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ITX SMARTCLIENT

WEB-BASED MEDIA ASSET MANAGEMENT

Operator Guide

iTX v2.6 SP5

Revision 1.1 (2016-01-21)

www.grassvalley.com

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1 About SmartClient

This operator guide describes how you can use Grass Valley's web-based media asset management tool *iTX SmartClient* within an iTX system.

For installation and configuration instructions, see the *SmartClient System Administrator Guide*. This is available from the Grass Valley Support Portal:

http://www2.grassvalley.com/support/software/index

Summary

What is iTX SmartClient? *1*
The SmartClient Home Page *2*
Entering Information in SmartClient *5*
Access Rights to Assets *7*

What is iTX SmartClient?

The Miranda iTX SmartClient (also known as just SmartClient) is an application that provides access to the resources of an iTX system to enable you to research video clips, assemble shot lists and perform various asset-management tasks.

You can use SmartClient to:

- Find and view details of assets (video clips, project clips and placeholder clips).
- Play back video clips.
- Edit video-clip in- and out-points.
- Edit video-clip metadata.
- Annotate video clips by marking events and adding metadata.
- Annotate a live feed by marking events and adding metadata.
- Create and edit project clips (shot lists).
- Find and view details of Adobe After Effects (AE) projects, templates and pages in iTX.
- Edit the content of text layers in AE pages and templates.

Any of the above tasks may be related to jobs in iTX Workflow processes.

After performing a task, you may use SmartClient to set up other jobs. For example, after marking the in- and out-points of a video clip, you may trigger a job for an operator to check the quality of the high-resolution media.

The SmartClient User Interface

You interact with SmartClient through a Web-based user interface that connects to a SmartClient server, on which the SmartClient services run . You view the user interface in a Web browser (e.g. Internet Explorer on a Windows PC or Safari on a Mac).

Starting from the SmartClient home page, you can navigate to any of a number of SmartClient pages - called workspaces - which are specially equipped with the features you need for particular tasks.

Playing of Media Files

Some workspaces contain a Media Viewer. In this, you can preview low-bit-rate versions of media files that are registered in iTX. The Media Viewer can play complete files with the .mp4, .wmv or .ism filename extension. It can also play files while they are being recorded with Microsoft Live Smooth Streaming technology.

> Note: An .ism file is a Smooth Streaming file that contains details of the video and audio content of a media file.

The SmartClient Home Page

You start SmartClient by entering the Web address of the SmartClient server in your Web browser. You may need to ask your system administrator for this address.

The SmartClient home page appears:

The home page has two distinct areas: the title bar at the top and the Dashboard below it.

About the Dashboard

The Dashboard contains a set of buttons for navigating to the various SmartClient workspaces. It may also contain other items (or "widgets"), such as a clock or service monitors. The availability and arrangement of these items depends on how your system administrator designs your Dashboard.

You may have access to multiple Dashboards, each configured for different working requirements.

Opening SmartClient

To open SmartClient:

1 In a web browser on your PC, enter the URL of your SmartClient server.

2 Press Enter.

SmartClient opens and displays its home page, with the default Dashboard.

> Note: SmartClient uses the Microsoft Silverlight browser plug-in to build its user interface. If this is not installed on your SmartClient workstation, a dialog appears - prompting you to download and install the plug-in - when you try to connect to the SmartClient server.
> Respond to the prompts to install the plug-in.

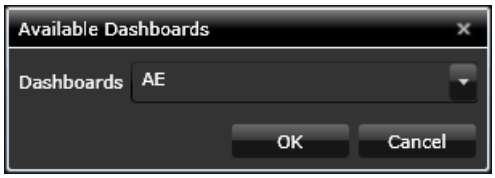
Loading an alternative Dashboard

If you have access to multiple Dashboards, do the following when you want to switch to a different one.

To load an alternative Dashboard

1 Right-click on the current **Dashboard** and select required **Dashboard** from the displayed menu.

The Available Dashboards dialog appears:



2 Select a **Dashboard**.

3 Click **OK**.

SmartClient displays your selected Dashboard.

Activities and Workspaces

SmartClient has a number of workspaces, which contain features for different activities. These are represented by selection buttons on the Dashboard:

A Dashboard may include selection buttons that represent any of these activities:

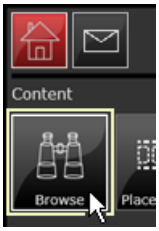
- Browse

- Placeholders
- Shot List
- Live Logging
- AE asset management
- Job Monitoring

We describe how to use the workspaces later in this manual.

Selecting a workspace

You choose a workspace by clicking one of the activity buttons. For example, to display the Browse workspace, click the Browse button:



Returning to the home page

You can return to the home page from any workspace by clicking the Home button, which is always visible:

The button is highlighted red on the home page.

Workspace levels

A workspace may have different levels for different tasks. To the upper left of the workspace, SmartClient displays a set of navigation buttons for these levels. The button for the current level is highlighted red.

You can move between available levels by clicking a navigation button.

Sometimes, a level becomes available only after you perform a task on another level. For example, in the Browse workspace, selecting a clip on the search level gives you access to the clip level.

Resting your mouse pointer over a button shows when the associated level is available: a white border appears around the button.

Automatic Opening of a Workspace and Loading of a Video Clip by URL

SmartClient can open a workspace and load a video clip in it on receiving a valid URL from a traffic system or similar third-party application. This is mainly for use in systems in which the third-party application connects to iTX via iTX Interchange.

The URL needs to specify the required workspace and the unique ID (AssetUid) of the video clip. It can take one of two forms depending on whether or not the asset ID is encoded or not:

1 `http://{host}:{port}/#{workspace}={AssetUid}`

   Example: `http://svr123:81/#browse=newsfeed`

2 `http://{host}:{port}/#{workspace}={encodedAssetUid}`

   Example: `http://svr123:81/#browse=SVRYMjNTUDNfMV8xNjU1Ng~~`

The asset ID, plain or encoded, is passed to the third-party application by iTX Interchange. SmartClient displays workspace and video clip if the application has the required access rights.

Job Monitoring

A Dashboard may contain features for working with jobs in an iTX Workflow system:

- A Jobs widget displays buttons that represent job types you have access rights for. Clicking a button calls up the workspace for the associated job type.
- A Jobs Query widget displays a detailed list of jobs of a particular job type or workflow status. This is for viewing only.

System Administration

If you are a system administrator, you can configure metadata types, schemas, templates, alternates, search-menu filters and job types in the Administrator workspace. You call up this workspace by clicking a selection button on an administrator Dashboard.

Use of this workspace is covered in the SmartClient Administrator Guide we mentioned at the beginning of this section.

Entering Information in SmartClient

SmartClient displays a number of common user-interface features for you to use when entering information. Examples are:

- Text boxes, in which you can type text, including numbers.
- Drop-down lists, from which you can select an entry.
- Check boxes, for switching options on or off.

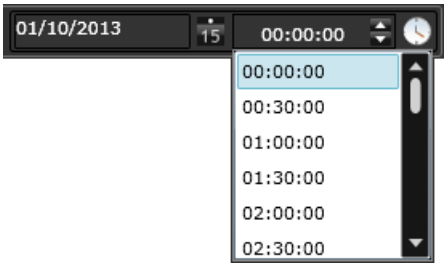
- Ratings scales, on which you can select a value.

It also displays special graphical devices for specifying dates and times. We describe how to use these below.

Specifying Dates and Times

For dates, SmartClient displays a calendar:

For a point in time, SmartClient displays a list of times at fixed intervals:



Specifying a date

To specify a date:

1. Click the calendar button, to the right of a date box, to display a monthly view.
2. Click one of the arrow buttons on either side of the month name to select an earlier or later month.
3. Click a day number to select it.

Specifying a time

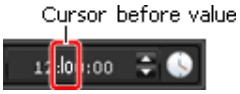
To specify a time

1. Click the clock button to the right of the time box to display the list of times.
2. Use the scroll bar to move up or down the list.
3. Click a time to select it.

Using a keyboard to adjust a time value

When setting a time value, you can overtype the value in an entry box; or you can adjust the value by clicking the arrow buttons to the right of the box.

Alternatively, you may use the arrow keys on your keyboard to adjust a value when it is in focus - indicated by the cursor flashing to the left of the value.



To adjust a time value with a keyboard

1. Click a point just in front of the value you want to change; check a flashing cursor appears in front of the value.
2. Press the up or down arrow key to increase or decrease the value.

Access Rights to Assets

Your ability to work with assets (video clips, placeholder clips, project clips or AE assets) that are registered in your System Database is dependent on the access rights you have for those assets. You get access rights through the user groups to which you belong.

Access rights are given to user groups for each asset individually, usually by your system administrator or the owner of the asset.

2 The Browse Workspace

The Browse workspace is used to perform the following tasks:

- Search through the assets in the iTX System Database to find video clips you are interested in.
- Select a video clip and load it in the workspace.
- Play back the video clip in the Media Viewer.
- View and edit the video-clip metadata.
- View and edit details of events in the video clip.
- Mark and annotate new events.

Summary

About Workspace Levels *9*
About the Browse Clip-level Tabs *12*
How Tab Selection Affects the Media Viewer *14*
Performing Tasks in the Browse Workspace *15*

About Workspace Levels

The Browse workspace has two levels: the search level and the clip level.

Search Level

On the search level, you organize searches for video clips with particular content and view search results. From the results, you select a clip to work with.

This level has three main sections, identified in the illustration:

The purpose of each section is described below:

1. In the Search Builder, you specify a set of search criteria for the video clips you are interested in. You then request SmartClient to find video clips that meet these criteria.
2. In the Results Browser, SmartClient displays its findings in one of three views, which you can switch between: a thumbnails grid, a results table or a scrollable timeline. In any view, you can select a clip to work with.
3. From the Search History panel, you can quickly repeat previous searches.

Automatic switching to the clip level

When you select a video clip in the Results Browser, SmartClient automatically switches to the clip level of the workspace, where you can then work with the clip.

Clip Level

On the clip level, SmartClient has two operating modes: one just for viewing video clips, their metadata and events; the other for annotating video clips and marking events. For both modes, it displays the same main features:

The purpose of each section is described below:

1. You can play and watch your chosen video clip in the Media Viewer. When SmartClient is in the annotating mode, you can edit the clip boundary points (i.e. its in-point and out-point).
2. You can view video-clip metadata and event details on the Metadata and Events tabs.

   When SmartClient is in the annotating mode, you can edit clip metadata; you can add sections of business metadata (based on metadata records) for the whole clip. On the Event Logging tab, you can mark events in the clip and attach business metadata to them.

   On the Actions tab, you can set up iTX Workflow jobs to be performed on the video clip.
3. On the Keyframe Timeline, you can view keyframes at various points of a video clip and use them to position the clip in the Media Viewer.

Switching Between Levels

The search level is always available; the clip level becomes available when you load a video clip from the search level. You can move between levels by using the navigation buttons on the left of the workspace.

Clip-Level Options

On the clip level, SmartClient displays a row of buttons for various operations on the selected video clip:

Button	Operation
Annotate	Put SmartClient in the annotating mode, in which it allows you to edit the video clip and its metadata; or, return SmartClient to the view-only mode. See below, "Operating modes".
Delete	Delete the video clip.
Actions	Display a menu, from which you can: • Send an email containing a link to the video clip. • Load the video clip in the Shot Selection workspace. • Set up a job in an iTX Workflow process.

The buttons are only active for clips that you have the required access rights for.

Operating modes

The Annotate button changes the SmartClient operating mode between view only and annotating.

In the view-only mode, you can:

- Play back the selected video clip.
- View any keyframes captured from the media file for the video clip.
- View metadata, along with any events marked for the video clip.
- Set up a job for the clip in an iTX Workflow process; for example, submit the clip for compliance or QC checking.

In the annotating mode, you can additionally:

- Edit the video-clip in- and out-points.
- Edit the video-clip metadata.
- Edit event metadata.
- Mark events and add metadata to them.

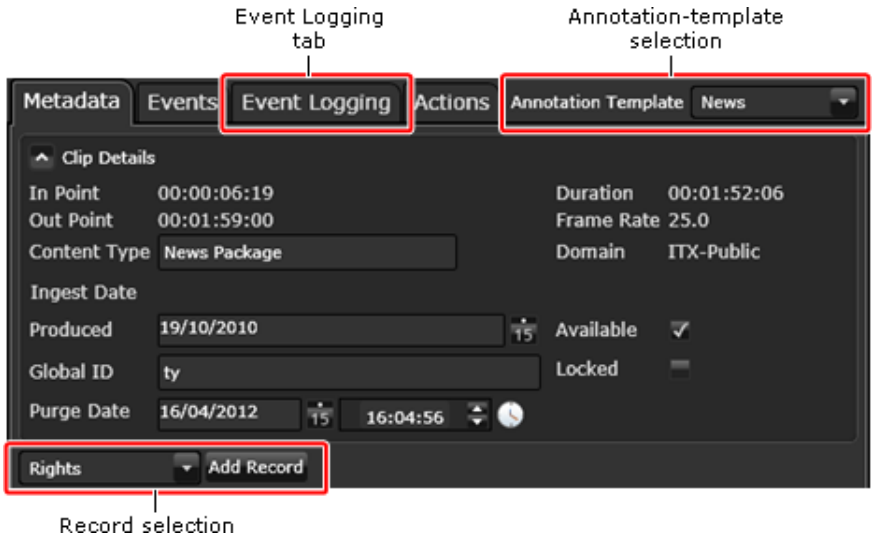
Selecting the Browse Workspace

You display the Browse workspace by clicking the Browse activity button on your SmartClient Dashboard:

About the Browse Clip-level Tabs

With SmartClient in the view-only mode, three tabs (Metadata, Events and Actions) appear to the right of the Media Viewer:

When you switch SmartClient to the annotating mode, the information on the Metadata and Events tabs becomes editable. The Event Logging tab appears, along with other new features:



- The **Annotation Template** box enables you to select a template to use for annotating.
- On the Metadata tab, the metadata-record drop-down list and **Add Record** button, next to it, enable you to select a business-metadata record and add a section based on this record to the tab. What records appear in the list depends on what annotation template you select.
- **Save** and **Save Copy** buttons appear at the bottom of the tab.

The annotation template controls both the availability of business-metadata records in the drop-down list and the configuration of features on the Event Logging tab.

The Metadata Tab

On the Metadata tab, you can view and edit metadata that has been added to a video clip. We explain how to use the features on this tab later in this manual. See Viewing and Editing Metadata on page 83.

The Events Tab

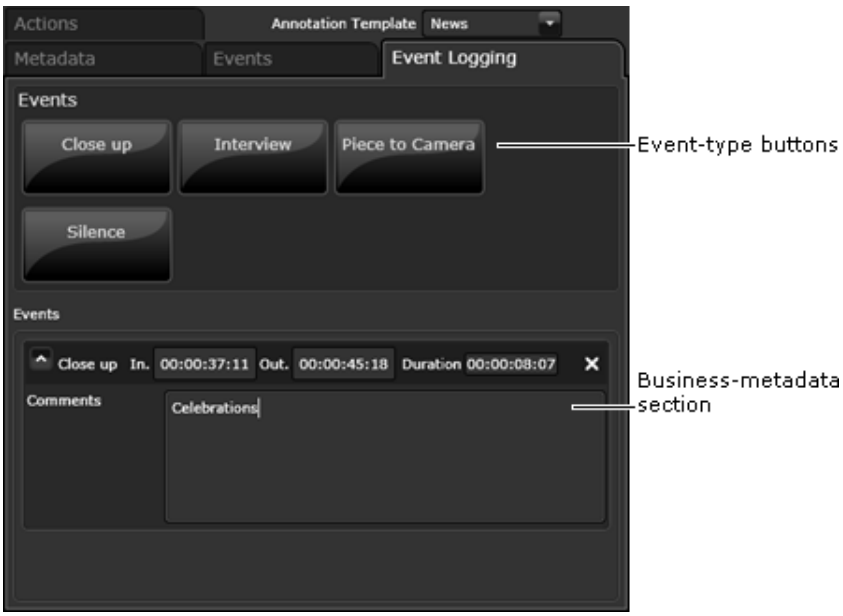
On the Metadata tab, you can view and edit metadata for marked events in a video clip. We explain how to use the features on this tab later in this manual. See Viewing and Editing Metadata on page 83.

The Actions Tab

You use any of the active button on the Actions tab to trigger an iTX Workflow job for a video clip. We explain how to use the features on this tab later in this manual. See Working on the Actions Tab on page 97.

The Event Logging Tab

The Event Logging tab displays a set of event-type buttons for marking events:



The configuration of the buttons depends on what annotation template is selected in the **Annotation Template** box. Different sets of buttons appear for different templates.

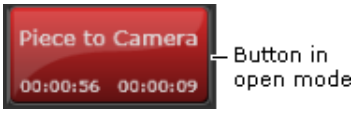
Each time you mark an event, a business-metadata section appears below the buttons. This enables you to add business metadata to the event. An entry for the new event appears on the Events tab. The sections are cleared if you load another clip without saving your changes.

Marking an event

You use the event-type buttons to mark events in a selected video clip. These can operate in either of two modes, giving two ways of marking an event. The modes are: standard and open.

To use a button in standard mode, you first set the event in- and out-points in the Media Viewer. You then click the button to assign an event type to the event. In this mode, the button shows just the name of the event type:

To use a button in open mode, you double-click the button while a clip is playing in the Media Viewer. The button turns red, displays the in-point timecode and starts measuring the duration of the event:.



As the Media Viewer continues to play the clip, you click the button when it reaches the event out-point. The button registers the event and changes back to its original color.

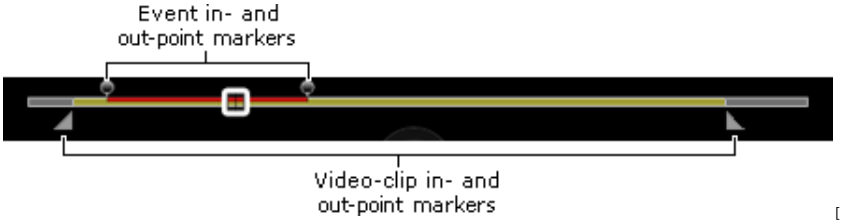
How Tab Selection Affects the Media Viewer

SmartClient configures the Media Viewer slightly differently for video clips than for events. Since you use different tabs for these different item types, SmartClient determines what configuration to use by what tab you select.

The Metadata and Actions tabs apply to video clips. When you select either of these, the Media Viewer shows the video-clip in- and out-points on the duration timeline:

The buttons on the control bar for playing, positioning and marking a segment of a media file (and the corresponding keyboard shortcuts) apply to the video clip.

The Events and Event Logging tabs apply to events. When you select either of these, the Media Viewer shows the in- and out-points of a selected event on the duration timeline:



The video-clip in- and out-point markers are dimmed: you cannot adjust them at this stage. The buttons on the control bar for playing, positioning and marking a segment of a media file (and the corresponding keyboard shortcuts) apply to the event.

Performing Tasks in the Browse Workspace

Below, we describe how you may perform a number of tasks in the Browse workspace. In these tasks, you use major SmartClient features that are common to other workspaces. We explain these features in detail in later sections of this manual.

- For information about the Media Viewer, see Playing Video Clips, on page 71.
- For information about searching the iTX System Database for particular assets, see Searching for Assets, on page 49.
- For information about selecting an asset from search results, see Working with Search Results, on page 61.

Previewing a Video Clip

In previewing a video clip, you use the features on the search level to find the clip; you then load the clip in the workspace on the clip level, where you can play it back in the Media Viewer.

To load and play back a video clip

1. Do one of the following to display the search level of the Browse workspace.
   - Click the Browse activity button on the Dashboard.
   - If the clip level of the Browse workspace is displayed, click the Search Level selection button.
2. Specify search criteria in the Search Builder and start a search. See Using the Search Builder on page 49.

   SmartClient displays a set of search results in the Results Browser.
3. Select a video clip from the Results Browser. See Display of Search Results in the Results Browser on page 61.

   SmartClient loads the clip on the clip level; it displays clip metadata on the Metadata tab and any event details on the Events tab.
4. Use the Media Viewer playback controls to play back the video clip. See About the Media Viewer on page 71.

Annotation of Video Clips

On the clip level, you can view metadata for the video clip that is loaded in the workspace.

If you have editing rights for the clip, you can switch SmartClient to the annotating mode. You can then modify the clip in- and out-points; edit the clip metadata; and add business metadata.

Viewing video-clip metadata

To view video-clip metadata:

1. Load a video clip on the clip level.
2. Select the **Metadata** tab.
3. Ensure the tab displays the information you want to view.
   - Expand or collapse visible sections as necessary. See The Metadata Tab on page 84.
   - Show any hidden sections you need to see. See Setting Up the Default Metadata Tab View on page 88.

