

USER MANUAL

Xedio Approval

Version 4.35 - August 2013



Xedio.



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Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.com.

Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: <http://www.evs.com/contacts>.

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Table of Contents

TABLE OF CONTENTS	III
WHAT'S NEW?	V
1. INTRODUCTION	1
1.1. Product Description	1
1.2. Opening Xedio Approval	1
1.3. Overview of the Xedio Approval Window	2
1.4. Process Overview	3
2. DATABASE LIST PANE	4
2.1. Purpose	4
2.2. Overview of the Database List	4
2.3. Elements Grid	5
2.3.1. Sorting the Elements in the Grid	5
2.3.2. Organizing Columns	5
2.3.3. Element Contextual Menu	6
2.4. Searching for Elements in the List	6
2.4.1. Introduction	6
2.4.2. Quick Text Search	7
2.4.3. Advanced Search	9
2.4.4. Using Saved Filters	15
3. PLAYER	17
3.1. Purpose	17
3.2. Overview of the Player Pane	17
3.3. Video Display Options	18
3.4. Player Controls	18
3.4.1. Transport Buttons	18
3.4.2. Timecode Value Fields	19
3.4.3. Video and Audio Monitoring Tools	19
3.4.4. Media Bar and Jog Bar	22
3.5. Loading Media on the Player Window	25
4. APPROVAL PANE	26
4.1. Purpose	26
4.2. Item Properties	26
4.3. Acceptance Buttons	27



What's New?

In the user manual, the icon **NEW!** has been added on the left margin to highlight information on new and updated features.

The sections updated to reflect the new and modified features on Xedio Approval from Xedio Suite 4.3 and 4.35 (compared to Xedio Suite 4.02) are listed below.

Audio mono tracks can be used in the Xedio Suite

- See section "Selecting Video and Audio Tracks for Media and Clips" on page 19.

1. Introduction

1.1. Product Description

Xedio Approval is an application of the Xedio Suite that allows editorial control over the media and edits items that are produced within the system.

All media, clips and edits can be accessed and previewed before being either accepted or rejected for transmission.

1.2. Opening Xedio Approval

To start the Xedio Approval application, click on the **Xedio Approval** icon on the desktop

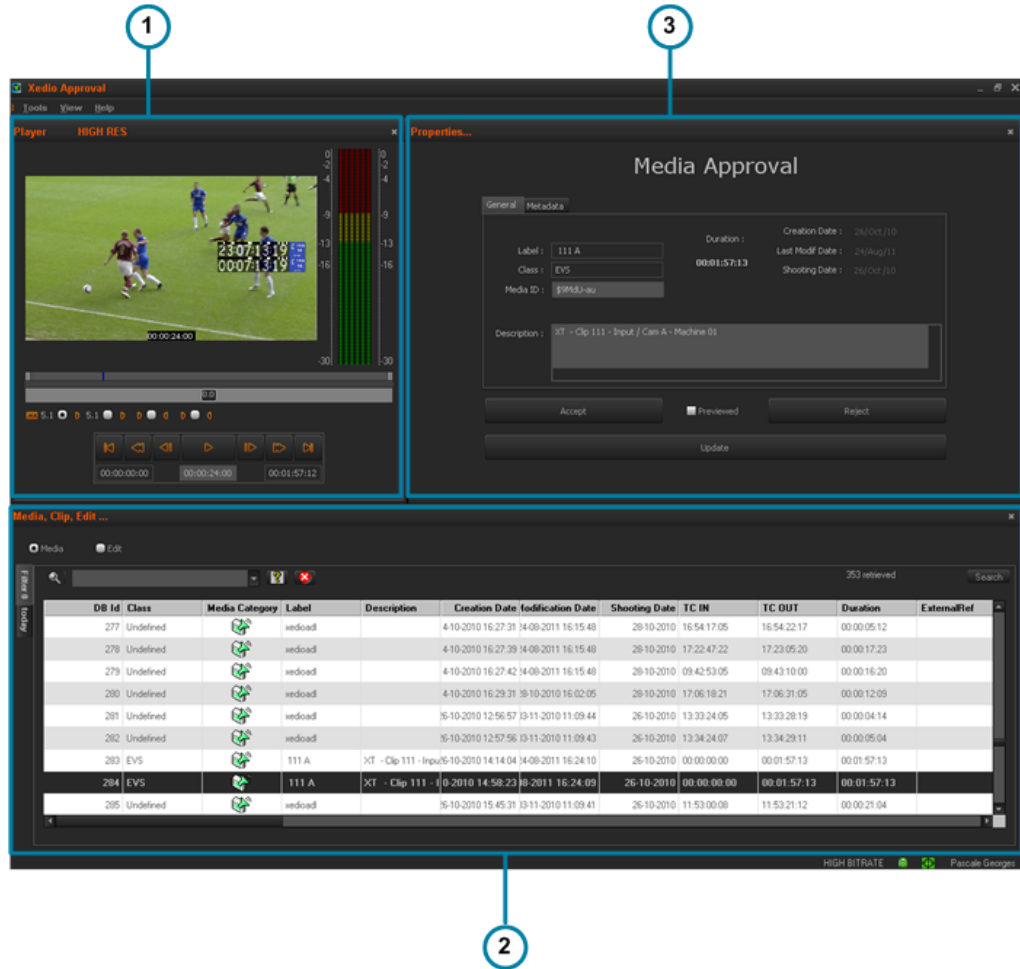


This will display a login screen where you need to enter your username and password.

