

Oracle® DIVAdirector

User's Guide

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Oracle DIVAdirector User's Guide, Release 5.3

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Preface

This document includes detailed instructions for proper operation of the Oracle DIVAdirector 5.3 and provides a basic understanding of system functionality.

Audience

This document guides users through Oracle DIVAdirector system daily operations.

Documentation Accessibility

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Related Documents

For more information refer to the *Oracle DIVAdirector Release Notes*, and the *Oracle DIVAdirector Administrator's Guide*.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Introduction

Oracle DIVAdirector is a tool for interacting with existing Oracle DIVArchive systems. The User Interface (UI) is delivered graphically through a web browser.

System Overview

DIVAdirector provides a multi-organizational, multi-group, multiuser and multi-task environment for DIVArchive users. It has powerful tools to locate content by searching any metadata field available. Users view content with the built-in media player, and can precisely find the frames being searched for using the player's controls. Once the content is discovered, the full resolution video to be restored may be scheduled, a [Shot List](#) may be built, and content can be sent to an editing application or a defined DIVArchive source or destination.

User Interface Concepts

The DIVAdirector UI screen consists of the following elements:

Banner

Displays the logo, a basic search box and login information at the top of the screen.

Navigation Menu

Consists of a panel bar on the left side of the screen that includes the following items:

Queries

You can create, execute, view and save a query. Queries may be basic (single keyword search) or advanced (allowing for search criteria to be specified on up to five fields in addition to the basic single keyword search).

Work Bins

You organize some video clips in a single location using [Work Bins](#).

Shot Lists

You create, view and edit lists of video clips in a Shot List.

Assets

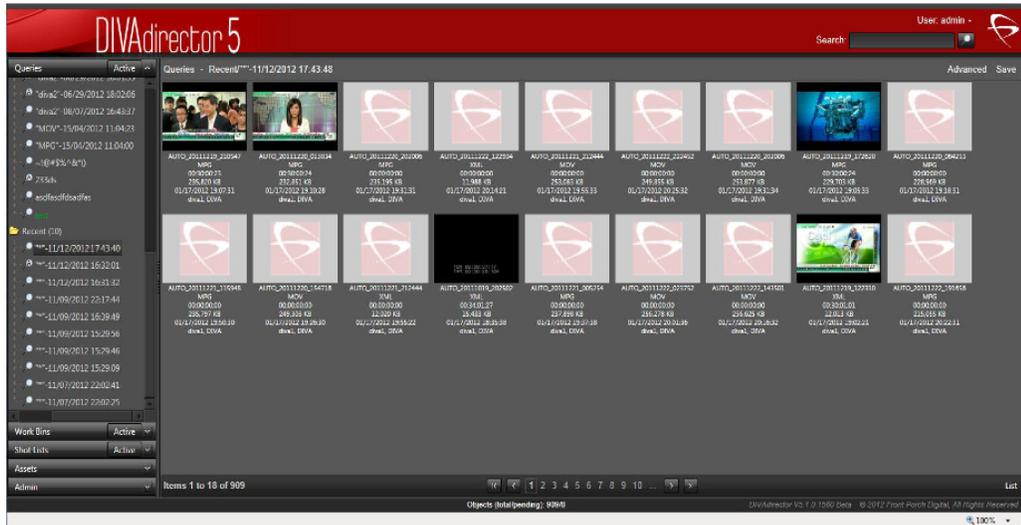
Displays a list of options pertaining to DIVArchive Operations.

Admin

You can perform (minor) administrative tasks.

Main Content Area

The main content area is the major portion of the screen. It displays information based on items selected in the navigation tree on the left side of the screen.



Connecting to the DIVAdirector Web Interface

Use the following procedure to connect to DIVAdirector:

1. Open your web browser.
2. Enter the web address of the DIVAdirector installation in the address field at the top of the browser.

Note: Typically the DIVAdirector web address is the server's IP address (for example `http://192.168.15.10`), however you may also need to include a port number depending on how the system was configured (for example `http://192.168.15.10:8080`). Check with your System Administrator for the correct IP address and port number (if required) to use for your connection.

3. Press **Enter** to connect to the DIVAdirector Web Interface.
4. Log into DIVAdirector using your assigned user name and password.
5. Now you can begin using DIVAdirector through the GUI.

Object Oriented Functionality

The following sections describe the functionality available through DIVAdirector 5.3 in detail.

Queries

Queries are collections of pre-defined search criteria used to locate specific objects (video clips and so on) within DIVArchive. Queries are based on a series of conditions where query columns and operators are compared to an object's attributes, and only objects that meet the search criteria are displayed. When the search results are displayed, they are sorted by object name (by default). The default sort order can be changed on the **Admin** screen of the navigation menu under the **System, Defaults** navigation tree node (by the System Administrator).

Queries Navigation Tree

Queries are displayed in the **Queries** section of the navigation tree, which is organized in the following hierarchical structure:

- Organization
 - Organization-wide Public Queries
 - Group
 - * Group-wide Public Queries
 - * User
 - Private Queries
 - Recent Queries

Queries have 3 access levels as follows:

Private

You create private queries that can only be viewed and manipulated by you, or they can be viewed by other users depending on relevant visibility access. The System Administrator controls the visibility on the **Admin, Groups** screen under the **Visibility** tab.

Public

You can make queries public by dragging a private query to the Public Queries folder. Public queries can be viewed and used by all users who have access to the public folder. Public folders can be organization-wide or group-wide; however, the visibility permissions control access to these folders.

Recent

These queries are the most recent and only the last ten days are shown.

Queries in the Private Queries folder can be grouped into their own query folders and appear in the private queries at the same level as the queries themselves. They can also be nested within other query folders. Organizations and groups will only be shown the query results if relevant visibility permission has been given to the organization. The visibility access right that determines if the logged-in user can see other users is different from being able to view another user's queries.

Items in the **Queries** navigation tree may be suffixed with a number in parenthesis, indicating the number of **Child Nodes**; for example, a private node that is suffixed with (4) indicates that the total number of child nodes is four. The child nodes count may be comprised of both queries and query folders.

Query Types

DIVAdirector can execute two types of queries:

Ad-hoc

Ad-hoc queries are only run once, and executed real-time by clicking **Search** with search criteria entered in the *Search* field. Each executed query is added to the list of recent queries that is shown in the **Queries** navigation tree on the left side of the screen.

Saved

These are pre-defined queries that are saved in the system, allowing users to easily access previous results or to run the query again without having to reenter the search criteria. Any query, whether public, private or recent can be saved.

Basic Search

Basic search utilizes the **Postgres** full text search engine. Full text search has some fundamental functional differences compared to string-matched text searching. Query string terms are reduced to a **Lexeme** and searched against a preformatted indexed table.

A lexeme is defined as a meaningful linguistic unit of a language, consisting of one word or several words and applied to a family of words related by form or meaning.

The lexemes are language-specific. You can change the language used to calculate your searches on the **Admin, System, Defaults** page. Recalculating the language in your metadata is an exhaustive database procedure likely requiring eight or more hours (on average) to complete.

When a search is executed, the lexemes are stemmed to a range of similar lexemes to simulate normal text matching. Also conjunctions, pronouns, and effectors (considered 'stop words') are not turned into lexemes and are ignored by the searcher. If you require a specific phrase to be searched, the recommended method is to use an advanced search query with the `Contains` clause.

For example, in a normalized lexeme the phrase *an elephant's swimming trunks* interprets as three lexemes; *eleph*, *swim* and *trunk*. Both the search parameters and all textual metadata are normalized, which more broadly matches similar criteria. For example, because *populous* and *populated* have the same lexeme conversion, they both match for either term.

Full text searching is considerably faster than string-matching on larger data sets resulting in a faster, more flexible search engine. Advanced search queries against the metadata make literal matching simple.

Use the following procedure to create a basic query:

1. Enter the text to search for in the *Search* field (limited to 64 characters) on the top right side of the screen.
2. Click the **Search** icon (a magnifying glass to the right of the *Search* field) or press **Enter** to begin the search.
3. A search will be performed on objects where the metadata text fields contain the entered search text, or the lexemes of the entered search text.

Queries based on basic searches are added to the *Recent Queries* list and are designated by the search icon next to the query name in the **Queries** navigation tree.

Basic Search Boolean Support

Basic Search supports using the AND, OR and NOT **Boolean** operators to denote clauses between terms. A space represents the default AND operator.

The AND operator specifies that all terms must exist for the object to match. Since this is the default behavior, using AND is optional.

For example:

- The search phrase `virtual camera` is the same as `virtual AND camera`.
- The search phrase `virtual NOT camera` is the same as `virtual AND NOT camera`.

