

Interstellar Production Portal

Configuration Guide

Version 1.0

ROSS

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 - offer the best product quality and support
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Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at solutions@rossvideo.com.



David Ross
CEO, Ross Video
dross@rossvideo.com

Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

Interstellar Production Portal · Configuration Guide

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Patents

Patent numbers 4,205,346; 5,115,314; 5,280,346; 5,561,404; 7,034,886; 7,508,455; 7,602,446; 7,834,886; 7,914,332; 8307284, 2039277; 1237518; 1127289 and other patents pending.

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its Interstellar Production Portal Server systems to be free from defects under normal use and service a time period of 15 months from the date of shipment:

If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

Warranty repairs will be conducted at Ross, with all shipping FOB Ross dock. If repairs are conducted at the customer site, reasonable out-of-pocket charges will apply. At the discretion of Ross, and on a temporary loan basis, plug in circuit boards or other replacement parts may be supplied free of charge while defective items undergo repair. Return packing, shipping, and special handling costs are the responsibility of the customer.

This warranty is void if products are subjected to misuse, neglect, accident, improper installation or application, or unauthorized modification.

In no event shall Ross Video Limited be liable for direct, indirect, special, incidental, or consequential damages (including loss of profit). Implied warranties, including that of merchantability and fitness for a particular purpose, are expressly limited to the duration of this warranty.

This warranty is TRANSFERABLE to subsequent owners, subject to Ross' notification of change of ownership.

Extended Warranty

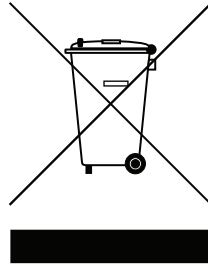
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Interstellar Production Portal Server system, contact your regional sales manager.

Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

The crossed-out wheeled bin symbol invites you to use these systems.



If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

You can also contact Ross Video for more information on the environmental performances of our products.

Use of Hazardous Substances in Electrical and Electronic Products (China RoHS)

Ross Video Limited has reviewed all components and processes for compliance to:

“Management Methods for the Restriction of the Use of Hazardous Substances in Electrical and Electronic Products” also known as China RoHS.

The “Environmentally Friendly Use Period” (EFUP) and Hazardous Substance Tables have been established for all products. We are currently updating all of our Product Manuals.

The Hazardous substances tables are available on our website at:

<http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html>

电器电子产品中有害物质的使用

Ross Video Limited 按照以下的标准对所有组件和流程进行了审查：

“电器电子产品有害物质限制使用管理办法” 也被称为中国RoHS。

所有产品都具有“环保使用期限”（EFUP）和有害物质表。目前，我们正在更新我们所有的产品手册。

有害物质表在我们的网站：

<http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html>

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Introduction

A Word of Thanks

Thank you for choosing Ross Video Interstellar Production Portal as your remote production management solution.

We are committed to providing you with the highest level of customer satisfaction possible. If, for any reason, you have questions or comments, please call Ross Video at +1-613-652-4886 or send us an e-mail at techsupport@rossvideo.com.

We hope that you visit our website www.rossvideo.com to stay up to date with ongoing software releases, join our customer forum and learn more about the complete range of Ross Video products.

Note that software maintenance and extended warranties are available for your system to protect and extend the life of your investment. Our sales team is more than happy to provide further information on the plans available. Members of our sales team will promptly response to e-mails sent to: solutions@rossvideo.com.

Again, thank you for your purchase of an Interstellar Production Portal remote production management solution from Ross Video. We are confident of your future pleasure with your choice.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'A. Holtstrom', followed by a long horizontal flourish line extending to the right.

Amanda Holtstrom
Product Manager – Interstellar Production Portal
aholtstrom@rossvideo.com

About This Guide

This guide contains the following chapters that cover configuration of Interstellar Production Portal:

1. **Introduction** — summarizes the guide and provides important terms, conventions, and features.
2. **Monitoring the System** — provides instructions on how to monitor the health of your Interstellar Production Portal Server.
3. **User Preferences** — provides instructions on how to set the default UI language, time zone, time format, editor panel font size, and panel grid font size for all the Interstellar Production Portal users on an Interstellar Production Portal Server.
4. **Configuring System Properties** — provides instructions on how to configure an Interstellar Production Portal system.
5. **Managing Interstellar Production Portal Nodes** — provides instructions on how to manage the nodes in a Redundant Interstellar Production Portal system.
6. **Managing Interstellar Production Portal Apps** — provides instructions on how to install and manage Interstellar Production Portal apps to offer new features, extended functionality, or customization to the users of your Interstellar Production Portal Server.
7. **Configuring User Permissions** — provides instructions on how to set role-based user permissions for Interstellar Production Portal users.
8. **Managing Perspectives** — provides instructions on how to customize the layout of the Interstellar Production Portal user interface.
9. **Configuring Your Interstellar Production Portal** — provides instructions on how to configure Media Servers and a Remote Studios.
10. **Checking Connection Speeds** — provides instructions on how to view Interstellar Production Portal user connection speed test results.
11. **Building Remote Operations Centers** — provides instructions on how to build Remote Operations Centers.

If you have questions pertaining to the operation of the Ross Video product, please contact us at the numbers listed in the section “**Contacting Technical Support**”. Our technical staff is always available for consultation, training, or service.

Documentation Conventions

This guide uses special text formats to identify parts of the user interface, text that a user must enter, or a sequence of menus and sub-menus that a user must follow to reach a particular command.

Interface Elements

Bold text identifies a user interface element such as a dialog box, a menu item, or a button. For example:

In the **Asset Browser** panel, click **Saved Searches**.

User Entered Text

Courier text identifies text that a user must enter. For example:

In the **Language** box, enter **English**.

Referenced Guides

Italic text identifies the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section “**Running a Report**” on page 3–6 in the *Interstellar Production Portal User Guide*.

Menu Sequences

Menu arrows identify a sequence of menu items that a user must follow to reach a particular command. For example: if a procedure step contains “**Database > Driver**,” a user should click the **Database** menu and then click **Driver**.

Important Instructions

Star icons identify important instructions or features. For example:

- ★ You must obtain Interstellar Production Portal feature licenses from Ross Video Technical Support before users can access some Interstellar Production Portal features.

Getting Help

To access the Interstellar Production Portal Online Help system, click the **Help** icon in the main toolbar. For help about the currently open panel, click the **Help** button in a panel title bar to view a help topic about the panel.

The Online Help system contains the following navigation tabs to locate and access Online Help topics:

- **Contents** — table of contents
- **Search** — full text search
- **Favorites** — preferred information storage and access

Ross Video also supplies print-ready PDF files of the *Interstellar Production Portal Installation Guide*, *Interstellar Production Portal Configuration Guide*, and the *Interstellar Production Portal User Guides* on the Interstellar Production Portal Software Installation DVD.

Contacting Technical Support

Technical Support is staffed by a team of experienced specialists ready to assist you with any question or technical issue.

Ross Video has technical support specialists strategically located around the globe to ensure a prompt response to technical inquiries. Our primary technical support center is located in Ottawa, Ontario, Canada. In addition, we have offices in The United Kingdom (London), Australia (Sydney), and Singapore with satellite locations in New York City, The Netherlands, and China. As we expand our presence globally, we are constantly evaluating other key locations to have a local technical support specialist in order to better service our customers.

North America

Our North America center located in Ottawa, Ontario, Canada and is open Monday to Friday 8:30 a.m. to 6:00 p.m. EST, with 24/7/365 on-call service after hours.

Our telephone number is: +1-613-652-4886

Toll free within North America: +1 844-652-0645

EMEA

Our EMEA center is located in Buckinghamshire, England, United Kingdom and is open Monday to Friday 8:30 a.m. to 5:00 p.m. GMT. After hours support is provided by our North America location.

Our telephone number is: +44 (0)1189502446

International toll free: +800 1005 0100

Emergency After-hours Support

Our telephone number is: +1-613-349-0006

Toll free within North America: +1 844-652-0645

International toll free: +800 1005 0100

Online

E-mail: techsupport@rossvideo.com

Website: use the link <http://www.rossvideo.com/support/tech-support.html> to open a support request.

Monitoring the System

Interstellar Production Portal Server monitors enable you to quickly view the health of your Interstellar Production Portal Server system. If your Interstellar Production Portal Server falters, you can use system monitors to help diagnose the cause of the system fault. Along with monitoring the health of your Interstellar Production Portal Server, you can also monitor and control the users connected to your Interstellar Production Portal Server.

This chapter discusses the following topics:

- Monitor System Health
- File Storage Mirror Failure Notification and Resynchronization
- User Defined System Monitors
- Monitor and Control Connected Users
- Manage the Interstellar Production Portal SNMP Agent

Monitor System Health

As an Interstellar Production Portal administrator, you can monitor the health of your Interstellar Production Portal Server through the Configuration window of Interstellar Production Portal.

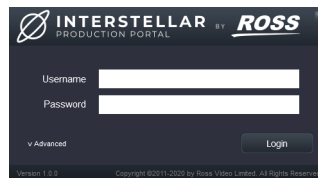
Interstellar Production Portal Server Configuration Window

The Interstellar Production Portal Server Configuration window is only accessible from a desktop computer, you cannot access the Configuration window from a mobile device.

To access the Interstellar Production Portal Server Configuration window

1. In a one of the following supported web browsers, navigate to the Interstellar Production Portal web page.
 - Microsoft Internet Explorer® version 11 or greater
 - Google Chrome™ browser version 51 or greater
 - Mozilla Firefox® version 52 or greater
 - Apple Safari® version 10.2 or greater

The **Login** panel opens.



2. In the **Login** panel, enter your Interstellar Production Portal administrator login credentials in the **Username** and **Password** boxes.

The default Interstellar Production Portal administrator login credentials are as follows:

- **Username** — root
- **Password** — password


3. Click **Login**.

Interstellar Production Portal opens.

- ★ When Interstellar Production Portal displays a message indicating that the system is in maintenance mode, an Interstellar Production Portal administrator must establish a database connection before you can log in to your Interstellar Production Portal Server.

4. On the main toolbar, click the  **Configuration** icon.


The **Configuration** window opens.

5. For Interstellar Production Portal configuration information, click the  **Help** icon on the **Configuration** window title bar.

System Health

After accessing the Configuration window on your Interstellar Production Portal Server, you can monitor the health of your Interstellar Production Portal Server through the System Monitor tab in the Configuration window.

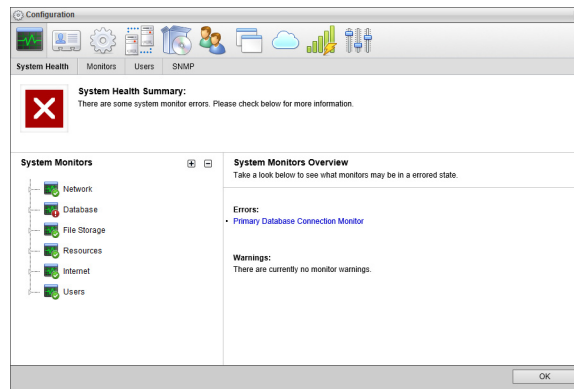
To monitor system health

1. On the **Configuration** window toolbar, click the  **System Monitor** icon.

The **System Monitor** panel opens.

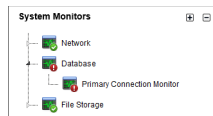
2. Click the **System Health** tab.

The **System Health** tab opens.





The **System Health** Summary field displays a description of the current overall state of the Interstellar Production Portal Server. The monitors in the **System Monitors** tree view report details about the state of the Interstellar Production Portal Server.

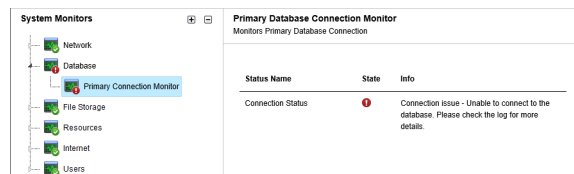
3. Double-click a **node** in the **System Monitors** tree view to expand the node and display the monitors contained in the node.



The icon in the lower right corner of System Monitors tree view nodes indicate the following health levels:

-  — **Healthy**
-  — **Warning**
-  — **Error**

4. Click a monitor in the **System Monitors** tree view to view health details reported by the selected monitor.



File Storage Mirror Failure Notification and Resynchronization

The File Storage Mirror Status Monitor node in the Configuration window System Health tab monitors the communication between a file storage and the file storage configured to mirror ingested content. When a file storage can not mirror ingested content to the configured mirror file storage, Interstellar Production Portal displays a notification in the status bar at the bottom of their Interstellar Production Portal window to notify the Interstellar Production Portal administrator of the mirroring failure.

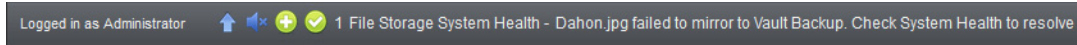



Figure 2.1 Mirror Failure Notification

The File Storage Mirror Status Monitor node and the Tasks panel also report mirroring failures.

Mirror Resynchronization

After fixing the cause of a mirroring failure, the Interstellar Production Portal administrator can resynchronize file storage mirroring.

To resynchronize file storage mirroring

1. Fix the problem that caused the mirroring failure.
2. On the **Configuration** window toolbar, click the  **System Monitor** icon.

The **System Monitor** panel opens.


3. Click the **System Health** tab.

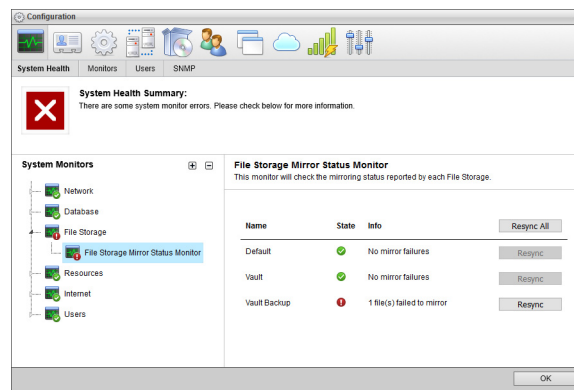
The **System Health** tab opens.

4. Double-click the **File Storage** node in the **System Monitors** tree view.

The **File Storage** node expands to display the **File Storage Mirror Status Monitor** node

5. Click the **File Storage Mirror Status Monitor** node in the expanded **File Storage** node.

The **File Storage Mirror Status Monitor** section displays the status of all the file storages managed by the Interstellar Production Portal Server. Interstellar Production Portal displays the  **Error** icon in the **State** column of the file storages that have failed to mirror ingested media files.




6. Click **Resync** to the right of a failed file storage to restart mirroring for the selected file storage. When the **File Storage Mirror Status Monitor** section displays multiple failed file storages, click **Resync All** to restart mirroring for all the failed file storages.

Interstellar Production Portal restarts mirroring and copies the missing asset essence media files to the mirror file storage.

User Defined System Monitors

Interstellar Production Portal enables to add your own monitors to monitor the remaining storage space on a disk or the connectivity between your Interstellar Production Portal Server and a web site. The Monitors tab of the System Monitor panels enables you to add, edit, and delete user defined monitors.

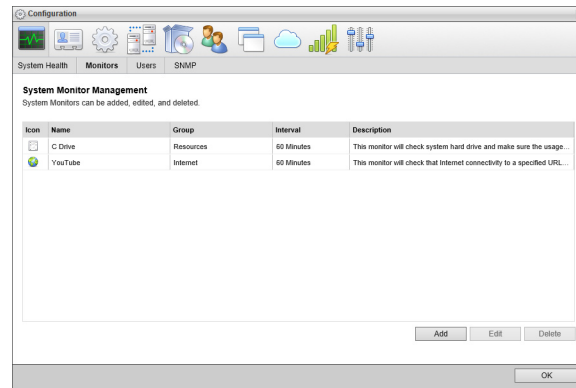
To add a user defined monitor to the System Health tab

1. On the **Configuration** window toolbar, click the  **System Monitor** icon.

The **System Monitor** panel opens.

2. Click the **Monitors** tab.

The **Monitors** tab opens.



3. Click **Add**.

The **Create New System Monitor** page opens.

4. Use the **Monitor** list to select the type of monitor to add. The available monitor types are as follows:

- **Disk Usage Monitor** — check a selected hard drive to make sure that the available storage does not fall below a set level.
- **Internet Connectivity Monitor** — check that there is connectivity between the Interstellar Production Portal Server and a selected web site.

5. Click **Next**.

Depending on the type of monitor you are adding, the **Add a Disk Usage Monitor** or **Add an Internet Connectivity Monitor** page opens.

