

Avid® CaptureManager™

User's Guide

Avid®

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Using This Guide

Congratulations on your purchase of your Avid CaptureManager system.

Avid CaptureManager offers a considerable amount of functionality for the state-of-the-art newsroom, including feed management, newsroom system integration, and asset management. With CaptureManager, newsroom personnel can easily coordinate all video feeds, schedule feed captures in advance, or record late-breaking events instantly—even control the router. CaptureManager provides a consolidated interface for high-resolution material coming in to multiple feed room devices, reducing the chance for human error.

This publication provides information on how to use the CaptureManager system.



The documentation describes the standard features of a basic system configuration. Therefore, your system might contain certain features and hardware that are not covered in the documentation.

Who Should Use This Guide

This guide is written for journalists, producers, directors, writers, and various technical personnel responsible for using the CaptureManager system in a broadcast newsroom. This guide is intended for all users, from beginning to advanced.

It is strongly recommended that system users have prior experience in or classroom knowledge of Windows-based operating systems.

About This Guide

This guide leads you through even the most complex procedures with task-oriented instructions, illustrated for a more realistic presentation of the actual icons and images you encounter. The information provides basic user procedures, while adding a complete explanation of all the tools and techniques required to create, apply, and adjust various settings, including useful tips, shortcuts, and custom options.

The Contents lists all topics included in the book. They are presented with the following overall structure:

Using This Guide

- The Introduction helps you get oriented with beginning concepts and general workflow and provides valuable pointers to keep in the back of your mind as you proceed.
- The main body of the guide follows the natural flow of your work, with clear and comprehensive step-by-step procedures.
- Finally, a detailed Index helps you quickly locate specific topics.




This guide provides instruction for your system in the following areas:

- An overview of system architecture and workflow
- The CaptureManager Workspace
- Various procedures and uses for CaptureManager

Use this guide for help in using your system after you have installed all components according to requirements and specifications. Before installing any equipment, the site must already have a configured network.

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
	A note provides important related information, reminders, recommendations, and strong suggestions.
	A caution means that a specific action you take could cause harm to your computer or cause you to lose data.
	A warning describes an action that could cause you physical harm. Follow the guidelines in this document or on the unit itself when handling electrical equipment.
>	This symbol indicates menu commands (and subcommands) in the order you select them. For example, File > Import means to open the File menu and then select the Import command.
▶	This symbol indicates a single-step procedure. Multiple arrows in a list indicate that you perform one of the actions listed.
<i>Italic font</i>	Italic font is used to emphasize certain words and to indicate variables.
Courier Bold font	Courier Bold font identifies text that you type.

Symbol or Convention	Meaning or Action
Ctrl+ <i>key</i> or <i>mouse action</i>	Press and hold the first key while you press the last key or perform the mouse action. For example, Ctrl+drag or Ctrl+S. This also applies to Alt and Shift keys.

If You Need Help

If you are having trouble using the Avid CaptureManager system:

1. Retry the action, carefully following the instructions given for that task in this guide. It is especially important to check each step of your workflow.
2. Check for the latest information in one of two locations:
 - If release notes are available, they ship with your application.
 - If ReadMe files are available, they are supplied in your Avid application folder.



Release notes and ReadMe files are also available on the Avid Knowledge Base.

3. Check any printed documentation that came with your Avid application or your hardware for maintenance or hardware-related issues.
4. Visit the online Knowledge Base at www.avid.com/onlinesupport. Online services are available 24 hours per day, 7 days per week. Search this online Knowledge Base to find answers, to view error messages, to access troubleshooting tips, to download updates, and to read/join online message-board discussions.
5. For Technical Support, call 800-800-AVID (800-800-2843).
For Broadcast On-Air Sites and Call Letter Stations, call 800-NEWSDNG (800-639-7364).

Related Documentation

The following documents provide more information about CaptureManager:

- *Avid CaptureManager Installation and Administration Guide*
- Avid CaptureManager ReadMe files (located on the installation CD)

The Online Library that ships with most Avid editing applications includes a Master Glossary of all specialized terminology used in the documentation for Avid products.



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Using This Guide

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Chapter 1

System Overview

This chapter provides instructions on how to log in to CaptureManager as well as an overview of the system, its workflow and user interface.

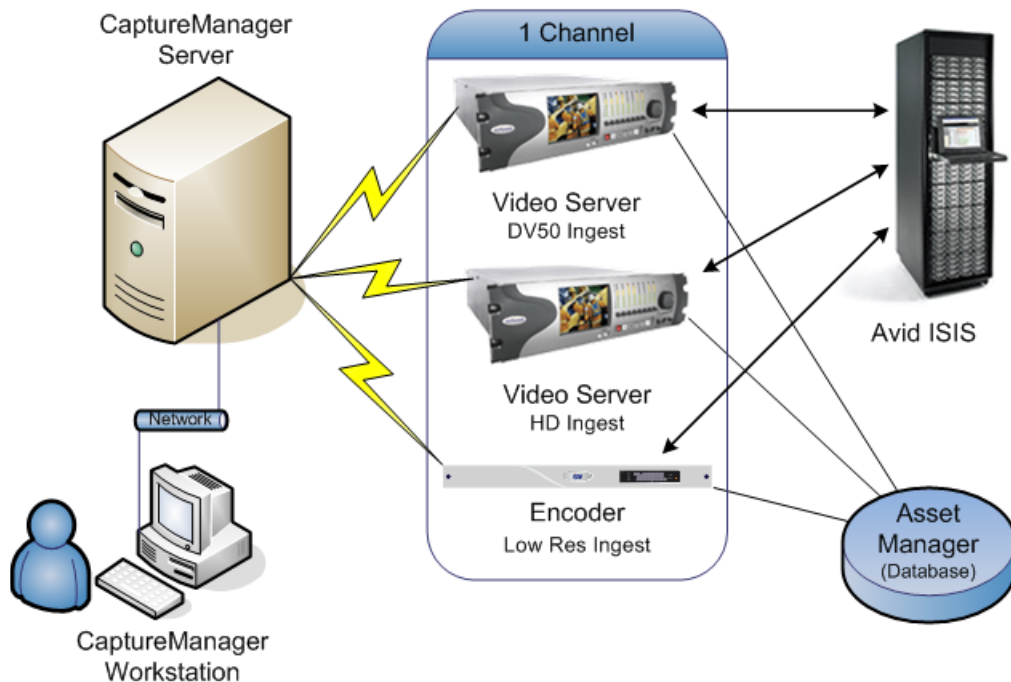
This chapter contains the following main sections:

- [Workflow](#)
- [Logging In](#)
- [Workspace](#)

Workflow

The Avid nonlinear broadcast news workflow starts with the ability to control the capture of feeds from any source, such as satellite downlinks, microwave relays, field tapes, and studio input. CaptureManager interfaces with a wide range of industry standard components, allowing for easy simultaneous control of routers, VTRs and video servers.

CaptureManager's feed-scheduling ability enables users to create recording schedules in advance, based on a variety of criteria. Users can also perform instant frame-accurate recordings—by ensuring the synchronous start of multiple ingest devices—for late-breaking news events. For example, CaptureManager can control up to twelve simultaneous encoding streams—that is, twelve channels, with each channel controlling multiple devices, such as a low resolution encoder and two video servers (one for DV50 and the other for HD) as shown in the following graphic.



The unique ID associated with a recording is shared among the devices and stored in the asset management database for immediate access throughout the newsroom. Since CaptureManager users can enter descriptive metadata during the recording process, which is instantly available over the network, searching for media and feeds is easy.

The CaptureManager system is comprised of:

- A Windows-based workstation running the CaptureManager client software
- A Windows-based server running the CaptureManager utility programs, known as services. In a basic configuration, all of the following services run on the same computer; however, some are optional and might not be used at your site at all:
 - System service
 - Mapper service
 - License service
 - Data service
 - Capture service
 - Software Distribution service (optional)
 - User Profile service
 - VTR Control service (optional)
 - Route service (optional)
 - *<hi-res>* service (optional—for high-resolution video)



*The *<hi-res>* option in the service name can be one of several product names for high-resolution video servers, such as AirSpeed[®], Unity[™], or AirSPACE[™].*

For more information about installing and configuring CaptureManager to work with encoders and video servers, such as the Avid Interplay low resolution encoder and an AirSpeed high resolution video server, see the *Avid CaptureManager Installation and Configuration Guide*.

Logging In

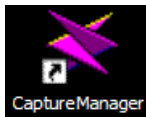
After the CaptureManager client software is installed on a Windows-based computer, a shortcut icon will appear on the desktop, allowing users at that workstation to log in.

