USER MANUAL

Version 6.0 - November 2012

IP.Browse

Copyright

Disclaimer

The information in this manual is furnished for informational use only and subject to change without notice. While every effort has been made to ensure that the information contained in this user manual is accurate, up-to-date and reliable, EVS Broadcast Equipment cannot be held responsible for inaccuracies or errors that may appear in this publication.

Improvement Requests

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 in this user manual by e-mail to doc@evs.tv.

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.tv/contacts

User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.tv/downloadcenter

Table of Contents

1. Introduction

1.1 Purpose

IPBrowse is a simple stand-alone application designed for browsing the lo-res content available in the IPDirector database. Nearline storage is accessible as well. News or sport journalists and assistant producers are users who will benefit from this application.

The IPBrowse window is an integrated window from which it is possible to perform all the following actions. Users can apply different search techniques to find the right media from the list of clips and logs. The results are clearly presented in a list, easy to consult. A Player pane is used to display the selected media, browse it and create a clip from it if needed. Users place the selected clips in predefined bins where clips can be re-ordered. Then, they send the bin content to target destinations, such as post-production systems.

Logs added to media are particularly useful to easily and quickly retrieve the interesting moments of the recorded sequences. Logs cannot be created with IPBrowse, but they can with IPDirector or Clip Logger. IPBrowse can be used to search for logs, preview them on the Player pane inside the clip(s) associated to them and create new clips based on the logs.

Floating licenses are supported, so a large number of stations can be equipped with the IPBrowse application.

Note

The IPBrowse application works with floating licenses imported in the database.

1.2 Process Overview

The table below details the different steps of the process and the corresponding sections describing each step.

Step	Section	Page
Searching for media	3 'Searching for Media'	24
Loading media	4' Loading Media'	41
Browsing a clip	5' Moving through Media'	52
Creating a clip	6 'Creating a Clip and Sending it to a Bin'	56
Organizing the bins	7 'Organizing the Bins'	61
Sending a clip to a bin	6.6 'Sending a Clip to a Bin'	60
Transferring the bin content to a target	8.3 'Transferring Clips'	70

1.3 Opening IPBrowse

To open the IPBrowse, click the corresponding icon 

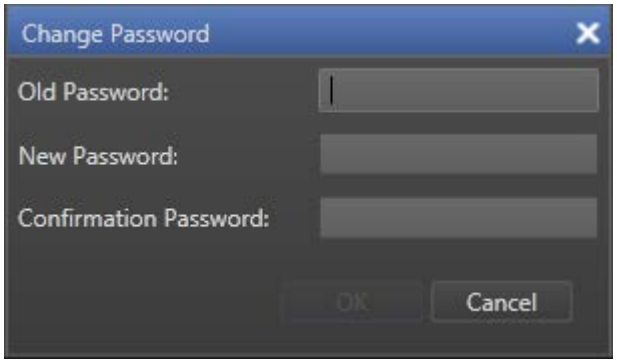
.

This will display a login screen where users need to enter their own username and password.

Important

Users must log on with their own user access codes. In case several users log on with the same access codes and work on the same user bin, changes made by one user will not be seen by others.

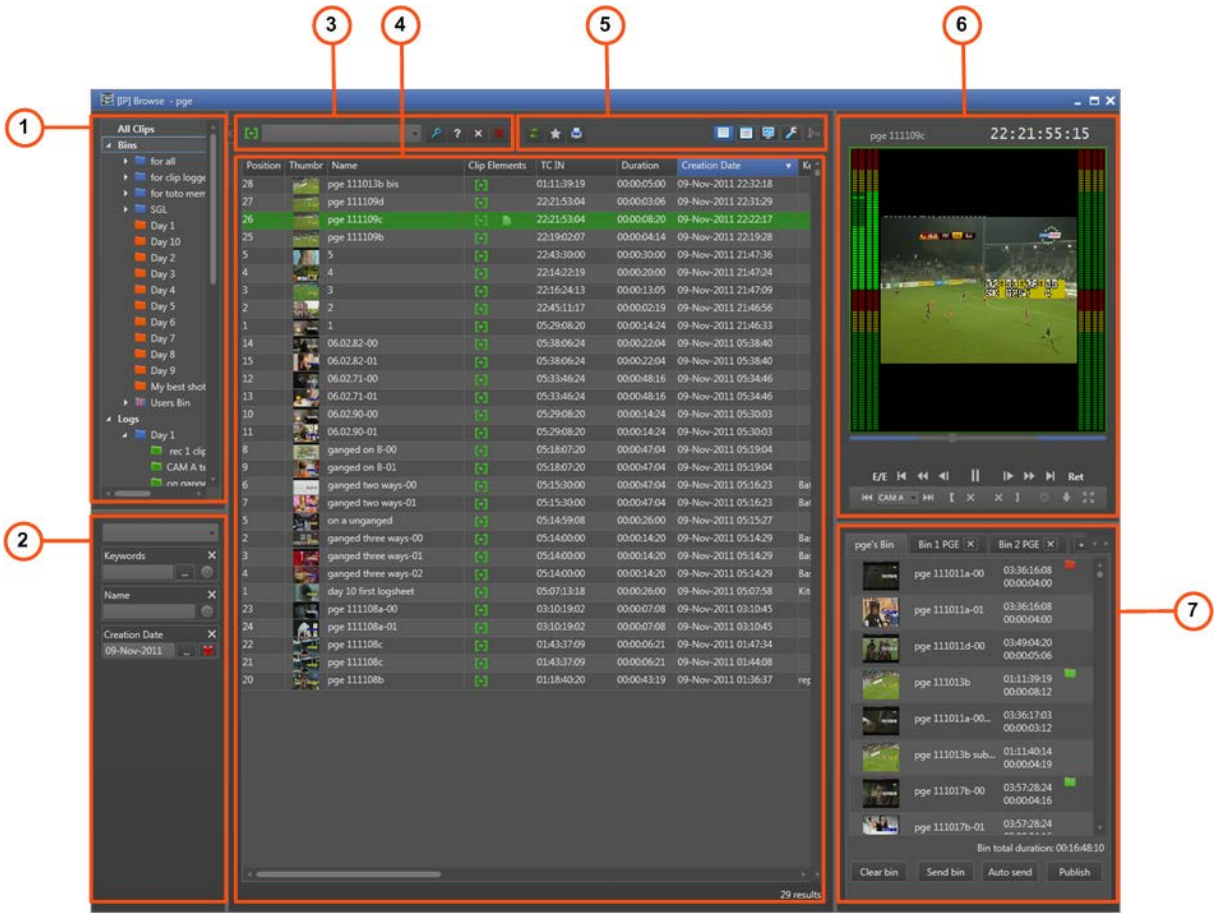
Password can be changed at any time by clicking the **Tools** button  on the main toolbar and selecting **Change Password** from the menu. A window opens and allows you to change your password:


Change Password
Old Password:
New Password:
Confirmation Password:
OK
Cancel

2. User Interface

2.1 Overview of the IPBrowse Window

The IPBrowse window contains the main areas highlighted on the following screenshot and shortly described in the table below:



Area		Description
1.	Tree View	The Tree view shows all the clips, bins and logs present in the database and on the nearline. The tree branches can be used to filter items displayed in the Elements grid/list. See section 2.2 for details on the interface.
2.	Advanced Search Pane	The Advanced Search area allows searches on parameters corresponding to clips or logs metadata. See section 2.4.

Area		Description
3.	Quick Text Search Area	The Quick Text Search area provides functions to perform quick text searches. Later on, users will be able to save applied filters or recall and apply saved filters to the current search. See section 2.3.
4.	Elements Grid or List	The Elements grid/list displays all the items included in the selected tree branch or resulting from a search. Two different views are available: grid or list. See section 2.6. A bottom bar shows the number or results found.
5.	Toolbar	The toolbar on the top of the Elements grid/list provides a series of buttons and menus to define options related to the elements view, transfer monitoring, clip creation and password management. See section 2.5.
6.	Player Pane	This pane is used to preview the loaded item, to create clips from the media and to send clips to a selected bin. See section 2.7.
7.	Bins Pane	This pane may contain several bins. It is used to sort clips within the bins. The transfer of clips to targets is requested from the Bins pane. See section 2.8.

The layout of the IPBrowse can be adapted to users' needs:

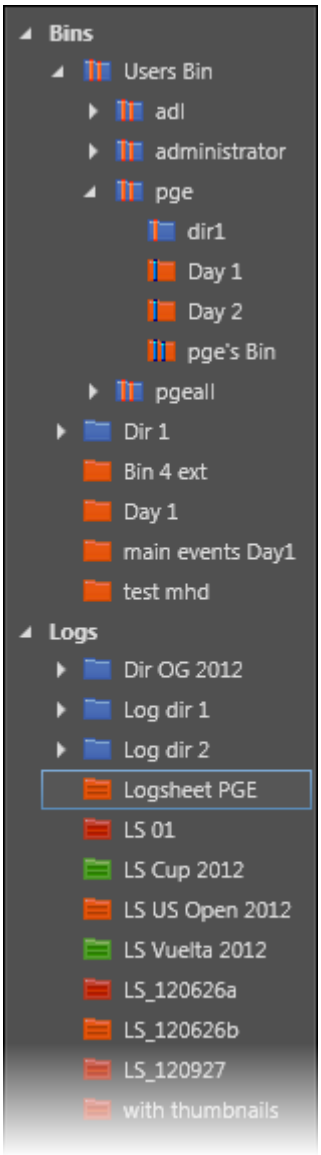
- the Tree View and the Advanced Search Pane can be hidden by clicking the  split box or shown by clicking the  split box.
- most of the panes can be enlarged or reduced by moving the intersection line between them

2.2 Tree View

2.2.1 Introduction

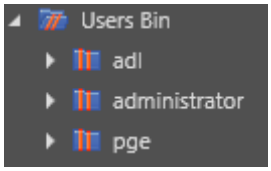
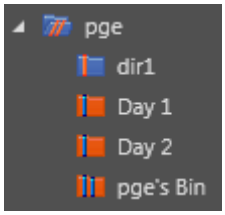
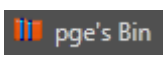
The database content is presented in a tree structure, much like Windows Explorer, displayed in the top left part of the IPBrowse window.

The Tree view allows browsing and performing search in the database. Clicking the arrow next to a tree branch expands it. The selected branch content is displayed in the Element grid or list. Refer to section 3.2 ‘Branch Selection in the Tree’ on page 24.



2.2.2 Tree View Elements

The table below mentions which items are displayed in the Elements grid/list based on the tree branch selected.

Tree Branch / Sub-Branch	Description
All	Shows all the clips present in the database.
Bins	Shows all the clips which are in bins and bin directories. Expanding the Bins view shows the bins and bin directories.
	**Bin Directory**: shows all the elements which are in all the bins and directories under the selected directory.
	**Bin**: shows all the elements which are in the selected bin.
	**Bin** set as default bin.
	**Users Bin Directory**: shows all the elements which are under all the [User] bin directories. Expanding the Users Bin view displays the [User] bin directories for all the IPBrowse users:  This directory is created by the system. It is visible by all the users but no one can modify, delete or publish it, nor add a bin or bin directory directly under this directory.
	**System [User] Bin Directory**: shows all the elements which are in the bins for the selected user. Expanding a *[User] bin directory* view displays all the bins and bin directories for the selected user (here: pge). Its name contains the user logging ID.  This directory is created by the system. It is visible by all the users but only the owner of the directory and an administrator can modify, delete or publish it, or add a bin or bin directory directly under this directory.
	**System [User] Bin** created by the system for the selected user. Its name contains the user logging ID. It shows all the elements put in it by the selected user.

Tree Branch / Sub-Branch	Description
	It is visible by all the users but only the owner of the bin and an administrator can modify, delete or publish it, or move this bin.
	**[User] Bin** created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.
	**[User] Bin** created by the selected user under its System [User] bin directory and set as default bin. It shows all the elements put in it by the selected user.
	**[User] Bin Directory** created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.
Logs	Shows all the logs. Expanding the Logs view shows the log sheets and log directories.
	Log directory: shows all the logs from all the log sheets which are in the selected directory.
	Log sheet: shows all the logs which are in the selected log sheet.
	Log sheet of which all the logs are protected.
	Log sheet of which some of the logs are protected.
	Log sheet of which none of the logs is protected.
	Logsheet which has been de-activated.

2.2.3 Keyboard Shortcuts

The following shortcuts can be used in the Tree view:

Key	Action / Behavior
Up Arrow	Select the previous line
Down Arrow	Select the next line
Left arrow	Collapses the branch
Right Arrow	Expands the branch

2.3 Quick Text Search Area

2.3.1 Introduction

The Quick Text Search 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 / list:

The **Clip/Log** icon displayed on the top left of the Elements grid/list depends on the selection made in the tree: **Clip** icon for the All or Bins branches, **Log** icon for the Logs branch. The search is performed on the selected tree branch.

Refer to section 3.3 ‘Quick text Search’ on page 25 for details on the various ways to use this function.

2.3.2 Quick Text Search Associated Buttons

The following table gives a description of the buttons located next to the **Quick Text Search** field.

Button	Description
	Applies the search again and refreshes the Elements grid.
	Displays the Syntax Rules list. See section 3.3.4 ‘Quick Text Search Syntax Rules’ on page 26.
	Clears the applied Quick Text search.
	Clears all the applied searches.

2.4 Advanced Search Pane

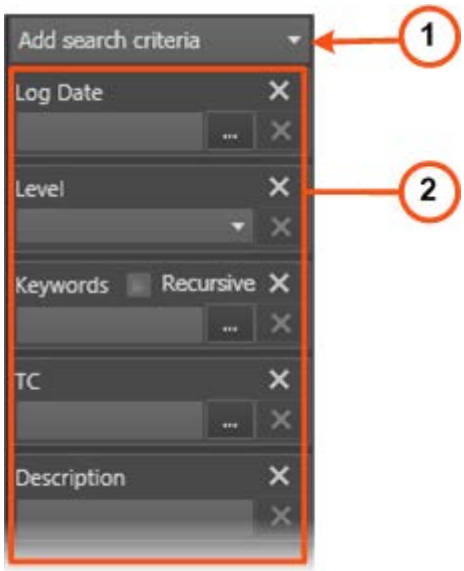
2.4.1 Purpose

Advanced Search functions are available for detailed search operations. They allow searches on clips or logs metadata. The Advanced Search pane is located on the bottom left part of the IPBrowse window.

Refer to section 3.4 ‘Advanced Search’ on page 31 for details on the various ways to use this function.

