

Oracle® DIVAdirector

User's Guide

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Contents

Preface	vii
Audience	vii
Documentation Accessibility	vii
Related Documents	vii
Conventions	vii
1 Introduction	
System Overview	1-1
User Interface Concepts	1-1
Connecting to the DIVAdirector Web Interface	1-2
2 Asset Oriented Functionality	
Active Nodes	2-1
Queries	2-1
Queries Navigation Tree	2-1
Basic Search	2-2
Basic Search Boolean Support	2-3
Advanced Search	2-3
Creating a New Query Folder	2-4
Deleting a Query Folder	2-5
Setting an Active Query	2-5
Making a Query Private	2-5
Making a Query Public	2-5
Executing a Query	2-6
Renaming Queries and Query Folders	2-6
Deleting a Saved Query	2-6
Viewing Query Results	2-6
Viewing the Contents of a Query	2-8
Exporting the Contents of a Query	2-8
Playing a Proxy for a Video Clip	2-8
Proxy Player Control Views	2-10
Editing Metadata for an Object	2-10
Drop Folders	2-10
Drop Folder Navigation	2-10
Drop Folder Explorer	2-10

Work Bins	2-11
Viewing Existing Work Bins.....	2-11
Creating a New Work Bin Folder	2-11
Deleting a Work Bin Folder	2-11
Creating a New Work Bin.....	2-11
Making a Work Bin Public.....	2-12
Deleting a Work Bin.....	2-12
Working with Video Clips within a Work Bin	2-13
Shot Lists	2-14
Shot List Navigation Tree	2-14
Shot List Editor	2-14
Creating a Shot List.....	2-15
Deleting an Existing Shot List	2-15
Adding a Video Clip Segment to a Shot List	2-15
Deleting Shot List Segments.....	2-15
Changing the Shot List Entry Order	2-16
Playing the Shot List.....	2-16
Making a Shot List Public	2-16
Exporting a Shot List	2-16
Metadata Operations	2-17
Metadata Concepts.....	2-17
Understanding System Metadata Fields.....	2-17
Metadata Data Types.....	2-18
Metadata Type Presentation Controls	2-19
Editing Metadata.....	2-20
Keyframe Metadata.....	2-20
Asset Image Metadata	2-21
Quality Control (QC) Reports	2-21
Annotations	2-21
Viewing Annotations.....	2-21
Right-Click Context Menu Options.....	2-22
Player Screen.....	2-22
Queries.....	2-22
Administering Annotations.....	2-22
Adding Annotations	2-22
Player Screen.....	2-23
View/Edit Metadata Screen	2-23
Edit or Delete an Annotation.....	2-23
Virtual Objects	2-23
Creating Virtual Objects.....	2-23
Virtual Object Operations	2-23
Proxy Download	2-24

3 Oracle DIVArchive Operations

Operations Overview	3-1
Defining DIVArchive Operations Settings	3-1
Archive Operations	3-2

Using the Oracle Client Uploader	3-4
DIVAdirector 5.4 Oracle Client Uploader Updates	3-5
Restore Operations	3-6
File Restore Operations	3-7
Oracle DIVArchive Partial File Restore Operations.....	3-8
Delete Operations	3-9
Request Operation Status	3-9

4 Frequently Asked Questions

Glossary

Preface

This document includes detailed instructions for proper operation of the Oracle DIVAdirector 5.4 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, see the Oracle DIVAdirector documentation set for this release located at <https://docs.oracle.com/en/storage/#csm>.

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. You view content with the built-in media player, and can precisely find the frames being searched for using the player's controls. When the content is discovered, you can schedule the full resolution video to be restored, you can build a **Shot List**, and you can send content 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 can be basic (single keyword search), or advanced.

Work Bins

You can 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.

Drop Folders

You can upload files to automate some repetitive tasks.

Assets

Displays a list of options pertaining to DIVArchive operations.

