



# Workflow Portal Guide

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# Setting up Workflow Portal

The Workflow Portal is a Vantage client (implemented as a Windows program and a web application) with a user interface that you can customize for your operators to include the media processing functions they need.

This chapter describes how to create Workflow Portal configurations using the Vantage Management Console.

These main topics are covered:

- [Introduction to Vantage Workflow Portal](#)
- [Workflow Portal Licensing and Deployment](#)
- [Configuring Vantage Workflow Portal](#)

# Introduction to Vantage Workflow Portal

Operators use the Vantage Workflow Portal to manage media and manually intervene in workflow processing by performing tasks such as browsing catalogs, reviewing and updating metadata, marking in/out trim points, and forwarding files to workflows.

Two versions of the Vantage Workflow Portal are available—a Windows client and a web application. Both perform very similar functions. The Windows client supports all configurations but requires client installation on the Windows desktop. The web application supports a limited set of configurations but can be accessed by either Mac OS or Windows computers with a web browser.

The controls available in the Workflow Portal and the tasks an operator can perform vary according to the Workflow Portal configuration created by a Vantage administrator using the Vantage Management Console. Different configurations present different features in the Workflow Portal.

In addition, workflow designers must also create ingest and target workflows that permit operator intervention in media processing using the Workflow Portal.

These are the required tasks to complete before operators can use the Workflow Portal:

- An administrator must create Vantage Workflow Portal configurations using the Vantage Management Console > Application Configurations > Workflow Portal.
- A workflow designer must create and activate Ingest workflows (optional in some cases) using the Workflow Designer to analyze and flip source media and register media, proxies, and attachments into Vantage catalogs.
- A workflow designer must create and activate target workflows in the Workflow Designer to process the media submitted by operators from the Workflow Portal for distribution, broadcast, and other uses.

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**Note:** If you are creating a store to hold proxy files viewed in the Vantage Workflow Portal, Telestream recommends that you reference the store with a UNC path. Some SAN clients do not allow frame-accurate representation of proxies when using shared drives.

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This chapter describes the work of the administrator to create Workflow Portal configurations. Please see the *Vantage User Guide* for information about configuration overviews and applications, designing workflows, and using the Workflow Portal.

Also note that some configurations enable separately licensed products that have their own guides with information for administrators, workflow designers, and operators:

- *Vantage TrafficManager User Guide* (also covers Syndication)
- *Vantage Tempo User Guide*
- *Post Producer Developer's Guide, Post Producer Cookbook*

# Workflow Portal Licensing and Deployment

Each Vantage Workflow Portal license supports a single user or a single computer, depending on your Vantage configuration. Under certain conditions, a single user or computer can host multiple instances of a license, and these instances are called *sessions*. When a license is in use by a user or a computer, it is unavailable to other users or computers. To support multiple users or computers, you must purchase additional licenses. The following topics provide additional information on Vantage Workflow Portal licensing:

- [User-Based Licensing](#)
- [Machine-Based Licensing](#)
- [Viewing and Resetting Vantage Workflow Portal Sessions](#)
- [Workflow Portal Deployment Tips](#)

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**Note:** For information on VWP license management, see *Managing Licenses* in the *Vantage Domain Management Guide*.

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## User-Based Licensing

When Vantage user administration is enabled (see *Managing Vantage Users* in the *Vantage Domain Management Guide*), each Vantage operator reserves a single Vantage Workflow Portal license when starting the program. That operator can open additional portal sessions on other computers without reserving additional licenses, provided that the operator uses the same user name on all computers. However, no other user can use the reserved license until the first operator closes all portal sessions that use the first operator's user name.

## Machine-Based Licensing

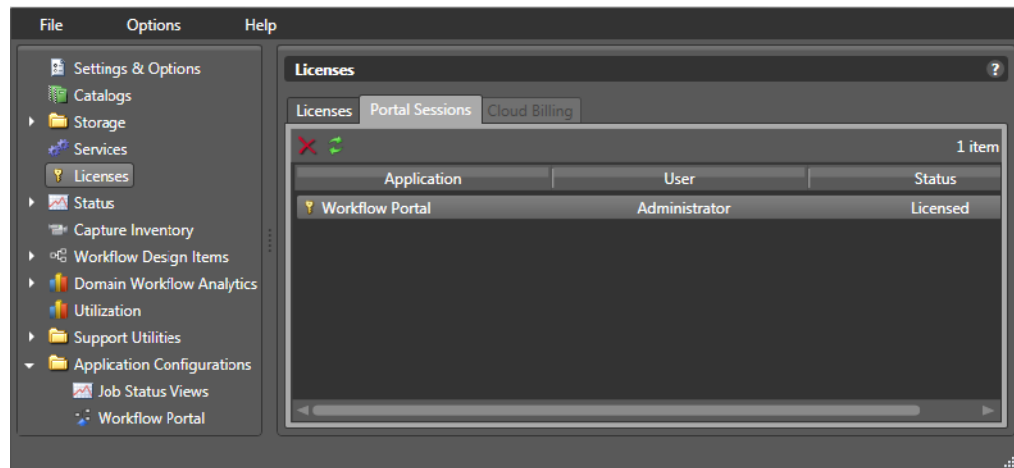
When Vantage user administration is disabled (see *Managing Vantage Users* in the *Vantage Domain Management Guide*), a Vantage operator reserves a single Vantage Workflow Portal license when starting the program on a computer. That operator or other operators can open additional Vantage Workflow Portal sessions on the same computer without reserving additional licenses. However, no other computer can use that license until all sessions are closed on the first computer.

## Viewing and Resetting Vantage Workflow Portal Sessions

When a license is in use by a user or a computer, it becomes unavailable to other users or computers. If another license is needed, try one or more of the following:

- Reset all sessions for a license that is now idle due to a lost network connection or sudden program termination.
- Reset all license sessions for a lower priority user or computer to make a license available for a higher priority user or computer.
- Purchase more licenses.

To view the Vantage Workflow Portal license and session usage, select Licenses in the components panel, and click on the Portal Sessions tab to see the following panel:



The Portal Sessions list displays a row for each portal session in use. When user administration is enabled (see *Managing Vantage Users* in the *Vantage Domain Management Guide*), a single Vantage user can open multiple Vantage Workflow Portal sessions, and each session is represented by a row in the session list. When user administration is disabled, a single computer can host multiple portal sessions, and each session is represented by a row in the session list.

When user administration is enabled, the User column displays the username of the operator using a license session. When user administration is disabled, the Machine column displays the computer name of the computer that is using a license session.

The Status column displays Licensed when the session is using a valid license, and it displays Demo when the session is unlicensed and open in demo mode.

To reset a license session for a user or computer, select the session and click Stop .

## Workflow Portal Deployment Tips

Vantage administrators can help operators get started by doing the following:

- Install the Vantage Workflow Portal program on the operator's computer.
- Launch the Vantage Workflow Portal for the first time and pre-select the following:
  - Vantage domain
  - Vantage Workflow Portal configuration
  - Binder catalog

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**Note:** If you deploy the web version of the Workflow Portal, please note that operation of the Web Workflow Portal preview player may vary depending on the browser. The functioning of controls, appearance of captions, and other aspects depend on the browser's implementation of the web video player. You may want to try different browsers to find the one that works best for you.

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# Configuring Vantage Workflow Portal

As a Vantage domain administrator, you can create and configure Vantage Workflow Portal *configurations* that control which portal features an operator can use. At least one configuration is required to make the Workflow Portal functional, but you can create as many portal configurations as your operators need.

The following topics describe the Workflow Portal and how to use it:

- [Workflow Portal Overview](#)
- [Creating and Editing Workflow Portal Configurations](#)
- [Selecting a Configuration Mode](#)
- [Using the Tabs](#)

## Workflow Portal Overview

Portal configuration is done by opening the Vantage Management Console and selecting Application Configurations > Workflow Portal panel.

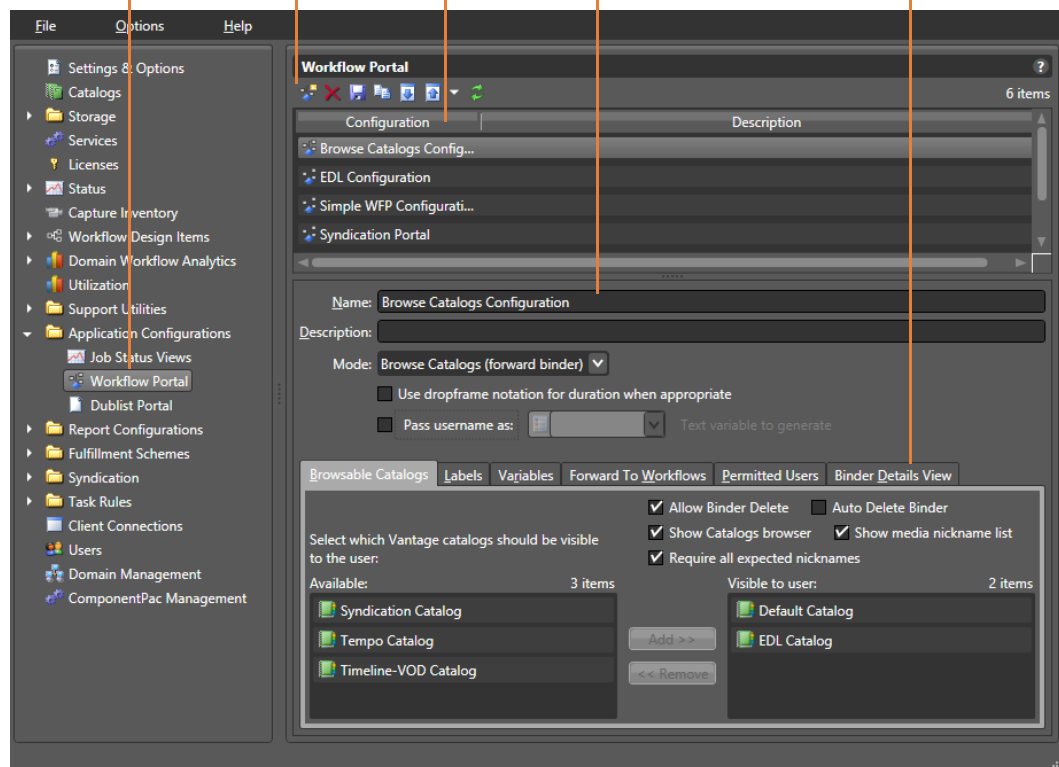
The top half of the Workflow Portal panel is the same for all configurations. It includes a toolbar for creating, deleting, saving, importing, and exporting configurations.

Below the toolbar is a Configuration list showing the configurations that have been created and saved. You can use this list to select and modify an existing configuration.

In the center area, selections are provided for the Mode, which selects the configuration, fields for naming and describing the configuration (as shown in the list), and selectable parameters relating to how the portal operates.

The tabs in the lower panel select and deselect portal features. The tabs vary with the selected configuration. Some of the tabs contain the same selections across all configurations, while others are specialized depending on the configuration.

Select Workflow Portal    Toolbar    Configuration List    Name, Description, Mode (configuration), & Parameters    Tabs (vary by configuration)



The remainder of the topics in this chapter explain the portal configuration controls in top to bottom order, beginning with using the top half of the page to create a configuration, details of how and why to select each configuration Mode and how to configure their specialized tabs, and lastly, the generic tabs common to most or all configurations.



## Creating and Editing Workflow Portal Configurations

The following topics explain how to use the portal configuration controls:

- [Creating a New Configuration](#)
- [Setting Dropframe or Non-dropframe Duration](#)
- [Pass Username As](#)
- [Modifying a Configuration](#)
- [Deleting a Configuration](#)
- [Saving a Configuration](#)
- [Duplicating a Configuration](#)
- [Exporting and Importing Configurations](#)

### Creating a New Configuration

To create or edit a Vantage Workflow Portal configuration, do the following:

1. Start the Vantage Management Console and connect to the Vantage domain.
2. Select Application Configurations > Workflow Portal to display the Workflow Portal panel.
3. To create a new configuration, click the Create configuration button  in the tool bar (or right-click in the empty configuration list space).
4. Select New Configuration in the top toolbar.
5. Select the Mode (configuration) in the middle section. (For details about configurations, see [Selecting a Configuration Mode](#) later in this chapter.)
6. Enter a Name and Description matching the selected Mode.
7. Make *use dropframe* and *Pass username* selections (explained below).
8. Make tab selections (see [Selecting a Configuration Mode](#) and [Using the Tabs](#)).
9. To save your configuration, click the Save button . The new configuration is added to the Configuration list at the top.

### Setting Dropframe or Non-dropframe Duration

Some Workflow Portal configurations display media durations. The duration timecode can be dropframe or non-dropframe, depending on the setting of the *Use dropframe notation for duration when appropriate* checkbox in the Vantage Management Console Workflow Portal Configurations panel. By default (unchecked), durations are always shown in non-dropframe. When checked, durations match the dropframe setting of the in/out values. (The Web Workflow Portal uses non-dropframe notation only.)

### Pass Username As


The Pass Username As feature allows you to set the username of the portal operator as a variable that you can use in workflows. This can be helpful, for example, if you want to address a message to a particular operator based on the results of a workflow.

## Modifying a Configuration


To change a configuration, select it in the Configuration list and make any desired changes. Click Save when finished to save your configuration updates.

## Deleting a Configuration

To delete a Vantage Workflow Portal configuration, do the following:


1. Select the configuration to delete.
2. Click the Delete button  in the tool bar.
3. Click OK to confirm the delete or click Cancel to abort the delete.

## Saving a Configuration

You can change a configuration by selecting it in the list and modifying your selections and entries. To save the configuration changes, click the Save button  in the tool bar.

## Duplicating a Configuration

If you need a new configuration that is similar to an existing configuration, it might be easier to duplicate the configuration and modify the duplicate, instead of creating a new configuration. When you duplicate a configuration, the console creates a new configuration with *Copy of* prepended to the source configuration name.


To duplicate a Vantage Workflow Portal configuration, select the configuration to duplicate, and click the Duplicate button  in the tool bar.

## Exporting and Importing Configurations

Vantage allows you to export one or all Vantage Workflow Portal configurations to XML files, which you can then use to import the same configurations into another Vantage domain.

### Export

To export one or all configurations, do the following:

1. If you are exporting a single configuration, select the configuration to export.
2. Click the Export button  to export a single configuration, or select *Export all* from the Export button drop down menu to export all configurations.
3. Use the file system dialog to save the exported configurations.

The default file name for each configuration is the configuration name, but you can change the file name.


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**Note:** Changing the name of the XML file does not change the name of the configuration in the XML file.

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### Import

To import a configuration, do the following:


1. Click the Import button .
2. Use the file system dialog to locate and select the configuration to import, then click Open.

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**Note:** If you try to import a configuration that is already in this Vantage domain, Vantage prompts you to overwrite the record (click Yes) or cancel the import (click No).

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### Refreshing the Configuration List

The configuration list is a static display that is automatically updated when you add or delete configurations. However, if other administrators add or delete configurations, their changes appear only when you refresh the configuration list by clicking the Refresh button  in the tool bar.

## Selecting a Configuration Mode

Configurations selected using the Mode drop-down menu customize portal operation to fit the kind of workflow processing operators will do.

The available Mode configurations are summarized briefly below and linked to the topics describing them and their setup tabs in detail. Some configurations have dedicated tabs with special selections (Tempo, Syndication, Logging) while others use generic tabs.

- [Browse Catalogs \(Copy Binder\) Mode](#)—Allows browsing catalogs and binder copies to view, update, and submit media, metadata, and variables to workflows. Original binders are unaltered and modified copies are forwarded.
- [Browse Catalogs \(Forward Binder\) Mode](#)—Allows browsing catalogs and original binders to view, update, and submit media, metadata, and variables to workflows. Original binders are modified and forwarded.
- [Browse Windows Network \(Create Binder\) Mode](#)—Allows selecting media files from servers on a Windows network and submitting them to target workflows.
- [Create EDLs from Catalogs \(Create Binder\) Mode](#)—Enables you to create an Edit Decision List (EDL) which you submit to a publishing workflow that processes the EDL.
- [Create CML from Catalogs \(Create Binder\) Mode](#)—Allows creating a CML file that defines an EDL for submitting to a Post Producer publishing workflow.
- [Create DPP from Catalogs \(Create Binder\) Mode](#)—Used in our Digital Production Partnership (DPP) product for producing television program packages, ready for broadcast or distribution.
- [Create VOD from Catalogs \(Create Binder\) Mode](#)—Used with VOD Producer DAI, for producing VOD assets, with optional provisioning for dynamic ad insertion.
- [Tempo Re-time Asset from Catalogs \(Create Binder\) Mode](#)—Used in Tempo to adjust media runtime.
- [Syndication Mode](#)—Manages TrafficManager ingest and processing of long and short-form syndicated broadcast content (multi-segment material).

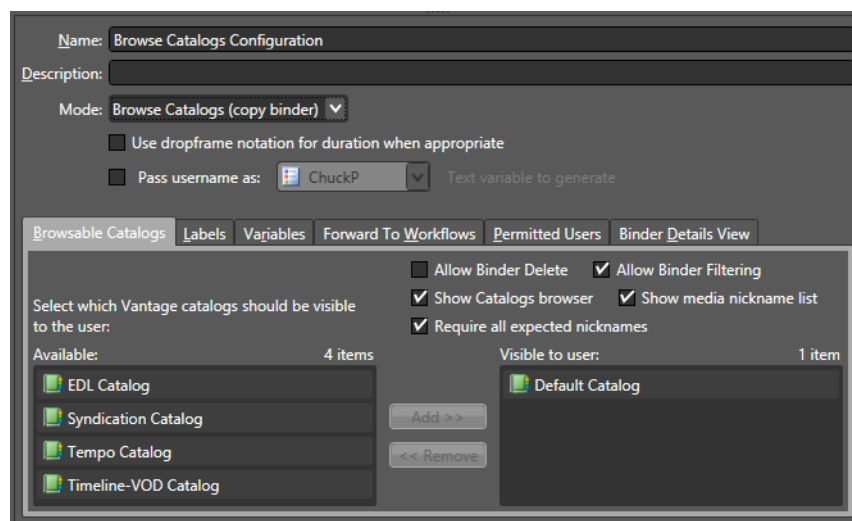
**Note:** Some configurations are for features that require separate licensing. All configurations are available in the desktop application, but only the Copy Binder and Forward Binder configurations are available in the Web Workflow Portal.

How to set up each of the configuration modes and their specialized tabs (if any) is described in detail on the following pages and linked above. (For details about the generic tabs present in most configurations, see [Using the Tabs](#).) As you read about each configuration, remember the definitions of catalogs and binders—catalogs organize binders, and binders organize media and attachments produced by ingest workflows.

## Browse Catalogs (Copy Binder) Mode

This configuration mode (see the figure below) enables an operator to browse the selected Vantage catalog for binders. They can then select one binder, and submit it to one or more workflows. When the submission occurs, the original binder is copied, and the copy is submitted to the workflow—the original binder remains in the catalog and remains unchanged.

**Note:** A binder contains metadata labels, and references to media files and attachments. When a binder is copied, the metadata labels are also copied and thus may be different from the original. Any media files or attachments in the original binder are not copied, and are referenced by both the original and the new copy.



The Browse Catalogs configuration is ideal when:

1. You want the original binder to remain in the catalog
2. You do not want to change the original binder's metadata
3. The original media files are not affected by the target workflow, and
4. You want operators to be able to submit the same asset multiple times.

### Target Workflow Considerations

The target workflow must include a Receive action. Remember that any media files or attachments present in the original binder will also be referenced in the copy. As a result, the target workflow should not delete any of those original files; the original binder would then have missing files.

### Example Workflows

- Operator marks an in point, and an out point for a highlight; multiple highlights can be extracted from the same input.
- Operator marks trim points around a promo from a captured satellite feed, and marks a branding entry point on the timeline; the target workflow then trims the promo and applies graphics for multiple distribution channels.

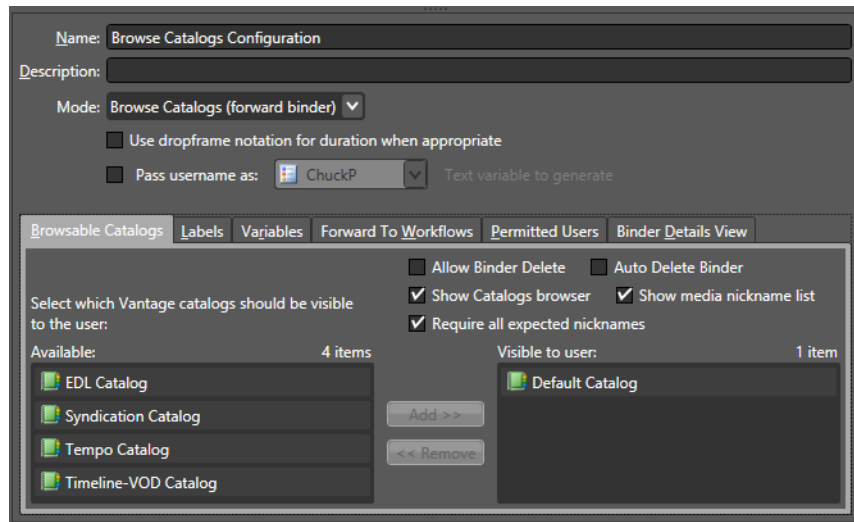
### Browse Catalogs (Forward Binder) Mode

This configuration mode (see the figure below) enables an operator to browse the selected Vantage catalog for binders. The operator can select a binder, and either edit its metadata, or submit it to one or more workflows. When the submission occurs, the original binder is forwarded to the workflow (and optionally removed from the catalog, if configured that way by the administrator).

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**Note:** Because the binder is directly affected by the target workflow, if the binder remains in the catalog, any changes to the binder will appear in the catalog as the workflow processes media files.

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The Browse Catalogs (Forward Binder) configuration mode is ideal when:

- You want to use the catalog as a task list for the operator, automatically removing binders from the catalog when they are forwarded
- You want the workflows to update binders that remain in-place in the catalog
- You want operators to edit metadata in-place.



## Target Workflow Considerations

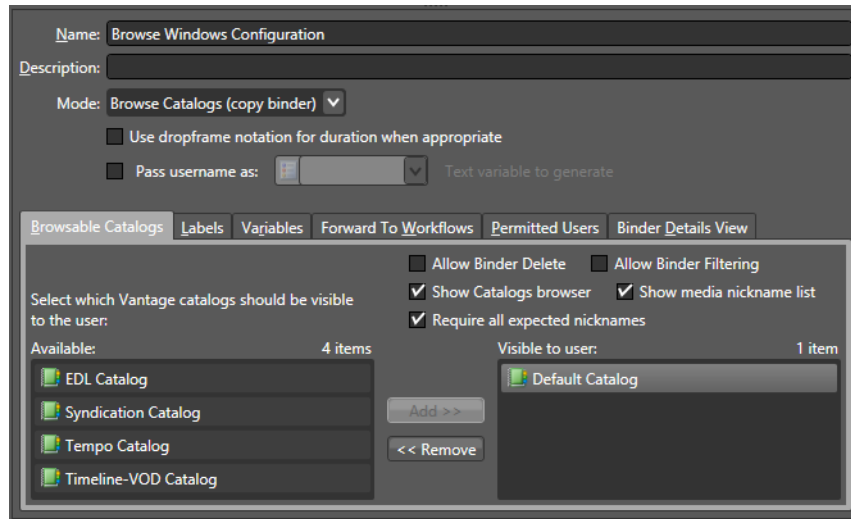
The target workflow must include a Receive action. Remember that if the binder is not removed from the catalog, any changes made by the target workflow will be apparent in the catalog.

## Example Workflows

- Operator reviews an asset, marks it as approved/rejected, and forwards to a workflow that responds to that metadata. The asset is removed from the catalog.
- An ingest workflow detects quality issues and places an asset in a catalog for review. An operator reviews the asset, using a proxy to review the video at error timecodes published by the ingest workflow. If the asset is unacceptable, the operator forwards to a workflow for quarantine; otherwise the operator forwards to the appropriate next step for the asset.
- Operator edits asset metadata in-place in the catalog. When the asset is ready for distribution, the operator chooses distribution channels and forwards to the target workflow. The target workflow responds to the operator choices and forwards for distribution.
- Operator reviews black segments detected by Vantage, and confirms black removal points. The target workflow uses those timecode parameters to remove black from the original media.

## Browse Windows Network (Create Binder) Mode


If a project requires operators to browse network locations to locate files to submit to workflows, they will use the *Browse Windows Network* configuration mode (see the figure below). As discussed previously, this configuration mode allows multiple files to be submitted simultaneously. Each submitted file becomes a separate job with its own binder. During submission, the operator can add metadata labels (as permitted by the Vantage Workflow Portal configuration). For a batch submission (of multiple media files), each media file receives a copy of the same metadata label in its binder.



The Browse Windows Network (Create Binder) Mode is appropriate when:

- Operators manually submit files instead of copying files to a hot folder.
- No ingest workflow is required before operator involvement.

To select the Browse Windows Network configuration mode, do the following:

1. Display the Workflow Portal configuration panel as described in [Creating and Editing Workflow Portal Configurations](#).
2. Click the Browse Windows Network (Create Binder) radio button.
3. Click the Save button  to save your changes.

Media files are submitted directly, so there is no ingest workflow. However, submitted media files must be accessible to Vantage services. For example, files on a local drive (for example, *C:\media\myvideo.mpg*) are not accessible to a remote Vantage server.

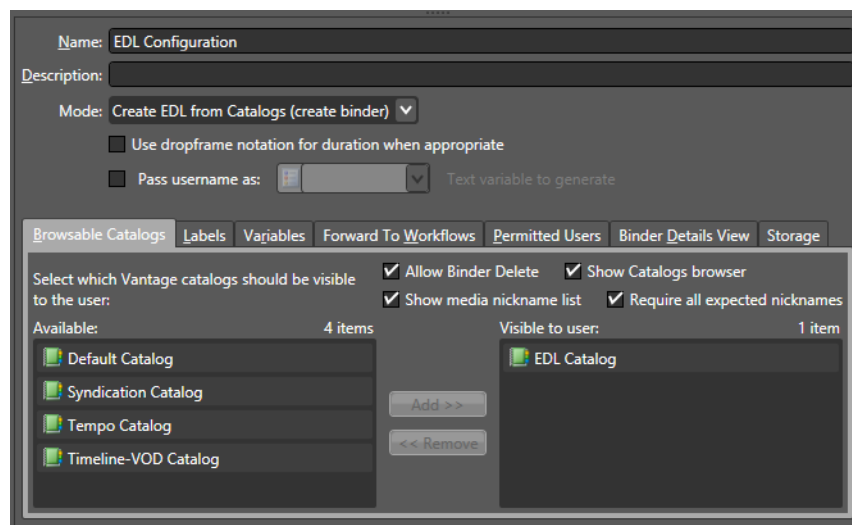
The target workflow must include a Receive action. Each media file is assigned the nickname *Original* when it is submitted.

## Create EDLs from Catalogs (Create Binder) Mode

This configuration mode changes Vantage Workflow Portal operation to include a tab that enables an operator to stitch assets using an EDL (edit decision list). An operator can use the EDL to stitch multiple assets in the catalog together or to trim a clip.

The EDL is stored in a TSEDL file, which can be stored with other media files in a Vantage store or folder, or it can be stored in a special Vantage store or folder, designated for EDL files. (For more information, see [Using the Storage Tab.](#))

After an operator has created an EDL, the operator can forward that EDL to a target workflow to create the output defined by the EDL. To support EDL processing, you must modify the configuration to support forwarding to a workflow that contains a Receive action. (For more information, see [Using the Forward to Workflows Tab.](#))



### Target Workflow Considerations

The target workflow must include a Receive action. It will receive a TSEDL file with the nickname *Original* and can then transcode—or direct convert—this list into an output file (or multiple output files).

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**Note:** If MPEG-2 is the EDL source format, a Direct Convert mode can be used to avoid a full transcode. Any timeline cut that breaks GOP structures is replaced with I-Frame material, otherwise original GOPs are preserved. If the output file is not MPEG-2, a full transcode can be performed. In either case, the VANC, captions, and audio are correctly stitched during the processing of the EDL.

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### Example Workflows

- Operator creates a list of syndication segments that are stitched together into a single program.
- Operator selects a bumper, a clip, and a trailer, enters metadata, chooses distribution channels, and submits the package for distribution. The target Vantage workflow uses distribution channel choices and metadata to generate the correct formats and deploy to the chosen distribution channels.

### Catalog Mode Considerations

Assets must be registered into a Vantage catalog using an ingest workflow before they will become visible in the catalog and available for use in a target workflow. A thumbnail image and a QuickTime H.264/AAC MOV or x264/AAC MP4 proxy file should also be registered in the binder and given the nicknames *Vantage Thumbnail* and *Vantage Proxy*, respectively.

For *Create EDL from Catalogs* mode, EDL processing requires Program Stream or Transport Stream MPEG-2 video, and such a file should be provided in the binder with the nickname *Vantage EDL*. Vantage provides support for MXF DV, IMX, and XDCAM HD video formats as well.

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**Note:** All assets in the EDL list must have the same frame size and frame rate; operators are not allowed to combine mixed media.

