



Avid® **iNEWS**® | Command

User's Guide

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Using This Guide

Congratulations on your purchase of your Avid iNEWS® | Command system.

Command offers a considerable amount of functionality for the state-of-the-art newsroom, including newsroom system integration and playout control. With Command, newsroom personnel can easily create and manage playlists.

This publication provides information on how to use the Command 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.

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.

(Windows), (Windows only), (Macintosh), or (Macintosh only)

This text indicates that the information applies only to the specified operating system, either Windows or Macintosh OS X.

Symbol or Convention	Meaning or Action
Bold font	Bold font is primarily used in task instructions to identify user interface items and keyboard sequences.
<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.
Ctrl+key or mouse action	Press and hold the first key while you press the last key or perform the mouse action. For example, Command+Option+C or Ctrl+drag.
(pipe character)	The pipe character is used in some Avid product names, such as Interplay Production. In this document, the pipe is used in product names when they are in headings or at their first use in text.

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1

Introduction to Avid iNEWS | Command

Avid iNEWS | Command is a device automation system that integrates with any iNEWS or MOS-enabled newsroom computer system (NRCS) and provides broadcasters precise control over a range of playout devices, including video servers, still stores, and character generators in a broadcast news environment. Backup services and mirrored playout make this system reliable while the user interface allows you to control multiple production devices. Command works with Avid Service Framework applications and services to ensure you always have the best system performance.

This chapter contains the following main sections:

- [Overview](#)
 - [Architecture and Workflow](#)
 - [Features](#)
- [Starting Avid iNEWS | Command at a Workstation](#)
- [The User Interface](#)
- [Support Dialog Box](#)

Overview

The basic iNEWS Command system is comprised of iNEWS Command Servers, workstations that run the client software, and devices, such as Avid AirSpeed video servers, Thunder production servers and Deko graphics system. The system is designed to be an extension of your current Avid system. It allows you to receive playlists from Avid iNEWS (or a MOS-based newsroom computer system) while controlling your video and graphics devices, or even create standalone playlists using drag-and-drop functionality from an inventory of media items.

The iNEWS Command system supports industry standard protocols that make it compatible with many other products.

For newscast control your iNEWS Command system provides automated playlists, tracks script changes, and automates control of production and playback devices including video servers, and character generators. It integrates with the iNEWS rundown—or any other MOS-enabled newsroom computer system—allowing a producer to change a show while it is on air, and reflecting those changes in their iNEWS Command system. MOS commands are provided so that journalists can use MOS plug-ins within the newsroom computer system script.

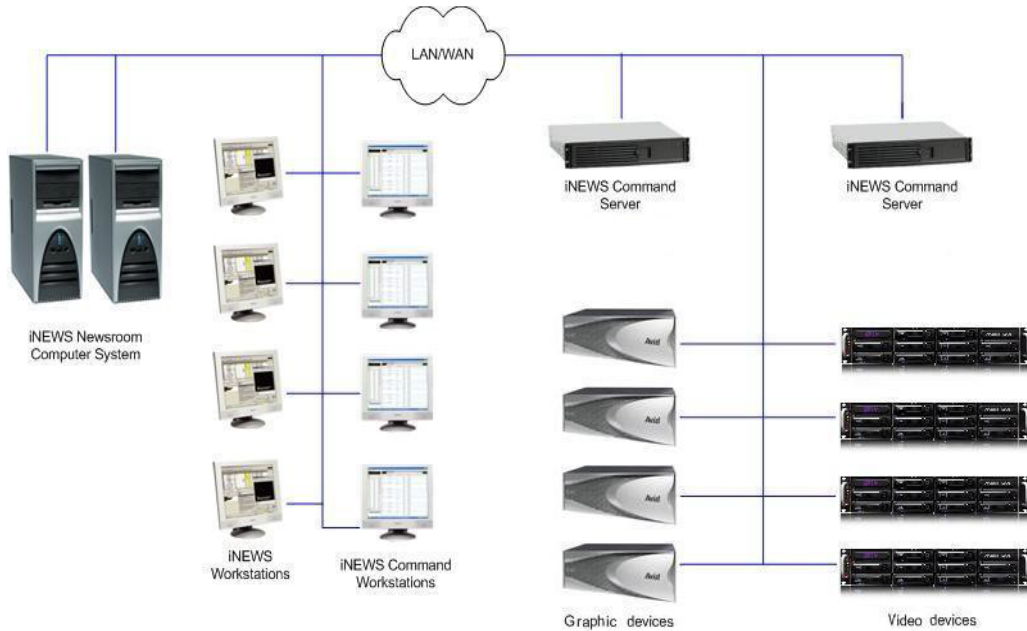
Production playout devices, including Avid Deko and Avid Thunder on-air graphics solutions and AirSpeed video servers, are triggered based on the events in the rundown.

News graphic and text templates for news elements can include logos and station IDs, lower-third captions or superimposed graphics, and full-screen backgrounds with text. Journalists, using iNEWS newsroom computer system, fill in the templates and insert them into their stories in a variety of ways. For instance, machine control commands can be entered using Deko Select or Thunder Select plug-ins. They can be entered manually or by using a macro. They might also include clips and stills in their script by entering the ID of the graphic in the story as a production cue. At air time an iNEWS Command operator triggers the graphics playlist, which is synchronized with the iNEWS rundown.

Architecture and Workflow

Avid iNEWS Command is scalable and can adapt to work in traditional newsroom-based playlist creation to production-centric workflows where running orders are created inside the iNEWS Command playback application. All of the components can run on a single computer, or they can be spread out across multiple computers with redundant services configured to take control if the primary services should become unavailable.

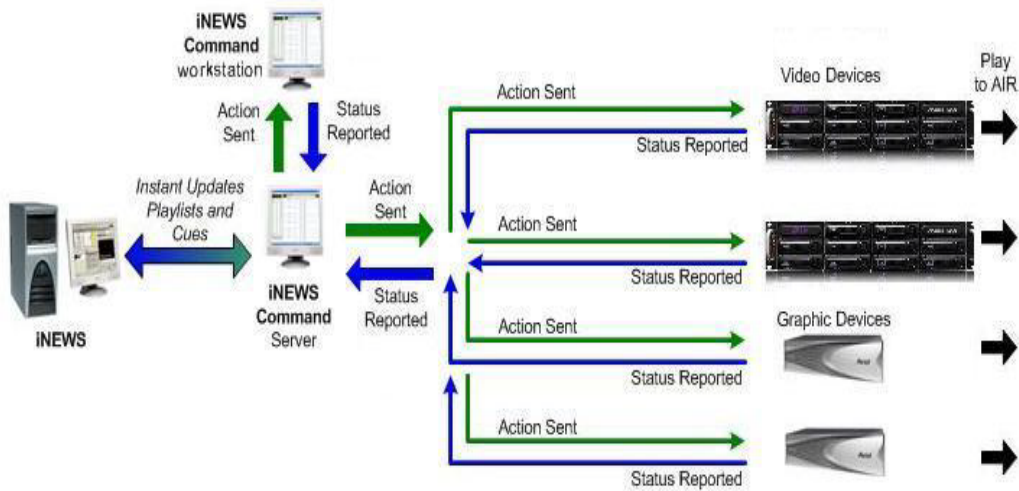
An example of a basic Command system architecture is shown in the following illustration:



In the most common news workflow, playlists are created using the iNEWS newsroom computer system and the video and graphic assets are referenced in stories using their IDs or by dragging and dropping them from an Active-X plugin, such as Deko Select.

Playlists can be saved to use later, standalone playlists can be created, and multiple playlists can be embedded in a single running order. You can set a playlist to playback at a specified time, or you can set groups of assets within a playlist to play in follow-on mode.

A basic workflow is shown in the following illustration.



Features

The Avid iNEWS Command system provides the features described in the following table:

Feature	Description
Playlist Functionality	You can load a playlist from the newsroom computer system or create the playlist manually within Avid iNEWS Command. You can also embed within other playlists. This provides the flexibility to control event playout locally, at the desktop, or from a rundown. It also allows seamless transitions between shows or segments produced by separate editorial teams.
Manual and Automated Triggering	Items can be played back manually by the operator, via keyboard, X-keys, or GPI. Items can also be played automatically, using the follow-on or looping playout setting. And a playlist can be set to start at a specified time of day. This provides total integration with the facility, its systems, processes, and staff.
Redundant Failover	Mirrored playback allows a single Play command to initiate playback on two channels simultaneously for seamless failover. All Command services are redundant.
Advanced Playback Features	These features include: autocue, play while record, and play while transfer.
Frame Accuracy	Avid iNEWS Command provides frame accurate video playout for follow-on items assigned to the same channel.
Flexible Device Configuration	Actual device channels can be configured into multiple virtual possibilities through channel groups.

Feature (Continued)	Description (Continued)
Flexible Integration	You can configure the Avid iNEWS Command system to control any combination of supported video or graphics devices that are operating in an Avid iNEWS, ENPS, or other MOS environment.
User Interface	The intuitive user interface provides visual tools, including clocks that show time elapsed and time remaining, channel assignments for easy identification of transmission paths, and color-coded status indicators that illustrate the inventory of assets based on availability and playability on all devices. This improves operation, reduces training time, and ensures complete synchronization of devices with the playlist
Status Updates	The Command user interface reflects playability status of inventory assets; display of playout and channel group lock status; and status-based colors and fonts for stories and items at a glance. These status updates speed up decision-making saving time, while maintaining accuracy.

Starting Avid iNEWS | Command at a Workstation

Avid iNEWS Command client software requires no password to log in and is easy to start.

To start iNEWS Command at a workstation:

1. Do one of the following:

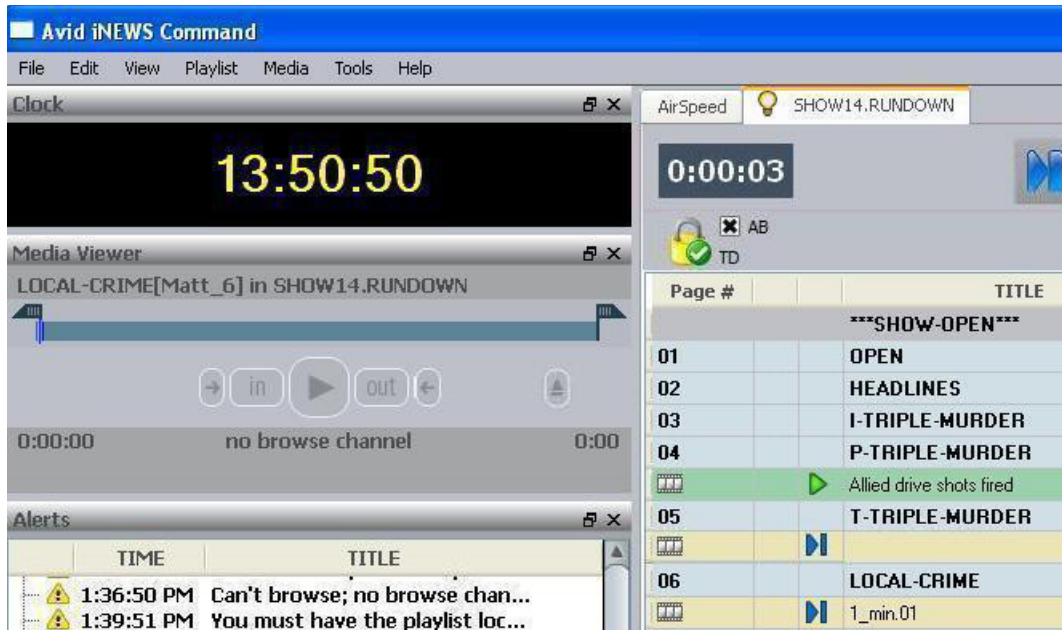


- ▶ Double click the iNEWS Command icon on the desktop.
- ▶ Click the Start button and select Programs > Avid > Avid iNEWS Command.

The iNEWS Command window opens.

The User Interface

The Avid iNEWS Command window is the graphical user interface that contains panels, a menu bar, a status bar, and a workspace area.



Not pictured is the Shotbox Viewer, which opens in the same area as the Playlist Viewer. For more information, see [“Shotbox Viewer” on page 91](#). Also not shown are thumbnails in the playlist. For more information, see [“Displaying Thumbnails in a Playlist” on page 68](#).

Panels

Panels are components that appear in the application and provide information in various ways. The iNEWS Command window contains panels that you can dock, undock, move, resize, or even hide from view. Each panel is easily identified by the name appearing in its title bar.

For more information about the panels, including the Inventory Explorer, used in iNEWS Command, see [“Panels” on page 29](#). The workspace area contains either the Shotbox Viewer panel, Playlist Viewer, or both simultaneously. For more on them, see [“Playlist Viewer” on page 50](#) and [“Shotbox Viewer” on page 91](#).


Menu Bar

The menu bar for iNEWS Command contains the following:


- File
- Edit
- View

- Playlist
- Shotbox
- Media
- Tools
- Help

Each menu, its options and descriptions are described in the following tables:

Menu	Submenu	Menu Option	Shortcut Keys	Description
File	New	Playlist	Ctrl+Shift+N	Opens the Create New Playlist dialog box.
		Shotbox	Ctrl+Alt+N	Opens the Create New Shotbox dialog box.
File	Import	Playlist		Imports a playlist to Command.
		Shotbox		Imports a shotbox to Command.
	Export	Playlist		Exports a playlist from Command.
		Shotbox		Exports a shotbox from Command.
				 <i>Command can export a playlist in .csv format so that users can keep track of their playlists in an Excel spreadsheet; however, .csv files cannot be imported back into Command. Exported data includes the ID, Title, Duration, and Channel, and puts in a separate line for Breaks.</i>
	Exit			Closes the Command program.
Edit	Cut		Ctrl+X	Cut selection.
	Copy		Ctrl+C	Copy selection.
	Paste		Ctrl+V	Paste selection.
	Delete			Delete selection.
View	Playlist Explorer		Ctrl+Shift+E	Displays or closes the Playlist Explorer.
	Inventory		Ctrl+Shift+I	Displays or closes the Inventory.
	Shotbox			Displays or closes the Shotbox Viewer.
	Clock			Displays or closes the Clock.
	Playout			Displays or closes the Playout panel.
	Media Viewer		Ctrl+Shift+M	Displays or closes the Media Viewer.
	Alerts		Ctrl+Shift+A	Displays or closes the Alerts.

Menu	Submenu	Menu Option	Shortcut Keys	Description (Continued)
Playlist	View	Next	Ctrl+Tab	Displays next playlist
		Previous	Ctrl+Shift+Tab	Displays previous playlist
		Set Focus	Ctrl+F	Sets the keyboard focus to the active view.
		Close	Ctrl+W	Closes the current playlist.
		Close All	Ctrl+Shift+W	Closes all playlists.
		Maximize		Maximizes the Playlist Viewer.
Playlist	Select	Next item	Ctrl+Down	Select next item in current playlist.
		Previous Item	Ctrl+Up	Select previous item in current playlist.
		Next Row	Alt+Down	Select next item in current playlist.
		Previous Row	Alt+Up	Select previous item in current playlist.
		Item In Following Story	Ctrl+Page Down	Select next item after story.
Playlist	Edit	Properties		Opens Playlist Properties dialog box.
		Edit Selection	Ctrl+E	Edit current selection in playlist.
		Edit Channel	Ctrl+* (asterisk)	Sets focus to current playlist item's Channel column so the user can manually assign a channel.
		Edit Trigger	Ctrl+/ (slash)	Sets focus to current playlist item's Trigger column so the user can select manual or follow-on playout.
		Edit Media ID		Sets focus to the current playlist item's ID column so the user can alter the ID.
		Cut		Cut selection.
		Copy		Copy selection.
		Paste		Paste selection.
	Delete		Delete selection.	
Playlist	Show	Inventory	Ctrl+I	Opens the Inventory panel.
Playlist	Insert	New Story	Ctrl+N	Insert new story.
		New Break		Insert new break.

Menu	Submenu	Menu Option	Shortcut Keys	Description (Continued)
		New Item		Insert new item.
Playlist	Channels	Assign	Ctrl+R	Assign channel.
		Lock All	Ctrl+L	Lock all channels.
		Unlock All	Alt+L	Unlock all channels.
		Add Existing...		Add an existing channel group.
		Add New...		Add a new channel group.
Playlist	Playout	Cue	. (period)	Cue Selection. Additional submenu options include: Selection Cue All Channels (Shift+hyphen), Last Played (Ctrl+hyphen), and Home, Select and Cue All (Alt+Home). The last submenu option moves the cursor to the first available item in the playlist and cues all channels.
	<i>The Alt+Home keystroke combination works only when the Home key on the keyboard is used, not the Home (7) key on the numerical keypad.</i>			
		Play	Enter	Play media.
		Pause	+ (plus)	Pause media that is playing. Submenu options include: Selection and Last Played.
		Stop	0 (zero)	Stops media from playing. Submenu options include: Selection and Last Played.
Shotbox	View	Next	Ctrl+Alt+Tab	Displays next shotbox
		Previous		Displays previous shotbox
		Set Focus	Ctrl+Alt+F	Sets the keyboard focus to the active view.
		Maximize		Maximizes the Shotbox Viewer panel.
		Close	Ctrl+Alt+W	Closes the current shotbox.
		Close All		Closes all shotboxes.
Shotbox		Edit Selection	Ctrl+Alt+E	Edit current selection in shotbox.
		Edit Channel	Ctrl+Alt+* (asterisk on numeric keypad)	Sets focus to current shotbox item's Channel list so the user can manually assign a channel. This "pins" the channel to that item.

Menu	Submenu	Menu Option	Shortcut Keys	Description (Continued)
		Unpin Channel	Alt+Shift+* (asterisk on numeric keypad)	Removes pinned channel assignment from all selected items in shotbox.
		Cut		Cut selection.
		Copy		Copy selection.
		Paste		Paste selection.
		Delete		Delete selection.
Shotbox	Show	Inventory	Ctrl+Alt+I	Opens the Inventory panel.
Shotbox	Insert	Item	Alt+Shift+Insert	Inserts a new item in a shotbox.
Shotbox	Playout	Cue		Cue media. Submenu options include: Selection, Last played, or Items 01-12.
		Play		Play media. Submenu options include: Selection or Items 01-12.
		Pause		Pause media that is playing. Submenu options include: Selection and Last Played.
		Stop		Stops media from playing. Submenu options include: Selection and Last Played.
Media	Play		Ctrl+Space	Play media.
	Go To Mark In		Alt+Q	Go to the marked In point.
	Go To Mark Out		Alt+W	Go to marked Out point.
	Set Mark In		Alt+I	Mark the In point.
	Set Mark Out		Alt+O	Mark the Out point.
	Forward One Frame		Alt+.	Move forward one frame.
	Forward One Second		Ctrl+.	Move forward one second.
	Forward ten Seconds		Ctrl+Alt+.	Move forward ten seconds.
	Backward One Frame		Alt+,	Move backward one frame.

Menu	Submenu	Menu Option	Shortcut Keys	Description (Continued)
	Backward One Second		Ctrl+,	Move backward one second.
	Backward Ten Seconds		Ctrl+Alt+,	Move backward ten seconds.
	Restart		Alt+6	Restart media.
	Eject		Alt+J	Eject media.
Tools	Options			Opens the Options dialog box.
	System Settings			Opens the System Settings dialog box. These options apply to the workstation only and are not system-wide settings.
	Enable GPI payout		Ctrl+G	If selected, it enables the use of a GPI keypad for payout control.
Help	Command Help			Displays help information for users.
	Support			Opens the Support dialog box.
	About			Display information about iNEWS Command.

Status Bar

The status bar provides status information regarding channels and channel groups. It also shows an indication of GPI payout control and the name of the system's alias.



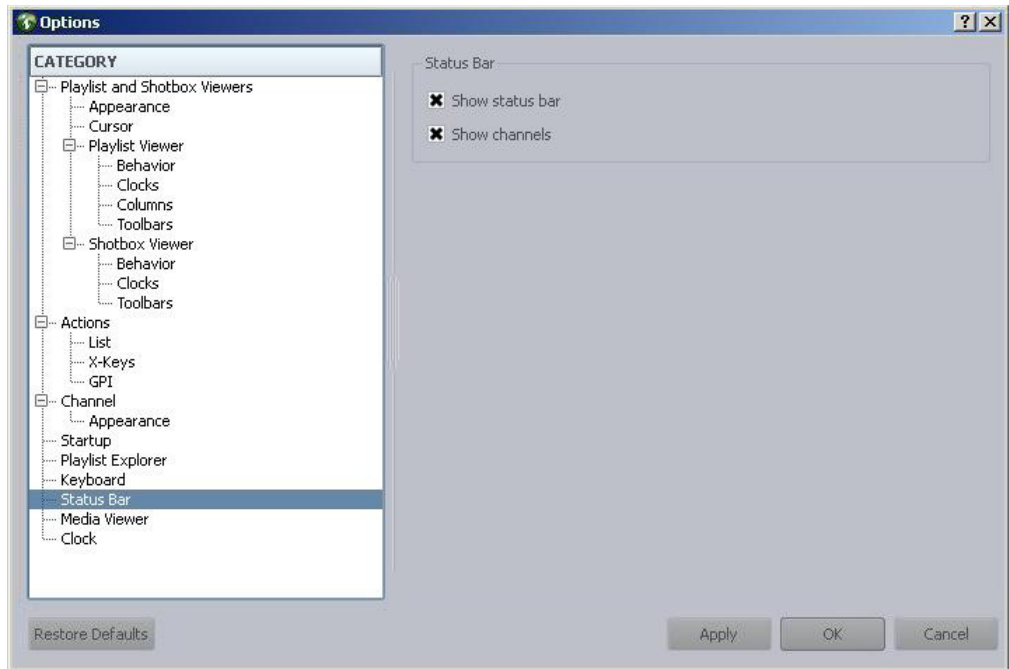
For more information on the possible icons that appear on the status bar, see [“Channel Group Icons” on page 168](#).

Whether the status bar appears in the user interface is customizable.

To show or hide the display of the status bar and channels:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, select Status Bar.
3. Do any of the following:
 - ▶ Select Show status bar to display the status bar in the Command window.
 - ▶ Deselect Show status bar to hide the status bar in the Command window.
 - ▶ Select Show channels to display status of channels on the status bar.
 - ▶ Deselect Show channels to hide status of channels on the status bar.
4. Click OK.

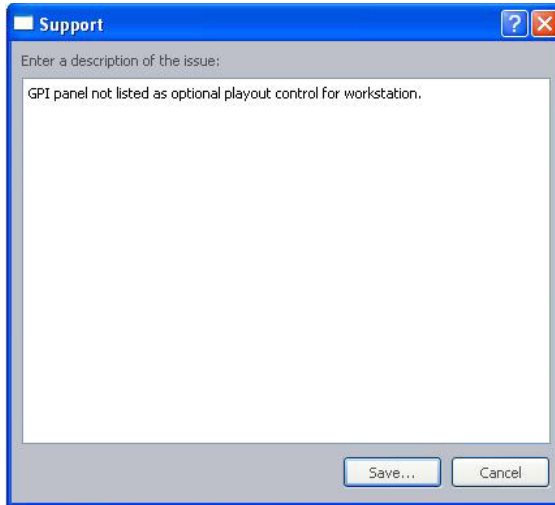
Support Dialog Box

The Support dialog box is provided for Command users to log information about any issues encountered that might require contacting Avid.

To log support information:

1. Select Help > Support.
2. Enter a description of the issue in the Support dialog box.

The following example shows a sentence regarding a GPI device:



3. Click Save.
4. Select the name and location where you want the zipped file to be saved.
5. Click OK.

The system saves your comments inside a zipped file that also contains other vital information, such as system settings and software versions, which enable support personnel to troubleshoot the issue. This file can then be e-mailed to support personnel at Avid.

2 Panels

The iNEWS Command interface is made up of panels, which provide information in various ways.

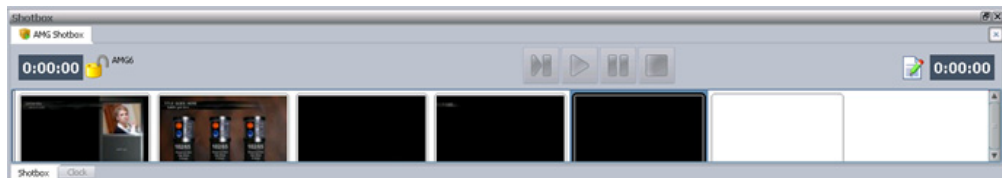
This chapter contains the following main sections:

- [Working with Panels](#)
- [Playlist Explorer](#)
- [Inventory](#)
- [Clock](#)
- [Playout](#)
- [Media Viewer](#)
- [Alerts](#)

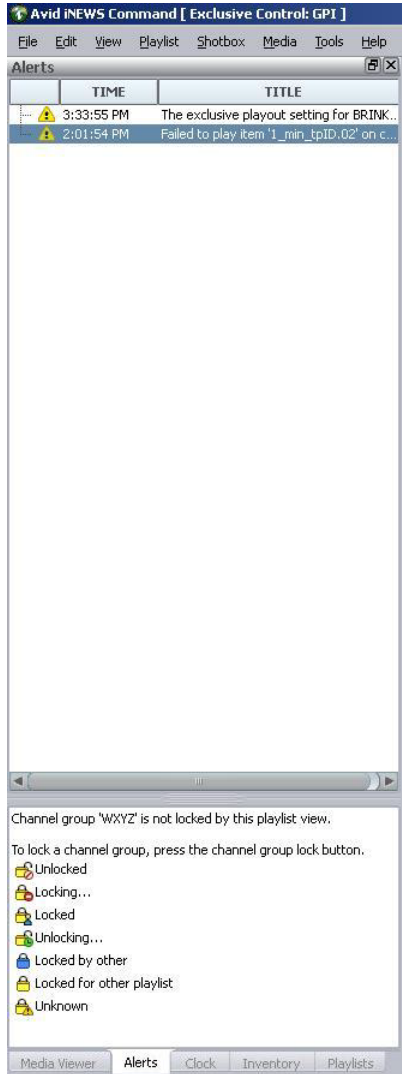
Working with Panels

The iNEWS Command window contains numerous panels that a user can dock, undock, move, resize, or even hide from view in the main window.

You can also dock the Clock, Playout and Shotbox panels above the Playlist. When there is more than one panel docked at the top, you can switch between panels using the tabs. The following illustration shows the Shotbox and Clock panels overlapping:



Panels can be arranged so that they are tiled within available screen space, or layered so that only one is visible and the rest are accessible via tabs. An example of tiled panels is shown in “[The User Interface](#)” on page 20. The following graphic shows layered panels—as indicated by the tabs at the bottom—with the Alerts panel on top. The layering option is helpful in conserving screen space. Panels can be layered on either the left or right side of the main window.



Each panel is easily identified by its title bar that bears its name. The available panels are:

- [Playlist Explorer](#) (shown below)
- [Inventory](#)

- [Clock](#)
- [Shotbox Viewer](#) (See “Shotbox Viewer” on page 91.)
- [Media Viewer](#)
- [Alerts](#)



Panels are docked by default.

To undock a panel, do one of the following:

- ▶ Click the Restore button located on the panel’s title bar, next to the X button.
- ▶ Double-click the panel’s title bar.
- ▶ Click on the panel’s title bar and drag it from its docked location.

To redock a panel, do one of the following:

- ▶ Click the Restore button located on the panel’s title bar, next to the X button. It will redock in its previously docked location.
- ▶ Double-click the panel’s title bar. It will redock in its previously docked location.
- ▶ Click on the panel’s title bar and drag it to an alternative docking location—until the title bar touches the border of the area to which you want it docked.

To layer panels:

1. Click the panel’s title bar and drag it to the top left (or right) corner of the window.
2. Repeat the process with each panel. Command will automatically layer the panels and provide tabs at the bottom of the screen. A user can then click any tab to bring that panel to the top.



If layered panels include the Alerts panel, the Command system is designed to automatically bring the Alerts panel to the top whenever an alert message is received. If this removes focus from the Playlist or Shotbox Viewers in which you are working, you can restore focus quickly by using the following keystroke combinations. Ctrl+F sets focus back to the Playlist Viewer. Ctrl+Alt+F sets focus back to the Shotbox Viewer.

To hide a panel:

- ▶ Click the X button on the title bar of the panel you want to hide.

To view a hidden panel:

- ▶ Select View and then the name of the panel from the submenu.

To resize a panel:

1. Position your mouse pointer on the edge of a panel. The pointer will change to a resize indicator.
2. Click and drag to the new size.

Playlist Explorer

The Playlist Explorer shows a list of:

- Newsroom playlists that have been loaded to iNEWS Command from an iNEWS newsroom computer system
- MOS-based newsroom playlists that are MOS active and have been marked ready-to-air from a MOS-enabled newsroom computer system, such as ENPS
- Standalone playlists, including those set to air at a specified time of day
- Disconnected newsroom playlists
- Shotboxes



The Playlist Explorer can be configured to show MOS-based newsroom playlists that are MOS active but have not been marked ready-to-air. By default, this feature is not enabled. The procedure for turning it on is provided later in this section.

Depending on what newsroom system Command integrates with at your site, various icons will appear to the left of playlist names. For instance, when iNEWS Command has received all items and/or stories in the rundown from an iNEWS newsroom computer system, the “purple I” icon will appear.

When Command is integrated with a MOS-based newsroom computer system, such as ENPS, the MOS icon appears—either gray for a MOS Active playlist (when option is enabled) or black for one that is both MOS Active and ready-to-air.

When a lightbulb appears, the playlist is on air. Double-clicking one of the playlists (or shotboxes) will open it with its stories, media, channels, and so forth in preparation of locking channel groups and taking a show to air.



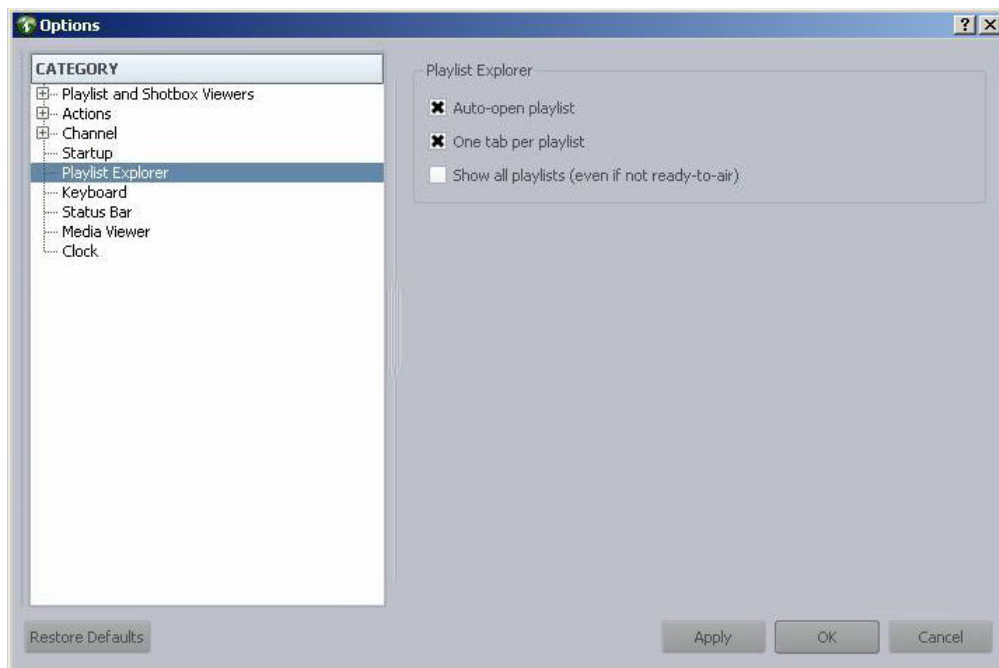
The icons used in relation to newsroom playlists also appear in the Playlist Viewer's Playlist toolbar. For more information about these icons and others in Command, see ["Icon and Button Quick Reference"](#) on page 163.

The Playlist Explorer can be configured to open a playlist automatically when it's loaded directly from iNEWS or when it's marked ready-to-air from a MOS-enabled newsroom computer system.

To configure Playlist Explorer to automatically open loaded or ready-to-air playlists:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, select Playlist Explorer.
3. Select Auto-open playlist.
4. Click OK.

To enable the display of MOS active playlists that are not ready-to-air:

1. Select Tools > Options.
The Options dialog box opens.
2. In Category, select Playlist Explorer.
3. Select Show all playlists (even if not ready-to-air).
4. Click OK.



You can disconnect a MOS active playlist, which would turn it into a standalone playlist controlled by Command, by right-clicking on that MOS-based newsroom playlist and selecting Disconnect. The option appears disabled when right-clicking on other non-newsroom playlists.

