VMS WEB USER GUIDE

Table of Contents

Landing Page: 2

Search: 3

Search Action Icons: 3

Content View: 5

Cart: 6

Work Order View: 7

Dashboard: 8

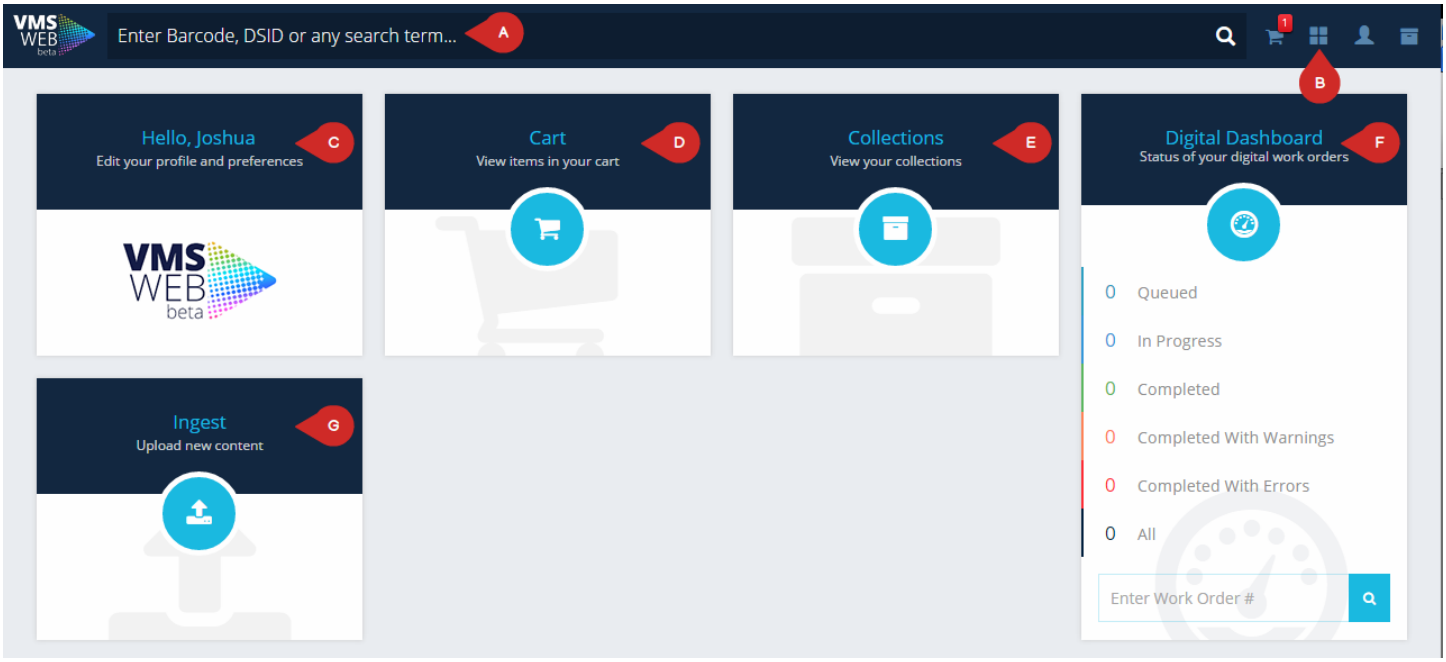
Collections: 8

Ingest: 9

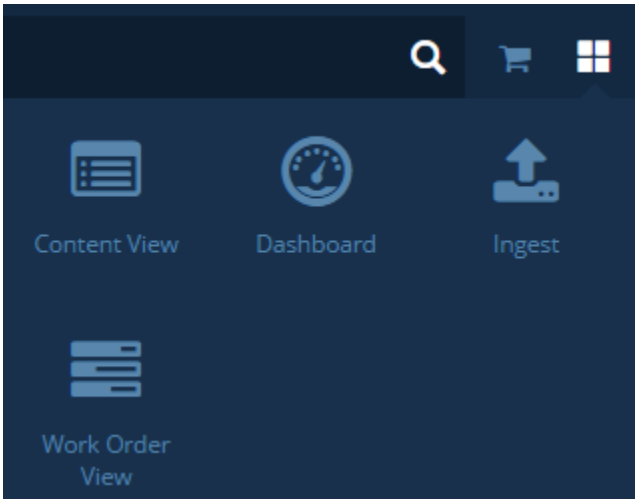
Video Logger: 10

User Preferences: 12

Landing Page:

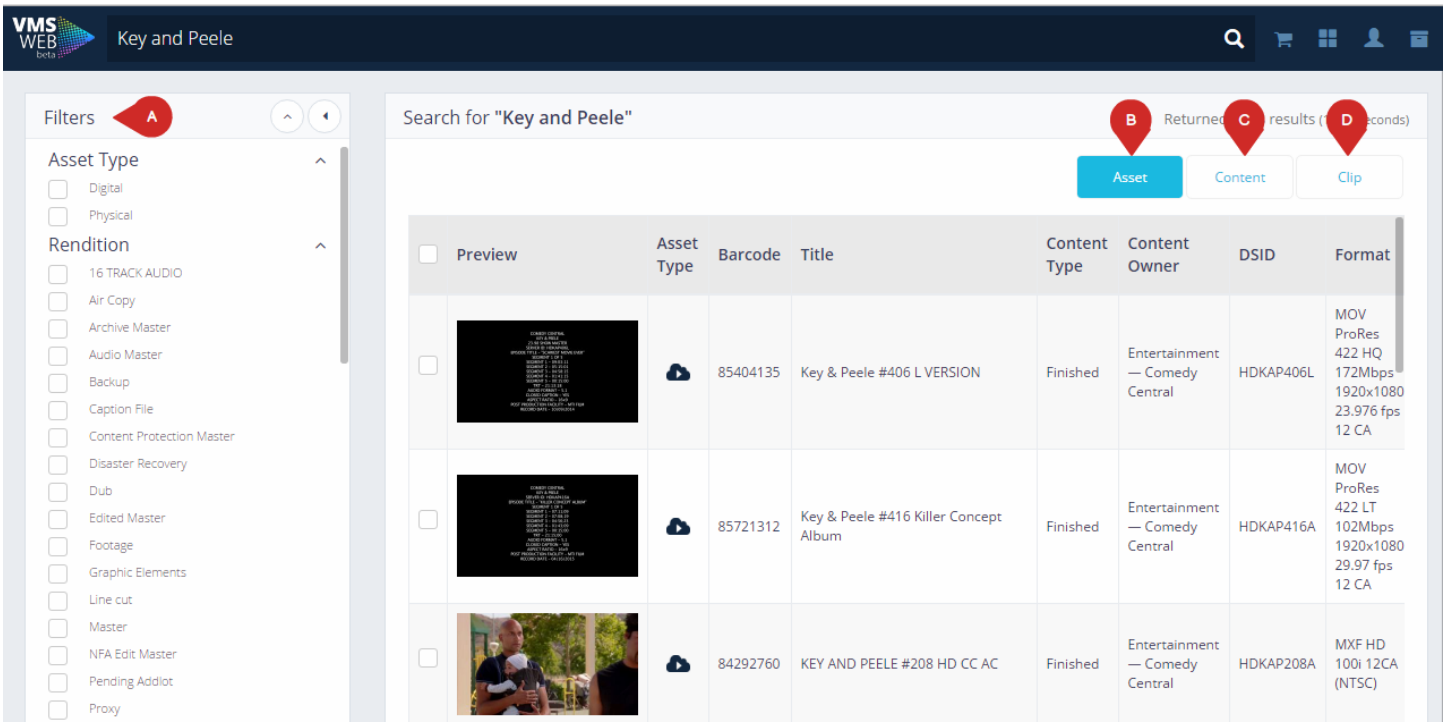


- **A**: Search – Search bar is located in the header and is accessible from any screen on VMS Web.
- **B**: Apps Panel – The Apps panel is located in the header and available from any screen on VMS Web. The user may use the Apps icon to navigate to the following:



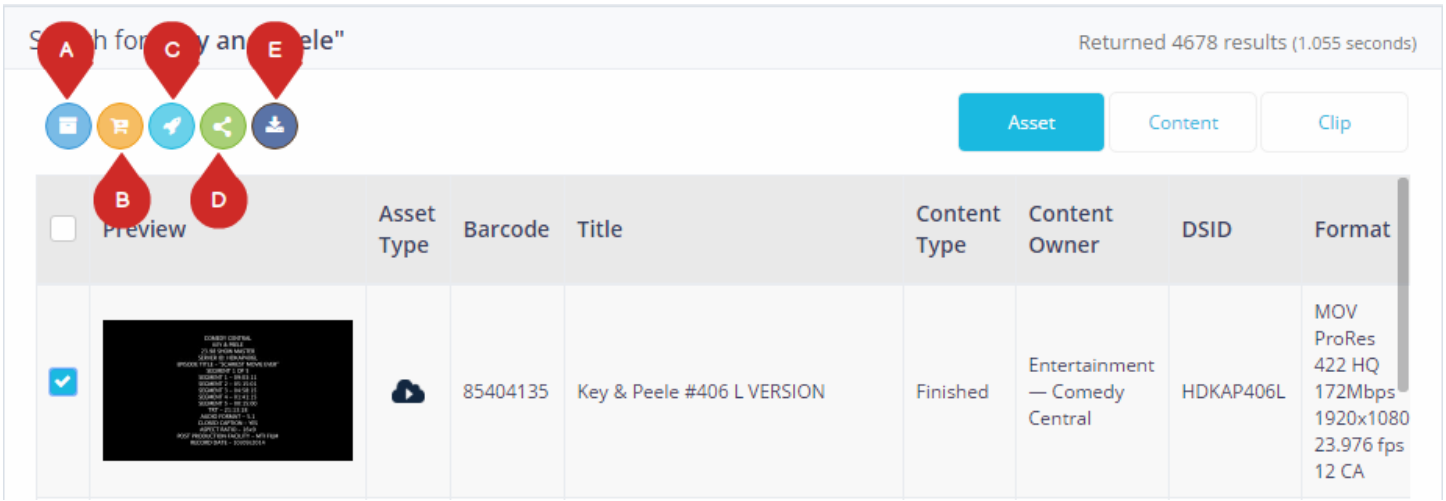
- **C**: User Profile & Preferences – Located in the header as well as the landing page.
- **D**: Cart -Located in the header of every page as well as the landing page.
- **E**: Collections – Located in the header of every page as well as the landing page. Collections may be viewed in a side bar by selecting this tile.
- **F**: Dashboard – Located on the landing page as well as the Apps icon.
- **G**: Ingest – Located on the landing page as well as the Apps icon.

Search:

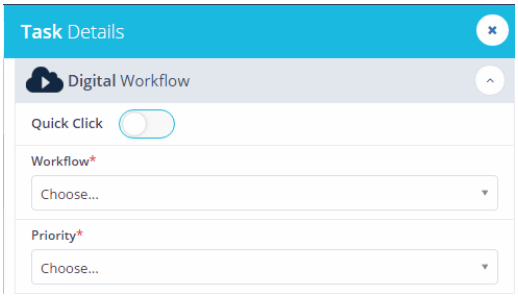


- **A:** Search Filters – User may filter search results.
- **B:** Asset – Filters file/asset level data (e.g. Proxies, caption files, formats).
- **C:** Content – Filters results for content level data (e.g. Content Type).
- **D:** Clip – Displays clip related search results.