Editing a video clip

To edit a video clip:

1. Load a video clip on the clip level.
2. Ensure SmartClient is in the annotating mode (the Annotate button is red).
3. On the Media Viewer, use one of the following methods to change either or both of the clip boundary points.
   - Drag the in-point or out-point marker.
   - Click a timecode display, or the point-marking button next to it, when the Media Viewer is showing the frame at the intended in-point or out-point.
4. Click **Save** to save the clip, or **Save Copy** to save a copy of it with a different name.

Annotating a video clip

To annotate a video clip:

1. Load a video clip on the clip level.
2. Ensure SmartClient is in the annotating mode (the Annotate button is red).
3. Select the **Metadata** tab.
4. Edit any of the existing metadata you want to change. See Editing Metadata on page 86.
5. Add a new business-metadata section, if necessary, and enter the required details. See Adding Business-Metadata Sections to the Metadata Tab on page 87.
6. Click **Save** to save the clip, or **Save Copy** to save a copy of it with a different name.

Event Logging and Annotating

On the clip level, you can view details of events in the video clip that is loaded in the workspace.

If you have editing rights for the clip, you can put SmartClient in the annotating mode. You can then: modify event in- an out-points; delete an event; mark and annotate a new event.

Playing back an event and view its metadata

To play back an event and view its metadata:

1. Load a video clip on the clip level.
2. Select the **Events** tab.

3 Select an event.

SmartClient expands the event entry. The expanded entry includes **Cue to** and **Play** buttons.

4 Use the buttons in the expanded entry to position or play the video clip:

- Click a **Cue to** button to display the first or last frame of the event in the Media Viewer.
- Click the **Play** button to play the event in the Media Viewer.

Editing an event

To edit an event

1 Load a video clip on the clip level.
2 Ensure SmartClient is in the annotating mode (the Annotate button is red).
3 Select the **Events** tab.
4 Select an event.

SmartClient expands the event entry and shows the in- and out-point markers of the event on the **Media Viewer** timeline.

5 On the **Media Viewer**, use one of the following methods to change either or both of the event boundary points.

- Drag the in-point or out-point marker.
- Click a point-marking button when the Media Viewer is showing the frame at the intended in-point or out-point.

6 Click **Update**.
7 Edit the event business metadata, if required.
8 Click **Save** to save the clip, or **Save Copy** to save a copy of it with a different name.

Deleting an event

To delete an event:

1 Load a video clip on the clip level.
2 Ensure SmartClient is in the annotating mode (the **Annotate** button is red).
3 Select the **Events** tab.
4 Select an event.
5 SmartClient expands the event entry; this then displays a **Delete** button .
6 Click **Delete** .
7 SmartClient removes the event entry from the **Events** tab.
8 Click **Save** to save the clip, or **Save Copy** to save a copy of it with a different name.

Marking an event in a video clip and add metadata to it

To mark an event in a video clip and add metadata to it

1 Load a video clip on the clip level.
2 Ensure SmartClient is in the annotating mode (the **Annotate** button is red).
3 Select the **Event Logging** tab.

4 Select an annotation template in the **Annotation Template** box.

The Event Logging tab displays the set of event-type buttons specified in the template.

5 Do one of the following to mark an event:.

- If you want to use an event-type button in the standard mode, position the in- and out-point markers on the **Media Viewer timeline** at the first and last frame of the event; click an event-type button.
- If you want to use an event-type button in the open mode, play back the video clip; double-click an event-type button when the Media Viewer displays the first frame of the event; click the button when the Media Viewer displays the last frame of the event.

SmartClient adds a business-metadata section to the **Event Logging** tab and an entry for the event to the Events tab.

6 Enter metadata for the event either on the **Event Logging** tab or the **Events** tab.

7 Click **Save** to save the clip or **Save Copy** to save a copy of the clip.

Deleting a Video Clip

You can delete a video clip if you have deletion rights for it. To do so, you use the delete button:

To delete a video clip

1 Load a video clip on the clip level.

2 Click the **Delete** button.

SmartClient displays a dialog that requests you to confirm you want to delete the video clip.

3 Click **Yes**.

SmartClient deletes the video clip from the iTX System Database and returns to the search level. If no other video clip references the same media file, it sets up an iTX Workflow job to delete the file.

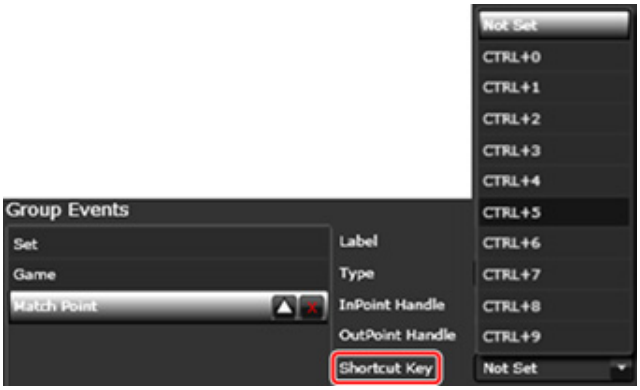
Keyboard Shortcuts for Event Logging

Keyboard shortcuts can now be assigned to event-logging buttons that appear in some SmartClient workspaces (e.g. the Browse and Shot List workspaces). The shortcut is a two-key combination consisting of: the Control key and a number from the number pad. A tooltip displays the associated shortcut when you hover your mouse pointer over a button:

Configuration

You can configure keyboard shortcuts if you are a SmartClient system administrator; you do it while creating or editing templates in the Administrator workspace.

After selecting an event type in the Group Events panel, you select a shortcut for it in the **Shortcut Key** box:

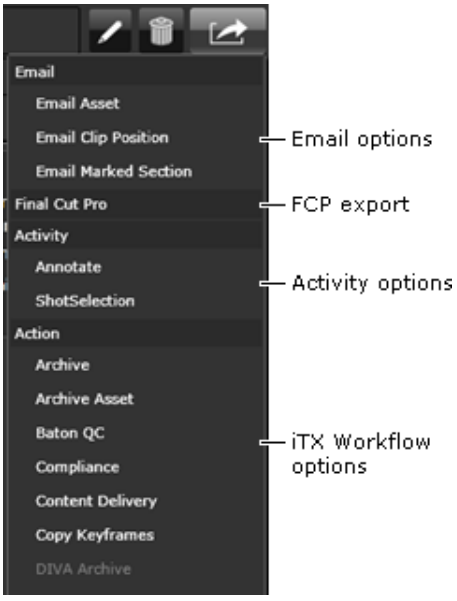


Up to ten shortcuts (Ctrl + 0 to Ctrl + 9) per template are available; only one of these can be assigned to any particular event-type button.

For more information on creating and editing templates, see the *iTX SmartClient Administrator Guide*. This is available on the Grass Valley Support Portal.

Using the Actions Menu

Clicking the Actions button displays the Actions menu:



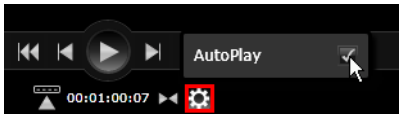
You can select menu options to perform a number of actions for the selected video clip:

Option	Action
Email Asset	Email an asset link to another SmartClient operator. The link opens SmartClient with the video clip loaded in the Browse workspace. SmartClient opens your main email application for this action.
Email Clip Position	Email a clip-position link to another SmartClient operator. The link opens SmartClient with the video clip loaded in the Browse workspace, ready to play from the current in-point. SmartClient opens your main email application for this action.
Email Marked Section	Email a marked-section link to another SmartClient operator. The link opens SmartClient with the video clip loaded in the Browse workspace, ready to play between the current in- and out-points. SmartClient opens your main email application for this action.
Final Cut Pro	Export the media file to an external location and save the video clip in a format that allows it to be used in Apple Final Cut Pro.
Annotate	This option is not used.
Shot Selection	Switch SmartClient to the Shot Selection workspace with the video clip loaded.
iTX Workflow job (various)	Set up a job of the selected type for the video clip. Available job types depend on what iTX Workflow definitions are installed in your system.

Video AutoPlay Check Box

iTX SmartClient allows the ability for video clips selected in the Browse workspace to play automatically once loaded, or pause on the first frame.

To configure this option, click the 'viewer settings' button below the video player's transport controls (highlighted in red)



To have the clip automatically play once loaded, check the AutoPlay check box. To have the clip pause on the first frame when loaded, uncheck the AutoPlay check box.

3 The Placeholders Workspace

The Placeholders workspace is for working with placeholder clips. These are clips that are registered in your System Database but have no media yet.

Summary

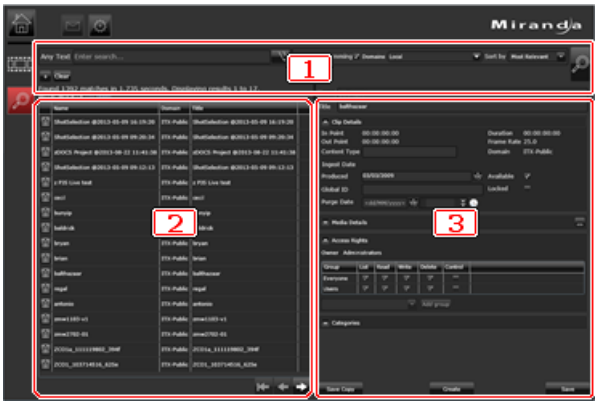
About the Placeholders Workspace *21*
Performing Tasks in the Placeholders Workspace *22*

About the Placeholders Workspace

The workspace contains features you use to:

- Search through the assets in the iTX System Database to find placeholder clips.
- Select a placeholder clip.
- View and edit the placeholder-clip metadata.

This workspace has just one level, with similar features to the Browse workspace:



The purpose of each section is described below:

1 A Search Builder, with an in-built filter for finding placeholder clips. You can add search criteria, before starting a search.

2 A Results Browser, containing a results table, for displaying search results.

3 A Metadata panel, in which you view the metadata of a selected placeholder clip.

Selecting the Placeholders workspace

You display the Placeholders workspace by clicking the Placeholders activity button on your SmartClient Dashboard:

Performing Tasks in the Placeholders Workspace

Below, we describe how you may perform a number of tasks in the Placeholders workspace. In these tasks, you use major SmartClient features that are common to other workspaces. We explain these features in detail in later sections of this manual.

- For information about searching the iTX System Database for particular assets, see Searching for Assets, on page 49.
- For information about selecting an asset from search results, see Working with Search Results, on page 61.

Selecting a Placeholder Clip

You use the features in the Search Builder to search for placeholder clips and display a list of them in the Results Browser. You can then select one to work with.

Finding and loading a placeholder clip

To find and load a placeholder clip

1. In the Placeholder workspace, specify search criteria in the Search Builder and start a search. Using the Search Builder, on page 49.

   SmartClient displays a set of search results in the Results Browser.
2. Select a placeholder clip from the Results Browser. Display of Search Results in the Results Browser, on page 61.

   SmartClient loads the clip and displays clip metadata in the panel to the right of the Results Browser.

Working with a Placeholder Clip

After loading a placeholder clip in the workspace, you may do any of the following:

- View the clip metadata in the Metadata panel.
- Edit the clip metadata if you have editing rights for the clip.
- Copy the clip name to your Windows clipboard. From there, you can paste it into a dialog in an editing application that you are using to create the clip media. Doing this guarantees the media name matches the name of the placeholder clip.
- Save a copy of an existing placeholder to create a new one.

Viewing placeholder-clip metadata

To view placeholder-clip metadata:

1. Ensure the Metadata panel displays the information you want to view.
2. Expand or collapse visible sections as necessary. Viewing Metadata, on page 86.
3. Show any hidden sections you need to see. Setting Up the Default Metadata Tab View, on page 88.

Editing placeholder-clip metadata

To edit placeholder-clip metadata:

1. In the Metadata panel, edit any of the existing metadata you want to change. Editing Metadata, on page 86.
2. Add a new business-metadata section, if necessary, and enter the required details. Adding Business-Metadata Sections to the Metadata Tab, on page 87.
3. Click Save to save the clip, or Save Copy to save a copy of it with a different name.

4 The Shot List Workspace and Project Clips

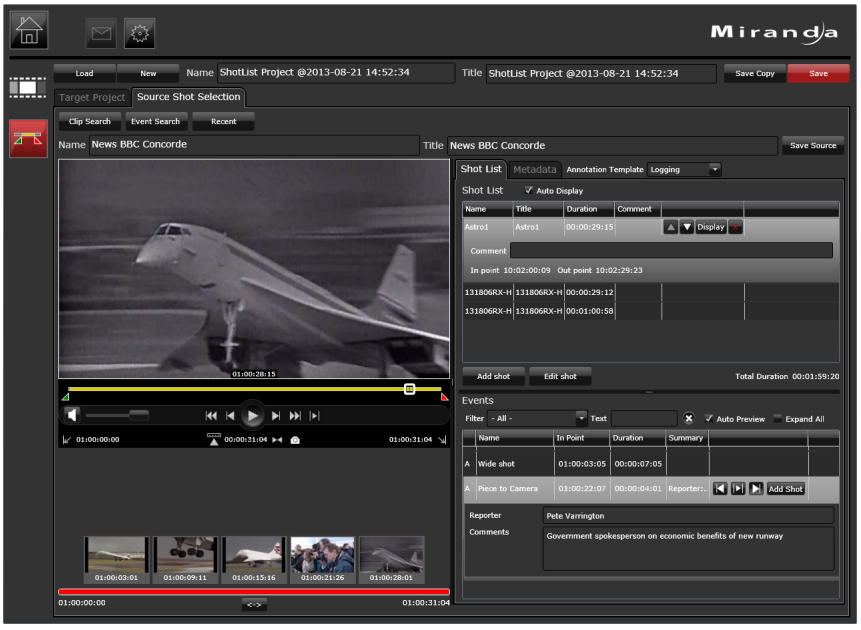
The Shot List workspace is designed to enable you to select "shots"- i.e. segments of video clips - and combine them in project clips. Once a project clip has been created it can be editing, annotated or exported as required.

Summary

About Project Clips *25*
Project Clips Main Features For Creating And Editing *28*
Creating a Project Clip *34*
Annotating a Project Clip or Source Clip *36*
Editing a Project Clip *37*
Exporting a Project Clip *37*
Optimizing the Space Available to Shot Lists on the Shot List Tab *38*

About Project Clips

A project clip is a database record for a group of shots joined together in a continuous sequence; it is sometimes called a shot list or an edit decision list (EDL). The shots may come from one or more source video clips.



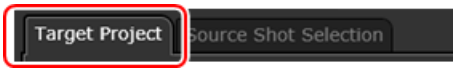
Once a project clip is complete, it can be used in iTX playout schedules: iTX caches the required media and plays out the shots one after another.

If you want the shot list to be available as a single piece of media, you may export the project clip and required files for rendering in a third-party video-editing application, such as Apple Final Cut Pro or Adobe Premiere. The file created in the rendering process may be given the same name as the project clip and imported into iTX; it can then be used for playout.

The features in the Shot List workspace are organized on two main tabs:

- The Source Shot Selection tab has features for working with the source video clips to build shot lists:

- The Target Project tab enables you to add metadata and set up an export job for the project clip:



Selecting the Shot List Workspace

You display the Shot List workspace by clicking the Shot List button on your SmartClient Dashboard:

Clip Management Buttons

Buttons for managing project clips appear above the two main tabs in the Shot List workspace:

You use the buttons to:

- Create a project clip.
- Load an existing project clip.
- Save changes to the current project clip.
- Save a copy of the current project clip with a different name.

The name and title of the current project clip appear between the buttons.

The Source Shot Selection Tab

On the Source Shot Selection tab, you create and edit project clips by selecting shots from video clips as you play them in the Media Viewer.

The purpose of each section is described below:

1 Source-clip selection buttons. You use these to select video clips containing the content you want to include in a project clip. You can select a clip from a PinPoint clip search, from a PinPoint event search or from a list of recent clips.

2 A Media Viewer, in which you play a selected video clip. While doing this, you mark in- and out-points to identify shots you want to include in a project clip.

3 A Keyframe Timeline, which displays keyframes from the video clip that is loaded in the Media Viewer. This helps you to navigate to a particular point in a video clip.

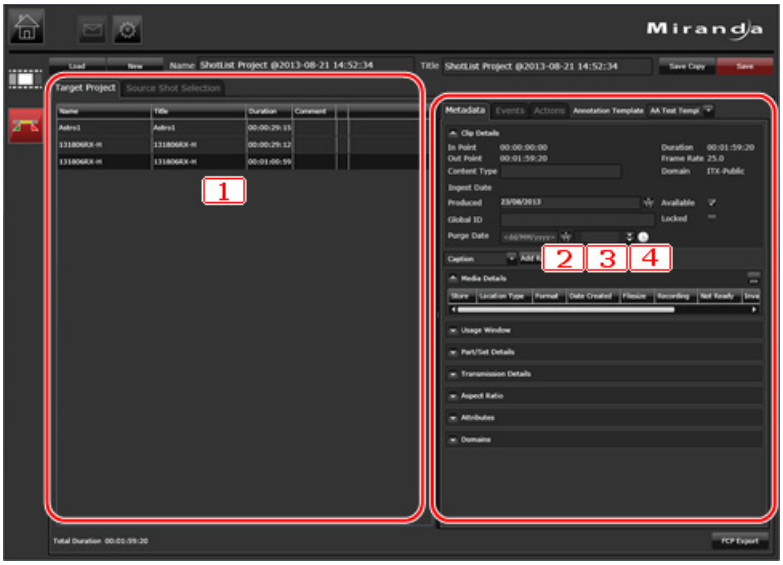
4 A Shot List tab. This contains a grid which displays details of the shots in the current project clip. It includes features for managing the shot list; i.e. adding, re-ordering and deleting shots.

5 An Events panel. On this, you can view details of any marked events in the video clip that is loaded in the Media Viewer. The panel is hidden when a clip has no marked events.

6 A Metadata tab, which displays the metadata for the current source video clip. You can add business metadata for this clip.

The Target Project Tab

On the Target Project tab, you can view details of shots and events in a selected project clip. You can view and add metadata. You can set up jobs for the project clip or export it for use in Apple Final Cut Pro.



The purpose of each section is described below:

1. A Shot List panel. This contains a grid similar to the one on the Shot List tab on the Source Selection tab, with features for managing the shot list.
2. A Metadata tab, for the project clip.
3. An Events tab, for the project clip. A project clip may automatically include events that appear in its source clips. This happens for event types that are set as inheritable when they are defined. (You may add events in the Browse workspace.)
4. An Actions tab. Job request buttons become active for a project clip once it is saved.

Project Clips Main Features For Creating And Editing

Source Clip Selection Buttons

The source-clip selection buttons on the Source Shot Selection tab give you three ways of selecting a clip to load in the Media Viewer.

You may use them to select a video clip from:

- The results of a PinPoint video-clip search.
- The results of a PinPoint event search.
- A list of recently-viewed clips.

This is illustrated in Figure 4-1 on page 29.

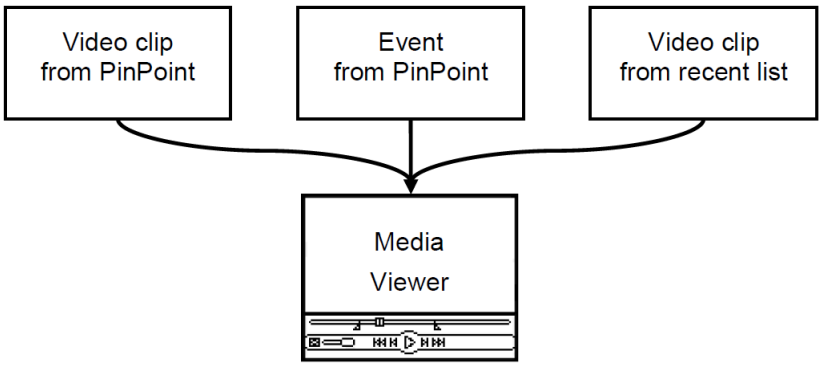


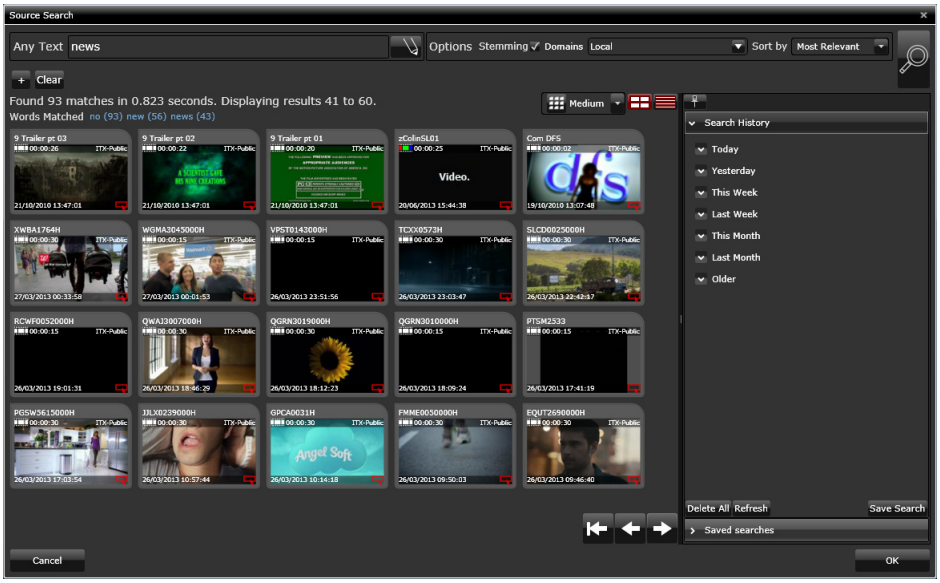
Fig. 4-1: The source-clip selection buttons provide three ways of selecting a clip to load in the Media Viewer.

