

Interstellar Production Portal

User Guide

Version 1.0

ROSS

Thank You for Choosing Ross

You've made a great choice. We expect you will be very happy with your purchase of Ross Technology. Our mission is to:

1. Provide a Superior Customer Experience
 - offer the best product quality and support
2. Make Cool Practical Technology
 - develop great products that customers love

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 · User Guide

- Ross Part Number: **4950DR-001-1.0**
- Release Date: December 1, 2020. Printed in Canada.
- Software Issue: **1.0**

The information contained in this Guide is subject to change without notice or obligation.

Copyright

© 2012 - 2020 Ross Video Limited. Ross® and any related marks are trademarks or registered trademarks of Ross Video Limited. All other trademarks are the property of their respective companies. PATENTS ISSUED and PENDING. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, mechanical, photocopying, recording or otherwise, without the prior written permission of Ross Video. While every precaution has been taken in the preparation of this document, Ross Video assumes no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

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.

Notice

The material in this manual is furnished for informational use only. It is subject to change without notice and should not be construed as commitment by Ross Video Limited. Ross Video Limited assumes no responsibility or liability for errors or inaccuracies that may appear in this manual.

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

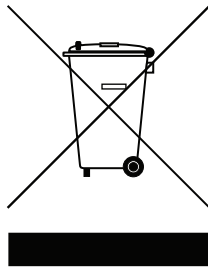
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Interstellar Production Portal Server system, contact your regional sales manager.

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>

Company Address

Ross Video Limited

8 John Street
Iroquois, Ontario
Canada, K0E 1K0

Ross Video Incorporated

P.O. Box 880
Ogdensburg, New York
USA 13669-0880

General Business Office: (+1) 613 • 652 • 4886

Fax: (+1) 613 • 652 • 4425

Technical Support: (+1) 613 • 652 • 4886

After Hours Emergency: (+1) 613 • 349 • 0006

E-mail (Technical Support): techsupport@rossvideo.com

E-mail (General Information): solutions@rossvideo.com

Website: <http://www.rossvideo.com>

Contents

Introduction	1
A Word of Thanks	1-1
About This Guide	1-2
Documentation Conventions	1-2
Getting Help	1-3
Getting Started	2
Connect to an Interstellar Production Portal Server	2-2
Exploring the User Interface	2-3
Participating in a Live Production	3
Test Your Connection Speed	3-2
Join a Live Production from an Invitation	3-2
Audio and Video Source Selection	3-3
Stream to a Live Production	3-3
Monitoring a Live Production	4
Monitor Streams	4-2
Configure Your Interstellar Production Portal	5
Set User Preferences	5-2
Manage Perspectives	5-3
Change Your Interstellar Production Portal Password	5-8
Appendix A. Hotkeys	A
General User Interface	A-2

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 the use of the Interstellar Production Portal:

1. **Introduction** — summarizes the guide and provides important terms, conventions, and features.
2. **Getting Started** — overview of the user interface.
3. **Participating in a Live Production** — provides instructions on how to join a Remote Studio to participate the live production hosted in the studio
4. **Monitoring a Live Production** — provides instructions on how to use the Remote Operation Center panel to monitor the streams for a live production.
5. **Configure Your Interstellar Production Portal** — provides instructions on how to configure Inception for yourself.

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.

Getting Started

Interstellar Production Portal by Ross Video is a web-based production tool that enables remote users to contribute to a live production. All that a remote user needs is a fast enough connection, a computer, a web camera, and a microphone to participate in a live production from their current location.

This chapter discusses the following topics:

- Connect to an Interstellar Production Portal Server
- Exploring the User Interface

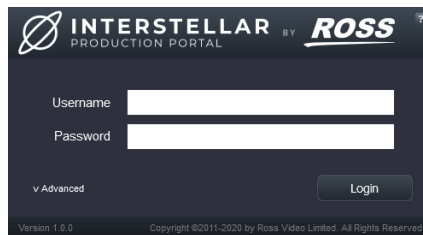
Connect to an Interstellar Production Portal Server

With your Interstellar Production Portal login credentials you can connect the an Interstellar Production Portal from your current location to participate in a live production.

To connect to an Interstellar Production Portal Server

1. Use one of the following supported web browsers to open the Interstellar Production Portal web page provided by your Interstellar Production Portal administrator:
 - 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.



