

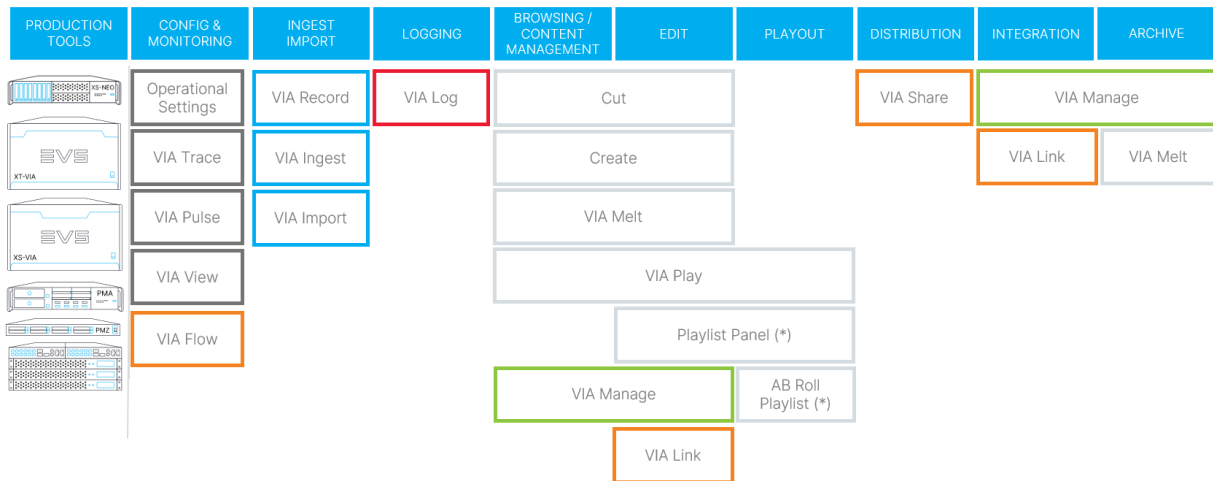
VIA MAP Modular Operational Training Description (VIAMAP-OP-CUS)

VIA MAP PRODUCTION WORKFLOW

The diagram below illustrates the steps of a broadcast production workflow, highlighting the involvement of various VIA MAP applications, represented by color-coded blocks. Each block corresponds to a dedicated training module, as outlined in the following pages.

The VIA MAP training course for operators can be customized to reflect the customer's specific setup and workflow through a tailored combination of relevant training modules. It can also be adapted to accommodate the different user profiles requiring training.

Examples of possible training paths are presented in the sections that follow.



(*) IPDirector applications



VIA MAP TRAINING MODULES

1. General Modules

Module 01-GM-01: General Introduction and Main Window description

- **Objective:** by the end of this module, trainees will have a comprehensive understanding of the key concepts of VIA MAP. They will gain insight into the suite of applications within VIA MAP, their core features, and how they are implemented in the customer setup and workflow
- **Content:**
 - Introduction to VIA MAP (MediaCeption). Presentation of the purpose of the end-to-end content management solution and its key capabilities
 - Presentation of the solution components
 - Introduction to the architecture and the different VIA MAP applications that are part of the customer workflow
- **Duration:** 0,5 hour

Module 01-GM-02: VIA MAP Launch

- **Objective:** by the end of this module, trainees will be able to confidently navigate the VIA MAP Launch application, efficiently accessing tools, settings, notifications, and workflow monitoring features based on their user permissions. They will gain a clear understanding of the purpose and functionality of key VIA MAP applications, including VIA Trace for workflow monitoring, VIA Pulse for system and infrastructure oversight, and VIA View for managing multiview layouts.
- **Content:**
 - Launch Page description: description of the welcome page, its different panes, toolbar and options
 - Description of Productions as a story-centric way of organizing assets.
 - Description of the Account settings and Keyboard shortcuts
 - Overview of the VIA Trace monitoring app: presentation of the interface, description of the use of the workspace and the way to customize it. Searching, filtering, and organizing workflows and tasks.
 - Overview of VIA Pulse for System and Infrastructure Monitoring
 - Overview of VIA View the Multiview Application to organize and display multiple sources on a same screen
- **Duration:** 0,5 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



