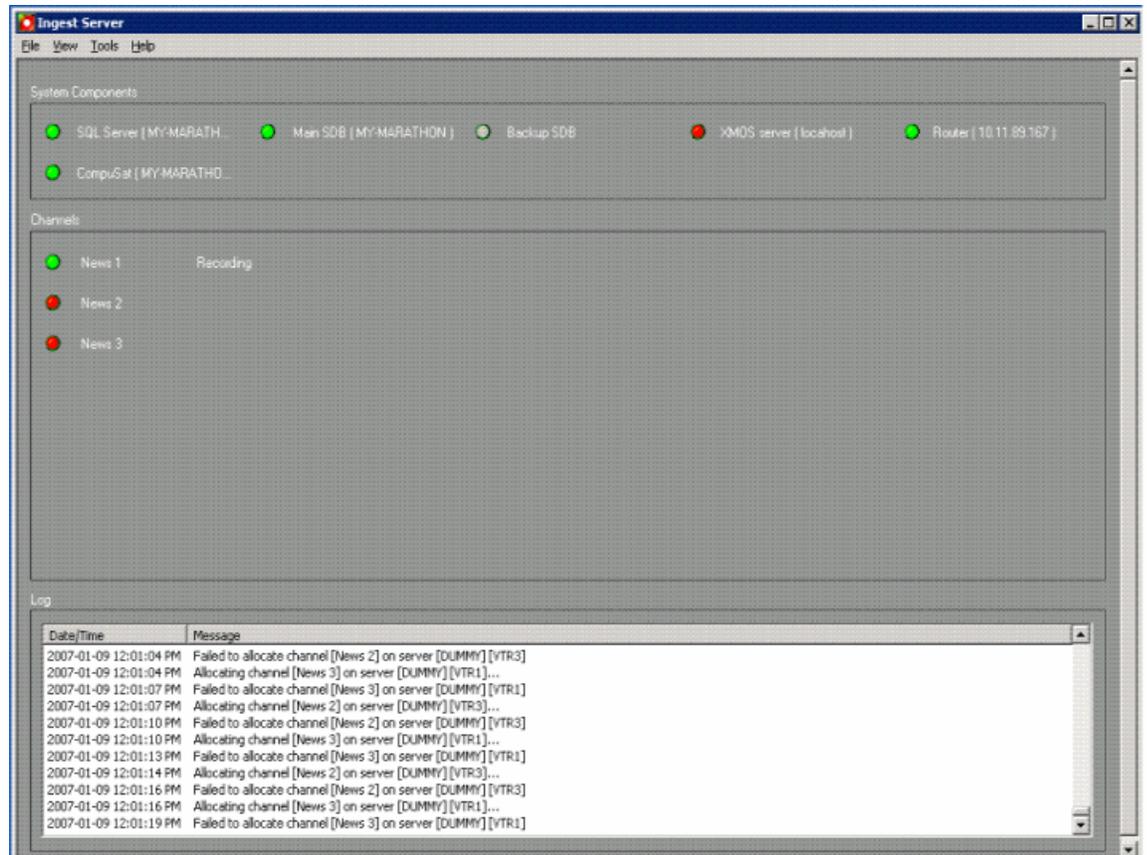
5. Click **Add**.

The recurring events are added to Aurora Ingest - Scheduler with a **Ready** status.

## Adding New Events from CompuSat

To record events from a CompuSat-controlled satellite dish, you have to configure the CompuSat system to connect to Aurora Ingest Server.

Make sure that the CompuSat system indicator is green to signify that the component is connected on the System Components display of Aurora Ingest Server.



1. Select the channel where you want to record the event.

If channel group is selected, channels from other groups will be grayed out and can no longer be individually selected. Your event will be auto-assigned to channels within the selected channel group(s).

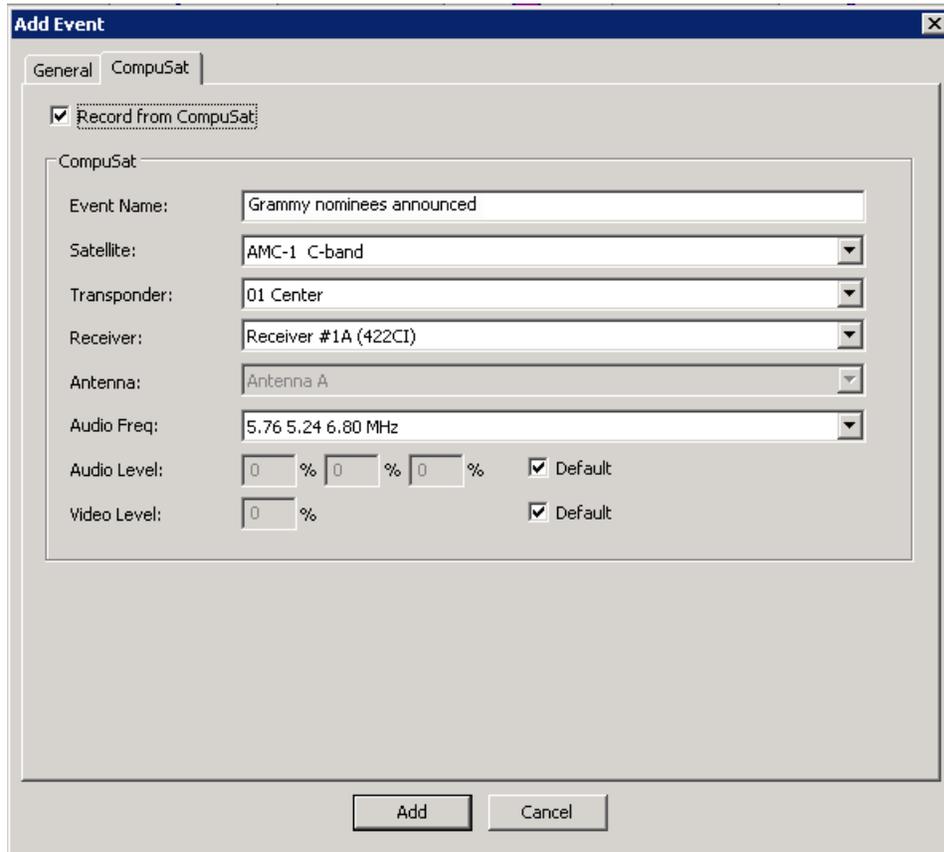
2. Click **Add Event** .

The screenshot shows the 'Add Event' dialog box with the following details:

- General Tab:**
  - Template: - None -
  - Title: DefaultClip
  - Router Source: - None -
  - Recording Channel: Auto-assign
  - Clip Location: 1
  - Description: (empty text area)
  - Record Backup
  - Backup Channel: Auto-assign
  - Clip Location: 1
- Time/Date Info:**
  - Start Record Now
  - Open Ended Record
  - Start Date: 2007-01-17
  - End Date: 2007-01-17
  - Start Time: 4:00:00 PM
  - End Time: 4:05:00 PM
- Recurring Event
- Buttons: Add, Cancel

The Add Event dialog box appears. Note that there is an additional CompuSat tab in the dialog box.

3. Fill out the information for the event you are scheduling in the General tab.
4. Then, fill out the information needed for CompuSat setting.



- Event Name—Enter a name for the scheduled event. If you had entered Clip Title in the General tab, the same name will appear in this box.
- Satellite—Select the satellite that you want to record the event from on the dropdown list.
- Transponder—Select the corresponding transponder to record the event from on the dropdown list.
- Receiver—Select the corresponding receiver to record the event from on the dropdown list.
- Audio Frequency—Select the corresponding audio frequency that you need for this event on the dropdown list.
- Audio Level/Video level—Set the corresponding percentage of audio and video levels that you need for this event. If not, you can always check the default box for default settings.

5. Click **Add**.

The scheduled event is added to Scheduler with a **Ready** status.

## Using ENPS to schedule events

### Setting up ENPS Assignment Grid

ENPS provides a standard layout for assignment grid of Newsgathering that can be customized according to your needs.

In order to schedule events via ENPS, you need to set up specific assignment fields and assignment template.

Each line of the grid represents a separate story item. When you click on a line of the Newsgathering, you will see linked grids into which information about the story can be entered.

1. On an ENPS client, log in as the administrator and start up ENPS.
2. From the NEWS folder (fourth folder rover), select System Maintenance | Global Configuration Options and make sure that DEFAULTMOSVERSION is set to 2.6.
3. Add a new field, FormatSubFieldValues and set its value to 1. (Only applicable for ENPS version 5.00.0077 or higher.)
4. If no setting has been changed or added, go directly to step 5. If yes, restart News Object Manager (NOM) to ensure that the new field is added.
5. From the NEWS folder (fourth folder rover), select System Maintenance | [Enterprise Name] Fields and add the following parameters:

ID	Default Caption	Just	Validation	List	Width	Type	Word Wrap	MOS Send
GVFeedSource	Feed Source	Left	ComboBox	List of router sources. [Available choices to appear in a pull-down list, delimited by pipes] Eg. Source1 Source2 Source3	1000	Event Sheet		
GVStart	Start Time	Left	Time (For ENPS versions lower than 5.00.0077) MOSDateTime (For ENPS 5.00.0077 or higher)		1000	Event Sheet		
GVEnd	End Time	Left	Time (For ENPS versions lower than 5.00.0077) MOSDateTime (For ENPS 5.00.0077 or higher)		1000	Event Sheet		
GVFeedNotes	Feed Notes	Left	Text		1000	Event Sheet	✓	
GVFeeds	Feeds	Left	Form	Feed Source,C [See note*],,GVFeedSource Start Time, Time,,GVStart End Time, Time,,GVEnd FeedNotes,,GVFeedNotes (For ENPS versions lower than 5.00.0077)	1000	Event Sheet		✓
GVFeeds	Feeds	Left	Form	Feed Source,C [See note*],,GVFeedSource Start Time,,GVStart End Time,,GVEnd FeedNotes,,GVFeedNotes (For ENPS 5.00.0077 or higher) Note* Available choices to appear in a pull-down list, delimited by back-slashes and should be similar to the ones in GVFeedSource Eg. Source1 Source2 Source3	1000	Event Sheet		✓

6. Restart ENPS client.

Sample assignment fields for ENPS versions lower than 5.00.0077:

ID	Default Caption	Just	Validation	List
GVEnd	End Time	Left	Time	
GVFeedNotes	Feed Notes	Left	Text	
GVFeeds	Feeds	Left	Form	Feed Source,C\Source1\Source2\Source3,GVFeedSource Start Time,Time,,GVStart End Time,Time,,GVEnd Feed Notes,,GVFeedNotes
GVFeedSource	Feed Source	Left	ComboBox	Source1 Source2 Source3
GVStart	Start Time	Left	Time	

Sample assignment fields for ENPS version 5.00.0077 or higher:

ID	Default Caption	Just	Validation	List	Req
GVEnd	End Time	Left	MOSDateTime		
GVFeedNotes	Feed Notes	Left	Text		
GVFeeds	Feeds	Left	Form	Feed Source,C\Source1\Source2\Source3,GVFeedSource Start Time,,GVStart End Time,,GVEnd Feed Notes,,GVFeedNotes	
GVFeedSource	Feed Source	Left	ComboBox	Source1 Source2 Source3	
GVStart	Start Time	Left	MOSDateTime		

### Setting up ENPS assignment template

You need to set up ENPS assignment template before you can schedule events via ENPS.

1. Create a new Newsgathering by naming it GV Assignments.
2. Enable MOS Control Active and MOS Story Send (to Aurora Playout's MOS ID).
3. Delete all existing columns except Story Slug.
4. Select **Layout | Add Columns** and name them with the following:
  - Break
  - Feed Source
  - Start Time
  - End Time
  - MOS Status
  - Feed Notes
5. Insert two new rows, change the Story Slugs to AM Assignments and PM Assignments and select Break for both.

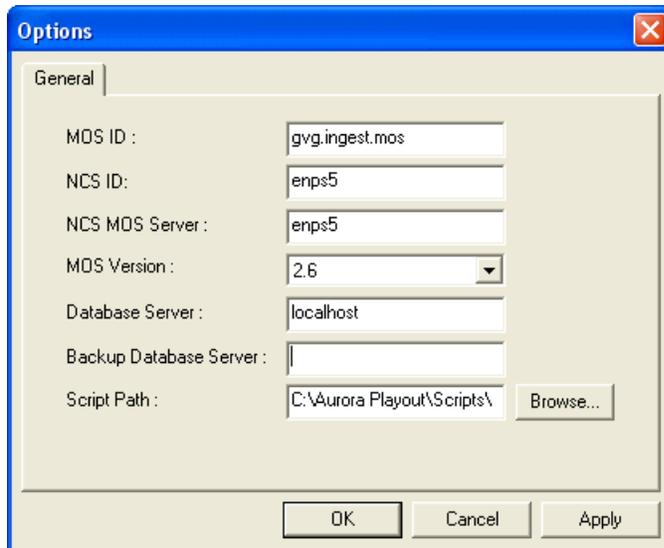
**NOTE: Make sure that both rows are inserted above the black line that appears in the Assignment Grid.**

6. Delete the Break column.
7. Select **Layout | Save** as template and click **Yes** to save the template.

### Scheduling events with ENPS

You can schedule events on the Scheduler via ENPS by creating a newsgathering grid in ENPS.