To log in to CaptureManager:

1. Do one of the following:
 - ▶ Click the Start button and select Programs > Avid > CaptureManager > CaptureManager.

Chapter 1 System Overview

- ▶ Double click the CaptureManager shortcut on the desktop, as shown below:



2. Enter your user name and password in the Login to Avid CaptureManager dialog box.

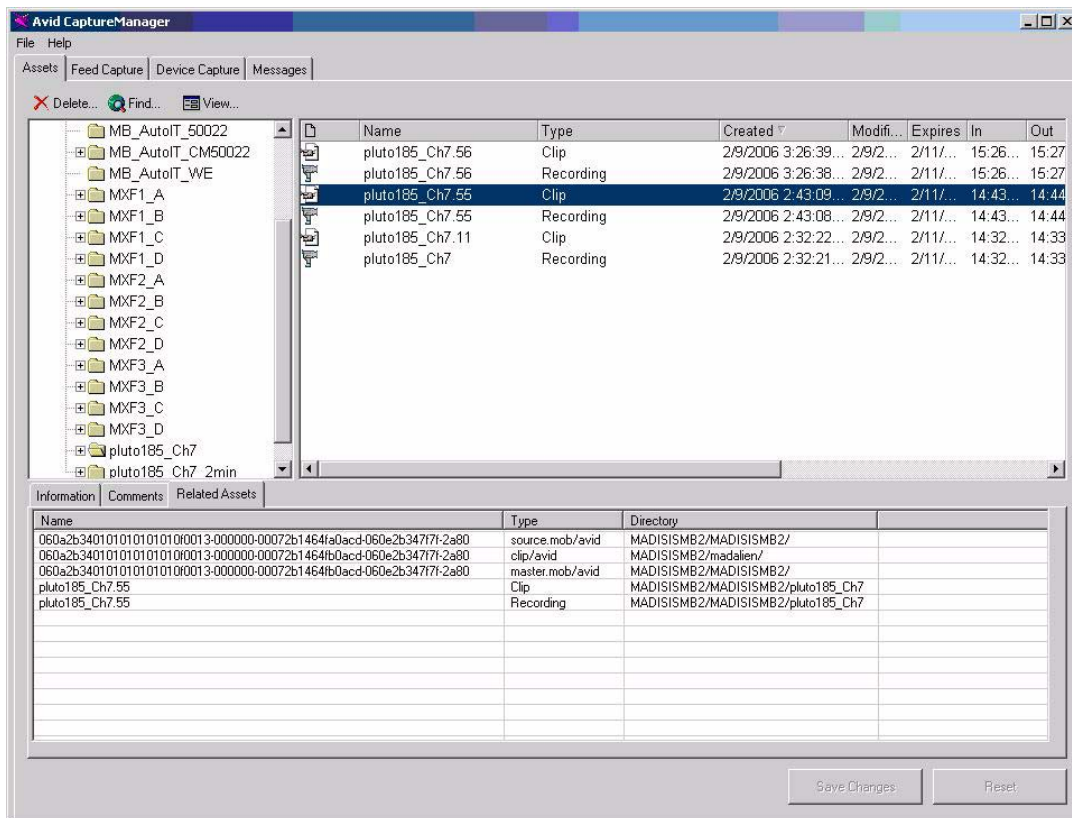


3. Select the appropriate server from the System list (if necessary).
4. (Optional) Select whether you want the computer to remember your password and log you in without prompting you for a user name and password.
5. Click OK.

The Avid CaptureManager window appears, displaying the program's workspace.

Workspace

CaptureManager's simple tabbed workspace is both informative and easy to navigate.



At the top is a menu with the following options: File and Help. The File menu allows users to print asset information, log off, and exit the program. The Help menu is a link to the system's comprehensive task-oriented reference tool known as the Avid Help system.

The primary tabs located across the top are:

- [Assets Tab](#) (See [page 17](#).)
- [Feed Capture Tab](#) (See [page 27](#).)
- [Device Capture Tab](#) (See [page 39](#).)
- [Messages Tab](#) (See [page 41](#).)
- [ActiveX Add-In Tab](#) (Not shown - See [page 43](#).)

Chapter 2

Assets Tab

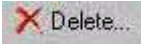
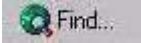

The Assets tab—shown on [page 15](#)—displays available media.

This chapter contains the following main sections:

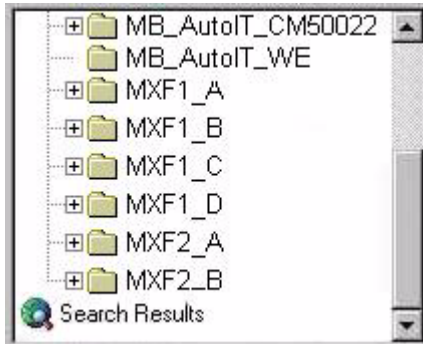
- [Overview](#)
- [Types of Media Assets](#)

Overview

At the top of the Assets tab is the Assets toolbar that contains buttons described in the following table.

Button	Description
 Delete...	Use this button to delete a media asset from the directory.
 Find...	Use this button to search for assets. See “Searching” on page 57 for more information.
 View...	Use this button to filter what appears in the Queue panel. For more information, see “Types of Media Assets” on page 19 . It can also be used to toggle the display of the Metadata tabs, located at the bottom of the Assets tab.

Below the toolbar, on the left side, is the Directory panel containing a tree-style list of directories (also known as folders) on the network.



To navigate in the Directory panel:

1. Expand the directory that contains the folder (subdirectory) you want to view by clicking the plus sign (+). Clicking a minus sign (-) collapses an expanded directory.
2. Select a folder in the Directory panel to open it and view its contents in the Queue panel.

The Queue panel on the right side of the Assets tab displays media assets in a configurable listing that includes other information, such as name, type, creation and modification dates, and so forth.





Name	Type	Created	Modified	Expires	Ir
Damage	Clip	3/1/20...	3/1/20...	7/17/2...	1:
Damage	Recording	3/1/20...	3/1/20...	7/17/2...	1:
Hospital	Clip	3/1/20...	3/1/20...	7/17/2...	1:
Hospital	Recording	3/1/20...	3/1/20...	7/17/2...	1:
Storm Chaser	Clip	3/1/20...	3/1/20...	7/17/2...	1:
Storm Chaser	Recording	3/1/20...	3/1/20...	7/17/2...	1:

A user can reorder the list by clicking the header buttons at the top of each column, such as Name or Type. Also, what types of media assets appear is determined by using the View button in the Assets toolbar. See “Types of Media Assets” on page 19 for more information.

At the bottom of the Assets tab are the Metadata tabs—[Information](#), [Comments](#), [Related Assets](#), and [Record Information](#), which are explained on [page 20](#). Whether some of these tabs appear depends on the type of media asset selected. Also, these tabs may be hidden, using the View button.

Types of Media Assets

When a directory is open, its contents appear in the Queue panel on the right side of the Assets tab. Icons are visual indicators for the various types of media assets.

Icons	Description
	Video clip – a segment of video recorded (digitized) into Media Browse. There is no minimum or maximum length for a video clip.
	A Recording is made using the Feed Capture tab or Device Capture tab. It is the event (containing metadata) that triggers the creation of a clip.

By default, all media asset types are displayed; however, a user can choose to not display one or more types.

To show or hide media assets:

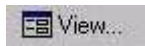
1. Click the View button on the Assets toolbar.
2. Select which item, Clips or Recordings, you want to show or hide from the display. A check mark appears if displayed.



The View MetaData option toggles the display of metadata on the tabs at the bottom of the screen, such as Information and Comments.

Viewing and Printing Metadata

Metadata is another term for media asset information. Enhanced metadata enables users to more easily find the media within an asset database. Metadata varies depending on the type of asset and is located on the Metadata tabs at the bottom of the Assets tab.



Display of the Metadata tabs can be turned on or off.

To view the Metadata tabs:

- ▶ Click the View button and select View Metadata.

All asset types display metadata on the tabs called [Information](#), [Comments](#), and [Related Assets](#). Selected recordings display some metadata on the [Record Information](#) tab.

To view metadata:

1. Select the media asset in the Queue panel.
2. Select each Metadata tab to view the information displayed there.

To print metadata:

1. Select the media asset in the Queue panel.
2. Select File > Print Asset Information.
The Print Preview window appears.
3. Click the Magnifier button to increase or decrease the size of the preview.
4. Click the Arrow buttons to scroll if there are multiple-pages in the preview.
5. Click the Printer button when you are ready to print the page(s).

The Print dialog box appears.

