

K2 Dyno Production Assistant

LIVE PRODUCTION CONTENT
MANAGEMENT SYSTEM



User Manual

Software Version 2.0



Affiliate with the N.V. KEMA in The Netherlands



CERTIFICATE

Certificate Number: 510040.001

The Quality System of:

Thomson Inc, and its worldwide Grass Valley division affiliates DBA GRASS VALLEY

Headquarters
400 Providence Mine Rd
Nevada City, CA 95959
United States

15655 SW Greystone Ct.
Beaverton, OR 97006
United States

10 Presidential Way
Suite 300
Woburn, MA 01801
United States

Kapittelweg 10
4827 HG Breda
The Netherlands

7140 Baymeadows Way
Ste 101
Jacksonville, FL 32256
United States

2300 So. Decker Lake Blvd.
Salt Lake City, UT 84119
United States

Rue du Clos Courtel
CS 31719
35517 Cesson-Sevigné Cedex
France

1 rue de l'Hautil
Z.I. des Boutries BP 150
78702 Conflans-Sainte
Honorine Cedex
France

Technopole Brest-Iroise
Site de la Pointe du Diable
CS 73808
29238 Brest Cedex 3
France

40 Rue de Bray
2 Rue des Landelles
35510 Cesson Sevigné
France

Spinnereistrasse 5
CH-5300 Turgi
Switzerland

Brunnenweg 9
D-64331 Weiterstadt
Germany

Carl-Benz-Strasse 6-8
67105 Schifferstadt
Germany

Including its implementation, meets the requirements of the standard:

ISO 9001:2008

Scope:

The design, manufacture and support of video and audio hardware and software products and related systems.

This Certificate is valid until: June 14, 2012
This Certificate is valid as of: June 14, 2009
Certified for the first time: June 14, 2000

H. Pierre Sallé
President
KEMA-Registered Quality

The method of operation for quality certification is defined in the KEMA General Terms And Conditions For Quality And Environmental Management Systems Certifications. Integral publication of this certificate is allowed.

KEMA-Registered Quality, Inc.
4377 County Line Road
Chalfont, PA 18914
Ph: (215)997-4519
Fax: (215)997-3809

CRT 001 073004

Accredited By:
ANAB

Experience you can trust.

K2 Dyno Production Assistant

LIVE PRODUCTION CONTENT
MANAGEMENT SYSTEM



User Manual

Software Version 2.0

071-8762-02
June 2011

Copyright

Copyright © Grass Valley, Inc. All rights reserved. Printed in the United States of America. Portions of software © 2000 – 2009, Microsoft Corporation. All rights reserved. This document may not be copied in whole or in part, or otherwise reproduced except as specifically permitted under U.S. copyright law, without the prior written consent of Grass Valley, Inc., P.O. Box 59900, Nevada City, California 95959-7900. This product may be covered by one or more U.S. and foreign patents.

Disclaimer

Product options and specifications subject to change without notice. The information in this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Grass Valley, Inc. Grass Valley, Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this publication.

**U.S. Government
Restricted Rights
Legend**

Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7013 or in subparagraph c(1) and (2) of the Commercial Computer Software Restricted Rights clause at FAR 52.227-19, as applicable. Manufacturer is Grass Valley, Inc., P.O. Box 59900, Nevada City, California 95959-7900 U.S.A.

**Trademarks and
Logos**

Grass Valley, K2, Aurora, Summit, Dyno, Solo, Infinity, Turbo, Profile, Profile XP, NetCentral, NewsBrowse, NewsEdit, NewsQ, NewsShare, NewsQ Pro, and Media Manager are either registered trademarks or trademarks of Grass Valley, Inc. in the United States and/or other countries. Grass Valley, Inc. products are covered by U.S. and foreign patents, issued and pending. Additional information regarding Grass Valley, Inc. trademarks and other proprietary rights may be found at www.grassvalley.com.

Other trademarks and logos used in this document are either registered trademarks or trademarks of the manufacturers or vendors of the associated products, such as Microsoft® Windows® operating system, Windows Media® player, Internet Explorer® internet browser, and SQL Server™. QuickTime and the QuickTime logo are trademarks or registered trademarks of Apple Computer, Inc., used under license therefrom.



Contents

Grass Valley Product Support.....	7
About the K2 Dyno PA User Manual	9
Chapter 1: About K2 Dyno Production Assistant.....	11
About K2 Dyno Production Assistant.....	12
Using K2 Dyno PA	13
About bins.....	13
About repositories.....	13
About K2 Dyno PA User Interface.....	14
Customizing the K2 Dyno PA user interface.....	17
About user layouts and preferences.....	18
Sharing assets and information between multiple K2 Dyno PA clients.....	20
Chapter 2: Starting Dyno PA.....	21
Starting the K2 Dyno PA application.....	22
About servers in a K2 Dyno PA system.....	22
Adding a stand-alone server.....	23
Adding a SAN server.....	24
About repositories.....	25
Adding a repository.....	26
Editing a repository	27
Deleting a repository.....	27
About managed channels.....	27
Chapter 3: Logging and keywords.....	31
About K2 Dyno PA metadata and logging tags.....	32
About the Quick Logging pane.....	32
About the Markers pane.....	33
Creating a K2 Dyno PA keyword button	34
Renaming a K2 Dyno PA keyword button	34
Deleting a K2 Dyno PA keyword button or Dyno keyword folder	34
Applying (logging) a tag in K2 Dyno PA.....	34
Applying (logging) a marker in K2 Dyno PA.....	35
Cueing a marker in an asset.....	35
Deleting a marker.....	36
Creating a keyword category	36
Renaming a keyword category.....	36
Deleting a keyword category.....	36
Using Dyno keyword categories	37
Exporting K2 Dyno PA keywords.....	37
Importing keywords	37
Chapter 4: Searching assets.....	39
Creating a search query in K2 Dyno PA.....	40

Using View Filter with a search.....	40
Editing a search in K2 Dyno PA.....	41
Deleting a search in K2 Dyno PA	41
Chapter 5: Working with assets, bins, and folders	43
About asset properties.....	44
Creating a clip.....	44
Creating a subclip.....	44
Trimming an asset.....	45
Copying assets.....	45
Copying a partial asset to a repository.....	46
Copying a still image.....	46
Playing an asset or playlist.....	47
Renaming an asset	47
Deleting an asset	48
Adding a bin.....	48
Deleting a bin.....	48
Chapter 6: Transferring Assets with K2 Dyno PA.....	49
Transferring assets automatically with rules.....	50
Creating an import rule.....	51
Editing a rule	52
Deleting a rule.....	52
Creating a rule bin.....	52
Checking an asset for rules	53
Transferring scheduled assets	53
Transferring assets manually.....	55
Editing a pending scheduled transfer.....	56
Editing a failed transfer	56
Canceling an active transfer	56
Chapter 7: Playlists.....	57
Creating a playlist.....	58
Editing a playlist.....	59
Deleting a playlist.....	59
Renaming a playlist	60
Copying a playlist	60

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.

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

Technical Support E-mail Address: gvgtechsupport@grassvalley.com

Grass Valley Knowledge Base: <http://grassvalley.novosolutions.net/>

In the Knowledge Base you can search by topic, search by product, or browse the Table of Contents to find Frequently Asked Questions (FAQ).

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 Grass Valley Product Support

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

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

Region	Country	Telephone
Asia	China	+86 10 5883 7575
	Hong Kong, Taiwan, Korea, Macau	+852 2531 3058
	Japan	+81 3 6848 5561

Region	Country	Telephone
	Southeast Asia - Malaysia	+603 7492 3303
	Southeast Asia - Singapore	+65 6379 1313
	India	+91 22 676 10324
Pacific	Australia	1 300 721 495
	New Zealand	0800 846 676
	For callers outside Australia or New Zealand	+61 3 8540 3650
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 1189 230 499
	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	+7 495 258 09 20
	Northern Europe	+45 404 72 237
	Southern Europe – Italy	+39 06 87 20 35 28
	Southern Europe – Spain	+34 91 512 03 50
Middle East, Near East, Africa	Middle East	+971 4 299 64 40
	Near East and Africa	+800 80 80 20 20; +33 1 48 25 20 20

About the K2 Dyno PA User Manual

This manual is intended for users of the K2 Dyno Production Assistant™ (Dyno PA) application; it describes concepts and tasks that pertain to operating Dyno PA. For information on administrator tasks such as installing and configuring Dyno PA, see the *K2 Dyno Production Assistant Configuration Manual*.

