streamline ▶play

User Guide

VERSION 23.5

ROSS

Thank You for Choosing Ross

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

Our mission is to:

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

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

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

David Ross

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.)*

Streamline Play · User Guide

- Ross Part Number: **7850DR-001-23.5**
- Release Date: June 20, 2025. Printed in Canada.
- Software Issue: **23.5**

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

Copyright

Patents

Notice

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

Important Regulatory and Safety Notices to Service Personnel

Before using this product and any associated equipment, read all the Important Safety Instructions listed below so as to avoid personal injury and to prevent product damage.

The OverDrive system makes use of a number of individual component products to make up a complete turnkey system. The Important Safety Instructions section of this manual is intended to compliment individual OEM product manuals and the User must refer to, and heed, any safety instruction outline in these supplementary product manuals. Separate manuals are included for the following component products:

- Server PC(s)
- LCD Flat Screen Display(s) & Power Supply

This system may also require specific equipment, and /or installation procedures be carried out to satisfy certain other regulatory compliance requirements. Notices have been included in this publication to call attention to these specific requirements.

Symbol Meanings

Protective Earth — *This symbol identifies a Protective Earth (PE) terminal, which is provided for connection of the supply system's protective earth (green or green/yellow) conductor.*

This symbol on the equipment refers you to important operating and maintenance (servicing) instructions within the Product Manual Documentation. Failure to heed this information may present a major risk of damage or injury to persons or equipment.

Warning — *The symbol with the word "**Warning**" within the equipment manual indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.*

Caution — *The symbol with the word "**Caution**" within the equipment manual indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices.*

Warning Hazardous Voltages — *This symbol is intended to alert the user to the presence of uninsulated "dangerous voltage" within the product enclosure that may be of sufficient magnitude to constitute a risk of shock to persons.*

ESD Susceptibility — *This symbol is used to alert the user that an electrical or electronic device or assembly is susceptible to damage from an ESD event.*

Important Safety Instructions

- Read these instructions.
- Keep these instructions.
- Heed all warning.
- Follow all instructions.

	Warning	The safe operation of this product requires that a protective earth connection be provided. A grounding conductor in the equipment's supply cord provides this protective earth. To reduce the risk of electrical shock to the operator and service personnel, this ground conductor must be connected to an earthed ground.

Use only power cords specified for this product and certified for the country of use. Refer to the Product Power Cord Requirement Section that follows.

Do not defeat safety purpose of the grounding-type plug. A grounding type plug has two blades and a third grounding prong. The third prong is prong is provided for your safety. If the provided plug does not fit in to your outlet, consult an electrician for replacement of the obsolete outlet.

Protect the power cord from being walked on or pinching particularly at plugs, convenience receptacles, and point where they exit from the apparatus.

Warning Indoor Use: "WARNING – TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS APPARATUS TO RAIN OR MOISTURE"

Do not use this apparatus near water.

Do not block any ventilation openings. Install in accordance with manufacturer's instructions.

Do not install near heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

Only use attachments/accessories specified by the manufacturer.

Unplug this apparatus during lightning storms or when unused for long periods of time.

Clean only with a dry cloth.

Warning Refer all servicing to qualified personnel. Servicing is required when the apparatus has been damaged in any way, such as power-supply cord or plug damage, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.

Caution To reduce the risk of fire, replacement fuses must be the same type and rating.

Warning This product contains safety critical parts, which if incorrectly replaced may present a risk of fire or electrical shock. Components contained within the product's power supplies and power supply area, are not intended to be customer serviced and should be returned to the factory for repair

Product Power Cord Requirements

Warning **North American Line Voltages 100 - 120 Volt**

This product is supplied with certified 10A/125V SVT type supply cords.

Conductors are color coded white (neutral), black (line) and green or green/yellow (ground).

Operation of this equipment at line voltages exceeding 130V requires that alternative supply cords with appropriate voltage and current ratings be used.

Warning **International Line Voltages 200 - 240 Volt**

This product has been designed for use with certified IEC 320- C13 10A/250V - H03 VV-F3G 1.00mm2 type line cord.

International product orders are supplied with a certified 10A/250V line cords, utilizing a molded 3-pin IEC 320-C13 type connector at one end and stripped conductors on the other. One line cord is provided. Conductors are CEE color coded; blue (neutral), brown (line), and green/yellow (ground).

Installation by a qualified Electrician, of an appropriately approved A/C wall plug certified for the country of use, is required.

Alternatively, other IEC 320 C-13 type power cords may be used, provided that they meet the necessary safety certification requirements for the country in which they are to be used. Refer to the correctly specified line cord above.

EMC Notices

US FCC Part 15

This equipment has been tested and found to comply with the limits for a class A Digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a Commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Notice Changes or modifications to this equipment not expressly approved by Ross Video Ltd. could void the user's authority to operate this equipment.

CANADA

This Class "A" digital apparatus complies with Canadian **ICES-003**.

Cet appareil numerique de la classe "A" est conforme a la norme **NMB-003** du Canada.

EUROPE

This equipment is in compliance with the essential requirements and other relevant provisions of **CE Directive 93/68/EEC**.

INTERNATIONAL

This equipment has been tested to **CISPR 22:1997** along with amendments **A1:2000** and **A2:2002** and found to comply with the limits for a Class A Digital device.

Notice This is a Class A product. In domestic environments, this product may cause radio interference, in which case the user may have to take adequate measures.

Warranty and Repair Policy

The OverDrive Live and OverDrive News systems are backed by a comprehensive one-year warranty on all components.

⚠️ **Notice** — *Changes or modifications to this equipment not expressly approved by Ross Video Limited could void the user's authority to operate this equipment.*

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 OverDrive system, contact your regional sales manager.

Environmental Information

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

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

The crossed-out wheeled bin symbol invites you to use these systems.
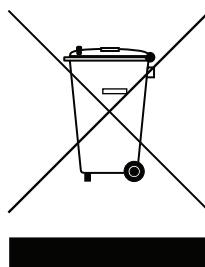
If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

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

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

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

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

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

The Hazardous substances tables are available on our website at:

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

电器电子产品中有害物质的使用

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

"电器电子产品有害物质限制使用管理办法"也被称为中国RoHS。

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

有害物质表在我们的网站：

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

Company Address

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Website:	http://www.rossvideo.com

Contents

Introduction

On behalf of our team here at Ross Video, I would like to thank you for choosing to buy a Streamline Play system.

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

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

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

Again, thank you for your purchase of a Streamline Play system from Ross Video. We know that you will be very pleased with your decision.

Yours Sincerely,

Peter Abecassis
Director of Product Management - Production Workflow
peter.abecassis@rossvideo.com

About This Guide

This guide contains the following chapters that cover the configuration and use of Streamline Play software:

1. "**Introduction**" summarizes the guide and provides important terms, conventions and feature descriptions.

2. "**Manage Assets**" describes how to upload and manage assets in a Streamline Play system.

3. "**Add Assets to NRCS Stories**" describes how to add Streamline assets to NRCS rundowns.

4. "**Rundown Playout**" describes how to playout a rundown.

If you have questions pertaining to the operation of the Ross Video product, please contact us at the numbers listed in the section "**Contacting Technical Support**" on page 1–3. 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.

Interface Elements

Bold text is used to identify a user interface element such as a dialog box, menu item, or button. For example:

In the **Work Order Manager** panel, click **Create New Work Order**.

User Entered Text

Courier text is used to identify text that a user must enter. For example:

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

Referenced Guides

Italic text is used to identify the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section "**Creating a Work Order**" in the *Streamline Play User Guide*.

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 "**File** > **Save As**," you would click the **File** menu and then click **Save As**.

Important Instructions

Star icons are used to identify important instructions or features. For example:

★ When Streamline Play cannot connect to the network, a **Message** dialog box opens to report the connection problem.

Getting Help

The Ross Video product Online Help system is accessed by selecting **Help Topics** from the **Help** menu in the product. Alternatively, press the **F1** key while working in a client or dialog box.

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

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

Ross Video product guides are also supplied as print-ready PDF files on the Ross Video product Software Installation DVD.

Contacting Technical Support

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

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

North America

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

Our telephone number is: +1-613-686-1557

Toll free within North America: +1 833-859-0499

EMEA

Our EMEA center is open Monday to Friday 8:30 a.m. to 5:00 p.m. GMT. After hours support is provided by our North America location.

International toll free: +800 3540 3545

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

Australia

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

Our local support telephone number is: 1300 007 677

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

Online

E-mail: techsupport@rossvideo.com

Website: open a support request using the link https://support.rossvideo.com/ to open a support request.

Manage Assets

The asset management component of a Streamline Play system enables you to upload and manage digital media content. Streamline Play enables you to manage assets through a single user interface over the Internet.