Prior to creating a newsgathering on ENPS, take note of the MOS ID of your XMOS Server (Tools | Options) and ensure that the NCS ID is configured to ENPS.



Channel availability depends on channel group and user logon that had been setup within Aurora Ingest - Server.

Make sure there is at least 10 seconds of space between scheduled feeds.

**NOTE:** *Scheduling recurring feeds is not available via ENPS.*

1. From the NEWS folder (third folder over), select **New | Newsgathering** and the following window will be displayed:

2. Select **GV Assignments** template and configure the newsgathering:

The program name will also be GV assignments by default; you can change the program name to suit your broadcast operation.

- a) Enable the MOS Control Active field by clicking on it.

A check sign will be displayed.

- b) Click on MOS Story Send and select your MOS ID from the list.

3. Click **Go**.

Story Slug	Feed Source	Location	Channel	Start Time	End Time	MOS Status	Feed Notes
AM Assignments							
PM Assignments							

The above window will be displayed.

4. To create a story or newsgathering item, right-click on AM Assignments or PM Assignments and select Insert row or press CTRL-I for the hotkey.
5. Enter the name of the story and click on each column on the selected line of the assignment grid to fill out other information of the event you are scheduling:
  - Feed Source—Select the feed source from the dropdown list. If a router is configured within Aurora Ingest - Server, router sources are available within the dropdown.
  - Location—Select the record location of the event from the drop-down list.

- Channel—Select the name of the channel for the recording. Available channels depend on channel group and user logon setup within Aurora Ingest - Server. A channel will be auto-assigned, if no channel is entered for this setting.

**NOTE: If there aren't any channels available on the Scheduler, ENPS doesn't have any way of alerting the user.**

- Start Time—Enter the start time of the event. The time format is HH:MM.
- End Time—Enter the end time of the event. The time format is HH:MM.
- MOS Status—The status changes to Standby and the event shows up in Aurora Ingest Scheduler.
- Feed Notes—Enter the description or any extra information of the event.

6. Create more stories if you want to schedule more events via ENPS.

Details of the scheduling can easily be changed and viewed on the assignment grid.

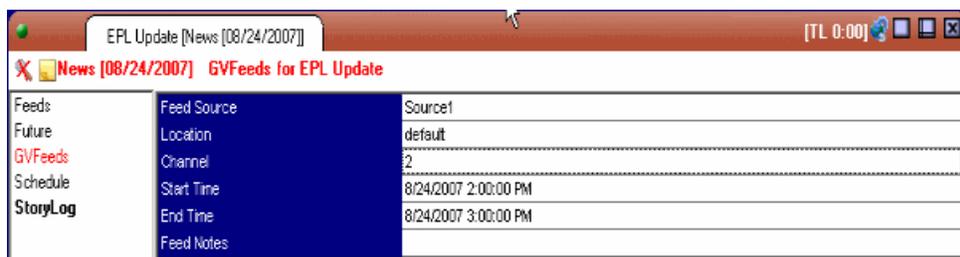
Story Slug	Feed Source	Location	Channel	Start Time	End Time	MOS Status	Feed Notes
AM Assignments							
Sports Update	Source1	default	1	8/24/2007 10:00:00	8/24/2007 10:30:00	STAND BY	
PGA Update	Source2	default	3	8/24/2007 11:00:00	8/24/2007 12:00:00	STAND BY	
PM Assignments							
EPL Weekly Update	Source1	default	2	8/24/2007 2:00:00	8/24/2007 3:00:00	STAND BY	
Asian Youth Cup	Source2	default	3	8/24/2007 4:00:00	8/24/2007 6:00:00	STAND BY	
Sports News	Source3	default	1	8/24/2007 10:00:00	8/24/2007 10:30:00	STAND BY	

**NOTE: Do not create story or newsgathering items below the black line as the XMOS Server can not update the MOS Status of that story.**

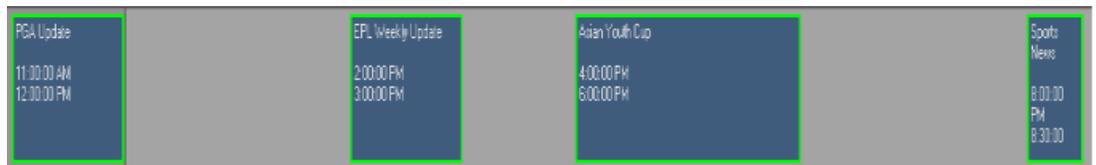
7. Double-click on the Script icon  if you want to write scripts for the story.



- 8. You can also click  within the script window to edit details of the scheduling.
- 9. Select the GVFeeds field to change any details of the event.

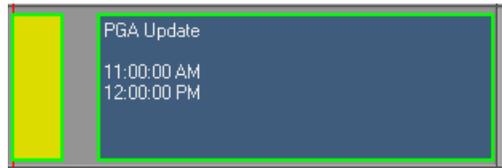


- 10. Open your Scheduler main window to see events scheduled via ENPS. Those events are distinguished from other events by green borders.



- 11. You can also change the border color of ENPS events in the color tab within **Tools|Options** of the Scheduler.

Status colors of ENPS events are the same as other events setup on the Scheduler. As can be seen below, the ENPS event displays in yellow as the event is cueing.



12. The MOS Status change is updated on the assignment grid of ENPS in this sequence:

- Standby
- Cueing/Cued
- Recording
- Done

13. To delete an event, you need to delete it from the assignment grid in ENPS.

You cannot delete an ENPS event in Aurora Ingest Scheduler.

## Modifying Events

If you need to, you can modify a scheduled event.

1. Select the entry you want to modify and click **Modify Event** .

The Modify Event window opens.

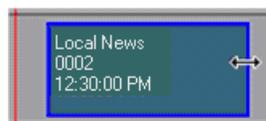
2. If the event is part of a series, you see a message asking if you want to modify this occurrence or the entire series. Select which you want to modify and click **OK**.
3. Make your changes in the Modify Event window.
4. Click **OK**.

The event updates in Scheduler.

## Extending Events

You can also modify the start and end time of an event on the Scheduler window, without opening the Modify Event window.

1. Select the event that you want to extend within the Scheduler.



Once selected, an extend icon will appear if you hover over the start or end time of the event.

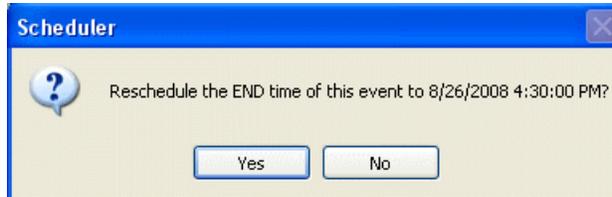
2. Click and drag to extend or retract the start or end time according to your broadcast needs.
3. You can also use hotkeys on your keyboard to extend events. Press **Home** to extend the start time or **End** to extend the end time. Then, you can press **D** to decrement the start or end time by 5 minutes for each key press; or press **F** to increment the start or end time by 5 minutes. If the **Ctrl** key is pressed simultaneously with **D** or **F** keys, the decrement or increment will be 1 minute for each key press.

A time tooltip and a shadow will be displayed to indicate the time change.

4. You can also extend the end time of your feed while recording, as shown below:



5. Release your mouse after the new time for the event has been selected.



A window will be displayed for you to confirm the time change.

6. Click **Yes** to confirm the time change of your event.

## Deleting Events

If you need to, you can delete an event on the Scheduler.

1. Select the entry you want to delete and click **Delete** .
2. Select **Yes** in answer to the message asking if you want to delete the selected event or events.

The event is removed from Scheduler.

## Creating a template

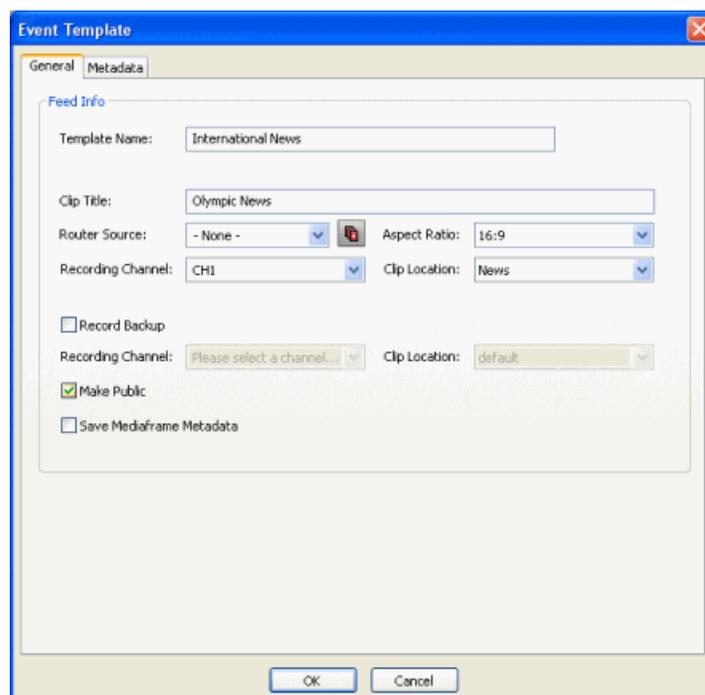
A template saves time by storing information that will be used for multiple events.

A template is created from an event. Without details from a prior event, you can also create a template within Schedule Manager window of the Scheduler. You can also create a template that enable gang rolls, that is, a template that lets you trigger multiple channel records from disparate sources simultaneously. With MediaFrame integration, you can save metadata in your template as well.

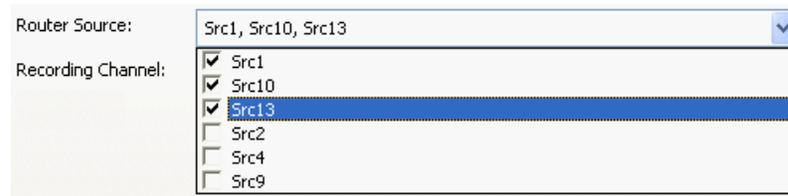
1. Select the event you want to use as a template.

If there is no event in Aurora Ingest - Scheduler, add an event now.

2. Select **Event | Save as Template**.



3. Fill in the information that you want included in the template.
  - a) Template Name—Enter the name of the event template.
  - b) Clip Title—Enter a different clip title if needed. By default, the clip title of the selected event is automatically entered in this field.
  - c) Router Source—Select a different router source to record from in the dropdown list if needed. By default, the router source of the selected event is automatically entered in this field.
  - d) Gang Roll—Click Gang Roll button  to select several router sources to start recording simultaneously as can be seen on the window below:



- e) Aspect ratio—Select the aspect ratio that you want for the recording of the feed.

This feature is enabled if the option is selected in System tab within Tools | Options of Aurora Ingest - Server, the user is given permission to switch aspect ratio and the feed is going to be recorded into K2 version 3.2 controlling SD channels only.

- f) Recording Channel—Select a different channel than the one automatically entered from the selected event if you want. Channel availability depends on channel group and user logon setup within the Aurora Ingest - Server.
- g) Clip Location—Select a different record location than the one automatically entered from the selected event if you want. Availability of record locations depend on your setup within the Aurora Ingest - Server.
- h) Record Backup—Check the box if you want to record backup of an event as part of the event template. Select the recording channel and recording location of the backup from the dropdown lists.
- i) Make Public—This option is available if your logon configuration had been setup to allow you making public templates and filters.

The permission to allow this option for a user is within User Administration setup of Aurora Ingest -Server. Check the box if you want to set the template as a public template.

- j) Save MediaFrame metadata—This option is available if you already configured MediaFrame within your system. Check the box if you want to save MediaFrame metadata with your event template.
4. If you already configured MediaFrame for use with Aurora Ingest, you can enter metadata for the asset within the Metadata tab.
- **Name** — The name of the clip will be the same as the one that you entered in the General tab.
  - **Source** — Enter the source of the clip.
  - **Expires** — Select the expiry date for the placeholder. If no expiry date is needed, you can leave it at its default setting: Not Defined.
  - **Description** — Enter the description of the template if needed.
  - **Search Terms** — Enter the search term for the template so that it will be easy to find when you search for it using MediaFrame Search component later.

