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Xplorer

Asset Management Tool

User Manual

M852-0400-500

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Document Identification

Title	Xplorer User Manual
Part number	M852-0400-500
SW version	Vertigo Suite v5.0

Revision History

After the original release date, the Xplorer User Manual may be updated with edits and then re-released. The following table tracks the versions of this document.

Revision date	Description
November 28, 2014	Original release
March 02, 2015	• Vertigo Suite v5.0 SP1 release • Added note about the Xmedia Server's User Rights Management possibly restricting Search XMS results (page 3-6 and page 7-10). • Removed the "Limiting Search XMS queries by asset type" section and integrate that information into the search XMS procedure on page 3-5.

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1 INTRODUCING XPLORER

Xplorer is a media management application that allows you to browse and manage the media content stored on the Xmedia Server (XMS) and other devices.

More specifically, Xplorer allows you to:

*   Quickly identify and monitor the status of the Xmedia Server and other devices that are configured and/or connected to your system.
*   Browse and manage the media content stored on the Xmedia Server and/or other devices.
*   Move content to and from the Xmedia Server and other devices, including ingesting content from external storage devices and converting the imported files into Vertigo compatible assets.
*   Preview the playout of various asset types that are stored on the Xmedia Server or devices.
*   Create and manage work order requests for graphics elements that are required but do not exist on the system.

The following sections provide information and instructions for using Xplorer:

2 GETTING STARTED WITH XPLORER

To help get you started using Xplorer, this chapter provides you with information about installing and licensing the Xplorer software. Once installed, you must configure Xplorer to recognize and actively connect with the Xmedia Server and the other devices.

Information and instructions to help you set-up and familiarize yourself with Xplorer are provided in the following sections:

Installation and licensing information

Xplorer is packaged with the Vertigo Suite software installation wizard. It can be installed as part of the full installation or as an individual (standalone) component. In both cases, you simply need to run the installation wizard on a workstation that is on the same network as the Xmedia Server.

Information regarding the Vertigo Suite's hardware and network requirements, as well as instructions for installing and/or upgrading Xplorer, are available in the Vertigo Suite's **Release Notes**, which can be downloaded from our **Support Portal** (http://www.miranda.com/support/product.php?name=Vertigo).

Xplorer requires that a software application license be installed and validated on the Xmedia Server. Therefore, once Xplorer is installed, you must contact our **Technical Support** team (support@grassvalley.com) to request a license key for Xplorer. Then you must apply and validate the license using the Vertigo Suite's License Manager, which stores the license on the Xmedia Server. Instructions for acquiring and validating an Xplorer application license are provided in the Vertigo Suite's **Release Notes**.

☑ NOTE

Xplorer will not operate properly unless its connection to the Xmedia Server is active and a valid license is present. See page 2-3 for more information about resolving connection and license errors.

Starting Xplorer and connecting to the Xmedia Server

As a client application, Xplorer must always be connected to the Xmedia Server, which is the centralized asset management server and license manager for Vertigo applications and devices.

Each time Xplorer is opened, it verifies the connection to the Xmedia Server and the availability of the Xplorer license. If both conditions are successful, then Xplorer opens and is ready to be used. However, if either of these conditions is unsuccessful, an error message appears and prompts you to remedy the situation (see below).

While using Xplorer, the connection to the Xmedia Server must always be maintained (active). As such, Xplorer continuously verifies and reports the connection status using the XMS icon in the Xmedia Server Viewer. Figure 2-1 demonstrates the two states of the XMS icon's connectivity status.

Xplorer is actively connected to the Xmedia Server

Xplorer has been disconnected from the Xmedia Server
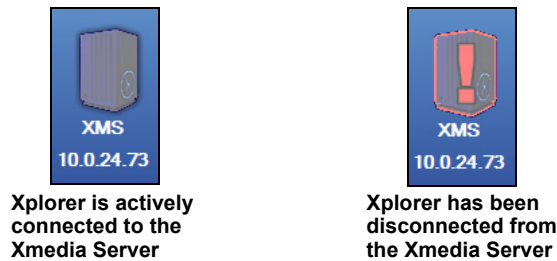
Figure 2-1. Xplorer's Xmedia Server connection status

If for any reason the connection to the Xmedia Server fails (disconnected), you must re-establish the connection before continuing to use Xplorer.

☑ NOTE

Common reasons for losing the connection are that the Xmedia Server or the machine hosting Xplorer has lost its network connection (network is down, IP address has changed or network cable disconnected), the Xmedia Server service has been stopped, or the Xmedia Server machine has been shutdown or has crashed.

The following sections describe how to resolve situations in which Xplorer cannot connect to the Xmedia Server or find a valid license on startup.

Resolving an Xmedia Server connection failure when opening Xplorer:

1. Open Xplorer by clicking **VERTIGOXMEDIA>XPLORER** from the Windows Start menu.

    If Xplorer cannot successfully connect to the Xmedia Server, the following error message appears.
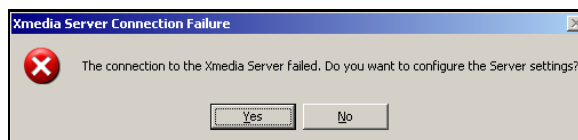
2. Click **Yes** and Xplorer's **SETTINGS** window opens and displays the **XMS** page.

Figure 2-2. Xplorer's Settings window

3. In the **XMEDIA SERVER IP ADDRESS** field, type the IP address of the machine hosting the Xmedia Server.

4. Unless the port number was changed when the Xmedia Server was installed, the default in the **XMEDIASERVER PORT** field will be correct. If it was changed, enter the new number.

5. Click **OK**.

   Xplorer should now open. If Xplorer still cannot connect to the Xmedia Server, consult your system administrator. The problem could be due to one of the following:
   • The IP address or port was entered incorrectly.
   • The machine hosting the Xmedia Server is down.
   • The Xmedia Server is not running on the host machine.
   • The machine is not connected to the network.

Resolving a license failure when opening Xplorer:

1. Open Xplorer by clicking **VERTIGOXMEDIA>XPLORER** from the Windows Start menu.

   If Xplorer cannot successfully locate a valid Xplorer license on the Xmedia Server, the following error message appears.

2. Evaluate and act according to the following:
   • If you suspect that the cause of the license error is that the Xplorer license has not yet been installed and validated on the Xmedia Server, click **Enter License**. The License Manager opens and you can follow the instructions in the Release Notes for acquiring and installing a software license.
   • If you suspect that the cause of the license error is that Xplorer is connected to the wrong Xmedia Server (the license resides on another Xmedia Server), click **Change Server**. Xplorer's **SETTINGS** window opens and displays the **XMS** page (figure 2-2). In the **XMEDIA SERVER IP ADDRESS** field, type the IP address of the Xmedia Server that holds a valid Xplorer license. Click **OK**.

Overview of Xplorer's interface

While further chapters provide full procedural instructions for using Xplorer, this section lists Xplorer's main interface components and provides brief functional descriptions of each.
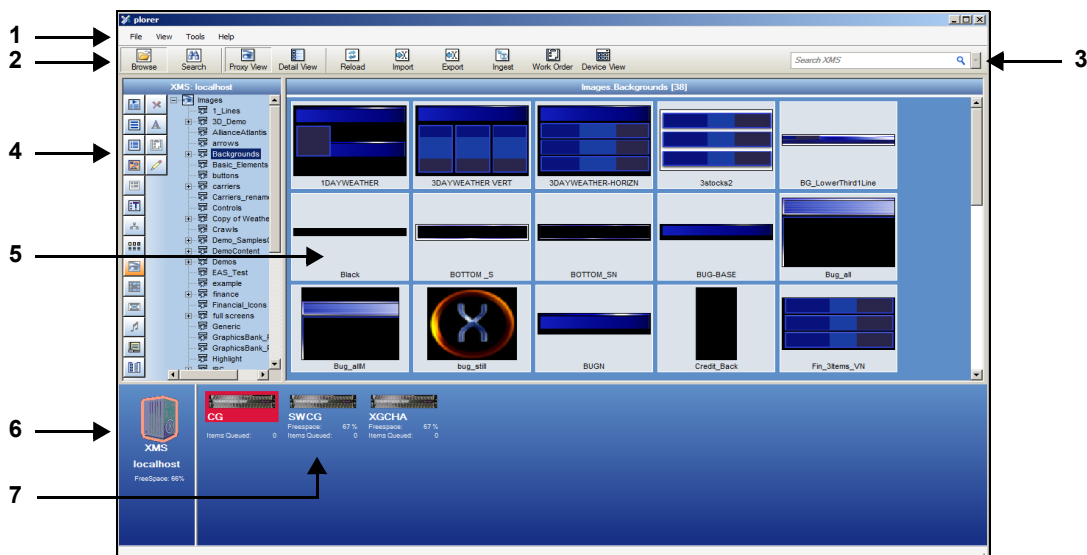
Figure 2-3. Xplorer's user interface components

1. **Menu commands** - The menu commands provide access to Xplorer's settings and administrative functions. See "Xplorer's menu commands" on page 6-2 for a full description of each command.

2. **Toolbar buttons** - The toolbar buttons offer easy access to the features and functions that are most commonly needed when using Xplorer. Functional descriptions for each of these buttons is described within the procedures for using Xplorer, as well as "Xplorer's toolbar buttons" on page 6-5.

3. **Search XMS** - The **SEARCH XMS** text box allows you to quickly search and find assets on the Xmedia Server using a typical search engine component. Once a search is launched, assets that match the name, type, description, author, keywords and/or Recall ID are returned in the **XMS SEARCH RESULTS VIEW** and displayed in either a **PROXY VIEW** or **DETAILED VIEW** and ordered by relevance. See "Searching for assets stored on the Xmedia Server" on page 3-5.

4. **Asset Browser** - Located along the left-side of the interface, the Asset Browser is a collapsible panel that provides a hierarchical view of the root categories and sub-categories in which assets are stored on either the Xmedia Server or the device that is currently selected in the Device Viewer. Upon selecting a category, the assets are displayed in the Asset Gallery.

5. **Asset Gallery** - Identifies the assets that are stored within the asset category selected in the Asset Browser. When the **Proxy View** button is enabled in Xplorer's toolbar,

the assets are displayed as labeled-thumbnail images. When the **Detail View** button ![Detail View] is enabled, the assets are displayed in a list that identifies the asset's name along with some of its current properties.

6. **Xmedia Server Viewer** - Identifies the Xmedia Server (hostname or IP address) and its current connection status to Xplorer (see page 2-3). When you select the XMS icon, the contents of the Xmedia Server are displayed in the Asset Browser and Asset Gallery.

7. **Device Viewer** - Displays an icon for each of the devices that are managed by the Xmedia Server, as well as their current connection status to Xplorer (see page 2-12).

   When the **View>Show Device Details** menu command is enabled, some of the devices' statistics are displayed (i.e. the percentage of free space on their disk, as well as the number of items left in the publish queue.) See page 4-17 for more information.

   When you select a device's icon, the contents of that device are displayed in the Asset Browser and Asset Gallery.

   Figure 2-4 demonstrates that right-clicking on the device's icon exposes commands that you can use to launch various functions associated with the device (e.g. ping the device, launch the device's Publish Queue Monitor, launch the device's Dashboard or display the device's properties).
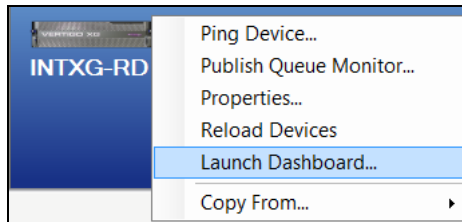
Figure 2-4. Right-clicking on the device exposes commands associated with the device

Configuring Xplorer's settings

While Xplorer's default settings are appropriate for most operating circumstances, you may want to customize the look and behavior of the application using Xplorer's settings. Note that modifying the settings is entirely optional.

Changes to Xplorer's settings are made in the **SETTINGS** window, which can be accessed by selecting the **TOOLS**>**SETTINGS** menu command.
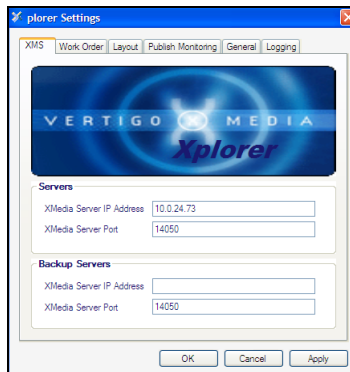
Figure 2-5. Xplorer's Settings window

The **SETTINGS** window has six thematic tabs, which contain properties and settings that apply to Xplorer. A functional description of each setting is provided in a quick reference format in the following sections of the appendix chapter:

- "XMS settings" on page 6-8
- "Work Order settings" on page 6-9
- "Layout settings" on page 6-10
- "Publish Monitoring settings" on page 6-11
- "General settings" on page 6-12
- "Logging settings" on page 6-13

☑ NOTE

Some settings will require you to restart Xplorer for the changes to be applied.

Adding devices to Xplorer's Device Viewer

Xplorer uses the Vertigo Suite's Device Manager to identify the output devices that are available and associated with the Xmedia Server. The Device Manager contains the user-defined device configuration profiles that allow Vertigo Suite applications (i.e. Xplorer, Xstudio, Xplay...etc.) to connect to and communicate with specific output devices on the network.

Since several applications in the Vertigo Suite are capable of defining devices on the Xmedia Server, it is possible that the device configuration profiles of some of the devices on your network are already present in the Device Manager. As such, when you open Xplorer and it is connected to the Xmedia Server, the devices that already exist in the Xmedia Server will appear in Xplorer's Device Viewer (figure 2-6). If the Device Viewer does not contain an output device that you need, you must add the device's configuration profile to the Device Manager.
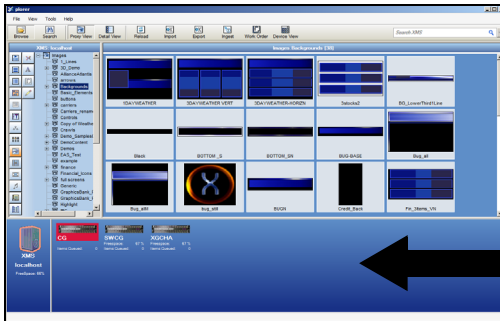
Xplorer's Device Viewer displays all of the devices from the Xmedia Server.

Figure 2-6. Xplorer's Device Viewer is populated with the devices from the Xmedia Server

To add a device to Xplorer's Device Viewer:

1. Select the **TOOLS>CONFIGURE DEVICES** menu command.

    The **DEVICE MANAGER** window (Device Configuration) opens.

    Note that the Device Manager will display the device profiles that were previously added to the Xmedia Server.
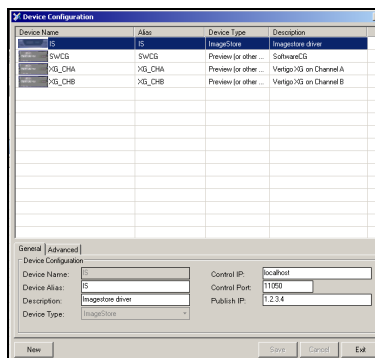
2. Select the **NEW** button in the lower-left corner.

    The **Device Configuration** section (lower portion) immediately changes to become the **New Device Information** section, which features two tabs (**GENERAL** and **ADVANCED**) upon which are a series of empty fields for specifying the new device's configuration details.

3. Specify the appropriate **General** Device Configuration settings:

Device name	The name of the device. Note that the name cannot be modified after the device configuration profile has been added to the Device Manager.
Device alias	An optional field that provides an alternative name for the device on your network.
Description	An optional field that lets you identify the device using a meaningful label. This is helpful for distinguishing similar devices at your facility.
Device Type	Identifies the type of device that these settings apply to. Choose from: • **VERTIGOXG** • **INTUITIONXG** • **PREVIEW (OR OTHER DEVICE)** • **IMAGESTORE** • **INTUITION** • **HMP** • **FTP** • **LGK** • **DSK** • **OTHER** **NOTE**: Always select **PREVIEW (OR OTHER DEVICE)** for Software CG devices.
Control IP	The network location (IP address) or hostname of the selected device. The host must be available on the network. **NOTE**: The Control IP setting is not displayed when **HMP** is selected as the device type.
Control Port	The networking port that serves as a channel for sending commands to and from the device. **NOTE**: The Control Port setting is not displayed when **HMP** is selected as the device type.

Publish IP	The network location (IP address) or hostname of the of the machine to which assets are published when publishing to the selected device. This is usually set to the same address as the Control IP. Note that the host must be available on the network.
	NOTE: The Publish IP setting is not displayed when **VERTIGO XG**, **INTUITION XG** or **INTUITION** are selected as the device type.
Publish Port	The networking port that serves as a channel for publishing assets. Typically, this value is set to **15000**.
	NOTES: • The Control Port setting is only displayed when **PREVIEW**, **FTP**, **HMP** or **OTHER** are selected as the device type. • This value must correspond with the port used by the XpublishAgent on the output device.
Publish as Export	The Publish as Export setting is only displayed if **FTP** is the selected device type.
	This setting publishes the asset in the Vertigo Export (`.vex`) zip file format. The VEX format is used by the File Ingest Service to import assets into the Xmedia Server.

4. Specify the appropriate **Advanced** Device Configuration settings:

Clip Template	To take a clip to air in Xplay, the clip must be hosted in a template that contains a clip object. This setting specifies the template that is used to host clips.
	This is an optional field when using Xplorer. If this device profile is used by another Vertigo Suite application in the future, you can always return to the Device Manager and edit to profile to include this setting.
Cel Template & Image Template	To take a Cel animation or image to air in Xplay, the asset must be hosted in a template that contains a cel animation or image object. This setting specifies the template that is used to host cel animation or image.
	This is an optional field when using Xplorer. If this device profile is used by another Vertigo Suite application in the future, you can always return to the Device Manager and edit to profile to include this setting.
External Keyer	Allows you to associate another device with the current device. This setting is used when the CG output is keyed over the output of an ImageStore device. This allows specific commands to be sent to the external keyer through the CG.
	NOTE: The External Keyer setting is not displayed when **FTP** and **HMP** are selected as the device type.

| **Publish Master** | When a publish master device is specified, all items that are published to the publish master are forwarded to the current device. This is a deprecated feature that has been kept for backward compatibility. |
| | **NOTE**: The Publish Master setting is only displayed when **PREVIEW** and **OTHER** are selected as the device type. |

5. Click **SAVE** and the device configuration profile is added to the Xmedia Server and displayed in the Device Manager.

6. Click **Exit** and the device is immediately added to Xplorer's Device Viewer.

   In most cases, the device is automatically connected to Xplorer and is ready for use. If it is not connected (red box around the device), see "Connecting a device to Xplorer" on page 2-12 for instructions on how to establish the connection.

Connecting a device to Xplorer

In addition to being present in the Device Viewer, devices must also be actively connected to Xplorer to ensure proper communication between the two. In most cases, a device's connection to Xplorer is automatic and maintained if the device is properly configured and running on an active network.

If for any reason, the connection between Xplorer and the device fails or is dropped, the Device Viewer alerts you of the failed connection by displaying a red box around the device. You can also see the connection status by hovering your cursor over the device (**ONLINE** or **OFFLINE**).

The red box around the device indicates that Xplorer is not currently connected to the device.