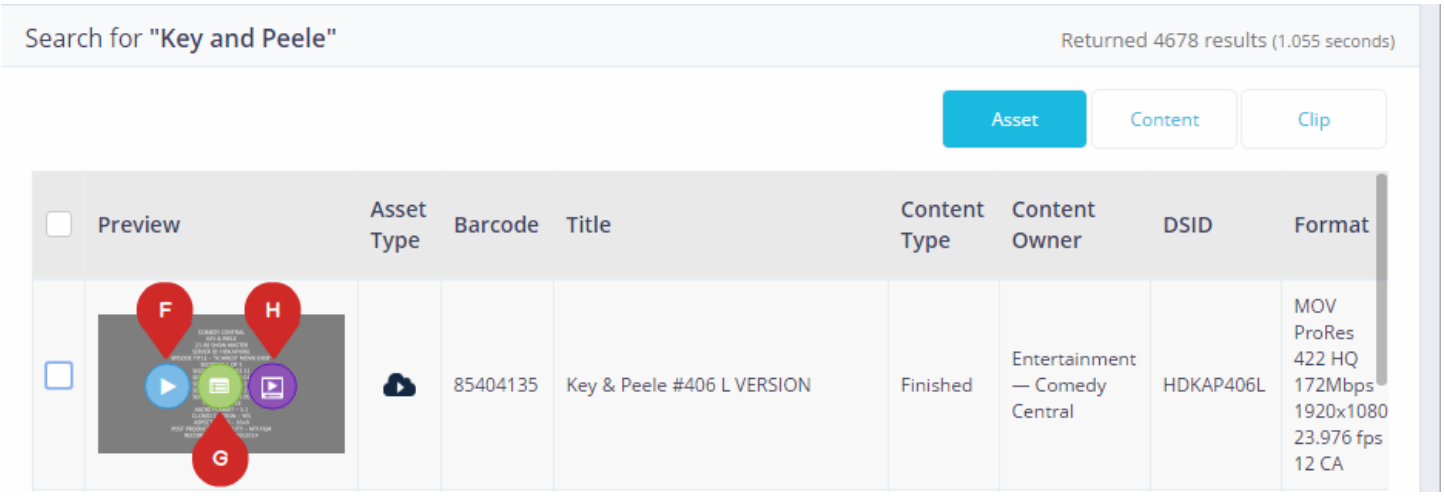
Search Action Icons:



- **A:** Adds item to Collections.
- **B:** Adds item to Cart.
- **C:** Displays a fly out side menu with options to apply a workflow.