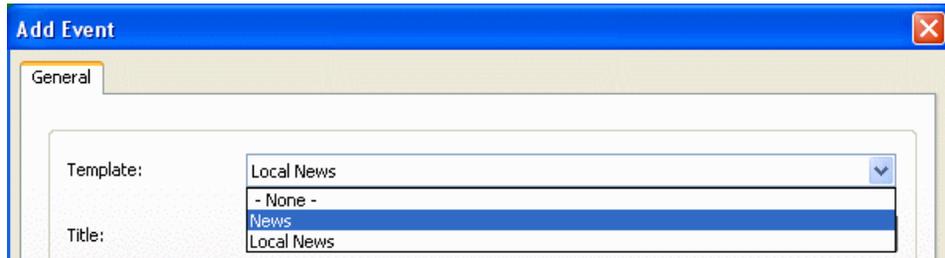
You can also enter metadata within Keywords tab, which referenced a specific timecode location in the media file. This is done by selecting mark-in/out points on the clip and inserting a keyword for that segment.

Within the Custom tab, you can enter additional asset metadata such as editor, videographer, location and any other fields that had been listed. If you have the Administrator privileges, you can add, edit, or delete custom metadata fields.

The screenshot shows the 'Event Template' dialog box with the 'Metadata' tab selected. The dialog has a blue title bar and a close button in the top right corner. Inside, there are two tabs: 'General' and 'Metadata'. The 'Metadata' tab is active, showing a large text area for the 'Description' and a 'Search Terms' field containing 'Olympic, international, news'. To the right of the description area, there are fields for 'Name' (International News), 'Source', 'Expires' (Not Defined), and 'Duration' (Hold). At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, and a row of icons for file operations.

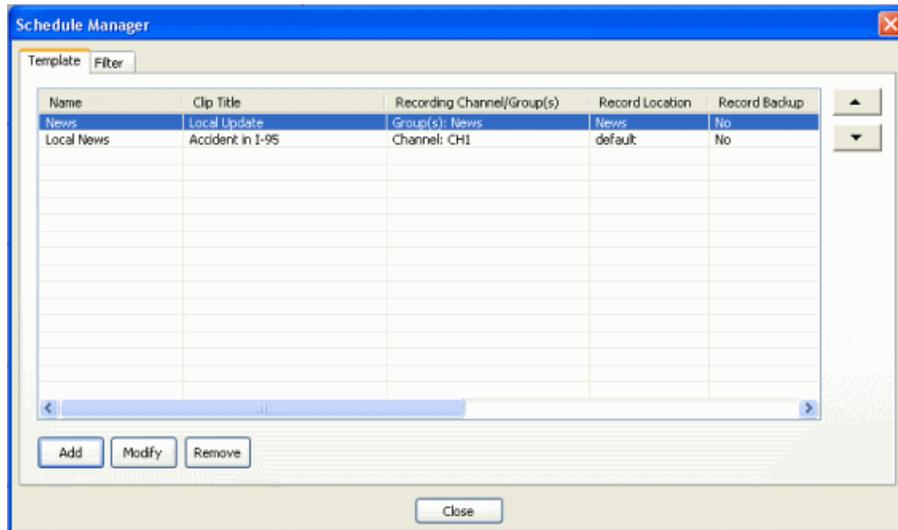
5. Click **OK** to save the template.

You cannot create a template from a VTR Ingest Reservation, only from a feed event on the Scheduler.



The template will be available for you, and other users within your broadcast operation if you set it as a public template. You can select it within the Template dropdown list in the Add Event or Modify Event window.

You can also add a new template, modify or remove existing template within **View | Schedule Manager** of the Scheduler.



## Using VTR Ingest Reservation

Using VTR Ingest Reservation allows you to reserve a channel for a record event by VTR Ingest. This ensures that the channel and the specified record time are reserved for VTR Ingest only and cannot be used to schedule any other events.

1. Select **Event | Add VTR Ingest Reservation**.

The Add VTR Ingest Reservation dialog box displays.

- Specify the name of the reservation and the time/date info. If desired, add a description of the clip.

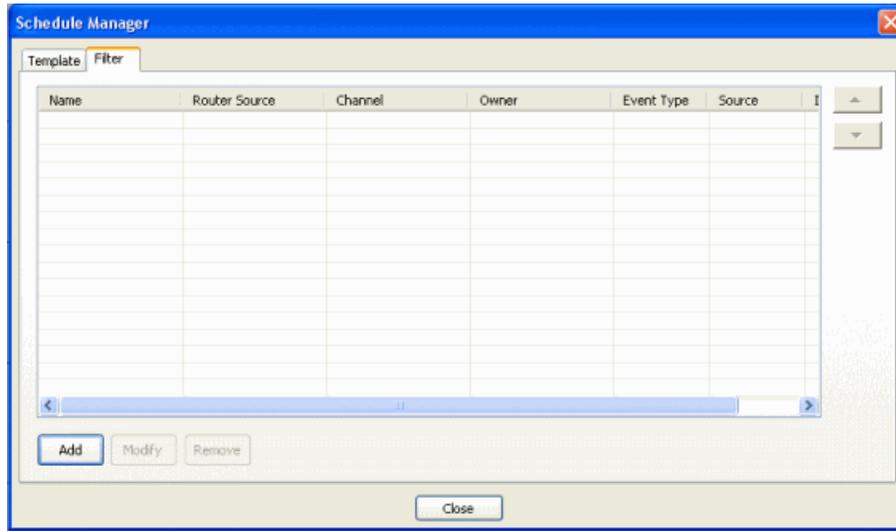
You can also make the reservation as a recurring event. If you do not specify a channel, Ingest will automatically assign one based on availability.

**NOTE:** Do not use the Stop button in Scheduler to stop a VTR Ingest recording. Stop the recording through the VTR Ingest application instead.

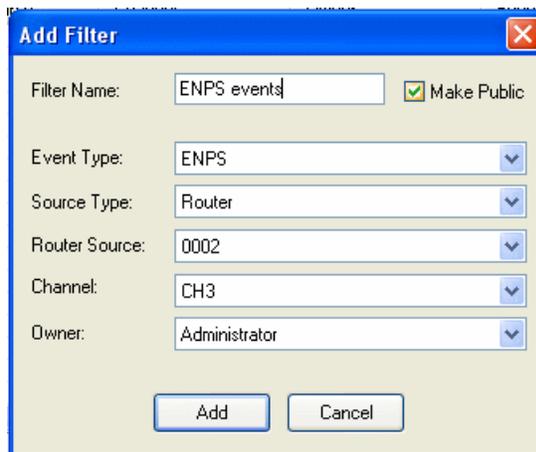
## Using filters

If you have a large number of feeds, it can sometimes be tedious trying to locate the particular type of event, or channel, and so on, that you want to view. You can use filters to view the channels that you are particularly interested in.

- In Scheduler, select the Filter tab within **View | Schedule Manager**, as displays below.



2. Click **Add** to add a new filter.

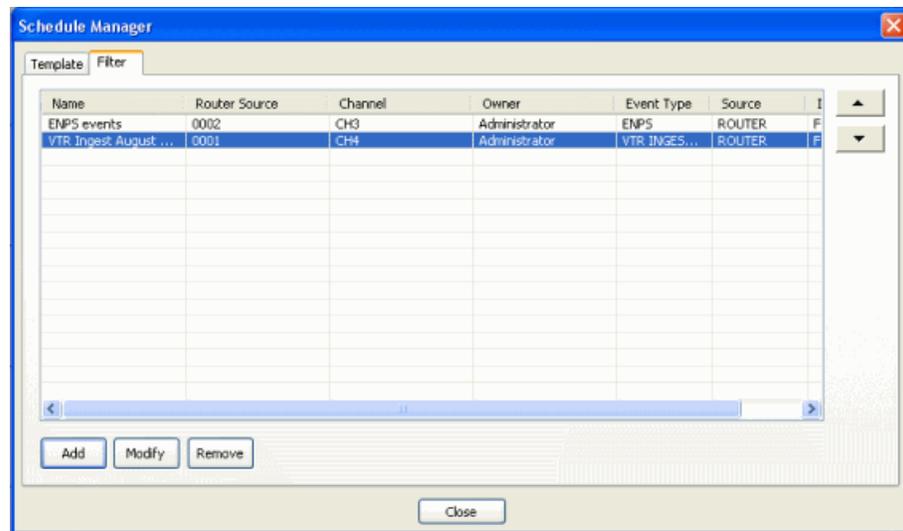


The Add Filter dialog box displays.

3. Name the filter and select the criteria you want to use to filter:
  - **Make Public**—This option is available if your logon configuration had been setup to allow you making public templates and filters. The permission to allow this option for a user is within User Administration setup of Aurora Ingest -Server. Check the box if you want to set the filter as a public filter.
  - **Event Type**—Select the event type from the dropdown list. You can select all or select a particular event type such as ENPS, Feed, VTR or VTR Ingest Reservation.

- **Source Type**—Select the source type that you need to filter. You can select all or select a particular source such as CompuSat or a router.
- **Router Source**—Select the particular source if it's applicable for your filter or select all if needed.
- **Channel**—Select the channel that you will be recording the feeds into. You can select all or select the specific channel that you need to filter.
- **Owner**—Select all or a particular user of Aurora Ingest that had recorded the feeds. Names that appear on the dropdown list are according to user administration setup in Aurora Ingest - Server.

4. Click **Add** to add the filter to Schedule Manager.



The filter is added as can be seen on the window above.

Once the filter is added, you can select it from the dropdown list on the Scheduler toolbar and only filtered events can be seen on the main Scheduler window.



## Using MediaFrame in Scheduler

MediaFrame components can be used within Scheduler after MediaFrame server had been specified within the System setting of Aurora Ingest Server.

There are three MediaFrame components that can be used with Scheduler:

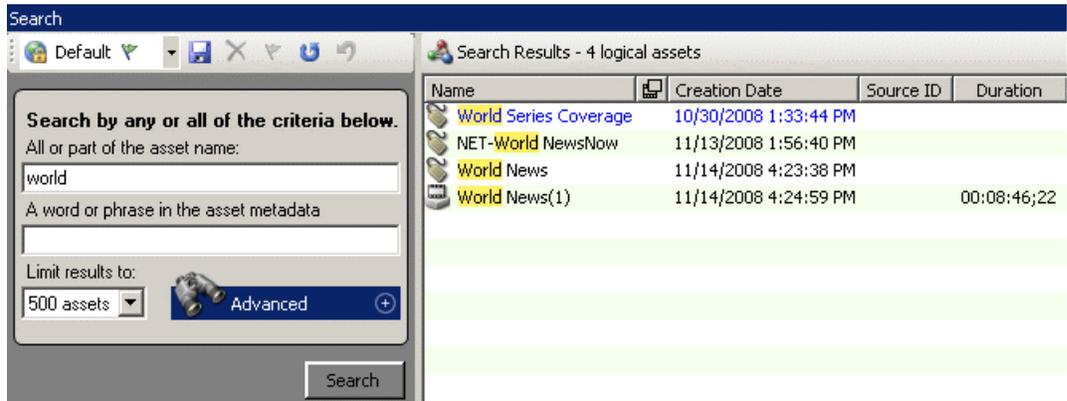
- Adding and editing metadata of assets using the Metadata tab
- Searching assets within servers and MediaFrame database
- Viewing proxy assets via the Asset Proxy Viewer

The adding and editing metadata of assets on the Metadata tab had been described within the Adding New Events section.

## Searching Assets

With MediaFrame integration, users can quickly search assets using keywords and metadata within the Search window.

1. Click  on the Scheduler toolbar to launch the MediaFrame Search window.



The Search window is launched at the bottom of the Scheduler interface.

2. Search terms can be entered within the left column and search results will be displayed within the right column of the Search window.

### Search icon reference table

Icon	Description
	Saves search criteria, either globally or locally.
	Deletes the current search.

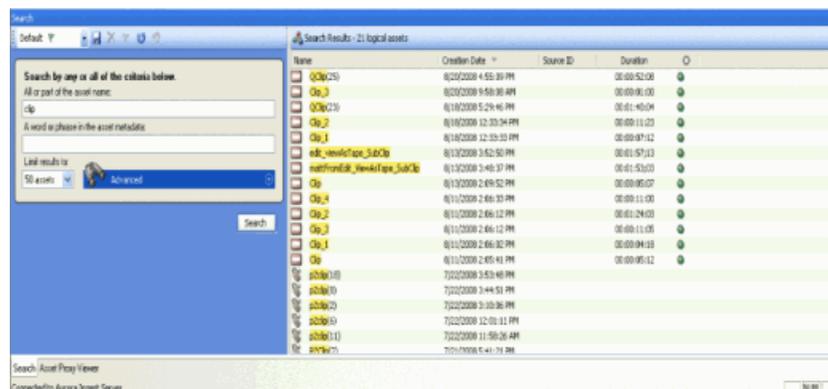
Icon	Description
	Sets the current search to be the default search.
	Resets the default search.