You can also delete a standalone playlist or shotbox from the Playlist Explorer via a context menu option by right-clicking on the shotbox or standalone playlist in the Playlist Explorer panel.

Tabs

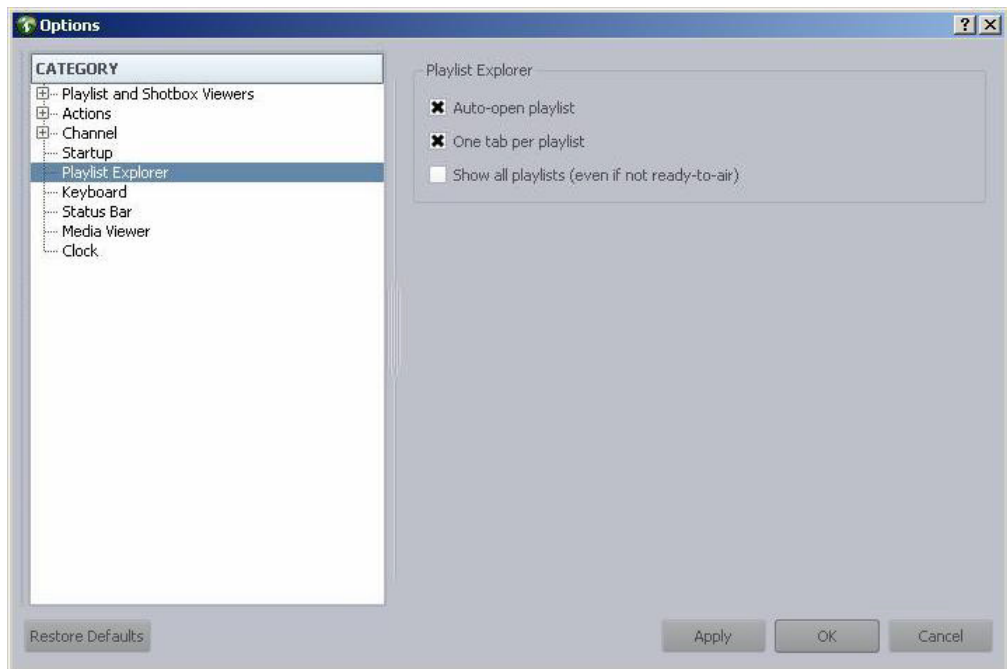
Whether the same playlist can be opened onto multiple tabs in the Playlist Viewer is a configurable setting.

Changing this setting does not affect existing tabs already opened in the current session.

To turn on or off the multi-tab option for playlists:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, select Playlist Explorer.
3. Do one of the following:
 - ▶ Select One tab per playlist if you want any playlist opened from the Playlist Explorer to appear on only one tab. If its already open, its tab will appear on top of other tabs. Avid recommends using this setting.
 - ▶ Deselect One tab per playlist if you want a playlist to appear on a new tab each time it's opened from the Playlist Explorer.
4. Click OK.



For more information on the Auto-open playlist option, see “Playlist Explorer” on page 32.

Inventory

The Inventory panel shows an alphabetical list of channel groups, a search bar, and the inventory (media) for a selected channel group in a table or spreadsheet-style format. Below the inventory, you can see the total number of inventory items displayed and any chosen media item’s availability, clip ID, name (slug), duration, the time when it was last modified, and whether media is protected from deletion.

The screenshot shows the 'Inventory' panel with the following components:

- Channel Groups List:** 5K-CDbrowse, 5k-CDmir, A51-SMK-AVCI, A51-SMK-XDCAM, AMS+NEX.
- Search:** Search: [] All
- Inventory Table:**

	ID	SLUG	DURATI
✓	032406AK	Pentagon	00;00;21
✓	032406AR	Block 1	00;00;44
✓	032406AS	China trade	00;01;00
✓	032406AZ	Bush speech	00;00;49
✓	032406BE	Pope Benedict	00;00;01
✓	032406BH	Snow showers	00;00;59
✓	032406BJ	Friendship tr...	00;01;00
✓	032406BP	Iron worker ...	00;01;00
✓	032406CA	Block 1 - TIT...	00;00;44
✓	032406CD	Allied drive s...	00;01;00
✓	032406CT	Airport runway	00;01;00
✓	082805AB	Hurricane fly...	00;00;44
⚠	MJones_9	MJones_9	00;01;00
⚠	endofplaylist	end list	00;00;30
- Summary:** 35 inventory item(s)
- Item Details:**

NAME		
Availability	Partial	
A	Playout	✓
B	Playout	✓
Devices		
madax-7	Protected	Wed Sep 26
madax-8	Unprotected	Fri Oct 5 14
Object ID	032406BH	
Title	Snow showers	
Duration	00;00;59;00	
- Navigation:** Media Viewer | Alerts | Clock | Inventory | Playlists

You can also double click on a media item to open it from the Inventory panel.



Opening items from the Inventory panel is dependent on having a playlist open that contains a browse channel on the same device. If the user opens the playlist first, Command will automatically select the first channel group in the Inventory panel.

For more information about channel groups, see [“Working with Channel Groups” on page 74](#).



When controlling a third-party video device via the Avid Video device service (using VDCP), the device’s inventory will appear in the Inventory panel only if the device service is configured to use one port for inventory purposes. If the device service is configured with playback channels only, the inventory will not appear; however, the playlist in Command will still reflect inventory status, and an unavailable item promptly changes to available once it is transferred to the device.

The Inventory panel provides graphical indicators to show status of availability and delete protection:

Inventory Status Icons



Available on all



Unavailable on some



Item is protected against deletion across all devices in the channel group.



Item is partially protected. Problem with one or more devices in channel group.

Detailed Status Icons



Available on specific device



Unavailable on specific device



When no shield icon is present, that indicates the item is not protected, and therefore can be deleted from the inventory.

When an item appears unavailable on some, you can view the specific devices by clicking the plus (+) to the left of Availability in the Details section of the Inventory panel. When an item appears partially protected, you can view the specific devices by clicking the plus (+) to the left of Devices in the Details section of the Inventory panel.

Command users can drag media directly from the Inventory panel to the Playlist Viewer and drop it into an open, locked standalone playlist with the same channel group assigned to it. If a different channel group applies, the system will ask the user whether to add the channel group to the playlist.

To view inventory from a different channel group:

- ▶ Select a different channel group from the list.



If you want to view items from more than one channel group, hold the Ctrl key down as you select multiple channel groups in the Inventory panel. The list is provided in alphabetical order.

The user can select any column header to sort the table by that column. The user can also rearrange the order of columns.

To sort inventory:

- ▶ Select the column by which you want to sort, such as Slug, which is the name or title of the item.

To rearrange column order:

- ▶ Click on a column header and drag it to a new position.

Customizing the Inventory Panel

The Inventory panel is divided into multiple areas that display information, such as channel group list, a search bar, inventory, and media details. A user can customize some features of the panel by modifying the font or adjusting the size of each area within the confines of the panel. For instance, a user can move one of two resize bars to adjust the areas of the Inventory panel to view more inventory or longer channel group lists.

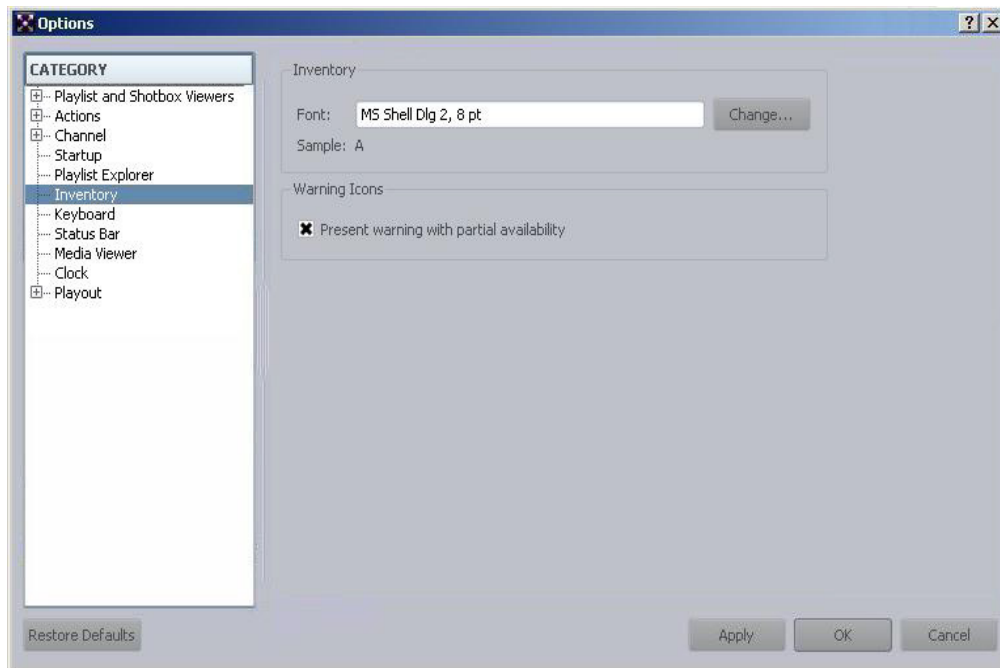
To resize areas of the Inventory panel:

- ▶ Click either of the two resize bars, which are located in the pane between the channel group list area and the search bar or between the inventory and details areas at the bottom of the pane. Then drag the bar up or down to make your adjustment.

To modify the font in the Inventory panel:

1. Click Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box appears.



2. Modify the font by clicking the Change button. A sample of your settings is provided as a preview.
3. Click Apply to save your changes.

Searching for Items in Inventory

Avid iNEWS Command lets users search for specific items in the inventory via the Inventory panel. The search is not case sensitive.

To search for an item:

1. Use the drop-down arrow next to the Search field in the Inventory panel to select the filter by which you want to search. Your options are: ID, Slug, or All (meaning both the item's slug and ID).



2. Type the ID or slug in the Search field.

As you type, the list of items shown in the Inventory panel is filtered to show only those items with the criteria you specified. Also, when switching channel groups in the Inventory panel, any entered search term will be reapplied to the newly chosen channel group.

Deleting Items in Inventory

Avid iNEWS Command enables users to delete items in the inventory via the Inventory panel. However, if an item is cued, playing, paused, or done, you cannot delete it from the Inventory panel; if an attempt is made to do so, an alert will appear to provide an explanation.

To delete an item:

1. Select the item and then right-click on it.
2. Select Delete from the menu.



Hold the Ctrl or Shift key down as you click to select multiple items for deletion. If the menu option is unavailable, see your system administrator who might have disabled this feature. When multiple items are selected for deletion, the Delete Confirmation dialog box appears with a confirmation question stating the number of items selected for deletion. For instance, the question might appear as: “Delete the 10 selected inventory items?”

Protecting Items in Inventory

Avid iNEWS Command enables users to selectively protect items in the inventory from deletion via the Inventory panel.

To protect an item:

1. Select the item (or items) and right-click.
2. Select Protect from the menu.



Hold the Ctrl or Shift key down as you click to select multiple items for delete-protection. If the menu option is unavailable, see your system administrator who might have disabled this feature.

A silver shield appears in the Inventory panel next to protected items. Protection applies to that item across all devices in the channel group (selected at the top of the Inventory panel). If there is a problem with protecting the item on any of the devices, the shield icon appears yellow and with an exclamation point.

You can view additional details for the specific devices by clicking the plus (+) to the left of Devices in the Details section of the Inventory panel.

To remove delete protection from an item:

1. Select the item (or items) and right-click.
2. Select Remove Protection from the menu.

Editing Items in Inventory

Users can change an item's slug or video ID from the Inventory panel. However, if an item is cued, playing, paused, or done, you cannot rename it from the Inventory panel; if an attempt is made to do so, an alert will appear to provide an explanation.



Renaming of the video ID is a feature that a system administrator can turn off.

To change an item's slug:

1. Right click on the item in the Inventory panel.
2. Select Change Slug.

To change an item's video ID:

1. Right click on the item in the Inventory panel.
2. Select Change ID.

Clock

The Clock panel can be used to display the current time based on the Command Workstation's time or times normally associated with the clocks featured in the Playlist Viewer, such as times related to clips or a show.

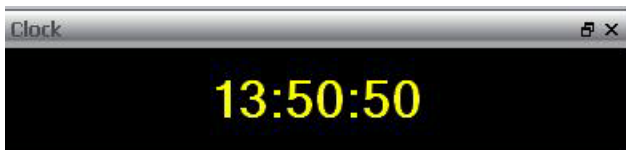


In the previous example, the clock is configured to display the time remaining in a clip, such a minute and eight seconds.



Because the Clock panel can be undocked, it may be moved to a second monitor in the control room, if the Command Workstation is a computer with dual-monitor capabilities.

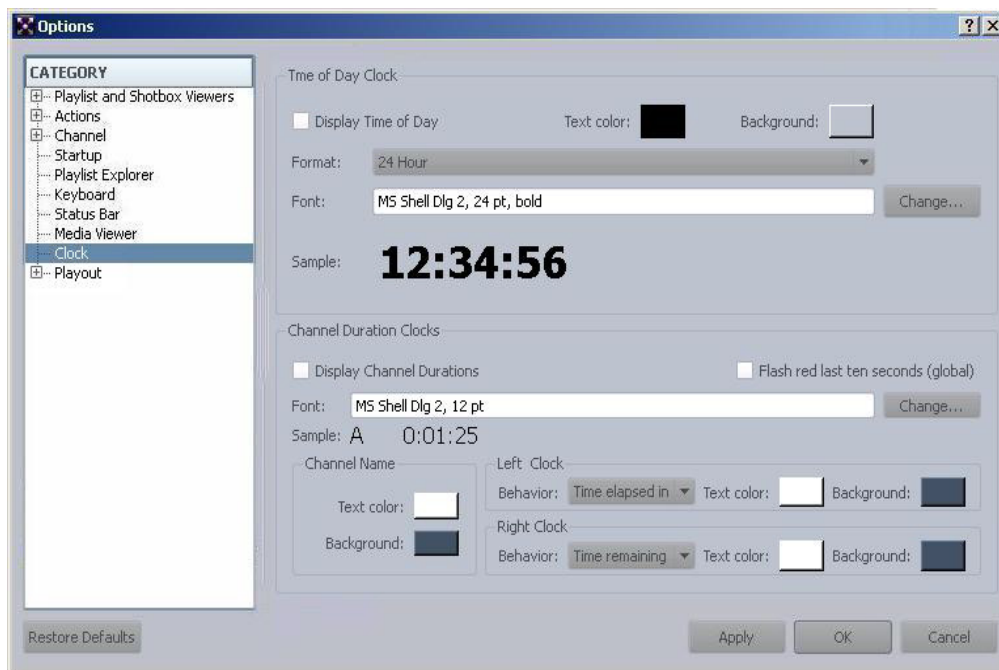
The font, background, and foreground colors of the Clock panel are configurable, and the time can be set to display values in a 12- or 24-hour format.



To configure the clock:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, select Clock.
3. In the Time of Day Clock section, set the clock's text color and background color.
4. Select the Display Time of Day check box if you want to display current time based on the workstation's time.
5. Set the clock to either a 12- or 24-hour format.
6. Click the Change button to set the clock's font. A sample of your settings is provided as a preview.
7. In the Channel Duration Clocks section, select the Display Channel Durations check box if you want to display duration clocks. Command offers a Clock panel that automatically displays up to two duration clocks—also known as count up/down clocks—for all video channels in the active (open) playlist, and users can customize the size and color of the clocks for that panel in this section of the Options dialog box.

8. If you want the clocks to flash during the last 10 seconds of an item's duration, select the check box called Flash red last ten seconds. This is a global setting. If selected, when a playing item reaches 10 seconds remaining, the countdown clock will change the text color to red and then alternate every second between that color and the standard pre-defined color.
9. Click the Change button to set the font for the duration clocks. A sample of your settings is provided as a preview.
10. Select the text color and background used for channel names.
11. In each of the Left Clock and Right Clock sections, select the behavior of the clocks:
 - ▶ Hide—Choose this option if you do not want to display the clock.
 - ▶ Time elapsed in clip—Choose this option if you want to display how much time has elapsed since the current clip began playing.
 - ▶ Time remaining in clip—Choose this option if you want to display how much time remains of the clip that is playing.
12. Select the text color and background for each of the duration clocks.
13. When done, click Apply, then OK.

Playout

The Playout panel displays transport controls, thumbnails, duration information and IDs or slugs for media items.

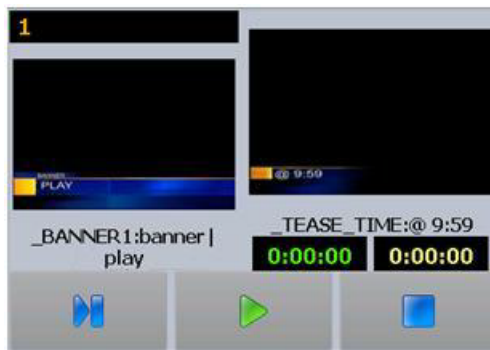
The panel has two main uses:

- Lets users access channel specific transport commands from within the Command user interface. This is most useful for sites with touch screen monitors.
- Lets users monitor the currently playing item from a workstation that does not have the channel group locked.

The Playout panel can display either video or graphics. The following illustration shows a Playout panel with a sample video item.



The following illustration shows a Playout panel with a sample graphic.



To view the Playout panel:

- ▶ Select View > Playout.



For information on configuring this panel for use with touch screen devices, see “Setting up the Playout Panel for Touch Screens” in the Avid iNEWS Command Installation and Configuration Guide.

Media Viewer

The Media Viewer provides Browse controls within the Command user interface that you can use to play, stop, and set mark in and out points of video on devices, such as an Avid AirSpeed video server. The panel does allow for the display of static images, called thumbnails, which represent media items, but an external video monitor must be used to watch the video.



A browse channel must be configured in the channel group to browse video. Command supports shared browse channels, too, so that users can open items in Media Viewer from multiple workstations. For shared browsing, a second browse-only channel group must be created. Editing the mark in and out points of video items and timecode graphics can be done from the Media Viewer with or without a browse channel.

The Browse controls are:



The Play button changes to a Stop button when media is playing. The keyboard's spacebar can be used to play or pause the play of video in the Media Viewer. The clock on the bottom left of the Media Viewer displays the timecode of current position indicated on the position bar. The clock on the right provides the duration.

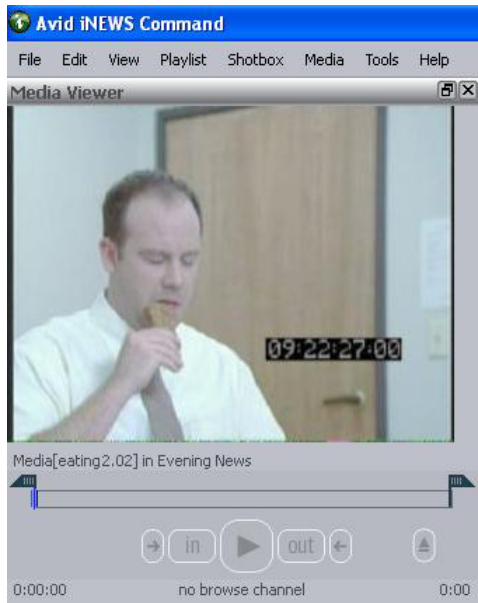


The duration between mark in and out points is shown on the item in the playlist. Setting a mark in or out point for an item in Media Viewer is a “soft” mark, which means that the mark in or out point only applies to that specific item in the playlist, but the original item in the inventory is unchanged.

Displaying Thumbnails in Media Viewer

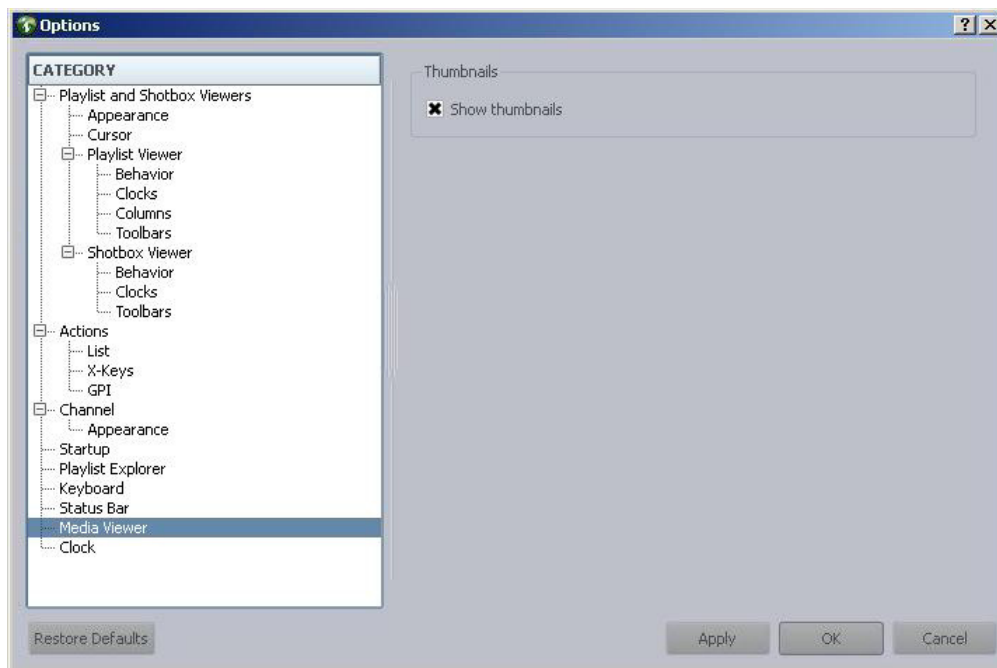
Thumbnails in Command are small graphical representations of the media, which could be a character generated graphic or a frame of video. In regard to video, although sometimes referred to as headframes, thumbnails are created from within the first five frames of video and therefore might or might not be the first or “head” frame.

When thumbnails are displayed, a static image representing the media appears in the Media Viewer above the Browse controls.

**To display thumbnails in the Media Viewer:**

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, select Media Viewer.
3. Select Show thumbnails.
4. Click OK to save the settings.

Editing Fulfillment Data and Time Codes in the Media Viewer

The Media Viewer can also be used to edit fulfillment data in graphics, create standalone playlists with time code layout, and override time code values from newsroom playlists.

By setting the start and duration times of a video item, you instruct Command to send Play and Eject commands when the story's video reaches the appropriate points. For graphic items, this lets you overlap graphics by using start and duration times. For instance, you can set the start time of a second graphic to happen before the end time of the first graphic, so that an Eject command is not sent for the first before the second one plays, allowing for an update motion when transitioning from one graphic to another.



Command display a Curled Arrow icon in the playlist to indicate when graphics overlap.

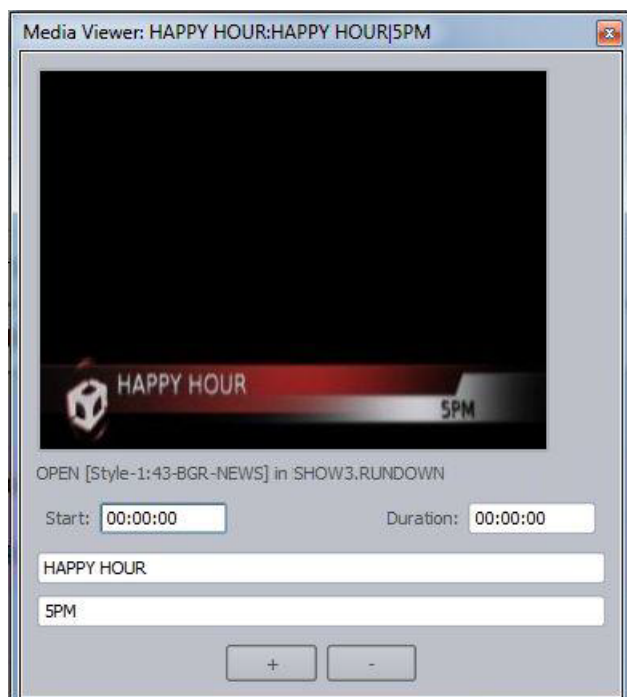


This feature works only with devices that support it. For a list of compatible devices, see the latest Avid iNEWS Command ReadMe.

To edit fulfillment data or alter time code values:

1. Open the item in the Media Viewer.

If the graphic has fulfillment fields, those will be displayed. If the item is a blank template, you can use the Plus (+) button to add fields.
2. Edit the fulfillment data in the fields provided.
3. (Optional) Modify the time code values for Start and Duration.



All changes to the item are applied immediately and appear in the Media Viewer, so no saving is necessary.



Changes made that override fulfillment data from newsroom playlists are not sent back to the newsroom computer system, and would be lost if the story is floated/unfloated from within the rundown.





Alerts

The Alerts window provides a list of recent alerts. The alerts contain these properties:

- Title (mandatory)

- Text (optional-not shown in the list)
- Alert type

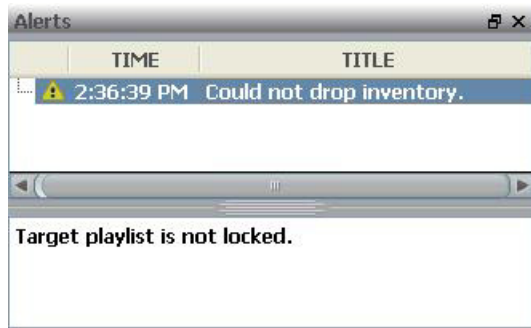
The types of alerts include:

Icon	Alert Type
	Critical
	Warning
	Information
	Succeeded



The succeeded alert with its check mark icon will only appear as a followup to previously reported warnings and critical alerts.

Each alert will appear along with a timestamp for when the alert was issued.



If the alert's title extends beyond the size of the panel, resize the panel or mouse over the alert to view the entire title in a tooltip. A user can also select any alert and view additional details as well as clear alerts from the list.

To view details:

- ▶ Select an alert and view the details below the list area.
- ▶ Double-click on an alert to view details specific to that alert in a diagnostics dialog box.

To clear alerts:

- ▶ Right-click and select Clear Alerts.

3 Playlist Viewer

The iNEWS Command interface provides an area known as the Playlist Viewer, with which users can view and manage playlists for on-air playout.

This chapter contains the following main sections:

- [Types of Playlists](#)
- [Overview of Playlist Viewer](#)
 - [Toolbars](#)
 - [Viewing Playlist Items by Component](#)
- [Customizing the Playlist Viewer](#)
 - [Customizing the Cursor](#)
 - [Customizing Playlist Clocks](#)
 - [Customizing Columns in Playlist Viewer](#)
 - [Resizing the Playlist Viewer](#)
 - [Displaying Thumbnails in a Playlist](#)
- [Locking and Unlocking Playlists](#)
- [Working with Channel Groups](#)
- [Working with Standalone Playlists](#)
- [Working with Embedded Playlists](#)
- [Using Time of Day Playlists](#)

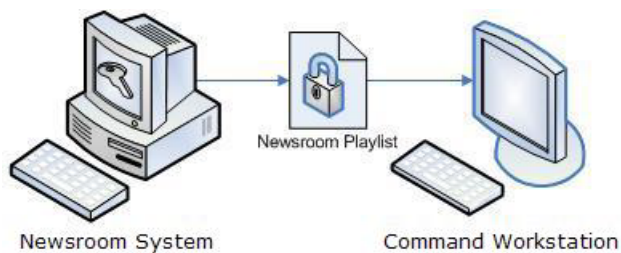
Types of Playlists

There are different types of playlists. For example, a playlist created at a Command Workstation is considered a standalone playlist. It can be locked and managed from any Command Workstation on the Command system.



A playlist created through a newsroom computer system and uploaded to the Command system is called a newsroom playlist. When the newsroom rundown is uploaded to Command, the resulting playlist can be viewed at the Command Workstation, but the newsroom system retains the lock on the playlist.

Although the newsroom system retains the playlist lock, a user at a Command Workstation can still control playout functionality by obtaining the locks on channel groups associated with the newsroom playlist. Channel group locks for playout are not the same as playlist locks, which prevent altering the structure of the playlist itself.



A user at a Command Workstation can obtain the playlist lock from a newsroom system, in which case the newsroom playlist becomes a standalone playlist. For more information, see [“Locking and Unlocking Playlists” on page 67](#).

When a playlist is inserted into another one, the one inserted is called an embedded playlist. The one containing the embedded playlist is known as the container playlist. A standalone playlist can contain a newsroom playlist or another standalone playlist as its embedded playlist. A newsroom playlist can contain a standalone playlist or another newsroom playlist.

Newsroom playlists that contain the word “shotbox” in the name can be loaded to Command as shotboxes.

Finally, a playlist set to air at specific times is called a time of day playlist. For more on this type of playlist, see [“Using Time of Day Playlists” on page 83](#).

Overview of Playlist Viewer

Among the many capabilities featured in the Playlist Viewer, a user can:

- View existing playlists—standalone, time of day, or newsroom playlists
- Choose to display playlist items based on component type, such as video or graphics.
- Create standalone playlists
- Lock channel groups
- Control a playlist for broadcast
- Embed a playlist into standalone playlists

When you double-click on a playlist in the Playlist Explorer, iNEWS Command will open it on a tab in the Playlist Viewer to display all the stories with attached media, including character generator graphics (CGs), if any.

You can have different playlists open simultaneously. All are accessible through tabs located at the top of the Playlist Viewer.



The Playlist Viewer opens in the same area of the workspace as the Shotbox Viewer panel. If the Shotbox Viewer panel is also open, the two can split the space, one atop the other. The Playlist Viewer cannot be split to view multiple playlists simultaneously; only one tab can be viewed at a time.

The appearance and some behavior of the playlist is customizable. For example, depending on your system's configuration, thumbnails or a film strip icon might appear for certain media items. In the following example, the display of thumbnails are enabled. Other examples in this chapter show playlists with that feature disabled. For more information on custom options, see [“Customizing the Playlist Viewer” on page 53](#). For more information on thumbnails, see [“Displaying Thumbnails in a Playlist” on page 63](#).



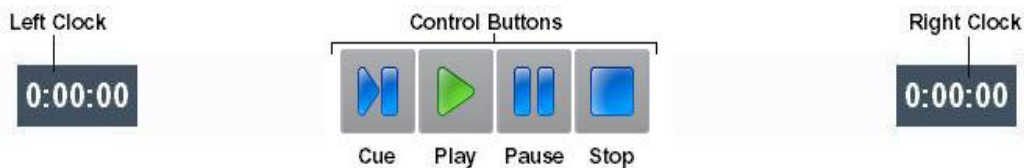
If a video item is unavailable, Command will display the video ID but not the item's title (also called the slug).



For more information, see [“Toolbars” on page 47](#), and [“Customizing the Playlist Viewer” on page 53](#).

Toolbars

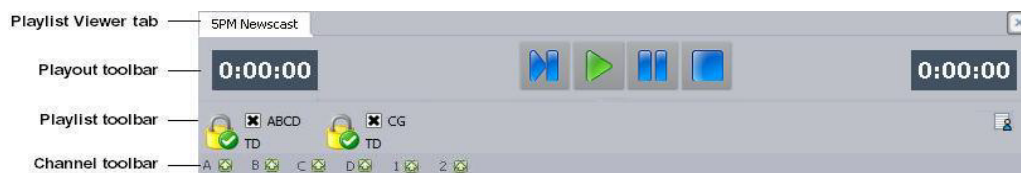
Below each tab in the Playlist Viewer are various toolbars, which might appear. The top one is the Payout toolbar containing two clocks and several buttons for payout control. With the Payout toolbar, a user at the Command Workstation can play, pause, or stop events.



Control buttons allow users to control payout of events on locked devices associated with the loaded playlist. For more information about the clocks on the Payout toolbar, see [“Customizing Playlist Clocks” on page 60](#).

Below the Playout toolbar is the Playlist toolbar, which enables users to lock and unlock channel groups to playlists. It also contains check boxes for each channel group that a user can select to determine by component the display of items in a playlist. If no channel groups are associated with the playlist, no Channel Group buttons or check boxes will appear. For more information, see [“Channel Groups Buttons” on page 50](#).

On the far right of the Playlist toolbar is another button used to lock playlists or disconnect playlists from newsroom rundowns.



The icons on the buttons that appear on the Playlist toolbar will vary depending on variety of factors: whether the channel group or groups are locked, whether the playlist is a time of day playlist, standalone playlist, newsroom playlist, and whether it's locked.

Beneath the Playlist toolbar is the Channel toolbar, which might appear when a channel group is locked. It shows status icons on a per channel basis. To see the various types of icons you might see on the toolbar, see [“Channel Group Icons” on page 162](#). This toolbar can be turned off so that it does not appear. Regardless, the status icons are also available on the Status bar at the bottom right corner of the Command window.

