XPression

XPression Project Server User Guide

Version 11.0

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David Ross
CEO, Ross Video
dross@rossvideo.com

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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

- Ross Part Number: **3500DR-007-11.0**
- Release Date: August 23, 2022.
- Software Issue: **11.0**

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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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- **XPression Server** — 12 months
- **XPression Software Upgrades** — 12 months free of charge
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If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

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

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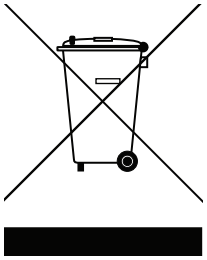
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your XPression system, contact your regional sales manager.

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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Introduction

XPression's Project Server is a storage and retrieval system that allows XPression users to publish and deploy projects from a server.

Notice — *THE PROJECT SERVER IS NOT TO BE USED AS A BACK-UP SERVER.*

About This Guide

This user guide describes the Project Server, its configuration, and functions.

If, at any time, you have a question pertaining to the installation or operation of the XPression Project Server, please contact us at the numbers listed in the section "**Contacting Technical Support**" on page 1–2. Our technical staff are always available for consultation, training, or service.

For More Information on...

- using the Project Server from XPression, refer to the ***XPression User Guide***.

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 submenus that must be followed to reach a particular command.

Bold text	Bold text is used to identify a user interface element such as a dialog box, menu item, or button. For example: In the **3D Model Files** section, use the **Mode** list to select the folder used to store 3D model files.
`Courier text`	Courier text is used to identify text that a user must enter. For example: Enter `localhost` when the DataLinq server is running of the same computer as XPression.
>	Menu arrows are used in procedures to identify a sequence of menu items that you must follow. For example, if a step reads "**Display** > **Widgets**," you would click the **Display** menu and then click **Widgets**.

Getting Help

The XPression Online Help system is accessed by selecting **Help Topics** from the **Help** menu in any component of the project server. Online Help opens in a Help Viewer window.

The Online Help system contains the following navigation tabs to locate information contained in Online Help topics and the ***User Guide***:

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

The XPression Online Help system displays, by default, the **Contents** pane. To access the **Search** pane, click the **Search** button on the top toolbar in the Online Help system.

The ***XPression Project Server User Guide*** is supplied as print-ready PDF files. Locate the guide in the C:\Archives to open the guide PDF in Adobe® Reader® for viewing or printing.

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 any time. 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:**
  - 1-844-652-0645 (North America)
  - +800 1005 0100 (International)
- **After Hours Emergency:** (+1) 613-349-0006
- **E-mail:** techsupport@rossvideo.com
- **Website:** http://www.rossvideo.com

User Interface Overview

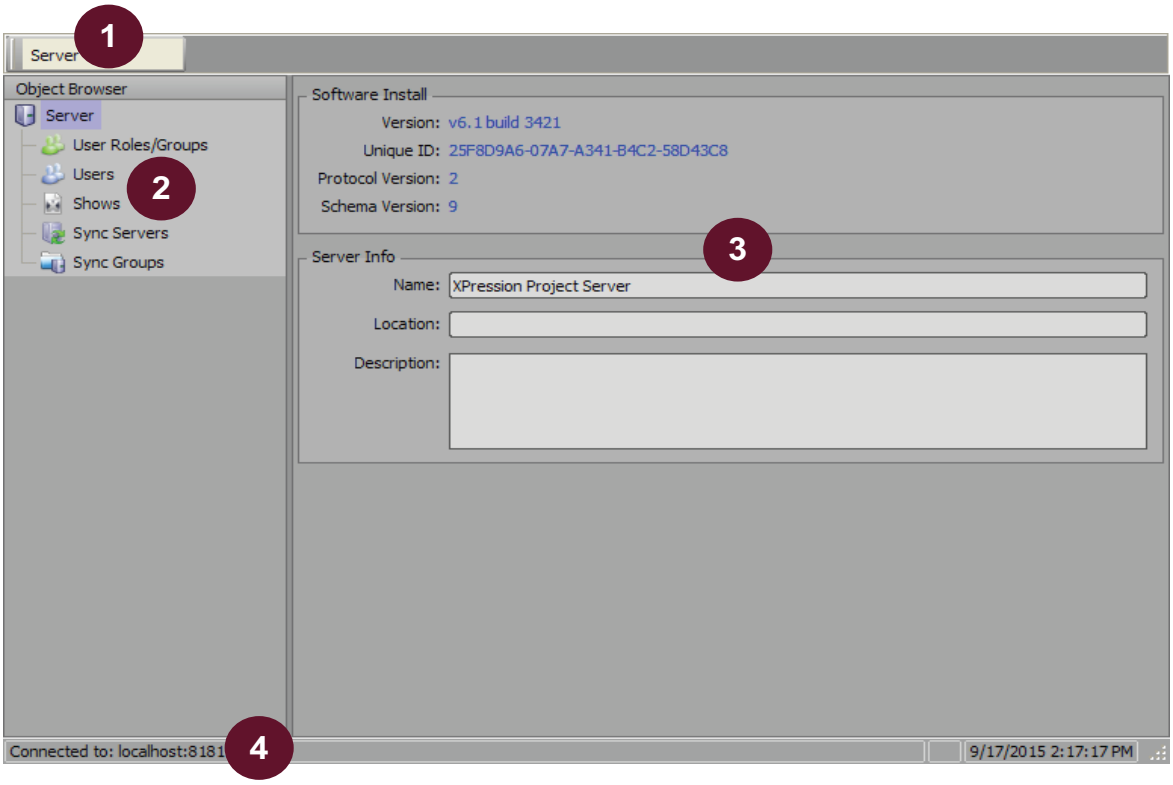
The XPression Project Server interface is used to configure and edit the project server settings.

The following topic is discussed in this section:

- The Project Server Manager Interface

The Project Server Manager Interface

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 login. This section describes how to start and access the project server.

The following topics are discussed in this section:

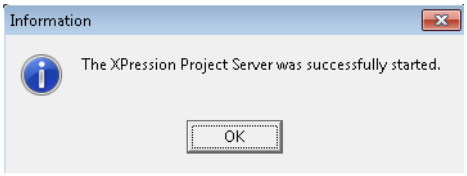
- Starting the Project Server
- Stopping the Project Server
- Connect to the Server

Starting the Project Server

- The temporary file folder is purged on startup.

1. From the desktop task bar **Start** menu, select **Start Project Server**.

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



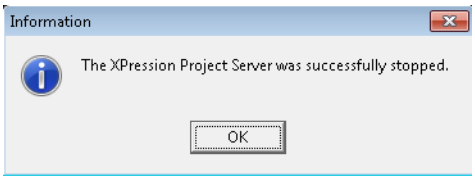
- **Start Project Server** can be pinned to the **Start** menu.

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

Stopping the Project Server

1. From the desktop task bar **Start** menu, select **Stop Project Server**.

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



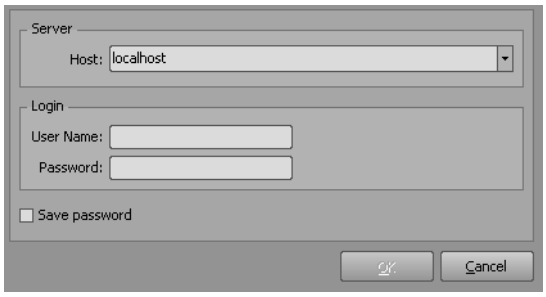
✶ **Stop Project Server** can be pinned to the **Start** menu.

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

Connect to the Server

1. From the desktop task bar **Start** menu, select **Project Server Manager**.

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



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

2. Use the **Connect to Server** dialog box to connect to the project server by doing the following:

   a. In the **Server** section, use the **Host** dropdown list to select the host server.

   b. In the **Login** section, use the **User Name** box to enter the login username.

   The default username is `admin`.

