



VANTAGE 2.0

Workflow Portal User's Guide

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Preface

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About Vantage Workflow Portal

Version 1.0

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CHAPTER 1

Using Workflow Portal

This guide is intended for operators who are using Workflow Portal for media processing activities.

Note: *Administrators who are setting up a Workflow Portal configuration should refer to the topic Application Configuration in the Vantage Management Console guide.*

Topics

- [About Vantage Workflow Portal](#)
- [Starting and Stopping Vantage Workflow Portal](#)
- [Selecting the Vantage Domain Database and Configuration](#)
- [Workflow Portal – Three Modes](#)
- [Browsing and Submitting Assets in Vantage Catalogs](#)
- [Stitching Assets in Vantage Catalogs](#)
- [Editing Metadata in the Submit Jobs Window](#)
- [Browsing Windows Folders and Shares for Files](#)
- [Troubleshooting Workflow Portal](#)



ABOUT VANTAGE WORKFLOW PORTAL

Workflow Portal is a configurable client application, that is well-suited to the following types of tasks:

- Browsing and searching media assets that are in process in a Vantage workflow
- Review and modify metadata attached to those assets
- Select assets to forward to another Vantage workflow (or workflow)
- Create an EDL (a list of assets) to stitch together
- Mark in/out points on an asset's timeline
- Submit assets to a Vantage workflow for processing
- Browse the Windows file system, submitting one or more files to a Vantage workflow

Which functions you can perform depend upon how your administrator has configured Workflow Portal.

STARTING AND STOPPING VANTAGE WORKFLOW PORTAL

Workflow Portal connects directly to the Vantage database, and can only be used on a computer that has access to the database.

Starting Vantage Workflow Portal

To start Vantage Workflow Portal, double-click the Vantage Workflow Portal shortcut on your desktop.

Figure 1. Vantage Workflow Portal desktop shortcut



Or, select start > Programs > Telestream > Vantage > Vantage Workflow Portal.

Note: If you are launching Workflow Portal for the first time, you may be prompted to connect to the Vantage database and choose a Portal configuration. See [Selecting the Vantage Domain Database and Configuration](#) for details.

Note: If you encounter an error when launching the Workflow Portal, please see [Troubleshooting Workflow Portal](#) for assistance.



Stopping Vantage Workflow Portal

To stop Vantage Workflow Portal, select File > Exit. You don't need to save work you've accomplished, because all information is stored in the Vantage database, and updated automatically as you make changes.



SELECTING THE VANTAGE DOMAIN DATABASE AND CONFIGURATION

As a client application, Workflow Portal can be installed and used on any supported platform in your network. Likewise, Workflow Portal can access any Vantage domain (database) in the network, and use any configuration files stored in the domain.

The first time you launch Workflow Portal, you must select a domain and select a configuration, as described immediately following.

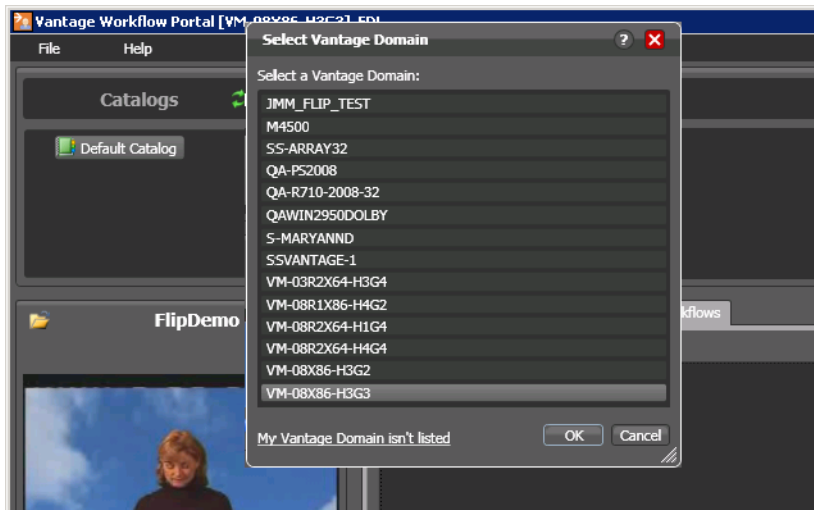
After you have selected a domain and configuration, Workflow Portal remembers the settings. From now on, each time you launch Workflow Portal, it will access the same domain and configuration that was used in the previous session.