About K2 Dyno Production Assistant

This section contains the following topics:

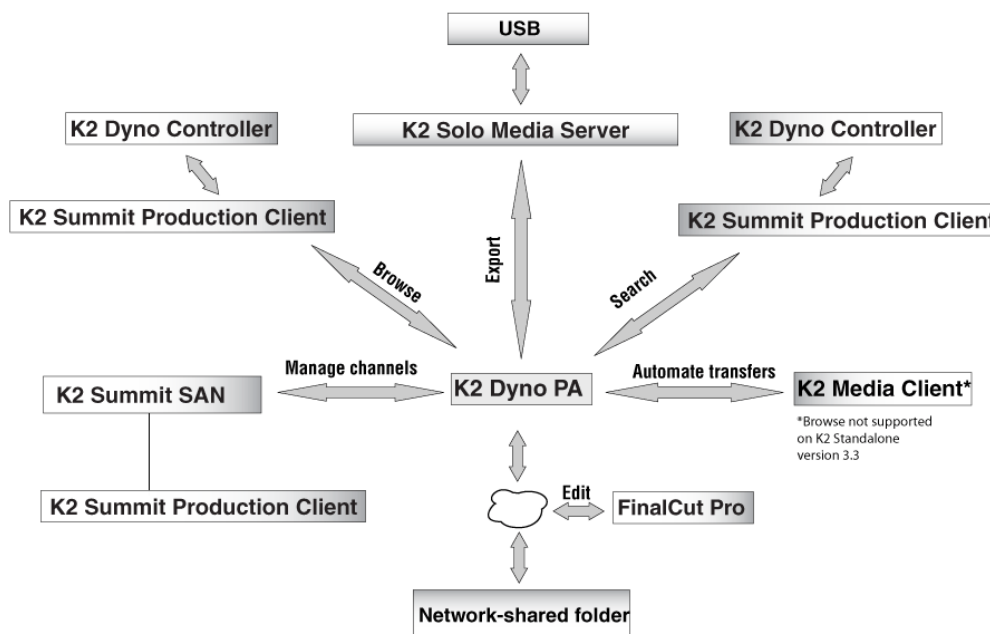
- *About K2 Dyno Production Assistant*
- *Using K2 Dyno PA*
- *About bins*
- *About repositories*
- *About K2 Dyno PA User Interface*
- *Customizing the K2 Dyno PA user interface*
- *About user layouts and preferences*
- *Sharing assets and information between multiple K2 Dyno PA clients*

About K2 Dyno Production Assistant

K2 Dyno Production Assistant (Dyno PA) is a software platform composed of the Dyno PA application and the Dyno Production Assistant platform service. The platform service allows users on various Dyno PA clients to access assets as well as share saved searches, keywords, and transfer rules.

NOTE: *The Dyno PA application can be used with K2 Media Clients, K2 Summit Production Clients, and K2 Solo Media Servers. When a procedure can be applied to any of these, the term K2 system is used. A K2 Summit Production Client with internal storage is referred to as a standalone K2 Summit system. A K2 Summit Production Client with external storage (an FSM server and a RAID) is referred to as a K2 Summit SAN system. Where a procedure can be applied to a K2 Summit Production Client (in a standalone or SAN system) or a K2 Solo Media Server, the term K2 Summit system is used. The Dyno PA application runs on a machine referred to as the Dyno PA client.*

Dyno PA can manage various K2 systems to perform several different tasks.



The Dyno PA application is managed by the Dyno Production Assistant platform service. One platform service can coordinate between multiple Dyno PA clients and K2 systems.

Using K2 Dyno PA

This section describes three of the common workflows for the K2 Dyno PA application.

Content Management/Controller workflow

This workflow describes a role that principally deals with assets. The user can be manually exporting or transferring assets about the network, creating playlists, loading assets onto managed channels, creating rules for automatic transfers/exports, creating searches, managing repositories, setting up scheduled transfers, and adding metadata to assets.

Logger workflow

This workflow is more about metadata enrichment of record trains from the K2 Dyno Replay Controller. Users load source clips into the Browse pane and then using the marker logging mode add markers (tags with timecode context) to assets. Users can also add Dyno PA markers to Dyno highlights or other assets in the system.

Judiciary/Review workflow

This workflow describes the use of the Browse pane to review footage from a live event from multiple angles, possibly as part of a formal judiciary process such as a video referee. The Browse, Recording Assets and marker panes are used to quickly find points within the record trains and then to switch between trains keeping the current timecode context.

About bins

Bins are folders on a K2 system. You can create or delete a bin on a K2 system, but bins cannot be renamed from K2 Dyno PA.

About repositories

A repository is a shortcut to a location that acts as a gateway for getting media in or out of a K2 system. Before you can set up a rule or schedule a transfer, you need to add a repository to the K2 Dyno PA system.

In Dyno PA there are two types of repositories:

- **K2 system repository**

K2 system repositories simply represent a bin on a K2 system in Dyno PA. Creating a K2 system repository allows you quick access to that bin.

For example, if a bin is nested under several parent folders on a K2 system, creating a K2 system-based repository for this bin displays it under the top-level repository


section in the Navigator pane, which makes it easy to locate. As a repository, you can also give the bin a name more applicable to your particular workflow.

- **File System repository**

File system repositories import and export assets to and from K2 systems.

Examples of file-system based repositories include: a USB drive mounted on a connected PC, a Network Attached Storage (NAS) drive, or an Apple Macintosh-shared drive.

NOTE: *A shared network resource requires that everyone in the workgroup has full control permissions.*

 **Tip:** *If your workflow includes repositories with multiple sub-folders directly under a top-level repository, adding the sub-folder as a session favorite makes it easier for you to access the sub-folders without creating a separate repository for each one. (You cannot create a favorite of a sub-folder that has been nested under another sub-folder.)*

About K2 Dyno PA User Interface


The K2 Dyno PA user interface is composed of several panes that can be hidden or dragged to different areas of the screen. Highlighted items, such as bins, playlists, or managed channels, are displayed with a blue background.

Each Dyno PA pane has a menu of icon buttons specific to that pane. You can right-click on each pane to access additional tasks. The image below shows one way to arrange the Dyno PA panes.





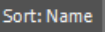
The Dyno PA panes are described below.

NOTE: *If your Dyno PA system is not licensed to use a particular feature, that pane is not displayed in the Dyno PA application.*

Navigator pane: Lists all the K2 systems that have been added as a server to the Dyno PA client, the current Dyno session, bins (folders on a K2 system), repositories (folders on a user-defined location), and any search queries that have been saved. The **Refresh**  button lets you update the list. You can add, edit or delete servers, bins, repositories, and searches in this pane.

Server Information pane: If a K2 system in the Navigator pane is highlighted, the Server Information pane displays, showing the status and version information of that K2 system as well as log messages. When the K2 system is not highlighted, the Server Information pane is not accessible.

Playlist Edit pane: Displays the playlist currently being edited. In this pane, clicking the **Locate** button  causes the Asset List pane to display the bin on the K2 system where this playlist is located.

Asset List pane: Lists, either in thumbnail or list view, all the assets in the bin, repository, or Dyno session currently highlighted in the Navigator pane. The **View Filter** button  lets you filter the assets in the Asset List pane. The **Sort** button  lets you group assets by criteria such as name, creation date, rating, and so on.


Rules pane: Displays all the rules currently configured. In this pane, you can add, edit, activate or delete rules that tell K2 Dyno PA when to transfer an asset and where


to transfer it to. You can import rules or group them to be activated or deactivated as a batch. Clicking the Rules tab displays the Rules pane if it is covered by other panes.

Managed Channels pane: Displays all the currently configured record and play channels on K2 systems that can be controlled through the Dyno PA application. If you have administrator-level privileges on Dyno PA, you can add, edit, or delete channels in addition to playing, recording, stopping, fast-forwarding, rewinding, or ejecting assets or putting an asset in loop playback mode. Clicking the Managed Channels tab displays the Managed Channels pane if it is covered by other panes.

Recording Assets pane: Displays all the records currently in progress on the K2 systems. You can view the records in list or thumbnail view, browse a record or load it to one of the K2 systems. The tabs above the record trains let you choose whether to view record trains on one K2 system or all available systems. Clicking the Recording Assets tab displays the Recording Assets pane if it is covered by other panes.

Transfer Scheduler pane: Displays the scheduled transfers. You can add, edit, cancel, delay or delete scheduled transfers in this pane. You can save a scheduled transfer as an .xml file and load it later. Clicking the Transfer Scheduler tab displays the Transfer Scheduler pane if it is covered by other panes.

Browse pane: Allows you to load assets from a K2 Summit system and view them in Dyno PA. You can create markers, mark in or mark out points, create subclips, unload the asset or locate it in the Asset List, and activate Live mode. You can also lock the keyboard or external control by using the **keyboard/control** button. 


Info pane: Allows you to view the video and keyword information of a highlighted asset. The **Properties** button lets you access the Advanced Asset Properties, which holds information out the asset, its metadata, links, rules and track information. Clicking the Info tab displays the Info pane if it is covered by other panes. In this pane, clicking the **Locate** button  causes the Asset List pane to display the bin on the K2 system where the asset loaded in the Info pane is located.

Active Transfer pane: Allows you to view transfers currently in progress as well as failed transfers, if any. Clicking the Active Transfer tab displays the Active Transfer pane if it is covered by other panes.

Completed Transfer pane: Allows you to view the status of completed transfers. Clicking the Completed Transfers tab displays the Completed Transfer pane if it is covered by other panes.

Quick Logging pane: Allows you to associate Dyno PA tags and markers (tags linked to a specific timecode) with assets or remove them from assets. You can also add, edit, delete or export Dyno PA keywords from categories. Clicking the Quick Logging tab displays the Quick Logging pane if it is covered by other panes.


Markers pane: Lets you view Dyno and Dyno PA tags and markers as they are created or edited. You can filter the tags and markers or view by recorded or counter timecode.

Menu Ribbon: The menu is based on the Windows Ribbon interface. When you click on the **Lock** button , the menu ribbon displays. If you double click on the button, the menu remains fixed at the top of the user interface. Double clicking the button again hides the menu ribbon again.

Customizing the K2 Dyno PA user interface

The K2 Dyno PA interface is based on the standard Microsoft Dockable Windows user interface. The Asset List pane is fixed; it cannot be moved or closed. However, you can arrange the other panes around it, which effectively moves the Asset List pane in relation to the other panes.

Any changes made to your layout are automatically saved when you log out of the Dyno PA application. The layout information is saved by the Dyno Production Assistant platform service, so your customized layout can be accessed, if you log into Dyno PA with the same username and password, from any Dyno PA client that shares that particular platform service.