2.4.2 Overview of the Advanced Search Pane

The Advanced Search pane contains the main areas highlighted on the following screenshot and shortly described in the table below:

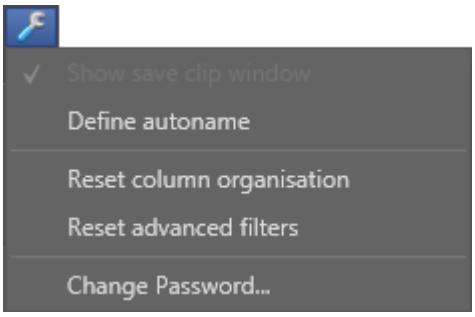


Area		Description / See also…
1.	Add Search Criteria field	This field gives access to the list of criteria on which users may perform a search. The lists differ for clips and logs. See section 3.4.2.
2.	Search Criteria	This area displays the list of search criteria selected from the **Add Search Criteria** field. Different types of search criteria exist. See section 3.4.3. To remove an advanced search criterion from the Advanced Search pane, click the cross in the criterion box. Applied filters are cleared as soon as a search criterion is removed.

2.5 Toolbar

The toolbar is located on the top of the Elements grid/list.

The following table gives a description of the buttons located on the toolbar.

Button	Description
	Refreshes the whole interface: Elements grid/list, Tree view, Bins pane. Users need to manually refresh the interface to view changes such as new clip, new bin, deletion, changed status,…).
	**Favorites** button: used to save applied filters or to recall a saved filter.
	**Print** button: used to print the Elements grid or list displayed.
	**Show Grid View** button: displays the database content or the results of a search in grid form. See section ‘Grid View on page 12 under section 2.6 ‘Elements Grid / List’.
	**Show List View** button: displays the database content or the results of a search in list form. See section ‘List view’ on page 13 under section 2.6 ‘Elements Grid / List’.
	**Show Transfer Monitoring** button: displays the list of transfer job requests, would they be scheduled, on-going, finished or failed. See section 8.3.7 ‘Transfer Status Monitoring’ on page 74.
	**Tools** button: displays a contextual menu with various options for the management of IPBrowse operations.  These options are described in sections related to clip creation (6.2), Elements grid organization (2.6.4), Advanced Search pane display (3.4.2) and IPBrowse opening (**Error! Reference source not found.**).
	**Order by** button: only available in List view. It displays a contextual menu listing the parameters the Elements list can be ordered by. See section ‘How to Sort the Elements in the List’ on page 15.

2.6 Elements Grid / List

2.6.1 Introduction

The Elements grid or list represents the content of the tree branch selected in the Tree view: XT clips and files for the **All** and the **Bins** branches, logs for the **Logs** branch. It also returns the result of a search applied to a selected element type.

The elements can be presented according to two views: a list or a grid. They are described in the next section.

2.6.2 Selecting the View

Two buttons, located on the toolbar, allows the selection of the Elements grid/list display. The layout differs according to the selected option.

In both views, when the Logs branch is selected in the Tree view, the color of the lines reflects the color assigned to the logs.

Grid View

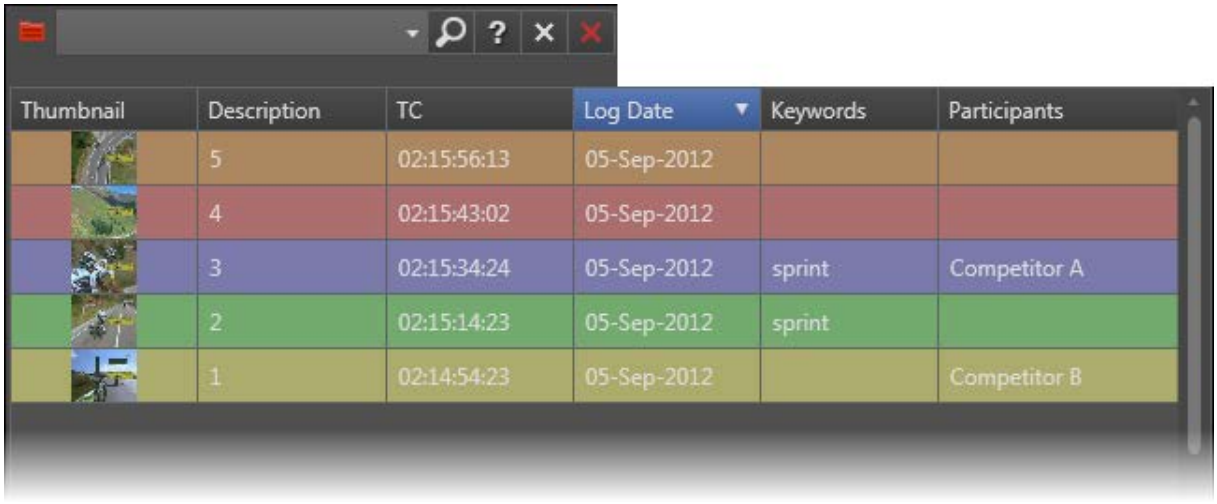
Elements are presented in rows and all their associated parameters and metadata are in columns. When all of them cannot be displayed in the window, vertical and/or horizontal scroll bars appear to facilitate further movement. A thumbnail can be displayed for each element if this has been set by the administrator.

This view is activated by clicking the **Show Grid View**  button from the main toolbar.

Clips View

Thum...	Name	TC IN	TC IN Date	Duration	Keywords
	kayak_02	16:51:10:11	30-Jul-2012	00:00:20:12	
	pge_cl_120202c-02	06:37:24:07	02-Feb-2012	00:00:05:10	
	pge_cl_120202d-03	06:38:14:01	02-Feb-2012	00:00:05:11	
	clip B	10:01:36:06	31-Jan-2012	00:00:09:02	
	PM Olympic Games-06-00	09:53:08:22	02-Feb-2012	00:00:10:00	
	PM Olympic Games-06-01	09:53:08:22	02-Feb-2012	00:00:10:00	
	cl_pge_120227b	11:22:11:07	10-Feb-2012	00:00:07:23	False Start; downhill sk

Logs View

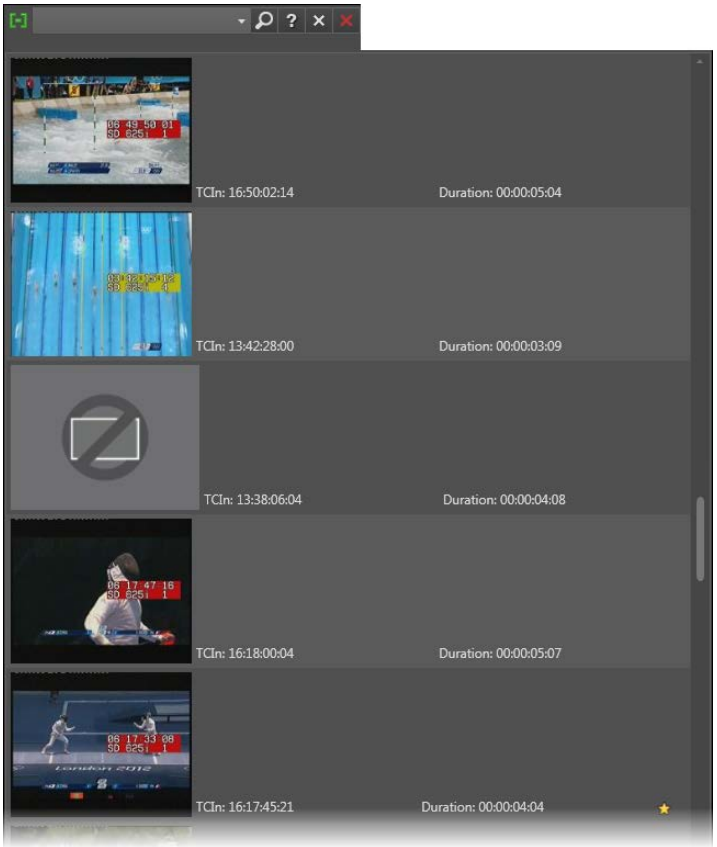


List view

It shows a thumbnail and a few lines of metadata fields for each element.

It is activated by clicking the **Show List View** button from the main toolbar.

Clips View



Logs View

2.6.3 Sorting the Elements in the Grid or List

At start of the application, items are sorted with most recent on top.

You can change the sort order of data.

How to Sort the Elements in the Grid

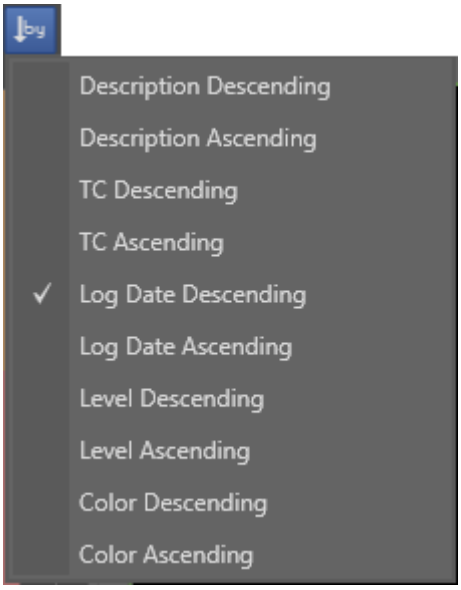
In Grid view, click the column header for the parameter according to which you want to sort the elements.

The column header which is used for sorting is highlighted in blue. The little triangle indicates the sorting order. Clicking the column header again changes the sorting order from ascending to descending or vice versa.

How to Sort the Elements in the List

1. Click the **Order by** button from the toolbar.

   A menu displays all the available parameters the list can be ordered by. This includes fixed parameters and parameters from metadata profiles associated to clips.



2. Select a parameter to sort the list according to it.

2.6.4 Organizing Columns in the Grid

In Grid view, columns can be resized and/or re-ordered. This new organization is automatically saved and remembered. However, it is possible to reset the column organization to default by clicking the **Tools** button on the main toolbar and selecting **Reset Column Organization**.

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.

Re-ordering Columns

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

Select a column header and drag it to the left or right to the required place:

OR

1. Right-click a column header.

   A menu is displayed.

2. Select **Organize**.

   A window opens and shows the list of columns in the current order.

3. Re-order the columns by drag-and-drop operations.

4. Click **OK**.

2.6.5 Operations Allowed from the Elements Grid/List

The following actions are possible from the Elements grid/list:

Operation	Resulting action
Click on an element line, clip or log	Simply selects the element.
Double-click or press **Enter** on an element line, clip or log	Loads the element on the Player pane. Refer to section 4 ‘Loading Media’, on page 41.
Drag-and-drop operation on the Bins pane	Copies a clip into a bin. Refer to section ‘How to Copy Clip(s) from the Elements Grid/List’, on page 64.

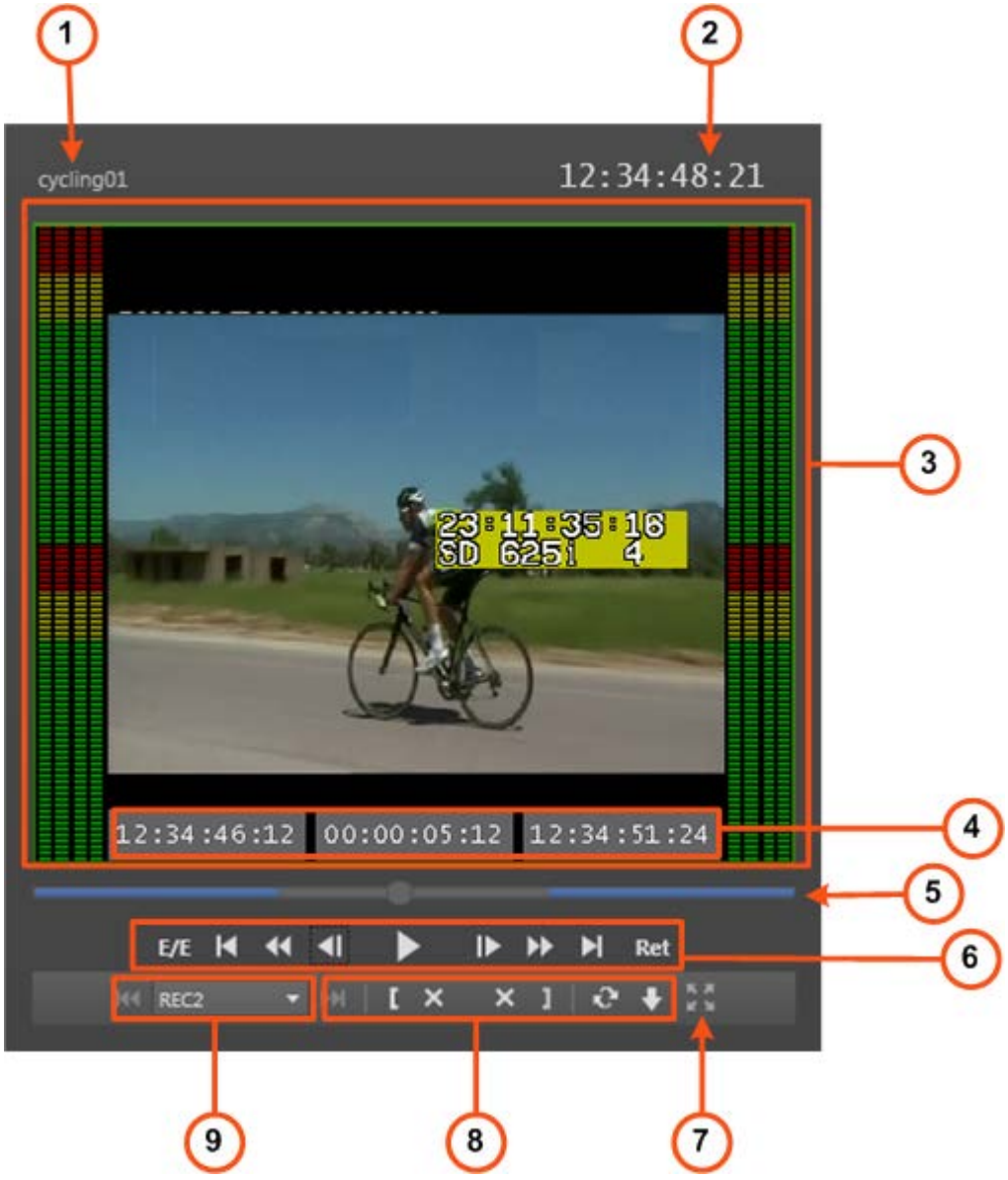
2.7 Player Pane

2.7.1 Purpose

The Player pane is the graphical interface used to view a record train, a clip or the media corresponding to a log timecode. Transport functions allow to navigate through the loaded media. Thanks to clip creation buttons, clips can be created or trimmed, saved and send to a bin in a few clicks.