Changing a Domain

To change the Vantage domain and select a configuration, follow these steps:

- Step 1** Select File > Change Vantage Domain.
Workflow Portal displays a list of domains on your network.

Figure 2. Vantage Workflow Designer desktop shortcut

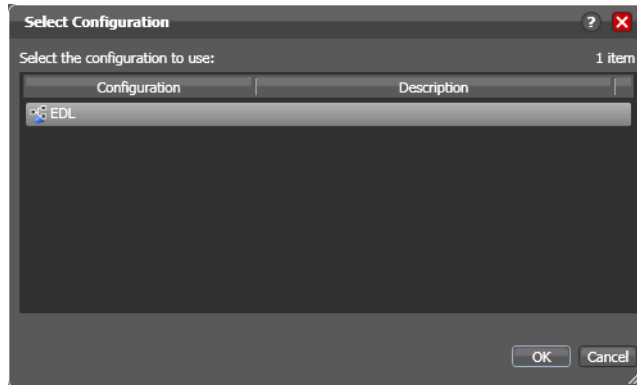


- Step 2** Select the domain you want to log on to, and click OK.



Workflow Portal logs onto the selected domain, and displays a list of configurations for Workflow Portal stored in this domain:

Figure 3. Available configurations for Workflow Portal.



Step 3 Select the configuration you want to use for the task at hand, and click OK.

Workflow Portal imports the configuration, and displays the appropriate user interface for this configuration.

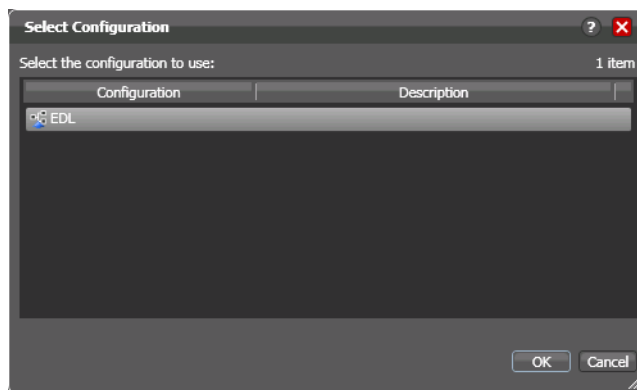
Changing Configurations

To change the configuration you're using when you need to perform other tasks in the same domain, follow these steps:

Step 1 Select File > Change Application Configuration.

Workflow Portal a list of configurations for Workflow Portal stored in this domain:

Figure 4. Available configurations for Workflow Portal



Step 2 Select the configuration you want to use for the task at hand, and click OK.

Workflow Portal imports the configuration, and displays the appropriate user interface for this configuration.



WORKFLOW PORTAL – THREE MODES

When you launch Workflow Portal (and choose a domain and/or configuration), the application operates in one of three modes – and displays a specific window, as shown below – depending on the task that was designed by the administrator:

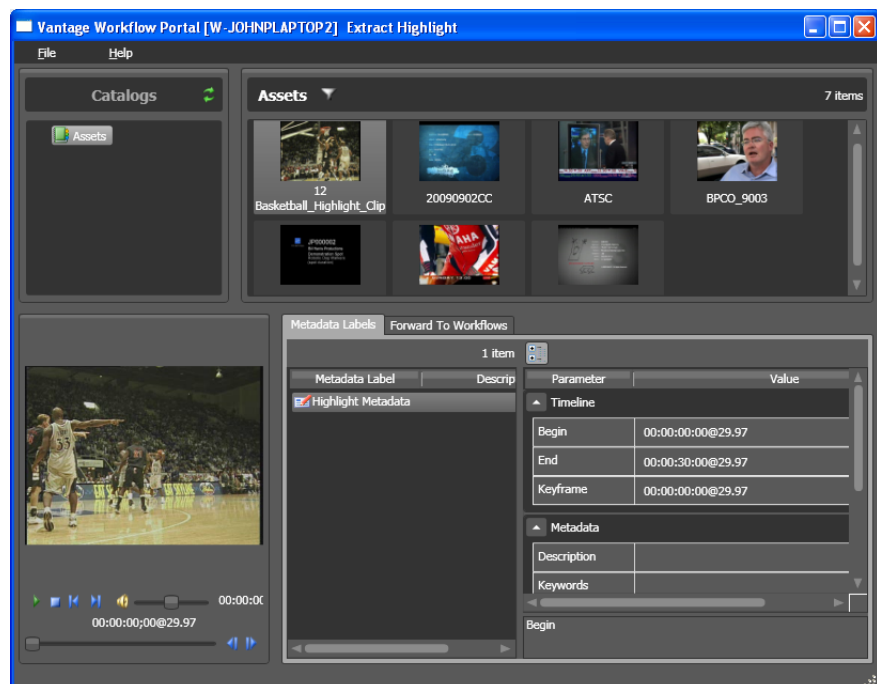
- [Browsing Catalog Assets Mode](#)
- [Stitching Assets Mode](#)
- [Browsing Windows Assets Mode](#)

For details about using Workflow Portal in a given mode, proceed to the appropriate topic.

Browsing Catalog Assets Mode

In [Browsing Catalog Assets Mode](#), you can browse Vantage catalogs for registered assets and select them to submit:

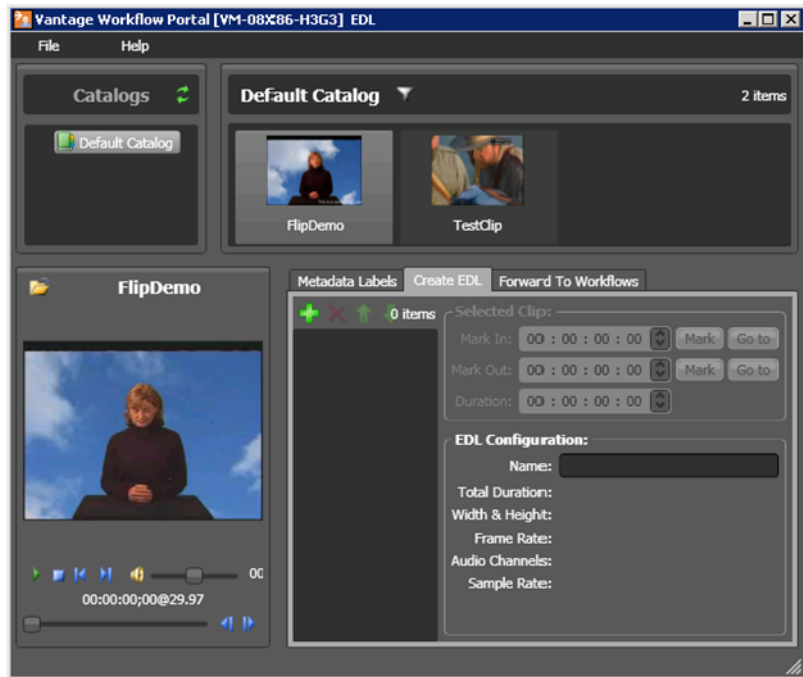
Figure 5. Workflow Portal in Browse Catalog mode.