2. Ingest Modules

Module 02-IM-01 – VIA Ingest

- **Objective:** by the end of this module, trainees will be able to efficiently control XS-NEO and XS/XT-VIA servers to schedule ingests—whether from live feeds or by leveraging XT/XS record trains for past events. They will also be able to add structured metadata based on production needs, transfer selected streams to multiple destinations, and perform confidence and progress monitoring.
- **Content:**
 - Presentation of the VIA Ingest application and its purpose
 - Detailed description of the Graphical User Interface: UI elements and controls
 - Description of the Recorder Channels list: reorder channels, group channels into gangs
 - Description of the Timeline and ingest blocks: completed, running, scheduled ingests, schedule block information, block contextual menu
 - Create and Edit Recording Sessions: description of different ways to create ingests, description of the Recording Session menu and how to edit ingests
 - Description of VIA View, how to set up and use for ingest purposes
- **Duration:** 1,5 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 02-IM-02 – VIA Record

- **Objective:** by the end of this session, trainees will be able to understand and effectively utilize the core functionalities of VIA Record. They will be able to prepare and execute unscheduled recording sessions, ingest media assets to a selected target, and manage multi-camera ganged recordings. Additionally, trainees will learn how VIA Record relates with VIA Ingest and how to use VIA Record for confidence monitoring of XS-NEO recorder inputs.
- **Content:**
 - Presentation of the VIA Record application and its purpose
 - Detailed description of the Graphical User Interface: recording sessions and configuration panes
 - Create and Edit Recording Sessions: description of the process to create recording sessions, start/stop a recording, add metadata, select targets,
 - Monitor and check the recordings
- **Duration:** 0,5 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 02-IM-03 – VIA Import

- **Objective:** by the end of this session, trainees will understand the difference between VIA Import Desktop and Web applications, why use the app in offline mode and how to return to online mode. They will be able to import media files into the VIA MAP system using VIA Import. They will learn how to access and import files from various local and remote storage sources, including network drives, external storage devices, shared folders, and scan folders.
- **Content:**
 - Presentation of the VIA Import application and its purpose
 - Detailed description of the Graphical User Interface: Explorer pane, Player and Metadata panes, Editor widget
 - Create and Edit Recording Sessions: description of the process to create recording sessions, start/stop a recording, add metadata, select targets,
 - Description of most of the actions are performed from this area. Media files to import can be browsed, trimmed, previewed, selected, combined in a storyboard and finally sent to the import process, directly or through a queue.
 - Description of the import process and possibilities: browse, preview, and trim media files before importing. Adding metadata. Individual selection of files or combination of files in storyboards.
 - Description of the on-line and off-line modes when using the Desktop application
 - Monitoring of media files in automated or manual import process and management of the import queue.
- **Duration:** 1 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



3. Creative Modules

Module 03-CRM-01 – Cut

- **Objective:** by the end of this module, trainees will be able to confidently utilize the Cut application to search, browse, and preview content available on their setup. They will also be able to send selected content to a designated folder or target, enabling seamless collaboration with other users for further processing, such as editing to create a final sequence or inserting it into a playlist for payout.
- **Content:**
 - Presentation of the Cut application and its purpose
 - Description of the Graphical User Interface: Explorer pane, Player and Inspector panes, Editor widget
 - Detailed description of the Explorer pane: organize content and the Grid view, search and filtering possibilities
 - Detailed description of the different operations of the Player pane to view media and create clips
 - Detailed description of the Editor widget for the creation of sequences such as adding clips, transitions and effects
 - Detailed description of the operations to export media to predefined targets
- **Duration (when “stand-alone”):** 1 hour
- **Duration (when combined with “Manage/VIA Import”):** 0.5 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 03-CRM-02 – Create

- **Objective:** by the end of this module, the trainees will be able to efficiently use the Create non-linear editing tool to create audio/video sequences by importing and selecting media, applying A/V effects, previewing the final output, and exporting the completed sequence for live production workflow needs.
- **Content:**
 - Overview of the application's purpose and its role in live and near-live production workflows
 - Description of the Graphical User Interface: Explorer, Player, Editor and Effects panes
 - Operations of the application: exploring, managing and organizing content, viewing and selecting media
 - Creating sequences: detailed description and operations of the Editor to create sequences using the thumbnail view for rough cut editing or the timeline view for advanced editing possibilities
 - Previewing and exporting sequences: playing and browsing a sequence, monitoring audio tracks and exporting finalized projects.
- **Duration (when “stand-alone”):** 4 hours
- **Duration (when combined with “Manage/Cut”):** 3 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



