

# tech logger



**user manual**

4.19.10

# Contents

Contents.....	1
Introduction to Techlogger.....	2
Hot Key Shortcuts .....	2
Accessing Techlogger.....	10
Techlogger Queue.....	11
Opening a File.....	15
Techlogger Controls.....	16
Navigating Techlogger.....	20
Stack View.....	23
Tracks.....	25
Filters.....	26
Verifying Information.....	27
Logos.....	27
Events.....	28
Editing.....	40
Thumbnail.....	40
Tape Timecode.....	40
Cropping.....	40
XXX Buttons.....	40
Saving.....	41

# Introduction to Techlogger

Techlogger is an internet based application that allows you to capture key events within a file to be converted into metadata. Before you begin working with Techlogger, there are some terms you should be familiar with in order to better utilize the application.

The following table displays some of the terms that are related to using Techlogger:

Term	Description
Missing Optical Sound (MOS)	A shot, a sequence, or a film that is shot without sound, which is added later.
OV	



## Hot Key Shortcuts

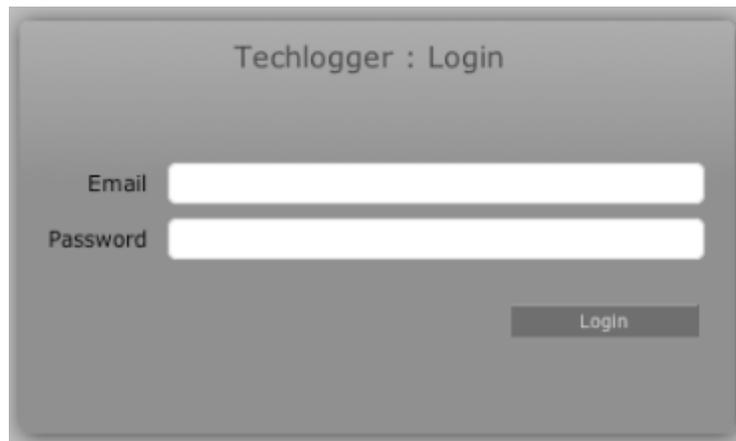
To ensure that Techlogger is easy for everyone to use, there are several keyboard shortcuts for many of the most repetitive actions.

The following table displays all of the keyboard shortcuts that can be used for various tasks:

Key	Edit mode action	Default mode	Timecode input
Enter	Commit editing	-	Seek to timecode or set ndftc time code if its not set yet
Esc	Revert editing of event	-	-
Left Arrow	Step to next frame	-	-
Right Arrow	Step to previous frame	-	-
Up Arrow	-	Select previous event	-
Down Arrow	-	Select next event	-
Space	Toggle play/pause	-	-
Z	Amplify waveform	-	-
X	Deamplify waveform	-	-
C	Show crop coordinates	-	-
I	Show file info	-	-
J		display logo screen	-
Alt+S	Create a screengrab	-	-
S	-	Split event	-
M	-	Merge selected events	-
Y	Set movie thumbnails		
P	-	Zoom out	-
O	-	Zoom in	-
shift+P	-	Precise Zoom out	-
shift+O	-	Precise Zoom in	-
T	Toggle between timecodes	-	-
Ctrl+Z	-	Undo	-
Ctrl+R	-	Redo	-
Ctrl+M	-	Magnifier	-
Ctrl+C	Copy event	-	-
Ctrl+V	Paste event	-	-

## Accessing Techlogger

Techlogger can be accessed through any internet browser from a Macintosh or a PC.



### To log in to Techlogger

1. Type the Techlogger URL into the address field of the internet browser.
2. Press the Enter key to complete the entry.

The Techlogger login page appears.

3. Enter your Email into the Email field.
4. Enter your assigned password into the Password field.
5. Click Login.

**The Techlogger queue page appears.**

### To change the password

- Contact your System Administrator.

