

Avid Unity™ MediaManager

User's Guide

Release 1.0

for the Windows NT® Operating System

Avid[®]
tools for storytellers[™]

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Using This Guide

Congratulations on your purchase of Avid Unity™ MediaManager Release 1.0, a powerful tool for managing media in an Avid Unity MediaNet shared storage environment.

Who Should Use This Guide

This guide is intended for all MediaManager users. Before reading this book, you should have read the documentation for and be familiar with the operation of your Avid system in the Avid Unity MediaNet environment.

About This Guide

This guide includes all the information necessary for Avid system operators to use MediaManager to help find and obtain access to master clips, sequences, and other media objects in the Avid Unity MediaNet environment.

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

- The *Getting Started* chapter helps you get oriented with beginning concepts, configuration steps, general work flow, and the user interface.
- The main body of the guide follows the natural flow of your work, with clear and comprehensive step-by-step procedures.
- Appendix A describes how to use Administration mode to edit your user profile.

Symbols and Conventions

The Avid Unity MediaManager documentation uses the following special symbols and conventions:

1. Numbered lists, when the order of the items is important.
 - a. Alphabetical lists, when the order of secondary items is important.
- Bulleted lists, when the order of the items is unimportant.
 - Indented dashed lists, when the order of secondary items is unimportant.

Look here in the margin for tips.

In the margin, you will find tips that help you perform tasks more easily and efficiently.



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.

If You Need Help

If you are having trouble using Avid Unity MediaManager, you should:

1. Retry the action, carefully following the instructions given for that task in this guide.
2. Check the documentation that came with your hardware for maintenance or hardware-related issues.
3. Check the Customer Service and News + Publications sections of the Avid Web site at www.avid.com for the latest FAQs, Tips & Techniques, Film + Television Update, and other Avid online offerings.
4. Check the Avid Bulletin Board, “Avid Online,” for information on product and user conferences. If you do not find the solution to your problem, you can exchange information with other Avid customers and Avid Customer Support representatives.
5. Contact your local Avid Reseller; in North America, you may contact Avid Customer Support at 800-800-AVID (2843).



For general information, call your local Avid Reseller; in North America, call the Avid Customer Relations Desk at 800-894-5654.

Related Information

The following documents provide more information about Avid Unity MediaManager:

- *Avid Unity MediaManager Administration Guide*
- *Avid Unity MediaManager Release 1.0 Release Notes*
- *Avid Products Collaboration Guide*, which provides step-by-step instructions for transferring project files, audio files, and graphics and effects files between various Avid products

The most recent update of the *Avid Products Collaboration Guide* is available in the Documentation section of the Avid Customer Service Knowledge Center. To access the Avid Customer Service Knowledge Center, click the Avid Customer Service link at www.avid.com and select Knowledge Center.

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CHAPTER 1

Getting Started

Avid Unity MediaManager is an *Open Media Management (OMM™)* compliant media database that allows you to search the large number of *media objects* (master clips, sequences, effects, and any other type of object that references digital media) in the Avid Unity MediaNet shared storage environment.

This chapter discusses the following topics:

- MediaManager Overview
- Configuring Avid Systems to Work with MediaManager
- Accessing and Logging in to MediaManager
- User Interface Overview
- Getting Help
- Logging Out

MediaManager Overview

MediaManager provides comprehensive facilities for finding media objects stored in the Avid Unity MediaNet file system. You can also use MediaManager to manage sequences and other media objects whose media is no longer online. You can then search for these objects, view information about them such as the source tape name, obtain the source footage, and redigitize it.

MediaManager is very easy to access and use. Its user interface opens in a standard Web browser and allows you to quickly search or browse its contents for objects of interest. Drag-and-drop support allows you to add media objects to and obtain media objects from its database by dragging them from and to Avid system bins.

Open Media Management (OMM)

Open Media Management (OMM) is an Avid initiative to create a standard programming interface for integrating asset management systems with Avid editing systems. Avid has partnered with leading asset management companies to implement the OMM standard and also has created Avid Unity MediaManager to meet the specific needs of the Avid Unity MediaNet environment. The OMM standard is incorporated as a feature in the latest Avid Unity MediaNet compliant Avid systems for Windows NT and allows direct, networked integration with MediaManager and other asset management systems and Web-based media resources.

OMM uses the OMF[®] (Open Media Framework) data model but does not express the data as a file. Instead, OMM simplifies workflow by using standard Internet protocols to create a rich, network-based collaboration facility.



For more information about OMM, see the Avid Web site at <http://www.avid.com/3rdparty/OMM.html>.

Supported Media Types

You can add the following media objects to MediaManager:

- Master clip
- Sub clip
- Sequence
- Effect
- Motion effect
- Rendered effect
- Group

Adding Media Objects to MediaManager

Records representing clips, sequences, and other media objects are not automatically added to the MediaManager database as they are created in the MediaNet file system. Only objects that you or other client users specifically *check in* to the MediaManager are added to its database. This action prevents access to object metadata that you don't want to share with others and prevents the database from becoming cluttered with unnecessary objects.

You check objects into MediaManager from Avid system bins using either the OMM drag-and-drop method or by performing an OMM export operation.

For more information, see Chapter 2.

Finding Media Objects — Searching and Browsing

You can use MediaManager to perform simple text-based or extended searches. You typically base MediaManager searches for media objects on their associated attributes. For example, you can search for all media objects that have the word “promo” in their names, all media objects on a particular source tape, or all files on a particular tape that have the word “promo” in their names.

You can also browse MediaManager’s contents in two ways:

- **By project** — Browse records according to the Avid system projects and bins in which they physically reside in the MediaNet file system
- **By catalog** — Browse records according to optional *catalogs* into which you can place your media objects.

For more information, see Chapter 3.

Viewing and Using Media Objects Found in MediaManager

Once you have found media objects that meet your search or browsing criteria, MediaManager offers multiple bin-type views of your results and allows you to obtain detailed information about their attributes, including media relatives.

When you are sure that you have found the media objects you want, you can obtain (or *check out*) selected media objects by dragging them from MediaManager to an Avid system bin.

For more information, see Chapter 4.

Configuring Avid Systems to Work with MediaManager

You need to configure your Avid system before you can use OMM to interact with MediaManager. You do this by creating the following settings:

- OMM settings
- Import settings
- Export settings

After you create these settings, you can check clips into and out of the MediaManager using the drag-and-drop method. To check clips in, you can also use the Export command (see “Using the Export Command” on page 2-3).

OMM Settings

For complete information on using settings, see the editing guide or Help for your Avid system.

You must specify the MediaManager location to let your Avid system know where to look for it on the network. You specify the MediaManager in the OMM Settings dialog box, which you open from the Settings scroll list of the Project window.

If you have access to more than one MediaManager or other OMM asset manager, you can create and name a setting for each location in the same way that you create other duplicate settings.

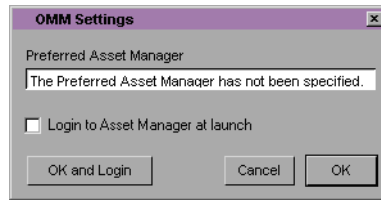
To specify your MediaManager location:

1. Click the Settings button in the Project window.

The Settings scroll list appears.

2. Click OMM.

The OMM Settings dialog box appears.



3. In the Preferred Asset Manager text box, type the Universal Resource Locator (URL) of your MediaManager hostinfo file (you can obtain the URL from your Avid Unity administrator):

```
http://MediaManagerlocation/xml/hostinfo.xml
```

Make sure you use the correct location and type the information exactly as designated.

4. Select Login to Asset Manager at launch if you want to log in to MediaManager automatically when you open your project.
5. Click OK.

