Telestream

DIVA View

User Guide

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Telestream Contact Information

To obtain product information, technical support, or provide comments on this guide, contact us using our web site, email, or phone number as listed below.

Resource	Contact Information
DIVA Core Technical Support	Web Site: https://www.telestream.net/telestream-support/diva/support.htm Depending on the problem severity, we will respond to your request within 24 business hours. For P1, we will respond within 1 hour. Please see the Maintenance & Support Guide for these definitions. • Support hours for customers are Monday - Friday, 7am - 6pm local time. • P1 issues for customers are 24/7.
Telestream, LLC	Web Site: www.telestream.net Sales and Marketing Email: info@telestream.net Telestream, LLC 848 Gold Flat Road, Suite 1 Nevada City, CA USA 95959
International Distributor Support	Web Site: www.telestream.net See the Telestream Web site for your regional authorized Telestream distributor.
Telestream Technical Writers	Email: techwriter@telestream.net Share comments about this or other Telestream documents.

Preface

This document includes detailed instructions for proper operation of the Telestream DIVA View 6.1.0.209 and provides a basic understanding of system functionality.

Audience

This document guides users through Telestream DIVA View system daily operations.

Documentation Accessibility

For information about Telestream's commitment to accessibility, visit the Telestream Support Portal located at:

https://www.telestream.net/telestream-support/diva/support.htm

Access to Telestream Support

Telestream customers that have purchased support have access to electronic support through the Telestream Support Portal located at:

https://www.telestream.net/telestream-support/diva/support.htm

Related Documents

For more information, see the DIVA View documentation set for this release located at:

https://www.telestream.net/telestream-support/diva/support.htm

Document Updates

The following table identifies updates made to this document.

Date	Update
May 2022	Updated Copyright information.
June 2022	Added support for Windows Server 2022 Rolled back terminology from Content App to DIVA View.
August 2022	Updated terminology to new standards (see the *Overview* for updated terms). Migrated book to Telestream format and styles.
September 2022	Updated terminology and new title page graphic.
November 2022	Reverted the term “Virtual Object” to “Object” as necessary. Added information in Monitoring Request Status section to include new Location column, column definitions, and new screenshot.
December 2022	Updated release number to 6.1.0.209.

Overview

DIVA View is a tool for interacting with existing DIVA Core systems. The User Interface is delivered graphically through a web browser.

Topics:

- System Overview
- Operating System Requirements
- Web Browser Compliance and Display Resolution
- New Terminology
- User Interface Concepts
- Connecting to the DIVA View Web Interface

System Overview

DIVA View provides a multi-organizational, multi-group, multi-user and multi-task environment for DIVA Core 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 send content to an editing application or a defined DIVA Core Unmanaged Storage Repository Server.

Operating System Requirements

DIVA View 6.1.0.209 is compatible with the following operating systems:

Note: If upgrading from Windows Server 2008R2 or lower, a new OS/Server will need to be provided.

- Windows Server 2012
- Windows Server 2016
- Windows Server 2019
- Windows Server 2022

Web Browser Compliance and Display Resolution

The following list identifies web browsers and their compatibility (or incompatibility) with DIVA View 6.1.0.209:

Note: The smallest resolution supported is 1024x768. Displaying lower than this resolution will create scroll bars and can have some display aberrations.

- Chrome tested on Version 79.0.3945.130 (Official Build, 64-bit) W2016 + Version 79.0.3945.130 (Official Build, 64-bit) W2019
- FireFox tested on version 72.0.2 (64-bit) W2016
- Internet Explorer 10
  - Not supported, and will not be supported.
- Internet Explorer 11
  - Support to be added in the future.
- Safari
  - Not currently supported with DIVA View 6.1.0.209.

New Terminology

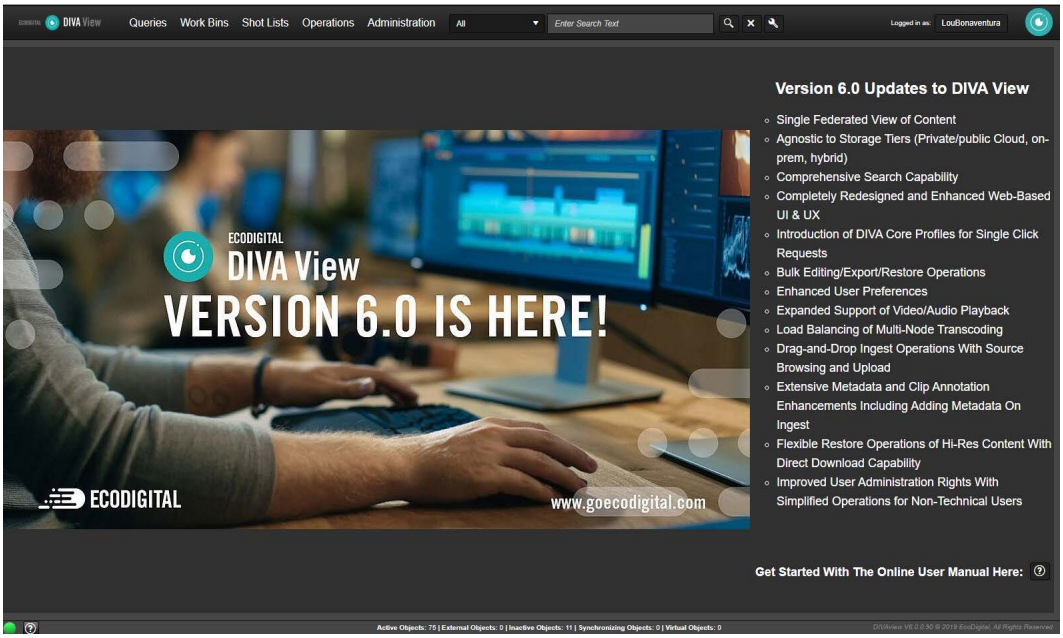
The following terminology has been updated to reflect standardization efforts across all DIVA and Kumulate applications. There will be some variations in the documentation compared to the interface until everything is switched over to the new terminology; the documentation uses the new terms wherever possible.

- Running Requests are now called Jobs
- Request History is now called Job History
- Libraries are now called Managed Storage
- Datahub is now called Actor
- Proxyhub is now called Proxy Actor
- DIVA Core and DIVA Manager are now called DIVA Core / Core / Core Manager
- Category is now called Collection
- Source/Destination is now called Unmanaged Storage Repository
- Storage Repository is now called Managed Storage Repository
- Group is now called Tape Group
- Link is now called Storage Link
- Storage Plan Manager is now called Storage Policy Manager
- Drop Folder Monitor (DFM) is now called Watch Folder Monitor (WFM)
- DIVA Command and Control Panel are now called System Management App
- DIVA Analytics and DIVAProtect are now called Analytics App

User Interface Concepts

Note: When navigating through the software and this document, the sections described may vary depending on your level of access to the system (permissions of the Organization/Group you are a member of) assigned by your Administrator.

The DIVA View UI screen consists of the following elements:



Banner Area

Displays the logo and the following menu items at the top of the screen:

Queries

You can create, execute, view and save a query. Queries can be basic (single keyword search), advanced, or queries shared for the logged in user. Queries are collections of predefined search criteria you use to locate specific objects within DIVA View. See *Searching and Querying* for details on these functions.

Work Bins

You can organize some video clips in a single location using **Work Bin**. Work Bins are working areas used to organize objects in a single location. See *Work Bins* for details on these functions.

Shot Lists

You create, view and edit lists of video clips in a **Shot List**. You use Shot Lists for managing and manipulating segments of video clips so that they can be partially

restored by DIVA Core. It also provides an exported **EDL** for use with Avid and Apple Final Cut Pro. See *Shot Lists and Player* for details on these functions.

Operations

You can use this menu to create Virtual Objects, Archive Objects, and view Request Status. See *DIVA Core Operations* for details on these functions.

Administration

Displays a list of options pertaining to DIVA View site administration. See *DIVA Core Operations* for details on these functions.

Search Box

Use the drop down menu and the text search box to perform quick queries. See *Searching and Querying* for details on these functions.

Advanced Search

Shaped like a wrench, click on this icon to access advanced search functionality. See *Searching and Querying* for details on these functions.

User Name

Click your username to access your profile settings. See *User Preferences* for details on these functions.

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.

Status Bar Area

The Status Bar is located at the bottom of the screen and includes the following items:

DIVA View Status LED

Hover over or click this icon located on the left of the Status Bar to access system informational messages. This status is only available if you are logged in as an administrator.

Status Help

Click the Status Help icon (question mark) to access more detailed system status information. This status is only available if you are logged in as an administrator.

Quick Status View

In the center of the Status Bar is quick information referencing Active Objects, External Objects, Inactive Objects, Synchronizing Objects, and Virtual Objects.

An inactive object is one that was deleted from DIVA Core (outside of DIVA View), and can be recovered to a virtual object on the Housekeeper screen. You can change the DIVA View version to virtual if you need to re-archive it again with the same metadata that was previously associated with it. This does not recover the object in DIVA Core, only in DIVA View as a virtual object. Object states can be found in the Administrators Guide.

DIVA View Release

You can see which DIVA View release is currently in use on the right side of the Status Bar.

Connecting to the DIVA View Web Interface

Use the following procedure to connect to DIVA View:

1. Open your web browser.
2. Enter the web address of the DIVA View 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 DIVA View web address is the server's host name (for example, http://<domain>DD5). However, you may also need to include a port number depending on how the system was configured (for example, http://<domain>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 DIVA View Web Interface.
4. Log into DIVA View using your assigned username and password. See *User Preferences* for password requirements.
5. DIVA View can now be accessed through the GUI.

Searching and Querying

Topics:

- Basic Search
- Advanced Search
- Queries

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.

Postgres is a free and open-source RDBMS (Relational Database Management System) emphasizing extensibility and technical standards compliance. Postgres documentation is located at https://www.postgresql.org/docs/. A **Lexeme** is a meaningful linguistic unit that is an item in the vocabulary of a language. For example, find, finds, found, and finding are forms of the English lexeme find.

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.

For example, in a normalized lexeme the phrase lighting traces interprets as two lexemes; light and traces. Both the search parameters and all textual metadata are normalized, which more broadly matches similar criteria. For example, because lighting and lights have the same lexeme conversion, they both match for either term.

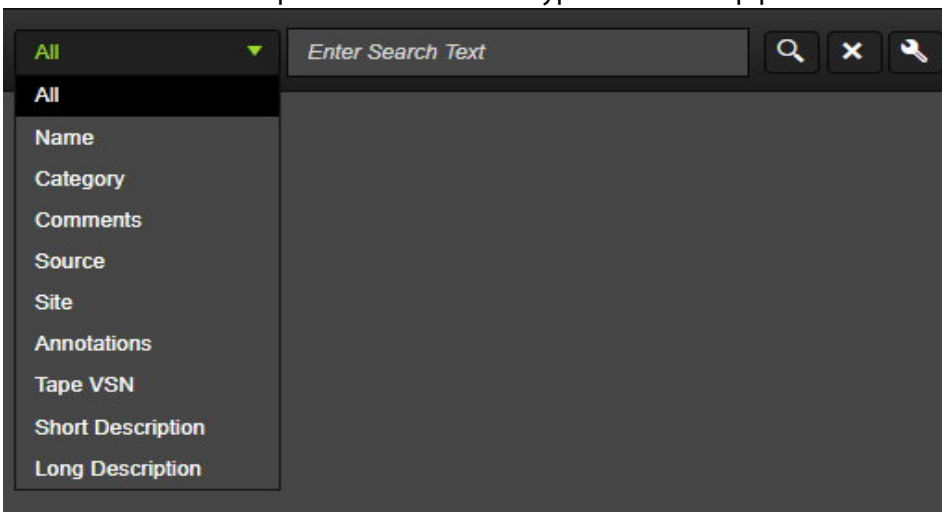
Notes: Search language effects how the search strings are interpreted. By default the search language is set to English which stems all terms to their Latin roots to search against. In many cases where customers are just searching for object names (which are not associated with any language) using the Simple search language avoids the root stemming of search terms.

You can change the language used to calculate your searches on the Administration, System Management, System Settings page. However, recalculating the language in your metadata is an exhaustive database procedure, likely requiring multiple hours to complete, and should be performed with the assistance of a Support representative.

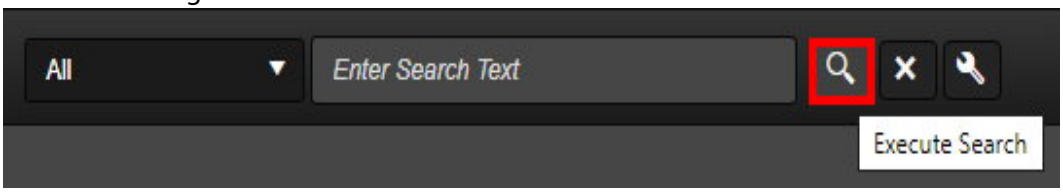
Full text searching is considerably faster than string-matching on larger data sets, resulting in a faster, more flexible search engine. Advanced search queries against the metadata make literal matching simple.

Use the following procedure to create a basic query:

1. Use the search drop down to select the type of search top perform.

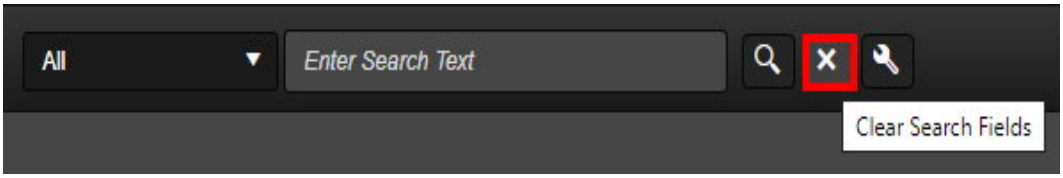


2. Enter the text to search for in the Search field (limited to 64 characters) on the top center of the screen.
3. Click the Search icon (a magnifying glass to the right of the Search field), or press Enter to begin the search.



4. 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.

Click the Reset Search icon to clear the search fields.



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 **Active Object** operators to denote clauses between terms. A space represents the default AND operator.

Note: All Boolean operators must be in capital letters.

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.

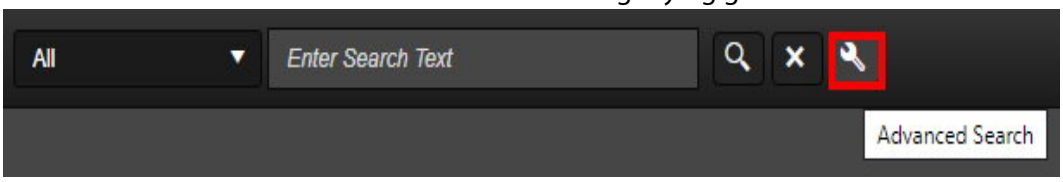
Multiple Boolean search terms can be used in a single search phrase.

Advanced Search

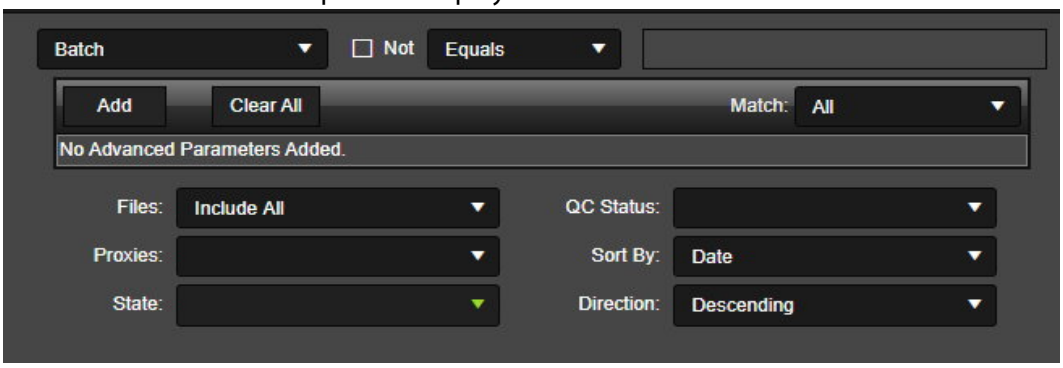
You can use the Advanced Search feature to search on specific metadata fields. If you require searching a specific phrase, the recommended method is to use an advanced search query with the Contains clause. This will limit your search results to a less broad matching strategy than a basic search.

Use the following procedure to create an advanced query:

1. Click the Advanced Search icon next to the magnifying glass icon.



2. The Advanced Search panel is displayed below the Basic Search text box.



3. You can add specific search criteria (Advanced Parameters) using the lists just above 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 on the right 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.

   Or All Advanced

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

   Any All Advanced

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

4. Select the appropriate option using the Files list to extend your basic search terms to search files within objects.

   The Files options are as follows:

   Do Not Include

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

   Include For Search

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

   Include All

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

5. Use the Proxies list to select whether to include files with proxies.

   The Proxies options are as follows:

   None

   Do not use proxies to filter the search results.

   Objects With Proxies

   Only include objects meeting the search criteria if they have proxies.

   Objects Without Proxies

   Only include objects meeting the search criteria that do not have proxies.

6. Use the State list to select the current state of the objects being searched for.

   The State options are as follows (described in the Administrator's Guide):

   Active

   Only include active objects in the search results.

   External

   Only include externalized (offline) objects in the search results.

   Synchronizing

   Only include objects currently being synchronized in the search results.

   Virtual

   Only include virtual objects in the search results.

7. Use the QC Status list on the lower left side of the Advanced Search panel to add searching for Quality Control status.

   The QC Status options are as follows:

   Accepted

   Quality Control accepted the clip as usable.

   Failed

   Quality Control did not accept the clip as usable.

8. Add any sorting criteria using the Sort By list if desired.

The Sort By options include the following:

ID

Sort the search results according to the file ID.

Name

Sort the search results according to the file name.

Category

Sort the search results according to the file Collection.

Date

Sort the search results according to the file date.

Comments

Sort the search results according to the file comments.

Source

Sort the search results according to the file source.

Active

Sort the search results according to the active status.

Virtual

Sort the search results according to whether the file is a virtual file.

File Size

Sort the search results according to the file size.

QC Status

Sort the search results according to the quality control status.

Tape VSN

Sort the search results according to the Tape VSN.

Short Description

Sort the search results according to the short file description.

Long Description

Sort the search results according to the long file description.

Air By

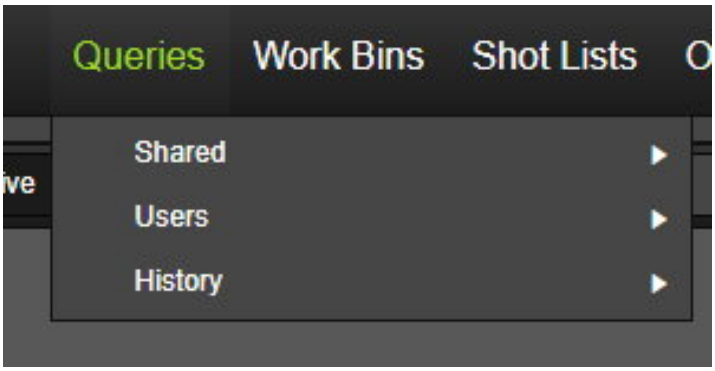
Sort the search results according to the date the file was aired.

9. Use the Direction list to select the sorting direction: Ascending or Descending.
10. 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.

Queries

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



Queries are accessed and executed using the Queries menu item on the top menu bar. Click, or hover over, the Queries menu item and the Queries list will appear and include the following list items:

Shared

Hovering over this list item displays queries that are shared with other users.