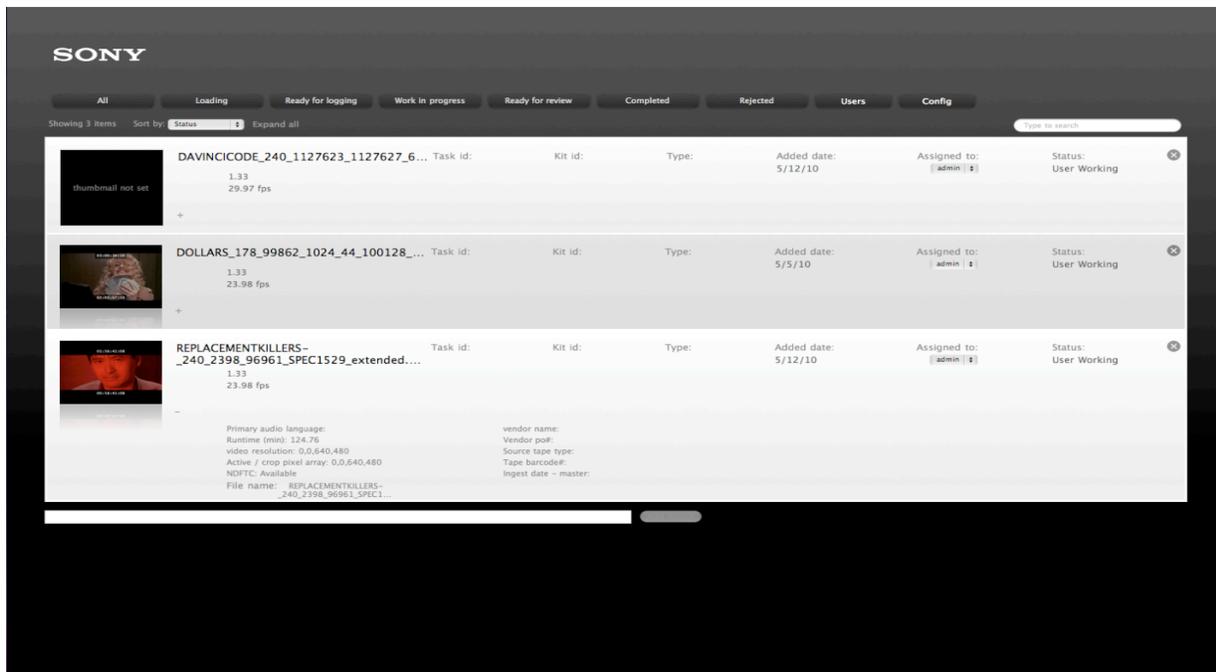
### To log out of Techlogger

# Techlogger Queue

The Techlogger queue is designed to track the progress of the files during every step of the logging process. The identifying file information, called Identifiers, such as Task ID and Added Date can be used to sort the queue and enable you to find the correct file. This section will help you to familiarize yourself with the sections of the Techlogger queue, statuses, and identifiers.

## A closer look

- A
- B
- E
- G
- H
- C
- F
- I
- J
- H
- K
- D



The following table provides information about the sections of the Techlogger queue:

	Section	Description
A	Status Bar	Click to display the files in the selected status. Statuses include All, Loading, Ready for logging, Work in progress, Ready for review, Completed, and Rejected.

	<b>Section</b>	<b>Description</b>
B	Sort Drop-Down	Click and select the Identifier in which the files will be arranged and viewed. Identifiers include status, Task ID, Added date, User assigned, and Kit ID.
C	Search Field	Displays the files that meet the entered keyword criteria.
D	Expand/Collapse All	Click to expand or collapse additional file information (file specs) for all files in the current status.
E	File Name	Assigned file name and alpha information.
F	Identifiers	File specific identifying information.
G	Thumbnail	Single frame selected to visually represent the file.
H	Expand	Click to display additional file information (file specs).
I	Collapse	Click to hide file information (file specs).
J	File Specs	Additional technical file information.
K	Add Movie Field	Inserts a selected file not currently in the Techlogger system into the Loading Status.

The following table outlines the Techlogger statuses:

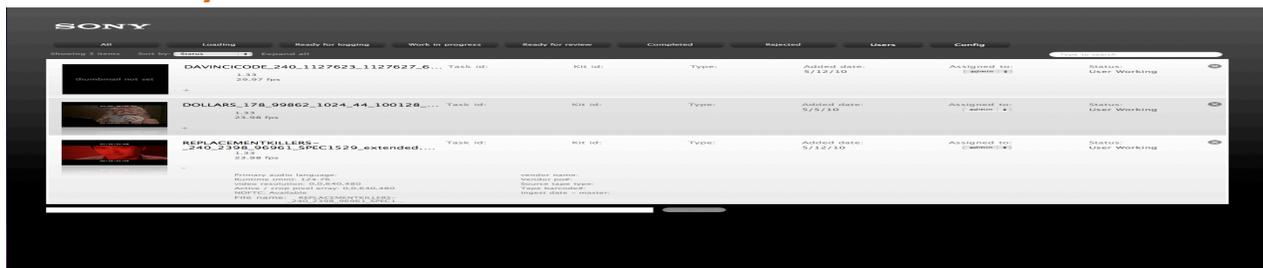
Status	Description
All	The default display status. Lists all files in the Techlogger system.
Loading	Lists all files being loaded into the Techlogger system. These files will move into the All Status once they have completed the loading process.
Ready For Logging	Lists all files that have been loaded and are available for logging.
Work In Progress	Lists all files that have been accessed by the assigned user.
Ready For Review	Lists all files that have been completed by the assigned user and are awaiting manager approval.
Completed	Lists all files that have been logged by the user, as well as reviewed and approved by a manager.
Rejected	Lists all files that have been rejected by the user or manager and will need to be replaced or returned to the user for further changes or adjustments.

