

VIACOM SINGAPORE

A guide to the Etere-based Media Management System

MOJEIN

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VIacoM



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1. INTRODUCTION

VIACOM Inc., short for "Video & Audio Communications", is an American global mass media company, the world's fourth-largest. The current company owns Viacom International, which is the formal owner of copyrights of Viacom's corporate website and its cable networks.

Comprising BET Networks, MTV Networks, and Paramount Pictures, VIACOM operates approximately 170 networks reaching more than 600 million subscribers in 160 countries. VIACOM has a strong focus on its own in-house productions which is made for its various networks including Comedy Central, Logo, BET, Spike, TV Land, Nick at Nite, Nickelodeon, TeenNick, Nicktoons., Nick Jr., MTV, VH1, MTV2, Tr3s, CMT, Palladia.

ETERE provides **VIACOM** with an Etere MERP solution able to manage the entire media activity of the company -from initial acquisition to the final delivery- under a centralized and integrated workflow. A set of tailored workflows will permit operators to track every single step of the media management process while giving them the tools and functions required to reach the maximum of efficiency and reliability.

A centralized and comprehensive digital archiving system based on **ETERE** will be used to convert and manage **VIACOM's** digital content and distribute to its Asian networks. The use of MERP workflow-based technology will permit **VIACOM** to significantly improve its media management by introducing on it the use of a series of enterprise capabilities including:

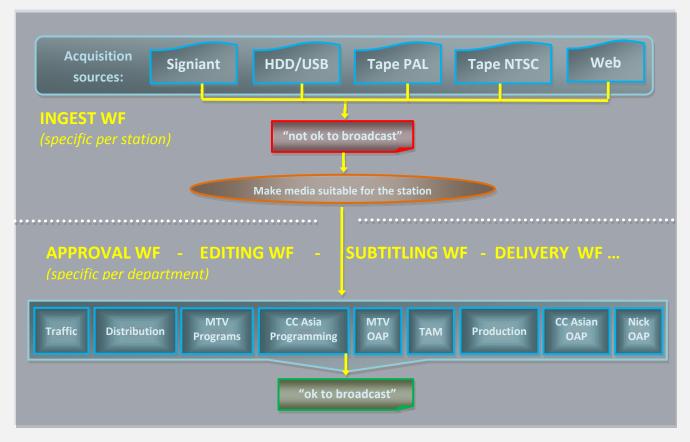
MERP capabilities:

- Intelligent and tailored workflows which faithfully reflects company activities
- Clear abstraction of tasks with custom actions, results, roles and rights
- Detailed logging and monitoring of all manual and automatic tasks
- Scalability for including more custom workflows and tasks at any time

This paper is aimed to provide **VIACOM** departments with the guidelines required to start using the **new media management workflow** and all the features seamlessly integrated on it, thus permitting them to leverage the improvements performed on the overall management by including key operations such as task assignments, operations tracking, email notifications, automatic transfers, accurate conversions.

2. OVERVIEW

The content management, from acquisition to delivery, stands on a set of **file-based workflows** accurately designed to perform automatic operations and take operators through their assigned tasks. The **overall management** is illustrated in the following diagram:



VIACOM Singapore is in charge of acquiring and localizing media content for **all VIACOM channels** in the Asian market. The media management takes place in the Singapore's office of VIACOM whereas media playout is performed by **ENCOMPASS**, an external company which also takes care of the videotape archive and the "pre-archive" of transmission files.

The system will manage content stored in the archived with the following characteristics:

CODEC	Description				
IMX50 SD PAL	Used to archive SD content				
XDCAM HD PAL	Used to archive HD content				

LANGUAGE
English (US)
Malaysia (Bahasa)
Indonesia (Bahasa)
Thai
Simplified Chinese
Tagalog
Vietnamese

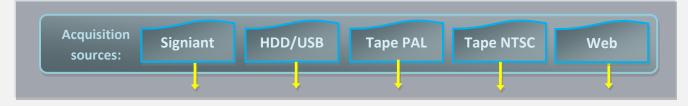
The **VIACOM system** comprehends different sections with very similar requirements; special needs of each channel will be analyzed to fully meet their requirements. The **workflow management** approach allows processing assets according to their related department.

In the following chapters will be described the workflows that will allow the various **departments** to manage their related content, from acquisition to delivery, through approval, editing and production:

<u>Department</u>	<u>Function</u>
Networks Ops	Clips (ingest)
Traffic	Commercials
Distribution	VOD, SVOD, Catch Up, etc.
MTV Programming and Ops	MTV shows
CC Asia Programming and Ops	Comedy Central Asia Shows
NICK programming and Ops	Nickelodeon shows (content, audio and subtitles)
MTV OAP	MTV promos
ТАМ	Music clips / EPK from labels
Production	Locally Produced Shows
CC Asia OAP	CC Asia Promos
NICK OAP	CC Asia Promos (from Milan)
Digital Media	Content for website
IPS	International Program Sales

3. INGEST

Content is acquired by the **Networks Ops** department using different **methods** depending on the source, all acquisition methods are integrated into the **workflow system** to make them suitable for the archive generating a final media encoded in a **common PAL format**.



All methods used by the acquisition system to ingest content will be detailed in this chapter.

NB: It's worth mentioning that files received as HD are processed in that format, then, in case their transmission requires it, they are down converted to SD.

▼ 3.1. Acquisition Sources

3.1.1. Via Signiant

Files which arrive through the **Signiant data transfer system** are stored into several directories related to specific stations (e.g. Comedy Central, Nickelodeon, etc.).

For each station, **Etere Active Sync** will run as a **watch folder** to ingest into the archive all files arriving into the **Signiant** directories, this, as described below:

1. Launch **Etere Active Sync** and **[start]** it to detect all new files delivered to Signiant:

Etere ActiveSync - MTV ASIA	
ow Help	
Productive Description France	
Synchronization Parameters Errors	
***************************************	Operations

***************************************	Sync files stored in a video server
Path : \\ETERE2003SRVR2\STORAGE1603\SIGNIANT\ (Codec:UNK)	
**************************************	Sync files stored in a metadevice

***************************************	Loop creation

***************************************	10
Path : \\ETERE2003SRVR2\STORAGE1603\SIGNIANT\ (Codec:UNK)	
Total files in path = 2	Check only the current station
***************************************	Set as Default

Video files processed Created asset forms: Checking user: 2	
Checking User: 2	
Assets names: "20_CAR" Codec: "None"	View log Start
Status	

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2. Once ingested, the "**ingest workflow**" will be automatically executed to process the asset (including a "**check station**" task for verifying the correct association between assets and stations).

NB: It's worth mentioning that in case a file arrives into **a wrong directory**, a manual action will be always possible as explained in **"3.1.5 Via Web"** chapter.

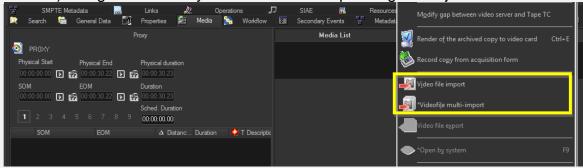
▼ 3.1.2. Via HDD or USB

Ingesting files (e.g. **local shows**) directly from a **digital source** (i.e. Hard Disks or USB Flash Disks) will be allowed to operators through the following steps:

- 1. Launch Etere MAM and open the Media Library module
- 2. Create a new asset specifying its minimum metadata (i.e. code, description, type)

File Tools Show Utilities ? MTV ASIA						
D			37 6 M 6 D	i.		X
ID	C	ode	Title		Episode	
The second secon	Metadata	🖉 Rights manageme	nt 遂 Tapeless	reception [TechnicalData 🛛 🛃	Links
Л	SIAE	🚮 Res	ources management	<u>a</u>	*People in charge	1
2	Search	🛗 🛛 Series Manager	Properties	🚈 Media	a 🔝 Workflow	
Sta	andard Full-text					
)	🖺 New asset				
		Show Help				
	Code	N?				I
	Title					
		Types	MV Music	: Video		
	Types					
Шг	LIVE	Code	CODE2029			
		Title	Blowing in the wind			
	Workflow					

3. Under the **Media** tab, the operator launches either the function "Video File Import" (ingest single files) or the "Video multi-file import" (ingest multiple files at once) to ingest into the system the file corresponding to the just created asset.





4. Once the import is completed, the "ingest workflow" will be launched to process the file.

▼ 3.1.3. Via Tape in PAL format

Ingesting tapes (e.g. **traffic material**) received in **PAL format** compatible with the VTR device will be performed according to the following procedure:

1. Launch Etere Ingest and open the Multi-function or Easy Ingest module,



- 2. Search for the asset to be ingested, in case it doesn't exist in the system create a new asset form specifying its minimum metadata (i.e. code, description, type)
- 3. Once the asset to be ingested is loaded into the module, proceed with the recording to ingest the tape into the corresponding **MTX channel** (IMX50 SD PAL or XDCAMHD50 PAL):

🔖 Etere Ingest - Multifunction Ingest							_ 🗆 🗙
File Log Help							
Code: PROMO1	ID 1022	4:3 sd					NEW REC
Description: Promo1		SD					
Device selected: MTX-01\CHANNEL1 MTX1 CH-1	Source:		Live				
Automation				Destination Start	End		
	Ingesting		Ргоху	00:00:00,00	00:00:29,24		
		<u>ا</u>	00:00:00,00				
			00:00:00,00			Sched. Duration	
	Confidence:	Lock To Rec	00:00:00,00			00:00:00,00	
	Backup:		00:00:00,00			Δ Distanc Duration	🔹 🔮 T Desc
	Destination: MTX-01\	CHANNEL1	REC 00:00:29,15				
	Free space: 32:06:55,00	File:1022					
	SOM: 00:00:00,00		REC				
	EOM: 00:00:29,24	00:	00:29,15				
	Duration: 00:00:30,00 👄		· · · · · · · · ·				
	N 41 41 10 00			Segments Numbe	-0		
Router:				segments Numbe	r=0		
Operation:Ingest in progress		PAL			22/03/2013 16:23:22		



4. The "**ingest workflow**" will be automatically executed when ingest is completed to process the asset.

▼ 3.1.4. Via Tape in NTSC format

Tapes arrived in NTSC format (or any other incompatible with VTR) are sent to **ENCOMPASS** for digital acquisition, once the file is digitalized it's delivered to **VIACOM** for the processing.

The digital file will be ingested as any of the sources previously mentioned in this chapter (i.e. **via hard drive**, **via web**). Once ingested, the file will be automatically processed using the "ingest workflow".

▼ 3.1.5. Via Web

It's worth mentioning that in case a file arrives into **a wrong directory**, a manual action will be always possible to re-assign and re-use the correct workflow, this, through either the same method used for HDD and USB content (i.e. **Video File Import**) or using **EtereWeb**:

- 1. Access the EtereWeb service and go to the Media Library section
- 2. Search for the asset to be delivered or create a new one specifying its code
- 3. Under the **Media** tab, click on the **Upload** button:

User: Admin Station: MTV ASIA						login p	age) Home page	e) Search Asset Fo	etereweb orm > Media Library
Media library 💽 Series	Schedule 💽	Tape library 💽 🛛 Inge	est list 💽 🛛 Extra 💽	Tapeless rece	ption 💽 🛛 Accou	nt 💌			
Asset form									
	ID	19 Code VIAC	DMASIA1	Title Upload F				Episod	de 1 Version 1
General Data Properties	s Media Seconda	y events Metadata	Rights management	Media data W	orkflow Resourc	es management	*People in charge	SMPTE Metadata	Operations
Links Virtual Document	Keys/Keyboards								
Upload File Create I									
Start 00:00:00.00	End 00:00:00.00	Physical duration 00:00:00.01							
SOM 00:00:00.00	EOM 00:00:00.00	Duration 00:00:00.01	Sched. Duration 00:00:00:00	,					
1 - (No Edl descript			- 🖨						
+ &									
No data									

4. Specify the codec of the fie to be uploaded as well as the metadevice (directory) on which it will be stored:

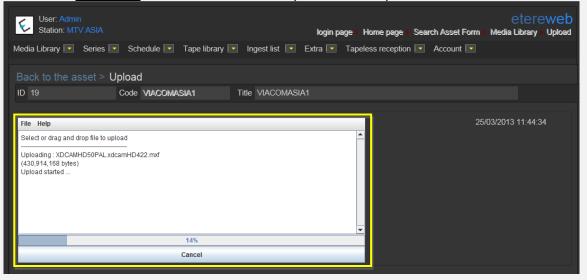
1	User: Admin Station: MTV ASI/		login page	Home page	 Search Asset Form 		reweb Upload file
M	ledia library 💽 Series	s 💽 Schedule 💽 Tape library	💽 Ingest list 💽 Extra 💽	Tapeless re	ception 💽 Account	-	
υ	Jpload						
I	D 19	Code VIACOMASIA1	Title VIACOMASIA1				
	Select the Ftp space			-			
	Codec			•			
	Device						
	*Original path						
	*Original filename	Forward					

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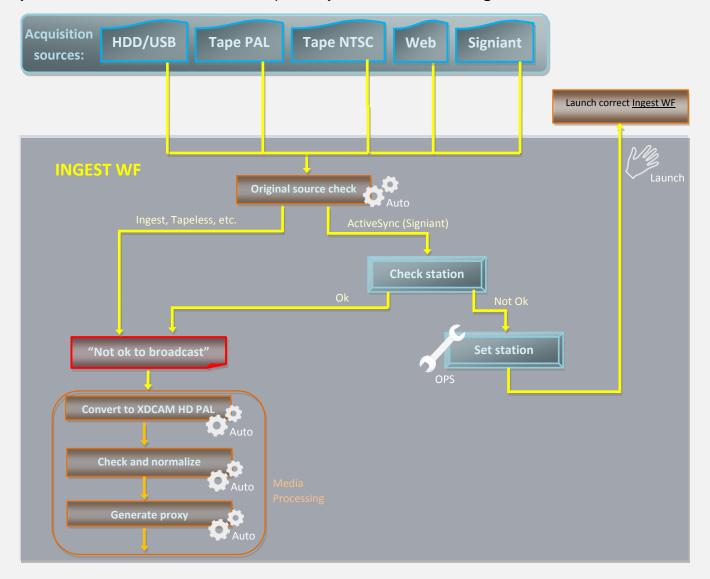
5. Press the [Upload] button and wait the upload to complete.



6. Once completed, the "ingest workflow" will be automatically executed to process the assets.

▼ 3.2. Ingest Workflow

For <u>each station</u>, as soon as material is ingested, a series of actions is **automatically performed** to make it suitable to required **specifications**, the **"ingest workflow"** is below:



- 1. <u>Original source check</u>: Checks if media comes from Signiant (via ActiveSync).
- 2. <u>Check station</u>: Check that asset coming from Signiant is associated to the right station.
- 3. <u>Set station</u>: If association is wrong, set the correct station and launch the right workflow.
- 4. Not ok to broadcast: Set asset as "not suitable for broadcast" until it will be completed.
- 5. <u>Media Processing</u>: Bunch of automatic actions to make media suitable for the archive.

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▼ 3.2.1. Check station (*Ops*)

In case media have been ingested from **Signiant** (through **Etere ActiveSync**), the first action executed by the **"ingest workflow"** will be a **"Check asset station"** task, it will allow operators to verify the correctness of the association between ingested assets and stations.

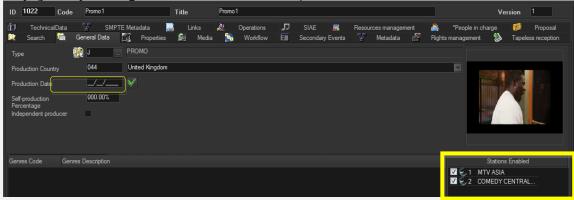
Open Etere MAM and launch the Agenda View, then, in the bottom part of the window double-click on the "Check asset station" task:

Show - Period - 🧭						
Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit					LOCALSHOW	
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
X MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1 2	Promo 1
🖈 CHECK STATION	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

michael@italy.ete *Phone: Mobile:	ere.com		
	ask		
Preview	Job Job	CENSORSHIP-APPROVAL	Status Priority Low
	Action	CHECK STATION	Priority Low
	Assignee Asset	OPERATOR VIACOMASIA2	
		VIACOMASIA2	
_	Period	27 March 2013 - 16:37 28 March 20	13 - 16:37

The asset will be loaded in the **Media Library**, allowing under the **General** tab to check the association between the asset and the stations, being also possible to change them if necessary (just by ticking-off the related stations):



Page 14 of 207 © Contents of this publication may not be reproduced in any form without the written permission of Etere. Once done, [save] the asset and close it, then, complete the task by setting its result:

🚰 Task	
Preview	
Job info	
Workflow	CENSORSHIP-APPROVAL Status CHECK STATION Priority Low
Action	CHECK STATION Priority Low
Assignee	OPERATOR
Asset	VIACOMASIA2
	VIACOMASIA2
Period	27 March 2013 - 16:37
Budget	
Notes	
	· · · · · · · · · · · · · · · · · · ·
-*Job execution	
Cost	None 👻
To invoice	
Notes	
Result	

Available outputs:					
Ok	Stations are correctly associated; continue with the current "ingest workflow".				
Not ok	Stations are wrongly associated; the "Set station" task is needed.				

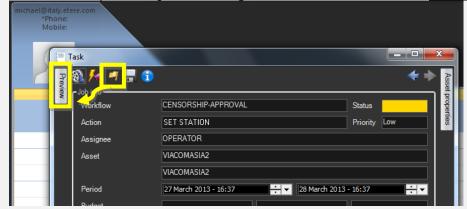
▼ 3.2.2. Set asset station (*Ops*)

In case the "**Check station**" task has returned that the station associated to the asset is not right, this task will permit the **OPS** department to correct this issue.

Open Etere MAM and launch the Agenda View, then, in the bottom part of the window double-click on the "Check asset station" task:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1 2	Promo 1
💉 SET STATION	OPERATOR	27/03/2013 4:37 PM			VIACOMASIA2	VIACOMASIA2

Page 15 of 207 © Contents of this publication may not be reproduced in any form without the written permission of Etere. Take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



The asset will be loaded in the **Media Library**, allowing under the **General** tab to check the association between the asset and the stations, being also possible to change them if necessary (just by ticking-off the related stations):

ID 1022 Code Promo1	Title	Promo 1		Version 1
🔀 Search 🛗 General Data 🛐 Properties	Links	2 Operations 🎵	SIAE 🖬 Resources management Secondary Events 🚏 Metadata 🕅	🚔 *People in charge 梯 Proposal Rights management 🐉 Tapeless reception
Туре 🙀 Ј РКОМО				
Production Country 04 United Kingdom Production Date Self-production Percentage Independent producer				
Genres Code Genres Description				Stations Enabled
				Z 1 MTV ASIA Z 2 COMEDY CENTRAL

Now, it's required to launch the workflow that corresponds to the correct station, this, by going to the **Workflow** tab, pressing the **[Add]** button, selecting the <u>correct workflow</u> and pressing the **[start]** button:

ID	1022	Code	Promo 1			Title		Prom	o1					
F		TE Metada			Links	2)peration	is Workflow	ת ווו	SIAE	R	r F	Resources man Metadata
	Search		eneral Data S 🔇 🔊		Properties		Media	1	WORNOW	1.38	Secondaŋ	/ Events	THE STREET	Metadata
	<u>C</u> ONFORM	I			e Proxy H264	DELE	TE AFTE	R INGE	ST INGES	T PR	OMO			
	C <u>o</u> ntent Ch Convert To			te	_									
	C <u>r</u> eate DVD													
	Cr <u>e</u> ate Prox	xy H264 w	ith TC	tion			Category	1	Status		Result	Notes		
	<u>D</u> ELIVERY E	XT												
	INGEST (CH	H1)												
	INGESTIC	H3I												

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V	orkflows available for manual launching:					
I	NGEST "X"	Makes the asset ready for the station "X", performing all required operations.				

Once done, [save] the asset and close it, then, complete the task by setting its result:

3= T	ask					
Preview	🚳 ≁ 🔺 🗐 🕞		🗲 🔶 🌏			
Nie	- Job info		š			
~	Workflow	CENSORSHIP-APPROVAL	Status Priority Low			
	Action	SET STATION	Priority Low			
	Assignee	OPERATOR				
	Asset	VIACOMASIA2				
		VIACOMASIA2				
	Period	27 March 2013 - 16:37 🚽 🚽 🛛 28 March 2013 -	16:37 🛨 🛨			
	Budget					
	Notes		<u>^</u>			
			-			
	-*Job execution					
	Cost	None 🔻	· ·			
	To invoice					
	Notes		^			
	Result	Continue 🗸				
	_			J		
Ava	ilable outputs:					
Ok		Stations have been set and the o	correct workflow ha	s been launched.		



▼ 3.2.3. Media processing

The **media processing** required for making ingested media suitable for the <u>station</u> is automatically performed by the following workflow actions:

Format conversion

1 Depending on the station on which media is intended to be transmitted; media format is automatically changed into either "XDCAM HD 50 PAL" (for Comedy Central) or "IMX 50 PAL" (all other channels).

Check and normalize

2 Checks if the audio level of the ingested media is within the allowed range, **normalizing** it if required (i.e. if the audio level is out of the allowance).

Proxy generation

3 Takes the hires file (IMX50 or XDCAMHD50) and transcodes it into a **lores file** (WMV) to be used for preview purposes during the media management (e.g. censorship, conforming, etc.).

V 4. CC ASIA PROGRAMMING AN OPS

In this chapter will be detailed the workflow that allows **OPS** and **Programming** department to manage content related to **Comedy Central Asia programs** from acquisition to delivery.

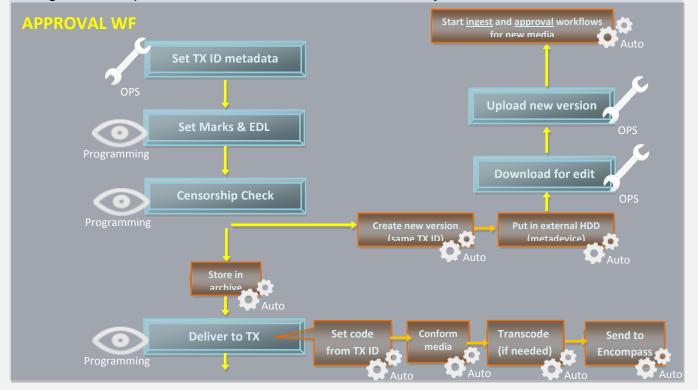
▼ 4.1. Ingest

Media will be **acquired** by the **Networks Ops department** depending on the source (SD 4/3 or 16/9) as detailed in the **"3. Ingest"** chapter, all acquisition methods are integrated in one **workflow** able to make ingested media suitable for the archive (**XDCAM HD** format):



4.2. Approval

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



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- 1. Set TX ID: Set the transmission ID for broadcasting.
- 2. Set marks & EDL: Mark media and set its possible editing list
- 3. Censorship check: Check media and decide if a new edited version is needed
- 4. Download for edit: Get media to be edited by downloading it
- 5. Upload new version: Send edited media by uploading it
- 6. Deliver to TX: Send media to the transmission server

▼ 4.2.1. Set TX ID (*Ops*)

In order to start processing archived media, a "Set TX ID" task will be submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Group	Start date	*Due date	Priority	Code	Description
OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
OPERATOR	27/03/2013 3·31 PM	28/03/2013 3·31 PM	Normal	PROMO1_2	Promo 1
OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2
	OPERATOR EDITOR EDITOR OPERATOR	OPERATOR 27/03/2013 2:49 PM EDITOR 27/03/2013 3:17 PM EDITOR 27/03/2013 3:25 PM OPERATOR 27/03/2013 3:31 PM	OPERATOR 27/03/2013 2:49 PM 28/03/2013 2:49 PM EDITOR 27/03/2013 3:17 PM 27/03/2013 3:17 PM EDITOR 27/03/2013 3:25 PM 28/03/2013 3:25 PM OPERATOR 27/03/2013 3:31 PM 28/03/2013 3:31 PM	OPERATOR 27/03/2013 2:49 PM 28/03/2013 2:49 PM Normal EDITOR 27/03/2013 3:17 PM 27/03/2013 3:17 PM Normal EDITOR 27/03/2013 3:25 PM 28/03/2013 3:25 PM Normal OPERATOR 27/03/2013 3:31 PM 28/03/2013 3:31 PM Normal	OPERATOR 27/03/2013 2:49 PM 28/03/2013 2:49 PM Normal VIACOMASIA1 EDITOR 27/03/2013 3:17 PM 27/03/2013 3:17 PM Normal LOCALSHOW EDITOR 27/03/2013 3:25 PM 28/03/2013 3:25 PM Normal LOCALSHOW_2 OPERATOR 27/03/2013 3:31 PM 28/03/2013 3:31 PM Normal LOCALSHOW_2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

michael@italy.etere.com *Phone: Mobile:			
Task			
		* *	Asset
Norkflow	CENSORSHIP-APPROVAL	Status	Asset properties
Action	Set TX ID	Priority Low	18
Assignee	OPERATOR		
Asset	VIACOMASIA2		
	VIACOMASIA2		
Period	27 March 2013 - 16:37 🚽 🚽 28 March 2013 -	- 16:37	
Budget			
Notes		~	
K			
		·	



The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

, e	SMPTE Metadata		Links	2	Operations	Д	SIAE	5	Resources management
	LOUDNESS FEDERATED	VIACOM Me	tadata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval No	otes							
	TX Approval								Approved
۳.	TX Approval Notes								
	TX ID								525347
h.	Download For Edit								
	Upload New Version								

Once done, [save] the asset and close it, then, complete the task by setting its result:

Task		
• 🚳 🊧 🍯 🚍 🌔		< 🔶 🙀
Workflow	CENSORSHIP-APPROVAL Status	ope
Action	Set TX ID Priority	Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 28 March 2013 - 16:37	÷ -
Budget		
Notes		~
		-
-*Job execution		
Cost	None 🔽	•
To invoice		
Notes		
		~
Result	Done 🗸	

Available outputs:						
Ok	The TX ID metadata required for broadcast has been set.					



▼ 4.2.2. Set marks & EDL (*Ops*)

The **Programming** department is asked to set the **marks** of the ingested media and made up a list of possible editing segments, this, by launching **Etere MAM** and accessing the **Agenda View**:

Retere MAM - MTV ASIA michael, CHANNEL 1							
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start	
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools	
Resources Manager	Query Manager	Tape Manager				Help	
		Switc	h to old menu style pro	essing: Ctrl+1			

A new window will open showing in the bottom part all available tasks:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
ARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Nomai	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
📌 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the **"mark" task**. Take the task by clicking on the **flag button** then click on the **preview** button:

micha	el@italy.etere.com *Phone: Mobile:					
	📲 Task					
	Preview	a 🗊				
	Workflow	CENSORSH	HIP-APPROVAL	:	Status	
	Action	MARK CLIP			Priority	Low
	Assignee	OPERATOR	٦			

Page 22 of 207 © Contents of this publication may not be reproduced in any form without the written permission of Etere. The **Preview** area will be expanded to allow the operator setting the marks of the asset media:

§ Task			
Preview 4	🚳 🊧 🖪 📑 🕤		< 🔶 🍢
	Job info Workflow Action Assignee Asset	CENSORSHIP-APPROVAL MARK CLIP OPERATOR PRMTX1 Promo 1	Status Priority Low
DS	Period Budget Notes	27 March 2013 - 17:08 28 March 2013	3 - 17:08 ÷ ▼
Image: Construction of the shuttle	-*Job execution		
🖹 🍓 🗳 🗐 🦘 💥 🔞 🛛 EDL 1	Cost To invoice Notes	None 🗸	· · · · · · · · · · · · · · · · · · ·
SOM 00:00:00.00 00:00:00 00:00:57.06 00:00:57.06 SOM EOM Notes SOM 00:00:13.08 censored \$0:00:03.15 00:00:37.24 censored \$0:00:50.08 00:00:53.16 censored	Result	Done	
Preview			

Once SOM/EOM marks and EDL segments have been inserted, set a **result** for the task then press the **save** button. Available results include:

Available outputs:				
Done	Media has been correctly marked and the EDL has been elaborated.			

▼ 4.2.3. Censorship check (*Programming*)

Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **Programming** department has to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

Sho	w – Period – 🤗						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Ŕ	Download For Edit	EDITOR				LOCALSHOW	
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the **censorship task** to be carried out, take the task by clicking on the **flag button** then click on the **preview button**:

michael@italy.eter *Phone: Mobile:	e.com				
Ω	<	• 🗖 🗄 🗊			
	Work Actic	cflow	CENSORSHIP-APPROVAL CENSORSHIP	Status Priority Lov	N
	Assi	gnee	CENSOR		

The **Preview** area will be expanded to directly manage the asset EDL, allowing to insert/delete segments considered as "to be edited":

Task		
Preview P	🚳 🎋 🖪 🕤	< 🔶 🍢
	Job info Vorkflow CENSORSHIP-APPROVAL Status Action CENSORSHIP Priority Low Assignee CENSOR Asset PROMO1_2 Promo 1 Period 27 March 2013 - 17:08 28 March 2013 - 17:08	Asset properties
DS DS DO:00:00,00 41 44 PAL IN N Shuttle N NI Balance 	Budget Notes	
🔄 🔜 💟 📰 💋 💥 💿 EDL 1 зом 00.00:00 🔤 🔤 еси О0.00:00 🔤 🚎 Notes	To invoice	*
SOM EOM Notes 00:00:06.15 00:00:13.08 censored 00:00:30.15 00:00:37.24 censored 12:00:00:50.08 00:00:53.16 censored	Result Censor is needed Censor is not needed	

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Once the **EDL** is correctly defined, press the <u>[Print]</u> button to generate a **report** on the just defined EDL (to keep track of requested changes, to send it to the concerned department). Give a **result** to the task and click on the <u>[Save]</u> button. Available results include:

Available outp	Available outputs:					
Censor is not neededMedia's censorship is considered ok for transmission, the following actions will be automatically performed: 						
Censor is needed	 Media require further actions in order to be approved, the following actions will be automatically performed: A new asset version will be created (linked to the original asset and featuring the same TX ID metadata but a different Code). Required files will be put in an external HDD (metadevice), A "Download for edit" task will be attached to the new asset version to allow its download (and subsequent processing and upload). 					

