

GEE BROADCAST SYSTEMS LTD

---

Geevs Server Manual

# **Server & Client**

## **V4.5**

GEE BROADCAST SYSTEMS LTD

# Geevs Server User Guide

## Version 4.5

---

*No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the permission of Gee Broadcast Systems Ltd.*

*Matrox, DigiSuite and DigiServer are registered trademarks  
of Matrox Electronic Systems Ltd.  
Intel and Pentium are registered trademarks of Intel Corporation  
Windows, Windows XP are registered trademarks of Microsoft Corporation  
Sony is a registered trademark of Sony Electronics Inc.  
Louth is a registered trademark of Harris Corporation  
Geevs is a registered trademark of Gee Broadcast Systems Ltd.*

All other nationally and internationally recognised trademarks and trade names are hereby acknowledged

### **Disclaimer**

Gee Broadcast Systems Ltd. reserves the right to make changes to specifications and procedures at any time and without prior notice. Whilst every attempt has been made to ensure that the information contained within this document is accurate, no responsibility is assumed by Gee Broadcast Systems Ltd. for its use, nor for any third party infringements of patents or other rights resulting from its use. No licence is granted under any patent or patent rights held by Gee Broadcast Systems Ltd.

© Gee Broadcast Systems Ltd  
Unit 9 Grafton Way • Basingstoke • Hants • RG22 6HY • UK  
Phone +44 (0)1256 810123 • +44 (0)1256 810061

# Table of Contents

Introduction	4	
The Geevs Standard Client Software	5	
Server Start-Up	5	
Client Start-Up	5	
Client Overview	6	
Folders Window	6	
Clips Window	7	
Channels Window	7	
Clip Edit Window	7	
Sequence Window	8	
Channel Control	9	
Channel Acquisition	9	
Load Clips for Playback	9	
Clip Control and Channel Settings	10	
Database Management	11	
Adding a Clip Folder	11	
Deleting Clips and Folders	11	
Rescanning Folders	12	
Searches	12	
Clips Window	13	
<b>Database Details</b>	13	
<b>Renaming Clips</b>	13	
<b>Clip Properties</b>	13	
Clip Properties - The General Tab	13	
Clip Properties - The Misc Tab	14	
Clip Properties - The Source Information Tab	14	
<b>Deleting Clips</b>	14	
Record a Clip	16	
Capture Modes	16	
Quick Record	16	
<b>Record</b>	17	
Notes on recordings in general:	17	
Notes on recording from VTR (Batch Capture):	17	
Make a Sub Clip	19	
Editing Clips	19	
Previewing the Clip Being Edited	19	
Make a Sequence	22	
What are Sequences?	22	
<b>Compiling a Sequence</b>	22	
<b>Converting a Search to a Sequence</b>	23	

Exporting a Search	23	
Importing a sequence into another sequence	24	
Exporting sequences	24	
Modifying a Sequence	24	
Inserting a Goto In a Sequence	25	
To Insert an Event in a Sequence	25	
Renaming an Existing Sequence	26	
Deleting a Sequence	26	
Playout a Sequence	27	
Loading a Sequence to a Channel	27	
Sequence Run-Mode	27	
Folders Window	29	
Defining Directories and Folders	29	
Original Configuration	29	
Creating a Folder	29	
Folder Properties	31	
Renaming Folders	32	
Deleting a Folder	32	
Rescan a Folder	33	
Search for Clips	34	
What are Searches?	34	
Creating a New Search	35	
Renaming a Search	35	
Deleting a Search	36	
Converting a Search	36	
Virtual Tapes	37	
What are Virtual Tapes?	37	
Creating a New Tape	37	
Compiling a Tape	38	
Converting a Search to a Tape	38	
Renaming a Tape	39	
Deleting a Tape	39	
Loading a Tape to a Channel	39	
Geevs Client Preferences	40	
Support & Geevs Gather	42	
Troubleshooting FAQs	42	

## Introduction

The Geevs family encompasses a range of broadcast video servers designed to meet the requirements of the broadcast industry. Beginning with the compact, 3 channel Geevs SDE1 and continuing with multi-channel, multi-format and 8 bit uncompressed configurations, the Geevs family is suitable for a wide range of broadcast applications.

The provision of the Sharknet SAN fibre Channel or NAS storage systems delivers scaleable media storage and shared access to a multi-workstation environment.

All Geevs systems run on the Windows XP Professional SP2 platform and employ proprietary input output hardware.

Functionality and control is provided by the range of Geevs software user interfaces. These client interfaces can be run locally on the server machine itself or remotely over a network, via the Internet or by means of the Geevs Shotbox control panel. The Geevs server may also be operated by automation systems from various manufacturers using Ethernet or serial connection using protocols such as Sony RS422 or Louth

Whilst most of the operational functions of the Geevs Software Interface are intuitive, it is in the interests of the user to familiarise themselves with the content of this Manual to obtain the quickest route to maximum productivity with the system.

This User Manual details the operational procedures available using the Geevs Standard Client software user interface. This interface software is supplied with all Geevs servers. Information regarding proprietary automation control systems can be obtained from suppliers.

In addition to this manual there are separate manuals for the optional Geevs clients, Geevs setup and Geevs hardware configuration.

Within this Manual, all visual references will be taken from a two or four Channel configuration. This serves to illustrate all functions, and specific references to other configurations will be clearly indicated.

## The Geevs Standard Client Software

### Server Start-Up

By default the Geevs Server is configured to start automatically on machine boot. A manual server start can be performed by right-clicking the Geevs Listener icon and selecting 'Start Geevs' (figure 1).



Figure 1 – Geevs Listener Menu



Figure 2 – Geevs Administrator Menu

It is also possible to perform a manual start from the Geevs Administrator interface (figure 2). Geevs Administrator functions are dealt with in detail in the Geevs Administrator manual.

When the Geevs is started, the console window (figure 3) appears and all available channels are initialised. Once initialised, a video splash-screen (figure 4) is displayed on the channel outputs. This indicates that the server is ready for operation.

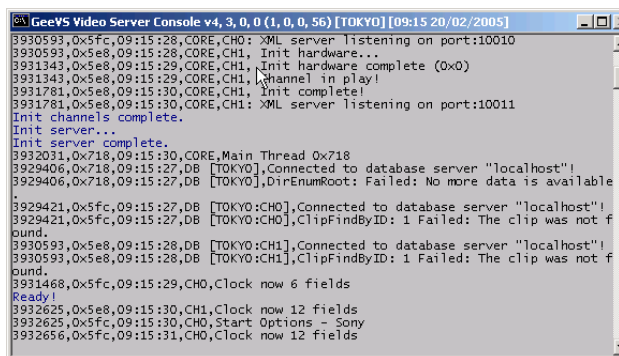


Figure 3 – Geevs Video Console Window



Figure 4 – Geevs Splash Screen

### Client Start-Up

When the Geevs server has completed initialisation it is ready to accept Client connections. Clients can connect remotely across a network or can run locally on the server machine.

To run the Geevs client, double-click the desktop shortcut (figure 5) or locate the Client through the Program Files menu.



Figure 5  
CLIENT ICON



Figure 6 CLIENT LOGIN

During login, the Client requests a User Name and Password.

**By default, Geevs is setup with the User Name 'Administrator' and the password 'geevs'.**

Ticking the 'Remember my settings' box will autologin on subsequent starts. If you wish to logon again, you can press the shift key at the same time of opening the standard client. The Logon window allows the User to select which Server device to connect to. By default, the Client will attempt to connect to the local machine. If the server is not the local machine, enter the machine name of the networked Server here.

#### Client Overview

The main elements of the Geevs Software Interface are detailed below. Their use and relevance to operational functions will be covered within later chapters of this publication.

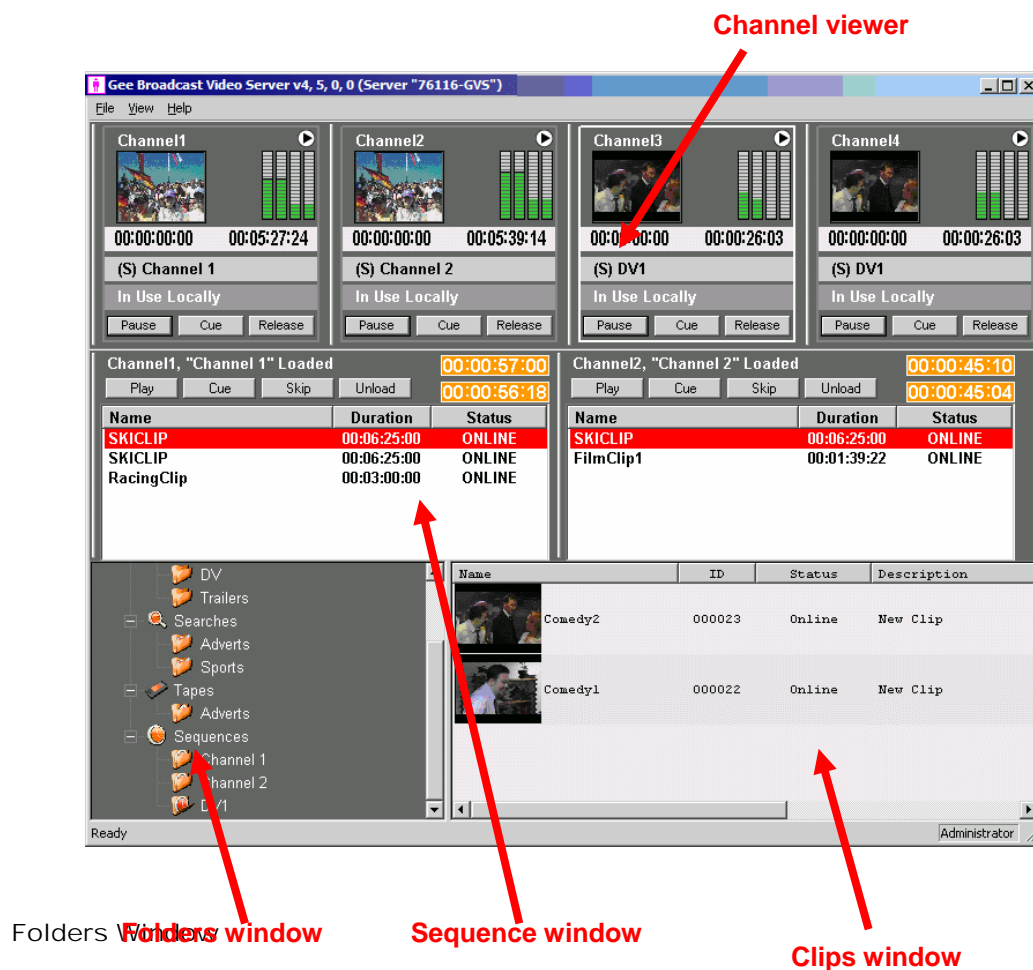




Figure 7 GEEVS CLIENT  
DIRECTORY TREE

From the folders window the user can manage the clips held within the Geevs database

#### All Clips

All clips and clip folders contained within the Geevs database are accessed from here. Media directories can be added and deleted from here.