Like the Playlist toolbar, the icons that appear on the Channel toolbar will vary depending on the status of the individual channels in the channel group. When the tally signal is active, the color of a channel on the Channel toolbar might also change color.

For a breakdown of the types of icons you might see on these toolbars, see [“Icon and Button Quick Reference” on page 157](#).

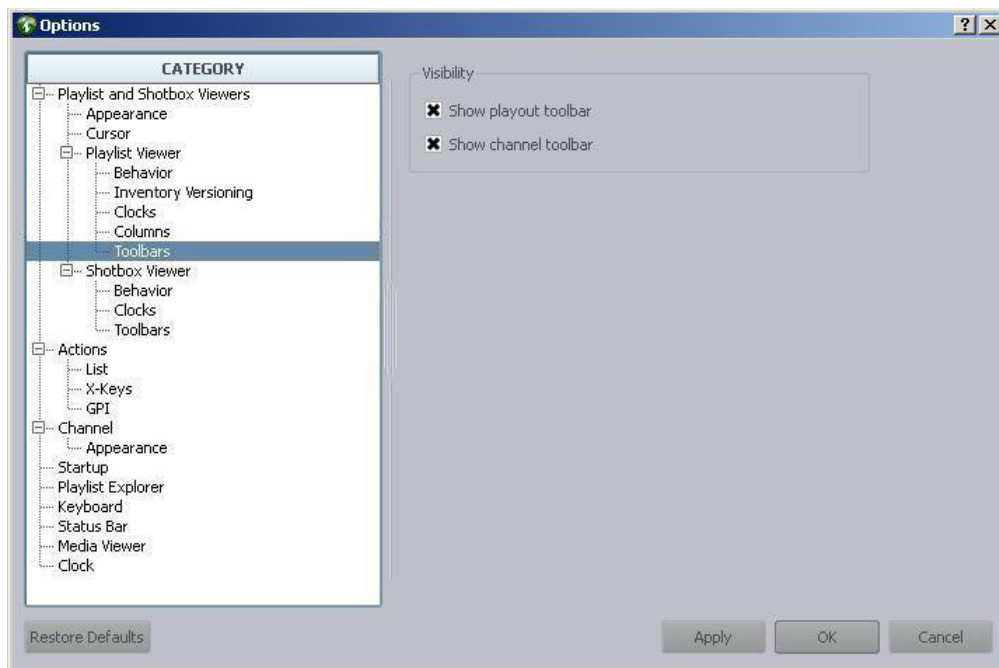
Hiding a Playlist’s Playout or Channel Toolbar

A user can choose whether to display the Playout and Channel toolbars.

To hide the Playout or Channel toolbar:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box will appear.



2. In Category, expand the Playlist and Shotbox Viewers.
3. Expand Playlist Viewer and select Toolbars.
4. Do one of the following or both:
 - ▶ Deselect Show playout toolbar.
 - ▶ Deselect Show channel toolbar.
5. Click OK.

Channel Groups Buttons

Channel Group buttons represent a channel group that is associated with the loaded playlist and are used to individually lock channel groups for playout control and unlock them afterward.

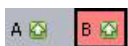
When playlists are loaded to Command from a newsroom computer system, the Channel Group button for the appropriate channel group associated with that playlist will automatically appear in the Playlist toolbar. If multiple channel groups are configured for the playlist, then more than one button will appear. For standalone playlists created at the Command workstation, a channel group must be added to the playlist, which can be done when the playlist is created or added later at any time.

If a user drags an item from the Inventory panel into a standalone playlist, Command will prompt the user to automatically add the channel group associated with that item. For more information, see [“Working with Channel Groups”](#) on page 69.

Customizing the Channel Toolbar for Tally

Avid iNEWS Command can provide a visual indication of when a channel’s tally signal is active. This indicator appears as a color change on the Channel toolbar.

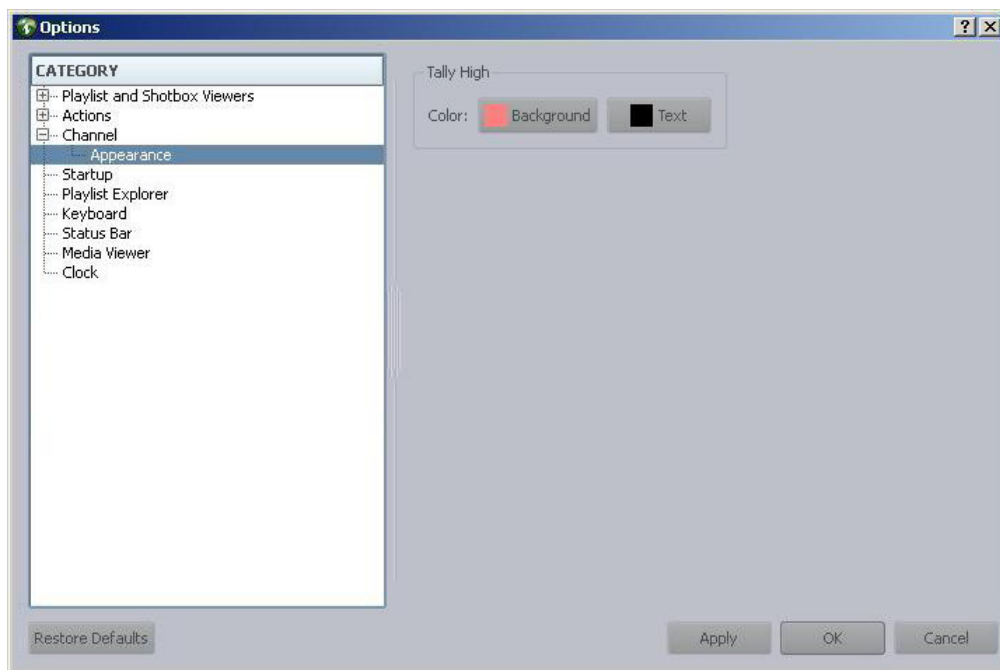
The following illustration shows two channels, A and B, and the tally is active for channel B. The colors for the background and text are customizable.



To set the colors for tally:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand Channel and select Appearance.

3. Set the colors for both the background and the text.
4. Click OK to save the settings.



The settings for Tally High apply to the Channel toolbar in both the Playlist Viewer and the Shotbox Viewer panel.

Viewing Playlist Items by Component

In some cases, a user might want to view playlist items associated with a particular component and not any others, such as only character generator (CG) graphics or only video.

Command provides users with a way to do this via check boxes on the Playlist toolbar.

To display items based on component type:

- ▶ Select the check box next to the channel group associated with that type of component.

In the following illustration, the channel group associated with a video server is selected, as indicated by the black X, so only video items would be displayed in the playlist, not CG items. If both were selected, then video and CG items would appear in the playlist.



The display of items is independent of whether the channel group or groups are locked.

Graphic Trigger Count

When integrated with a graphic component, such as certain character generator devices, Command playlists can display the total number of triggers for graphic items with a trigger count greater than one.



Devices using Chyron Intelligent Interface protocols will show the trigger count in the Trigger column of a playlist. Third-party GDS plug-in implementation, such as Vizrt, may show the trigger count in the Trigger column.

The graphic trigger count must be entered in the Graphic Inventory Editor (for CII implementation), or reported to Command by the Graphic device service's plug-in.

For instance, when a graphic item is cued, Command displays values in the format 0/x, where x is the numerical value for the item's total trigger count. In the sample illustration, the display is 0/2, because the graphic item in this example has a trigger count of two (2).



Next, when the item is played, it goes to a paused state after completing the first trigger, and the first numerical value changes accordingly. In this example, the graphic trigger count changes to 1/2.



Then, after the item is played again and executes its last trigger, it goes to a Done state, and the graphic trigger displayed in Command changes to 2/2.



Customizing the Playlist Viewer

When first installed, Avid iNEWS Command uses default colors and fonts to display information about playlist events; however users can customize how that data is displayed on the Playlist Viewer tabs. For example, a user might want an unplayable event to appear in red so that it easily stands out on the screen.



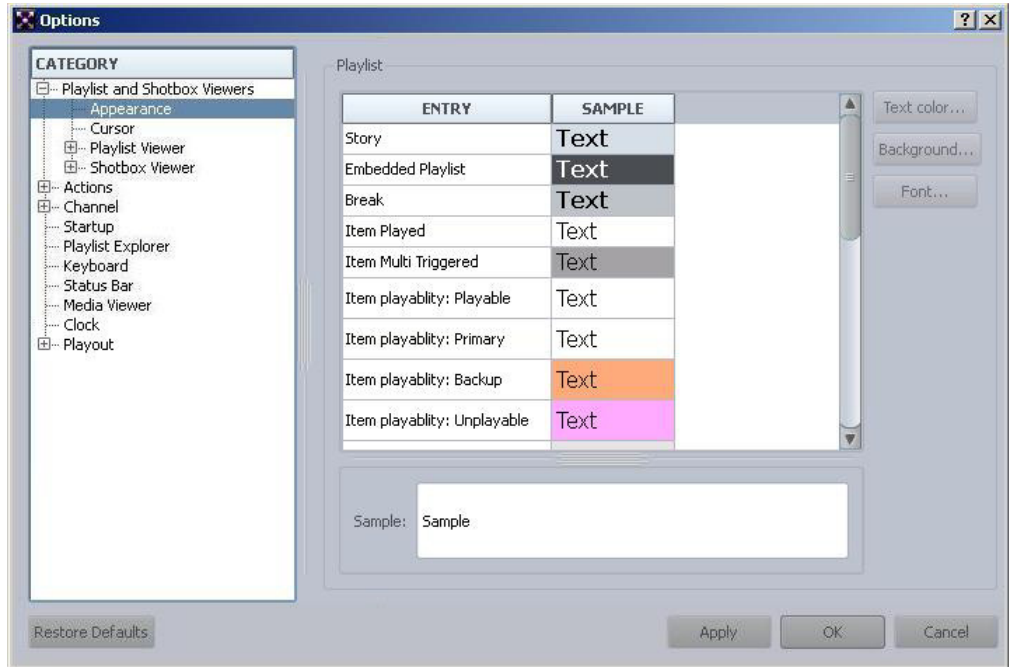
Changes made to the Appearance settings apply to the Playlist and Shotbox Viewers; only a few settings are not applicable to shotboxes, such as Story, Embedded Playlist, and Break entries.

Additionally, the behavior of the cursor within the playlist can be set to perform in certain ways. For example, a user might want the cursor to move when pressing the Page Up key. By default the cursor does not move.

To customize the appearance and behavior of the Playlist Viewer:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.

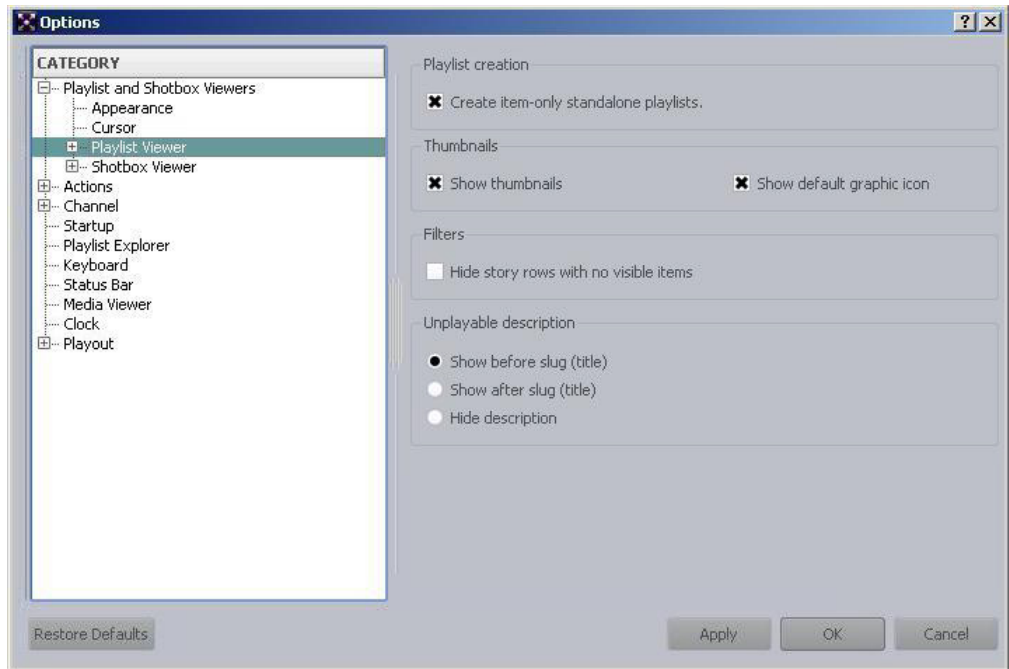


2. In Category, expand Playlist and Shotbox Viewers and select Appearance.
3. You can alter the font, as well as the color of text and backgrounds. As you click on each entry in the Playlist section, your settings for that entry will appear in the Sample section at the bottom of the dialog box. Using the Ctrl or Shift keys, you can select and modify multiple entries simultaneously.
4. (Optional) Click Apply to save the settings without closing the dialog box, so further modification can continue.



The Restore Defaults button is used to restore settings to the system's original default settings.

5. Select Playlist Viewer.



6. Select the check box in the Playlist creation section if you want to enable item-only playlists. This option is selected by default. You can insert breaks in item-only playlists. If you intend to embed newsroom playlists or other standalone playlists, you must deselect this option to keep stories in the playlist.
7. Select Show thumbnails if you want to view thumbnails of media in the playlist.



For more information on thumbnails, see “Displaying Thumbnails in a Playlist” on page 63.

8. Select whether you want a default icon displayed in the playlist for items that do not have thumbnails.

Default Icons






Default icon for graphics

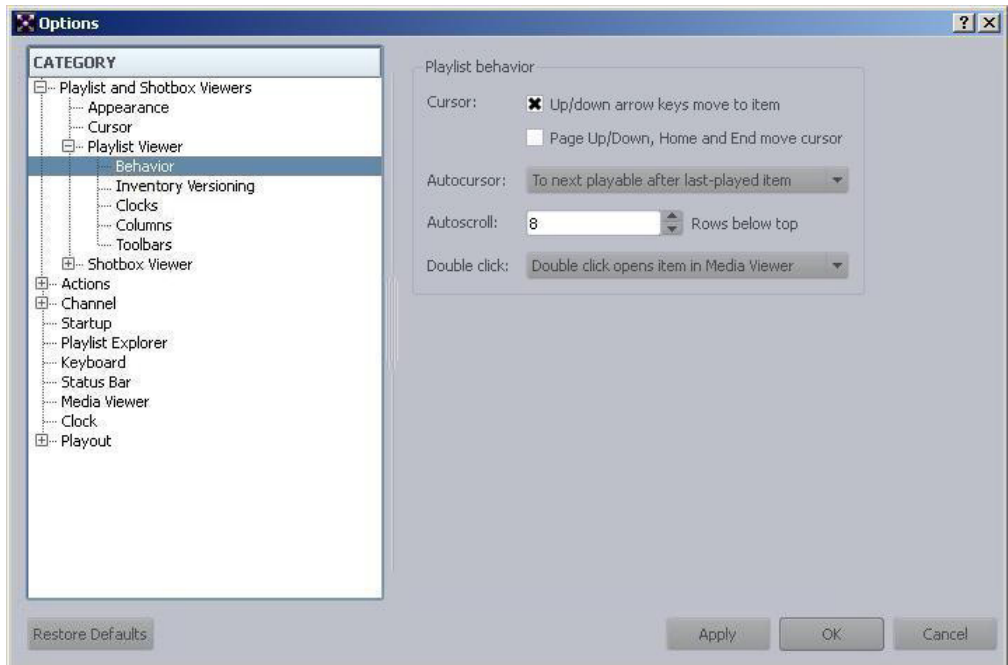


Default icon for videos

If this feature is turned on and Command is controlling video and graphic devices that do not support thumbnails, then default icons for each are used as shown in the following illustration.

05		LWR + FS
		test_018
		livebug:
		n14:MARC LOVICOTT Investigating

9. In the Filters section, select the check box if you want story rows with no visible items to be hidden in the playlist.
10. In the Unplayable description section, select a radio button corresponding to the manner in which you want Command to display unplayable status information. Options include:
 - ▶ Showing the description before the title.
 - ▶ Showing the description after the title.
 - ▶ Hiding the description and not displaying it at all.
11. (Optional) Click Apply to save the settings without closing the dialog box, so further modification can continue.
12. Select Behavior.



13. Select whether to allow use of arrow keys to move the cursor up or down a playlist to the nearest media or next adjacent row.
14. Select whether to enable the Page Up, Page Down, Home, and End keys to move the cursor up or down a playlist, scrolling as needed. By default, this feature is off, so pressing any of these four keys would scroll the view without moving the cursor within the playlist.
15. The autocursor feature applies to cursor behavior in a playlist when using channel specific payout—in regard to GPI or X-keys with actions assigned to indices. Set Autocursor to one of the following options:

Option	Description
None	Select this option if not using channel specific payout. When set to None, the cursor will follow standard movement patterns.
To next playable after last-played item	Select this option if you want the cursor to move to the next available item after the one that's just been played via channel specific GPI or X-keys commands.
To last-played item	Select this option if you want the cursor to move to the item just played via channel specific GPI or X-keys commands.

16. Select how many rows should remain displayed above the cursor. This will lock the cursor in place—once it reaches the row specified—so that the playlist scrolls up or down instead of the cursor moving up or down.
17. Select whether the autoscroll lock applies to the row containing the last-played item, instead of cursor position.
18. Select whether double-clicking on an item should cue that item or open it into the Media Viewer.
19. Click OK to save the settings.

Customizing the Cursor

In a playlist, the cursor can appear as a rectangle around a row or as a solid bar in all or specified fields. Additionally, a drop indicator is provided when dragging copied rows to different locations within a playlist. It appears as a solid line between rows.

A user can customize the colors for both the cursor and the drop indicator.

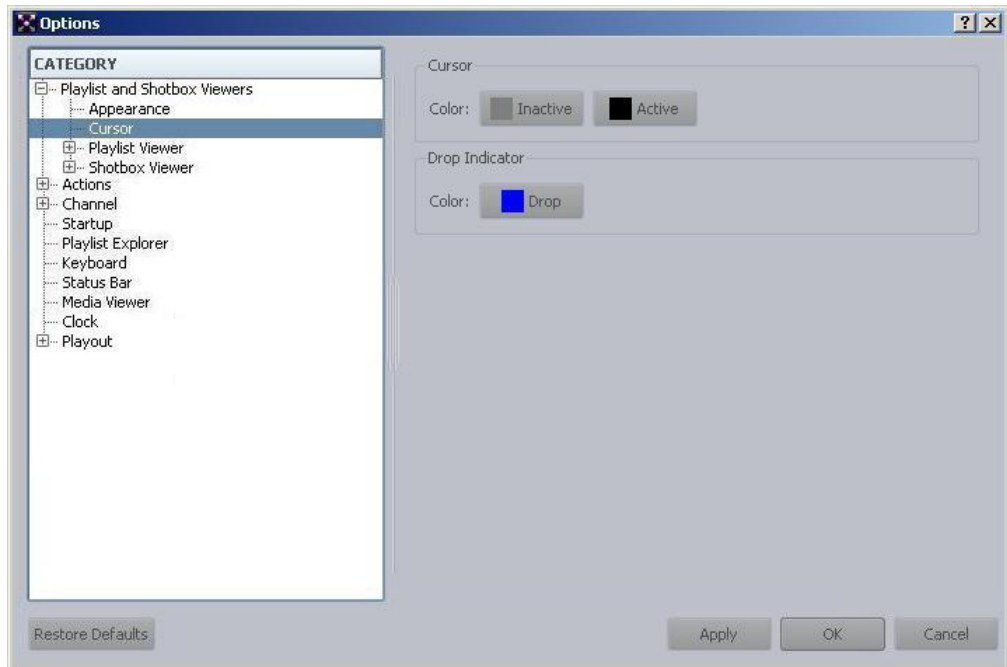


The behavior of the cursor when a user presses the keys Page Up, Page Down, Home, or End can also be customized. By default the cursor does not move when any of the four keys are pressed. For more on setting cursor behavior in a playlist, see “Customizing the Playlist Viewer” on page 53.

To change the cursor's appearance:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



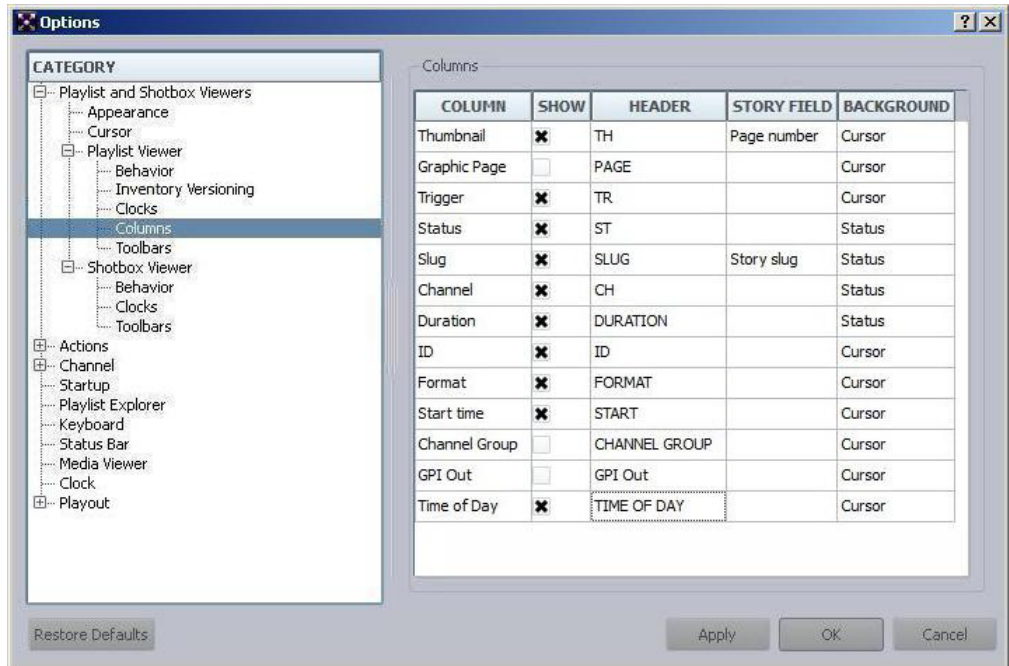
2. In Category, expand Playlist and Shotbox Viewers and select Cursor.
3. Set the color of the cursor.

Setting	Description
Active	The color of the cursor when the focus is on the Playlist Viewer. By default this color is black.
Inactive	The color of the cursor when the focus is on a different panel in the iNEWS Command window or on another software application. By default this color is gray.

- Set the color of the drop indicator.

Setting	Description
Drop Indicator	The color of the line used to indicate where copied rows will be dropped into the playlist when dragged to a new location. By default this color is blue.

- (Optional) Click Apply to save changes without closing the Options dialog box.
- Expand Playlist Viewer and select Columns.



- Set the Background options per column accordingly.

Options	Description
Cursor	The cursor's color will also apply to the field's background. This makes the cursor in that column appear to be a solid bar.
Status	The cursor's color only applies as an outline on the field. This allows the background in that column to reflect status colors, such as playability or transport status.

In the following example, the cursor's active color is set to black, the Thumbnail and Trigger columns are set to Cursor, while the rest is set to Status. The cursor—located on the video item between story lines 04 and 05—appears as shown:

Page #	TITLE	CHANNEL	DURATION	ID
SHOW-OPEN				
01	OPEN			
02	HEADLINES			
03	I-TRIPLE-MURDER			
04	P-TRIPLE-MURDER			
	 Allied drive shots fired	A	00:00:59:00	032406CD
05	T-TRIPLE-MURDER			



In the previous example, the display of thumbnails was turned off, so the cursor color is clearly visible. A filmstrip icon appears for all video items instead of thumbnail graphics. When thumbnails are displayed, the graphic fills each cell in the column; therefore, the cursor color in that column appears more as an outline. For an example of a playlist showing thumbnails, see “Displaying Thumbnails in a Playlist” on page 63.

- Click OK to save settings and close the Options dialog box.

Customizing Playlist Clocks

The clocks on either side of the toolbar can be hidden or customized to provide certain timing functions, which include:

- Time elapsed in clip
- Time remaining in clip
- Time remaining in show



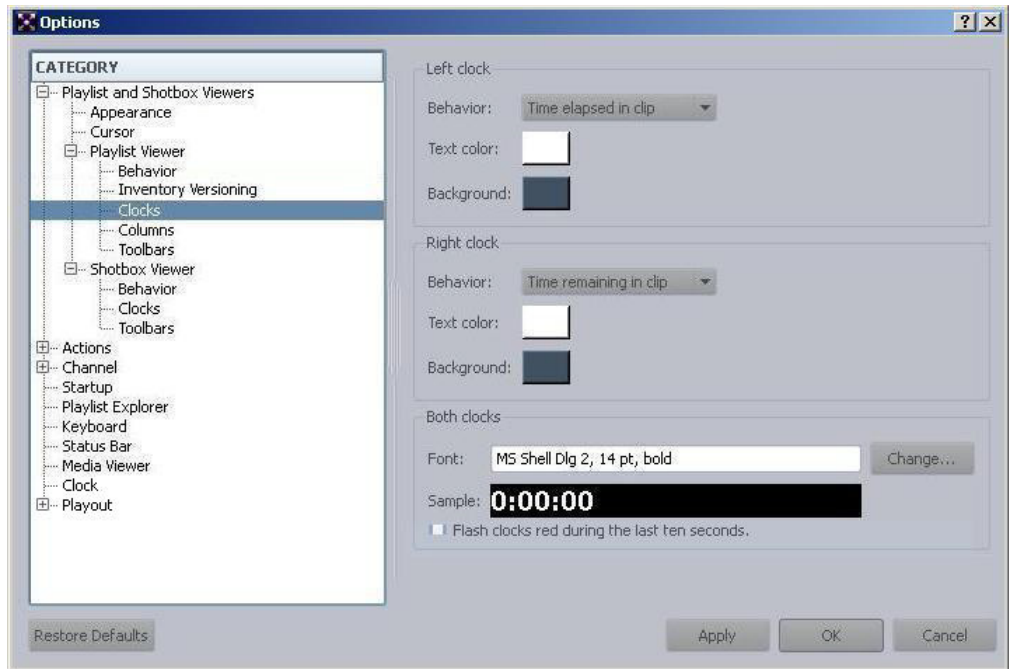
If an item is added to a playlist, the Time Remaining in Show will update immediately.

Each clock's background color, as well as the font and color of text, can be altered from the defaults, which are: black, 24 pt., bold MS Shell Dlg font on a yellow background. While the font setting is shared by both clocks, the colors can be set independently of one another.

To change clock functions:

- Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box appears.



2. In Category, expand Playlist and Shotbox Viewers.
3. Expand Playlist Viewer and select Clocks.
4. Set each clock's behavior, text color, and background color.
5. To change the font used for both clocks, click the Change button.
6. If you want the clocks to flash during the last 10 seconds of an item's duration, select the check box in the Both clocks section. If selected, when a playing item reaches 10 seconds remaining, the countdown clock will change the text color to red and then alternate every second between that color and the standard pre-defined color.
7. When finished modifying the look and behavior of the clocks, click OK.

Customizing Columns in Playlist Viewer

A Command user can rearrange, rename, and hide any column or columns in a playlist.

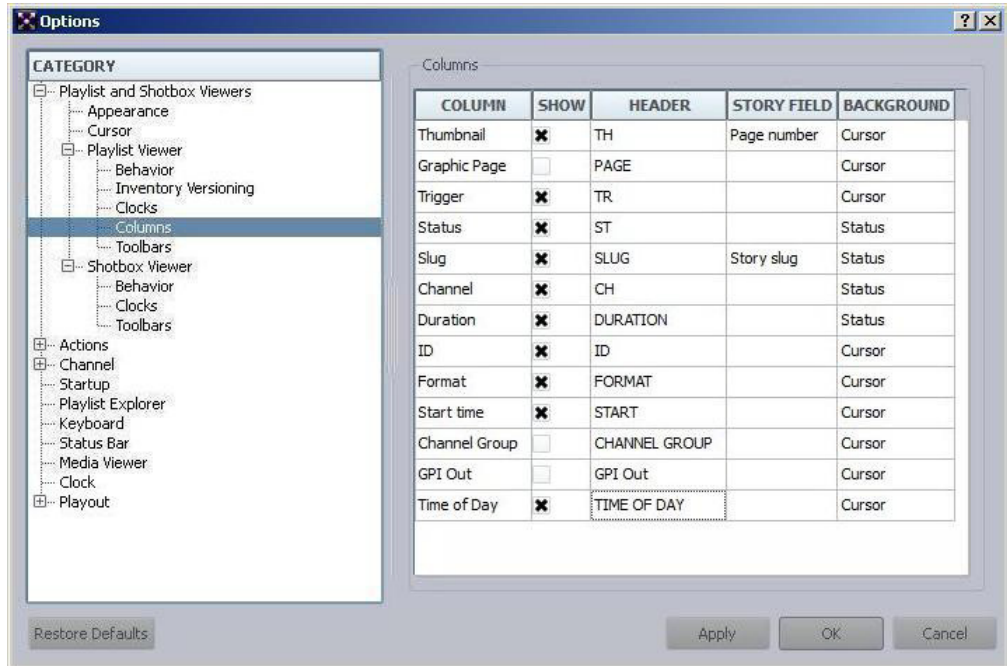
To rearrange columns:

- ▶ Click on the column header and drag it right or left to a new location.

To show, hide, or rename a column:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand Playlist and Shotbox Viewers.
3. Expand Playlist Viewer and select Columns.
4. Under Show, select or deselect the check box for each column you want to display or hide.
5. Under Header, double-click the text field corresponding to the column you want to rename and type in the new name.
6. Click OK.



The Story Field option enables the user to display—in the playlist—certain metadata obtained from the newsroom computer system related to a story. Options include: Page number, Story slug, and Story ID. This data will appear only on a story line in the playlist in the specified column.

The Background column setting pertains to the appearance of the column fields when the cursor is on them in the Playlist Viewer. For more information, see [“Customizing the Cursor” on page 57.](#)

Time of Day Column

There are two ways you can use the Time of Day column:

- Lock the channel group and play an item in a playlist that contains follow-on items. If displayed in a playlist, the Time of Day column will show the time all subsequent follow-on items will trigger for playout. Manually playing another item will cause the Time of Day column to update. Closing and reopening the playlist will clear the values in the Time of Day column.



For the Time of Day column to display follow-on values, you must enable Assign follow-on to all items in a playlist's properties. If you want follow-on to continue through breaks as well, ensure that Assign follow-on to all breaks is also selected. This turns follow-on on or off for all current breaks in the selected playlist.

- Right-click on an opened playlist and edit its properties by setting the playlist to automatically begin playing at a specified time. That time will appear in the Time of Day column. If a user changes the specified time in the playlist's properties, the Time of Day column will update.



Manually playing an item will overwrite the values set in the playlist's properties.

Resizing the Playlist Viewer

By default, the Playlist Viewer splits the main portion of the Command window with the Shotbox Viewer panel if both are opened. A user can adjust the division of the space for the Shotbox Viewer panel and the Playlist Viewer by clicking on the divider bar between them and dragging it up or down.



If the size is adjusted too small, some features will be hidden. More space is required if thumbnails are shown in playlists.

The Playlist Viewer can also be maximized to fill the entire window.

To maximize the Playlist Viewer:

- ▶ Type Alt+Z.
- ▶ Select Playlist > View > Toggle Maximize.

Displaying Thumbnails in a Playlist

Thumbnails in Command are small graphical representations of the media, which could be a character generated graphic or a frame of video. In regard to video, although sometimes referred to as headframes, thumbnails are created from within the first five frames of video and therefore might or might not be the first or “head” frame.



For video clips, the marked in time does not affect the creation of thumbnails, which are created from within the first five frames of recorded video.

In a playlist, when thumbnails are available and displayed, they appear in the far left column. The following example shows a playlist with thumbnails of video:

		TITLE	CHANNEL	DURATION	ID	START
	▶	eating	A	00;00;52;01	eating2.02	00;00;00;00
	▶	meds	B	00;01;00;18	meds2.04	00;00;00;00
	▶	lions	A	00;00;34;23	cubs2.05	00;00;00;00
		planes	B	00;00;24;11	planes2.06	00;00;00;00

The thumbnails in the example are for SD media, but Command can display thumbnails for HD media, too, in which case the HD media appears with a white matte across the top and bottom of the thumbnail.

Resizing the Thumbnail column will also resize the thumbnail; the system retains aspect ratio.