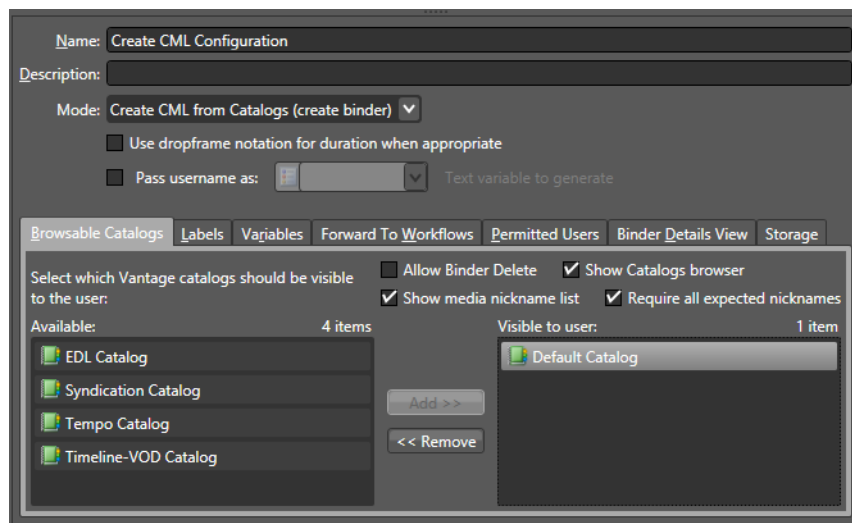
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### Create CML from Catalogs (Create Binder) Mode

The Create CML workspace displays in the Workflow Portal window when a Create CML from Catalogs configuration mode is selected. Using this workspace to create a Post Producer composition, an operator can mark start and end points to clip one or more media files, and stitch the clips together.

As with the Copy Binder and Forward Binder configurations, the Create CML configuration allows users to open and view binders for completed workflows. The Create CML configuration allows creating a Composition (CML) file to submit to a Post Producer workflow with a Conform action, which can process the composition and stitch the clips together. As the administrator, you must select catalogs, labels, variables, workflows, binders, and storage to use with this configuration.

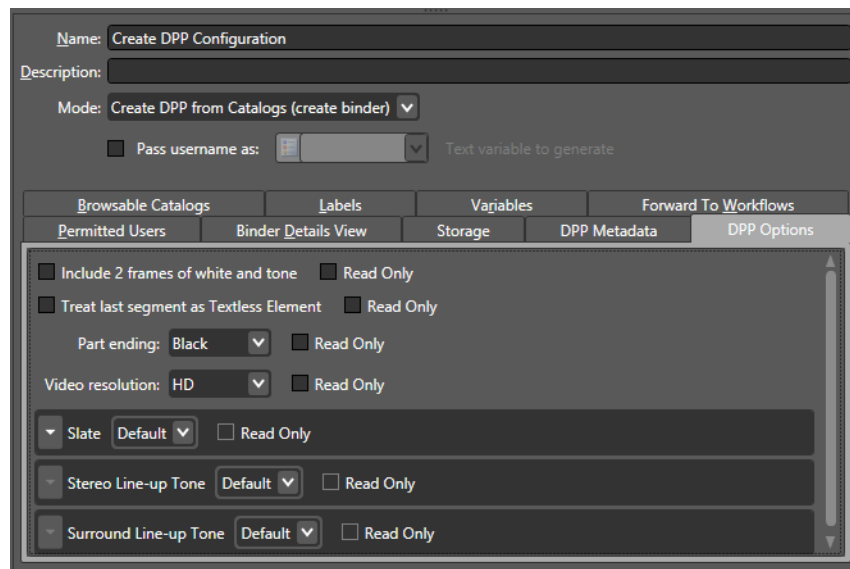
For operational details, refer to the *Using Create CML Configurations* topic in the *Using Workflow Portal* chapter of the *Vantage User Guide*.



## Create DPP from Catalogs (Create Binder) Mode

The Create DPP from Catalogs configuration mode (see the figure below) applies to users who are involved in the creation of DPP packages. This configuration allows users to do the following:

- Create a DPP program containing one or more segments.
- Enter DPP metadata to accompany that program.
- Create a DPP 4.1 XML file and a Post Producer CML file to allow the construction of the program media file (using Post Producer) and transcoding to AS-11 with DPP metadata (using Vantage Transcode Pro).



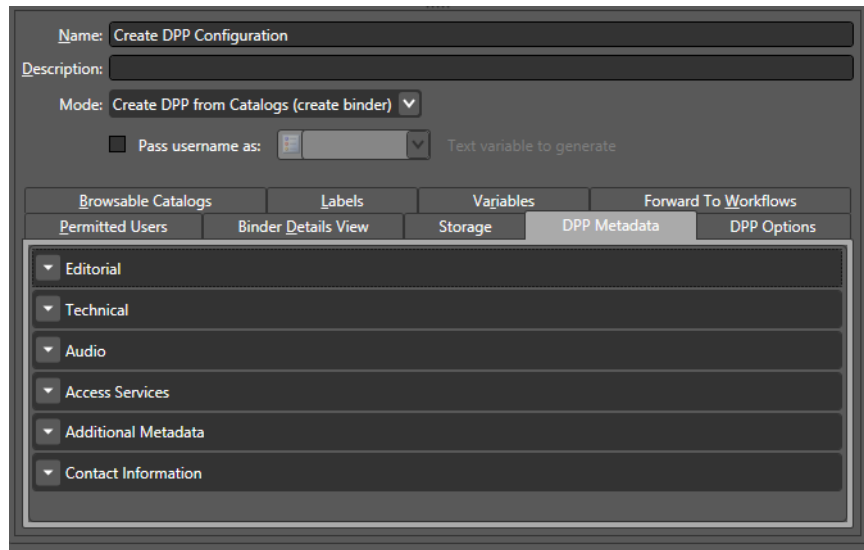
As the administrator, you will need to prepare the DPP portal configuration, assign permitted users, select a catalog for viewing media, and select workflows, binders, and storage. Additionally, the administrator can specify the default and allowed values for the DPP metadata fields, and can control which fields the operator can edit.

For details of administration and operation, refer to the *Using Create DPP Configurations* topic in the *Using Workflow Portal* chapter of the *Vantage User Guide*. Also refer to the *Creating DPP Packages in Vantage App Note*.

### Using the DPP Metadata Tab

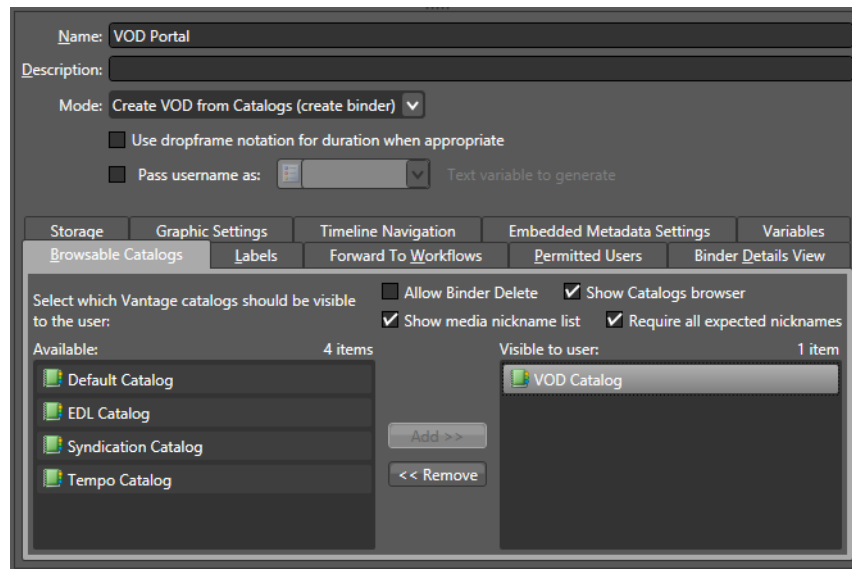
Using the DPP Metadata and DPP Options tabs, available when the Create DPP from Catalogs (create binder) option is selected, you can specify DPP metadata to be included in DPP processing. Many fields are available in the Editorial, Technical, Audio, Access Services, Additional Metadata, and Contact Information fields.

Additionally, the DPP Options tab includes options for adding 2 frames of white and tone, treating the last segment as a Textless Element (not part of the programme), ending a part with black, and specifying default, custom, or no slate, etc. For information about how the many metadata fields and option selections are used, refer to the DPP user documentation. DPP is a separately licensed product.



## Create VOD from Catalogs (Create Binder) Mode

This configuration mode sets up Workflow Portal to enable VOD operators to browse catalogs to select VOD assets, set options, and add content branding, rating, metadata, and variables required for dynamic ad insertion for video on demand assets and submit them to a publishing workflow for generating CableLabs compliant VOD content and optional CableLabs-compliant VOD that is provisioned for Dynamic Ad Insertion (DAI).



**Note:** In Vantage 7.0, the VOD DAI Workflow Portal was improved to provide new variables for Group Contiguous Ads and enable Local Column Headers. Local Ad Descriptors were added, and available combinations of ad insertion types and descriptors were changed.

To make use of these features, portal configurations created with prior Vantage versions must be recreated in Vantage 7.0 or later. VOD Workflow Portal project files should also be recreated (if the Vantage 6.3 customer-only VOD DAI Local Ad Portal patch has not been applied) to make use of Local ad descriptors.

If configurations and project files are not recreated in Vantage 7.0 or later, existing portal configurations and project files will continue to operate as before, but the new features will not be available.

The following tabs identify the workspaces provided in a VOD configuration. In each tab, you'll configure the options as required for your specific application.

*Browsable Catalogs*—This is a required tab for VOD Portal applications. Configure this tab to specify one or more catalogs the operator can browse to select VOD assets for processing, and enable the necessary options for your application. For details, see [Enabling and Disabling Access to Catalogs](#).

*Labels*—Configure this tab to specify which labels the operator can select and update. For Digital Ad Insertion (DAI), an industry-standard label (CableLabs DAI) is required. For details, see [Using the Label Tab](#).

*Forward to Workflows*—Configure this tab, specifying one or more publishing workflows to which the operator can forward VOD assets for processing. Check each workflow to indicate whether it is a required or optional publishing workflow. If you have multiple, optional workflows you can display the Forward to Workflows panel in VOD Portal, so the operator can select specific workflows for each job. For details, see [Using the Forward to Workflows Tab](#).

*Permitted Users*—When the User Management feature is enabled, you can use the Vantage Management Console to define which Vantage users can access each Vantage Workflow Portal configuration. You can enable access for one, some, or all users. See [Using the Permitted Users Tab](#) for details.

*Binder Details View*— Configure this tab to specify the details about each binder to display to the operator. For details, see [Using the Binder View Tab](#).

*Storage*—Configure this tab to set up storage options for the files created as the operator prepares jobs for processing. There is no visible indication of this store in the Portal. For details, see [Using the Storage Tab](#).

*Graphic Settings*—Configure this tab to specify display options for branding and ratings systems bugs for this asset. For details, see [Using the Graphic Settings Tab](#).

*Timeline Navigation*—Configure this tab to set timeline default values. The Silence settings determine the default definition of silence in db and minimum duration. These values are displayed in the VOD/DAI Portal Timeline tab, where their values can be changed from the default values set here.

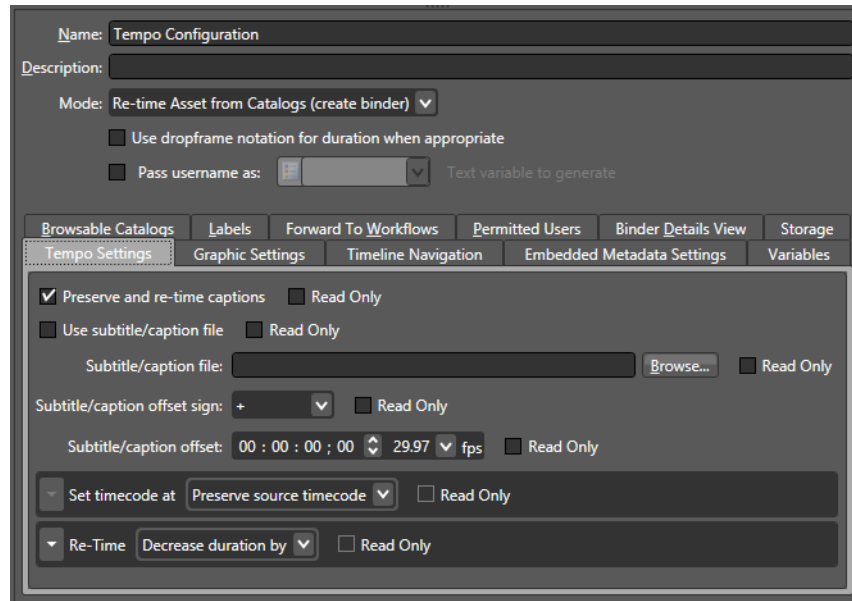
*Embedded Metadata Settings*—Configure this tab to specify copy protection options and the ratings system and rating for this asset. For details, see [Using the Embedded Metadata Settings Tab](#).

*Variables*—Configure this tab to set up variables that will be propagated from the ingest workflow or portal settings to the output workflow. For details, see [Specifying Content Rating Variables](#).



## Tempo Re-time Asset from Catalogs (Create Binder) Mode

This configuration mode converts the Workflow Portal into a Tempo Portal that allows operators to browse catalogs to select and re-time media assets, increasing or decreasing their running time. Tempo configuration is covered here generally and in specific detail in the *Tempo Guide* available by searching the [Telestream.net](http://Telestream.net) web site.



The following tabs identify the workspaces provided in a Re-time configuration. In each tab, you'll configure the options as required for your specific application.

*Browsable Catalogs*—This is a required tab for Tempo Portal applications. Configure this tab to specify one or more catalogs the operator can browse to select assets for re-timing, and enable the necessary options for your application. For details, see [Enabling and Disabling Access to Catalogs](#).

*Labels*—Configure this tab to specify which metadata labels the operator can select and update. For details, see [Using the Label Tab](#).

*Forward to Workflows*—Configure this tab, specifying one or more re-timing workflows to which the operator can forward media for processing. Check each workflow to indicate whether it is required or optional. If you have multiple, optional workflows you can enable the Show Forward to Workflows panel in the Tempo Portal, so the operator can select specific workflows for each job. For details, see [Using the Forward to Workflows Tab](#).

*Permitted Users*—When the User Management feature is enabled, you can use the Vantage Management Console to define which Vantage users can access each Vantage Workflow Portal configuration. You can enable access for one, some, or all users. See [Using the Permitted Users Tab](#) for details.

*Binder Details View*— Configure this tab to specify the details about each binder to display to the operator. For details, see [Using the Binder View Tab](#).

*Storage*—Configure this tab to set up storage options for the XML (CML) composition files created by the portal as the output of the re-timing editing process. There is no visible indication of this store in the Portal. For details, see [Using the Storage Tab](#).

*Tempo Settings*—Configure this tab to include and re-time or exclude embedded or file-based closed captions. A field is provided to browse for SCC closed caption files, and a timecode entry and +/- selection allow you to adjust caption start timing forward or backward to match associated media timing. The tab also includes default timecode and re-timing settings. A checkbox beside the settings can be checked to make them Read Only to prevent operator intervention. Alternatively, you can uncheck Read Only to allow operators to replace default values in the Tempo Portal at their discretion. For details, see [Using the Tempo Settings Tab](#).

*Graphic Settings*—Configure this tab to specify display options for station branding and ratings systems bugs. For details, see [Using the Graphic Settings Tab](#).

*Timeline Navigation*—Configure this tab to set timeline default values. The Silence settings determine the default definition of silence in db and minimum duration. The Artifact quality threshold sets a default value for defining artifacts noted on the preview player timeline. These values are displayed in the Tempo Portal Timeline tab, where their values can be changed from the default values set here.

*Embedded Metadata Settings*—Configure this tab to specify the ratings system and rating metadata. For details, see [Using the Embedded Metadata Settings Tab](#).

*Variables*—Configure this tab to set up the use of default content rating system variables. For details, see [Specifying Content Rating Variables](#).

### **Using the Tempo Settings Tab**

The Tempo Portal includes a tab and panel for Tempo Settings where you can specify standard settings to use for increasing or decreasing media duration:

1. Select the Tempo Portal configuration in the configuration mode list.
2. Select the Tempo Settings tab.
3. Select re-timing default settings in the Tempo Portal:
  - a. Select *Preserve and re-time captions* to include captions in the re-timing process.
  - b. To include a subtitle or caption (.SCC or .STL) file that plays with the re-timed media file, browse for and specify the file in the Subtitle/caption file field.  
The starting timecode in the caption/subtitle file must match the starting timecode of the media file.
  - c. To adjust the start time of caption/subtitle file timecode, select Subtitle/caption offset, enter the amount of offset in timecode, and set Subtitle/caption offset sign (+ or -) to adjust the offset forward or backward.
  - d. Use *Set timecode at* to determine where to start timecode for the re-timed output. You can preserve existing source timecode, start timecode at the first or last frame of the program, or the first or last frame of the output file.
  - e. Select *Re-Time* to increase or decrease media duration by the *Amount* selected or to match an overall target duration for the entire program. An amount specified here becomes the default setting in the Tempo Portal Segment List tab.


- f. Use *Amount* to set the amount of re-timing in frames per second. The display shows the hours, minutes, seconds, and frames setting.

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**Note:** Checking Read Only for each of the above options displays the default setting but disallows changing the setting in the Portal. The default setting is always used.

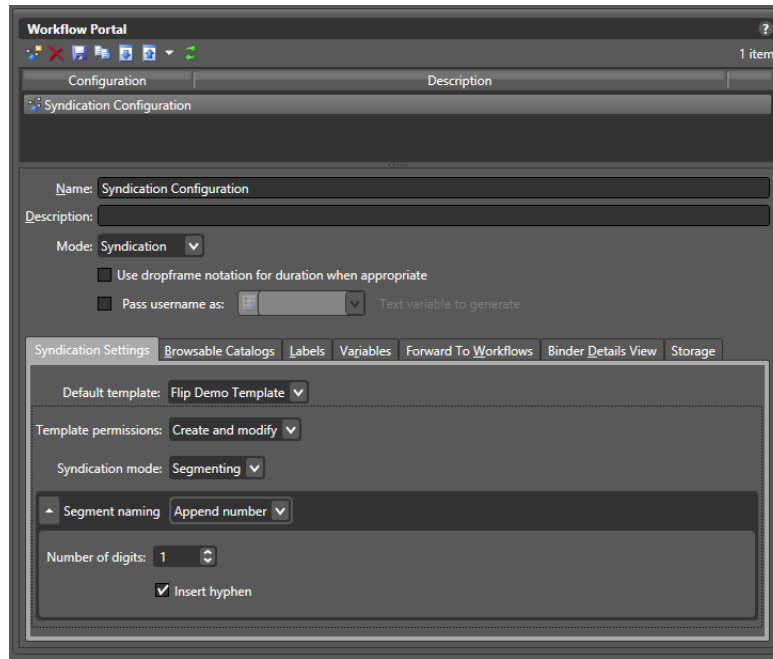
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4. Select the Timeline Navigation tab to check and set Tempo timeline default values. The Silence settings determine the default definition of silence. The Artifact quality threshold sets a default value for defining artifacts noted on the preview player timeline. These values are displayed in the Tempo Portal Timeline tab, where their values can be changed from the default values set here. See the Tempo User Guide for details.
5. Make selections and entries in all the other tabs according to what operators will need in their workflows and portal views. How to use each of these tabs is described in this chapter (see the topics listed under [Using the Tabs](#)).

Click the Save button  to save your portal configuration. Operators will now be able to select and use this configuration in their Workflow Portals.

## Syndication Mode

The Syndication configuration sets up the portal as a TrafficManager Syndication Portal. This portal allows operators to manage ingested syndicated content and show timing metadata. Operators can preview, trim, add, and delete segments and create templates for automated management of shows that follow a predictable format. The portal allows submitting the modified show media to publishing workflows with included show timing metadata, both of which can be published to broadcast or playout servers.



The following tabs identify the workspaces provided in a Re-time configuration. In each tab, you'll configure the options as required for your specific application.

*Syndication Settings*—Configure this tab to select a *Default template* to apply to shows in the portal to display show segments. *Template permissions* allow portal operators to Create and modify templates, Create only, or None (cannot create or modify templates).

The *Syndication mode* setting allows outputting a show in one of these ways:

- *Segmenting* outputs the show in segments with XML and CML files for each segment.
- *Stitching* produces a complete show with one XML and one CML output.
- *Pass-Thru* outputs the original XML attachment and does not output a CML file. Use Pass-Thru mode if you want to retain the structure of the original media file.

*Segment naming* allows appending a number or a letter to the show name. Hyphens can be inserted into the name before the digits if Insert hyphen is checked (default), or if unchecked, no hyphen is included. See [Using the Syndication Settings Tab](#) for details.

*Browsable Catalogs*—This is a required tab for Syndication Portal applications. Configure this tab to specify one or more catalogs the operator can browse to select assets for management, and enable the necessary options for your application. For details, see [Enabling and Disabling Access to Catalogs](#).

*Labels*—Configure this tab to specify which metadata labels the operator can select and update. For details, see [Using the Label Tab](#).

*Variables*—Configure this tab to set up variables that will be propagated from the ingest workflow or portal settings to the output workflow. For details, see [Using the Variable Tab](#).

*Forward to Workflows*—Configure this tab, specifying one or more syndication workflows to which the operator can forward media for processing. Check each workflow to indicate whether it is required or optional during a submit. If you have multiple, optional workflows you can enable the Show Forward to Workflows panel in the portal, so the operator can select specific workflows for each job. For details, see [Using the Forward to Workflows Tab](#).

*Permitted Users*—When the User Management feature is enabled, you can use the Vantage Management Console to define which Vantage users can access each Vantage Workflow Portal configuration. You can enable access for one, some, or all users. See [Using the Permitted Users Tab](#) for details.


*Binder Details View*— Configure this tab to specify the details about each binder to display to the operator. For details, see [Using the Binder View Tab](#).

*Storage*—Configure this tab to set up storage options for the XML (or CML) composition files created by the portal as the output of portal operations. There is no visible indication of this store in the Portal. For details, see [Using the Storage Tab](#).

### Using the Syndication Settings Tab

The Syndication Portal configuration includes a tab and panel for Syndication Settings where you can specify standard settings that control portal operation:

1. Select the *Syndication* configuration in the configuration Mode list.
2. Select the *Syndication Settings* tab.
3. Select *Default template* to choose the template that will automatically be applied to shows in the portal. (If you select << No Template >>, the Syndication Portal creates a Segment List from the source XML file processed by the Syndication action.)
4. Set the *Template permissions* to define whether portal operators can Create and modify templates, Create only, or do nothing (None) with templates.
5. Set the *Syndication mode* to output segments (*Segmenting*), a complete show (*Stitching*) or a complete show with Syndication attachment consisting of the original XML sidecar file modified for timing only (*Pass-Thru*).
6. Set *Segment naming* to *Append number*, *Append letter* or *Do nothing* to file naming. A hyphen is included before the number or letter if *Insert hyphen* is checked (default), or omitted if unchecked.
7. Make selections and entries in all the other tabs according to what operators will need in their workflows and portal views. How to use each of these tabs is described earlier in this chapter (see the topics listed under [Using the Tabs](#)).

Click the Save button  to save your portal configuration. Operators will now be able to select and use this configuration in their Workflow Portals.

## Using the Tabs

Configuration tabs at the bottom of the Workflow Portal configuration window include specialized tabs for particular configurations (described in [Selecting a Configuration Mode](#)) as well as generic tabs that are essentially the same for all configurations. The following topics explain how to use the generic tabs.

- [Using the Browsable Catalogs Tab](#)
- [Using the Binder View Tab](#)
- [Using the Label Tab](#)
- [Using the Variable Tab](#)
- [Using the Forward to Workflows Tab](#)
- [Using the Storage Tab](#)
- [Using the Graphic Settings Tab](#)
- [Using the Embedded Metadata Settings Tab](#)
- [Using the Permitted Users Tab](#)

### Using the Browsable Catalogs Tab

For catalog-based configurations, Vantage allows you to specify how operators access those catalogs and the binders they contain, as described in the following topics:

- [Enabling and Disabling Access to Catalogs](#)
- [Hiding and Displaying the Catalog List](#)
- [Hiding and Displaying the Media List \(Nicknames\)](#)
- [Managing Asset Requirements for Ingest Workflows](#)
- [Enabling and Disabling Binder Deletions](#)

#### Enabling and Disabling Access to Catalogs

All modes except Browse Windows Network support catalog access control on a per-configuration basis. When you configure a Vantage Workflow Portal configuration, any users who have access to the configuration have access to any catalogs supported by that configuration and to the binders the catalogs contain.


The default setting for each catalog-based configuration enables access to all catalogs for all users who have access to the configuration. To limit access to one or more catalogs, you add the catalogs to the *Visible to user* list as described in the procedure below. When the list is empty, all catalogs are available to all permitted users. Once a catalog name is added to the *Visible to user* list, the permitted users can view and access only catalogs in the list; all other catalogs are hidden for that configuration.

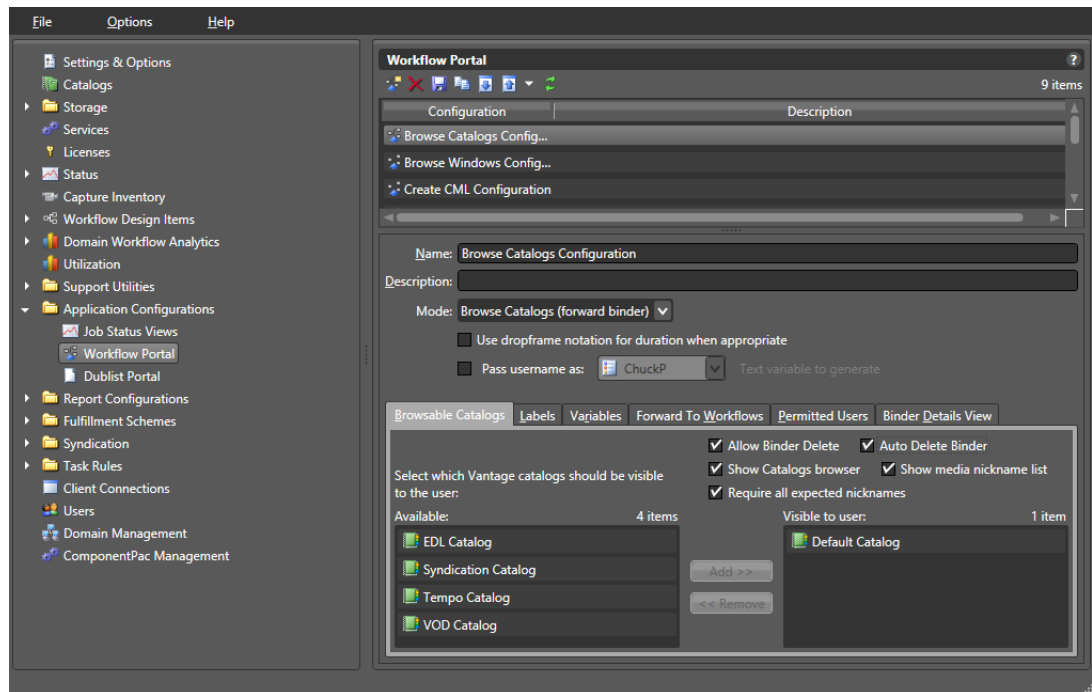
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**Note:** If you use only the supplied Default Catalog, you can add it to the *Visible to user* list to limit default availability of future catalogs to configuration users, or you can leave the *Visible to user* list empty to enable automatic access to future catalogs for all users. See *Managing Catalogs* in the *Vantage Domain Management Guide*.

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To enable or disable operator access to a catalog, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To add a catalog to the list of available catalogs, select the catalog in the *Available* list and click Add.
4. To remove a catalog from the list of available catalogs, select the catalog in the *Visible to user* list and click Remove.
5. Click the Save button  to save your changes.



### Hiding and Displaying the Catalog List

If your domain uses only one catalog, you can simplify the Vantage Workflow Portal operator interface by hiding the list of catalogs, which is also called the *catalogs browser*. If operators need access to multiple catalogs using a single Vantage Workflow Portal configuration, you should display the catalogs browser so that operators can select a catalog to work with.


The design and choice of catalogs has an impact on how easily operators can perform their tasks. For example:

- The Forward configuration can be set to automatically remove the binder from the catalog when it is forwarded. The catalog can serve as a task list for operators.
- In the Copy configuration, binders are not removed from the catalog by the operators. As a result, you might want to set appropriate expiration times on the catalogs.



- In all cases, you can use folders to structure how operators see assets. For example, bumper assets may be kept in a *Bumpers* folder, separate from Primary Assets, in a *Primary Assets* folder.
- You might have multiple ingest workflows all providing binders to a target catalog.


To hide or display the catalogs browser, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To hide the catalogs browser, clear the *Show Catalogs browser* checkbox.
4. To display the catalogs browser, check the *Show Catalogs browser* checkbox.
5. Click the Save button  to save your changes.

### Hiding and Displaying the Media List (Nicknames)

The media list displays the media files for a binder/job that you select in the binder list. For example, the media list might include the original media submitted to a workflow and the output media from that workflow. When the media list is visible, operators can play the media or view the contents of the folder that contains the media.

To hide or display the media list, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To hide the media list, clear the *Show media nickname list* checkbox.
4. To display the media list, check the *Show media nickname list* checkbox.
5. Click the Save button  to save your changes.

### Managing Asset Requirements for Ingest Workflows


When you create a catalog-based configuration, Vantage allows you to define whether or not media files, labels, and attachments referenced in the target workflow are required in the ingest workflow. If you require these assets, Vantage does not process ingest workflows that are missing these items. If you do not require these assets, Vantage does not check the ingest workflow for the assets and attempts to process the ingest workflow regardless of any specific assets.

---

**Note:** A target workflow can fail if required assets are not provided by the ingest workflow.

---

To configure asset requirements for ingest workflows, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To require assets in the ingest workflow, check the *Require all expected nicknames* checkbox.
4. To make reference assets optional, clear the *Require all expected nicknames* checkbox.
5. Click the Save button  to save your changes.

## Enabling and Disabling Binder Deletions

When configuring a Vantage Workflow Portal catalog-based configuration, you can enable or disable the manual binder deletion by operators. Some modes also give you the option to enable or disable automatic binder deletion. The following topics provide more information on binder deletion:

- [Configuring Binder Deletions](#)
- [Configuring Automatic Binder Deletions](#)

---

**Note:** Vantage provides several levels of control over binder deletion. For more information, see *Understanding Binders* in the *Vantage Domain Management Guide*.

