



## User guide v 3.3

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## Introduction

IN2IT access is a software designed for the ingest operators and reporters to manage all their local and remote ingest operations.

Journalists and ingest operators can browse, preview and select their content in a few clicks. Technical decisions are made automatically in the background, avoiding mistakes.


IN2IT access makes easier and more relevant the organization of your clips in the PAM environment or central storage.

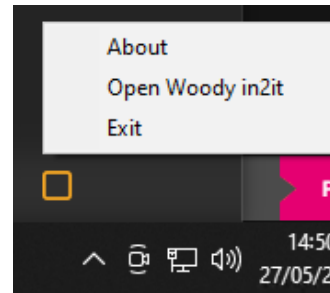
This document introduces the user interface, the clips indexing features and the ingest procedure.

## 1. Start and stop of the application

IN2IT access user interface is a web page into the Google Chrome browser. You can change this default browser during the installation process.

### 1.1 Start the application

- ▶ Click on the IN2IT access icon on the desktop 
  - The main user interface page opens itself into the web browser.
  - The background workflow engine is started, and an icon is visible in the Windows notifications bar.



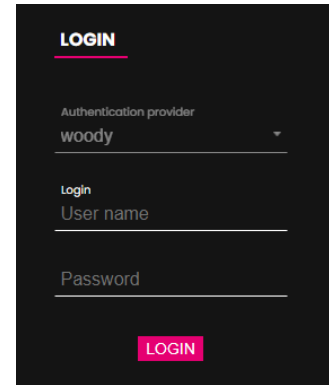
#### Notes

*The repetition of these actions - from the desktop icon or the icon in the notification bar / Open Woody in2it - will open the user interface page and / or will start the engine only if this is not already running. Thus, there are no more instances of the application opened at the same time, or several identical tabs in your browser.*

*If the browser is already opened, the user interface can open as soon as the application detects a camera card connected to the workstation, depending on the configuration.*

When you open the **IN2IT access** application, the login page will ask you to enter your User name and Password. Please ask your system administrator about the appropriate login and password.

After a successful login, you will be automatically redirected to the user interface.



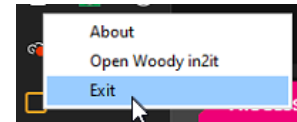
## 1.2 Stop the application

- ▶ Make sure you eject the connected volumes from the user interface (see § 2.3) before the restart. A popup message will ask you for confirmation.

### Notes

*If the ejection is not confirmed or if the volumes are still physically disconnected from the station, the application will remove the clips from the user interface, after a timeout of 5 seconds.*

- ▶ Close the web browser. A message will ask you for confirmation.
- ▶ To stop **IN2IT access** right click on the icon in the notification tray and click on **Exit**.