Common reasons for losing the connection are that the output device or the machine hosting Xplorer has lost its network connection (network is down, IP address has changed or network cable disconnected) or the output device has been shutdown or has stopped.

To help you troubleshoot the connection failure, the Device Viewer contains the **PING DEVICE** menu command, which allows you to ping the device to verify the communication path between the device and Xplorer.

To ping a device:
1. Right-click the device in Xplorer's Device Viewer.
2. Select the **PING DEVICE** command.
   The **PING** window appears.
3. Click the **PING** button.
   Xplorer attempts to ping the device and then displays its results.
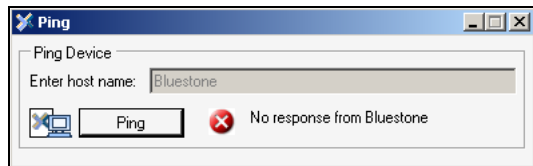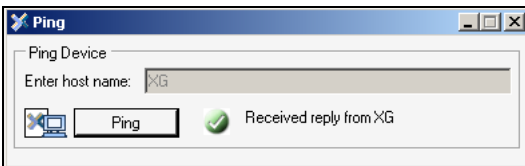
If pinging the device results in a failure, open the **DEVICE MANAGER** window and verify the device's configuration settings. If the settings are correct, then continue troubleshooting by verifying that the device is operating and that its cabling connections are proper.

Once the connection is re-established, Xplorer will automatically update the Device Viewer, or you can right-click on a device and select the **RELOAD DEVICES** command.

Launching a device's Dashboard from Xplorer

Xplorer allows you to launch a device's Dashboard, which contains the device's configuration settings. Figure 2-7 demonstrates that right-clicking a Vertigo XG, Intuition XG or Preview (Software CG) device in Xplorer's Device view displays the **LAUNCH DASHBOARD** command.
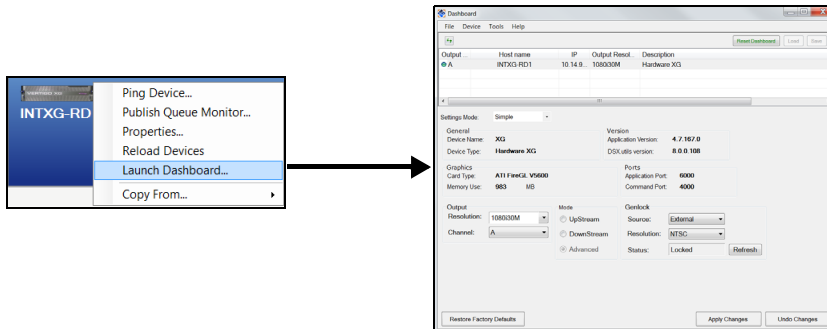
Figure 2-7. Launching a device's Dashboard from Xplorer

When the **LAUNCH DASHBOARD** command is selected, the device's XG Dashboard opens and searches for the device on the specified machine and port. If the device is found, then it is shown in the Dashboard's device list and its properties are displayed for editing. In the case of Intuition XG devices, the port specified in the device definition is the automation port on Xplay rather than the port belonging to an XG instance. Because of this, all ports are scanned on Intuition XG devices. If multiple XG instances are running they will all be shown in the device list.

Only one instance of the XG Dashboard may be running at a time. If you attempt to open an XG Dashboard when another instance is already running, Xplorer will display the following error message.
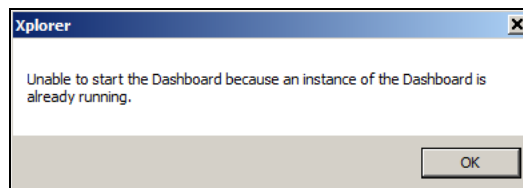
A Dashboard launched from Xplorer only targets a specific machine and the port behaves slightly differently from a dashboard launched from the XG control panel. The Device Discovery settings are ignored and an automatic scan is performed on the requested device. The device list is not saved on exit regardless of the value of the **Auto-Save Device List on Exit** setting. The **Load Device List** and **SAVE DEVICE LIST** commands/buttons are also disabled.

3 BROWSING AND MANAGING MEDIA ON THE XMEDIA SERVER AND OTHER DEVICES

As a media management application, Xplorer allows you to browse and manage the media content (assets) stored on the Xmedia Server, as well as the assets that have been published to and reside on other output devices.

The following sections describe how to use Xplorer to access and browse the content of the Xmedia Server and other devices. Also described are some of the administrative tasks that you can perform to help organize and maintain the media set on the Xmedia Server and/or devices.

Displaying the media contents of the XMS or a device

Despite being configured and connected to the Xmedia Server and several devices, Xplorer can only display the media content and work from the perspective of the Xmedia Server or one device at a time. As such, when you are working with Xplorer either the Xmedia Server (XMS) is selected or the selected device becomes Xplorer's active device.

The XMS icon and device icons in Xplorer's Viewers act as buttons that you can click to determine whether to display and browse the contents of the Xmedia Server or a specific device. Once selected, an orange outline appears around the icon to identify that its content is currently being displayed in Xplorer.
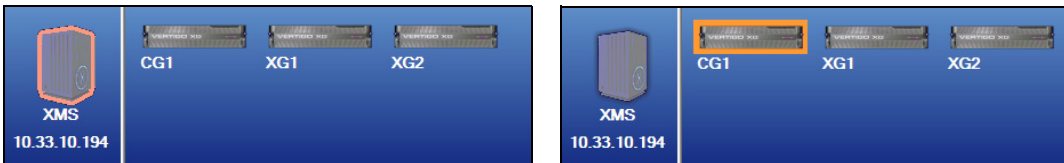
When you select the XMS icon or a device's icon, the Asset Browser immediately refreshes the categories and the assets are displayed in Xplorer's Asset Browser and Asset Gallery. In addition to outlining the icon in the Viewers, the Asset Browser's title bar also identifies the XMS or device.
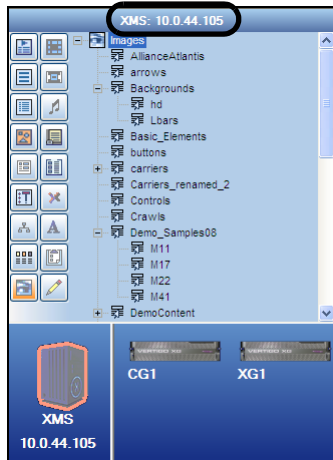
☑ NOTE

See page 3-3 for information and instructions on how to browse the content of the XMS and devices.

Browsing the contents of the XMS or a device

When you select the XMS icon or a device's icon in Xplorer's Viewers, the categories and the assets displayed in Xplorer's Asset Browser and Asset Gallery are immediately refreshed (see page 3-2). You can now browse the content by navigating through the hierarchical structure of root categories, subcategories and files.

Most asset types can be displayed in the Asset Gallery either as thumbnail images using **PROXY VIEW**, or as detailed lists using **DETAIL VIEW**.

- **DETAIL VIEW** lists the contents of the selected category/subcategory and provides detailed information about your assets, including name, format, author, description, and date modified.

- **PROXY VIEW** displays the contents of the selected category/subcategory as thumbnail images so you can quickly identify the individual assets.

Detail View
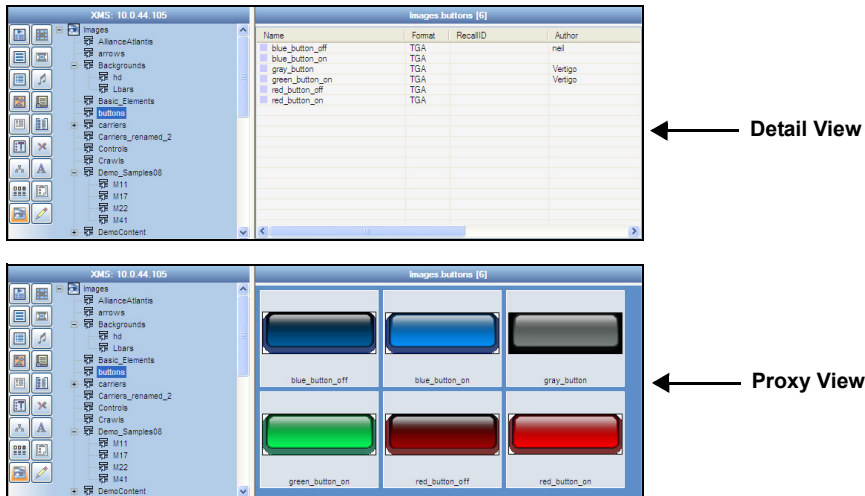
Proxy View

☑ NOTE

The size at which the thumbnail images are displayed can be edited using the **THUMBNAIL SIZE** setting (**TOOLS>SETTINGS>LAYOUT**). See "Layout settings" on page 6-10 for more information.

Not all assets can be viewed in proxy mode. Since proxy view displays the assets using thumbnail images to preview the asset, the asset must have an image or visual component associated to it.

Asset types that can be viewed as Proxies include:

Audio, Fonts, Scenes, Templates, Pages, Images, Cel Animations, Clips, Panels, Generic and Xmedia Objects

Asset types that <u>cannot</u> be viewed as Proxies include:

Jobs, Work Orders, Playlists, Rundowns, Segments, Scripts and Lookup Tables

To display the contents of the XMS or a device:

1. Select the Xmedia Server or device by clicking the XMS icon or device's icon in the Viewers.

   Upon selecting the icon, the Asset Browser refreshes and displays the Asset categories for the XMS or the device.

☑ **NOTE**

If the desired device is not listed in the Device Viewer, or if the device is disconnected, see page 2-8 and page 2-12 for instructions on how to add, configure and connect a device to Xplorer.

2. Select the desired asset category icon and navigate through the subcategory folders by selecting the **+** symbol to expand the category, or select a subcategory.

   The contents of the category are immediately displayed in the Asset Gallery.

3. Select either the **PROXY VIEW** [icon] or the **DETAIL VIEW** [icon] buttons from Xplorer's toolbar to select the view format of the Asset Gallery.

4. Repeat step 2 to browse through the contents of various asset types and categories.

5. To browse the contents of another device, repeat steps 1 to 4.

☑ **NOTE**

If you are not able to locate a particular asset or set of assets on the Xmedia Server by simply browsing through the Asset Browser and Asset Gallery, you can use Xplorer's Search XMS feature to find it. See "Searching for assets stored on the Xmedia Server" on page 3-5 for more information.

Searching for assets stored on the Xmedia Server

Xplorer's **SEARCH XMS** text box allows you to quickly search for assets on the Xmedia Server using a typical search engine component. Once a search is launched, assets that match the name, type, description, author, keywords and/or Recall ID are returned in the **XMS SEARCH RESULTS VIEW** and displayed in either a **PROXY VIEW** or **DETAIL VIEW** and ordered by relevance.

☑ **NOTE**

The **SEARCH XMS** window uses **Solr**, which a web-based solution by the Apache group that performs fast searches across large amounts of data. The Xmedia Server must maintain a connection to Solr so that it can create an index of the database. See the **Xmedia Server Configuration Guide** for more information.

To search for assets stored on the Xmedia Server:

1. Ensure that the Xmedia Server is the active device by clicking the **XMS** icon in Xplorer's Device Viewer (see page 3-2).
2. Type a search query in the **SEARCH XMS** text box.

   See "Search query syntax supported by the Search XMS" below for descriptions and examples of the syntax you can use to build more effective search queries.
3. Optional: Limit Search XMS results to specific asset types.

   By default, all asset types are evaluated by the search query as indicated by the **TYPE** drop-down box set to **ALL TYPES**.

   • To limit the search results to one asset type, select an asset type from the **TYPE** drop-down list.
   • To limit the search results to multiple asset types, click the Browse ⬚ button to open the **Select Types To Search** dialog. Select the asset types that you want included in the search and uncheck the asset types that you want excluded from the search results.

☑ **NOTE**

When the **SEARCH XMS** text box has been restricted by asset type, the ▾ button associated with the **SEARCH XMS** text box changes color from gray to orange.

4. Click the 🔍 button to launch the search.

   If Xplorer was in the Category Browser View, launching a search switches to Xplorer to the XMS Search Results View.

   Assets that satisfy the search query are displayed in the Results pane of the XMS Search Results View.
5. Optional: Browse, sort and perform actions on the assets returned by the search.

   • When the **PROXY VIEW** button is selected in Xplorer's toolbar, the assets appear as thumbnails in the Results pane in order of relevance to the search criteria. Right-clicking the asset's thumbnail displays a context menu of actions that can be performed on the asset.

• When the **DETAIL VIEW** button is selected in Xplorer's toolbar, the assets are listed in a table in the Results pane in order of relevance to the search criteria. Clicking the column headings allows you to sort the results based on that column. Right-clicking the asset's row displays a context menu of actions that can be performed on the asset.

☑ NOTE

If an expected asset is not returned in the search results, it may be because user rights management is enabled on the Xmedia Server and the current user does not have permission to view the asset. See "User Rights Management" in the Xmedia Server Configuration Guide for more information.

Search query syntax supported by the Search XMS

The search query syntax supported by the **SEARCH XMS** text box is very similar to that supported by typical search engines. The following table provides descriptions and examples of syntax you can use to build more effective search queries.

Single term and wildcard characters	When a single term is specified in the search text box, any asset whose name, type, description, author, keywords and/or Recall ID matches the term is returned in the search results.
	Wildcards are supported when using single terms, but not within multi-term phrases.
	• To perform a single character wildcard search use the "`?`" symbol. For example, `ca?e` matches `cake` as well as `cape`.
	• To perform a multiple character wildcard search use the "`*`" symbol. For example `ap*`, matches `ape`, `apple`, `application`, and `apathetic`.
Multiple terms	When multiple terms are specified in the search text box, any asset whose name, type, description, author, keywords and/or Recall ID matches one or more of the terms is returned in the search result.
Multi-term phrase	To search for a multi-term phrase, enclose the phrase in double quotes. Only results with an exact match to the terms and the order of the terms are returned. For example: `"family vacation"`

Boolean operators	Boolean operators allow terms to be combined in various ways. The following Boolean operators are supported:
	Note that the Boolean operations must be in ALL CAPS.
	• **AND**: The `AND` operator matches assets that contain both terms. Examples: `House AND Fire` or `Fire + House`
	• **+**: The required operator is placed immediately before a term to indicate that the term must exist in the result. Example: `+NASA weather` Search results must contain `NASA` and may contain `weather`. If Assets that contain both terms receive a higher relevancy score that the assets with `NASA` only.
	• **OR**: This is the default operator between terms if no operator is specified. The `OR` operator matches assets that contain either of the specified terms. Assets having both terms have a higher relevancy score. Example: `House OR Residence`
	• **NOT** or **-**: The `NOT` '`-`' (hyphen character) operators exclude assets that contain the term after the operator. Example: `House NOT Home` or `House -Home`
Asset fields	By default, basic search queries use the text entered to try to match against all of the following asset fields: name, asset type, description, author, keywords and Recall ID fields. It is possible to target specific asset fields in a search.
	Note that the searchable field names are all case sensitive and must include the colon `:` character.
	The following field names can be used to restrict search results:
	• **name**: Returns only matches to the terms specified in the asset's name field. Example: `name:"black box"`
	• **description**: Returns only matches to the terms specified in the asset's description field. Example: `description:weather`
	• **asset_type**: Returns only matches to the specified asset type. Example: `asset_type:clip`
	• **author**: Returns only matches to the asset's author field. Example: `author:jsmith`
	• **recall_id**: Returns only valid Recall IDs. An asset is considered to have a valid Recall ID if the recall is not blank and not equal to 0. Example: `recall_id:['' TO *] AND -recall_id:0`

Categorizing within the Xmedia Server

An asset may be placed in one or more categories in the Xmedia Server. You can change the set of categories where the asset resides using the **CATEGORIZE** command.

☑ NOTE

While assets can be recategorized within the Xmedia Server, you cannot use Xplorer to recategorize assets directly from within the device.

To move or add an asset to another category within the same Xmedia Server device:

1. Select the XMS device from the Device Viewer.
2. Select the root category in the Asset Browser and navigate to the asset that is to be moved or added to another category.
3. Right-click on the asset in the Asset Gallery and select the **CATEGORIZE** command.

   The **RECATEGORIZE** window appears, which displays the current location(s) of the asset, as well as all of the possible categories where the asset can reside.
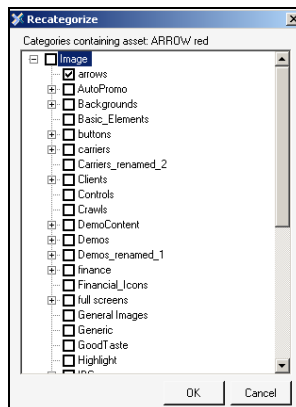
4. Select the category, or multiple categories, where you want the asset to be located. Note that you can remove the asset from its current category by deselecting the category (see note below).

☑ NOTE

You are not permitted to deselect all categories before committing to this change otherwise the asset might be orphaned it would not have an assigned category to reside in and therefore be invisible to the Asset Browser.

5. Click **OK** and the asset is immediately moved to the specified categories.

Removing an asset from an XMS category or a device

Managing the assets on the Xmedia Server and associated devices often involves eliminating redundant instances of a asset. However, you probably do not want to delete the asset completely from the system. As such, the following sections describe how to remove duplicate assets from Xmedia Server categories, as well as how to remove published assets from associated devices, without deleting the asset from the Xmedia Server.

- "Removing an asset from a category on the Xmedia Server" on page 3-9
- "Removing assets from devices, but not the Xmedia Server" on page 3-10

☑ NOTE

Use the **DELETE** command to delete the asset completely from the Xmedia Server or the device. See page 3-11 for more information.

Removing an asset from a category on the Xmedia Server

When an asset is stored in more than one category on the Xmedia Server, the **REMOVE FROM CATEGORY** command becomes available in the Asset Gallery's context menu. This command allows you to remove the selected asset from the category on the Xmedia Server, as well as other devices, without deleting the asset entirely from the Xmedia Server or from the other categories.

To remove an asset from a category on the Xmedia Server (and other devices):

1. Select the **XMS** in the Device Viewer.
2. Select the asset category's icon in the Asset Browser and navigate to the subcategory that contains the asset.
3. In the Asset Gallery, right-click on the asset that is to be removed and select the **REMOVE FROM CATEGORY** command.
4. The **REMOVE ASSET** window appears and asks you to confirm your intention to remove the asset.
5. Click **OK** and the asset is immediately removed from the category on the Xmedia Server and all other devices that held this asset in that category.

Removing assets from devices, but not the Xmedia Server

When published assets are no longer required on a device, you may want to remove them from the device, but leave a copy of the assets on the Xmedia Server as an archive. In such a case, the **REMOVE FROM DEVICE** command allows you to either remove an entire category of assets, or selected assets, from specified devices.

To remove assets from specific devices, without removing them from the Xmedia Server or deleting the asset:

1. Select the device from the Device Viewer that contains the asset that you want to remove.
2. Select the Asset Category icon in the Asset Browser and navigate to the subcategory that contains the asset.
3. In the Asset Gallery, select the asset, or multiple assets, that are to be removed from the device.
4. To select multiple assets, press the **SHIFT** key as you click on each asset for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive files.
5. Right-click on one of the selected assets and select the **REMOVE FROM DEVICE** command.
6. Click **OK** when prompted to confirm the removal of the assets.