2.7.2 Overview of the Player Pane

The Player pane contains the main areas highlighted on the following screenshot and shortly described in the table below:



Area		Description / See also…
1.	Clip name	This read-only field shows the name of the loaded clip or train or the clip VarID.
2.	Current Timecode field	This field provides the current timecode of the loaded media. See section 2.7.3. It allows to jump to a specific timecode. See section 5.3.
3.	Video Display	This area displays the media loaded on the Player. See section 2.7.4 It may also show audiometers for audio monitoring. See section 4.6.
4.	Time Information fields	Those fields provide information on the duration and the IN and OUT points of the loaded item. See section 2.7.5.
5.	Jog bar	The jog bar allows you to move within the media at a variable speed. See section 2.7.6
6.	Transport commands	Those commands are used to browse in and play the loaded media. See section 5.2.2 for the list of transport buttons, shortcuts and ShuttlePro keys. The E/E function and the Ret function are described in section 4.3.
7.	Maximize button	This button is used to maximize the player on a second screen. See section 2.7.7.
8.	Clip Creation commands	Those commands are used to create a clip from the loaded media. See section 6.3 for the list of clip creation buttons, shortcuts and ShuttlePro keys.
9.	Recorder Channel Selection commands	Those commands are used to select a recorder channel or to select a clip linked to the loaded clip. Sections 4.5.3 and 4.3.5 respectively.

2.7.3 Current Timecode Display

Information displayed in the **Current Timecode** field can be changed as followed:

1. Right-click the **Current Timecode** field.

   A contextual menu with the following options is displayed:

   - Timecode
   - Timecode and date
   - Timecode and date and TC type (LTC or user)
   - Timecode and TC type

2. Select one of the options.

3. When the TC type is displayed, right-clicking it in the **Current Timecode** field allows to shift from one type to the other (LTC or user).

2.7.4 Video Display

Video Display

The background of the Player pane is gray when no media is loaded or when the loaded media contains an on-line hi-res element.

The background of the Player pane is red when the loaded media does not contain an on-line hi-res element.

Video Display Contextual Menu

A contextual menu is accessible by right-clicking the Video Display of the Player pane when a media is loaded. It gives access to audio parameters. Refer to section 4.6 ‘Audio Configuration and Monitoring’ on page 49 for more information.

2.7.5 Time Information Fields

The following information is shown below the Video Display.

- TC IN (bottom left): timecode of the IN point
- TC duration (bottom centre): time interval between the IN and OUT points, i.e. clip duration
- TC OUT (bottom right): timecode of the OUT point

TC duration and TC OUT values may not be displayed in case of trains or growing clips.

TC values are the primary TC of the loaded media.

2.7.6 Jog Bar

When a clip is loaded, the jog bar is a graphical representation of its duration.

- The gray section represents the clip length, between the IN point and the OUT point.
- The blue sections represent the guardbands before the IN point and after the OUT point.
- The bullet indicator shows the current relative position in the clip.
- A green position indicator is shown when the **IN** button has been clicked and represents the temporary IN point position until the **UPDATE CLIP** button or the **NEW CLIP** button is clicked.
- A red position indicator is shown when the **OUT** button has been clicked and represents the temporary OUT point position until the **UPDATE CLIP** button or the **NEW CLIP** button is clicked.

When a log is loaded, it is actually one of its associated clip which is loaded and the bullet indicator stands on the log timecode.

When a local train is loaded, only the gray section is displayed.

2.7.7 Player Full Screen Mode

The **Maximize** button  , or the  keyboard shortcut, puts the Player pane in full-screen mode. This mode can then be exited by pressing the  key again or pressing the **Escape** key.

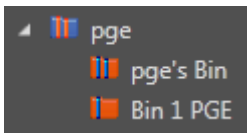
Shortcuts remain usable. Controls appear at the bottom of the screen when keeping the mouse over the area.

2.8 Bins Pane

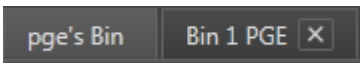
2.8.1 Purpose

The Bins pane displays as many tabs as there are bins in the [User] bin directory related to the current user. So, the Bins pane contains at least one tab for the [User] bin automatically created by the system for the user currently logged on the workstation. The tab name is the bin name and contains the login identification of the user.

The following [User] bin directory from the Tree view…



…is reflected as follows in the Bins pane:

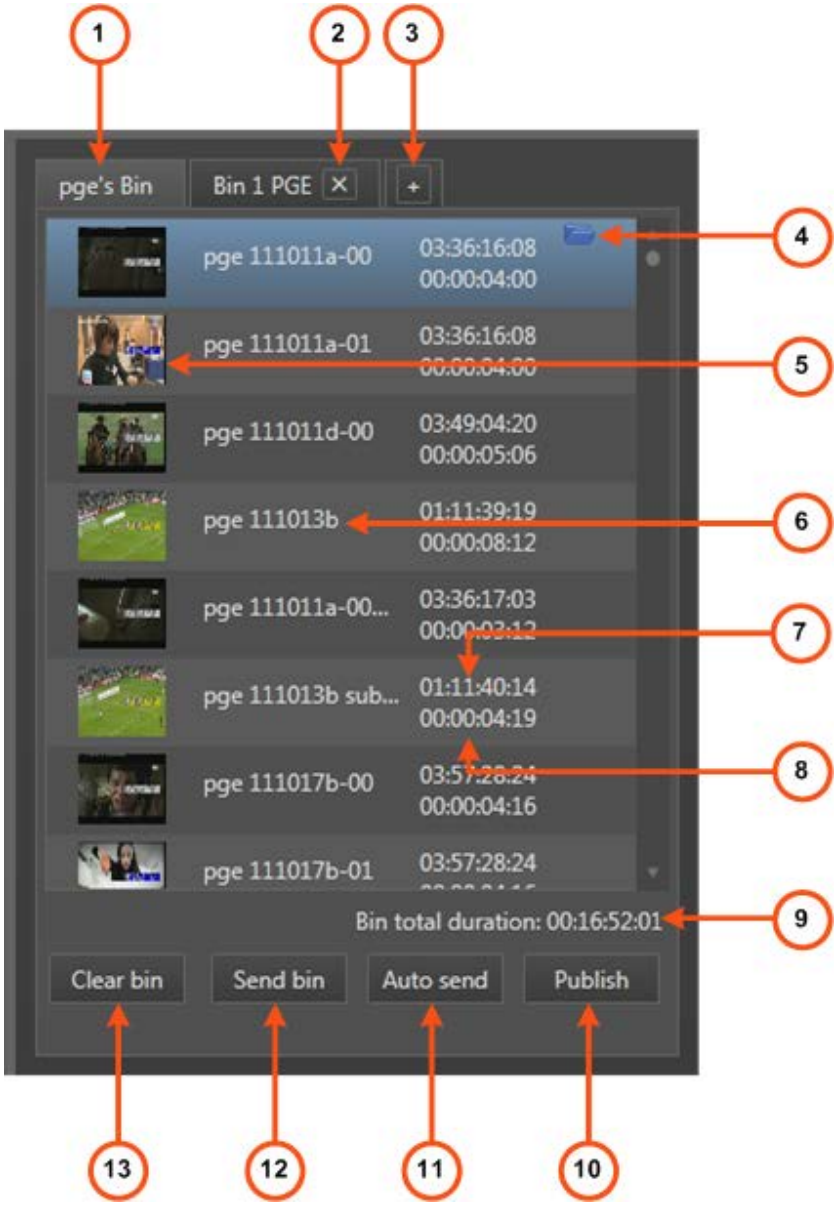


Each tab shows the bin content with one clip per line.

Only clips appear in bins. Would playlists and timelines be present in a bin, they will not be visible through IPBrowse.

2.8.2 Overview of the Bins Pane

The Bins Pane contains the main areas highlighted on the following screenshot and shortly described in the table below.



Area		Description
1.	Tab name	Each tab has the name of the bin. The first tab corresponds to the [User] bin automatically created by the system for the current user and cannot be deleted.
2.	Delete Bin button	This button is used to delete a bin and its content. See section 7.2.3.
3.	Add Bin button	This button is used to create a new bin. See section 7.2.1.

Area		Description
4.	Transfer Status icon	This icon color gives indication on the transfer status of the requested job. The icon layout may differ according to the target selected for the transfer. See section 8.3.2
5.	Clip thumbnail	Thumbnail grabbed for the clip. Its display is optional. It depends on the IPBrowse configuration.
6.	Clip name	Name of the clip.
7.	Clip TC IN	Timecode of the clip IN point.
8.	Clip duration	Duration of the clip.
9.	Bin Total duration	Total duration of the bin content.
10.	Publish button	This button is used to publish or unpublish the bin content to a group of users. See section 8.2.
11.	Auto Send button	This button is used to select the target destination to automatically send a clip to a target at clip creation. See section 8.3.3.
12.	Send Bin button	This button displays a contextual menu with different options which allow to create an EDL with the bin content or to choose the format in which the bin content will be sent (EDL or clips). Sub-menus are used to select the target destination to send the bin content to. See sections 8.3.4 and 8.3.5.
13.	Clear Bin button	This button is used to clear the bin content. See section 7.2.2.

Each tab shows the list of clips present in the bin and the bin total duration.

3. Searching for Media

3.1 Search Types

When the database contains large amounts of data, it may become difficult to find a specific element. The IPBrowse offers several ways to restrict the list of elements displayed in the Element grid/list and speed up your search:

- Branch selection in the Tree view - Select a branch of the Tree view to limit the list to some item types.
- Advanced search filter – Select specific criteria in the Advanced Search pane to perform a search on a specific metadata of the elements.
- Quick text search - Enter free text in the **Quick Text Search** field to perform a search on a specific string.

These search tools are explained in detail below.

All these search tools can be combined.

Later on, users will be able to save an applied filter for later use and then apply such a **Saved Filter** in one click.

A search can also be facilitated by ordering the Elements grid/list. Refer to section 2.6 for more information.

3.2 Branch Selection in the Tree

The database content is presented in a tree structure, much like Windows Explorer.

The Tree view allows browsing and performing search in the database, among all the clips, clips present in bins, or logs. Click the arrow next to a tree branch to expand a branch. By browsing the tree structure, a selection is made and displayed in the Element grid/list.

If a Quick Text search has been applied to a branch and not cleared, the filter is remembered when this branch is selected again.

Refer to section 2.2 ‘Tree View’ on page 6 for a description of the user interface elements of the Tree view.

3.3 Quick text Search

3.3.1 Purpose and Context of Use

The Quick Text Search 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/list:

The **Clip/Log** icon displayed on the top left of the Elements list depends on the selection made in the tree: **Clip** icon for the All or Bins branches, **Log** icon for the Log branch. The search is performed on the branch selected in the Tree view.

Refer to section 2.3 ‘Quick Text Search Area’ on page 9 for the description of the buttons associated to the **Quick Text Search** field.

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

- They enter the search string in full in the **Quick Text Search** field.
- They click the arrow next to the **Quick Text Search** field, so the last 10 searches are displayed, and they select one of them.
- They start typing a search string in the **Quick Text Search** field, so the Autocomplete function displays a list of proposals, and they select one of them.

3.3.2 Search for Synonyms

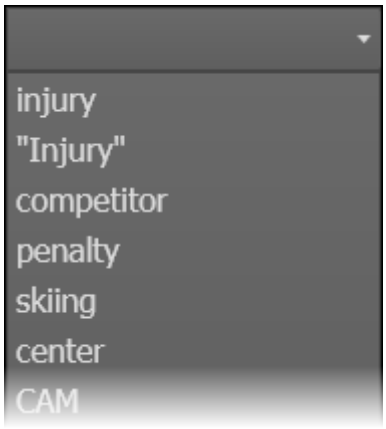
Users have the possibility to perform a search for a word synonyms, provided that they have been defined in the SQL thesaurus file and that the corresponding option has been set in the General setting **Freetext searches behavior**.

Then, a search perform with a search string will return the predefined synonyms as well. This function can be used to search for translated words.

3.3.3 Quick Text Search Field Display

The following table shows the various displays for the **Quick Text Search** field, and what they mean:

Display	Meaning
	The field background is grey: No Quick Text Search is entered or applied or entered.
	The field background is red: The user is typing or has typed a search string, but has not applied it yet, or a search has been applied but the user has typed another search string in the

Display	Meaning
	field and not applied it yet.
	The field background is green: The user has applied the search string, by pressing **ENTER**. The result of the Quick Text Search is displayed in the grid.
	The down arrow next to the **Quick Text Search** field gives access to the last 10 searched strings. The lists differ from clips and logs.

3.3.4 Quick Text Search Syntax Rules

The Quick Text Search option obeys specific rules which can be accessed via the  button next to the **Quick Text Search** field.

The string that you enter in the **Quick Text Search** field is analyzed according to the following set of rules:

Search String	Search Result	Logical equivalent
Yellow card	Searches for the words *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” AND “card”
Yellow | card	Searches for *yellow* **or** card, even if in two different fields (columns), for example *yellow* in Name or *card* in Keywords.	“Yellow” OR “card”
"Yellow card"	Searches for exact matches of *Yellow card*. Between the quotes, all characters are considered as characters and not operators or wildcards.	”Yellow card”
card*	Searches for *card* at the beginning of a word.	“card”*
card	Searches for all words that include *card*.	*”card”*

Search String	Search Result	Logical equivalent
=card	Searches for a whole field that contains only *card*. For example, if a field contains *yellow card*, the =card condition will not return any result.	

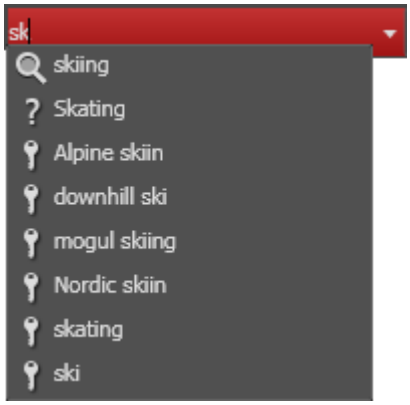
Search operators may be combined.

3.3.5 Autocomplete Function

Introduction

The Autocomplete function is a help service for the capture of search string.

As soon as the users start typing in the **Quick Text Search** field, the Autocomplete function provides a list of matching words and sentences known by the system and containing a word beginning with the typed letters.



Autocomplete List

The list displayed below the **Quick Text Search** field is made up of different types of results, as described in the following table.

Icon	Description : the line displays the result corresponding to the typed letters and …
	… coming from the **local search history**. Several lines can be displayed, the most recent are shown on the top of the list.
	… coming from the **100 most popular searches** asked to the system since its startup, and launched from the same tree branch. Several lines can be displayed, the most frequent are shown on the top of the list.
	… coming from an **index of words** entered in text fields, such as item name, item source name, item VarID, tape ID, item metadata text. Keywords are not indexed in this list. Several lines can be displayed, sorted alphabetically.

Icon	Description : the line displays the result corresponding to the typed letters and …
	… corresponding to a **keyword** from a keyword list.
	… corresponding to a **participant** from a keyword list.