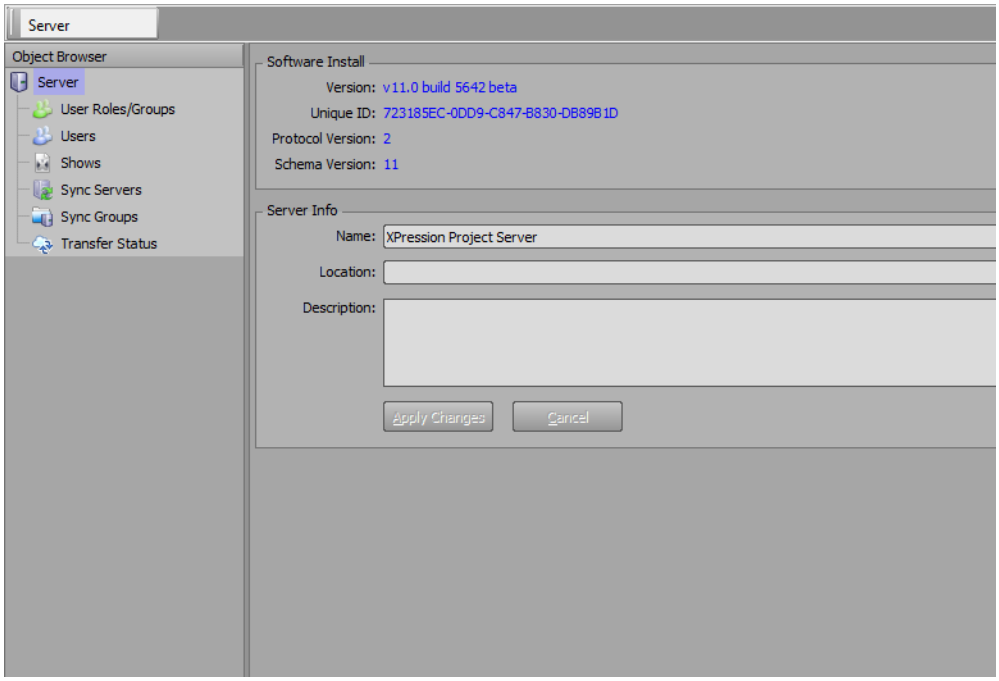
   c. Use the **Password** box to enter the login password for the username.

   Select the **Save password** check box to save the password.

   The default password is `admin`.

3. Click **OK**.

   The **XPression Project Server Manager** opens.



For More Information on...

- the XPression Project Server Manager, refer to "**Configure the Server Info**" on page 4–2.

Setup

Before you start using the project server, the server needs to be configured and the users and roles need to be defined. This section describes how to configure the server and the users and roles.

Notice — *THE PROJECT SERVER IS NOT TO BE USED AS A BACK-UP SERVER.*

The following topics are discussed in this section:

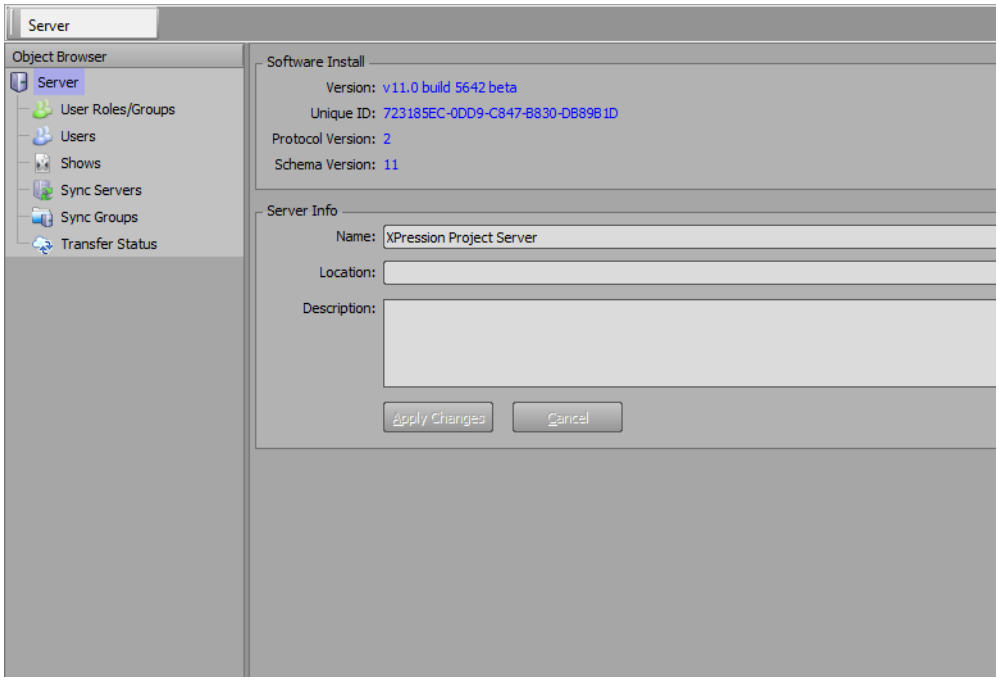
- Configure the Server Info
- Create a User Role or Group
- Create a User

Configure the Server Info

✶ The XPression Project Server is not to be used as a back-up server.

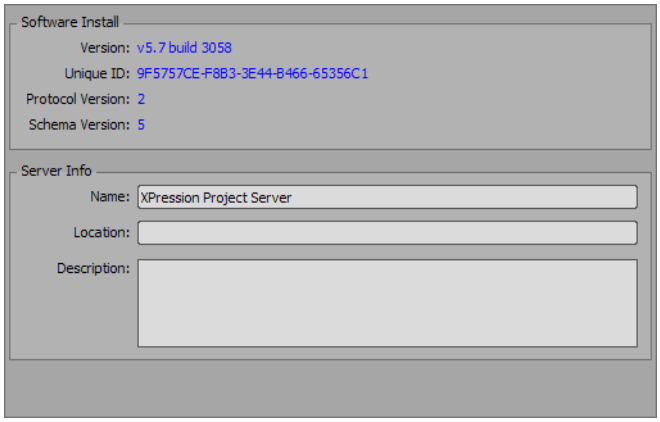
1. Open the **XPression Project Server Manager**.

   The **XPression Project Server Manager** opens.



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

   The **Object Browser - Server** section opens in the main window.



3. In the **Server Info** section, enter the server information by doing the following:

   a. In the **Name** box, enter the name of the server.

   b. In the **Location** box, enter specific location information for the server.

   c. Use the **Description** box to enter a unique descriptor for the server.

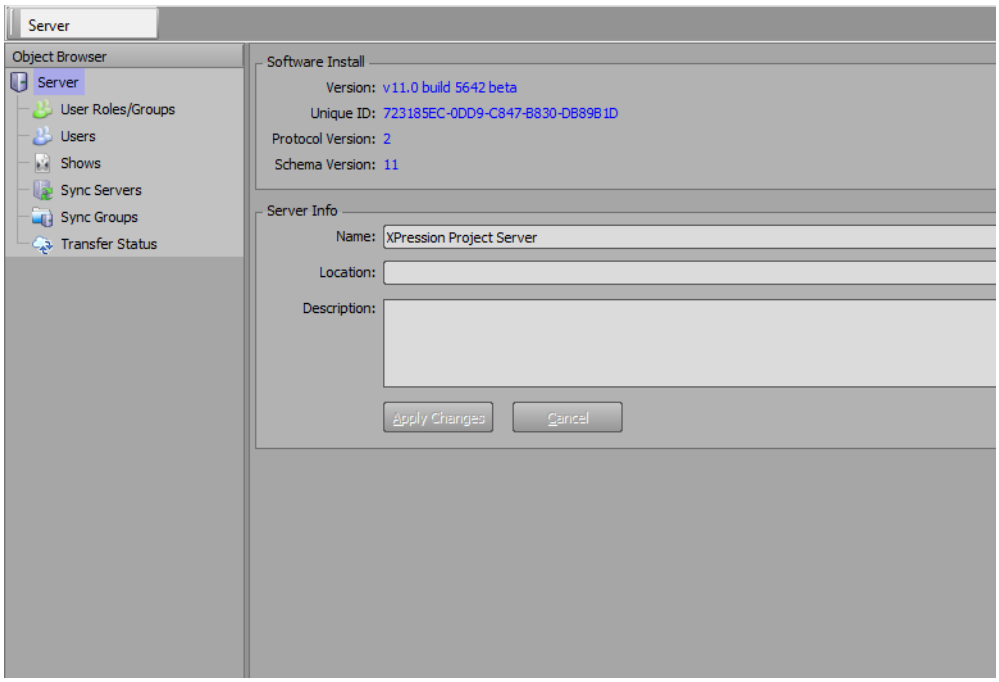
For More Information on...