#### Searches

The searches function allows the user to search the Geevs database for clips according to a set of search criteria. Search results can be easily converted into Geevs Tapes and Sequences.

#### Tapes

When working in VTR emulation mode the Geevs can be controlled as a Slave device through RS232 or RS422 using Sony protocol. A Virtual tape is a compilation of clips ready to be run in VTR emulation mode which can be controlled from an external controller.

#### Sequences

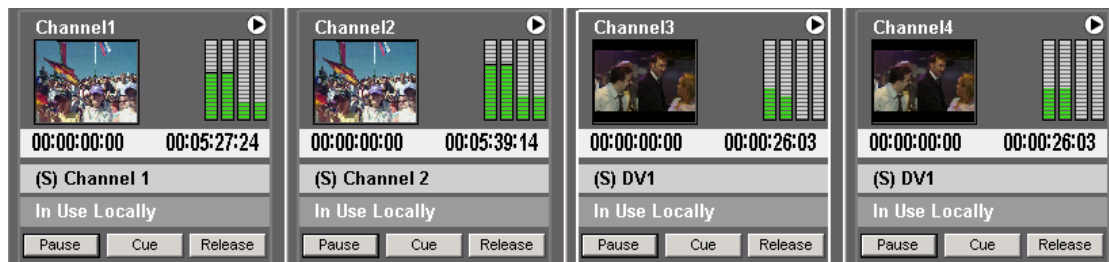
Sequences allow the User to create Playlists of clips which can incorporate loop and event controls.

#### Clips Window

The clips window displays the contents of the currently selected folder. This may be a Clips Folder, Search Folder, Tape Folder or Sequence Folder. Details of the contained clips can be viewed here.

#### Channels Window

This area displays the available Channels within Geevs and their current status. In standard mode, each channel has play, pause and cue functions. Additional functions are available by clicking the arrow icon.



#### Clip Edit Window

Each channel can be controlled in Edit mode. To access edit mode, left-click the channel arrow icon and select edit mode.

Edit mode allows the user to scrub through a clip, mark In/Out points and generate sub-clips. More details about sub-clips are available in chapter 7

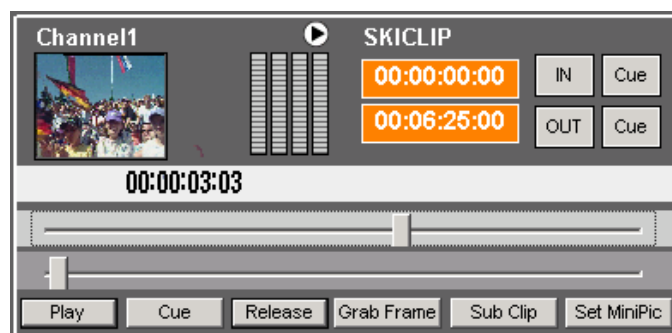


Figure 8 GEEVS CLIENT EDIT WINDOW



Sequence Window

Channel1, "Channel 1" Loaded		00:00:00:18
Play	Cue	00:00:00:11
Skip	Unload	
Name	Duration	Status
SKICLIP	00:06:25:00	ONLINE
SKICLIP	00:06:25:00	ONLINE
Racing7	00:03:00:00	ONLINE
Racing7	00:03:00:00	ONLINE
Racing10	00:00:14:00	ONLINE
APOCALYPSE_NOW	00:02:20:00	ONLINE

Figure 9 SEQUENCE WINDOW

The sequence window displays the contents of the currently loaded sequence and controls specific to that channel.

## Channel Control

### Channel Acquisition

Before a channel can be controlled by the Geevs Client it must be acquired for use. A channel that appears as 'Available' (Channel 1 in the example below) can be brought under Client control in two ways:

- Pressing the 'Acquire' button
- Loading a clip to the Channel

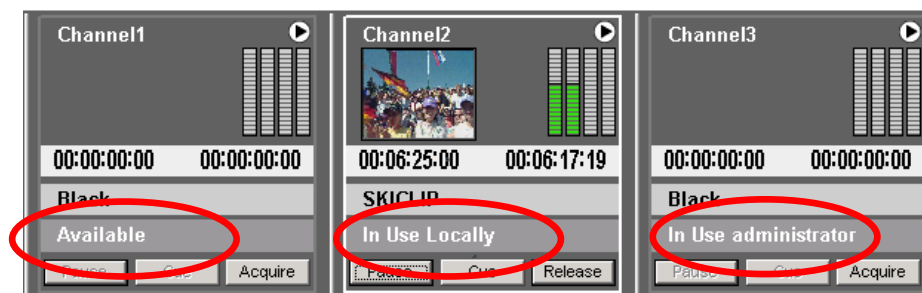


Figure 10 CHANNELS SHOWING AVAILABILITY STATUS

Once acquired, the channel will appear as 'In Use Locally' (see Channel2 in figure 10). The Server can be connected to many remote clients using network connectivity - if the channel is currently in use by another client connected to the server it will appear as 'In Use'. The Client User Name will be displayed (see Channel3 above).

The channel displays Black or Clipname of the current clip playing or recording, whether the channel is under local or remote control.

Once a User has finished with a channel it can be placed back into the available state by selecting 'Release'. The channel is then returned to the 'Available' state, ready for use by other clients.

### Load Clips for Playback

There are three ways to load a clip for playback:

- **Drag & Drop**  
Left-click the relevant clip from the Clips Window and drag to the appropriate channel.
- **'Load to' function**  
Right-click to relevant clip from within the Clips Window and select 'Load To'. Select the appropriate channel index to load the clip.

- **Keyboard shortcut**

Press the CTRL and TAB keys simultaneously to open the Clip select box. Enter the clip ID and then the Channel index using the F1-F8 keys. The F Key number corresponds to the channel index (EG. F1 corresponds to Channel 1).

### Clip Control and Channel Settings

Cue, Play and Pause buttons are available from the channel window. Further options are available by left-clicking the arrow icon. This will display the menu shown in figure 11. The available options are outlined below.

#### On-Air

When selected, warnings are displayed before changes can be made to the channel. This provides added security for critical output.

#### Auto Play

When selected, clips loaded to the channel will begin playback automatically.

#### Volume

Not currently implemented.

#### Set Bug

The availability of this option depends on the installed hardware options. Where available it provides the ability to key a graphic over the video output.

#### Edit Mode

Switches the channel into edit mode. More detail on edit mode is provided in chapter 7.

#### Unload

When selected, the currently loaded clip or sequence is removed from the channel and the channel outputs black.

#### Quick Record

Places the channel into record mode and displays the Quick Record options. More detail is provided in chapter 6.

#### Record

Places the channel into record mode and displays the Record options. More detail is provided in chapter 6.

#### Reset

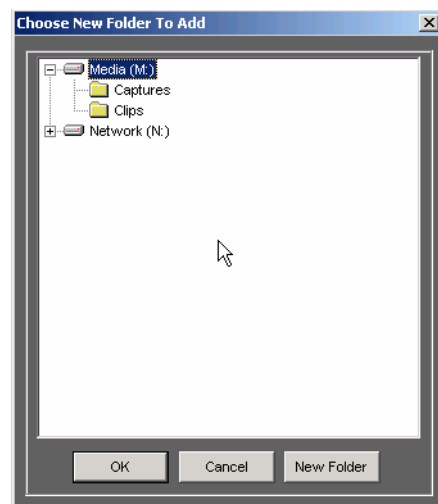
Reset the channel hardware, and displays the splash screen on the output.



Figure 11 CHANNEL OPTIONS

## Database Management

To make clips available to Geevs, a Clips folder must be added to the Geevs database. This is a folder created within Windows which will be used to store material. The clip folder icons can be thought of as shortcuts or pointers to the Windows folders. Folders and clips can be deleted from the database without affecting the directories in Windows.



### Adding a Clip Folder

When the Geevs client is first opened the database is empty and no clips are available.

To add a Clips folder to the Geevs database, right-click the 'All Clips' icon from within the Files window and select 'Add Folder'. This will display a view of the available material drives (as shown in Choose New Folder box, left).

If folders are already present on the material drive, navigate to the desired folders and click 'OK'. Before the Folder is added to the Geevs database the user has the opportunity to specify a name for the Folder. This can be different from the name used by

Wind **Figure 12 CHOOSE NEW FOLDER**

If no clips folders exist, highlight the appropriate material drive and select the 'New Folder' button. This will create a new folder which can be renamed if required.

**NOTE:** Geevs will not allow the system drive to be used for Clips folders.

Once a Clips Folder has been added to the Geevs database it will appear in the Client File window.

### Deleting Clips and Folders

To delete a folder from the Geevs database, right-click the appropriate folder icon and select delete. A warning dialogue will appear explaining that the folder will be removed from the Geevs database. Select OK to proceed.

Another dialogue is displayed asking whether you wish to keep the original material files. By selecting 'Yes' the clips are deleted from the database only. The clips remain on the media drive and can be re-imported to the Geevs database if required. By selecting 'No' the clips are deleted from the media drive and cannot be accessed again.

## Rescanning Folders

If clips have been added to the clips folder but have not yet appeared in the Geevs database a folder rescan can be performed. This will refresh the database and detect any new or missing clips.

To perform a rescan, right-click the appropriate folder and select 'Rescan'.

## Searches

Database searches allow the user to scan the Geevs database for clips which meet specified criteria. To create a new search, right-click the Search icon from the Files window and select 'New search'.

The Clip Search box appears. Clips can be searched for according to the criteria shown within the search box.

Searches can be named and renamed and are dynamic so new clips which conform to the search criteria will automatically be displayed within the search.

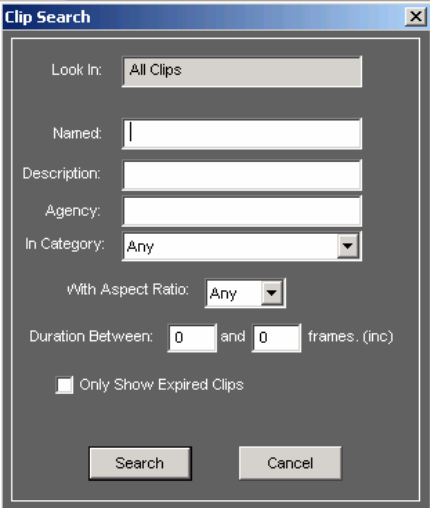
The image shows a 'Clip Search' dialog box with a title bar and a close button. It contains several input fields and a checkbox. The 'Look In:' field is set to 'All Clips'. The 'Named:' field is empty. The 'Description:' field is empty. The 'Agency:' field is empty. The 'In Category:' field is a dropdown menu set to 'Any'. The 'With Aspect Ratio:' field is a dropdown menu set to 'Any'. The 'Duration Between:' field has two input boxes, both set to '0', followed by 'and' and '0 frames. (inc)'. There is a checkbox labeled 'Only Show Expired Clips' which is currently unchecked. At the bottom are 'Search' and 'Cancel' buttons.