4. Payout Modules

Module 04-PM-01 – VIA Play

- **Objective:** by the end of this module, the trainees will be able to create and manage playlists and their associated payout channels through VIA Play for basic payout control in quick turnaround production workflows, or for quality control operations.
- **Content:**
 - Overview of the application's purpose and its role in live and near-live production workflows
 - Description of the Graphical User Interface: Explorer and Channels panes
 - Detailed description of the Explorer pane: organize content and the Grid view, search and filtering possibilities
 - Managing channels: assigning a payout channel to a Payout Control panel
 - Clip playback operations: loading and playing out clips from the Payout Control panel
- **Duration:** 1 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 04-PM-02: IPDirector Playlist Panel

- **Objective:** by the end of this module, the trainees will have a comprehensive understanding of the Playlist Panel module, and the skills needed to create and manage playlists and their associated payout channels. They will feel confident using payout effects, transitions, looping playlists, and associating auxiliary clips. Trainees will also receive a detailed description of the playlist default settings and an introduction to working with Ganged Playlists and other advanced functions.
- **Content:**
 - Introduction to IPDirector applications relevant in the context of payout preparation and management (e.g. Database Explorer)
 - Introduction to the Playlist Panel application, its functionality and detailed description of the user interface & playlist grid
 - How to manage channels: assigning player channels, using PGM/PRV mode
 - Detailed description of how to create playlists: adding elements to the playlist, managing and editing the playlist, inserting Live or delayed record trains into the playlist, inserting virtual elements, restoring a playlist element, linking clips and grouping elements
 - Description of payout effects and parameters: adding video/audio effects, adjusting audio levels, setting payout speed, looping playlist elements, associating Aux clips, ...
 - Ganged playlist management: linking playlists, loading playlists on ganged channels
 - Description of playlist settings
 - Practical exercises on the different topics
- **Duration:** 2 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 04-PM-03: IPDirector AB Roll Playlist

- **Objective:** by the end of the module, the trainees will be able to operate the AB Roll Playlist application to control and play out playlists using EVS server channels. They will learn how to integrate playlists from third-party applications and rundowns from Newsroom Computer Systems (NRCS) as inputs. Trainees will also understand how to manage backup and redundancy configurations, ensuring seamless media payout with main and backup server setups. Additionally, they will gain hands-on experience using the MPlay Remote for intuitive, tactile control, enabling simultaneous operation of up to four player channels.
- **Content:**
 - Introduction to IPDirector applications relevant in the context of payout preparation and management (e.g. Database Explorer)
 - Introduction to the application, its functionality and detailed description of the user interface and its different components (playlist toolbar, playlist grid and statuses, playlist transport functions, AB Roll Control panels)
 - How to create and configure a studio: configuring a new studio, associating a studio to an AB Roll playlist panel (*)
 - Playlist management: creating a new playlist, loading a playlist
 - Assign player channels to playlist elements: full automatic/full manual/hybrid mode
 - Payout functions: looping playlist elements, playing elements back-to-back, using Control panels
 - Playlist editing: removing/inserting/moving elements, AB Roll playlist cue modes,
 - Stealing player channels: stealing channels to quickly load and play clips, live trains or feeds
 - Redundancy and backup: redundancy/backup information, failover management, solving conflicts between main/backup playlists
 - Practical exercises on the different topics
- **Duration:** 2 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



5. Content Management Modules

Module 05-CM-01 – VIA Manage

- **Objective:** by the end of this module, trainees will be able to use the VIA Manage app to search, browse, and preview media resources, monitor content usage, analyze their interrelations and schedule different operations using the app's maintenance tool.
- **Content:**
 - Presentation of the VIA Manage application and its purpose
 - Description of the Graphical User Interface: Workflow Schedules, Explorer, Player and Inspector panes
 - Detailed description of the Workflow Schedules pane
 - Detailed description of the Explorer pane: organize content and the Grid view, search and filtering possibilities
 - Detailed description of the different operations of the Player pane to view media and create clips
 - Detailed description of the operations to export media to predefined targets
 - Practical exercises on the different topics
- **Duration (when "stand-alone"):** 1 hour
- **Duration (when combined with "Cut/Melt"):** 0.5 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 05-CM-02 – Metadata Tags and Profiles Management

