XPression

XPression Project Server User Guide

VERSION 14.0



ROSS

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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.)*

XPression Project Server User Guide

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Patents

Patent numbers US 7,034,886; US 7,508,455; US 7,602,446; US 7,802,802 B2; US 7,834,886; US 7,914,332; US 8,307,284; US 8,407,374 B2; US 8,499,019 B2; US 8,519,949 B2; US 8,743,292 B2; GB 2,419,119 B; GB 2,447,380 B; and other patents pending.

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2. **DEFINITIONS.** In this Agreement, in addition to the terms defined elsewhere in this Agreement, the following terms have the meanings set out below:

   "**Affiliate**" means, with respect to any Person, any other Person who directly or indirectly controls, is controlled by, or is under direct or indirect common control with, such Person. A Person shall be deemed to control a Person if such Person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of such Person, whether through the ownership of voting securities, by contract or otherwise; and the term "controlled" and "controlling" shall have a similar meaning.

   "**Agreement**" means this End User Software License Agreement including the recitals hereto, as the same may be amended from time to time in accordance with the provisions hereof.

   "**Backup System**" means the secondary piece of Designated Equipment upon which the Software is installed and mirrored for the sole purpose of replacing a Primary System in the event such Primary System is not available or functioning properly for any reason.

   "**Change of Control**" means (a) the direct or indirect sale, transfer or exchange by the shareholders of a Party of more than fifty percent (50%) of the voting securities of such Party, (b) a merger or amalgamation or reorganization or other transaction to which a Party is party after which the shareholders of such Party immediately prior to such transaction hold less than fifty percent (50%) of the voting securities of the surviving entity, (c) the sale, exchange, or transfer of all or substantially all of the assets of a Party.

"Confidential Information" means all data and information relating to the business and management of either Party, including the Software, trade secrets and other technology to which access is obtained or granted hereunder by the other Party, and any materials provided by Ross Video to Licensee; provided, however, that Confidential Information shall not include any data or information which:

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(v) is rightfully obtained by the other Party from a third party; or

(vi) is disclosed with the written consent of the Party whose information it is.

"Designated Equipment" shall mean (a) the hardware products sold by Ross Video to Licensee on which the Software is installed and licensed for use, as the same may be replaced from time to time by Ross Video; or (b) in the case of Software licensed on a stand-alone basis, the equipment of Licensee on which the Software is to be installed and meets the minimum specifications set out in the Documentation.

"Documentation" shall mean manuals, instruction guides, user documentation and other related materials of any kind pertaining to the Software (whether in electronic, hard-copy or other media format) that are furnished to Licensee by or on behalf of Ross Video in relation to the Software.

"Freeware" means Software that is available free of charge from Ross Video, and includes, without limitation the master control system software known as "DashBoard".

"Governmental Authority" means (a) any federal, provincial, state, local, municipal, regional, territorial, aboriginal, or other government, governmental or public department, branch, ministry, or court, domestic or foreign, including any district, agency, commission, board, arbitration panel or authority and any subdivision of any of them exercising or entitled to exercise any administrative, executive, judicial, ministerial, prerogative, legislative, regulatory, or taxing authority or power of any nature; and (b) any quasi-governmental or private body exercising any regulatory, expropriation or taxing authority under or for the account of any of them, and any subdivision of any of them.

"Improvements" means all inventions, works, discoveries, improvements and innovations of or in connection with the Software, including error corrections, bug fixes, patches and other updates in Object Code form to the extent made available to Licensee in accordance with Ross Video's release schedule.

"License Fee" means the fee(s), if any, payable in respect of the Software in accordance with the relevant invoice(s) or other purchase documents delivered in connection with this Agreement.

"License Period" means the period of time that Licensee will have the rights granted under this Agreement, as may be specified in an Order.

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"Released Claims" has the meaning ascribed to it in Section 9(b).

"Released Parties" has the meaning ascribed to it in Section 9(b).

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   c. Licensee will not Use the Freeware to engage in any activity that will violate the rights of others, including, without limitation, by using it for operations that involve child labour, suppressing the right of freedom of expression or endangering the security of person.

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b. Notwithstanding the above, Ross Video reserves the right to terminate this Agreement and the License granted hereunder on immediate notice to Licensee, and without liability to Licensee, in the event that the Software or Documentation constitutes or may, in Ross Video's determination, constitute, an infringement of the rights of a third party that Ross Video, in its sole discretion, does not consider to be affordably remediable.

c. Either party may terminate this Agreement immediately should any Software become, or in either party's opinion be likely to become, the subject of a claim of infringement of any intellectual property right and, in such event, there shall be no claim by either Licensee or Ross Video against the other arising out of such termination, provided that the foregoing shall not apply to a claim for infringement by Ross Video against Licensee in the event that Licensee is alleged to have infringed Ross Video's intellectual property rights, in which case Licensee shall remain liable for all outstanding License Fees and other amounts owing to Ross Video.

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    Either party may disclose certain Confidential Information if it is expressly required to do so pursuant to legal, judicial, or administrative proceedings, or otherwise required by law, provided that (i) such Party provides the other Party with reasonable written notice prior to such disclosure; (ii) such Party seeks confidential treatment for such Confidential Information; (iii) the extent of such disclosure is only to the extent expressly required by law or under the applicable court order; and (iv) such Party complies with any applicable protective or equivalent order.

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14. **TERM AND TERMINATION**.

    (1) Unless terminated earlier in accordance with the terms of this Agreement, the term of this Agreement shall commence upon Licensee's first download, access, installation, or other use of the Software or Documentation and continues until, in the case of Software licensed with Designated Equipment provided by Ross Video, the earliest of (a) the end of the License Period, or (b) if the Designated Equipment is assigned or transferred in accordance with this Agreement, the date on which the Designated Equipment is no longer owned by Licensee;

    (2) Either Party shall have the right to terminate this Agreement on notice to the other Party if:

        (a) the other Party fails to pay any fees or other amounts when due hereunder or under any other agreement between the Parties (or any Affiliates of the Parties, as applicable) in connection with the Software and/or Designated Equipment and such breach is not cured within thirty (30) days after written notice of such failure to pay is given to the defaulting Party by the non-defaulting Party;

        (b) the other Party shall file a voluntary petition in bankruptcy or insolvency or shall petition for reorganization under any bankruptcy law, consent to an involuntary petition in bankruptcy, or if a receiving order is given against it under the Bankruptcy and Insolvency Act (Canada) or the comparable law of any other jurisdiction (and such is not dismissed within ten (10) days);

(c) there shall be entered an order, judgment or decree by a court of competent jurisdiction, upon the application of a creditor, approving a petition seeking reorganization or appointing a receiver, trustee or liquidator of all or a substantial part of the other Party's assets and such order, judgment or decree continues in effect for a period of thirty (30) consecutive days; or

(d) the other Party shall fail to perform any of the other material obligations set forth in this Agreement and such default, in the case of a default which is remediable, continues for a period of thirty (30) days after written notice of such failure has been given by the non-defaulting Party or, in the case of a non-remediable default, immediately upon notice.

(3) Notwithstanding anything to the contrary contained in this Agreement:

(a) Ross Video may forthwith terminate this Agreement if Licensee is in breach of any of sections 3, 4 or 12 of this Agreement. For greater certainty, in such instances Ross Video shall provide written notice of such termination as soon as practicable but written notice shall not be a necessary prerequisite to such termination; and

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(c) Ross Video may terminate the License immediately on the date on which it provides notice to Licensee, if its agreements for Third Party Software are terminated.

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(a) Licensee shall immediately cease and desist all use of the Software and Documentation;

(b) Licensee shall immediately deliver to Ross Video any of Ross Video's Confidential Information provided hereunder (including the Software and Documentation) then in its possession or control, if any, and shall deliver a certificate of an officer of Licensee certifying the completeness of same;

(c) Licensee shall refrain from further use of such Confidential Information; and

(d) Licensee shall forthwith pay all amounts owing to Ross Video or any of its Affiliates hereunder.

15. **SURVIVAL.** The provisions of sections 1, 2, 6, 8, 9, 10, 11, 12, 13, 14, 18, 22, 23, and 24 herein shall survive the expiry or termination of this Agreement.

16. **FORCE MAJEURE.** Dates and times by which Ross Video is required to render performance under this Agreement shall be automatically postponed to the extent and for the period that Ross Video is prevented from meeting them by reason of events of force majeure or any cause beyond its reasonable control provided Ross Video notifies Licensee of the commencement and nature of such cause and uses its reasonable efforts to render performance in a timely manner.

17. **ASSIGNMENT.** Ross Video may assign this Agreement, or any of its rights or obligations hereunder, in whole or in part, upon notice to Licensee. Licensee shall not assign this Agreement, or any of its rights or obligations hereunder, in whole or in part, without the prior written consent of Ross Video, which consent may not be unreasonably withheld. This Agreement enures to the benefit of and is binding upon each of the Parties and their respective successors and permitted assigns.

18. **GOVERNING LAW.** If Licensee acquired the Ross Product(s) in the United States or Canada, the laws of the state or province where Licensee's principal place of business is located govern the interpretation of this Agreement, claims for its breach, and all other claims regardless of conflict of laws principles. If Licensee acquired the Ross Product(s) in the European Union or the United Kingdom, then the laws of England and Wales apply. If Licensee acquired the Ross Product(s) in any other country, then the laws of the Province of Ontario, Canada shall apply.

19. **LANGUAGE.** The Parties have expressly required that this Agreement and all documents relating thereto be prepared in English. Les parties ont expressément exigé que cette convention ainsi que tous les documents qui s'y rattachent soient rédigés en anglais.

20. **GOVERNMENT CONTRACTS.** If the Software and/or Documentation to be furnished to Licensee hereunder are to be used in the performance of a government contract or subcontract, the Software and/or Documentation shall be provided on a "restricted rights" basis only and Licensee shall place a legend, in addition to applicable copyright notices, in the form provided under the applicable governmental regulations. For greater certainty, Ross Video shall not be subject to any flow-down provisions required by any customer of Licensee that is a Governmental Authority unless Ross Video expressly agrees to be bound by such flow-down provisions in writing.

21. **EXPORT AND IMPORT LAWS.** Licensee acknowledges and agrees that the Software (including any technical data and related technology) may be subject to the export control laws, rules, regulations, restrictions and national security controls of the United States and other applicable countries (the "**Export Controls**") and agrees not to export, re-export, import or allow the export, re-export or import of such export-controlled Software (including any technical data and related technology) or any copy, portion or direct product of the foregoing in violation of the Export Controls. Licensee hereby represents that it is not an entity or person to whom provision of the Software (including any technical data and related technology) is restricted or prohibited by the Export Controls. Licensee agrees that it has the sole responsibility to obtain any authorization to export, re-export, or import the Software (including any technical data and related technology), as may be required. Licensee will defend, indemnify and hold Ross Video harmless from any and all claims, losses, liabilities, damages, fines, penalties, costs and expenses (including attorney's fees) arising from or relating to any breach by Licensee of its obligations under this Section.

22. **AMENDMENT AND WAIVER.** No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any Section of this Agreement is binding unless it is in writing and executed by the Party to be bound. No waiver of, failure to exercise or delay in exercising, any Section of this Agreement constitutes a waiver of any other Section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

23. **SEVERABILITY.** Each Section of this Agreement is distinct and severable. If any Section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that Section, in whole or in part, will not affect (a) the legality, validity or enforceability of the remaining Sections of this Agreement, in whole or in part; or (b) the legality, validity or enforceability of that Section, in whole or in part, in any other jurisdiction.

24. **ENTIRE AGREEMENT.** This Agreement, and any other documents referred to herein, constitutes the entire agreement between the Parties relating to the subject matter of this Agreement and supersedes all prior written or oral agreements, representations and other communications between the Parties.

Updated: November 1, 2023

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its XPression Project Server systems to be free from defects under normal use and service for the following time periods from the date of shipment:

- XPression Project Server Server — 12 months
- XPression Project Server Software Upgrades — 12 months free of charge
- System and Media hard drives — 12 months

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 XPression Project 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.

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E-mail for General Information:	solutions@rossvideo.com
Website:	http://www.rossvideo.com

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

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Introduction

XPression's Project Server is a storage and retrieval system that allows XPression users to publish and deploy projects from a server. Larger facilities which support multiple production groups may share resources such as a Project Server.

The **XPression Project Server Manager** is a software application that allows you to connect to a project server and perform administrative functions, like setting up user accounts and user groups to determine role-based access, publishing, and deployment of XPression project files on the project servers. You can also use the Project Server Manager to synchronize a project server with other project servers in order to transfer and share XPression projects and files.



Notice — Do not use the Project Server as a back-up server.

About This Guide

Getting Help

About This Guide

This guide covers the use of the XPression Project Server system.

If, at any time, you have questions pertaining to the operation of XPression Project Server, please contact us at the numbers listed in the section Getting Help. Our technical staff is always available for consultation, training, or service.

Documentation Conventions

Special text formats are used in this guide to identify parts of the user interface, text that a user must enter, or a sequence of menus and sub-menus that must be followed to reach a particular command.

Bold text	Bold text identifies a user interface element such as a dialog box, menu item, or button. For example: In the **Slug** column, type a slug name for the story.
Italic text	Italic text is used to identify the titles of referenced guides, manuals, or documents. For example: For more information, refer to the *DashBoard User Guide.*
`Courier text`	Courier text identifies text that a user must type. For example: In the **Username** box, type `postgres`.
Menu Sequences	Menu arrows are used in procedures to identify a sequence of menu items that you must follow. For example: If a step reads **Server > Save As**, you would select the **Server** menu and then select **Save As**.
Hypertext	Identifies a hyperlink to a related topic.

Getting Help

XPression Project Server documentation is available online at Product Documentation and is also accessible on the product USB key and by selecting the **Help** icon in the user interface.

Contacting Technical Support

At Ross Video, we take pride in the quality of our products, but if problems occur, help is as close as the nearest telephone.

Our 24-hour Hot Line service ensures you have access to technical expertise around the clock. After-sales service and technical support is provided directly by Ross Video personnel. During business hours (Eastern Time), technical support personnel are available by telephone. After hours and on weekends, a direct emergency technical support phone line is available. If the technical support person who is on call does not answer this line immediately, a voice message can be left and the call will be returned shortly. This team of highly trained staff is available to react to any problem and to do whatever is necessary to ensure customer satisfaction.