When display of thumbnails are not enabled, or if Command cannot find or make a thumbnail for a media item, an icon similar to a film reel is used to indicate a video item, as shown in the following illustration.

Page #	TITLE	CHANNEL	DURATION
08	BUSH-FED-RELIEF	A	00:00:15:00
09	NEW ORLEANS	B	00:00:15:00
10	HURRICANE-DAMAGE	A	00:00:15:00
11	WX-TZ	A	00:00:15:00
BREAK			




In the following example, the playlist shows items with thumbnails for a different component, an Avid Deko graphics device instead of a video server:

Evening News
0:00:030:00:52

deko AB
 TD TD
deko550




	TITLE	CHANNEL	DURATION	ID	START
	0123.dko	deko550	00:00:00:00	NRCStv:5...	00:00:00:00
	0125.dko	deko550	00:00:00:00	NRCStv:0...	00:00:00:00
	3006.dko	deko550	00:00:00:00	NRCStv:3...	00:00:00:00
	ComingUp.dko	deko550	00:00:00:00	NRCStv:C...	00:00:00:00

If Command is controlling video and graphic devices that do not support thumbnails, then default icons for each are used instead, as shown in the following illustration, which is a sample playlist displaying both default video and graphic icons in their default 16 x 16 pixel size.

05		LWR + FS
		test_018
		livebug:
		n14:MARC LOVICOTT Investigating



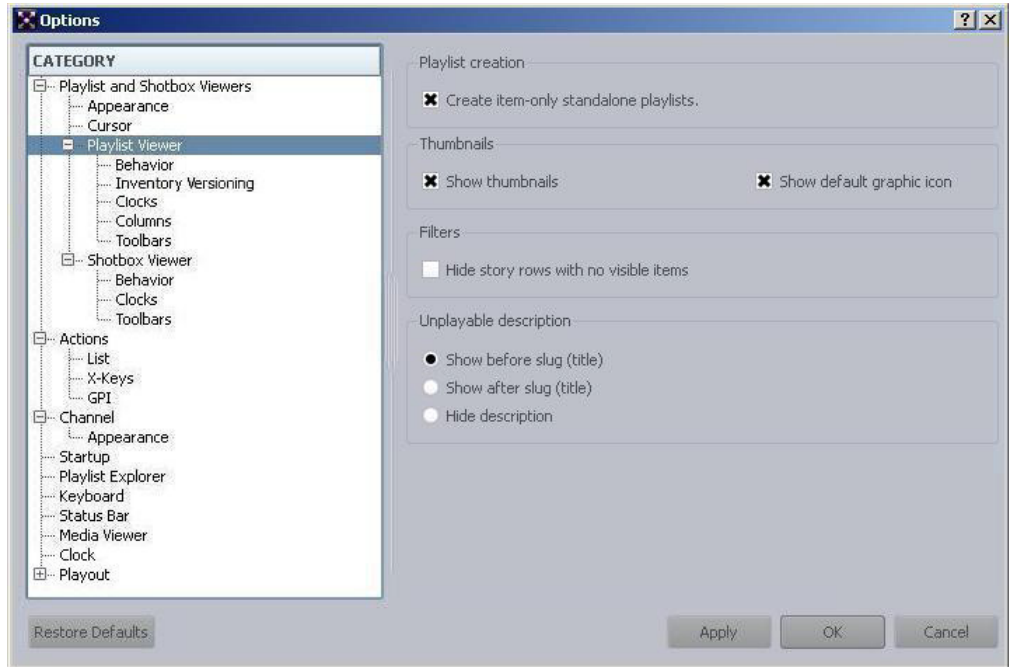
If Command is controlling a device that supports thumbnails, the default size for icons in the playlist gets bigger (up to 48 pixels) if the thumbnail column is widened. The following illustration shows the larger size thumbnail and default video icon for a playable and unplayable item:

A08		WEEKEND
		DefaultName.1650
A09		NEWS OF THE DAY
		***MEDIA NOT FOUND***

To turn on the display of thumbnails:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.

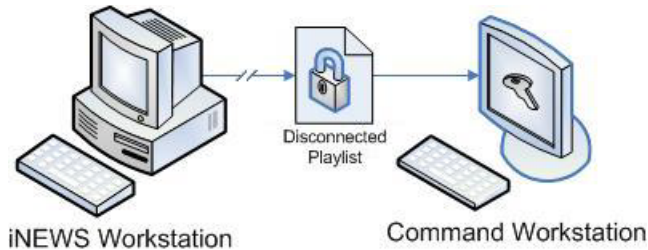


2. In Category, expand Playlist and Shotbox Viewers.
3. Select Playlist Viewer.
4. Select Show thumbnails if you want to view thumbnails of media in the playlist.
5. Click OK to save settings.

Locking and Unlocking Playlists

When a playlist is loaded from a newsroom computer system, iNEWS Command sends that system updates any time changes occur to the playlist at the Command workstation and receives updates from the newsroom computer system when changes are made to the rundown. The playlist is controlled and therefore considered “locked” by the newsroom system. However, should that connection be broken, the playlist is considered to be “disconnected”.

When a disconnect occurs, playout can continue from the Command workstation; however, any changes to the playlist in Command will not be sent to the rundown in the newsroom computer system. Also, the playlist will not display any modifications that might be made to the rundown. At that point, it is equivalent to a standalone playlist.



If a disconnect occurs, reloading the playlist from the newsroom computer system will restore the connection and provide the most up-to-date playlist in the Playlist Explorer or, if configured to do so, on a new tab in the Playlist Viewer. The channel groups (devices) locked to the original, disconnected playlist must be manually unlocked, and then relocked from the reloaded playlist on the new tab.

On the far right side of the Playlist toolbar is the Playlist Lock button. Its appearance varies depending on the status of the playlist:



This icon indicates that the playlist is controlled (locked) by an iNEWS newsroom rundown. Clicking it will prompt the user with an Override Lock dialog box. The user must type in the system administrator password to override the lock and disconnect the playlist from the newsroom rundown.



Whenever the lock held by an iNEWS newsroom rundown is overridden, the icon will change to one with a blinking red X to indicate the playlist is disconnected from the newsroom rundown.



This icon indicates that the playlist is MOS active and marked ready-to-air by a MOS-based newsroom rundown. Clicking it will prompt the user with an Override Lock dialog box.



If overridden, the playlist is disconnected; when this occurs, the icon will change to one with a blinking red X to indicate the playlist is now disconnected from the MOS-based newsroom rundown.



This icon indicates that the playlist is locked by the user at the Command Workstation. When locked, the user can insert, move, or delete items in the playlist. Clicking it will unlock the playlist at the workstation. When it is unlocked, the icon will change to indicate the playlist is unlocked.



This icon indicates that the playlist is unlocked. Clicking it will lock the playlist at the Command Workstation.



This icon indicates that the playlist is MOS active and marked ready-to-air by a MOS-based newsroom rundown. Clicking it will prompt the user with an Override Lock dialog box.



If overridden, the playlist is disconnected; when this occurs, the icon will change to one with a blinking red X to indicate the playlist is now disconnected from the MOS-based newsroom rundown.

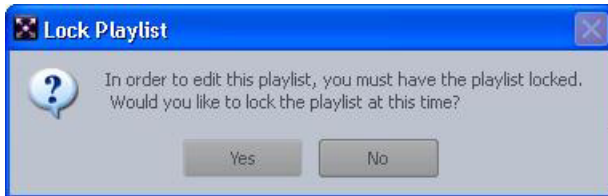


This icon indicates that the playlist is locked by the user at the Command Workstation. When locked, the user can insert, move, or delete items in the playlist. Clicking it will unlock the playlist at the workstation. When it is unlocked, the icon will change to indicate the playlist is unlocked.



This icon indicates that the playlist is unlocked. Clicking it will lock the playlist at the Command Workstation.

Whenever a playlist is locked by another user, and you attempt to edit the playlist such as dragging and dropping an item into the playlist, Command will display a dialog box explaining that you must first lock the playlist yourself before being allowed to make such edits.



Selecting Yes in the dialog box will lock the playlist by you and permit edits.

Working with Channel Groups

A channel group is a group of one or more device channels that might or might not be across multiple devices.



Avid recommends that each channel group pertains to the same “type” of device. For example, a channel group called AS is a grouping of channels from two or more AirSpeed video servers, while a different channel group named CG is a grouping of channels on a Deko character generator.

In this example, a station has two AirSpeed video servers, each with two channels that are numbered 2 and 3. The first AirSpeed is called AS1 and the second one AS2. With channel groups on Command, the station’s system administrator can set up numerous different channel groups and call them anything, such as the following:

Channel Group	Channel Names	Actual Device Channels	Purpose
AS-Morning	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Browse
AS-Noon	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Hotswap
AS-5PM	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Playout
	D	AS2 - channel 3	Playout
AS-10PM	A	AS1 - channel 2	Playout
	C	AS2 - channel 2	Mirrored
	B	AS1 - channel 3	Playout
	D	AS2 - channel 3	Mirrored

As shown in the table, some channels are used for actual broadcast while others are reserved for off-air browsing, hotswapping, and mirrored playout purposes.



If the channel group contains playback and browse channels, double-clicking on an item in the Media Viewer will lock that channel group.

Hotswapping is an automatic channel failover protection feature available at sites with more than one video server. A hotswap channel takes the place of a standard playout channel in the group should that channel fail. For playout purposes, Command displays in the Status area the channel that replaces the failed one. It also displays an icon on the Channel toolbar to indicate when a hotswap occurs. For more information, see [“Channel Group Icons” on page 162](#).



Although the hotswap channel in Command retains the original name of the failed channel, it is still a different physical channel. So, to achieve payout, the person at the switcher must be aware of its physical channel location when taking the hotswap channel to air.

In the Playlist Viewer, users can add new or existing channel groups to standalone playlists, as well as lock or unlock channel groups. For more information on assigning channels, see [“Changing Channels” on page 117](#).

To add an existing channel group to a standalone playlist:

1. With the playlist open, right-click on the Channel toolbar (anywhere in the gray area).
2. Select Channel toolbar > Channels > Add Existing...
3. Choose one or more of the channel groups from the list.



To select multiple channel groups, hold the Ctrl key down and click the groups.



4. Click OK.

A button or buttons for selected channel groups appears on the Playlist toolbar.

There is also another way to add an existing channel group to a standalone playlist. When dragging and dropping media from the Inventory into a standalone playlist, if the media belongs to a channel group not already added to the playlist, an Add Channel Group dialog will appear (shown below) asking the user to confirm the addition of the channel group to the playlist. Clicking OK adds the channel group.



To add a new channel group:

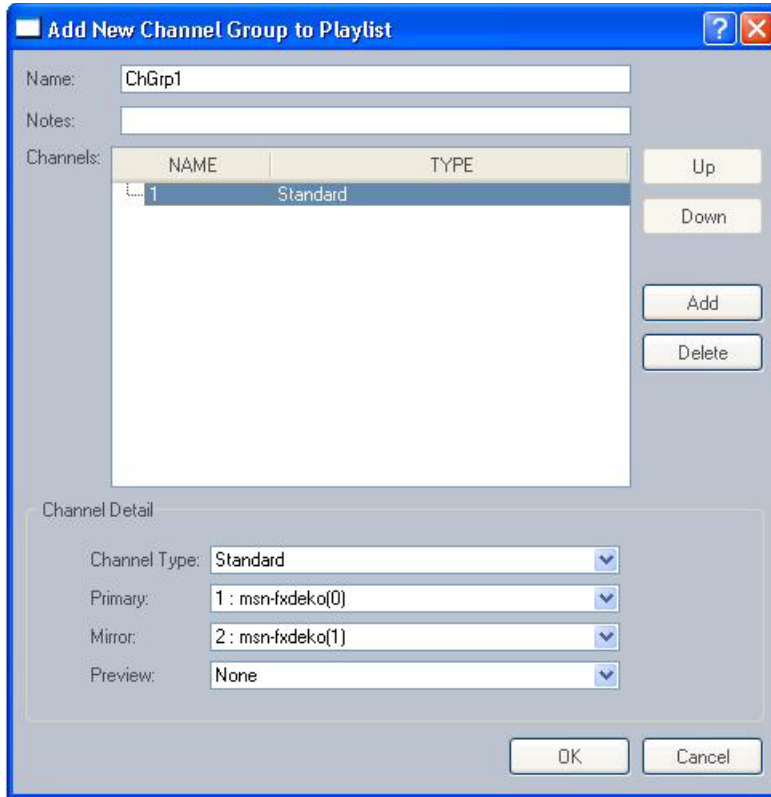
1. With the playlist open, right-click on the Channel toolbar (anywhere in the gray area).
2. Select Channel toolbar > Channels > Add New....

The Add New Channel Group dialog box opens.



3. When prompted for the administrator password, type it in and click OK.

The Add New Channel Group to Playlist dialog box opens.



4. Enter the name of the new channel group and any notes you want.
5. Click Add to add a channel to the group.
6. In the Channel Details section, select the Channel Type, Primary, Mirror, and Preview options for that channel.
7. Repeat steps 5 and 6 as needed. You can use the Up and Down buttons to rearrange the order of channels in the group.
8. Click OK.

To remove a channel group from a playlist:

1. Remove any media in that group from the playlist.
2. Right-click the button for that channel group on the Playlist toolbar.
3. Select Remove from the menu.

For more information, see [“Assigning Channels in Playlist Viewer”](#) on page 74.

Locking Channel Groups

Channel group locks are not the same as playlist locks. A channel group lock pertains to control of playout on channels in a group. A playlist lock pertains to ability to modify the structure of the playlist itself. Users can lock one or more channel groups for a playlist from a Command Workstation.

To lock a channel group:

- ▶ Click the Channel Group button associated with that channel group in the Playlist toolbar. The icon on the button will change to indicate the channel group's locked status.

To unlock a channel group:

- ▶ Click the Channel Group button associated with that channel group in the Playlist toolbar. The icon on the button will change to indicate the channel group's unlocked status.



Channel groups are numbered by the system from left to right as they appear on the Playlist toolbar, beginning with 1. This enables alternative keystroke combinations for locking and unlocking individual channel groups. For example, to lock an individual channel group use: Ctrl+1 for the first channel group, Ctrl+2 for the second, and so forth. To unlock, use the Alt key instead of Ctrl.

To simultaneously lock all of a playlist's channel groups:

- ▶ Either press Ctrl+L or select Playlist > Channels > Lock All.

To simultaneously unlock all of a playlist's channel groups:

- ▶ Either press Alt+L or select Playlist > Channels > Unlock All.

When a channel group is locked, the status of those locks appears on the status bar at the bottom right corner of the window, if configured to be displayed in the user interface. For more information, see [“Status Bar” on page 20](#).

In the following illustration, a closeup of the locked status for both channels A and B of a channel group named AB is shown:



The per-channel status can also appear on the Channel toolbar, if configured to be displayed in the user interface. For more information, see [“Hiding a Playlist's Playout or Channel Toolbar” on page 49](#).

Assigning Channels in Playlist Viewer

After a channel group is added to a playlist, channels can be assigned to or edited for specific items in the playlist.

For some sites, channels are automatically assigned when the playlist's channel group is locked. Whether this occurs depends on system settings in Avid iNEWS Command. Contact your system administrator for more information.

There are other methods for assigning channels at a workstation as well.

To assign channels in Command:

- ▶ Do one of the following:
 - Click the field in the Channel column of the playlist opened in the Playlist Viewer and type the first character of the channel name, such as A, B, or C.
 - Type Ctrl+*, type the first character of the channel name, and press Enter.
 - Right-click and select Channel > Assign.
 - Type Ctrl+R.



Either of the last two steps will result in the assignment of alternating channels throughout the playlist. For example, if there are two channels, A and B, then Command will automatically assign A to the first item, B to the second, A to the third, and so forth. Auto-assignment only applies to channels that are locked.

To assign a channel to multiple items:

1. Click the first item to select it.
2. Do one of the following:
 - ▶ Hold the Shift key down to select all items between your first selection and your last.
 - ▶ Hold the Control key down to select multiple non-sequential items.

In the following example, items for pages 06, 08, and 10 are selected, while 07, 09, and 11 are not:

Page #	TITLE	CHANNEL	DURATION
06	LOCAL-CRIME	B	00:00:15:00
07	NATL-CRIME	B	00:00:15:00
08	BUSH-FED-RELIEF	B	00:00:15:00
09	NEW ORLEANS	B	00:00:15:00
10	HURRICANE-DAMAGE	B	00:00:15:00
11	WX-TZ	A	00:00:15:00
	BREAK		

3. Do one of the following:

- ▶ Press Ctrl+* (asterisk) to set the focus on the Channel field, then type the first letter of the channel you want. (This will change all selected items.)
- ▶ With the Shift or Ctrl key still held down, as chosen in the previous step, double-click in the last item's cell located in the Channel column. This will give you a drop-down arrow. Then, click the arrow and select the channel from the list, as shown in the previous graphic.

4. Click anywhere else in the playlist. It's at this point that the channel is reassigned to the selected items.

In the following example, the user clicked on row 11 as indicated by the black outline, and the channel assigned to items 06, 08, and 10 is now A:

Page #	TITLE	CHANNEL	DURATION
06	LOCAL-CRIME	A	00:00:15:00
07	NATL-CRIME	B	00:00:15:00
08	BUSH-FED-RELIEF	A	00:00:15:00
09	NEW ORLEANS	B	00:00:15:00
10	HURRICANE-DAMAGE	A	00:00:15:00
11	WX-TZ	A	00:00:15:00
	BREAK		

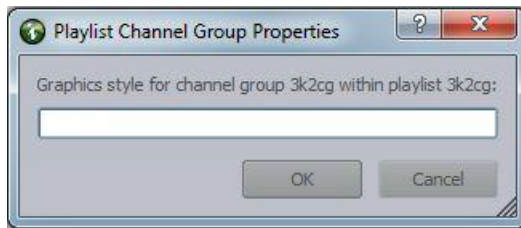
Setting the Graphics Style for a Channel Group

Graphics styles are system settings you can assign to a channel group in a playlist or shotbox. If the one you are looking for is not listed, contact your system administrator to have it added. A graphics style can be set per channel group, allowing for multiple styles in a single standalone playlist or shotbox.

To set the graphics style for a playlist:

1. Right-click on the channel group in the Playlist toolbar.
2. Select Edit Properties for this Playlist... (This option will not appear if you right-click on a channel group associated with a video device.)

The Playlist Channel Group Properties dialog box opens.



3. Enter the graphics style.
4. Click OK.

Setting Workstation Alias

Command has a workstation alias that, once set, is displayed on the Playlist toolbar next to the Channel Lock icons whenever a channel group is locked. This lets users see which workstation has the lock on the channel group.

For instance, the image on the left shows the ABCD channel group locked by the local workstation called TD. The image on the right shows the view from another workstation while the same ABCD channel group is still locked by the workstation called TD.



To set the workstation alias:

1. Select Tools > Options > Startup.
2. Enter the alias for the workstation.

3. Click OK.



Command Workstation options are user specific; they are saved in each user's Windows profile. If users log in to a workstation using their own user names, they will not see the workstation alias until they have set it for their own profile.

Working with Standalone Playlists

A standalone playlist is one that is not directly associated with (or disconnected from) a newsroom rundown. Users can create or delete standalone playlists at the Command Workstation. They can also edit them, add breaks, and even add placeholders into standalone playlists.

Placeholders can be used to associate media with a story before the media is actually available. Since each placeholder must have a unique ID to avoid playback of the wrong media, the format of the placeholder should be predefined in System Settings. See the *Avid iNEWS Command Administration Guide* for more information.



Disconnected newsroom playlists contain stories with items. By default, newly created standalone playlists do not contain stories and are considered item-only standalone playlists. This section pertains to the latter type of playlist. For more information, see “Inserting New Stories” on page 119 and “Customizing the Playlist Viewer” on page 53.

To create a standalone playlist:

1. Select File > New > Playlist (or use the shortcut keystroke combination, Ctrl+Shift+N).
2. When the Create New Playlist dialog box opens, enter a name for the new playlist.
3. Click OK.
4. Assign a channel group or groups to the new standalone playlist by clicking the Add/Lock Channel Group button. You can add either a new channel group or an existing one. For more information see [“Working with Channel Groups” on page 69](#).
5. Drag and drop items (existing machine control events) from the Inventory Explorer into your playlist.
6. Repeat step 5 as needed.

After a standalone playlist is created, the items in that list can be modified as needed, such as rearranging the order or deleting items.

To edit a standalone playlist:

1. Open the playlist.
2. Do any of the following:

- ▶ Add new items to the playlist by selecting Playlist > Insert > New Item or by dragging them from the Inventory Explorer. You can also drag items from a shotbox into a playlist.



If the channel group associated with the item is not already assigned to the playlist, then a dialog box will appear to confirm the assignment of the channel group to the playlist. Once confirmed, the channels are assigned to the playlist and the item added.

- ▶ Delete items by selecting the item and pressing the Delete key.
- ▶ Rearrange the order by dragging and dropping items into new locations within the playlist.

To add breaks between items:

1. Type Ctrl+B.
2. Select Playlist > Insert > New Break.

To add a placeholder in a standalone playlist:

1. Do one of the following:
 - ▶ Type Alt+Insert.
 - ▶ Right click and select Insert > New Item.
2. When the Insert Placeholder dialog box appears, click OK.

To delete a standalone playlist:

1. Select the playlist in the Playlist Explorer.
2. Press the Delete key.



To delete a playlist, it must not be on air.

Inventory Versioning

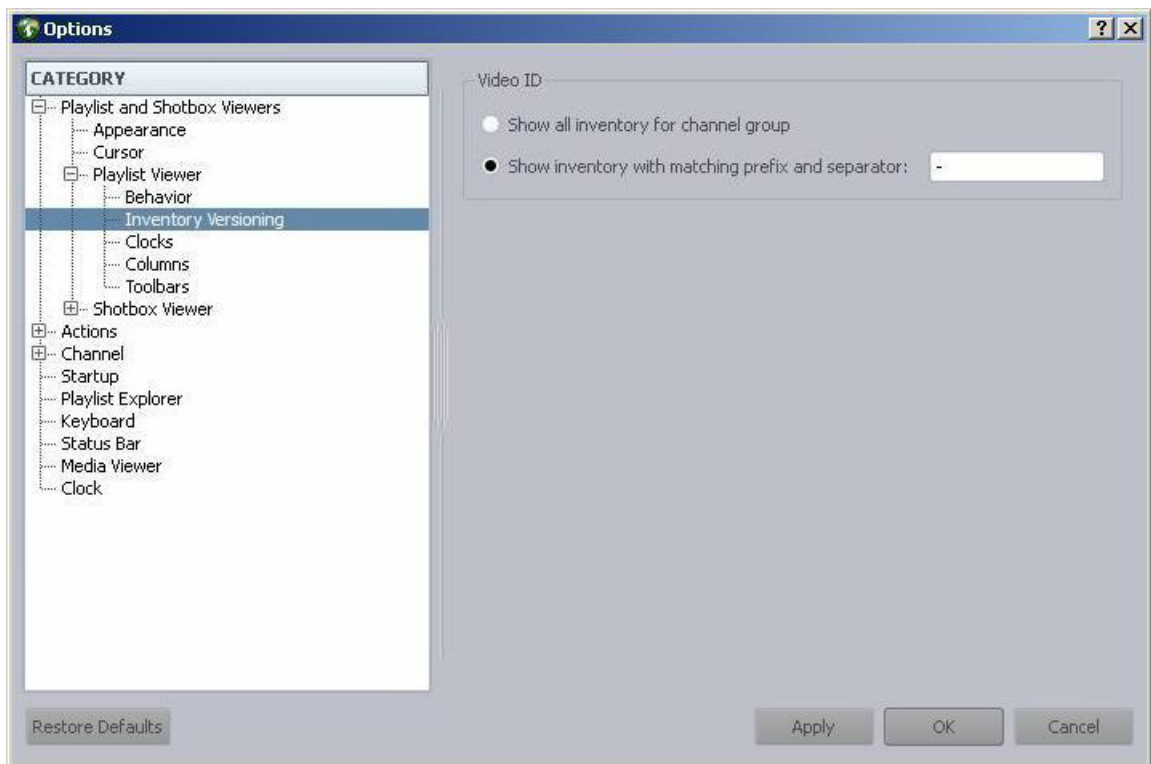
The ID field in a standalone playlist enables users to view (via a drop-down list) the inventory available in two ways. By default, all available inventory for the channel group appears in the drop-down list when a user clicks in the ID field. However, with Command's Playlist Viewer options, a user can configure the system to display only those versions of items matching a defined prefix and separator.

For instance, an inventory has numerous items with various IDs, but one item has a video ID called "clip". In the inventory, there are three versions of the item, clip, which are clip-01, clip-02, clip-03. By default the separator is a hyphen, and the numerical values are the versions. So if a user clicks on the ID field for that item in a standalone playlist, the drop-down list will

only display the three existing versions of the item. If a user clicks on another item that does not have anything in the ID to match the configured prefix and separator, then the entire inventory will appear in the drop-down list.

To set options for versioning:

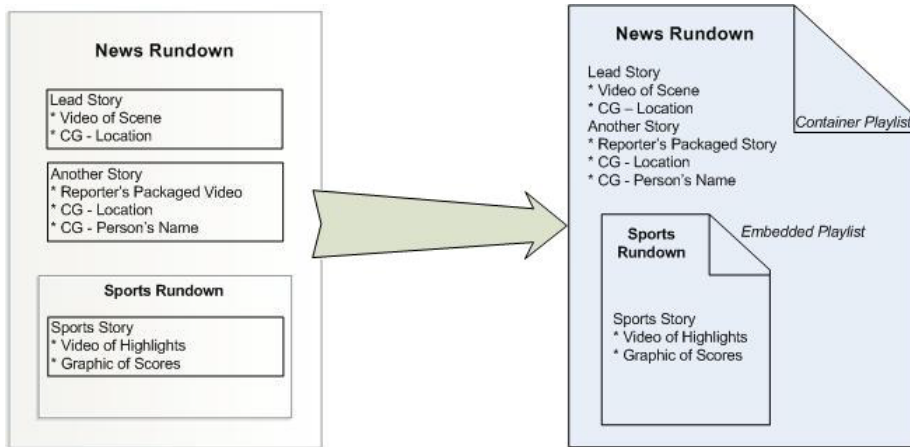
1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator. The Options dialog box opens.
2. In Category, expand Playlist and Shotbox Viewers.
3. Expand Playlist Viewer and select Inventory Versioning.



4. Do one of the following:
 - ▶ Select Show all inventory for channel group.
 - ▶ Select Show inventory with matching prefix and separator. Then define the separator and/or prefix. By default the separator is defined as a hyphen (-).
5. Click OK.

Working with Embedded Playlists

Avid iNEWS Command supports embedding playlists, which enables users to insert one playlist into another one. In the following example, a newsroom producer is setting up a newscast in which there will be a segment on sports. The ability to embed playlists enables a user to work on one rundown without requiring access to another—the person setting up the sports segment no longer needs full producer-level access to the newscast rundown. Instead, two rundowns can be created: one for the overall newscast and another for the sports segment. The newsroom producer can embed the sports rundown inside the news rundown, as shown below:



Another example of this workflow is a newscast that contains segments produced at different locations. The primary rundown could contain one or more embedded rundowns from remote sites.



A user can embed playlists from the Command Workstation or from the iNEWS Workstation.











When using Command Workstation, the playlist can be embedded only into a standalone playlist. When using the iNEWS Workstation, the playlist can be embedded only into a newsroom rundown, which appears as a newsroom playlist in Command once the monitor server is loaded. For more information on monitor server, see “Loading Rundowns to Command” on page 111.

To embed a playlist using Command:

1. Open (or create) the container playlist in the Playlist Viewer.
2. Select a playlist you want to embed from the Playlist Explorer.
3. Drag it to the location in container (standalone) playlist. It must be dropped before a story, not an item; otherwise, the system will display a warning to that effect.

-
-  This icon appears in the container playlist as the system is embedding the playlist.
 -  If a problem occurs, This icon might appear to indicate that the system was unable to embed the playlist, resulting in an error. Mousing over the row referencing the embedded playlist will provide a tooltip with more details about the error. An example of an error is: This embedded playlist was deleted.
-

When the playlist is successfully embedded, no icon appears, but the color of the top row is different, as is a matching bar that continues down the left side to indicate all items included as part of the embedded playlist.

		BREAK				
12		BUMP1				
		Bump	A	00:00;15:00	Matt_12	00:00;00:00
		Special				
		Media				
		China Trade	B	00:00;55:00	032406A5	00:00;00:00
		Bush speech	A	00:01;00:10	032406AZ	00:00;00:00
		Pope Benedict	B	00:01;00:02	032406BE	00:00;00:00
		Closing Bell	A	00:00;44:00	021406CC	00:00;00:00
13		I-WORLDCUP				

In the previous example, the embedded playlist is called Special and contains four items—the first of which is called China Trade and is playing, and the last of which is called Closing Bell. The cursor is on the last item in the embedded playlist, as indicated by the row's black rectangular outline. The I-WORLDCUP story is not part of the embedded playlist, as indicated by the absence of the bar on the left edge.

To embed a playlist using the Avid iNEWS newsroom computer system:

1. Open the rundown in which you want to embed another rundown.
2. Insert a new story where you want the other rundown embedded.
3. In the Title field (usually named Slug), type `EMBED:` followed by the pathname of the rundown that you want to embed. For example: `EMBED: SHOWS.6PM.RUNDOWN`
The `EMBED:` token is configurable, so check with your system administrator.



Do not add machine control events to the story.

Editing Embedded Playlists

Embedded playlists are not copies of the original playlist. So, changes made to the actual playlist will appear when viewing the embedded playlist. Like stories in an iNEWS rundown, embedded playlists can be moved or floated.

Whether editing can be done is determined by the type of playlist regardless of whether that playlist is a container for an embedded playlist or the embedded one itself. Users can edit a standalone playlist (or a disconnected newsroom playlist) from the Command Workstation. Newsroom playlists locked by the newsroom computer system must be edited from a workstation running the newsroom computer system software.

If the embedded playlist is a standalone playlist, to edit it, you must open the actual playlist in the Playlist Viewer at a Command Workstation.



Do not try to edit it from its embedded location.

Using Time of Day Playlists

In Avid iNEWS Command, playlists can be set to air at specific times. These playlists are called time of day playlists.



The playlist's channel group must be unlocked so the time of day process can lock it for playout. Otherwise, it will not occur as scheduled. For example, if the time-of-day playlist shares the same channel group or if it's a different channel group but it shares an individual channel with a group that's locked, the time-of-day playlist won't play.

To set a playlist to air at a certain time of day:

1. Open (or create) a playlist in the Playlist Viewer.
2. Select Playlist > Edit > Properties.

The Playlist Properties dialog box opens.



3. In the Time of day section, select the check box and set the time you want Command to automatically begin playing the playlist.



Allow at least thirty second lead time when setting up time of day playlists.

4. Click OK.

A new button will appear on the Playlist toolbar along with the time the playlist is set to begin.



You can click on the Time of Day button to open the Playlist Properties dialog at any time, such as if you want to change the time setting or remove the scheduled time altogether.

4 Shotbox Viewer

The iNEWS Command interface provides a panel known as the Shotbox Viewer, with which users can view and manage on-air playout of media for a single channel group in any random order. For example, a newscast has segments with stories arranged to air in a specific order. For this a playlist is used, but what if a portion of the show will consist of live interviews? Because the live broadcast is not scripted, a more flexible arrangement for media playout is necessary. This is where the Shotbox Viewer panel comes in.



Command supports the use of touch screen monitors, and Avid recommends a touch screen monitor for all sites that heavily use shotboxes.