1.3. Overview of the Xedio Approval Window

Illustration

The Xedio Approval window contains the areas highlighted on the screenshot below:



Note

The color of some user interface elements may vary with the Xedio skin installed.



Area Description

The table below describes the various parts of the Xedio Approval window:

Part	Name	Description
1.	Player pane	This pane is used to preview the selected object (media, edit or clip).
2.	Database list	This pane is used to select the media, clip or edited packages to be assessed for approval. Filtering tools can be applied to the list.
3.	Approval pane	This pane is used to display information about the selected object and to accept or reject it.

Adaptable Display

The layout of the Xedio Approval can be adapted to users' needs.

The different panes can be hidden either by clicking the cross at the top right corner of each pane or by selecting one of the options of the View menu: **Player, List area** (Database List pane), **Work area** (Approval pane). The hidden pane(s) can then be displayed by selecting the corresponding option of the View menu. Seven layouts are available:

- Player + Approval pane + Database List
- Player + Approval pane
- Player + Database List
- Approval pane + Database List
- Player only
- Approval pane only
- Database List only

The different panes can be resized.

1.4. Process Overview

The use of Xedio Approval can be summarized as follows:

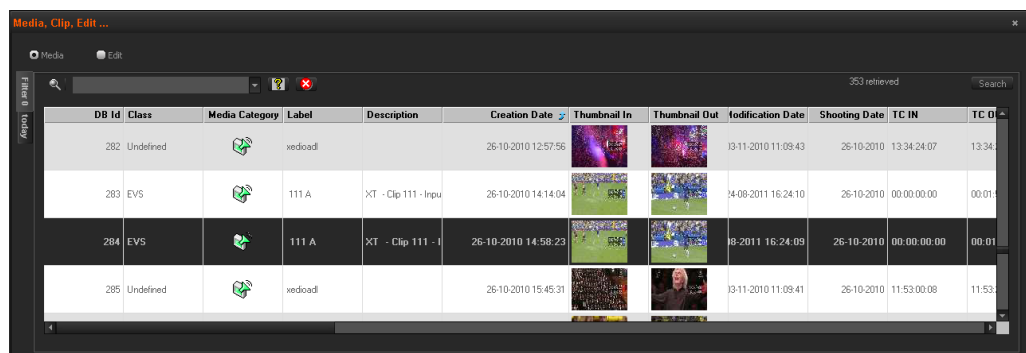
1. **Select a media, edit or clip from the Database List.**
See section "Database List Pane" on page 4.
2. **Load it on the Player Pane.**
See section "Loading Media on the Player Window" on page 25.
3. **Accept or reject the item.**
See section "Approval Pane" on page 26.

2. Database List Pane

2.1. Purpose

The Database List pane allows you to quickly find and browse the available items present within the database that need to be considered for approval.

2.2. Overview of the Database List



The Media and Edit radio buttons above the Elements grid are used to select the item type for which you want to get the list.



The upper part of the pane gives access to the different filters which can be applied to the database list.

At least two tabs exist on the left of the Database List.

- The Filter 0 tab: Depending on the item selected, media, edits or clips, the element list displays the list of all items present in the database, or it returns the result of a search applied to the list.
- The Today tab: Depending on the item selected, media, edits or clips, the element list shown the items with "creation date = today".

Additional tabs are displayed when the users have saved filters applied to the database. See section "Using Saved Filters" on page 15 for more details. Items are displayed in columns.



2.3. Elements Grid

2.3.1. Sorting the Elements in the Grid

You can change the sort order of elements in the grid by clicking the column header for the parameter according to which you want to sort the elements.

The blue arrow indicates the sorting order. Clicking the column header again changes the sorting order from ascending to descending or vice versa.

2.3.2. Organizing Columns

Resizing Columns

A column can be resized by using the mouse pointer over columns intersection and dragging it to the right or to the left.

Selecting Columns to Display

To select the columns to display in the grid, proceed as follows:

1. Right-click the column header area.
A menu is displayed.
2. Select **Choose Displayed Columns**.
The Select Visible Columns window opens and shows the list of columns in the current order.
3. To select the column(s) you wish to add to the view, do one of the following:
 - in the left pane, double-click the column(s) you wish to add to the view
 - select them in the left pane and click the **Add** button
4. To select the column(s) you wish to remove from the view, do one of the following:
 - on the right pane, double-click the column(s) you wish to remove from the view
 - select them on the right pane and click the left arrow
5. Click **OK**.

Ordering Columns

To change the columns order, proceed in one of the following ways:

1. Select a column header
2. Drag it to the left or right to the required place.

A vertical line shows the place where the column will be dropped.

OR

1. Right-click a column header.
A menu is displayed.
2. Select **Choose Displayed Columns**.
The Select Visible Columns window opens and shows the list of columns in the current order.
3. Select the column name(s) from the Selected pane.
4. Click the appropriate button:
 - Up: moves the item(s) before the previous one
 - Down: moves the item(s) after the next one
5. Click **OK**.

2.3.3. Element Contextual Menu

A contextual menu with the following options is available when you right-click an item in the list.

