

IPD-OP

IPDirector Modular Training Description

IPDIRECTOR PRODUCTION WORKFLOW

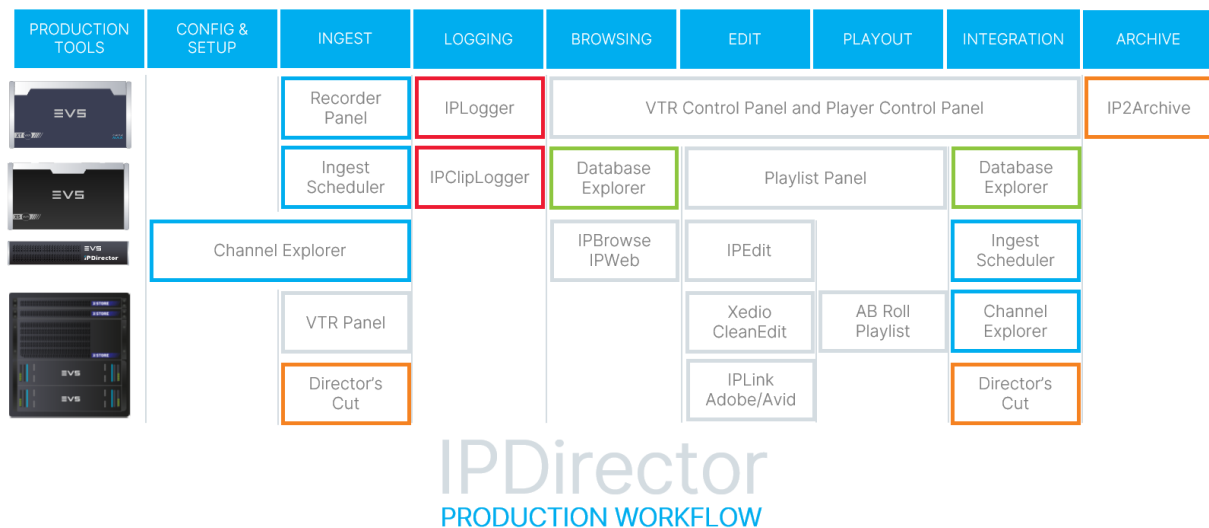
The diagram hereunder describes the steps of a broadcast production workflow where the different IPDirector applications can intervene.

The different applications are represented with blocks of different colors.

Each block has his corresponding training module as described in the following pages.

The IPDirector course can then be built according to the specific setup of the customer (that will be translated in an association of different blocks) and according to the different profiles of users that need to be trained.

Some examples of training paths are described in the following sections and this for several user groups.



IPDIRECTOR TRAINING MODULES

1. General Modules

Module 1-GM-01: General Description & course introduction

- **Objective:** this module is an overall module that gives an overview of the IPDirector solution and a brief presentation of its different applications, their roles and use in production environments. Some examples of workflows will also be given (Sports, News or TV Entertainment)
- **Content:**
 - Introduction to the training
 - Introduction to IPDirector
 - Explanation of different configurations (one IPD / one server, multiple IPD's / one server, one IPD / multiple servers, multiple IPD's / multiple servers)
 - Brief presentation of the different applications and their role
 - Explanation of the IPD Main Window, presentation of its different components (Menu bar, Application toolbar, Layout shortcut panel, Channel status panel, Status bar) and how to use it.
- **Duration:** 1 hour

Module 1-GM-02: Layout Definition

- **Objective:** this module aims to help the trainee in using the layout tools and defining his personal layout
- **Content:**
 - Layout Menu
 - Layout Shortcut Panel (create a Layout toolbar, add a Layout)
 - Layout icon in the Status bar
 - Examples of practical Layouts for Various IPDirector Tasks
- **Duration:** 30 min



2. Ingest Modules

Module 2-IM-01: Channel Explorer

- **Objective:** this module aims to describe the Channel Explorer application to the trainee and give a detailed explanation on how to use it
- **Content:**
 - Introduction and presentation (tree view, flat recorder view – servers, Hi-Lo associations, stream node)
 - Status displays (servers, channels)
 - Operations of the Channel Explorer: assign a channel to a Control panel, set a Default Player Channel, lock a channel, gang playback channels, associate channels for different operation modes - PGM/PRV, Fill & Key, AB Roll, etc - start an ingest
- **Duration:** 20 min