This chapter contains the following main sections:

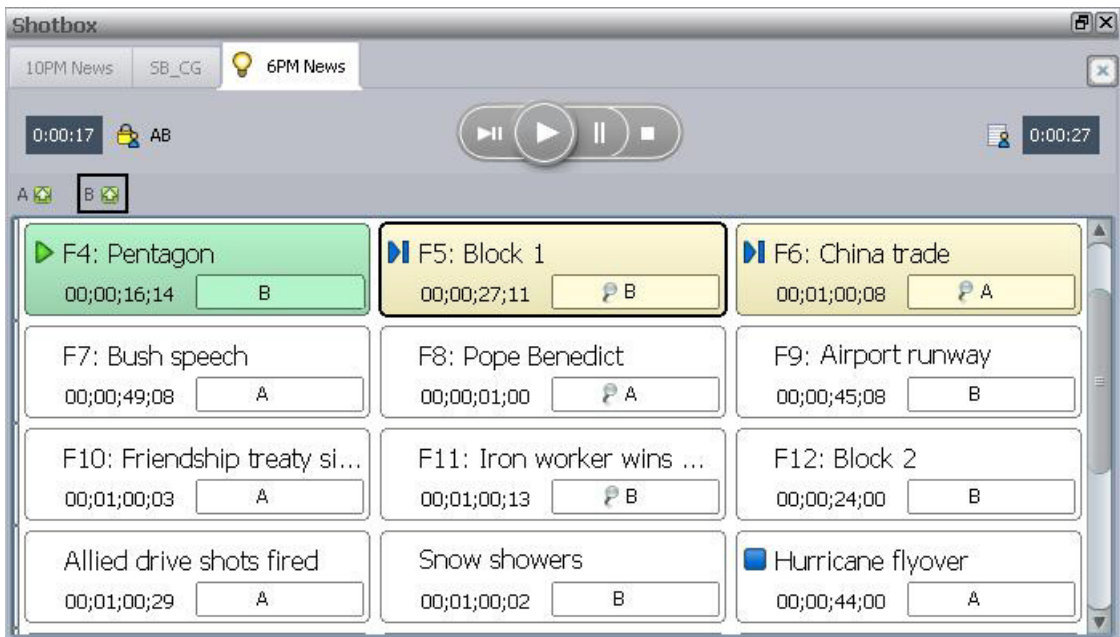
- [Overview of the Shotbox Viewer](#)
 - [Toolbars](#)
 - [Configuring the Channel Toolbar](#)
 - [Customizing the Shotbox Viewer](#)
 - [Customizing the Shotbox Behavior](#)
 - [Customizing the Clocks](#)
 - [Resizing the Shotbox Viewer](#)
- [Creating a Shotbox](#)
- [Loading a Shotbox from iNEWS or NRCS](#)
- [Deleting a Shotbox](#)
- [Working with Channel Groups in a Shotbox](#)
 - [Locking a Channel Group](#)
 - [Assigning Channels in a Shotbox](#)
 - [Setting the Graphics Style for a Channel Group](#)

Overview of the Shotbox Viewer

Among the many capabilities featured in the Shotbox Viewer panel, a user can:

- View a set of media items
- Lock a channel group
- Control playout of items in any order for broadcast
- Pin a media item for playout on a specific channel.

The window can have different shotboxes open simultaneously. All are accessible through tabs located at the top of the Shotbox Viewer panel. The following illustration shows three shotboxes open in the panel, with the on-air one called 6PM News on top. In the example, thumbnails are not displayed. For more information on how to view shotboxes with thumbnails, see [“Displaying Thumbnails in a Shotbox”](#) on page 96.



In the preceding illustration, the channel group is AB. One item is playing on channel B, two items are cued, and another called Hurricane flyover is stopped. Four items are pinned to specific channels.



Similar to the Playlist Viewer, the Shotbox Viewer cannot be split to view multiple shotboxes simultaneously; only one tab can be viewed at a time. However, items can be copied or cut and pasted from one shotbox to another so long as the shotboxes use the same channel group.

The appearance and some behavior of the shotbox is customizable. For more information, see [“Customizing the Shotbox Viewer”](#) on page 90.

The cursor appears as an altered border around an item in the Shotbox Viewer. For example, in the previous graphic, the cursor is on the F5: Block 1 item, as indicated by a bolder black border. The color specified for the cursor is used for both shotboxes and playlists. For more information on how to set or modify the cursor's color, see [“Customizing the Cursor” on page 57](#).

To open a shotbox:

- ▶ Double-click on a shotbox in the Playlist Explorer. Command will open it in the Shotbox Viewer to display the shotbox of media for a specified channel group.

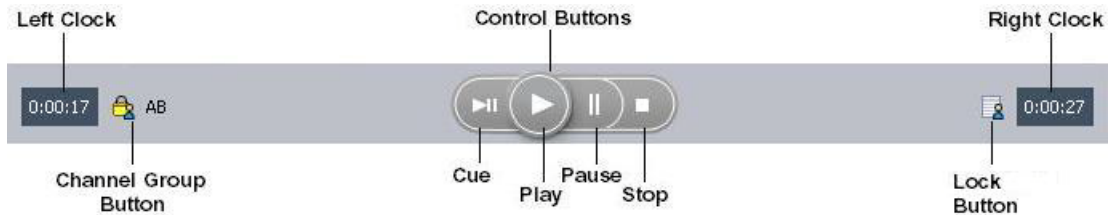


By default, the Shotbox Viewer panel opens above the Playlist Viewer area. The Shotbox Viewer can be moved, resized, and docked like other panels, enabling the user to customize the window to suit his or her needs.

Shotboxes are identified in the Playlist Explorer by their icons. Newsroom playlists that have the word “shotbox” in the name can be loaded to Command as shotboxes and therefore will appear with different icons than those created in Command as standalone shotboxes. For more information on these icons, see [“Playlist Explorer” on page 163](#).

Toolbars





Below each tab is the Shotbox toolbar containing two clocks and several buttons for playout control, as well as buttons for locking the channel group or shotbox. With the toolbar, a user at the Command workstation can cue, play, pause, or stop items via the Control buttons.



Control buttons allow users to control playout of events on locked devices in the channel group associated with the loaded shotbox. For more information about the clocks on the Shotbox toolbar, see [“Customizing the Clocks” on page 94](#). A user cannot choose whether to display the Shotbox toolbar.

The Channel Group button represents the channel group that is associated with the loaded shotbox and is used to lock the channel group for playout control and unlock it afterward. Unlike playlists, multiple channel groups cannot be configured for shotboxes, so only one Channel Group button will appear in the Shotbox toolbar.

On the far right side of the Shotbox toolbar is the Lock button. This lock is obtained automatically whenever a shotbox is created or opened. Similar to the Playlist Lock button, the Lock button’s appearance varies depending on the status of the shotbox’s lock:

Icon	Description
	This icon indicates that the shotbox is locked by the user at the Command Workstation. When locked, the user can insert, move, or delete items in the shotbox. Clicking it will unlock the shotbox at the workstation. When it is unlocked, the icon will change to indicate the shotbox is unlocked.
	This icon indicates that the shotbox is unlocked. Clicking it will lock the shotbox at the Command Workstation.
	This icon indicates that the shotbox is locked by a user at a different Command Workstation. When locked by another user, only that user can insert, move, or delete items in the shotbox. Clicking the icon will override the other user’s lock. The user must type in the system administrator password to override the lock.
	This icon indicates an unusual lock condition.

Configuring the Channel Toolbar

Below the Shotbox toolbar is the Channel toolbar, which displays an icon representing the status of each channel in the channel group. For more information, see [“Channel Group Icons” on page 162](#).



 *The number of channels that appear on the Channel toolbar will vary depending on the number of channels configured for the channel group associated with the shotbox.*

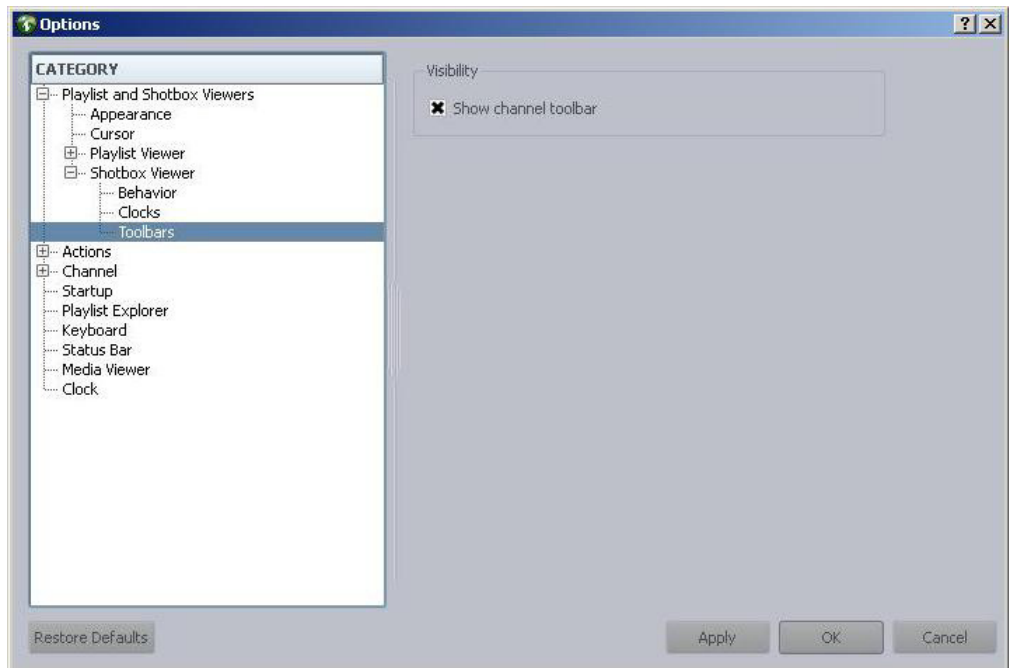
The border around the channel on the Channel toolbar indicates the next channel on which an unpinning item will be cued. Clicking another channel on the toolbar can switch the border to a different channel. When tally is active, the colors of the border and the toolbar inside the border can change. What colors appear are determined by an option in Command, which the user can set. For more information, see [“Customizing the Channel Toolbar for Tally” on page 50](#).

Since the same per-channel status information that appears on the Channel bar is also available on the status bar at the bottom right of the main window, a user can choose whether to display the Channel toolbar.

To show or hide the Channel toolbar:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand the Playlist and Shotbox Viewers, then Shotbox Viewer, and select Toolbars.
3. Do one of the following:
 - ▶ Select the Show channel toolbar option to display the toolbar.
 - ▶ Deselect the Show channel toolbar option to hide the toolbar.
4. Click OK.

Customizing the Shotbox Viewer

When first installed, Avid iNEWS Command uses default colors and fonts to display information about events; however users can customize how that data is displayed on the Shotbox Viewer tabs. For example, a user might want an unplayable event to appear in red so that it easily stands out on the screen.

Users can also customize the layout of shotboxes by adjusting other display options, such as whether to show the video ID or the video item's slug (title).

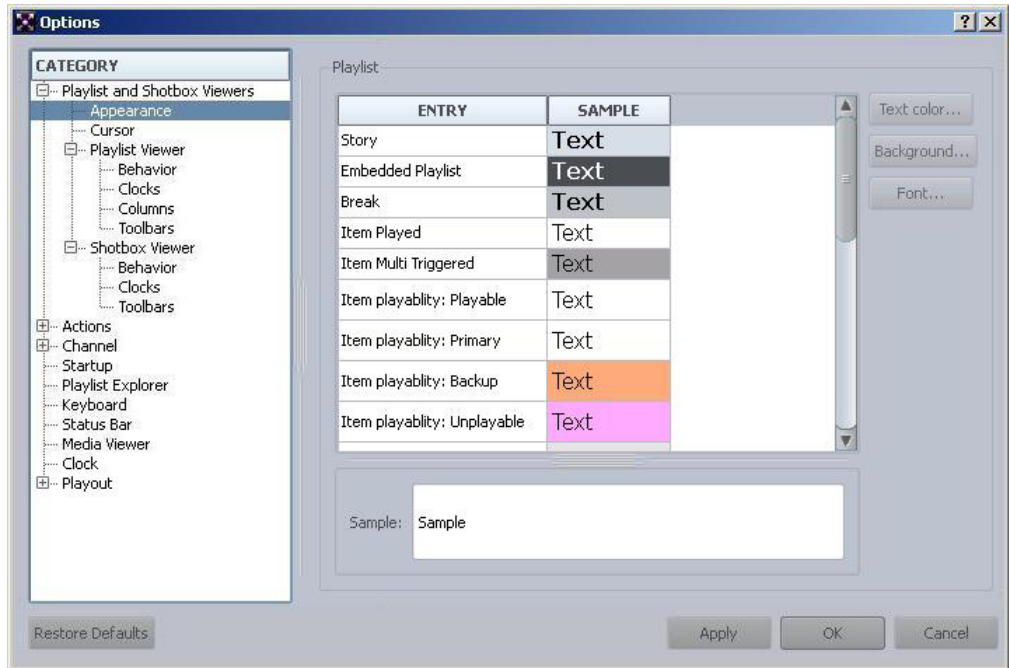


Changes made to the Appearance settings apply to the Playlist and Shotbox Viewers; only a few settings are not applicable to shotboxes, such as Story, Embedded Playlist, and Break entries.

To customize the appearance of the Shotbox Viewer:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand Playlist and Shotbox Viewers and select Appearance.

3. You can alter the font, as well as the color of text and backgrounds. As you click on each entry in the Playlist section, your settings for that entry will appear in the Sample section at the bottom of the dialog box. You can select and modify multiple entries simultaneously.
4. (Optional) Click Apply to save the settings without closing the dialog box, so further modification can continue.



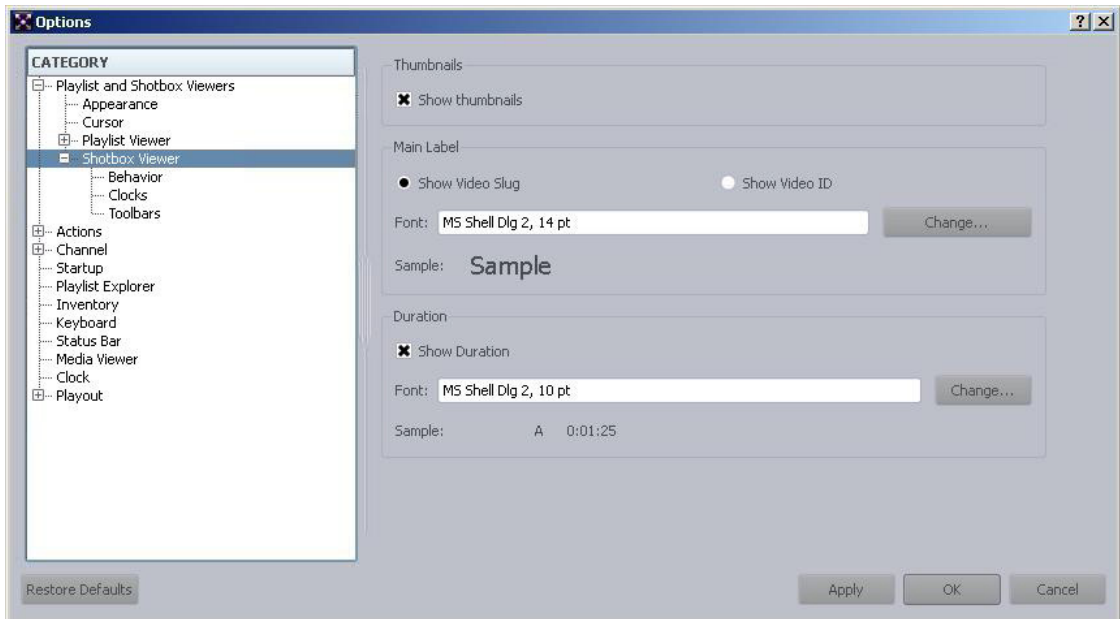
The Restore Defaults button is used to restore all settings to the system's original default settings.

5. Click OK to save the settings and close the dialog box.

To customize the layout for shotboxes:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In the Main Label section, select whether you want to display the video's slug or ID, then click Change to set the font for that display. A sample of your settings is provided as a preview.
3. In the Duration section, select whether to display the duration, and then click Change to set the font for that display. A sample of your settings is provided as a preview.

4. (Optional) Click Apply to save the settings without closing the dialog box, so further modification can continue.
5. Click OK to save the settings.



For more information regarding thumbnails in shotboxes, see *“Displaying Thumbnails in a Shotbox”* on page 96.

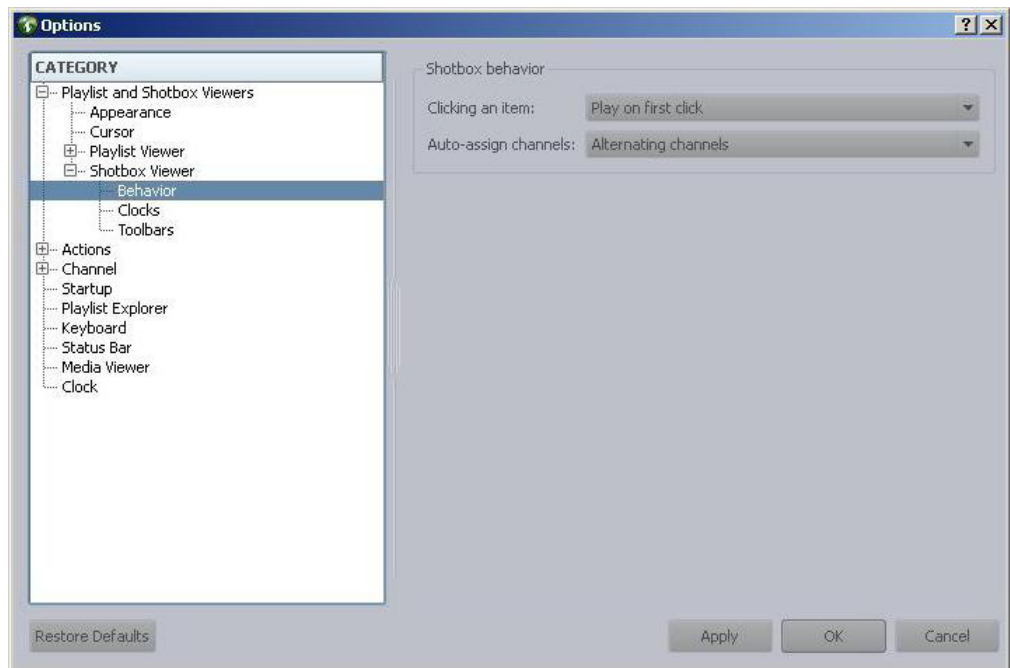
Customizing the Shotbox Behavior

Other features of the Shotbox Viewer that a user can define is how the system should behave in regard to auto-assignment of channels and whenever a user clicks on items in a shotbox.

To customize the behavior of the Shotbox Viewer:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand Playlist and Shotbox Viewers, then the Shotbox Viewer and select Behavior.
3. Do one of the following or both:

- ▶ Set what behavior should occur when clicking an item:

Option	Description
Play on first click	A mouse click on an item in the shotbox will cause it to begin playing on the assigned channel.
Cue on first click, play on second	A mouse click on an item in the shotbox will cause it to cue on the assigned channel. The item would begin playing on that channel with a second mouse click.

- ▶ Set what behavior should occur when channels are automatically assigned:

Option	Description
One channel	All unpinned channels are automatically assigned to a single channel in the channel group.
Alternating channels	All unpinned channels are automatically assigned to alternating channels in the channel group. This could be two or more channels, such as A, B, C, and D for a video server.

4. Click OK.

Customizing the Clocks

The clocks on either side of the toolbar can be hidden or customized to provide certain timing functions, which include:

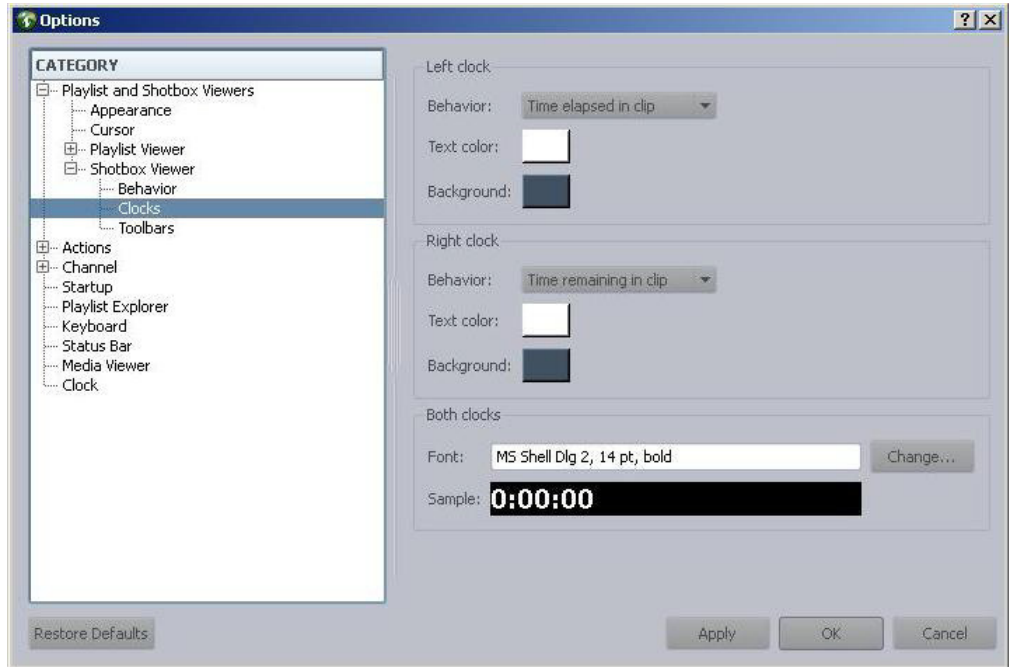
- Time elapsed in clip
- Time remaining in clip

Each clock's background color, as well as the font and color of text, can be altered from the defaults, which are: black, 24 pt., bold MS Shell Dlg font on a yellow background. While the font setting is shared by both clocks, the colors can be set independently of one another.

To change clock functions:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box opens.



2. In Category, expand Playlist and Shotbox Viewers, then Shotbox Viewer, and select Clocks.
3. Set each clock's behavior, text color, and background color.
4. To change the font used for both clocks, click the Change button.
5. When finished modifying the look and behavior of the clocks, click OK.

Resizing the Shotbox Viewer

By default, the Shotbox Viewer splits the main portion of the Command window with Playlist Viewer if both are opened. A user can adjust the division of the space for the Shotbox and Playlist Viewers by clicking on the divider bar between them and dragging it up or down.



Command is designed to adjust the size of the columns within the Shotbox Viewer so that no partial columns are shown. If the size is adjusted too small, some features will be hidden, such as the icon used to indicate when an item is pinned to a channel. More space is required if thumbnails are shown in shotboxes.

To resize the boxes in the Shotbox Viewer:

1. Position the mouse pointer between two items.
2. Click and drag left or right to shrink or enlarge the box.

The system is designed to adjust the height whenever the width is modified to maintain aspect ratio of thumbnails.

The Shotbox Viewer can also be maximized to fill the entire window.

To maximize the Shotbox Viewer:

- ▶ Select Shotbox > Maximize.

Like other panels in the Command user interface, the Shotbox Viewer can be docked or undocked, as well as layered with other panels. For more information, see [“Working with Panels” on page 23](#).

Displaying Thumbnails in a Shotbox

Thumbnails in Command are small graphical representations of the media, which could be a character generated graphic or a frame of video. In regard to video, although sometimes referred to as headframes, thumbnails are created from within the first five frames of video and therefore might or might not be the first or “head” frame.



For video clips, the marked in time does not affect the creation of thumbnails, which are created from within the first five frames of recorded video.

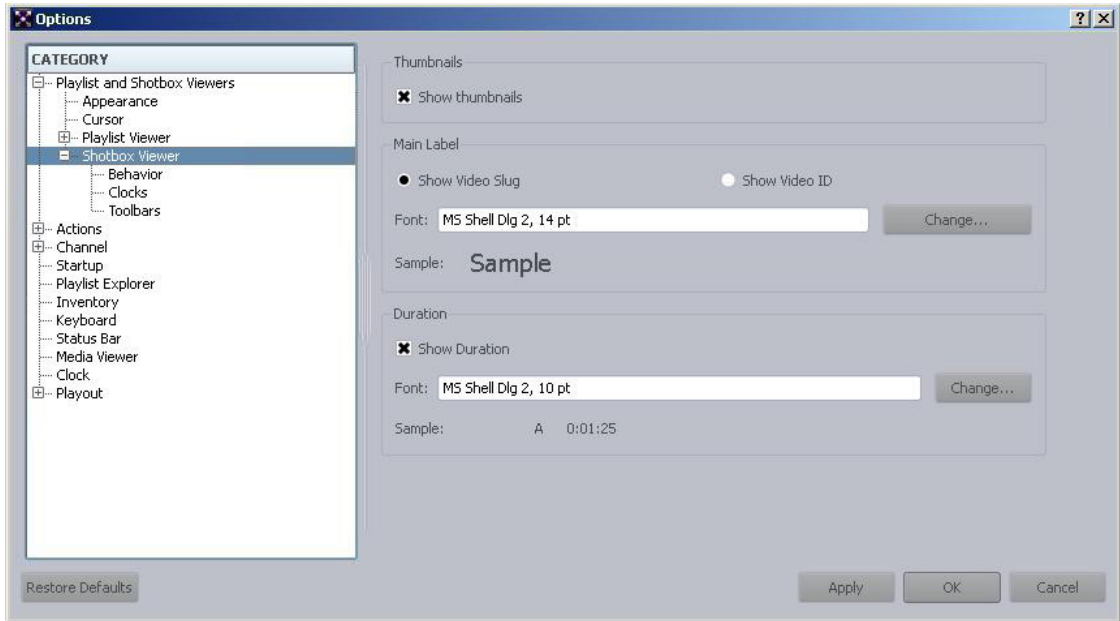
The following is an example of a shotbox with thumbnails:



In the preceding example, the panel is sized to display three items per row, but that is adjustable. For more information on how to resize the shotbox, see [“Resizing the Shotbox Viewer” on page 95](#).

To turn on the display of thumbnails:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.
The Options dialog box will appear.
2. In Category, expand Playlist and Shotbox Viewers.
3. Select Shotbox Viewer.



4. Select Show thumbnails if you want to view thumbnails of media in the shotbox.
5. Click OK to save settings.

Creating a Shotbox

A shotbox is a set of media items, such as video or character generated graphics, that can be played in any order. You can create shotboxes from any Command Workstation; however, unlike playlists, there is no newsroom equivalent.

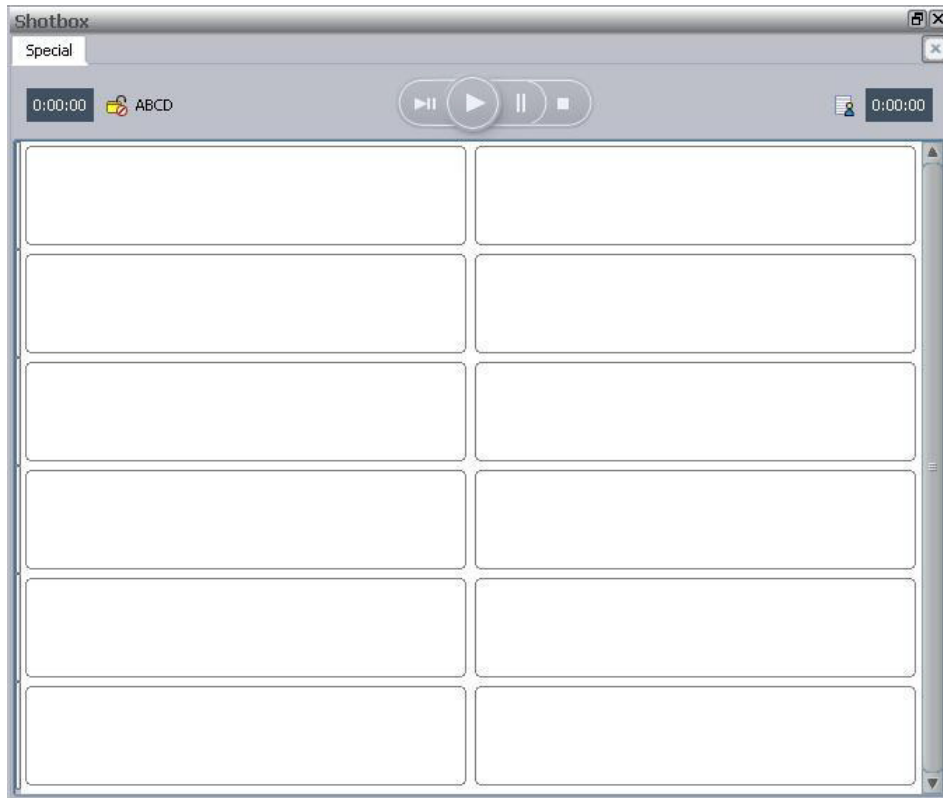
To create a shotbox:

1. Do one of the following:
 - ▶ Select File > New > Shotbox.
 - ▶ Type Ctrl+Alt+N.
2. When prompted, give the shotbox a name and select the channel group.



Each shotbox requires only one channel group, which will appear in the Shotbox toolbar but not be locked. For more information, see “Locking a Channel Group” on page 102.

The new shotbox will open with its lock already set and twelve empty slots for media. More than twelve can be added. Each of the first twelve slots aligns to a function key (F1-F12), which can be used to cue and play the media.



When a shotbox opens, the Inventory panel automatically switches to the channel group for the shotbox.

To add an item to a shotbox do any of the following:

- ▶ Select a single item from the Inventory panel, then drag and drop it into the shotbox at the position to which you want it to appear.
- ▶ Using standard Windows-based keystrokes, copy an item from a playlist that uses the same channel group and paste it into the shotbox.
- ▶ Drag and drop an item (or items) from a playlist that uses the same channel group to the shotbox.



Dropping an item onto a slot designated as an F1-F12 slot will position the item at that location. Dropping an item after those twelve slots will add the item to the shotbox beyond those twelve slots.

To add multiple items to a shotbox:

- ▶ Use the Shift or Ctrl keys and the mouse to select multiple items in the Inventory panel, then drag and drop them into the shotbox.

If using the Ctrl key and mouse to select multiple, nonconsecutive items from the Inventory panel, the order in which you click the items determines their arrangement once you drag and drop them into the shotbox.

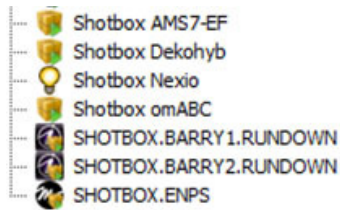
Loading a Shotbox from iNEWS or NRCS

You have the ability to load a shotbox from iNEWS or ENPS.

To load a shotbox from iNEWS or NRCS:

- ▶ Make sure the playlist has the word “shotbox” in its name.

For example, if you had an iNEWS rundown called SHOW.SHOTBOX.6P, the rundown would appear as a shotbox when loaded to Command, with new icons differentiating between a normal rundown and a shotbox.



The Command shotbox still only supports a single channel group. The iNEWS/ENPS rundown can only have one story, and all items (video or graphic) must be added to that story.

Deleting a Shotbox

A user can delete items from a shotbox or delete an entire shotbox.

To delete an item from a shotbox:

- ▶ Select the item and press the Delete key.

You can select multiple items for deletion by using the Shift or Ctrl keys.



Deleting an item assigned to a function key will leave that slot empty. The others will not shift in the shotbox to fill in the slot. Deleting any item located after the twelve slots associated with function keys will cause items to shift accordingly and fill in the vacancy. If you want to force a shift within the F1-F12 slots, you must hold down the Shift key when you delete the item assigned to a function key.

To delete a shotbox:

1. Right-click on the shotbox in the Playlist Explorer.
2. Select Delete from the context menu.
3. When prompted to confirm deletion, click OK.

Working with Channel Groups in a Shotbox

A channel group is a group of one or more device channels that might or might not be across multiple devices.



Avid recommends that each channel group pertains to the same “type” of device. For instance, a channel group called AS is a grouping of channels from two or more AirSpeed video servers, while a different channel group named CG is a grouping of channels on a Deko character generator.

In the following example, a station has two AirSpeed video servers, each with two channels that are numbered 2 and 3. The first AirSpeed is named AS1 and the second one AS2. With channel groups on Command, the station’s system administrator can set up numerous different channel groups and call them anything, such as:

Channel Group	Channel Names	Actual Device Channels	Purpose
AS-Morning	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Browse
AS-Noon	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Hotswap

Channel Group	Channel Names	Actual Device Channels	Purpose
AS-5PM	A	AS1 - channel 2	Playout
	B	AS1 - channel 3	Playout
	C	AS2 - channel 2	Playout
	D	AS2 - channel 3	Playout
AS-10PM	A	AS1 - channel 2	Playout
	C	AS2 - channel 2	Mirrored
	B	AS1 - channel 3	Playout
	D	AS2 - channel 3	Mirrored

In the Shotbox Viewer, users can lock or unlock the channel group. For more information on assigning channels, see [“Changing Channels” on page 117](#).

In the above examples, some channels are used for actual broadcast while others are reserved for off-air browsing, hotswapping, and mirrored playout purposes. A hotswap channel takes the place of a standard playout channel in the group should that channel fail, and it retains the original channel’s name for playout purposes. Command displays an icon on the Channel toolbar to indicate when a hotswap occurs. For more information, see [“Channel Group Icons” on page 162](#).



