

# USER GUIDE

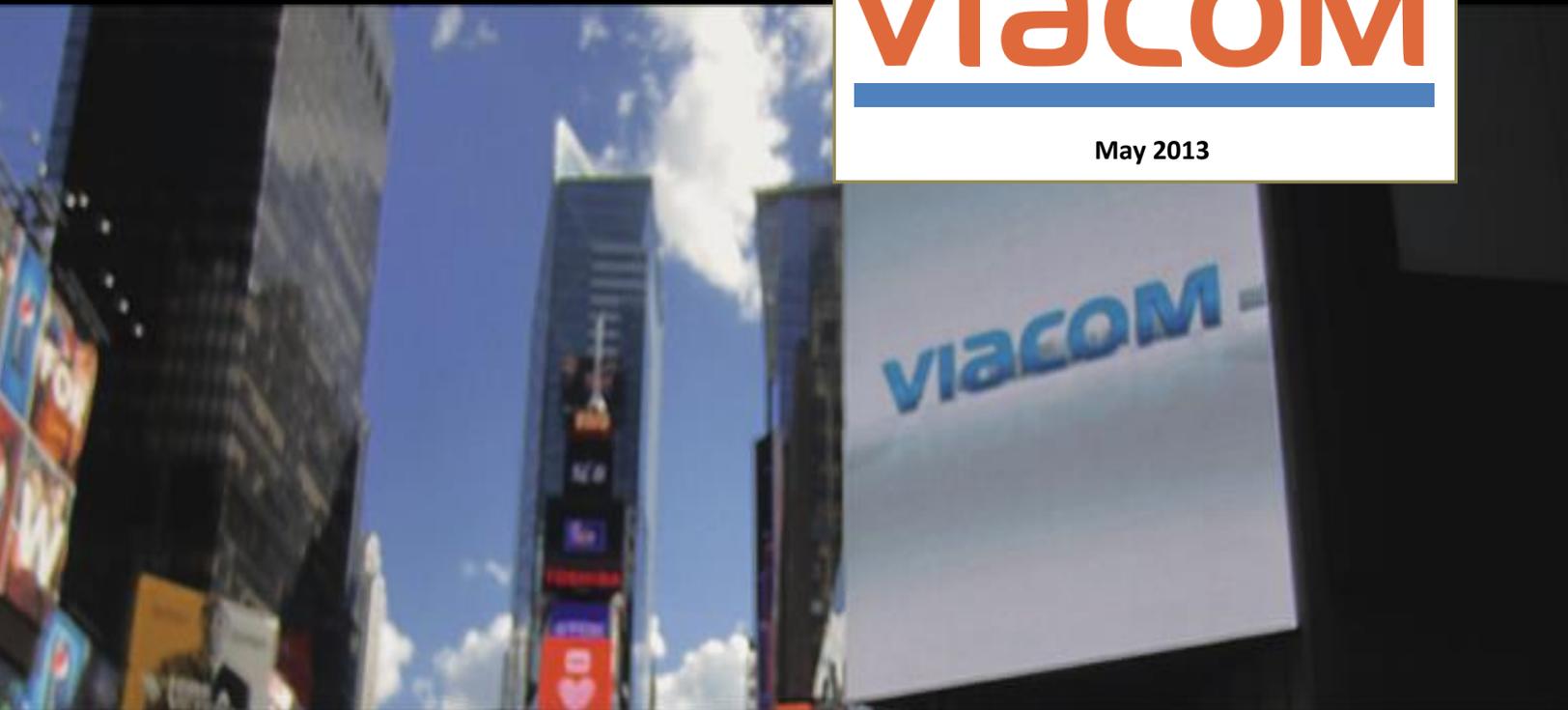
**Etere**  
a consistent system

## **VIACOM SINGAPORE**

A guide to the Etere-based  
Media Management System

**VIACOM**

May 2013



# Table of Contents

- ▼ **1. INTRODUCTION ..... 4**
- ▼ **2. OVERVIEW ..... 5**
- ▼ **3. INGEST ..... 7**
  - ▼ *3.1. Acquisition Sources..... 7*
  - ▼ *3.2. Ingest Workflow ..... 13*
- ▼ **4. CC ASIA PROGRAMMING AN OPS ..... 19**
  - ▼ *4.1. Ingest..... 19*
  - ▼ *4.2. Approval ..... 19*
  - ▼ *4.3. Subtitling ..... 32*
- ▼ **5. NICK PROGRAMMING AND OPS..... 37**
  - ▼ *5.1. Ingest..... 37*
  - ▼ *5.2. Approval ..... 37*
  - ▼ *5.3. Subtitling ..... 50*
  - ▼ *5.4. Dubbing ..... 55*
- ▼ **6. TAM ..... 63**
  - ▼ *6.1. Ingest..... 63*
  - ▼ *6.2. Approval ..... 64*
- ▼ **7. MTV PROGRAMMING AND OPS..... 79**
  - ▼ *7.1. Ingest..... 79*
  - ▼ *7.2. Approval ..... 80*
  - ▼ *7.3. Subtitling ..... 95*
- ▼ **8. TRAFFIC.....100**
  - ▼ *8.1. Planning..... 100*
  - ▼ *8.2. Ingest..... 102*
  - ▼ *8.3. Approval ..... 107*
- ▼ **9. MTV OAP.....111**

- ▼ 9.1. *Ingest*..... 111
- ▼ 9.2. *Approval for Files*..... 119
- ▼ 9.3. *Approval for Graphics*..... 126
- ▼ 9.4. *Delivery*..... 136
- ▼ **10. CC ASIAN OAP** .....**137**
- ▼ 10.1. *Ingest*..... 137
- ▼ 10.2. *Approval for Files*..... 145
- ▼ 10.3. *Approval for Graphics*..... 152
- ▼ 10.4. *Delivery*..... 162
- ▼ **11. NICK OAP** .....**163**
- ▼ 11.1. *Ingest*..... 163
- ▼ 11.2. *Approval for Files*..... 171
- ▼ 11.3. *Approval for Graphics*..... 178
- ▼ 11.4. *Delivery*..... 188
- ▼ **12. PRODUCTION** .....**189**
- ▼ 12.1. *Ingest*..... 189
- ▼ 12.2. *Delivery*..... 196
- ▼ **13. DISTRIBUTION**.....**200**
- ▼ 13.1. *Delivery*..... 200
- ▼ 13.2. *Searching for distribution files*..... 201
- ▼ **14. DIGITAL MEDIA** .....**203**
- ▼ 14.1. *Ingest*..... 203
- ▼ 14.2. *Delivery*..... 204
- ▼ **15. KEY BENEFITS** .....**206**

## ▼ 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:

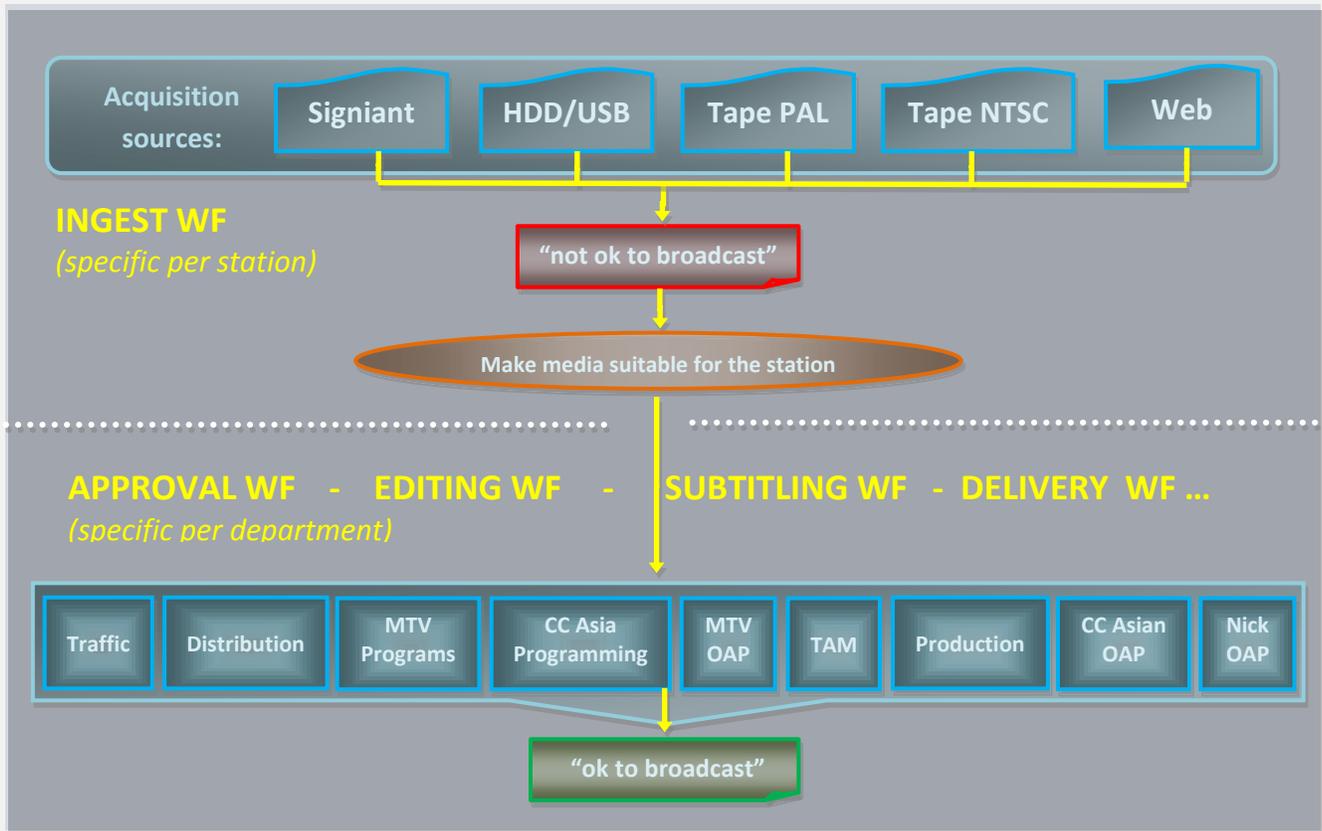
### MERP capabilities:

- 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:

<u>CODEC</u>	Description
<b>IMX50 SD PAL</b>	Used to archive SD content
<b>XDCAM HD PAL</b>	Used to archive HD content

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

### ▼ 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.

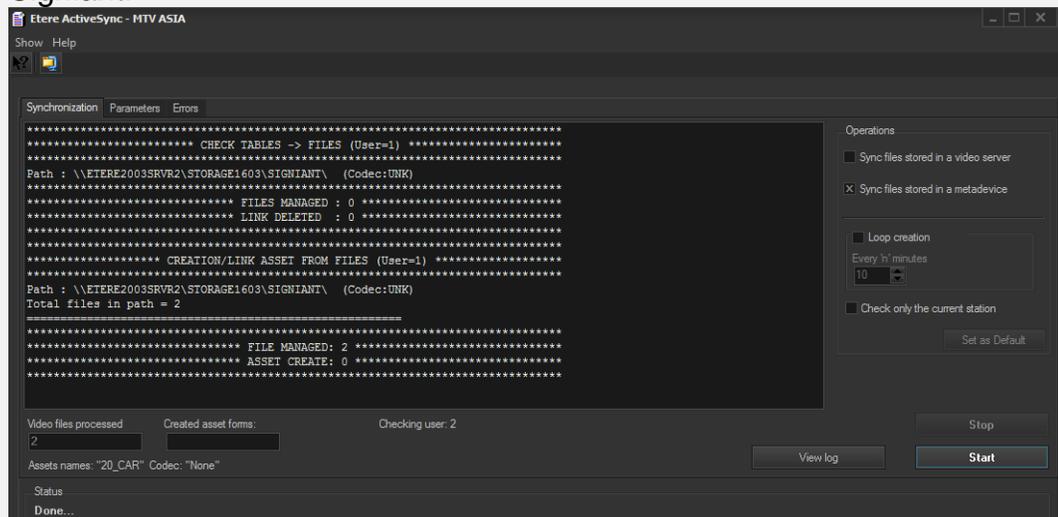
#### ▼ 3.1. Acquisition Sources

##### ▼ 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:



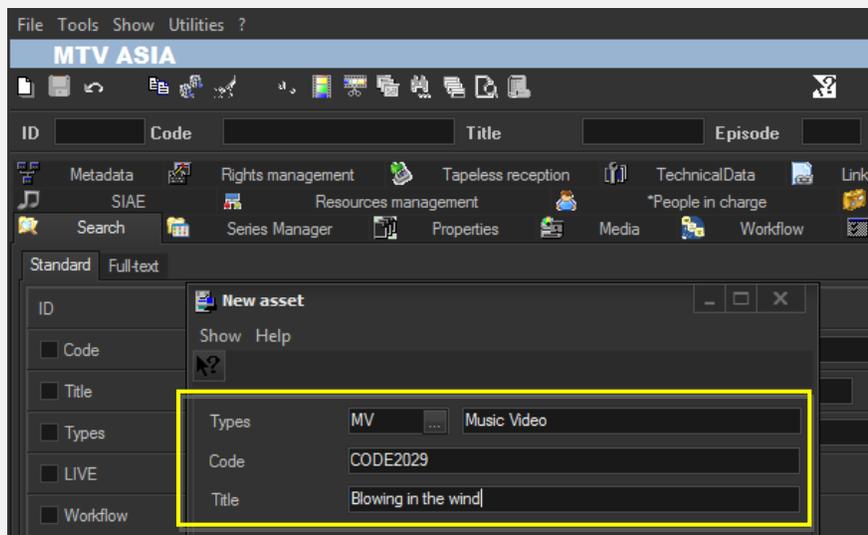
2. Once ingested, the “**ingest workflow**” will be automatically executed to process the asset (including a “**check station**” task for verifying the correct association between assets and stations).

**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.

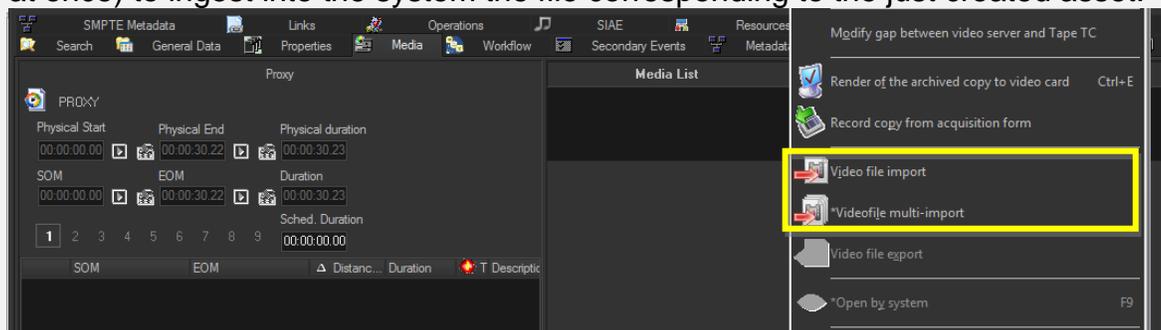
▼ **3.1.2. Via HDD or USB**

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)



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.

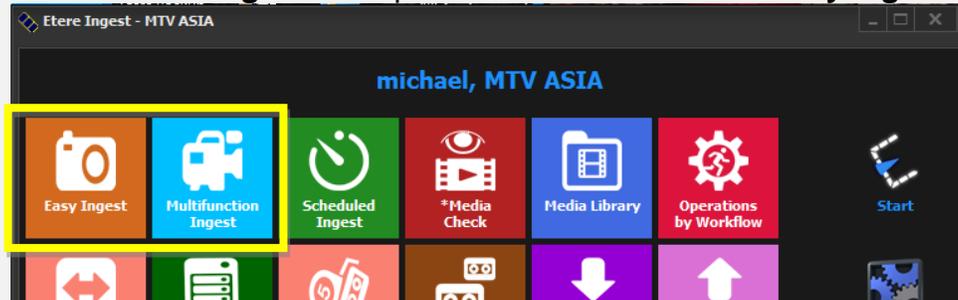


- Once the import is completed, the “**ingest workflow**” will be launched to process the file.

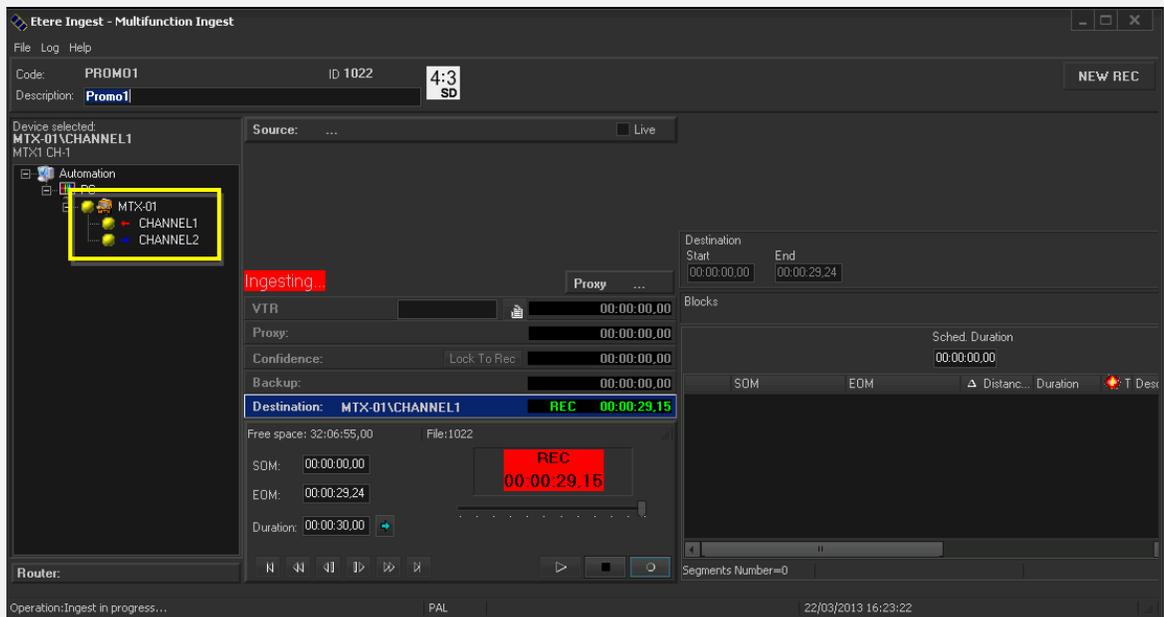
▼ **3.1.3. Via Tape in PAL format**

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

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



- 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)
- 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):



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

▼ **3.1.4. Via Tape in NTSC format**

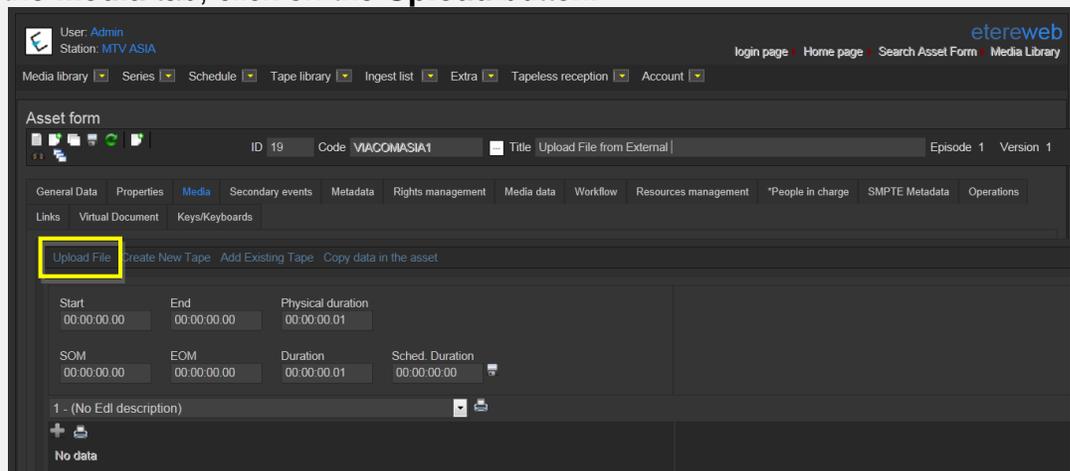
Tapes arrived in **NTSC format (or any other incompatible with VTR)** are sent to **ENCOMPASS** for digital acquisition, once the file is digitalized it's delivered to **VIACOM** for the processing.

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**”.

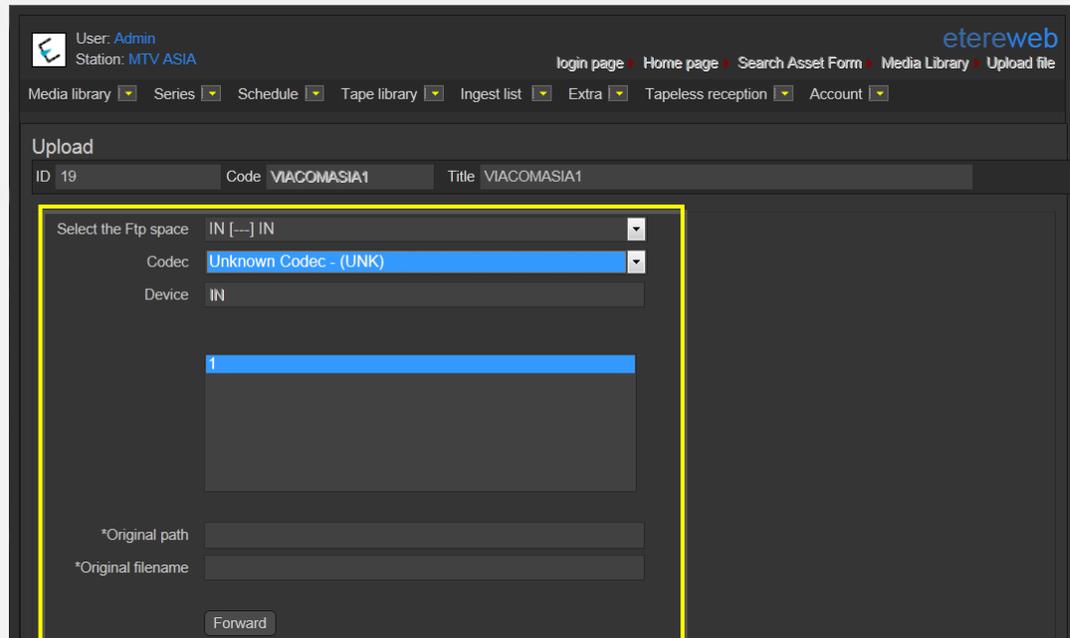
▼ 3.1.5. Via Web

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**:

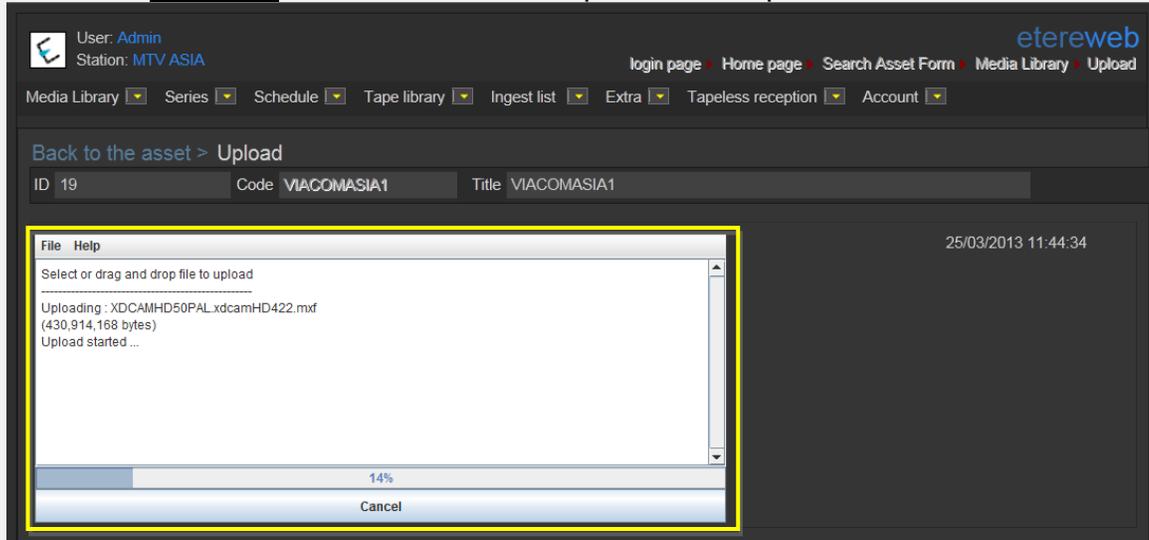
1. Access the **EtereWeb** service and go to the **Media Library** section
2. Search for the asset to be delivered or create a new one specifying its code
3. Under the **Media** tab, click on the **Upload** button:



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



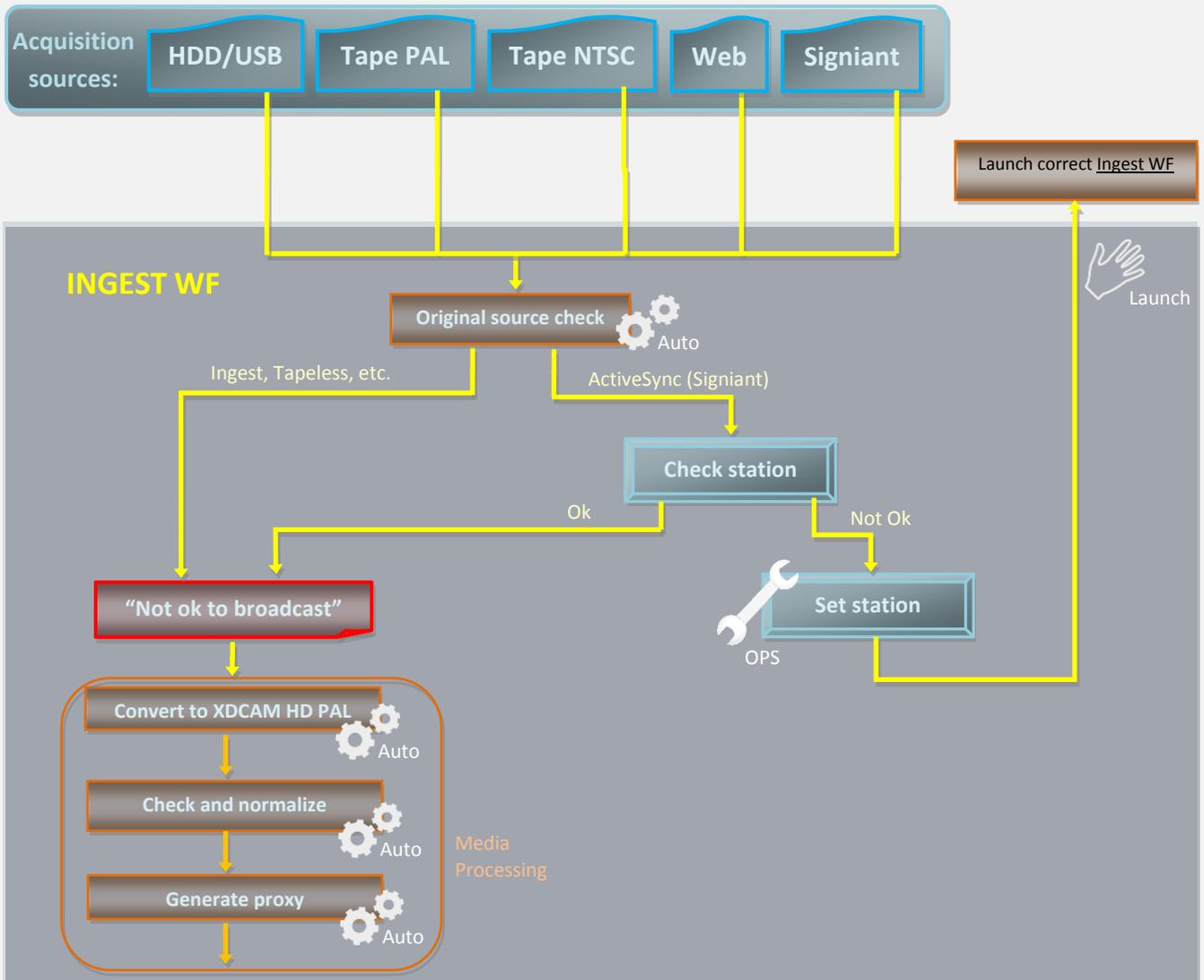
5. Press the **[Upload]** button and wait the upload to complete.



6. Once completed, the “**ingest workflow**” will be automatically executed to process the assets.

### ▼ 3.2. Ingest Workflow

For each station, 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. **Original source check:** Checks if media comes from Signiant (via ActiveSync).
2. **Check station:** Check that asset coming from Signiant is associated to the right station.
3. **Set station:** 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. **Media Processing:** Bunch of automatic actions to make media suitable for the archive.

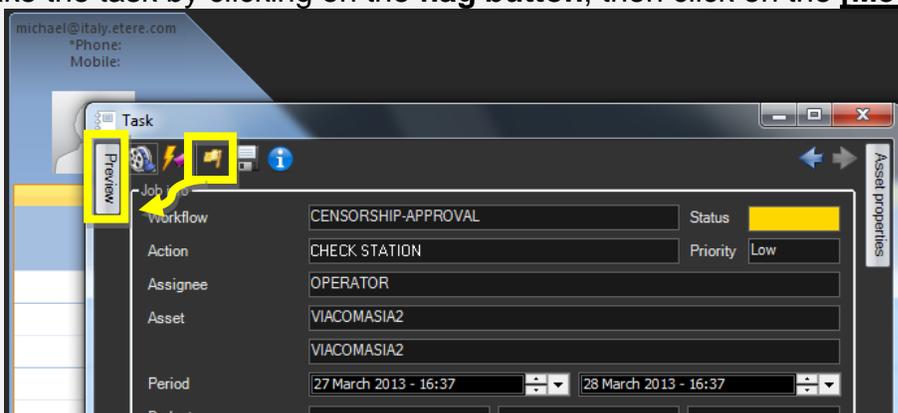
▼ **3.2.1. Check station (Ops)**

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.

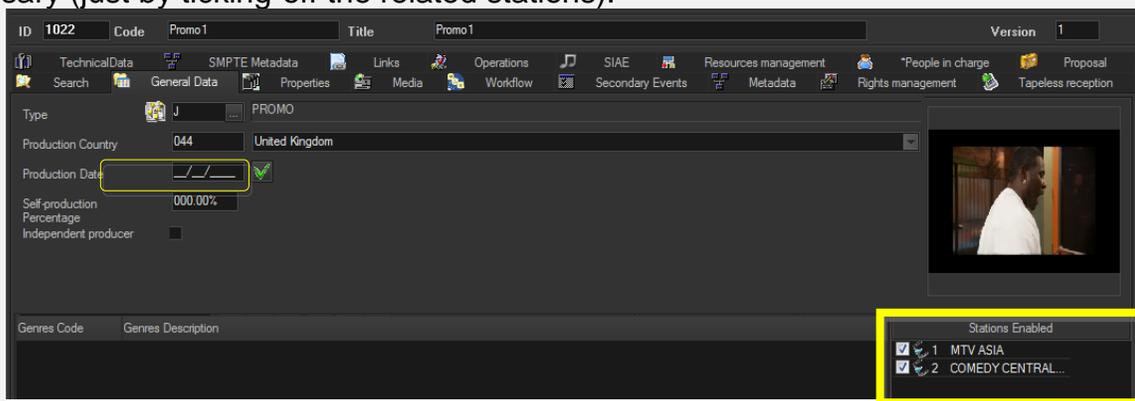
Open **Etere MAM** and launch the **Agenda View**, then, in the bottom part of the window double-click on the “**Check asset station**” task:

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	Promo1
<b>CHECK STATION</b>	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

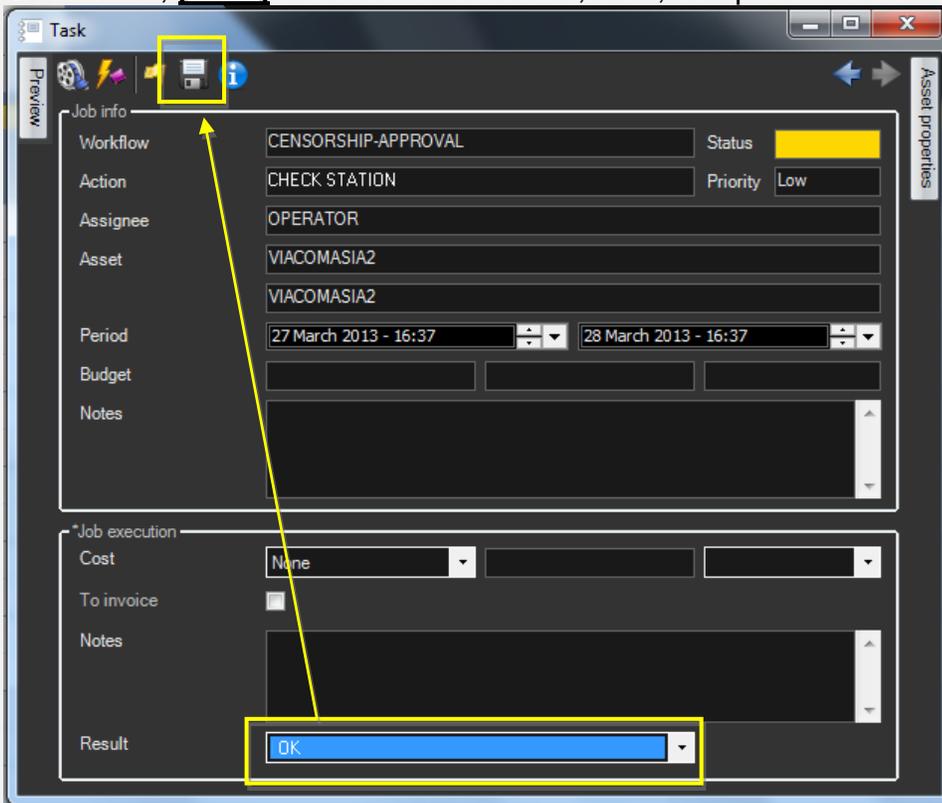
Take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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):



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



**Available outputs:**

<b>Ok</b>	Stations are correctly associated; continue with the current “ingest workflow”.
<b>Not ok</b>	Stations are wrongly associated; the “ <b>Set station</b> ” task is needed.

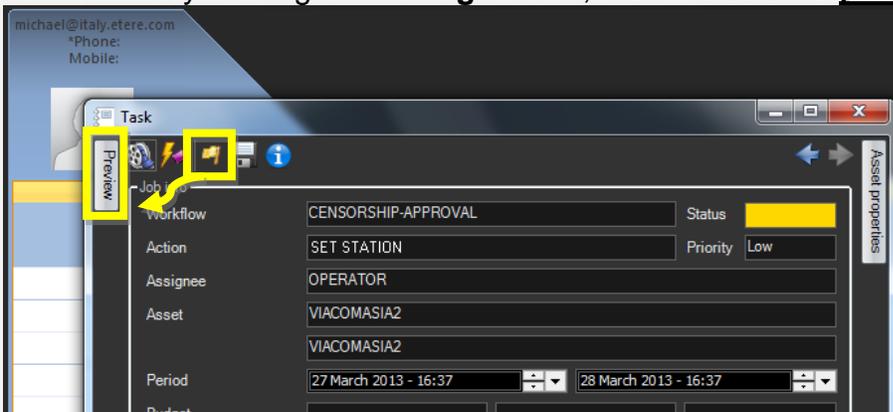
▼ **3.2.2. Set asset station (Ops)**

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.

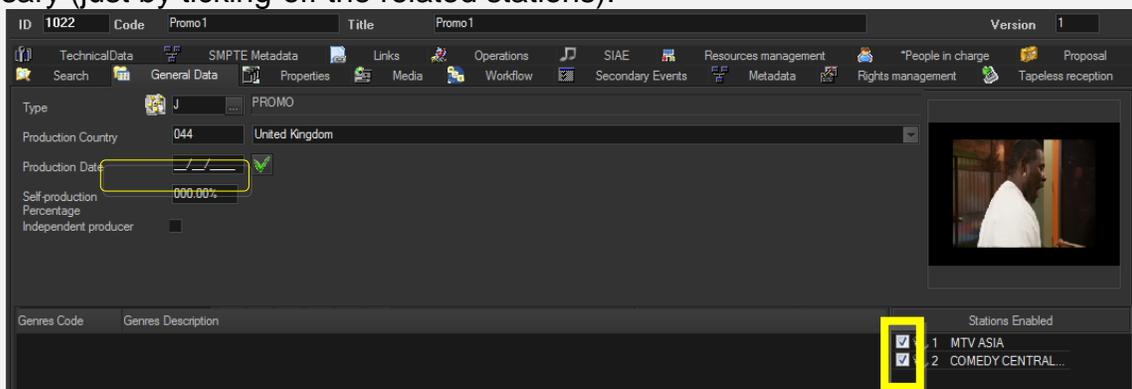
Open **Etere MAM** and launch the **Agenda View**, then, in the bottom part of the window double-click on the “**Check asset station**” task:

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	Promo1
<b>SET STATION</b>	<b>OPERATOR</b>	<b>27/03/2013 4:37 PM</b>	<b>28/03/2013 4:37 PM</b>	<b>Normal</b>	<b>VIACOMASIA2</b>	<b>VIACOMASIA2</b>

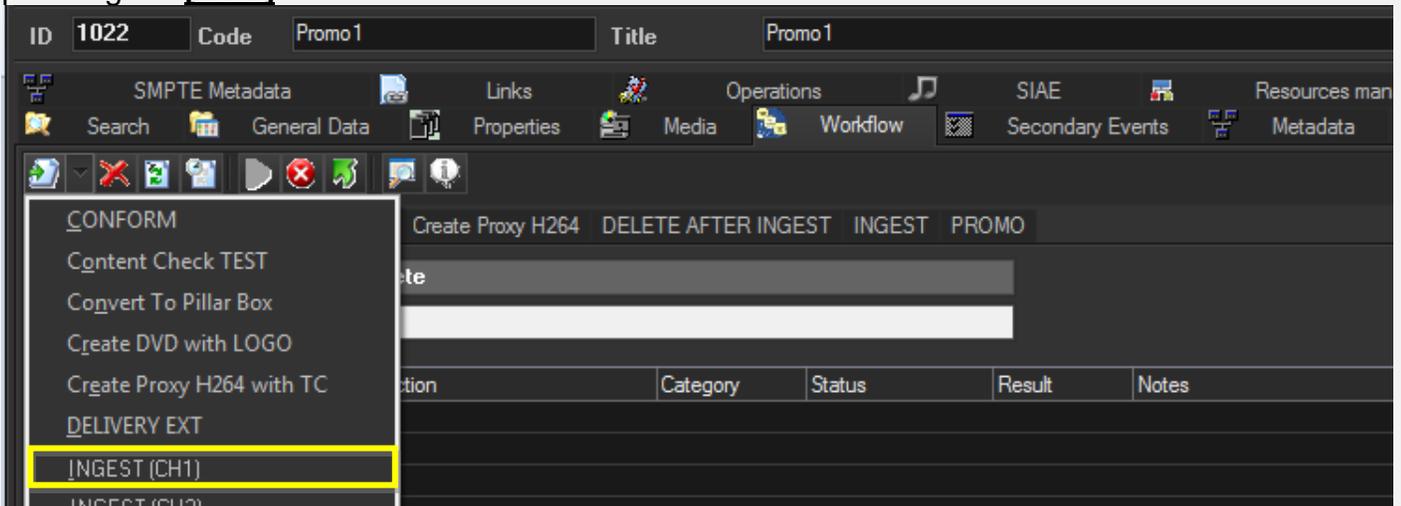
Take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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):



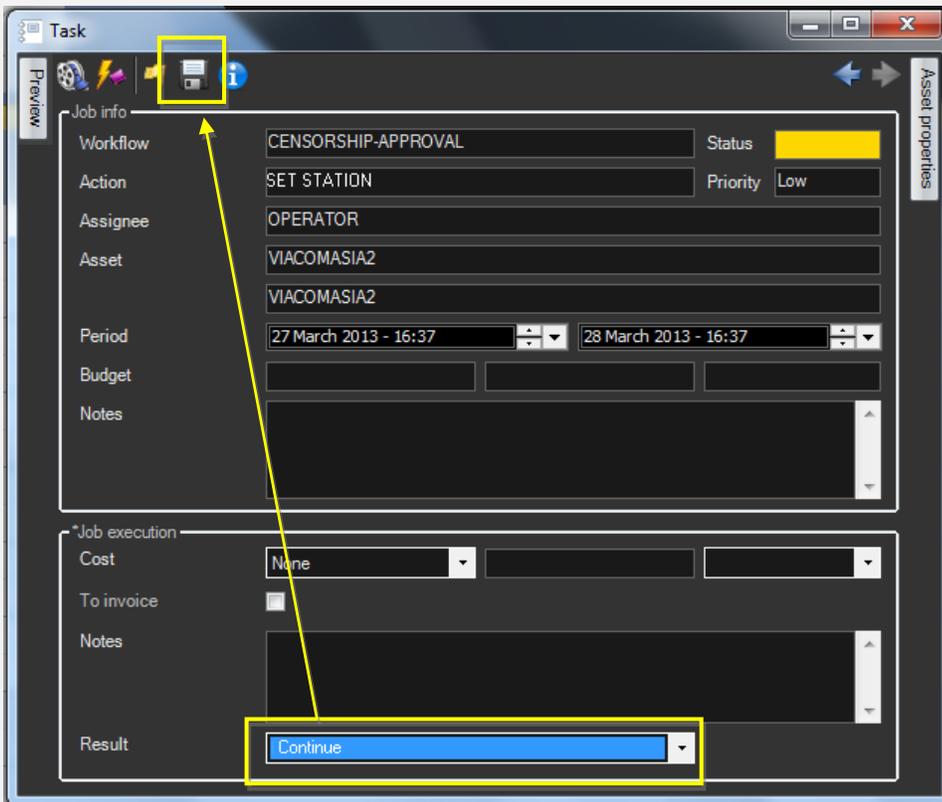
Now, it's required to launch the workflow that corresponds to the correct station, this, by going to the **Workflow** tab, pressing the **[Add]** button, selecting the correct workflow and pressing the **[start]** button:



**Workflows available for manual launching:**

<b>INGEST "X"</b>	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**:



**Available outputs:**

<b>Ok</b>	Stations have been set and the correct workflow has been launched.
-----------	--

▼ 3.2.3. Media processing

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

<b>1</b>	<p><b>Format conversion</b></p> <p>Depending on the station on which media is intended to be transmitted; media format is automatically changed into either “<b>XDCAM HD 50 PAL</b>” (for Comedy Central) or “<b>IMX 50 PAL</b>” (all other channels).</p>
<b>2</b>	<p><b>Check and normalize</b></p> <p>Checks if the audio level of the ingested media is within the allowed range, <b>normalizing</b> it if required (i.e. if the audio level is out of the allowance).</p>
<b>3</b>	<p><b>Proxy generation</b></p> <p>Takes the hires file (IMX50 or XDCAMHD50) and transcodes it into a <b>lores file</b> (WMV) to be used for preview purposes during the media management (e.g. censorship, conforming, etc.).</p>

## ▼ 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.

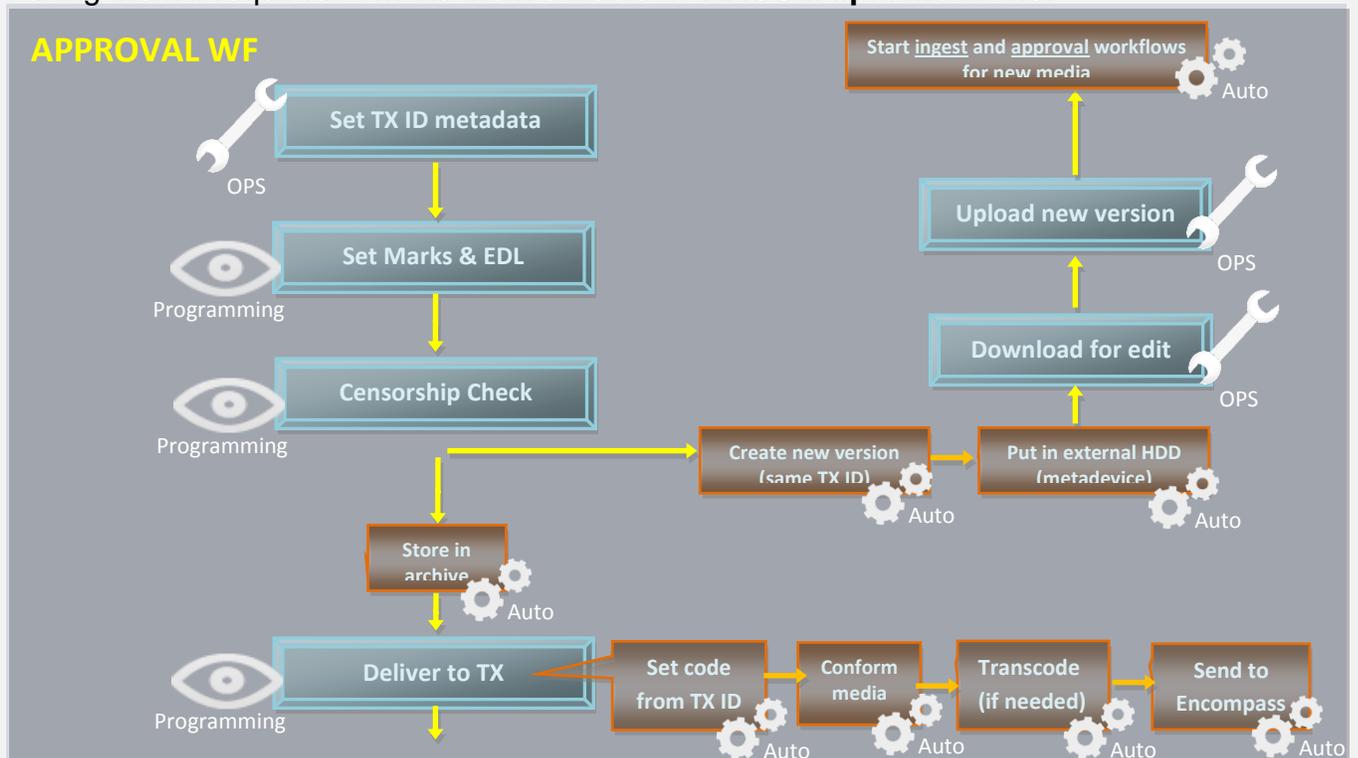
### ▼ 4.1. Ingest

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**:



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)

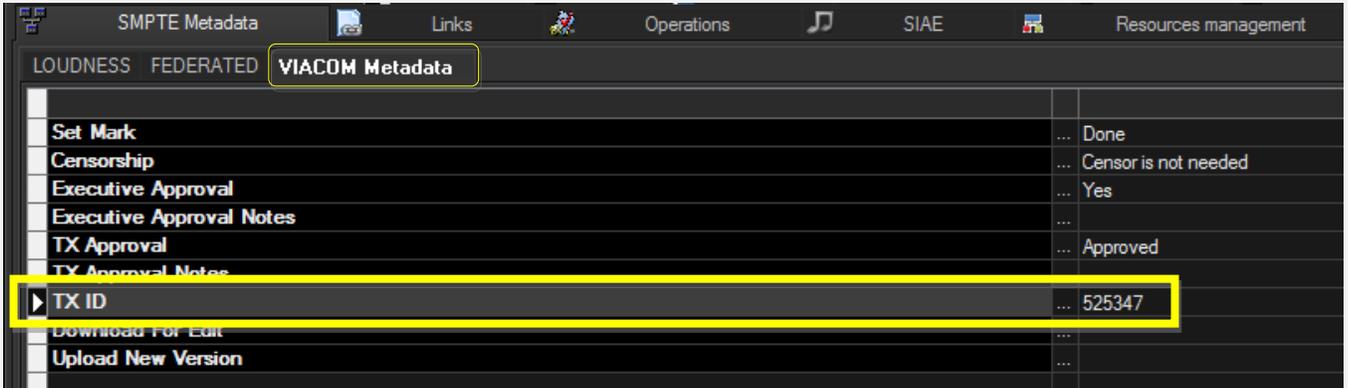
In order to start processing archived media, a “Set TX ID” task will be submitted to the OPS department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	PBOMD1_2	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

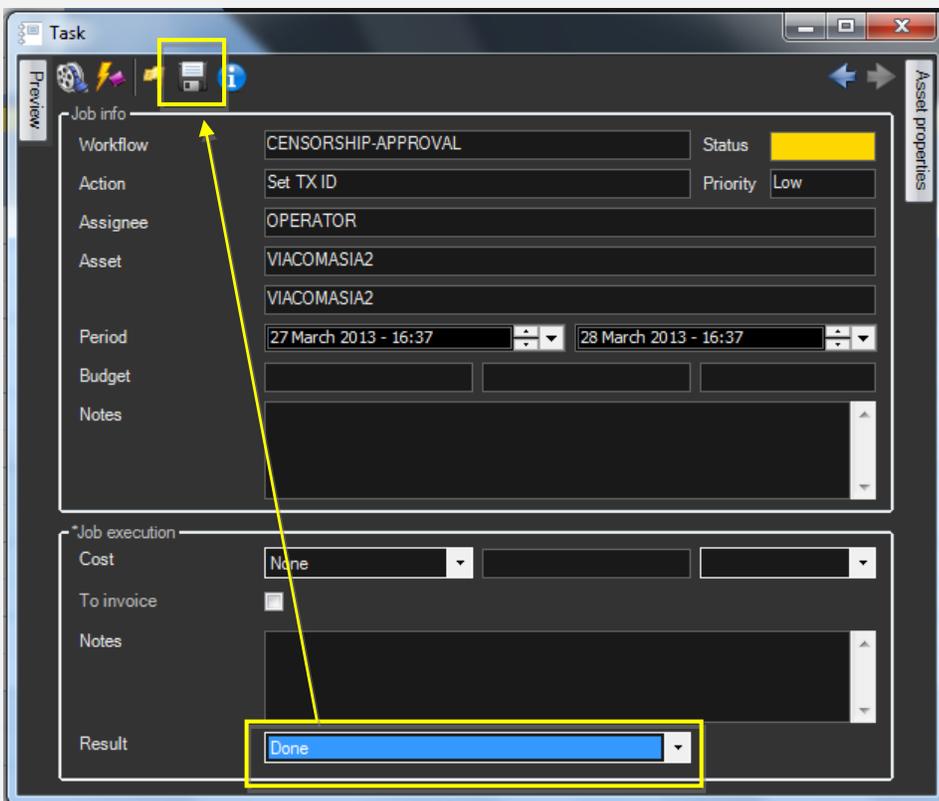
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



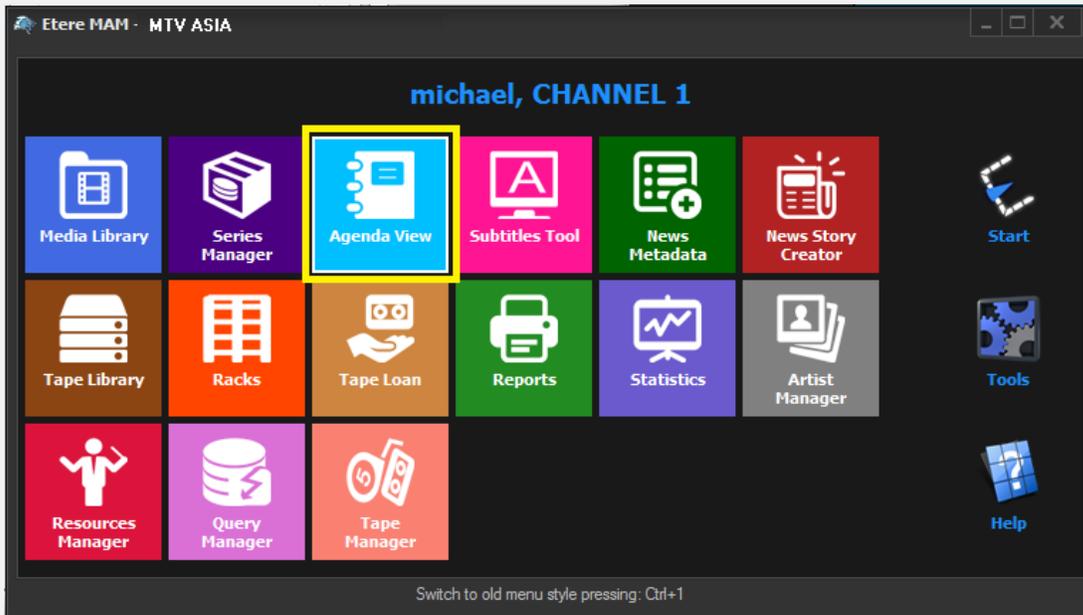
**Available outputs:**

**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**:

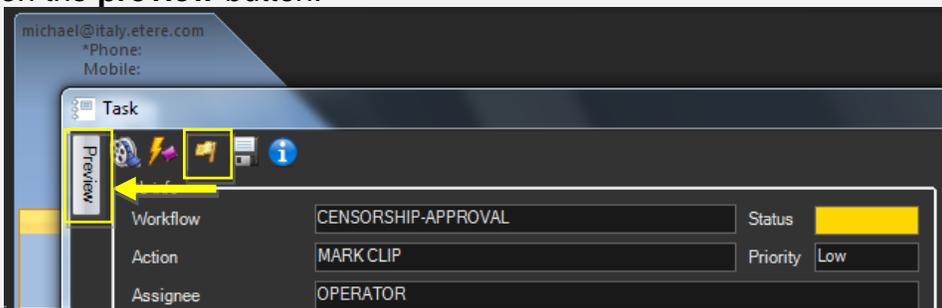


A new window will open showing in the bottom part all **available tasks**:

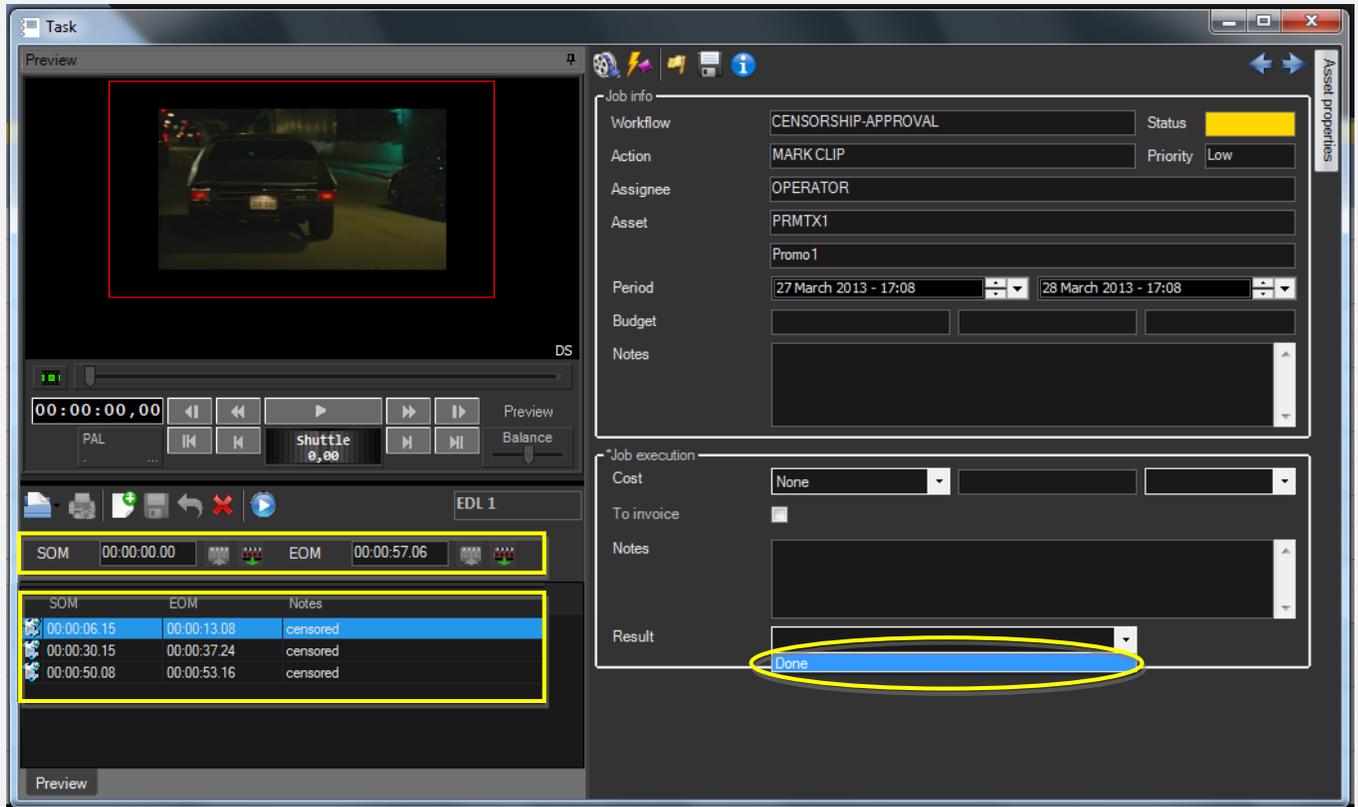
The screenshot shows a task list window with a table of tasks. The first row is highlighted in yellow. The table has columns for Task, Group, Start date, Due date, Priority, Code, and Description.

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	Promo1

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



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



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

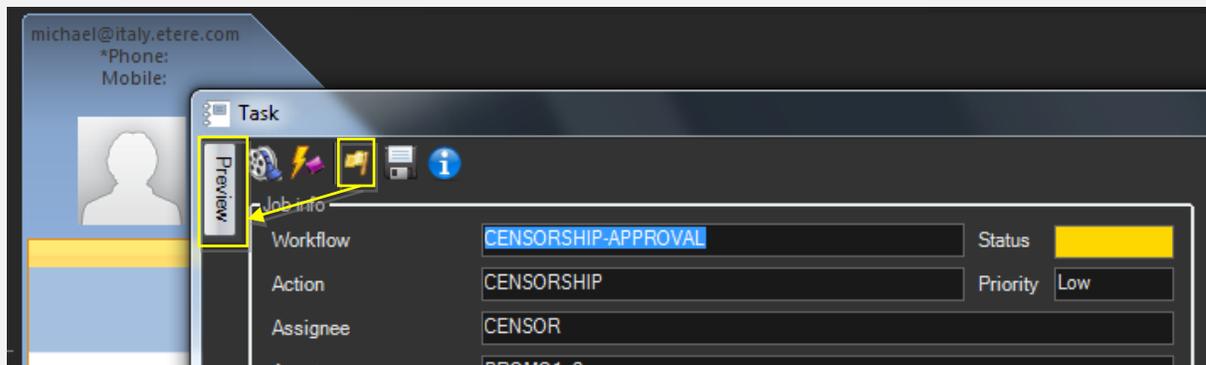
Available outputs:	
<b>Done</b>	Media has been correctly marked and the EDL has been elaborated.

▼ **4.2.3. Censorship check (Programming)**

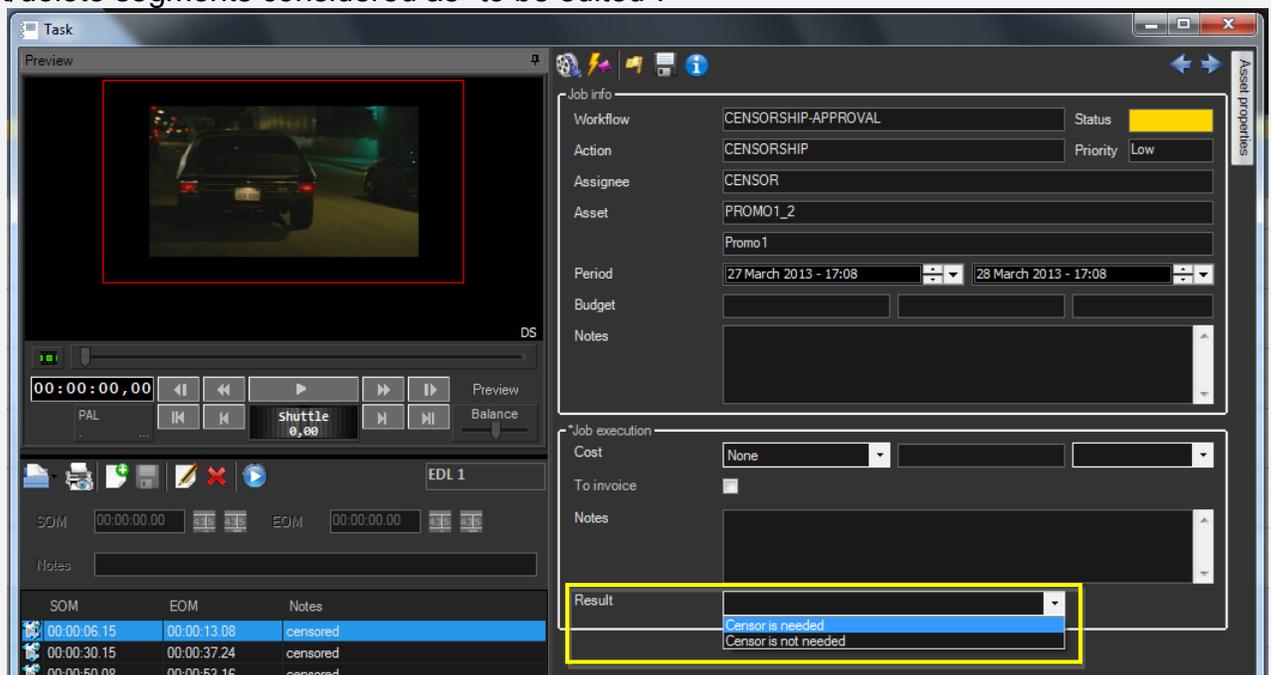
Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **Programming** department has to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

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
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

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



The **Preview** area will be expanded to directly manage the asset EDL, allowing to 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 (to keep track of requested changes, to send it to the concerned department). Give a **result** to the task and click on the **[Save]** button. Available results include:

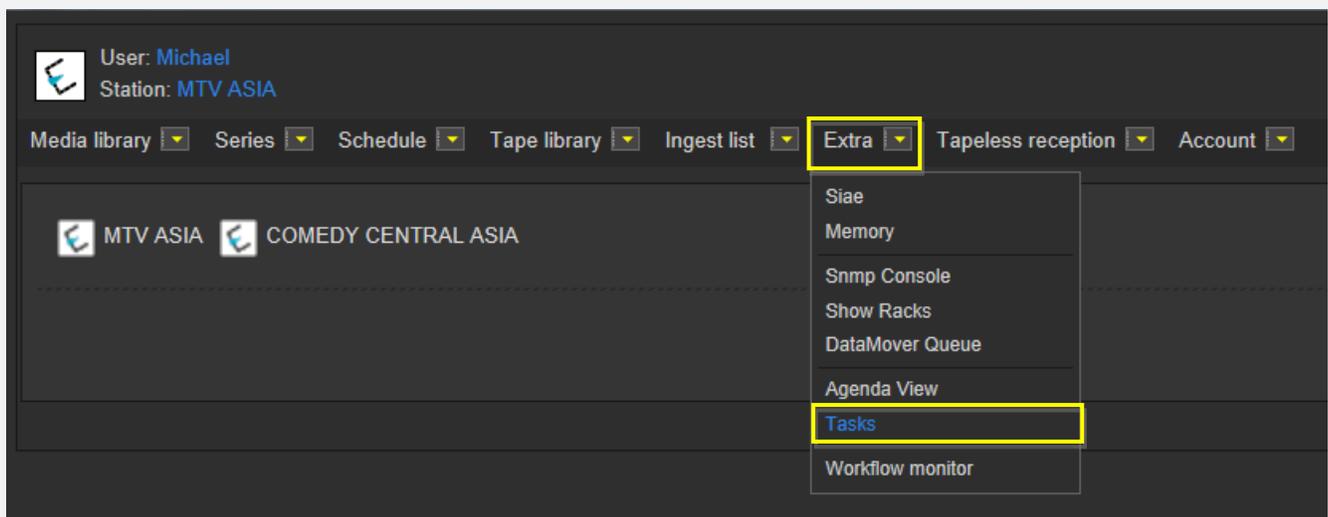
Available outputs:	
<b>Censor is not needed</b>	Media's censorship is considered ok for transmission, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Media will be stored in the <b>archive</b></li> </ul>
<b>Censor is needed</b>	Media require further actions in order to be approved, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>A <b>new asset version</b> will be created (linked to the original asset and featuring the same TX ID metadata but a different Code).</li> <li>Required files will be put in an <b>external HDD</b> (metadevice),</li> <li>A <b>"Download for edit"</b> task will be attached to the new asset version to allow its download (and subsequent processing and upload).</li> </ul>

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

<b>Store in archive</b>	This workflow <b>moves</b> approved files into the <b>archive</b> for storing version to export. Once media is moved to archive, all <b>unnecessary media</b> (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:



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

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
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:

http://172.31.230.107/?id\_assignAction=1021&id\_instance=1014&id\_instanceclass=2&idFilmati=2028& - Windows Internet Explorer

Status: Low

Resources management: CENSORSHIP-APPROVAL

Action: Download For Edit

Asset: VIACOMASIA2

Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49

Assignee: [Empty]

Cost: Select a type

To invoice:

Notes: [Empty]

Result: [Empty]

Downloaded

Save

SOM: [Progress bar]

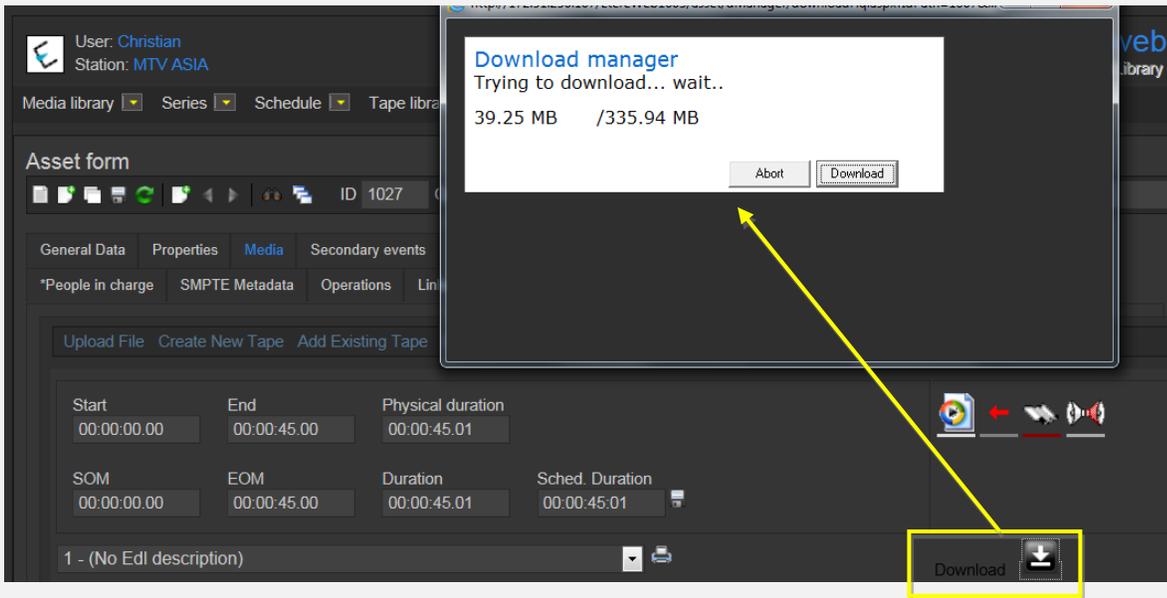
EOM: [Progress bar]

Subtitles language: [Dropdown]

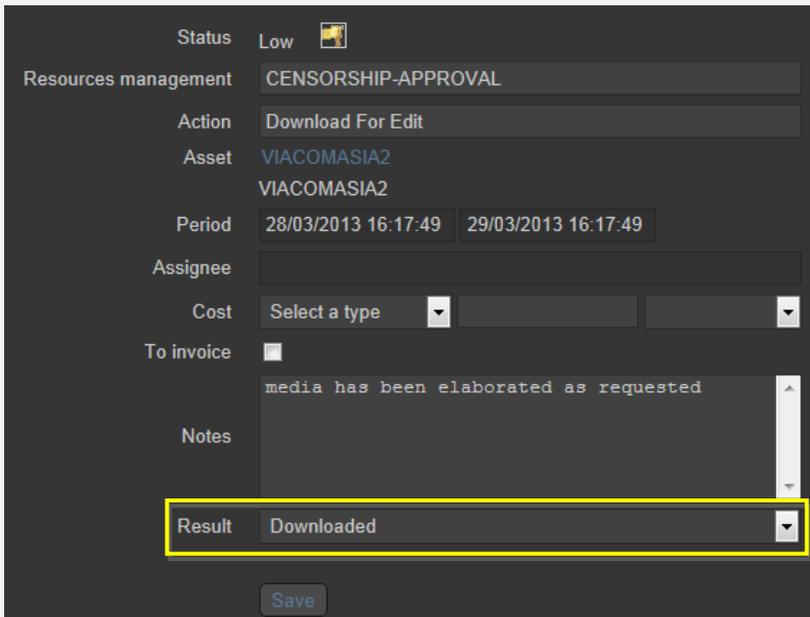
Audio count: [Progress bar]

Audio tracks: [Dropdown]

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:



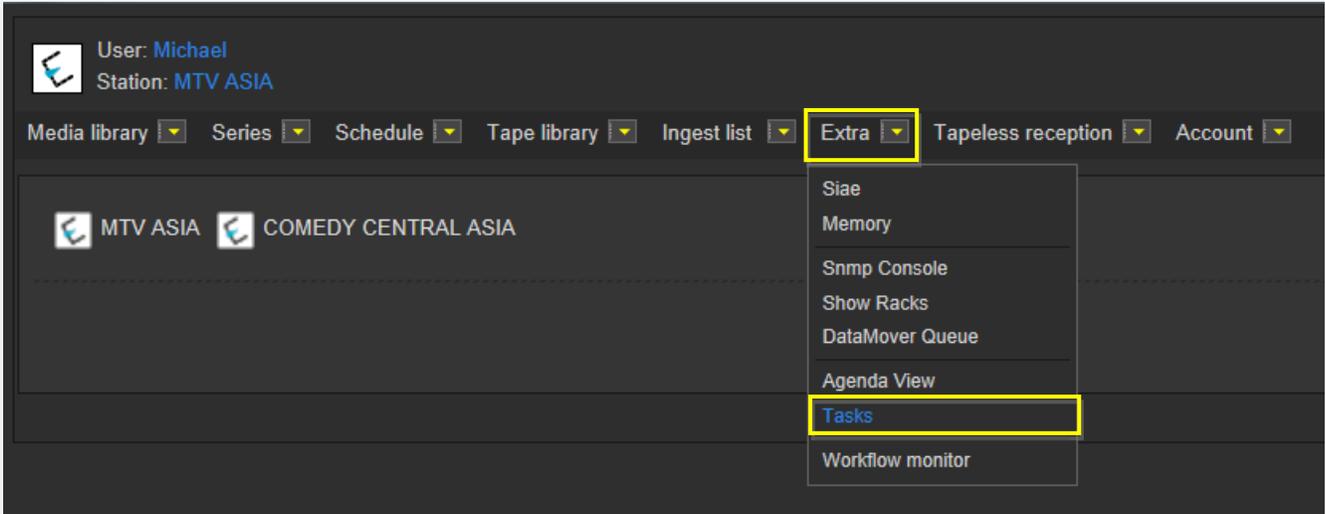
When the **downloaded** is complete, close the **Media Library** page and back in the task, compile all required data and set a result before **saving**:



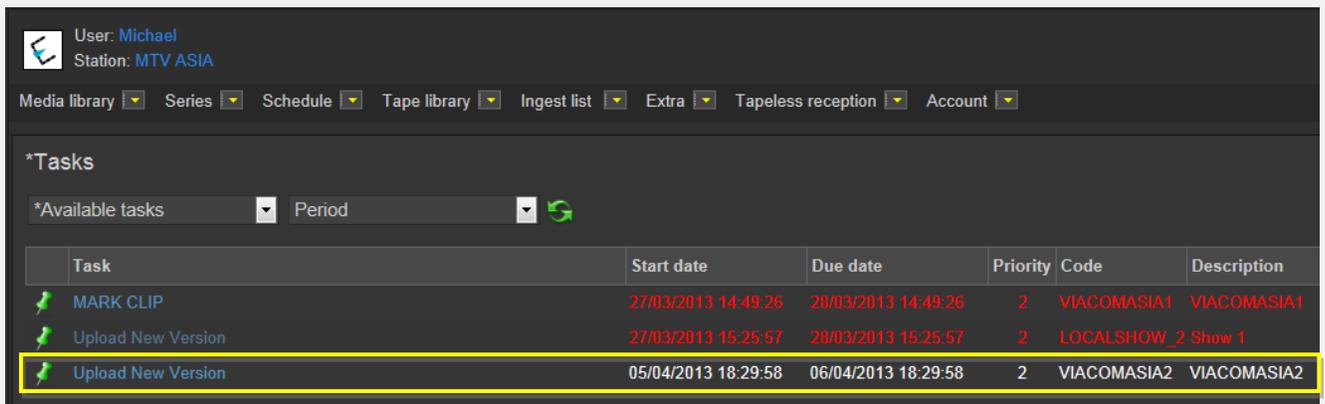
#### ▼ 4.2.5. Upload new version (Ops)

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.