The OR operator specifies that one of the terms must exist for the object to match. For example, the search phrase `virtual OR camera` will search for metadata that contains the word *virtual*, or the word *camera*, or *both* words.

Clauses can be clustered together using quotation marks. For example, the search phrase `"Space the final frontier" OR "Star Trek"` will match either collection of terms but do not share lexemes.

The NOT operator specifies that the term following NOT does not exist in the file's metadata. For example, the search phrase `NOT virtual` will search for metadata that does not contain the word *virtual*.

Multiple boolean search terms can be used in a single search phrase.

Advanced Search

You can search on specific metadata fields, except external metadata and binary attachments. Up to five separate metadata fields (in addition to search criteria on all metadata fields) can be searched on either by using the AND logical operator on each field or using the OR logical operator on each field.

Use the following procedure to create an advanced query:

1. Click **Advanced** on the top right side of the screen. Advanced criteria will be displayed for you to select from.

On the top of the **Advanced** screen is an area with fields where you enter search terms to execute a basic search. The remainder of the screen is used for advanced searching.

2. Enter the desired search text in the **Search** field to specify searching for the text on all metadata fields.

This is equivalent to performing a basic search if this is the only criteria specified.

3. Click the **Search** icon or press **Enter** to perform the query.

Use the following procedure to define advanced search criteria on specific metadata fields:

1. Immediately below the Search label is the *Match* drop-down list that enables identifying which terms to match in the query. Choose *ALL* to match on each condition (logical AND) or choose *ANY* to match on any one of the conditions (logical OR).
2. To the right of the *Match* drop-down list are multiple *Metadata Field* drop-down lists. You can select from any metadata fields available to your group or organization. Enter the value for the metadata field to be compared to (up to a maximum of 64 characters).
3. The *Not* check box is in the middle of the screen. Selecting the *Not* check box next to each query list will reverse the query and display only objects that *do not* meet the specified condition.
4. To the right of the *Not* check box are the *Operator* drop-down lists. Select the boolean operator from the *Operator* drop-down list.

The options include items such as *Less Than*, *Equals*, and *Greater Than*. The operators available for the column depend on the metadata field chosen.
5. Next to the *Operator* lists is the *Search Criteria* area. Enter the terms to search for in the fields.
6. Just under the *Search Criteria* area is the *QC Status* drop-down list. Select the QC Report Status for your search.
7. Click the **Search** icon or press **Enter** to perform the query.

Queries based on advanced searches are added to the Recent Queries list and are denoted by the search icon next to the query name in the **Queries** navigation tree. The main content screen's **Advanced** link on the top right side of the screen will now be displayed with an exclamation point after it.

Configurable Search Results

The number of proxies displayed on each page of search results is configurable and allows most search results to display on a single page rather than multiple pages (depending on the per page value).

The default value is zero (fits the results to screen) and the maximum allowed value is one thousand. If a value larger than one thousand is entered, the value will automatically return to one thousand. Your System Administrator configures the search results limit value on the **Admin, System, Defaults** screen. If the number of results per page are either inadequate or too high, consult with your administrator about raising or lowering the results display number.

Creating a New Query Folder

You can create query folders to help organize saved queries. Use the following procedure to create a query folder:

1. Right-click the **Private** node in the **Queries** navigation tree where the new folder will be created.
2. Select the **New Folder** menu item from the resulting context menu.

3. Enter a new folder name in the *Folder Name* field. You should ensure that the name you provide is descriptive enough for users to easily identify the purpose of the query from the folder name.
4. When complete, the new query folder will be displayed.

Deleting a Query Folder

You can delete a query folder using the following procedure:

1. Right-click the folder to be deleted in the navigation tree.
2. Click **Delete** on the resulting context menu.
3. Click **OK** in the confirmation dialog box to continue with the deletion, or click **Cancel** to cancel the operation and keep the folder.

Note: When a private folder is deleted, its public copy is also deleted.

Creating a New Query

Use the following procedure to create a query:

1. Right-click the **Private** node in the Queries navigation tree.
2. Click **New Query** on the resulting context menu.
3. Enter the name of the new query and press **Enter**.

Activating a Query

An active query is specifically assigned to be easily accessed at any time. Use the following procedure to activate a query:

1. Click the **Active** button at the top of the **Queries** navigation tree (on the right side of the Queries title bar).
2. Right-click the desired query and click **Set Active** from the resulting context menu.

Making a Query Private

Recent queries can be made private. Since the Recent Queries folder only holds the last ten most recent queries, any queries to be retained should be moved to the Private folder using the following procedure:

1. Open the **Queries** section of the navigation tree on the left side of the screen.
2. Click the **Plus** icon to expand the **Admin** navigation tree.
3. Click the **Plus** icon to expand the **Recent Queries** navigation tree.
4. Locate and select the desired query, then drag and drop it into the Private folder.

Making a Query Public

Public queries allow other users in the system to view and execute your query. There are two types of public queries:

- Organization-wide
- Group-wide

It is not possible to make an entire query group public, only individual queries.

Note: Only private queries can be made public.

The following procedure creates a link to the query in the Public folder in the Queries area. This results in the selected query becoming public for the group.

1. Open the **Queries** section of the navigation tree on the left side of the screen.
2. Click the **Plus** icon to expand the **Admin** navigation tree.
3. Click the **Plus** icon to expand the **Private Folder** navigation tree.
4. Drag and drop the desired query from the Private folder to the Public folder under the Group.
5. Once dropped in the Public folder, the new query is displayed in the Public list.
6. To make a query public within the organization (rather than just the group) follow the above steps, but instead of dragging and dropping the query to the Public folder under Group, drop it in the Public folder under Organization.

Note: Only a user with administrator permissions can make a public query private again. This is done through the **Admin, Public Resources** screen.

Executing a Query

You can execute any of the saved queries at any time by clicking on the query in the **Queries** navigation tree.

If the created and saved query contains a metadata field that was later hidden by the administrator, an exclamation point is displayed in the main content window next to the **Advanced** link (on the top right side of the screen) the next time the query is executed. Hovering over the exclamation point will show a tooltip warning that the search uses hidden fields.

Note: The search will exclude the hidden metadata fields during execution.

Renaming Queries and Query Folders

Use the following procedure to rename a query or query folder:

1. Open the **Queries** section of the navigation tree on the left side of the screen.
2. Right-click the query or query folder to rename.
3. Select **Rename** from the resulting context menu.
4. Enter the new name.
5. Press **Enter** to complete the process.

Deleting a Saved Query

You can permanently delete saved private queries. When a query is made public, a copy of it is added under the public navigation tree folder that mimics the query in the

your private folder structure. Public queries cannot be deleted directly from the public folder; however, deleting a query from the private tree structure that has a copy in the public folder will cause the copy of that query in the public folder to also be deleted.

Use the following procedure to delete a saved query:

1. Select a private query to delete from the **Queries** navigation tree list.
2. Right-click the query and select **Delete** from the resulting context menu.
3. Click **OK** in the confirmation dialog box to continue with the deletion, or click **Cancel** to cancel the operation and keep the query.

Note: Deleting a query does not delete the objects that were part of it from DIVAdirector.

Viewing Query Results

Query results are displayed in the DIVAdirector main content area in either *List View* or *Grid View*. To select the desired display, click **List/Grid** on the bottom right side of the screen to switch between the views.

The *Grid View* displays the search results in the form of a grid of thumbnails. The *List View* shows the search results in the form of a list. In either case, only columns that are allowed in the search results will be displayed.

In both grid and list views, hovering the mouse over the thumbnails will reveal a set of standard media player style mini icons that act as buttons. The buttons function as follows:

Play the Proxy for this Asset

This icon is the standard play icon seen on media players. Clicking the button plays the selected clip in the player. Only clips with proxies have this option available and are the only clips that you can play. This button is grayed out for clips that do not have proxies associated with them.

Edit Metadata

This icon resembles a document with a folded top right corner and displays the metadata in the Asset Metadata area.

Add this Asset to the Recent Work Bins

This icon is a plus sign and adds the selected clip to a Work Bin in the Administrator Recent Work Bins folder.

Create a Shot List for this Asset

This icon is two arrowheads pointing at each other and creates a **Shot List** for the selected clip by adding it to a Shot List in the Recent Shot Lists folder.

DIVArchive Restore

This icon is a curved arrow (similar to a refresh icon) and enables restoring the high resolution version of the video clip from the DIVArchive system. This icon will be inaccessible (grayed out) for virtual objects.