Play

Loads the media in the Player to allow the element to be browsed and modified.

Render List

Opens the Render List window listing all types of rendering that have been done with the edit or media.

Archive History

Opens the Archive History window listing the archive and restore processes that were achieved for the selected edit or media.

View Properties

Opens the Media Properties window which shows the properties for the selected edit or media. If a default metadata profile has been defined for the media, a metadata tab is displayed and shows the edit or media metadata.

See the Xedio Manager manual for more information on the selection of a profile.

2.4. Searching for Elements in the List

2.4.1. Introduction

When the database contains large amounts of data, it may become difficult to find a specific element. The Xedio Suite offers several ways to speed up your search:

- quick text search
- filters on parameters

By default, the columns that are taken into consideration for the Quick Text Search are the ones currently visible in the grid.

If you wish to search in other columns, and view the string you are searching for in the columns, you can:

- add other columns to the Elements grid view
- use Filters, as explained in section "Advanced Search" on page 9.

These search tools are explained in detail below.

An applied filter can be saved for later use. Such a saved filter can then be applied in one click.

A search can also be facilitated by ordering the Elements grid.

2.4.2. Quick Text Search


Purpose and Context of Use

The Quick Text Search function is used to perform a search based on free text entered in the **Quick Text Search** field. This field is available on the top of the Elements grid.




It allows searching for a string in the displayed columns.

Users can enter a search string in one of the following ways.

- They enter the search string in full in the **Quick Text Search** field.
The Quick Text Search option obeys specific rules which can be accessed via the **Help** button  next to the **Quick Text Search** field.
See section "Quick Text Search Rules" on page 7 for more details on these rules.
- They click the arrow next to the **Quick Text Search** field, so the last 10 searches are displayed, and they select one of them.



Quick Text Search Rules


The string that you enter in the **Quick Text Search** field is analyzed according to the following set of rules, which can be accessed via the **Help** button  next to the **Quick Text Search** field.

The free text search is not a case sensitive operation.

Search String	Search Result
Yellow card	Searches for the strings "yellow" and "card", even if in two different fields (columns), for example "yellow" in Name and "card" in Keywords. For example a clip named "The Yellow Man" with keywords "Red Card" will be found, since it has yellow and card in 2 different fields.
"Yellow card"	Searches for strings containing "Yellow card".
Yellow card	Searches for "yellow" or "card", even if in two different fields (columns), for example "yellow" in Name or "card" in Keywords. Spaces around the sign are mandatory.
yell*	Searches for "yell" at the beginning of a string.
*low	Searches for "low" at the end of a string.
Ye*low	Searches for strings with "ye" at the beginning and "low" at the end.
Ye*low 123	Searches for strings with "ye" at the beginning and "low" at the end and which contains "123".
=card	Searches for a string exactly equals to "card". For example, if a field contains "yellow card", the =card condition will not return any result.
="yellow card"	Searches for a string exactly equals to "yellow card". The use of quotes is required due to the space between "yellow" and "card".


How to Perform a Quick Text Search

To perform a Quick Text search, proceed as follows:

1. Display the columns you wish to perform a quick search on.
2. Type a search string in the **Quick Text Search** field, based on Quick Text search rules available from the **Help** button  and detailed in section "Quick Text Search Rules" on page 7.
3. Click the **Search** button to apply the Quick Text Search.

Depending on whether the **AutoRefresh Filtering** setting is selected or not, you may not have to click the **Search** button to apply the Quick Text Search. Refer to the tab Software > Parameter Profiles > General > General in Xedio Manager.

The search result is displayed in the grid.

4. To clear the applied Quick Text Search, click the red  button to the right of the search field or select **<empty>** from the **Quick Text Search** drop-down list.

2.4.3. Advanced Search

Purpose and Context of Use

The Advanced Search functions are available for more detailed search operations. They allow searches on media and edits metadata.


From the Today tab, the filter "creation date = today" is automatically applied.

The Advanced Search fields can be displayed on the top left part of the Elements grid.

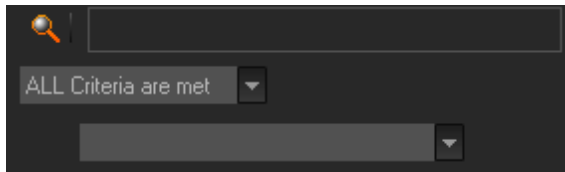
Advanced Search Fields Display

Displaying Advanced Search Fields



Show/Hide Filter Button

To display the Advanced Search fields, click the **Show/Hide Filter** button  above the grid.

The Advanced Search area is expanded as follows:

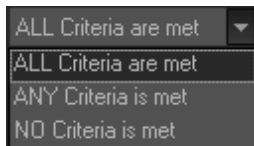


The **Show/Hide Filter** button can be displayed with two different colors:

Button Display	Meaning
 (gray)	The Show/Hide Filter button is gray when all filter criteria are hidden. Consequently, the filters are inactive.
 (colored)	The Show/Hide Filter button is colored when the Advanced Search area is visible, even if no filtering criterion is applied.

Criteria Combination Field

The first field under the **Show/Hide Filter** button lists three options for the combination of criteria to be taken into account during the filtering operation.