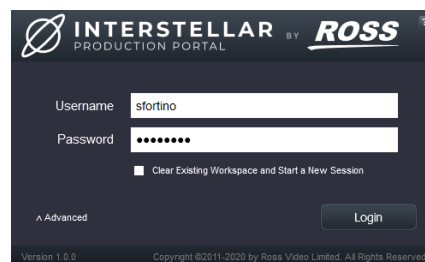
If a message indicates that the system is in maintenance mode, a system administrator must establish a database connection before you can log in as an Interstellar Production Portal user.

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

If you want to clear your workspace of all open windows when you log into Interstellar Production Portal, complete the following steps:

- a. Click the **Advanced** link.

The **Login** panel displays the advanced login options below the **Password** box.




- b. Select the **Clear Existing Workspace and Start a New Session** check box.

Interstellar Production Portal clears this option after each login.

3. Click **Login**.

Interstellar Production Portal opens.

Close an Interstellar Production Portal Session

After a live production finishes click the  **Logout** icon in main toolbar to close your Interstellar Production Portal session.

★ For your security, Interstellar Production Portal automatically logs you out after 30 minutes of inactivity.

Exploring the User Interface

The Interstellar Production Portal user interface consists of a main toolbar and several types of workspace panels that open as required. The availability of Interstellar Production Portal features depends on which features your organization purchased and the user permissions that your Interstellar Production Portal administrator granted to your user account.

- ★ The Interstellar Production Portal Help system describes all Interstellar Production Portal features. If you want to use a feature that you learned about from the Help system but is not visible, contact your Interstellar Production Portal administrator.










Main Toolbar

The icons in the main toolbar enable you to open workspace panels to work with Interstellar Production Portal features. The icons available in the main toolbar depend on the features your organization purchased and the user permissions that your Interstellar Production Portal administrator granted to your user account.

When you want more space on your screen for Interstellar Production Portal panels, press **Ctrl F11** to hide the main toolbar. Press **Ctrl F11** once again to show a hidden main toolbar.

The main toolbar may contain the following icons:

Table 2.1 Main Toolbar Icons

Icon	Name	Description
	Remote Studios	Opens the a Remote Studio. For more information, refer to the section “ Join a Live Production from an Invitation ” on page 3–2.
	Remote Operation Centers	Opens the a Remote Operation Center. For more information, refer to the chapter “ Monitoring a Live Production ” on page 4–1.
	Speed Test	Enables you to test your connection speed. For more information, refer to the section “ Test Your Connection Speed ” on page 3–2.
	Configuration	Opens the Configuration interface. For more information, refer to the chapter “ Configure Your Interstellar Production Portal ” on page 5–1.
	Change Password	Enables you to change your Interstellar Production Portal password. For more information, refer to the section “ Change Your Interstellar Production Portal Password ” on page 5–8.
	Code of Conduct	Enables you to review the code of conduct for a Remote Studio. For more information, refer to the section “ Join a Live Production from an Invitation ” on page 3–2.
	Perspectives	Enables you to switch to a different perspective, or to manage perspectives. For more information, refer to the section “ Manage Perspectives ” on page 5–3.
	Help	Opens the User Help system.
	Logout	End your current session and log out of the Interstellar Production Portal Server.

Panel Positions and Perspectives

When accessed from a desktop computer, the Interstellar Production Portal user interface layout consists of the main toolbar and eight panel positions. Each panel position can contain multiple types of Interstellar Production Portal panels. If some positions are unoccupied, Interstellar Production Portal optimizes the layout by expanding open panels to fill all available space.

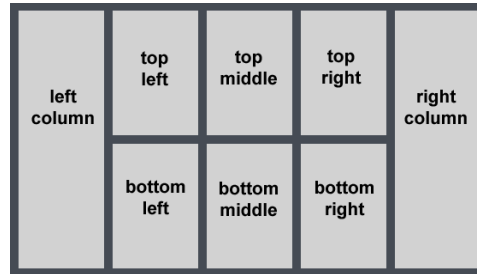


Figure 2.1 Arrangement of the Eight Panel Positions

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 the Running Order, Playlist, and Social Polls panels.

For example, a perspective may include a Remote Operation Center in the left column, a Remote Studio in the top middle, and a Speed Test in the right column. When you apply this perspective, any Remote Operation Center you open display in the left column. Remote Studios display in the middle. Speed Tests display in the right column.

Perspectives are especially useful for people who perform many different tasks in Interstellar Production Portal. For example, an engineer may use one perspective for monitoring Remote Studios and another perspective for monitoring Remote Operation Centers.