### 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.



Search results return in a list of assets that contain the search term in the name of the asset, even if it is a fragment of the name.

### 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.

### Saving a search

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

1. Enter your search criteria.
2. 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).

### 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, Search returns only assets that have the search term and meet the specified criteria.

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.

### 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.

### Creating a filter

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

1. In the Search view, click the plus sign next to Advanced.

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.

#### 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.

#### Related Links

## Viewing recordings

With Aurora Ingest - Scheduler, you can view scheduled recordings via two different viewers known as Live Feed Viewer and Asset Viewer.

With the Live Feed Viewer, you can view an incoming video feed as it is recording, add metadata to the feed and crash record events directly from the Live Feed Viewer window.

With the Asset Viewer, you can view previously recorded high-resolution clips and trim the top and tail of a clip if it is already linked to an Aurora Playout placeholder. You can also view low-resolution clips via the Asset Proxy Viewer, add metadata and trim those proxies if needed.

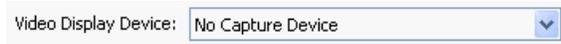
Both Live Feed Viewer and Asset Viewer buttons are easily accessible on the toolbar of Scheduler.

## Using Live Feed Viewer

The Live Feed Viewer or also known as Live Previewer can be used to monitor the recording of an event, add metadata to the event, crash record an event directly from the viewer window and trimming of assets.

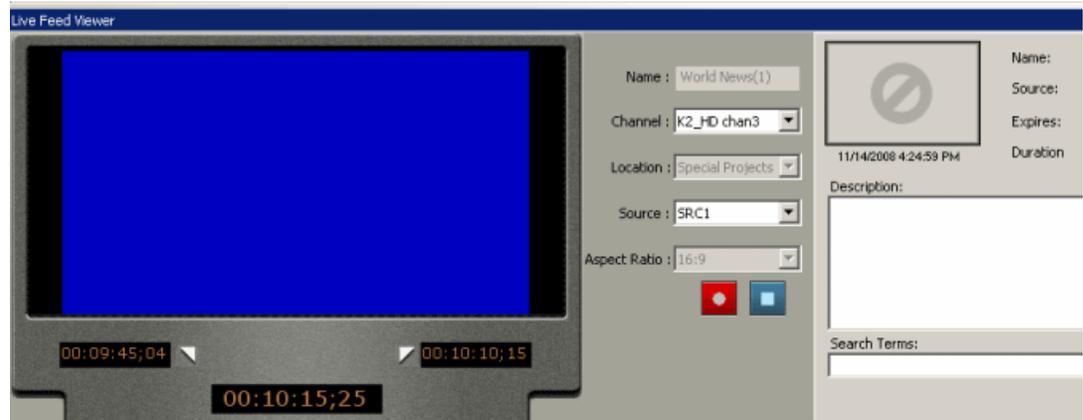
You need to enable the feature in the video viewer tab within Tools | Options of the Scheduler.

If you have a router configured in your system, you can setup the router source for the Live Previewer in the video viewer tab within Tools | Options of the Scheduler. You do not need to have a video capture card installed in order to use this feature. You can set the Video Display Device dropdown to No Capture Device and configure your router source to an external monitor to preview the feed.



1. Click the **Video Viewer** icon  or select **View | Live Feed Viewer**.

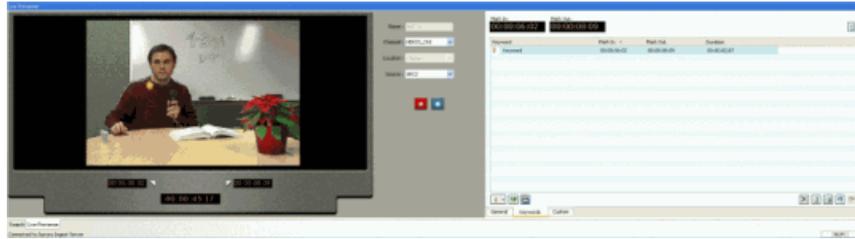
The Live Previewer window opens to the bottom half of the Scheduler interface.



2. You can set details of an event and start a crash record by clicking the **Record**  button within the window.

As the recording starts, you can view the incoming feed and also add metadata for the feed within the right portion of the Live Previewer window.

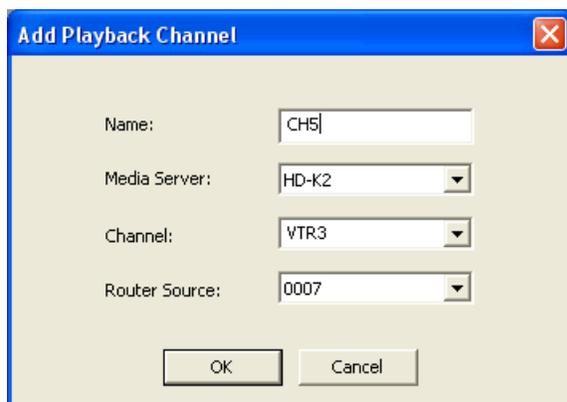
3. You can also open any recording feeds on Scheduler with the Live Previewer and trim the clip in real-time. Once mark-in and mark-out points had been selected, you can enter keyword for the trimmed clip and the keyword should be searchable within the MediaFrame database.



## Selecting the Asset Viewer

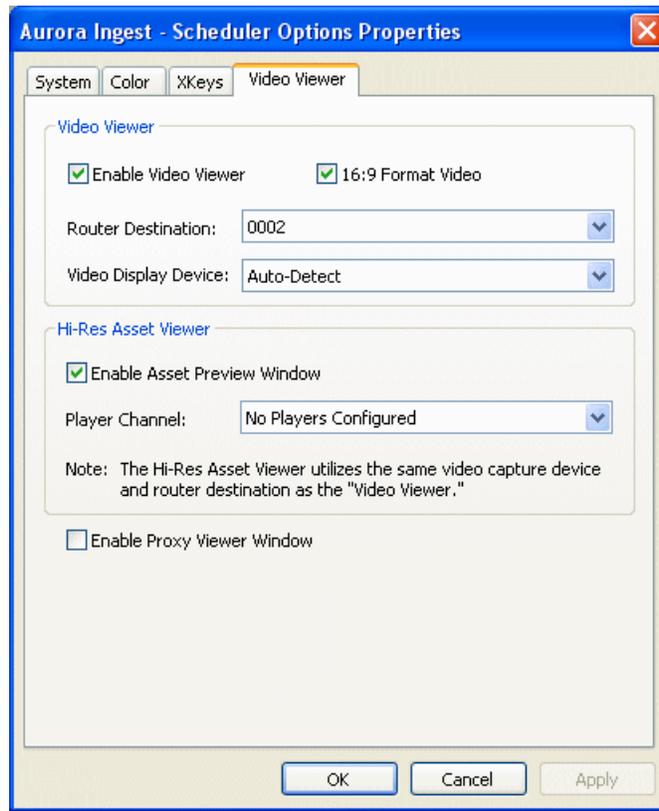
With the Asset Viewer, you can view a previously recorded item or a currently recording item, and trim the top and tail of the clip if it is already linked to an Aurora Playout placeholder. The feature for playback of high-resolution clips on the High Resolution Asset Viewer is currently supported on K2 media clients only. With the MediaFrame integration; you can view low-resolution clips using the Asset Proxy Viewer, provided that proxies have been generated from ingested physical assets.

Playback of high-resolution clips on Asset Viewer requires the configuration of preview channels in the Preview tab within **Tools|Options** of Aurora Ingest - Server.



If you have a router configured in your system, you need to setup the router source for the playback channel. Aurora Ingest - Server will switch the router source of the playback channel to the router destination of video capture card or video monitor defined in the Video Viewer tab within **Tools|Options** of the Scheduler.

A video capture card is not mandatory because the Asset Viewer window will still launch and you can trim the clip by previewing it using an external monitor. The Asset Viewer uses the same video capture device and router destination as the Video Viewer.

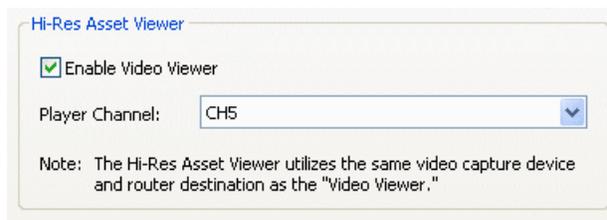


Once configured, preview channels will be available for individual clients of Scheduler. Although multiple clients can be configured to use the same preview channel, it is advisable to configure multiple preview channels and assign different channels to different clients.

You can decide whether to view high-resolution or low-resolution clips within **Tools|Options|Video Viewer** of the Scheduler. To view high-resolution clips, you can set up the preview channel; while to view low-resolution clips, you can check the box to enable the Asset Proxy Viewer. Once the Asset Proxy Viewer is selected, the ability to setup a preview channel is grayed out.

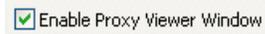
- To configure a particular playback channel for Asset Viewer:

Select it from the Player Channel dropdown list in the Hi-Res Asset Viewer section within **Tools|Options|Video Viewer** of the Scheduler.



- To enable the Asset Proxy Viewer:

Check the box to Enable Proxy Viewer Window.



### Using Asset Viewer

The Asset Viewer can be used to view physical assets, add metadata and trimming of assets.

1. Select an event on the Scheduler.
2. Click the Asset Viewer icon  on the Scheduler toolbar or select **View | Asset Viewer**.

The clip loads to the playback channel and the Asset Viewer window opens to the bottom half of the Scheduler interface.

3. You can use control buttons within the Asset Viewer window to view the clip.

At the same time, you can add metadata for the asset within the right portion of the Asset Viewer window.

4. You can also trim the clip and insert keyword for the asset. Once mark-in and mark-out points had been selected, you can enter keyword for the trimmed clip and the keyword should be searchable within the MediaFrame database.

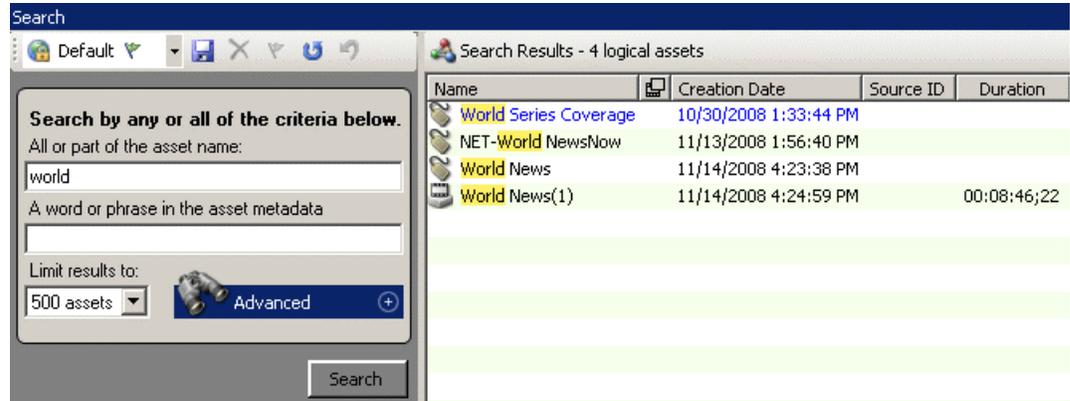


### Using Asset Proxy Viewer

The Asset Proxy Viewer can be used to view low-resolution clips (provided that proxies had been generated), add metadata to the asset and trimming of proxy clips.

1. Click  on the Scheduler toolbar to launch the MediaFrame Search window.

The Search window is launched at the bottom of the Scheduler interface.

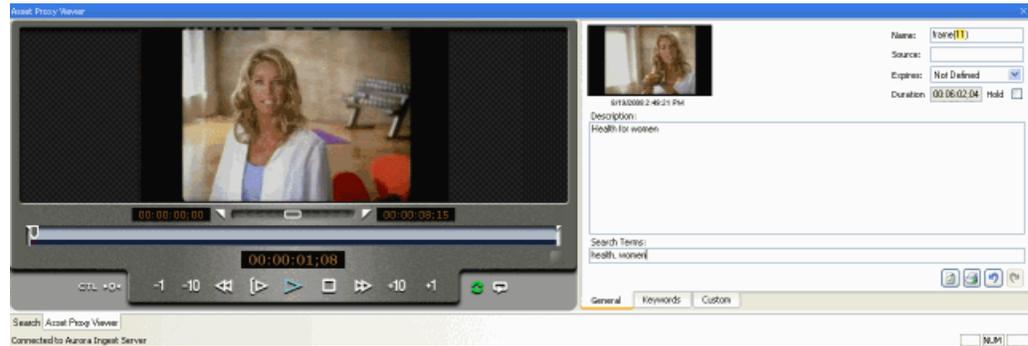


2. Enter any words related to the clip that you want to view within the Search window and click the **Search** button.

The search returns a list of clips related to the term that you searched for on the right side of the window.