DIVArchive Delete

This icon is the standard X (representing a delete function) and removes the file from DIVArchive. The clip's proxy and metadata are not immediately deleted from DIVAdirector until the next synchronization cycle between DIVAdirector and DIVArchive. Deleting a **Virtual Asset** simply deletes the proxy from the system.

Tooltip

This dialog box appears when you hover the mouse over a clip and displays a tooltip. The information in the tooltip is configurable by the administrator on the **Admin, Metadata** screen.

The previously listed actions can be performed on more than one clip at a time by selecting multiple clips. Individual clips can be added to the current selection by holding down the **CTRL** key and clicking the left mouse button on each additional clip. A group of clips can be selected by holding down **SHIFT**, clicking on the first clip in the group, and clicking on the last clip in the group - all clips in between the first and last selected clips will be included.

Right-clicking on a thumbnail, or a selection of thumbnails, displays a context menu that offers all the functionality of the mini icons (previously listed) in addition to the following:

Play in New Window

Plays the selected proxies in a new window.

Caution: This option may have a serious impact on the client computer's memory and performance, particularly when large numbers of proxies are being played all at once in their own separate windows.

Add to Work Bin

Adds the selected clips to a new Work Bin or an active Work Bin.

Add to Shot List

Adds the selected clips to a new Shot List or an active Shot List.

Export Metadata

Allows metadata to be exported as a CSV or XML formatted file.

Viewing the Contents of a Query

You can view the contents of a query by hovering over the query in the **Queries** navigation tree on the left side of the screen to reveal a tooltip. Alternatively, clicking on the query itself enables viewing the individual conditions that were used to perform the query.

- A magnifying glass icon indicates the query is a basic query.
- A magnifying glass icon with the letter **A** on it indicates the query is an advanced query.

Playing a Proxy for a Video Clip

Video playback is available only when a proxy is registered in DIVAdirector. The version of the clip that is displayed in the player area is a lower-resolution version of the clip that is archived in DIVArchive. The displayed clip contains the same content, frame rate, duration and time code as the object in DIVArchive - only the resolution is different.

For playback to work, the following must be installed on the client PC:

- Microsoft Silverlight 5 for playback of Windows media and MP4 files.
- Apple QuickTime Player for QuickTime MOV files.

Note: Playback of WMV and MOV clips are no longer supported in Google Chrome due to the End of Life (EOL) for NPAPI in their browser.

The following controls are located across the bottom of the player area:

Mute

The **Mute** button is on the bottom right side of the player and looks like a speaker - it mutes the audio when clicked.

Volume Control

The **Volume** control is on the bottom right side of the player and enables adjusting the audio volume of the proxy being played.

Rewind

The **Rewind** button is on the bottom left side of the player and is a double arrowhead pointing to the left. When clicked, the clip will be played backward at 4x speed unless **Rewind** is pressed again; which will change the playback rate to 8x speed.

Previous Frame

The **Previous Frame** button is on the bottom left side of the player and is an arrowhead pointing to the left with a vertical bar to the right of the arrowhead. Clicking the button skips to the proxy's previous frame, allowing you to view the proxy frame by frame.

Stop

The **Stop** button is on the bottom left side of the player and is a square - it stops the playback of the proxy.

Pause

The **Pause** button is on the bottom left side of the player and is a double vertical line - it pauses the current play operation. This is a toggle button which switches between *Play* and *Pause*. When a clip is paused, this button will show the **Play** icon.

Play

The **Play** button is on the bottom left side of the player and is a single arrowhead pointing to the right - it plays the proxy when clicked. This is a toggle button that switches between *Play* and *Pause*. When a clip is playing, this button will show the **Pause** icon.

Next Frame

The **Next Frame** button is on the bottom left side of the player and is an arrowhead pointing to the right with a vertical bar on the left. Clicking the button skips to the proxy's next frame, allowing you to view the proxy frame by frame.

Fast Forward

The **Fast Forward** button is on the bottom left side of the player and is a double arrowhead pointing to the right - it fast forwards the proxy. The proxy will be played at 4x speed unless **Fast Forward** is pressed again; which will change the playback rate to 8x speed.

No Looping Play Mode

The **No Looping** play mode button is a horizontal line with an arrowhead pointing to the right - it plays the clip from beginning to end without looping. This is a three-way

toggle button that switches between *No Looping*, *Loop Between Markers* and *Loop through all Segments*.

Loop Between Markers Play Mode

The **Loop Between Markers** play mode button is two vertical lines with a circular arrow in between the lines - it plays the clip between its designated markers and loops continuously until stopped.

Loop Through all Segments Play Mode

The **Loop Through all Segments** play mode button is two vertical lines at the top (representing segments) with a circular arrow going through the lines - it plays each selected segment continuously in the order in which they appear in the segments list. This button is only available in the Shot List Editor.

Proxy Player Control Views

All proxies that are stored in DIVAdirector are controlled by the DIVAdirector Web Server and may use Windows Media (WMV), Apple QuickTime (MOV), or Generic H.264 (MP4) files.

Editing Metadata for an Object

You can edit a clip's metadata and keyframe thumbnails if the System Administrator has granted access to this functionality. Each field type is assigned by the System Administrator in the **Admin, Metadata** screen and each group's roles are set in the **Admin, Groups** screen under the **Permissions (Metadata)** tab.

Drop Folders

Drop Folders are used for managing large amounts of data imports or transactions that would be otherwise impractical to execute manually. In the initial DIVAdirector 5.3 release only Metadata Drop Folders are available through the user interface. Other Drop Folders retain their usability and configuration from previous software releases. Drop Folders are shared group-wide and only available to modify and execute metadata or tasks based on the group's configured permissions.

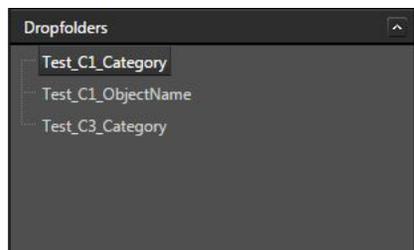
Note: Proxy Drop Folders are still operational in this release of DIVAdirector. Oracle recommends using the new Transcode Service for proxy generation rather than Proxy Drop Folders.

There are two primary Drop Folder components - the *Folder Monitor* and the *User Interface*. The Folder Monitor watches a configured directory on the DIVAdirector Server and automatically processes files with a specified extension. The user interface provides a means of uploading one or more files for processing from the local system to the server's Drop Folder.

Note: A newly created Drop Folder can be used immediately through the user interface for each member of the group, but an administrator will need to restart the DIVAdirector Drop Folder and Annotation Service before the folder monitor will begin actively monitoring the new folder.

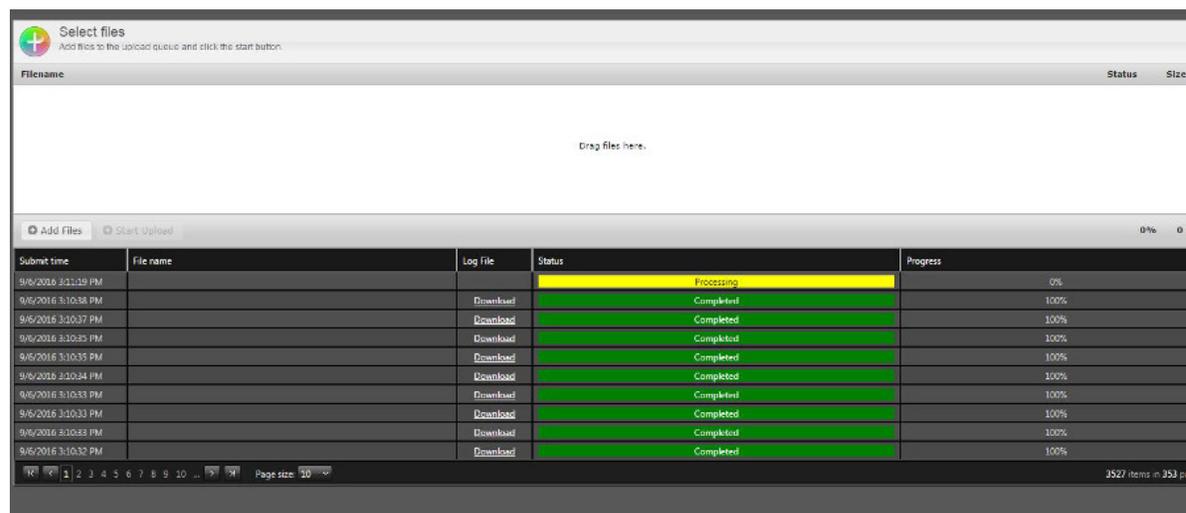
Drop Folder Navigation

The **Dropfolders** navigation tree contains a node for each drop folder you have been granted access to. Access is granted based on a user's group rather than on an individual basis. Each drop folder in the tree links to the upload page for that respective drop folder.