- **Objective:** by the end of this module, trainees will be able to design data structures and add metadata tags based on data structures, define metadata profiles for different types of assets.
- **Content:**
 - Detailed description of metadata concepts: metadata fields and profiles, data structures, tags and tag grids
 - Detailed description on how to create and manage metadata profiles, data structures, tags and tag grids
 - Creation and management of log containers (Optional: only for logging supervisors)
- **Duration:** 1,5 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 05-CM-03 – VIA Melt

- **Objective:** by the end of this module, trainees will be able to effectively create and manage melt playlists in VIA Melt, ensuring seamless archiving of media while retaining metadata for efficient search and retrieval.
- **Content:**
 - Presentation of the VIA Melt application and its purpose
 - Description of the Graphical User Interface: Explorer pane, Element and Melt grids, Player pane
 - Detailed description of the Explorer pane: organize content and the Grid view, search and filtering possibilities
 - Detailed description of the different operations of the Player pane to view media and create clips
 - Detailed description of the operations to melt and edit playlists, and methods to export melts
- **Duration (when "stand-alone"):** 1 hour
- **Duration (when combined with "Manage/Cut"):** 0.5 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



6. Logging Modules

Module 06-LM-01: VIA Log

- **Objective:** by the end of this module, trainees will be able to use VIA Log for logging purposes — marking key events in media assets by associating timecodes with metadata — in order to enable efficient searching, sorting, and filtering of media content within a production environment
- **Content:**
 - Introduction to metadata concepts (metadata fields and profiles, data structures, tags and tag grids)
 - Presentation of the VIA Log application, its purpose and the log containers concept description
 - Description of the Graphical User Interface: Logging, Player, Tags Grid and Logs Grid panes
 - Detailed description of the different possibilities to view media: playing, browsing, zooming, etc.
 - Detailed description of the operation to create and edit logs on live content or on recorded media
 - Searching for resources, log containers and logs in the Elements' grid - organize content and the Grid view, search and filtering possibilities
- **Duration:** 1 hour

NOTE: Additional hands-on sessions may be scheduled to ensure trainees develop sufficient confidence in using the system, aligned with the customer's specific workflow and production requirements



7. Advanced/Integration Modules

Module 07-AM-01 – VIA Link

- **Objective:** by the end of this module, the trainee will understand how VIA MAP integrates with Adobe Premiere Pro. They will be able to create projects and sequences in Adobe Premiere using the VIA Link plugin; search, import and add media to the sequences; render them for playout, and monitor their transfer status, ensuring a seamless workflow between the two systems.
- **Content:**
 - Presentation and description of the workflow enabling seamless integration between VIA MAP and Adobe Premiere Pro
 - Description of the 4 VIA Link panels in the User Interface: VIA Link Importer, VIA Link Exporter, VIA Link settings and VIA Link projects
 - Detailed description of the User Interface and how to search for elements
 - Description of the way to preview of clips and log entries
 - Manage Adobe projects and sequences
 - Render and export sequences for playout
 - Monitor exported sequences through VIA Trace
- **Duration:** 2 hours

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently



8. Configuration & Monitoring Modules

Module 08-C&MM-01 – VIA Trace

- **Objective:** by the end of this module, trainees will understand the purpose and role of VIA Trace within the VIA MAP environment. They will be able to navigate the interface, identify and use key areas such as the Workspace and the Task Information Pane, and apply the available tools to customize and optimize their monitoring views. Participants will also be able to effectively monitor workflows and tasks, leveraging VIA Trace's filtering, sorting, and visualization capabilities to track progress and identify potential issues.
- **Content:**
 - VIA Trace Fundamentals: understand the purpose and role of VIA Trace within the VIA MAP environment
 - Description of the interface and key areas such as the Workspace and Task Information Pane
 - Manage monitoring views: create, rename, move, and delete tabs; customize views by selecting workflows or tasks, choosing visible columns, and reordering them
 - Description of filtering, searching & sorting possibilities: perform basic searches and advanced metadata-based filtering
 - Monitor Workflows & Tasks: understand progress bars, percentage indicators, and status color codes; access multi-destination monitoring details; display and interpret workflow elements, individual tasks; download workflow details for support or debugging purposes
- **Duration:** 1 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 08-C&MM-02 – VIA Pulse