1. To close or hide/unhide a pane in Dyno PA, you can do the following:
 - To hide a pane, click the **Thumbtack** button . A hidden pane remains off to the side, with only its title visible. This allows you to customize the interface for a particular workflow. For example, you could close down some panes so that you can view more assets at one time in the Asset List pane.
 - To display a hidden pane briefly, hover the mouse over the pane title.
 - To unhide the pane, hover the mouse over the pane title and then click the **Thumbtack** button.
 - To close the pane click the **X** in the upper-right corner of the pane.
 - To open the pane up again, right-click on the title of another pane and select the closed pane from the list of panes .
2. To move a pane around in Dyno PA, you can do the following:
 - To open a pane as a separate window, double click the pane status bar. To restore a pane to its previous location, double click the pane status bar again.
 - To drag a pane from one location to another in the user interface:
 - a) Click the status bar and hold the mouse button down.

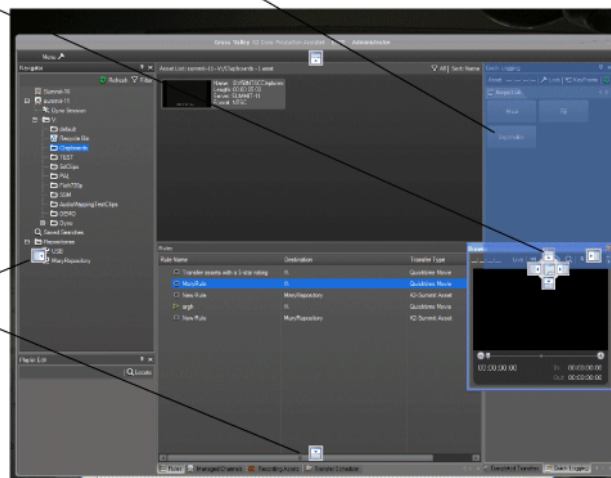
While the mouse button is being held down, a cursor appears and direction arrows are displayed in the center of the user interface and on each side of the screen.
 - b) Drag the cursor until it is over the arrow where you want the pane to be placed.
 - c) Release the mouse button.

The pane appears in the new location.

Drag the cursor over the arrow that is in the relative position where you to insert the pane.

The location where the pane will be inserted when you release the mouse is highlighted in blue.

When you move a pane by the status bar, arrows display on four sides of the application. You can drag the pane over one of these arrows or position the pane over the central 4-way arrow. The 4-way arrow moves as you drag the pane, so you can position the pane exactly where you want it to be in the application.



3. If panes are grouped together, you can separate one of the panes from its group by clicking on its tab and dragging it to another section of the UI. To add a pane to a group, drag the pane to the group and drop it onto the center of the four-way arrow.
4. To change the display font, Browse delay, or default value for auto markers, select **Users & Preferences** from the menu and select the desired options. You can also customize transfer settings, user accounts, and system-wide advanced settings.
5. Layouts are automatically saved on the platform service PC when you exit the Dyno PA application. To export a layout, select **Users & Preferences** from the menu and click the **Save Layout** button.
6. To open a layout that has been stored locally, select **Users & Preferences** from the menu and click the **Load Layout** button.
7. To restore the default layout, select **Users & Preferences** from the menu, highlight the user, click **Default Layout** and then click **Yes**.

When you next restart Dyno PA, the layout returns to the default settings.

About user layouts and preferences

If you customize the K2 Dyno PA user interface, the layout is automatically saved when you log out of the application. The layout information is saved by the Dyno Production Assistant platform service; if you log into any Dyno PA client using that particular platform service, the layout is displayed. Multiple users can log in using the

same login information. You can export the layout information to an XML file. This file can be saved as a backup or imported into another Dyno PA client. Another user can also import this layout, overwriting their own layout.

Layouts can be customized in several ways. If you select **Users & Preferences** from the menu, you can:

- **Change the list font:** Changes the font, size, and style of the text for each pane in Dyno PA, with the exception of the Browse and Info panes.
- **Specify the Browse live delay:** Determines the time delay for Live mode in the Browse pane.
- **Load or save a layout:** You can arrange the Dyno PA panes for your particular workflow and save the layout, or import a previously saved layout. For information on how to load or save a layout, see *Customizing the K2 Dyno PA User Interface*.
- **Specify the default value for markers:** When you create a mark-in or mark-out point, you can specify the default value its corresponding mark-out or mark-in point.
- **Add guard bands:** Also referred to as handles, guard bands add seconds to the beginning and end of an asset. To apply guard bands to an asset, either the transfer type must be GXF or the transfer must be from and to a K2 Summit system.
- **Create reference file for QuickTime exports:** If this box is checked, Dyno PA creates a Quicktime reference file that an editor can use while the transfer is in progress.
- **When using drag and drop create copy of the asset instead of a shortcut:** By default, dragging and dropping an asset within a K2 system, for example from bin to bin, creates a shortcut pointing to the original asset rather than an entirely new copy of the asset. If you check this box, Dyno PA creates an entirely new copy of the asset when you copy and paste.
- **Manage SNFS Name Servers:** You can add or delete SNFS name servers.
 - ⚠ **CAUTION:** *Any changes to the SNFS name servers will affect the whole system and may cause unwanted results. Before modifying the SNFS configuration, review the K2 Dyno PA Configuration Manual.*
- **Modify Advanced Settings:** You can modify the Windows username and password. These need to match an administrator account on the PC that is running the platform service.
 - ⚠ **CAUTION:** *Any changes to the Windows username and password will affect the whole system and may cause unwanted results.*
- **Manage user accounts:** You can add, edit, or delete user accounts. You can also revert to the default layout.

Layouts can be customized for a particular workflow. You can close or rearrange the individual panes (except the Asset List pane).

For example, you could create a login specifically for transferring assets, with only the following panes showing: Active Transfers, Completed Transfers, Transfer

Scheduler, and Rules. Every time you log in with that username and password, the layout would be set up for monitoring transfers.

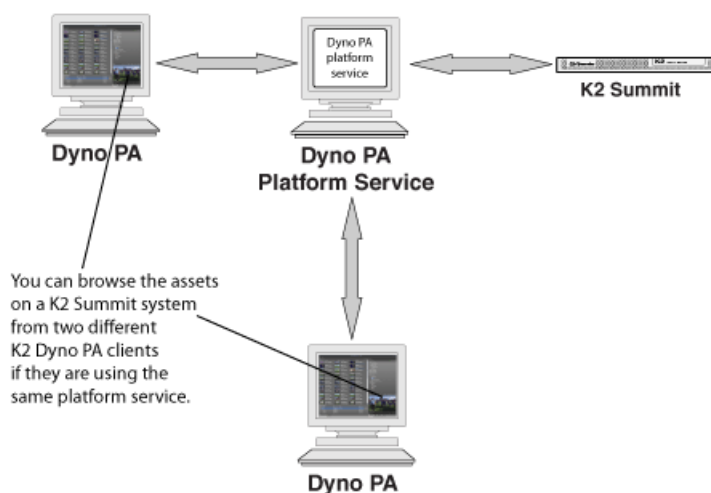
If you wanted to have one or more users adding tags to assets (logging), you could create a layout designed for browsing and logging, with the following panes: Info, Quick Logging, and Browse.

Sharing assets and information between multiple K2 Dyno PA clients

You can have multiple K2 Dyno PA clients accessing the same assets, rules, and searches through one Dyno Production Assistant platform service.

If multiple Dyno PA clients share the same Dyno Production Assistant platform service, the different clients share:

- **Rules and Searches:** A rule or a search created on one Dyno PA client can be viewed, edited, and used by the other Dyno PA clients.
- **User information and customized layout:** A user who has login privileges on one Dyno PA client can log in to any other Dyno PA client that shares the same platform service. If the user has personalized the layout of the Dyno PA user interface, these changes are saved and can be accessed from any of the other Dyno PA clients that share the service.
- **Assets:** Multiple Dyno PA clients can access assets (clips, subclips, or playlists) on a K2 system using one platform service.
- **Browse:** Dyno PA clients can browse clips or subclips from a K2 Summit system. Two Dyno PA clients can browse the same K2 Summit system if they are using the same Dyno Production Assistant platform service. You cannot browse a playlist.



Chapter **2**

Starting Dyno PA

This section contains the following topics:

- *Starting the K2 Dyno PA application*
- *About servers in a K2 Dyno PA system*
- *About repositories*

Starting the K2 Dyno PA application


The K2 Dyno PA application can be started from the desktop icon or from selecting **Start | Programs | Grass Valley | Dyno PA Client**. Multiple Dyno PA clients can access one Dyno Production Assistant platform service.

Prerequisites:

- The Dyno Production Assistant platform service starts automatically. The platform service must be running before you start the K2 Dyno PA application.

When the Dyno PA application is first started, it runs on a 30-day trial license. To continue using Dyno PA, you need a permanent license to run Dyno PA. For more information on licensing, see the *K2 Dyno PA Release Notes*.

To start the K2 Dyno PA application, follow these steps:

1. Double-click on the Dyno PA icon. 

The Dyno PA login displays. This allows you to log in to the PC that runs the Dyno Production Assistant platform service.

2. Enter the following:
 - a) A username and password. If logging in as an administrator, supply the administrator username and password as specified in the *Managing Users* chapter of the Configuration manual. If logging in as a normal user, enter the username and password supplied by your administrator.
 - b) The name or IP address of the PC running the Dyno Production Assistant platform service. If the platform service is running on the same machine, enter **localhost**.
3. Click the **Connect** button.

