

## OverDrive/Vision Still Store Workflow

The internal Ross Vision QMD/X still store uses auto-generated ID numbers to manage still graphics. When a graphic is transferred to the switcher, it is assigned an auto-generated ID number. Reference to a still store graphic can only be made after the graphic has been transferred to the switcher.

Waiting for a graphic transfer to complete “gates” the addition of stills to the NRCS rundown via the OverDrive ActiveX plug-in, which in many cases means last minute changes to the rundown by the APC operator.

### How to Avoid Last Minute Changes

The following workflow uses a consistent still store naming convention to enable pre-population of OverDrive elements within a rundown, which avoids last-minute fulfillment of rundowns:

#### 1. Initial Setup

For all still store images that are regularly replaced, define and follow a naming convention. The naming convention can use any format, but must include the following rules:

- Each image must have a unique file name.
- The length of an image file name must not exceed 12 characters.
- Images must be able to be reused on a daily or per show basis.

For example, create a directory for each day of the week, then sequentially name (still0001, still0002, ...) the still files within each directory.

Use an initial image (a placeholder) to create as many image files as required within the still store directory. As each image file is created, a switcher auto-generated number is assigned to the new image file.

#### 2. Newsroom Column Management

When populating stories within the newsroom, enter the next available still store file name that matches the naming convention in the still store reference column.

For example, the first story that uses a still each day uses the filename still0001, the second still uses the filename still0002, and so on.

#### 3. Show Coding

Populate the OverDrive rundown as normal - using the Ross plug-in to select the appropriate still store file name as it appears in the newsroom column.

★ It is acceptable to pre-populate templates inside the master rundown and reuse these templates when required.

#### 4. Loading Switcher Stills

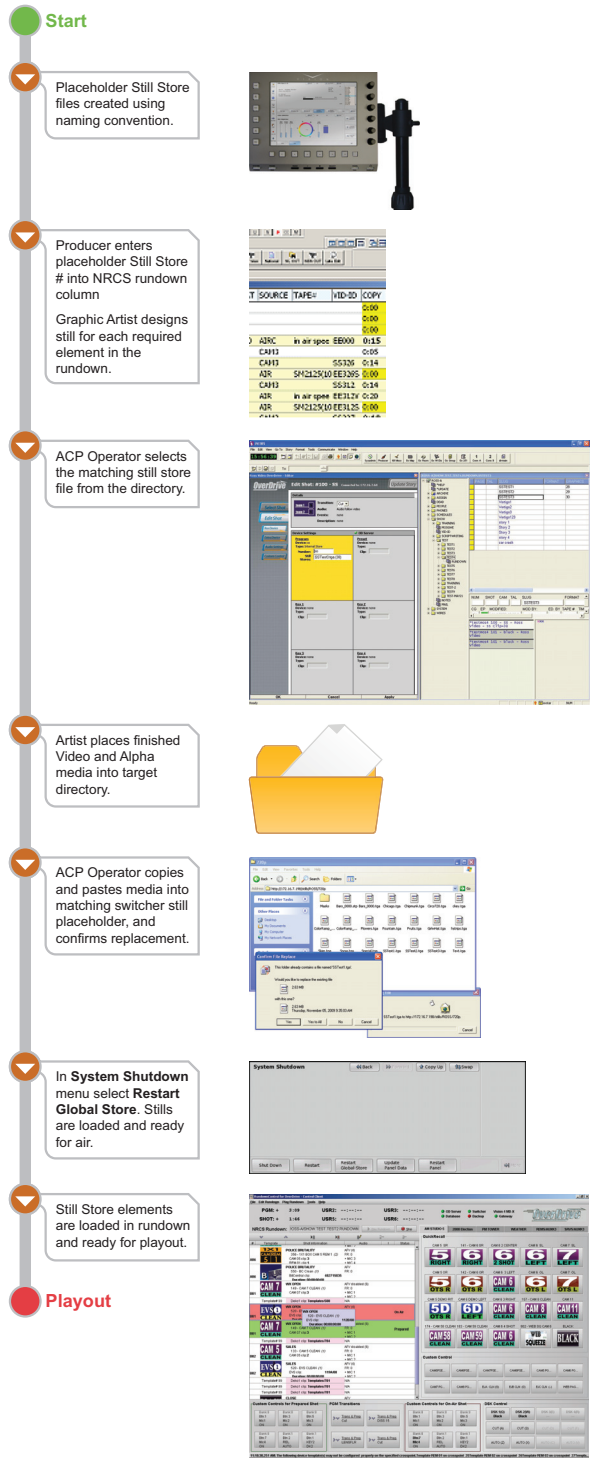
As each still store image becomes available from the graphics department, load it into the switcher store using the Windows interface making certain to follow to the set naming convention. Always replace the existing file with the new image, do not delete the existing file.

After all stills have been loaded, perform a Restart Global Store operation from the switcher panel. This step is required to flush the cache and prevent old still images from being displayed.

The production stills are now available to OverDrive and can be taken to air under the control of the APC operator.

## Work Flow

Workflow used to manage Vision QMD/X stills in an OverDrive environment.



## Contacting Technical Support

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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: +1-613-686-1557

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

### EMEA

Our EMEA center 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 3540 3545

If the local support specialist is not available, your call will be transferred automatically to our North America center.

### Australia

Our Sydney, Australia office is located in Alexandria, NSW.

Our local support telephone number is: 1300 007 677

If the local support specialist is not available, your call will be transferred automatically to our North America center.

### Online

E-mail: [techsupport@rossvideo.com](mailto:techsupport@rossvideo.com)

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

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