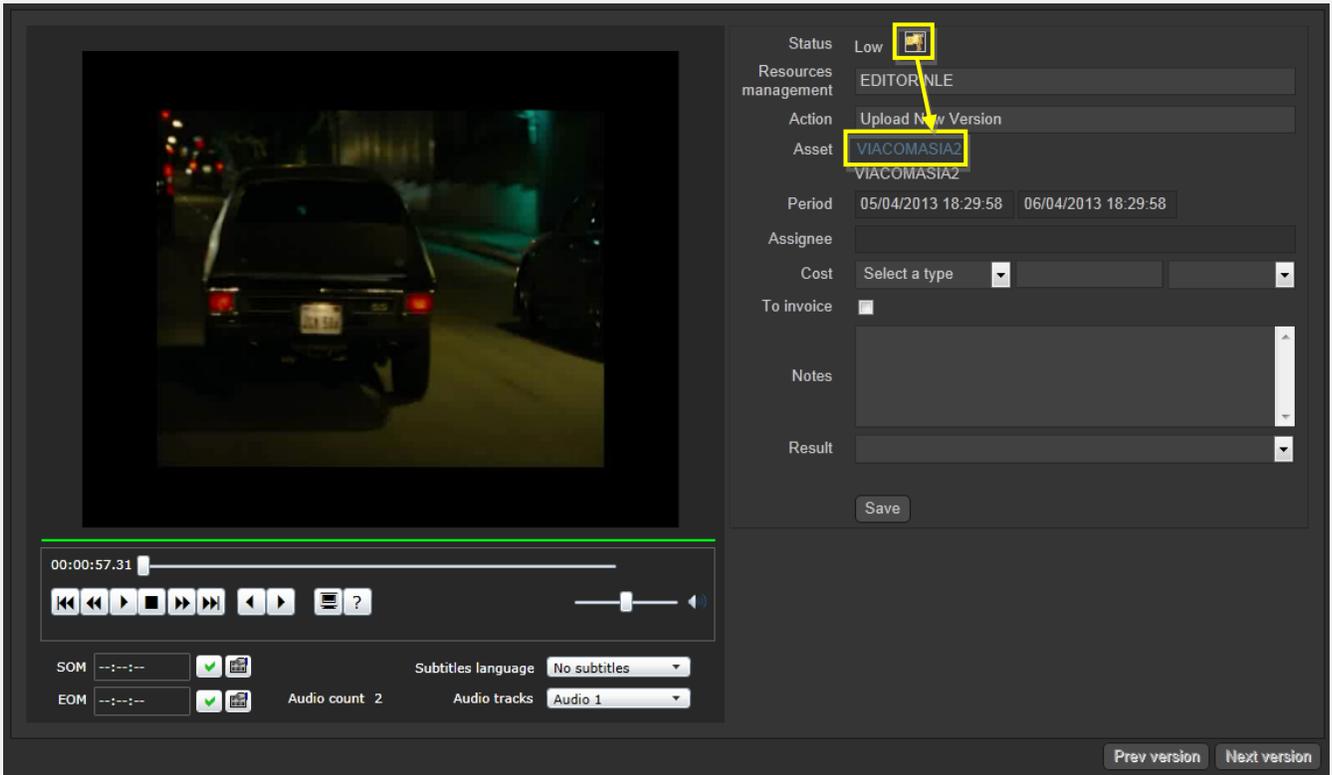
In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



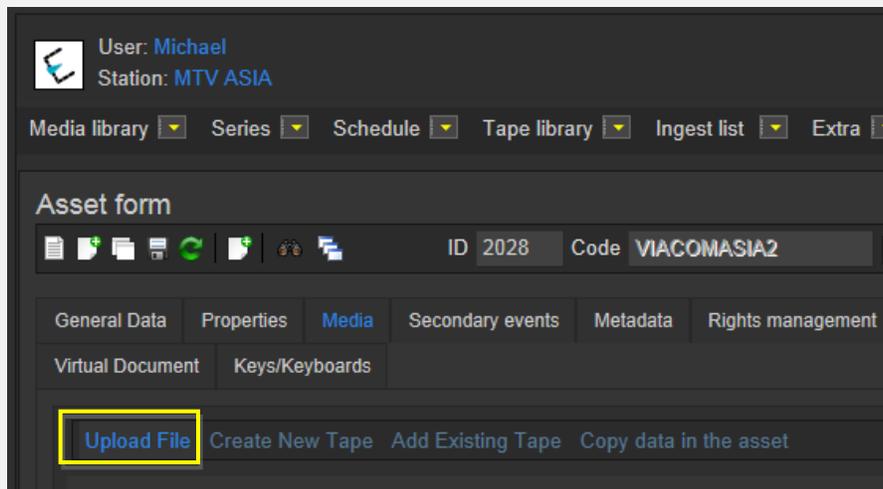
A new section will be loaded showing all available **editing tasks**:



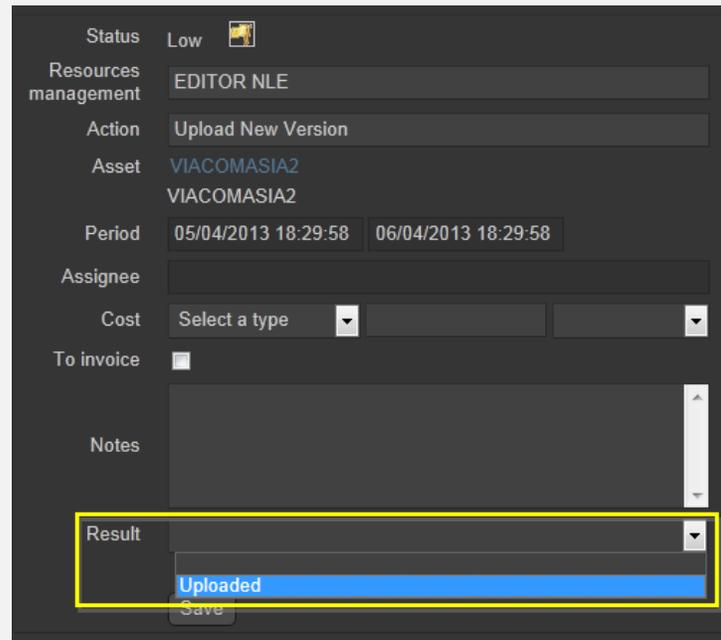
In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:



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**:



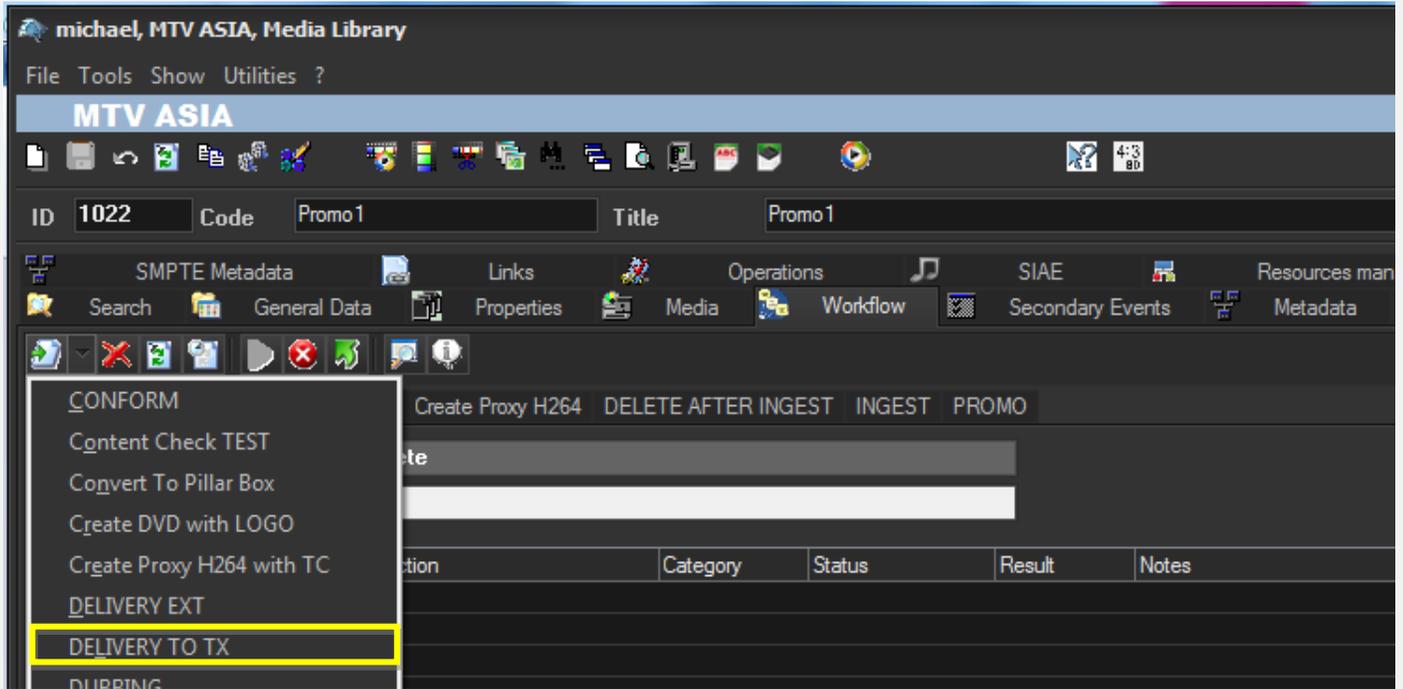
At this point, the “**ingest workflow**” will be automatically started for new uploaded version.

**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:



**Workflows available for manual launching:**

**Delivery to TX**

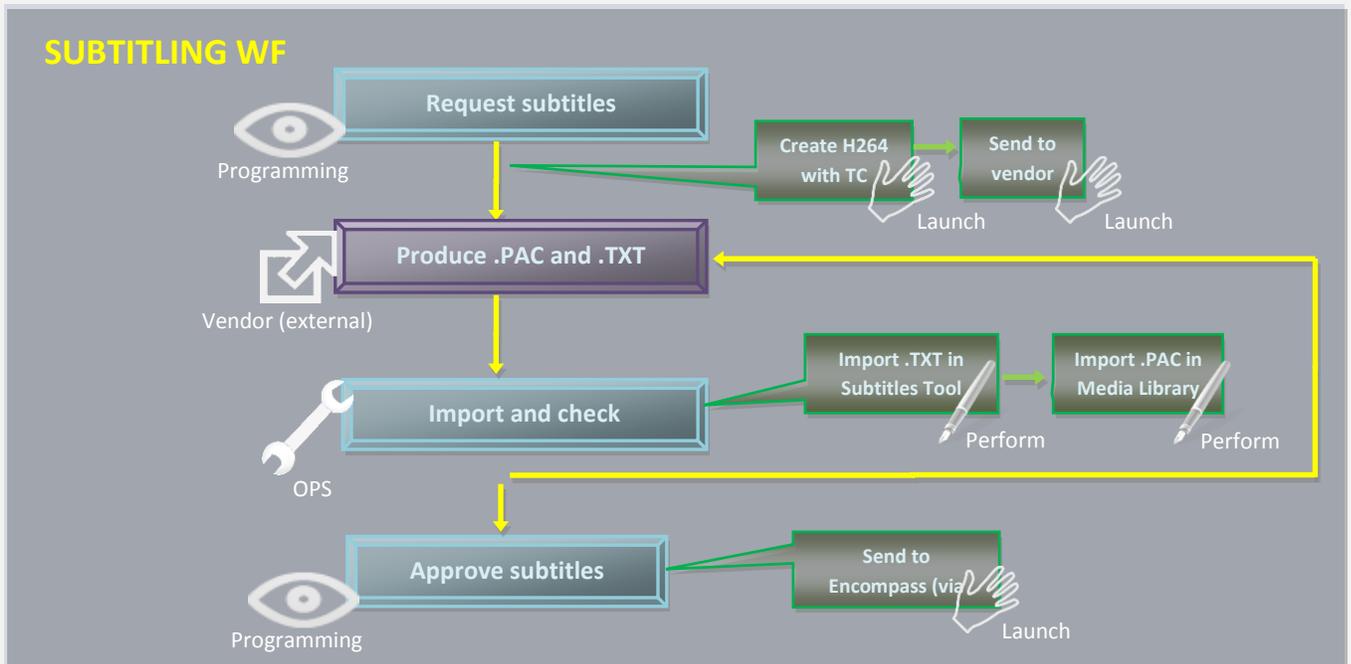
Makes the asset ready for its transmission, this, through the execution of following actions:

- 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. **Request subtitles to vendor**: Decide if media needs subtitles and send required files
2. **Produce subtitles (external)**: Produce subtitles in .TXT and .PAC format.
3. **Import and check**: Import .TXT in the **Subtitles Tool** and .PAC in **Media Library**
4. **Approve subtitles**: 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:

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	Promo1
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:	
<b>Request for subtitles</b>	The production of subtitles will be requested for the media.
<b>Without subtitles</b>	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:	
<b>Generate proxy H264 with TC</b>	Generate a <b>lowres file (H.264)</b> featuring an imprinted timecode.
<b>Send files for subtitles</b>	Copy the generated <b>lowres file (H.264)</b> 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)**

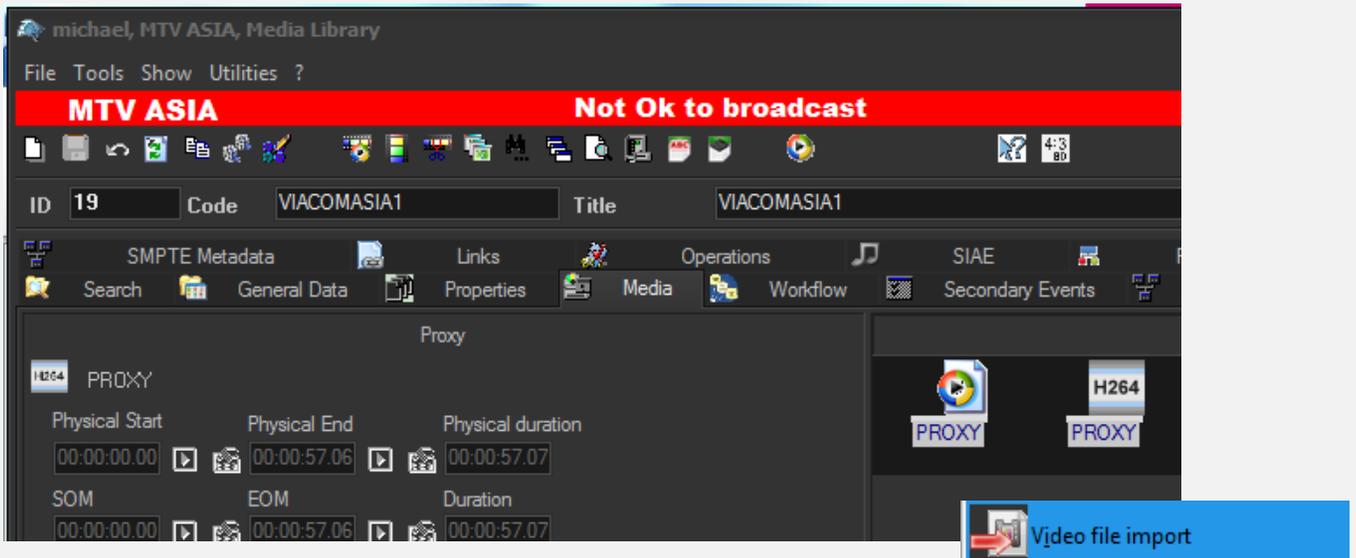
The **OPS** department need to import (e.g. from a shared FTP) the PAC subtitle into the Subtitles tool and the TXT file into the **Subtitling tool**.

▼ **Import files and check**

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

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	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

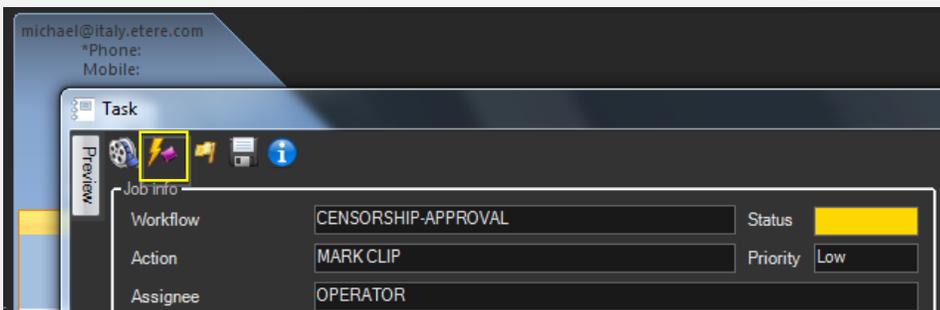
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the **"Video File Import"** function to ingest the **PAC** file into the system.



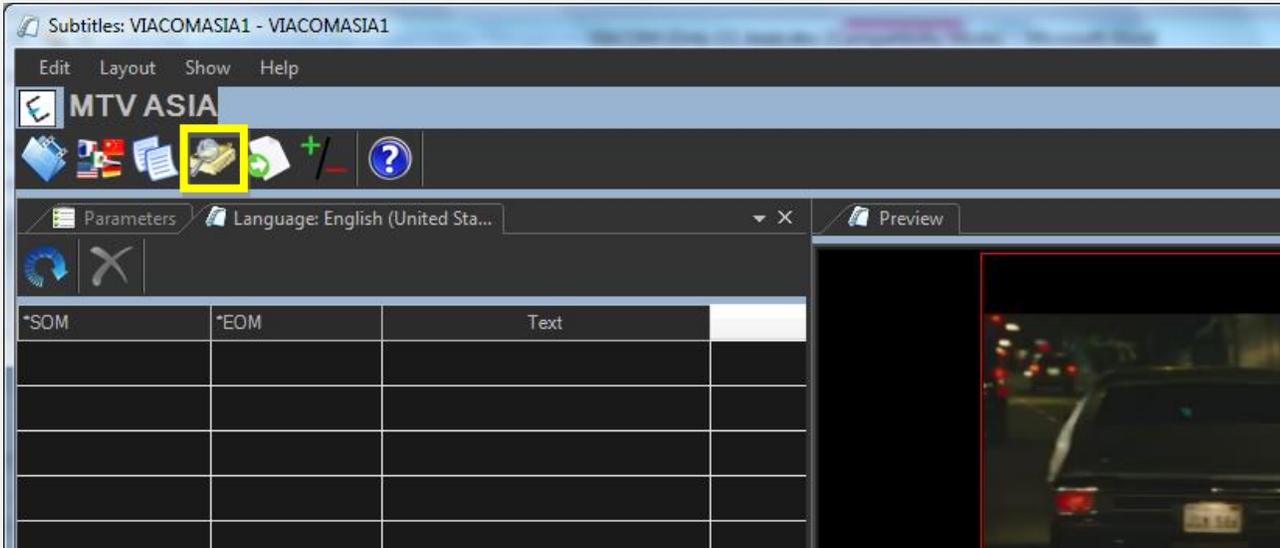
Save changes performed to the asset and close the **Media Library**.

▼ **Import files and check**

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



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



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

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

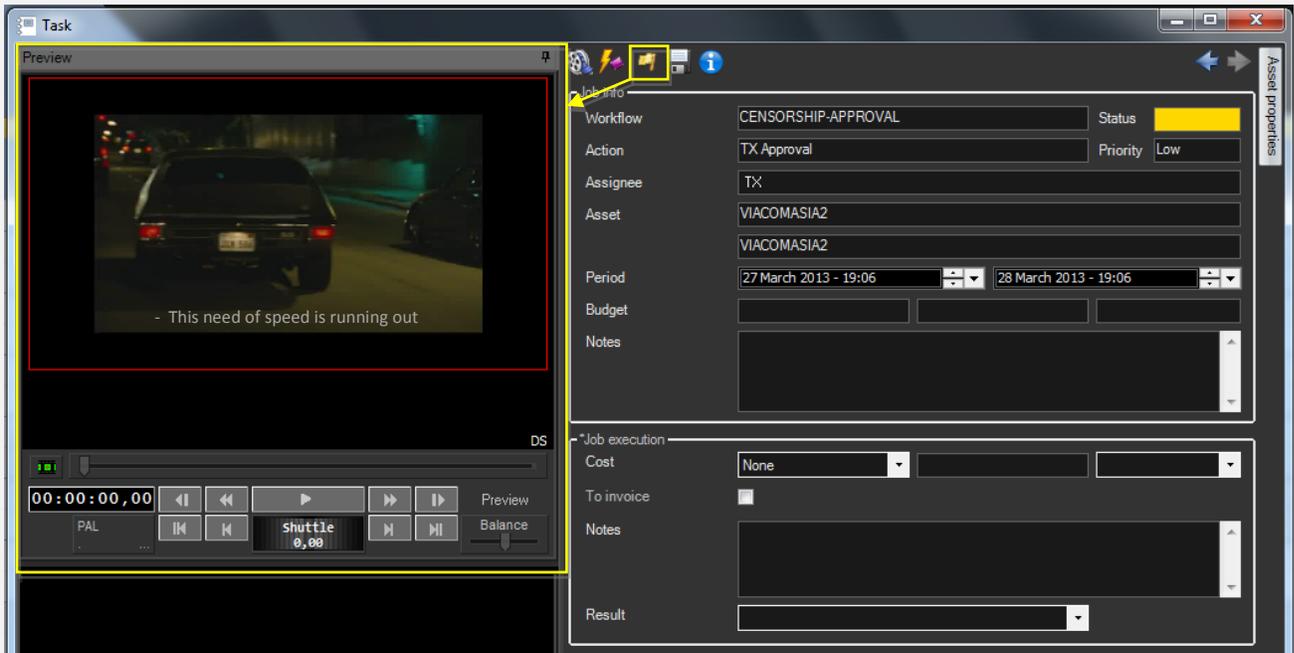
▼ **4.3.3. Approve subtitles (Programming)**

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:

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	VIACOMASIA 1	VIACOMASIA 1
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	EBROMO1_2	Promo1
TX Approval	TX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Normal	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:



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

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

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

Workflows available for manual launching:	
<b>Delivery to TX</b>	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.

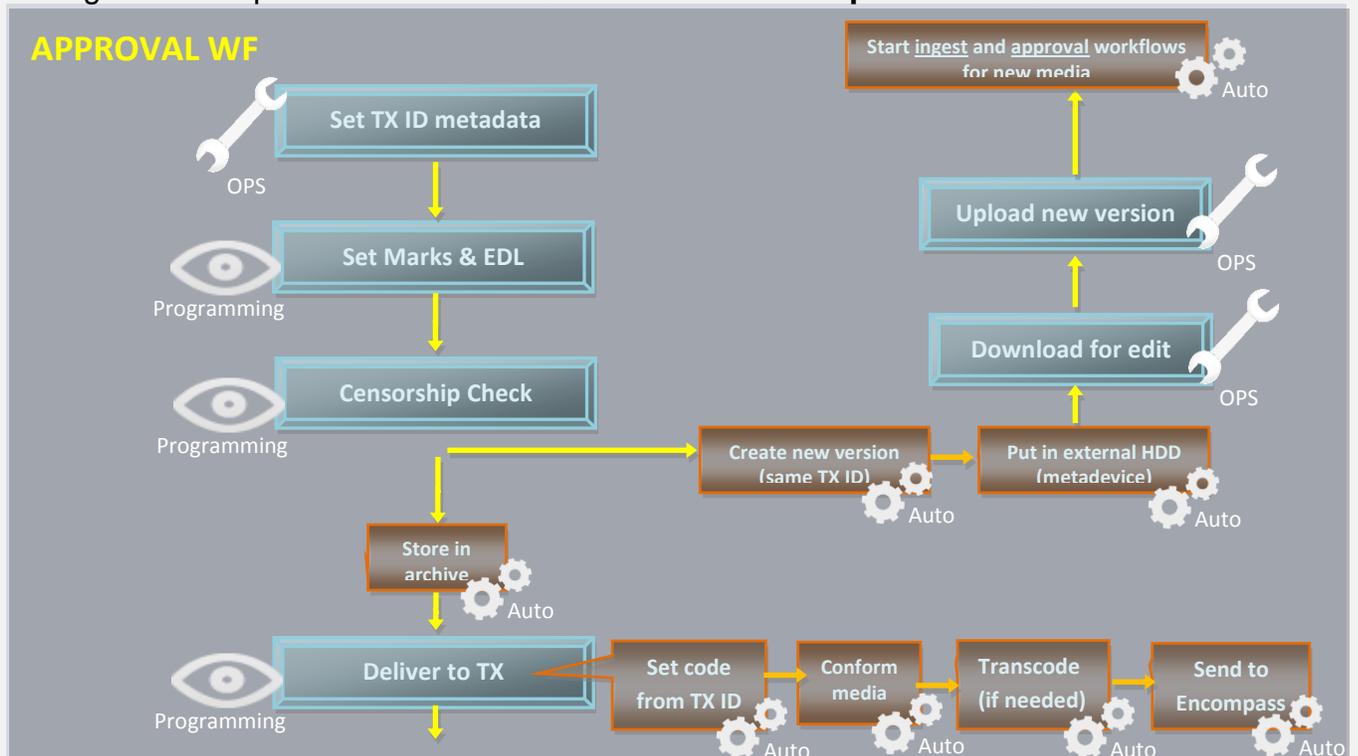
### ▼ 5.1. Ingest

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**:



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)

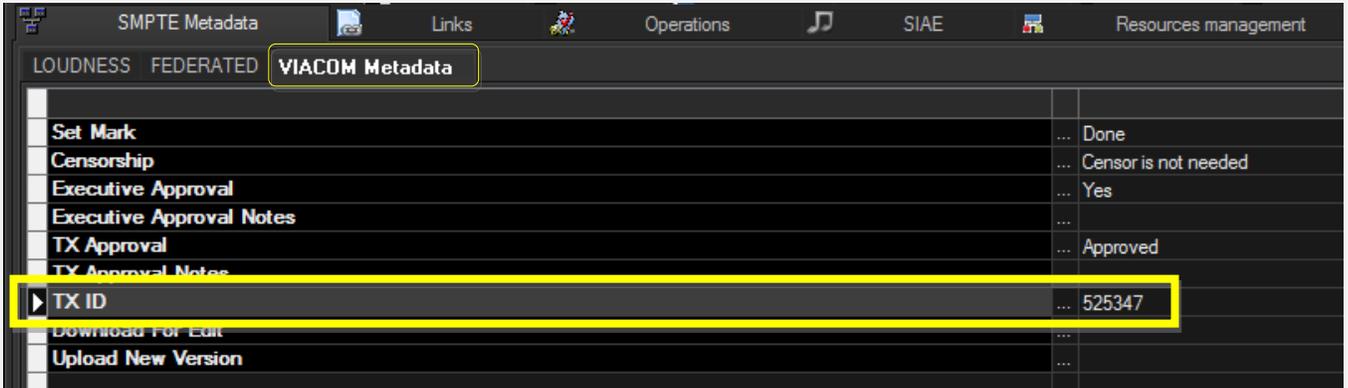
In order to start processing archived media, a “Set TX ID” task will be submitted to the OPS department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	PBOMD1_2	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

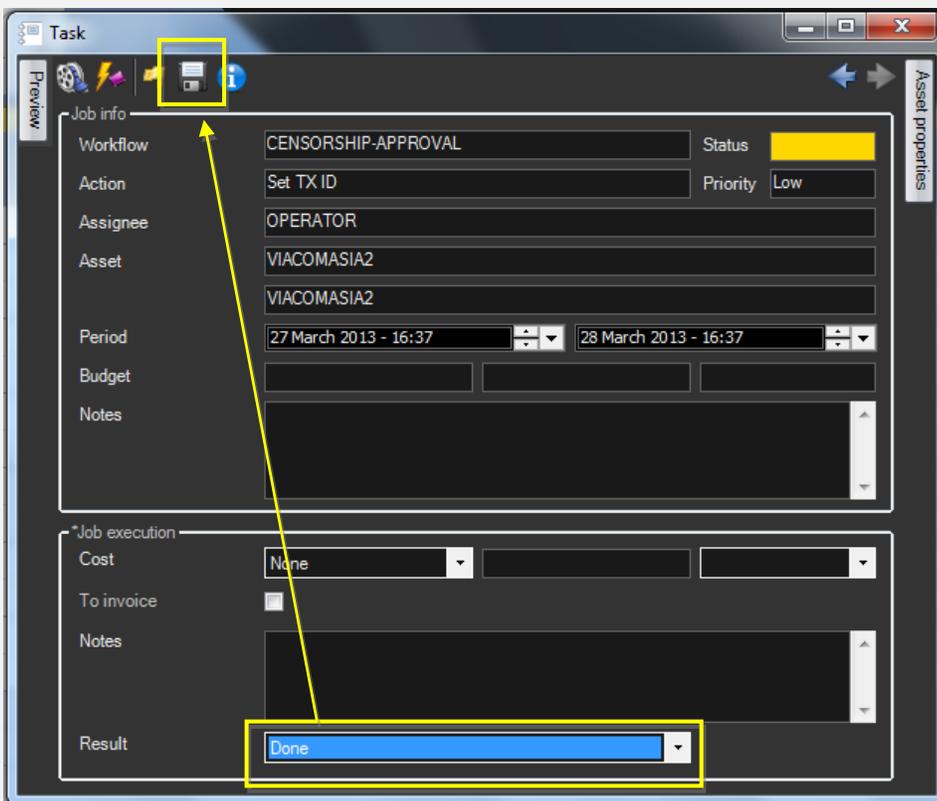
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



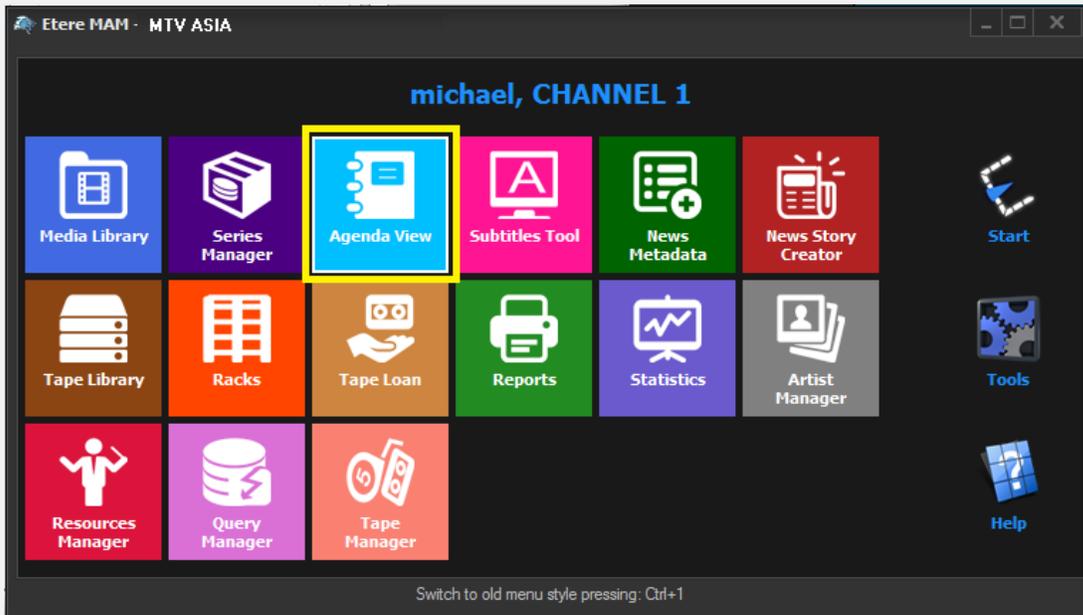
**Available outputs:**

**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**:

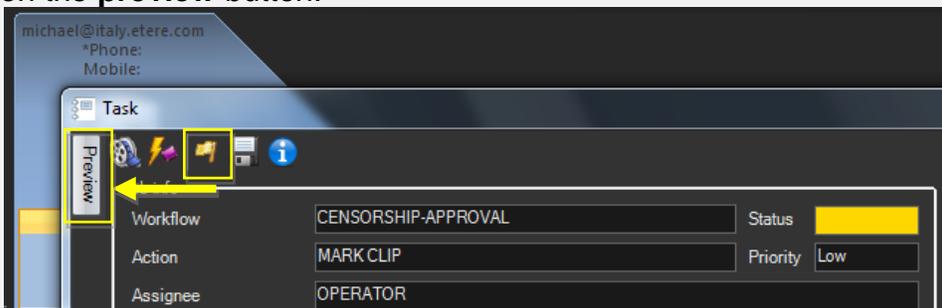


A new window will open showing in the bottom part all **available tasks**:

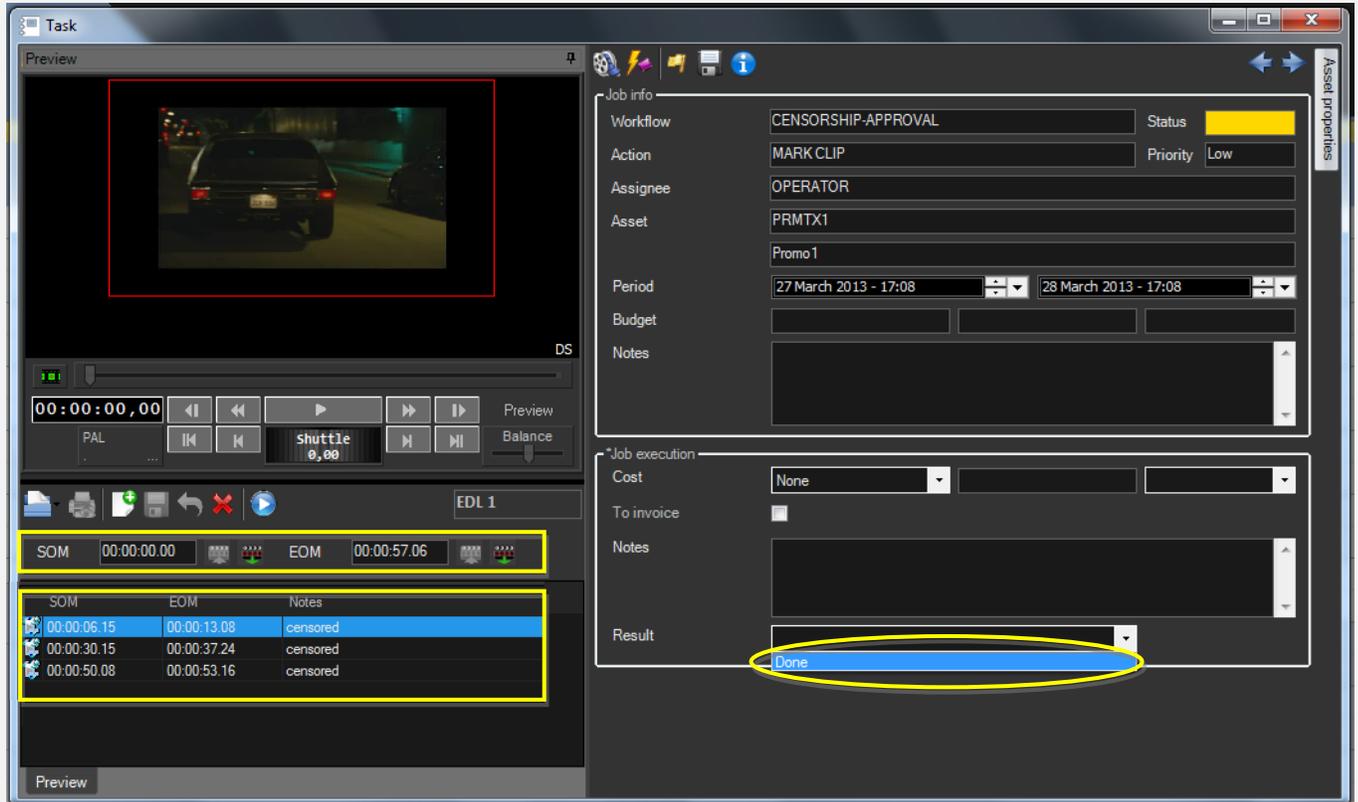
The screenshot shows a task list window with a table of tasks. The first row is highlighted in yellow. The table has columns for Task, Group, Start date, Due date, Priority, Code, and Description.

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	Promo1

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



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



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

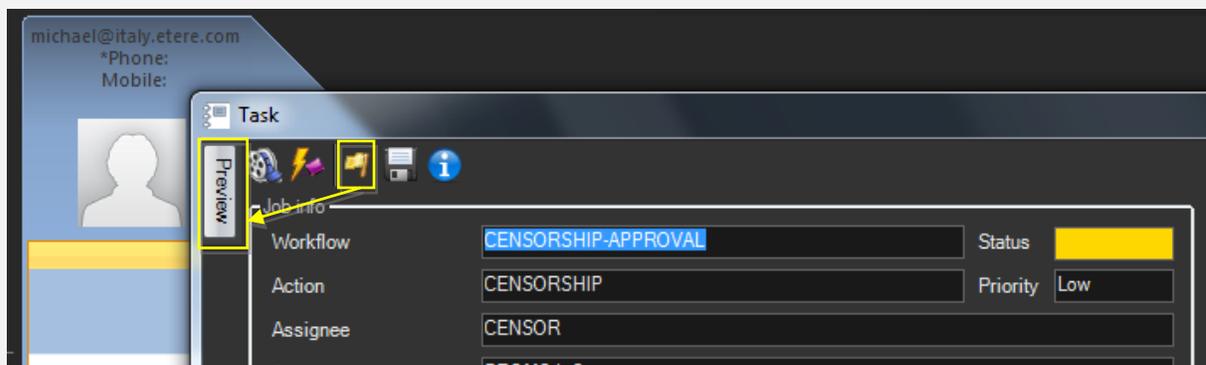
Available outputs:	
<b>Done</b>	Media has been correctly marked and the EDL has been elaborated.

▼ **5.2.3. Censorship check (Programming)**

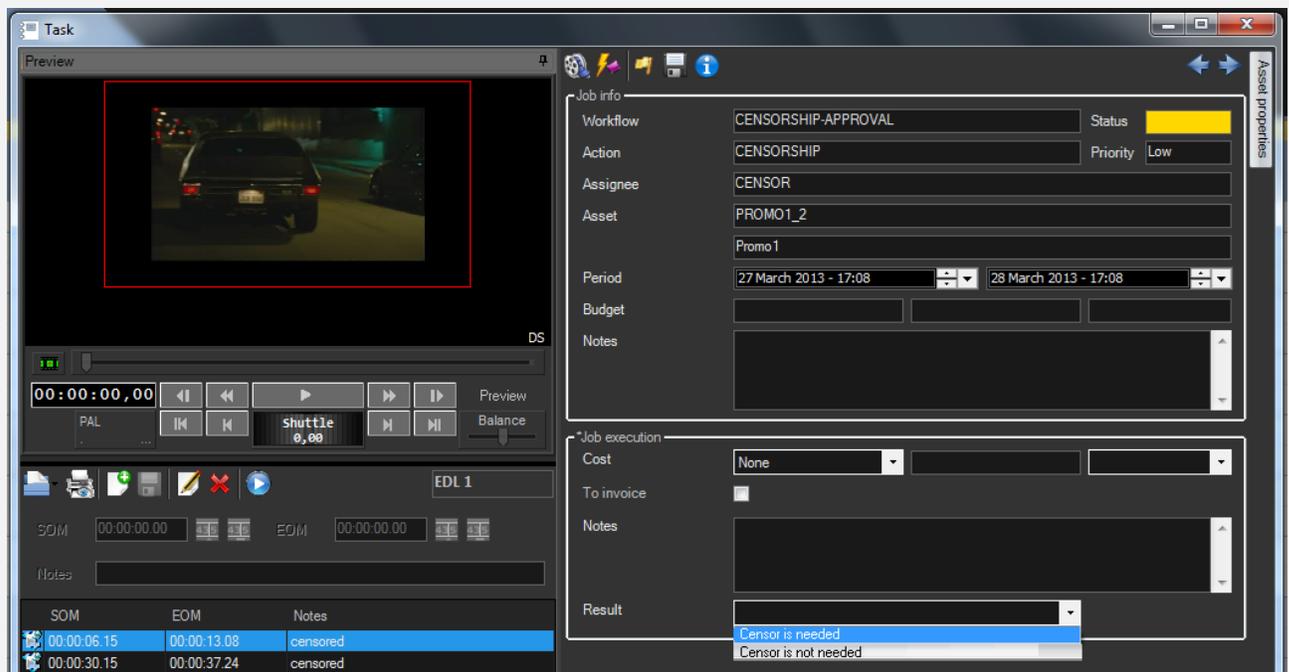
Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **Programming** department has to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

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
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 **copyright** task to be carried out, take the task by clicking on the **flag** button then click on the **preview** button:



The **Preview** area will be expanded to directly manage the asset EDL, allowing to 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 (to keep track of requested changes, to send it to the concerned department). Give a **result** to the task and click on the **[Save]** button. Available results include:

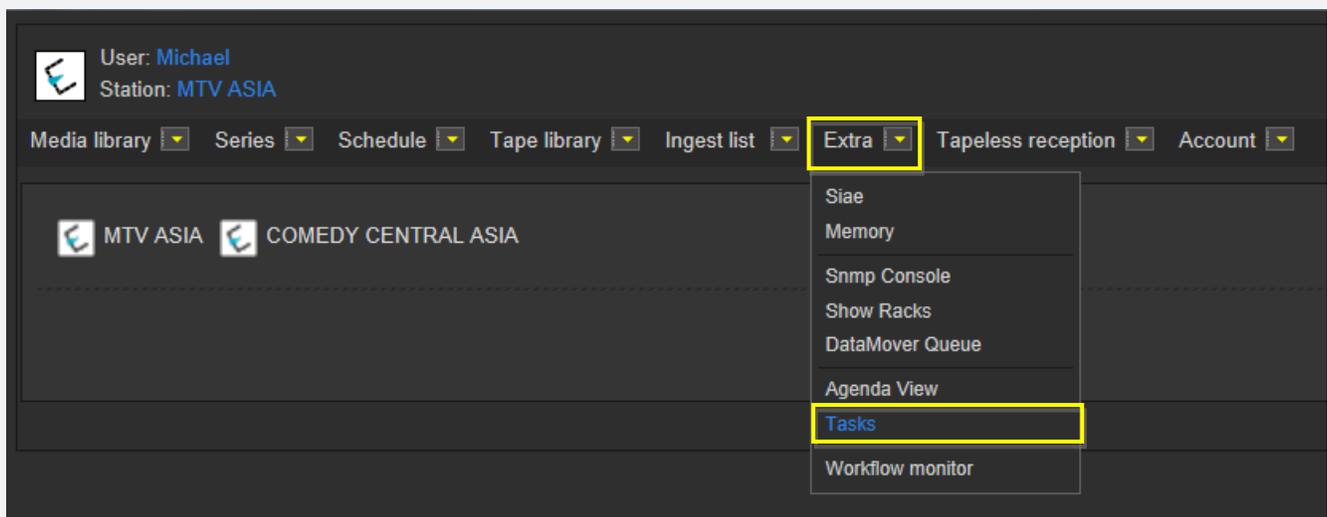
Available outputs:	
<b>Censor is not needed</b>	Media's censorship is considered ok for transmission, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Media will be stored in the <b>archive</b></li> </ul>
<b>Censor is needed</b>	Media require further actions in order to be approved, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>A <b>new asset version</b> will be created (linked to the original asset and featuring the same TX ID metadata but a different Code).</li> <li>Required files will be put in an <b>external HDD</b> (metadevice),</li> <li>A <b>"Download for edit"</b> task will be attached to the new asset version to allow its download (and subsequent processing and upload).</li> </ul>

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

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



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

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
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:

http://172.31.230.107/?id\_assignAction=1021&id\_instance=1014&id\_instanceclass=2&idFilmati=2028& - Windows Internet Explorer

Status: Low

Resources management: CENSORSHIP-APPROVAL

Action: Download For Edit

Asset: VIACOMASIA2

Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49

Assignee: [Empty]

Cost: Select a type [Dropdown]

To invoice: [Checked]

Notes: [Empty]

Result: [Dropdown]

Downloaded

Save

SOM: [Progress bar] [Icons]

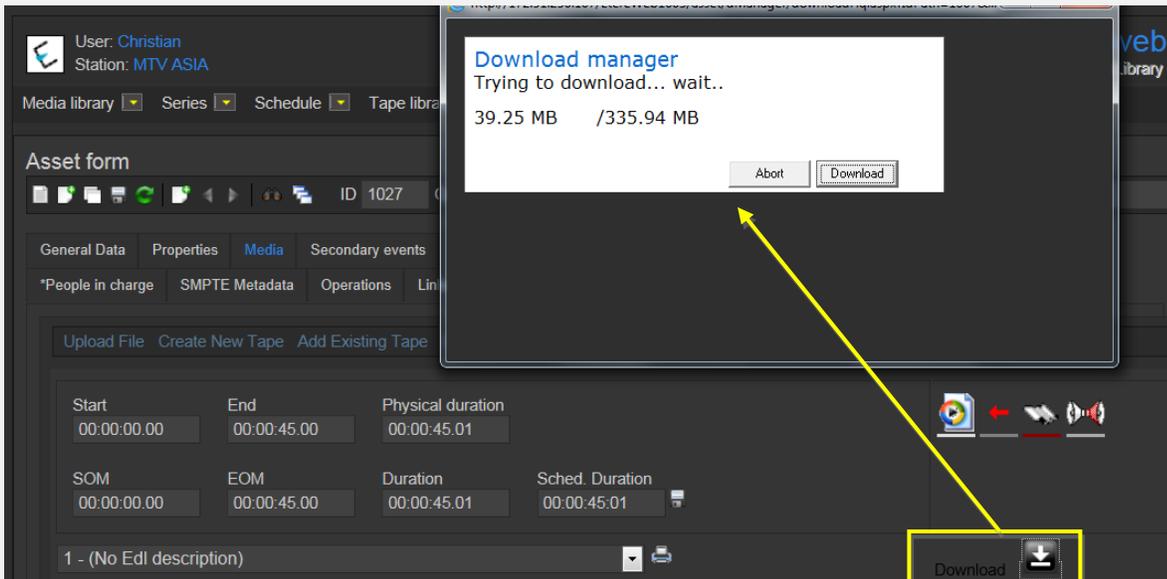
EOM: [Progress bar] [Icons]

Subtitles language: [Dropdown]

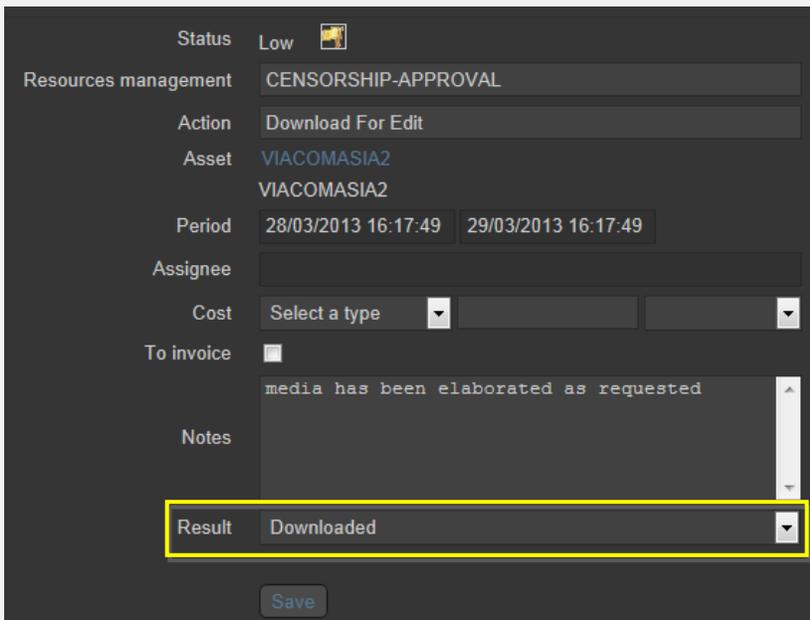
Audio count: [Progress bar]

Audio tracks: [Dropdown]

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:



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**:

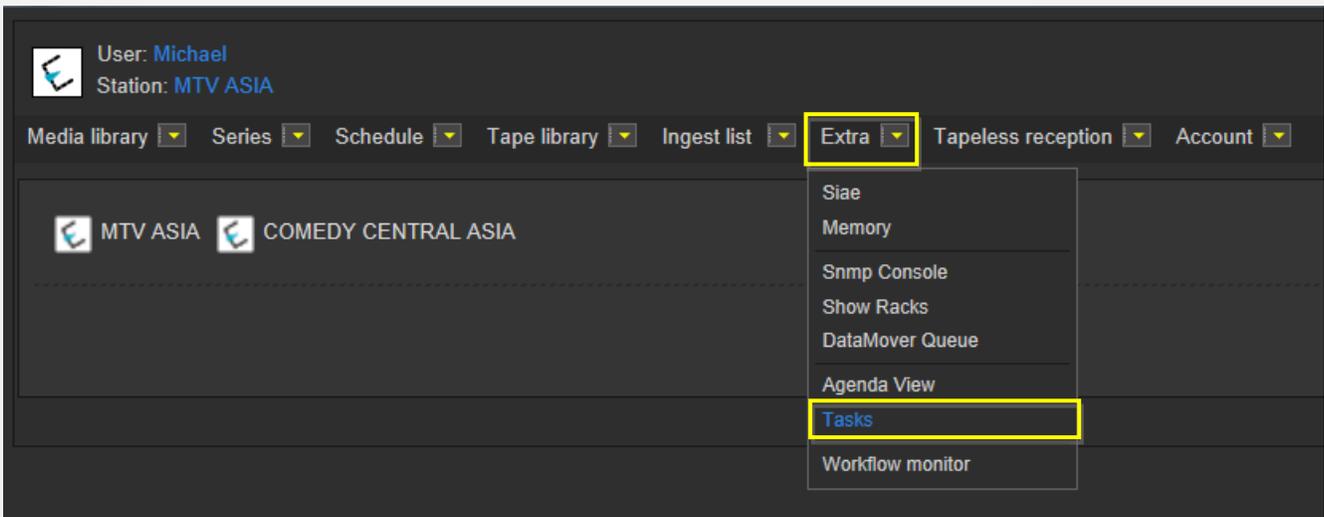


Available results:	
<b>Downloaded</b>	Media has been successfully downloaded

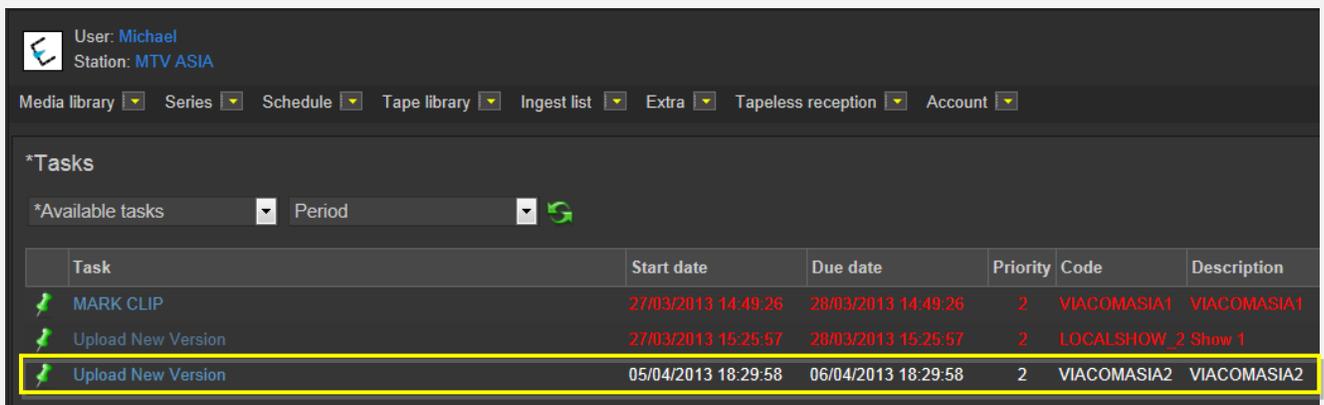
▼ 5.2.5. Upload new version (Ops)

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.

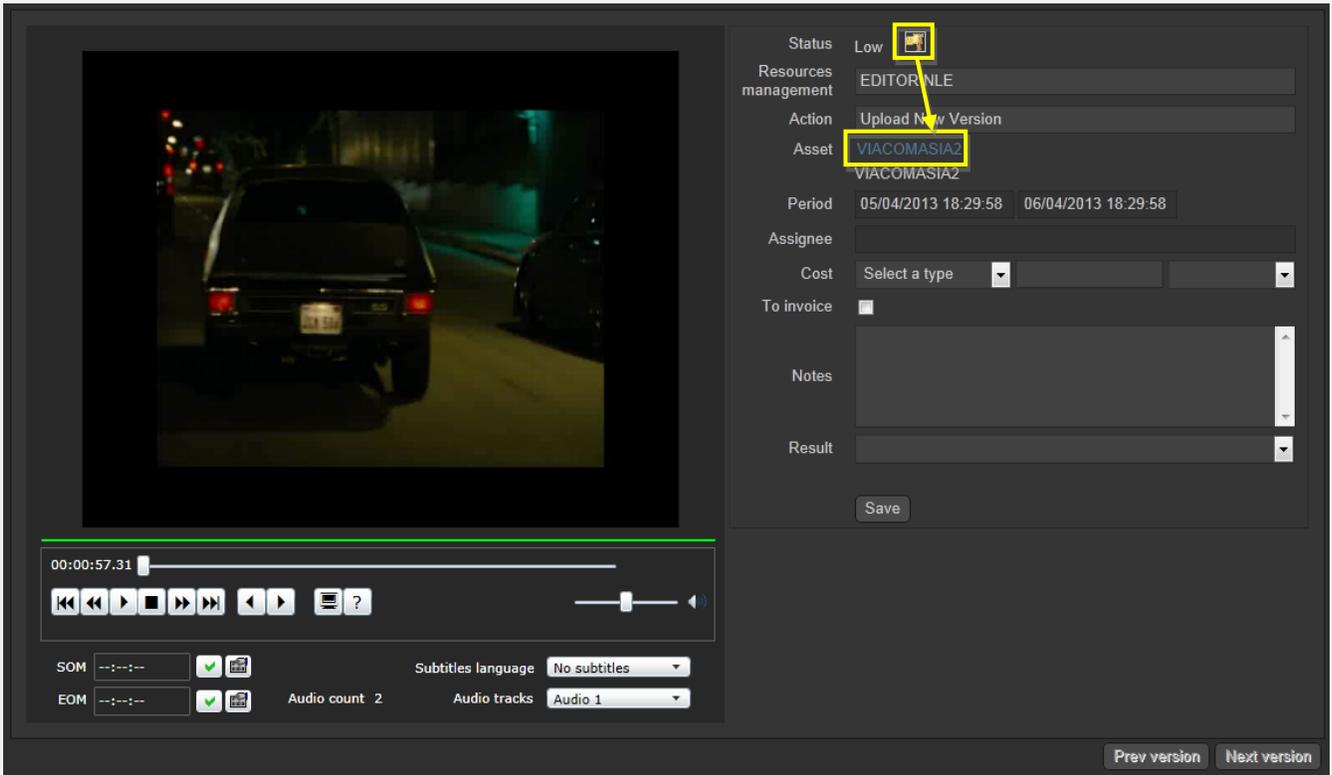
In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



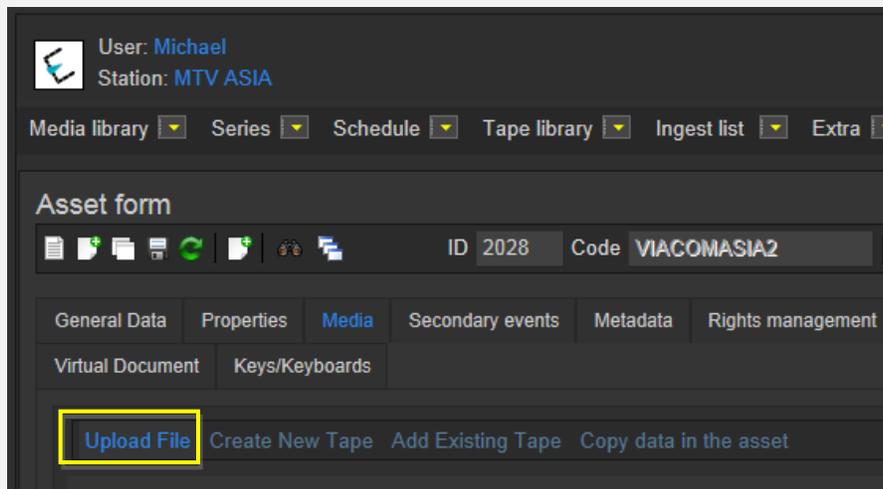
A new section will be loaded showing all available **editing tasks**:



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



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**:

The screenshot shows a task configuration form with the following fields:

- Status: Low
- Resources management: EDITOR NLE
- Action: Upload New Version
- Asset: VIACOMASIA2
- Period: 05/04/2013 18:29:58 to 06/04/2013 18:29:58
- Assignee: (empty)
- Cost: Select a type
- To invoice:
- Notes: (empty text area)
- Result: (dropdown menu showing 'Uploaded')

Available results:	
<b>Uploaded</b>	Edited media has successfully uploaded.

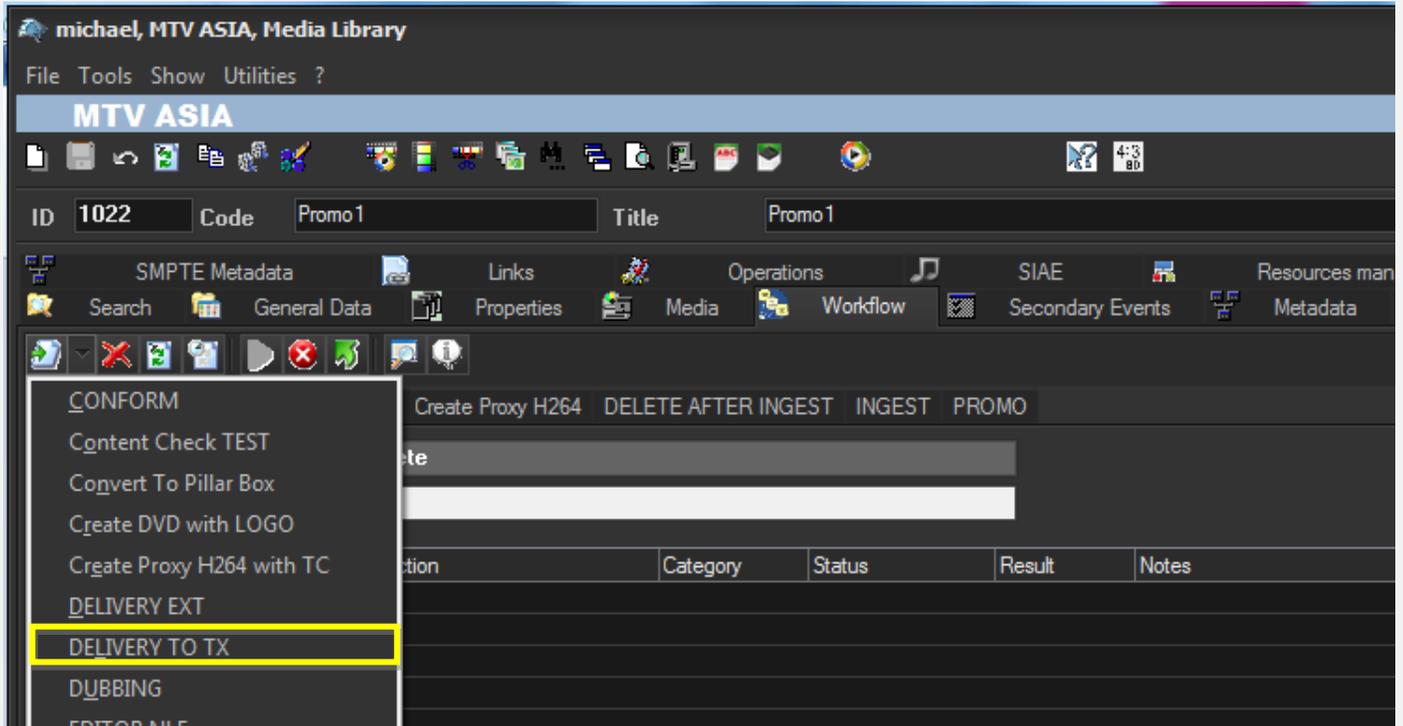
At this point, the “**ingest workflow**” will be automatically started for new uploaded version.

**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:

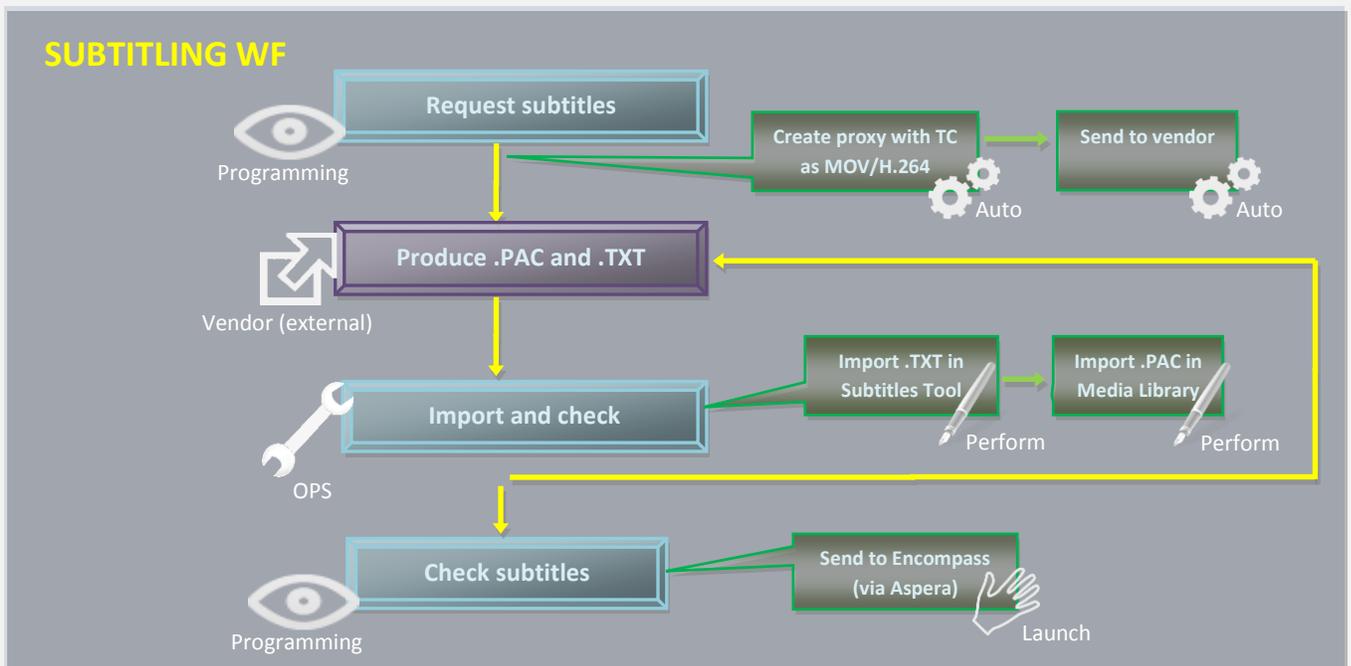


**Workflows available for manual launching:**

<p><b>Delivery to TX</b></p>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>
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### ▼ 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. **Request subtitles to vendor:** Decide if media needs subtitles and send required files
2. **Produce subtitles (external):** Produce subtitles in.TXT and .PAC format.
3. **Import and check:** Import .TXT in the **Subtitles Tool** and .PAC in **Media Library**
4. **Approve subtitles:** 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:

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	Promo1
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:	
<b>Request for subtitles</b>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ <b>Create proxy with TC as MOV/H.264:</b> Generate a proxy file with imprinted timecode (i.e. burned in) for vendor.</li> <li>▪ <b>Send subtitles:</b> Copy the generated file (MOV) into a location (e.g. FTP) from which the vendor will be able to download files.</li> </ul>
<b>Without subtitles</b>	Media doesn't need subtitles; it's ready as it is.

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

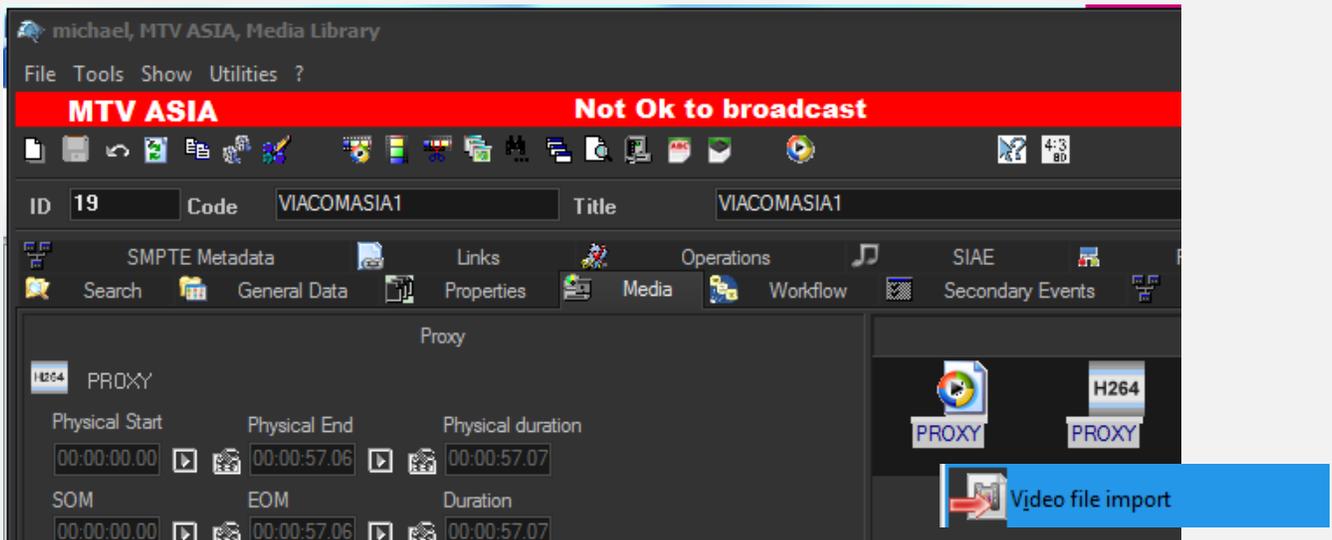
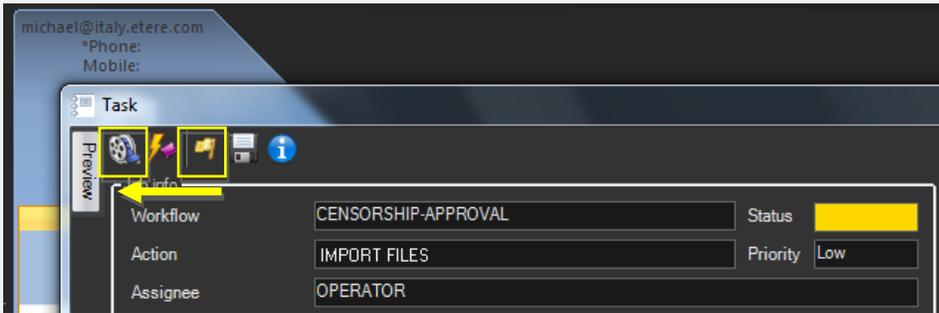
The **OPS** department need to import (e.g. from a shared FTP) the PAC subtitle into the Subtitles tool and the TXT file into the **Subtitling tool**.

#### ▼ 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	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	Promo1
IMPORT FILES	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

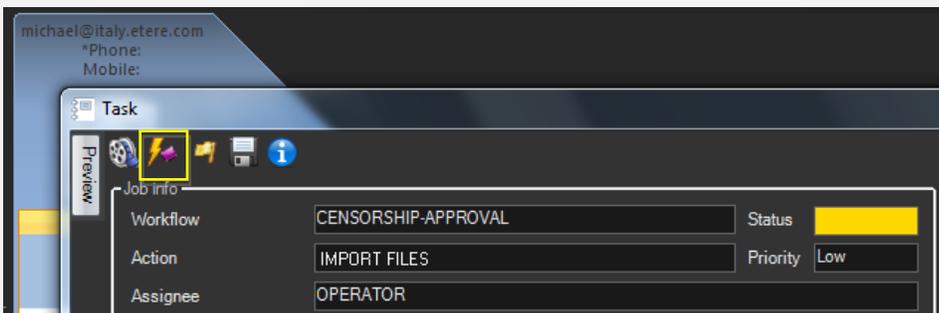
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the “**Video File Import**” function to ingest the **PAC** file into the system.



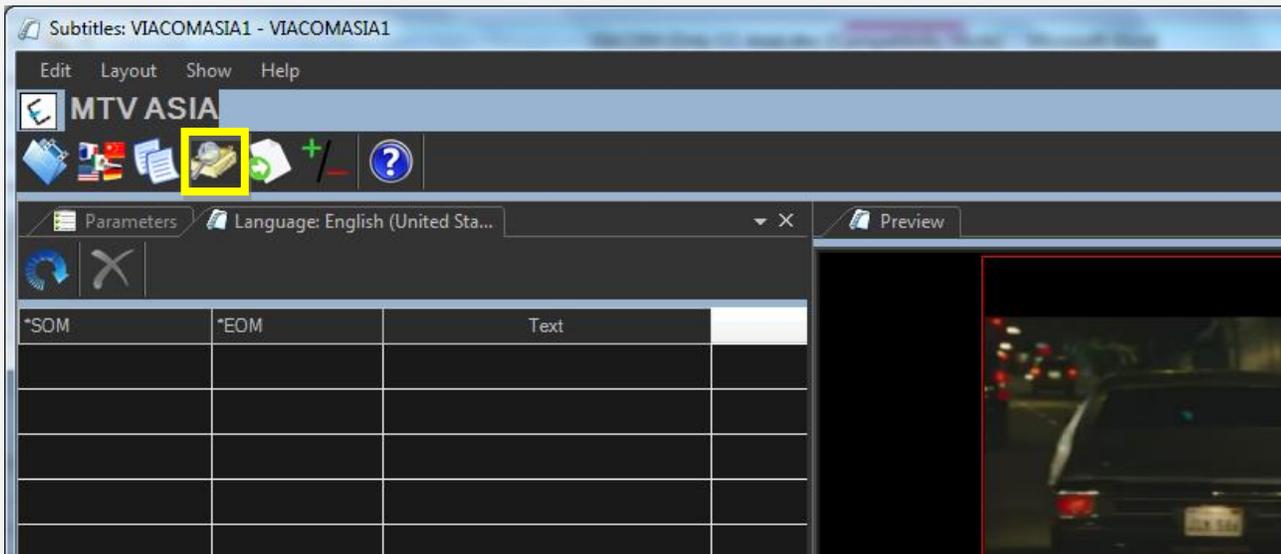
Save changes performed to the asset and close the **Media Library**.

### ▼ 5.3.2.2 Import the TXT file

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



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



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

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

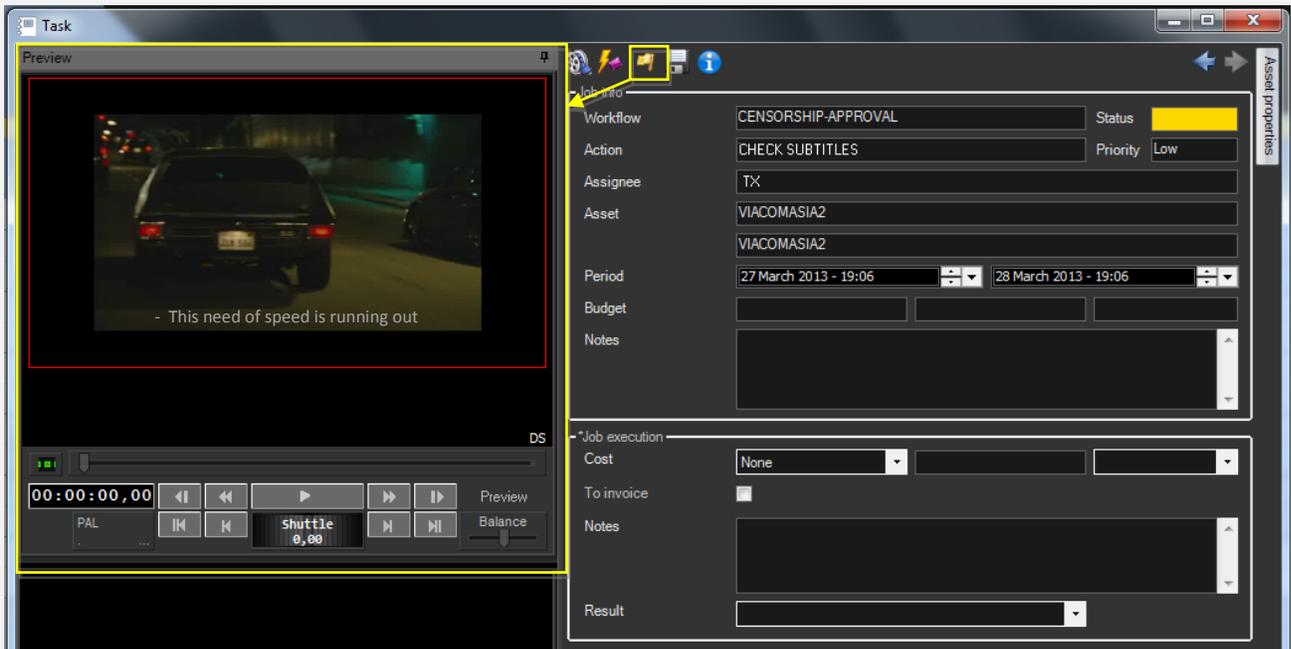
### ▼ 5.3.3. Check subtitles (*Programming*)

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:

Task	Group	Start date	*Due date	Priority	Code	Description
★ CHECK SUBTITLES	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	FROMO1_2	Promo1
★ TX Approval	TX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Normal	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:



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

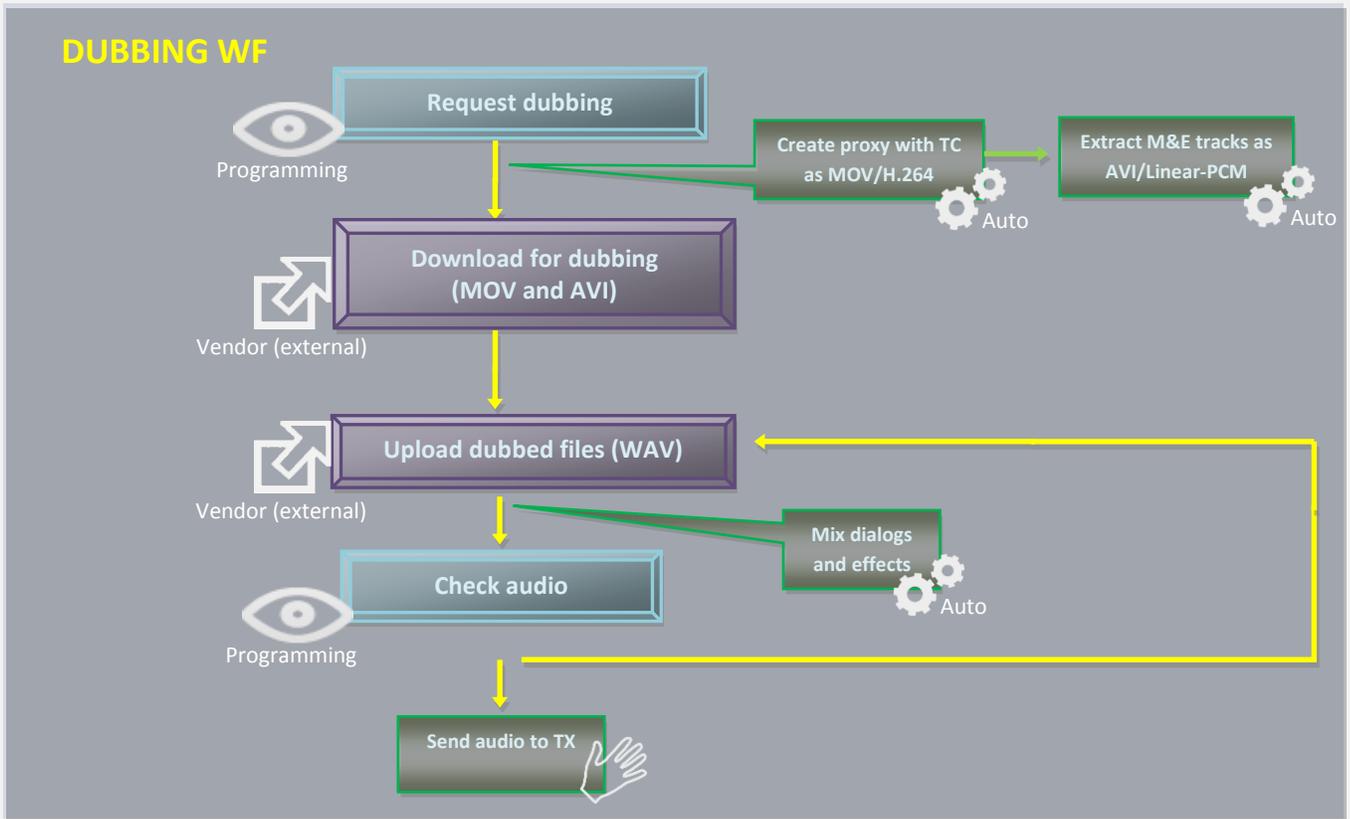
Available results:	
<b>Ok</b>	Subtitles are considered ok and suitable for broadcast.
<b>Not ok</b>	Subtitles are not ok, a notification is sent to the vendor to produce new subtitles. The workflow will return to the “ <b>Import files and check</b> ” step.