   The assets are immediately removed from the category on the device, but they remain untouched on the Xmedia Server and other devices.

☑ NOTE

You can also remove assets or an asset category from a single or all associated devices by selecting the XMS icon and navigating to the category or assets. Select the category or assets to be removed and then right-click on the category/assets. Select the **Remove From** command. Select either the single device or **ALL ASSOCIATED DEVICES**. The Publish Remove window appears and the assets are immediately removed from the category on the device, but they remain untouched on the Xmedia Server.

Deleting assets from the Xmedia Server or a device

Deleting an asset refers to permanently removing the asset from the system with no means for retrieving the asset afterwards. You would most likely want to delete assets that are unnecessary or outdated and will not be used in the future.

The following instructions describe how to properly remove assets from the Xmedia Server or another device.

To delete assets from the Xmedia Server or a device:

1. Select the XMS icon or a device icon from the Viewers.

2. Select the root category in the Asset Browser and navigate through the categories until the assets that are to be deleted from the system appear in the Asset Gallery.

3. Select a single asset or select multiple files by press the **SHIFT** key as you click on each asset for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive files.

4. Right-click on one of the selected assets and select the **DELETE FROM XMS** command.

   The **DELETE ASSET** window appears (figure 3-1) and asks you to confirm that you intentionally want to delete the selected assets. Note that when deleting a single asset, the **DELETE ASSET** window specifies the file's name and the device's name, while the **DELETE ASSET** window that appears for multiple assets is not asset-specific.

Figure 3-1. The Delete Asset window asks for confirmation before deleting the asset(s)

5. Click **OK** to permanently delete the asset(s), or **CANCEL** to leave the asset(s) unchanged in the system.

Renaming an asset

Xplorer allows you to rename assets. Changes to the asset's name are applied to all instances of the asset, whether the asset is renamed from the Xmedia Server or from a device.

To rename an asset:

1. Right-click on the asset in the Asset Gallery and select the **Rename On XMS** command.

    The **RENAME ASSET** window appears.

2. Type the asset's new name in the text box and click **OK**. The asset's name is immediately changed on the Xmedia Server and the devices where the asset has been published. There is no need to republish the asset.

Viewing and editing an asset's properties

The Asset Gallery's **PROPERTIES** command allows you to display an asset's complete properties in the **ASSET PROPERTIES** window (figure 3-2).

☑ NOTE

When Xplorer is in **DETAIL VIEW** mode, some of the assets' properties are conveniently displayed in the Asset Gallery. See page 3-3 for more information.

To display an asset's properties:

1. **Open the Asset Properties window for the asset.**
   With the asset displayed in the Asset Gallery, right-click on the asset and select the **PROPERTIES** command.
   The **ASSET PROPERTIES** window appears (figure 3-2).

Asset's thumbnail

Sorting buttons

Asset's properties

Selected property description

Preview, Advanced, Save, & Cancel buttons
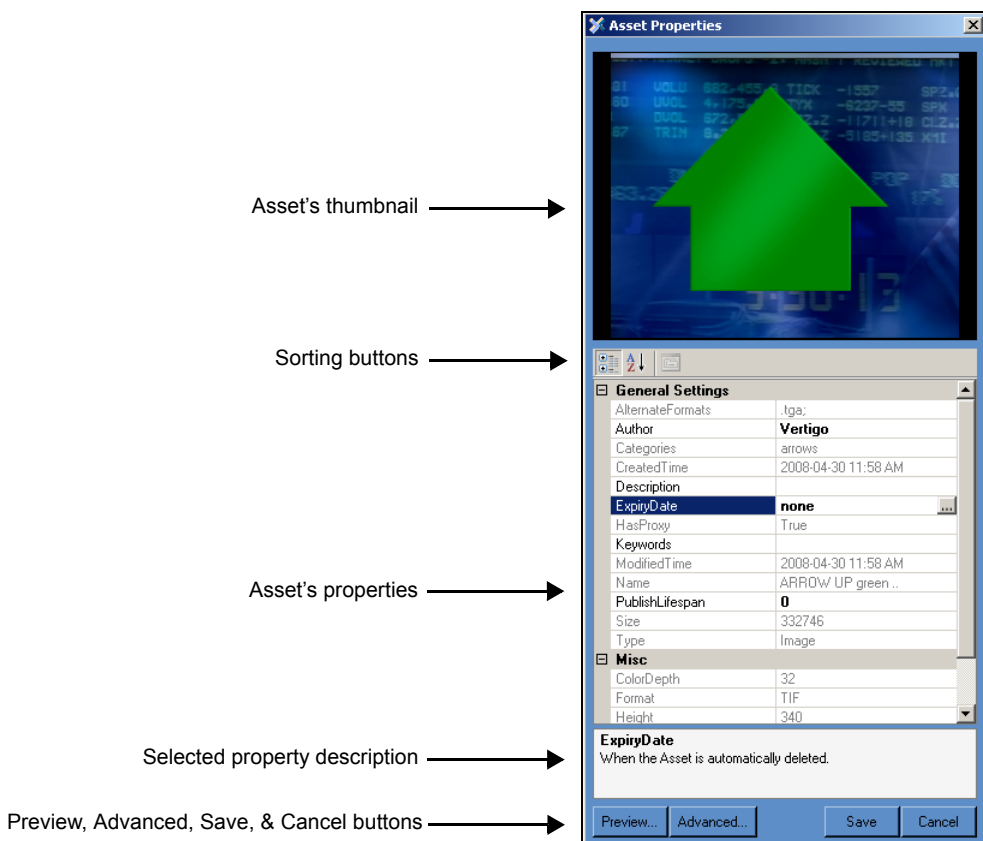
Figure 3-2. The Asset Properties window

2. **Verify the identity of the asset by:**
   - If the asset has a proxy image, it will be displayed in the thumbnail display on the Asset Properties window. If the asset does not have a proxy image, then a generic **PROXY NOT AVAILABLE** icon is displayed.
   - Verify the **NAME** property's setting in the Properties list.
   - Click the **PREVIEW** button. If the asset is able to be previewed it will be displayed in a separate window (see "Previewing assets in Xplorer" on page 5-1 for more information).

3. **View and edit the asset's property settings:**
   - All of the asset's properties and its current settings are listed on the Asset Properties window. Selecting a property's heading (left column) displays a short description of that property below the property list.
   - Not all property settings can be edited. In fact, most are read-only. Only those settings that are bold and some empty fields can be edited by clicking in the field and typing the new setting value.
     Selecting the **KEYWORDS** property's setting box produces a [...] button. When selected, this button opens a **KEYWORD EDITOR** window for entering keywords.
     Similarly, selecting the Expiry Date property's setting box also produces a [...] button. When selected, this button opens a **EXPIRY DATE EDITOR** window for setting the expiry date using a calendar tool.
   - The asset's properties can be listed in two different formats using the sorting buttons. Select the **CATEGORIZED** [icon] button to view the properties listed in thematic groupings, or the **ALPHABETICAL** [icon] button to list the properties alphabetically.

☑ NOTE

Click the **ADVANCED** button to view the advanced properties for image assets. See "Displaying an image asset's advanced properties" on page 3-15 for more information.

4. **Save or close the Asset Properties window**. If you have made any edits to the property settings, you must click **SAVE** for the changes to become permanent. If you want to close the window without saving any edits or changes, click **CANCEL** and the window closes immediately.

Displaying an image asset's advanced properties

In addition to the standard properties that are displayed in the Asset Properties window, image assets can also contain meta data property settings, which can be viewed and set using the **IMAGE PROPERTIES** window (figure 3-3).
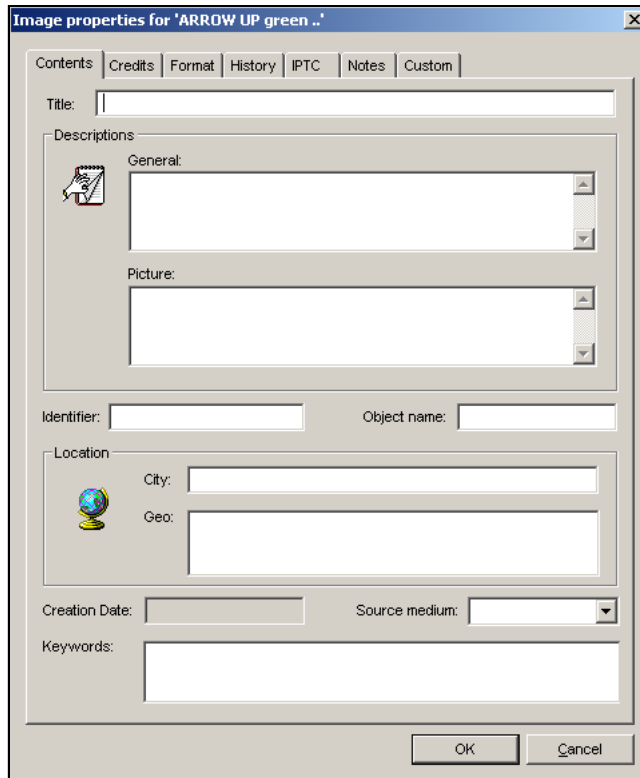
Figure 3-3. Advanced Image Properties window

To open the **IMAGE PROPERTIES** window, select the **ADVANCED** button that is located in the lower-left corner of the **ASSET PROPERTIES** window (see figure 3-2 on page 3-13).

The Image Properties window contains seven (7) thematic tabs, each features properties and settings that apply to the image asset.

Once you have edited the settings, click **OK** to save and apply the new settings. Otherwise, click **CANCEL** to apply no chances and close the window.

Monitoring and managing a device's disk space

As a media management application, Xplorer provides several features and techniques for monitoring and managing the available disk space on the Xmedia Server and other devices.

It is important to monitor how much free disk space is left on a device to allow you to free up space if needed.

When the **VIEW>SHOW DEVICE DETAILS** menu command is enable, Device Details are displayed below the icons in the Device Viewer. The **Freespace** property displays the percentage of disk space that is still available on the device. Alternatively, you can hover the cursor over the device's icon to display updated device details.
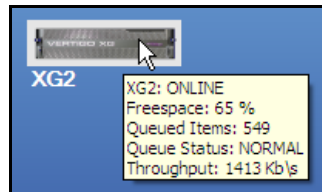
☑ NOTE

When Xplorer's **Device View** toolbar button ⊞ is enabled, the Device Viewer expands to full screen and the Device Details information is automatically enabled below each device's icon.

A device's precise disk space levels can be viewed by right-clicking the device's icon in the Device Viewer and selecting the **PROPERTIES** command. The Device Properties window appears and provides the exact amount of **FREE DISK SPACE** and **USED DISK SPACE** for the device's C drive.
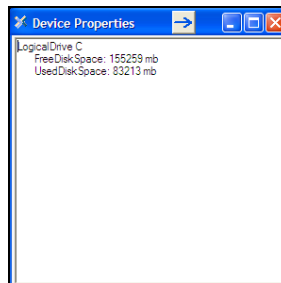
To avoid running low on disk space, it is important that you manage the contents of the Xmedia Server and devices by removing unnecessary, duplicate, or outdated content files.

Manual techniques for removing and deleting assets from the Xmedia Server and/or devices are described in the following sections:

- "Removing an asset from an XMS category or a device" on page 3-9
- "Deleting assets from the Xmedia Server or a device" on page 3-11

Another method for eliminating unnecessary assets is to set the asset's **EXPIRY DATE** and/or **PUBLISH LIFESPAN** properties.

You can access an asset's properties by right-clicking on the asset in the Asset Gallery and select the **PROPERTIES** command.

Expiry Date	Determines when the asset is automatically deleted from the Xmedia Server and devices.
	When set to **NONE**, the asset will remain on the Xmedia Server and publish devices until it is manually removed or deleted.
	You can also select this property and click the ☐ button, which opens the **EXPIRY DATE EDITOR** window. Use this window to set the date upon which the asset will automatically be deleted from the Xmedia Server and devices.
	Click **Save** in the Properties window to apply any changes.
Publish Lifespan	When the publish lifespan expires, the asset is removed from the device but remains in the Xmedia Server.

Expiry Date ⟶

Publish Lifespan ⟶
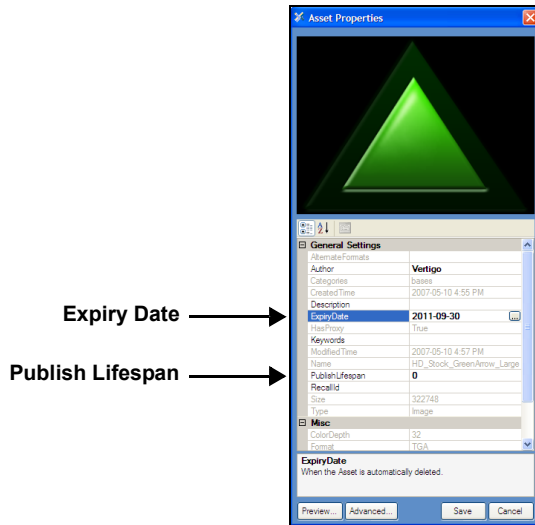
4   MOVING ASSETS TO/FROM THE XMEDIA SERVER AND OTHER DEVICES

As a media management application, Xplorer offers you different ways of moving assets to, from, and within the Xmedia Server and other devices. Which method you use for moving assets around depends upon the type or source of the asset and its destination.

The following sections describe and provide instructions for moving and managing the assets on the Xmedia Server (XMS) and other configured devices:

☑ NOTE

Information and instructions for managing assets within the Xmedia Server (i.e. recategorizing, deleting and renaming assets) are provided in sections starting on page 4-1.

Managed versus unmanaged assets

At the center of the Vertigo Suite's architecture is the Xmedia Server (XMS), which acts as a central archive of the assets available on your system. Xplorer is the application that not only allows you to manage the assets on the Xmedia Server, but also helps you to publish assets to and access assets that reside on other processors like a Vertigo XG, Intuition XG, ImageStore, or Intuition.

When discussing asset management involving the Xmedia Server and other devices, we must distinguish between managed assets and unmanaged assets. A **MANAGED ASSET** is an asset which has been ingested into the Xmedia Server. The Xmedia Server manages the asset and it is responsible for the various tasks that are performed on or with the asset like, publishing, deleting, renaming... etc.

An **UNMANAGED ASSET** is an asset which resides on a device, which has not been ingested into the XMS and therefore the XMS does not know about it. For example, the first time you browse an Intuition or Imagestore using Xplorer, the Xmedia Server retrieves a list of all the assets on the device using the device's publish history. If an asset resides on the Intuition or Imagestore, but was not published there by the Xmedia Server (i.e. not in the publish history), it is considered unmanaged. In such a case, the asset was not ingested into Xmedia Server, but it was published to the Intuition or Imagestore by some other means. Similarly, unmanaged assets can also exist on a VertigoXG if they were ingested directly into the EXMS.

☑ NOTE

An unmanaged asset can be made into a managed asset by dragging the asset from the Asset Gallery onto the XMS icon in Xplorer's Device Viewer.

Identifying managed and unmanaged assets

A device can contain both managed and unmanaged assets. Identifying whether an asset is managed or unmanaged in Xplorer is easy. In **Detail** view, the colored square beside the asset name is light blue if the asset is managed and dark blue if the asset is unmanaged. In **PROXY VIEW**, managed assets are identified by the asset's light blue tile background/border color, while an unmanaged asset displays a dark blue tile color.

Managed asset (light blue)   Unmanaged asset (dark blue)

Figure 4-1. Identify a managed versus unmanaged asset by its tile's background/border color

☑ NOTE

A valid technique for adding an individual asset or the entire contents of a category is by dragging it from one device's Asset Browser/Gallery and dropping it on a device in the Device Viewer. If the asset is managed, it will be published immediately to the recipient device. If, however, the asset is unmanaged and it is dragged to an Imagestore or Intuition device, the file will be copied over. While dragging an unmanaged asset onto a Vertigo XG or Intuition XG device launches the **CATEGORIZE** window allowing you to select the categories in which the asset will reside.

Ingesting third-party content files

Individual content files (i.e. images, cel animations, video clips, and audio clips) that make up broadcast graphics are normally produced by third-party applications outside of the Vertigo Suite. Therefore, you must ingest them into the Xmedia Server before they can be used by the Vertigo applications as assets. **Ingesting** a file basically means converting the file into a Vertigo asset and saving it on the Xmedia Server according to its asset type.

While the procedure for ingesting image, video, and audio files is for the most part the same, ingesting cel animations requires a different procedure. The following sections provide information and instructions for ingesting files into the system.

- "Ingesting image or audio files" on page 4-4
- "Ingesting image sequences" on page 4-7
- "Ingesting video files" on page 4-11

Ingesting image or audio files

Images and audio clips that were created using third-party applications must be ingested into the Xmedia Server before they can be used by the Vertigo Suite applications.

☑ NOTE

If you are ingesting multiple image files that have a sequential naming convention and/or ingesting image files for purposes of creating a cel animation or video clip, please refer to "Ingesting image sequences" on page 4-7.

To ingest an image or audio file:

1. Click the **INGEST** button ![Ingest] in Xplorer's toolbar or select the **FILE>INGEST** menu command.

   The **INGEST FILES** window appears.
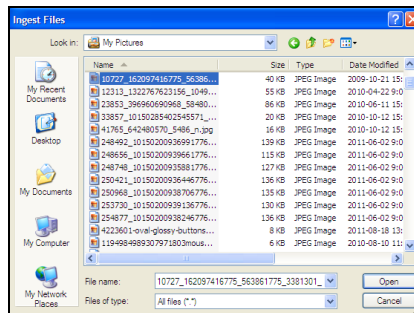
2. Navigate through the categories in the **INGEST FILES** window and select the file(s) that are to be ingested into the Xmedia Server.

    You can ingest multiple files by pressing the **SHIFT** key as you click on each file for consecutive selections, or pressing the **CTRL** key to select a grouping of non-consecutive files.

3. Click **OPEN**.

    The **NEW MEDIA** window appears, which allows you to specify and save details about the ingested asset file.

☑ NOTE

If the first three letters in the name of the selected image file are identical to other files in the same directory (i.e. Bug001, Bug002, Bug003...), the **INGESTING A CEL ANIMATION** message box appears and asks if your intention is to ingest the single image file or to create cel animation.
- Select **NO** to ingest a single image file using the **NEW MEDIA** window.
- Select **YES** to create a cel animation from the set of identically named image files using the **MULTI-IMAGE INGEST** window. See for instructions on how to proceed in such a case.

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4. Selecting a file's name in the **NEW MEDIA LIST** displays the file's information and all of the categories within the appropriate root category. When an image file is being ingested, a proxy of the image is displayed in the center pane of the Ingest window. If an audio file is being ingested, then the Ingest window features the Windows Media Player allowing you to preview the playout of the audio clip before ingesting it.
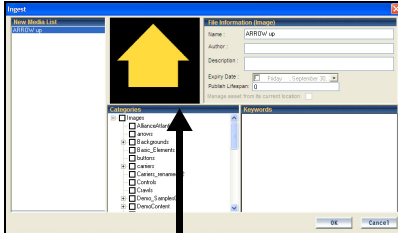
Displaying the proxy of the image file
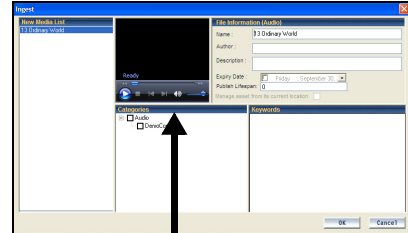
Media Player for previewing the audio file

5. Select the first file name in the **NEW MEDIA LIST** panel and complete the following tasks. Repeat this step for each file listed in the **NEW MEDIA LIST** panel.

    a. In the **NAME** field, assign a name to the asset to be called. By default, the file's name is used.
        Note: If you are ingesting an edited version of a file that already exists on the Xmedia Server, saving it under the same name in the same category overwrites the previous version of the asset. To avoid overwriting the asset, rename it or save it to another category.

    b. Optional - Enter your name in the **AUTHOR** field.

    c. Optional - Enter a short description in the **DESCRIPTION** field.