Dyno PA connects with the platform service. The License Selection dialog box displays. If you have already purchased a permanent license, that license is displayed. For information on licensing, see the *K2 Dyno PA Release Notes*.

4. Highlight the license you want to use. To make this the default license, check the Make Default box. Select the license from the drop-down list.
5. Click **Select**.

The Dyno PA application displays.

About servers in a K2 Dyno PA system

A K2 system is referred to as a *server* in the K2 Dyno PA application. Before you can access a K2 system, you need to add it in the K2 Dyno PA application.

The **Discovered Devices** button lets you find available K2 servers on your network. You can also manually add a K2 system.

Adding a stand-alone server

Prerequisites:

- You must be logged in as an administrator on the Dyno PA application to add a server.
- You must have an administrator-level username and password on the K2 system that you are going to add as a server.
- The K2 system must have the requirements described in *K2 Dyno PA Prerequisites*.
- The K2 system must have a hosts table set up as described in the K2 System Guide.
- If using the Browse feature, the K2 Summit system must be configured as described in *Configuring the K2 Summit system for K2 Dyno PA*

To add a server, follow these steps:

1. In the Navigation pane, right-click and select **New Server**.
2. Choose **Standalone server**.

The Add/Edit Standalone Server Device dialog box displays.

3. To have Dyno PA populate the text fields, click the Discovered Devices button and select a K2 system from the drop-down list. Alternately, you can add the information:
 - **Type:** Server (Currently, there is no other option)
 - **Sub Type:** From the drop-down list, select the server you want to add from the list of available servers. A server can be a K2 Summit Production Client, K2 Solo Media Server, or K2 Media Client.
 - **Name:** Enter the name of the server.
 - **Description:** If desired, you can enter a description of the server.
 - **Host:** Enter the host name of the server, for example *Summit2*. Do not use the IP address.
 - **Username:** Enter an administrator-level username for the server.
 - **Password:** Enter the matching administrator-level password for this server.
4. Click **OK**.

The K2 system appears in the Navigator pane. While Dyno PA is in the process of establishing a connection with the system, the icon next to the K2 system turns yellow.

NOTE: *The V:\ drive and Dyno sessions are all listed under the standalone server.*

5. If you are not planning to use the Browse feature of the Dyno PA, proceed to *Adding a bin* or *Adding a repository*, depending on your workflow.
6. If you are planning to use the Browse feature of the Dyno PA, proceed to *IEditing the FsNameServers file on the Dyno PA PC* in the *K2 Dyno Production Assistant Configuration Manual*.

Adding a SAN server

Prerequisites:

- You must be logged in as an administrator on the Dyno PA application to add a server.
- You must have an administrator-level username and password on the K2 system that you are going to add as a server. Grass Valley recommends that all the machines in the K2 Dyno PA system, including the Dyno PA client, have the same administrator account (username and password).
- The K2 system must have the requirements described in *K2 Dyno PA Prerequisites* in the *K2 Dyno Production Assistant Configuration Manual*.
- The K2 system must have a hosts table set up as described in the *K2 System Guide*.
- If using the Browse feature, the K2 Summit system must be configured as described in *Configuring the K2 Summit system for K2 Dyno PA* in the *K2 Dyno Production Assistant Configuration Manual*

To add a SAN server, follow these steps:

1. In the Navigation pane, right-click and select **New Server**.
2. Choose **SAN System**.

The Add/Edit SAN System dialog box displays.

3. To have Dyno PA populate the text fields, click the Discovered Devices button and select a K2 system from the drop-down list. Alternately, you can add the information:
 - **Name:** Enter the name of the server.
 - **Description:** If desired, you can enter a description of the server.
 - **SAN Server Host:** Enter the host name of the SAN server, for example *K2SummitSAN2*
 - **FTP Host:** Enter the host name of the FTP server, for example *K2FTP1*. If the FTP server is the same as the SAN server host, leave blank.
 - **Username:** Enter an administrator-level username for the server.
 - **Password:** Enter the matching administrator-level password for this server.
4. To add a SAN client, follow these steps:
 - **Type:** Server (Currently, there is no other option)
 - **Sub Type:** From the drop-down list, select the server you want to add from the list of available servers. A server can be a K2 Summit Production Client, K2 Solo Media Server, or K2 Media Client.
 - **Name:** Enter the name of the server.
 - **Description:** If desired, you can enter a description of the server.
 - **Host:** Enter the host name of the server, for example *Summit2*.
 - **Username:** Enter an administrator-level username for the SAN client.
 - **Password:** Enter the matching administrator-level password for this SAN client.

5. Click **OK**.

The K2 system appears in the Navigator pane. While Dyno PA is in the process of establishing a connection with the system, the icon next to the K2 system turns yellow.

NOTE: *In the SAN system, the V:\ drive is displayed in the Navigator pane under the SAN while the individual Dyno sessions are displayed under each K2 Summit Production Client that uses the SAN for storage. In the standalone server, the V:\ drive and Dyno sessions are all listed under the standalone server.*

6. If you are not planning to use the Browse feature of the Dyno PA, proceed to *Adding a bin* or *Adding a repository*, depending on your workflow.
7. If you are planning to use the Browse feature of the Dyno PA, refer to *Installing the generic iSCSI Client software* in the *K2 Dyno Production Assistant Configuration Manual*.

About repositories

A repository is a shortcut to a location that acts as a gateway for getting media in or out of a K2 system. Before you can set up a rule or schedule a transfer, you need to add a repository to the K2 Dyno PA system.

In Dyno PA there are two types of repositories:

- **K2 system repository**

K2 system repositories simply represent a bin on a K2 system in Dyno PA. Creating a K2 system repository allows you quick access to that bin.


For example, if a bin is nested under several parent folders on a K2 system, creating a K2 system-based repository for this bin displays it under the top-level repository section in the Navigator pane, which makes it easy to locate. As a repository, you can also give the bin a name more applicable to your particular workflow.

- **File System repository**

File system repositories import and export assets to and from K2 systems.

Examples of file-system based repositories include: a USB drive mounted on a connected PC, a Network Attached Storage (NAS) drive, or an Apple Macintosh-shared drive.

NOTE: *A shared network resource requires that everyone in the workgroup has full control permissions.*

 **Tip:** *If your workflow includes repositories with multiple sub-folders directly under a top-level repository, adding the sub-folder as a session favorite makes it easier for you to access the sub-folders without creating a separate repository*

for each one. (You cannot create a favorite of a sub-folder that has been nested under another sub-folder.)

Adding a repository

Prerequisite:

- At least one K2 system must have been added as a server in the K2 Dyno PA application.
- If adding a filesystem repository, the filesystem requires a network share of the folder or drive using the device that hosts the drive. This network share must be accessible from the PC that runs the Dyno Production Assistant platform service.
- If the filesystem repository is a USB drive, the drive must be UNC mountable from the machine running the Dyno PA platform service.

To add a repository, follow these steps:

A K2 Dyno PA repository can be used to transfer, import or export assets. Repositories can be used as a shortcut to a location on the network where assets can be transferred to or transferred from. If you delete a repository from Dyno PA, the shortcut is deleted; the assets in the repository itself are not affected.

1. In the Navigation pane, right-click and select **Add Repository**.
2. Enter the name of the new repository.
3. If desired, enter a description of the repository.
4. Select the type:
 - K2/Summit
 - a) Use the Host drop-down list to select the K2 system.
 - b) Click the ... button and navigate to the desired bin for the repository.
 - c) Click **OK**.

The new repository appears in the Navigator pane.

- File System
 - a) Enter the name or IP address of the repository host machine.
 - b) Enter the main UNC share mount point (the network share name).
 - c) To determine the naming convention for the exported file name, check the box next to the desired Naming Conventions:
 - Use Dyno Keywords in Export Filename: the Dyno Keywords appear as part of the name in the exported file.
 - Use Asset Marks In/Out in Export Filename: Dyno PA puts Dyno marks in the filename itself, for example: 10:15:25:20-10:22:40:15-S00001.Mov. You can then export the file with this new filename.
 - Restrict Repository Views to Known File Types: Checking this box ensures that your view is not cluttered with extraneous file types that are not related to

the Dyno PA or K2 system. For example, if your repository points to a USB disk where Word documents are stored, these documents will not be shown in the repository if this box is checked.

- If desired, use the Editor Type drop-down list to select **Final Cut Pro**.
- Specify the volume reference. The volume reference is used to specify, in the XML file, the filepath where the repository host machine accesses the exported media. For example, if a volume is mapped on a Mac as the volume *PA*, then enter **PA** as the volume reference.

⚠ CAUTION: *If this reference is incorrect, or the same volume is mounted on another machine with a different name, the repository host machine will not be able to link the metadata to the media.*

- If desired, check the Create a Single File for Each Exported Asset box. If this box is checked, Dyno PA adds an XML file describing the asset, including metadata, for each asset exported.
- Click **OK**. The new repository appears in the Navigator pane.

5. If you are using rules as part of your workflow, proceed to “Configuring a rule”.

Editing a repository

1. In the Navigator pane, right-click on the repository and select **Edit Repository**.
Repository dialog box displays.
2. Make the desired changes and press **Enter**.

Deleting a repository

Prerequisite:

1. In the Navigator pane, right-click on the repository select **Delete**.
A confirmation message box displays.
2. Click **Yes**.

The selected repository is deleted; you do not need to refresh the Navigator pane.