The proposals made in the Autocomplete list for the last search, popular search and indexed words depend on the tree branch selected at the time when a word is typed. For example, if the Logs view is selected in the tree view, only the searches performed on the Logs view will be proposed, as well as indexed words attached to logs.

Proposed keywords and participants are not linked to the selected tree branch.

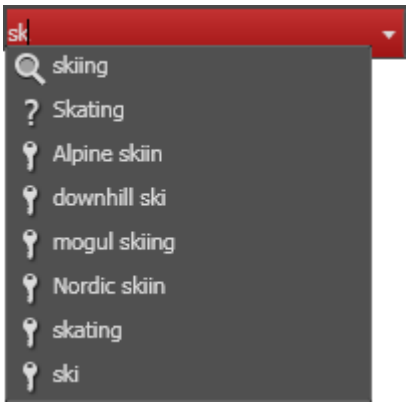
3.3.6 How to Perform a Quick Text Search with the Autocomplete Function

To perform a Quick Text Search, proceed as follows:

1. Select the tree branch you wish to perform a quick search on.

2. Type a search string in the **Quick Text Search** field.

A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.

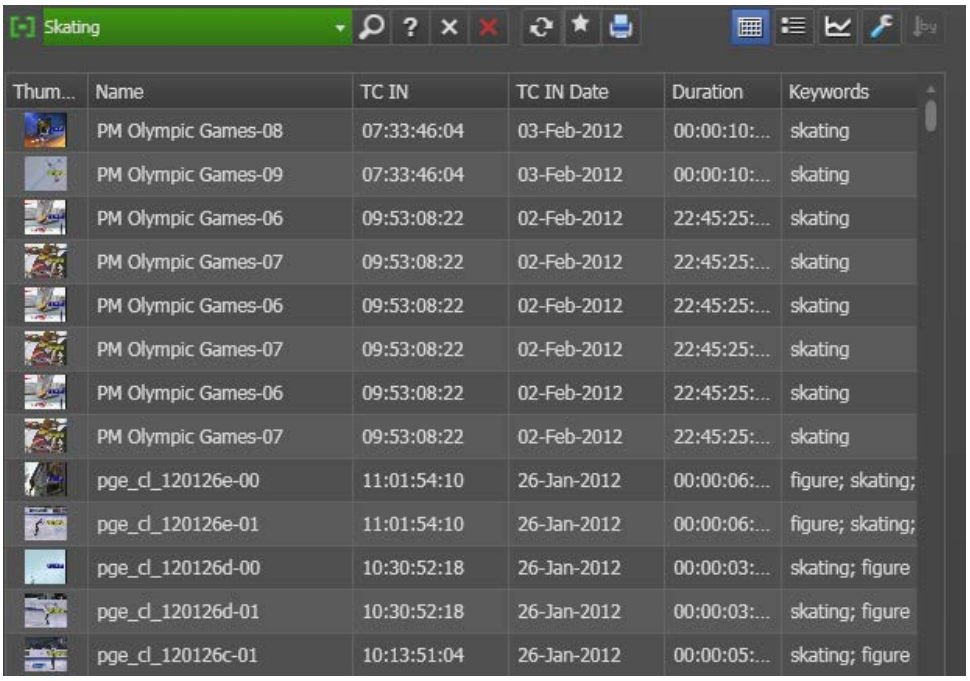


3. Select a line by using the mouse or the  key.

4. Press **ENTER** or click the **Search** button  .

The search is launched with the selected proposal on the selected element type.

The search results are displayed in the grid.



5. To clear the applied Quick Text Search, click the **Clear QTS** button (white) to the right of the search field.

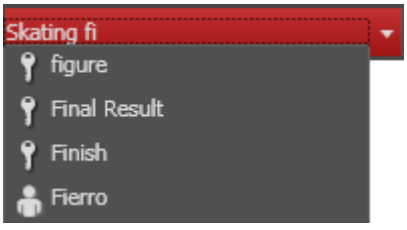
To clear all the filters applied, from the advanced search filters and from the Quick Text search options, click the **Clear All** button (red).

To perform a search based on two words, proceed as follows:

1. Follow steps 1 to 4 from the previous procedure.

2. Press and then type a second word.

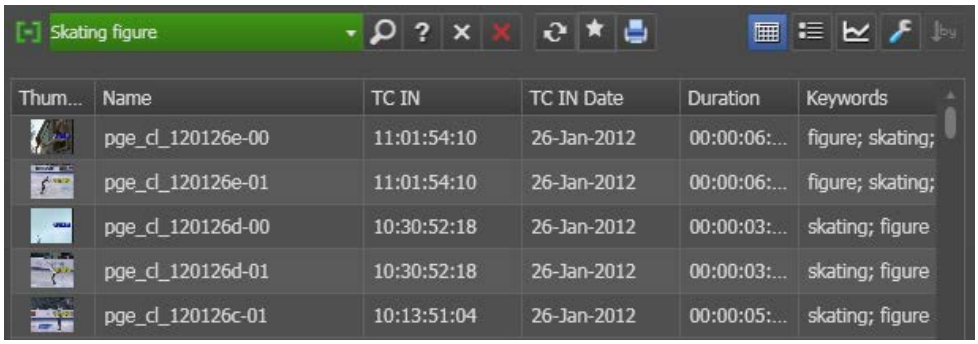
A new list of proposals is displayed based on the second word.



3. Select a line by using the mouse or the key.

4. Press **ENTER** or click the **Search** button.

The search is launched with the two selected proposals on the selected element type.


Skating figure
Thum...
Name
TC IN
TC IN Date
Duration
Keywords
pge_cl_120126e-00
11:01:54:10
26-Jan-2012
00:00:06:...
figure; skating;
pge_cl_120126e-01
11:01:54:10
26-Jan-2012
00:00:06:...
figure; skating;
pge_cl_120126d-00
10:30:52:18
26-Jan-2012
00:00:03:...
skating; figure
pge_cl_120126d-01
10:30:52:18
26-Jan-2012
00:00:03:...
skating; figure
pge_cl_120126c-01
10:13:51:04
26-Jan-2012
00:00:05:...
skating; figure

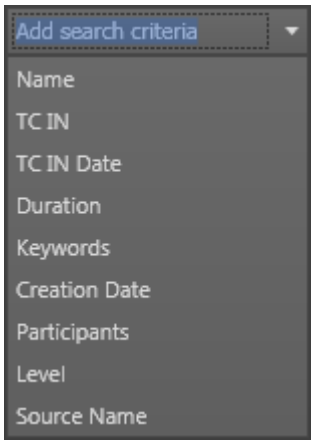
3.4 Advanced Search

3.4.1 Purpose and Context of Use

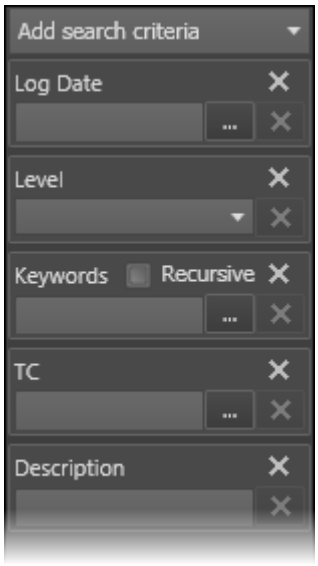
Advanced Search functions are available for detailed search operations. They allow searches on clips or logs metadata. The Advanced Search pane is located on the bottom left part of the IPBrowse window.

3.4.2 Advanced Search Criteria Display

Depending on whether clips or logs are selected in the Tree view, different list of advanced search criteria are proposed. They are available by clicking the arrow next to the **Add Search Criteria** field:



Some advanced search criteria are shown by default. They are set by the administrator. To display an additional advanced search criterion, select one of the options from the **Add Search Criteria** menu. The selected criterion is displayed in the Advanced Search pane.



To remove an advanced search criterion from the Advanced Search pane, click the cross in the criterion box. Applied filters are cleared as soon as a search criterion is removed.

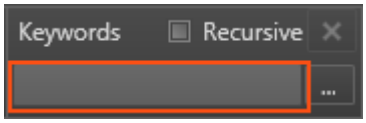
To reset the advanced search criteria to the default selection, click the **Tools** button and select **Reset Advanced Filters** from the menu.

3.4.3 Advanced Search Fields Types

Different types of search fields exist:

- free text fields:
  - in most of the cases, no button is available next to the field, e.g. **Name** field. Search data can be entered directly in these fields.

    
  - Keywords and Participants search fields

- field with an option list: an arrow giving access to a list of options is available on the right of the field, e.g. **Level** field.

  
- field with a complex filter button on the right of the field giving access to a Select Filter Condition window to define specific search values.

3.4.4 Search in Free Text Fields

Autocomplete Function

The Autocomplete function is a help service for the capture of search string. The Autocomplete function, described in section 3.3.5 ‘Autocomplete Function’ on page 27, is also enabled during searches in free text search fields of the Advanced Search pane.

The Autocomplete list displayed under advanced free text search fields, is limited compared to the one shown under the **Quick Text Search** field. No last search or popular search is proposed.

- Only indexed words  will be listed under free text fields other than **Keywords** or **Participants** fields.
- Only keywords  will be listed under the **Keywords** field.
- Only participants keywords  will be listed under the **Participants** field.

Free Text Search Syntax Rules

The string that you enter in the **free text search** field is analyzed according to the same set of rules as in the Quick Text Search. Refer to section 3.3.4 ‘Quick Text Search Syntax Rules’ on page 26 for details on these rules.

How to Perform a Search through Free Text Fields of the Advanced Search Pane

To enter search values in a free text field, proceed as follows:

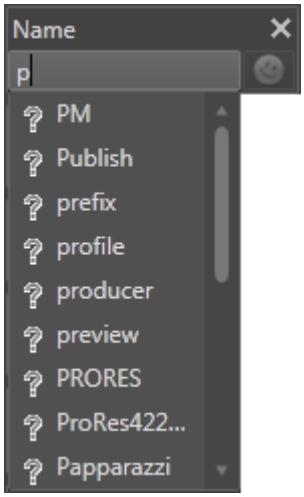
1. Select the tree branch in the Tree view.

2. In the Advanced Search pane, display the search criterion.

3. Type a search string in the free-text field, based on the rules detailed in section ‘Free Text Search Syntax Rules’ on page 33.

A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.

Example:



4. Select a line by using the mouse or the  key.

You can unselect a line by pressing the **Escape** key.

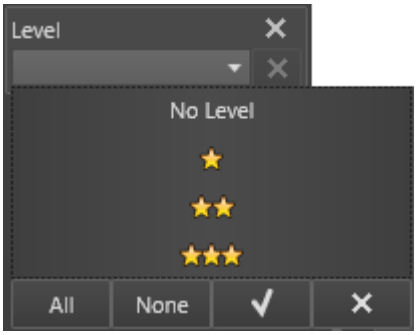
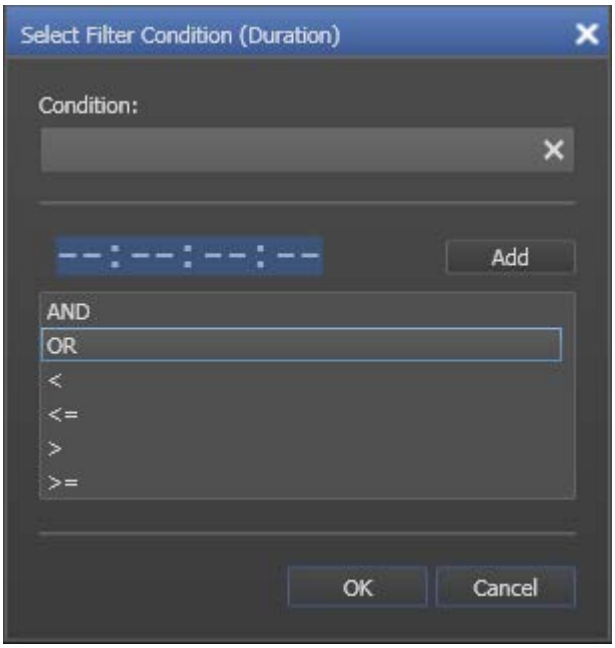
5. Press **ENTER**.

The search is launched on the selected tree branch.

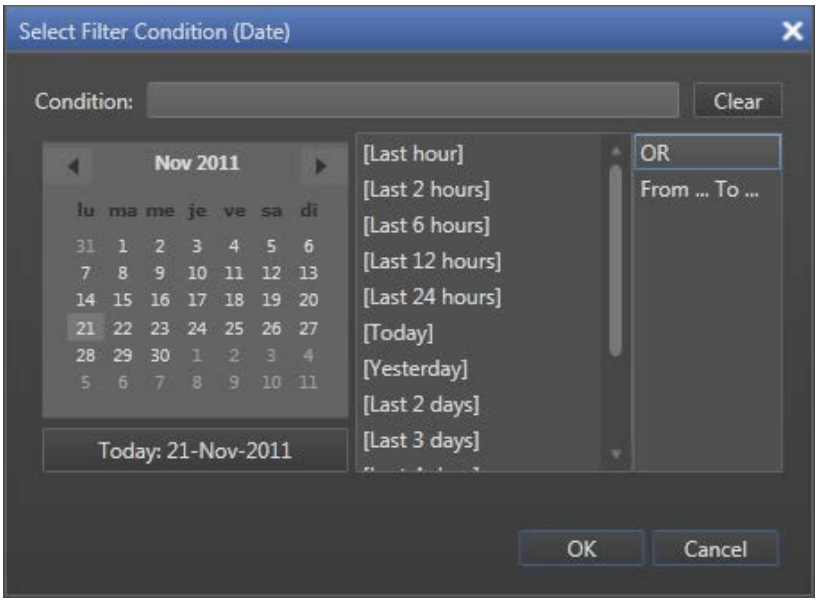
The search results are displayed in the Elements grid/list.

3.4.5 Search in Non-Free Text Fields

Non-free text search fields of the Advanced Search pane give access to an option list to select a search value or to a Select Filter Condition window to define specific search values.

Search Criterion Type	Option List / Select Filter Condition Window
Option List **(e.g. Level,…)**	Click the arrow next to a search field to display the option list for the corresponding criterion.  Select one or more options. Confirm your selection with the  button or cancel and exit by clicking the  button.
Duration	Click the **Complex Filter** button next to a **Duration** field to open this window:  Here you can enter a duration or use the logical operators from the right pane to construct a more complex search condition.

Search Criterion Type	Option List / Select Filter Condition Window
Date	Click the **Complex Filter** button next to a **Date** field to open the calendar window.