# General overview of the IN2IT access interface

## 1 Display of media volumes connected to IN2IT access

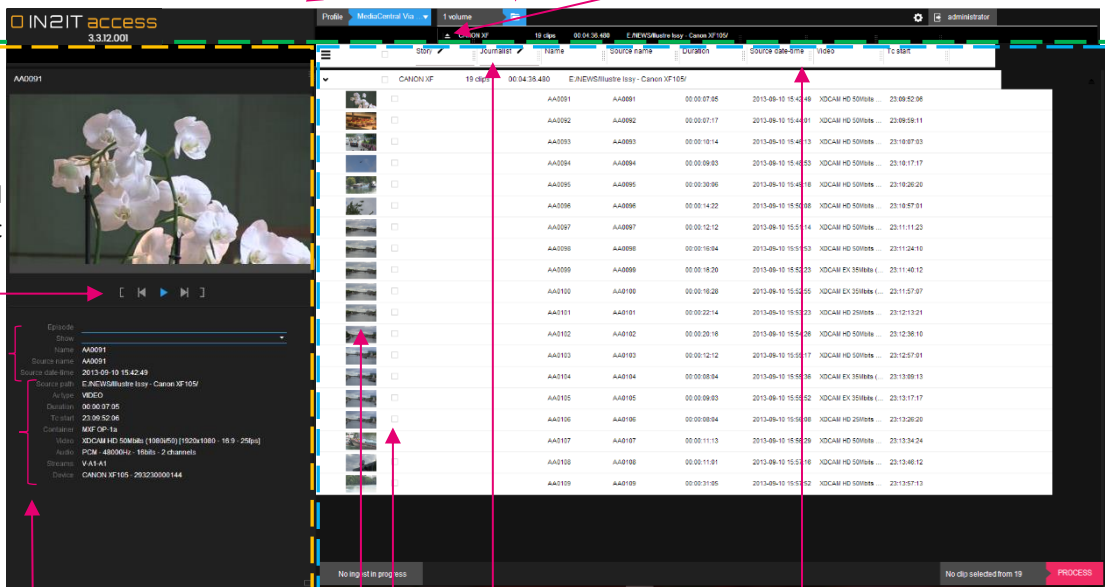
Select an ingest profile

Open a volume or folder manually

Eject the volumes

Playback control and selection of in and out points.

Editorial metadata



Technical metadata of the clip

Editable fields (✎), for selected clips

Sorting

Clips selection

Click on the thumbnail to load the clip in the player

Start

## 3 Playback and clips indexing

## 2 List of clips present on the loaded volumes

## 2. Media volumes management

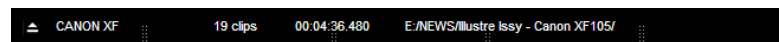
1

### 2.1 Connecting a volume

**IN2IT access** automatically recognizes the most popular camera structures (Panasonic P2, Sony XDCam and XAVC, Canon MXF, AVCHD, DCIM...)


Clips are loading automatically in the user interface upon insertion in the card reader of one of the mentioned structures.

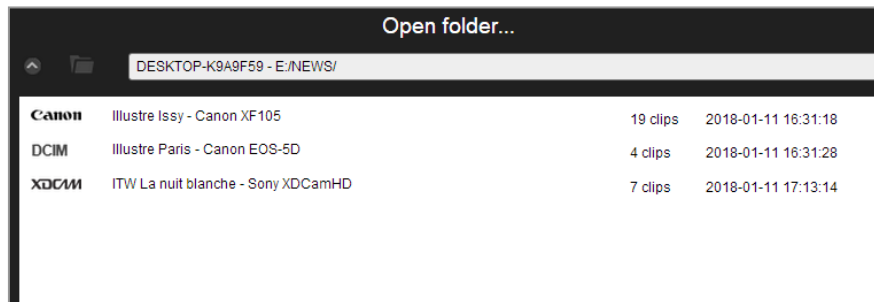
- On the top of the interface, you will find information about the connected volumes.



### 2.2 Mounting a volume / folder manually

In case the volume is not automatically detected, or if you want to load content from an external/network drive:

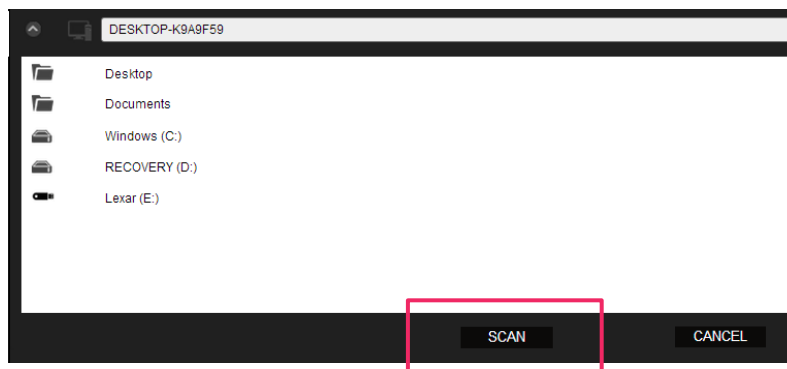
- ▶ Click the button to open the folder 
- ▶ Go to the appropriate folder, in the Windows folder tree