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

Workflows available for manual launching:	
<b>Delivery to TX</b>	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	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	Promo1
REQUEST DUBBING	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

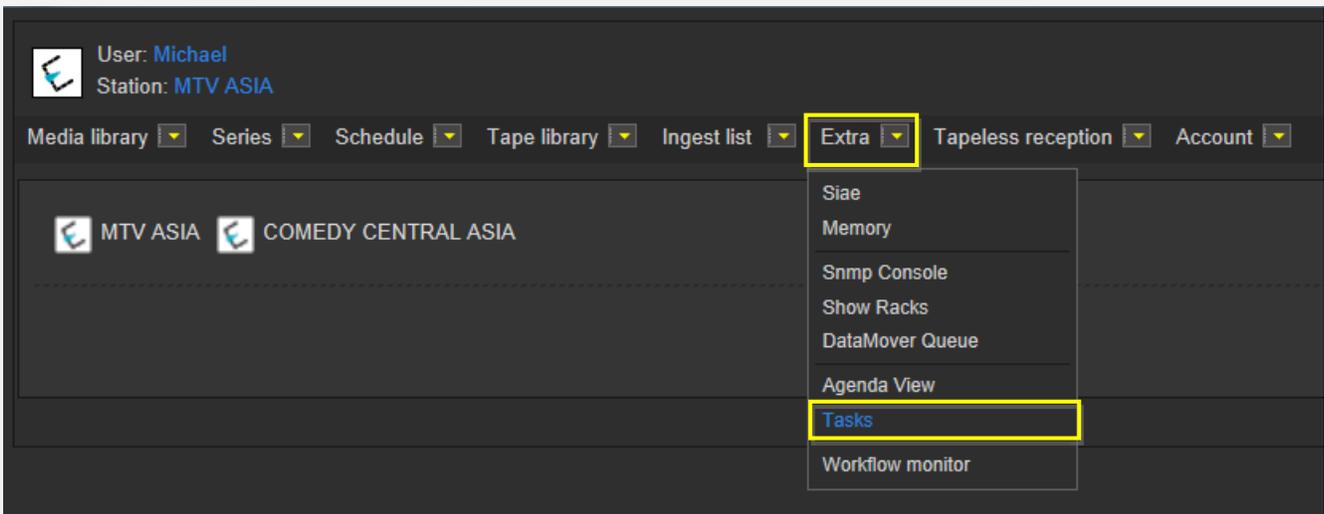
Make double-click on the task to open it, take the task by clicking on the **flag button**, then set a **result**:

Available outputs:	
<b>Request for dubbing</b>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ <b>Extract M&amp;E tracks as AVI:</b> Strips M&amp;E tracks as individual audio files in AVI format (Linear PCM) for vendor.</li> <li>▪ <b>Create proxy with TC as MOV/H.264:</b> Generate a proxy file with imprinted timecode (i.e. burned in) for vendor.</li> </ul>
<b>Without dubbing</b>	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 AVI file (M&E tracks) and a WAV 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**:

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	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCALSHOW 2 Show 1	
Download for dubbing	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2

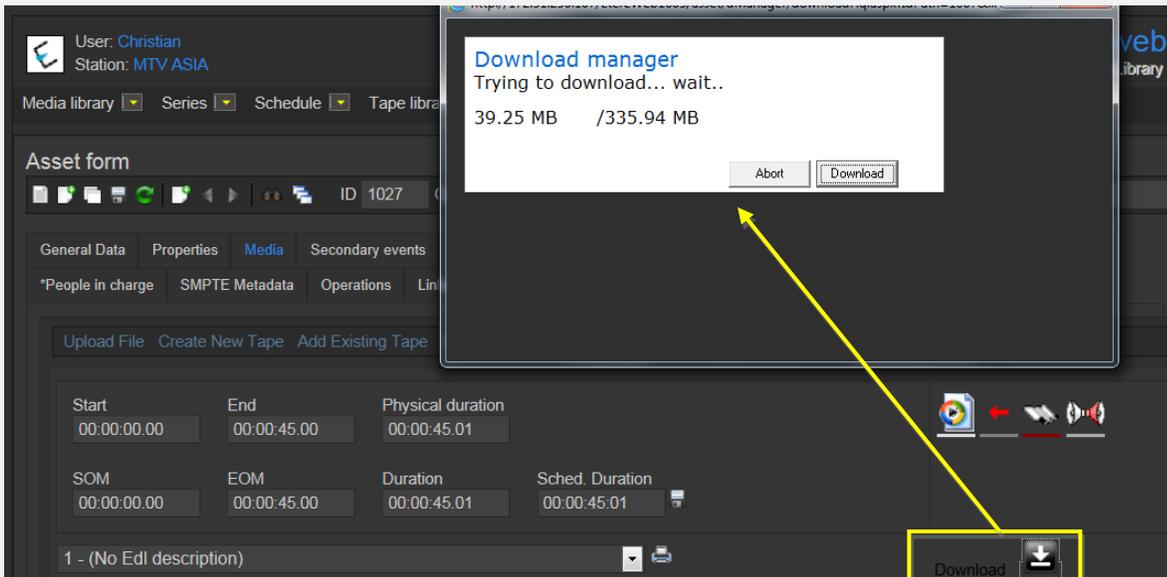
In order to open the task just click the **task name** (e.g. Download for dubbing), the task will be loaded displaying a **lowres preview** of the asset:

http://172.31.230.107/?id\_assignAction=1021&Id\_instance=1014&Id\_instanceclass=2&IdFilmati=2028& - Windows Internet Explorer

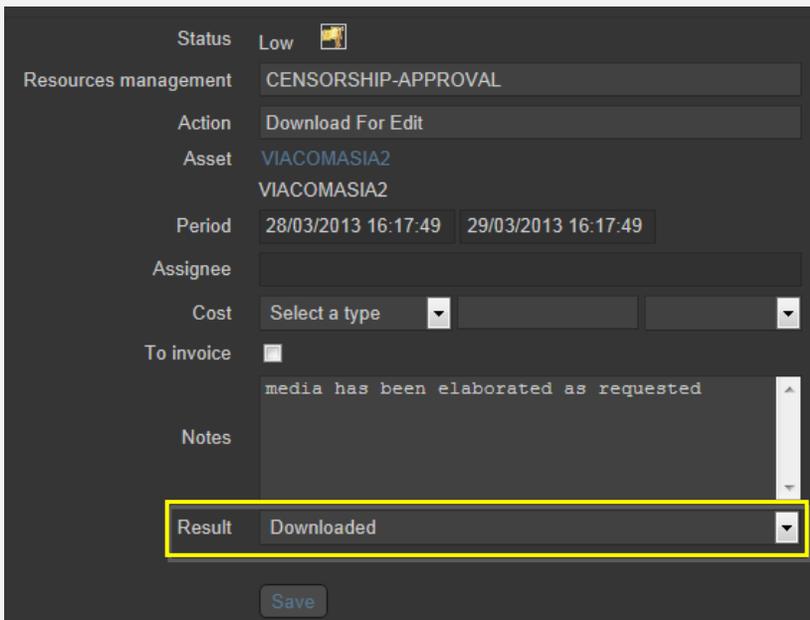
The screenshot shows a web browser window displaying the Etere interface. On the left, a video player shows a low-resolution preview of a white car at night. Below the player are playback controls and options for subtitles and audio tracks. On the right, a sidebar displays task details:

- Status: Low
- Resources management: CENSORSHIP-APPROVAL
- Action: Download for dubbing
- Asset: VIACOMASIA2 (highlighted in yellow)
- Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49
- Assignee: (empty)
- Cost: Select a type
- To invoice:
- Notes: (empty)
- Result: Downloaded (highlighted in blue)

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:



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**:

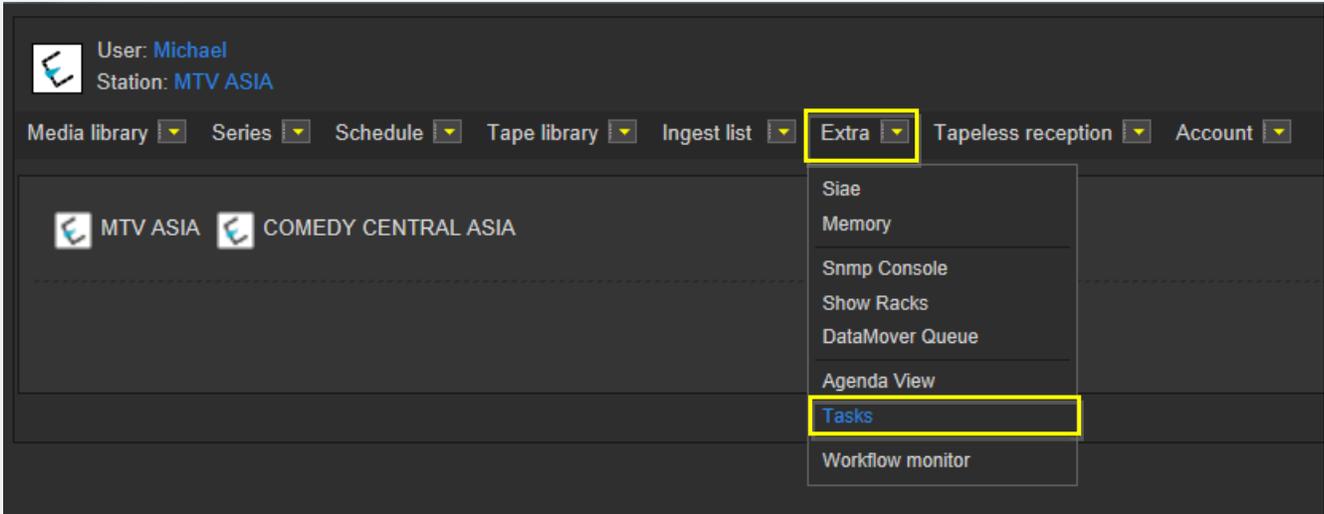


Available results:	
<b>Downloaded</b>	Media has been successfully downloaded

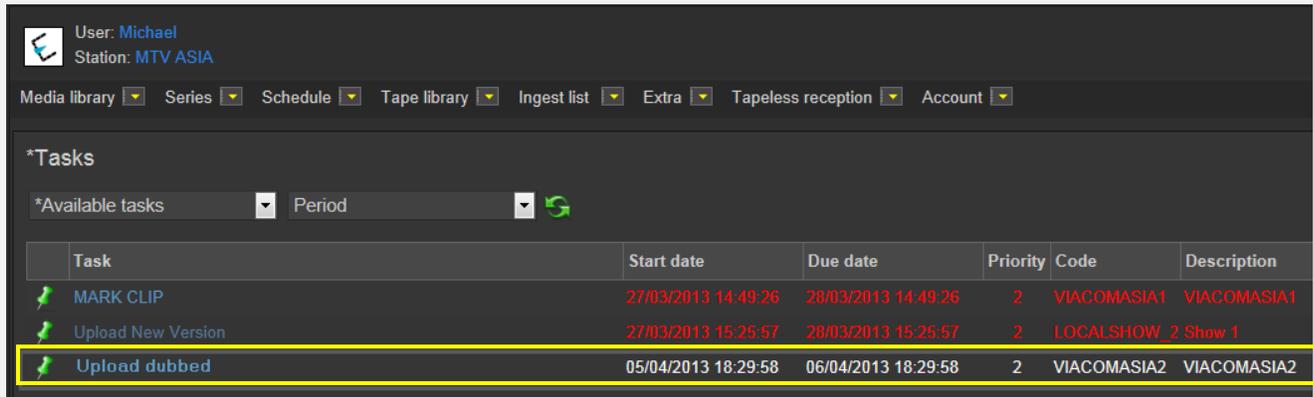
▼ 5.4.3. Upload dubbed dialogs (*Programming*)

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

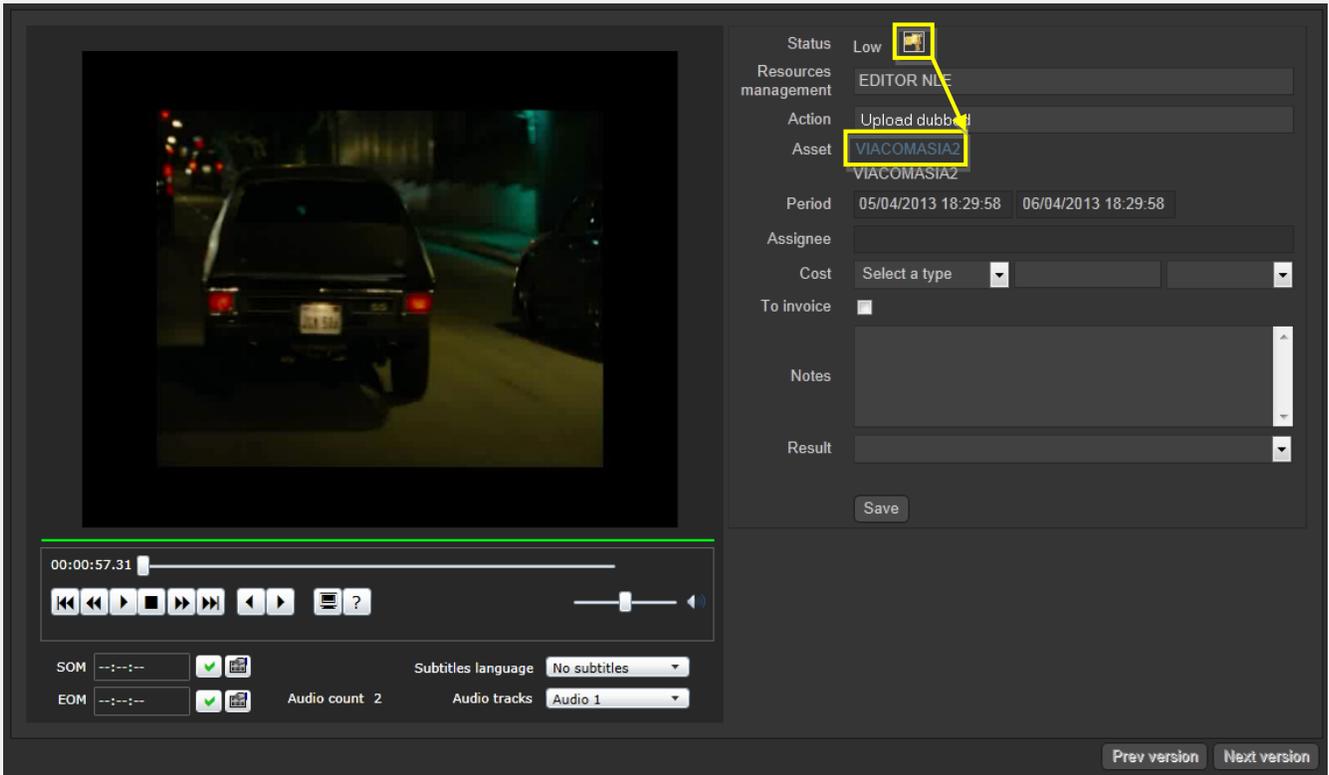
In order to accomplish these operations it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



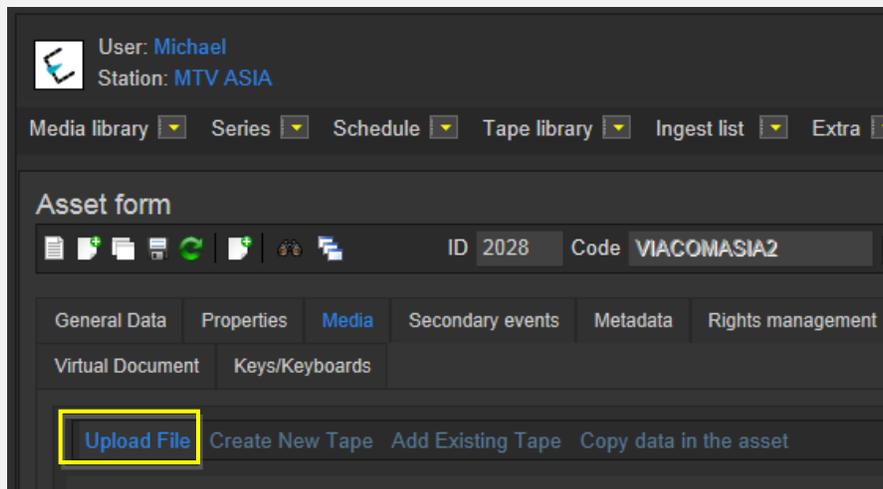
A new section will be loaded showing all available **editing tasks**:



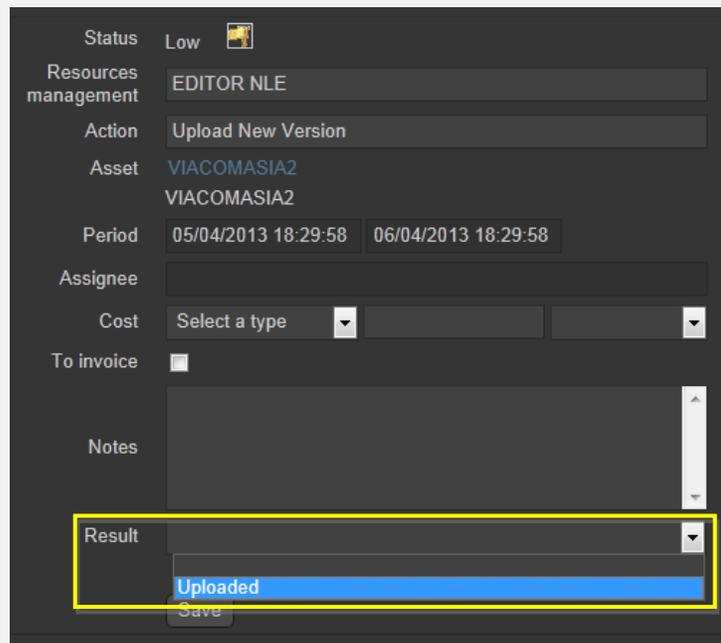
In order to open the task just click the **task name** (e.g. Upload dubbed files), the task will be loaded:



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 one of the following **results** before saving the **task**:



Available results:	
<b>Uploaded</b>	<p>Dubbed dialogs have been successfully uploaded. The following workflow actions will be automatically executed:</p> <ul style="list-style-type: none"> <li>▪ <b>Mix tracks:</b> Dubbed dialogs (WAV) uploaded from vendor will be <b>mixed</b> with the M&amp;E tracks (AVI) to create a final file (AVI).</li> </ul>

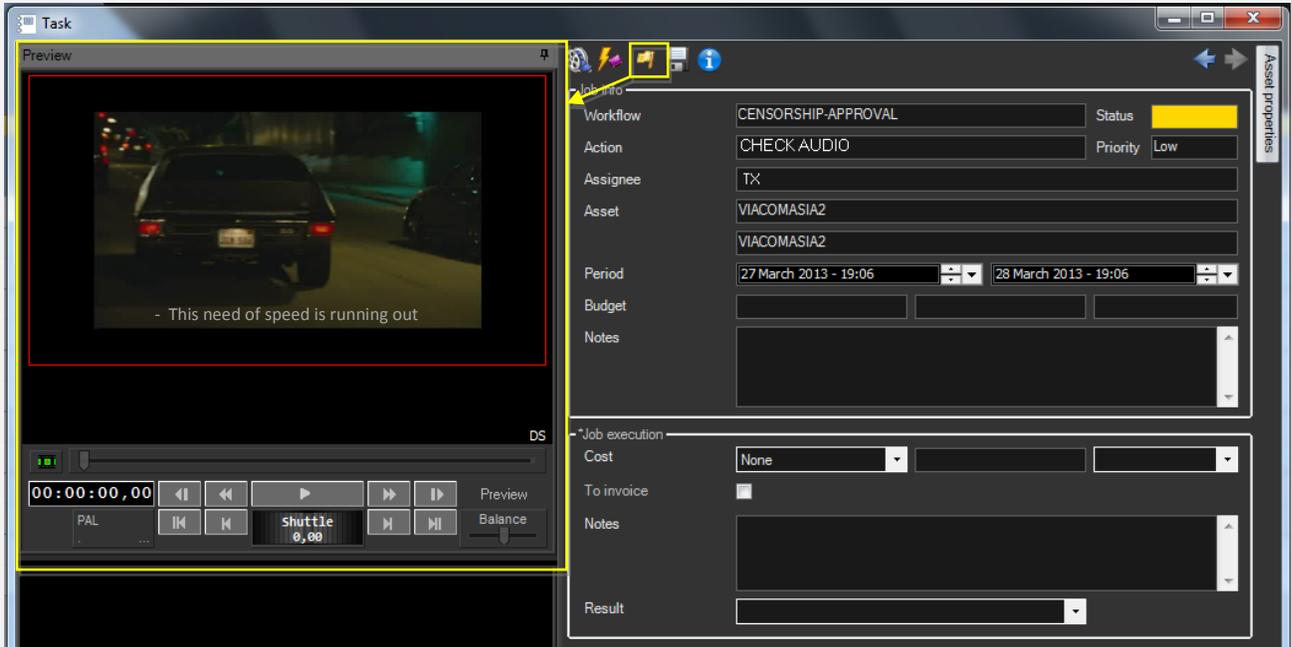
▼ **5.4.4. Check audio (*Programming*)**

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:

Task	Group	Start date	*Due date	Priority	Code	Description
★ Check audio	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	FROMO1_2	Promo 1
★ TX Approval	TX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Normal	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:



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

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

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

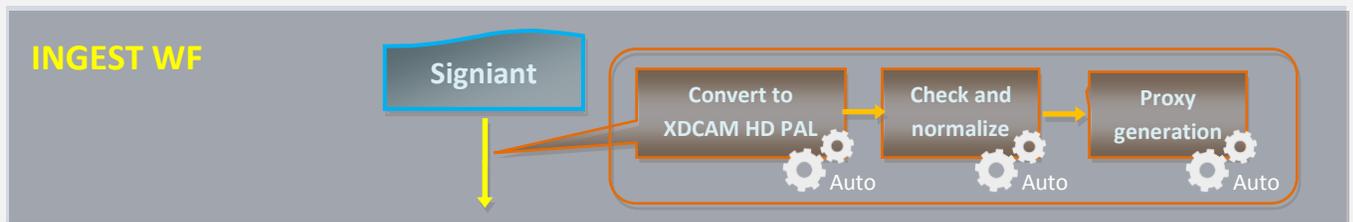
Workflows available for manual launching:	
<b>Send audio to TX</b>	<p><b>Moves audio tracks</b> (in AVI format) as separate files into the <b>TX server</b>.</p> <p>Audio tracks are named using the following naming convention:  <b>Code_language.avi</b> (e.g. 5234_english.avi)</p>

## ▼ 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).

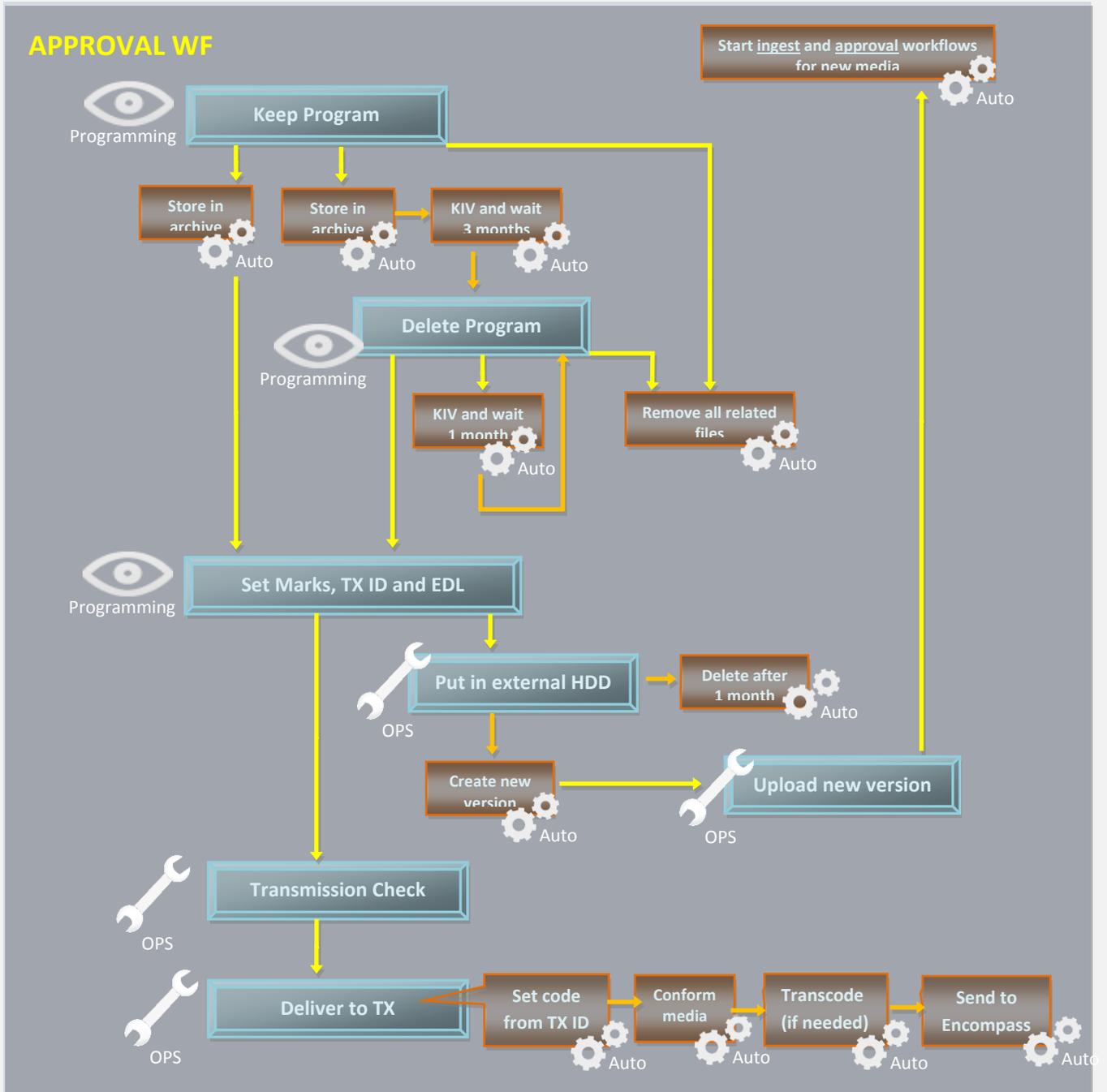


It's worth mentioning that **audio** of ingested **music clips** will be **two tracks**.

**NB:** Detailed information on the acquisition process is provided in the chapter **“3. Ingest”**.

## ▼ 6.2. Approval

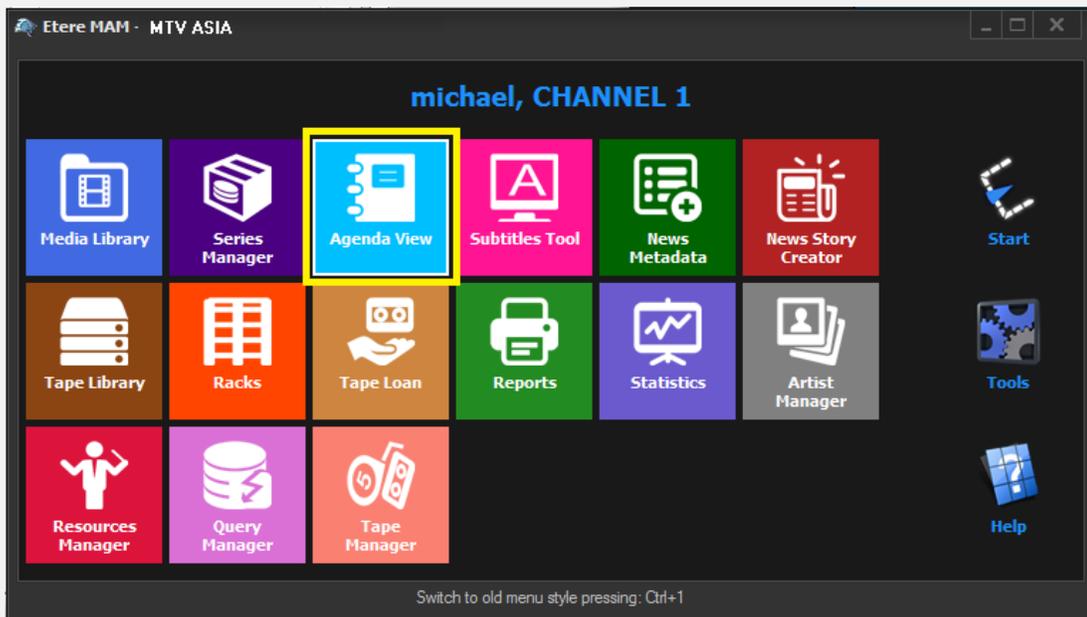
Once the “**ingest workflow**” of content is completed (i.e. has made ingested media suitable for the archive), an “**approval workflow**” is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



1. **Keep program**: Decide if content should be processed, kept in view or deleted.
2. **Delete program**: 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. **Put in external HDD**: Put the file to be edited in an external HDD (metadevice)
5. **Upload new version**: 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*)

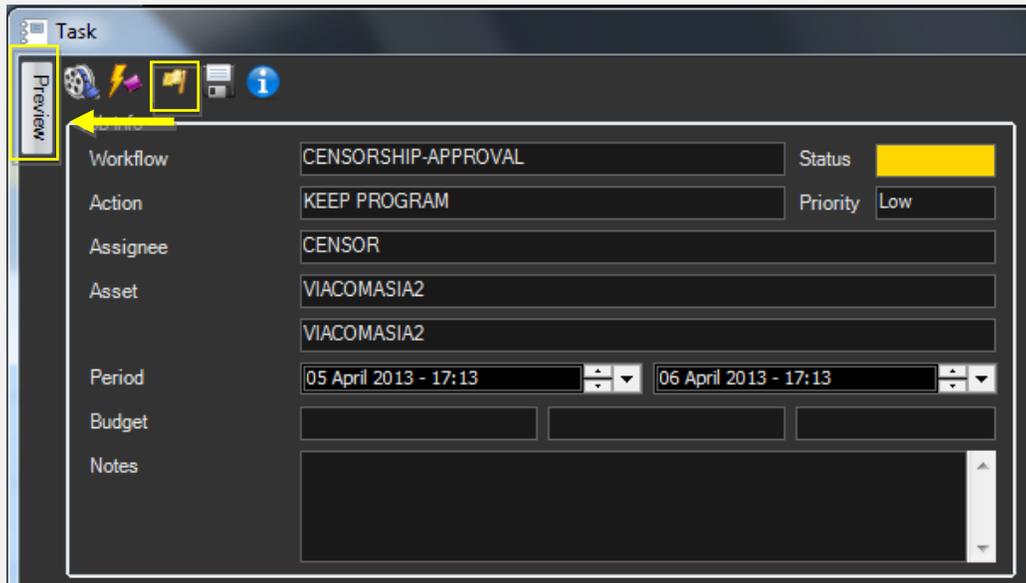
Before storing a **music clip** into the archive, it is first required that the **Programming** department decides if it should be kept, processed or just deleted, this, by launching **Etere MAM** and accessing the **Agenda View**:



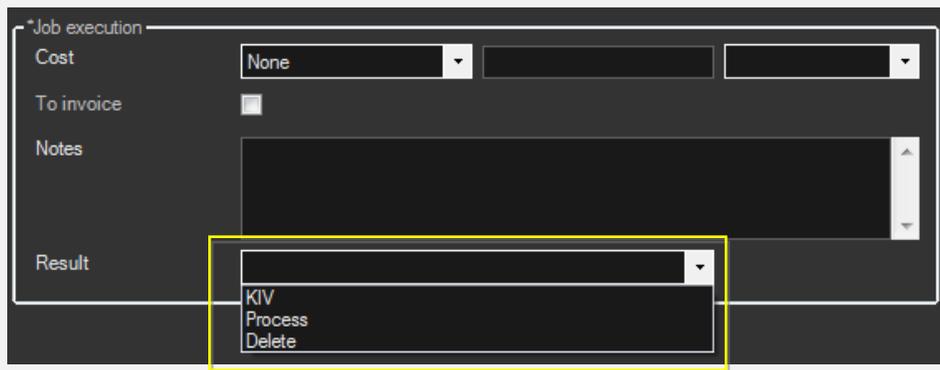
A new window will open showing in the bottom part all available **mark tasks**:

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
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

Make double-click 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:



**Available outputs:**

<b>Process</b>	Media can be submitted to the approval task.
<b>KIV</b>	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 “ <b>Delete Program</b> ” task will be started.
<b>Delete</b>	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 double-click 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:



Available outputs:	
<b>Process</b>	Media can be submitted to the approval task.
<b>Renew</b>	Media will be kept-in-view for an additional month (1), after this month is reached the <b>“Delete Program”</b> task will be started again.
<b>Delete</b>	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)**

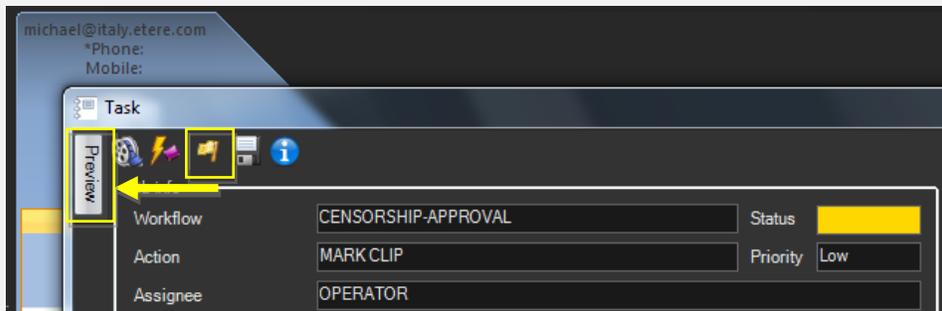
In order to start processing content it's required that the **Programming** department set the **marks** of the ingested media, this, by launching **Etere MAM** and accessing the **Agenda View**:



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

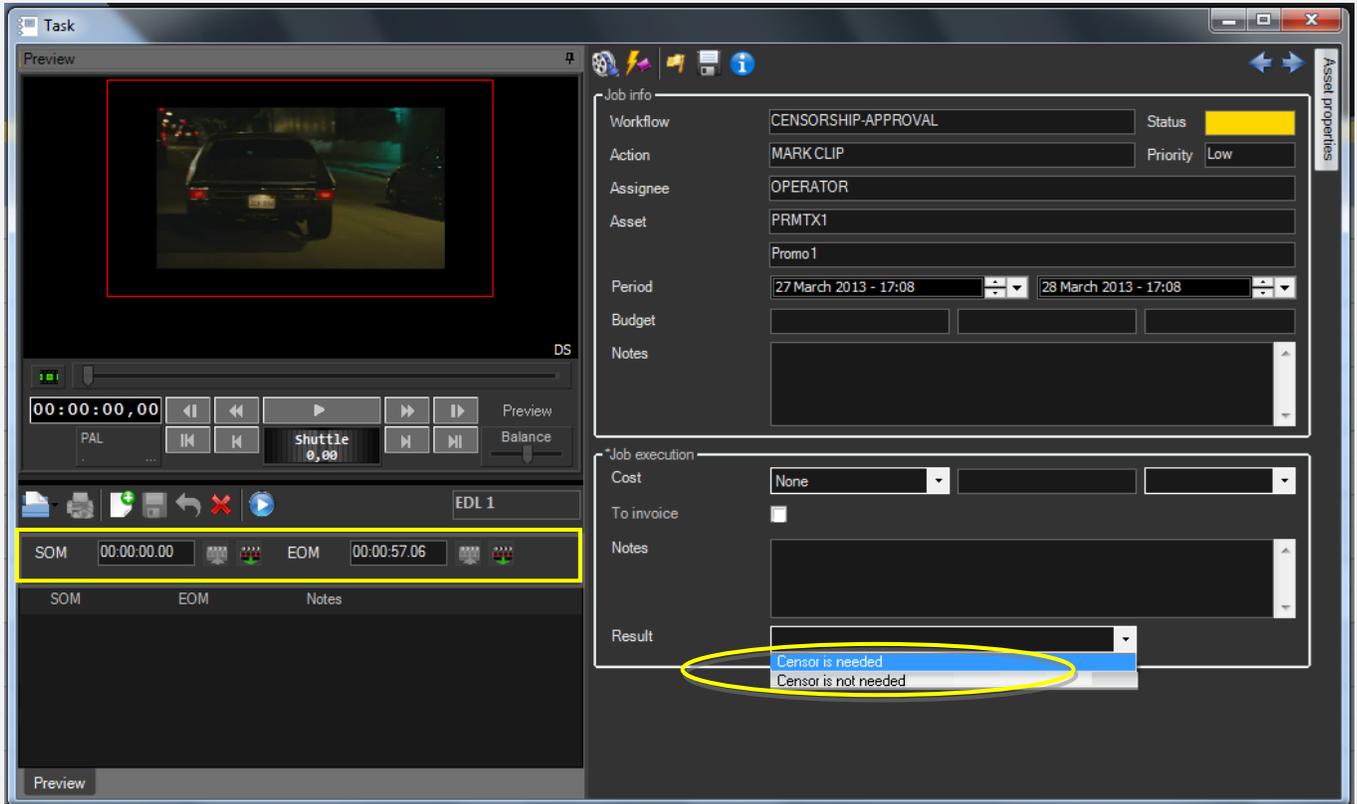
Task	Group	Start date	*Due date	Priority	Code	Description
MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo1

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

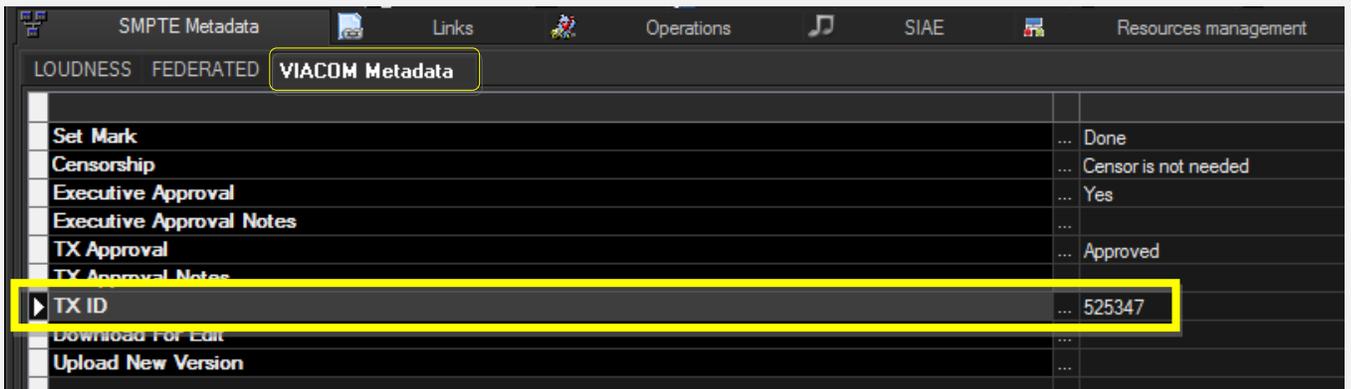


The **Preview** area will be expanded to allow the operator setting the marks of the asset media and manage the EDL (insert/delete segments considered as "to be edited"). Once the

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):



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:

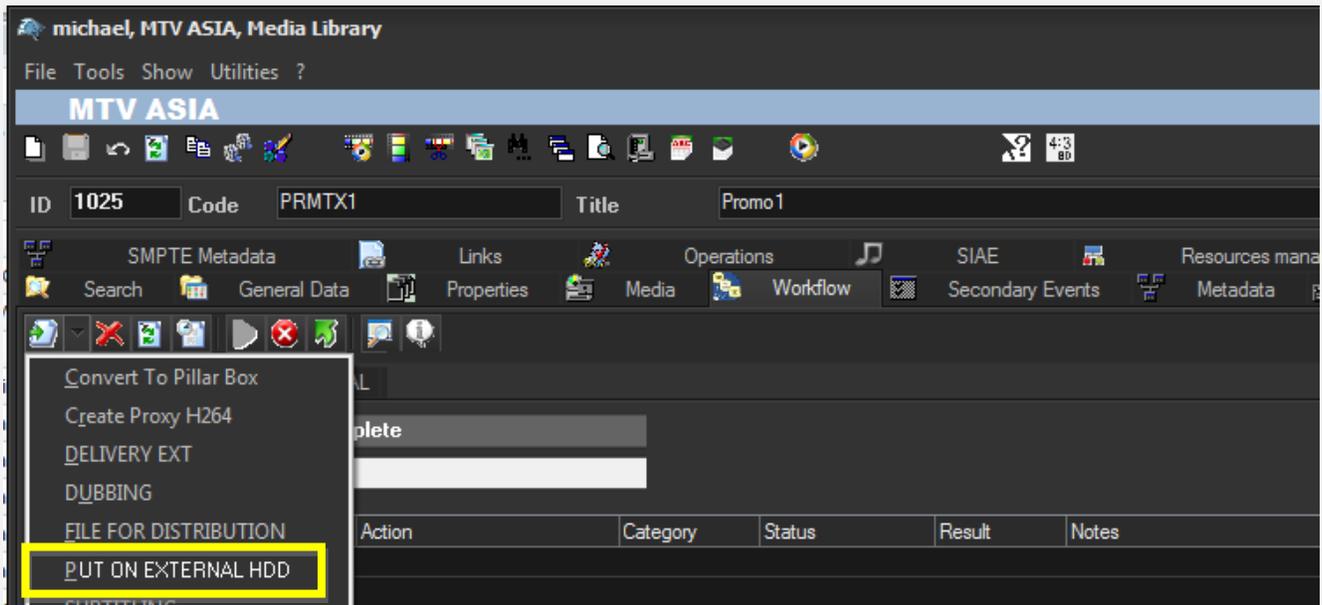


Finally, give a **result**, available results include:

Available outputs:	
<b>Censor is not needed</b>	Media's censorship is considered as ok, its approval workflow can continue.
<b>Censor is needed</b>	Media require further actions. The following tasks will be performed: <ul style="list-style-type: none"> <li>▪ A new asset version will be created (linked to the original asset)</li> <li>▪ The <b>"Put in external HDD"</b> task will be attached to the new asset to allow preparing media for download (media will be deleted after one month)</li> </ul>

▼ **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:

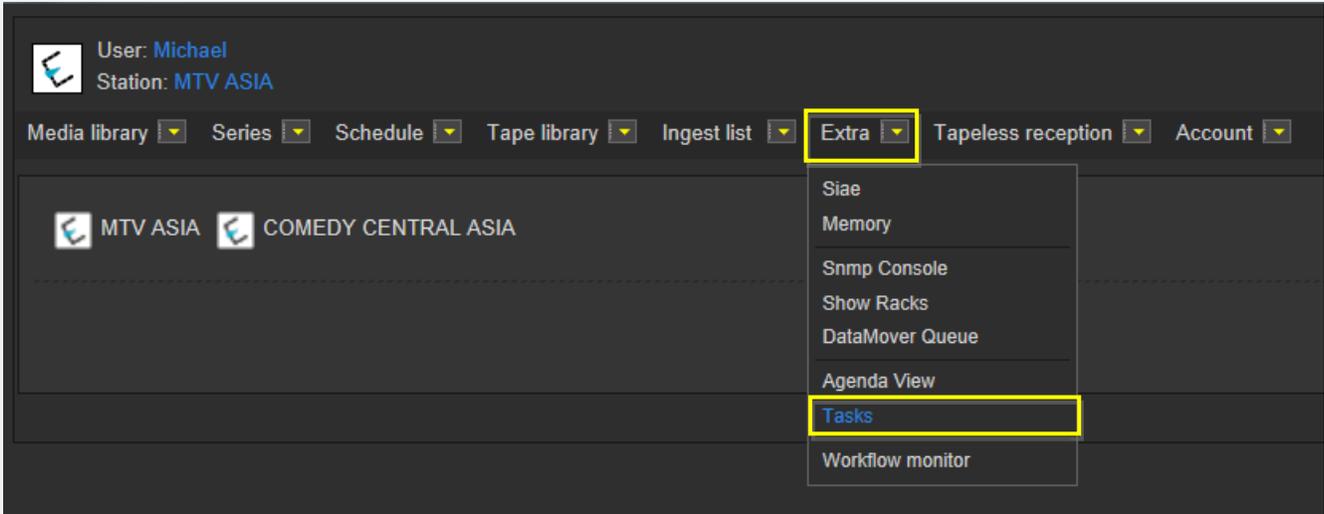


Workflows available for manual launching:	
<b>Put on external HDD</b>	<b>Moves</b> the file to be edited into a location enabled for download.

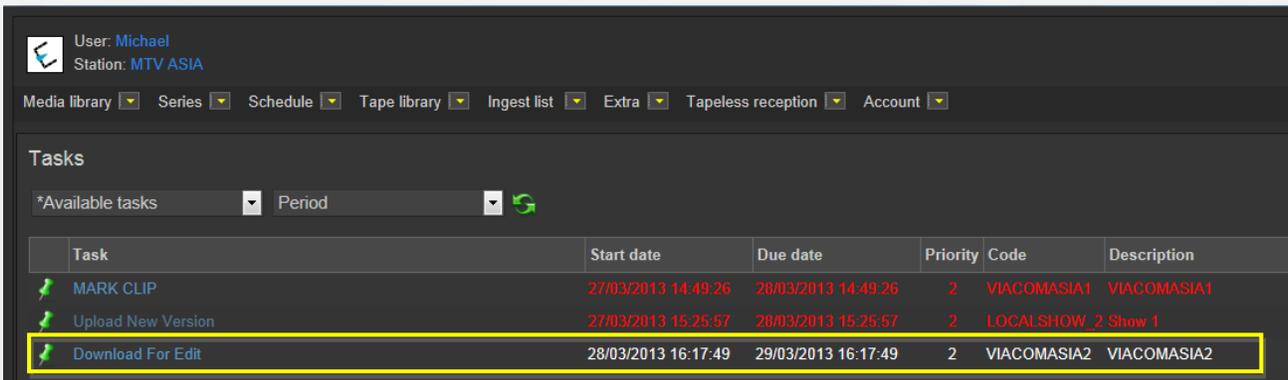
▼ **6.2.5. Download for edit (Ops)**

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.

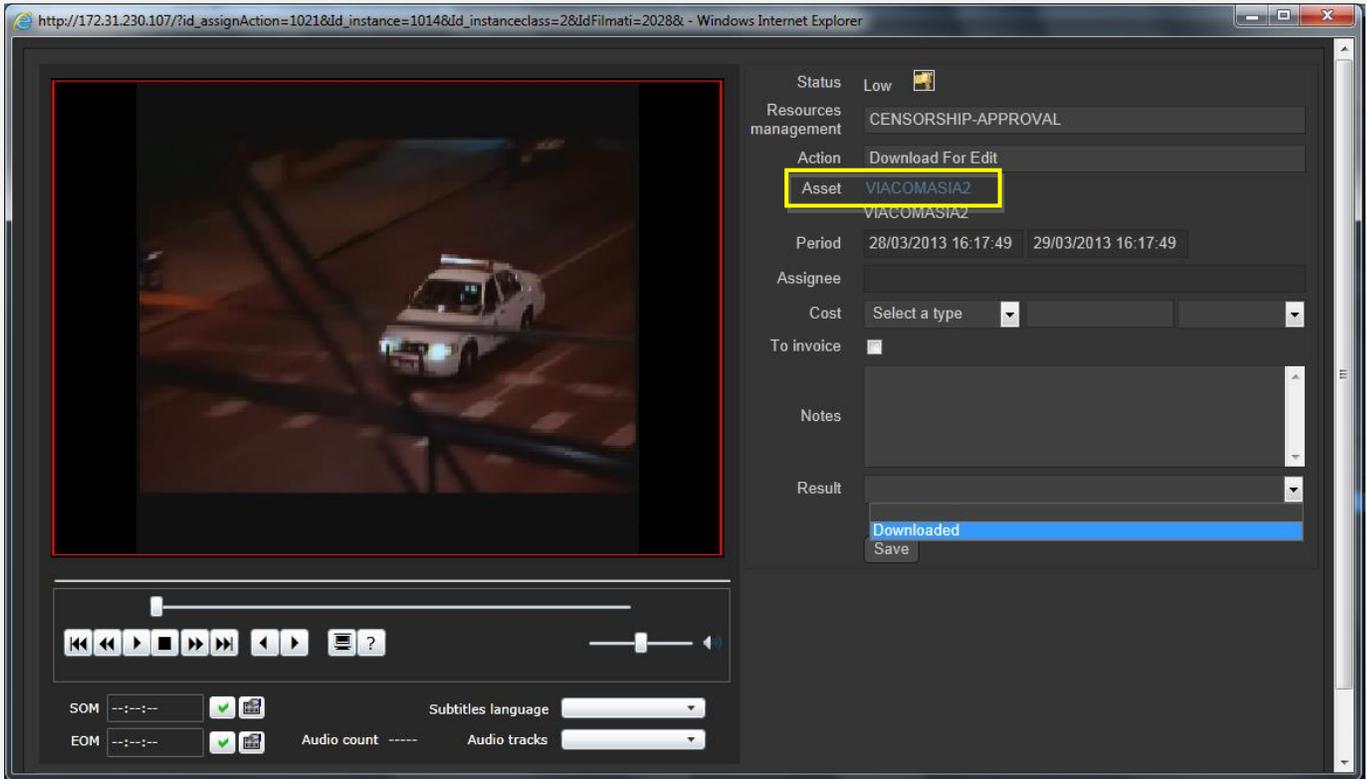
In order to accomplish these operations it’s enough to access **EtereWeb** and go to the **Extra > Tasks** section:



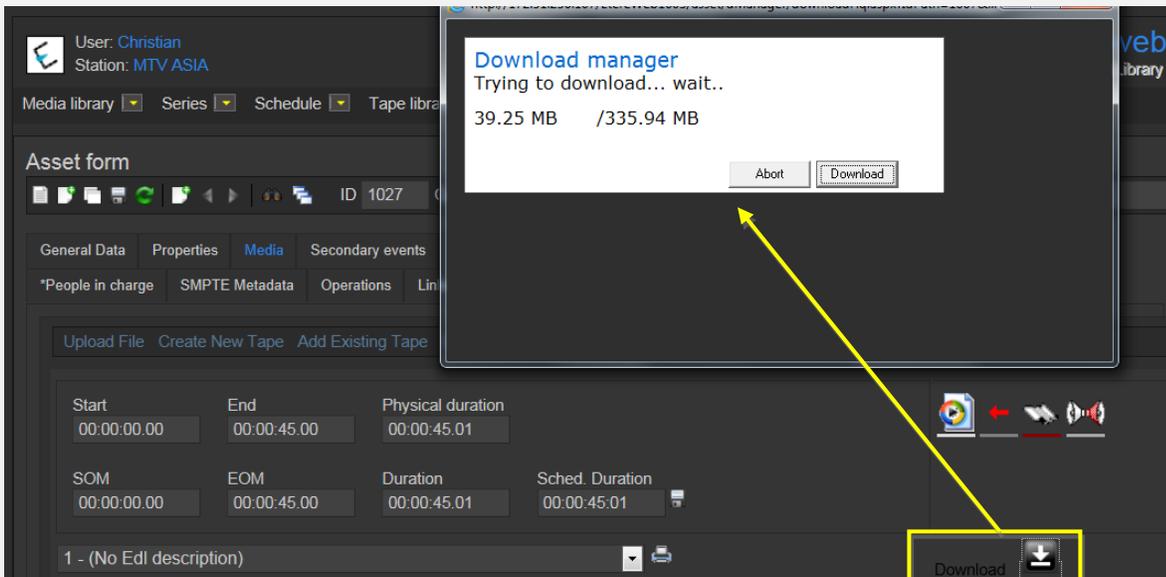
A new section will be loaded showing all available **editing tasks**:



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:



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:



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

Notes  
media has been elaborated as requested

Result Downloaded

Save

Available results:

<b>Downloaded</b>	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

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 ▾ Account ▾

\*Tasks

\*Available tasks ▾ Period ▾ ↻

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	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: Low 

Resources management: EDITOR NLE

Action: Upload New Version

Asset: VIACOMASIA2

Period: 05/04/2013 18:29:58 - 06/04/2013 18:29:58

Assignee: [Empty field]

Cost: Select a type ▾

To invoice:

Notes: [Empty text area]

Result: [Empty dropdown]

Save

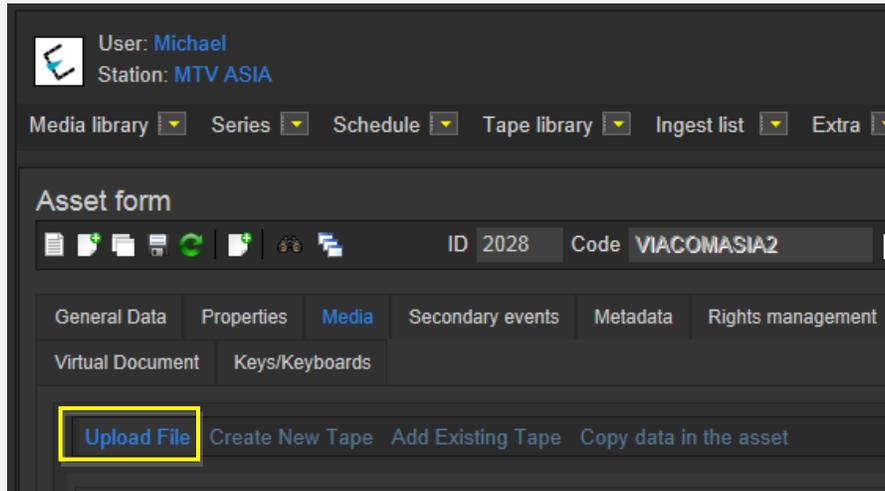
00:00:57.31

SOM: [Icons] Subtitles language: No subtitles ▾

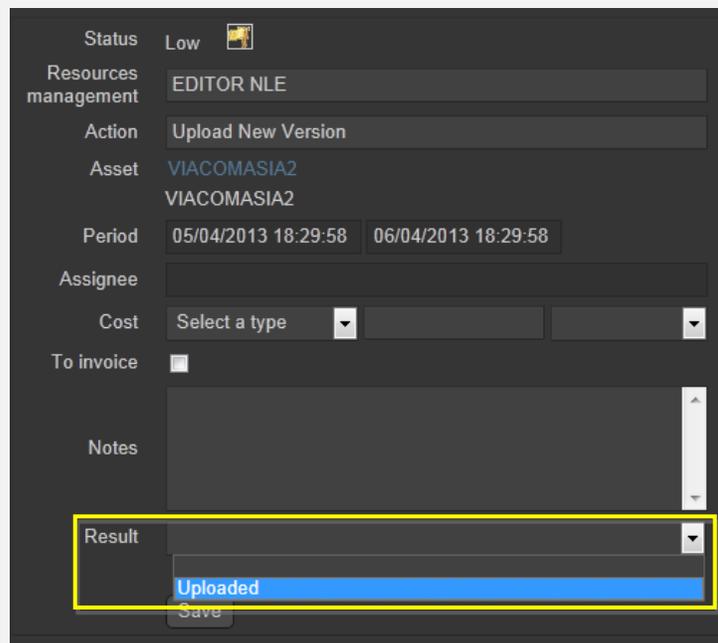
EOM: [Icons] Audio count: 2 Audio tracks: Audio 1 ▾

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):



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:	
<b>Uploaded</b>	Edited media has successfully uploaded.

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

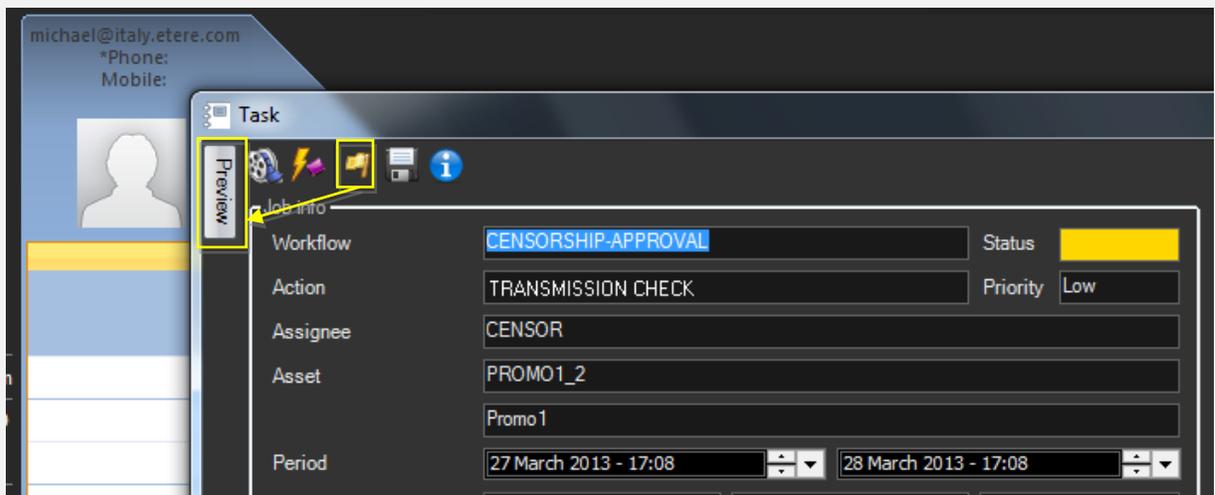
**Note:** In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere’s desktop version: **Etere MAM > Agenda View**, this, by clicking on the  **Media Library** icon from the **task** and using the **Video File Import** function.

▼ 6.2.7. Transmission check (Ops)

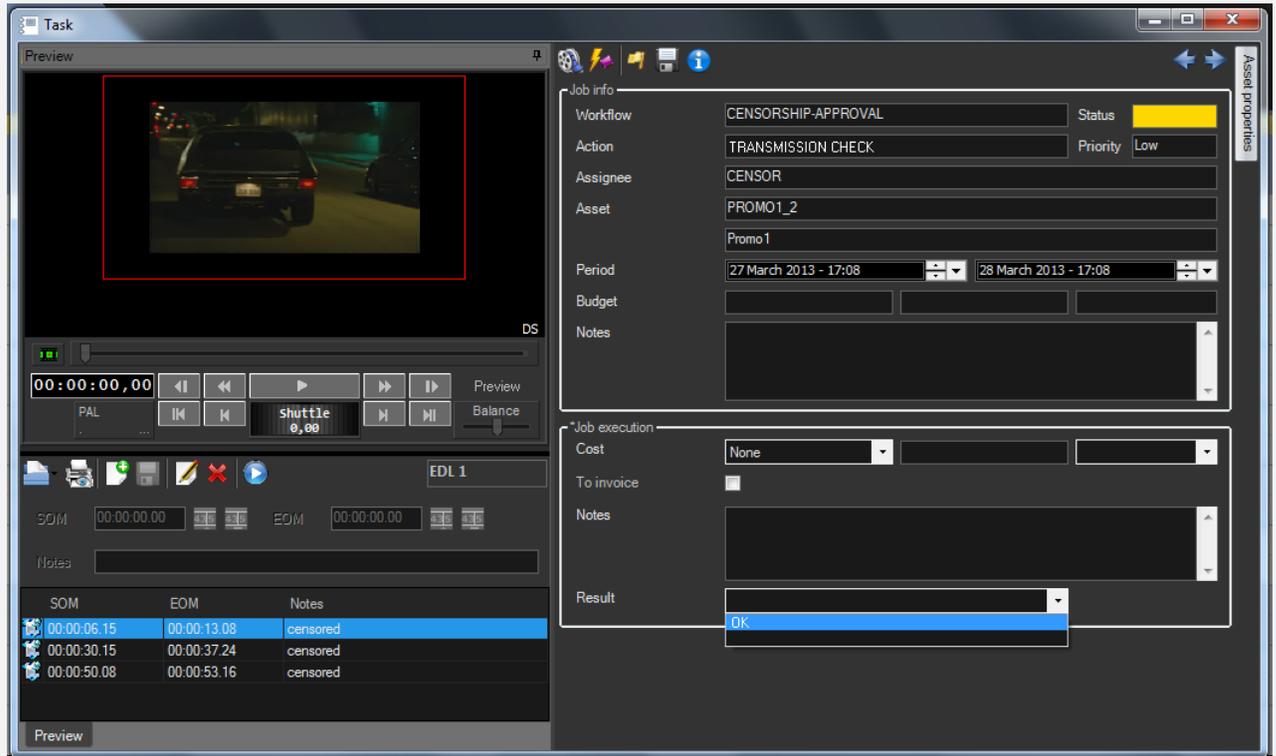
Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **OPS** department needs to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

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	Promo1
CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

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



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



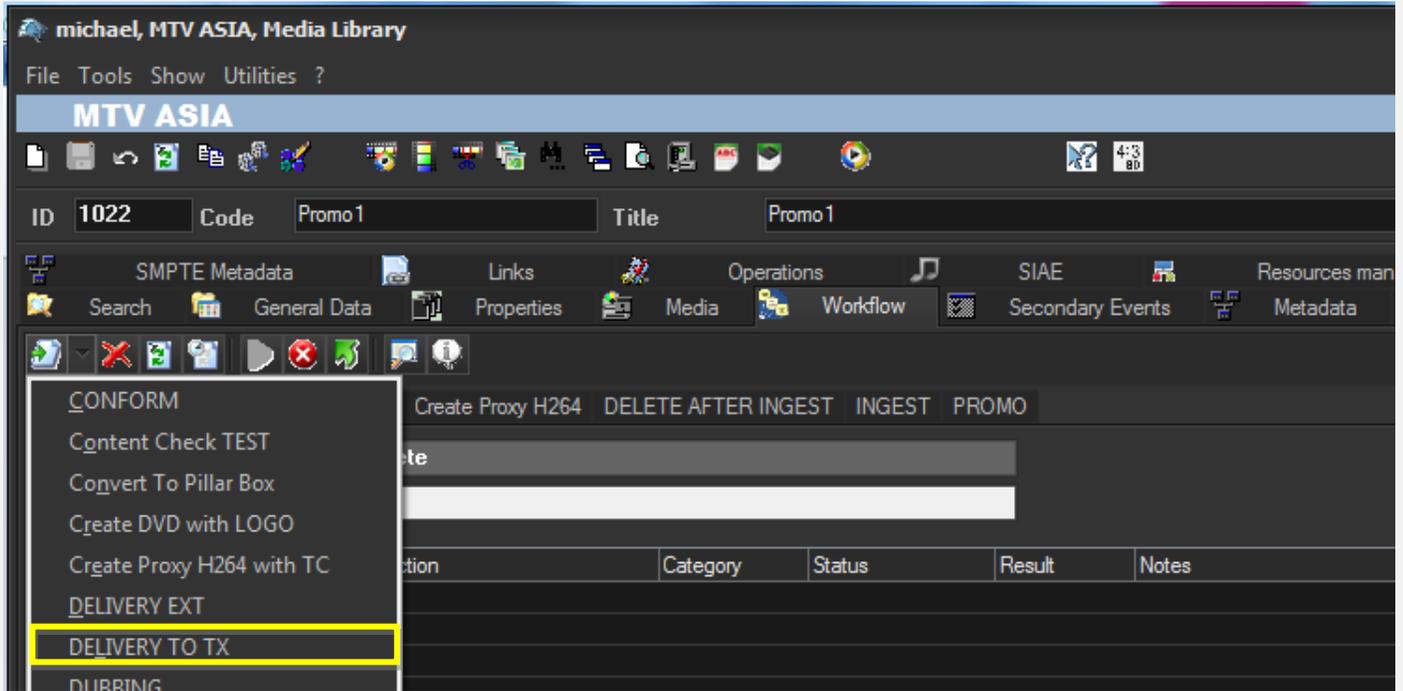
Give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:	
<b>Ok</b>	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:



**Workflows available for manual launching:**

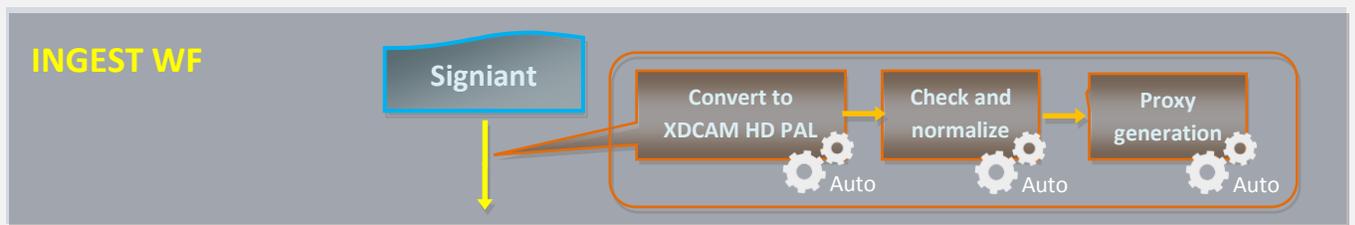
<b>Convert to anamorphic</b>	Converts the format of the asset media into Anamorphic 4/3.
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> (with a zero-based timecode) into a <b>new version</b> (linked to original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>

## ▼ 7. MTV PROGRAMMING AND OPS

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

### ▼ 7.1. Ingest

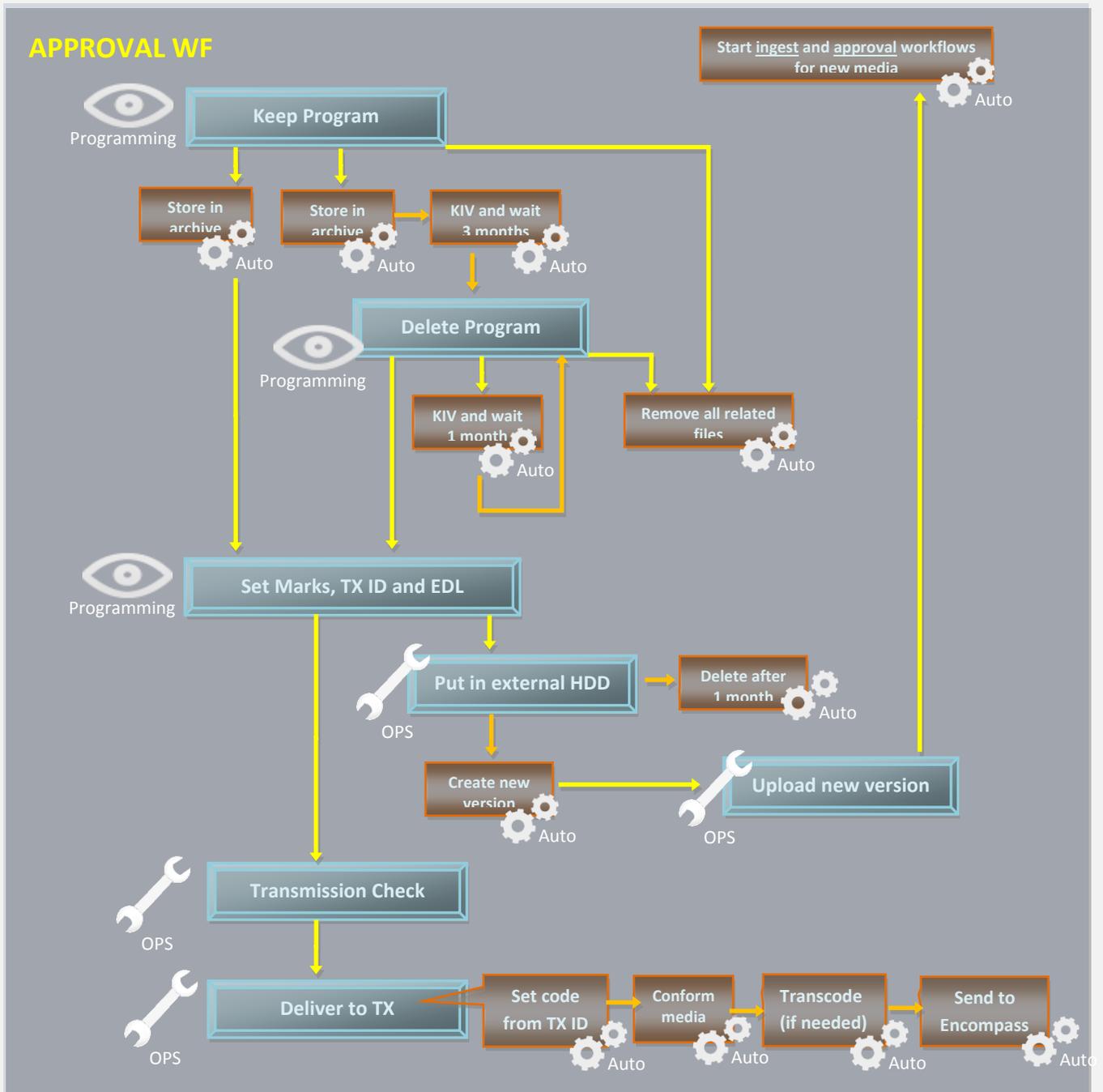
Content media will be **acquired** by ingest operators as specified in the **3. INGEST** chapter, this, depending on its source (e.g. Signiant from London, New York or Regional offices); once material is acquired, it will be made suitable for the archive (e.g. audio leveling).