Technical Support:

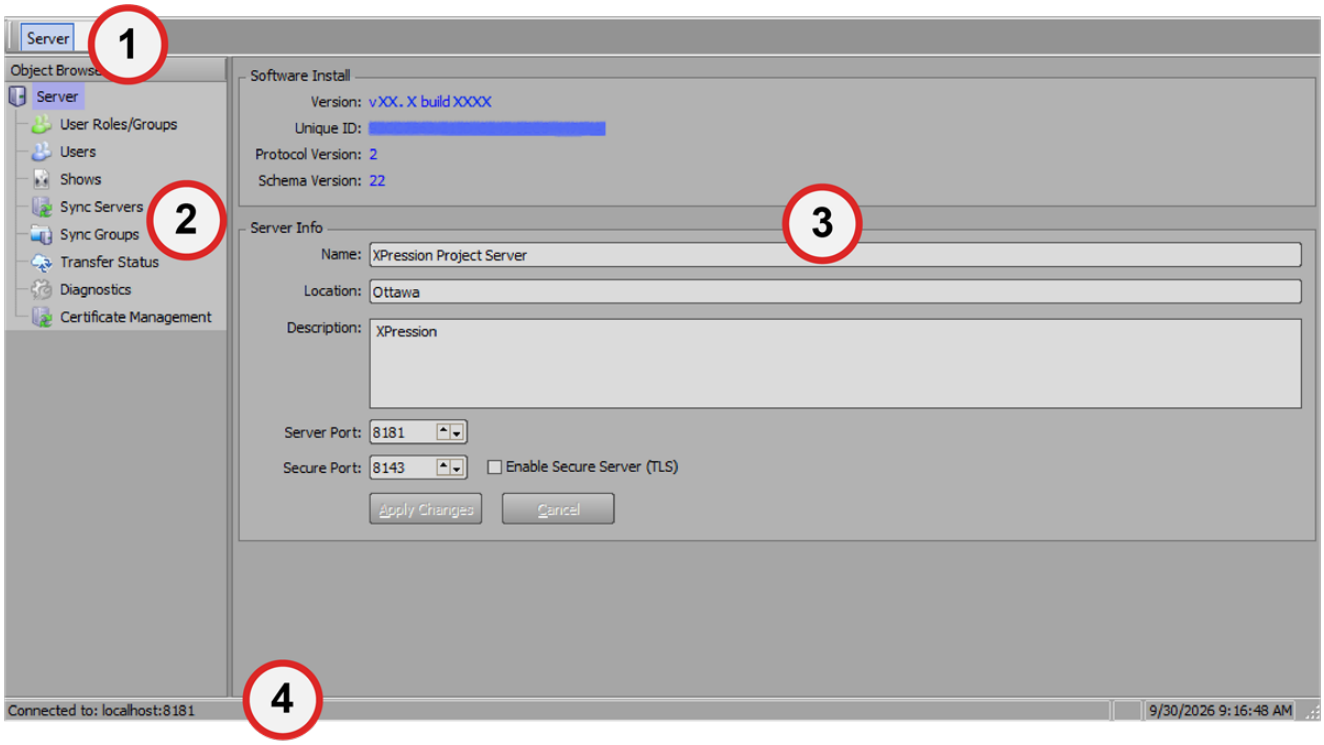
- 1-613-686-1557
- 1-833-859-0499 (Toll free within North America)
- +800 3540 3545 (Toll free International)
- +91-22-5016-6177 (India)
- 1300 007 677 (Australia/Sydney)*
- E-mail: techsupport@rossvideo.com
- Website: http://www.rossvideo.com

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

User Interface Overview

The XPression Project Server Manager interface is used to configure and edit the project server settings.

The following screen capture displays the main elements of the Project Server Manager user interface. Descriptions of individual elements are contained in the legend below the diagram.



1. **Menu Bar** — use this menu bar to access the **Server** menu. 2. **Object Browser** — use this area to browse and select objects in the list to view in the Main Window.	3. **Main Window** — use this window to configure the project server details. 4. **Status Area** — displays the current status of the Project Server Manager.

Project Server Manager

Before you start using the project server, you need to start the project server and log in to the Project Server Manager. This section describes how to start and stop the project server and access the Project Server Manager.

The following topics are discussed in this section:

Starting and Stopping the Project Server

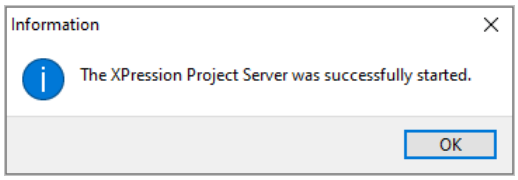
Connecting to the Server

Starting and Stopping the Project Server

To start the Project Server:

1. From the Windows **Start** menu, select **Start Project Server**.

   An information box indicates that the project server was successfully started.



   Project Server - Successfully Started

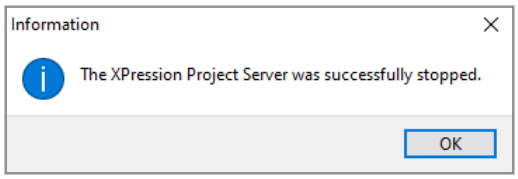
   ★ **Start Project Server** can be pinned to the **Start** menu.

2. Select **OK** to close the information box.

To stop the Project Server:

1. From the Windows **Start** menu, select **Stop Project Server**.

   An information box indicates that the project server was successfully stopped.



   Project Server - Successfully Stopped

   ★ **Stop Project Server** can be pinned to the **Start** menu.

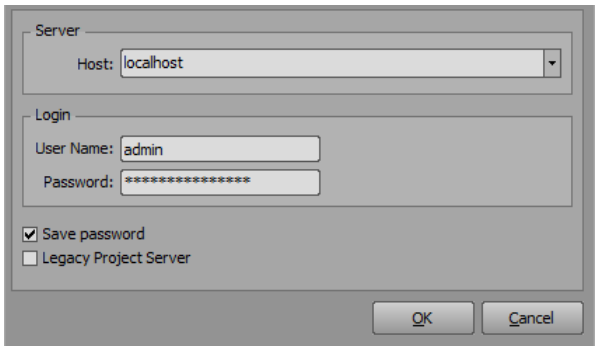
2. Select **OK** to close the information box.

Connecting to the Server

To connect to the server:

1. From the Windows **Start** menu, select **Project Server Manager**.

   The **Connect to server** dialog box opens.



   Project Server - Connect to Server

   ★ **Project Server Manager** can be pinned to the **Start** menu.

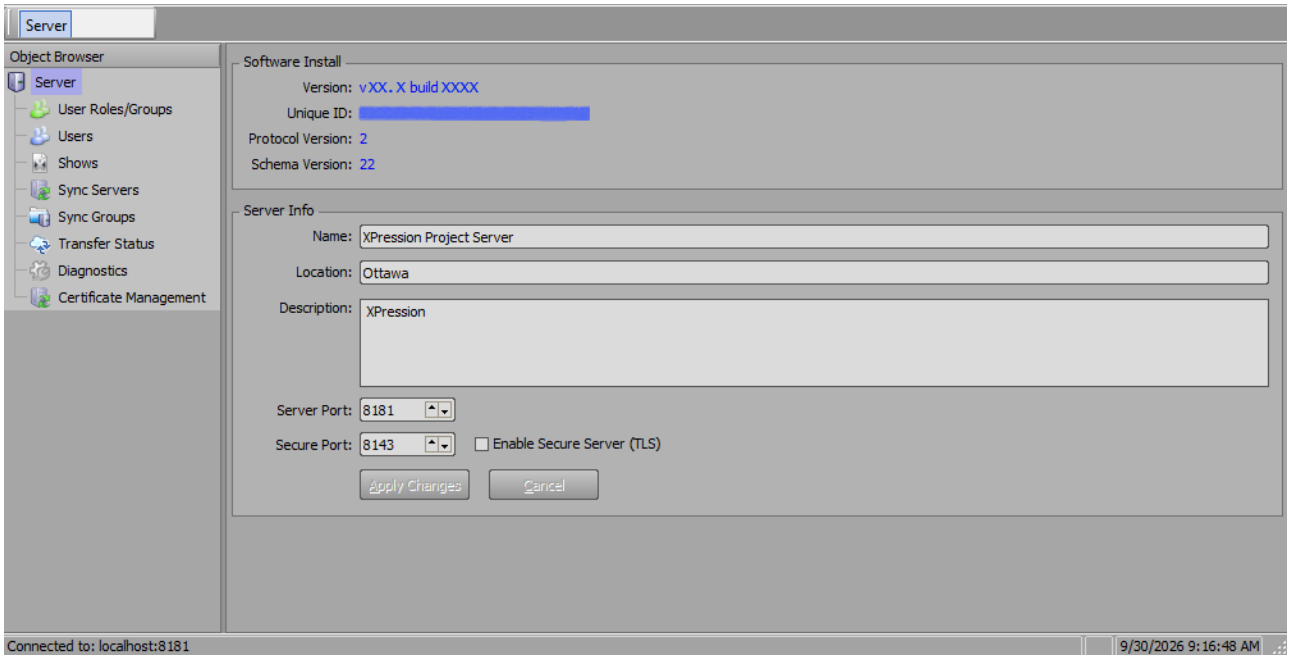
2. In the **Connect to server** dialog, enter the following information:
   - In the **Server** section, from the **Host** drop-down, select the host server.
   - In the **Login** section, in the **User Name** field, enter the login username.

     The default username is admin.
   - In the **Password** field, enter the login password for the username.
   - Select the **Save password** checkbox to save the password.

     The default password is admin.
   - Select **Legacy Project Server** if you have updated your XPression software, but are still using an older version of the Project Server (v11.1_5764 or earlier).

     You may need to reset the password when using the **Legacy Project Server** checkbox. Follow the on-screen instructions.
3. Select **OK**.

The **XPression Project Server Manager** opens.



Project Server Manager

Continue with setting up the Project Server.

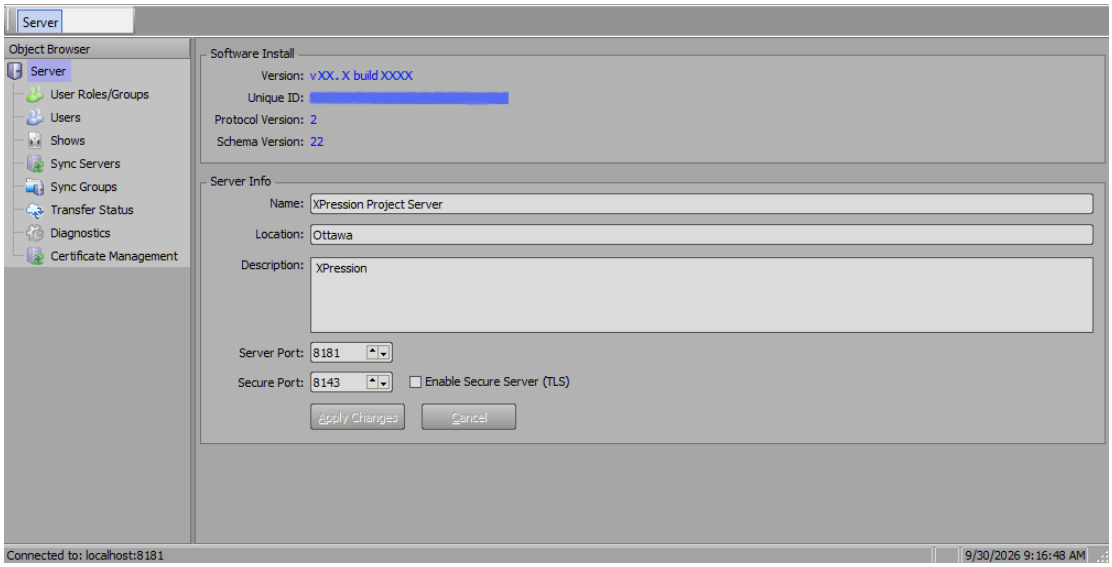
Setup

Before you start using the project server, the server needs to be configured.

Notice — Do not use the Project Server as a back-up server.

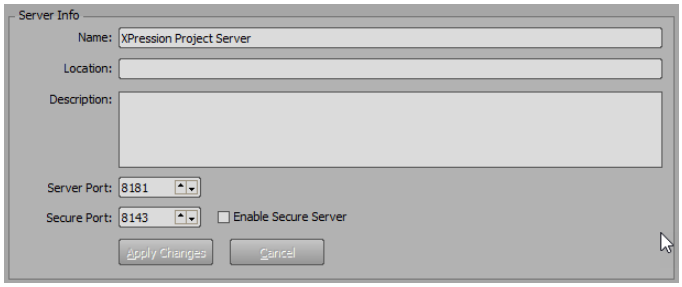
To configure the Server Info:

1. Open the **XPression Project Server Manager**.



Project Server Manager

2. In the **Object Browser**, select **Server**.



Project Server Manager - Server Info Section

3. In the **Server Info** section, enter the following information:
   a. In the **Name** field, enter the name of the server.
   b. In the **Location** field, enter specific location information for the server.
   c. In the **Description** field, enter a unique descriptor for the server.

d. In the **Server Port** field, enter or select the port number of the project server.

e. To enable the project server to perform file synchronization transfers with a sync server via Transport Layer Security (TLS), select **Enable Secure Server** and set the **Secure Port** field to the same port number as the sync server.

★ The **Secure Connection** settings must also be enabled and the **Port** numbers match in the sync server's **New/Edit Sync Server** dialog. See Configuring the Server for more information.

4. Select **Apply Changes** to commit any changes.

Users

Use the XPression Project Server Manager to create user roles or groups, assign rights, and create user accounts. Assigning roles or groups to users determines the Project Server functions and permissions available to them.



Notice — Do not use the Project Server as a back-up server.

The following topics are described in this section:

Adding a User Role or Group

Adding Users

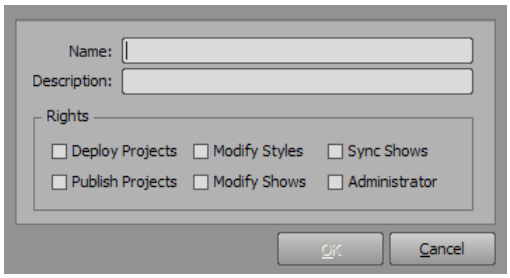
Adding a User Role or Group

Create a user role or group in XPression Project Server Manager to organize user permissions and control access to Project Server functions. You can assign one or more rights to the role or group when you create it.

To add a user role or group:

1. Launch the **XPression Project Server Manager**.
2. In the **Object Browser**, select **User Roles/Groups**.
3. Right-click in the adjacent section and from the shortcut menu, select **New**.

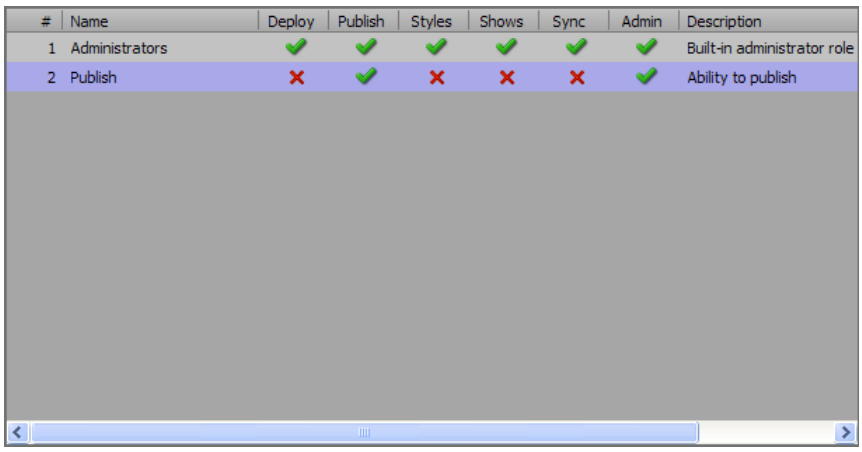
   The **New User Role** dialog opens.



Project Server Manager - New User Role

4. In the **Name** field, enter the name of the role or group.
5. In the **Description** field, enter a description of the role (optional) or group.
6. In the **Rights** section, select the checkbox or checkboxes of the rights to be assigned to that role or group.
7. Select **OK**.

   The new user role or group is added to the list of user roles and the rights assigned to that role or group are indicated in the columns.



Project Server Manager - User Role Added

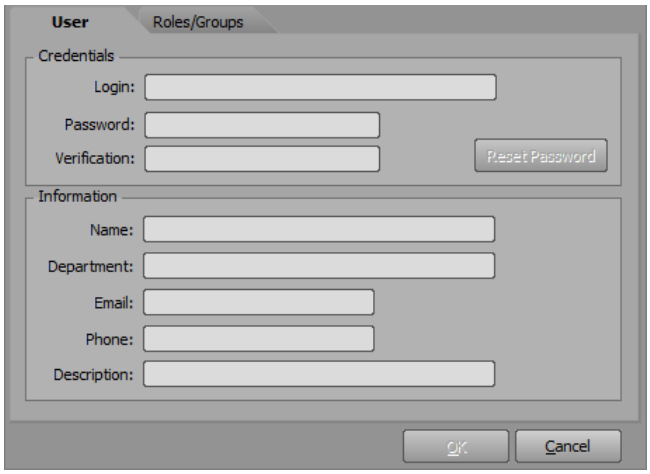
Adding Users

Create a new user account in XPression Project Server Manager by entering the user's credentials and contact information, then assigning one or more roles or groups. The assigned roles determine the user's access to Project Server functions.