Stitching Assets Mode

In [Stitching Assets Mode](#), you can browse and select multiple media files, mark in and out points, and submit them for clipping and merging into a single file:

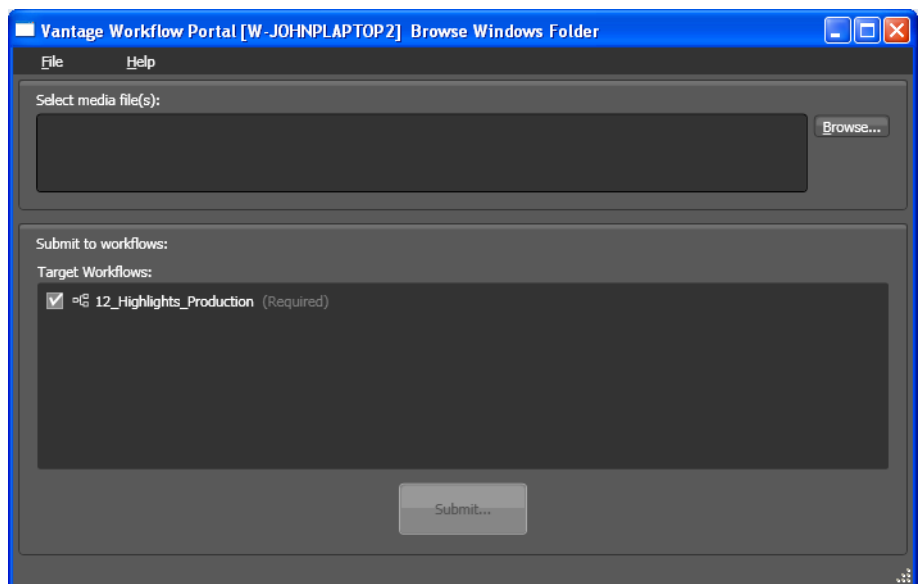
Figure 6. Workflow Portal in Stitch Assets mode.



Browsing Windows Assets Mode

In [Browsing Windows Assets Mode](#), you can browse Windows local directories and shares and select assets to submit:

Figure 7. Workflow Portal in Browse Windows mode.



BROWSING AND SUBMITTING ASSETS IN VANTAGE CATALOGS

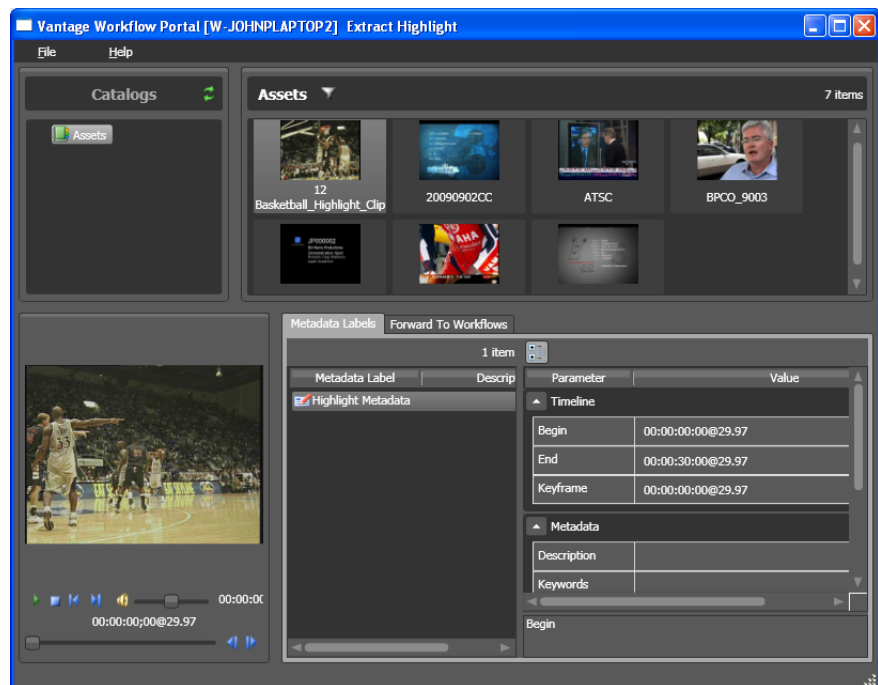
When your configuration is set to Binder Mode/Copy or Binder Mode/Forward, you can only browse for media in Vantage catalogs, where media has been transcoded appropriately for processing by the intended workflows, and registered in the catalog or catalogs this configuration can view.

Additionally, you can only browse the catalogs that have been assigned to this configuration.