The **Name** and **Title** boxes under the buttons show the name and title of the video clip in the Media Viewer.

Clip Search

In a clip search, you use PinPoint to find video clips based on criteria that relate to their general properties (and not to properties of any marked events in clips); for example, the name or title of a clip.

Clicking **Clip Search** opens the PinPoint Source Search window:



This has standard PinPoint features including the Search Builder and Results Table. When you select a clip in the search results, SmartClient loads it in the Media Viewer.

Event Search

In an event search, you use PinPoint to find clips based on criteria that relate to event properties; for example, text in event annotations.

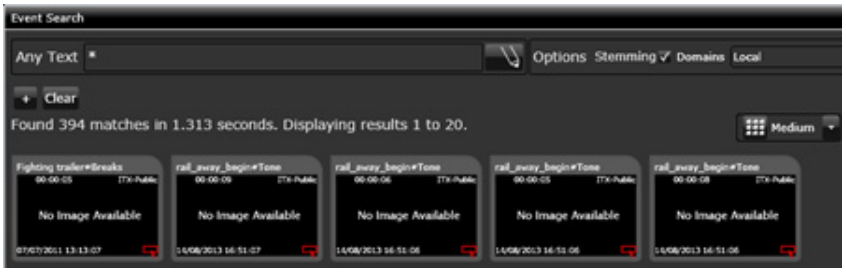
Clicking **Event Search** opens the PinPoint Event Search window. This has standard PinPoint features, like the search window for clips. But the number of available search filter types is limited to just those that are relevant to events.

These include the Event Type filter:

You use this filter to focus the PinPoint search on events of one or more particular types.

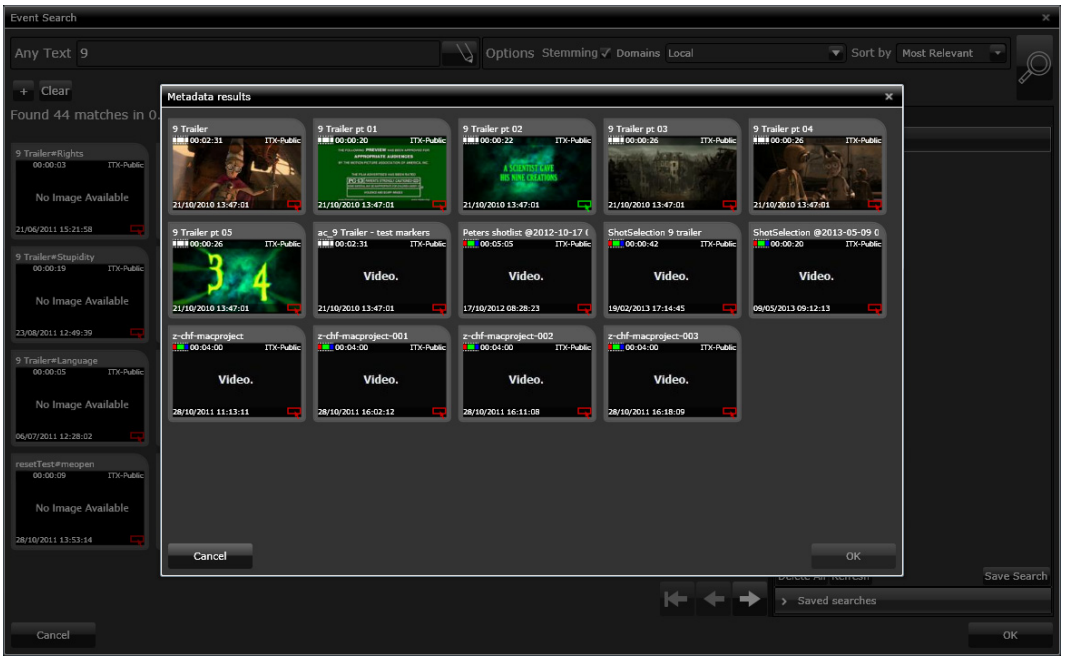
The filter includes an option to include sub-types in the search. So, for example, a search for an event type called "News" will include event types called "News\Interview" and "News\Correspondent" in search results when the option is selected.

Since keyframes are linked to whole clips and not events, SmartClient displays no video images for the events in search results:



When you select an event in the search results, SmartClient loads the clip containing the event in the Media Viewer.

An event in a co-reference may occur in a number of other co-references. Because of this, if you select such an event, SmartClient opens a window showing all co-references in which it appears. Clicking one of these loads the video clip in the Media Viewer.

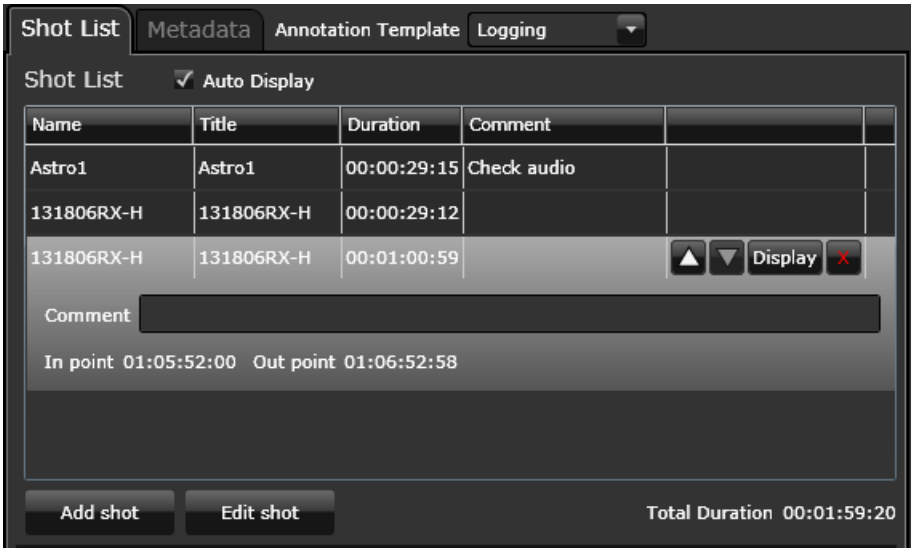


Recent

Clicking **Recent** displays a drop-down list of recent video clips - ones you have viewed since logging onto SmartClient. When you select a clip in this list, SmartClient loads it in the Media Viewer.

The Shot-List Grid

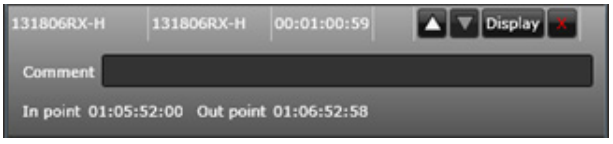
The shot-list grid appears on both the Shot List tab (on the Source Shot Selection tab) and Shot List panel (on the Target Project tab). It gives details of the shots in the current project clip:



The shots appear in their order of playback.

While playing a video clip in the Media Viewer, you can mark in- and out-points for a shot and add the shot to the shot list.

Selecting a shot in the shot list expands its entry:



You can use the features in the expanded entry to:

- Move the shot up or down the list.
- Delete the shot from the list.
- Add or edit a comment.

You can also modify a selected shot by setting new in- and out-points in the Media Viewer.

Playing back a shot from the shot-list grid

The **Auto Display** option controls how the Media Viewer responds when you select a different shot in the shot list:

- With the option selected, the Media Viewer automatically plays the shot.
- With the option not selected, the Media Viewer waits for you to manually start playback of the shot, which you do by using the play button in the expanded entry.

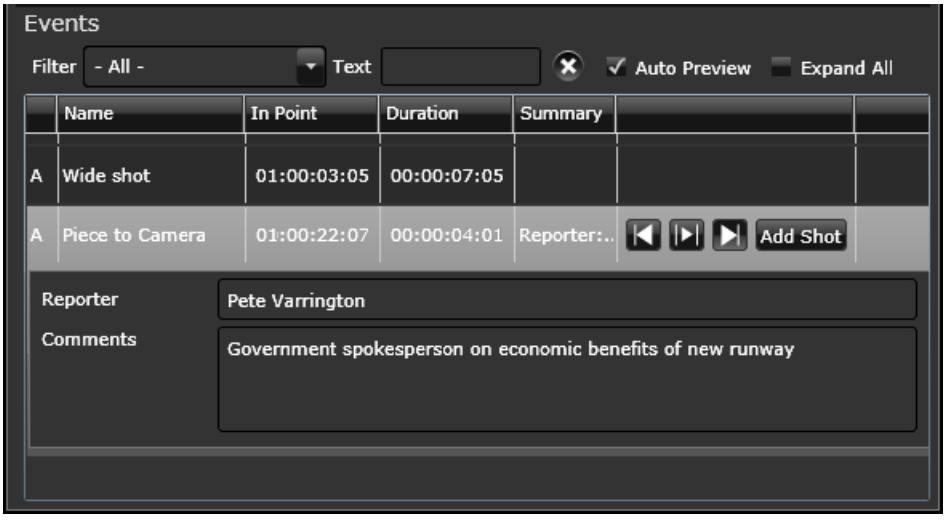
Shot-list grid buttons

The buttons on the shot-list grid control the following actions.

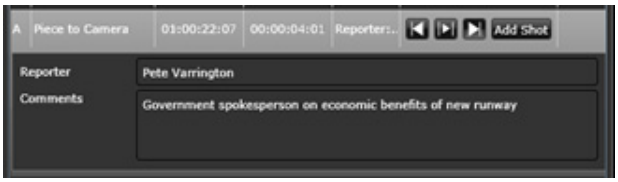
Button	Action
	Move the shot up the list.
	Move the shot down the list.
	Start playback of the shot in the Media Viewer.
	Delete the shot from the list.
	Add the marked segment of the video clip in the Media Viewer to the shot list.
	Update the in- and out-points of the selected shot with the timecode values shown in the Media Viewer.

The events grid

The events grid (on the Source Shot Selection tab) shows what events are marked in the video clip currently loaded in the Media Viewer:



Selecting an event expands its entry, showing any metadata that has been added for the event:



Through the **Add Shot** button, you can add the event directly as a shot to the current project clip.

Playing back an event from the events grid

When you select an event, the in- and out-point markers on the Media Viewer move to the start and end of the event; the timecode displays show the timecode at these points.You can use the playback buttons in the expanded entry to play the video clip between the marked points.

Events-grid buttons

The buttons on the events grid control the following actions.

Button	Action
	Display the event in-point in the Media Viewer.
	Display the event out-point in the Media Viewer.
	Play the video clip between the event in- and out-points.
	Add the event to the project clip.

Shot Marking Features on the Media Viewer

The Media Viewer control bar has shot-marking features that you can use to mark the in- and out-points of a shot:

To mark a point, you may drag its marker; or you may click a timecode display when the Media Viewer is showing the frame at the intended in-point or out-point.

When you display a shot from the shot-list grid, the markers and timecode displays identify the start and end of the shot.

Creating a Project Clip

In general, the creation of a finished project clip is a 3-step process. You create the project clip, without media, in the System Database; you add the media in the form of a shot list to the project clip; you save the completed project clip.

This diagram shows the steps:

Below, we first describe the general procedure for producing a completed project clip. We then give detailed instructions for performing various tasks referred to in the general procedure.

To create a finished project clip:

1. Use one of the clip-management buttons to select a project clip to work with:
   - **New** to start a new project clip.
   - **Load** to load an existing project clip.
2. On the Source Shot Selection tab, do the following for each shot you want to include in your project clip.
   - Load a source clip in the Media Viewer.
   - Mark a shot and add it to the shot list.
3. Click **Save** to save the project clip at any time while working on it and when it is complete.

Starting a new project clip

To start a new project clip:

1. Click **New**.

   SmartClient enters a default name and title in the **Name** and **Title** boxes for a new project clip; it displays a clear Source Shot Selection tab.
2. Edit the **Name** and **Title** entries, if you want to.
3. Click **Save**.

   SmartClient saves the new project clip in the iTX System Database.

Loading a project clip

You may load a project clip that has previously been saved from SmartClient or that has been imported into your system.

To load a project clip:

1. Click **Load**.

   SmartClient opens the PinPoint Project Search window. This has standard PinPoint features, including the **Search Builder** and **Results Table**.
2. Enter search criteria in the **Search Builder**, and perform a search for project clips of the type you want to work with. SmartClient displays the search results in the Results Table.
3. Select a project clip.

4 Click **OK** to close the Project Search window.

SmartClient displays the name and title of your clip in the **Name** and **Title** boxes. It loads the video clip that contains the first shot in the Media Viewer and shows shot and events details.

Loading a source clip in the Media Viewer

Do one of the following to select a video clip.

- Click **Clip Search** to open the PinPoint Source Search window; use PinPoint to find a list of video clips that meet your search criteria; select a video clip from the search results.
- Click **Event Search** to open the PinPoint Event Search window; use PinPoint to find a list of video clips with events that meet your search criteria; select a video clip from the search results.
- Click **Recent** to and select one of the recently viewed video clips from the displayed list.

SmartClient loads the selected clip in the Media Viewer; it displays a list of marked events the clip contains in the Events panel.

> Note: You can also load a source clip in the Media Viewer by selecting a shot in the shot-list grid. SmartClient automatically loads the clip if the Auto Display option is turned on; you may manually load it, it this option is turned off.

Adding a shot from the Media Viewer to a project clip

In this procedure, you mark a segment of a source clip in the Media Viewer before adding it to the project clip.

To add a shot from the Media Viewer to a project clip:

1 Load a source clip in the **Media Viewer** on the **Source Shot Selection** tab.

2 Do one of the following to mark a shot.
   - Position the clip at the start of the shot and click the in-point timecode display; position the clip at the end of the shot and click the out-point timecode display. You may mark either point while the clip is playing.
   - Drag the in-point marker to the start of the shot and the out-point marker to the end.

3 Click **Add Shot** on the **Shot List** tab.

4 SmartClient adds the shot to your shot list and displays an expanded entry for the shot in the **Shot Selection** panel.

5 Type a comment about the shot into the **Comment** box of the expanded entry (optional).

Adding a shot from the Events panel to a project clip

In this procedure, you add the media from a marked event to the project clip.

To add a shot from the Events panel to a project clip:

1 Select an event in the **Events** panel.

The event entry expands.

2 Do one of the following, depending on whether or not you want SmartClient to include any event comments with the event media.
   - Click **Add Shot** in the expanded entry.
   - Click **Add Shot** on the Shot List tab.

   SmartClient adds the shot to your shot list and displays an expanded entry for the shot in the Shot Selection panel. The entry includes event comments if you start the operation from the Events panel; the comments do not appear if you use the Shot List tab.

Editing a shot in a shot list

You can modify the in- and out-points of a shot in the shot list.

To edit a shot in a shot list:

1 Select a shot in the **Shot List**.
2 If Auto Display is turned off, to display the shot in the Media Viewer click **Display.**
3 Mark the new in- and out-points.
4 Click **Edit Shot**.

   SmartClient updates the in- and out-points of the shot to match those shown in the Media Viewer.

> Note: You cannot use this procedure to overwrite the shot with a segment from a different source clip.

Saving a project clip

Once you save a project clip, you can re-load it at any time and edit it.

To save a project clip while working on a project clip:

- Click **Save** at any time.

  SmartClient saves the project clip.

Saving a copy of a project clip

Instead of overwriting an original project clip after editing it, you may save a copy of it with a different name.

1 Click **Save Copy**.

   SmartClient displays the **Save Copy** dialog.
2 Enter a name for the new clip and click **Save**.

   SmartClient creates a new project clip and keeps it loaded in the workspace. This project clip is independent of the original one - it is not a co-reference.

Annotating a Project Clip or Source Clip

You can view and edit metadata for project clips and source clips on separate Metadata tabs:

- The Metadata tab on the Target Project tab displays the metadata for the current project clip.

- The Metadata tab on the Source Shot Selection tab displays the metadata for the selected source clip.

For information on how to manage metadata, see Viewing and Editing Metadata, on page 83.

Editing a Project Clip

After loading a project clip into the Shot List workspace, you may edit it by:

- Changing its name or title.
- Modifying the contents of the shot list in the Shot Selection panel.
- Editing the clip metadata on the Metadata tab (on the Target Project tab).

After editing a clip, you may overwrite the original clip; or you may leave the original unchanged and, instead, save a copy of it under a different name.

Exporting a Project Clip

You can export a project clip and its required media files from SmartClient to an Apple FCP XML v5.0 project file. These project files can be opened and edited in the following video-editing applications.

- Apple Final Cut Pro
- Grass Valley Edius v8.10 onwards
- Adobe Premiere Pro CC v9.0.2(6) onwards

These applications allow the individual media segments to be combined into one media file in a process known as rendering.

To export a project clip to an Apple FCP XML profile file:

1. Load your project clip in the **Shot List** workspace.
2. Select the **Target Project** tab.
3. Click **FCP Export**.

   SmartClient opens the FCP Export dialog.
4. Select the machine that you want SmartClient to copy the required media files to.
5. Click **Next**.

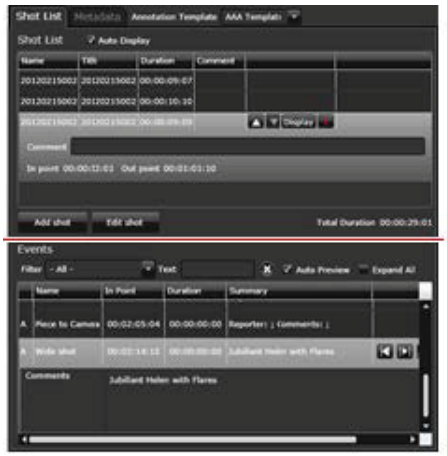
   SmartClient opens the Save As dialog.
6. Enter a name for the FCP project file and select the folder where you want SmartClient to place this file.
7. Click **Save** to close the dialog.

   SmartClient creates an FCP project file from the project clip and copies the required media files to the specified machine.

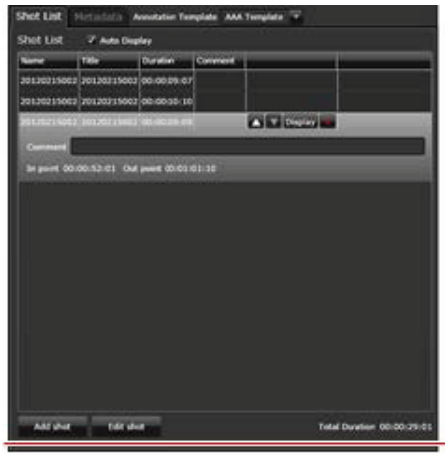
Optimizing the Space Available to Shot Lists on the Shot List Tab

To maximize the display of shot details on the Source Shot Selection tab in the Shot List workspace, SmartClient automatically hides the Events panel if the video clip loaded in the Media Viewer has no marked events. It does this by collapsing the Events panel to the bottom of the tab.

The illustrations below show the two configurations of the Shot List tab; the red line denotes the border between the shot-list grid and the Events panel.



Events panel shcwn



Everts panel hidden

The video clip in the first illustration contains marked events; the Events panel appears in the bottom half of the tab.

The video clip in the second illustration contains no marked events; the Events panel is hidden, allowing the shot-list grid to take up the full height of the tab.

5 The Live Logging Workspace

In the Live Logging workspace, you can annotate a placeholder clip while the media for the clip is being created. During this time the media is not available for playing back in SmartClient.

A situation in which you may do this is when an external encoder creates a file by recording an incoming video feed. SmartClient does not have access to the media that is being recorded; but you can mark events for a placeholder clip that is loaded in the workspace while viewing the feed on a video monitor.

Summary

About the Live Logging Workspace *39*
Performing Tasks in the Live Logging Workspace *40*

About the Live Logging Workspace

The Live Logging workspace has similar features to the Browse workspace for viewing metadata, logging events and setting up jobs:

The purpose of each section is described below:

1 Placeholder-clip create and load buttons. You use these to create a placeholder clip to work with, or to load an existing one from PinPoint search results.