To create a new user:

1. Launch the **XPression Project Server Manager**.
2. In the **Object Browser**, select **Users**.
3. Right-click in the adjacent section and from the menu, select **New**.

   The **New User** dialog opens.

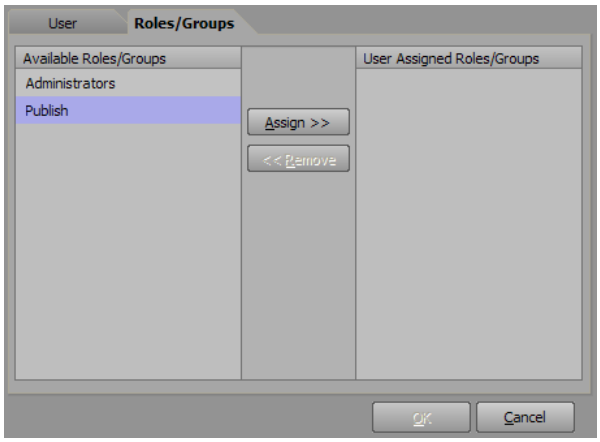


Project Server Manager - New User

4. In the **User** tab, in the **Credentials** section, do the following:
   - In the **Login** field, enter the user name of the new user.
   - In the **Password** field, enter a password for the new user.
   - In the **Verification** field, re-enter the password for the new user.
5. In the **Information** section, do the following:
   - In the **Name** field, enter the full name of the user.
   - In the **Department** field, enter the department or group to which the user belongs.
   - In the **Email** field, enter the email address of the user.
   - In the **Phone** field, enter the phone number of the user.
   - In the **Description** field, enter a description of the user, e.g., job title.
6. Select the **Roles/Groups** tab.

7. In the **Available Roles** column, select the role or roles to be assigned to the user.

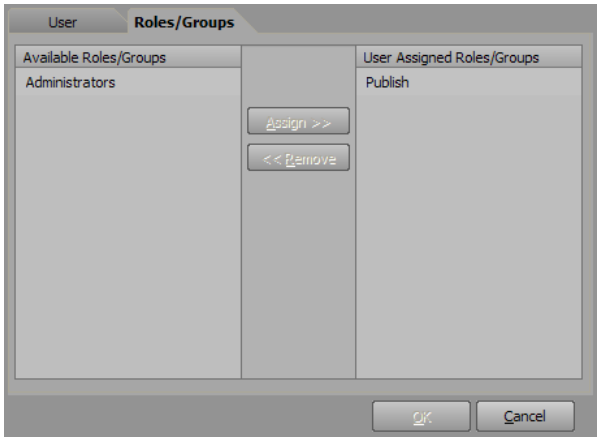
   Use **Ctrl-click** and **Shift-click** to select multiple roles.



Project Server Manager - Select Roles

8. Select **Assign** to assign the selected role or roles to the user.

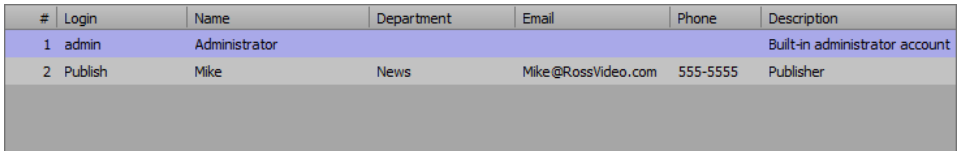
   The assigned role or roles appear in the **User Assigned Roles** column.



Project Server Manager - New Role Added

9. Select **OK**.

   The new user is displayed in the **Users** list.



#	Login	Name	Department	Email	Phone	Description
1	admin	Administrator				Built-in administrator account
2	Publish	Mike	News	Mike@RossVideo.com	555-5555	Publisher

Project Server Manager - New User Added

Shows

In the **Object Browser**, use the **Shows** section to create and manage shows and use the **Synchronization** section to synchronize the shows with the project server database. If you are publishing a project and the file upload is interrupted, the Project Server will resume the upload when relaunched.



Notice — Do not use the Project Server as a back-up server.

The following topics are described in this section:

Adding a Show

Adding Categories and Styles

Adding a Show

This section covers the following procedures:

Adding a show

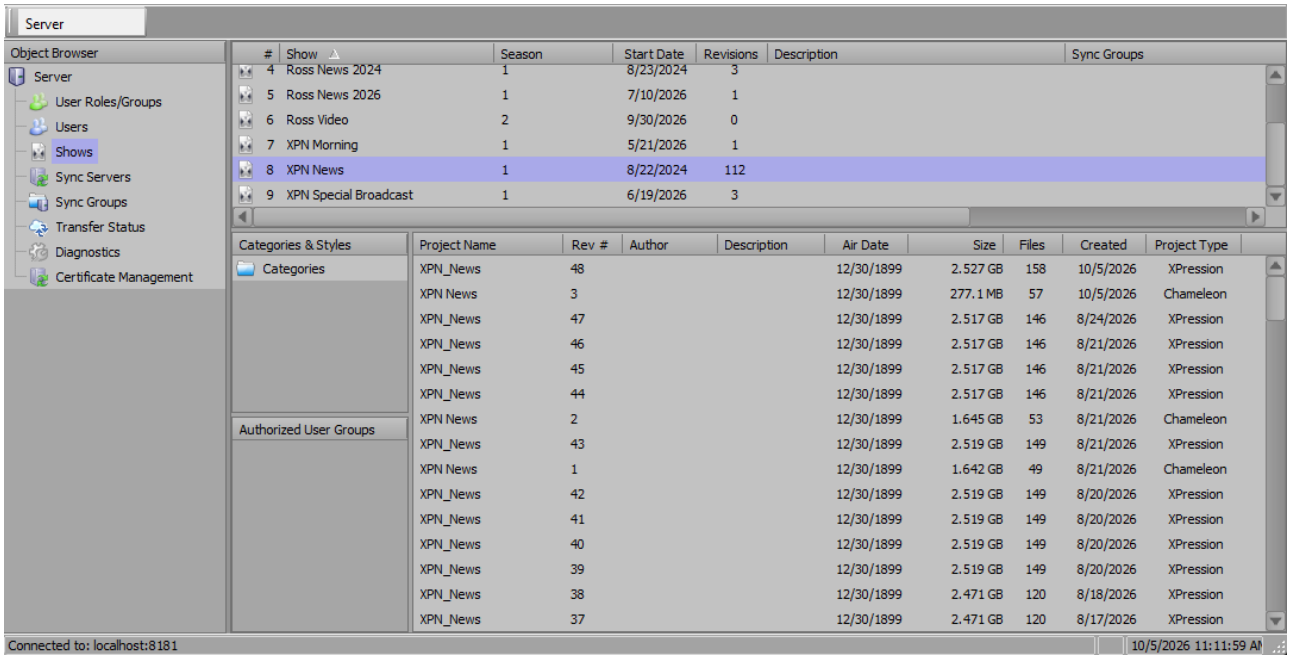
Deleting a show

Editing a show

To add a show:

1. Open the **XPression Project Server Manager**.
2. In the **Object Browser**, select **Shows**.

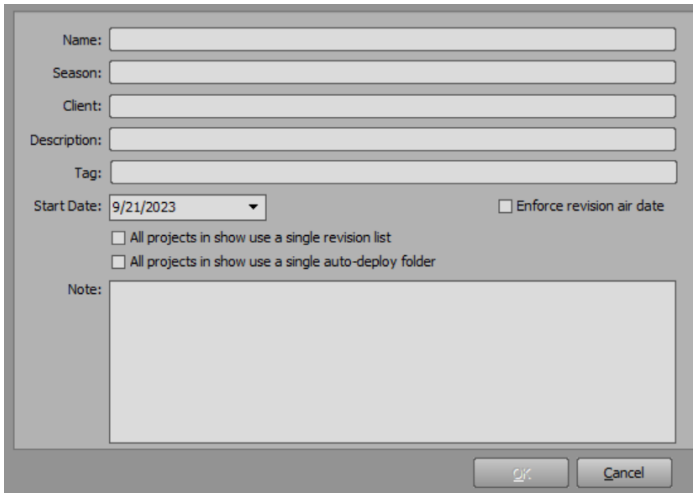
   The **Shows** section opens in the main window.



Project Server Manager - Shows

3. In the **Shows** section, right-click inside the **Shows** list and select **New** from the shortcut list.

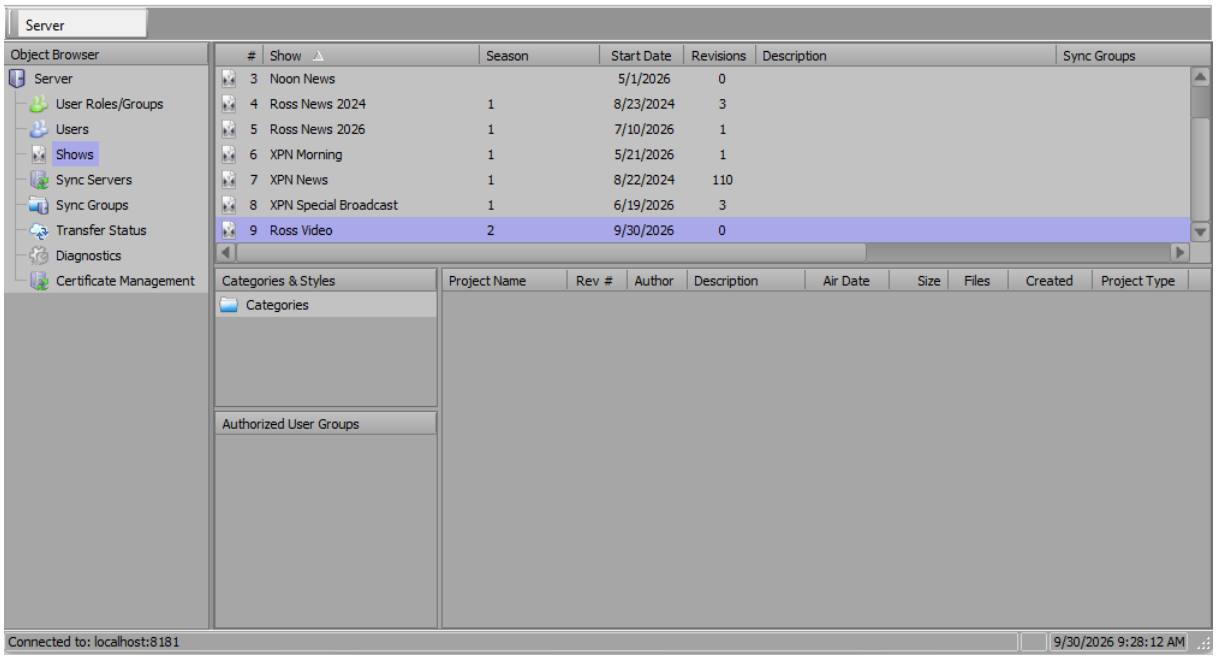
The **New Show** dialog box opens.



Project Server Manager - New Show

4. In the **New Show** dialog, enter the following:
   - **Name** — enter the name of the show.
   - **Season** — enter the season number or information.
   - **Client** — enter the client name or information.
   - **Description** — enter a brief description for the show.
   - **Tag** — enter tags, separated by commas, to automatically add the selected show to the tag configured sync group.
   - **Start Date** — enter an air date for the show or select the drop-down arrow and use the calendar to select an air date.
   - Select the **Enforce revision air date** checkbox to ignore any revision with a future air date when getting the latest revision of the show in the MOS and NLE plugins or through autonomous deployment.
   - Select the **All projects in show use a single revision list** checkbox to use a single incrementing revision list, regardless of the project being published, so that different projects do not get overlapping revision IDs.
   - Select the **All projects in show use a single auto-deploy folder** checkbox to use a single folder to auto-deploy all products in the show.
   - **Notes** box, enter any other information or notes about the show.
5. Select **OK**.

The **New Show** dialog closes and the new show appears in the **Shows** list.

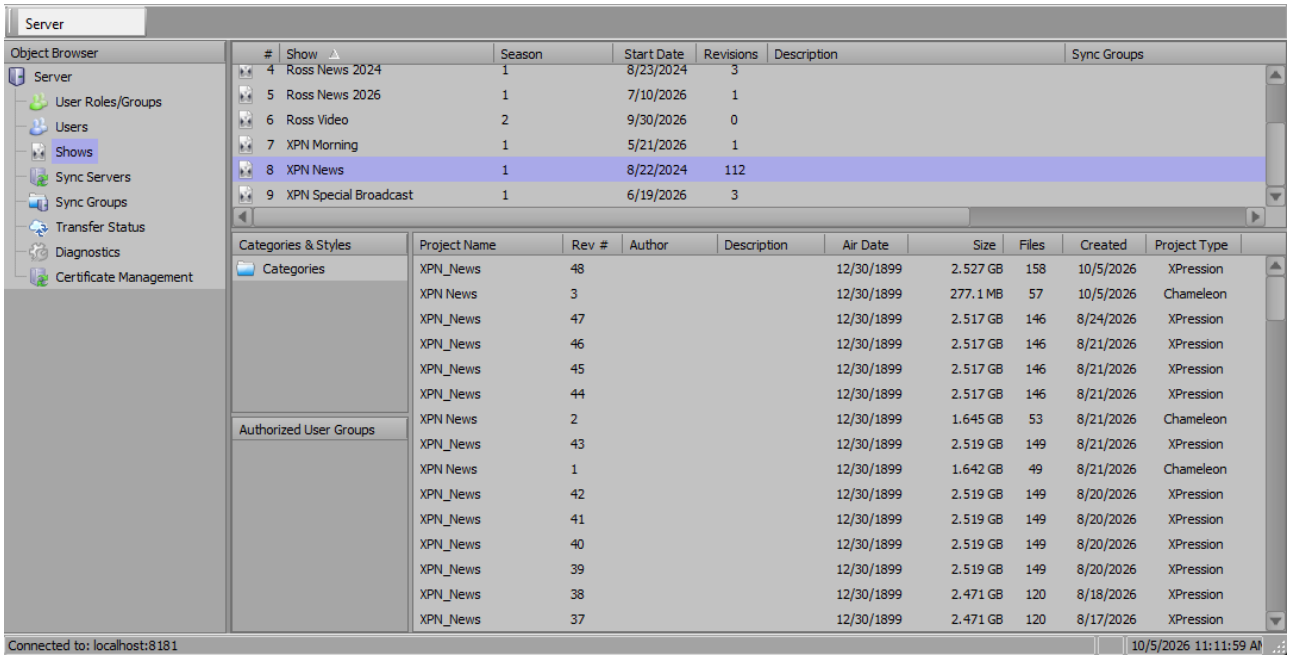


Project Server Manager - New Show Added

To delete a show:

1. In the **Object Browser**, select **Shows**.

   The **Shows** section opens in the main window.



Project Server Manager - Shows

2. Select the show you want to delete.

Additionally, you can select multiple shows to delete at the same time by selecting a show and doing one of the following:

- Press and hold the **CTRL** key to select additional shows.
- Press and hold the left-mouse button and drag to select multiple shows.

3. Right-click on the selected show(s) and select **Delete** from the shortcut menu.

   A **Warning** dialog opens.