Figure 13 SEARCH DIALOG BOX

## Clips Window

### Database Details

Detailed information on each Clip is displayed, including information about its original source. By default, the Clips are ordered by Name. They can be re-sorted simply by clicking on a column header.

### Renaming Clips

Clips can be renamed if required to give them more meaningful titles.

- Click on the Clip you wish to rename in the Clips Window. The Clip will be highlighted.
- Click again on the Clip name, to enter edit mode. Type a new name as required.



Name	ID	Status	Duration
 1SC01S1T7A	000038	Online	00:00:12:0
 1SC01S1T8A	000039	Online	00:00:11:0

Figure 14 RENAME CLIP

### Clip Properties

Selecting the required clip and right clicking on it, then selecting Clip Properties opens the Clip Information form.

Three tabs provide access to the database information relating to the clip.

#### Clip Properties - The General Tab

The 'General' tab shows the clip in and out points and the duration, which are non-editable. Three additional data fields, labelled Description, Category and Agency are provided, allowing up to 128 characters of free form text to be entered. These fields can be used within a media search.

Video and Audio channel status is shown in the channels area of the form. De-selecting Audio buttons will cause the clip to play without the associated audio the next time it is selected.

A checkbox allows the clip to be protected, preventing it from being deleted inadvertently. The clip can only be deleted after the checkbox has been cleared.

A drop down box allows the database field for aspect ratio to be set. Selectable options are 4:3, 16:9 and 14:9. The default is 4:3.

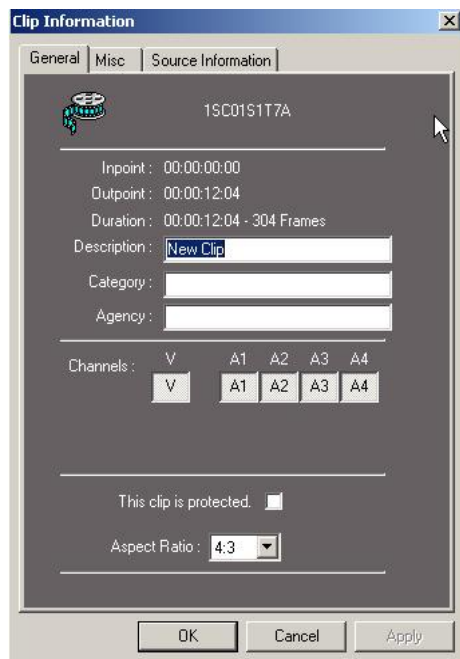


Figure 15 CLIP PROPERTIES - GENERAL

### Clip Properties - The Misc Tab

This tab allows the Clip expiry date to be set, using the calendar function. The expiry date is merely a management function, and an expired clip will be shown with red text when it is in the clips window. Expired clips remain fully accessible and useable. Pressing the Long Expire button sets the expiry date to be 5 years away.

### Clip Properties - The Source Information Tab

Details of the Source Tape and the Source Information may be set within the options of the Source Information tab. The Source point on the original source and Tape Name may also be reset.

### Deleting Clips

Clips and Sub Clips can easily be deleted when they are no longer required in the visible Folder structure.

- Right click on the Clip and select Delete from the popup menu.

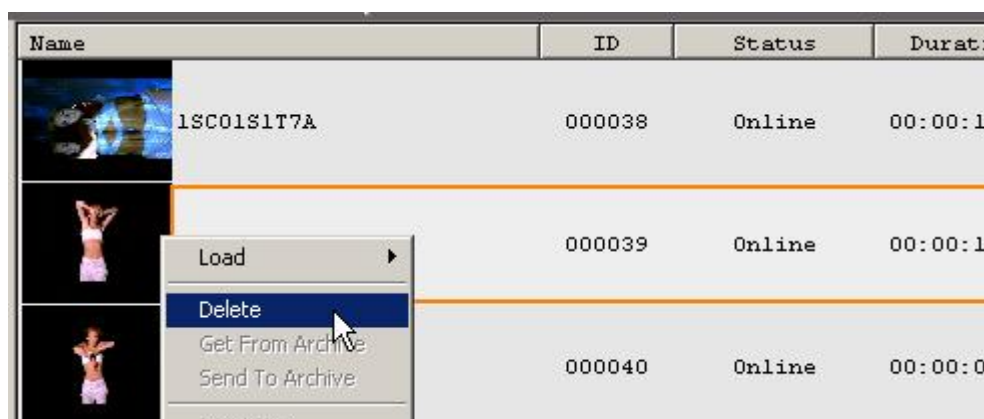


Figure 16 DELETE CLIP

- A dialogue box appears giving you the option of proceeding with the deletion or cancelling the operation. Select Yes.

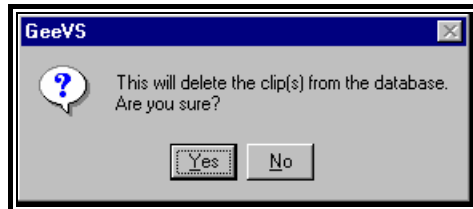


Figure 17 WARNING

- A second dialogue box appears giving you the option of keeping the original media files. If they are definitely no longer required and no other Clips are referenced to them, select No; otherwise select Yes (default).



Figure 18 WARNING

- A third dialogue box will appear giving you the option of permanently deleting the Clips from the disk. This is destructive and the Clips will not be retrievable.

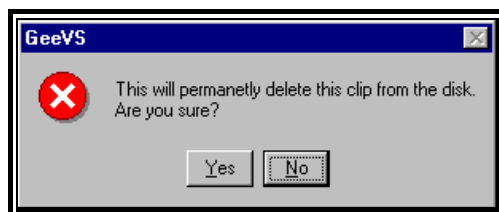


Figure 19 WARNING

If the clip is deleted from the database but not from the disk, the clip will re-import into the database when the server starts or if the folder is rescanned.



## Record a Clip

**NOTE:** The recording capabilities of Geevs Servers are dependant upon hardware options installed.

Recording Clips within the Geevs environment offers two capture modes:

### Capture Modes

#### Recording Clips with RS422 Control

When recording from a device which operates under Sony RS422 control, clip recording can be automated by specifying timecode IN and OUT points. Using this method it is possible to batch capture multiple clips.

The batch capture lists can be saved to a file and re-used at a later date.

**NOTE:** When recording under RS422 control it is important that the source has uninterrupted timecode data.

#### Recording Live Clips

Sources which cannot be controlled are treated as 'Live' sources and must be started manually. The records can be open-ended or have a preset duration.

#### Quick Record

To place a channel into record mode left-click the arrow icon and select a record options from the dropdown menu. These options are detailed below.

A warning dialogue will appear, indicating that the channel is about to be switched into E/E mode. Select OK to enter record mode.



Figure 20 SELECTING RECORD MODE

**NOTE:** When entering Record mode, clip playback on the specified channel is suspended.

## Record

When record mode is activated, the Record box is displayed (see figure 21). All capture parameters are configured here.

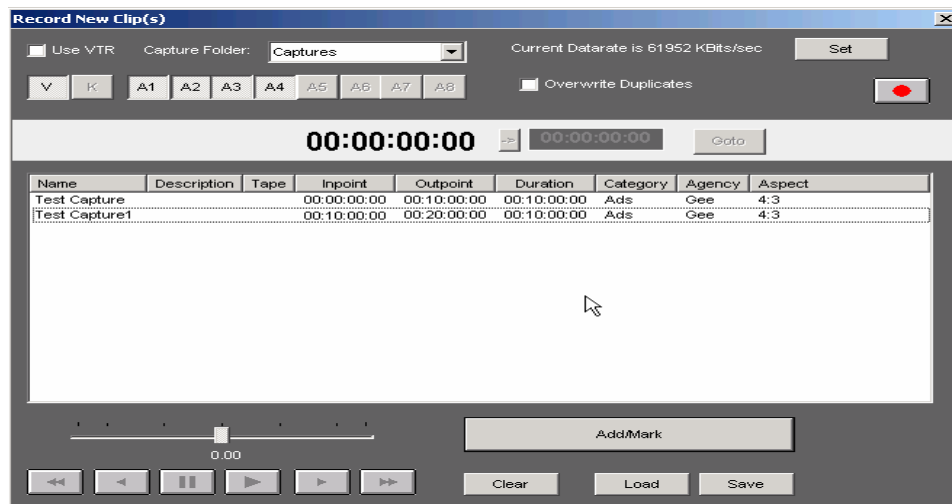


Figure 21 RECORD DIALOGUE BOX

To record clips follow the steps outlined below:

1. To record clips from a device under RS422 control, select the 'Use VTR' checkbox.
2. To specify the capture datarate, select the 'Set' button. Use the slider to determine the datarate required.
3. To select the capture folder, select from the drop down box.
4. Select the audio and video sources for capture.
5. Select 'Add/Mark' to input a session to the capture list.
6. Modify Clip data as required. Click the relevant field to input information.
7. If using RS422 control, select the timecode IN and OUT reference points.
8. If not using control, it is possible to enter a record duration or open-ended capture.

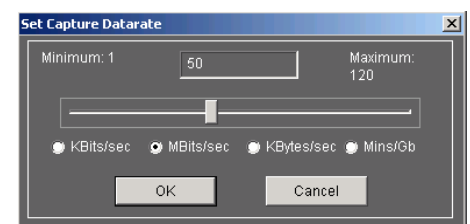


Figure 22 SET DATARATE

Notes on recordings in general:

- Video and Audio Tracks can be enabled or disabled for recording. Recording is enabled when the button is in the down state.
- Capture List properties can be edited by clicking on the relevant field and typing the new value. You can change the Name and duration for each clip recording.

Notes on recording from VTR (Batch Capture):

- It is essential to note that the tape needs contiguous timecode to any inpoint / outpoint requested in the batch capture list. Also 5 seconds striped pre-roll is required before the inpoint.
- If there is a communication problem with the VTR then a message will be displayed such as the one below, which should show details of the problem, including "VTR not in Remote mode" and "No tape present"



Figure 23 VTR ERROR MESSAGE

- The VTR Controls mimic the physical controls of the VTR deck, including the action of the horizontal shuttle control above the buttons.
- When a clip name is entered, subsequent additions to the list will take the same name and append a numerical character to the clipname or increment the last numerical character of the clipname of the previous item in the list.
- In and out points are set with the Mark button which imports the Timecode read from the current tape position. After an out point is set, the next time Mark is clicked, an in point for a new Clip will be set automatically. Clips will be added sequentially to the Capture List.
- Capture List properties can be edited by clicking on the relevant field and typing the new value. You can change the Name and duration or tape Inpoint / Outpoint for each clip in the list.
- It is possible to clear, load or save batch capture lists with the Clear, Load and Save buttons.

