Oracle® DIVAdirector

User's Guide

Release 5.2

E60781-02

March 2016

ORACLE®

Oracle DIVAdirector User's Guide, Release 5.2

E60781-02

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Glossary

Preface

This document includes detailed instructions for proper operation of Oracle DIVAdirector 5.2 and provides a basic understanding of system functionality.

Audience

This document guides users through Oracle DIVAdirector daily operations.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

For more information refer to 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.
italic	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.

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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 multiorganizational, multigroup, multiuser and multi-task environment for DIVArchive users. It has powerful tools to locate content by searching any metadata field available. You view content with the built-in media player, and can precisely find the frames being searched for using the player 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/Destination.

User Interface Concepts

The DIVAdirector User Interface (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 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 an advanced search - allowing for search criteria to be specified on up to five fields in addition to the basic single keyword search.

Work Bins
You organize multiple 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 of the screen.

2
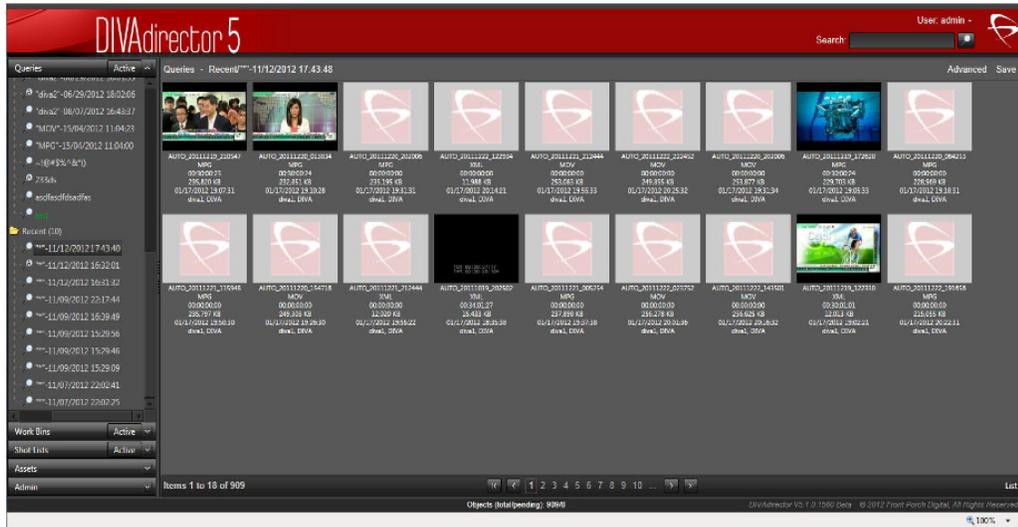
Object Oriented Functionality

This chapter describes the functionality available through DIVAdirector 5.2 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 sort order may be changed by the System Administrator on the Admin screen of the navigation menu under the System/Defaults screen.

Queries Navigation Tree

Queries are displayed in the Queries section of the navigation tree. The Queries navigation tree is organized in the following hierarchical structure:

- Organization
  - Organization-wide Public Queries
  - Group
    * Group-Wide Public Queries
    * User
      Private Queries
      Recent Queries
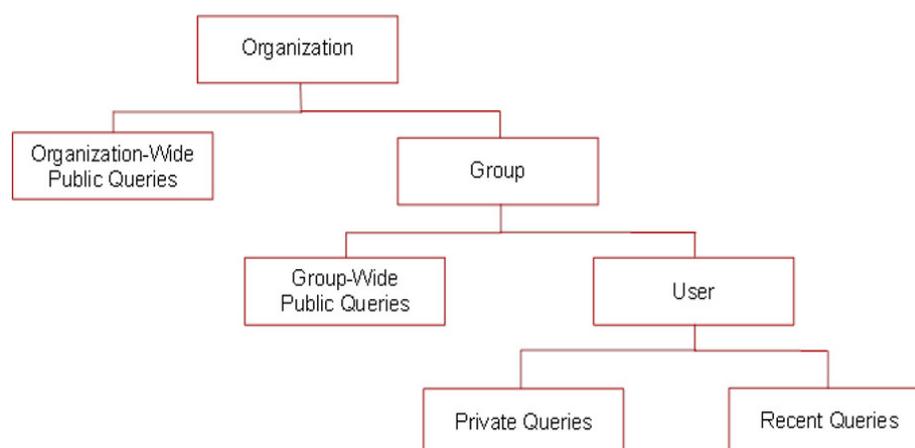
Queries have three access levels as follows:

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 access rights control access to these folders.

Recent

These queries are the most recent and only the previous 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 access 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

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

Saved

These are pre-defined queries that are saved in the system, allowing users to easily access previous results. Any query, whether public, private, or recent can be saved.

Basic Search

Use the following process to create a basic query:

1. Enter the text to search for in the *Search* field (sixty-four character limit) on the top right 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.

4. 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 Date Support

DIVAdirector's basic search functionality supports searching by date. A search phrase containing a date will search the archive date field, and any user-defined metadata date fields. The System Administrator identifies the format for acceptable date search terms on the Admin/System/Defaults screen in the *Date Display Format* area.

For example, if the **American Date Display** format (`mm/dd/yyyy`) has been selected, the search phrase `07/01/2015` is treated as July 1, 2015, and the search executes on any object date fields.

If the **European Date Display** format (`yyyy/mm/dd`) is selected, the search phrase `07/01/2015` will *not* treat the entry as a date because it is not valid for the selected display format. It is used as a text search token instead, and all textual metadata will be searched.

> **Note:** The format of the search date must match the *Date Display* format exactly. If the default European or American display format is used, the date must have two digits for the month and day - a leading zero is required for one digit months and days.

Less Than and Greater Than Searches

Basic search also supports searching for dates *Less Than* or *Greater Than* a specified date.

The following are some examples using the **American Date Display** format:

`< 07/01/2015`
Returns all files with dates earlier than but not including July 1, 2015.

`<= 07/01/2015`
Returns all files with dates earlier than and including July 1, 2015.

`> 09/20/2013`
Returns all files with dates later than but not including September 20, 2013.

`>= 09/20/2013`
Returns all files with dates later than and including September 20, 2013.

You can specify a date range incorporating the AND boolean operator. For example, the following sample searches for video clips with dates between May 15, 2012 and September 20, 2013.

`> 05/15/2012 AND < 09/20/2013`

Dates can also be combined with text searches. For example, to search for all files before May 15, 2012 that contain the text *virtual* the following would be used:

`virtual AND < 5/15/2012`

Basic Search Boolean Support

Basic Search supports using the AND, OR, and NOT **Boolean** operators.

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.

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. Dates may also be included if desired.

Advanced Search

Users 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 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* list that enables identification of 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* list are multiple *Metadata Field* lists. You can select 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 sixty-four 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* lists. Select the boolean operator from the *Operator* 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 *Search Criteria* fields.

6. Just under the Search Criteria area is the *QC Status* list. Select the *QC Report Status* for your search from the *QC Status* list.

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 **Advanced** link on the top right 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 (fit 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. You configure the search results limit value on the Admin/System/Defaults screen using the *Search Results Limit* field - the first text field on the screen.

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. 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. Press **Enter** to complete the process.

5. When complete, the new query folder will be displayed.

Deleting a Query Folder

You 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 of the Queries title bar).

2. Right-click the desired query and select **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 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 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 **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 previous steps, however 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 through the Admin/Public/Resources screen.

Executing a Query

You have the ability to 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 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. Select the **Queries** section of the navigation tree on the left 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

The query results are shown in the DIVAdirector main content area. You can display the query results in either *List View* or *Grid View*. To select the desired display, click **List/Grid** on the bottom right 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 View* and *List View*, 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's **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 letter **X** (representing a delete function) and removes the file 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 system.