- **Objective:** by the end of this module, trainees will understand the purpose and role of VIA Pulse within the VIA MAP environment. They will be able to navigate the interface, identify and use key areas such as the Dashboard, Storages, Applications, and Server Health panels, and make use of Pulse's monitoring capabilities to assess the overall system status. Participants will also learn how to explore detailed metrics, verify service health, and leverage available tools to troubleshoot, analyze, and maintain the stability and performance of their VIA MAP infrastructure.
- **Content:**
 - Understand the purpose and role of VIA Pulse as the real-time health and performance monitoring interface for VIA MAP
 - Description of the interface and key areas such as the main Dashboard sections (storages, applications, servers, disk usage, CPU/memory usage, node uptime, SSL certificate status) and specialized pages (Deployment, Versions, Database Backups, Services, Logs, etc.)
 - Monitor the global health of VIA MAP (CPU, memory, storage, version, uptime) and individual server health using widgets for XS-NEO and XT servers
- **Duration:** 1 hour

NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

Module 08-C&MM-03 – Operational Settings / User Rights

- **Objective:** by the end of this module, trainees will understand how to configure and manage the VIA MAP Settings for operational purposes, including user rights, system behaviour, media management rules, app-specific configurations, and infrastructure connections. They will be able to navigate the settings interface confidently, apply configuration principles correctly, and ensure secure, efficient, and consistent operation of VIA MAP within their production environment. The content and focus will be adapted in function of the role of the trainee: Media Manager or Super User.
- **Content:**
 - Understand the different settings groups (User, System, Apps and Infrastructure)
 - Understand the settings for users, groups, and roles (example - only Super Users) (*)
 - Description of the metadata management possibilities
 - Description of the System settings for media transfer (destinations, workflows, tasks, targets, etc.)
 - Understand the various App settings (Import, VIA Share, restore to EVS Servers, Social Media integration, etc.) (*)
 - Understand the Infrastructure settings (Server connections, channels, IP/SDI streams, router control, etc.) (*)
- **Duration (Media Managers):** 1 hour
- **Duration (Super Users):** 2 hours

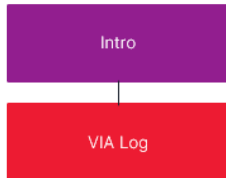
NOTE: Additional hands-on time will be included in the training program to ensure trainees have sufficient opportunity to fully understand the system and operate it efficiently

(*) Super User only

EXAMPLES OF TRAINING PATHS PER JOB/USER PROFILES

The training paths that you will discover in this section are examples of what we can organize and deliver. However, please feel free to contact us to discuss and customize these to your specific needs, setup, workflow, and requirements.

1. LOGGER TRAINING



This training path is designed to equip loggers with the skills required to effectively operate the logging applications within the VIA MAP solution, specifically for use during live sports and entertainment events.

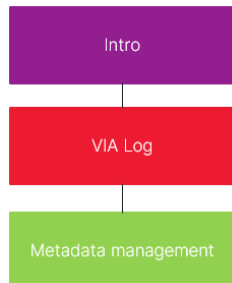
Participants are not required to have prior knowledge of the product, as the course will provide comprehensive training on the logging process.

Training can be complemented with hands-on experience through simulated logging scenarios, enabling participants to develop the speed, accuracy, and confidence necessary for high-pressure, live broadcast environments.

Duration: 0,5 day

NOTE: the training duration can be extended to allow additional hands-on time, either to adapt the exercises to the customer's specific workflow or to ensure trainees gain sufficient practical experience to feel confident with the tasks.

2. LOGGING SUPERVISOR



This training path is designed to equip logging supervisors with the skills required to oversee and coordinate the full logging workflow within VIA MAP, extending beyond the operational tasks performed by standard loggers.

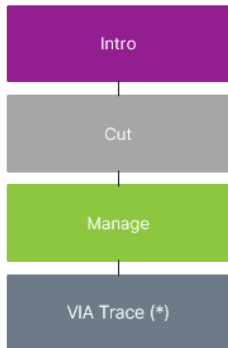
While no prior product knowledge is required, participants will be guided through both the operational use of logging tools and the supervisory responsibilities essential for managing metadata and maintaining data quality during live sports and entertainment productions.

Duration: 1 day

NOTE: the training duration can be extended to allow additional hands-on time, either to adapt the exercises to the customer's specific workflow or to ensure trainees gain sufficient practical experience to feel confident with the tasks.