3. Double-click on a proxy that you want to view .

The Asset Proxy Viewer window opens and loads the proxy.



4. You can use control buttons within the Asset Proxy Viewer window to view the clip.

At the same time, you can add metadata for the asset within the right portion of the window.

5. You can also trim the clip and insert keyword for the asset. Once mark-in and mark-out points had been selected, you can enter keyword for the trimmed clip and the keyword should be searchable within the MediaFrame database.

# Chapter **5**

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## ***Using Aurora Ingest - VTR Controller***

This section contains the following topics:

- *Using VTR Controller*
- *Overview of the VTR Controller Window*
- *Viewing VTR Properties*
- *Accessing VTR Controller*

## Using VTR Controller

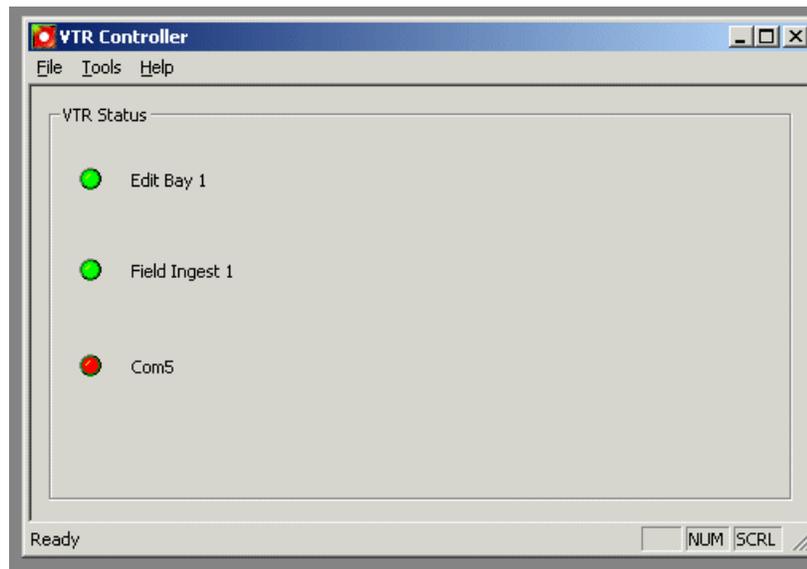
VTR Controller allows you to control up to eight VTRs for VTR Ingest application. Furthermore, VTR Controller allows you to add, modify, or edit VTRs and configure them to work with other Aurora Ingest applications.

You can have VTR Controller and VTR Ingest on the same machine or on two machines connected via Ethernet. If you modify a VTR in VTR Controller, verify the change doesn't conflict with the VTR settings in the VTR Ingest application.

## Overview of the VTR Controller Window

The VTR Controller window shows the status of one to eight VTRs.

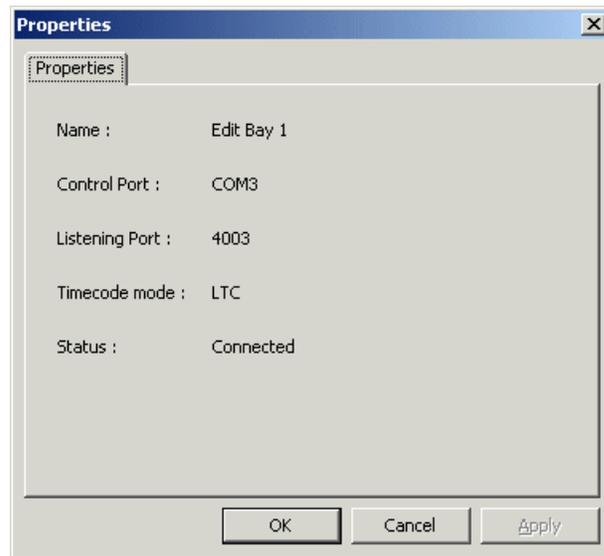
The status of each VTR is indicated by the colors: a green indicator shows that the VTR is connected, while a red indicator shows that the VTR is not connected. The status bar at the bottom of the window show the status of the VTR Controller application.



## Viewing VTR Properties

Properties of each VTR can be viewed via the VTR Controller user interface.

- Click on the red or green icon next to the VTR.



The Properties window displays.

## Accessing VTR Controller

There are two ways to launch the VTR Controller application.

- Click on the VTR Controller shortcut icon on the desktop.
- From the Start button follow this path: **Start | Program | Grass Valley | Aurora | Aurora Ingest - VTR Controller**

When VTR Controller is first started, it automatically minimizes to an icon in the right-hand corner of the Windows taskbar.



VTR Controller icon

Double-click on the icon to bring up the main VTR Controller window.

If you click the X in the upper-right corner of the VTR Controller window or select **File | Exit**, the application does not exit. Instead, it is minimized, and the VTR Controller icon appears in the Windows taskbar. You can exit the VTR Controller application by right click on the icon and select Exit.



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## ***Using Aurora Ingest - VTR Ingest***

This section contains the following topics:

- *Using VTR Ingest*
- *Overview of the VTR Ingest window*
- *Recording with VTR Ingest*
- *Scanning tape with broken timecodes*
- *Importing an EDL*
- *Exporting an EDL*

## **Using VTR Ingest**

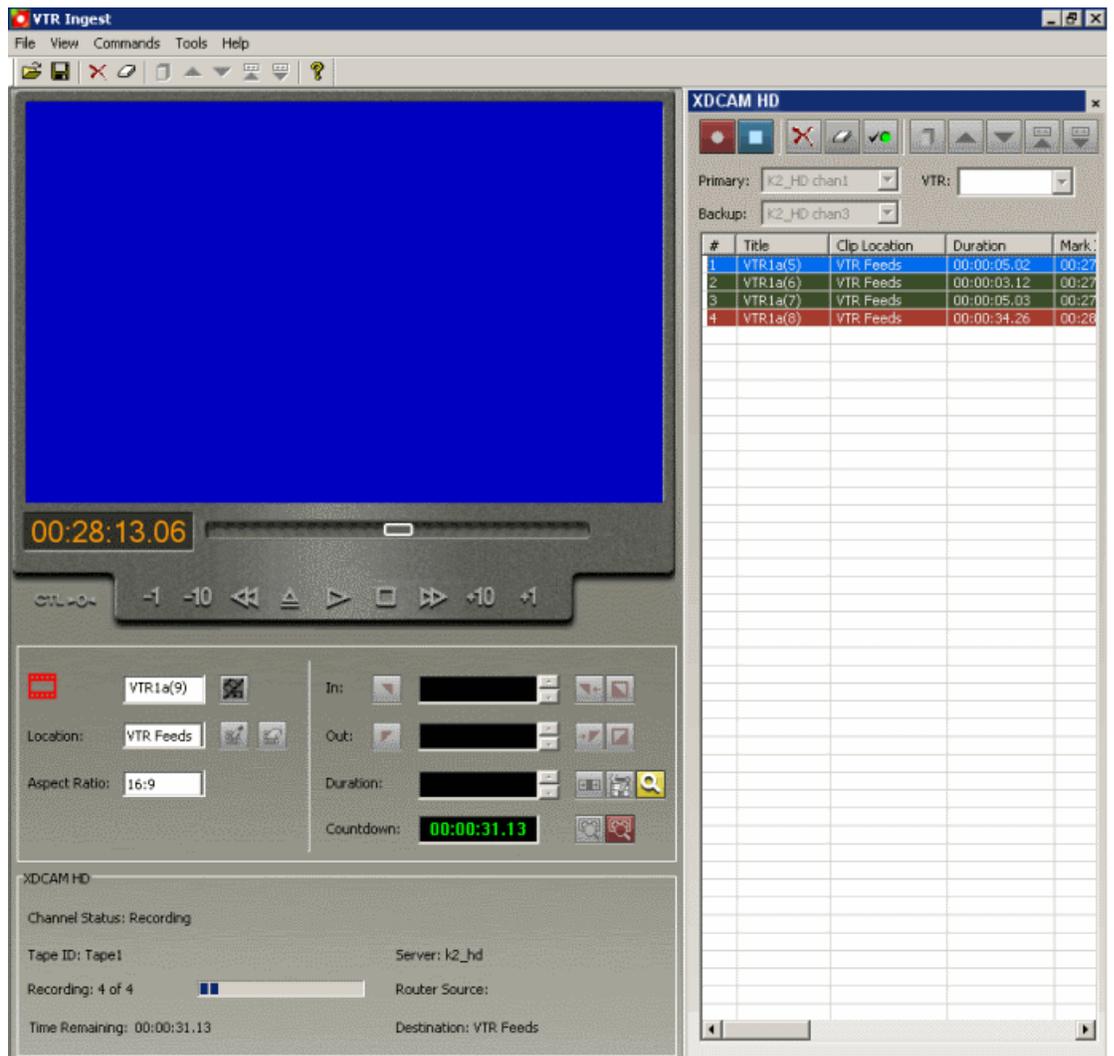
Aurora Ingest - VTR Ingest allows you to record footage from VTRs or feeds from a router directly to a media server in your newsroom.

With VTR Ingest, you can select clips from multiple VTR tapes, create a batch (also known as a segment) list, and record it to the server. You can also export the segment list as an EDL and import it into Aurora Edit.

With MediaFrame integration, you can add and edit metadata for a tape or clips in a batch list. The metadata that had been keyed-in will be searchable within the MediaFrame database.

## **Overview of the VTR Ingest window**

The VTR Ingest window consists of one to eight channel windows, a viewing window, and a dynamic clip record area.



## Overview of clip record area

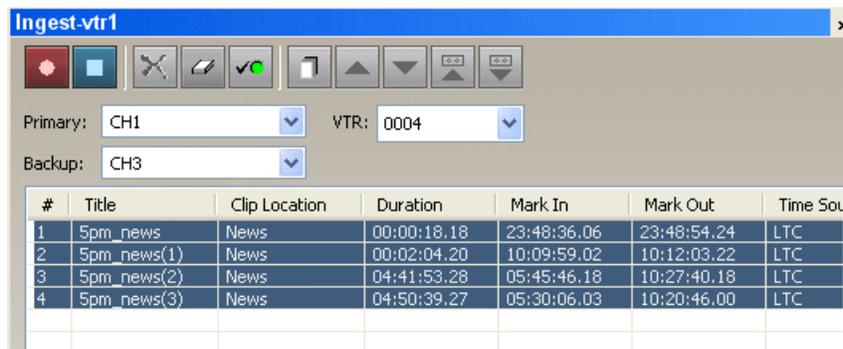
The clip record area of VTR Ingest window consists of a viewing window, VTR control buttons, clip details and recording status.

Users can also use buttons within the clip record area to add clips to a segment list, record handles, clear the tape ID, scan and ingest tapes with broken timecodes, link clips to Aurora Playout placeholder, add metadata to the tape or clips and scan tapes to ingest segments with assigned keyword.



### Overview of channel window

The channel window on the VTR Ingest user interface consists of channel lists, VTR source list, segment list buttons and list of clips to be ingested.



The Toolbar lets you perform common functions for recording clips.

Icon	Function
	Displays channel status—A green icon indicates status is OK; a red icon indicates a problem. Click on this icon to see status for the VTR, Primary Server, and Backup Server.
	Deletes the selected clip(s).
	Clears the segment (batch) capture list.
	Organize the segment (batch) capture list firstly by tape IDs, and then by mark in points.
	Move up the selected clip in the capture list.
	Move down the selected clip in the capture list.
	Move segments within the same tape up in the capture list.
	Move segments within the same tape down in the capture list.

Each channel window lists clips that need to ingested on that particular channel and details of each clip can be seen easily as they are arranged in columns.

Column	Description
Title	The name of the clip.
Clip Location	The name of the folder where the clip resides in the media server.
Duration	The duration of the clip.
Mark In	The mark points for the clip.
Mark Out	
Time Source	Control track (CTLTRACK), LTC, or VITC. Note: if using CTL, clip will not be frame accurate, instead it will be +/- 10 frames.
Owner	The name of the person who marked the clip
Error Message	Any error messages describing why the clip was not recorded to the server.
Use Handles	Indicate whether handles have been added to the clip.
Tape ID	The identification of the particular tape

## Recording with VTR Ingest

You can use VTR Ingest to create a segment (batch) list of clips from videotape recordings, which you then record to your media server.