- connecting to the server, refer to “**Connect to the Server**” on page 3–4.

Create a User Role or Group

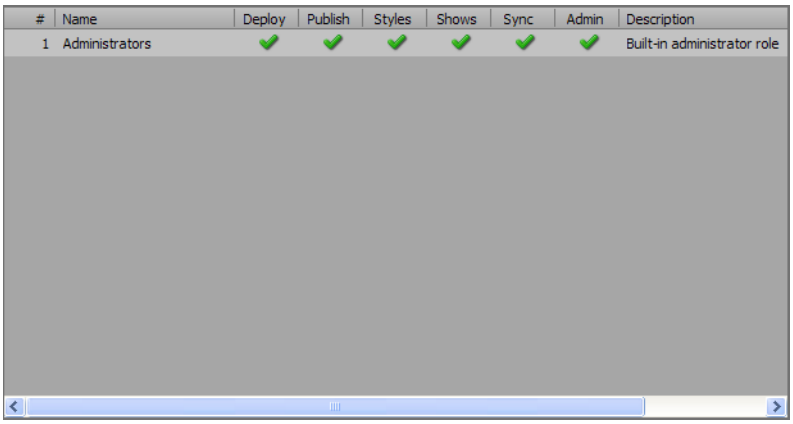
1. Connect to the **XPression Project Server Manager**.

   The **XPression Project Server Manager** opens.



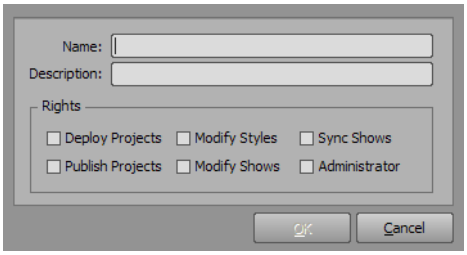
2. In the **Object Browser**, select **User Roles** from the **Server** menu tree.

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



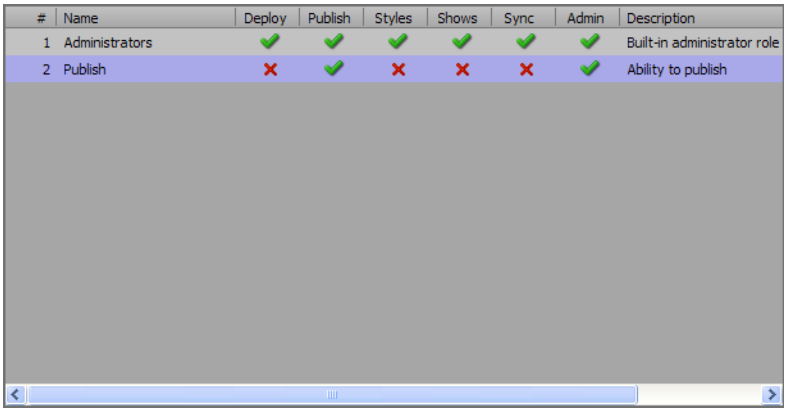
3. In the **User Roles/Groups** section, right-click inside the **User Roles/Groups** list and select **New** from the shortcut menu.

   The **New User Role** dialog box opens.



4. In the **New User Role** dialog box, enter in the **Name** box a name for the user role. For example, if a user is being given project publishing rights, a user role could be given the name ‘Publish’.
5. In the **Description** box, enter a description for the user role.
6. In the **Rights** section, use the check boxes to select the rights allowed for the user role:
   - **Deploy Projects** — ability to deploy projects.
   - **Publish Projects** — ability to publish projects.
   - **Modify Styles** — ability to modify styles and categories.
   - **Modify Shows** — ability to modify shows.
   - **Sync Shows** — ability to synchronize with other servers.
   - **Administrator** — ability to access all rights.
7. Click **OK**.

   The **New User Role** dialog box closes and the new user role appears in the **User Roles** list.



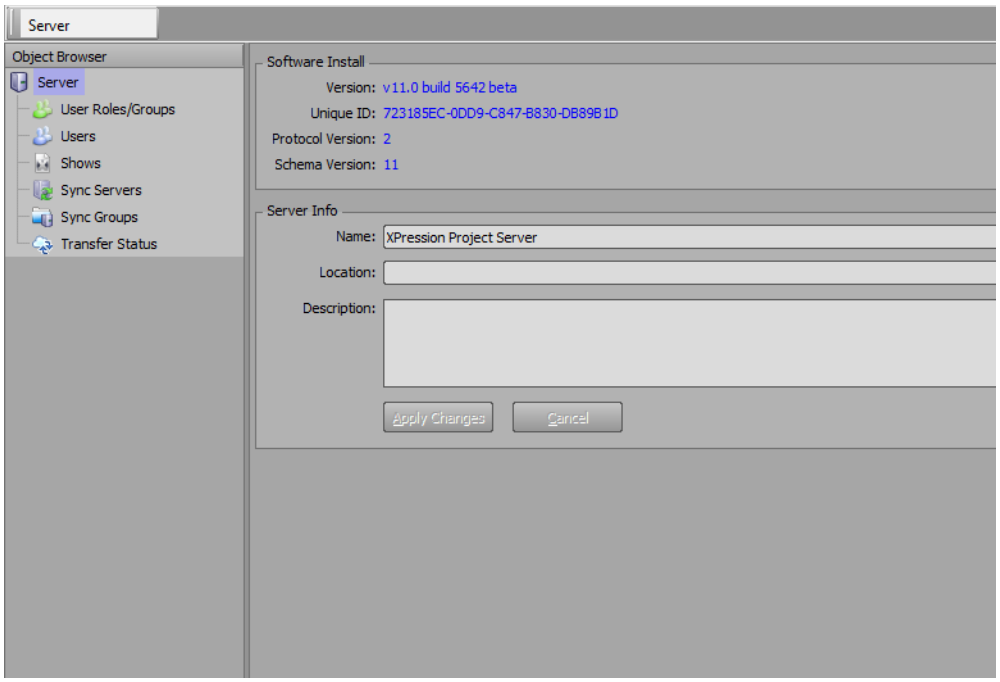
For More Information on...

- connecting to the server, refer to “**Connect to the Server**” on page 3–4.

Create a User

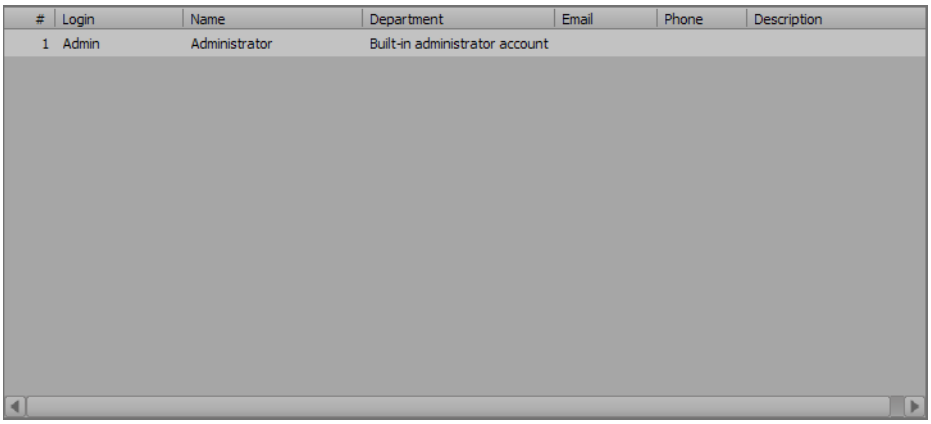
1. Open the **XPression Project Server Manager** and connect to the server.

   The **XPression Project Server Manager** opens.