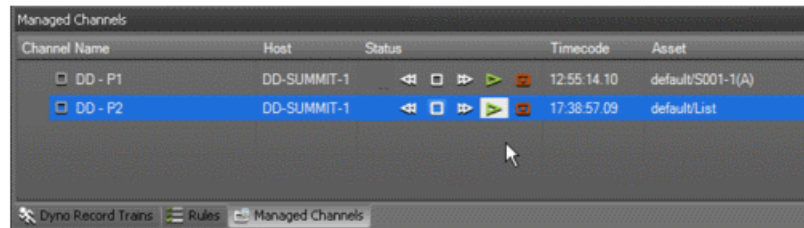
About managed channels

Managed channels let you load, play and record playlists, assets, and subclips on a K2 system server.

Before you can use a managed channel, you must configure the channel.

If the Managed Channels section of the menu ribbon is grayed out, either a channel has not been selected or you are not licensed to manage channels. Once configured, the managed channels appear in the Dyno PA Channel Control pane.

Click on the channel name to select the channel. The selected channel is displayed with a blue background. Use the transport controls to record, play, stop, or move the asset or playlist backward or forward.



Adding a managed channel

A managed channel is an AppCenter channel on a K2 system, which can be controlled remotely through the K2 Dyno PA application.

Prerequisites:

- At least one K2 system must have been added as a server to the Dyno PA application.
- You must have a license that allows managing channels.

To add a managed channel, follow these steps:

1. Select the Managed Channels tab.
2. Right-click in the Managed Channels pane select **New Channel**.

The Managed Channel dialog box displays.

3. Enter the name of the managed channel.
4. If desired, enter a description of the channel.
5. From the Server drop-down list, select the K2 system that has the channel you want to manage.
6. From the Channel drop-down list, select the channel that you wish to manage and click **OK**

A managed channel appears in the Managed Channels pane.

Creating a group of managed channels

You can group managed channels together so that the managed channels perform managed channel tasks in unison. Unlike a ganged channel on the K2 Summit system, a managed channel group is not frame accurate.

1. In the Managed Channel pane, right-click and select **New Channel Group**.

The Managed Channel Group dialog box displays.

2. Add managed channels.

The managed channels display grouped together.

Using a managed channel

Managed channels let you load, play and record playlists, assets, and subclips on a K2 system.


Prerequisites:

- You must have a license that includes using managed channels. Otherwise, the Managed Channel pane is not displayed in the K2 Dyno PA application.
- Before you can use a managed channel, an administrator must add the managed channel to the K2 Dyno PA client. For more information, see the *K2 Dyno PA Configuration Manual*.

To use a managed channel, follow these steps.

1. Click on the Managed Channels tab.
2. Click on the channel name to select the channel.

The selected channel is displayed with a blue background.

3. To play an asset drag it from the Asset List pane onto the managed channel.
4. Use the transport controls to record, play, stop, or move the asset or playlist backward or forward. You can also right-click to perform these actions, as well as lock the channel, eject the asset or select loop record, continuous record, or loop playback.
5. From the tool bar, you can lock the keyboard or external control by clicking the **keyboard/control** button. 

If selected, the keyboard/control icon displays red.

6. If you have administrator privileges, you can edit or delete the channel, as well as add additional managed channels.

Logging and keywords

This section contains the following topics:

- *About K2 Dyno PA metadata and logging tags*
- *Creating a K2 Dyno PA keyword button*
- *Renaming a K2 Dyno PA keyword button*
- *Deleting a K2 Dyno PA keyword button or Dyno keyword folder*
- *Applying (logging) a tag in K2 Dyno PA*
- *Applying (logging) a marker in K2 Dyno PA*
- *Cueing a marker in an asset*
- *Deleting a marker*
- *Creating a keyword category*
- *Renaming a keyword category*
- *Deleting a keyword category*
- *Using Dyno keyword categories*
- *Exporting K2 Dyno PA keywords*
- *Importing keywords*

About K2 Dyno PA metadata and logging tags

You can apply K2 Dyno PA tags to assets. Dyno PA can also see keywords or ratings (stars) assigned to assets by K2 Dyno Replay Controllers.

Dyno PA lets you enrich assets with metadata. Metadata, data about data, helps you search for assets and can be used to trigger automated workflows.

Tags and markers are added from the Quick Logging pane. They can then be assigned to a specific asset. You can use tags to search for assets or transfer them automatically. For example, if you set up a rule that all assets that have a rating of two stars or higher and are saved to a K2 system will be transferred to a specific bin, Dyno PA will automatically transfer to that bin all new assets on that K2 system that have a two star rating or higher.

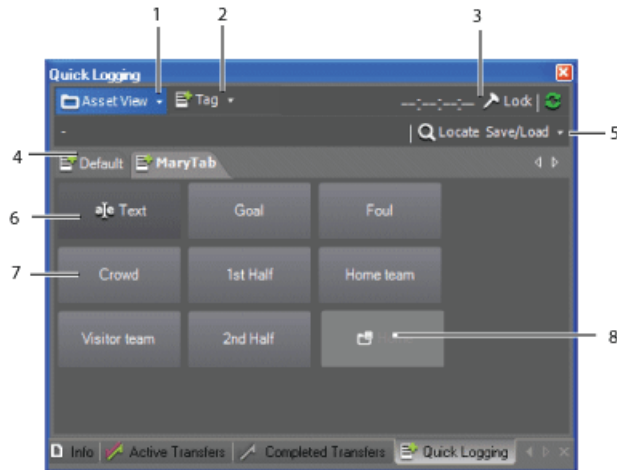
Keyword categories can be imported to another Dyno PA client that accesses a different Dyno Production Assistant platform service or exported to a K2 Dyno Replay Controller.

The following terms are used in K2 Dyno PA keyword logging:

- **Tag:** Metadata used to describe an asset.
- **Marker:** Also known as a *Keyframe*, this is a keyword that has been assigned to a specific timecode.
- **Logging:** Assigning a keyword or marker to an asset.
- **Category:** All the tags grouped under one tab in the Quick Logging pane.
- **Keyword set:** All the categories, and their keywords, that are saved on a particular Dyno Production Assistant platform service.
- **Keyword button:** A button used to add tags or markers to an asset.

About the Quick Logging pane

The Quick Logging pane allows you to log tags and markers, import keywords into K2 Dyno PA, and specify the target to log against. You can access the Quick Logging pane by right-clicking on the title bar of any Dyno PA pane.



The Quick Logging pane has the following features:

- **1. Logging target** — logs keywords and markers against one of three targets: the asset view, the Browse pane, or a managed channel currently recording or playing.
- **2. Tag mode** — specifies the mode: Tag (logs metadata against the whole asset), Marker In (logs metadata against the mark-in point), Marker Out (logs metadata against the mark-out point), or Marker In/Out (logs metadata against a subset of the asset).
- **3. Standard Dyno PA controls** — displays the timecode and lets you pin, lock or refresh the pane.
- **4. Keyword categories** — each tab groups keywords into categories.
- **5. Locate and Save/Load** — **Locate** causes the Asset List pane to display the bin on the K2 system where the asset associated with the tag or marker is located. **Save/Load** lets you save or load Dyno keywords in an .xml format.
- **6. Free text** — lets you associate a note with a keyword or marker.
- **7. Metadata** — displays tags or keywords that you have created or imported.
- **8. Home** — if a folder of Dyno keywords have been imported into this Dyno PA system, the Home folder returns you to the top-level tab.

About the Markers pane

The Markers pane allows you to view tags and markers as they are being logged in the Quick Logging pane. You can cue to the mark in or mark out point, filter the tags, or specify the timecode. You can access the Markers pane by right-clicking on the title bar of any Dyno PA pane.

The Markers pane has the following features:

- **Asset name and information** — describes the asset.
- **Cue to Mark In** — navigates to the Mark-In point.
- **Cue to Mark Out** — navigates to the Mark-Out point.

- **Filter** — lets you view Dyno markers, Dyno PA markers, or both.
- **Timecode** — displays the recorded or counter timecode.
- **Tags** — displays tags and markers associated with the asset currently selected.

Creating a K2 Dyno PA keyword button

1. Right-click in the Quick Logging pane, and select **New Keyword**.

A text field displays.

2. In the text field, name the keyword and press **Enter**.

The new keyword displays in the Quick Logging pane.

Renaming a K2 Dyno PA keyword button

1. Right-click on the keyword and select **Rename Keyword**.

A text field displays.

2. Enter the new name of the keyword and press **Enter**.

The keyword is displayed with the new name.

Deleting a K2 Dyno PA keyword button or Dyno keyword folder

1. In the Quick Logging pane, right-click on the keyword and select **Delete Keyword/Folder**.

A confirmation message box displays.

2. Click **Yes**.

The keyword or Dyno folder is deleted.

Applying (logging) a tag in K2 Dyno PA

This section describes how to apply (also referred to as logging) tags to assets in K2 Dyno PA.

1. From the Asset List pane, select the asset that you want to apply a tag to.
2. To apply a tag to the asset, click on the Quick Logging tab and select the asset.

Once a tag has been applied, the keyword flashes blue.

3. To verify that a tag has been applied to an asset, open the Markers pane.

The clip metadata displays. Any tags that have been applied are listed here.

4. If you want to remove a tag from an asset, right-click on the tag in the Markers pane and select **Delete**.

The tag is deleted.

Applying (logging) a marker in K2 Dyno PA

A marker is a keyword assigned to a specific timecode.

Prerequisite:

You can only apply markers on a K2 Summit system.

1. From the Asset List pane, select the asset that you want to apply a marker to.
2. Drag the asset to the Browse pane.

The asset is loaded in the Browse pane.