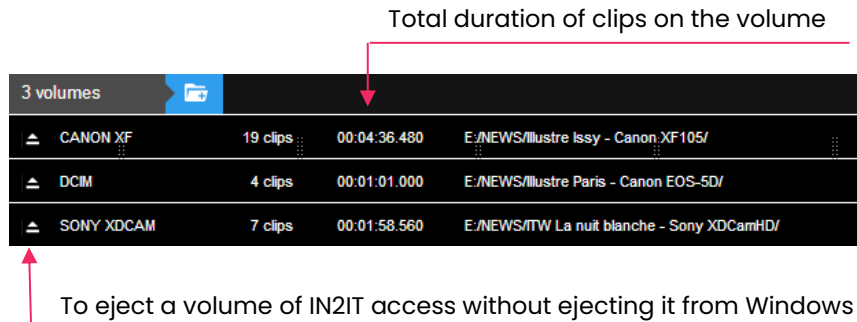
- ▶ Double click on the volume or folder to load it in the user interface.

*IN2IT access also supports opening of folders containing video, audio and graphics files which are not part of a camera card structure.*

The **Scan** feature of **IN2IT access** analyzes the volume or the selected folder and lists all the recognized video structures. You can then select several folders to load them in the user interface.



- To view all volumes connected to the application, put the mouse over the "volumes" tab. Loaded volumes appear with various details.



If an external volume is disconnected from the ingest station without being ejected through the application interface, and if the alert message is not validated, media are removed from the interface after 5 seconds.

### 2.3 Content display

All clips contained in the opened volumes will be displayed in the area **2** of the user interface.

Each volume is represented with a line. With the arrows you can expand its content or hide it.

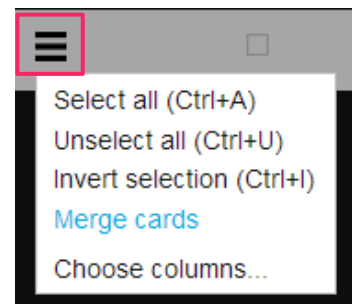


The volume lines indicate the format, the number of clips, the total duration of these, as well as their path.

It is possible to create one ingest job containing clips from different storage volumes, especially for spanned clips (see § 5.2).

**💡 Any action (naming, ingest ...) has an effect only on visible clips.**

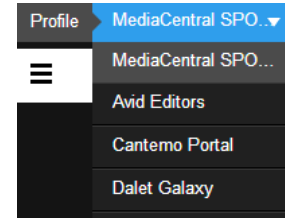
The top left menu of the clips list offers the possibility to merge the view of loaded volumes. This allows you to sort them across folders, by shooting date, duration, etc.



### 3. Select a profile

IN2IT access gives the possibility to configure multiple ingest profiles for which administrators define the encoding formats, the naming rules of the clips and the destination folders.

- ▶ Select your profile in the dropdown menu of area **1**



A profile also determines which metadata are displayed in the user interface and the metadata fields to be filled in by IN2IT access user before ingest.

**🔔 It is thus important to select the profile your will work with, before sorting and naming your clips.**

If a profile has been defined "by default", it will be automatically selected when the application starts. If there is no default profile, the last used is displayed.

### 4. Prepare ingest

**2**

#### 4.1 Metadata

Metadata fields displayed in columns depend on the selected profile.

You will find here technical metadata retrieved from the clips such as the shooting date and time or the media duration.

By default, clips are ordered by shooting date or recording date. A double click on a column header allows the ordering according to the criteria of that column. Another double click will invert the sorting order.

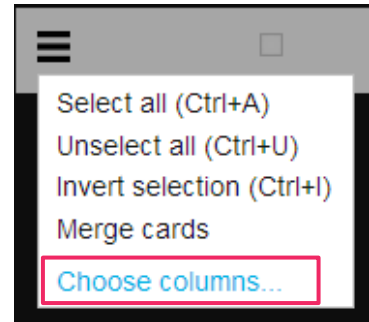
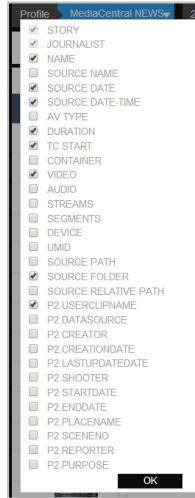
Editable metadata such as the story title or reporter name are also defined by administrators in the profiles configuration.