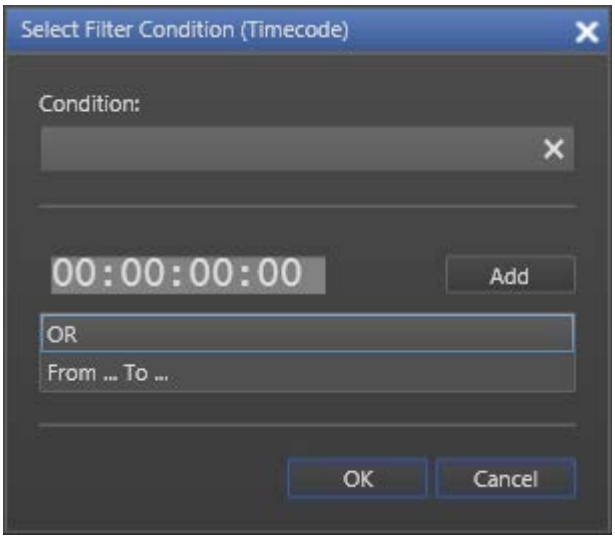
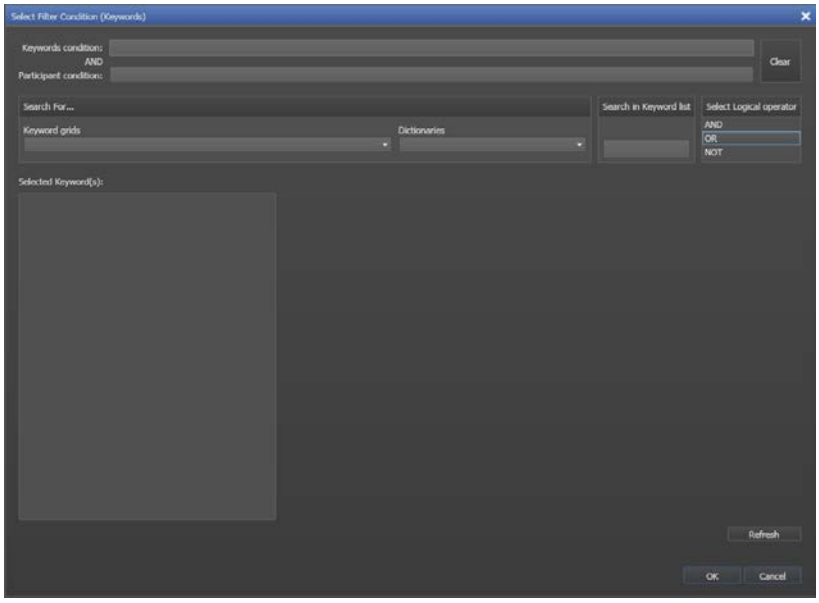


In this window you can select a specific date or one of the options in the Last xx pane.

You can also use the logical operators from the right pane to construct a more complex search condition:

- Select a logical operator on the right
- Select a date
- Select a second date

  The search condition is displayed in the **Condition** field.
- Click **OK** or **Cancel**.

Search Criterion Type	Option List / Select Filter Condition Window
Timecode	Click the **Complex Filter** button next to a **Timecode** field to open this window:  Here you can enter a timecode or use the logical operators from the right pane to construct a more complex search condition: • Select a logical operator on the right • Enter a timecode value • Click **Add**. It appears in the **Condition** field. • Enter a second timecode value • Click **Add.** The whole condition is displayed in the **Condition** field. • Click **OK**.
Keywords	Click the **Complex Filter** button next to the **Keywords** field to open this window: 

Search Criterion Type	Option List / Select Filter Condition Window

1. Select a Keyword Grid or a Dictionary in the Search For pane, or click in the Search in Keyword List field.

   The selected Keyword Grid or Dictionary, or the Keyword List, is displayed in the right lower area of the window.

2. Select a keyword.

   It appears in the Selected Keywords area and in the **Keyword Condition** or **Participant Condition** field.

   Keywords which have been selected are shown with a different color in the Keyword Grid, Dictionary or Keyword List.

3. If required, select a logical operator.

4. Select a second keyword.

   The whole condition is shown in the **Keyword Condition** or **Participant Condition** field.

5. Click OK.

   The filter is applied to the Elements grid and the filter condition is displayed in the **Keywords** field.

Note

The NOT operator may be combined with one of the other operators.

For advanced search based on a parent keyword defined in a dictionary, refer to section 3.4.7 ‘Search for Child Keyword Based on Parent Keyword’ on page 38.

3.4.6 How to Clear a Applied Advanced Search Filter

To clear a filter applied on an advanced search criterion, click the button next to the corresponding criterion:

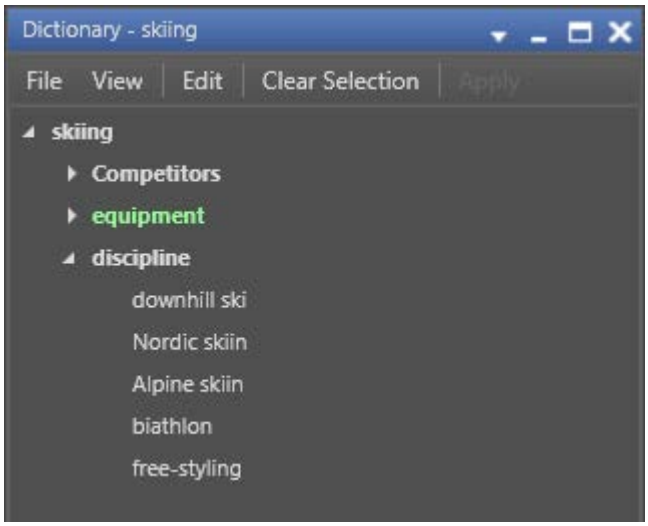
When filters have been applied from the Advanced Search pane and from the **Quick Text Search** field, all the filters can be cleared by clicking the **Clear All Search Criteria** button  next to the **Quick Text Search** field.

3.4.7 Search for Child Keyword Based on Parent Keyword

Context of Use

Child and parent keywords can be defined in a tree structure into the IPDirector Dictionary tool. See section “Keywords Management” in the IPDirector user manual for more information.

During an event, you can define all the player names of a football team as child keywords of the parent keyword “team name” or “country”. You can then assign a child keyword to logs or clips.



It is thereafter possible to retrieve the media linked to all the child keywords of the same parent keyword by using the **recursive** option.

How to Retrieve Child Keywords

To do so, proceed as follows:

1. In the Tree view, select the tree branch you wish to perform a search on.

2. From the **Add Search Criteria** drop-down list, select the Keywords parameter.

The Keywords advanced search field is displayed.

3. Select the **Recursive** checkbox to perform a search on all the child keywords linked to the selected parent keyword.

8. Click the **Complex Filter** button  .

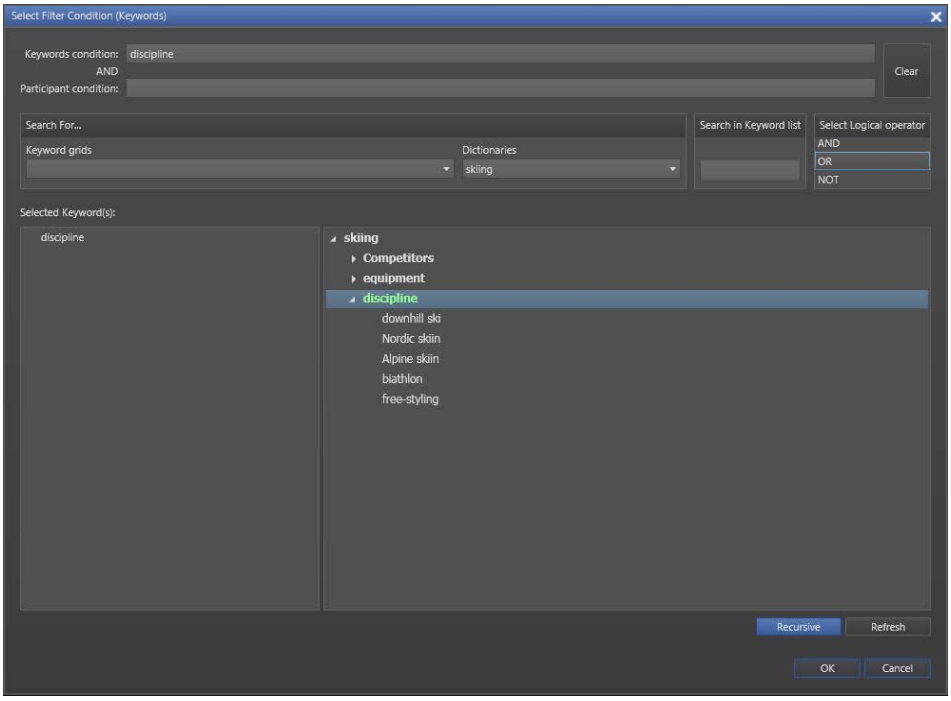
The Select Filter Condition (Keywords) window opens.

4. In the **Dictionaries** field, select the dictionary name.

The keywords from the selected dictionary are displayed in the list.

5. Select the parent keyword on which you want to perform a search.

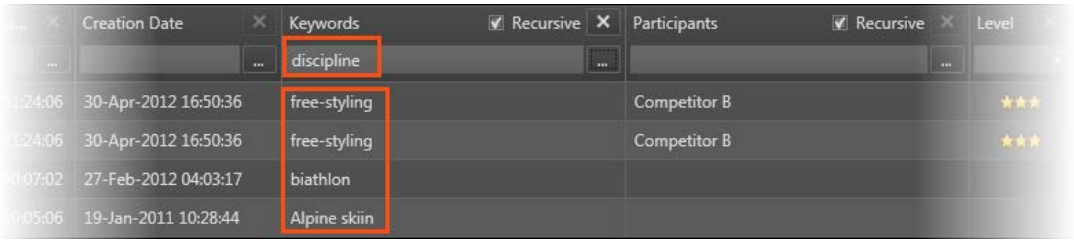
It is displayed in the **Keywords Condition** field.



6. Click the Recursive button if you have not selected the Recursive option from the Keywords advanced search field (step 3).

7. Click **OK**.

The list of elements containing a child keyword of the selected parent keyword is displayed in the Elements grid.



3.5 Using Saved Filters

3.5.1 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.

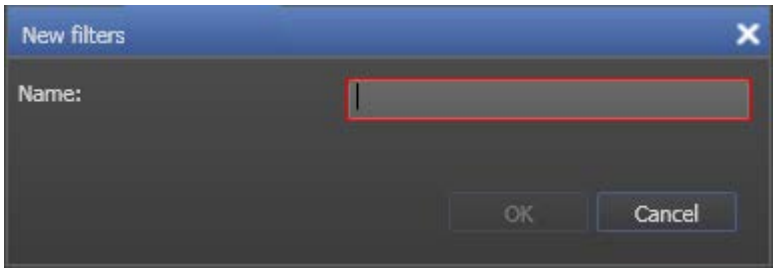
3.5.2 How to Save Filters

To save filters, proceed as follows:

1. Define the filters you wish to save, as explained above.
2. Click the **Favorites** button .

   A menu is displayed.
3. Select **Save Current Applied Filters**.

   The **New Filters** window is displayed:



4. Enter a name for the applied filters set.
5. Click **OK** to confirm.

   The new filter name is listed in the menu available when clicking the **Favorites** button.

3.5.3 How to Apply a Saved Filter

To apply a saved filter, proceed as follows:

1. Click the **Favorites** button.

   A menu is displayed and lists the already saved filters.
2. Select the desired saved filter.

   Your filter is shown in the Advanced Search areas and/or Quick Text Search field and they are applied in the grid.

4. Loading Media

4.1 Introduction

The meaning of loading media is explained hereafter.

A record train, or train, corresponds to the media recorded by a camera and sent to an EVS video server through a recorder channel. A recording ingest corresponds to the same media for which an IN point has been marked at a specific timecode to start the creation of a clip. To create clips on a train or a recording ingest with IPBrowse, the corresponding recording source must be selected in the Player pane. In this manual, this action is called 'loading a train or a recording ingest'.

The action of 'placing' a clip on the Player pane to preview it, sub-clipping to it, and so on, is called 'loading a clip on the Player pane'.

4.2 Possible Loading Actions

Various element types can be loaded on the Player pane in different ways. These actions are the following:

Action	See section…
Loading a **train** by selecting a recorder channel	4.3.2 'How to Select a Train' on page 42.
Loading the last loaded **train** (only in case it was loaded just before the clip currently loaded)	4.3.3 'How to Reload the Last Loaded Train' on page 43.
Loading the source **train** corresponding to the loaded clip	4.3.4 'How to Load the Source Media of a Clip' on page 44.
Loading a **train** from the previous or next recorder channel	4.3.5 'How to Load the Train from the Previous or Next Recorder Channel' on page 45.
Loading a **recording ingest** by selecting it from a list.	4.4 'Loading a Recording Ingest' on page 46.
Loading the last loaded **recording ingest** (only in case it was loaded just before the clip currently loaded)	4.4 'Loading a Recording Ingest' on page 46.
Loading a **clip** from the Elements grid/list	4.5.1 'How to Load a Clip from the Elements Grid/List' on page 46.
Loading a **clip** from the Bins pane	4.5.2 'How to Load a Clip from the Bins Pane' on page 47.

Action	See section…
Loading a **clip** linked to the clip currently loaded	4.5.3 ‘How to Load a Linked Clip’ on page 47.
Loading a **clip** associated to a log, or loading a **log**	4.5.4 ‘How to Load a Clip Associated to a Log’ on page 48.

4.3 Loading a Train

4.3.1 Introduction

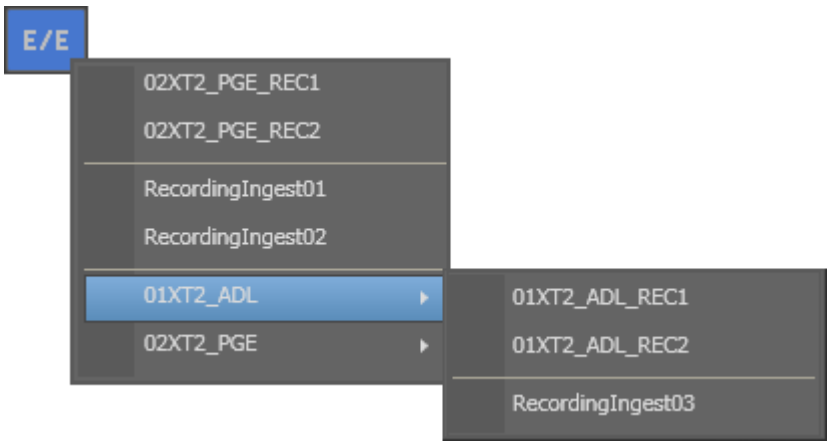
Based on the situation, there are several ways to load a train, as described below.

Thanks to the E/E function, users can quickly load a record train or a recording ingest on the Player pane and play it live. They can also load it again in case they have loaded another media in the meantime.