3. In the Browse pane, navigate through the asset to the desired timecode.
4. In the Quick Logging pane, click on the drop-down arrow next to Asset View and select **Browse Window**.
5. In the Quick Logging pane, select the **keyword** button.

The current timecode appears in the status bar of the Quick Logging pane, next to the **Lock** button.

6. If you want to apply several keyword buttons to the same timecode marker, click the **Lock** button in the Quick Logging tab. To unlock, click the **Lock** button a second time.
7. Select the keyword or keyword buttons that you want to apply.

In the Info pane, the marker or markers display with the timecode.

8. To verify that a marker has been applied to an asset, open the Markers pane.

The clip metadata displays. Any markers that have been applied are listed here.

9. If you want to remove a marker from an asset, right-click on the marker in the Markers pane and select **Delete**.

The marker is deleted.

Cueing a marker in an asset

You can quickly navigate to the timecode associated with a marker in an asset.

1. Load the asset into the Browse pane.
2. In the Markers pane, select the marker.
3. Right-click and select **Cue to Mark In** of **Cue to Mark Out**.

The asset in the Browse pane displays the timecode associated with the selected asset.

Deleting a marker

A marker is a keyword linked to a specific timecode in an asset.

1. Load the asset in the Browse pane.
2. In the Markers pane, select the marker.
3. Right-click and select **Delete**.

The marker is no longer displayed in the Markers pane.

Creating a keyword category

You can group K2 Dyno PA keyword buttons into categories, which can be accessed by selecting a tab in the Quick Logging pane.

1. Right-click in the Quick Logging pane and select **New Tab**.
A text field displays.
2. In the text field, enter a name for the new category and hit **Enter**.

The new category is displayed as a tab.

Renaming a keyword category

1. To rename a keyword category, click on the tab.

The tab displays in the Quick Logging pane.

2. Right-click on the tab and select **Rename Tab**.

A text field displays.

3. Enter the new name and press **Enter**.


The new keyword category displays on the tab.

Deleting a keyword category

Deleting a keyword category also deletes all the keywords in that category.

1. To delete a keyword category, select the Quick Logging pane and select the keyword category's tab.



The selected keyword category displays.

 **Tip:** *The displayed keyword pane is the one deleted. Make sure the correct keyword category is displayed before proceeding.*

2. Right-click in the keyword category pane and select **Delete Tab**.
A confirmation message displays.
3. Click **Yes**.

Using Dyno keyword categories

You can access imported Dyno keywords in categories and subcategories. These keywords can be accessed by selecting a tab in the Quick Logging pane.

1. In the Quick Logging pane, click on a Dyno keyword category. Dyno keyword subcategories are indicated by a folder icon. 
2. To return to the top level of keyword categories, click on the **Home** button.  Home

Exporting K2 Dyno PA keywords

You can save all the keywords, and all the keyword categories, in a Dyno-specific XML file that can be imported into a K2 Dyno Replay Controller or to another K2 Dyno PA PC.

1. Right-click on the Quick Logging pane and select **Save/load | Save Dyno XML**.
The Select Location for Dyno Keywords Export dialog box displays.
2. Browse to the location where you want to save the XML file.
3. Enter a name and click **Save**.

Importing keywords

You can import K2 Dyno Controller or K2 Dyno PA keywords from an XML file. You can also import a backup set of keywords.

1. Right-click on the Quick Logging pane and select **Save/load | Load Dyno XML**.
The Select Dyno Keywords File dialog box displays.
2. Browse to the location of the XML file, select it and click **OK**.

The keywords, and the keyword categories, appear in the Quick Logging pane.

Chapter **4**

Chapter

Searching assets

This section contains the following topics:

- *Creating a search query in K2 Dyno PA*
- *Editing a search in K2 Dyno PA*
- *Deleting a search in K2 Dyno PA*

Creating a search query in K2 Dyno PA

You can create and save queries to search assets in K2 Dyno PA. Saved searches can be viewed by any user sharing the same Grass Valley platform service.

To create a search, follow these steps:


1. Right-click in the Navigator pane and select **New Search**.

The Search - New Search dialog box displays.

2. Enter the name of the search and, if desired, a description.
3. Click the **Any** or the **All** button. This determines whether all or any of the criteria must be met.
4. To enter the criteria, click the **Add** button and enter the following information:
 - **Type:** Choose the type from the drop-down list. If you select Dyno or PA keyword, the **Keywords** button is activated
 - **Operator:** Select an operator from the drop-down list. The operator options vary depending on the type selected.
 - **Value:** Depending on the type selected, you can type in a value or select one from a drop-down list. If you selected the Rating type, click on each star you want to select or deselect.
 - **Keywords:** If a keyword type has been selected, you can type in a value or select a keyword tab and then select one of the available keywords.
5. Click **OK**.

The selected criteria appear under the Type, Operator and Value columns.

6. Under Scope Selection, check the box next to the Dyno session, bin, or K2 system where you to apply the search. If nothing is checked, Dyno PA applies the search to all the connected devices, which can be a time-intensive process.

 **Tip:** *If you want to search all connected devices, Dyno PA searches faster if you leave all boxes unchecked rather than check each Dyno session, bin, and K2 system.*

7. Click **OK**.

The new search appears under Saved Searches in the Navigator pane.

8. To view the results of a search, click on the search in the Navigator pane.

Any search results appear in the Asset List pane.

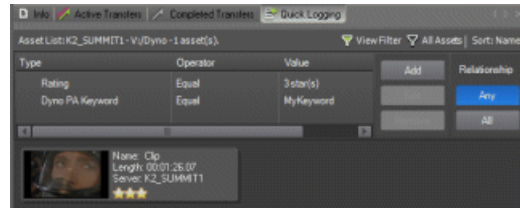
Using View Filter with a search

The **View Filter** button lets you filter the current view by the applied search criteria. Modify the View Filter criteria to update the search results dynamically.

The View Filter feature applies to bins on the K2 server, not repositories.

1. In the Asset List pane, click the **View Filter** button. 
2. Select the search criteria as described in *Creating a search query in K2 Dyno PA*.

The search results display.



Editing a search in K2 Dyno PA

Searches are saved under Saved Searches in the Navigator pane.

1. To edit a saved search, right-click on the search and select **Edit Search**.
The Search - New Search dialog box displays.
2. Make the desired changes and click **OK**.

Deleting a search in K2 Dyno PA

1. To delete a search, right-click on the search in the Navigator pane and select **Delete**.
A confirmation box displays asking if you want to delete the search.
2. Click **Yes**.
The search is deleted.

Working with assets, bins, and folders

This section contains the following topics:

- *About asset properties*
- *Creating a clip*
- *Creating a subclip*
- *Trimming an asset*
- *Copying assets*
- *Copying a partial asset to a repository*
- *Copying a still image*
- *Playing an asset or playlist*
- *Renaming an asset*
- *Deleting an asset*
- *Adding a bin*
- *Deleting a bin*

About asset properties

If you right-click on an asset, you can view the asset's properties. The following tabs are displayed under the **Properties** command.

- **General** — general asset properties and server information.
- **Metadata** — Dyno keywords and rating, as well as Dyno PA tags and markers that have been applied to the asset. The Dyno keywords and ratings are editable from this tab.
- **Links** — any assets that this particular asset is dependent on, as well as any assets that depend on this asset.
- **Rules** — any rules that apply to this asset.
- **Track Info** — video, audio, timecode and ancillary track information for this asset.

Creating a clip

Prerequisite:

- A managed channel must have been added to the K2 Dyno PA client.

You can use K2 Dyno PA to create (record) a clip on a K2 system.

1. In the Navigator pane, select a bin on the K2 server that has the managed channel on which you want to record.
2. In the Managed Channels pane, click on the **Record** button.

The asset being recorded displays in the Asset List name with the default name specified for the managed channel. The timecode value is updated as the record proceeds.

3. To rename the asset, right-click on the asset in the Asset List pane and select **Rename**.
4. Enter a name for the asset and click **OK**.

The name displays.

Creating a subclip

Prerequisites:

- The K2 Summit system and K2 Dyno PA client must be configured for the DLC software, as described in the *K2 Dyno PA Configuration Manual*.

You can create a subclip in the Browse or the Managed Channels panes.

To create a subclip, follow these steps:

1. Load the asset to the Browse or Managed Channel pane.
2. Select the **Live** button or use the scrub bar to navigate through the asset.

3. Click the **Mark In** and **Mark Out** buttons  to select the start and end points of the subclip.
4. Click the **Subclip** button.



5. Select **Create Subclip**.

The subclip displays in the Asset List pane.

6. To change the name, right-click on the subclip, select **Rename** and enter the new name in the text field.


Trimming an asset

Prerequisites:

- The K2 Summit system and K2 Dyno PA client must be configured for the DLC software, as described in the *K2 Dyno PA Configuration Manual*.

You can trim an asset in the Browse or the Managed Channels panes.

To trim an asset, follow these steps:

1. Load the asset to the Browse or Managed Channel pane.
2. Select the **Live** button or use the scrub bar to navigate through the asset.
3. Click the **Mark In** and **Mark Out** buttons  to select the start and end points of the subclip.
4. Click the **Subclip** button.



5. Select **Set new marks**.

The mark-in and mark-out points are adjusted accordingly.

Copying assets

If you copy and paste an asset on the same K2 system, K2 Dyno PA pastes a shortcut, or reference, to the original asset rather than an entirely new copy. If you drag-and-drop an asset within a K2 system, the new asset is a reference to the existing asset unless you specify otherwise in the Users & Preferences section of the menu. If you copy and paste from one K2 system to another, an entirely new copy is created on the destination K2 system.