Admin

You can perform 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

You 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: This value will vary depending on how the system is configured. Typically the DIVAdirector web address is the server's host name (for example, `http://DD5`). However, you may also need to include a port number depending on how the system was configured (for example, `http://DD5:8080`). Check with your System Administrator for the correct host name 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. You can now begin using DIVAdirector through the GUI.

Asset Oriented Functionality

The following sections describe the functionality available through DIVAdirector 5.4 in detail, and includes the following information:

- Active Nodes
- Queries
- Drop Folders
- Work Bins
- Shot Lists
- Metadata Operations
- Annotations
- Virtual Objects
- Proxy Download

Active Nodes

You can set an *Active Node* for the *Queries*, *Work Bins*, and *Shot Lists* groups. This feature enables the **Active** button in each group header to be linked to a specific node for quicker access. Use the following procedure to set the *Active Node* for a group:

1. Expand the *Tree* view, and select the desired node.
2. Right-click the node, and then click **Set Active** from the displayed context menu.
3. Test the activation by clicking **Active** in the group header.

Queries

Queries are collections of predefined search criteria you use to locate specific objects within DIVArchive. Whenever you perform a new search, a reference is created under the *Recent Queries* for you. This allows easy access to previously searched assets. You can provide sorting criteria in the *Advanced Search* panel to organize your search results.

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. To create a private query, drag a *Recent Query* to the *Private* folder, or click **Save** located above your query results. Other users with relevant visibility access can also view Private queries. Administrators control visibility on the **Admin, Groups** screen under the **Permissions** 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, only user groups with the *Allow Group-Wide Access* permission can publish queries to the organization-wide *Public* folder.

Recent

These queries are the most recent and only the last ten queries are displayed.

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. An organizations' groups can only view the query results of other users, or groups, if relevant visibility permissions have been granted.

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 can be comprised of both queries, and query folders.

Basic Search

Basic search uses the **Postgres** full text search engine with simple text matching. 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 table.

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 searching a specific phrase, the recommended method is to use an advanced search query with the **Contains** clause. This will limit your search results to a less broad matching strategy.

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.

Note: You can change the language used to calculate your searches on the **Admin, System, Defaults** page. However, recalculating the language in your metadata is an exhaustive database procedure, likely requiring eight or more hours (on average) to complete, and should be performed with the assistance of an Oracle Support representative.

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. Because 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*, 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 use the *Advanced Search* feature to search on specific metadata fields.

Use the following procedure to create an advanced query:

1. Click **Advanced** next to the magnifying glass icon. The *Advanced Search* panel is displayed below the *Basic Search* text box.

2. You can add specific search criteria using the menu lists at the top of the panel. Click **Add** to append your selected search criteria.

You can add an unlimited number of additional search parameters. You use the *Match* list to add rules to how your search is executed.

The *Match* list options are as follows:

All

This option requires that both the basic search, and all advanced parameters, must be matched on each search result.

Any

This option indicates that either the basic search, or any advanced parameter, will result in a matched search result.

All Advanced

This option indicates that either the basic search, or all advanced parameters, will result in a matched search result.

Any Advanced

This option indicates that the basic search must match, in addition to any one advanced parameter.

3. Add any sorting criteria using the *Sort By* list if wanted.
4. Select the appropriate option using the *Include Files* list to extend your basic search terms to search files within objects.

The *Include Files* options are as follows:

Do Not Include Files

This option removes the expandable arrow on your searches that shows the file list, and is the fastest search option.

Include Files For Search

This option allows the search string to query against file lists, and produces results based on file list matches.

Include All Files

This option includes all files for an object while still searching for matches within the file lists.

5. Use the *QC Status* list on the lower right side of the *Advanced Search* panel to add searching for quality control status.
6. 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.

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. 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.

Setting an Active Query

An active query is specifically assigned to be easily accessed at any time. You right-click any query you have access to, and click **Set Active** from the context menu. After a query is set active, you click **Active** on the query bar of the navigator to easily access the query.

Making a Query Private

Recent queries can be made private. Since the **Recent Queries** folder only holds the last ten most recent queries, you must move any queries to be retained 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. After you drop the query 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, 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 accomplished 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.