Option	Meaning
ALL criteria are met	All the criteria selected in the Filter fields displayed under the Criteria Combination field must be met. The media displayed in the Elements grid fulfill all the selected filter criteria.
ANY criteria is met	At least one of the criteria selected in the Filter fields must be met. The media displayed in the Elements grid fulfill at least one of the selected filter criteria.
NO criteria is met	None of the criteria selected in the Filter fields displayed under the Criteria Combination field must be met. The media displayed in the Elements grid fulfill none of the selected filter criteria.

Search Parameters List



The second field gives access to the list of available advanced search parameters. Click the arrow next to the field to display the list.

Users are then able to add as many search fields as needed and to enter search criteria for each of them.

Advanced Search Fields


Once a search parameter has been selected, an entire line is displayed.



Interface Element	Description
1	Selected search parameter.
2	Various fields used to enter the filter criteria. See section "Advanced Search Fields Types" on page 11.
	Used to remove the corresponding filter line.
	Used to add a new filter line.

Hiding Advanced Search Fields

To hide all the Advanced Search fields, click the **Show/Hide Filter** button again. Consequently, all the applied filters are removed.

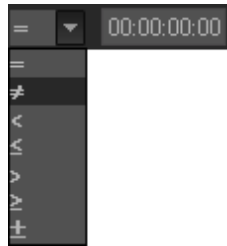
To remove an Advanced Search field from the Advanced Search area and thus clear the corresponding applied filter, click the  button next to the field.

Advanced Search Fields Types

Depending on the selected search parameter, different types of advanced search fields will be displayed and available to enter criteria.

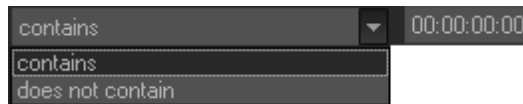
Timecode or Duration Parameter

Such as TC IN, TC OUT, Duration...



1. Select a logical operator in the first field
2. Enter a timecode or duration value in the second field.

Timecode Range



1. Select an option from the first field
2. Enter a timecode value.

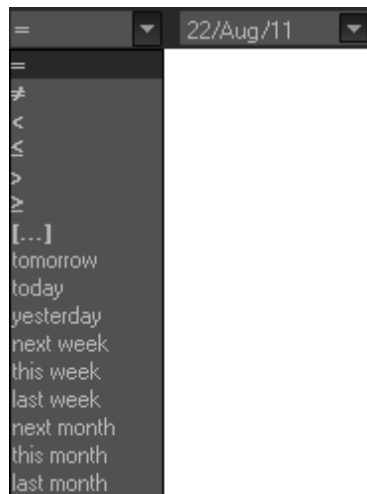
This will include, or exclude, media containing the specified timecode value.

Date

Such as Creation Date

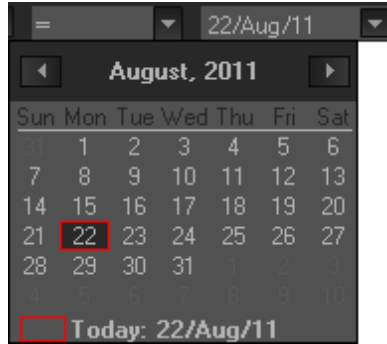
Several Date Search filters exist.

1. Select a condition or a logical operator in the first field



2. This will condition the next step:

- Search based on a specific date (e.g. with = ...): a calendar will be displayed for the selection of a date.



- Search based on an interval (e.g. with [...] (between)...): two calendars are displayed for the selection of two dates.



- Search based on a specific date calculated from the current date (e.g. with **tomorrow**, **last month**,...): no other field appears.

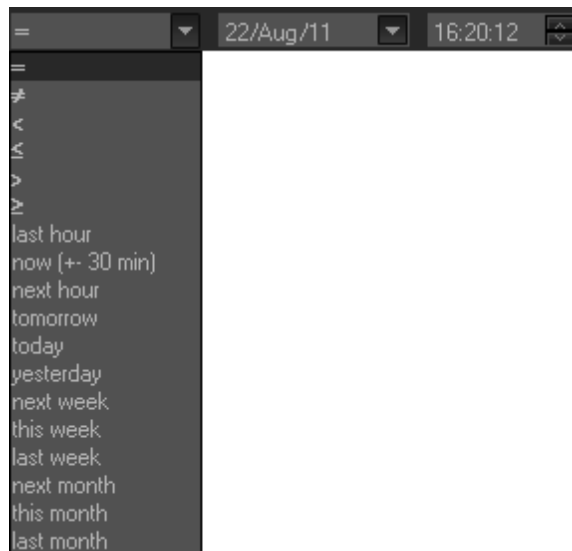


Time

Such as Last Rendered Date Time

Several Date Search filters exist.

1. Select a condition or a logical operator in the first field



2. This will condition the next step:
 - Search based on a specific date and time (e.g. with =...): two additional fields will be displayed, a calendar for the selection of a date and drop-down list for the selection of time.
 - Search based on a specific date and time calculated from the current date and time (e.g. with **next hour**, **last month**,...): no other field appears.



Number

Such as DB Id



1. Select a logical operator in the first field
2. Enter a number in the second field.



Note

<> means "differs from".