The following table lists and describes the file Identifiers.

Identifier	Description
Task ID	
Kit ID	
Type	
Added Date	Date the file was added to the Techlogger system.
Assigned To / User Assigned	The user that the file has been assigned to. You are only allowed to open files specifically assigned to you.
Status	States which status from the Status bar the file currently is in.



### To sort by identifier

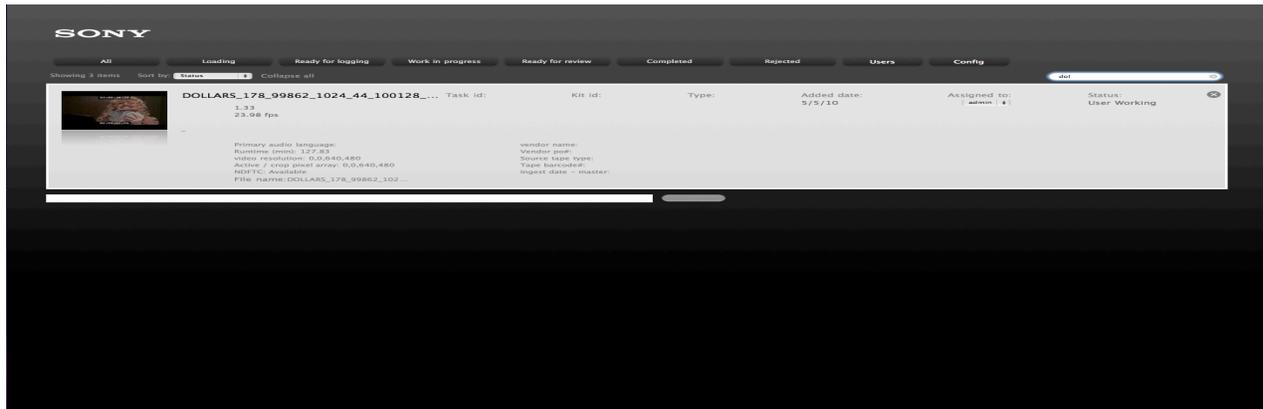


Click on the Sort drop-down and choose the desired identifier.

The files will be displayed alphabetically (A-Z) or numerically (0-9).



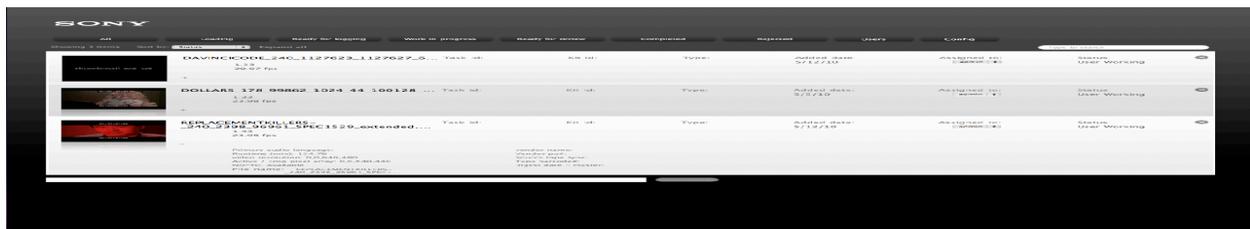
## To perform a search



1. Click to place the cursor in the Search Field.
2. Type the search criteria.

As you type, the files will automatically begin to display only the files that meet the criteria you have entered.

## To change the assigned user:



- Click on the Assigned to: drop-down and choose the desired user.

Only the current user can assign an unassigned file to themselves.

## To add a new file

1. Click outside of the Techlogger application.
2. Hold down the Command key and press the letter N to bring up the file browser window.
3. Navigate to the appropriate file folder.
4. Drag and drop the file into the Add Movie Field.

The Add Movie button will be grayed out until a file name is present.

5. Click **Add 1 Movies**.

### To add several new files

1. Click outside of the Techlogger application.
2. Hold down the Command key and press the letter N to bring up the file browser window.
3. Navigate to the appropriate file folder.
4. Select all of the desired files.
5. Drag and drop the files into the Add Movie Field.

The Add Movie button will be grayed out until a first file name is present.

6. Click Add (#) Movies.

## Opening a File

### To open a file in the current tab

- Click on the File Name.

The Techlogger main page will appear displaying the chosen file.

Note: To return to the Techlogger queue, complete one of the following:

- Click the Queue button at the bottom of Techlogger main page.

(if supported by your browser)



Click the internet browser Back button .

### To open a file in a new tab

- Hold down the Command key and click on the File Name.

Note: To return to the Techlogger queue, complete one of the following:

- Click the Queue button at the bottom of Techlogger main page.