4.3.2 How to Select a Train

From the E/E Contextual Menu

By right-clicking the **E/E** button a contextual menu shows the available EVS video servers with their recorder channels and the list of clips being currently ingested identified by their name or VarID if any. Scheduled ingests are not shown.



Selecting a recorder channel loads the corresponding train at its current recording position and plays it.

Selecting a recording ingest directly loads it at its currently recording position (OUT point) and plays it.

With the ShuttlePro Key

To select a train with the ShuttlePRO, proceed as follows:

Press the **Select Train** key  .

This calls up on the screen a list of available recorder channels:

By moving the jog dial you can move through the list to highlight the required train.

Press **Select Train** again to select it and exit the menu.

4.3.3 How to Reload the Last Loaded Train

If a clip is loaded on the Player pane, clicking the **E/E** button will unload it and load and play the last loaded media (record train or recording ingest) at its current recording position.

Note

In case the previously recording ingest is finished when the **E/E** button is clicked, the clip is loaded on its IN point and stays in pause. If this clip has been deleted, nothing happens.

User Interface Button	Keyboard Shortcut	ShuttlePRO key
E/E		

4.3.4 How to Load the Source Media of a Clip

The **Ret** button becomes active if a clip has been loaded in the Player pane. By clicking it, the same frame of media will be loaded from the original record train, if it is still available (not overwritten in the recorder yet). This allows to play beyond the clip boundaries or to define a new clip from the original record media.

User Interface Button	Keyboard Shortcut	ShuttlePRO key
Ret		Ctrl +

4.3.5 How to Load the Train from the Previous or Next Recorder Channel

When a train is loaded, it is possible to load a train from another recorder channel in one of the following ways:

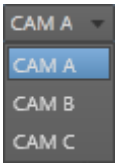
- Click the **Prev** or the **Next** button or shortcut.
- Click the arrow next to the **Recorder Channel Selection** field. A menu provides the list of available recorder channels.

  Select one of them to load the corresponding train.

Two situations can occur:

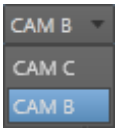
- The currently loaded recorder channel is not part of a ganged recorder channels group. Then, users can select any recorder channel that they are allowed to see.

  In the example of 3 recorder channels where CAM B and C are ganged and CAM A is loaded, users will be able to select any of the 3 recorder channels:

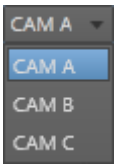


- The currently loaded recorder channel is part of a ganged recorder channels group. Then, users can only select one of the recorder channels from the group.

  In the example of 3 recorder channels where CAM B and C are ganged and CAM B is loaded, users will be able to select CAM B or CAM C with the Prev/Next functions or with the **Recorder Channel Selection** field:



Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key
Previous Recorder			
Next Recorder			

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key
Select Recorder		-	

4.4 Loading a Recording Ingest

An ingest being currently recorded may be loaded on the Player pane in one of the following ways:

- Right-click the **E/E** button and select a recording ingest from the contextual menu. Refer to section 4.3.2 ‘How to Select a Train’, on page 42.
- Click the E/E button to load the last loaded recording ingest. Refer to section 4.3.3 ‘How to Reload the Last Loaded Train’ on page 43.
- Select the corresponding line in the Elements grid/list and do one of the following:
  - o press **ENTER**.
  - o double-**click** the line.
  - o drag the recording ingest to the Player pane.

The growing clip will then be loaded on its ‘OUT’ point, currently being ingested, and played.

4.5 Loading a Clip

4.5.1 How to Load a Clip from the Elements Grid/List

Once you have identified, in the Elements grid or list, the clip you wish to preview, you can load it on the Player pane in one of the following ways:

- Select the clip line in the Elements grid/list and press **ENTER**.
- Double-click the clip line in the Elements grid/list.
- Drag the clip line to the Player pane

The clip is loaded on its TC IN.

4.5.2 How to Load a Clip from the Bins Pane

Once you have identified, in the Bins pane, the clip you wish to preview, you can load it on the Player pane in one of the following ways:

- Select the clip line in the Bins pane and press **ENTER**.
- Double-click the clip line in the Bins pane.
- Drag the clip line to the Player pane

The clip is loaded on its TC IN.

4.5.3 How to Load a Linked Clip

Linked clips are clips created at the same time by ganged recorder channels. They correspond to different angles of the same recorded media.

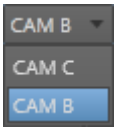
When a clip already loaded on the Player pane has linked clips, it is possible to rapidly load one of them in one of the following ways:

- Click the **Prev** or the **Next** button or shortcut.

Operation	User Interface Element	Keyboard Shortcut	ShuttlePRO key
Previous Linked Clip			
Next Linked Clip			

- Click the arrow next to the **Recorder Channel Selection** field. A menu provides the list of recorder channels from which the linked clips have been recorded.

  Select one of them to load the corresponding linked clip.

Operation	User Interface Element	Keyboard Shortcut	ShuttlePRO key
Select Linked Clip		-	

4.5.4 How to Load a Clip Associated to a Log

Once clips containing a log timecode have been created, the IPDirector system automatically associates these clips to the log. From IPBrowse, it is possible to load a clip associated to a log at the log timecode. It can be seen as loading a log.

To do so, proceed as follows:

1. In the Tree view, select the Logs branch or a log directory or bin.

The corresponding list of logs is displayed in the Elements grid/list.

2. In the Elements grid/list, do one of the following:

- Select the log line and press **ENTER**.
- Double-click the log line
- Drag the log line to the Player pane

The clip associated to the log is loaded on the Player pane, at the log timecode.

Note

On some occasions, a log has no associated clip, so the log cannot be previewed.

3. If the log has been created on a ganged recorder channel, it has been associated to all the linked clips. You can load another associated clip thanks to the Prev or Next functions or the **Recorder Channel Selection** field, as described in section 4.5.3 ‘How to Load a Linked Clip’ on page 47.

The clip is loaded on the Player pane on the log timecode.

Important

If you create a sub-clip which contains a log timecode, this new clip will be associated to the log and it will be counted as such in the Logs Elements list but you will not be able to load it by this way.

You can then browse the clip, create a new clip and send it to a bin.

An associated clip cannot be trimmed because the IPDirector has protected it.

4.6 Audio Configuration and Monitoring

4.6.1 Audio Parameters

Audio parameters are accessible by right-clicking the Video Display of the Player pane when a media is loaded. The table below describes the available option.

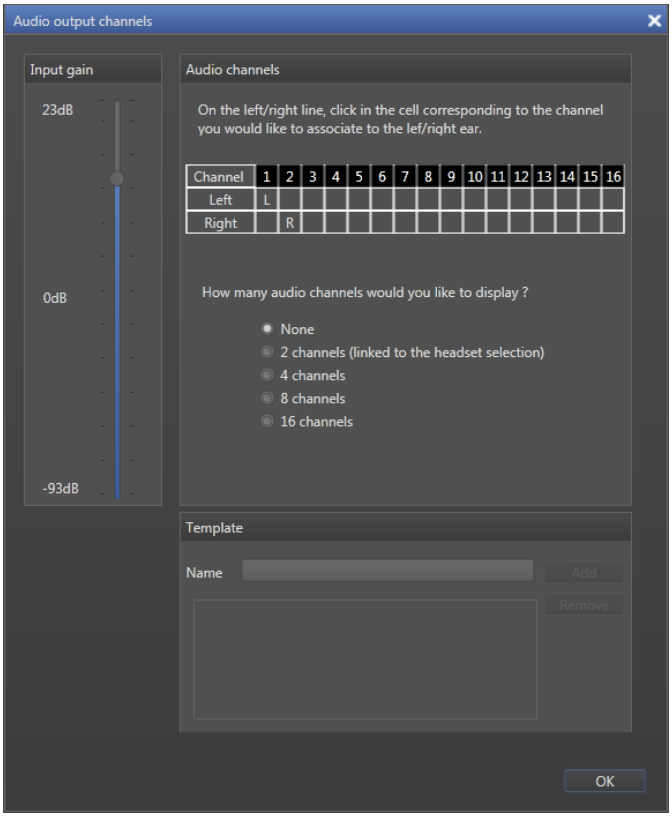
Option	Meaning
OCX Audio Configuration	Opens the Audio Output Channels window allowing the selection of audio channels to be listened to and the selection of the number of audio channels for the audiometers display. Refer to section 4.6.2 ‘Audio Configuration’ on page 49.

4.6.2 Audio Configuration

To select the audio channels you want to listen to, proceed as follows:

1. Right-click the Video Display.
2. Select **OCX Audio Configuration** from the contextual menu.

   The Audio Output Channels window opens:



3. On the **Left** line, click the cell corresponding to the channel you want to associate to the left ear.

4. On the **Right** line, click the cell corresponding to the channel you want to associate to the right ear.

5. If required, adjust the input gain.

6. For an easy retrieval of the configuration, you can save it:

   enter a name in the **Template Name** field and press the **Add** button.

7. Click **OK**.

The audio configuration is automatically applied.

4.6.3 Audio Level Monitoring

The audio level can be monitored with audiometers on the sides of the Video Display window.

To select the number of audio channels to be displayed, proceed as follows:

1. Right-click on the Video Display.

2. Select **OCX Audio Configuration** from the contextual menu.

   The Audio Output Channels window opens.

3. Click the radio button corresponding to the number of audio channels to display.

The audiometers are shown in the Player pane.

Example for a selection of 2 channels:

Example for a selection of 16 channels:

5. Moving through Media

5.1 Introduction

The Player pane provides a jog bar and more transport buttons to navigate in the loaded element. In addition, several options allow to directly jump to a given timecode within the media.

5.2 Transport Functions

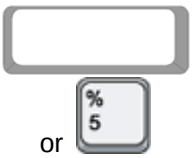
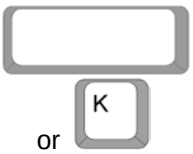
5.2.1 Jog Bar

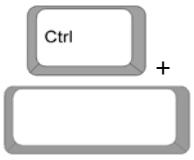
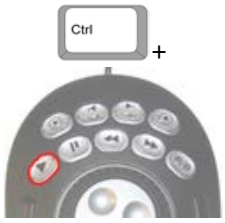
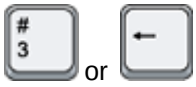
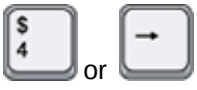
The position indicator can be moved with the mouse along the jog bar to browse the clip and to play it from any position if needed.

Refer to section 2.7.6 ‘Jog Bar’ on page 20 for a description of the elements of the jog bar.

5.2.2 Transport Buttons and Shortcuts

The following table gives the meaning of each transport operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePro device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Play	 ↔			Starts to play the loaded media at 100% for normal clips, at 33% for SLSM clips (3x) or at 50% for SLSM clips (2x).
Pause				Stops the preview of the loaded media.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Play Backward / Pause				Starts moving backwards through the media.
Goto IN				Moves the current position to the IN point of a clip
Goto OUT				Moves the current position to the OUT point of a clip
Fast Rewind				Starts moving backwards through the media at the preset speed. See section 5.2.3.
Fast Forward				Starts moving forward through the media at preset speed. See section 5.2.3.
Goto Previous Frame				Moves from the current position to the previous frame.
Goto Next Frame				Moves from the current position to the following frame.

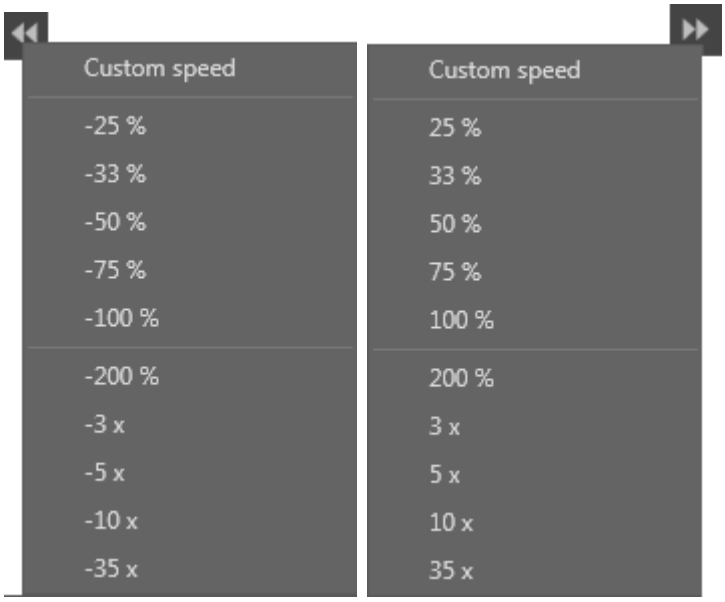
Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Go 10 Frames Backward		 or 		Moves 10 frames before the current position.
Go 10 Frames Forward		 or 		Moves 10 frames after the current position.

5.2.3 Fast Forward and Fast Rewind Speed

The Fast Forward speed and the Fast Rewind speed can be adapted by means of buttons or keyboard shortcuts.

User Interface Buttons

Right-click the **Fast Rewind** button or the **Fast Forward** button and select one of the options from the contextual menu.



Keyboard Shortcuts

Press the **Fast Rewind** (J) or the **Fast Forward** (L) shortcut to start playing the media backward or forward. Then, press the shortcut again to change speed.

Possible speed values are: 1x, 2x, 3x, 5x, 10x.

5.3 Jumping to a Given Timecode within the Loaded Media

There are several ways to jump to a given timecode of a loaded media:

- Click at one position on the jog bar
- Click on the cursor and move it along the jog bar
- Enter a new timecode value in the **Current Timecode** field and press **ENTER**.

6. Creating a Clip and Sending it to a Bin

6.1 Introduction

As soon as a media has been loaded, users can create a new clip from this loaded media thanks to the clip creation functions of the Player pane. A clip can be created from a record train, a recording ingest or a clip. An existing clip can be re-trimmed on the Player pane, if it has not been protected.

Clips are sent to a bin as soon as they are saved. So, a bin must have been selected prior to or at clip creation. Refer to section 6.6 ‘Sending a Clip to a Bin’ on page 60.

6.2 Clip Settings

Most of the settings cannot be defined from the IPBrowse interface and are directly applied from IPDirector.

The only settings that the user can configure from the IPBrowse interface relate to auto-naming of clip and the display of the Save Clip window.

6.2.1 Define Clip Autoname

The **Define Autoname** setting allows the user to define auto-naming rules for new clips.