2 An Event Logging panel. You use this to mark events and add business metadata for them.

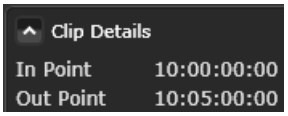
3 An Events tab. On this, you can view details of events within the selected placeholder clip and the business metadata that has been assigned to them.
4 A Metadata tab, which displays the metadata for the selected placeholder clip. By using an annotation template, you can add metadata for this clip.
5 An Actions tab. You use the buttons on this tab to trigger an iTX Workflow job for the selected placeholder clip

> Note: The encoder should have the same time reference as SmartClient, so that the timecode values of marked events correspond with the timecode values in the media that the events relate to.

The Logging Period

SmartClient allows you to mark events during the *logging period* of a placeholder clip. This is the period when the time of day falls on or between the timecode values of the clip boundary points.

For example. The following illustration shows a placeholder clip with in- and out-points of 10:00:00:00 and 10:05:00:00. The logging period is then from 10:00 to 10:05; you can mark events for this clip between these times.



Checking Marked Events

When a recording finishes, the new media file is imported into iTX and associated with the placeholder clip; a low-bit-rate media file, suitable for previewing, is created. Once this is done, you can check the marked events in SmartClient and adjust them where necessary.

Selecting the Live Logging Workspace

You display the Live Logging workspace by clicking the Live Logging activity button on your SmartClient Dashboard:

Performing Tasks in the Live Logging Workspace

Preparing a Placeholder Clip for Live Event Logging

Before starting to log events in a placeholder clip, you need to create the clip or load it from the iTX System Database.

Creating a placeholder clip

To create a placeholder clip:

1 Click **Create**.

SmartClient displays the **Create Placeholder** dialog.

2 Enter the required information in the dialog:

- A name for the placeholder clip.
- The frame rate of the playout system in which the clip is to be used.
- The clip in-point and duration.

3 Click **OK**.

SmartClient creates a placeholder clip and loads it in the workspace. It displays the name and title of the clip in the Name and Title boxes. You can view the clip metadata on the Metadata tab.

Loading a placeholder clip

Load a placeholder clip

1 Click **Load**.

SmartClient opens the **PinPoint Live Logging Search** window. This has standard PinPoint features, including the **Search Builder** and **Results Table**.

2 Enter search criteria in the **Search Builder**, and perform a search for placeholder clips of the type you want to work with.

SmartClient displays the search results in the **Results Table**.

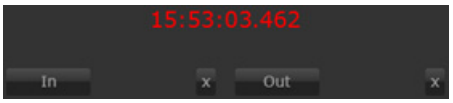
3 Select a placeholder clip and click **OK** to close the **Live Logging Search** window.

SmartClient displays the name and title of your clip in the **Name** and **Title** boxes. It loads the placeholder clip and shows its metadata and events details on the Metadata and **Events** tabs.

Logging Events

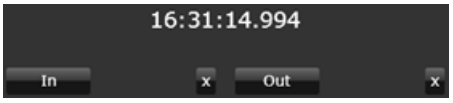
When a placeholder clip is loaded in the workspace, SmartClient repeatedly compares the current time with the logging period of the clip.

When the time is outside the logging period, the buttons are inactive and the time display is red:



Event-type buttons on the panel are also inactive. You cannot then mark events.

When the time is within the logging period, the event **In** and **Out** buttons are active and the time display is white:



Event-type buttons on the panel are also active. You can then mark events.

To log an event:

1. On the Event Logging panel, select an annotation template in the **Annotation Template** box.

   The **Event Logging** panel displays the set of event-type buttons specified in the template.
2. When the logging period starts, check the timecode display is white and the event-type buttons are active.
3. Do one of the following to mark an event.
   - If you want to use an event-type button in the standard mode, click **In** when you see the first frame of the event; click **Out** when you see the last frame of the event; click an event-type button. SmartClient displays the timecode values of these frames after the buttons.
   - If you want to use an event-type button in the open mode, double-click an event-type button when you see the first frame of the event; click the button when you see the last frame of the event.

   SmartClient creates an event. It adds a business-metadata section to the **Event Logging panel**; it adds an entry for the event to the **Events** tab.
4. Enter metadata for the event either on the **Event Logging** panel or the **Events** tab.
5. Click **Save** to save the clip, or **Save Copy** to save a copy of the clip.

Double Clicking to Cancel a Logging Event

In Live and Event Logging, open ended events can be created manually by double clicking the pre-created event button.

If the user then decides the event has been created in error a further double click after the event has started will now cancel the event and remove it from the system.

Previously, if a user began logging an event in error it could only be deleted by selecting it in the scratch pad or events tab and clicking the ☒ button.

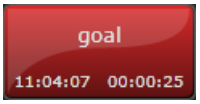
A single click will end the event manually.

Applying Offset Handles to Open Ended Live Logging

Live event logging applies the offset handles (as set in the template) to open ended live events.

In live logging, a single clicked event is created with a fixed duration, with offset handles added to the duration.

A double clicked live event is open ended - it has no outpoint until the user manually clicks the event button again - the button turns red and a clock on the button counts the duration until the event is stopped manually.



The start time is shown as the time the button was double clicked, minus the in-point offset handle. E.g. If the event is started at 10:00:00:00, but the in-point offset is 10 seconds, then the start time of the event will show as 09:59:50:00.

The same is applied to the out-point, when the user clicks to end the event.

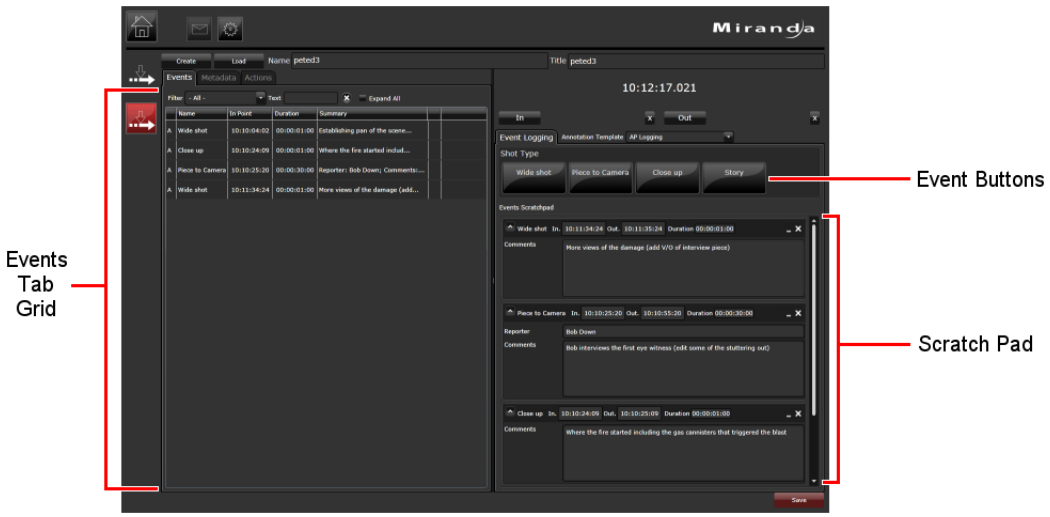
In addition to this, offset handles can now be configured in the logging template to be up to 600 seconds instead of the previous 100.

Deleting Events from the Scratchpad

Events can be deleted from the system completely via the scratchpad (below the logging buttons), rather than just removed from the scratchpad itself, by clicking the ☒ on the top right hand side of the scratchpad dialog for each event.

If you wish to simply remove the dialog from the scratchpad after annotating an event, you now click the ▁ button.

This has made deleting unwanted events much easier than before. Previously, clicking the ☒ button only removed the event from the scratchpad.



6 The AE Workspace

In the AE workspace, you work with iTX assets that are used in the production of media files in which variable information is combined with video content generated in the Adobe After Effects (AE) video-effects application. An example of such a media file is a short "coming next" video clip that advertises details of the next program scheduled to play out.

Summary

iTX Assets Used on the AE Workspace *45*
Search Level *45*
View Level – AE Pages *46*
View Level – AE Templates *47*
View Level – AE Projects *48*

iTX Assets Used on the AE Workspace

Three types of iTX asset are involved in the process:

- An AE project is created in the iTX System Database when an AE project file is imported into iTX. The project file may contain one or more AE compositions.
- An AE template is created for each composition in an imported project.
- An AE page is created when data on a text layer is added to an AE template, which is then used to create a single media file. We describe this process as “rendering” the AE page.

The AE workspace is similar to the Browse workspace. It has two levels: one for searching for AE assets; the other for viewing them.

SmartClient displays the AE workspace in one of three modes, depending on which of the three AE asset types it is set up to handle.

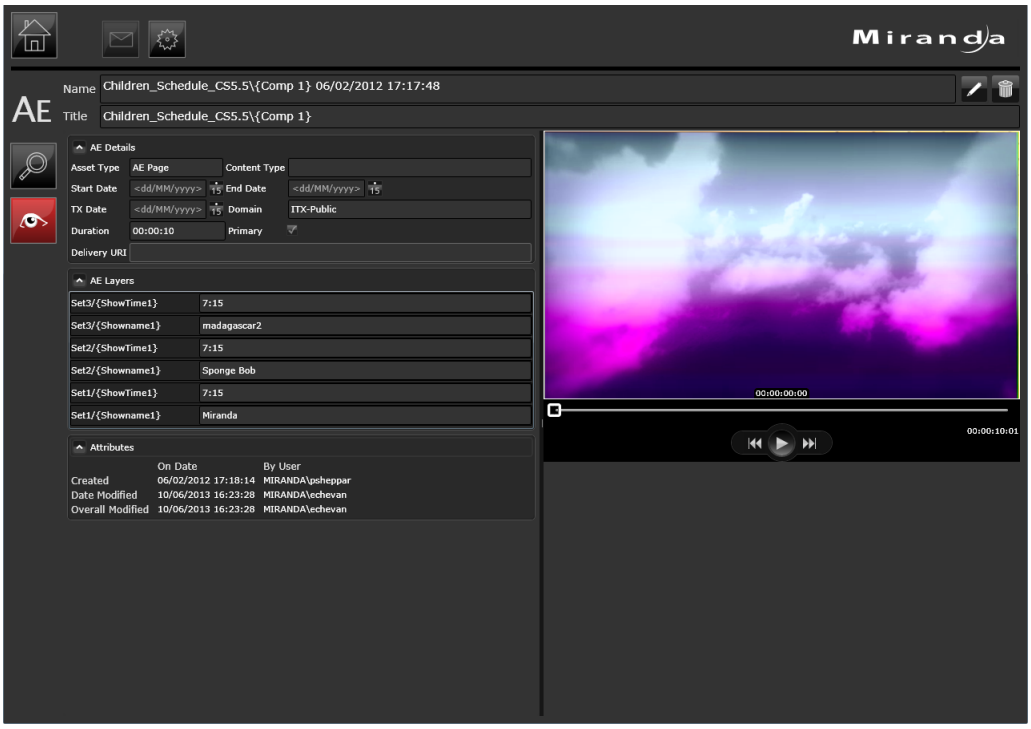
Search Level

The search level has the same features for all three asset types. It contains three search-scope buttons (each representing one of the AE asset types):

Clicking one of these buttons selects an operating mode and limits searches to just the associated asset type. So, for example, only AE pages appear in search results when the AE Page scope button is selected.

View Level – AE Pages

When you select an AE page in search results, SmartClient switches to the view level and loads the page:



On this level, you can:

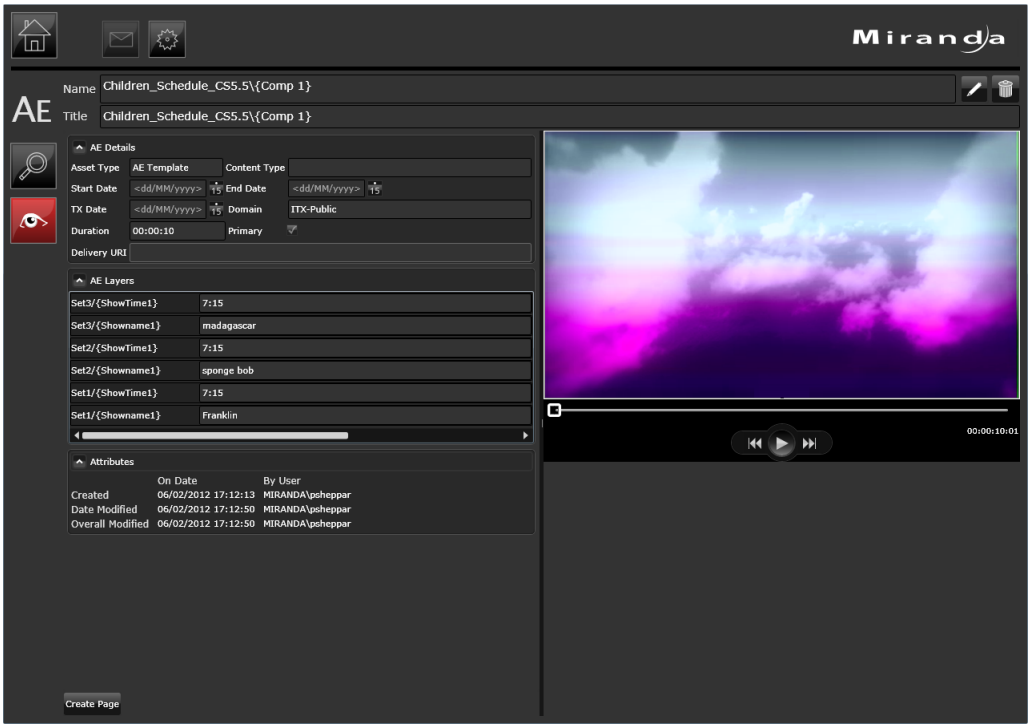
- View basic asset details of the AE page.
- View the content of text data layers in the page.
- Play back the page in the Media Viewer.
- Delete the page.

You can switch SmartClient to the annotating mode and then:

- Change the target event level of the AE page. The page may be used in either a primary or secondary schedule event in a playout channel. The different levels require different media-file formats.
- Edit the content of text data layers.

View Level – AE Templates

When you select an AE template in search results, SmartClient switches to the view level and loads the template.



On this level, you can:

- View basic asset details of the AE template.
- View the data on text layers in the template.
- Play back the template in the Media Viewer.
- Delete the template.
- Set up an iTX Workflow job to render an AE page from the template.

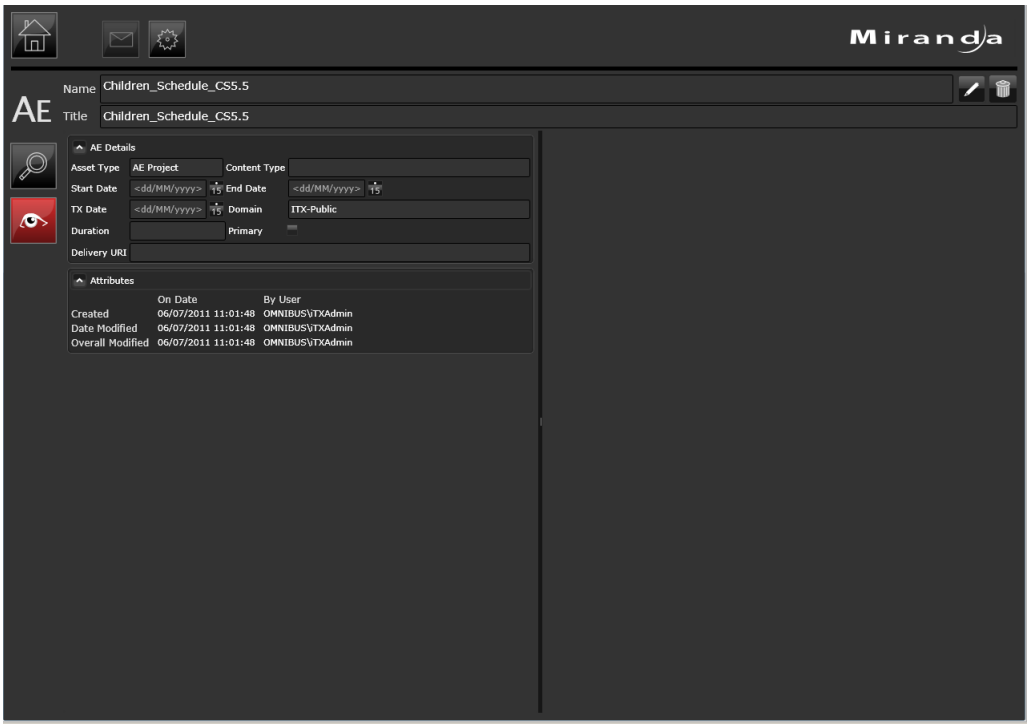
You can switch SmartClient to the annotating mode and then:

- Change the target event level of an AE page rendered from the template. The page may be used in either a primary or secondary schedule event in a playout channel. The different levels require different media-file formats.
- Edit the data on text layers.

> Note: Instructions for using SmartClient to render a page from an AE template are given in the separate user manual, "iTX Render Service for Adobe After Effects".
>
> You can get a copy of this from the Grass Valley Support Portal: http://www2.grassvalley.com/support/details/product/iTX.

View Level – AE Projects

When you select an AE project in search results, SmartClient switches to the view level and loads the project:



On this level, you can:

- View basic asset details of the AE project.
- Delete the AE project.

7 Searching for Assets

SmartClient uses the iTX search tool, PinPoint, to find assets in your iTX System Database.

Summary

About PinPoint *49*
Using the Search Builder *49*
The Search History Panel *57*

About PinPoint

SmartClient resents PinPoint in one of two forms, depending on which workspace is active

- In some workspaces (e.g. the Browse workspace), the PinPoint features are displayed on their own separate level - the search level.
- In other workspaces (e.g. the Shot List workspace), SmartClient displays the PinPoint features in a search dialog. The dialog appears when you click a search button.

When using PinPoint in SmartClient, the same main features are available as in iTX Desktop:

- The Search Builder.
- The Search History panel.
- The Results Browser.

In this section, we describe how you use the Search Builder and the Search History panel to perform searches.

Using the Search Builder

Every asset registered in an iTX System Database has its own, unique name. The easiest way to get a video clip from the database is to specify this name and request SmartClient to find the clip and load it in a workspace.

Sometimes, though, you may not know the name. Or, you may want to view a batch of video clips that have some common characteristics. In these circumstances, you may request SmartClient to find clips by using other search criteria; for example, text in annotations that describe the clips; or properties such as creation or modification dates.

You specify search criteria in the Search Builder:

- The **Search Builder** has two types of feature for specifying search criteria:
  - The **Any Text** box works in a similar way to the search-text box of internet search engines. You enter search terms in the box. A search term may be a single word or a phrase; it may relate to any metadata text (description or annotation) associated with an asset, not just the name.
  - A search filter contains details of an asset property, e.g. the modification date of a video clip. In sifting through the items in the System Database, SmartClient uses the search filter to separate out assets that meet search criteria from those that do not. You can specify search criteria in multiple search filters.
- The Search Builder also has options that enhance the search criteria or affect the scope of a search:
  - Through the **Stemming** check-box, you can turn stem-based searching on or off.
  - In the **Domains** box, you can specify what iTX domains to search in a multidomain system.
- The **Sort By** option allows you to specify how search results are ordered in the Results Browser.
- The **Search** button starts a search.

Performing a Search

Below, we outline the general procedure for searching the System Database. We give more information about the individual tasks in the following topics.

To perform a search:

1. In the **Any Text** box, enter any search terms you want SmartClient to search for.
2. Add any search filters you want SmartClient to use.
3. Select or clear the **Stemming** check box, depending on whether or not you want SmartClient to use stem-based searching.
4. If you are using SmartClient in a multi-domain system, select the domains you want SmartClient to search in the **Domains** box.
5. From the **Sort** list, select the sort order for the search results.
6. Click the **Search** button, or press the Enter key, to start a search.

   After performing the search, SmartClient displays its findings in the **Results Browser**.

Entering Text in the Any Text Box

In the **Any Text** box, you enter search terms associated with video clips you want SmartClient to find. The terms may relate to clip names, titles or annotations describing video clips. SmartClient searches for the specified words in the database records.

In composing search-text criteria, you can add one of the logic operators OR, AND or NOT before a search term. Doing this determines how the presence or absence of a word in a database field affects what video clips appear in the search results.

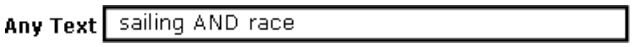
Specifying text to include video clips in search results

In general, SmartClient includes a video clip in search results if any of the specified words appears in the text fields of the database record for the video clip. This is because SmartClient automatically applies the logic operator OR to any search term that does not have a logic operator in front of it.

The search criteria shown in these two examples produce the same results:

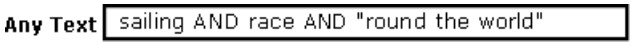
The search results include any video clip that has either "sailing" or "race" in a database field.