To load a pre-saved record Tape log, click the Load button. A window will open allowing you to navigate to the Directory where the Tape log has been previously saved. Compatible Tape log files are shown below and can be selected from the 'Files of type' drop down.

- Avid Media log files
- Gee Tape log files
- Incite IML files
- Pebble Beach Playlists

- Cueing a Clip is accomplished by right clicking on the relevant field and selecting Cue.

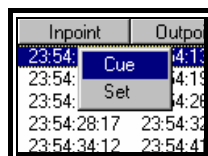



Figure 24 CUE

- To delete an entry in the Capture List, highlight the entry and press the delete key on the keyboard.
- The Capture List can be backed up by using the Save button. Files can be saved as the following: Tapelog file types; Gee Tape log files; Incite IML files; Pebble Beach Playlists.
- When you are ready to capture the List, press the red record button . You will then be given the option of capturing all of the Clips or a selection. Use the standard Windows CTRL key method to select multiple entries.
- Overwrite Clips when checked allows existing clip names and media to be overwritten. When an existing clip is overwritten the new clip is assigned a new server ID.

## Make a Sub Clip

### Editing Clips

Edit Mode can be selected in any channel by left-click on the arrow and selection of Edit mode – Channel 2 below shows Edit Mode selection, Channel 1 is shown in Edit Mode.

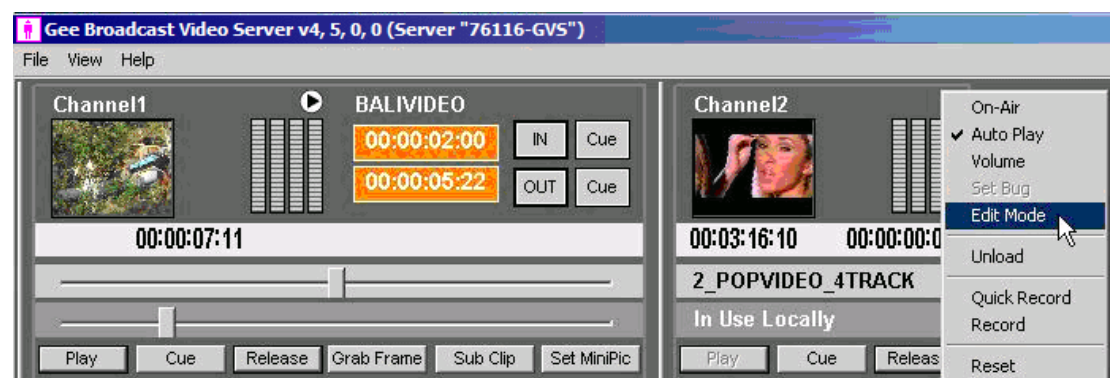


Figure 25 EDIT MODE

In Edit Mode the Grab Frame, Sub Clip and Set MiniPic buttons are displayed, as well as In and Out point timecodes and a coarse scrub bar (lower) and a fine scrub bar (upper).

### Previewing the Clip Being Edited

The Clip is viewed on the output of the Channel to which it was loaded.

The Clip to be edited can be previewed in one of two ways:

- **Play/Pause**  
Use the Play/Pause button to roll and pause the Clip. The button toggles between the two functions
- **Scrubbing**  
Use the horizontal Scrub Bar to scrub through the Clip  
The Upper scrub bar represents fine trim, the Lower Scrub bar controls the whole clip.

### Setting In and Out Points

Use the IN and OUT buttons to select the in and out points.

### Making a Sub Clip

Once the in and out points have been set, the marked Clip can be saved either as a VIRTUAL or REAL Sub Clip, depending on the user preferences setting (see Chapter 13).

- Click the Sub Clip button and enter a name for the new Sub Clip.



Figure 26 SUB CLIP

A Virtual Sub-Clip is a reference to the original Clip file and the selected in and out points, not a physical file. A Virtual Sub-Clip is shown in the Clip Window with blue text.

### Converting a Sub Clip

By default a Sub Clip is “virtual” and it references in and out points within the original clip. To break this ‘link’ a Sub Clip can be converted to a physical Clip file very easily.

- Right click the Sub Clip within the Clips window then select Convert Sub Clip from the popup menu.

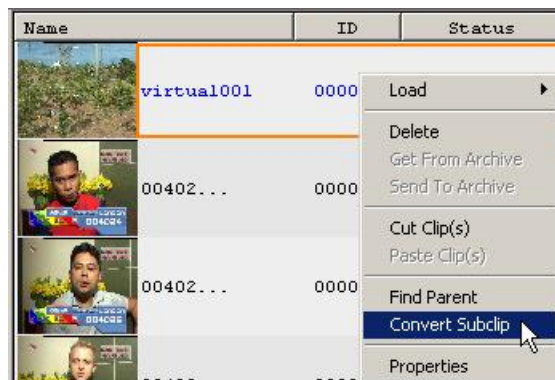


Figure 27 CONVERTING A SUBCLIP

- A message will be displayed to inform the user that a conversion process has been started

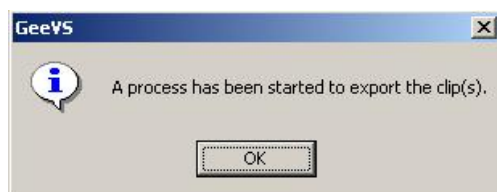


Figure 28 EXPORT MESSAGE

You can also convert more than 1 virtual sub clip at a time (Batch Processing).

- Select more than one virtual sub clip by pressing CTRL and clicking on the clips you wish to convert.
- Right click on one of the clips you selected
- Choose Convert Sub clip from the popup menu
- A dialogue box will appear

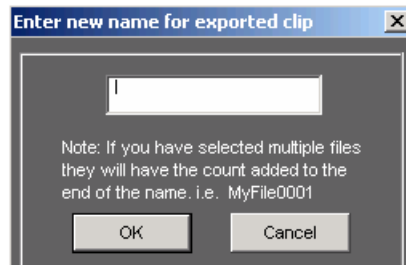


Figure 29 ENTER NAME FOR NEW CLIPS

- Type the new name for the clips. Note each clip will have a number added to end of each file name
- Select OK. All of the clips you selected will now be converted to real clips.

### Setting a Mini Pic

The image shown for the Clip in the Clip, Channel and Clip Edit Windows can be a snapshot of any frame within the Clip that acts as a reminder of the Clip contents.

- Select the chosen frame within the Clip.
- Click the Set Mini Pic button. The mini pic has been grabbed and will be used as the browse image for the Clip.

### Grabbing a Frame

Video frames may be 'grabbed' as graphical files for other purposes and are saved as a 32 bit .tga (Targa) file.

- Select a suitable frame within the Clip.
- Click the Grab Frame button.

The frame will be saved on the hard disk as selected in the Dialogue Box.

## Make a Sequence

What are Sequences?

Sequences are collections of Clips to be played in order with additional functionality, allowing the inclusion of manual control of the Play Sequence and automated 'jumping' within the Sequence.

### Creating a New Sequence

- Right click on Sequences and accept the New Sequence option.

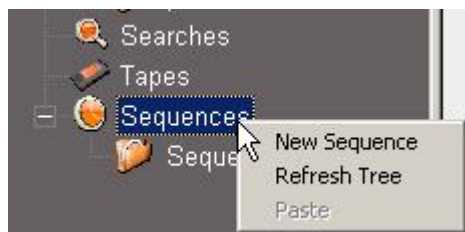


Figure 30 NEW SEQUENCE

The New Sequence will be created automatically, with name New Sequence, and will be displayed within the Folders window.

The newly created Sequence is ready for renaming to something more meaningful. Enter a new name as required, then press Enter.

### Compiling a Sequence

Sequences can be compiled manually or by converting a Search into a Sequence (see Converting a Search to a Sequence). To compile a Sequence manually:

- Drag and drop Clips from anywhere within the Clips Window to the chosen Sequence in the Folders Window.



Figure 31 DRAG TO SEQUENCE

- The new Sequence will be created automatically in the order in which the Clips were added. This order may be changed by dragging and dropping Clips within the Sequence (see Modifying a Sequence).

## Converting a Search to a Sequence

Searches can easily be converted to Sequences, thereby allowing for continuous playback of all the selected Clips.

- Right click the Search you wish to convert to a Sequence and select the Make Sequence option from the popup menu.

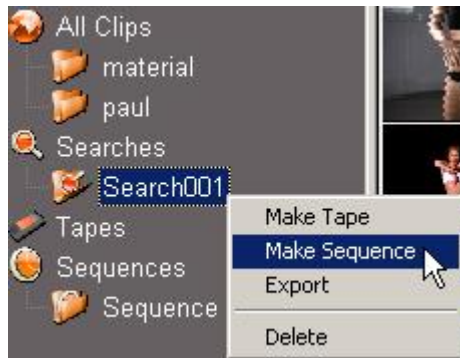


Figure 32 CONVERT SEARCH TO SEQUENCE

The new Sequence will be created automatically and will be given the same name as the Search from which it was created.

## Exporting a Search

Searches can easily be exported to any one of Geevs supported plug-in formats.

- Right click the Search you wish to export select Export, a dialogueue box will be displayed and a drop-down list of supported export formats.

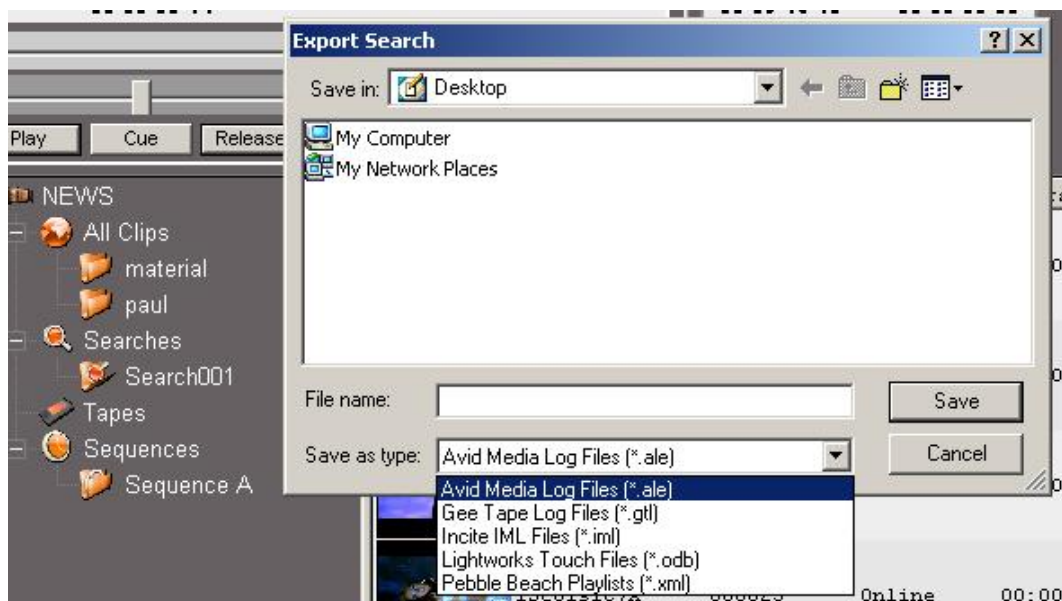


Figure 33 EXPORT SEQUENCE

- The exported search can then be imported into a sequence



To import the search into a sequence:

- Right click on the sequence you wish to import it into, and choose import.
- A dialogue box will appear asking you for the location of the saved search. Locate the file and then select open.