In case media is approved (i.e. **censor is not needed**), the **asset code** is automatically set as the **TX ID** metadata and the following workflow is launched:

Store in archive	This workflow moves approved files into the archive for storing version to export. Once media is moved to archive, all unnecessary media (used during the production process) will be removed from other storage locations.
------------------	---

▼ 4.2.4. Download for edit (*Ops*)

Every time an **editing task** is required, the **OPS** department can use the Etere's web interface to remotely view their assigned tasks, download needed files and upload the edited media. To do this it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
	Siae
🗧 MTV ASIA 🛛 😺 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

Ę	User: Michael Station: MTV ASIA							
Media	Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💽 Extra 💽 Tapeless reception 💽 Account 💌							
Tasl	KS							
*Ava	ailable tasks 🔽 Period 💽 🥱							
	Task	Start date	Due date	Priority	Code	Description		
1	MARK CLIP							
1	Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1		
1	Download For Edit	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2		

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded displaying a **lowres preview** of the asset:

http://172.31.230.107/?id_assignAction=1021ⅆ_instance=1014ⅆ_instanceclass=2&ddFilmati=2028& - Window	ws Internet Explore	er 📃 🗖 🗸
	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL Download For Edit VIACOMASIA2 28/03/2013 16:17:49 Select a type Downloaded Save
Image: Som::- Image: Som:: EOM::- Image: Subtitles language Image: Som:: Image: Subtitles language		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



User: Christian Station: MTV ASIA Media library R Series Asset form General Data Properties "People in charge SMPT Upload File Create N	ID 1 Media Secondar E Metadata Operatio	y events ons Lin	veb
Start 00:00:00.00	End 00:00:45.00	Physical duration 00:00:45.01)
SOM 00:00:00.00	EOM 00:00:45.00	Duration Sched. Duration 00:00:45.01 00:00:45:01	
1 - (No Edl descripti	on)	Download	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🗐
Resources management	CENSORSHIP-APPROVAL
Action	Download For Edit
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 💌
To invoice	
	media has been elaborated as requested
Notes	
	-
Result	Downloaded 🗾

▼ 4.2.5. Upload new version (*Ops*)

Once download is complete, a **new asset version** will be created to hold the edited media, the "**Editor NLE**" workflow will be automatically started for the new version so the **OPS** department will receive a task for uploading the edited file.



In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
🗧 MTV ASIA 🗧 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💌 Series 💌 Schedule 💌	Tape library 💌 Ingest list 💌 Extra 💌	Tapeless reception 💽 Accor	ınt 💌		
*Tasks *Available tasks	S .				
Task	Start date	Due date	Priority	Code	Description
🤾 MARK CLIP					VIACOMASIA1
🧳 Upload New Version	27/03/2013 1	5:25:57 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🦨 Upload New Version	05/04/2013 1	8:29:58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:



	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low E EDITOR NLE Upload N. w Version VIACOMASIA2 05/04/2013 18:29:58 06/0 Select a type V	4/2013 18:29:58	· · · · · · · · · · · · · · · · · · ·
00:00:57.31 Kt (t) (t) (t) (t) (t) (t) (t) (t) (t) (t			Prev version	Next version

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):

User: Michael Station: MTV ASIA			
Media library 🔽 Series 🔽 S	chedule 🔽 🛛 Tape lib	rary 🔽 🛛 Ingest	list 💌 Extra 💌
Asset form			
📄 🗗 🖬 🗧 💕 📑 🐔 🐾	ID 2028	Code VIACON	iasia2 ·
General Data Properties Me	dia Secondary events	Metadata F	Rights management
Virtual Document Keys/Keyboar	ds		
Upload File Create New Ta	pe Add Existing Tape		

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:



Status	Low 🛃
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type
To invoice	
	<u>^</u>
Notes	
Result	_
	Uploaded
	Save

At this point, the "ingest workflow" will be automatically started for new uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

▼ 4.2.6. Deliver to TX (*Programming*)

The **Programming** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

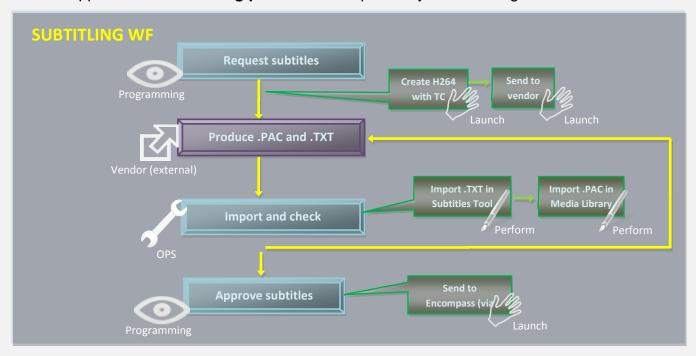
- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the **[start]** button:

🏘 michael, MTV ASIA, Media Librar	γ					
File Tools Show Utilities ?						
MTV ASIA						
🗋 🗐 က 📓 🖻 🖑 💰 🛛 🦉	i 🗄 🐨 🛸 ち 🖻 🛛	ò 🖳 🥗 💟	٥	2 4	30	
ID 1022 Code Promo1	Ti	itle Prom	101			
SMPTE Metadata	🚽 Links 🦼	🤾 Operation	ns 🎵	SIAE		Resources man
💢 Search 🛅 General Data	📆 Properties 🛓	Media 🚴	Workflow	Secondary Ev	ents 🚏	Metadata
🔊 - 🗶 🗑 😭 🍺 🔇 🚿 -	P 🔍					
<u>C</u> ONFORM	Create Proxy H264 DEI	LETE AFTER INGE	ST INGEST PRO	MO		
Content Check TEST	te					
Co <u>n</u> vert To Pillar Box		_	_	-		
Create DVD with LOGO						
Cr <u>e</u> ate Proxy H264 with TC	tion	Category	Status	Result	Notes	
DELIVERY EXT						
DELIVERY TO TX						
DURRING						

Workflows available for manual launching:				
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station. Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 			

4.3. Subtitling

Once the media is approved and delivered to TX, it is needed to indicate if the program needs subtitle, and in case it does, send required material and import produced files to check it for an approval. The **subtitling process** is composed by the following tasks:



- 1. <u>Request subtitles to vendor</u>: Decide if media needs subtitles and send required files
- 2. <u>Produce subtitles (external)</u>: Produce subtitles in.TXT and .PAC format.
- 3. Import and check: Import .TXT in the Subtitles Tool and .PAC in Media Library
- 4. <u>Approve subtitles</u>: Check media for approving its broadcast

▼ 4.3.1. Request subtitles to vendor (*Programming*)

The **Programming** department can decide if the production of subtitles is required for the media. Open the **Agenda View** and locate the **"Request subtitles to vendor"** task:

Show - Period - 😋						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3·31 PM	Normal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then set a **result**:

Available outputs:		
Request for subtitles	The production of subtitles will be requested for the media.	
Without subtitles	Media doesn't need subtitles, it's ready "as-it-is".	

Please note that in order to make available files required for the subtitles production; it's required to **manually** launch the following **workflows**:

Workflows available for manual launching:		
Generate proxy H264 with TC	Generate a lowres file (H.264) featuring an imprinted timecode.	
Send files for subtitles	Copy the generated lowres file (H.264) into a location (e.g. FTP) from which the vendor will be able to download the file and produce subtitles.	

▼ 4.3.2. Import files and check (*Ops*)

The **OPS** department need to import (e.g. from a shared FTP) the PAC subtitle into the Subtitles tool and the TXT file into the **Subtitling tool**.

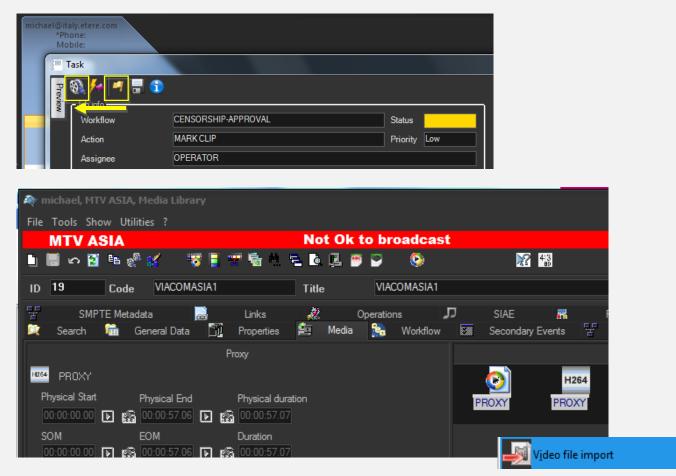
Import files and check

In order to do this, open the Agenda View and locate the "import files and check" task:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARKCUP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Nomal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA



Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the **"Video File Import**" function to ingest the **PAC** file into the system.



Save changes performed to the asset and close the Media Library.

Import files and check

Now it's needed to import subtitles and check them, this, clicking on the [Execute] button:

micha	el@ita *Pho Mot			
	<u>इ</u> ≡ Т	ask		
	Preview	🚳 🚧 🖷 📑 🕤 r Job info		
		Workflow	CENSORSHIP-APPROVAL	Status
		Action	MARK CLIP	Priority Low
		Assignee	OPERATOR	



The **Subtitles tool** will be opened to allow inserting the **TXT** file into the database as an asset subtitle, this, through the **[Import]** button:

	IACOMASIA1 - VIACOMASIA ut Show Help	1	and some of	and had been been
줒 MTV	ASIA			
🍣 🎥 (🛍 🌌 🄊 †_ (2		
Parame	eters 🖉 🖉 Language: English	ı (United Sta	- × _/(Preview
\sim				
*SOM	*EOM	Text		Same and the
				1.
		0 		

Once imported, check the subtitles and edit them if required, then, set a result:

Available outputs:		
Ok	Subtitles are considered ok and suitable for broadcast. Now it can be evaluated to receive a transmission approval.	
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the " Import files and check " step.	

▼ 4.3.3. Approve subtitles (*Programming*)

The "**approve subtitles**" task permits the programming group to determine if a certain media is either ready or not for its final transmission. In order to check the asset launch **Etere MAM** and access their **Agenda View**.

As before, **approve subtitles** tasks will be listed in the bottom part of the window:

Sho	w - Period - 😋						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	MARKCLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Nomal	VIACOMASIA I	VIACOMASIA I
*		EDITOR				LOCALSHOW	
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Nomal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Nomal	FROMO1_2	Promo 1
×	TX Approval	ΤX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Nomal	VIACOMASIA2	VIACOMASIA2

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Make double-click on a **task** to open it, take the task by clicking on the **flag button** then click on the **Preview** button:

Task			
Preview 4			🔶 🔶 Asse
Reason Manual T	Workflow	CENSORSHIP-APPROVAL	Status Priority Low
and the second s	Action	TX Approval	Priority Low
	Assignee	TX	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 19:06	- 19:06 🕂 🛨
- This need of speed is running out	Budget		
	Notes		~ ~
DS	-*Job execution		
[m]]	Cost	None	
00:00:00,00 41 44 🕨 🕨 IV Preview	To invoice		
PAL IK K Shuttle M MI Balance	Notes		<u>^</u>
	Result		-

Once the evaluation is completed, set one of the following results before saving the task:

Available results:		
Ok	Subtitles are considered ok and suitable for broadcast.	
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the "Import files and check" step.	

Once approved, subtitles can be delivered through following **workflows**:

Workflows available for manual launching:		
Delivery to TX	Send subtitle files to Encompass.	

5. NICK PROGRAMMING AND OPS

Here is detailed the workflow for managing **Nickelodeon programs including subtitling and dubbing** from acquisition to delivery.

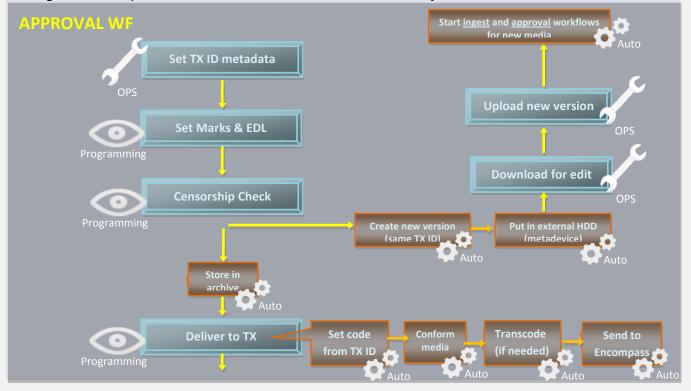
▼ 5.1. Ingest

Content media will be **acquired** by the **Networks Ops department** depending on the source (e.g. Signiant) as detailed in the **"3. Ingest"** chapter, all acquisition methods are integrated in one **workflow** able to make ingested media suitable for the archive (e.g. normalized).



5.2. Approval

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



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- 1. Set TX ID: Set the transmission ID for broadcasting.
- 2. Set marks & EDL: Mark media and set its possible editing list
- 3. Censorship check: Check media and decide if a new edited version is needed
- 4. Download for edit: Get media to be edited by downloading it
- 5. Upload new version: Send edited media by uploading it
- 6. Deliver to TX: Send media to the transmission server

▼ 5.2.1. Set TX ID (*Ops*)

In order to start processing archived media, a "Set TX ID" task will be submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Show - Period - 🧭						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

michael@italy.e *Phone Mobile				
	Task			
Preview	Job j	CENSORSHIP-APPROVAL	Status	Asset properties
	Action	Set TX ID	Priority Low	erties
	Assignee	OPERATOR		
	Asset	VIACOMASIA2		
		VIACOMASIA2		
	Period	27 March 2013 - 16:37	- 16:37	-
	Budget			
	Notes			^
K				Ŧ



The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

, e	SMPTE Metadata		Links	2	Operations	Д	SIAE	5	Resources management
	LOUDNESS FEDERATED	VIACOM Me	tadata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval No	otes							
	TX Approval								Approved
۳.	TX Approval Notes								
	TX ID								525347
h.	Download For Edit								
	Upload New Version								

Once done, [save] the asset and close it, then, complete the task by setting its result:

Task		
🚽 🎕 📂 🖌 🔞		🗲 🔶 🍢
Workflow	CENSORSHIP-APPROVAL	Status
Action	Set TX ID	Status Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37	- 16:37 🔶 🗸
Budget		
Notes		^
	l	-
-*Job execution		
Cost	Nane 🔻	•
To invoice		
Notes		^
Result	Done 🔹	

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.



▼ 5.2.2. Set marks & EDL (*Ops*)

The **Programming** department is asked to set the **marks** of the ingested media and made up a list of possible editing segments, this, by launching **Etere MAM** and accessing the **Agenda View**:

A Etere MAM - MTV ASIA michael, CHANNEL 1								
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start		
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools		
Resources Manager	Query Manager	O Tape Manager				Help		
		Switc	h to old menu style pre	essing: Ctrl+1				

A new window will open showing in the bottom part all available tasks:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Nomai	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the **"mark" task**. Take the task by clicking on the **flag button** then click on the **preview** button:

micha	el@italy.e *Phone Mobile:			
	📒 Task			
	Preview	₹≁ 🖻 🖥 🕤		
		Vorkflow	CENSORSHIP-APPROVAL	Status
	A	Action	MARK CLIP	Priority Low
	A	Assignee	OPERATOR	

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The **Preview** area will be expanded to allow the operator setting the marks of the asset media:

Task			
Preview P	🚳 🊧 🖪 📑 🕤		🗲 🔶 🍃
and the second s	Job info Workflow Action	CENSORSHIP-APPROVAL MARK CLIP	Status Status Low
	Assignee Asset	OPERATOR PRMTX1	
	Period Budget	Promo 1 27 March 2013 - 17:08	3 - 17:08
DS	Notes		
PAL IN N Shuttle N NI Balance 9,00	-*Job execution Cost	None 🔻	
늘 🍓 📑 🖶 🛠 💿 🛛 EDL 1	To invoice	•	
SOM 00:00:00.00 ## ## EOM 00:00:57.06 ## ##	Notes		
00:00:06.15 00:00:13.08 censored 00:00:30.15 00:00:37.24 censored 00:00:00:50.08 00:00:53.16 censored	Result	Done	
Preview			

Once SOM/EOM marks and EDL segments have been inserted, set a **result** for the task then press the **save** button. Available results include:

Available outputs:				
Done	Media has been correctly marked and the EDL has been elaborated.			

▼ 5.2.3. Censorship check (*Programming*)

Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **Programming** department has to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

Show - Period - 😋							
	Task	Group	Start date	*Due date	Priority	Code	Description
×	MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Ŕ	Download For Edit	EDITOR				LOCALSHOW	
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW 2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the **censorship task** to be carried out, take the task by clicking on the **flag button** then click on the **preview button**:

Mobile:	
Task	
Vorkflow CENSORSHIP-APPROVAL Status	
Action CENSORSHIP Priority Low	
Assignee CENSOR	

The **Preview** area will be expanded to directly manage the asset EDL, allowing to insert/delete segments considered as "to be edited":

Task			
Preview 7	🚳 🊧 🖪 📑 🕤		🗲 🔶 🍢
	Job info Workflow Action Assignee Asset	CENSORSHIP-APPROVAL CENSORSHIP CENSOR PROMO1_2	Asset properties
	Period Budget Notes	Promo 1 27 March 2013 - 17:08 28 March 2013 28 March 2013	- 17:08
00:00:00,00 4I + + + Preview PAL IK K Shuttle H H Balance - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -	Cost	None Y	
SOM 00:00:00.00 Image: EDM 00:00:00.00 Image: EDM 00:00:00.00 Image: EDM Notes Image: EDM Image:	Notes Result	Censor is needed Censor is not needed	-

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Once the **EDL** is correctly defined, press the <u>[Print]</u> button to generate a **report** on the just defined EDL (to keep track of requested changes, to send it to the concerned department). Give a **result** to the task and click on the <u>[Save]</u> button. Available results include:

Available outp	Available outputs:					
Censor is not neededMedia's censorship is considered ok for transmission, the following actions will be automatically performed: 						
Censor is needed	 Media require further actions in order to be approved, the following actions will be automatically performed: A new asset version will be created (linked to the original asset and featuring the same TX ID metadata but a different Code). Required files will be put in an external HDD (metadevice), A "Download for edit" task will be attached to the new asset version to allow its download (and subsequent processing and upload). 					

In case media is approved (i.e. **censor is not needed**), the **asset code** is automatically set as the **TX ID** metadata and the following workflow is launched:

Store in archive	This workflow moves approved files into the archive for storing version to export. Once media is moved to archive, all unnecessary media (used during the production process) will be removed from other storage locations.
------------------	---

▼ 5.2.4. Download for edit (*Ops*)

Every time an **editing task** is required, the **OPS** department can use the Etere's web interface to remotely view their assigned tasks, download needed files and upload the edited media. To do this it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
🗧 MTV ASIA 🏾 😥 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console Show Racks DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	🛛 Extra 💌 Tapeless	reception 💌 Account			
Tasks *Available tasks Period					
Task	Start date	Due date	Priority	Code	Description
🕴 MARK CLIP					
🧳 Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🤾 Download For Edit	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded displaying a **lowres preview** of the asset:

Chttp://172.31.230.107/?id_assignAction=1021ⅆ_instance=1014ⅆ_instanceclass=2&ddFilmati=2028& - Window	vs Internet Explore	
	Status Resources Management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL Download For Edit VIACOMASIA2 28/03/2013 16:17:49 29/03/2013 16:17:49 Select a type Downloaded Save
Image: Constraint of the state of the s		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



) n 🐂 D 🕯	Trying to 39.25 M 1027 (y events ons Lin	oad manager o download wait B /335.94 MB	Abort Download		veb ibrary
Start 00:00:00.00	End 00:00:45.00	Physical duration 00:00:45.01			<u>🔄 + 🛰 🗠</u>	
SOM 00:00:00.00	EOM 00:00:45.00		Sched. Duration 00:00:45:01			
1 - (No Edl descript	,		- 8		Download	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a **result** before **saving**:

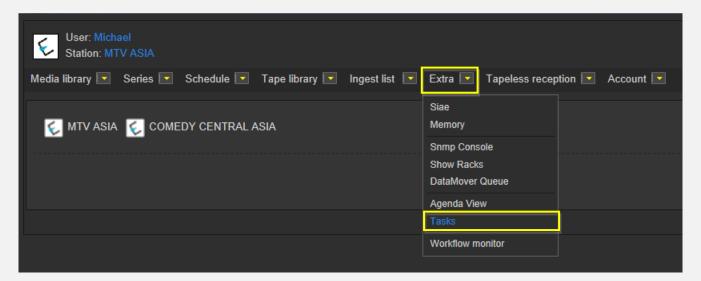
Status	Low 🗐
Resources management	CENSORSHIP-APPROVAL
Action	Download For Edit
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 🔻
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded 🔽

Available results:			
Downloaded	Media has been successfully downloaded		

▼ 5.2.5. Upload new version (*Ops*)

Once download is complete, a **new asset version** will be created to hold the edited media, the "Editor NLE" workflow will be automatically started for the new version so the **OPS** department will receive a task for uploading the edited file.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:



A new section will be loaded showing all available editing tasks:

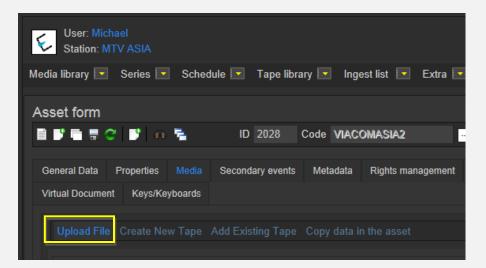
User: Michael Station: MTV ASIA						
Media library 💌 Series 💌 Sch	hedule 💌 Tape library 💌 Ing	gest list 💌 Extra 💌	Tapeless reception 💌 Ac	count 💌		
*Tasks *Available tasks	Period 🗸	9				
Task		Start date	Due date	Priority	Code	Description
👌 MARK CLIP						VIACOMASIA1
🧳 Upload New Version		27/03/2013 15	:25:57 28/03/2013 15:25:	57 2	LOCALSHOW_2	Show 1
🕴 Upload New Version		05/04/2013 18	:29:58 06/04/2013 18:29:	58 2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:



	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low EDITOR NLE Upload New Version VIACOMASIA2 VIACOMASIA2 05/04/2013 18:29:58 Select a type		 ✓ ✓ ✓ ✓ ✓ ✓
00:00:57.31 Image: Solution of the state of				
			Prev version	Next version

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):



When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🗐
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 💌
To invoice	
	^ I
Notes	
Result	· · · · · · · · · · · · · · · · · · ·
	Uploaded
	Save

Available results:					
Uploaded	Edited media has successfully uploaded.				

At this point, the "ingest workflow" will be automatically started for new uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

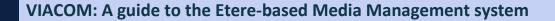
▼ 5.2.6. Deliver to TX (*Programming*)

The **Programming** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the [start] button:

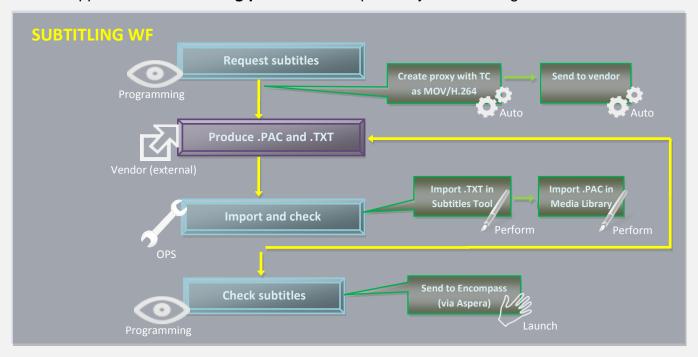
2	michael, MTV ASIA, M	edia Library									
File	Tools Show Utilitie	es ?									
	MTV ASIA										
Ľ	📕 🗠 🛐 🛍 🖑 i	si 👘 🖥	🐨 🚡 👘	ē 🙆	🖳 🥗 🔊	٢		×	4:3 80		
ID	1022 Code	Promo 1		Title	Pron	ю1					
	SMPTE Metadata	a 🗟	Links	22	Operation	ns 🎵	J	SIAE		Res	ources man
	Search 🛗 Ger	neral Data 📑	Properties	齨	Media 🛼	Workflow		Secondary	Events	🚏 M	etadata
$\overline{2}$) - 💥 🛐 😭 🐌	🔇 🚿 📮 🛛	P								
	<u>C</u> ONFORM	Cn	eate Proxy H264	DELE	TE AFTER INGE	ST INGEST	PRO	MO			
	Content Check TEST	te									
	Co <u>n</u> vert To Pillar Box		_	-	_	_	-	100			
	C <u>r</u> eate DVD with LOGO	0									
	Cr <u>e</u> ate Proxy H264 wit	tion the third			Category	Status		Result	Notes		
	<u>D</u> ELIVERY EXT										
	DE <u>L</u> IVERY TO TX										
	D <u>U</u> BBING										

Workflows available for manual launching:							
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 						



5.3. Subtitling

Once the media is approved and delivered to TX, it is needed to indicate if the program needs subtitle, and in case it does, send required material and import produced files to check it for an approval. The **subtitling process** is composed by the following tasks:



- 1. <u>Request subtitles to vendor</u>: Decide if media needs subtitles and send required files
- 2. <u>Produce subtitles (external)</u>: Produce subtitles in.TXT and .PAC format.
- 3. Import and check: Import .TXT in the Subtitles Tool and .PAC in Media Library
- 4. <u>Approve subtitles</u>: Check media for approving its broadcast

▼ 5.3.1. Request subtitles to vendor (*Programming*)

The **Programming** department can decide if the production of subtitles is required for the media. Open the **Agenda View** and locate the **"Request subtitles to vendor"** task:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
X MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
📌 REQUEST SUBTITLES	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then set a **result**:

Available outputs:						
Request for subtitles	 The production of subtitles will be requested for the media. The following workflow actions will be executed to make available all files needed by the vendor: Create proxy with TC as MOV/H.264: Generate a proxy file with imprinted timecode (i.e. burned in) for vendor. Send subtitles: Copy the generated file (MOV) into a location (e.g. FTP) from which the vendor will be able to download files. 					
Without subtitles	Media doesn't need subtitles; it's ready as it is.					

▼ 5.3.2. Import files and check (*Ops*)

The **OPS** department need to import (e.g. from a shared FTP) the PAC subtitle into the Subtitles tool and the TXT file into the **Subtitling tool**.

▼ 5.3.2.1 Import the PAC file

In order to do this, open the Agenda View and locate the "import files and check" task:

Task	Group	Start date	*Due date	Priority	Code	Description
📌 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
📌 IMPORT FILES	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the **"Video File Import**" function to ingest the **PAC** file into the system.



*Ph	aly.etere.com one: bile:								
3 ⁼ T	ask								
Preview	🚳 🚧 🎮 🔳 🕤								
2	Workflow	CENSORSHIP-A	PPROVAL		Sta	tus			
	Action	IMPORT FILES			Pri	ority Low			
	Assignee	OPERATOR							
🖗 micha	el, MTV ASIA, Media	a Library							
ile Too	ls Show Utilities ?								
МТ	V ASIA			Not O	k to bro	adcast			
י 🔜 נ	က 📓 🛍 🦑 💰	- 😵 🧧 🖷	🖥 🚡 👘	2 🖻 🖳	🥗 🖻	0	×	2 4:3 80	
ID 19	Code VI/	ACOMASIA1		Title	VIACO	MASIA1			
ie F	SMPTE Metadata		Links	22	Operations	٦,	J SIAE	R	F
🔍 Sea	arch 🛗 General	Data 📆	Properties	🚉 Medi	a 🛸 🛛	Workflow	Seconda	ny Events 🛛 🖗	F
		Pr	roxy						
H264 PF	IOXY						\odot	H264	
Physica	al Start Physic	al End	Physical dura	tion			PROXY	PROXY	
							THOM		
00:00: SOM	00.00 💽 📸 00.00 EOM	:57.06 🕟 📸	00:00:57.07 Duration					/ <u>i</u> deo file imp	

Save changes performed to the asset and close the **Media Library**.

▼ 5.3.2.2 Import the TXT file

Now it's needed to import subtitles and check them, this, clicking on the [Execute] button:

micha	iel@ita *Pho Mot			
	8≡ T	ask		
	18	🚳 🚣 🧖 🗐 🕤		
	W	Workflow	CENSORSHIP-APPROVAL	Status
		Action	IMPORT FILES	Priority Low
		Assignee	OPERATOR	

The **Subtitles tool** will be opened to allow inserting the **TXT** file into the database as an asset subtitle, this, through the **[Import]** button:

G Subtitles: V Edit Layo	IACOMASIA1 - VIACOMASIA1 ut Show Help	-	the Case of	State and	
🗲 MTV	ASIA				
🇳 🌺	🛍 🌌 🄊 +/_ 🤇	2			
Param	eters 🖉 Language: English	(United Sta	- × _	Preview	
\sim \times					
*SOM	*EOM	Text		1. A. A.	
1					
					-
					611110

Once imported, check the subtitles and edit them if required, then, set a result:

Available outputs:							
Ok	Subtitles are considered ok and suitable for broadcast. Now it can be evaluated to receive a transmission approval.						
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the "Import files and check" step.						

▼ 5.3.3. Check subtitles (*Programming*)

The "**check subtitles**" task permits the programming group to determine if a certain media is either ready or not for its final transmission. In order to check the asset launch **Etere MAM** and access their **Agenda View**.