The MediaManager location setting is created and marked as the default.

6. Establish the connection to MediaManager by clicking the OK and Login button.



The connection defined in your OMM settings identifies the MediaManager to which you will be checking in media objects. You can checkout objects from a different MediaManager by dragging and dropping clips from that MediaManager to a bin without changing the OMM settings. In this instance you don't need to log in to a different MediaManager from the Avid system - your login information will be provided with the object dragged from the MediaManager.

Import and Export Settings

You can create multiple Import and Export settings and name them whatever you want, such as “UMM” for Unity MediaManager

You create Import and Export settings for OMM in the same way that you create any Import or Export setting. See your Avid system documentation for more details.

In the Import Settings or Export Settings dialog box, select the OMM Clips option, but do not select the Use Video Media or Use Audio Media OMM option. MediaManager does not support allow you to check in media.

Accessing and Logging in to MediaManager

The MediaManager user interface is implemented as a dynamic Web page that you open in Internet Explorer 5.0, an industry-standard Web browser. This interface implementation allows easy access without the need for you to install and run special software on your Avid system. For an overview of the user interface, see “User Interface Overview” on page 1-12.

This section describes how to start Internet Explorer, open the MediaManager Web page, and then log in.

Starting Internet Explorer

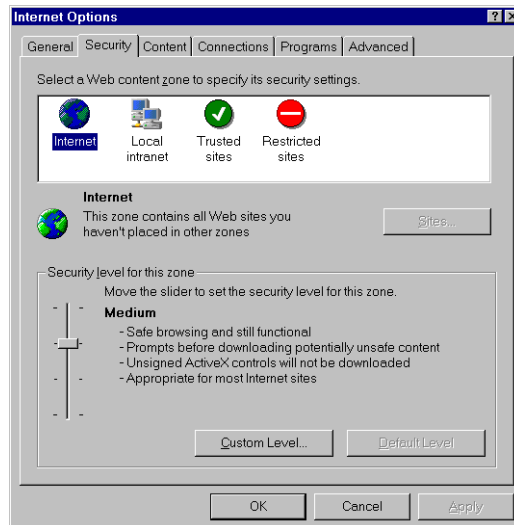
To start Internet Explorer, click the Start button and then click Internet Explorer. Internet Explorer starts and opens your default home page.

Configuring Internet Explorer to Work with MediaManager (First Time Only)

The first time that you want to access MediaManager you will need to configure Internet Explorer appropriately first.

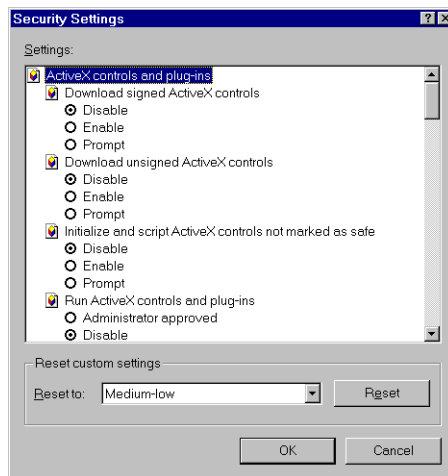
To configure Internet Explorer for MediaManager access:

1. Choose Internet Options from the Tools menu. The Internet Options dialog box appears.
2. Click the Security tab. The Security tab opens, providing access to the Internet Explorer security options.



3. Select the Local Intranet Web content zone (by clicking the appropriate icon).

- Click the Custom Level button. The Security Settings dialog box appears.



- Set the appropriate options in the Security Settings dialog box. See Table 1-1 for details.

Table 1-1 Internet Explorer Security Settings for MediaManager

ActiveX Controls and plugins options	Setting
Download signed ActiveX Controls	Prompt
Download unsigned ActiveX Controls	Enable
Initialize and script ActiveX controls not marked as safe	Disable
Run ActiveX controls and plugs-in	Enable
Script ActiveX controls marked safe for scripting	Enable

- Click OK to save your changes and close the Security Settings dialog box. A warning dialog box appears prompting to confirm

that you want to change the security settings for the zone. Click Yes to proceed.

7. Click OK in the Internet Options dialog box to complete the Internet Explorer security configuration for MediaManager.

Opening MediaManager

To open MediaManager, you first need to obtain its URL from your site administrator. A typical example is:

```
http://ummserver/omm/
```

To open the page in Internet Explorer, choose Open from the File menu (or press Ctrl+O), type the URL supplied to you by your administrator in the Open dialog box that opens, and then click OK. Alternatively, if the Address toolbar is open, you can simply type the URL there and press Enter.



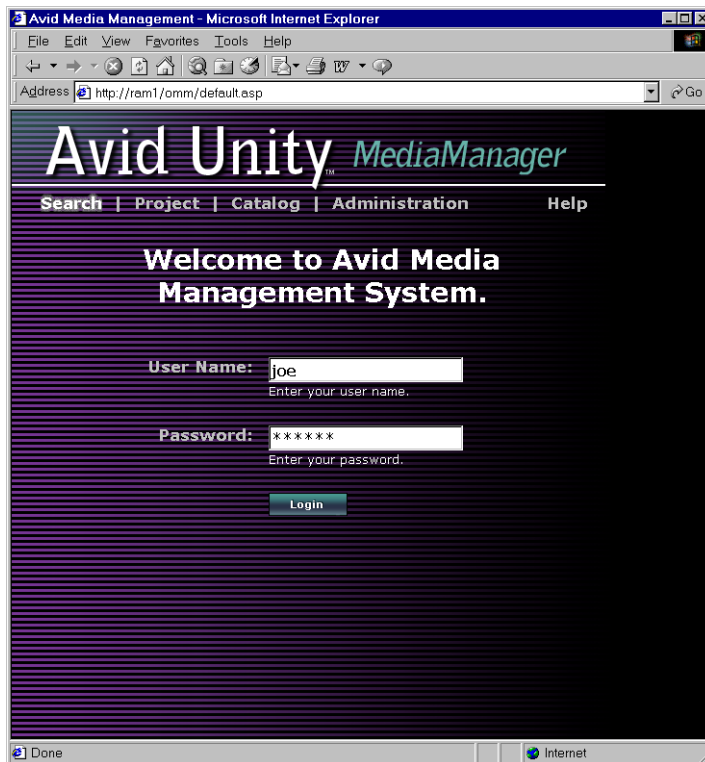
After you open the MediaManager page for the first time by specifying its URL manually, you might want to set it as your default home page or bookmark it for easy access. For more information, see the Microsoft Internet Explorer Help.