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     d.   Optional - Enable and set a **EXPIRY DATE** and **PUBLISH LIFESPAN** fields. The **EXPIRY DATE** specifies a date when the asset will be automatically deleted from the main XMS, spoke XMSs (hub & spoke model), as well as removing the asset from the devices that it was published to.
The **PUBLISH LIFESPAN** is used by the Xmedia Server to determine how long (in days) the asset remains on a device that it has been published to before it is removed.

     e.   The **MANAGE ASSET FROM ITS CURRENT LOCATION** check box will only be enabled if the asset that is to be ingested is currently stored on an external device which is accessible by the Xmedia Server.
Selecting this option can save space on the Xmedia Server by managing the asset from its current location instead of making a copy. In most cases, this parameter should not be enabled.

     f.   Assign the asset to one or more categories by selecting check boxes in the **CATEGORIES** box. To create a new category, right-click in the **CATEGORIES** box and select **ADD CATEGORY** from the pop-up menu.

     g.   Optional - Assign the file one or more keywords by selecting check boxes in the **KEYWORDS** box. (Keywords are used by Xplorer's Search XMS feature for searching and retrieving assets.) To create a new keyword, right-click in the **KEYWORDS** box and select **ADD KEYWORD** from the pop-up menu.

6.   Click **OK** to save and exit the Ingest window.
    Or,
    Click **CANCEL** to discard the new information entered in the window, exit and return to Xplorer.

Ingesting image sequences

As explained on page 4-4, you can use Xplorer to ingest a single image file. Additionally, you can use Xplorer's **Multi-image Ingest** window to ingest multiple image files or create a cel animation or clip from a series of sequentially named images files.
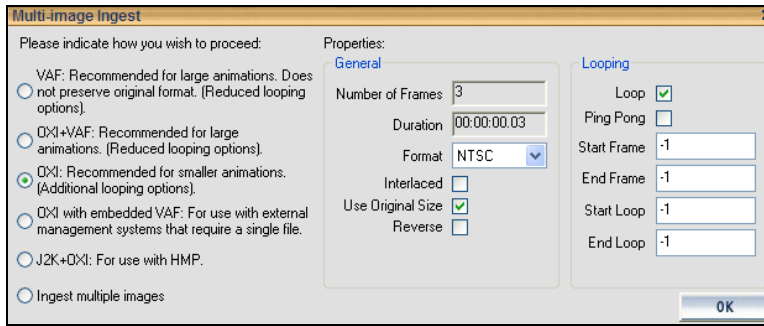
To ingest multiple images or convert the image files into a cel animation or a clip animation:

1. Click the **INGEST** button in Xplorer's toolbar or select the **FILE>INGEST** menu command.

   The **INGEST FILES** window appears.

2. Navigate through the categories in the **INGEST FILES** window and select the image file(s) that are to be ingested. Then click **OPEN**.
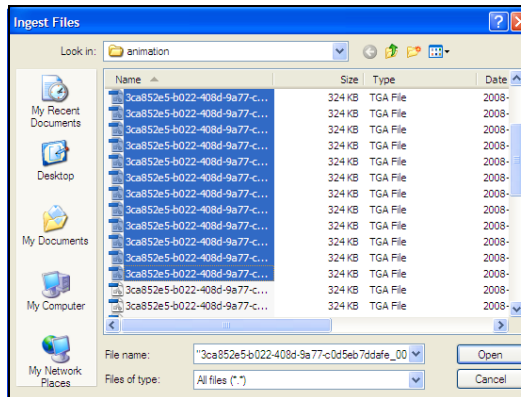
☑ NOTE

You select multiple files by pressing the **SHIFT** key as you click on each file for consecutive selections, or pressing the **CTRL** key to select a grouping of non-consecutive files.

If you selected a single image file and the first three letters in the name of the file are identical to other files in the same directory (i.e. Bug001, Bug002, Bug003...), the **INGESTING A CEL ANIMATION** message box appears and asks if your intention is to ingest the single image file or to create cel animation.

- Select **NO** to ingest the single image file using the **INGEST** window. See for instructions on how to proceed in such a case.
- Select **YES** to create a cel animation or clip from the set of identically named image files using the **MULTI-IMAGE INGEST** window.

If however, you selected multiple image files, the **MULTI-IMAGE INGEST** window automatically appears and offers you several options to either ingest the individual image files, or to create a cel animation or clip asset from these image files.

3. When the **MULTI-IMAGE INGEST** window appears, it offers you six (6) options for how you can proceed to ingest the set of image files. Each option is described in the table below.

Note that Xplorer takes into consideration what is trying to be ingested and makes a preliminary suggestion as to which option to use by pre-selecting an option for you. You may use the pre-selected option or select another.

VAF	The **VAF** option ingests the selected image files and converts their sequential playout into a video clip asset. The resulting video clip asset is saved using the **Vertigo Animation Format (.vaf)** and it is stored in the Xmedia Server's Clips category.
	This option is recommended for large animations.
	Note that this option does not preserve the original format and it offers a reduced set of looping options.
OXI +VAF	Select the **OXI +VAF** option when ingesting large animations.
	When this option is chosen a cel animation asset is created by converting the images into both the oxi and vaf formats. The asset uses oxi as its master format and vaf as the alternate format. The Xmedia Server determines whether to publish the oxi or the vaf based on the target device type. Such a cel animation can be played on both XG and Intuition/Imagestore devices.
OXI	The **OXI** option ingests the multiple images and creates a cel animation by converting the images into **oxi** format. The resulting **.oxi** file will be saved as a cel animation asset in the Cel Animation category.
	The **OXI** option is recommended when ingesting smaller animations. Unlike the **OXI +VAF** option, the **OXI** option provides additional looping options. The recommended file sizes for this option are < 250 MB when the target device is a Vertigo XG and < 4 GB when the target device is an Intuition.

OXI with embedded VAF	The **OXI with embedded VAF** option is intended to be used with external management systems that require a single file. When this option is chosen a cel animation asset is created by converting the images into both the oxi and vaf formats and embedding the vaf within the oxi. Embedding the VAF in the OXI allows the same file to be used on both the Intuition (Classic), as well as the Vertigo XG. Note that this option provides reduced looping options and that file sizes should be < 3.6 GB.
J2K+OXI	The **J2K+OXI** option is used with HMP devices. In such a case, the J2K is the master, while the OXI is the alternate format.
Ingest multiple images	The **Ingest multiple images** option ingests several images and saves them as individual image assets in the Xmedia Server's **Image** category.

4. If creating a cel animation, select from the **FORMAT** drop-down list the target video format of the cel animation. This information indicates the desired full screen size and frame rate and is used when the cel animation is cropped. Valid settings are: `PAL`, `NTSC`, `720p60`, `720p60M`, `720p50`, `1080i30`, `1080i30M`, and `1080i25`.

5. Enable or disable the **INTERLACED** property.

   Enable this setting if the images that make up the sequence being ingested contain fields, rather than frames. Disable this setting if the images that make up the sequence contain frames.

6. Enable or disable the **USE ORIGINAL SIZE** property.

   Enable this setting if the width and height of the cel animation will be equal to the width and height of the images from which it was created. When this setting is disabled, the cel animation will be cropped to the smallest size possible by removing completely transparent regions.

7. Enable or disable the **REVERSE** property.

   The reverse parameter determines whether the files that make up the sequence should be played in reverse order. **TRUE** or **FALSE** (default)

8. Set the **Looping** properties.

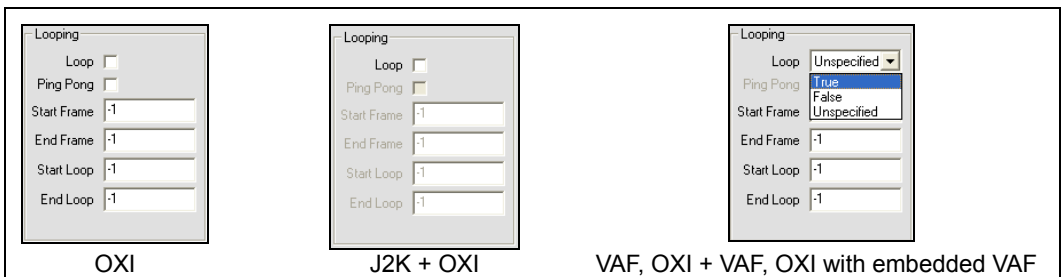   Figure 4-2 shows the looping properties that are available when different ingest options are selected.

Figure 4-2. The Loop parameter formats for multi-image ingest options

- **LOOP** - While the check box can be enabled or disabled, the **LOOP** drop-down list has three (3) possible settings:
  - **TRUE**: Enables looping. When this setting is used the animation will loop until an action is sent to stop it.
  - **FALSE**: Disables looping.
  - **UNSPECIFIED**: Takes the looping setting that is already established by the scene object.

  When looping is enabled, the **Start Loop** and **End Loop** settings specify the range of frames over which looping occurs. In general, the animation plays all frames up to and including the frame specified by the End Loop frame, then jumps back to the Start Loop frame and plays again up to the End Loop frame repeatedly until looping is disabled. At this point the animation plays the frame after the End Loop frame.

  The **LOOP** setting is used in conjunction with Start Loop and End Loop settings. If Start Loop and End Loop are set to -1, then the entire cel animation loops continuously. If either Start Loop or End Loop is not -1, then the cel animation does a four point loop (in-loop-out). If Loop is disabled, the cel animation plays once from beginning to end. However, if loop is disabled and Start Loop and End Loop are both set to the same value (other than -1), then the cel animation displays the frame specified by Start Loop and End Loop and the cel animation can be controlled by automation. Note that if Ping Pong is enabled, and both Start Loop and End Loop are set to -1, then Loop is ignored.

- **PING PONG** - If enabled, and both Start Loop and End Loop settings are set to -1, then the cel animation plays in ping-pong mode. That is, it plays from beginning to end and then back to the beginning.

- **START FRAME** - Specify the frame at which the cel animation starts playout. A value of -1 means start at the beginning.

- **END FRAME** - Specify the frame at which the cel animation ends playout. A value of -1 means play until the end.

- **START LOOP** - Specify the frame at which looping starts. A value of -1 means loop from the beginning of the cel animation.

- **END LOOP** - Specify the frame where the cel animation loop ends. A value of -1 means loop until the end of the cel animation.

☑ NOTE

All frames are specified starting from 0 for the first frame in the cel animation.

9. Click **OK** and the **INGEST** window appears.
10. Optional - You can preview the cel animation or clip by dragging the slider or using the arrow buttons along the bottom of the preview display in the middle panel. When you are ingesting multiple images, you can preview an image file by selecting its file name in the **NEW MEDIA LIST**.
11. Choose the proxy by selecting a frame in the preview window.
12. Assign a name to the asset in the **NAME** field. By default, the file's name is used.

   Note: If you are ingesting an edited version of a file that already exists on the selected device, saving it under the same name in the same category overwrites the previous version of the asset. To avoid overwriting the asset, rename it or save it to another category.

13. Optional - Enter your name in the **AUTHOR** field.

14. Optional - Enter a short description in the **DESCRIPTION** field.

15. Optional - Enable and set a **EXPIRY DATE** and **PUBLISH LIFESPAN** fields. The **EXPIRY DATE** specifies a date when the asset will be automatically deleted from the main XMS, spoke XMSs (hub & spoke model), as well as removing the asset from the devices that it was published to.
    The **PUBLISH LIFESPAN** is used by the Xmedia Server to determine how long (in days) the asset remains on a device that it has been published to before it is removed.

16. The **MANAGE ASSET FROM ITS CURRENT LOCATION** check box will only be enabled if the asset that is to be ingested is currently stored on an external device and if the permission permit access. If this criteria is met, the parameter is available and you can save space on your local/central XMS by managing the asset from its current location. In most cases, this parameter should not be enabled.

17. Assign the asset to one or more categories by selecting check boxes in the **CATEGORIES** box. To create a new category, right-click in the **CATEGORIES** box and select **ADD CATEGORY** from the pop-up menu.

18. Optional - Assign the file one or more keywords by selecting check boxes in the **KEYWORDS** box. (Keywords are used by the Search XMS feature for searching and retrieving assets.) To create a new keyword, right-click in the **KEYWORDS** box and select **ADD KEYWORD** from the pop-up menu.

19. Click **OK** to save and exit the Ingest window.
    Or,
    Click **CANCEL** to discard the new information entered in the window and return to Xplorer.

Ingesting video files

Video clips that are created using third-party applications must be ingested into the Xmedia Server before they can be used by the Vertigo Suite applications.

To ingest a video clip:

1. Click the **INGEST** button [Ingest] in Xplorer's toolbar or select the **FILE>INGEST** menu command.

   The **INGEST FILES** window appears.

2. Navigate through the categories in the **INGEST FILES** window and select the file(s) that are to be ingested. Then click **OPEN**.

   To select multiple files, press the **SHIFT** key as you click on each asset for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive files.

3. When the **INGEST** window appears, select the first file name in the **NEW MEDIA LIST** panel and complete the following tasks. Repeat this step for each file listed in the **NEW MEDIA LIST** panel.

   a. Optional - Preview the clip in the Windows Media Player in the middle panel to confirm that this is the correct video file to be ingested.

   b. Optional - Select a proxy by moving the slider in the Windows Media Player to the desired frame. Optionally, you can use the **Proxy Mode** button to choose a jpg file.

c.   In the **NAME** field, assign a name to the asset. By default, the file's name is used. Note: If you are ingesting an edited version of a file that already exists on the selected device, saving it under the same name in the same category overwrites the previous version of the asset. To avoid overwriting the asset, rename it or save it to another category.

d.   Enter your name in the **AUTHOR** field.

e.   Optional - Enter a short description in the **DESCRIPTION** field.

f.   Optional - Enable and set a **EXPIRY DATE** and **PUBLISH LIFESPAN** fields. The **EXPIRY DATE** specifies a date when the asset will be automatically deleted from the main XMS, spoke XMSs (hub & spoke model), as well as removing the asset from the devices that it was published to.
The **PUBLISH LIFESPAN** is used by the Xmedia Server to determine how long (in days) the asset remains on a device that it has been published to before it is removed.

g.   The **MANAGE ASSET FROM ITS CURRENT LOCATION** check box will only be enabled if the asset that is to be ingested is currently stored on an external device and if the permission permit access. If this criteria is met, the parameter is available and you can save space on your local/central XMS by managing the asset from its current location. In most cases, this parameter should not be enabled.

h.   Assign the asset to one or more categories by selecting check boxes in the **CATEGORIES** box. To create a new category, right-click in the **CATEGORIES** box and select **ADD CATEGORY** from the pop-up menu.

i.   Optional - Assign the file one or more keywords by selecting check boxes in the **KEYWORDS** box. (Keywords are used by Xplorer's Search XMS feature for searching and retrieving assets.) To create a new keyword, right-click in the **KEYWORDS** box and select **ADD KEYWORD** from the pop-up menu.

4.   Click **OK** to save and exit the Ingest window.
Or,
Click **CANCEL** to discard the new information entered and return to Xplorer.

Importing content files that are native to the Vertigo Suite system

If you would like to add and use Vertigo assets that were created on a separate Vertigo Suite installation (e.g. stored on a different Xmedia Server), the assets must first be exported from the original system (see page 4-23), which creates a folder containing the exported assets along with a Vertigo Export file (.exp).

You can then use Xplorer (or Xstudio) to import the .exp file into your Xmedia Server. Unlike ingesting files, which loads and converts files from third-party formats into Vertigo assets (see page 4-4), imported assets are already in the appropriate Vertigo formats and therefore require no conversion. The assets are also automatically assigned to their rightful place on the Xmedia Server according to their asset type and previous categorization.

There are two things to worth noting regarding importing asset files:

• **Links to data will not be maintained.** The same data sources need to be set up on your server and the links re-established.

• **Existing assets may be overwritten.** This only occurs under a very specific set of circumstances. For example, if you import a file in a category that has the same name as a file in an identically named category, the imported file will overwrite the other one. Also, if you import a file from the root category and an identically named file is in the root category of the installation you are importing to, the imported file will overwrite the other one. You can prevent files from being overwritten by assigning them to different categories, since an imported file will only overwrite another file if both have the same name and belong to the root category or to an identically named category.

☑ NOTE

If the assets that you are importing contain data schemas, then your data schema connection settings will likely need to be changed. Do this before using any templates, scenes, or pages.

To import assets:

1. Select the **IMPORT** button from Xplorer's toolbar.
    The **SELECT VERTIGOXMEDIA ASSET EXPORT FILE** window appears.
2. Navigate to the export folder that contains the asset(s) that you want to import (i.e. VxM_Export_21082008_125200).
3. Double-click the folder to display its contents.
4. Select the **.EXP FILE** and then click the **OPEN** button.
5. The **Import** window appears and identifies all of the assets that will be imported from the export file to the target XMS. An icon in front of the asset's name indicates whether the asset is being added or is being updated .

The assets are displayed in a tree-structure that represents the assets' destination among the target server's categories. Newly created categories are indicated the [icon] icon.
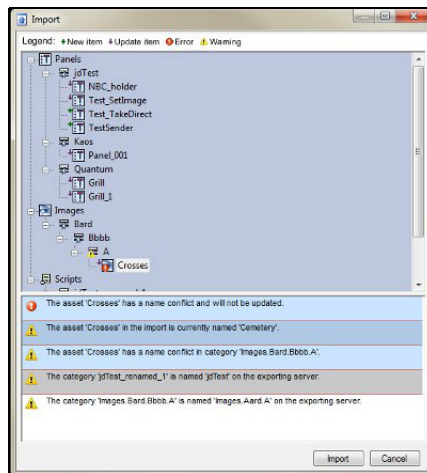

Figure 4-3. The Import window provides a verification step before the import operation is performed

Figure 4-3 also demonstrates that the Import window can also contain a list of error or warning messages to alert users of problems that may occur if the import is performed. For example, some categories may have to be renamed and some assets will not be able to be categorized because of name conflicts. Clicking on an asset that shows either an error or warning icon highlights the associated messages. Similarly, clicking on a message will select the corresponding asset or category in the tree.

6. After inspecting the import contents, select the **IMPORT** button to proceed with the import or select **CANCEL** to abort the import.

The Import window remains open after **IMPORT** is clicked so that it can be referenced when looking for newly imported assets. Select the **CLOSE** button to close the **IMPORT** window.

7. Optional: Verify that the asset was properly imported by opening the Asset Browser and navigating to the category where you expected the asset to be stored.

☑ NOTE

Transferring assets by exporting assets from one XMS and then importing them into another XMS manually is ideal for low volume and infrequent transfers. However, if you are frequently transferring assets between servers, we recommend using propagation to transfer assets. See "Propagating assets from the Xmedia Server to another server" on page 4-22 for more information.