Drop Folder Explorer

Clicking the desired Drop Folder in the **Dropfolders** navigation tree opens the *Drop Folder Explorer*. The Drop Folder Explorer provides a means of uploading to, and monitoring the processing of, a particular Drop Folder. Each file processed produces a log entry which reflects the overall status of the import and provides a human-readable log file available for download. The explorer has drag-and-drop capabilities and a file selector accessible through the **Add Files** button on the left side, near the middle of the screen. Once all files are selected, click **Start Upload** (next to the **Add Files** button) to initiate processing for each file.



Work Bins

Work Bins are working areas used to organize objects in a single location. The **Work Bins** navigation tree on the left side of the screen is organized similar to the **Queries** navigation tree. Everything described in the "[Queries Navigation Tree](#)" section of this book also applies to Work Bins.

Viewing Existing Work Bins

Use the following procedure to view clips available in a particular Work Bin; including the Public and Recent Work Bins areas:

1. Open the **Work Bins** navigation tree.
2. Click the desired Work Bin name to view its included clips. The main window will refresh and display the clips that belong to the selected Work Bin.

Creating a New Work Bin Folder

You can organize your work area by grouping your Work Bins together. The folders can be nested within other folders to create a hierarchical structure. Use the following procedure to create a Work Bin folder:

1. Right-click the existing folder (where the new folder will be created) in the **Work Bins** navigation tree and select **New Folder** from the displayed context menu.

Note: You are unable to create a group in the Public folder in the Work Bin hierarchy.

2. Enter a folder name for the new folder and press **Enter**.
3. The new Work Bin folder will appear under the originally selected folder.

Deleting a Work Bin Folder

You can delete a Work Bin folder using the following procedure:

1. Right-click the folder to be deleted in the **Work Bins** navigation tree and select **Delete** from the displayed context menu.
2. Click **OK** in the confirmation dialog box to continue with the deletion or click **Cancel** to cancel the action and keep the folder.

Note: When you delete a private folder its public copy is also deleted.

Creating a New Work Bin

You can create new Work Bins, allowing you to more efficiently organize and manipulate objects. Use the following procedure to create a Work Bin:

1. Right-click the desired folder (where the new Work Bin will be created) in the **Work Bins** navigation tree and select **New Work Bin** from the displayed context menu.
2. Enter the new Work Bin name and press **Enter**.
3. The new Work Bin will appear in the Work Bins screen under the selected group where the Work Bin was created.

Making a Work Bin Public

You can make Work Bins public and allow other users to view them. There are two kinds of public Work Bins:

- Organization-wide
- Group-wide

Only individual Work Bins can be made public, not an entire Work Bin group.

Note: Only private Work Bins may be made public.

This operation creates a link to the Work Bin under the Public Group on the Work Bins screen. Use the following procedure to make a private Work Bin public:

1. Drag and drop the Work Bin from the **Private** navigation tree list to the Public folder underneath the appropriate group.
2. Once dropped in the Public folder the new Work Bin is displayed in the Public list.
3. Follow the previous steps to make a Work Bin public within the organization. The difference is that you drag and drop the Work Bin to the Public folder under *Organization* rather than under *Group*.

Note: Only a System Administrator can make a public Work Bin private again. This is done through the **Admin, Public Resources** screen.

Deleting a Work Bin

You can permanently delete Work Bins. Only private Work Bins may be directly deleted. When a Work Bin is made public, a copy of it is added under the **Public** navigation tree folder and mimics the Work Bin in your private folder structure. Public Work Bins cannot be deleted directly from the Public folder; however, deleting a Work Bin from the **Private** navigation tree structure that has a copy in a Public folder will result in the copy of that Work Bin in the Public folder also being deleted. Use the following procedure to permanently delete a Work Bin:

1. Select a private Work Bin to delete from the **Work Bin** navigation tree.
2. Right-click the Work Bin and select **Delete** from the displayed context menu.
3. Click **OK** in the confirmation dialog box to continue with the deletion, or click **Cancel** to cancel the operation and keep the Work Bin.

Note: Deleting a Work Bin does not delete the clips that were part of it from DIVAdirector.

Working with Video Clips within a Work Bin

You can view Work Bin contents in either *List View* or *Grid View*. To select the desired viewing display use the **List/Grid** link on the bottom right side of the screen to switch between the views. In List View, the presence of metadata columns in the main content area is always the same as in the query results and configured on a per-group basis on the **Admin, Groups** screen.

The Grid View displays the search results in the form of a grid of thumbnails. The List View shows the search results in the form of a list. In either case, only columns that are allowed in the search results will be displayed.

In both Grid and List views, hovering the mouse over the thumbnails will reveal a set of mini icons that act as buttons. The buttons function as follows:

Play the Proxy for this Asset

This icon is the standard play button icon (an arrowhead pointing to the right) and plays the selected object in the player screen. Only clips with proxies have this option

available and are the only ones that you can play. This icon is grayed out for clips that do not have proxies associated with them.

Edit Metadata

This icon resembles a document with a folded top right corner and displays the clip metadata in the Object Metadata area. The metadata can be edited.

Remove from Work Bin

This icon is a horizontal, rectangular bar and deletes the selected clip from the current Work Bin. This operation only removes the clip from the Work Bin, it does not delete the clip itself.

Create a Shot List for this Asset

This icon is two arrowheads pointing at each other and creates a Shot List for the selected clip by adding it to a Shot List in the Recent Shot Lists folder.

DIVArchive Restore

This icon is a curved arrow (similar to a refresh icon) and allows the user to restore the high resolution version of the clip from the DIVArchive system. This icon will be inaccessible (grayed out) for a [Virtual Asset](#).

DIVArchive Delete

This icon is the standard X icon (representing a delete function) and removes the clip from DIVArchive. The clip's proxy and metadata is not immediately deleted from DIVAdirector until the next synchronization cycle between DIVAdirector and DIVArchive. Virtual objects simply delete the proxy from the DIVAdirector system.

Tooltip

Tooltips appear when you hover the mouse over a video clip. The information in the tooltip is configurable by the System Administrator on the **Admin, Metadata** screen.

These actions can be performed on more than one clip at a time by selecting multiple clips. Individual clips can be added to the current selection by holding down the **CTRL** key and clicking the left mouse button on each additional clip. A group of clips can be selected by holding down the **SHIFT** key, clicking on the first clip in the group, and then clicking on the last clip in the group - all clips in between the first and last selected clips will be included.

Right-clicking on a thumbnail, or a selection of thumbnails, displays a context menu that provides all the functionality of the mini icons (previously listed) in addition to the following:

Play in New Window

Allows the selected proxies to be played in a new window.

Caution: This may have a serious impact on the client computer's memory and performance, particularly with large numbers of proxies being played all at once in their own separate window.

Add to Work Bin

Enables adding the selected clips to a new Work Bin or an active Work Bin.

Add to Shot List

Enables adding the selected clips to a new Shot List or an active Shot List.

Export Metadata

Enables exporting metadata as a CSV or XML formatted file.

Shot Lists

You use Shot Lists for managing and manipulating segments of video clips so that they can be partially restored by DIVArchive. It also provides an exported **EDL File** for use with Avid and Apple Final Cut Pro.

Shot List Navigation Tree

Shot lists are displayed in the **Shot Lists** navigation tree. The **Shot Lists** navigation tree is organized in the following hierarchical structure:

- Organization
 - Organization-wide Public Shot Lists
 - Group
 - * Group-wide Public Shot Lists
 - * User
 - Private Shot Lists
Proxies and Segments
 - Recent Shot Lists
Proxies and Segments

Shot List Editor

The layout of the Shot List Editor is similar to the general Proxy Player. The viewing area is in the center of the screen and has additional controls (not included on the player screen) for *Mark In* and *Mark Out* of timecodes. The right side of the screen incorporates both a Segments List Control and the Metadata Editor for the clip being edited.

Creating a Shot List

You create a Shot List by adding a collection of clips from the Queries Results or Work Bin Results screens using either the **Add to Shot List** link or the context menu (when right-clicking the clip). You can drag the newly created Shot List from the Recent List to your Private List. You manually create a Shot List using the following procedure:

1. In the **Shot List** navigation tree, right-click the appropriate folder and click **New Shot List** from the displayed context menu.
2. Enter the Shot List name in the *Name* field and press **Enter**.
3. Drag and drop the desired video clips from either the Queries Results or Work Bin Results into the Shot List (multiple clips can be dragged and dropped).