As before, **check subtitles** tasks will be listed in the bottom part of the window:

Show - Period - 😋						
Task	Group	Start date	*Due date	Priotity	Code	Description
A CHECK SUBTITLES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA I	VIACOMASIAT
🖈 Download For Ecit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Nomal	LOCALSHOW	Show 1
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Nomal	LOCALSHOW_2	Show 1
📌 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Nomal	FROMO1_2	Promo 1
🖈 TX Approval	ΤX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Nomal	VIACOMASIA2	VIACOMASIA2

Make double-click on a **task** to open it, take the task by clicking on the **flag button** then click on the **Preview** button:



E Task			
Preview P	8. ≁ 🎮 F 🗊		🗲 🄶 🔺
	Workflow	CENSORSHIP-APPROVAL	Status
and the second s	Action	CHECK SUBTITLES	Status Priority Low
	Assignee	TX	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 19:06 🗾 🕂 🗸 28 March 201	3 - 19:06 🛨 🛨 🔻
- This need of speed is running out	Budget		
	Notes		* *
DS	-*Job execution		
	Cost	None 👻	· · ·
00:00:00,00 41 4	To invoice	•	
PAL IN M Shuttle M MI Balance	Notes		A
	Result		· · · · · · · · · · · · · · · · · · ·

Once the evaluation is completed, set one of the following **results** before saving the **task**:

Available results:					
Ok	Subtitles are considered ok and suitable for broadcast.				
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the " Import files and check " step.				

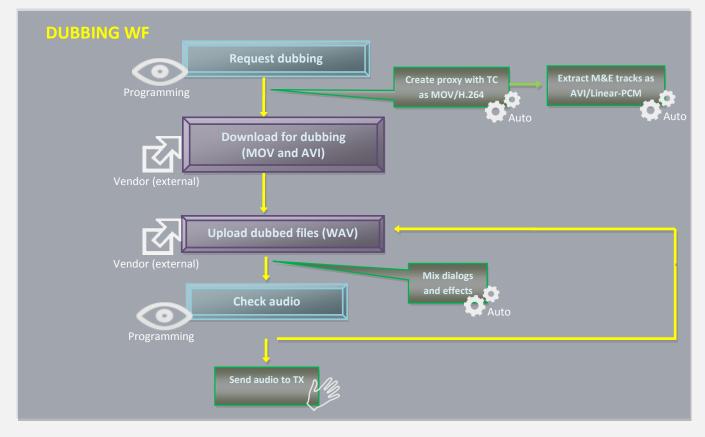
Once approved, subtitles can be delivered through following **workflows**:

Workflows available for manual launching:				
Delivery to TX	Send subtitle files to Encompass.			



5.4. Dubbing

Once the media is approved and delivered to TX, it is needed to indicate if the program needs **dubbing**, and in case it does, send required material and import produced files to check it for an approval. The **dubbing process** is composed by the following tasks:



All clips have 4 audio tracks; most of files have *original dialogs* (stereo) on tracks 1 and 2 and *M&E* (stereo) on tracks 3 and 4. It may happen that M&E are delivered on different tracks.

▼ 5.4.1. Request dubbing to vendor (*Programming*)

The **Programming** department can decide if the production of subtitles is required for the media. Open the **Agenda View** and locate the **"Request dubbing to vendor"** task:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Nomal	PROMO1_2	Promo 1
📌 REQUEST DUBBING	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMAS

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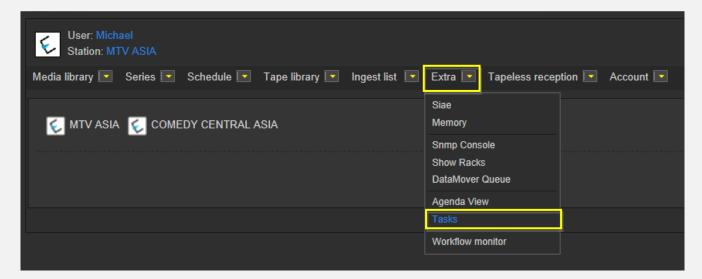
Make double-click on the task to open it, take the task by clicking on the **flag button**, then set a **result**:

Available outputs:	
Request for dubbing	 The production of dubbed dialogs will be requested for the media. In this case the following <u>workflows</u> will be executed to make available all files needed by the vendor: Extract M&E tracks as AVI: Strips M&E tracks as individual audio files in AVI format (Linear PCM) for vendor. Create proxy with TC as MOV/H.264: Generate a proxy file with imprinted timecode (i.e. burned in) for vendor.
Without dubbing	Media doesn't need dubbed dialogs; it's ready as it is.

▼ 5.4.2. Download for dubbing (*Programming*)

The **external vendor** will be allowed to use **EtereWeb** to download an <u>AVI</u> file (M&E tracks) and a <u>WAV</u> file (original dialog tracks) to generate a new file containing dubbed dialogs.

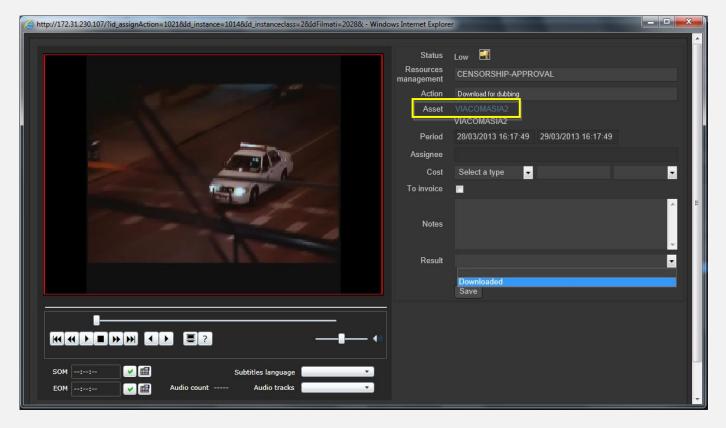
In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:



A new section will be loaded showing all available editing tasks:

C	User: Michael Station: MTV ASIA											
Media I	ibrary 💽 Series 💽	Schedule 🔽	Tape library 🔽	Ingest list 💌	Extra 💌	Tapeless	reception 🔽	Account				
Task *Ava	s ilable tasks	 Period 		• 6								
	Task				Start date		Due date		Priority	Code	Description	
1	MARK CLIP											
1	Upload New Version				27/03/2013 15	5:25:57	28/03/2013 15	:25:57	2	LOCALSHOW_2	Show 1	
2	Download for dubbi	ng			28/03/2013 16	5:17:49	29/03/2013 16:	:17:49	2	VIACOMASIA2	VIACOMASIA2	

In order to open the task just click the **task name** (e.g. Download for dubbing), the task will be loaded displaying a **lowres preview** of the asset:



Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



) n 🚡 ID 10	ape libra 39.25 M 227 (events is Lin	oad manager o download wait	Abot Download		veb ibrary
Start 00:00:00.00	End 00:00:45.00	Physical duration 00:00:45.01			<u>💁 + 👞 н 💽</u>	
SOM 00:00:00.00	EOM 00:00:45.00		Sched. Duration 00:00:45:01		\mathbf{n}	
1 - (No Edl description	on)		- 8		Download	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

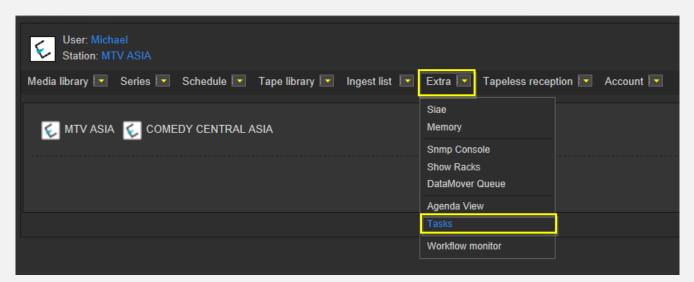
Status	Low 🗐
Resources management	CENSORSHIP-APPROVAL
Action	Download For Edit
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 🔻
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded 🔽

Available results:				
Downloaded	Media has been successfully downloaded			

V 5.4.3. Upload dubbed dialogs (*Programming*)

The **external vendor** can send dubbed files to the station using **EtereWeb**, more specifically, through the **"upload dubbed dialogs"** task.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:



A new section will be loaded showing all available editing tasks:

C	User: Michael Station: MTV ASIA					
Media	library 💌 Series 💌 Schedule 💌 Tape library 💽 Ingest list 💽	🛛 Extra 💽 Tapeless	reception 🔽 Account	t 🔽		
*Tas *Ava	silable tasks 💌 Period 💽 😪					
	Task	Start date	Due date	Priority	Code	Description
1	MARK CLIP					VIACOMASIA1
- 🤾	Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
1	Upload dubbed	05/04/2013 18:29:58	06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Upload dubbed files), the task will be loaded:



	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low EDITOR NLE EDITOR NLE Uploed dubbert VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58 Select a type • • • • Select a type • • • •	
00:00:57.31 Kt (t)) SOM -::- V III Subtitles language No subtitles EOM -::- V III Audio count 2 Audio tracks Audio 1			
		Prev version Next version	n

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):

User: Michael Station: MTV ASIA					
Media library 💽 Series 🛛	Schedule	e 🔽 🛛 Tape libra	ary 💽 Inge	est list 🔽	Extra 🔽
Asset form					
	s 🔁	ID 2028	Code VIAC	omasia2	
General Data Properties	Media S	Secondary events	Metadata	Rights mana	gement
Virtual Document Keys/	Ceyboards				
Upload File Create N	lew Tape Ad	d Existing Tape			

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set one of the following **results** before saving the **task**:

Status	Low 🗐
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type
To invoice	•
	^
Notes	
Result	_
	Uploaded
	Save

Available results:					
Uploaded	 Dubbed dialogs have been successfully uploaded. The following workflow actions will be automatically executed: Mix tracks: Dubbed dialogs (WAV) uploaded from vendor will be mixed with the M&E tracks (AVI) to create a final file (AVI). 				

▼ 5.4.4. Check audio (*Programming*)

The "check audio" task permits the programming group to determine if a certain media is either ready or not for its final transmission. In order to check the asset launch **Etere MAM** and access their **Agenda View**.

As before, **check audio** tasks will be listed in the bottom part of the window:

Show	Show - Period - 😋						
	Task	Group	Start date	*Due date	Priotity	Code	Description
×	Check audio	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Nomal	VIACOMASIA I	VIACOMASIA I
×	Download For Ecit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
*	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	FROMO1_2	Promo 1
×	TX Approval	ΤX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Nomal	VIACOMASIA2	VIACOMASIA2



Make double-click on a **task** to open it, take the task by clicking on the **flag button** then click on the **Preview** button:

🚛 Task			
Preview 4	🚳 ≁ 🎮 📲 🄇	•	🗲 🄶
	Vorkflow	CENSORSHIP-APPROVAL	Status Priority Low
A CONTRACT OF A	Action	CHECK AUDIO	Priority Low
	Assignee	ТХ	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 19:06	3 - 19:06 🕂 🛨 🔻
- This need of speed is running out	Budget		
	Notes		^
DS	-*Job execution		
	Cost	None	· •
00:00:00,00 4 4 🕨 🕨 IV Preview	To invoice		
PAL IN N Shuttle N NI Balance	Notes		^
	Result		

Once the evaluation is completed, set one of the following **results** before saving the **task**:

Available results:				
Ok	Audio is considered ok and suitable for broadcast.			
Not ok	Audio is not ok, a notification is sent to the vendor to produce new dubbing. The workflow will return to the " Upload dubbed tracks " task.			

Once approved, audio tracks can be delivered through following workflows:

Workflows available for manual launching:				
Send audio to TX	Moves audio tracks (in AVI format) as separate files into the TXserver.Audio tracks are named using the following naming convention:Code_language.avi(e.g. 5234_english.avi)			

▼ 6. TAM

Here is detailed the workflow for managing **music clips and EPK from labels** from their acquisition to their final delivery.

▼ 6.1. Ingest

Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. Signiant); once material is acquired, it will be made suitable for the archive (e.g. normalized).

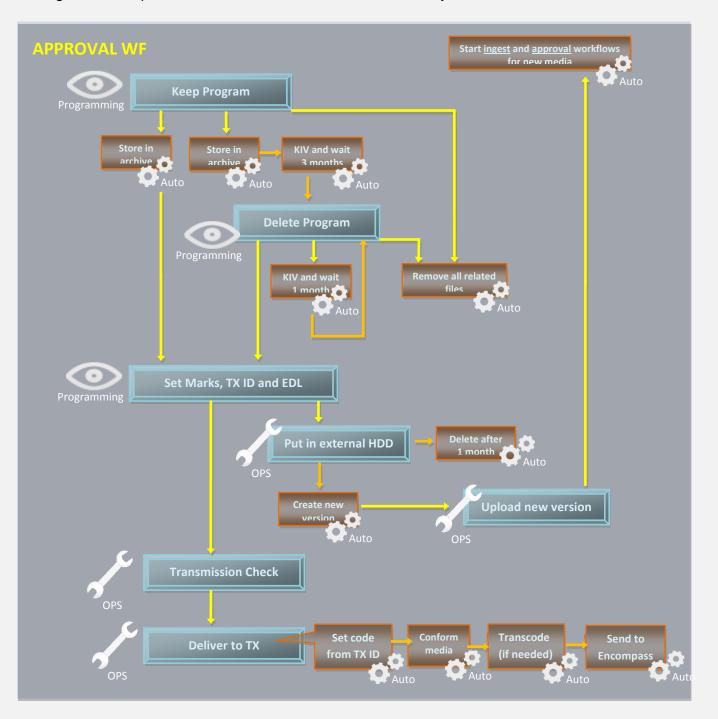


It's worth mentioning that audio of ingested music clips will be two tracks.

NB: Detailed information on the acquisition process is provided in the chapter "3. Ingest".

▼ 6.2. Approval

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



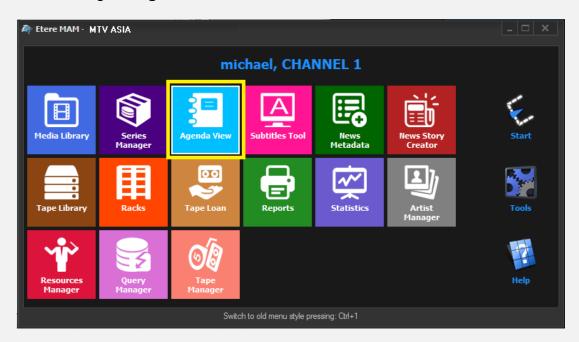
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- 1. Keep program: Decide if content should be processed, kept in view or deleted.
- 2. <u>Delete program</u>: Decide if content should be still kept in view or deleted.
- 3. Set marks, TX ID & EDL: Set marks, transmission ID and decide if censorship is needed.
- 4. <u>Put in external HDD</u>: Put the file to be edited in an external HDD (metadevice)
- 5. <u>Upload new version</u>: Upload the edited file to start over the approval workflow.
- 6. Transmission check: Check if media is ready to be transmitted

▼ 6.2.1. Keep program (Programming)

Before storing a **music clip** into the archive, it is first required that the **Programming** department decides if it should be kept, processed or just deleted, this, by launching **Etere MAM** and accessing the **Agenda View**:



A new window will open showing in the bottom part all available mark tasks:

Show - Period - 🥰							
	Task	Group	Start date	*Due date	Priority	Code	Description
×	MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM		VIACOMASIA1	VIACOMASIA1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	KEEP PROGRAM	CENSOR	05/04/2013 5:13 PM	06/04/2013 5:13 PM	Normal	VIACOMASIA2	VIACOMASIA2

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Make double-click on a **task** to open it, take the task by clicking on the **flag button** then expand the **Preview** tab:

3= T	ask		
Preview	8), F+ 🖪 🕤		
2	Workflow	CENSORSHIP-APPROVAL	Status
	Action	KEEP PROGRAM	Priority Low
	Assignee	CENSOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	05 April 2013 - 17:13	17:13 🕂 🗸
	Budget		
	Notes		~ ~

Preview the content to evaluate if it should be kept, processed or deleted, then, complete the task setting the related **result** and pressing the **save** button:

-*Job execution		<u> </u>
[•] Job execution Cost To invoice Notes	None 👻	•
To invoice	•	
Notes		^
		Ŧ
Result	· · · · · · · · · · · · · · · · · · ·	
	KIV	
	Process	
	Delete	

Available outputs:				
Process	Media can be submitted to the approval task.			
KIV	Media will be kept-in-view for 3 months (stored in the archive without approvals and flagged as "not ok to broadcast"). Once 3 months are reached, a " Delete Program " task will be started.			
Delete	Media won't be stored in the archive; the related file will be deleted from its current location.			

▼ 6.2.2. Delete program (*Programming*)

Before definitively deleting a **music clip** it is first required that the **Programming** department either confirms this action or chooses to keep the file, this, by launching **Etere MAM** and accessing the **Agenda View**.

A new window will open showing in the bottom part all available **mark tasks**. Make doubleclick on a **task** to open it, take the task by clicking on the **flag button** then expand the **Preview** tab.

Preview the content to evaluate if it should be kept, processed or deleted, then, complete the task setting the related **result** and pressing the **save** button:

-*Job execution		—
Cost	None 👻	•
To invoice		
Notes		^
		÷
Result		
	Process	
	Renew	
	Delete	

Available outputs:					
Process	Media can be submitted to the approval task.				
Renew Media will be kept-in-view for an additional month (1), after this month is reach "Delete Program" task will be started again.					
Delete	Media won't be stored in the archive; the related file will be deleted from its current location.				

▼ 6.2.3. Set marks, TX ID and EDL (*Programming*)

In order to start processing content it's required that the **Programming** department set the **marks** of the ingested media, this, by launching **Etere MAM** and accessing the **Agenda View**:



🏘 Etere MAM · MTV ASIA							
michael, CHANNEL 1							
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start	
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools	
Resources Manager	Query Manager	Tape Manager				Help	
	Switch to old menu style pressing: Ctrl+1						

A new window will open showing in the bottom part all available tasks:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3.17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
📌 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the "Mark clip" task. Take the task by clicking on the flag button then click on the preview button:

michae	el@ita *Pho Mob				
		ask			
	Preview	8), <i>F+</i> = 🕄 🕤			
		Workflow	CENSORSHIP-APPROVAL	Status	
		Action	MARK CLIP	Priority	Low
		Assignee	OPERATOR		

The **Preview** area will be expanded to allow the operator setting the marks of the asset media and manage the EDL (insert/delete segments considered as "to be edited"). Once the



EDL is correctly defined, press the **[Print]** button to generate a **report** on the just defined EDL (e.g. to keep track of requested changes, to send it to the concerned department):

🚛 Task			
Preview 4	🚳 🊧 🖪 📑 🕤		< 🔶
	Job info Workflow Action Assignee Asset	CENSORSHIP-APPROVAL MARK CLIP OPERATOR PRMTX1 Promo 1	Asset properties
DS	Period Budget Notes	27 March 2013 - 17:08	3 - 17:08
III IV IV IV Preview PAL IM M Shuttle M HI Balance	*Job execution	None •	
늘 🍓 📑 🖶 🗙 Ď 🛛 EDL 1	To invoice		
SOM 00:00:00.00 🗰 🔐 EOM 00:00:57.06 🗱 🔐	Notes		-
	Result	Censor is needed Censor is not needed	
Preview			

Then, click on the **[Media Library]** button, the asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

F	SMPTE Metadata		Links	2	Operations	Ъ	SIAE	5	Resources management
LO	OUDNESS FEDERATED	VIACOM Me	adata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval Not	es							
	TX Approval								Approved
	TX Approval Notes								
	TX ID								525347
	Download for Edit							•••	
	Upload New Version								



Finally, give a **result**, available results include:

Available outputs:					
Censor is not needed	Media's censorship is considered as ok, its approval workflow can continue.				
Censor is needed	 Media require further actions. The following tasks will be performed: A new asset version will be created (linked to the original asset) The "Put in external HDD" task will be attached to the new asset to allow preparing media for download (media will be deleted after one month) 				

▼ 6.2.4. Put in external HDD (Ops)

A task will allow the **OPS** department to put files to be edited in an external HDD (metadevice) from which files will be downloaded, edited and uploaded again into the system. This can be done from the **Media Library** just by going to the **Workflow** tab, selecting the **[Add]** button and pressing the **[start]** button:

🏘 michael, MTV ASIA, Media Lib	rary				
File Tools Show Utilities ?					
MTV ASIA					
🕒 📕 🗠 📓 🛍 🖑 🔣	🦁 🗧 🐨 🚡 – 🖻 🖉	🖳 🥗 🖻	٥	X2 🖷	5
ID 1025 Code PRMTX	(1 Title	e Pron	no1		
SMPTE Metadata	📕 Links 🎎	Operation	ns 🎵	SIAE	Resources mana
🔯 Search 🖬 General Data	a <u> 1</u> Properties 🚔	Media 🚼	Workflow	Secondary Eve	ents 🚏 Metadata 🛛
🕗 - 🗶 🗑 😭 🍺 🔕 🚿	P 🔍				
<u>C</u> onvert To Pillar Box	L				
C <u>r</u> eate Proxy H264	plete				
<u>D</u> ELIVERY EXT		-			
D <u>U</u> BBING					
FILE FOR DISTRIBUTION	Action	Category	Status	Result	Notes
PUT ON EXTERNAL HDD					

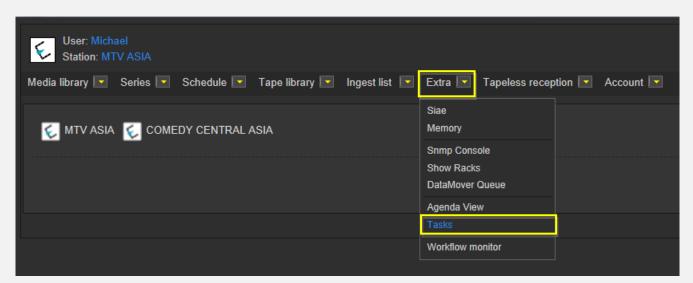
Workflows available for manual launching:					
Put on external HDD	Moves the file to be edited into a location enabled for download.				



▼ 6.2.5. Download for edit (Ops)

Every time an **editing task** is required, **NLE operators** can use the Etere's web interface to remotely view their assigned tasks, download needed files and upload the edited media.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:



A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💽 Series 💽 Schedule 💽 Tape library 💽 Ingest list 💽	🛛 Extra 🔽 Tapeless	reception 💌 Account			
Tasks *Available tasks Period					
Task	Start date	Due date	Priority	Code	Description
差 MARK CLIP					
🦨 Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded displaying a **lowres preview** of the asset:



http://172.31.230.107/?id_assignAction=1021&ld_instance=1014&ld_instanceclass=2&ldFilmati=2028& - Window	vs Internet Explore	
	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL Download For Edit VIACOMASIA2 28/03/2013 16:17:49 29/03/2013 16:17:49 Select a type Downloaded Save
SOM:: 🕑 📾 Subtities language 💽 🔻		-

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:

User: Christian Station: MTV ASIA Media library Series Asset form General Data Properties "People in charge SMPT Upload File Create N	Nedia Secondar E Metadata Operatio	lape libra 027 (y events ins Lin	Download Trying to do 39.25 MB	manager wnload wait /335.94 MB	Abort Download		Veb Jibrary
Start 00:00:00.00 SOM 00:00:00.00	End 00:00:45.00 EOM 00:00:45.00	Physical dura 00:00:45.01 Duration 00:00:45.01				<u> </u>	
1 - (No Edl descripti	on)			-		Download	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:



Status	s Low 🗐
Resources managemen	t CENSORSHIP-APPROVAL
Actio	n Download For Edit
Asse	VIACOMASIA2
	VIACOMASIA2
Perio	28/03/2013 16:17:49 29/03/2013 16:17:49
Assigned	3
Cos	t Select a type 💌
To invoice	e 🔲
Note	media has been elaborated as requested
Resul	t Downloaded 🗾
	Save

Available results:		
Downloaded	Media has been successfully downloaded	

▼ 6.2.6. Upload new version (Ops)

Once download is complete, a **new asset version** will be created to hold the edited media, the **"Editor NLE" external workflow** will be automatically started for the new version so the editor will receive a task for uploading the edited file. In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
	Siae
💋 MTV ASIA 🛭 🗧 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor



A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 🔽 Series 🔽 Schedule 💌 Tape	e library 💌 Ingest list 💌 Extra 💌 Taj	peless reception 🔽 🛛 Accoun	t 🔽		
*Tasks *Available tasks ▼ Period	e e				
Task	Start date	Due date	Priority	Code	Description
🖌 MARK CLIP					VIACOMASIA1
🧳 Upload New Version	27/03/2013 15:25	:57 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🤰 Upload New Version	05/04/2013 18:29	:58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

1755 Manuar	Status Resources management Action Asset	Low E EDITORINLE Upload New Version VIACOMASIA2 VIACOMASIA2		
	Period Assignee	05/04/2013 18:29:58	06/04/2013 18:29:58	
	Cost	Select a type 💌		•
	To invoice			^
	Notes			Ţ
The state of the s	Result			•
		Save		
00:00:57.31				
SOM:: V 📾 Subtitles language No subtitles				
EOM: 🖌 🛃 Audio count 2 Audio tracks Audio 1 🔹				
			Prev version	Next version

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):



User: Michael Station: MTV ASIA				
Media library 🔽 Series 토	Schedule 💌	Tape librar	ry 💽 Inge	st list 💌 Extra 🛛
Asset form				
📄 🗗 🖬 🖶 😋 📑 🍈	S II	0 2028 C	Code VIACO	MASIA2
General Data Properties	Media Secon	dary events	Metadata	Rights management
Virtual Document Keys/Ke	yboards			
Upload File Create Ne	w Tape Add Exi			

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🔤
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type
To invoice	
	^
Notes	
	-
Result	_
	Uploaded
	Save

Available results:			
Uploaded	Edited media has successfully uploaded.		

At this point, the "ingest workflow" will be automatically started for new uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

▼ 6.2.7. Transmission check (Ops)

Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **OPS** department needs to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

Sho	w – Period – 🤗						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	TRANSMISSION CHECK	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
×	Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the **censorship task** to be carried out, take the task by clicking on the **flag button** then click on the **preview button**:

michael@italy.eter *Phone: Mobile:	e.com			
		ask		
	2	8), ≁ 🥑 🖥 🕻	D	
	iew	Workflow	CENSORSHIP-APPROVAL	Status
		Action	TRANSMISSION CHECK	Priority Low
		Assignee	CENSOR	
		Asset	PROMO1_2	
			Promo 1	
		Period	27 March 2013 - 17:08	3 - 17:08

The **Preview** area will be expanded to preview the media and <u>evaluate</u> if it's suitable for broadcasting:



Task			
Preview 7	🎕 🊧 🖪 🕤		🔶 🔶 😽
Aparta (anticity	Job info Workflow	CENSORSHIP-APPROVAL	Status Priority Low
	Action	TRANSMISSION CHECK	Priority Low
	Assignee	CENSOR	
and the second sec	Asset	PROMO1_2	
		Promo 1	
	Period	27 March 2013 - 17:08	3 - 17:08 🛨 🛨 🔻
	Budget		
DS	Notes		^ I
00:00:00,00 4I 44 ► ₩ I► Preview PAL IN N Shuttle N NI Balance			~
PAL IN N Shuttle M M Balance	Job execution		
늘 🛃 💕 📰 💋 💥 🔞 EDL 1	Cost	None	
	To invoice	<u></u>	
SOM 00:00:00 35 35 EOM 00:00:00 35 35	Notes		^ I
Notes			_
SOM EOM Notes	Result		
SOM EOM Notes 00:00:06.15 00:00:13.08 censored		ОК	
1 00:00:30.15 00:00:37.24 censored		L	
1 00:00:50.08 00:00:53.16 censored			
Preview			

Give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:			
Ok	Media is ready for transmission.		

▼ 6.2.8. Deliver to TX (*Ops*)

The **OPS** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the [start] button:

🏘 michael, MTV ASIA, Media Librar	γ				
File Tools Show Utilities ?					
MTV ASIA					
🗋 📕 က 📓 🛍 🖑 🔣 👘	i 📑 🐨 🚡 🗠 🔁 🖸	L 🖪 🤭 💟	٥	😿 4	3 D
ID 1022 Code Promo1	Titl	e Pror	no1		
SMPTE Metadata	🚽 Links 🎎	Operatio	ns 🎵	SIAE	Resources man
🔯 Search 🖬 General Data	📅 Properties 🚔	Media 🔝	Workflow	Secondary Ev	ents 🚏 Metadata
🕗 🛛 💥 🗑 😭 🐌 😣 🚿	P				
<u>C</u> ONFORM	Create Proxy H264 DEL	ETE AFTER INGE	ST INGEST PRO	MO	
Content Check TEST	te				
Co <u>n</u> vert To Pillar Box		_	_		
C <u>r</u> eate DVD with LOGO					
Cr <u>e</u> ate Proxy H264 with TC	tion	Category	Status	Result	Notes
<u>D</u> ELIVERY EXT					
DELIVERY TO TX					
DUBBING					

Workflows available for manual launching:							
Convert to anamorphic	Converts the format of the asset media into Anamorphic 4/3.						
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform (with a zero-based timecode) into a new version (linked to original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 						

7. MTV PROGRAMMING AND OPS

Here is detailed the workflow for managing **MTV shows** from their acquisition to their final delivery.