1. Decide if you want to add handles to your clips.
2. Create a segment list or import an EDL.

3. Record the segment list to your media server.

## Adding Handles

If you add handles to your clips, you will have additional frames to choose from when trimming your clips. Thomson Grass Valley recommends handles to be used.

- Click the **Record Handle** button .

Handles will automatically be added to your clip.

You can set the duration of the handles on the VTR tab of Aurora Ingest Server configuration options.

## Creating a segment list

You can create a segment (or batch) list using VTR Ingest.

1. Insert a tape into the VTR.
2. Click the **Tape ID** button .

If you don't enter a Tape ID and you already checked the **Prompt for Tape ID** box within VTR Ingest configuration, Aurora Ingest prompts you before you add the first clip. The Tape Properties dialog box displays on the screen.

The screenshot shows the 'Tape Properties' dialog box. At the top, there is a 'Tape ID:' label followed by an empty text input field. Below this is a thumbnail image placeholder with a diagonal slash and the text '9/5/2008 12:06:05 PM'. To the right of the thumbnail are several fields: 'Name:' with a text box containing 'Tape Metadata', 'Source:' with an empty text box, 'Expires:' with a dropdown menu set to 'Not Defined', and 'Duration' with a text box and a 'Hold' checkbox. Below these is a large 'Description:' text area and a 'Search Terms:' text box. At the bottom, there are three tabs: 'General' (selected), 'Keywords', and 'Custom'. Below the tabs are 'OK' and 'Cancel' buttons.

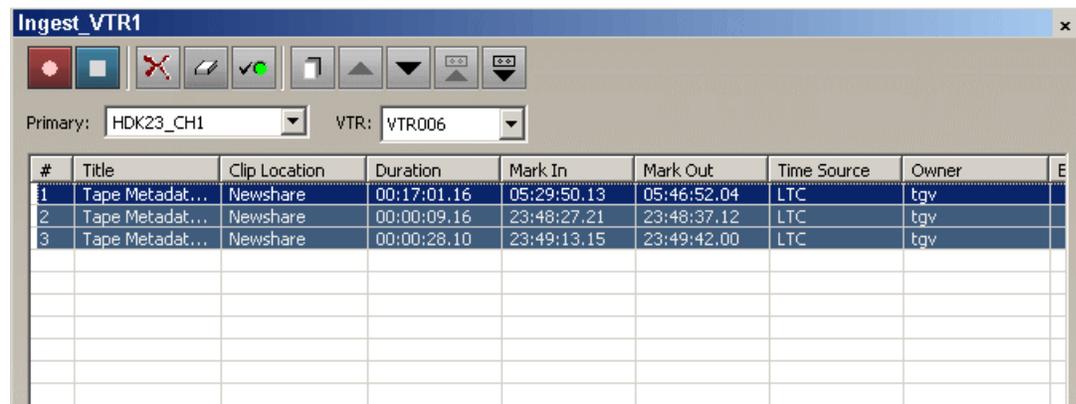
3. Enter the Tape ID. If you don't have MediaFrame configured in your system, you only need to enter the Tape ID.
4. If you already configured MediaFrame for use with Aurora Ingest, you can enter metadata for the asset within the Tape Properties dialog box. Once metadata is entered for the tape, each clip within the batch list will inherit the same metadata.
  - **Name** — The name of the clip that will be in the segment list. The name will be incremented each time you add a clip to the list.
  - **Source** — Enter the source of the clip.
  - **Expires** — Select the expiry date for all clips from the tape. If no expiry date is needed, you can leave it at its default setting: Not Defined.
  - **Description** — Enter the description of the tape.
  - **Search Terms** — Enter the search term for the tape so that it will be easy to find all clips ingested from the tape, when you search using MediaFrame Search component later.

You can also enter metadata within Keywords tab, which referenced a specific timecode location in the media file. This is done by selecting mark-in/out points on a clip and inserting a keyword for that segment.

Within the Custom tab, you can enter additional asset metadata such as the name of editor, videographer, location and any metadata for other fields that had been listed. If you have the Administrator privileges, you can add, edit, or delete custom fields.

5. Play through the videotape to get the footage you need.
6. Select a different record location for the clip, if you want to.
7. Mark an In and Out point for a clip.
8. Click **Add Segment to List button**  or press **C** on your keyboard.

The clip is added to the list on the Channel Window.



The screenshot shows the Aurora Ingest VTR1 Channel Window. At the top, there is a toolbar with various icons. Below the toolbar, there are two dropdown menus: 'Primary:' set to 'HDK23\_CH1' and 'VTR:' set to 'VTR006'. The main area contains a table with the following data:

#	Title	Clip Location	Duration	Mark In	Mark Out	Time Source	Owner	E
1	Tape Metadat...	Newshare	00:17:01.16	05:29:50.13	05:46:52.04	LTC	tgjv	
2	Tape Metadat...	Newshare	00:00:09.16	23:48:27.21	23:48:37.12	LTC	tgjv	
3	Tape Metadat...	Newshare	00:00:28.10	23:49:13.15	23:49:42.00	LTC	tgjv	

9. Repeat steps 5-8 for additional clips.  
You can right-click on each clip in the batch list and select **View Properties** if you want to add or edit metadata of each clip.
10. To use additional tapes, insert a new tape into the VTR and repeat the steps above.

When you eject a tape, Aurora Ingest clears the tape ID field. You can add the new videotape name anytime after you insert a new tape. If you haven't entered a new Tape ID before you add the first clip from that tape to the segment (batch) list, Aurora Ingest prompts you to add one.

### Deleting the Segment List

You can delete a clip or the entire segment list.

Button	Function	Other Ways to Access
	Deletes the selected clip.	Right-click in segment list and select Delete.
	Clears the segment list.	Right-click in segment list and select Clear All.

## Controlling the VTR with VTR Ingest

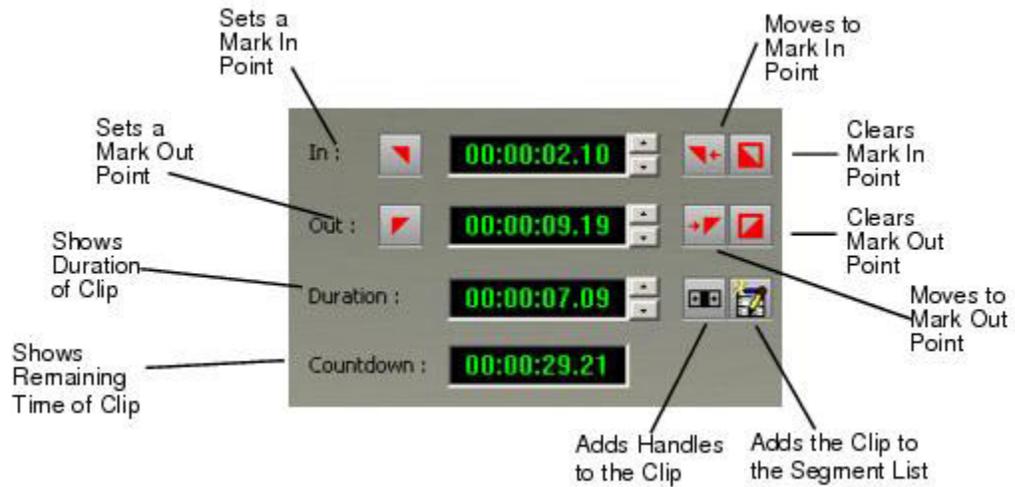
To get the footage you need to create clips, you need to play through the videotape in the VTR. Aurora Ingest provides transport control buttons like those on a tape deck.

Button	Function
	Jogs one frame back.
	Jogs 10 frames back.
	Jogs one frame forward.
	Jogs 10 frames forward.
	Ejects the tape.
	Rewinds the tape.
	Plays the tape.
	Fast forwards the tape.
	Stops the tape.

Use these controls to locate the material you want to record as a clip.

## Marking In and Out Points

Mark points are used to determine the length of a clip.



1. Find the spot on the videotape where you want your clip to begin.
2. Mark an In Point using any of the following methods:
  - Press **I** on your keyboard.
  - Click the **Mark In** button  on the Aurora Ingest window.
  - Type the timecode in the In field.
  - Create a Mark In on the VTR.
3. Play through the tape until you reach the point where you want the clip to end.
4. Mark an Out Point using any of these methods:
  - Press **O** on your keyboard.
  - Click the **Mark Out** button  on the Aurora Ingest window.
  - Use the up or down arrows to find the correct timecode.
  - Type the ending timecode in the Out field.
  - Create a Mark Out on the VTR.

## Recording clips to the media server

After you've created a segment (batch) list, you can record the clips to your media server.

If you want to reserve a channel to record a clip using VTR Ingest, you can ensure this in Aurora Ingest - Scheduler by using Add VTR Ingest Reservation.

If you are recording to SD channels of K2 version 3.2, you can also set the clip aspect ratio in the clip record area of VTR Ingest. The option to switch aspect ratio is set in the System tab

within Tools|Options of Aurora Ingest - Server and it depends on the user administration setup of your ingest operation.

1. Make sure the Channel Window is selected.
2. Click the **Record** button .

While the clip is recording, the record button flashes to indicate an active record.

Aurora Ingest records clips from the VTR tape to the server for later use in a news story.



#	Title	Clip Location	Duration	Mark In	Mark Out	Time Source	Owner	Error Message	Use Handles	Tape ID
1	VTR clip	default	00:00:05:04	00:01:47:04	00:01:52:08	LTC	Thomson		No	1
2	VTR clip(1)	default	00:00:03:22	00:01:53:16	00:01:57:08	LTC	Thomson		No	1
3	VTR clip(2)	default	00:00:02:20	00:01:59:16	00:02:02:08	LTC	Thomson		No	1

Clip status changes from Ready -> Cueing -> Recording -> Done. If the clip didn't record for some reason, status shows as Failed.

## Scanning tape with broken timecodes

Regardless of which timecode mode is used with your VTR; you can scan tapes with broken timecodes, capture clips and assign keywords according to timecode breaks. A batch list will automatically be created and saved as the .vlg EDL type.

To enable the feature, you need to select the Enable Auto Scan checkbox in the VTR tab within Tools|Options of VTR Ingest. Once selected, two additional buttons will appear on the clip record interface of VTR Ingest.

Button	Function
	Find and ingest segments in tape according to timecode breaks.
	Find, ingest segments in tape and assign keywords according to timecode breaks.

1. Insert a tape into the VTR and click the **Timecode Break Scan** button .
2. VTR Ingest rewinds the tape and automatically proceed to scan for timecode changes.
3. Once the mark in and mark out points are inserted around timecode changes, the clip is automatically added to the segment list.
4. If you want to assign keywords to each captured clip, you can click the **Keyword Scan** button  at the beginning of the operation. VTR Ingest will run the operation from step 2 to step 3 above, and add keywords to each clip in the segment list.

5. When all clips have been logged, VTR Ingest will then ingest all clips in the batch list at the end of the operation.

Do not save the EDL in .ale or .edl format, as the internal “control track” to properly locate broken timecodes could be lost and may result in standard VTR confusion when dealing with timecode direction. Save the EDL as .vlg type only.

## Importing an EDL

You can also import an Edit Decision List (EDL) to use as your segment (batch) list. Supported EDL formats are .ale, .edl, .vlg, and .xml. Clip names in the imported file cannot be longer than 32 characters.

1. Choose **File | Import EDL**.
2. In the Open window, navigate to the correct folder, select the EDL to import, and click **Open**.

The Import Details dialog box opens.

3. Enter the Tape ID and select where to record the clips and click **OK**.



The EDL appears in the segment (batch) list for the selected channel and is ready to record:

4. Click Record to record your clips to the media server.

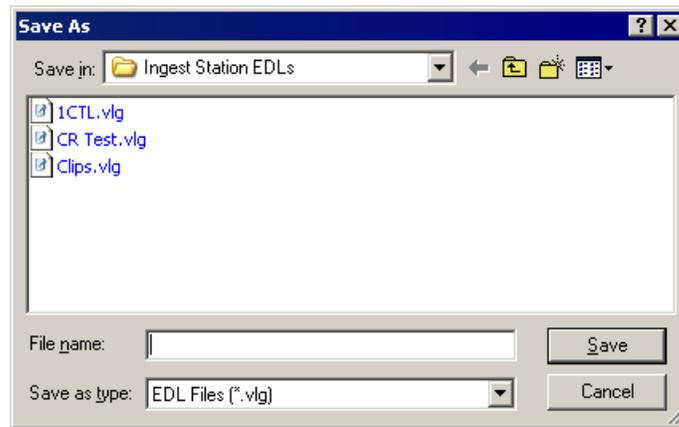
If you have a clip that failed to record for some reason, you can change its status back to Ready by highlighting the clip, right-clicking and selecting **Mark Ready**.