**NB:** Detailed information on the acquisition process is provided in the chapter “**3. Ingest**”.

## ▼ 7.2. Approval

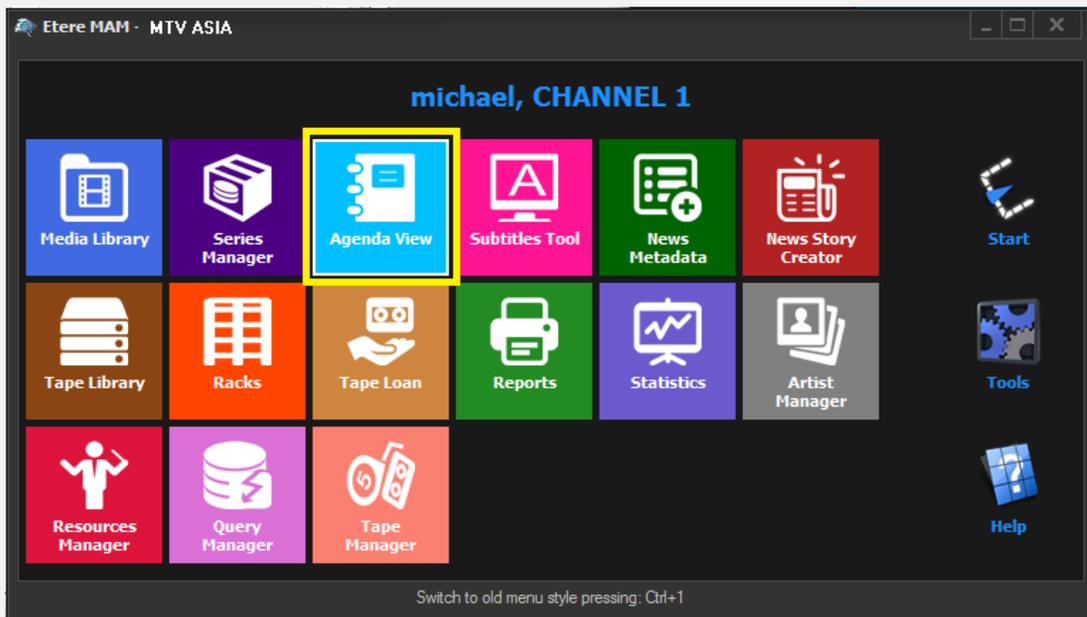
Once the “**ingest workflow**” of content is completed (i.e. has made ingested media suitable for the archive), an “**approval workflow**” is automatically executed to check assets and editing them if required to make them suitable to **VIACOM specifications**:



1. **Keep program**: Decide if content should be processed, kept in view or deleted.
2. **Delete program**: 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. **Put in external HDD**: Put the file to be edited in an external HDD (metadevice)
5. **Upload new version**: 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*)

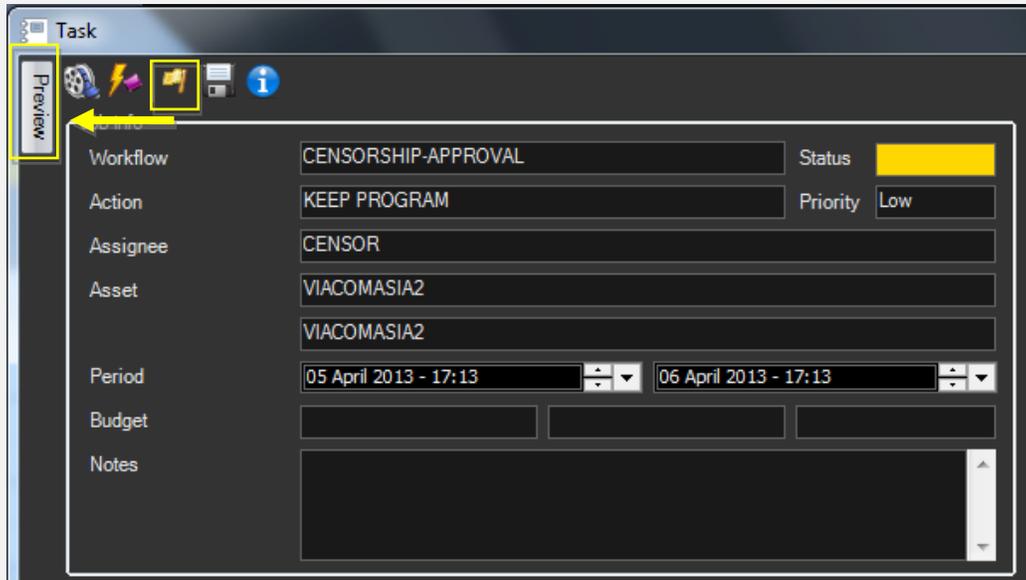
Before storing a **music clip** into the archive, it is first required that the **Programming** department decides if it should be kept, processed or just deleted, this, by launching **Etere MAM** and accessing the **Agenda View**:



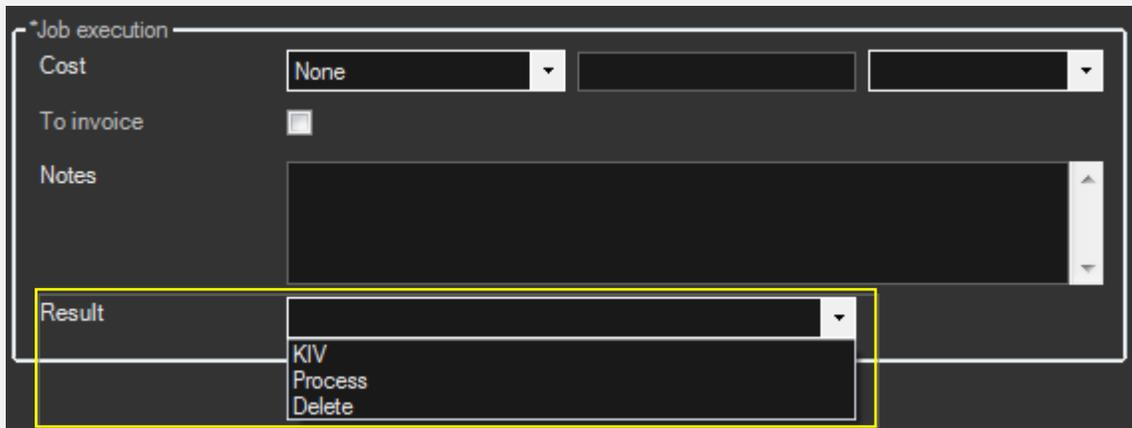
A new window will open showing in the bottom part all available **mark tasks**:

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
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

Make double-click 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:



**Available outputs:**

<b>Process</b>	Media can be submitted to the approval task.
<b>KIV</b>	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 “ <b>Delete Program</b> ” task will be started.
<b>Delete</b>	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 double-click 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:

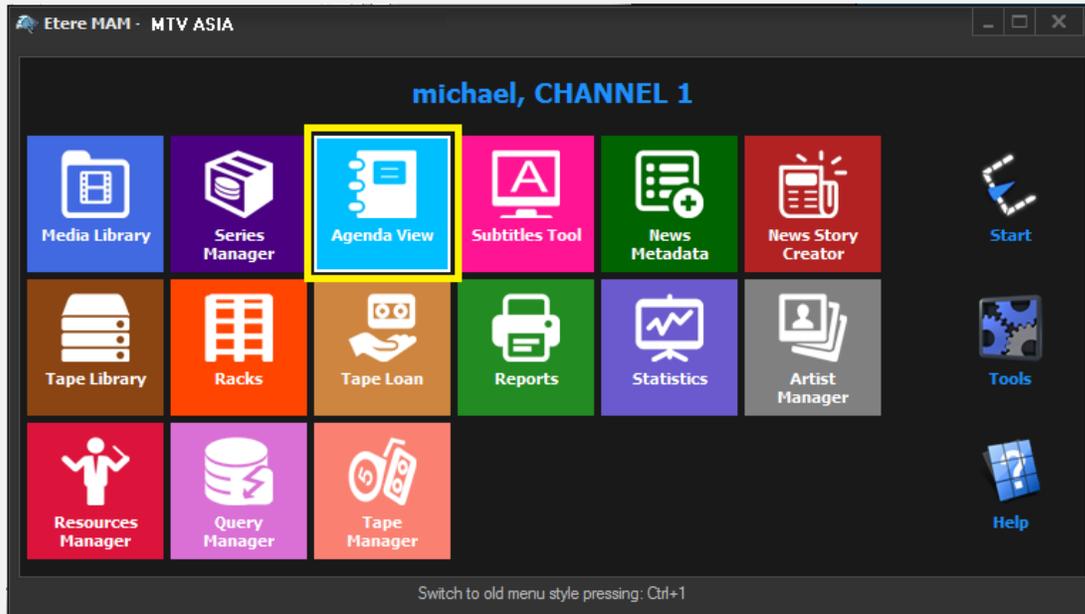


Available outputs:

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

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

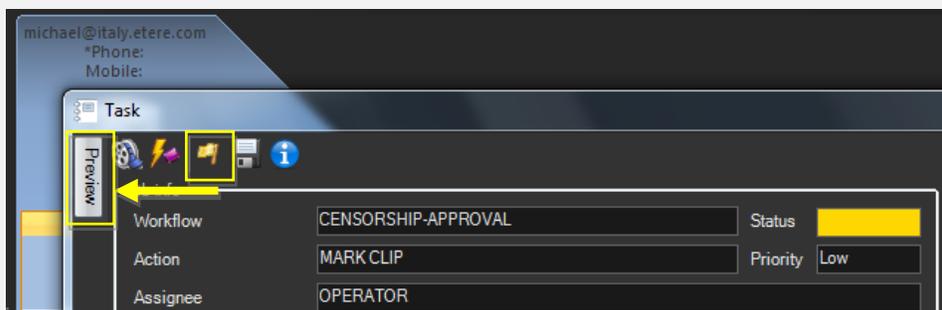
In order to start processing content it's required that the **Programming** department set the **marks** of the ingested media, this, launching **Etere MAM** and accessing the **Agenda View**:



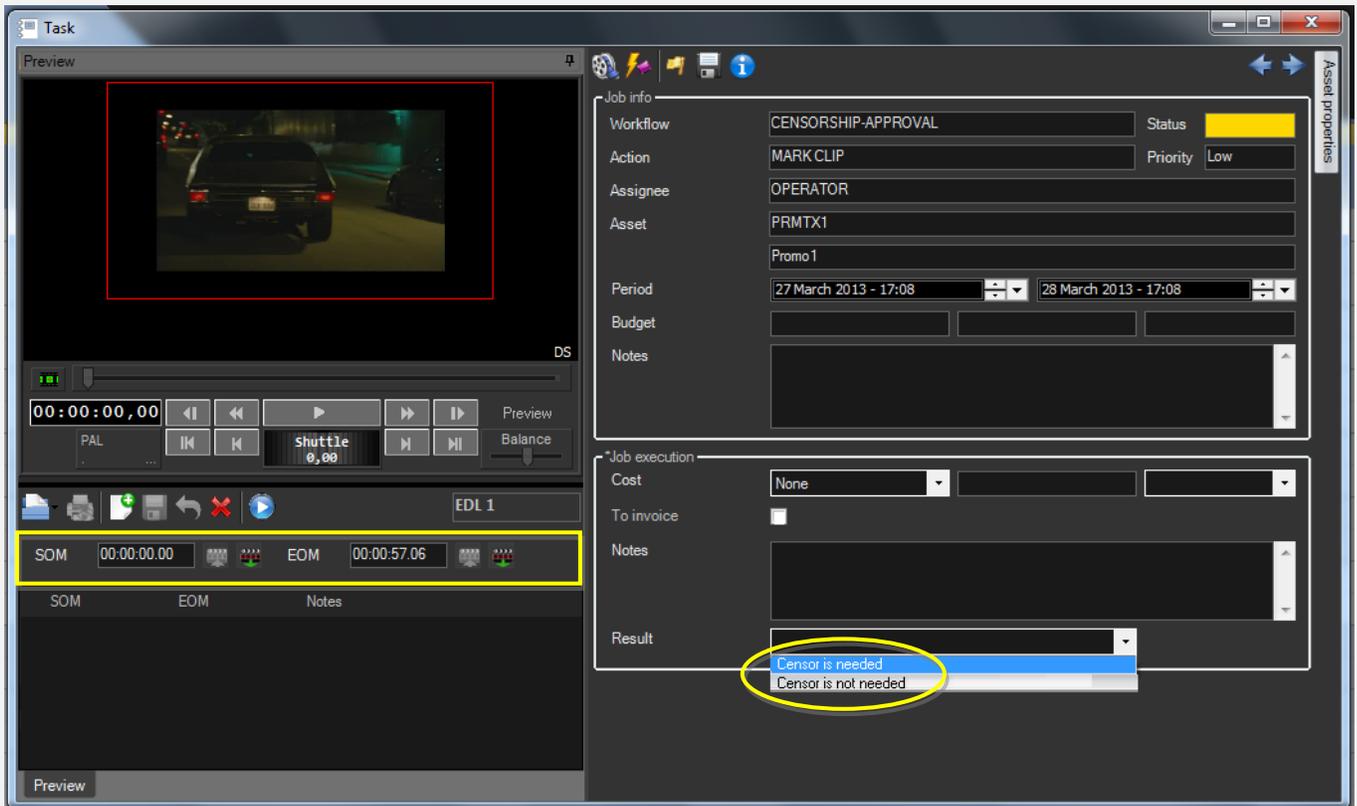
A new window will open showing in the bottom part all **available tasks**:

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	Promo1

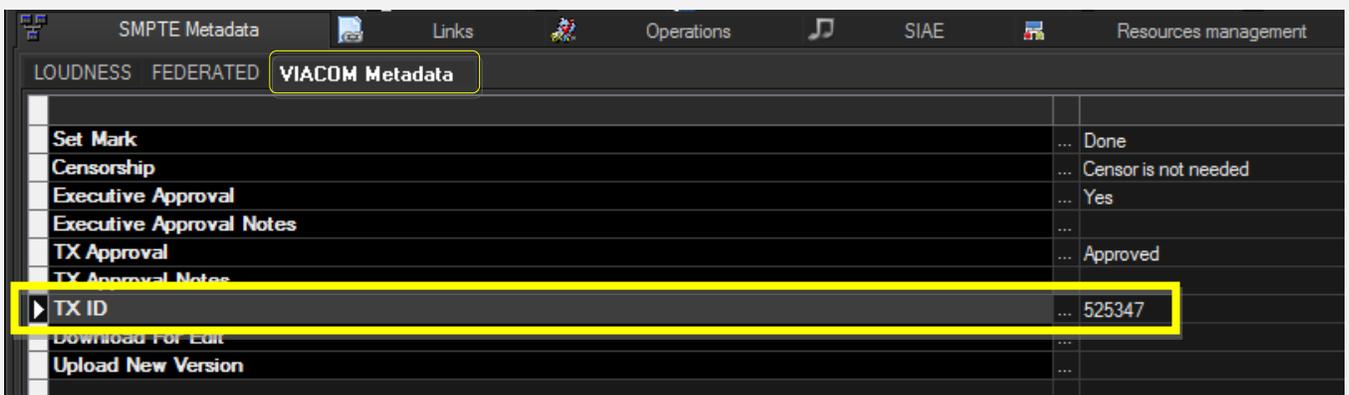
Make double-click on the **"Mark clip" task**. Take the task by clicking on the **flag button** then click on the **preview** button:



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):



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:

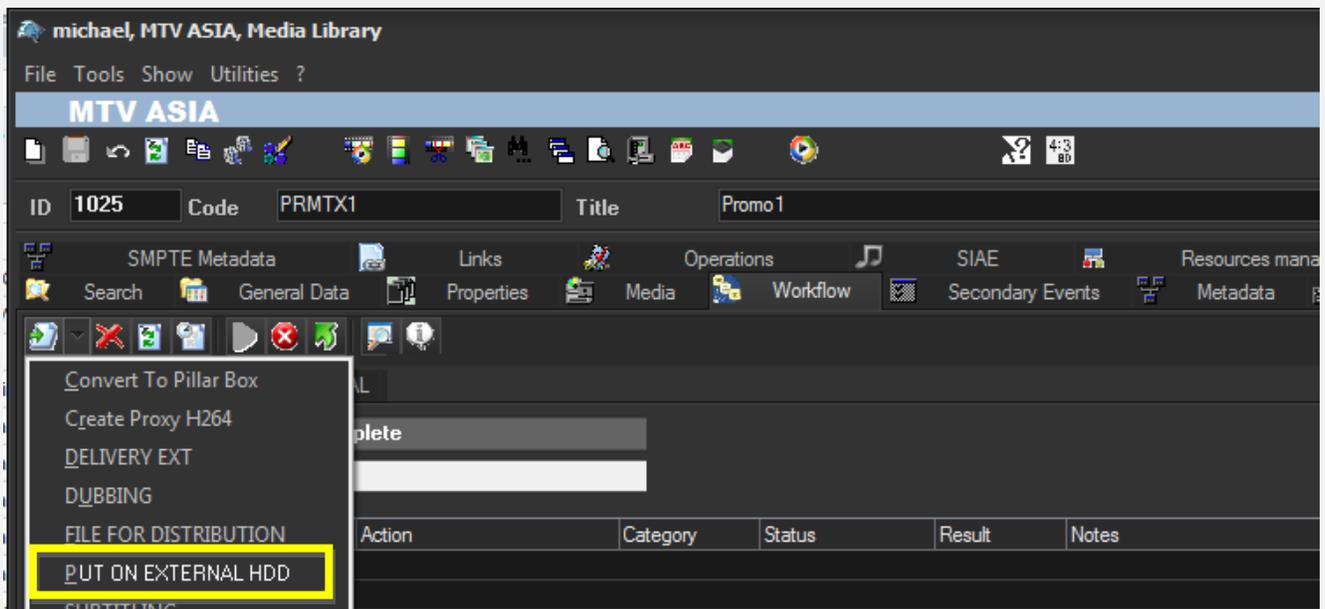


Finally, give a **result**, available results include:

Available outputs:	
<b>Censor is not needed</b>	Media's censorship is considered as ok, its approval workflow can continue.
<b>Censor is needed</b>	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:

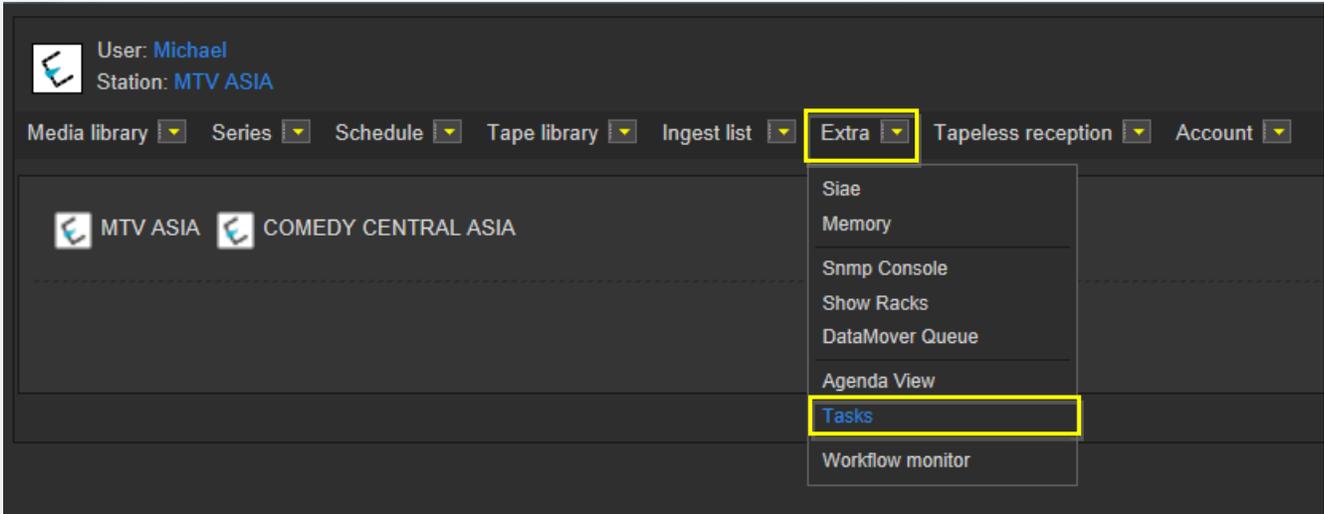


Workflows available for manual launching:	
<b>Put on external HDD</b>	Moves the file to be edited into a location enabled for download.

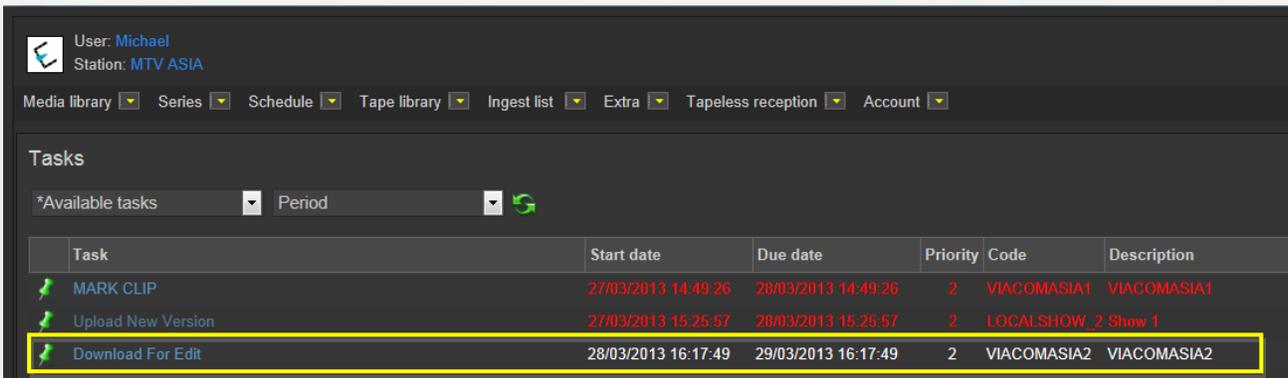
▼ **7.2.5. Download for edit (Ops)**

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.

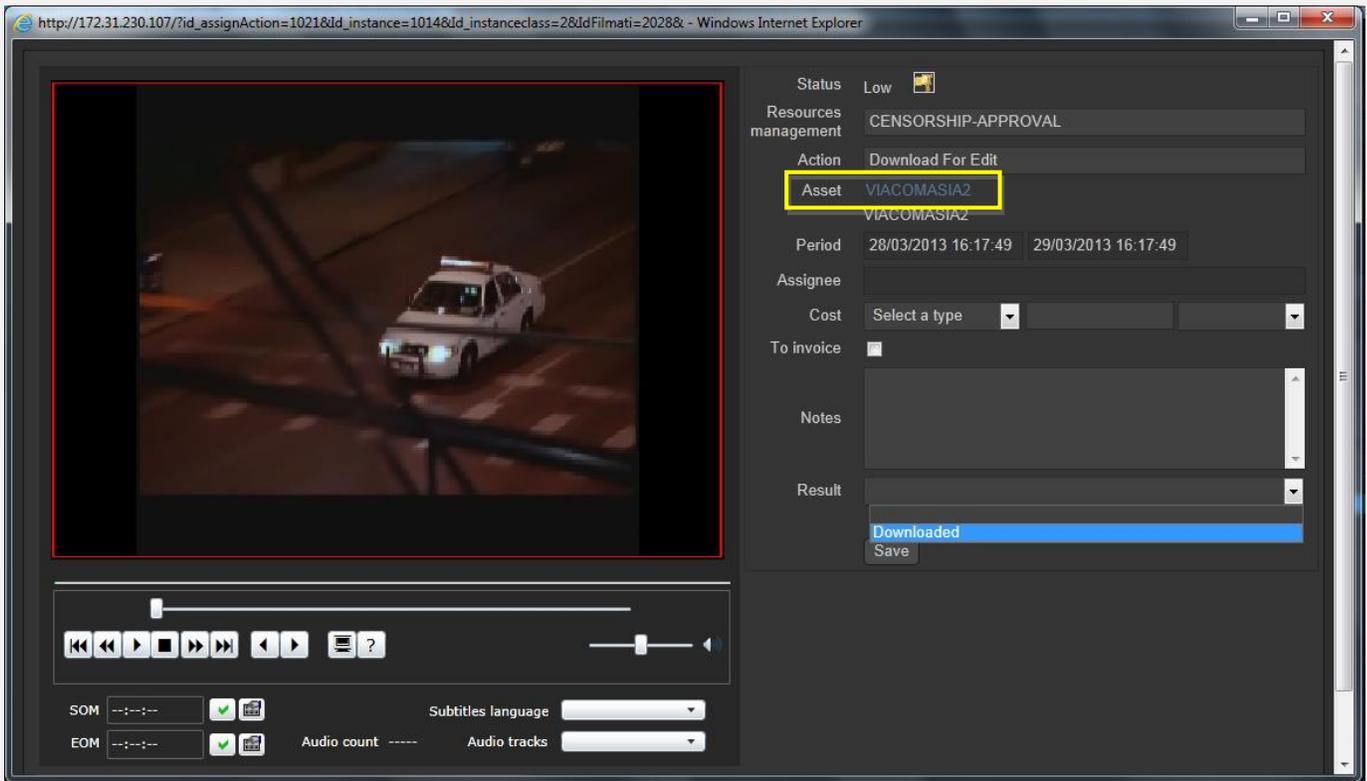
In order to accomplish these operations it’s enough to access **EtereWeb** and go to the **Extra > Tasks** section:



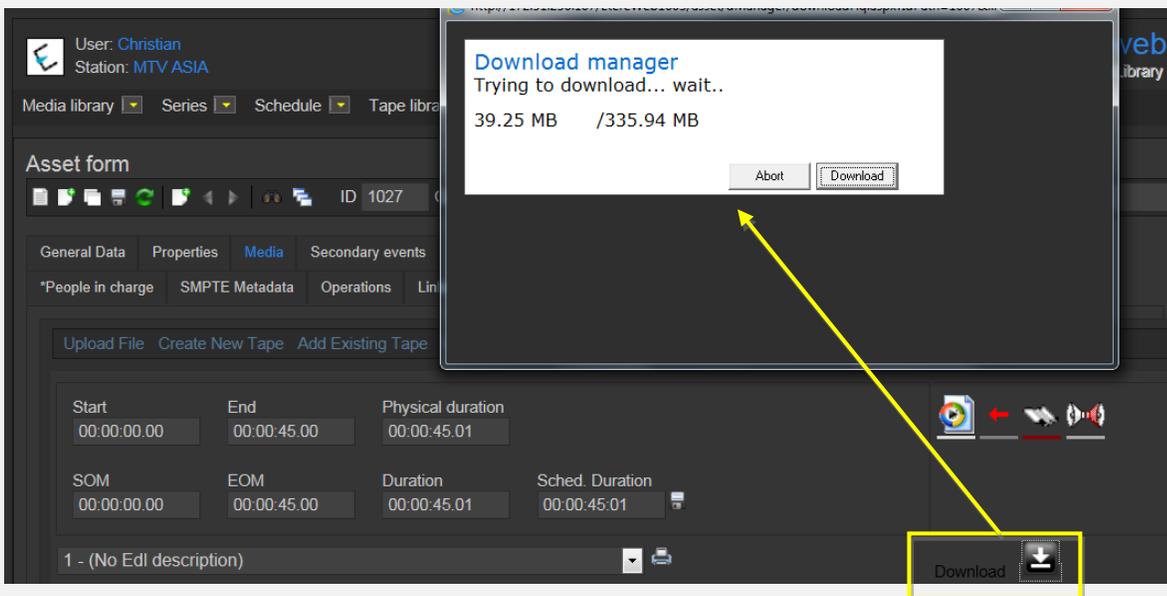
A new section will be loaded showing all available **editing tasks**:



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:



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:



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

Notes  
media has been elaborated as requested

Result Downloaded

Available results:

<b>Downloaded</b>	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:

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 ▾ Account ▾

\*Tasks

\*Available tasks ▾ Period ▾ ↻

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	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: Low 

Resources management: EDITOR NLE

Action: Upload New Version

Asset: **VIACOMASIA2**

Period: 05/04/2013 18:29:58 - 06/04/2013 18:29:58

Assignee: [Empty field]

Cost: Select a type ▾

To invoice:

Notes: [Empty text area]

Result: [Empty dropdown]

Save

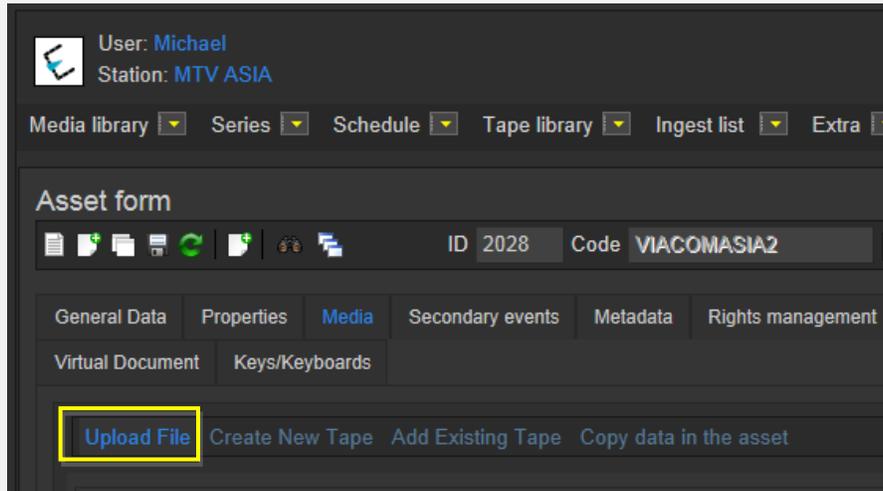
00:00:57.31 [Progress bar]

SOM: [Icons] Subtitles language: No subtitles ▾

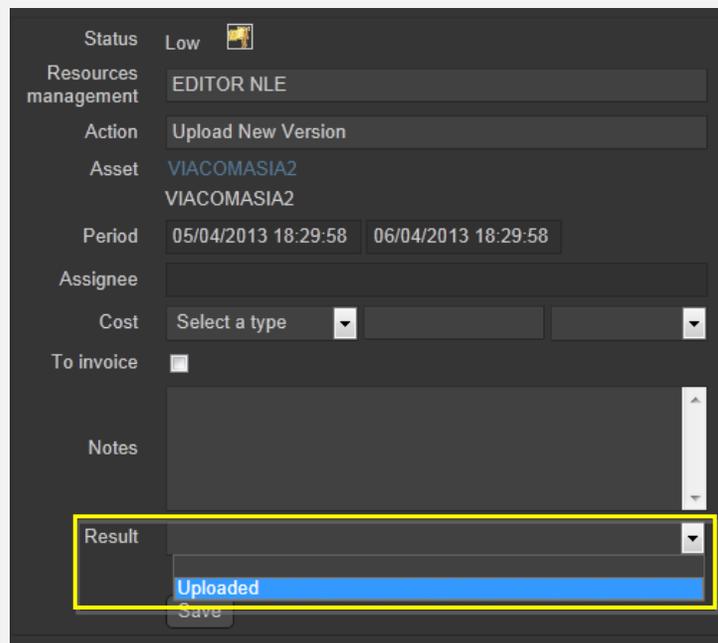
EOM: [Icons] Audio count: 2 Audio tracks: Audio 1 ▾

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):



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:**

<b>Uploaded</b>	Edited media has successfully uploaded.
-----------------	---

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

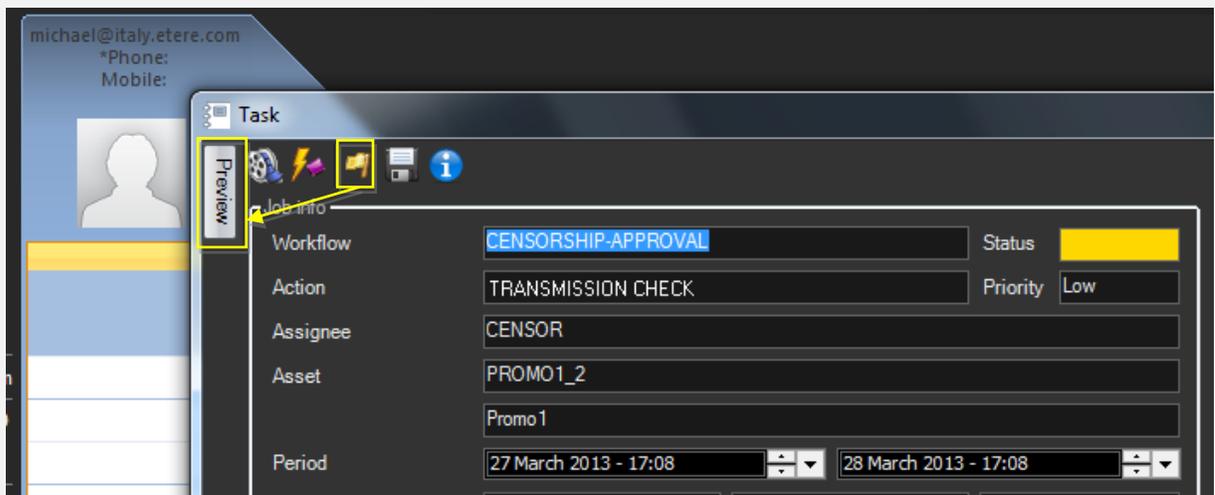
**Note:** In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere’s desktop version: **Etere MAM > Agenda View**, this, by clicking on the  **Media Library** icon from the **task** and using the **Video File Import** function.

▼ 7.2.7. Transmission check (Ops)

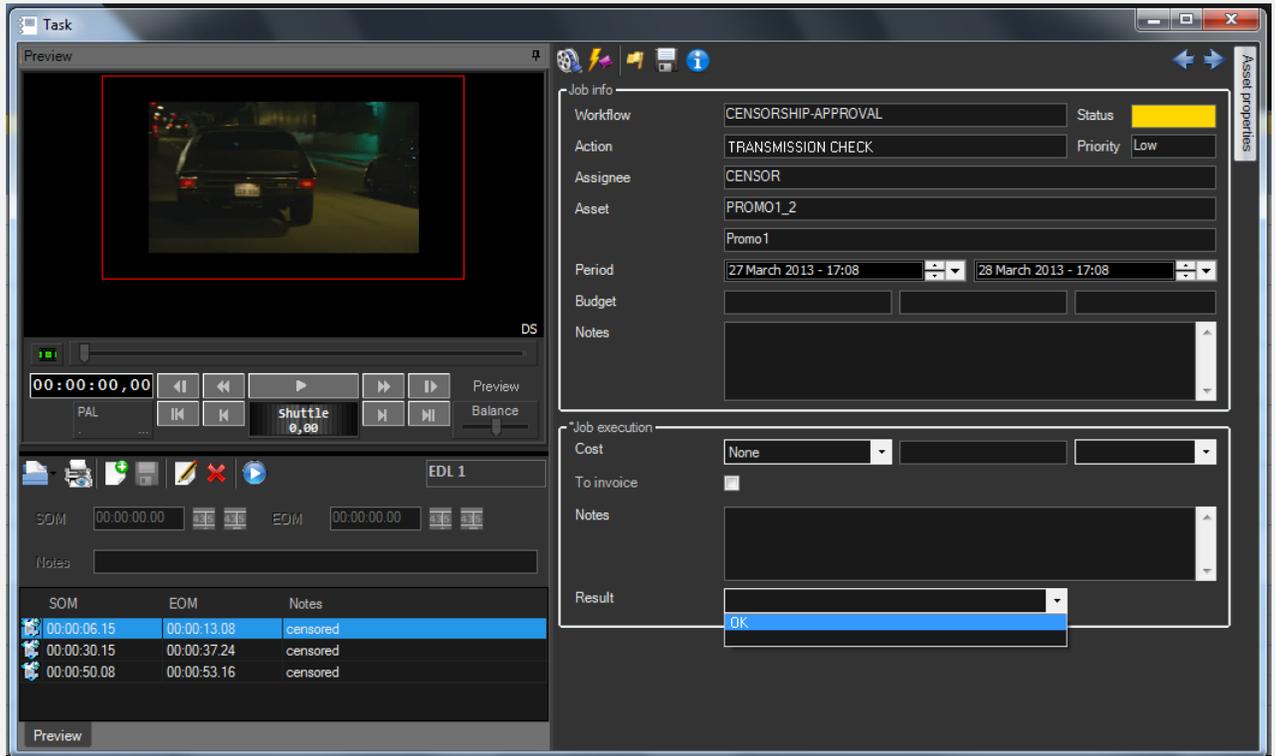
Once **marks** are set, media is ready for being evaluated. In order to carry out the **evaluation phase**, the **OPS** department needs to launch **Etere MAM** and access their **Agenda View**. As before, **tasks** will be listed in the bottom part of the window:

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	Promo1
CENSORSHIP	CENSOR	27/03/2013 5:17 PM	28/03/2013 5:17 PM	Normal	VIACOMASIA2	VIACOMASIA2

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



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

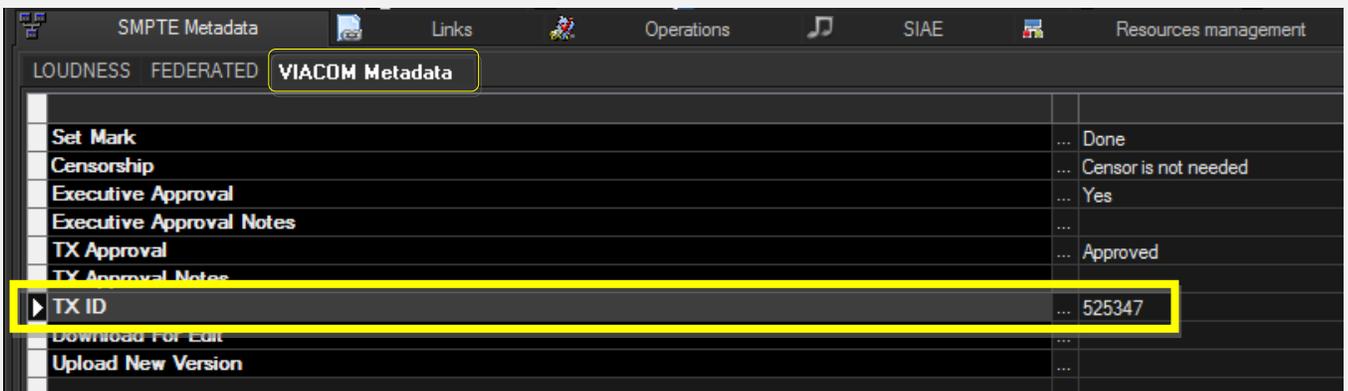


Give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

**Available outputs:**

<b>Ok</b>	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:

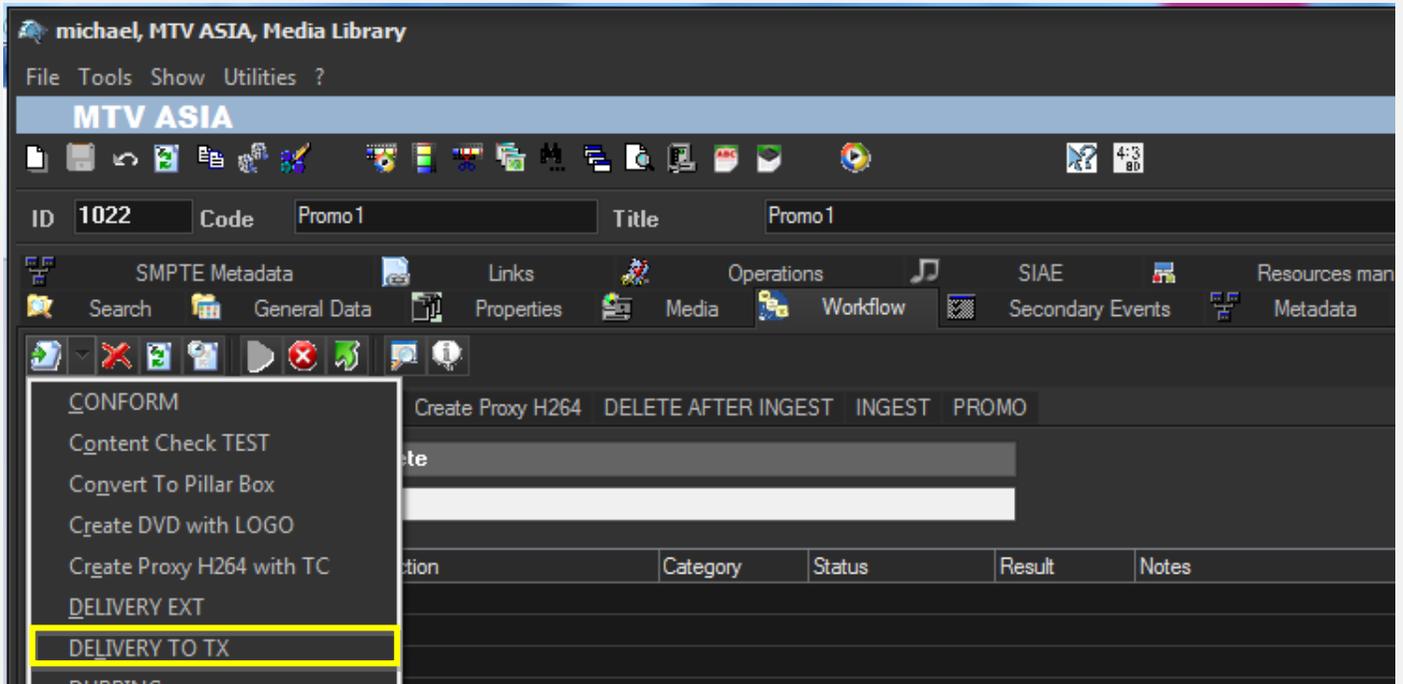


Once done, **[save]** the asset and close it. At this point the asset is ready to be transmitted.

▼ 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:

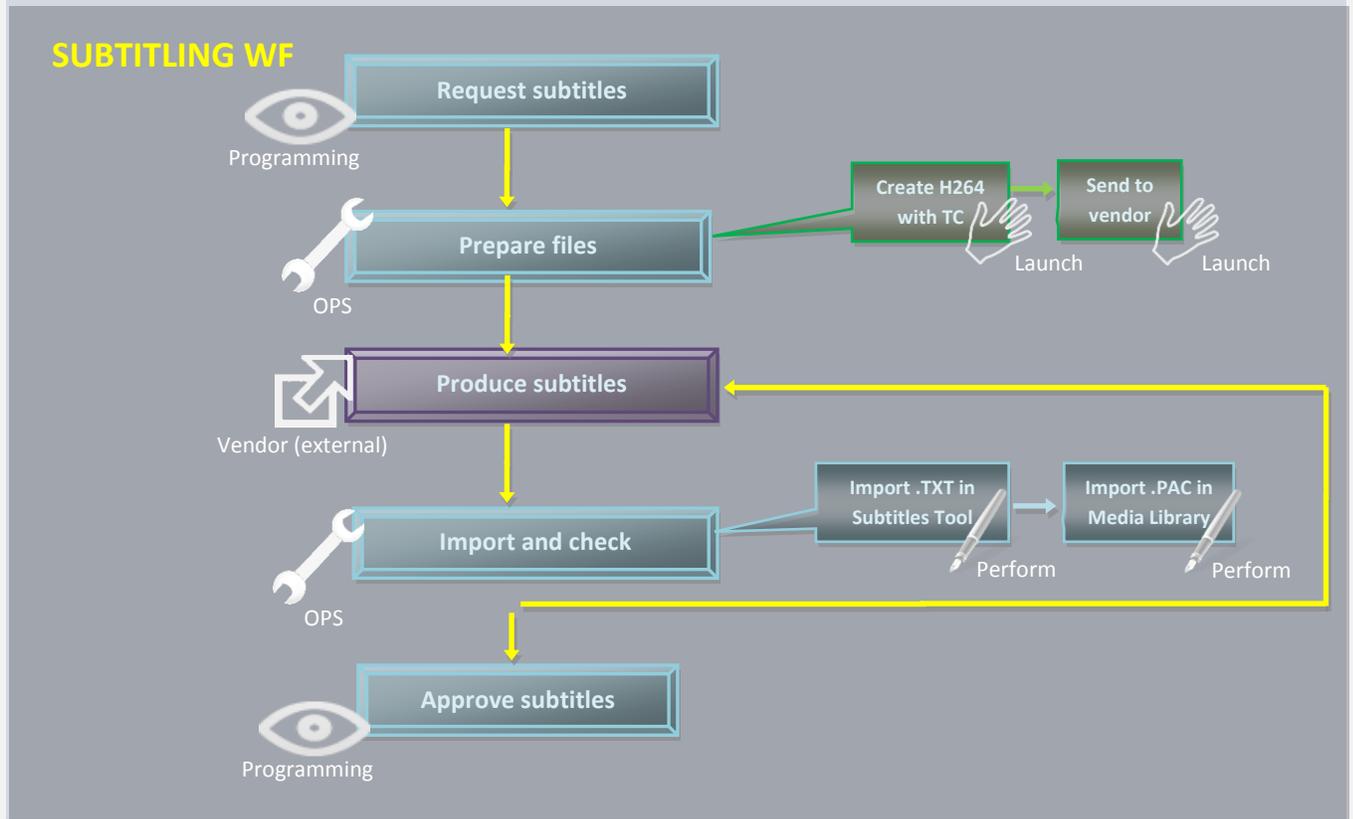


**Workflows available for manual launching:**

<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>
-----------------------	---

### ▼ 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. **Request subtitles:** Decide if media needs subtitles
2. **Prepare files:** Create the lowres file for subtitles and send it to vendor.
3. **Produce subtitles (external):** Produce subtitles in.TXT and .PAC format.
4. **Import and check:** Import .TXT in the **Subtitles Tool** and .PAC in **Media Library**
5. **Approve subtitles:** 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	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	Promo1
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:	
<b>Request for subtitles</b>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ <b>Create proxy with TC as MOV/H.264:</b> Generate a proxy file with imprinted timecode (i.e. burned in) for vendor.</li> <li>▪ <b>Send subtitles:</b> Copy the generated file (MOV) into a location (e.g. FTP) from which the vendor will be able to download files.</li> </ul>
<b>Without subtitles</b>	Media doesn't need subtitles; it's ready as it is.

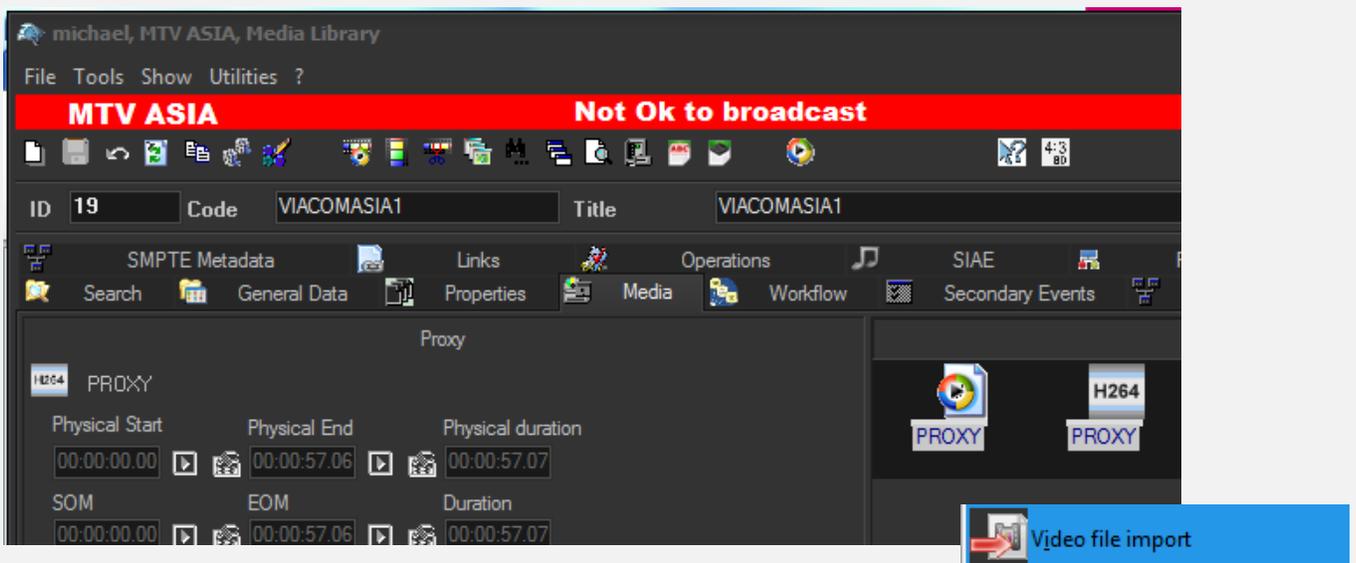
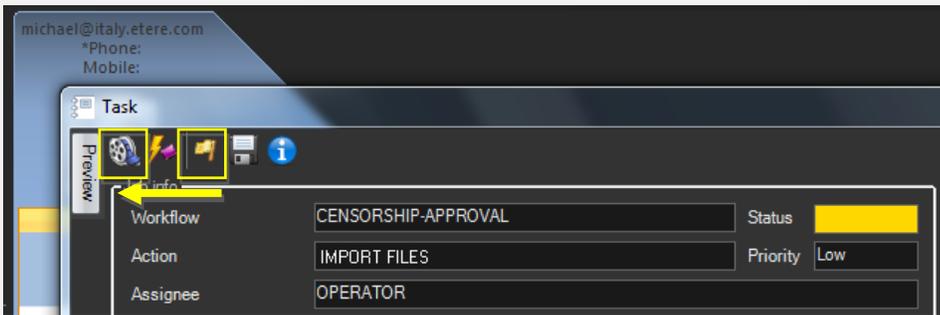
▼ **7.3.2. Import files and check (*Ops*)**

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

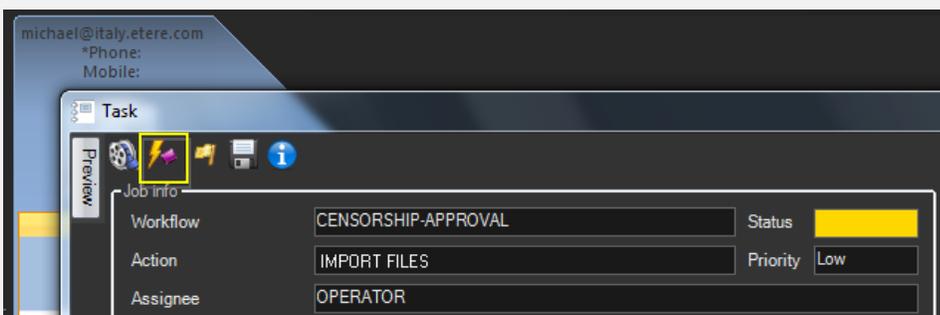
In order to do this, open the **Agenda View** and locate the “**import files and check**” task:

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	Promo1
IMPORT FILES	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

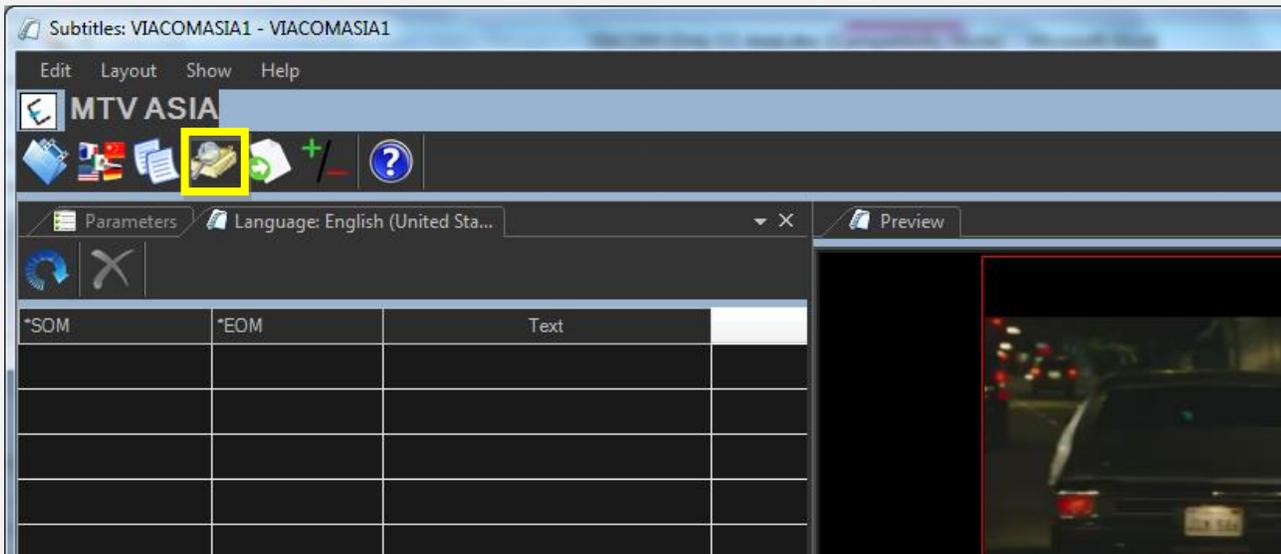
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button; under the **Media** tab, the operator launches the “**Video File Import**” function to ingest the **PAC** file into the system.



Then, make click on the **[Execute]** button:



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



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

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

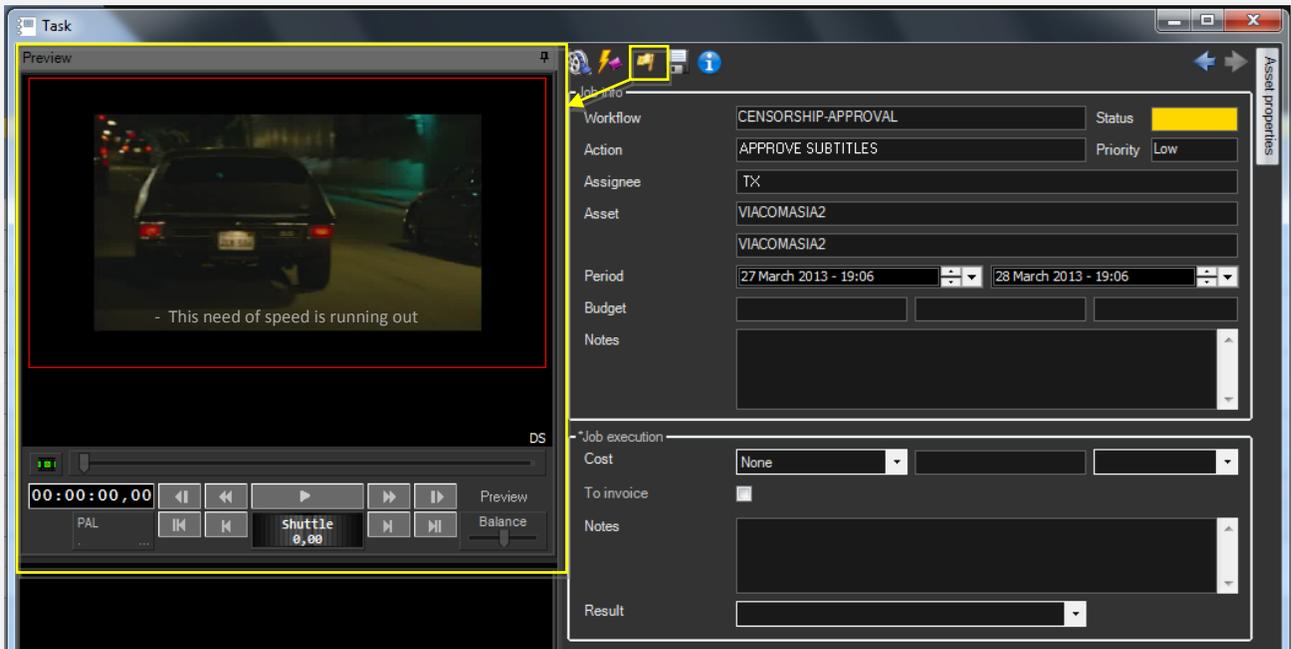
### ▼ 7.3.3. Approve subtitles (*Programming*)

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:

Task	Group	Start date	*Due date	Priority	Code	Description
★ APPROVE SUBTITLES	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	FROMO1_2	Promo 1
★ TX Approval	TX	27/03/2013 7:06 PM	28/03/2013 7:06 PM	Normal	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:



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

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

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

Workflows available for manual launching:	
<b>Delivery to TX</b>	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:

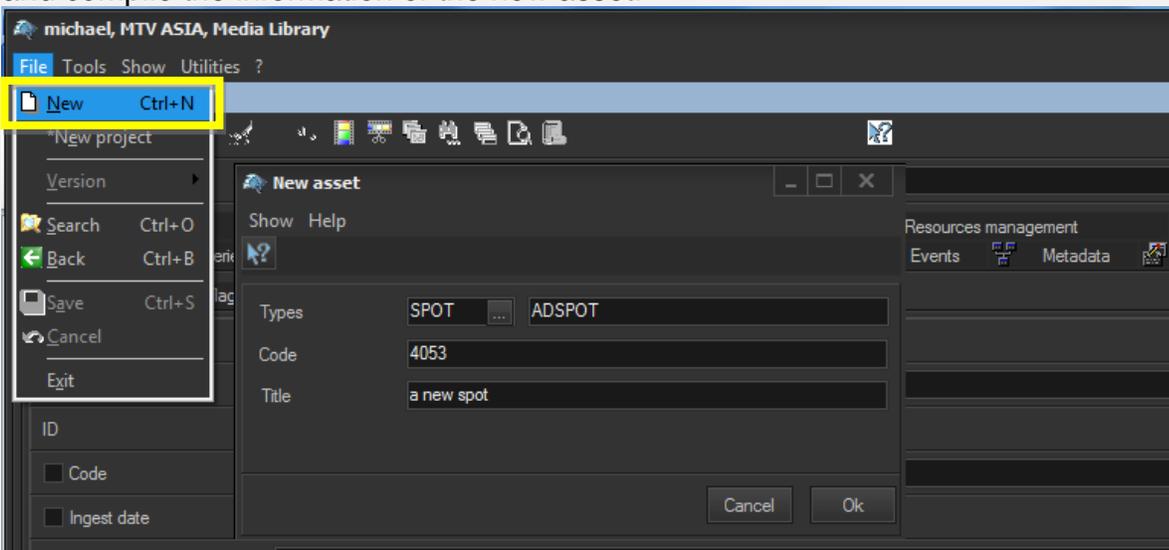
**PLANNING WF**



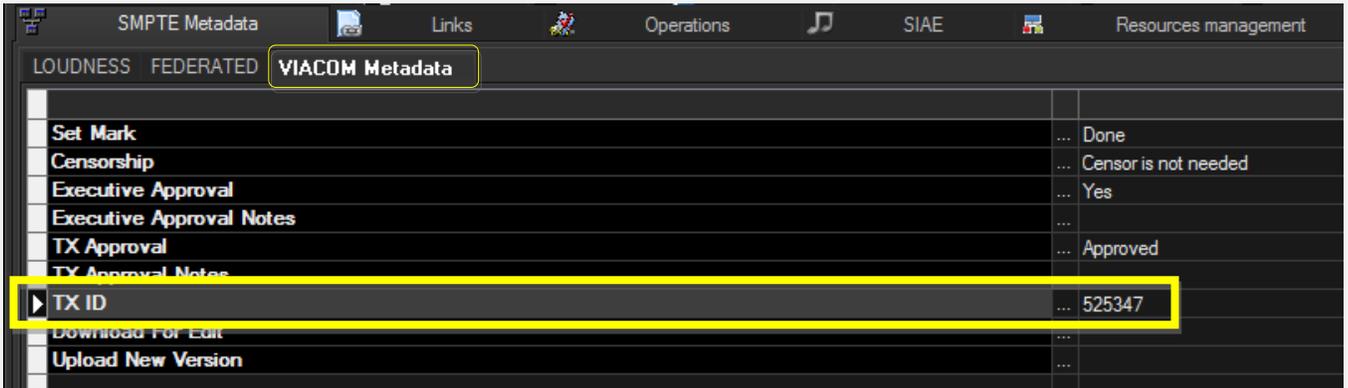
1. **Create asset & Set TX ID:** Manually create the asset to be used for holding commercials, also setting its TX ID.

#### ▼ 8.1.1. Create asset and Set TX ID

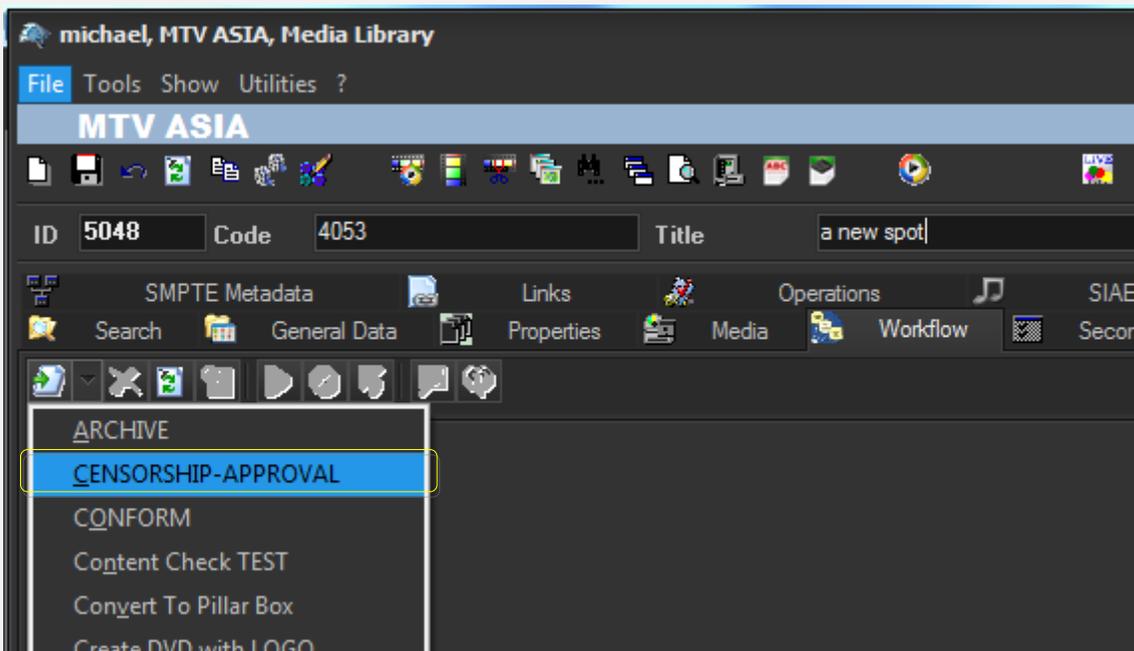
In order to start, it's required that the **Programming** department creates the asset, this, launching **Etere MAM** and accessing the **Media Library**; then go to the **"File > New"** menu and compile the information of the new asset:



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



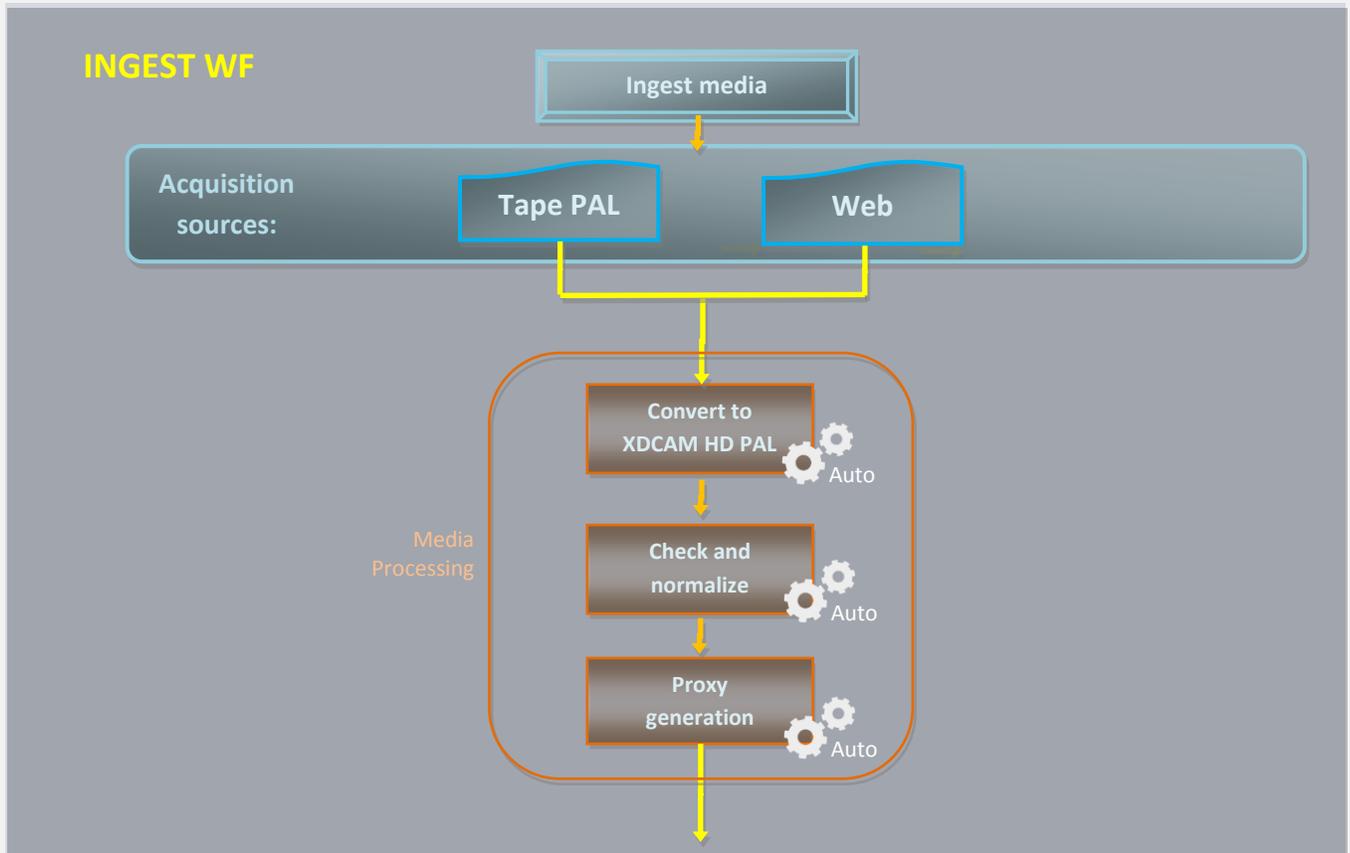
Move to the **“Workflow”** tab and launch the **“Censorship-Approval”** workflow, then, start it:



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

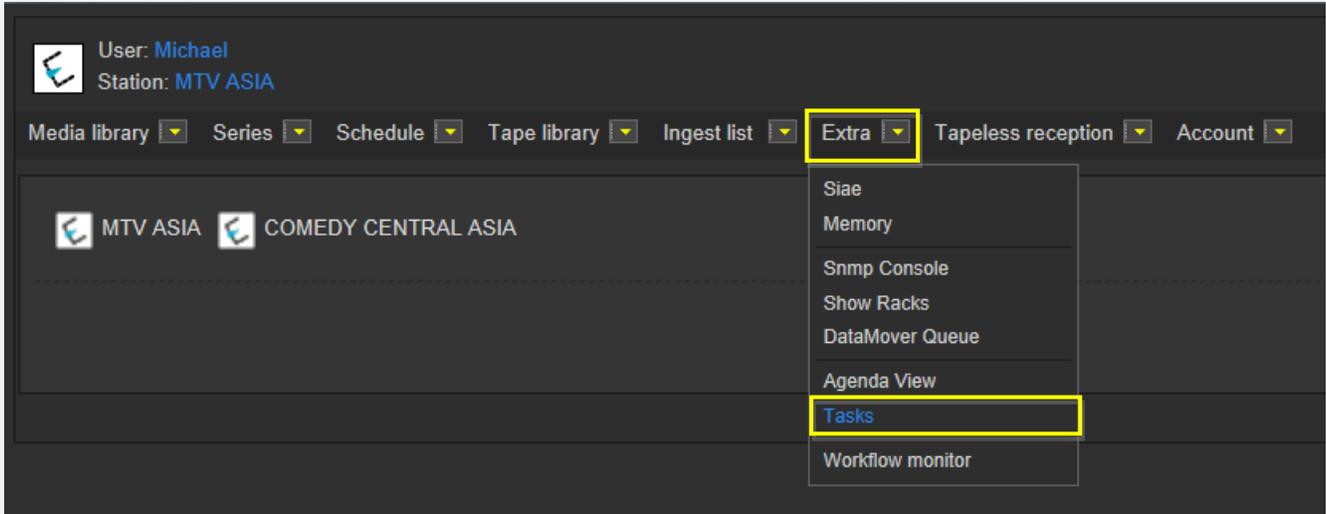
**NB:** Detailed information on the acquisition process is provided in the chapter “**3. Ingest**”.

▼ **8.2.1. Ingest media**

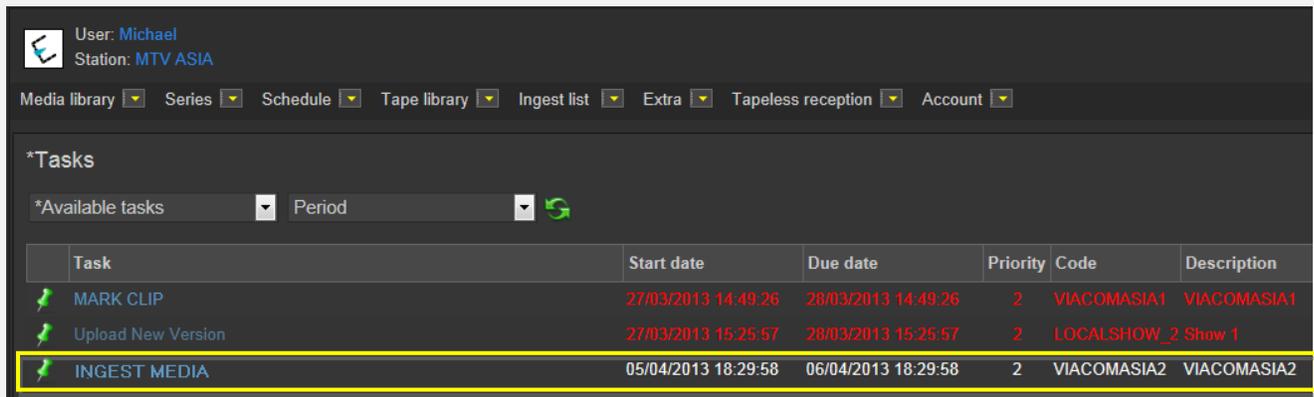
As following explained, content is acquired via **web** (digitally) or from **tapes** (physically):

▼ **8.2.1.1 Upload via web**

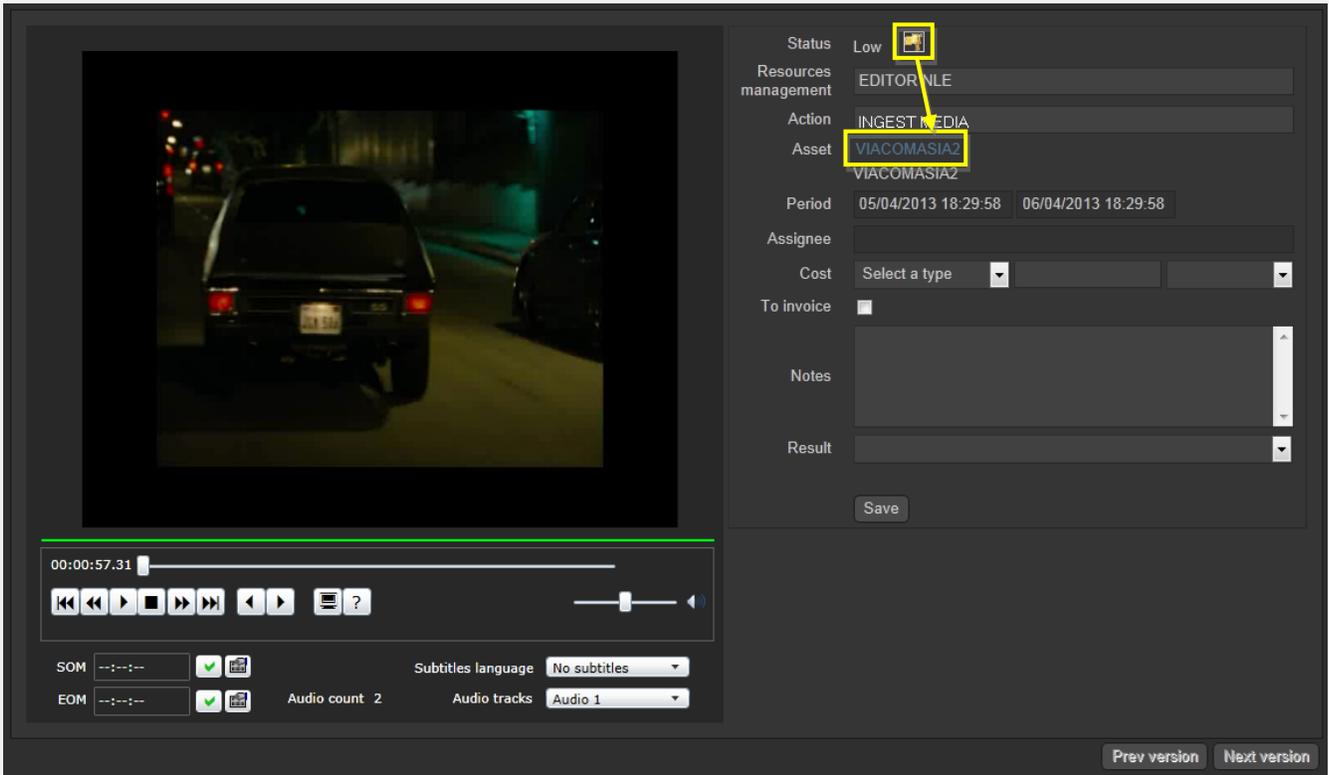
In order to upload an asset it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



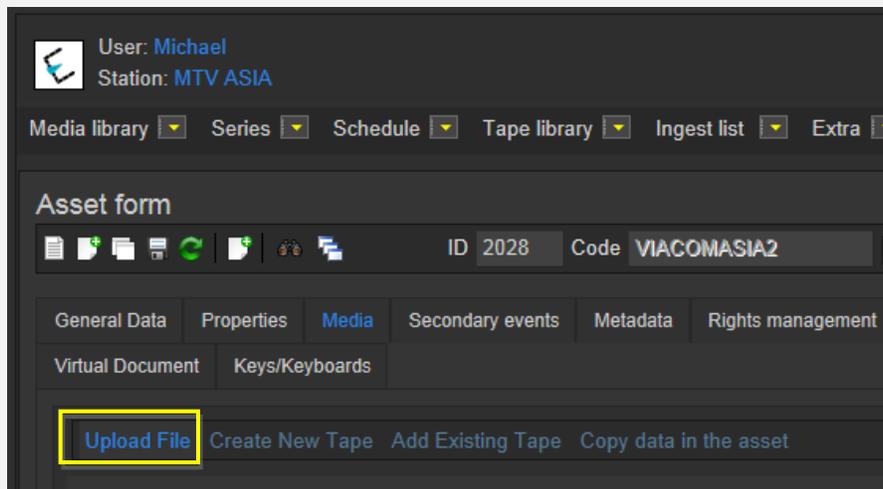
A new section will be loaded showing all available **editing tasks**:



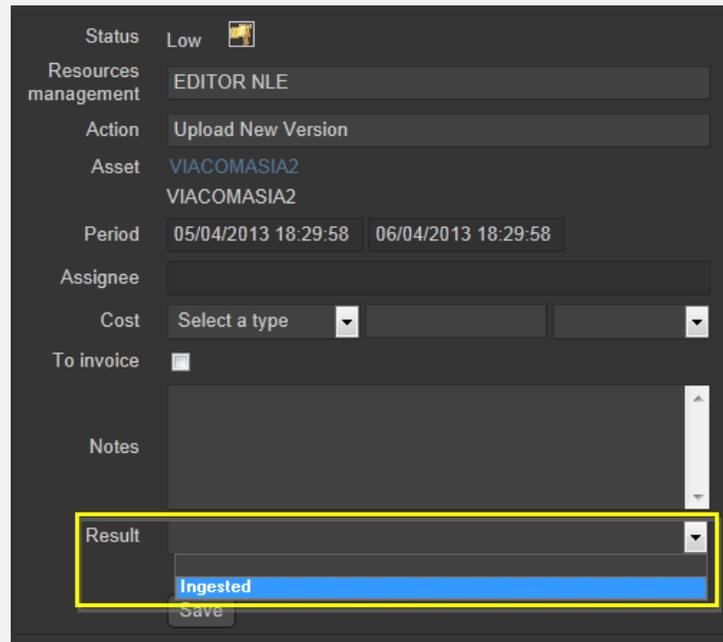
In order to open the task just make click on the **task** (e.g. **Ingest media**) to load it:



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:



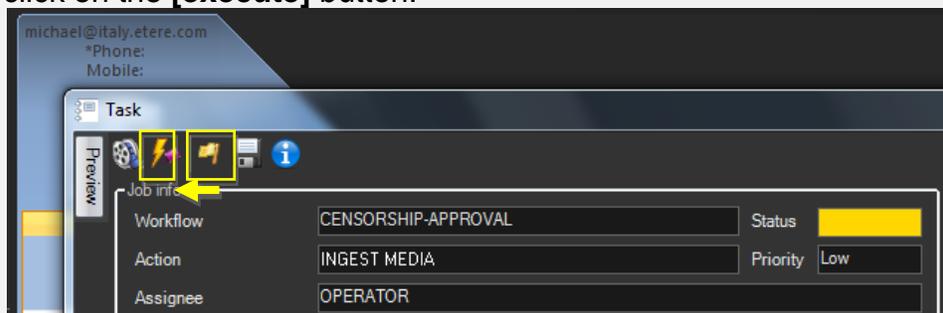
Available outputs:	
<b>Ingested</b>	Media ingested. The “ <b>ingest workflow</b> ” will be automatically started for new media.

▼ **8.2.1.2 Acquire from a PAL TAPE**

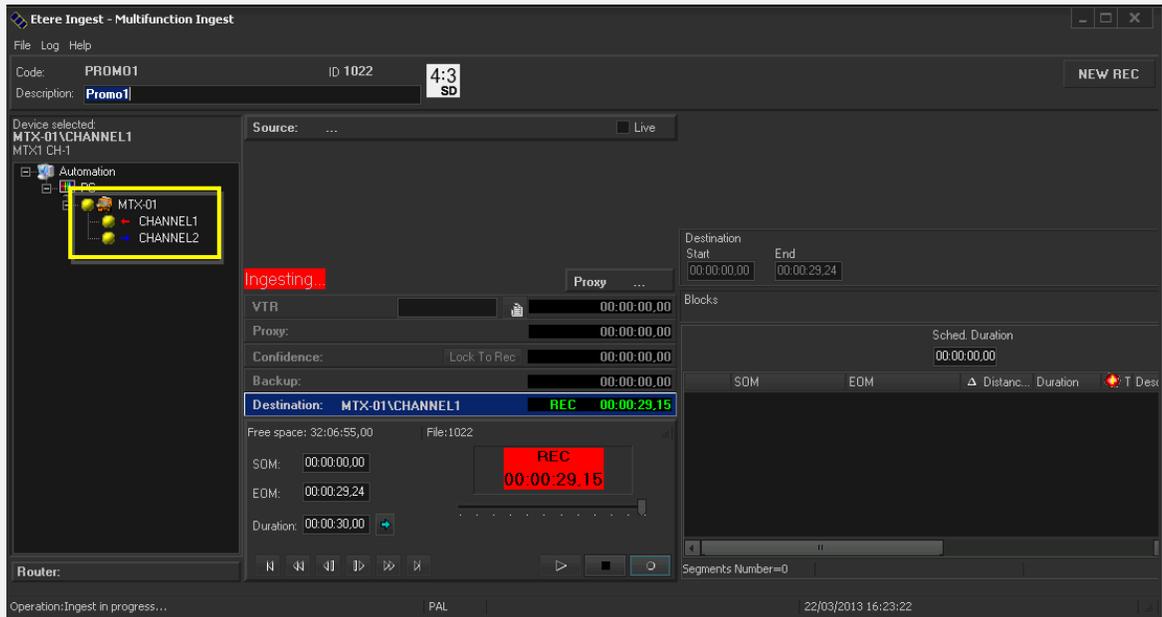
In order to acquire the asset media, open **Etere MAM** and access the **Agenda View**, a new window will open showing in the bottom part all **available tasks**:

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	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	Promo1

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



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):

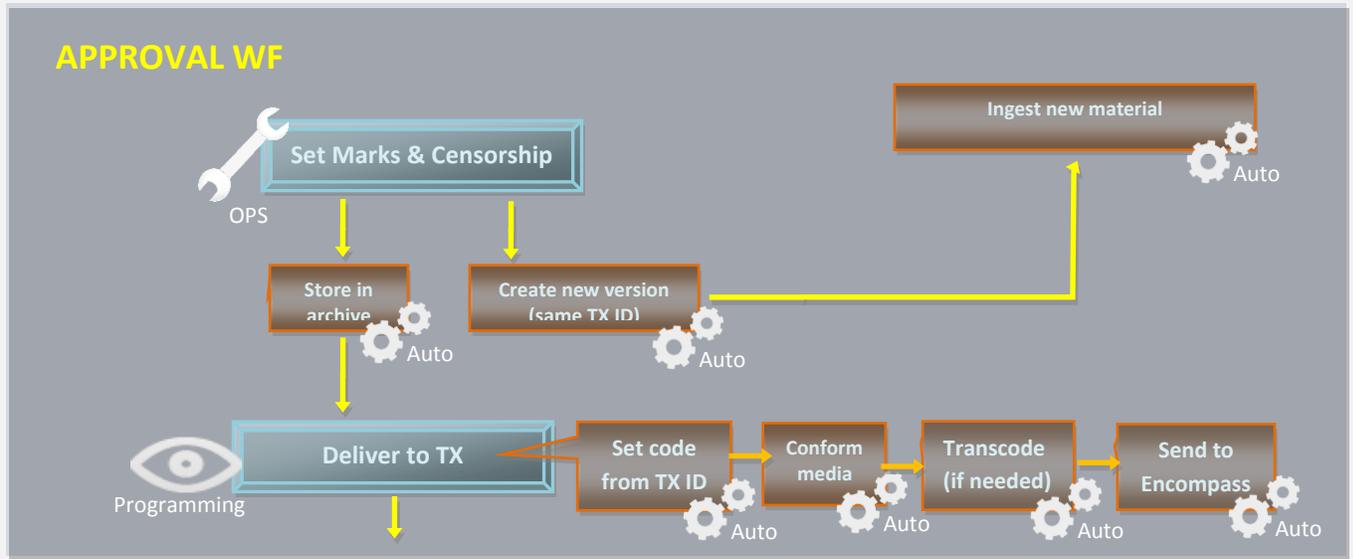


When ingest is completed to process the asset, close the **Multi-function Ingest** module. Back in the **Tasks** window; give a **result** to the operation available results include:

Available outputs:	
<b>Done</b>	Media has been ingested. The “ <b>ingest workflow</b> ” 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**:



1. **Set marks and Censorship:** Define the EDL marks of the ingested media and decide if it is suitable for broadcast.
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**.