Tooltip
This dialog appears when you hover the mouse over a clip (pausing) for a second. The information in the tooltip is configurable by the System Administrator on the Admin/Metadata screen.

The actions listed above 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 pressing and holding the **CTRL** key while clicking the left mouse button on each additional clip. A group of clips can be selected by pressing **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 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.

> **WARNING:** 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 selected clips to a new Work Bin or an active Work Bin.

Add to Shot List
Adds 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 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.

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 of the player and enables adjusting the volume of the proxy being played.

Rewind
The **Rewind** button is on the bottom left 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 clicked again; which will change the playback rate to 8x speed.

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

Pause

The **Pause** button is on the bottom left 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 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 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 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 clicked again; which will increase 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 it's designated markers and loops continuously.

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 access to this functionality has been granted by the System Administrator. 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.

Work Bins

Work Bins are working areas for the user that allows for the organization of objects in a single location. The **Work Bins** navigation tree on the left 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. In the **Work Bins** navigation tree, click the desired **Work Bin** to view its included clips.

2. 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 working area by grouping your work bins together. The folders can be nested within other folders, creating 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 then select **New Folder** from the displayed context menu.

    > **Note:** Users 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 have access permission to delete a query folder and may do so 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 have access permission to 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 list 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 these steps again to make a work bin public within the organization. The difference is that you drag the work bin to the **Public** folder under **Organization**.

> **Note:** Only a user with an administrator role 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 results 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 display the Work Bin contents in either *List View* or *Grid View*. To select the desired viewing display click the **List/Grid** link on the bottom right 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 is 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 from any system.

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 letter **X** (representing a delete function) and removes the clip from DIVArchive. The clip's proxy and metadata are 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.

The 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 pressing the **CTRL** key and clicking the left mouse button on each additional clip. A group of clips can be selected by pressing **SHIFT**, clicking the first clip in the group, and clicking the last clip in the group - all clips in between the first and last selected clips will be included.

Right-clicking 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.

> **WARNING:** 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
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
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** tree is organized in the following hierarchical structure:

- Organization
    - Organization-wide Public Shot Lists
    - Group
        * Group-wide Public Shot Lists
        * User