Importing an EDL will clear any existing segments in a VTR’s segment list.

## Exporting an EDL

Instead of recording your clips to a media server, you can export them as an EDL file, which can be used by other programs. By default, EDLs are saved in a .vlg format.

1. Highlight the file or group of files you want to export.
2. Choose **File | Export EDL**.



The Save As window appears.

3. Navigate to the folder where you want to export the EDL.
4. Enter a name for the file and click **Save**.

The EDLs can also be opened using Aurora Edit's batch (segment) capture feature.



# Chapter **7**

Chapter

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## ***Using Aurora Ingest - RMI***

This section contains the following topics:

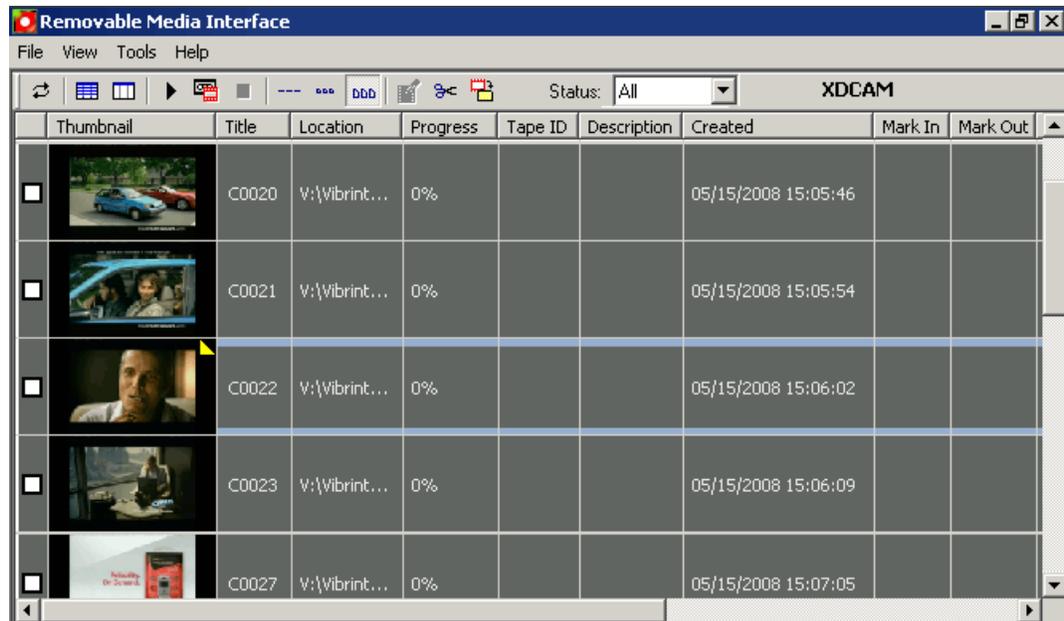
- *Overview of RMI*
- *Using Aurora Ingest - RMI*

## Overview of RMI

Aurora Ingest - RMI is an application that lets you simultaneously ingest files from multiple removable media devices such as Infinity, Panasonic P2 and Sony XDCam.

RMI allows you to preview, trim, import and record footages from those removable media devices directly to a media server in your newsroom. With RMI, you can also preview proxy clips from Sony XDCAM material before importing them for your broadcast operation.

If MediaFrame is already configured within your ingest operation system, you can add, edit and apply metadata to clips imported via RMI. The metadata that had been keyed-in will be searchable within the MediaFrame database.



## Using Aurora Ingest - RMI

After you have configured RMI setting and attached the removable media device, RMI is ready for use.

1. Verify that the removable media device is plugged in and media is attached or inserted.
2. Select **Programs | Grass Valley | Aurora | Aurora Ingest - RMI**.

The detachable media option (Rev, P2, XD) is seen automatically.

3. To select clips that you want to ingest, check the box next to each of those clips.

4. Click the Transfer icon. ▶

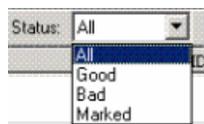
Thum...	Title	Location	Progress	Tape ID	Description	Created	Mark In	Mark Out	Duration	Status	Shot Status	Video File	Spanned
	tit(73)	Y:\brinc...	Done	tit		03/08/2004 17:43:02			00:00:03.06	Exists		Z:\Contents\Cip\000119...	1 of 2
	tit(74)	Y:\brinc...	Done	tit		03/08/2004 17:42:56			00:00:02.16	Exists		Z:\Contents\Cip\000119...	1 of 2
	tit(3)	Y:\brinc...	Done	tit		04/07/2005 13:58:05			00:00:10.28	Exists		Z:\Contents\Cip\00490C...	1 of 1
	tit(4)	Y:\brinc...	Done	tit		04/07/2005 13:58:17			00:00:07.04	Exists		Z:\Contents\Cip\00490C...	1 of 1
	tit(5)	Y:\brinc...	50%	tit		04/07/2005 13:59:02			00:00:15.00	New		Z:\Contents\Cip\00500A...	1 of 1
	tit(6)	Y:\brinc...	0%	tit		04/07/2005 13:59:19			00:00:14.30	New	Marked	Z:\Contents\Cip\00510A...	1 of 1
	tit(7)	Y:\brinc...	0%	tit		04/07/2005 13:59:52			00:00:16.29	New	Marked	Z:\Contents\Cip\00520K...	1 of 1
	tit(8)	Y:\brinc...	0%	tit		04/07/2005 14:00:45			00:00:19.27	New		Z:\Contents\Cip\00530K...	1 of 1
	tit(9)	Y:\brinc...	0%	tit		04/07/2005 14:01:05			00:00:03.35	Exists	Marked	Z:\Contents\Cip\00540K...	1 of 1

While the transfer is proceeding, the clip information has a red background, and the percentage of the transferred media is displayed. Once the clip has been transferred, the clip information has a green background.

RMI recognizes good-shot marks. Select “Marked” from the Status drop-down list to see only those good shots. The screenshot below shows the Status drop-down list from the Panasonic P2 removable media device:



For XDCAM, RMI recognizes good-shot and bad-shot marks. Select from the drop-down list as shown below to choose a particular status for your view.



## Previewing and trimming clips

RMI allows users to preview, trim and import all supported media types from Infinity, Sony and Panasonic. Once clips have been loaded into the list view of RMI, users will be able to select clips and open them for preview.

1. Verify that the removable media device is plugged in and media is attached or inserted.

2. Select **Programs | Grass Valley | Aurora | Aurora Ingest - RMI.**

The detachable media option (Rev, P2, XD) is seen automatically.

3. To preview a clip, right-click on the particular clip and select **View Trimmer.**



4. The trimmer window is launched and you can preview the clip by clicking control buttons on the window.



5. As you are previewing the clip, you can click the **Mark In** and **Mark Out** buttons at specific points to trim the clip.

You can see the new duration of the trimmed clip in the duration column.

6. Click the **Apply** button to commit the trimming.

Once the clip is trimmed, you can see a scissor icon next to the clip title within the list view of RMI. The duration column on the list view also shows the new duration of the trimmed clip.

If the clip is loaded again into the Trimmer window, it will load with those trimmed mark in and mark out points. However, ejecting or reinserting the disk will erase those mark points.

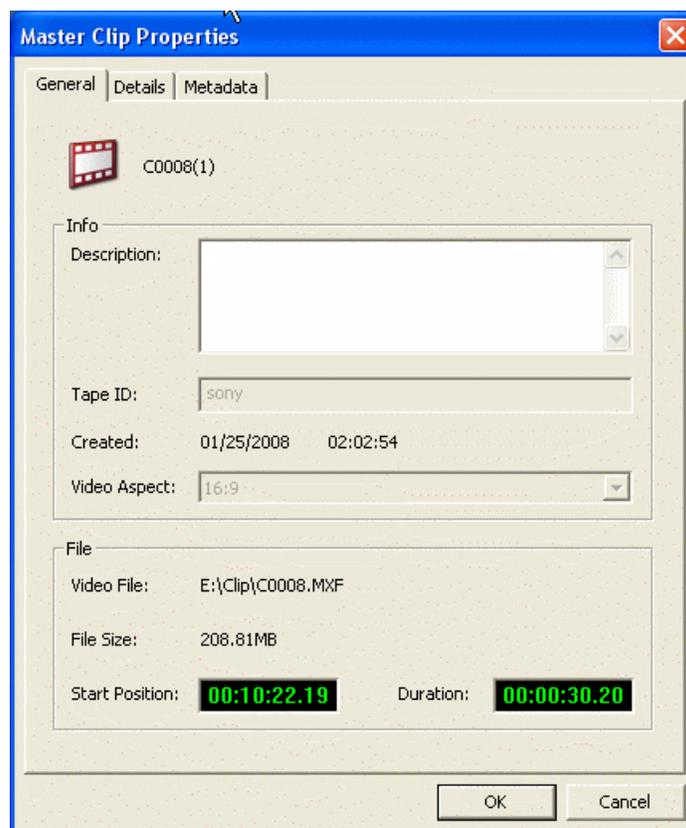
## Editing clip properties and metadata

With MediaFrame integration, you can apply, add and edit metadata of clips within the RMI application.

1. Select a clip from the RMI list view, right-click on the clip and select **Properties**.



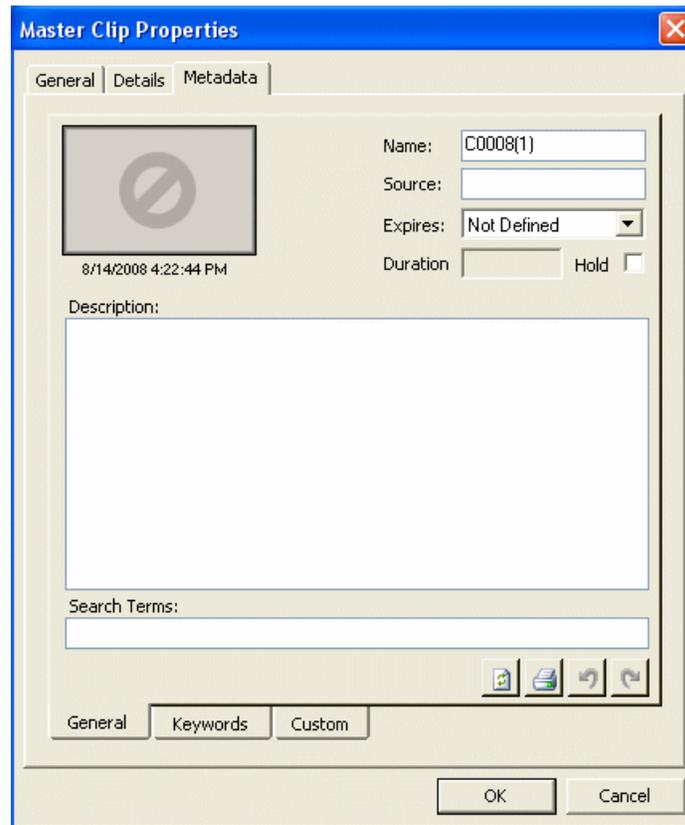
2. The Master Clip Properties dialog box is displayed. You can add or edit description of the clip in the General tab within the dialog box.



3. In the Details tab, you can view Video and Audio details of the clip.



4. If you have MediaFrame configured within your system, you will have the Metadata tab in the Master Clip Properties dialog box. Once committed into the MediaFrame database, the entered metadata will be searchable within MediaFrame clients.



You can also enter keywords within Keywords tab, which referenced a specific timecode location in the media file. This is done by selecting mark-in/out points on the clip and inserting a keyword for that segment.

Within the Custom tab, you can enter additional asset metadata such as the name of editor, videographer, location and any metadata for other fields that had been listed. If you have the Administrator privileges, you can add, edit, or delete custom fields.

5. The Metadata tab is also accessible via the Trimmer window. You can click the **Add Metadata**  button within the Trimmer window to launch the Metadata tab, and add metadata directly for the clip.