The following topics are discussed in this chapter:

- Supported Formats
- Start Streamline Play
- Exploring the Streamline Play User Interface
- Panel Positions and Perspectives
- Uploading Assets
- Requesting Approval for an Asset
- Previewing a Media File
- Approving and Rejecting an Asset

Supported Formats

The following sections describe the media formats supported by the Streamline Play system.

Thumbnail Viewing

Streamline Play supports the following image formats for thumbnail viewing:

* BMP
* GIF
* JPG
* PNG
* TGA
* TIF
* WBMP

A PNG thumbnail is generated when Streamline Play encounters one of the support formats. This thumbnail is scaled down to fit within a 256x144 image.

Video Playout

Streamline Play supports video playout within your web browser using Flowplayer for the following formats:

Table 2.1 Supported Video Formats for Playout

Format	Video Codec	Audio Codec
F4V	H.264	AAC
FLV	Sorenson H.263	MP3
MP4	H.264	AAC

Metadata Collection

Streamline Play supports the gathering of structural metadata using the MediaInfo tool. Refer to the MediaInfo website for a list of analytics and supported media file formats.

Start Streamline Play

Streamline Play enables you to manage assets through a single user interface over the Internet.

To start Streamline Play

1. Use one of the following supported web browsers to open the Streamline Play web page provided by your Streamline Play administrator:

   * Microsoft Internet Explorer® version 9 or greater
   * Mozilla Firefox® version 3.6 or greater
   * Google Chrome™ browser version 17.x or higher
   * Apple Safari® version 5.1.x or greater

   The **Login** panel opens.
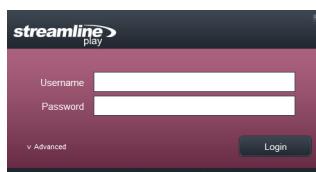
2. In the **Login** panel, type your Streamline Play login credentials in the **Username** and **Password** boxes.

3. Click **Login**.

    Streamline Play opens.

★ If a message indicates that the system is in maintenance mode, a system administrator must establish a database connection before you can log in as a Streamline Play user.

To close Streamline Play, click the ⊗ **Logout** icon in the main toolbar.

To close Streamline Play

• On the main toolbar, click the ⊗ **Logout** icon.

Exploring the Streamline Play User Interface

The Streamline Play user interface consists of a main toolbar and several types of workspace panels that open as required.

Main Toolbar

The main toolbar is located at the top of the Streamline Play interface. The icons in the main toolbar enable you to open workspace panels to access almost all features of Streamline Play. The icons that you access from the main toolbar depend on the features your organization purchased and the user permissions that your Streamline Play administrator assigned to your user account.

Figure 2.1 Streamline Play Main Toolbar

The main toolbar contains the following icons:

Table 2.2 Main Toolbar Icons

Icon	Name	Description
	Asset Upload	Open the Upload panel to select media files to copy from a specific location to the Streamline Play system.
	Asset Browse	Open the Assets panel to view the assets stored in your Streamline Play system.
	Assets Pending Approval	Open the Asset Approvals panel to view the assets currently pending your approval.
	Work Orders	Opens the Work Orders panel that enables you to submit requests for asset creation.
	Tasks	Opens the Tasks panel to monitor the status of running and completed tasks on the Streamline Server.
	Messaging	Opens the Messaging Manager panel to monitor the online status of users on an Inception Server, create new conversations, and manage the conversations in which you are involved.
	Report Manager	Opens the Reports panel that enables you to create, recall, and run reports using specific criteria.

Table 2.2 Main Toolbar Icons

Icon	Name	Description
⚙	Configuration	Open the Configuration interface to configure Streamline Play system options.
🔑	Change Password	Change the password you use to log in to Streamline Play.
🗔	Perspectives	Switch to a different layout (perspective), or to manage saved perspectives available in the Streamline Play system.
❓	Help	View the Online Help system.
✖	Logout	End the current session and log out of the Streamline Play.

Panel Positions and Perspectives

When accessed from a desktop computer, the Streamline Play user interface layout consists of the main toolbar plus eight panel positions. Each panel position can contain zero or more types of Streamline Play panels. If some positions are unoccupied, Streamline Play optimizes the layout by expanding open panels to fill all available space. By default, Streamline Play does not occupy all eight panel positions.

| Left Column | Top Left | Top Middle | Top Right | Right Column |
| | Bottom Left | Bottom Middle | Bottom Right | |

Figure 2.2 Arrangement of the Eight Panel Positions

A user perspective is a customized view of the Streamline Play user interface. It is a mapping of Streamline Play panel types to positions in the user interface layout. Perspectives also save the columns displayed in the Assets and Asset Approvals panels.

All Streamline Play users can create perspectives for their own use. Streamline Play administrators can also create global perspectives available to all users.

★ Panels may not always appear exactly where you expect. As you open and close panels, Streamline Play adjusts the layout to optimize use of the available space. For example, if the current perspective includes an Asset Editor panel in the right column and you use it to open only an Asset Editor panel, the Asset Editor panel occupies all of the available space. As you open more panel types, Streamline Play adjusts the layout to conform with the perspective.

Default Panel Positions

When you first use Streamline Play, it opens certain types of panels in certain panel positions by default. Streamline Play continues to use the default layout until you move a panel or open a saved perspective. If you revert your panel layout to the default panel layout, Streamline Play also reverts the columns displayed in the Assets and Asset Approvals panels to default columns. **Figure 2.3** describes the default Streamline Play layout. Streamline Play optimizes the layout by expanding open panels to fill all available space.

Figure 2.3 Default of Panel Layout

Default layout positions are as follows:

• Grid-based panels open in the middle position. The Assets and Asset Approvals panels are grid-based panels.

• The Asset Editor panel opens in the right column.

Move a Panel from One Layout Position to Another

You can move panels between layout positions to customize the layout to suit your typical workflow.

To move a panel from one layout position to another

1. At the top of the panel you want to move, click and drag the panel's name tab.

2. Drag the pointer over the layout guide to specify the position to which you want to move the panel.

   As you drag the pointer over the layout guide, the current drop position for the panel turns yellow. Light gray indicates unoccupied positions. Dark gray indicates occupied positions that can accept additional panels.

3. When the position to which you want to move the panel turns yellow, release the mouse button.

   After you have arranged panels to your liking, you can save the layout as a perspective.

Rearrange Panel Tabs Within a Layout Position

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

To rearrange the order of panel tabs within a layout position

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

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

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

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

Navigating within Panels

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

To resize a panel

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

✱ Streamline Play does not save custom panel sizing as part of a perspective.

To close a panel

- Click the ⊠ close icon in the top right corner of the panel.

  If the layout position contains more than one open panel, only the current panel closes.

Column-Based Panels

Column-based panels consist of horizontal rows, each of which represents an asset, or a work order. Each vertical column contains one type of information about the rows.

The following panel types are column-based:

- Asset Approvals
- Assets

The following table describes how to navigate within a column-based panel.

Table 2.3 Column-based Panel Navigation

Desired Effect	Action to Perform
To move between cells	Press the **Arrow** keys (**Up**, **Down**, **Left**, or **Right**). Alternatively, to move horizontally, press **Tab** or **Shift+Tab**.
To select a row	Click the row, or press the **Up** and **Down Arrow** keys to navigate to the row. Yellow shading highlights the selected row.
To select a range of rows	Click the first row in the selection range, and then **Shift-click** the last row in the selection range. The row selection includes the first selected row, the last selected row, and all of the rows between the two selected rows.
To select multiple rows	Click the first row to select, and then **CTRL-click** additional rows to add to the selected row.
To select all rows	Click a row, and then press **CTRL+A**. Streamline Play selects all of the rows in a panel.
To select a cell	Click the cell, or navigate to it by pressing the **Arrow** keys (**Up**, **Down**, **Left**, or **Right**) or **Tab** keys (**Tab**, **Shift+Tab**)
To replace all of the text in a cell	Select the cell, press the **Space Bar**, and then enter new contents using the keyboard.

Table 2.3 Column-based Panel Navigation

Desired Effect	Action to Perform
To edit the text in a cell	Select the cell, press the **Insert** key, press the **Left** and **Right Arrow** keys to position the cursor, and then insert new content using the keyboard. Press the **Delete** key to delete individual characters.
To change the status of a check box in the selected cell	Select the cell, and then press the **Space Bar** to reverse the cell status.
To scroll horizontally	Click and drag the horizontal scroll bar at the bottom of the panel.
To scroll vertically	Roll the mouse wheel, or click and drag the vertical scroll bar on the right side of the panel.
To move a column	Click and drag the column header to a new location in the panel.

Uploading Assets

Uploading a media file creates an asset in the Streamline Play system with metadata automatically ported from the media file. You must have permission to upload media files to the Streamline Play system.