Option List

Such as Video Standard

1. Select a logical operator in the first field



2. Click the **...** button to display the list of options available for the selected filter parameter.

Example for the Video Standard:

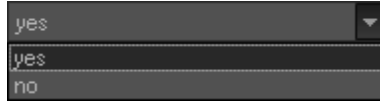


3. Select an option from the list.

Boolean

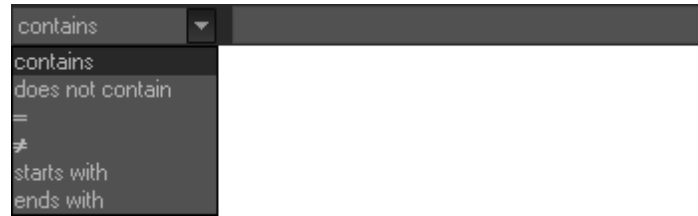
Such as Published

- Select Yes or No from the single criteria field.



Free Text


Such as Label



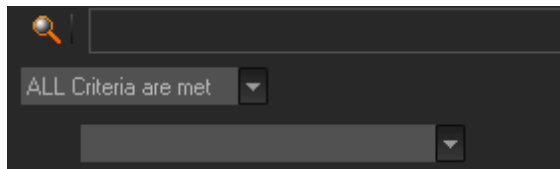
1. Select a condition in the first field.
2. Enter free text in the second field.

How to Perform an Advanced Search

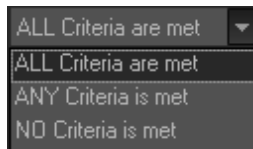
To enter search values in the Advanced Search fields, proceed as follows:

1. Choose the columns you wish to perform a search on.
2. Click the **Show/Hide Filter** button 

The Advanced Search area is displayed:

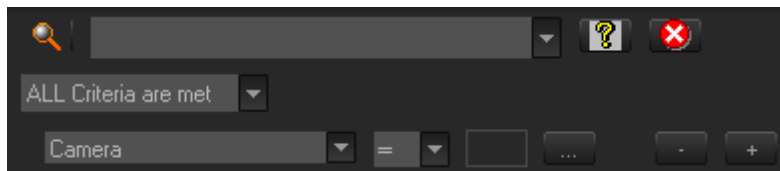


3. Select a criteria combination from the list:




4. Select a search parameter from the list of parameters.

An entire line, corresponding to the selected filter parameter, is displayed:





5. Enter filter criteria as explained in section "Advanced Search Fields Types" on page 11.
 For free text fields, press **ENTER** to apply the filter.
 Otherwise, the Elements grid is automatically filtered and refreshed.
6. If required, click the  button to add another advanced search parameter.

2.4.4. Using Saved Filters

Introduction

Once you have defined filters and search terms, you may want to save them for later use. You will then be able to apply the same set of filters with a single click.

Saved filters appear as tabs.

At least two tabs exist on the left of the Elements grid.

- The Filter 0 tab: The Elements grid displays the list of all elements present in Xedio Dispatcher, or it returns the result of a search applied to the list.
- The Today tab: the Elements grid shows the elements with "creation date = today".



Warning

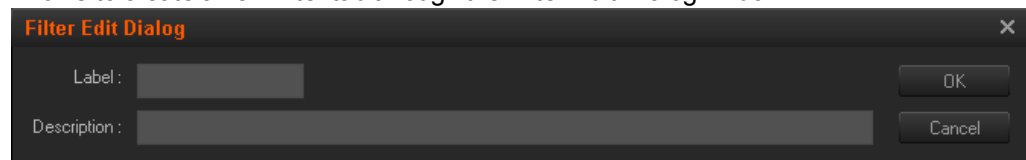
Those filters can be modified by the user, so the results could no longer reflect the tab label.

Saved Filter Contextual Menu

Right-clicking in the Filter 0 tab displays a contextual menu with the following options:

Create New Filter

Allows to create a new filter tab through the Filter Edit Dialog window:



Save Filter As

Allows to create a new filter tab in which the current search filter will be saved.

Filter Properties

Allows to change the name and/or description of the selected filter tab.

Reset Filter

Removes all search criteria on the selected filter tab.

Delete Filter

Removes the filter tab.

How to Save Filters

To save filters, proceed as follows:

1. Define the filter or filters combination you wish to save, as explained in section "How to Perform an Advanced Search" on page 14.
2. Right-click the Filter 0 tab.
3. Select **Save Filter As** from the contextual menu.
The Filter Edit Dialog box opens.
4. Enter a label for the tab you are going to create and, if required, enter a description.
5. Click **OK**.

The new filter tab is displayed on the left of the list.

How to Apply a Saved Filter

To apply a saved filter, simply click the corresponding tab.

3. Player

3.1. Purpose

The Player pane is used to preview the selected objects from the Database List.

3.2. Overview of the Player Pane

The Player pane provides a video display, a media bar and a jog bar to navigate within the element, video and audio selection buttons, transport buttons and timecode fields. It slightly differs according to the element loaded.

When a media is loaded from the Database List pane, the Player pane looks as follows:



Everything that is outside the video content has the skin color. Video such as letterboxed or pillarboxed video will show black bars as these mattes are part of the video signal.

3.3. Video Display Options



A contextual menu is available when right-clicking the Video Display area. This gives display options for the video.