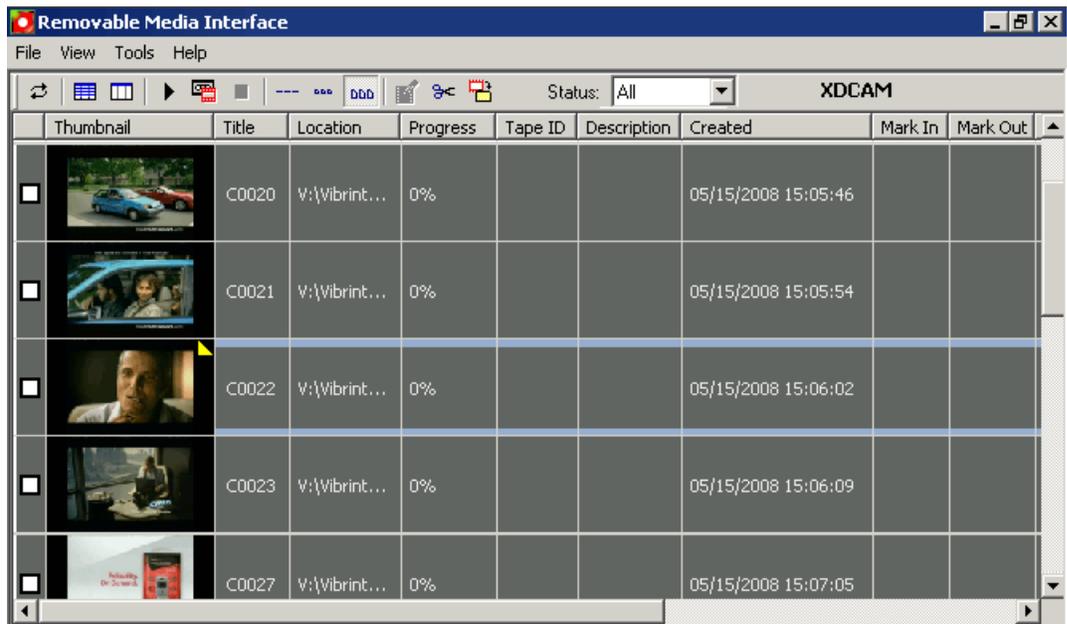
## Caching proxy assets

For high-resolution material from Sony XDCAM, proxy assets will be the the only valid media that can be played and trimmed within the RMI application. Proxy assets get cached to a shared directory, therefore proxies imported on one system will be available for other users as well.

1. Within the XDCAM list view, select the **Cache All Proxies**  button.

The caching progress can be seen within the list view of RMI.

2. Once cached, there will be a yellow triangle indicator at the top right of the clip's thumbnail view.



## ***Linking Clips To Aurora Playout Placeholders***

This section contains the following topics:

- *Linking clips to Aurora Playout placeholders*
- *Linking Clips*
- *Creating New Placeholders*

## Linking clips to Aurora Payout placeholders

If you are using Aurora Payout for playback, you can link clips you record with Aurora Ingest to placeholders in Aurora Payout.

You can link clips for both VTR Ingest and Aurora Ingest - Scheduler using the Assignment List Manager. In VTR Ingest, you can link a placeholder to any of the individual clips in the batch list.

In Aurora Ingest - Scheduler, you can link the placeholder to the entire feed, and you can also trim the top and tail of the feed via Asset Viewer. You can link to a Aurora Payout placeholder for scheduled feeds, but not for recursive feed recordings.

## Linking Clips

You can link an ingested clip to Aurora Payout placeholder.

1. In VTR Ingest, mark an In and Out point to create a clip; in Aurora Ingest - Scheduler, select your feed source.
2. For VTR Ingest, click the **Assignment List Manager button**  on the left pane of the VTR Ingest user interface; for Aurora Ingest - Scheduler, click the **Assignment List Manager button**  in the Add Event window,

The Assignment List Manager opens.

3. Select a placeholder to link to and click **OK**.

The placeholder name and description fill in on Aurora Ingest.

4. In VTR Ingest, click **Add Clip to Batch List button** ; in Aurora Ingest - Scheduler, click **Record button** .

The ingested clip or feed is now associated with the Aurora Payout placeholder.

## Creating New Placeholders

If you need to, you can create additional placeholders for clips you want to link to Aurora Payout.

1. In the Assignment List Manager, click the **New button** .

The screenshot shows a 'New Clip Entry' dialog box with a blue title bar and a close button. It has two tabs: 'Settings' and 'Metadata'. The 'Settings' tab is selected. The fields are as follows:

- Clip Name: Warehouse fire
- Story Type: SOT
- Category: All
- Editorial Duration: Clip Duration
- Description: Warehouse fire destroys valuable collection.
- Protected:
- Being Edited:

At the bottom right, there are 'OK' and 'Cancel' buttons.

The New Clip Properties window appears.

2. Enter the clip information:

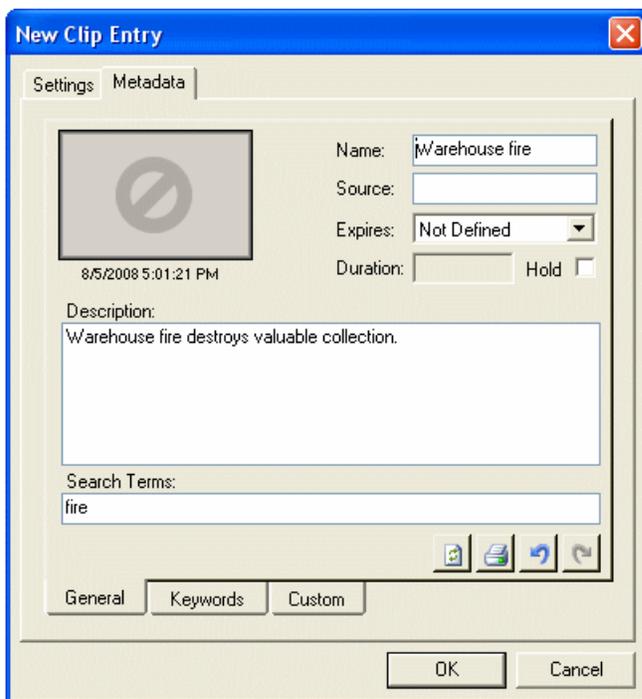
- **Name** — Enter a name for the placeholder. The name identifies the placeholder in your Assignment List Manager, the Assignment List (plug-in on the ENPS system), and the Aurora Payout playlist.
- **Description** — Enter a description for the placeholder to help identify the clip you need to create.
- **Category** — Select a category from the drop-down menu. The category determines who receives the placeholder as an assignment. Selecting **ALL** makes the placeholder accessible to all editors who select **ALL** in their Assignment List Manager.
- **Editorial Duration** — If desired, enter an estimated duration for the story or select one from the drop-down list. The editor can also enter an editorial duration that is less than the clip length, which is sent back to the NCS for show timing.
- **Protected** — Check this box to prevent the clip from being deleted from the database.
- **Being Edited** — Check this box to show that the clip for a placeholder is being edited. This field allows editors to easily see that a clip is already being worked on in another edit room.

3. If you already configured MediaFrame for use with Aurora Payout, you can enter metadata for the placeholder in the Metadata tab.

- **Name** — The name of the clip will be the same as the one that you entered in the Settings tab.
- **Source** — Enter the source of the clip.
- **Expires** — Select the expiry date for the placeholder. If no expiry date is needed, you can leave it as the default setting: Not Defined.
- **Description** — The description will be the same as the one that you entered in the Settings tab.
- **Search Terms** — Enter the search term for the clip so that it will be easy to find when you search for it using MediaFrame Search component later.

You can also enter metadata within Keywords tab, which referenced a specific timecode location in the media file. This is done by selecting mark-in/out points on the clip and inserting a keyword for that segment.

Within the Custom tab, you can enter additional asset metadata such as editor, videographer, location and any other fields that had been listed. If you have the Administrator privileges, you can add, edit, or delete custom metadata fields.



4. Click **OK**.

The Clip ID and Date are automatically set when you create the placeholder.

# Appendix **A**

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## ***Aurora Ingest Appendix***

This section contains the following topics:

- [\*Aurora Ingest keyboard shortcuts\*](#)
- [\*Aurora Ingest error messages\*](#)

## Aurora Ingest keyboard shortcuts

This table lists all of the keyboard functions that control Aurora Ingest, including key combinations using the Control keys.

Icon	Key	Name	Function
	F12	Record	Starts recording the clips in the segment list or the feed from the router source.
	Ctrl + Q	Eject	Ejects tape from tape deck.
	W	Play	Plays the tape or feed.
	E	Rewind	Rewinds the tape or feed.
	R	Fast Forward	Fast Forwards the tape or feed.
	I	Mark In	Marks an In point.
	Ctrl + I	Go to Mark In	Moves to the Mark In point.
	O	Mark Out	Marks an Out point.
	Ctrl + O	Go to Mark Out	Moves to the Mark Out point.
	P	Clear Mark In	Clears the In point.
	[	Clear Mark Out	Clears the Out point.

Icon	Key	Name	Function
			
	A	Back 1 Frame	Moves cursor one frame back on the Timeline.
	S	Forward 1 Frame	Moves cursor one frame forward on the Timeline.
	D	Back 10 Frames	Moves cursor 10 frames back on the Timeline.
	F	Forward 10 Frames	Moves cursor 10 frames forward on the Timeline.
	C	Add Clip to Segment List	Adds marked clip to segment list.
	Space Bar	Stop	Toggles between recording and stopping recording.
			

## Aurora Ingest error messages

The following table describes Aurora Ingest error messages.

Error Message	Description
No available channel at the time of record	Could not allocate channel for recording. Please make sure that AppCenter is running and channel is set to AMPRecorder.
Could not switch router	Could not switch router. Please make sure that the destination is not locked and router is running.
Could not switch timecode mode	Could not switch timecode mode.
Could not cue the clip	Could not cue the clip. Please make sure that channel is set to AMPRecorder, not AMPPlayer.

<b>Error Message</b>	<b>Description</b>
Clip already exists at this location	Clip already exists at this location. Please use a different name.
Could not start record	Could not start record. Please make sure your media server is running and responding.
Could not stop record	Could not stop record. Please make sure your media server is running and responding.
The server storage is full	The server storage is full. Please clean up the server storage.
Could not eject clip	Could not eject clip. Please make sure your media server is running and responding.
Event may not start record as it conflicts with another allocated event	Event did not/may not start record as it conflicts with another allocated event.
Could not control CompuSat for recording	Could not control CompuSat for recording. Please ensure that you have the correct CompuSat configuration.
Aurora Ingest Server could not complete record due to system shutdown	Aurora Ingest Server could not complete record due to system shutdown. Please restart the system in order to resume.
A user has canceled this Ingest event	A user has cancelled the Ingest event.
This event was prematurely stopped by the media server	The event was prematurely stopped by the media server. Please check your storage status.
This event may not have started and/or stopped at correct timecode	The event may not have started and/or stopped at correct timecode.

## **Software Licenses**

This section contains the following topics:

- *cmemdc*
- *cping*
- *CSizingToolBar*
- *CTextProgressCtrl*
- *MIT*
- *mozilla*
- *Paintlib*
- *resizeable lib*
- *tconvert*
- *zlib*

## cmemdc

### License

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CMemDC - memory DC

/Author: Keith Rule

Email: keithr@europa.com

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### History

10/3/97 Fixed scrolling bug. Added print support. - KR

11/3/99 Fixed most common complaint. Added background color fill. - KR

11/3/99 Added support for mapping modes other than MM\_TEXT as suggested by Lee Sang Hun. - KR

02/11/02 Added support for CScrollView as supplied by Gary Kirkham. - KR

This class implements a memory Device Context which allows flicker free drawing.

## cping

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- If you want to distribute source code with your application, then you are only allowed to distribute versions released by the author. This is to maintain a single distribution point for the source code.

## CSizingToolBar

### License

CSizingControlBar Version 2.43

Created: Jan 24, 1998 Last Modified: August 03, 2000

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The sources and a short version of the docs are also available at [www.codeproject.com](http://www.codeproject.com). Look for a "Docking Windows" section and check the version to be sure you get the latest one ;)

Hint: These classes are intended to be used as base classes. Do not simply add your code to these file - instead create a new class derived from one of CSizingControlBarXX classes and put there what you need. See CMyBar classes in the demo projects for examples.

Modify this file only to fix bugs, and don't forget to send me a copy.

Acknowledgements:

- Thanks to Harlan R. Seymour for his continuous support during development of this code.
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## CTextProgressCtrl

### License

Written by Chris Maunder (chrismaunder@codeguru.com)

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Modified : 26/05/98 Jeremy Davis, jmd@jvf.co.uk

Added colour routines

TextProgressCtrl is a drop-in replacement for the standard CProgressCtrl that displays text in a progress control.

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October 3rd, 2004

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The data format used by the zlib library is described by RFCs (Request for Comments) 1950 to 1952 in the files <http://www.ietf.org/rfc/rfc1950.txt> (zlib format), [rfc1951.txt](http://www.ietf.org/rfc/rfc1951.txt) (deflate format) and [rfc1952.txt](http://www.ietf.org/rfc/rfc1952.txt) (gzip format).

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# 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.

**Related Links**



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