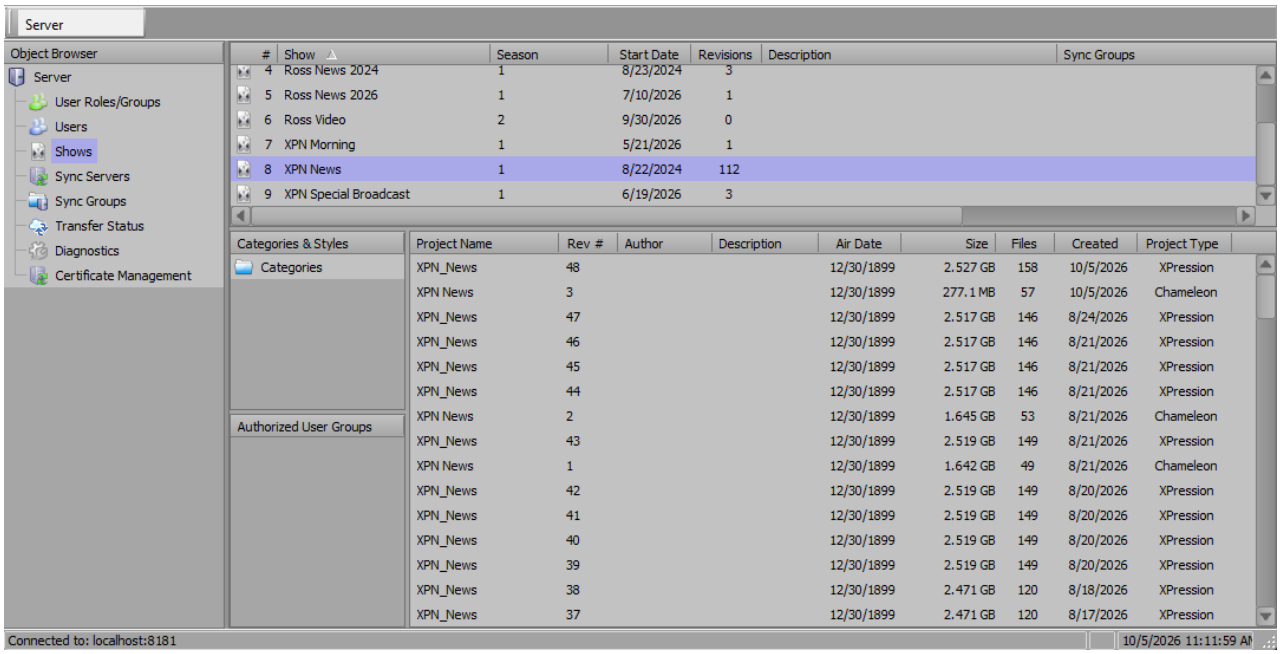
4. Select **Yes**.

   The show is deleted from the **Shows** list.

To edit a show:

1. In the **Object Browser**, select **Shows** from the **Server** menu tree.

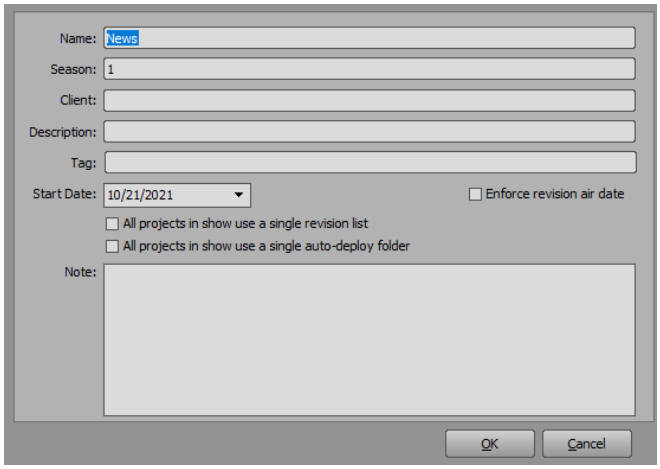
   The **Shows** section opens in the main window.



Project Server Manager - Shows

2. Select the show you want to edit.
3. Right-click on the selected show and select **Edit** from the shortcut menu.

The **Edit Show** dialog opens.



Project Server Manager - Edit Show Dialog

4. Edit any of the details as necessary.
5. Select **OK** to save your changes and close the dialog.

Adding Categories and Styles

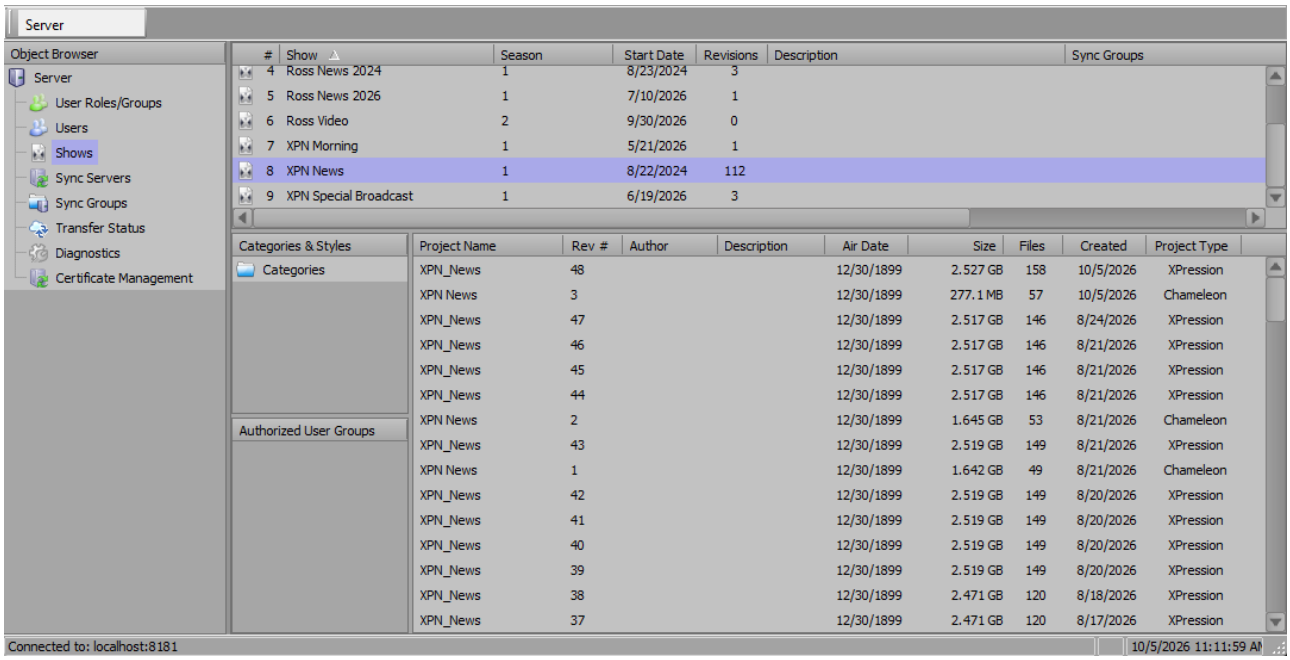
Categories are used to create individual folders for different parts of a show like weather, sports, etc.

Styles are used to create particular graphical appearances for different times and parts of a show, e.g., morning news style and evening news style.

To add a category and/or style:

1. Open the **XPression Project Server Manager**.
2. In the **Object Browser**, select **Shows** from the **Server** menu tree.

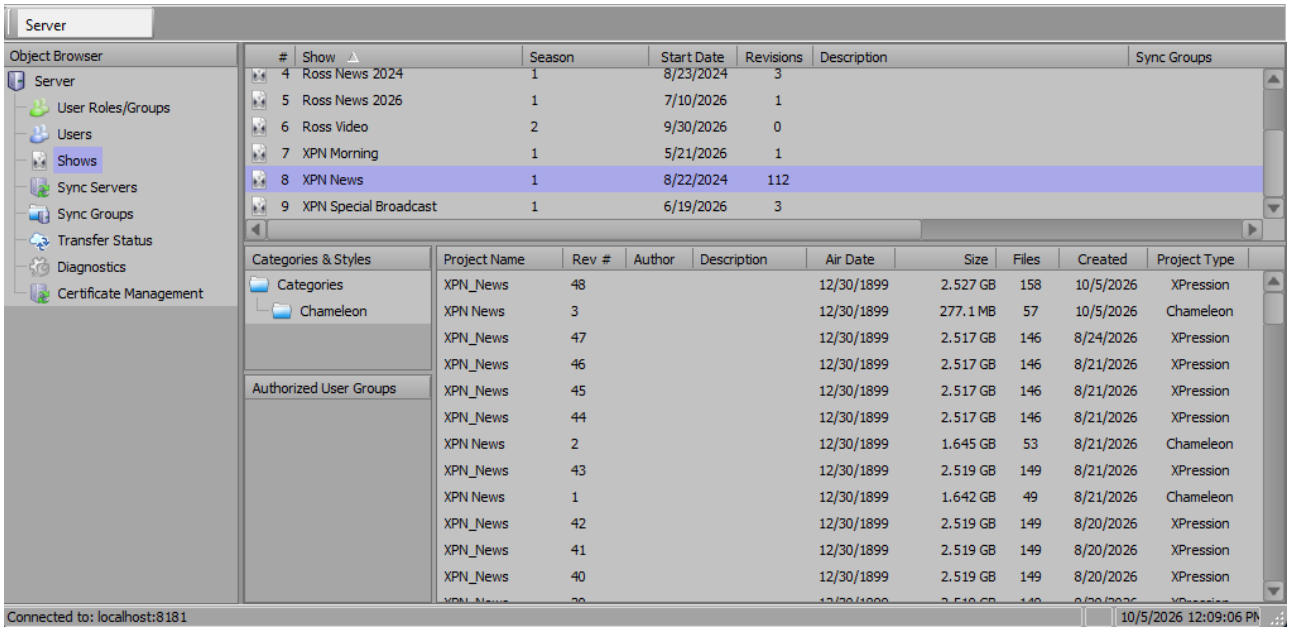
   The **Shows** section opens in the main window.



Project Server Manager - Shows

3. Select a show from the **Shows** list.

The selected show is highlighted in the **Shows** list and the **Categories** folder displays in the **Categories & Styles** section. If categories or styles have been added to the selected show, they are displayed.



Project Server Manager - Select Show

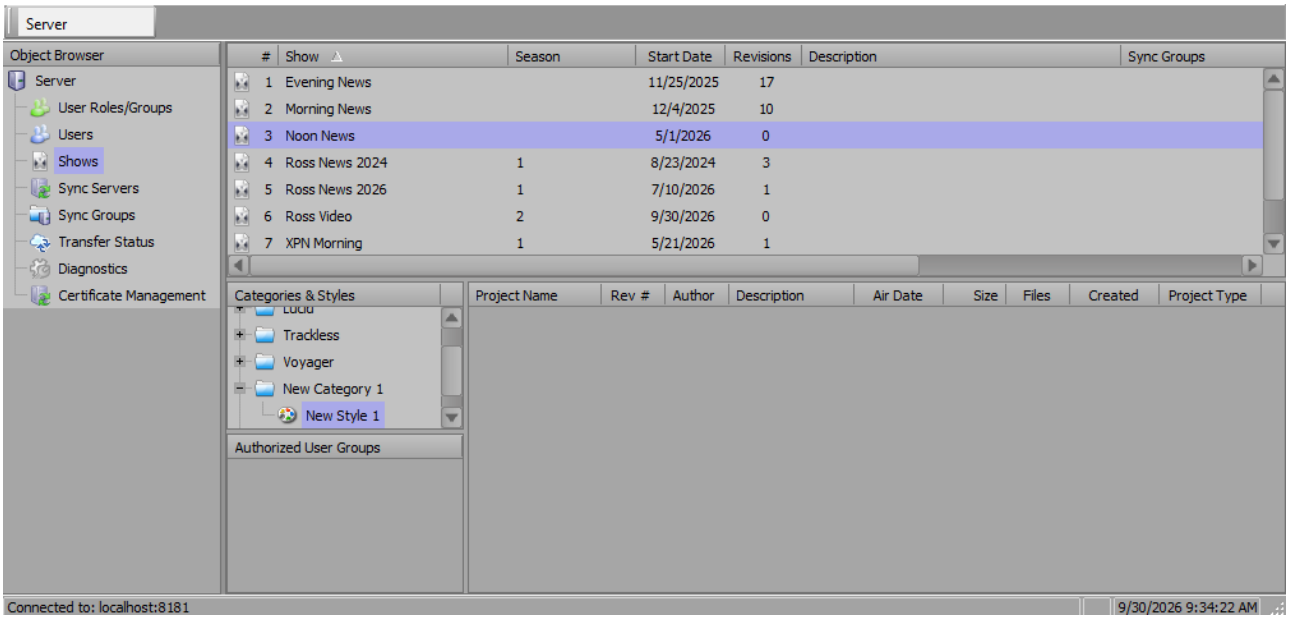
4. In the **Categories & Styles** section, right-click on the **Categories** folder and select one of the following from the shortcut menu:

   - **New Category**
   - **New Style**

   The new category or style appears as a node in the **Categories** folder structure. When a new style is added, it applies to all the categories.

   ★ The **Rev #** is updated when a revision has changed for projects that have no category or style assigned.

5. In the new category or style field, enter a name for the category or style.
   - For RVS products, the category name can only be Lucid, Trackless, or Voyager.
   - For XPression, any category name is accepted.



Project Server Manager - New Category

6. Repeat Steps 4 and 5 to add other categories and styles.

Synchronizing Shows with the Project Server Database

Use the XPression Project Server Manager to configure project synchronization.



Notice — Do not use the Project Server as a back-up server.

The following topics are described in this section:

Configuring the Server

Creating a Sync Group

Adding a Sync Server as a Destination for the Sync Group

Assigning Shows to Sync Groups

Creating a User Role with Permission to Synchronize Shows

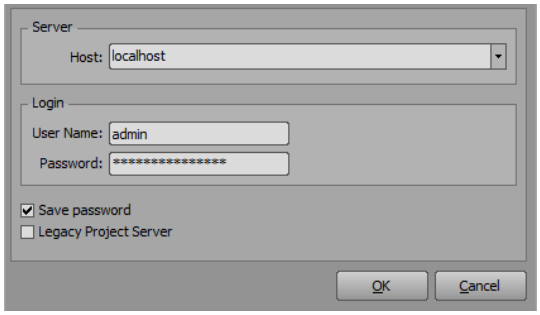
Configuring the Server

Use the XPression Project Server Manager to connect to the host Project Server and configure the servers that receive synchronized projects. This procedure explains how to enter the connection settings, add one or more sync servers, and configure secure connections and certificate handling as required.

To configure the server:

1. Open the **XPression Project Server Manager**.

   The **Connect to server** dialog box opens.