6. Click the Print button.

Information

While some of the data on the Information tab is read-only, some fields allow users to enter metadata when scheduling a recording, while video recording is underway, or after it is complete.

The Information tab contains metadata as described in the following table:

Metadata	Description
Type of media asset	The words Clip (for video) or Recording appear in bold at the top left of the tab, depending on the type of media asset. This field is read-only.
Name	The name of the asset, as it appears on the Assets tab.
Video ID	The assigned ID to a clip referenced from on-air playback.
Tape Name	The name of the source tape, or the feed, where the video originated. This name must match the label on the actual tape for reference purposes.
Owner	Shows the User ID of the person who created the asset or who has taken possession of the asset.
Only Visible to Owner	If selected, this makes an asset private, which prevents viewing on the Assets tab, playing, editing, deleting, or stopping the recording of an asset by anyone other than the owner or those given permission by the system administrator to view other users' private media assets.
IN	The IN point of the clip, taken from the timecode if recorded from tape, or the time of day if recorded from a feed. This field is a read-only.
OUT	The OUT point of the clip, taken from the timecode if recorded from tape, or the time of day if recorded from a feed. This field is a read-only.
Created	The date the clip was digitized. This field is read-only.

Metadata	Description
Modified	The date the asset information was last changed. This field is read-only.
Expires	The date the system will automatically delete the asset.
Archive	This read-only check box indicates that an archived high-resolution video asset exists, such as for Neararchive. To view more information about the asset, click the Related Assets tab.
Web	This check box is reserved for future development.
Browse	This check box is not enabled.
Broadcast	This read-only check box indicates that video exists on a high-resolution video server. To view more information about the video, click the Related Assets tab.

To edit metadata for a recorded clip on the Information tab:

1. Type the information in any of the editable fields on the tab.
2. Click Save Changes.

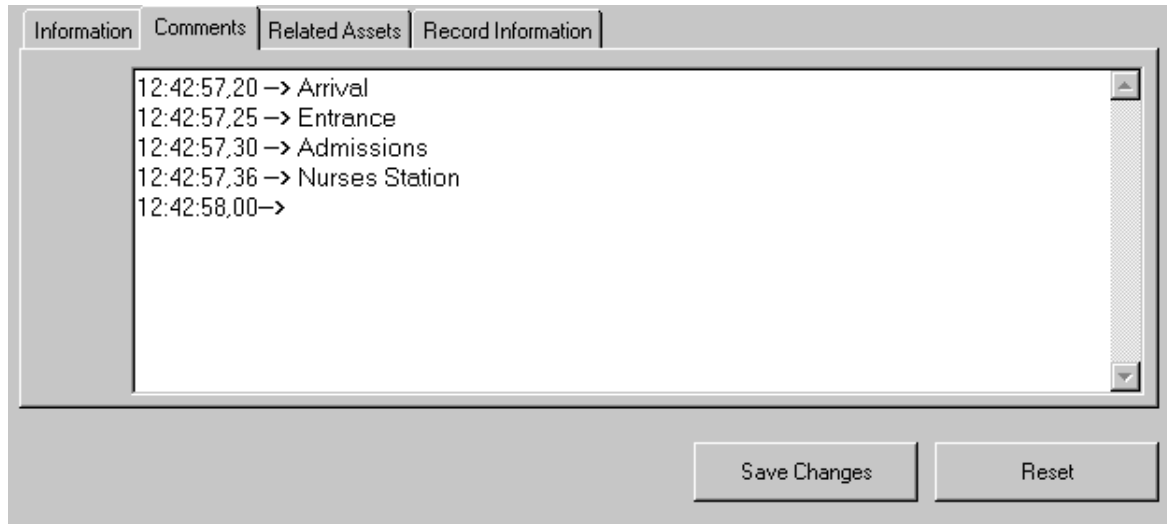


If you load another clip before saving changes to information on the current clip, the system prompts you to save the metadata or revert to the old information.

For more information on entering metadata before or during the recording, see “[Feed Capture Tab](#)” on page 27 and “[Device Capture Tab](#)” on page 39.

Comments

The Comments tab enables users to enter pertinent information that can help identify the media.



For example, a user could add the script associated with the clip, names of individuals or places on the video, as well as any copyright or payment terms for the clip if used on-air.

All comments become part of the searchable database of metadata, which can be used to help locate the media later through the Find button on the Assets toolbar.

To enter comments:

1. Type comments in the text box on the Comments tab.
2. Click Save Changes when done.

Related Assets

The Related Assets tab provides a list of all assets associated with a selected clip or recording.

Name	Type	Directory	
PlaneCrash	video/profile.cmf	MBSERVER/XP1/EXT:/Rem1	
planeCrash	MPEG Video File	MBSERVER/MBVID/media/rem1	
PlaneCrash	Clip	MBSERVER/MBSERVER/Rem1	
PlaneCrash	Recording	MBSERVER/MBSERVER/Rem1	

For example, the preceding graphic shows all assets associated with a clip called Plane Crash, including:

- High-resolution video on a Profile video server
- The clip itself
- A recording



If an archived asset, browse clip, or broadcast-quality video is available as a related asset, this information is also indicated in the Available Video section of the Information tab.

Record Information

All recordings have metadata that is displayed on the Record Information tab. Unlike the other three Metadata tabs, the Record Information tab does not appear for selected clips.

The screenshot shows a web interface with four tabs: Information, Comments, Related Assets, and Record Information. The Record Information tab is selected. It contains the following elements:

- Record Date:** Thursday, March 01, 2001 (with a dropdown arrow)
- Recurrence:** Non-recurring
- Record Status:** Recorded
- Record Status Message:** Completed OK
- Record Notes:** A large empty text area with a vertical scrollbar on the right.
- Prevent Auto Archive:** An unchecked checkbox.
- Buttons:** Save Changes and Reset.

Except for Record Notes and Prevent Auto Archive, the information on this tab is read-only.

- **Record Date**—The date the recording is scheduled to occur or the first time a recurring recording will occur.
- **Recurrence**—Description of how often a recurring recording will occur.
- **Record Status**—Current state of the recording, such as Record Scheduled, Record Pending, Record Complete, Record Error, or Recording.
- **Record Status Message**—Additional information about the state of the recording.
- **Record Notes**—Comments can be entered before, during, or after the recording is scheduled.
- **Prevent Auto Archive**—Select when you do not want recorded media to be archived automatically.

To enter comments on the Record Information tab:

1. Type your remarks in the Record Notes text box.
2. Click Save Changes.

Chapter 3

Feed Capture Tab

Use the Feed Capture tab—also known as the Feed Scheduler—to set up video recordings instantly or on a schedule, which might or might not recur. For information on setting up recordings, see [Chapter 7](#).

This chapter contains the following main sections:

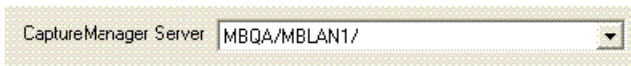
- [Overview](#)
 - [Schedule Date](#)
 - [Legend](#)
 - [Scheduling Grid](#)
- [Customizing the Grid](#)
 - [Adding a Channel on the Grid](#)
 - [Viewing Metadata from the Grid](#)

Overview

The Feed Capture tab is divided into the following sections:

- [Schedule Date](#)
- [Legend](#)
- [Scheduling Grid](#)

The scheduling grid is the table containing time elements, channels, and various feed resource names located at the bottom of the Feed Capture tab. By default, the grid displays feeds for the selected date and time associated with the server running the Data service shown in the CaptureManager Server list box.

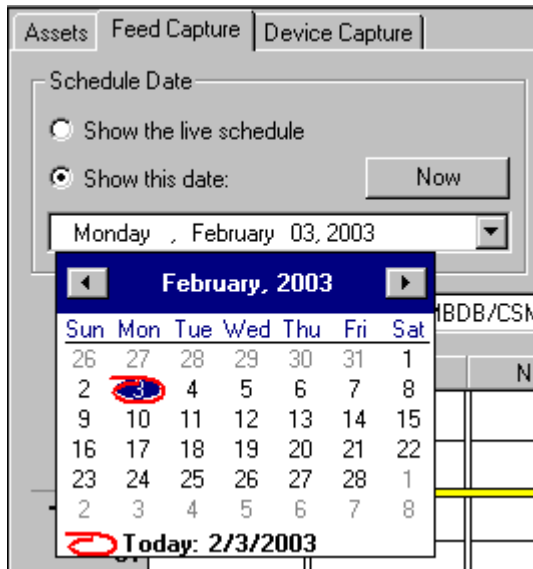


To display feeds for a different server:

- ▶ Select a different server from the CaptureManager Server list box.