Users

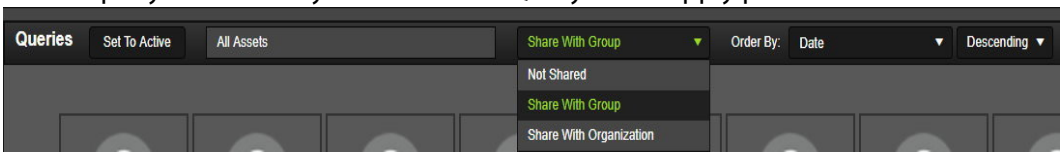
Hovering over this list item displays users who have performed queries, and the queries they executed.

History

Hovering over this list item displays recent queries that have been executed. Clicking on one of the executed queries will re-execute it and display it on the screen.

Using the Query Bar

After a query is executed you can use the Query Bar to apply parameters as follows:



Set to Active

An active query is specifically assigned to be easily accessed at any time. You click this button to set the query to the Active state. After a query is set active, click the Queries menu item to easily access the query.

Rename Query

Enter the name for the query (in the previous figure it is All Objects) in the text box and click Save (on the right side of the bar) to save the new query name.

Sharing

Use the Sharing list to select whether to share your query, and with who you will share it. Selections include Not Shared, Share With Group, and Share With Organization.

Order By

Use this list to select the ordering of your query.

Ascending or Descending

Use this drop down to select whether your query will be listed in Ascending order, or Descending order.

Hover your mouse over the Actions Query Bar menu item to display the list of options. Similar Actions menus appear throughout DIVA View on different screens; the options available from a specific Actions menu will be specific to the screen being viewed. The Actions section of the Query Bar (on the far right) includes the following items:

Edit Metadata

Edit the selected file metadata.

Edit Metadata (Player Mode)

Edit the selected file metadata and while viewing in Player Mode.

Download Query Results

Download the results of your query.

Add to Work Bin

Add your query results to an existing **Work Bin**, or create a new Work Bin and add your query to the new Work Bin.

Add to Shotlist

Add your query results to a new or existing **Shot List**.

Restore Content

Restore query results content to DIVA Core. When selected, this opens a restore dialog allowing you to set the restore parameters.

Delete Content

Delete a file, or files, from your query results.

Two additional buttons on the far right of the Query Bar are as follows:

Save

Click this button to save any changes you made to your query.

Delete

Click this button to delete your query.

Viewing Query Results

Query results are displayed in the DIVA View main content area.

The following 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 list items except Show Files.

The context menu list of options for clips are as follows:

Play

This list item is the standard play item seen on media players. Selecting this list item plays the selected clip in the player.

Edit Metadata

This list item displays the metadata in the Edit Metadata dialog box.

Show Files

This list item will show a navigation tree of the files included in the object.

Add to Work Bin

This list item adds the selected clip to an existing Work Bin, or allows creation of a new Work Bin to include the clip in.

Add to Shot List

This list item adds the selected clip to an existing Shot List, or allows creation of a new Shot List to include the clip in.

DIVA Core Restore

This list item enables restoring the high resolution version of the video clip from the DIVA Core system. This icon is inaccessible (grayed out) for virtual objects.

DIVA Core Delete

This list item removes the file from DIVA Core. The clip's proxy and metadata are not immediately deleted from DIVA View until the next synchronization cycle between DIVA View and DIVA Core. Deleting a **Virtual Object** only deletes the virtual object in DIVA View and the proxy from the system, since virtual objects have no corresponding object in DIVA Core.

Export Metadata

You can download the query results as a CSV and XML file that includes all metadata that the user has access to view.

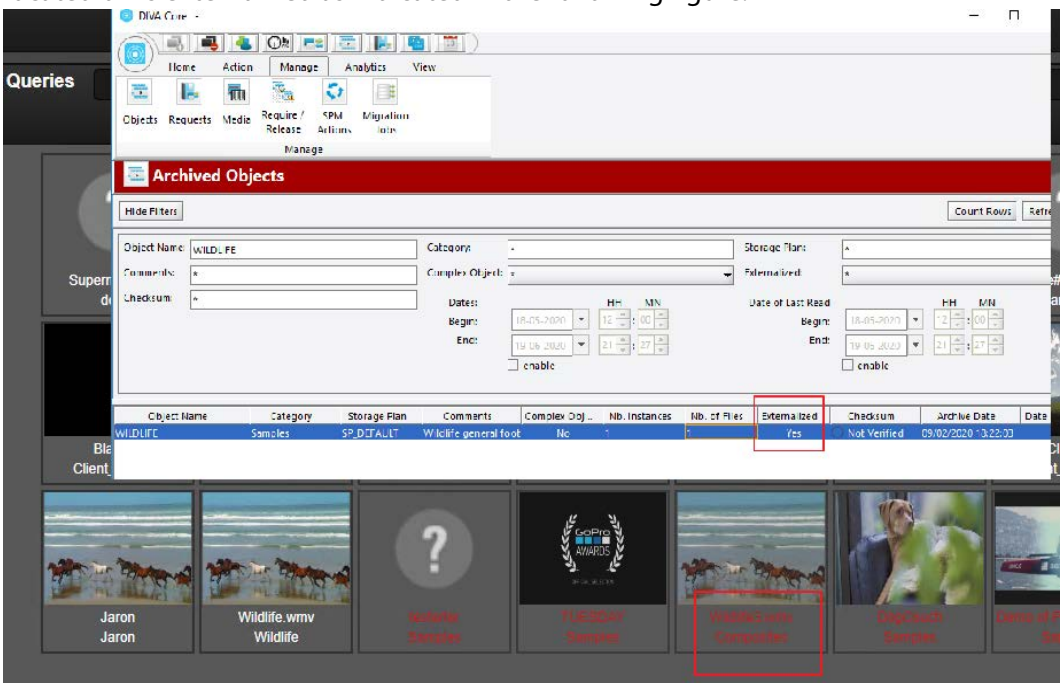
Download Proxy

This list item enables downloading the proxy for local viewing and use.

Tooltips

This small dialog box appears when you hover the mouse over menu or list item and displays a tooltip.

Objects appearing in the results that have a red title indicates that the tape they are located on is externalized as indicated in the following figure.



Sharing Queries

Queries can be made private (not shared), or shared on a group or organization level. When a query is shared, a copy of it is added under the Queries, Shared menu item that mimics the query in your name in the Queries, User menu item. Queries that are not shared will only be displayed under your name in the Queries, User menu item. Query sharing permissions are granted by the System Administrator for users, groups and organizations. The results of sharing a query is determined by the permissions granted.

You change the shared status of a query using the following procedure:

1. Open the query to be shared, or not shared, using the Queries menu item on the top bar.
2. Use the drop down list located just to the right of the Query Name text box and select one of the following to indicating your sharing selection:

   Not Shared

   Makes the query private and nobody else can see it.

   Share with Group

   Shares the query with your assigned group in your user profile.

Share with Organization

Shares the query with your assigned organization in your user profile.

3. Click the Save button on the right side of the Query Bar to save your selected sharing preference.

Renaming Queries

Use the following procedure to rename a query:

1. Either select the query to rename using the Queries menu item or use the query currently open.
2. In the text box on the Query Bar where the current query name is displayed, rename the query as desired.
3. Select Save on the right side of the Query Bar to save the query with the new name.
4. The query will be displayed in the Query History, under your username, and in the Queries, Shared menu item if the query has been shared.

Deleting a Saved Query

You can permanently delete saved queries. Deleting a query will cause all copies of that query to be deleted.

Use the following procedure to delete a saved query:

1. Select and open the query to delete from the Queries menu item.
2. Click Delete from the right side of the Query Bar to delete all copies of the query.

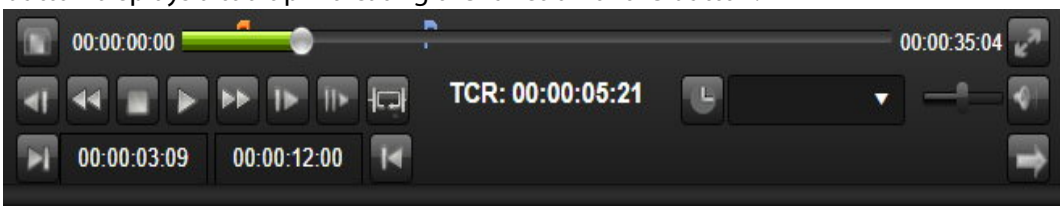
Playing a Proxy for a Video Clip

All proxies that are stored in DIVA View are controlled by the DIVA View Web Server. Video playback is available only when a proxy is registered in DIVA View. The version of the clip that is displayed in the player area is a lower-resolution version of the clip that is archived in DIVA Core. The displayed clip contains the same content, frame rate, duration and time code as the object in DIVA Core - only the resolution is different. If multiple proxies are added to an object, you can select the desired proxy to playback using the Proxy drop down list on the top Player Bar.

See the *Supported Proxy Formats* in the *Appendix*.

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. Hovering over a button displays a tooltip indicating the function of the button.



Show / Hide Frames

The Show / Hide Frames button is on the top left and looks like a frame. Click this button to either show or hide the frames on the left side of the player screen in the currently loaded clip.

Full Screen Mode

The Full Screen Mode button is on the top right and looks like angled double arrows. Clicking this button will enter full screen mode. Press the ESC key on your keyboard to return to normal player mode.

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.

Rewind

The Rewind button is next to the Previous Frame button on the player and is a double arrowhead pointing to the left. When clicked, the clip will be played backward at 4x speed. Clicking Rewind a second time will change the playback rate to 8x speed.

Stop

The Stop button is next to the Rewind button on the player and has a square shape. Click on this button to stop the playback of the proxy.

Play / Pause

The Play / Pause button is next to the Stop button on the player and is either single arrowhead pointing to the right, or double vertical lines. This is a toggle button that switches between Play and Pause. When a clip is playing, this button will show the Pause icon (double vertical lines). When a clip is paused, this button will show the Play icon (arrowhead pointing to the right).

Fast Forward

The Fast Forward button is next to the Play / Pause button on the player and is a double arrowhead pointing to the right. When clicked, the proxy will be played at 4x speed. Clicking Fast Forward a second time will change the playback rate to 8x speed.

Next Frame

The Next Frame button is next to the Fast Forward button on the player and is a vertical bar (on the left) and an arrowhead pointing to the right. Clicking the but-

ton skips to the proxy's next frame, allowing you to view the proxy frame by frame.

Seek to End of Video

The Seek to End of Video button is next to the Next Frame button on the player and is a double vertical line with an arrowhead pointing to the right. When clicked, the proxy will go directly to the end of the video clip.

Looping Play Mode

The Looping Play Mode button is an arrowhead pointing to the right. This is a three-way toggle button that switches between Play from beginning to end (no looping), Play this clip between markers and loop continuously, and Play selects clips between markers and loop round each clip.

Timecode Mode

The Timecode Mode button looks like a clock and is located to the right of the time counter. When clicked it switches between Timecode Mode and Frame Number Mode on the counter. When in Timecode Mode the numbers on the timeline will show hours, minutes, seconds, and frame (hours:minutes:seconds:frame). Users can manually enter a specific timecode and press ENTER to go directly to that time in the clip. In Frame Number Mode the timeline will show frame numbers. In the previous figure this button is in Timecode Mode as indicated by the timeline showing hours, minutes, seconds, and frame (hours:minutes:seconds:frame) on each end (00:00:00:00 to 00:00:06:02).

Audio Tracks

The Audio Tracks control is a pull down menu allowing for selection of each audio track in the clip. It is auto-generated from the clip, and located directly next to the Timecode Mode button on the player.

Volume Control

The Volume control slider is next to the Timecode Mode button on the player and enables adjusting the audio volume of the proxy being played.

Mute

The Mute button is next to the Volume Control slider on the player, looks like a speaker, and mutes the audio when clicked.

Mark In

The Mark In button is on the bottom left side of the player and looks like an arrow pointing right and a vertical line. It allows you to mark the time to start playing the clip. Advance the clip to the desired time and click the Mark In button. An orange flag will appear on the timeline. Alternatively, you can drag the timeline flag to the desired location or enter the time to start the clip manually in the Mark In text box.

Mark Out

The Mark Out button is on the bottom left side of the player and looks like an arrow pointing right and a vertical line. It allows you to mark the time to start playing the clip. Advance the clip to the desired time and click the Mark In button. An orange flag will appear on the timeline. Alternatively, you can drag the

timeline flag to the desired location or enter the time to start the clip manually in the Mark In text box.

Add to annotations

The Add to annotations button is on the bottom right side of the player and looks like an arrow pointing to the right. Click this icon to add the selected segment to the annotations for the clip.

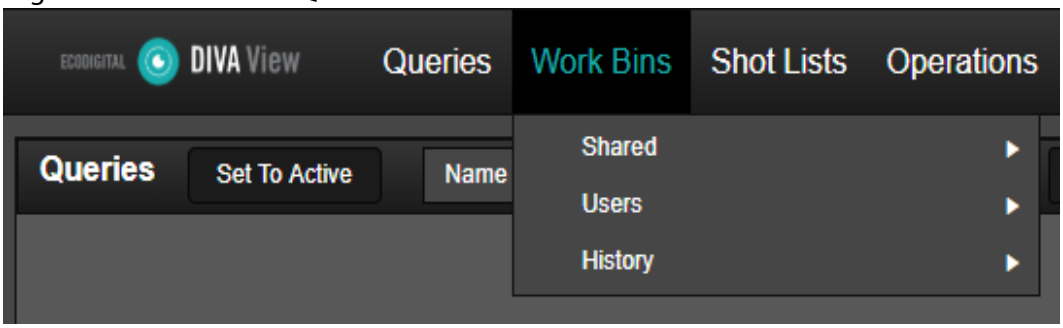
Work Bins

Topics:

- Overview
- Work Bin Active Menu
- Creating a New Work Bin
- Viewing Existing Work Bins
- Working with Video Clips within a Work Bin
- Sharing a Work Bin
- Deleting a Work Bin

Overview

A **Work Bin** is a working area used to organize objects in a single location. The Work Bins are accessed using the Work Bins menu item on the top menu bar and are organized similar to the Queries view.



The following table identifies the differences between Work Bins and Shot Lists:

Feature	Work Bins	Shot Lists
Object grouping	Yes	No
Video segment editing	No	Yes
Sharing with Groups and Organizations	Yes	Yes
Editing metadata and annotations	Yes	Yes (*for segments)*
Add to Shot List	Yes	Yes
DIVA Core Archive	No	Yes
DIVA Core Restore	Yes	Yes
DIVA Core Delete	Yes	No

See the *Queries* section of this book for additional details on the actions and options described here.

Work Bin Active Menu

The Active menu for Work Bins includes the following options:

Edit Metadata

Click this menu item to edit the metadata for the clips included in the Work Bin.

Edit Metadata (Player Mode)

Click this menu item to edit the metadata for the clips included in the Work Bin while viewing in the player. In Player Mode the Active menu changes and includes the following options:

Convert To Shot List

This option converts the current Work Bin to a Shot List.

Export

This option allows you to export and download the Metadata for the clip.

Add to Work Bin

This option allows you to add the clip to a new, or existing, Work Bin.

Restore Object

This option opens a dialog allowing you to select DIVA Core parameters to restore the currently viewed clips in the current Work Bin to DIVA Core.

Delete Object

This option allows you to delete the currently viewed object.

Download Work Bin Results

Click this option to download the data for all clips included in the Work Bin in a .csv file.

Add to Work Bin

This option allows you to add the clips in the current Work Bin to a new, or existing, Work Bin.

Add to Shot List

This option allows you to add the clips from the current Work Bin to a new, or existing, Shot List.

Restore Content

This option opens a dialog allowing you to select DIVA Core parameters to restore all clips in the current Work Bin to DIVA Core.

Creating a New Work Bin

Use the following procedure to create a Work Bin:

1. Execute a search as described in *Searching and Querying*
2. When the results are displayed, select the clips to be included in your Work Bin. Using CTRL-Click will allow you to select specific clips and SHIFT-Click will allow you to select a range of clips.
3. Right-click your selected clip, or clips, and select Add to Work Bin from the context menu.

   Enter your desired Work Bin name in the text box on the top Work Bins bar and then click Save on the right of the bar to save the new Work Bin and name. You use this same process here to rename an existing Work Bin.

Viewing Existing Work Bins

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

1. Click the Work Bins menu item on the top menu bar.
2. Locate the desired Work Bin from the Recent, Shared, or your username under Users in the menu.
3. 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.
4. Right-click on the desired clip and select an option from the context menu. The options are the same as when viewing query results.

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 right-click context menu. These buttons function as follows:

Play

This list item is the standard play item seen on media players. Selecting this list item plays the selected clip in the player.

Edit Metadata

This list item displays the metadata in the Edit Metadata dialog box.

Show Files

This list item will show a navigation tree of the files included in the object.

Delete From Work Bin

This list item adds the selected clip to an existing Work Bin, or allows creation of a new Work Bin to include the clip in.

Add to Shot List

This list item adds the selected clip to an existing Shot List, or allows creation of a new Shot List to include the clip in.

DIVA Core Restore

This list item enables restoring the high-resolution version of the video clip from the DIVA Core system. This icon is inaccessible (grayed out) for virtual objects.

DIVA Core Delete

This list item removes the file from DIVA Core. The clip's proxy and metadata are not immediately deleted from DIVA View until the next synchronization cycle between DIVA View and DIVA Core. Deleting a **Virtual Object** only deletes the proxy from the system.

Export Metadata

You can download the query results as a CSV and XML file that includes all meta-data that the user has access to view.

Download Proxy

This list item enables downloading the proxy for local viewing and use.

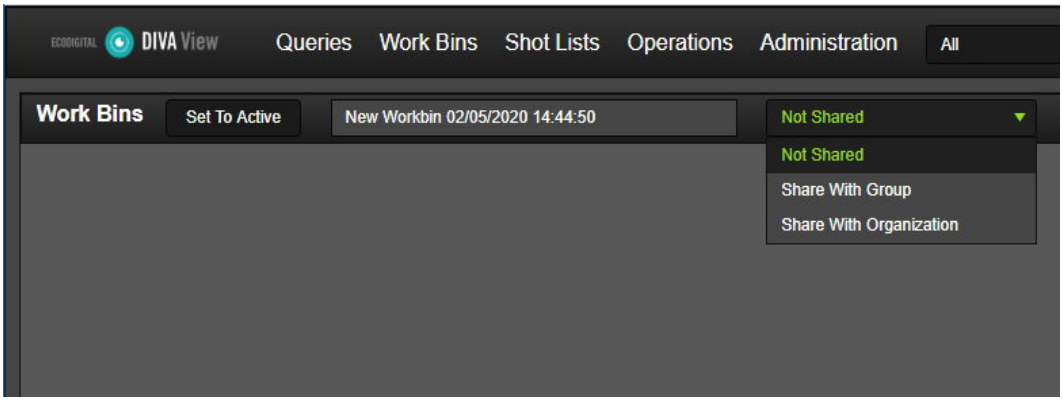
Sharing a Work Bin

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

- Group-wide
- Organization-wide

Use the following procedure to share a private Work Bin:

1. Open the Work Bin to be shared using the Work Bins menu item on the top bar.
2. Use the drop down list on the top Work Bins bar to select what group will have access to it.



3. After selecting who the Work Bin will be shared with, click the Save button on the right of the Work Bins top bar to save your changes.

   Follow this same procedure to make the Work Bin private again, but this time select Not Shared from the list.

Deleting a Work Bin

Use the following procedure to delete a Work Bin:

1. Open the Work Bin to be deleted using the Work Bins menu item on the top bar.
2. After the Work Bin is loaded in the main display area, click on Delete on the right of the Work Bins top bar.