The clips will then be appended to the sequence

## Importing a sequence into another sequence

To import a sequence into another sequence:

Right click on the sequence you wish to copy into another sequence. Select Copy from the popup menu.



Figure 34 COPYING SEQUENCE

- Then right click on the sequence you wish to paste the 'copied' sequence into. Select paste from the popup menu.
- The clips from the 'copied' sequence will now be added to the new sequence.

## Exporting sequences

Sequences can be exported into the various supported plug-in formats

- To Export a sequence, simply right click on the sequence you wish to export and choose Export from the popup menu.
- Choose the file type, type the file name and browse to a location. Then click save.
- The exported sequence can then be imported into another sequence or used else where.

## Modifying a Sequence

A Clip in a Sequence can be removed, re-ordered and edited, even whilst the Sequence is live.

The currently-playing clip and the next item in the list cannot be moved.

- To re-order a Clip, simply drag and drop the Clip to its new location.

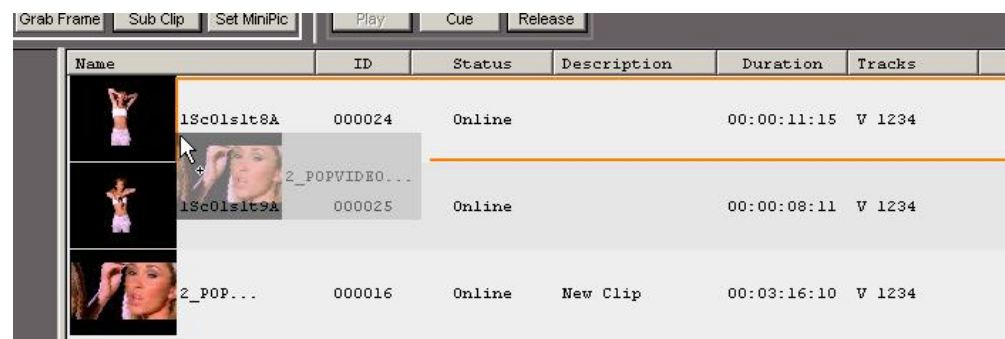


Figure 35 MOVE CLIP IN SEQUENCE

- To delete a Clip, highlight its icon, right click and select Delete from the popup menu. This will only delete the Clip from the Sequence, not from the disk.

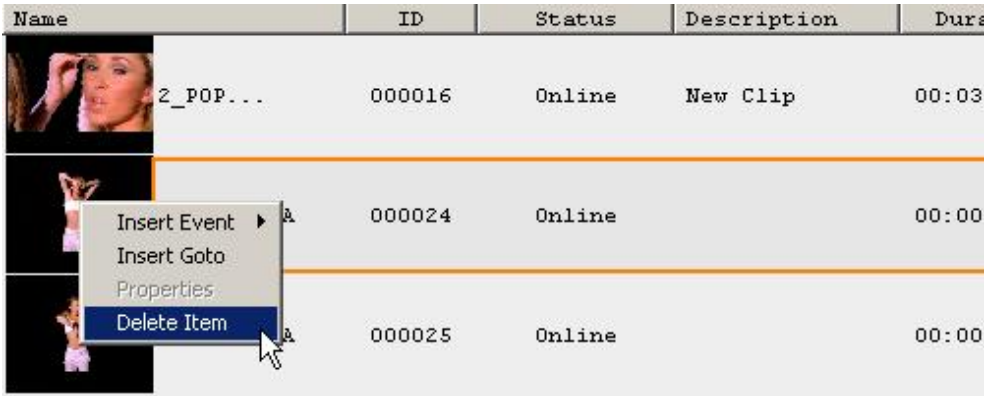


Figure 36 DELETE CLIP

Inserting a Goto in a Sequence

- Right click the destination clip in the Clips Window and select the Insert Goto Function from the popup menu.

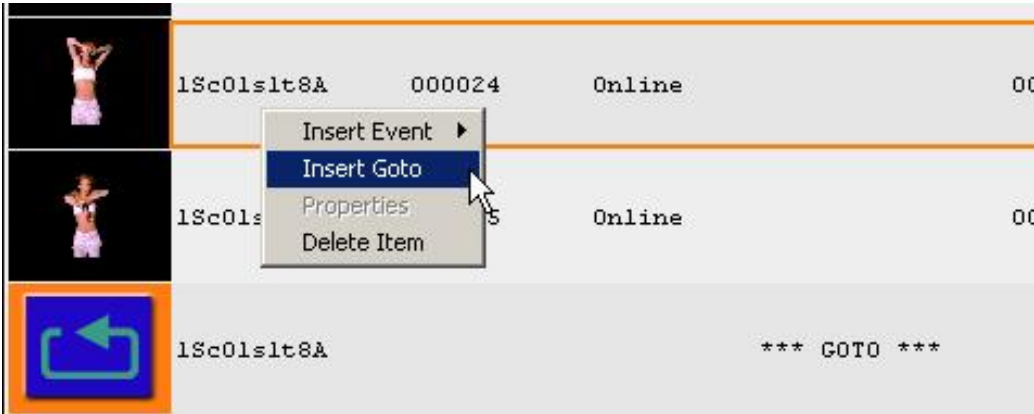


Figure 37 INSERT GOTO

A Goto icon will appear in the bottom of the Sequence.  
The Goto will loop from the end of the Sequence to the Clip where the insert Goto was selected.  
If required, the goto can be dragged to another location in the Sequence and will retain its 'goto' reference.

To Insert an Event in a Sequence

An Event is like a break within a Sequence. Events separate Clips in a single Sequence into groups so that they can be controlled as individual Sequences within the main Sequence.

- Right Click in the Sequence where you want the Event, and select the Insert Event option from the popup menu.

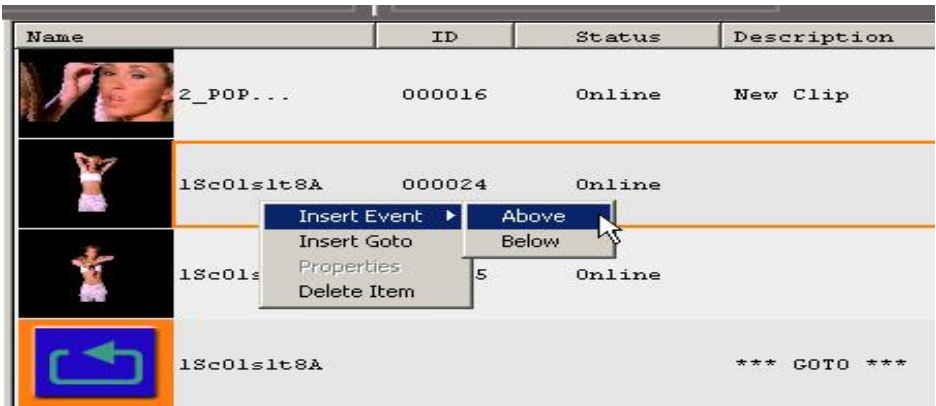


Figure 38 INSERT EVENT

An Event Properties dialogue will appear. Label allows you to enter a name for the Header, Automatic will automatically play through the Event and Manual will stop the Sequence when it reaches an event and wait until the user starts the Sequence again.

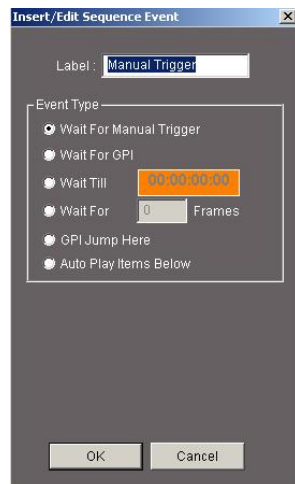


Figure 39 LABEL AND TRIGGER TYPE

**Wait for GPI** will cause the list to wait at the event until the Play GPI (as configured in GPI setup) is triggered.

**Wait for Manual Trigger** – Stops the sequence at each event after it and waits until the user re-starts the sequence by pressing the next button for the channel.

**Wait Till** – Allows the sequence to ‘hold’ and wait for a user-defined time before playing the next clip.

**Wait For** – Allows the sequence to ‘hold’ and wait for a user-defined number of frames before playing the next clip

**GPI Jump Here** – Not implemented

**AutoPlay** – Makes all clips below this event autoplay rather than waiting for triggers, valid until next Wait event in list.

## Renaming an Existing Sequence

Existing Sequences can easily be renamed to ease their use in the future.

- Click on the Sequence you wish to rename. The Sequence will be highlighted.
- Click again on the Sequence name, to enter edit mode. Type a new name as required and press Enter.

The renamed Sequence will now be visible in the Folders Window.

## Deleting a Sequence

Sequences can be deleted when they are no longer required.

- Right click on the Sequence you wish to delete and select Delete from the popup menu. A dialogue box will appear, allowing you to continue with the deletion or abort the process.



Figure 40 DELETE SEQUENCE

A warning dialogue comes up to prevent accidental deletion.

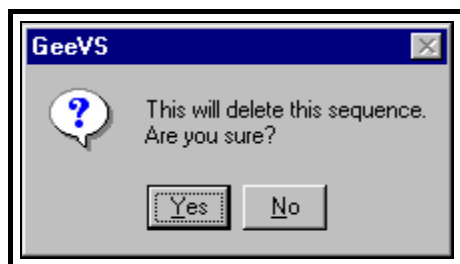


Figure 41 WARNING

# Playout a Sequence

## Loading a Sequence to a Channel

Like Clips and Sub Clips, Sequences are run from within Channels and have to be loaded into the selected Channel. This can be accomplished in two ways:

- Drag and drop the required Sequence from the Folders Window into the selected Channel.
- OR
- Right click the required Sequence and select the Load option from the popup menu. Another popup menu will appear listing the available Channels. The number of Channels available is dependent upon the hardware configuration.