▼ 7.1. Ingest

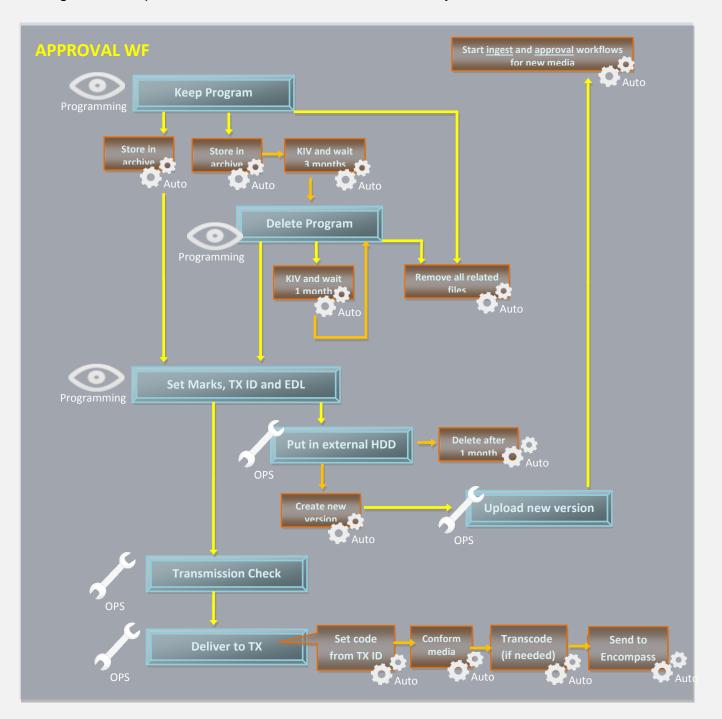
Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. Signiant from London, New York or Regional offices); once material is acquired, it will be made suitable for the archive (e.g. audio leveling).



NB: Detailed information on the acquisition process is provided in the chapter "3. Ingest".

7.2. Approval

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



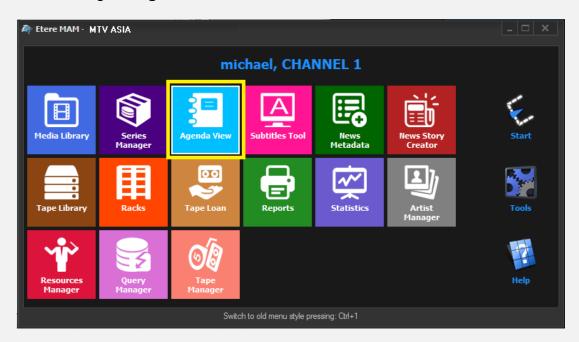
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- 1. Keep program: Decide if content should be processed, kept in view or deleted.
- 2. <u>Delete program</u>: Decide if content should be still kept in view or deleted.
- 3. Set marks, TX ID & EDL: Set marks, transmission ID and decide if censorship is needed.
- 4. <u>Put in external HDD</u>: Put the file to be edited in an external HDD (metadevice)
- 5. <u>Upload new version</u>: Upload the edited file to start over the approval workflow.
- 6. Transmission check: Check if media is ready to be transmitted

▼ 7.2.1. Keep program (Programming)

Before storing a **music clip** into the archive, it is first required that the **Programming** department decides if it should be kept, processed or just deleted, this, by launching **Etere MAM** and accessing the **Agenda View**:



A new window will open showing in the bottom part all available mark tasks:

Sho	w Period 🥰						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM		VIACOMASIA1	VIACOMASIA1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	KEEP PROGRAM	CENSOR	05/04/2013 5:13 PM	06/04/2013 5:13 PM	Normal	VIACOMASIA2	VIACOMASIA2

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Make double-click on a **task** to open it, take the task by clicking on the **flag button** then expand the **Preview** tab:

<u>}</u> ≡ Ta	ask		
Preview	🕺 🏄 🍯 🖶 🕤		
	Workflow	CENSORSHIP-APPROVAL	Status
	Action	KEEP PROGRAM	Priority Low
	Assignee	CENSOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	05 April 2013 - 17:13	17:13 🕂 🗸
	Budget		
	Notes		~
			·

Preview the content to evaluate if it should be kept, processed or deleted, then, complete the task setting the related **result** and pressing the **save** button:

- Job execution	
*Job execution Cost	None 🔹
To invoice	
Notes	
Result	
	KIV
	Process Delete
	Delete

Available outputs:						
Process	Media can be submitted to the approval task.					
ĸıv	Media will be kept-in-view for 3 months (stored in the archive without approvals and flagged as "not ok to broadcast"). Once 3 months are reached, a " Delete Program " task will be started.					
Delete	Media won't be stored in the archive; the related file will be deleted from its current location.					

▼ 7.2.2. Delete program (*Programming*)

Before definitively deleting a **music clip** it is first required that the **Programming** department either confirms this action or chooses to keep the file, this, by launching **Etere MAM** and accessing the **Agenda View**.

A new window will open showing in the bottom part all available **mark tasks**. Make doubleclick on a **task** to open it, take the task by clicking on the **flag button** then expand the **Preview** tab.

Preview the content to evaluate if it should be kept, processed or deleted, then, complete the task setting the related **result** and pressing the **save** button:

-*Job execution	
Cost	None 🔻
To invoice	
Notes	^
Result	
	Process
	Renew
	Delete

Available outputs:						
Process	Media can be submitted to the approval task.					
Renew	Media will be kept-in-view for an additional month (1), after this month is reached the " Delete Program " task will be started again.					
Delete	Media won't be stored in the archive; the related file will be deleted from its current location.					

V 7.2.3. Set marks, TX ID and EDL (*Programming*)

In order to start processing content it's required that the **Programming** department set the **marks** of the ingested media, this, launching **Etere MAM** and accessing the **Agenda View**:

🏘 Etere MAM 🛚 M	R Etere MAM · MTV ASIA									
	michael, CHANNEL 1									
Hedia Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start				
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools				
Resources Manager	Query Manager	Tape Manager				Help				
		Switc	h to old menu style pr	essing: Ctrl+1						

A new window will open showing in the bottom part all available tasks:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🛪 Download For Edit	EDITOR	27/03/2013 3.17 PM	27/03/2013 3.17 PM	Normai	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the "Mark clip" task. Take the task by clicking on the flag button then click on the **preview** button:

ael@ita *Pho Mot			
ŝ≡ T	ask		
Preview	8), f~ = 🗍 🗐		
	Workflow	CENSORSHIP-APPROVAL	Status
	Action	MARK CLIP	Priority Low
	Assignee	OPERATOR	

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The **Preview** area will be expanded to allow the operator setting the marks of the asset media and manage the EDL (insert/delete segments considered as "to be edited"). Once the EDL is correctly defined, press the **[Print]** button to generate a **report** on the just defined EDL (e.g. to keep track of requested changes, to send it to the concerned department):

Task		
Preview 7	🕘 🎋 🎮 🚍 🕤 💦 🚽	🗲 🔶 🍃
	Job info Vorkflow CENSORSHIP-APPROVAL Status Action MARKCLIP Priority Low Assignee OPERATOR	Asset properties
	Asset PRMTX1 Promo 1	
DS	Period 27 March 2013 - 17:08 28 March 2013 - 17:08 Budget	
Image: Construction of the state of the	Cost None -	_
🖹 🍓 💕 🖩 <table-cell-rows> 🗱 💿 🛛 EDL 1</table-cell-rows>	Cost None To invoice	_
SOM 00:00:00.00 ## EOM 00:00:57.06 ## ## SOM EOM Notes Image: Compare the second sec	Notes	* *
	Result Censor is needed Censor is not needed	
Preview		

Then, click on the **[Media Library]** button, the asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

뿧	SMPTE Metadata		Links	22	Operations	Л	SIAE	55	Resources management
LO	JDNESS FEDERATED	VIACOM Me	tadata						
S	et Mark								Done
C	ensorship								Censor is not needed
E	xecutive Approval								Yes
E	executive Approval No	otes							
	X Approval								Approved
	X Approval Notes								
	TX ID								525347
	ownicad for Edit								
l	Jpload New Version								



Finally, give a **result**, available results include:

Available outputs:					
Censor is not needed	Media's censorship is considered as ok, its approval workflow can continue.				
Censor is needed Media require further actions. A new asset version will be created with attached a "Put in external HDD " task that will allow an editor to prepare media (a further approval will be required for uploaded media).					

7.2.4. Put in external HDD (*Ops*)

A task will allow the **OPS** department to put files to be edited in an external HDD (metadevice) from which files will be downloaded, edited and uploaded again into the system. This can be done from the **Media Library** just by going to the **Workflow** tab, selecting the **[Add]** button and pressing the **[start]** button:

🏘 michael, MTV ASIA, Mee	dia Library					
File Tools Show Utilities						
MTV ASIA						
🗋 🔚 🗠 📓 🛍 🖑 👯	(🛛 😨 📱 🖷 🗑	i 🗠 🖻 🖪	. 🥗 🍧	0	* 3	
ID 1025 Code	PRMTX1	Title	Promo	1		
SMPTE Metadata	📄 Lin	ks	Operations	Л	SIAE	Resources mana
🔍 Search 🛗 Gene	eral Data 👖 Prop	erties 🖆 Mea	dia 🚴 V	Workflow	Secondary Eve	nts 🚏 Metadata 🛛
赵 - 💥 😫 🔛 🌔	3 🔊 👂					
<u>C</u> onvert To Pillar Box	۱L					
C <u>r</u> eate Proxy H264	olete					
DELIVERY EXT	pasto					
D <u>U</u> BBING						
FILE FOR DISTRIBUTION	Action	Cate	egory St	tatus	Result I	Notes
PUT ON EXTERNAL HD	>					
SUBTITUMO						

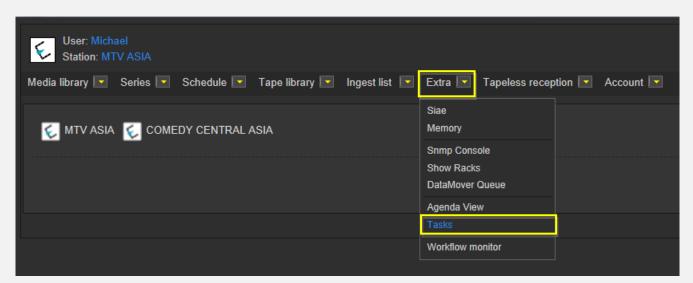
Workflows available for manual launching:				
Put on external HDD	Moves the file to be edited into a location enabled for download.			



7.2.5. Download for edit (*Ops*)

Every time an **editing task** is required, **NLE operators** can use the Etere's web interface to remotely view their assigned tasks, download needed files and upload the edited media.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:



A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💽 Series 💽 Schedule 💽 Tape library 💽 Ingest list 💽	🛛 Extra 🔽 Tapeless	reception 💌 Account			
Tasks *Available tasks Period					
Task	Start date	Due date	Priority	Code	Description
差 MARK CLIP					
🧳 Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded displaying a **lowres preview** of the asset:



http://172.31.230.107/?id_assignAction=1021ⅆ_instance=1014ⅆ_instanceclass=2&ddFilmati=2028& - Window	vs Internet Explore	er 🗖 🛋 🖉
	Status Resources Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL Download For Edit VIACOMASIA2 28/03/2013 16:17:49 Select a type Downloaded Save
Image: Som:: Image: I		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:

User: Christian Station: MTV ASIA Media library Series Asset form Series General Data Properties "People in charge SMPT Upload File Create N	Media Secondar Media Operati	Tape libra 39.1 1027 (ry events ons Lin	manager wnload wait /335.94 MB	Abort Download		veb ibrary
Start 00:00:00.00 SOM 00:00:00.00	End 00:00:45.00 EOM 00:00:45.00	Physical duration 00:00:45.01 Duration 00:00:45.01	. Duration :45:01 🗖		<u>0</u> + <u>*</u> 0-4	
1 - (No Edl descripti	on)		- 🖨		Download	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

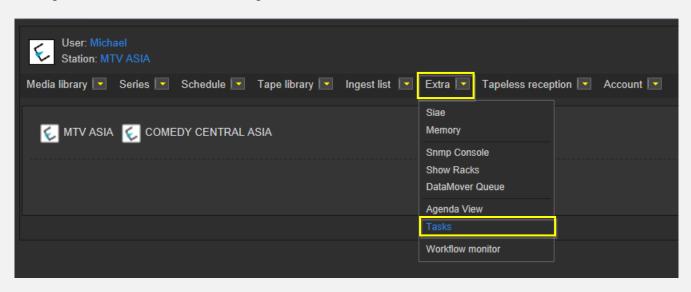


Status	Low 🔳
Resources management	CENSORSHIP-APPROVAL
Action	Download For Edit
Asset	VIACOMASIA2
	VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 🔽
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded
	Save

Available results: Downloaded Media has been successfully downloaded

7.2.6. Upload new version (*Ops*)

Once download is complete, a **new asset version** will be created to hold the edited media, the **"Editor NLE" external workflow** will be automatically started for the new version so the editor will receive a task for uploading the edited file. To accomplish these operations it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 🔽 Series 🔽 Schedule 💌 Tape	e library 💌 Ingest list 💌 Extra 💌 Taj	peless reception 🔽 🛛 Accoun	t 🔽		
*Tasks *Available tasks ▼ Period	e e				
Task	Start date	Due date	Priority	Code	Description
🖌 MARK CLIP					VIACOMASIA1
🧳 Upload New Version	27/03/2013 15:25	:57 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🤰 Upload New Version	05/04/2013 18:29	:58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

Torrest Control T	Status Resources management Action Asset	Low EDITOR NLE EDITOR NLE Upload N. w Version VIACOMASIA2
	Period Assignee	VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58
	Cost To invoice	Select a type 🔹
	Notes	*
	Result	
00:00:57.31		
SOM:: V 🖬 Subtitles language No subtitles 🔻		
EOM:: 🖌 🔚 Audio count 2 Audio tracks Audio 1 🔹		
		Prev version Next version

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):



User: Michael Station: MTV ASIA				
Media library 💽 Series 🛛	 Schedule 	Tape library	💌 Ingest list 💽	Extra 💌
Asset form				
▋▋▛⋿₿₡₿₡₡	è 🔁	ID 2028 Co	de VIACOMASIA2	
General Data Properties	Media Seco	ondary events	Vetadata Rights m	anagement
				anagement
Virtual Document Keys/K	Ceyboards			
Upload File Create N	ew Tape Add E			t

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🔤
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type
To invoice	
	^
Notes	
	-
Result	_
	Uploaded
	Save

Available result	s:
Uploaded	Edited media has successfully uploaded.

At this point, the "ingest workflow" will be automatically started for new uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

7.2.7. Transmission check (*Ops*)

Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **OPS** department needs to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

Sho	w – Period – 🥰						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	TRANSMISSION CHECK	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
×	Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the **censorship task** to be carried out, take the task by clicking on the **flag button** then click on the **preview button**:

michael@italy.eter *Phone: Mobile:	re.com			
	📳 Ta	sk		
\mathcal{R}	2			
		Workflow	CENSORSHIP-APPROVAL	Status
		Action	TRANSMISSION CHECK	Priority Low
		Assignee	CENSOR	
		Asset	PROMO1_2	
			Promo 1	
		Period	27 March 2013 - 17:08	- 17:08

The **Preview** area will be expanded to preview the media and evaluate if it's suitable for broadcasting:



Task			
Preview 4	🚳 🊧 🎮 🚍 🕤		🔶 🔶 😽
Equipment 1	Job info Workflow	CENSORSHIP-APPROVAL	Status Status Low
	Action	TRANSMISSION CHECK	Priority Low
	Assignee	CENSOR	
and the second sec	Asset	PROMO1_2	
		Promo 1	
	Period	27 March 2013 - 17:08 28 March 2013	- 17:08
	Budget		
DS	Notes		^
PAL IN N Shuttle M MI Balance			· · · · · · · · · · · · · · · · · · ·
	Cost	None	· · · ·
🖹 😹 🗳 🖷 💋 💥 💿 🛛 EDL 1	To invoice	None	· · · · ·
	Notes		
SOM 00:00:00 35 335 EOM 00:00:00 35 435	Notes		^
Notes			-
SOM EOM Notes	Result	-	
10:00:06.15 00:00:13.08 censored	L	OK	
16 00:00:30.15 00:00:37.24 censored 16 00:00:50.08 00:00:53.16 censored			
Preview			

Give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outp	uts:
Ok	Media is ok for transmission.

In case no censor is needed set a **"TX ID"** pressing the **Media Library** button; the asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

eeded

Once done, **[save]** the asset and close it. At this point the asset is ready to be transmitted.



▼ 7.2.8. Deliver to TX (*Ops*)

The **Programming** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

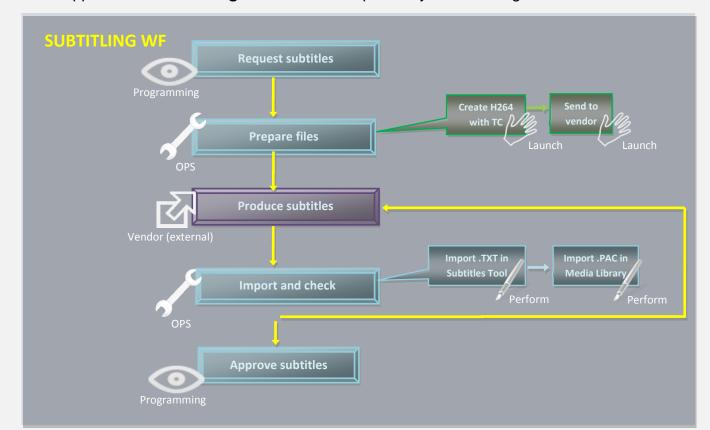
- 3. Go to the **Workflow** tab and press the **[Add]** button
- 4. Select the following workflow and press the [start] button:

A 1	nichael, MTV	/ ASIA, I	Media Libra	ry										
File	Tools Sho	w Utilit	ties ?											
	MTV AS	SIA												
Ľ	📕 🗠 📓	EB 🖏	86 📲	8 🗐 1	🕈 🚡 🗠	e 🙋	E.	۳	0			2	4:3 80	
ID	1022	Code	Promo 1			Title		Pron	no1					
믛	SMPT	E Metad	ata	2	Links	22		Operatio	ns	Л		SIAE	5	Resources man
	Search	🛗 G	ieneral Data	1	Properties	氲	Media	3	Workfle	w		Secondary	y Events	Metadata
2	- 🗙 🛐	🐒 🐌) 🕴 🚿	P										
	<u>C</u> ONFORM			Creat	e Proxy H264	DELE	TE AFT	ER INGE	ST INC	GEST	PROM	10		
	Content Che	eck TEST		te										
	Co <u>n</u> vert To I	Pillar Bo	x	-	_	_	_	_	_	-	_			
	Create DVD	with LO	GO											
	Cr <u>e</u> ate Proxy	7 H264 w	ith TC	tion			Catego	ry 🛛	Status			Result	Notes	
	DELIVERY EX	ст												
	DELIVERY TO	о тх												
	DURRING													

Workflows availab	ble for manual launching:
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive.

7.3. Subtitling

Once the media is approved and delivered to TX, it is needed to indicate if the program needs subtitle, and in case it does, send required material and import produced files to check it for an approval. The **subtitling workflow** is composed by the following tasks:



- 1. <u>Request subtitles</u>: Decide if media needs subtitles
- 2. <u>Prepare files</u>: Create the lowres file for subtitles and send it to vendor.
- 3. <u>Produce subtitles (external)</u>: Produce subtitles in.TXT and .PAC format.
- 4. Import and check: Import .TXT in the Subtitles Tool and .PAC in Media Library
- 5. <u>Approve subtitles</u>: Check media for approving its broadcast

7.3.1. Request subtitles to vendor (*Programming*)

The **Programming** department can decide if the production of subtitles is required for the media. Open the **Agenda View** and locate the **"Request subtitles to vendor"** task:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3-31 PM	28/03/2013 3-31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the task to open it, take the task by clicking on the **flag button**, then set a **result**:

Available outpu	ıts:
Request for subtitles	 The production of subtitles will be requested for the media. The following workflow actions will be executed to make available all files needed by the vendor: Create proxy with TC as MOV/H.264: Generate a proxy file with imprinted timecode (i.e. burned in) for vendor. Send subtitles: Copy the generated file (MOV) into a location (e.g. FTP) from which the vendor will be able to download files.
Without subtitles	Media doesn't need subtitles; it's ready as it is.

7.3.2. Import files and check (*Ops*)

The **OPS** department need to import (e.g. from a shared FTP) the PAC subtitle into the Subtitles tool and the TXT file into the Subtitling tool

In order to do this, open the Agenda View and locate the "import files and check" task:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
📌 IMPORT FILES	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the **"Video File Import**" function to ingest the **PAC** file into the system.



	*Phone: Mobile:										
ſ	<mark>}≡</mark> Task										
	Preview	🗏 🗊									
	Workflow	CENSO	RSHIP-APPRO\	/AL		Statu	s				
	Action	Імеов	T FILES			Priori	ity Low				
	Assignee	OPERA					·	=1			
a m	ichael. MTV ASI	A, Media Library	1								
, î	Tools Show U										
					1.01						
				N/		o broa	deast				
_	MTV ASIA					o broa			N2	4:3	
	🖥 🗠 📔 🛍	e ^e 💰 🦉				۲	0		X	4:3 8D	
		e ^e 💰 🥳			E 🖪 🥗		0		2	4:3 8D	
	🖥 က 🛐 ங	e VIACOMAS	IA1	r i 🔁 🖻	e 📃 🦈	۲	0]	SIAE	#33 	F
Lì I ID	ම් හ 🔁 🛍 19 Coo	e VIACOMAS	IA1	r M 두 🖸 Titl cs 🚀	e 📃 🦈	VIACOM	IASIA1				1 1 1
D I ID	I9 Coc SMPTE Me	🔊 🔣 📑 le VIACOMAS tadata 🖉	IA1	r M 두 🖸 Titl cs 🚀	e 🖳 🤭	VIACOM	📀 IASIA1 Л		SIAE		1 1 1
D I ID	19 Coo SMPTE Me Search 🛍	🔊 🔣 📑 le VIACOMAS tadata 🖉	IA1 Link	r M 두 🖸 Titl cs 🚀	e 🖳 🤭	VIACOM	📀 IASIA1 Л		SIAE		
ID	19 Coo SMPTE Me Search 🛍	🔊 🔣 📑 le VIACOMAS tadata 🖉	IA1 Link	r M 두 🖸 Titl cs 🚀	e 🖳 🤭	VIACOM	📀 IASIA1 Л		SIAE Secondary E	Events	64
	II ເ∽ 🔁 ы 19 Coo SMPTE Me Search 📾 PROXY nysical Start	e VIACOMAS tadata a General Data	IA1 Link	Titl cs 20 enties 20 cal duration	e 🖳 🤭	VIACOM	📀 IASIA1 Л		SIAE	F Events	64
ID ID IZ IZ IZ IZ IZ IZ IZ IZ IZ IZ IZ IZ IZ	II ເ∽ 🔁 ы 19 Coo SMPTE Me Search 📾 PROXY nysical Start	e VIACOMAS tadata a General Data	IA1 Link Propu Proxy Physi	Titl ts enties cal duration 0.57.07	e 🖳 🤭	VIACOM	📀 IASIA1 Л		SIAE Secondary E	Events	64

Then, make click on the [Execute] button:

micha	*Ph	ily.etere.com one: bile:		
	<u>≹</u> ≡ T	ask		
	Preview	🚳 💤 🖷 🔒 🕤		
	2	Workflow	CENSORSHIP-APPROVAL	Status
		Action	IMPORT FILES	Priority Low
		Assignee	OPERATOR	

The **Subtitles tool** will be opened to allow inserting the **TXT** file into the database as an asset subtitle, this, through the **[Import]** button:

C Subtitles: V Edit Layo	IACOMASIA1 - VIACOMASIA1 ut Show Help		the Case of	State of the other
🗧 MTV	ASIA			
🍣 🌺 (🛍 🌌 🄊 +/_ 🔇	2		
Param	eters 🗸 🙋 Language: English	(United Sta	• × /	A Preview
\sim				
*SOM	*ЕОМ	Text		
*				
<u> 10</u>				Line of the second s

Once imported, check the subtitles and edit them if required, then, set a result:

Available outputs:								
Ok	Subtitles are considered ok and suitable for broadcast. Now it can be evaluated to receive a transmission approval.							
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the "Import files and check" step.							

▼ 7.3.3. Approve subtitles (*Programming*)

The "**approve subtitles**" task permits the programming group to determine if a certain media is either ready or not for its final transmission. In order to check the asset launch **Etere MAM** and access their **Agenda View**.

As before, **approve subtitles** tasks will be listed in the bottom part of the window:

Show - Period - ờ						
Task	Group	Start date	*Due date	Priotiv	Code	Description
APPROVE SUBTITLES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Nomal	VIACOMASIA I	VIACOMASIA I
🖈 Download For Ecit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Nomal	LOCALSHOW	Show 1
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
📌 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Nomal	FROMO1_2	Promo 1
🖈 TX Approval	ΤX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Nomal	VIACOMASIA2	VIACOMASIA2

Make double-click on a **task** to open it, take the task by clicking on the **flag button** then click on the **Preview** button:



§ [™] Task			_ _ _
Preview #	🕅 🏞 🎮 📲 🕤		* *
	Workflow	CENSORSHIP-APPROVAL	Status Priority Low
A CONTRACT OF A	Action	APPROVE SUBTITLES	Priority Low
	Assignee	TX	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
A State	Period	27 March 2013 - 19:06 28 March 2013	- 19:06 🕂 🗸 🗸
- This need of speed is running out	Budget		
	Notes		~ ~
DS	-*Job execution		
	Cost	None 🔹	· · ·
00:00:00,00 (1 (Preview	To invoice	•	
PAL IN N Shuttle N NI Balance	Notes		^
	Result		*

Once the evaluation is completed, set one of the following **results** before saving the **task**:

Available results:								
Ok	Subtitles are considered ok and suitable for broadcast.							
Not ok	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the " Import files and check " step.							

Once approved, subtitles can be delivered through following **workflows**:

Workflows available for manual launching:					
Delivery to TX	Send subtitle files to Encompass.				

8. TRAFFIC

Here is detailed the workflow for managing **advertising commercials** from acquisition to delivery.

8.1. Planning

Before ingesting media, a **planning workflow** is required to create the assets to be used for holding media and insert their required metadata to make them ready to work on:



▼ 8.1.1. Create asset and Set TX ID

In order to start, it's required that the **Programming** department creates the asset, this, launching **Etere MAM** and accessing the **Media Library**; then go to the "**File > New**" menu and compile the information of the new asset:

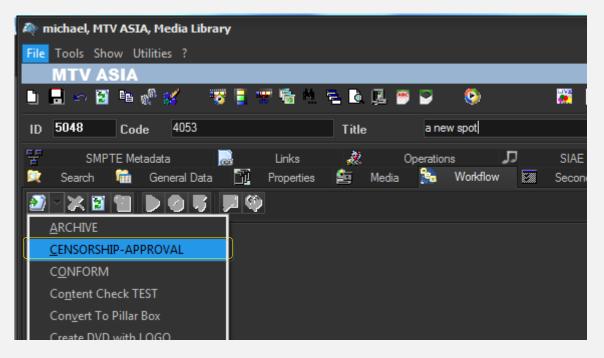
4	michael, M	1TV ASIA,	Medi	ia Library											
F	ile Tools S	Show Utili	ities												
	<u>N</u> ew	Ctrl+N													
Ì	*N <u>e</u> w proj	ect	2	ં શુરુ 📔		哈 说:	ē [<u>)</u> 🖪			2				
	*N <u>e</u> w proj Version Search	Þ	4	New asso	et					- 🗆					
	🔍 <u>S</u> earch	Ctrl+0		Show Help								Resources		gement	(
	 [ack	Ctrl+B	erie 🗋	<u>*</u> ?								Events	T.	Metadata	s an
	S <u>a</u> ve	Ctrl+S	lag	Types		SPOT		ADSPOT							
١	S <u>a</u> ve Save ⊆ancel E <u>x</u> it			Code		4053									
	E <u>x</u> it			Title		a new sp	ot								
	ID														
	Code														
	Ingest d	ate							Cancel		Ok				

Move to the "SMPTE Metadata" tab and set the TX ID of the asset:



SMPT	E Metadata		Links	<i>#</i> !	Operations	Ъ	SIAE	5	Resources management	
LOUDNESS FE	EDERATED	VIACOM Met	adata							
Set Mark									Done	
Censorship									Censor is not needed	
Executive A	pproval								Yes	
Executive A	pproval Not	es								
TX Approval									Approved	
TX Approval	Notes									
TX ID									525347	
Lownload Fo	ог нап									
Upload New	Version									

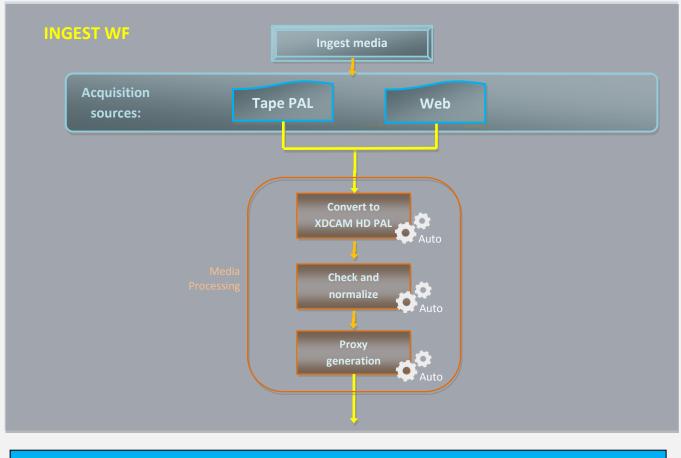
Move to the "Workflow" tab and launch the "Censorship-Approval" workflow, then, start it:



Press the [save] button and close the Media Library.

▼ 8.2. Ingest

Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. Tape PAL or Web); once material is acquired (audio track is one stereo track) it will be made suitable for the archive (e.g. normalized).



1. Ingest media: Acquire media related to commercial assets

NB: Detailed information on the acquisition process is provided in the chapter "3. Ingest".