The Techlogger queue will appear. The original tab containing the Techlogger queue will also still be present.

- Click the appropriate tab at the top of the internet browser.

# Techlogger Controls

Techlogger includes a number of sections, controls, and commands that you can use to view, verify, and capture events. This section will discuss control locations and functionality.

A closer lookA

B

F

H

I

J

K

L

O

C

D

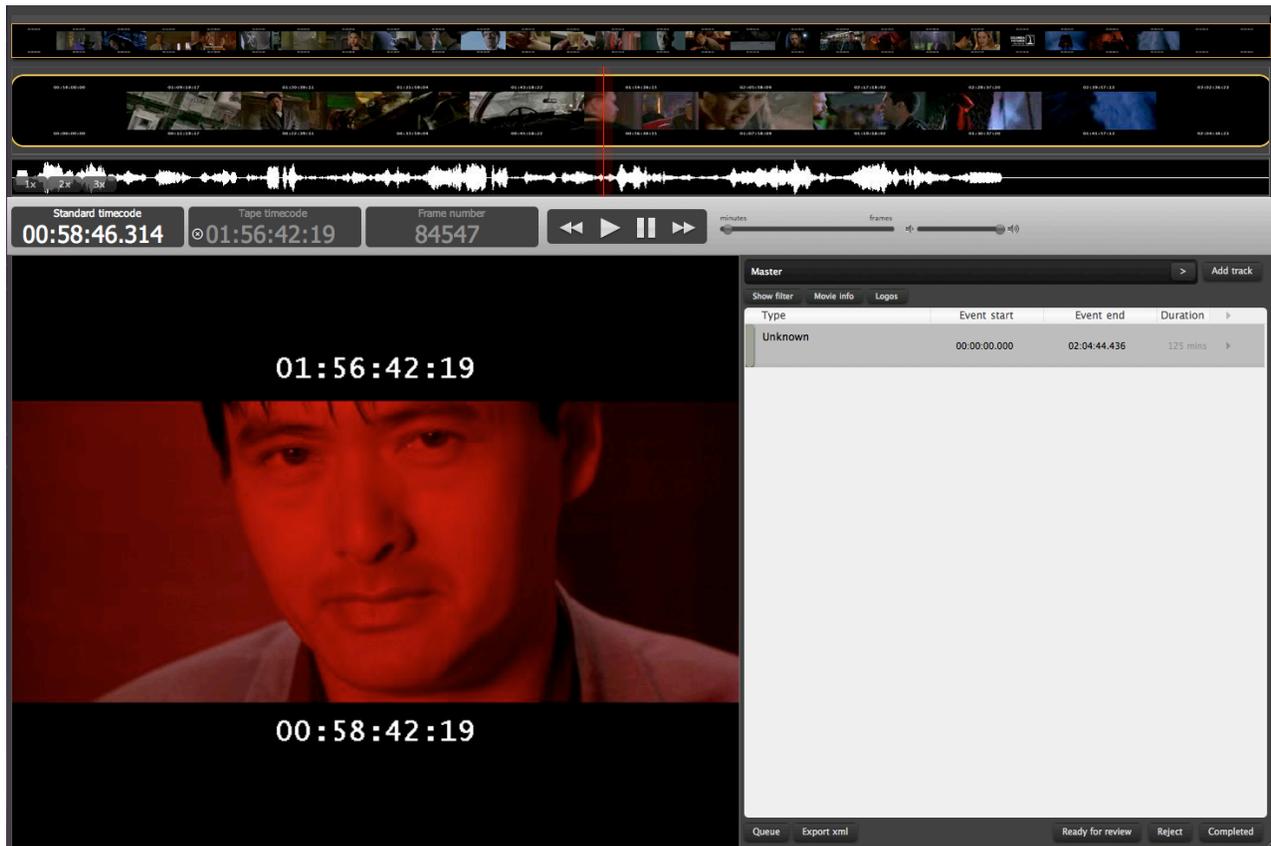
E

M

N

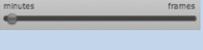
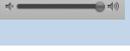
P

G



The following table provides information about the sections and controls of the Techlogger main page:

	Section	Description
A	Event Overview	Represents sections of the file containing events. Known events are represented by green sections and unknown events in gray.
B	Master Strip	Represents the entire file timeline from start to end.
C	Looking Glass	Located in the Master Strip, the Looking Glass magnifies the surrounded section of the file in the Event Strip. The default position upon opening a new file is containing the entire file.
D	Event Strip	The magnified section located inside of the Looking Glass on the Master Strip that allows you to split the file into events.
E	Event Indicator	The yellow stroke that outlines each individual event.
F	Anchor	The vertical red line that crosses the Event Strip and Audio Waveform which represents your location in the file. This file location will display in the Player Pane.
G	Audio Waveform	Represents the file audio.
H	Audio Magnification 	One, two, and three times magnification of the Audio Waveform.
I	Standard Timecode 	
J	Tape Timecode	