If you insert "and" before the second word, the search results include only video clips that have both "sailing" and "race" in their database fields:



For the same effect, you may use a plus sign instead of "and":

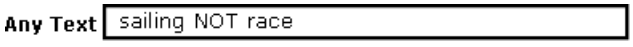
You can request SmartClient to look for a phrase by putting quotation marks around the phrase:



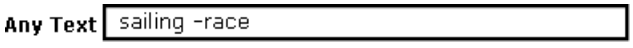
SmartClient does not search for common words such as "the" and "if" unless they are part of a phrase.

Specifying text to exclude video clips from search results

To avoid having to scroll through search results that contain a large number of unwanted video clips, you can exclude video clips that you are not interested in. For this, you add "not" before a word or phrase that is associated with the unwanted video clips:



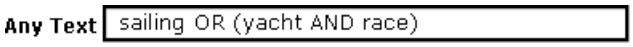
You may use a minus sign instead of "not":

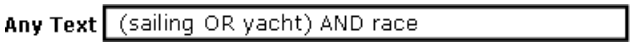


Organizing multiple search terms

When using multiple search terms with different logic operators, how you arrange the search terms may have a significant effect on the search results. To ensure SmartClient reads the criteria in the way you want it to, you should add brackets around search terms that you want SmartClient to read together.

In these two examples, the same search terms produce different results depending on which terms are bracketed together:

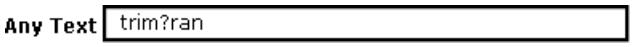




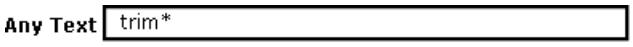
Using wildcard characters

Instead of spelling a search term in full, you may use wildcard characters (? and *) to represent a single character or multiple characters. Enter one of these: ? for a single character; * for multiple characters.

In this example, all words that contain the specified letters - and any character in place of the wildcard character - meet the search criteria:



In this example, all words that start with "trim" meet the search criteria:



Using Search Filters

Search filters specify criteria that relate to properties of assets registered in the System Database. SmartClient uses them to determine what assets to includes in a results list

The more filters SmartClient uses, the more focused are the search results.

When adding a search filter, you select a type from the search filter menu:

What types of search filter are available depends on the structure of your database and how your system administrator configures the search filter menu for SmartClient.

We list the most commonly used search filters in the following table.

Filter type	Asset property the filter is based on
Category	A category that a clip may be associated with, or "tagged to". Categories are used to group together related clips, and so make it easier to find them. For example, if you are looking for a video clip of a particular sports event, you can request SmartClient to display a list of all video clips that are tagged to a category called "Sport". Search criteria may be that an item is tagged to a selected category; or is not tagged to that category.
Created	The date and (where specified) time of creation of a video clip. This may be described in one of a number of ways: • **Before Last**. Earlier than the specified most recent interval of hours, days, weeks or months. • **Date**. On, before or after the specified date or interval, or within a specified range of dates. • **Day**. On a particular day of the week. • **In Last**. Within the specified most recent interval of hours, days, weeks or months. • **Time**. At, before or after a specified time, or within a specified range of times.
Created By	The name of the person who created a clip.
Modified	The date and (where specified) time of the last modification of a video clip. This may be described in one of a number of ways: • **Before Last**. Earlier than the specified most recent interval of hours, days, weeks or months. • **Date**. On, before or after the specified date or interval, or within a specified range of dates. • **Day**. On a particular day of the week. • In Last. Within the specified most recent interval of hours, days, weeks or months. • **Time**. At, before or after a specified time on a specified day, or within a specified range of times.
Name	The name of a clip.
Notes	Text in annotations associated with a clip.
Placeholder	A flag (i.e. a database entry indicating one of two possible states) that identifies a clip as a placeholder clip or not. A placeholder clip is one for which there is a database record but, as yet, no media.
Project	A flag (i.e. a database entry indicating one of two possible states) that identifies a clip as a project clip or not. A project clip is one that is made up of segments from one or more video clips.
Sub type	The sub-type of a clip. Each clip can belong to one sub-type classification; e.g. "news", "commercial". The sub-type property assigns default settings for other clip properties.
Template	A template assigns values to selected clip properties.
Title	The title of the clip - often a more descriptive alternative to the name.

Graphical devices for filter settings

SmartClient has a number of special graphical devices which it displays for some filter settings.

For dates, it displays a calendar; for a point in time, it displays a list of times at fixed intervals. See Specifying Dates and Times on page 6.

For intervals that may vary in length from hours to months, SmartClient displays a timescale:

- Click the arrow buttons at either end of the scale to show a different range of values.
- Click a point on the scale, or move the slider to that point, to select a particular value.

Filter suggestion lists

Some types of filter with a plain text entry box may display a suggestion list when you start typing. The list contains items that start with the characters you enter and gets smaller as you type more characters.

This illustration shows a list of countries that appear when you type the letter "u" into the text entry box:

Without having to complete the word you start typing, you can select an item from the list and so quickly define a filter.

Depending on how it is configured, the filter may only allow you to select suggested items; or it may allow you to enter text freely.

Adding a search filter

To add a search filter

1. In the **Search Builder**, click to add a search filter.
   SmartClient adds a filter of the first type in the search filter menu.
2. To change the type, click the filter name and select a new type from the displayed search filter menu.
3. Set options to define the search filter. For example:
   - **Category** - select a category and state whether required assets are tagged to the category or not tagged to the category.
   - **Created** or **Modified** - select a date, period or time for the creation or modification of required assets.

- **Created By** - enter the name of a user; state whether the user is the creator or not the creator of required assets.
- **Name** -enter name text; state how this text relates to the names of required assets - i.e. whether it is part of the name or the full name, etc.
- **Notes** -enter notes text; state how this text appears in the metadata notes field of required assets.
- **Placeholder** - state whether or not required assets are placeholder clips.
- **Project** - state whether or not required assets are project clips.
- **Sub type** - enter the name of the sub-type that is assigned to required assets.
- **Template** - state whether or not required assets are templates.
- **Title** - enter text that appears in the titles of required assets.

About Stem-Based Searching

Stem-based searching is the way in which SmartClient normally performs text searches.

When you enter a word in the **Any Text** box (or in a **Name** or **Title** filter) SmartClient identifies the stem of that word - the group of letters that form the main section of the word and which also appear in words that are closely related to it. For example, "sail-" is the stem of sailing, sailed and sailor. SmartClient can find any words that have the same stem.

This makes it easy for you to specify text as search criteria when you are unsure about the form of a particular word in a text field; you do not have to enter all the variations of this word, just any word that contains the stem.

In displaying search results, SmartClient includes a Matched Words list. This contains all words, appearing in database text fields, that have the same stem as a search term.

Specifying the Sort Order for Search Results

You can set up SmartClient to order search results in a number of ways:

- By name in alphabetical order.
- By date of creation, modification or production, starting with the earliest or latest.
- By duration, starting with the longest or shortest.
- By relevance, determined by the frequency of search terms in database text fields. A search term that matches a search word assigned to a clip as a search hint increases the relevance of that clip.

You specify the sort order, before starting a search, by selecting an option from the Sort drop-down list:

Multi-Domain Searching

If you are working in a multi-domain system, you can set up SmartClient to search the database of any domain for which it has access rights.

A multi-domain system is one that is divided into separate smaller systems called domains - each having its own System Database and operating independently of other domains.

Clicking the entry in the **Domains** box displays the domains menu, which you use to select domains for SmartClient to search:

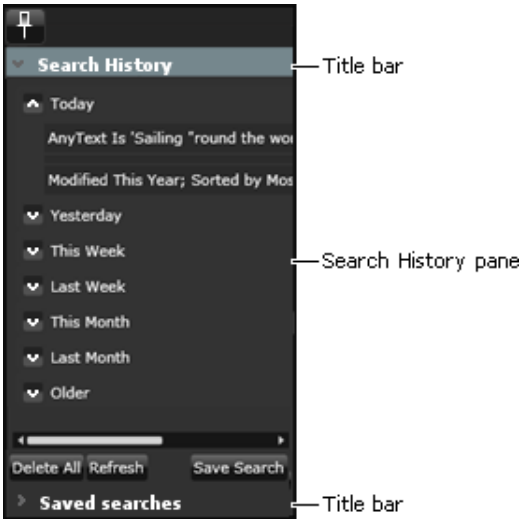
To select domains for searching in a multi-domain system:

1. Click the entry in the **Domains** box to display the domains menu.
2. Do one of the following to specify which domains you want SmartClient to search in.
   - Click **Local** for a search of just the domain you are working in.
   - Click **All** for a search of all domains.
   - Click **Selection** and then select the check boxes in the domains list for a search of selected domains.
3. Click **Close** to close the menu.

The Search History Panel

SmartClient stores the set of search criteria for each of your 50 most recent searches, and lets you permanently save any of these. At any time, you can recall stored search criteria (most recent or saved) and use it to repeat a search.

SmartClient lists the stored search criteria in separate panes of the Search History Panel:



- Your recent searches appear in the **Search History** pane.
- Your saved searches appear in the **Saved Searches** pane.
- Searches that other users have made available to you also appear in the Saved Searches pane; these are distinguished from yours by the user name in brackets after the search name.

You can view the panes one at time by clicking their title bars.

When you click an entry in either list, SmartClient immediately performs a search with the associated search criteria and displays the search results in the Results Browser.

To save search criteria:

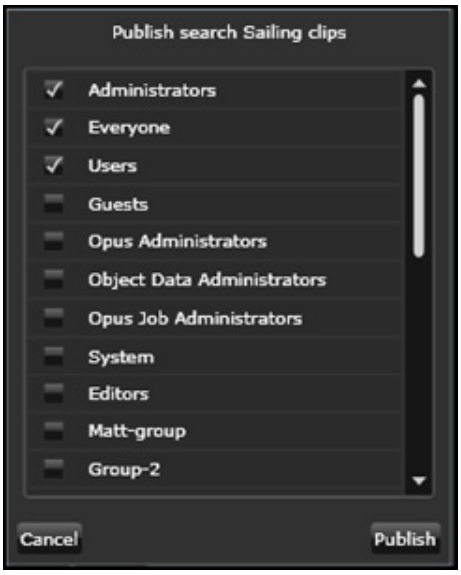
1. Select a recent, unsaved search in the **Search History** pane.
2. Click **Save Search**.
3. SmartClient displays the **Save A Search** dialog.
4. Enter a name for the search and click **Save**.

   SmartClient saves the search and adds it to the Saved Searches pane.

Publishing Searches

You can make your saved searches available to other SmartClient users by publishing them. You do this from the Saved Searches pane.

When you publish a search, you specify the user groups that are to have access to it. SmartClient displays a list of all user groups that are registered in your system for you to select from:



Note: To be able to publish a saved search, you must have the system rights of a search publisher. System rights are managed by your system administrator.

To publish a saved search:

1 Select a search in the **Saved Searches** pane.

2 Check the **Publish** button becomes active.

If it does not, ask your system administrator to ensure you have search-publisher rights.

3 Click **Publish**.

SmartClient displays a list of user groups.

4 Select the check boxes of the user groups you want to make your saved search available to.

5 Click **Publish**.

SmartClient adds the search to the **Saved Searches** list of all users; those with SmartClient open may need to refresh their list.

You may need to refresh your saved-search list to view searches saved and published by other SmartClient users.

Refreshing saved searches

To refresh your saved-search list:

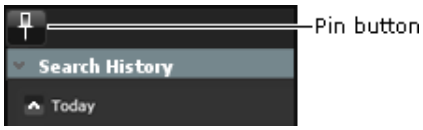
1 Select the **Saved Searches** pane.

2 Click **Refresh**.

SmartClient updates your saved searches list.

Pinning and Unpinning the Search History Panel

When you select a search level or open a search dialog, the Search History panel is visible in the right of the workspace or dialog. It is fixed or "pinned" in this position; the icon on the pin button appears vertical.



By clicking the pin button, you can unpin the panel. When the panel is unpinned, SmartClient hides it when it is not in use; the pin button appears horizontal.

To show or hide the Search History panel when it is unpinned:

1. When the panel is hidden, move your mouse pointer over the right edge of the workspace or dialog until the panel appears.

   You can then work in the panel while the mouse pointer is over it;
2. Move the mouse pointer away from the panel to hide it.

8 Working with Search Results

Once the results of a search have been returned, PinPoint allows you to view them in a variety of ways, as well as providing a list to search assistance list.

Summary

Display of Search Results in the Results Browser *61*
Working with the Results Panel *62*
Working with the Results Table *65*
Working with the Results Timeline *67*
Search Assistance Lists *69*

Display of Search Results in the Results Browser

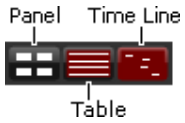
The Results Browser can display search results in any of three viewing formats:

- In a Results Panel.
- In a Results Table.
- On a Results Timeline.

We describe these in detail in this section.

Viewing-Format Selection Buttons

The choice of viewing format depends on the operation of the format selection buttons, which appear at the top of the Results Browser:



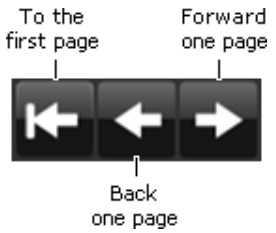
To choose a viewing format:

- You may set the viewing format before or after performing a search by clicking a viewing-format selection button.

  The **Results Browser** presents search results in the format represented by the button.

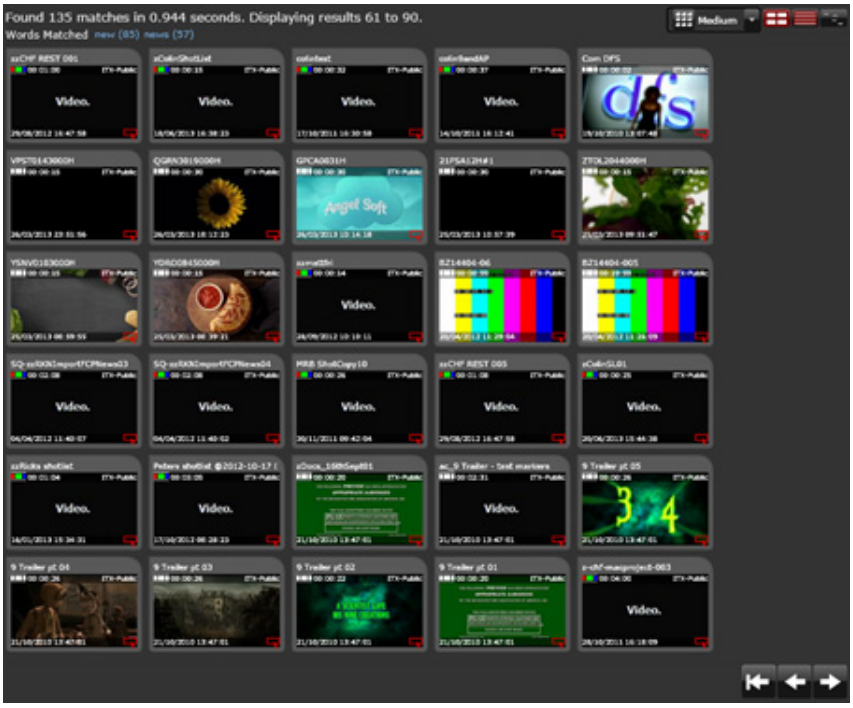
Navigating Through Pages of Search Results

Whichever viewing format is selected, search results may be spread over a number of pages that you can view one at a time. You use the navigation buttons to move through the pages:



Working with the Results Panel

In the Results Panel, SmartClient displays a preview pane for each item in the search results.



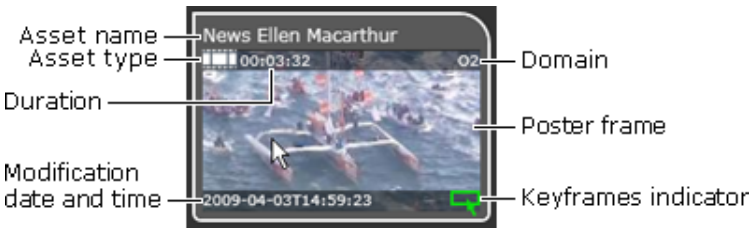
The preview panes can be one of three sizes, as shown in the pane-size box at the top of the panel:

To set the preview pane size:

- From the drop-down menu, select one of the following:
  - **Small**
  - **Medium**
  - **Large**

Preview Pane Features

If the item is a video clip that has keyframes, the preview pane contains a poster frame (i.e. a keyframe that has been marked to represent the video clip in search results) and some basic clip details:



The three main asset types are identified by an indicator:

Video clip
Project clip
Placeholder clip

Only video clips display a poster frame. The preview pane is blank for project clips and placeholder clips.

When you rest your mouse pointer over the poster frame, SmartClient successively loads all keyframes into the preview pane. A red progress bar under the poster frame shows this operation is taking place:

Once the keyframes are loaded, you can display each one in turn by moving your mouse pointer over the image in the preview pane:

Resting your mouse pointer over the title-bar of the preview pane causes an information box to appear:

Where an item in the Results Panel is a video clip that contains no marked keyframes, or is a different type of item (e.g. an audio clip), the preview pane shows the details and a description of the clip type:

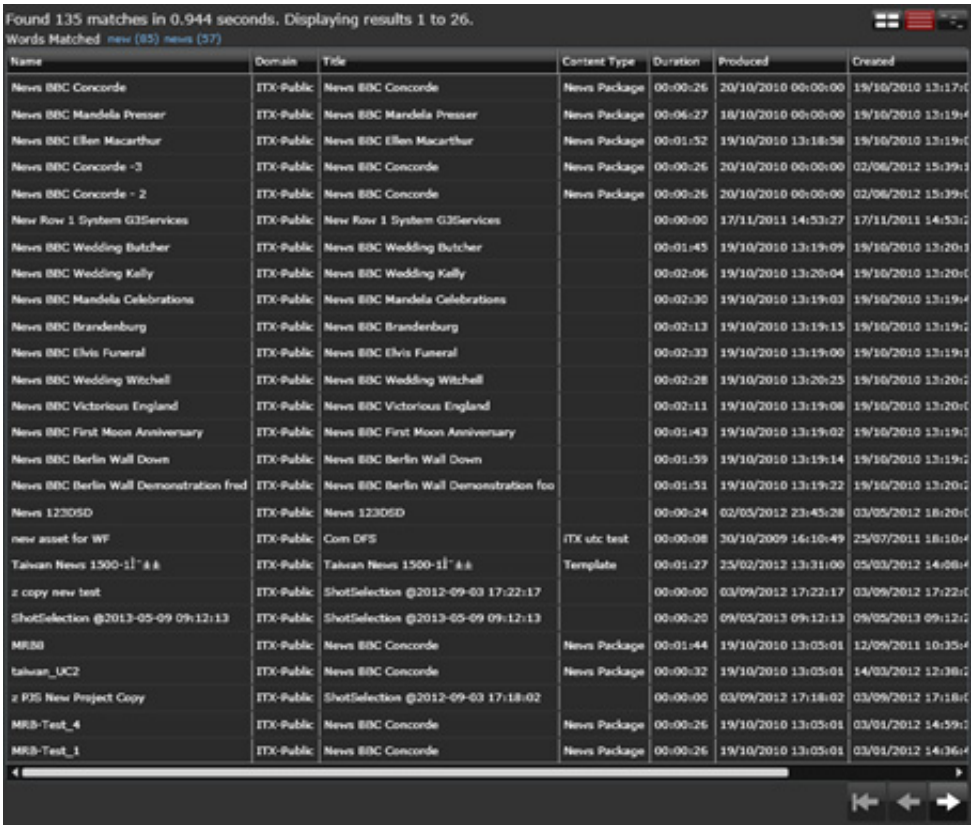
To select a video clip in the Results Panel:

1. Use the navigation buttons, if you need to, to select the page with the video clip you are interested in.
2. Click the preview pane for the clip.

   Depending on which form PinPoint appears in, SmartClient switches to the clip level of the current workspace or closes the search dialog. It loads the clip in the Media Viewer and displays keyframes on the Keyframe Timeline. It presents metadata and event details in the Clip Data pane.

Working with the Results Table

In the Results Table, SmartClient displays a row for each item in the search results and gives details in various columns.



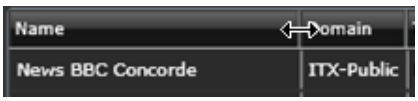
Results Table Features

SmartClient displays search results in the order you specify before starting a search. You can re-order the results by clicking the title-bar in the column you want to use for sorting. For example, you may click the title-bar in the Name column to order search results alphabetically by name; or in the Duration column to order them by duration.