Note: When you delete a shared Work Bin all copies are deleted.

Shot Lists and Player

Shot Lists are used for managing and manipulating segments of video clips so they can be partially restored by DIVA Core. Shot Lists also provides an exported **EDL** file for use with Avid and an XML file for Apple Final Cut Pro.

See the *Work Bins* for the differences between Shot Lists and Work Bins.

Topics:

- Shot List Active Menu
- Creating a Shot List
- Editing a Shot List
- Adding a Video Clip Segment to a Shot List
- Changing the Shot List Segment Order
- Playing the Shot List
- Sharing a Shot List
- Exporting a Shot List
- Deleting Shot List Segments
- Deleting an Existing Shot List

Shot List Active Menu

The Active menu for Shot Lists includes the following options:

Edit Object Metadata

Click this menu item to edit the metadata for the clips included in the Shot List.

All Shot

The options under in this menu item include the following and will be applied to all clips in the Shot List:

Restore

Manual Restore

This option opens the Restore dialog to select the various parameters and the execute the restore.

Restore by Timecode Profile

This option opens the Restore dialog with the Timecode Profile already entered as options to execute.

Export

Avid ALE

This option will export an EDL file to download and use with Avid ALE.

Final Cut Pro

This option will export an XML file to download and use in Final Cut Pro.

Delete

This option will delete all segments in the Shot List.

Selected Shots

The options under in this menu item include the following and will be applied to selected clips (check box selected) in the Shot List:

Restore

Manual Restore

This option opens the Restore dialog to select the various parameters and the execute the restore.

Restore by Timecode Profile

This option opens the Restore dialog with the Timecode Profile already entered as options to execute.

Export

Avid ALE

This option will export an **EDL** file to download and use with Avid ALE.

Final Cut Pro

This option will export an XML file to download and use in Final Cut Pro.

Delete

This option will delete all selected segments in the Shot List.

Creating a Shot List

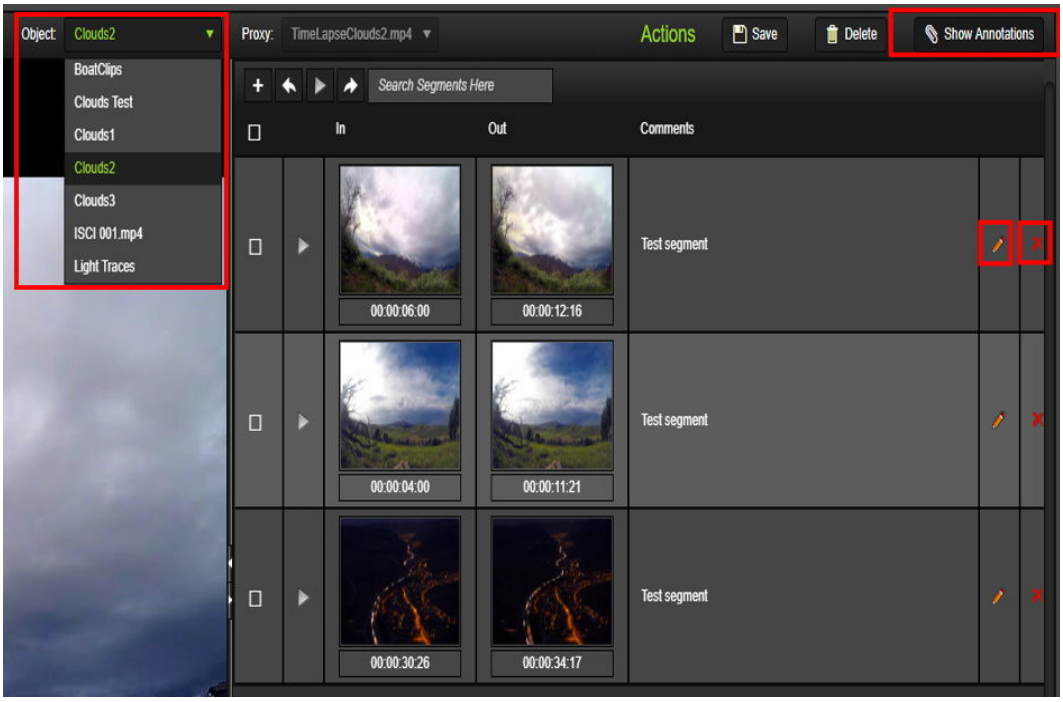
Create a Shot List by adding a collection of clips from the Queries Results or Work Bin Results screens using either the Add to Shot List link on the Active menu, or in the context menu (when right-clicking the clip). You can share, or not share, the newly created Shot List from the Shot List top bar. You manually create a Shot List using the following procedure:

1. Open the Query containing the clips you want to include in the Shot List, or perform a search to locate the desired clips.
2. Select the clip, or clips, by clicking on each clip. Press and hold CTRL and click on various clips will select each clip you clicked on. Press and hold SHIFT, click on the first clip in a range, and then on the last clip in the range to select all clips within the range.
3. Right-click on any one of the selected clips to display the context menu.
4. In the context menu select Add to Shot List > New Shot List.
5. After the new Shot List screen is displayed, enter the desired name for the Shot List in the text box on the top bar, and click Save on the far right of the top bar to save the list with the new name.
6. The Shot List can now either be kept private or share it with your Group or Organization identified in your user profile from the drop down list on the top bar using the new name.

Editing a Shot List

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 the same player controls. Shot List segments are displayed on the right side of the screen. You can switch between viewing Shots and Annotations using the toggle button on the far right of the Shot List top bar. Selected segments can be edited (both viewing shots or annotations) using the pencil icon or deleted using the red X icon as identified in the following figure.

To the right of the Sharing drop down list on the top bar is the Object drop down list (see the following figure). If your Shot List contains multiple clips, you can use this drop down list to select which clip you want to work on. Select your clip to work on and it will load in the player display area.



Adding a Video Clip Segment to a Shot List

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 (on the right side of the screen) to create video segments during playback.

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

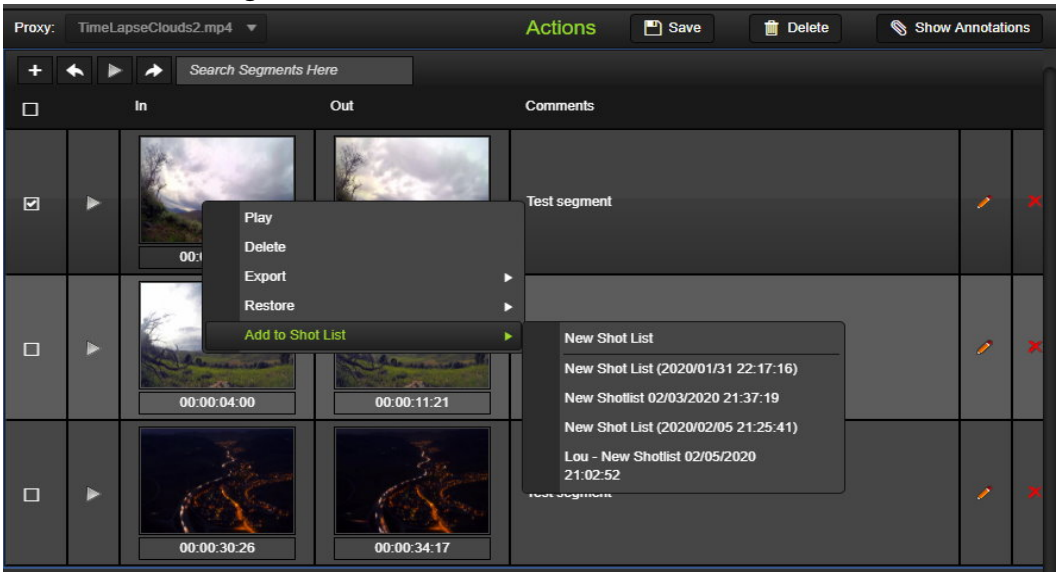
Use the following procedure to create a video clip segment:

1. Mark the first frame of the segment by clicking the Mark In icon located on the left side of the segmentation timecode text box.
2. Enter the Mark In timecode manually in the text box or drag the left orange marker on the timeline just under the shot display to the desired segment start time.
3. Enter the Mark Out timecode manually in the text box or drag the right blue marker on the timeline just under the shot display to the desired segment end time.
4. 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

Use the following procedure to add a clip segment from one Shot List to another Shot List:

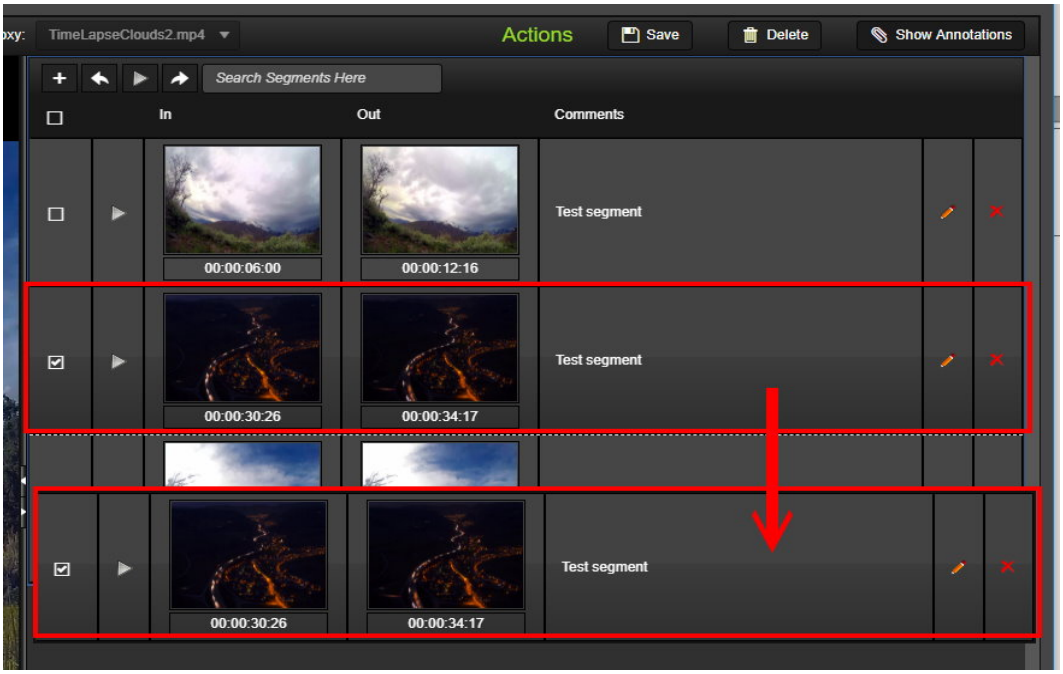
1. Open the Shot List containing the segment to be added to another Shot List.

2. Right-click the segment to be added and select Add to Shot List from the context menu.
3. Select the name of the Shot List, or a New Shot List to add the segment to.
4. Open the Shot List you added the segment to; you will see it on the right side of the screen in the Segment List.



Changing the Shot List Segment 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, click on the segment to be moved (on the left side of the segment entry) and drag the segment to the desired position and drop it there. During dragging, the current position is indicated by white dotted lines. In the following figure you are moving the segment in the middle to the end. Click Save when you are done rearranging the segments to save the Shot List with the new segment order.



Playing the Shot List

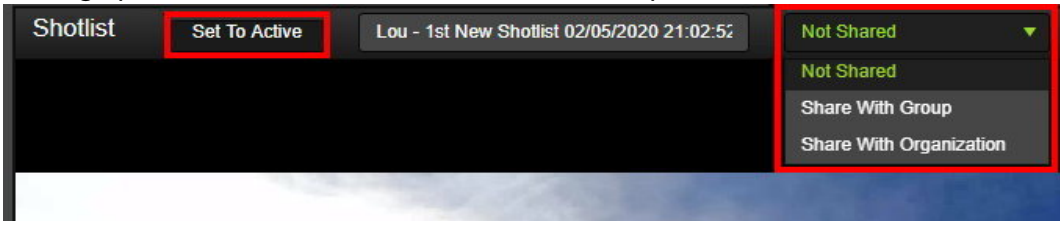
Use the following procedure to play the video segments currently added to the Shot List:

1. On the Shot List screen click the Select All Segments check box on the top left side of the segment display area or select individual check boxes.
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 Loop 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.

Sharing a Shot List

Share Shot Lists to allow other users in your assigned Group or Organization to view them. Use the Sharing drop down list to share a Shot List. After you select the desired sharing option, click Set To Active, and then Save to update the Shot List.



Exporting a Shot List

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 DIVA View includes the fcp-v4.0.dtd file described as a DIVA View Export Format and is compatible with the Apple Final Cut Pro application. You can obtain the file from your System Administrator.

Use the following procedure to export the current Shot List:

1. On the Shot List screen, select the segments to export.
2. Right-click one of the selected segments and select Export from the context menu. You can export segments to an **EDL** file for use with Avid ALE, or to an XML file for use with Apple Final Cut Pro.
3. Alternatively, hover over or click Actions on the Shot List top bar.
4. From the list that appears, select either All Shot (to export all shots) or Selected Shots (to only export the selected shots).
5. Select Export from whichever selection you made in the previous step, and then select the export format (Avid ALE or Final Cut Pro).

Deleting Shot List Segments

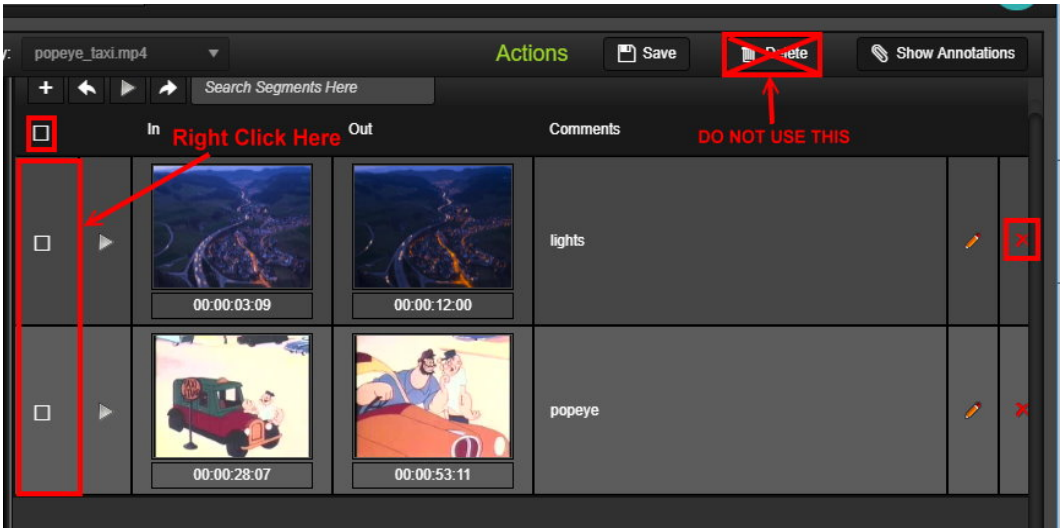
Use the following procedure to delete a video clip segment from the selected Shot List:

1. To delete a single segment, click the X icon on the right side of the desired segment in the Segment List area.
2. To delete more than one segment, use the check box on the left side of each desired segment, then right-click in the check box area and select Delete.

Note: You must right-click in the area of the check box to delete more than one selected segment. Otherwise, only the segment you are clicking on will be removed.

3. Use the Select All Segments check box on the top left side of the segment display portion of the screen to select all segments, then right-click in the check box area and select Delete. The previous note applies in this instance as well.

Caution: Clicking Delete on the Shot List top bar just above the Segment List display area will delete the entire Shot List.



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 menu item. The Shot List will load in the main display area.
2. Click Delete on the top right of the Shot List top bar to delete the Shot List.

DIVA Core Operations

This chapter describes DIVA Core operations with DIVA View.

Topics:

- Operations Overview
- Defining DIVA Core Operations Settings
- Archive Operations
- Restore Operations
- Delete Operations
- Creating Virtual Objects
- Monitoring Request Status

Operations Overview

You can perform various DIVA Core operations (as assigned by the System Administrator) on selected objects. The operations are available in the context menus, through the Operations menu, and through the Administration menu.

The results of the DIVA Core operations remain the same, regardless of how they were initiated. Every DIVA Core operation command is issued by the connection to the DIVA Enterprise Connect and sent to the DIVA Core system.

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

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

Defining DIVA Core Operations Settings

The System Administrator configures the DIVA Core Operation settings using the Administration menu. Administrators can define the DIVA Core settings for each Organization and Group. Users can adjust their personal DIVA Core settings by clicking on their Username on the top right corner of the screen, and then clicking on DIVA Core Profiles in the dialog that appears. Details for User Profile options are in *User Preferences* Refer to the DIVA View Administrator's Guide for Organization and Group configuration details.

Archive Operations

System Administrators can configure Archive Profiles for Groups and Organizations. When users perform DIVA Core archive operations in DIVA View, they may, or may not, be restricted to the configuration set by the Administrator. Users may be able to configure their archive operation during the creation of the archive, but this is still dependent on how the Administrator configures the Group or Organization where the user is a member. It is possible that not all DIVA Core Servers are made available for all users.

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

Use the following procedure to initiate an archive job:

1. Click the Operations menu item at the top of the screen, then select Archive Object. You can configure what object to archive, and where to archive the object (along with other options) when the Archive Object screen appears.
2. Use the Archive Profile button to select the type of archive from three options:

   Manual Archive

   The following parameters are configurable on the top left of the screen when using the Manual Archive profile:

   Object Name

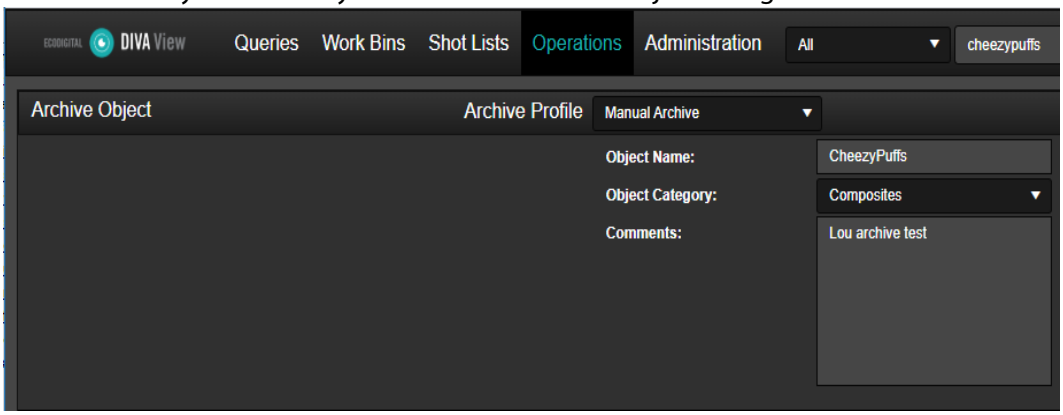
   Enter the name you want to use for the object being archived.

   Object Category

   Use the drop down list to select the Collection for the object being archived.

   Comments

   Enter any comments you want to add to the object being archived.