Schedule Date

The Schedule Date section provides the option to change the default display from the current date to another date.



To view feeds for a specific date:

1. Click the Down Arrow button to the right of the displayed date. A calendar appears, displaying the current date by default.
2. Select a new date.

To view the live recording schedule only:

- ▶ Select the Show live schedule radio button.



When the live schedule is displayed, the scheduling grid's scroll bar is disabled so only the live schedule is visible at all times. For example, the current time indicator, shown as a yellow horizontal bar, remains static as the scheduling grid automatically scrolls underneath.

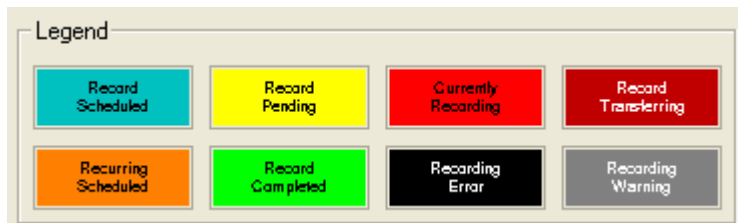
To view the current schedule:

- ▶ Click the Now button.

This restores the scheduling grid's display to current date and time, but still allows the user the ability to scroll through the rest of the day's schedule.

Legend

The legend is a color-coded key for the Feed boxes that appear on the scheduling grid.



The color-coded legend is also used for indicating the status of recordings from devices, such as VTRs, so it appears on the Device Capture tab.

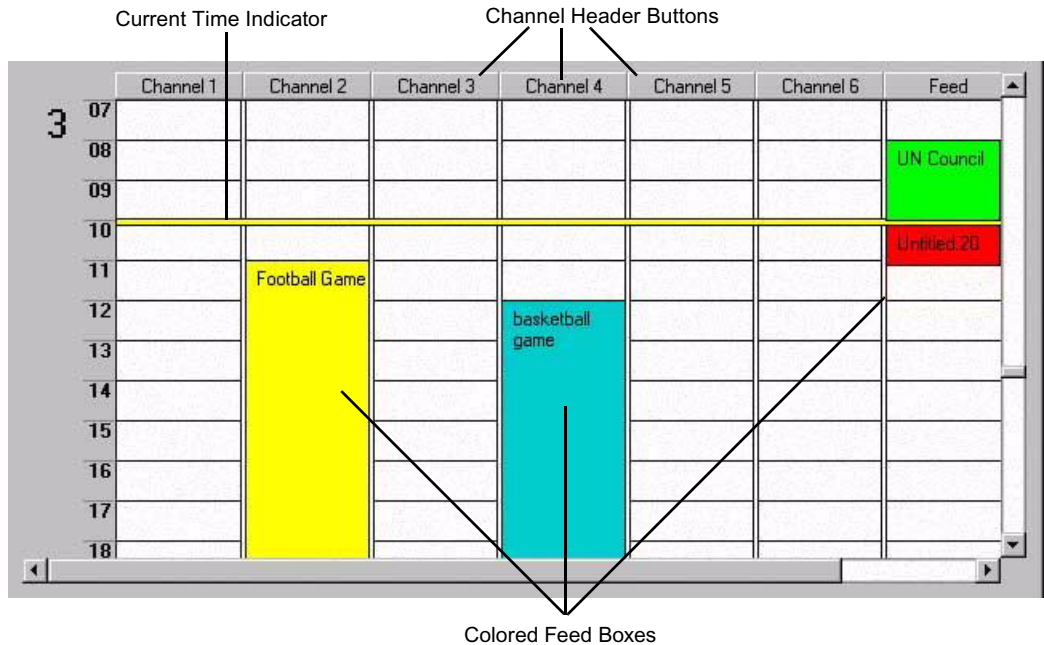
Chapter 3 Feed Capture Tab

Users may customize the color settings by right-clicking the Legend. For more information, see [“Customizing the Grid” on page 31](#). By default, the colors are as described in the following table:

Record State	Default Color	Description
Record Scheduled	Aqua	Indicates the feed is scheduled for a future date and time, but has not yet initiated.
Record Pending	Yellow	Indicates the scheduled feed is about to begin.
Currently Recording	Red	Indicates recording of the feed is underway. The box on the grid remains this color until recording is complete.
Recurring Scheduled	Orange	Indicates the feed is set to recur, such as daily, weekly, or monthly.
Record Complete	Green	Indicates the feed was recorded.
Recording Error	Black	Indicates a problem with the recording.
Record Transferring	Burgundy	Indicates transferring of video is underway. The box on the grid remains this color until transfer is complete.
Recording Warning	Gray	Indicates a warning was issued while the recording was in progress.

Scheduling Grid

The scheduling grid is a visual display of feeds by date, time, and channel, as configured on the system.



By default the times appear vertically down the left side of the grid. The available channels appear across the top. Some users can add channels or limit which channels are shown. For more information, see [“Adding a Channel on the Grid” on page 32](#).

Feeds show up on the grid in colored boxes—also known as Feed boxes—with the colors indicating the status of the feed. A yellow horizontal line is also shown to indicate the current time.

Customizing the Grid

Users can customize the layout, font, and colors associated with the scheduling grid. However, the color of the yellow time indicator is not configurable.

To customize the Feed box colors:

1. Right click on the Legend.
2. Select Schedule options > Change colors.

Options include: Background color, Foreground color, and Reset colors to default.



The menu also provides an option for users to customize the font used in the scheduling grid.

To customize the layout:

1. Right click on any white space in the scheduling grid.
2. Do any or all of the following:
 - ▶ Select Schedule options > Schedule layout to position the increments of time on the grid. Options include: Time across or Time down.
 - ▶ Select Schedule options > Schedule time format to set the timing convention used on the grid. Options include: the standard 12-hour or 24-hour military timing conventions.
 - ▶ Select Schedule options > Schedule time increment to set the minute-by-minute increments for the grid. Options include: 1-6 minutes, 10, 12, 15, 20, 30, and 60 minutes.
3. (Optional) Select Reset Schedule to restore the default settings for the scheduling grid.

Adding a Channel on the Grid

Adding and configuring channels on the Feed Capture tab is a user privilege determined by the system administrator. Not all users will have this capability.

To add a channel to the scheduling grid's display:

1. Right-click on any channel's header button or on any white space in the grid.



Right-clicking on the row labels (displaying increments of time) is another option.

2. Select Add channel.

The Channel Information dialog box appears.

Channel Information

Name: LR-28-B

Folder: LR-28-B

Default Clip Name: 28b-LowRes

Default Duration: 00:05:00:00

Expiration Days: 3

Devices

Add... Edit... Remove

Name	Type	Role
madcbstor/Media/172.24.97.28/Com...	SpectreView	Destination

OK Cancel

3. Fill in the text fields accordingly.

Field	Description
Name	Name of the channel. This is the name that will appear on the channel's header button in the scheduling grid.
Folder	Folder where video from the channel is stored in the database. If one already exists, use the Ellipses button to browse for and select the folder.
Default Clip Name	Provides a default name for clips when the user doesn't provide one.
Default Duration	Provides a default duration for the length of a recording.
Expiration Days	Sets the amount of days a video recording remains available.

4. Add the device:


Chapter 3 Feed Capture Tab

- a. Click the Add button.
- b. Select the appropriate device from those available in the Device Information dialog box.

- c. Fill in the information required for the selected device accordingly.

Device	Field	Description
AirSPACE:	Server Name	The name here must be network resolvable.
	Channel Name	Must match the channel name on the AirSPACE device. This setting is case-sensitive.
	Transfer to Unity	Check only if ingested media should be automatically transferred to Avid Unity.
	Role	Select whether device is a source of video or a destination for storing ingested media. This is usually set to destination.
	Route	When a Route service is installed and running, then a route associated with this device might be indicated. This is usually set to <none>.