To browse for media in a catalog, follow these steps:

- Step 1** Select the catalog that you want to browse from the Catalogs list in the upper left corner of the window:

Figure 8. Browsing catalogs to find and select assets.



Selecting a Catalog

Vantage organizes registered media in catalogs. Each catalog is further organized by folders. In the top-left pane, you have access to one or more of these catalogs, which you can browse to find assets. (The catalogs you can browse are those assigned to the configuration you're using.)

Note: *Workflow Portal does not automatically update the assets list as new assets arrive in catalogs. Depending upon your task, you may need to periodically use the refresh button to view new assets as they arrive.*



To view a catalog's assets, select it. The selected catalog displays its folders as well, so you can drill down into catalog folders to narrow your browsing and searching.

Searching and Selecting Assets

When you select a catalog (and optionally, folder), Workflow Portal displays thumbnails of its assets in the preview window to the right of the Catalogs list. Click on an asset to select it.

Note: *Workflow Portal does not automatically update the assets list as new assets arrive in catalogs. Depending upon your task, you may need to periodically use the refresh button to view new assets as they arrive.*

You can also search within the selected catalog or folder for assets by name. Click the Filter button to display a text field. Enter the text (or text substring) to only display media whose name contains the text you entered. Workflow Portal remembers these text strings, and you can select them to restrict your searches.

Previewing Assets

In the bottom left, you can view a preview of the asset.

For supported files, you can use the VTR controls to play, pause, rewind, and jump to points in the video timeline (using the slider). If your computer has speakers, you can also hear the audio in the media, and you can adjust volume using the volume slider.

Reviewing and Editing Metadata

If your administrator has enabled Metadata Labels in this configuration, Workflow Portal displays a Metadata Labels tab, which displays each of the metadata labels in the asset, and their values.

Click on the Metadata Labels tab to review – and depending on your configuration, even add and edit – the metadata associated with assets in place. When you edit metadata and save it, the changes are saved with the asset in the domain database.

Forwarding Assets to Workflows

Select the Forward to Workflows tab to choose which workflows you want to send this media to for processing. Some choices may be optional – you can check each workflow's checkbox to specify which workflows should process the asset. Click Submit to send media to the specified workflows for processing. Vantage creates jobs for each workflow.

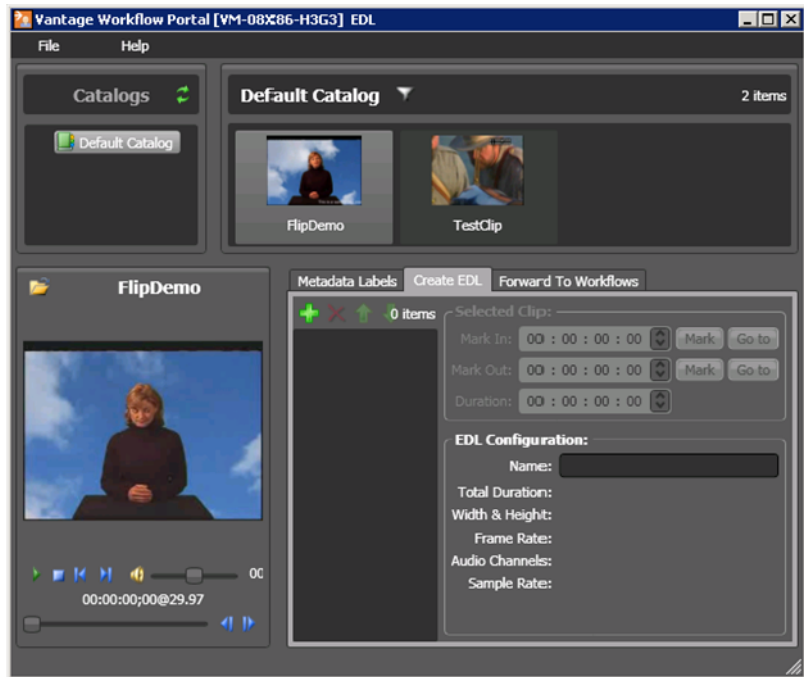
Depending upon your configuration, after you submit the media, you may be allowed to add and edit variables or metadata in the Submit Jobs window. Please see [Editing Metadata in the Submit Jobs Window](#) for more information.