---

## Configuring Binder Deletions

In some modes, you can enable or disable manual deletion of binders by checking the Allow Binder Delete check box. When enabled, this feature allows operators to remove binders from the catalog after the associated jobs are submitted, leaving only binders that have not yet been processed. This effectively makes the catalog a manually-managed task list that operators can control at their discretion.


If you prefer to save binders and do not want operators to delete them, uncheck the Allow Binder Delete check box.

---

**Note:** Binder deletion is also controlled by expiration times defined in the workflow Register action or catalog configuration.

---

To enable or disable operator binder deletions, do the following:

1. Select the Workflow Portal Configuration to change.
2. Select the Browsable Catalogs tab.
3. To enable binder deletions, check the *Allow Binder Delete* checkbox.
4. To disable binder deletions, clear the *Allow Binder Delete* checkbox.
5. Click the Save button  to save your changes.

## Configuring Automatic Binder Deletions


Several modes allow you to enable or disable the automatic deletion of binders. When automatic binder deletion is enabled, the binder from the source workflow is removed from the catalog when the operator submits a job to a target workflow. This effectively makes the binders in a catalog an automatically managed task list that removes each binder after the operator takes action on it.

---

**Note:** Binder removal from the catalog is also controlled by expiration times defined in the workflow Register action. Removing the binder from the catalog after job submission does not actually delete the binder, since the binder is being used in the job that was just submitted.

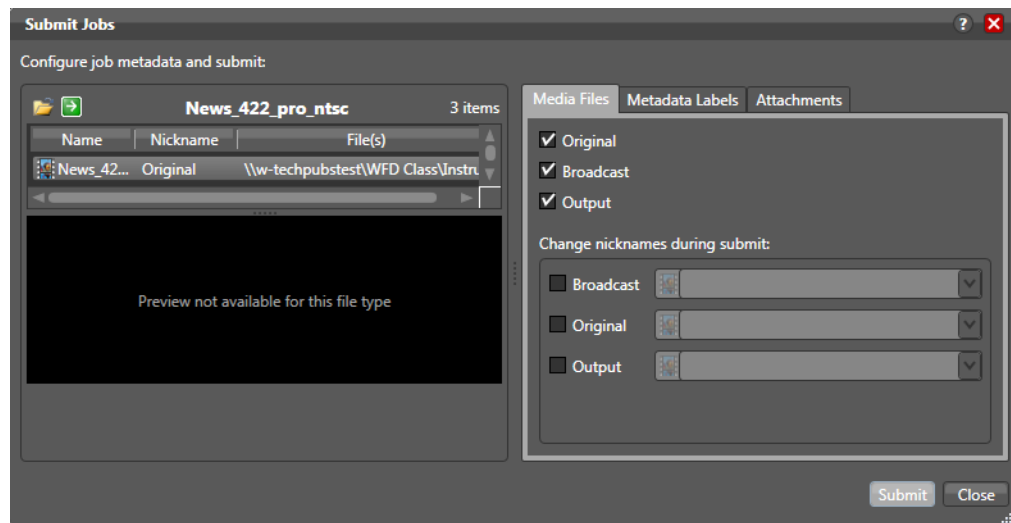
---

To enable or disable automatic binder deletions, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To enable automatic binder deletions, check the *Auto Delete Binder* checkbox.
4. To disable automatic binder deletions, clear the *Auto Delete Binder* checkbox.
5. Click the Save button  to save your changes.


### Enabling and Disabling Binder Filtering

You can use the binder filtering feature to enable or disable operator control of the binder contents that are submitted to a workflow with the Vantage Workflow Portal. When binder filtering is enabled, the portal Submit Jobs dialog displays the Media Files and Attachment tabs.



The Media Files and Attachments tabs list all media and attachments associated with the job. Vantage Workflow Portal operators can use the controls on these tabs to filter (not submit) select assets and change nicknames. If you disable this feature, neither tab is visible to the operator, and each submission includes all binder assets.

To enable or disable binder filtering, do the following:

1. Select the configuration to change.
2. Select the Browsable Catalogs tab.
3. To enable binder filtering, check the *Allow Binder Filtering* checkbox.
4. To disable binder filtering, clear the *Allow Binder Filtering* checkbox.
5. Click the Save button  to save your changes.

## Using the Binder View Tab

Vantage allows you to control what Operators see in the Vantage Workflow Portal binder list. The standard features that you can display for each binder are:

- Binder name
- Binder creation date
- Binder expiration date
- Play button
- Submit button (not available in all modes)

You can also display parameters for any of the metadata label parameters that are defined in the domain.

---

**Note:** Vantage allows you to hide all columns and controls in the binder list, which means that no items appear in the binder list. At least one display or control item should be configured to display so that binders appear in the binder list.

---

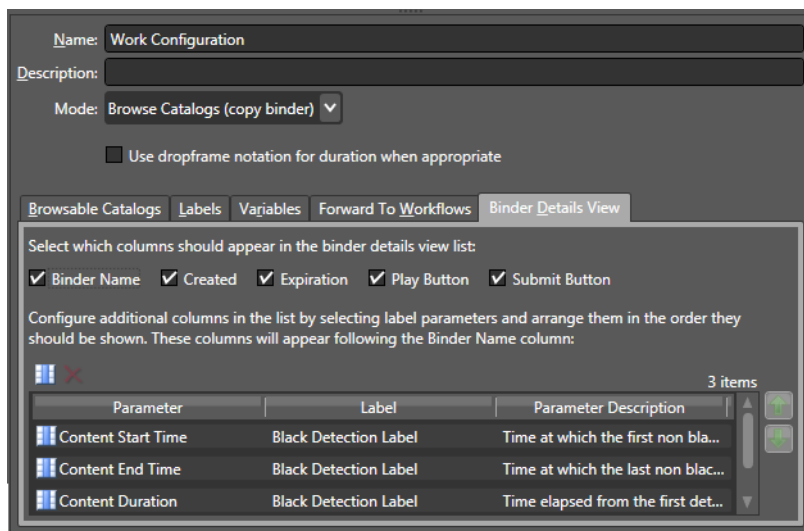
The following topics describe how to configure what appears in the binder list:

- [Defining the Standard Feature Settings](#)
- [Adding and Deleting Columns for Metadata Parameters](#)

### Defining the Standard Feature Settings

To enable or disable the standard binder display components, do the following:

1. Select the configuration to change.
2. Select the Binder Details View tab.



3. Check each feature checkbox to display the information or control, or clear the checkbox to hide the feature. The following are standard features:
  - Binder name. Displays the name assigned to the binder when it was created.
  - Created. Displays the date and time the binder was created.
  - Expiration. Displays the date and time the binder expires.
  - Play button. Displays a button that the operator can use to play or pause the selected job.
  - Submit button. Displays a button that the operator can use to submit a job to another workflow.

---






**Note:** The play button operates only when the workflow has generated and registered a proxy file (see the Using Workflow Portal topic in the *Vantage User Guide*). The Submit button appears only when target workflows are selected on the Forward to Workflows tab.

---

4. Click the Save button  to save your changes.

### Adding and Deleting Columns for Metadata Parameters

To add or delete metadata parameter columns for the binder list, do the following:

1. Select the configuration to change.
2. Select the Binder Details View tab.
3. Click the Column button .
4. Do the following for each metadata label parameter for which you want to display a column:
  - a. Select a metadata label in the *Labels* panel.
  - b. In the *Parameters* panel, check the checkbox for the metadata label parameter you want to display.
  - c. When you are done making changes, click OK.
5. For each metadata label parameter column that you want to remove from the binder view, do the following:
  - a. Select the parameter in the parameter list.
  - b. Click the Delete button  to delete a parameter from the parameter list, and then confirm the delete.
6. To change the displayed order of parameters, select a parameter in the parameter list (Ctrl-click or Shift-click to select multiple parameters) and use the green up  and down arrow  buttons to move the variable in the list.
7. Click the Save button  to save your changes.

## Using the Label Tab

Vantage allows operators to view and set metadata labels when they submit jobs to a workflow. These labels can be used by the workflow to customize job processing.

---

**Note:** For an introduction to metadata labels, see *Understanding Metadata Labels* in the *Vantage Domain Management Guide*.

---

When an operator views metadata labels in Vantage Workflow Portal, the labels that appear in the binder are only those labels that are set in the workflow and configured to be visible for the portal configuration. If the portal configuration supports it, operators can add and delete labels in the binder for the target workflow.

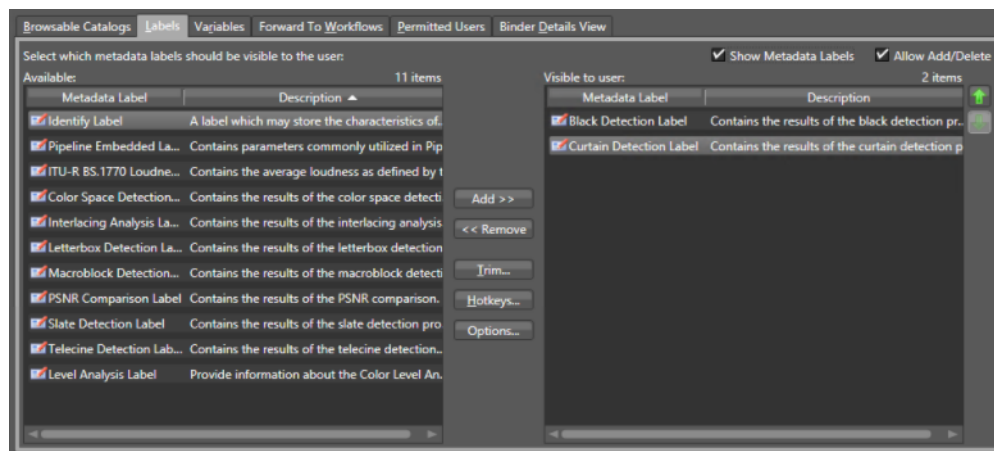
Trim groups can be configured in metadata labels. A trim group consists of three timecode controls for trimming media proxies: In point, Out point, and Duration. Creating multiple trim groups allows operators to trim multiple times along the video timeline, for example, to remove multiple black separators between video segments.

Vantage also allows you to configure *hotkeys* for setting the time code values. When an operator locates a frame and wants to set a label parameter to the time code for the specified frame, the operator simply presses the appropriate hotkey for Mark In, Mark Out, or Duration, and the timecode is recorded in the label parameter.

The Options button opens a dialog for selecting a label parameter display mode. Label parameters can be set to be visible (normal), hidden, or read-only to portal operators.

To configure metadata label usage for operators, do the following:

1. Select the configuration to change.
2. Select the Labels tab.



---

**Note:** Before a metadata label can be made available to an operator, it must be defined using the Vantage Management Console as described in *Creating Metadata Labels* in the *Vantage Domain Management Guide*.

---



3. To enable or disable operator viewing of all metadata labels in the portal, check (enable) or clear (disable) the *Show Metadata Labels* checkbox.

4. To allow or disallow operators to add and delete metadata labels to binders, check (allow) or clear (disallow) the *Allow Add/Delete* checkbox.

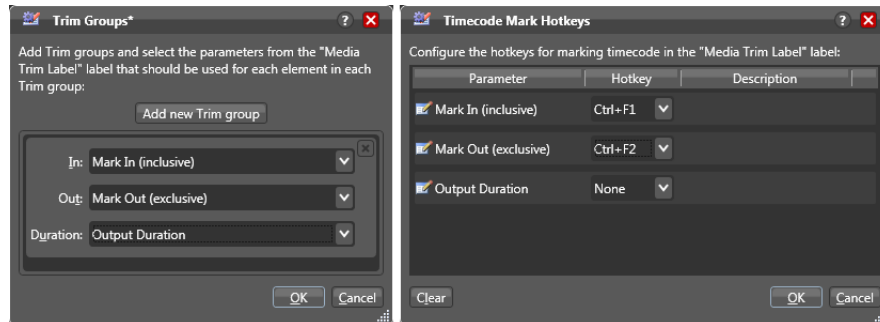
---

**Note:** The *Allow Add/Delete* checkbox is not provided in Browse Windows Network mode because you are viewing files, not binders. You must run a job in a workflow to create a binder before you can add labels to the binder.

---

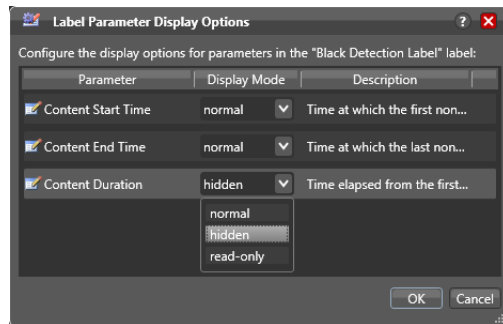
5. To make an individual metadata label accessible in the portal, do the following:
  - a. Select a label in the *Available* panel. (Ctrl-click or Shift-click to select multiples.)
  - b. Click Add.
6. To remove previously accessible metadata labels from the portal, do the following:
  - a. Select labels in the *Visible to user* list. (Ctrl-click or Shift-click to select multiple labels).
  - b. Click Remove. This moves the labels back to the Available list (not accessible in the portal).
7. To change label order, select labels in the *Visible to user* list (Ctrl-click or Shift-click to select multiples) and use the green up  and down arrows  to move the labels.
8. Add Trim Groups (if desired) to labels that include time code. Trim groups allow operator trimming of media by setting timecode in and out points and clip duration at multiple locations in the media timeline (as many locations as the number of trim groups):
  - a. Select the label in the *Visible to user* list.
  - b. Click Trim. This opens a Trim Groups dialog.
  - c. Select Add New Trim Group in the Trim Groups dialog.
  - d. Use the add Mark In, Mark Out, and Mark Duration drop down menus to add those trim controls to the Workflow Portal display for that label.
  - e. Click OK to save your changes (or Cancel).
9. You can define hotkeys for each of the timecode controls:
  - a. Select the metadata label in the *Visible to user* list.
  - b. Click the dropdown menus and select hotkeys corresponding to the Mark In, Mark Out, and Duration controls.
  - c. If you want to clear all hotkeys, you can click the Clear button and then click OK to confirm the clear.
  - d. Click OK to save your changes (or Cancel).


**Figure 1.** Trim Groups and Timecode Mark Hotkeys



10. To change how individual label parameters are displayed:

- a. Click a label in the *Visible to user* column.
- b. Click *Options...* The *Label Parameter Display Options* dialog opens.
- c. Select the label parameters one at a time and set the drop-down menu to *normal* to make the label visible and editable, *hidden* to make the label invisible, or *read-only* to make the label visible but uneditable.
- d. Click OK to confirm your choices and close the dialog.



11. Click the Save button  to save your portal configuration changes.

---

**Note:** When testing your Vantage Workflow Portal configuration, the metadata label display is different for the different configuration modes. For the Browse Windows Network mode, labels are only visible to operators after they select a media file and target workflow and click Submit. For Browse Catalogs (copy binder) mode, labels are only visible to operators after they select a binder and target workflow and click Submit. For Browse Catalogs (forward binder) mode and Create EDL from Catalogs mode, labels are visible to operators as soon as they select a binder.

---

**Note:** The duration timecode can be dropframe or non-dropframe, depending on the setting of the *Use dropframe notation for duration when appropriate* checkbox in the Vantage Management Console Workflow Portal Configurations panel. By default (unchecked), durations are always shown in non-dropframe. When checked, durations match the dropframe setting of the in/out values.

---



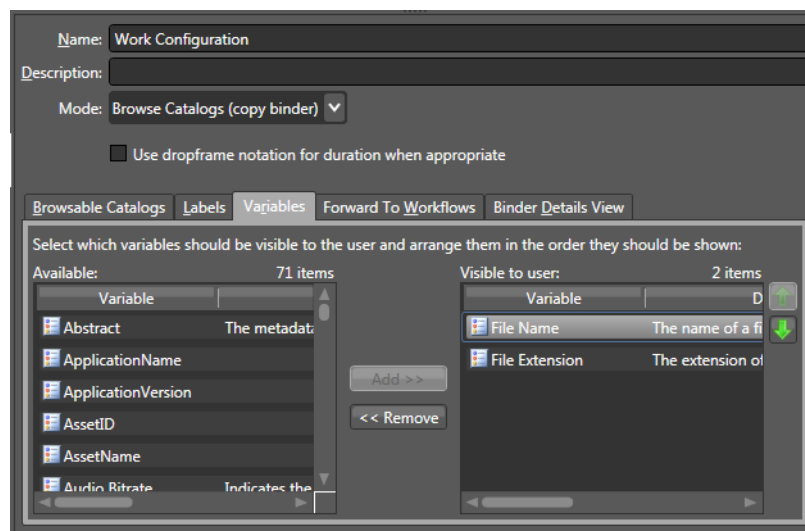
## Using the Variable Tab

Vantage allows operators to save values and settings in the portal as variable values. These values may then be passed to the workflows specified in the *Forward to Workflows* tab to affect downstream processing.

**Note:** For an introduction to Vantage variables, see *Understanding Variables* in the *Vantage Domain Management Guide*. Also note that the Variables tab differs for VOD and Tempo modes—see *Specifying Content Rating Variables* below.

To enable or disable operator use of variables, do the following:




1. Select the configuration to change.
2. Select the Variables tab.



**Note:** Before a variable can be made available to an operator, it must be defined using the Vantage Management Console as described in *Creating Variables* in the *Vantage Domain Management Guide*.

3. To make a variable available to operators, do the following:
  - a. Select one or more variable names in the in the *Available* panel. (Ctrl-click or Shift-click to select multiple names.)
  - b. Click Add.
4. To hide variables from operators, do the following:
  - a. Select one or more variables in the *Visible to user* panel. (Ctrl-click or Shift-click to select multiple variables.)
  - b. Click Remove.

**Note:** When all variables are hidden from operators, the Variables tab does not show.

5. To change the displayed order of variables, select a variable in the *Visible to user* panel and use the green up  and down arrow  buttons to move the variable in the list. (You can Ctrl-click or Shift-click to select multiple variables and move them.)
6. Click the Save button  to save your changes.

---


**Note:** If you are testing your Vantage Workflow Portal configuration, variables are only visible to operators after they select a binder and target workflow and click Submit.

---

### **Specifying Content Rating Variables**

VOD and Tempo mode configurations offer a different set of variables. These modes allow you to specify the variables you need for your particular application.

To specify variables, do the following:

1. Select the configuration to change and display the Variables tab.
2. Check each item of information (Rating System, or CGMS-A, for example) that you want to supply to the workflow, and then select the variable to use. Typically, you'll choose the variable of the same name.
3. Click the Save button  to save your changes.

## Using the Forward to Workflows Tab

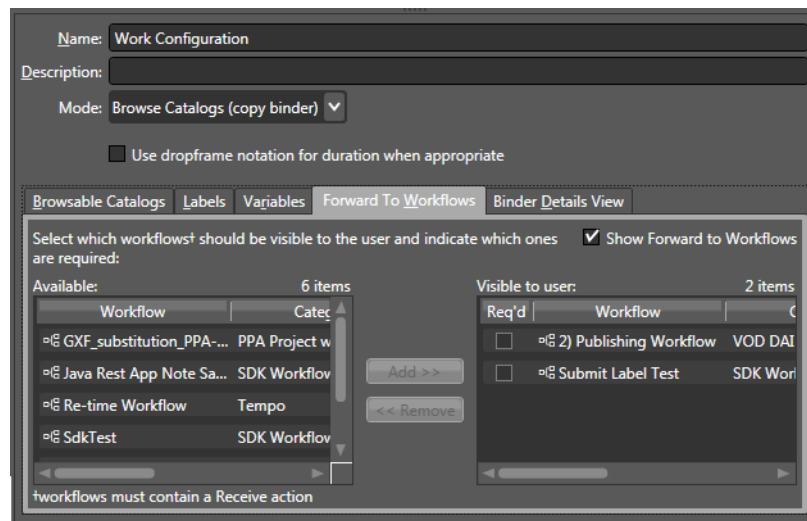
With the appropriate permissions, Vantage operators can forward binders to one or more target workflows for further processing. As a Vantage administrator, you can control the following:

- Whether operators can view the Forward to Workflows tab in the portal.
- The target workflows to which operators can forward binders.
- Whether operators are required to forward to a target workflow.

When workflow forwarding is enabled in a Vantage Workflow Portal configuration, operators can forward to any visible target workflow by selecting the workflow on the Forward to Workflows tab and clicking Submit. If a target workflow is required, it is automatically selected on the Forward to Workflows tab and the binder is forwarded to the required workflow when the operator clicks Submit.

To enable or disable binder forwarding to other workflows:

1. Select the configuration to change.
2. Select the Forward to Workflows tab.



3. To enable or disable operator viewing of target workflows, check (enable) or clear (disable) the *Show Forward to Workflows* checkbox.


**Note:** If you disable operator viewing of target workflows, you also disable operator forwarding to target workflows, if “Req’d” is not checked. When “Req’d” is checked, operators can submit to the required workflows even though they can’t see them.

4. To make target workflows available to operators, do the following:
  - a. Select workflow names in the *Available* panel. (Ctrl-click or Shift-click to select multiple workflow names.)
  - b. Click Add.

---

**Note:** To accept forwarded binders, the target workflow must contain at least one Receive action. The *Available* panel only displays workflows that contain a Receive action.

---

5. To specify whether a target workflow is required for forwarding or optional, check (required) or clear (optional) the *Req'd* checkbox next to the workflow in the *Visible to user* panel.
6. To hide workflows from operators, do the following:
  - a. Select one or more users in the in the *Visible to user* panel. (Ctrl-click or Shift-click to select multiple workflows.)
  - b. Click Remove.
7. Click the Save button  to save your changes.


## Using the Storage Tab

EDL, CML, and XML files specified in the EDL, CML, DPP, VOD, and Tempo mode configurations can be stored in any Vantage store or folder, or they can be stored in a special Vantage store or folder, designated for these files.

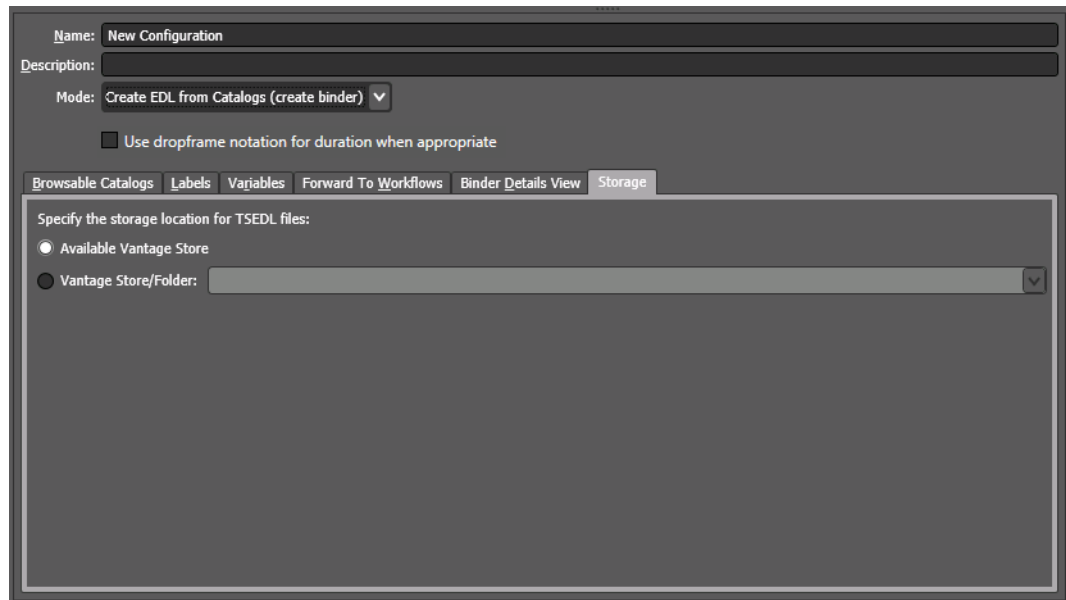
**Note:** The Microsoft User Account Control (UAC) feature may deny access to Vantage stores or folders that are placed in protected locations. If Vantage users report that access to a Vantage store or folder is denied, do one of the following:

1. Place the store or folder in a directory that is not protected by UAC.
2. Use the procedure below to specify a different store or folder.

To specify a storage location, do the following:

1. Select the configuration to change.
2. Select the Storage tab.
3. To store files in any available Vantage store, select Available Vantage Store.
4. To store the files in a specific Vantage store or folder, select Vantage Store/Folder radio, and select a Vantage store or folder in the drop down list.
5. Click the Save button  to save your changes.

This completes storage configuration. There is no visible indication of storage locations in the Portal, but the assigned storage location will be used when needed.



The screenshot shows a configuration window for a 'New Configuration'. The 'Name' field is 'New Configuration' and the 'Description' field is empty. The 'Mode' is set to 'Create EDL from Catalogs (create binder)'. There is a checkbox for 'Use dropframe notation for duration when appropriate' which is currently unchecked. Below this, there are several tabs: 'Browsable Catalogs', 'Labels', 'Variables', 'Forward To Workflows', 'Binder Details View', and 'Storage'. The 'Storage' tab is selected. Under the 'Storage' tab, the text reads 'Specify the storage location for TSEDL files:'. There are two radio button options: 'Available Vantage Store' (which is selected) and 'Vantage Store/Folder:'. The 'Vantage Store/Folder' option has a dropdown menu next to it, which is currently empty.

## Using the Graphic Settings Tab

VOD and Tempo mode configurations allow you to specify up to five layers of content branding and also to specify rating system graphics display options for jobs you're preparing for publication.

Select the configuration to change and select the Graphic Settings tab.

The screenshot shows the configuration interface for a workflow job named "Tempo\_TMPO-354". The "Graphic Settings" tab is selected, showing options for content branding and rating.

**Job Configuration:**

- Name: Tempo\_TMPO-354
- Description: [Empty field]
- Mode: Create VOD from Catalogs (create binder) [Dropdown]
- Use dropframe notation for duration when appropriate

**Navigation Tabs:** Browsable Catalogs, Labels, Forward To Workflows, Binder Details View, Storage, **Graphic Settings**, Embedded Metadata Settings, Variables

**Content Branding:**

- Layer 1
  - Layer name: [Text field]
  - Overlay: [Text field]   Read Only
  - Origin: top-left
    - X: 85 [Spinner] % [Dropdown]
    - Y: 85 [Spinner] % [Dropdown]
    - Width: 100 [Spinner] % [Dropdown]
    - Height: 100 [Spinner] % [Dropdown]
    - Opacity: 100 [Spinner] % [Dropdown]
  - Duration: 1 [Spinner] minutes [Dropdown]  Entire segment
  - Frequency: 1 [Spinner] minutes [Dropdown]
  - Fade duration: 1 [Spinner] seconds [Dropdown]
- Layer 2
- Layer 3
- Layer 4
- Layer 5

**Rating:**

- Placement & duration:  [Dropdown]

### Setting Up Content Branding Layers

To specify content branding options, do the following:


Under Content Branding, check each layer you'll need in your output, and for each layer, set the following controls. (For every layer you check, it is displayed in the VOD Portal.)

- Layer Name: Specify a logical name for this layer (displays in the VOD Portal to identify the layer for the operator; does not affect output).
- Overlay: Browse to select (or manually enter) the fully-qualified path to the graphic you want to use as the branding bug. Also check Read Only if you don't want the operator to use another file. See the list of supported formats, below.
- Specify the XY position of the top, left corner of the graphic on the frame, and the width and height of the viewing rectangle.
- Specify the opacity of the graphic.
- Check Entire Segment to display the bug continuously, or uncheck and specify the time for the display. For either setting, specify the frequency of display and the fade duration in and out.

BMP	EMF	EXIF	GUID
ICON	JPEG	Memory BMP'	PNG
TIFF	TGA	WMF	Single-layer Photoshop (PSD)

### Setting Up Rating System Options

To specify Ratings System options, do the following:

1. Under Rating, set the following controls.
  - Placement and Duration: Select Use Defaults (See the Advisory element topic in the Post Producer Developer's Guide for default settings) or select Custom and set the following controls.
  - First and Subsequent Segments: Specify the XY position of the top, left corner of the graphic on the frame, and the width and height of the viewing rectangle.
2. Click the Save button  to save your changes.


## Using the Embedded Metadata Settings Tab

VOD and Tempo mode configurations allow you to specify default copy protection options (VOD only), OTT Black Duration (VOD only) and ratings system settings (both VOD and Tempo) for jobs you're preparing for publication.

In the VOD portal, the OTT Ad insertion type causes the number of selected frames to be replaced with black. In the portal configuration, the OTT Black Duration setting determines the default length of the black replacement. The VOD Portal operator can override this default by setting a different value for OTT Black Duration in the portal Embedded Metadata tab.

To set the default OTT Black Duration, enter a timecode value, and set the drop-down menu to the frame rate. Using *Time* allows you to set the value in seconds instead of a frame rate and makes the setting frame rate independent. Checking the Read Only option prevents portal operators from changing this default value.

To specify default copy protection and ratings system settings, follow these steps:

1. For copy protection (VOD only), select one option from the CGMS-A menu:
  - Not Set
  - Copy Freely (0,0)
  - Copy No More (0,1)
  - Copy Once (1,0)
  - Copy Never (1,1)
2. Read Only: Check to show the settings to the operator without allowing changes.
3. For Ratings Systems, select the ratings system from the Ratings menu.
4. Read Only: Check to show the settings to the operator without allowing changes.
5. Specify the rating to apply, and the justification for this content.
6. Click the Save button  to save your changes.



## Using the Permitted Users Tab

When the User Management feature is enabled, you can use the Vantage Management Console to define which Vantage users can access each Vantage Workflow Portal configuration. You can enable access for one, some, or all users.