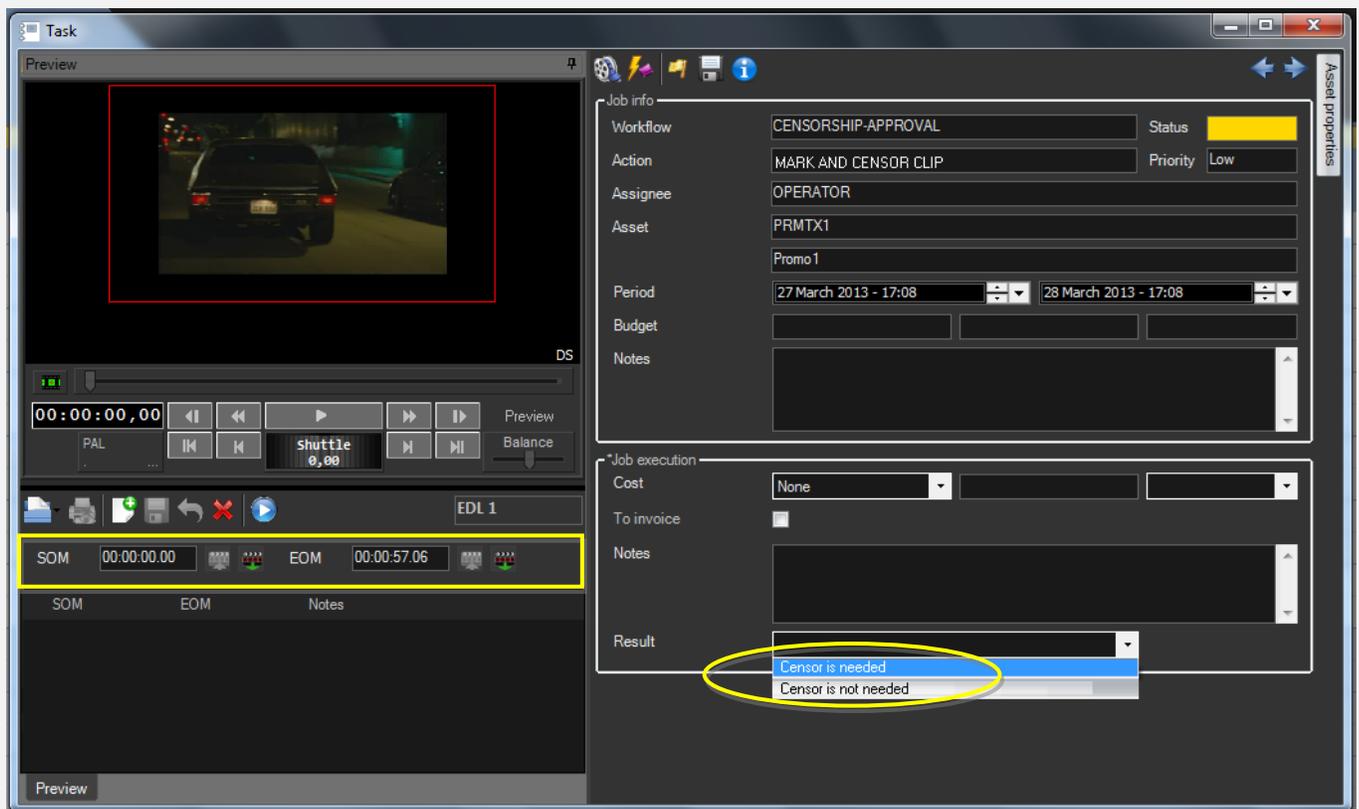
A new window will open showing in the bottom part all **available tasks**:

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:



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"):



**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).

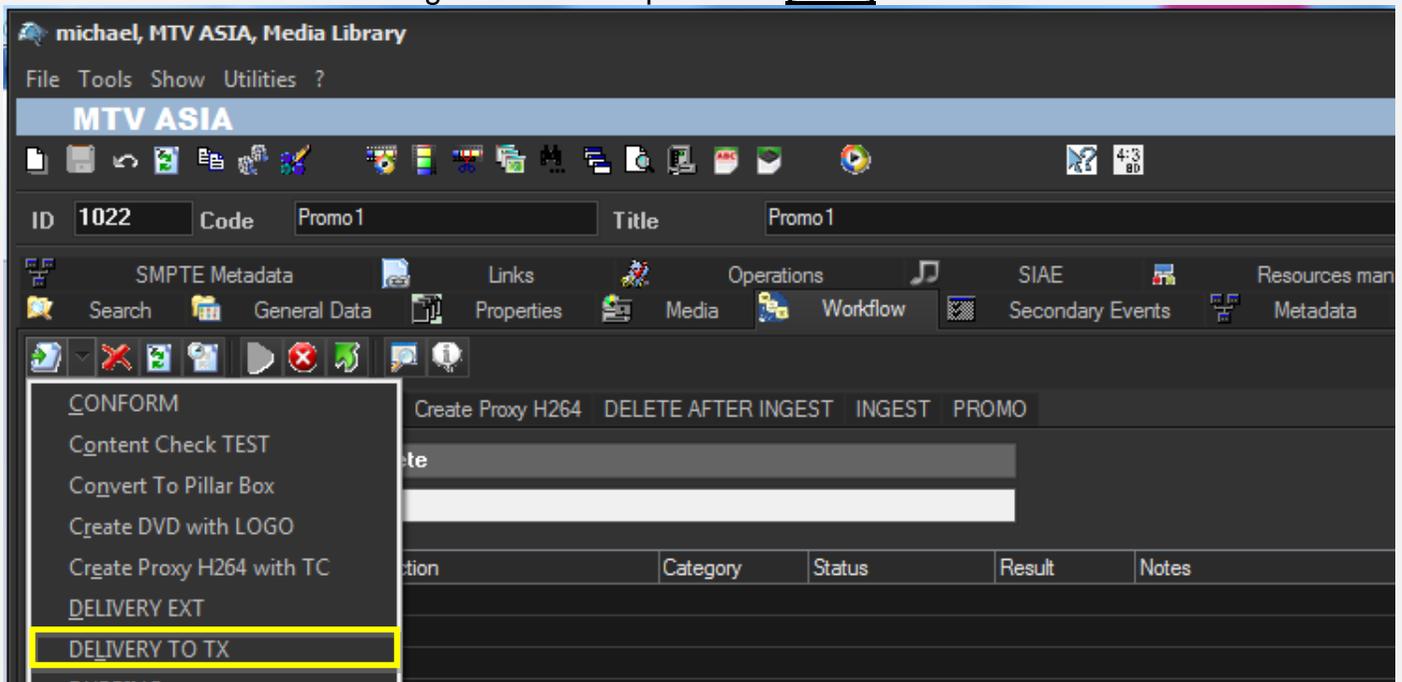
Once the EDL is correctly defined, use the **[Print]** button to generate a **report** on the defined EDL (e.g. to keep track of requested changes, to send it to the concerned department). Finally, give the task a **result**, available results include:

Available outputs:	
<b>Censor is not needed</b>	Media's censorship is considered as ok. Media will be stored in the archive.
<b>Censor is needed</b>	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 <b>"Ingest media"</b> 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:



Workflows available for manual launching:	
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>

Other workflows available for extra processing before delivery includes:

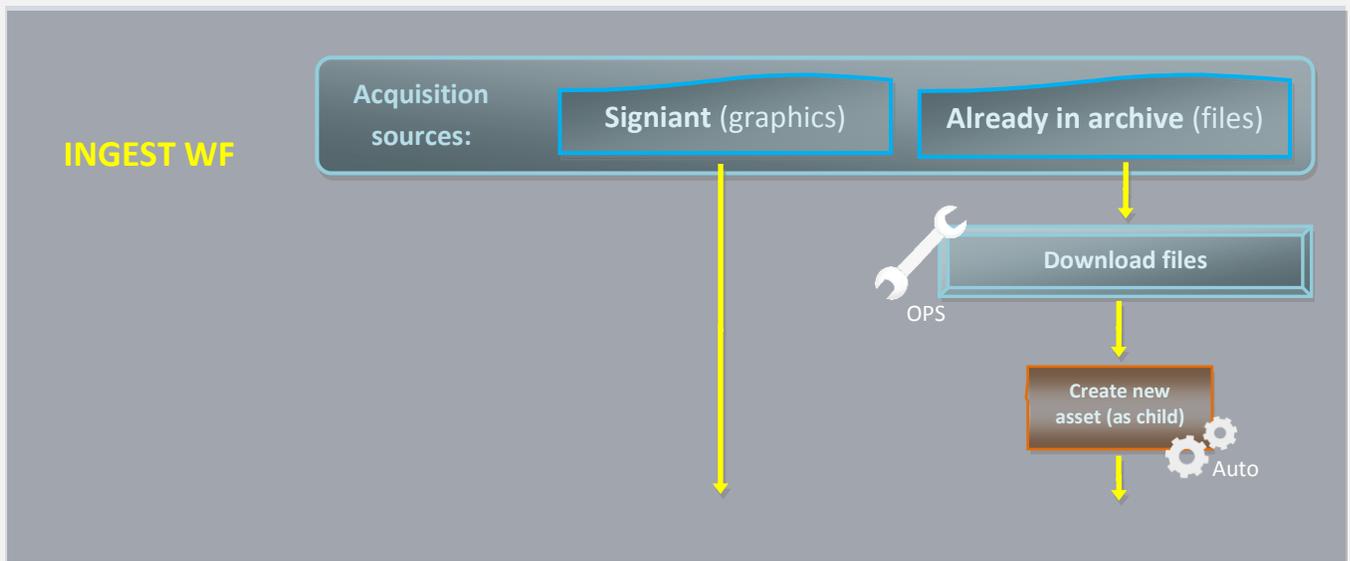
<b>Convert to pillar box</b>	<b>Changes the aspect ratio of the media into Pillar box Zoom.</b>
------------------------------	--

## ▼ 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 already archived 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)

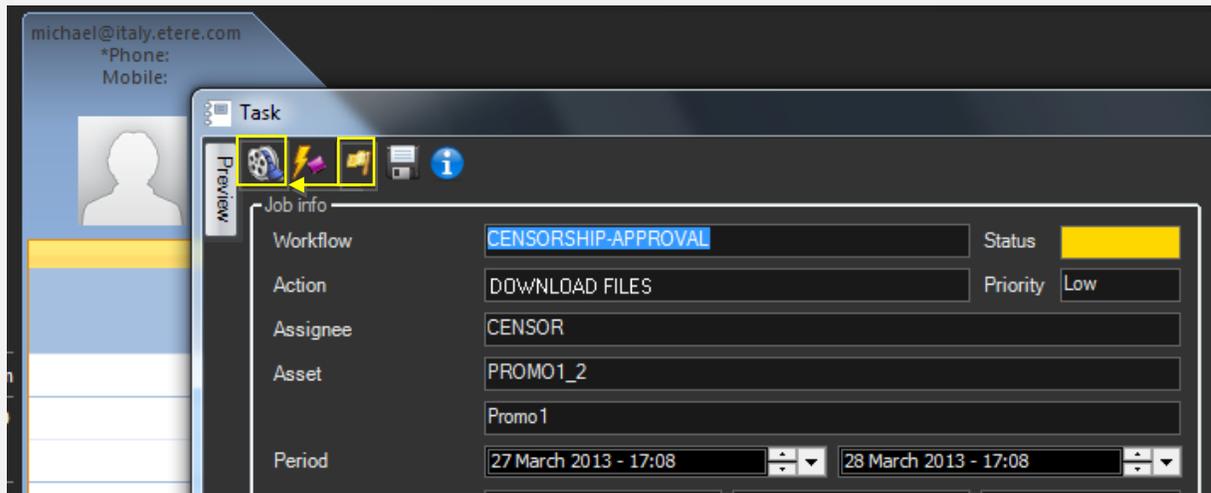
Launch **Etere MAM** and access your **Agenda View**:



**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):

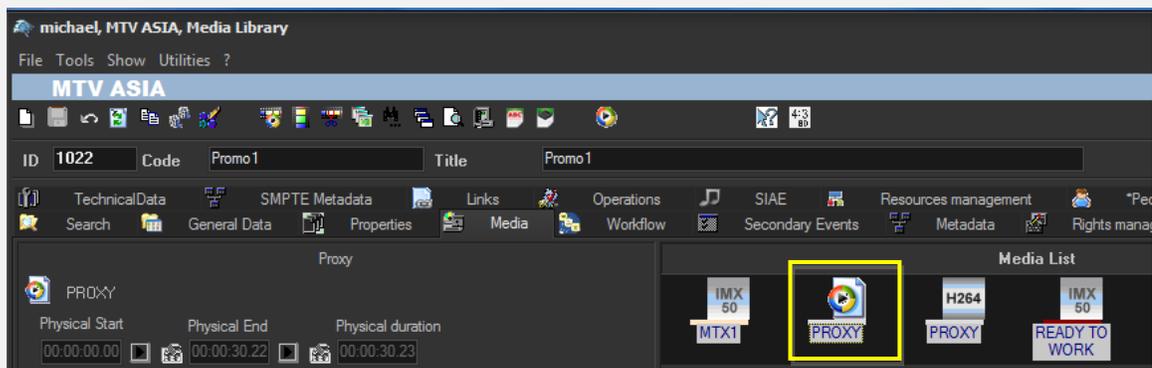
Task	Group	Start date	*Due date	Priority	Code	Description
🚩 DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
✘ Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
🚩 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 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:

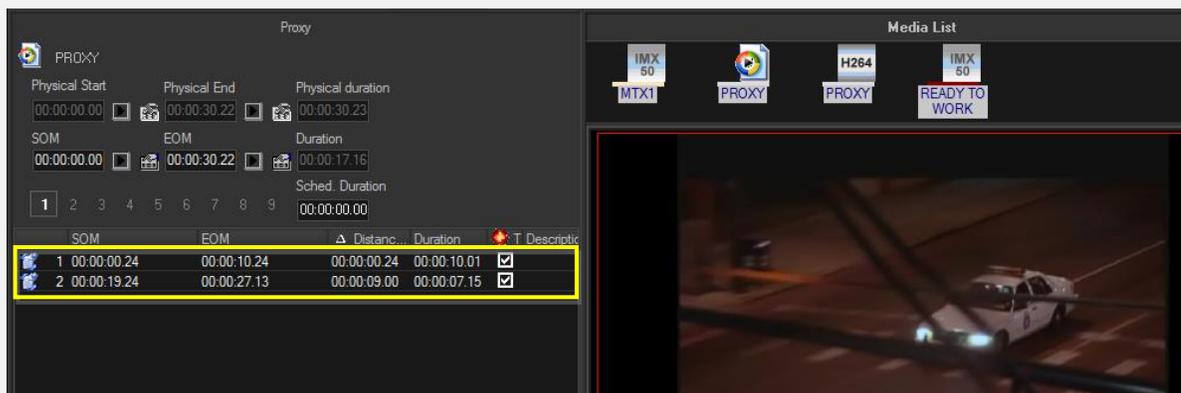


The **Media Library** will be opened, move to the “**Media**” tab and follow the steps below:

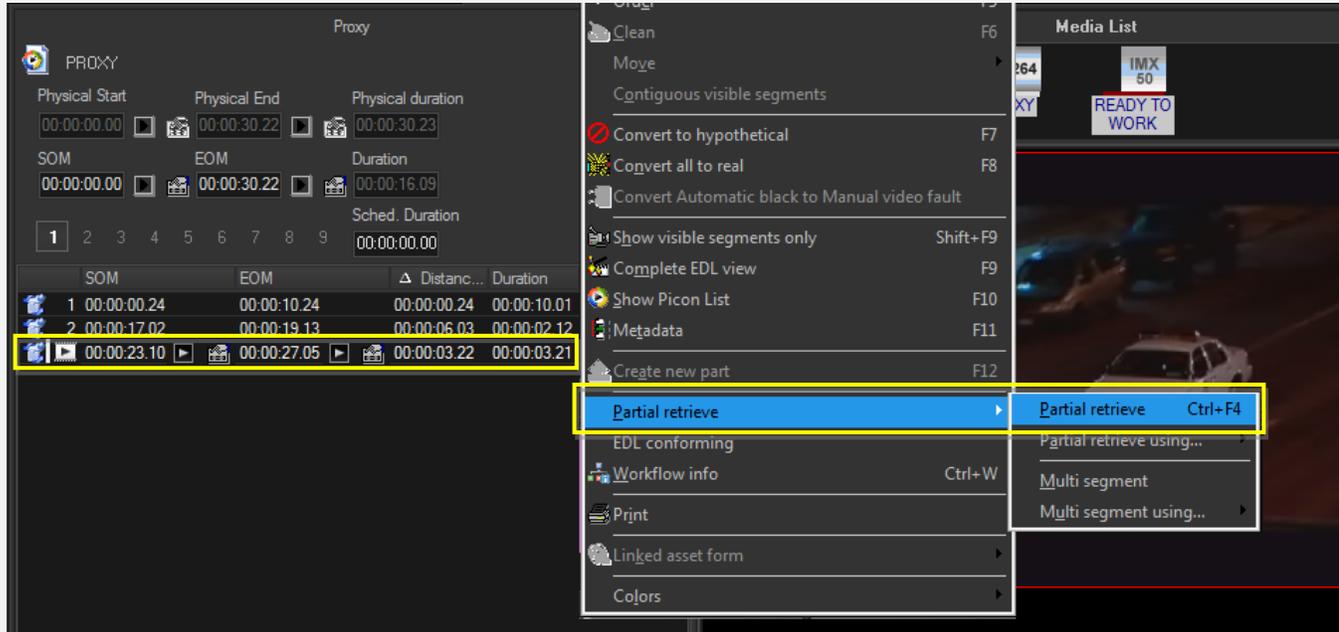
1. Double-click on the **proxy** media to load the Preview and the EDL:



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:



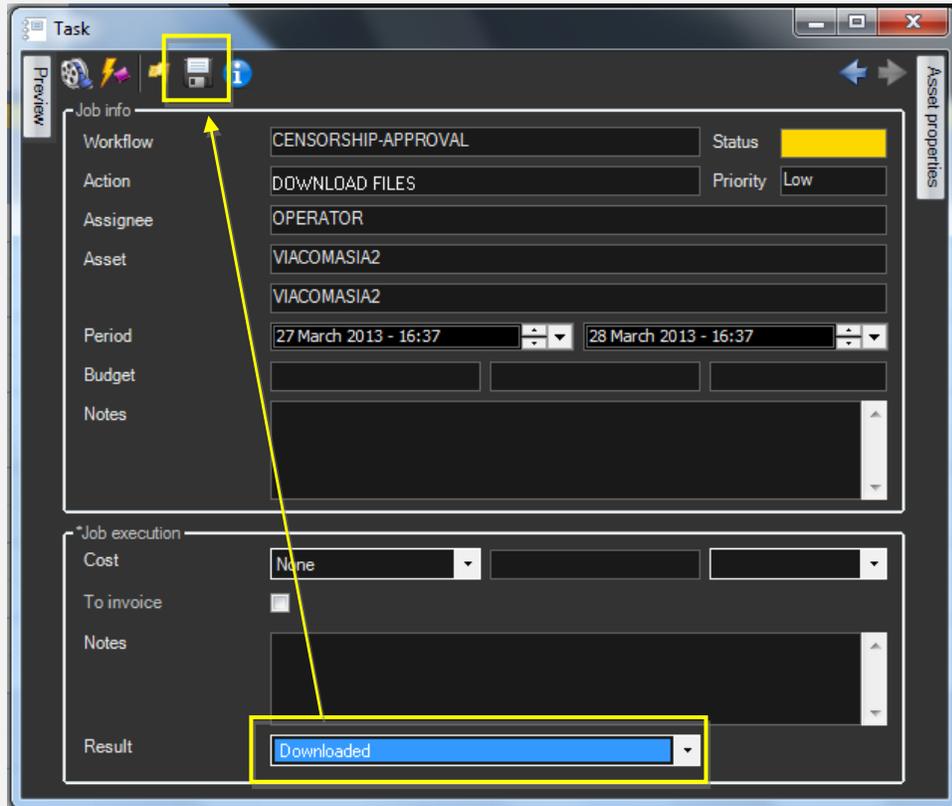
3. Make right-click on a segment and select the “**Partial retrieve**” function or just press **Ctrl – F4** keys combination:



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**:

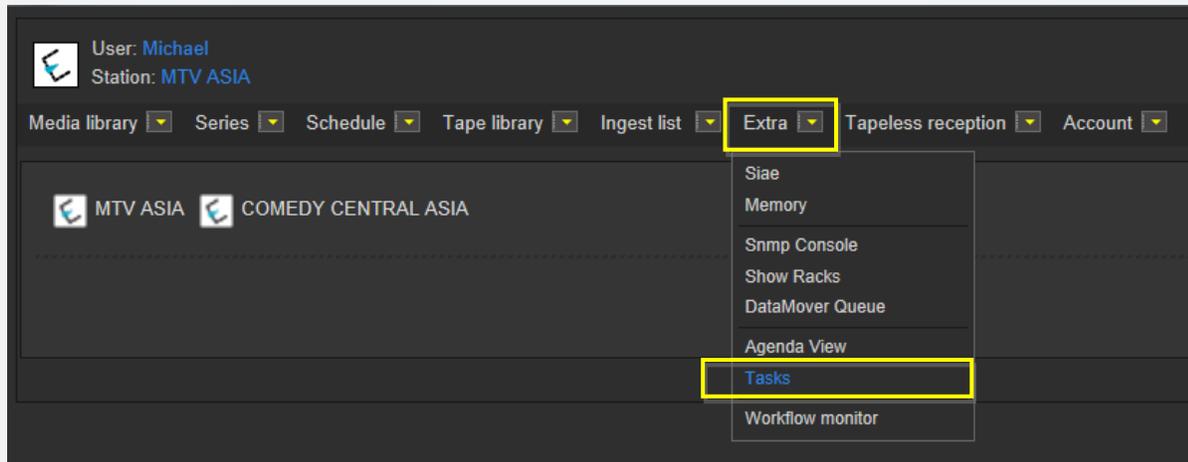


**Available outputs:**

<b>Downloaded</b>	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:



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

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCAL SHOW 2 Show 1	
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:

Asset: VIACOMASIA2

Asset: VIACOMASIA2

Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49

Assignee: [Empty]

Cost: Select a type [Dropdown]

To invoice:

Notes: [Empty]

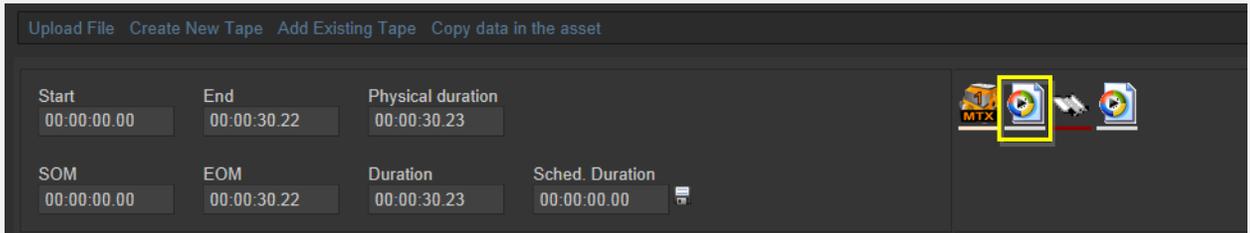
Result: [Dropdown]

Downloaded

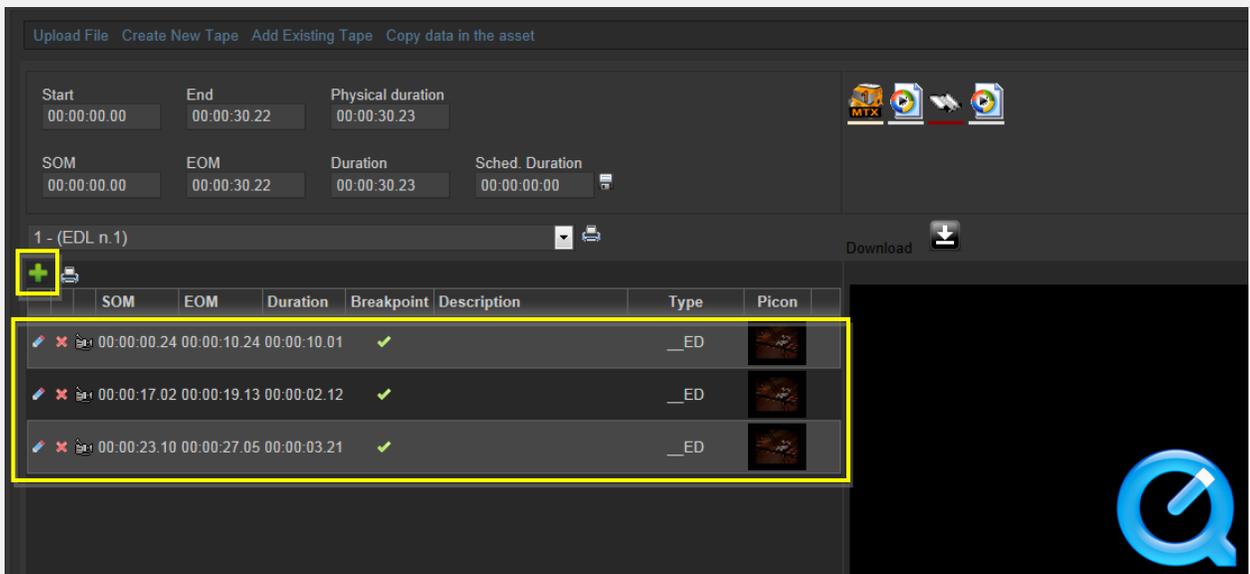
Save

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:

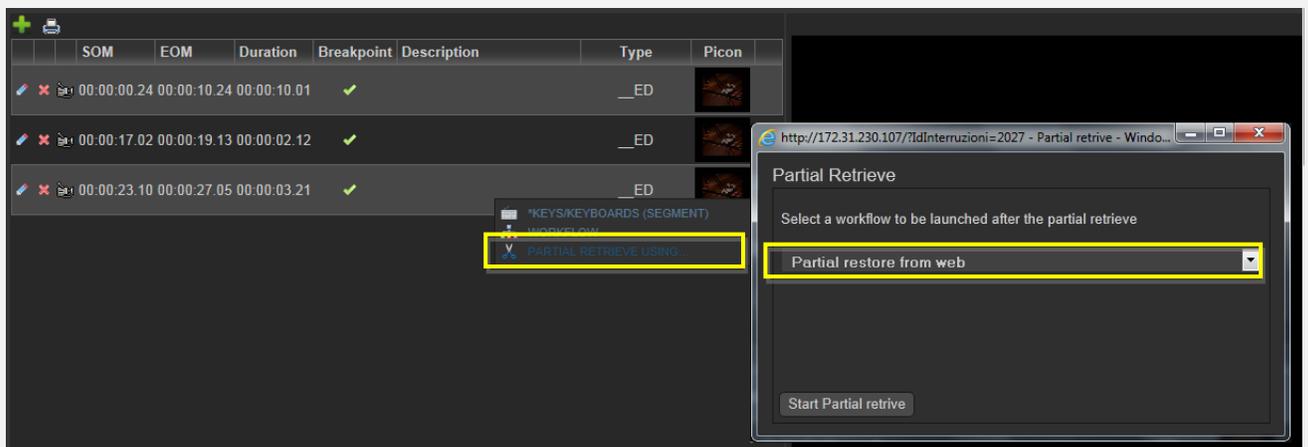
1. Click on the **proxy** media to load the Preview and the EDL:



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



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



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

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**:

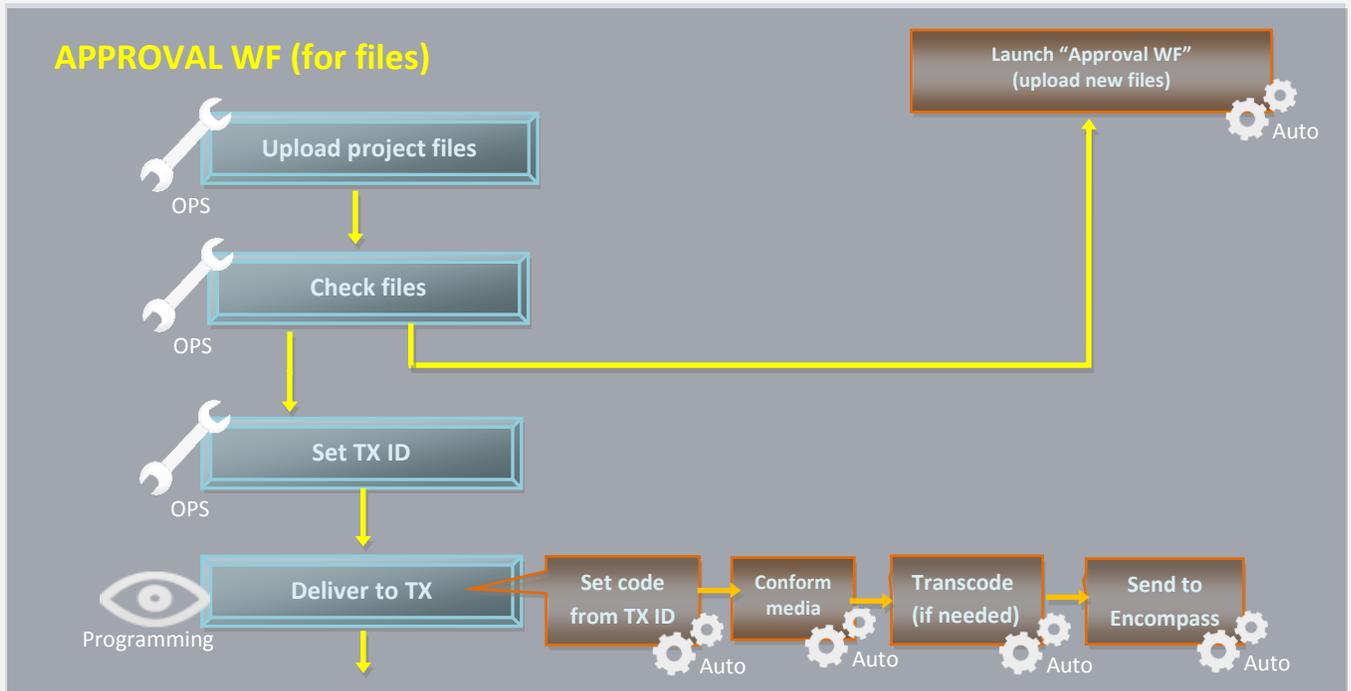
The screenshot shows a task configuration form with the following fields:

- Status: Low
- Resources management: CENSORSHIP-APPROVAL
- Action: DOWNLOAD FILES
- Asset: VIACOMASIA2
- Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49
- Assignee: (empty)
- Cost: Select a type (dropdown)
- To invoice:
- Notes: media has been elaborated as requested
- Result: Downloaded (highlighted with a yellow box)
- Save button

Available outputs:	
<b>Downloaded</b>	Segments files were correctly downloaded.

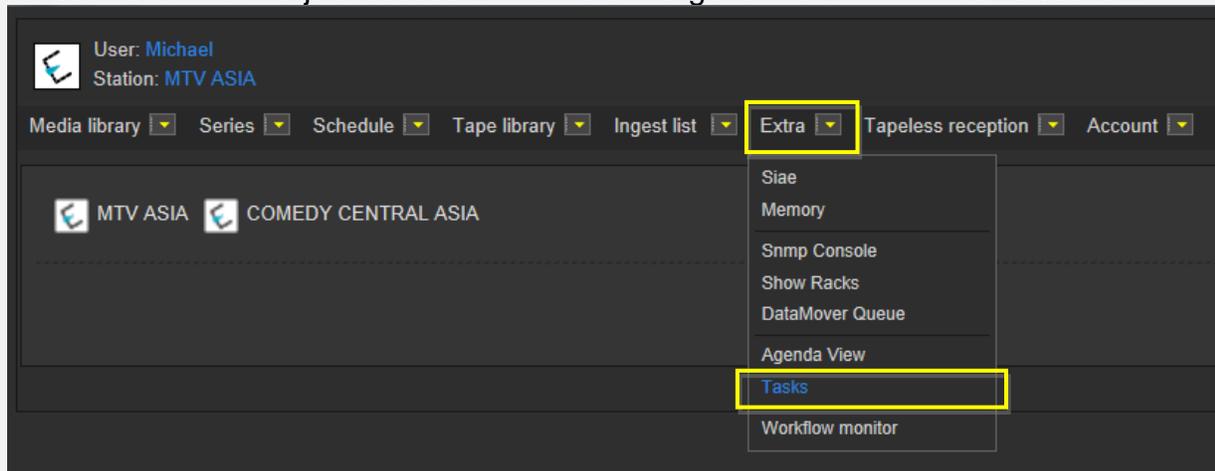
## ▼ 9.2. Approval for Files

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:



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	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	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. Upload files), the task will be loaded:

Status Low 

Resources management EDITOR NLE

Action **UPLOAD FILES**

Asset **VIACOMASIA2**

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

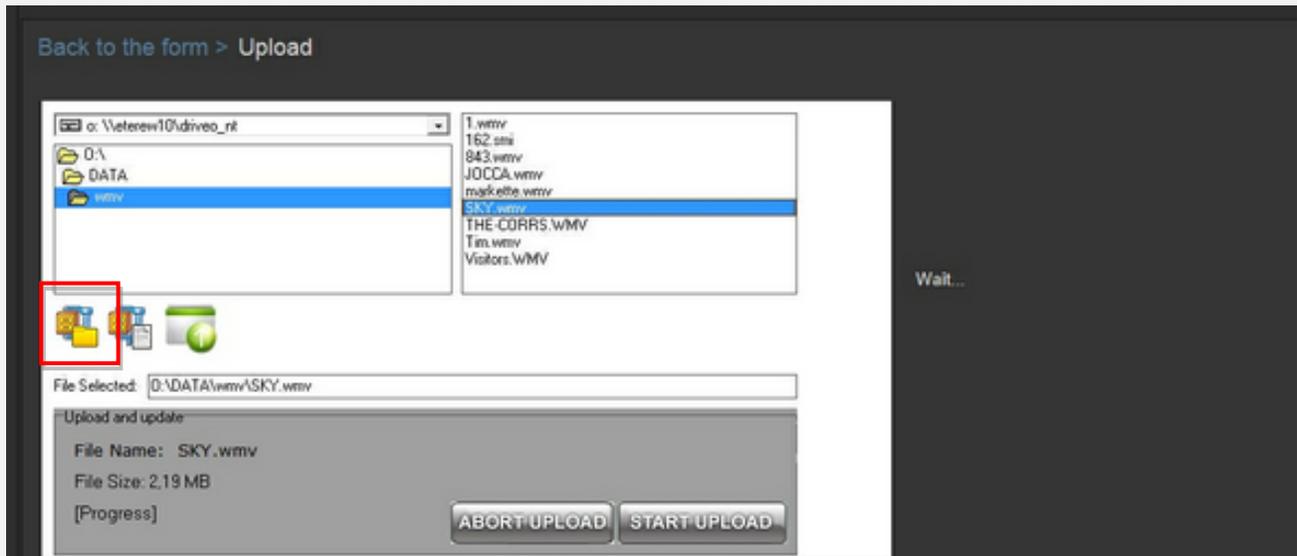
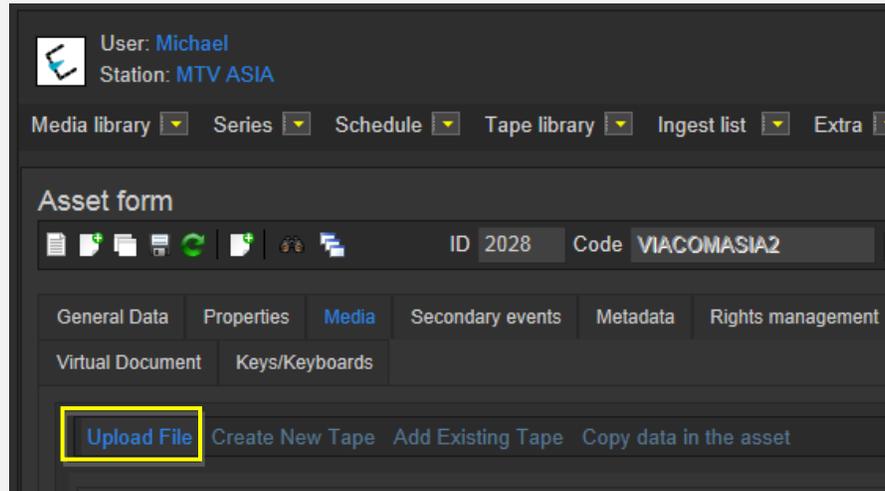
SOM ---:---:---   Subtitles language No subtitles ▾

EOM ---:---:---   Audio count 2 Audio tracks Audio 1 ▾

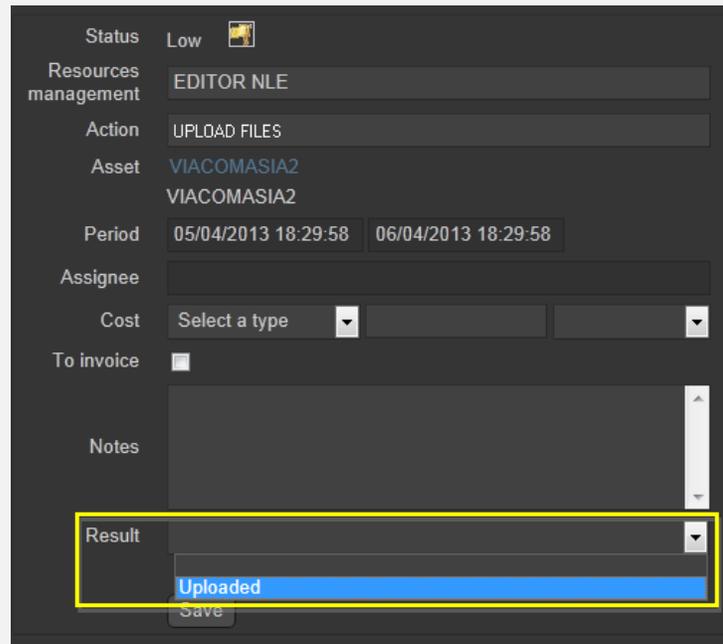
Prev version Next version

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:



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**:



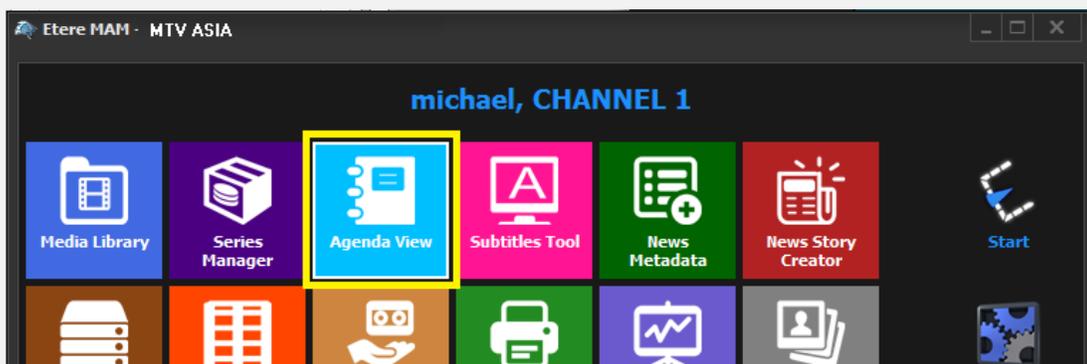
Available results:	
<b>Uploaded</b>	Files were successfully uploaded.

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.

▼ **9.2.2. Check files (Ops)**

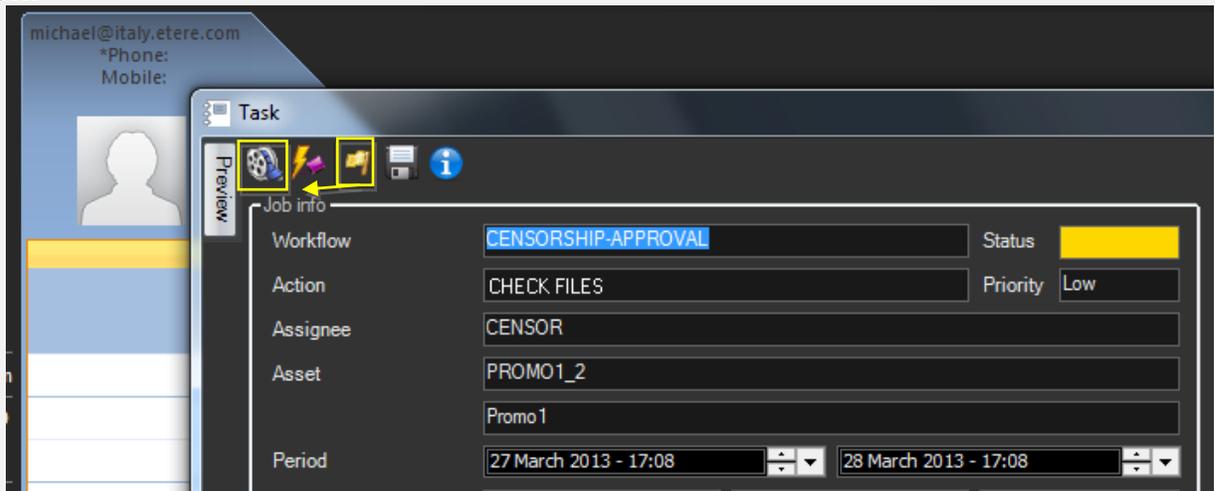
Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:



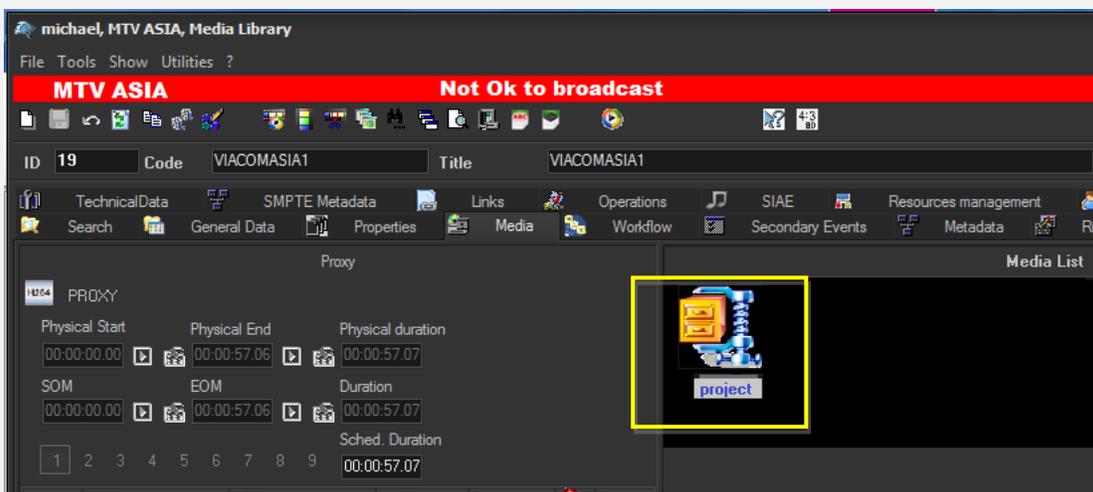
**Tasks** will be listed in the bottom part of the window; make double-click on the “**Check files**” task to be carried out (i.e. Check files):

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
 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:



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



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:	
<b>Ok</b>	Files are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Files will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Files require further actions, the <b>"upload files"</b> task will be submitted again to request a new files project.

▼ **9.2.3. Set TX ID (Ops)**

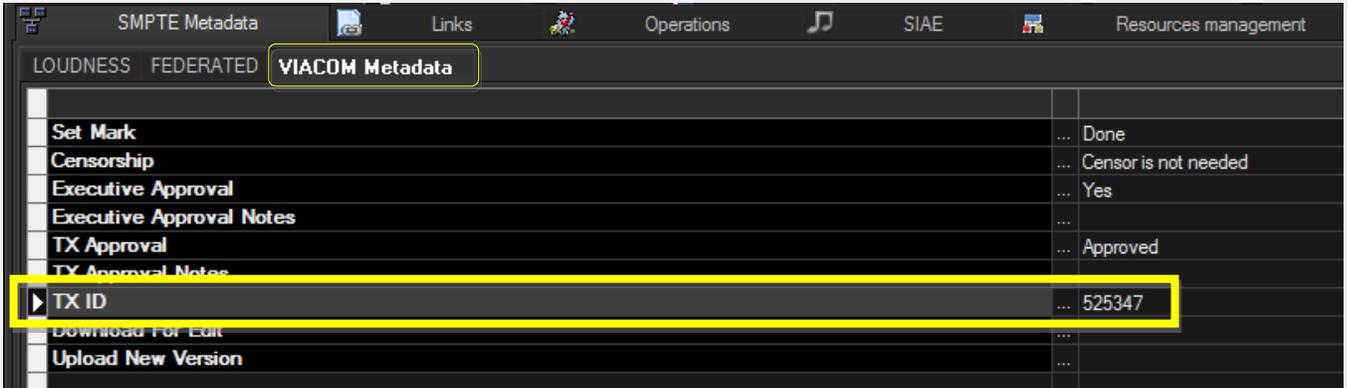
In order to continue processing media, a **"Set TX ID"** task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

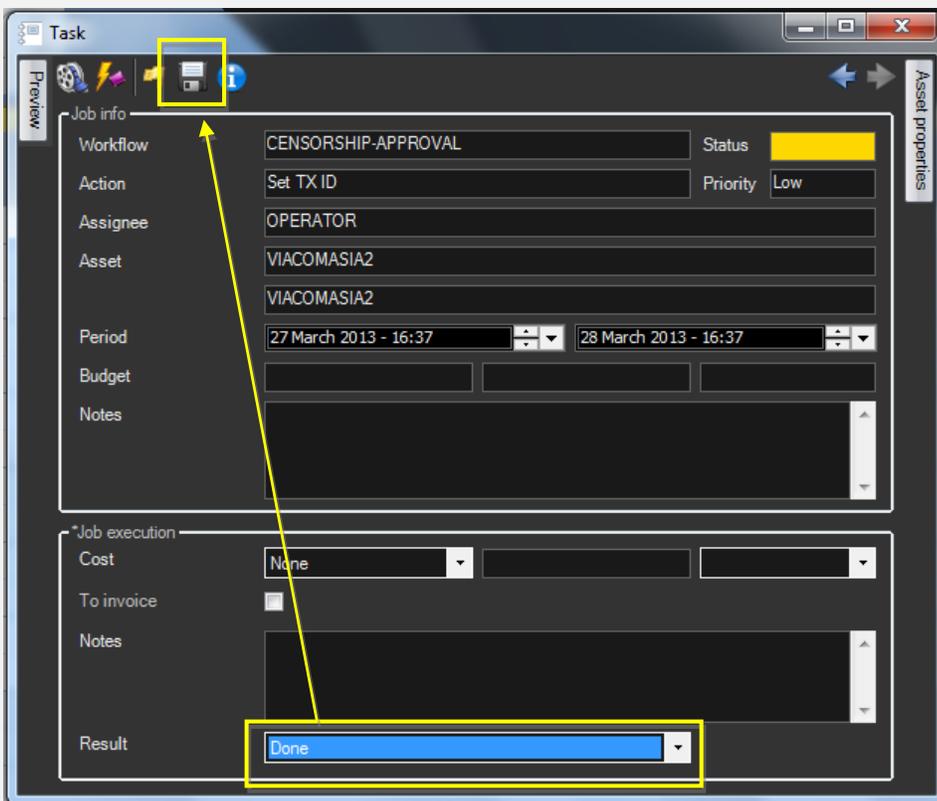
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



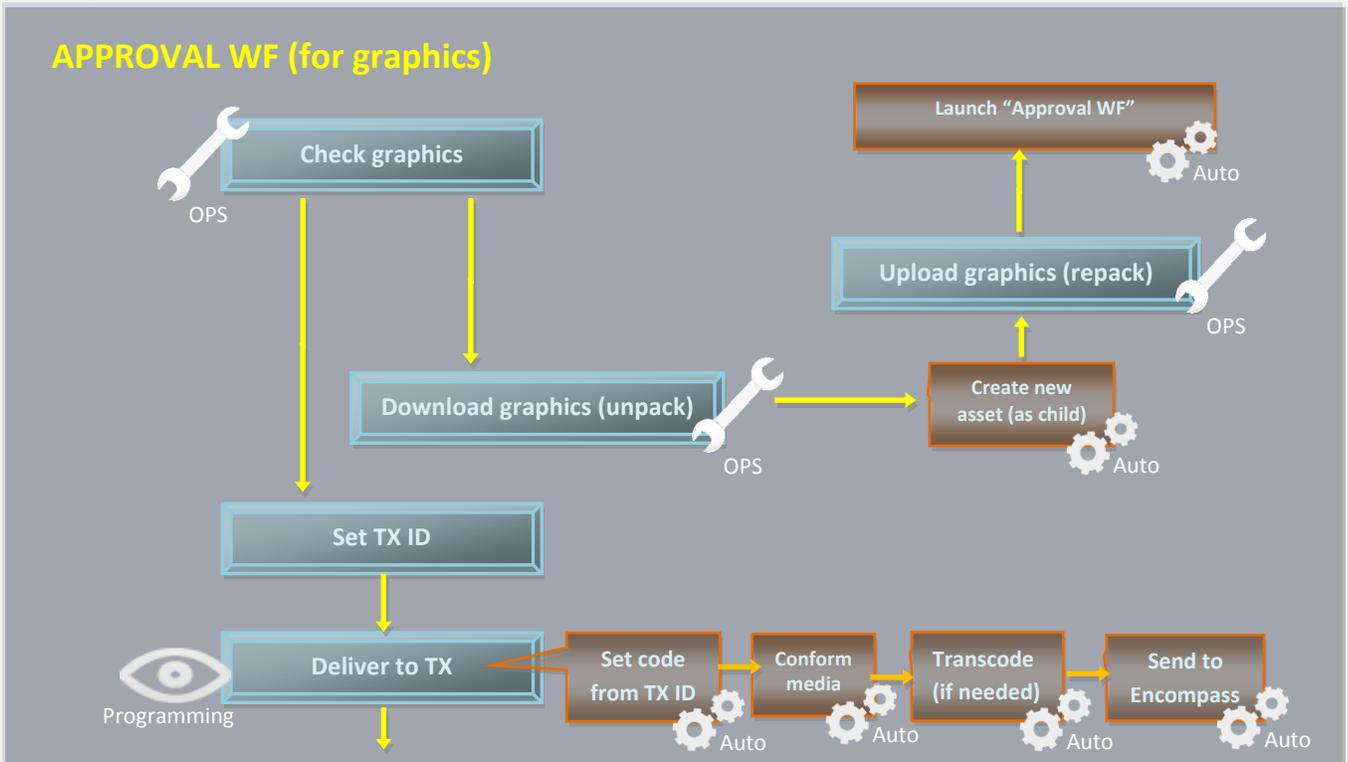
**Available outputs:**

**Done**

The **TX ID** metadata required for broadcast has been set.

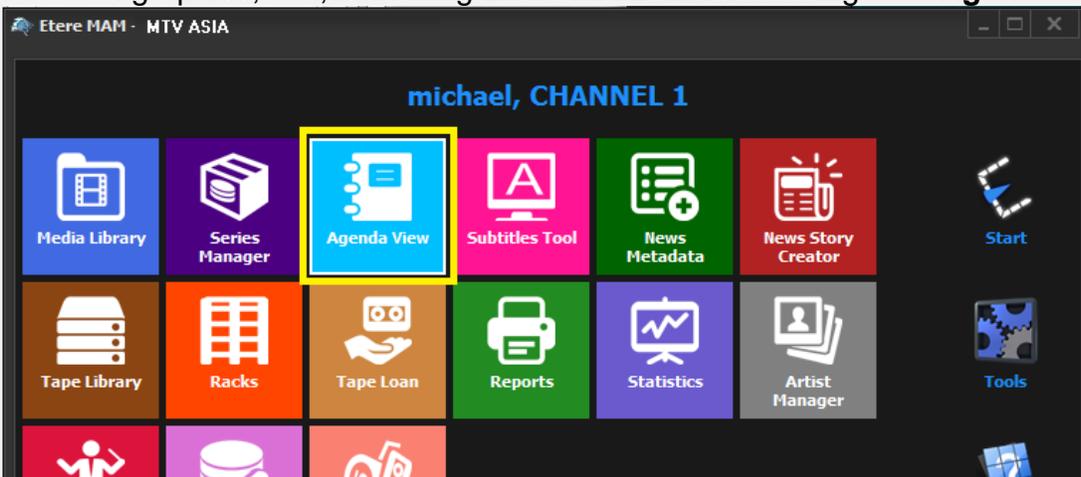
### ▼ 9.3. Approval for Graphics

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)

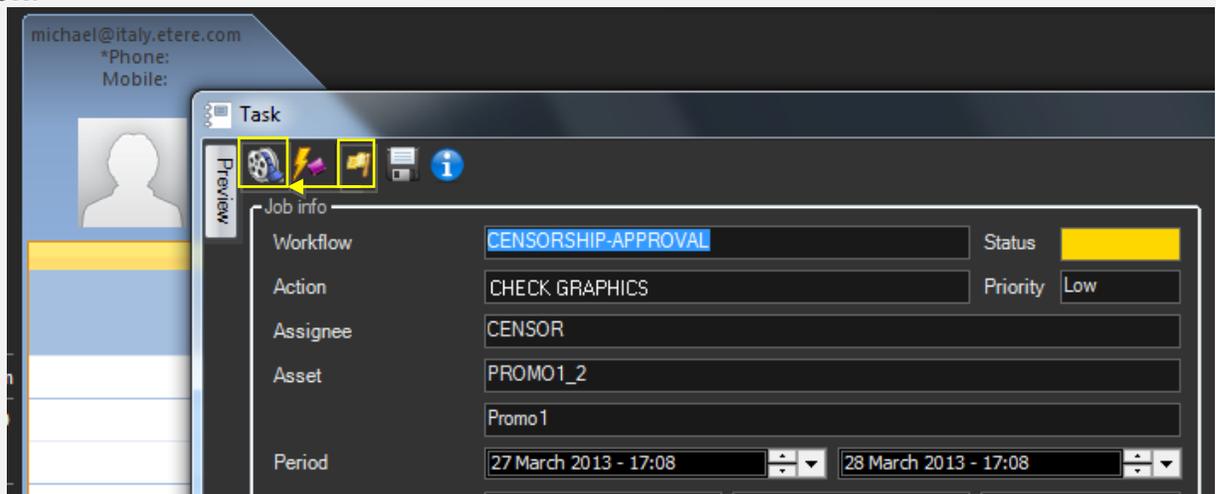
In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.



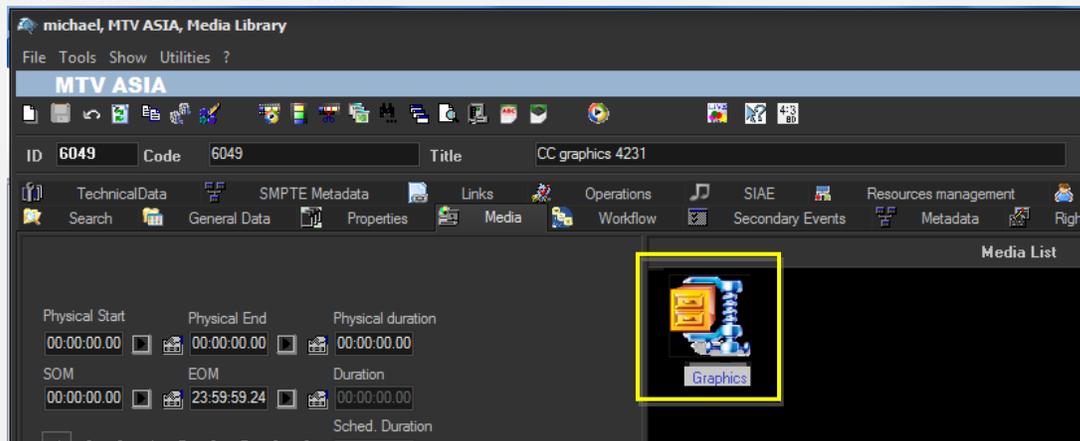
**Tasks** will be listed in the bottom part of the window; make double-click on the **copyright task** to be carried out (i.e. Check graphics):

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	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:



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



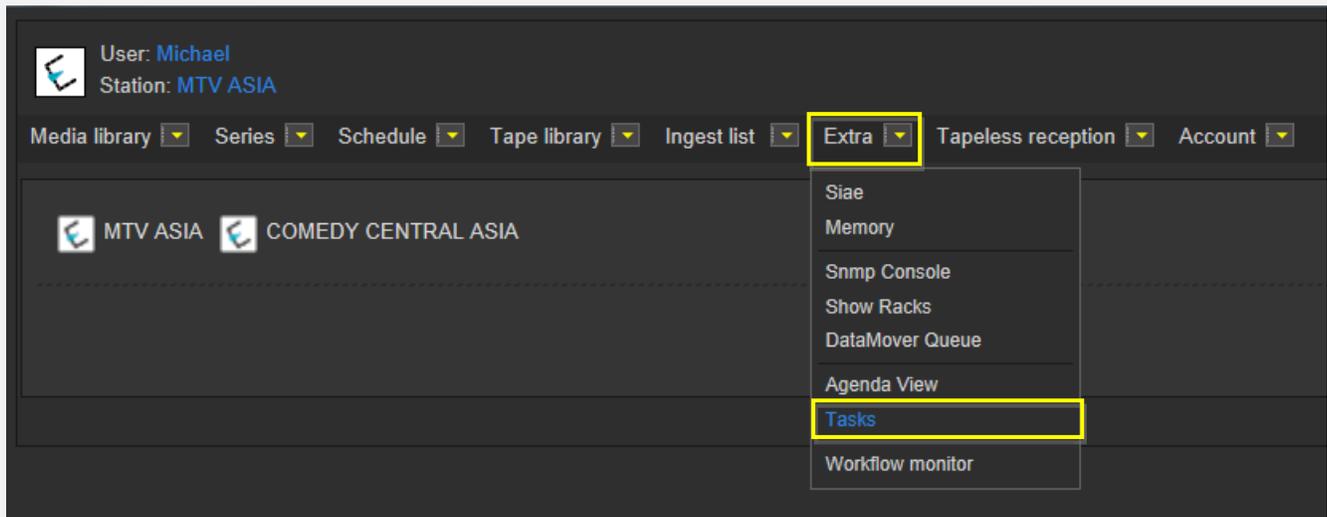
Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:	
<b>Ok</b>	Graphics are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Media will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Media require further actions, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>A <b>new asset version</b> will be created (linked to the original asset).</li> <li>A <b>“Download for edit”</b> task will be attached to the new asset version to allow its download (and subsequent processing and upload).</li> </ul>

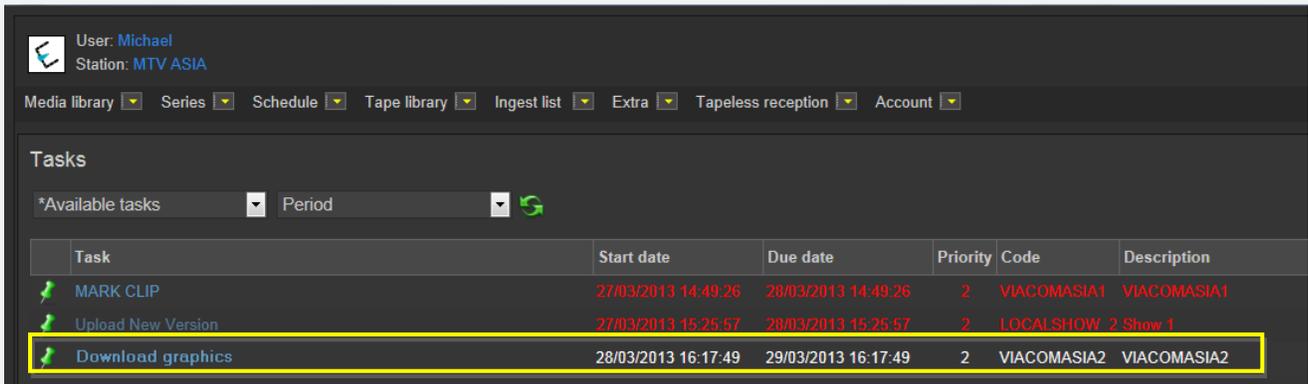
▼ **9.3.2. Download graphics (Ops)**

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.

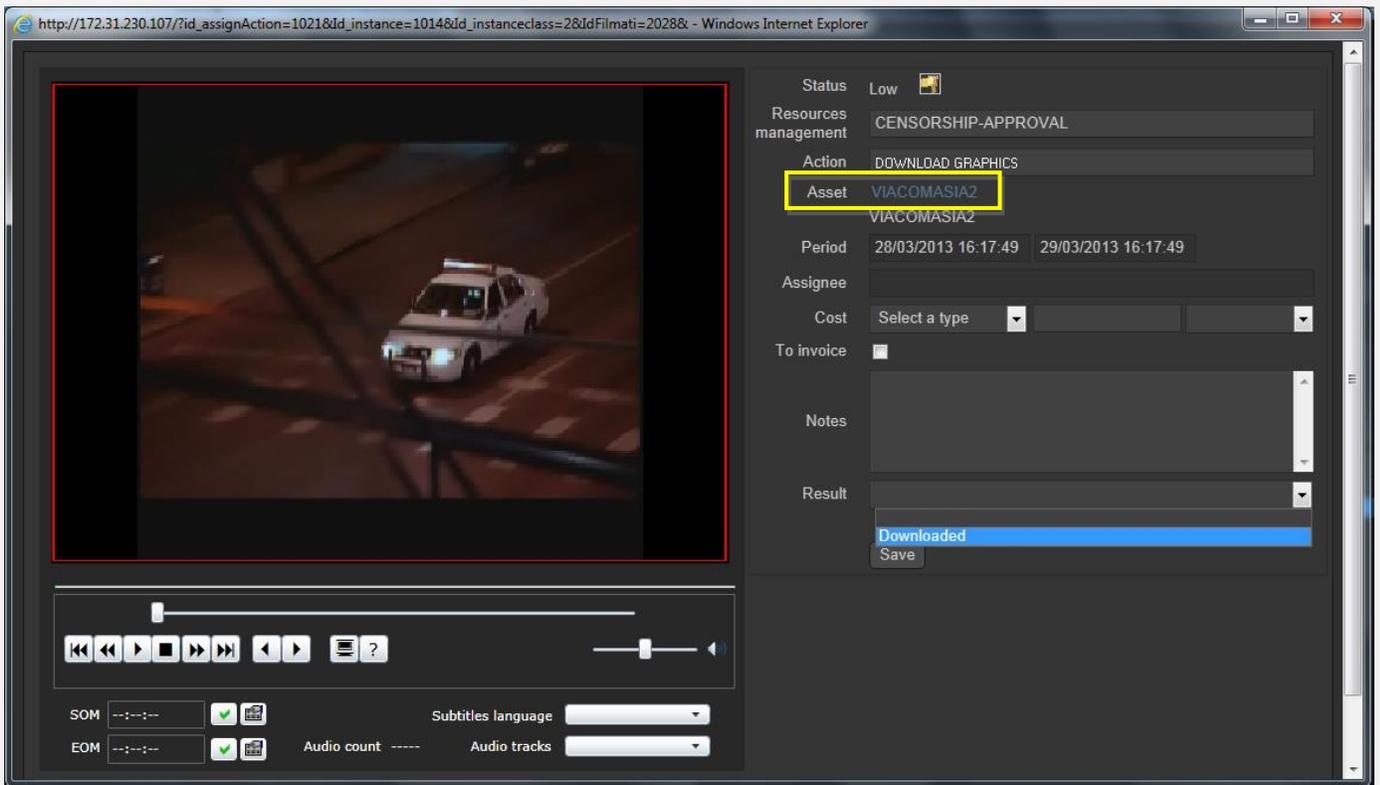
In order to download it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



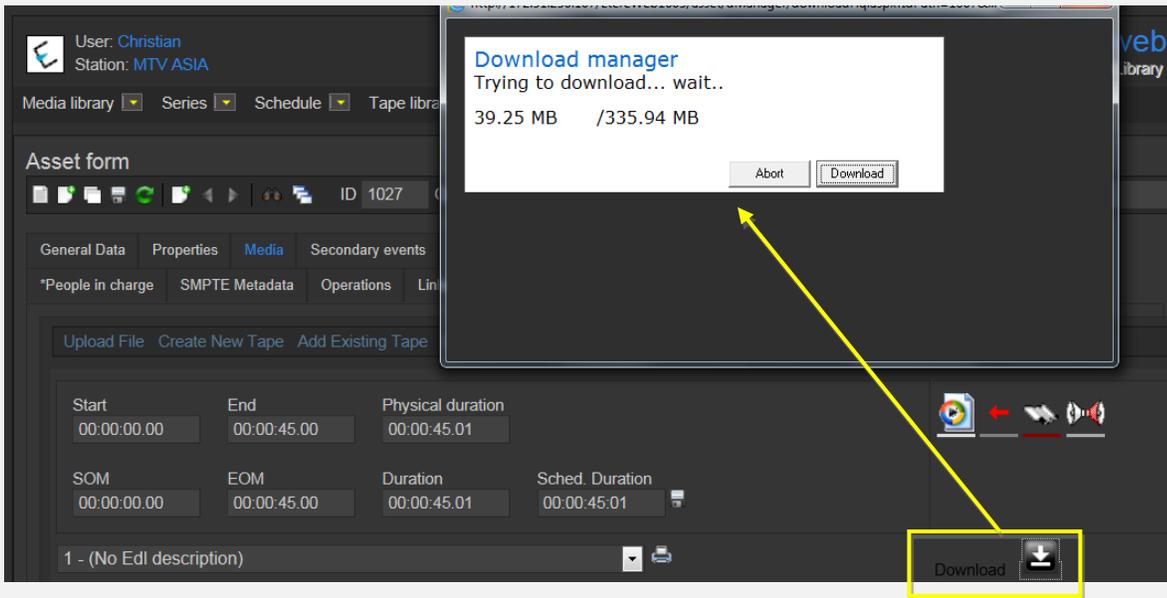
A new section will be loaded showing all available **editing tasks**:



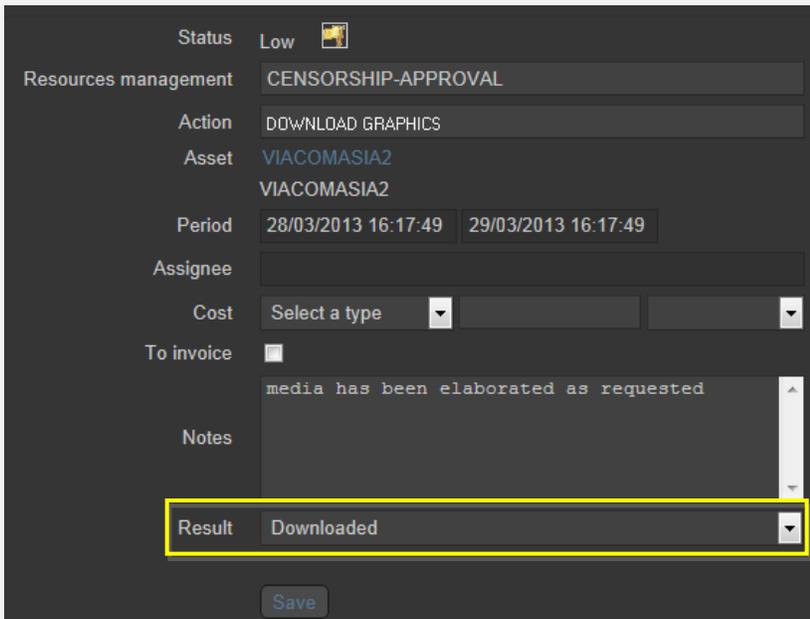
In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



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:



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**:



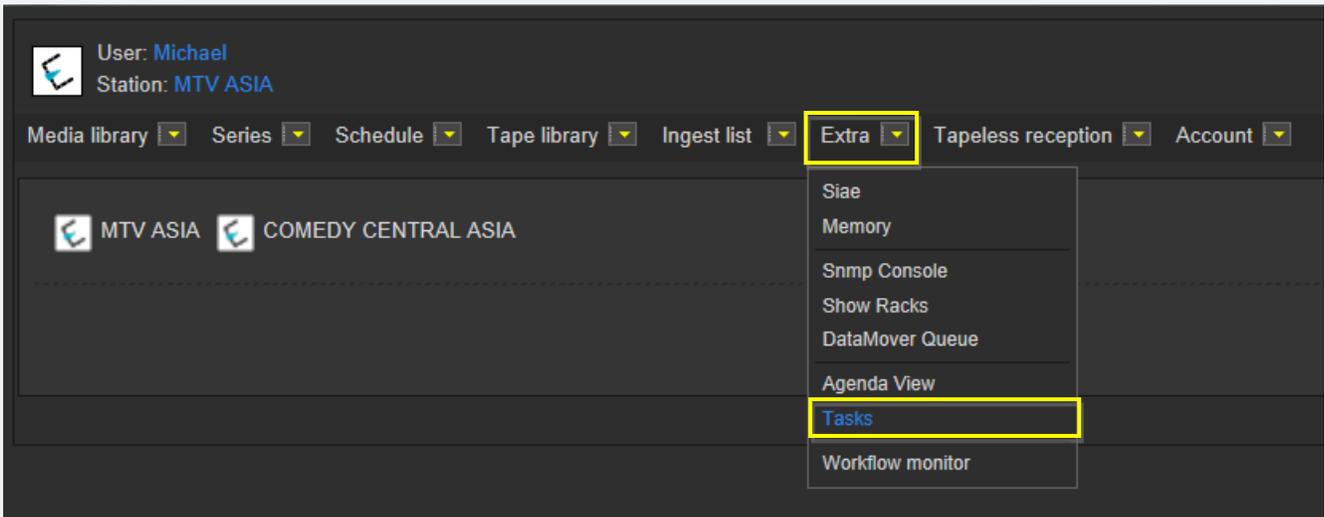
**Available outputs:**

<b>Downloaded</b>	Graphics were correctly downloaded.
-------------------	-------------------------------------

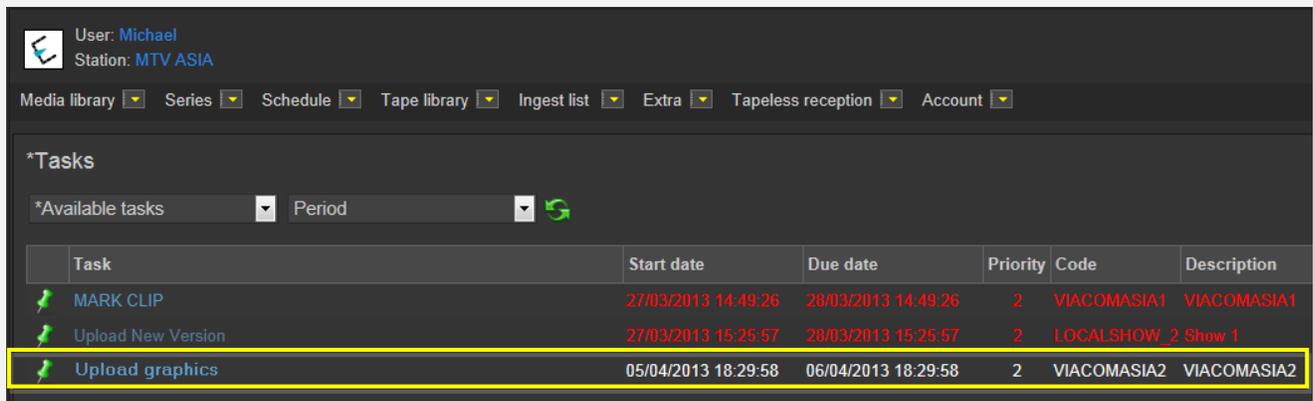
▼ 9.3.3. Upload graphics (Ops)

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.