   Project Server - Connect to Server Dialog Box

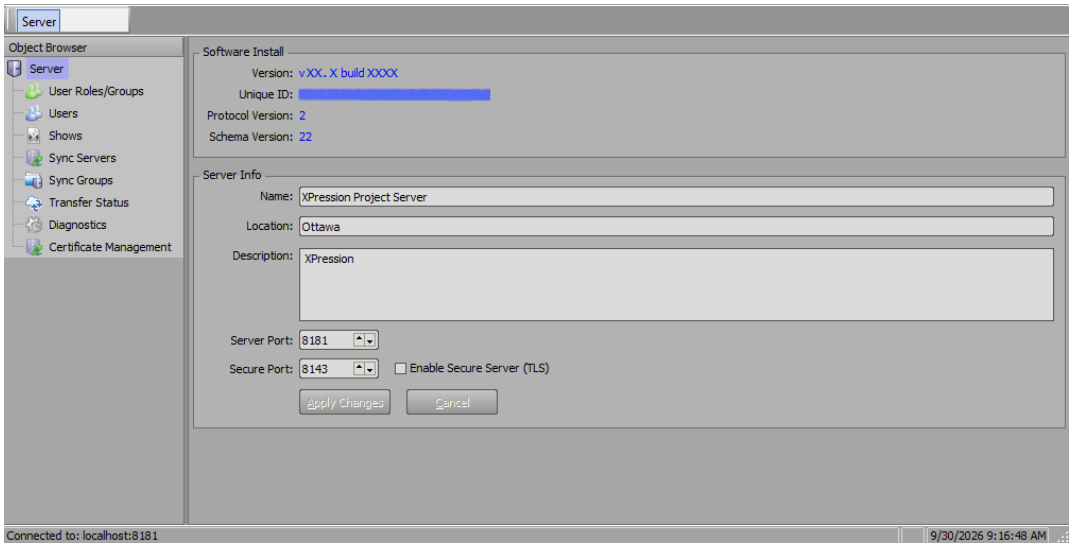
2. Set up the server from which the project will be synchronized:

   In the **Connect to server** dialog, enter the following information:

   - **Server** — from the drop-down, select the host server.
   - **Login** — enter the login username.
   - **Password** — enter the login password for the username.
   - Select the **Save password** checkbox to save the password.
   - **Legacy Project Server** — select only if you have updated your XPression software, but are still using an older version of the Project Server (v11.1_5764 or earlier).

3. Select **OK**.

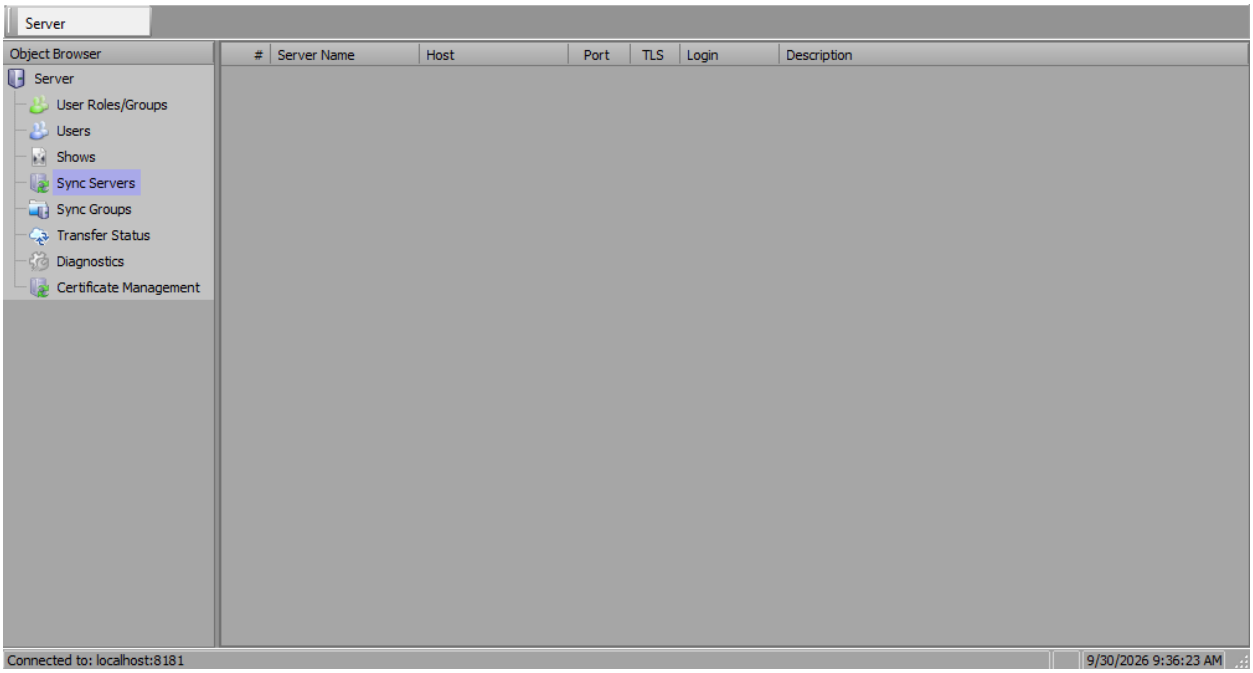
   The **XPression Project Server Manager** opens.



   Project Server Manager

4. If there are no existing shows, select **Shows** from the **Object Browser** and add a new show or shows.
5. Set up the server to which shows will be synchronized:
   a. In the **Object Browser**, select **Sync Servers**.

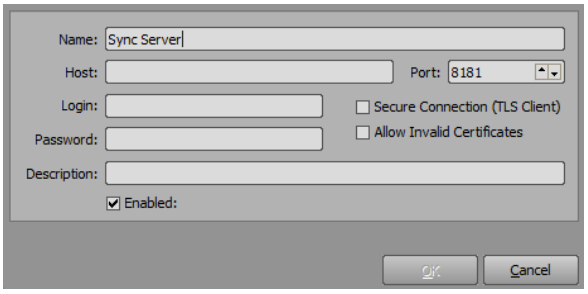
      The **Sync Servers** section opens in the main window.



Project Server Manager - Sync Servers

   b. Right-click inside the **Sync Servers** section and select **New** from the shortcut menu.

      The **New Sync Server** dialog opens.

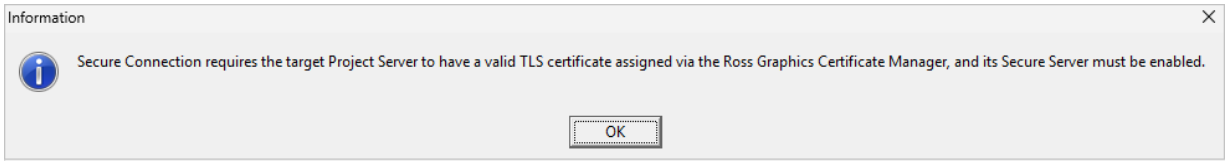


Project Server Manager - New Sync Server Dialog

   c. In the **New Sync Server** dialog, enter the following information:

      - **Name** — enter the name of the sync server.
      - **Host** — enter the fully qualified domain name of the sync server.
      - **Port** — enter the port number of the sync server.
      - **Login** — enter the login username.
      - **Password** — enter the login password.
      - **Description** — enter a brief descriptor for the sync server.
      - **Secure Connection (TLS Client)** — select to enable the ability to perform file synchronization transfers with the project server via Transport Layer Security (TLS).

The **Secure Connection Information** dialog opens advising that a secure connection requires a certificated assigned via the **Ross Graphics Certificate Manager**. After configuring the server, see Certificate Management.



★ The **Enable Secure Server** and **Secure Port** fields in the **Server Info** section of the **Object Browser - Server** window must also be enabled and match. See Setup for more information.

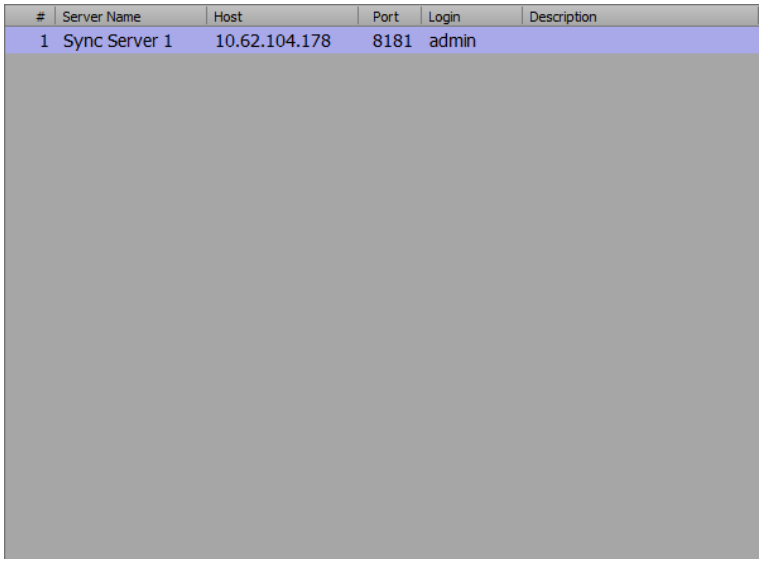
- **Allow Invalid Certificates** — select to accept a certificate whose name does not match the host, or whose revocation status cannot be checked.

★Expired and untrusted certificates are still rejected.

- **Enabled** — select this checkbox to activate the individual sync server. This is enabled by default.

d. Select **OK**.

The **New Sync Server** dialog closes and the new sync server is added to the **Sync Servers** section.



Project Server Manager - New Sync Server Added

6. Repeat step 5 to synchronize other Project Servers if necessary.

★Multiple sync servers can be enabled or disabled by selecting the necessary sync servers, right-clicking and selecting **Enable** or **Disable** from the shortcut menu.

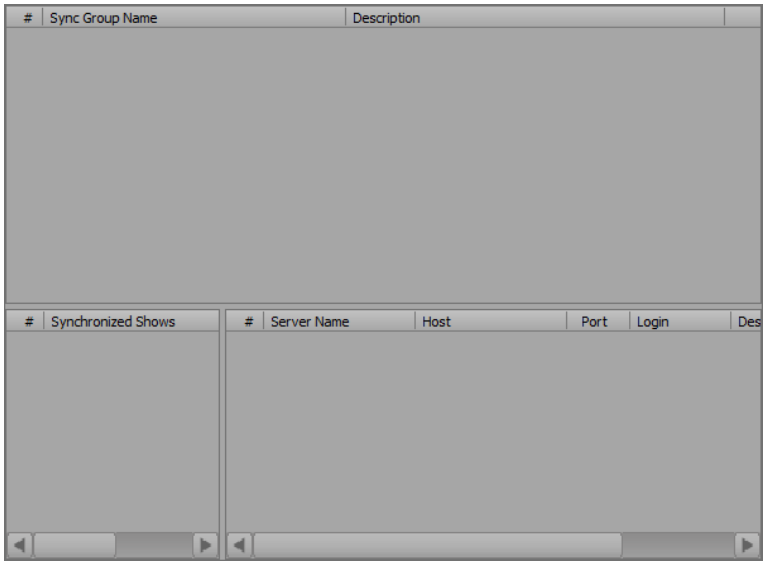
Creating a Sync Group

Create sync groups for organizing the shows that will be synchronized between Project Servers. You can name and describe each group, use tags to add shows automatically, and configure the group to include new shows by default.

To create a sync group:

1. In the **Object Browser**, select **Sync Groups**.

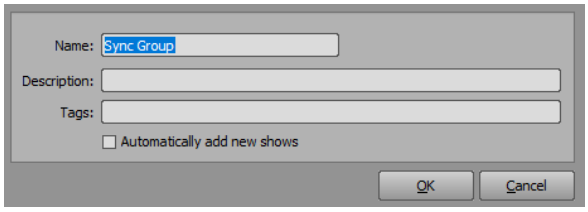
   The **Sync Groups** section opens in the main window.



   Project Server Manager - Sync Groups

2. Right-click inside the **Sync Group** list and select **New** from the shortcut list.

   The **New Sync Group** dialog opens.



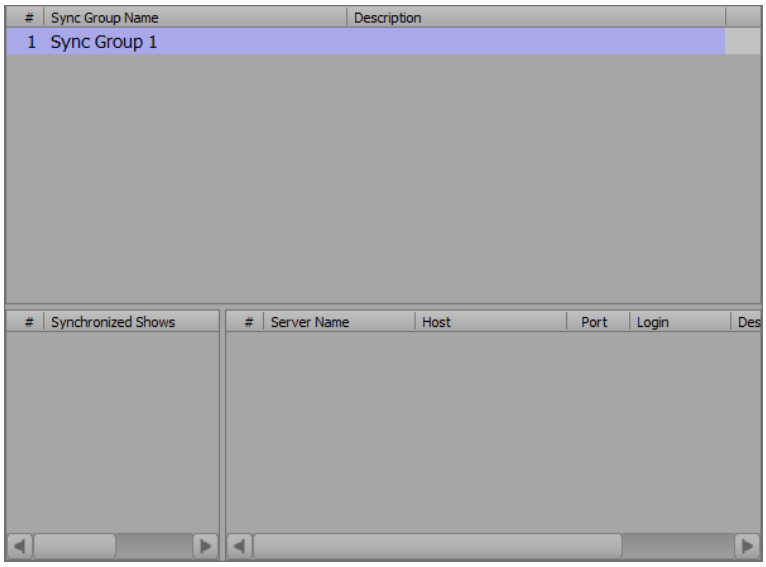
   Project Server Manager - New Sync Group Dialog

3. Enter the following information for the new sync group:

   - **Name** — enter a name for the sync group.
   - **Description** — enter a brief descriptor for the sync group.
   - **Tags** — enter tags, separated by commas, to automatically add tagged shows to the sync group.
   - **Automatically add new shows** — select to automatically add new shows to the sync group.

4. Select **OK**.

   The **New Sync Group** dialog and the new sync group is added to the **Sync Group** list.



Project Server Manager - Sync Group Added

5. Repeat steps 1 to 4 to add more sync groups if necessary.

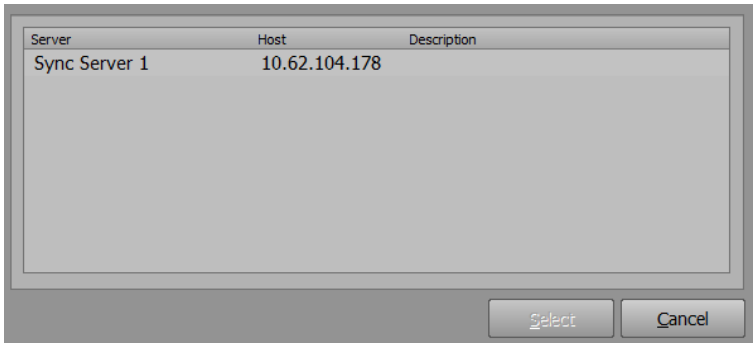
Adding a Sync Server as a Destination for the Sync Group

Add one or more sync servers to a sync group to define the Project Servers that will receive the group's synchronized shows. Select the sync group, choose the required sync server, and repeat the process as needed to add additional destinations.

To add a sync server as the destination for a sync group:

1. Select a sync group from the **Sync Group** list.
2. In the **Server** list of the **Sync Groups** section, right-click and select **Add** from the shortcut menu.

   The **Select Sync Server** dialog opens.



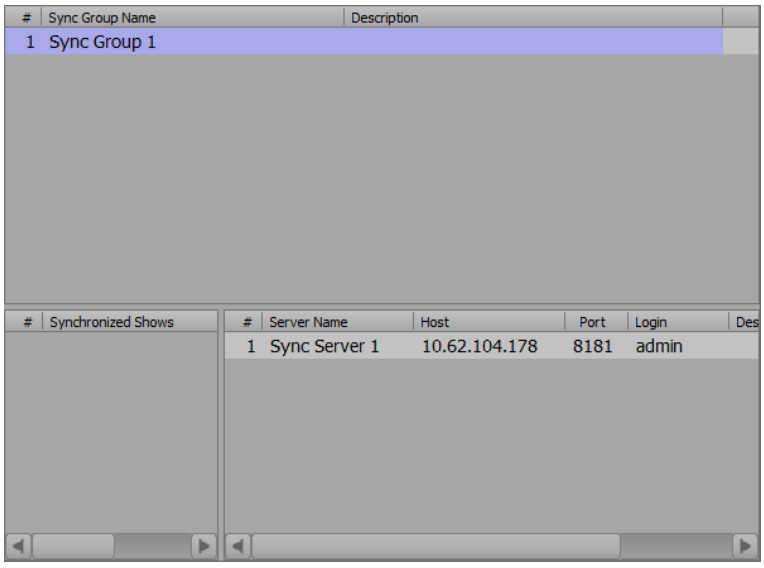
Project Server Manager - Select Sync Server Dialog

3. In the **Server** list, select a sync server to which the selected sync group will be synchronized.

   You can select multiple sync servers using **CTRL+Click**.