Option	Meaning
Show Timecode	This option offers various options to display timecode on the Player window. <ul style="list-style-type: none"> • none: does not display timecode. • Start TC: shows a counter starting with 0 at the first frame of the media. • Intra TC: shows the original timecode of the media. • Both: displays both the counter and the original timecode.
Aspect Ratio	This option offers a choice of aspect ratios for the display: Auto , 4:3 or 16:9 .
Show SafeAreas	This option displays a safe area cage on the window to determine which areas of the picture will be seen. This allows to check the size of graphics within the media for safe display.
Deinterlacer	This option is used to de-interlace video. A submenu provides the following options: <ul style="list-style-type: none"> • Mix top/bottom: displays 25 full pictures per second, each made by mixing the top field and the bottom field and repeating each mixed line. • Top: displays 25 full pictures per second, each made by duplicating each line of the top field. • Bottom: displays 25 full pictures per second, each made by duplicating each line of the bottom field. • None: displays 25 pictures per second, each made from both interlaced fields.

3.4. Player Controls

3.4.1. Transport Buttons

The following table gives the meaning of each transport operation.

Operation	User Interface Button	Description
Play and Pause		Button used to start/stop the preview (video and/or audio) of the selected item.
Go to Start of Media		Button used to move from the current position to the beginning (on the first frame) of the selected item.



Operation	User Interface Button	Description
Go to End of Media		These buttons are used to move from the current position to the end (on the last frame) of the selected item.
Goto Previous Frame		Button used to move from the current position to the previous frame.
Goto Next Frame		Button used to move from the current position to the following frame.
Fast Rewind		Button used to start moving backwards through the media at a preset fast speed.
Fast Forward		Button used to start moving forwards through the media at a preset fast speed.

3.4.2. Timecode Value Fields



Three Timecode Value fields are displayed under the Transport buttons.

Field	Description
1.	Media, Edit or Clip Start Timecode (first recorded frame)
2.	Current Timecode position (nowline)
3.	Media, Edit or Clip End Timecode (last recorded frame), even if a virtual media is loaded.

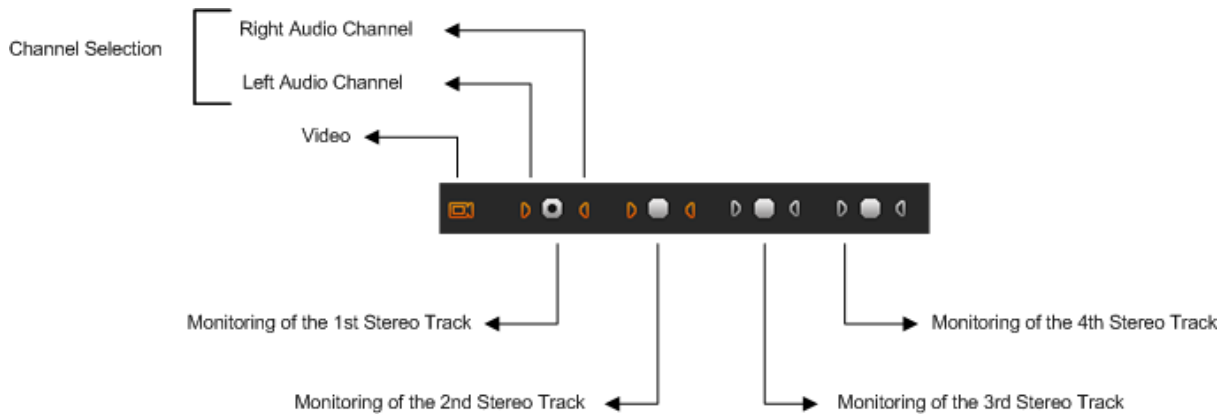
3.4.3. Video and Audio Monitoring Tools

Selecting Video and Audio Tracks for Media and Clips

Overview of the Video and Audio Tracks

The video and audio channels of a loaded source file are represented below the Video Display of the Player when clips or media are loaded on the Player pane in the form of **Track Selection** buttons.

Here is an example with 4 tracks of stereo channels:



The different types of audio tracks of a loaded media or clip are displayed as follows:

NEW !

- A **mono track** is represented by
- A **stereo track** is represented by
- A **5.1 track** is represented by

NEW !



Note

If the loaded media/clip contains more than 8 audio tracks, only the first 8 tracks are displayed under the Video Display. A first click on the button allows to display the additional tracks.

Video and Audio Tracks Selection

Selection of the Video Channel

The **Video** button is clicked to select or remove the video. So the clip contains, or not, the video.

Selection of an Audio Channel

The left and the right loudspeaker buttons of an audio stereo track are used to select or remove respectively the left or the right channel of the corresponding audio track:



Clicking the left audio button will remove the left audio component from the source so that the clip has no left audio channel. In this case, the right channel will be output on the left and right channels.

Clicking both left and right audio buttons will also remove the right audio component so that the clip has no audio channel for this track.

NEW ! A mono track is removed from the selection by clicking the loudspeaker button on the right of the radio button:



A 5.1 audio track is removed from the selection by clicking the loudspeaker button on the right of the radio button:



The next table summarizes how the buttons look like depending on the selection:

	Selected	Removed
Video		
Audio		
NEW !		