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 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 a list. Depending on your selected *Include Files* option, when a search result has a matched file, a

triangle appears next to that row. Clicking the triangle reveals a sublist of files that matched the query.

Hovering the mouse over the thumbnails reveals 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 to the New Work Bin

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

Add to a New Shot List

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 is 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** only deletes the proxy from the system.

Generate Proxy

This icon is a diamond and it requests a new proxy to be generated for this asset using the *Proxy Rules* defined in the **Admin, System, Proxies, Proxy Generation** page.

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.

Files listed in query results have their own context menus containing the following additional options:

Restore File

This option redirects the user to the *Edit Metadata* page with the **File** tab highlighted, and the selected file loaded for restoration.

Upload Proxy

This option will open a window to upload a proxy to a Proxy Drop Folder. If no Drop Folders are available to the user, a message will appear in the new window. The manifest file is automatically generated for video clips uploaded using this method.

Remove Proxy

This option will delete any proxies associated with the selected 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.

Exporting the Contents of a Query

You can download the query results as an CSV file which includes all metadata that the user has access to view. To generate this CSV, press the 'Export' button located to the top right of the Query results.

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. If multiple proxies are added to an object, you can select the desired proxy to playback on the right side through the *Proxy* list.

Note: To play WMV proxies, you must use Internet Explorer and the Silverlight plug-in must be installed.

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, and 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, and 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 that 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. Drop Folders are shared group-wide, and only available to modify and execute metadata, or tasks based on the group's configured permissions.

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* enables uploading one, or more, files for processing from the local system to the server's Drop 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* enables uploading to, and monitoring the processing of, a particular Drop Folder. Each file processed produces a log entry that 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.

Note: Proxy Drop Folders are not viewable through this tab. They are accessed using the file context-menu in query results.

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 can 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. After you drop the Work Bin 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. You can only delete private Work Bins directly. 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

The Work Bin page contains a set of thumbnails and a brief description for each object. Each of these thumbnails has a hover-over menu, and a right-click context menu. These buttons function as follows:

Play

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.

Add to New Shot List

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 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 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.

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

Plays selected proxy and shows the objects metadata.

Play in New Window

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

Edit Metadata

Navigates to the Edit Metadata page for the selected object.

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*.

DIVArchive Restore

Navigates to the Restore Object page with the selected objects populated.

DIVArchive Delete

Navigates to the Delete Object page with the selected objects populated.

Export Metadata

Navigates to the Export Metadata page with the selected objects populated. Enables exporting metadata as a CSV or XML formatted file.

Download Clip

Downloads the proxy associated with the selected object. If multiple objects are selected, this will download a zip file containing all of the selected objects proxies.

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* (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 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 drag 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 drag 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 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 sequence 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.

Clicking the **Loopback** icon (within the player controls), when playing segments, 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 you make a **Shot List** 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. After you drop it 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 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 list on the right side of the screen, enter a file name in the *Filename* field just below the *Export Format*, and then 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 you 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 `fcv-v4.0.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. 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:

Site

This field is the location information for which archive system contains a version of an object. Unless you have connected DIVAdirector to DIVAnet, this field will generally be the same for every object.

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).

File Size

This field identifies the total size of the object on disk.

Tape VSN

The field identifies the list of tapes that contain instances of the object.

QC Status

This field identifies the Quality Control status of an object (**Accepted**, **Failed**, or **Null**).

Metadata Data Types

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

String

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

Number

Any integer numeric value. The *Number* data type can be represented using an *EditBox*, or *CheckBox* control.

Decimal

Any numeric value, including decimals. The *Decimal* data type can be represented using an *EditBox*, or *CheckBox* control.

Date

The *Date* field can be represented using an *EditBox*, *SelectBox*, or *Calendar* control.

Time

The *Time* field can be represented using an *EditBox*, or *SelectBox* control.

Binary File

A 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.

Quality Control 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, you can click the file link to retrieve the file. You can also delete the file. The file mask is set by the System Administrator.

Text Fields

EditText and *TextBox* controls with limited length.

Date Fields

Calendar or *EditText* controls.