Module 2-IM-02: Recorder Panel

- **Objective:** this module aims to describe the Recorder Panel application to the trainee and give a detailed explanation on how to use it
- **Content:**
 - Introduction and presentation
 - Operations of the Recorder Panel (open and associate a channel, start/stop recording, make clips)
- **Duration:** 10 min

Module 2-IM-03: Ingest Scheduler

- **Objective:** this module aims to describe the Ingest Scheduler application to the trainee and give a detailed explanation on how to use it
- **Content:**
 - Introduction and presentation according to different Workflow scenarios (EVS servers Record Trains, low resolution trains, stream control, and graphical interface)
 - Operations of the Ingest Scheduler: open the Ingest Scheduler, schedule events, ingest status information, drag & drop operations, one-shot/repeat/'repeat every' ingest creations
- **Duration:** 1 hour

3. Production / Playlist Modules

Module 3-PM-01: Control Panel and VTR Panel

- **Objective:** this module aims to describe the Control Panel application to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction and presentation of the panel (common interface for Control Panel, Software Player and Playlist Control Panel)
 - Operations of the Control Panel: transport functions, clip creation, save clip window, Send to function, clip information tab, metadata tab, ganged channels tab and cliplist tab
 - Operations of the Playlist Control Panel (association of a control panel)
 - Operations of the VTR Control Panel
 - Operations of the Software Player
- **Duration:** 1.5 hours

Module 3-PM-02: IPBrowse / IPWeb

- **Objective:** this module aims to describe IPBrowse / IPWeb to the trainee and gives a detailed explanation on how to search for media, create clips and transfer them to target destinations
- **Content:**
 - Introduction and presentation of the Workflow and architecture
 - Operations of the application: loading media, creating clips, managing bins and transferring content to targets/destinations
- **Duration:** 4 hours

Module 3-PM-03: IPEdit

- **Objective:** this module aims to describe the IPEdit application to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction and presentation of the application
 - Searching for available media through the interface
 - Operations of the Player, the Browser, Timeline and editing techniques for the application
- **Duration:** 4 hours

Module 3-PM-04: Xedio CleanEdit – IPD Plugin

- **Objective:** this module aims to describe the Xedio CleanEdit application with the IPD Plugin to the trainee and gives a detailed explanation on how to use this Non Linear Editing tool in the IPDirector environment
- **Content:**
 - Introduction and presentation of the application
 - Operations of the CleanEdit non linear editing tool:
 - Presentation of the user interface
 - Searching for media
 - Creating and managing edits
 - Detailed description of the timeline and editing features (video, audio, voiceover and graphics)
 - Practical exercises on the different subjects
- **Duration:** 1 day



Module 3-PM-05: Playlist Panel

- **Objective:** this module aims to describe the Playlist Panel application to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction, presentation and detailed operation of the panel (creation and edit of playlists, metadata management, fill and key management)
- **Duration:** 2 hours

Module 3-PM-06: AB Roll Playlist

- **Objective:** this module aims to describe the AB Roll Playlist application to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction, presentation and detailed operation of the panel (creation and edit of AB Roll playlists)
 - Channel group and MPlay Remote controller configuration
 - Playout control through the MPlay controller
- **Duration:** 2 hours

Module 3-PM-07 IPLink for Adobe

- **Objective:** this module aims to describe the IPLink for Adobe to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction, presentation and detailed operation of the IPLink Importer window to search for media, to import media into Premiere Pro and to export edits back to IPDirector.
- **Duration:** 1 hour

Module 3-PM-08: IPLink for Avid

- **Objective:** this module aims to describe the IPLink for Avid to the trainee and gives a detailed explanation on how to use it
- **Content:**
 - Introduction, presentation and detailed operation of the IPLink Importer window to search for media, to transfer media to Avid and monitoring the transfer status.
- **Duration:** 1 hour

4. Content Management Modules

Module 4-CM-01: Database Explorer Basic

- **Objective:** this module aims to describe the Database Explorer application to the trainee and give a detailed explanation on how to use it for browsing purposes
- **Content:**
 - Introduction and presentation of the application
 - EVS servers and Near-Line content management (asset definition, asset/clip view, backup of clips/restore of files)
 - Operations of the Database Explorer:
 - clip/asset operation: copy/move, send to archive/target,
 - bin storage of assets,
 - log browsing,
 - search the database: quick search, search filters,
 - description of the different areas of the Database Explorer (customize the columns, status area, create thumbnails)
 - entering metadata from existing profiles
- **Duration:** 2 hours