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.

- ★ Panels may not always appear 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 Remote Operation Center in the left column and you use it to open only a Remote Operation Center, the Remote Operation Center will occupy all the available space. As you open more panel types, Interstellar Production Portal adjusts the layout to conform with the perspective.

Default Panel Positions

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. The following illustration describes the default layout.

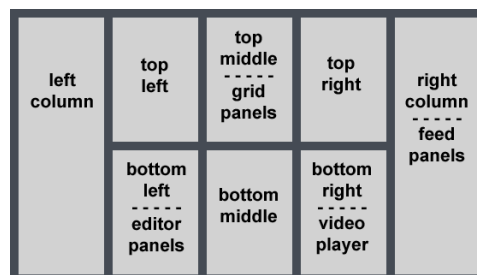


Figure 2.2 Default Panel Layout

Default layout positions are as follows:

- Grid-based panels open in the top middle position. Running Order panels, Playlist panels, the Story Browser panel, the Task Schedule panel, and the Approval Manager panel are all grid-based panels.
- The Story Editor panel opens in the bottom left position.
- The Video Player panel opens in the bottom right position.
- Feed-based panels open in the right column.

By default, Interstellar Production Portal does not occupy all eight panel positions. Interstellar Production Portal optimizes the layout by expanding open panels to fill all available space. Opening an instance of each panel type results in the following optimized layout:



Figure 2.3 Actual Layout with all Panel Types Open

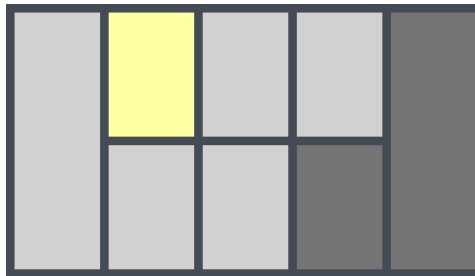
For More Information on...

- creating and managing perspectives, refer to the section “**Manage Perspectives**” on page 5–3.

Move a Panel from One Layout Position to Another

To move a panel from one layout position to another

1. At the top of the panel you want to move, click and drag the panel’s name tab.
The layout guide opens.



2. Drag the pointer over the layout guide to specify the position to which you want to move the panel.
As you drag the pointer over the layout guide, the current drop position for the panel turns yellow. Light gray indicates unoccupied positions. Dark gray indicates occupied positions that can accept additional panels.
3. When the position to which you want to move the panel turns yellow, release the mouse button.
After you have arranged panels to your liking, you can save the layout as a perspective.

For More Information on...

- saving a layout as a perspective, refer to the section “**Manage Perspectives**” on page 5–3.

Rearrange Panel Tabs Within a Layout Position

You can rearrange the order of panel tabs within a layout position to customize the layout to suit your typical workflow.

To rearrange the order of panel tabs within a layout position

1. Click and drag the panel's name tab within the tab row at the top of the layout position.

As you drag the pointer over the tab row, a dotted rectangle indicates the current drop position for the selected panel tab. If the rectangle surrounds a tab name, the drop position is to the left of that tab.

2. When the dotted rectangle indicates the desired position, release the mouse button to drop the panel tab.

You can also move a panel to a different layout position by dragging and dropping the panel name tab into the tab row of the destination panel. After you have arranged panel tabs to your liking, you can save the layout as a perspective.

Navigating within Panels


This section describes how resize and close panels and how to navigate within column-based panels.

To resize a panel

- Hover the mouse pointer over an edge or corner of the panel until the resizing icon displays, then click and drag the edge or corner.

★ Interstellar Production Portal does not save custom panel sizing as part of a perspective.

To close a panel

- Click the  Close icon in the top right corner of the panel.

If the layout position contains more than one open panel, only the current panel closes. To close all open panels at once, use the keyboard shortcut **Ctrl Alt Shift Q**.

Participating in a Live Production

After you log in to an Interstellar Production Portal Server you can join a Remote Studio to participate the live production hosted in the studio. Before you join a live production you should review the production code of conduct and check your connection speed to the Interstellar Production Portal Server.

This chapter discusses the following topics:

- Test Your Connection Speed
- Join a Live Production from an Invitation
- Audio and Video Source Selection
- Stream to a Live Production


Test Your Connection Speed

The Speed Test panel enables you to check the connection speed between your location and the Interstellar Production Portal Server to help Interstellar Production Portal administrators verify that your connection is fast enough for live productions. Speed test results are published to the Speed Test Results page in the Configuration window for administrators to view.