*You can open additional MediaManager sessions using the same login account in multiple Internet Explorer windows on the same system without using additional MediaManager client licenses. However, opening additional MediaManager sessions on the same system using another login account or opening MediaManager sessions on another system using the same login account **will** use additional licenses.*

Logging In

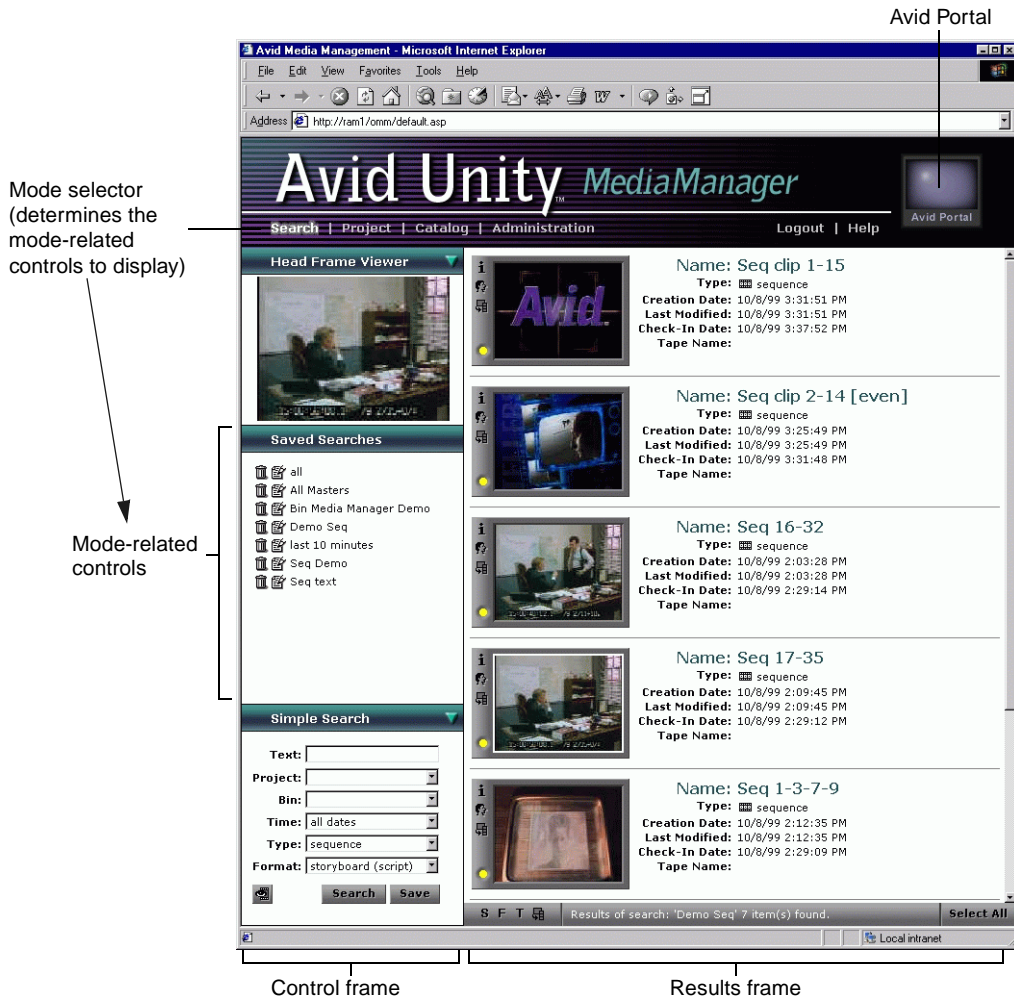
Each time the MediaManager is accessed, a login screen opens, prompting you to enter your user name and password, which should have been assigned by your MediaManager administrator.



Enter your user name and password in the text boxes and then click Login. If both are accepted, the MediaManager user interface will appear, automatically running a default search to find any media objects added to its database in the last 10 minutes.

User Interface Overview

Although the MediaManager database actually runs on a dedicated server system, it is very easy to access and use from any MediaNet client workstation by simply opening the appropriate dynamic Web page in a standard web browser (Internet Explorer 5.0 or later).



The user interface is designed to provide access to the most commonly used functions without using complex menus or multiple dialog boxes.

Whether accessing saved searches, or browsing projects or catalogs (determined by the *mode selector*), the user interface displays controls to perform searches and view head frames in the *control frame*. All results of searching or browsing are displayed in the *results frame*.

The following sections describe the parts of the MediaManager user interface:

- Avid Portal
- Mode selector
- Control frame
- Results frame

Avid Portal

The Avid Portal is the destination for drag-and-drop checkin of media objects from Avid systems. It is always located in the top right of the MediaManager user interface, regardless of the selected mode.



Drop media objects here to check them into MediaManager.

Mode Selector

The mode selector determines MediaManager’s functional mode and thus which mode-related controls are displayed in the user interface. Table 1-2 describes the four available modes.

Table 1-2 MediaManager Modes

Mode	Provides Controls To
Search	Edit, delete, and run saved searches. For more information, see “Viewing, Running, and Managing Saved Searches” on page 3-13.
Project	Browse the MediaNet project and bin structure using a Windows Explorer-style viewer. For more information, see “Browsing Projects and Bins” on page 3-14.
Catalog	Create, edit, delete, and browse MediaManager catalogs. You also use a special Wastebasket catalog to delete objects from MediaManager. For more information, see “Browsing, Creating, and Editing Catalogs” on page 3-15.
Administration	Edit your user profile. For more information, see Appendix A.

Control Frame

The control frame is the focus of all operations that you can perform using the MediaManager. Except in Administration mode, it provides access to the Head Frame Viewer and Simple Search controls. Additionally, the control frame provides a central area whose contents are determined by the selected mode. Figure 1-1 shows an example control frame display.

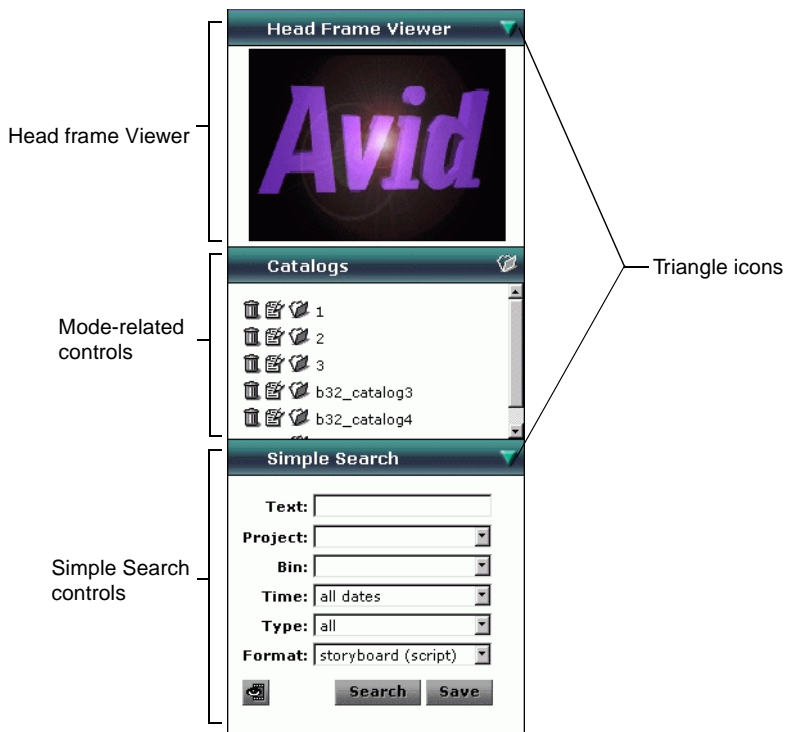


Figure 1-1 Example Control Frame Display



If the Headframe Viewer and Simple Search controls are closed, you can open them by clicking the Triangle icons in their headers. Click either or both Triangle icons again to close the Headframe Viewer or Simple Search controls to make space available for the selected mode-related controls.

Results Frame

The results frame displays the media objects returned by your search and browse operations. The results frame offers three bin-style viewing modes and access to other information such as media relatives. Figure 1-2 shows an example results frame display.