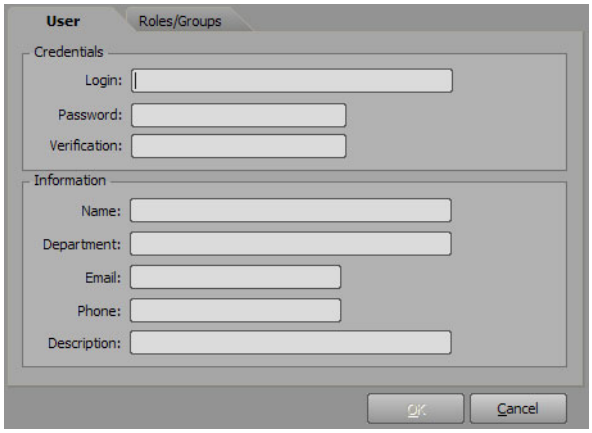
2. In the **Object Browser**, select **Users** from the **Server** menu tree.

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



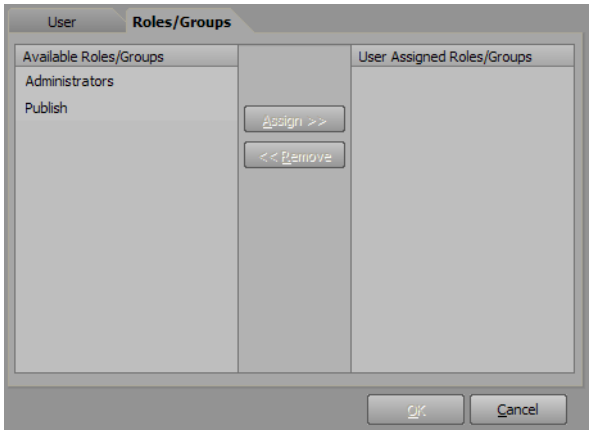
3. In the **Users** section, right-click inside the **Users** list and select **New** from the shortcut menu.

   The **New User** dialog box opens.



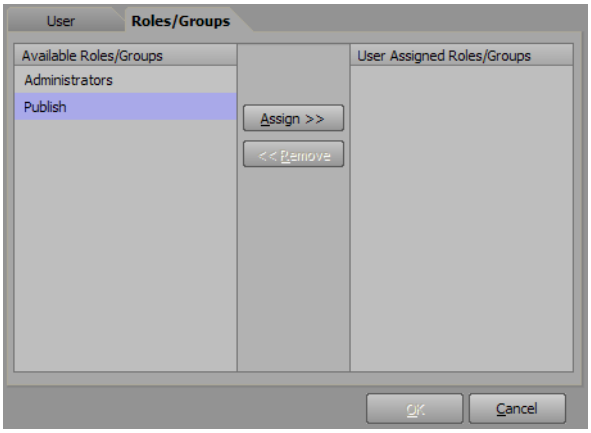
4. Select the **User** tab and enter the following:
   a. In the **Credentials** section, enter in the **Login** box a login name for the user.
   b. In the **Password** box, enter a password for the login name.
   c. In the **Verification** box, enter the password created for the login name to confirm the password.
   d. In the **Information** section, enter in the **Name** box a name for the user.
   e. In the **Department** box, enter departmental information of the user.
   f. In the **Email** box, enter the email address of the user.
   g. In the **Phone** box, enter the phone number of the user.
   h. In the **Description** box, enter a brief descriptor for the user.
5. Select the **Roles** tab.

   The **Roles** assignment list opens.



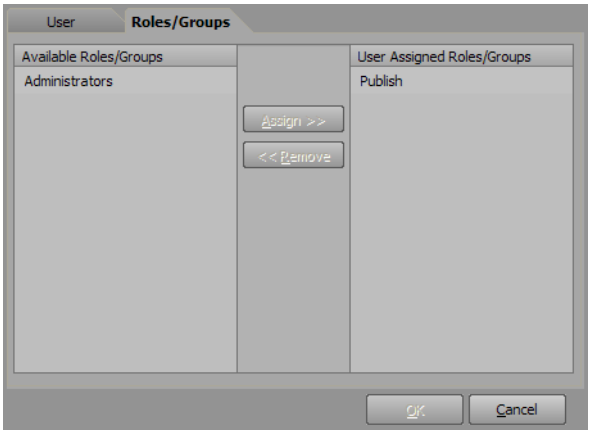
6. In the **Available Roles** column, select the role or roles to be assigned to the user.

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



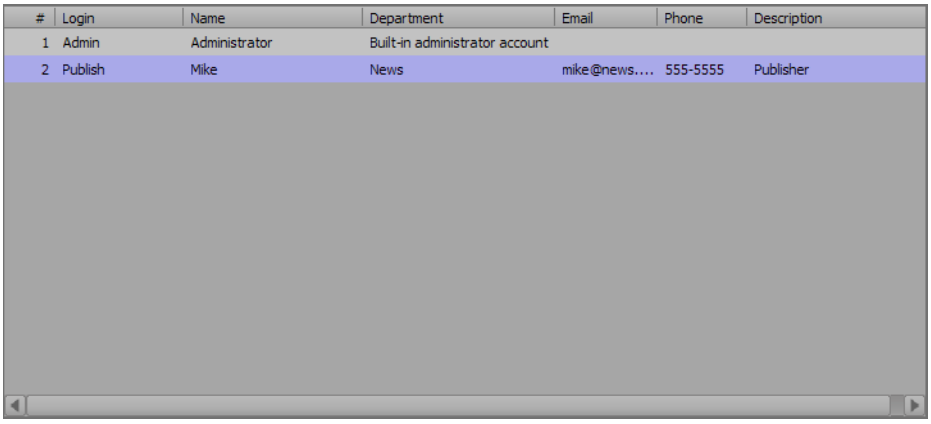
7. Click **Assign** to assign the selected role or roles to the user.

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



8. Click **OK**.

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



For More Information on...

- connecting to the server, refer to "**Connect to the Server**" on page 3–4.

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 — *THE PROJECT SERVER IS NOT TO BE USED AS A BACK-UP SERVER.*

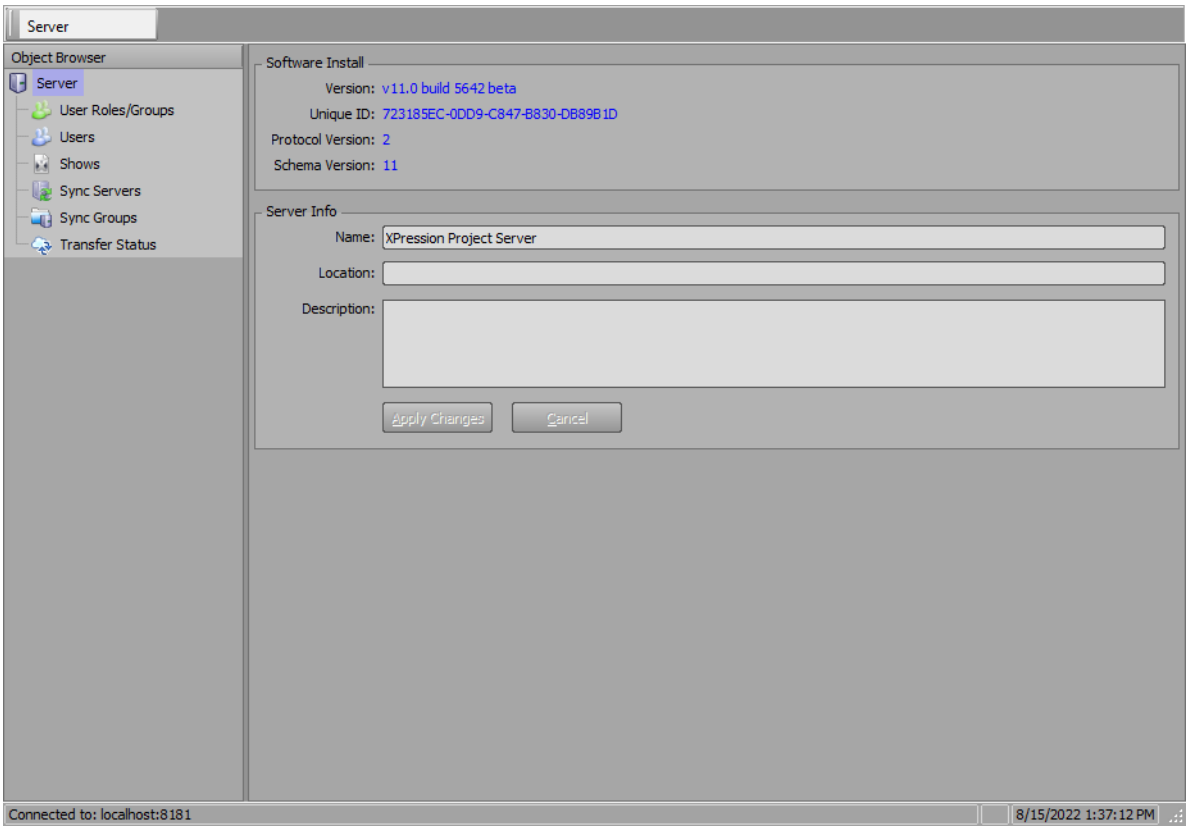
The following topics are discussed in this section:

- Create a Show
- Create Categories and Styles
- Synchronize Shows with the Project Server Database

Create a Show

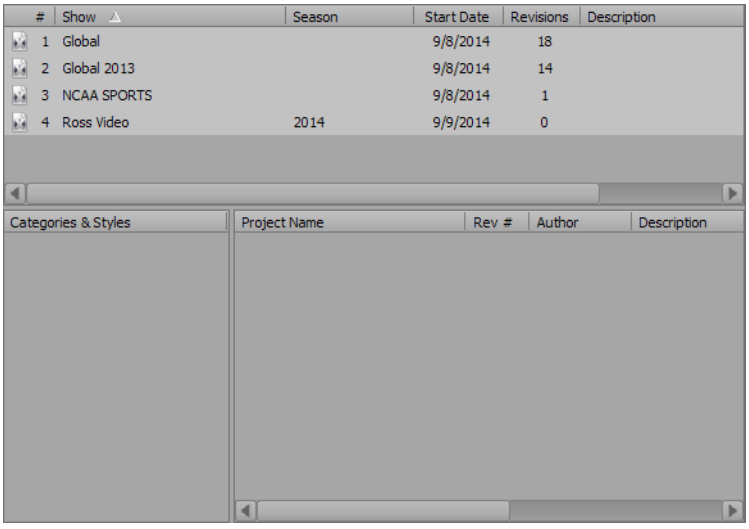
1. Open the **XPression Project Server Manager**.

   The **XPression Project Server Manager** opens.



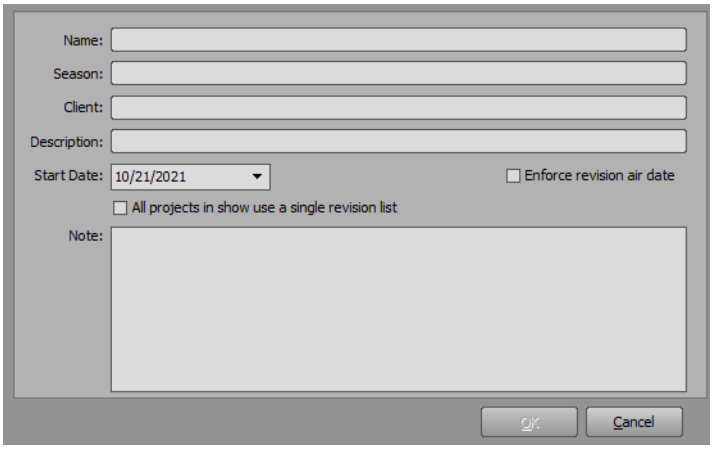
2. In the **Object Browser**, select **Shows** from the **Server** menu tree.

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



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

   The **New Show** dialog box opens.



4. In the **New Show** dialog box, enter the following:

   a. In the **Name** box, enter the name of the show.

   b. In the **Season** box, enter the season number or information.

   c. In the **Client** box, enter the client name or information.

   d. Use the **Description** box to enter a brief description for the show.

   e. In the **Start Date** box, enter an air date for the show or click the drop-down arrow and use the calendar to select an air date.

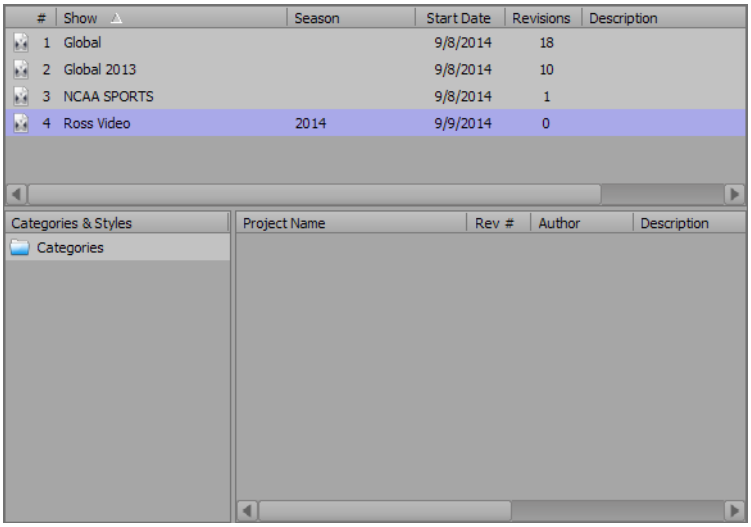
   Select the **Enforce revision air date** check box so that projects can be uploaded with a future air date without being autonomously deployed until the selected air date.

   f. Select the **All projects in show use a single revision list** check box to use a single incrementing revision list, regardless of the project being published, so that different projects do not get overlapping revision IDs.

   g. In the **Notes** box, enter any other information or notes about the show.

5. Click **OK**.

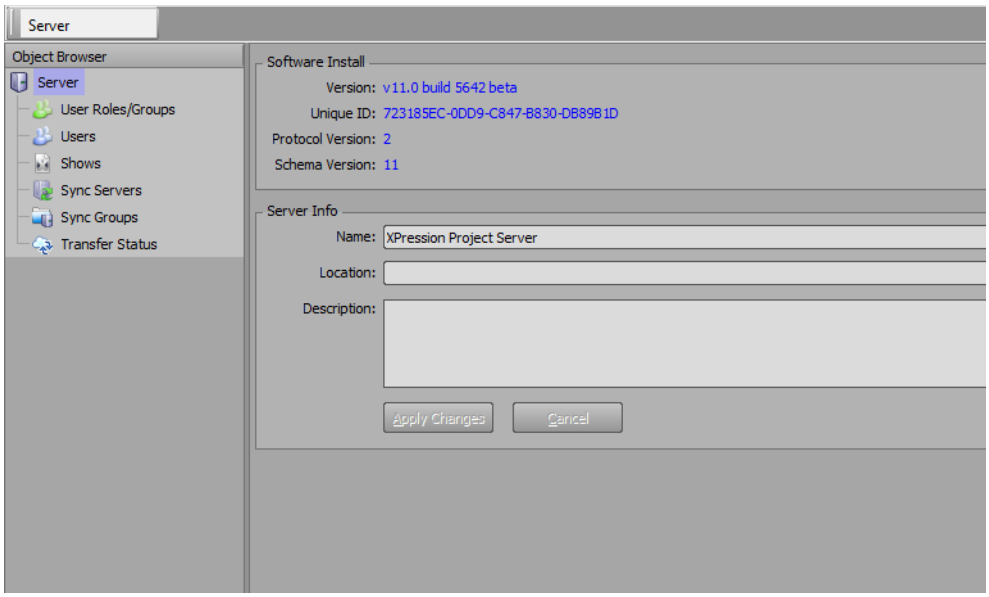
   The **New Show** dialog box closes and the new show appears in the **Shows** list.