Uploading a Single Asset Through the Upload Panel

You can select a media file from a local file system and upload it to the Streamline Play system.

To upload an asset through the Upload panel

1. In the main toolbar, click the ⬆ **Assets Upload** icon.

   The **Upload** panel opens.

2. Use the **Mapping Profile** list to select the mapping profile to use to import media file metadata into the Streamline Play asset created by uploading a media file:

   • **Default File Mappings** — refer to the section "**Default File Mappings**" on page A–2 to view mappings.
   • **Dublin Core** — refer to the section "**Dublin Core**" on page A–3 to view mappings.

   Your Streamline Play system may contain additional mapping profiles.

3. Use the **File Storage** list to select the **Default** file storage method to ingest media files into your Streamline Play system.

   The **Default** file storage method to automatically pushes ingested media files to devices to the video server in your Streamline Play system for playout.

4. To select the media file to upload, perform one of the following actions:

   • Drag and drop the media file from its location to the **Upload** panel.
   • In the **Upload** panel toolbar, click the ⊕ **Add Files** icon, navigate to the media file location, and then click **Open**.

The **Upload** panel displays the selected media file.

5. In the **Upload** panel, click **Upload** to the right of the media file to upload to the Streamline Play system.

   Streamline Play creates an asset for the uploaded media file and displays the asset in the **Assets** panel.

Uploading Multiple Assets Through the Upload Panel

When using the Google® Chrome® or the Mozilla Firefox® browser, a folder can also be selected from a local file system and all files contained in that folder will be uploaded to the Streamline Play system. Each media file in the folder will have an entry in the Upload panel, and will create an asset in the Streamline Play system once uploaded.

To upload multiple assets through the Upload panel

1. In the main toolbar, click the [icon] **Assets Upload** icon.

   The **Upload** panel opens.

2. Use the **Mapping Profile** list to select the mapping profile to use to import media file metadata into the Streamline Play asset created by uploading a media file:

   • **Default File Mappings** — refer to the section "**Default File Mappings**" on page A–2 to view mappings.
   • **Dublin Core** — refer to the section "**Dublin Core**" on page A–3 to view mappings.

   Your Streamline Play system may contain additional mapping profiles.

3. Use the **File Storage** list to select the **Default** file storage method to ingest media files into your Streamline Play system.

   The **Default** file storage method to automatically pushes ingested media files to devices to the video server in your Streamline Play system for playout.

4. Drag and drop the asset folder from its location to the **Upload** panel.

   The Upload panel updates to display an entry for each media file in the folder.
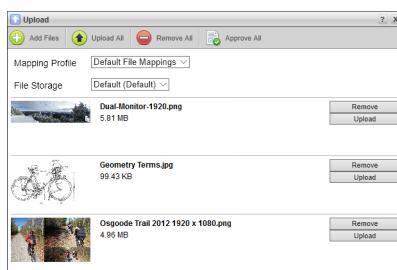
5. To upload all the of the files listed in the **Upload** panel to the Streamline Play system, click the [icon] **Upload All** icon in the panel toolbar.

   Streamline Play creates an asset for each uploaded media file and displays the assets in the **Assets** panel.

6. To upload a specific media file, click **Upload** to the right of the media file to upload to the Streamline Play system.

   Streamline Play creates an asset for the uploaded media file and displays the asset in the **Assets** panel.

Removing Files from the Upload Panel

You can choose to remove a media file from the Upload panel to avoid uploading it to the Streamline Play system. This is useful when you have selected the contents of an entire folder for upload but realize that some files are not required, or noticing that you have selected the wrong media file for upload.

To remove one or all files from the Upload panel

1. To remove a single media file, click **Remove** to the right of the media file to remove the media file from the upload list.

   Streamline Play removes the selected media file from the **Upload** panel.

2. To remove all listed media files from the **Upload** panel, click the ⊖ **Remove All** icon in the panel toolbar.

   Streamline Play removes all media files from the **Upload** panel.

3. To upload the remaining media files listed in the **Upload** panel to your Streamline Plays system, complete one of the following steps:

   • **Single media file** — step **5** the procedure "**To upload an asset through the Upload panel**" on page 2–7.
   • **Multiple media files** — step **5** the procedure "**To upload multiple assets through the Upload panel**" on page 2–8.

Approving Assets in the Upload Panel

You can approve a collection of assets before they are uploaded to the Streamline Play system. You must have permission to approve assets. To approve a single asset, you must first upload it to the Streamline Play system and then use the procedure "**To approve an asset through the Asset Editor panel**" on page 2–11 to approve it.

To approve multiple assets through the Upload panel

1. In the **Upload** panel, click the 🗎 **Approve All** icon in the main toolbar of the **Upload** panel.

2. Click the ⬆ **Upload All** icon in the main toolbar of the **Upload** panel.

   Streamline Play creates an asset for each uploaded media file and displays the assets in the **Assets** panel.

Requesting Approval for an Asset

When an asset is uploaded to the Streamline Play system, and you do not have approval permissions, it is automatically labeled as Unapproved. When you request approval for a new asset, users with approval permissions receive an entry in their Asset Approvals panels, noting that an asset is pending their approval.

To request approval for an asset

1. In the main toolbar, click the ⬆ **Assets Upload** icon.

   The **Upload** panel opens.

2. Use the **Mapping Profile** list to select the mapping profile to use to import media file metadata into the Streamline asset created by uploading a media file:

   • **Default File Mappings** — refer to the section "**Default File Mappings**" on page A–2 to view mappings.
   • **Dublin Core** — refer to the section "**Dublin Core**" on page A–3 to view mappings.

   Your Streamline system may contain additional mapping profiles.

3. Use the **File Storage** list to select the **Default** file storage method to ingest media files into your Streamline Play system.

   The **Default** file storage method to automatically pushes ingested media files to devices to the video server in your Streamline Play system for playout.

4. To select the media file to upload, perform one of the following actions:

   • Drag and drop the media file from its location to the **Upload** panel.

   • In the **Upload** panel toolbar, click the ⊕ **Add Files** icon, navigate to the media file location, and then click **Open**.

   The **Upload** panel displays the selected media files.

5. In the **Upload** panel, click **Upload** to the right of the media file to upload to the Streamline Play system.

   Streamline Play creates an asset for the uploaded media file and displays the asset in the **Assets** panel.

6. In the main toolbar, click the 📁 **Assets Browser** icon.

   The **Assets** panel opens.

7. In the **Assets** panel, double-click the asset to submit for approval.

   The selected asset opens in **Asset Editor** panel.

8. In the **Asset Editor** panel, click the 📄 **Request Approval** icon in the bottom toolbar.

   The **Asset Editor** panel displays the message "Pending Approval" in the bottom toolbar. The **Asset** panel displays a check mark in the **Submitted** column of the selected asset.

Previewing a Media File

You can preview the media files attached to an asset. This enables you to verify the file contents, and ensure the file matches the asset description or the work order criteria.

To preview a the media file of an asset

1. In the main toolbar, click the 📁 **Assets Browser** icon.

   The **Assets** panel opens.

2. In the **Assets** panel, double-click the asset to preview.

   The selected asset opens in **Asset Editor** panel.

3. In the **Asset Editor** panel, click the thumbnail of the asset.

   • **Image assets** — a new tab opens in your browser to display the asset image.

   • **Audio or Video** — depending on your web browser settings, a copy of the media file automatically downloaded or you are prompted to open or save the file to your computer.

Approving and Rejecting an Asset

There are two methods for approving/rejecting an asset: the Asset Editor panel for the specific asset, or the Asset Approvals panel which lists all the assets pending your approval. Both methods are outlined in this section.

Using the Asset Editor Panel

When an asset is uploaded, users with the Approve Assets permission can approve or reject the asset directly from its Asset Editor panel. The status of the asset is reported in the bottom toolbar of the Asset Editor panel and in the Approval column of the Assets panel.

To approve an asset through the Asset Editor panel

1. In the main toolbar, click the 📁 **Assets Browser** icon.

   The **Assets** panel opens.

2. In the **Assets** panel, double-click the asset to preview.

   The selected asset opens in **Asset Editor** panel.

3. In the **Asset Editor** panel, click the 📄 **Approve** icon in the bottom toolbar.

   The **Asset Editor** panel displays the message "Approved" in the bottom toolbar. The **Asset** panel displays a check mark in the **Approved** column of the selected asset.

To reject an asset through the Asset Editor panel

1. In the main toolbar, click the 📁 **Assets Browser** icon.

   The **Assets** panel opens.

2. In the **Assets** panel, double-click the asset to preview.

   The selected asset opens in **Asset Editor** panel.

3. In the **Asset Editor** panel, click the 📄 **Unapprove** icon in the bottom toolbar.

   The **Asset Editor** panel displays the message "Not Approved" in the bottom toolbar. The **Asset** panel clears the **Approved** column of the selected asset.