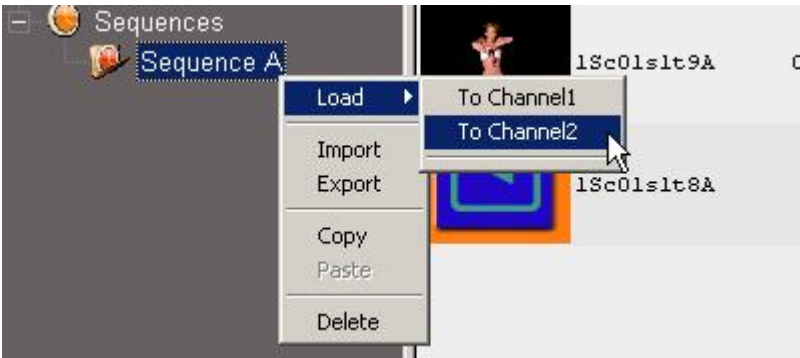


Figure 42 RIGHT-CLICK LOAD SEQUENCE

## Sequence Run-Mode

When a Sequence is loaded to a Channel, it automatically displays a Sequence Window and reflects the status in the Clip Window

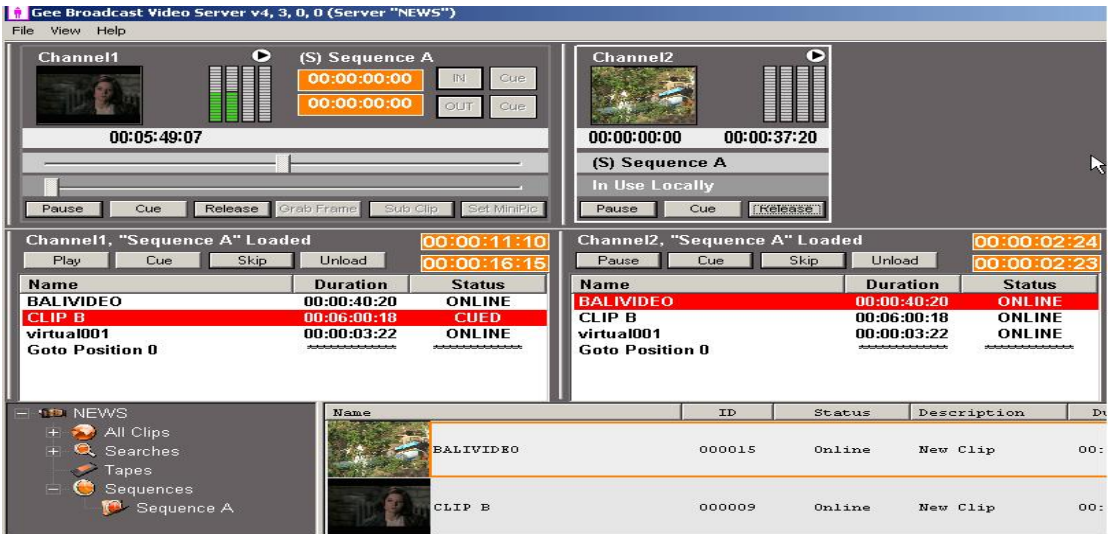


Figure 43 RUNNING SEQUENCE

If a manual Event is encountered, the Sequence will stop and continue when triggered.

Each sequence window shows the Channel Name where the sequence is loaded, the Sequence Name of the loaded sequence, all clips and events in the sequence, as well as highlighting the current clip. The Timecode displays offer a countdown until the end of the current clip and until the end of the sequence.

Channel1, "Sequence A" Loaded

00:00:11:10

Play

Cue

Skip

Unload

00:00:16:15

Name	Duration	Status
BALIVIDEO	00:00:40:20	ONLINE
CLIP B	00:06:00:18	CUED
virtual001	00:00:03:22	ONLINE
Goto Position 0		

Channel2, "Sequence A" Loaded

00:00:02:24

Pause

Cue

Skip

Unload

00:00:02:23

Name	Duration	Status
BALIVIDEO	00:00:40:20	ONLINE
CLIP B	00:06:00:18	ONLINE
virtual001	00:00:03:22	ONLINE
Goto Position 0		

Figure 44 SEQUENCE WINDOW

The Sequence can be controlled using the Play or Pause, Cue, Skip and Unload buttons in the Sequence Window. A left-click will select a particular clip in the sequence window.

Sequences can be re-ordered while playing from the Clips Window, using drag and drop. It is not possible to move either the playing or the next Clips, or to insert a Clip between them. Any attempt to do so will result in a warning message being displayed.

Channel1, "Sequence 001" Loaded

Play

Cue

Skip

Unload

00:00:00:09

00:01:18:02

Name	Duration	Status
1SC01S1T8A	00:00:11:15	ONLINE
1SC01S1T9A	00:00:08:11	CUED
2_POPVIDEO_4TRACK	00:03:16:10	ONLINE
BALIVIDEO	00:00:40:20	ONLINE
CLIP B	00:06:00:18	ONLINE
VIRTUAL001	00:00:03:22	ONLINE

NEWS

All Clips

material

MyNewFolder

Searches

New Search

PopStar1

Tapes

PopStar1

Sequences

Sequence 001

Name	ID	Status	Description	Duration
BALIVIDEO	000042	Online	New Clip	00:00:40:20
CLIP B	000043	Online	New Clip	00:06:00:18
VIRTUAL001	000044	Online	New Clip	00:00:03:22
2_POPVIDEO_4TRACK				
1SC01S1T8A			*** GOTO ***	



Figure 45 DRAG AND DROP IN SEQUENCE

## Folders Window

### Defining Directories and Folders

Unlike a conventional PC, a Geevs Clip Server has, effectively, two file structures. The physical structure of data on the disks is the same as the normal Windows structure of Drives, Directories, Sub-Directories and Files. In addition, the Geevs has a 'Virtual' structure that resembles the physical but consists merely of references to the stored data, rather than the actual data itself. It is this 'Virtual' structure that is displayed within the Folders Window of the Geevs Software Interface, thereby providing easy access to the stored media without the complications of the underlying Drive and Directory structure.

In use, the presence of the two structures is transparent to the user and is only relevant during the processes of creating new Folders and Directories.

Within this Manual and the software interface, the terms Directory (icon ) and Folder (icon ) will be used to represent both the physical and Virtual structures respectively.

### Original Configuration

When supplied, the Geevs will have only the very basic Directory and Folder structure, allowing for the users to create whatever configuration suits their method of working.



Figure 46 DEFAULT

Folders may be created, renamed, copied and deleted easily to create a flexible and efficient structure.

Please bear in mind that whilst Clips can be deleted from within the Geevs software interface, directories cannot. Therefore, it is wise to only create new Directories when really necessary for efficient storage. Directories may be deleted from within the Windows environment.

### Creating a Folder

Creating a Folder within Geevs is a simple, four-step, process:

- Right click on All Clips to create the Folder and select Add Folder from the popup menu to create the Folder.

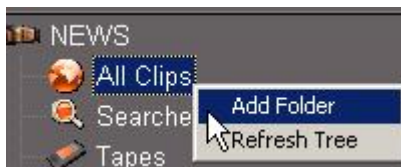


Figure 47 ADD FOLDER

- In the daughter window, you can either select an existing directory in Windows and select OK to import it to the database, or select the drive and directory where you wish to store a new folder and click OK.

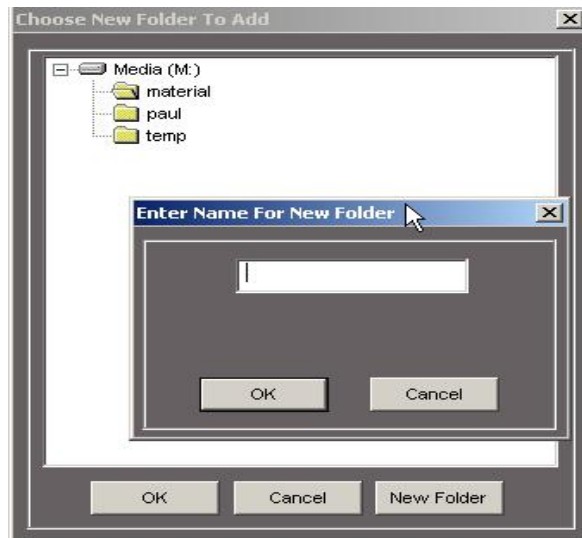


Figure 48 NEW FOLDERS, NAME FOLDER

- The New Folder Properties window will be displayed. An opportunity is given to apply a label to the Folder which can be seen in the Geevs Database. This will not change the Windows name for the folder.



Figure 49 DATABASE LABEL

**NOTE:** If working from a networked client you must type the absolute path for the folder as the Client machine will not necessarily have the same drive mappings for browsing. This will be the Windows path to the folder on the Geevs Server. For example if the Geevs Servers media drive is M: then this needs to be input followed by the folder name, M:\MyNewFolder. This function only imports an existing Windows folder. Folder creation can only be performed from the local server client.



## Folder Properties

Right click on a folder and select Properties. There are two tabs, General and Capacity. The General tab displays folder name, where the folder name in Geevs can be changed.

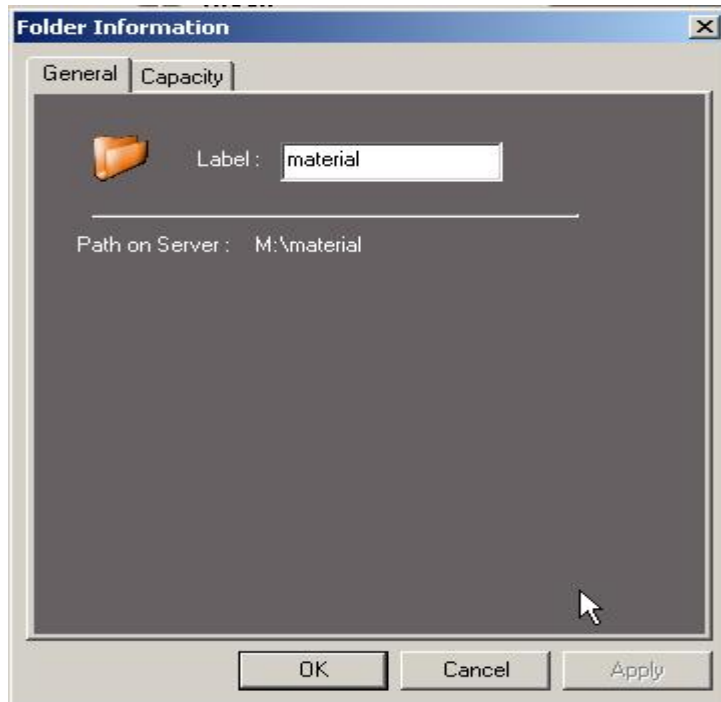


Figure 50 FOLDER PROPERTIES - GENERAL TAB

The Capacity tab displays Disk Space used and available on the disk where the folder resides. This takes in to consideration the default 20% overhead needed for the system to perform correctly.