Deleting an Existing Shot List

Use the following procedure to delete an existing Shot List:

1. Select the Shot List to be deleted in the **Shot List** navigation tree.
2. Right-click the Shot List and then click **Delete** from the displayed context menu.

Adding a Video Clip Segment to a Shot List

You can create video clip segments and add them to a Shot List. Thumbnails of the first and last frames of the segment represent each segment in the Shot List.

You mark the beginning and end frames of a clip in a Shot List before adding it to the Segment List to create video segments during playback.

The segmentation controls are on the bottom left side of the screen just below the player buttons.

Use the following procedure to create a video clip segment:

1. Mark the first frame of the segment by clicking the **Mark In** icon located on the left side of the segmentation controls.
2. Enter the *Mark In Timecode* manually, or by dragging the left orange marker on the timeline just under the shot display to the desired segment start time.
3. Mark the last frame of the segment by clicking the **Mark Out** icon located on the right side of the segmentation controls.
4. Enter the *Mark Out Timecode* manually, or by dragging the right light blue marker on the timeline just under the shot display to the desired segment end time.
5. Enter a description for the segment in the *Description* field and then click the **Plus** icon (or press **Enter**) after adding the description to add the specified segment to the Segment List.

Deleting Shot List Segments

Use the following procedure to delete a video clip segment from the selected Shot List:

1. To delete a single segment, click the **Minus** icon next to the desired segment in the Shot List Control area of the Shot List screen.
2. To delete more than one segment, use the *Select All Segments* check box on the top left side of the screen to select all segments, or select individual check boxes in the list.
3. Click **Delete** just above the table on the right side of the screen. The selected clip segments will be removed from the Segment List.

Changing the Shot List Entry Order

The order in which segments appear within the Shot List dictates the order in which the segments will be played for visual inspection. To reorder the segments, drag the segment to the desired position and drop it there. During dragging, the current position is indicated by white dotted lines in the list control.

Playing the Shot List

Use the following procedure to play the video segments currently added to the Shot List:

1. On the Shot List screen click the *Select All Segments* check box on the top left side of the screen, or select individual checkboxes.
2. Click **Play** - all segments are played in the order in which they appear in the Shot List.
3. Alternatively, click the **Play** icon in a segment's row (on the left side of the thumbnail) to play only that specific segment.

When playing segments, clicking the **Loopback** icon (within the player controls) loops playback of the segment. Refer to "[Playing a Proxy for a Video Clip](#)" for more information about playing video clip proxies.

Making a Shot List Public

You make Shot Lists public to allow other users in the system to view them. There are two kinds of Public Shot Lists:

- Organization-wide
- Group-wide

Note: Only private Shot Lists can be made public.

When a Shot List is made public, a link for the Shot List is created under the **Public Group** on the **Shot List** screen. Use the following procedure to make a Shot List public:

1. Drag and drop the desired Shot List from the **Private** folder to the **Public** folder underneath the appropriate group.
2. Once dropped in the **Public** folder the new Shot List is displayed in the **Public** list.
3. Follow the previous steps to make a Shot List public within the Organization. The difference is that you drag the Shot List to the **Public** folder under *Organization* rather than under *Group*.

Note: Only System Administrators can make a public Shot List private again. You perform this function on the **Admin, Public Resources** screen.

Exporting a Shot List

Use the following procedure to export the current Shot List:

1. On the **Shot List** screen, select the segments to export and click **Export**.
2. In the *Export Options* area in the center of the screen, review and deselect any segments that should not be included in the export.
3. Select the *Export Format* from the list on the right side of the screen, enter a file name in the *Filename* field just below the *Export Format*, and click **Export** on the top right side of the screen. The file will be downloaded to the browser's default download location using its default file download procedure.

You can export the current Shot List in one of two formats:

Avid ALE

The format of the text file that can be imported into the Avid Editing System, allowing users to manipulate the digital files using the Avid System.

Apple Final Cut Pro Interchange v4

The format of the XML document that can be imported into the Apple Final Cut Pro application.

Caution: The XML document must be imported into the Final Cut Pro application with special attention: the imported sequence rate must correspond to application's *Sequence Settings* (in the aspect of default frame rate only). Otherwise, the resulting *FCP Sequence Timeline Duration* will appear miscalculated.

Note: The installation of DIVAdirector includes the `fcv4.0.dtd` file described as an Oracle DIVAdirector Export Format and is compatible with the Apple Final Cut Pro application. You can obtain the file from your System Administrator.

Metadata Operations

Metadata is used for capturing a video clip's attributes. This section discusses the concept of metadata and the options available to DIVAdirector users. For a detailed explanation of the metadata fields refer to the *Oracle DIVAdirector Administrator's Guide*.

Metadata Concepts

DIVAdirector supports two types of metadata:

System

System metadata fields are the baseline and predefined metadata fields. They are read-only in DIVAdirector and cannot be edited by DIVAdirector users. The system metadata consists of fields imported from DIVArchive and from DIVAdirector Server. The proxy metadata is generated from the Transcoding Service rather than the DIVAdirector Server.

Custom

Custom metadata fields are DIVAdirector custom-defined fields used to describe additional clip attributes, allowing further system customization for an organization's specifications and requirements. The System Administrator must configure the fields appropriately for your system before use.

Understanding System Metadata Fields

You cannot modify system metadata fields. These fields include the following:

ID

DIVAdirector-defined unique identifier for the object.

Name

System-defined object name that is used as a unique identifier with the category.

Category

System-defined object category. This forms a unique identifier for the object when used with the name.

Date

The date when the object was archived to DIVArchive.

Comments

The comments field that contains comments added during the creation of the object.

Source

The original source of the file from which the object was created.

Active

The current status that determines whether the object exists.

Virtual

The flag defining whether the object is virtual (YES or NO).

SOM (P)

The start timecode of the object's proxy.

Duration (P)

The duration of the object's proxy.

EOM (P)

The end timecode of the object's proxy.

Metadata Data Types

DIVAdirector supports a variety of data types for metadata field definition and associated presentation controls (discussed in the following section) including:

CHAR

Any character string; restricted from 1 to 100000 characters in length. The CHAR data type can be represented using an EditBox, TextBox, or SelectBox control.

INTEGER

Any whole numeric value. The INTEGER data type can be represented using an EditBox, SelectBox, or CheckBox control.

FLOAT

Any numeric value including decimals. The FLOAT data type can be represented using an EditBox or SelectBox control.

DATE

The DATE data type that can be represented using an EditBox, SelectBox, or Calendar control.

TIME

The TIME data type that can be represented using an EditBox or SelectBox control.

BINARY

Fixed representation of a file of an arbitrary internal format which is represented using a FileSelect control.

SAMMA GRAPH

A graphical representation of metadata that originated from Oracle SAMMASolo. The graph can represent the entire object or a portion of the object.

SAMMA THUMBNAIL

A representation of thumbnails of frames that matches the portion of the object represented by the SAMMA GRAPH.

QC REPORT

A representation of Quality Control (QC) report data for the object. Provides QC action buttons to change an object's QC Status.

Metadata Type Presentation Controls

Some metadata field data types have various ways of displaying the data and some are restricted to using particular controls, as discussed in the previous section.

The presentation controls available within the DIVAdirector system are as follows:

EditBox

A single-line text entry control that enables editing its value.

TextBox

A general multi-line text editing control.

SelectBox

Enables selecting a value from the supplied list of unique values.

CheckBox

Enables selecting an option by selecting the appropriate check box.

Calendar

A calendar control that enables easy browsing through the calendar and selecting an appropriate date; this format is only used for the DATE data type.

FileSelect

Special composite control comprised of an **Upload** button and a link to an existing binary file; this format is only used for the BINARY data type.

SAMMA Graph

This is only used for the SAMMA GRAPH data type to show a graphical representation of SAMMASolo-generated data.

SAMMA Thumbnail

This is only used for the SAMMA Thumbnail data type to provide thumbnail representations of frames that match a portion of the data represented by a SAMMA Graph control.

QC Report

This is only used for the QC Report data type to represent QC Report data for the object.

Editing Metadata

Use the following procedure to edit an object's metadata:

1. Click the **Edit Metadata** icon (it looks like a document with one corner folded over), or select it from the context menu of any selected object from a query, Work Bin or Shot List.

Multiple selections are allowed for grouped editing of common metadata fields. Selecting more than one object for metadata editing results in changes to the field contents being applied to each of the selected objects when you click **Save All**. The same metadata screen appears in the Proxy Player and the Shot List Editor.

Note: Asset image and binary metadata cannot be updated through multiple selections and must be added individually for each asset.

All editable metadata fields are displayed using one of the editable controls. Fields that are read-only are displayed in uneditable controls and cannot be modified. Modified items are highlighted, indicating that they have been changed.