Using the Asset Approvals Panel

When at least one asset is pending your approval, the main toolbar in the Streamline Play displays the Assets Pending Approval icon. Clicking this icon opens the Asset Approvals panel which lists all the assets pending your approval. From this panel you can approve/reject more than one asset at a time.

To approve assets through the Asset Approvals panel

1. In the main toolbar, click the 🔤 **Assets Pending Approval** icon.

   The **Asset Approvals** panel opens.

2. In the **Asset** table, select the assets to approve.
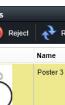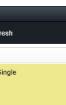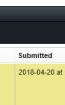
3. Click the ✅ **Approve** icon in the toolbar.

The **Asset Approvals** panel no longer displays the approved assets, and their Streamline Play system status changes to "Approved".

To reject assets using the Asset Approvals panel

1. In the main toolbar, click the 🅰 **Assets Pending Approval** icon.

The **Asset Approvals** panel opens.

2. In the **Asset** table, select the assets to reject.

3. Click the ⛔ **Reject** icon in the toolbar.

The **Asset Approvals** panel no longer displays the rejected assets, and their Streamline Play system status changes to "Not Approved".

Add Assets to NRCS Stories

After uploading all of your assets to Streamline Play, you can add assets to NRCS stories as MOS objects. When you open an NRCS running order in Streamline Play, all of the asset MOS objects are automatically loaded into a rundown. The RundownControl component of Streamline Play enables you to playout and control the assets in the generate rundown.

This chapter discusses the following topics:

• Add Assets to NRCS Stories as MOS Objects
• Add MOS Object Placeholders to Stories

Add Assets to NRCS Stories as MOS Objects

Journalists can use the Streamline Play plugin to add assets into their NRCS stories as MOS objects. The Streamline Play plugin is a web plugin that does not require installation on your authoring computer.

To use the Streamline Play plugin to add assets to an NRCS story

1. In your NRCS, edit a story to which to add assets from Streamline Play.

2. Open the **Streamline Play plugin** in your NRCS.

   The **Streamline Play plugin** opens in a window.
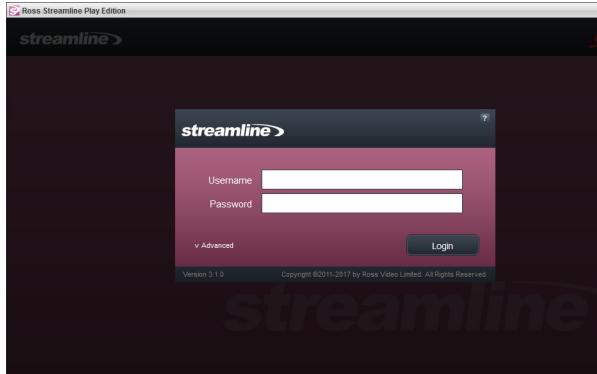
3. Use your Streamline Play user account credentials to log in to Streamline Play.

4. In the main toolbar of the **Streamline Play plugin**, click the 📁 **Browse** icon.

   The **Assets** panel opens listing the available assets.
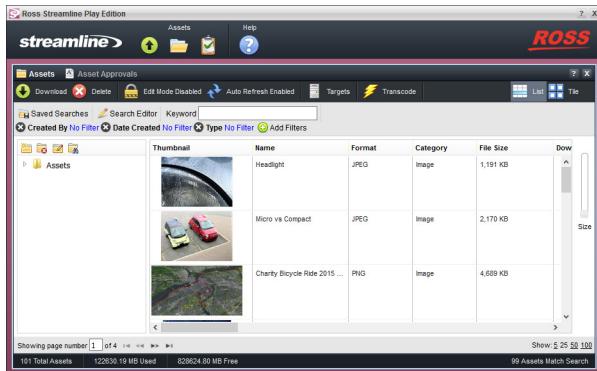
5. From the **Assets** panel, click and drag the **thumbnail** of the asset to add to your NRCS story into your story.

6. Release the asset to place it in your NRCS story.

   Your NRCS story editor displays the asset as a MOS object.

Add MOS Object Placeholders to Stories

When the video clip you want to add to an NRCS story does not exist in Streamline Play, you can add a MOS object placeholder to the story for the media. The added MOS object placeholder sends a request to Streamline Play to create an asset for the MOS object placeholder in the NRCS story. After a Streamline Play operator creates the requested asset, your NRCS exchanges the MOS object placeholder with the new MOS object that contains the requested asset.

To add MOS object placeholder to an NRCS story

1. In your NRCS, edit a story to which to add assets from Streamline Play.

2. Add a MOS placeholder for a Streamline Play asset to your NRCS story.

3. Save your NRCS story.

   Streamline Play automatically creates an asset for the MOS placeholder. After the Streamline Play operator adds a media file the requested asset, your NRCS exchanges the MOS object placeholder with the new MOS object that contains the requested asset.

Create an Asset for a MOS Object Placeholder

To complete a MOS placeholder, you must use Streamline to add a media file the asset created by the MOS placeholder.

1. Use a supported web browser to open the Streamline Play web page provided by your Streamline Play administrator.

2. Use your Streamline Play user account credentials to log in to Streamline Play.

3. In the main toolbar of the **Streamline Play plugin**, click the 📁 **Browse** icon.

   The **Assets** panel opens listing the available assets.

4. In the **Assets** panel, use MOS placeholder **slug name** to locate the asset created for the MOS placeholder.

5. Double-click the **asset**.

   The selected asset opens in an **Asset Editor** panel.
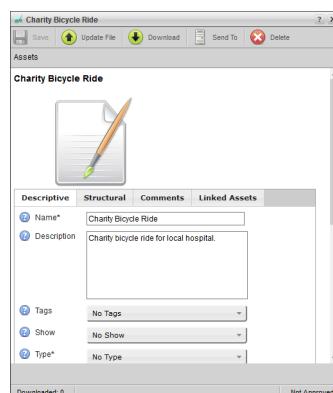
6. Add the required information, marked by an asterisk (*), to the asset.

1. In the toolbar, click the 🔼 **Update File** icon.

   The **Upload** panel opens.
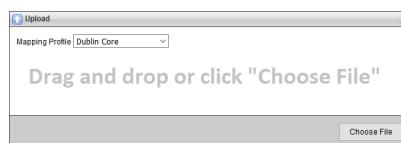
2. Use the **Mapping Profile** list to select the mapping profile to use to import media file metadata into the Streamline Play asset created by uploading a media file:

   • **Default File Mappings** — refer to the section "**Default File Mappings**" on page A–2 to view mappings.
   • **Dublin Core** — refer to the section "**Dublin Core**" on page A–3 to view mappings.

   Your Streamline Play system may contain additional mapping profiles.

3.   To select the media file to upload, perform one of the following actions:

- Drag and drop the media file from its location to the **Upload** panel.
- In the **Upload** panel, click the **Choose File**, navigate to the media file location, and then click **Open**.

The **Upload** panel displays the selected media file.
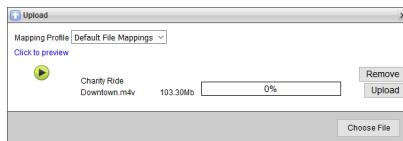
4.   In the **Upload** panel, click **Upload** to the right of the media file to upload to the Streamline Play system.

Streamline Play updates the asset with the uploaded media file.

5.   Use the ⬆ **Send To** list to select the target video server to which to send the finished asset.

Streamline Play sends the asset to the selected target video server. The status of the MOS object that contains the asset changes to "Ready".

Rundown Playout

RundownControl™ enables you to playout the MOS video server and MOS CG shots contained in an NRCS rundown. You can customize the layout of the RundownControl windows to fit your workflow.

The following topics are discussed in this chapter:

- Start RundownControl
- Open a Rundown
- Rundown Playout
- Custom Controls View
- Timer View

Start RundownControl

RundownControl enables you to open and work with rundowns created with a NRCS.

✱ Only one instance of RundownControl can be running at any time on a client computer. If an attempt is made to start a second RundownControl, an error dialog box opens to inform that RundownControl is currently open.

To start RundownControl

1. On the desktop, double-click the **Rundown Control** icon.

   When RundownControl contains user profiles in addition to the overdrive (Default User) user profile, the **Select User** dialog box opens. For RundownControl systems that only contain the overdrive (Default User) user profile, skip to the results of step **3**.
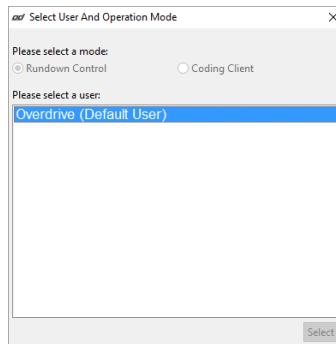
   To work without a user profile during a RundownControl session, do the following:

   a. Click the **Select User** dialog box **Windows Close** button.

   b. Skip to the results of step **3**.