            Private User Shot Lists

                Proxies

                Segments

            Recent User Shot Lists

                Proxies

                Segments
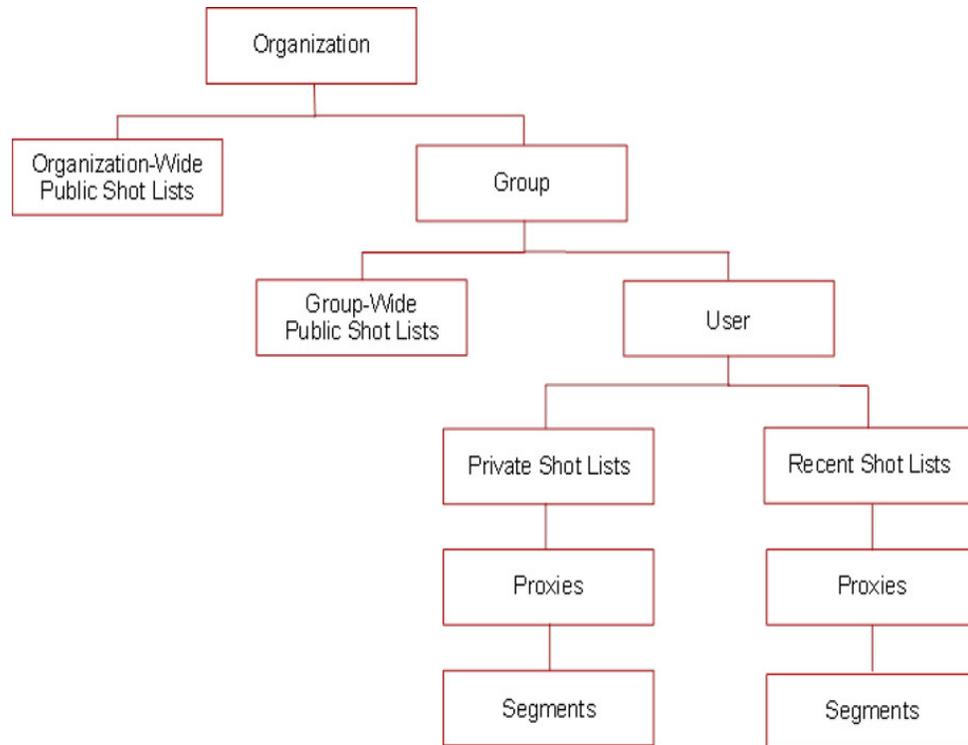
Shot List Editor

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 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 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 a name for the Shot List in the *Shot List Name* field, and press **Enter**.

3. Drag and drop the desired video clips from either the **Queries Results** or **Work Bin Results** into the new shot list (you can drag and drop multiple clips).

Deleting an Existing Shot List

Use the following procedure to delete an existing shot list:

1. Select the shot list to be deleted from 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 the shot list. Thumbnails of the first and last frames of the segment represent each segment in the shot list.

You create video segments during playback of a clip in a shot list by marking the beginning and end frames before adding it to the *Segment List*.

The segmentation controls are on the bottom left of the screen just below the player buttons.
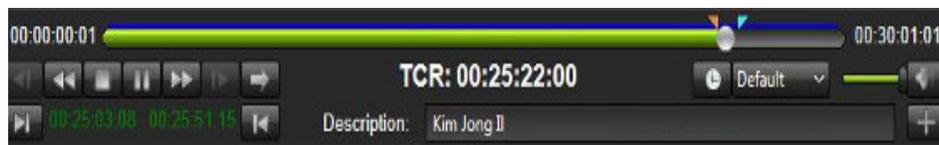
 Use the following procedure to create a video clip segment:

1. Mark the first frame of the segment by clicking the **Mark In** icon located on the left 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.

3. Mark the last frame of the segment by clicking the **Mark Out** icon located on the right 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.

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. On the Shot List screen, in the *Shot List Control* area, click the **Minus** icon to delete the specific segment.

2. To delete more than one segment, use the *Select All Segments* check box on the top left 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 of the screen. The selected clip segments will be removed from the *Segment* list.

Changing the Shot List Entry Order

The order 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 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 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. Use the same procedure 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 a user with administrator permissions can make a public shot list private again through 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 then 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 *Export Format* list on the right of the screen.

4. Enter a file name in the *Filename* field just below the *Export Format* list, and click **Export** on the top right of the screen.

The file will download 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.

WARNING: **The XML document must be imported into the Final Cut Pro application with special caution: 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 `fcp-v4.0.dtd` file described as an Oracle DIVAdirector Export Format, and is compatible with the Apple Final Cut Pro application. You may 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 that 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 (generated after dropping proxies into the Proxies Drop Folder).

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.

Administrators view all metadata types on the Admin/Metadata screen. The type is identified in the *Table Name* column. The system metadata fields are held in a table named `base` and custom fields are held in the `user_meta` table. The Administrator must configure the fields appropriately for your system before use.

Understanding System Metadata Fields

Users 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 object category.

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

Date
The date when the object was archived to DIVArchive.

Comments
The 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 definitions and associated presentation controls (discussed in the following section) including:

CHAR
Any character string; restricted from one to two thousand 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*, *SelectBox*, or *CheckBox* 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 and 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 allows users to edit its value.

TextBox
A general multi-line text entry control.

SelectBox
Allows users to select a value from the supplied list of unique values.

CheckBox
Allows users to select an option by selecting the appropriate check box.