2. Click **Save** to save the changes to the metadata.

Examples of field types include:

Binary Data

Attachment of a file up to a file size of 2 GB. After uploading, the file can be retrieved by clicking on the file link. You can also delete the file. The file mask is set by the System Administrator.

Text Fields

EditBox and TextBox controls with limited length.

Date Fields

Calendar or EditBox controls.

List Field

List Selection Box pre-defined by the System Administrator.

Time Field

EditBox and list selection of time in the format set by the System Administrator.

Keyframe Metadata

Keyframe Metadata is a list of one or more frames extracted from a dropped proxy file. The keyframe field is present within the **Asset Metadata** screen as a list (ribbon) of frames with horizontal scrolling capability. The Administrator configures the number of frames that are extracted with equal intervals from the proxy. Each frame includes a tooltip with its timecode and number in the list.

The first frame in the keyframe field is not always the first frame of the proxy. The Administrator configures the count of frames from the beginning of the proxy that must be skipped at the beginning of the keyframe extraction. The keyframe selected and saved as the default is displayed as a thumbnail in the **Query Results** and the **Work Bin** screens. Initially, the first frame in the keyframe field is set as the default; however this can be changed using the following procedure:

1. Click once to highlight the keyframe required.
2. Click **Save** to save the new first frame.

After saving, the new keyframe will be used as the thumbnail to represent that object when viewing query results, Work Bin contents or Shot List contents.

If the object does not have a proxy, the thumbnail in the **Edit Metadata** screen will be represented by a company logo. The same logo will also be displayed as the default frame in the Query Results and Work Bins.

When you double-click a frame in the keyframe field on the Proxy Player or Shot List Editor, the player will jump to the keyframe's position and pause there.

Image Metadata

Image metadata is a list of one or more static image files that can be associated with the object. New images are uploaded by clicking **Upload**. Existing images can be downloaded or deleted by actions that become available when hovering over the specified image.

Similar to the keyframe functionality, an object image can be selected and saved since the default is displayed as a thumbnail in the **Query Results** and the **Work Bin** screens.

1. Click once to highlight the keyframe required.
2. Click **Save** to save the new image.

After saving, the new object image will be used as the thumbnail to represent that object when viewing query results, Work Bin contents or Shot List contents.

Quality Control (QC) Reports

Report data from Venera Rapid, Venera Pulsar, Tektronix Cerify, or Interra Baton will be shown in a general display presentation. You use the action buttons placed at the bottom of the screen to change the QC Status for the object, and triggers execution of the corresponding batch files that were configured by the Administrator.

Annotations

Annotations give you the ability to attach time-specific metadata to a segment of an audio or video file.

Viewing Annotations

With the Annotations feature installed, two types of metadata can be viewed for an object:

Main

The single record of metadata for the object (consistent with previous DIVAdirector releases).

Annotations

Contains timecode or locator, and metadata for an object. Multiple annotation records can exist for each object.

The Metadata View is available through either the **View/Edit Metadata** screen or the **Player** screen and contains separate tabs for the two metadata types. The **Annotations** tab displays a grid of locator-based metadata records. If the full text of a record's comments is not visible, it can be expanded by double-clicking on the row.

Each annotation record contains the following fields:

In

The Mark-In time in the format HH:MM:SS:FF.

Out

The Mark-Out time in the format HH:MM:SS:FF.

Comments

The metadata for the specific shot. This is a text field with a maximum of two thousand characters.

Player Screen

There are two additional view features that are only on the player screen:

- When an annotation row is double-clicked, the player will move to the video segment associated with the annotation.

- As the video plays, annotation rows are highlighted when their mark-in time is passed. Highlighting the annotation row stops playback when the mark-out time is passed.

Queries

Queries performed within DIVAdirector will search annotation comments. Basic searches will include annotation comments by default. When locator comments match a query string, and you navigate to the **Annotations** tab for a matching object, the matching annotation records will be highlighted.

Administering Annotations

The ability to modify (add, edit, and delete) annotations is controlled through the **Group Administration** area under the **Permissions** tab. The option to *Modify Annotations* is located on the bottom of the first row of options (the General column). Selecting the check box enables the option.

Adding Annotations

Annotations are added through the player screen, or in the **View/Edit Metadata** screen for users in groups that are configured to allow annotation modification. The player screen provides the most features for adding metadata.

Player Screen

The player has Mark-in and Mark-out capabilities just like in the Shot List view. To add new locator metadata, specify the *Mark-in* and *Mark-out*, and then click the right-facing arrow on the bottom right side of the screen. This will open a new record in the **Annotation** tab. To insert a new record, enter your desired comments, then click **Insert** on the bottom left side of the screen.

View/Edit Metadata Screen

The **View/Edit Metadata** screen is accessed through the **View/Edit Metadata** icon (the icon resembles a document with one corner folded over), or through the object's context menu. Annotations are available in the **Annotations** tab. Use the following procedure to add a new annotation:

1. Click **Add New Record** to add a new record.
2. You must manually enter *Mark-in* and *Mark-out* times.
3. Click **Save** to save the new annotation.

Edit or Delete an Annotation

To edit an existing annotation, click the **Edit** icon (the pencil icon). To delete an existing annotation click the **Delete** icon (a red X to the right of the pencil).

Virtual Objects

Virtual objects exist only in the DIVAdirector system and do not physically exist in the DIVArchive system. They provide a way to add metadata and searchability to objects that do not yet exist in DIVArchive, but will be synchronized later when the object is present. Therefore, a DIVArchive restore does not apply for virtual objects. Each object has a *Virtual Flag* in DIVAdirector as follows:

YES

The object is virtual and *does not* physically exist in DIVArchive.

NO

The object is not virtual and *does* physically exist in DIVArchive.

You can perform searches on objects using the object's virtual flag. For visual differentiation, the thumbnail text of the virtual object is slightly lighter (grayed out) in the **Query Results** and **Work Bin** screens. The grayed text on the virtual objects distinguishes them from the non-virtual objects.

Creating Virtual Objects

Along with using the DIVAdirector Server's Proxy Drop Folders, you can use the **Assets, Create Virtual Asset** menu option to create a virtual object. The options required in the resulting page are object name, object category (a single selection is chosen from a pre-defined list) and any comments. The Administrator defines the pre-defined list for the object category on the **Admin, User, Groups** screen under the **Virtual Asset Settings** tab.

Virtual Object Operations

Similar to the existing objects in DIVArchive, the virtual objects in DIVAdirector can have a proxy, additional metadata, and can be added to a Shot List. Virtual objects and physical objects can be deleted from DIVAdirector. The request to delete a virtual object will not be sent to DIVArchive (because a virtual object does not actually exist in the DIVArchive system) and the status of the operation will not be displayed on the **Status** screen.

Restore and Oracle Partial File Restore operations are not available for virtual objects. The **Restore** icon (it resembles a typical refresh icon) is not available for virtual objects in the Query Results and Work Bin screens. If you select only virtual objects, only the DIVArchive delete operations will be available for the objects.

Proxy Download

DIVAdirector enables downloading proxy videos to your local computer. The System Administrator controls access to this feature through the setting under the **Permissions** tab on the **Group** screen.

With this feature enabled, a **Download Clip** menu item is available on the context menu in the **Search Results** screen and in the **Work Bins** screen.

To download clips located in Work Bins, the **Work Bin** folder must be selected on the left side of the screen; not an individual object.

Once you select the desired clip and click the **Download Clip** menu item, DIVAdirector will initiate the download of the clip to the your local computer. Select **Save File** and click **OK** in the download dialog box that appears. The file will be saved in the browser's default download folder on the local computer.

Oracle DIVArchive Operations

You can perform various DIVArchive operations (as assigned by the System Administrator) on selected objects. The operations are available in the context menu, using mini icons on the displayed objects, or through the **Assets** menu in the navigation tree on the left side of the screen. You can also perform several DIVArchive operations through DIVAdirector Server's Drop Folders (Drop Folder operations are discussed later in this chapter).

The results of the DIVArchive operations remain the same, regardless of how they were initiated. Every DIVArchive operation command is issued by the DIVAdirector Server and sent to the DIVArchive system. DIVAdirector's **Admin, Operation Status** screen reflects the DIVArchive operational status.

The two operation initiation methods require different user roles as follows:

- To initiate DIVArchive operations from the DIVAdirector UI, you must be part of the user group that has the required access.
- To initiate DIVArchive operations through a Drop Folder, you must be granted access to that folder. This permission is not set within DIVAdirector and is based on the Windows System account access rights applied to the given folder (local or shared).