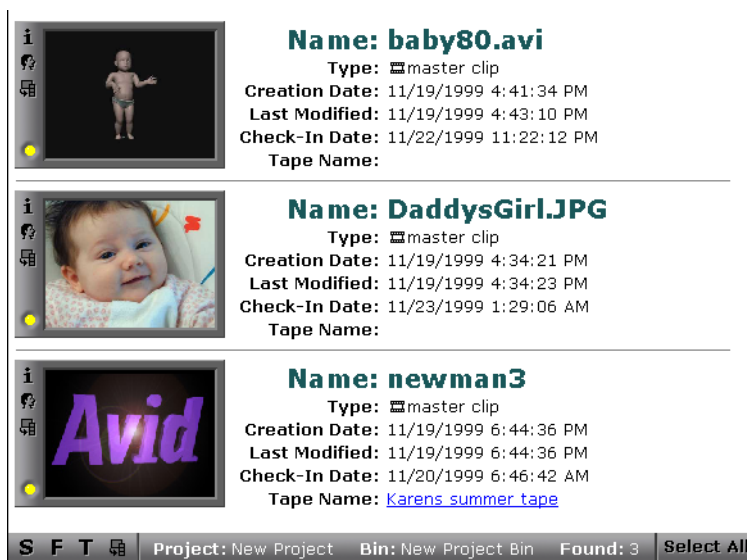


Figure 1-2 Example Results Frame Display

You check media objects out of MediaManager by dragging them from the results frame directly to an Avid system bin.

For more information, see “Using the Results Frame Display” on page 4-2.

Getting Help

You can access a PDF version of this guide by clicking Help in the MediaManager banner.

Logging Out

You should log out from MediaManager when you are finished using it instead of leaving it open or accessing another page in Internet Explorer.

To log out, click Logout in the MediaManager banner. MediaManager logs you out and the login screen opens.



If your MediaManager session is idle for more than 30 minutes, it will automatically time-out and log you out to make your license available for other sessions. If this happens, you will need to start a new session by logging back in.



CHAPTER 2

Adding Media Objects to MediaManager

This chapter describes how to add (check in) media objects to MediaManager from Avid systems.

This chapter discusses the following topics:

- Checking In Objects from an Avid System
- Checking In Objects from a Remote MediaManager

Checking In Objects from an Avid System

You can check media objects into MediaManager from any supported Avid system using either of the following OMM export methods:

- Drag-and-drop operation
- Export command

Using the Drag-and-Drop Method

To check in a clip using the drag-and-drop method:

1. In the Settings scroll list of the Avid system Project window, select the appropriate OMM and Export settings (see “Configuring Avid Systems to Work with MediaManager” on page 1-5).
2. If you have not already done so, start Internet Explorer and open MediaManager.
3. Open the bin containing the objects you want to check in.
4. In the bin, select the object or objects you want to export and drag them to the Avid Portal icon. (Ctrl+click to select multiple objects.)



You probably will need to bring the Internet Explorer window (in which MediaManager is open) in front of the Avid application to see the Avid Portal icon. An easy way to do this is to drag your media objects over the Internet Explorer icon on the Windows NT toolbar without releasing the mouse, which brings Internet Explorer to the foreground, and then drag the objects over the Avid Portal before releasing the mouse.

The objects are checked into the MediaManager.

Using the Export Command

Using the Export command to check in media objects enables you to change your Export setting. To check in a media object using the Export command:

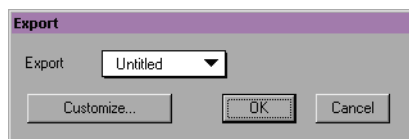
1. In the Settings scroll list of the Project window, select an OMM setting and an Export setting (see “Configuring Avid Systems to Work with MediaManager” on page 1-5).



When you select an OMM setting, the Avid system uses this location for all OMM imports and exports. If you use the drag-and-drop method to move a media object to a different asset manager, the exported clip will go to the location specified in the OMM setting.

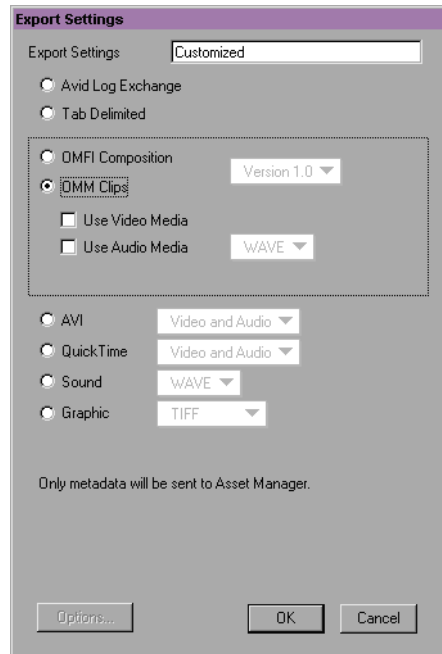
2. Open the bin containing the objects you want to check in.
3. In the bin, select the objects that you want to check in. (Ctrl+click to select multiple objects.)
4. Choose Export from the File menu.

The Export dialog box appears.



5. If the setting displayed is not the setting you want, choose another setting from the Export pop-up menu or click Customize.

The Export Settings dialog box appears.



6. Select the OMM Clips option. Do not Select Use Video Media or Use Audio Media.
7. Type the name of your setting in the Export settings text box.
8. Click OK.
9. If the setting you want is shown in the Export dialog box, click OK.

The objects are checked into the MediaManager.

Checking In Objects from a Remote MediaManager

If you open a remote MediaManager in another Internet Explorer window, you can also add objects from that location.



Because MediaManager contains object information (metadata) that references media data stored in its local MediaNet file system rather than actual media data, checkin from a remote MediaManager does not provide access to any media referenced by objects added in this manner.

To check in media objects from a remote MediaManager:

1. If you have not already done so, start Internet Explorer and open your local MediaManager.
2. Open another Internet Explorer window (choose File>New>Window), open the remote MediaManager by entering the appropriate URL, and log in to it.
3. Search or browse the remote MediaManager so that the object or objects that you want to check in to your MediaManager appear in the results frame.
4. Click the objects (Ctrl+click or click Select All to select multiple clips) that you want to check in from the remote MediaManager and drag them to a catalog in your MediaManager.



Typically, dragging media objects will check in only objects that your MediaManager does not already contain. To overwrite objects that your MediaManager already contains with the information of a similarly named remote object, press and hold Ctrl while dragging the objects.

The objects are checked into your local MediaManager.



CHAPTER 3

Finding Media Objects

You can find media objects in MediaManager by performing simple or extended searches, or by browsing projects and bins or catalogs.

This chapter discusses the following topics:

- Overview
- Simple Searches
- Extended Searches
- Viewing, Running, and Managing Saved Searches
- Browsing Projects and Bins
- Browsing, Creating, and Editing Catalogs

Overview

The most common method of finding objects in MediaManager is to perform a search based on attributes, an operation similar to, sifting local bins.

MediaManager also provides other less specific ways of finding objects, allowing you to freely browse:

- The projects and bins in which media objects are located in the MediaNet file system
- Catalogs for objects relating to a topic of interest

The database returns the results of any search in the results frame, which offers bin-like views and access to more detailed information about displayed media objects. For more information about the results frame and what you can do with the media objects displayed in it, see Chapter 4.

Searching

MediaManager stores information about media objects in *records*. Each record contains information about the media object it represents, known as its *attributes*, which are similar to column entries associated with objects in Avid bins. Attributes may define fundamental statistical information (clip duration, creation date, and so on) or descriptive information (comments, object name, and so on).

You typically base database searches for media objects on their associated attributes. For example, you could find all media objects that have the word “feature” in their names, all media objects in a particular project, or all media objects in a particular project that have the word “feature” in their names.

MediaManager offers constant access to *simple* searches of limited attributes and also allows you to perform complex *extended* searches in

which you can specify any combination of attributes and values that you need.

For more information, see “Simple Searches” on page 3-4 and “Extended Searches” on page 3-6.

Browsing Projects

When you add a media object to MediaManager, the project and bin from which it was checked in are recorded in addition to many other of its attributes.