	Story	Journalist	Name	Source date	Duration	Video
☑	CANON XF	19 clips	00:04:36.480	E:/NEWS/Illustre Issy - Canon XF105/		
☑	Jack	Jack	_AA0091001	2013-09-10	00:00:07:05	XDCAM HD 50Mbps (...)
☐			AA0092	2013-09-10	00:00:07:17	XDCAM HD 50Mbps (...)
☐			AA0093	2013-09-10	00:00:10:14	XDCAM HD 50Mbps (...)
☐			AA0094	2013-09-10	00:00:09:03	XDCAM HD 50Mbps (...)
☐			AA0095	2013-09-10	00:00:30:06	XDCAM HD 50Mbps (...)

Metadata fields highlighted in red indicates that they are mandatory to fill in, see below.

The dropdown menu at the top left allows you to change the metadata to display.

- ▶ Select desired metadata
- ▶ Confirm with OK



*Metadata that have been specified mandatory to fill in cannot be unselected.*

When reopening the application, the metadata view configured by IN2IT access administrators will be displayed again.

## 4.2 Particular case of “spanned” clips

IN2IT access detects if a clip has been recorded through several files.

- **Intra card span** (long shooting on a single card)

The software detects the parts of a same clip on a same card, displays them and ingests them as a single clip.

- **Inter card span** (long shooting on several cards)

The two parts of a same clip dispatched on two cards are indicated in the user interface.

	Name	Source date-time	Av type	Duration	Tc start	Video
▼	PANASONIC P2	1 clip	00:17:45.280	//10.22.6.100/media/_CARDS/Panasonic P2/P2_Span/P2 span 2 cards 1 clip/card1/		
	0088JD	2015-02-23 15:54:02	VIDEO	00:17:45:07		Clip which start is located on another card
▼	PANASONIC P2	1 clip	00:17:40.600	//10.22.6.100/media/_CARDS/Panasonic P2/P2_Span/P2 span 2 cards 1 clip/card2/		
	0036M1	2015-02-23 16:11:47	VIDEO	00:17:40:15		Clip which end is located on another card

These two segments must be selected, they will be processed as two separate clips (merge option is available in the profiles).

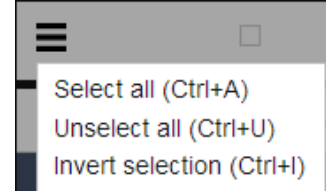
The number of segments composing the clip is a metadata available for display in the user interface.



### 4.3 Select the clips and enrich metadata

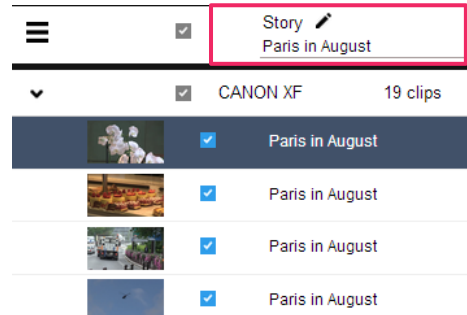
▶ Select the clips to ingest

- with the checkboxes (to select a group of clips, hold on the Shift button and check the box of the first and last element of the group)
- through the top left menu
- or with the associated keyboard shortcuts



▶ Edit the field in the header of the column.

- The value is applied to all selected clips.

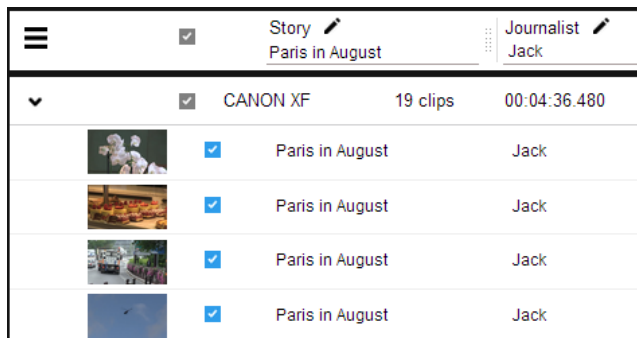


Special characters and diacritics can be replaced following rules defined in IN2IT access configuration, depending on how the target system can handle them.