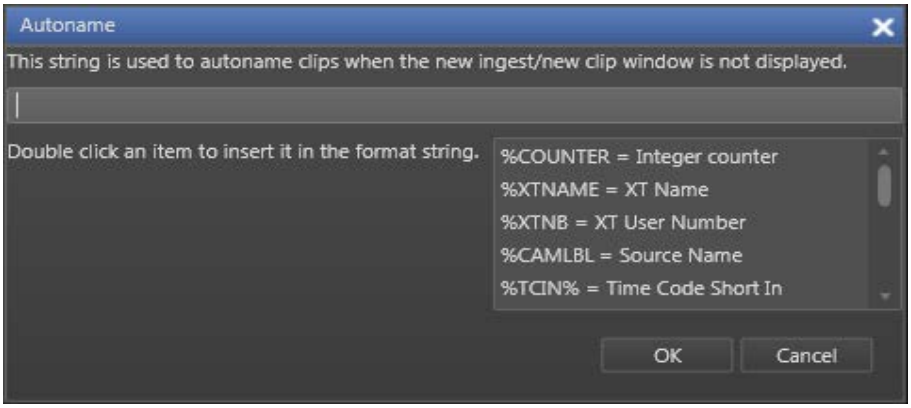
To define a clip auto-name, proceed as follows:

1. Click the **Tools** button  on the main toolbar.

   A contextual menu is displayed.

2. Select **Define Autoname**.

   The Autoname window opens and lists the various possible format string options with a brief explanation:



3. Double-click an item to append it to the format string.

4. Click **OK**.

   The auto-name setting is saved in the IPDirector Auto-Name settings.

6.2.2 Show Save Clip Window

The **Show Save Clip Window** setting allows to display the Save Clip window when the users click the **Save** button at clip creation. This setting is accessed by clicking the **Tools** button on the main toolbar and by selecting **Show Save Clip Window**.

This setting is unavailable and automatically selected when no clip auto-name has been defined in the **Define Auto-name** setting. When a clip auto-name has been defined, the **Show Save Clip Window** setting is available and can be selected or not.

The selected option for this setting is reflected in the **Open Save Clip Window** setting under the Clips/General settings of IPDirector.

6.3 Clip Creation Buttons and Shortcuts

The following table gives the meaning of each clip creation operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePro device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Mark IN	[	I or E		Sets an IN point at the timecode shown in the **Current Timecode** field and corresponding to the blue indicator position in the jog bar. Then a green indicator represents the IN point on the jog bar.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Mark OUT		O or R		Sets an OUT point at the timecode shown in the **Current Timecode** field and corresponding to the blue indicator position in the jog bar. Then a red indicator represents the OUT point on the jog bar.
Clear IN		D	Shift + 	Clears the IN point which has just been set and not yet saved.
Clear OUT		F	Shift + 	Clears the OUT point which has just been set and not yet saved.
Clear Marks		G		Clears the IN and the OUT points which have just been set and not yet saved.
Save Clip		V		Saves the new clip. Depending on the settings, the Save Clip window will open or not.
Update Clip		S	Shift + 	Saves the new settings of a clip after having marked a new IN point and or a new OUT point.

Note

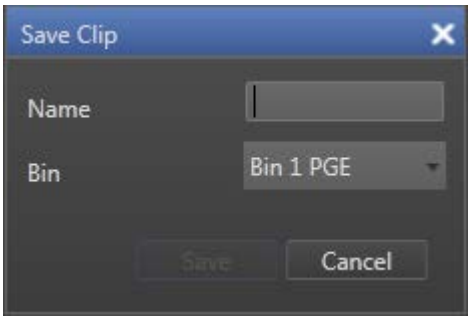
When the cursor is located in a text area, the Ctrl key can be pressed together with a keyboard shortcut to perform one of the following action: Mark IN, Mark OUT, Save Clip, Update Clip.

6.4 How to Create a Clip

To create a clip from a train or a recording ingest or to create a sub-clip from an existing clip, proceed as follows:

1. Load a media (train, recording ingest, clip or a log) on the Player pane.
2. If you have loaded a clip, browse through it to select the point to be marked IN and/or the point to be marked OUT.
3. Set an IN point at the required timecode.
4. Set an OUT point at the required timecode.
5. Click the **Save Clip** button or use the dedicated shortcut.
   - If the **Show Save Clip Window** setting has not been selected, make sure the bin tab where you want to send the clip has been selected before clicking the **Save** button. Refer to section 6.6 ‘Sending a Clip to a Bin’ on page 60.

     The procedure is finished.
   - If the **Show Save Clip Window** setting has been selected, the Save Clip window opens:

     Follow steps 6 to 8.
6. Enter a name for the clip in the **Name** field.
7. In the **Bin** field, select the bin where you want to send the clip.
8. Click the **Save** button to save the clip from the Save Clip window.

The clip is saved in the IPDirector database and the clip is sent to the selected bin.

If the selected recorder channel is part of a ganged group, clips are created on each of them and are linked. They are all sent to the bin. They all receive the same name, followed by xx, where xx starts with 00 and increments for each additional camera angle.

6.5 How to Trim a Clip

An existing clip can be trimmed and saved with the same name, so the updated clip replaces the previous one. A clip associated to a log cannot be trimmed because IPDirector has protected it.

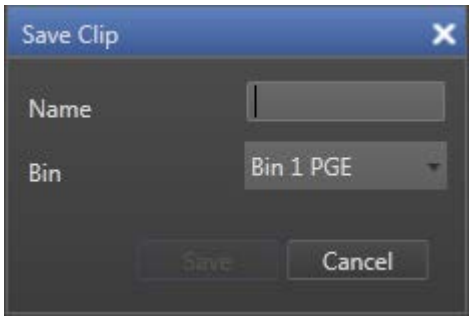
To trim a clip, proceed as follows:

1. Load a clip on the Player pane.
2. Browse the clip to mark a new IN point and/or a new OUT point.
3. Click the **Mark IN** button and/or the **Mark OUT** button respectively.
4. Click the **Update** button  to save the updated clip.

   The clip is saved in the IPDirector database.

6.6 Sending a Clip to a Bin

When the Save Clip window is displayed at clip creation, the bin automatically selected to receive the new clip corresponds to the bin tab open in the Bins pane. Another destination bin can be selected from the window at that time.



When the Save Clip window is not displayed at clip creation, the new clip is automatically sent to the bin corresponding to the bin tab open in the Bins pane. So, in this case, the destination bin must be chosen by selecting the tab before clicking the **Save** button  .

7. Organizing the Bins

7.1 Introduction

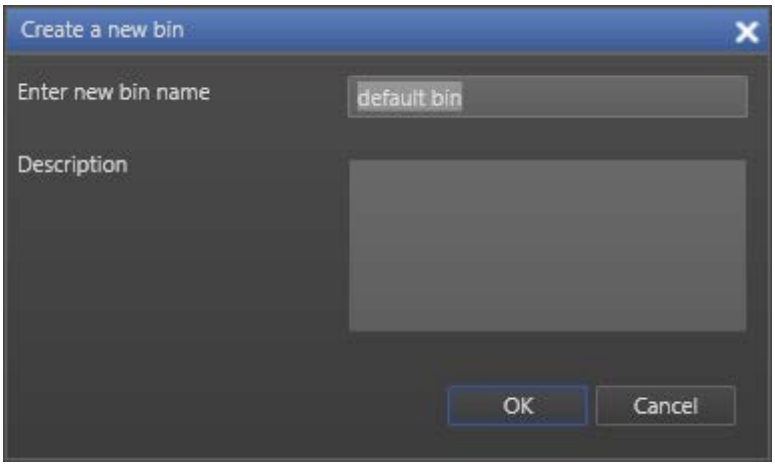
In the IPBrowse workflow, users put a selection of sequences into predefined bins where clips can be re-ordered. Then, they are able to publish the bin content to a group or to send it to selected destination(s), such as post-production systems. As users sometimes work on several edits at the same time, it is useful to have a bin per edit the user is working on.

7.2 Bins Management

7.2.1 How to Add a Bin

1. Click the  button on the right of the last tab.

   The Create a New Bin window opens:



2. Enter a name for the bin.

3. Click **OK**.

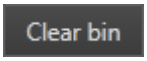
   A new tab corresponding to the new bin is displayed.

Created bins are sorted alphabetically on the right of the first tab, which is always the [User] bin created by the system for the current user.

The new bin appears in the Tree view as well.

7.2.2 How to Clear the Content of a Bin

1. Select the tab you want to clear.
2. Click the **Clear Bin** button:

   A confirmation message is displayed.
3. Click **Yes**.

The clips not owned by the current user are removed from the bin but remain in the database.

The clips owned by the current user are deleted from the bin and from the database.

The bin remains but it is empty.

7.2.3 How to Delete a Bin

1. Select the tab you want to remove.
2. Click the  button next to the selected tab.

   A confirmation message is displayed.
3. Click **Yes**.

The clips not owned by the current user are removed from the bin but remain in the database.

The clips owned by the current user are deleted from the bin and from the database.

Then, the bin is deleted and removed from the IPBrowse interface.

Note

The [User] bin created by the system is the only bin which cannot be deleted.

7.3 Clips Management

This section describes all the actions which are possible on clips within the Bins pane and how they can be performed.

7.3.1 Adding Clips to a Bin

Clips can be added to a bin in different ways:

To	See section…
Send a clip from the Player pane to a bin	6.6 ‘Sending a Clip to a Bin’ on page 60.
Copy a clip from one bin to another one	‘How to Copy Clip(s) from One Bin to Another’ on page 64.
Copy a clip from the Elements grid/list	‘How to Copy Clip(s) from the Elements Grid/List’ on page 64.
Move a clip from one bin to another one	‘How to Move Clip(s) to Another Bin’ on page 65.

7.3.2 Deleting Clip(s)

To delete one or several clips, proceed in one of the following ways.

1. Select the clip(s) you want to delete from the bin.
2. Right-click the list.
   A contextual menu is displayed.
3. Select **Delete**.
4. Click **Yes** to confirm.

OR

1. Select the clip(s) you want to delete from the bin.
2. Press the **Delete** key.
3. Click **Yes** to confirm.

The clips not owned by the current user are removed from the bin.

The clips owned by the current user are removed from the bin and deleted from the database.

7.3.3 Copying Clips

How to Copy Clip(s) from One Bin to Another

To copy clips from one bin to another bin, proceed as follows:

1. In the Bins pane, select the clip(s) you want to copy.
2. Right-click the list.

   A contextual menu is displayed.
3. Select **Copy**.

   A sub-menu shows the list of bins from the [User] bin directory, including the source bin:

4. Select the bin you want to copy your clips to.

The clips are copied to the other bin.

Note

The destination bin can be the same as the source bin. So, duplicated clips will be present in the same bin.

How to Copy Clip(s) from the Elements Grid/List

To copy one or several clips from the Elements grid/list to a bin, proceed as follows:

1. In the Elements grid/list, select the clip(s) you want to copy.
2. Drag them to the bin's tab where you want to copy them.

The clips are copied into the bin.

7.3.4 Moving Clips

How to Move Clip(s) to Another Bin

To move a clip from one bin to another one, proceed as follows:

1. In the Bins pane, select the clip(s) you want to move.
2. Right-click the list.
   A contextual menu is displayed.
3. Select **Move**.
   A sub-menu shows the list of bins, except the source bin.
4. Select the bin you want to move your clips to.

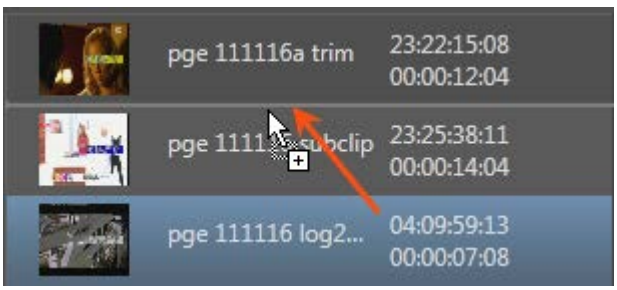
The clips are moved to the other bin.

How to Move Clip(s) within a Bin

You can move clips within a bin to put them in a selected order.

To do so, proceed as follows:

1. In the Bins pane, select the clip(s) you want to move.
2. Drag it/them to the position where you want to move. During the drag and drop operation, a thick line will be displayed between the clip lines where the clip(s) will be dropped in order to highlight the drop position.



7.3.5 Editing Clips

How to Edit a Clip

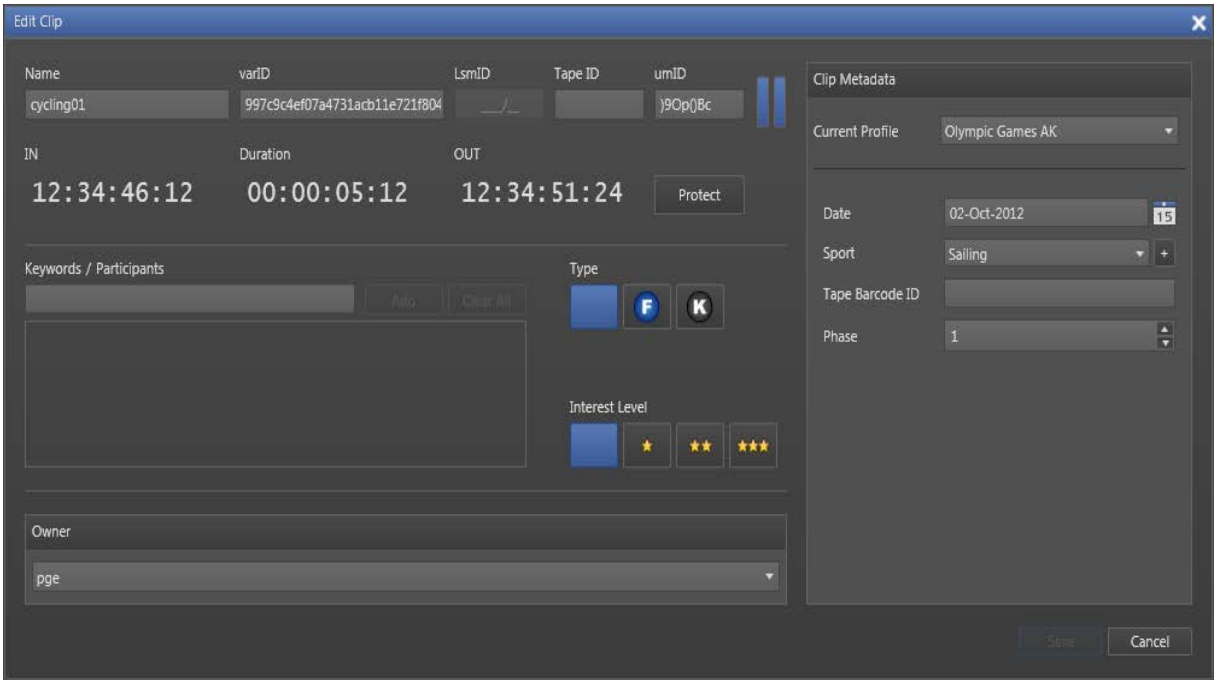
To edit the clip data, proceed as follows:

1. Select the clip you want to edit in the Bins pane.
2. Right-click the clip.
   A contextual menu is displayed.
3. Select **Edit**.
   The **Edit Clip** window opens.
4. Add or change clip data.
   For more information on the **Edit Clip** window, refer to section Edit Clip Window' below.
5. Click **Sav**e.