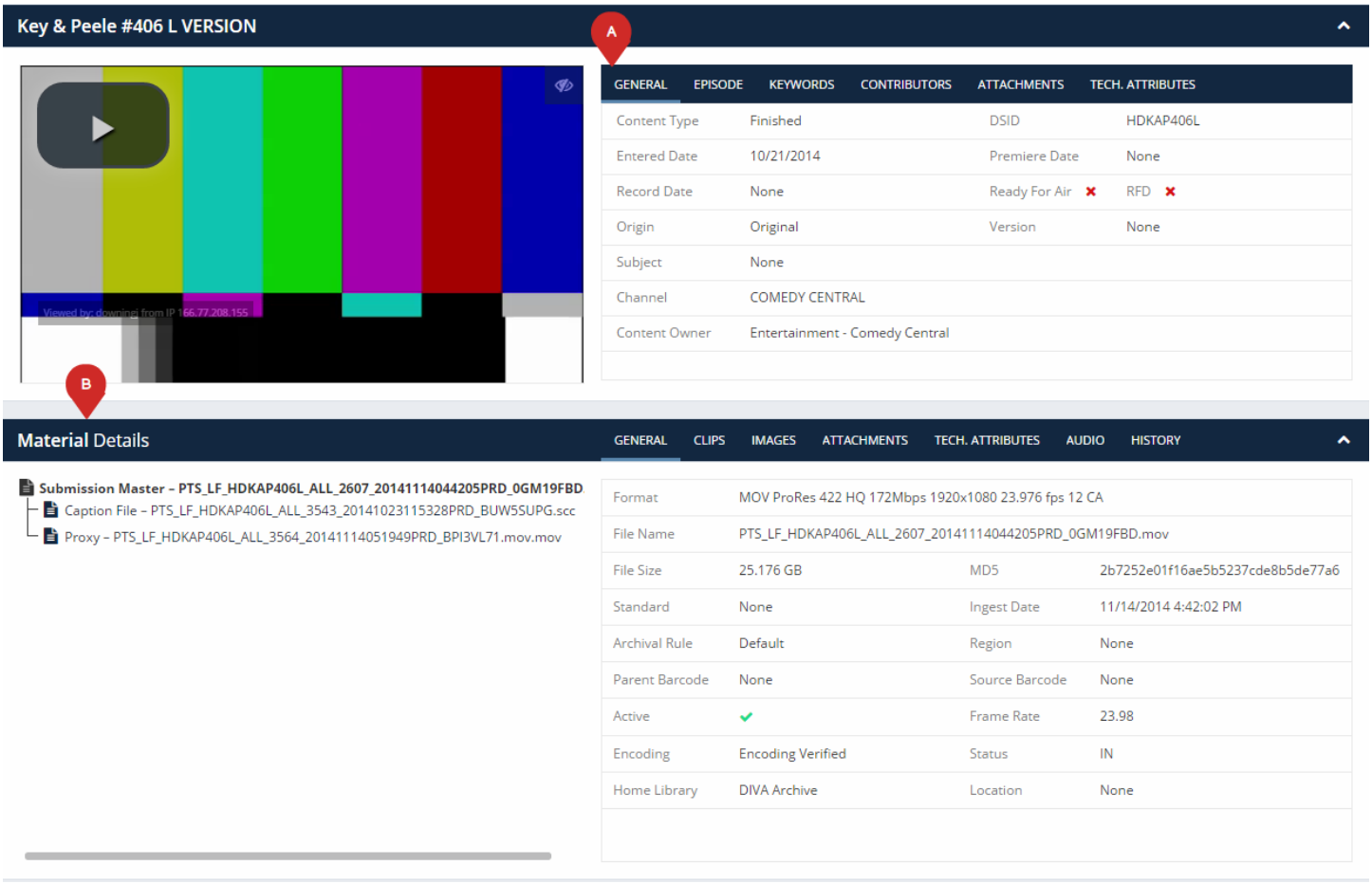


- **D:** Generates a link (if proxy exists) to share items with internal and external users.
- **E:** Downloads the proxy (if proxy exists).



- **F:** Plays Proxy (if proxy exists).
- **G:** Opens content view.
- **H:** Opens video logger.

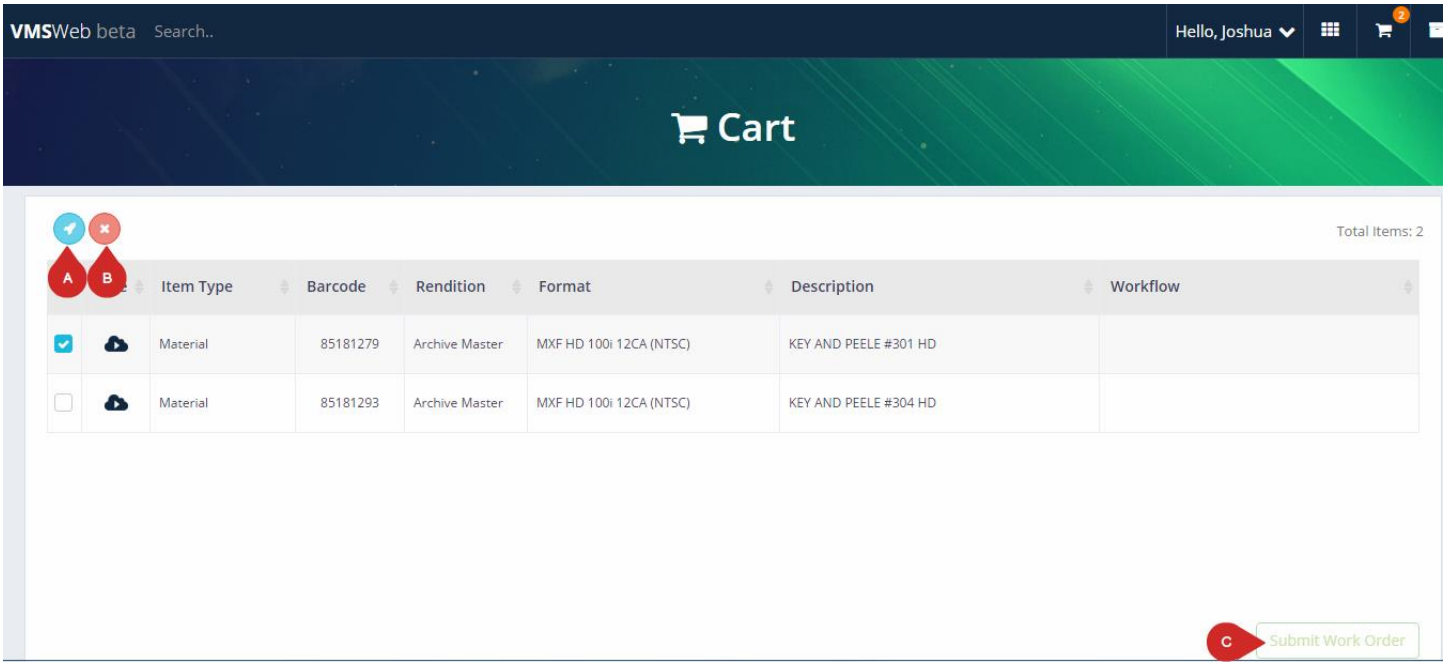
Content View:



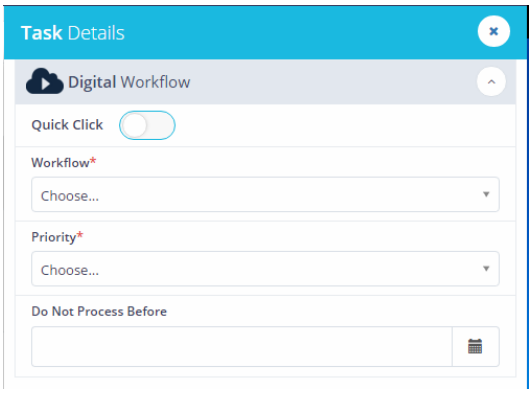
- **A:** Content Details Tabs – Displays Content Level Information.
  - General
  - Episode
  - Keywords
  - Contributors
  - Attachments
  - Tech Attributes

- **B:** Material Details Tabs – Displays Material Level Information.
  - General
  - Clips
  - Images
  - Attachments
  - Tech Attributes
  - Audio
  - History

Cart:

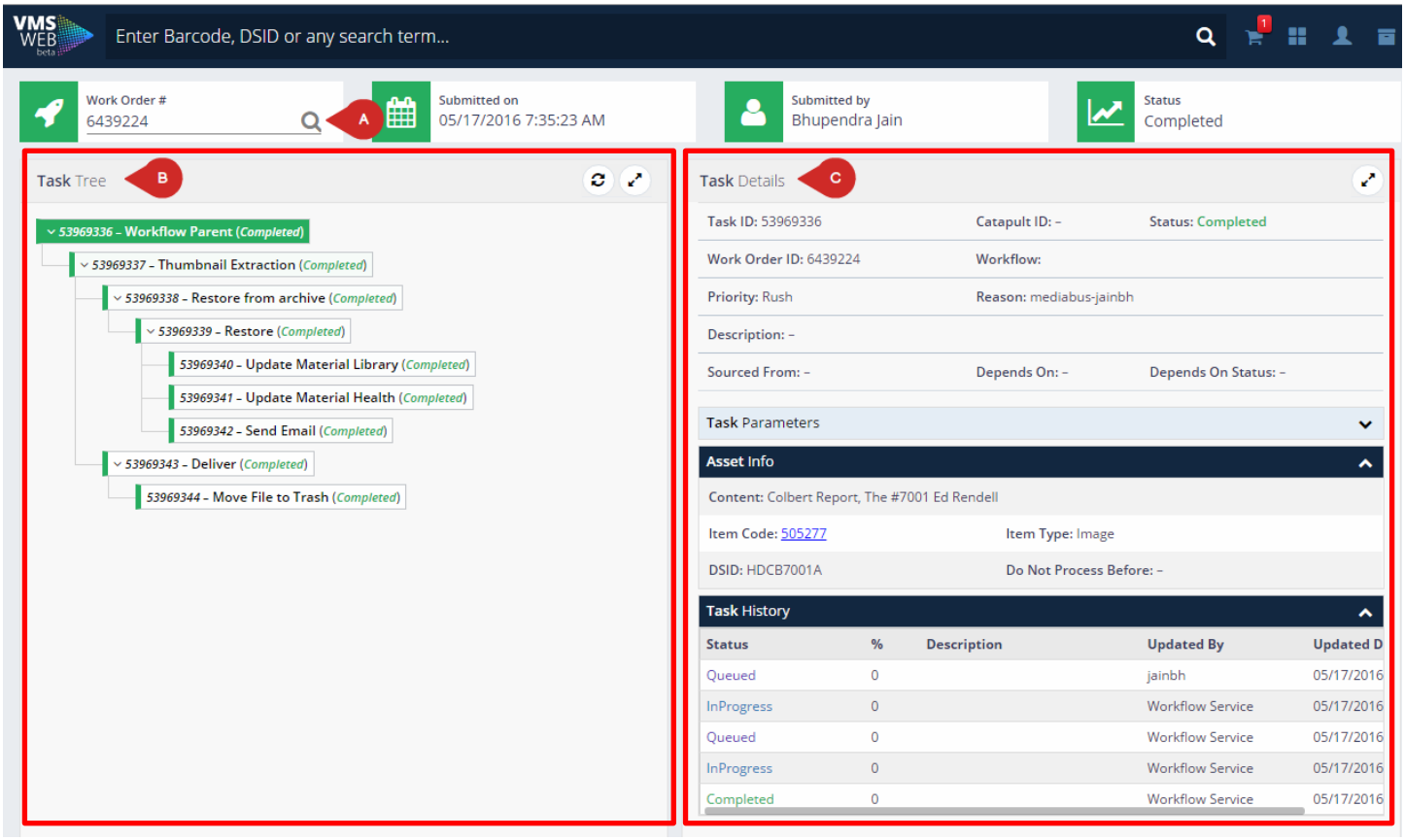