Defining DIVArchive Operations Settings

The System Administrator configures the DIVArchive Operation settings using the administrative functions. Refer to the *Oracle DIVAdirector Administrator's Guide* for details.

Archive Operations

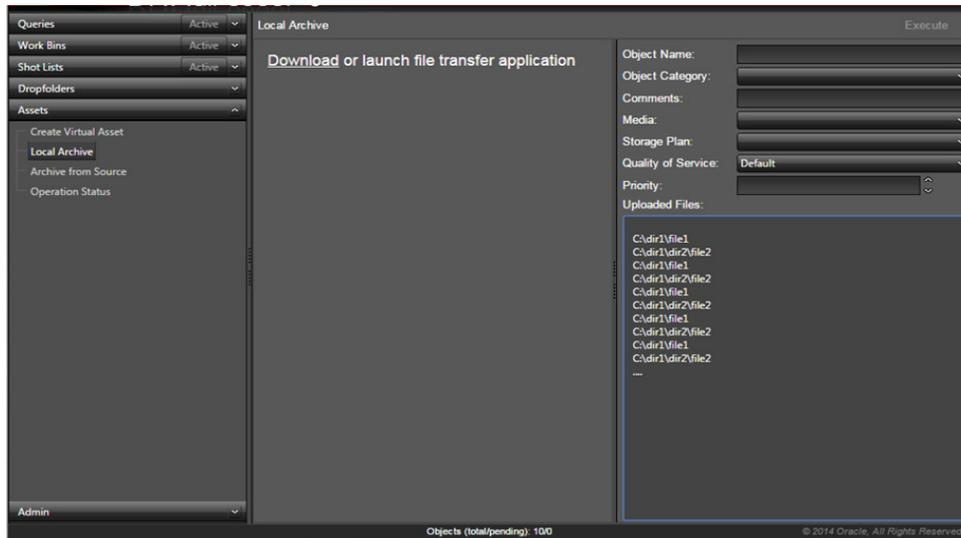
The DIVArchive Archive operation archives content to specified destination tape groups or disk arrays. The default parameters of the DIVArchive Archive operation are configured by the System Administrator. Refer to the *Oracle DIVAdirector Administrator's Guide* for details.

Local Archive

The Local Archive function allows objects to be transferred from a shared storage location to a designated location (a virtual folder) on the DIVAdirector Server. DIVArchive identifies the location as an archive source. Normal archive requests will archive the files that have been uploaded to the archive source.

Use the following procedure to perform a Local Archive:

1. Navigate to the **Assets** section of the navigation tree on the left side of the screen and click **Local Archive**.
2. In the center of the screen you will either download the *Transfer Application* using the provided link, or open the application if it is already installed.



3. Launch the Transfer Application after it is installed.
4. When requested enter your DIVAdirector user name and password, then click **Login** to continue.
5. The File Selection dialog box will be displayed - select the files to be transferred and press **Enter**.
6. You are notified after the file upload is complete and the files will appear on the lower right side of the DIVAdirector Local Archive screen under the **Uploaded Files** section.
7. Enter the object name in the *Object Name* field.
8. Select the object category from the *Object Category* list.
9. Enter any comments in the *Comments* field.
10. Select the *Media*, *Storage Plan*, *Quality of Service* and *Priority Level* as desired.

Note: These settings may not be available. The defaults settings will be used if they have been set to *Use Defaults* by the System Administrator.

The Storage Plan is not used if DIVAdirector Server is using a release of the DIVArchive API before release 7.1.

11. Click the **Execute** button to execute the archiving process.

Refer to the *Oracle DIVAdirector Administrator's Guide* for more information on configuring Local Archive settings.

Archive from Source

Objects located in DIVArchive sources are archived using a process similar to using the DIVArchive Control GUI. A source that is recognized by DIVArchive can be chosen along with the objects within the source to perform the archiving.

Use the following procedure to archive objects from a source:

1. Enter the object's name in the *Object Name* field.
2. Select an object category from the *Object Category* drop-down list.

Note: The categories available are specified by the System Administrator.

3. Enter any comments in the *Comments* field.
4. Choose a *File Path Root*. This identifies a specific folder name (on the source) where the archived files will exist.
5. Choose an *Archive Source* (not all sources may be shown). The available sources depend on the group permissions assigned by the System Administrator.
6. Select the *Media, Storage Plan, Quality of Service* and *Priority Level*.

Note: These settings may not be available. The defaults settings will be used if they have been set to *Use Defaults* in the **DIVArchive Settings** tab.

The Storage Plan is not used if DIVAdirector Server is using a release of the DIVArchive API before 7.1.

7. Add any DIVArchive options necessary in the *Options* field. This is the same as the *Options* parameter in the DIVArchive Control GUI.
8. Enter a list of the names of files to be archived in the *File List* field.
9. Click **Execute** on the top right side of the screen to initiate the archive operation.

Transcoding Operations

DIVAdirector 5.3 introduces a new transcoding service to the system. The service contains two main components. The first component is a RESTful API for submitting and viewing requests, and viewing currently configured transcoder information (name, version, and so on). The second component is a time-based background process that executes periodically to update the progress and state of all actively transcoding requests.

To use the transcoder service select `transcodeSvc` as your source or destination when submitting requests. Refer to the *Oracle DIVAdirector Administrator's Guide* for detailed information on this service.

Restore Operations

The DIVArchive Restore operation restores content to play-to-air servers or editing platforms. The default parameters of the DIVArchive Restore operation are configured

by the System Administrator. Refer to the *Oracle DIVAdirector Administrator's Guide* for details.

The settings essential for this operation are *Destination* and *File Path Root*. The *Destination* is specified in the DIVArchive settings. The *File Path Root* is optional and specifies a specific folder name (within the destination) to restore files to; the setting is specified on the **Restore** screen.

Note: Restore Drop Folders do not currently support partial file restore operations in this DIVAdirector release.

Use the following procedure to perform a typical DIVArchive Restore operation:

1. Select the **DIVArchive Restore** menu item from the context menu, or click the **Restore** icon (resembles a refresh icon) from any displayed object. Multiple selections are allowed using the check boxes next to each thumbnail.
2. A DIVArchive Restore dialog box will appear on the right side of the screen.
3. Select the check box for each object to be restored.
4. Choose the *Destination* (not all destinations may be shown). The available destinations depend on the group permissions assigned by the System Administrator.
5. Select any additional restore action desired (*Publish* or *Publish Metadata Only*).
6. Specify the *Quality of Service* and *Priority Level*. These options will only be available if enabled for the group. The default settings are used if these options are not available.
7. Click **Execute** on the top right side of the screen to initiate the operation.

Note: For Local Restore use the Local Restore area on the right side of the screen instead of the Restore area for settings.

The request is now sent to the DIVAdirector Server to check the status of the selected objects in the DIVArchive system, and specifies whether the object is *Online* or *Externalized* (its data tapes are ejected from the data tape robotic library). If the DIVArchive system indicates that some objects are externalized, a list of the externalized objects will be displayed. When you click **Execute**, the selected objects that are not externalized are restored and the list of required tape barcodes is displayed for the externalized objects.

The Restore screen also offers the ability to publish to Oracle DIVApublish and to perform a Local Restore.

The option to publish requires a destination to be configured in DIVArchive pointing to the DIVApublish location that will receive the restored objects and their metadata. Once configured, this destination must be chosen as the location to publish within the **Metadata Publish Settings** tab. If the *Publish Metadata Only* check box is selected, the objects are not restored to the DIVApublish location and only metadata is sent to the destination.

The *Local Restore* option allows a DIVArchive Restore operation to a destination that exists on the DIVAdirector Server computer. The DIVArchive system must be configured to point to an IIS virtual directory named *DIVAdirector Local Restore Destination* on the server hosting DIVAdirector.

Refer to the *Oracle DIVAdirector Administrator's Guide* for information on configuring **Publish** and **Local Restore** settings.

File Restore Operations

The DIVAdirector File Restore function allows individual files to be restored from inside of a complex, multi-file object archived in DIVArchive.

Note: DIVAdirector cannot currently display all component files of a complex object, nor can it restore individual component files (partial file restore operation) of a complex object when using the DIVArchive API 7.1.

Use the following procedure to perform a DIVArchive File Restore operation:

1. On the **Edit Metadata** screen, select the **Files** tab.
2. Use the file navigation tree to identify and select the desired files to be restored.
3. Choose the *Destination* (not all destinations may be shown). The available destinations depend on the group permissions assigned by the System Administrator.
4. Specify the *Quality of Service* and *Priority Level*. These options will only be available if enabled for the group. The default settings are used if these options are not available.
5. Click **File Restore** on the top right side of the screen to initiate the operation.