In addition to using this information as searchable attributes, MediaManager also uses this information in Project mode to build a tree-style browsable view of all the projects and bins from which objects have been checked in. Project and bin information can also make searches faster by limiting the number of records the database has to search through.

For more information, see “Browsing Projects and Bins” on page 3-14.

Browsing Catalogs

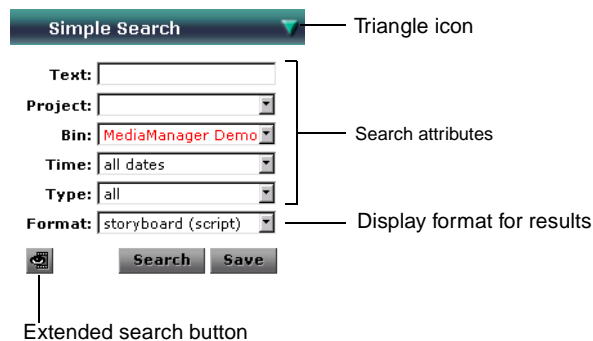
You can place any media object in the database into one or more appropriately named catalogs. Catalogs can be freely browsed in Catalog mode and can also make searches faster by limiting the number of records the database has to search through.

For example, MediaManager could contain catalogs called Features, Promos, File, Out Takes, and 24p. At this site, a clip from a feature that might also be useful in a trailer could be placed in both the Features and Promos catalogs.

For more information, see “Browsing, Creating, and Editing Catalogs” on page 3-15.

Simple Searches

MediaManager provides easy access to the Simple Search controls in Search, Project, and Catalog modes (although the controls can be opened and closed by clicking the Triangle icon in the header). Simple searches allow you to quickly specify one or several of the most frequently used attributes. For each search, you can also select the mode in which to display the results.



To perform a simple search:

1. Ensure that the Simple Search controls are visible by selecting Search, Project, or Catalog mode and, if necessary, clicking the Triangle icon in the header.
2. Specify the attribute values that match the media objects that you want to find by typing in the text boxes or choosing the appropriate entries from the pop-up menus. You can specify as few or as many of the available attributes (Text, Project, Bin, Time, Type) as you want. (If you specify none, the search will return all records in the database.)

For more information, see “Specifying Attributes, Operators, and Values” on page 3-7.

3. Specify the view format (Storyboard, Keyframe, or Text) in which to display the results of your search.
4. Click Search.



To get the best response times for your searches, make them as specific as possible. If a search is returning too many results, you can stop it using the Internet Explorer Stop button in the toolbar.

MediaManager performs the specified search and returns all matching records in the Results frame. For more information, see Chapter 4.

Saving Your Simple Search

To save your simple search so that you can run it without respecifying its criteria:

1. Specify all the criteria for the desired search using the Simple Search controls.
2. Click the Save button. The Save Search dialog box appears.

The screenshot shows a dialog box titled "Save Search" within a Microsoft Internet Explorer window. The dialog box has a dark blue header with the text "Save Search" and "Enter the name and description to assign this search." Below the header, there are two input fields. The first is labeled "Name:" and contains the text "Yesterday's Masterclips". Below this field is the prompt "Enter the saved search name." The second is a larger text area labeled "Description:" with the prompt "Enter the saved search description." at the bottom. At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

3. Type the name under which you want to save the search and, optionally, a description of the search.

4. Click Save.

The search is saved and added to the list of saved searches displayed in Search mode from where it can subsequently be edited and run (see “Viewing, Running, and Managing Saved Searches” on page 3-13).

Extended Searches

Extended searches allow you to specify complex search criteria to find exactly the objects you need. You can also specify how to sort your results and the mode in which to display them.

The elements of an extended MediaManager search are:

- The *attributes* in which you are interested
- The attribute *values* you are looking to match
- The *operator* that specifies how the values you specify match the values of the media objects for which you are looking

To refine a search, you can simply specify more than one line of *AND* search criteria (and, if required, create additional groups of *OR* criteria) that match objects you are searching for.

The search interface makes the relationship among the three elements clear. Select the combination that) makes a “sentence” that is true for the media object that you wish to find. See the following example:

Attribute Name	Operator	Value
Name	contains	Harbor
Check-In Date	after	5/18/99
Created By	is not	Bob

In this case, you are asking MediaManager to “Show objects whose **Name contains Harbor**, AND that has a **Check-in Date after 5/18/99**, AND whose **Created By attribute is not Bob**”.

Specifying Attributes, Operators, and Values

Table 3-1 shows the range of valid operators and values for the MediaManager extended search attributes.

Table 3-1 Attributes, Operators, and Values

Field	Possible Value
Attribute	Any attribute (standard or custom) defined in the MediaManager, for example, Name, Project, or Tape ID. For a full list of standard attributes, see Table 3-2.
Operator	Varies depending on the attribute selected. Operators include: Is Is Not Contains Starts with After Before Within Less than Greater than
Value	Varies depending on the attribute selected. Values include: Text Numeric value Time Duration Date True/False

Table 3-2 lists the standard MediaManager attributes, their meanings, and the values you can enter for them when specifying a search.

Table 3-2 Extended Search Attributes and Values

Attribute	Meaning	Search Values
Bin Name	The name of the bin from which the media object was checked in.	Enter text (not case sensitive).
Catalog Name	A catalog with which the media object is associated.	Enter text (not case sensitive).
Check-in Date	When the media object was checked in to MediaManager.	A particular date (for example, 12/4/98 or 12/4/1998) or a period chosen from a pop-up menu.
Comments	Additional information about the media object.	Enter text (not case sensitive). The text you enter can contain spaces.
Created By	The login name of user that checked in the media object.	Enter text (not case sensitive).
Creation Date	When the media object was created.	Same format as Check-in Date.
Duration	The length of the media object in hours, minutes, seconds, and frames.	Enter numbers only in the four colon-separated entry fields displayed.
IN-OUT	The length of the marked segment of a clip, if any.	Enter numbers only in the four colon-separated entry fields displayed.
Last Modification Date	When the media object was last modified (from the bin).	Same format as Check-in Date.
Name	The name of the media object.	Enter text (not case sensitive, spaces permitted).
Project Name	The project from which the media object was checked in.	Enter text (not case sensitive; spaces permitted).
Referenced	If True, a master clip is referenced by a sequence that is also in the database.	True or False.

Table 3-2 Extended Search Attributes and Values (Continued)

Attribute	Meaning	Search Values
Scene	The scene number of the clip (from bin).	Enter text.
Shoot Date	The date the footage was shot (from bin).	Enter text.
Take	The take number of the scene (from bin).	Enter a number.
Tape	Source tape name (from bin)	Enter text (not case sensitive; spaces permitted).
Tape ID	Assigned Tape ID (from bin).	Enter text (not case sensitive; spaces permitted).
Text	Combination of Name, Tape, User Attributes, and Comments attributes. Allows you to search for text in all attributes at once.	Enter text (not case sensitive; spaces permitted).
Tracks	All tracks used by the media object. (from bin)	Enter text (value can be Video, Audio, or Both).
Type	Type of media object.	Choose an option from the pop-up menu, or enter master clip, sequence, subclip, effect, motion effect, rendered effect, or group.
User Attributes	User-specified column information (from bin)	Enter text.
Video Compression	Video compression ratio (from bin)	Enter ratio (for example, 2:1).

Performing an Extended Search

You perform an extended search by specifying your search criteria in the Extended Search window, which you can open from the Simple Search controls.

To perform an extended search:



1. Click the Extended Search button (shown left) in the Simple Search controls. The Extended Search window opens.

Attribute Name	Operator	Value
	contains	

Click to create another group ---> **OR** **More**

Sort Results By: [] Ascending

Format Results: storyboard (script)

Close Window on 'Search' **Close** **Save** **Search**

2. Specify the attributes, operators, and values that comprise your search criteria (see “Specifying Attributes, Operators, and Values” on page 3-7).