2. From the **User** list, select the user profile to work with for the RundownControl session.

   The selected user profile defines the following preferences for the RundownControl session:

   • Custom perspective layout
   • Hot key assignments
   • Timer settings
   • Custom Control button assignments
   • Rundown table column layout
   • Setting on the **Rundown Settings**, **GPI**, and **NRCS Settings** tabs in RundownControl **Options** dialog box.

   Any preference changes made during an RundownControl session are saved with the selected user profile.

3. Click **Select User**.

   For users that have a password, the **Enter Password** dialog box opens.
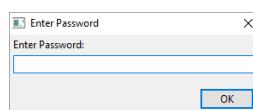
   To enter a user password, follow these additional steps:

   a. In the **Enter Password** box, enter the password for the selected user profile.

   b. Click **OK**.

RundownControl opens using the user preferences from the selected user profile, displayed in the RundownControl title bar.
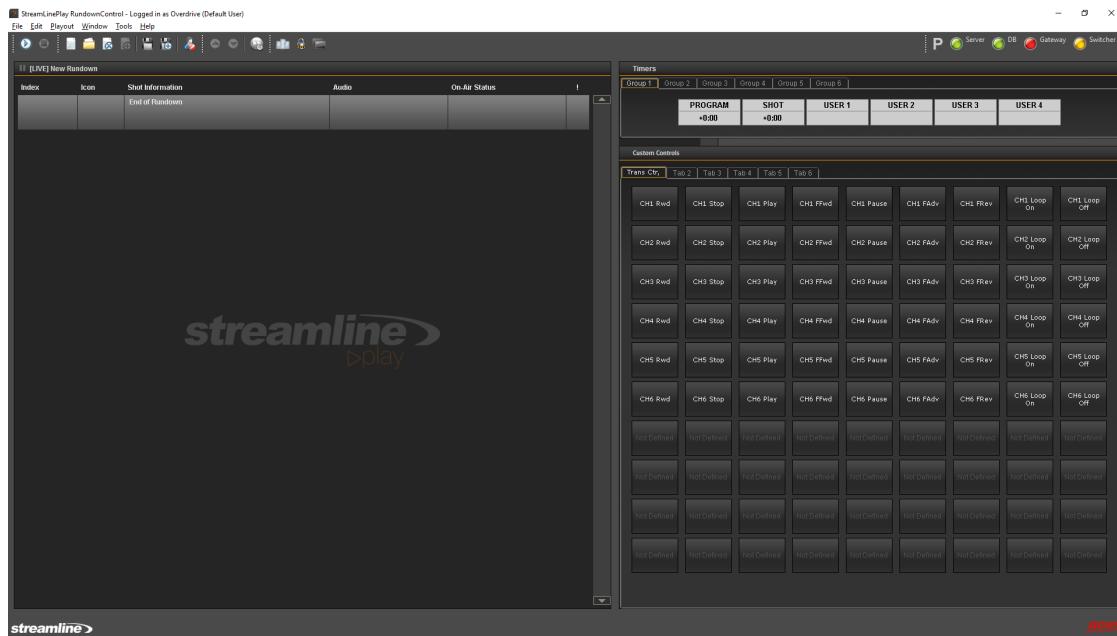
The **RundownControl** license state is checked each time **RundownControl** is started. The **License Error** dialog box displays for any of the following states:

- **No Licenses Installed** — a license is not installed on the Streamline Play Server.
- **License Invalid** — the installed license is not valid for the switcher in the RundownControl system.
- **License Expiring Soon** — the installed license is valid, but will soon expire.
- **Maximum Connections Exceeded** — there are no available licensed client connections to the Streamline Play Server are currently in use.

For each of the about states, resolve the license error and restart RundownControl.

4. Use the **Help** menu to select **Contents** to open the RundownControl Online Help system.

5. Use the **Help** menu to select **About** to view copyright information and the current RundownControl version number in the **About RundownControl** dialog box.

Switch User Profiles

While working in RundownControl, you can switch user profiles to change your workspace settings. This feature is very useful when you select the incorrect user for a RundownControl session.

To switch user profiles during a RundownControl session:

1. In **RundownControl**, use the **File** menu to select **Switch User**.

   The **Confirm Application Restart** dialog box opens.
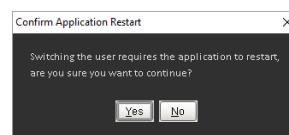
2. Click **Yes**.

   An Alert opens.

---

3. Click **Yes**.

   RundownControl closes and the **Select User** dialog box opens.

4. From the **User** list, select the new user profile to work with during the RundownControl session.

5. Click **Select**.

   For users that have a password, follow these additional steps:

   a. In the **Enter Password** box, enter the password for the selected user profile.

   b. Click **OK**.

   RundownControl opens using the user preferences from the selected user profile.

Open a Rundown

RundownControl opens rundowns created in an NRCS to play out the MOS video server and MOS CG shots contained the rundown stories.

✱ NRCS rundowns must be published and exported to the Streamline Play MOS Gateway before they can be opened by RundownControl.

To open an NRCS rundown:

1. In RundownControl, select **File** > **Open Rundown**.

   The **Open Rundown** dialog box opens.

2. Click the **NRCS Rundown** tab.

   The **NRCS Rundown** tab opens.
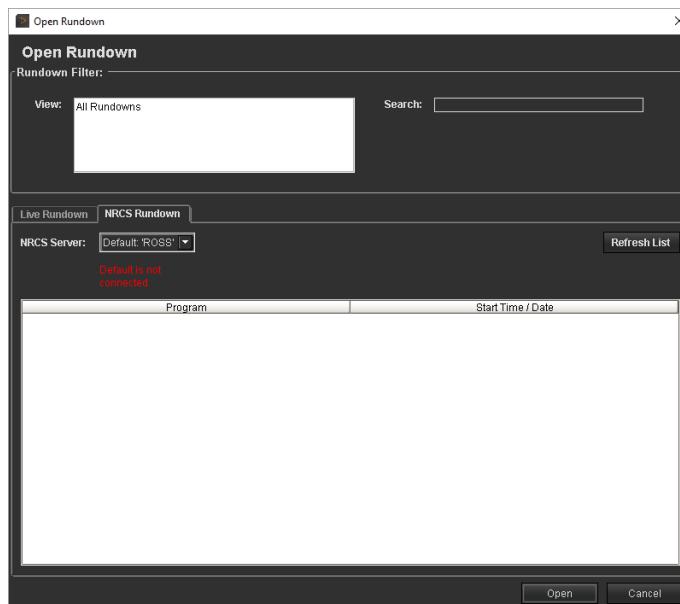
3. To update the list of available rundowns, click **Refresh List**.

4. Select the rundown to open.

5. Click **Open** to open the selected rundown.

   The **Open Rundown** dialog box closes and the Rundown table displays the shots contained in the selected rundown.

Rundown Table

The Rundown table is the main window in RundownControl. You can tailor the windows in the RundownControl GUI to suit your unique operational and production requirements. When you open an NRCS rundown in RundownControl, the Rundown table displays the video clips and CGs contained in the rundown as shots. The title bar at the top of the Rundown table window displays the name of the currently open rundown.
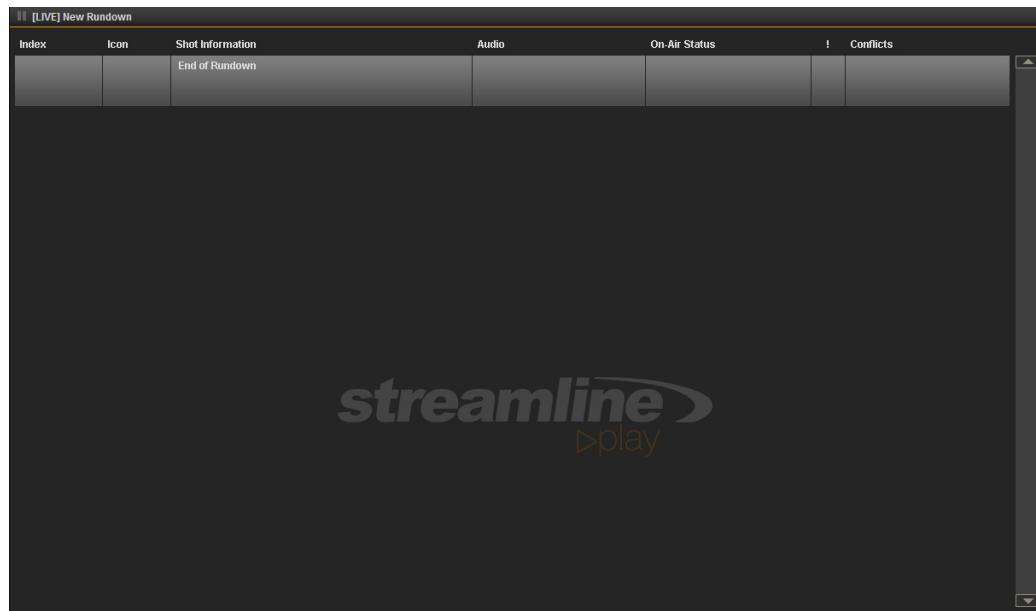
Figure 4.1 *The Rundown Table*

When all of the information about a shot cannot be viewed in the Rundown table, hover over the truncated information to view a ToolTip. The ToolTip displays a summary of all the shot information. To view shot information in the Shot Details dialog box, right-click a shot and select View Shot Details from the shortcut menu.