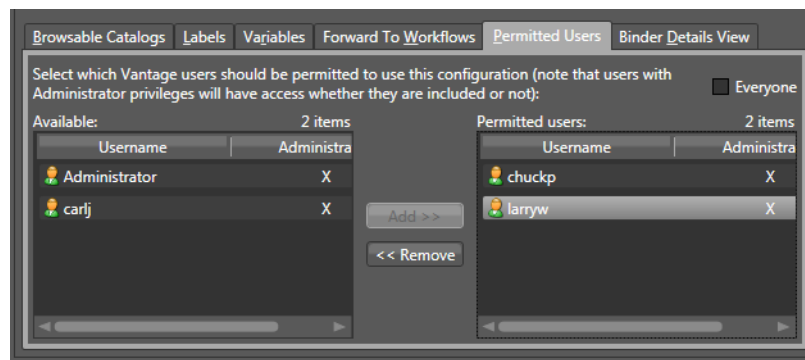
---

**Note:** For more information on the user management feature, see *Managing Vantage Users* in the *Vantage Domain Management Guide*.

---


To define which users can access a Workflow Portal configuration, do the following:

1. Select the configuration to change.
2. Select the Permitted Users tab.



3. To grant access to all users, check the *Everyone* checkbox.
4. To grant access to one or more Vantage users, do the following:
  - a. If the *Everyone* checkbox is checked, clear the checkbox.
  - b. Select one or more users in the in the *Available* panel.
 

To select multiple names, you can press Control and click multiple non-contiguous names, or you can click one name, then press Shift and click another name to select a contiguous series.
  - c. Click Add.
5. To remove access for one or more Vantage users, do the following:
  - a. Select one or more users in the in the *Permitted users* panel.
 

You can use the Control and Shift keys to select multiple users as described in the previous step.
  - b. Click Remove.
6. Click the Save button  to save your changes.



# Using Workflow Portal Configurations

This chapter describes how to operate each of the basic Workflow Portal configurations. Workflow Portal configurations are created in the Vantage Management Console. The functionality options and user interface components are specific to each type of configuration and are enabled in Workflow Portal when it is launched.

A Vantage administrator can make as many of each type of configuration as necessary, each one configured to support a specific media processing application. Configurations are developed in conjunction with a workflow designer, so that the configuration performs correctly with the associated ingest and publication workflows. Once you've used a configuration, the Workflow Portal opens to it automatically.

---

**Note:** When you are using a given type of configuration—for example, a VOD configuration—it is common to think of and refer to Workflow Portal simply as the *VOD Portal*. When you read about a portal by any name (VOD, DPP, etc.), just remember—*this particular Portal is Workflow Portal using its respective configuration*.

---

The following topics describe each Workflow Portal configuration and how to use it:

- [Using Browse Catalogs Copy Binder and Forward Binder Portals](#)
- [Using Windows Network Portals](#)
- [Using EDL Portals](#)
- [Using CML Portals](#)
- [DPP Portal Overview](#) (DPP Packager is described in the *DPP Packager User Guide*)
- [VOD | DAI Portal Overview](#) (VOD/DAI Portal is described in the *VOD/DAI User Guide*)
- [Tempo Portal Overview](#) (Tempo Portal is described in the *Tempo User Guide*)
- [Syndication Portal Overview](#) (Syndication Portal is described in the *Tempo User Guide*)

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**Note:** As noted above, some of these configurations are described in their own product guides. Please refer to those guides for additional details.

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## Using Browse Catalogs Copy Binder and Forward Binder Portals

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**Note:** These configuration can be used in both the Workflow Portal Windows client and the Workflow Portal web app.

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The Browse Catalogs configurations are the most broadly-focused operator-intervention configurations. In these configurations, the key requirement is the registration of media in a [catalog](#) using an ingest workflow. This enables an operator to select it and review a proxy, edit metadata and variable values as required, and submit it to one or more publishing workflows.

Browse Catalog configurations are not designed to solve any specific media processing application (such as DPP or CML); they simply enable operator-intervention processing of media registered in a Vantage catalog.

---

**Note:** Media trimming can be implemented in Workflow Portal in both Browse Catalog configurations. For example workflows, go to the Vantage Support page on the Telestream web site, and download the Workflow Examples zip file for your version of Vantage.

---

In a Browse Catalog *Copy Binder* Portal, the operator browses a [catalog](#) and selects a [binder](#) to prepare before submitting the [job](#) to a publishing workflow. A Copy Binder configuration automatically duplicates the original binder and submits the duplicated binder (with changes made by the operator) to the publishing workflow, leaving the original binder intact in the catalog for future use or re-submittal. (If you may ever need to use the *copied* binder later—in case of an error, for example—you should also use a Register action in the publication workflow to register the *new* binder in a catalog).

In order to have a binder to submit, the operator clicks the Submit button to trigger the duplication of the original binder. Now, using the copied binder as a template, the operator can edit metadata and variables as required, (in the copied binder) and submit it to the publishing workflow.

In contrast, in a Browse Catalog *Forward Binder* Portal, the original binder is modified by the operator during metadata and variable editing, and submitted to the publication workflow—without making a copy. (If you don't need the binder after processing, you can automatically or manually delete it.) The operator can edit metadata and variables (in the original binder) directly in the main window and then click Submit to submit it to the publishing workflow.

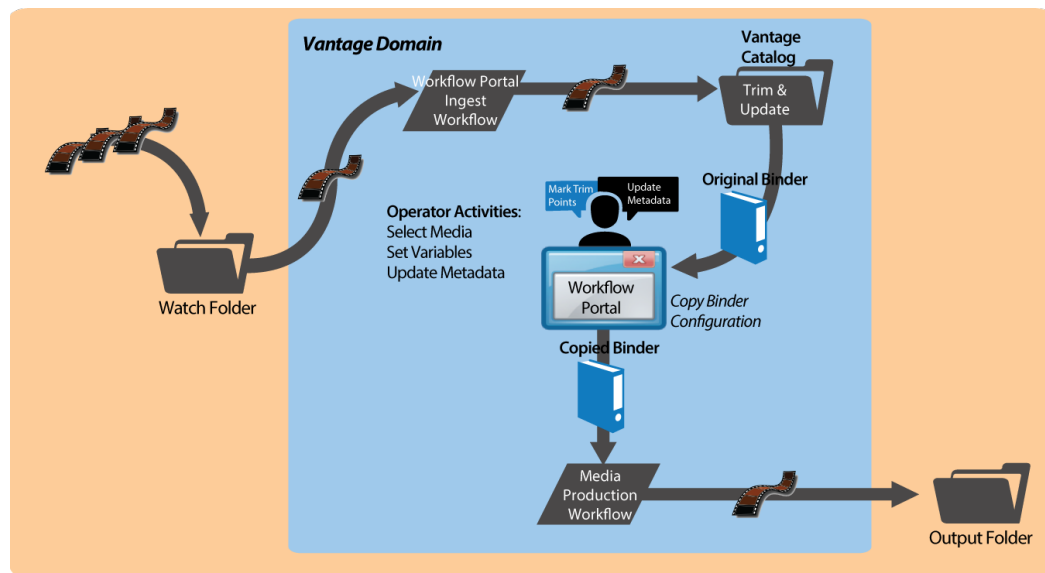
Here are the differences between Copy Binder and Forward Binder configurations:

- *Copy Binder*—the operator clicks the Submit button *before* editing metadata and variables—to create a copy of the original binder.
- *Forward Binder*—the operator selects a binder and edits its metadata and variables—then click Submit to process the job.

Depending on how the configuration has been set up, there will be variations in the features that are enabled, and the related tasks you can perform. In both configurations, the operator can review, edit, and update [label](#)-based metadata and variables for the selected media prior to submission to a publishing workflow.

## Copy Binder Job Submittal Process

As depicted in the figure below, media is submitted to an ingest workflow through a watch folder, which performs any processing required, and registers the output media (organized with any other [job](#)-specific assets—metadata [labels](#), for example—in a [binder](#)) into a specific Vantage [catalog](#).



Alternatively, media can be submitted via a workflow, manually, or any other means.

In Workflow Portal, the operator browses catalogs and selects a binder, clicks Submit to generate the copied binder, and performs operator tasks as appropriate. This may include scrubbing a proxy, reviewing and editing metadata, and setting variable values for the job.

Next, the operator submits the job to a publishing workflow, which can be designed to perform any task required. The binder being processed is a copy of the original binder. The original binder and its contents remain untouched.

### Job Submittal Steps

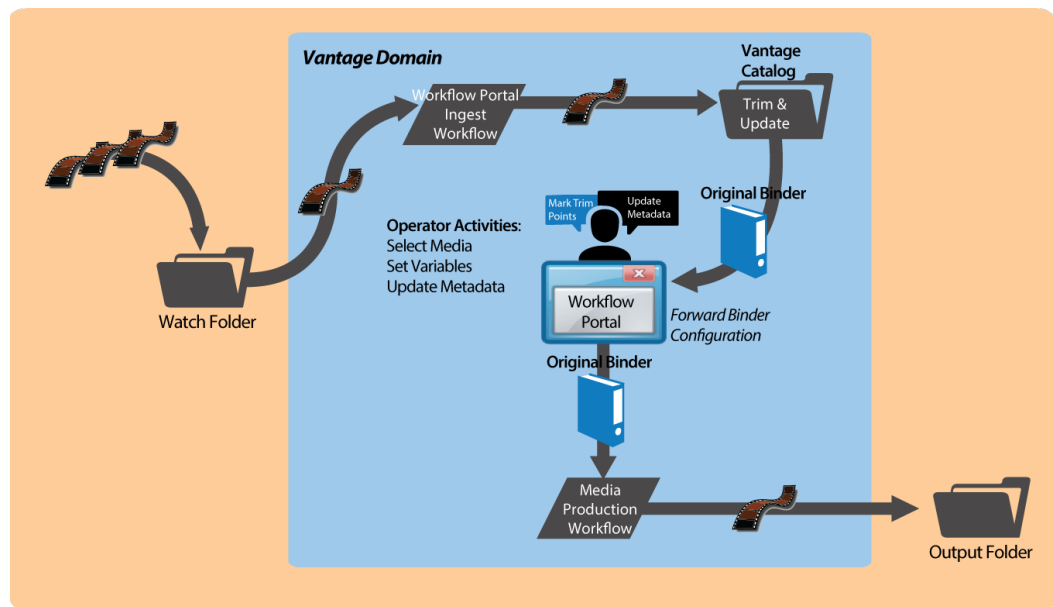
When you're using a Copy Binder Portal to process media, an operator follows this general process to submit a [job](#) (for details about a task, click on the link):

1. Make sure that the publishing workflow or workflows associated with this process are running (in Workflow Designer).
2. Browse [catalogs](#) to select a binder ([Browsing Catalogs for Media](#)) for processing.

3. Preview media in the Media Player ([Previewing Proxy Media in the Media Player](#)).
4. Check the workflow(s) you want to process the media with. This varies based on how the configuration is set up.
5. Click the Submit button to display the Submit Jobs window and prepare the copied binder's assets for processing.
6. In the Metadata Labels tab (if displayed), review/edit metadata ([Editing Metadata Labels](#)).
7. In the Variables tab (if displayed), enter values for each variable ([Specifying Variable Values](#)).
8. Click the Submit button to submit a **job** for processing the media and its assets in the target workflow(s).

## Forward Binder Job Submittal Process

As depicted in the figure below, media is submitted to an ingest workflow through a watch folder, which performs any processing required, and registers the output media (organized with any other job-specific assets—metadata **labels**, for example—in a binder) into a specific Vantage catalog.



Alternatively, media can be submitted via a workflow, manually, or any other means.

In Workflow Portal, the operator browses catalogs and selects a **binder**, clicks Submit, and performs tasks as appropriate. This includes reviewing and editing metadata, and setting variable values for the **job** as appropriate.

Next, the operator submits the job to a publishing workflow, which can be designed to perform any task required. The binder being processed is the original binder.

## Job Submittal Steps

When you're using a Forward Binder Portal to process media, an operator follows this general process to submit a [job](#) (for details about a task, click on the link):

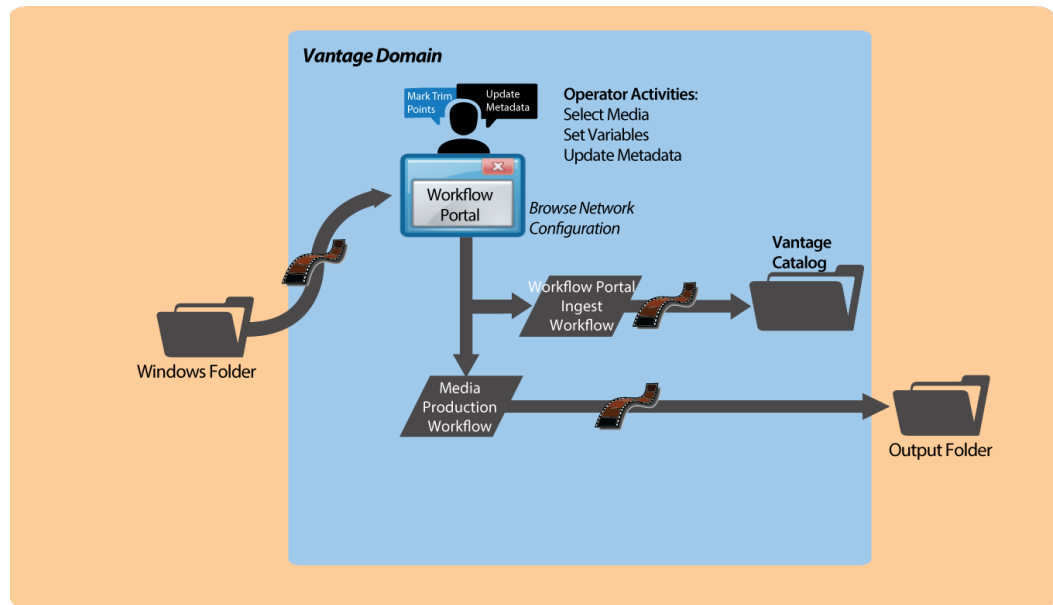
1. Make sure that the publishing workflow or workflows associated with this process are running (in Workflow Designer).
2. Browse catalogs to select a [binder](#) ([Browsing Catalogs for Media](#)) for processing.
3. Preview media in the Media Player ([Previewing Proxy Media in the Media Player](#)).
4. In the Metadata Labels tab (if displayed), review/edit metadata ([Editing Metadata Labels](#)).
5. In the Variables tab (if displayed), enter values for each variable ([Specifying Variable Values](#)).
6. Check the workflow(s) you want to process the media with. This varies based on how the configuration is set up.
7. Click the Submit button to submit a job for processing the media and its assets in the target workflow(s).

## Using Windows Network Portals

**Note:** This configuration can only be used in the Workflow Portal Windows client.

The Browse Windows Network Portal (Windows Network Portal for short) allows you to select one or more media files from servers on a Windows network and submit them to target workflows, depending on how the configuration is set up.

Like Browse Catalog configurations, Browse Windows configurations are also broadly-focused. If the configuration permits, you can also add metadata to labels and edit variables to be submitted with the media. Unlike Browse Catalog configurations, assets normally associated with binders—pre-processed metadata labels, proxy files, etc.—aren't present.



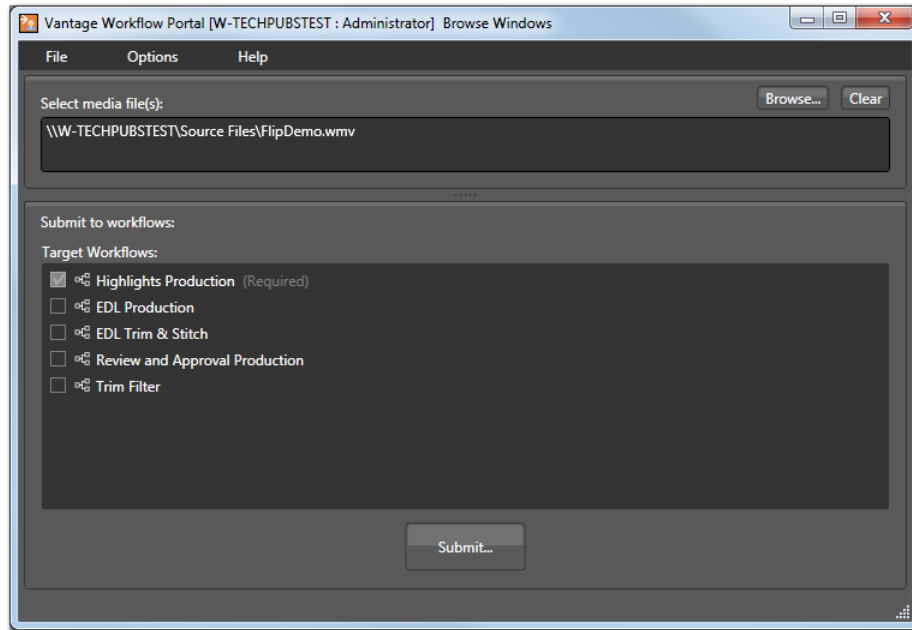
In Workflow Portal, the operator browses a Windows file system and selects media, and performs tasks as appropriate. This includes reviewing and editing metadata, and setting variable values for the job as appropriate.

Next, the operator submits the job to a publishing workflow, which can be designed to perform any task required.



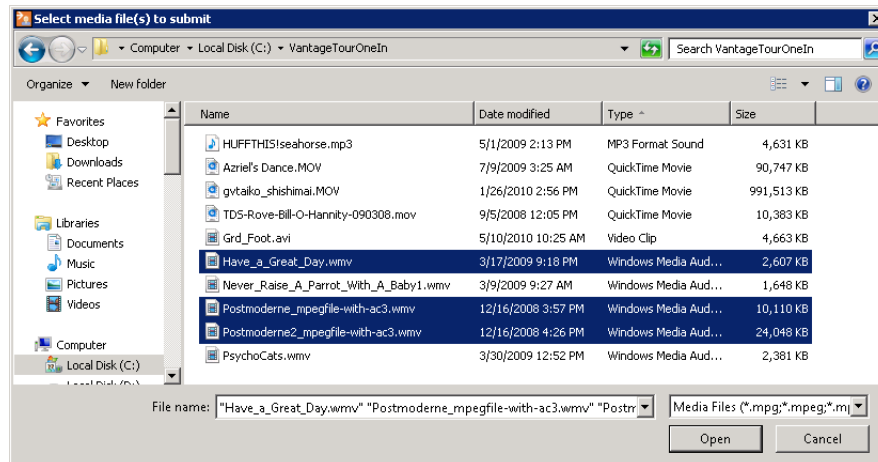
## Job Submittal Steps

Windows Portal displays a Browse button and a list of selected files—instead of a Vantage Catalog list—as shown below.



1. Click the Browse button.

Windows Portal displays the *Select media file(s) to submit* dialog shown here.



2. Use the Select media file(s) to submit dialog to select the file(s) to process.

**3. Click Open.**

Each file that you open displays in the *Select media file(s)* list.

Repeat the Browse process as necessary, to select and add more files from any directories.

If the file list is not correct, you can edit the list manually. For example, you can select a given file path and delete it. Or, you can edit a path or filename, copy and paste file paths, or add new ones. To delete the list entirely, click Clear.

**4. If multiple publish workflows are displayed in the Target Workflows list, check any target workflow to which you want to submit the media in the list.**

If a checked box is not editable, this is a required workflow for this configuration.

**5. Click Submit.**

If the configuration does not provide any additional options, Windows Portal submits the selected media files to each of the selected publication workflows.

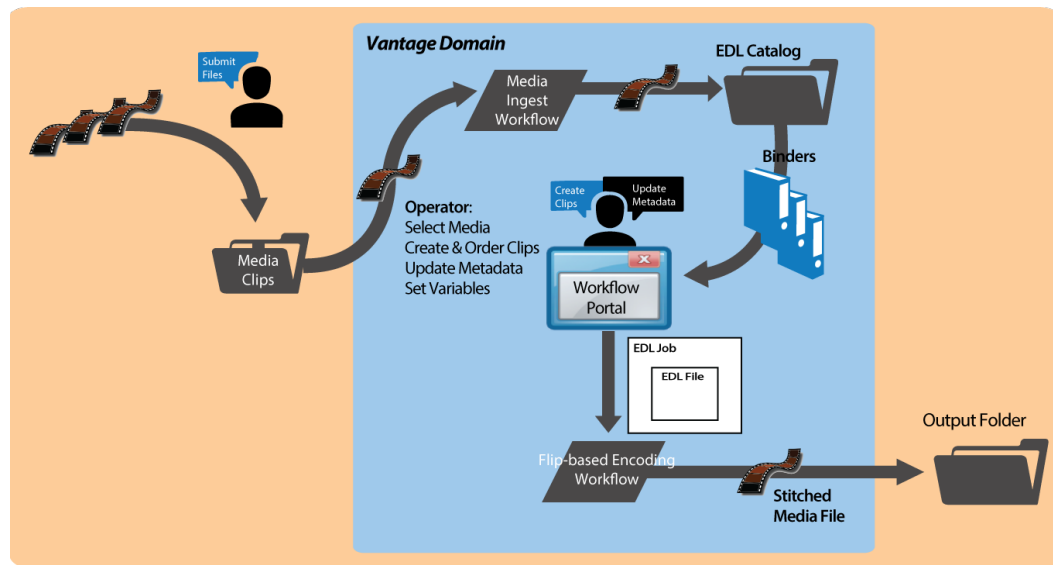
**6. If the configuration supports metadata labels or variables, Windows Portal displays the Submit Jobs dialog with tabs for these options. Some configurations display a tab for metadata and variable editing.**

**7. When you are done preparing for submission, click Submit.**

# Using EDL Portals

**Note:** This configuration can only be used in a Workflow Portal Windows client.

The EDL Portal enables you to create an [Edit Decision List](#) (EDL) which you submit to a publishing workflow to process the EDL. You select the media to use by browsing [catalogs](#) and selecting [binders](#) created from previously-completed ingest workflow [jobs](#). You add clips to the clip list, update metadata and variables, and then stitch the clips together, encoding them in the publishing workflow to which you submit the EDL.



The Telestream [Edit Decision List](#) (TSEDL) files created in EDL Portal can only be processed by Flip action-based workflows.

- [Ingest Workflow for EDL Processing](#)
- [Job Processing and Submittal Steps](#)

## Ingest Workflow for EDL Processing

To prepare media for stitching from an EDL, create an ingest workflow to encode it as required in a transcoding action, and register it in a [catalog](#), following these guidelines:

- All media must have the same frame rate, timecode notation, and frame size, and the same media essence.
- Use a Flip or other transcoding action (if necessary), to encode your production media using one of these encoders:
  - MPEG-2 Program Stream
  - VOD/MPEG-2 Transport Stream
  - MXF

The output media must use the nickname *Vantage EDL*, so that the EDL configuration can identify which media file to use for stitching.

- Use a Flip or other transcoding action to encode your proxy media for previewing/clipping.
  - QuickTime encoder, H.264 video codec, AAC audio codec, QuickTime 7.6.9 installed
  - OR
  - MP4 encoder, x264 video codec, AAC audio codec, QuickTime 7.7.6 installed
  - See [Previewing Proxy Media in the Media Player](#) for additional proxy format details.Assign the nickname *Vantage Proxy*, so that the media player can play it.

---

**Note:** Be sure to encode proxies at the same rate and timecode notation as your production media. Clips that you mark use the proxy timecode—Workflow Portal applies it to the *Vantage EDL* media.

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- Use a Keyframe action to produce keyframes—configured with the Keyframe encoder. Assign the nickname *Vantage Thumbnail*.
- Register the job in your target [catalog](#) to make it available to Workflow Portal.

---

**Note:** EDL Portal configurations expect [binders](#) to have media identified as *Vantage EDL*, *Vantage Proxy*, and *Vantage Thumbnail*. If you don't follow these guidelines, the binders may not display in the catalog, you won't be able to view the proxy to create clips or view keyframes, and your publication workflow may fail.

---

## Job Processing and Submittal Steps

After you have processed all of the media you want to stitch through your ingest workflow, open Workflow Portal with an EDL configuration to create your EDL and submit it for processing. When submitted, the files are clipped to the EDL settings and merged together into a single output file by the publishing Vantage workflow.

Follow this general process to submit a [job](#) (for details about a task, click on the link):

1. Make sure that the publishing workflow or workflows are running (in Workflow Designer).
2. Browse catalogs to select a [binder](#) (*Browsing Catalogs for Media*) for processing.
3. For each binder you select, preview its media (*Previewing Proxy Media in the Media Player*) and use the Create EDL tab to add clips, setting mark-in/mark-out points to crop the media and update the metadata for each clip (*Creating Clip Lists/Segments*).
4. Optionally, use the Metadata Labels tab to preview metadata. You can't edit it in this panel.
5. In the Forward to Workflows (if displayed), check the workflow(s) you want to process the media with. This varies based on how the configuration is set up.
6. Click the Submit button to display the Submit Jobs window where you prepare the media's assets for processing.
7. In the Metadata Labels tab (if displayed), review/edit metadata (*Editing Metadata Labels*).
8. In the Variables tab (if displayed), enter values for each variable (*Specifying Variable Values*).
9. Click the Submit button to submit a job for processing the media and its assets in the target workflow(s).

## Using CML Portals

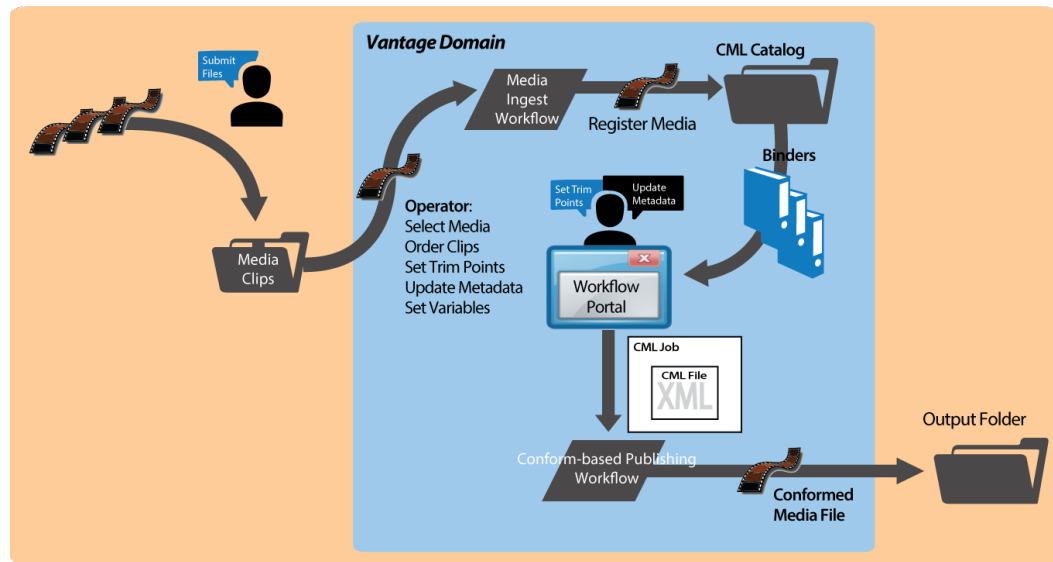
**Note:** This configuration can only be used in the Workflow Portal Windows client.

The CML (Composition Markup Language) Portal configuration is designed to create a [Composition \(CML\) file](#) that defines an EDL—the set of clips you’ve added from media registered in [binders](#), which you submit to a [Post Producer](#) publishing workflow with a Conform action. The Conform action processes the composition, stitching the clips and renders a single media file as output, based on the specifications in the CML.

**Note:** Use of the Conform action requires a Post Producer license. For details on using Post Producer and compositions, see the *Post Producer Developer’s Guide*.

The Workflow Portal Create EDL configuration also supports EDL processing—using the Flip action—with similar functionality. However, the primary difference—and advantage—of using a CML Portal configuration is that you can incorporate clips from different media files with mixed essences. While the EDL Portal requires that all clips have the same frame rate, frame size and video codec; the CML Portal does not have this restriction. CML processing also improves VANC and caption processing.

The CML configuration is a *create binder* configuration—a new [binder](#) is automatically created and submitted to the publishing workflow.



The composition (CML file) created by the CML Portal can only be processed by Conform action-based workflows.

- [Prototype CML Configuration Workflows](#)
- [Media Pre-processing, CML Creation, and Job Submittal](#)

## Prototype CML Configuration Workflows

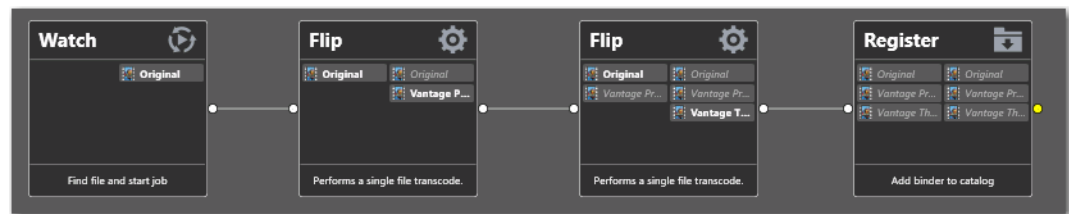
This topic describes prototype ingest and publishing workflows that you can use to set up a basic CML-based media processing system that involves operator-driven [job](#) submission using Workflow Portal.

Before you can use Workflow Portal to operate a CML-based media processing system, you must create the following two workflows:

- [Prototype CML Portal Ingest Workflow](#)
- [Prototype CML Portal Publishing Workflow](#)

### Prototype CML Portal Ingest Workflow

Use this topic to create an ingest workflow to create a proxy, optionally encode the media as required, and register it in a [catalog](#), following these guidelines:



- Assign the output media the nickname *Original* so that the CML Portal can identify which media file to use as the source media when it generates the CML file for processing in the publishing workflow.
- If required, use a transcode action (the Flip action, typically—not shown in the workflow above) to encode your media into one of the supported [Post Producer](#) formats (which accepts a much broader set of video, audio, and container formats than the Flip action does for EDL processing). See *Post Producer Developer Guide Formats* in the *Post Producer Developer's Guide* or the [Products > Post Producer > Specs](#) page on the Telestream web site.

If you are re-encoding your media, since you can't use the same nickname on input and output media in the same action, simply assign the input file a nickname other than *Original*.