Module 4-CM-02: Database Explorer Advanced

- **Objective:** this module aims to describe the Database Explorer application to the trainee and give a detailed explanation on how to operate, set up and configure for use in typical workflows. This module is a continuation of the Database Explorer Basic module
- **Content:**
 - Introduction and presentation of the application
 - EVS servers and Near-Line content management (asset definition, asset/clip view, backup of clips/restore of files)
 - Operations of the Database Explorer:
 - clip/asset operation: copy/move, send to archive/target,
 - playlist/timeline management,
 - bins management: bin rules,
 - logs management,
 - search the database: quick search, search filters,
 - description of the different areas of the Database Explorer (customize the columns, status area, create thumbnails)
 - Metadata Management
 - User profiles (description, profile management, user rights)
 - Entering metadata (logsheets, clips, playlists, timeline)
 - Setup of Targets
- **Duration:** 2 hours

Module 4-CM-03: Keywords & Metadata Management Basic

- **Objective:** this module aims to describe the Keywords tool within the IPDirector application to the trainee and give a detailed explanation on how to manage them for later use by other IPDirector modules
- **Content:**
 - Description of the keyword list (keyword types & keywords management)
 - Creating, editing and managing keyword grids and dictionaries
 - Description and use of metadata
- **Duration:** 30 min

Module 4-CM-04: Keywords & Metadata Management Advanced

- **Objective:** this module aims to describe the Keywords tool within the IPDirector application to the trainee and give a detailed explanation on how to setup, manage and import them for later use by other IPDirector modules. This module is a continuation of the Keywords Management Basic module.
- **Content:**
 - Description of the keyword list (keyword types & keywords management)
 - Creating, editing and managing keyword grids and dictionaries
 - Description and use of metadata
 - Importing grids and keywords from 3rd party applications
 - Creating, editing and managing metadata and keyword profiles
- **Duration:** 30 min



5. Logging Modules

Module 5-LM-01: IPLogger

- **Objective:** this module aims to describe the IPLogger application to the trainee and give a detailed explanation on how to use it for logging purposes
- **Content:**
 - Logging presentation (introduction to the IPLogger, logging concept, creating a logsheet)
 - Creating logs (logging preparation, logging methods)
 - Keywords description (specific keywords, automatic keywords, parent keywords, user's fields information)
 - Managing logs (viewing an existing log, editing an existing log, editing the timecode of a log, deleting a log)
 - Protecting media (protecting a selection of logs, protecting all of the media)
- **Duration:** 2 hours

6. Advanced Modules

Module 6-AM-01: Integration Basic Overview

- **Objective:** this module aims to describe the integration possibilities of the IPDirector application with other EVS equipment (XFile, CleanEdit, VIA Xsquare/XTAccess) or Third Party solutions (Avid, Adobe, MAM or NRCS solutions) to the trainee and give an explanation how to exchange media between them
- **Content:**
 - Introduction and presentation of the Integration subject (purpose, components needed – Xfile, VIA Xsquare/XTAccess, IPMOS Gateway)
 - Presentation and explanation of different generic workflows (Integration with NLE systems such as Xedio-CleanEdit, Avid, Adobe – integration with NRCS systems)
- **Duration:** 1 hour

Module 6-AM-02: Integration Advanced

- **Objective:** this module aims to describe the integration possibilities of the IPDirector application with other EVS equipment (XFile, CleanEdit, VIA Xsquare/XTAccess) or Third Party solutions (Avid, Adobe, MAM or NRCS solutions) to the trainee and give an explanation how to set up and monitor the exchange of media between them
- **Content:**
 - Introduction and presentation of the Integration subject (purpose, components needed – Xfile, VIA Xsquare/XTAccess, IPMOS Gateway)
 - Presentation and explanation of different generic workflows (Integration with NLE systems such as Xedio-CleanEdit, Avid, Adobe – integration with NRCS systems)
 - Setup of above components and configuration of targets from the Remote Installer/VIA Xsquare
- **Duration:** 2 hours

Module 6-AM-03: Director's Cut

- **Objective:** this module aims to describe the integration possibilities of the Director's Cut with post production NLE systems (Avid, Adobe)
- **Content:**
 - Introduction and presentation of the application and workflow
 - Description of the Hardware and Software components
 - Description of its setup and operations
- **Duration:** 4 hours