For some metadata, a dropdown list can be offered.

- In a similar way, the value applies to all selected clips.



**💡 The mandatory fields to fill are highlighted in red until you have added a value.**

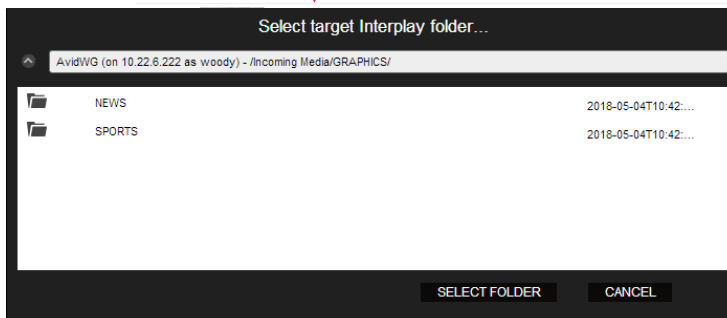
The naming rule defined in the profile configuration applies to all the selected clips in the selection. This is the name that will allow you to identify your material in the production system.

	Story	Journalist	Name	Duration
☑	Paris in August	Jack		
☑	CANON XF	19 clips	00:04:36.480	E:/NEWS/Illustre Issy - Canon XF105/
☑	Paris in August	Jack	Paris in August_AA0091001	00:00:07:05
☑	Paris in August	Jack	Paris in August_AA0092002	00:00:07:17
☑	Paris in August	Jack	Paris in August_AA0093003	00:00:10:14
☑	Paris in August	Jack	Paris in August_AA0094004	00:00:09:03
☑	Paris in August	Jack	Paris in August_AA0095005	00:00:30:06
☑	Paris in August	Jack	Paris in August_AA0096006	00:00:14:22

#### 4.4 Select the Avid PAM target folder (Avid workflows only)

In case of an Avid PAM (Interplay) ingest profile, you can browse the PAM folder tree to define the target folder for created assets.

	Story	Journalist	Name
☑	Venice in August	Jack	
☑	SONY XDCAM	7 clips	00:01:58.560 E:/NEWS/ITW La nuit blanche - Sony XDCamHD/
☑	Venice in August	Jack	Venice in August_008...
☑	Venice in August	Jack	Venice in August_008...
☑	Venice in August	Jack	Venice in August_008...
☐			008_0054



➔ The path will be applied on each clip you've selected

	Story	Journalist	Interplay browser
☑	Venice in August	Jack	/dia/GRAPHICS/NEWS/
☑	SONY XDCAM	7 clips	00:01:58.560 E:/NEWS/ITW La nuit blanche - Sony ;
☑	Venice in August	Jack	/Incoming Media/GRAPHICS/NEWS/
☑	Venice in August	Jack	/Incoming Media/GRAPHICS/NEWS/

## 4.5 Playback and change the metadata only for one clip

The area **3** of the user interface allows to preview the clip, check audio tracks, change its metadata or create subclips (see chapter 5).

- ▶ Load the clip in the player clicking on the thumbnail of the list.

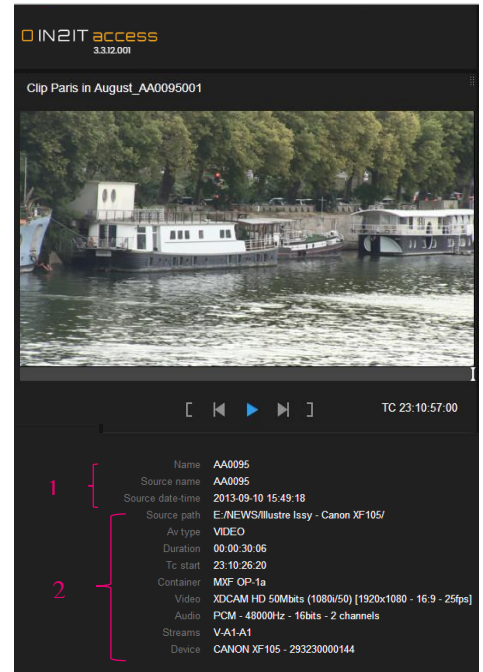
*The direction keys (right / left arrows) on your keyboard allow to play the video frame by frame.*

The **Description** part **(1)** provides access to editorial metadata. Depending on the profile settings, some can be editable.