Publishing assets from the Xmedia Server to a device

In the Vertigo workflow, assets are centrally stored on the Xmedia Server. Before an asset can be used on an output device, a copy of the asset must be transferred from the Xmedia Server and stored locally on the device. This transfer process is referred to as **publishing** the asset.

When you publish assets to a device, the **Publish Progress** window keeps track of which assets have been recently published and the status of the publishing process. You can also use the **Publish Queue Monitor** to monitor and manage a device's publish queue (see page 4-17).

There are two (2) ways in which assets can be published to a device:

• "Automatically publishing assets to devices" on page 4-15
• "Manually publishing assets from the Xmedia Server to devices" on page 4-16

Automatically publishing assets to devices

You can set up Xplorer so that when you ingest or import an asset into the Xmedia Server, the asset is automatically published to preselected devices.

To set up Xplorer for automatic publishing assets to devices:

1. Prior to ingesting or importing the asset(s) into the Xmedia Server, open Xplorer and verify that the XMS and the devices are present and actively connected in the Device Viewer. If not, see page 2-8 and page 2-12 for instructions on how to add and/or connect devices.
2. Select the XMS icon in the Xmedia Server Viewer.
3. Select the Asset Category's icon in the Asset Browser and navigate to the category where the asset(s) will be ingested or imported into.
4. Right-click on the category and select the **PROPERTIES** command.
   The **PUBLISH DEVICES** window appears.
5. Select the devices that you want to publish the asset to when it is received by the XMS.
6. Click **OK**.
   From this point on, every time an asset is added to the specific category on the Xmedia Server, the asset will be automatically published to the selected devices.

To deactivate the automatic publishing of a category:

1. Select the XMS icon in the Xmedia Server Viewer.
2. Right-click on the category and select the **REMOVE FROM** command, as well as the device(s) from which they are to be removed.
   The **PUBLISH REMOVE** window appears and lists the assets that are being deleted from the device. Once finished close the Publish Remove window.
3. Right-click on the category once again and select the **PROPERTIES** command from the context menu. The **CATEGORY PROPERTIES** dialog box appears.
4. Disable the check boxes next to the devices that you no longer want to automatically publish to.
5. Click **OK**.

☑ NOTE

Re-enabling autopublish does not trigger a publish. To force a publish, you must manually publish using the **PUBLISH TO** command (see page 4-16).

Manually publishing assets from the Xmedia Server to devices

Using Xplorer, you can manually publish assets from the Xmedia Server to specific devices in preparation for playout on those devices.

The quickest way to publish an asset from the Xmedia Server to a device is to drag the asset or its category from the Xplorer's Asset Gallery and drop it onto the device in the Device Viewer (figure 4-4).
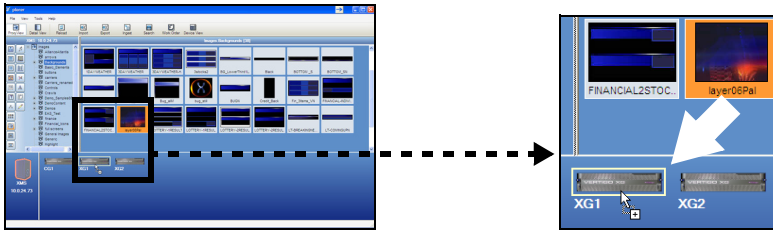

Figure 4-4. A quick way to publish an asset to a device is to drag & drop from the Asset Gallery

The following instructions describe an alternative way of manually publishing asset using the **Publish** commands.

To publish manually assets from the Xmedia Server to one or several devices:

1. Launch Xplorer and verify that the Xmedia Server and the devices are present and actively connected in the Xplorer Viewers. If not, see page 2-8 and page 2-12 for instructions on how to add and/or connect devices.

2. Select the **View>Publish Progress** command to open the **Publish Progress** window. The Publish Progress window allows you to track all of the assets that have been published during the current Xplorer session.

3. Select the XMS icon in the Xmedia Server Viewer.
    The contents of the Xmedia Server appears in the Asset Browser and Asset Gallery.

4. Select the appropriate asset category icon and navigate to the category folder that contains the asset(s) that are to be published.

5. Determine if you want to publish the asset(s) to one or more devices. If you want to publish to just one device, then continue to the next step.
    If you want to publish the asset(s) to more than one device:
    a. Right-click on the category and select the **Properties** command.
        The **Publish Devices** window appears.
    b. Enable the devices that will receive the published asset(s).
    c. Click **OK**.

6. In the Asset Gallery, select the asset(s) you want to publish:
    *   If you want to publish all of the assets contained in a category, right-click on the category in the Asset Browser and a context menu appears.
    *   If you want to publish just one of the assets in a category, right-click on the asset in the Asset Gallery, and a context menu appears.
    *   If you want to publish several assets displayed in the Asset Gallery, hold down the **Ctrl** key and select the desired assets. Release the **Ctrl** key and right-click on one of the selected assets in the Asset Gallery. A context menu appears.

7. Select either the **PUBLISH TO** command or the **FORCE PUBLISH TO** command.

   The Publish command is the most efficient choice, since it only publishes assets which have not previously been published or have changed since last being published. The Force Publish command always publishes all specified assets without performing any checking.

8. Select the device to which the asset(s) will be published, or select the **ALL ASSOCIATED DEVICES** command to publish the asset to the devices that where specified in the Publish Devices window in step 5.

   The assets are immediately published to the device and its status appears in the Publish Progress window.

☑ NOTE

Although the **PUBLISH PROGRESS** window tracks and displays the status of the publishing of assets, Xplorer also allows you to view a Publish Transfer log file that documents in greater detail the publish process. After publishing, select the **VIEW>PUBLISH TRANSFER LOG** command to open the Publish Transfer log file in Notepad.

Monitoring and managing a device's publish queue

When you are publishing a significant volume of assets to a single or multiple devices, we recommend using Xplorer's **Publish Queue Monitor window** to monitor and manage a device's publish queue.

The following sections provide information and instructions for monitoring and managing the publish queue for individual devices:

- "Using Device Details to monitor a device's publish queue" on page 4-17
- "Using the Publish Queue Monitor to manage publishing" on page 4-18

Using Device Details to monitor a device's publish queue

One way to monitor a device's publish queue is to display the Device Details in the Device Viewer.

When the **VIEW>SHOW DEVICE DETAILS** menu command is enabled, the following information is listed below the device's icon:

- **Freespace**: Percentage of disk space still available on the device.
- **Items Queued**: The number of items currently in the device's publish queue.
- **Q. Status**: The status of the queue during publishing. **Normal** indicates that everything is working as expected, while **Blocked** indicates that the throughput is too low to publish.
- **Throughput**: The data transfer speed/rate (Kb/s) at which publishing is operating.

☑ NOTE

When Xplorer's **Device View** toolbar button ⌗Device View is enabled, the Device Viewer expands to full screen and the Device Details information is automatically enabled below each device's icon.

The Device Details' refresh rate is determined by the **PUBLISH STATISTICS UPDATE INTERVAL** setting in Xplorer's **Publish Monitoring** settings (see page 6-11). Another convenient way to view the most recent device details is to hover the cursor over the device's icon.

Using the Publish Queue Monitor to manage publishing

Xplorer's **Publish Queue Monitor** allows you to monitor and manage the publish queue for a specific device. More specifically, the Publish Queue Monitor displays the current status of all of the publish queues for a particular publish location (device). In addition, the Publish Queue Monitor allows you to manage the device's publish queue by reordering the items in the queue and also moving items from one queue to another so that they may be published concurrently.
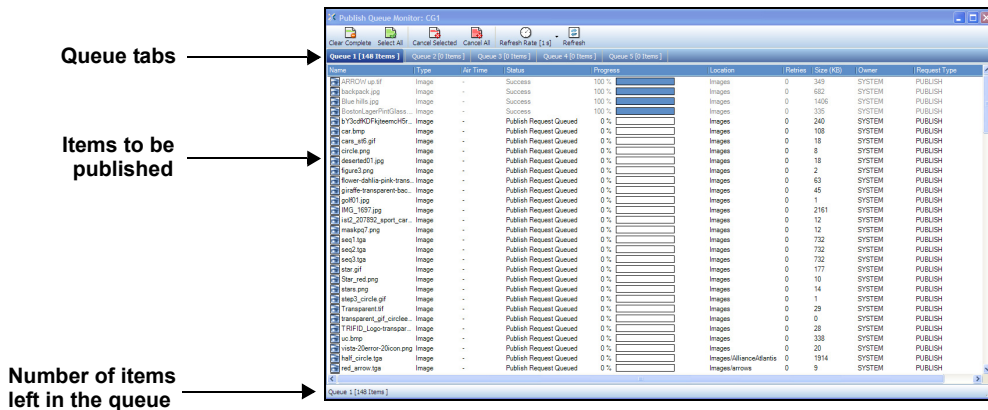

Figure 4-5. Publish Queue Monitor window

The following sections provide information and instructions for using the Publish Queue Monitor:

Opening the Publish Queue Monitor window

To open the Publish Queue Monitor window, right-click on a device in the Device Viewer and select the Publish Queue Monitor command.

If items are currently being published to the device when the Publish Queue Monitor window is opened, the publish item list will be populated. Otherwise, the publish item list will be empty until a publish request is executed to that publish location.

Monitoring the contents and progress of the device's publish queue

When a publish request is executed to the device's publish location, the items to be published will populate the publish queue list within the Queue 1 tab (default).

The publish requests are executed sequentially in the queue. This means that the items at the top of the queue are currently being processed, followed by those that are next to be processed.

Items in the queue that have been or are currently being processed are disabled (light gray) and cannot be selected. If the item is red, this indicates that several attempts to publish the item have failed.

Each column displays a property of the publish item in the queue, including its current status and completion progress.

The rate at which the queue's information is updated in the Publish Queue Monitor window is regulated by the **Refresh Rate** setting located in the toolbar. By default, the queue is automatically updated every 1 second, however, you may change the setting by clicking the ![Refresh Rate [1 s]] button and selecting a specific frequency rate (1, 2, 5 or 10 seconds) or **MANUAL**. Selecting Manual allows you to control the updating of the queue by clicking **REFRESH** button ![Refresh] in the toolbar.

Once an item is successfully published to the device, you can remove them from the queue by clicking the **CLEAR COMPLETE** button ![Clear Complete] in the toolbar

You may cancel items that are currently in the publish queue by selecting the items and then clicking the **CANCEL SELECTED** button ![Cancel Selected] in the toolbar. The status of the cancelled items will indicate that the item's publishing was cancelled and the item will be disabled (gray) so that it cannot be reordered or reprioritized. We recommend removing cancelled items from the publish queue.

Prioritizing items that are in the queue

Publish requests are executed sequentially, so that the items at the top of the queue list are processed first. The Publish Queue Monitor allows you manage the order in which items are published by moving items to a higher position so that they are published sooner, or delay publishing a queued item by moving it lower in the queue.

☑ NOTE

You cannot move an item to the very last row of the queue - only to the second last item.

To reorder items in the publish queue, select the item, then drag and drop the item onto its new location in the queue. An orange bar appears while dragging to show exactly where the item will be placed when dropped.

☑ NOTE

Items that are currently being processed in the queue cannot be reordered.

Publishing items concurrently in different queues

The Publish Queue Monitor allows you to publish concurrently in five (5) queues. This is useful if you have a large item publishing (that is taking a long time) and you do not want to wait before publishing other items.

When a series of publish requests are executed, by default the items are placed in the first queue (Queue 1 tab). By selecting and dragging items from the first queue to another queue tab, you will place the items in a separate publish queue that will start publishing simultaneously with the other queue. This avoids having to wait for the other items to finish.
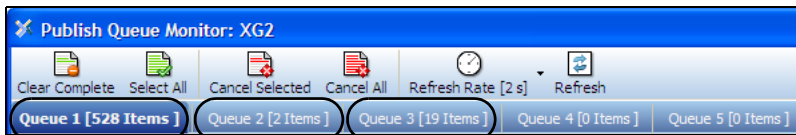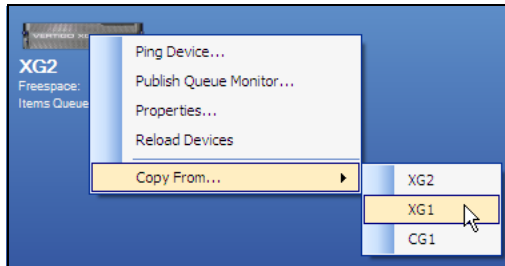
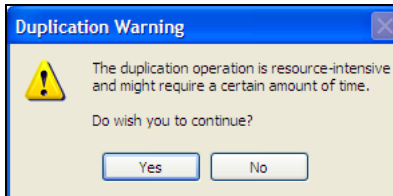# Publishing the entire contents of one device to another device

Xplorer provides a quick and easy way to duplicate the complete asset contents of one device to another device.

To duplicate the contents of one device on another device:

1. Right-click on the recipient device and select the **Copy from** command.

2. Select the source device that contains the desired assets.

    The following warning message appears.

3. Click **Yes** to proceed.

    The entire asset contents of the source device are immediately entered into the destination device's publish queue, which can be monitored using the **Publish Progress** window or the destination device's **Publish Queue Monitor** window.

Propagating assets from the Xmedia Server to another server

Propagation allows you to automatically or manually transfer and save assets stored on one server (i.e. XMS-1) onto another server (i.e. XMS-2) even though both of these servers are otherwise independent. This is accomplished by configuring the servers specifically for propagation, in which one server is the propagation server (master) and the others are propagation nodes (slaves). This configuration is perfomed in the XMS Panel on each of the servers, and is therefore described in the **XMS PANEL** documentation, not in this Xplorer User Manual.

☑ NOTE

While propagation does require some initial setup, once it is properly configured it makes transferring assets quick and effortless. It is therefore ideal for situations where the transfer of assets between servers is frequently performed. If this is not the case, then it may be more beneficial to can transfer assets by exporting assets from one XMS and then importing them into another XMS manually (see page 4-23 and page 4-13).

Once the propagation configuration is properly setup on the servers' XMS Panel, no further setup is required in Xplorer. The automatic propagation will transfer, update, and save assets to the propagation nodes automatically when you do any of the following to an asset category that is associated to a propagation node:

- create a new asset
- edit an asset or the asset's properties
- rename, recategorize, or delete an asset
- change or delete the asset's proxy/thumbnail

If while working in Xplorer, you want to force the propagation of an asset or asset category, you can use the **PROPAGATE TO** command to execute a manual propagation.

To manually propagate assets from one server to another:
1. Open Xplorer on the propagation server (master).
2. Select the asset category or the asset that you want to propagate to a node server from the Asset Browser or Asset Gallery.
   To select multiple assets to propagate, press the **SHIFT** key as you click on each asset for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive files.
3. Right-click on the selection and select the **PROPAGATE TO** command from the context menu. The menu extends to display a list of the associated node servers (that were setup on the XMS Panel).
4. Select the recipient of the assets and the assets are immediately transferred to the selected node server.

Exporting Vertigo asset files to another Xmedia Server

Exporting consists of saving Vertigo assets to files. Exporting is most commonly used for copying objects and assets from one server to another. For example, a broadcaster with several stations can replicate their look and feel at each station by exporting assets from one and importing them to the others.

Xplorer offers maximum flexibility by letting you export anything -- from an individual asset (e.g. an image file) to the entire contents of an asset type's root category (e.g. Panels). Moreover, anything you export will automatically be accompanied by the assets used to build it, any proxy images, etc. For example, if exporting a control panel, all assets that were used to create it will be exported at the same time (e.g. Xmedia objects, image files, clip files, etc.).

To export one or more assets or asset categories:

1. Launch Xplorer and verify that the XMS icon appears in the Viewer.

   If it does not, then see "Starting Xplorer and connecting to the Xmedia Server" on page 2-3 for instructions on how to configure the XMS for Xplorer.

2. Select the XMS icon.

   The contents of the Xmedia Server appears in the Asset Browser and Asset Gallery.

3. Select the appropriate asset category icon and navigate to the subcategory folder that contains the asset(s) that are to be exported.

4. Select the **EXPORT** button ![Export] in the Xplorer toolbar.

   The **EXPORT ASSETS** window appears (figure 4-6).

Figure 4-6. The Export Assets window

5.   Drag and drop the assets, or the subcategory (if you want to export all of the assets in a subcategory), from the Asset Gallery to the Export Assets window (figure 4-7).

Figure 4-7. Export Assets window with assets selected for export

☑ NOTE

Selecting an item for export more than once will not create multiple copies.

6.   Check the **Export Linked Assets** check box.
7.   When done, click **OK**. This displays the CREATE EXPORT DESTINATION DIRECTORY window.

Figure 4-8. Create Export Destination Directory window

8. Note that the **FILE NAME** field will contain a default name for the export which can be edited if desired. Browse to the folder where you wish to save the export and click **SAVE**. This creates a new folder containing a set of files which comprise the export.
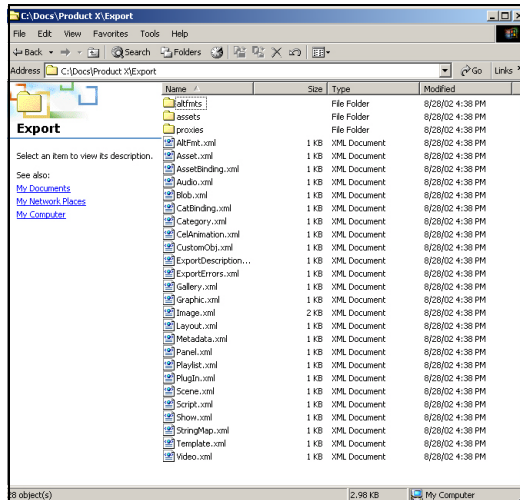
Figure 4-9. Export folder

☑ NOTE

Transferring assets by exporting assets from one Xmedia Server and then importing them into another Xmedia Server manually is ideal for low volume and infrequent transfers. However, if you are frequently transferring assets between servers, we recommend using propagation to transfer assets. See "Propagating assets from the Xmedia Server to another server" on page 4-22 for more information.

Saving a local copy of an asset as a file

Xplorer allows you to save a copy of selected assets locally to your machine as a file.

When saving the following asset types, **AUDIO**, **IMAGES**, **CEL ANIMATIONS**, **CLIPS**, and **GENERIC**, Xplorer identifies the main file format that the asset can be saved as, as well as any alternative file formats (if applicable).

Although **SCENES** and **TEMPLATES** assets can also be saved locally, they must be saved as `.xml` files.

The following asset types <u>cannot</u> be saved locally: **PANELS**, **PLAYLIST**, **SEGMENTS**, **RUNDOWNS**, **SCRIPTS**, **PAGES**, **LOOKUP TABLES**, **WORK ORDERS** and **JOBS**.

To save a single asset on your local drive:

1. Right-click on the asset in the Asset Gallery and select the **SAVE LOCAL COPY** command.

    The command expands and asks you to choose the file format that you would like to save the asset as.

    • The **Master** format is the asset's original file format.

    • The **Alternate** formats are additional formats that the asset may be saved as.
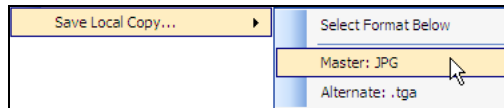
2. Select the file format that the asset will be saved as.