6. Define the selected monitor as follows:

Disk Usage Monitor

- a. In the **Name** box, enter a name for the monitor.
- b. In the **Interval** box, enter the amount of time to wait between checks of available hard disk space.
- c. Use the list to the right of the **Interval** box to select **Minute(s)** or **Second(s)** as the time unit for the time entered in the **Interval** box.
- d. Use the **Drive** list to select the Interstellar Production Portal Server computer hard drive to monitor.
- e. In the **Minimum Free Space** box, enter the minimum amount of disk space that the selected Drive must contain. The monitor reports an **Error** when the available space on a **Drive** drops below the set minimum disk space.
- f. Use the list to the right of the **Minimum Free Space** box to select **Gigabyte(s)** or **Megabyte(s)** as the disk space unit for the amount entered in the **Minimum Free Space** After box.

Internet Connectivity Monitor

- a. In the **Name** box, enter a name for the monitor.
 - b. In the **Interval** box, enter the amount of time to wait between connectivity checks for a web site.
 - c. Use the list to the right of the **Interval** box to select **Minute(s)** or **Second(s)** as the time unit for the time entered in the **Interval** box.
 - d. In the **URL** box, enter the web address (for example: <http://www.rossvideo.com>) of the web site that you want to check connectivity with the Interstellar Production Portal Server.
7. Click **Save**.

Interstellar Production Portal adds the new monitor to the **System Monitor Management** list.

To edit a user defined monitor

1. In the **System Monitor Management** list, select the monitor to edit.
2. Click **Edit**.

Depending on the type of monitor you are editing, the **Edit Disk Usage Monitor** or **Edit Internet Connectivity Monitor** page opens.

3. Edit production monitor settings as required.
4. After completing the required monitor setting edits, click **Save**.

To delete a user defined monitor

1. In the **System Monitor Management** list, select the monitor to delete.
2. Click **Edit**.

A confirmation message opens, asking whether you want to delete the selected monitor. To keep the monitor, click **Cancel**.


3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected monitor from the **System Monitor Management** list and the **System Monitors** tree view on the **System Health** tab.

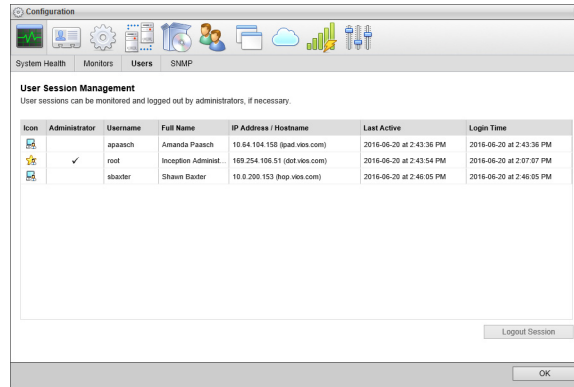
Monitor and Control Connected Users

The **Users** tab of the System Monitor panel enables you to monitor and control the users connected to your Interstellar Production Portal Server.

To monitor users connected to an Interstellar Production Portal Server

1. On the **Configuration** window toolbar, click the  **System Monitor** icon.
The **System Monitor** panel opens.
2. Click the **Users** tab.

The **Users** tab opens.



The **User Session Management** table displays the following information about the users connected to the Interstellar Production Portal Server:

- **Icon** — this column displays an icon that identifies the user logged into the Interstellar Production Portal Server.
- **Administrator** — this column displays a check mark for users that are Interstellar Production Portal Administrators.
- **Username** — this column displays the Interstellar Production Portal username of the user logged into the Interstellar Production Portal Server.
- **Full Name** — this column displays the first and last name of the user logged into the Interstellar Production Portal Server.
- **IP Address / Hostname** — this column displays the IP address and hostname of the computer that the user is using to work on the Interstellar Production Portal Server.
- **Last Active** — this column displays the date and time that the user last made a change to Interstellar Production Portal.
- **Login Time** — this column displays the date and time that the user logged into the Interstellar Production Portal Server.

Delete User Sessions

When required, you can delete user sessions from your Interstellar Production Portal Server. Deleting a user session logs the selected user off the Interstellar Production Portal Server. Interstellar Production Portal saves user changes before logging the user off the Interstellar Production Portal Server.

To delete a user session

1. In the **User Session Management** table, select the user session to delete.
2. Click **Delete User Session**.

A confirmation message opens, asking whether you want to delete the selected user session. To keep the session running, click **Cancel**.

3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected user session and logs the user off the Interstellar Production Portal Server.

Manage the Interstellar Production Portal SNMP Agent

Ross Video uses two Simple Network Management Protocol (SNMP) agents to monitor the software and hardware of your Interstellar Production Portal Server. SNMP traps enable an agent to send unsolicited SNMP messages to the Network Management Station (NMS) to notify the station of significant events.

The Interstellar Production Portal SNMP agent monitors the Interstellar Production Portal Server and reports significant events to your NMS as SNMP traps. Interstellar Production Portal Server hardware changes and errors are monitored by the Windows SNMP agent running on the Interstellar Production Portal Server computer. The Interstellar Production Portal SNMP agent forwards SNMP traps from the Windows SNMP agent to your NMS (Figure 2.2).

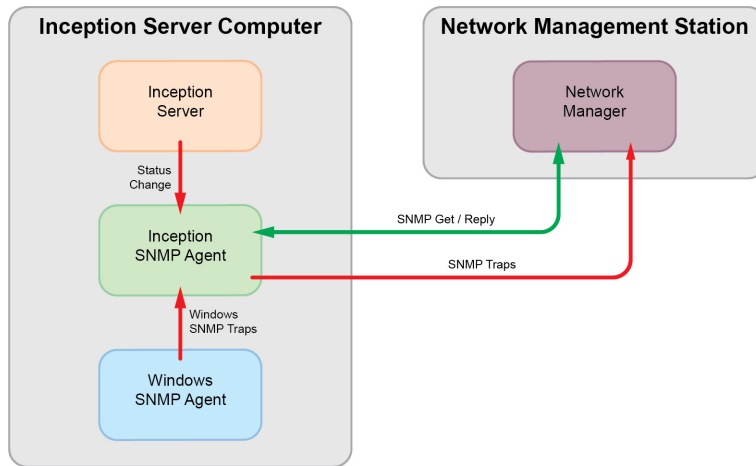



Figure 2.2 SNMP Connections

Configure the Interstellar Production Portal SNMP Agent

The SNMP tab of the System Monitor panel enables you to configure the Interstellar Production Portal SNMP agent to send SNMP trap messages to your NMS.

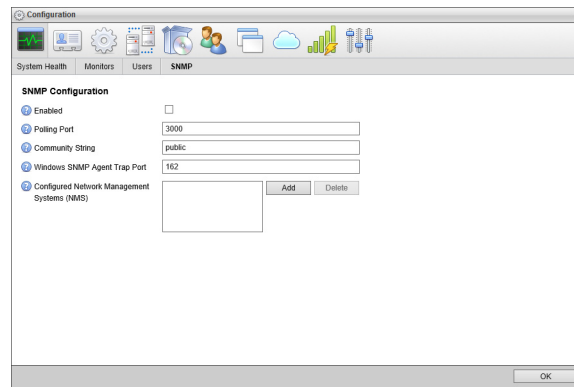
To configure the Interstellar Production Portal SNMP agent

1. On the **Configuration** window toolbar, click the  **System Monitor** icon.

The **System Monitor** panel opens.

2. Click the **SNMP** tab.

The **SNMP** tab opens.



3. Select the **Enabled** check box to send SNMP trap messages from the Interstellar Production Portal SNMP agent to your NMS.
4. In the **Polling Port** box, enter the port number through which the Interstellar Production Portal SNMP agent receives commands from and replies to the NMS.
5. In the **Community String** box, enter the password that allows your NMS to access the Interstellar Production Portal SNMP agent on your Interstellar Production Portal server.

- ★ When you change the **Community String** from `public` to your own password, you must enter your password on the NMS to allow access to your Interstellar Production Portal server.
- 6. In the **Windows SNMP Agent Trap Port** box, enter the port number that the Windows SNMP agent running on the Interstellar Production Portal Server computer uses to send SNMP trap messages.

The Interstellar Production Portal SNMP agent forwards SNMP trap messages from the Windows SMNP agent to your NMS through the NMS Trap Port.
- 7. To send SNMP trap message from the Interstellar Production Portal SNMP agent to one or more NMSs, add NMSs as follows:
 - a. Click **Add** to the right of the **Configured Network Management Systems (NMS)** box.

An **Alert** dialog box opens.
 - b. Enter the IP address and port number (`<IP Address>:<Port Number>`) of an NMS to receive SNMP trap message from the Interstellar Production Portal SNMP agent. For example:

`10.0.2.160:3000`
 - c. To add an additional NMS, repeat step **a** to step **b**.

Delete an NMS

When you no longer require an NMS, you can delete the NMS configuration.

To delete an NMS

1. In the **Configured Network Management Systems (NMS)** box, select the NMS to delete.
2. Click **Delete** to the right of the **Configured Network Management Systems (NMS)** box.

An **Alert** dialog box opens.
3. Click **OK** to delete the NMS.

Interstellar Production Portal deletes the selected NMS from the **Configured Network Management Systems (NMS)** box.

Configure Your NMS for Interstellar Production Portal

You must load the Ross Video and Interstellar Production Portal Management Information Base (MIB) files into your NMS to enable it to interpret the SNMP trap messages it receives from an Interstellar Production Portal SNMP agent. The Interstellar Production Portal MIB file describes the SNMP trap messages sent by the Interstellar Production Portal SNMP agent.

To load the Ross Video and OverDrive MIB files into your NMS

1. Get the **ROSS-VIDEO.mib** and **RWP-MIB.mib** files from one of the following locations:
 - Copy from the Interstellar Production Portal Server (`C:\Program Files\Ross Video\Interstellar\utilities\snmp`)
 - Download from the Ross Video web site (www.rossvideo.com)
2. Load the **ROSS-VIDEO.mib** file into your NMS.
3. Load the **RWP-MIB.mib** file into your NMS.

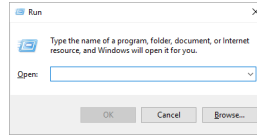
Configure the Windows SNMP Agent

To enable the Interstellar Production Portal SNMP agent to forward hardware SNMP trap messages to your NMS, you need to configure the Windows SNMP agent.

To configure the Windows SNMP agent:

1. From the Windows Desktop, press **Windows Key+R**.

The **Run** dialog box opens.

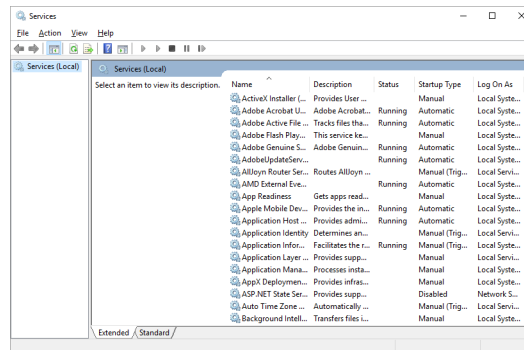


2. In the **Open** box, type the following application name:

```
services.msc
```

3. Click **OK**.

The **Services** window opens.

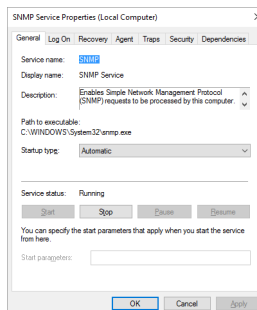


4. In the **Services** list, locate the **SNMP Service** service.

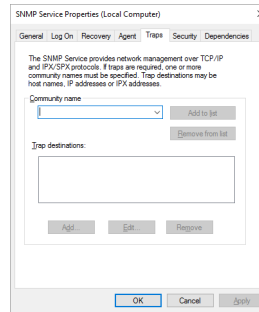
★ If you cannot find the **SNMP Service** service in the **Services** list, install the **SNMP Service** on your Interstellar Production Portal Server computer.

5. Right-click the **SNMP Service** service and select **Properties** from the shortcut menu.

The **SNMP Service Properties** dialog box opens.

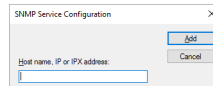


- Click the **Traps** tab.
The **Traps** tab opens.



- In the **Community name** box, enter the password that you set for the **Community String** in step 5 of the procedure “**To configure the Interstellar Production Portal SNMP agent**” on page 2–8.
- Click **Add to list**.
- In the **Trap destinations** section, click **Add**.

The **SNMP Service Configuration** dialog box opens.



- In the **Host name, IP or IP address** box, enter `localhost`.
- Click **Add**.
The **SNMP Service Configuration** dialog box closes.
- In the **SNMP Service Properties** dialog box, click **OK**.
The **SNMP Service Properties** dialog box closes.
- In the **Services** window, click **Restart** for the **SNMP Service** service.
- Use the **File** menu to select **Exit**.
The **Services** window closes.

User Preferences

The Interstellar Production Portal administrator can set the default UI language, time zone, time format, editor panel font size, and panel grid font size for all the Interstellar Production Portal users on an Interstellar Production Portal Server. Interstellar Production Portal users can individually override the default user preferences set by the Interstellar Production Portal administrator. The user preferences that you set depend on the credentials that you use to log in to the Interstellar Production Portal web page.

- **Administrator** — set the default user preferences for all Interstellar Production Portal users.
- **User** — set your own user preferences to override the default user preferences set by the Interstellar Production Portal administrator.

This chapter discusses the following topic:

- Set Default User Preferences
- Set Individual User preferences

Set Default User Preferences

The Interstellar Production Portal administrator can set the default UI language, time zone, time format, editor panel font size, and panel grid font size for all the Interstellar Production Portal users on an Interstellar Production Portal Server. Interstellar Production Portal users can individually override the default user preferences set by the Interstellar Production Portal administrator.

- ★ You cannot configure Interstellar Production Portal from a mobile device, you must use a desktop computer to access the Configuration window.


To set the default user for all Interstellar Production Portal users

1. Log in to your Interstellar Production Portal Server as an administrator.

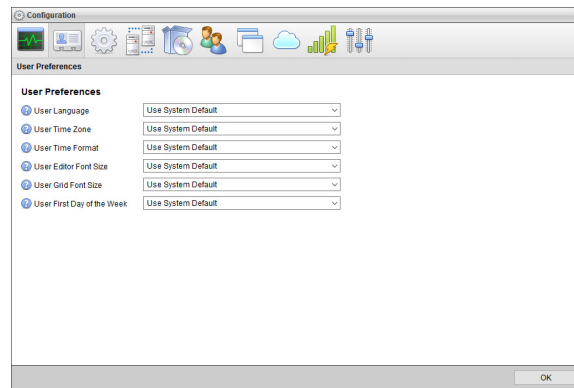
For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.

2. On the main toolbar, click the  **Configuration** icon.

The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Preferences** icon.

The **User Preferences** panel of the **Configuration** window opens.



4. In the **User Preferences** tab, use the **User Language** list to select the UI language for Interstellar Production Portal users.
5. Use the **User Time Zone** list to select the time zone which matches the physical location of Interstellar Production Portal users.
6. Use the **User Time Format** list to select the format in which to display the time, **12 hr** (2:45pm) or **24 hr** (14:45) format.
7. Use the **User Editor Font Size** list to select the font size that editor panels use to display text. You can select a font size from **6** to **32** points.
8. Use the **User Grid Font Size** list to select the font size that panel grids use to display text. You can select a font size from **6** to **32** points.
9. Use the **User First Day of the Week** list to select the first day of the week to display in the **Calendar** view of the **Assignment Manager**, **Task Schedule**, and **Custom Entity Manager** panels, and in the **Calendar** Date tool used to select dates. Select **Use System Default** to use the first day of the week set by the Inception administrator.
10. Click **OK**.


The **Configuration** window closes.

Set Individual User preferences


When the default user preferences do not work for an individual Interstellar Production Portal user, the user can set their own user preferences.

To set your own user preferences

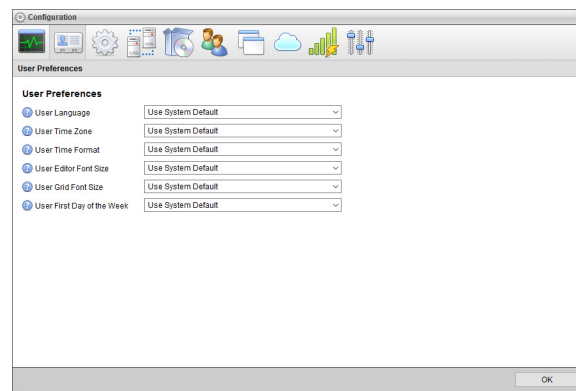
1. Use your Interstellar Production Portal username and password to log in to your Interstellar Production Portal Server.

2. On the main toolbar, click the  **Configuration** icon.

The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Preferences** icon.

The **User Preferences** panel of the **Configuration** window opens.