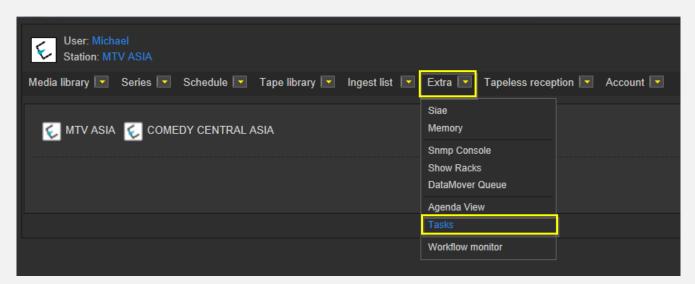


▼ 8.2.1. Ingest media

As following explained, content is acquired via **web** (digitally) or from **tapes** (physically):

▼ 8.2.1.1 Upload via web

In order to upload an asset it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



A new section will be loaded showing all available editing tasks:

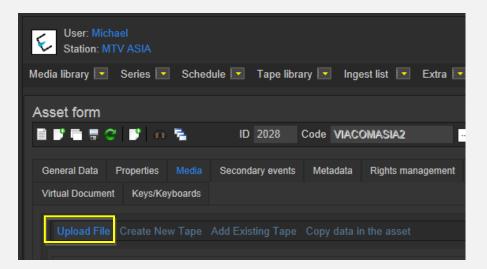
\$	User: Michael Station: MTV ASIA										
Media	library 💌 Series 💌	Schedule 💌	Tape library 🔽	Ingest list 💽	Extra 🔽	Tapeless	reception 💽	Account			
*Tas *Ava		 Period 		• 9							
	Task				Start date		Due date		Priority	Code	Description
1	MARK CLIP										VIACOMASIA1
1	Upload New Version			:	27/03/2013 15	6:25:57	28/03/2013 15	:25:57	2	LOCALSHOW_2	Show 1
2	INGEST MEDIA				05/04/2013 18	-20-26	06/04/2013 18	.20.28	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just make click on the task (e.g. Ingest media) to load it:



	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low EDITOR NLE INGEST . EDIA VIACOMASIA2 VIACOMASIA2 O5/04/2013 18:29:58 G6/04/2013 18:29:58 Select a type Select a type Save
00:00:57.31 Image: Constraint of the state o		
		Prev version Next version

Take the action by clicking on the **flag icon** and then make click on **asset code** to open the asset form to which the request is related. Under the **Media** tab it will be possible to upload the new file (as detailed in the **3.1.5 Web acquisition** chapter):



When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**. Available results include:

Status	Low 🗐
Resources management	EDITOR NLE
Action	Upload New Version
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 🔽
To invoice	•
	*
Notes	
	Ψ.
Result	
	Ingested
	Save

Available outp	uts:
Ingested	Media ingested. The "ingest workflow" will be automatically started for new media.

8.2.1.2 Acquire from a PAL TAPE

In order to acquire the asset media, open **Etere MAM** and access the **Agenda View**, a new window will open showing in the bottom part all **available tasks**:

Show Period 🤆 🧭						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 INGEST MEDIA	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3.17 PM	27/03/2013 3.17 PM	Nomal	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
📌 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1

Make double-click on the "ingest media" task, take the task by clicking on the flag button then click on the [execute] button:

micha	el@italy.etere.com *Phone: Mobile:		
	📲 Task		
	Workflow	CENSORSHIP-APPROVAL	Status
	Action	INGEST MEDIA	Priority Low
	Assignee	OPERATOR	

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The **Multi-function Ingest** module will be opened with loaded the asset to be ingested, proceed with the recording to ingest the tape into the corresponding **MTX channel** (IMX50 SD PAL or XDCAMHD50 PAL):

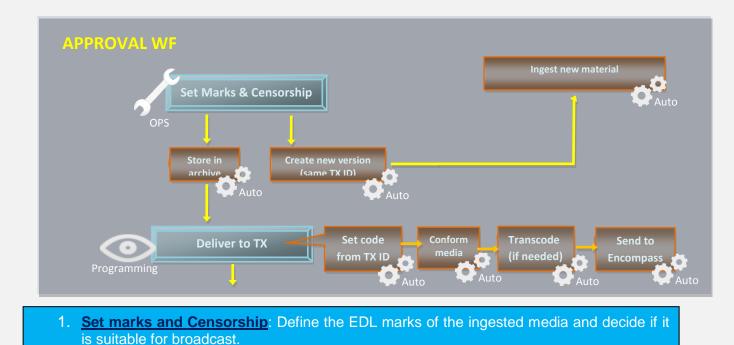
Etere Ingest - Multifunction Ingest	:						_ 🗆 🗙
Code: PROM01 Description: Promo1	ID 1022	4:3 sd					NEW REC
Device selected: MTX-01\CHANNEL1 MTX1 CH-1	Source:		Live				
Automation	Ingesting		Proxy	Destination Start 00:00:00,00 Blocks	End [00.00.29.24]		
	VTR Proxy:	à	00:00:00,00				
	Confidence:		00:00:00,00			Sched. Duration 00:00:00,00	
			00:00:00,00			Δ Distanc D	uration 🛛 🔮 T Desi
	Destination: MTX-0 Free space: 32:06:55,00 SOM: 00:00:00.00 EOM: 00:00:23:24 Duration: 00:00:30.00	File:1022	REC 00:00:29.15				
Router:				Segments Numbe	er=0		
Operation:Ingest in progress					22/03/2013 16:23:22		

When ingest is completed to process the asset, close the **Multi-function Ingest** module. Back in the **Tasks** window; give a **result** to the operation available results include:

Available outputs:						
Done	Media has been ingested. The " ingest workflow " will be automatically started for new media.					

8.3. Approval

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



2. Delivery to TX: Make the file ready for being transmitted.

▼ 8.3.1. Set marks and Censorship (*Programming*)

Once the **asset** has been created and its **TX ID** has been set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **OPS** department needs to launch **Etere MAM** and access their **Agenda View**.

A new window will open showing in the bottom part all available tasks:

Show - Period - 😋							
Task	Group	Start date	*Due date	Priority	Code	Description	
📌 MARK AND CENSOR CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1	
Download For Edit	EDITOR	27/03/2013 3.17 PM	27/03/2013 3.17 PM	Normal	LOCALSHOW	Show 1	
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1	
📌 MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1	



Make double-click on the "Mark and censor clip" task. Take the task by clicking on the flag button then click on the [execute] button:

micha	*Ph	aly.etere.com one: bile:		
	~	ask		
	Preview	8 👫 🥂 🖬 🕄		
	~	Workflow	CENSORSHIP-APPROVAL	Status
		Action	MARK AND CENSOR CLIP	Priority Low
		Assignee	OPERATOR	

The **Preview** area will be expanded to allow the operator setting the marks of the asset media and manage the EDL (insert/delete segments considered as "to be edited"):

🚰 Task		
Preview 4	🚳 🊧 🖷 🚍 🕤	< 🔶 😹
	Job info Workflow CENSORSHIP-APPROVAL Status	Asset properties
DS 00:00:00,00 41 44 Preview PAL IM M Shuttle M HI Balance	Period 27 March 2013 - 17:08 28 March 2013 - 17:08 Budget	
🖹 🍓 💕 🖩 😙 💥 🔞 🛛 EDL 1	Cost None To invoice	
SOM 00:00:00.00 ## EOM 00:00:57.06 ## ## SOM EOM Notes <	Notes Result Censor is needed Censor is not needed	

NB: Make right-click on the preview area and select the "open by system" function to preview the hires media using the system's default player (e.g. VLC).

Once the EDL is correctly defined, use the **[Print]** button to generate a **report** on the defined EDL (e.g. to keep track of requested changes, to send it to the concerned department). Finally, give the task a **result**, available results include:

Available outputs:				
Censor is not needed	Media's censorship is considered as ok. Media will be stored in the archive.			
Censor is needed	Media is not ok, it's required to re-ingest it. A new asset version will be created (with the same TX ID) with attached an "Ingest media" task (to ingest new media).			

▼ 8.3.2. Deliver to TX (*Ops*)

The **OPS** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the **[start]** button:

A	michael, MTV ASIA, Media Librar	ν					
Fi	e Tools Show Utilities ?						
	MTV ASIA						
	i 📕 🗠 🛐 🛍 🖑 🔣 🦉	1 🗄 🐨 🛸 🐁 🖻 I	à 🖳 🥗 🔊	0	X 4	3	
II) 1022 Code Promo1	Ti	tle Pror	no1			
팋	SMPTE Metadata	🚽 Links 🦼	. Operatio	ns 🎵	SIAE	5	Resources man
	🕻 Search 💼 General Data	<u> P</u> roperties 🚈	Media 🍰	Workflow	Secondary Ev	rents 🚏	Metadata
2) - 🔀 😫 😭 🐌 🔇 😽	P					
	<u>C</u> ONFORM	Create Proxy H264 DE	LETE AFTER INGE	ST INGEST PRO	OMO		
	C <u>o</u> ntent Check TEST	te					
	Co <u>n</u> vert To Pillar Box				-		
	Create DVD with LOGO						
	Cr <u>e</u> ate Proxy H264 with TC	tion	Category	Status	Result	Notes	
	<u>D</u> ELIVERY EXT						
	DE <u>L</u> IVERY TO TX						
		1					

Workflows available for manual launching:					
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 				

Other workflows available for extra processing before delivery includes:

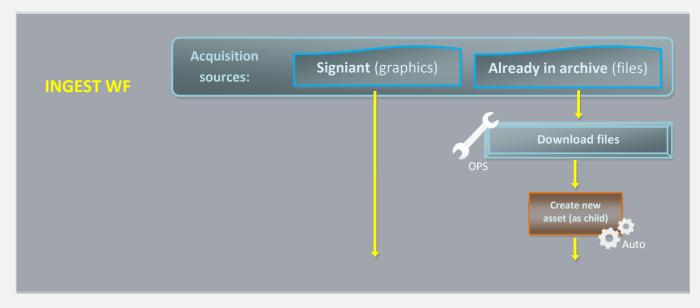
a into Pillar box Zoom .

9. MTV OAP

Here are detailed the workflow for managing **MTV on-air promotions** from both **graphics packages** (zip files) and **media files** (asset clips).

▼ 9.1. Ingest

Media will be **acquired** as specified in the "**3. INGEST**" chapter, this, depending on its source; once material is acquired, it will be made suitable for the archive (e.g. normalized).



Ingest is performed only for **graphics** as they arrive via Signiant, instead, **files** are not ingested since they are retrieved from <u>already archived</u> media (episodes).

▼ 9.1.1. Download files (*Ops*)

In order to start the approval process, the **OPS** department needs to first download the media segments required for producing promos, this can be done from the Etere's **Desktop interface** (download in external disks) or **Web interface** (download in editing):

- Download via desktop (in external disk)
- Download via web (in editing)



9.1.1.1 Download via desktop (in external disk)

Launch Etere MAM and access your Agenda View:

🍂 Etere MAM · MTV ASIA						
michael, CHANNEL 1						
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools
Resources Manager	Query Manager	Tape Manager				Help
	Switch to old menu style pressing: Ctrl+1					

Tasks will be listed in the bottom part of the window; make double-click on the **"Download files" task** to be carried out (i.e. Check files):

Show - Period - 🧲						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

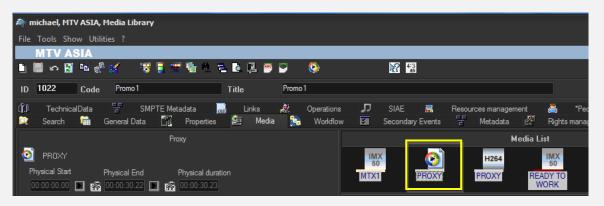
Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:



michael@italy.eter *Phone: Mobile:	re.com			
Ω	Prev	ask 🚳 🛵 🖪 🔒 🕤 c Job info		
	W	Workflow	CENSORSHIP-APPROVAL	Status
		Action	DOWNLOAD FILES	Priority Low
		Assignee	CENSOR	
1		Asset	PROMO1_2	
			Promo 1	
		Period	27 March 2013 - 17:08	3 - 17:08

The Media Library will be opened, move to the "Media" tab and follow the steps below:

1. Double-click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:



 Browse the video and enter the editing segments to be downloaded, this, by making right-click on the EDL and selecting the "Add segment for editing" function or just pressing the F7 shortcut:

Proxy		Media List
PROXY	IMX SO	H264 IMX 50
Physical Start Physical End Physical d 00:00:00:00 🗈 😰 00:00:30.22 💽 🕵 00:00:30.		PROXY READY TO WORK
SOM EOM Duration 00:00:00.00 🔳 🃸 00:00:30.22 🔲 🃸 00:00:17.		
Sched. Du 1 2 3 4 5 6 7 8 9 00:00:00.		
SOM EOM A	nc Duration 🔅 T Descriptic	
1 00:00.00.24 00:00:10.24 00:0 2 00:00:19.24 00:00:27.13 00:0		



 Make right-click on a segment and select the "Partial retrieve" function or just press Ctrl – F4 keys combination:

	P	. ord <u>e</u> r	1.2	
	Proxy	Clean		Media List
🥺 PROXY		Mo <u>v</u> e	•	264 IMX 50
Physical Start Physical End	Physical duration	C <u>o</u> ntiguous visible segments		XY READY TO
00:00:00.00	00:00:30.23	Convert to hypothetical	F7	WORK
SOM EOM	Duration	Co <u>n</u> vert all to real	F8	
00:00:00.00	00:00:16.09	Convert Automatic black to Manual vide		
1 2 3 4 5 6 7 8 9	Sched. Duration 00:00:00.00	au Show visible segments only	Shift+F9	and the second
SOM EOM	△ Distanc Duration	Complete EDL view	F9	
1 00:00:00.24 00:00:10.24	00:00:00.24 00:00:10.01	Show Picon List	F10	-
2 00:00:17.02 00:00:19.13	00:00:06:03 00:00:02:12] Me <u>t</u> adata	F11	
🗊 🛄 00:00:23.10 🕨 🏦 00:00:27.05	00:00:03.22	Cre <u>a</u> te new part	F12	- 12-
				Partial retrieve Ctrl+F4
		<u>P</u> artial retrieve		
		EDL conforming		Partial retrieve using
		💑 <u>W</u> orkflow info	Ctrl+W	Multi segment
		Print -		M <u>u</u> lti segment using
		Linked asset form	·	
		Colors		

The segment will be automatically created on an **external HDD** (metadevice)

4. For downloading more segments just repeat the **step 3**.

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info Workflow	CENSORSHIP-APPROVAL	Status
Action	DOWNLOAD FILES	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 📫 👻 28 March	2013 - 16:37 🛨 🛨
Budget		
Notes		*
		· · ·
Cost	None 👻	•
To invoice		
Notes		~

Available outputs:				
Downloaded	Segments files were correctly downloaded.			

9.1.1.2 Download via web (in editing)

Log into the EtereWeb service and go to the Extra > Tasks section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 🔽 Tapeless reception 💽 Account 💽
😥 MTV ASIA 🛭 😥 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console Show Racks
	DataMover Queue
	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

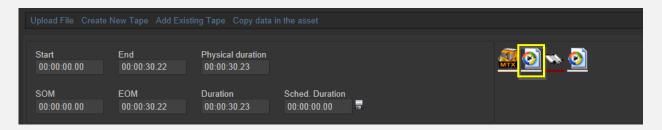
	User: Michael Station: MTV ASIA						
Media	Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌 Extra 💌 Tapeless reception 💌 Account 💌						
	Tasks *Available tasks Period						
	Task	Start date	Due date	Priority	Code	Description	
1	MARK CLIP						
2	Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW 2	Show 1	
2	Download files	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2	

In order to open the task just click the **task name** (e.g. **Download files**), the task will be loaded displaying a **lowres preview** of the asset:

Attp://172.31.230.107/?id_assignAction=1021&ld_instance=1014&ld_instanceclass=2&ldFilmati=2028& - Window	ws Internet Explore	er 📃 🗖 🗾 🗾
	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL DOWNLOAD FILES VIACOMASIA2 28/03/2013 16:17:49 Select a type Downloaded Save
SOM :: V Subtitles language EOM :: V Audio count		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab follow the next procedure:

1. Click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:



2. Browse the video and enter the editing segments to be downloaded, this, by pressing the [+] button in the EDL section and entering marks:

Upload File Create	New Tape Add Exist	ing Tape Copy data	in the asset				
Start 00:00:00.00	End 00:00:30.22	Physical duration 00:00:30.23				<u>a o o o</u>	
SOM 00:00:00.00	EOM 00:00:30.22	Duration 00:00:30.23	Sched. Duration 00:00:00:00				
1 - (EDL n.1)			-			Download	
SOM	EOM Duratio	on Breakpoint De	scription	Туре	Picon		
✓ × ≥ 00:00:00.24	4 00:00:10.24 00:00:1	0.01 🗸		ED			
🖋 🗶 🌬 00:00:17.02	2 00:00:19.13 00:00:0	2.12 🗸		ED			
🖌 🗶 🎦 00:00:23.10	0 00:00:27.05 00:00:0	3.21 🗸		_ED			
							Q

3. Click on the segment <u>description</u> and select the "**Partial retrieve using...**" function, then select the workflow to be used:

± a		
SOM EOM Duration Breakpoint Description	Type Picon	
✓ X ≥ 00:00:00.24 00:00:10.24 00:00:10.01	_ED 🎆	
✔ 🗙 🖮 00:00:17.02 00:00:19.13 00:00:02.12 🛛 🖌	_ED 🥁	Chttp://172.31.230.107/?IdInterruzioni=2027 - Partial retrive - Windo
✓ ¥ èm 00:00:23.10 00:00:27.05 00:00:03.21	ED 💦	Partial Retrieve
	rkevs/kevBoARDS (SEGMENT) wook/FLOW PARTIAL RETRIEVE USING	Select a workflow to be launched after the partial retrieve Partial restore from web Start Partial retrive



The segment will be automatically created on an **editing** metadevice.

4. For downloading more segments just repeat the step 3.

When **downloads** are complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

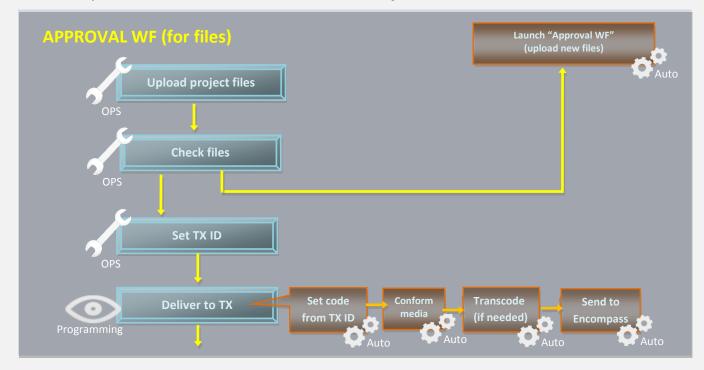
Status	Low 🖼
Resources management	CENSORSHIP-APPROVAL
Action	DOWNLOAD FILES
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type
To invoice	
	media has been elaborated as requested
Notes	
	-
Result	Downloaded 🔹
	Save

Available outputs:			
Downloaded	Segments files were correctly downloaded.		



▼ 9.2. Approval for Files

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **files** and editing them if required to make them suitable to **VIACOM specifications**:



▼ 9.2.1. Upload files (*Ops*)

Once the operator has downloaded files, a **new asset version** is created (linked to the original asset) to hold the edited media, the **"Editor NLE" workflow** will be automatically started for the new **files project** so the **OPS** department will receive a task for uploading the edited file. To do this just access **EtereWeb** and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 🔽 Tapeless reception 💽 Account 💽
😥 MTV ASIA 😥 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console Show Racks DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA						
Media library 💌 Series 💌 Sche	dule 💌 Tape library 💽 Ingest list	💌 Extra 💌 Tapeless	reception 💌 Account	t 💌		
*T asks *Available tasks ▼ F	Period 💽 🕤					
Task		Start date	Due date	Priority	Code	Description
🕴 MARK CLIP						VIACOMASIA1
🧳 Upload New Version		27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1

In order to open the task just click the task name (e.g. Upload files), the task will be loaded:

	Status	Low 🗐
	Resources management	EDITORINLE
	Action	UPLOAD FILES
A REAL PROPERTY AND ADDRESS OF A DESCRIPTION OF A DESCRIP	Asset	VIACOMASIA2
		VIACOMASIA2
	Period	05/04/2013 18:29:58 06/04/2013 18:29:58
	Assignee	
	Cost	Select a type
	To invoice	
		^
	Notes	
		÷
the second s	Result	
	Result	
		Save
00:00:57.31		
SOM: V 🖬 Subtitles language No subtitles 🔻		
EOM:: V 📾 Audio count 2 Audio tracks Audio 1 🔹		
		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the **new files** (as detailed in the **3.1.5 Web acquisition** chapter) using the **"Upload compressed directory"** option:



User: Mich Station: M						
Media library 💽	Series 🔽 S	chedule 토	Tape libra	ary 💽 Inge	est list 💽	Extra 🔽
Asset form						
	ž 📑 🏟 📬	ID	2028	Code VIAC	DMASIA2	Ľ
General Data	Properties Me	dia Secon	dary events	Metadata	Rights man	agement
Virtual Documen	t Keys/Keyboa	rds				
Upload File	Create New Ta	ipe Add Exi				

Back to the form > Upload		
C \\eterew10\driveo_nt C \\ D \\	1.ymmv 162.smi 843.ymmv JOCCA.ymmv markette ymmv	
	State CORRS WMV Tine verw Visitors WMV	Wait
File Selected: ID:\DATA\wmv\SKY.wmv		
Upload and update		
File Name: SKY.wmv File Size: 2,19 MB		
[Progress]	ABORT UPLOAD START UPLOAD	

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🔜
Resources management	EDITOR NLE
Action	UPLOAD FILES
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 🔽
To invoice	
Notes	~
Result	 Uploaded
	Save

Available results:					
Uploaded	Files were successfully uploaded.				

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: Etere MAM > Agenda View, this, by clicking on the \bigcirc Media Library icon from the task and using the Video File Import function.

▼ 9.2.2. Check files (*Ops*)

Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:



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Tasks will be listed in the bottom part of the window; make double-click on the **"Check files" task** to be carried out (i.e. Check files):

Show – Period – 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 CHECK FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
📌 Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	re.com		
	📒 Task		
\mathbb{R}	Preve Clob info		
	Workflow	CENSORSHIP-APPROVAL	Status
	Action	CHECK FILES	Priority Low
	Assignee	CENSOR	
1	Asset	PROMO1_2	
		Promo 1	
	Period	27 March 2013 - 17:08	13 - 17:08

The Media Library will be opened, allowing to check under the Media tab the received files:

🏘 michael, MTV ASIA, Media Library				
File Tools Show Utilities ?				
MTV ASIA	Not Ok to	broadcast		
🕒 🗏 So 🔁 🖻 🖑 🔣 🗮 🐨	' 🚡 · · 🖻 🖻 📃 😁	9 📀	X 433	
ID 19 Code VIACOMASIA1	Title	VIACOMASIA1		
🕼 TechnicalData 🚏 SMPTE Meta 🕅	adata 👼 Links Properties 😫 Media	 Øperations Workflow 	SIAE R	Resources management 🏻 🉈
Prov				Media List
00:00:00.00	Juration		project	
	Sched. Duration 00:00:57.07			
SOM FOM	A Distance Disasting	AT Deserve		

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:							
Ok	 Files are considered ok, the following actions will be automatically performed: Files will be stored in the archive 						
Not ok	Files require further actions, the "upload files" task will be submitted again to request a new files project.						

▼ 9.2.3. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Show - Period - 🧲						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3·31 PM	28/03/2013 3·31 PM	Nomal	PROMO1_2	Promo 1
🛠 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

*Pho	aly.etere.com one: bile:		
	📒 Task		
	Preview Job j	1	🗲 🄶 🗛
	Job ja - Job ja	CENSORSHIP-APPROVAL	Status Priority Low
	Action	Set TX ID	Priority Low
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37 🔁 🚽 28 March	2013 - 16:37 🚽 🛨 🔫
	Budget		
	Notes		^
<			
			~



The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

	SMPTE Metadata		Links	22	Operations	Ъ	SIAE	5	Resources management
	LOUDNESS FEDERATED	VIACOM Me	tadata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval No	tes							
	TX Approval								Approved
۳.	TX Approval Notes								
	TX ID								525347
hi.	Download for Edit								
	Upload New Version								

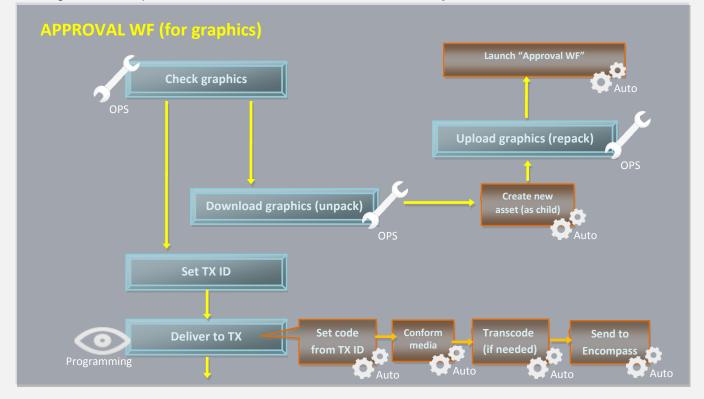
Once done, **[save]** the asset and close it, then, complete the task by setting its **result**:

📒 Task		
😨 🎕 ≁ 🚽 📳 🕞		🗲 🔶 🧖
Preview Job info		
Workflow	CENSORSHIP-APPROVAL	Status
Action	Set TX ID	Status Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 - 28 March 2013	- 16:37
Budget		
Notes		<u>^</u>
	l	-
-*Job execution		
Cost	None 🔻	•
To invoice		
Notes		<u>_</u>
		- I
Result	Done 🔹	

Available outputs:						
Done	The TX ID metadata required for broadcast has been set.					

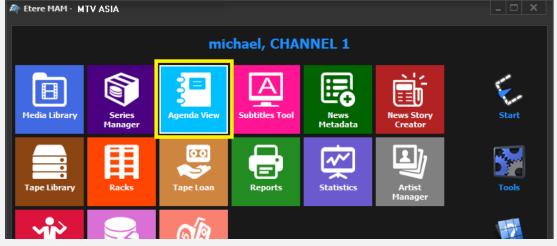
▼ 9.3. Approval for Graphics

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **graphics** and editing them if required to make them suitable to **VIACOM specifications**:



▼ 9.3.1. Check graphics (*Ops*)

In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.



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Tasks will be listed in the bottom part of the window; make double-click on the **censorship task** to be carried out (i.e. Check graphics):

Sho	w 🗸 Period 🗸 🥰						
	Task	Group	Start date	*Due date	Priority	Code	Description
×	CHECK GRAPHICS	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
X	Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	e.com			
-	§≡ T	ask		
R	Preview	🚳 <u> 7 व</u> 🗐 🗐 🕤		
		Workflow	CENSORSHIP-APPROVAL	Status
		Action	CHECK GRAPHICS	Priority Low
		Assignee	CENSOR	
		Asset	PROMO1_2	
			Promo 1	
		Period	27 March 2013 - 17:08	- 17:08 🕂 🗸

The **Media Library** module will be opened, allowing to check (under the **Media** tab) the graphics received for the asset:

🏘 п	nichael, M	ITV ASIA,	Media Lib	rary												
File	Tools S	how Utili	ities ?													
	MTV	ASIA														
	📕 🗠 🖥	🛐 🛅 💰	^a 88	😽 🧧 i	🕈 🚡 👘	e 👌	P. 🥗	2	0		😿 4	30				
ID	6049	Code	6049			Title		CC gr	aphics 4231							
វោ	Techni	icalData	r F	SMPTE M	etadata		Links	22	Operations	Ъ	SIAE		Resou	rces managem	nent	8
	Search	i i i i i i i i i i i i i i i i i i i	General Da	ata 🔟	Properties	2	Media	1	Workflow		Secondar	y Events	뿥	Metadata	s 🖉	Right
														м	edia Li	ist
											2					
	'hysical Sta		Physical Er		Physical dura	tion										
	00:00:00.00	ם 🖸	00:00:00.0	<u>10</u> 🖪 🖷	00:00:00.00					R	5.9					
	юм		EOM		Duration					Graph	nics					
	00:00:00.00	ם 🖸	23:59:59.2	24 🗈 🔮	00:00:00.00											
					Sched. Dura	tion										

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outp	uts:
Ok	 Graphics are considered ok, the following actions will be automatically performed: Media will be stored in the archive
Not ok	 Media require further actions, the following actions will be automatically performed: A new asset version will be created (linked to the original asset). A "Download for edit" task will be attached to the new asset version to allow its download (and subsequent processing and upload).

▼ 9.3.2. Download graphics (*Ops*)

Every time an **editing task** is required, the **OPS** department can use the **EtereWeb** interface to remotely view their assigned tasks and download needed files in order to unpack them and produce new graphics structure.