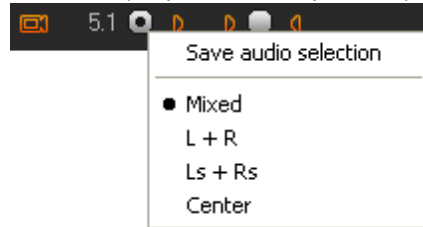
Selection of the Track for Audio Monitoring

The radio buttons displayed between each pair of stereo channel buttons or next to a mono or 5.1 audio channel button allow the selection of one audio track for monitoring:



Note

When you right-click on a 5.1 radio button, a popup menu appears in which you can select the 5.1 components that should be monitored on the left and right channels. You can choose between the following options: Mixed, L+R, Ls+Rs or Center (output on L+R speakers).

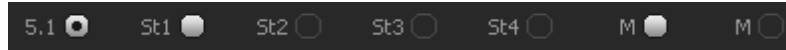


Audio meters located on the right side of the Video Display represent the audio channels of the monitored track.

Selecting the Monitored Audio Track for an Edit

Number and Type of the Edit Audio Tracks

When an edit is loaded on the Player pane, the number and type of the output audio tracks are displayed as radio buttons under the Video Display. Here is an example:



Selection of the Track for Audio Monitoring

The selection of the audio track you want to monitor is done by clicking one of the radio buttons.

A set of audiometers are displayed on the right side of the Video Display.

3.4.4. Media Bar and Jog Bar

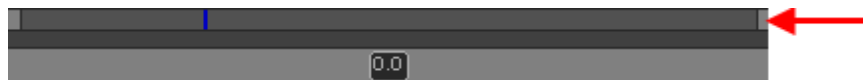
Media Bars

Top Bar

The top bar represents the media, or a portion of it, currently loaded on the Player.

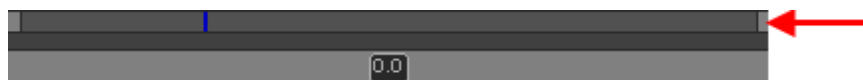
Media

When a media is loaded, only the nowline is displayed:



Edit

When an edit is loaded, only the nowline is displayed:



Clip

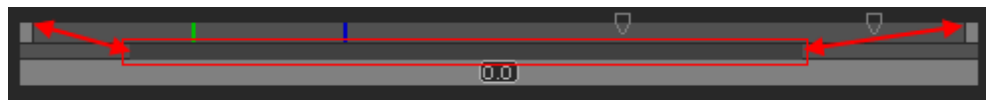
When a clip is loaded, the IN point, the OUT point and the nowline are displayed on this top bar.



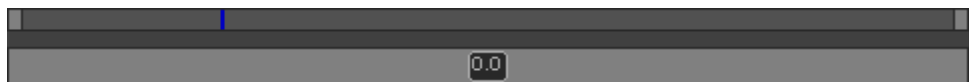
Middle Bar

The middle bar is used to zoom into the loaded element.

Its dark gray zone shows the section of the media, out of the whole media, visible in the top bar and the relative position of the visible section in the whole media.



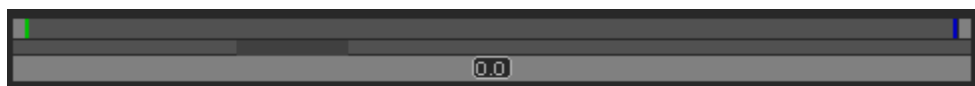
- When a media or an edit has just been loaded, the top bar represents the whole media. The dark gray zone covers the whole length of the middle bar:



- When a clip has just been loaded, the top bar represents the whole media. The dark gray zone represents the whole media and covers the whole length of the middle bar:

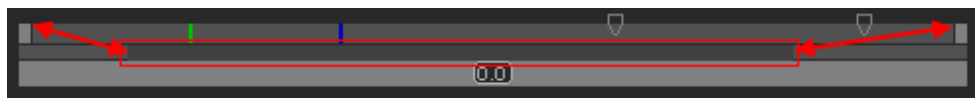


- When a clip is loaded, double-clicking on the dark gray zone toggle the section covered by the top bar from the whole media length to the clip length (between mark IN and mark OUT), and vice-versa:

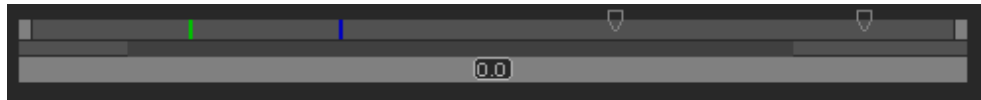


The dark gray zone is reduced to represent the clip length and position with regard to the whole media.

- If you position the mouse on the middle bar and rotate the mouse wheel up or down, you respectively increase or reduce the section of the media visible in the top bar. Thus, the dark gray zone is enlarged or reduced:



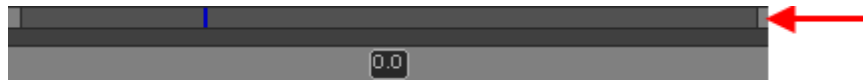
- If you click on the dark gray zone and drag it to the left or to the right, you shift the section of media visible in the top bar to the beginning or to the end of the media.



Nowline

Display

The nowline, representing the current position within the loaded element, is shown as a blue line on the media bar:



To place the nowline at a given position, simply click at the requested position on the media bar or drag the line to a new position.

Nowline Outside Media Bar

When the media is being played, the nowline moves along the top media bar. If only a section of the media is visible in the top bar, the nowline may disappear. In this case, a red indicator, on the right side of the media bar will be displayed. A click on the vertical indicator (on the right side) will re-center the top bar on the nowline.