Module 6-AM-04: User's Rights

- **Objective:** this module aims to explain how to set up and manage user's rights on a setup including several IPDirector workstations
- **Content:**
 - Establishing users, groups and profiles and practical examples of each
 - Describing the parameters available in the User Manager application and typical restrictions applied to various types of users
- **Duration:** 1 hour

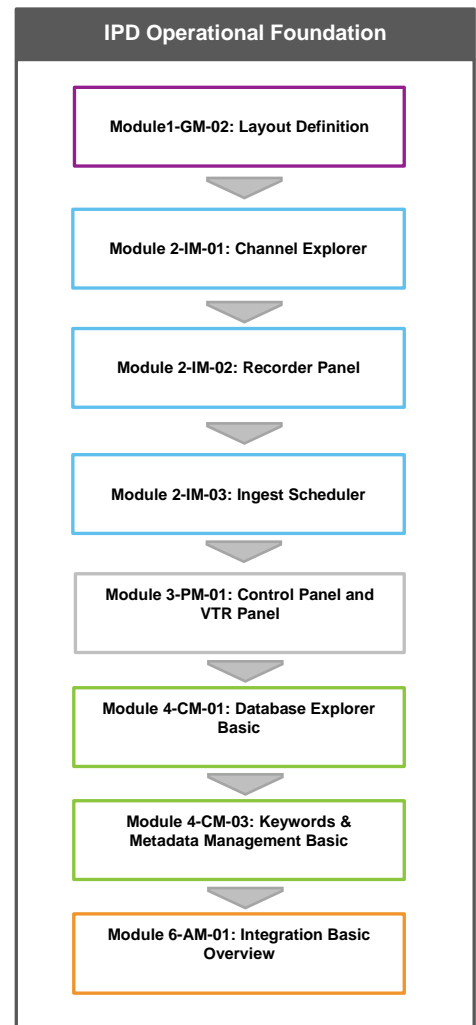


IPD OPERATIONAL FOUNDATION

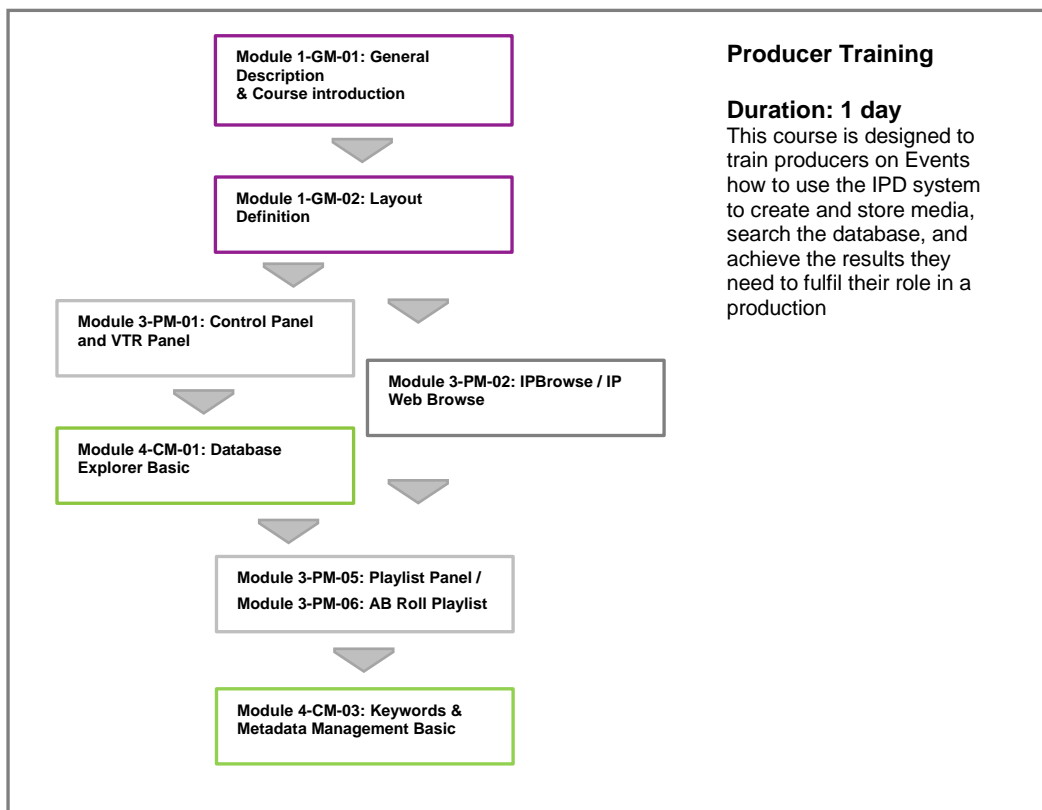
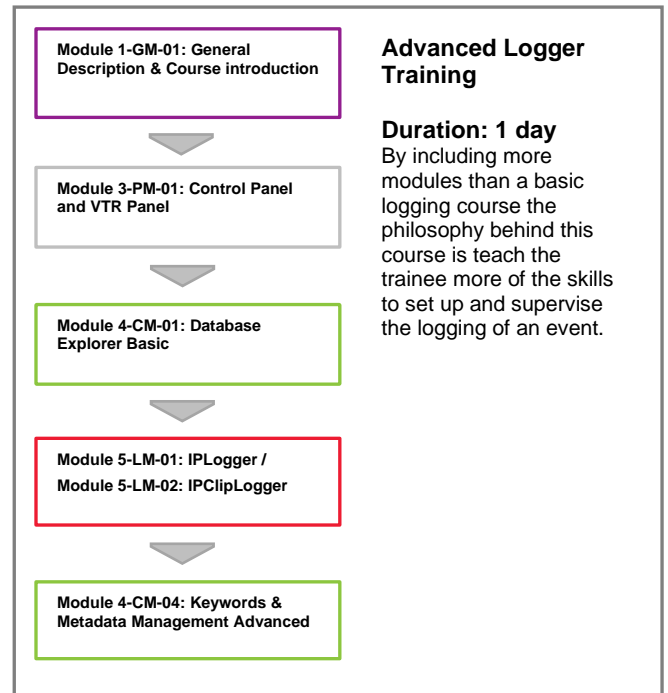
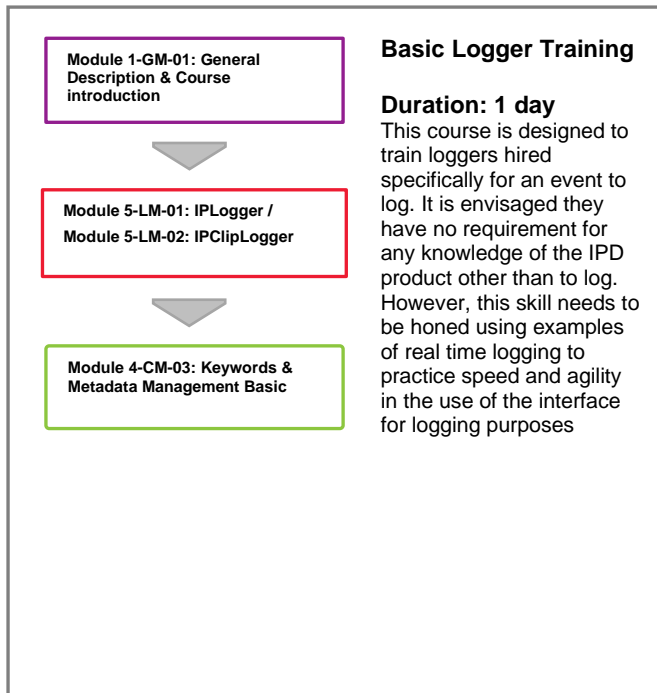
To have a good overall understanding of the IPDirector product and its modules we have created an operational foundation module.