ArchiveToFtp

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

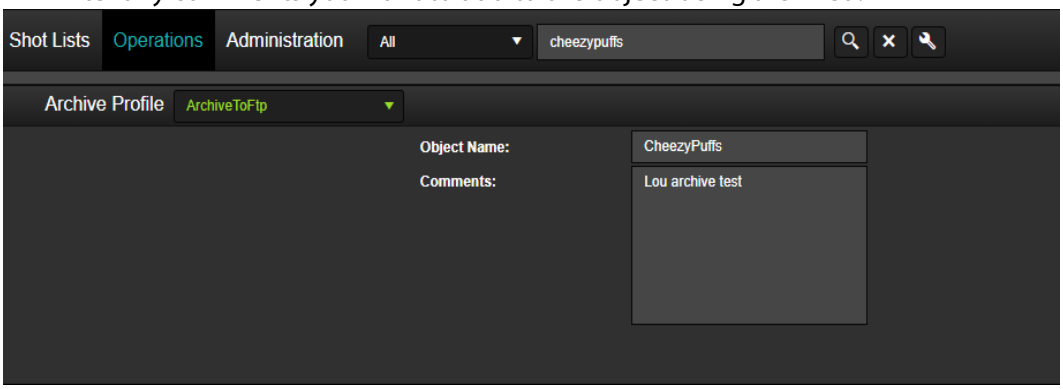
sources. The following options are configurable on the top left of the screen for the ArchiveToFtp profile:

Object Name

Enter the name you want to use for the object being archived.

Comments

Enter any comments you want to add to the object being archived.



1. Select the Media, Storage Plan, Quality of Service, Priority Level using the drop down lists for each. Select the check box to Use Local Directory; otherwise to not use a local directory leave it deselected. See the DIVA Core documentation in the DIVA Core Documentation Library for details no these options.

   Select the check box to Delete Files After Archive; otherwise to not delete the files after archiving them leave it deselected. Some of these options may not be available if your administrator chose to force default values.

2. On the bottom left of the screen, use the Source drop down list to select the Source Server for your archive. The files available on the selected Source Server are displayed in the viewing area on the bottom left of the screen. The following Source Server options are available:

   DropFolder

   This option will display the Watch Folders the user has permission to access.

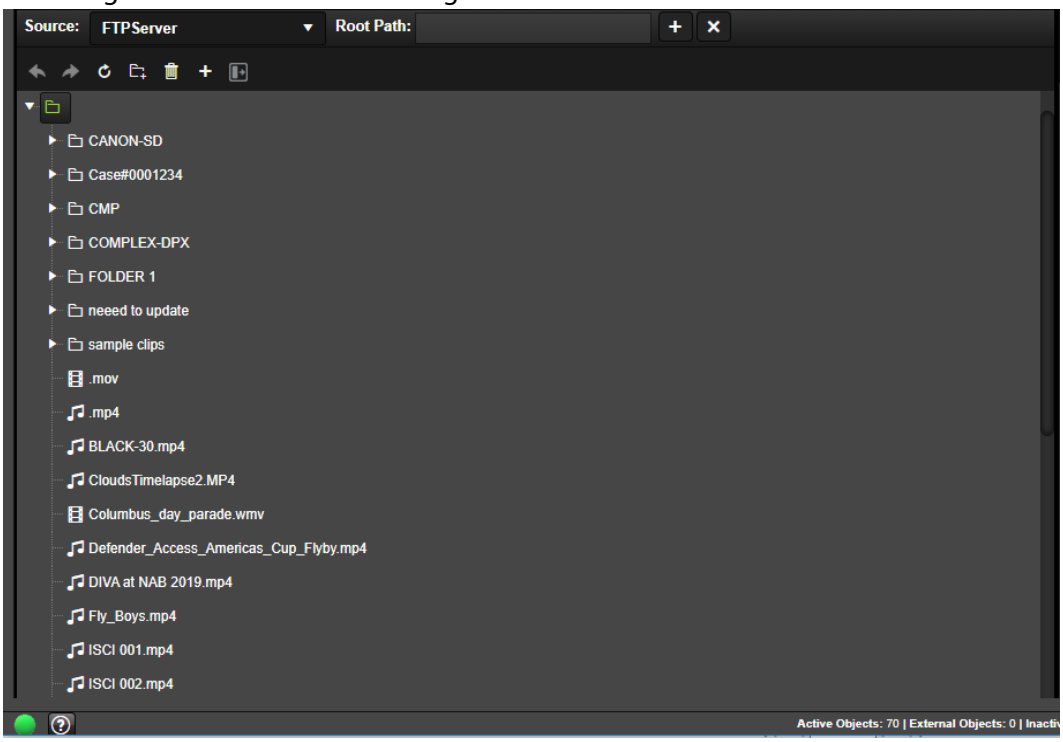
   FileShare

   This option will display the File Shares the user has permission to access with a nav-

igation tree in the file viewing area.

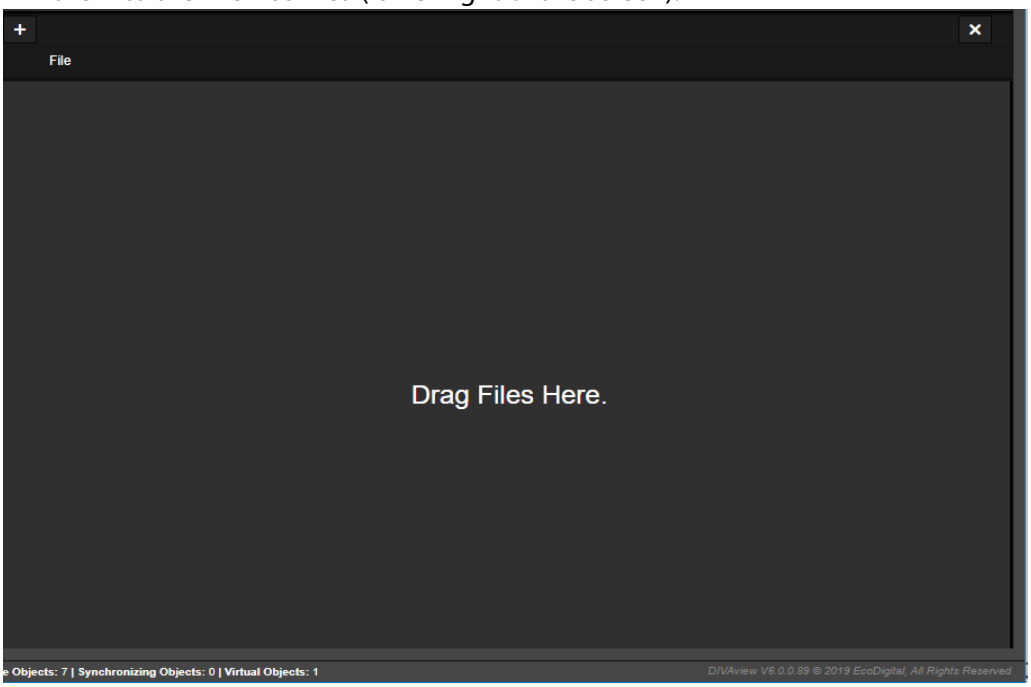
FTPServer

This option will display the FTP Servers the user has permission to access with a navigation tree in the file viewing area.



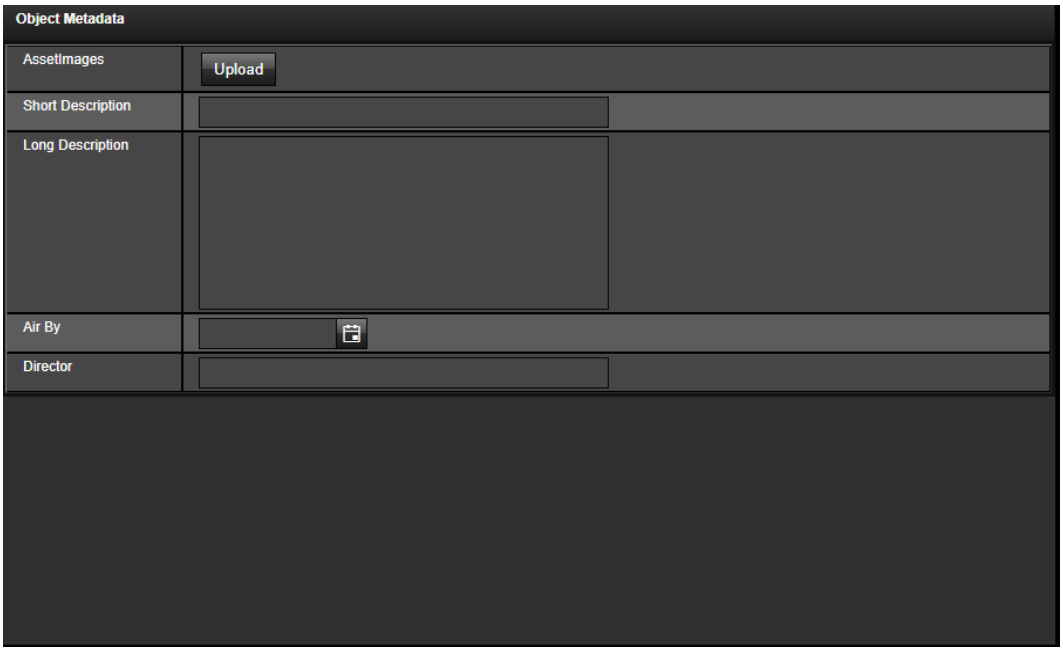
3. Enter the Root Path in the Root Path text box and click the Add icon (plus sign), or press ENTER, just to the right of the text box (see the previous figure).

4. Select the files to archive by highlighting them in the File Viewer Area dragging them to the File List Area (lower right of the screen).



Note: Right-click in the File Viewing area to upload a file to be archived from your local machine.

5. Metadata can be edited by clicking the Edit Metadata button on the right of the Archive top bar. This button is a toggle that switches between Edit Metadata when you are viewing the files and Add Files when you are in the Metadata Editing screen.



6. When satisfied with the file selections, click Archive to initiate your Archive request. The user is then automatically redirected to the Operation Status page, where they can monitor your archive progress in real time.

Local Archive

This option enables selecting content for archiving locally. The file viewer will only be available for FTP, Local, or UNC sources. See *Archiving a New Object using Local Archive* for details on this process.

Note: Technical Support recommends the use of archiving tools for Local Archives that include files greater than 2 GB.

The following options are configurable on the top right of the screen for the ***Local Archive*** profile:

Use Local Directory

Select the check box to use a local directory; otherwise leave the check box deselected.

Media

Use the drop down list to select the media to use. The list is determined by how the System Administrator has authorized permissions to directories.

Storage Plan

Use the drop down list to select the Storage Plan for the object being archived. See the DIVA Core documentation in the Additional Documentation Library for information on Storage Plans.

Quality Of Service

Use the drop down list to select the Storage Plan for the object being archived.

Priority

Use the drop down list to select the job priority for the object being archived.

Delete Files After Archive

Select the check box if you want to delete the files after they have been archived; otherwise leave the check box deselected.

See the DIVA View Administrator's Guide for more information on configuring Archive settings.

Restore Operations

System Administrators can configure Restore Profiles for Groups and Organizations. When users perform DIVA Core restore operations in DIVA View they may, or may not, be restricted to the configuration set by the Administrator. Users may be able to configure their restore operation during the creation of the job, but this is still dependent on how the Administrator configures the Group or Organization where the user is a member. It is possible that not all DIVA Core Servers are made available for all users.

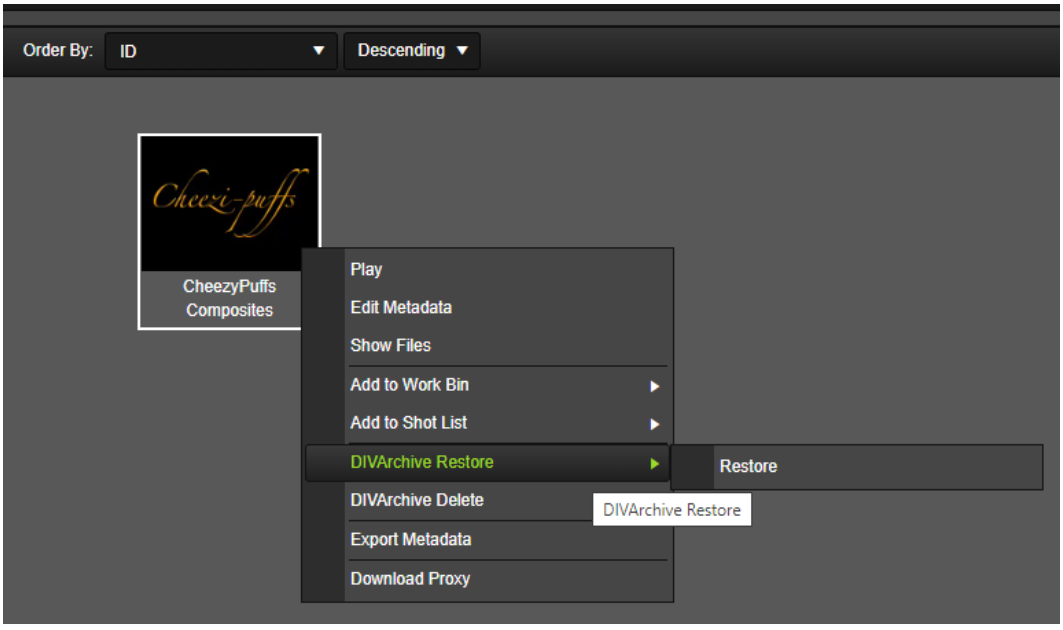
The DIVA Core Restore operation restores content to play-to-air servers or editing platforms. The default parameters of the DIVA Core Restore operation are configured by the System Administrator. See the DIVA View Administrator's Guide for details.

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

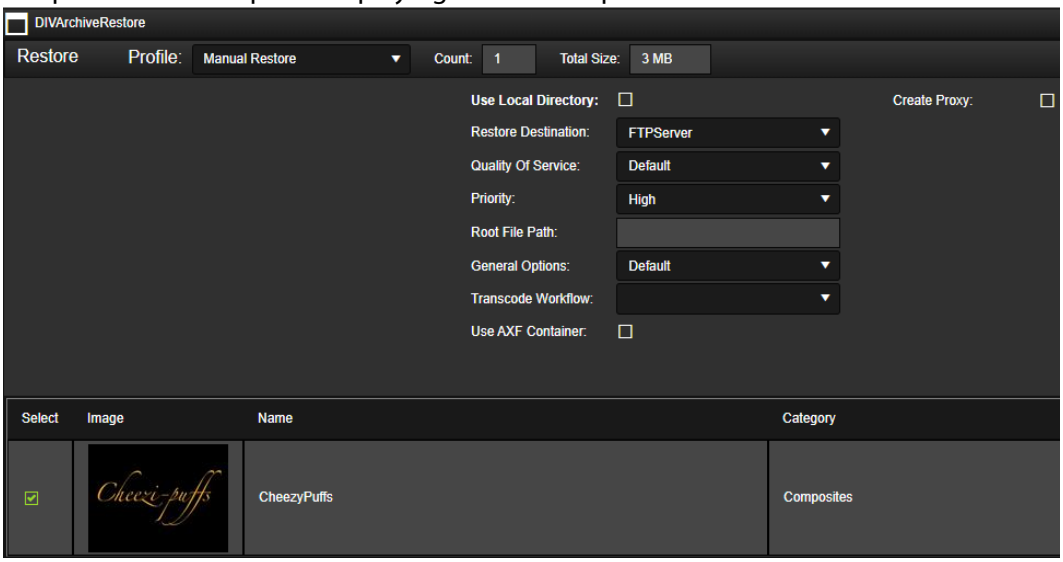
Use the following procedure to perform a typical DIVA Core Restore operation:

1. Open a query or search for the clips you want to restore to DIVA Core.
2. Select the clip, or clips, to be restored and then right-click one of the clips.
3. Hover over the DIVA Core Restore menu item, then click on the Restore menu item from the context menu.

Note: This option appears only when DIVA View is connected to the remote DIVA Core.



4. The DIVA Core Restore dialog will appear on the screen. The following figure is a partial screen capture displaying the most important elements.



5. Choose the Restore Destination Server from the drop down list (not all Destination Servers may be shown). The available Destination Servers depends 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 File Path in the text box for the restored files.
8. Select additional restore parameters from the General Options drop down:
   - **Default**

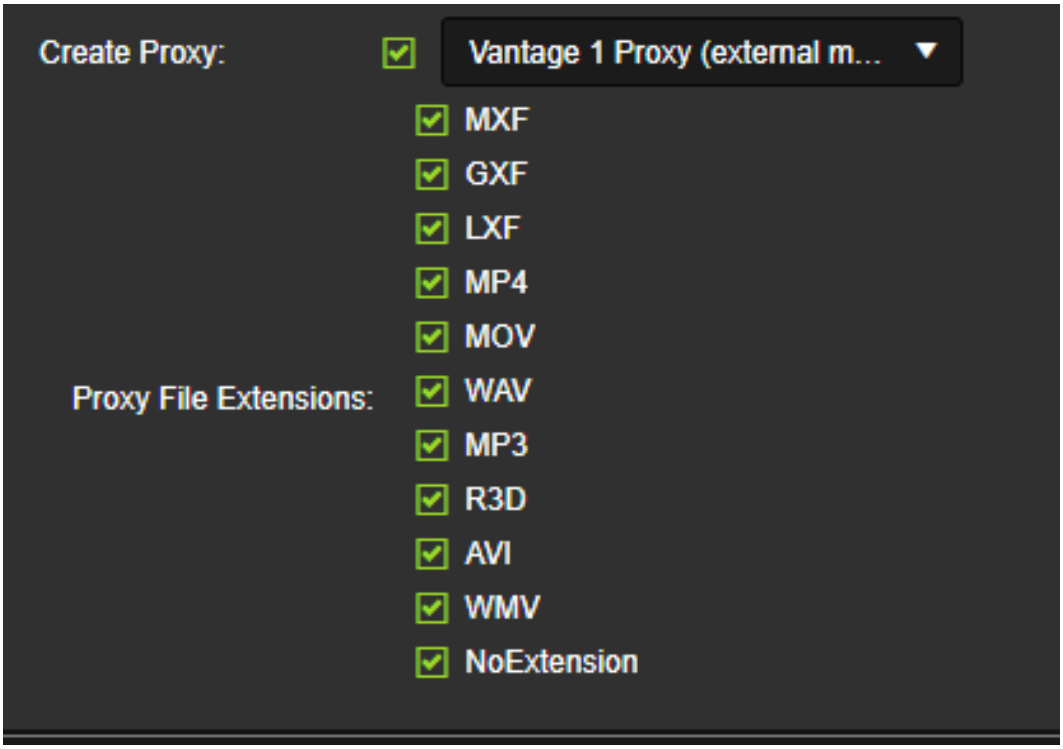
     No additional configuration
   - **Prevent File Overwrites**

     Indicates that DIVA Core 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 DIVA Core Request to use. For the workflow option to appear in the drop down, your Administrator must define this workflow in the Administration > Proxy Management > Transcode Service page.
10. Optionally, choose to restore files in an AXF container by selecting the Use AXF Container check box. 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 check box. 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 job is now sent to DIVA Enterprise Connect to check the status of the selected objects in the DIVA Core system and specifies whether the object is Online or Externalized (its data tapes are ejected from the data tape robotic library). If the DIVA Core system indicates that some objects are externalized, a list of the externalized objects will be displayed.