1. To copy an asset, right-click on the asset and select **Copy**.

2. To paste a shortcut reference to an asset on the same K2 system, right-click on the Asset List pane in the bin where you want the copied asset, and select **Paste**. To paste an entirely new copy of the asset, whether on the same K2 system or a different system, select **Paste New**.
3. If you paste the asset in the same bin that it was copied from, or give the asset the name of another existing asset, a message box displays informing you that the asset will be renamed name_*n*. To paste the asset, click **Proceed**.

Copying a partial asset to a repository

You can quickly copy part of an asset to a repository.

1. In the Asset List pane, right-click on the asset and select **Send to**.
The Send Asset to Repository dialog box displays.
2. Enter the following information:
 - **Dest. Repository:** Use the ... button to select the destination file system repository.
 - **Trans. type:** Use the drop-down list to select the transition type.
 - **Guard Bands:** Also referred to as handles, these add seconds to the start and end of an asset. Enter a number in the text field, up to 10 seconds. Use the up/down arrows to edit.
 - **In point:** Use the up and down arrows to select the in point.
 - **Out point:** Use the up and down arrows to select the out point.
3. Click **OK**.

The part of the asset inside the specified in and out points is copied to the repository.

Copying a still image

You can copy and paste a bitmapped image (.bmp) from the K2 Dyno PA system to a graphics program.

1. Load the desired asset into the Browse pane.
2. Navigate to the point in the asset where the image you want to copy is located.
3. Enlarge or shrink the Browse pane to the desired size.
4. Right-click on the asset and select **Copy image**.
5. Paste the image into a graphics program.

The image displays in the graphics program, the same size as it was in the Browse pane.

Playing an asset or playlist

Prerequisite:

- You must have a managed channel added to the Dyno PA client before you can play an asset or playlist.

You can play a K2 Dyno PA asset or playlist on a K2 system by using the Managed Channel pane.

1. In the Asset List pane, right-click on the asset or playlist and select **Load To**.

The managed channels that have been added to this Dyno PA client are displayed.

2. Select the managed channel that you want to play the asset on.

In the Managed Channels pane, under the row for the selected managed channel, the name of the asset or playlist is displayed under Primary or Secondary asset column.

NOTE: *If the managed channel is recording while you are trying to load an asset or playlist, a warning message is displayed.*

3. In the row for that channel, click the **Play** button.

On the K2 system, the asset or playlist begins playing. The timecode value is updated as the play proceeds.

4. To play the asset or playlist in loopback mode, right-click on the channel and select **Loop Playback**.

If you right-click on the channel, the Loop Playback setting is checked.

NOTE: *If you put a channel in Loop Playback mode, it remains in Loop Playback mode after you eject the asset or playlist.*

5. To move backward through the asset or playlist to the beginning, rewind, stop, fast-forward or record, use the transport controls for that channel.

6. To eject the asset or playlist, right-click on the channel and select **Eject**.

The asset or playlist is ejected; its name disappears from the asset column.

Renaming an asset

1. Right-click on the asset in the Asset List pane, and select **Rename**.

A text field displays next to the Rename command.

2. Highlight the default name, type in the new name, and hit **Enter**.

The asset is renamed.

Deleting an asset

1. Right-click on an asset in the Asset List pane and select **Delete**.

A confirmation message box displays.

2. Click **Yes**.

The asset is removed to the Recycle Bin.

Adding a bin

Once a server has been added, you can see the assets on that K2 system. A bin is a folder located on a K2 system, which stores K2 assets.

Prerequisites:

- At least one K2 system must have been added as a server in the Dyno PA application.

To add a bin, follow these steps:

1. In the Navigator pane, click on the location in the K2 system where you want the new bin to be located.
2. Right-click and select **New Bin**.

A text field displays next to the New Bin selection.

3. Enter in the bin name, and press **Enter**.

The new bin appears in the Navigator pane.

Deleting a bin

Prerequisite:

Before deleting a bin, the bin must not contain any assets.

1. In the Navigator pane, right-click on bin and select **Delete**.

A confirmation message box displays.

2. Click **Yes**.

The selected bin is deleted; you do not need to refresh the Navigator pane.

Transferring Assets with K2 Dyno PA

This section contains the following topics:

- *Transferring assets automatically with rules*
- *Transferring scheduled assets*
- *Transferring assets manually*
- *Editing a pending scheduled transfer*
- *Editing a failed transfer*
- *Canceling an active transfer*

Transferring assets automatically with rules

Prerequisite:

- Before you can configure a rule, you must have added a repository to the Dyno PA client.

K2 Dyno PA can automatically transfer assets by using rules with specific criteria. When an asset meets the criteria, Dyno PA transfers the asset to a location specified in the rule.

1. To configure a rule, right-click in the Rules pane and select **New**.

The Rule - New Rule dialog box displays.

2. Enter the following details:

- **Name:** Type in a name.
- **Dest. Repository:** Click the ... button to select a destination repository.
- **Trans Type:** Use the drop-down arrow to select a transfer type.

3. Click the **Any** or the **All** button. This determines where any given criteria can be met or all given criteria must be met.

4. To enter the criteria, click the **Add** button and enter the following information:

- **Type:** Choose the type from the drop-down list. If you select Dyno or PA keyword, the **Keywords** button is activated
- **Operator:** Select an operator from the drop-down list. The operator options vary depending on the type selected.
- **Value:** Depending on the type selected, you can type in a value or select one from a drop-down list. If you selected the Rating type, click on each star you want to select or deselect.
- **Keywords:** If a keyword type has been selected, you can type in a value or select a keyword tab and then select one of the available keywords.

5. Click **OK**.

The selected criteria appear under the Type, Operator and Value columns.

6. Under Scope Selection, check the box next to the Dyno session, bin, or K2 system where you want to apply the rule. If nothing is checked, Dyno PA applies the rule to all the connected devices, which can be a time-intensive process.

7. If the repository is a K2 Summit system, you can select from the following advanced options:

- **Guard Bands:** Also referred to as handles, guard bands add seconds to the beginning and end of an asset. To apply guard bands to an asset, either the transfer type must be GXF or the transfer must be from and to a K2 Summit system. Enter a number in the text field, up to 10 seconds. Use the up/down arrows to edit.

- **Growing File Support:** If you check this box, Dyno PA creates a Quicktime reference file that an editor can use while the transfer is in progress.
 - **Single Transfer Queue:** If you check this box, transfers are initiated (pulled) from the K2 Summit system that is the destination server. If the box is unchecked, transfers are initiated (pushed) from the source, which means they might be affected by queue limitations.
8. Click **OK**.

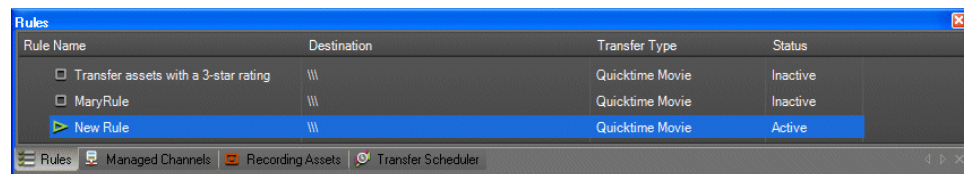
The rule appears in the Rules pane.

9. When created, a rule is inactive. To activate a rule, right-click on the rule and select **Activate**.

A message box displays listing the number of transfers that will take place once this rule has been activated.

10. To begin transferring these transfers immediately, click **Yes**.

Once a rule has been activated, a play symbol displays next to the rule. Inactive rules have a stop symbol. To monitor the transfer, open the Active Transfers pane.



NOTE: *If the rule is reset, or there was an error in the transfer, the transfer in the Active Transfer pane must be deleted before Dyno PA will retry the transfer.*

Creating an import rule

Import rules let you specify a set of criteria to automatically import files from a file-based repository to a bin on a K2 system.

1. In the Rules pane, select **Import**.
2. Under Destination selection, select a destination bin.
3. Enter the following details:
 - **Name:** Type in a name for the rule.
 - **Source Repository:** Click the ... button to select a source repository.
4. Click the **Any** or the **All** button. This determines where any given criteria can be met or all given criteria must be met.
5. To enter the criteria, click the **Add** button and enter the following information:

- **Type:** Because import rules apply to files from a remote file system, only the Name criterion is available.
- **Operator:** Select an operator from the drop-down list. The operator options vary depending on the type selected.
- **Value:** Type in a value or select one from a drop-down list.

6. Click **OK**.

The selected criteria appear under the Type, Operator and Value columns.

7. Click **OK**.

The rule appears in the Rules pane.

8. When created, a rule is inactive. To activate a rule, right-click on the rule and select **Activate**.

A message box displays listing the number of immediate transfers that will take place once this rule has been activated.

Editing a rule

1. In the Rules pane, right-click the rule you want to edit and select **Edit**.
2. If changing one of the rule criteria, highlight the criterion and click the **Edit** or the **Delete** button.
3. Make the desired changes.
4. To accept the changes, click **OK**.

An edited rule is automatically reset to inactive.

5. To activate the rule again, highlight it and select **Activate**.

Deleting a rule

In the Rules pane, right-click the rule you want to delete and select **Delete**.

Creating a rule bin

You can group rules together by creating a rule bin. This lets you activate or deactivate rules in a batch.

1. Right-click in the Rules pane.
2. Select **New Rule Bin**.
3. In the text field, enter a name; press **Enter**.

The rule bin displays in the Rules pane.