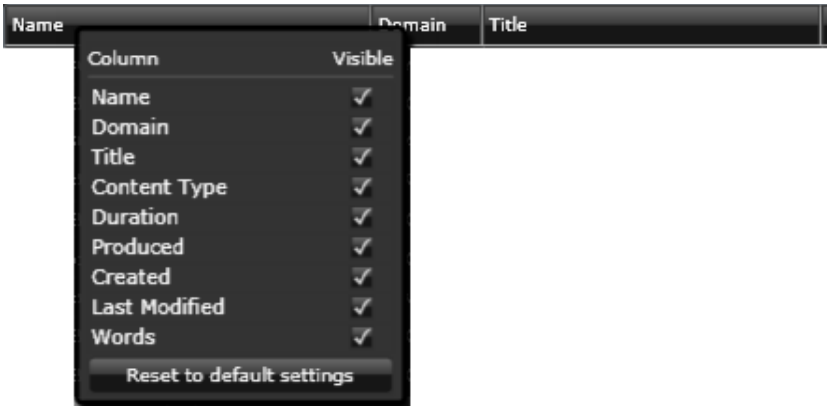
A sort indicator in the title bar shows the column used for the re-sorting and the order direction (up or down):

Clicking the same column a second time reverses the sort order.

Column width is variable. You change the width by dragging the right border of a column. You can do this when the cursor appears as a double-headed in the title-bar:



You can specify what columns appear in the column view. Right-clicking the title bar displays a list of available columns:



Selecting or clearing check-boxes shows or hides columns.

Setting up the Results Table

To set up the Results Table:

1. To re-order the results list, click the title-bar in the column you want to base the order of results on. Click the column a second time if you want to reverse the order.
2. To change the width of a column, move your mouse pointer over the right border of the column in the title bar. Drag the pointer to the right or left when it appears as a two-headed arrow.
3. To set up the column view, right-click the title-bar to display the column list; select the check boxes of any column you want to include in the view; clear the check boxes of the others; move your cursor away to hide the list.

   SmartClient updates the list as you add or remove columns to the view.

Selecting a Video Clip in the Results Table

To select a video clip in the Results Table

1. Use the navigation buttons, if you need to, to select the page with the video clip you are interested in.
2. Click the entry for the clip in the Results Table.

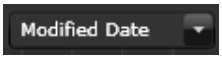
   Depending on which form PinPoint appears in, SmartClient switches to the clip level of the current workspace or closes the search dialog. It loads the clip in the Media Viewer and displays keyframes on the Keyframe Timeline. It presents metadata and event details in the Clip Data pane.

Working with the Results Timeline

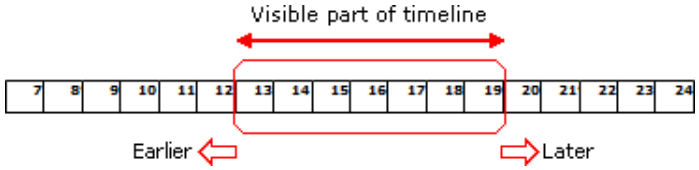
On the Results Timeline, SmartClient displays a preview pane for each item in the search results. It arranges the panes on a scrollable timeline that represents a date range.

Results Timeline Features

The timeline covers the dates on which video clips are processed in some way. The sorting of the panes is based on the dates of one of three types of process (production, creation or modification). The selected sort order is indicated in the processing- date type box, which appears above the timeline:



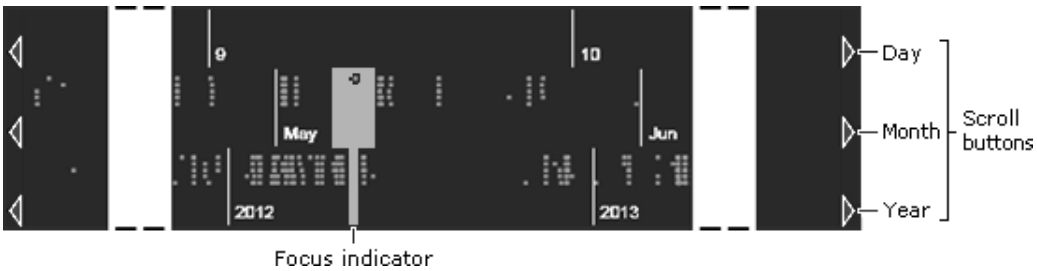
Only search results that fall within the part of the timeline on which SmartClient is focused are visible. This diagram shows the SmartClient focus for a 7-day period:



The width of the focus is variable. You can zoom in to view more details over fewer days, or zoom out for a more general view of a longer period. You can do this by double-clicking your mouse on the timeline. Or you can use the zoom (+ and -) or fixed period buttons:

You can move the focus to earlier or later on the timeline. You may click one of three buttons to move the e focus to today, or to the earliest or latest day that has a search result:

You can use the scroll buttons at the bottom of the timeline to move the focus by a day, month or year at a time:



The focus indicator shows which month and year the days in focus fall in.

Setting up the timeline

To set up the timeline:

1. To arrange the search results by processing date of a particular type, select one of the following from the drop-down list:
   - **Production Date**
   - **Created Date**
   - **Modified Date**
2. Do one of the following to zoom into or out of the timeline.
   - Click one of the zoom buttons, + or −.
   - Click **7, 14**, or **31** to show a fixed time interval.
   - Double-click the timeline to zoom in; press the Alt key and double-click to zoom out.
3. Do one of the following to move the focus to an earlier or later part of the timeline.
   - Click a day, month or year scroll button to move the timeline left or right.
   - Click |◀, ▶|, or **Today** to display the first result, last result or today's results.

Selecting a video clip on the timeline

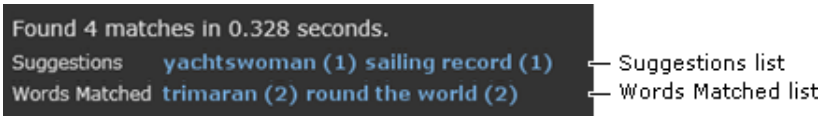
To select a video clip on the timeline:

1. Use the navigation buttons, if you need to, to select the page with the video clip you are interested in.
2. Click the entry for the clip in the **Results Table**.

Depending on which form PinPoint appears in, SmartClient switches to the clip level of the current workspace or closes the search dialog. It loads the clip in the Media Viewer and displays keyframes on the Keyframe Timeline. It presents metadata and event details in the Clip Data pane.

Search Assistance Lists

After a search that includes Any Text search criteria, SmartClient may display two lists above the search results:



- The Suggestions list shows words or phrases that have been added as search hints to the metadata of assets in the search results. You can select any one of these to use as criteria in another SmartClient search to find similar clips to ones in the current search results. For more information on adding search hints to asset metadata, see Using Search Hints, on page 91.
- The Words Matched list shows which words in the search criteria appear in the text fields of assets in the search results. (This list may include words that are not specified as search criteria but have the same stem as a word that is.) You can select any one of these to use as search criteria in another SmartClient search and so filter the current search results.

Using a Search Assistance List for Searching

If you click an entry in either list, SmartClient replaces the original Any Text search terms with the word or phrase you click. You can then repeat your search with the new criteria.

To repeat a search using criteria from a search assistance list:

1. Do the following if you want to find similar clips to ones in the current search results.
   - Click an entry in the **Suggestions** list.
   - Click the **Search** button or press the Enter to start a search.
2. Do the following if you want to reduce the current search results to contain just the video clips that contain a certain search term.
   - Click an entry in the **Words Matched** list.
   - Click the **Search** button or press the Enter to start a search.

9 Playing Video Clips

When you select a video clip in a Results Browser and there is a suitable media file available, the Media Viewer loads this file. Similarly, when you select a shot in a project clip, the Media Viewer loads the media file that contains the shot.

Summary

About the Media Viewer *71*
Playing Back a Video Clip, Marked Event or Shot *73*
Marking the Boundary Points for a Clip, Event or Shot *75*
Displaying a Particular Frame in the Media Viewer *77*
The Keyframe Timeline *78*
Reviewing a Video Clip While its Media is Being Recorded *79*
Keyboard Shortcuts *81*

About the Media Viewer

The Media Viewer can play back media files that are in one of these storage formats:

- Microsoft Smooth Stream (including Live Smooth Stream for in-progress recordings)
- MPEG-4
- WMV (Windows Media Video)

You can then review the video clip or shot. If you have the required access rights, you can edit the in- and out-points of the video-clip and any marked events within the video clip. You can edit shot in- and out-points. For all these tasks, you use the main features shown in the illustration:

We describe how you use these features in this section.

> Note: When a video clip has references to files in both supported formats, the Media Viewer loads the Smooth Stream one rather than the MPEG-4 file. This is because of the greater amount of playback control the Smooth Stream file allows.

Media Viewer Operating Modes

The Media Viewer has two operating modes; these determine whether it loads a whole media file or just a marked segment. In each mode, the duration timeline represents the duration of the loaded media.

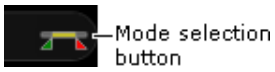
- In *media* mode, the Media Viewer loads the full media file. The yellow portion of the duration timeline, between in- and out-point markers, shows the location of the media that is referenced by a video clip or shot.

- In *clip* mode, the Media Viewer loads just the media referenced by the selected video clip or shot. The in- and out-point markers then appear at each end of the duration timeline, which is filled yellow along its full length.

The operating mode is set by the mode selection button on the control bar:

To set the Media Viewer operating mode:

- Click the mode selection button to switch the Media Viewer between media and clip modes.



Playing Back a Video Clip, Marked Event or Shot

You can use different Media Viewer features to play back a video clip, marked event or shot:

- The playback cursor, which appears in the image window.
- The playback buttons on the Media Viewer control bar.

Audio controls enable you to adjust the volume level of the audio during playout.

Using the Playback Cursor

Your mouse pointer changes to the playback cursor when you move it over the image in the Media Viewer window. The shape of the cursor at any time resembles a typical video-control symbol and indicates the type of operation it is ready to perform.

For example:

▷ Play

▯▯ Pause

The range of available playback operations depends on the storage format of the file in the Media Viewer.

For MPEG-4 media files, you can use the playback cursor to alternately play and pause the loaded media file. The cursor displays either the play or pause cursor:

For Microsoft Smooth Stream files, the playback cursor displays the play symbol until you start to play the video clip. Then the symbol varies according to the cursor location.

In the center, the cursor displays the pause symbol; to the left, the rewind and enhanced rewind symbols; to the right, the fast-forward and enhanced fast-forward symbols.

Double arrow-heads indicate rewind or fast-forward operations at normal speed; triple arrow-heads, at enhanced speed.

To use the playback cursor to play back a video clip :

1. To play the media file in the Media Viewer, click the image when the playback cursor shows the play symbol.
2. To pause the media file, click the image when the playback cursor shows the pause symbol.
3. To rewind a Smooth Stream media file, move the cursor to the left while the file is playing; click the image when the cursor shows the normal rewind symbol or the enhanced rewind symbol.
4. To fast-forward a Smooth Stream media file, move the cursor to the right while the file is playing; click the image when the cursor shows the normal rewind symbol or the enhanced rewind symbol.

Using the Control Bar

The control bar has two buttons you can use to play a media file:

You use the play/pause button to alternately play and pause the media file over the duration of the full loaded media. You use the Play Segment button to play the media file between the in- and out-points of a marked segment.

To use the control-bar features to play a media file or a marked segment of it:

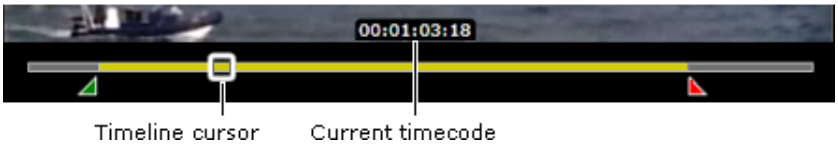
1. Click the **Play** button to play the clip, starting from the frame indicated by the cursor position; click the **Pause** button to pause the clip.

   The Pause button replaces the Play button when the clip starts.
2. Click the **Pause** button to pause the media file.

   The Play button replaces the Pause button when the clip stops.
3. Click the **Play** Segment button to play the marked segment of a media file.

Tracking the Clip Position During Playback

Two features on the Media Viewer reflect the changing position of a video clip during playback:



- The timeline cursor moves to show the relative position of the currently displayed frame.
- The timecode display in the image window shows the timecode of this frame.

Playing Out Audio

The Media Viewer includes two features for controlling playout of the audio content of a media file: a mute button and a volume slider.

These control playout of the audio you hear at your SmartClient workstation; they do not affect the audio content in a video clip.

To control audio playout:

1. Click the mute button to alternately switch the audio playout off or on.
2. Drag the volume slider or click a point on its scale to vary the volume level.

Marking the Boundary Points for a Clip, Event or Shot

In most cases, a video clip references only a portion of the available media in a media file; the same is true for an event in the clip and a shot in a project clip. In each case, the required media is defined by boundary points - an in-point and an out-point - that identify the first and last frames based on their timecodes.

The in-point and out-point markers on the control bar show the current marked boundary points. For video clips and shots, the Media Viewer displays triangular in- and out-point markers below the duration timeline:

Timecode values for these points and the duration between them appear at the bottom of the control bar.

For marked events in a video clip, the Media Viewer displays circular in- and out-point markers above the duration timeline:

The in- and out-point markers for the video clip, below the timeline, are greyed out.

While playing a media file, you can set in- and out-points. You can do this in a number of ways: by dragging the markers on the timeline; by clicking a timecode display; or by clicking a point-marking button.

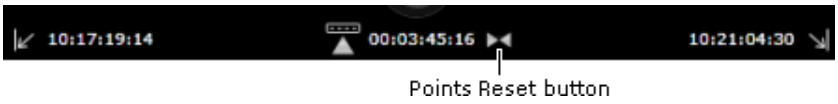
> Note: To be able to edit boundary points in the Browse workspace, SmartClient must be in the annotating mode.

To mark in- and out-points:

1 Do one of the following to mark the boundary points of a video clip or project-clip shot.
   - Drag the in-point and out-point markers to where you want to mark the points.
   - Position the clip where you want to mark the in-point; click the in-point timecode display or the point-marking button next to it. You may mark the points while the clip is playing.
   - Mark the out-point in a similar way, by clicking the out-point timecode or point-marking button.
2 You need to save a video clip if you want it to keep the new points.

Resetting Video-Clip Boundary Points

When working with MPEG-4 files with the Media Viewer in the clip mode, you can instantly reset the in- and out-point to their saved values by using the Points Reset Button:



To reset boundary points:

- Click the **Points Reset** button.

  SmartClient returns the in- and out-point markers to the points saved in the video clip.

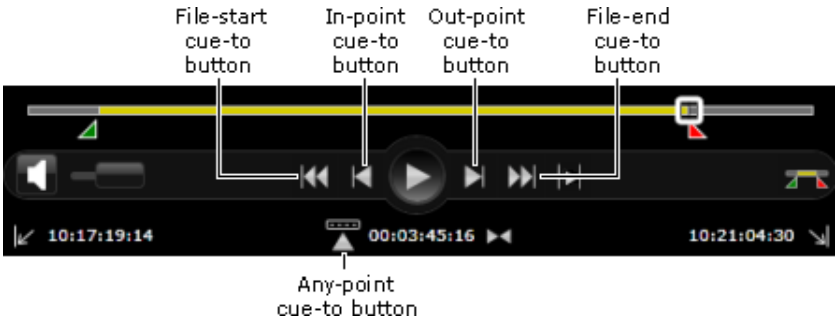
Displaying a Particular Frame in the Media Viewer

When you want to display a particular frame in the Media Viewer, you may use buttons on the control bar to move instantly to that frame; or you may select a point while viewing keyframes on the duration timeline.

If you have a wheel mouse, you can use the wheel to step forward or back to any frame when your mouse pointer is over the Media Viewer.

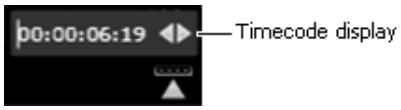
Using the Cue-To Buttons

The control bar contains a number of 'cue to' buttons, which instantly position the Media Viewer at a particular frame:



Four of these cause the Media Viewer to move to a preset point in the file: the start or end of the file; the in-point or out-point of a video clip or project-clip shot.

With the any-point cue-to button, you can move the Media Viewer to any specified frame. Clicking the button brings up a timecode display, in which you enter the frame timecode:



To display a preset frame in the Media Viewer:

- Click one of the preset-frame cue-to buttons to move the Media Viewer to the corresponding frame:
  - The first frame of the available media.
  - The last frame of the available media.
  - The in-point of a video clip or shot.
  - The out-point of a video clip or shot.

To display any specified frame in the Media Viewer:

1. Click the any-point cue-to button.

   The timecode display appears.
2. Enter the timecode of the frame you want the Media Viewer to display.

   You may overtype the current entry. Or you may click a value to select it (a red bar appears under the value) and then scroll it by using a mouse wheel or up/down arrow key.
3. Press the Enter key.

The Media Viewer moves to the specified frame.

Selecting a Frame While Viewing Keyframes on the Duration Timeline

When you move your mouse pointer along the duration timeline, keyframes appear one at time at approximately one-second intervals:

The keyframes show images from various sequences in the file. Clicking a keyframe causes the Media Viewer to move to a frame in the sequence identified by the keyframe.

To display a frame from a sequence identified by a keyframe:

1. Display keyframes by moving your mouse pointer along the duration timeline.
2. Click a keyframe that is in the sequence you are interested in.

   The Media Viewer moves to a frame in the sequence that contains the keyframe.

Using a Mouse Wheel to Step Through a Media File

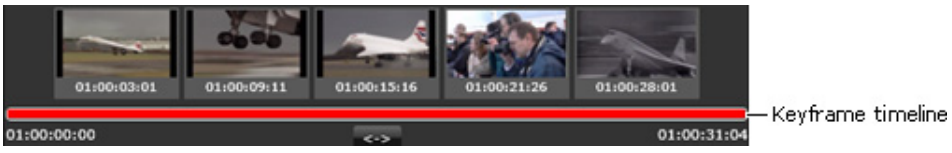
You can use the wheel of a wheel mouse to step forwards or backwards through a media file by one frame at a time. In general, you use this method when you want to carefully view a short sequence of frames.

To step forwards or backwards through a short sequence of frames:

1. Place your mouse pointer over the Media Viewer.
2. Roll the mouse wheel forwards or backwards to step through the media file.

The Keyframe Timeline

When the Media Viewer loads a media file, the Keyframe Timeline displays a selection of keyframes from the file:



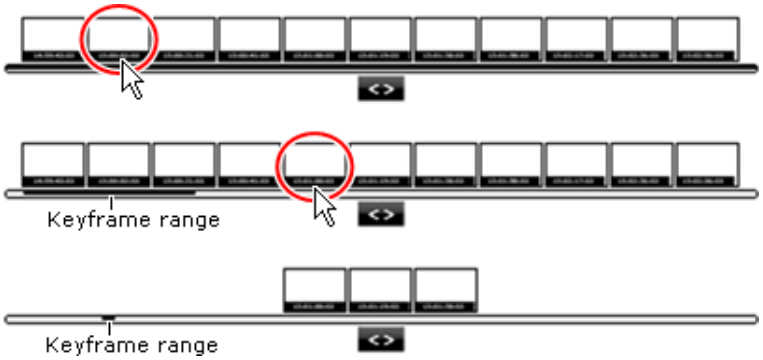
At first, these keyframes are from points that are wide apart and span the full duration of the clip. You can adjust the view to show a closer group of keyframes from a shorter segment of the clip.

Working with the Keyframe Timeline

When you click a keyframe, SmartClient performs two tasks:

- It causes the Media Viewer to move to the keyframe.
- It zooms the Keyframe Timeline, keeping the focus on the clicked keyframe.

Each time you click a keyframe, SmartClient displays a set of them that are from a smaller range of points either side of the keyframe you clicked. You may keep doing this until the keyframe range is so small that it contains only a few keyframes, as the illustration shows:



The filled section of the Keyframe Timeline shows the length and position of the keyframe range. You can extend the range by clicking the Zoom Out (<->) button.

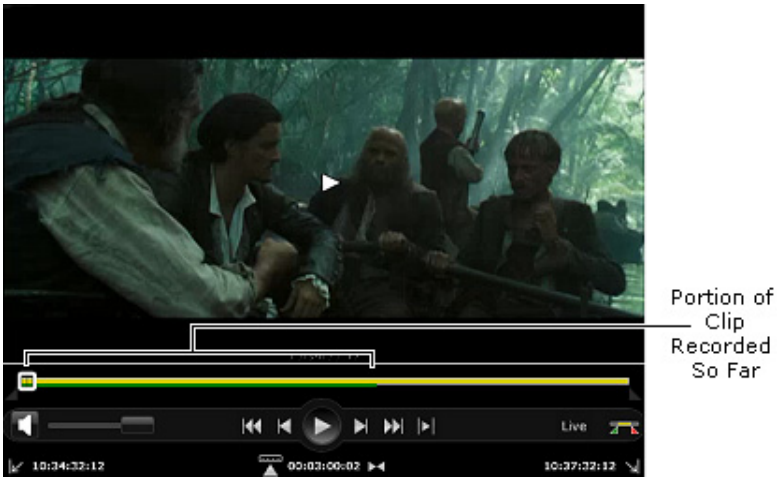
To cue the Media Viewer to play from a particular keyframe:

1. Adjust the **Keyframe Timeline** so it shows the keyframe you want the Media Viewer to display.
2. Click the keyframe.