	Section	Description
		
K	Frame Number 	Numeric value of the frame that appears in the Player Pane.
L	Player Controls 	Buttons that control basic playback tasks such as playing, pausing, moving to the next frame, etc.
M	Magnification Slider 	Adjusts the size of the Looking Glass which can increase or decrease the amount of the Master Strip that is displayed in the Event Strip.
N	Volume Slider 	Controls the volume level.
O	Player Pane	Displays the current frame & anchor location on the Event Strip.
P	Stack View	The area in which

# Navigating Techlogger

There are several ways to navigate the Techlogger main page. This section will discuss the various ways to move through the file.

## Using the Master Strip

- Click and drag the Looking Glass to the right or left to view different sections of the file in the Event Strip.
- Increase or decrease the size of the Looking Glass by:
  - a. Adjusting the Magnification Slider toward minutes to make the Looking Glass larger, and toward frames to make the Looking Glass smaller.
  - b. Pressing the letter O hot key shortcut  to decrease the size; letter P hot key shortcut to increase the size.

## Using the Event Strip

1. Click and drag the Anchor to the right or left along the Event Strip.
2. Place the Anchor in the desired location and drag the Event Strip to the right or left.

Dragging the Event Strip also moves the Looking Glass in the Master Strip.

3. Click on the desired event on the Event Strip. The Event Strip will move to place the Anchor before the first frame of the selected event. Highlight the event and press Enter or Double-click the event on the Event Strip to also expand the event in the center of the strip.
4. Press the Up Arrow key  to move to the next event and the Down Arrow key  to move to the previous event.

Note: If the Event Strip does not respond when dragging it to the right or left, it could mean that you have:

- Reached the beginning or end of the file.
- Not adjusted the Looking Glass size to accommodate movement.

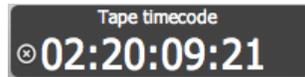
## Using the Standard Timecode field



1. Click to place the cursor in the Standard Timecode field.
2. Type in the desired timecode in the correct 00:00:00.000 format.

3. Press the Enter key to complete the edit.

### Using the Tape Timecode field



1. Click to place the cursor in the Tape Timecode field.
2. Type in the desired timecode in the correct 00:00:00:00 format.
3. Press the Enter key to complete the edit.

## Using the Frame Number field



- Click to place the cursor in the Frame Number field.
- Type in the desired frame number.
- Press the Enter key to complete the edit.

## Using the Player and Player Controls



The following table lists and describes the Techlogger Player Controls:

Click	To	 Hot key
 Play button	Play the file.	Space Bar
 Pause button	Pause the file.	Space Bar
 Fast Forward button	Move to the next frame.	Right Arrow
 Rewind button	Move to the previous frame.	Left Arrow

## Using the Stack View

- To navigate to a particular event, click on the event in the Stack View. The Event Strip will move to place the Anchor before the first frame of the selected event. Double-click the event to also expand the event in the center of the Event Strip.

# Stack View

Stack view is the action center of the Techlogger main page. Most of the tasks being completed will be housed in the Stack View Event Pane as well as tools to filter, view information, etc.

R

A closer look

Q

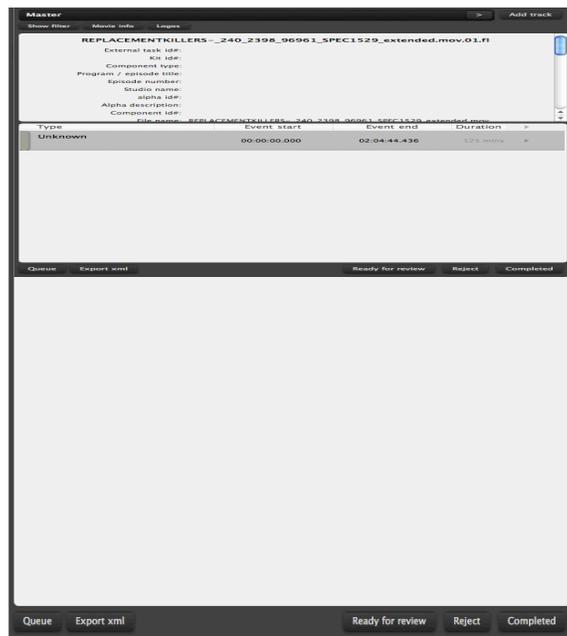
S

V

Y

U

T



W

1

2

3

X

## Logo Placeholder

The following table provides information about the Stack View section and of the Techlogger main page:

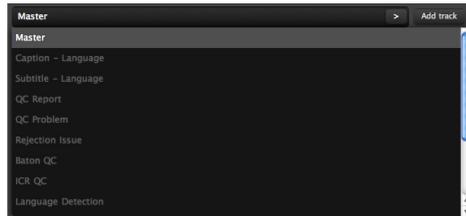
	<b>Section</b>	<b>Description</b>
Q	Tracks	Tracks are
R	Track Drop-Down	
Q	Add Track Button	Adds or deletes a track.
T1	Filter Tab	
T2	Information Tab	
T3	Logos Tab	
U	Notes Drop-Down	
V	Event	Represents a section of the file.
W	Event Color code	
X	****XXXX Buttons	
Y	***XXXX Buttons	

## Tracks

### To add a pre-named track

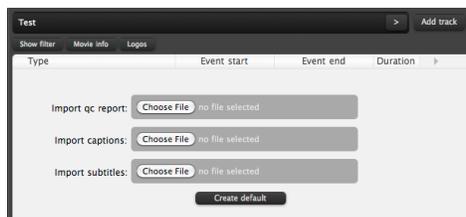
1. Click the Add Track button  located to the right of the Master Track.

2. Click the Track drop-down button .



3. Click to choose one of the pre-named tracks.

The new track should be visible with options to import a QC Report, Captions, or Subtitles.



4. To import, press the Choose File button next to the desired option.

5. Navigate to the correct file in the directory and click Choose.

The imported events should now appear in the current track.

6. To skip importing click the Create default button.

## To add a self-named track



1. Click the Add Track button located to the right of the Master Track.

The cursor will appear in the track name field.



2. Type the name of the track and press the Ok button to complete the edit.

The new track should be visible with options to import a QC Report, Captions, or Subtitles.

3. To import, press the Choose File button next to the desired option.
4. Navigate to the correct file in the directory and click Choose.

The imported events should now appear in the current track.

5. To skip importing click the Create default button.....\*\*\*

## To delete a self-named track



1. Click on the Track drop-down button .

Navigate to the appropriate track.



2. Click on the Delete button located on the right side of the track.

## To edit a self-named track name

- \*\*\*Right-click on the desired track and choose edit.\*\*\*

## Filters

Filters allow you to view the events contained in an individual track by type. Click the filter you wish to use and only the events in that type will be visible in the track. More than one filter can be turned on at a time allowing you to view the events in the selected filter categories at once by pressing multiple filter buttons. To return to no filters, press the Reset button.

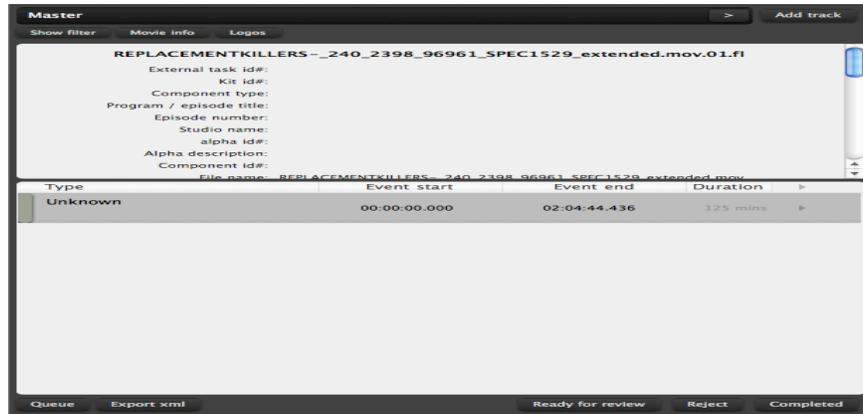
## A closer look



# Verifying Information

\*\*\*There may be times when you need to verify specific information regarding the program you are currently using such as frame rate, language, etc.

## A closer look



## To view the Information Window

 Click the Movie info button under the track name.

- Or -

 Press the letter I hot key  shortcut on the keyboard to open the Information

Window. Both the letter I hot key  and the Movie Info button can be used to close the Information Window.

Note: If pressing the hot key shortcut when trying to view information does not result in the Information Window opening, check that the cursor is not currently located in a text editing area such as notes. If the cursor is located in such an area, click out of that area until the cursor is no longer present.

## Logos

### \*\*\*To view logos

 Press the letter L hot key  shortcut .

## To search logos

### To create a new logo

1. Create an event that represents the logo from start to end.
2. Place the Anchor on the file frame that most accurately represents the logo you want to create.
3. Right-click on the event type and choose Logo in the event type menu.

The logo window will appear over the Stack View.

4. Type in the desired logo name.

A prompt stating "" will appear.