4. In the **User Preferences** tab, use the **User Language** list to select the UI language that you want to use with Interstellar Production Portal. Select **Use System Default** to use the language set by the Interstellar Production Portal administrator.
5. Use the **User Time Zone** list to select the time zone which matches your physical location. Select **Use System Default** to use the time zone set by the Interstellar Production Portal administrator.
6. Use the **User Time Format** list to select the format in which to display the time, **12 hr** (2:45pm) or **24 hr** (14:45) format.
7. Use the **User Editor Font Size** list to select the font size that you want Interstellar Production Portal to display text in editor panels. You can select a font size from **6** to **32** points. Select **Use System Default** to use the editor font size set by the Interstellar Production Portal administrator.
8. Use the **User Grid Font Size** list to select the font size that you want Interstellar Production Portal to display text in panel grids. You can select a font size from **6** to **32** points. Select **Use System Default** to use the grid font size set by the Interstellar Production Portal administrator.
9. Click **OK**.

The **Configuration** window closes.

Configuring System Properties

Before you can start using your Interstellar Production Portal system you must configure the general system properties of your Interstellar Production Portal system.

This chapter discusses the following topics:



- Accessing Interstellar Production Portal System Properties
- Configure Database Connectivity
- Select a Search Index
- Activate a Product Key
- Reactivate a Product Key
- Deactivate a Product Key
- Manage File Systems
- Configure System Settings

Accessing Interstellar Production Portal System Properties

As an Interstellar Production Portal administrator, you access and configure system settings through the Configuration window of Interstellar Production Portal.

- ★ You cannot configure Interstellar Production Portal from a mobile device. The Configuration window is only accessible from a desktop computer.


To access Interstellar Production Portal Server system properties

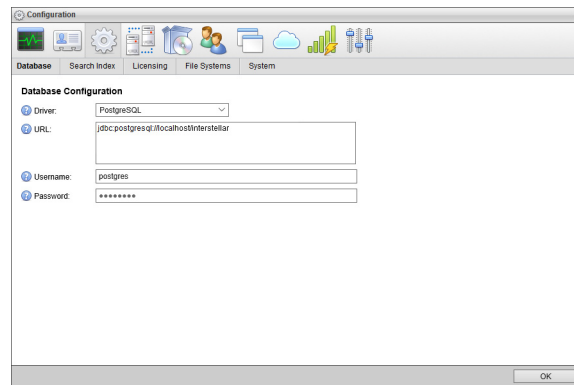
1. Log in to your Interstellar Production Portal Server as an administrator.
For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.
2. On the main toolbar, click the  **Configuration** icon.
The **Configuration** window opens.
3. For Interstellar Production Portal configuration information, click the  **Help** icon on the **Configuration** window title bar.

Configure Database Connectivity

Database connectivity settings enable you to set the database used by Interstellar Production Portal and the user account that Interstellar Production Portal uses to connect with the database.

To configure database connectivity

1. On the **Configuration** window toolbar, click the  **System** icon in the **Tools** section.
The **System** panel opens.
2. Click the **Database** tab.
The **Database** tab opens.




3. Use the **Driver** list to select the database driver used to connect to the Interstellar Production Portal Database.
4. In the **URL** box, enter the JDBC URL that the Interstellar Production Portal uses to connect to the Interstellar Production Portal Database. For example, for a database named **interstellar** on PostgreSQL, use the following URL:
`jdbc:postgresql://localhost/interstellar`
5. In the **Username** box, enter the username that Interstellar Production Portal uses to access the database.

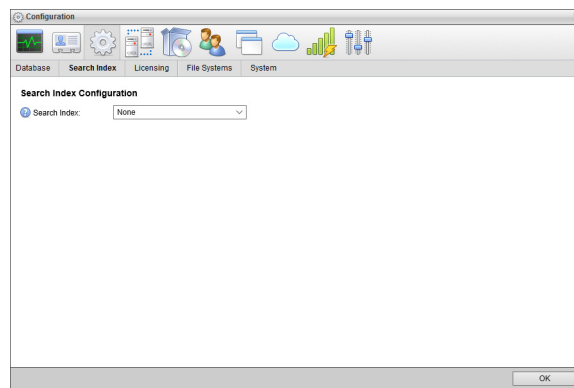
6. In the **Password** box, enter the password associated with the username.
The box looks empty, even after specifying a password.
7. Select the **Caching** check box to enable the database caching level for the best database performance.
- ★ On multi-node systems, you **MUST** clear the **Enable Caching** check box to disable database caching.

Select a Search Index

Your Interstellar Production Portal Server uses to an index to increase search performance. By default, Interstellar Production Portal uses an internal file system index. You can also select optional external search index services to improve Interstellar Production Portal search performance on you Interstellar Production Portal Server.

To select a search index

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **Search Index** tab.
The **Search Index** tab opens.




3. Use the **Driver** list to select the index that the Interstellar Production Portal Server uses to increase search performance. The available search indexes are as follows:
 - **Elasticsearch** — an optional external search index based on Lucene.
 - **File System** — the default internal search index.
4. When you select **Elasticsearch** as you search index, configure **Elasticsearch** as follows:
 - a. In the **URL** box, enter the URL and port number (`http://<search server>:<port number>`) that the Interstellar Production Portal Server uses to connect to an external search service. When entering more than one search service URL, use a space to separate consecutive URLs.
 - b. In the **Username** box, enter the username that Interstellar Production Portal uses to access the external search service.
 - c. In the **Password** box, enter the password associated with the username.
For security purposes, dots replace the entered password.
5. In the bottom toolbar, click **OK**.
The **Configuration** window closes.

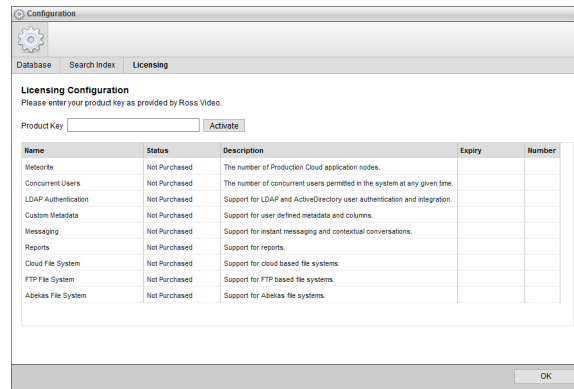
Activate a Product Key

Ross Video uses a product key and feature license keys to control user access to Interstellar Production Portal features. You can obtain an Interstellar Production Portal product key from Ross Video Technical Support.

- ★ When you activate an Interstellar Production Portal software product key, your Interstellar Production Portal computer must contact the Ross Video Activation Server.

To activate an Interstellar Production Portal product key

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **Licensing** tab.
The **Licensing** tab opens.








3. Obtain an Interstellar Production Portal product key from Ross Video Technical Support.
4. In the **Key** box, enter the product key obtained from Ross Video Technical Support.
5. Click **Activate**.

After activating the entered product key, an **Alert** dialog box opens requesting a web browser window refresh.

6. Click **OK**.

The **Alert** dialog box closes, and the **Licensing Configuration** tab updates to display the new feature licenses associated with the activated product key. The **Status** column displays one of the following states:

Background	Status	Description
 Green	Active	The feature is active and available to Interstellar Production Portal users.
 Yellow	Expires in # days	The feature availability for Interstellar Production Portal users expires in the displayed number of days.
 Red	Expired	The feature has expired and is no longer available to Interstellar Production Portal users.
 Red	Invalid MAC	The feature license key is invalid for the active network interface card of the Interstellar Production Portal computer.
 White	Not Purchased	The feature is not accessible to Interstellar Production Portal users, but it is available for purchase.

7. In the bottom toolbar, click **OK**.
The **Configuration** window closes.
8. Refresh your web browser window.
Interstellar Production Portal adds icons to the toolbar for the newly activated features if applicable.


For More Information on...

- Ross Video Technical Support phone numbers, refer to the section “**Contacting Technical Support**”.

Reactivate a Product Key

After purchasing new features for an Interstellar Production Portal, the Interstellar Production Portal product key requires a reactivation to make the purchased features available to Interstellar Production Portal users.


To reactivate an Interstellar Production Portal product key

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **Licensing** tab.
The **Licensing** tab opens.
3. Click **License Options**.
The **Product Key** field displays the currently activate product key.
4. Click **Reactivate**.
After reactivating the product key, an **Alert** dialog box opens requesting a refresh of the web browser window.
5. Click **OK**.
The **Alert** dialog box closes and the **Licensing Configuration** tab is updates to display with new feature licenses associated with the reactivated product key.
6. In the bottom toolbar, click **OK**.
The **Configuration** window closes.
7. Refresh your web browser window.
Interstellar Production Portal adds icons to the toolbar for the newly activated features, making the features accessible to Interstellar Production Portal users.

Deactivate a Product Key

When you want to move Interstellar Production Portal software on another computer, you must first deactivate the Interstellar Production Portal software on the current Interstellar Production Portal computer.

To deactivate an Interstellar Production Portal product key

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **Licensing** tab.
The **Licensing** tab opens. The **Product Key** field displays the currently activate product key.
3. Click **License Options**.
The **Product Key** field displays the currently activate product key.

4. Click **Deactivate**.

After deactivating the product key, an **Alert** dialog box opens.

5. Click **OK**.

The **Alert** dialog box closes, and the product key shown in the **Product Key** box deactivates. You can use the deactivated product key to activate Interstellar Production Portal software on another computer.

Deactivating a product key removes Interstellar Production Portal user access to all the Interstellar Production Portal features associated with the product key.

Manage File Systems


Interstellar Production Portal uses file systems to store the media files ingested into Interstellar Production Portal through a file storage. Interstellar Production Portal has default file systems that you can use to store ingested media files, or you can define your own file systems. You can define file systems to store media files on a local disk, a network accessible file share, or an external cloud storage service.

After you define a file system, use the File Storage tab to associate your file system with a file storage. Interstellar Production Portal users can use the associated file storage to ingest media files into Interstellar Production Portal and store them in your file system.

Add a File System

When you add a file system, you name the file system and select the location to store media source media files.

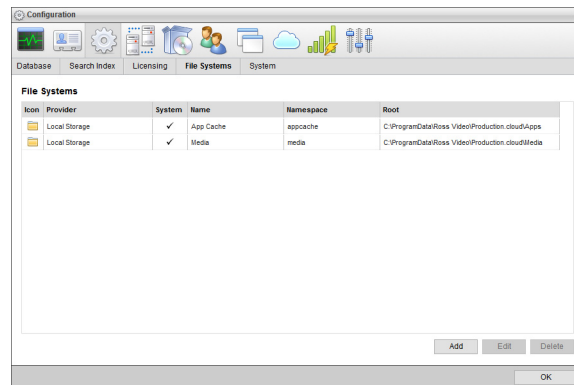
To add a file system

1. On the **Configuration** window toolbar, click the  **System** icon.

The **System** panel opens.

2. Click the **File Systems** tab.

The **File Systems** tab opens.



3. Click **Add**.

The **Create File System** settings open.

4. Use the **Provider** list to select the type of file system to add:

- **Abekas** — a directory on an Abekas Mira or Tria video servers.
- **Amazon S3** — a directory on the Amazon Simple Storage Service, an external service that you require an account to use.
- **Amazon S3 Glacier** — an archive on the Amazon Simple Storage Service, an external service that you require an account to use. Transfers to file storages associated with an Amazon S3 Glacier file system may take longer than to file storages associated with other file system providers.

You can only associate an Amazon S3 Glacier file system with an offline file storage. Interstellar Production Portal uses offline storages to archive assets. Interstellar Production Portal users cannot directly upload assets to an offline file storage, they can only send an asset to an offline file storage after uploading it to Interstellar Production Portal.

- **Azure Blob Storage** — a directory on the Microsoft Azure Blob storage service, an external service that you require an account to use.
- **Cloud Gateway** — a file system configured on a Ross Cloud Gateway cloud gateway to enable access to the remote content from your Interstellar Production Portal Server.
- **FTP** — a directory on an FTP server.
- **Google Cloud Storage** — a directory on the Google Cloud Storage service, an external service that you require an account to use.
- **Local Storage** — a directory on your Interstellar Production Portal Server local disk or a network accessible file share.

5. Click **Next**.

The **Create File System** settings open for the selected **Provider**.

6. Use the steps for the selected **Provider** to define the file system.

Abekas

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Root** box, enter the directory path for the root directory of the Abekas video folder.
- d. In the **Host** box, enter the hostname or IP address of the Abekas video server.
- e. In the **API Port** box, enter the port number that the Abekas video server uses to communicate with your Interstellar Production Portal Server.
- f. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

Amazon S3

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Bucket** box, enter the name of the Amazon S3 bucket in which to store file system files.
- d. In the **Access Key** box, enter the access key for the selected Amazon S3 bucket.
- e. In the **Access Secret** box, enter the access secret for the selected Amazon S3 bucket.
- f. In the **Root** box, enter the directory path for the file system root directory in the selected Amazon S3 bucket.
- g. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

Amazon S3 Glacier

★ You can only associate an Amazon S3 Glacier file system with an offline file storage. Interstellar Production Portal uses offline storages to archive assets. Interstellar Production Portal users cannot directly upload assets to an offline file storage, they can only send an asset to an offline file storage after uploading it to Interstellar Production Portal.

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Bucket** box, enter the name of the Amazon S3 Glacier bucket in which to store file system files.
- d. In the **Access Key** box, enter the access key for the selected Amazon S3 Glacier bucket.
- e. In the **Access Secret** box, enter the access secret for the selected Amazon S3 Glacier bucket.
- f. In the **Root** box, enter the directory path for the file system root directory in the selected Amazon S3 Glacier bucket.

Microsoft Azure Blob Storage

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Container** box, enter the name of the Microsoft Azure Blob Storage container in which to store file system files.
- d. In the **Account Name** box, enter the account name for the selected Microsoft Azure Blob Storage container.
- e. In the **Account Key** box, enter the account key for the selected Microsoft Azure Blob Storage container.
- f. In the **Root** box, enter the directory path for the file system root directory in the selected Microsoft Azure Blob Storage container.
- g. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

Cloud Gateway

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Gateway ID** box, enter the ID of the Ross Cloud Gateway that contains the file system access.
- d. In the **Remote Namespace** box, enter the name that Interstellar Production Portal uses to access the remote file system on a Ross Cloud Gateway.

FTP

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Host** box, enter the hostname or IP address of the FTP server.
- d. Use the Encryption list to select how authentication information and data files are encrypted during transit. The available encryption options are as follows:
 - **None (FTP)** — do not encrypt authentication information and data.
 - **Explicit FTP over TLS (FTPS)** — use explicit security to transmit encrypted authentication information and data.
 - **Implicit FTP over SSL (FTPS)** — use implicit security to transmit encrypted authentication information and data.
- e. In the **Port** box, enter port number that the FTP server uses to communicate with your Interstellar Production Portal Server.
- f. In the **Username** box, enter the username for the FTP account that Interstellar Production Portal uses to access the FTP server.
- g. In the **Password** box, enter the password for the FTP account.
- h. In the **Root** box, enter the path to the folder on the FTP server to open upon initial connection.
- i. Select the **Passive Mode** check box to use the passive FTP connection mode. Clear this check box to use the active FTP connection mode.
- j. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

Google Cloud Storage

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Bucket** box, enter the name of the Google Cloud Storage bucket in which to store file system files.
- d. Click **Browse** to the right of the **Credentials** box to use the **Open** dialog box to select a file that contains Google Cloud JSON credentials for your Google Cloud Storage.
- e. In the **Project ID** box, enter the Google Cloud project ID for the selected Google Cloud Storage bucket
- f. In the **Private Key ID** box, enter the private key ID for the selected Google Cloud Storage bucket.
- g. In the **Private Key** box, enter the private key for the selected Google Cloud Storage bucket.
- h. In the **Client ID** box, enter the Google Cloud client ID for the selected Google Cloud Storage bucket.
- i. In the **Client E-Mail** box, enter the Google Cloud client email address for the selected Google Cloud Storage bucket.
- j. In the **Root** box, enter the directory path for the file system root directory in the selected Google Cloud Storage bucket.
- k. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

Local Storage

- a. In the **Name** box, enter a name for the file system.
- b. In the **Namespace** box, enter the name that Interstellar Production Portal uses to access the file system.
Once you create a file system, you cannot change the **Namespace** set for the file system.
- c. In the **Root** box, enter the directory path for the file system root directory on your Interstellar Production Portal Server local disk or a network accessible file share.
- d. Select the **Enable Direct Access** check box to enable devices to directly access files stores in the file system without having to send file access requests through Interstellar Production Portal.

★ When the **Enable Direct Access** check box is selected you must also setup a public network share to the file system root directory specified in the **Root** box.

7. Click **Create**.

Interstellar Production Portal adds the new file system to the **File Systems** list.


For More Information on...

- how to edit file systems, refer to the section “**Edit a File System**” on page 4–10
- how to delete file systems, refer to the section “**Delete a File System**” on page 4–11

Edit a File System

★ You cannot edit the Namespace of an existing file system.