To test your connection speed to the Interstellar Production Portal Server

1. Log in to your Interstellar Production Portal Server with your Interstellar Production Portal login credentials.

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

2. On the main toolbar, click the  **Speed Test** icon.

The **Portal Speed Test** panel opens.

3. Click **Start**.

The **Portal Speed Test** panel runs a data download speed test and then a data upload test. You can click **Abort** to stop a speed test before it ends. Your speed are added to the Speed Test Results page in the Configuration window for your administrator to view.

Join a Live Production from an Invitation

Interstellar Production Portal administrators can send Interstellar Production Portal users an invitation by email or messaging application to join a live production. Interstellar Production Portal invitation contain a link to the Remote Studio that will host the live production.

To join a live production from an invitation


1. In your invitation, click the **Remote Studio** link.

Interstellar Production Portal opens in a web browser.

2. Log in to your Interstellar Production Portal Server with your Interstellar Production Portal login credentials.

The **Code of Conduct** window opens.

3. If you browser prompts you to use your microphone and camera, click **Allow**.
4. Read the **Code of Conduct** for the Remote Studio hosting the live production.
5. Click **Close**.

The **Code of Conduct** window closes and the **Remote Studio** panel opens. To review the **Code of Conduct** click the  **Code of Conduct** icon on the main toolbar.

6. A tour of Remote Studio features runs the first time you open a Remote Studio. Click **Next** to step through the tour. Click **Prev** to review the tour. Click **End tour** to close the tour at any time.

After the tour closes the **Remote Studio** panel displays the video broadcasting from your camera video and controls for you audio.

7. When you require Remote Studio assistance use the contact information displayed in the upper-right corner of the Remote Studio panel to contact support.

Audio and Video Source Selection

In a Remote Studio you can select the audio and video source to use as you broadcast devices during a live production.

To select your audio and video sources for broadcast

1. When your camera video displays as a black box in the Remote Studio, complete the following steps to select a video source:
 - a. Click **Device Settings**.

The **Video Source** and **Audio Source** sections open below the **Device Setting** button.
 - b. In the **Video Source** section select the video source option from which to broadcast.
2. To change your broadcast audio source complete the following steps:
 - a. If the **Video Source** and **Audio Source** sections are not open below the **Device Setting** button, click **Device Settings** to open the sections.
 - b. In the **Audio Source** section select the audio source option from which to broadcast.
3. To close the **Video Source** and **Audio Source** sections click **Device Settings** again.

Stream to a Live Production

After selecting your audio and video sources you are ready to start streaming to the live production.

To start streaming

1. Click **Start Streaming**.

A green **Streaming** indicator flashes under your audio controls while your stream is on air. Audio controls display for each of the other participants streaming in the Remote Studio. When configured, video also displays for streaming participants in the Remote Studio.
2. While streaming you can use the following controls to manage your audio:
 - **Mute Mic** — click this button to mute your microphone to the other participants in the Remote Studio. To unmute your microphone click this button again.
 - **Enable Talkback** — click this button to mute your microphone on air and talk back to production by intercom. To stop talking back click this button again.
 - **Vol-** — click this button to reduce the IFB volume level from production. The current IFB volume displays to the right of this button.
 - **Vol+** — click this button to increase the IFB volume level from production. The current IFB volume displays to the left of this button.
3. Use the following controls displayed for each participant in a Remote Studio to manage the audio and video for the participant:
 - **Vol-** — click this button to reduce the IFB volume level from production for the participant. The current participant IFB volume displays below the participant control buttons.
 - **Vol+** — click this button to increase the IFB volume level from production for the participant. The current participant IFB volume displays below the participant control buttons.
 - **Mute** — click this button to mute the participant. To unmute a participant click this button again.
 - **Maximize** — click this button to maximize the video display box for a participant. To return a participant video display box to the regular size click this button again.
4. To stop streaming click **Stop Streaming**.
5. At the end of a live production

Monitoring a Live Production

While on air you can use the Remote Operation Center panel to monitor the streams for a live production.

This chapter discusses the following topics:

- Monitor Streams


Monitor Streams

The Remote Operation Center panel enables Interstellar Production Portal users with appropriate user permissions to monitor the streams for a live production.