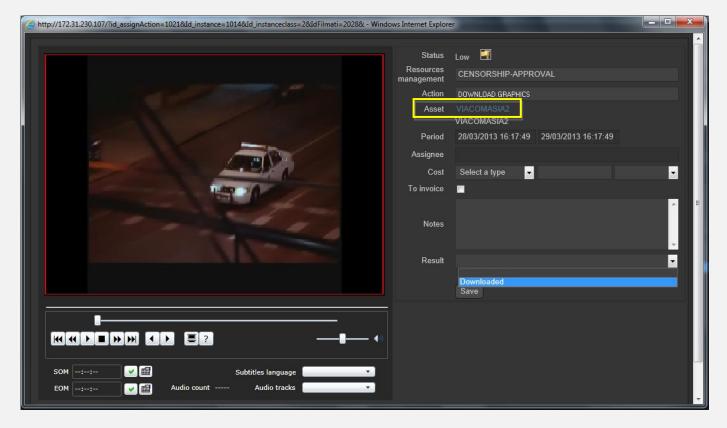
In order to download it's enough to access EtereWeb and go to the Extra > Tasks section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💌 Tapeless reception 💌 Account 💌
🞸 MTV ASIA 🏾 🌜 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

5	User: Michael Station: MTV ASIA											
Media I	ibrary 🔽 Series	Schedule	Tape library 🔽	Ingest list 💽	Extra 🔽 T	apeless	reception 🔽	Account				
Task *Ava	S ilable tasks	 Period 		. 9								
	Task				Start date		Due date		Priority	Code	Description	
1	MARK CLIP											
1	Upload New Versio	n			27/03/2013 15:	25:57	28/03/2013 15:3	25:57	2	LOCALSHOW 2	Show 1	
3	Download graph	ics			28/03/2013 16:	17:49	29/03/2013 16:1	17:49	2	VIACOMASIA2	VIACOMASIA2	

In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



User: Christian Station: MTV ASIA Media library Series Asset form General Data Properties *People in charge SMPT Upload File Create N	Media Secondary E Metadata Operation	ape libra 39.25 227 (events ns Lin	nload manager to download wait MB /335.94 MB	Abort Download	Ve Jora	
Start 00:00:00.00 SOM 00:00:00.00	00:00:45.00	Physical duration 00:00:45.01 Duration 00:00:45.01	Sched. Duration 00:00:45:01		<u>0)</u> + <u>*</u> (>+4	
1 - (No Edl description	on)		- ē		Jownload	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🖼
Resources management	CENSORSHIP-APPROVAL
Action	DOWNLOAD GRAPHICS
Asset	
	VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 🔽
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded 🗸

Available outputs:	
Downloaded	Graphics were correctly downloaded.

▼ 9.3.3. Upload graphics (*Ops*)

Once the operator has downloaded graphics, a **new asset version** is created (linked to the original asset) to hold the edited media, the "Editor NLE" workflow will be automatically started for the **new graphics package** so the **OPS** department will receive a task for uploading the edited file.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:

Media library 💌 Series 💌 Schedule 💌 Tape library 💽 Ingest list 💽 Extra 💽 Tapeless recep	otion 💌 Account 💌
Siae	
🗧 MTV ASIA 🗧 COMEDY CENTRAL ASIA Memory	
Snmp Console	
Show Racks	
DataMover Queue	
Agenda View	
Tasks	
Workflow monitor	

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💌 Series 💌 Schedule	💌 Tape library 💌 Ingest list 💌 Extra 💌	Tapeless reception 💽 🛛 A	ccount 💌		
*Tasks *Available tasks Period	a <mark>.</mark> G				
Task	Start date	Due date	Priority	Code	Description
🕴 MARK CLIP					
• • • • • • • • •					
🧳 Upload New Version	Z1/UJ/ZU1J 15			LOOMLOHON_	

In order to open the task just click the **task name** (e.g. Upload graphics), the task will be loaded:



	_	
	Status Resources	
	management	EDITORINLE
	Action	UPLOAD G. APHICS
and the second se	Asset	
	Period	05/04/2013 18:29:58 06/04/2013 18:29:58
	Assignee	
	Cost	Select a type 👻
	To invoice	•
		·
	Notes	
	Result	· · · · · · · · · · · · · · · · · · ·
		Save
00:00:57.31		
SOM:: 🗸 📾 Subtitles language No subtitles 🔻		
EOM V Audio count 2 Audio tracks Audio 1		
		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the new graphics package (as detailed in the **3.1.5 Web acquisition** chapter):

User: Michael Station: MTV ASIA				
Media library 💽 Series 📄	Scheo	lule 💽 🛛 Tape libra	ary 💽 🛛 Inge	est list 💽 🛛 Extra 💽
Asset form				
	• 🔁	ID 2028	Code VIAC	OMASIA2
General Data Properties		Secondary events	Metadata	Rights management
Virtual Document Keys/K	eyboards			
Upload File Create N		Add Existing Tape		

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

EDITOR NLE Action UPLOAD GRAPHICS Asset VIACOMASIA2 VIACOMASIA2 Period 05/04/2013 18:29:58 06/04/2013 18:29:58	
Asset VIACOMASIA2 VIACOMASIA2	
VIACOMASIA2	
Period 05/04/2013 18:29:58 06/04/2013 18:29:58	
Assignee	
Cost Select a type 💌	•
To invoice 📃	
	^
Notes	
	-
Result	•
Uploaded	
Save	

Available results:							
Uploaded	Graphics were successfully uploaded.						

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

▼ 9.3.4. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
X MARK CLIP	OPERATOR	27/03/2013 3·31 PM	28/03/2013 3·31 PM	Nomal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



*Pł	taly.etere.com hone: obile:		
8	Task	i	Asset properties
	Workflow	CENSORSHIP-APPROVAL Status	prope
	Action	Set TX ID Priority Low	rties
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37	
	Budget		
	Notes		
K			

The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

말	SM	IPTE Metadata		Links	2	Operations	Ъ	SIAE	-	Resources management
L	OUDNESS	FEDERATED	VIACOM Met	adata						
	Set Mark									. Done
	Censorshi	P								Censor is not needed
	Executive	Approval								. Yes
	Executive	Approval No	tes							
	TX Appro									Approved
	TX Approx	val Notes								
	TX ID									. 525347
	Download	For Eqn								
	Upload N	ew Version								

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info	CENSORSHIP-APPROVAL	Status Priority Low
Workflow		Status Pert
Action	Set TX ID	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 28 March	h 2013 - 16:37 🕂 🛨 🗸
Budget		
Notes		
		
-*Job execution		
Cost	None 🔻	•
To invoice		
Notes		
Result	Done	

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.



9.4. Delivery

▼ 9.4.1. Deliver to TX (*Ops*)

The **OPS** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the [start] button:

🏘 n	nichael, MT	V ASIA, M	edia Libra	iry									
File	Tools Sho	w Utilitie	es ?										
	MTV AS	SIA											
	📕 🗠 📓	Ei 🦓	86 📲	S 🔋 🕈	🖥 🚡 🔺	z 👌	P. 🥗	2	٥		2	4:3 80	
ID	1022	Code	Promo 1			Title		Prom	o1				
	SMP1	TE Metadat	а		Links	22	C)peration	s .	Л	SIAE		Resources mar
	Search	🛗 Ge	neral Data	Ĩ.	Properties	齨	Media	3	Workflow	E	Secondary	Events	Metadata
2	~ 💥 📓	🐒 🕨	🔕 🚿	ه 🗖									
	<u>C</u> ONFORM			Create	e Proxy H264	DELE	TE AFTE	R INGES	T INGES	T PRO	MO		
	C <u>o</u> ntent Ch	eck TEST		te									
	Co <u>n</u> vert To	Pillar Box		-	_	_	_	_	_	_			
	C <u>r</u> eate DVD	with LOG	0										
	Cr <u>e</u> ate Proxy	y H264 wit	h TC	tion			Category	, .	Status		Result	Notes	
	DELIVERY E	кт											
	DE <u>L</u> IVERY T	о тх											
	DUDDING												

Workflows available for manual launching:							
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 						

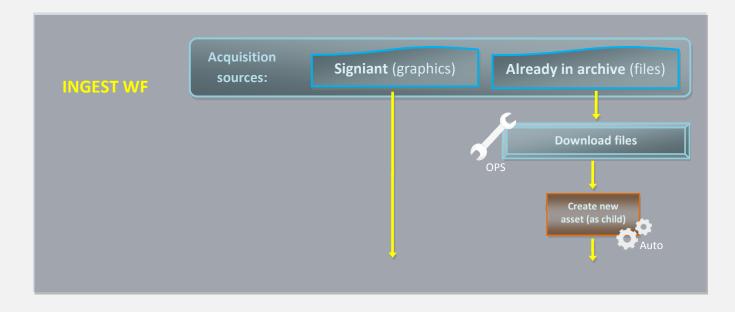


10. CC ASIAN OAP

The workflow for managing **Comedy Central Asia on-air promos** from their acquisition to their final delivery.

▼ 10.1. Ingest

Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. file-based via Signiant). Once material is acquired, it will be made suitable for the archive (e.g. Audio-Leveling and QC).



Ingest is performed only for **graphics** as they arrive via Signiant, instead, **files** are not ingested since they are retrieved from <u>already archived</u> media (episodes).

▼ **10.1.1**. Download files (*Ops*)

In order to start the approval process, the **OPS** department needs to first download the media segments required for producing promos, this can be done from the Etere's **Desktop interface** (download in external disks) or **Web interface** (download in editing):

- Download via desktop (in external disk)
- Download via web (in editing)



▼ 9.1.1.1 Download via desktop (in external disk)

Launch Etere MAM and access your Agenda View:

🏘 Etere MAM · M	Etere MAM - MTV ASIA									
Hedia Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start				
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist Manager	Tools				
Resources Manager	Query Manager	Tape Manager				Help				
		Switc	h to old menu style pr	essing: Ctrl+1						

Tasks will be listed in the bottom part of the window; make double-click on the **"Download** files" task to be carried out (i.e. Check files):

Sho	w – Period – 🥰						
	Task	Group	Start date	*Due date	Priority	Code	Description
Ŕ	DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
×	Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
⋪	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

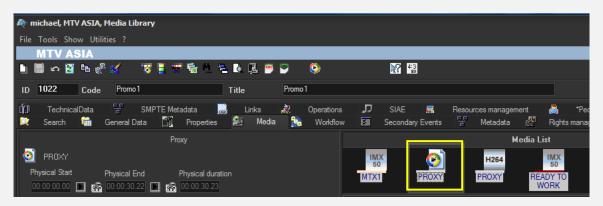
Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:



michael@italy.eter *Phone: Mobile:	e.com		
	📒 Task		
		1	
	Workflow	CENSORSHIP-APPROVAL	Status
	Action	DOWNLOAD FILES	Priority Low
	Assignee	CENSOR	
			Priority Low

The Media Library will be opened, move to the "Media" tab and follow the steps below:

1. Double-click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:



2. Browse the video and enter the editing segments to be downloaded, this, by making right-click on the EDL and selecting the **"Add segment for editing**" function or just pressing the **F7** shortcut:





 Make right-click on a segment and select the "Partial retrieve" function or just press Ctrl – F4 keys combination:

	P	. ord <u>e</u> r	1.2	
	Proxy	Clean		Media List
🥺 PROXY		Mo <u>v</u> e	•	264 IMX 50
Physical Start Physical End	Physical duration	C <u>o</u> ntiguous visible segments		XY READY TO
00:00:00.00	00:00:30.23	Convert to hypothetical	F7	WORK
SOM EOM	Duration	Co <u>n</u> vert all to real	F8	
00:00:00.00	00:00:16.09	Convert Automatic black to Manual vide		
1 2 3 4 5 6 7 8 9	Sched. Duration 00:00:00.00	au Show visible segments only	Shift+F9	and the second
SOM EOM	△ Distanc Duration	Complete EDL view	F9	
1 00:00:00.24 00:00:10.24	00:00:00.24 00:00:10.01	Show Picon List	F10	-
2 00:00:17.02 00:00:19.13	00:00:06:03 00:00:02:12] Me <u>t</u> adata	F11	
🗊 🛄 00:00:23.10 🕨 🏦 00:00:27.05	00:00:03.22	Cre <u>a</u> te new part	F12	- 12-
				Partial retrieve Ctrl+F4
		<u>P</u> artial retrieve		
		EDL conforming		Partial retrieve using
		💑 <u>W</u> orkflow info	Ctrl+W	Multi segment
		Print -		M <u>u</u> lti segment using
		Linked asset form	·	
		Colors		

The segment will be automatically created on an **external HDD** (metadevice)

4. For downloading more segments just repeat the **step 3**.

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info Workflow	CENSORSHIP-APPROVAL	Status
Action	DOWNLOAD FILES	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
Assel	VIACOMASIA2	
Period		2013 - 16:37
Budget		
Notes		
		~
Cost	None -	
To invoice		
Notes		

Available outputs:	
Downloaded	Segments files were correctly downloaded.

9.1.1.2 Download via web (in editing)

Log into the EtereWeb service and go to the Extra > Tasks section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💌 Tapeless reception 💌 Account 💌
😥 MTV ASIA 🛭 💋 COMEDY CENTRAL ASIA	Siae Memory
	Snmp Console
	Show Racks DataMover Queue
	Agenda View
L	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA							
Media	Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌 Extra 💌 Tapeless reception 💌 Account 💌						
Tasks *Available tasks • Period							
	Task	Start date	Due date	Priority	Code	Description	
1	MARK CLIP						
2	Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW 2	Show 1	
2	Download files	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2	

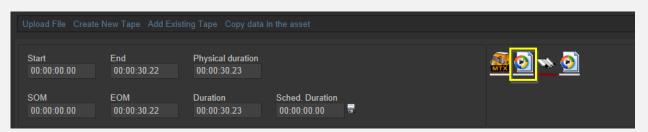
In order to open the task just click the **task name** (e.g. **Download files**), the task will be loaded displaying a **lowres preview** of the asset:

http://172.31.230.107/?id_assignAction=1021ⅆ_instance=1014ⅆ_instanceclass=2&ddFilmati=2028& - Window	ws Internet Explore	er 🛛 💻 🗖
	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL DOWNLOAD FILES VIACOMASIA2 28/03/2013 16:17:49 Select a type C Downloaded Save
SOM :: V Image: I		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab follow the next procedure:



1. Click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:



2. Browse the video and enter the editing segments to be downloaded, this, by pressing the [+] button in the EDL section and entering marks:

Upload File Create							
Start 00:00:00.00 SOM	End 00:00:30.22 EOM	Physical duration 00:00:30.23 Duration	Sched. Duration			<u>an o</u> 🔨 <u> a</u>	
00:00:00.00	00:00:30.22	00:00:30.23	00:00:00:00				
1 - (EDL n.1)			-			Download	
+ 🖨							
SOM	EOM Durati	on Breakpoint De	escription	Туре	Picon		
✓ × ≧ 00:00:00.24	4 00:00:10.24 00:00:1	10.01 🗸		ED	- AR		
🖋 🗶 🌬 00:00:17.02	2 00:00:19.13 00:00:()2.12 🖌		ED			
🖋 🗶 🎃 00:00:23.10	0 00:00:27.05 00:00:()3.21 🗸		ED			

3. Click on the segment <u>description</u> and select the "**Partial retrieve using...**" function, then select the workflow to be used:

+ &		
SOM EOM Duration Breakpoint Description	Type Picon	
✔ 🗙 🔤 00:00:00.24 00:00:10.24 00:00:10.01 🛛 🖌	_ed	
✔ 🗶 🚋 00:00:17.02 00:00:19.13 00:00:02.12 🛛 🖌	ED	C http://172.31.230.107/?IdInterruzioni=2027 - Partial retrive - Windo
✓ × № 00:00:23.10 00:00:27.05 00:00:03.21	_ED	Partial Retrieve
	*KEYS/KEYBOARDS (SEGMENT)	Select a workflow to be launched after the partial retrieve
لا	C FARTIAL RETRIEVE USING	Par ial restore from web
		Start Partial retrive



The segment will be automatically created on an **editing** metadevice.

4. For downloading more segments just repeat the step 3.

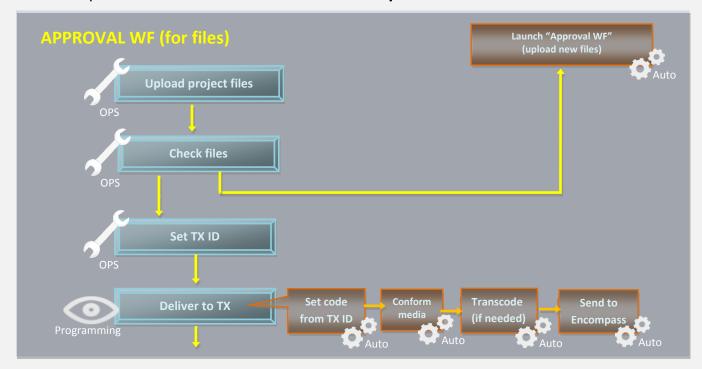
When **downloads** are complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🖼
Resources management	CENSORSHIP-APPROVAL
Action	DOWNLOAD FILES
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type
To invoice	
	media has been elaborated as requested
Notes	
	-
Result	Downloaded 🔹

Available outputs:	
Downloaded	Segments files were correctly downloaded.

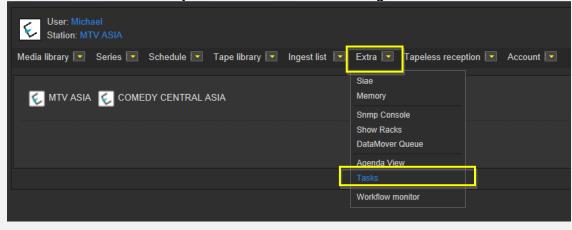
▼ **10.2.** Approval for Files

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **files** and editing them if required to make them suitable to **VIACOM specifications**:



▼ **10.2.1**. Upload files (*Ops*)

Once the operator has downloaded files, a **new asset version** is created (linked to the original asset) to hold the edited media, the "Editor NLE" workflow will be automatically started for the new graphics package so the **OPS** department will receive a task for uploading the edited file. To do this just access **EtereWeb** and go to the **Extra > Tasks** section:



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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA						
Media library 💽 Series 💽	Schedule 💽 🛛 Tape library 💽	Ingest list 💽 Extra 💽 Tap	eless reception 💽 🛛 Accoun	t 💌		
*Tasks *Available tasks	 Period 	₹ 9				
Task		Start date	Due date	Priority	Code	Description
🕴 MARK CLIP						VIACOMASIA1
🍦 Upload New Version		27/03/2013 15:25:	57 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🧳 Upload files		05/04/2013 18:29:	58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low EDITOR VLE EDITOR VLE UPLOAD FI, ES VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58 Select a type • • • •
00:00:57.31 Image: Constraint of the state o		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the **new graphics package** (as detailed in the **3.1.5 Web acquisition** chapter) using the **"Upload compressed directory"** option:



User: Michael Station: MTV ASIA				
Media library 💽 Series 💽	Schedule 💌	Tape library 💽	🛛 Ingest list 💽	Extra 🔽
Asset form				
	📬 ID	2028 Code	VIACOMASIA2	-
General Data Properties	Media Second	ary events Met	adata Rights ma	nagement
Virtual Document Keys/Ke	eyboards			
Upload File Create Ne	w Tape Add Exis			

Back to the form > Upload		
Image: Section of the section of	1. wmv 162. smi 843. wmv JOCCA. wmv markette wmv Bin fivernet THE CORRS.WMV Tim. wmv Visitors.WMV	Wait
File Selected: D:\DATA\wmv\SKY.wmv		
Upload and update File Name: SKY.wmv File Size: 2,19 MB [Progress]	ABORT UPLOAD START UPLOAD	

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status Resources	Low 🔜
management	EDITOR NLE
Action	UPLOAD FILES
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 👻
To invoice	
Notes	T
Result	
	Save

Available results:					
Uploaded	Files were successfully uploaded.				

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: **Etere MAM > Agenda View**, this, by clicking on the **Media Library** icon from the **task** and using the **Video File Import** function.

▼ **10.2.2**. Check files (*Ops*)

Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:





Tasks will be listed in the bottom part of the window; make double-click on the **"Check files" task** to be carried out (i.e. Check files):

	Task	Group	Start date	*Due date	Priority	Code	Description
					,		
×	CHECK FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
X	Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
×	Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
×	CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
×	CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	re.com				
	}≡ T	ask			
\square	Preview	Sob info			
_		Workflow	CENSORSHIP-APPROVAL	Status	
		Action	CHECK FILES	Priority	Low
		Assignee	CENSOR		
n		Asset	PROMO1_2		
			Promo 1		
		Period	27 March 2013 - 17:08 28 March 2013	- 17:08	•

The Media Library will be opened, allowing to check under the Media tab the files project:

🏘 michael, MTV ASIA, Media Library				
File Tools Show Utilities ?				
MTV ASIA	Not Ok te	o broadcast		
🗋 📕 🗠 📓 🖷 🖑 🎸 🛛 😽 🚦 1	🗑 🚡 🗠 🐂 🖻 🖉	S (S	X 4:3	
ID 19 Code VIACOMASIA1	Title	VIACOMASIA1		
[[]] TechnicalData 문 SMPTE M 💢 Search 🛗 General Data 🛐	100	Øperations Workflow	🎵 SIAE 🖬	Resources management 🙈
Pi	оху			Media List
PROXY				
Physical Start Physical End	Physical duration			
00:00:00.00 🕞 📸 00:00:57.06 🕞 🎼	00:00:57.07			
SOM EOM	Duration		project	
00:00:00.00 🕞 🌇 00:00:57.06 💽 🕵	00:00:57.07			
	Sched. Duration			
1 2 3 4 5 6 7 8 9	00:00:57.07			
COM FOM	A Distance Duration	A T Deserver		

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:					
Ok	 Graphics are considered ok, the following actions will be automatically performed: Graphics will be stored in the archive 				
Not ok	Graphics require further actions, the "upload files" task will be submitted again to request a new graphics package.				

▼ 10.2.3. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3·31 PM	Normal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM		Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

*PI	taly.etere.com hone: obile:	
8	Task Preview	
	Workflow	CENSORSHIP-APPROVAL Status Status Status Low
	Action	Set TX ID Priority Low
	Assignee	OPERATOR
	Asset	VIACOMASIA2
		VIACOMASIA2
	Period	27 March 2013 - 16:37
	Budget	
	Notes	· · · · · · · · · · · · · · · · · · ·
K		



The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

, e	SMPTE Metadata		Links	2	Operations	Д	SIAE	5	Resources management
	LOUDNESS FEDERATED	VIACOM Me	tadata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval No	otes							
	TX Approval								Approved
۳.	TX Approval Notes								
	TX ID								525347
h.	Download For Edit								
	Upload New Version								

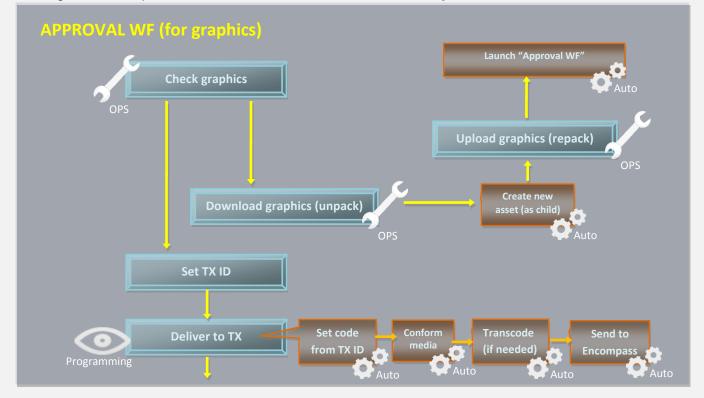
Once done, [save] the asset and close it, then, complete the task by setting its result:

Task	
🚳 🊧 🍯 🔳	• •
Job info	CENSORSHIP-APPROVAL Status
Action	Set TX ID Priority Low
Assignee	OPERATOR
Asset	VIACOMASIA2
	VIACOMASIA2
Period	27 March 2013 - 16:37 📫 🗸 🛛 28 March 2013 - 16:37 📫 🗸 🗸
Budget	
Notes	▲ I
	· · · · · · · · · · · · · · · · · · ·
-*Job execution Cost	
To invoice	
Notes	
Result	Done

Available outputs:					
Done	The TX ID metadata required for broadcast has been set.				

▼ 10.3. Approval for Graphics

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **graphics** and editing them if required to make them suitable to **VIACOM specifications**:



▼ 10.3.1. Check graphics (*Ops*)

In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.

A Etere MAM · MTV ASIA						
		mic	chael, CHA	NNEL 1		
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start
Tape Library	Racks	Tape Loan	Reports	Statistics	Artist	Tools



Tasks will be listed in the bottom part of the window; make double-click on the **censorship task** to be carried out (i.e. Check graphics):

Show – Period – 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 CHECK GRAPHICS	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDHOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	re.com			
	S T	ask 🔬 🚧 🖪 🔒 👔		
	review	Job info Workflow	CENSORSHIP-APPROVAL	Status
		Action	CHECK GRAPHICS	Priority Low
		Assignee	CENSOR	
		Asset	PROMO1_2	
			Promo 1	
		Period	27 March 2013 - 17:08	- 17:08

The **Media Library** module will be opened, allowing to check (under the **Media** tab) the graphics received for the asset:

🏘 michael, MTV ASIA, Media Library			
File Tools Show Utilities ?			
MTV ASIA			
🗅 🖩 🗠 🗃 🛍 🖑 🕺 📑 🐨 🔓	M. 🔁 🖻 🖳 🤭 🎔	😒 📲 🕅	
ID 6049 Code 6049	Title CC g	raphics 4231	
🕼 TechnicalData 😤 SMPTE Metadata 📚 Search 🛗 General Data 🛐 Prope	📄 Links 🧼 erties 🖆 Media 🛼	Operations 🎵 SIAE Workflow 🕅 Secondary	📕 Resources management 🙈 Events 😤 Metadata 🖾 Right
			Media List
Physical Start Physical End Physical 00:00:00:00 <u>88</u> 00:00:00 00 <u>98</u> 00:00:00 <u>188</u> 00:00:00 188 00:00:00	n	Graphics	
Sched.	Duration		

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outp	Available outputs:						
OkGraphics are considered ok, the following actions will be automatically performed:• Media will be stored in the archive							
Not ok	 Media require further actions, the following actions will be automatically performed: A new asset version will be created (linked to the original asset). A "Download for edit" task will be attached to the new asset version to allow its download (and subsequent processing and upload). 						

▼ 10.3.2. Download graphics (*Ops*)

Every time an **editing task** is required, the **OPS** department can use the **EtereWeb** interface to remotely view their assigned tasks and download needed files in order to unpack them and produce new graphics structure.

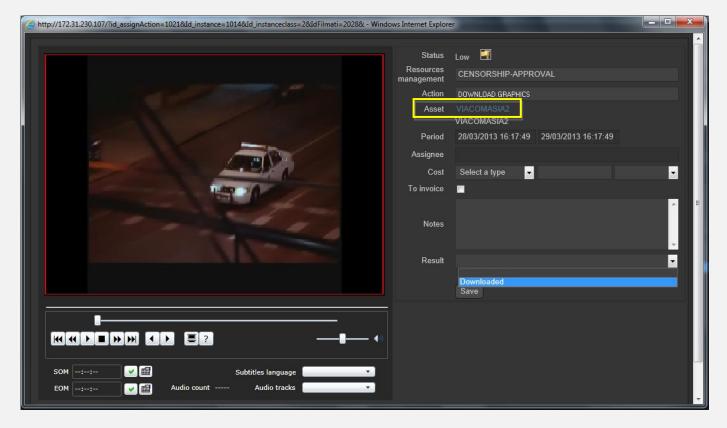
In order to download it's enough to access EtereWeb and go to the Extra > Tasks section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
😴 MTV ASIA 😧 COMEDY CENTRAL ASIA	Siae Memory Snmp Console Show Racks DataMover Queue
	Agenda View Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA							
Media library 💽 Series 💽 Schedule 💽 Tape libr	rary 💽 Ingest list 💽 Extra 💽 Tapeless	reception 💌 Account 💌					
Tasks *Available tasks							
Task	Start date	Due date Priority	Code	Description			
🖌 MARK CLIP							
🧳 Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57 2	LOCALSHOW 2	Show 1			
J Download graphics	28/03/2013 16:17:49	29/03/2013 16:17:49 2	VIACOMASIA2	VIACOMASIA2			

In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



User: Christian Station: MTV ASIA Media library Series Asset form General Data Properties *People in charge SMPT Upload File Create N	Media Secondary E Metadata Operation	ape libra 39.25 227 (events ns Lin	nload manager to download wait MB /335.94 MB	Abort Download	Ve Jora	
Start 00:00:00.00 SOM 00:00:00.00	00:00:45.00	Physical duration 00:00:45.01 Duration 00:00:45.01	Sched. Duration 00:00:45:01		<u>0)</u> + <u>*</u> (>+4	
1 - (No Edl description	on)		- ē		Jownload	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🖼
Resources management	CENSORSHIP-APPROVAL
Action	DOWNLOAD GRAPHICS
Asset	VIACOMASIA2
	VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 🔽
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded

Available outputs:	
Downloaded	Graphics files were correctly downloaded.



▼ **10.3.3**. Upload graphics (*Ops*)

Once the operator has downloaded graphics, a **new asset version** is created (linked to the original asset) to hold the edited media, the **"Editor NLE" workflow** will be automatically started for the new graphics package so the **OPS** department will receive a task for uploading the edited file.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 🔽 Tapeless reception 💽 Account 💽
	Siae
🗧 MTV ASIA 🛭 🗧 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💌 Series 💌 Schedule 💌	Tape library 💌 Ingest list 💌 Extra 💌 Taj	peless reception 💌 Accour	t 💌		
*Tasks *Available tasks • Period	ک ک				
Task	Start date	Due date	Priority	Code	Description
🕴 MARK CLIP					VIACOMASIA1
🧳 Upload New Version	27/03/2013 15:25	557 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
👔 Upload graphics	05/04/2013 18:29	:58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:



	Resources management Action Asset Period Assignee Cost To invoice	Low EDITOR NLE UPLOAD G. APHICS VIACOMASIA2 VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58 Select a type • • •
	Notes	
	Result	
		Save
00:00:57.31		
SOM:: V 🗃 Subtitles language No subtitles 🔻		
EOM V 🗃 Audio count 2 Audio tracks Audio 1 🔹		
		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the new graphics package (as detailed in the **3.1.5 Web acquisition** chapter):

User: Michael Station: MTV ASIA				
Media library 💽 Series 📄	Scheo	lule 💽 🛛 Tape libra	ary 💽 🛛 Inge	est list 💽 🛛 Extra 💽
Asset form				
	• 🔁	ID 2028	Code VIAC	OMASIA2
General Data Properties		Secondary events	Metadata	Rights management
Virtual Document Keys/K	eyboards			
Upload File Create N		Add Existing Tape		

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status Resources	Low 🗐
management	EDITOR NLE
Action	UPLOAD GRAPHICS
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 👻
To invoice	•
	<u>^</u>
Notes	
Result	
	Uploaded
	Save

Available results:					
Uploaded	Graphics were successfully uploaded.				