To edit a file system

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **File Systems** tab.
The **File Systems** tab opens, listing all the available file systems.
3. From the **File Systems** list, select the file system to edit.
4. Click **Edit**.
The **Create File System** settings open.
5. Use the **Provider** list to select a file system type for the selected file system:
6. Click **Next**.
The **Edit File System** settings open for the selected **Provider**.
7. Edit the file system settings as required.
8. Click **Save**.


For More Information on...

- how to create file systems, refer to the section “**Add a File System**” on page 4–6
- how to delete file systems, refer to the section “**Delete a File System**” on page 4–11

Delete a File System

Deleting a file system disconnects it from associated media sources but does not delete the media files contained in the file system root directory.

To delete a file system

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **File Systems** tab.
The **File Systems** tab opens, listing all the available file systems.
3. From the **File Systems** list, select the file system to delete.
4. Click **Delete**.
A confirmation dialog box opens.
5. Click **OK**.
Interstellar Production Portal deletes the selected file system.


For More Information on...

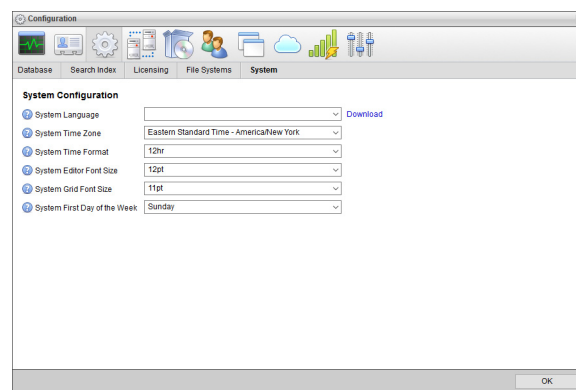
- how to create file systems, refer to the section “**Add a File System**” on page 4–6
- how to edit file systems, refer to the section “**Edit a File System**” on page 4–10

Configure System Settings

Interstellar Production Portal administrators can set the language, time zone, font sizes, and data sharing folder for all the users of an Interstellar Production Portal Server.

To set the language, time zone, time format, and font sizes for an Interstellar Production Portal Server

1. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.
2. Click the **System** tab.
The **System** tab opens.



3. Use the **System Language** list to select the Interstellar Production Portal user interface language for all users of an Interstellar Production Portal Server. Interstellar Production Portal users can use the **User Preferences (User)** tab of the **System** panel to override the selected **System Language**.

If you want to download an Interstellar Production Portal language pack, follow these steps.

- a. Click the **Download** link.

The **Download Selected Language Pack** and **Download Empty Language Pack** buttons display below the **System Language** list.

- b. Click **Download Selected Language Pack** to download the selected **System Language** to your computer as an Interstellar Production Portal language pack file.
 - c. Click **Download Empty Language Pack** to download a template that you can use to create an Interstellar Production Portal language pack file.
4. Use the **System Time Zone** list to select the time zone which matches the physical location of the Interstellar Production Portal Server computer. Interstellar Production Portal users can use the **User Preferences (User)** tab of the **System** panel to override the selected **System Time Zone**.
 5. Use the **System Time Format** list to select the format in which to display the time, 12 hr (2:45pm) or 24 hr (14:45) format. Interstellar Production Portal users can use the **User Preferences (User)** tab of the **System** panel to override the selected **System Time Format**.
 6. Use the **System Editor Font Size** list to select the font size, 6 to 32 points, that Interstellar Production Portal uses to display text in editor panels. Interstellar Production Portal users can use the **User Preferences (User)** tab of the **System** panel to override the selected **System Editor Font Size**.
 7. Use the **System Grid Font Size** list to select the font size, 6 to 32 points, that Interstellar Production Portal uses to display text in panel grids. Interstellar Production Portal users can use the **User Preferences (User)** tab of the **System** panel to override the selected **System Grid Font Size**.
 8. Use the **System First Day of the Week** list to select the first day of the week to display in the **Calendar** view of the **Assignment Manager**, **Task Schedule**, and **Custom Entity Manager** panels, and in the **Calendar Date** tool used to select dates. Inception users can override the selected **System First Day of the Week** by selecting a **User First Day of the Week** in the **Preferences** panel.

Managing Interstellar Production Portal Nodes

Multiple Interstellar Production Portal Servers can connect to a single database to form a Redundant Node Interstellar Production Portal system. Each Interstellar Production Portal Server in a Redundant Node Interstellar Production Portal system acts as a node to run one or more Interstellar Production Portal services to load balance the overall system.

★ To configure a Redundant Node Interstellar Production Portal system, you must have licenses for two or more Interstellar Production Portal Servers. Please contact Ross Video to purchase additional Interstellar Production Portal Servers licenses for your Redundant Node Interstellar Production Portal system.

This chapter discusses the following topics:

- Configure Database Connectivity
- View the Nodes in Your System
- Manage Interstellar Production Portal Services

Configure Database Connectivity

Each Interstellar Production Portal Server acting as a node in your Redundant Node Interstellar Production Portal system must connect to the same database. You must log in to each Interstellar Production Portal Server as an Interstellar Production Portal administrator and configure the server to connect to the same database as the other servers in your Redundant Node Interstellar Production Portal system.

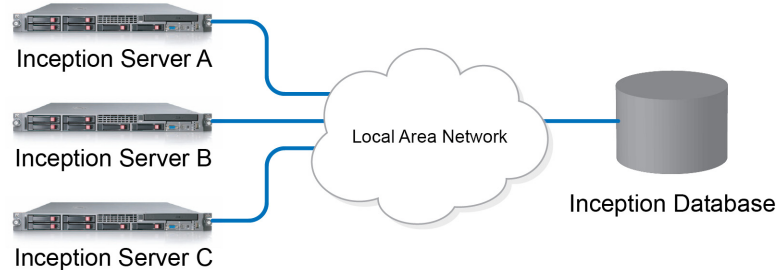


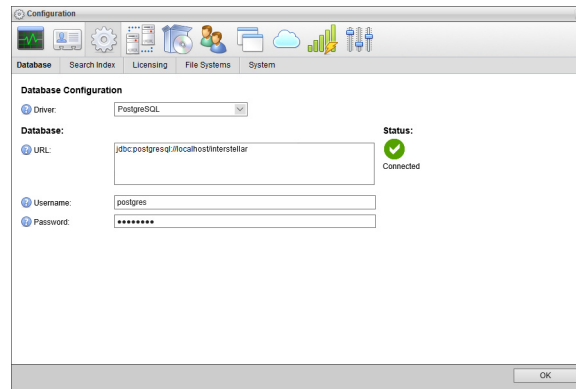


Figure 5.1 Database Connection in a Redundant Node Interstellar Production Portal System

To configure database connectivity for each node

1. Log in to your Interstellar Production Portal Server as an Interstellar Production Portal administrator.
For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.
2. On the main toolbar, click the  **Configuration** icon.
The **Configuration** window opens.
3. On the **Configuration** window toolbar, click the  **System** icon.
The **System** panel opens.

- Click the **Database** tab.
The **Database** tab opens.




- Use the **Driver** list to select the database driver used to connect to the Interstellar Production Portal Database. Select the same Driver for each Interstellar Production Portal Server node in your Redundant Node Interstellar Production Portal system.
- In the **URL** box, enter the JDBC URL that connects your Interstellar Production Portal Server with Interstellar Production Portal Database. For example, for a database named interstellar on PostgreSQL, use the following URL:
jdbc:postgresql://localhost/interstellar
Enter the same URL for each Interstellar Production Portal Server node in your Redundant Node Interstellar Production Portal system.
- In the **Username** box, enter the username that Interstellar Production Portal uses to access the database. Enter the same Username for each Interstellar Production Portal Server node in your Redundant Node Interstellar Production Portal system.
- In the **Password** box, enter the password associated with the username. For security purposes, dots replace the entered password. Enter the same Password for each Interstellar Production Portal Server node in your Redundant Node Interstellar Production Portal system.
- Repeat this procedure on each Interstellar Production Portal Server node in your Redundant Node Interstellar Production Portal system.

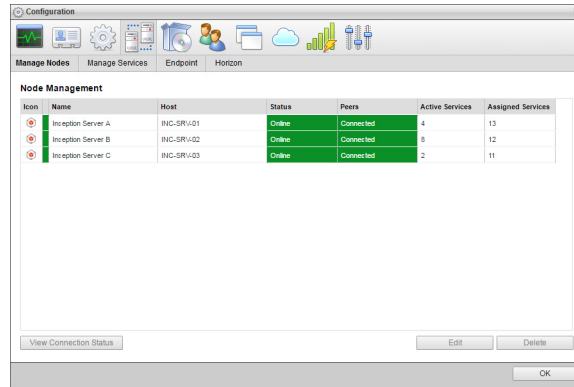
View the Nodes in Your System

After you configure all the Interstellar Production Portal Server nodes in your Redundant Node Interstellar Production Portal system to connect to the same database, you can view the nodes through the Node Management tab in the Configuration window.

To view the nodes in your system

- On the **Configuration** window toolbar, click the  **Network** icon.
The **Node Management** panel opens.
- Click the **Manage Nodes** tab.

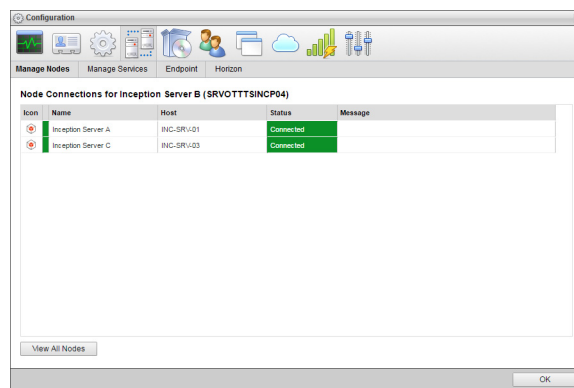
The **Manage Nodes** tab opens.



The **Node Management** table displays the following information about the nodes in a Redundant Node Interstellar Production Portal system:

- **Icon** — this column displays an icon that identifies the node.
 - **Name** — this column displays the name of the node.
 - **Host** — this column displays the host name of the node computer.
 - **Status** — this column displays the current status of the node.
 - **Peers** — this column displays the current connection status between the node and the other nodes in the Redundant Node Interstellar Production Portal system.
 - **Active Services** — this column displays the number of Interstellar Production Portal services currently running on the node.
 - **Assigned Services** — this column displays the number of Interstellar Production Portal services assign to run on the node.
3. To view the nodes connected to a selected node, select the node in the **Node Management** table and then click **View Connection Status**.

The **Node Connections** page opens for the selected node.



The **Node Connections** table displays the following information about the nodes connected to a selected node:

- **Icon** — this column displays an icon that identifies the node.
 - **Name** — this column displays the name of the node.
 - **Host** — this column displays the host name of the node computer.
 - **Status** — this column displays the current connection status between the selected node and the listed node.
 - **Message** — this column displays additional information about the connection between nodes.
4. Click **View All Nodes** to return to the **Node Management** page of the **Manage Nodes** tab.

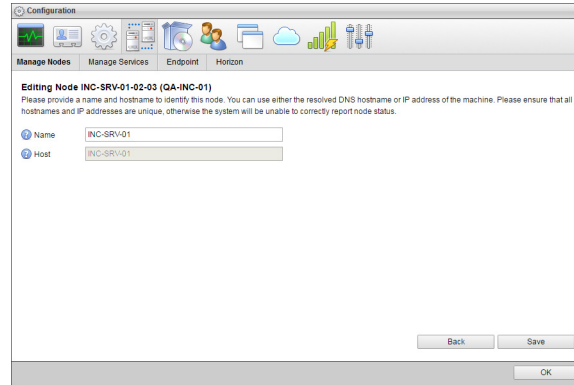
Change Node Names

To help you keep track of the nodes in your Redundant Node Interstellar Production Portal system, you can edit the node names.

To change the name of a node

1. In the **Node Management** table, select the node that you want to change the name.
2. Click **Edit** tab.

The **Editing Nodes** page opens.



3. In the **Name** box, enter a name for the node.
4. Click **Save** to save the new node name.


The **Node Management** page opens.

Manage Interstellar Production Portal Services

Each Interstellar Production Portal Server in a Redundant Node Interstellar Production Portal system acts as a node to run one or more Interstellar Production Portal services to load balance the overall system. For each available Interstellar Production Portal service, you can choose the node to run the service and the nodes that the Interstellar Production Portal service can use to continue running if the active node were to falter.

★ You must assign an Interstellar Production Portal service to at least one node to make it available to Interstellar Production Portal users.

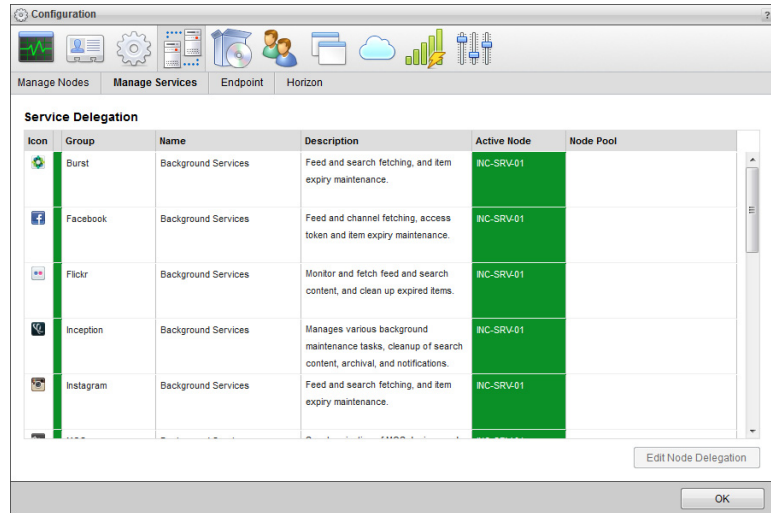
To assign Interstellar Production Portal services to nodes

1. On the **Configuration** window toolbar, click the  **Network** icon.

The **Node Management** panel opens.

2. Click the **Manage Services** tab.

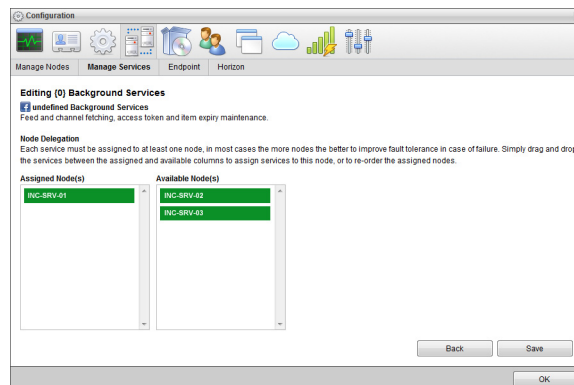
The **Manage Services** tab opens.



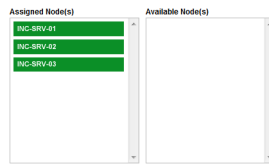
The **Service Delegation** table displays the following information about Interstellar Production Portal services and the nodes that the services run on in a Redundant Node Interstellar Production Portal system:

- **Icon** — this column displays an icon that identifies the group to which the Interstellar Production Portal service belongs.
 - **Group** — this column displays the name of the group to which the Interstellar Production Portal service belongs.
 - **Name** — this column displays the name of the Interstellar Production Portal service.
 - **Description** — this column displays a description of the Interstellar Production Portal service.
 - **Active Node** — this column displays the hostname of the node that is currently running the Interstellar Production Portal service.
 - **Node Pool** — this column lists the hostnames of the nodes that the Interstellar Production Portal service can use to continue running if the active node were to falter.
3. In the **Service Delegation** table, select the Interstellar Production Portal service to assign to a node.
 4. Click **Edit Node Delegation**.

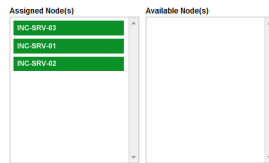
The **Editing Background Services** page open for the selected Interstellar Production Portal service.



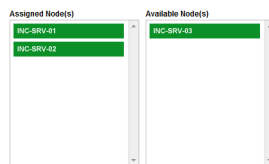
- To assign the selected Interstellar Production Portal Service to a node, drag the node to assign from the **Available Node(s)** list to the **Assigned Node(s)** list.



- To change the priority of a node, drag the node up or down in the **Assigned Node(s)** list. The selected Interstellar Production Portal service starts running on the node at the top of the **Assigned Node(s)** list, the active node.



- To unassign the selected Interstellar Production Portal Service from a node, drag the node to unassign from the **Assigned Node(s)** list to the **Available Node(s)** list.



- After assigning the selected Interstellar Production Portal services to the appropriate nodes, click **Save**. Interstellar Production Portal displays the updated Interstellar Production Portal service in the **Service Delegation** table.