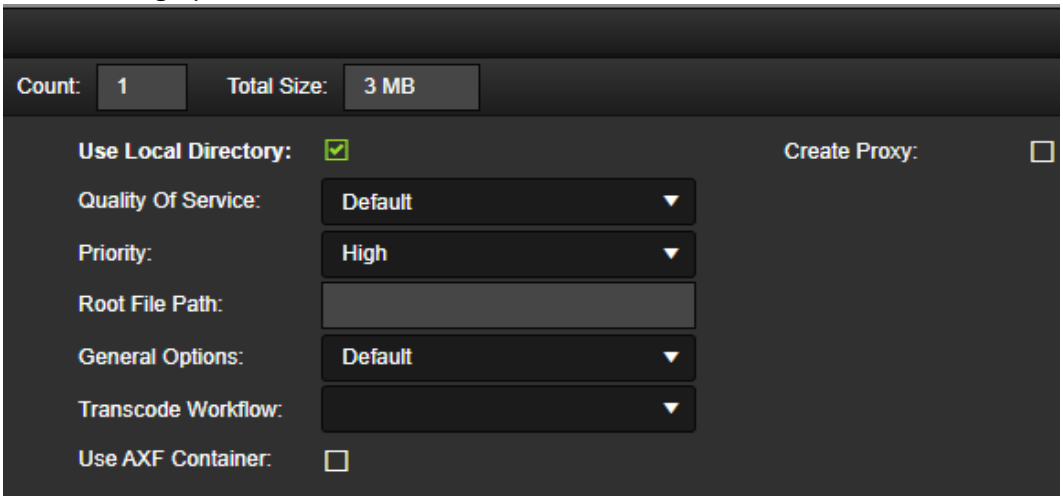
When you click Execute, the selected objects that are not externalized are restored, and the list of required tape barcodes is displayed for the externalized objects. The Restore screen also offers the ability to publish to editing software and to perform a Local Restore.

The option to publish requires a Destination Server to be configured in DIVA Core pointing to the editing software location that will receive the restored objects and their metadata. After the location is configured, this Destination Server must be chosen as the location to publish.

Local Restore

The ***Local Restore*** option allows a DIVA Core Restore operation to a Destination Server that exists on the DIVA View Server computer. The DIVA Core system must be configured to point to an IIS virtual directory named DIVA View Local Restore Destination on the server hosting DIVA View. See *Restoring an Object using Local Restore* for details on this process.

The following options are available for Local Restore:



Use Local Directory

Select the check box to use a local directory; otherwise leave the check box deselected.

Quality Of Service

Use the drop down list to select the Storage Plan for the object being archived.

Priority

Use the drop down list to select the job priority for the object being archived.

Root File Path

Enter the Root File Path to use in the text box. If a Root File Path is not required then leave the text box empty.

General Options

Use the drop down list to select any general options for the job. Options include the following:

- Default
- Prevent File Overwrites
- Delete Files Prior to Restore

- Prevent File Existence Check

Transcoder Workflow

Use the drop down list to select the desired transcoder workflow.

Use AXF Container

Select the check box to use an AXF container; otherwise leave the check box deselected. See the Archive eXchange Format documentation for details on using AXF containers.

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

DIVA Core Partial File Restore Operations

The DIVA View Partial File Restore function leverages the timecode-based partial file restore functionality of DIVA Core. The high-resolution media files are restored partially (parameterized by the given Shot List Timecode Range entry) onto a DIVA Core Destination Server specified in the DIVA Core 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.

There are two methods of forming the filename when performing a Partial File Restore from a Shot List as follows:

- objectname_tcin_tcout.<source file extension> (legacy from DIVAdirector 5.2)
- description_tcin_tcout.<source file extension> (added in DIVAdirector 5.4. The description padding is part of the group configuration to check and confirm)

There is a maximum size for the Object Name, so it is possible that will get truncated.

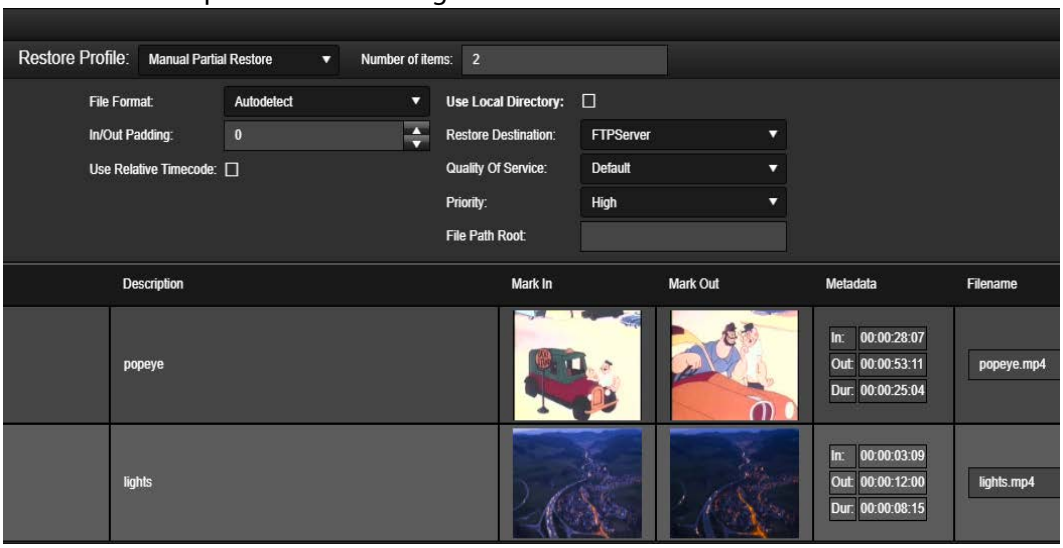
Note: Restore Watch Folders do not currently support partial file restore operations in this release of DIVA View.

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

1. Select the Shot List to use from the main Shot List menu.
2. In the Shot List Editor, either select the check box for the segment, or select the check boxes for multiple segments.
3. Right-click one of the selected segments, hover over the Restore menu item in the context menu, and then select either Manual Restore or Restore By Timecode Profile.

   A DIVA Core Partial File Restore screen will appear displaying all of the selected seg-

ments and options for executing the restore.



4. Select the Partial File Restore Profile as described previously in Step 3.
5. Select the File Format and In/Out Padding, then select the check box if you want to Use Relative Timecode.
6. Choose the Restore Destination Server (not all Destination Servers may be shown). The available Destination Servers depends on the group permissions assigned by the System Administrator.

   If you want to restore to a local directory, select the Use Local Directory check box.
7. 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.
8. Specify a File Path Root Directory on the Destination Server for the restored files.
9. Click Execute to initiate the operation.

The job is now sent to DIVA Enterprise Connect to check the status of the selected objects in the DIVA Core system and specifies whether the object is Online or Externalized (its data tapes are ejected from the data tape robotic library). If the DIVA Core system indicates that some of the 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 DIVA View Administrator's Guide for more information on configuring Local Partial File Restore settings.

Delete Operations

Caution: DIVA Core contains instances that may be stored on different media. This operation deletes all instances of the object and is not recoverable. To delete a specific object instance instead of deleting all objects, a Purge Watch Folder action must be used. Check with your System Administrator if you are unsure of the use, or location, of the Purge Watch Folder.

The DIVA Core delete operation removes an object from DIVA Core. After synchronization between DIVA View and the DIVA Core system is performed, the object is also removed from DIVA View. Deleting a virtual object will fully delete the object and all related proxies from DIVA View.

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

1. Locate the clip to be deleted using either a Query, Work Bin, or Shot List.
2. Right-click the object to be deleted and select DIVA Core Delete from the context menu. Multiple selections are allowed using the check boxes next to each thumbnail to select the objects to be deleted.
3. When the DIVA Core Delete screen appears select the Priority Level for the delete process by either entering a number in the Priority field or using the up and down arrows.
4. Click Execute on the top right side of the screen to delete the selected objects.

Creating Virtual Objects

When DIVA View syncs with DIVA Core, any object existing in DIVA Core is created in DIVA View; these are called Active Objects. When creating an object in DIVA View that does not yet exist in DIVA Core, that is called a Virtual Object.

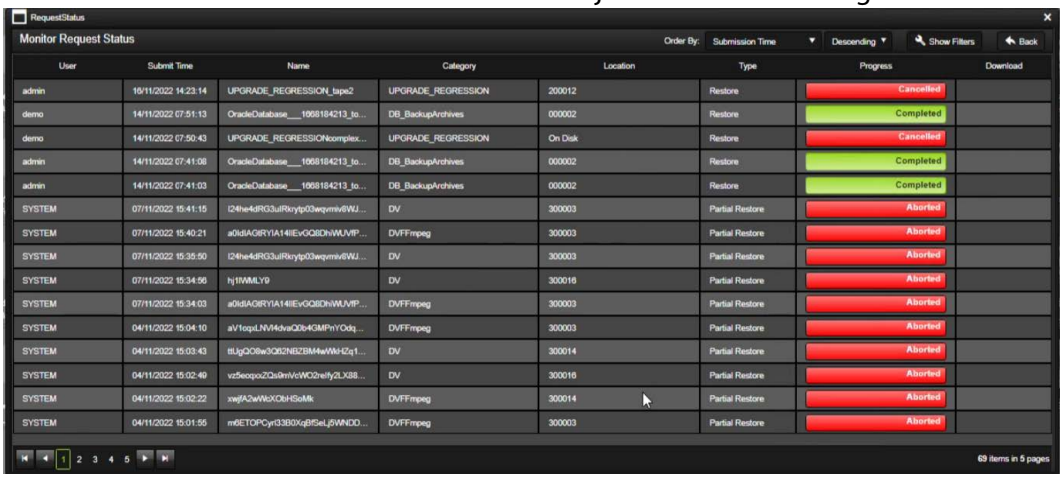
When using Watch Folders, sometimes either the proxy or metadata is dropped into the corresponding Purge Watch Folder before DIVA View is notified by DIVA Core of the existence of the object in the Archive. Therefore, it is possible to create Virtual Objects under these conditions. The Virtual Objects will become Active Objects when a later sync of DIVA View and DIVA Core confirms the object is present in the Archive.

Use the following procedure to create a Virtual Object:

1. Hover over the main Operations menu and select Create Virtual Object from the menu list. The Create Virtual Object screen is displayed.
2. Enter the Object Name, select the Object Category from the drop down list, and enter any comments in the Comments text area that you want to include in the virtual object on the top left of the screen.
3. Enter the filename of each clip to include in the virtual object in the text box on the top right of the screen and click the Plus icon to add it to the virtual object. Continue with action for each clip to be included.
4. To remove a clip from the list, click the clip filename and the click the Delete icon (it looks like a trash can).
5. On the bottom left side of the screen you can enter or edit the Metadata for the Virtual Object.
6. On the bottom right side of the screen you can select each individual clip that is included and enter or edit the annotations for that clip. Use the drop down list to select the clip to work with and enter your required parameters.
7. Click Create on the right side of the Virtual Object top bar to create the virtual object.

Monitoring Request Status

You can view the current job operation status for each object within the DIVA View system using the Monitor Request Status screen. Each job being processed has its own record on a new line and the current state of the job is listed in the Progress column.



The columns on the Monitor Request Status screen are as follows:

- User

  This is the user who created the job.
- Submit Time

  This is the time the job was submitted.
- Name

  This is the name of the job.
- Category

  This is the collection the object belongs to.
- Location

  This is the location of the object on the tape (the barcode) or on disk.
- Type

  This is the type of job submitted (restore, partial restore, and so on).
- Progress

  This is the progress of the job.
- Download

  This column identifies if the object was downloaded.

Double-clicking on the Progress column entry will display a dialog box with information about the specific operation. The following list describes the possible states for processing jobs:

Transcoding

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

Pending

The job is pending.

Wait

The job is waiting to be processed.

Completed

The processing of the job has been completed.

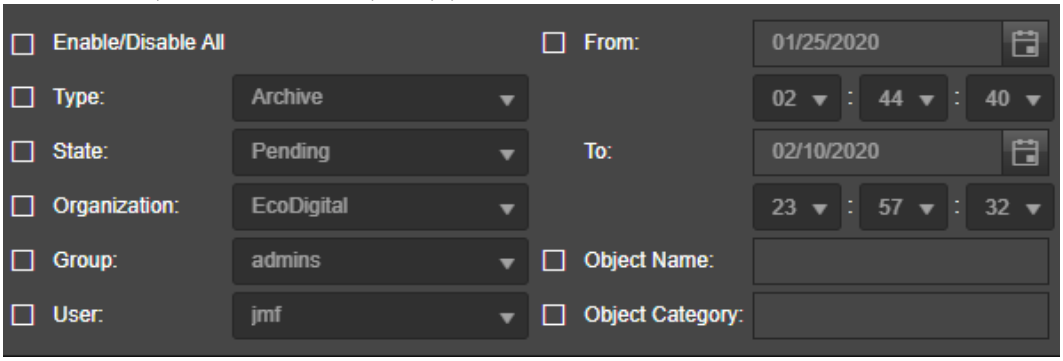
Aborted

The job was aborted due to an error in DIVA Core or the Transcoder.

Cancelled

The job was manually canceled by a user.

Click the Show Filters button on the right side of the Monitor Request Status top bar to display various filters used to narrow the display. You can use any number of the filters to cut down on the number of statuses displayed on the screen. The screen will automatically refresh to display only your filtered results.



A Download option is available for completed Local Restore and Local Partial File Restore operations. The Download link is only available for a certain time period. The availability time period is determined by the settings created by the System Administrator.

See the DIVA View Administrator's Guide for more information about the Operation Status screen.

User Preferences

DIVA View is a tool for interacting with existing DIVA Core systems. The User Interface is delivered graphically through a web browser.

Topics:

- Connecting to the DIVA View Web Interface
- User Preferences
- DIVA Core Request Profiles
- Player and Shot List Keyboard Shortcuts

Connecting to the DIVA View Web Interface

Use the following procedure to connect to DIVA View:

1. Open your web browser.
2. Enter the web address of the DIVA View 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 DIVA View 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

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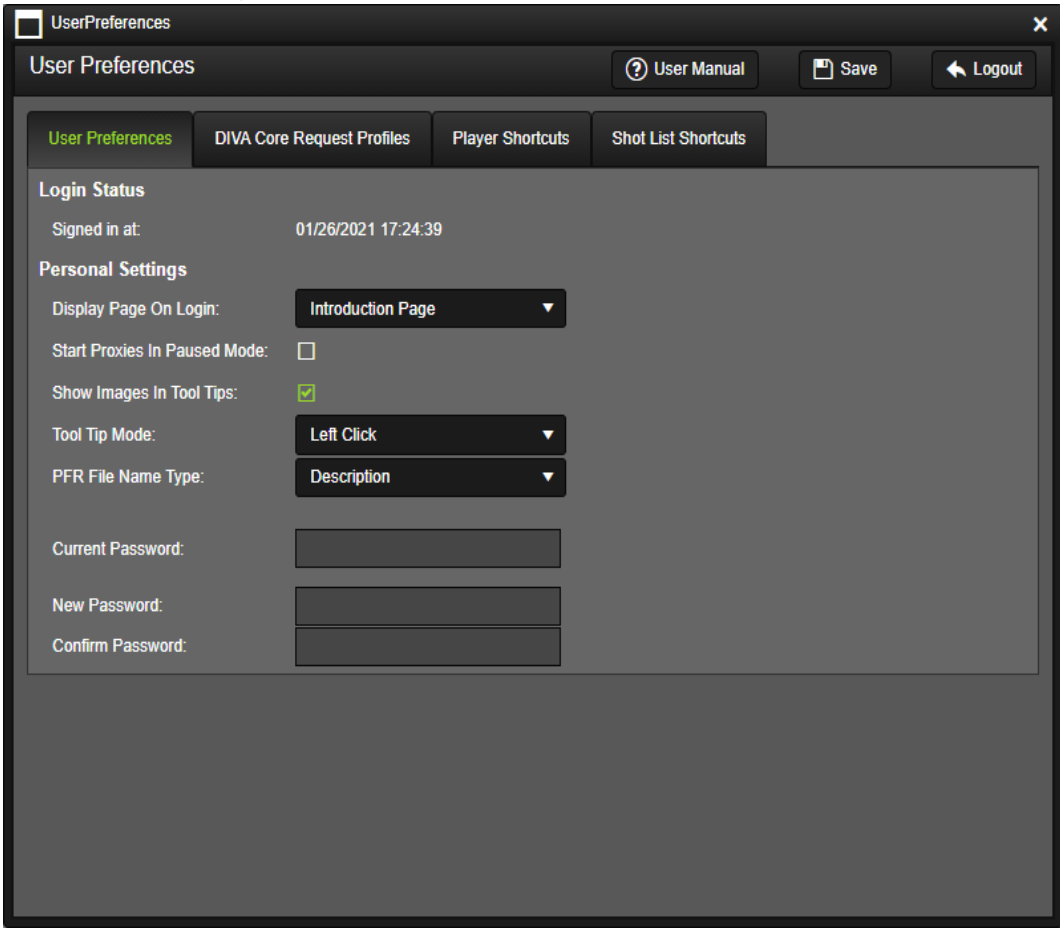
3. Press Enter to connect to the DIVA View Web Interface.
4. Log into DIVA View using your assigned username and password.
5. You can now begin using DIVA View through the GUI.

User Preferences

Use the following procedure to configure your personal user preferences:

1. After logging in to DIVA View click on your Username on the right side of the top bar.
2. The following screen is displayed with User Preferences selected. This screen displays your Login Status including date and time, and options to configure your Personal Settings.



3. Use the Display Page On Login drop down list to select the page you want displayed when you first log in to the system.
4. Select the Start Proxies In Paused Mode check box if you want to start all proxies paused, otherwise leave it deselected.
5. Select the Show Images in Tool Tips check box if you want to see images when the Tool Tips are displayed; otherwise leave it deselected.
6. Use the Tool Tip Mode drop down list to select how Tool Tips are displayed; either when you Left Click or Hover the mouse pointer.
7. Use the PFR File Name Type drop down list to select the type of auto-population of the filename for Shot List entries. The options are Description (description of the shot) or Object Name.

8. To change your password. enter your current password in the Current Password text box.

Note: All passwords are case-sensitive. If you are having trouble logging in, or changing your password, confirm that your CAPSLK key is not engaged.

There are rules for all passwords as follows:

- All passwords have a 3 month forced expiration. This cannot be modified for security purposes.
- Must be between 8 and 128 characters
- Must contain a letter
- Must contain a number
- Must contain a symbol
- Must not contain whitespace characters
- New password must not be a previously used password

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9. Enter your new password in the New Password text box.
10. Confirm your new password in the Confirm Password text box.
11. Click Save to save your changes.

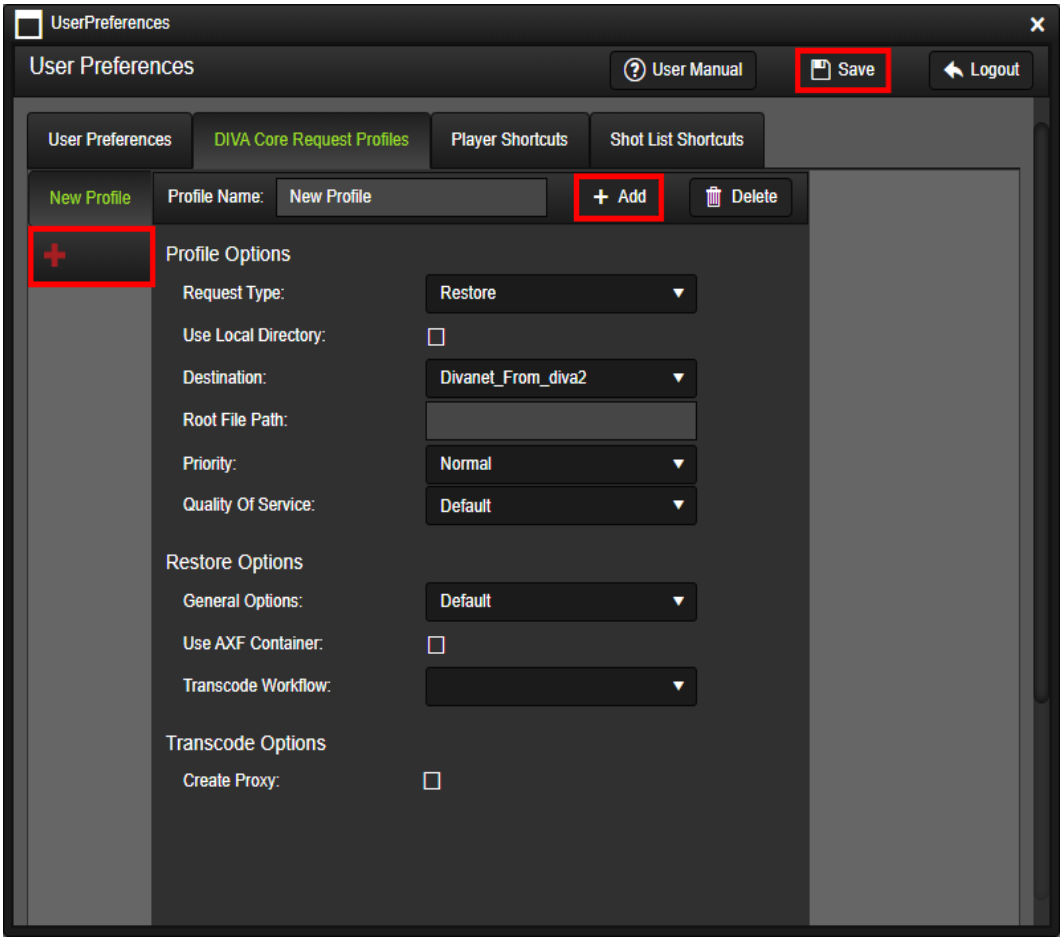
DIVA Core Request Profiles

This feature allows an Administrator or user to create preconfigured request profiles for ease of use and helpful shortcuts for non-technical users that have no knowledge of the underlying DIVA Core architecture.