- **A:** Apply Parameters to Work Order – After selecting the items in your cart, a fly out side menu will display with options to apply a workflow (see screenshot below).



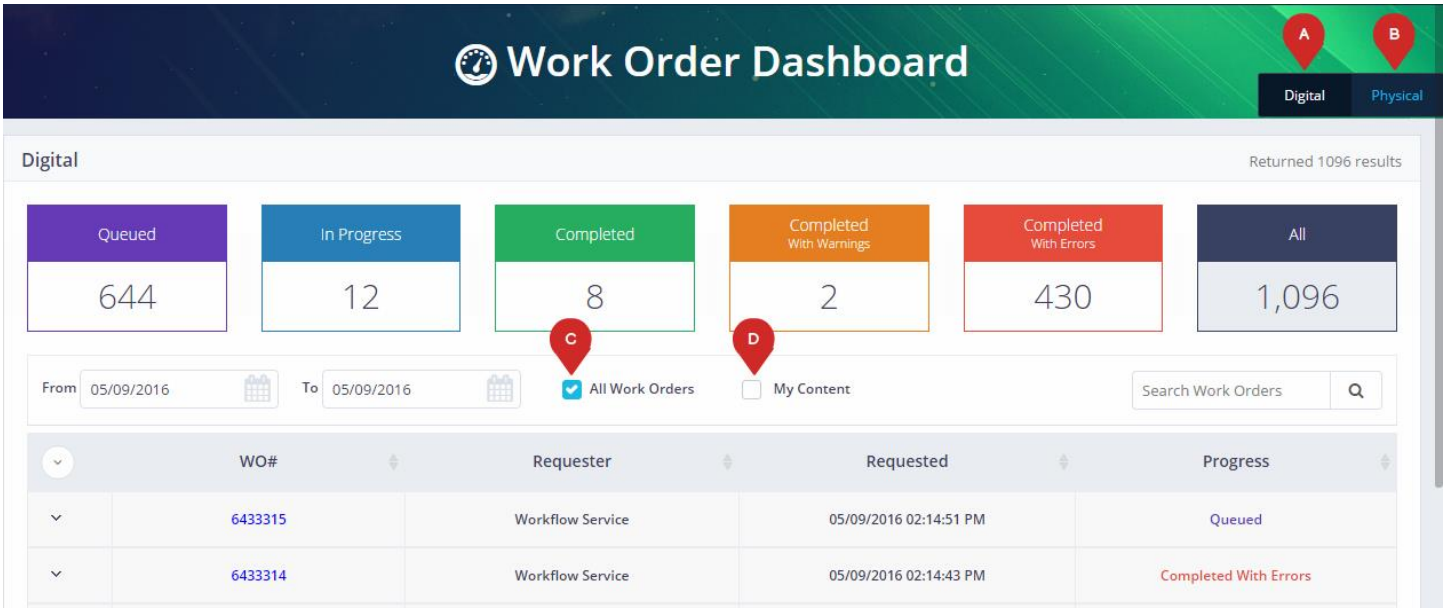
- **B:** Remove from Cart - Deletes selected item from the Cart.
- **C:** Submit Work Order - Once workflows have been applied to items in cart, the user may submit (request) the work order. Successfully submitted work orders will then be displayed in the Work Order Dashboard where the user may view the status of the work order.