4. Select the **Select** button.

   The **Select Sync Server** dialog closes and the selected sync server is added to the **Server** list.



Project Server Manager - Sync Server Added

5. Repeat steps 1 to 4 to add more sync servers to the selected sync group if necessary.

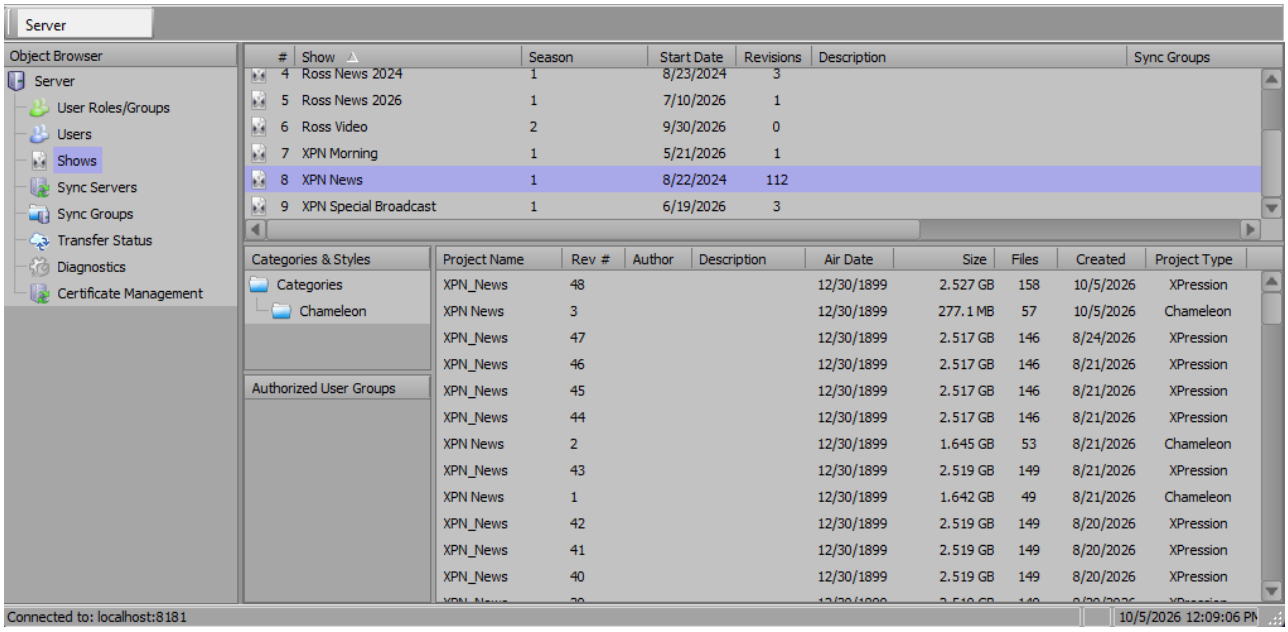
Assigning Shows to Sync Groups

Assign shows to a sync group to specify which shows will be synchronized to the group's configured Project Servers. You can assign one or more shows at a time and verify the assignment in the sync group's **Synchronized Shows** list before connecting to the destination Project Server.

To assign a show (or shows) to a sync group:

1. In the **Object Browser**, select **Shows**.

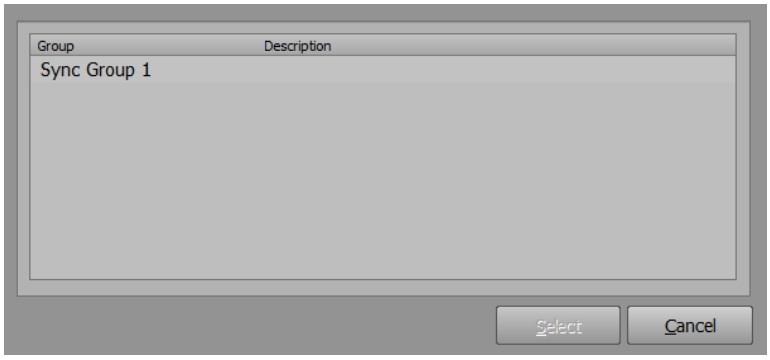
   The **Shows** section opens in the main window.



   Project Server Manager - Shows Section

2. Select the show(s) you want to add.
3. Select multiple shows to add at the same time by selecting a show and doing one of the following:
   - Press and hold the **CTRL** key to select additional shows.
   - Press and hold the left-mouse button and drag to select multiple shows.
4. Right-click and select **Add to Sync Group** from the shortcut menu.

   The **Select Sync Group** dialog opens.

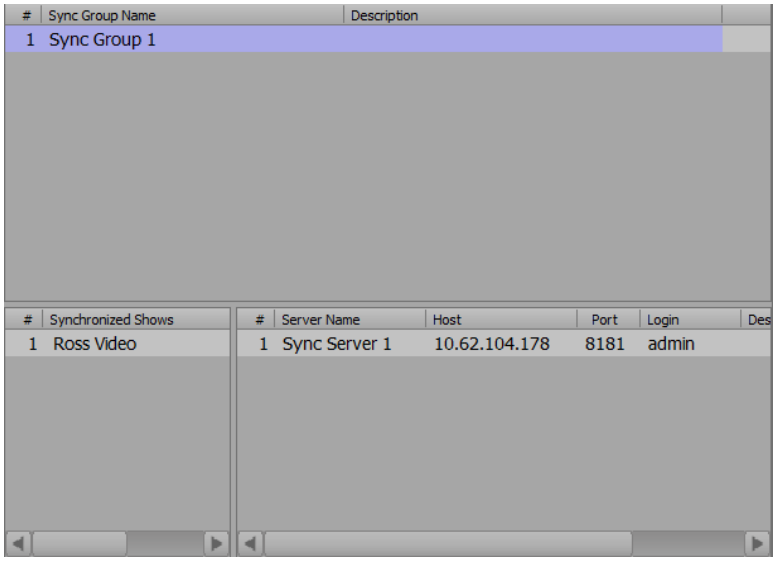


   Project Server Manager - Select Sync Group

5. Select a sync group from the **Group** list.
6. Select the **Select** button.

   The **Select Sync Group** dialog closes.

   If you select **Sync Groups** in the **Object Browser** and then, from the **Sync Groups** list, select the **Sync Group** to which the show was added, you will see that the show has been added to the **Synchronized Shows** list.



Project Server Manager - Synchronized Shows List

7. Launch the Project Server being used as the sync server and connect to the server.

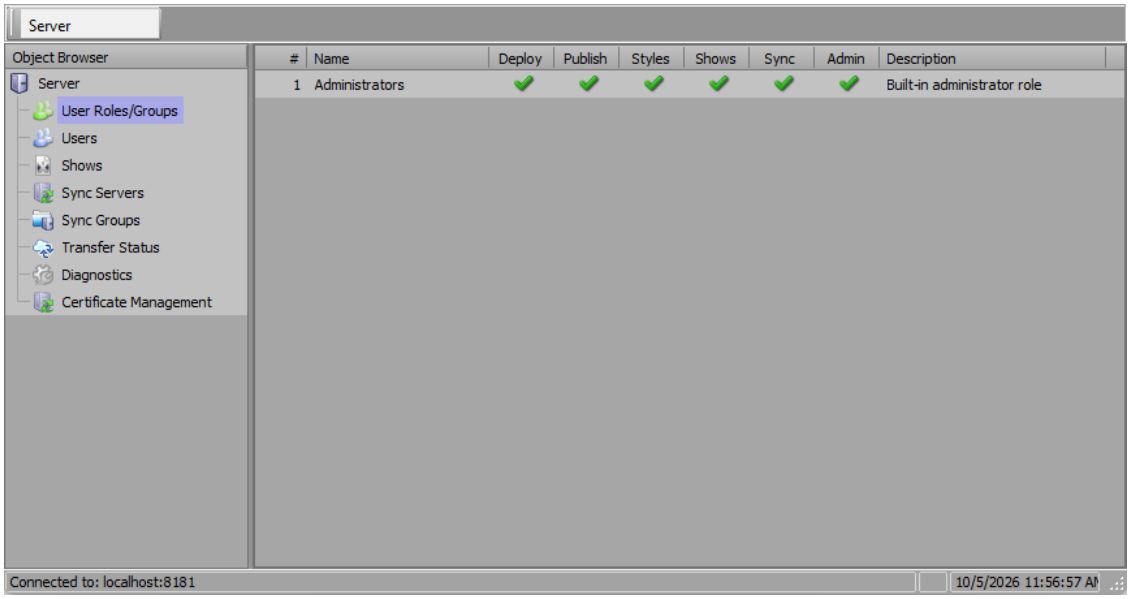
Creating a User Role with Permission to Synchronize Shows

Create a user role with permission to synchronize shows between Project Servers. This procedure explains how to create and name the role, enable the **Sync Shows** permission, and add users to the role as needed.

To create a sync user role:

1. In the **Object Browser**, select **User Roles/Groups**.

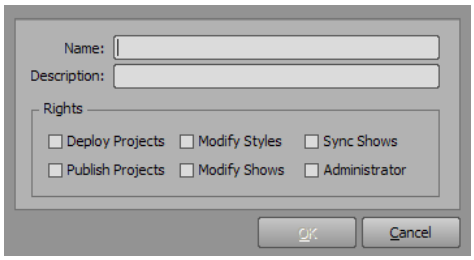
   The **User Roles** section opens in the main window.



Project Server Manager - User Roles

2. Right-click inside the **User Roles** list and select **New** from the shortcut menu.

   The **New User Role** dialog opens.



Project Server Manager - New User Role

3. In the **New User Role** dialog, enter or select the following information:
   - In the **Name** field, enter a name for the user role.

     Since this is for a sync user role, it is recommended the name be something in line with the role, for example, 'Sync User'.
   - In the **Description** field, enter a descriptor for the user role.
4. In the **Rights** section, select the **Sync Shows** checkbox.
5. Select **OK**.

   The new sync user role is added to the **User Roles** list.
6. Add users for the sync user role as needed.

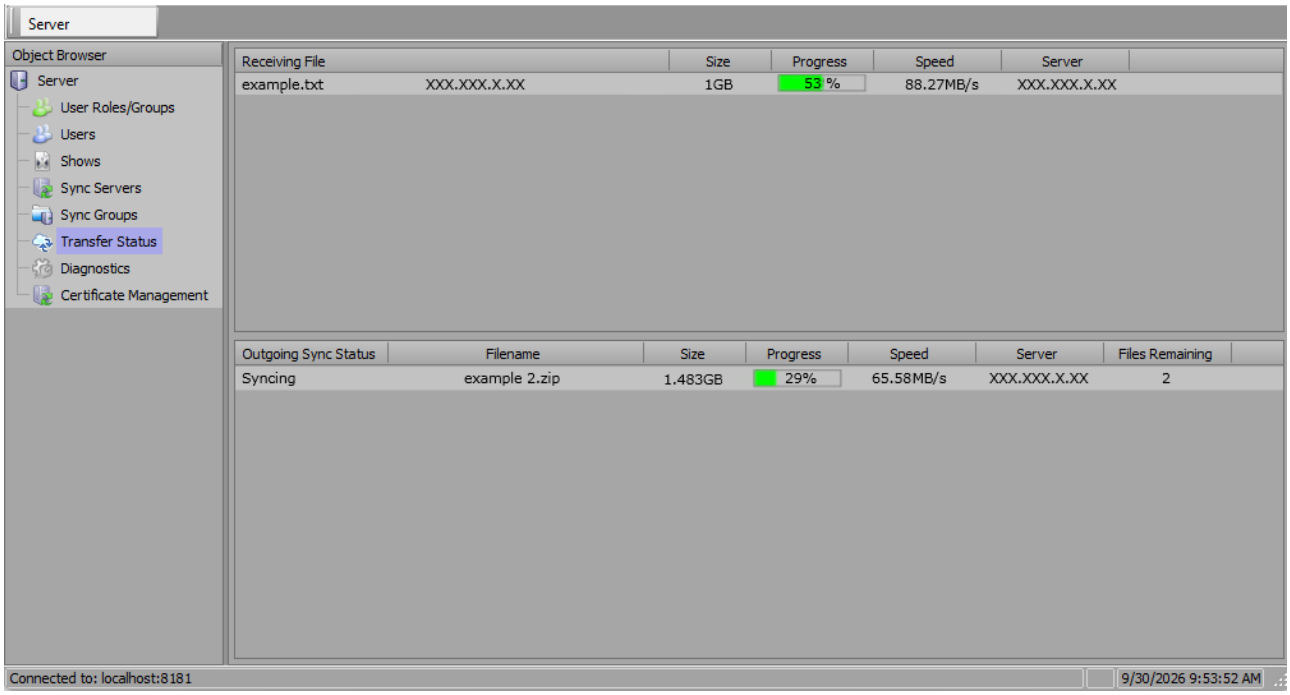
   See Adding Users for instructions.

Monitoring File Transfers

The XPression Project Server can handle many file transfers in busy stations. For station groups with a central XPression Project Server that shares XPression Projects to multiple locations for breaking news and other critical productions, the Project Server Manager's **Transfer Status** window allows you to monitor the progress of file transfers in either direction.

To monitor the status of file transfers:

- In the **Object Browser**, select **Transfer Status**.



Project Manager - Transfer Status

When a project is being published to the server that's being managed or when projects are being synchronized to and from other project servers, the top section of the **Transfer Status** window lists the files being received from the project to the current server.

Each row provides the following information about the files being received:

- **Receiving File** — the filename of the file
- **Size** — the total size of the file
- **Progress** — a progress bar of the transfer
- **Speed** — the current speed of the transfer
- **Server** — the IP address of the sender

The bottom section of the **Transfer Status** window lists each server that is currently receiving files and provides the following information about the servers:

- **Outgoing Sync Status** — the status of the sync, which can be **Idle**, **Connecting**, or **Syncing**
- **Filename** — the filename of the outgoing file
- **Size** — the total size of the file
- **Progress** — a progress bar of the transfer
- **Speed** — the current speed of the transfer
- **Server** — the IP Address of the recipient server
- **File Remaining** — the number of files remaining to be sent

Running File Diagnostics

If you are logged in to the **Project Server Manager** as an administrator, you can access a **Diagnostics** tool to verify and replace files in the storage folder.