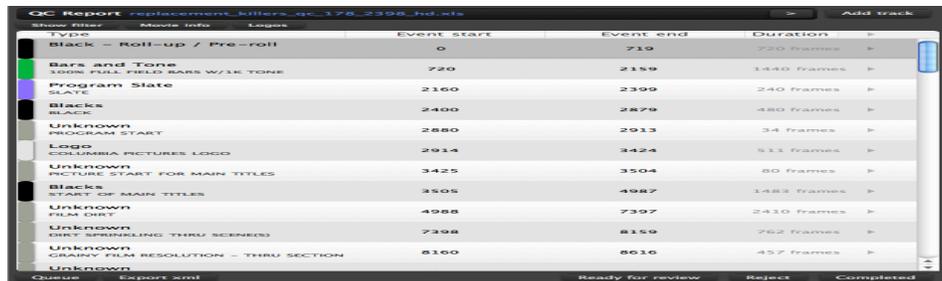
5. Click Create New.

## Events

\*\*\*Each event row will display the event type it has been assigned, the event description, duration, as well as start and end. The measurement of the duration and start and end information will display based on the highlighted field. Each event type is represented by a different color in the Event Type column in the Stack View.\*\*\*

### A closer look

Frame number  
118317



Type	Event start	Event end	Duration
Black - Roll-up / Pre-roll	0	719	
Bars and Tone			720 frames
100% FULL FIELD BARS W/LC TONE	720	2159	1440 frames
Program Slate	2160	2399	240 frames
SLATE			240 frames
Blacks	2400	2879	480 frames
BLACK			480 frames
Unknown	2880	2913	34 frames
PROGRAM START			34 frames
LOGO	2914	3424	513 frames
COLUMBIA PICTURES LOGO			513 frames
Unknown	3425	3504	80 frames
PICTURE START FOR MAIN TITLES			80 frames
Blacks	3505	4987	1483 frames
START OF MAIN TITLES			1483 frames
Unknown	4988	7397	2410 frames
FILM DIRT			2410 frames
Unknown	7398	8159	762 frames
SEE BEHINDING THRU SCENES			762 frames
Unknown	8160	8616	457 frames
GRABBY FILM RESOLUTION - THRU SECTION			457 frames
Unknown			

Tape timecode  
 © 02:20:09:21



Standard timecode  
 00:00:25.693



The following table lists and broadly defines the available event types:

Type	Category	Definition
Audio	Audio Sync Point	A hard effect that can be used to sync the audio track with the visual queue.
	Program Audio Start	
Bars And Tone	Bars And Tone	SMPTE color bars together with a continuous 1000 Hz audio tone at the beginning of the file to calibrate playback equipment.
Blacks	Black Roll-up / Pre-roll	Periods of black picture over MOS typically preceding bars and tone.
	Blacks	
	Commercial Black	Periods of black picture over MOS placed where commercial breaks would be inserted.
Caption	Caption Validation	Verifying that the caption is correct and in sync with the video.
Credits	End Credit End	Usually located at the end of program, credits contain information regarding the making of the program.
	End Credit Start	
	Foreign Credit / Dub Card	Credits that have been fully localized / White on black card that states the dub talent.
Cropping	Cropping	
Dialogue	Dialogue (True/False)	
	Foreign Dialogue	

Type	Category	Definition
Foreign Texted	Foreign Texted End (by Language)	Dialogue that is in a language other than the stated OV of the file.
	Foreign Texted Start (by Language)	
Graphics	Graphics / Text Over Picture	Texted portions of the program where the text is an overlay over picture.
Insert	Insert End	Texted video clip that is meant to be inserted in program to take the place of texted OV material
	Insert Start	
Language (Throughout)	Language (Throughout)	
Logo	Distribution Logo	Graphic and audio that represents the line of business that is distributing the material.
	Logo	
	Production Company Logo	Graphic and audio that represents the entity that produced the material.
	Production Logo (Customized to title)	Production Company Logo that has been integrated into program in such a fashion that it is not a standard production company logo.
Mains	First Hard Cut after Mains	
	Main Title End	
	Main Title Start	
MultiPart Join Points	MultiPart Join Points	
Music	Music (True/False)	
Program	Program	
	Program End	
	Program Start	Begins at hour 01:00:00.000 and continues until the next event begins.
QC Issue	QC – Audio issue	
	QC – Picture issue	
Slates	Foreign Texted Slate	
	Program Slate	Information card that displays tape metadata relevant to the file such as feature title, aspect ratio, part – timecode, runtime, audio configuration, date P.O.# / vendor facility, textless material, source material, etc.
	Slate	
	Trailers Slate	
Speaker Gender	Speaker Gender	
Subtitles	Subtitle	Textual versions of the dialog in films and television programs, usually displayed at the bottom of the screen. They can either be a form of written translation of a dialog in a foreign language, or a written rendering of the dialog in the same language, with or without added information to help viewers who are deaf and hard-of-hearing to follow the dialog.
	Subtitle (in picture)	
	Subtitle Validation	
Textless	Textless End	Non-texted portions of the program located at the end of the file. Some titles do not have textless material available.
	Textless Start	
Trailer	Foreign Language Trailer (by language)	
	Trailer (English)	
Unknown		

### To create a new event

\*\*\*The Master Track automatically contains one event that represents the entire file from beginning to end, or many imported events that combined contain the entire file.