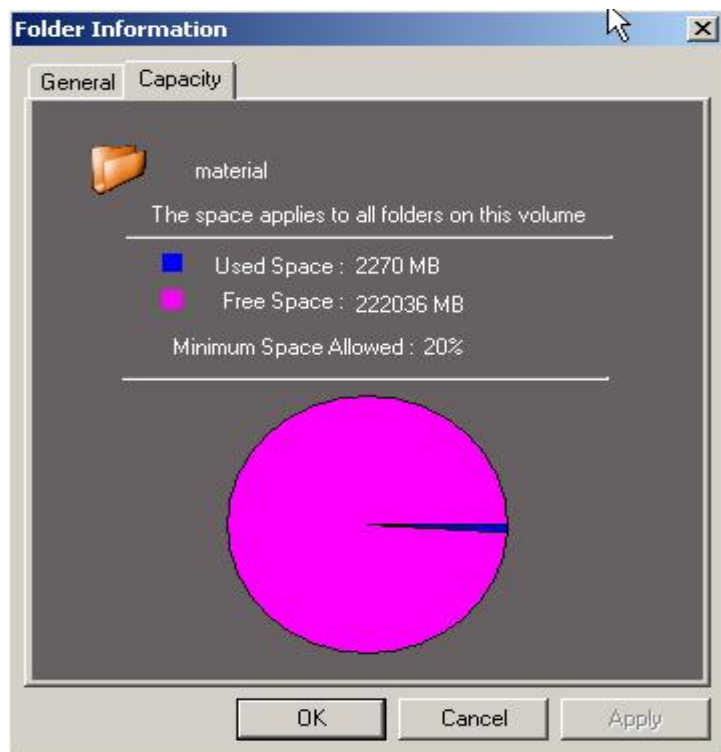


Figure 51 FOLDER PROPERTIES - GENERAL TAB



## Renaming Folders

As an alternative to accessing the General tab of Folder Properties as described above, the folder can simply be renamed in the following way:

- Click on the Folder that you wish to rename. The Folder will be highlighted.

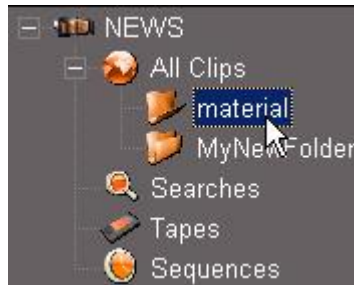


Figure 52 RENAME FOLDER

- Wait a short time then Click on the highlighted Folder name again. The Folder name will now show a bounding box and there will be a flashing cursor at the right of the Folder name.



Figure 53 Rename

Type a new name for the Folder and press Enter. The Renamed Folder will now be displayed in the Folder structure.

## Deleting a Folder

**WARNING:** Deleting a Folder is a destructive process - Clips contained within the deleted Folder will not be recoverable from the Recycle bin if they are permanently deleted. User privileges will determine whether you can delete Clips.

- Right click on the Folder that you wish to delete and select Delete from the popup menu. A dialogue box will open.



Figure 54 SELECT FOLDER FOR DELETE

The dialogue box will ask if you want to delete the Folder from the database. This does not delete the Clips from the disk, it simply removes the reference to the Folder from the database. If you select Yes, another dialogue box will open. Selecting No aborts the delete process.

---



Figure 55 DELETE WARNING

The second dialogue box will give you the option of permanently deleting the Clips in the Folder. Make an appropriate selection. If 'No' is selected, another dialogue box will open.



Figure 56 DELETE FROM DATABASE OR FROM DISK?

Confirm the deletions at the third and final dialogue box

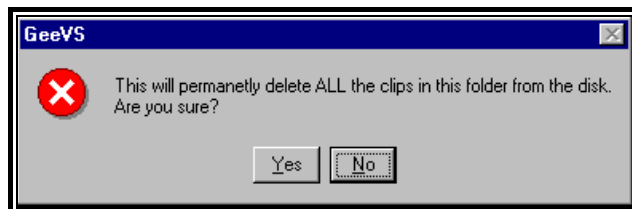


Figure 57 WARNING – PHYSICAL DELETE

## Rescan a Folder

Rescanning a Folder is a useful practice, especially in a networked environment, to ensure that the displayed contents accurately reflect the current status of the Folder.

- Right click on the Folder that you wish to Rescan and select Rescan from the popup menu. The Folder contents will be rescanned and available for display.



Figure 58 FOLDER RESCAN

## Search for Clips

### What are Searches?

Searches are a fast and convenient method for gathering related Clips together, provided they have been named in a logical manner.

The method employed follows the familiar Windows method and allows for a Search to be carried out on any combination of fields: Clip Name, Description, Agency, Category, Aspect Ratio, Duration, Expired, and will allow for partial words to be found.

An example of a two-field Search might be to Search for Clips named Win, in the Formula-1 Folder, that have a description containing Schumacher. This will return all Clips that were in the Formula-1 Folder, are named Wins, Winning, winner, wind in his hair, etc., and have Schummy, Schumacher, schumaker, etc. in the Description field. Any Clips having a blank Description field would be ignored.

A Search could also be made for all Clips of less than 10 seconds Duration, by leaving the Name and Description fields blank and setting the Duration to be between 0 and 250 frames (assuming 25 frames/sec PAL).

## Creating a New Search

- Right click on Searches and accept the New Search option

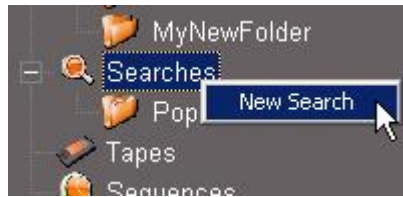


Figure 59 SEARCH

A dialogue box will open allowing you to Search in a particular section (defaults to All Clips), and enter a name or description to Search for. Following normal Windows practice, leaving a field blank will result in all Clips meeting the other Search criteria being located.

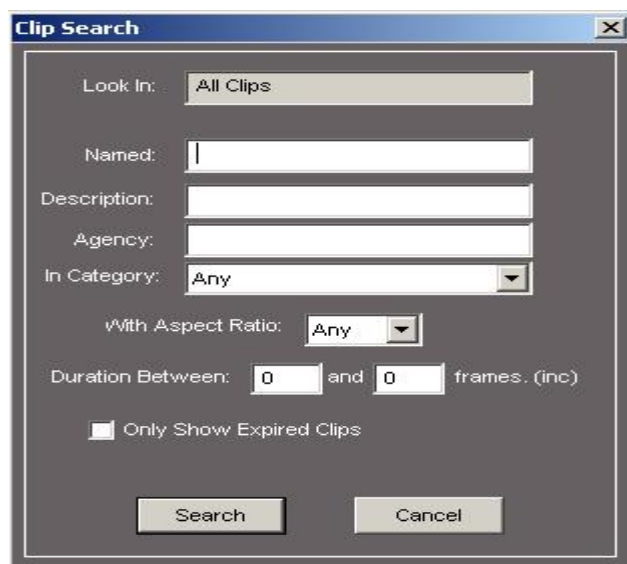


Figure 60 SEARCH PROPERTIES

Once the Search has been completed, the results will be displayed in the Clips window and the Search will be displayed in the Folders window.

**The Search is Dynamic, so new clips added which fall within the parameters of the search will automatically be added into the Search display window.**

## Renaming a Search

Searches can easily be renamed to ease their future recovery and reuse.

- Click on the Search you wish to rename. The Clip will be highlighted.
- Click again on the Search name to enter edit mode. Type a new name as required and press Enter.
- The renamed Search will now be visible in the Folders Window.

## Deleting a Search

Searches can be deleted when they are no longer required.

- Right click on the Search you wish to delete and select Delete from the popup menu

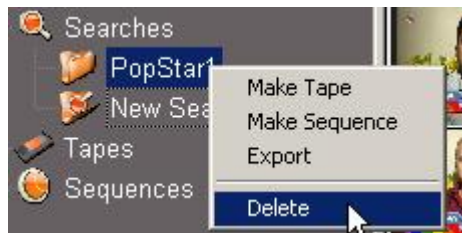


Figure 61 DELETE SEARCH

A warning dialogueue comes up to prevent accidental deletion



Figure 62 WARNING

## Converting a Search

Searches can be converted to Tapes or Sequences to provide additional capabilities.

Right click on the Search you wish to convert and select the appropriate option from the popup menu.

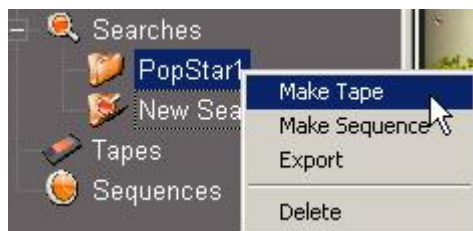


Figure 63 SEARCH - MAKE TAPE

- The new Tape or Sequence will be created automatically and will be given the same name as the Search from which it was created.
- The new Tape or Sequence will be now be visible in the Folders Window, under the relevant Tape or Sequence directory.

For further information see Chapter 8, make a Sequence or Chapter 12, Virtual Tapes.

---

## Virtual Tapes

What are Virtual Tapes?

Geevs allows for the creation of 'Virtual Tapes' that are used in VTR replacement mode. Each Virtual Tape will have its own timecode, independent of the individual timecode on the Clips that make up the Tape. Virtual Tapes consist of a series of Clips at designated timecodes. Geevs will “play” black and silence if asked to play a Virtual Tape at a time where no Clip is assigned.

**NOTE: SONY ENABLED MUST BE SETUP ON A CHANNEL FROM THE GEEVS ADMINISTRATOR WINDOW BEFORE THAT CHANNEL WILL ACCEPT VIRTUAL TAPES**

### Creating a New Tape

- Right click on Tapes and accept the New Tape option

Figure 64 NEW TAPE



- A dialogue box will open allowing you to enter the name of the Tape, the starting timecode, a figure for the number of frames of black to be inserted between Clips and whether the Tape should loop or not. Note: The loop function is not a seamless loop. At the end of the last Clip, the Tape will Cue to the beginning and restart. If a seamless loop is needed use a Sequence (see Sequences).

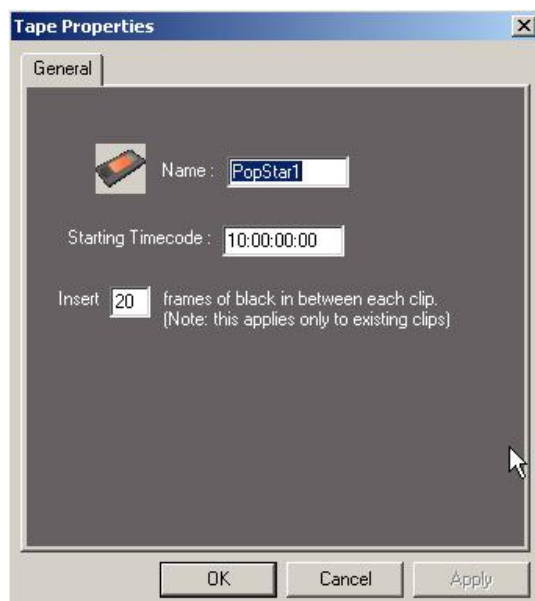


Figure 65 TAPE PROPERTIES

Enter the required information and click OK. The new Tape will be displayed within the Folders Window.