List Fields

List Selection Box predefined by the System Administrator.

Time Fields

EditText 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. 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 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, you can change this 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 displays a company logo. The same logo is also 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.

Note: Anytime a new shot is created from a clip, two new keyframes are created and added to this list. These are the *Mark In* and *Mark Out* keyframes for the shot

Asset 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, using actions that become available when hovering over the specified image.

Similar to the keyframe functionality, an object image can be selected and saved, because 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 is 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 are displayed in a general display presentation. You use the action buttons located at the bottom of the screen to change the QC Status for the object, and trigger 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. Each Shot List segment created for a file will also appear as an annotation and any annotation can be added as a segment to an existing or new Shot List.

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 proxy-able file within an 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 2,000 characters.

Right-Click Context Menu Options**Partial Restore**

Description: Initiates a DIVArchive Partial Restore for the specified segment(s).

Add to New Shot List

Adds the selected segment(s) to a new Shot List.

Add to Existing Shot List

Adds the selected segment(s) to the specified Shot List.

Player Screen

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

- When you double-click an annotation row, 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 has passed. Highlighting the annotation row stops playback when the mark-out time has 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 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 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

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 predefined list), and any comments. The Administrator defines the predefined list for the object category on the **Admin, User, Groups** screen under the **Virtual Asset Settings** tab.

Virtual Object Operations

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.

After you select the desired clip and click the **Download Clip** menu item, DIVAdirector will initiate the download of the clip to your local computer. Select **Save File**, and then 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

This chapter describes DIVArchive operations with DIVAdirector, and includes the following information:

- Operations Overview
- Defining DIVArchive Operations Settings
- Archive Operations
- Using the Oracle Client Uploader
- Restore Operations
- Delete Operations
- Request Operation Status

Operations Overview

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 connection to the *Oracle DIVA Enterprise Connect*, and sent to the DIVArchive system.

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.

Use the following procedure to initiate an archive request:

1. Navigate to the *Assets* section of the navigation tree on the left side of the screen, and then click the **Archive Object** link.
2. You can select the type of archive you to perform using the list menu on the top left of the screen. The available list options are:

Local Archive

This option is primarily useful for uploading content from your local system to a user specific directory within a Virtual Directory on the DIVAdirector server. You click the **Upload** button located in the file viewer (for small files 4 GB or less) to upload to this directory, or you can download the *Oracle Client Uploader* tool for large, or numerous uploads (see the instructions later in this chapter).

Source Archive

This option enables selecting content that has already been transferred to an available archive source. The file viewer will only be available for FTP, Local, or UNC sources.

Note: You can also use the **Upload** button to upload files directly to FTP, Local, or UNC sources.

3. If you are using the *Source Archive* option, select the *Archive Source*.
4. Enter the object name in the *Object Name* field.
5. Select the object category from the *Object Category* list. The System Administrator configures the list of categories.
6. Enter any comments in the *Comments* field.
7. Select the *Media*, *Storage Plan*, *Quality of Service*, and *Priority Level*. Some of these options may not be available if your administrator chose to force default values.
8. You select a *Folder* within the *File Viewer* and click the green + button to set your *Root Path*. This selection resets any currently selected files, and changes the *File Viewer* to use the selected folder as a root directory.

Note: If you are connected to an Archive Source that does not support the *File Viewer*, you can manually enter the *Root Path* directly into the *Root Path* text box.

9. You select the files to archive by highlighting them in the *File Viewer*, and either dragging them to the *File List*, or clicking *Add to File List*. You can use the **Pencil** icon to select files to proxy, select the *Proxy* check box, and then clicking **Update**.

Note: If you are connected to an Archive Source that does not support the *File Viewer*, you can manually add files by clicking **Add File** above the *File List*.

10. Select the *Delete Source Files After Archive* check box if you need your files deleted from the Archive Source after the archive has been completed.
11. When you are satisfied with your file selections, click **Send Archive** to initiate your Archive request. You are then automatically redirected to the *Operation Status* page, where you can monitor your archive progress.