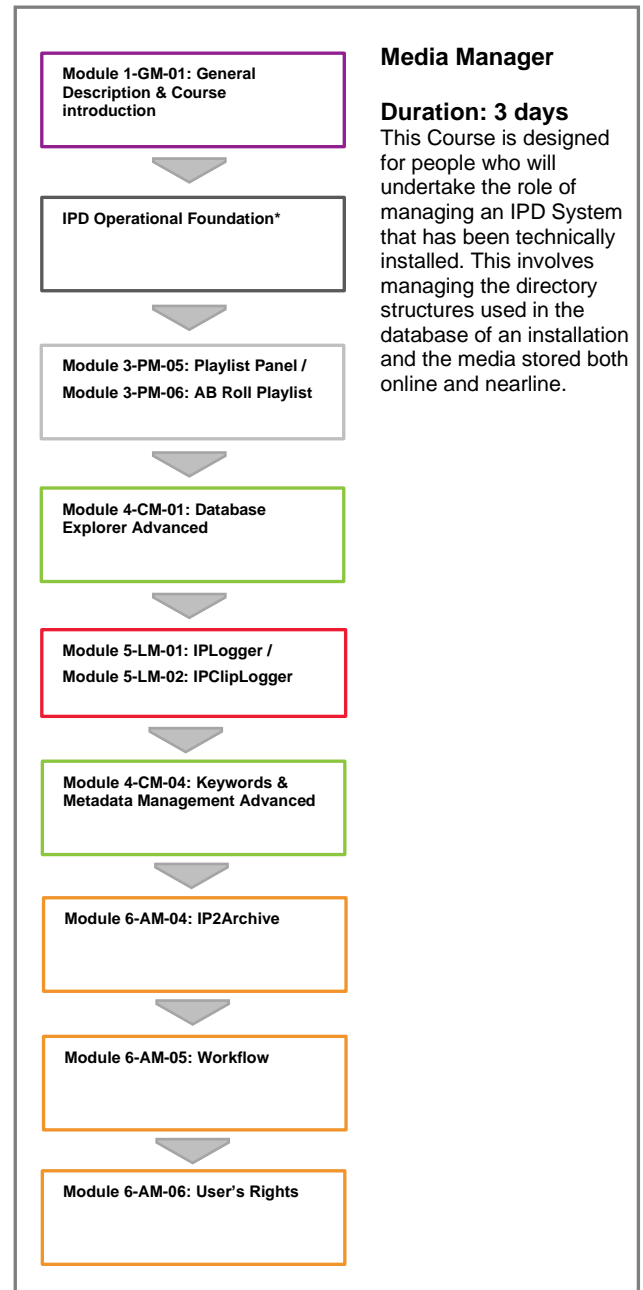
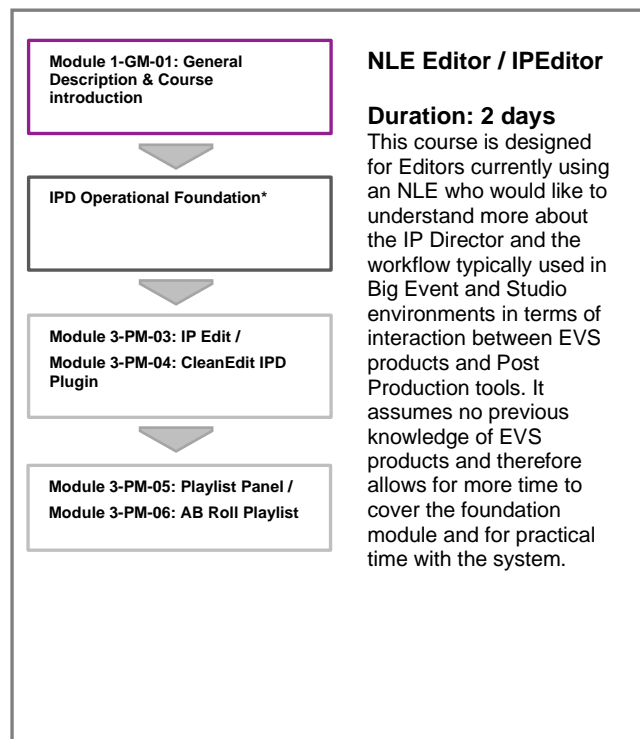
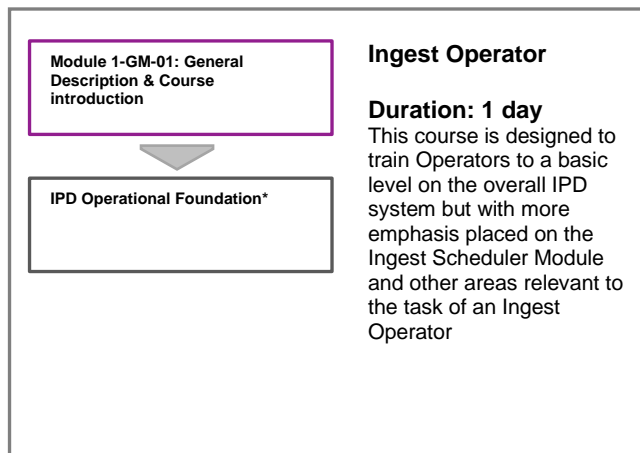
This module includes several basic modules that you need in a basic workflow environment.

On the next pages you get some examples of training paths according to different user profiles. These paths are only given for information as they can of course be customized to the customer's specific workflow.



EXAMPLES OF COURSE STRUCTURES PER JOB





*IPD Operational Foundation module is described on a previous page of this document