To refine the search by specifying more than one criterion, click the More button to open up to 10 additional AND entry lines. If you want to specify additional sets of search criteria that match the media objects you want, click the OR button to open up to three groups of OR entry criteria.

3. Optionally, specify the attribute by which you want your results sorted and whether they should be presented in ascending or

descending order. If you specify no attribute to sort on, the results are presented in the order in which they are found.

- Specify the format (Storyboard, Keyframe, or Text) in which the search results are to be displayed.

At this stage, your completed search criteria might look somewhat like those in Figure 3-1.

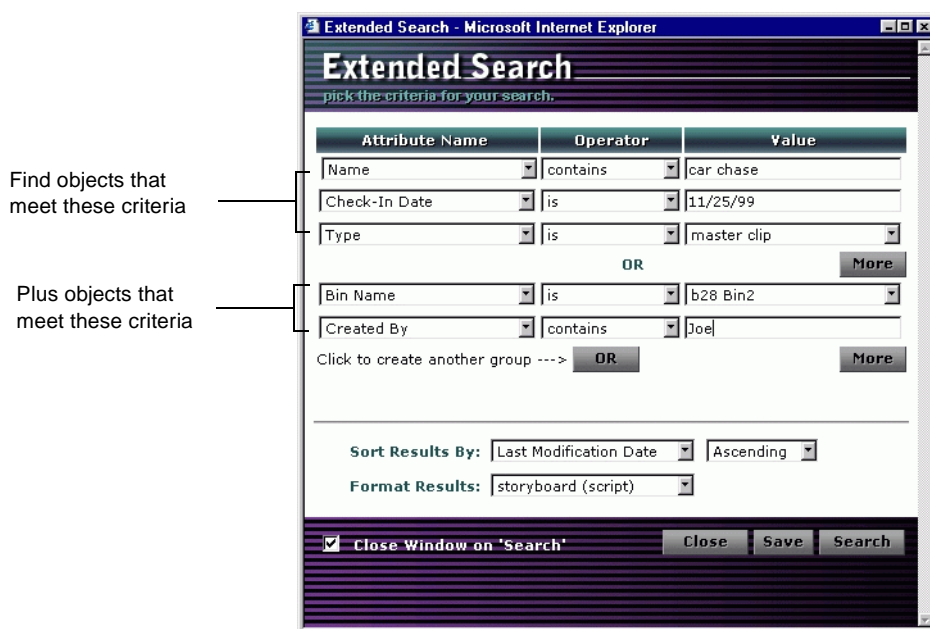


Figure 3-1 Example of a Fully Specified Extended Search

- Click Search.



If a search does not seem to be specific enough (that is, it is returning too many results and is taking a long time), you can stop it using the Internet Explorer Stop button in the toolbar.

MediaManager performs the specified search and returns all matching records in the results frame. For more information about how to view and manipulate the results, see Chapter 4.

Refining a Search You Just Performed

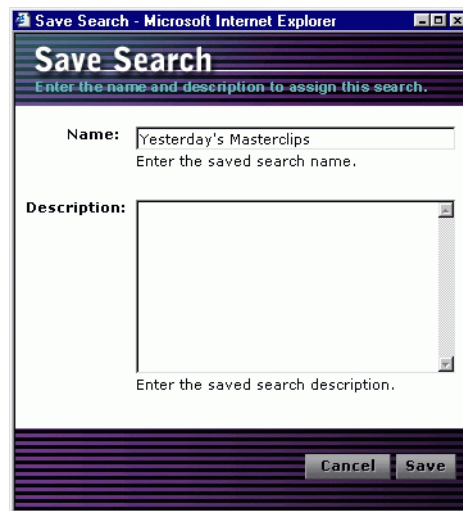
By default, the Extended Search window closes after you start your search. However, if you want to refine or modify your search by redefining its criteria after you perform the search, you can keep the Extended Search window open after the search is performed by deselecting the Close Window on 'Search' option.

You can also reopen the Extended Search window with the previous criteria still displayed by clicking the "Return to extended search window" hot link which appears in the MediaManager status bar when the results of an extended search are shown in the results frame.

Saving Your Extended Search

To save your extended search so that you can run it without respecifying its criteria:

1. Specify all the search criteria for the desired search in the Extended Search window.
2. Click the Save button. The Save Search dialog box appears.



3. Type the name under which you want to save the search and, optionally, a description of the search.
4. Click Save.

The search is saved and added to the list of saved searches displayed in Search mode from where it can subsequently be edited and run (see “Viewing, Running, and Managing Saved Searches” on page 3-13).

Viewing, Running, and Managing Saved Searches

You might need to routinely use the same search criteria to find particular media objects. Manually setting up a search each time is repetitive and can be time consuming. To avoid this situation, MediaManager allows criteria from both simple and extended searches to be saved so that they can later be recalled and performed whenever you or anyone else needs them. To find out how to save a search, see “Saving Your Simple Search” on page 3-5 and “Saving Your Extended Search” on page 3-12.

You use the Saved Searches browser displayed in the control frame when MediaManager is in Search mode to view, run, edit, and delete searches currently saved in the MediaManager. Figure 3-2 shows an example Saved Searches browser display.



Figure 3-2 Example Saved Searches Browser Display

To run a saved search, click its name in the browser. The media objects found are displayed in the results frame.

To edit the name or description of a saved search, click the Notepad icon beside its name, make your changes in the Edit Search dialog box that appears, and click Save.

To delete a saved search, click the Trash icon beside its name.

Browsing Projects and Bins

When you add a media object to MediaManager, the project and bin from which it was checked in are recorded in addition to many other of its attributes. You use the tree-style Projects browser displayed in the control frame when MediaManager is in Project mode to browse projects and bins. Figure 3-3 shows an example Projects browser display.

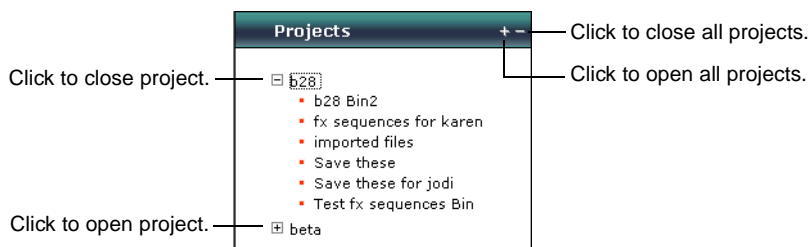


Figure 3-3 Example Projects Browser Display

To open a project to view the bins that it contains, click the Plus (+) icon beside the project name. To close an open project, click the Minus (-) icon beside the project name. To open or close all projects in the browser, click the Plus or Minus icon (as appropriate) in the Projects browser header.

To obtain all media objects in a bin, click on the bin in the browser. The media objects found are displayed in the results frame.

Browsing, Creating, and Editing Catalogs

You can place any media object in the database into one or more appropriately named catalogs. Senior editors can add catalogs for particular projects or the site administrator can add them to suit the needs of the site. You can also add new and edit existing catalogs yourself. To find out how to add media objects to catalogs, see “Placing Media Objects into Catalogs” on page 4-8.

You use the Catalog browser displayed in the control frame when MediaManager is in Catalog mode to create, delete, edit, and browse catalogs. Figure 3-4 shows an example Catalog browser display.