Managing Interstellar Production Portal Apps

Interstellar Production Portal apps enable you to offer new features, extended functionality, or customization to the users of your Interstellar Production Portal Server. After you install an app on your Interstellar Production Portal Server, access to the app depends on the user permissions set for a user. Ross Video, third party developers, or your own in-house developers can create Interstellar Production Portal apps.

This chapter discusses the following topics:

- Install Apps
- Uninstall Apps


Install Apps

Interstellar Production Portal apps are contained in .app files that you can install on your Interstellar Production Portal Server. The availability of installed Interstellar Production Portal apps depends on the user permissions set for a user.


To install an Interstellar Production Portal app

1. Log in to your Interstellar Production Portal Server as an administrator.

For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.

2. On the main toolbar, click the  **Configuration** icon.

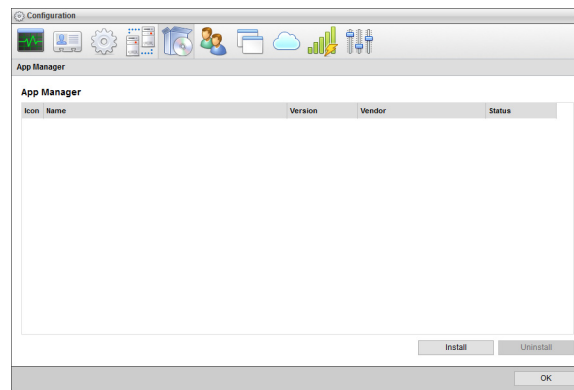
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Apps** icon.

The **Apps** panel opens.

4. Click the **App Manager** tab.

The **App Manager** tab opens.



5. Click **Install**.

The **Install App** page opens.

6. Click **Browse** to the right of the **App File** box.

The **Open** dialog box opens displaying the local file system of your computer.

7. Locate and select the **App** file (.app) that contains the Interstellar Production Portal app to install on your Interstellar Production Portal Server.

8. Click **Open**.

Interstellar Production Portal installs the selected app. The **Install App** page closes and Interstellar Production Portal adds the app to the **App Manager** list.


Uninstall Apps

When you no longer require an Interstellar Production Portal app on your Interstellar Production Portal Server, you can uninstall the app.

To uninstall an Interstellar Production Portal app

1. On the main toolbar, click the  **Configuration** icon.

The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the  **Apps** icon.

The **Apps** panel opens.

3. In the **App Manager** list, select the app to uninstall.

4. Click **Uninstall**.

Interstellar Production Portal uninstalls the selected app. The **Install App** page closes and Interstellar Production Portal removes the app to the **App Manager** list.

5. Click **OK** to close the **Configuration** window.

Configuring User Permissions

User permissions define the actions users have permission to perform and determine which buttons, messages, and controls they see in the Interstellar Production Portal user interface. In most Interstellar Production Portal systems, the system administrator assigns users with the user permissions that are appropriate for their role in using Interstellar Production Portal.

User permissions are role-based. Each user account has one or more user roles, such as journalist or producer. Each user role has a set of permissions. The role-based permissions model enables administrators to precisely define user permissions for each user, to ensure conformance to your organization's business processes.

A system administrator can create user accounts and roles within Interstellar Production Portal or imported them from a Lightweight Directory Access Protocol (LDAP) server. Interstellar Production Portal can use a combination of created and imported user accounts and roles.

To configure user permissions, you create user roles and assign permissions to them, and then create user accounts and assign user roles to them.

User permission settings belong to the following categories, represented by tabs on the Users configuration panel:



- **Users** — properties related to individual users, including role assignments.
- **Roles** — properties related to user roles, including permissions associated with user roles.

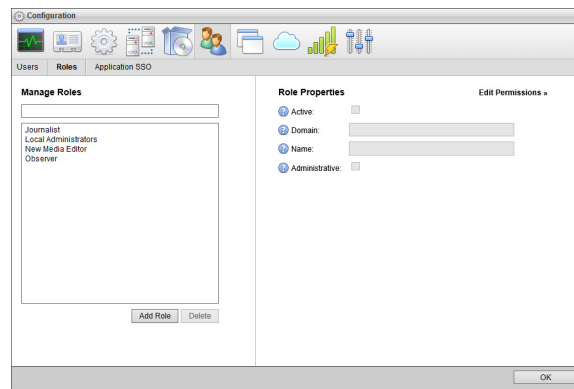
This chapter discusses the following topics:

- Creating a User Role
- Modifying a User Role
- Typical User Role Permissions
- New Account Role Permissions
- Deleting a User Role
- Creating a User Account
- Modifying a User Account
- Deleting a User Account
- Application Single Sign On Configuration

Creating a User Role

To create a user role

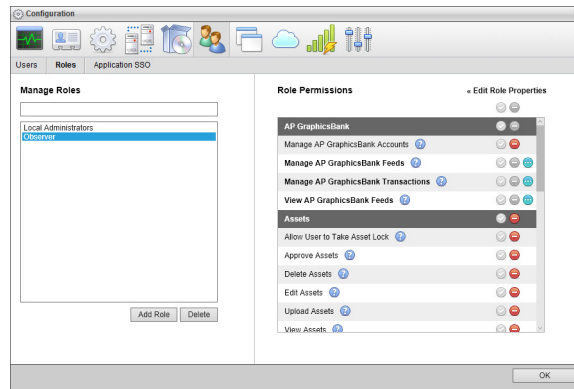
1. Log in to your Interstellar Production Portal Server as an administrator.
2. On the main toolbar, click the  **Configuration** icon.
The **Configuration** window opens.
3. On the **Configuration** window toolbar, click the  **Users** icon. If the **Users** icon is not visible, you are not an administrator and cannot configure user roles.
The **Users** panel opens.
4. Click the **Roles** tab.
The **Roles** tab opens.




5. In the **Manage Roles** section, click **Add Role**.
Interstellar Production Portal automatically saves property values set for a new user role.
6. In the **Role Properties** section, select the **Active** check box to make the role operational.
Clear this check box to deactivate a user role. Inactive roles cannot convey permissions to user accounts.
7. In the **Name** box, enter a name for the user role.
8. Select the **Administrative** check box to grant the user role all user permissions and enable the user role to configure all administrative settings.
Clear this check box to only include selected permissions with the user role.
9. Select the **Remotely Assignable** check box to enable Horizon to use the user role to assign remote user permissions on the Interstellar Production Portal Server.
Clear this check box to only use the user role to assign local user permissions.

10. Click **Edit Permissions**.


The **Role Permissions** list opens.




Hover the mouse pointer over a  icon to the right of a permission to view a description of the permission.


11. In the **Role Permissions** list, set the role permissions for the user role as follows:


- **Role Permissions** — use the following icons displayed to the right of a role permission to grant or deny the role permission to the selected role:

 — click this icon to grant the role permission to the selected role.


 — click this icon to deny the role permission from the selected role.


- **Categories** — the Role Permissions list is divided into categories to make it easier to find the role permissions to set for the selected role. Interstellar Production Portal uses a dark gray shading to highlight category headings in the list. Use the following icons displayed in a category heading to grant or deny all category role permissions to the selected role:


 — click this icon to grant all category role permissions to the selected role. Sometimes it is quicker to grant all role permissions and deny the unwanted role permissions than to just grant the required role permissions.


 — click this icon to deny all category role permissions from the selected role.


- **Accounts** — role permissions displayed in bold text are account-based role permissions. Use the following icons displayed to the right of an account-based role permission to grant or deny the role permission to all accounts for the selected role:

 — click this icon to grant the role permission to all accounts for the selected role. Sometimes it is quicker to grant a role permission to accounts and deny the role permission from unwanted accounts than to just grant the role permission to required accounts.

 — click this icon to deny the role permission from all accounts for the selected role.

You can also control the role permission for individual accounts by clicking the  icon to the right of an account-based role permission to view the individual accounts controlled by the role permission. Use the following icons displayed to the right of an account:

 — click this icon to grant the role permission to the account for the selected role.

 — click this icon to deny the role permission from the account for the selected role.

Interstellar Production Portal automatically saves account permission assignment changes. After finishing the configuration of a user role, you can assign it to a user.


For More Information on...

- user roles, refer to the sections “**Modifying a User Role**” on page 7–4, and “**Deleting a User Role**” on page 7–6.
- user accounts, refer to the sections “**Creating a User Account**” on page 7–6, “**Modifying a User Account**” on page 7–8, and “**Deleting a User Account**” on page 7–8.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 7–5.

Modifying a User Role

Within Interstellar Production Portal you are only able to modify the properties of user roles created in Interstellar Production Portal. To modify roles (groups) imported from an LDAP directory server, you must modify them on the LDAP directory server.

To modify a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

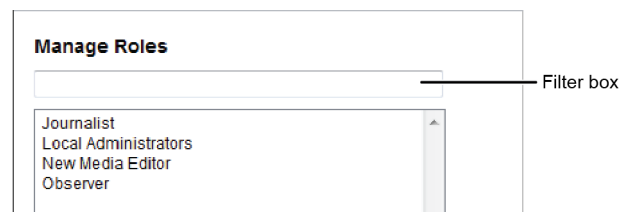
2. Click the **Roles** tab.

The **Roles** tab opens.

3. In the **User Role** list, select the name of the user role to modify.

You can filter the **User Role** list by typing any of the following information in the **Filter** box above the list:

- Any part of a user role name. As you enter a user role name, the list automatically updates to only show user roles that match what you have entered.
- Enter **local** to list only the user roles created in Interstellar Production Portal.
- Enter **LDAP** to list only the user roles imported from an LDAP directory.



4. In the **Role Properties** section, edit the user role properties as required.

Interstellar Production Portal automatically saves property value changes made to a user role.

5. Click **Edit Permissions**.

The **Role Permissions** list opens.

6. In the **Role Permissions** list, edit the user role permission assignments as required.

Interstellar Production Portal automatically saves permission assignment changes made to a user role and applies the changes to all the users assigned to the user role.

For More Information on...

- user roles, refer to the sections “**Creating a User Role**” on page 7–2, and “**Deleting a User Role**” on page 7–6.
- user accounts, refer to the sections “**Creating a User Account**” on page 7–6, “**Modifying a User Account**” on page 7–8, and “**Deleting a User Account**” on page 7–8.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 7–5.

Typical User Role Permissions

The following tables list the available user role permissions and typical user role assignments.




Table 7.1 Typical User Role Permissions


Permission	Engineer	Talent	Transcoder
Modify Directories			
Configure Metadata			
Modify Reports			
View Reports			
View Search Manager			
Cloud Gateway Connection			
Transcoder Connect			✓
View Remote Operations Center Schedule			
View Remote Operations Center	All Centers		
View Remote Studio	All Studios	Selected Studios	


New Account Role Permissions


When you create a new AP GraphicsBank or MGN Online account, it is a good idea to review account role permissions set for user roles. When you create several accounts at the same time, it is most efficient to create all accounts and then assign permissions to manage them.

To assign account role permissions to a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.
The **Users** panel opens.
2. Click the **Roles** tab.
The **Roles** tab opens.
3. In the **User Role** list, select the name of the user role to assign account management permissions.
4. Click **Edit Permissions**.
The **Role Permissions** list opens.
5. In the **Role Permissions** list, scroll down to an account role permission.
For example, **AP GraphicsBank**.
6. Use the following icons displayed to the right of an account-based role permission to grant or deny the role permission to all accounts for the selected role:
 -  — click this icon to grant the role permission to all accounts for the selected role. Sometimes it is quicker to grant a role permission to accounts and deny the role permission from unwanted accounts than to just grant the role permission to required accounts.
 -  — click this icon to deny the role permission from all accounts for the selected role.

7. You can also control the role permission for individual accounts by clicking the  icon to the right of an account-based role permission to view the individual accounts controlled by the role permission. Use the following icons displayed to the right of an account:

 — click this icon to grant the role permission to the account for the selected role.

 — click this icon to deny the role permission from the account for the selected role.


After you finish editing a user role, Interstellar Production Portal applies the account permission assignment changes to all the users assigned to the user role.

Deleting a User Role

You can delete user roles created in Interstellar Production Portal.

★ You cannot delete user roles (groups) imported from an LDAP directory server.

To delete a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Roles** tab.

The **Roles** tab opens.

3. In the **User Role** list, select the name of the user role to delete.

4. Click **Delete**.

A confirmation message opens, asking you if you want to delete the selected user role.

5. Click **OK**.


Interstellar Production Portal deletes the selected user role from the system and from assigned users. Deleting a user role from a user removes the permissions contained in the user role from the user.

For More Information on...

- user roles, refer to the sections “**Creating a User Role**” on page 7–2, and “**Modifying a User Role**” on page 7–4.
- user accounts, refer to the sections “**Creating a User Account**” on page 7–6, “**Modifying a User Account**” on page 7–8, and “**Deleting a User Account**” on page 7–8.

Creating a User Account

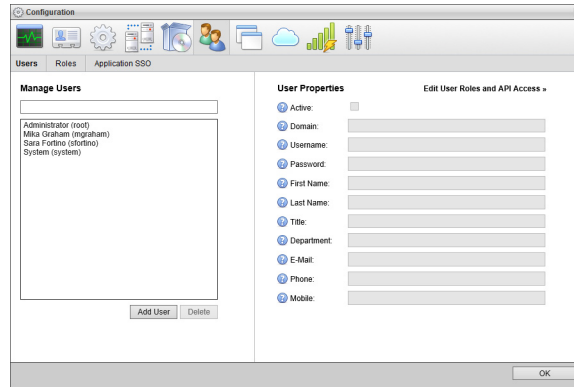
To create a user account

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Users** tab.

The **Users** tab opens.



3. In the **Manage Users** section, click **Add User**.

Interstellar Production Portal automatically saves property values set for a new user.

4. In the **User Properties** section, select the **Active** check box to make the user operational.

Clear this check box to deactivate a user. Interstellar Production Portal retains information associated with an inactive user account but does not allow you to use the account to log in to your Interstellar Production Portal.

5. In the **Username** box, enter a name for the user.

Use this username to log in to your Interstellar Production Portal. Usernames are case sensitive.

6. In the **Password** box, enter a password of at least five characters for the user. All user accounts must have a password.

Use this password is along with the set username to log in to your Interstellar Production Portal. Passwords are case sensitive.

7. In the **First Name** box, enter the first or proper name of the user.

8. In the **Last Name** box, enter the last or family name of the user.

After logging in to Interstellar Production Portal with a username and password, the status bar displays the first and last name associated with the username.

9. In the **Title** box, enter the job title of the user within the organization.

10. In the **Department** box, enter the department to which the user belongs within the organization.

11. In the **E-Mail** box, enter the corporate e-mail address of the user.

12. In the **Phone** box, enter the corporate telephone number of the user.

13. In the **Mobile** box, enter the mobile telephone number of the user.

14. Click **Edit User Roles**.

15. In the **User Roles** list, select the check boxes associated with the user roles to assign to the user. Clear the check box associated with a user role to unassign it from the user.


For More Information on...

- user accounts, refer to the sections “**Modifying a User Account**” on page 7–8, and “**Deleting a User Account**” on page 7–8.
- user roles, refer to the sections “**Creating a User Role**” on page 7–2, “**Modifying a User Role**” on page 7–4, and “**Deleting a User Role**” on page 7–6.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 7–5.

Modifying a User Account

You can modify the properties of user accounts created in Interstellar Production Portal. If you want to modify users imported from an LDAP directory server, you must change them on the LDAP directory server.

To modify a user account

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

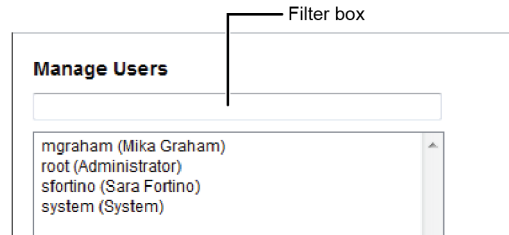
2. Click the **Users** tab.

The **Users** tab opens.

3. In the **Users** list, select the name of the user to modify.

You can filter the **Users** list by typing any of the following information in the **Filter** box above the list:

- Any part of a user name. As you enter a user name, the list automatically updates to only show user names that match what you have entered.
- Enter **local** to list only the users created in Interstellar Production Portal.
- Enter **LDAP** to list only the users imported from an LDAP directory.



4. In the **User Properties** section, edit the user properties as required.

Interstellar Production Portal automatically saves property value changes made to a user.

5. Click **Edit User Roles**.

The **User Roles** list opens.

6. In the **User Roles** list, edit the user roles assignments as required.

Interstellar Production Portal automatically saves user role assignment changes made to a user.

For More Information on...


- user accounts, refer to the sections “**Creating a User Account**” on page 7–6, and “**Deleting a User Account**” on page 7–8.
- user roles, refer to the sections “**Creating a User Role**” on page 7–2, “**Modifying a User Role**” on page 7–4, and “**Deleting a User Role**” on page 7–6.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 7–5.