The tool contains 2 buttons:

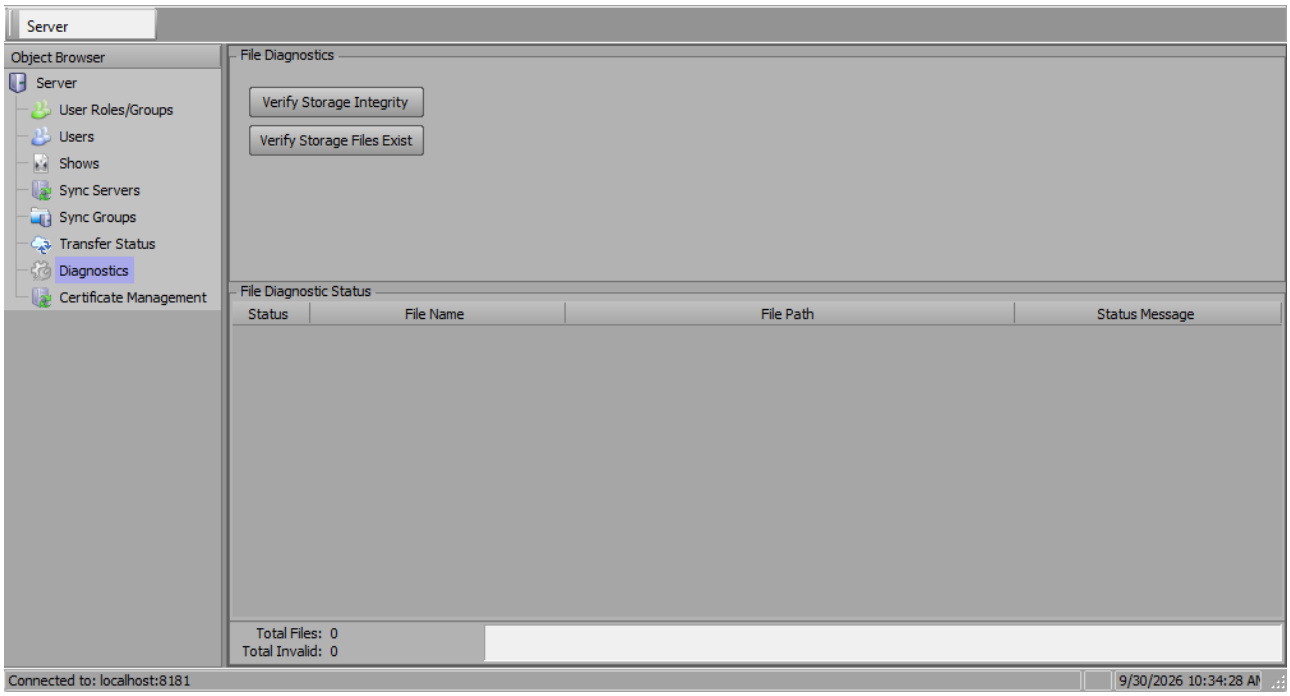
Verify Storage Integrity — checks if the files exist and ensures that they match what is in the database. This option can take a long time and requires a lot of CPU power.

Verify Storage Files Exist — checks if the files exist. This option is faster and requires little CPU power.

To verify storage integrity:

1. Launch the **XPression Project Server Manager**.
2. In the **Object Browser**, select **Diagnostics**.

   The **Diagnostics** window opens.



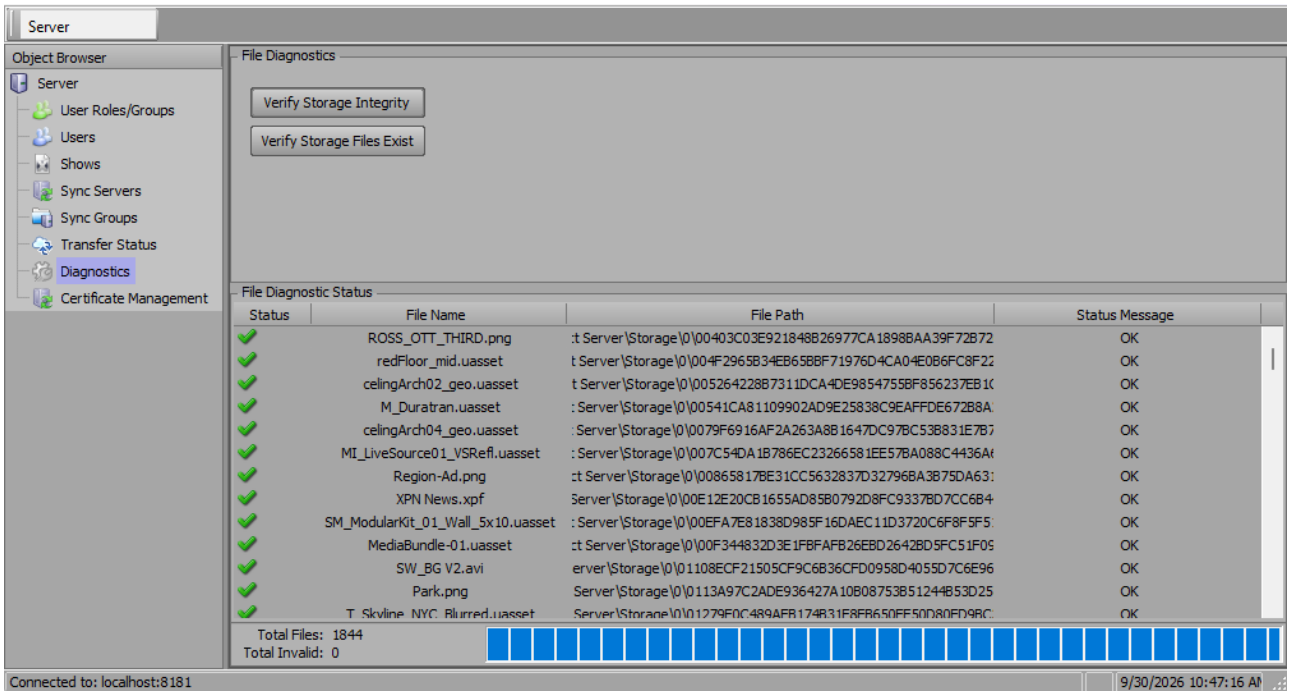
Project Manager - Diagnostics

3. Select **Verify Storage Integrity** to check that all files exist in the database and that the files match.

   OR

   Select **Verify Storage Files Exist** to quickly determine that all the files in the project exist in the database.

The diagnostics are run and the status of the files is indicated in the results in the **File Diagnostic Status** section.



Project Manager - Verify Storage Integrity

If the file is found, there will be a green check mark in the **Status** column and no further action is needed.

If the file is not found, there will be a red X in the **Status** column and the **Status Message** will say **not found**.

4. If the file is not found, right-click on the file and from the shortcut menu, select **Replace File**.
5. In the **File Browser** that opens, locate the file on your local disk and select the missing file.

   The missing file will be restored to the database and a green check mark will be displayed beside the file.

To view the file name or file path of a file:

- Right-click on a file and select **Copy File Name** or **Copy File Path** to copy and paste the name or path into a text editor.

Certificate Management

Use the **Certificate Management** panel to check if a certificate has been assigned to the XPression Project Server and to access the Ross Graphics Certificate Manager to assign a certificate, if necessary.

The following procedures are described in this topic:

Assigning a certificate

Replacing an expired certificate

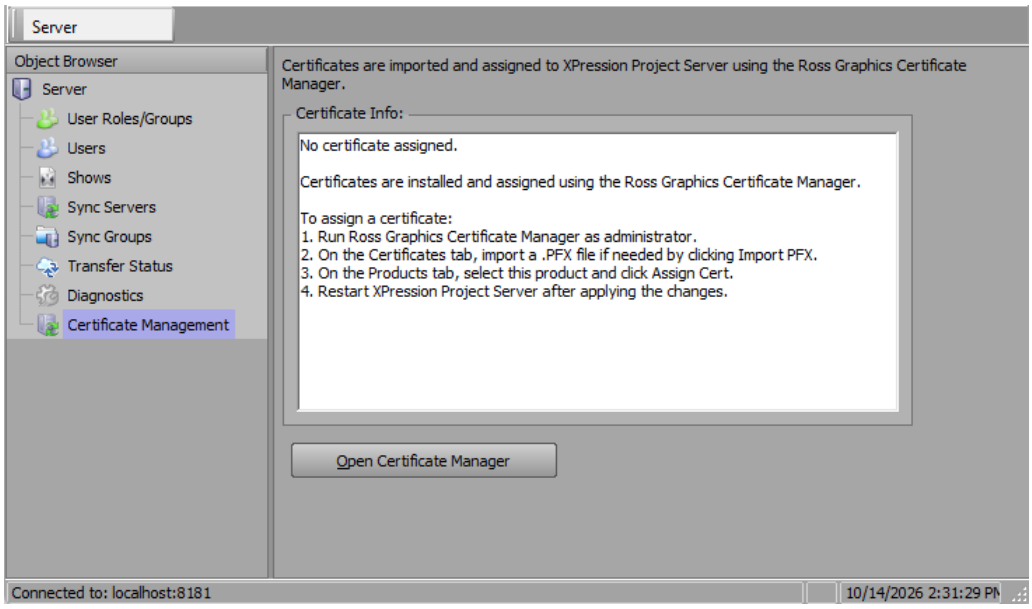
Adding a certificate to the Ross Graphics Certificate Manager

View certificate details

To assign a certificate to the XPression Project Server:

1. From the Windows **Start** menu, select **Start Project Server**.
2. From the Windows **Start** menu, launch the **XPression Project Server Manager**.
3. In the **Object Browser**, select **Certificate Management** from the **Clip Store** menu tree.

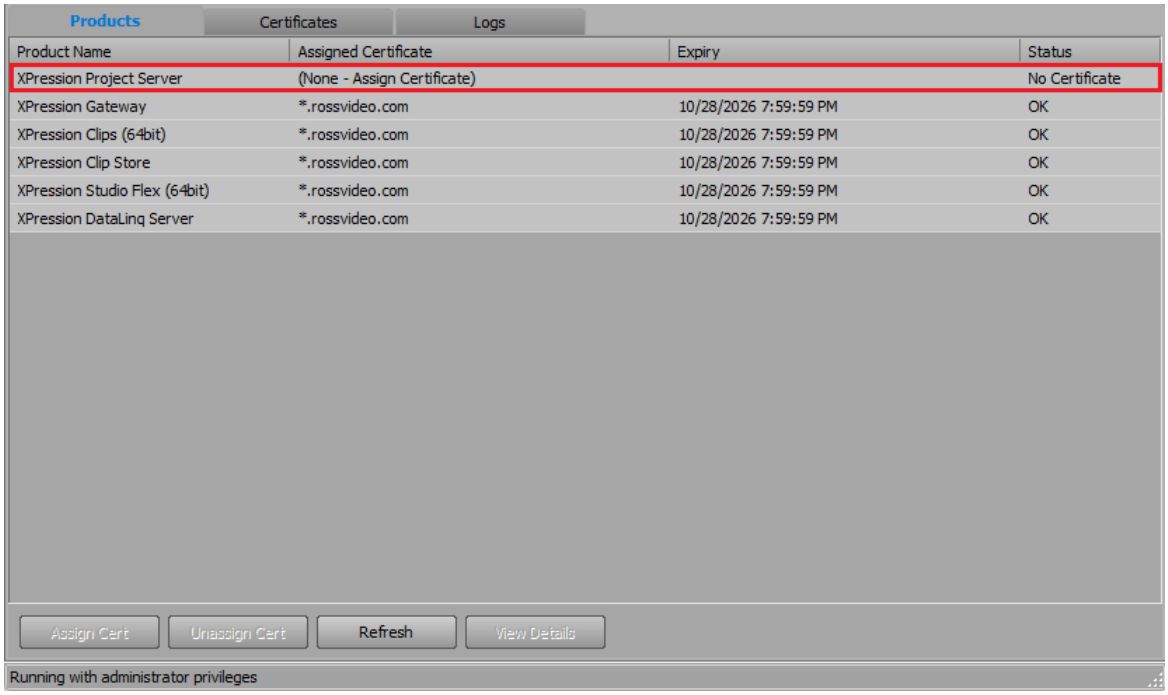
   The **Certificate Management** section opens in the main window. If no certificate has been assigned you will see the text shown in the image below:



   Project Server Manager - Certificate Manager

4. Select the **Open Certificate Manager** button to launch the **Ross Graphics Certificate Manager**.

The **Ross Graphics Certificate Manager** opens. The **Status** column will indicate that no certificate is assigned.

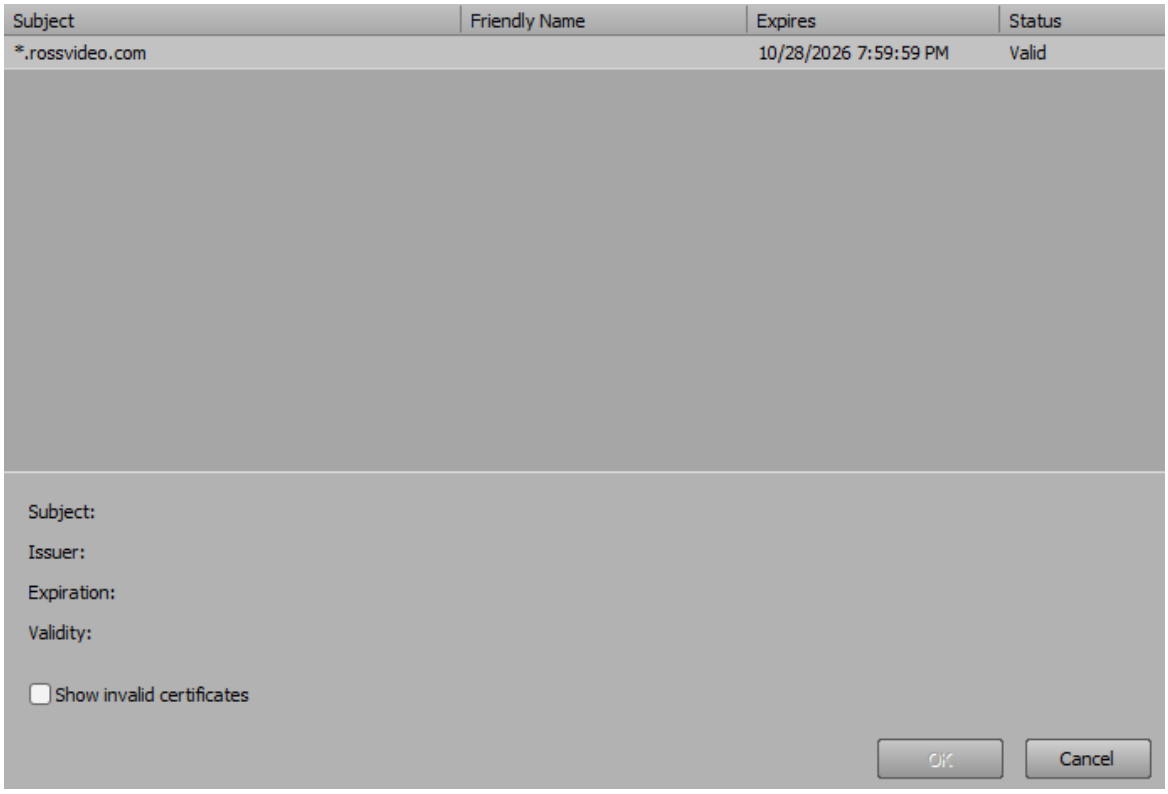


Ross Graphics Certificate Manager - No Certificate Assigned

5. In the **Products** tab, select XPression Project Server and then select **Assign Cert**.

   The same certificate can be assigned to multiple products.

   The **Select Certificate** dialog opens.

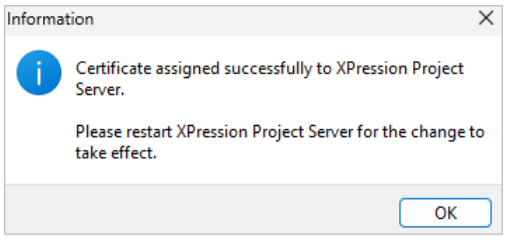


Ross Graphics Certificate Manager - Select Certificate

6. Select the certificate you want to assign to the XPression Project Server, and then select **OK**.

   If there are no certificates displayed, see To add a certificate to the Ross Graphics Certificate Manager.