Device	Field	Description
AirSpeed:	Host Name or IP Address	If a name, it must be network resolvable. If an IP address, it must be the static address of the AirSpeed device.
	Channel Name	Always set to Channel 1.
	Media Manager Host Name	This should be either the host name for the Media Manager or the Avid Interplay Engine.
	Timecode Source	This source should be the same for both AirSpeed and the Avid Interplay encoder. Options include: LTC, VITC, or Internal. That latter allows CaptureManager to determine the starting timecode; however, frame accuracy is not guaranteed with the Internal option.
	Number of Audio Tracks to Record	Configure to 4 if using the Avid Interplay low resolution encoder.
	Role	Select whether device is a source of video or a destination for storing ingested media. This is usually set to destination.
	Route	When a Route service is installed and running, then a route associated with this device might be indicated. This is usually set to <none>.
IPV/MXF:	Encoder Name	The name of the Avid Interplay low resolution encoder.
	Channel	Specify the channel used to initiate recordings.
	Checkin Master Clips	Specify whether master clips should be checked in to the Avid Interplay database.
	Route	When a Route service is installed and running, then a route associated with this device might be indicated. This is usually set to <none>.
GVG Profile:	Server Name	The name here must be network resolvable.
	Channel Name	Must match the channel name on the Profile.
	Disk Array Name	Must match drive volume designated in the Profile Media Manager. Usually set to one of three names: EXT: INT: V:

Device	Field	Description
Route Point	Role	Select whether device is a source of video or a destination for storing ingested media. This is usually set to destination.
	Route	When a Route service is installed and running, then a route associated with this device might be indicated. This is usually set to <none>.
	Name	A label that is user configurable.
	Role	Select whether it is used as a source or a destination. When set to source, it provides a default source route for a channel when scheduling a feed. When set to destination, it provides the router destination for the particular device(s) configured in the channel.
Video Feed	Route	When a Route service is installed and running, and depending on the Role selected (above), this might be either the source route or router destination.
	Name	A label that is user configurable.
VTR	Route	When a Route service is installed and running, then a default source route for other devices might be indicated.
	Server Name	This is the host name of the computer running the VTR Control service.
	Com Port	The number of the communication port on the VTR Server that CaptureManager must use.  <i>If a Digiboard is used, the first port is usually identified as Com Port 3, not 1.</i>
	Device Type	Always set to Sony BVW Compatible
	Start New Recording on Timecode Break	This check box is only enabled if Role is set to Source. Check it only if CaptureManager should begin a new recording each time there is a break in timecode on the source video tape.
	Role	Select whether device is a source of video or a destination for storing ingested media. This is usually set to source.
	Route	When a Route service is installed and running, then a route associated with this device might be indicated. This is usually set to <none>.

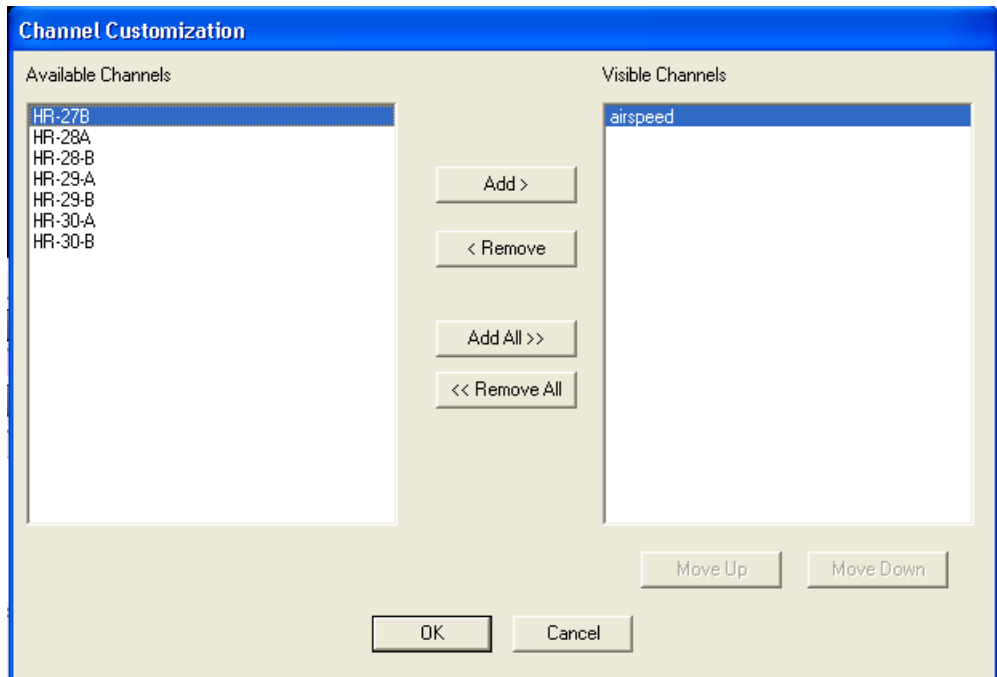
5. Click OK. The Device Information dialog box will close.
6. (Optional) To remove a device, select it in the Channel Information dialog box and click Remove. To edit or choose a different device, select the device shown and click Edit.
7. Click OK again. The channel appears on the Feed Capture's scheduling grid.

Viewing Channels on the Grid

To hide or show channels on the scheduling grid:

1. Right-click any channel's header button.
2. Select Customize channels.

The Channel Customization dialog box appears.



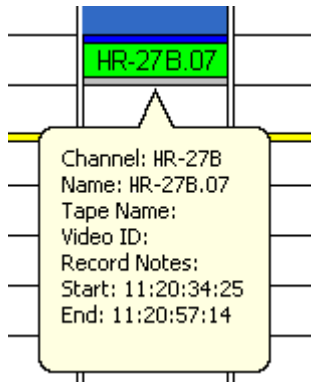
3. Select the channels you want to display, using the Add button to move them from the Available Channels list to Visible Channels list.
4. Click the Remove button to remove selected channels from being visible. Click the Add All or Remove All buttons to move all channels from one side to the other.

By default, when no specific channel is selected as visible, all available channels appear on the grid, with names appearing in numeric then alphabetic order.

5. (Optional) Click the Move Up and Move Down buttons to adjust the order of the channels. Listing channels from top to bottom equates to positioning channels on the grid from left to right.
6. Click OK.

Viewing Metadata from the Grid

Positioning the mouse pointer over a Feed box causes a tooltip to appear with some metadata information.



To view all metadata information associated with a feed:

1. Right-click a Feed box.
2. Select Show metadata.

The Metadata Viewer dialog box opens, showing the Metadata tabs.



The Metadata tabs are also displayed on the Assets tab. For more information, see “Viewing and Printing Metadata” on page 20.

Chapter 4

Device Capture Tab

Use the Device Capture tab to manage video and recordings from video tape recorder devices. For more information on procedures for setting up recordings, see [Chapter 7](#).

The screenshot displays the 'Device Capture' tab in a software application. At the top, there are navigation tabs: 'Assets', 'Feed Capture', 'Device Capture', 'Messages', and 'Internet Explorer'. Below these is a 'Legend' section with five colored buttons: 'Record Scheduled' (cyan), 'Record Pending' (yellow), 'Currently Recording' (red), 'Record Completed' (green), and 'Record Transferring' (dark red). A 'CaptureManager Server' dropdown menu is set to 'MBQA/MBLAN1/' with an 'Add channel...' button to its right. Below the server selection, there are three tabs: 'BVW AS', 'BVW70 X', and 'EB Pluto71'. Under the 'BVW70 X' tab, there are three buttons: 'Acquire...', 'Delete', and 'Configure...'. The main area is titled 'Current Captures' and contains a table with the following data:

Name	Tape Name	In	Out	Duration	Record Status	Record Status Messa
BVW70 X.02	Crime Scene	17:18:54:01	17:20:30:00	00:01:35:29	Pending...	
BVW70 X	CarAx	11:05:38:11	17:25:52:18	06:20:14:07	Transferring	

Below the table is a large grey rectangular area, likely a video preview window, with a blue scrollbar at the bottom.

The Device Capture tab is divided into the following sections:

- [Legend](#)
- [Tabbed Workspace](#)

Tabbed Workspace

The tabbed workspace on the Device Capture tab displays recording information for any video tape recorder (also known as VTR) associated with the server shown in the CaptureManager Server list box.

To display devices for a different server:

- ▶ Select a different server from the CaptureManager Server list box.



System administrators or any user with permission to manage acquisition channels can configure the VTRs that show up on the Device Capture tab.

A color-coded legend is provided to indicate the status of current recordings. The information—which includes any data on current recordings in progress or others that have recently taken place—is duplicated in the Record Status column on the tab. For more information, see [“Legend” on page 29](#).

Use the Acquire button to open the VTR Record dialog box, which enables users to acquire control of a VTR to record video. Only one user can control a VTR device at a time. For more information, see [“Recording from a VTR Device” on page 53](#).

The Delete button is used to delete a selected recording in the Current Captures area.



The Configure button is used to add, delete, or configure channels on a VTR; however, its appearance only applies to users whose profiles allow them to manage acquisition channels. System administrators set this user privilege.

Chapter 5

Messages Tab

The Messages tab provides feedback regarding the success or failure of a recording or transfer.