Deleting a User Account

You can delete user accounts created in Interstellar Production Portal.

- ★ You cannot delete user accounts imported from an LDAP directory server.

To delete a user account

1. On the **Configuration** window toolbar, click the  **Users** icon.
The **Users** panel opens.
2. Click the **Users** tab.
The **Users** tab opens.
3. In the **Users** list, select the name of the user to delete.
4. Click **Delete**.
A confirmation message opens, asking you if you want to delete the selected user.
5. Click **OK**.
Interstellar Production Portal deletes the selected user.
6. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.

For More Information on...

- user accounts, refer to the sections “**Creating a User Account**” on page 7–6, and “**Modifying a User Account**” on page 7–8.
- user roles, refer to the sections “**Creating a User Role**” on page 7–2, “**Modifying a User Role**” on page 7–4, and “**Deleting a User Role**” on page 7–6.

Application Single Sign On Configuration

Application Single Sign On enables you to configure trust relationships between Ross Web Platform (RWP) based applications; such as Interstellar Production Portal, Inception, and Streamline. Application SSO enables users to sign into a RWP application and open a window, view, or plugin from another RWP application inside of the user interface without having to login once again. Single Sign On (SSO) is commonly used with MOS plugins.

- ★ SSO cannot authenticate the Interstellar Production Portal administrator **root** user. You must use a standard user account that exists on both RWP applications for SSO to function properly.

Configuring single sign-on between the current Interstellar Production Portal Server and another RWP Server involves the following:

- “**Verify Matching Users**” on page 7–9
- “**Add a Single Sign-On Trust Relationship to Both Servers**” on page 7–9

Verify Matching Users

Log in to the Interstellar Production Portal Server and other RWP Server to verify that the Interstellar Production Portal user also exists on the RWP Server. Users can be manually created on the Interstellar Production Portal Server and the RWP Server.

For More Information on...


- manually creating user accounts on an Interstellar Production Portal Server, refer to the section “**Creating a User Account**” on page 7–6.
- adding user accounts to RWP systems, refer to the RWP application *Configuration Guide* or *Online Help* system.

Add a Single Sign-On Trust Relationship to Both Servers


Single sign-on requires a trust relationships must be added to both the Interstellar Production Portal Server and the RWP Server. On the RWP Server you need to add a single sign-on trust relationship with the RWP Server. On the RWP Server you need to add a single sign-on trust relationship with the Interstellar Production Portal Server.

Interstellar Production Portal Server

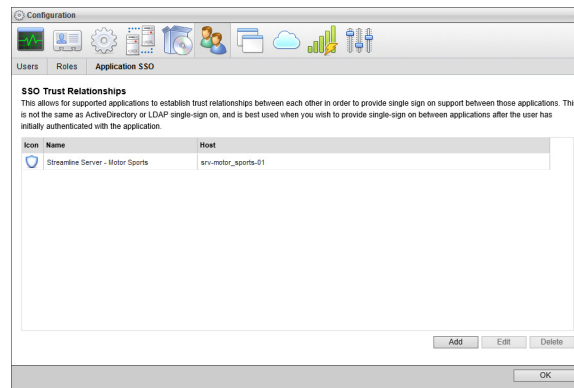
To add a single sign-on trust relationship with the RWP Server

1. Log in to your Interstellar Production Portal Server as an administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

The **Configuration** window opens.

3. On **Configuration** window toolbar, click the  **Users** icon.
4. Click the **Application SSO** tab.

The **Application SSO** tab opens.



5. Click **Add**.

The **Create SSO Trust Relationship** page opens.

6. In the **System Name** box, enter a name for the RWP Server to trust.
7. In the **Trusted Host** box, enter the hostname or IP address of the RWP Server to trust.
8. Click **Save**.

The **Create SSO Trust Relationship** page closes and Interstellar Production Portal adds the new single sign-on trust relationship to the **SSO Trust Relationship** list.


9. When building a single sign-on trust relationship with a redundant or enterprise RWP system that contains multiple RWP Servers, complete the following steps:
 - a. For each RWP Server in the RWP system, repeat step **5** to step **8** to create a single sign-on trust relationship for the Interstellar Production Portal Server.
 - b. Click **Add** to open the **Create SSO Trust Relationship** page.
 - c. In the **System Name** box, enter a name for the load balancer in the RWP system.
 - d. In the **Trusted Host** box, enter the hostname or IP address of the load balancer in the RWP system.
 - e. Click **Save**.

10. In the bottom toolbar, click **OK**.


The **Configuration** window closes.

RWP Server

To add a single sign-on trust relationship with the Interstellar Production Portal Server

1. Log in to your RWP Server as an administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

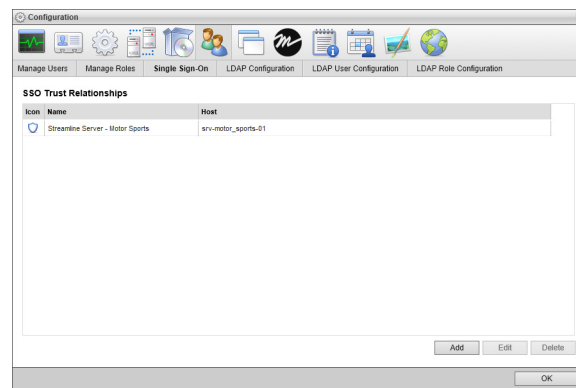
The **Configuration** window opens.

3. On **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

4. Click the **Single Sign-On** tab.

The **Single Sign-On** tab opens.



5. Click **Add**.

The **Create SSO Trust Relationship** page opens

6. In the **System Name** box, enter a name for the Interstellar Production Portal Server to trust.
7. In the **Trusted Host** box, enter the hostname or IP address of the Interstellar Production Portal Server to trust.
8. Click **Save**.

The **Create SSO Trust Relationship** page closes and the RWP application adds the new single sign-on trust relationship to the **SSO Trust Relationship** list.

9. When building a single sign-on trust relationship with a redundant or enterprise Interstellar Production Portal system that contains multiple Interstellar Production Portal Servers, complete the following steps:
 - a. For each Interstellar Production Portal Server in the Interstellar Production Portal system, repeat step **5** to step **8** to create a single sign-on trust relationship for the Interstellar Production Portal Server.
 - b. Click **Add** to open the **Create SSO Trust Relationship** page.
 - c. In the **System Name** box, enter a name for the load balancer in the Interstellar Production Portal system.
 - d. In the **Trusted Host** box, enter the hostname or IP address of the load balancer in the Interstellar Production Portal system.
 - e. Click **Save**.

10. In the bottom toolbar, click **OK**.

The **Configuration** window closes.

11. Exit from the RWP application Server.

Manage Single Sign-On Trust Relationships

Managing the single sign-on relationships between the current Interstellar Production Portal Server and another RWP Servers includes the following procedures:

- Edit Single Sign-On Trust Relationship Properties
- Delete Single Sign-On Trust Relationships

Edit Single Sign-On Trust Relationship Properties

To maintain system security, ensure that the hostname or IP address of the other RWP system in a single sign-on trust relationship is entered correctly and kept up to date.

To edit the properties of a single sign-on trust relationship

1. From the **SSO Trust Relationships** table in the **Application SSO** tab of the **Users** panel, select the single sign-on trust relationship to edit.
 2. Click **Edit**.
- The **Edit SSO Trust Relationship** page opens.
3. In the **Edit SSO Trust Relationship** page, edit the single sign-on trust relationship properties as required.
 4. Click **Save**.

Interstellar Production Portal updates the single sign-on trust relationship and returns to the **SSO Trust Relationships** page.

Delete Single Sign-On Trust Relationships

Deleting out of date single sign-on trust relationships from the current Interstellar Production Portal Server helps maintain system security.

To delete a single sign-on trust relationship

1. From the **SSO Trust Relationships** table in the **Application SSO** tab of the **Users** panel, select the single sign-on trust relationship to delete.
 2. Click **Delete**.
- A confirmation message opens, asking whether you want to delete the selected single sign-on trust relationship. To keep the single sign-on trust relationship, click **Cancel**.
3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected single sign-on trust relationship from the current Interstellar Production Portal Server.

Managing Perspectives

A user perspective is a customized view of the Interstellar Production Portal user interface. It is a mapping of Interstellar Production Portal panel types to positions in the user interface layout. Perspectives also save the columns displayed in panels.

For example, you can create a perspective that includes the Remote Operations Center panel in the left column, the Portal Speed Test panel in the top middle, and the Remote Studio panel in the right column. When you later use this perspective and open a Remote Operations Center panel it will open in the left column, the Portal Speed Test panel will open in the middle column, and the Remote Studio panel will open in the right column.

Perspectives can include any or all panel types:

- Remote Studio
- Remote Operations Center
- Remote Operations Center Schedule
- Transcoders
- Portal Speed Test

This chapter discusses the following topics:

- Creating a New Perspective
- Opening a Saved Perspective
- Editing a Perspective
- Changing the Layout of a Perspective
- Making a User Perspective Global
- Deleting a Perspective

Creating a New Perspective


All Interstellar Production Portal users can create perspectives for their own use. Interstellar Production Portal administrators can also create global perspectives available to all users.

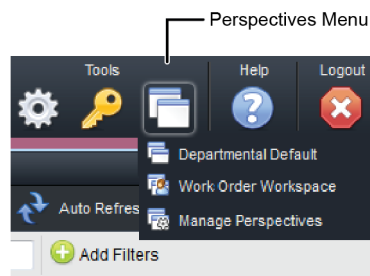
To create a new perspective for your own use

1. Log in to your Interstellar Production Portal Server as an administrator.
2. Open one of each type of panel you want to include in the new perspective.
3. Rearrange the panels to the positions you want them to occupy in the perspective.

For more information about repositioning panels, refer to the *Interstellar Production Portal User Guide*.

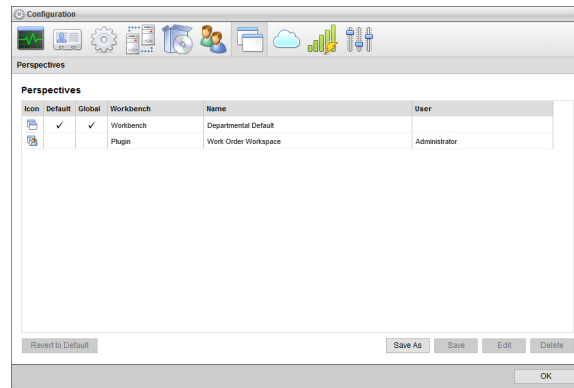
4. In **Work Order**, **Reports**, and **Asset Browser** panels, display the panel columns to include in the perspective.
For more information about displaying panel columns, refer to the *Interstellar Production Portal User Guide*.

5. On the main toolbar, point to the  **Perspectives** icon.



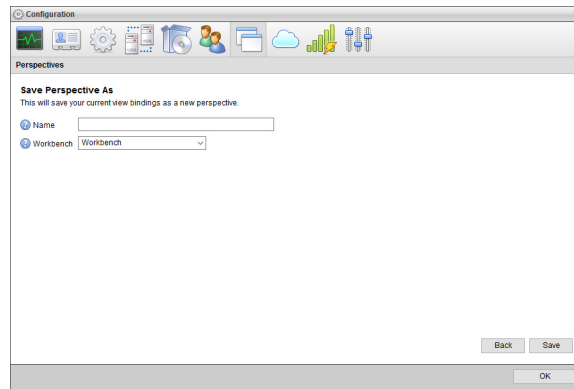
6. In the list, click **Manage Perspectives**.

The **Configuration** window opens, showing the **Perspectives** tab.



7. Click **Save As**.

The **Save Perspective As** page opens.




8. In the **Name** box, enter a name for the new perspective.
9. Use the **Workbench** list to select the environment in which to use the new perspective. The available options are as follows:
 - **Workbench** — use the perspective in Interstellar Production Portal.
 - **Plugin** — use the perspective in the Interstellar Production Portal plugin.
10. Click **Save**.

The **Save Perspective As** page closes and Interstellar Production Portal adds the new perspective to the **Perspectives** list.
11. Click **OK** to close the **Configuration** window.

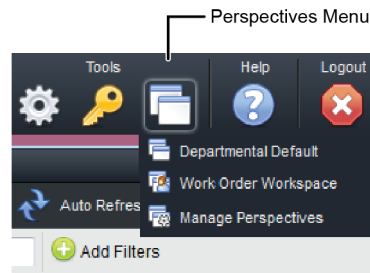
Opening a Saved Perspective

Panels may not always open exactly where you expect. As you open and close panels, Interstellar Production Portal adjusts the layout to optimize use of the available space. For example, if the current perspective includes a work order in the left column and you use it to open only a work order, the work order occupies all the available space. As you open more panel types, Interstellar Production Portal adjusts the layout to conform with the perspective.

To open a saved perspective

1. On the main toolbar, point to the  **Perspectives** icon.

A list of saved perspectives opens. The last item on the list, **Manage Perspectives**, is not a perspective.




2. In the list, click the perspective to open.

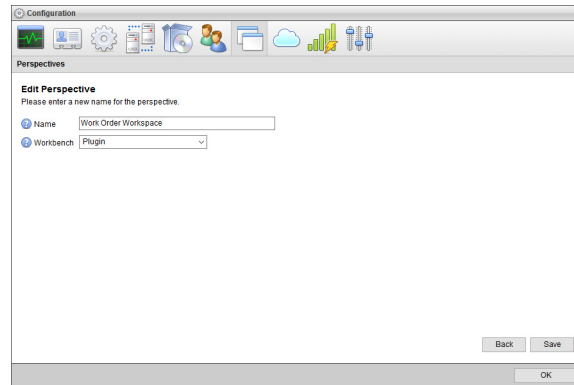
Interstellar Production Portal repositions the open panels to conform to the layout in the selected perspective.

Editing a Perspective

You can edit an existing perspective to change the perspective name or usage environment.

To rename a perspective


1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the perspective to rename.
3. Click **Edit**.
The **Edit Perspective** page opens.



4. In the **Name** box, enter a new name for the selected perspective.
5. Click **Save**.
The name of the perspective updates in the **Perspectives** list.
6. Use the **Workbench** list to select the environment in which to use the new perspective. The available options are as follows:
 - **Workbench** — use the perspective in Interstellar Production Portal.
 - **Plugin** — use the perspective in the Interstellar Production Portal plugin.
7. Click **OK** to close the **Configuration** window.

Changing the Layout of a Perspective

To change the layout of a perspective

1. Rearrange the panels in a perspective to form the new layout for the perspective.
2. In the **Work Order Manager**, **Reports Manager**, and **Asset Browser** panels, display the panel columns to include in the perspective.
3. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
4. In the **Perspective** list, select the perspective for the new panel layout.
5. Click **Save**.
A confirmation message opens, asking whether you want to overwrite the perspective.

6. In the confirmation message, click **OK**.

The confirmation message closes and Interstellar Production Portal saves the set panel layout is with the selected perspective.

7. Click **OK** to close the **Configuration** window.

Reverting a Perspective to the Default Layout

When you first use Interstellar Production Portal, it opens certain types of panels in certain panel positions by default. Interstellar Production Portal continues to use the default layout until you move a panel or open a saved perspective.

You can revert a saved perspective to Interstellar Production Portal's default layout. This is useful if you want to make the default layout permanently available as a perspective, or if you want to use it as a starting point for creating a new customized perspective. When a user reverts to the default layout Interstellar Production Portal also reverts the columns displayed in the Work Order Manager, Reports Manager, and Asset Browser panels to their default columns.

The following illustration describes the default layout.



Figure 8.1 Default Panel Layout

Default layout positions are as follows:


- Grid-based panels open in the top middle box. These include the Work Order Manager, Reports Manager, the Asset Browser, and the Approval Manager panels.
- The Asset Editor and Work Order Editor interfaces open in the right column.

By default, Interstellar Production Portal does not occupy all eight positions with a panel. Interstellar Production Portal does optimize a layout by expanding open panels to fill all available space. When you use the default layout and open instances of every type of panel, panels display as follows:



Figure 8.2 Actual Layout with all Panel Types Open



To revert a perspective to the default layout

1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspective** list, select the perspective to apply the default layout.
3. Click or tap **Revert to Default**.
A confirmation message opens, asking whether you want to revert the perspective to the default layout.
- ★ There is no undo for this change. When you revert to the default layout Interstellar Production Portal also reverts the columns displayed in the panels to their default columns. Click or tap **Cancel** to keep the current perspective layout.
4. In the confirmation message, click or tap **OK**.
The confirmation message closes and Interstellar Production Portal saves the default panel layout with the selected perspective.
5. Click **OK** to close the **Configuration** window.


Making a User Perspective Global

A user-specific perspective is only available to the Interstellar Production Portal user who created it. Global perspectives are available to all Interstellar Production Portal users. If you are an Interstellar Production Portal administrator, you can make a user-specific perspective global.