Reviewing a Video Clip While its Media is Being Recorded

In certain circumstances, the Media Viewer can play the media file for a video clip as it is being recorded by an iTX Encode Server: it can do so when a Live Smooth Streaming file is created in the recording.

When you load the video clip, a green progress bar under the duration timeline shows how much of the scheduled recording has taken place:



The progress bar shows the limit of the available media; it extends as the recording continues.

You can use the Media Viewer features to:

- Play back the available media.
- Move the Media Viewer forwards or backwards to any recorded frame.
- Click the file-end cue-to button to move the Media Viewer to the frame corresponding to the end of the green progress bar.
- Mark an in- and out-point.
- Add metadata to the clip.

> Note: A Live Smooth Stream clip becomes available for reviewing, marking and annotating about 1 minute after the recording starts.

Keyboard Shortcuts

You may use the following keyboard shortcuts when you are working with the Media Viewer.

Keyboard shortcut	Action
A	Add the selected shot to a shot list.
C	Cue to specified time code. Enter required timecode then press Enter.
G	Take a screen capture of the current frame.
I	Mark an in-point at the current frame.
Shift + I	Cue the Media Viewer to the in-point.
J or ←	Step the Media Viewer back one frame.
K	Play or pause the media file.
L or →	Step the Media Viewer forward one frame.
M	Mute or play audio content.
O	Mark an out-point at the current frame.
Shift + O	Cue the Media Viewer to the out-point.
Space	Play or pause the media file.
Shift + Space	Play the media file between the in- and out-points.
Home	Cue to Media Viewer to the start of the media file.

10 Viewing and Editing Metadata

iTX SmartClient allows you to view and edit the metadata for any video clip or event.

Summary

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The Metadata and Events Tabs

Video-clip and event metadata are stored in fields in the iTX System Database. In various SmartClient workspaces, you can view and edit the contents of some of these fields on two tabs:

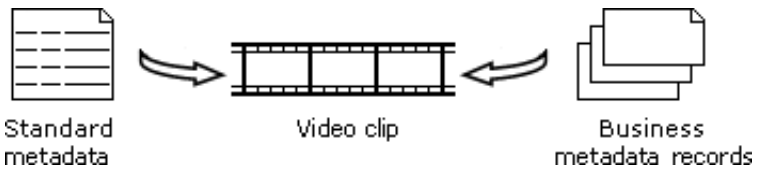
- The Metadata tab, on which you can view and edit metadata for a selected video clip.
- The Events tab, on which you can view and edit metadata for any marked event in a video clip. (A marked event is a video-clip segment that has its own metadata.)

Usually, a workspace displays the tabs one at a time.

Note:You can add metadata on the Event Logging tab as you mark events in the Browse or Live Logging workspace. See

About Metadata Types

Video-clip metadata is divided into two types, as shown in the diagram:



All video clips have a set of standard metadata. In addition, they may have a number of business-metadata records assigned to them.

- Standard metadata is information about basic properties that are common to all assets depending on their type; for example, the aspect ratio or a media location of a video clip.
- Business metadata is additional information that is used in the operational practices of a particular broadcasting facility; it includes annotations for marked events in video clips. The range of business metadata varies from one facility to another.

Information on the Metadata tab may be either standard or business metadata; that on the Events tab is usually business metadata.

About Annotation Templates

You use an annotation template to add business metadata - either to a whole clip or to an event in a clip.

The template contains a number of metadata records which it makes available to you. Each record specifies a set of fields in the iTX System Database in which you can enter information. The records are divided into ones designed for video clips and ones designed for events:

- For video clips, you select a record directly from a drop-down list of records. The list is defined in the template.
- For events, you select a record indirectly by clicking an event-type button to mark an event: each event-type button is associated with a record. Groups of available event-type buttons are defined in the template.

Annotation templates are designed by your system administrator. You can use any that are assigned to the user groups that you are a member of.

Tabs and Panels With the Same Features

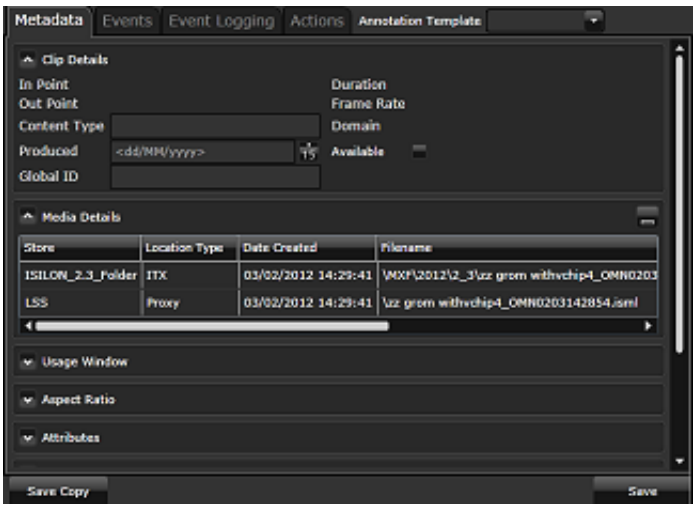
In different workspaces, SmartClient may present a particular set of features on either a tab or a panel. For example, the Browse workspace has an Events tab; the Shot List workspace has an Events panel.

(In general, a tab becomes visible when it is selected and may be hidden by another tab; a panel may be always visible, although this depends on whether or not it appears on a tab that can be hidden.)

The procedures for using the features are the same. So, for simplicity, in the following topics, we describe the features by referring to just the tabs.

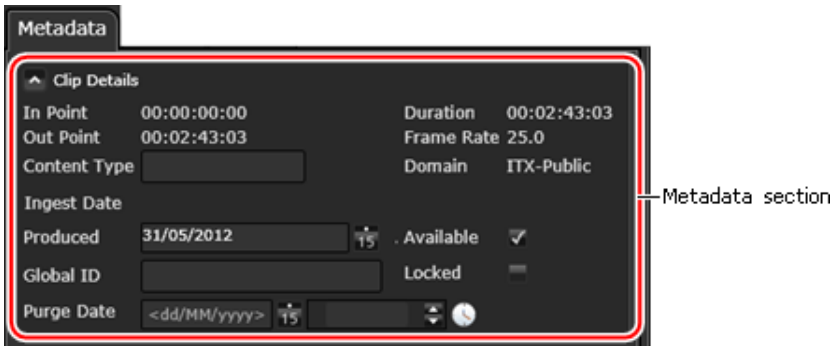
The Metadata Tab

The Metadata tab organizes information about a video clip in separate sections:



Each section displays metadata for a group of related fields.

An example is the Clip Details section, which displays the timecode values of a video clip's in- and out-points and duration, along with details of other properties:



Standard-Metadata Sections

SmartClient automatically associates a new video clip with standard metadata fields. It presents information from these fields in pre-defined sections on the Metadata tab. The table below describes these sections.

SmartClient automatically enters information in some of the fields; e.g. the duration of the video clip. You may add details for others; e.g. the start and end of a usage window.

Section	Description
Clip Details	Basic video-clip information; e.g. in- and out-points and duration.
Media Details	Information about the properties and locations of media files for the video clip.
Usage Window	Start and end dates (if such time limits apply) within which the video clip may be used.
Part/Set Details	Segmentation details for a video clip that is split up into multiple smaller video clips (co-references).
TX Details	Dates and times of the first and last occasions when the video clip was played out.
Aspect Ratio	Source format and active region.
Attributes	Creation and modification information.
Domains	Details of domains in which a matching clip is registered.
All Media	A graphical indication of the locations of media files for the video clip.

Business-Metadata Sections

SmartClient presents business metadata in sections that you can add to the Metadata tab. These sections are based on metadata records that are available in annotation templates.

Depending on the asset template that is used to create a clip, iTX may associate a new clip with business-metadata fields that are specified in a metadata record. SmartClient then displays a section for the record on the Metadata tab.

Media and Asset Records

Business-metadata sections may be formed from either media records or asset records:

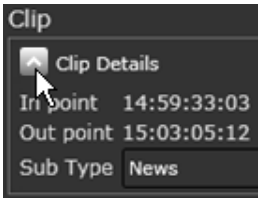
- Metadata in a media record is shared by all co-references (video clips that reference the same media file).
- Metadata in an asset record is owned exclusively by the asset with which it is associated.

The type of record from which a section is formed is indicated by a letter in brackets after the section name: 'M' for a media record; 'A' for an asset record.

Most business-metadata records are media records.

Viewing Metadata

To start with, all sections on the Metadata tab are collapsed; the information in each one is hidden. You can expand a section, and so show the information it contains, by clicking the arrow button next to the section name:



To expand or contract a metadata section:

- Click the arrow button next to a section name to alternately expand or collapse the section.

Editing Metadata

You can edit some metadata for any video clip if you have the required access rights for that clip. In most cases, you do this by using one of these common methods:

- Typing words or values directly into a text box.
- Clicking a check box.
- Selecting an option from a drop-down list.
- Clicking a point on a ratings scale.

There are special graphical devices for entering dates and times. See Specifying Dates and Times on page 6.

> Note: When working in the Browse workspace, you need to switch SmartClient to the annotating mode before you can edit metadata.

To edit metadata:

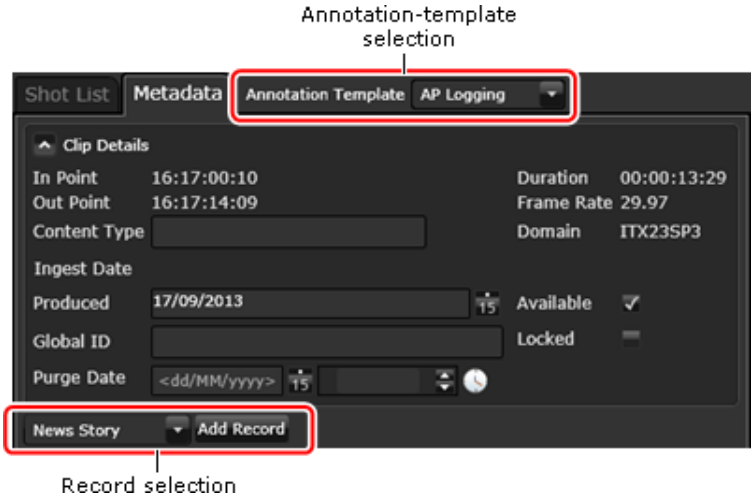
1. Expand a section to display the metadata you want to edit.
2. In the features displaying editable metadata, enter new metadata where you want to.

   The **Save** button flashes red, indicating the video clip has unsaved changes.
3. Click **Save** to save your changes in the current video clip; or **Save Copy** to save them in a new video clip.

Adding Business-Metadata Sections to the Metadata Tab

To add a business-metadata section, you select an annotation template; then, from this, a metadata record to form the section.

A drop-down list of available templates appears in the **Annotation Template** box above a Metadata tab:



A drop-down list of the business-metadata records in the selected annotation template appears next to an **Add Record** button (underneath the **Clip Details** record). You can use any of these records to create a business-metadata section.

To add a business-metadata section to the Metadata tab:

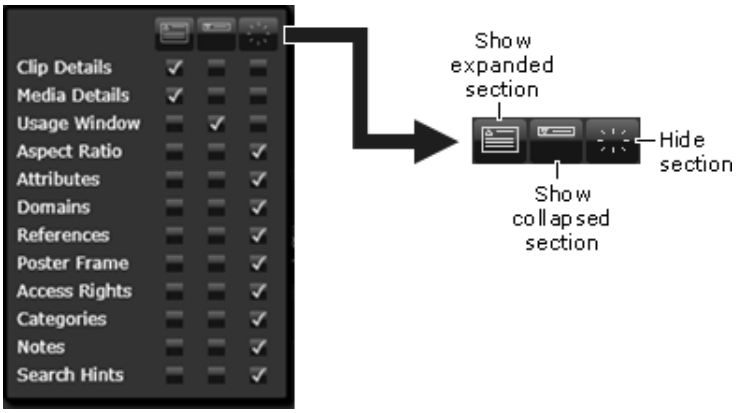
1. Select the **Metadata** tab.
2. Select an annotation template in the **Annotation Template** box.
3. Select a record from the drop-down list under the **Clip Details** section.
4. Click **Add Record**.

   SmartClient adds a section for the selected record under the **Clip Details** section. At the same time, it removes the record from the drop-down list - to prevent you adding unnecessary copies of the same record.

The drop-down list and **Add Record** button disappear when you add the last available record in a template.

Setting Up the Default Metadata Tab View

Each time SmartClient loads a video clip, the Metadata tab displays information in a default view - i.e. in selected sections that may be expanded or collapsed. You can define the default view in the view-options menu, which appears when you right-click the Metadata tab:



The menu lists all the sections that can display standard or business metadata for the current video clip.

For each section, one of three view options may be selected: to show the section expanded; to show the section collapsed; or to hide the section. The options are represented by three columns of check boxes; icons above the columns (see the above illustration) indicate the options.

To set up the Metadata tab view:

1. Right-click the **Metadata** tab to display the view-options menu.
2. Select a check box for each section: to show the section expanded or collapsed; or to hide the section.

   SmartClient refreshes the tab each time you make a selection.
3. Move your mouse pointer clear of the menu to make the menu disappear.

Working with Categories

In an iTX system, video clips may be associated with - or "tagged to" - one or more categories.

A category gives a way of labelling a video clip to provide an indication of the clip content. Video clips with a particular type of content are associated with the same category (News, Sport, Movies, etc.). Specifying a category in a search filter can help you find a clip you want to work with.

In SmartClient, you can create your own categories and tag clips to them through the Categories section:

To show or hide the category list:

- Click the **Show/Hide** button to alternately show or hide the category list.

To create a category:

1. Enter a name in the **New Category** box.
2. Click **Create**.

   Your new category appears in the category list.

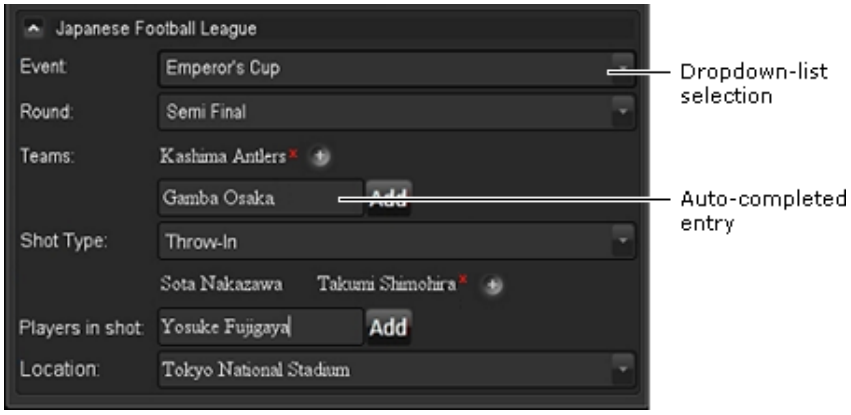
To tag a clip to categories:

1. Select the check boxes of the categories you want a clip to be tagged to; ensure the check boxes of other categories are clear.
2. Click **Save**.

Adding Metadata by Using Controlled Lists

The Controlled Lists Service is an optional iTX service. It is used to build metadata drop-down lists for event annotating and to auto-complete entries you type in text boxes. In this way it helps you to quickly and accurately add annotations.

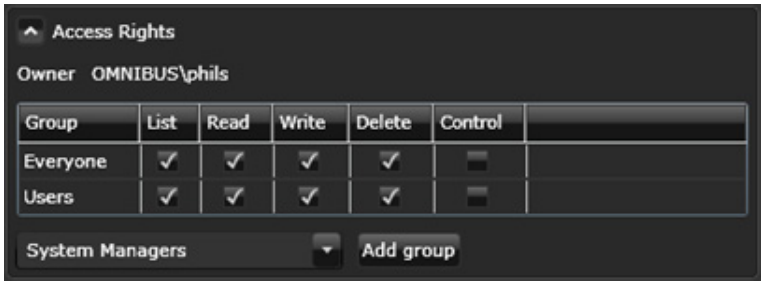
The illustration below shows the selection of a tournament from a drop-down list and auto-completion of team names and player names.



Setting Access Rights

What actions you can perform on a video clip depends on your access rights. You get these through the user group(s) to which you belong.

You can view access rights for a video clip in the **Access Rights** section:



If you are a system administrator or the owner of an asset, you can set access rights for a video clip by giving the following permissions to selected user groups.

Permission	Description
List	Ability to view details of the video-clip in PinPoint search results.
Read	Ability to load the video clip in a workspace and play it back in the Media Viewer.
Write	Ability to modify the video clip.
Delete	Ability to delete the video clip.
Control	Ability to change the video-clip permissions.

To set access rights:

1. Expand the **Access Rights** section.
2. To change access rights, select or clear the following check boxes in the row of a particular user group:
   - **List**
   - **Read**
   - **Write**
   - **Delete**
   - **Control**

Using Search Hints

A search hint is a helpful word or phrase that you may associate with a video clip. Its purpose is to help all SmartClient users get search results that are most relevant to their requirements. SmartClient displays the details in the Search Hints section of the Metadata tab:

A search hint can be one of two types:

- A search word.
- An exclude word.

About search words

A search word that is associated with a video clip appears in a list of Suggestions in the Results Browser when SmartClient includes the video clip in search results. The word prompts you to repeat a search with the search word added to the search criteria. By responding to the prompt, you use the search word to refine the current set of search results.

> **Example:** A video clip about sailing has the search word "yacht" associated with it. When the clip appears in search results, yacht appears in the Suggestions list. If you click this word, SmartClient performs a new search with yacht included in the search criteria. SmartClient then returns a filtered results list - one containing just video clips that have content about yacht sailing instead of every video clip that relates to sailing.

About exclude words

An exclude word associated with a video clip prevents SmartClient including the clip in search results in certain circumstances. The circumstances are where SmartClient uses Any Text search criteria to find video clips that have the exclude word in any of their text fields. The purpose of this type of search hint is to enable SmartClient to ignore words that are unimportant in a particular context.

> **Example:** The metadata for a video clip about sailing contains a minor reference to whales. Because the reference is not likely to be of interest to anyone searching for video footage of whales, you may define "whale" as an exclude word for the clip.
>
> If you then request SmartClient to perform a search using "whale" as Any Text search criteria, the sailing clip does not appear in the search results; this is an effect of the exclude word.

Adding search hints

To add a search hint:

1 Expand the **Search Hints** section.

When you move your mouse pointer over the expanded section, plus buttons appear under **Search Words** and **Exclude Words**. Clicking a plus button alternately shows and hides the features you use to add search hints.

2 Do the following under **Search Words** or **Exclude Words**.

3 Click the plus button to display a text box and **Add** button.

4 Enter a word or phrase in the text box and click **Add**. Do this for each search hint you want to add.

5 SmartClient adds the new search hints to the **Search Words** or **Exclude Words** list.

Deleting a search hint

To delete a search hint:

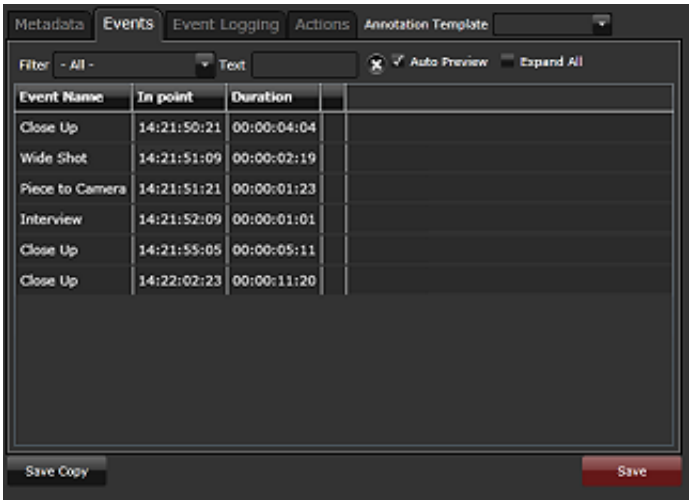
1 Rest your mouse pointer over a search hint.

SmartClient displays a red cross to the right of the search hint.

2 Click the red cross to delete the search hint.

The Events Tab

The Events tab contains a table with entries for each marked event in the selected video clip:



To start with , all entries are collapsed. Each one gives basic details of an event: the name of the event type; the timecode of the event in-point; the event duration; and the first few words of any comments that have been entered for the event.

Viewing Full Event Metadata

You can view full event metadata by expanding entries either one at a time or all at once. An expanded entry displays the full business metadata for an event and a set of Media Viewer playback buttons:

The kind of information is usually different for different event types.