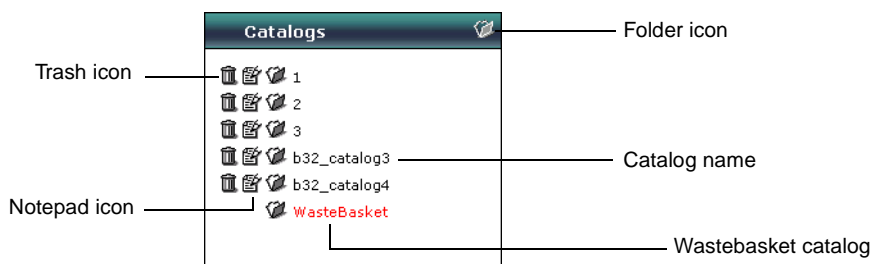


Figure 3-4 Example Catalog Browser Display

To obtain all the media objects associated with a particular catalog, click the desired catalog name or the folder icon beside it in the Catalog browser. Media objects found are displayed in the Results frame.

To create a new catalog, click the Folder icon in the Catalog browser header, type the name and, optionally, a description of the catalog in the Create Catalog dialog box that appears, and click Save.

To edit the name or description of a catalog, click the Notepad icon beside the catalog name, make your changes in the Edit Catalog dialog box that appears, and click Save.

To delete a catalog, click the Trash icon beside the catalog name.

Deleting Media Objects from MediaManager

You use the special Wastebasket catalog to mark media objects for deletion from MediaManager (they are not actually removed until purged by the administrator). For more information, see “Deleting Media Objects from MediaManager” on page 4-9.

Using Catalogs to Obtain Objects from a Remote MediaManager

You can also use catalogs to obtain metadata from a remote MediaManager. For more information, see “Checking In Objects from a Remote MediaManager” on page 2-5.



CHAPTER 4

Viewing and Using Your Search Results

The results frame displays the media objects found by all MediaManager searches and project and catalog browsing operations. It allows you to view results using several bin-style display modes, obtain additional information about them, including media relatives, and check them out by dragging them into bins.

This chapter discusses the following topics:

- Using the Results Frame Display
- Checking Out Media Objects
- Placing Media Objects into Catalogs
- Deleting Media Objects from MediaManager

Using the Results Frame Display

All media objects returned by operations in Search, Project, and Catalog modes are displayed in the results frame. Figure 4-1 shows an example results frame display.

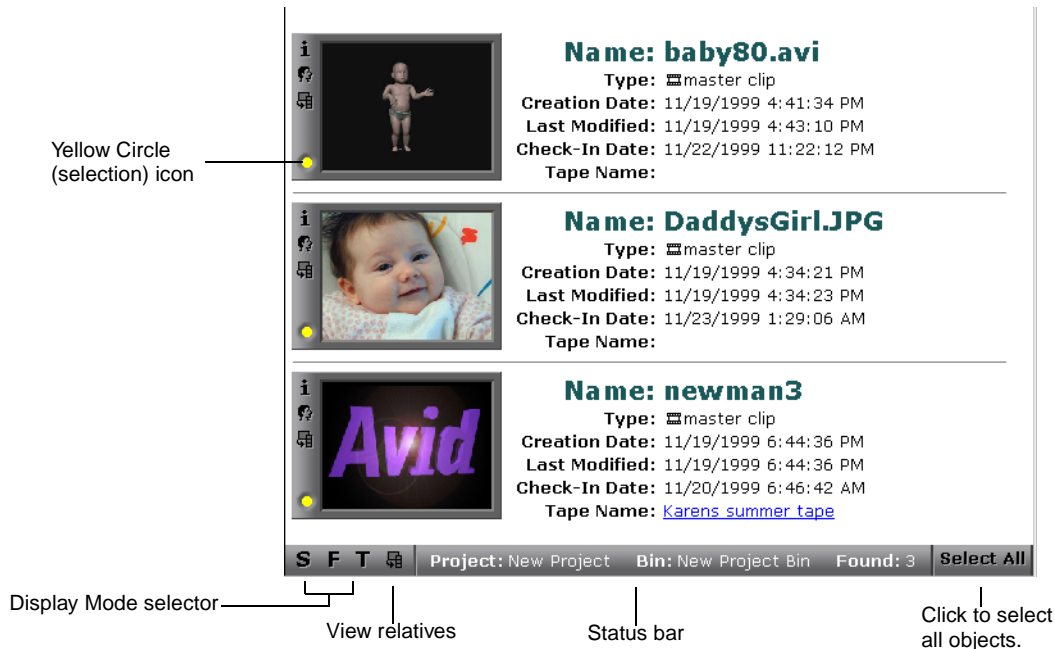


Figure 4-1 Example Results Frame Display (Storyboard Mode)

The results frame is a flexible, interactive results viewer — it does not present a static view of your search results. The results frame offers three display modes for viewing your results, provides access to detailed information and head frames for selected objects, and allows you to perform searches for objects related to those displayed (media relatives and other objects from the same source tape).

The results frame also allows you to use or manage media objects displayed there by dragging them to appropriate locations. In this manner, you can:

- Check media objects out of MediaManager (see “Checking Out Media Objects” on page 4-7).
- Add media objects to catalogs (see “Placing Media Objects into Catalogs” on page 4-8).
- Mark media objects for deletion (see “Deleting Media Objects from MediaManager” on page 4-9).

Display Modes



The results frame provides three display modes. You can preselect the mode in which to display the results of a simple or extended search, and then you can switch among them by using the Display Mode selector (shown left) once search or browse results are displayed. The three modes are:

Display Mode	Information Displayed
[S]toryboard	Head frame, object name, object type, creation date, last modified date, check-in date, and tape name
[F]rame	Head frame and object name
[T]ext	Object name, object type (represented iconically), creation date, last modified date, check-in date, tape name

Sorting Media Objects in the Results Frame

To sort media objects displayed in the results frame according to a specific attribute, switch to Text display mode and click the appropriate column heading. The results are re-sorted in ascending order. Click the heading again to sort the results in descending order.

Selecting Media Objects



You select an object in the results frame by clicking its Yellow Circle icon (shown left). To select multiple objects, Ctrl+click them. In Storyboard and Frame display modes, which include head frames, you can also click or Ctrl+click the frames to select objects.

To select all media objects in the results frame, click the Select All button in the status bar.

Obtaining More Information About Media Objects

While the results frame displays a lot of information about media objects using its three display modes, it also offers you the ability to obtain more detailed information about selected objects.

Viewing Head frames

If associated media was online when a media object was checked into MediaManager, that object's record will include a head frame stored in low-resolution JPEG format. Storyboard and Frame display mode entries include small inline head-frames where available.

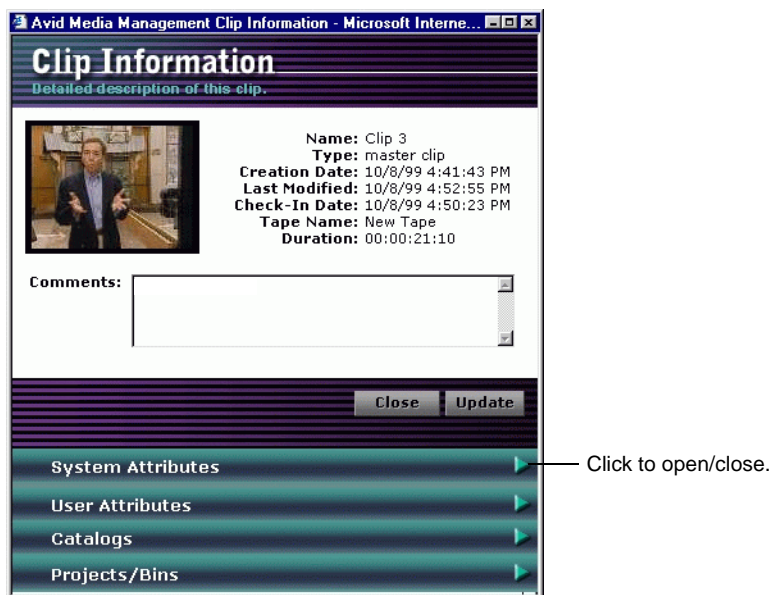


To view a larger head-frame image for a media object, click the Image icon (shown left). The head-frame image appears in the Head Frame Viewer in the control frame.