When a problem occurs while instant recording is underway, the system indicates an error in the Instant Record dialog box, as shown in the following graphic:



Displaying Messages

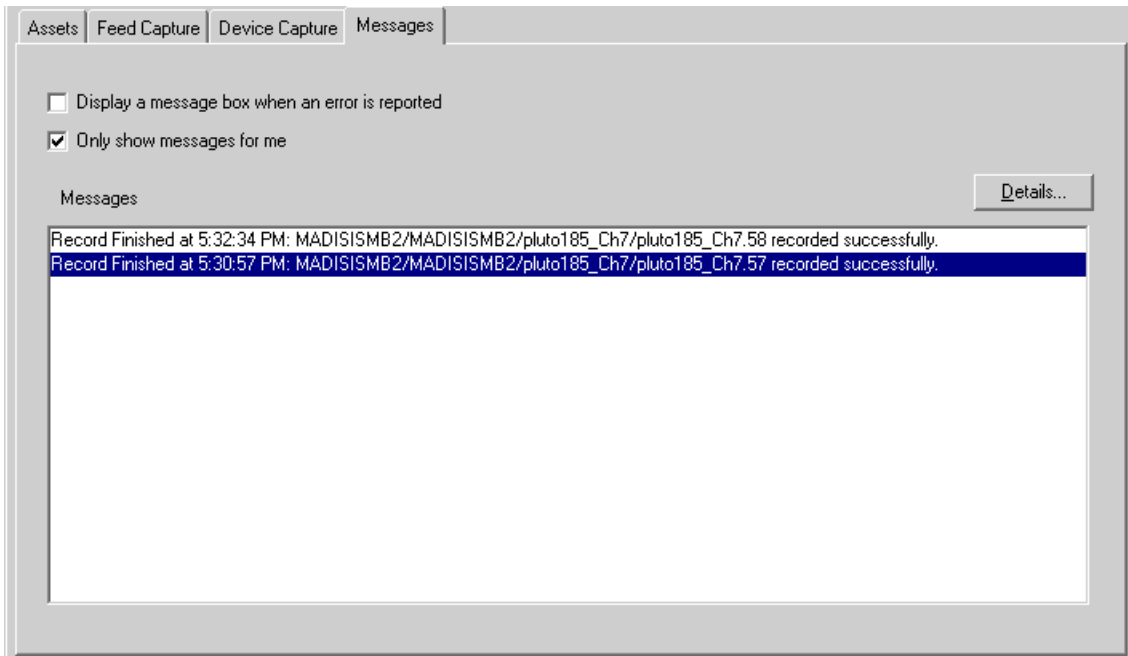
Users can then view more information about what generated the error by clicking the Messages tab in CaptureManager.



The Messages tab is optional and therefore might not appear in the workspace. Its appearance is determined by a setting in the User Profile Configuration tool, as configured by the system administrator.

There are two options for displaying messages:

- Display a message box when an error is reported
- Only show messages for me



To view more information about a specific message:

- ▶ Select the message and click the Details button.

Chapter 6

ActiveX Add-In Tab

CaptureManager provides a customizable tab that, by default, is called the ActiveX Add-In tab. Since the tab is optional, it does not appear in the workspace unless configured by the system administrator. If it appears, use it to display an ActiveX add-in, such as Internet Explorer.



The system administrator can rename the ActiveX Add-In tab by editing the settings under Visible Components with the User Profile Configuration Tool. Only one ActiveX Add-In tab is permitted per client.

Viewing Web-based Applications

This tab expands the system's capabilities to view Web-based applications. For instance, when this tab is configured for Internet Explorer, a user is able to sign in to Avid Unity MediaManager—as shown in the following graphic—without having to launch Internet Explorer separately.



Signing in to MediaManager using this ActiveX Add-In tab allows users to check the status of transfers into Avid Unity, from the AirSpeed and AirSPACE video servers.

Chapter 7

Working with Recordings

Video recordings can be started instantly or set up in advance on a recurring or non-recurring basis. Video can be recorded from live video feeds or digitized from a video tape recorder device, known as a VTR.

This chapter contains the following main sections:

- [Scheduling a Recording](#)
- [Initiating an Instant Recording](#)
- [Recording from a VTR Device](#)

Scheduling a Recording

CaptureManager users can schedule multiple recordings—simultaneously capturing high resolution video with audio—in advance from a variety of sources.

When setting up a scheduled recording, users can also state whether the system should repeat the process at regular intervals, eliminating the risk of missing a satellite feed that occurs on a daily or weekly basis.

To schedule a video recording:

1. Determine the channel and time of day of the feed you want to record.
2. Double-click the blank field corresponding with that channel and time frame in the scheduling grid at the bottom of the Feed Capture tab.

The Scheduled Record dialog box appears, displaying the selected channel in the title bar and Source field.

Scheduled Record - A

Content Information

Source: A [Configure...]

Source Route: <none>

Folder: FEED [...]

Name: Disaster

Tape Name: Sat 2

Video ID: []

Notes: []

Comments: Not for 6PM show

Time Period

Start Time: 03:20:00:00 End Time: 03:20:00:00

Duration: 00:00:00:00

Expiration

Delete after 7 days

Visibility/Ownership

Owner: admin

Only Visible to Owner

Recurrence

One-Time Feed

Occuring on: Wednesday, December 28, 2005 [Change...]

Recuring Feed

Options

Prevent Auto Archive

OK Cancel

3. Type any pertinent data in the **Content Information** section. For more information, see “**Content Information**” on page 49.
4. Set the time period for the recording. Select the Start Time check box and either the End Time or Duration check box. (When one is selected, the other appears dimmed.)

A default might appear for duration, as configured by your system administrator. You can adjust the duration manually if the default is not enough or too long.

7 Working with Recordings

5. Set the expiration date for the recording by selecting Delete after and setting the number of days the recording is to remain available in the database.

If no expiration date is set, the recorded video must be deleted from the database manually.

6. (Optional) Determine whether the recorded video is a private asset.

If private, select Only Visible to Owner. The asset's ownership belongs to the user whose ID appears in the Owner field.



Making an asset private prevents viewing (on the Assets tab), playing, editing, deleting, or stopping the recording of the asset by users other than the owner and those given permission by the system administrator to view other users' private assets.

7. In the Recurrence section, do one of the following:
 - ▶ Select One-Time Feed and specify a date.
 - ▶ Select Recurring Feed and click the Change button to set the recurrence pattern and range with the Recurrence dialog box—shown in the following graphic:

Recurrence dialog box showing options for recurrence pattern and range of recurrence.

Recurrence pattern:

- Daily
- Weekly
- Monthly

Days of recurrence:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Range of recurrence:

- No end date
- End by: Friday, June 07, 2002

Buttons: OK, Cancel

8. Select Prevent Auto Archive in the Options section if you do not want the recorded media to be archived automatically.
9. Click OK.

Content Information

The Content Information section appears in several dialog boxes, such as:

- Scheduled Record
- Instant Record
- VTR Record

In each case, the information available to the user is explained in the following table:

Field	Description
Source	The name of the source from which the video is recorded. (The field is read-only. The name here also appears in the title bar of the dialog box.)
Source Route	Routable items for router control. The router server is a list of real aliases of router cross points.
Folder	The database folder where the clip will be stored. Type the name in the text box or use the Ellipses button to browse for the folder.
Name	The name of the clip. A default may be set in the channel configuration for each individual channel. (This field does not appear in the Content Information section of the VTR Record dialog box.)
Tape Name	The name of the tape. Type the name in the text box, which must match exactly what appears on the tape's label to eliminate confusion.
Video ID	The ID assigned to the clip for direct to air playback through the newsroom computer system and playback device. It can be numbers, letters, or a combination of the two.

Field (Continued)	Description
Notes	Other technical information in reference to the recording. Type the information in the text box. This data appears in the Record Notes text field on the Metadata tab named Record Information.
Comments	Text that appears on the Metadata tab named Comments. Type any comments in the text box.



See “*Viewing and Printing Metadata*” on page 30 for more information.

Initiating an Instant Recording

Users might need to record video from a feed that was not previously scheduled. This is called an instant recording.

To initiate an instant recording:

1. Do one of the following:
 - ▶ Click the channel’s header button on the scheduling grid at the bottom of the Feed Capture tab.
 - ▶ Right-click any white space in the scheduling grid and select Instant record.
The Instant Record dialog box appears.



Selecting Instant Record ASAP from the right-click menu opens the Instant Record dialog box, then immediately cues and starts the recording process without further user input.

Instant Record - A

Content Information

Source: A [Configure...]

Source Route: <none>

Folder: Feed [...]