3. PRODUCER TRAINING

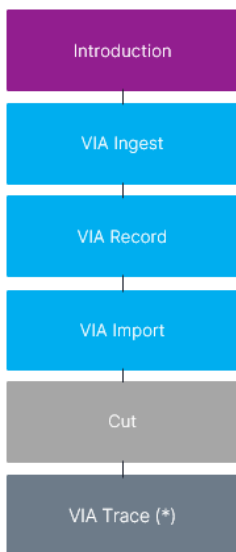


This training path is designed to equip producers working in live event and newsroom environments with the practical skills to efficiently use the VIA MAP solution. The course focuses on empowering producers to create, manage, and retrieve media assets, enabling them to meet editorial and production demands in fast-paced broadcast settings.

Duration: 1 day

(*) Overview only, limited to the features relevant to the operator's role and responsibilities

4. INGEST OPERATOR TRAINING



This training path is designed to equip Ingest Operators with the practical skills needed to efficiently use the VIA MAP solution. The course focuses on enabling operators to manage incoming content from various sources, verify media quality, ensure correct formatting, enrich assets with metadata, and, when necessary, guarantee the successful transfer of media to the appropriate destination.

Duration: 1 day

(*) Overview only, limited to the features relevant to the operator's role and responsibilities

5. PLAYOUT OPERATOR TRAINING



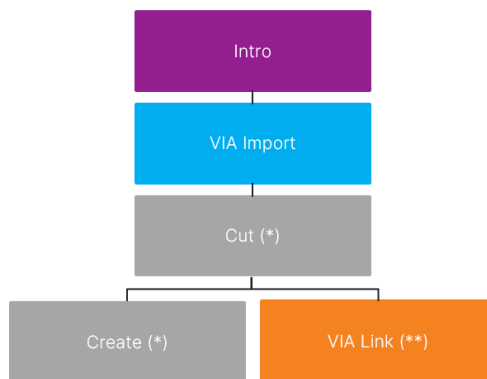
This training path is designed to equip Playout Operators with the practical skills required to efficiently use the VIA MAP solution in a live or scheduled broadcast environment. The course focuses on enabling operators to prepare, schedule, and control content for accurate and seamless playout—whether for live production, news broadcasts, or pre-recorded programming. It includes the management of simple or complex playlists, with optional integration into NRCS workflows or AB Roll playout methods.

Duration: 0,5 day VIA Play

Duration: 1 day IPDirector Playlist Panel or AB Roll

(*) Option (depends on customer workflow)

6. JOURNALIST TRAINING

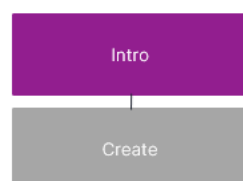


This training path equips journalists with the practical skills required to carry out their editorial and editing tasks, including selecting media available on the VIA MAP infrastructure and creating rough cuts to produce compelling news stories. These rough edits are then refined by craft editors using dedicated tools such as Adobe Premiere Pro. In some cases, journalists may also be required to perform more advanced editing tasks using the Create application.

Duration: 1 day

(*) Options – depends on customer workflow and needs
 (**) In case of craft editing being performed by the journalists on Adobe Premiere Pro

7. NLE EDITOR (FAST TURN AROUND) TRAINING



This training path is designed to equip editors and operators with the practical skills required to use Create application of the VIA MAP solution in fast-paced broadcast environments. The course focuses on enabling users to perform real-time, timeline-based editing on live or recorded media directly within the EVS ecosystem. It covers building and trimming sequences, managing multiple camera angles, performing quick-fixes, adding simple transitions, and sending edited content rapidly to playout or to post-production.

Duration: 1 day

8. CRAFT EDITOR (ADOBE PREMIERE PRO) TRAINING

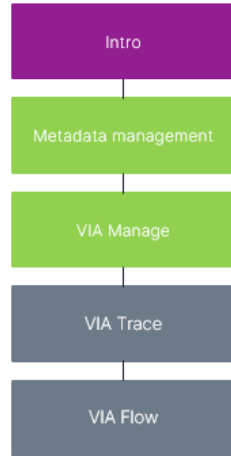


This training path is designed to equip crafts editors with the practical skills required to use EVS's VIA Link in environments where final edits, audio mixing, color grading, fine-tuning, graphics and effects will be performed using Adobe Premiere Pro.