Obtaining Detailed Object Information



To obtain detailed information about a media object, click its Information icon (shown left). The Clip Information dialog box appears.



The Clip Information dialog box shows:

- The head frame and all the attributes that can be seen in all Results frame display modes
- Associated comments (that you can also edit)
- Expandable view areas that contain:
 - System attributes (from the check-in bin)
 - User attributes (from the check-in bin)
 - Project and bin information.
 - Any associated catalogs.

To add comments, type them in the Comments text box and click the Update button.

When you are done, click the Close button to close the dialog box.

Viewing Media Relatives

It is often useful to find a media object's *media relatives* (that is, clips that are referenced by a sequence or sequences that reference a clip). The View Relatives function allows you to find relatives for a single or multiple selected media objects.



To view the media relatives of a single media object, click its View Relatives icon (shown left). To view the media relatives for multiple objects, select them and click the View Relatives icon in the status bar. The results are returned in a tree-style collapsible view like the Text display mode example shown below.

[-]		another story	10/19/99 11:21:33 AM	10/19/99 11:21:33 AM
		Ship	10/21/99 1:24:01 PM	10/21/99 1:24:01 PM
[-]		c.Sub.01	1/1/2036 7:00:00 PM	12/31/99 12:00:00 AM
		c	10/21/99 10:43:42 AM	10/21/99 10:43:42 AM
[-]		d.Sub.01	1/1/2036 7:00:00 PM	12/31/99 12:00:00 AM
		d	10/21/99 10:43:42 AM	10/21/99 10:43:42 AM
[-]		e.Sub.01	1/1/2036 7:00:00 PM	12/31/99 12:00:00 AM
		e	10/21/99 10:43:42 AM	10/21/99 10:43:42 AM
[-]		Story with subclips and title	10/19/99 11:21:33 AM	10/19/99 11:21:33 AM
		story title	10/21/99 1:24:01 PM	10/21/99 1:24:01 PM
[-]		a.Sub.01	1/1/2036 7:00:00 PM	12/31/99 12:00:00 AM
		a	10/21/99 10:44:07 AM	10/21/99 10:44:07 AM

Click the Minus (-) icon beside an object name to close its relatives view. Click the Plus (+) icon beside an object name to open its relatives view. Click the Plus or Minus icon (as appropriate) in the Relatives panel status bar to open or close the entire relatives tree.

To return to the previous search results, click the Internet Explorer Back button on toolbar or rerun the search or browse operation that returned them.

Finding Other Clips from the Same Source Tape

To view all other clips from the same source tape as a particular media object, click the Tape Name hot link in its Storyboard or Text display mode entry. The MediaManager finds and displays all checked in clips digitized from the specified source tape.

To return to the previous search results, click the Internet Explorer Back button in the toolbar or rerun the search or browse operation that returned them.

Checking Out Media Objects

To check media objects into MediaManager, you use the OMM drag-and-drop method to copy objects to a bin.

To check out objects from MediaManager:

1. In the Settings scroll list of the Avid system Project window, click to select the appropriate OMM and Import settings (see “Configuring Avid Systems to Work with MediaManager” on page 1-5).
2. Open the bin in which you want to store the media objects that you want to check out.
3. If you have not already done so, start Internet Explorer and open MediaManager.
4. Perform a search or browse operation that returns the object or objects that you want to check out.
5. In the Results frame, click the objects you want to check out and drag them to the bin (Ctrl+click or click Select All to select multiple clips).

The imported objects appear in the bin.

Placing Media Objects into Catalogs

Placing related objects into a catalog provides users from any MediaNet client system with easy access to those objects without the need to transfer bin information from one Avid system to another.

To place media objects into a catalog:

1. Perform a search or browse operation that returns the objects that you want to place into a catalog.
2. If necessary, select Catalog mode to open the Catalog browser in the control frame.
3. Click the objects and drag them from the results frame into the appropriate catalog. (Ctrl+click or click Select All to select multiple objects.)

The objects are added to the catalog.

Removing Objects from Catalogs

You can remove an object from any catalog, including the special Wastebasket catalog that is used for objects marked for deletion.

To remove objects from a catalog

1. Browse the appropriate catalog so that its contents are returned in the results frame.
2. Find an object in the results frame that you want to remove, and click its Trash icon (shown left). Ctrl+click or click Select All and then click any selected object's Trash icon to remove multiple objects.



The objects are removed from the catalog.

Deleting Media Objects from MediaManager

Unless you have administrator privileges, you cannot actually delete media objects from MediaManager. Instead, you can mark media objects for deletion so that they can subsequently be purged by the site administrator.



Deleting objects from MediaManager does not remove them from bins or remove their media from the MediaNet file system. Similarly, deleting objects from bins in the MediaNet file system does not remove them from MediaManager. To maintain consistency between bins and MediaManager, delete objects in both places unless you want to keep object metadata present in MediaManager so that it can later be checked out and redigitized.

To mark media objects for deletion from MediaManager:

1. Perform a search or browse operation that returns the object or objects that you want to mark for deletion from MediaManager.
2. If necessary, select Catalog mode to open the Catalog browser in the control frame.
3. Click the objects and drag them from the results frame into the Wastebasket catalog (Ctrl+click to select multiple objects).

The objects are added to the Wastebasket catalog. They are not deleted until purged by the site administrator.



APPENDIX A

Administration Mode

You use Administration mode to edit your user profile if you want to change your password, real name, or description.



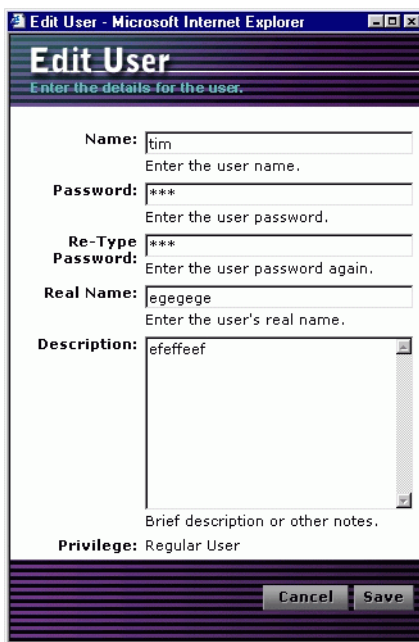
If you have administrator privileges, Administration mode also allows you to create and edit other user profiles and provides access to other administrative functions. To find out more about these functions, see the Avid Unity MediaManager Administration Guide.

Editing Your User Profile

To edit your user profile:

1. Select Administration mode using the mode selector.
2. Click the Notepad icon that appears beside your user name in the Users list that appears in the control frame or the “Click [here](#) to edit your ‘User Info’” hot link that appears in the Results frame in Administration mode.

The Edit User dialog box appears.



Edit User
Enter the details for the user.

Name:
Enter the user name.

Password:
Enter the user password.

Re-Type Password:
Enter the user password again.

Real Name:
Enter the user's real name.

Description:
Brief description or other notes.

Privilege: Regular User

3. Edit the Password (typing the new value identically in both the Password and Re-Type Password text boxes), Real Name, and Description values as required.
4. Click Save.

Your user profile is updated.