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: Etere MAM > Agenda View, this, by clicking on the Media Library icon from the **task** and using the Video File Import function.

▼ 10.3.4. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
🛠 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



*Ph	aly.etere.com none: obile:	
\$	Task	
	Workflow	CENSORSHIP-APPROVAL Status
	Action	Set TX ID Priority Low
	Assignee	OPERATOR
	Asset	VIACOMASIA2
		VIACOMASIA2
	Period	27 March 2013 - 16:37 🔁 🛨 🛛 28 March 2013 - 16:37 🛨 🛨
	Budget	
K	Notes	

The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

, E	SMPTE Metadata		Links	22	Operations	Ъ	SIAE	 Resources management
	LOUDNESS FEDERATED	VIACOM Me	adata					
	Set Mark							Done
	Censorship							 Censor is not needed
	Executive Approval							Yes
	Executive Approval Not	tes						
	TX Approval							 Approved
	TX Approval Notes							
	TX ID							 525347
	Jownioad for Edit							
	Upload New Version							

Once done, [save] the asset and close it, then, complete the task by setting its result:

		Assel properties Status Priority Low
Workflow	CENSORSHIP-APPROVAL	Status G
Action	Set TX ID	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 🛁 🚽 28 Marc	ch 2013 - 16:37 🛨 🛨 🗸
Budget		
Notes		^
		-
-*Job execution		
Cost	Nane 🔻	
To invoice		
Notes		^
		_
Result	Done	
L		

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.

▼ 10.4. Delivery

ere

▼ 10.4.1. Deliver to TX (*Ops*)

The **OPS** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the [start] button:

🏘 michael, MTV ASIA, Media Libra	γ				
File Tools Show Utilities ?					
MTV ASIA					
🗋 🗐 🗠 📓 🛍 🖑 💰 👘 🌹	i 🛢 🐨 🚡 🖉 🖉	ò 🖳 🤭 🖻	0	2 4	3 D
ID 1022 Code Promo1	Tit	tle Prom	o1		
SMPTE Metadata	🚽 Links 🏑	Operation	is 🎵	SIAE	Resources mar
💢 Search 🛗 General Data	<u> P</u> roperties 🚔	Media 🍰	Workflow	Secondary Ev	ents 🚏 Metadata
🕗 - 💥 🗑 😭 🍺 😣 🚿	<u>,</u>				
<u>C</u> ONFORM	Create Proxy H264 DEL	LETE AFTER INGE	ST INGEST PRO	MO	
C <u>o</u> ntent Check TEST	te				
Co <u>n</u> vert To Pillar Box		_	_		
C <u>r</u> eate DVD with LOGO					
Cr <u>e</u> ate Proxy H264 with TC	tion	Category	Status	Result	Notes
DELIVERY EXT					
DELIVERY TO TX					
DURRING					

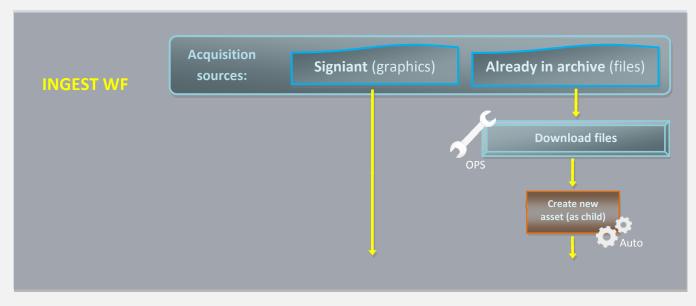
Workflows available for manual launching:								
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 							

11. NICK OAP

The workflow for managing **Nickelodeon on-air promotions (from Milan)** from their acquisition to their final delivery.

▼ 11.1. Ingest

Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. as IMX50 SD). Once material is acquired, it will be made suitable for the archive (e.g. normalized).



Ingest is performed only for **graphics** as they arrive via Signiant, instead, **files** are not ingested since they are retrieved from <u>already archived</u> media (episodes).

▼ 11.1.1. Download files (*Ops*)

In order to start the approval process, the **OPS** department needs to first download the media segments required for producing promos, this can be done from the Etere's **Desktop interface** (download in external disks) or **Web interface** (download in editing):

- Download via desktop (in external disk)
- Download via web (in editing)



▼ 9.1.1.1 Download via desktop (in external disk)

Launch Etere MAM and access your Agenda View:

🦓 Etere MAM - MTV ASIA								
		mie	chael, CHAI	NNEL 1				
Media Library	Series Manager	Agenda View	Subtitles Tool	News Metadata	News Story Creator	Start		
Tape Library	Backs	Tape Loan	Reports	Statistics	Artist	Tools		

Tasks will be listed in the bottom part of the window; make double-click on the **"Download** files" task to be carried out (i.e. Check files):

Show - Period - 🥰							
Task	Group	Start date	*Due date	Priority	Code	Description	
📌 DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1	
🚿 Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1	
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1	
📌 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1	
🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2	

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	e.com		
Ω	Task		
	Workflow	CENSORSHIP-APPROVAL Status	
	Action	DOWNLOAD FILES Priority Low	
	Assignee	CENSOR	
	Asset	PROMO1_2	
		Promo 1	
	Period	27 March 2013 - 17:08 28 March 2013 - 17:08	

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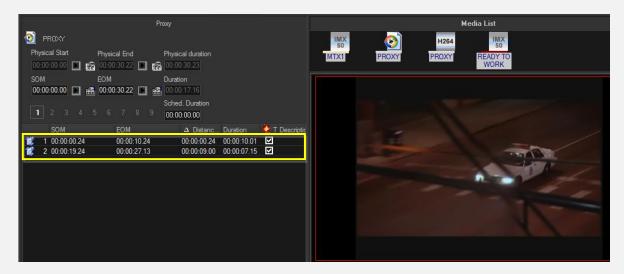


The Media Library will be opened, move to the "Media" tab and follow the steps below:

5. Double-click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:

🦚 n	nichael, M	ITV ASIA,	, Media Libra	ry												
File	Tools S	how Util	lities ?													
	MTV /	ASIA														
	📕 🗠 🖥	3 Er 🥳	ै 💰 📲	8 📱 🤋	" 🚡 – 🖷	<u> </u>	ji 🤊	9	0		X 43	3				
ID	1022	Code	Promo 1			Title		Promo	1							
(ĵ)	Techni	calData	말 SI	MPTE Me	adata 🛛 🛃) L	inks	22	Operations	Ъ	SIAE	55	Resou	urces managen	nent	📥 Pe
	Search	â	General Data	1	Properties	2	Media	3	Workflow		Secondar	y Events	말	Metadata	s 🖉	Rights mana
				Pn	жy						F		_	M	ledia L	ist
0	PROXY									IM 50	X	0		H264		IMX 50
P	hysical Sta		Physical End		Physical durati	on				MTX		PROXY		PROXY	RE	ADY TO
0	0:00:00:00	0 🗈 📾	00:00:30.22	🗖 📾	00:00:30.23						- L				N	ORK

6. Browse the video and enter the editing segments to be downloaded, this, by making right-click on the EDL and selecting the "Add segment for editing" function or just pressing the F7 shortcut:



 Make right-click on a segment and select the "Partial retrieve" function or just press Ctrl – F4 keys combination:



		. oru <u>c</u> r	15	M 15 15 1
Proxy		Clean		Media List
2 PROXY		Mo <u>v</u> e	•	264 IMX 50
Physical Start Physical End Physi	ical duration	C <u>o</u> ntiguous visible segments		XY READY TO
00:00:00.00 🔳 📸 00:00:30.22 🔳 📸 00:0		Oconvert to hypothetical	F7	WORK
SOM EOM Durat		Co <u>n</u> vert all to real	F8	
	0:16.09 d. Duration	Convert Automatic black to Manual video fa	ult	
	0:00.00	Show visible segments only	Shift+F9	and the second
SOM EOM	Δ Distanc Duration	🐜 Co <u>m</u> plete EDL view	F9	
1 00:00:00.24 00:00:10.24	00:00:00.24 00:00:10.01	📀 <u>S</u> how Picon List	F10	
2 00:00:17.02 00:00:19.13	00:00:06.03 00:00:02.12	Me <u>t</u> adata	F11	
😰 00:00:23.10 🕨 🃸 00:00:27.05 🕨 🃸	00:00:03.22 00:00:03.21			
		📤 Cre <u>a</u> te new part	F12	
		<u>P</u> artial retrieve	•	Partial retrieve Ctrl+F4
	1	EDL conforming		P <u>a</u> rtial retrieve using
		📩 Workflow info	Ctrl+W	<u>M</u> ulti segment
		₩ Print		M <u>u</u> lti segment using
		Lin <u>k</u> ed asset form	×	
		Co <u>l</u> ors	Þ	

The segment will be automatically created on an **external HDD** (metadevice)

8. For downloading more segments just repeat the **step 3**.

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info Workflow	CENSORSHIP-APPROVAL	Status
Action	DOWNLOAD FILES	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 📩 🚽 28 March	2013 - 16:37 🚽 🗸
Budget		
Notes		
	\	-
-*Job execution		
Cost	Nane 🔽	•
To invoice		
Notes		A

Available outputs:	
Downloaded	Segments files were correctly downloaded.

9.1.1.2 Download via web (in editing)

Log into the **EtereWeb** service and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
	Siae
😥 MTV ASIA 🛛 援 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor
,	

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A new section will be loaded showing all available editing tasks:

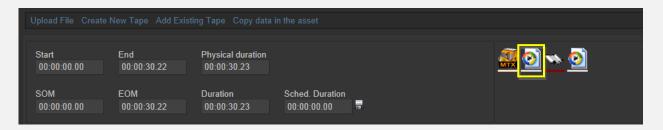
	User: Michael Station: MTV ASIA								
Media	Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌 Extra 💌 Tapeless reception 💌 Account 💌								
	Tasks *Available tasks								
	Task	Start date	Due date	Priority	Code	Description			
1	MARK CLIP								
2	Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW 2	Show 1			
2	Download files	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2			

In order to open the task just click the **task name** (e.g. **Download files**), the task will be loaded displaying a **lowres preview** of the asset:

Attp://172.31.230.107/?id_assignAction=1021&ld_instance=1014&ld_instanceclass=2&IdFilmati=2028& - Window	ws Internet Explore	er 📃 🗖 🗾 🗾
	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low CENSORSHIP-APPROVAL DOWNLOAD FILES VIACOMASIA2 28/03/2013 16:17:49 Select a type Downloaded Save
SOM :: V Subtitles language EOM :: V Audio count		

Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab follow the next procedure:

1. Click on the **proxy** media to load the <u>Preview</u> and the <u>EDL</u>:



2. Browse the video and enter the editing segments to be downloaded, this, by pressing the [+] button in the EDL section and entering marks:

Upload File Create New Ta	pe Add Existing Tape Copy d	ata in the asset				
Start End 00:00:00.00 00:00	Physical duratio 0:30.22 00:00:30.23	n			<u>a o o a a</u>	
SOM EOM 00:00:00.00 00:00	Duration 0:30.22 00:00:30.23	Sched. Duration 00:00:00:00				
1 - (EDL n.1)		<mark>-</mark> ē			Download	
SOM EOM	Duration Breakpoint	Description	Туре	Picon		
★ № 00:00:00.24 00:00:	:10.24 00:00:10.01 🖌		ED			
🖋 🗶 🌬 00:00:17.02 00:00:	:19.13 00:00:02.12 🖌		ED			
★	27.05 00:00:03.21 🖌		ED	and the second sec		
						Ø

3. Click on the segment <u>description</u> and select the "**Partial retrieve using...**" function, then select the workflow to be used:

+ &		
SOM EOM Duration Breakpoint Description	Type Picon	
X 🙀 00:00:00.24 00:00:10.24 00:00:10.01	_ED 🌌	
∥ 🗶 🌬 00:00:17.02 00:00:19.13 00:00:02:12 🛛 🖌	_ED	Attp://172.31.230.107/?IdInterruzioni=2027 - Partial retrive - Windo
✓ × ≥ 00:00:23.10 00:00:27.05 00:00:03.21	ED	Partial Retrieve
✓ ¥ ≤ 00:00:23:10 00:00:27.05 00:00:03:21	LEU	Select a workflow to be launched after the partial retrieve Partial restore from web Start Partial retrive



The segment will be automatically created on an **editing** metadevice.

4. For downloading more segments just repeat the **step 3**.

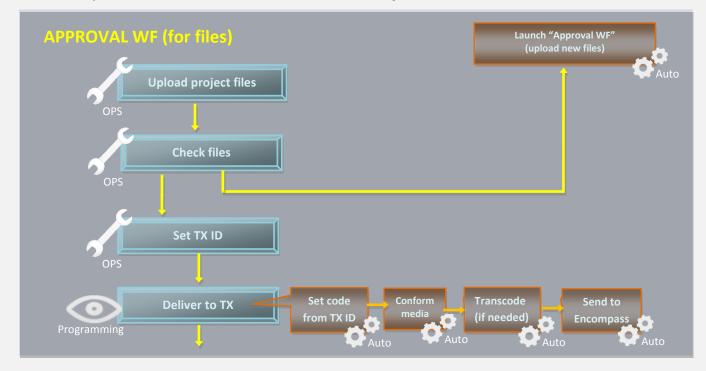
When **downloads** are complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🖼				
Resources management	CENSORSHIP-APPROVAL				
Action	DOWNLOAD FILES				
Asset	VIACOMASIA2 VIACOMASIA2				
Period	28/03/2013 16:17:49 29/03/2013 16:17:49				
Assignee					
Cost	Select a type				
To invoice					
	media has been elaborated as requested				
Notes					
	-				
Result	Downloaded 🔹				
	Save				

Available outputs:	
Downloaded	Segments files were correctly downloaded.

▼ 11.2. Approval for Files

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **files** and editing them if required to make them suitable to **VIACOM specifications**:



▼ **11.2.1**. Upload files (*Ops*)

Once the operator has downloaded files, a **new asset version** is created (linked to the original asset) to hold the edited media, the "Editor NLE" workflow will be automatically started for the new graphics package so the **OPS** department will receive a task for uploading the edited file. To do this just access **EtereWeb** and go to the **Extra > Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 🔽 Tapeless reception 💌 Account 💌
	Siae
🗧 MTV ASIA 🛛 😴 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
Ī	Tasks
	Workflow monitor

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A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA						
Media library 💌 Series 💌 Sched	dule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless	reception 💽 Account			
*Tasks *Available tasks P	eriod 🔽 🕞					
Task		Start date	Due date	Priority	Code	Description
🕴 MARK CLIP						VIACOMASIA1
🧳 Upload New Version	:	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
🤾 Upload files	(05/04/2013 18:29:58	06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

	Status Resources management Action Asset Period Assignee Cost To invoice Notes Result	Low EDITOR VLE EDITOR VLE UPLOAD FI, ES VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58 Select a type • • • •
00:00:57.31 Image: Constraint of the state o		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the **new graphics package** (as detailed in the **3.1.5 Web acquisition** chapter) using the **"Upload compressed directory"** option:



User: Michael Station: MTV ASIA	
Media library 💽 Series 💽 Schedule 💽 Ta	ape library 💌 Ingest list 💽 Extra 💽
Asset form	
🗎 💕 🖷 🖷 😋 💕 🏟 🚰 🛛 10 20	028 Code VIACOMASIA2
General Data Properties Media Secondary	events Metadata Rights management
Virtual Document Keys/Keyboards	
Upload File Create New Tape Add Existin	g Tape Copy data in the asset

Back to the form > Upload		
C \\eterew10\utiveo_nt C \\ D \\	1.vmv 162.smi 843.vmv JOCCA.vmv markette.vmv	
	SkV/www THE-CORRS.WMV Tim.wmw Visitors.WMV	Wait
File Selected: (D-\DATA\vmmv\SKY.vmv		
Upload and update		
File Name: SKY.wmv File Size: 2,19 MB		
[Progress]	ABORT UPLOAD START UPLOAD	

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Resources management Action UPL0AD FILES Asset VIACOMASIA2 VIACOMASIA2 VIACOMASIA2 VIACOMASIA2 O5/04/2013 18:29:58 O6/04/2013 18:29:58 Assignee Cost Select a type To invoice Result Uploaded Save	Status	Low 🖼
Asset VIACOMASIA2 VIACOMASIA2 Period 05/04/2013 18:29:58 06/04/2013 18:29:58 Assignee Cost Select a type	Resources management	EDITOR NLE
VIACOMASIA2 Period 05/04/2013 18:29:58 06/04/2013 18:29:58 Assignee Cost Select a type To invoice Notes Result Uploaded Uploaded	Action	UPLOAD FILES
Assignee Cost Select a type To invoice Notes Result Uploaded	Asset	
Cost Select a type To invoice Notes Result Uploaded	Period	05/04/2013 18:29:58 06/04/2013 18:29:58
To invoice Notes Result Uploaded	Assignee	
Notes	Cost	Select a type 👻
Notes Result	To invoice	–
Result		·
Uploaded	Notes	
Uploaded		
	Result	· · · · · · · · · · · · · · · · · · ·
Save		Uploaded
		Save

Available result	Available results:		
Uploaded	Files were successfully uploaded.		

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: Etere MAM > Agenda View, this, by clicking on the \bigcirc Media Library icon from the task and using the Video File Import function.

▼ 11.2.2. Check files (*Ops*)

Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:





Tasks will be listed in the bottom part of the window; make double-click on the **"Check files" task** to be carried out (i.e. Check files):

Show – Period – 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
📌 CHECK FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖍 Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	re.com			
-	<u></u> ;≡ т	ask		
Ω	Preview	Job info	1	
		Workflow		CENSORSHIP-APPROVAL Status
		Action		CHECK FILES Priority Low
		Assignee		CENSOR
		Asset		PROM01_2
				Promo 1
		Period		27 March 2013 - 17:08

The **Media Library** will be opened, allowing to check under the **Media** tab the graphics package:

🏘 michael, MTV ASIA, Media Library				
File Tools Show Utilities ?				
MTV ASIA	Not Ok to	broadcast		
🗋 🖩 🗠 📴 🏜 🖑 😽 🦉 🖥 🥞	" 🚡 · · 🖻 🖻 🖉 🖻	2 📀	¥:3	
ID 19 Code VIACOMASIA1	Title	/IACOMASIA1		
👔 TechnicalData 📱 SMPTE Me	tadata 🗟 Links 🦼	🕴 Operations 🎝	SIAE 🚮	Resources management 🛛 🐣
💢 Search 🛗 General Data 📆	Properties 🚉 Media	🚴 Workflow 🕅	Secondary Events	🚏 Metadata 🐕 Rig
Pro	жy			Media List
HZ64 PROXY			V	
Physical Start Physical End	Physical duration		1444	
00:00:00.00 💽 🎇 00:00:57.06 💽 🎇	00:00:57.07		3 .	
SOM EOM	Duration	pro	ject	
00:00:00.00 🕞 📸 00:00:57.06 🕞 📸	00:00:57.07			
	Sched. Duration			
1 2 3 4 5 6 7 8 9	00:00:57.07			
SOM FOM	Distance Direction	🕂 T Deserieti		

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:						
Ok	 Graphics are considered ok, the following actions will be automatically performed: Graphics will be stored in the archive 					
Not ok	Graphics require further actions, the "upload files" task will be submitted again to request a new graphics package.					

▼ 11.2.3. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Show - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
X MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3·31 PM	28/03/2013 3·31 PM	Normal	PROMO1_2	Promo 1
📌 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

	taly.etere. hone: obile:	com				
5	Preview	🧏 🖪 🖥		-	 + +	X
		workflow	CENSORSHIP-APPROVAL	Status		Asset properties
	,	Action	Set TX ID	Priority L	ow	ties
	,	Assignee	OPERATOR			
	,	Asset	VIACOMASIA2			
			VIACOMASIA2			
		Period	27 March 2013 - 16:37 🔁 🚽 28 March 2013 -	- 16:37	÷ -	
		Budget				
		Notes			^	
K					~	



The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

, e	SMPTE Metadata		Links	2	Operations	Д	SIAE	5	Resources management
	LOUDNESS FEDERATED	VIACOM Me	tadata						
	Set Mark								Done
	Censorship								Censor is not needed
	Executive Approval								Yes
	Executive Approval No	otes							
	TX Approval								Approved
۳.	TX Approval Notes								
	TX ID								525347
h.	Download For Edit								
	Upload New Version								

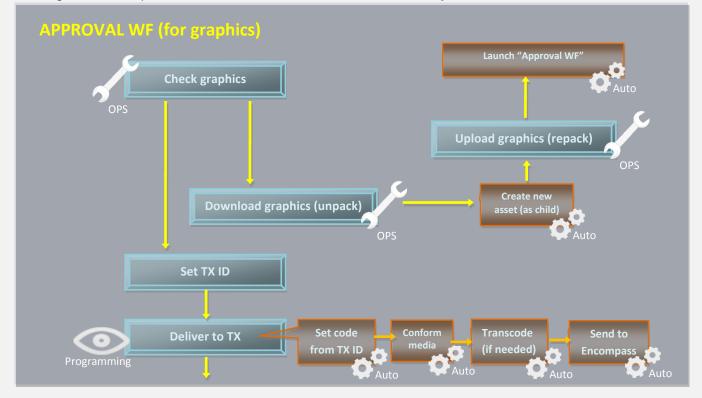
Once done, [save] the asset and close it, then, complete the task by setting its result:

Task	
📱 🎨 🊧 🗾 🚦	• • • As
	set p
Workflow 1	CENSORSHIP-APPROVAL Status
Action	CENSORSHIP-APPROVAL Status Status Status Low
Assignee	OPERATOR
Asset	VIACOMASIA2
	VIACOMASIA2
Period	27 March 2013 - 16:37 📫 🛨 28 March 2013 - 16:37 📫 🗸 🗸
Budget	
Notes	
-*Job execution	
Cost	None 🔻
To invoice	
Notes	
	· · · · · · · · · · · · · · · · · · ·
Result	Done

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.

▼ 11.3. Approval for Graphics

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check **graphics** and editing them if required to make them suitable to **VIACOM specifications**:



▼ 11.3.1. Check graphics (*Ops*)

In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.





Tasks will be listed in the bottom part of the window; make double-click on the **censorship task** to be carried out (i.e. Check graphics):

CHECK GRAPHICS OPERATOR 27/03/2013 2:49 PM 28/03/2013 2:49 PM Normal VIACOMASIA1 VIACOMASIA1 VIACOMASIA1 X Download For Edit EDITOR 27/03/2013 3:17 PM 27/03/2013 3:17 PM Normal LOCALSHOW Show 1 X Upload New Version EDITOR 27/03/2013 3:25 PM 28/03/2013 3:25 PM Normal LOCALSHOW_2 Show 1 X CENSORSHIP CENSOR 27/03/2013 5:08 PM 28/03/2013 5:08 PM Normal PROMO1_2 Promo1	Show - Period - 🥰						
Download For Edit EDITOR 27/03/2013 3:17 PM 27/03/2013 3:17 PM Normal LOCALSHOW Show 1 Y Upload New Version EDITOR 27/03/2013 3:25 PM 28/03/2013 3:25 PM Normal LOCALSHOW_2 Show 1 Y CENSORSHIP CENSOR 27/03/2013 5:08 PM 28/03/2013 5:08 PM Normal PROMO1_2 Promo 1	Task	Group	Start date	*Due date	Priority	Code	Description
Image: Weight of the second	📌 CHECK GRAPHICS	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
CENSORSHIP CENSOR 27/03/2013 5:08 PM 28/03/2013 5:08 PM Normal PROMO1_2 Promo1	🛪 Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Nomal	LOCALSHOW	Show 1
	📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
	🖈 CENSORSHIP	CENSOR	27/03/2013 5:08 PM	28/03/2013 5:08 PM	Normal	PROMO1_2	Promo 1
CENSOR 27/03/2013 5:17 PM 28/03/2013 5:17 PM Normal VIACOMASIA2 VIACOM	🖈 CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

Once open, take the task by clicking on the **flag button** then click on the **[Media Library] button**:

michael@italy.eter *Phone: Mobile:	re.com					
Ω	Preview		1			
	W	Workflow		CENSORSHIP-APPROVAL	Status	
		Action		CHECK GRAPHICS	Priority L	ow
		Assignee		CENSOR		
		Asset		PROMO1_2		
				Promo 1		
		Period		27 March 2013 - 17:08	- 17:08	÷ -

The **Media Library** module will be opened, allowing to check (under the **Media** tab) the graphics received for the asset:

🏘 michael, MTV ASIA, Media Library				
File Tools Show Utilities ?				
MTV ASIA				
🖿 🖬 🗢 📓 🏗 🖑 🛒 – 🦉 📱 🖷 🕅	🚡 🛝 🔁 🖻 🗒 i	S 📀	🎬 🔀 🔛	
ID 6049 Code 6049	Title	CC graphics 4231		
🕼 TechnicalData 🚏 SMPTE Metada 🔯 Search 🛗 General Data 🛐 P	ta 🔜 Links , roperties 🖆 Media	Operations B Workflow	SIAE R Secondary Events	Resources management 🙈
				Media List
00:00:00.00 🔳 🏭 00:00:00.00 🔲 🏭 00: SOM EOM Dur	sical duration 00:00.00 ation 00:00.00		Graphics	
	ed. Duration			

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Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:							
Ok	 Graphics are considered ok, the following actions will be automatically performed: Media will be stored in the archive 						
Not ok	 Media require further actions, the following actions will be automatically performed: A new asset version will be created (linked to the original asset). A "Download for edit" task will be attached to the new asset version to allow its download (and subsequent processing and upload). 						

▼ **11.3.2**. Download graphics (*Ops*)

Every time an **editing task** is required, the **OPS** department can use the **EtereWeb** interface to remotely view their assigned tasks and download needed files in order to unpack them and produce new graphics structure.

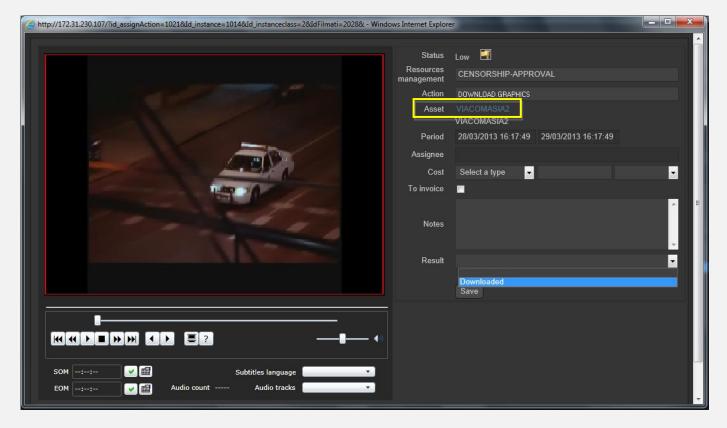
In order to download it's enough to access EtereWeb and go to the Extra > Tasks section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 💽 Tapeless reception 💽 Account 💽
🜜 MTV ASIA 🌜 COMEDY CENTRAL ASIA	Siae Memory Snmp Console Show Racks DataMover Queue Agenda View
	Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA						
Media library 💌 Series 💌 Schedul	le 💌 Tape library 💌 Ingest list 💌	🔹 Extra 💽 Tapeless	reception 💽 Account			
Tasks *Available tasks Per	iod 🔽 😋					
Task		Start date	Due date	Priority	Code	Description
📌 MARK CLIP						
🦨 Upload New Version		27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW 2	Show 1
🤾 Download graphics		28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



Make click on the **asset code** to open the **asset form** to which the request is related, then, under the **Media** tab it will be possible to **download** the required media:



User: Christian Station: MTV ASIA Media library Series Asset form General Data Properties *People in charge SMPT Upload File Create N	Media Secondary E Metadata Operation	ape libra 39.25 227 (events ns Lin	nload manager to download wait MB /335.94 MB	Abort Download	Ve Jora	
Start 00:00:00.00 SOM 00:00:00.00	00:00:45.00	Physical duration 00:00:45.01 Duration 00:00:45.01	Sched. Duration 00:00:45:01		<u>0)</u> + <u>*</u> (>+4	
1 - (No Edl description	on)		- ē		Jownload	

When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status	Low 🗾
Resources management	CENSORSHIP-APPROVAL
Action	DOWNLOAD GRAPHICS
Asset	VIACOMASIA2 VIACOMASIA2
Period	28/03/2013 16:17:49 29/03/2013 16:17:49
Assignee	
Cost	Select a type 💌
To invoice	
	media has been elaborated as requested
Notes	
Result	Downloaded

Available outputs:	
Downloaded	Graphics files were correctly downloaded.



▼ **11.3.3**. Upload graphics (*Ops*)

Once the operator has downloaded graphics, a **new asset version** is created (linked to the original asset) to hold the edited media, the **"Editor NLE" workflow** will be automatically started for the new graphics package so the **OPS** department will receive a task for uploading the edited file.