Duration: 1 day



9. MEDIA MANAGER TRAINING

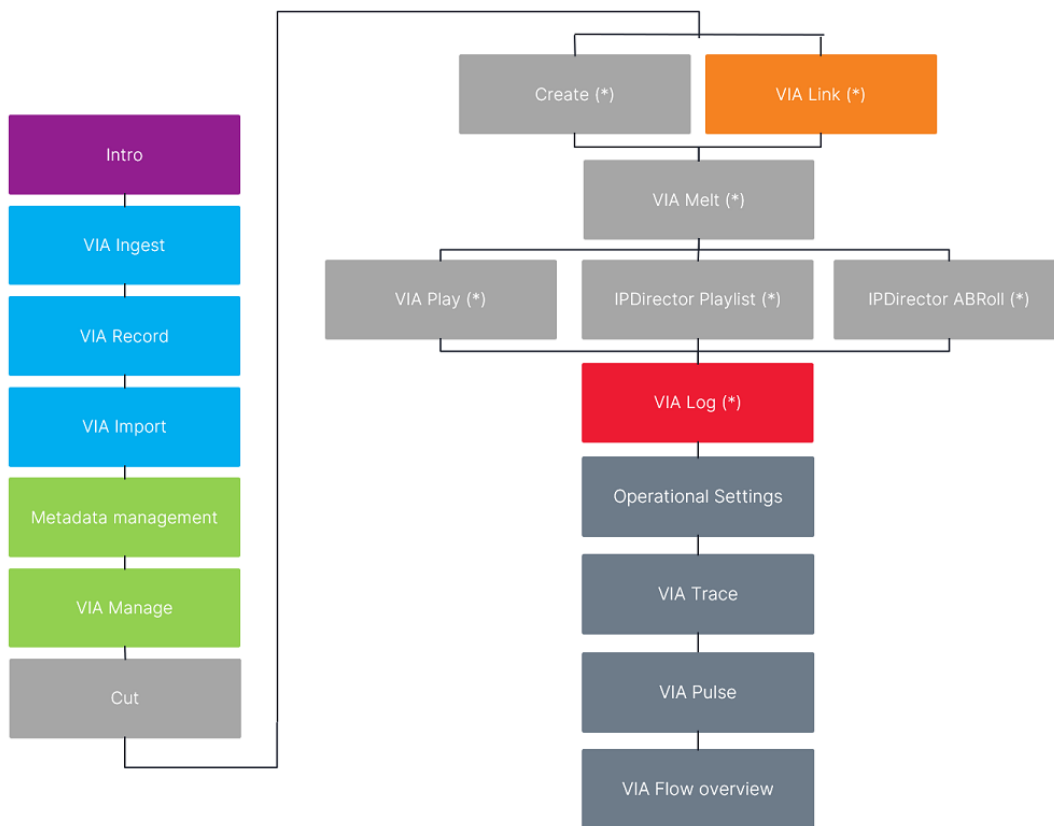


This training path is designed to equip media managers with the practical skills required to manage media across the EVS infrastructure. It provides an in-depth understanding of the complete media workflow, the tools used to create and manage metadata and profiles, and the ability to handle media appropriately throughout its lifecycle, including content stored on EVS servers, nearline storage, media to be archived, protected, or deleted.

Duration: 1 day

NOTE: If media management responsibilities are assigned to a more technical or administrative profile, this content will be integrated into the most appropriate training program to suit their specific needs. The media manager training program can also be tailored to the customer's specific requirements.

10. SUPER USER TRAINING OR TRAIN THE TRAINER PROGRAM



This training path is designed to equip super users with the practical skills required to understand, operate, and manage a comprehensive EVS VIA MAP infrastructure. It provides an in-depth understanding of all applications used within the customer environment, as well as the associated media flows. In addition, the program covers a foundational understanding of user rights from an operational perspective. This training path can also be delivered within a **Train-the-Trainer** framework, enabling participants to subsequently train their own end users.

Duration: 3–4 days

(*) Options – These modules can be incorporated into the program based on the customer’s workflow and specific needs.

Note: The precise duration will depend on the workflow complexity and the number of applications to be covered during the training.

11. OTHER NEEDS

The training paths mentioned above are examples of what we can organize and deliver. However, please feel free to contact us to discuss and customize these to your specific needs, setup, workflow, and requirements. We are more than happy to assist you.