Name: Govt Mtg

Tape Name: Sat 2

Video ID: []

Notes: []

Comments: Not for 6PM show

Time Period

Start Time: On Demand... End Time: 15:22:00:00

Duration: 00:01:00:00

Expiration

Delete after: 7 days

Visibility/Ownership

Owner: admin

Only VISIBLE to Owner

Options

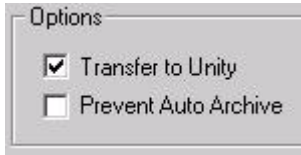
Prevent Auto Archive

[Cue] [Record] [Stop] [Apply] [Preview >>] [Close]

2. Type of select any pertinent data in the **Content Information** section. For more information, see “**Content Information**” on page 49.
3. In the Time Period section, the Start Time is already set to On Demand and the Duration is set to the default, as configured by your system administrator. You can adjust the duration manually if the default is not enough or too long.

7 Working with Recordings

- (Optional) In an Avid Unity/AirSPACE environment, select Transfer to Unity—shown below—if you want the clip transferred to Unity and therefore made available to Avid NewsCutters.



The Transfer to Unity check box only appears in the Options section when CaptureManager is part of an Avid Unity/AirSPACE environment.

- Set the expiration date for the recording, by selecting the Delete after check box and setting the number of days the recording is to remain available in the database. If no expiration date is set, the recorded video must be deleted from the database manually.
- (Optional) Determine whether the recorded video is a private asset. If private, then select Only Visible to Owner. The asset's ownership belongs to the user whose ID appears in the Owner field.



Making an asset private prevents viewing (on the Assets tab), playing, editing, deleting, or stopping the recording of the asset by users other than the owner and those given permission by the system administrator to view other users' private media assets.

- Select Prevent Auto Archive in the Options section if you do not want the recorded media to be archived automatically.
- Click the Cue button to prepare the capture system to record on demand.

The gray bar below the button turns yellow and the word Cueing appears. When the system is cued, the bar turns green, the word Ready appears, and the Record button is activated.

- Click the Record button to begin recording media.

The bar below the button appears red, and the word Recording appears. Click the Apply button to apply edits to the content information, even while recording is in progress.

- (Optional) If you want to stop the recording prior to reaching the specified duration, click the Stop button.

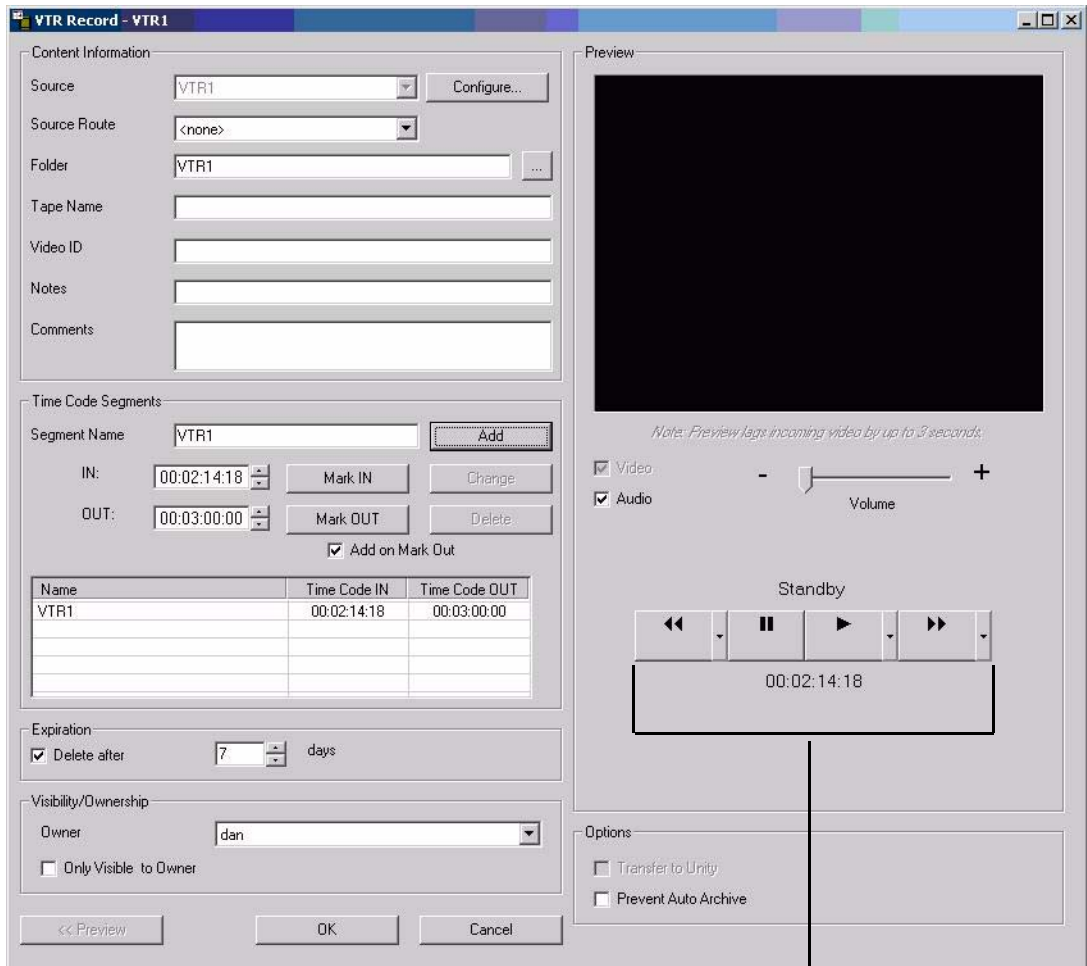
The status of the recording appears in the Feed Capture tab's scheduling grid. The Messages tab provides more detailed feedback on the success or failure of the recording. If a problem occurs, contact your system administrator.

Recording from a VTR Device

To record video from a VTR device:

1. On the Device Capture tab, select the tab for the VTR you want to use.
2. Click the Acquire button.

The VTR Record dialog box appears.



VTR Control buttons

3. Type or select any pertinent data in the [Content Information](#) section. For more information, see [“Content Information” on page 49](#).
4. Type the name in the Segment Name text box.

7 Working with Recordings



A default name might appear, as configured for each individual channel by the system administrator. Users can override the default. Also, users can change a name later by selecting the existing segment in the Time Code Segments section and using the Change button.

5. Set the IN and OUT points for the recording by doing one of the following:
 - ▶ Use the IN and OUT spin boxes to select the timecodes.
 - ▶ Type the actual timecodes.
 - ▶ Use the VTR Control buttons in the Preview section of the VTR Record dialog box to locate the initial frame of video and its timecode, then click the Mark IN button. Navigate to the final frame of video and click the Mark OUT button.

Users can use the Preview button to toggle the display of the Preview section in the VTR Record dialog box.

The VTR Control buttons are:



The Rewind button rewinds video on the VTR. Clicking the drop-down arrow allows users to cue the video back 10 seconds, 30 seconds, 1, 5, or 15 minutes.



The Pause button pauses the video on the VTR.



The Play button plays video on the VTR at normal speed. Clicking the drop-down arrow allows users to play video at 0.25x, 0.5x, 2x, 5x, or 10x speed.



The Fast Forward button rewinds video on the VTR. Clicking the drop-down arrow allows users to cue the video forward 10 seconds, 30 seconds, 1, 5, or 15 minutes.



Only one user can control a VTR device at a time. If the device is in use, the VTR Control buttons appear gray.

6. The Video and Audio check boxes in the Preview section are selected by default. They control the Preview stream only, not the actual recording. Deselect either to remove video or audio from the Preview.

The Volume slider controls the volume of the preview audio, but it has no effect on the audio level of the recording.



If the Preview section is not visible as part of the dialog box, click the Preview button to switch the display. To view video tape content while selecting segments, an external monitor connected to the VTR must be used.

7. In a Avid Unity/AirSPACE environment, select the Transfer to Unity check box if you want the clip transferred to Unity and therefore made available as an online MediaManager clip.
8. Click the Add button to add the marked video to the list located in the Time Code Segments section of the VTR Record dialog box.

This step is unnecessary if the Add on Mark OUT check box is selected, in which case the marked video is added to the list when you set the Mark OUT point.
9. (Optional) To record multiple segments of the same tape, repeat steps 5 and 8. The additional segments also appears in the list on the VTR Record dialog box.
10. (Optional) Click the Change button to alter the IN or OUT points and names of segments already added to the list.
11. (Optional) Click the Delete button to remove a segment from the list.
12. Set the expiration date for the recording by selecting the Delete after check box and setting the number of days the recording is to remain available in the database. If no expiration date is set, the recorded video must be deleted from the database manually.
13. (Optional) Determine whether the recorded video is a private asset. If private, then select the Only Visible to Owner check box. The asset's ownership belongs to the user whose ID appears in the Owner field.