Although the hotswap channel in Command retains the original name of the failed channel, it is still a different physical channel. So, to achieve playout, the person at the switcher must be aware of its physical channel location when taking the hotswap channel to air.

Locking a Channel Group

Channel group locks pertain to control of playout on channels in a group. Users can lock or unlock the channel group for a shotbox from a Command Workstation.

To lock or unlock a specific channel group:

- ▶ With the shotbox open, click the Channel Group button. The icon on the button will change to indicate whether it is locked or unlocked. For more information, see [“Playlist and Shotbox Viewer Buttons” on page 157](#).

When a channel group is locked, the status of those locks on each channel in the group appears on the status bar at the bottom right corner of the window, if configured to be displayed in the user interface. For more information, see [“Status Bar” on page 20](#). In the following illustration, a closeup of the locked status for both channels A and B of a channel group named AB is shown:



The per-channel status can also appear on the Channel toolbar, if configured to be displayed in the user interface. For more information, see [“Configuring the Channel Toolbar” on page 88](#).

Replacing a Channel Group in a Shotbox

Avid iNEWS Command does provide a way for users to replace a shotbox’s channel group with another channel group.



Do not replace a shotbox’s channel group if that group is already locked. The replaced group remains locked, but no indication of such will appear in the user interface.

Also, do not replace a shotbox’s channel group if the shotbox contains items from the original group. If the latter occurs, those items will become unplayable. You can delete them from the shotbox. You can also change the channel group back to restore playability for those items.

To replace a shotbox’s channel group:

1. Right click on the Channel Group button in the Shotbox toolbar.
2. Select Replace.
3. Choose another channel group.
4. Click OK.

Assigning Channels in a Shotbox

For some sites, channels are automatically assigned when the shotbox’s channel group is locked. Whether this occurs depends on system settings in Avid iNEWS Command. Contact your system administrator for more information.

With shotboxes, items can be automatically assigned to playout on a single channel or on alternating channels. If configured for alternating channel assignment, the items in the shotbox will at first appear to be assigned to one channel, but the user can select a different channel to begin with by clicking on the Channel toolbar. Also, the moment an item is played, all other unpinned items in the shotbox will switch to the next channel in the group.

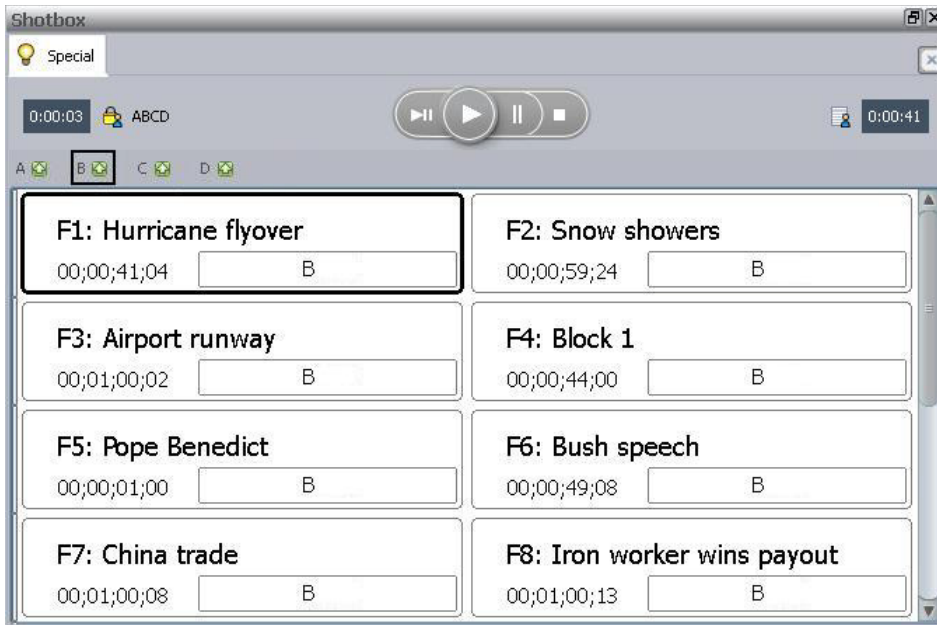


For more information on how to configure shotbox channel assignment behavior, see [“Customizing the Shotbox Behavior” on page 92](#).

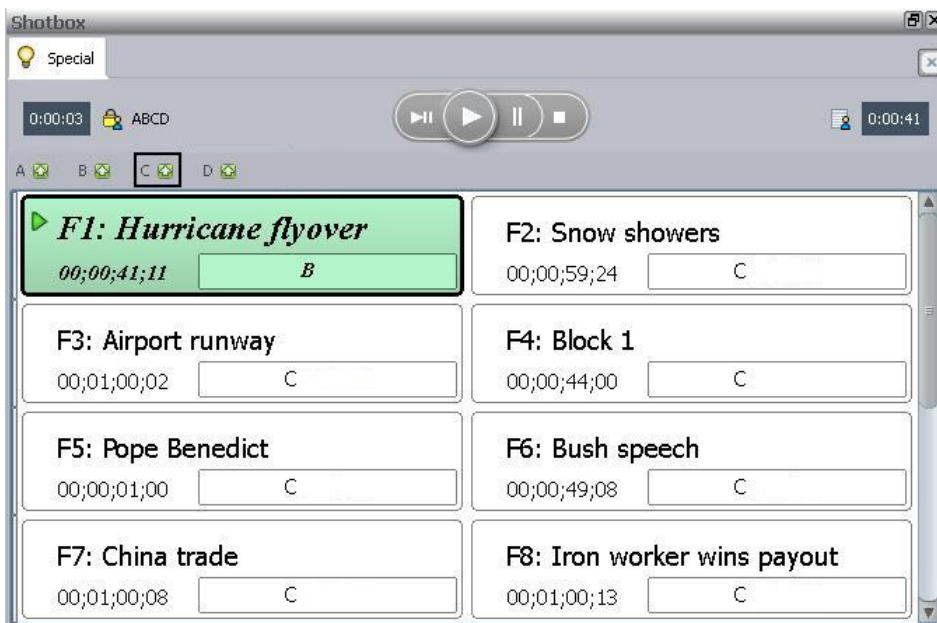
In the following illustration, a shotbox is open in the Shotbox Viewer with the channel group locked (and thumbnails turned off). At first, all channels appear set to A and the cursor is on the F1: Hurricane flyover item in the top left corner:



In the following illustration, the channels for all items have switched to B after the user clicked on channel B in the Channel toolbar:



If the user then plays the first item in the shotbox, it will play on channel B, and the channel assignment for the rest of the items—none of which are pinned—will automatically switch to C, the next channel in the group, as shown in the following illustration:



Pinning Channels

When a user pins an item's channel in a shotbox that means the item will play on the pinned channel and not be affected by any automatic channel assignments.

To pin a channel:

1. With the cursor positioned on the item, type Ctrl+Alt+* (the asterisk on the numeric keypad).
2. Type the channel name, such as A for channel A, B for channel B, and so forth.
3. Press Enter.



A user can also use the mouse to click on and select a channel from each item's drop-down list; however, care should be taken if the shotbox is set to single-click play. In such cases where single-click play is enabled, the above procedure is preferred.

To unpin a channel:

- ▶ With the cursor positioned on the item, type Alt+Shift+* (the asterisk on the numeric keypad) and press Enter.

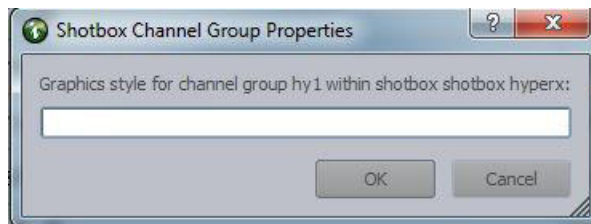
Setting the Graphics Style for a Channel Group

Graphics styles are system settings you can assign to a channel group in a shotbox or playlist. If the one you are looking for is not listed, contact your system administrator to have it added.

To set the graphics style for a shotbox:

1. Right-click on the channel group in the Shotbox toolbar.
2. Select Edit Properties for this Shotbox... (This option will not appear if you right-click on a channel group associated with a video device.)

The Shotbox Channel Group Properties window opens.



3. Enter the graphics style.
4. Click OK.

5 iNEWS Integration

The iNEWS Command system is a device automation system for on-air operations, which can be integrated into the iNEWS newsroom computer system, or into another MOS-enabled newsroom computer system. The interface between Avid iNEWS Command and the Avid iNEWS newsroom computer system provides for rundown updates between the products. Command can also operate in a standalone environment if the Avid iNEWS connection is lost.

This chapter contains the following main sections:

- [Overview](#)
- [Inserting Machine Control Events into Stories](#)
 - [Using an NRCS ActiveX Plug-in](#)
 - [Auto-assigning Media IDs](#)
- [Loading Rundowns to Command](#)
 - [Loading and Unloading Playlists from iNEWS](#)
 - [Event List Queue](#)
 - [Composite Queue](#)
 - [Item Status After Load](#)
- [Changing Channels](#)

Overview

This section provides an overview of the Avid iNEWS workspace and instructions on different methods for inserting machine control events into scripts in iNEWS for the iNEWS Command system.

The Avid iNEWS workspace consists of three main panels:

Panel Name	Description
Directory panel	The portion of the workspace that displays the directory or file structure of the Avid iNEWS database.

Panel Name	Description
Queue panel	The portion of the workspace that displays a list of stories in a queue. Stories are added, deleted, moved, and ordered through this panel.
Story panel	<p>The portion of the workspace that displays the story text; however, the panel might be split, as shown in the figure below, into the following three subpanels:</p> <p>Instruction panel—for production cues and machine control instructions. It appears on the bottom left side of the Story panel.</p> <p>Story Form panel—containing fields for data typically appearing in the queue (rundown). It appears across the top of the Story panel.</p> <p>Story Text panel—containing the script of a story and production cue markers also known as grommets that coincide with production cues and machine control instructions in the Instruction panel. It appears on the bottom right side of the Story panel.</p> <p>The Story Text panel is the only subpanel that always appears; the other two might be removed from view by users at iNEWS Workstations.</p>

Inserting Machine Control Events into Stories

Users cannot add machine control events to a newsroom playlist from a Command Workstation. This does not apply to standalone playlists, which could be a disconnected newsroom playlist. For more on how to edit standalone playlists, see [“Working with Standalone Playlists” on page 77](#).

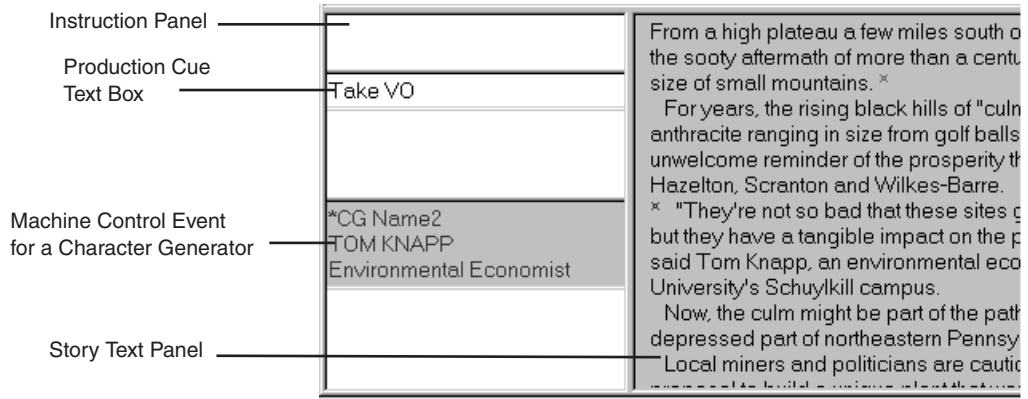
For newsroom playlists, the iNEWS Workstation provides a scripting function that places unformatted stories into a split-screen script format with production cues, in the left column (referred to as the Instruction panel) and story text in the right column (referred to as the Story Text panel). Production cues might include the following: Take VO, On Camera, Take SOT, Take Live, and so forth. When interfacing with iNEWS Command, production cues in the iNEWS newsroom computer system might include commands for devices, such as character generators (CGs) and high-resolution video servers.



By default, Avid iNEWS generally refers to all video playback devices—for instance, Avid AirSpeed video servers—as “video” type devices.

A production cue containing a command for a device is known as a machine control event. Each command is preceded by an asterisk (*) and should be written in a special format. The format for machine control events, following the asterisk, starts with a code for the type of device the instruction is for, such as CG for a character generator or Deko for an Avid Deko graphics system. For Command, this “code name for the device” is the name of the channel group.

After the command, the format specifies a particular item or template. If additional comments or information, such as replaceable text, is required it would follow on succeeding lines in the same Production Cue text box. For example, in iNEWS, a machine control event for a 2-line character generator graphic might look like the one shown below:



In the above example, the Story panel is split to show both the Instruction and Story Text panels, but not the Story Form panel. The Take VO production cue is information for the director; it is not a machine control event. The machine control event for the character generator is in the second Production Cue text box.



Machine control event formats will vary based on styles set up by your system administrator. Check with your system administrator for a list of styles used at your location.

To insert a machine control event into an iNEWS story:

1. From an iNEWS Workstation, open the script into the Story panel.

PG	TAL	STORY	TYPE	CG	VIDEO	CH	STATUS	EST	RUNS	TOTAL	CLOCK	EP
A06	MZW	ANTI TERROR AC	VO	RE				0:38	0:00	0:38	12:00:20	avs
CMD		CAM	SHOT	ESS	WRI	MODIFIED:	BY:	TAPE#	TIMECODE			
			NKK			10/7/2003 9:06:53	mzweg					

=(MIKE)
 [THE FBI HAS DONE A POOR JOB WITH AN ANTI-TERRORISM LAW THAT PERMITS UNPRECEDENTED LEVELS OF DOMESTIC SURVEILLANCE, THE SENATE JUDICIARY COMMITTEE SAID TUESDAY.
 THE REPORT CONTENDED THAT THE FBI AND THE JUSTICE DEPARTMENT WERE GUILTY OF EXCESSIVE SECRECY, INADEQUATE TRAINING, WEAK INFORMATION ANALYSIS AND THE STIFLING OF INTERNAL DISSENT IN USING THE FOREIGN INTELLIGENCE SURVEILLANCE ACT, A KEY TOOL IN THE WAR ON TERRORISM.
 (VO)
 THE REPORT FOCUSED ON THE CASE OF ZACARIAS MOUSSAOUI, THE ONLY PERSON ACCUSED IN THE UNITED STATES OF CONSPIRING WITH THE SEPT. 11, 2001, HIJACKERS. IT DETAILS HOW FBI HEADQUARTERS THWARTED EFFORTS BY AGENTS IN MINNEAPOLIS TO OBTAIN A FISA WARRANT TO SEARCH MOUSSAOUI'S LAPTOP COMPUTER AND BELONGINGS BEFORE THE ATTACK.
 (SOT)

TTC - 0:00:00	BLK - :--:--	EST - 0:00:38
---------------	--------------	---------------

2. Click in the Story panel at the location where the production cue is to be placed.
3. Type Alt+Insert.

An Instruction panel appears to the left of the Story Text panel. The Instruction panel has a Production Cue text box where the cursor is placed so that a production cue can be entered.

- A production cue marker (also known as a grommet) is inserted in the script text at the cursor position.

Auto-assigning Media IDs

The default token name in Avid iNEWS to request auto-assigned IDs from Command is ASSIGNID.

To auto-assign media IDs from an iNEWS Workstation:

1. Open the story from the iNEWS rundown.
2. In the story's Video ID field of the Story Form, type ASSIGNID and press Enter.

Command will automatically generate an ID and send it back via the iNEWS monitor server so the ID will be displayed in the iNEWS story, replacing the text, ASSIGNID, in the Video ID field.



The monitor server (utility program) must be on for the chosen iNEWS rundown so it can establish a connection to the Avid iNEWS Communication service on the Command Server.

Using an NRCS ActiveX Plug-in

Most graphic systems (such as Avid Motion Graphics, VizRT, or Chyron) support an NRCS ActiveX plugin, which lets users view and fulfill graphics and drop them directly into the script. When the rundown is loaded to Command, the graphics are added to the Command playlist. For specifics about ActiveX plugin usage, see the graphic system's product documentation.

Time-Code Triggered Graphics

Command supports the ability to trigger graphics automatically based on the video elapsed time. When using an NRCS, such as iNEWS, this feature requires that the graphic system's iNEWS ActiveX plugin, such as AMG Journalist, support the ability to set an In and Out/Duration (some graphic systems use Duration, and some use Out). When the rundown is loaded to Command, it parses the itemEdStart and itemEdDur fields in the graphic. This feature is not supported with hand-entered graphics. After the video is played, when the video elapsed time reaches the In value, Command sends an Play command to the graphic device channel, and when the item's duration is reached, sends an Eject. If the In point of the next graphic is before the Duration/Out value, Command sends a Play command for the next item, and does not send an Eject. This allows the graphic device to execute an update motion, rather than having to eject and play consecutive items.

Operators can override the In or Duration/Out value in the Command Workstation by opening the graphic in the media viewer and adjusting the time. Likewise, users can create standalone playlists with time-code triggered graphics. The feature requires Stories in the standalone playlist, which can be turned on by going to Tools, Options, Playlists, and unchecking Create item-only standalone playlists.



The video must be in the iNEWS story form, or if added as a production cue, it needs to be the first item in the story.

Loading Rundowns to Command

This section provides some basic user information about the Avid iNEWS monitor server, which is used to load iNEWS rundowns to Command. The monitor server is not an actual part of Avid iNEWS Command software, but is a utility program on the iNEWS Server.

For iNEWS Command, it is used to scan stories in the iNEWS rundown, check that show's event requests for errors, and search for machine control events to build event lists (playlists) for the production devices. It continues monitoring the rundown for changes to machine control events and sends them to the iNEWS Command system until the show goes off the air.

The system administrator must set up monitor servers on iNEWS Servers to ensure proper integration between Avid iNEWS Command and an iNEWS newsroom computer system.

The monitor server is turned on when a user at an iNEWS Workstation turns it on. When on, monitor server checks its assigned rundown for machine control events, and builds playlists. It continues to monitor the rundown for changes and performs as much error checking as it can without communicating with any broadcast equipment, including Command. The monitor server loads data to the Command system when a user instructs it to do so from an iNEWS Workstation.



It is recommended that producers or production assistants turn the monitor server on as show time approaches so it can check the rundown queue throughout much of the show's development. Monitor server scans through the scripts and builds Event Lists for CG and video if these events are present in the scripts. Monitor server will also create a Composite list if configured to do so. Instructing the monitor server to load data should be done later, such as just before taking the show to air.

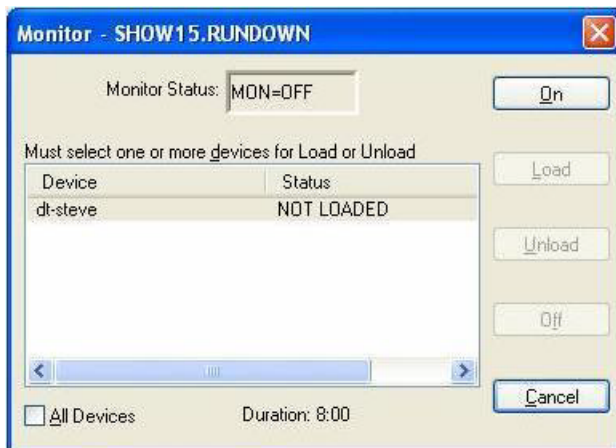
Loading and Unloading Playlists from iNEWS

The monitor server is used to monitor playlists before broadcasting, load newsroom playlists to Command and unload them.

To load a playlist from Avid iNEWS to Command, using the monitor server:

1. Log in to an iNEWS Workstation.
2. Open the appropriate rundown in the Queue panel.
3. Select Tools > Monitor.

The Monitor dialog box opens.



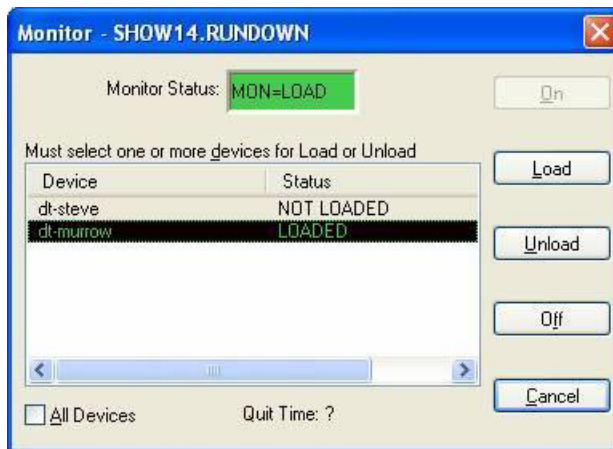
The system displays the current status for and name of all devices available for the opened rundown.

The duration (or automatic quit time, if configured) appears at the bottom of the dialog box. For more information, see [“Duration” on page 114](#).

4. Select a monitor mode based on the following options:

Option	Description
On	Turns the monitor server on and creates an event list for each device in the rundown queue.
Load	Instructs the monitor server to load event lists to devices you select. See “Monitor LOAD” on page 114 for more information.
Unload	Disconnects from the selected device or server without turning the monitor server off. (If all devices/servers are unloaded, the monitor server returns to the On mode. See “Monitor Off and Unload” on page 114 for more information.
Off	Turns the monitor server off, overriding the Duration setting. See “Monitor Off and Unload” on page 114 for more information.

If you select Load, specify the device or server to load from the Devices list, or select the All Devices checkbox to load all devices associated with the rundown queue. To select up to three devices from the list, without selecting all, press the Ctrl key while you click on each item. If you select a server, the data will be loaded to all devices associated with that server.



Duration

Monitor server uses a large amount of system resources. If monitor servers are left on after the end of their shows, they could degrade the efficiency of the Avid iNEWS system.

To protect system resources, a quit time or a duration can be set by the system administrator. A quit time will automatically switch off the monitor server at the specified time, ensuring the integrity of the system. A duration will automatically switch off the monitor server after the allotted time is achieved. However, for the best results, Avid recommends that monitor servers be manually turned off at the end of each show.

If configured, the quit time or duration time appears at the bottom of the Monitor dialog box. The monitor server's quit time or duration is determined by configuration settings in the `SYSTEM.MAP` story of iNEWS. For more information, see the iNEWS documentation for system administration and configuration.

Monitor LOAD

Before Command is able to view the list of machine control events (known as items in Command) in an iNEWS rundown and control those events for playback, they must be loaded from the rundown in iNEWS. For more information on using monitor server to load events from a newsroom rundown to iNEWS Command, see [“Loading Rundowns to Command” on page 111](#).

Events are loaded from Avid iNEWS to Command and then communicated to appropriate devices. After Command receives the entire list, it will notify the user that it has received the list by sending a message to the iNEWS Workstation. Confirmation messages might look like the following:

```
LIST RECEIVED "SHOW.5P.Rundown"  
SHOW.5P.RUNDOWN: Download Complete
```

If the monitor server is not on, loading events will automatically switch the monitor server on.

Monitor Off and Unload

Monitor Off is used after the show is over. Switching the monitor server off stops the system from scanning scripts for updates and sending those updates to Command.

If a user at a Command Workstation disconnects the show, the broadcast can continue with playout controlled from that workstation instead of the newsroom computer system; however, no updates to the rundown from Avid iNEWS will be received in Command and no changes to the

disconnected playlist are sent to iNEWS. Turning the monitor server off, back on, and loading it will create a new newsroom playlist in the Playlist Explorer, which will bear the same name as the original “disconnected” playlist.

Monitor Unload clears the playlist, if Command has not disconnected it from the show, but continues to scan the scripts and update the event lists with changes.



Turning off the monitor server while the channel groups for the rundown are still locked in Command creates a disconnected playlist. Such disconnected playlists must be manually deleted by the user.

Event List Queue

After the monitor server is on for a few seconds, event lists are built. In iNEWS, the Event List queues—each one representing a different channel group—are generally built in the same folder as the rundown, such as:

Rundown:SHOW.6PM.RUNDOWN

CG Event List:SHOW.6PM.CG

Video Event List:SHOW.6PM.VIDEO



The name of the event list queue in iNEWS must match the name of the channel group in Command for events to appear.

Any script or rundown changes will be picked up automatically by the monitor server, which will then make the appropriate changes in the event lists. All changes must be made in the rundown queue, not in the event build queues.

The following figure shows a CG event queue for a rundown, listing the CGs for that show:

PAGE	SLUG	STYLE	PAGE	TEXT	DekoMOS Text
A05	9/11 REMEMBER				[1] 2209:9/11 Memorial
A05	9/11 REMEMBER	LWR3RD		9/11 Remembered NEW YORK NY	
A05	9/11 REMEMBER	lwr3rd_sqz		Rudy Giuliani FORMER NEW YORK MAYOR	
A06	SECURITY SETUP				[1] 2209: Border Security
A06	SECURITY SETUP	Katie			
A07	BRIDGE SECURITY		4512		
A07	BRIDGE SECURITY	lwr3rd		Jerry Sternware BRIDGE DRIVER	
A07	BRIDGE SECURITY	AlivAsup		Aaron Styles NEWSROOM	
A07	BRIDGE SECURITY	ALIVEBUG			
A08	MACK SECURITY	AlivAsup		Daniel Tripp NEWSROOM	
A08	MACK SECURITY	LWR3RD_SQ		Admin. Bob Grogan MACKINAC BRIDGE AUT	

PAGE	SLUG	STYLE	PAGE	TEXT	DekoMOS Text
A05	9/11 REMEMBER	lwr3rd_sqz		Rudy Giuliani FORMER NEW YORK MAYOR	

Composite Queue

It is possible to configure Avid iNEWS to also create a Composite List queue. This is a single queue that contains a list of all machine control events for all channel groups (for all devices associated with a rundown) that are required during the show. This list represents what will be seen on the newsroom playlist at a Command Workstation. The Composite List Queue is usually found in the same folder as the rundown, such as:

Composite List Queue:SHOW . 6PM . COMPOSITE

PAGE	SLUG	STYLE	PAGE	TEXT	VID ID	VID STAT	MOS TITLE	MOS ACTIVE
A05	9/11 REMEMBER				5P911MEM	OFFLINE		
A05	9/11 REMEMBER					ONLINE	[1] 2209:9/11 M	
A05	9/11 REMEMBER	LWR3RD		9/11 Remembered NEWYOR		ONLINE		
A05	9/11 REMEMBER	lwr3rd_sqz		Rudy Giuliani FORMER NEW		ONLINE		
A06	SECURITY SETUP				5PSECUR	OFFLINE		
A06	SECURITY SETUP					ONLINE	[1] 2209: Border	
A06	SECURITY SETUP	Katie				ONLINE		
A07	BRIDGE SECURITY				5PBRIDGE	OFFLINE		
A07	BRIDGE SECURITY		4512			OFFLINE		
A07	BRIDGE SECURITY	lwr3rd		Jerry Sternware BRIDGE DRIV		ONLINE		
A07	BRIDGE SECURITY	AlivAsup		Aaron Styles NEWSROOM		ONLINE		
A07	BRIDGE SECURITY	ALIVEBUG				ONLINE		
A08	MACK SECURITY				5PMACK	OFFLINE		

PAGE	SLUG	STYLE	PAGE	TEXT	VID ID	VID STAT	MOS TITLE	MOS ACTIVE
	444 WWTW 6 pm*							

Item Status After Load

Playability is shown in Command through a variety of icons that appear in the Playlist Explorer and Playlist Viewer. For a quick reference on what each icon means, see [“Icon and Button Quick Reference”](#) on page 157.

Changing Channels

Channel assignment can be accomplished from either a Command Workstation or an iNEWS Workstation. In iNEWS, depending on how a rundown is configured, there are multiple locations where channel assignment is displayed and therefore a variety of ways to assign channels or change channel assignments.

Channel Column

Page	Anchor	Slug	Format	Status	Video	VidStat	C	Audio	Runs	Tape	Total	AppBy	Backtir
		SHOW-OPEN		OK				0:00	0:00	0:00	0:00		
01		OPEN		OK			B	0:10	0:00	0:00	0:10	stan	
02		HEADLINES		OK			B	0:20	0:00	0:00	0:20	stan	
03		I-TRIPLE-MURDER	LIVE	OK			B	0:20	0:00	0:00	0:20	stan	
04		P-TRIPLE-MURDER	PKG	OK	032436CD		A	0:00	1:33	0:00	1:33	stan	
05		T-TRIPLE-MURDER	LIVE	OK	Matt_5		B	0:15	0:00	0:00	0:15	stan	
06		LOCAL-CRIME	VO/SOT	OK	Matt_6		A	0:45	0:00	0:00	0:45	stan	
07		NATL-CRIME	VO	OK	Matt_7		B	0:30	0:00	0:00	0:30	stan	

Page	Anchor	Slug	Format	Status	Video	VidStat	Ch	Audio	Runs	Tape	Total
02		HEADLINES		OK			B	0:20	0:00	0:00	0:20

Channel Field in Story Form

AppBy	Backtime	Cumetime	Mod Date	Mod By
stan		0:00:10	10/11/20	stan

To assign channels in iNEWS:

- ▶ Do one of the following:
 - Type the channel name, such as A, B, or C, in the Channel column of the rundown opened in the Queue panel.
 - Type the channel name in the Channel field of story’s Story Form panel.
 - Type Shift-Alt-C and enter the channel in the Assign Channel dialog box, then click OK.



 For more information on how to change channels from a Command Workstation, see *“Assigning Channels in Playlist Viewer”* on page 74 and *“Assigning Channels in a Shotbox”* on page 102.

6 Working with Stories

In Avid iNEWS Command, when a newsroom playlist is loaded, it presents the machine control events grouped by story according to the order of the rundown from which it was loaded.

During the final preparations and as a show goes to air, that order might change as producers add, remove, or rearrange stories in the rundown to reflect the changing demands of late-breaking news and production developments.

While a newsroom playlist is locked to the rundown in iNEWS, updates will appear in both the rundown and the playlist whenever a change is made at an iNEWS Workstation. While the newsroom computer system retains the playlist lock, changes cannot be made to the newsroom playlist from a Command Workstation.

However, if a standalone playlist is created at a Command Workstation or if a newsroom playlist is disconnected from the rundown and the lock obtained from a Command Workstation, then changes to the stories in those playlists can be done from the Command Workstation.

This chapter contains the following main sections:

- [Inserting New Stories](#)
- [Deleting Stories](#)
- [Updating Stories](#)
- [Rearranging Stories](#)
- [Floating & Unfloating Stories](#)

Inserting New Stories

New stories can be inserted in a disconnected newsroom playlist at a Command Workstation.



Since standalone playlists can contain items only, stories are not necessary. Therefore, by default, the system's settings do not permit stories in newly created standalone playlists. However, should you want the ability to use stories in a standalone playlist, the feature can be enabled so that any newly created playlist would contain one story and permit the addition of more. For more information, see the procedure in "Customizing the Playlist Viewer" on page 53.

To insert a new story in a playlist in Command:

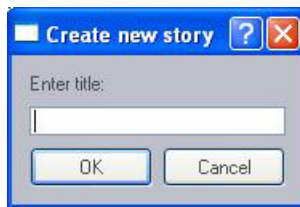
1. Position the cursor in the playlist on a story, not an item.



If a user attempts to insert a new story before an item, the system will display a warning instructing the user to insert the story before another pre-existing story.

2. Do one of the following:
 - ▶ Press Ctrl+N.
 - ▶ Select Playlist > Insert > New Story.

The Create New Story dialog box opens.



3. Enter the name for the new story.
4. Click OK or press Enter.

Deleting Stories

Stories can be deleted in two ways:

- From a standalone or disconnected newsroom playlist at a Command Workstation.
- From a rundown at an iNEWS Workstation.



Deleting a story From a rundown at an iNEWS Workstation can be accomplished even after the show's newsroom playlist has been loaded to Command.

To delete a story from a standalone or disconnected newsroom playlist:

1. At a Command Workstation, select the story you want to remove.
2. Do one of the following:
 - ▶ Select Playlist > Edit > Delete.
 - ▶ Press Delete.



Deleting a story in a standalone playlist will remove all items (sometimes called events) in that story from the playlist.

To delete a story from a rundown:

1. At an iNEWS Workstation, select the story you want to remove by clicking on the selector button to the left of the story.
2. Do one of the following:
 - ▶ Select Edit > Kill.
 - ▶ Press Delete.
3. When the confirmation dialog box opens. Click OK.



Deleting a story from a rundown (and therefore from its newsroom playlist) does not delete the story and its machine controls events from the newsroom computer system's database. It only removes the story from appearing in the show's rundown and newsroom playlist.