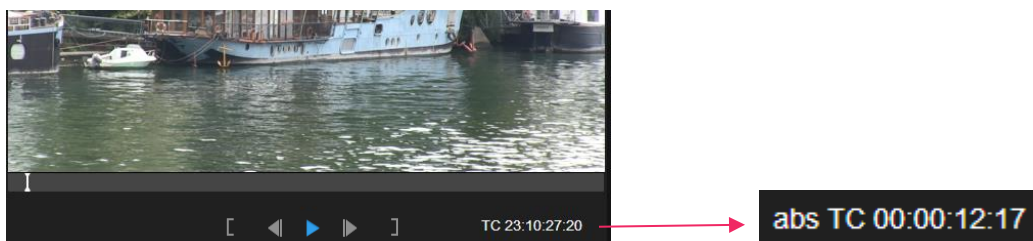
*In this tab, if you change a data that corresponds to the naming rule of the clips, this one will be "exceptionally" taken into account for just that clip. On condition not to change again the data in the list of the selected clips. The last action will predominate.*

*The naming of each clip allows to make a detailed derushing at this stage, before ingest.*

The **Technical** part **(2)** allows to see the technical metadata of the clip loaded in the player.



By clicking on the TimeCode (TC), the time reference changes display and becomes "abs TC", the display is then in minutes, seconds and frames from the beginning of the clip.



## 5. Create subclips – partial ingest

3

It is possible for you to select only the “useful” part of your clips, before ingest.

### 5.1 Create a subclip



▶ Load the clip into the player by clicking on its thumbnail

▶ Select the in and out points with the IN and OUT buttons or with the I and O keys on your keyboard.

The blue line shows the selected part.

The duration of the subclip display around the selection commands.

▶ Click on **Save**.

*As long as you have not saved the selection, you can change the position of the IN and OUT points.*

- The new subclip is displayed as child of the original clip in the list.

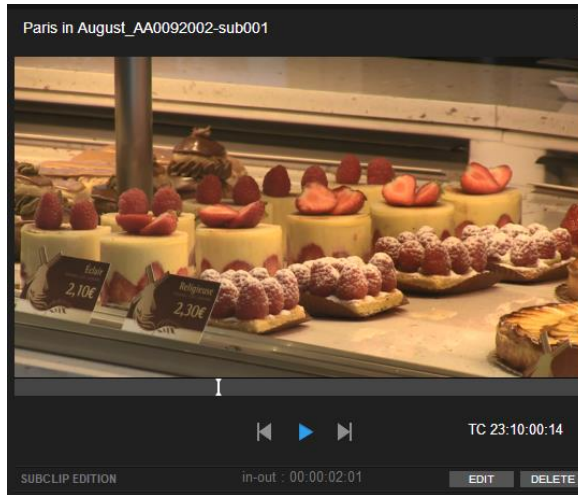
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0091001
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0092002
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0092002-sub001
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0092002-sub002
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0093003
	<input checked="" type="checkbox"/>	Paris in August	Jack	Paris in August_AA0094004

💡 **The subclip name comes from the name of the parent clip (Paris in August-sub 001). It is necessary to create the sub clips after having filled the data and applied the naming rules.**

As for source clips, it is possible to rename a subclip specifically in the Description tab under the player.