- Allows for quick DIVA Core actions that are available both from context menus on the Queries, Work Bins, Shot List pages and any related DIVA Core request pages.
- Configurable from both the Group configuration page and the User Preferences page.
- An option as been added to the group configuration to force users of that group to only use request profiles that have been configured for them.

Use the following procedure to configure your DIVA Core Profile settings:

1. After logging in to DIVA View click on your Username on the right side of the top bar.
2. When the User Preferences screen is displayed click on the DIVA Core Request Profiles tab to switch to that screen.



3. If you have not set up any profiles the screen will be blank with just the Plus icon there; click on the Plus icon to create a new request profile.

4. Enter the name of your profile in the Profile Name text box.
5. Under the Profile Options section of the screen select or enter your desired configuration settings for this profile as follows:

   Request Type

   Use the drop down list to select the type of job you are configuring; Restore, Partial Restore By Timecode, Partial Restore By File List, or Archive.

   Use Local Directory

   Select this check box if you want to use a local directory for this profile; otherwise leave it deselected.

   Destination

   Use the drop down list to select your desired Unmanaged Storage Repository Destination Server for this profile.

   Root File Path

   Enter the Root File Path in the text box if using one.

   Priority

   Use the drop down list to select the priority to use for this job profile.

   Quality of Service

   Use the drop down list to select the desired quality of service for this job profile.
6. Under the Restore Options section of the screen (displayed when Restore request type is selected) select or enter your desired configuration settings for this profile as follows:

   General Options

   Use the drop down list to select the general options for this request profile: Default, Prevent File Overwrites, Delete Files Prior to Restore, or Prevent File Existence Check.

   Use AXF Container

   Select this check box if you want to use an AXF container for this profile; otherwise leave it deselected.

   Transcode Workflow

   Use the drop down list to select your desired transcoder workflow for this profile. Transcoder workflows are configured by your System Administrator.
7. Under the Transcode Options section of the screen select the Create Proxy check box if you want to create a proxy when using this profile; otherwise leave it deselected.

Note: Proxy Transcoding rules are normally set by the DIVA View administrator because they are demanding in computing resources. You should check with the platform administrator on whether to enable this option.

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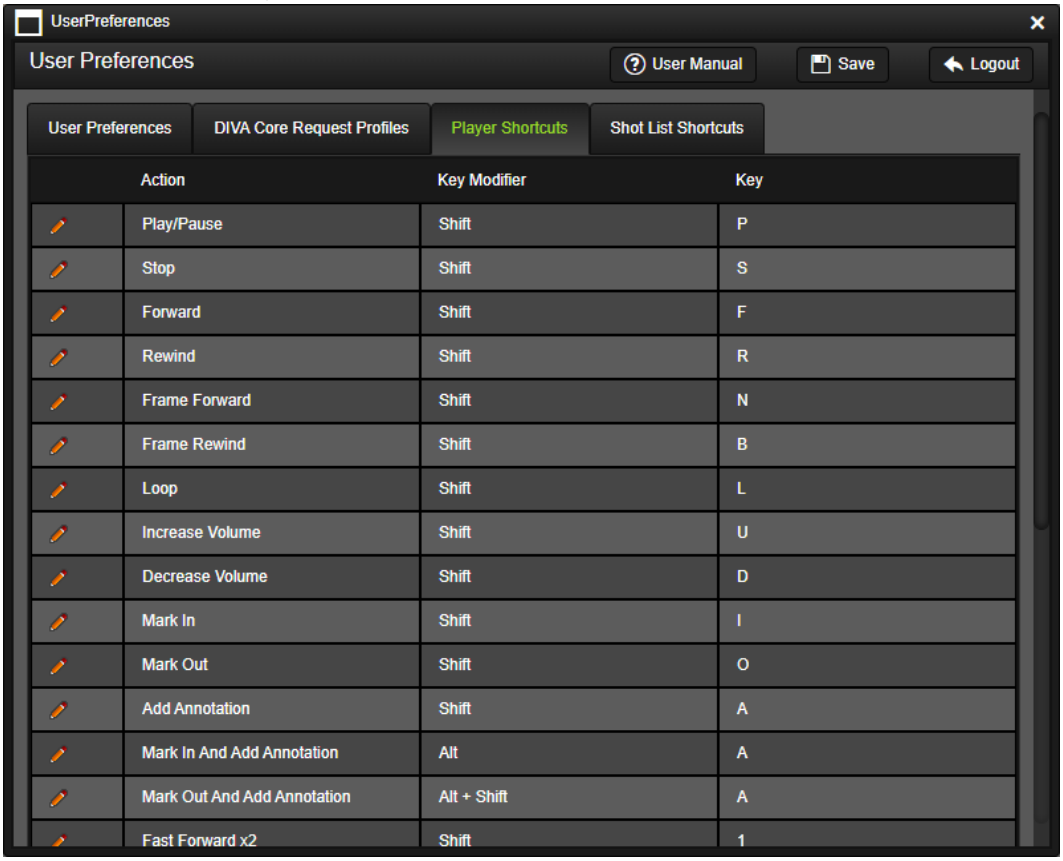
8. Click Add to execute creation of this DIVA Core Request profile.

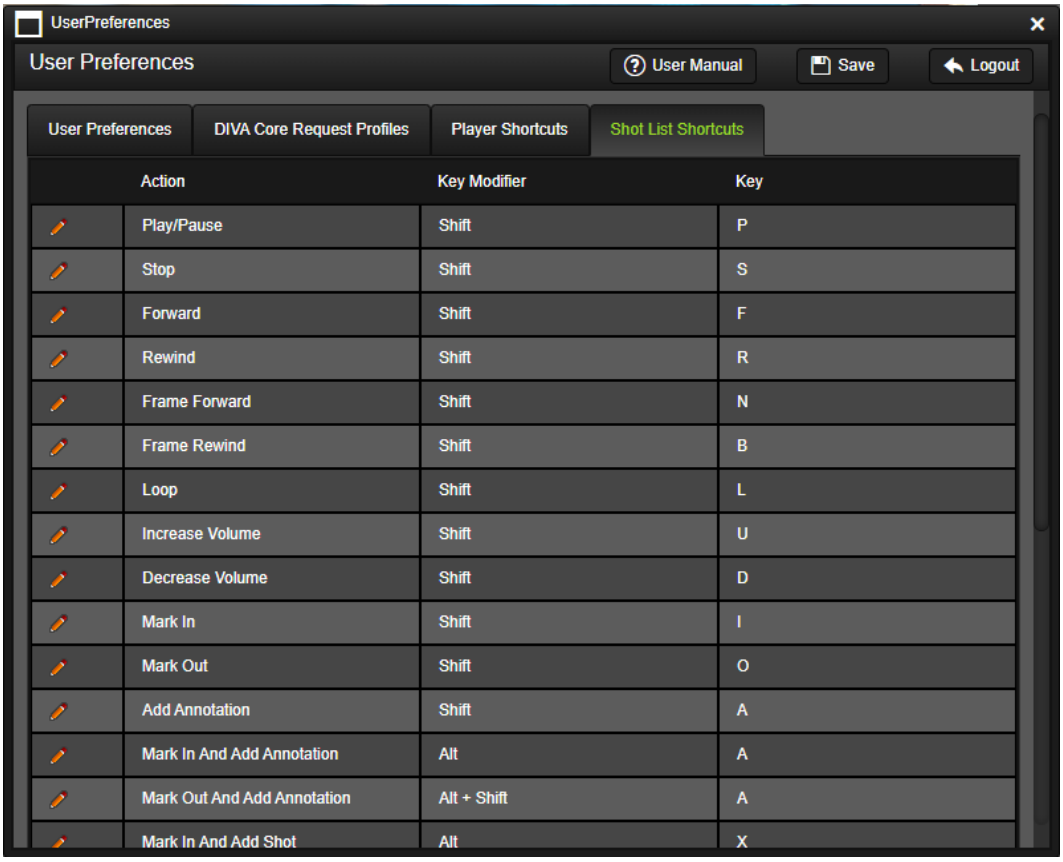
Player and Shot List Keyboard Shortcuts

The Player and Shot List keyboard shortcuts are located under the User Preference screen. Use the following procedure to configure the Player keyboard shortcuts:

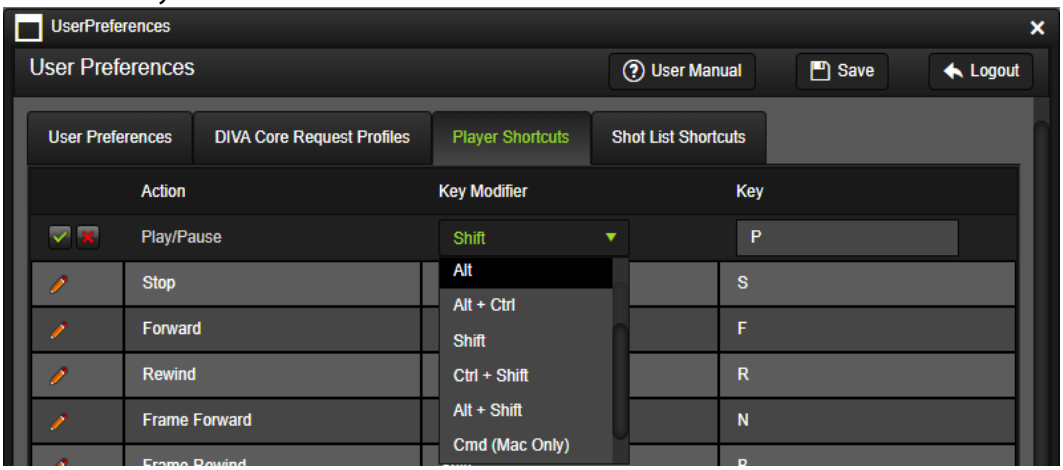
1. Click your username on the top right of the main screen to display your User Preferences dialog.



2. Click the Player Shortcuts tab and you will see all of the designated keyboard shortcuts and the keystrokes assigned to them. Click the Shot List Shortcuts tab to switch over to the Shot List Keyboard Shortcuts and then follow the same steps described below.



3. To edit one of the shortcuts (on either screen), click on the pencil icon on the left of the row and the key selections will be active for editing. You can change the shortcut Key Modifier using the pull down list to enable the specific keys, or combination of keys, and then enter the specific alphanumeric key (P in the picture) in the Key text box to use for the shortcut:



4. Click on the Green Check icon on the left of the row to save the changes when you are finished editing the shortcut keys.
5. Click on the red X on the left of the row before saving the changes you made to discard the changes.

Note: Clicking the Save button at the top of the dialog box will save all changes in your User Preferences, not just the shortcut changes.

Metadata and Annotations

This chapter describes metadata and annotation functions and includes the following sections:

Topics:

- Metadata Configuration and Operations
- Annotations

Metadata Configuration and Operations

Metadata is used for capturing a video clip's attributes. This section discusses the concept of metadata and the options available. Metadata can now be added while archiving an object or creating a virtual object. This includes the creation of annotations.

For a detailed explanation of the metadata fields refer to the DIVA View Administrator's Guide.

Metadata Concepts

DIVA View supports two types of metadata:

- System

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

- Custom

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

Understanding System Metadata Fields

System metadata fields cannot be modified. These fields include the following:

- ID

  DIVA View-defined unique identifier for the object.

- Name

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

- Category

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

- Date

  The date when the object was archived to DIVA Core.

- Comments

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

- Source

  The original Source Server 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.
- Site

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

  This field identifies the annotations added during the creation of the object.
- QC Status

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

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

Metadata Data Types

DIVA View supports a variety of data types (including custom Metadata fields) for metadata field definition and associated presentation controls (discussed in the following section) including:

- String

  Any character string; restricted from 1 to 100,000 characters in length. The String data type can be represented using an EditBox, TextBox, or Select control. ShortText (up to 1,000 characters in length) is typically used for TextBox and Select controls, while LongText (up to 100,000 characters in length) is typically used for an EditBox 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, Select, or Calendar control.

- Time

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

- Binary File

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

- SAMMAGraph

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

- SAMMAThumbnail

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

- Quality Control Report

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

- LargeString

  Any character string over 100,000 characters in length. The LargeString data type can be represented using an TextBox control. A ShortString has a fixed maximum length and is limited to 1,000 characters, while a LargeString (over 100,000 characters in length) is used for a TextBox control in DIVA View.

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 DIVA View system are as follows:

- EditBox

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

- TextBox

  A general multi-line text editing control.

- Select

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

- CheckBox

  Enables selecting an option by selecting the appropriate checkbox.

- 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.

Metadata Main Configuration

Configure the system's metadata using the Administration, Configure Metadata menu. A user of a Group creating a new Metadata field has access to it by default. This is not the case for other Groups; this permission needs to be specifically granted.

See the DIVA View Administrators Guide for details on how the System Administrator grants access to existing and newly created User Metadata fields. This is done at the Organization level, then at the Group level.

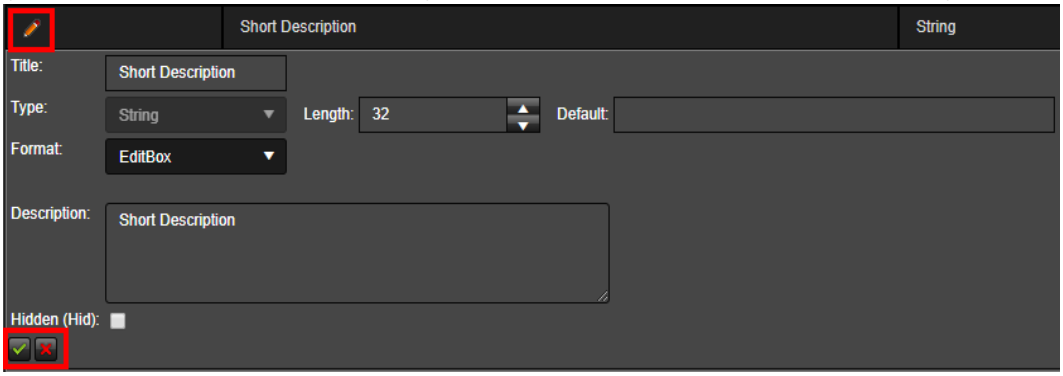
After selecting the Configure Metadata menu item the following screen is displayed (this figure is not the entire screen):

Configure Metadata

	Title	Type	Format
	ID	Number	EditBox
	Name	String	EditBox
	Category	String	EditBox
	Date	Date	Calendar
	Comments	String	TextBox
	Source	String	EditBox
	Active	Number	CheckBox
	Virtual	Number	YesNo
	File Size	Number	EditBox
	Site	String	EditBox
	Annotations	String	EditBox
	QC Status	Number	EditBox
	Tape VSN	String	EditBox
	Short Description	String	EditBox
	Long Description	String	TextBox
	Air By	Date	Calendar
	Director	String	EditBox
	Passed QC	String	Select
	QC Other Reason	String	EditBox
	Delete Date	Date	Calendar
	total plays	Decimal	EditBox

The top portion of the screen shows non-editable System metadata, while the bottom portion shows editable Custom metadata.

The Custom Metadata can be edited by clicking the Pencil icon on the left side of the row. After the editing dialog is displayed you can enter you changes and then click the green Check to save the new configuration. Click the red X to cancel the changes.



Editing Object Metadata

Editing object specific metadata is available when in Archive, Virtual Object, Edit Metadata, Edit Metadata (Player), and Shot List pages.

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.

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

1. Locate the clip you need to work with and display it on the screen (using Query, Shot List, and so on).
2. Right-click the object to display the context menu, then select the Edit Metadata menu item.

   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 on the Actions menu on the right side of the top bar.

   You can edit individual metadata for objects, even though you selected a group of objects, and save each individually. When working with a group of objects use the drop down list on the middle of the top bar to select which object you are currently working on. When you have made your changes to the individual object, click Save next to the Action menu to save that specific object's changes. The same metadata screen appears in the Proxy Player and the Shot List Editor.

3. Click Save All under the top bar Actions menu to save changes to all selected objects or Save on the top bar next to the Actions menu to save the changes to the specific object your are working on.

   Examples of field types include the following:

   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

   EditBox and TextBox controls with limited length.

   Date Fields

   Calendar or EditBox controls.

   List Fields

   List Select predefined by the System Administrator.

   Time Fields

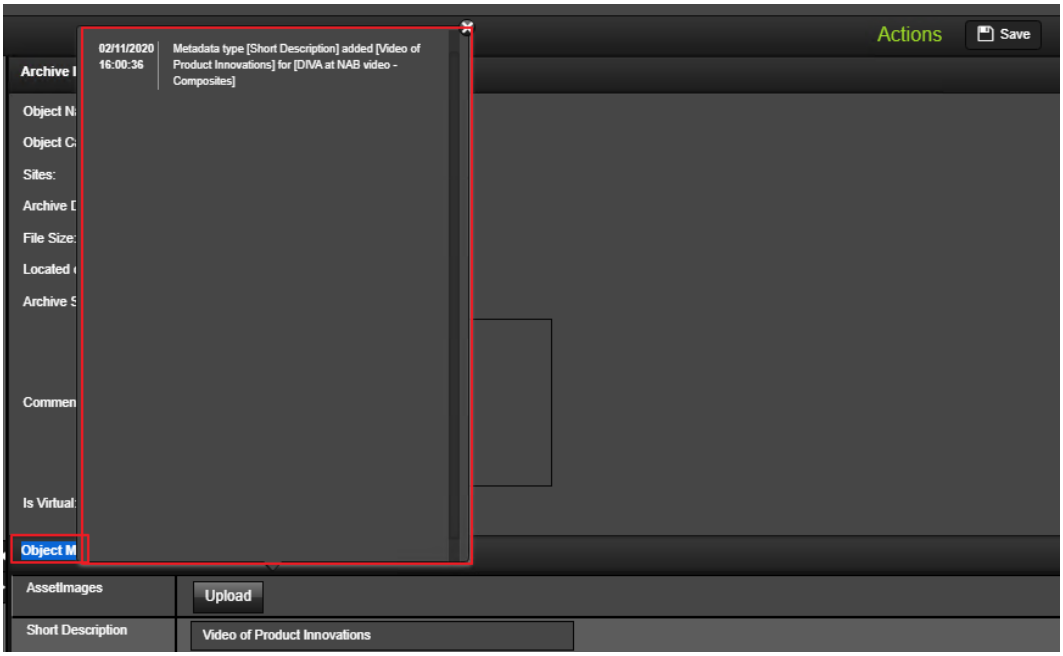
   EditBox and list Select of time in the format set by the System Administrator.