Calendar
A calendar control that allows users to easily browse through the calendar and select 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 Reports 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. The same metadata screen appears in the Proxy Player and the Shot List Editor.

    All editable metadata fields are displayed using one of the editable controls. Fields that are read-only are displayed as text 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 2 GB. After uploading, the file can be retrieved by clicking on the file link. You can also deleted 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.
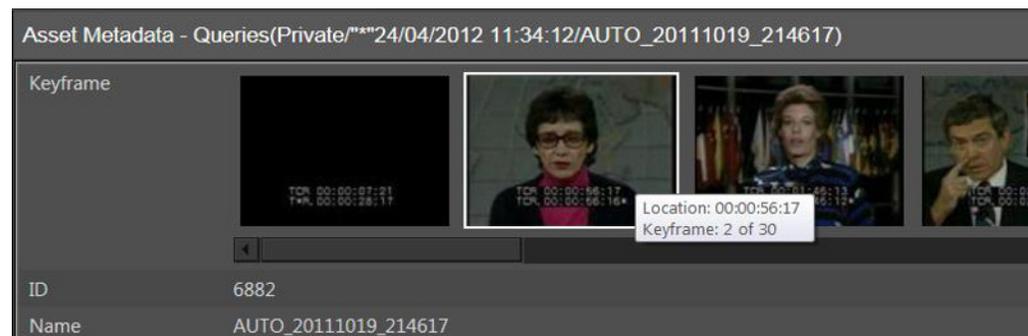
The first frame in the keyframe field is not always the first frame of the proxy. The Administrator configures the count of frames from the beginning of the proxy that

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 can be 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. Action buttons placed at the bottom of the screen 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 earlier 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 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 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 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 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 record, click the **Edit** icon (the **Pencil** icon). To delete an existing record click the **Delete** icon (a red **X** to the right of the pencil).

Annotation Import

Annotation import is a case requiring specific folders and specific file formatting to be successful. Pay particular attention to the following instructions if you are going to be importing annotation files.

The Drop Folder configuration file is located at `C:\Program Files (x86)\DIVAdirector 5\Tools\DDServices\DIVADirectorServices.exe.config`. Use the following procedure to confirm proper configuration for importing annotation files:

1. Navigate to `C:\Program Files (x86)\DIVAdirector 5\Tools\DDServices`.

2. Open the `DIVADirectorServices.exe.config` file with a plain text editor.

3. Locate the line in the file with the following text:

   ```
   <annotationImport fileFilters="*.csv" watchPath="C:\Program Files
   (x86)\DIVAdirector 5\Tools\DDServices\watch" errorPath="C:\Program Files
   (x86)\DIVAdirector 5\Tools\DDServices\error" backupPath="C:\Program Files
   (x86)\DIVAdirector 5\Tools\DDServices\backup" />
   ```

   The following three folders (identified on the line in the configuration file) must exist on the system:

   - `C:\Program Files (x86)\DIVAdirector 5\Tools\DDServices\watch`

   - `C:\Program Files (x86)\DIVAdirector 5\Tools\DDServices\error`

   - `C:\Program Files (x86)\DIVAdirector 5\Tools\DDServices\backup`

4. Check the local system to confirm that the folders listed do exist. If they do not exist you must create them.

Any files placed into the Drop Folder must be formatted *exactly* as follows:

```
Header
"objectname","category","","time_in","time_out","comment"
```

The import will not work if the Header or the blank space between `"category"` and `"time"` do not exist.

Virtual Objects

Virtual objects exist only in the DIVAdirector system and do not physically exist in the DIVArchive system. Therefore, a DIVArchive Restore operation does not apply for virtual objects. Each object has a *Virtual Flag* in DIVAdirector as follows:

YES

The object is virtual.