Moving the middle bar to the right or to the left can lead to such a situation, with the nowline disappearing respectively to the left or to the right of the top bar.



Jog Bar

The bottom bar is the jog bar.

Dragging the speed indicator on the jog bar allows you to move within the media at a variable speed:



The speed varies depending on:

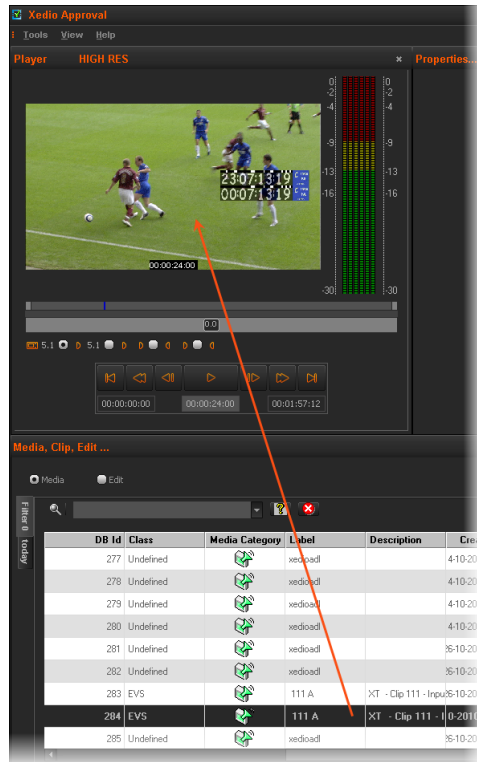
- the position of the speed indicator
- the speed range covered by the jog bar. The default range is set from -200% to +200%. This is set in Xedio Manager.

Audio can be heard when using the jog.

3.5. Loading Media on the Player Window

You can proceed in different ways to load an item on the Player:

- Drag the media, edit or clip from the Database List to the Player window:

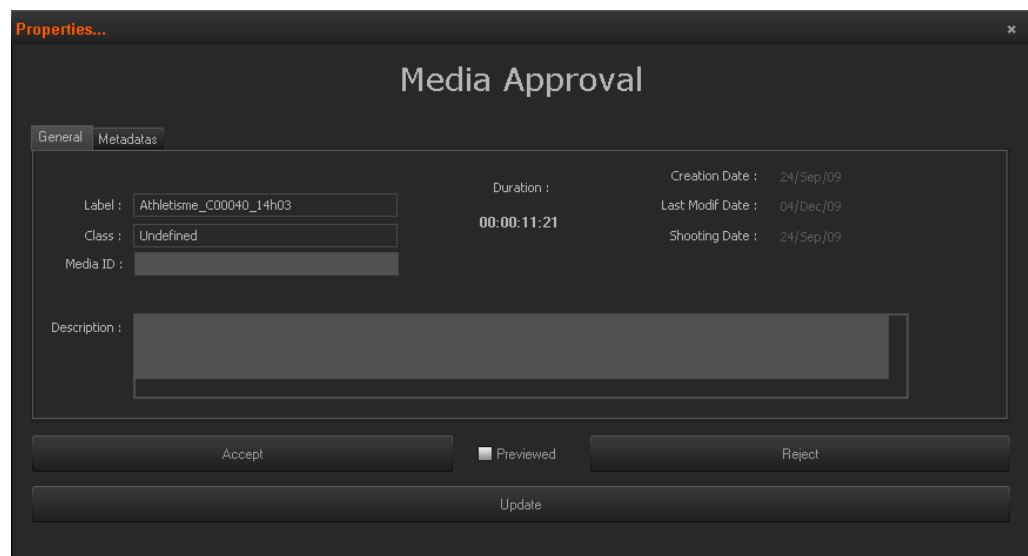


- In the Database List, double-click the media, edit or clip to load
- Once the item is loaded, the Approval Pane displays the media, edit or clip properties.

4. Approval Pane

4.1. Purpose

The main purpose of the Approval pane is to reject or accept a media, edit or clip.



4.2. Item Properties

The upper part of the Approval pane displays the properties of the loaded item in the General tab and its associated metadata in the Metadata tab.

Some of those properties are only for display and cannot be modified at this stage, while others can be updated, such as metadata, Media ID/Edit ID/Clip ID, Description, Edit On-air Date. To update a field, enter a new value in the required field and click the **Update** button.

The user can also add a **previewed** status to the media by selecting the **previewed** box and then clicking the **Update** button. This will be reflected in the Previewed column of the Database List.

The **Properties** fields differ according to the item loaded on the Player:

Media

Edit

4.3. Acceptance Buttons

The lower part of the Approval window is common to all kinds of item and is used to **Accept** or **Reject** the media.

To reject an item, click the **Reject** button and then the **Update** button. "REJECTED" will be displayed in the Validated Date column of the Database List.

To accept an item, click the **Accept** button and then the **Update** button. The approval date will be displayed in the Validated Date column of the Database List.



Note

The Xedio Approval application can be set up by the administrator of the system to lock any edit or media once it has been validated by the user. This feature can be used to prevent accidental use of the material once an editorial decision has been made. This is enabled in Xedio Manager > Softwares.

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