Each new event is a portion of an existing event and will retain the name of the initial event.

1. Place the Anchor on or directly in front of the first frame of the event you wish to make in the Event Strip.

The first frame of the event will be displayed in the Player Pane.

2. Press the letter S hot key  to split the current event into two events.

The frame to the right of the Anchor now represents the first frame of the new event and the frame to the left of the Anchor represents the last frame of the previous event. Both events will retain the type name of the initial event.

### To change an event type/category of one event

1. Click on the Edit Mode icon in the left of the event on the Event Strip.
2. Select the correct event type and category from the Choose category/type menu.
3. Click the OK button.

- or -

1. Click on the Edit Mode icon  in the Stack View for the desired event.
2. Select the correct event type and category from the Choose category/type menu.
3. Click the OK button.

### To change an event type/category of several events

1. Select the events you would like to change either in the Event Strip or the Stack View.

The Change type button will appear in the Stack View.

2. Click the Change type button in the Stack View.
3. Choose the correct type/category from the menu.
4. Click the OK button.

### To move to the first frame of an event

- Click to highlight the event in the Stack View.

- or -

- Click on the Event start column in the Stack View for the desired event.

### To move to the last frame of an event

- Click on the Event end column in the Stack View for the desired event

### To edit the first or last frame of an event

Changing the last frame of one event also changes the first frame of the following event, and vice versa.

1. Place the mouse arrow over the event you wish to edit.

2. Click on the Edit Mode icon  located next to the Stack View Event start or end columns

The frames to be adjusted will turn red to signify that you are now in Edit Mode. While in Edit Mode complete one of the following:

- Press the Right or Left Arrow hot keys  to add or subtract a frame or frames.
- Press the Fast Forward or Rewind buttons to add or subtract a frame or frames.
- Drag the Anchor located between the two events being edited to the desired location.

### To merge two or more existing events

1. Select the events you would like to merge either in the Event Strip or the Stack View.

The Merge button will appear in the Stack View.

2. Click the Merge button in the Stack View.
3. Choose the correct type/category from the menu.
4. Click the OK button.

- or -

5. Select the events you would like to merge either in the Event Strip or the Stack View.

Press the letter M hot key  shortcut.

The Merge button will appear in the Stack View.

6. Click the Merge button in the Stack View.
7. Choose the correct type/category from the menu.
8. Click the OK button.

### To add or edit an event description

### To add or edit an event note

1. Click on the Note button  to reveal the drop-down note field.

2. Click to place the cursor in the field and type the desired text.
3. Click on the Note button again to close the note field.

### **To view all event notes**

### **To toggle between event measurements**

1. Click to highlight the Standard Timecode field to switch to the file minutes.
2. Click to highlight the Tape Timecode field to switch to the tape minutes.
3. Click to highlight the Frame Number field to switch to frames.
4. Toggle between minutes by pressing the letter T hot key  shortcut.

## Editing

\*\*\*Techlogger was designed to make the editing process much more precise. The next section addresses what to do once you have navigated to the desired section and want to begin.\*\*\*

### Thumbnail

#### To set the Thumbnail

1. Place the Anchor on the file frame that most accurately represents the file.



2. Press the letter Y hot key shortcut

This will automatically set the thumbnail picture on the Techlogger queue page.

### Tape Timecode

\*\*\*The Tape timecode should be burned into every file in Techlogger..... However, if the tape timecode is missing, it can be entered manually.\*\*\*

#### To enter the Tape Timecode

1. Click in the Tape Timecode field to place the cursor.
2. Enter the Tape Timecode in the correct 00:00:00:00 format and press the Enter key to complete the edit.

#### To reset the Tape Timecode

1. Click the Reset button  located at the bottom left of the Tape Timecode field.

### Cropping

\*\*\*Occasionally with TV programs, blah blah. Information regarding the aspect ratio for the file is located in the Information Pane. That information will define the crop marks that appear when entering crop mode.

#### A closer look

#### To crop a file

#### To edit a file\*\*\*

### XXX Buttons

The following table lists the function of each Techlogger XXX button:

Button	Description
Export xml	
Queue	Return to Techlogger queue.
Reject	***(next table regarding reasons for rejection / file replacement?)* **
Completed	

## **Saving**

Techlogger automatically saves all changes as you work. If there is an unexpected problem with the program and it is shut down or needs to be shut down, everything up to that moment should be saved without any worry of lost information. In addition, if more than one instance of a file is being edited simultaneously, the Techlogger will retain only the information... Therefore take extra care when editing existing information as the new information you enter will automatically replace pre-existing material.