You can use the Media Viewer playback buttons to preview the selected event; or to display its first or last frame.

Expanding event entries

To expand a single event entry or all event entries:

1. Click a collapsed entry to expand it.
   The entry stays expanded until you expand another entry.
2. Select the **Expand All** check box to expand all entries.
   You can collapse the entries by clearing the check box.

Playing back an event

To play back an event:

- Click the **Play** button to play the section of clip that contains the selected event.

Displaying the first or last frame of an event

To display the first or last frame of an event

- Click either of the **Cue to** buttons to display the first or last frame of the marked event in the Media Viewer.

Filtering Event Entries

To limit the number of visible events in the table, you can filter the entries in either of two ways:

- By event type, to view only entries of a specified event type (as shown in the Name column).
- By a contained word, to view only entries for events with metadata text that includes a specified word.

Filtering by event type

To filter by event type:

- From the drop-down list in the **Filter** box (above the table), select the name of an event type.

  SmartClient modifies the table to show just events of the selected type.

Filtering by contained word

To filter by contained word:

- Enter a word in the **Text** box (above the table).

  SmartClient modifies the table to show just events with metadata that contains the specified word.

Removing a filter

To remove a filter:

- Do one of the following, depending on what type of filter is applied to the table.
  - Select **All** from the drop-down list in the **Filter** box.
  - Click the clear button, to the right of the **Text** box to delete the entry in this box.

  SmartClient resets the table to show all events.

Editing Event Metadata

As with the main video-clip metadata, you can edit event metadata if you have the required access rights to the clip.

When SmartClient is in the annotating mode, two extra buttons appear in the expanded event entry:

You can use these buttons to:

- Update an event after changing its in- or out-point.
- Delete an event and its metadata.

Updating an event

To update an event:

1. Select an event in the events table to expand its entry.

   SmartClient shows the event in the Media Viewer.
2. Using the **Media Viewer** features, adjust the event in- and out-points as necessary.
3. Click **Update** on the expanded entry.

   SmartClient updates the event entry to reflect your modifications.
4. Click **Save** or **Save Copy**.

Deleting an event

To delete an event:

1. Select an event in the events table to expand its entry.
   SmartClient shows the event in the Media Viewer.
2. Click the **Delete** button on the expanded entry.
   SmartClient removes the event entry from the events table.
3. Click **Save** or **Save Copy**.

Saving Modified Clips

In the Browse workspace, you may modify a video clip by changing its boundary points or by editing its metadata. After you do so, you may save the clip in either of two ways:

- You may click **Save**, to overwrite the original clip.
- You may click **Save Copy**, to save a copy of the original clip with the modifications. You need to give the new clip its own unique name.

11 Working on the Actions Tab

In some workspaces, SmartClient may display an Actions tab containing a number of manual job-request buttons. Each button represents a particular job that can be performed in your system.

Summary

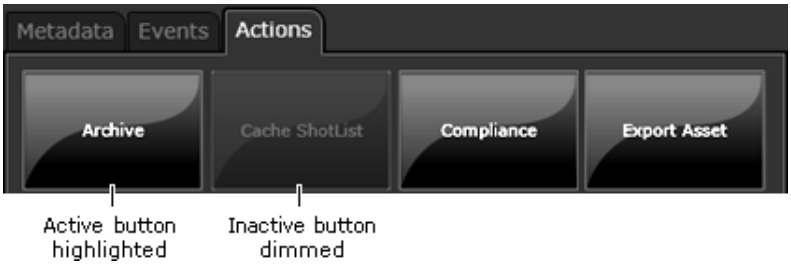
About Action buttons *97*
Creating a Job *98*

About Action buttons

Jobs are handled either by a job service operating in an iTX Workflow process or by the iTX media-transfer service, Delivery Manager. Often a job requires an operator to perform a task and record the completion of the task in the system.

A button is active when the job it represents can be performed for the selected clip; the button appears highlighted on the Actions tab. The button appears dimmed when it is inactive.

The illustration shows three active buttons (**Archive**, **Compliance** and **Export Asset**) and one inactive button (**Cache ShotList**):



When you click a button, a job is created and added to a jobs queue that the iTX system manages. You can review the job details and check its progress in one of the job-list displays. See Different Ways in which SmartClient can Display Job Lists on page 99.

What buttons appear on the Actions tab depends on what iTX Workflow processes are running in your system.

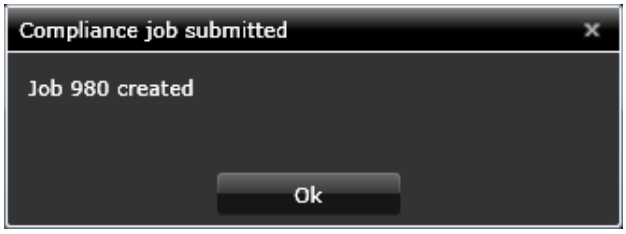
Creating a Job

You may create a job for an asset (video clip, project clip or placeholder clip) when the associated job-request button is active.

To create a job:

1 Click a job-request button.

A job with a unique ID number and default priority level is added to the iTX job queue. SmartClient displays a dialog which confirms this and gives the job number:



2 Make a note of the job number.

3 Click **OK** to close the dialog.

You can check the details for this job in your My Jobs pop-up window. See The My Submitted Jobs Pop-Up Window on page 100.

12 Working with jobs

Jobs are tasks that are recorded in iTX and monitored through their various stages from start to completion. They are held in a job queue and scheduled for processing in order of priority.

Summary

About Jobs in iTX 99
Different Ways in which SmartClient can Display Job Lists 99
Taking Control of a Job in an iTX Workflow Process 105

About Jobs in iTX

Jobs in iTX are divided into two categories:

- User jobs are jobs that are done manually by operators. An example is the previewing of a video clip to check it is of the required quality.
- System jobs are done automatically by iTX services. An example is the copying of a media file from an external server.

In SmartClient, you can add a job to the iTX job queue by clicking a job-request button on an Actions tab. See Working on the Actions Tab on page 97.

You can use a number of SmartClient features to view detailed lists of jobs. Depending on your access rights, you may be able to set a 'required by' date and time for a job or cancel the job. For any user job that requires SmartClient functionality, you can select the job in the list and 'take control' of it. See Taking Control of a Job in an iTX Workflow Process on page 105.

Different Ways in which SmartClient can Display Job Lists

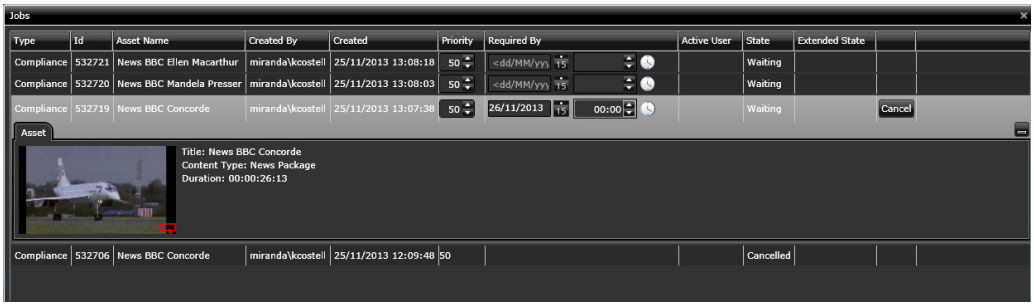
SmartClient has a number of ways of presenting lists of iTX Workflow jobs:

- The My Submitted Jobs pop-up window
- The jobs-list level of a selected workspace
- The Job Management workspace
- The Jobs Query widget

The first of these features is always available. The availability of the others depends on the design of the Dashboards to which you have access.

The My Submitted Jobs Pop-Up Window

With the Dashboard or any workspace selected, you can display the My Submitted Jobs pop-up window:



In this window, SmartClient displays a list of the jobs you have requested (as the logged-on user) that are currently in the job queue.

You can scan the list and expand any entry to view more information about a job. After expanding an entry, you can:

- View keyframes from the video clip the job is for.
- Set the "required by" date for the job.
- Cancel the job.

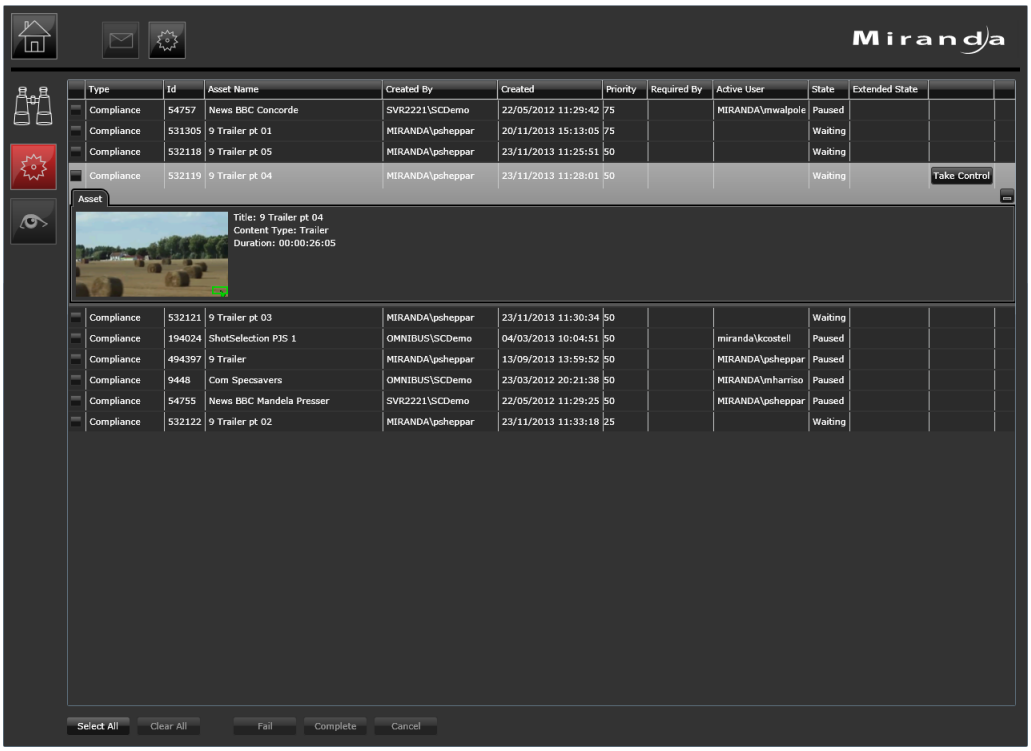
Displaying the My Submitted Jobs pop-up window

You display the My Submitted Jobs pop-up window by clicking the My Submitted Jobs button in the SmartClient title bar:

As you create jobs, this button displays a badge showing the current total of new jobs:

The Jobs-List Level of a Workspace

From your Dashboard, you can open a workspace that has features you can use to perform a particular job (e.g. the Browse workspace for QC or compliance checking). The workspace opens on the jobs-list level:



On this level, SmartClient displays a list of all the user jobs of a particular type in the iTX job queue. You can perform any of these jobs, which may have been submitted by other operators.

You can scan the list and expand an entry to view more information about a job. After expanding an entry, you can:

- View keyframes from the video clip the job is for.
- Set the "required by" date for a job you have submitted.
- Take control of a job. See Taking Control of a Job in an iTX Workflow Process on page 105.

You can select a batch of jobs and change their state to Failed or Complete; or you can cancel them.

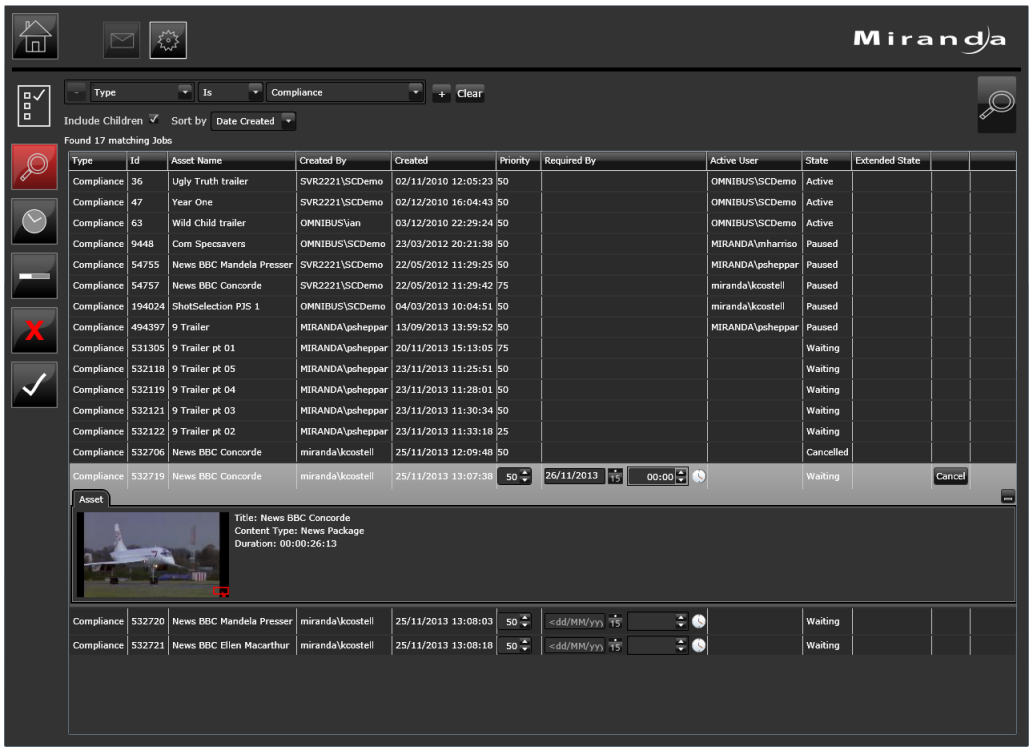
Displaying the jobs-list level

You display the jobs-list level of a particular workspace by clicking a Job Type button in the Jobs widget on your Dashboard:

Each button is associated with a particular job type. A circular badge in the top right corner of the button shows how many user jobs, which you can do, require attention.

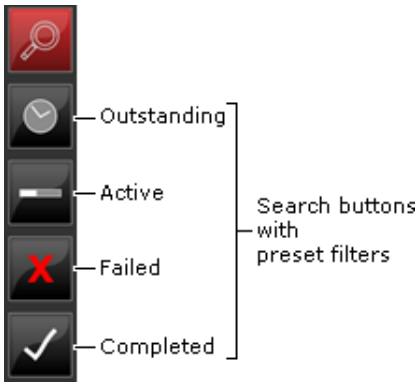
The Job Management workspace

From the Dashboard, you can select the Job Management workspace:



In this workspace, you can perform a search for all jobs meeting search criteria that you specify. SmartClient displays a list of search results.

You may alternatively request a list of jobs that meet the criteria of a preset filter. There are a number of search buttons that use preset filters:



Clicking one of these displays a list of jobs that are: outstanding (not started); active (in progress); failed; or completed.

You can scan the list and expand an entry to view more information about a job. After expanding a job entry, you can:

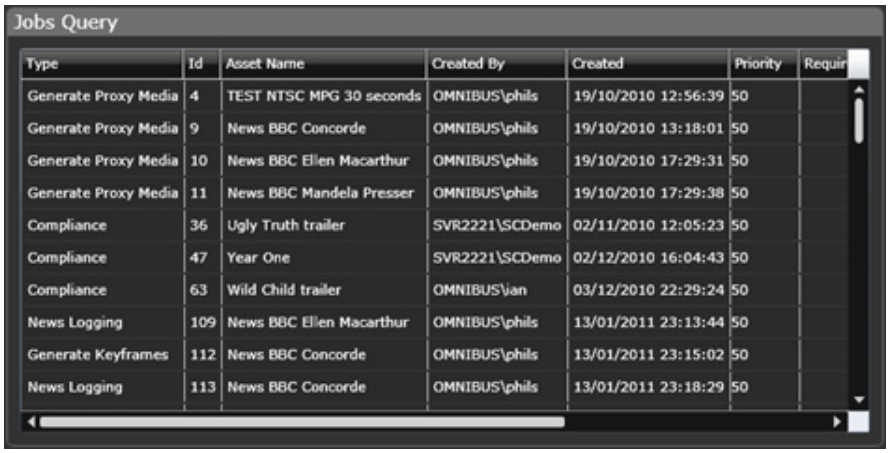
- View keyframes from the video clip the job is for.
- Set the "required by" date for a job you have submitted.
- Cancel any job you have submitted.

Displaying the Job Management workspace

You display the Job Management workspace by clicking the Job Management button on your Dashboard:

The Jobs Query Widget

Your system administrator may set up a Jobs Query widget on a Dashboard you have access to. The widget is configured to display a list of jobs that meet specified search criteria.



You can scan the list and expand an entry to view more information about a job.

Job Details

Details in job lists are arranged in the columns described in the following table.

Column	Description
Type	The job type; e.g. QC or Compliance.
ID	The unique job number, which the system assigns to the job.
Asset Name	The name of the video clip, placeholder clip or project clip in the job.
Created By	The name of the user who requested the job.
Created	The date and time the job was created.
Priority	A value between 1 and 100 that indicates how urgent the job is, relative to other jobs. The higher the number, the sooner the job should be processed.
Required By	The date and time the job should be completed by.
Active User	The name of the user who is working on the job.
State	The current stage in the processing of the job. A successful job progresses through these stages: Waiting; Active; Completed. Other possible states are: Paused; Held; Canceling; Canceled; Failed.
Extended State	Further information about the current job state. For example, a percentage-complete value or a step number in a process with a fixed number of steps.

Expanded Job Entries

An expanded job entry contains a keyframe preview pane. In this, you can view keyframes from the video clip that the job is required for.

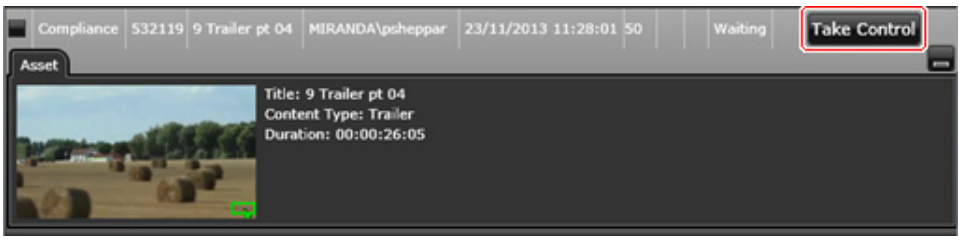
Other features may appear in the expanded entry, depending on what job list you are working with. For all job lists, an expanded entry displays a Collapse button, which enables you to collapse the entry.

To expand or collapse a job entry:

1. Click an entry in a jobs list to expand it.
2. Click the **Collapse** button in the expanded entry to collapse the entry.

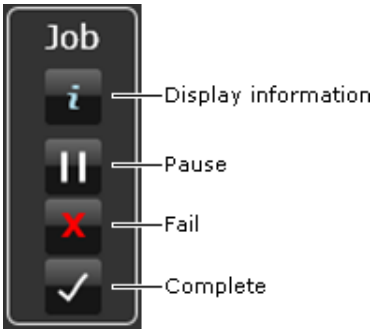
Taking Control of a Job in an iTX Workflow Process

An expanded entry on the jobs-list level of a workspace includes a Take Control button:



Clicking this sets up SmartClient for the iTX Workflow process for the selected job. SmartClient switches to the operating level of the workspace and loads the required clip in the workspace.

On this level, the workspace includes a Job panel with buttons for selecting various options as you work on the job.



You use the buttons to:

- Display a Job Information pop-up window, containing the job details.
- Pause the job.
- Mark the job as Failed.
- Mark the job as Completed.

The workspace also includes a navigation button that you can use to return to the jobs-list level without changing the job state:

To perform a job:

1. Select a **Dashboard** that contains a Jobs widget.
2. Click a button with a badge that shows a number of uncompleted user jobs.

   SmartClient opens the required workspace on the jobs-list level, which displays a list of jobs you can do.
3. Expand a job entry in the list.
4. Click **Take Control**.
5. SmartClient switches to the operating level of the workspace, where you can work on the job.
6. Using the workspace features, perform the required tasks.
7. When you finish working on the job, click a button on the Job panel:
   - The **Pause** button to mark the job as paused.
   - The **Fail** button to mark the job as Failed.
   - The **Complete** button to mark the job as Completed.

SmartClient may display a dialog prompting you to select options that control another step in an iTX Workflow process; for example, to copy a media file to a specified server on completion of a Compliance job. Select the required option(s) and click OK to close the dialog.

SmartClient switches back to the jobs-list level and updates the state in the job entry. The system may create new jobs base on any options you select when completing a job.

Grass Valley Technical Support

For technical assistance, contact our international support center, at 1-800-547-8949 (US and Canada) or +1 530 478 4148.

To obtain a local phone number for the support center nearest you, please consult the Contact Us section of Grass Valley's website (www.grassvalley.com).

An online form for e-mail contact is also available from the website.

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