## 5.2 Modify a subclip

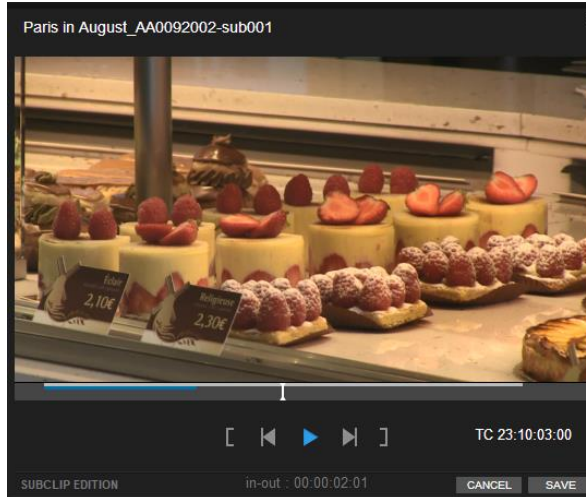
You can modify a subclip before ingest.



▶ Load the sub clip into the player clicking on its thumbnail.

▶ Click on **Edit**

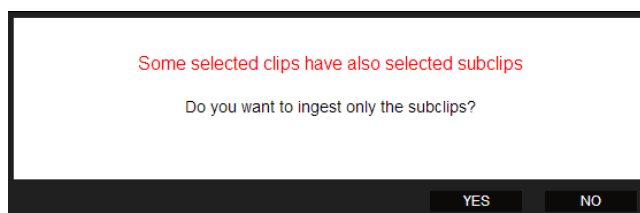
– The full original clip loads automatically.



▶ Move IN and OUT points as above.

▶ Click on **Save**

When starting the ingest, if you have selected the parent clip and its sub clips, the application will ask you to confirm your choice.

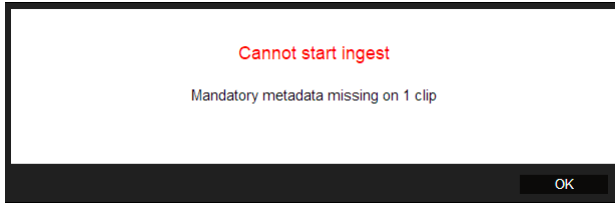


It is rarely useful to acquire an entire clip if sub clips have been created.

## 6. Ingest clips

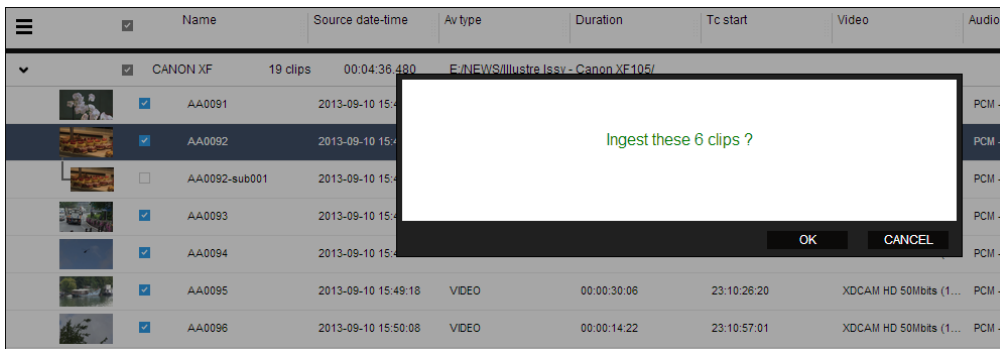
Once your selection is completed and metadata are filled,

- ▶ Click on the **Process** button

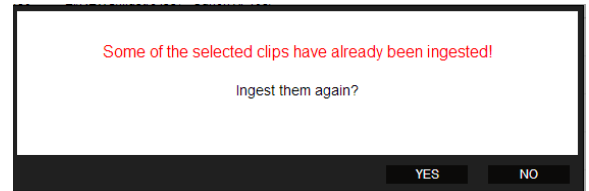


If you don't have filled the required metadata, a warning message alerts you.