See the Oracle DIVAdirector Administrator's Guide for more information on configuring Local Archive and Source Archive settings.

Using the Oracle Client Uploader

Task 1 Download and Install the Client Uploader

For Windows:

1. Go to the Archive Object page in the Assets navigation group. Click **Download**.
2. Unzip the file and double-click the **runme.bat** file.
3. Follow the setup prompts to confirm the installation location.
4. After the installation is complete, launch **Oracle.DIVAdirector.Client.Uploader.exe**.

The default installation directory is: C:\Program Files (x86)\Oracle Corporation\Oracle DIVAdirector Client Uploader.

For Mac:

A Mac version of the DIVAdirector client uploader is available with DIVAdirector 5.4.1. The TLS certificate used by the uploader will need to be manually installed with the following steps.

1. Go to the Archive Object page in the Assets navigation group. Click **Download**.
2. Unzip the installer file.
3. Double-click the DD5 certificate to install the certificate.
4. Open Keychain Access (/Applications/Utilities/Keychain Access) and change trust settings for the certificate to "Always Trust".
5. Launch the Client Uploader application.

Task 2 Sign in and Select Files to Transfer

1. Once you launch the Client Uploader, click **File** and then select **Sign In**.
2. Enter the DIVAdirector credentials for the user performing the upload. Click **Login**.
3. Select the files and folders to transfer. This can be done in two ways:
 - *Method 1:* Click the **Select folder** button, and then select the root folder to add. Click **Ok**.
 - *Method 2:* Drag files or folders from a Windows explorer window to the **Select folder** button.
4. After performing either selection method, the selected files/folders will appear in the "Selected Files" panel.

Task 3 Rename and Upload Files

1. Optionally, rename any files and folders before uploading by clicking on the node in the file selection tree view. A cursor will appear on the node being edited. Make any edits and click off the node to update the name.
2. To begin the upload, click the **Start Uploads** button.
3. View the progress of the uploads in the "Current Uploads" panel. A summary bar at the bottom of the window will display the number of files that have been successfully updated. The selection panel will display the number of files that have not been uploaded yet.

4. To cancel an upload in progress, click the **Cancel** button next to the file name.
5. To pause the queueing of new file uploads, click the **Pause** button. Any in-progress uploads will continue to upload unless they are cancelled individually.

DIVAdirector 5.4 Oracle Client Uploader Updates

The file selection pane displays the directory structure of the source files in a tree view. You can rename both files and folders before uploading.

Use the following procedure to rename a file or folder:

1. Select the node by left clicking on the name. The label will be replaced with an editable text box.
2. Enter the new node name in the displayed text box.
3. Click outside of text box to update the name.

You can exclude individual files and folders from the upload process. To exclude a node from the list, select the check box next to the node, and click **Exclude from uploads**.

- For folder names, a solid square indicates that all files beneath that folder will be excluded.
- A square with a line through it means some, but not all, files beneath that node are excluded.
- An empty square means none of the files beneath that node are excluded.

Several configurable options are available under the **Options, Preferences** menu item as follows:

Overwrite Duplicate Files

If you select this check box, any files in the user's directory on the server will be overwritten when a file with the same path is uploaded. If this value is not selected, a prompt is displayed asking if the remote file should be replaced with the one currently being uploaded.

Ignore Zero Byte Files

If you select this check box, any zero byte files will be excluded from the file selection process when processing a folder.

Process Selected Directories

If you select this check box, all selected directories will be recursively processed to get an exact file size and count. The size and count summary will be displayed next to the *Selected Files* header.

Upload Timeout

This value sets the number of minutes that can elapse before an upload times out. Leave this field blank for an infinite timeout.

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. *See 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.