Select Rundown Table Columns

The following Rundown table columns available to display information for each shot in a rundown:

- **Audio** — audio defined for the shot.
- **Auto Advance** — automatic advance setting.
- **Conflicts** — a conflict that could prevent the shot from being taken to air. For example, no free device outputs.
- **Exceptions (!)** — an icon that identifies a conflict.
- **Index** — shot sequence index number.
- **On-Air Status** — current status of a shot: On Air, Prepared, Shot Cued, or Incomplete.
- **Shot Icon** — an icon that identifies the shot.
- **Shot Information** — a description of the shot.
- **Template** — master template, devices, and clips used in the shot.
- **Thumbnail** — video clip thumbnail.
- **Timing** — timing information from NRCS timers.

You can display, hide, or move each column in the Rundown table.

To select Rundown table columns

1. In **RundownControl**, use the **Window** menu to select **Edit Columns**.

    The **Edit Columns** dialog box opens.
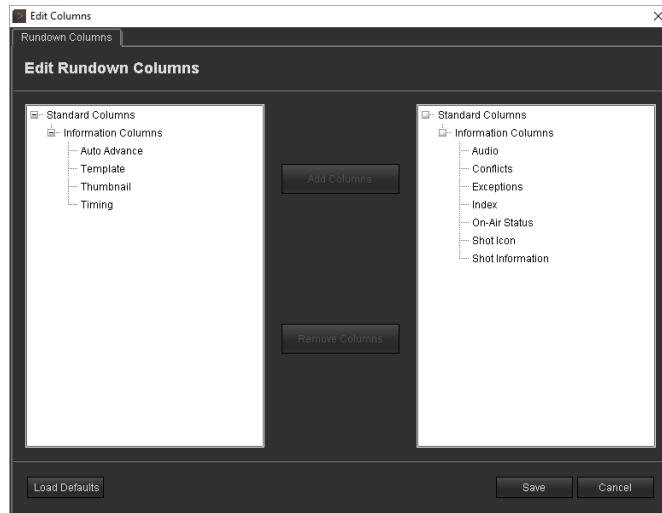
The tree view on left displays the **Available** Rundown table columns, while the right tree view displays the **Current** columns displayed in the Rundown table.

2. To add a column to the Rundown table:

    a. In the **Available** columns tree view on the left, select the column or columns to add to the Rundown table.

    Select a heading node to select all of the columns contained by the node.

    b. Click **Add Columns**.

    RundownControl adds the selected column or columns to the **Current** columns tree view on the right.

3. To remove a column from the Rundown table:

    a. In the **Current** columns tree view on the right, select the column or columns to remove from the Rundown table.

    Select a heading node to select all of the columns contained by the node.

    b. Click **Remove Columns**.

    The selected column or columns move to the **Available** columns tree view on the left.

4. To display the default columns in the Rundown table:

    a. Click **Load Defaults**.

    The **Reload Defaults?** alert opens.

    b. Click **Yes**.

    The **Reload Defaults?** alert closes, and the **Available and** default **Current** column tree views display the default column settings.

5. After selecting the columns for the Rundown table, click **Save**.

    The **Edit Rundown Columns** dialog box closes, and the Rundown table displays the selected columns.

Move Rundown Table Columns

You can move Rundown table columns by clicking and dragging them to a new location in the table.

To Move Rundown table Columns

1. In the **Rundown** table, place the mouse pointer over the heading of the column to move.

2. Click and drag the column left or right to a new location in the Rundown table.

3. Release the mouse button the place the selected column at the new location in the Rundown table.

Rundown Status

The following background colors are used in the Rundown table to report the status of shots in the rundown:

- **Normal** — the shot is valid, ready to be prepared.

- **Prepared** — the shot is prepared to go on air.

- **Reprepare** — the shot must be reprepared before it can transition on air.

- **On Air** — the shot is on air.

- **Unpreparable** — the shot failed to prepare.

- **Fixed-MLE Template** — the shot uses a Fixed-MLE Template.

- **MOS Character Generator** — the shot uses a MOS CG device.

- **MOS Video Server** — the shot uses a MOS video server.

- **Cued** or **Cuing** — the clip in this shot is cued in advance.

- **Auto Advance** — the shot automatically advances to the next shot at a set time.

- **Break** — the shot is a break story from the NRCS.

The following icons are used in the Rundown table to report the status of shots in the rundown:

- **Warning** — the shot is valid but one or more clips or presets associated with a device in the shot are missing.

- **Error** — the shot cannot be prepared.

Rundown Playout

After opening a rundown you can use RundownControl to playout the shots contained rundown.

✱ Only one RundownControl client at a time can play a rundown.

To play a rundown

1. With a rundown open, use one of the following methods to start playing a rundown:

    • In the toolbar, click **Play Rundown** ▶.

    • Use the **Playout** menu to select **Play Rundown**.

    Starting rundown playout automatically prepares the first shot in the rundown. When there are no preparable shots in a rundown, RundownControl enters Playout mode and waits for input.

2. Press the **Space Bar** to take the prepared shot on air and automatically prepare the next shot in the rundown.

3. To select the next shot to prepare, use one of the following commands from the **Playout** menu or toolbar:

    • 🔼 **Prepare Previous** — while in Playout mode, prepare the shot preceding the currently prepared shot in the Rundown table.

        › When no shot is on air, and no shot is prepared, prepare the first preparable shot.

        › When a shot is on air, but no shot is prepared, prepare the preparable shot before the on air shot.

        › When a shot is already prepared, prepare the previous shot.

    • 🔽 **Prepare Next** — while in Playout mode, prepare the next preparable shot in the rundown.

        › When no shot is on air, and no shot is prepared, prepare the first preparable shot.

        › When a shot is on air, but no shot is prepared, prepare the first preparable shot after the on air shot.

        › When a shot is already prepared, prepare the next shot.

4. Use one of the following methods to stop rundown playout and return to Edit mode:

    • In the toolbar, click **Stop Rundown** ⊟.

    • Use the **Playout** menu to select **Stop Rundown**.

Jump to a Shot

While the rundown is playing, you can select any shot in the rundown to prepare as the next shot to take to air.

To jump to a shot in the rundown and prepare it as the next shot to take to air:

1. In the Rundown table, select the next shot to take to air.

    Rundown control highlights the selected shot with yellow borders displayed along the top and bottom edges of the shot row in the Rundown table.

2. Double-click the selected shot.

    RundownControl prepares the selected shot as the next shot to take to air.

Custom Controls View

The buttons in the Custom Controls view can be assigned to specific switcher custom controls. Clicking a Custom Control button runs the associated switcher custom control. The Custom Controls view contains six tabs for organizing assigned Custom Control buttons. For example, all of the switcher custom controls used in the news show could be placed together on the "News" tab. When more Custom Control buttons are required on a tab, the Custom Controls view can be enlarged to add buttons to the tab.
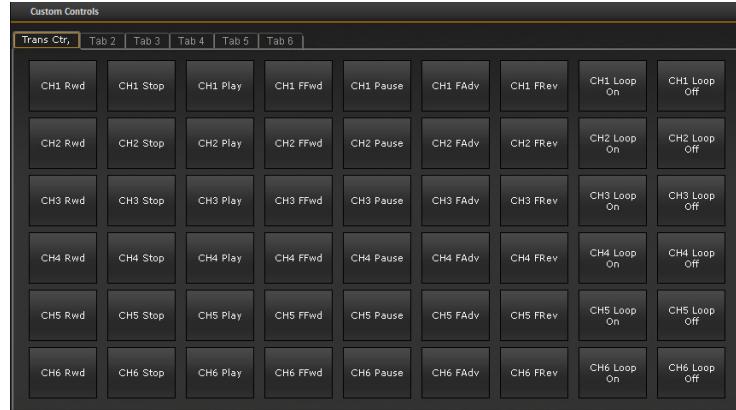
Figure 4.2 *Custom Controls View*

Transport Controls

Custom Controls view contains transport controls for each channel of the MOS video server connected to the Streamline Play system. The trans port controls enable you to control the playout of a video clip on a channel. The transport controls for each channel are as follows:

Rwd — rewind to the start of the video clip on a channel.