To make a perspective global

1. Log in to your Interstellar Production Portal Server as an administrator.
Only administrators can make a perspective available to all users.
2. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
3. In the **Perspectives** list, select the user-specific perspective to make available to all users.
Perspectives that do not have a check mark in the **Global** column of the **Perspectives** list are user-specific and only available to the users that created them. A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users.
4. Click **Set as Global**. This option is only available to Interstellar Production Portal administrators.
A check mark displays in the **Global** column of the selected perspective, which indicates that all users now have access the perspective from the  **Perspectives** icon.
5. Click **OK** to close the **Configuration** window.

To make a global perspective user-specific


1. As an administrator, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the global perspective to make user-specific.
A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users. Perspectives that do not have a check mark are user-specific.
When the selected perspective is the set default perspective, complete the procedure “**To remove a perspective as the default perspective**” on page 8–7 before continuing with the next step in this procedure.

3. Click **Set as User**. This option is only available to Interstellar Production Portal administrators.
Interstellar Production Portal removes the check mark from the **Global** column of the selected perspective, which indicates that only the user who created the perspective can use it.
4. Click **OK** to close the **Configuration** window.


Setting the Default Perspective

When a user first opens Interstellar Production Portal, the default perspective opens selected panels in set positions. Users continue to use the default layout until they move a panel or open a saved perspective. Any global perspective can be set as the default perspective for Interstellar Production Portal users.

To set the default perspective

1. Log in to your Interstellar Production Portal Server as an administrator.
Only administrators can set the default perspective for all users.
2. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
3. In the **Perspectives** list, select the global perspective to set as the default perspective for all users.
A check mark in the **Global** column of the **Perspectives** list indicates the global perspectives that you can select to set as the default perspective.
4. Click **Set as Default**. This option is only available to Interstellar Production Portal administrators.
A check mark displays in the **Default** column of the selected perspective. You can only set one perspective as the default perspective.
5. Click **OK** to close the **Configuration** window.


To remove a perspective as the default perspective

1. Log in to your Interstellar Production Portal Server as an administrator.
Only administrators can remove a perspective as the default perspective.
2. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
3. In the **Perspectives** list, select the current default perspective.
A check mark in the **Default** column of the **Perspectives** list indicates the current default perspective.
4. Click **Remove as Default**. This option is only available to Interstellar Production Portal administrators.
Interstellar Production Portal removes the check mark from the **Default** column of the selected perspective. Without selected default perspective, Interstellar Production Portal uses a built-in perspective as the default perspective.
5. Click **OK** to close the **Configuration** window.

Deleting a Perspective

Interstellar Production Portal users can only delete perspectives that they created. You must log in to Interstellar Production Portal as an administrator to delete global perspectives.

To delete a perspective

1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the perspective to delete.
3. Click or tap **Delete**.
A confirmation message opens, asking whether you want to delete the perspective. Click or tap **Cancel** to keep the perspective.
4. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected perspective from the **Perspectives** list.
5. Click **OK** to close the **Configuration** window.

Configuring Your Interstellar Production Portal

Before you can start inviting Interstellar Production Portal users to conferences on your Interstellar Production Portal Server you must configure at least one Media Server and a Remote Studio.



This chapter discusses the following topics:

- Media Server Configuration
- Remote Studio Configuration
- Enter Contact Information
- Publish the Code of Conduct
- ICE Server Configuration
- Talent Configuration
- Invite Talent to a Remote Studio

Media Server Configuration

Your Interstellar Production Portal Server uses a Media Server to publish talent video streams. A Media Server is a video server.

To add a Media Server

1. Log in to your Interstellar Production Portal Server as an administrator.
For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.
2. On the main toolbar, click the  **Configuration** icon.
The **Configuration** window opens.
3. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
4. Click the **Media Server** tab.
The **Media Server** tab opens.
5. Click **Create**.
The **Create Media Server** settings open.
6. In the **Name** box, enter a name for the Media Server.
7. Use the **Instance Type** list to select **Single** as the type of instance for the Media Server.
Currently **Single** is the only available instance type.
8. In the **Host** box, enter the hostname or IP address of the video server.
9. Select the **Secure** check box for video servers that use secure https connections.
Clear this check box for video servers that only use unsecure http connections.
10. Click **Save**.
Interstellar Production Portal adds the new Media Server to the list of available Media Servers.

Manage Media Servers

Managing Media Servers includes the following procedures:

- Edit Media Server properties.
- Delete Media Servers.

Edit Media Server Properties

To maintain connectivity to a Media Server, ensure that the hostname or IP address of the Media Server is entered correctly and kept up to date.

To edit the properties of a Media Server

1. From the **Media Servers** table in the **Media Server** tab, select the Media Server to edit.
2. Click **Edit**.
The **Edit Media Server** settings open.
3. In the **Edit Media Server** page, edit the Media Server properties as required.
4. Click **Save**.
Interstellar Production Portal updates the Media Server and returns to the **Media Servers** page.

Delete Media Servers

It is good practice to delete any Media Servers that you no longer use.

★ You can only delete Media Servers that are not assigned to a Remote Operations Center.

To delete a Media Server

1. From the **Media Servers** table in the **Media Server** tab, select the Media Server to delete.
2. Click **Delete**.

A confirmation message opens, asking whether you want to delete the selected Media Server. To keep the Media Server, click **Cancel**.

3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected Media Server from the Interstellar Production Portal Server.

View Streams in a Media Server

To verify that content is broadcasting from your Interstellar Production Portal you can view the list of streams in any of the Media Servers on your Interstellar Production Portal Server.

To view the streams in a Media Server

1. From the **Media Servers** table in the **Media Server** tab, select the Media Server for which to view streams.
2. Click **View Streams**.

The **Streams** page opens for the selected Media Server. The following columns display information about the streams in the selected Media Server:

- **Status** — this column displays the current status of a stream as follows:
 - › **Unassociated** — the stream exists on the Interstellar Production Portal server but has yet to be connected.
 - › **Broadcasting** — on air as part of a conference.
- **Protocol** — this column displays the communication protocol that the stream uses to output content.
- **Viewers** — this column displays the current number of viewers monitoring the stream.
- **Started** — this column displays the time and date that the stream started broadcasting.
- **Duration** — this column displays the how long the stream has been broadcasting.
- **Resolution** — this column displays the video resolution of the stream.
- **Cur. Rate** — this column displays the current data rate of the stream.
- **Avg. Rate** — this column displays the average data rate of the stream.
- **FPS** — this column displays the frames per second that the stream is broadcasting video.

3. Click **Back** to return to the **Media Servers** page.

Manage Streams

Managing production assets includes the following procedures:

- Add streams to a Media Server.
- Edit stream properties.
- Delete streams from a Media Server.

Add Streams

Along with the preconfigured streams that Interstellar Production Portal automatically adds to a Media Server you can also manually add streams to a network.

To add a stream to a Media Server

1. From the **Media Servers** table in the **Media Server** tab, select the Media Server to which to add a stream.
2. Click **View Streams**.

The **Streams** page opens for the selected Media Server.

3. Click **Create**.

The **Create Stream for Media Server** settings open.

4. Use the **Protocol** list to select the communications protocol for the stream. The available protocols are as follows:

- **RTMP** — a TCP-based protocol that maintains persistent connections and enables low-latency communication.
- **WebRTC** — an open-source protocol that enables real-time communication in web browsers and mobile applications.

5. Use the **Type** list to select the type of content output by the stream. The content types are as follows:

- **Audio Encode** — encoded audio stream.
- **Audio Playback** — audio only stream.
- **Video Playback** — video stream.

6. Use the **Remote Studio** list to select the Remote Studio to host the stream.

7. Enter in the **Stream ID** box an identifier for the stream. Ross Video recommends using the format [room_name]_[username] to for stream IDs.

8. Click **Save**.

Interstellar Production Portal adds the new stream to the selected Media Server.

Edit Stream Properties

When a stream changes your can edit the properties of the stream.

To edit the properties of a production asset

1. From the **Media Servers** table in the **Media Server** tab, select the Media Server that contains the stream to edit.

2. Click **View Streams**.

The **Streams** page opens for the selected Media Server.

3. From the **Streams** table in the **Media Server** tab, select the stream to edit.

4. Click **Edit**.

The **Edit Stream for Media Server** settings open.

5. In the **Edit Stream for Media Server** page, edit the stream properties as required.

6. Click **Save**.

Interstellar Production Portal updates the stream and returns to the **Streams** page.

Delete Streams

It is good practice to delete any production assets that you no longer use. Preconfigured main, talk back (TB), and interruptible foldback (IFB) streams associated with Interstellar Production Portal user are not deleted when the user is deleted from a Remote Studio.

To delete a production asset


1. From the **Media Servers** table in the **Media Server** tab, select the Media Server that contains the stream to edit.
2. Click **View Streams**.
The **Streams** page opens for the selected Media Server.
3. From the **Streams** table in the **Media Server** tab, select the stream to delete.
4. Click **Delete**.
A confirmation message opens, asking whether you want to delete the selected stream. To keep the stream, click **Cancel**.
5. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected stream from the Interstellar Production Portal Server.

Remote Studio Configuration

A Remote Studio is a panel where Interstellar Production Portal users come together to participate in a conference. The Remote Studio view for participants can be just their video or the video of all conference participants. All the participants in a conference hear the audio from all participants.

- ★ Before you add a Remote Studio to your Interstellar Production Portal Server make sure that you have at least one Media Server on your Interstellar Production Portal Server. To add a Media Server to your Interstellar Production Portal Server, refer to the procedure “**To add a Media Server**” on page 9–2.

To add a Remote Studio

1. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
2. Click the **Remote Studio** tab.
The **Remote Studio** tab opens.
3. Click **Create**.
The **Create Remote Studio** settings open.
4. In the **Name** box, enter a name for the Remote Studio.
5. In the **ID** box, enter an identifier for the Remote Studio.
6. Use the **Media Server** list to select the Media Server through which the Remote Studio broadcasts conferences.
7. Select the **Enable** check box to enable the Remote Studio for conferences.
8. Click in the **Talent** box to use the list that opens to select the Interstellar Production Portal users for the Remote Studio. Click on a user to add the user to the **Talent** box. To select multiple users for a Remote Studio, Ctrl-click each user to add to the **Talent** box. To remove a user from the **Talent** box, click the x to the right to the user to remove.
To search for a user, start typing the name of the user in the **Talent** box. The **Talent** list automatically updates to display only the users that match the text entered in the **Talent** box. Press **Return** to add the first user in the filtered list to the **Talent** box.

Preconfigured main, talk back (TB), and interruptible foldback (IFB) streams are automatically added to a Remote Studio Media Server for each Interstellar Production Portal users in a to Remote Studio. Deleting a user from a Remote Studio does not delete the associated main, talk back (TB), and interruptible foldback (IFB) streams from the Media Server.

9. Click in the **Operators** box to use the list that opens select the Interstellar Production Portal users to operate Remote Studio. Click on a user to add the user to the **Operators** box. To select multiple users for a Remote Studio, Ctrl-click each user to add to the **Operators** box. To remove a user from the **Operators** box, click the x to the right to the user to remove.

To search for a user, start typing the name of the user in the **Operators** box. The **Operators** list automatically updates to display only the users that match the text entered in the **Operators** box. Press **Return** to add the first user in the filtered list to the **Operators** box.

10. Use the **Program Operator** list to select the Interstellar Production Portal user that will be responsible for the Remote Studio program feed.
11. Click **Save**.

Interstellar Production Portal adds the new Remote Studio to the list of available Remote Studios.

Manage Remote Studios

Managing Remote Studios includes the following procedures:

- Edit Remote Studio properties.
- Control the availability of Remote Studios.
- Delete Remote Studios.

Edit Remote Studio Properties

When Media Servers or talent change you can edit the properties of a Remote Studio to match your new situation.

To edit the properties of a Remote Studio

1. From the **Remote Studio** table in the **Remote Studio** tab, select the Remote Studio to edit.
2. Click **Edit**.

The **Edit Remote Studio** settings open.

3. In the **Edit Remote Studio** page, edit the Remote Studio properties as required.
4. Click **Save**.

Interstellar Production Portal updates the Remote Studio and returns to the **Remote Studio** page.

Control the availability of Remote Studios

When you want to temporarily close a Remote Studio you can disable the studio without losing the studio configuration instead of deleting the studio. To make a disabled Remote Studio available just enable the studio.

To disable a Remote Studio

1. From the **Remote Studio** table in the **Remote Studio** tab, select the enabled Remote Studio to disable.

The **Show** column in the **Remote Studio** table displays a check mark for enabled Remote Studios.

2. Click **Disable**.

A confirmation message opens, asking whether you want to disable the selected Remote Studio. To keep the Remote Studio enabled, click **Cancel**.

3. In the confirmation message, click **OK**.

Interstellar Production Portal disables the selected Remote Studio and removes the check mark from the **Remote Studio** table **Show** column.

To enable a Remote Studio

1. From the **Remote Studio** table in the **Remote Studio** tab, select the disabled Remote Studio to enable.
The **Show** column in the **Remote Studio** table is empty for disabled Remote Studios.
2. Click **Enable**.
A confirmation message opens, asking whether you want to enable the selected Remote Studio. To keep the Remote Studio disabled, click **Cancel**.
3. In the confirmation message, click **OK**.
Interstellar Production Portal enables the selected Remote Studio and displays a check mark in the **Remote Studio** table **Show** column.

Delete Remote Studios

It is good practice to delete any Remote Studios that you no longer use.


To delete a Remote Studio

1. From the **Remote Studio** table in the **Remote Studio** tab, select the Remote Studio to delete.
2. Click **Delete**.
A confirmation message opens, asking whether you want to delete the selected Remote Studio. To keep the Remote Studio, click **Cancel**.
3. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected Remote Studio from the Interstellar Production Portal Server.

Enter Contact Information

Interstellar Production Portal displays contact information in the upper right corner of all Remote Studios so that users in a Remote Studio can quickly access help when required.

To enter contact information



1. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
2. Click the **Contact Information** tab.
The **Contact Information** tab opens.
3. Enter in the **Contact Help Text** box the contact information to display in the upper right corner of all Remote Studios. Contact information can be a maximum of four lines of text, for example:

Need Assistance?
- Engineer Email: engineer@company.com
- Engineer Cell: (600) 555-0100
- IT Hotline: (600) 555-0199

Publish the Code of Conduct

Interstellar Production Portal displays contact information in the upper right corner of all Remote Studios so that users in a Remote Studio can quickly access help when required.

To publish a code of conduct


1. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
2. Click the **Code of Conduct** tab.
The **Code of Conduct** tab opens.
3. Enter in the **Code of Conduct Text** box the information to display to the Interstellar Production Portal users when they log into the Interstellar Production Portal server or click the  **Code of Conduct** icon on the main tool bar, for example:
 1. Be Inclusive
We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
 2. Be Considerate
We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.
 3. Be Respectful
We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.
 4. Choose Your Words Carefully
Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:
 - Threats of violence.
 - Insubordination.
 - Discriminatory jokes and language.
 - Sharing sexually explicit or violent material via electronic devices or other means.
 - Personal insults, especially those using racist or sexist terms.
 - Unwelcome sexual attention.
 - Advocating for, or encouraging, any of the above behavior.
 5. Do Not Harass
In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.
 6. Make Differences into Strengths
We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.

ICE Server Configuration

The Interstellar Production Portal Server uses Interactive Connectivity Establishment (ICE) Servers to create the WebRTC connections between the server and conference participants streaming video. An ICE Server can be one of the following types:

- **STUN** — a Session Traversal Utilities for NAT (STUN) server enables NAT clients to setup real-time voice, video, messaging, and other interactive communications to a provider hosted outside of the local network.
- **TURN** — a Traversal Using Relays around NAT (TURN) server relays traffic when the direct connection between clients fails.
- Along with the Default ICE Server you can configure an addition STUN server and a TURN server.
- ★ The Default ICE Server is the only server that you can enable and disable, the other ICE Servers are always enabled.

To add an ICE Server

1. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
2. Click the **ICE Servers** tab.
The **ICE Servers** tab opens.
3. Click **Add**.
The **Add ICE Server** settings open.
4. Use the **Type** list to select the type of ICE Server to add to your Interstellar Production Portal Server. The available ICE Server types are as follows:
 - **STUN** — a Session Traversal Utilities for NAT (STUN) server enables NAT clients to setup real-time voice, video, messaging, and other interactive communications to a provider hosted outside of the local network.
 - **TURN** — a Traversal Using Relays around NAT (TURN) server relays traffic when the direct connection between clients fails.
5. Enter in the **URL** box the URL for the ICE Server.
6. Enter in the **Port** box the port number for the ICE Server.
7. When adding a **TURN** server enter your login credentials for the server as follows:
 - a. Enter in the **Username** box the user name for the selected TURN Server. This box is only available when **TURN** is selected from the Type list.
 - b. Enter in the **Password** box the password for the selected TURN Server. This box is only available when **TURN** is selected from the Type list.
8. Click **Save**.
Interstellar Production Portal adds the new ICE Server to the list of available ICE Servers.