Create Categories and Styles

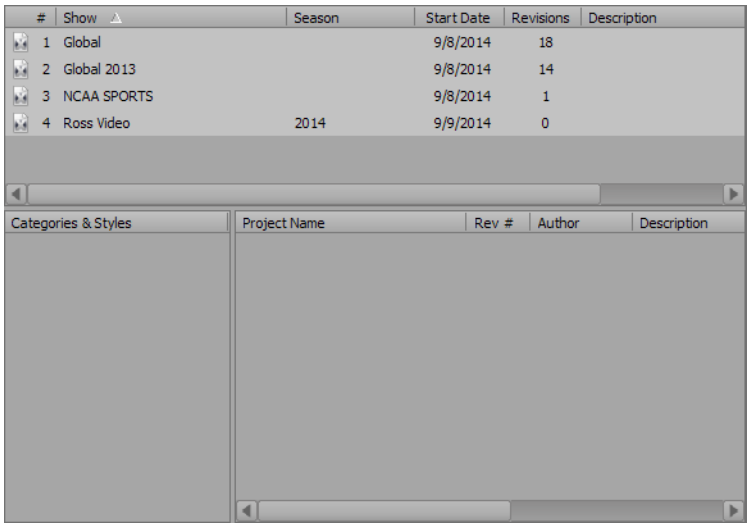
1. Open the **XPression Project Server Manager**.

   The **XPression Project Server Manager** opens.



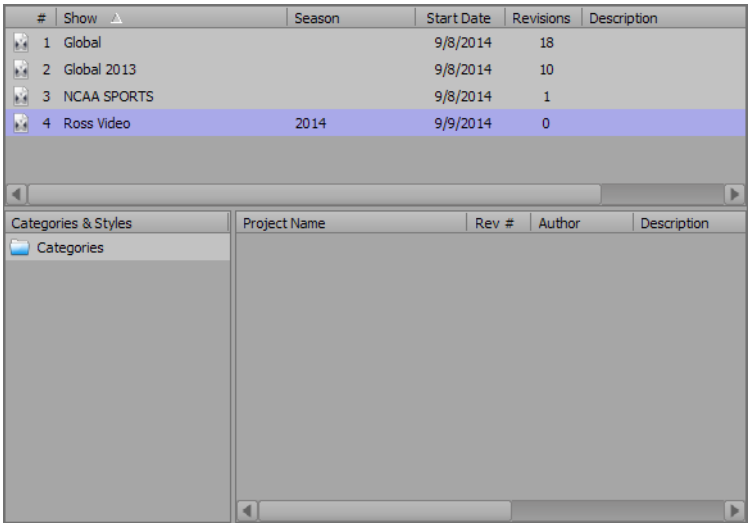
2. In the **Object Browser**, select **Shows** from the **Server** menu tree.

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



3. Click on a show from the **Shows** list to select it.

   The selected show is highlighted in the **Shows** list and the **Categories** folder displays in the **Categories & Styles** section.



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 is added to the list or the new style node is added to the selected category.

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

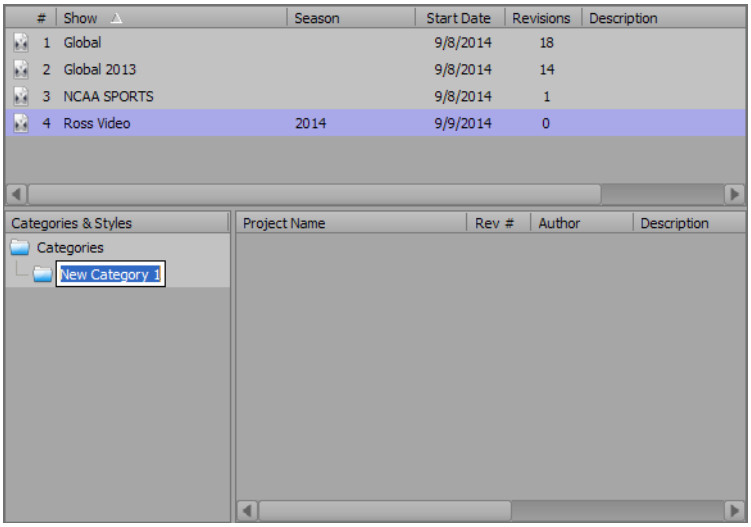
5. Set up the new category and/or style:

Category

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

a. Select **New Category**.

A new category appears as a node in the **Categories** folder structure.



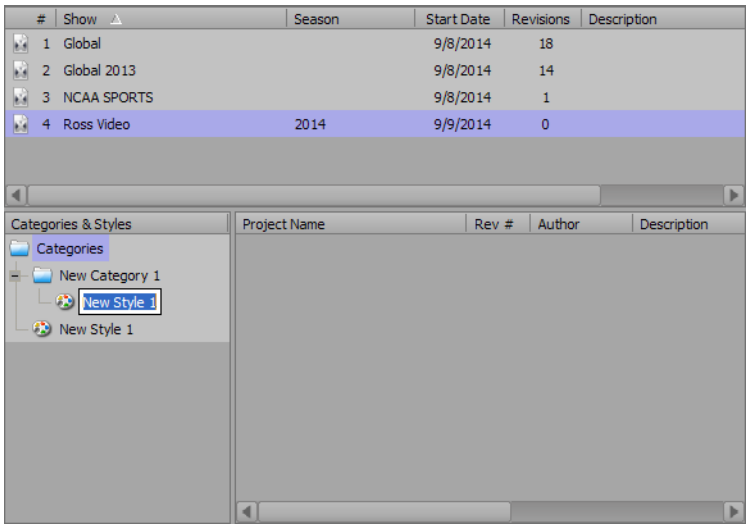
b. Enter a name for the category.

Styles

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

a. Select **New Style**.

A new style appears as a node in the **Categories** folder structure and in any existing category folders.



b. Enter a name for the style.

6. Repeat Step 5 to create other categories and styles.

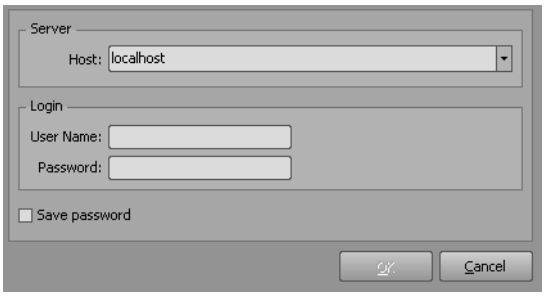
For More Information on...

- creating a show, refer to "**Create a Show**" on page 5–2.

Synchronize Shows with the Project Server Database

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

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



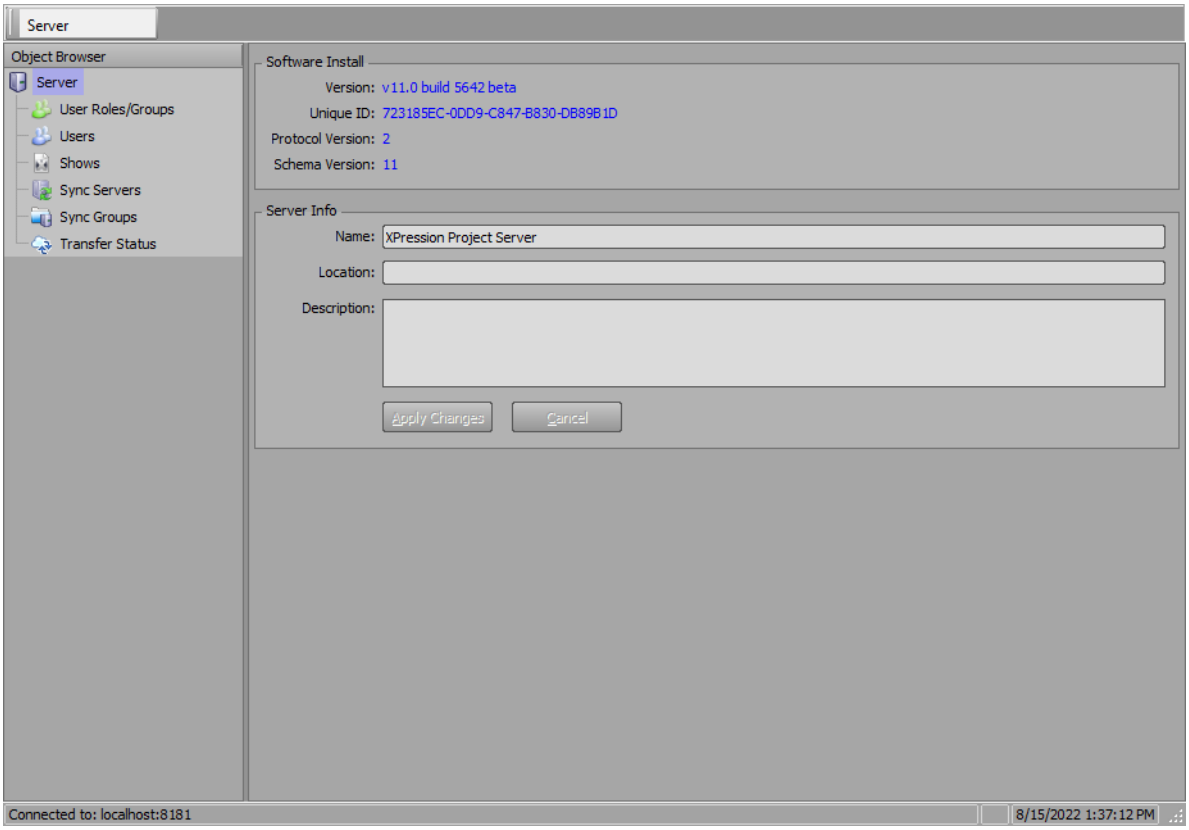
2. Set up the server from which the project will be synchronized:

   a. In the **Connect to server** dialog box, set up the server from which the project will be synchronized:

      - **Server** — use the list to select the host server.
      - **Login** — enter the login username.
      - **Password** — enter the login password for the username. Select the **Save password** check box to save the password.

   b. Click **OK**.

      The **XPression Project Server Manager** opens.



3. If there are no existing shows, select **Shows** from the **Object Browser** and create a new show or shows.

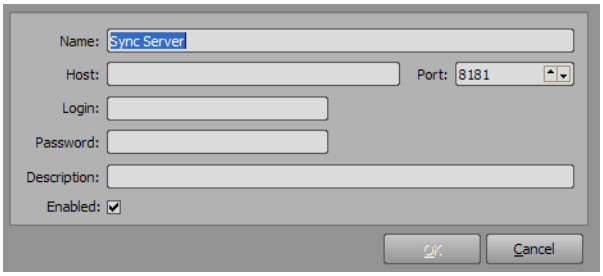
4. Set up the server to which shows will be synchronized:

   a. In the **Object Browser**, select **Sync Servers**.

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

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

      The **New Sync Server** dialog box opens.

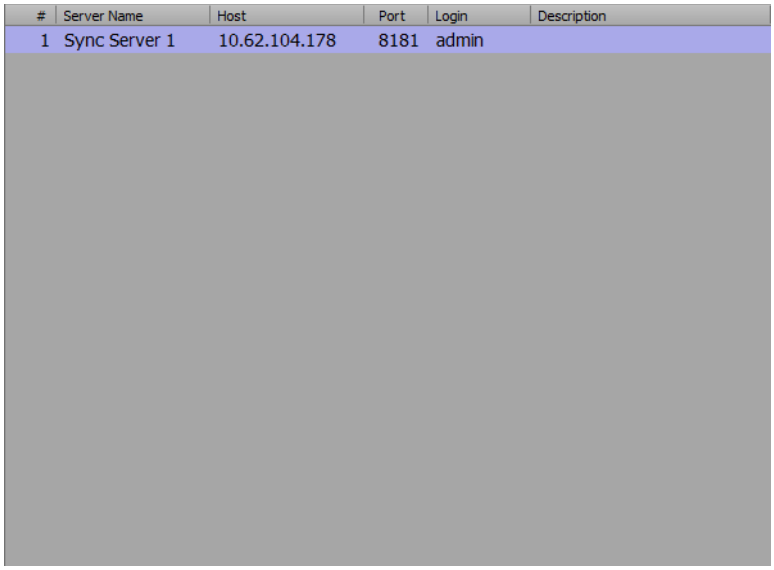


   c. In the **New Sync Server** dialog box, set up the server from which the project will be synchronized:

      - **Name** — enter the name of the sync server.
      - **Host** — enter the IP address 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.
      - **Enabled** — select this check box to activate the individual sync server. This is enabled by default.

d. Click **OK**.

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

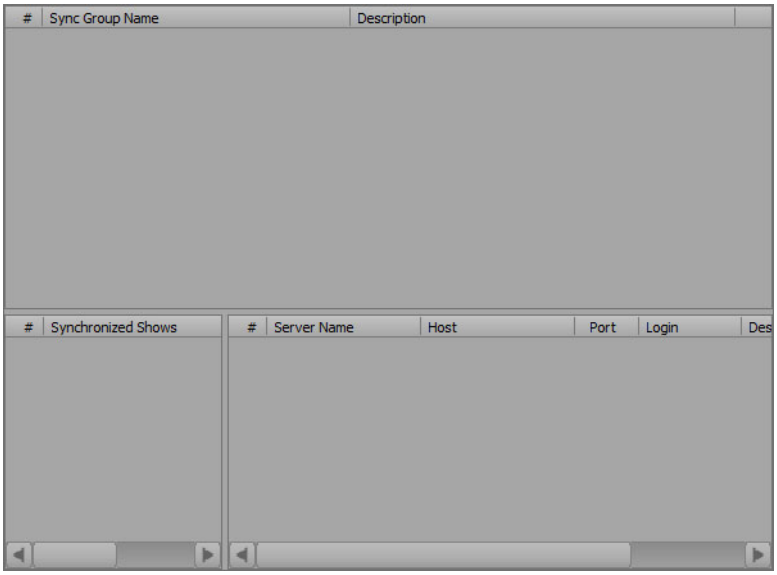


Repeat step 4 to synchronize other Project Servers if necessary.

5. Create a sync group to which shows will be added by synchronizing to other servers:

a. In the **Object Browser**, select **Sync Groups** from the **Server** menu tree.

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



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

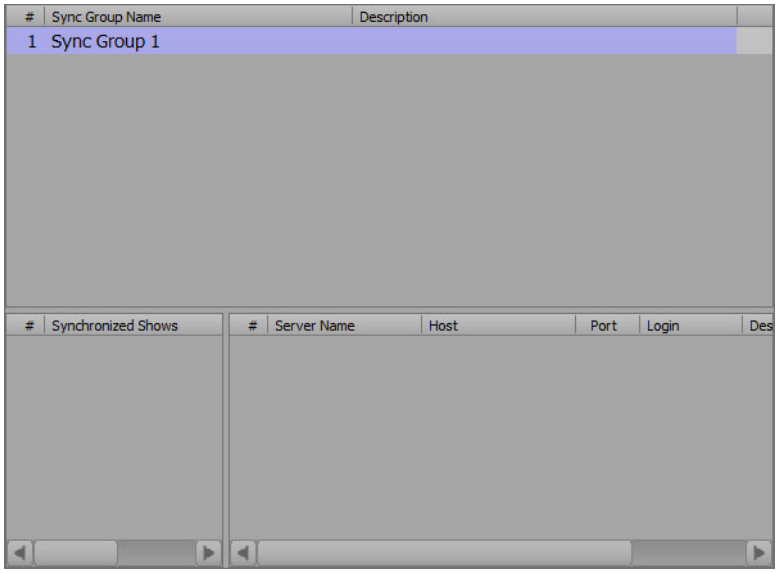
The **New Sync Group** dialog box opens.

c. Enter the information for the new sync group:

- **Name** — enter a name for the sync group.
- **Description** — enter a brief descriptor for the sync group.

d. Click **OK**.

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

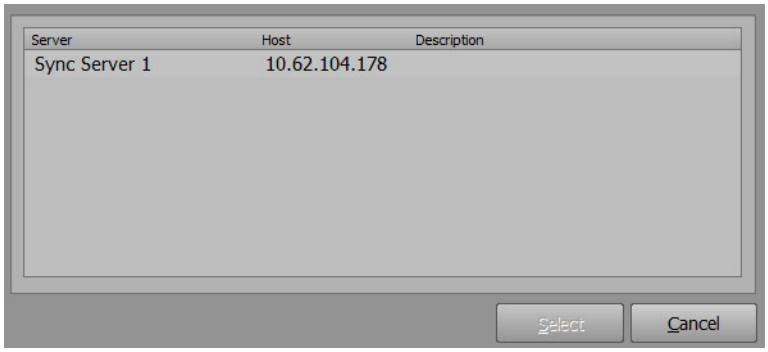


Repeat step 5 to add more sync groups if necessary.