Stop — stop playing the video clip on a channel.

Play — start playing the video clip on a channel.

FFwd — fast forward to the end of the video clip on a channel.

Pause — pause the playing video clip on a channel. Click the **Play** to resume playing the video clip.

FAdv — move one frame forward in the video clip on a channel.

FRev — move one frame backward in the video clip on a channel.

Loop On — turn loop mode on for a channel. A playing video continues playout until the play head reaches the end of the video clip where it loops back to the start of the video clip and restarts playout of the video clip. Looping playout continues until you click **Loop Off**.

Loop Off — turn loop mode off for a channel. A playing video clip continues playout until the play head reaches the Out Point and stops the playout.

Assigning a Custom Control to a Button

Buttons in the Custom Controls view that are assigned to a switcher custom control are labeled with the name of the custom control. Buttons not assigned a switcher custom control are labeled Not Defined. When an invalid switcher custom control is assigned to a button, the button is disabled and grayed out.

✴ Custom controls must be created on the switcher, as detailed in the switcher ***Operator's Manual***, before they can be accessed from within RundownControl.

To assign a switcher custom control to a RundownControl Custom Control button:

1. Start **RundownControl**.

2. In the **Custom Controls** view, click the tab that contains the **Custom Control** button to assign a switcher custom control.

3. Right-click the **Custom Control** button to assign a switcher custom control.

The **Configure Custom Control** dialog box opens.
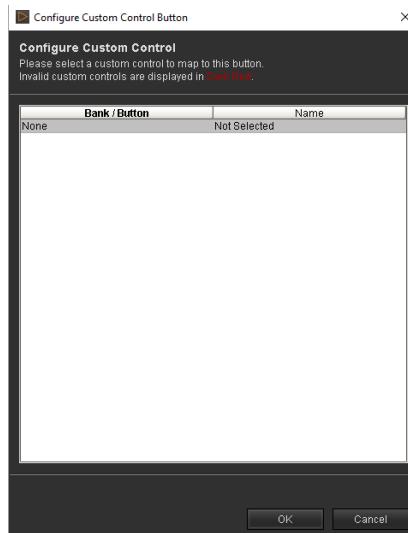
The **Configure Custom Control** dialog box only lists the custom controls that are stored on the switcher. Invalid switcher custom controls in the list are displayed in **Dark Red**. To sort the custom controls list, click the **Bank/Button** or **Name** column heading to sort the list by the selected column. Click the selected column heading once again to reverse the sort order of the column.

✱ RundownControl is only able to access custom controls stored in the first 12 custom control banks on a switcher.

4. Use the **Button/Bank** column to select the switcher custom control to assign to the selected **Custom Control** button.

5. Click **OK**.

The **Configure Custom Control** dialog box closes and the selected **Custom Control** button is labeled with the name of the selected switcher custom control.

Master templates are able to assign custom controls to the buttons in the Prepared Customs and On-Air Customs views in RundownControl.

To clear the assigned switcher custom control from a RundownControl Custom Control button:

1. In the **Custom Controls** view of **RundownControl**, click the tab that contains the **Custom Control** button to clear.

2. Right-click the **Custom Control** button to clear.

The **Select Custom Control** dialog box opens.

3. Use the **Button/Bank** column to select **None**.

4. Click **OK**.

The **Select Custom Control** dialog box closes and the switcher custom control is removed from the selected **Custom Control** button. The button is relabelled **Not Defined**.

To clear all Custom Control buttons in a tab:

1. In the **Custom Controls** view of **RundownControl**, right-click the **Custom Controls** tab from which to clear all **Custom Control** buttons.

   The **Shortcut** menu opens.

2. Use the **Shortcut** menu to select **Clear Custom Control Tab**.

   The **Remove Custom Controls** dialog box opens.

3. Click **Yes**.

   Switcher custom controls are removed from all Custom Control buttons in the selected tab, and the buttons are relabeled **Not Defined**.

Reloading Custom Controls

When changes are made to custom controls on the switcher, the custom controls list in RundownControl is not automatically updated. A manual reload of the switcher custom controls is required to update the custom control list in RundownControl.

To reload custom controls into RundownControl:

• In **RundownControl** or **TemplateEditor**, select **Tools** > **Reload Custom Controls**.

Custom Controls Tab Names

The name of each of the six tabs in the Custom Controls view can be change to describe the Custom Control buttons contained in the tab.

To rename a Custom Controls tab:

1. In the **Custom Controls** view of **RundownControl**, right-click the **Custom Controls** tab to rename.

   The **Shortcut** menu opens.

2. Use the **Shortcut** menu to select **Rename Tab**.

   The **Rename Tab** dialog box opens.

3. In the **Name** box, enter a new name for the selected tab.

   The length of the tab name is automatically limited by the **Name** box. To reset the tab name to the default name, clear the **Name** box.

4. Click **OK** to rename the selected tab and close the **Rename Tab** dialog box.

Timer View

The Timer view in RundownControl contains six groups which each contain six configurable timers that you can use to keep track of clip time, shot time, program time, the time of day, and NRCS timing. You can also use a timer as a manually controlled stopwatch.

Figure 4.3 *Timers View*

You can configure any timer in a group to display one of the following times:

- **Manual** — A count up or down timer that is manually started and stopped. This type of timer displays the time passed (count up) or remaining (count down) since the timer was started. This is the default configuration of timers two to six.

- **Program Time Elapsed** — a timer that automatically starts when the first shot in a rundown transitions on air and stops when the rundown ends. This type of timer displays the time passed since the program went on air. This is the default configuration for timer one.

- **Shot Time Elapsed** — a timer that automatically starts when a shot transitions on air and resets when the transition between shots ends. This type of timer displays the time passed since the shot went on air. This is the default configuration for timer two.

- **Story Time Elapsed** — a timer that automatically starts when a story from an NRCS within a shot goes on air and resets when the story index changes. This type of timer displays the time passed since the story went on air.

- **Clip Time Elapsed** — a timer that automatically starts when a clip within a shot goes on air and stops when the clip ends. This type of timer displays the time passed since the clip went on air.

- **Clip Time Remaining** — a timer that automatically starts when a clip within a shot goes on air and stops when the clip ends. This type of timer displays the time remaining in the clip.

- **Clock (12 Hour)** — the time of day displayed in 12 hour format.

- **Clock (24 Hour)** — the time of day displayed in 24 hour format.

- **NRCS Estimated Duration Remaining** — a story timer based on the story duration calculated by the NRCS using the story word count, anchor read rate, and media time. This timer starts when the story index number changes.

- **NRCS Target Time Remaining** — a story timer based on the story target time manually entered in the NRCS. This timer starts when the story index number changes.

- **NRCS Media Time Remaining** — a shot timer based on media duration. In the NRCS, media duration can be manually entered or automatically calculated.

  › When a story contains multiple shots (CAM1, VO) the timer starts when RundownControl takes the shot containing the video server.

  › When there are multiple video server shots in a story, the first video server shot triggers the countdown and RundownControl ignores the remaining video server shots.

- **NRCS Rundown Start Time Remaining** — a timer that uses the rundown start date and time to countdown 00:00:00, when the show should start.

- **NRCS Rundown Duration Remaining** — a timer that counts down from "Black to Black" or the start of the show to the end of the show.

- **NRCS Custom Time** — use a custom NRCS timing source.

Timer Group Names

Each tab in the Timers view contains a timer group of six timers. You can change the name of each group tab to describe the timers contained in the group.

To rename a timer group tab:

1. In the **Timers** view of **RundownControl**, right-click the **Group** tab to rename.

   The **Rename Timer Group** dialog box opens.
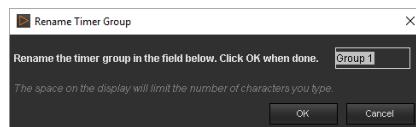
2. In the **Rename the timer group** box, enter a new name for the selected group.

   The **Rename Timer Group** dialog box warns you when the entered group name is too long for the tab of the selected group. To reset the group name to the default name, clear the **Rename the timer group** box.

3. Click **OK** to rename the selected tab and close the **Rename Tab** dialog box.

Timers in a Group

For each timer in a group, you can configure the timing source to display in the timer.