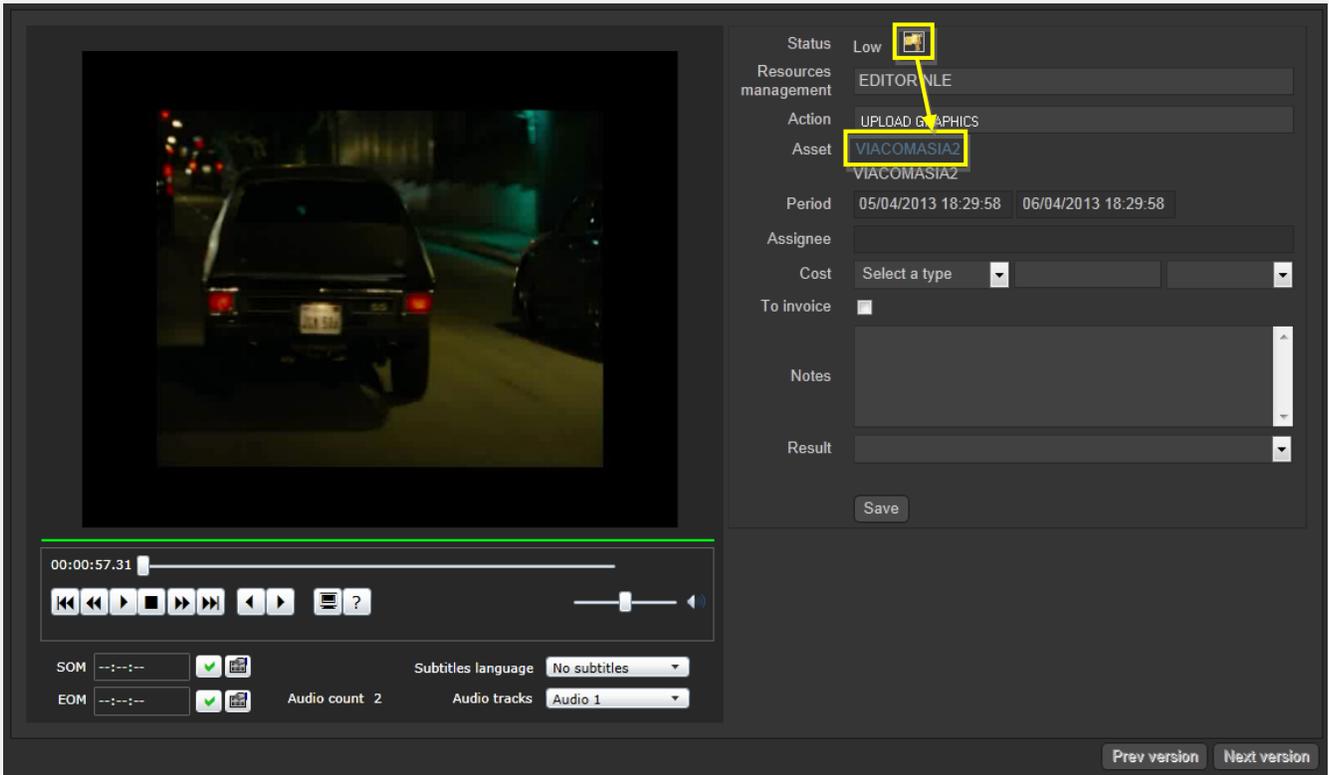
In order to accomplish these operations it’s enough to access **EtereWeb** and go to the **Extra > Tasks** section:



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

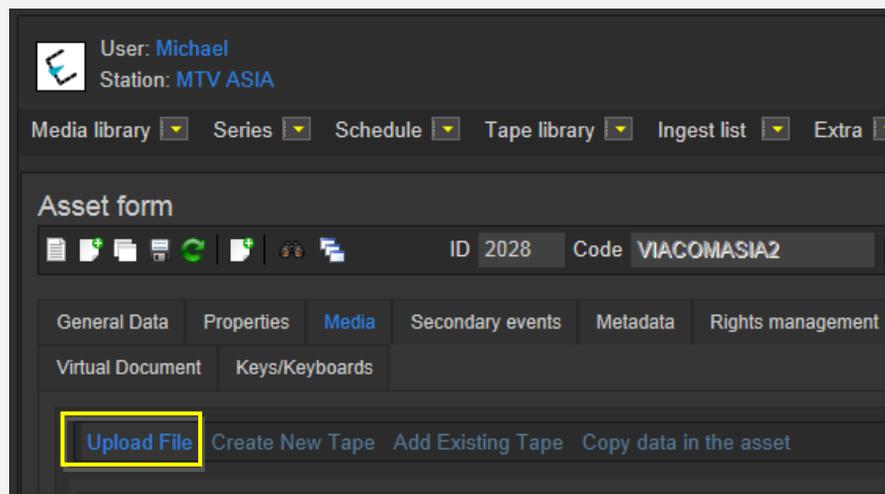


In order to open the task just click the **task name** (e.g. Upload graphics), the task will be loaded:

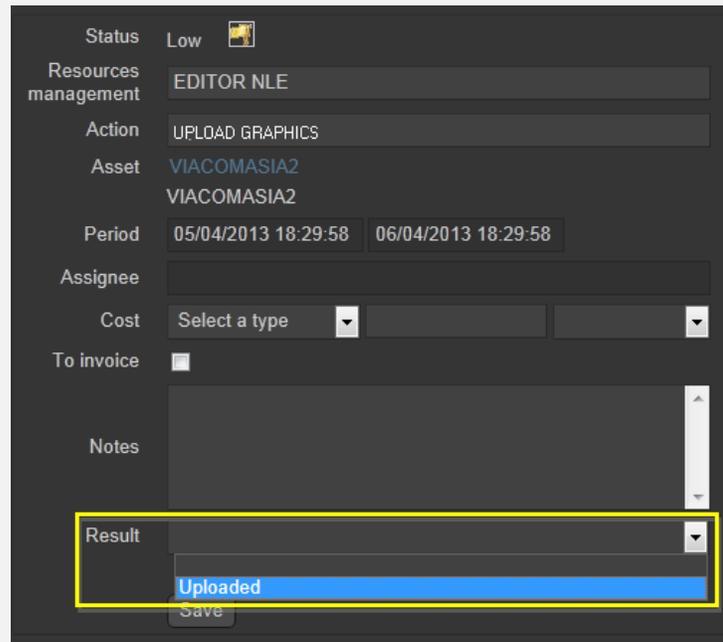


Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

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



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:	
<b>Uploaded</b>	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)

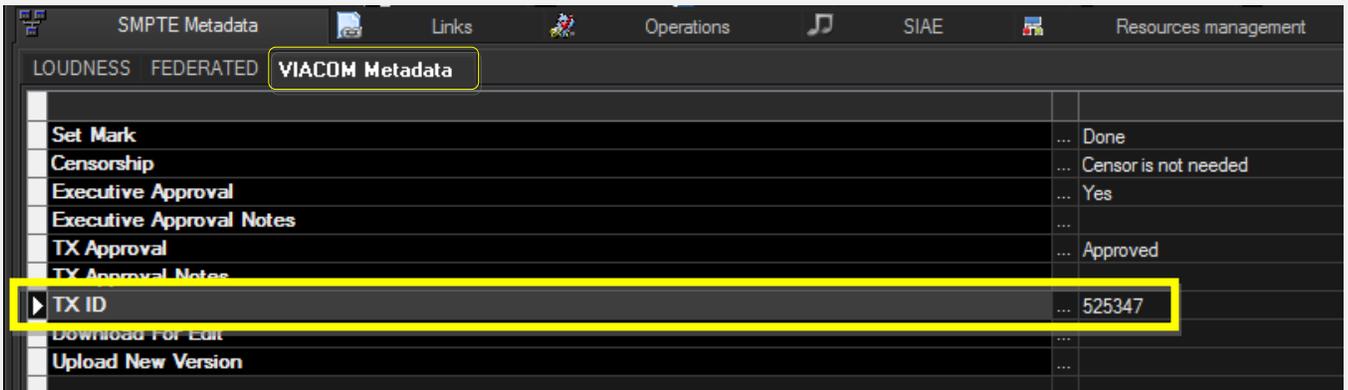
In order to continue processing media, a “**Set TX ID**” task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

Task	Group	Start date	*Due date	Priority	Code	Description
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	Promo1
<b>Set TX ID</b>	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

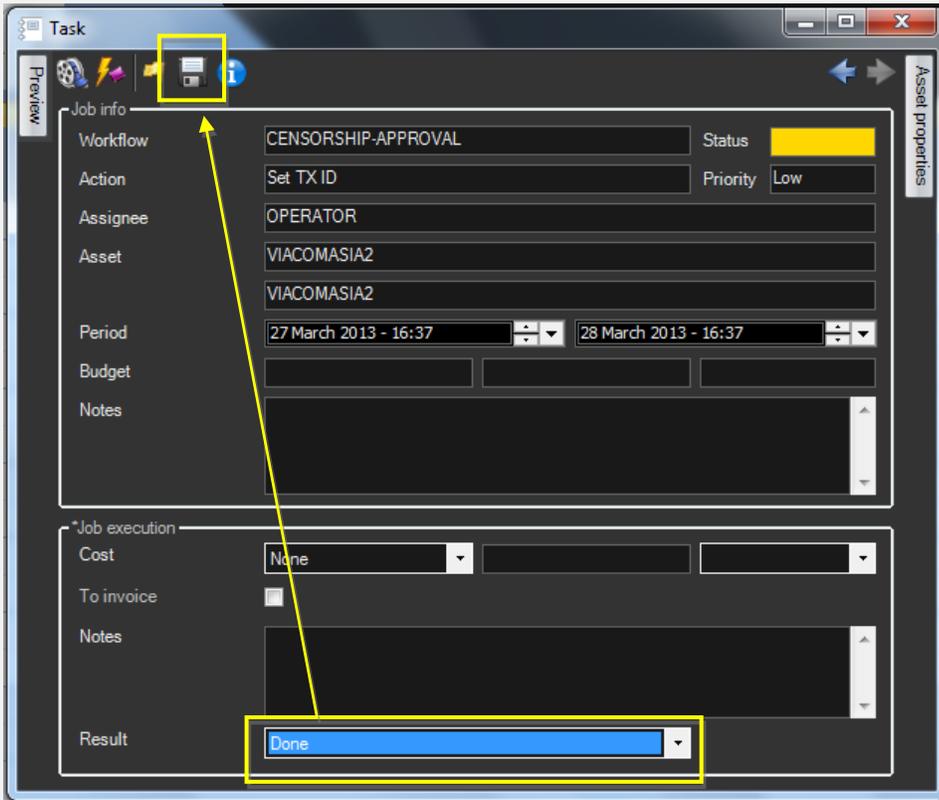
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



**Available outputs:**

**Ok**

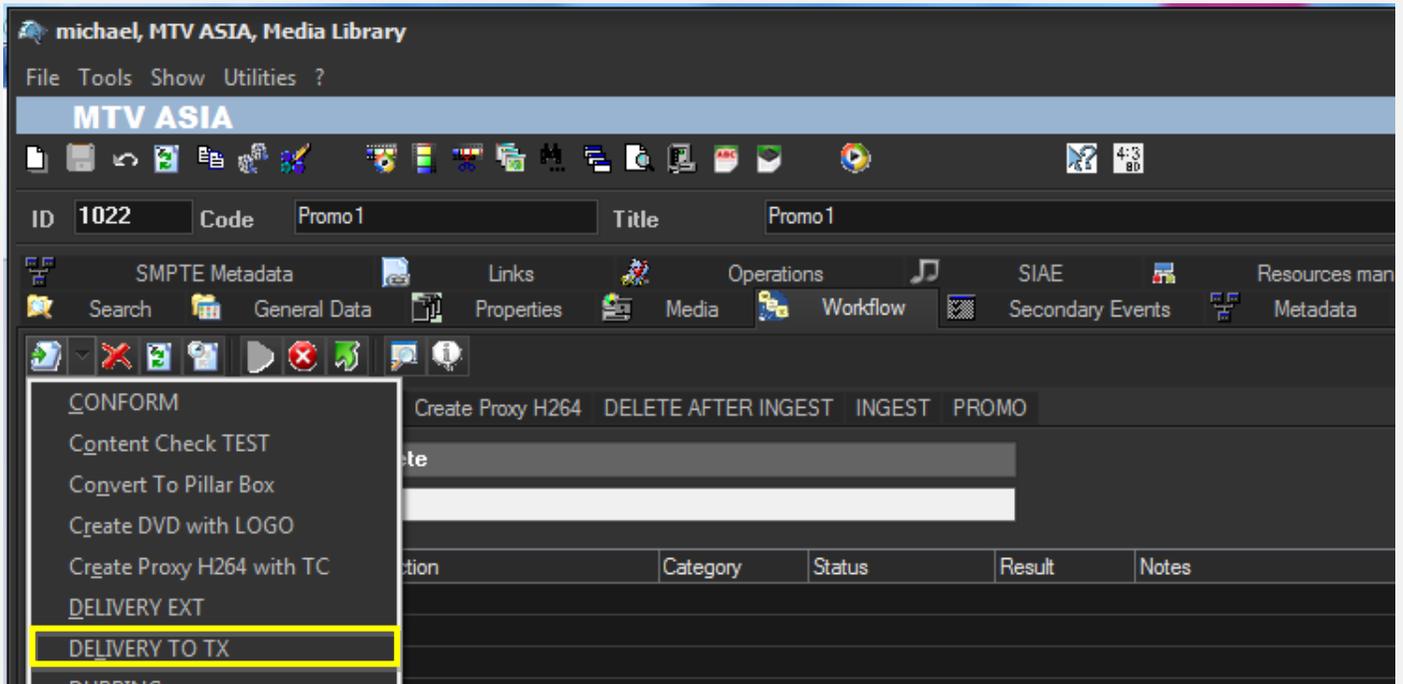
The **TX ID** metadata required for broadcast has been set.

## ▼ 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:



#### Workflows available for manual launching:

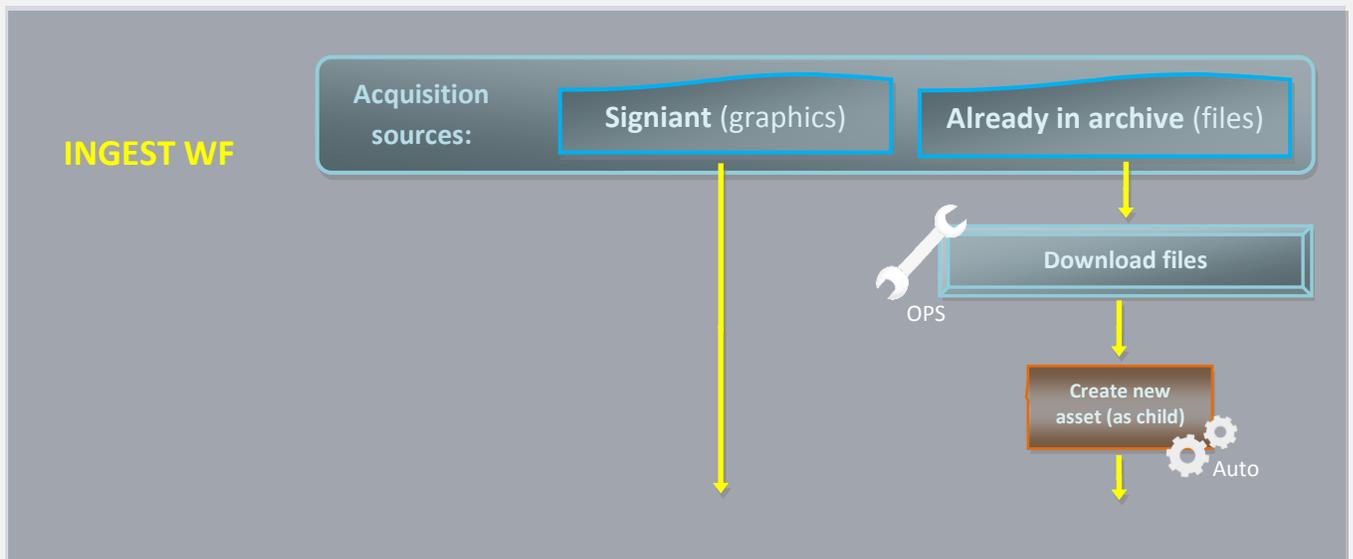
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>
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## ▼ 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 already archived 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)

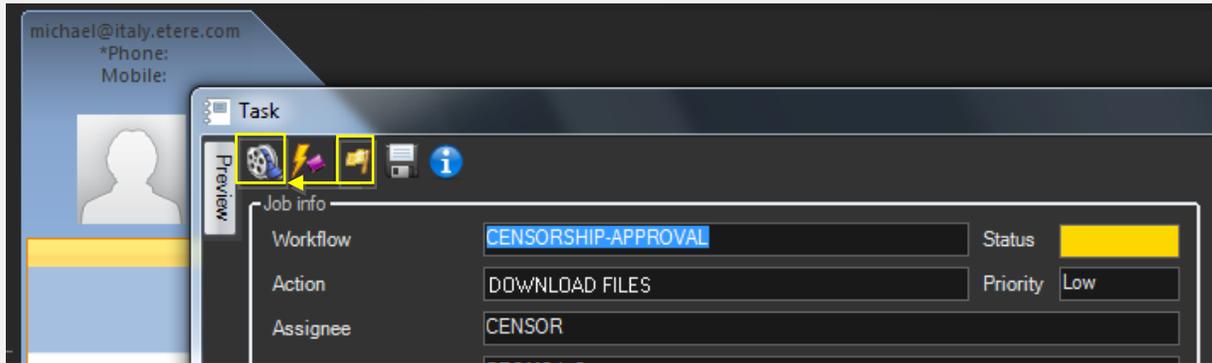
Launch **Etere MAM** and access your **Agenda View**:



**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):

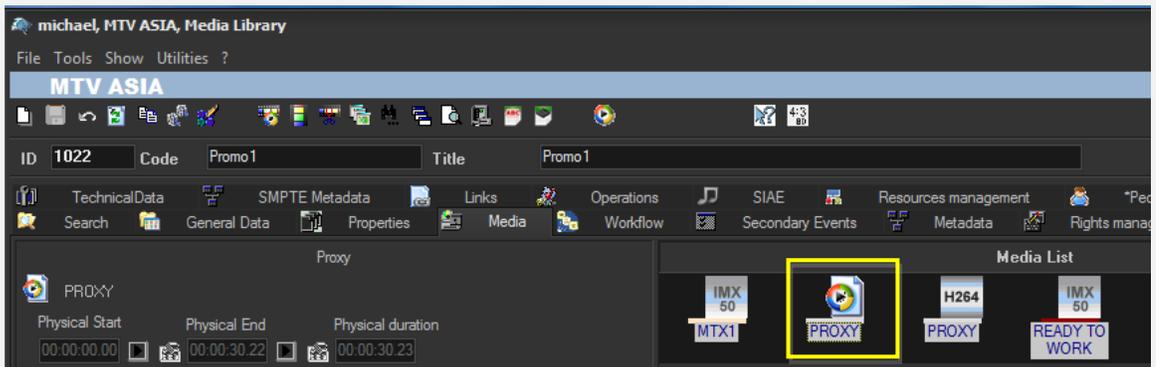
Task	Group	Start date	*Due date	Priority	Code	Description
🚩 DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
✂ Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
🚩 Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 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:

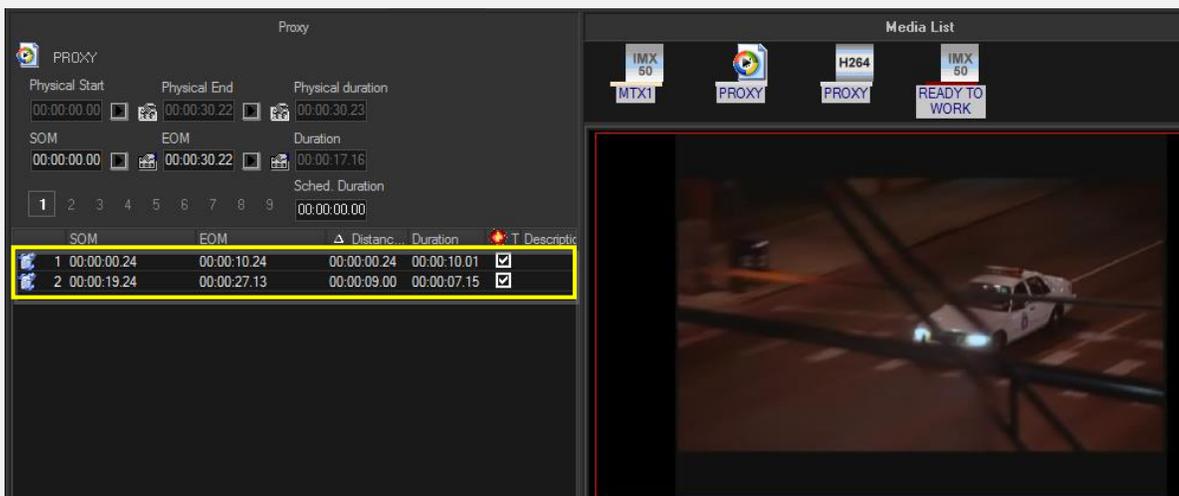


The **Media Library** will be opened, move to the “**Media**” tab and follow the steps below:

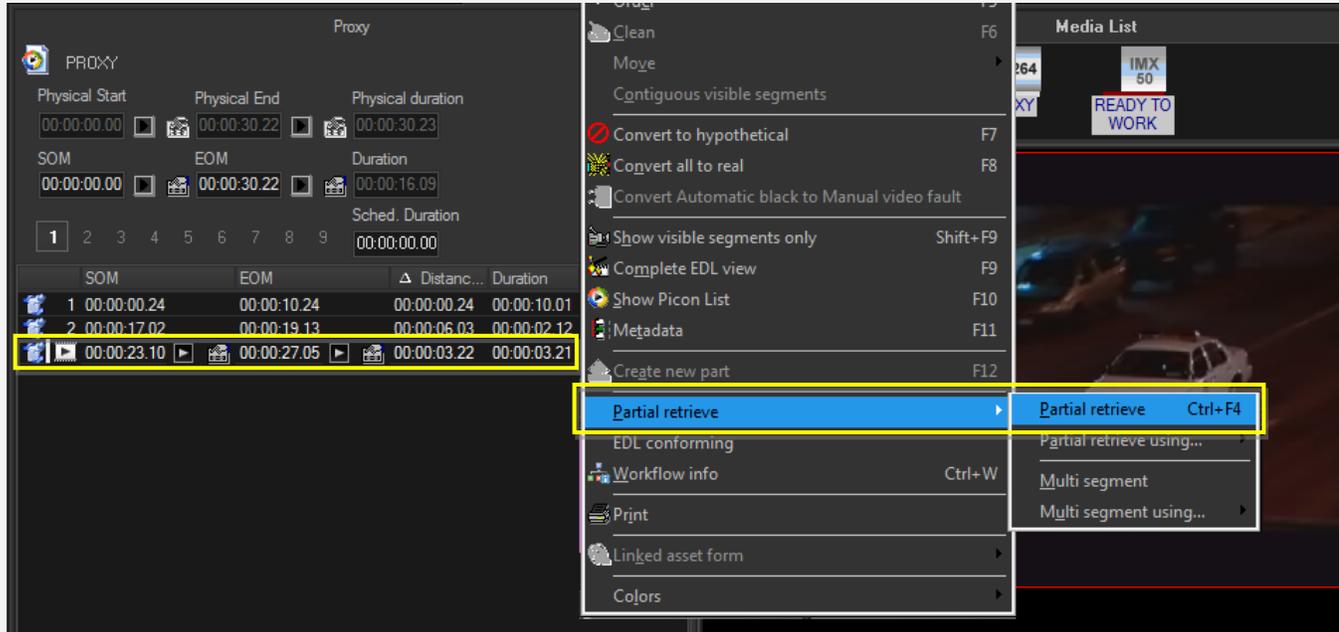
1. Double-click on the **proxy** media to load the Preview and the EDL:



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:



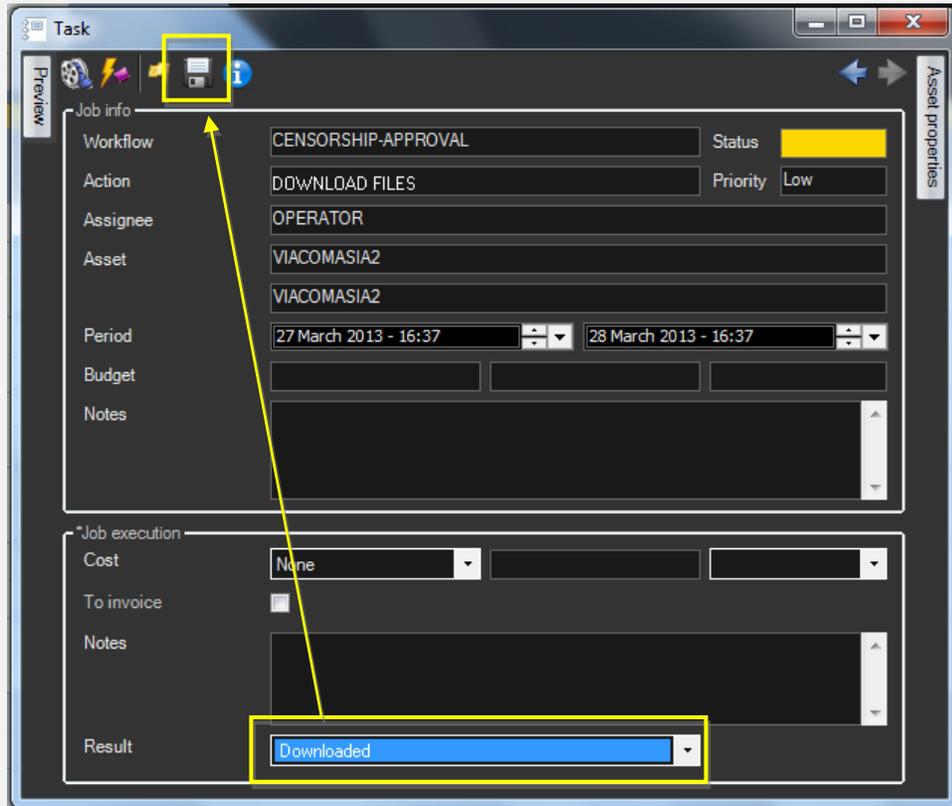
3. Make right-click on a segment and select the “**Partial retrieve**” function or just press **Ctrl – F4** keys combination:



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**:

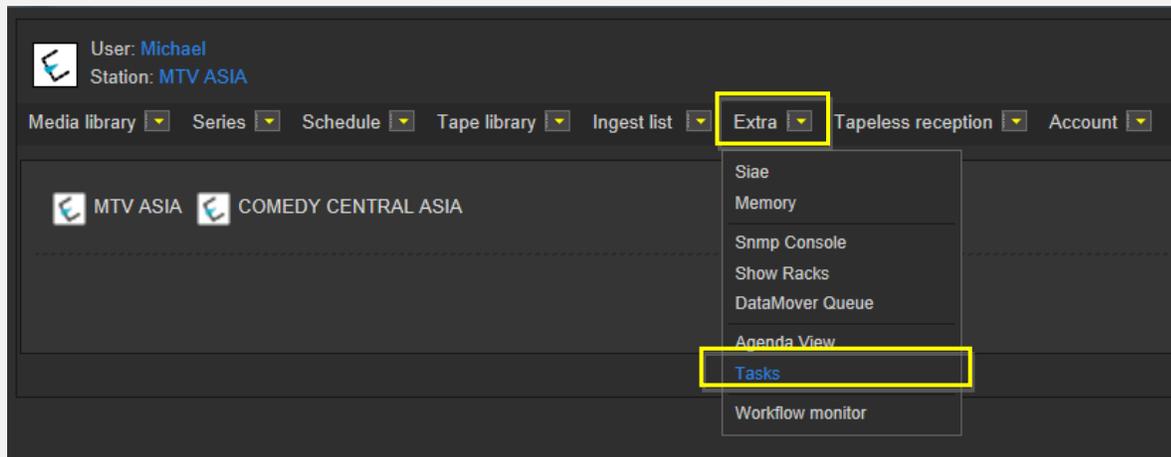


**Available outputs:**

<b>Downloaded</b>	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:



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

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCAL SHOW 2 Show 1	
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:

Asset: VIACOMASIA2

Asset: VIACOMASIA2

Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49

Assignee: [Empty]

Cost: Select a type [Dropdown]

To invoice:

Notes: [Empty]

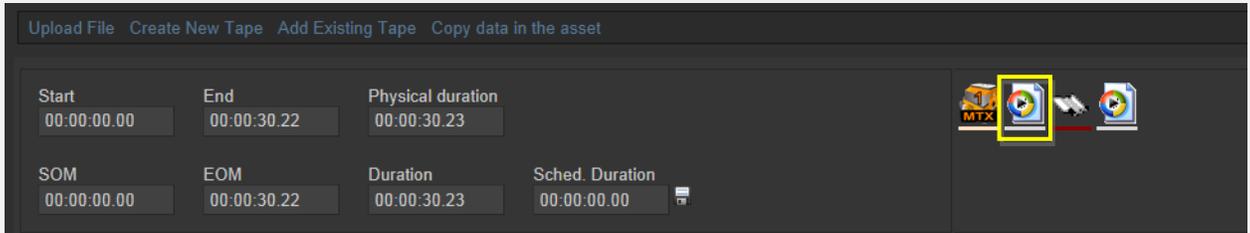
Result: [Dropdown]

Downloaded

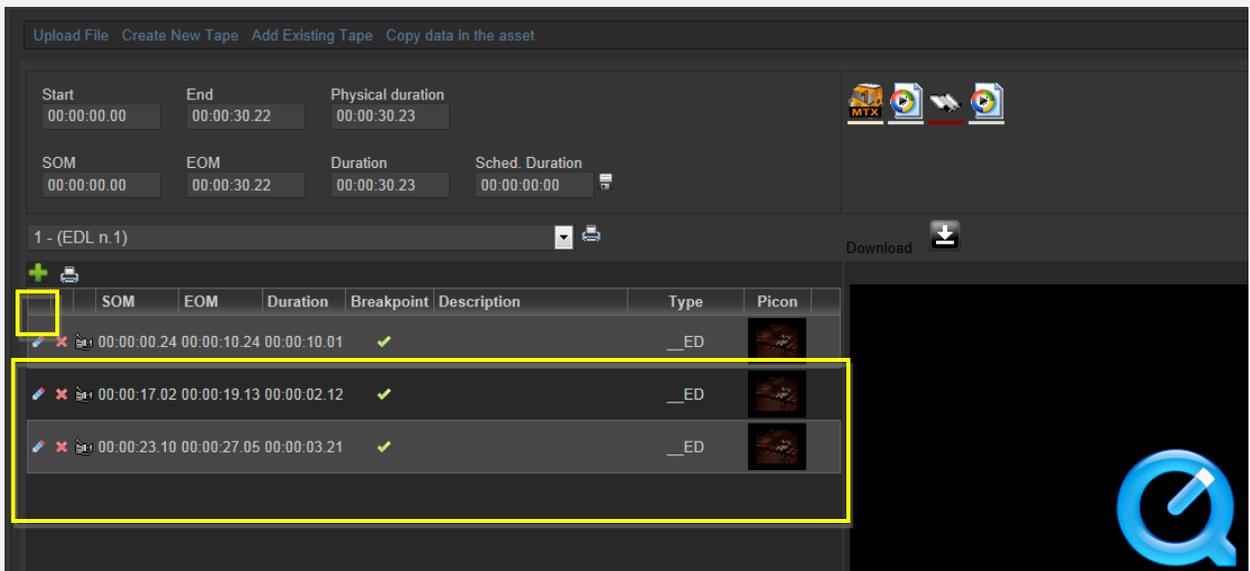
Save

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:

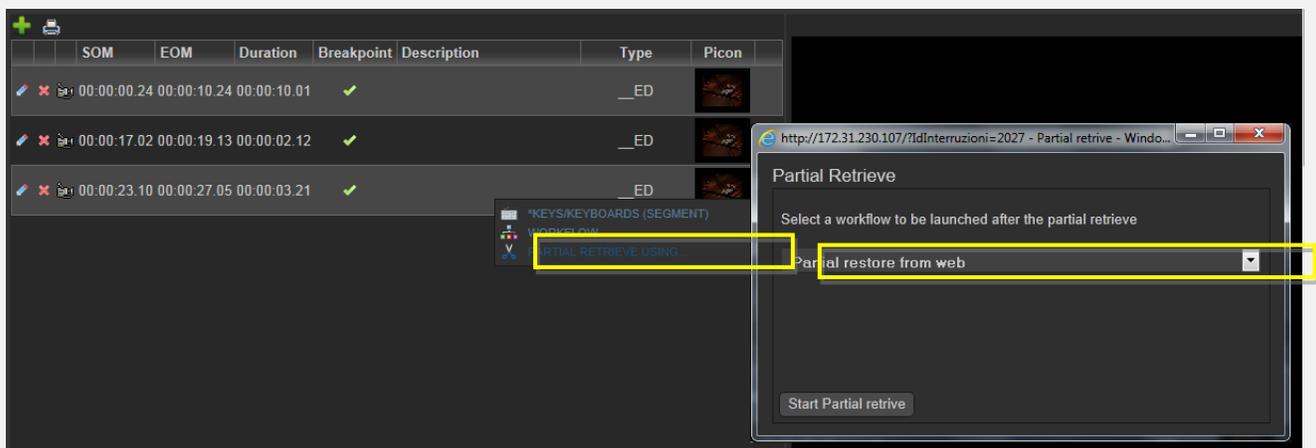
1. Click on the **proxy** media to load the Preview and the EDL:



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



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



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

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**:

The screenshot shows a task configuration form with the following fields:

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

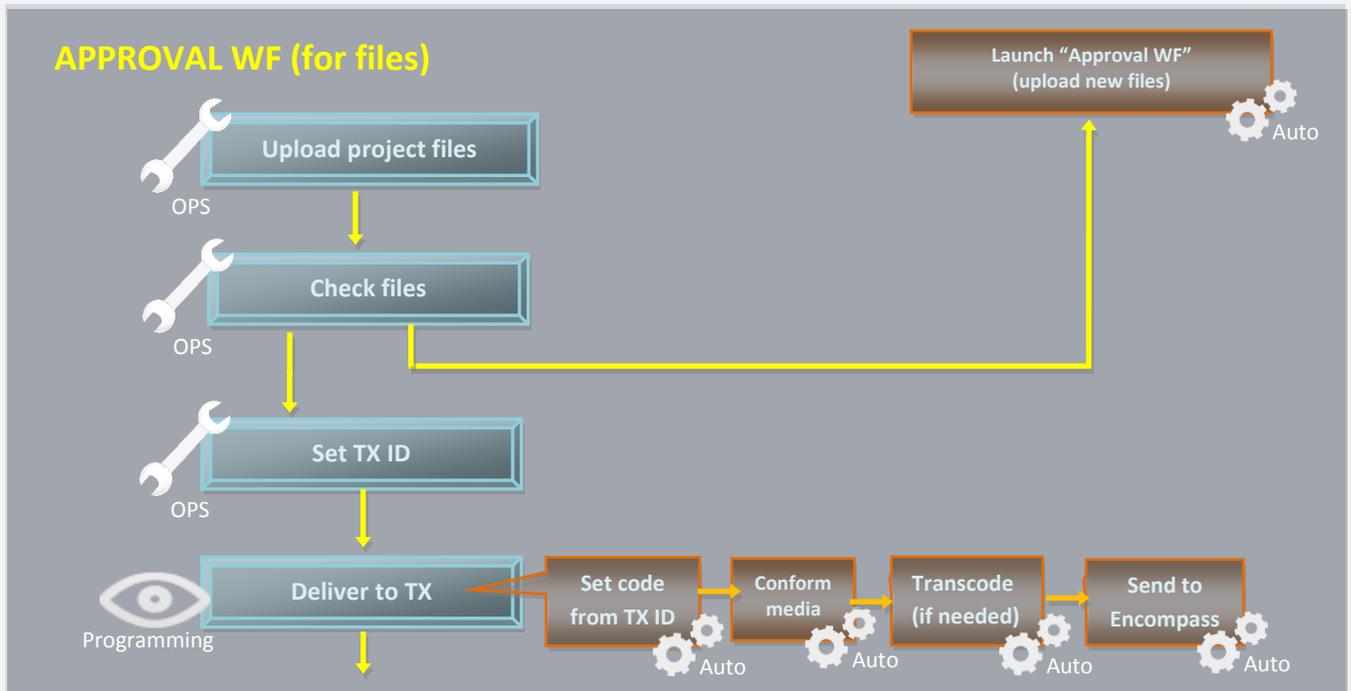
A 'Save' button is located at the bottom of the form.

**Available outputs:**

<b>Downloaded</b>	Segments files were correctly downloaded.
-------------------	---

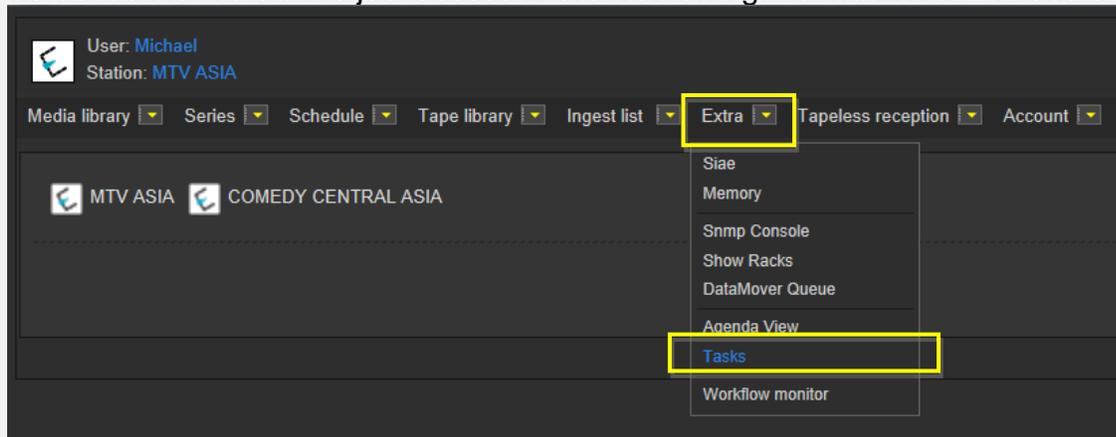
## ▼ 10.2. Approval for Files

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:



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	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	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: Low 

Resources management: EDITOR/NLE

Action: **UPLOAD FILES**

Asset: **VIACOMASIA2**

Period: 05/04/2013 18:29:58 - 06/04/2013 18:29:58

Assignee: [Empty field]

Cost: Select a type ▾

To invoice:

Notes: [Empty text area]

Result: [Empty dropdown]

Save

00:00:57.31 [Progress bar]

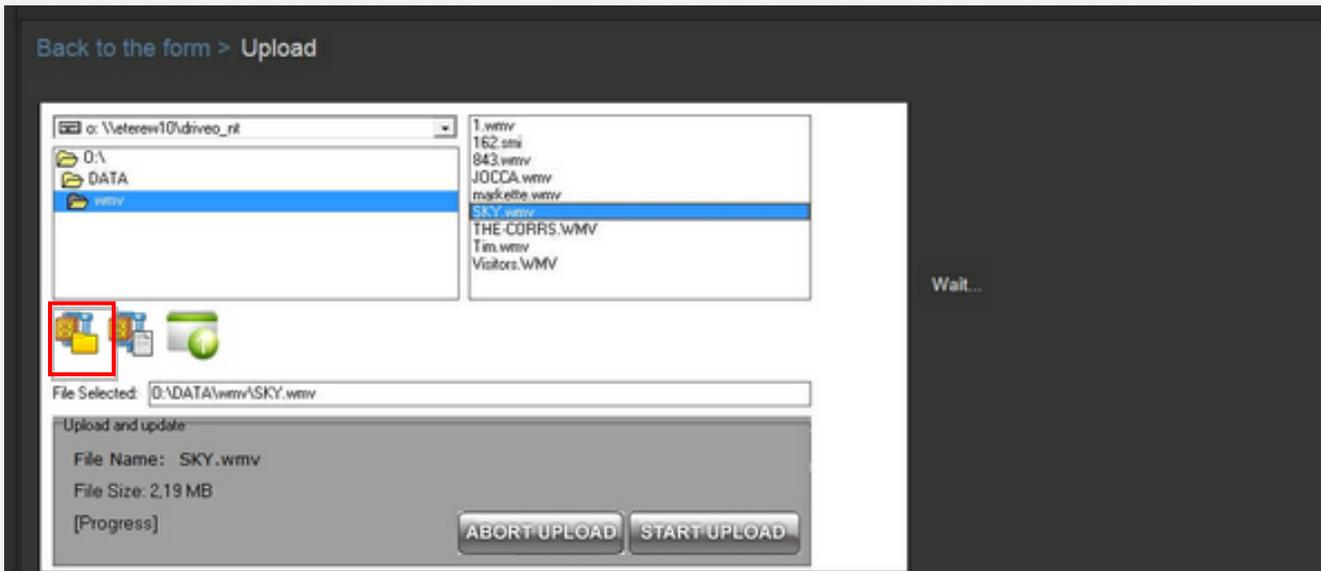
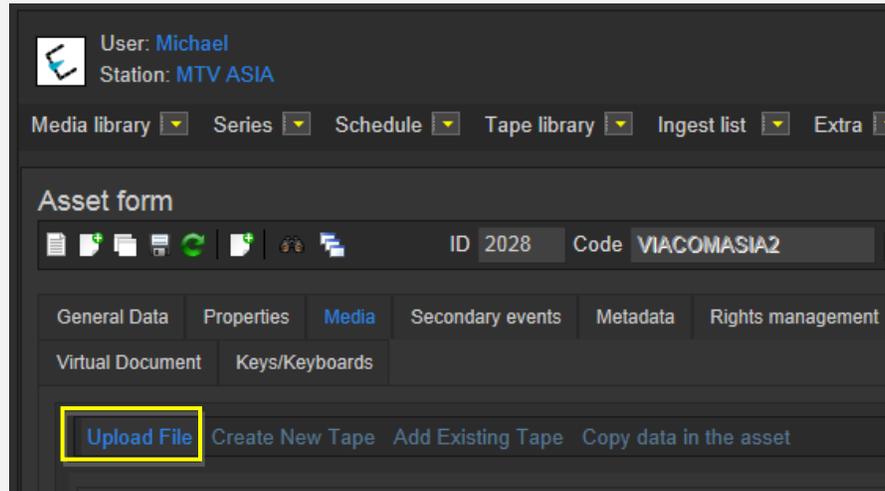
SOM: [Icons] Subtitles language: No subtitles ▾

EOM: [Icons] Audio count: 2 Audio tracks: Audio 1 ▾

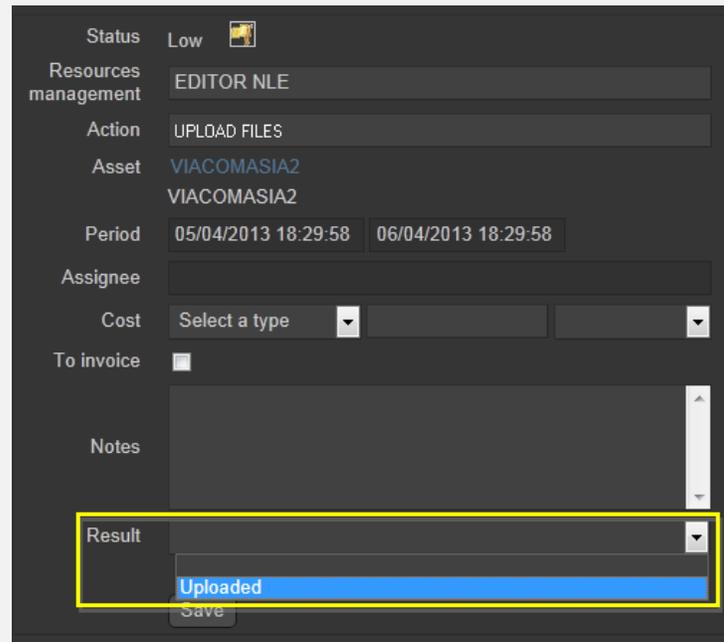
Prev version Next version

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) using the **“Upload compressed directory”** option:



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**:



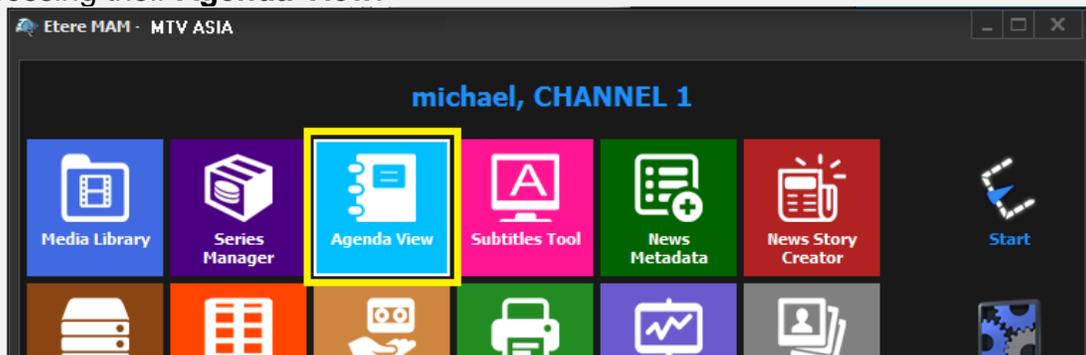
Available results:	
<b>Uploaded</b>	Files were successfully uploaded.

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)**

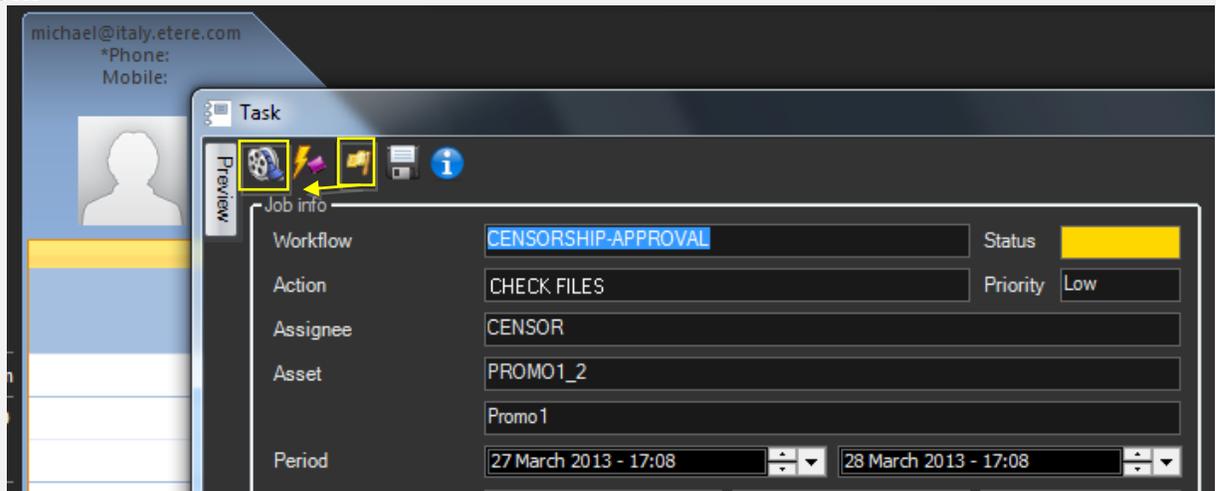
Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:



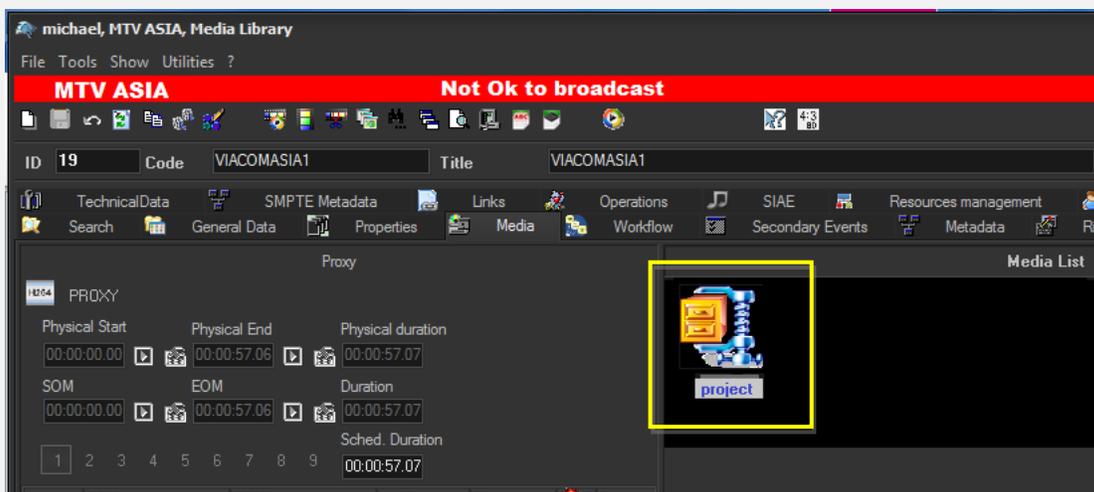
**Tasks** will be listed in the bottom part of the window; make double-click on the “**Check files**” task to be carried out (i.e. Check files):

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
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:



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



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

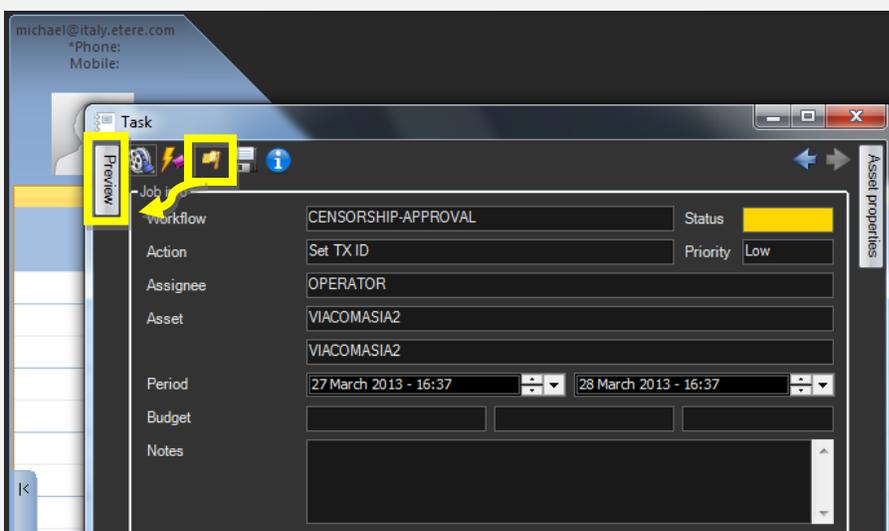
Available outputs:	
<b>Ok</b>	Graphics are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Graphics will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Graphics require further actions, the <b>"upload files"</b> task will be submitted again to request a new graphics package.

▼ **10.2.3. Set TX ID (Ops)**

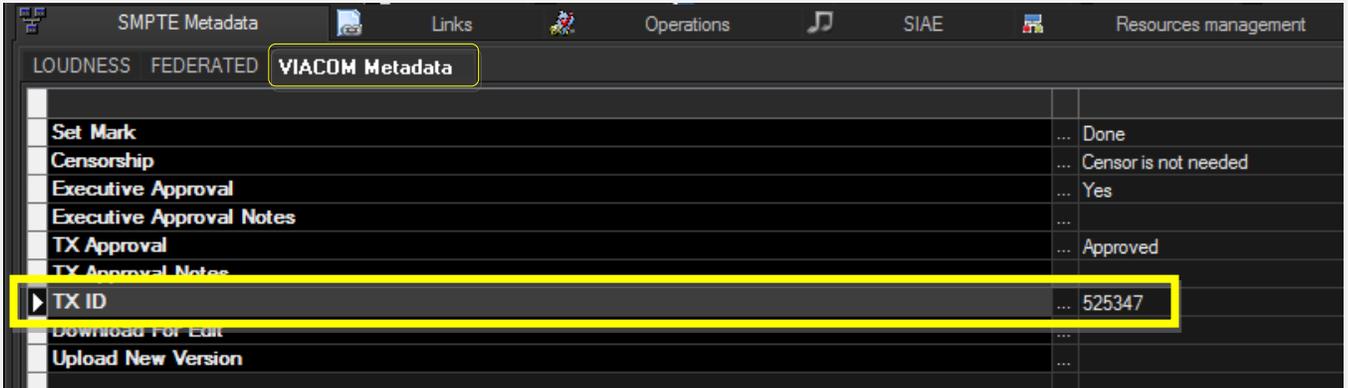
In order to continue processing media, a **"Set TX ID"** task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

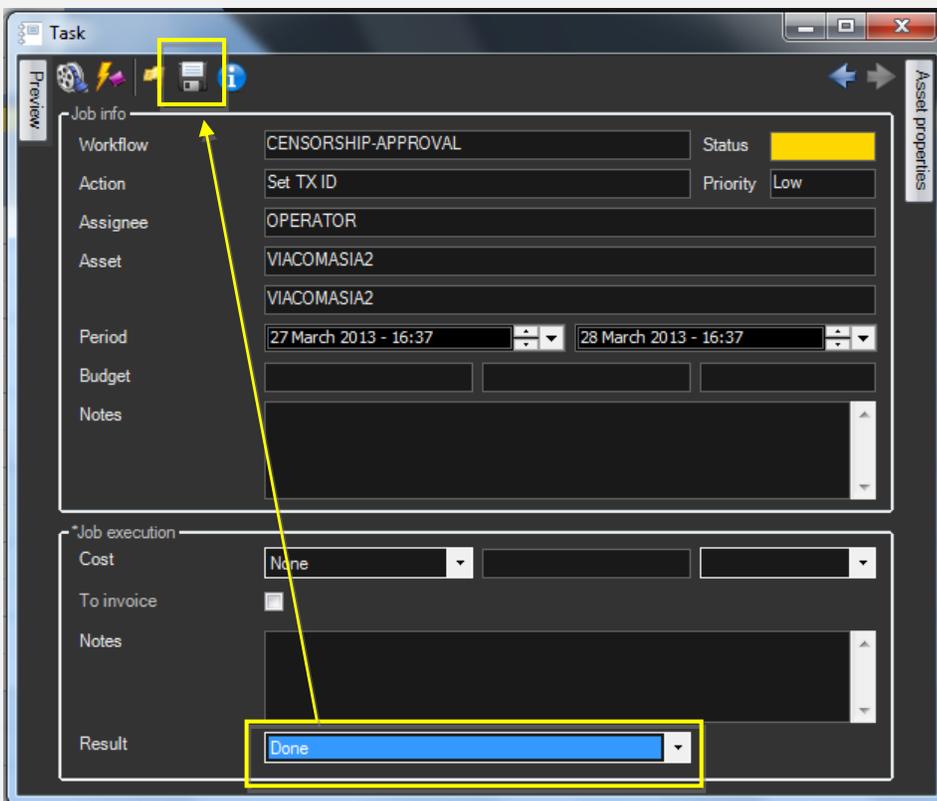
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



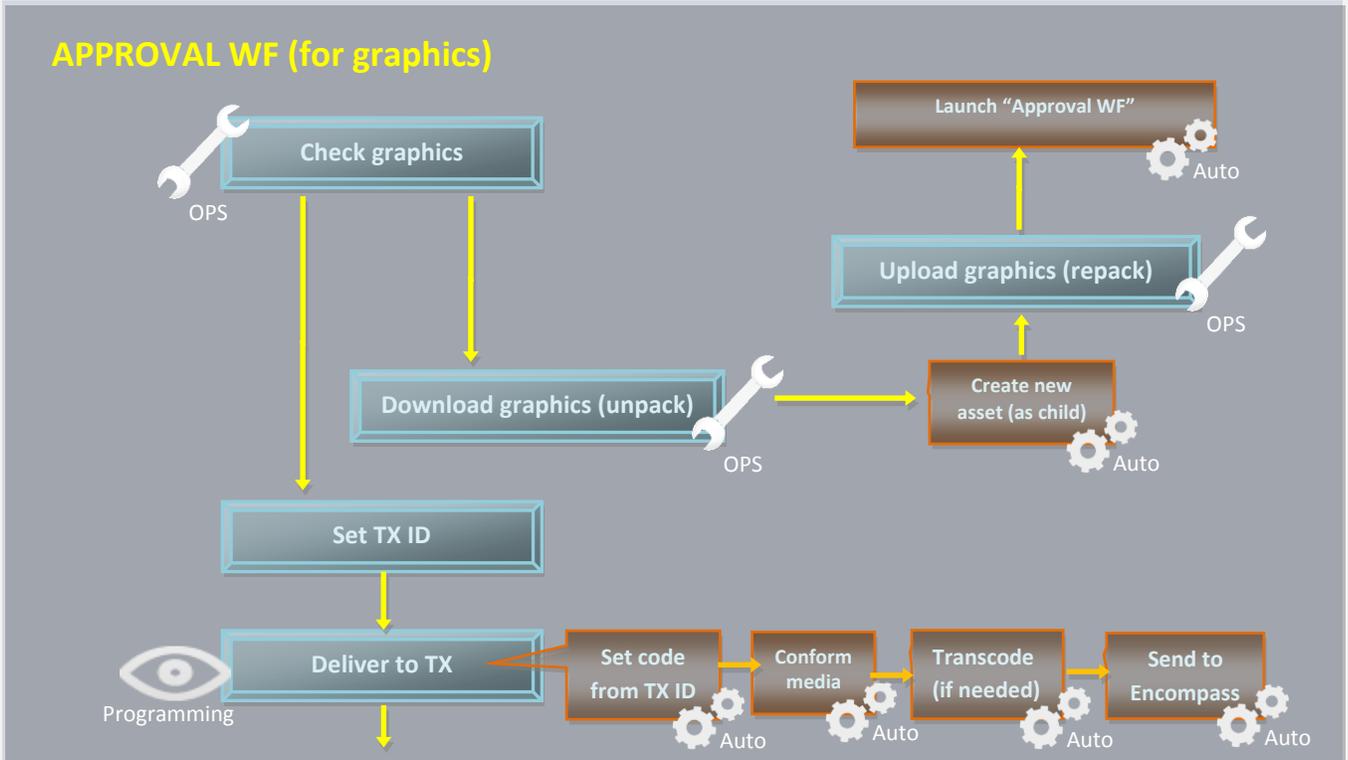
**Available outputs:**

**Done**

The **TX ID** metadata required for broadcast has been set.

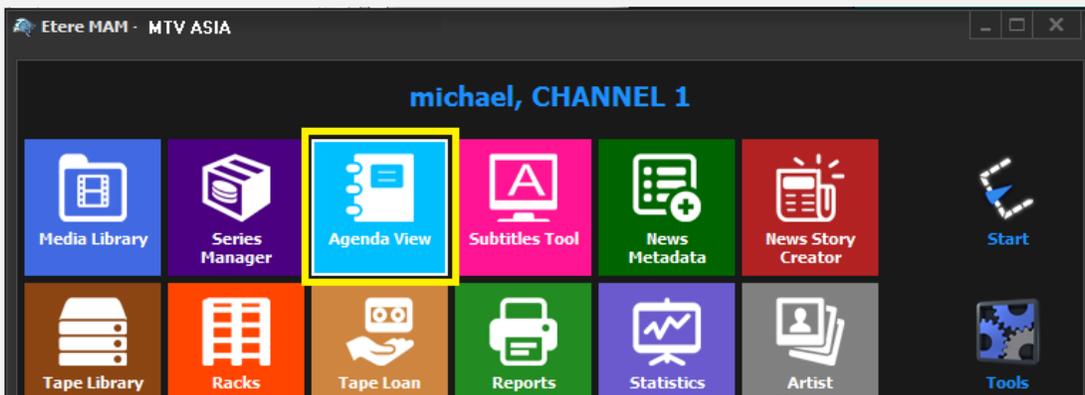
### ▼ 10.3. Approval for Graphics

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)

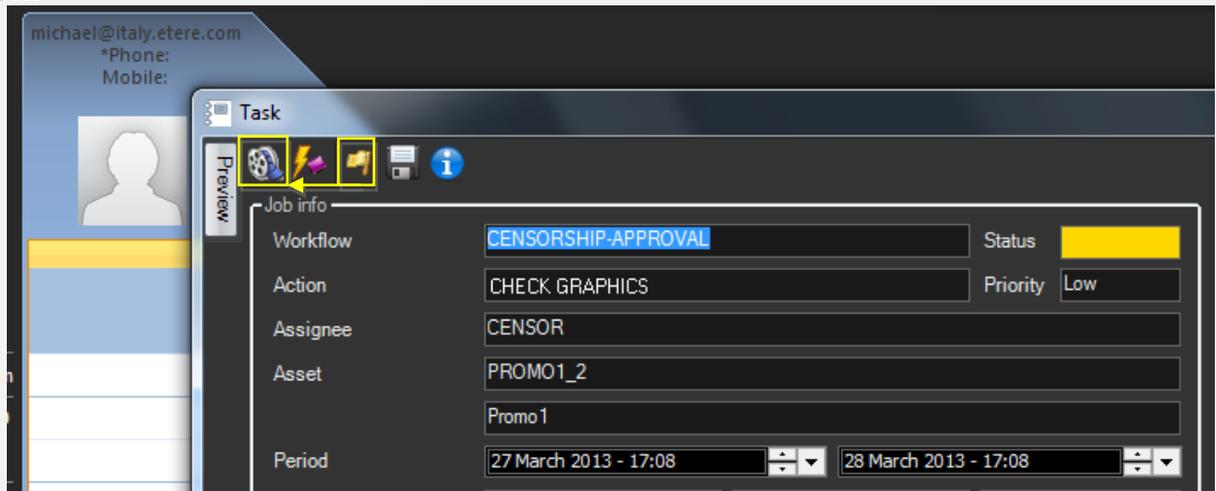
In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.



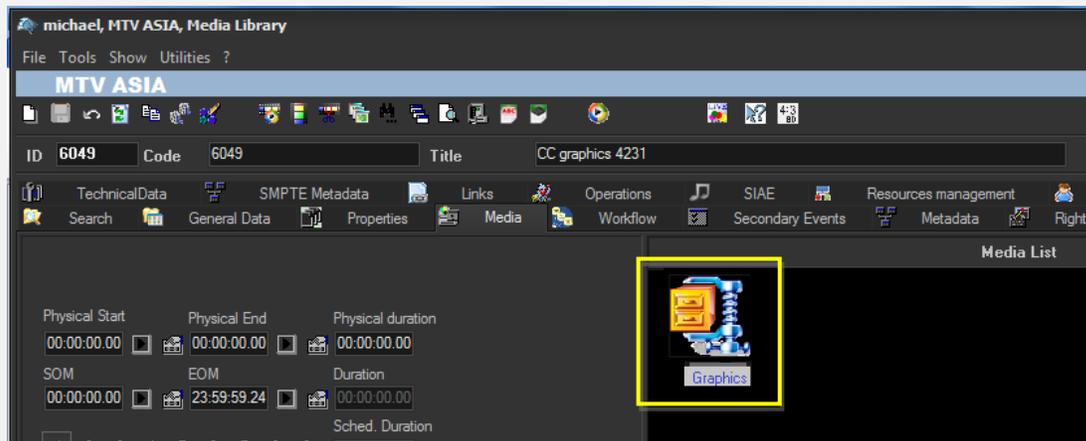
**Tasks** will be listed in the bottom part of the window; make double-click on the **copyright task** to be carried out (i.e. Check graphics):

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	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:



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



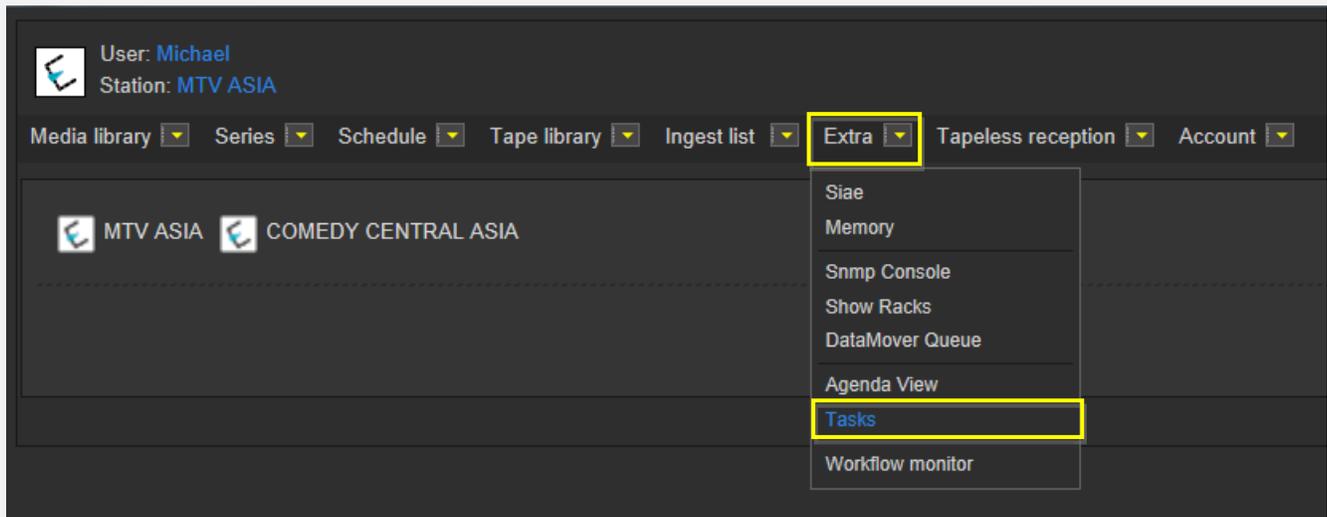
Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:	
<b>Ok</b>	Graphics are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Media will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Media require further actions, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>A <b>new asset version</b> will be created (linked to the original asset).</li> <li>A <b>“Download for edit”</b> task will be attached to the new asset version to allow its download (and subsequent processing and upload).</li> </ul>

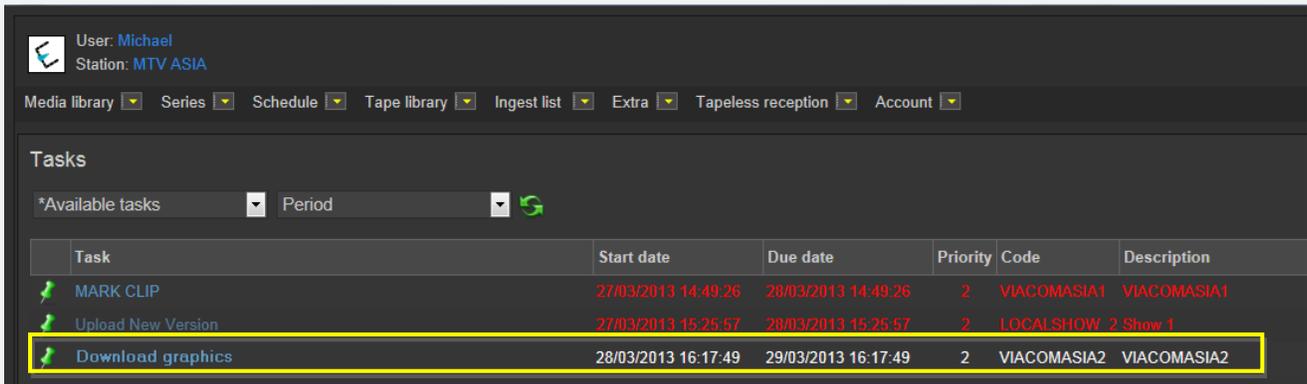
▼ **10.3.2. Download graphics (Ops)**

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.

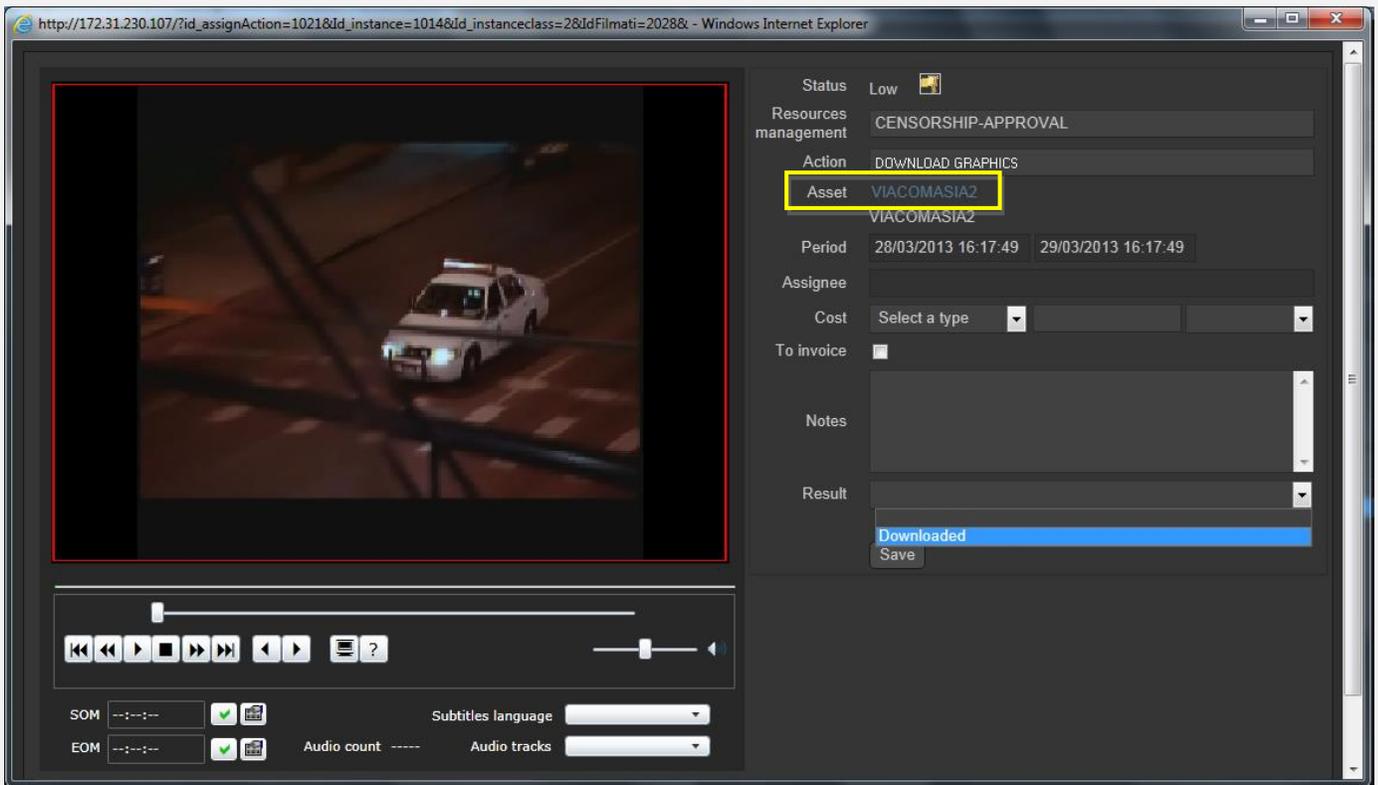
In order to download it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



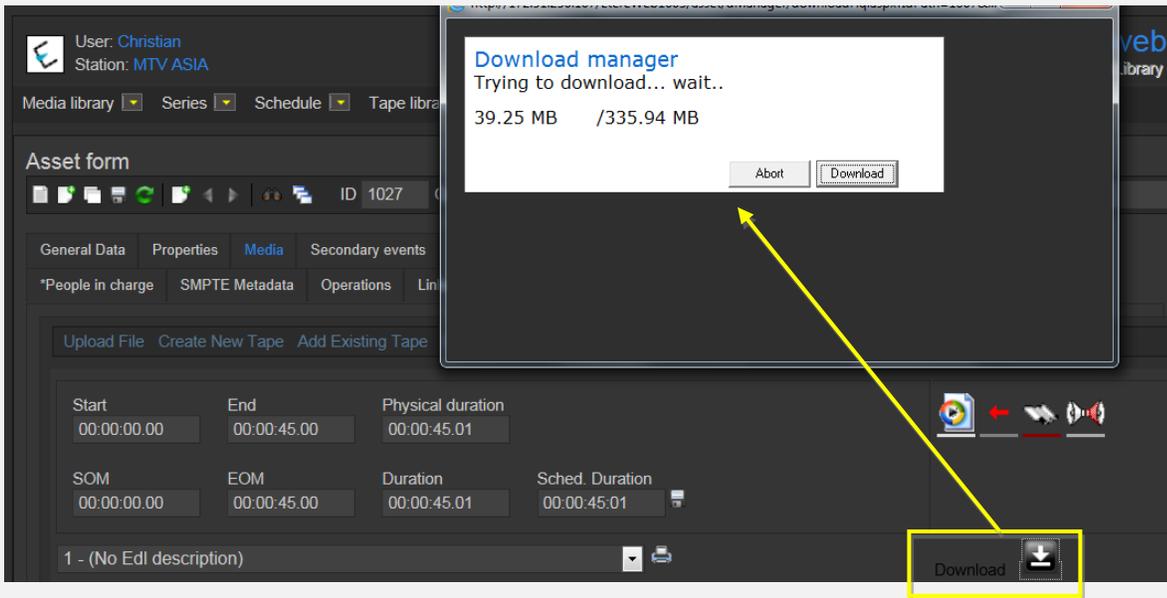
A new section will be loaded showing all available **editing tasks**:



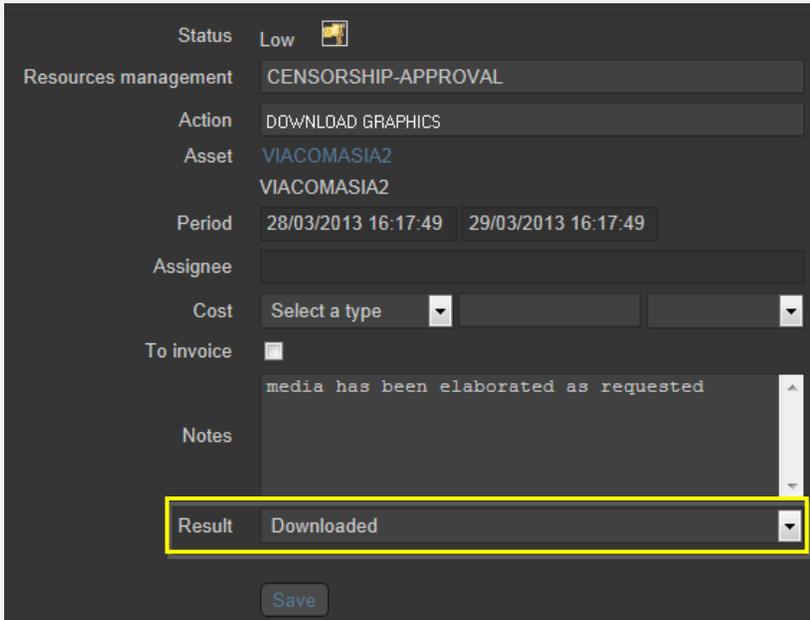
In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



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:



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**:



**Available outputs:**

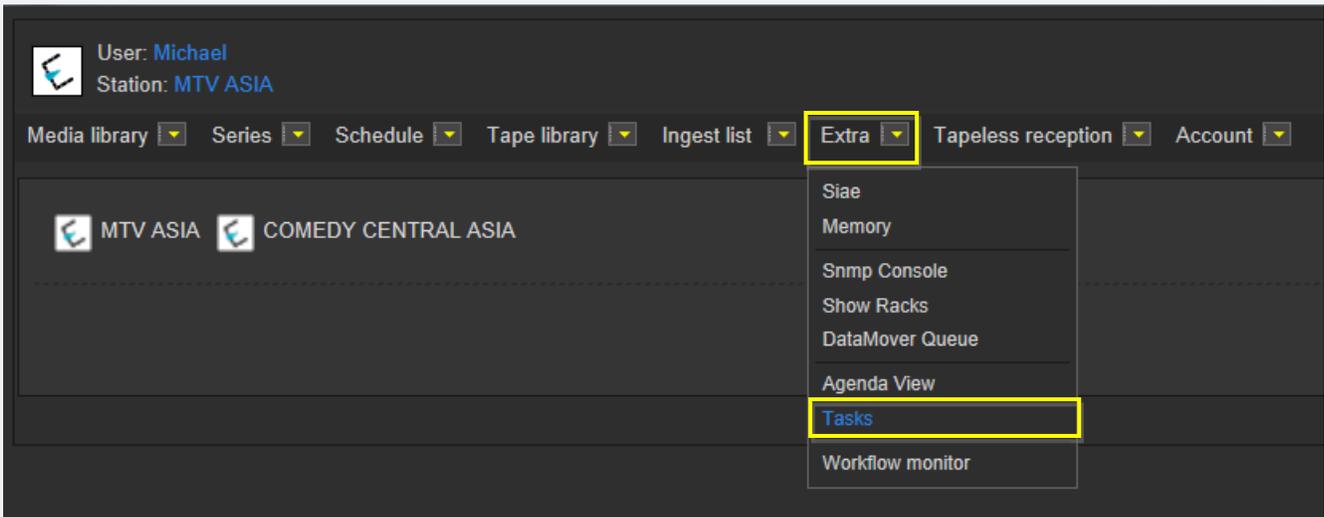
**Downloaded**

Graphics files were correctly downloaded.

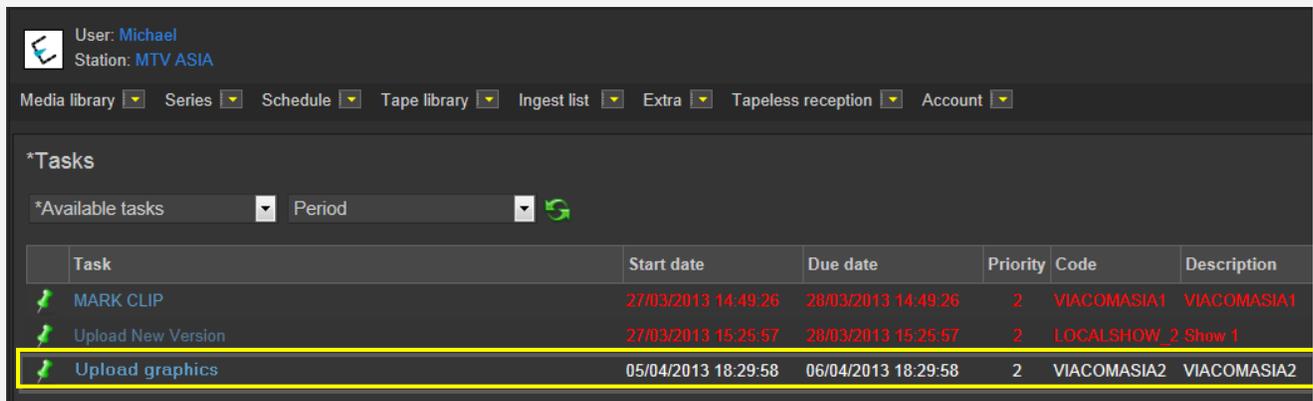
▼ **10.3.3. Upload graphics (Ops)**

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.