The clip data is updated in the database.

Edit Clip Window

In the Edit Clip window you can add or change clip data.



Window Overview

The Edit Clip window is divided into two panes:

- The left pane contains the Clip Information, i.e. general clip data

  It is always displayed.

- The right pane contains the Clip Metadata, i.e. clip data based on customer-specific fields.

  Clicking the right area in the **Pane Display** button  will display this right pane.

Fields in the Edit Clip Window

The following table describes briefly the fields displayed in the Edit Clip Window.

The **Clip Information** pane contains the following fields:

Field	Description
Name	User-defined name for the clip. It can contain up to 24 alphanumeric characters. A name can be defined in **Tools > Define Autoname**.
VarID	VarID is a 32-character ID with variable length and format. It is automatically assigned to new clip. It is mainly used to ensure redundancy on the system. It can be unique for a clip on the EVS server level or on the XNet network level, depending on EVS video server settings.
LSM ID	LSM ID, i.e. location where the clip will be stored on the XNet network. This numbering is based on the numbering of the LSM operational mode.
Tape ID	This identifies the tape on which the clip is stored.
UmID	Unique Material Identification. UmID is a fixed length 8–character ID. The EVS server automatically assigns a UmID to each new clip. It is used for the unique identification of a clip on an XNet network.
Protect / Unprotect	Button that allows the user to protect or unprotect the selected clip. A **Protect** icon appears next to the **Protect** button when the clip is protected.
Keywords	The Keyword area allows you to assign up to five keywords to a clip to qualify its content. To add a keyword, type its first letters and select it from the Autocomplete list.
Clip Type	Type of clip in relation with the Fill and Key function. The possible values are Normal, Fill, Key.

Field	Description
Interest Level	User-defined rating of the clip. Possible values are: no star, one star, two stars, three stars.
Owner	Identification of the clip owner.

The **Clip Information** pane also displays the IN point, OUT point and duration of the clip as read-only information.

The **Clip Metadata** pane contains the following fields:

Field	Description
Current Profile	Drop-down list in which the users can modify the metadata profile to be associated with the clip, if they have appropriate user rights.
Metadata Profile fields	Fields belonging to the Metadata Profile displayed in the Metadata Profile drop-down list. The user can modify the values of the Metadata profile fields. The modifications will only apply to the clip and not impact the default values of the profile.

8. Publishing and Transferring Clips

8.1 Introduction

With IPBrowse, a bin content is made available to other users either by publishing the bin or by transferring the bin content.

Clips can be sent to various destinations, including third party systems (i.e. NLE systems) and storage paths. The transfer is initiated from the Bins pane. Clips may automatically be sent to a target as soon as they are put into a bin or they can be selected later on from the Bins pane. The transfer may concern a selection of clips or clips from an entire bin. The choice of several targets is possible and the transfer can be monitored from the interface.

8.2 Publishing a Bin

8.2.1 Purpose and Context of Use

Rather than sending a bin content to a target destination, users may want to simply show the clips from a bin to a group of users. They can publish the bin to a selected group.

8.2.2 How to Publish a Bin

To publish a bin, proceed as follows:

1. From the bin tab you want to publish, click the **Publish** button.

   The Publish window opens.

2. Select the user group(s) to which you want to publish the bin in the **Available Groups** area on the left. Keep **CTRL** pressed for a multiple selection.

3. Click the Right Arrow button to move the selected user groups from the **Available Groups** area to the **Selected Group** area on the right.

4. Click the **Publish** button at the bottom of the Publish window.

To un-publish a bin to a group of users, repeat steps 1 to 4 and perform the opposite operation: select the user group in the **Selected Group** area and click the Left Arrow button.

8.3 Transferring Clips

8.3.1 Transfer Target Destinations

Users can select one or more of the following targets to transfer clips:

- File on shared drive
- Final Cut Pro
- Avid
- CleanEdit (from the EVS Xedio Suite)
- XT on another network
- Target group

8.3.2 Transfer Options

IPBrowse provides four options to transfer clips. Users will select one way rather than another depending on their role and the work they are doing on clips.

The options are:

- Auto send
- Send bin as clips
- Send bin as edit
- Send a selection of clips

8.3.3 Auto Send Mode

Purpose and Context of Use

The Auto Send mode is used to automatically send a clip to a predefined destination target at the time of clip creation, without clicking any additional button or key.

This mode will be chosen, for example, when an assistant creates clips and must send them to the editor who makes the edit on the NLE system as soon as clips are being created.

When one or several clips are copied or moved to a bin for which the Auto Send mode is activated, these clips are automatically sent to the predefined destination target as well.

How to Activate the Auto Send Mode on a Bin

The Auto Send mode is specific to a bin. It can be activated for some of the bins and disabled for other ones.

To activate the Auto Send mode for a bin, proceed as follows:

1. Click the tab corresponding to the bin for which you want to set the Auto Send mode.
2. Click the **Auto Send** button.

   A contextual menu shows all the possible destinations.
3. Select one of the targets.

   The target is flagged and the **Auto Send** button is highlighted:

4. Repeat steps 2 and 3 if you want to select an additional target.

Clips will be automatically sent to the selected target(s) as soon as they are put into the bin.

The Auto send mode can be disabled in the same way it has been activated: follow steps 1 to 4 above.

8.3.4 Sending Bin as Clips

Purpose and Context of Use

Users will choose this mode when the clips gathered for their edit are not in a defined and final order in the bin. For example, sequences obtained at different points in time and collected as the best moments of an event can be put in the same bin but need to be re-organized in the edit.

Transfer Limitation

If some clips from the bin do not have a hi-res element, all the clips will be transferred except those ones.

How to Send All the Clips from a Bin Individually

All the clips from a bin can be sent to a target destination in the form of clips.

To do so, proceed as follows:

1. Click the tab corresponding to the bin for which you want to send all the clips.
2. Click the **Send to** button.

   A first contextual menu is displayed.
3. Select **As clips**.

   A sub-menu shows all the possible destinations.
4. Select one of the targets.

The clips transfer is initiated. In this case, individual transfer requests are sent for each clip from the bin.

Transfer Status

Transfer status information is displayed for each clip individually on each clip line in the Bins pane.

A transfer status icon represents the selected target and its color gives indication on the transfer status.

Only one transfer status is shown for each clip. In case transfer has been requested to several destinations, only the transfer status information related to the first transfer is shown.

The transfer can be monitored through the Transfer Monitoring area. Refer to section 8.3.7 ‘Transfer Status Monitoring’ on page 74.

8.3.5 Sending Bin as Edit

Purpose and Context of Use

With this mode, the bin content is sent as an edit to the selected destination. It can be sent to an NLE system, where it will appear as a timeline, or it can be rendered to a storage or a server.

So, clips need to be ordered in the bin according to the same sequence they need to appear in the final edit.

Journalists who prepare their edit themselves and thus know in which order clips must be organized in the bin will favor this transfer mode.

Transfer Limitations

The following limitations are applicable to the **Send Bin as edit** option.

- If at least one clip of the bin has no hi-res element, the edit transfer will not be initiated.
- A bin cannot be sent as edit to an Avid Transfer Engine target.

How to Send Clips from a Bin as an Edit

All the clips from a bin can be sent to a target destination in the form of an edit decision list.

To do so, proceed as follows:

1. Click the tab corresponding to the bin for which you want to send the content.
2. Click the **Send to** button.

   A first contextual menu is displayed.
3. Select **Send as edit**.

   A sub-menu shows all the possible destinations.
4. Select one of the targets.

An edit is created with the content of the bin and its transfer is initiated.

Transfer Status

Transfer status information is displayed at the bottom of the bin tab. Only one transfer status is shown for the whole bin content. In case transfer has been requested to several destinations, there will be as many transfer status information as selected targets.

When the transfer job is being processed, a progress bar is shown together with the percentage of completion for the transfer of the edit.

How to Create an Edit

To create an edit, proceed as follows:

1. Click the tab corresponding to the bin for which you want to create an edit with the content.
2. Click the **Send to** button.

   A first contextual menu is displayed.
3. Select **Create Edit**.

An edit is created with the content of the bin. The edit name is the bin name. The edit description is the bin description. The edit is put in the bin it was created from. It is not visible from IPBrowse but from IPDirector and it can be retrieved thanks to the IPD plugin.

8.3.6 Sending a Selection of Clips

Purpose

If you only want to transfer some clips from a bin rather than an entire bin, you can make a selection and select your target.

Transfer Limitation

If some clips from the selection do not have a hi-res element, all the clips will be transferred except those ones.

How to Send a Selection of Clips

To send a selection of clips from a bin, proceed as follows:

1. From the bin tab, select the clip(s) you want to transfer.
2. Right-click the list.
   A contextual menu is displayed.
3. Select **Send to**.
   A sub-menu shows the list of targets.
4. Select the target you want to send your clips to.

The clips transfer is initiated. In this case, individual transfer requests are sent for each clip from the selection.

8.3.7 Transfer Status Monitoring

Transfer Status Information

Information on the transfer status is available from different areas:

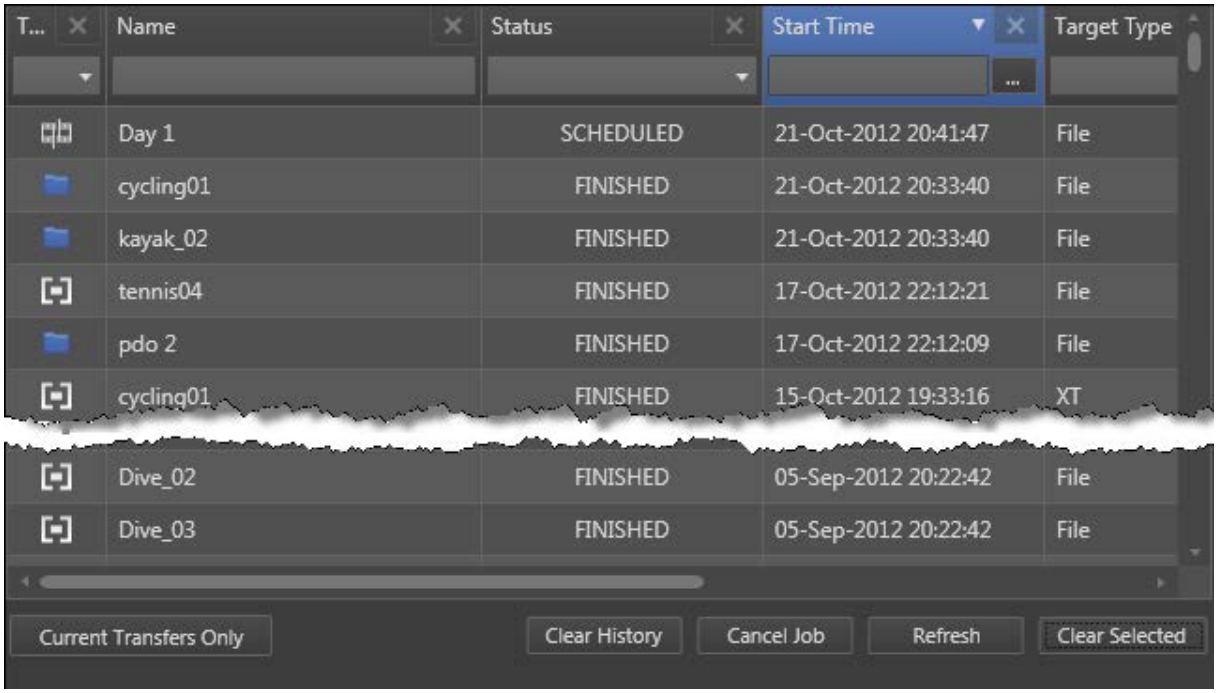
- in the Bins pane. Refer to section 8.3.2 ‘Transfer Options’ on page 70.
- in the Transfer Monitoring view.

Transfer Monitoring View

The Transfer Monitoring view provides detailed information on the transfers would they be scheduled, on-going, finished or failed.

It is accessed by clicking the **Show Transfer Monitoring** button on the main toolbar.

Information is displayed in columns in place of the Elements grid/list. It shows the transfer jobs requested by the user.



The following table describes the buttons available from the Transfer Monitoring view.

Button	Description
Current Trans	This button gives access to the list of transfers currently in progress. Its background is colored when it is enabled:  To return to the list of all the transfers, click the **Current Transfers Only** button again.
Clear History	This button removes all the transfers jobs from the list.
Cancel Job	This button cancels the selected transfer job. It is available for transfers currently in progress.
Refresh	This button allows users to manually refresh the view at a point in time. Otherwise, the system automatically refreshes the view.
Clear Selected	This button removes the selected transfer job from the list.
Retry Job	This button allows users to resubmit selected job(s) with a Cancelled or Error status. *Not yet implemented.*

9. ShuttlePRO Functions

9.1.1 Introduction

ShuttlePRO has a Jog wheel and a Shuttle ring, and fifteen buttons. The two top rows of buttons on the ShuttlePRO series have labels for quick reference as to which functions each button is designed to perform.

9.1.2 Button Configuration

The button configuration is hard coded. Buttons may have **CTRL or SHIFT** from the keyboard as a modifier to change the button function. These functions are shown in red for CTRL and blue for SHIFT in the diagram below.

Details on the button functions are included in the respective sections of the current manual. The diagram below is a quick reference guide to the location of the functions.

9.1.3 Quick Reference

Glossary

Term	Definition
Bin	Logical folder generally used as a working folder where the users can gather all the media they need to create their final output.
Clip	Logical entity that refers to a given A/V media and can include several physical resources (clips and/or files) which share the same TC IN, TC OUT.
Edit	In the IPDirector environment, an edit is an object characterized by: • its metadata (name, profile, tape ID,...) which can be modified from the IPDirector interface • an EDL stored in the database and which cannot be modified from the IPDirector interface. The edit object is a container for an EDL.
Log	A log is a reference point to a specific frame in a video sequence. The log is identified by a TC value, and relates to an action in a given event. It can be associated to metadata related to the event (keywords and/or a ranking, for example).
Log Sheet	Entity that contains all logs for a given event, and can contain its own metadata.
Nearline	A nearline is a destination visible on the TCP/IP network, which allows user to store and backup A/V material (files), so that they can access them in IPDirector, or restore them later on to EVS servers.
Record Train	A/V feed recorded on an EVS video server via a recorder channel.

Index

G

J

L

M

N

O

P

Q

R

S

T

U

V

EVS Headquarters
Liège Science Park
16, rue Bois St Jean
B-4102 Seraing
Belgium

Corporate
+32 4 361 7000

North & Latin America
+1 973 575 7811

Asia & Pacific
+852 2914 2501

Other regional offices
www.evs.com/contact

To learn more about EVS go to **www.evs.com**