To configure a timer in the Timers view:

1. In the **Timers** view of **RundownControl**, click the **Group** tab to that contains the timer to configure.

2. Right-click the timer to configure.

   The **Configure Timers** dialog box opens for the selected timer.
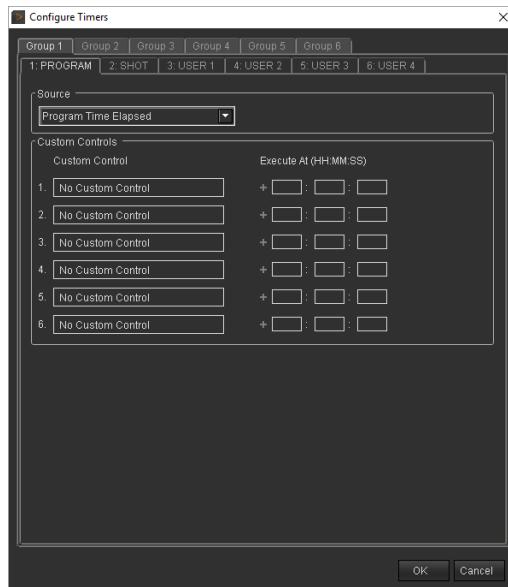
   To quickly open the **Configure Timers** dialog box and select the configuration tab for a timer, right-click the timer to configure.

3. In the **Configure Timers** dialog box, click the tab associated with the timer to configure.

   The **Configuration** tab for the selected timer opens.

4. Use the list in the **Source** section to select the source timed by the timer. The available sources are as follows:

- **Disabled** — deactivate the timer.
- **Manual**
  › To set the timer direction, go to step **5**.
  › To set the timer duration, go to step **6**.
  › To customize timer behavior, go to step **7**.
  › Go to step **10** to save the timer configuration.
- **Program Time Elapsed**
  › Go to step **10** save the timer configuration.
- **Shot Time Elapsed**
  › Go to step **10** to save the timer configuration.
- **Story Time Elapsed**
  › Go to step **10** to save the timer configuration.
- **Clip Time Elapsed**
  › To customize timer behavior, go to step **7**.
  › To set the timer duration, go to step **8**.
  › Go to step **10** to save the timer configuration.
- **Clip Time Remaining**
  › To customize timer behavior, go to step **7**.
  › To set the timer duration, go to step **8**.
  › Go to step **10** to save the timer configuration.
- **Clock (12 Hour)**
  › Go to step **10** to save the timer configuration.
- **Clock (24 Hour)**
  › Go to step **10** to save the timer configuration.
- **NRCS Estimated Duration Remaining**
  › To customize timer behavior, go to step **7**.
- **NRCS Target Time Remaining**
  › To customize timer behavior, go to step **7**.
- **NRCS Media Time Remaining**
  › To customize timer behavior, go to step **7**.
- **NRCS Rundown Start Time Remaining**
  › To customize timer behavior, go to step **7**.
- **NRCS Rundown Duration Remaining**
  › To customize timer behavior, go to step **7**.
- **NRCS Custom Time**
  › To set the timer direction, go to step **5**.
  › To customize timer behavior, go to step **7**.
  › To select the custom NRCS timing source timed by the timer, go to step **9**.

5. When **Manual** or **NRCS Custom Time** is selected as the timer **Source**, select one of the following options in the **Direction** section to set direction in which a timer measures time:

- **Count Up** — measure the time passed since the timer was started. The starting time is set in the **Initial Value** section.
- **Count Down** — Click this option to measure the time remaining in a pre-set time period. The length of the time period is set in the **Initial Value** section.

6. When **Manual** is selected as the timer **Source**, use the following boxes in the **Duration** section to set the time duration used by a timer:

- **HH** — Enter in this box the number of hours for the time duration.
- **MM** — Enter in this box the number of minutes for the time duration.
- **SS** — Enter in this box the number of seconds for the time duration.

When the **Count Down** option is selected, this value sets the length of the time duration used by the timer. The **Enable Count Through Duration** option in the **Other Options** section controls timer behavior when the set duration is reached.

When the **Count Up** option is selected, this value sets the time from which the timer starts timing.

7. When **Manual**, **Clip Time Elapsed**, **Clip Time Remaining**, or an **NRCS** source is selected as the timer **Source**, use the following options in the **Other Options** section to customize timer behavior:

- **Enable Color Status Indicators** — select this check box to automatically color the timer numbers red
  +0:10 when the time reaches within 10 seconds of the time set in the **Duration** section.
- **Enable Count Through Duration** — select this check box to continue timing after a timer reaches the set duration time. The following occurs after the set duration time:
  › Count down timers continue counting down in negative time until stopped. A minus sign (-) is added to the time.
  › Count up timers continue timing past the set duration time.

8. When **Clip Time Elapsed** or **Clip Time Remaining** is selected as the timer **Source**, use the **Clip Source** menu in the **Source** section to select the clip source to time. This list only contains the clip sources used in a Master template.

9. When **NRCS Custom Time** is selected as the timer **Source**, use the list in the **Custom NRCS Timing Source** section to select the custom NRCS timing source timed by the timer. This list only contains the NRCS timing sources defined in the Streamline Play Server **NRCS Timing Configuration** web page of the Streamline Play Server.

10. Click **OK** to save changes and close the **Configure Timers** dialog box.

Controlling Manual Timers

Manual timers are the only type of timers that require you to control starting, stopping, and resetting. All other types of timers are controlled automatically by RundownControl.

To control a Manual timer:

1. To start a timer, click the timer title or time display.

2. To stop a running timer, click the timer title or time display.

3. To reset a timer, double-click the timer title or time display. The results of resetting a timer are as follows:

- Count up timers are reset to zero (0:00).
- Count down timers are reset to the set duration time.
- A running timer resets to the initial timer value, then automatically restarts timing from the initial value.

Manual Timer Hot Keys

Hot keys can be used to start, stop, and reset Manual timers. By default, hot keys are not assigned to the timers in the Timers view. Hot keys can be assigned to all six timers, but only work with the Manual timers currently in use.

Appendix A: Mapping Profiles

The sections in this appendix show the mapping of media file metadata properties to Streamline properties for the mapping profiles included with a Streamline Server.

This appendix lists the mappings contained in the following mapping profiles:

• Default File Mappings

• Dublin Core

Default File Mappings

This profile maps standard media file properties to Streamline asset attribute properties.

Table A.1 Mappings Contained in the Default File Mapping Profile

Asset Attribute	Media File Property	XMP Category
encodedDate	Encoded_Date	General
format	Format	General
duration	Duration	General
overallBitRate	OverallBitRate	General
fileSize	FileSize	General
videoStreams_duration	Duration	Video
videoStreams_bitRate	BitRate	Video
videoStreams_codec	Codec	Video
videoStreams_width	Width	Video
videoStreams_height	Height	Video
videoStreams_pixelAspectRatio	PixelAspectRatio	Video
videoStreams_displayAspectRatio	DisplayAspectRatio	Video
videoStreams_rotation	Rotation	Video
videoStreams_frameRateMode	FrameRate_Mode/String	Video
videoStreams_frameRate	FrameRate	Video
videoStreams_frameCount	FrameCount	Video
videoStreams_interlacement	Interlacement	Video
videoStreams_standard	Standard	Video
videoStreams_colorSpace	ColorSpace	Video
videoStreams_chromaSubsampling	ChromaSubsampling	Video
videoStreams_bitDepth	BitDepth	Video
videoStreams_compressionMode	Compression_Mode	Video
videoStreams_streamSize	StreamSize	Video
videoStreams_language	Language	Video
audioStreams_duration	Duration	Audio
audioStreams_bitRate	BitRate	Audio
audioStreams_samplingRate	SamplingRate	Audio
audioStreams_samplingCount	SamplingCount	Audio
audioStreams_channels	Channels	Audio
audioStreams_bitDepth	BitDepth	Audio
audioStreams_language	Language	Audio
audioStreams_streamSize	StreamSize	Audio
audioStreams_codec	Codec	Audio

Table A.1 Mappings Contained in the Default File Mapping Profile

Asset Attribute	Media File Property	XMP Category
imageStreams_codec	Codec	Image
imageStreams_width	Width	Image
imageStreams_height	Height	Image
imageStreams_colorSpace	ColorSpace	Image
imageStreams_chromaSubsampling	ChromaSubsampling	Image
imageStreams_bitDepth	BitDepth	Image
imageStreams_compressionMode	Compression_Mode	Image
imageStreams_streamSize	StreamSize	Image

Dublin Core

This profile contains the all of the mappings from the Default mapping profile and adds mappings for the standard Dublin Core metadata properties. For more information about Dublin Core metadata properties, refer to the web page http://wiki.dublincore.org/index.php/User_Guide.

Table A.2 Additional Mappings Contained in the Dublin Core Mapping Profile

Asset Attribute	Media File Property	XMP Category
encodedDate	Encoded_Date	General
format	Format	General
description	Description	XMP
rights	Rights	XMP
language	Language	XMP
tags	Subject	XMP>
contentRegion	Coverage	XMP
creator	Creator	XMP
name	Title	XMP
type	Type	XMP