Updating Stories

Although a show's newsroom playlist is loaded to Command, updates to a story in the rundown can still occur, such as the need to add or alter a machine control event. For newsroom playlists in which the playlist lock is retained by the iNEWS newsroom computer system, updating can be accomplished only from an iNEWS Workstation, unless the newsroom playlist is disconnected from the newsroom and therefore becomes a standalone playlist locked by the Command Workstation.

For more information, see [“Inserting Machine Control Events into Stories” on page 108](#).



Updating the text in the body of a story must be done from the newsroom computer system and not Command.

For more information about editing iNEWS stories, see the Introduction to the iNEWS Workstation Training Manual available on the Avid Knowledge Base.

Editing an Item's Media ID

When media is created, a unique identifier is assigned to it to distinguish it from other media in the Command inventory. This ID appears in the ID column of a playlist whenever an item is inserted into the playlist, but a user can manually modify the ID from the Playlist Viewer.

To edit the media ID:

1. Do one of the following:
 - ▶ Double click on the field in the ID column.
 - ▶ Select Playlist > Edit > Edit Media ID.
2. Do one of the following:

- ▶ Use the Up or Down Arrow keys on your keyboard to select from the list.
- ▶ Click and select from the list.
- ▶ Type a new ID.



Selecting from the list can reduce the risk of mistyping an ID. Caution should be taken when editing any item's media ID.

3. Click elsewhere on the playlist or press Enter on the main keyboard.

It's only at this point that the media ID is saved.

Rearranging Stories

Changing and updating the order in which stories appear in the course of a show is a frequent task for a show's producer. As new stories develop and urgent bulletins come in, a producer must decide the sequence in which stories should appear in the course of a news program and update the show's rundown accordingly.

The integration between Command and the Avid iNEWS newsroom computer system provides for seamless communication regarding the changes that occur in the iNEWS rundown and the order of events in the newsroom playlist in Command. When the order of stories in a show is altered after the monitor server has loaded its playlist to Command, the order of events associated with each story is also rearranged accordingly.



This updating occurs in newsroom rundowns for which the playlist lock is retained by the newsroom system. If the playlist is disconnected from the newsroom rundown, then updates will no longer be communicated between Command and iNEWS, or vice versa.

To rearrange stories in a standalone or disconnected newsroom playlist:

1. At a Command Workstation, select the story.

The system will select all items associated with the story.



Multiple rows can be selected and include stories, playlist references, items, and breaks. If the selection contains only items, the user must insert them only where items can be placed. If the selection contains a story, break, or playlist reference, it must be pasted where such row types can be inserted—for instance, not between items. The system issues an alert when an inappropriate cut-and-paste or drag-and-drop action occurs.

2. Drag the story from its current location to its new location within the playlist.

A drop indicator, which appears as a solid line between rows, will show where the copied selection will be dropped within the playlist when you release the mouse button. The color of the drop indicator varies depending on customization. For more information, see

“Customizing the Cursor” on page 57.

For standalone playlists, Avid iNEWS Command provides the standard copy and paste functionality as options in the Playlist > Edit menu as well as via keystroke combinations, such as Ctrl+C and Ctrl+V.



The system always attempts to paste above the current cursor location.

To rearrange stories in an iNEWS rundown:

1. From an iNEWS Workstation, select the story in the rundown by clicking the selector button to the left of the story. (To select multiple stories, hold the Ctrl key down first.)
2. Drag and drop the story’s button to its new location within the rundown.

Floating & Unfloating Stories

The Avid iNEWS system provides producers with a way to “float” stories when they are unsure where they should go in the rundown, if at all.

Floating stories can only be accomplished from the iNEWS Workstation, not a Command Workstation. However, if the rundown’s playlist is already loaded to Command, then floating an iNEWS story removes it, including any associated machine control events, from the newsroom playlist in Command.



Floated stories appear in the iNEWS rundown in a different color (usually blue text) than other stories, and their times are removed from the rundown’s show timing.

To float an iNEWS story:

1. From an iNEWS Workstation, select the story in the rundown by clicking the selector button to the left of the story.
2. Select Story > Float.

To unfloat a story, repeat the above procedure.



Command prevents items that are in a Done state from being removed from the newsroom playlist until the Done state has been cleared. This means graphic items that have been played but not yet ejected will not be removed from the newsroom playlist in Command when a story is “floated” from the iNEWS rundown. Command only keeps the Done item; all other items in the story are removed. After the Done item is ejected, that item and the remaining story is removed from the playlist.

This protection also applies to video items during the hold last frame period.

7

Command Tablet Application

The Command tablet application is a native user interface designed to run on your iPad® mobile device and enable direct, secure access to your station's newsroom computer system.

The following main topics describe basic user information about the mobile device and application.

- [Connection Basics](#)
 - [The iPad](#)
 - [Setting up Your First Connection](#)
- [Setting up Your First Connection](#)
 - [Viewing Command Settings](#)
- [Starting the Command Tablet Application](#)
- [The Sidebar and View Area](#)
- [Locking or Unlocking Shotbox Channel Groups](#)
- [Working with Shotboxes in Tablet Application](#)
 - [Working with Graphic Items](#)

Connection Basics

You can use the Command tablet application to control playout from anywhere there is a wireless connection.

There are various types of connections available when using the Command tablet application:

- WiFi
- Carrier specific cellular service (such as 3G)




The application is designed to automatically select the first available connection from the list of options according to the priority shown in the list.

The iPad

Before using the Command tablet application, familiarize yourself with key features of the touch-screen tablet on which the application is run.

There are very few exterior buttons on the iPad. Most navigation is accomplished with touch gestures on the screen, such as touching an icon to start an application. Swiping your fingertip across the screen can navigate you to other pages of additional application icons or do something entirely different within an application.

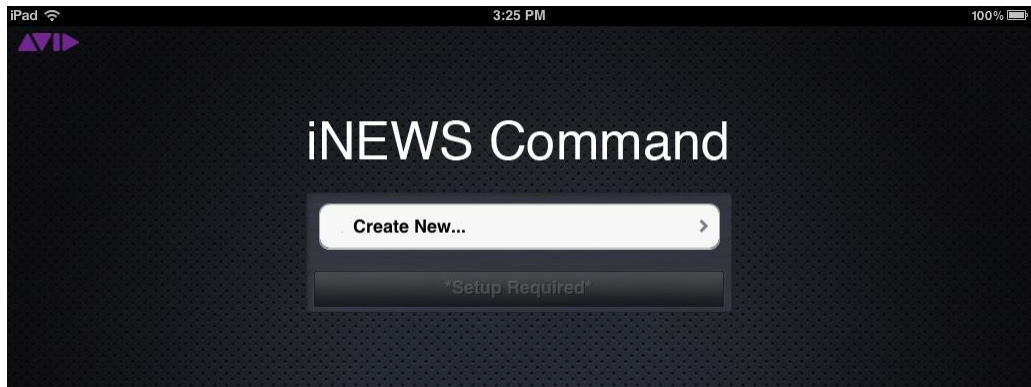
Button	Description
	The Home button wakes the tablet when it is sleeping and exits applications, returning you to the home screen.



Remember, the more applications that you have running, the more memory and battery power your tablet uses. To optimize the performance of your tablet, try to close applications when you are finished with them.

Setting up Your First Connection

The first time you use the Command tablet application, some setup is required. You must create a connection by providing specific information.



The following procedure is provided for first-time users of the Command tablet application. If you already have at least one connection and are wanting to create another new one, see [“Viewing Command Settings” on page 126](#).

To create a new connection:

1. Start the Command tablet application. If this is your first time, your only connection option will be to Create New.
2. Tap Create New.

The New Connection information will appear.

3. Fill in the requested data according to the following table.

Setting	Description
Name	This is the name of the connection to your Command system, such Studio A.
Hostname	This is the name of the Command server or the computer running the Avid Remote Communication Service.
Port	This is the port on the server.

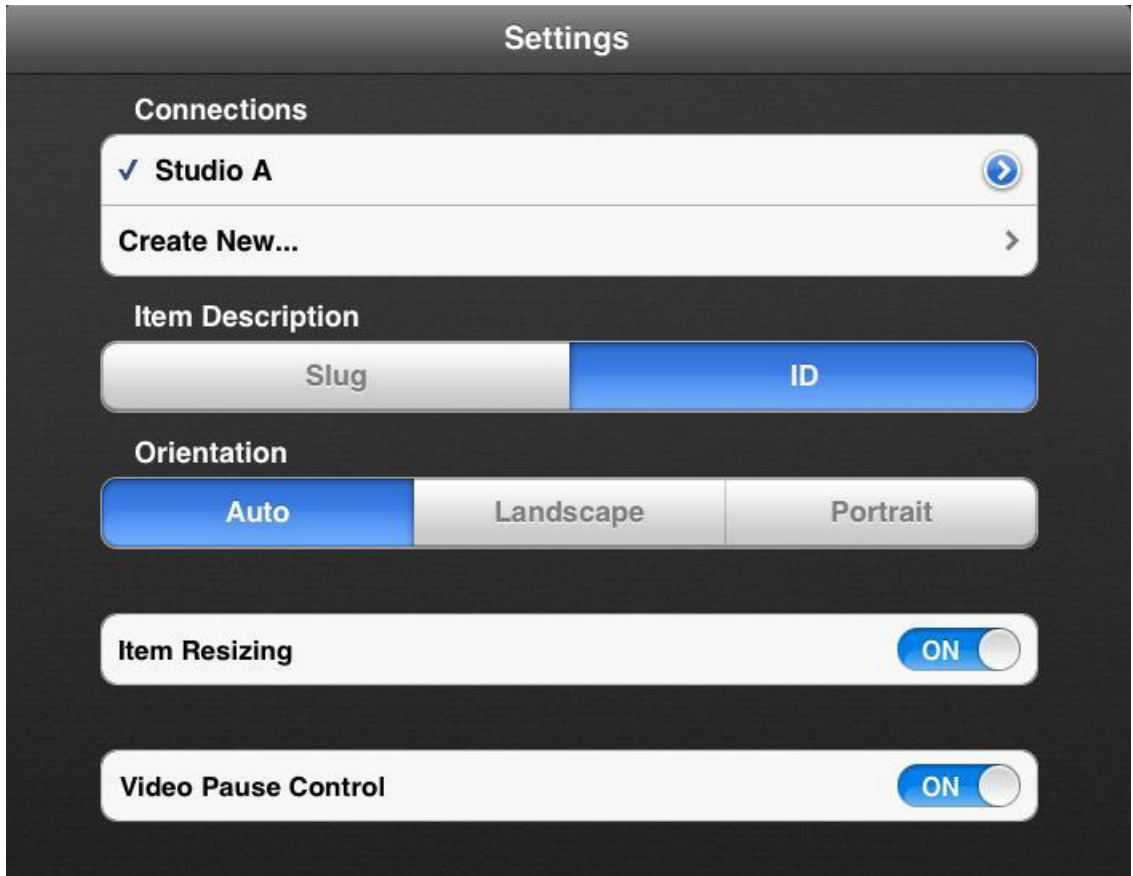
4. Tap Done.




If you save the above settings, then attempt to connect, and receive a message stating that your tablet has not been authorized, contact your system administrator to have connection from your device to the Command workgroup authorized.

Viewing Command Settings

The Command tablet application lets users create multiple connections via the Command Settings, which can also be used to define other configuration options as well.



The following table provides information on the settings available for you to configure. Except for the first, which is vital for connection to your Command workgroup, the rest of the settings pertain to the look and behavior of the application.

Setting	Description
Connections	This section displays any connections already created and gives the option to create new connections.
	 <i>Before you can connect the first time, your site's system administrator must authorize your mobile device to connect to the newsroom system's Command workgroup.</i>
Item Description	Choose whether you want the item's slug or ID to be displayed.
Orientation	Lets you lock the device's screen orientation to landscape, portrait, or allow the device to auto-rotate between the two depending on how you hold the tablet.

Setting	Description
Item Resizing	Turns on or off the “pinch-to-resize” feature of the touch screen tablet as it relates to resizing item cells within the Command tablet application.
Video Pause Control	Choose whether you want to see the Pause icon when video items are playing. This should only get turned on if you intend to pause video

To view or modify Settings at any time from within the tablet application:



- ▶ Tap the Settings icon.

Starting the Command Tablet Application



When the Command tablet application is installed on your touch-screen tablet, an icon representing the application is also installed.

To start the application and connect to your system:

1. Tap the Command icon.
The Connect screen will appear.



If this is the first time you have ever started the application, you will see Create New as your only connection option. For more information, see “Setting up Your First Connection” on page 125.

2. Select the system (if there is more than one) and tap the Connect button.
When you are connected, a list of existing shotboxes will appear in the sidebar.



While the Avid iNEWS Command tablet application is open, it will prevent the tablet from shutting down, regardless of any auto-lock setting.

To view the help system:

- ▶ Tap the Help icon.

To exit the application:



1. Press the Home button.
2. Select Close.

The Sidebar and View Area

After you connect to Command with the Command tablet application, you can view the sidebar, located along the left side of the screen when displayed, and use it to access various shotboxes. Use the Show/Hide button to toggle the display of the sidebar.



The look of this button changes depending on the display status of the sidebar.

Button	Description
	Tap this button to display the sidebar.
	Tap this button to hide the sidebar.


Shotboxes are only created at a Command Workstation.







While it is possible from a workstation to create shotboxes that have multiple channels, the channel is not displayed in the tablet application. To avoid confusion, Avid strongly recommends creating shotboxes that control only one channel.

In the tablet application, existing shotboxes are listed in the sidebar.

Different icons are used to distinguish between the various types of shotboxes available in Command. When you open a shotbox, the icon representing that type of shotbox will also appear in the title bar of the view area.

Icon	Description
	This icon represents a standalone shotbox.




Icon	Description
	This icon represents a connection to an iNEWS shotbox.
	This icon represents a disconnected iNEWS shotbox.
	This icon represents a connection to a MOS-based shotbox.
	This icon represents a disconnected MOS-based shotbox.

Items in a chosen shotbox are displayed to the right of the sidebar in what is called the *view area*. The name of the chosen shotbox appears in a title bar across the top.

Locking or Unlocking Shotbox Channel Groups

From the Command tablet application, you can lock a shotbox channel group, see if the channel group is locked by another user, and even override a channel group lock.

The following table shows the various icons used to indicate whether the channel group is locked by you, by someone else, or is unlocked.

Icon	Description
	Unlocked icon—the channel group is not locked.
	Locked icon—the channel group is locked by you.
	Other Lock icon—the channel group is locked by someone else.

To lock a channel group:

- ▶ Touch and hold the Unlocked icon, located in the title bar of the view area.
You will see the icon change to the Locked icon and hear a sound when the channel group lock is engaged.

To unlock a channel group:





- ▶ Touch and hold the Locked icon, located in the title bar of the view area.
You will see the icon change to the Unlocked icon and hear a sound when the channel group is unlocked.

To override a channel group lock:

1. Touch and hold the Other Lock icon, located in the title bar of the view area.
2. Confirm your request to override the existing lock on the channel group.


Working with Shotboxes in Tablet Application

From the Command tablet application, you can cue, play, pause, and eject items from a shotbox. Touch an item in a shotbox to select it and view the transport controls.

Transport Control	Description
	Tap the Cue control to cue an item in a shotbox.
	Tap the Play control, which appears centered over the shotbox image, to play an item in a shotbox.
	Tap the Pause control, which if enabled appears centered over the shotbox image, to pause play of an item in a shotbox.
	Tap the Eject control to eject an item from a shotbox.

 *Transport controls only appear when the shotbox channel group is locked. For more information, see “Locking or Unlocking Shotbox Channel Groups” on page 130.*

All items in a shotbox must be added or deleted from a Command Workstation. Neither can be done from the tablet application; however, you can rearrange the order of shotbox items that you view from the tablet application and do so independently from the workstation shotbox.

 *If you remove and reinstall the Command tablet application to your mobile device, shotbox items will revert back to the order set in the Command Workstations, and the device will need be reauthorized by your system administrator.*



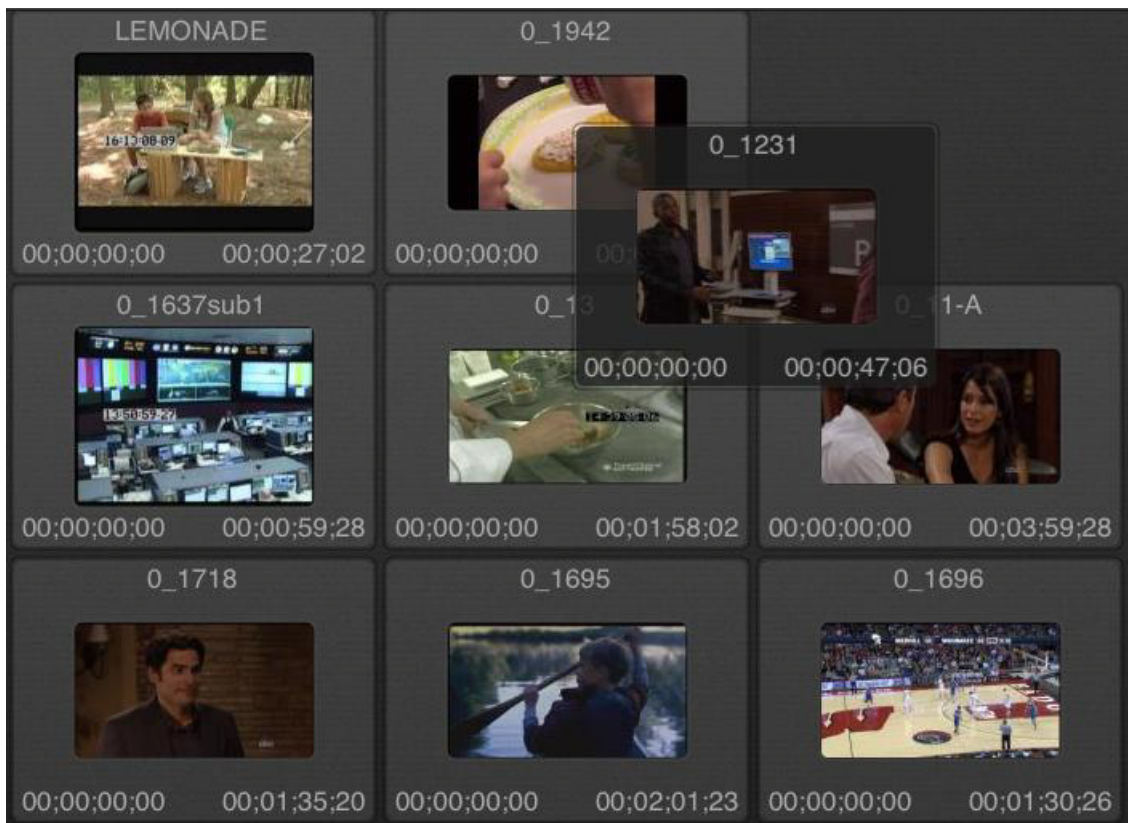
New items added to a shotbox from a workstation will appear at the bottom of the shotbox items in the view area of the tablet application, and a yellow Plus icon appears located in the title bar of the view area until the screen is scrolled.

To rearrange item(s) in a shotbox:

1. Touch and hold the item you want to move.
2. Drag your fingertip to a new location in the shotbox where you want to put the item.

The item will be dropped into the new location when you lift your fingertip from the tablet's touch screen. Any item in the destination location will be moved down, right, or left to make room for the item you move.

The following illustration demonstrates the moving of an item from the far right position of the first row to the middle of the second row. In this example, the item located in the destination position would move left, and the first item on the second row would move up to the far right side of the first row to accommodate the rearrangement.



To play an item:

1. Select the item you want to play.

Once selected, the item will have a thin yellow outline and show the transport controls.



When cued, the border around the video item turns yellow.



2. Tap the Play control.

While a video item is playing, the border appears red, and the count up and count down clocks will roll.

If enabled, the Pause control will also appear centered in the box, and its circular outline will change color to show the progress of the playing item.



To pause playing video:

- ▶ Tap the Pause control.

When paused, the border appears blue, the clocks stop, and the Play control will also appear centered in the box. Its circular outline that changes color to show progress will also freeze at the current position of status.



You can tap the Play control to resume playout of the video item.

To eject finished video:

- ▶ Tap the Done icon to eject the item.

When a video or graphics item finishes playing, Command presents a Done icon, as shown in the following illustration



Working with Graphic Items

The Command tablet application uses colors to indicate transport status for graphic items as well as video in shotboxes.

For instance, when a graphic item is cued, the border turns yellow.



To play a graphic item:

1. Tap the Play control.

If there are no multiple triggers in the graphic, once played, the item goes into a Done state as indicated by a red border.



Multi-triggered graphic items automatically go into a Pause state, indicated by a blue border and the appearance of the Play control centered in the box. To play the next trigger, tap the Play control.

When unplayable, the border around the item turns pink.



When there is an error, the border around the item turns purple.



8 Playout Control

Playout control through Avid iNEWS Command varies from site to site depending on workflow. Some television stations might want to control playout through the software's graphical user interface, while others choose to use USB or GPI keypads.

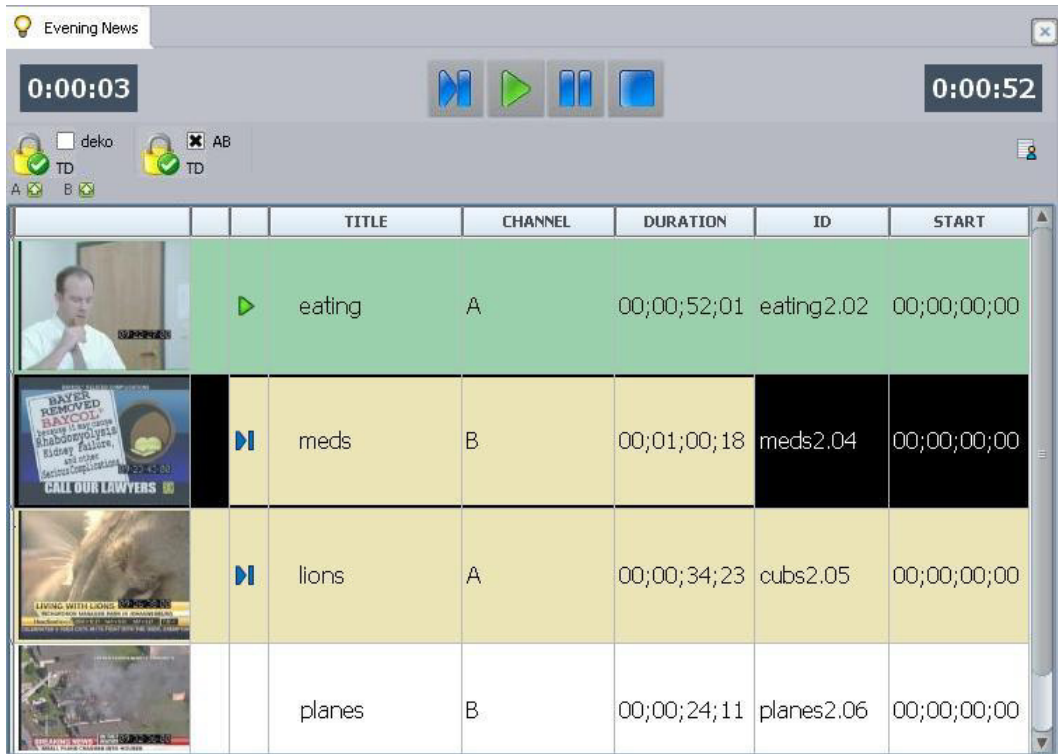
This chapter contains the following main sections:

- [UI Controlled](#)
 - [Playout Media from Command Workstation](#)
 - [Resolving a Mismatch](#)
 - [Disabling the Keyboard at the Command Workstation](#)
- [Looping and Follow-on Playout](#)
- [USB Keypad Controlled](#)
 - [Channel-Specific Actions](#)
- [GPI Controlled](#)
- [Toggling Between GPI and UI Control](#)

UI Controlled

Playout control from a Command Workstation can be accomplished through the use of the tabbed workspace known as the Playlist Viewer. This section provides details on controlling playout from the Playlist Viewer. Playout control can also be done via the Shotbox Viewer. For more information, see [“Toolbars” on page 87](#).

While some functionality is described in this section, for additional information on such features as customization options, see [“Playlist Viewer” on page 44](#).



Command uses various icons, as well as customizable colors, to indicate the status of machine control events (items) in the playlist. Some of these are shown below:

- 
 This event is cued.
- 
 This event is unavailable.
- 
 This event will loop twice.

Another possible icon is called a mismatch icon, which is used to warn users whenever two or more video devices in a channel group contain different versions of the same clip. Other possible icons indicate when video is only available on the primary video server or the mirrored backup.

For more information on the various icons for playlists, see [“Icon and Button Quick Reference” on page 157](#). For more information on what to do in the event of a mismatch, see [“Resolving a Mismatch” on page 139](#).



If a third-party video device is being controlled via the Avid Video device service (using VDCP), the playlist in Command will reflect status of items on that device—an unavailable item promptly changes to available once it is transferred to the device—regardless of whether the device’s inventory is shown in the Inventory panel.

Playout Media from Command Workstation

Users can cue, play, pause or stop the playout of media from a Command Workstation, using the Control buttons on the Playlist toolbar or keys on the numeric keypad. For information on the buttons, see [“Toolbars” on page 47](#).



The Control buttons are also available in the Shotbox Viewer, which is explained in [“Shotbox Viewer” on page 85](#). Also see [“Toolbars” on page 87](#).

To control playout, using the numeric keypad on a keyboard:

1. Select the event in the playlist.
2. Do one of the following:
 - ▶ Press the Decimal key (.) to cue the media.
 - ▶ Press Enter to play the media.
 - ▶ Press the Plus key (+) to pause the media.
 - ▶ Press zero (0) to stop playing the media.



Playout options are also available by right-clicking on the event and selecting the options from the Playout submenu.

Resolving a Mismatch

Avid iNEWS Command provides an indicator in both playlists and shotboxes to warn users when two devices in a channel group have different versions of the same media. This situation could result in the broadcast of either version depending on which channel is used at the time.

An example of how this situation might occur is:

You have two video servers in a channel group. Let’s call them Video A and Video B. Both have a video clip called Clip C. As long as Clip C is not playing at the time a new version of the video comes in, it will be updated on both servers without issue. However, if Clip C is playing on Video A when a new version comes in, the system cannot update the on-air copy. It can only update the version on the Video B server. The two versions are now mismatched.

The following illustration shows a closeup of a couple of mismatched video items, called Pentagon and China Trade, in a playlist. The cursor is on the first item:

		TITLE	CHANNEL	DURATION	ID
		Pentagon	msna...	00;00;21;20	032406AK
		China trade	msna...	00;01;00;08	032406AS

The following illustration shows the same two items in a shotbox:



To view more details about the mismatch:

1. Do one of the following:

- ▶ Select the item in the playlist and type Ctrl+I.
- ▶ Select the item in the shotbox and type Ctrl+Alt+I.
- ▶ Right-click on the item in the shotbox or playlist and select Show > Inventory.



2. The Inventory panel will switch to the proper channel group and display the details of the mismatched item. View the last modification times and dates to determine which video is the latest.
3. Reload that video when you are certain that the clip is not on-air or playing on any of the devices in that channel group.

Disabling the Keyboard at the Command Workstation

Some sites use alternative devices to control playout from Command, such as a GPI device or an X-keys USB keypad, and therefore do not want the computer keyboard at the workstation enabled.

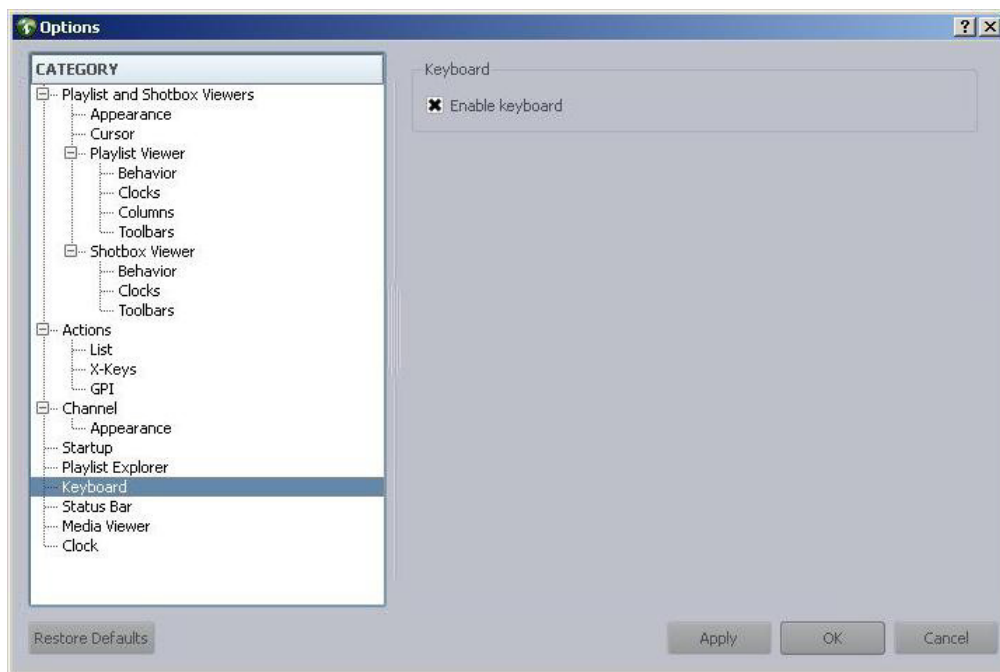


Users at some sites might want to keep the keyboard available as an alternative should the need to switch between GPI and UI control arise. Command provides a quick and easy way to do this via a menu option or keystroke combination. For more information, see “[Toggling Between GPI and UI Control](#)” on page 152.

To enable or disable the keyboard:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.

The Options dialog box will appear.



2. In Category, select Keyboard.
3. Do one of the following:
 - ▶ Select Enable keyboard.
 - ▶ Deselect Enable keyboard.

4. Click Apply.
5. Click OK.



If the keyboard is disabled, the numeric keypad cannot be used to control playout from the Command Workstation. Disabling the keyboard does not affect the use of the keyboard for software on the workstation PC unrelated to the Command client software.

Looping and Follow-on Playout

Looping is the repeated playing of a media event for either a specified number of times or indefinitely, which is continuous until manually stopped. Avid iNEWS Command provides users with a way to loop a specific item within a playlist or an entire playlist. Loop count can be set from an iNEWS or Command Workstation. After looping is set, a Looping icon is displayed along with the current count and total number of loops in an X/Y format, where X equals the current count and Y equals the total loop count set for the item. For example, when Command displays 3/5, that means the item is in its third of five loops.



Users cannot cue another item until the last loop has started; Command will show an alert. Also, item looping is not supported in embedded playlists.

When a looped item gets to its last loop, Command will automatically cue the next item in the playlist.

Users can also set playout of an item in a playlist to automatically occur immediately following the completion of the previous item. This functionality is called follow-on playout and is indicated by an icon in the playlist that looks like a bent blue arrow.

Command supports follow-on playout with or without looping. If an item is set to follow-on playout with looping, the total loop count is shown along with a Follow-on Looping icon.

Playout Trigger Icons



Looping (only)



Follow-on playout



Follow-on playout
with looping



Users must have only one playout channel set up for the follow-on feature to work. Both looping and follow-on playout require Autocue be turned on in Command. Looping is supported in Command with VDCP devices.

To set loop count from iNEWS:

- ▶ Add @ and the numerical value for the loop count to the end of the video ID in iNEWS. For instance, to loop an item four times, add @4 to that item's video ID.

To set loop count to infinity from iNEWS:

- ▶ Add @888 to the end of the video ID in iNEWS.

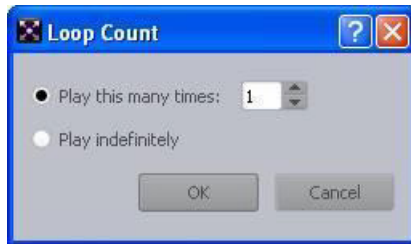


For setting loop count from iNEWS to work, it must be enabled in Command. Instructions for how to do this is provided in the Avid iNEWS Command Administration Guide.

To loop an item within a playlist from a Command Workstation:

1. Select the item you want to loop in the playlist.
2. Do one of the following:
 - ▶ Press Ctrl+Shift+L.
 - ▶ Right-click and select Edit > Edit Loop Count.

The Loop Count dialog box appears. By default, an item is set to play once.



3. Do one of the following:
 - ▶ Select Play this many times and set the number.
 - ▶ Select Play indefinitely.
4. Click OK.