STITCHING ASSETS IN VANTAGE CATALOGS

When you are using a configuration that enables asset stitching workflows, then you will be able to see them visually as indicated in the following figure:

Figure 9. Configuring EDLs to stitch assets into a single file.



Selecting a Catalog

Vantage organizes registered media in catalogs. Each catalog is further organized by folders. In the top-left pane, you have access to one or more of these catalogs, which you can browse to find assets. (The catalogs you can browse are those assigned to the configuration you're using.)

Note: *Workflow Portal does not automatically update the assets list as new assets arrive in catalogs. Depending upon your task, you may need to periodically use the refresh button to view new assets as they arrive.*

To view a catalog's assets, select it. The selected catalog displays its folders as well, so you can drill down into catalog folders to narrow your browsing and searching.

Searching and Selecting Assets

When you select a catalog (and optionally, folder), Workflow Portal displays thumbnails of its assets in the preview window to the right of the Catalogs list. Click on an asset to select it.

You can also search within the selected catalog or folder for assets by name. Click the Filter button to display a text field. Enter the text (or text substring) to only display media whose name contains the text you



entered. Workflow Portal remembers these text strings, and you can select them to restrict your searches.

Adding Assets to the EDL

When you select an asset, you can click the Plus (+) button to add it to the EDL (Edit Decision List). This list contains the list of files that are to be clipped and merged together into a single output file when you submit them to a Vantage Workflow.

Note: *An EDL must be comprised of assets that have the same frame size and frame rate.*

When you select the first asset in the EDL, the frame size and rate of the EDL is determined from the metrics of this file. All assets in the catalog are automatically filtered to only display those that match the frame size and rate of the first selected file.

Modifying the EDL

Select any asset in the EDL to perform these tasks:

- Specify the mark in/out points for the asset
- Remove the asset from the EDL
- Change the order of the asset in the EDL – moving them up or down the list – by clicking the Move Selected Clip... buttons.

Setting Mark In/Out Points

Each entry (asset) in the EDL has a mark-in and mark-out point. You can specify these manually, or you can use Preview (bottom left) to select a point on the slider and use the Mark button to set the mark in and mark out point.

You can also enter a duration timecode, which adjusts the Mark Out point relative to the Mark In point. This field only indicates the duration of the media between the mark in/out points of the currently selected asset in the EDL.

If you specify a duration that moves the Mark Out point beyond the end of the asset timeline, both the Duration and Mark Out fields display in red to indicate the error.

Previewing Assets

In the bottom left, you can view a preview of the asset.

You can preview assets by selecting them in the catalog, or by selecting them in the EDL.

You can use the VTR controls to play, pause, rewind, and jump to points in the video timeline (using the slider). If your computer has speakers, you can also hear the audio in the media, and you can adjust volume using the volume slider.

Reviewing and Editing Metadata

If your administrator has enabled Metadata Labels in this configuration, Workflow Portal displays a Metadata Labels” tab, which displays each of the metadata labels in the asset, and their values.

Click on the Metadata Labels tab to review – and depending on your configuration, even add and edit – the metadata associated with assets in



place. When you edit metadata and save it, the changes are saved with the asset in the domain database.

Note: *When submitting an EDL for processing, the metadata from the first asset in the EDL is used in the job.*

Forwarding Assets to Workflows

After you have built and configured your EDL, select the Forward to Workflows tab to choose which workflows you want to send this media to for processing. Some choices may be optional – you can check each workflow’s checkbox to specify which workflows should process the asset. Click Submit to send media to the specified workflows for processing. Vantage creates jobs for each workflow.