Manage ICE Servers

Managing ICE Servers includes the following procedures:

- Edit ICE Server properties.
- Control the availability of the Default ICE Server.
- Delete ICE Servers.

Edit ICE Server Properties

When a STUN or TURN server that your Interstellar Production Portal Server uses you can edit the associated ICE Server properties to match the new configuration.

To edit the properties of an ICE Server

1. From the **ICE Server** table in the **ICE Server** tab, select the ICE Server to edit.

You cannot edit the **Default** ICE Server. The **Default** column in the **ICE Server** table displays a check mark for the Default ICE Server.

2. Click **Edit**.

The **Edit ICE Server** settings open.

3. In the **Edit ICE Server** page, edit the ICE Server properties as required.

4. Click **Save**.

Interstellar Production Portal updates the ICE Server and returns to the **ICE Server** page.

Control the availability of the Default ICE Server

When you do not want to the Default ICE Server you can disable the server. To make a disabled Default ICE Server available just enable the server.

To disable the Default ICE Server

1. From the **ICE Server** table in the **ICE Server** tab, select the enabled **Default ICE Server**.

The **Default** and **Enabled** columns in the **ICE Server** table displays a check mark for the enabled Default ICE Server.

2. Click **Disable**.

Interstellar Production Portal disables the Default ICE Server and removes the check mark from the **ICE Server** table **Enabled** column.

To enable the Default ICE Server

1. From the **ICE Server** table in the **ICE Server** tab, select the disabled **Default ICE Server**.

The **Enabled** column in the **ICE Server** table is empty for the disabled Default ICE Server.

2. Click **Enable**.

3. Click **Disable**.

Interstellar Production Portal enables the Default ICE Server and displays a check mark in the **ICE Server** table **Enabled** column.

Delete ICE Servers

It is good practice to delete any ICE Servers that you no longer use. You cannot delete the Default ICE Server, indicated by the check mark displayed in the **Default** column of the **ICE Server** table.

To delete an ICE Server

1. From the **ICE Server** table in the **ICE Server** tab, select the ICE Server to delete.

There must be at least one enabled ICE Server not including the ICE Server you are deleting.

2. Click **Delete**.

A confirmation message opens, asking whether you want to delete the selected ICE Server. To keep the ICE Server, click **Cancel**.


3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected ICE Server from the Interstellar Production Portal Server.

Talent Configuration

A talent configuration sets the switcher source from which an Interstellar Production Portal Server user pulls tally and their conference views for Remote Studios.

To define a talent configuration

1. On the **Configuration** window toolbar, click the  **Production Portal** icon.
The **Interstellar Production Portal** panel opens.
2. Click the **Talent Configuration** tab.
The **Talent Configuration** tab opens.
3. Click **Create**.
The **Create Talent Configuration** settings open.
4. Use the **Name** list to select the Interstellar Production Portal user to associate with the talent configuration.
5. Enter in the **Tally Source ID** box the switcher source from which the user pulls tally.
6. Use the **Conference View Type** list to select the view for the user in a Remote Studio as they broadcast their video and audio. The available options are as follows:
 - **Video Conference** — the user sees the video and hears the audio of all the users in a Remote Studio.
 - **Low-bandwidth** — the user does not see the video from other users in a Remote Studio.
7. Click **Save**.

Interstellar Production Portal adds the new talent configuration to the list of available talent configurations.

Manage Talent Configurations

Managing talent configurations includes the following procedures:

- Edit talent configuration settings.
- Delete talent configurations.

Edit Talent Configuration Settings

When an Interstellar Production Portal user requires a different switcher tally source or conference view you can edit the properties of their talent configuration to match their requirements.

To edit the properties of a talent configuration

1. From the **Talent Configuration** table in the **Talent Configuration** tab, select the talent configuration to edit.
2. Click **Edit**.
The **Edit Talent Configuration** settings open.
3. In the **Edit Talent Configuration** page, edit the talent configuration properties as required.
4. Click **Save**.

Interstellar Production Portal updates the talent configuration and returns to the **Talent Configuration** page.

Delete Talent Configurations

It is good practice to delete any talent configurations that you no longer use. Talent configurations are automatically deleted when the associated user is deleted from the Interstellar Production Portal Server.

To delete a talent configuration

1. From the **Talent Configuration** table in the **Talent Configuration** tab, select the talent configuration to edit.
2. Click **Delete**.

A confirmation message opens, asking whether you want to delete the selected talent configuration. To keep the talent configuration, click **Cancel**.


3. In the confirmation message, click **OK**.

Interstellar Production Portal deletes the selected talent configuration from the Interstellar Production Portal Server.

Invite Talent to a Remote Studio

After you finish configuring a Remote Studio you can invite Interstellar Production Portal users to use your new Remote Studio to participate in a live production. When you invite an Interstellar Production Portal user to a Remote Studio you send them a link that they can use with a web browser to enter the Remote Studio on the Interstellar Production Portal Server.

To invite Interstellar Production Portal users to a Remote Studio

1. On the **Configuration** window toolbar, click the  **Production Portal** icon.

The **Interstellar Production Portal** panel opens.

2. Click the **Remote Studio** tab.

The **Remote Studio** tab opens.

3. From the **Remote Studio** table in the **Remote Studio** tab, select the Remote Studio that you want to which to invite Interstellar Production Portal users.

4. Click **Invite Talent**.

The **Invite Talent to Remote Studio** page opens.

5. In the **Share Link** section you can copy the **Remote Studio Link** and paste it into an email or messaging application to send the link to one or more Interstellar Production Portal users for the selected Remote Studio.

6. You can use the **Send Email** section to send an invitation to a single Interstellar Production Portal user as follows:

- a. In the **Talent Email** box enter the email address of the Interstellar Production Portal user to send a link to the selected Remote Studio.

- b. Click **Send Email**.

An email addressed to the chosen Interstellar Production Portal user with the selected Remote Studio link opens in your email program.

- c. Edit the email if required.

- d. Send the email.

Checking Connection Speeds

The built-in Speed Test enables Interstellar Production Portal users to check the connection speed from their location to the Interstellar Production Portal Server. The Speed Test Results page in the Configuration window enables administrators to view in a single report the results of all the speed tests run by users on an Interstellar Production Portal Server.

This chapter discusses the following topic:

- View Speed Test Results


View Speed Test Results

The Speed Test Results page in the Configuration window enable administrators to view in a single report the results of all the speed tests run by users on an Interstellar Production Portal Server.


To view speed test results

1. Log in to your Interstellar Production Portal Server as an administrator.







For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.

2. On the main toolbar, click the  **Configuration** icon.

The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Speed Test** icon.

The **Speed Test** panel opens displaying the **Speed Test Results** table with all of the speed tests run by Interstellar Production Portal users. Each row in the **Speed Test Results** table displays the following information for a single speed test:

- **Created By** — this column displays the name of Interstellar Production Portal user who ran the speed test.
- **Time of Test** — this column displays the date and time that the speed test was run.
- **Location** — this column displays the location from which the speed test was run.
- **ISP** — this column displays the name of the internet service provider that the Interstellar Production Portal user uses to connect the internet.
- **Download** — this column displays the measured download speed in megabits per second (Mbps) from the Interstellar Production Portal server. The following background colors highlight the measured download speeds:
 - ›  — Fast enough for broadcast.
 - ›  — Too slow for broadcast.
- **Upload** — this column displays the measured upload speed in megabits per second (Mbps) to the Interstellar Production Portal server. The following background colors highlight the measured upload speeds:
 - ›  — Fast enough for broadcast.
 - ›  — Too slow for broadcast.
- **Ping** — this column displays the measured response time in milliseconds (ms) from the Interstellar Production Portal Server. The following background colors highlight the measured ping times:
 - ›  — Fast enough for broadcast.
 - ›  — Too slow for broadcast.
- **Jitter** — this column displays the measured latency time in milliseconds (ms) from the Interstellar Production Portal Server.

Building Remote Operations Centers

After you have set up a Media Server, configured Remote Studios, and defined transcoders you can build Remote Operations Centers to monitor your production assets. A Remote Operations Center is a panel that administrators can use to monitor the production assets of an Interstellar Production Portal Server.

This chapter discusses the following topics:

- Remote Operations Center Configuration
- Add Production Assets to a Remote Operations Center

Remote Operations Center Configuration

A Remote Operations Center is a panel that administrators can use to monitor the production assets of an Interstellar Production Portal Server. Before you add a Remote Operations Center to your Interstellar Production Portal Server you should have at least one Media Server on your Interstellar Production Portal Server and one Remote Studio. For more information:

- To add a Media Server to your Interstellar Production Portal Server, refer to the procedure “**To add a Media Server**” on page 9–2.
- To add a Remote Studio to your Interstellar Production Portal Server, refer to the procedure “**To add a Remote Studio**” on page 9–5.

After you add a Remote Operations Center to your Interstellar Production Portal Server you can add production assets to the room.


To add a Remote Operations Center

1. Log in to your Interstellar Production Portal Server as an administrator.

For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.

2. On the main toolbar, click the  **Configuration** icon.

The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Remote Operations Centers** icon.

The **Remote Operations Center** panel opens.

4. Click **Create**.

The **Create Remote Operations Center** settings open.

5. In the **Remote Operations Center Name** box, enter a name for the Remote Operations Center.

6. Click in the **Operators** box to use the list that opens to select operator users for the Remote Operations Center. Click on a user to add the user to the **Operators** box. To select multiple users for a Remote Operations Center, Ctrl-click each user to add to the **Operators** box. To remove a user from the **Operators** box, click the **x** to the right to the user to remove.

To search for a user, start typing the name of the user in the **Operators** box. The **Operators** list automatically updates to display only the users that match the text entered in the **Operators** box. Press **Return** to add the first user in the filtered list to the **Operators** box.

7. Click **Save**.

Interstellar Production Portal adds the new Remote Operations Center to the list of available Remote Operations Centers.

Manage Remote Operations Centers

Managing Remote Operations Centers includes the following procedures:

- Edit Remote Operations Center properties.
- Delete Remote Operations Centers.

Edit Remote Operations Center Properties

When you want to change the name of a Remote Operations Center you can edit the properties of the room.

To edit the properties of a Remote Operations Center

1. From the **Remote Operations Centers** table in the **Remote Operations Center** tab, select the Remote Operations Center to edit.
2. Click **Edit**.
The **Edit Remote Operations Center** settings open.
3. In the **Edit Remote Operations Center** page, edit the Remote Operations Center properties as required.
4. Click **Save**.
Interstellar Production Portal updates the Remote Operations Center and returns to the **Remote Operations Centers** page.

Delete Remote Operations Centers

It is good practice to delete any Remote Operations Centers that you no longer use.

To delete a Remote Operations Center

1. From the **Remote Operations Centers** table in the **Remote Operations Center** tab, select the Remote Operations Center to delete.
2. Click **Delete**.
A confirmation message opens, asking whether you want to delete the selected Remote Operations Center. To keep the Remote Operations Center, click **Cancel**.
3. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected Remote Operations Center from the Interstellar Production Portal Server.

Add Production Assets to a Remote Operations Center

After adding a Remote Operations Center to your Interstellar Production Portal Server you can add production assets to monitor to your room.

To add a production asset to a Remote Operations Center

1. From the **Remote Operations Centers** table in the **Remote Operations Center** tab, select the Remote Operations Center to which to add a production asset.
2. Click **Edit Production Assets**.
The **Configure Production Assets** page opens.
3. Click **Create**.
The **Create Production Asset** settings open.
4. In the **Production Asset Label** box, enter a name for the production asset.
5. Use the **Stream Type** list to select the stream provider type for the production asset.
6. Use the **Remote Studio** list to select the Remote Studio for the production asset.
7. Click **Save**.
Interstellar Production Portal adds the new production asset to the selected Remote Operations Center.
8. Repeat this procedure to add additional production assets to the selected Remote Operations Center.

Manage Production Assets

Managing production assets includes the following procedures:

- Edit production asset properties.
- Delete production assets.

Edit Production Asset Properties

When production assets changes you can edit the properties of the asset.

To edit the properties of a production asset

1. From the **Configure Production Assets** table in the **Remote Operations Center** tab, select the production asset to edit.
2. Click **Edit**.
The **Edit Production Asset** settings open.
3. In the **Edit Production Asset** page, edit the production edit properties as required.
4. Click **Save**.
Interstellar Production Portal updates the production asset and returns to the **Configure Production Assets** page.

Delete Production Assets

It is good practice to delete any production assets that you no longer use.

To delete a production asset

1. From the **Configure Production Assets** table in the **Remote Operations Center** tab, select the production asset to delete.
2. Click **Delete**.
A confirmation message opens, asking whether you want to delete the selected production asset. To keep the production asset, click **Cancel**.
3. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected production asset from the Interstellar Production Portal Server.

Monitoring and Managing Transcoders

You can use the Transcoders panel to monitor, control, and edit the third party transcoders used to transcode the streams in a Remote Operation Center.

This chapter discusses the following topics:

- Monitor and Control Transcoders
- Edit Transcoder Properties


Monitor and Control Transcoders

The Transcoders panel enables administrators to monitor and control the third part transcoders that transcode the streams in a Remote Operation Center.

To monitor and control transcoders

1. Log in to your Interstellar Production Portal Server as an administrator.

For information about Interstellar Production Portal Server log in, refer to the procedure “**To access the Interstellar Production Portal Server Configuration window**” on page 2–2.

2. On the main toolbar, click the  **Transcoders** icon. If the Transcoders icon is not present in the toolbar, you do not have adequate user permission to monitor and control transcoders.






The **Transcoders** panel opens displaying the transcoders that are connected to your Interstellar Production Portal. Each row in the table displays the following information for a single transcoder:

- **Name** — this column displays the name of the transcoder.
- **Status** — this column displays the current status of the transcoder. You can only edit the properties of Disconnected transcoders.
- **Local IP** — this column displays the IP address within your local network of the transcoder.
- **External IP** — this column displays the IP address outside your local network of the transcoder.
- **Slate** — this column displays the text that the transcoder displays in a black banner when not playing video.
- **Format** — this column displays the output video format of the transcoder.
- **CPU** — this column displays the percentage of the transcoder computer CPU that the transcoder is using.
- **RAM** — this column displays the amount of memory on the transcoder computer that the transcoder is using.
- **Temp** — this column displays the internal temperature of the transcoder computer.
- **Protocol** — this column displays communication protocol that the transcoder is using.
- **Port** — this column displays port number that the transcoder is using to communicate with the Interstellar Production Portal Server.
- **Stream** — this column displays name of the stream that the transcoder is transcoding.
- **Mode** — this column displays transcode mode in which the transcoder is running.

3. Control a transcoder as follows:

- a. In the **Transcoders** table, select the transcoder to control.


- b. Click the following icons in the **Transcoders** panel toolbar to control the selected transcoder:

-  **Start** — start a stopped transcoder. You cannot start transcoders with a Status of Disconnected.
-  **Stop** — stop a running transcoder. You cannot stop transcoders with a Status of Disconnected.
-  **Refresh** — refresh the information about the selected transcoder. You cannot refresh transcoders with a Status of Disconnected.
-  **Shutdown** — shutdown a running transcoder. You cannot shutdown transcoders with a Status of Disconnected.
-  **Reboot** — reboot a transcoder. You cannot reboot transcoders with a Status of Disconnected.

Edit Transcoder Properties

You can use the Edit Transcoder Properties dialog box to edit a transcoder connected to your Interstellar Production Portal Server.

To edit the properties of a transcoder

1. In the **Transcoders** table, select the transcoder to edit.
2. In the **Transcoders** panel toolbar, click  **Edit**.
The **Edit Transcoder** dialog box opens.
3. In the **Name** box, enter a name for the transcoder.
4. In the **Slate** box, enter the text to display in a black banner when the transcoder is not playing video.
5. Use the **Format** list to select the output video format for the transcoder.
6. Use the **Audio (dB)** box to enter or select the audio level in dB for the transcoder.
7. Use the **Protocol** list to select the communication protocol for the transcoder.
8. Use the **Port** box to enter or select the port number that the transcoder uses to communicate with the Interstellar Production Portal Server.
9. In the **Stream** box, enter the name of the stream in a Remote Operation Center that you want the transcoder is transcode. To view the streams in a Remote Operation Center, use to the **Remote Operation Centers** icon on the main toolbar to open the **Remote Operation Center** panel for the selected center.
10. Use the **Mode** this list to select the source of the stream entered in the Stream box.
11. Click **Save**.

Interstellar Production Portal updates the transcoder and displays the new property settings in the **Transcoders** table.