- Use a Flip action to encode your proxy media for previewing/clipping.
  - QuickTime encoder, H.264 video codec, AAC audio codec, QuickTime 7.6.9 installed
  - OR
  - MP4 encoder, x264 video codec, AAC audio codec, QuickTime 7.7.6 installed
- Assign the nickname *Vantage Proxy*, so that the media player can play it.

---

**Note:** Make sure that you encode the proxy at the same rate and with the same timecode notation as your production media.

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- Use a Flip action to create a single thumbnail for viewing in the browser.
  - Encoder: Keyframe Encoder
  - Video Codec: JPEG
  - Container: JPEG FileAssign the nickname *Vantage Thumbnail*, to display them in Workflow Portal.
- Use a Register action to register the media in your target [catalog](#) to make it available in Workflow Portal.

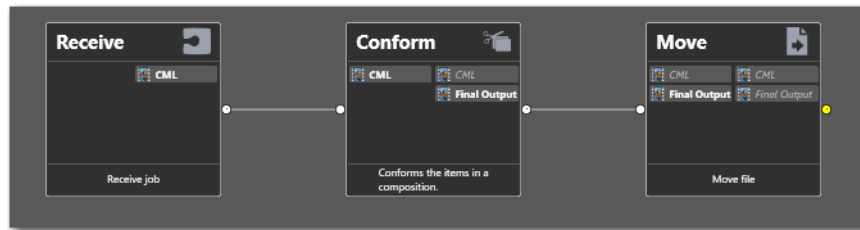
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**Note:** If you don't follow these guidelines, the [binders](#) may not display in the [catalog](#), you may not be able to set mark-in/mark-out points, and your stitch workflow may fail.

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## Prototype CML Portal Publishing Workflow

Use this topic to create a publishing workflow to stitch and encode your output file.



Unlike the ingest workflow, the requirements for your publishing workflow are minimal. In almost every case, in practice, your publishing workflow will be far more complex than the prototype shown here.

- The publishing workflow must start with a Receive action, so that it can accept an input file from Workflow Portal. The nickname of the input file is *CML*.
- Use a Conform action to stitch and encode your media using the specifications in the auto-generated CML file you submitted. Configuration details are described in the man pages in the Conform action.

These are the two required actions; all other actions and configurations depend on your publishing workflow requirements.



## Media Pre-processing, CML Creation, and Job Submittal

To prepare media for stitching, copy the media (one or more files) that you want to comprise your final output into the ingest workflow's watch folder.

The ingest workflow will submit a [job](#) for each file, and (depending on the workflow configuration), create a proxy, a thumbnail, optionally re-encode the media to meet Conform-action format requirements, and register the media in a [binder](#) in the target [catalog](#).

After you have processed all of the media you want to stitch through your ingest workflow, open Workflow Portal with a CML configuration to create your CML and submit it for processing. When submitted, the files are clipped to the CML settings and merged together into a single output file by the publishing Vantage workflow.

When you're using a Create CML Portal to process media, an operator follows this general process to submit a job (for details about a task, click on the link):

1. Make sure that the publishing workflow or workflows associated with this process are running (in Workflow Designer).
2. Browse catalogs to select a binder ([Browsing Catalogs for Media](#)) for processing.
3. For each binder you select, preview the media and add clips, setting mark-in/mark-out points to crop the media ([Previewing Proxy Media in the Media Player](#)) and update the metadata for each clip ([Creating Clip Lists/Segments](#)).
4. Check the workflow(s) you want to process the media with ([Specifying Forwarding Workflows](#)). This varies based on how the configuration is set up.
5. Click the Submit button ([Submitting Jobs in the Windows Client](#)) to display the Submit Jobs window where you prepare the copied binder's assets for processing.
6. In the Metadata Labels tab (if displayed), review/edit metadata ([Editing Metadata Labels](#)).
7. In the Variables tab (if displayed), enter values for each variable ([Specifying Variable Values](#)).
8. Click the Submit button to submit a job for processing the media and its assets in the target workflow(s).
9. Click Submit. If variables are included in this configuration, Workflow Portal displays the Variables window, where you can supply run-time values.

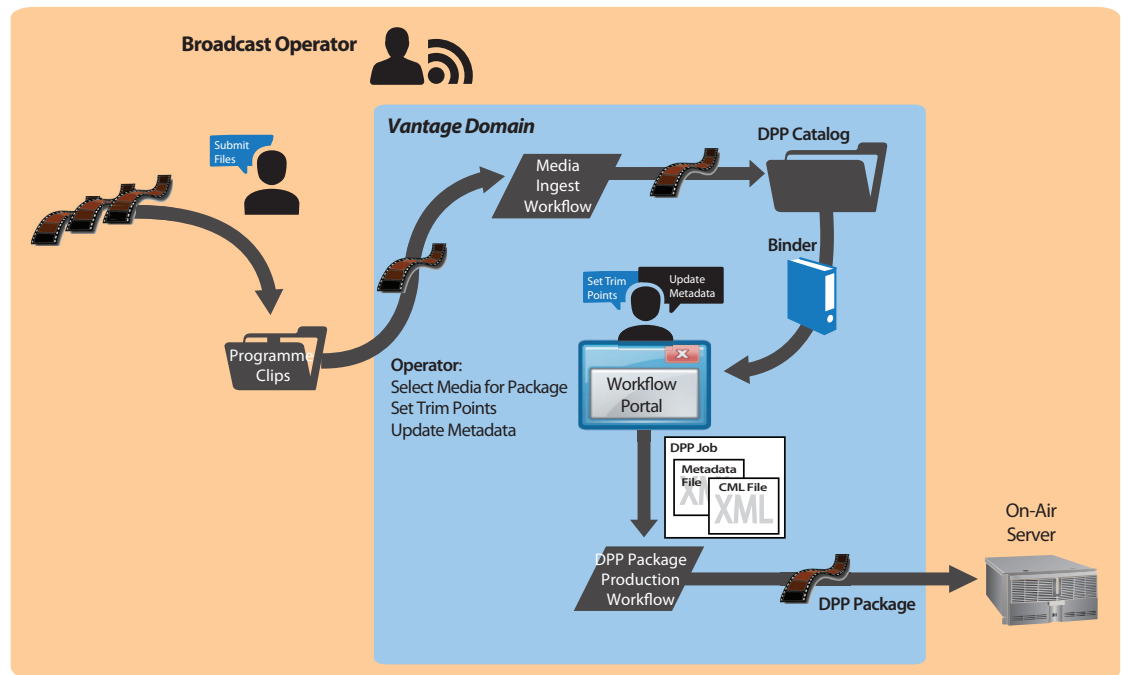
## DPP Portal Overview

**Note:** The *DPP Packager User Guide* is also provided for complete details regarding the production of DPP-compatible media in Vantage.

The purpose of the DPP Portal is to enable operators to assemble and produce SD or HD media files that conform to the current DPP standard, for broadcast in the UK market.

This configuration can only be used in the Workflow Portal Windows client.

You use a DPP Portal to browse [catalogs](#) and select [binders](#) from completed ingest workflows [jobs](#), enter metadata and mark programme parts, then generate DPP-compliant media which comprises the programme. A DPP configuration defines each field of DPP metadata in the programme, which may be given a default value, and may be marked as read-only.



The DPP portal is designed to allow you to:

- Create a DPP programme containing one or more segments
- Enter DPP metadata to accompany that programme
- Create a DPP XML file and a *Composition (CML) file* from which to generate the programme's media file (with [Post Producer](#)) and transcode to AS-11 with DPP metadata (with a Vantage Transcode Pro license).

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**Note:** You can add a DPP Validate action (located in the Analysis group) to your target workflow to validate metadata in a DPP package.

---

After you have prepared the media you want to include in the package, you open Workflow Portal with the proper DPP configuration to create your DPP package, enter metadata as required, and submit it for processing.

The DPP Portal automatically generates a CML file that defines the media, unless the operator provides a custom CML. The CML file and all related media files are submitted to the target Vantage workflow for producing the package.

## VOD | DAI Portal Overview

**Note:** The *VOD Producer | DAI User Guide* is also provided for complete details regarding the encoding media for VOD markets using VOD Producer Vantage.

The purpose of the VOD | DAI Portal is to enable operators to prepare source media and automate:

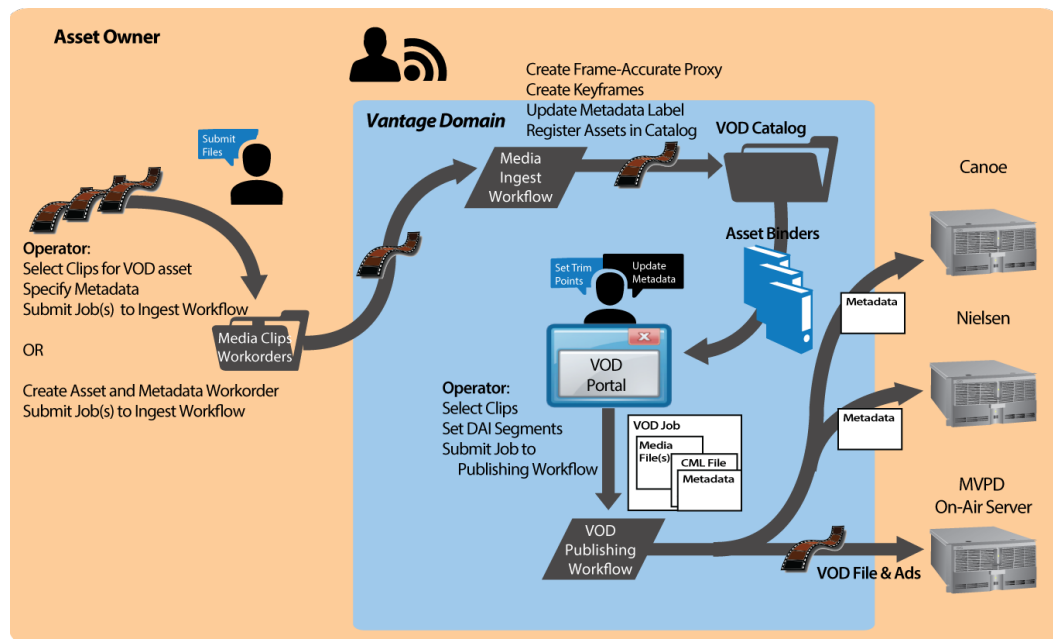
- CableLabs-compliant stream-conditioned media generation
- Canoe/BlackArrow-compliant dynamic ad insertion (DAI) location definition CSV (comma-separated value) files for local and national ads
- Nielsen audio watermarking.

VOD Producer performs media encoding and conditioning and Nielsen watermarking, along with automated delivery of programs and advertisements to MVPDs, and metadata to ecosystem partners in supporting workflows.

This configuration can only be used in the Workflow Portal Windows client.

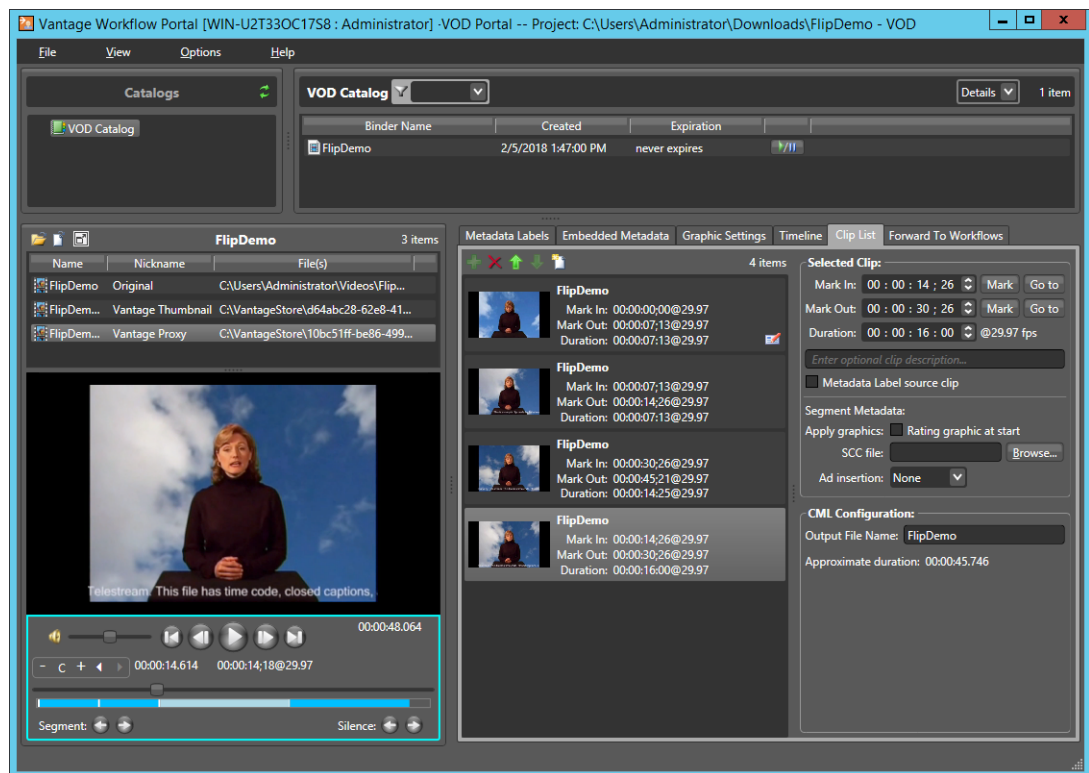
**Note:** You can also process CML and EDL files with automated VOD Producer and VOD Producer DAI workflows to produce VOD assets, without using VOD Portal. These are implemented using Vantage automation workflows, and are covered in the Post Producer Developer's Guide.

Generating and delivering VOD assets in VOD Producer involves at least two Vantage workflows. The diagram following illustrates the general process an operator follows to prepare, generate, and deliver VOD assets.



First, an operator selects a single file or a set of source media files, and submits them to an ingest workflow, supplying metadata as appropriate. The ingest workflow creates frame-accurate proxies and processes the metadata. It registers each source media file and its metadata, proxy, and keyframes in a [catalog](#) for access in VOD Portal.

Next, using VOD Portal, the operator selects and prepares source media for submission to the publication workflow.



In VOD Portal, the operator performs the following tasks as appropriate:

- Select and identify segments in source media
- Add interstitials for promotion and cross promotion
- Define frame-accurate locations and value for dynamic ad insertion
- Brand each segment
- Add SCC file to clips as appropriate
- Configure V-chip settings and graphics
- Specify copy protection requirements
- Specify where to insert local and/or national ads—Segment, Head, or OTT, and pre-roll, post-roll, or mid-roll, or lead black.

The operator then submits the job to a publishing workflow, which performs these operations:

- Assembles the playlist composition
- Encodes the media as a CableLabs-compliant transport stream, optionally encoding to adaptive bit-rate or mezzanine formats
- Optionally, watermarks the audio for Nielsen measurement, produces Nielsen metadata and creates Nielsen documents
- Optionally, produces ad metadata and creates DAI location definition files for Canoe/BlackArrow
- Simultaneously distributes the VOD asset to the MVPD and delivers the metadata associated with the asset to ecosystem partners (Nielsen and Canoe).

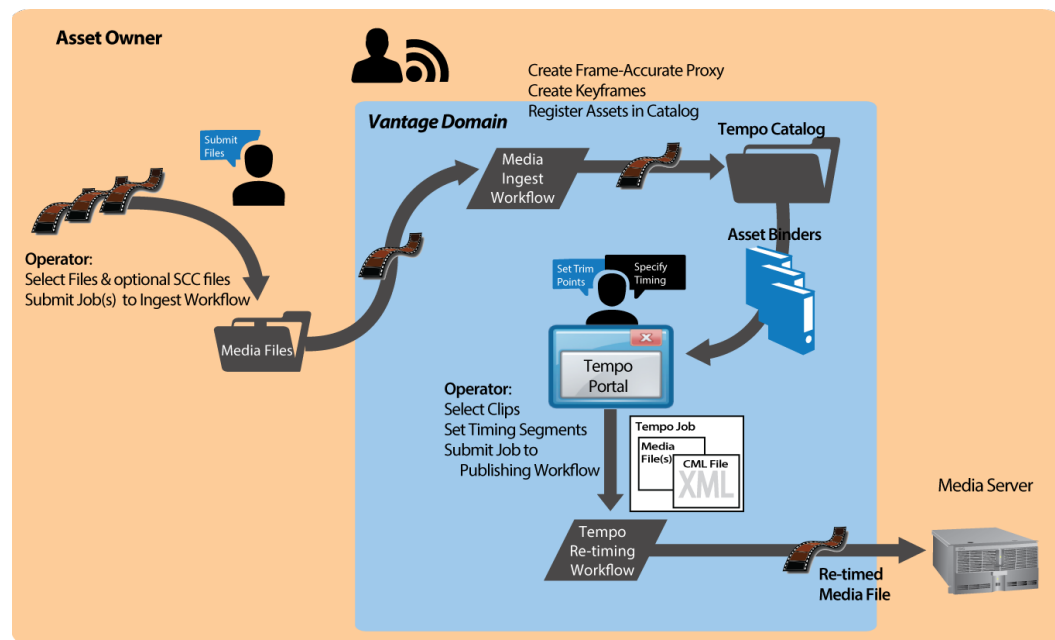
# Tempo Portal Overview

**Note:** The *Tempo User Guide* is also provided for complete details regarding re-timing media using Tempo.

The Tempo Portal enables operator-driven re-timing of media assets—intelligently decreasing or increasing the running time of shows and segments by up to ten percent.

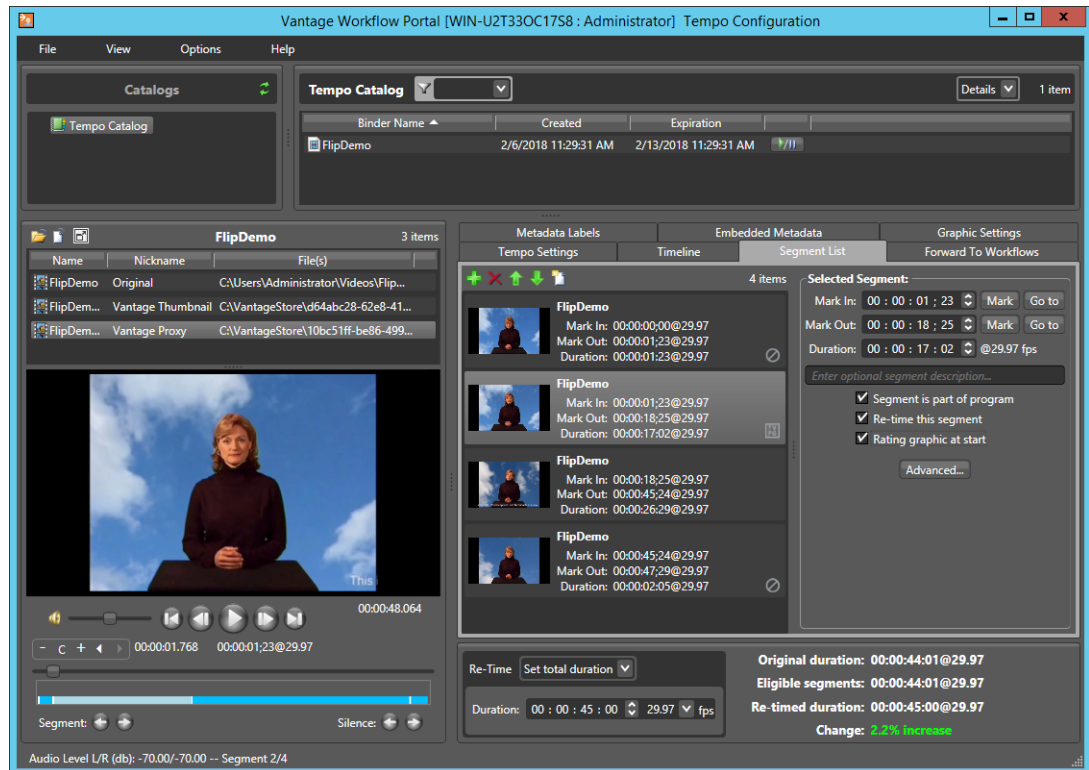
This configuration can only be used in the Workflow Portal Windows client.

Re-timing assets in Tempo involves at least two Vantage workflows. The diagram following illustrates the general process an operator follows to prepare and re-time media assets.



First, an operator selects a single file or a set of source media files, and submits them to an ingest workflow. The ingest workflow creates frame-accurate proxies and optionally re-encodes the media to meet Tempo-processing requirements. It registers each source media file and its proxy and keyframe in a [catalog](#) for access in Tempo Portal.

Next, using the Tempo Portal, the operator selects and prepares source media for submission to the publication workflow.



In Tempo Portal, the operator performs the following tasks as appropriate:

- Browse clips in the selected Vantage catalog.
- Drag clips into a segment list and view them in a built-in video player.
- Mark In/Out to identify clip segments and include/exclude them from re-timing.
- Add a graphic overlay (bug) and/or content rating graphic to one or more clips.
- Set exact overall clip duration, or increase/decrease clip time by a percentage.

The operator then submits the **job** to a publishing workflow, which re-encodes the media, re-timing it in the process, per the instructions specified in the XML file auto-generated by Tempo Portal.



# Syndication Portal Overview

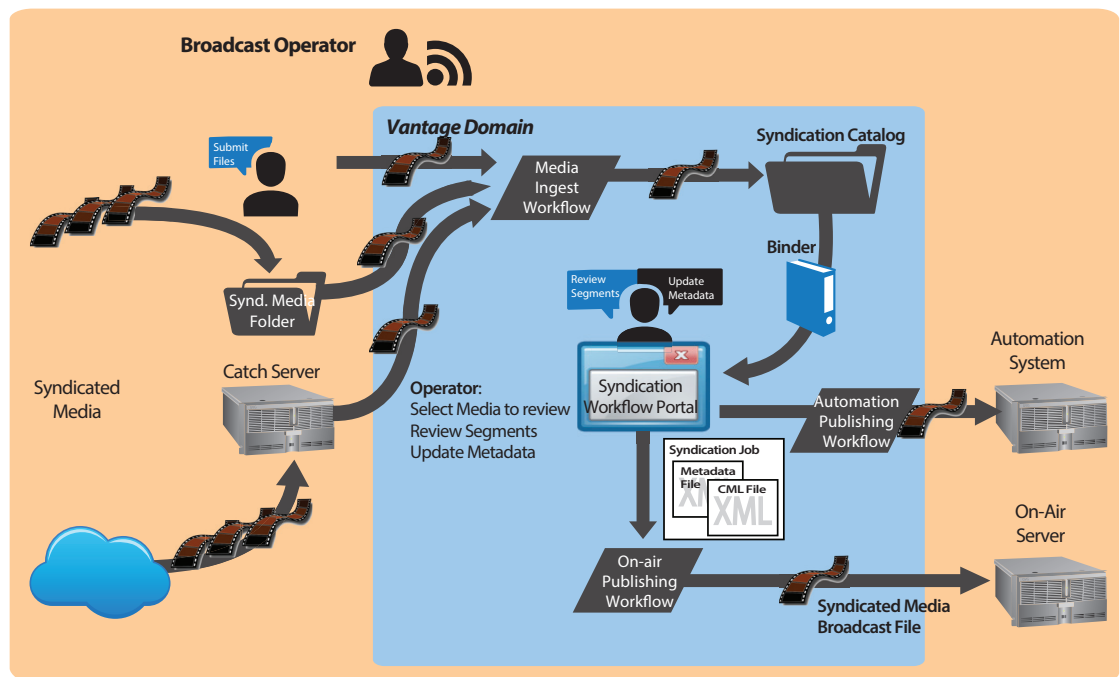
**Note:** The *TrafficManager User Guide* provides complete details about TrafficManager automated and operator-managed processing of syndicated material for broadcast.

Syndication Portal configurations can be used only in the Windows Workflow Portal client, not in the web client.

The Syndication Portal enables operators to review and prepare syndicated (long-form/episodic) media for submission to a publishing workflow to encode it for broadcast, including these tasks:

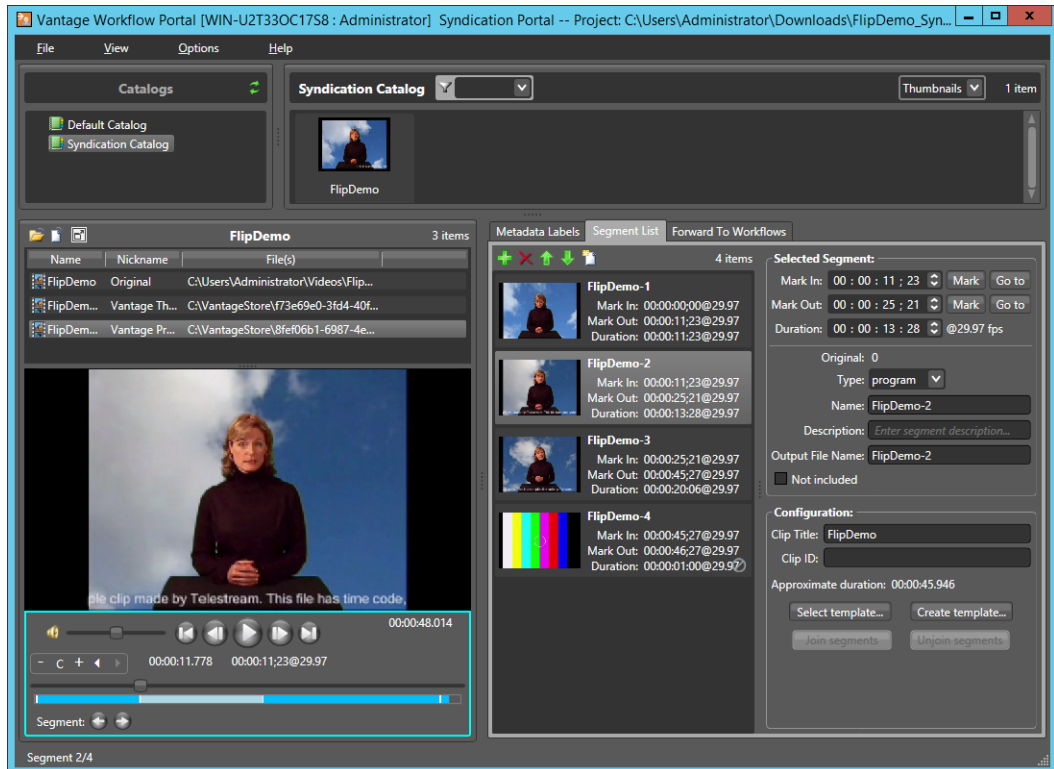
- Metadata [label](#) review and update
- Segment list review based on a template, and update as required.

Generating syndicated assets in TrafficManager via Syndication Portal involves at least two Vantage workflows. The diagram following illustrates the general process to prepare, generate, and deliver syndicated assets to a broadcast server.



First, an ingest workflow is triggered by an operator submitting a file, dropping it into a monitored folder, or automatically, via a catch server. The ingest workflow typically creates a frame-accurate proxy and a thumbnail, and transforms the metadata sidecar file into a mezzanine file for use in other Vantage workflows. It registers each source media file and its metadata, proxy, and keyframe in a [catalog](#) for access using the Syndication Portal.

Next, in the Syndication Portal, the operator selects and prepares source media for submission to the publication workflow.



In the Syndication Portal, the operator performs the following tasks:

- Selects and reviews segments, updating attributes, adjusting timing and segment order, adding/modifying spots, joining/unjoining commercial segments, etc.
- Reviews any metadata [labels](#), updating as necessary
- Submits the media to one or more publishing workflows.

When the operator submits the media, in *Stitching* and *Segmenting* modes, two files are auto-generated by the Syndication Portal: an updated mezzanine metadata XML file, and a CML file. However, in *Pass-Thru* mode generates a new XML file, but does not generate a CML file. Instead, it passes the source media from the ingest workflow—which must be nicknamed *Original*— to the publishing workflow, so that the program can be transcoded without having to change the program's timeline.

A typical Automation workflow uses the metadata file to perform these essential tasks:

- Uses the [Automate action](#) to convert the mezzanine metadata XML file into the format required for a given automation system (ASDB or Bxf, for example).
- Delivers the entire payload to the automation system.

A typical on-air server workflow uses the CML file to perform these essential tasks:

- Assembles the playlist composition into the broadcast media format required, using a Conform action (which requires a Post Producer license).
- Delivers the encoded media to a broadcast server.

For more information on using the Syndication Portal, see [Implementing Syndication Portal Media Processing](#) in this guide and also see the *TrafficManager User Guide*.

## Ingest Workflow Considerations

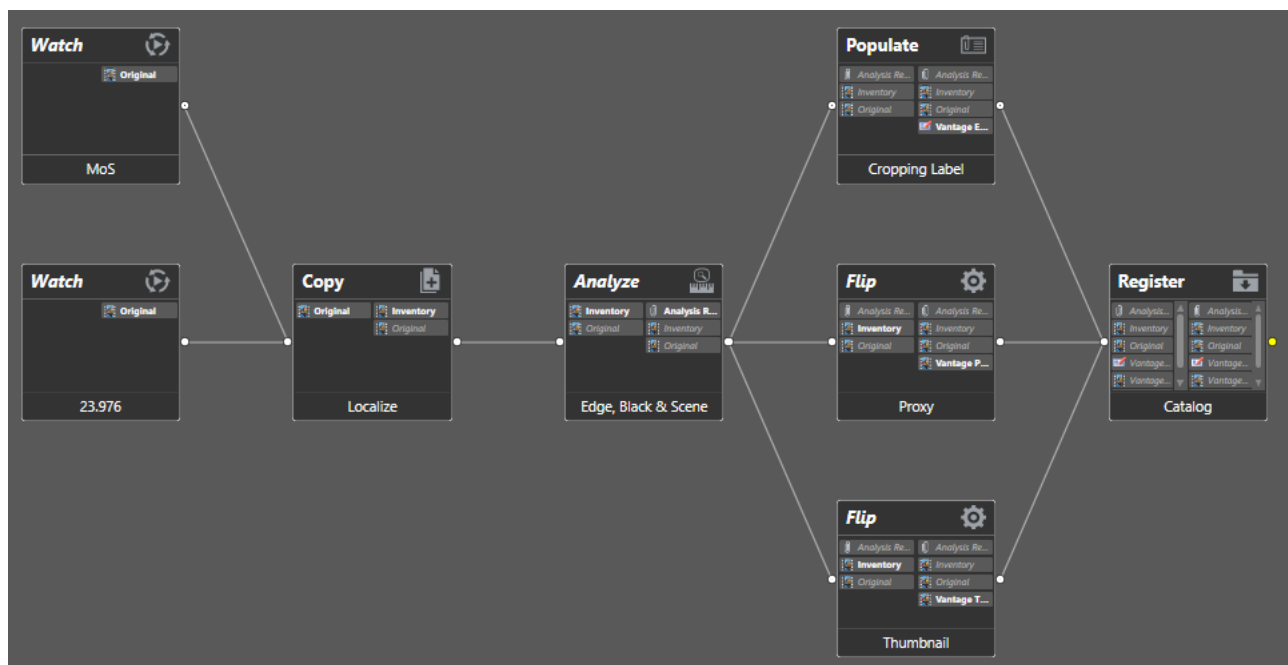
The ingest workflow for this portal follows the same pattern as other portals. Ingested assets must be registered into a Vantage catalog by the Register action before they will become visible in the catalog and available for use in the Workflow Portal. A thumbnail image is recommended (for clip icons) and a QuickTime H.264/AAC MOV or x264/AAC MP4 proxy file is required to be registered into a catalog and given the nicknames *Vantage Thumbnail* and *Vantage Proxy*, respectively.