    The **SAVE LOCAL COPY** window appears.

3. Navigate to the folder on your system where you want to save the files and click **SAVE**.

To save multiple assets on your local drive:

1. In the Asset Gallery, select the desired files by pressing the **SHIFT** key as you click on each asset for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive files.

2. Right-click on one of the selected assets and select the **SAVE LOCAL COPY** command.

    The **BROWSE FOR FOLDER** window appears.

3. Navigate to the folder on your system where you want to save the file and click **OK**.

    Or,

    Select a directory location and create a new folder in that location by pressing the **MAKE NEW FOLDER** button. Name the folder and then click **OK**.

☑ NOTE

When saving multiple assets, the assets can only be saved as their current file format. Saving assets in alternate file formats must be done individually as described above.

5 PREVIEWING ASSETS IN XPLORER

To help identify and manage the asset contents of the Xmedia Server and other devices, Xplorer allows you to preview the playout of audio clips, images, cel animations, and video clips. Although other asset types cannot be previewed, their proxy images are displayed in the Asset Gallery.

Xplorer also provides access to the Image Editor, which allows you to perform some basic image editing tasks on image assets like, adjusting the image's color and sharpness, cropping the image, among others. Note that no other type of assets can be modified using Xplorer.

The following sections provide information and instructions for previewing assets and modifying images:

- "Previewing audio and video clips" on page 5-2
- "Previewing cel animations" on page 5-3
- "Previewing and editing image assets" on page 5-4

Previewing audio and video clips

Previewing an audio or video clip asset in Xplorer opens a Windows Media Player window (figure 5-1), which features typical transport controls (play, pause, stop, volume...etc.) for controlling the playout of the clip. Use the slider to display the playout of a particular frame, or to select the starting point at which the clip (audio or video) will begin when you select the **PLAY** button. Pressing the spacebar during playout pauses and restarts the playout of the clip.

☑ NOTE

You cannot edit any aspect of the audio or video asset using the preview window or command.

Figure 5-1. Audio / video clips are previewed in a media player type window

To preview an audio or video clip asset:

1. Select the XMS or a connected device from the Device Viewer.
2. Navigate through the Asset Browser until the desired asset is displayed in the Asset Gallery.
3. Either double-click the asset in the Asset Gallery, or right-click on the asset's name and select the **PREVIEW** command.

   The asset immediately starts loading and then playing out in a separate media viewer window.

   If for any reason the asset cannot be previewed, the **PROXY NOT AVAILABLE** icon appears.

☑ NOTE

When clips and OXA/OXI cel animations are previewed in Xplorer, they are actually being played out from the Xmedia Server by opening a UNC path to the Xmedia Server. As such, should a clip ever fail to play in Xplorer, we suggest that you troubleshoot the problem by ensuring that the user logged into the machine running Xplorer has permission to access the Xmedia Server machine. In other words, the user of Xplorer must be able to successfully open a UNC path to the Xmedia Server by specifying the Xmedia Server by hostname (rather than IP address) in Windows Explorer.

Previewing cel animations

Previewing a cel animation asset in Xplorer opens an independent preview window (figure 5-2), which features a slider that allows you to manually playout the cel animation, as well as viewing the contents of a particular frame.

The preview window's title bar identifies the name of the cel animation and the length of the cel animation (total number of frames). When you move the slider, the title bar identifies the exact frame location that is being displayed.
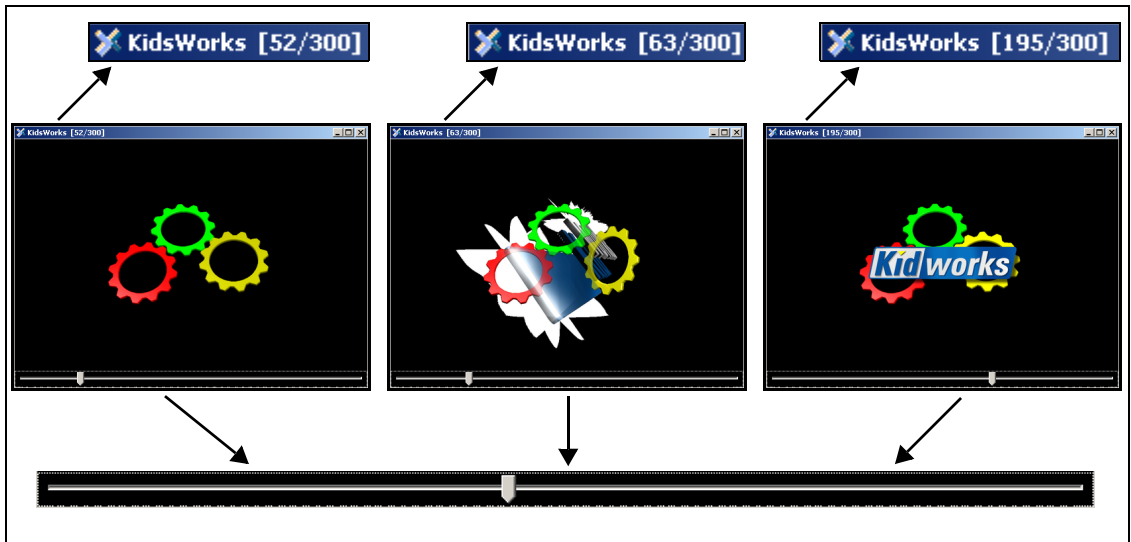
Figure 5-2. The Cel Animation preview window allows you to view the animation frame-by-frame

If the cel animation is an OXA or and OXI, you can preview the cel animation's alpha channel by clicking the **VIEW ALPHA CHANNEL** button in the bottom-left corner.

To preview a cel animation asset:

1. Select the XMS or a connected device from the Device Viewer.
2. Navigate through the Asset Browser until the desired asset is displayed in the Asset Gallery.
3. Either double-click the asset in the Asset Gallery, or right-click on the asset's name and select the **PREVIEW** command.

    The asset immediately starts loading in a separate media viewer window. Once completely loaded, you can use the slider to preview the cel animation.

    If for any reason the asset cannot be previewed, the **PROXY NOT AVAILABLE** icon appears.

☑ NOTE

You cannot edit any aspect of the cel animation asset using the cel animation preview window or command.

Previewing and editing image assets

Previewing an image asset in Xplorer opens an independent preview window, which allows you to see the image in its full size (figure 5-3).

Figure 5-3. The image preview window allows you to view the image

To preview an image asset:

1. Select the XMS or a connected device from the Device Viewer.
2. Navigate through the Asset Browser until the desired asset is displayed in the Asset Gallery.
3. Either double-click the asset in the Asset Gallery, or right-click on the asset's name and select the **PREVIEW** command.

   The asset immediately appears in the preview window.

   If for any reason the asset cannot be previewed, the **PROXY NOT AVAILABLE** icon appears.

The image preview window does not allow you to make any edits to the image asset, However, Xplorer does provides you access to the Vertigo Suite's **Image Editor** tool, which allows you to perform some basic image editing tasks on image assets like, adjusting the image's color and sharpness, cropping the image, among others.

Figure 5-4. The Image Editor allows you to perform some basic image editing tasks on image assets

The following sections provide functional descriptions and instructions for how to use the Image Editor to edit image asset:

- Opening the Image Editor
- Zooming in/out and repositioning the image
- Cropping an image
- Making color adjustments
- Adjusting the sharpness of an image
- Using the Image Modification buttons to flip an image

Opening the Image Editor

To open the Image Editor from within Xplorer:
1. Select the XMS or a connected device from the Device Viewer.
2. Navigate through the Asset Browser until the desired asset is displayed in the Asset Gallery.
3. Right-click on the image asset in the Asset Gallery and select the **MODIFY IMAGE** command. The Image Editor window immediately opens and displays the image.

Zooming in/out and repositioning the image

When editing an image, it is often necessary to view the image, or a portion of the image, in greater detail. It is for this reason that the Image Editor allows you to magnify, or zoom in on the image, as well as zoom out to get an expanded or distanced view of the image.

As figure 5-5 demonstrates, when an image is opened in the Image Editor it is placed directly in the center of Editor's canvas. However, when you zoom in on the image, you may not see certain areas of the image. To reposition the image within the display, while maintaining the zoom scale, you can pan across the image to the area that is otherwise outside of the window's display.

Instructions for zooming in/out and panning across the image are provided below.

- Zooming in/out
- Reposition the image by panning
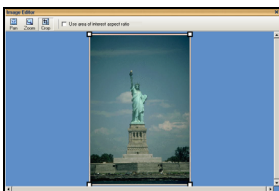
| Original image displayed (centered) | Zoom in on the Image, but the upper portion is now is not visible | Panned up to view the whole statue, while still zoomed in. |
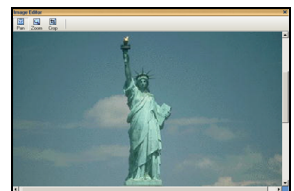
Figure 5-5. Zooming in and panning across the canvas

Zooming in/out

There are two (2) methods that you can use to zoom in on an image:

1. The Image Editor's **ZOOM** tool allows you to zoom in on a particular area on the image.
    *   Click the **ZOOM** button on the Image Editor's toolbar.
    Your pointer transforms into a magnifying glass.
    *   Click the part of the image that you want to zoom in on.
    The Image Editor zooms in on the image in increments.
2. You can zoom in on the image using your mouse or keyboard. Note, however, that this type of zoom operation zooms in on the center of the portion of the image that is currently displayed. As a result, you may need to pan across the image to view a particular area of interest (see figure 5-5).
    *   Roll the mouse wheel forward.
    Or,
    *   Press the **+** (plus) key on your keyboard's number pad.

To zoom out of the image:

You can zoom out of the image using your mouse or keyboard. Note, however, that this type of zoom operation zooms out on the center of the portion of the image that is currently displayed.
*   Roll the mouse wheel backward.
Or,
*   Press the **-** (minus) key on your keyboard's number pad.
Or,
*   Press the **SPACE BAR** on your keyboard and the zoom is reset to the images original scale (1:1).

Reposition the image by panning

There are three (3) methods that you can use to reposition an image by panning:

Panning is only required, and therefore only available, when a portion of the zoomed image is not visible in the Image Editor's canvas. In such a case, the canvas' horizontal and/or vertical scroll bars become active.

1. The Image Editor's **PAN** tool allows you to reposition an image using your mouse to drag the image around the Editor's canvas.
    *   Click the **PAN** button on the Image Editor's toolbar.
    Your pointer transforms into a hand.
    *   Drag the image in the direction (up/down, and/or right/left) required to reposition and display the desired portion of the image in the Editor's canvas.
2. You can reposition an image using the Editor's canvas scroll bars. When an upper or lower portion of the image is not visible in the Editor's canvas, the canvas' vertical scroll

bar appear. Similarly, when the right or left portion of the image is not visible in the Editor's canvas, the canvas' horizontal scroll bar appear.

- Drag the scroll box up/down and/or back/forth to reposition the image on the Editor's canvas.

3. You can also use the keyboard's direction keys (up, down, left, right, page up, and page down) to reposition the image in small increments.

Cropping an image

The Image Editor's cropping function allows you to conserve a selected portion of the image, while removing the remaining portions surrounding the selected area (see figure 5-6). Cropping is a popular image processing technique that is commonly used to focus the image on a particular subject or area on the image.

Crop the image if you want to focus on only a portion of the original image.

Use the crop and zoom features to resize and reposition the bounding outline around the portion of the image to be preserved.
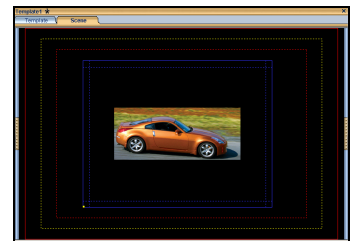
The cropped image can be saved using a new, or the same, name.

Figure 5-6. Cropping the contents of an image asset using the Image Editor

☑ NOTE

Since cropping permanently alters the image, the Image Editor allows you to save a copy of the changed image before the cropping is actually performed. As a result you can preserve the original state of the image asset.

A bounding outline surrounds the image when it is opened in the Image Editor (figure 5-6). The bounding outline is a frame that is used for defining the area of interest when using the cropping feature. In other words, the content inside of the bounding outline will be preserved, while whatever is outside the bounding outline will be permanently removed. When the Image Editor is in crop mode, dragging the bounding outline's corner handles (squares) allow you use to resize the bounding outline around the area of interest on the image. If the "**USE AREA OF INTEREST ASPECT RATIO**" check box is selected, then the bounding outline can only be resized to dimensions that maintain the aspect ratio of the image's placeholder on the scene, template, or control panel. Clearing this check box allows you to resize the bounding outline freely without any aspect ratio restrictions.

When resizing or repositioning the bounding outline, its dimensions and location is display in the lower right corner of the Image Editor window (figure 5-7). The first set of number displays the X/Y dimensions of the bounding outline in pixels, while the second set represents the location coordinates of the bounding outline's upper left corner.

Figure 5-7. The dimensions and location of the bounding outline

To crop an image:

1. Open the original image in the Image Editor (see page 5-5).
2. With the image completely visible in the Image Editor, click the **CROP** button .
3. Resize and/or reposition the bounding area to include only the content to be preserved.
   a. Select the **USE AREA OF INTEREST ASPECT RATIO** check box if you want to resize the bounding outline, but still maintain the aspect ratio of the image's placeholder on the scene, template, or control panel. Clear the check box is you want to freely resize the bounding area.
   b. Drag the bounding outline's sizing handles to resize the bounding outline around the area of interest.
   c. If necessary, you can reposition the bounding outline within the image by clicking inside the bounding outline and dragging it over the area of interest in the image.
4. Once the bounding outline contains only the area of interest, click **OK**.

   The **NAME NEW IMAGE** window appears.
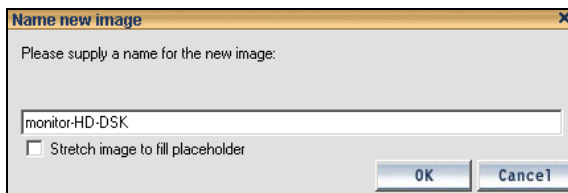
Figure 5-8. The **NAME NEW IMAGE** window.

5. Save the cropped image:
   • Select the **STRETCH IMAGE TO FILL PLACEHOLDER** check box if you want the Image Editor to enforce scaling so that the resulting image is the exact size of the placeholder.
   • Leave the **STRETCH IMAGE TO FILL PLACEHOLDER** check box clear (unchecked) you want to defer any scaling between the cropped image and its final space until playout time.
   • If you want to preserve the original image asset, you can save the cropped image as a new image by typing in the name of the new image asset in the text box and then clicking **OK** on the **NAME NEW IMAGE** window.
   • To replace the original image with the cropped image, leave the original image's name in the text box and click **OK**.

Making color adjustments

The Image Editor allows you to adjust the color properties of an image asset. Color adjustments are applied immediately to the entire image, not just a specific area of interest. You can experiment with different color settings, however there is no way to undo your changes except to click the **RESET ALL** button, which returns the color settings to the state they were in when the image was last saved, or by clicking **CANCEL**, which closes the Image Editor and the image asset remains unchanged.

Figure 5-9 and the following table demonstrate that you adjust the image's color properties by moving the property's slider to the right or left.
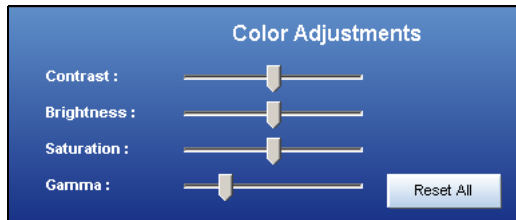
Figure 5-9. The Image Editor's color adjustment sliders

Contrast	The difference in the luminance of the brightest and the darkest areas of an image. A high contrast will display an obvious difference (i.e. black versus white) in the luminance between two areas, while a low contrast makes the difference less obvious or more gradual (i.e. shades of grey).
	• Move the slider to the right to increase the image's contrast ratio.
	• Move the slider to the left to decrease the image's contrast ratio.
Brightness	Generally, the brightness setting determines how light or dark a the colors of the image are based on how close the colors are to white. The more white a color has, the brighter it is.
	• Move the slider to the right to increase the image's brightness (until all white)
	• Move the slider to the left to decrease the image's brightness (until all black)
Saturation	Saturation refers to the intensity of a specific hue. It is based on the color's purity; a highly saturated hue has a vivid, intense color, while a less saturated hue appears more muted and grey. With no saturation at all, the hue becomes a shade of grey.
	• Move the slider to the right to increase the image's saturation.
	• Move the slider to the left to decrease the image's saturation.
Gamma	Alters the contrast of the mid-tone colors with little effect on pure white or black, which is the function of the Contrast property above. Increasing the gamma ratio increases the image's highlight to shadow contrast in terms of mid-tone colors' density values. Decreasing the gamma setting intensifies the shadows amongst the mid-tone colors.
	• Move the slider to the right to increase the image's gamma setting.
	• Move the slider to the left to decrease the image's gamma setting.

Adjusting the sharpness of an image

The Image Editor allows you to adjust the sharpness setting of an image asset. The sharpness adjustment is applied immediately to the entire image, not just a specific area of interest. You can experiment with different settings, however there is no way to undo your changes except to click **RESET**, which returns the sharpness setting to the state it was in when the image was last saved, or by clicking **CANCEL**, which closes the Image Editor and the image asset remains unchanged.

Figure 5-10 demonstrates that you adjust the image's sharpness property by moving the property's slider to the right to increase the focus and to the left to blur the image.
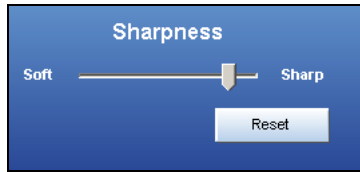
Figure 5-10. The Image Editor's sharpness adjustment slider

Using the Image Modification buttons to flip an image

The Image Editor allows you to quickly change the orientation of an image by flipping it horizontally or vertically. Figure 5-11 demonstrates that the **IMAGE MODIFICATION** section of the Image Editor's interface features two buttons: **FLIP HORIZONTAL** and **FLIP VERTICAL**. Click these buttons to immediately flip the image, and click the button again to return to the original orientation.
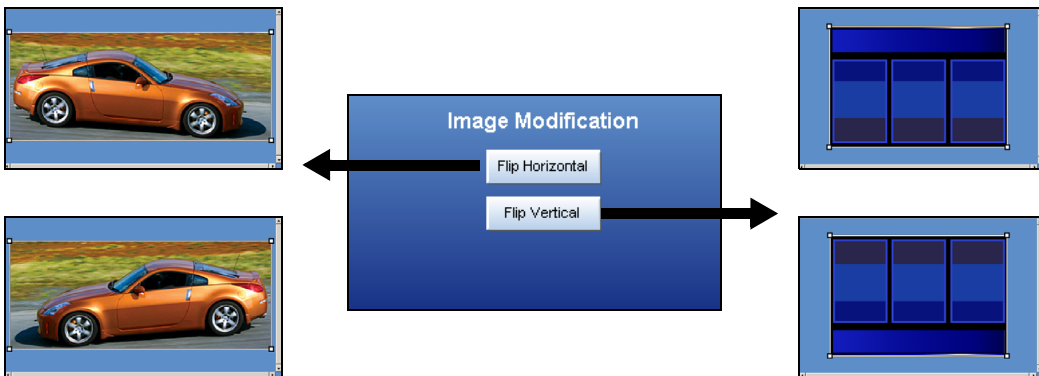
Figure 5-11. The Image Editor's Image Modification buttons allow you to quickly flip image assets

6   APPENDIX A - QUICK REFERENCE TO XPLORER'S COMMANDS AND SETTINGS

Although many of Xplorer's commands and settings are described within the context and/or procedures to which they apply, the following sections provide a quick reference to their functional descriptions:

• "Xplorer's menu commands" on page 6-2

• "Xplorer's toolbar buttons" on page 6-5

• "Xplorer's settings" on page 6-7

Xplorer's menu commands

Many of Xplorer's key features are thematically organized within the menu bar command structure at the top of the main interface window.
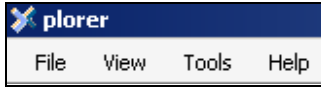
The following sections provide functional definitions of the Xplorer menu commands

-
-
-
-

File menu

The **FILE** menu contains two (2) commands that are related to ingesting files into the system and closing the Xplorer application.