## Compiling a Tape

Tapes can be compiled manually or by converting a Search into a Tape (see Converting a Search to a Tape). To compile a Tape manually:

- Drag and drop Clips from anywhere within the Clips Window to the chosen Tape in the Folders Window.



Figure 66 DRAG TO TAPE

The new Tape will consist of the Clips, in the order in which they were dropped, separated by frames of black if this option was set when the Tape was created. **Unlike Sequences, the order of the Clips on a Tape cannot be changed once it is loaded to a Channel.** If changes are required then the Virtual Tape will need to be unloaded, changed and reloaded to the desired Channel.

## Converting a Search to a Tape

Searches can easily be converted to Tapes, thereby allowing for continuous timecode to be placed across all the Clips selected.

Right click the Search you wish to convert to a Tape and select the Make Tape option from the popup menu.

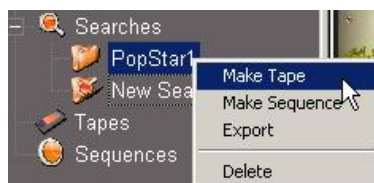


Figure 67 SEARCH TO TAPE

The New Tape will be created automatically and will be given the same name as the Search from which it was created.

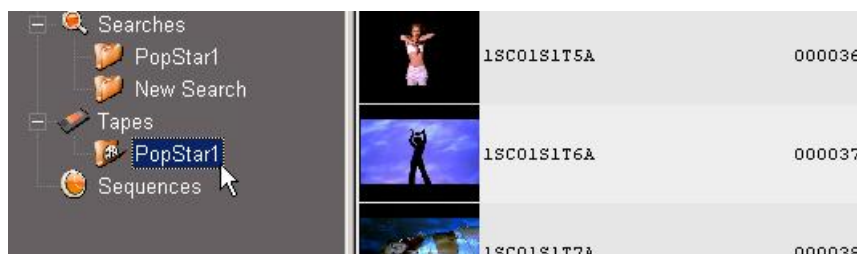


Figure 68 TAPE CREATED

- The New Tape will be now be visible in the Folders Window and can be renamed if required (see Renaming a Tape).

## Renaming a Tape

Tapes can easily be renamed to ease their use in the future.

- Click on the Tape you wish to rename. The Tape will be highlighted.
- Click again on the Tape name to enter edit mode. Type a new name as required and press Enter.
- The renamed Tape will now be visible in the Folders Window.

## Deleting a Tape

Tapes can be deleted when they are no longer required.

- Right click on the Tape you wish to delete and select Delete from the popup menu. A dialogue box will appear, allowing you to continue with the deletion or abort the process.

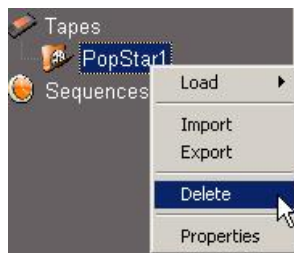


Figure 69 DELETE TAPE

A warning dialogueue comes up to prevent accidental deletion.



Figure 70 WARNING

## Loading a Tape to a Channel

Geevs Virtual Tapes are run from within Channels and have to be loaded into the selected Channel. This can be accomplished in two ways:

- Drag and drop the required Tape from the Folders Window into the selected Channel.
- OR**
- Right click the required Tape and select the Load option from the popup menu. Another popup menu will appear listing the available Channels. The number of Channels available is dependent upon the hardware configuration.

**Deleting a Tape does NOT delete Clips within it.**

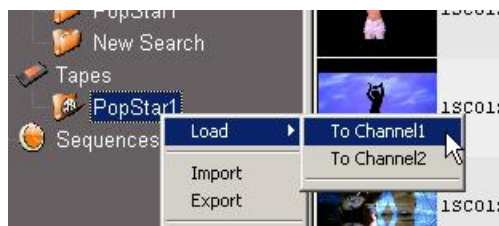


Figure 71 LOAD TAPE



## Geevs Client Preferences

Each User can set up functions to suit their current operational mode under File->Preferences in the Geevs Client.

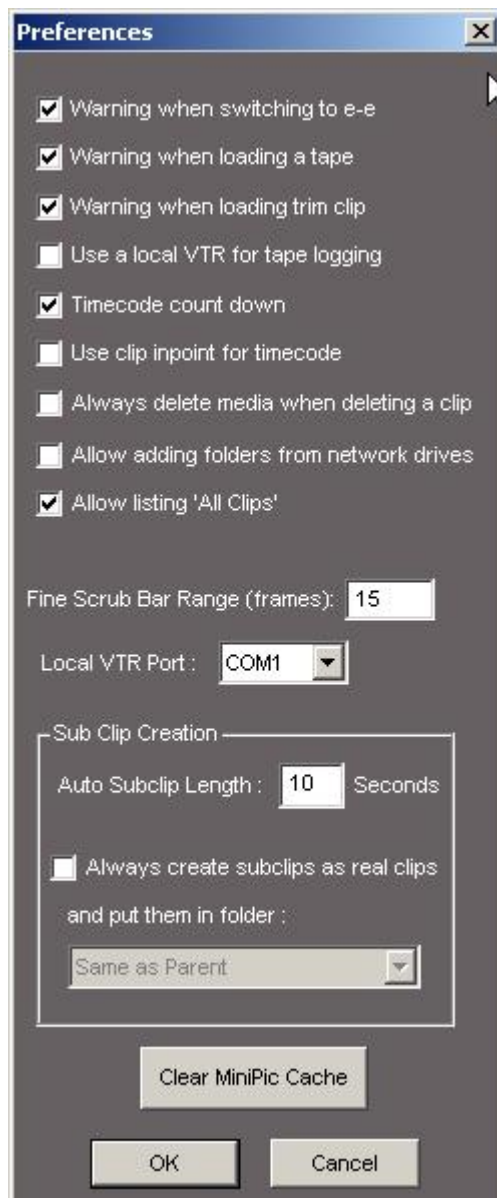


Figure 72 CLIENT PREFERENCES

### Warning (Switch E-E, Load Tape, Trim Clip)

Enables or disables warnings.

### Use Local VTR for tape logging

Enables attachment of a VTR to the client machine. This is currently not implemented because of frame accuracy issues and should be left unchecked.

### Timecode Countdown

Displays a countdown of clip timecode rather than a count-up in the Channel Window.

### Use clip inpoint for timecode

Switches between zero-based and clip source time for timecode display

### Always delete media when deleting a clip

Removes the three-step warnings prompts for clip deletion

### Allow adding folders from Network drives

This must be enabled for SAN or NAS operations.

### Allow listing All-Clips

Allows networked users to view all clips in the database. This is sometimes a slow process over the network when using a large database, so can be disabled.

### Local VTR Port

Com port number for local VTR, but this feature should not generally be used.

### Auto SubClip length

Not implemented

### Always create clips as real clips and put them in the folder

With this option disabled Geevs will create reference clips only (virtual clips), if enabled then physical subclips will be created (Real clips).

**Clear Mini Pic Cache**

Each Geevs client renders a local store of the minipics from the server. This increases the speed of client functions on the local machine. Sometimes you will need to clear the local cache especially after Rebuilding MiniPics on the server.

## Support & Geevs Gather

Please send all emails to [support@geebroadcast.co.uk](mailto:support@geebroadcast.co.uk) with a detailed description of the problem, alternatively telephone +44 (0)1256 810123.

**In general, trouble-shooting will require that a Geevs\_Gather is carried out. The Geevs\_Gather is a process whereby debug logs and error logs and setup information are taken from the Server and written to a new .cab file on the desktop of the Geevs.**

**START\_Programs\_Geevs\_Utills\_GeevsGather is the path to run the file.**

**The .cab file should be copied off from the server (eg onto a USB memory stick) and sent to [support@geebroadcast.co.uk](mailto:support@geebroadcast.co.uk) with details of the problem.**

If you are unable to email the .cab file for any reason, please access the ftp site <ftp://ftp.geebroadcast.net> and drop the file into the gee\_upload folder and then confirm to [support@geebroadcast.co.uk](mailto:support@geebroadcast.co.uk) that this has been carried out. Note: You will not have read access to the gee\_upload folder but you will be able to drop a file into it.

## Troubleshooting FAQs

### **Cannot login to client?**

Use the default username < Administrator > and password < geevs > - ensure that the password is entered in lower-case. See below FAQ on networked clients.

### **Geevs Administrator loads but does not start?**

Open the Geevs administrator, right click on the Geevs window and select view logs – this should give you some indication of why Geevs failed to start. The most common reasons are: an invalid configuration has been made in Administrator ->Preferences; or the Geevs license file was temporary and has expired.

### **Geevs starts but no Clips can be accessed or played?**

Check in the Geevs client that All Clips is selected. If no Clips show then check any of the Folders under All Clips. If they are crossed out then the video drives have failed or are not available. If you are using external drives check they are powered and shut down and restart the Geevs Server. Otherwise Check in Windows Explorer that the Video drives are seen and contain the expected Clips

### **Network clients not connecting to server [DCOM settings]**

Geevs Client uses DCOM protocol to talk with the server.

In the event that remote clients cannot connect to the Server, establish network connectivity is ok by pinging the Server machine by host name from the Client machine.

When using remote client interfaces connected to a network, the DCOM settings need to be set up on the client. Appendix A covers DCOM settings for the Client.

If you receive an "Access denied" message on the client having made the Server settings, apply the following settings on each client PC – this applies to Windows XP SP2 only.

---

Launch DCOMCNFG by clicking start then run then typing "dcomcnfg" and click 'ok'.

This will launch "Component Services".

Double-click on "Component Services" then on "Computers".

Right-click on "My Computer" then select "Properties".

Click on the "Default Properties" tab.

Set "Default Authentication Level" to "None".

Set "Default Impersonation Level" to "Identify".

Click on the "Default COM Security" tab.

Click on the "Edit Limits" button.

Then make sure that Anonymous logon has remote access ticked (Allowed)

Click 'ok' to close the dialogue.

Make sure the firewall is turned off.

Start> Programs> Accessories> System tools> Security Center.

At the bottom there is a button called "Firewall settings", click this, click the "disable firewall" button.

Also you must set the following services to manual start:

"Security Center" and "Windows Firewall/Internet Connection Sharing"