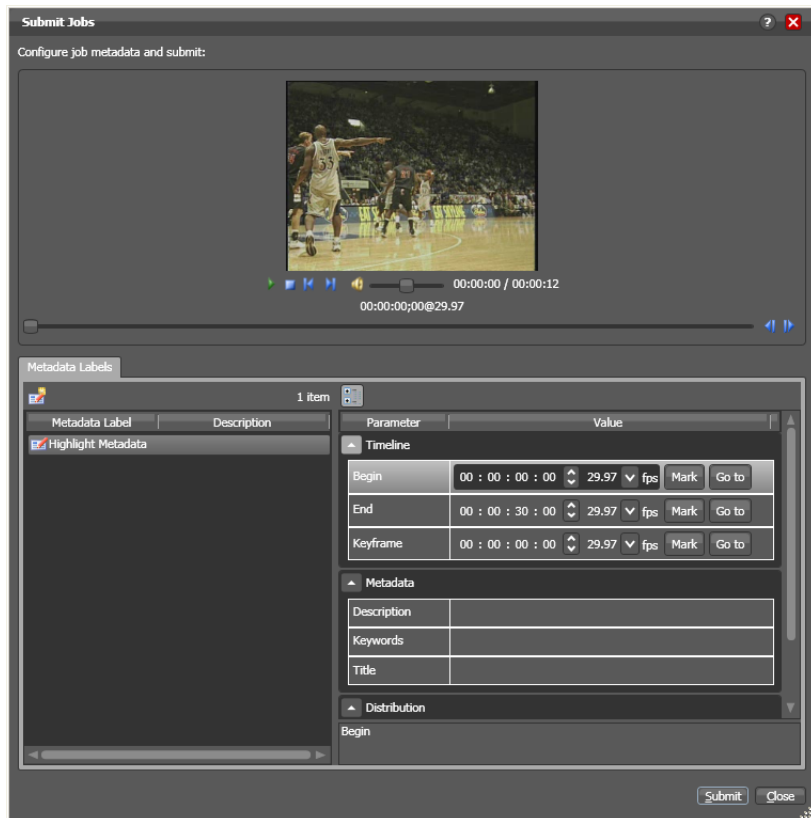
Depending upon your configuration, after you submit the media, you may be allowed to add and edit variables or metadata in the Submit Jobs window. Please see [Editing Metadata in the Submit Jobs Window](#) for more information.



EDITING METADATA IN THE SUBMIT JOBS WINDOW

Depending upon the configuration you're using, you may be entering metadata in the Submit Jobs window depicted below, or you may be entering metadata for the selected asset directly in the main window during your browse activities.

Figure 10. Editing metadata in the Submit Jobs window.



In either case, if a preview is available you can use it to review the media. If your metadata includes time code values, you can also use Preview with the metadata as follows:

- The Mark button sets the metadata timecode to the current point on the preview timeline
- The Go To button moves the preview slider to the time code indicated by the metadata value

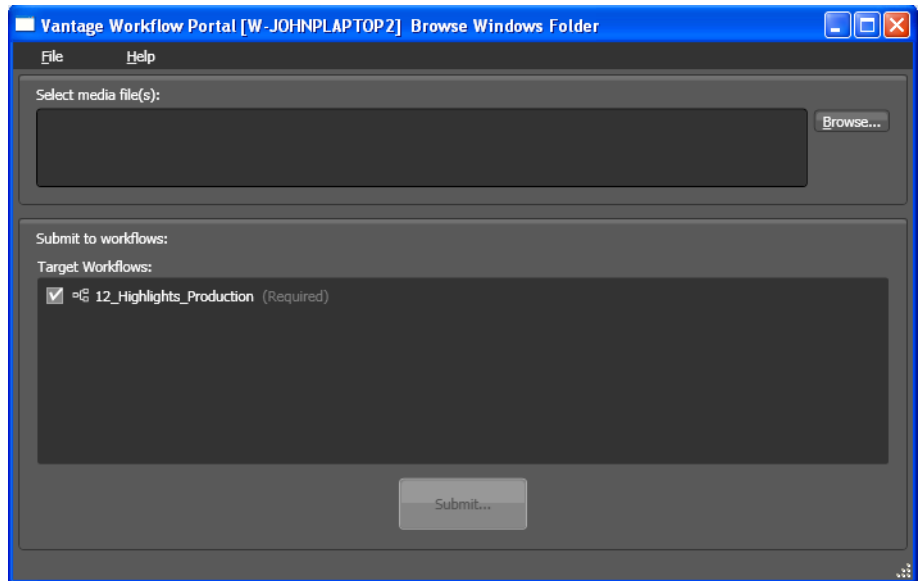
Depending upon the configuration, in the Submit Jobs window, you may be able to submit the same clip multiple times. For example, if you are extracting multiple highlights from a single media asset, you can mark a highlight, select Submit, and then mark a new highlight without affecting the first one.