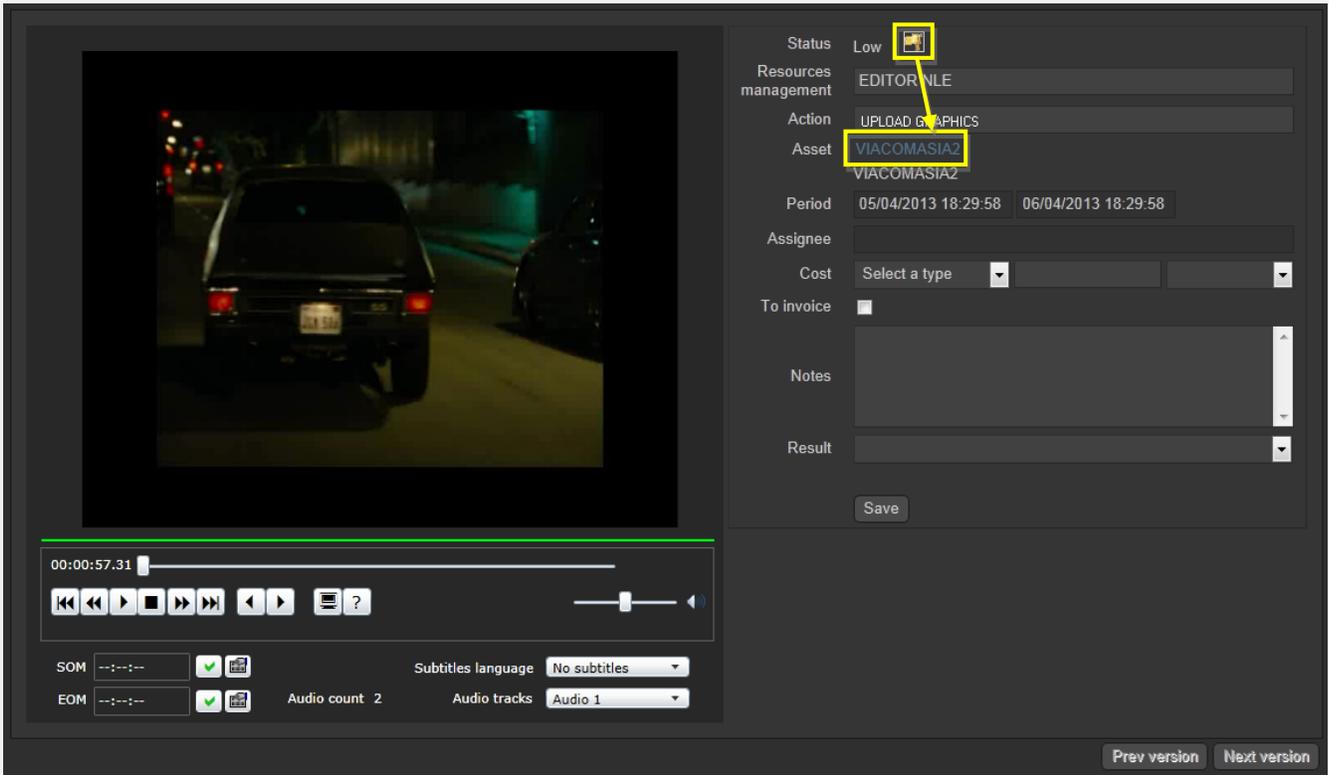
In order to accomplish these operations it’s enough to access **EtereWeb** and go to the **Extra > Tasks** section:



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

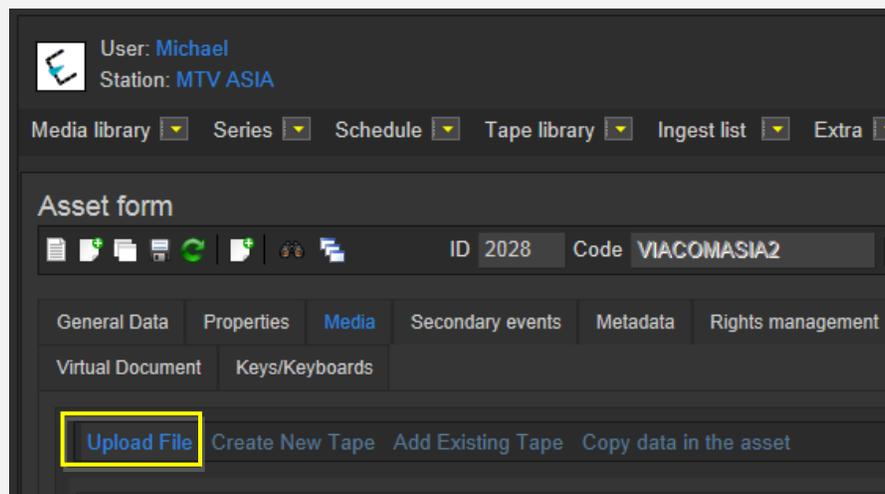


In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

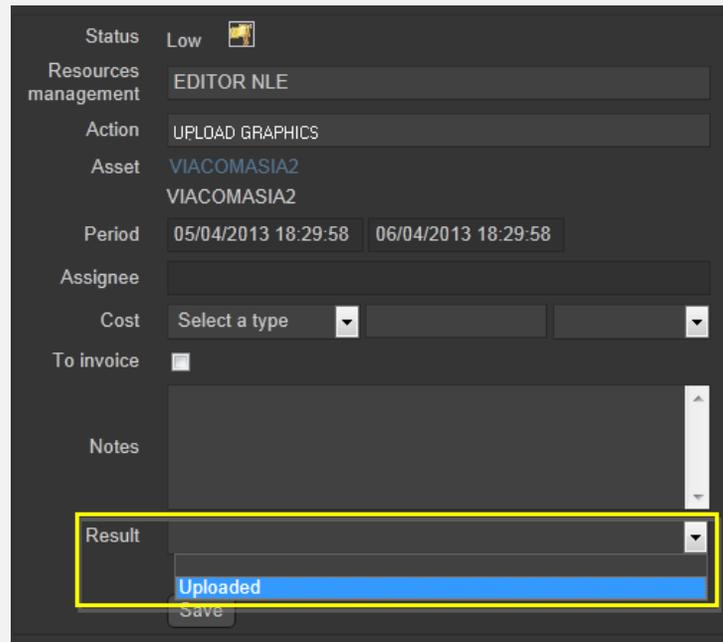


Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

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



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:	
<b>Uploaded</b>	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)**

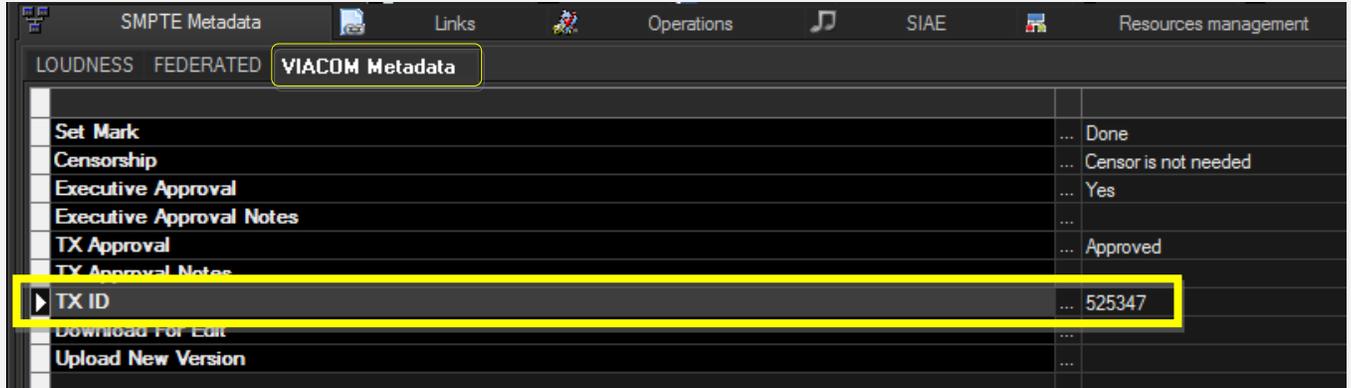
In order to continue processing media, a “**Set TX ID**” task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW_1	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	Promo1
<b>Set TX ID</b>	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

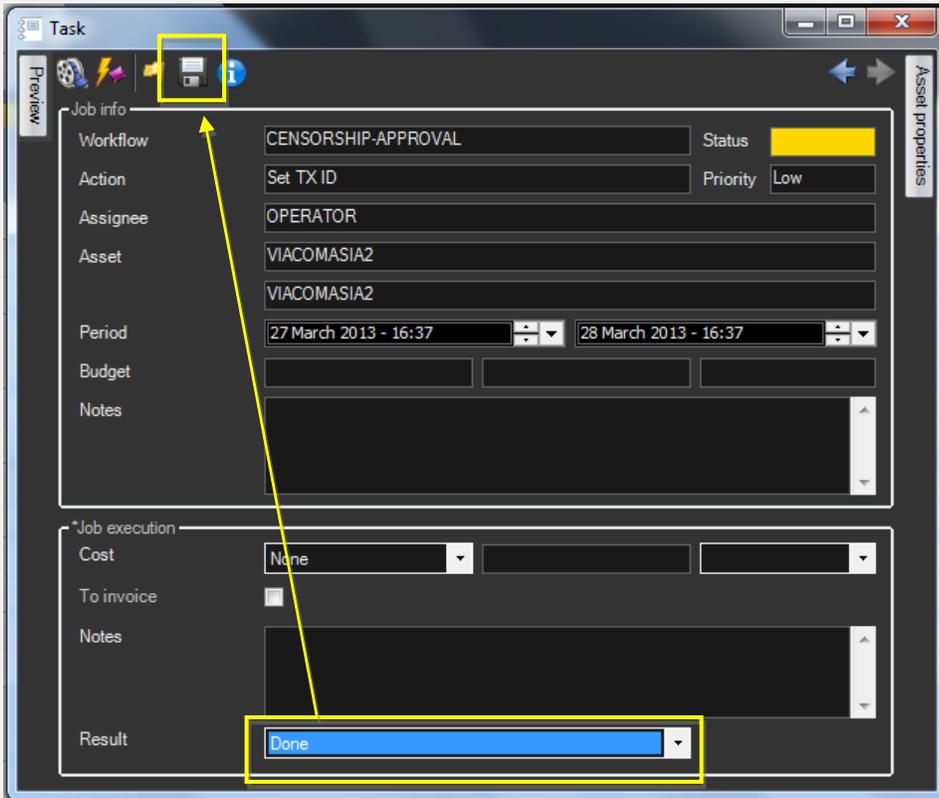
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



**Available outputs:**

**Ok**

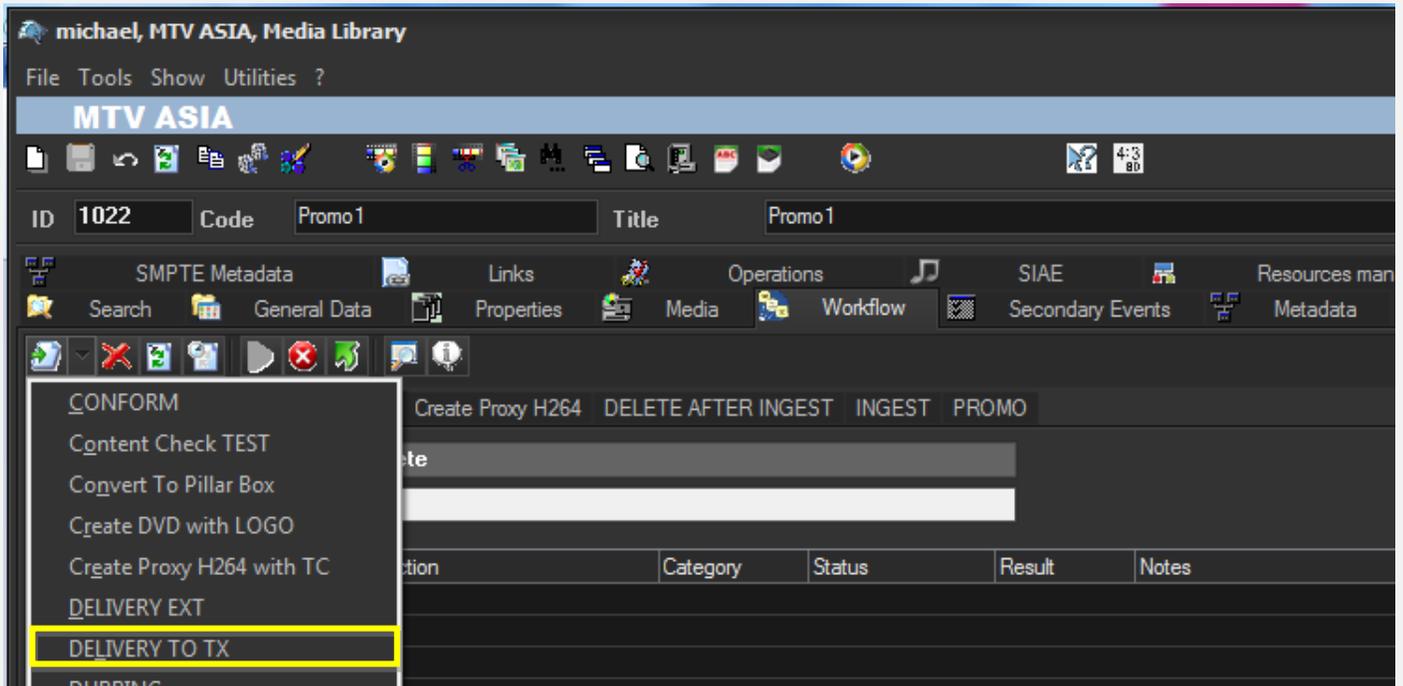
The **TX ID** metadata required for broadcast has been set.

## ▼ 10.4. Delivery

### ▼ 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:



#### Workflows available for manual launching:

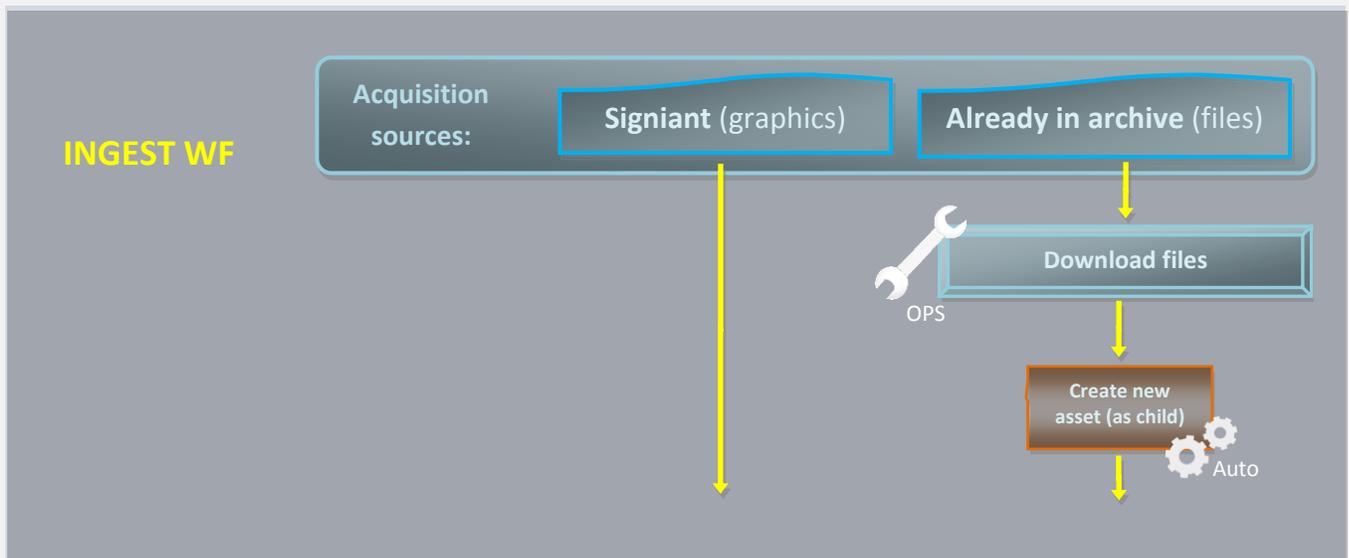
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>
-----------------------	---

## ▼ 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 already archived media (episodes).

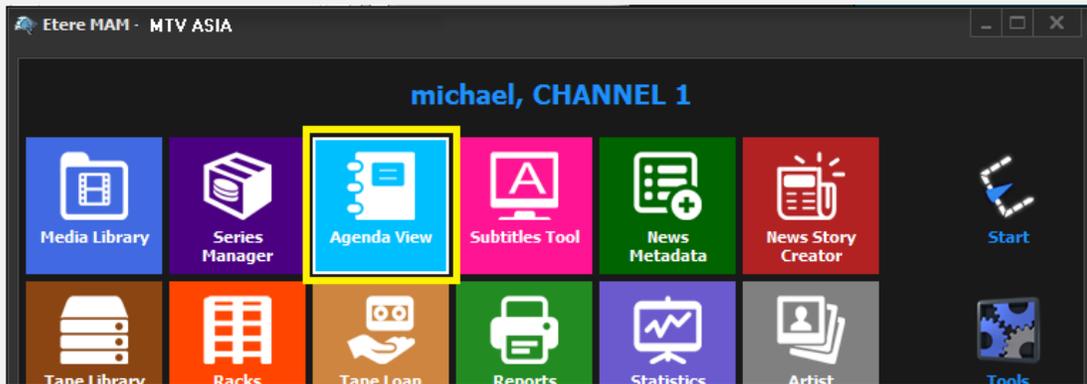
#### ▼ 11.1.1. Download files (Ops)

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)

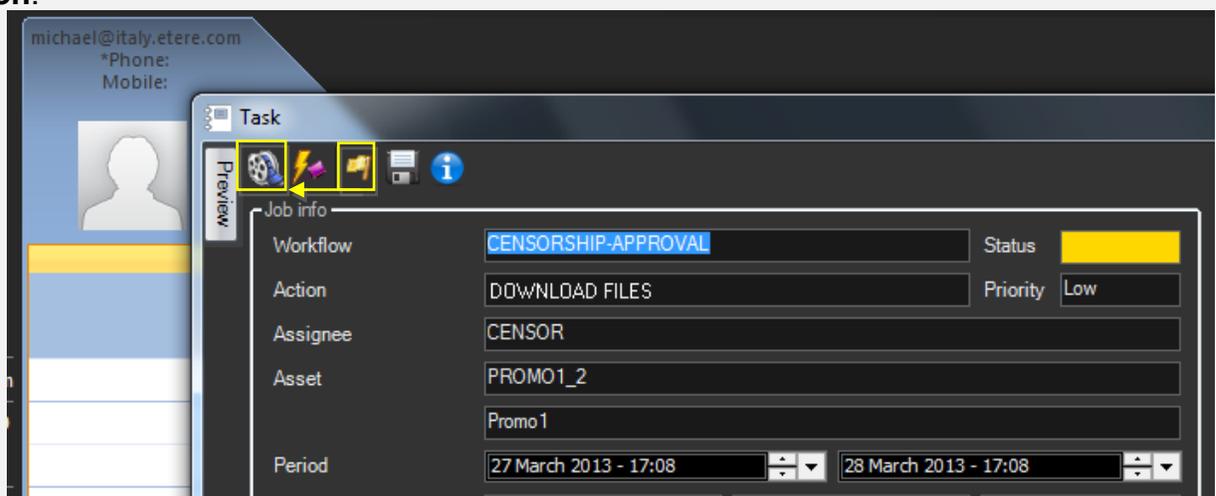
Launch **Etere MAM** and access your **Agenda View**:



**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):

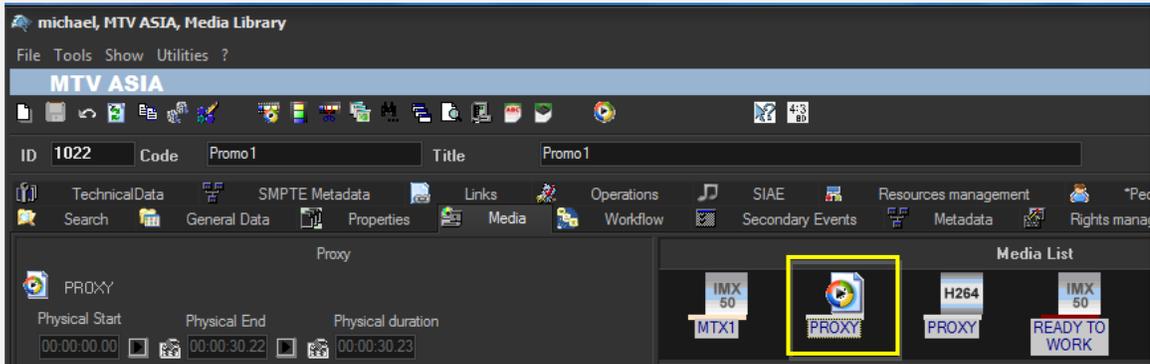
Task	Group	Start date	*Due date	Priority	Code	Description
⚡ DOWNLOAD FILES	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
✕ Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
➤ Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 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:

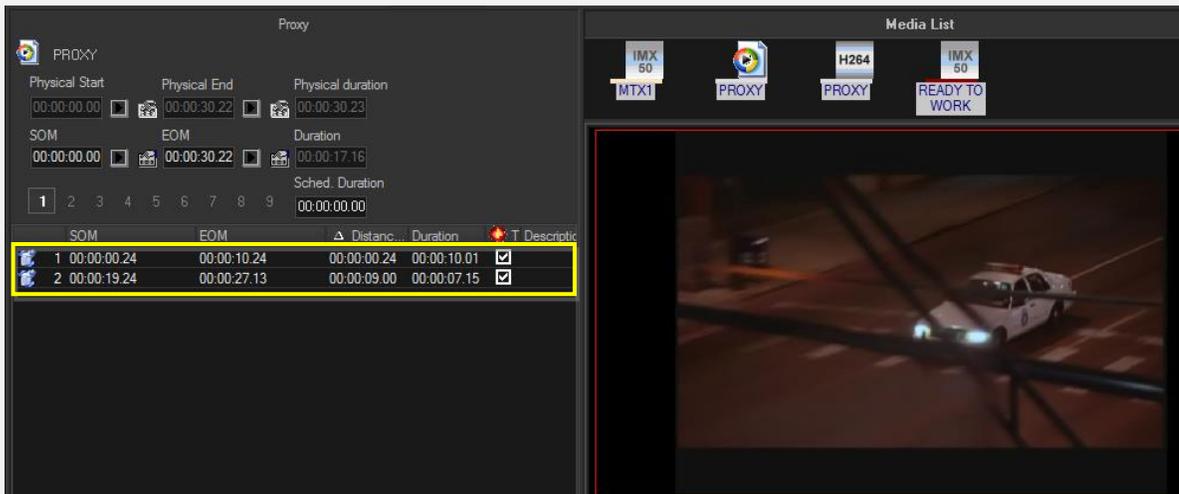


The **Media Library** will be opened, move to the “**Media**” tab and follow the steps below:

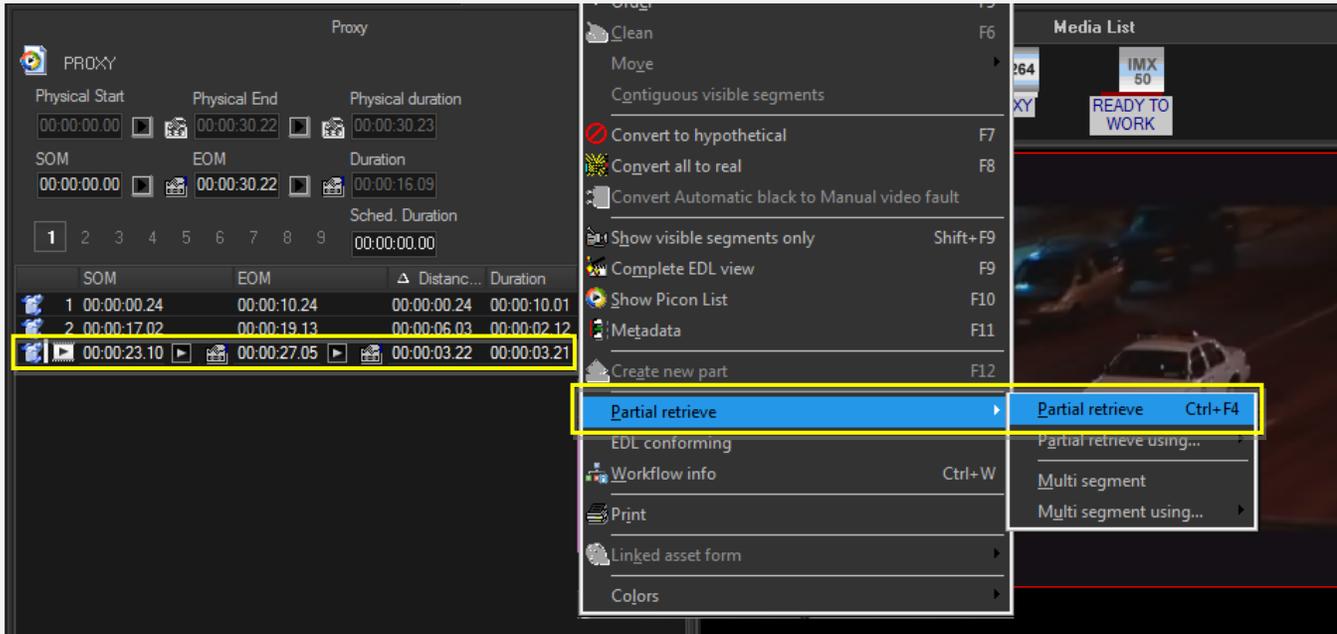
5. Double-click on the **proxy** media to load the Preview and the EDL:



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:



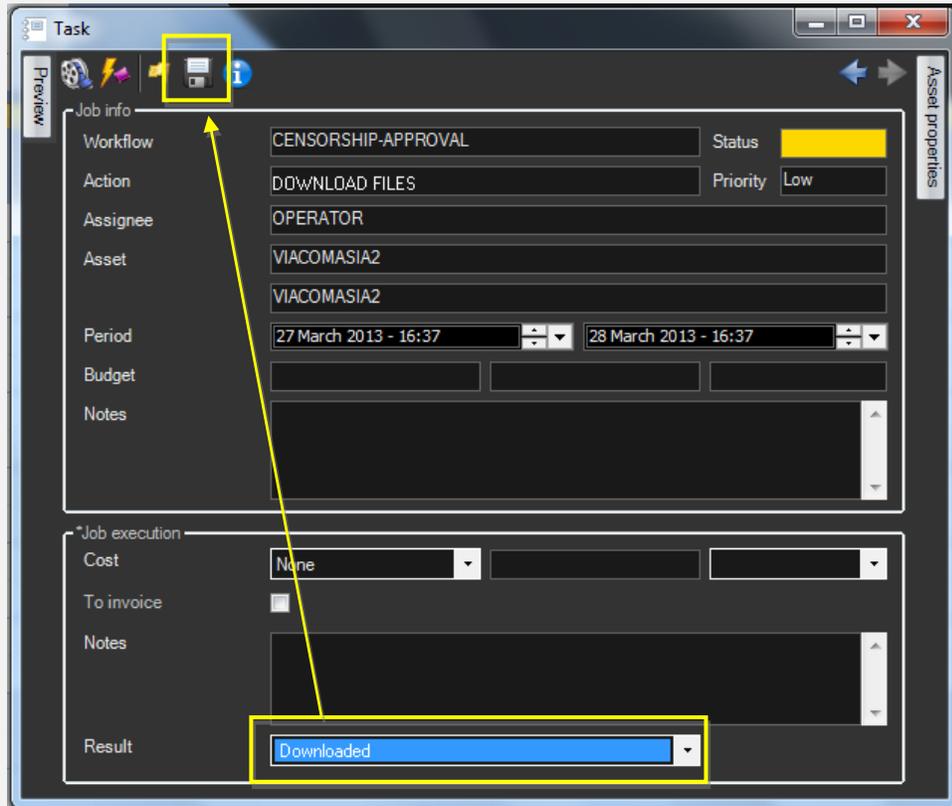
7. Make right-click on a segment and select the “**Partial retrieve**” function or just press **Ctrl – F4** keys combination:



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**:

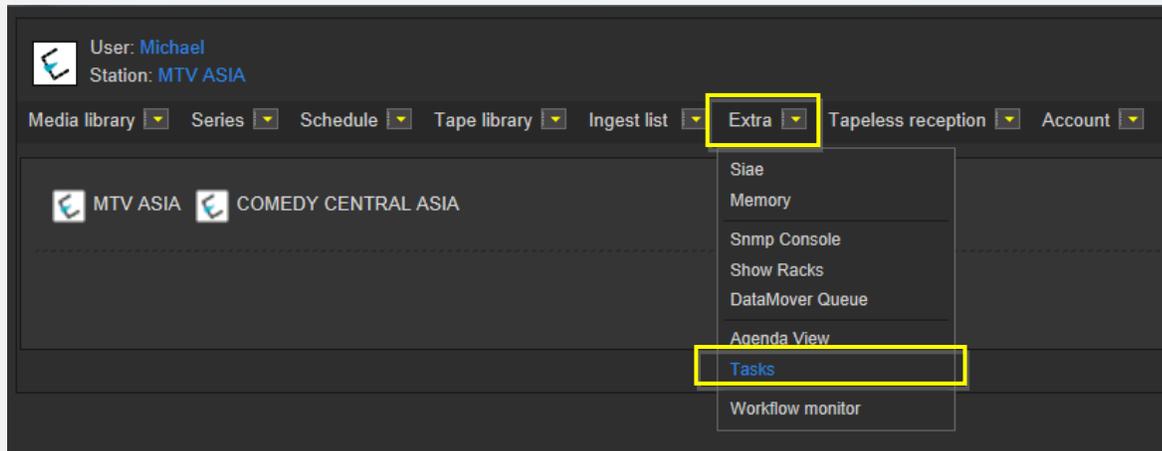


**Available outputs:**

<b>Downloaded</b>	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:



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

Task	Start date	Due date	Priority	Code	Description
MARK CLIP	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	VIACOMASIA1
Upload New Version	27/03/2013 15:25:57	28/03/2013 15:25:57	2	LOCAL SHOW 2 Show 1	
Download files	28/03/2013 16:17:49	29/03/2013 16:17:49	2	VIACOMASIA2	VIACOMASIA2

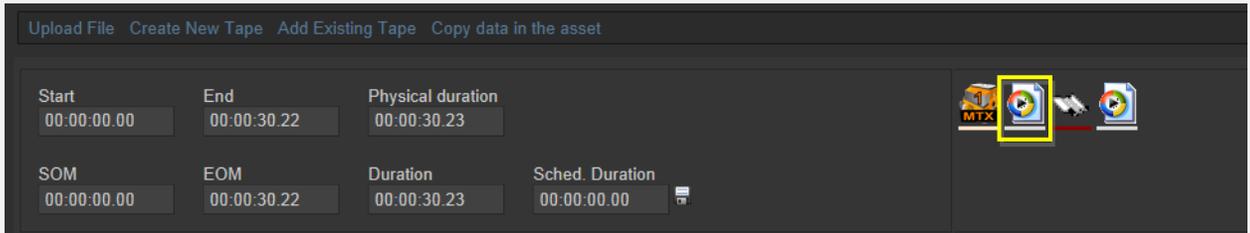
In order to open the task just click the **task name** (e.g. **Download files**), the task will be loaded displaying a **lowres preview** of the asset:

The screenshot shows a video player on the left displaying a low-resolution preview of a white car at night. On the right, a metadata panel displays the following information:

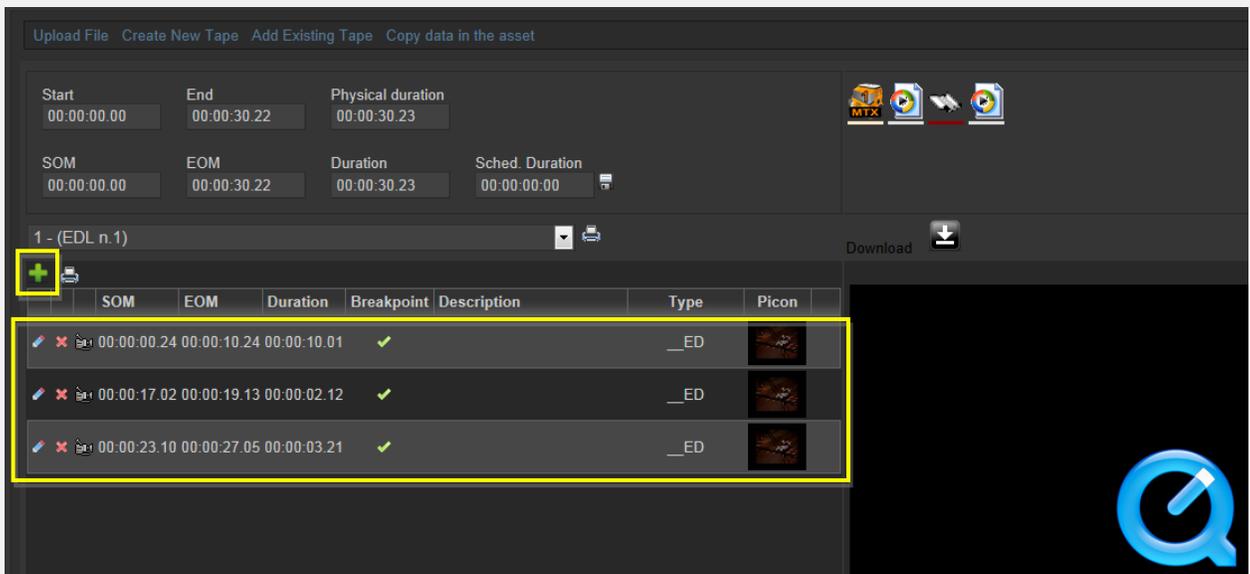
- Status: Low
- Resources management: CENSORSHIP-APPROVAL
- Action: DOWNLOAD FILES
- Asset: VIACOMASIA2 (highlighted)
- Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49
- Assignee: (empty)
- Cost: Select a type
- To invoice:
- Notes: (empty)
- Result: Downloaded

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:

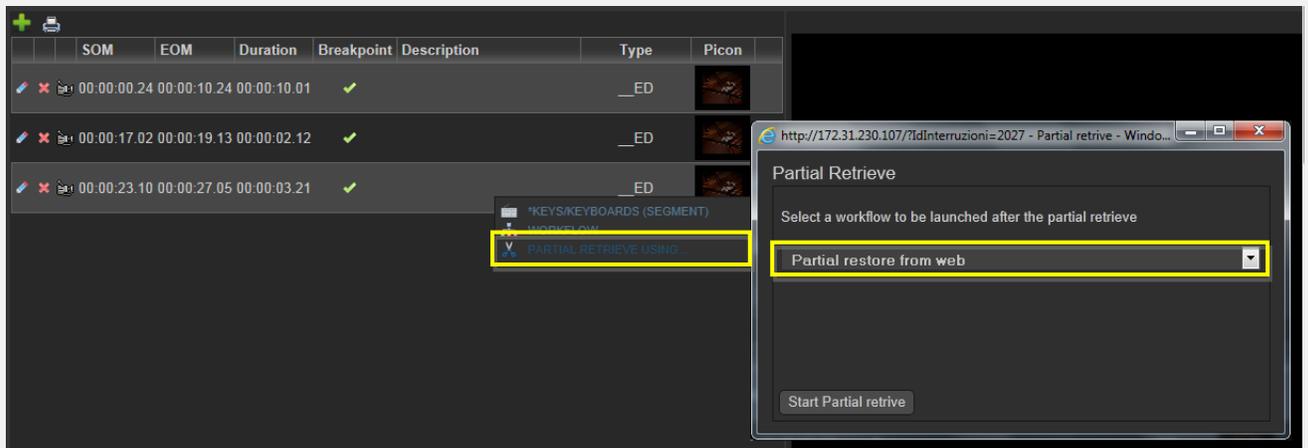
1. Click on the **proxy** media to load the Preview and the EDL:



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



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



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

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**:

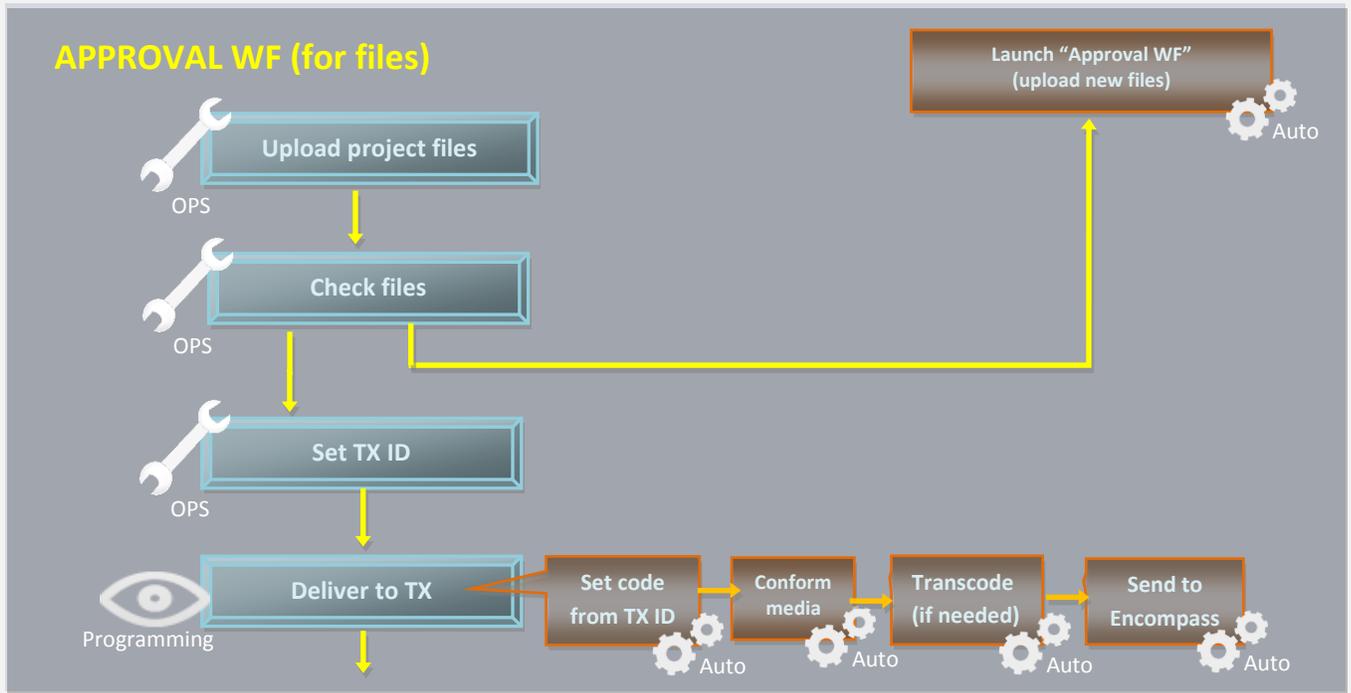
The screenshot shows a task configuration form with the following fields:

- Status: Low
- Resources management: CENSORSHIP-APPROVAL
- Action: DOWNLOAD FILES
- Asset: VIACOMASIA2
- Period: 28/03/2013 16:17:49 - 29/03/2013 16:17:49
- Assignee: (empty)
- Cost: Select a type (dropdown)
- To invoice:
- Notes: media has been elaborated as requested
- Result: Downloaded (highlighted with a yellow box)
- Save button

Available outputs:	
<b>Downloaded</b>	Segments files were correctly downloaded.

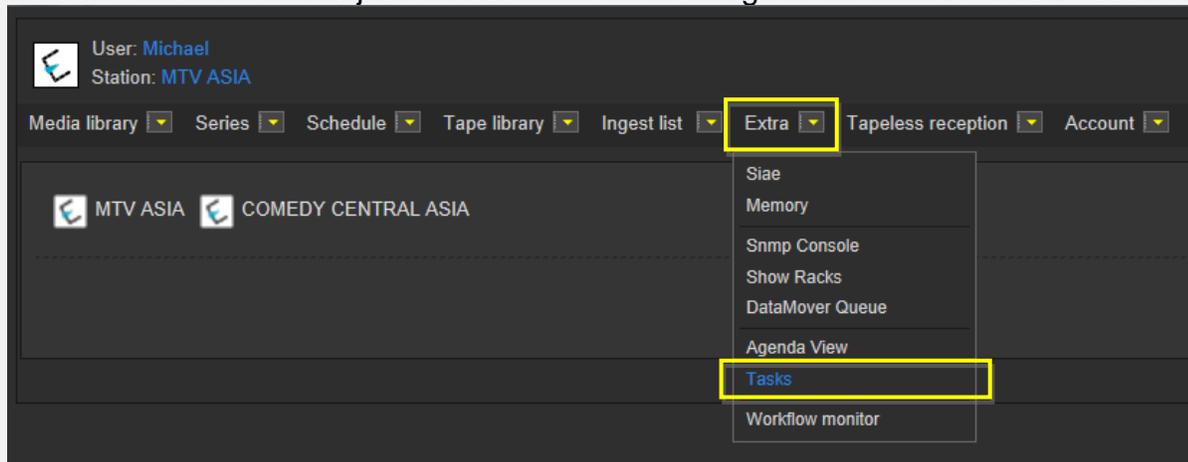
## ▼ 11.2. Approval for Files

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:



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	27/03/2013 14:49:26	28/03/2013 14:49:26	2	VIACOMASIA1	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 Low 

Resources management EDITOR/NLE

Action **UPLOAD FILES**

Asset **VIACOMASIA2**

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

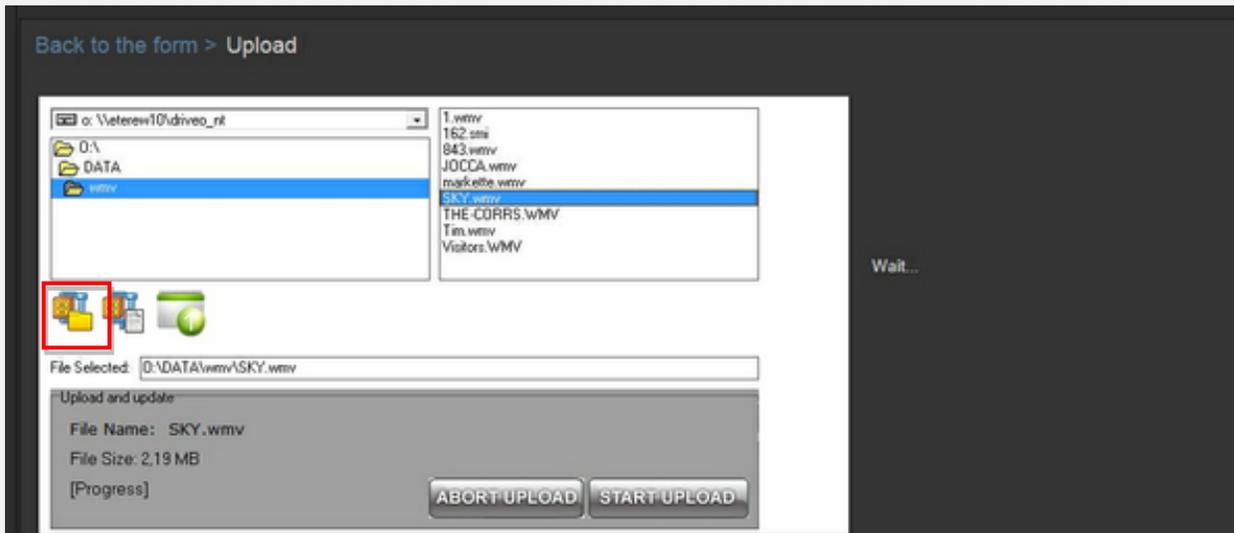
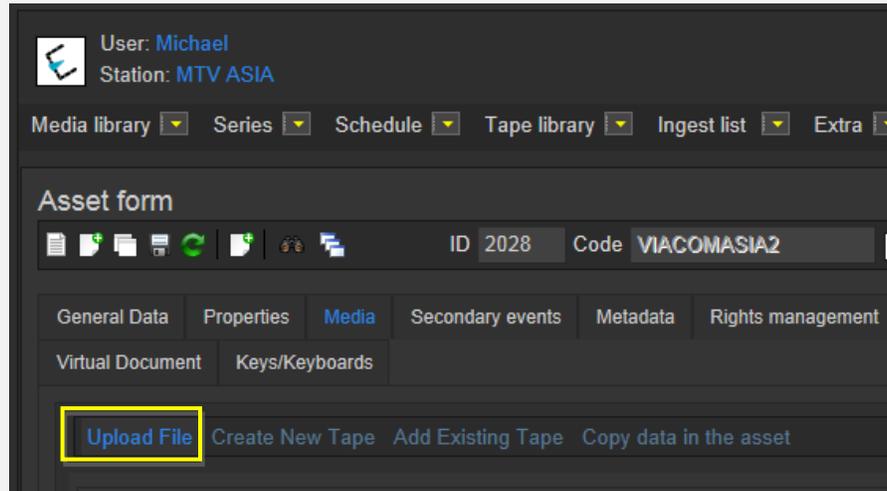
SOM   Subtitles language No subtitles ▾

EOM   Audio count 2 Audio tracks Audio 1 ▾

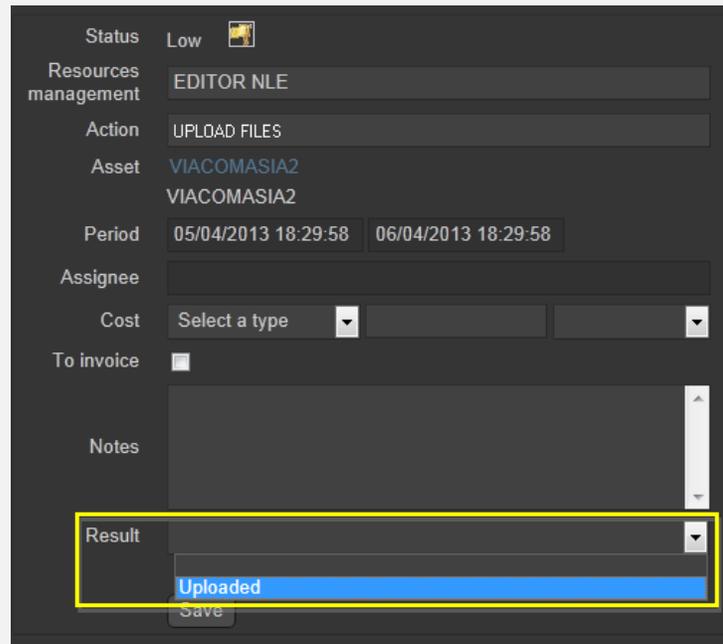
Prev version Next version

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) using the **“Upload compressed directory”** option:



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**:



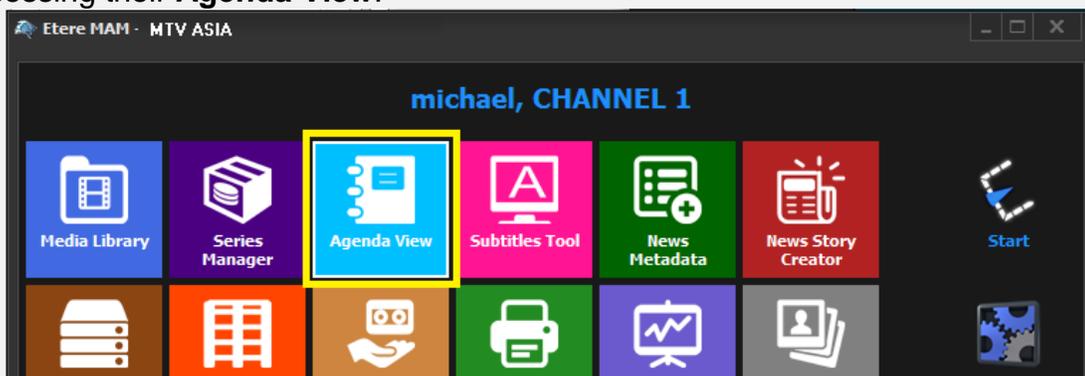
Available results:	
<b>Uploaded</b>	Files were successfully uploaded.

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.

▼ **11.2.2. Check files (Ops)**

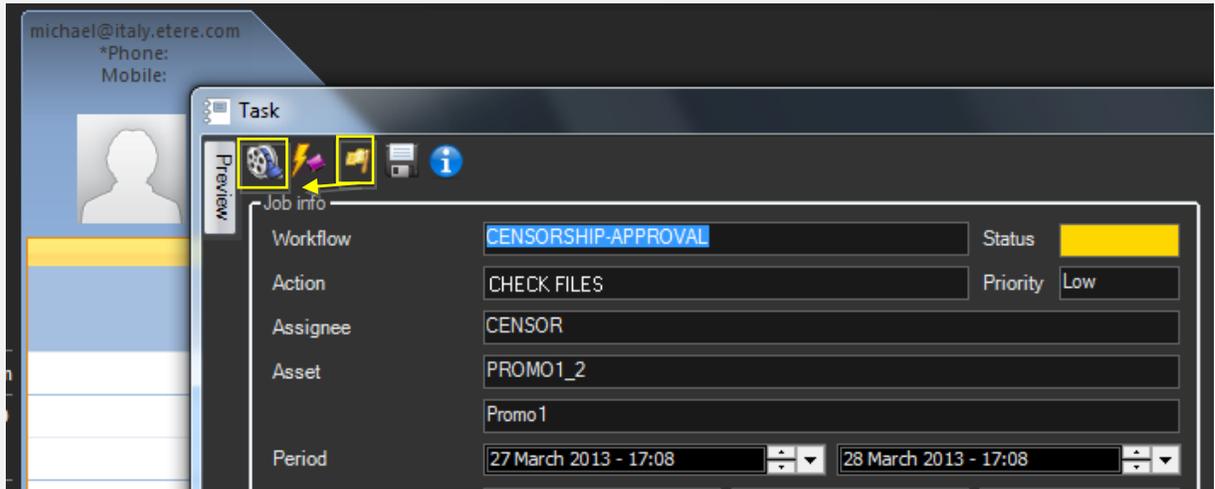
Once files are uploaded, the **OPS** department can check them just by launching **Etere MAM** and accessing their **Agenda View**:



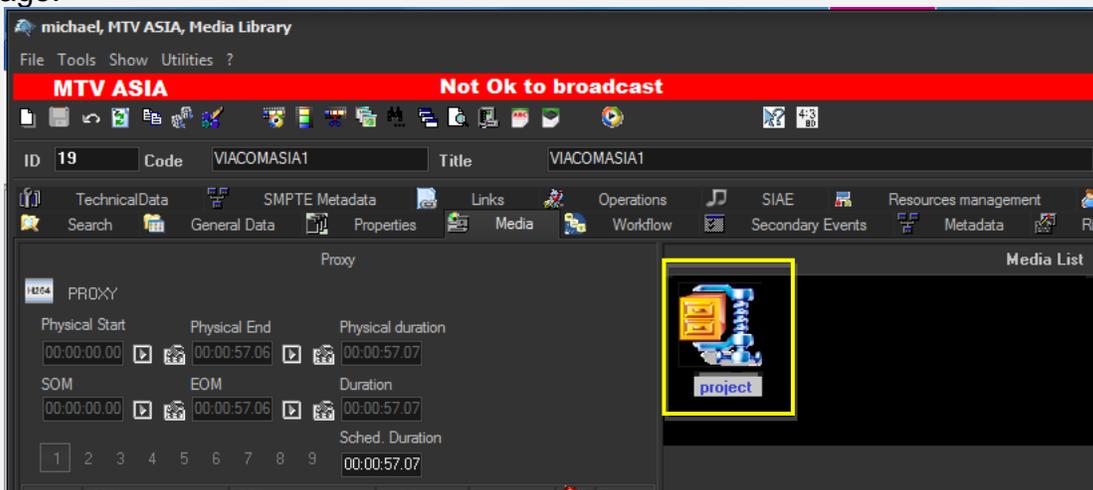
**Tasks** will be listed in the bottom part of the window; make double-click on the “**Check files**” task to be carried out (i.e. Check files):

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	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:



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



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

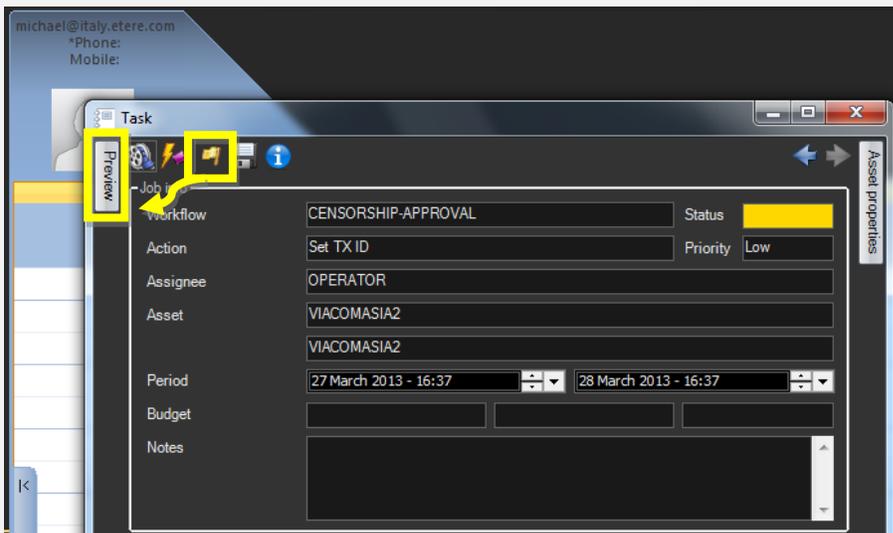
Available outputs:	
<b>Ok</b>	Graphics are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Graphics will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Graphics require further actions, the <b>"upload files"</b> task will be submitted again to request a new graphics package.

▼ **11.2.3. Set TX ID (Ops)**

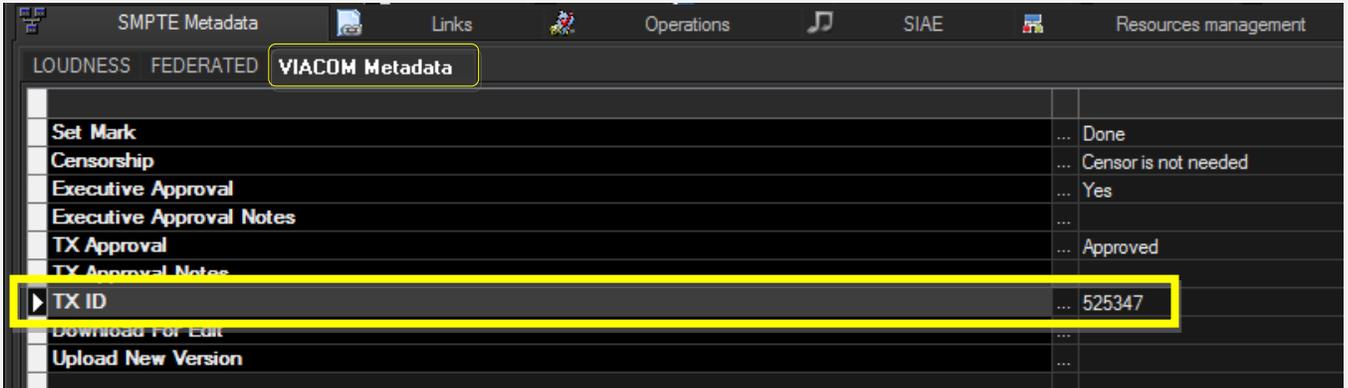
In order to continue processing media, a **"Set TX ID"** task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

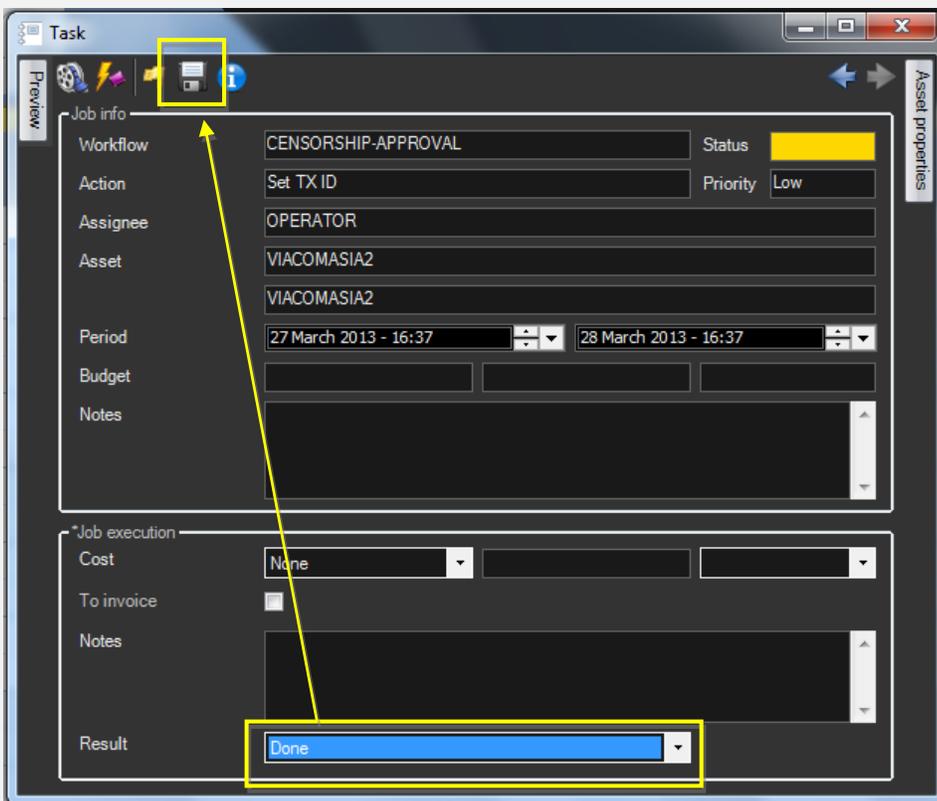
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



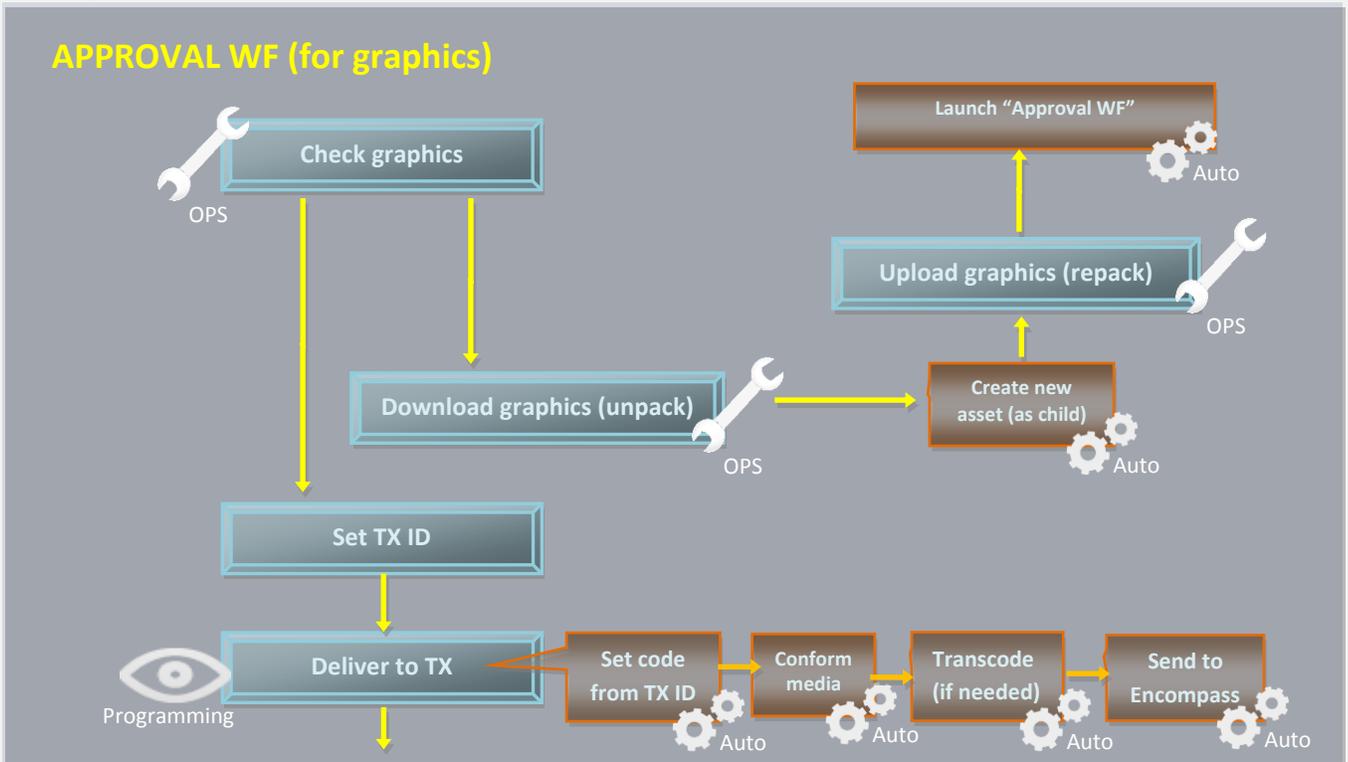
**Available outputs:**

**Ok**

The **TX ID** metadata required for broadcast has been set.

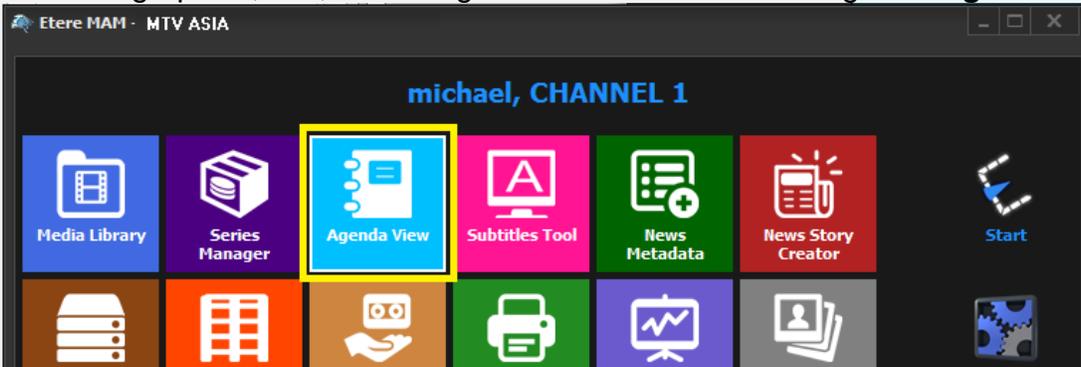
### ▼ 11.3. Approval for Graphics

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)

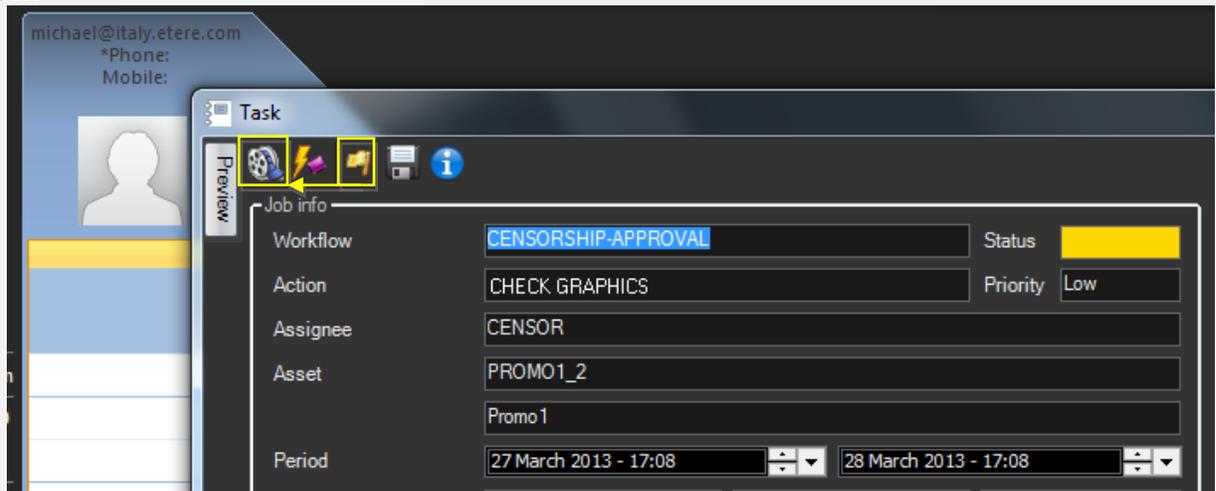
In order to start the approval process, the **Programming** department needs to first check received graphics, this, launching **Etere MAM** and accessing their **Agenda View**.



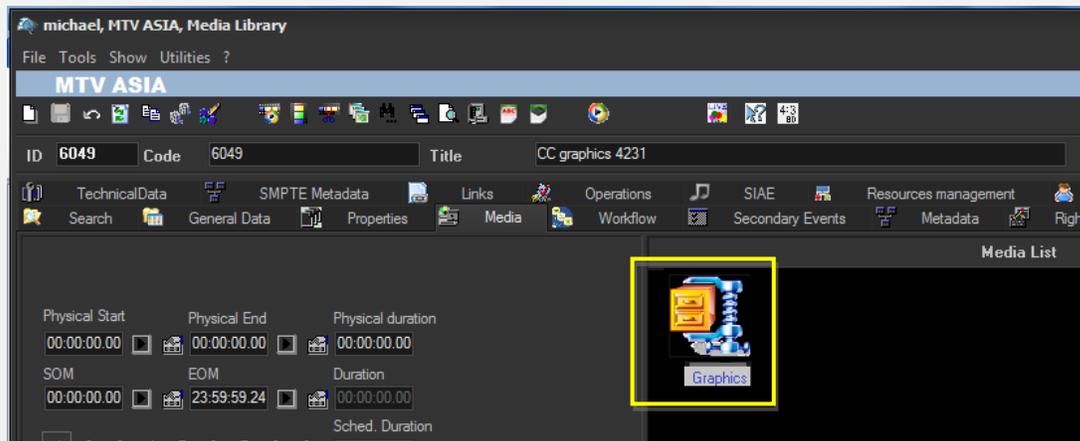
**Tasks** will be listed in the bottom part of the window; make double-click on the **copyright task** to be carried out (i.e. Check graphics):

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	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:



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



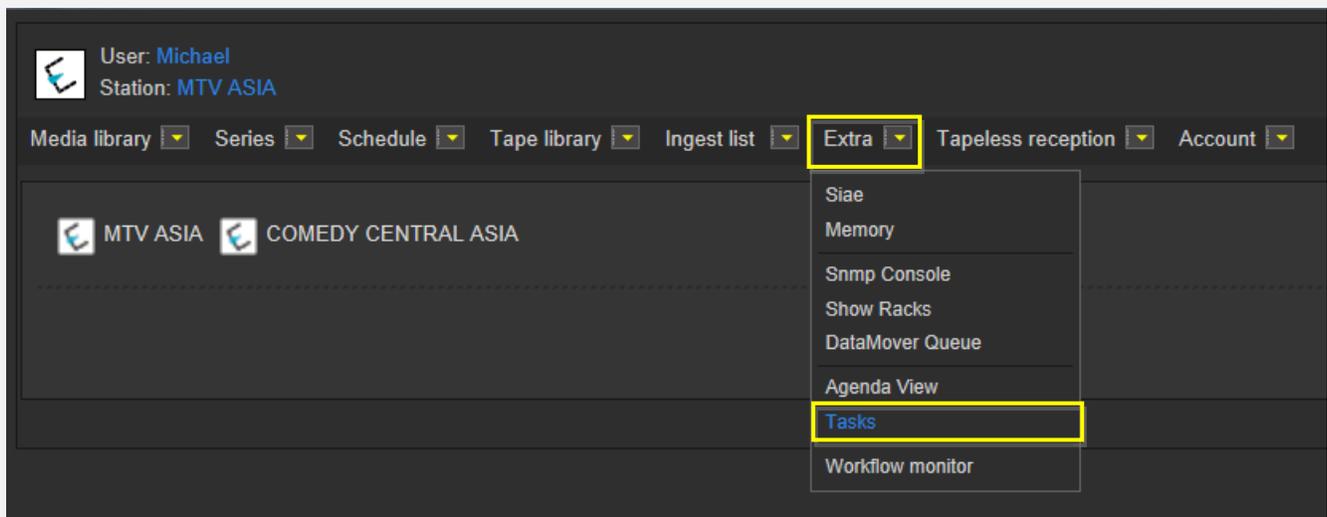
Once the check is completed, give a **result** to the task and click on the **[Save]** button to complete the task. Available results include:

Available outputs:	
<b>Ok</b>	Graphics are considered ok, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>Media will be stored in the <b>archive</b></li> </ul>
<b>Not ok</b>	Media require further actions, the following actions will be automatically performed: <ul style="list-style-type: none"> <li>A <b>new asset version</b> will be created (linked to the original asset).</li> <li>A <b>“Download for edit”</b> task will be attached to the new asset version to allow its download (and subsequent processing and upload).</li> </ul>

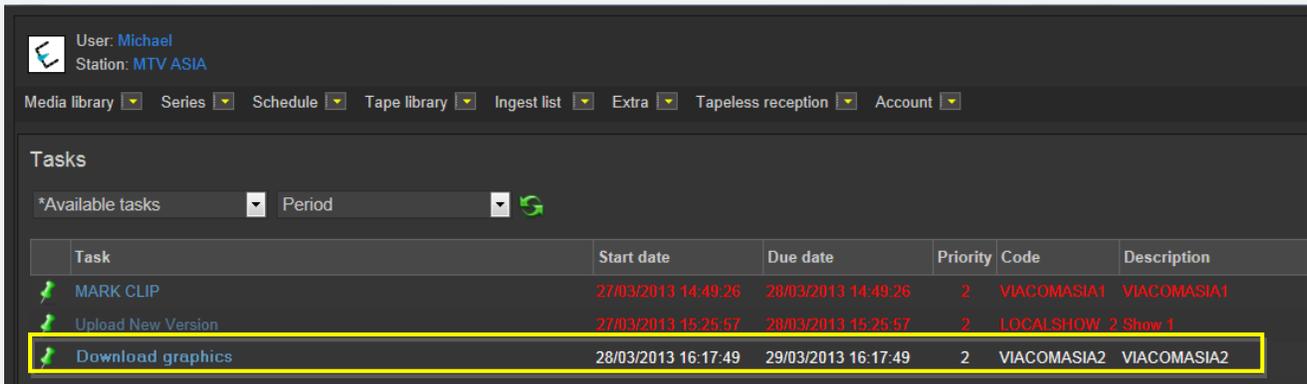
▼ **11.3.2. Download graphics (Ops)**

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.

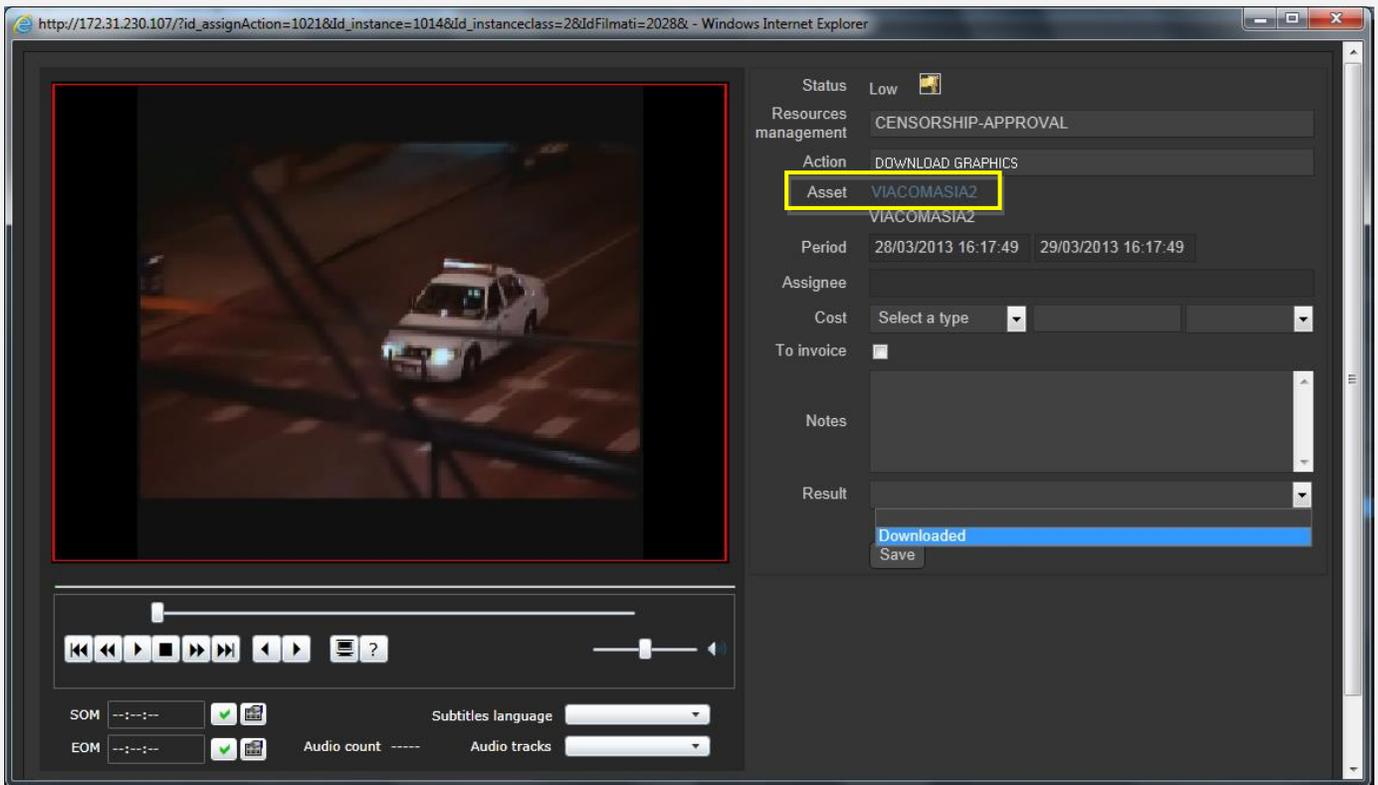
In order to download it's enough to access **EtereWeb** and go to the **Extra > Tasks** section:



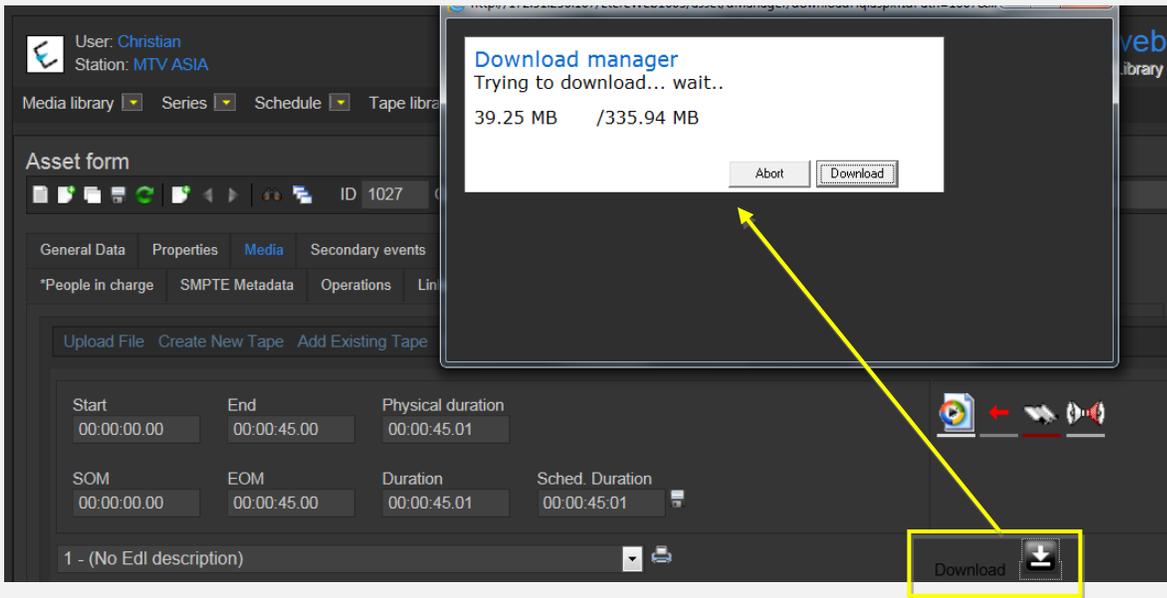
A new section will be loaded showing all available **editing tasks**:



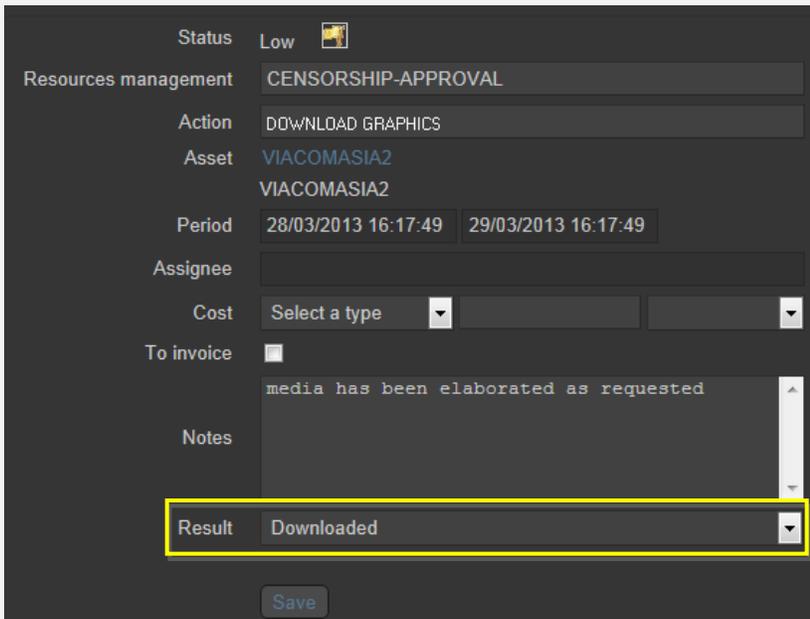
In order to open the task just click the **task name** (e.g. Download graphics), the task will be loaded displaying a **lowres preview** of the asset:



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:



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**:



**Available outputs:**

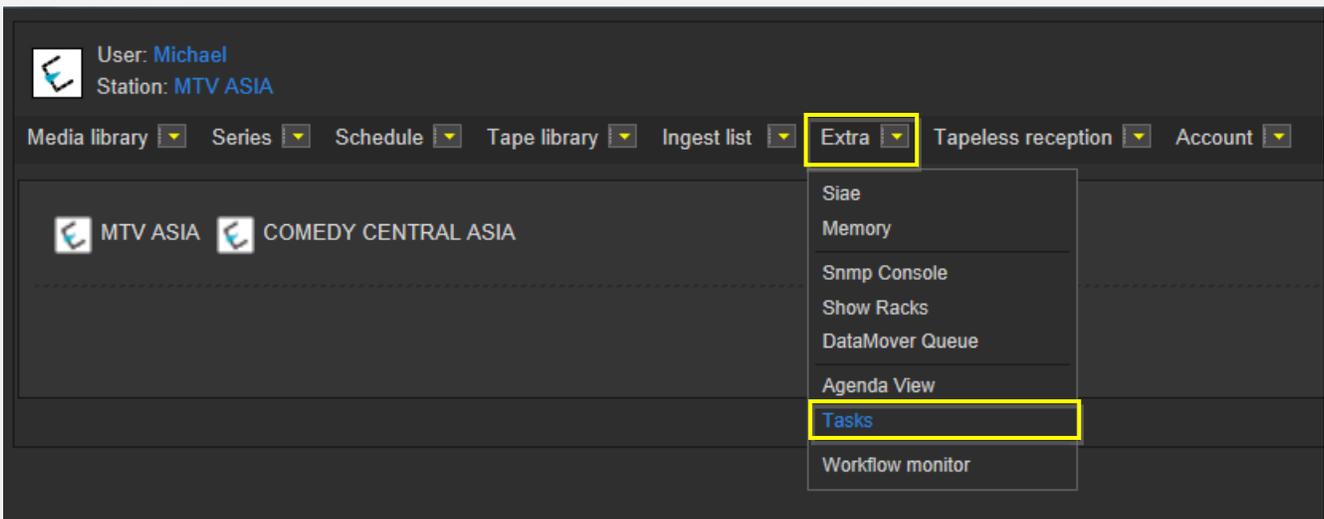
**Downloaded**

Graphics files were correctly downloaded.