To monitor streams

1. Log in to your Interstellar Production Portal Server with your Interstellar Production Portal login credentials.

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

2. On the main toolbar, point to the  **Remote Operation Center** icon to expand the list. If the Remote Operation Center icon is not present in the toolbar, you do not have adequate user permission to monitor streams.
3. Click the name of the Remote Operation Center to open.




A **Remote Operation Center** panel opens for the selected Remote Operation Center displaying a table with all of the available streams. Each row in the table displays the following information for a single stream:

- **Name** — this column displays the name of the stream.
- **Type** — this column displays an icon that identifies the stream type. The available icons are as follows:
 - ›  — video
 - ›  — interruptible foldback (IFB) audio
 - ›  — talk back (TB) audio
- **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.
- **Current Bit Rate** — this column displays the current data rate of the stream.
- **Average Bit 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.
- **Transcoder** — the name of the transcoder for the stream.
- **Video** — these boxes display the content of the video streams.

Configure Your Interstellar Production Portal

There are many aspects of Interstellar Production Portal that you can configure to suit the needs of your organization. The properties that you can configure depends on your user permissions.

The main toolbar includes some or all the following icons:

-  **Configuration** — enables Interstellar Production Portal users to set user preferences.
-  **Perspectives** — enables you to apply a saved perspective, or to manage perspectives. A perspective is a mapping of Interstellar Production Portal panel types to positions in the user interface layout.
-  **Change Password** — enables you to change the password you use to log in to Interstellar Production Portal.



This chapter discusses the following topics:

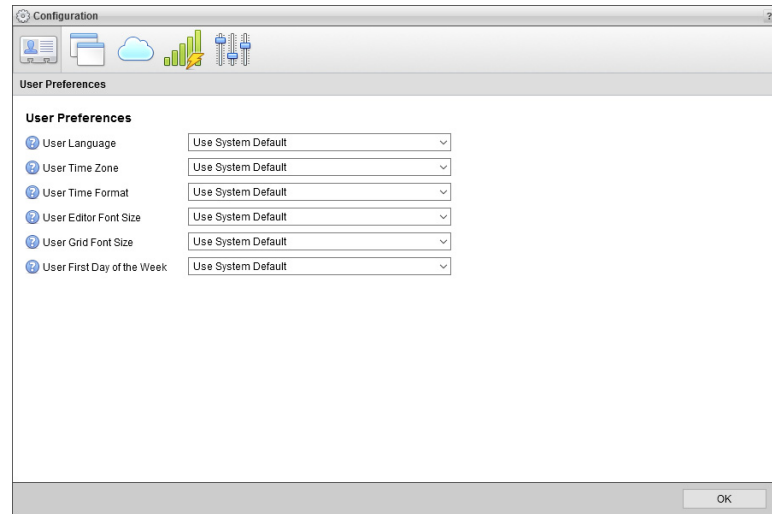
- Set User Preferences
- Manage Perspectives
- Change Your Interstellar Production Portal Password

Set 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. On the main toolbar, click the  **Configuration** icon.
The **Configuration** window opens.
2. On the **Configuration** window toolbar, click the  **Preferences** icon.
The **User Preferences** panel of the **Configuration** window opens.



3. In the **User Preferences** tab, use the **User Language** list to select the user interface 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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 Interstellar Production Portal administrator.
9. Click **OK**.
The **Configuration** window closes.
10. Log out of Interstellar Production Portal and then log back in to activate your new user preference settings.

Manage 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 the Running Order, Playlist, and Social Polls panels. For example, you can create a perspective that includes a Facebook feed in the left column, a playlist in the top middle, and a Twitter feed in the right column. When you later use this perspective, any Facebook feeds you open appear in the left column. Playlists appear in the middle. Twitter feeds appear in the right column.

Perspectives are especially useful for people who perform many different tasks in Interstellar Production Portal. For example, a producer may create one perspective for working with running orders and the story editor panel, and another perspective for working with playlists and feeds. Perspectives can include any or all panel types:


- Remote Studios
- Remote Operation Centers
- Portal Speed Tests

Interstellar Production Portal users can create their own perspectives. Administrators can create global perspectives for all users.