Making an asset private prevents viewing (on the Assets tab), playing, editing, deleting, or stopping the recording of the asset by users other than the owner and those given permission by the system administrator to view other users' private media assets.

14. Click OK to digitally record the segments.

The status of the recording appears in the Device Capture tab. The Messages tab provides more detailed feedback on the success or failure of the recording. If a problem occurs, contact your system administrator.

7 Working with Recordings

Chapter 8

Searching

Metadata information makes it easy to find clips while a searchable asset database helps make media and feeds easy to find and view. Users can search for word strings, video clips, dates, or by other criteria.

This chapter contains the following main sections:

- [Opening the Find Dialog Box](#)
- [Searching by Text](#)
- [Searching by Date](#)
- [Searching by Type](#)

Opening the Find Dialog Box

The search functionality is located on the Assets tab.

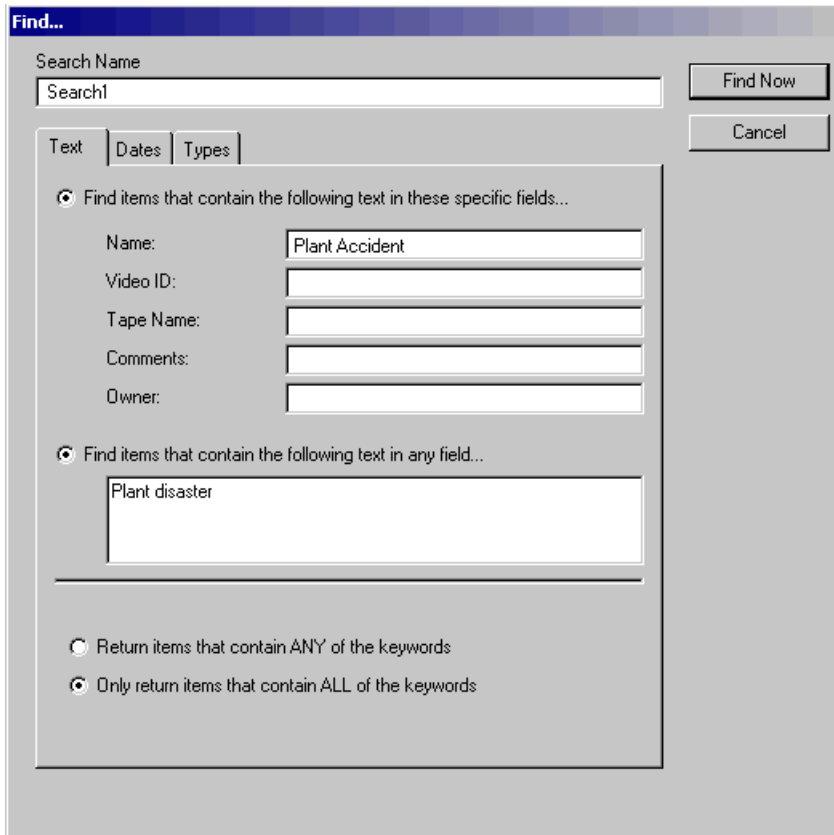


To search the assets database:

- ▶ Click the Find button on the Assets toolbar.

The Find dialog box contains:

- The Search Name text box where the user may specify a name for the search
- Text, Dates, and Types tabs for refining the search criteria
- Find Now and Cancel buttons



Searching by Text

The following graphic shows the Text tab search options.

The image shows a dialog box with three tabs: 'Text', 'Dates', and 'Types'. The 'Text' tab is selected. It contains two radio button options for search criteria. The first option, 'Find items that contain the following text in these specific fields...', is unselected. Below it are five text input fields labeled 'Name:', 'Video ID:', 'Tape Name:', 'Comments:', and 'Owner:'. The second option, 'Find items that contain the following text in any field...', is selected. Below it is a large text input field. At the bottom, there are two radio button options for search logic: 'Return items that contain ANY of the keywords' (unselected) and 'Only return items that contain ALL of the keywords' (selected).

Searching by text allows you to find items by entering text and searching a specified field or all fields in the metadata database. You can also select to see all items that contain any of the keyword text or those that contain all of the keyword text.

To search by text:

1. Click the Find button located on the toolbar.
The Find dialog box appears.
2. (Optional) Change the default Search Name.
3. In the upper section of the Text tab, select whether you want to specify text for each metadata field, and then type that text in the corresponding text boxes.

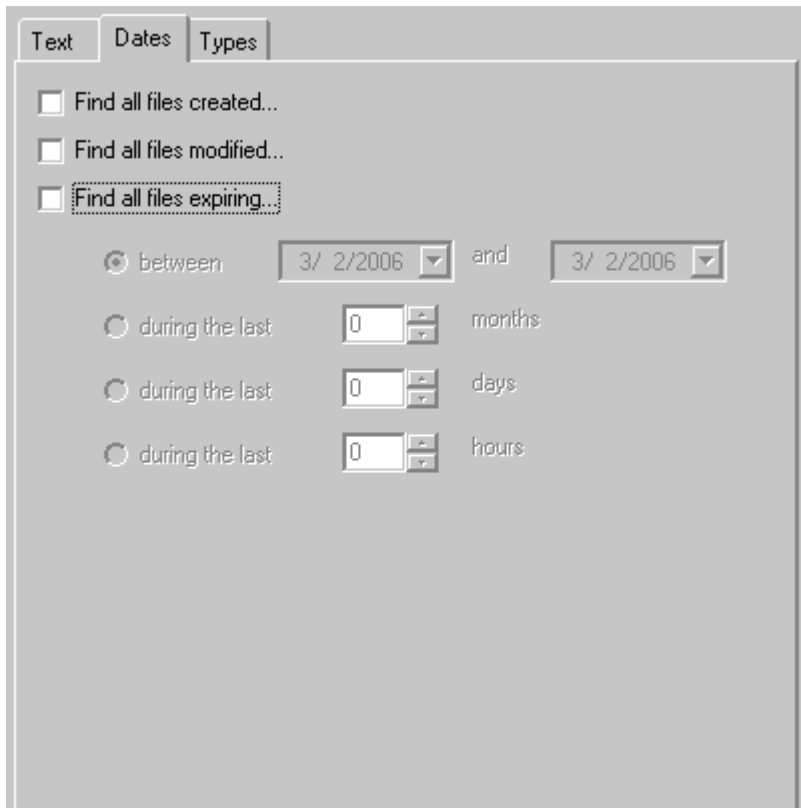
8 Searching

4. In the lower section of the Text tab, select whether the system should return items that contain ANY or ALL of the keywords you entered.
5. Click Find Now.

The system conducts the search, navigates to Search Results in the Directory panel, and places the results in a directory that is given the name chosen in step 2.

Searching by Date

The following graphic shows the Dates tab search options.



The image shows a software interface with three tabs: 'Text', 'Dates', and 'Types'. The 'Dates' tab is selected. Below the tabs are three checkboxes: 'Find all files created...', 'Find all files modified...', and 'Find all files expiring...'. The 'Find all files expiring...' checkbox is selected and highlighted with a dashed border. Below these checkboxes are four radio button options for date ranges: 'between', 'during the last', 'during the last', and 'during the last'. The 'between' option is selected and has two date pickers set to '3/ 2/2006'. The other three options have a numeric input field set to '0' and a unit label: 'months', 'days', and 'hours'.

Searching by date allows you to find items by creation, modification, or expiration dates.

To search by date:

1. Click the Find button located on the toolbar.
The Find dialog box appears.

2. (Optional) Change the default Search Name.
3. Click the Dates tab.
4. Select one or more of the check boxes to define the type of files to search. This action activates the radio buttons with which dates may be specified.
5. Select a radio button to refine the dates of the files to search.
6. Click Find Now.

The system conducts the search, navigates to Search Results in the Directory panel and places the results in a directory that is given the name chosen in step 2.

Searching by Type

The following graphic shows the Types tab search options.



Searching by type allows you to find items by selecting one or more types of items.

8 Searching

To search by type:

1. Click the Find button located on the toolbar.
The Find dialog box appears.
2. (Optional) Change the default Search Name.
3. Click the Types tab.
4. Do one of the following:
 - ▶ Select one or more check boxes to define the type of file(s) to search for.
 - ▶ Click the Select All button to select all file types.
5. (Optional) Click the Unselect All button to clear all check marks.
6. Click Find Now.

The system conducts the search, navigates to Search Results in the Directory panel and places the results in a directory that is given the name chosen in step 2.

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