Viewing the Metadata History Log

You can view the Metadata History Log using the following procedure:

1. Open any view (Query, Work Bin, Shot List, and so on) where you can edit the metadata.
2. Right-click the clip you are working with, and then click the Edit Metadata context menu item.
3. Hover your mouse over the displayed last history next to the Object Metadata heading. Alternatively, you can double-click the displayed last history entry.
4. The Metadata History will be displayed in a dialog box as shown in the figure below.

Note: If there is no last history entry displayed next to the Object Metadata header then no history will display when hovering or double-clicking next to the heading.



Setting the Proxy Image

The Proxy Image Metadata is a list of one or more frames extracted from a dropped proxy file. The Proxy Image is present within the Player screen as a list (ribbon) of frames with vertical scrolling capability on the left side of the screen. Each frame includes a tooltip with its timecode and number in the list that displays when you hover the mouse pointer over the frame.

The first frame is not always the first frame of the proxy. The proxy image 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 ribbon is set as the default. However, you can change this using the following procedure:

1. Open the proxy in the Proxy Player and then click the Show/Hide Frames button on the top left of the player controls to display the frames.
2. Right-click once to highlight the proxy image desired.
3. Click Set Proxy Image to save the new first frame.

After saving, the new frame 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 frame ribbon on the Proxy Player or Shot List Editor, the player will jump to that frame's position and pause there.

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

Object 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.

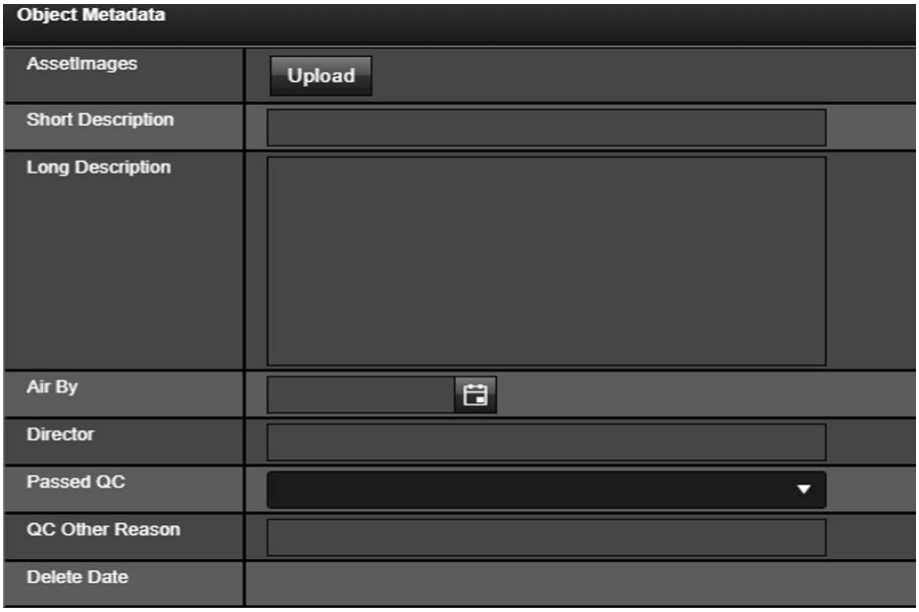
1. Click once to highlight the keyframe required.
2. Click Save to save the new image.

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

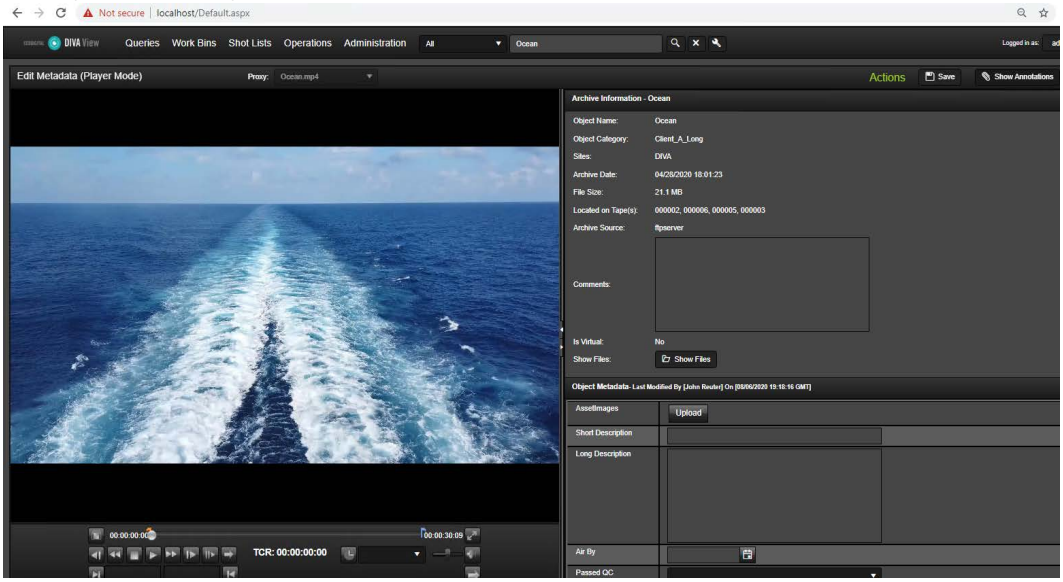
Report data from Interra Baton is displayed in a general display presentation. You use the Passed QC drop down list located at the bottom left of the Edit Metadata screen to change the QC Status for the object. The options in the drop down list include No, Other, and Yes. If you select Other you must enter the reason for your selection in the QC Other Reason text box. Click Save to save any changes.

Note: Venera Rapid, Venera Pulsar, Tektronix Cerify, are also supported by request.

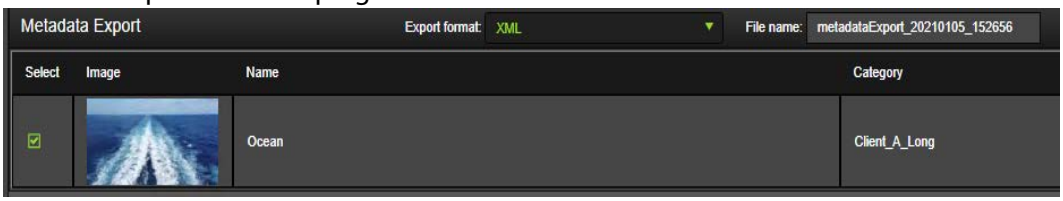


Exporting Metadata

Metadata can be exported after performing an Object Search and opening the resulting object. To do this you select Export from the Actions pull down menu on the top right of the page.



Metadata can be exported in either .xml, .csv, or both formats. Select the desired format and click Export on the top right of the screen.



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.

Annotations related changes to DIVA View from previous releases include the following:

- Added annotation templates. These are preconfigured annotations that can be added to a file and then modified to where they occur in a clip. They are configured in the Configure Metadata page.
- Added an annotation search interface. This allows quick searching of a large list of annotations and only shows the related clips. This will also highlight matched annotations within the component.
- Added the ability to export annotations in both Avid ALE and Final Cut Pro formats similar to Shot Lists. This is accessible through the context menu for the component.
- Added the ability to add an annotation to a given Shot List for quick collation of needed shots. This is accessible through the context menu for the component.
- Added live updating of Time-In / Time-Out while editing an annotation. This is done by sliding the Mark In / Mark Out sliders on the proxy player.
- Improved highlighting of annotations when the player is playing within that annotations Mark In / Mark Out time codes.
- Added multi-selection to the annotation component. All of the above context actions can be performed on selected annotations simultaneously.
- Added the ability to playback annotations in a selected sequence. This is accessible through the context menu for the component.
- Legacy format for the Annotation Watch Folder so that the file does not have to be filled out if the object that the annotation attaches to only has a single file.
- Added the ability to automatically play back searched annotations when navigating from the Queries page to the Edit Metadata (Player) page. This is typically done by double-clicking on an object found in search results.

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 DIVA View 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 Edit Metadata screen or the Player screen. You access the object annotations using the Show Annotations / Show Metadata toggle button in the player, or directly on the right side of the Edit Metadata screen.

Each annotation record contains the following fields:

Time In

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

Time 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.

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 DIVA View 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 Account Management, Configure Group view under the Administration menu. The option to modify annotations is included in the Modify Metadata option and is located under the General section of the Permissions tab. Selecting the check box enables the option; deselecting the check box disables metadata editing for the group.

Adding Annotations

Annotations are added through the player screen, or in the Edit Metadata screen for users in groups that are configured to allow annotation modification. Both screens provide the same features for adding metadata and annotations.

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 Plus icon on the bottom right side of the player controls. This will add the segment to the Shot List and allow you to edit metadata and annotations. To insert a new segment, enter your comments (if any), then click Insert on the bottom of the screen.

Edit Metadata Screen

The Edit Metadata screen is accessed through the Player screen, or through the object's context menu. Annotations are available by clicking the Show Metadata / Show Annotations toggle button. Use the following procedure to add a new annotation:

1. Add the segment to the Shot List as previously described.
2. Enter your comments (if any) in the Comments text area.
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) on the right side of the row where the segment is located.

Click the Delete icon (the red X to the right of the pencil) to delete an existing annotation.

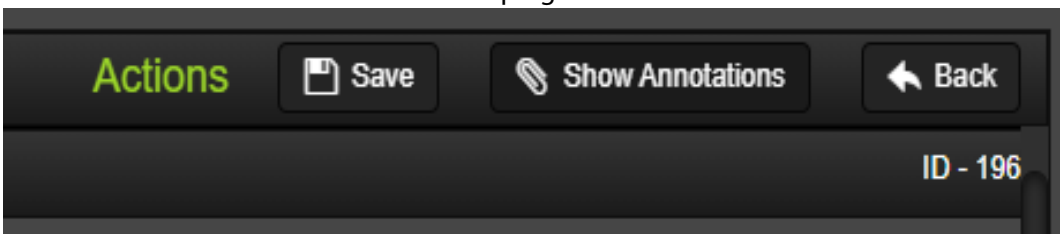
Exporting Annotations

Annotations can be exported from the Publish screen. The annotation file goes in the same folder as the metadata file (where publish sends the xml for the metadata).

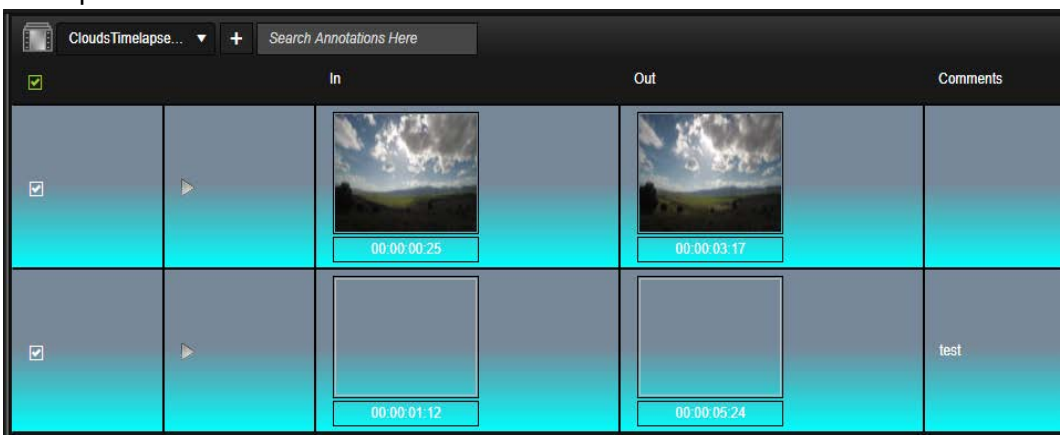
Use the following procedure to export annotations:

1. Perform a Query to find the desired clip.
2. Double click the clip to open the Player.
3. Add the desired annotations for the clip.

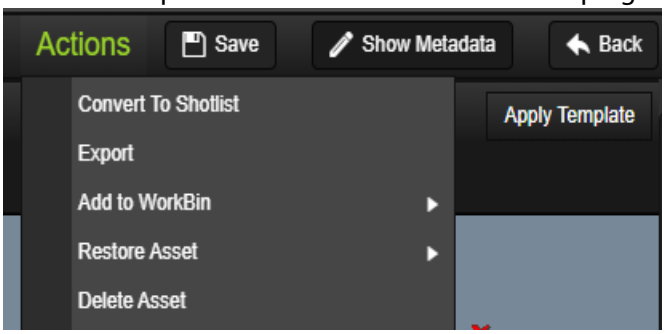
4. Select Show Annotations from the top right of the screen.



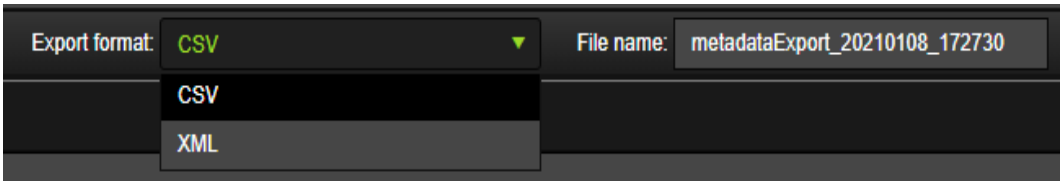
5. Select the annotations to include in the export using the check box next to each clip.



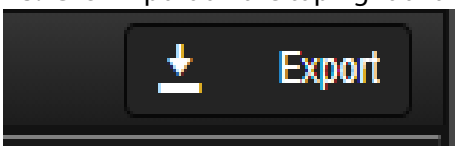
6. Select Export from the Actions list on the top right of the screen.



7. On the resulting screen select the Export format (CVS or XML) from the pull down menu, and enter the filename to use if the pre-filled name is undesirable.



8. Click Export on the top right of the screen to perform the annotation export.



In the resulting dialog box select the appropriate folder to download the exported annotations.

Frequently Asked Questions

- Do Proxy Watch 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 DIVA View Administrator's Guide for more details.

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

  Yes, the legacy proxy workflow still exists and is functional. Legacy Proxy Watch-Folders are supported and working. See *Searching and Querying* and *Shot Lists and Player* for details.

- Is DIVA View 6.1.0.209 still linked with the DIVA Core 6.5 and later APIs?

  DIVA View 6.1.0.209 is linked to DIVA Enterprise Connect, and requires at least DIVA Core 7.4 or later. Legacy Web Services still work but are no longer supported. DIVA Enterprise Connect should be used instead.

- 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 Watch Folder that, in turn, must contain targeted transcoder workflows for image extraction and metadata creation.

- Do Watch Folders support Partial File Restore?

  Yes, both file-based Partial File Restores and timecode based Partial File Restores are supported.

- Which web browsers are supported by DIVA View 6.1.0.209?

  See *Web Browser Compliance and Display Resolution* for details on web browser compatibility and recommended resolutions.

Appendix

This appendix describes some example workflows and supported proxy formats and includes the following:

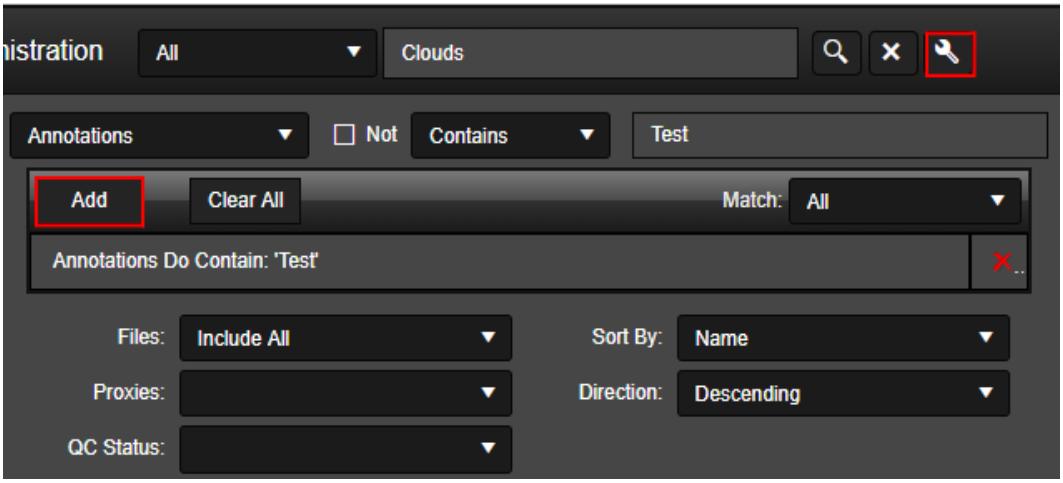
Topics:

- Search an Object Using Advanced Search in an Annotation
- Archiving a New Object using Local Archive
- Restoring an Object using Local Restore
- Restoring an Object to a Remote Server
- Adding Segments to Shot Lists
- Supported Proxy Formats

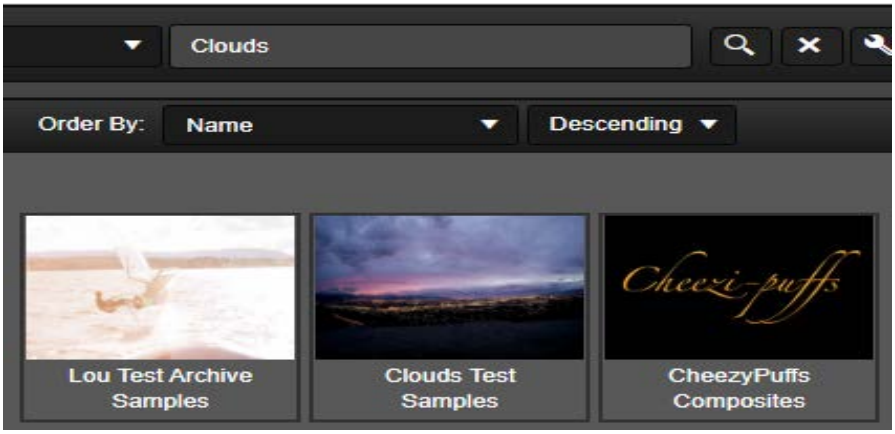
Search an Object Using Advanced Search in an Annotation

This example uses the following procedure to search for an object using Advanced Search feature filtering annotations:

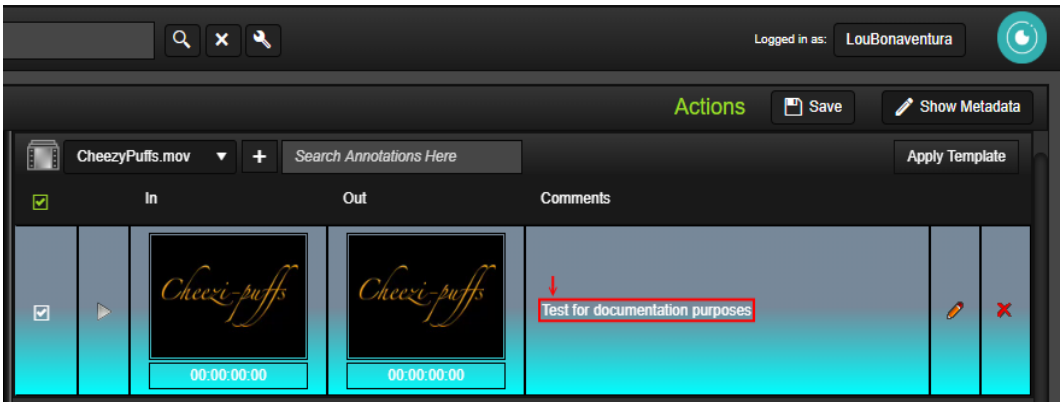
1. Click the Advanced Search icon (looks like a wrench to the right of the search box) to open the Advanced Search screen.