BROWSING WINDOWS FOLDERS AND SHARES FOR FILES

If you are browsing the Windows Directory for files, you will be presented with an interface similar to this:

Figure 11. Browsing Windows and selecting workflows.



Browsing for Files

Click the Browse button to browse and choose which media file(s) to submit. You can multi-select files to submit more than one.

Selecting Workflows

In the Submit to Workflows panel, check which workflows you want to send the media to for processing. Some choices may be optional – you can check each workflow’s checkbox to specify which workflows should process the asset. Click Submit to send media to the specified workflows for processing. Vantage creates jobs for each workflow.

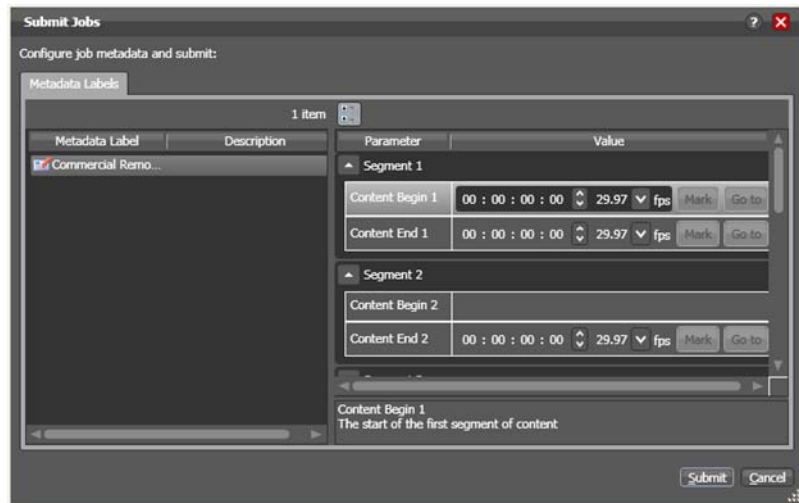
Entering Metadata

Depending upon your configuration, after you submit the media, you may be allowed to add and edit metadata in the Submit Jobs window.



This metadata is applied to all media files that are being submitted.

Figure 12. Entering metadata in the Submit Jobs window.



To edit metadata, scroll through the labels, and select and modify the values as appropriate.

Note: If you are submitting files directly from a Windows directory, the Submit Jobs window does not include a preview.

Please see [Editing Metadata in the Submit Jobs Window](#) for more information.

Click Submit when you're done reviewing and editing metadata.

TROUBLESHOOTING WORKFLOW PORTAL

When you are changing domains or configurations, you may encounter the following errors:

- No Configurations Available...

Workflow Portal displays this error when you log onto a domain where no Workflow Portal configurations are stored. Workflow Portal can't display a user interface without use of a configuration, so the domain must have at least one configuration for Workflow Portal to use.

Create or import one or more configurations in this domain, using the Vantage Management Console. Then, log on and select one.

- No session licenses available for this application...

The domain you logged on to is not licensed for running Workflow Portal or you have exceeded the maximum number of simultaneous copies of Workflow Portal. Therefore, you are operating in unlicensed/demo mode, and you won't be able to submit jobs or edit metadata labels.



Obtain a Workflow Portal license from Telestream Customer Service, wait until another Workflow Portal has exited, or increase the number of licenses for Workflow Portal, and retry.

- Problem communicating with database - could not find stored procedure SelectSessionsByExecution...

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.

- 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 is not activated. Contact your administrator, who can activate the Vantage workflow.



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