In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra** > **Tasks** section:

User: Michael Station: MTV ASIA	
Media library 💌 Series 💌 Schedule 💌 Tape library 💌 Ingest list 💌	Extra 🔽 Tapeless reception 💽 Account 💽
	Siae
🗧 MTV ASIA 🛭 🗧 COMEDY CENTRAL ASIA	Memory
	Snmp Console
	Show Racks
	DataMover Queue
	Agenda View
	Tasks
	Workflow monitor

A new section will be loaded showing all available editing tasks:

User: Michael Station: MTV ASIA					
Media library 💌 Series 💌 Schedule 💌	Tape library 💌 Ingest list 💌 Extra 💌 Taj	peless reception 💌 Accour	t 💌		
*Tasks *Available tasks • Period	ک ک				
Task	Start date	Due date	Priority	Code	Description
🕴 MARK CLIP					VIACOMASIA1
🧳 Upload New Version	27/03/2013 15:25	557 28/03/2013 15:25:57	2	LOCALSHOW_2	Show 1
👔 Upload graphics	05/04/2013 18:29	:58 06/04/2013 18:29:58	2	VIACOMASIA2	VIACOMASIA2

In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:



	Resources management Action Asset Period Assignee Cost To invoice	Low EDITOR NLE UPLOAD G. APHICS VIACOMASIA2 VIACOMASIA2 05/04/2013 18:29:58 06/04/2013 18:29:58 Select a type • •
	Notes	
	Result	
		Save
00:00:57.31		
SOM:: V 🗃 Subtitles language No subtitles 🔻		
EOM V 🗃 Audio count 2 Audio tracks Audio 1 🔹		
		Prev version Next version

Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

Under the **Media** tab it will be possible to upload the new graphics package (as detailed in the **3.1.5 Web acquisition** chapter):

User: Mich Station: M						
Media library 💌	Series 🔽	Schee	lule 💌 Tape libra	ary 🔽 Inge	est list 🔽	Extra 🔽
Asset form						
	i 📑 🏟	۹.,	ID 2028	Code VIAC	omasia2	L C
General Data	Properties		Secondary events	Metadata	Rights man	agement
Virtual Document	t Keys/Key	/boards				
Upload File	Create Nev		Add Existing Tape			

When the **upload** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:

Status Resources	Low 🗐
management	EDITOR NLE
Action	UPLOAD GRAPHICS
Asset	VIACOMASIA2 VIACOMASIA2
Period	05/04/2013 18:29:58 06/04/2013 18:29:58
Assignee	
Cost	Select a type 👻
To invoice	•
	<u>^</u>
Notes	
Result	
	Uploaded
	Save

Available results:					
Uploaded	Graphics were successfully uploaded.				

At this point, the "Approval workflow" will be automatically started for uploaded version.

Note: In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere's desktop version: Etere MAM > Agenda View, this, by clicking on the Media Library icon from the **task** and using the Video File Import function.

▼ 11.3.4. Set TX ID (*Ops*)

In order to continue processing media, a "Set TX ID" task is submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
🛠 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



*PI	taly.etere.com none: obile:		
\$	Task	Ð	Status Priority Low
	Workflow	CENSORSHIP-APPROVAL	Status Status
	Action	Set TX ID	Priority Low
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37 28 Marc	ch 2013 - 16:37 🛨 🛨 🔫
	Budget		
	Notes		^
K			~

The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

뮡	SM	IPTE Metadata		Links	2	Operations	Ъ	SIAE	-	Resources management
I	OUDNESS	FEDERATED	VIACOM M	letadata						
					·					
	Set Mark									Done
	Censorshi	р								Censor is not needed
	Executive	Approval								Yes
	Executive	Approval No	tes							
	TX Appro									Approved
	TX Appro	val Notes								
	TX ID									525347
n.	Download	For Ealt								
	Upload N	ew Version								

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info Workflow	CENSORSHIP-APPROVAL	Status Priority Low
Action	Set TX ID	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 28 Marc	h 2013 - 16:37 🔶 👻
Budget		
Notes		A
-*Job execution		
Cost	None 👻	
To invoice		
Notes		*
Result	Done	

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.

▼ 11.4. Delivery

ere

▼ 11.4.1. Deliver to TX (*Ops*)

The **OPS** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 1. Go to the **Workflow** tab and press the **[Add]** button
- 2. Select the following workflow and press the [start] button:

🏘 n	nichael, MT	V ASIA, M	edia Librai	ry										
File	Tools Sho	ow Utilitie	es ?											
	MTV AS	SIA												
	📕 🗠 📓	Ei 🦓	si 😵	1 🗐 🦷	" 🚡 -	ف 🖻	P. 🥗	2	۲		X	4:3 80		
ID	1022	Code	Promo 1			Title		Promo	o1					
1	SMP1	TE Metadat	a 🗼		Links	22	C)peration:	s	Ъ	SIAE	5		Resources mar
	Search	🛗 Ge	neral Data	- T	Properties	鍧	Media	3	Workflow		Secondary	Events	с <mark>н</mark>	Metadata
2	~ 💥 📔	🐒 🕨	🔕 🗾	D										
	<u>C</u> ONFORM			Create	Proxy H264	DELE	TE AFTE	R INGES	T INGE	ST PRO	OMO			
	Content Ch	eck TEST		te										
	Co <u>n</u> vert To	Pillar Box		-	_	_	_	_	_	_				
	C <u>r</u> eate DVD	with LOG	0											
	Cr <u>e</u> ate Proxy	y H264 wit	h TC	tion			Category	, .	Status		Result	Notes		
	<u>D</u> ELIVERY E>	кт												
	DELIVERY T	о тх												
	DUDDING													

Workflows availal	Workflows available for manual launching:							
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 							

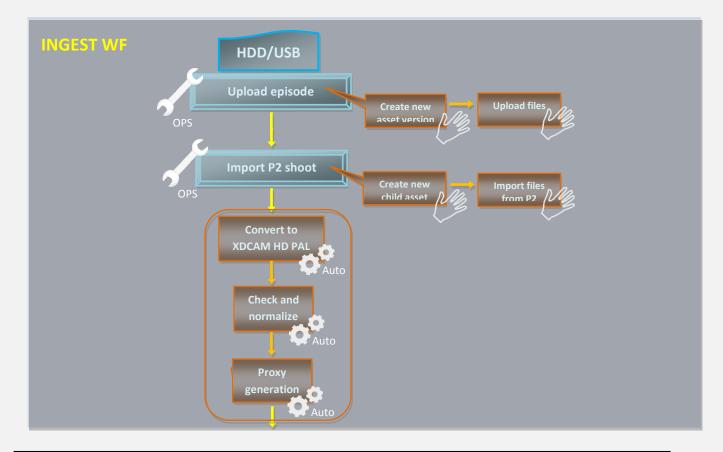


12. PRODUCTION

This chapter will detail the procedure to be followed in order to use **ETERE** to manage **locally produced shows** from their acquisition to their final delivery.

▼ 12.1. Ingest

Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. via HDD/USB). Once material is acquired, it will be made suitable for the archive (e.g. XDCAM HD 422).



- 1. <u>Upload episode</u>: Upload files related to the 4 versions managed for each episode.
- 2. <u>Import P2 shoot</u>: Import artist-related P2 shoots (MXF DVCPRO HD) into "child" assets linked to the original episode.

NB: Detailed information on the acquisition process is provided in the chapter "3. Ingest".

12.1.1. Upload episode

Four (4) different versions -featuring distinct durations- are managed for each **series episode**, files related to all these **asset versions** will be uploaded through this task.

In order to start importing media, the **OPS** department needs to open the "**Etere MAM**" module and launch their **Agenda View**:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARKCLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1
📌 UPLOAD EPISODE	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA

Make double-click on the task (e.g. **Upload episode**) to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

michael@italy.e *Phone Mobile	8			
Preview	Task		- • •	
ew	Workflow	CENSORSHIP-APPROVAL	Status	Asset properties
	Action	UPLOAD EPISODE	Priority Low	tie:
	Assignee	OPERATOR		
	Asset	VIACOMASIA2		
		VIACOMASIA2		
	Period	27 March 2013 - 16:37 28 March 2013	- 16:37 🚽 🛨 🔫	
	Budget			
	Notes		<u>^</u>	
K			-	

The asset will be loaded in the **Media Library**, at this point just follow the steps below:

1. Go to the **Media** tab, make right-click on the **Media List** area, select the **"Video file import**" function and browse the file to be uploaded:



MTV ASIA					<u></u>	Manage Tape	Ctrl+
i 📕 🗠 🚼 🏷 👯 🐇	- 18 📱 🐨 🚡 1	72 🖻 🗒 🤭		1		Barcode Report	Ctrl
D 1022 Code Pro	mo1	Title	Promo 1				
SMPTE Metadata Search 🛗 General	Links Data <mark>11</mark> Properties	🧼 O 🖆 Media	perations 🎵	SIAE 🚮 Secondary Events 🍟	Resources Metadata	Modify gap between video server and T	ape TC
_	Proxy			Media List	<u> </u>	Render of the archived copy to video ca	ard Ctrl-
PROXY							
Physical Start Physica					V	Record copy from acquisition form	
00:00:00		23				V <u>i</u> deo file import	
SOM EOM	Duration					Video file import	
00:00:00.00	Sched, Du					*Videofi <u>l</u> e multi-import	
1 2 3 4 5 6							
		Distanc Duration	🔅 T Descriptic			Video file e <u>x</u> port	
						◆*Open by system	

NB: Press [save] to apply changes.

2. More versions can be uploaded by going to the "Links" tab, opening (right-click) the desired version and repeating the previous step (i.e. "Video file import"):

Michael, MTV ASIA, Media Library File Tools Show Utilities ?		
MTV ASIA ■ ■ ∽ 图 軸 ≪ ¥ 琴 ■ = =	1 🖷 M. 🕿 🖻 (2 🖻 💟 🔕 🕅
ID 1022 Code Promo1	Title	Promo 1
🔯 Search 🖬 General Data 🛐 🚏 SMPTE Metadata 😹	Properties 🚔 M Links 🎎	Aedia 🛸 Workflow 🐖 Secondary Events 🚏 Metadata 🐖 Righ Operations 🎵 SIAE 🖪 Resources management
🔲 🔲 Promo1 (Promo1)	Properties	Value
🛓 🚰 🚰 Versions	ID	1025
Promo1 version for distribution	Code	PRMTX1
<u>O</u> pen	Title	Promo1 version for distribution coming from new version and replace code as TX ID
	Туре	J
	Episode	1
	Duration	00:00:57.07
	Sched. Duration	00:00:57.07
	Aspect	SD 4:3

Once done, close the Media Library, then complete the task by setting its result:

्रे ≡ Т	ask		
Preview	🚳 🊧 🍯 🚍 👔		🗲 🔶 🎅
- Si	- Job info		<u>e</u>
2	Workflow	CENSORSHIP-APPROVAL	Status Priority Low
	Action	UPLOAD EPISODE	Priority Low
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37 28 March 2013	- 16:37
	Budget		
	Notes		<u>^</u>
		A contraction of the second se	
		4	
	-*Job execution Cost	None -	· · · · ·
	To invoice		
	Notes		
	Result	Done	
Ava	ilable outputs	:	

Done All episode files have been successfully uploaded.

▼ **12.1.2.** Import P2 shoot

Importing P2 shoots (MXF DVCPRO HD) related to artists will be possible through this task, each shoot will be imported into a new **child asset**.

In order to start importing media, the **OPS** department needs to open the "**Etere MAM**" module and launch their **Agenda View**:

Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA
🖈 Download For Edit						
🖈 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo 1



Make double-click on the task (e.g. **Import P2 shoot**) to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:

michael@italy. *Phone Mobile	8		
			Status Priority Low
2	Workflow	CENSORSHIP-APPROVAL	Status
	Action	IMPORT P2 SHOOT	Priority Low
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37	3 - 16:37 🗾 🛨 🔽
	Budget		
	Notes		^
K			~

The asset will be loaded in the **Media Library**, at this point just follow the steps below:

- 1. Use the "File > Create new child" function to create a new pre-compiled asset linked to the original episode
- 2. Go to the **Media** tab and make right-click on the **Media List** area, select the **"Multi-file video import"** function to browse, choose and ingest files from P2:

🍂 michael, MTV ASIA, Media Library	Set as Default
File Tools Show Utilities ?	
MTV ASIA	Manage Tape Ctrl+M
🗈 🗐 🗠 🔀 🌬 💞 🦉 🦉 🦉 📲 🛸 号 🖻 🖉 💿 💿 🛛 🔯 🕅	_
ID 1022 Code Promo1 Title Promo1	Barcode Report Ctrl+B
두 SMPTE Metadata 👼 Links 🍂 Operations 🎵 SIAE 🚟 Resource 💌 Search 🖬 General Data 🛐 Properties 🎘 Media 🐜 Workflow 🖾 Secondary Events 두 Metad	would gap between video server and Tape TC
Proxy Media List	Render of the archived copy to video card Ctrl+E
Physical Stat Physical End Physical duration [00.000.00 00] [2] [2] [3] [00.00.30.22] [2] [3] [4] [00.00.30.23]	Record copy from acquisition form
SOM EOM Duration	Video file import
00:00:00 00 🕞 👔 00:00:30:22 🕞 👔 00:00:30:23 Sched. Duration	Videofile multi-import
1 2 3 4 5 6 7 8 9 00:00:00 00 SOM EOM △ Distanc Duration 🐼 T Descriptic	Video file export
	● Open b <u>v</u> system F9

NB: Select the "P2 Hires" codec (which has the "P2 codec" property enabled) to select the xml file containing the file system structure with which files in the directory will be



imported (into the same asset). If a proxy file is present, it will be imported using the **"P2 Lores**" **codec** (which has both the "P2" and "Proxy" properties enabled).

- 3. Press the **[save]** button to apply changes, the "ingest workflow" will be automatically launched for the imported file.
- 4. If it's required to import **more P2 shoots**, return to the original episode by going to the "**Links**" tab and making double-click on it, then, repeat steps 1, 2 and 3.



Once done, close the Media Library, then complete the task by setting its result:

g≡ Task	
📱 🎕 ≁ 🚽 🚍 👔	🗲 🄶 As
Preview Job info	
Workflow	CENSORSHIP-APPROVAL Status MOPORT P2 SHOOT Priority Low
Action	IMPORT P2 SHOOT Priority Low
Assignee	OPERATOR
Asset	VIACOMASIA2
	VIACOMASIA2
Period	27 March 2013 - 16:37 🗾 🛨 🔽 28 March 2013 - 16:37 🛁 🗸
Budget	
Notes	
	· · · · · · · · · · · · · · · · · · ·
-*Job execution	
Cost	Nane 👻
To invoice	
Notes	
Result	Done

Available outputs:	
Done	All P2 files have been successfully imported.

▼ 12.2. Delivery

Once the **"ingest workflow"** of content is completed (i.e. has made ingested media suitable for the archive), an **"approval workflow"** is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:

APPROVAL WF	
Set TX ID metadata	
Programming Deliver to TX Set code Conform Transcode Send to	
Programming from TX ID Auto Auto Auto Auto Auto	
1. Set TX ID: Set the transmission ID of the approved media	
2. <u>Deliver to TX</u> : Check the content decided if a new edited version is needed	

▼ 12.2.1. Set TX ID (*OPS*)

In order to start processing archived media, a "Set TX ID" task will be submitted to the OPS department to set the SMPTE metadata corresponding to the Transmission ID of the asset, this, in the Agenda View:

ihow - Period - 🥰						
Task	Group	Start date	*Due date	Priority	Code	Description
🖈 MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
🖍 Download For Edit						
📌 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3·31 PM	28/03/2013 3·31 PM	Normal	PROMO1_2	Promo 1
🛠 Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



*P	italy.etere.com hone: obile:		
5	Task Proving Job J	1	
	workflow	CENSORSHIP-APPROVAL	Status Priority Low
	Action	Set TX ID	Priority Low
	Assignee	OPERATOR	
	Asset	VIACOMASIA2	
		VIACOMASIA2	
	Period	27 March 2013 - 16:37 28 March	2013 - 16:37 🛨 🛨 🔫
	Budget		
	Notes		^
K			-

The asset will be loaded in the **Media Library** to allow setting its TX ID under the **SMPTE Metadata** tab:

뮡	SM	IPTE Metadata		Links	2	Operations	Ъ	SIAE	-	Resources management
I	OUDNESS	FEDERATED	VIACOM M	letadata						
					·					
	Set Mark									Done
	Censorshi	р								Censor is not needed
	Executive	Approval								Yes
	Executive	Approval No	tes							
	TX Appro									Approved
	TX Appro	val Notes								
	TX ID									525347
n.	Download	For Ealt								
	Upload N	ew Version								

Once done, [save] the asset and close it, then, complete the task by setting its result:

Job info Workflow	CENSORSHIP-APPROVAL	Asset properties
Action	Set TX ID	Priority Low
Assignee	OPERATOR	
Asset	VIACOMASIA2	
	VIACOMASIA2	
Period	27 March 2013 - 16:37 28 1	March 2013 - 16:37
Budget		
Notes		
		-
-*Job execution		
Cost		· · · · · · · · · · · · · · · · · · ·
To invoice		
Notes		
Result	Done	

Available outputs:	
Ok	The TX ID metadata required for broadcast has been set.

▼ 12.2.2. Deliver to TX (*Programming*)

The **Programming** department needs to make the approved file available for transmission; this can be done from the **Media Library** through the following process:

- 3. Go to the Workflow tab and press the [Add] button
- 4. Select the following workflow and press the [start] button:

2	michael, MT	V ASIA, M	ledia Libra	ry											
File	e Tools Sh	ow Utiliti	es ?												
	MTV A	SIA													
D	📕 🛛 📓	E 🐔	86 🛛 🎖	ş 📑 🖷	P 🚡 🗠 🧯	= D	P 🖱	2				2	4:3 80		
ID	1022	Code	Promo 1			Title		Prom	ю1						
문문	SMP	TE Metada	ta		Links	22	(Operatior	IS	Л		SIAE	5		Resources man
	Search	🛗 Ge	eneral Data	1 ¹	Properties	齨	Media	%	Workflow	N	.	Secondary	Events	E E	Metadata
2) - 🗙 📓	1 D	😣 🔊	🧔 🔍											
	<u>C</u> ONFORM			Create	Proxy H264	DELE	TE AFTE	R INGE	ST ING	EST F	PROM	0			
	C <u>o</u> ntent Ch	neck TEST		te											
	Co <u>n</u> vert To	Pillar Box			_	_	_	_	_	_	_				
	C <u>r</u> eate DVD	with LOG	0												
	Cr <u>e</u> ate Prox	cy H264 wi	th TC	tion			Category	/	Status		R	esult	Notes		
	<u>D</u> ELIVERY E	XT													
	DE <u>L</u> IVERY T	го тх													
	DUBBING														

Workflows available for manual launching:							
Delivery to TX	 Makes the asset ready for its transmission, this, through the execution of following actions: Set the asset code from the TX ID metadata Conform the approved file into a new asset version (linked to the original asset) Transcode the approved file (e.g. down converted to SD) depending on the station Copy the approved file from the archive to Signiant NB: Both the original and the conformed file will be kept in the archive. 						

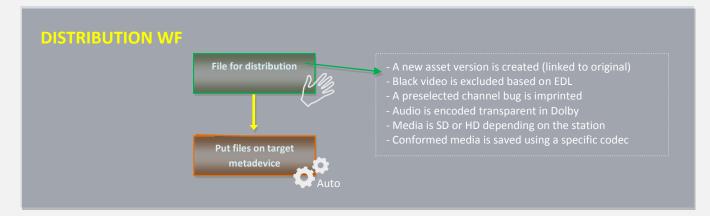
Workflows available for extra processing before delivery includes:

Convert SD to HD	Upconverts an IMX50 SD media into XDCAM50 HD PAL/NTSC.
Convert HD to SD	Downconverts an XDCAM50 HD media into IMX50 SD PAL/NTSC.

13. DISTRIBUTION

In this chapter will be explained the **workflow** that allows departments to manage the delivery of **on demand services (VOD, SVOD, Catch Up, etc.)**:

▼ 13.1. Delivery



All approved content can be delivered through the workflows listed below. Workflows can be executed from the **Media Library** from the **Workflow** tab, selecting the **[Add]** button and pressing the **[start]** button:

🏘 michael, MTV ASIA, Media Libr	ary				
File Tools Show Utilities ?					
MTV ASIA					
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ID 1025 Code PRMTX	1 Ti	tle Pror	no1		
문 SMPTE Metadata (文) Search 🛗 General Data		🕅 Operatio Media 🔛	ns 🎵 Workflow	SIAE Secondary Ev	류 Resources mana ents 문 Metadata p
🔊 📉 🗑 🗑 🔊 🚿					
<u>C</u> onvert To Pillar Box	\L				
C <u>r</u> eate Proxy H264	olete				
DELIVERY EXT		_			
D <u>U</u> BBING					
FILE FOR DISTRIBUTION	Action	Category	Status	Result	Notes
PROMO					

Workflows available for manual launching:					
File for distribution	This workflow creates a new asset version to hold the video conformed according to the following specifications:				
	 Black video is excluded based on EDL A preselected channel bug is imprinted Audio is encoded transparent in Dolby Conformed media is saved using a specific codec 				
	 Media is SD or HD depending on the station 				
	Once conformed, media is put on a location from which it will be ready for being distributed on-demand.				

▼ 13.2. Searching for distribution files

Assets holding distribution files (i.e. conformed through the **"File for distribution"** workflow) are managed as versions, that is, they are **linked** to the original asset to facilitate its location, in this way they can be easily searched as shown below:

1. In the **Media Library**, search for the <u>source asset</u> and load it (double-click):

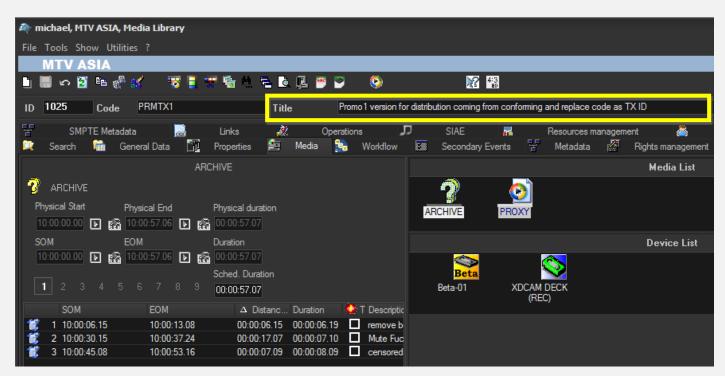
🏘 michael, MTV ASIA, Media	Library					_ 🗆 X
File Tools Show Utilities ?						
MTV ASIA						
🗋 🖩 🗢 🗏 🛃	". 🔋 🌌 🖷 🛝 🖶 C. 🎩		×2			
ID Code	Title				Episode	Version
📄 Links 🔯 Search 🛗 Series M	🗼 Operations 🎵 Ianager 🛐 Properties 🖆 Media	SIAE 🗖 Kara Seco	Resources management ndary Events 😤 Metadata	*People in Rights management	charge 🤴 遂 Tapeless receptio	Proposal on [[]] TechnicalData
Standard Extended Flags	Full-text All					
Турез						* 🔺
ID						8
Code						8
Ingest date	08/05/2013 - 08/05/2013 -					8
Title						Starts with 🛛 🏾 🕷
C-L-J-X D	00/05/2012	Fashala				
Groups	H 44 4 P PP H					Reset 🔍 Search
🖪 🔚 Genres	Icon ID Code	Title	Media	Episode Version		pes Aspect Ratio Site 🔺
<u>F</u> Artists ∎ F Sites	2033 PRMTX_PR2	censored	22	1	1 00:00:08.08 PF	
	2046 2046 FEST	Promo 1		1	1 00:00:30.23 J	4:3 SIN
			8 9 44 9 8 9 9 9			
	2035 Geordie Shore-0001	Geordie Shore - EPISODE1	2 1 V V 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1MX 1		IOW 168 SIN
		TECT NTCC 1	2) 102	1	1 00-00-20 01 00	



3. Navigate to the **Links** tab, all related assets (e.g. holding distribution files) will be listed:

🏘 michael, MTV ASIA, Media Library							
File Tools Show Utilities ?							
MTV ASIA	Not Ok to broad	lcast					
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ID 1022 Code PROMO1	Title Promo 1						
	operties 🚔 Media 🛼 Wo .inks 赥 Operations	rkflow 🖾 Secondary Events 😤 🎵 SIAE 📠	Metadata 🚰 Rights management Resources management 🏻 🙈				
🗖 🗖 Promo1 (PROMO1) 🛛 🛛 P	Properties	Value					
	D	1025					
📃 📃 Promo1 version for distribution 🔤	Code	PRMTX1					
	· · · · · · · · · · · · · · · · · · ·	Promo1 version for distribution coming from	conforming and replace code as TX ID				
	yhe	J					
Mute Fuck+++ (PRMTX1_PR	pisode	1					
	Duration	00:00:57.07					
S	Sched Duration	00.00.57.07					

4. Make right-click on the desired file and select the "**open**" option, the related asset will be loaded in the **Media Library**:



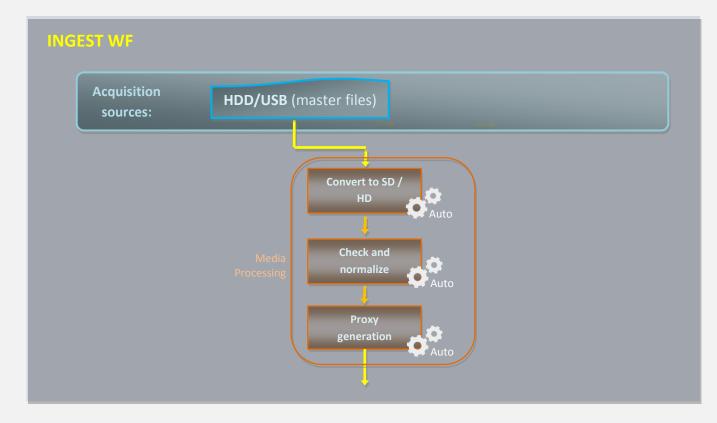


7 14. DIGITAL MEDIA

In this chapter will be explained the **workflow** that allows to make content available on the **website** as **digital files**.

▼ 14.1. Ingest

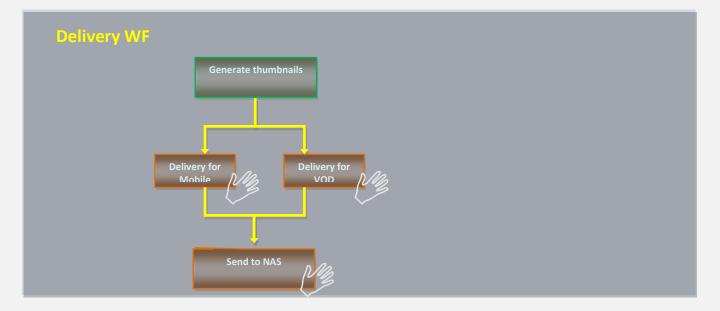
Digital media will be **acquired** by ingest operators through **Etere Active Sync** from a network directory where master files are stored. Once material is acquired (audio track is one stereo track) it will be made suitable for the archive (e.g. normalized).



NB: Detailed information on the acquisition process is provided in the chapter "3. Ingest".

▼ 14.2. Delivery

ere



Digital media can be managed through the workflows listed below. Workflows can be executed from the **Media Library** from the **Workflow** tab, selecting the **[Add]** button and pressing the **[start]** button:

🍂 micha	ael, MTV ASI	A, Media Libr	ary										
File Too	ols Show U	tilities ?											
	TV ASIA												
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ID 10	25 Cod	le PRMTX	1		Title		Pron	101					
िम्म ्रि Se	SMPTE Me earch 🛗	tadata General Data		Links Properties	22 22	(Media	Operation	ns Workflow	ת ש	SIAE Secondary	FR V Events	Hange State	Resources mana Metadata ß
	K 🖸 😭 (P										
	/ert to Pillar f		NL .										
	te Proxy H2I ery for Mobi		plete										
	ery for VOD												
<u>G</u> ene	erate thumbr		Action			Categon	/	Status		Result	Notes		
<u>S</u> enc	to NAS												

Workflows available for manual launching:				
Generate thumbnails	Generate thumbnails from the media. NB: Currently, thumbnails are generated with Adobe Photoshop .			
Delivery for Mobile	 Generate different versions of the asset, with the same codec but different bitrates: 1 file (entire media) for each required bitrate (7) "n" files (5 minutes long segments) for each required bitrate (7) NB: Bitrates are currently generated by Episode Pro. 			
Delivery for VOD	Generate a new conformed media featuring a header and bug .			
Send to NAS	Move the media to the NAS storage server without keeping track (i.e. no media will remain in the archive).			



15. KEY BENEFITS

With the new ETERE system, VIACOM will benefit from all the advantages derived from Etere MERP, present and future operational benefits are following mentioned:

- ✓ Flexibility, on meeting all requirements by proving a versatile media management system tightly integrated with all the metadata and equipment
- ✓ Scalability, to increase the capturing/playing channels without altering the workflow complexity, minimizing operational overheads overall costs
- ✓ Efficiency, achieved by reducing repetitive manual operations, allowing to define and include in advance in automatic preset workflows
- ✓ Reliability, derived from the use of streamlined workflows provided with detailed logs for tracking the overall and individual functioning of the system

- Accuracy, on all phases, reducing the risk of mistakes when archiving data since all archived contents are continuously checked and monitored
- ✓ Integration, of non-linear editing systems to allow direct access to archive through a web interface empowered with the highest security standards
- ✓ Security, across all operations based on specific user permissions depending on the structure of the customer's Active Directory domain
- ✓ Usability, a sophisticated interface guarantees a smooth use and intuitive management of media content, from ingest to playout



Etere is an international leader in the media market. Etere develops and distributes a wide range of high technology software for broadcasting and media businesses. With more than 25 years of experience, Etere provides powerful, flexible, cost-effective, high-performance, end-to-end media solutions. Etere is the only company worldwide that can offer you a solution to all your media needs in one single package.

Etere is the only solution 100% workflow based for all broadcast and media environments. It's a common framework where there is real-time sharing of all the data among several applications to manage all media business requirements. The workflow approach allows a fully customized design with edge performances.

Etere guarantees the best after-sales support service on the market with engineers ready to give professional assistance 24 hours a day, 7 days a week. The service includes voice, email, VPN and VoIP with unlimited calls and connection time, and a pro-active system to help diagnose problems before they appear.



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