When playout of an item is set to loop in a playlist, the Looping icon and the numerical values set for looping—current count and how many times the item will play in total—appear in the Trigger column of the playlist. If you do not see them, widen the column. It must be set wide enough to view both the icon and the numerical values for looping.

- ∞ If the item is set to play indefinitely, the infinity symbol will appear in the Trigger column.



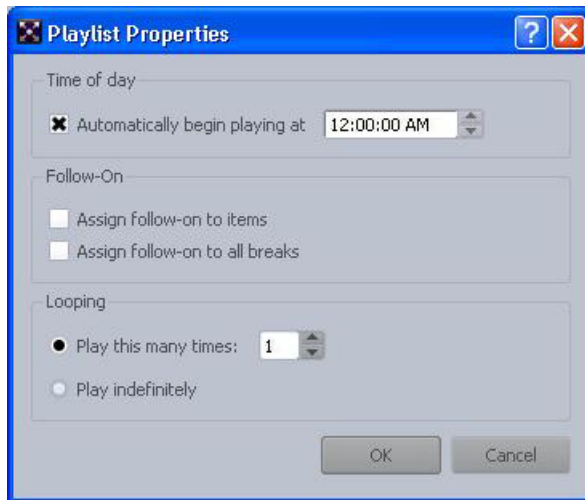
The previous procedure only applies to looping a single item in a playlist. To loop multiple items within a larger playlist, Avid recommends creating a separate playlist of those items you want to loop, set the properties for that playlist to loop, and then embed the looping playlist within the

larger playlist. For clarity, Avid also recommends including the word *Loop* in the name of any playlist set to loop in its entirety. For more information on embedding playlists, see “Working with Embedded Playlists” on page 80.

To loop an entire playlist:

1. Right-click anywhere in the playlist.
2. Select Edit > Properties.

The Playlist Properties dialog box appears.



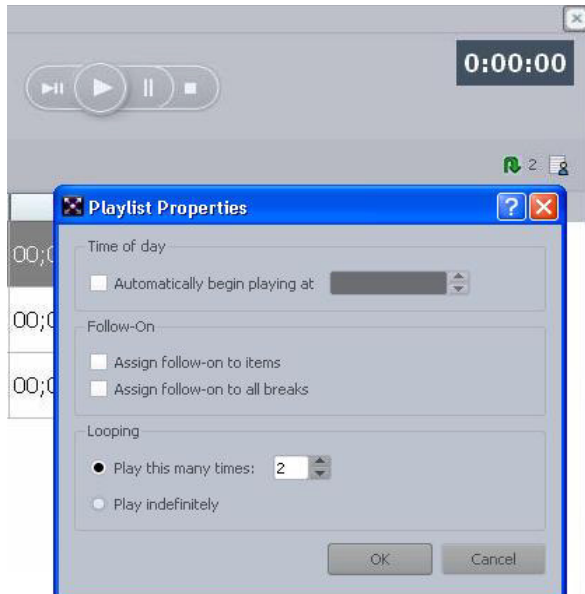
3. Do one of the following in the Looping section:
 - ▶ Select Play this many times and set the number.
 - ▶ Select Play indefinitely.
4. Click OK.



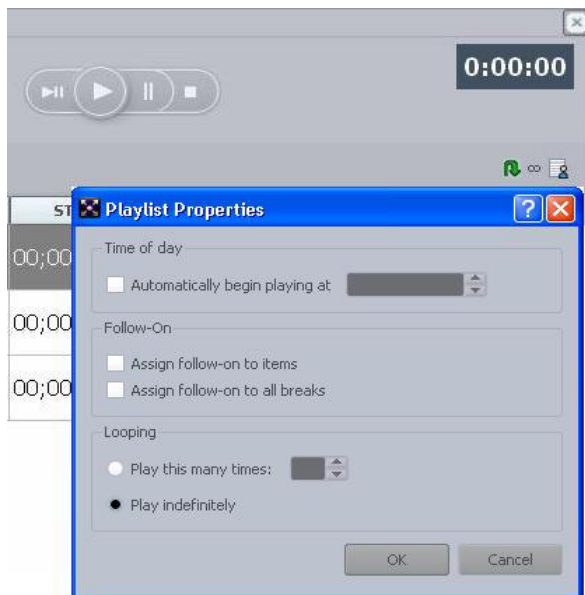
*While there are visible indicators within the software that distinguishes a looping playlist from a non-looping playlist, to avoid confusion, Avid recommends that users still include the word *Loop* in the name of any playlist created with its properties set to loop in its entirety.*

When a playlist (that is not embedded in another playlist) is set to loop, the numerical value for how many times it should loop appears in the Playlist toolbar on the right side along with a curved green arrow icon to indicate the looping status.

For instance, if a playlist is set to loop twice, the number 2 will appear on the toolbar next to the curved green arrow.



If the loop count is set to loop indefinitely, then an infinity symbol is displayed next to the curved green arrow icon.



To set follow-on playback for an item:

1. At a Command Workstation, in the Playlist Viewer, do one of the following:
 - ▶ Press the Ctrl+forward slash (/) keystroke combination.
 - ▶ Select Playlist > Edit > Edit Trigger.
 - ▶ Click the field in the Trigger column corresponding with the item that you want set for follow-on playback.

The Trigger column is narrow, but can be resized, and usually has no label on its column header. Its location in the playlist might also vary.

Page #	Trigger Column	Status Column	TITLE	CHANNEL	DURATION
				A	00:01:00:02
05			T-TRIPLE-MURDER		
06			LOCAL-CRIME		
	Manual Play			A	00:00:15:00
07	Manual Play		CRIME		
	Follow... Play			B	00:00:15:00

2. When the menu appears in the Trigger column, select Follow-On Playback. (The menu option might appear truncated.)
3. Do one of the following:
 - ▶ Click elsewhere on the playlist.
 - ▶ Press Enter on the main keyboard.
 - ▶ Move the cursor with keyboard shortcuts.

It's only at this point that the playback method is saved.

To set all or multiple items to follow-on playback:

1. Do one of the following:
 - ▶ Type Ctrl+A to select all items.
 - ▶ Use the Ctrl or Shift keys and mouse clicks to select multiple items.
2. Type Ctrl+forward slash (/) to activate the Trigger field.
3. Type F for follow-on playback.
4. Press the Enter key on the keyboard (not the numerical keypad).

To set an item to manual playback:

1. At a Command Workstation, in the Playlist Viewer, click the field in the Trigger column corresponding with the item that you want set for manual playback.
2. When the menu appears, select Manual Playback.
3. Do one of the following:
 - ▶ Click elsewhere on the playlist.
 - ▶ Press Enter on the main keyboard.
 - ▶ Move the cursor with keyboard shortcuts.

It is only at this point that the playback method is saved.

To set all or multiple items to manual playback:

1. Do one of the following:
 - ▶ Type Ctrl+A to select all items.
 - ▶ Use the Ctrl or Shift keys and mouse clicks to select multiple items.
2. Type Ctrl+forward slash (/) to activate the Trigger field.
3. Type M for manual playback.
4. Press the Enter key on the keyboard (not the numerical keypad).

USB Keypad Controlled

Avid iNEWS Command interfaces with the X-keys[®] USB keypad for playback control. The X-keys USB keypads connect to the USB port the Command Workstation and offer up to fifty-eight user-reprogrammable keys for one-button access to playback functionality.



Some improvements to the X-Keys functionality has been added. To see the new options, go to Tools > Options > Actions > X-Keys. The Choose Action dialog box opens.

- Main Window, Keyboard - Up and Down: These options emulate the keyboard up/down arrows, and support a press-and-hold functionality, where the cursor continues to scroll when the key is pressed and held. These keys also function in other panels, such as Playlist Explorer and Inventory.
- Playlist, Selection – NextRow, NextItem, PreviousRow, and PreviousItem: These key functions now support press-and-hold functionality, so that you can scroll through your playlist by pressing and holding the respective keys.
- Playlist Explorer – TakeFocus: This key moves the focus to the Playlist Explorer panel, so that users can use the up/down arrow keys (via keyboard or X-Keys) to navigate to a particular playlist.
- Playlist Explorer - OpenSelected: This key will open the selected playlist.

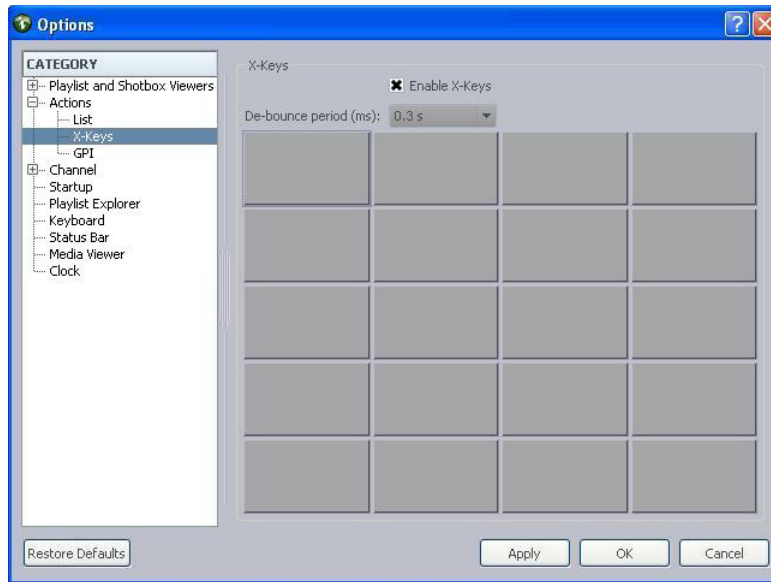


X-keys is third-party hardware. Command natively supports a variety of X-keys devices, which are configured through the Command Workstation application. Native support gives users an added level of functionality that is not available through the X-keys Macro Works software. See the Avid iNEWS Command ReadMe for the specific X-keys devices that are supported.

You can also use the Macro Works software, a keyboard emulator, with any X-keys device. For more information on X-keys USB keypads, see that manufacturer's documentation on www.xkeys.com.

To program the X-keys from the Command Workstation:

1. Select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.
2. In Category, expand Actions and select X-keys.

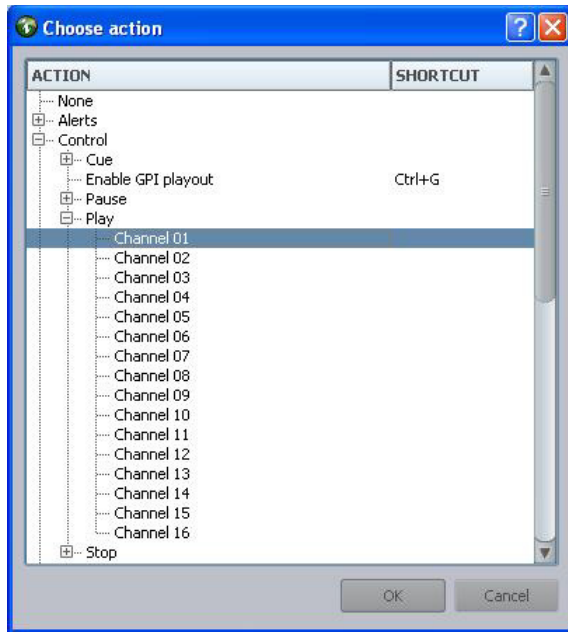


3. Select Enable X-keys.
4. Set the de-bounce period. Designed to avoid inadvertent repetition, this is the span of time (in milliseconds) during which the system should ignore duplicated signals.
5. Click on a gray box that represents (or corresponds to) the key on the keypad.



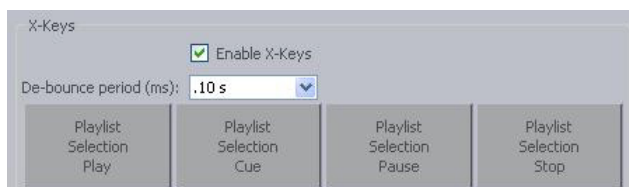
Some sites might use key caps that cover 2 or 4 buttons on the keypad, turning a set of buttons into a single key. If that is the case, select the left box to set the “2-button” key. For 4-button keys, select the upper left box.

6. Assign an action to the key by selecting it from the list of those available in the Choose Action dialog box.



7. Click OK.
8. Repeat steps 5-7 as needed.
9. Click Apply.
10. Click OK.

The following illustration shows a closeup of the first row of keys after they were assigned to the four playout control options of play, cue, pause, and stop:



Channel-Specific Actions

Keys can also be assigned to an action associated with a specific channel on a device. An example of this would be for a key to initiate a play command on a single channel.

To assign channel specific actions to a key:

1. Complete steps 1 - 5 of the procedure “USB Keypad Controlled” on page 147.
2. In the Choose Action dialog box, under the Actions column, expand Control.
3. Select the action, such as Play.
4. Select the index, such as Channel 01, that corresponds to the device channel.
5. Click OK. The Choose Action dialog box closes.
6. Click OK in the Options dialog box.



Indices for channel specific actions in the list are pre-configured through system settings at the Command Workstation, which requires an administrative password. For more information, see the Avid iNEWS Command Administration Guide.

GPI Controlled

A GPI panel is another alternative keypad device that can be used to control playout through Command. The GPI panel, which connects to a GPI card installed in the Command Server, allows a user to select up to four channels, with each channel having its own set of Control buttons for play, cue, pause, and stop functionality.

After configuration of the GPI card for the Avid iNEWS Command system is complete, and only if the panel will be used for actions that go through the Command user interface, such as moving the cursor, the GPI panel must be enabled to control a playlist.

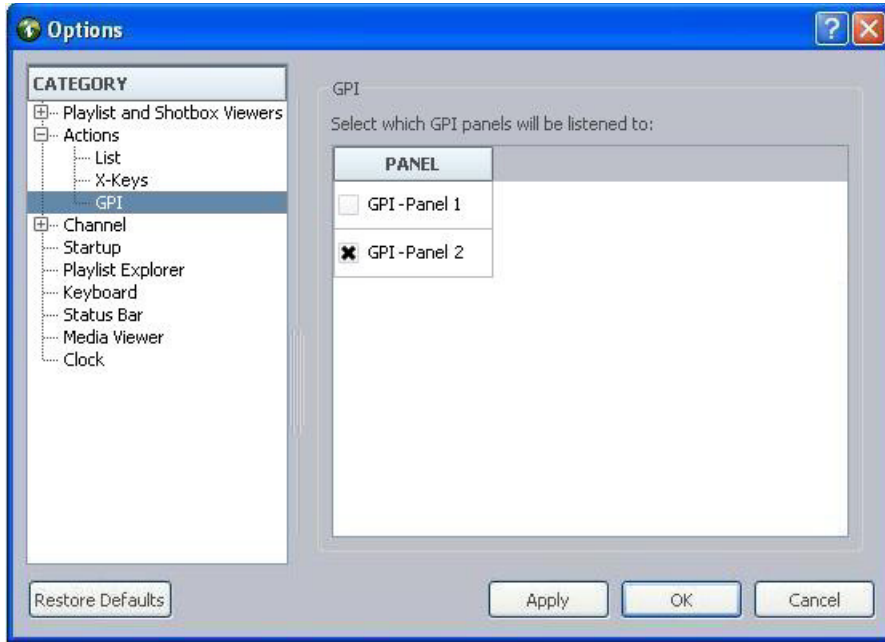


This procedure does not apply to GPI panels (or Maney panels) with events mapped only to actions chosen in GPI > Control—such as Cue, Pause, Play, or Stop—because those are sent directly to the Playlist Controller and do not go through the user interface.

A user can enable a panel at any Command Workstation.

To enable a GPI panel to control a playlist:

1. At the Command Workstation, select Tools > Options. If prompted for a password, you must provide it or contact your system administrator.
2. In Category, expand Actions and select GPI.



3. Select a GPI panel from the list.
4. Click Apply.
5. Click OK.



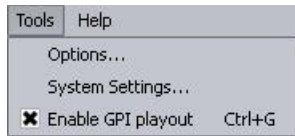
System administrators must configure system settings to provide a list of panels in the Options dialog box. For more information see the Avid iNEWS Command Installation and Configuration Guide.

Toggleing Between GPI and UI Control

Command can be set up to allow toggling between exclusive playout control from a GPI panel and playout control from the workstation's keyboard or mouse. This ability is helpful should the need to switch between GPI and UI control arise. Command provides a quick and easy way to do this via an option in the Tools menu.

To toggle between GPI and UI playout control, do one of the following:

- ▶ Type Ctrl+G.
- ▶ Select Tools > Enable GPI Playout.



Look at the Command window's title bar to see an indication of whether playout is controlled by GPI or the workstation.



This feature can be disabled by your system administrator. If the menu option does not appear, or the keystroke combination doesn't work, contact your system administrator to ensure the feature is enabled via the system settings.











When exclusive GPI control is enabled, a user can still cue an item using the keyboard or mouse; however, the user must pause and play items with buttons on the GPI panel.

A Control Room Quick Reference

This appendix is provided as a quick reference guide to some of the most common icons and alerts operators might see in the control room. It is not all inclusive.



For a one-page quick reference guide that you can view in the control room, print this page.

Playout Status Icons		Playability Status Icons	
	Cued		Primary Only
	Playing		Backup Only
	Paused		Unplayable
	Stopped, Done		Unknown
	Error		Mismatch



The background color for the Playability Status icon called Backup Only (shown above as orange) is customizable, so it could appear different than the color shown here.





Failover

When a playlist is uploaded from a newsroom computer system, it is “locked” by the newsroom system and receives system updates from Command. However, should that connection be broken, the playlist is “disconnected”.


The iNEWS Command failover is an automated process, which is designed to be relatively seamless for the operator. Failover can occur for a variety of reasons; the most common are server failure and network/DNS problems. In the event of a primary server failure, the operator will see the following:

- The loss of playout control. Playing items will continue playing, but other items cannot be triggered while the failover is in progress.







- Disconnection from the newsroom computer system. In the Command Workstation, iNEWS or MOS icons will change from connected to disconnected as shown in the following table:

Icon	Description
	iNEWS is connected.
	iNEWS is not connected.
	MOS is connected.
	MOS is not connected.

- The iNEWS workstations will also show a MON status of Error as shown in the following table:

Icon	Description
	Monitor Error status.

- The Command workstation will show the following alerts for disconnect and reconnect messages:

	TIME	TITLE
	10:17:47 AM	Channel groups cannot be locked or unlocked.
	10:17:47 AM	Items cannot be played in playlist 'AB'.
	10:17:47 AM	Playlist store is not available.
	10:17:59 AM	Channel groups can be locked or unlocked again.
	10:17:59 AM	Playlist store is available again.
	10:17:59 AM	Items can be played again in playlist 'AB'.

- The workstation will reflect the loss of playout control by putting a red x over the transport controls (shown at right) and lock icon (shown at left) in the following example:



B Icon and Button Quick Reference

iNEWS Command has many different tools, icons, and buttons, which are used to alert you to information and status as well as making your actions quick and precise. This appendix is intended to serve as a quick reference to some of the icons and buttons used throughout your Command system. It is not all inclusive.

Playlist and Shotbox Viewer Buttons

This section describes buttons in the user interface, some of which have icons on them that will change depending on a certain status, such as whether a channel group is locked.

Control Buttons on Playout Toolbar



Cue



When a playlist's channel group is not locked, these buttons on the Playout toolbar appear gray, as shown below:



Play



Pause









Stop

Miscellaneous Buttons









Close Viewer

Channel Group Icons

-  Locked by this Command Workstation
 -  Locked by other Command Workstation or playlist
 -  Unlocked channel group
 -  Unknown
 -  Locking
 -  Unlocking
-

Playlist Icons

-  Playlist is locked by this Command Workstation.
-  Playlist is locked by other Command Workstation.
-  Playlist is locked by the iNEWS newsroom computer system. If the icon appears with a blinking red X over it, the playlist has been disconnected from the newsroom rundown.
-  Playlist is MOS active and marked ready-to-air by a MOS-based newsroom computer system, such as ENPS. If the icon appears with a blinking red X over it, the playlist has been disconnected from the newsroom rundown.
-  Playlist is MOS active but has not been marked ready-to-air. This icon appears only if the option to show all playlists in the Playlist Explorer is enabled.
-  Unlocked playlist

Playlist Icons (Continued)



Unknown lock condition (Newsroom connection down)



Time of Day playlist

Playlist Viewer Icons

This section describes icons that can appear in the Playlist Viewer. Many are similar to those seen in the Shotbox Viewer.

Playout Status Icons



Cued



Playing



Paused



Stopped, Done



Warning



Error



When Command is in the process of cueing, pausing, stopping, etc. the Playout Status icons (in both playlists and shotboxes) appear with a small green clock face over them.

Playability Status Icons



Primary Only



Backup Only



Unplayable



Unknown

Playability Status Icons (Continued)



Mismatch



Timecode graphic playout impacted by change to video ID version



The background color for the Playability Status icon called Backup Only (shown above as orange) is customizable, so it could appear different than the color shown here.

Playout Trigger Icons



Looping (only)



Follow-on playout



Follow-on playout with looping



Timecode triggered graphic



Overlapping graphics



Infinity

Miscellaneous Icons



On Air



Embedding playlist



Embedding error






Shotbox Viewer Icons

This section describes icons that can appear in the Shotbox Viewer panel. Many are similar to those seen in the Playlist Viewer.

Playout Status Icons

	Cued
	Playing
	Paused
	Stopped, Done
	Warning
	Error



Playability Status Icons

	Primary Only
	Backup Only
	Unplayable
	Unknown, Mismatch
	MOB ID Mismatch (Interplay only)



The background color for the Playability Status icon called Backup Only (shown above as orange) is customizable, so it could appear different than the color shown here.





Miscellaneous Icons

	On Air
	Pinned Channel

Channel Group Icons

This section describes status icons that appear on the status bar at the bottom of the Command window as well as on the Channel toolbar when displayed in the Playlist or Shotbox Viewers.







Channel Status Icons

	Ready
	Availability uncertain
	Unavailable
	Hotswap


Inventory

This section describes the icons that can appear in the Inventory panel.


Inventory Status Icons

	Available on all
	Partial availability
	Partial availability (warning)
	Item protected against deletion across all devices in the channel group
	Partially protected. Problem with one or more devices in channel group.
	Transfer underway. This icon appears for inventory being transferred to third-party devices, such as an Omneon Spectrum, that communicate with Command via the Avid Video device service. It requires the device service be configured to show transfer status.

Detailed Status Icons

	Available on specific device
---	------------------------------

Detailed Status Icons


 Unavailable on specific device

Alerts

This section describes the icons that can appear in the Alerts panel.

Message Type Icons


 Information


 Critical Error

Playlist Explorer

This section describes the icons that can appear in the Playlist Explorer.

Playlist Status Icons

 iNEWS newsroom playlist is locked and ready for air


 MOS-based newsroom playlist is locked and ready for air

 *If the MOS-based newsroom playlist exists but is not marked “ready-to-air”, then the icon appears gray instead of black.*

 On Air

 Connection Down

Type Icons

 Standalone playlist

 Shotbox

Type Icons



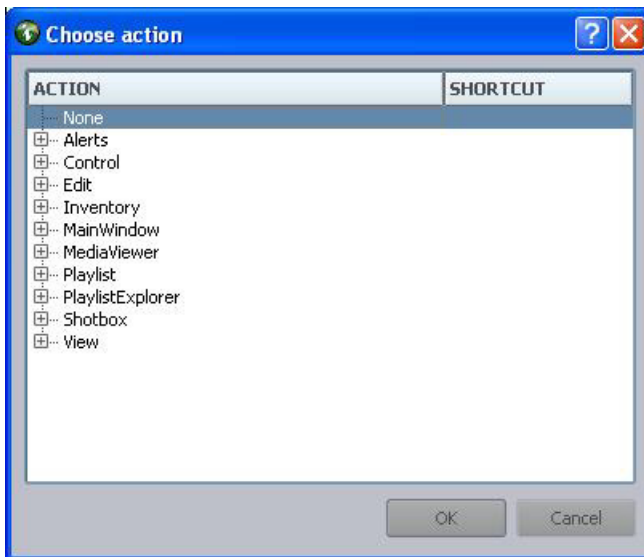
iNEWS playlist loaded to Command as a shotbox



iNEWS playlist loaded to Command as a shotbox

C Action Quick Reference


iNEWS Command enables users to assign actions to X-keys, which can speed up frequently performed tasks. This appendix is intended to serve as a quick reference to those actions available in the Options dialog box—accessible through the Tools > Options menu of your Command system—and the Choose Action dialog box (shown below), which opens when you select an X-key to assign an action to in the Options dialog box. The reference list here is not all inclusive.




The system administrator can restrict access to the Options dialog box. If you select Tools > Options and are prompted for a password, you must provide it or contact your system administrator.

Actions

This list of actions available are shown in a tree-style format that contain categories, subcategories, and actions. The reference list here is *not* all inclusive.

Category/Subcategory	Subcategory/Action	Description
Alerts	Clear	Clear alerts.
	ShowDiagnostics	Open the Alert Diagnostics dialog box.
Control	Cue/Index 01-16	Cue the media on specified channel.
	Enable GPI payout	Enable payout from GPI keypad.
	Pause/Index 01-16	Pause the media on specified channel.
	Play/Index 01-16	Play the media on specified channel.
	Stop/Index 01-16	Stop the media on specified channel.
Edit	Copy	Copy selection.
	Cut	Cut selection.
	Delete	Delete selection.
	Paste	Paste cut or copied data to current cursor location.
	 <i>The Edit actions apply to current focus within the user interface and whether editing functionality is supported.</i>	
Inventory	Browse	Browse the inventory.
	Edit/Delete	Delete an item from the inventory.
	Edit/DeleteProtect	Protect an item in the inventory from deletion.
	Edit/DeleteUnprotect	Remove protection from deletion of an item in the inventory.
MainWindow	Exit	Exit the application.
	Shotbox/Show	Show the Shotbox Viewer panel.
MediaViewer	BackwardOneFrame	Navigate back one frame of video.
	BackwardOneSecond	Navigate back one second.
	BackwardTenSeconds	Navigate back ten seconds.
	Eject	Eject media from viewer
	ForwardOneFrame	Navigate forward one frame of video.
	ForwardOneSecond	Navigate forward one second.

Category/Subcategory (Continued)	Subcategory/Action (Continued)	Description (Continued)
	ForwardTenSeconds	Navigate forward ten seconds.
	GoToMarkIn	Navigate to the marked In point.
	GoToMarkOut	Navigate to the marked Out point.
	Play	Play media (in the Media Viewer).
	Restart	Restart media.
	SetMarkIn	Set In point at current timecode location.
	SetMarkOut	Set Out point at current timecode location.
Playlist/ChannelGroup	AddExisting	Open the Add Channel Group Playlist dialog box.
	AddNew	Open the Add New Channel Group Playlist dialog box.
	AutoAssign	Initiate auto-assignment of channels in the playlist.
	EditPropertiesGroup/1-9	Edit the properties for specified channel group.
	Hide/1-9	Hide the specified channel group.
	Lock/1-9	Lock the specified channel group.
	LockAll	Lock all channel groups.
	Remove/1-9	Remove the specified channel group.
	Replace/1-9	Replace the specified channel group.
	SetChannel/Index/01-16	Changes the channel of all the items to the channel specified for the index as configured in the System Settings dialog box.
	SetChannel/Name/A-Z	Changes the channel of all the items to the specified channel, whose name is a single character of the English alphabet. Won't work if channel isn't in group.
	SetGroup/1-9	Switches all selected playlist items to the specified channel group.
	Show/1-9	Show the specified channel group.
	Unlock/1-9	Unlock the specified channel group.

Category/Subcategory (Continued)	Subcategory/Action (Continued)	Description (Continued)
	UnlockAll	Unlock all channel groups.
	 <i>The numeric values correspond to the Channel buttons as they appear from left to right on the Playlist toolbar (or from right-to-left depending on your locale). For more information, see “Channel Groups Buttons” on page 55.</i>	
Playlist/Control	Cue	Cue selected item.
	Pause	Pause selected item.
	Play	Play selected item.
	Stop	Stop selected item.
Playlist/Edit	Copy	Copy the selected item(s) in the active playlist.
	Cut	Cut the selected item(s) in the active playlist.
	Delete	Delete the selected item(s) in the active playlist.
	Paste	Paste the selected item(s) in the active playlist.
Playlist	EditProperties	Open the Playlist Properties dialog box.
	Export	Export the playlist.
	Import	Import a playlist.
	InsertBreak	Insert a break before the selected row in the playlist.
	InsertItem	Insert a new item in the playlist.
	InsertStory	Create a new story in the playlist.
	Lock	Obtain the playlist’s lock.
Playlist/Selection	EditChannel	Opens the channel list for the topmost selected item. This is the same as clicking in the Channel column of a playlist.
	EditSelection	Edit the selected row. (For video items with a browse channel, the In and Out points can be set using the Media Viewer.)
	End	Move cursor to end of playlist.
	Home	Move cursor to top of playlist.

Category/Subcategory (Continued)	Subcategory/Action (Continued)	Description (Continued)
	ItemInFollowingStory	Move cursor to the next item after the current story.
	NextItem	Move cursor to the next item.
	NextRow	Move cursor to the next row.
	PageDown	Move down one page in the playlist.
	PageUp	Move up one page in the playlist.
	PreviousItem	Move to previous item.
	PreviousRow	Move to previous row.
Playlist	ShowPlaylistInventoryObject	Opens the Inventory panel (if not already open) and displays the item selected in the shotbox.
	Unlock	Release the playlist's lock.
Playlist/View	Close	Close the active playlist (topmost tab) in the Playlist Viewer.
	CloseAll	Close all playlist views (tabs) in the Playlist Viewer.
	Maximize	Maximize the playlist.
	Next	Switch to the next playlist view—the next tab in the Playlist Viewer.
	Previous	Switch to the previous playlist view—the next tab in the Playlist Viewer.
	SetFocus	Sets the keyboard focus to the active view.
	ToggleMaximize	Toggles the display of the Playlist Viewer.
	Unmaximize	Restores a mmaximized Playlist Viewer to its original size.
PlaylistExplorer	DeleteSelectedPlaylists	Delete the selected playlist(s) in the Playlist Explorer. The system will ask for confirmation.
	NewPlaylist	Create a new standalone playlist.
	New Shotbox	Create a new shotbox.
Shotbox/Channel Group	EditPropertiesGroup	Edit the properties for specified channel group.

Category/Subcategory (Continued)	Subcategory/Action (Continued)	Description (Continued)
	Lock	Lock the shotbox's channel group.
	Replace	Replace the shotbox's channel group.
	Unlock	Unlock the shotbox's channel group.
Shotbox/Control	Cue/Items 01-12	Cue item designated 01-12.
	Cue/LastPlayed	Cue last played item.
	Cue/Selection	Cue selected item.
	Pause/LastPlayed	Pause last played item.
	Pause/Selection	Pause selected item.
	Play/Items 01-12	Play item designated 01-12.
	Play/Selection	Play selected item.
	Stop/LastPlayed	Stop last played item.
	Stop/Selection	Stop selected item.
Shotbox	Copy	Copy the selected item(s) in the active playlist.
	Cut	Cut the selected item(s) in the active playlist.
	Delete	Delete the selected item(s) in the active playlist.
	Export	Export the shotbox.
	Import	Import a shotbox.
	InsertItem	Insert a new item in the shotbox.
	Lock	Obtain the shotbox's lock.
	Paste	Paste the selected item(s) in the active playlist.
Shotbox/Selection	EditChannel	Edit the selected item's channel.
	EditSelection	Edit the selected item in the shotbox.
	UnpinChannel	Unpin the channel for the selected item in the shotbox.
Shotbox	ShowShotboxInventoryObject	Opens the Inventory panel (if not already open) and displays the item selected in the shotbox.
	Unlock	Release the shotbox's lock.

Category/Subcategory (Continued)	Subcategory/Action (Continued)	Description (Continued)
Shotbox/View	Close	Close the active shotbox (topmost tab) in the Shotbox Viewer.
	CloseAll	Close all shotboxes (tabs) in the Shotbox Viewer.
	Maximize	Maximize the Shotbox Viewer panel.
	Next	Switch to the next shotbox—the next tab in the Shotbox Viewer.
	Previous	Switch to the previous shotbox—the next tab in the Shotbox Viewer.
	SetFocus	Sets the keyboard focus to the active view.
View	About	Display information about the application.
	Alerts	Show the Alerts panel.
	Clock	Show the Clock panel.
	Help	Open the Help system.
	Inventory	Show the Inventory panel.
	MediaViewer	Show the Media Viewer.
	Options	Opens the Options dialog box.
	PlaylistExplorer	Show the Playlist Explorer.
	Support	Open the Support dialog box.
	SystemSettings	Opens the System Settings dialog box.
	Versions	Display software version.

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