INGEST	Opens the **INGEST FILES** window, which allows you to create assets from files that are not native to the Vertigo Suite applications, e.g. image and audio files. These files are made into assets, so that they can be used within the Vertigo Suite. See "Ingesting third-party content files" on page 4-4 for instructions on using this command.
EXIT	Allows you to close the Xplorer application.

View menu

The **VIEW** menu contains commands that are related to how and what will be displayed in the Xplorer interface.

THUMBNAILS	Displays the contents of the Asset Gallery as individual thumbnail images, which makes it easy to visually recognize and differentiate individual assets. The alternative to the Thumbnails display format is DETAILS. Alternative access: • **PROXYVIEW** toolbar button:
DETAILS	Displays the contents of the Asset Gallery in a list, which provides property details about each of the individual assets (i.e. Name, Format. The alternative to the Details display format is THUMBNAILS. Alternative access: • **DETAIL VIEW** toolbar button:
SHOW DEVICE DETAILS	When enabled, Xplorer displays the following information under each device in the Device Viewer: • **Freespace**: The amount of free disk space available (percentage) on the device. • **Items Queued**: The number of items that are currently in the device's publish queue. • **Q. Status**: The status of the queue during publishing. **Normal** indicates that everything is working as expected, while **Blocked** indicates that the throughput is too low to publish. • **Throughput**: The data transfer speed/rate (Kb/s) at which publishing is operating. See "Using Device Details to monitor a device's publish queue" on page 4-17 for more information.
LOG FILE	When selected, this command opens the current log file in Notepad. The log file stores the processes and errors that occurred during your Xplorer session and is useful when debugging.
PUBLISH TRANSFER LOG	Displays the **PUBLISH TRANSFER LOG FILE**, which reports the processes and errors that occur for each asset that is published during the Xplorer session. See Publishing assets from the Xmedia Server to a device for more information on publishing assets.
PUBLISH PROGRESS	Displays or hides the **PUBLISH PROGRESS** window, which allows you to see a list of all of the assets that have been published during the current Xplorer session. Note that closing this window clears the list. See Publishing assets from the Xmedia Server to a device for more information on publishing assets

Tools menu

The **TOOLS** menu contains commands that allow you to specify some of settings that affect the aesthetic and behavioral properties of Xplorer. It also allows you to configure Xplorer to interact with other storage devices.

SETTINGS	Opens the **SETTINGS** window, which is used to establish the aesthetic and behavior of many of the Xplorer features. See "Configuring Xplorer's settings" on page 2-7 for a functional description of each setting.
CONFIGURE DEVICES	Opens the **DEVICE CONFIGURATION** window, which allows you to define a new device to be added to the Device Viewer. See "Adding devices to Xplorer's Device Viewer" on page 2-8 for more information.
STATION MANAGER	The Station Manager allows you to add and configure devices to the Xmedia Server. These devices can then be grouped together into channels which are used by panel's created in the Xpanel application.
CLASSIC SEARCH	Opens the **XMS Search** tool, which allows you to perform standard or advanced searches for assets on the Xmedia Server. See "Using the Search Tool" in the **Xnews User Manual** for a full description and instructions. Although this search tool is available, we recommend that you instead use the **SEARCH XMS** feature in Xplorer's toolbar. See "Searching for assets stored on the Xmedia Server" on page 3-5.

Help menu

The **HELP** menu contains commands that provide Xplorer product information, like licensing and software version identification

ABOUT	Displays information about the version of Xplorer that you are using.
LICENSE	Opens the **LICENSE MANAGER** window, which allows you to copy the customer ID and send it to our Technical Support team. Once you receive your license key, paste it into the License Key box. See page 2-2 and page 2-4 for more information.

Xplorer's toolbar buttons

The toolbar along the top-left side of the Xplorer interface contains a series of buttons that allow you to choose the working view of the Xplorer interface, set the display format of the Asset Gallery and perform other actions with respect to moving, finding, and publishing assets.

The following table provides a functional description of each button on the Xplorer toolbar:

Browse	**CATEGORY BROWSER VIEW** Determines the active, working view of the Xplorer interface, which displays the Asset Browser and the contents of the Asset Gallery in either Proxy View or Detail View. The alternative to the **Category Browser View** is XMS SEARCH RESULTS VIEW.
Search	**XMS SEARCH RESULTS VIEW** Determines the active, working view of the Xplorer interface, which displays the results of the XMS Search in either Proxy View or Detail View. The alternative to the **XMS Search Results View** is CATEGORY BROWSER VIEW.
ProxyView	**PROXYVIEW** Displays the contents of the Asset Gallery as individual thumbnail images, which makes it easy to visually recognize and differentiate individual assets. The alternative to the Thumbnails display format is DETAIL VIEW. Alternative access: • Menu command: **VIEW>THUMBNAILS**
Detail View	**DETAIL VIEW** Displays the contents of the Asset Gallery in a list, which provides property details about each of the individual assets (i.e. Name, Format. The alternative to the Details display format is PROXYVIEW. Alternative access: • Menu command: **VIEW>DETAILS**
Reload	**RELOAD** Refreshes the selected category to ensure that it contains the most updated version of the assets.
Import	**IMPORT** Opens the **SELECT VERTIGOXMEDIA ASSET EXPORT FILE** window, which allows you to navigate to the VxM Export file (*.exp) that is native to the Vertigo products and import it into the central XMS. See Importing content files that are native to the Vertigo Suite system for more information.

	EXPORT Allows you to select assets from the central XMS's Asset Gallery to be exported and saved in a VxM Asset Export Directory on your system. See Exporting Vertigo asset files to another Xmedia Server for more information.
	INGEST Allows you to create assets from files that are not native to the Vertigo Suite, e.g. image and audio files. See Ingesting third-party content files for more information.
	WORK ORDER Opens the **WORK ORDER** window, which allows you to create a new work order. The work order system requires users to login using a user name and password. User names and passwords are registered and stored on the Xmedia Server using the Xmedia Server's properties panel. See "Appendix B - Creating and using work orders" on page 7-1 for more information.
	DEVICE VIEW When enabled, the devices section of the Device Viewer becomes full screen and each device's details are automatically displayed. This view is useful when you need to monitor and manage a large number of devices.

Xplorer's settings

To better suit your preferences or operating circumstances, Xplorer allows you to configure some settings. Note that since the default settings are appropriate for most operating circumstances, modifying these settings are entirely optional.

Xplorer's settings are edited in the **SETTINGS** window, which can be accessed by:

1. Select **TOOLS**>**SETTINGS** from the Xplorer menu commands.
    This displays the **SETTINGS** window.
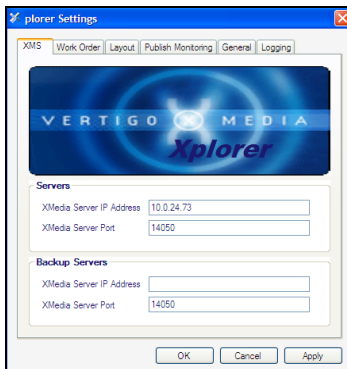
2. After making changes, click **OK** to register the information and close the window.
    Or,
    Click **APPLY** to register the information and keep the window open.
    Or,
    Click **CANCEL** to ensure that no changes made since the last time you clicked **OK**.

The **SETTINGS** window has six thematic tabs, which contain properties and settings that apply to Xplorer. A functional description of each setting is provided in the following sections:

*   "XMS settings" on page 6-8
*   "Work Order settings" on page 6-9
*   "Layout settings" on page 6-10
*   "Publish Monitoring settings" on page 6-11
*   "General settings" on page 6-12
*   "Logging settings" on page 6-13

☑ NOTE

Some settings will require you to restart Xplorer for the changes to be applied.

XMS settings

The XMS settings specify the locations of the main Xmedia Server, as well as the backup XMS (if applicable), which contains all of the assets, i.e. all building blocks used in the creation of broadcast graphics. The Xmedia Server is also where playlists, templates, images, etc., are stored.

The following settings are displayed on the XMS settings tab (figure 6-1):

* **Servers > XMedia Server IP Address** - Specifies the IP address of the machine running the XmediaServer.
* **Servers > XMedia Server Port** - Specifies the port on which the Xmedia Server is listening.
* **Backup Servers > XMedia Server IP Address** - Specifies the backup server's IP address used in case of failure of the primary Xmedia Server.
* **Backup Servers > XMedia Server Port** - Specifies the backup server's port used in case of failure of the primary Xmedia Server.
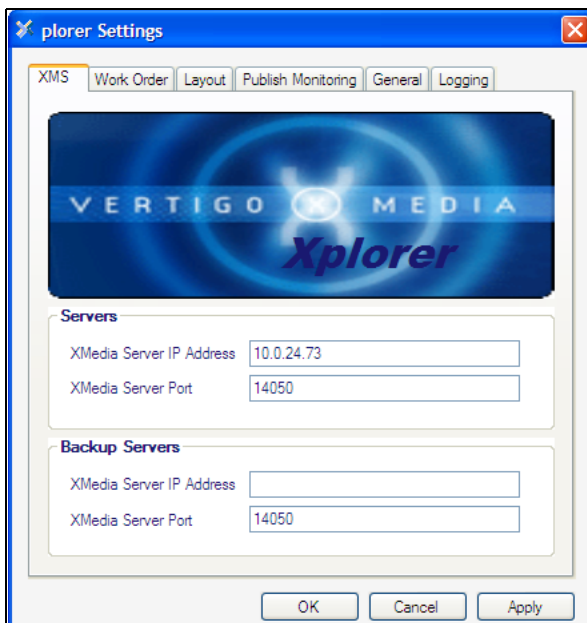
Figure 6-1. Xplorer's Xmedia Server settings

Work Order settings

If your system does not contain a particular image, clip, or cel animation, you can create and track a work order, which submits a request from the graphics department. See "Appendix B - Creating and using work orders" on page 7-1 for procedural information.

The following settings are displayed on the **WORK ORDER SETTINGS** tab (figure 6-2):

- **WORK ORDER PRINTER** - Specifies the printer device that is used as the default when the **PRINT** command is used on the Work Order window.

- **ROWS IN WO JOB LIST** - This setting determines the number of rows are always visible in the job list portion of the Work Order window. Since most work orders contain a small number of jobs, the default value of 3 is reasonable. If there are more than three jobs in the work order, you can always scroll down through the list to view the additional jobs. If you routinely add numerous jobs to a work order, this setting can be set to a larger number so that you can see all the jobs without having to scroll. Note that the minimum permitted value is 3 and the maximum permitted value is 10.

- **ENABLE WORK ORDERS** - When enabled (check), this setting enables the Work Orders feature and displays the Work Orders button in the Xplorer toolbar. When disable (unchecked), the Work Orders functionality is hidden.

- **HIGHLIGHT OVERDUE WO** - Highlights work orders that are past their due date in red.

- **WO DUE DATE TOLERANCE (DAYS:HOURS)** - Sets the tolerance for identifying an approaching completion deadline for a work order. When the **HIGHLIGHT OVERDUE WO** setting is enabled, a work order whose due date falls within the tolerance setting is highlighted in red. The format of the this setting value is **DAY:HOURS** and the higher the tolerance value is, the more advance warning is provided. For example, a tolerance value of 1:18 means that the work order will remain highlighted in red one day and eighteen hours prior to being overdue.
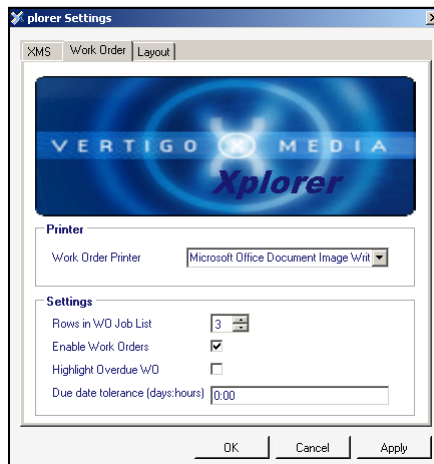
Figure 6-2. Xplorer' Work Orders settings

Layout settings

The **LAYOUT** settings tab allows you to set specific parameters that affect the aesthetic or visual look of the Xplorer interface.

The following settings are displayed on the **LAYOUT** settings tab (figure 6-3):

* **THUMBNAIL SIZE > TILE WIDTH** - Specifies the width of the thumbnail image that will be displayed when Xplorer is set to **PROXY VIEW** (see page 3-3). Selecting the **RESET** button to the right of this setting, returns the thumbnails to their default size of **160**.

* **DEVICE VIEWER > # OF ROWS** - Specifies the layout (number of rows) of how the devices will be listed and displayed in the Device Viewer pane of the Xplorer interface (see page 2-5).
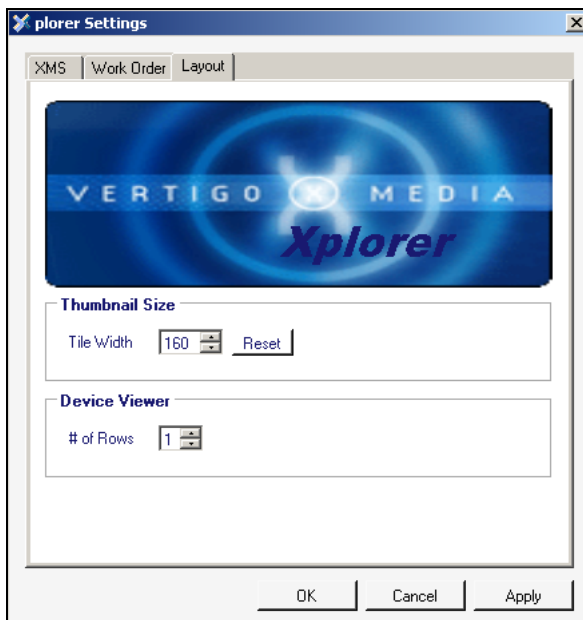
Figure 6-3. Xplorer' Layout settings

Publish Monitoring settings

The **PUBLISH MONITORING** settings tab allows you to set specific parameters related to the updating of a device's publish statistics and logging. See "Monitoring and managing a device's publish queue" on page 4-17 for related information.

The following settings are displayed on the **PUBLISH MONITORING** tab (figure 6-4):

- **PUBLISH STATISTICS UPDATE INTERVAL**- Specifies the frequency at which the Device Details (related to publishing) in the Device Viewer are updated. The default value is 1 minute.

- **DEVICE PUBLISH STATISTICS LOGGING** - Turns on logging of the updating of device information (Freespace, ItemsQueued) that occurs when the **Show Device Details** command is enabled.

- **PUBLISH MONITOR LOGGING** - Turns on logging in the Publish Queue Monitor window opened.
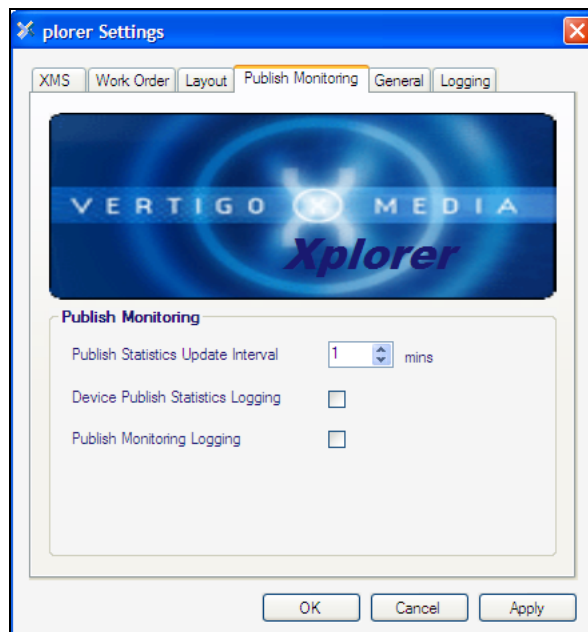
Figure 6-4. Xplorer's Publish Monitoring settings

General settings

The **GENERAL** settings tab allows you to set the **DEFAULT TV FORMAT** setting, which determines the default values to set in the **MULTI-IMAGE INGEST** window when a new Targa sequence is ingested (figure 6-5). For example, if the default format is **NTSC**, when a Targa sequence is ingested, the default value in the Multi-Image Ingest window for cel animations will show NTSC as the format of the cel animation.
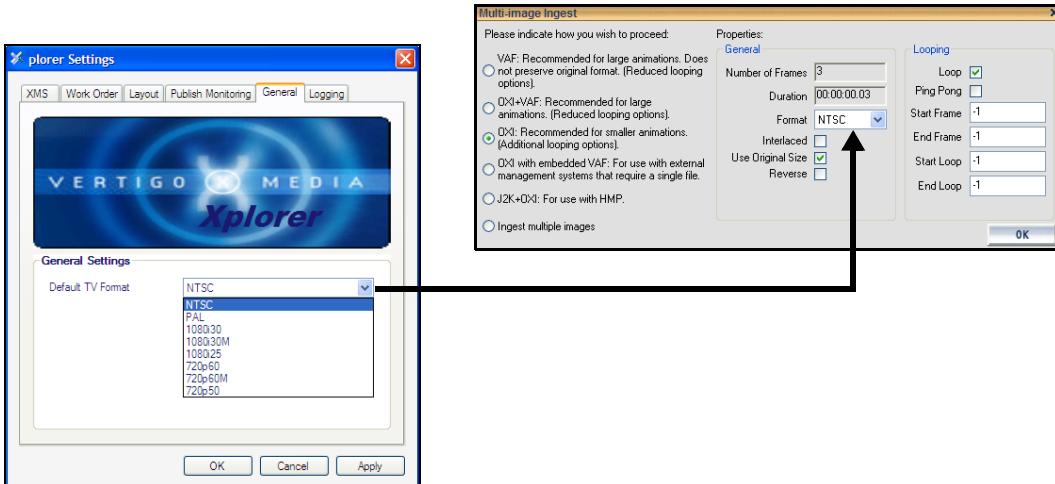
Figure 6-5. Xplorer's General settings

Logging settings

Xplorer's **Logging** settings allow you to specify the categories of events that you want to be recorded in the Xplorer log files, as well as the maximum number and size of Xplorer log files that will be archived.

As Xplorer operates, events are recorded to a log text file, which is stored under the Windows system directory for application specific data.