6. Select the newly created sync group from the **Sync Group** list.
7. Add a sync server as the destination for the selected sync group:

a. In the **Server** list of the **Sync Groups** section, right-click and select **Add** from the shortcut menu.

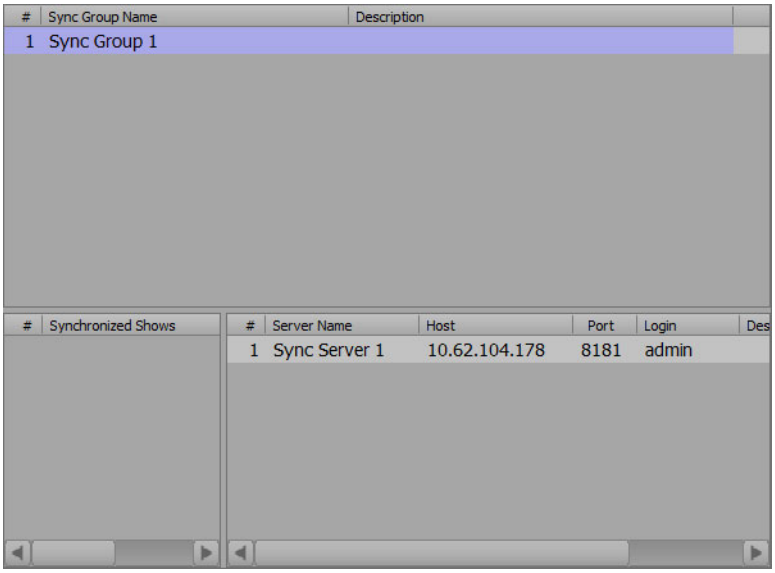
The **Select Sync Server** dialog box opens.



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

c. Click **Select**.

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

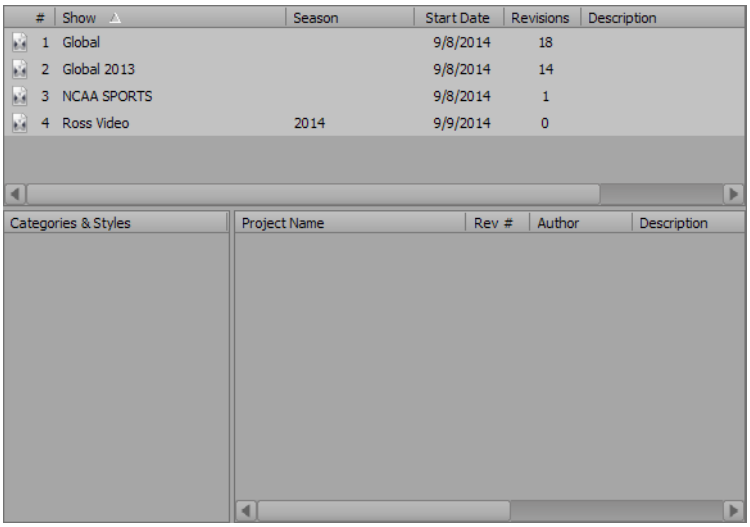


Repeat step 7 for to add more sync servers to the selected sync group if necessary.

8. Add a show to be synchronized to the sync group:

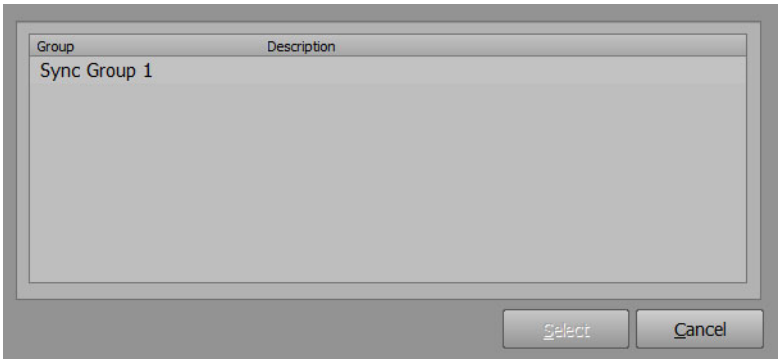
a. In the **Object Browser**, select **Shows** from the **Server** menu tree.

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



b. Right-click on the show and select **Add to Sync Group**.

The **Select Sync Group** dialog box opens.

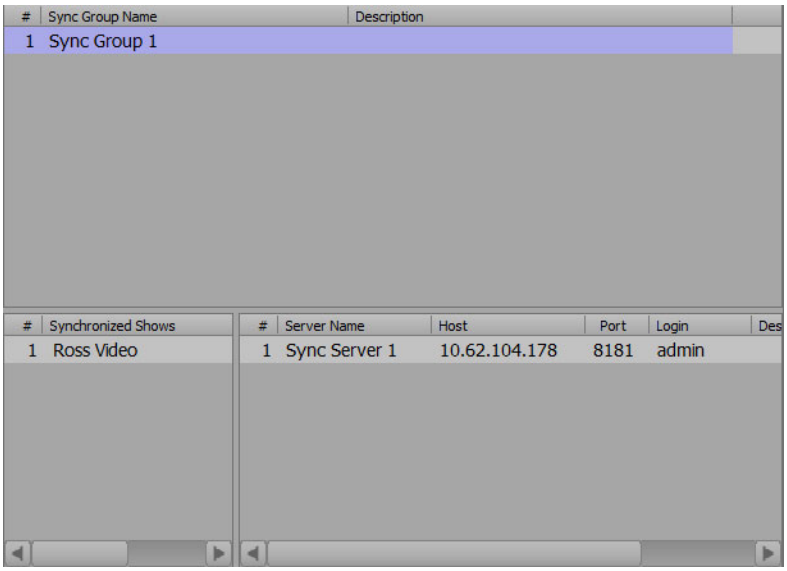


c. Select a sync group from the **Group** list.

d. Click **Select**.

The **Select Sync Group** dialog box 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.

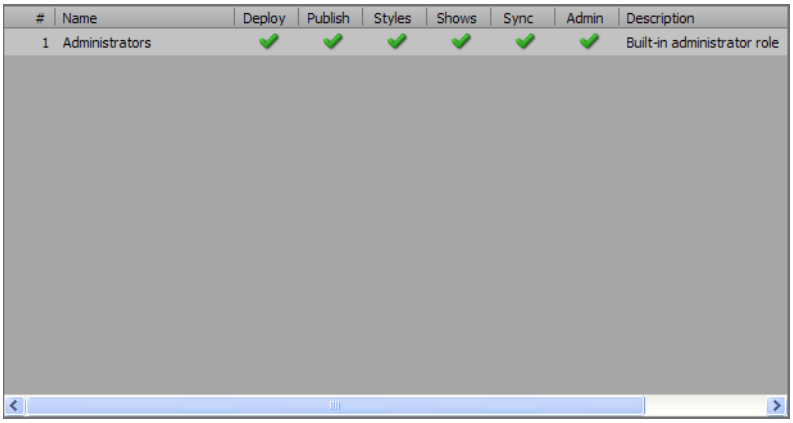


9. Launch the Project Server being used as the sync server and connect to the server.

10. Configure a sync user role:

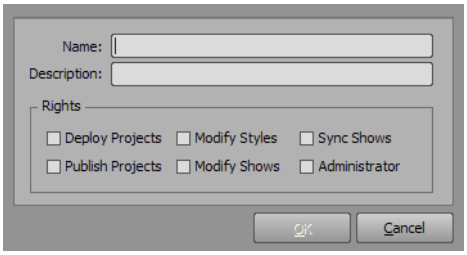
    a. Select **User Roles** from the **Object Browser**.

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



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

       The **New User Role** dialog box opens.



    c. In the **New User Role** dialog box, use the **Name** box to 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** box, enter a descriptor for the user role.

    d. In the **Rights** section, select the **Sync Shows** check box.

    e. Click **OK**.

       The new sync user role is added to the **User Roles** list.

11. Create users for the sync user role as needed.

    Shows can now be synchronized to the sync server.

For More Information on...

- connecting to the server, refer to “**Connect to the Server**” on page 3–4.
- creating users, refer to “**Create a User**” on page 4–5.
- creating shows, refer to “**Create a Show**” on page 5–2.

Notes:

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