In the example below, a Watch action accepts the input media and forwards it to Flip actions that format the media into thumbnail and proxy files, and pass these files on to a Register action that adds the files to a catalog. The catalog can be accessed by the portal where operators can view and manage the files.

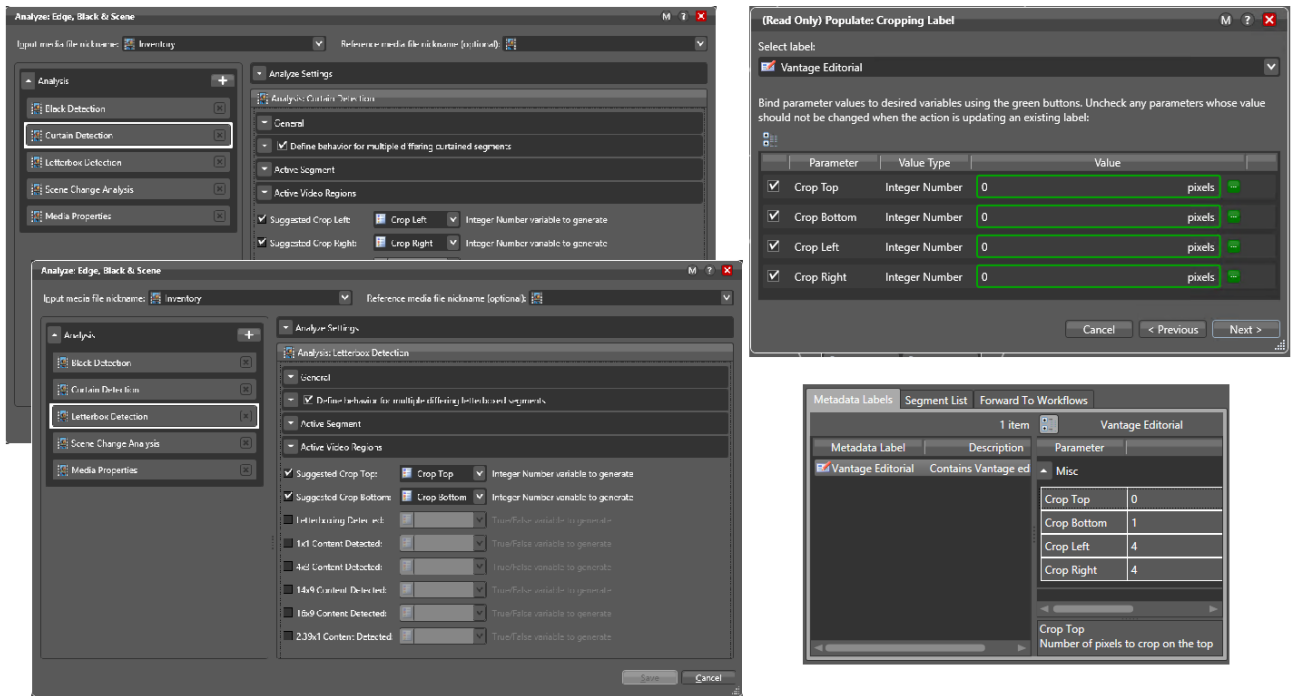
An [Analyze action](#) after the Watch action can be used to extract Letterbox Detection and Curtain Detection metadata from the media and put it into variables. The Vantage Editorial metadata [label](#) includes parameters for crop top, bottom, left, and right which are bound via a [Populate action](#) to the variables. Also valuable in the Analysis action is the Generate Analysis Result Attachment used in the Logging Portal to automatically generate a segment list based on black, slate, and bars and tone segments.

Once included in the workflow, the metadata and variables can be viewed in the portal, and operators can manually update them as desired.

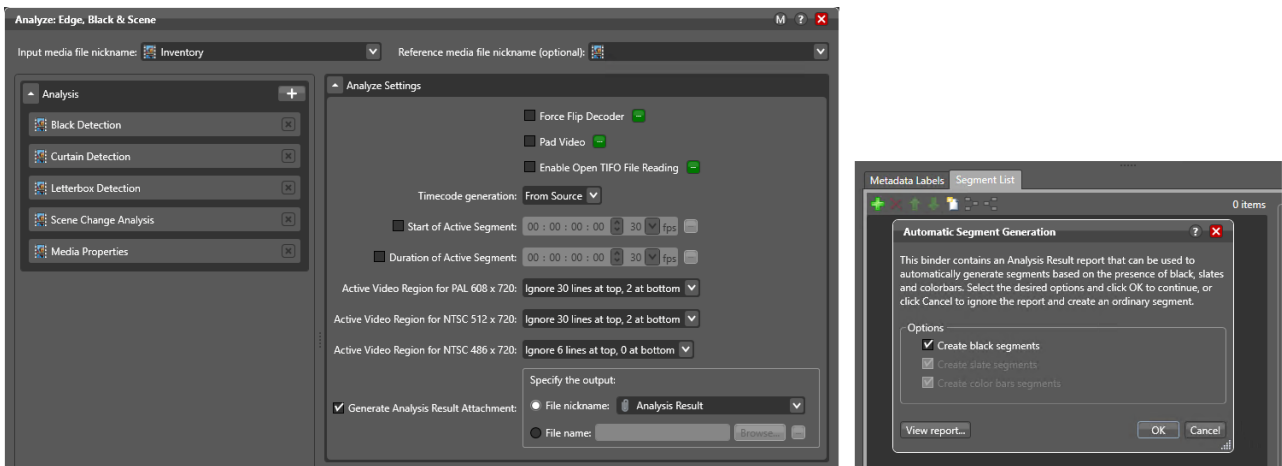
Note that if the separately installed Switch player is used for previewing, the ingest workflow must emit the media nickname specified in the Logging Portal configuration for the Switch breakout feature. If this media nickname is not present, the [binder](#) will not be visible in the binder selection panel of the Logging Portal. (The Telestream Switch player can be installed and used without a license for this specific Vantage feature.)



The following figure shows Analyze and Populate configuration examples that enable metadata visibility in the Logging Portal Metadata Labels tab.



The **Analyze action** can also automatically detect black segments used as spacers between content segments and generate an Analysis Result attachment. As shown below, the Logging Portal Segment List tab detects the Analysis Result attachment and populates the segment list with the detected content segments.



## Target Publishing Workflow Considerations

The clip log target workflow must begin with a Receive action. The Receive action accepts the clip list attachment and media file and must emit the previously specified General Attachment or Generated CML nickname (such as *XML* or *CML*). Additionally, the Receive may optionally emit the Original media version nickname.

# Using Workflow Portal

This chapter describes Vantage Workflow Portal, a client program (also available in a web version) designed for customizable, operator-driven media processing. Several Workflow Portal configurations are provided to implement specific operational needs. The configurations allow you to customize functionality and the user interface and generate a specific output (for example, DPP configurations).

Workflow Portal configurations are created and configured in the Vantage Management Console, and loaded in the Workflow Portal application when it is launched, to perform specific media processing tasks.

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**Note:** Workflow Portal is an optional, licensed Vantage feature. For licensing details, refer to <http://www.telestream.net/telestream-support/vantage/vantage-licenses.htm>.

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The Windows client provides optimum performance and the full feature set. The web client can be used on any computer with a supported web browser (see [Web Application Browser Requirements](#)) and a network or Internet connection to your [Vantage domain](#). Not all configuration types are usable in the web client.

Most topics described here apply to both clients, except where noted.

The following topics introduce and describe the Workflow Portal:

- [Workflow Portal Overview](#)
- [Workflow Design Guidelines](#)
- [Starting a Workflow Portal Session](#)
- [Changing or Reloading a Configuration](#)
- [Managing Workflow Portal Projects](#)
- [Performing Workflow Portal Tasks](#)
- [Windows Client Menus](#)
- [Web Client Menus](#)
- [Troubleshooting Workflow Portal](#)

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**Note:** For detailed information on how to operate each type of Workflow Portal configuration, see [Using Workflow Portal Configurations](#).

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## Workflow Portal Overview

Video processing applications frequently require some form of operator intervention during media processing. For example, an operator might run media through an ingest workflow to create a proxy to check timecode and closed captions and scrub and set trim points, review and add/edit metadata and variables, and then submit (or forward) the media to another workflow to start a production processing [job](#).

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**Notes:** For basic information on using Vantage client programs, see [Vantage Client Programs Overview](#).

On Windows Server 2008, you may have problems minimizing windows that you maximize by dragging to the top of the monitor (*AeroSnap*). To disable AeroSnap, go to *Control Panel > Ease of Access Center > Change how your mouse works*. Check *Prevent windows from being automatically arranged when moved to the edge of the screen*.

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- [Key Applications](#)
- [How Workflow Portal Works](#)
- [Key Workflow Portal Features](#)
- [Workflow Portal Configuration Types](#)
- [Implementing Workflow Portal-based Media Processing](#)
- [Implementing Syndication Portal Media Processing](#)

## Key Applications

Key applications of Workflow Portal include:

- *Highlight Extraction From Archive Files*—An operator marks in and out timecodes and chooses the timecode for a thumbnail, and processes the media in a workflow the creates the clip.
- *Promo Preparation*—An operator marks the voice-over and graphics entry points on the timeline. A subsequent workflow reprocesses the promo for multiple markets, days, and languages, based upon this input.
- *Clip Stitching*—An operator can select media files of various metrics and define clips within that media, then submit the EDL to a stitching workflow to combine the clips and render them into a single output file.
- *VOD Distribution*—An operator creates a playlist of clips and enters metadata. A subsequent workflow merges (*stitches*) the clips into a single media file and transforms metadata for distribution.
- *VOD Digital Ad Insertion*—An operator defines national and local ad locations for dynamic ad insertion by the cable vendor, and submits [jobs](#) for assembly of Cable-Labs VOD content and provisions it for dynamic ad insertion (DAI).
- *TrafficManager*—An operator searches catalogs, then reviews and submits commercial inventory for processing to a specific publishing workflow.



- *TrafficManager Syndication*—An operator reviews catalogs and submits syndicated inventory to a specific publishing workflow. See the *TrafficManager Guide* for operating details.
- *DPP Package Preparation*—An operator enters DPP metadata, marks programme segments, and submits the assets to a workflow. Vantage adds bars, generates slates, and encodes to the appropriate MXF format with DPP metadata to create a DPP package.
- *CML Preparation*—An operator creates clips, and submits the auto-generated composition (CML file) to a Conform-based workflow to generate the specified output.
- *Re-timing of assets*— An operator selects a media file and submits it to a Tempo-based workflow for re-timing— intelligently decreasing or increasing the running time of shows and segments. Tempo utilizes new time compression algorithms that deliver superior quality and faster turn-around times.
- *Clip Logging*—The Logging Portal and its configuration are deprecated in Vantage 8.0.

## How Workflow Portal Works

This figure depicts how Workflow Portal is typically used in a [Vantage domain](#).



Operator-access to [job](#) variables and media metadata is a powerful feature that enables operators to control the operation of the next workflow. For example, operators can edit embedded and [label](#) metadata parameters, modify variables to control content routing, or select other processing options in the next workflow.

## Key Workflow Portal Features

Workflow Portal provides several features for performing operator-intervention media processing workflows. Workflow Portal has a customizable user interface where components and features are controlled by a configuration file, created in the Management Console, and loaded in Workflow Portal when launched by an operator.

Depending on your application and configuration, these features allow operators to:

- Browse Vantage catalogs and servers for media (registered in binders) from completed [jobs](#) to process.
- Create an [Edit Decision List](#) (EDL) of clips for stitching with a Flip action workflow (Windows client only).
- Create a Composition file (CML) of clips for stitching with a Post Producer Conform action workflow (Windows client only).
- Create/review/update XML-based or [label](#)-based metadata.
- Review/edit embedded metadata.
- Preview/scrub media proxies.
- Mark in/out trim points on an asset's timeline.
- Mark media as approved or rejected.
- Supply run-time values to variables to use in the next workflow.
- Submit (forward) the media to workflows for further processing.

## Workflow Portal Configuration Types

Vantage provides several configuration types. Each type has specific functionality, implementing a common media processing application. Here are the configuration types as specified in the management console, along with their common names:

- *Browse Catalogs (copy binder)*—Copy Binder Portal
- *Browse Catalogs (forward binder)*—Forward Binder Portal
- *Browse Windows Network (create binder)*—Windows Portal
- *Create EDL from Catalogs (create binder)*—EDL Portal
- *Create CML from Catalogs (create binder)*—CML Portal
- *Create DPP from Catalogs (create binder)*—DPP Portal
- *Create VOD from Catalogs (create binder)*—VOD Portal
- *Re-time Asset from Catalogs (create binder)*—Tempo Portal
- *Syndication*—Syndication Portal

The names on the left match the names a domain administrator sees when creating and setting up a Workflow Portal configuration, using the management console. The names after the dash are the common names used in this and other guides.

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**Note:** Some configurations can only be used in the Windows client. Others are available in both the Workflow Portal web client and the Windows client.

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The Copy Binder and Forward Binder, as well as the Create EDL, CML, DPP, Tempo, and VOD configurations allow operators to browse Vantage catalogs and select binders that have been registered by a previous [job](#) for processing.

The Browse Windows Network configuration allows operators to browse a Windows server (*not* a Vantage catalog) to select media files. (Binders only exist in the context of a Vantage catalog.)

Each type of configuration causes Workflow Portal to operate differently, to achieve its intended result. The operation of the basic configurations are explained in detail in [Using Workflow Portal Configurations](#). Configurations offered as Vantage editions are described in a separate user guide.

Each of the configuration types are summarized in these topics:

- [Browse Catalogs Copy Binder and Forward Binder Configurations](#)
- [Browse Windows Network Configuration](#)
- [Create EDL from Catalogs Configuration](#)
- [Create CML from Catalogs Configuration](#)
- [Create DPP from Catalogs Configuration](#)
- [Create VOD from Catalogs Configuration](#)
- [Re-time Assets from Catalogs Configuration](#)
- [Syndication Configuration](#)

## Browse Catalogs Copy Binder and Forward Binder Configurations

The purpose of both Browse Catalogs configurations is to enable operator-intervention media processing on Vantage catalog-based media. That is, the media has already been processed by a Vantage workflow and registered in the catalog, potentially along with other job-related assets: attachment files, metadata [labels](#), etc. The operator can enter and edit label-based metadata for the selected media, and also update variables as required for the workflow. Browse Catalogs configurations are intended for processing a single file; they do not support creation of a clip list and stitching.

Both types of configurations are supported in the Workflow Portal web app and the Workflow Portal Windows client.

In a Browse Catalog *Copy Binder* Portal, the operator can browse catalogs, select a binder and submit a [job](#) to a workflow to process the media—*after* clicking the Submit button. When the operator clicks the Submit button, the selected binder is copied—duplicated and used only as a template for the current job—leaving the original binder unchanged and intact in the catalog for future use or re-submittal. The job (as always) creates a binder during execution; it may or may not be registered by the workflow into a catalog for further utilization.

In contrast, in a Browse Catalogs *Forward Binder* Portal, the operator browses a catalog and selects a binder—*before* clicking the Submit button. The selected binder (with any changes the operator makes) is submitted to the workflow—without making a copy.

Forward binder mode allows the workflow to modify the contents of the original binder, and those modifications will be visible the next time the user refreshes the binder in the portal.

## Browse Windows Network Configuration

The general purpose of the Browse Windows configurations is to enable operator-intervention on media processing, where the media files are stored directly on a Windows platform. The operator can review and edit label-based metadata for the selected media, and also update variables as required for the workflow.

The Browse Windows configuration is supported only in the Windows client.

The Browse Windows Network Portal (Windows Portal for short) allows you to select one or more media files from servers on a Windows network and submit them to target workflow(s). The [job](#) (as always) creates a binder during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Create EDL from Catalogs Configuration

The EDL Portal enables you to automatically create an [Edit Decision List](#) (EDL) which the operator submits to a Flip-based workflow to process the EDL. When creating an EDL, the operator selects the media files to submit by browsing Vantage catalogs and selecting one or more binders created from previously-completed jobs.

The Create EDL from Catalogs configuration is supported only in the Workflow Portal Windows client.

You can mark start and end points to clip your input media files, and then stitch the selected clips together in the workflow to which you submit the EDL. The EDL configuration publishing workflow must use the Flip action to stitch and encode the media. The EDL Portal requires that all clips have the same frame rate, frame size and video codec.

The operator can also review and edit [label](#)-based metadata for the selected media, and also update variables as required for the workflow. The job creates a new binder from assets in or more source binders and updates it during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Create CML from Catalogs Configuration

The CML (Composition Markup Language) Portal is designed to automatically create a Composition (CML) file that defines an EDL—the set of clips you’ve added from media registered in catalogs, which you submit to a Post Producer publishing workflow with a Conform action. The Conform action processes the composition, stitching the clips and renders a single media file as output, based on the specifications in the CML.

The Create CML from Catalogs configuration is supported only in the Workflow Portal Windows client.

While the EDL Portal requires that all clips have the same frame rate, frame size and video codec; the CML Portal does not have this restriction. CML processing by Conform also improves VANC and caption processing.

The operator can review and edit [label](#)-based and embedded metadata for the selected media, and also update variables as required for the workflow. The [job](#) creates a new binder from assets in or more source binders and updates it during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Create DPP from Catalogs Configuration

The purpose of the DPP Portal is to enable operators to assemble and produce media files that conform to the current DPP standard, for broadcast in the UK market.

The Create DPP from Catalogs configuration is supported only in the Workflow Portal Windows client.

You use a DPP Portal to browse catalogs and select binders from completed ingest workflows jobs, enter metadata and mark programme parts, then submit it to a publishing workflow to generate DPP-compliant media which comprises the programme. A DPP configuration defines each field of DPP metadata in the programme, may be given a default value, and may be marked as read-only. In addition, the portal may be configured for either SD or HD.

The job creates a new binder from assets in or more source binders and updates it during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Create VOD from Catalogs Configuration

The VOD Portal is designed to enable operators to prepare VOD assets, including digital ad insertion, metadata, captioning, ratings, branding, and copy protection, and submit them to a publishing workflow that encodes VOD assets and deliver them to multi-channel video programming distributors (MVPDs).

The Create VOD from Catalogs configuration is supported only in the Workflow Portal Windows client.

You use a VOD Portal to browse catalogs and select binders from completed ingest workflows jobs, enter metadata and mark programme parts, then generate CableLabs-compliant media. The operator can review and edit label-based and embedded metadata for the selected media, and also update variables as required for the workflow. The [job](#) creates a new binder from assets in or more source binders and updates it during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Re-time Assets from Catalogs Configuration

Use Tempo Portal to browse catalogs and select source media that you want to re-time, create and mark clips to include or exclude from re-timing, and specify how much time expansion or compression to apply.

The Re-time Assets from Catalogs configuration (commonly called the Tempo configuration) is supported only in the Workflow Portal Windows client.

When re-timing configuration is complete, the Portal generates a composition to describe that processing. The operator selects a Tempo workflow to process the CML, and the Tempo action in the workflow implements media file re-timing. The job creates a new binder from assets in or more source binders and updates it during execution; it may or may not be registered by the workflow into a catalog for further utilization.

## Syndication Configuration

Use the Syndication Portal to browse catalogs containing syndicated media and select the media that you want to review, update, and process in TrafficManager for broadcast.

The Syndication configuration is supported only in the Workflow Portal Windows client.

The Syndication Portal displays the selected media in a segmented view, based on the timing information obtained from the original syndication source (for example, PitchBlue).

When your review and configuration of segments and their attributes is complete, the Portal generates a new mezzanine metadata XML file as well as a composition (CML) file. The operator selects a publishing workflow to process either the mezzanine metadata file or the CML file for broadcast.

When using Pass-Thru mode, the Syndication Portal does not generate a CML. In Pass-through mode, the Portal generates an XML (similar to the other modes), but in addition passes the source media from the ingest workflow—which must be nicknamed *Original*—to the publishing workflow, so that the program can be transcoded without having to change the program's timeline.

## Logging Configuration

The Logging Portal and its configuration are deprecated in Vantage 8.0.

## Implementing Workflow Portal-based Media Processing

Implementing Vantage workflows that are intended for use with Workflow Portal requires planning and coordination by your Vantage administrator and workflow designer. To implement a Workflow Portal-based workflow, a Vantage domain administrator must first use the Vantage Management Console to do the following:

- Enable the utilization of Workflow Portal.
- Configure one or more *Workflow Portal configurations*, which define the Workflow Portal feature set for the specific application, including the components, features, and resources available to operators. This includes metadata and variables, and must be coordinated with the workflow designer to utilize the metadata and variables as appropriate for your application.

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**Note:** Administrators who are responsible for creating Workflow Portal configurations should refer to the *Vantage Domain Management Guide* for details.

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Workflow designers use Workflow Designer to create and configure the required workflows, including required metadata and variables, and activate them when you want to use them in testing or production.

Typically, a given media processing application involves at least 2 Vantage workflows:

- An *ingest* workflow, which transcodes media as required and registers it in a catalog
- A *publishing* workflow, which processes the media the operator has selected and forwarded to the workflow to encode it for publication.

## Implementing Syndication Portal Media Processing

The Syndication configuration of the Workflow Portal is described in detail in the TrafficManager User Guide, including operating details and workflows. The following steps summarize how to use the Syndication Portal (TrafficManager option required).

1. Create a syndication catalog using Management Console > Catalogs.
2. Create a new syndication template using the Vantage Management Console > Syndication folder > Templates feature. Use the *Populate from XML* button to import an XML metadata file for the show and then adjust the show segments, if needed.

For template configuration details, see the *Vantage Domain Management Guide*.

3. Create an ingest workflow that includes an origin action (Catch, Receive, Watch/Associate) capable of ingesting and localizing a syndicated media file and its sidecar metadata file.

Also use Flip actions to create thumbnail and proxy files.

Include a Syndicate action to apply the template to the sidecar file, producing a mezzanine file nicknamed *Syndication*.

Include a Register action to register the files into a binder for entry into the syndication catalog. The catalog must contain media nicknamed *Original*, a proxy, and a syndication metadata attachment nicknamed *Syndication* as required inputs to the Syndication Portal. (Note that only XML files for programs require the *Syndication* nickname; commercial files do not.)

The portal can then be used to access the binder and its files from the catalog.

4. Create a publishing workflow. Typically, you'll want to start with a Receive action to accept the files submitted from the portal and an Automate or Conform action to convert the XML or CML files and the syndicated media to the desired formats.

In Automate, you can select BXF or other automation formats for outputting to an automation system.

**Note:** The *Syndication* nickname is required for the attachment file in both the Receive and Automate actions, and the CML nickname is also required by the Receive action in Stitching or Segmenting mode.

5. Create a Syndication Portal configuration using the Vantage Management Console > Application Configuration > Workflow Portal. Set the Mode to Syndication, and set the parameters in each tab. In Syndication Settings, specify the template you created as the Default template. Also select a Syndication mode:

**Stitching mode:** Submitting from the portal generates a single CML file and a single Syndication XML file for the whole program. Stitching mode requires all segments to be normalized to the same frame rate.

**Segmenting mode:** Submitting from the portal creates a separate job for each included segment. A CML file and a Syndication XML file are created for each job.

**Pass-Thru mode:** Submitting from the portal does not create a CML. Instead, the Original from the ingest workflow is made available to the publish workflow and a Syndication XML is generated based on the Segment List. On the Forward To Workflows tab, select (Add) the publishing workflow.



6. Open the Workflow Portal and use File > Change/Reload Application Configuration to load the Syndication Portal configuration created earlier. Refresh the catalogs, select the syndication catalog, and drag one or more binders into the Segment List. Use the portal to preview and adjust segments manually.
7. Forward the updated show to the publication workflow by accessing the Forward To Workflows tab, selecting the workflow, and clicking Submit.

Media and metadata files are delivered to your automation system in ready-to-use formats.

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**Note:** After you fine-tune the segments of a show, you can save the template from the portal using the Create Template button.

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You also have the option when creating workflows to completely bypass the Syndication Portal, combine ingest and publishing into a contiguous workflow, and process all the files without human intervention.

## Workflow Design Guidelines

This topic is for those who are designing and implementing workflows. It provides general guidelines for creating workflows intended for use in Workflow Portal applications.

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**Note:** In addition to these general guidelines, there may be application-specific guidelines that must also be followed. These guidelines are noted in their respective topics in [Using Workflow Portal Configurations](#) for basic configurations; for product-specific guidelines, see the Tempo User Guide or the VOD Portal User Guide.

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While you can use a single workflow to produce and distribute media, there are some media processing applications which require operator intervention using Workflow Portal, thus dividing the media processing into multiple workflows. Operator intervention tasks include QA, building clip lists, and for adding/editing metadata and variables prior to [job](#) submission for further processing.

Workflows for use in conjunction with Workflow Portal typically fall into two categories: ingest and publishing.

For example, an *ingest* workflow can automatically analyze source media and detect media attributes and characteristics such as frame rate, dimensions, letterboxing, and macroblocking. Ingest workflows often encode media into the required format for use in the publishing workflow. You typically use Register actions in the ingest workflow, to create binders in Vantage catalogs, which operators will browse for files to process.

Ingest workflows can also produce proxy media that you can view with the Workflow Portal media player to evaluate quality issues and quickly define timecodes for trim points or commercial insertion, for example.

A *publishing* workflow is a workflow designed to process media submitted by Workflow Portal operators. Publishing workflows always start with a Receive action so that operators can submit jobs to them (and they must be running). When your application calls for an ingest workflow, you use Workflow Portal to evaluate the ingest workflow results, take any action required, and then submit the job to a publishing workflow. Frequently, a given application has more than one publishing workflow.

You can also chain publishing workflows, providing operator intervention at more than one point in the process.

You might use Workflow Portal in a Browse Windows Network configuration, where your process may not require an ingest workflow. You can use Workflow Portal to select media, edit metadata and variables and submit [jobs](#) to a publishing workflow, rather than just placing media files in a watch file for automated processing. The advantage to operator submission is that you can set metadata and variables during submission, providing more control over publishing workflow processing.

These topics provide guidelines for creating workflows for use with Workflow Portal:

- [Ingest Workflow Guidelines](#)
- [Publishing Workflow Guidelines](#)

## Ingest Workflow Guidelines

When you use any Workflow Portal configuration other than Browse Windows Network, an ingest workflow, you must use an ingest workflow with a Register action (which should be located after all transcoding, and any metadata and variable modifications in the workflow), to create a binder in a catalog. One binder is created for each **job** that executes. In addition to referencing each file ingested or created in the workflow, metadata **labels** which you specify are stored in the binder, along with variables.

You can use the special nicknames *Vantage EDL*, *Vantage Proxy*, and *Vantage Thumbnail* in Workflow Portal ingest workflows Flip action for identifying specific-purpose files:

- *Vantage EDL*—in the Program Stream and Transport Stream encoders, for EDL configurations.
- *Vantage Proxy*—in the QuickTime and MP4 encoders, for all configurations which create clip lists and/or utilize the media player to scrub media
- *Vantage Thumbnail*—in the Keyframe encoder for configurations where you can browse catalogs.

When you browse catalogs in Workflow Portal, you can view binders created by each job, giving you access to all resources defined in the binder, including the source media.

When building ingest workflows, observe the following general guidelines:

- *Register Action Requirements*—to make a binder available to Workflow Portal operators in any catalog-enabled configuration, use a Register action to save the binder in the appropriate catalog.
- *Workflow Portal Windows Client Media Player Requirements*—Use the Flip action to create a proxy file, using the nickname *Vantage Proxy*. Required format:
  - QuickTime encoder, H.264 video codec, AAC audio codec, QuickTime 7.6.9 installed
  - OR
  - MP4 encoder, x264 video codec, AAC audio codec, QuickTime 7.7.6 installed
  - See [Previewing Proxy Media in the Media Player](#) for additional proxy format details.
- Make sure that your encoded proxy file is the same frame rate and timecode notation as your production media. Configure container settings to generate a timecode track to support the Use Clip Start Time feature. You can also burn in the timecode to make sure it is present.
- *Workflow Portal Web Client Media Player Requirements*—Use the Flip action to create a proxy for previewing in the HTML5 media viewer. The required format is:
  - Encoder: MP4 Encoder
  - Video Codec: x264
  - Audio Codec: AAC
  - Container: MP4 File

Make sure that your encoded proxy file is the same frame rate and timecode notation as your production media.