Since the log files thoroughly track and record Xplorer's events during operation, they are a great tool to use for diagnosing error conditions or unexpected behaviors. In fact, the Technical Support team will often ask its customers to send them the Xplorer log file to help them troubleshoot any unexpected behavior that you may be experiencing.
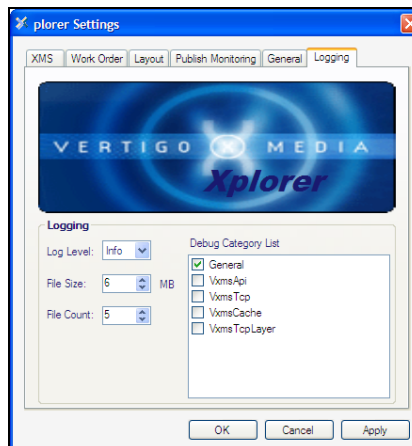
Figure 6-6. Xplorer's Logging settings

- **LOG LEVEL** - This sets the default log level used by all logging categories except those that have been checked in the Debug Categories list. The choices are:
  - **Error** - Only log errors and essential operations.
  - **Warn** - Log unsuccessful operations that may indicate a problem (in addition to all messages logged at the Error level).
  - **Info** - (Default) Log important events that occur during normal conditions (in addition to all messages logged at the Warn level).

  It is recommended to set the **Log Level** to **Info** in order to provide enough information in the logs to diagnose common problems without affecting performance.

- **FILE SIZE** - Sets the maximum memory size for each log file created per run. The default value is 6 MB.

- **FILE COUNT** - Specifies the maximum number of `Xplorer*.log` files that will be stored. A large enough number should be chosen to store over a day's worth of logs. This way if a problem happens the relevant log files will be available. Once the

maximum number of files is reached, the oldest log file will be replaced by a new one. The default value is 5.

- **DEBUG CATEGORY LIST** - Select the types of debug logging (categories) that you would like to record in the Xplorer log file:
  - **General** - General logging that does not fit under any other category.
  - **VxmsApi** - Logs client-side calls to the Xmedia Server.
  - **VxmsTcp** - Logs client-side socket communication with the Xmedia Server using the principal Xmedia Server connection.
  - **VxmsCache** - Logs client-side activity in the Xmedia Server cache.
  - **VxmsTcpLayer** - Logs client-side socket communication with the Xmedia Server used by the cache and publishing.

7 APPENDIX B - CREATING AND USING WORK ORDERS

While searching for an asset or perusing the contents of the Xmedia Server, you may realize that the system does not contain a specific image or video clip asset that you require for your template-based page. In such a case, Xplorer allows you to access to the Vertigo Suite's work order system. A work order is a documented request to your graphics department that an asset with specific requirements be created and ingested into the Xmedia Server. Xplorer also allows you to view all of the work orders and jobs on your system through the Asset Browser's Work Orders and Jobs categories.

The following sections describe creating and using work orders and jobs in the context of the Xplorer application:

- "Creating a new work order" on page 7-2
- "Viewing existing work orders and/or jobs" on page 7-4
- "Adding a job to an existing work order" on page 7-6
- "Removing a work order or job from the XMS" on page 7-8
- "Fulfilling jobs using assets stored on the Xmedia Server" on page 7-9
- "Fulfilling jobs using images from the AP Graphics Bank" on page 7-11

Creating a new work order

If the Xmedia Server does not contain an image or video clip asset that you require for your template-based page, you can create a work order and job request. The work order's job requests that your graphic arts department create an asset that fulfills your prescribed specifications and requirements and then ingest it into the system for your use.

Before creating a work order or job from the Xplorer application, your Xmedia Server system must first be configured to contain a work order workflow. You must also have the correct permission settings in your user profile to allow you to create work orders and jobs.

To create a new work order:

1. Ensure that the Enable Work Orders setting is enabled (**TOOLS>SETTINGS>WORK ORDER** tab).

2. Select the **WORK ORDER** button ![Work Order] from the Xplorer toolbar.

3. Each time you begin a new Xplorer session and you attempt to create or access a work order or a job, the **VERTIGOXMEDIA LOGIN** window (figure 7-1) appears and prompts you to sign in using a user name and password. If you do not have a user name and password, contact your IT department and ask them to add you to the Xmedia Server's **WORKFLOW>USERS** properties in the Xmedia Server's control panel.

Figure 7-1. Work Order Login window

Once you enter your user name and password, click **OK** and the Work Order Window appears (figure 7-2).
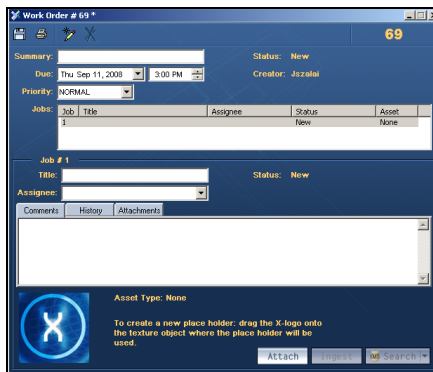
Figure 7-2. The Work Order window

☑ NOTE

The entire login step is avoided if the Windows user name matches the user name in the XmediaServer Properties' Workflow options. If this is the case, then the user will automatically be logged on under the logged in name and the **VERTIGOXMEDIA LOGIN** window does not even appear.

4. In the **SUMMARY** text box, type a short description of what playlist or rundown the work order applies to (i.e. 11PM news).

5. In the **DUE** field, specify the date and time by which all of the jobs in the work order are required to be finalized in the system. You can either type the date directly in the date text box, or click the drop-down arrow to open and use a calendar to select the date. Similarly, you can either type the time in the text box, or select use the up and down arrows.

6. In the **PRIORITY** drop-down list, select one of the available priority levels to indicate to the graphic arts department the urgency of the work order request. The priority levels are: **LOW**, **NORMAL**, **HIGH**, and **URGENT**. The meaning and use of the priority levels should be determined within your organization and configured in the Priorities workflow options on the XMS Panel application.

7. The first job is automatically created when the work order is created. The job is already listed in the Jobs table and its properties are ready to be filled in. Instructions for creating an image or clip job request are provided on page 7-6.

8. Once the page(s) are created for the work order, you must save the work order by clicking the **SAVE** button 🖫 in the toolbar.

9. The Work Order dialog automatically closes and the new work order is entered into the system.
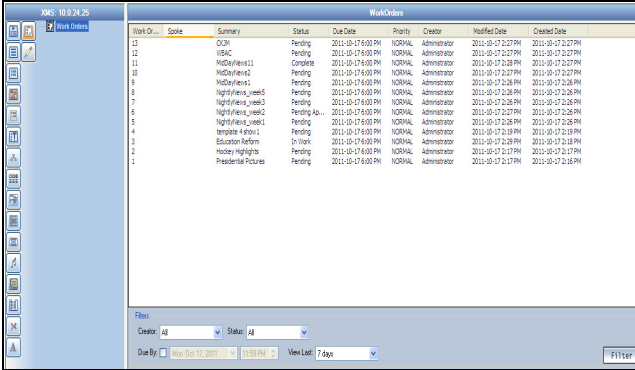
Viewing existing work orders and/or jobs

All saved work orders and jobs are stored on the Xmedia Server. You can view and open existing work orders and jobs using Xplorer's Asset Browser and Asset Gallery.

To view a list of the existing work orders and open a specific work order:

1. Select the XMS in the Xplorer Device Viewer.
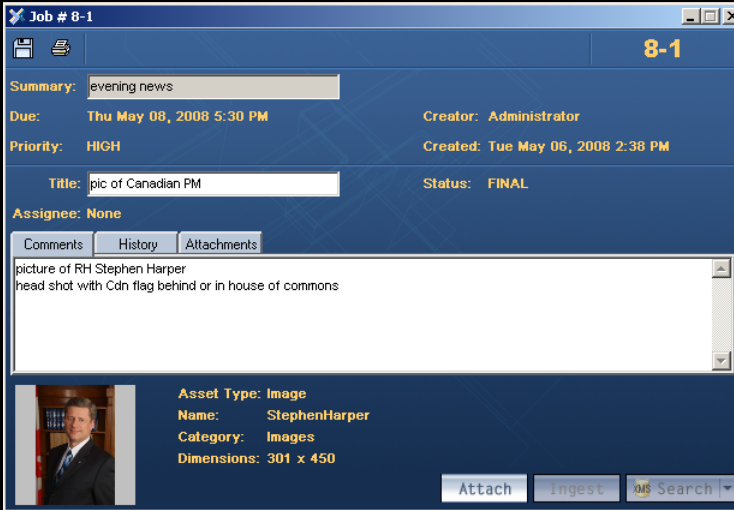2. Select the **WORK ORDERS** root category icon 🔲 in the Asset Browser.
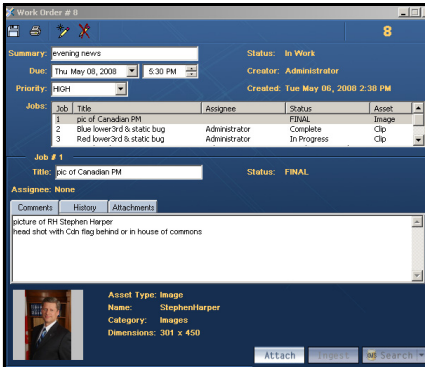
    A list of all of the existing work orders now appears in the Asset Gallery (figure 7-3).

Figure 7-3. Work Orders listed in the Asset Gallery

3. Optional - If you cannot find the work order that you are looking for, use the Filters tool in the lower portion of the Asset Gallery to place restrictions on the listing.
4. To open a work order, simply double-click the work order's row in the Asset Gallery's list. The Work Order window opens and displays all of the work order information and lists the jobs associated with the work order (figure 7-4).

Figure 7-4. An existing Work Order form

To view a list of the existing jobs and open a specific job:

1. Select the XMS in the Xplorer Device Viewer.

2. Select the **JOBS** root category icon [🖉] in the Asset Browser.

    A list of all of the existing jobs now appears in the Asset Gallery (figure 7-5).

Figure 7-5. Jobs listed in the Asset Gallery

3. Optional - If you cannot find the job that you are looking for, use the Filters tool in the lower portion of the Asset Gallery to place restrictions on the listing.

4. To open a specific job, simply double-click the job's row in the Asset Gallery's list.

    The Job window opens and displays all of the information associated with the job (figure 7-6).

Figure 7-6. The Jobs window for a specific job

Adding a job to an existing work order

To add a new job to an existing work order:

1. Open an existing work order. See "Viewing existing work orders and/or jobs" on page 7-4 for instructions.

    The **WORK ORDER** window appears and displays all of the work order information and lists the jobs associated with the work order (figure 7-7).
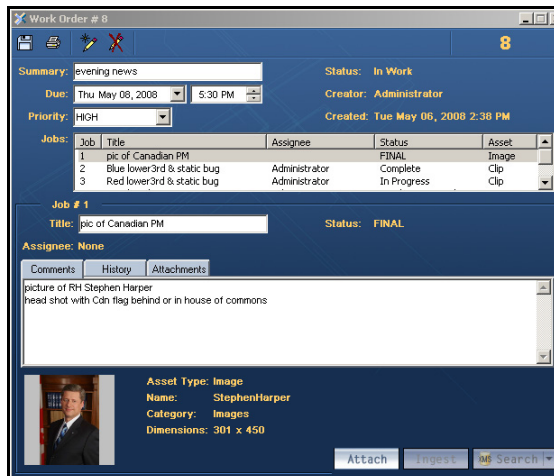

Figure 7-7. The Work Order list the current jobs

2. To add a new job, select the **ADD JOB** button in the Work Order toolbar.

    A job is added to the Jobs list.

3. In the **TITLE** field, type a short title that describes the subject of the image or clip requested.

4. In the **ASSIGNEE** field, select from the drop-down list the name of the person that you want to assign the job to (i.e. the name of the graphic artist).

☑ NOTE

The user names that appear in the Assignee drop-down list are limited to only those who are assigned the same role as the Target Role setting on the Assign Transition's properties on the XMS Panel application. Therefore, if the desired user's name does not appear in the Assignee list, verify that the user's role and the Assign transition's properties match.

5. In the **COMMENT** tab's text box, provide instructions and/or specifications to guide the graphic artist, so that they can provide you with an image or clip that meets your specific requirements.

☑ NOTE

You can save a job without a placeholder, then use the Search or Ingest buttons to locate and attach a placeholder to the job. This placeholder will not exist on any page at this point, but it can be dragged afterward onto a page, or simply left alone in its category.
Note that in the distributed work order case, on the hub the Ingest and Search buttons are disabled for empty-placeholder jobs because only spokes are allowed to make placeholders for distributed work orders.

6. Click the **SAVE WORK ORDER** button to save the job and the work order.

   If no Assignee was specified for the job, then the Job's status becomes **PENDING** and the assignment must be done as a separate step.

   If however, an assignee was specified the job's status becomes **IN PROGRESS** and the job is sent to the assignee.

Removing a work order or job from the XMS

As a content management tool for the Xmedia Server, Xplorer is able to remove (delete) unwanted work orders and jobs from the Xmedia Server.

To delete a work orders or job from the Xmedia Server:

1. Select the XMS in the Xplorer Device Viewer.

2. Select the **WORK ORDERS** root category icon ⊞ or the **JOBS** root category icon ✎ in the Asset Browser.

   A list of all of the existing work orders or jobs appears in the Asset Gallery.

3. Optional - If you cannot find the work order or job that you are looking for, use the **FILTERS** tool in the lower portion of the Asset Gallery to place restrictions on the listing.

4. Select the work order or job that you want to remove, or to select multiple work order/jobs, press the **SHIFT** key as you click on each one for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive work orders/jobs.

5. Right-click on the selection and select the **DELETE** command.

6. The **DELETE WORKORDER** window appears and asks you to confirm your intention to delete the work order(s) or job(s).

7. Click **OK**.

Fulfilling jobs using assets stored on the Xmedia Server

The **XMS SEARCH** button on the Work Order and Job windows opens the **SEARCH XMS** window, which allows you to quickly search and find assets on the Xmedia Server. Once a search is launched, assets that match the name, type, description, author, keywords and/or Recall ID are displayed in either a **PROXY VIEW** or **DETAILED VIEW** and ordered by relevance to the search criteria. You can then use the assets listed to fulfill the job request.

☑ NOTE

The **SEARCH XMS** window uses **Solr**, which a web-based solution by the Apache group that performs fast searches across large amounts of data. The Xmedia Server must maintain a connection to Solr so that it can create an index of the database. See the **Xmedia Server Configuration Guide** for more information.

To search for assets stored on the Xmedia Server:

1. Open an unfulfilled job in the Work Order window or Job window.
2. Click the **XMS SEARCH** button [XMS Search ▾] to open **SEARCH XMS** window.

☑ NOTE

When the **GRAPHICS BANK ENABLED** setting is selected on the Xmedia Server Control Panel, the Search button in the Work Order and Job windows is shared by two search tools: **XMS Search** and **AP Search**. If the **AP SEARCH** button is currently displayed, click the arrow and select the **SEARCH XMEDIASERVER** option.

3. Type a search query in the **SEARCH XMS** text box.
   See "Search query syntax supported by the Search XMS" on page 3-6 for descriptions and examples of the syntax you can use to build more effective search queries.
4. Optional: Limit Search XMS results to specific asset types.
   By default, all asset types are evaluated by the search query as indicated by the **TYPE** drop-down box set to **ALL TYPES**. One exception however, is if the job already has a placeholder associated with a page or template. In this case, the **TYPE** is already restricted based on the asset type of the placeholder.
   • To limit the search results to one asset type, select an asset type from the **TYPE** drop-down list.
   • To limit the search results to either the Image or Clip asset type, click the browse [...] button to open the **Select Types To Search** dialog. Select the asset types that you want included in the search and uncheck the asset types that you want excluded from the search results. Click **OK**.
5. Click the [🔍] button to launch the search.
   Assets that satisfy the search query are displayed in the Results pane of the Search XMS window.
6. Browse, sort and add an asset to the job.

- When the **PROXY VIEW** button ⬛ is selected, the assets appear as thumbnails in order of relevance to the search criteria. Double-clicking the asset's thumbnail automatically adds the asset to the job.
- When the **DETAIL VIEW** button ⬛ is selected, the assets are listed in a table and sorted by relevance to the search criteria. Clicking the column headings allows you to sort the results based on that column. Double-clicking the asset's row automatically adds the asset to the job.

☑ NOTE

If an expected asset is not returned in the search results, it may be because user rights management is enabled on the Xmedia Server and the current user does not have permission to view the asset. See "User Rights Management" in the Xmedia Server Configuration Guide for more information.

Fulfilling jobs using images from the AP Graphics Bank

The Associated Press (AP) Graphics Bank is a breaking news and archive image service that offers an extensive selection of images for on-air broadcasters.

When the **GRAPHICS BANK ENABLED** check box is selected on the Xmedia Server Control Panel, the **SEARCH** button in the Work Order window provides integrated access to the AP Graphics Bank allowing you to search for suitable images to fulfill the job.

To fulfill an image request job using the AP Graphics Bank:

1. Ensure that the AP Graphics Bank settings are enabled and configured on the Xmedia Server Control Panel. See "Enabling AP Graphics Bank components" in the **Xmedia Server Configuration Guide**.

2. Open a job in the Work Order window (see).

    The **SEARCH** button in the Work Order window allows searching in both the Xmedia Server and in the AP Graphics Bank.
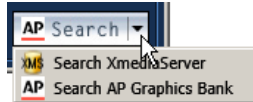
    If the **XMS SEARCH** button is currently displayed, click the arrow and select the **SEARCH AP GRAPHICS BANK** option.

3. Click the **AP SEARCH** button.

    The **AP GRAPHICS BANK: SEARCH** window appears.

4. Search for a suitable image by entering a search query (keyword or boolean string) in the text box and clicking the search 🔍 button.

5. Once you have found an image that you want to use, select one of the following options from the drop-down button below the **SORT** field:

PURCHASE AND INGEST	Ingest the full resolution version of the selected image and use this image to replace the placeholder in the current Job.
	This operation constitutes a purchase of the image and the **AP GRAPHICS BANK: PURCHASE IMAGES** window appears.
PURCHASE, INGEST & ATTACH	Ingest the full resolution version of the selected image and use this image to replace the placeholder in the current Job. In addition, add the image as an attachment in the Job.
	This operation constitutes a purchase of the image and the **AP GRAPHICS BANK: PURCHASE IMAGES** window appears. The image added as an attachment to the Work Order job can be saved to disk.

PURCHASE AND ATTACH	Download the full resolution version of the selected image and add the image as an attachment in the Job.
	This operation constitutes a purchase of the image. The image is added as an attachment to the Work Order job and can be saved to disk.
	Note that the image is not ingested into the Xmedia Server.
INGEST PREVIEW	Ingest the low resolution preview version of the selected image and use this image to replace the placeholder in the current Job.
	This operation does not constitute a purchase of the image. However, to finalize the Job using the preview image, the image must be purchased.

6. Purchase the selected image and set the image's properties.

☑ NOTE

When a **Playlist Verification** is performed in Xbuilder or Xplay, if an element in a playlist contains one or more AP Graphics Bank preview images that have not been purchased, the status of that element displays as **ASSETS AWAITING PURCHASE** until the images are purchased.