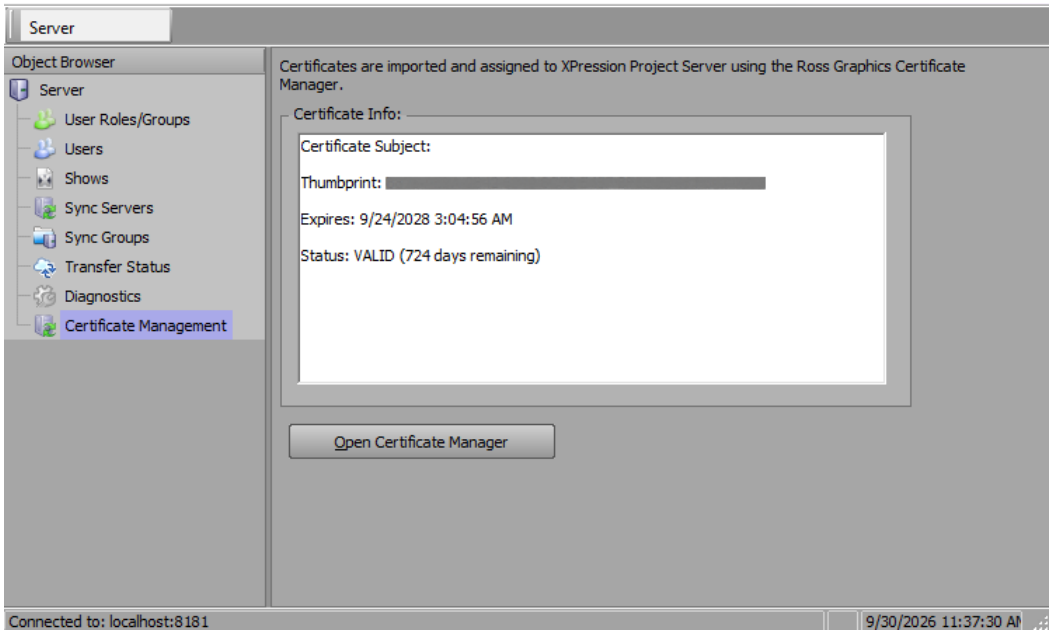
   An **Information** dialog opens to indicate that the certificate was successfully assigned.



Ross Graphics Certificate Manager - Certificate Assigned Successfully

7. Select **OK**, then close the XPression Project Server Manager, select **Stop Project Server** from the Windows **Start** menu, and when the dialog opens saying that the XPression Project Server was successfully stopped, select **OK**.
8. From the Windows **Start** menu, select **Start Project Server** and when the dialog opens saying that the XPression Project Server was successfully started, select **OK**.
9. Relaunch the XPression Project Server Manager from the Windows **Start** menu.

   When a certificate has been assigned to the XPression Project Server, in the **Certificate Management** section, you will see the **Certificate Info** as shown in the image below:



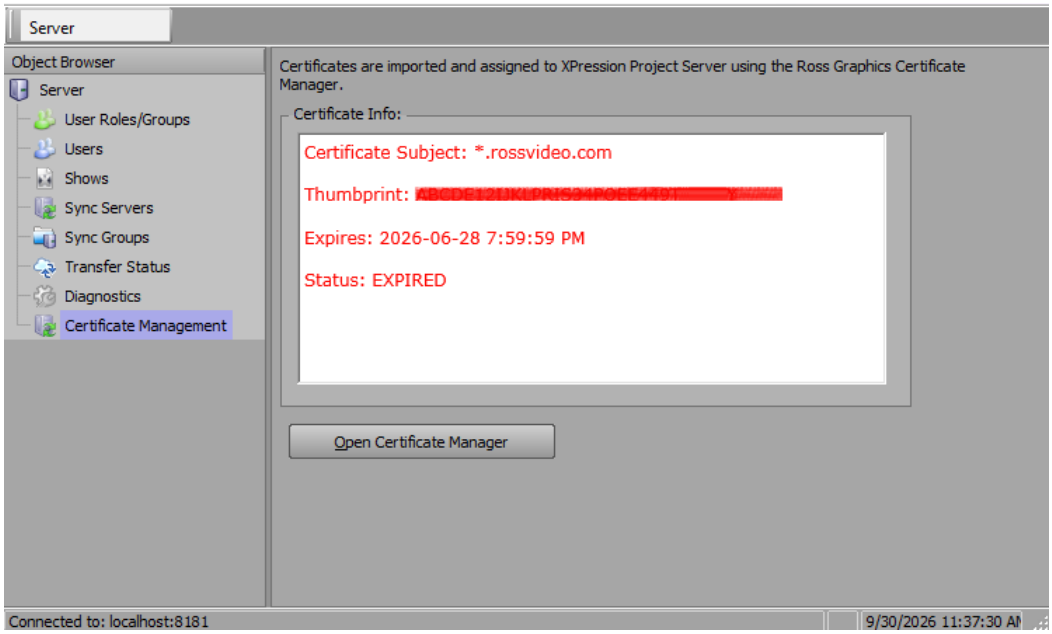
Project Server Manager - Certificate Assigned

★Assigning a certificate alone does not mean that communication is secure. You will also need to enable secure communication in the **Server Info** section (see Connecting to the Server).

To replace an expired certificate:

1. Select **Certificate Management**.

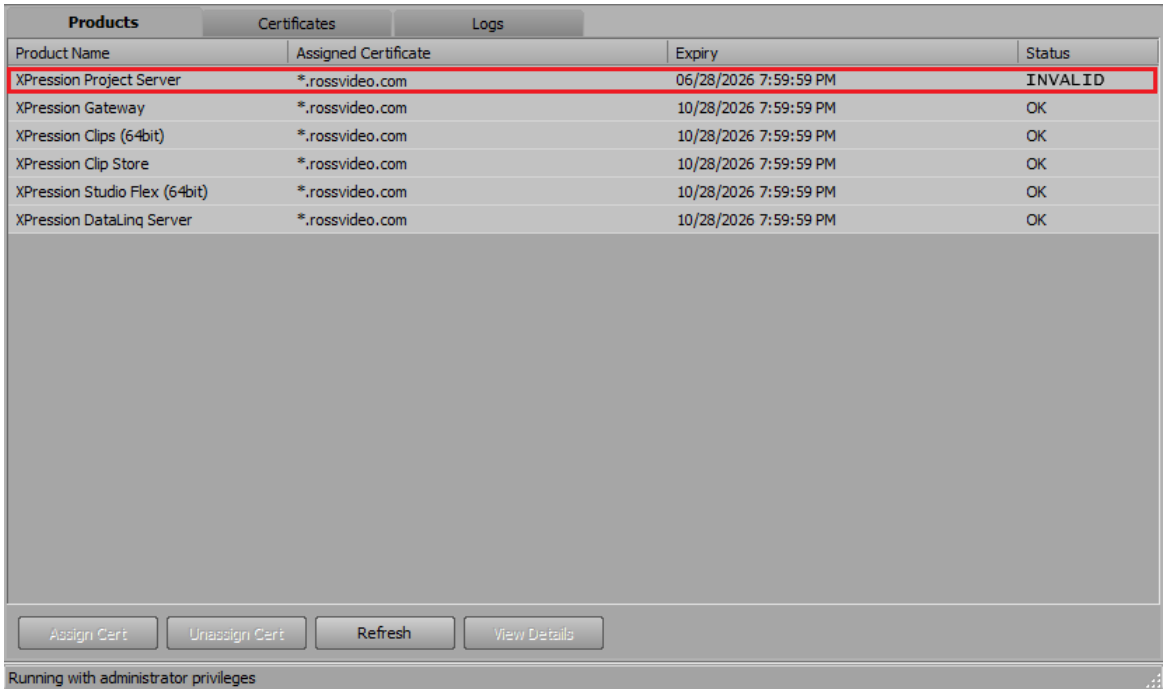
   The **Certificate Management** section opens in the main window. If the current certificate has expired, you will see the following info:



Project Server Manager - Expired Certificate

2. Select **Open Certificate Manager**.

   The **Ross Graphics Certificate Manager** opens. You will see that the XPression Clip Store **Status** column indicates **INVALID**.



Ross Graphics Certificate Manager - Invalid Certificate

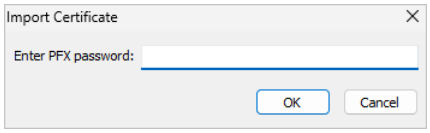
3. Select the XPression Project Server product and then select **Unassign Cert**.
4. In the **Confirmation** dialog, select **Yes**.
5. In the **Information** dialog, select **OK**, but do not restart the XPression Project Server yet.
6. Select the XPression Project Server product again, and then select **Assign Cert**.
7. In the **Select Certificate** window, select the certificate you want to assign to the XPression Project Server and then select **OK**.

   If there are no certificates showing, see To add a certificate to the Ross Graphics Certificate Manager.
8. In the **Information** dialog that indicates the certificate has been successfully assigned, select **OK**, then close the XPression Project Server Manager and select **Stop Project Server** from the Windows **Start** menu.
9. From the Windows **Start** menu, select **Start Project Server** and when the dialog opens saying that the XPression Project Server was successfully started, select **OK**.
10. Relaunch the XPression Project Server Manager from the Windows **Start** menu.

To add a certificate to the Ross Graphics Certificate Manager:

1. In the **Certificates** tab, select **Import PFX**, then navigate to and select the **.PFX** certificate file.

   Contact your IT department to get the location of the **.PFX** certificate file.
2. The **Import Certificate** dialog opens.

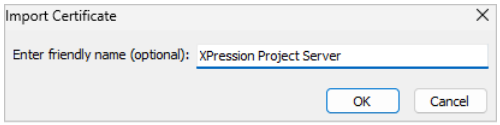


Ross Graphics Certificate Manager - Import Certificate

3. In the **Import Certificate** dialog, enter the **.PFX** password and select **OK**.

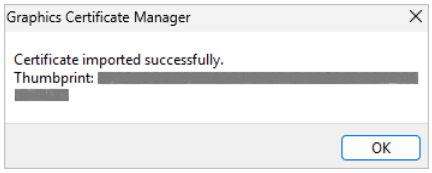
   Contact your IT department to get this password.
4. In the next dialog, enter a "friendly name" for the certificate.

   This is optional but will help you identify the certificate later, if necessary.



Ross Graphics Certificate Manager - Enter Friendly Name

5. The **Graphics Certificate Manager** dialog opens indicating that the import was successful.



Ross Graphics Certificate Manager - Certificate Imported Successfully

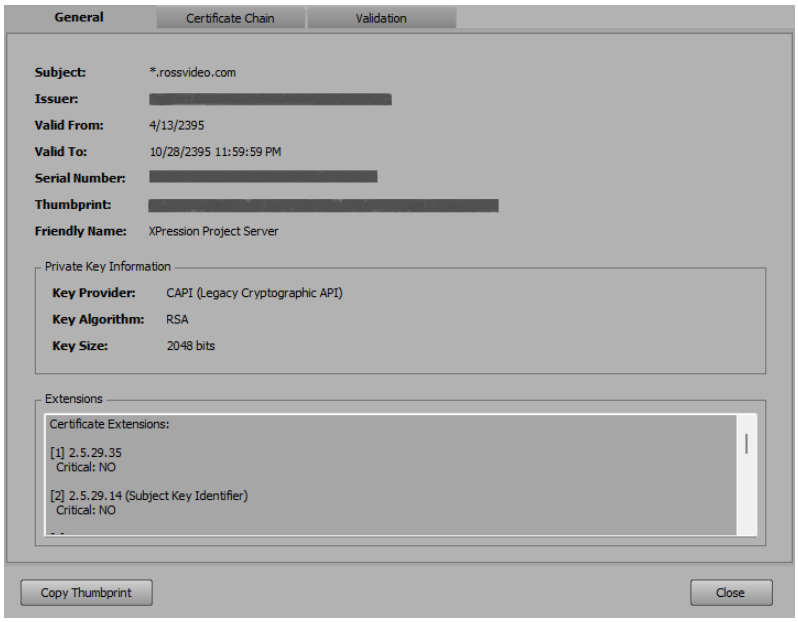
6. Select **OK** to close the dialog.

   You can now assign this certificate to the XPression Project Server.

To view certificate details:

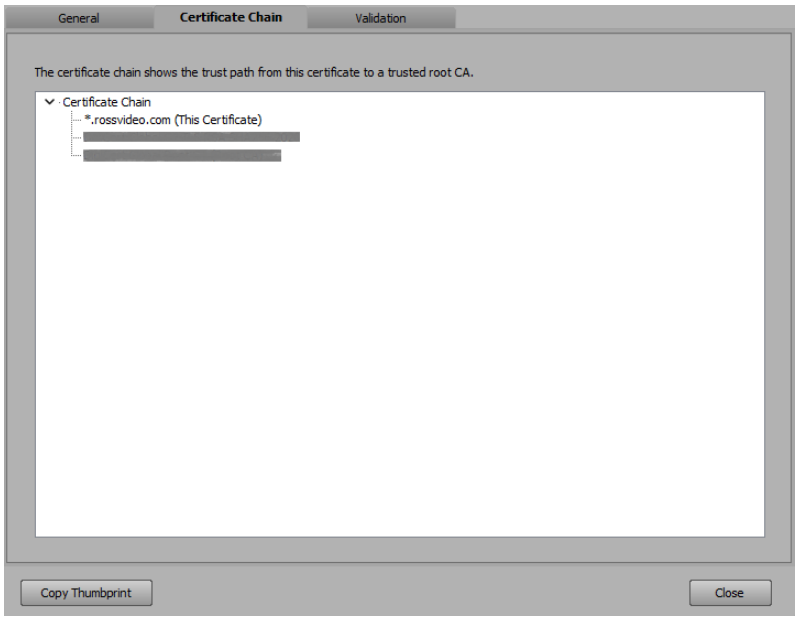
1. Select the **Certificates** tab.
2. Select a certificate and either double-click it or select the **View Details** button.

   The **Certificate Details** window opens on the **General** tab.



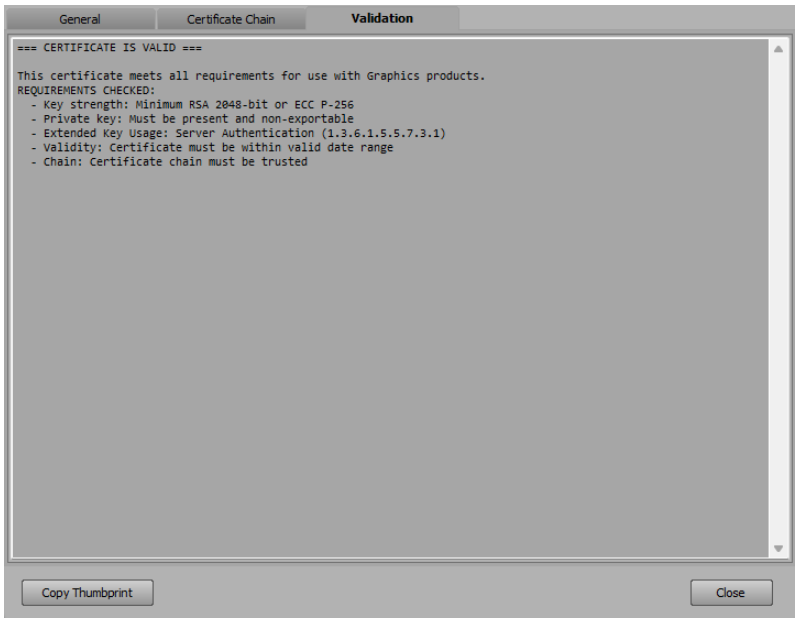
Ross Graphics Certificate Manager - Certificate Details - General

3. Select **Copy Thumbprint** to configure a non-XPression application to use the certificate or if you need to search for the thumbprint in a log file.
4. Select the **Certificate Chain** tab to view the trust path from the certificate to a trusted root CA.



Ross Graphics Certificate Manager - Certificate Details - Certificate Chain

5. Select the **Validation** tab to view the requirements that have been met by the certificate.



Ross Graphics Certificate Manager - Certificate Details - Validation

6. Select **Close** to exit the **Certificate Details**.

Contact Us

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- Technical support
- Upcoming trade show information

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	Email:	techsupport@rossvideo.com

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