- *Proxy Viewing*—to enable a selected binder’s media file to automatically display in the Workflow Portal media viewer, assign the *Vantage Proxy* file nickname to the media file.
- *Catalog Viewing*—To support operator viewing of binders by thumbnail (instead of by name), configure a Flip action with the Keyframes encoder to create a thumbnail that uses the *Vantage Thumbnail* file nickname.
- *Metadata and Variables*—To make media information available to operators for verification or editing, configure an Analysis action (or a Workorder action for submitting multiple [jobs](#) at one time, with metadata) to collect the information in variables. Use a metadata label to store this information in a binder to pass the values to another workflow indirectly. For example, an operator submits a job to a publishing workflow in Workflow Portal.

## Publishing Workflow Guidelines

Unlike ingest workflows, publishing workflows can be designed and configured in almost any way you require. Few limits are imposed on the design of a publishing workflow that is used by Workflow Portal.

When you configure publishing workflows, follow these guidelines:

- The publishing workflow must start with a [Receive action](#) or other action that allows an operator to directly submit media to the workflow for processing.
- The publishing workflow should be configured to accept and process any metadata [labels](#) and variables that an operator enters, or that pass through from the ingest workflow jobs.
- The publishing workflow must use the type of transcoding action required to produce the output media you want and the Workflow Portal configuration you’re using. For example, an EDL Portal job requires a Flip action, while a CML Portal configuration requires a Conform action.

There may be additional requirements for various configurations. See the respective configuration topic in [Using Workflow Portal Configurations](#) or available app notes or guides on the topic.

# Starting a Workflow Portal Session

The following topics describe how to start sessions with the Workflow Portal clients, and how to load a different configuration:

- [Starting a Session with the Windows Client](#)
- [Starting a Session with the Web Client](#)

## Starting a Session with the Windows Client

To start a session with the Workflow Portal Windows client, do the following:

1. Start the Windows client as described in [Starting Workflow Portal](#).
2. If you are prompted to select a [Vantage domain](#), select a domain as described in [Selecting the Vantage Domain](#).  
If you do not know the Vantage domain name, contact your Vantage domain administrator.
3. If you are prompted to enter a Vantage user name, log in as described in [Changing Vantage Users in Windows Client Programs](#).  
If you do not know your Vantage user log in information, contact your Vantage domain administrator.
4. If you are prompted to select a Workflow Portal configuration, select the configuration you want to use for this session.

To change the Workflow Portal configuration, see [Changing or Reloading a Configuration](#).

## Starting a Session with the Web Client

To start a session with the Workflow Portal web client, do the following:

1. Start the web client as described in [Web App Home Page—Launching Web Apps](#).
2. If you are prompted to select a [Vantage domain](#), select a domain as described in [Logging In or Changing Domains from Web Applications](#).  
If you do not know the Vantage domain name, contact your Vantage domain administrator.
3. If you are prompted to enter a Vantage user name, log in as described in [Changing Vantage Users in Web Applications](#).  
If you do not know your Vantage user log in information, contact your Vantage domain administrator.
4. If you are prompted to select a Workflow Portal configuration, select the configuration you want to use for this session.

To change the Workflow Portal configuration, see [Changing or Reloading a Configuration](#), below.

## Changing or Reloading a Configuration

You can change Workflow Portal configurations while you are running Workflow Portal.

If a Vantage domain administrator updates a Workflow Portal configuration while you are using it, the program continues to use the configuration as it was when you selected it. To obtain the updated version, reload it when advised by the administrator.

- [Changing/Reloading a Configuration in the Windows Client](#)
- [Changing/Reloading a Configuration in the Web Client](#)

### Changing/Reloading a Configuration in the Windows Client

To change or reload a configuration in the *Windows client*, do the following:

1. Select File > Change/Reload Application Configuration.
2. When the Select Configuration dialog appears, select a configuration to use and click OK.

### Changing/Reloading a Configuration in the Web Client

To change or reload a configuration in the *web client*, do the following:

1. Select Portals.
2. Select the configuration to which you want to change.
3. When the confirmation dialog appears, click OK.

# Managing Workflow Portal Projects

In any Workflow Portal configuration in the Windows client, you can select media and set up a [job](#) (with clips, metadata, variables, etc.) and submit it, then start over with new media for the next job, etc. You can also start working on a new job, and then save it, and open it later to complete the work and submit it for processing.

In Workflow Portal, the collective settings are referred to as a project. Using projects in Workflow Portal is similar to opening and working on files in Microsoft Word or Excel. You can create, edit, save, and re-open them any time you want.

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**Note:** Projects are only valid for the domain they are created in and the Workflow Portal configuration they were saved from. You can not save projects from one domain and re-open the project for use in another domain. You also can not re-open a project if the configuration from which it was saved has been deleted from the domain.

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- [Creating a New Project](#)
- [Saving a Project](#)
- [Saving a Project With Another Name](#)
- [Opening a Project](#)

## Creating a New Project

To create a new project in Workflow Portal, select File > New Project, or select the New Project (+) button in the upper left corner of the Segment List tab.

Creating a new project is just like opening Workflow Portal and starting work. No media has been selected, no clips (if enabled) have been created or configured, and no metadata or variables have been modified. Everything is reset.

Creating a new project is handy if you are working continuously on selecting media and preparing it for submission to a workflow, then getting ready to select new media and starting another job: It clears out everything so you can start over again.

You can also create a new project when you have made an error that is not easy to fix, or you just want to start over with a clean slate.

You don't have to create a new project just because you may want to save it later.

## Saving a Project

To save work you are performing on a given set of media, select File > Save Project.

When you save a project, Workflow Portal displays a File Save dialog. You can name the XML file anything you want, and save it where ever you want.

---

**Note:** Unlike other Vantage resources—workflows, Workflow Portal configurations, variables, etc. which are all stored in the Vantage domain’s database—Workflow Portal projects are stored as XML files in a Windows directory of your choosing, just like any other program’s data files.

---

Each time you save the project after the first time, it just updates the project file.

You can re-open it later using the Open Project command.

## Saving a Project With Another Name

To save a project you have open under another name, select File > Save Project As. Workflow Portal displays a File Save dialog. You can rename the XML file anything you want, and save it where ever you want.

You can re-open it later using the Open Project command.

## Opening a Project

To open a project that has been previously saved, select File > Open Project. Workflow Portal displays the Open File dialog. Navigate to the file and click Open.



# Performing Workflow Portal Tasks

The following topics describe how to use the components that comprise Workflow Portal, to perform these basic tasks:

- [Browsing Catalogs for Media](#)
- [Selecting a Binder](#)
- [Previewing Proxy Media in the Media Player](#)
- [Creating Clip Lists/Segments](#)
- [Editing Metadata Labels](#)
- [Specifying Variable Values](#)
- [Specifying Forwarding Workflows](#)
- [Submitting Jobs in the Windows Client](#)
- [Submitting Jobs in the Web Client](#)

## Browsing Catalogs for Media

You can browse catalogs and select media in [binders](#) in all configurations except Browse Windows Network configurations.

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**Note:** The binder list doesn't automatically update when binders are added or deleted as workflow jobs execute. To update the list, click the Refresh button at the top of the Binder table.

---

Depending on your configuration, you may be able to perform the following:

- Browse and select binders from multiple catalogs
- Select specific media in a binder for submission
- View the list of media in a selected binder
- Manually delete binders

## Selecting a Binder

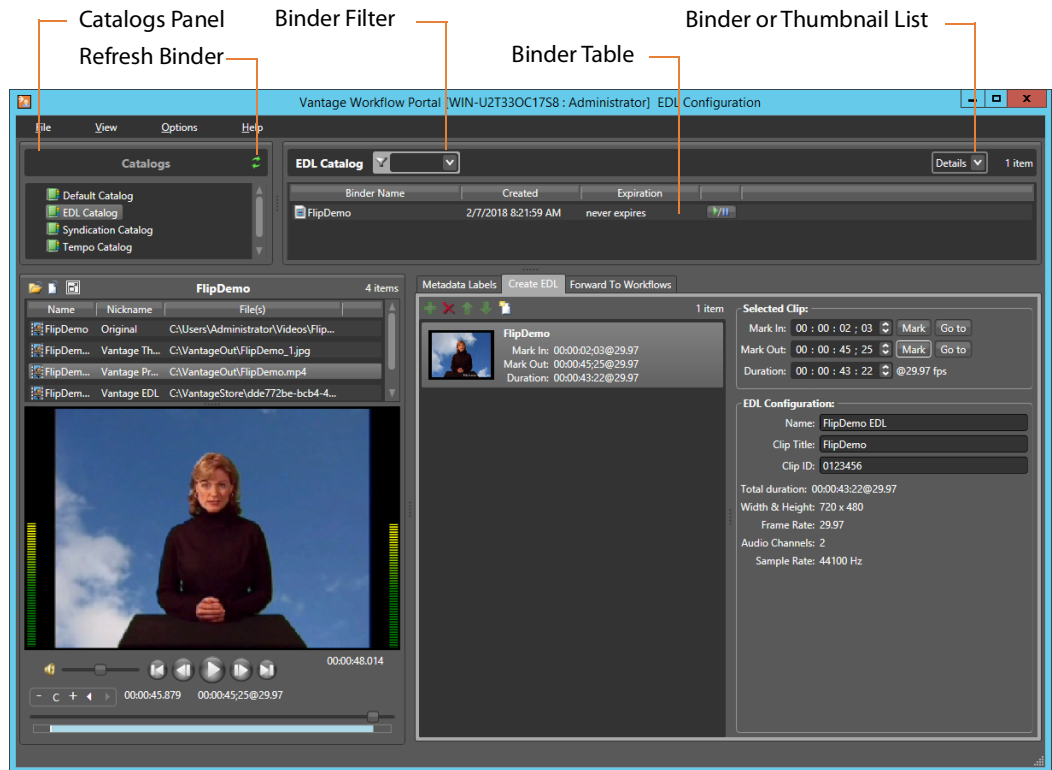
To select a binder, do the following:

1. If the Catalogs panel (in the top left corner of the window) displays, select the catalog or catalog folder you want to browse.

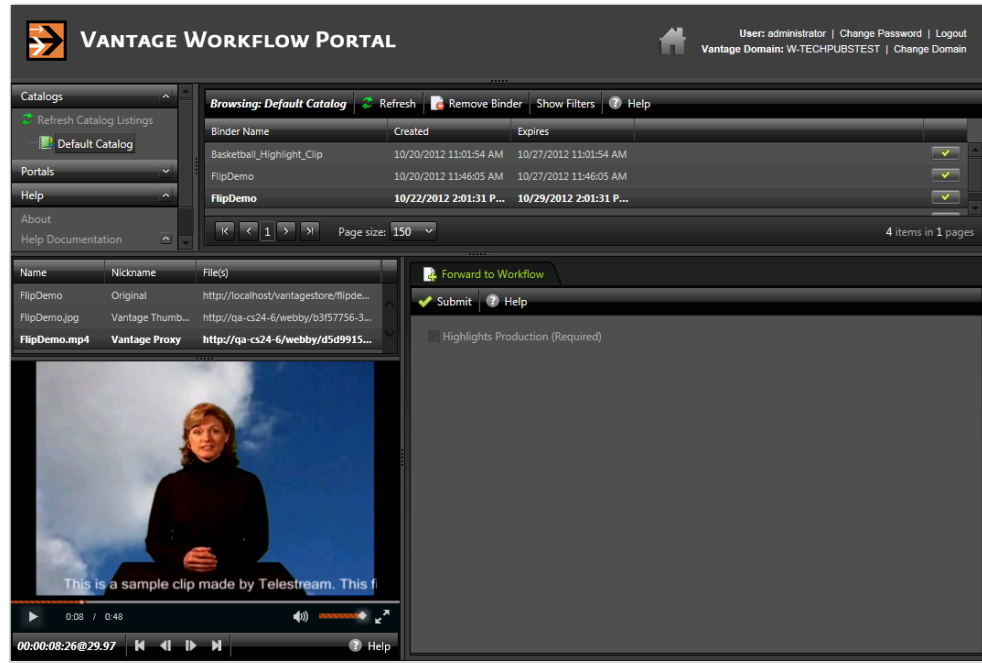
**Note:** The catalogs that you can access are specified in the configuration. The catalog browser may be hidden, when the configuration only allows access to one catalog, with no subfolders.

2. In the Binder table (directly above the tabbed workspace—upper right—displays the name of the catalog you are browsing), select the binder that you want to view.  
In the Windows client (see below), use the Filter menu, located directly above the Binder Details panel, to help you filter binders. Use the Details menu (far right) to select Details or Thumbnails view.

The columns that display in this table are controlled by the configuration, and may include Binder Name, Created, Expiration, and the Play button and Submit button, and others.



In the web client (see below), use the Filter menu (directly above the Binder Details panel) to help you filter binders. To return to an unfiltered list and display all binders, click the Filter icon again.



1. Select a binder. When a binder is selected, Workflow Portal display its contents in the Binder Details panel directly below the Catalogs panel.

## Using Binder Table Controls

The Binder table supports the following features:

### Filtering

Type text in the Filter field or select a previously-entered string from the menu to filter the binders in the currently-selected catalog. Delete the text to display all binders in the catalog.

### Sorting and Re-arranging Columns

Click on any column heading to sort the binder list, and click repeatedly to toggle the sort by ascending or descending order. Drag column headings to re-arrange the order.

### Playing/Pausing Video

If enabled in the configuration, you can click the Play/Pause button in a binder row to preview the media. Click Repeatedly to play or pause the video. (Windows client only; the web client excludes this feature.)

### Submitting a Binder

If enabled in the configuration, you can click the Submit button to display the Submit Jobs window.

### Details/Thumbnails View

Select Details or Thumbnails from the menu.

## Previewing Proxy Media in the Media Player

When you select a binder, Workflow Portal displays any file nicknamed *Vantage Proxy* in the media player, provided that it is encoded in a supported format. The binder contents may or may not display (above the media player), depending on the configuration.

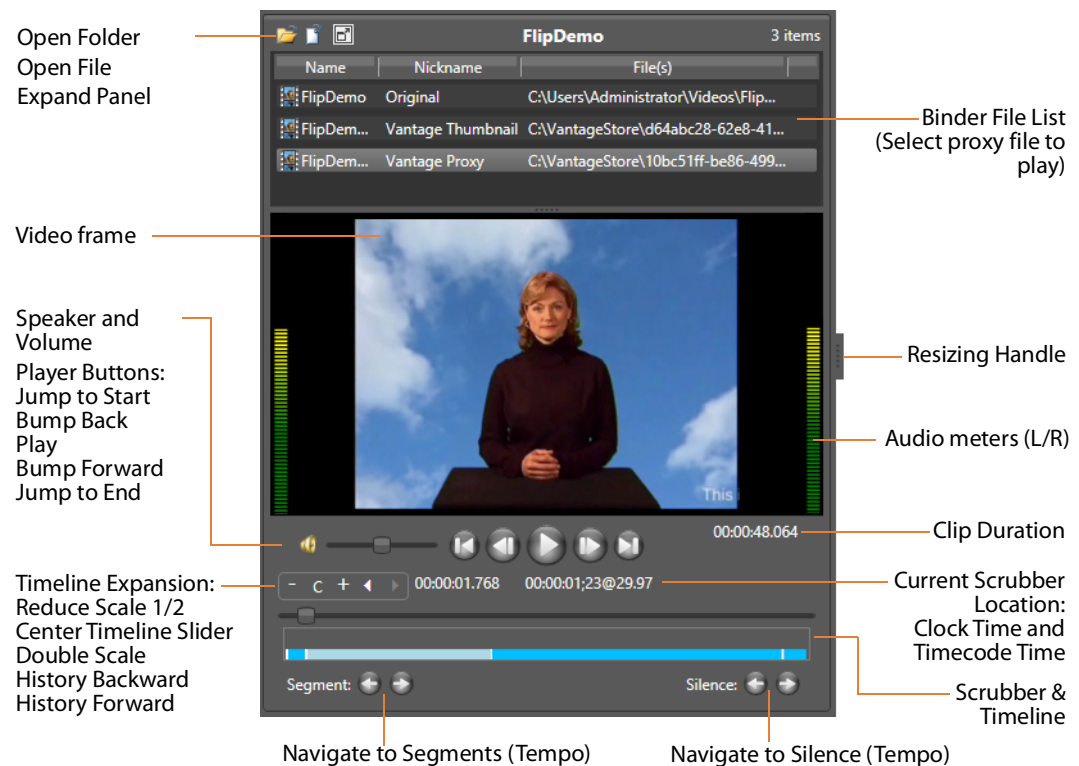
**Note:** Some configurations allow you to perform tasks and access player controls that other configurations do not. This topic discusses the full functionality of the media player, not all of which may be visible in your current configuration.

The following topics describe how to preview media:

- [Previewing Proxy Media in the Windows Client](#)
- [Previewing Proxy Media in the Web Client](#)
- [Previewing Non-proxy Media](#)

### Previewing Proxy Media in the Windows Client

When you preview proxy files in the Windows client, you are using the QuickTime Player. If you don't have QuickTime Player installed, download and install the player on your Workflow Portal workstation before you can preview these MOV files.



When you select a binder, Workflow Portal displays any video file nicknamed *Vantage Proxy*, if present. You can use the window, keyboard, and mouse controls listed in [Window, Keyboard, and Mouse Controls](#) to control playback. You can also preview other supported media in the binder.

### Proxy Encoding Requirements

Use the Flip action configured with the QuickTime or MP4 encoder to create a proxy file for previewing/clipping in the Windows client version of Workflow Portal:

- For QuickTime 7.6.9: QuickTime encoder, H.264 video codec, AAC audio codec
- For QuickTime 7.7.6: MP4 encoder, x264 video codec, AAC audio codec.
- Set the proxy frame rate and timecode notation to match the source media.
- Assign the nickname *Vantage Proxy*, which the media player automatically loads.
- Set SD proxies (4:3) to a suggested 640 x 480 frame size.
- Set HD proxies (16:9) to a suggested 640 x 360 frame size.
- For x264 Video:
  - Set Video Profile to Baseline.
  - Set Interlace Mode to Progressive.
  - Set Video Bit Rate to 1,000,000 to 2,000,000 bits/second.
  - Set the IDR placement to Forced Interval Only (disable scene detection) and set Force IDR Interval to 50% of the frame rate—if frame rate is 30, set IDR to 15.
- Configure the QuickTime Movie or MP4 file container to generate a timecode track.
- Set AAC audio to Stereo (for stereo audio meters).

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**Note:** For Create EDL from Catalogs mode, EDL processing requires Program Stream or Transport Stream MPEG-2 video, which must be included in the binder with the nickname *Vantage EDL*. Vantage also supports for MXF DV, IMX, and XDCAM HD video formats. All assets in the EDL must have the same frame size and frame rate.

---

### Basic Media Player Controls

The Media Player panel displays the video in the viewing panel. The Media Player panel is resizable horizontally and vertically; the media frame displays the proper aspect ratio in the available space. A Maximize button in the upper left corner expands the player to fill the portal or reduces it back to the lower left corner.

You can play sound or mute it, by clicking the speaker icon just to the left of the volume adjustment bar, and you can vary the volume by adjusting the volume slider.

Audio meters display on the left and right, representing left and right channel stereo. When the video is playing (even when sound is muted) or as you scrub the media, the meters provide a visual clue representation of sound volume. The audio meters are designed to visually show the points of silence near where the operator is creating a new segment. In Tempo configurations, operators can use the Silence buttons to

navigate to and choose points of silence to create a new segment, to avoid audio anomalies during the re-timing process.

The scrubber and timeline below the display enables you to scrub the media; and the player buttons enable you to play, stop, bump forward and back, and go to the start and end of the clip.

The two bottom center timecodes display the current scrubber location clock time (HH:MM:SS.SSS) and timecode time (HH:MM:SS:FF@FPS). The timecode at the bottom right of the display shows total duration of the clip (HH:MM:SS.SSS).

Tick marks and coloring displayed on the timeline indicate mark in and mark out points and clip segments. (In Tempo only, overlapping segments are highlighted in red to indicate that operator adjustment is required.)

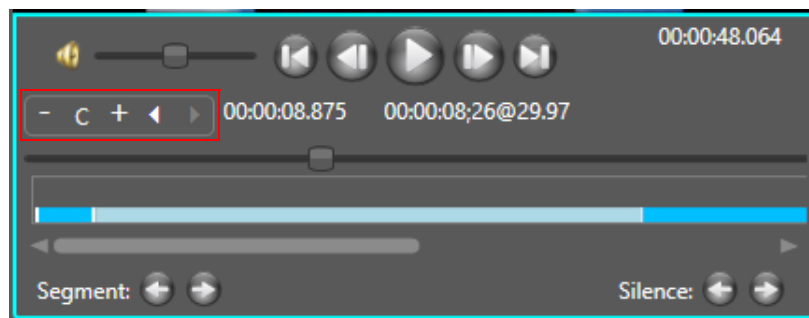
### Timeline Expansion Controls

Timeline expansion controls above the scrubber enable finer control of longer projects by expanding the length of the timeline. These controls are enabled and disabled by selecting or deselecting *Options > Enable Preview Player Timeline Expansion*.

The + and - buttons allow you to double or halve the timeline length with each press, and the tooltip for each control shows how much expansion has been applied.

When the timeline is expanded, a new slider below it controls which portion of the expanded timeline is visible. The C button centers the timeline slider. The two arrow buttons enable you to move backward and forward in timeline history.

Note that the timeline automatically scrolls or centers the timeline when you perform actions on a part of the timeline that is not currently visible.



## Window, Keyboard, and Mouse Controls

The Windows client window, keyboard, and mouse controls are listed in [Window, Keyboard, and Mouse Controls](#).

**Note:** Clicking in the playback controls area or on the video focuses the preview player controls (indicated by the blue border). Focusing this area enables “JKL” controls instead of the shortcuts.

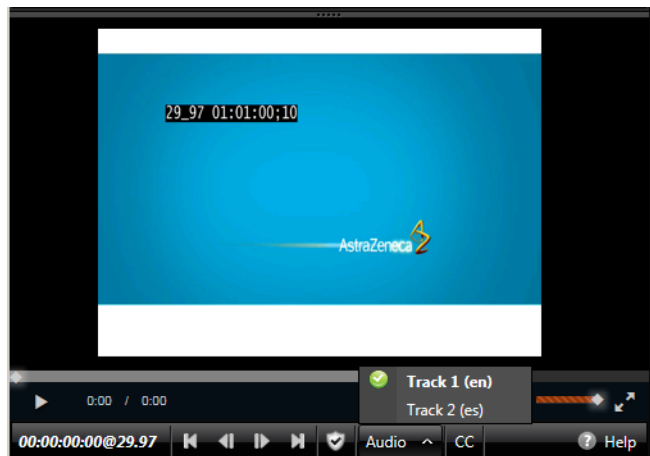
Function	Controls
Play/Pause/Reverse	<p><i>Ctrl+P or Ctrl+Space</i></p> <p><i>J</i> (Reverse play—repeat for -1.5x, -2x, -5x, -8x)</p> <p><i>K</i> (Pause)</p> <p><i>L</i> (Play—repeat for 1.5x, 2x, 5x, 8x)</p> <p><i>JK simultaneously</i> (Reverse play slow motion -1/8x; repeat for -1/4x, -1/2x)</p> <p><i>KL simultaneously</i> (Forward play slow motion 1/8x; repeat for 1/4x, 1/2x)</p>
Stop	<i>Ctrl+S</i>
Forward Frame	<p><i>Ctrl+F</i></p> <p><i>Ctrl+Mouse Wheel</i>, one frame per wheel click</p> <p><i>K held down + L</i> (Forward bump one frame)</p> <p><i>L held down with K already pressed</i> (Forward bump repeat 1/4 speed)</p> <p><i>Left Arrow</i> (Reverse bump one frame)</p> <p><i>Right Arrow</i> (Forward bump one frame)</p>
Forward/Reverse 10 Frames	<p><i>Up Arrow</i> (Forward bump 10 frames)</p> <p><i>Down Arrow</i> (Reverse bump 10 frames)</p>
Forward/Reverse One Second	<i>Mouse Wheel (no modifier keys)</i> —one second per wheel click
Forward/Reverse One Minute	<i>Shift+Mouse Wheel</i> —one minute per wheel click
Forward/Reverse One Hour	<i>Ctrl+Shift+Mouse Wheel</i> —one hour per wheel click



<b>Function</b>	<b>Controls</b>
Reverse Frame	<i>Ctrl+B</i> <i>Ctrl+Mouse Wheel</i> , one frame per wheel click <i>K+J</i> (Reverse bump one frame) <i>k+J held down</i> (Reverse bump repeat 1/4 speed)
Mark In	<i>Ctrl+I</i> or <i>Ctrl+E</i> (In points are indicated by tick marks on the timeline.)
Mark Out	<i>Ctrl+O</i> or <i>Ctrl+R</i>
Go to mark in frame	<i>Ctrl+Q</i>
Go to mark out frame	<i>Ctrl+W</i>
Go to start	<i>Ctrl+Home</i>
Go to end	<i>Ctrl+End</i>
Audio Mute (toggle)	<i>Ctrl+M</i>
Adjust Volume	<i>Drag volume button right or left to adjust volume.</i>
Scroll media	<i>Drag media button right or left to scrub (scroll) media.</i>
Duplicate selected clip	<i>Ctrl+T</i> (Selects the new clip and sets its mark in to the original clip's mark out, if appropriate)
Jump to next segment	<i>Alt+Left   Right Arrow</i> Jumps to the next or previous segment, as noted by the white bars on the scrubber bar. Works even when segment markers are not displayed.
Jump to next scene change marker	<i>Shift-Alt+Left   Right Arrow</i> Jumps to the next or previous scene change marker, as noted by the green bars on the scrubber bar. Works even when scene change markers are not displayed.

## Previewing Proxy Media in the Web Client

When you view proxy files in the Workflow Portal web client, you are utilizing the native HTML5 Video Player in the web browser.



**Note:** The appearance of captions in the proxy may vary, depending on the browser you're using. Try supported browsers to find one that best suits your needs. When playing to the end of a proxy in Chrome versions 35 and 36, Telestream has observed that the media player may display an incorrect duration as a result of a round-up error. This anomaly is cosmetic. If you set this frame as a mark-out point, the correct timecode is entered by Workflow Portal.

### Web Workflow Portal Proxy Encoding Requirements

Use the Flip action to produce a proxy file for previewing in the Workflow Portal web client's HTML5 media viewer, using these settings:

- For QuickTime 7.6.9: QuickTime encoder, H.264 video codec, AAC audio codec
- For QuickTime 7.7.6: MP4 encoder, x264 video codec, AAC audio codec.
- Set the proxy frame rate and timecode notation to match the source media.
- Assign the nickname *Vantage Proxy*, which the media player automatically loads.
- Set SD proxies (4:3) to a suggested 640 x 480 frame size.
- Set HD proxies (16:9) to a suggested 640 x 360 frame size.
- For x264 Video:
  - Set Video Profile to Baseline.
  - Set Interlace Mode to Progressive.
  - Set Video Bit Rate to 1,000,000 to 2,000,000 bits/second.
  - Set the IDR placement to Forced Interval Only (disable scene detection) and set Force IDR Interval to 50% of the frame rate—if frame rate is 30, set IDR to 15.
- Configure the QuickTime Movie or MP4 file container to generate a timecode track.
- Set AAC audio to Stereo (for stereo audio meters).

---

**Note:** You can right-click on the video to display a context menu with many player commands as an alternative to using the player controls or keyboard shortcuts. The available controls vary with the browser.

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To view a proxy, select a binder and use the controls in [Web Workflow Portal Keyboard Controls](#) to control playback.

## Previewing WebVTT Caption Files

Vantage can process media containing closed captions and produce a proxy media file and an accompanying WebVTT caption file. The proxy can be previewed with WebVTT captions using the HTML5 media player in Internet Explorer.

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**Note:** Only Internet Explorer supports this playback feature.

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To create a proxy with WebVTT captions, follow these requirements in an ingest transcoding workflow:

- Use an [Analyze action](#), with *Ancillary Data Detection > Publish Metadata > Generate WebVTT Attachment* implemented to create a WebVTT file. It must be nicknamed *Vantage Caption Source*. The file will be saved in a Vantage store.
- A newer alternative to creating a WebVTT file is the Timed Text Flip action. Specify the input media, caption, or subtitle file to decode; then specify a WebVTT output.

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**Note:** An HTTP alias must be set up for the web portal. See [Web Application Browser Requirements](#).

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- Use a Flip action to transcode the file using the MP4 x264 encoder with closed captions enabled.
- Use a Register action to add the [job](#) (for accessing the proxy and the WebVTT files) in a catalog.
- Display the proxy with captions in the Workflow Portal web applications' media player. Be sure to set the player caption control in the gear menu to enable Closed Captions.

## Listening to Individual Audio Tracks

To listen to individual audio tracks in a proxy file using the web version of Workflow Portal, enable multiple audio streams in the Flip action (encoding MP4) that produces the *Vantage Proxy* nicknamed proxy file in the ingest workflow.

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**Note:** Only Internet Explorer supports this playback feature.

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## Web Workflow Portal Keyboard Controls









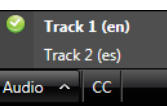
The keyboard controls are dependent on the web browser (and the version) that you use. Most browsers provide fast forward, and some—such as Internet Explorer—provide reverse as well. Workflow Portal’s playback rates aren’t generally implemented in every step—usually only x2 and x8 are supported.

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**Note:** The HTML5 Video Viewer must be in focus (you must click in the video frame) in order to use the player controls and keyboard shortcuts.