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 *Restore Type*:
 - **Restore** (default) — Indicates that you are going to be restoring to a specified destination.
 - **Local Restore** — Sends the restored files to a Virtual Directory on the DIVAdirector Server so they may be directly downloaded from the site.
 - **Publish** — Only exports xml metadata and the object to a preconfigured editing software FTP site.
5. Choose the *Destination* (not all destinations may be shown). The available destinations depend on the group permissions assigned by the System Administrator.
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. Specify a *File Path Root* in the destination for the restored files.
8. Select additional restore parameters from the **General Options** drop-down:
 - **Default** — No additional configuration
 - **Prevent File Overwrites** — Indicates that DIVA should not overwrite files that already exist in the indicated destination path.
 - **Delete Files Prior to Restore** — All files of the same names as the restored files will be deleted from the indicated destination path.
 - **Prevent File Existence Check** — The restore job will not check for file existence prior to restoring. This is useful for restores that contain numerous files as an additional measure for speed.
9. Optionally, select a transcode workflow for the DIVArchive job to use. For the workflow option to appear in the drop-down, you must define this workflow in the **Admin > System > Service Settings > Transcode Service > Transcoders** page.
10. Optionally, choose to restore files in an AXF container. This can be convenient when restoring objects with large quantities of files, but can not be used in conjunction with the transcode or proxy options.

11. A proxy creation step can be added to any restore by checking the 'Create Proxy' checkbox. You will need to select a transcode workflow as well as indicate which file extensions should be proxied.
12. Click **Execute** on the top right side of the screen to initiate the operation.

The request is now sent to Oracle DIVA Enterprise Connect 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 editing software and to perform a Local Restore. The option to publish requires a destination to be configured in DIVArchive pointing to the editing software location that will receive the restored objects and their metadata. After the location is configured, this destination must be chosen as the location to publish within the **Metadata Publish Settings** tab. 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.

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

File Restore Operations

The *DIVAdirector File Restore* function enables restoring individual files from inside of a complex, multi-file object archived in DIVArchive.

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

1. Select the **Files** tab on the **Edit Metadata** screen.
2. Use the file navigation tree to identify and select the desired files to be restored. You can also use the *File Search* box to limit the file list for easier selection. You can drag files from the file tree into the selection grid.
3. Select the *Partial File Restore Type*. The available types are as follows:

Partial File Restore

This is the default option, and indicates that you are going to be restoring to a specified destination.

Local Partial File Restore

This option will send the restored files to a virtual directory on the DIVAdirector Server so they can be directly downloaded from the site.

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. Specify a *File Path Root* on the destination for the restored files.
You can optionally choose to restore files in an AXF container. This can be convenient when restoring large quantities of files.
7. Click **File Restore** on the top right side of the screen to initiate the operation.

See 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. Select the *Partial File Restore Type*. The available types are as follows:

Partial File Restore

This is the default option, and indicates that you are going to be restoring to a specified destination.

Local Partial File Restore

This option will send the restored files to a virtual directory on the DIVAdirector Server so they can be directly downloaded from the site.

5. Choose the destination (not all destinations may be shown). The available destinations depend on the group permissions assigned by the System Administrator.
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. Specify a *Root Directory* on the destination for the restored files.
8. Click **Execute** to initiate the operation.

The request is now sent to Oracle DIVA Enterprise Connect 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.

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

Delete Operations

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.

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 will fully delete the object and all related proxies from DIVAdirector.

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.

Request Operation Status

You can view the current request operation status for each object within the DIVAdirector system using the **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:

Transcoding

The request is in the process of transcoding which is monitored by the DIVA Transcode service.

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 or the Transcoder.

Cancelled

The request was manually cancelled 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.

See 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, the configuration is different from earlier releases. *See the Oracle DIVAdirector Administrator's Guide for more details.*

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. However, you must update the transcode workflow to produce all needed files.

Is DIVAdirector 5.4 still linked with the DIVArchive 6.5 and later APIs?

DIVAdirector 5.4 is linked to Oracle DIVA Enterprise Connect, and requires at least DIVArchive 7.4 or later.

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

The option to upload proxies is still available, though it uses a specifically configured Drop Folder that, in turn, must contain targeted transcoder workflows for image extraction and metadata creation.

Do Drop Folders support Partial File Restore?

Yes, both file-based Partial File Restores and timecode based Partial File Restores are 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. Lexemes are specific to a particular language.

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.