- ▶ Otherwise, confirm your ingest



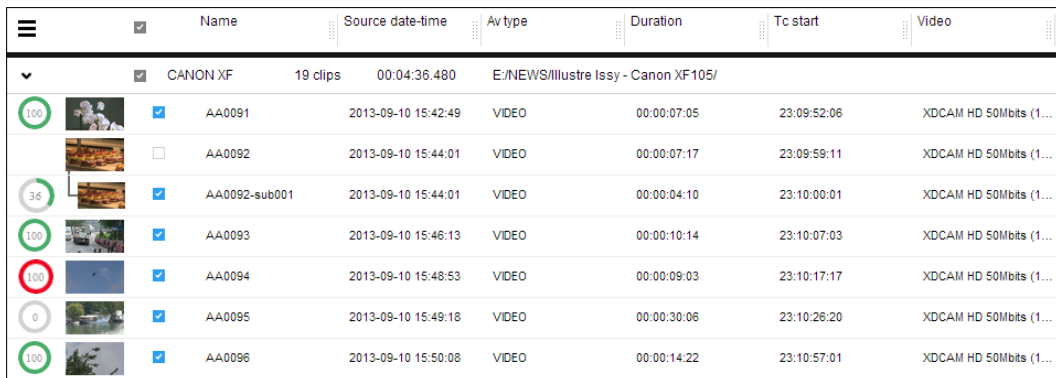
If you have selected clips being part of a previous ingest (during the same session), the application warns you and asks you for confirmation.



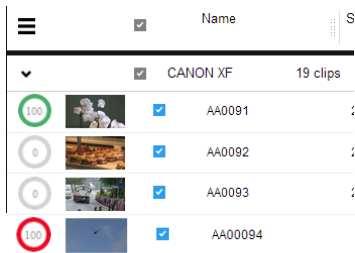
You can perform several ingests simultaneously using the same method.

Several indicators allow to follow the status of your acquisitions.

- For each clip, in the list



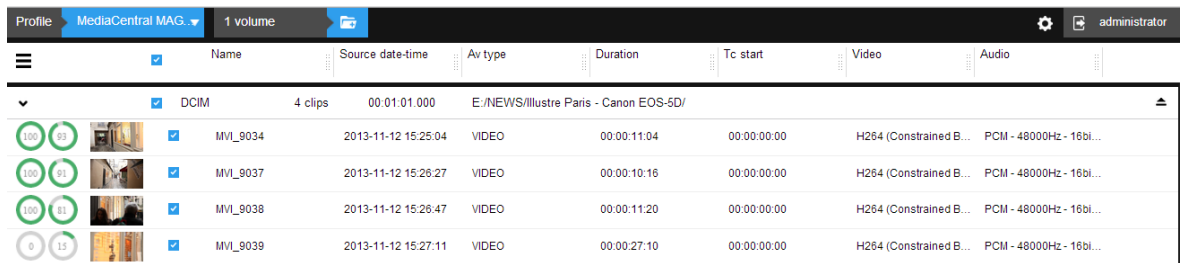
- The loading wheels tell you the percentage of ingest of each clip.



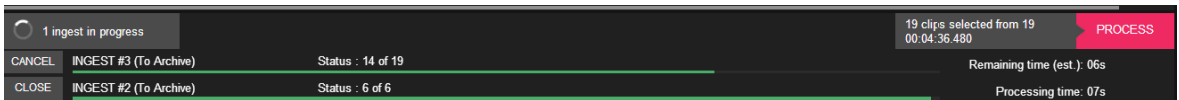
- The clip is in the pending
- The clip is available in the production system
- The ingest has failed

For all clips, IN2IT access analyzes the source file to determine if the files should be rewrapped or transcoded during ingest.

Several targets can be defined and selected for the same profile. In this case, a progress bar is visible for each of the destinations.



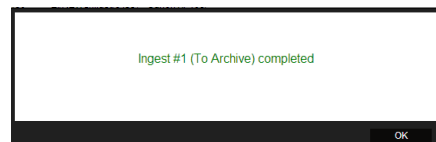
- For each ingest, a global progress bar is available.



- In case of error, a message invites you to restart the ingest.
  - ▶ Choose **Cancel** or **OK**, depending on your internal support procedures.

You are notified about the end of each ingest procedure.

**⚠ Wait for this message before ejecting your connected storage volumes.**



In the production system, you will find your clips indexed, classified and renamed according to the profile settings. If you are performing a remote ingest or if your IN2IT access client is connected to an IN2IT exchange environment, an additional processing may happen on the distant server before your clips are available for editing.