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 use the **Assets/Create Virtual Asset** menu option 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 identifies 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 the shot list. Virtual objects can be deleted from DIVAdirector just like physical objects. The request to delete a virtual object will not be sent to DIVArchive and the status of the operation will not be displayed on the Status screen.

Restore and Oracle DIVArchive 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 on 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 of the screen; not an individual object.

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

3

DIVArchive Operations

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

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 with 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 from your client computer to be archived. The objects are uploaded to a designated location on the DIVAdirector Server computer that is actually a virtual folder specified as an archive source in DIVArchive. A normal archive request is sent to archive the files that have been uploaded to the archive source.

Use the following procedure to perform a Local Archive:

1. Navigate to **Assets** on the left of the screen and click **Local Archive**.

2. Click **Browse** on the top right of the screen to open up a File Explorer dialog box.

3. Using the File Explorer, select the files and folders (if applicable) to upload.

4. Click **Upload** to start the upload to the designated Archive Source location on the DIVAdirector Server computer. A list of uploaded files will be shown in the Uploaded Files area on the right of the screen during the upload process.

5. Enter the Object Name in the *Object Name* field.

6. Select an Object Category from the *Object Category* list.

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

7. Enter any comments in the *Comments* field.

8. 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* by the System Administrator.
>
> The Storage Plan is not used if DIVAdirector Server is using the DIVArchive API with a release level earlier than 6.5.

9. Click **Execute** on the top right of the screen.

> **Note:** **Execute** will only be available after all files have been uploaded.

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 selected including the objects within the source to perform the archiving.

Use the following procedure to archive objects from a source:

1. Enter the Object Name in the *Object Name* field.

2. Select an Object Category from the *Object Category* 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 exist.

5. Choose an *Archive Source* (not all sources may be shown). The available sources are dependent upon 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 default 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 the DIVArchive API with a release level earlier than 6.5.

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*.

9. Click **Execute** on the top right of the screen to initiate the archive operation.

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

Use the following process 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 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 are dependent upon the assigned group permissions.

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 of the screen to initiate the operation.

> **Note:** For *Local Restore* use the Local Restore area on the right of the screen instead of the Restore area for the 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 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 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 metadata. After this is 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 a virtual folder on the DIVAdirector Server computer.

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.

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

1. On the Edit Metadata screen, click 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 are dependent upon 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 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 an Oracle DIVArchive Partial File Restore to a destination that exists on 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.

Partial File Restore Operations

The Oracle 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.

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 Restore dialog box will appear on the right 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 are dependent upon 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 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 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 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 Restore* settings.

Delete Operations

The DIVArchive Delete operation removes an object from DIVArchive. After 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.

> **WARNING:**   **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.**

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 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 of the screen to delete the selected objects.

Local Proxies

The Local Proxies screen allows proxies on a client computer to be dropped into the DIVAdirector Server's *Proxy Drop Folder*. Similar to the "Local Archive," the files need to be uploaded to the DIVAdirector Server before they are sent to the *Proxy Drop Folder*.

Use the following procedure to upload the files:

1. Click **Browse** on the top right 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 dropped into the *Proxy Drop Folder*.

Local Metadata

Similar to the local proxies, local metadata functionality allows metadata CSV files to be dropped into the **Metadata Drop Folder** (rather than the **Proxy Drop Folder**). Use the same process as the "Local Proxies" to drop local metadata CSV files to the **Metadata Drop Folder**.

Operation Status

The 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 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 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 of the screen. The display will 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.

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 an item is right-clicked.

EDL File

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

Proxy

A computer network service that allows clients to make indirect network connections to other network services.

Query

A form of questioning used to search for specific items.

Query Folder

A folder in the navigation tree containing query results.

Shot List

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

Source/Destination

In DIVArchive, a source and destination may be the same media location. Whether it is used as a source or a destination is determined by the operations being performed (for example, archive, restore and so on).

Tooltip

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

UI

Acronym for user interface.

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 working areas for the user that allows for the organization of objects in a single location.