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Function	Controls
Play <i>Enabled in play mode (click Play button or press K key).</i>	  (appears in binder list) Press L x 1—play 1x speed (normal). Press L x 2—play 2x speed. Press L x 3—play 3x speed. Press L x 4—play 5x speed. Press L x 5—play 8x speed. (IE only) Tap the + (plus) key to accelerate the clip’s play speed to the next level. Press the - (minus) key to decelerate the clip’s play speed down the next level.
Reverse Play <i>Enabled in play mode (click Play button or press K key).</i>	 Press J x—reverse play. Press J x 2—reverse play 2x speed. Press J x 3—reverse play 3x speed. Press J x 4—reverse play 5x speed. Press J x 5—reverse play 8x speed. (IE only) Press the + (plus) key to accelerate the clip’s play speed up to the next level. Press the - (minus) key to decelerate the clip’s play speed down the next level.
Play/Pause	 Press K—play forward or pause. Hold K down to step in reverse.
Forward Frames	 Press L—step forward one frame. (IE only) Press the Right Arrow key—move forward 10 frames. (Chrome and IE 11) Press the Right Arrow key—move forward 1 frame. Press the Up Arrow key to move forward 10 frames. The arrow keys on the numbers keypad function in the same manner.

Function	Controls
Reverse Frames	 <p>Tap J—move reverse one frame.                      (IE only) Press the Left Arrow key—move reverse 10 frames.                      (Chrome and IE 11) Press the Left Arrow key—move reverse 1 frame. Press the Down Arrow key to move reverse 10 frames.                      The arrow keys on the numbers keypad function in the same manner.</p>
Go to start	 <p>(IE only) Press the Home key.</p>
Go to end	 <p>(IE only) Press the End key.</p>
Mute audio	 <p>(IE only) Press the M key during play. Press again to unmute.</p>
Scroll media	
Full screen mode	 <p>Press this button to expand to full screen mode.</p>
Zoom mode	<p>(IE 11 only) Press Z to zoom in. Press Z again to zoom back out.</p>
Video-safe overlay	 <p>Click to display/hide the video safe overlay frame, for SD and HD proxies.</p>
Closed captioning	 <p>Click to display closed captions, when provided by browser.</p>
Audio track menu	 <p>When multiple audio tracks are present, the Audio menu displays. Click to select the track you want to hear. (IE only).</p>

## Previewing Non-proxy Media

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**Note:** This feature is only supported in the Windows client and only when the binder detail display is enabled in the configuration.

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Media with a nickname other than *Vantage Proxy* may be played under certain conditions. Select the media in the binder list (directly above the media player) and try these methods:

1. For QuickTime (.mov) files, select the file and use the media player controls to play the media file.
2. To play a QuickTime file outside the embedded media player, right-click the media and select Open With Default Program or click the file icon directly above the binder list to play the media file in the default program for MOV files.
3. If you don't have a default program assigned to handle MOV files, right-click the media asset, and select Open Containing Folder or click the folder icon directly above the binder list. The Windows folder containing the media opens, so you can right-click the file and play it using Open With to select a suitable program.
4. For files other than QuickTime, right-click the media and select Open With Default Program or click the file icon directly above the binder list to play the media file in the default program for the specified suffix of the file.
5. If you don't have a default program assigned to play this file type, right-click the media asset, and select Open Containing Folder or click the folder icon directly above the binder list. The Windows folder containing the media opens, so you can right-click the file and play it using Open With to select a suitable program.

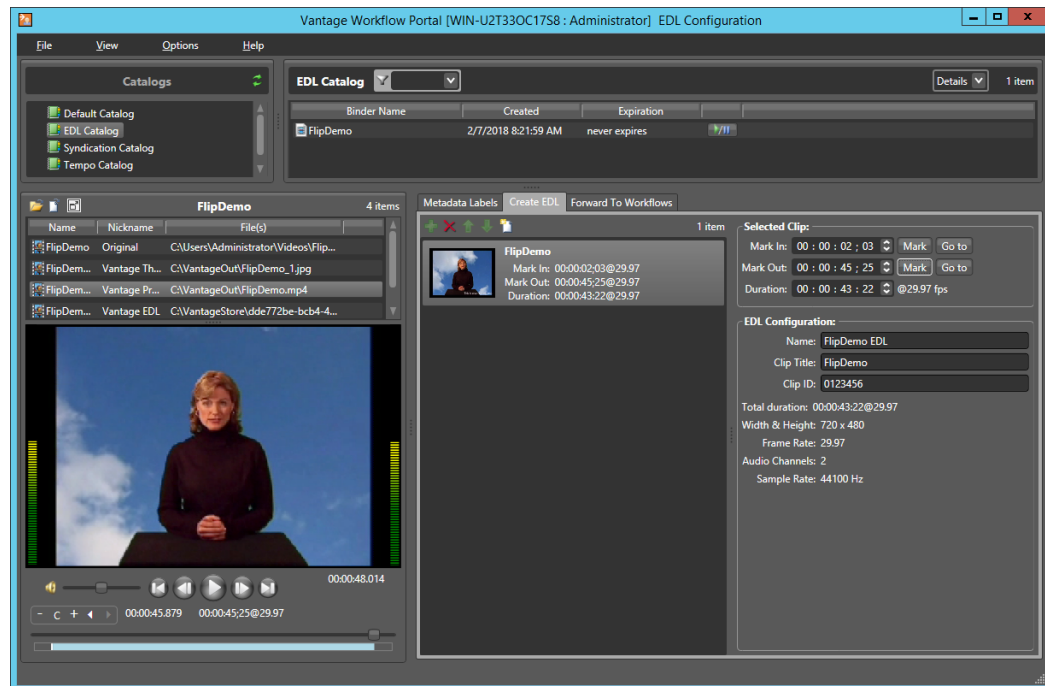
## Previewing Media Using the Switch Player

The Telestream Switch video player can be installed and used (without a separate license) as an alternative to the Workflow Portal preview player in portal configurations that support Switch. When available, Switch player access appears as a small red Switch logo  in the preview player toolbar. Click the logo button, and if Switch is properly installed on the client machine, it will open the selected clip. See the Switch guide and Help for Switch installation and operation.

## Creating Clip Lists/Segments

**Note:** Microsoft User Account Control, by default, prevents Windows programs (such as the Workflow Portal client program) from writing files in certain protected folders. If you receive an error message indicating that access to a particular Vantage store or folder is denied, contact your Vantage administrator. Solutions include changing the location of the store/folder or disabling UAC on computers running Vantage clients.

Configurations that support clip/segment lists display a clip or segment management tab in the workspace (this tab differs, depending on the configuration):



To create a clip/segment list, do the following:

1. Browse the binders in the selected catalog, and select a binder to display its proxy in the media player.
2. Display the clip management tab (named *Create EDL* | *Create CML* | *Create Parts* | *Segment List*, depending on the configuration), and use the following topics to create and configure clips/segments:
  - [Adding Clips](#)
  - [Evaluating Clip Metadata and Attributes](#)
  - [Editing Clip Start and End Times](#)
  - [Updating Segment Attributes in VOD/DAI Configurations](#)
  - [Updating a Selected Segment and Configuration](#)
  - [Deleting Clips](#)
  - [Reordering Clips](#)


## Adding Clips

You can add multiple clips to a list, and you can add the same clip multiple times.

---

**Note:** If you do not want to combine clips in one file, you can clip the same file multiple times. For example, if you are extracting multiple highlights from a single media file, you can mark a highlight, select Submit, and then mark a new highlight without affecting the first one.

---

To add a clip to the list from the media in the selected binder, click the Add button , or drag the binder to the list.

---

**Note:** EDL/Segment List clips must have the same frame size and frame rate. In a CML configuration, this is not a requirement. When you add the first clip to an EDL, the frame size and rate of the EDL are set to the metrics of that clip. Once the frame size and rate are set for a list, Workflow Portal does not allow you to add an incompatible clip. If you select a binder with a clip that is incompatible, the Add button is disabled to indicate that the clip cannot be added.

---

Each clip you add creates a tick mark on the timeline where the Mark In point is located.

## Evaluating Clip Metadata and Attributes

When you select a clip, Workflow Portal displays the clip details to the right. The information may include the frame size and the frame rate, as well as other information about the selected clip, depending on the configuration.

## Editing Clip Start and End Times

The default clip start and end times are the start and end times defined in the source media file. To trim the clip, edit the start and end times to define the clip you want.

To change the clip start time do any of the following:

- Use the media player to scrub to the start time and frame, then click the Mark In button to set the mark in time.
- Click in the Mark In time setting and press Ctrl+M.
- Type time or frame values in the Mark In time setting. The displayed format is: HH:MM:SS;FF, where HH indicates hours, MM indicates minutes, SS indicates seconds, and FF indicates frames.
- In the Mark In time setting, click one of the numbers and use the up and down controls to change the value.

To change the clip end time do any of the following:

- Use the media player to scrub to the end time and frame, then click the Mark Out button to set the mark out time.
- Click in the Mark Out time setting and press Ctrl+M.



- Type time or frame values in the Mark Out time setting. The displayed format is: HH:MM:SS;FF, where HH indicates hours, MM indicates minutes, SS indicates seconds, and FF indicates frames.
- In the Mark Out time setting, click one of the numbers and use the up and down controls to change the value.
- Adjust the duration timecode, which adjusts the mark out point relative to the mark in point. This field indicates the duration of the media between the mark in/out points of the currently selected clip.

If you specify a mark in, mark out, or duration timecode that makes one or more of the timecodes invalid, the affected timecodes display a red background. For example if you select a Mark In timecode that starts after the Mark Out timecode, the Mark In and Duration timecodes display red. Also, if the duration timecode moves the mark out timecode beyond the end of the clip timeline, both the Duration and Mark Out fields display red to indicate the error.

The duration timecode can be dropframe or non-dropframe, depending on the setting of the *Use dropframe notation for duration when appropriate* checkbox in the Vantage Management Console Workflow Portal Configurations panel. By default (unchecked), durations are always shown in non-dropframe. When checked, durations match the dropframe setting of the in/out values. (The Web Workflow Portal uses non-dropframe notation only.)

## Updating Segment Attributes in VOD/DAI Configurations

VOD/DAI configurations include Segment Metadata which is adapted for ad insertion.

A check box allows the rating graphic to be inserted into the selected segment. Details for the rating graphic are specified in the Vantage Management Console VOD/DAI Portal configuration Graphic Settings tab. These details include the graphic file to use, its screen location, duration on the screen, and other attributes,

An SCC caption file can be included for each segment by browsing for the file.

An *Ad insertion* selection specifies the segment type:

**Segment**—This segment is marked for replacement by a dynamically inserted advertisement.

**Head**—This segment follows a dynamically inserted advertisement.

**OTT**—This segment consists of content to be delivered over-the-top (streamed).

**None**—This segment is program content or other content not designated for replacement by an ad (the default).

A Descriptor for Segment and Head can be selected to put ad breaks into the correct locations in the Canoe CSV report—at lead black, pre-roll, mid-roll, or post-roll. See the *Post Producer Developer's Guide* for rules governing these selections.

CML Configuration settings (in CML and DPP Portals) allow you to specify an Output File Name for the completed project, indicates the approximate duration of the entire

project, and allows you to choose to unjoin segments that were joined previously using the portal.

## Updating a Selected Segment and Configuration

For some portals types, such as Logging, a selected segment displays and allows you to edit segment and configuration details. These details vary by portal:

**Mark In**—The time marked in using the portal player.

**Mark Out**—The time marked out using the portal player.

**Duration**—The segment duration (difference between mark in and mark out).

**Name**—Segment name.

**Description**—Segment description.

**Type**—Segment type (a descriptive term selected from a list created in the Vantage Management Console).

**Attachment Name**—The XML clip list attachment generated by the portal and read by the target workflow. The default name for logging is `[clip name]_DATA`.

**CML Name**—(in CML and DPP Portals) The CML clip list name attachment for logging is `[clip name]_CML`.



**Job Name**—A name you choose for the [job](#). The default is the clip name.

In some portals you can also check Not Included to exclude a segment from the output. When a segment doesn't match the type or the Not Included template setting, the clip is marked with a badge to alert you of the inconsistency, which may indicate a problem.



You can also modify the base name of the output files (an updated mezzanine metadata file and a CML file), and create a new template using the current segment configuration.

The configuration panel also includes segment cropping values for both the preview and Switch players. The Switch player's values can be assigned to variables.


## Reordering Clips

To change the order of a clip in the list, click on the clip and click the up  and down  buttons, or click and drag the clips, to change the clip position.

## Joining (Merging) and Unjoining (Splitting) Clips

Some configurations include a *Join/Merge* button  that allows you to join or combine two or more clips selected by Ctrl+clicking. When joined, the clips become one clip. To unjoin (split) clips and separate them again into individual segments, select *Unjoin/Split* button .

## Deleting Clips

To delete a clip from the list, click on the clip and click the Delete button .

## Editing Metadata Labels

When the Workflow Portal configuration permits it, you can view and update the metadata [labels](#) ingested, produced, updated, or passed through previous workflows.

**Notes:** In a Forward Binder configuration, you edit metadata before submitting the binder to a publishing workflow. Changes are made in the binder you selected in the catalog.

In a Copy Binder and Logging configurations, you click Submit and then enter metadata for the new binder you are creating. Your edits do not affect the original binder you selected from the catalog—only the new, copied binder.

In a VOD/DAI configuration, a *Metadata Label source clip* check box specifies which clip should be used as the source for metadata labels. The Metadata Labels tab then shows the labels associated with the selected clip.

When you submit a binder, all metadata [labels](#) are included. If the configuration supports metadata entry and editing, you can modify metadata labels before you submit. All metadata labels are applied to all media files that are being submitted.

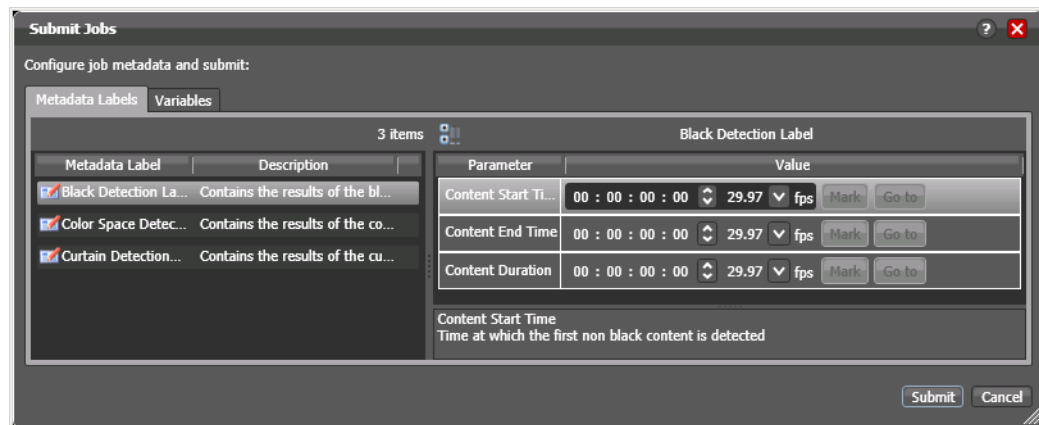
The following topics describe how to edit metadata labels:

- [Editing Metadata in the Windows Client](#)
- [Editing Metadata in the Web Client](#)

### Editing Metadata in the Windows Client

If the configuration supports metadata editing, you can edit them as follows:

1. Display the Metadata Labels tab.



2. Select the label you want to edit in the Metadata Label list.
3. In the Parameter list to the right, edit the parameter values.

4. If the metadata label you want to configure does not display in the list and the configuration permits adding labels, click the new label button, select a label to add, and click OK.

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**Note:** This option is not available when submitting files in a Browse Windows Network configuration.

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### **Editing Timecode Values with Hot Keys**

If hot keys are assigned to input, output, or duration parameters in this configuration, you can use them to set these values as you scrub the media in the player. Roll over the mark button to display the assigned hot key in the tool tip.

### **Editing Timecode Values in Trim Groups**

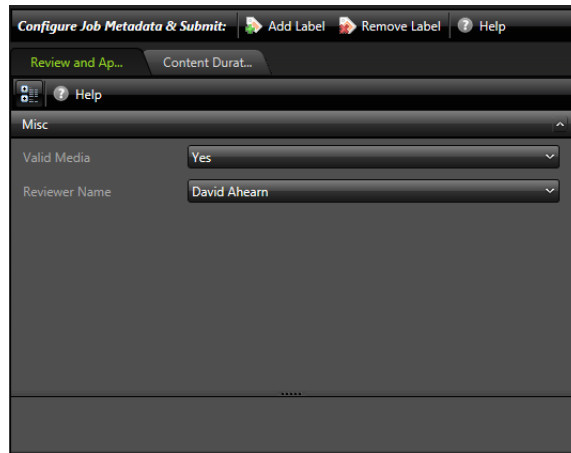
If trim groups are defined (a set of input, output, and duration parameters) in this configuration, the duration is automatically calculated. If you change the input value or output value, duration is automatically updated. If you change the duration value, the output value is automatically updated.

The duration timecode can be dropframe or non-dropframe, depending on the setting of the *Use dropframe notation for duration when appropriate* checkbox in the Vantage Management Console Workflow Portal Configurations panel. By default (unchecked), durations are always shown in non-dropframe. When checked, durations match the dropframe setting of the in/out values.

## Editing Metadata in the Web Client

If the configuration supports metadata editing, you can configure them as follows:

1. Initiate submit mode as described in [Submitting Jobs in the Web Client](#).



2. To add a metadata label to configure, do the following:
  - a. Click Add Label.
  - b. Select a label to add from the Add Metadata Labels dialog.
  - c. Click Add.
3. To edit metadata label parameters, locate the tab for the label, select the tab, and configure the label parameters.

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**Note:** If a label parameter includes a valid URL, an *Open* button automatically appears next to the parameter, allowing you to open to that URL by clicking the button.

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4. To remove a metadata label configuration, locate the tab for the label, select the tab, and click Remove Label.
5. Repeat metadata label selection and parameter configuration until all required metadata labels are configured.
6. If you need to configure variables, see [Specifying Variable Values](#).
7. When you are done preparing for submission, click Submit.

## Specifying Variable Values

You can set up Workflow Portal configuration to enable you to review and edit/add variable values stored in a binder from a previous [job](#), before you submit the media (and the variables) to a publishing workflow.

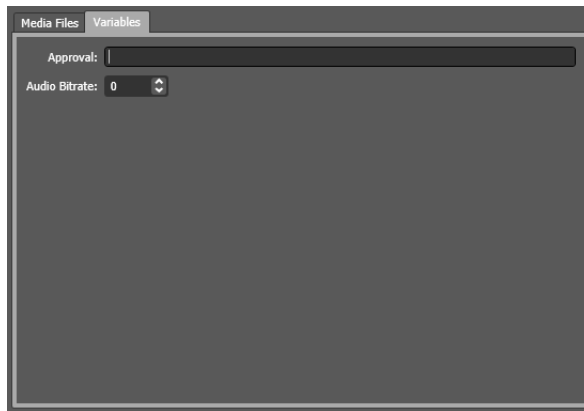
---

**Note:** In Forward Binder configurations, you can edit variables in the main window; in Copy Binder configurations, you can only edit variables *after* you click the Submit button, in the Submit Jobs window. For details, see [Browse Catalogs Copy Binder and Forward Binder Configurations](#).

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Edit run-time variable values as follows:

Display the Variables tab on the main window or the Submit Jobs window (depending on the type of configuration), as shown below:

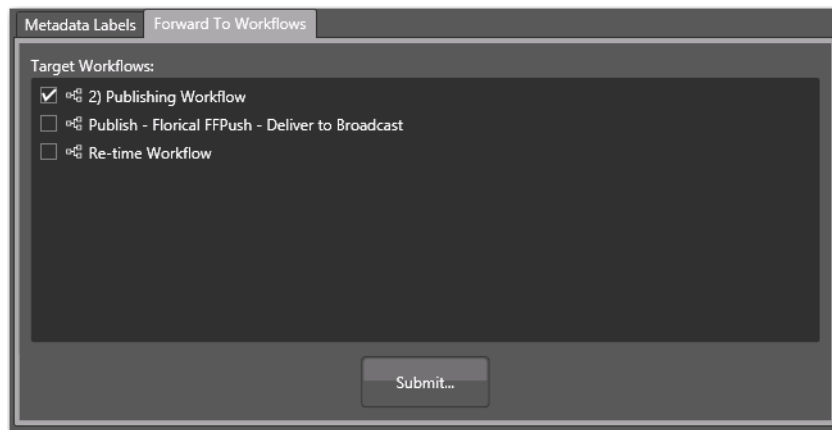


For each variable displayed, enter or update the run-time value as required.

## Specifying Forwarding Workflows

Depending on your configuration setup, you may or may not be able to specify which workflow to submit [jobs](#) to:

- One or more workflows have been set as required in the configuration, and they are displayed as checked and disabled.
- One or more workflows have been set as required in the configuration, but the workflows list is hidden.
- One or more workflows are displayed; you can check those that you want to process this job. If this is the case, the Forward to Workflows panel displays:



Check the workflows you want to submit this job to and click Submit. (These workflows must be activated in Workflow Designer, or your jobs will fail to run.)

For details on submitted jobs, see [Submitting Jobs in the Windows Client](#) or [Submitting Jobs in the Web Client](#).

## Submitting Jobs in the Windows Client

When you click Submit, depending on the Workflow Portal configuration you are using, you may or may not have performed the following tasks at this point in the process:

- [Previewing Proxy Media in the Media Player](#)
- [Editing Metadata Labels](#)
- [Specifying Variable Values](#)
- [Specifying Forwarding Workflows](#)

For each of these tasks (which must be performed before you can submit the media to the publishing workflow for processing), the associated panel is displayed.

Click the link above to display the help topic for the task you are performing.


## Submitting Jobs in the Web Client

When you initiate [job](#) submission in the web client, the Workflow Portal view changes from displaying media information to submitting information.

The Workflow Portal configuration may specify one or more required workflows, or you might be allowed to select one or more workflows from a list. Some of these options are limited to a particular configuration, and some of them can be disabled. The options that apply to your environment are defined by the Vantage domain administrator and the workflow designer.

If the selected configuration allows you to view the workflows to which you can submit, Workflow Portal displays a Forward to Workflow tab. If the configuration does not support operator viewing of workflows, Workflow Portal just displays a Submit button.

To initiate submit mode, do the following:

1. If the Workflow Portal window displays a Forward to Workflows tab, do the following:
  - a. Select the Forward to Workflow tab.
  - b. Check or clear each workflow checkbox to specify which publishing workflows should process the job.
  - c. Click Submit to enter submit mode.
2. If Workflow Portal does not display a Forward to Workflows tab, do one of the following to initiate submit mode:
  - Click the Submit button.
  - Click the submit button  to the right of the binder name in the binder list.If no other configuration options are available, the binder is submitted to the selected workflows.
3. If other configuration settings are available, Workflow Portal displays a dialog in which you can configure those options. For more information, refer to [Editing Metadata Labels](#) and [Specifying Variable Values](#).
4. When you are done preparing for submission, click Submit.



## Windows Client Menus

This table describes the menu selections in the Workflow Portal Windows client.

Menu	Selection	Description
File	Change Vantage Domain	Enables you to log into another Vantage domain. See <a href="#">Selecting Vantage Domains and Logging In</a> .
	Change Vantage User	Enables you to change Vantage users. See <a href="#">Changing Vantage Users in Windows Client Programs</a> .
	Recent Domains	Lists the last few Vantage domains that were used in this client.
	Change/Reload Application Configuration	Enables you to select another configuration, or reload a configuration that has been modified to pick up the changes. See <a href="#">Changing or Reloading a Configuration</a> .
	New Project	Resets the Workflow Portal configuration to a new state, clearing all media and data in all tabs. See <a href="#">Creating a New Project</a> .
	Open Project	Opens a project that was previously saved so that you can continue working or submit a job. See <a href="#">Opening a Project</a> .
	Save Project	Saves the project in its current state—media you've selected, and all data you've entered or set, for future use. See <a href="#">Saving a Project</a> .
	Save Project As...	Saves the current project under another name, replicating the media and data and settings as another project. See <a href="#">Saving a Project With Another Name</a> .
	Exit	Closes the Workflow Portal program.
Options	Restore Tips & Warnings	Restores the display of Workflow Portal tips and warnings after the feature has been disabled.
	Hide Tips & Warnings	Hides Workflow Portal tips and warnings.

Menu	Selection	Description
	Use Clip Start Time	Toggle this feature. When a check displays, the preview window uses the start time defined in the proxy media. If no check displays, the start time begins at zero.
Help	Contents	Display a Windows help version of this guide.
	Index	Display the index of this guide.
	Search	Search for key words in this guide.
	Online Help	Display the Vantage guides available on the Telestream web site.
	About	Display the Workflow Portal version information.

## Web Client Menus

This table describes the menu selections and title bar options in the web clients.

Menu	Selection	Description
Title bar options	Change Password	See <a href="#">Changing Passwords in Windows Client Programs</a> .
	Logout	Log out the current Vantage user.
	Change Domain	See <a href="#">Selecting Vantage Domains and Logging In</a> .
Catalogs menu	Refresh Catalog Listings	Click to refresh the display of catalogs.
Help menu	About	Select to display Workflow Portal product version information.
	Help Documentation	Click this entry to toggle the display of the submenu.
	User Guide	Click to display the PDF version of this guide in a separate browser window.
	Web Help	Click to display the HTML version of this guide in a separate browser window.

## Troubleshooting Workflow Portal

Use the following topics to help you solve certain problems with Workflow Portal:

- [Opening Workflow Portal the First Time](#)
- [Difficulties Changing Configurations](#)
- [Problems Playing Proxy Files](#)
- [Configurations Don't Display in the Web Client](#)
- [No Session Licenses Available](#)

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**Note:** For customer service, see [Contacting Telestream](#). You may use the [Data Collection Utility](#) (Vantage Management Console > Support Utilities > Data Collection). You may also use the [Change Log](#) or [Error Log](#) utilities to provide information during your service call.

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### Opening Workflow Portal the First Time

When opening Workflow Portal for the first time, depending on the design of your network and the location of your client workstation and Vantage domain server, the Domain login dialog may not display your Vantage domain. If this is the case, you may be able to log in by using the name or IP address of the Vantage domain server. For more details, see [Selecting Vantage Domains and Logging In](#).

### Difficulties Changing Configurations

When you change domains or configurations, you may also encounter these problems:

- No Configurations Available...  
Workflow Portal displays this error when you log in to a domain where no Workflow Portal configurations are defined or where you do not have access to any of the defined configurations.  
Contact your Vantage domain administrator.
- No session licenses available for this application...  
Either the domain is not licensed for running Workflow Portal or all available Workflow Portal licenses are in use. Workflow Portal will operate in unlicensed/demo mode, but will not allow you to submit [jobs](#) or edit metadata labels until a Workflow Portal license becomes available.  
Contact your Vantage domain administrator.

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**Note:** An administrator can release a license in the Vantage Management Console.

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- Problem communicating with [database](#)—could not find stored procedure Select-SessionsByExecution...

This error displays when Workflow Portal is attempting to display a list of configurations from the selected domain, but the version of the domain is not compatible with your client. Contact your Vantage domain administrator to upgrade the Workflow Portal program on your computer.

- The requested workflows are either not running or no longer exist...

This error displays when you submit an asset or media file to a workflow that has been deleted, or is not activated. Contact your Vantage domain administrator, who can activate the Vantage workflow or edit the configuration to correct the problem.

## Problems Playing Proxy Files

If you can't play proxy files in a binder, review these issues:

- In the web client, the Wait cursor displays forever:  
Your virtual directory may not be implemented in IIS
- The location path may not be specified correctly, or it may be using a letter drive where a UNC path is required for remote client/service access
- The alias to the directory may not be specified in the store
- The alias path may be incorrect.

It is valid to use a drive letter as part of a Virtual Directory. This imposes no restrictions other than requiring the Vantage store to be located on a drive attached to the web apps host (such as a local hard drive or more commonly a SAN).

- In Workflow Portal, make sure that you create a QuickTime H.264/AAC proxy for previewing media or creating clips. Use the QuickTime encoder, and configure the container settings to generate a timecode track. Make sure that your encoded proxy file is the same frame rate and timecode notation as your production media. Assign the nickname *Vantage Proxy*, so that the media player in Workflow Portal automatically loads and displays your proxy.
- Alternatively, the Workflow Portal Windows Client Media Player supports MP4 with x264-encoded H.264/AAC, provided that QuickTime 7.7.6 or later is installed on the computer running the Workflow Portal Windows client.
- For previewing media in the Workflow Portal web client's HTML5 media viewer, make sure the video is encoded using the Flip action (and nicknamed *Vantage Proxy*), with these settings:  
Encoder: MP4 Encoder  
Video Codec: x264  
Audio Codec: AAC  
Container: MP4 File
- Previewing EDL clips and working with them in the Create EDL clip list requires an MPEG-2 file nicknamed Vantage EDL. If an EDL catalog does not display a binder, the absence of a Vantage EDL file in the binder may be the cause.

- When using the [Workflow Portal Web Application](#) on a Windows Server platform, you must install the Desktop Experience feature in order to view proxy media in the HTML5 Media Player.
- When playing to the end of a proxy in Chrome, versions 35 and 36, Telestream has observed that the media player may display an incorrect duration as a result of a round-up error. This anomaly is cosmetic. If you set this frame as a mark-out point, the correct timecode is entered by Workflow Portal.

## Configurations Don't Display in the Web Client

You've created a new configuration, but you can't select it in the web Workflow Portal.

- Perhaps it is not a Copy Binder or Forward Binder configuration— the other types are not designed to function in the web client, only the Windows client.
- Perhaps you (your Vantage user) don't have permission to use it.

## No Session Licenses Available

Workflow Portal displays this message when the number of active session licenses is equal to the number of authorized seats in your license, and no more are available.

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**Note:** Open the Vantage Management Console > Licenses and use the Licenses and Portal Sessions tabs to determine how many servers can run Workflow Portal concurrently, and how many sessions are currently active.

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Identify the reason and resolution:

- The maximum number of operators are concurrently using Workflow Portal. Either increase the number of authorized servers (concurrent instances) or wait until someone closes Workflow Portal and releases a license. Open the Vantage Management Console > Licenses and display the Licenses tab to review your license.
- Workflow Portal has crashed one or more times, and the session is still active even though that instance of Workflow Portal is not. Open the Vantage Management Console > Licenses and display the Portal Sessions tab to verify each active session and the associated computer. If Workflow Portal is not running on that server, select and delete the session to release it.