The **Partial Restore** screen also offers the ability to perform a Local Partial Restore.

The *Local Partial Restore* option allows a DIVArchive Partial Restore to a destination that exists on the DIVAdirector Server computer. The DIVArchive system must be configured to point to an IIS virtual directory named *DIVAdirector Local Restore Destination* on the server hosting DIVAdirector.

Refer to the *Oracle DIVAdirector Administrator's Guide* for more information on configuring Local Partial File Restore settings.

Oracle DIVArchive Partial File Restore Operations

The DIVAdirector Partial File Restore function leverages the timecode-based partial file restore functionality of DIVArchive. The high-resolution media files are restored partially (parameterized by the given *Shot List Timecode Range* entry) onto a DIVArchive destination specified in the DIVArchive Operations dialog box.

This operation is performed on all files contained in the object. The resulting file name syntax is governed by the *PFR Name Format* settings configured by the System Administrator.

Note: Restore Drop Folders do not currently support partial file restore operations in this release of DIVAdirector.

Use the following procedure to perform a DIVArchive Partial File Restore operation:

1. In the Shot List Editor, either select the icon for the segment, or select the check boxes for multiple segments, and click **Partial Restore** above the *List* control.

2. A DIVArchive Partial File Restore dialog box will appear on the right side of the screen.
3. Select the check box next to each object to be partially restored.
4. Choose the destination (not all destinations may be shown). The available destinations depend on the group permissions assigned by the System Administrator.
5. Specify the *Quality of Service* and *Priority Level*. These options will only be available if enabled for the group. The default settings are used if these options are not available.
6. Click **Execute** to initiate the operation.

The request is now sent to the DIVAdirector Server to check the status of the selected objects in the DIVArchive system, and specifies whether the object is *Online* or *Externalized* (its data tapes are ejected from the data tape robotic library). If the DIVArchive system indicates that some of objects are externalized, a list of the externalized objects will be displayed. When you click **Execute**, the selected objects that are not externalized are restored and the list of required tape barcodes is displayed for the externalized objects.

The **Partial File Restore** screen also offers the ability to perform a Local Partial File Restore.

The *Local Partial Restore* option allows a DIVArchive Partial File Restore to a destination that exists in the DIVAdirector Server computer; the DIVArchive system must be configured to point to a virtual folder on the DIVAdirector Server computer.

Refer to the *Oracle DIVAdirector Administrator's Guide* for more information on configuring Local Partial File Restore settings.

Delete Operations

The DIVArchive delete operation removes an object from DIVArchive. Once synchronization between DIVAdirector and the DIVArchive system is performed, the object is also removed from DIVAdirector. Deleting a virtual object only causes the proxy to be removed from DIVAdirector and not DIVArchive.

Caution: DIVArchive contains instances that may be stored on different tapes. This operation deletes all instances of the object. To delete a specific object instance, instead of deleting objects as a whole, a Purge Drop Folder action must be used. Check with your System Administrator if you are unsure of the use or location of the Purge Drop Folder.

Use the following procedure to perform a DIVArchive Delete operation on an object:

1. Select **DIVArchive Delete** from the context menu or click the **Delete** icon from any displayed object thumbnail. Multiple selections are allowed using the check boxes next to each thumbnail to select the objects to be deleted.
2. When the DIVArchive Delete dialog box appears on the right side of the screen, select the *Priority Level* for the delete process by either entering a number in the *Priority* field or using the up and down arrows.
3. Click **Execute** on the top right side of the screen to delete the selected objects.

Local Proxies

The **Local Proxies** screen allows proxies on a client computer to use the Transcode Service Source/Destination for processing proxies. Similar to the "[Local Archive](#)" the files must be uploaded to the DIVAdirector Server before they are submitted for processing.

Note: Oracle recommends using the new Transcode Service for proxy generation rather than a Proxy Drop Folder.

Use the following procedure to upload the files:

1. Click **Browse** on the top right side of the screen to open up a File Explorer dialog box.
2. Using the File Explorer, choose the files to upload.
3. Click **Upload** to start the upload to a temporary storage location on the DIVAdirector Server computer. A list of uploaded files will be shown in the *Uploaded Files* area during the upload process.
4. Click **Execute** to allow the uploaded files to be processed.

Request Operation Status

The current request operation status for each object within the DIVAdirector system may be viewed using the **DIVAdirector Operation Status** screen. Each request being processed has its own record on a new line and the current state of the request is listed in the State column.

The following list describes the possible states for processing requests:

Pending

The request is pending.

Wait

The request is waiting to be processed.

Completed

The processing of the request has been completed.

Aborted

The request was aborted due to an error in DIVArchive.

Cancelled by User Action

The request was manually canceled by a user.

A **Download** option is available for completed Local Restore and Local Partial File Restore operations. The **Download** link allows locally restored and locally partial restored files to be downloaded and is only available for a certain time period. The availability time period is determined by the settings in the **Admin, System, Defaults** screen.

Various filtering options are available on the right side of the main content area to filter the operation status results. To apply a filter, select the required criteria and click either **Apply Filter** or **Refresh** on the right side of the screen. The display will also automatically refresh every 30 seconds. Each refresh will consider the selected filter criteria.

Refer to the *Oracle DIVAdirector Administrator's Guide* for more information about the Operation Status screen.

Frequently Asked Questions

This chapter contains frequently asked questions.

Do Proxy Drop Folders exist and are they still usable?

Yes they still exist in this release and can be used; however, Oracle recommends using the new Transcode Service rather than Proxy Drop Folders.

Does the original proxy workflow still exist and is it still usable?

Yes the original proxy workflow still exists and is usable in this release.

Is DIVAdirector 5.3 still linked with the DIVArchive 6.5 and later APIs?

DIVAdirector 5.3 can be linked to API release 7.1 or later; however it currently only uses API release 7.1.

Can DIVAdirector 5.3 list all component files of a DIVArchive Complex Object?

Currently DIVAdirector cannot list all complex object component files.

Can DIVAdirector 5.3 restore any component file of a DIVArchive Complex Object?

Complex object support is not currently implemented in this release.

If proxies are created outside of the new transcode service, do local proxies still work the same way?

It is highly discouraged to use proxies produced outside of DIVArchive and DIVAdirector; however the Local Proxies feature still works in this release.

Do Drop Folders support Partial File Restore?

DIVArchive Operation Drop Folders do not currently support partial file restore operations.

Which file is the proxy generated from when referring to the ProxyFileExtensions parameter?

The transcoder will proxy a file with valid file extensions when a request is made to the Transcoder Source/Destination from DIVAdirector. The user selects the file in question in that case, and automated proxy generation currently remains unchanged.

Exactly what transcoders are supported by the new Transcode Service?

Currently only the Vantage transcoder is supported.

Glossary

Boolean

A logical combinatorial system that represents symbolic relationships implied by the logical operators AND, OR and NOT between entities. This strategy may be used for searching and information retrieval.

Child Nodes

A subfolder contained within a query folder.

Context Menu

The menu that is displayed when you right-click an item.

EDL File

EDL files are used in the post-production process of film and video editing. The file contains an ordered list of reel and timecode data representing where each video clip can be obtained to conform to the final cut.

Lexeme

A meaningful linguistic unit of a language, consisting of one word or several words, considered as an abstract unit, and applied to a family of words related by form or meaning.

Postgres

An object-relational database management system (ORDBMS) with an emphasis on extensibility and on standards-compliance. As a database server, its primary function is to store data securely, supporting best practices, and to allow for retrieval at the request of other software applications. It can handle workloads ranging from small single-computer applications to large internet-facing applications with many concurrent users.

Proxy

Proxy Video is a form of metadata. It consists of highly compressed, very low resolution video (with sound) that mirrors a high resolution original master digital recording. Since proxy AV data is timecode synchronized with the original, much smaller, and can be sent faster than real-time over TCP/IP networks, it can be used quickly for viewing, scripting, and editing.

Query Folder

A folder in the navigation tree containing query results.

Shot List

A list of clip segments that can be fully or partially restored.

Source/Destination

In DIVArchive, a media location can be used as either a source, a destination, or both. How the location is identified and used is determined by the operations being performed. For example, archiving Object-1 to Media-A identifies Media-A as a destination. The same media is identified as a source when restoring Object-1 from Media-A to another location.

Tooltip

A popup dialog box displaying information about an item when the mouse is hovered over the item for a few seconds.

Virtual Asset

Virtual Assets are objects that exist only in the DIVAdirector system and do not physically exist in the DIVArchive system.

Work Bins

Work Bins are areas where you can organize objects in a single location so you can work with them easily.