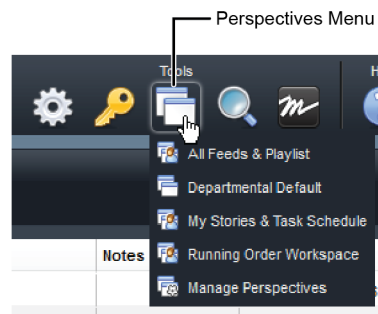
★ Panels may not always appear exactly where you expect. As you open and close panels, Interstellar Production Portal adjusts the layout to optimize use of the available space. For example, if the current perspective includes a Remote Operation Center in the left column and you use it to open only a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

Open a Saved Perspective

To open a saved perspective

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

A list of saved perspectives displays. 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.

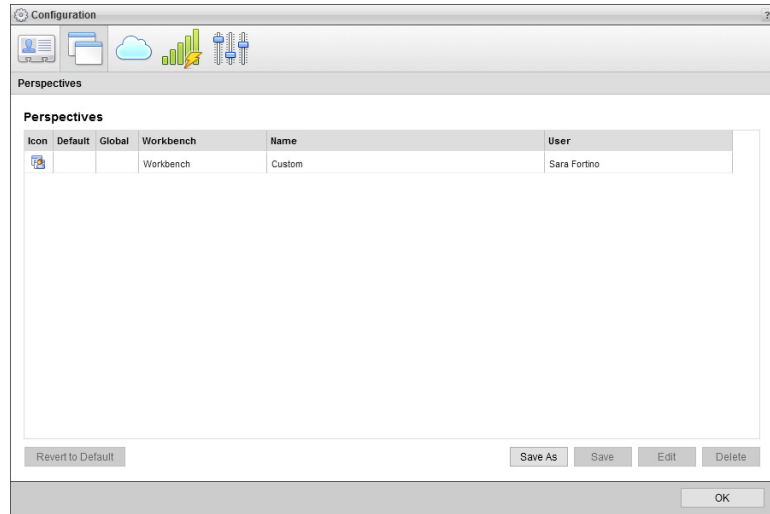
Create a New Perspective

To create a new perspective for your own use

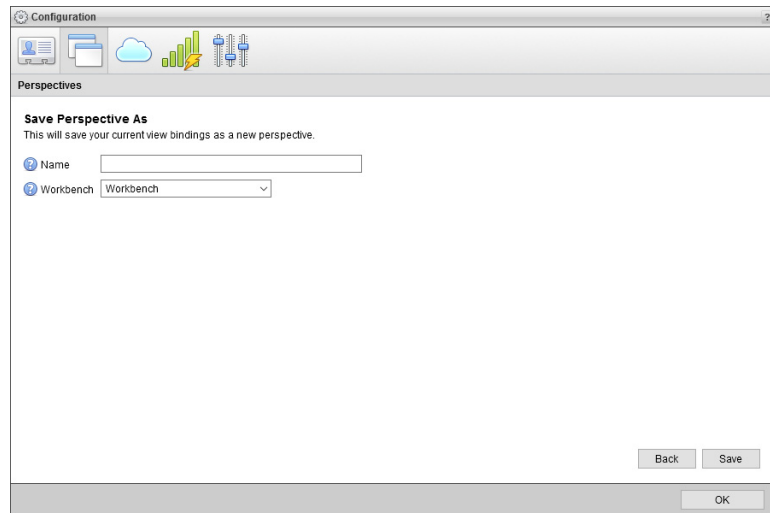
1. Open one of each type of panel you want to include in the new perspective.
2. Rearrange the panels to the positions you want them to occupy in the perspective.

For more information about repositioning panels, refer to the section “**Move a Panel from One Layout Position to Another**” on page 2–5.

- On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list. The **Configuration** window opens, showing the **Perspectives** tab.



- Click **Save As**. The **Save Perspective As** page opens.




- In the **Name** box, enter a name for the new perspective.
- Use the **Workbench** list to select the workbench to associate the new perspective.
- Click **Save**.

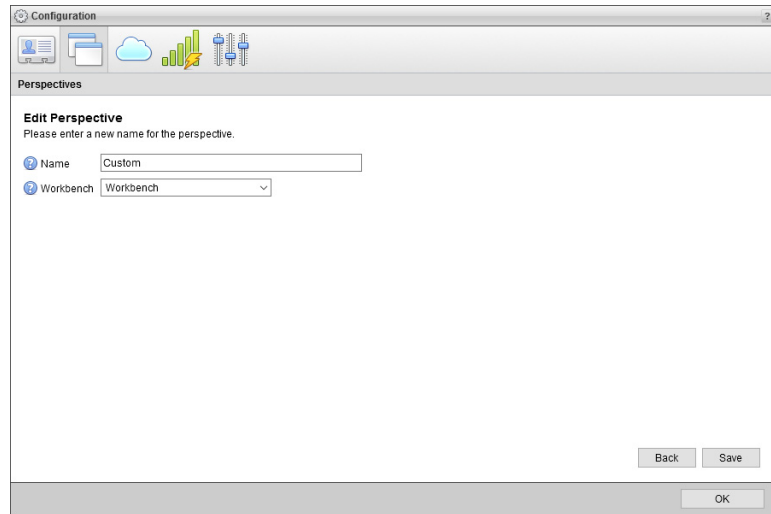
The **Save Perspective As** page closes and Interstellar Production Portal displays the new perspective to the **Perspectives** list.