4.
 - To move an existing rule to the bin, right-click on the rule, select **Send to Bin** and choose the rule bin.
 - To create a new rule in the rule bin, right-click on the rule bin and select **New rule**.
 - To remove a rule from the bin, right-click on the rule and select **Remove from bin**.
 - To delete a rule bin, right-click on the bin and select **Delete**. Any rules in the bin are moved to the top-level of the Rules pane.

Checking an asset for rules

You can check an asset to see if any rules have been applied to it, and you can release the asset from complying with a rule.

1. In the Asset List pane, right-click on the asset and select **Properties**.
The Advanced Asset Properties dialog box displays.
2. Select the Rules tab. Any rules applied to the asset are displayed.
3. To remove the rule from the asset, highlight the rule and click the **Reset Rule** button.
The rule is no longer displayed.
4. Click the **Close** button.

Transferring scheduled assets

Prerequisites:

- A file system repository must have been added to the Dyno PA client.
- Because the time and date of the record are determined by the K2 system, while the time and date in Transfer Scheduler are determined by the PC running the platform service, these two machines must be in sync.
- The K2 system that serves as the source of the transfer must be set up so that a record will be in progress at the time the transfer starts.
- The channel must not be in continuous record.

The Scheduled Transfer feature lets you set up transfers ahead of time through K2 Dyno PA. Only Quicktime export is supported.

1. Click the Scheduler tab.
The Transfer Scheduler pane displays.



2. From the tabs at the top of the Transfer Scheduler pane, select the tab for the K2 system you want to be the source of the transfer. If there is not enough room to display all the available systems, use the arrows in the upper-right corner to navigate through all the tabs.
3. In the Transfer Scheduler pane, find the row for the channel you want to transfer from and, if available on the K2 system, the primary or secondary side of the channel.
4. Locate the column with the time you want to start the transfer. If there is not enough room to display the desired time, use the arrows in the lower-right corner to navigate through the schedule.

NOTE: *The time of the record is determined by the timecode of the recording asset, as specified on the Out point in the Recording Assets pane. (The time of the record is based on the time of the K2 system, and the date is based on the date on the machine running the platform service.)*

5. In the appropriate column, select **New Transfer**.

The Scheduler Transfer dialog box displays.

6. Enter the following:
 - **Name/Description:** Name of the K2 system and, if desired, a description.
 - **Start Time:** This field is automatically populated with the day and time you selected when you right-clicked on the pane. You can modify the information here.
 - **End Time:** From the drop-down lists, select the end day and time.
 - **Server:** This field is automatically populated with the K2 system you selected in step 2. You can modify the information here.

- **Channel:** This field is automatically populated with the channel you selected in step 3. You can modify the information here.
- **Side:** This field, if available with your system, is automatically populated with the channel side you selected in step 3. You can modify the information here.
- **Dest. Repository:** Use the ... button to select the destination file system repository.
- **Dest. Filename:** Specify a name for the destination file.
- **Guard Bands:** Also referred to as handles, these add seconds to the start and end of an asset. Enter a number in the text field, up to 10 seconds. Use the up/down arrows to edit.
- **Growing File Support:** If this box is checked, Dyno PA creates a Quicktime reference file that an editor can use while the transfer is in progress.
- **Requires approval:** This allows you to delay a transfer. Any user can approve a transfer.
- **Status:** Click this button if you want to verify that there are no errors in the transfer.

7. Click **OK**.

While pending, the transfer displays as blue. During a transfer, the transfer displays as red. A transfer awaiting approval are purple. Completed transfers are green, and transfers that were not able to complete are gray.

8. To monitor the transfer, hover the mouse over the scheduled transfer.

Transferring assets manually

You can manually transfer assets between bins on K2 systems or to a repository.

1. If transferring an asset to a repository, you can set the file type by clicking on the menu and selecting the file type from the drop-down list. Assets transferred to or from a K2 system must be K2 assets.
2. In the Navigator pane, drag and drop the asset between the bins or to the repository.

NOTE: If the repository type for export is FileCut Pro, the file format export is QuickTime, and K2 Dyno PA will export a FinalCut Pro XML document along with the file.

3. To check the transfer status, you can do one of the following:
 - To monitor an in-progress transfer, click the Active Transfers tab.
 - To verify that a transfer has finished, click the Completed Transfers tab.

Editing a pending scheduled transfer

1. In the Scheduled Transfer pane, right-click on the transfer and select **Edit Transfer**.
2. Make the desired changes. When finished, click **OK**.

Editing a failed transfer

If editing a transfer that has failed, follow this procedure.

1. In the Transfer Scheduler pane, right-click on the desired transfer and select **Re-try**.
The transfer changes its color to purple to indicate that it now requires approval before proceeding.
2. Right-click on the transfer and select **Edit Transfer**.
3. Make the desired changes and click **OK**.
4. Right-click on the transfer and select **Approve**.

Canceling an active transfer

NOTE: Although it is not active, a canceled transfer is still displayed in the Transfer Scheduler pane.

In the Rules pane, right-click the rule causing the transfers, and select **Cancel active transfers**.

The active transfer is canceled. However, the rule is not inactivated.

Chapter 7

Playlists

This section contains the following topics:

- *Creating a playlist*
- *Editing a playlist*
- *Deleting a playlist*
- *Renaming a playlist*
- *Copying a playlist*

Creating a playlist

Prerequisite:

- A bin in a K2 system must be selected from the Navigator pane before you create the playlist.
- To play a playlist, a managed channel must be configured, from the same K2 system as the playlist.

To create a playlist, follow these steps:

1. From the menu, click on **New Playlist**.

The new playlist appears in the currently selected bin with a default name of List. (Later playlists will be named List_*n*.)

2. From the menu, click on **Edit Playlist** or from the Asset List pane, right-click on the playlist and select **Edit**.

The playlist appears in the Playlist Edit pane.

3. To add an asset, drag the asset from the Asset List pane to the Playlist Edit pane. You can also right-click on the asset and select **Playlist | Add Item**.
4. Once an asset has been added to the playlist and selected, you can drag an asset to the playlist and right-click on it to select **Move Up** or **Move Down**.
5. To add multiple assets at once, choose one of the following:

- **Type:** To add several contiguous assets, select the first asset, hold down the **Shift** key, and select the last asset. Drag the assets to the Playlist Edit pane.
- **To add several non-contiguous assets,** select the first asset, hold down the **Ctrl** key, then select the other assets. Drag the assets to the Playlist Edit pane.

6. To set a transition for an asset on a K2 Summit system, right-click on the asset and select **Set Transition**.

7. Select the desired choice from the following options:

- **Type:** To select a video transition.
- **Duration:** To select a duration in frames.
- **Matte Color:** If Fade Through Matte is selected as the video transition.
- **Other:** Select all of the above, plus an audio transition.

8. Click **OK**.

9. To have these selections applied to all the assets in the playlist, right-click on the asset and select **Set Transition for All**.

10. To remove an asset from the playlist, right-click on the asset and select **Remove**.

The asset is removed from the playlist.

11. To play the playlist, click the **Assign** button from the Playlist Edit pane and then press the **Play** button.

Editing a playlist

1. From the menu, click on **Edit Playlist** or from the Asset List pane, right-click on the playlist and select **Edit**.

The playlist appears in the Playlist Edit pane.

2. To add an asset, drag the asset from the Asset List pane to the Playlist Edit pane. You can also right-click on the asset and select **Playlist | Add Item**.
3. Once an asset has been added to the playlist and selected, you can right-click on an asset in the Asset List pane and select **Playlist | Insert Before** or drag an asset to the playlist and right-click on it to select **Move Up** or **Move Down**.
4. To add multiple assets at once, choose one of the following:
 - To add several contiguous assets, select the first asset, hold down the **Shift** key, and select the last asset. Drag the assets to the Playlist Edit pane.
 - To add several non-contiguous assets, select the first asset, hold down the **Ctrl** key, then select the other assets. Drag the assets to the Playlist Edit pane.
5. To set a transition for an asset, right-click on the asset and select **Set Transition**.
6. Select the desired choice from the following options:
 - **Type**: To select a video transition.
 - **Duration**: To select a duration in frames.
 - **Matte Color**: If Fade Through Matte is selected as the video transition.
 - **Other**: Select all of the above, plus an audio transition.
7. Click **OK**.

The transition options are listed in the asset information in the playlist.

8. To have these selections applied to all the assets in the playlist, right-click on the asset and select **Set Transition for All**.
9. To remove an asset from the playlist, right-click on the asset and select **Remove**.

The asset is removed from the playlist.

Deleting a playlist

1. In the Asset List pane, right-click on the playlist you want to delete.
2. Select **Delete**.

A confirmation box displays asking if you want to delete the asset.

NOTE: *This message refers to the playlist; if the playlist contains assets, these assets will not be deleted if you click Yes.*

3. To delete the playlist, click **Yes**.
The playlist is deleted.

Renaming a playlist

1. In the Asset List pane, right-click on the playlist and select **Rename**.
A text field displays.
2. Highlight the text in the text field, type in the new name and hit **Enter**.
The playlist is renamed.

Copying a playlist

1. Right-click on the playlist and select **Copy**.
2. Navigate to the bin where you want to place the copied playlist.
3. Right-click in the Asset List pane and select **Paste**.
The copied playlist appears in the asset list.
4. If the playlist is pasted into the same bin as the original, a message box display, warning that the playlist name will be changed to `Playlist_n`. Click **Proceed** to have the playlist renamed.