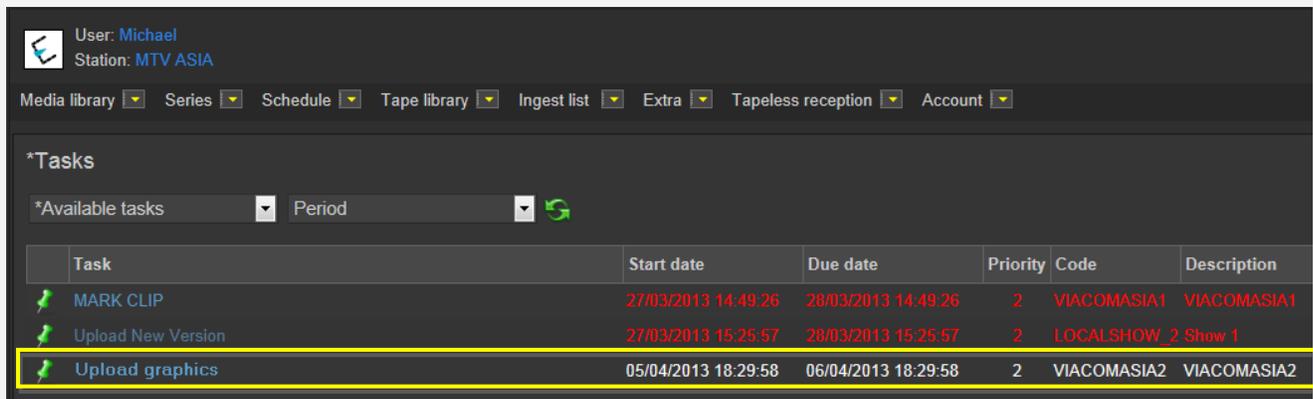
▼ **11.3.3. Upload graphics (Ops)**

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.

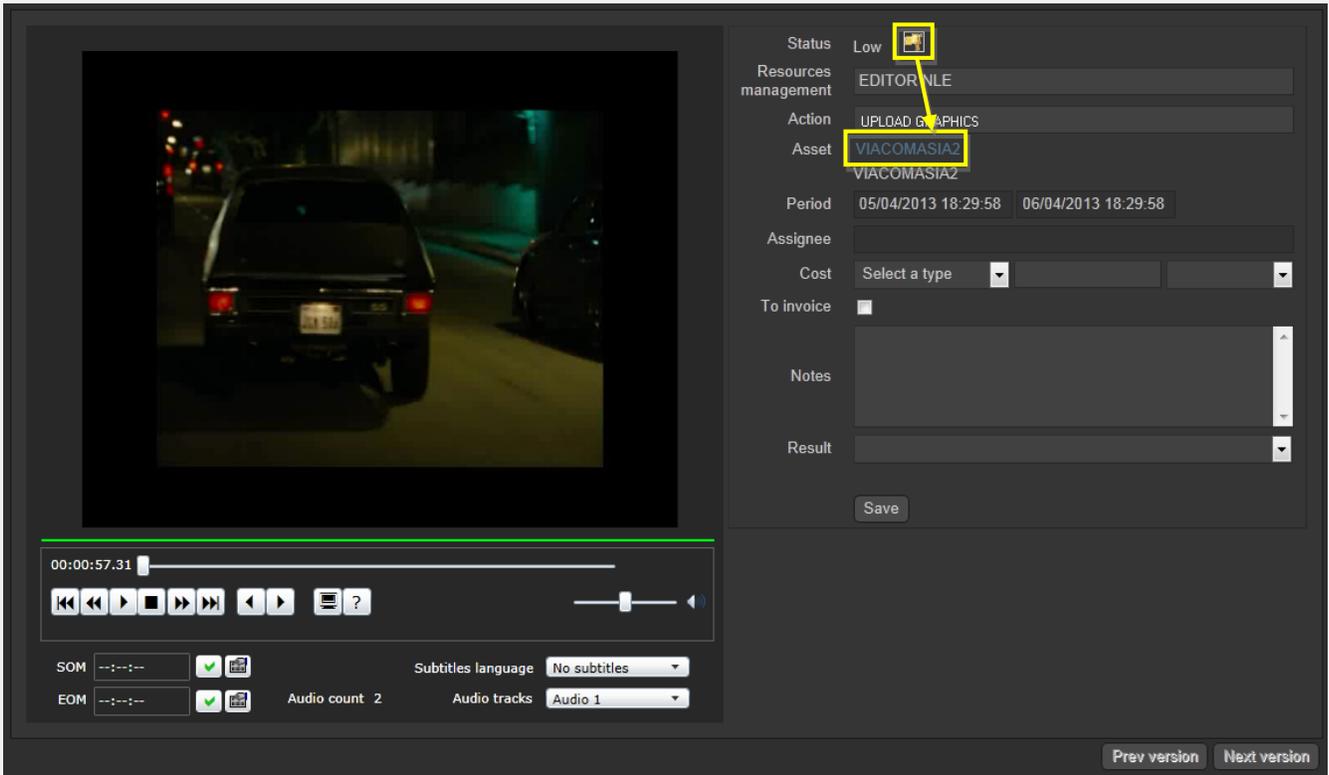
In order to accomplish these operations it’s enough to access **EtereWeb** and go to the **Extra > Tasks** section:



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

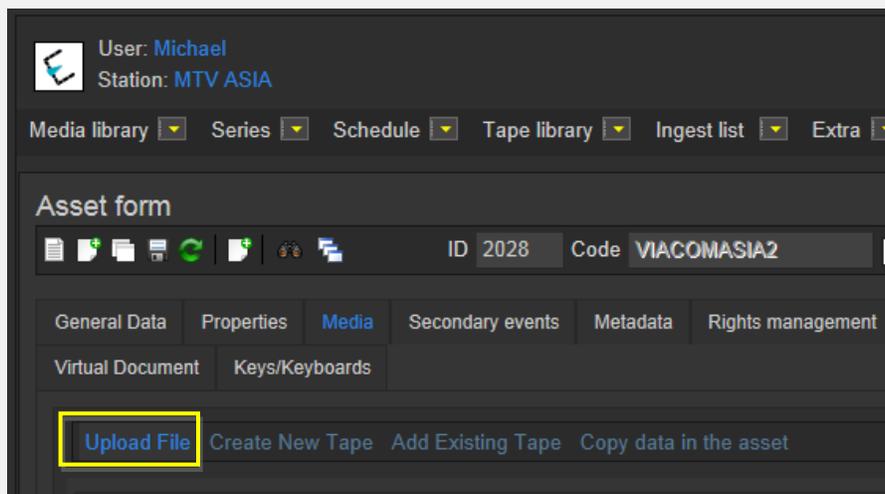


In order to open the task just click the **task name** (e.g. Download for Edit), the task will be loaded:

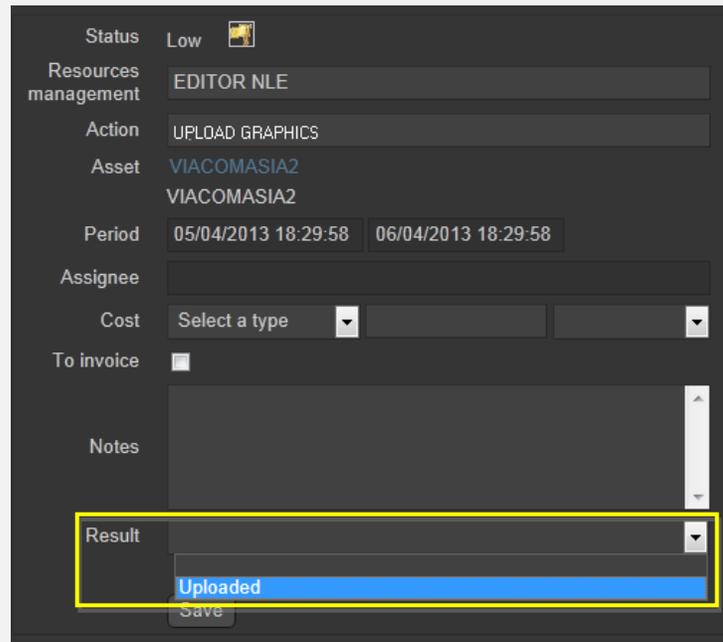


Take the action by clicking on the **flag icon** and make click on **asset code** to load the asset to which the request is related in the **Media Library**, and then follow the instructions below:

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



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:	
<b>Uploaded</b>	Graphics were successfully uploaded.

At this point, the “**Approval workflow**” will be automatically started for uploaded version.

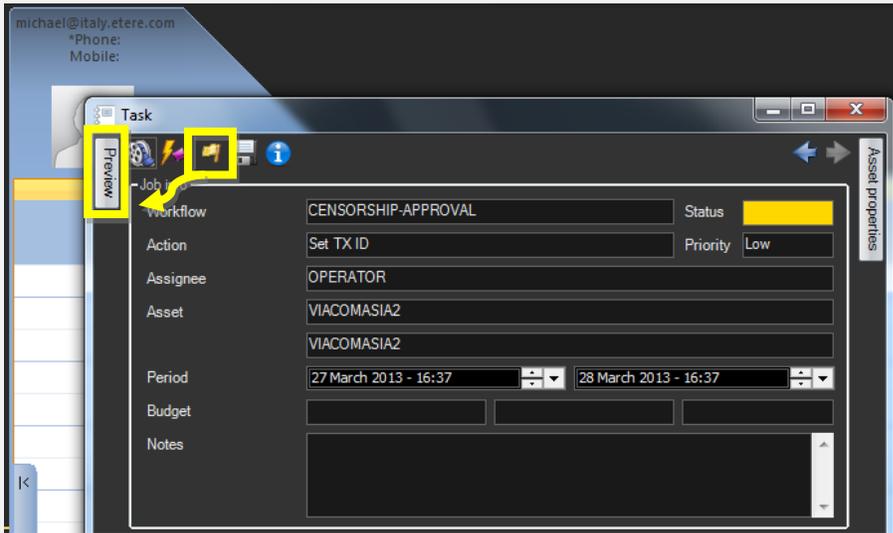
**Note:** In case edited files are received on a **HDD/USB device** it will be possible to upload them from the Etere’s desktop version: **Etere MAM > Agenda View**, this, by clicking on the  **Media Library** icon from the **task** and using the **Video File Import** function.

▼ **11.3.4. Set TX ID (Ops)**

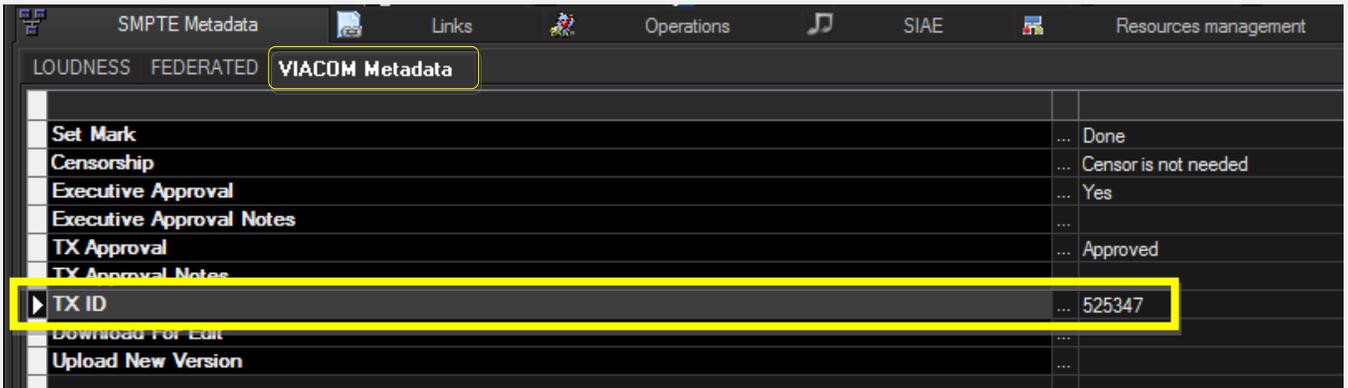
In order to continue processing media, a “**Set TX ID**” task is submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW_1	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	Promo1
<b>Set TX ID</b>	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

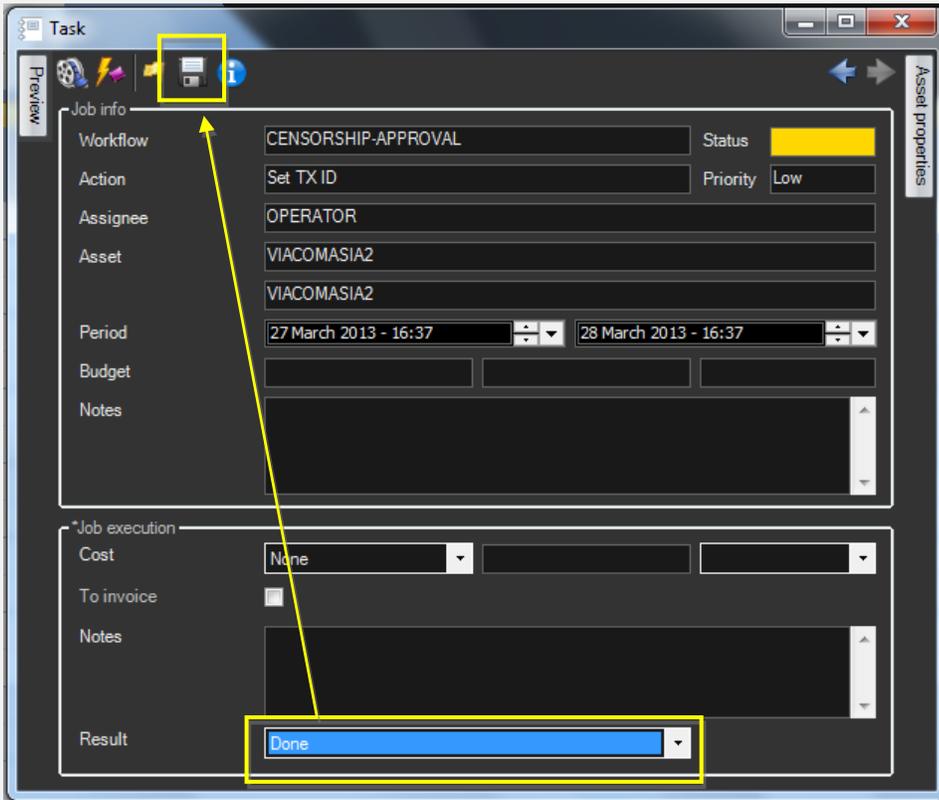
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



**Available outputs:**

**Ok**

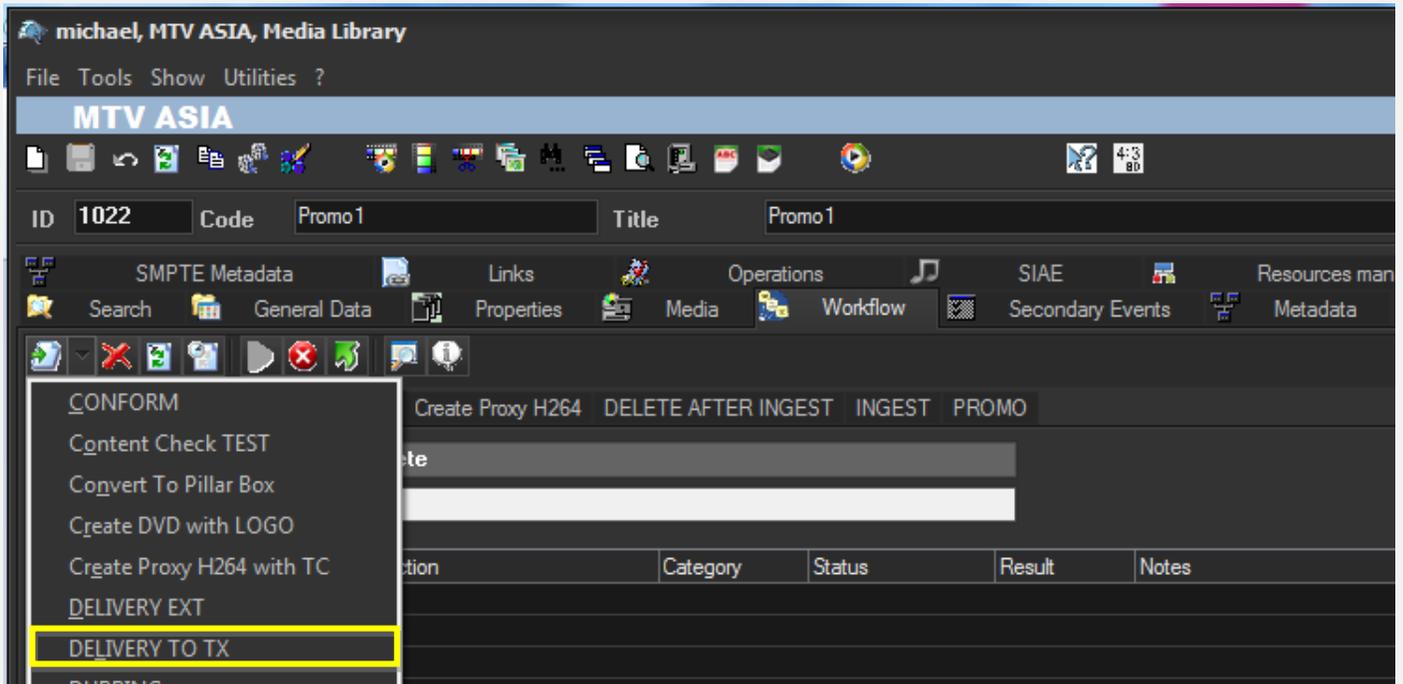
The TX ID metadata required for broadcast has been set.

## ▼ 11.4. Delivery

### ▼ 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:



#### Workflows available for manual launching:

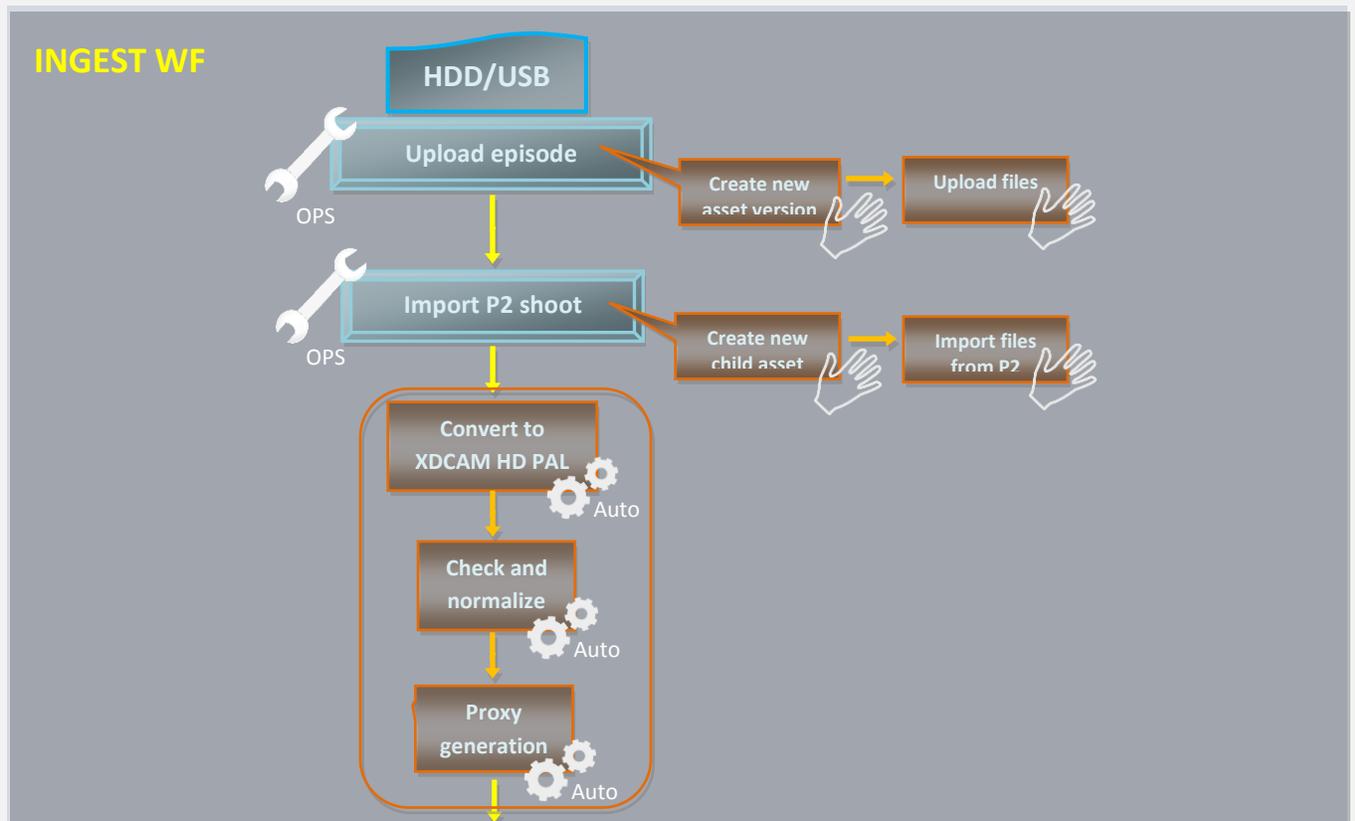
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>
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## ▼ 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. **Upload episode:** Upload files related to the 4 versions managed for each episode.
2. **Import P2 shoot:** 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**".

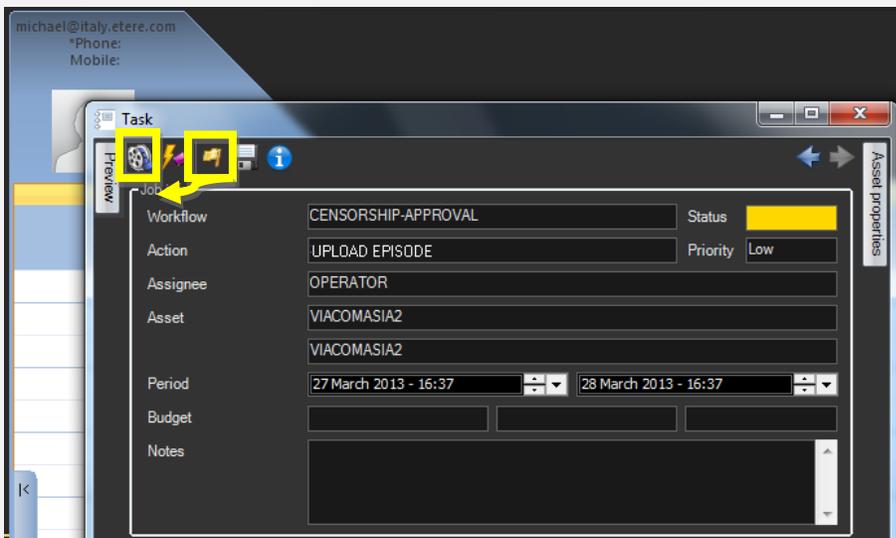
▼ **12.1.1. Upload episode**

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**:

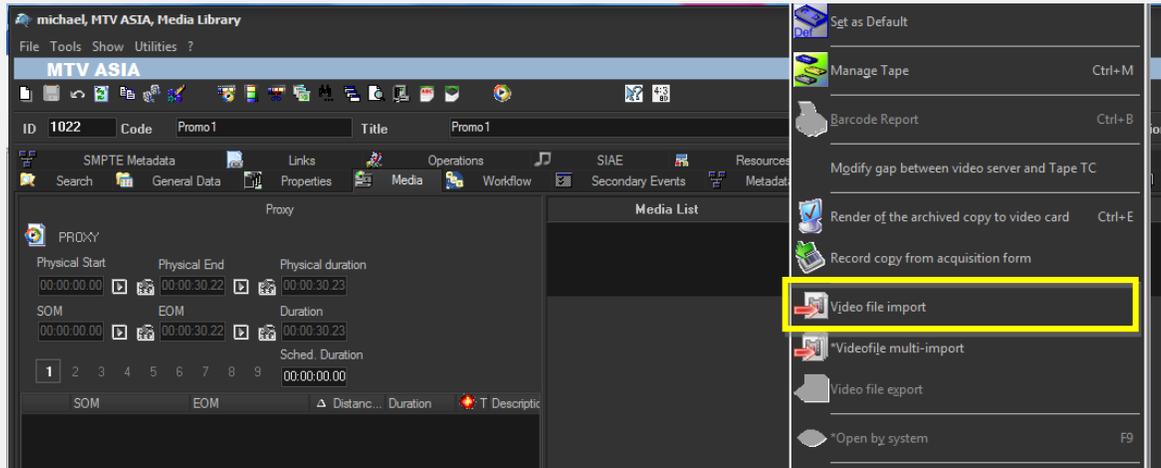
Task	Group	Start date	*Due date	Priority	Code	Description
MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo1
★ <b>UPLOAD EPISODE</b>	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

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:



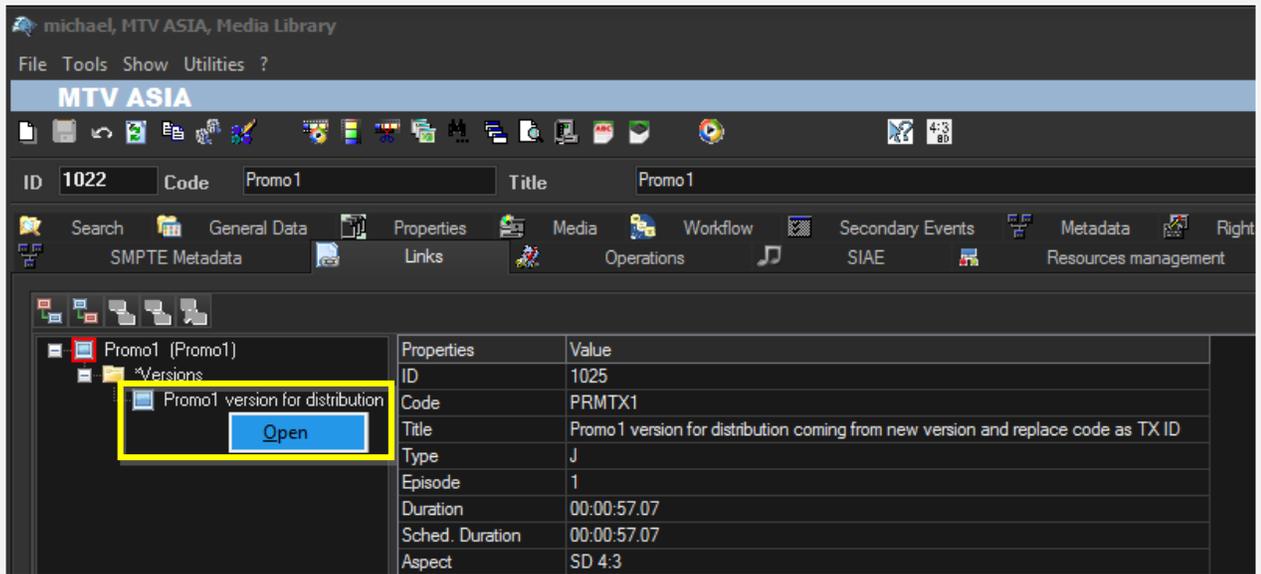
The asset will be loaded in the **Media Library**, at this point just follow the steps below:

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:

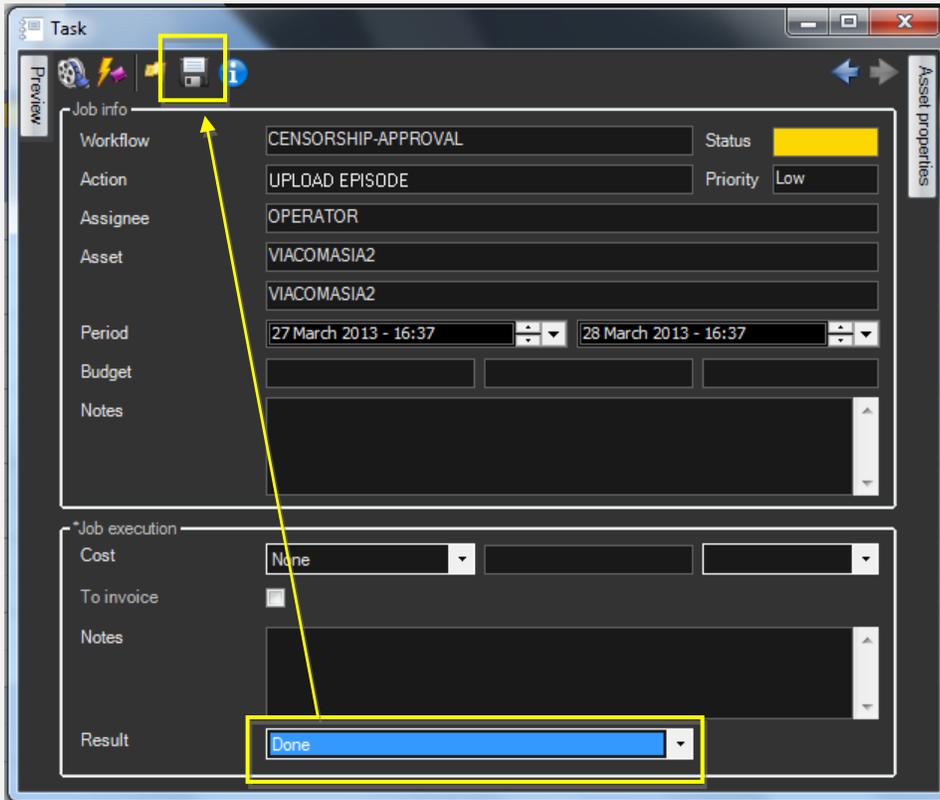


**NB:** Press **[save]** to apply changes.

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”**):



Once done, close the **Media Library**, then complete the task by setting its **result**:



**Available outputs:**

**Done** All episode files have been successfully uploaded.

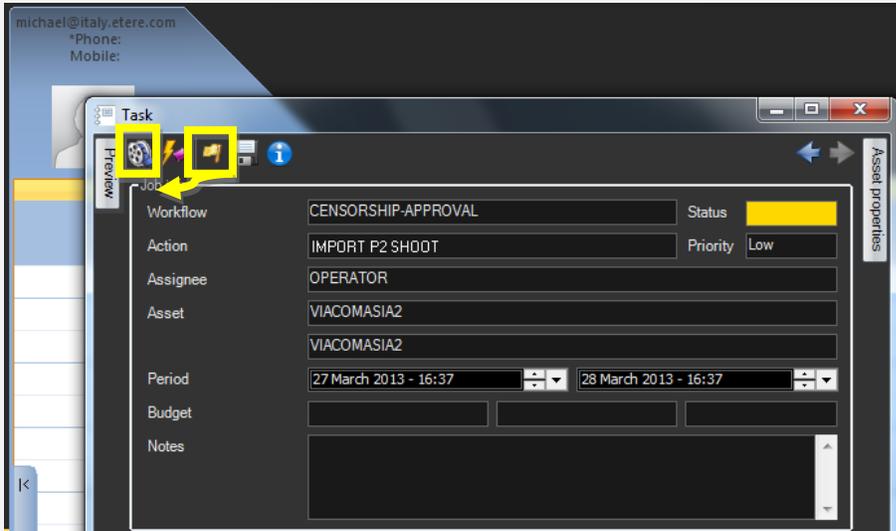
▼ **12.1.2. Import P2 shoot**

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**:

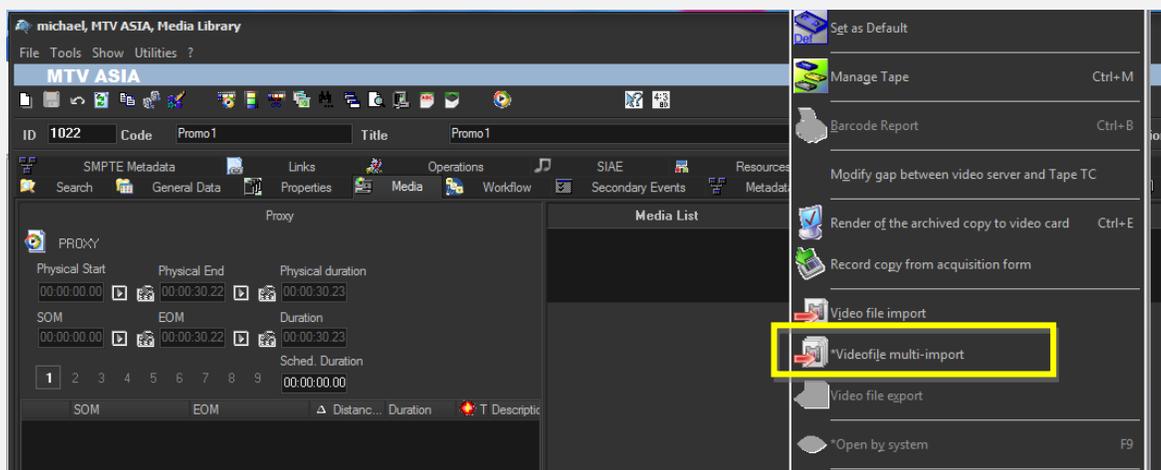
Task	Group	Start date	*Due date	Priority	Code	Description
MARK CLIP	OPERATOR	27/03/2013 2:49 PM	28/03/2013 2:49 PM	Normal	VIACOMASIA1	VIACOMASIA1
Download For Edit	EDITOR	27/03/2013 3:17 PM	27/03/2013 3:17 PM	Normal	LOCALSHOW	Show 1
Upload New Version	EDITOR	27/03/2013 3:25 PM	28/03/2013 3:25 PM	Normal	LOCALSHOW_2	Show 1
MARK CLIP	OPERATOR	27/03/2013 3:31 PM	28/03/2013 3:31 PM	Normal	PROMO1_2	Promo1
IMPORT P2 SHOOT	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

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:



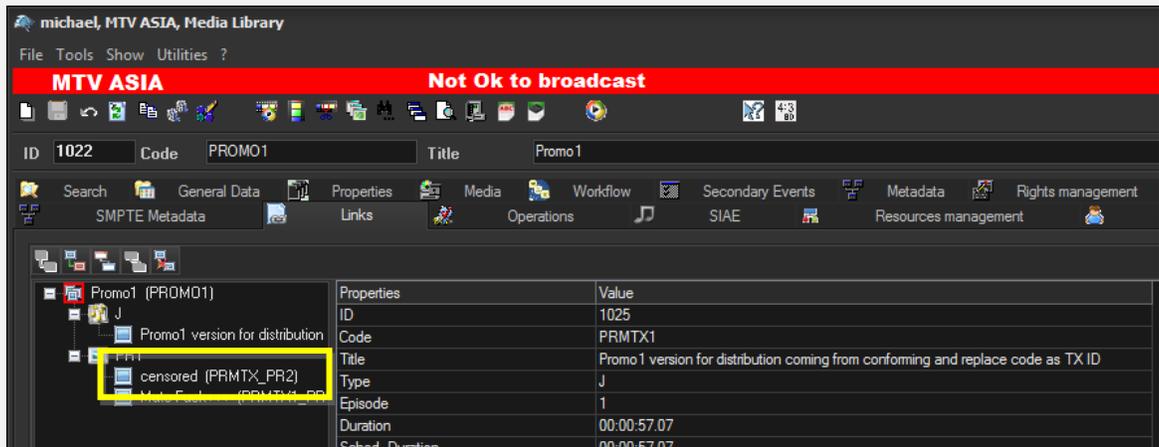
The asset will be loaded in the **Media Library**, at this point just follow the steps below:

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:

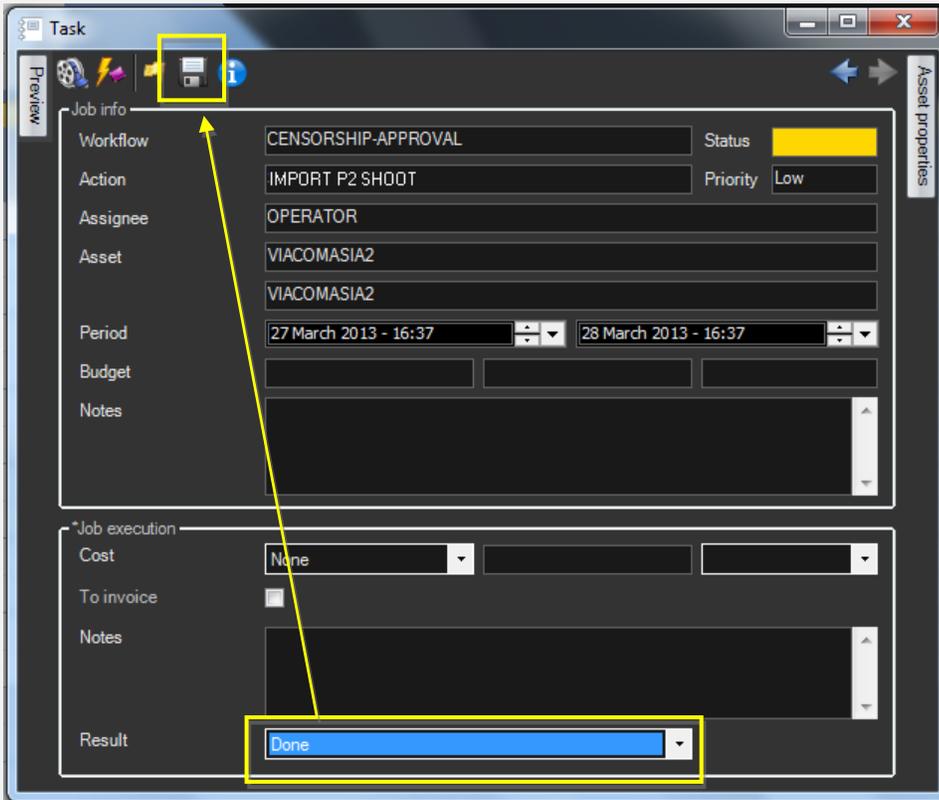


**NB:** Select the “**P2 Hires**” codec (which has the "P2 codec" property enabled) to select the **xml file** containing the file system structure with which files in the directory will be

- 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**:



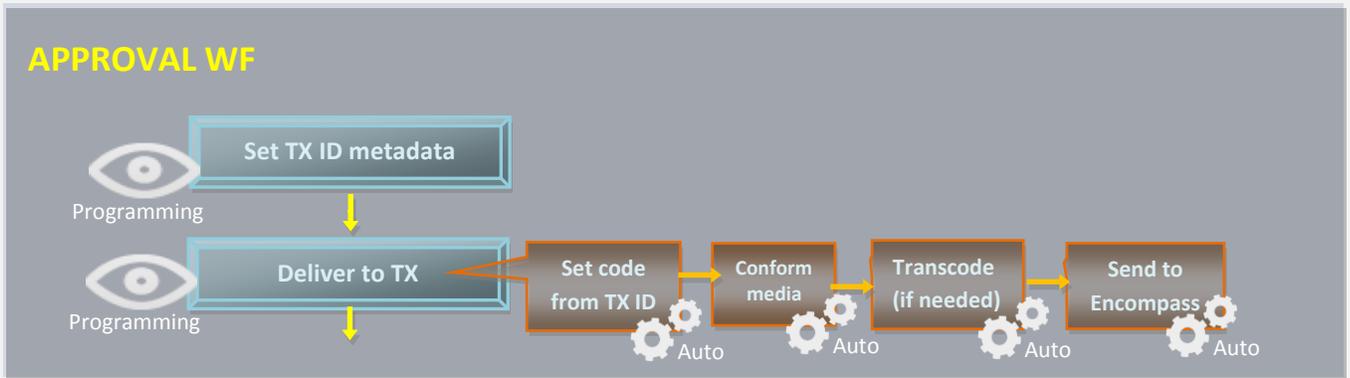
**Available outputs:**

**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**:



1. **Set TX ID**: Set the transmission ID of the approved media
2. **Deliver to TX**: Check the content decided if a new edited version is needed

### ▼ 12.2.1. Set TX ID (OPS)

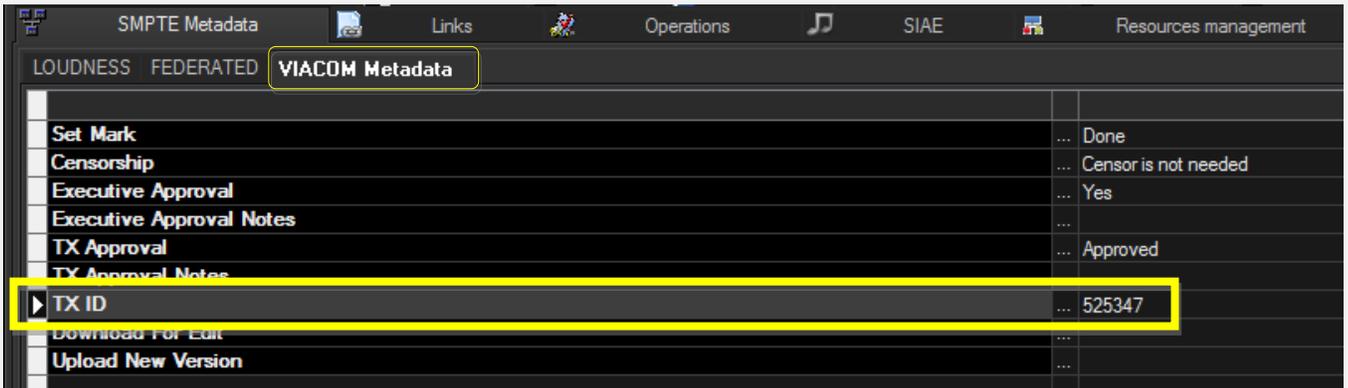
In order to start processing archived media, a “**Set TX ID**” task will be submitted to the **OPS** department to set the **SMPTE metadata** corresponding to the **Transmission ID** of the asset, this, in the **Agenda View**:

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	Promo1
Set TX ID	OPERATOR	27/03/2013 4:37 PM	28/03/2013 4:37 PM	Normal	VIACOMASIA2	VIACOMASIA2

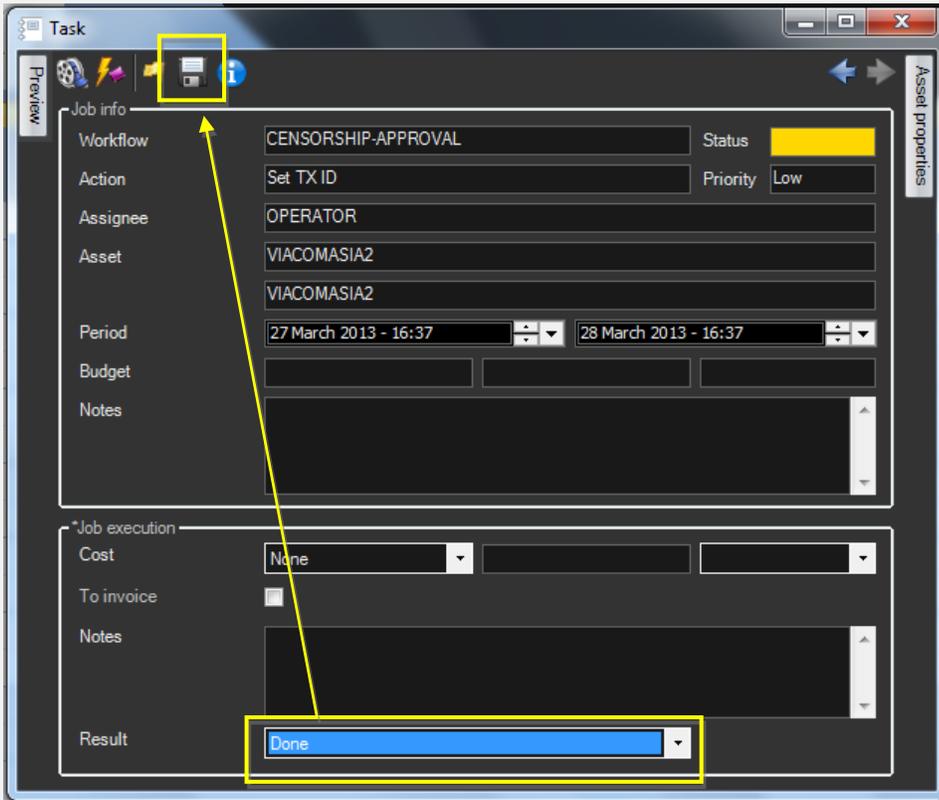
Make double-click on the task to open it, take the task by clicking on the **flag button**, then click on the **[Media Library]** button:



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



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



**Available outputs:**

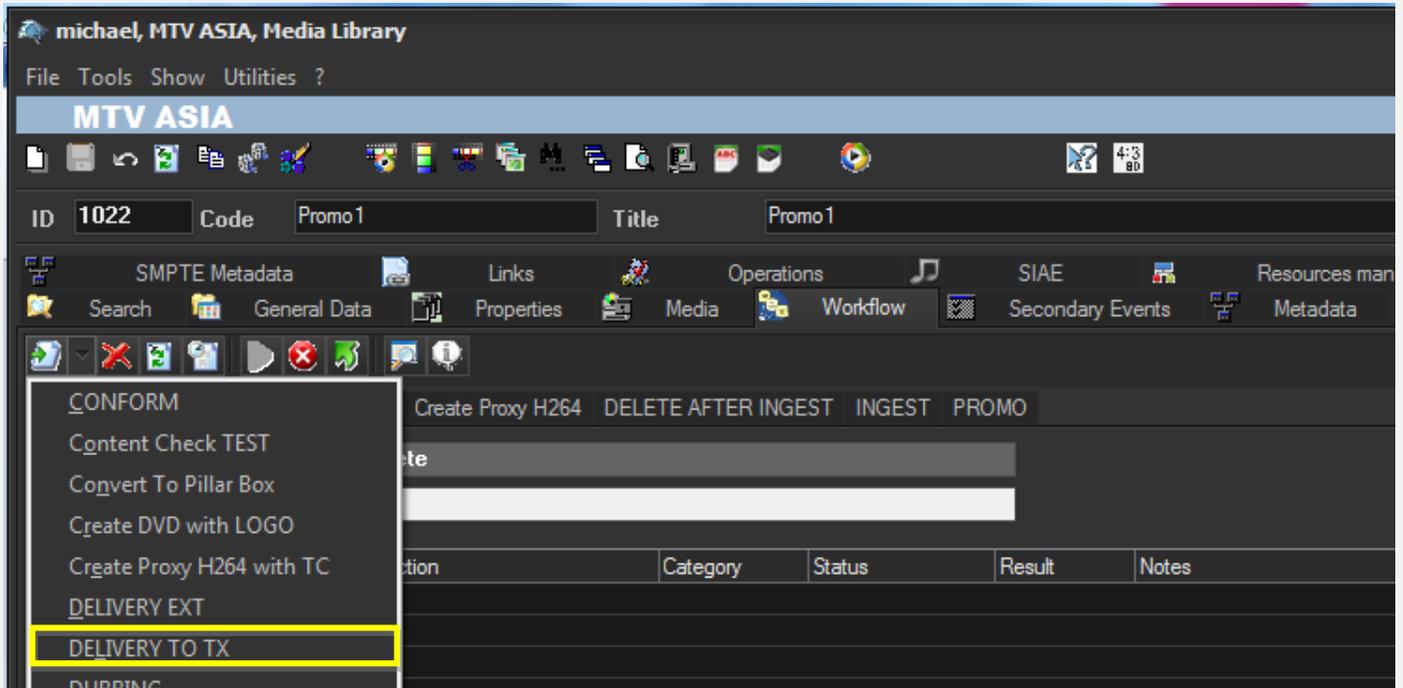
**Ok**

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:



Workflows available for manual launching:	
<b>Delivery to TX</b>	<p>Makes the asset ready for its transmission, this, through the execution of following actions:</p> <ul style="list-style-type: none"> <li>▪ Set the <b>asset code</b> from the <b>TX ID metadata</b></li> <li>▪ <b>Conform</b> the approved file into a <b>new asset version</b> (linked to the original asset)</li> <li>▪ <b>Transcode</b> the approved file (e.g. down converted to SD) depending on the station</li> <li>▪ <b>Copy</b> the approved file from the archive to Signiant</li> </ul> <p><b>NB:</b> Both the original and the conformed file will be kept in the archive.</p>

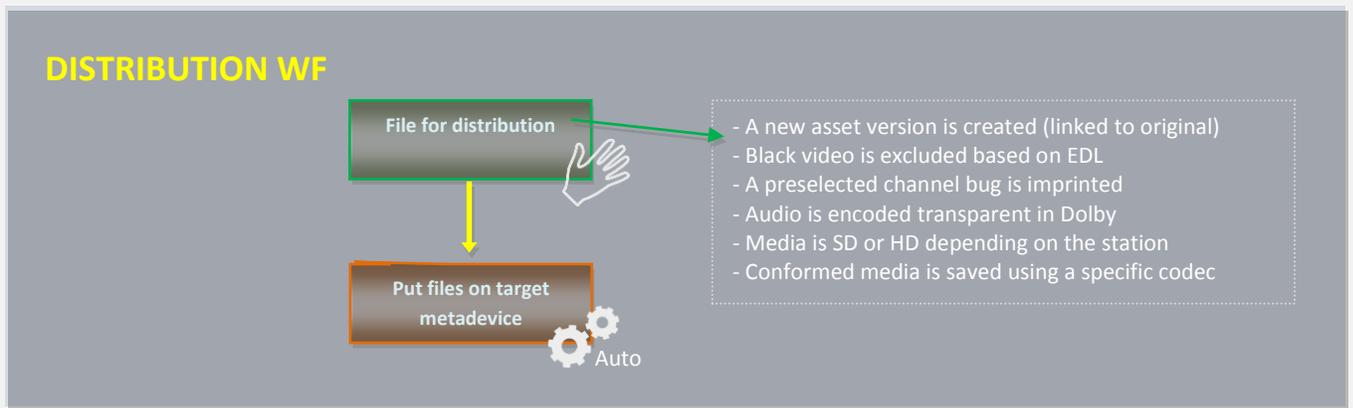
Workflows available for extra processing before delivery includes:

<b>Convert SD to HD</b>	Upconverts an IMX50 SD media into XDCAM50 HD PAL/NTSC.
<b>Convert HD to SD</b>	Downconverts an XDCAM50 HD media into IMX50 SD PAL/NTSC.

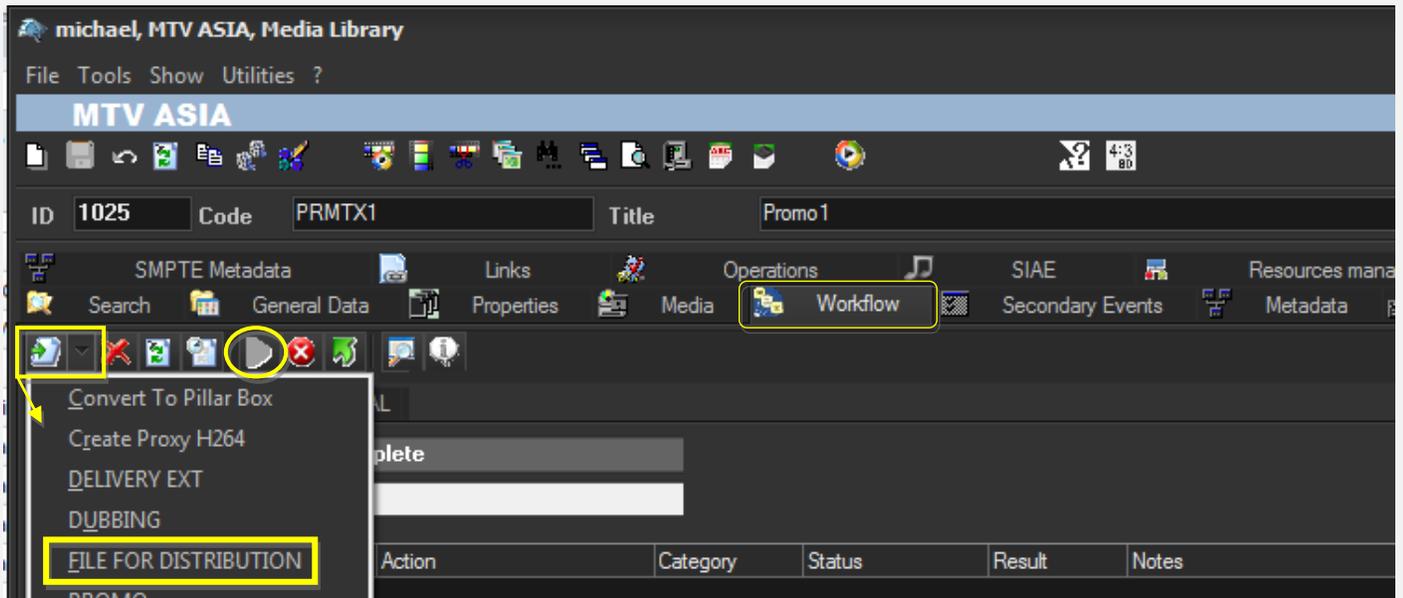
## ▼ 13. DISTRIBUTION

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:



**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:

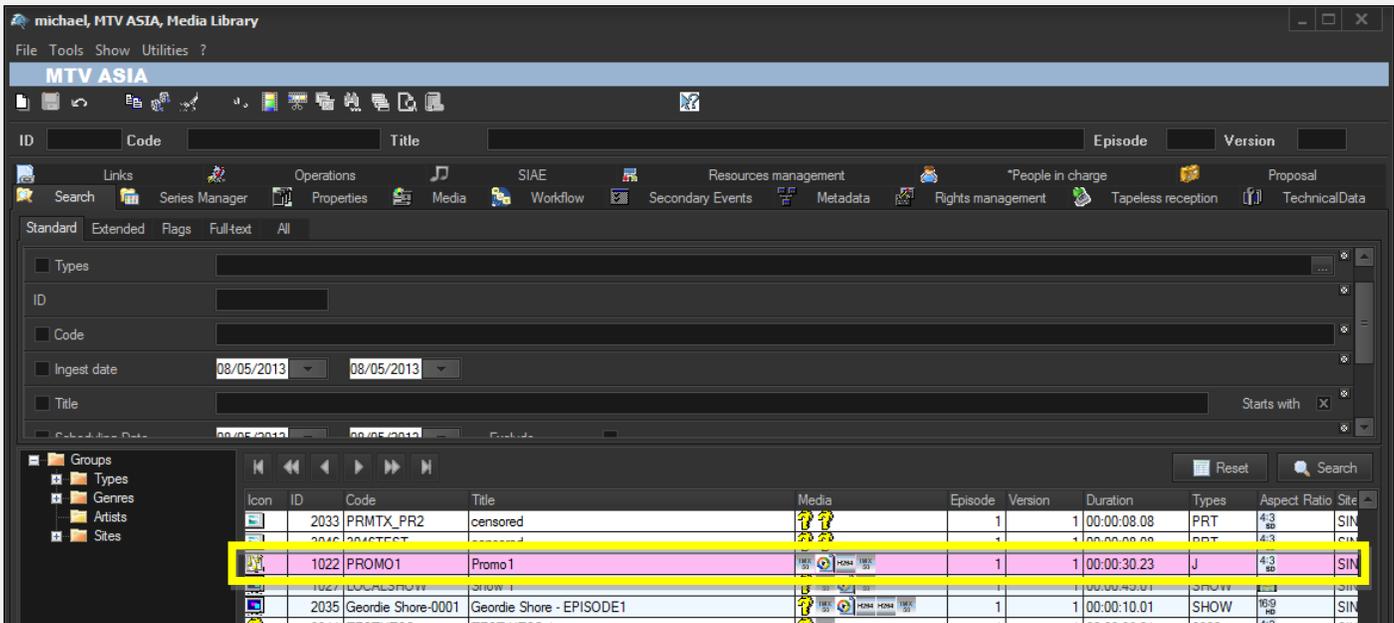
- Black video is excluded based on EDL
- A preselected channel bug is imprinted
- Audio is encoded transparent in Dolby
- Conformed media is saved using a specific codec
- Media is SD or HD depending on the station

Once conformed, media is put on a location from which it will be ready for being distributed on-demand.

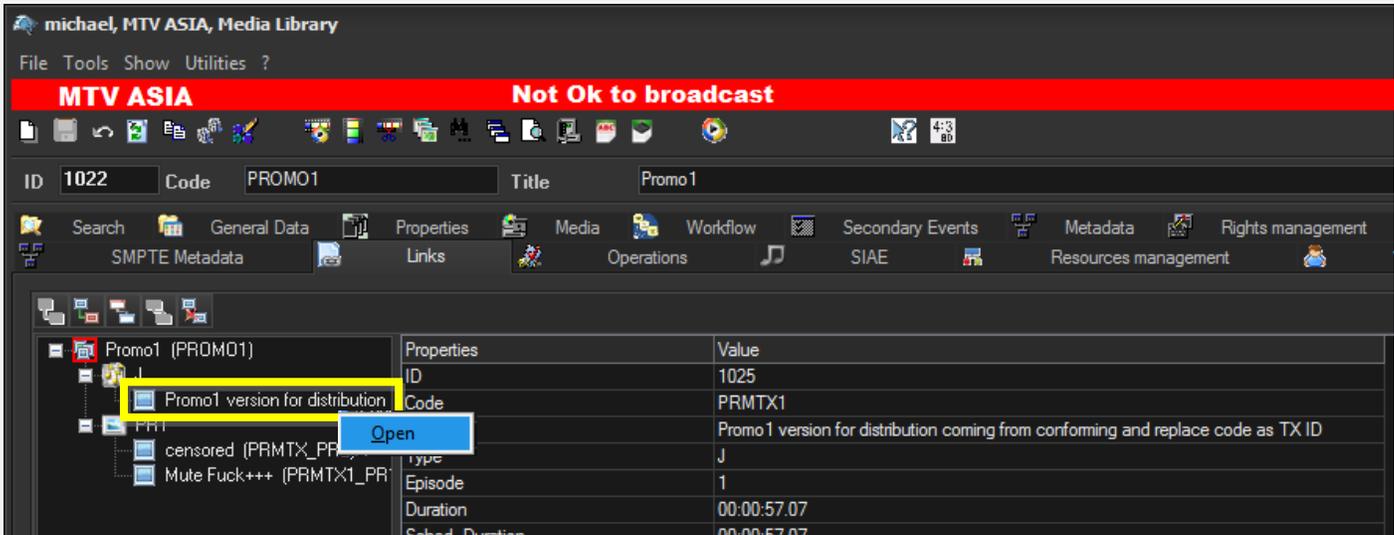
▼ **13.2. Searching for distribution files**

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:

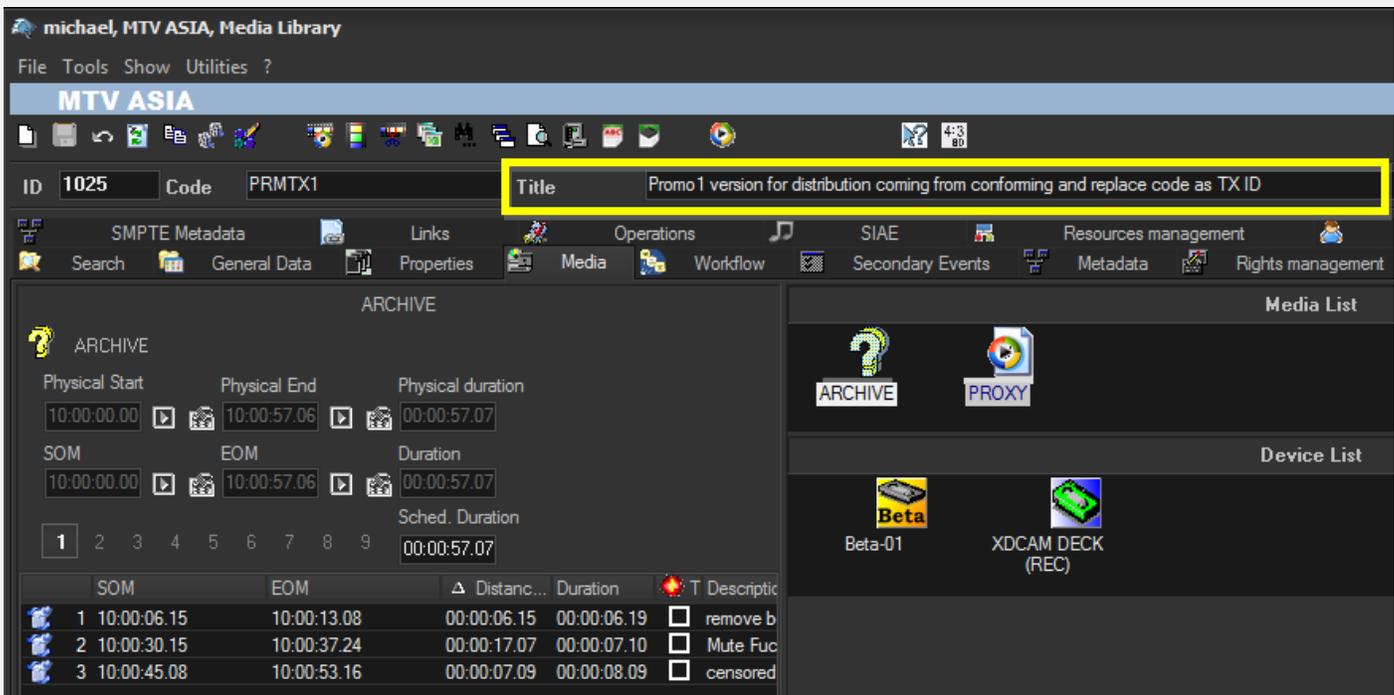
1. In the **Media Library**, search for the source asset and load it (double-click):



3. Navigate to the **Links** tab, all related assets (e.g. holding distribution files) will be listed:



4. Make right-click on the desired file and select the **“open”** option, the related asset will be loaded in the **Media Library**:

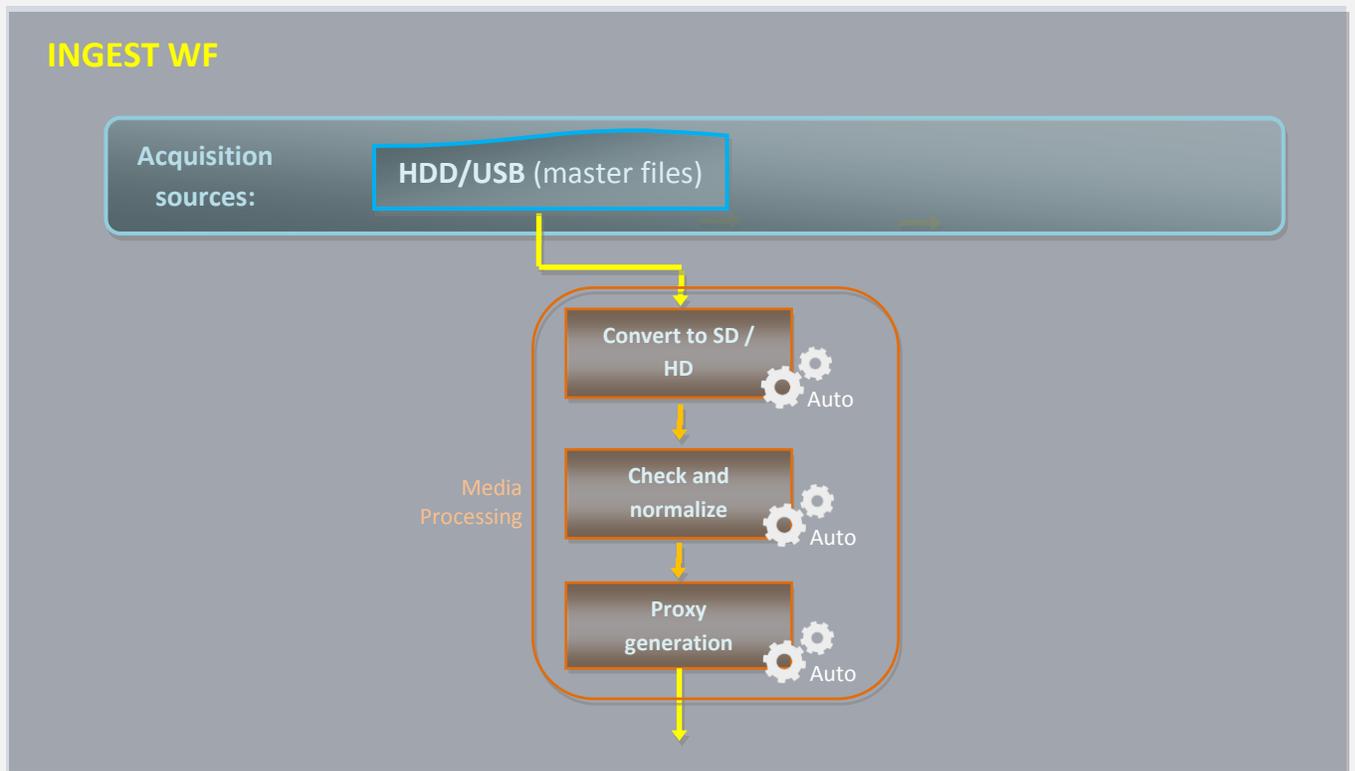


## ▼ 14. DIGITAL MEDIA

In this chapter will be explained the **workflow** that allows to make content available on the **website** as **digital files**.

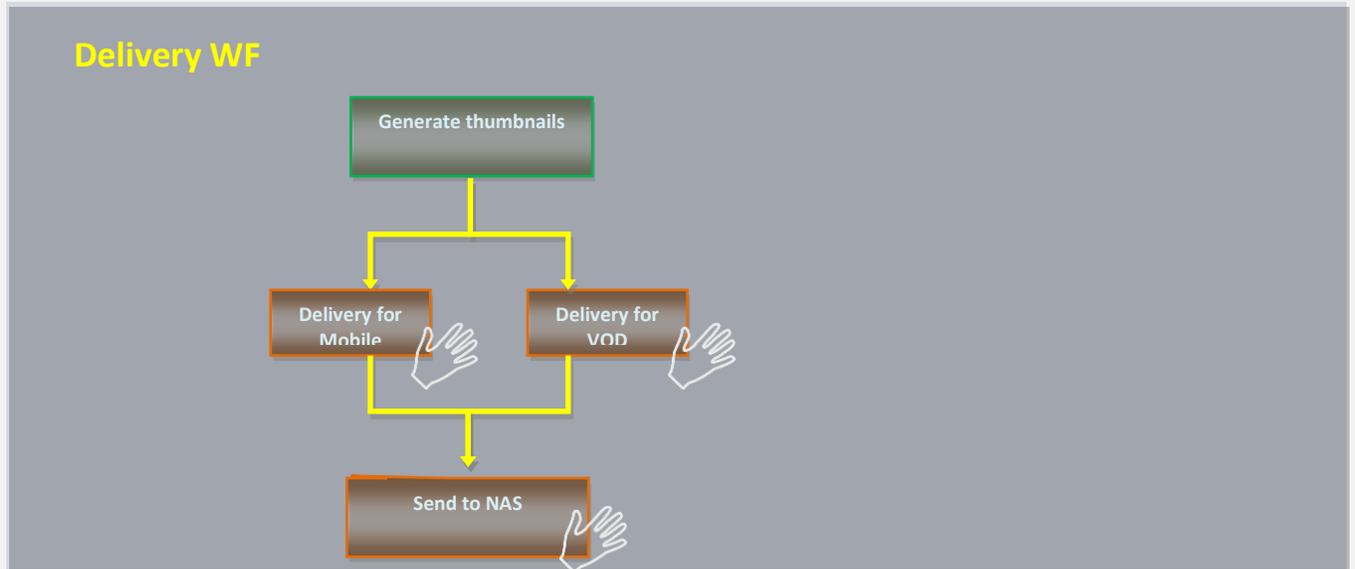
### ▼ 14.1. Ingest

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).

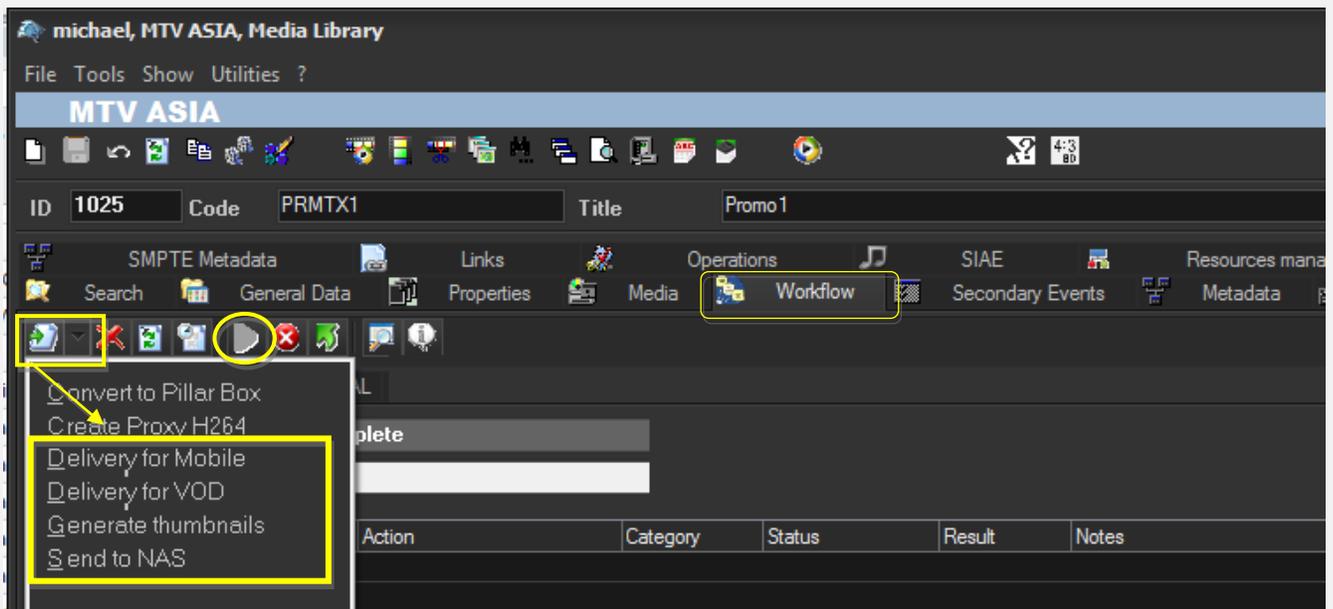


**NB:** Detailed information on the acquisition process is provided in the chapter “**3. Ingest**”.

## ▼ 14.2. Delivery



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:



Workflows available for manual launching:	
<b>Generate thumbnails</b>	<p>Generate thumbnails from the media.</p> <p><b>NB:</b> Currently, thumbnails are generated with <b>Adobe Photoshop</b>.</p>
<b>Delivery for Mobile</b>	<p>Generate different versions of the asset, with the same codec but different bitrates:</p> <ul style="list-style-type: none"> <li>▪ <b>1 file</b> (entire media) for each required bitrate (7)</li> <li>▪ <b>“n” files</b> (5 minutes long segments) for each required bitrate (7)</li> </ul> <p><b>NB:</b> Bitrates are currently generated by <b>Episode Pro</b>.</p>
<b>Delivery for VOD</b>	<p>Generate a new conformed media featuring a <b>header</b> and <b>bug</b>.</p>
<b>Send to NAS</b>	<p>Move the media to the <b>NAS storage server</b> without keeping track (i.e. no media will remain in the archive).</p>

## ▼ 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 providing 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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