2. Use the drop down list to select Annotations for the search.
3. Enter your search term in the text box (Test is entered in the previous figure).
4. Click Add to add your search term to the list of terms to search for. Repeat this step for all terms you want to include in the search.
5. Select all other options you desire for your search.
6. Because Match = All is selected in this example, the Search will match for All the subsequent rules you added into the Advanced Search.
7. When you are ready to execute the search click the Search icon (magnifying glass) or press ENTER.
8. DIVA View will execute the requested search and return the results in the main display area as shown in the following figure. You can change the order the results are displayed using the Order By drop down lists.



9. The following figure displays one of the results that contains the keyword Test in the annotations.



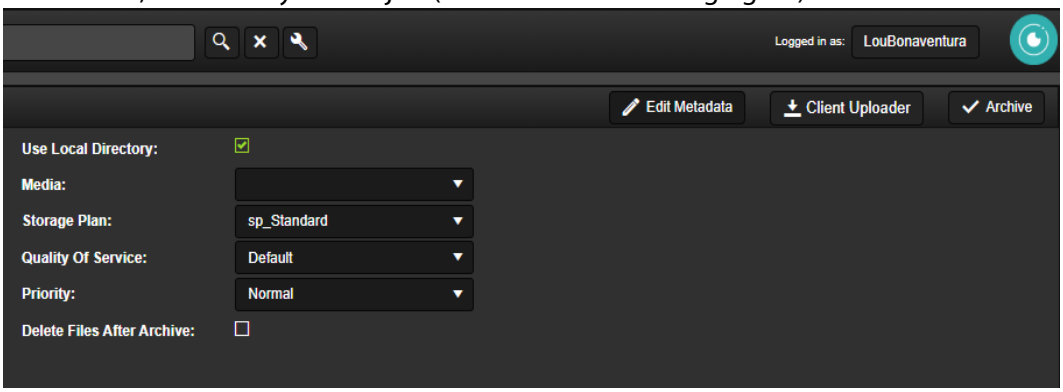
Archiving a New Object using Local Archive

This example uses the following procedure to archive an object using the Local Archive feature. The file viewer will only be available for FTP, Local, or UNC sources. The various option descriptions for this type of job are noted below the following figure. See *DIVA Core Operations* for information on DIVA Core operations.

Note: If the DIVA View Administrator has configured some Archive Profiles (see *Archive Operations* for detailed information), the Archive Request Options detailed here are automatically filled in and not visible for you to change.

Note: Technical Support recommends using archiving tools such as FTP Server, SFTP Server, cloud-based file transfer and file management tools for Local Archives that include files greater than 2 GB.

1. Click the Operations menu item from the main menu bar at the top of the screen, and then select Archive Object. The Archive screen will be displayed.
2. On the left side of the screen enter the Object Name, then use the drop down list to select the Collection, and enter any Comments in the text area.
3. Select the Use Local Archive check box on the right side of the screen (shown in the following figure).
4. Use the drop down lists to select the appropriate Media, Storage Plan, Quality Of Service, and Priority for the job (shown in the following figure).



5. Select the Delete Files After Archive check box if you want the files removed from DIVA View after the archive job is complete; otherwise leave it deselected (shown in the following figure).
6. After all options are configured click the Archive button on the top left of the Archive Screen to execute the job. The display will change to the Request Status Screen and show the progress of the job.

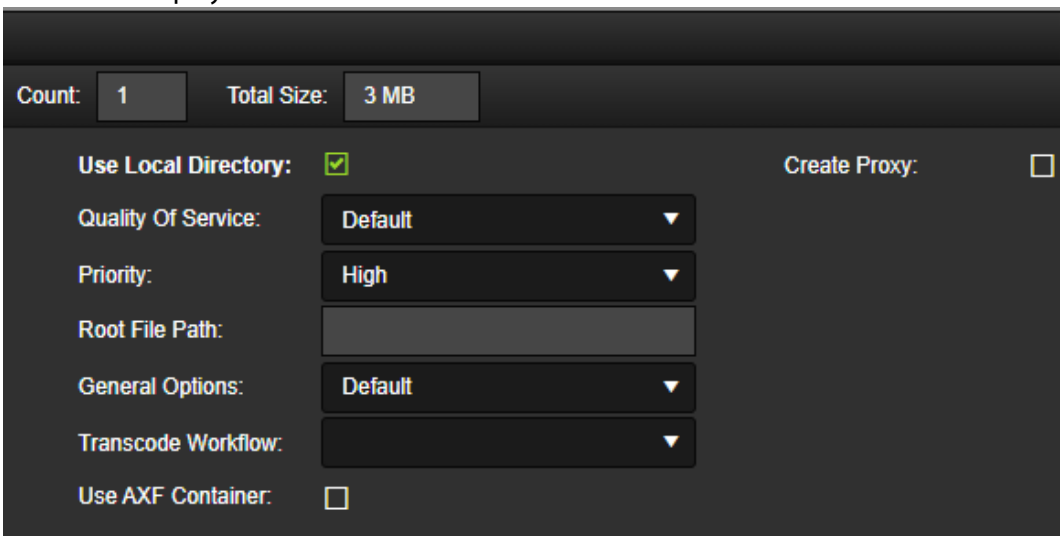
Restoring an Object using Local Restore

The Local Restore option allows a DIVA Core Restore operation to a destination that exists on the DIVA View Server computer. The various option descriptions for this type of job are noted below the following figure. See *DIVA Core Operations* for more information on Restore Requests.

Note: If the DIVA View Administrator has configured some Restore Profiles (see *Restore Operations* for detailed information), the Restore Request Options detailed here are automatically filled in and not visible for you to change.

This example uses the following procedure to restore an object using the Local Restore feature:

1. Locate the desired object, or objects, to be restored using a Query, Shot List, Work Bin, or Search.
2. When the object is located, right-click the object to display the context menu.
3. On the context menu select the DIVA Core Restore menu item. The Restore Screen will be displayed.



4. Select the Use Local Directory check box (shown in the previous figure).
5. Use the drop down lists to select Quality Of Service, Priority, General Options, and Transcode Workflow (shown in the previous figure).
6. Select the Use AXF Container if you intend to use one; otherwise leave it deselected.
7. Enter the Root File Path (optional) if you intend to use one; otherwise leave the text box empty (shown in the previous figure).
8. Select the Create Proxy check box if a proxy is desired or required (shown in the previous figure).
9. Click Execute on the top right of the Restore Screen to execute the restore job. The display will change to the Request Status Screen and show the progress of the job.

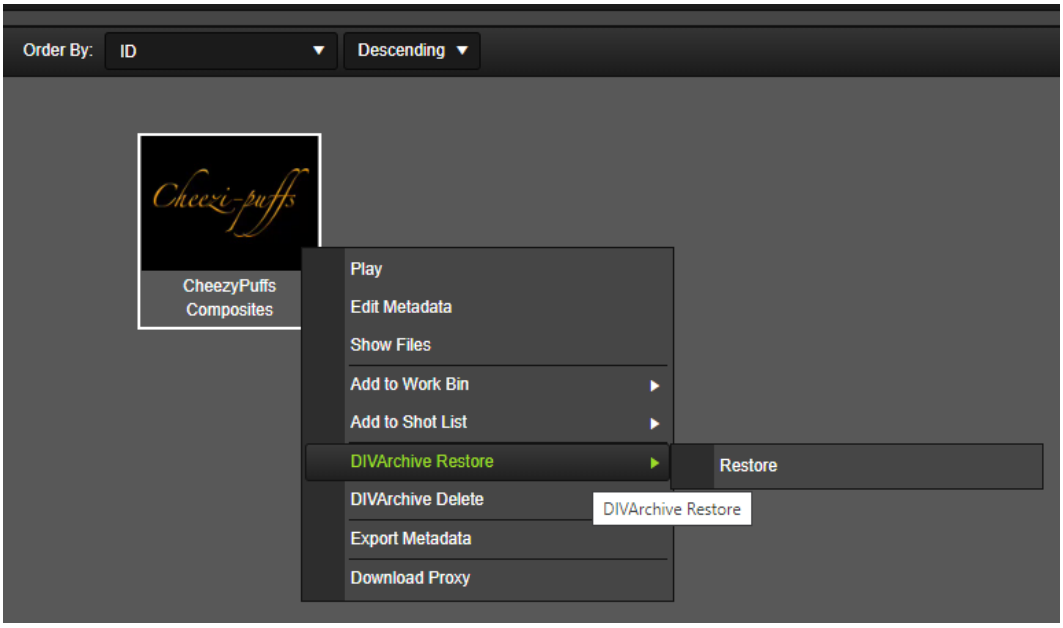
A Download option is available for completed Local Restore and Local Partial File Restore operations. The Download link is only available for a certain time period. The availability time period is determined by the settings created by the System Administrator.

Restoring an Object to a Remote Server

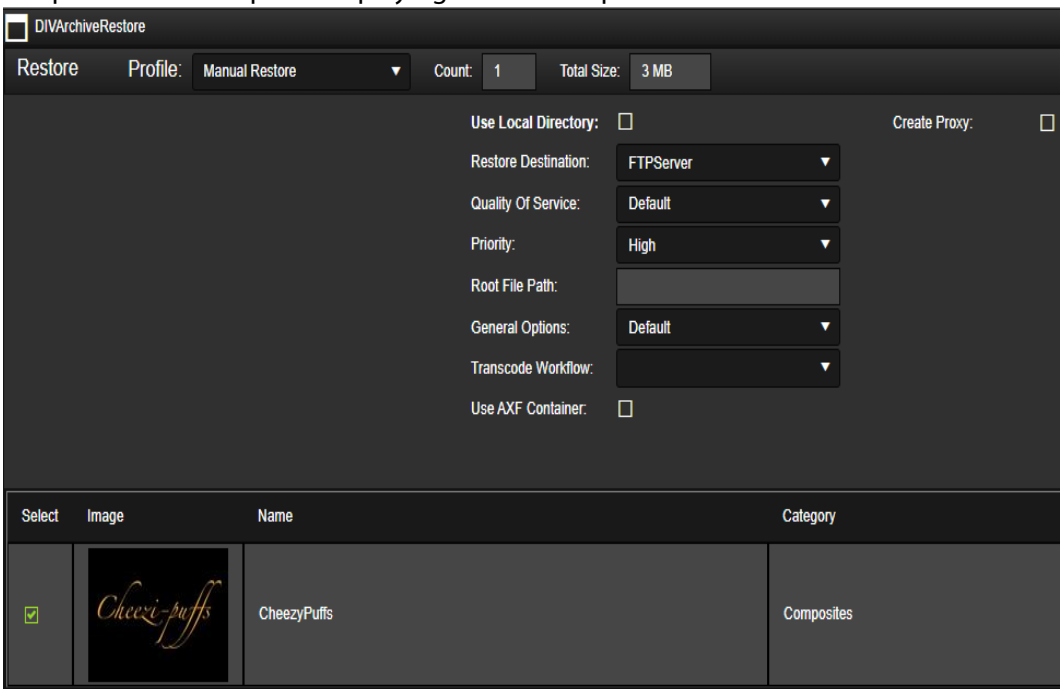
This example uses the following procedure to restore an object to a remote Server. See *DIVA Core Operations*for more information on restore jobs.

Note: If your DIVA View Administrator has configured some Restore Profiles (see *Restore Operations* for detailed information), the Restore Request Options detailed here are automatically filled in and not visible for you to change.

1. Open a query or search for the clips you want to restore.
2. Select the clip, or clips, to be restored and then right-click one of the clips. Using CTRL-Click selects objects individually. Using SHIFT-Click selects a range of objects; SHIFT-Click on the first object in the range and then SHIFT-Click on the last objects in the range to highlight all objects in between.
3. Hover over the DIVA Core Restore menu item, then click on the Restore menu item from the context menu.



4. The DIVA Core Restore dialog will appear on the screen. The following figure is a partial screen capture displaying the most important elements.



5. Leave the Use Local Directory check box deselected.
6. Choose the Restore Destination from the drop down list (not all Destination Servers may be shown). The available Destination Servers depends on the group permissions assigned by the System Administrator.
7. 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.
8. Specify a Root File Path in the text box for the restored files.
9. Select additional restore parameters from the General Options drop down:
   - Default

     No additional configuration
   - Prevent File Overwrites

     Indicates that DIVA Core 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 Request will not check for file existence prior to restoring. This is useful for restores that contain numerous files as an additional measure for speed.

10. Optionally, select a Transcode Workflow for the DIVA Core Request to use. For the workflow option to appear in the drop down, your Administrator must define this workflow in the Administration > Proxy Management > Transcode Service page.
11. Optionally, choose to restore files in an AXF container by selecting the Use AXF Container check box. This can be convenient when restoring objects with large quantities of files but cannot be used in conjunction with the transcode or proxy options.
12. A proxy creation step can be added to any restore by checking the Create Proxy check box. You will need to select a transcode workflow as well as indicate which file extensions should be proxied.

13. Click Execute on the top right side of the screen to initiate the operation.

The job is now sent to DIVA Enterprise Connect to check the status of the selected objects in the DIVA Core system and specifies whether the object is Online or Externalized (the data tapes are ejected from the data tape robotic library). If the DIVA Core system indicates that some objects are externalized, a list of the externalized objects will be displayed.

Adding Segments to Shot Lists

This example uses the following procedure to add an object to a Shot List. See *Shot Lists and Player* for more information on using Shot Lists.

Mark the beginning and end frames of a clip in a Shot List before adding it to the Segment List (on the right side of the screen) to create video segments during playback.

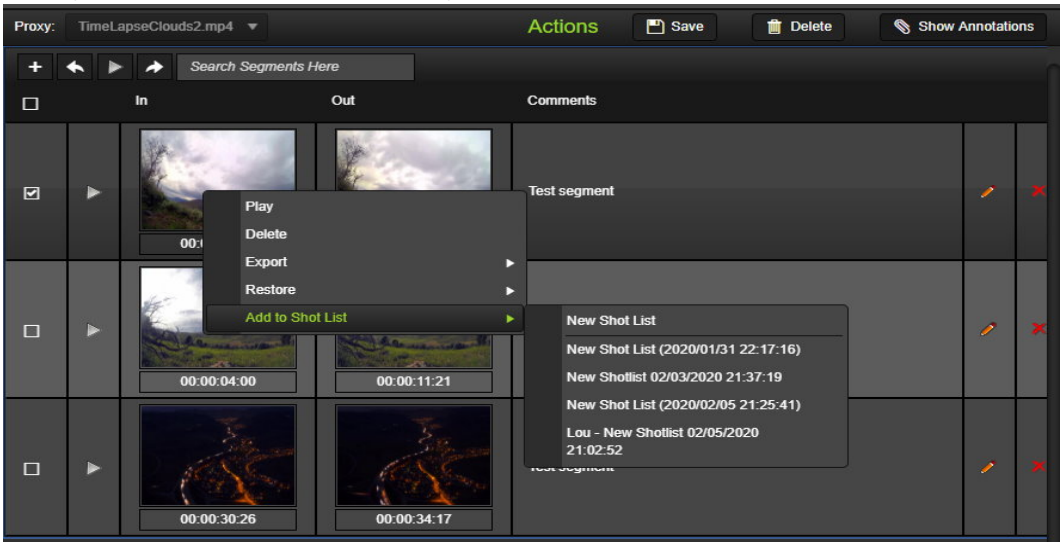
The segmentation controls are on the bottom left side of the screen just below the player display area.

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 timecode text box.
2. Enter the Mark In timecode manually in the text box or drag the left orange marker on the timeline just under the shot display to the desired segment start time.
3. Enter the Mark Out timecode manually in the text box, or drag the right blue marker on the timeline just under the shot display to the desired segment end time.
4. 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

Use the following procedure to add a clip segment from one Shot List to another Shot List:

1. Open the Shot List containing the segment to be added to another Shot List.
2. Right-click the segment to be added and select Add to Shot List from the context menu.
3. Select the name of the Shot List, or a New Shot List to add the segment to.
4. Open the Shot List you added the segment to; you will see the segment on the right side of the screen in the Segment List.



Supported Proxy Formats

DIVA View supports the following proxy formats:

- Windows Media (WMV)
- Apple QuickTime (MOV)
- Generic H.264 (MP4)
- GXF
- MXF
- LXF
- WAV
- MP3
- R3D
- AVI
- No Extension

Glossary

Active Object

When DIVA View syncs with DIVA Core, any object existing in DIVA Core is created in DIVA View; these are called Active Objects.

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. All Boolean logical operators must be capitalized.

Child Nodes

A subfolder contained within a query folder.

Context Menu

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

DIVA Core

The DIVA Core architecture enables integration of many different types of servers and technologies (for example, Broadcast Video Servers, Storage Area Networks, and Enterprise Tape Managed Storage). Refer to your System Administrator and your DIVA Core Site Configuration for details on your specific DIVA Core System installation and configuration. See the DIVA Core documentation set in the DIVA Core Library for more information.

EDL

EDL (Edit Decision List) 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.

Inactive Object

An inactive object is one that was deleted from DIVA Core (outside of DIVA View), and can be recovered to a virtual object on the Housekeeper screen. You can change the DIVA View version to virtual if you need to re-archive it again with the same metadata that was previously associated with it. This does not recover the object in DIVA Core, only in DIVA View as a virtual object.

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 language. See the Postgres documentation located at https://www.postgresql.org/docs/ for detailed information on Lexemes.

Local Archive

A Local Archive request enables selecting content for archiving locally. The file viewer will only be available for FTP, Local, or UNC sources. The source clip can be uploaded using the http protocol from the user's computer to the DIVA View Server Local Archive Directory; then allowing the Archive to DIVA Core.

Local Restore

The Local Restore option allows a DIVA Core Restore operation to a destination that exists on the DIVA View Server computer. The DIVA Core system must be configured to point to an IIS virtual directory named DIVA View Local Restore Destination on the server hosting DIVA View. After the object is restored to the DIVA View Server, the source clip can then be downloaded to the user's computer using the http protocol.

Metadata

Metadata is used for capturing a video clip's attributes. Metadata can now be added while archiving an object or creating a virtual object. This includes the creation of annotations.

Postgres

An ORDBMS (Object-Relational Database Management System) 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. See the Postgres documentation located at https://www.postgresql.org/docs/ for detailed information on Postgres.

Profile

User Profiles include information about the user that is logged in to DIVA View. Your username is displayed in the top right corner of the main DIVA View screen. Clicking on your username opens the User Preferences Screen where you can update your Personal Settings, DIVA Core Request Profiles, Player Shortcuts, and Shot List Shortcuts. There are possibly some restrictions on the DIVA Core Request Profiles because the System Administrator might configure some of them and assign user permissions for each profile. If the administrator has not assigned you permission to a request profile, you will not see it or be able to use it. Check with your System Administrator for information on your permissions.

Proxy

Proxy Video is a form of metadata. It consists of highly compressed, 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.

Server

In DIVA Core, a media location can be used as either a Source Server, a Destination Server, 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.

Virtual Object

Virtual Objects are objects that exist only in the DIVA View system and do not physically exist in the DIVA Core system.

Watch Folder

A folder on a local disk, FTP server, or a CIFS shared folder designated for Single File mode or File Set mode that is monitored by the DIVA View TaskManager Service, and from which files will operations performed on them.

Work Bin

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