- In the bottom toolbar, click **OK**. The **Configuration** window closes.

Rename a Perspective

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 **Perspectives** list displays the new name of the selected perspective.
6. In the bottom toolbar, click **OK**.
The **Configuration** window closes.

Change 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 **Running Order**, **Playlist**, and **Social Polls** 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 with the selected perspective.
7. In the bottom toolbar, click **OK**.
The **Configuration** window closes.

Revert 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. The following illustration describes the default layout.



Figure 5.1 Default Panel Layout

Default layout positions are as follows:


- Grid-based panels open in the top middle box. These include running orders, playlists, the Story Browser panel, the Task Schedule panel, and the Approval Manager panel.
- Editor panels, such as the story editor, open in the bottom left box.
- The Video Player panel, which previews pictures and video, opens in the bottom right box.
- Feed-based panels 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 5.2 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 **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 Running Order, Playlist, and Social Polls panels to their default columns. Click **Cancel** to keep the current perspective layout.

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

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

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

The **Configuration** window closes.


Make 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 Server users. If you are an Interstellar Production Portal administrator, you can make a user-specific perspective global.

To make a user-specific perspective global

1. Login into Interstellar Production Portal 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. In the bottom toolbar, click **OK**.

The **Configuration** window closes.

To make a global perspective user-specific

1. As an administrator, use the  **Perspectives** icon on the main toolbar 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.

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

The **Configuration** window closes.

Delete a Perspective


Interstellar Production Portal users can only delete perspectives that they created. You must login into 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 **Delete**.
A confirmation message opens, asking whether you want to delete the perspective. Click **Cancel** to keep the perspective.
4. In the confirmation message, click **OK**.
Interstellar Production Portal deletes the selected perspective from the **Perspectives** list.
5. In the bottom toolbar, click **OK**.
The **Configuration** window closes.

Change Your Interstellar Production Portal Password

To change your Interstellar Production Portal password

1. On the main toolbar, click the  **Change Password** icon.
If the **Change Password** icon is not visible, you do not have permission to change your password within Interstellar Production Portal. If you need to change your password, contact your administrator.
The **Change Password** dialog box opens.
2. In the **Old Password** box, enter your current password.
3. In the **New Password** box, enter a new password.
4. In the **Verify Password** box, re-enter the new password.
5. Click **Change Password**.
A message informs you of the successful change of your password.
6. Click **OK**.
The next time you log in to Interstellar Production Portal, use your new password.

Appendix A. Hotkeys

The sections in this appendix list the hotkeys that you can use to quickly execute Interstellar Production Portal commands.

This appendix lists the hotkeys for the following sections of the Interstellar Production Portal user interface:

- General User Interface

General User Interface

Table A.1 General User Interface Hotkeys

Hotkey	Function
Ctrl F11	Hide or show the Interstellar Production Portal main toolbar.
Ctrl Alt Shift Q	Close all Interstellar Production Portal panels.
Ctrl →	Select the panel to the right of the currently active panel.
Ctrl ←	Select the panel to the left of the currently active panel.
Ctrl ↑	Select the panel above of the currently active panel.
Ctrl ↓	Select the panel below the currently active panel.
Ctrl Shift →	Select the tab to the right of the currently active tab in a panel.
Ctrl Shift ←	Select the tab to the left of the currently active tab in a panel.
→	Move to the cell to the right of the currently selected cell in a panel.
←	Move to the cell to the left of the currently selected cell in a panel.
↑	Move to the cell above the currently selected cell in a panel.
↓	Move to the cell below the currently selected cell in a panel.
Shift ↑	Add the cell above the currently selected cell in a panel to the current selection.
Shift ↓	Add the cell below the currently selected cell in a panel to the current selection.