Work Order View:



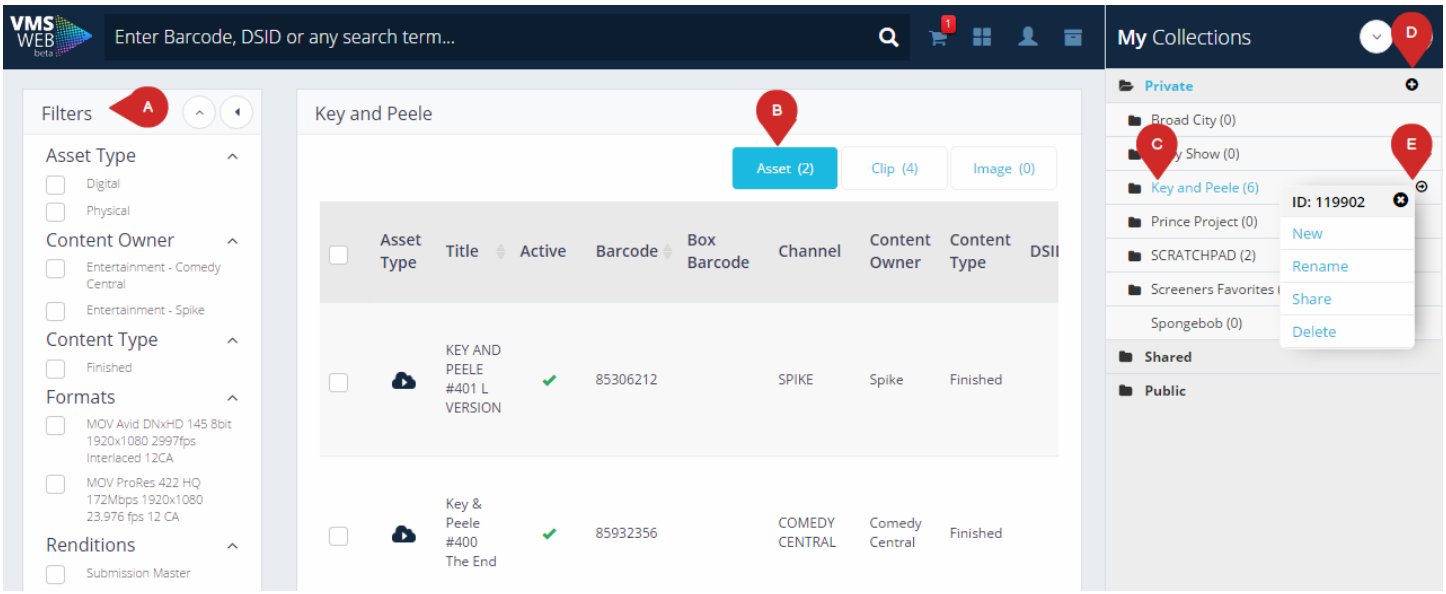
- **A**: Work Order Search – Search for work orders by work order #.
- **B**: Task Tree – Parent & child tasks are displayed in the task tree. The user may resubmit or kill tasks in the task tree.
- **C**: Task Information – Displays Task and Asset Information
    - Task Details
    - Task Parameters
    - Asset Information
    - Task History

Dashboard:



- **A:** Digital Tab – Displays digital work orders.
- **B:** Physical Tab – Displays physical work orders.
- **C:** All Work Orders – User may select whether they see all work orders or only work orders they specifically submitted.
- **D:** My Content – User may select whether they see all work orders related to their content owner group.

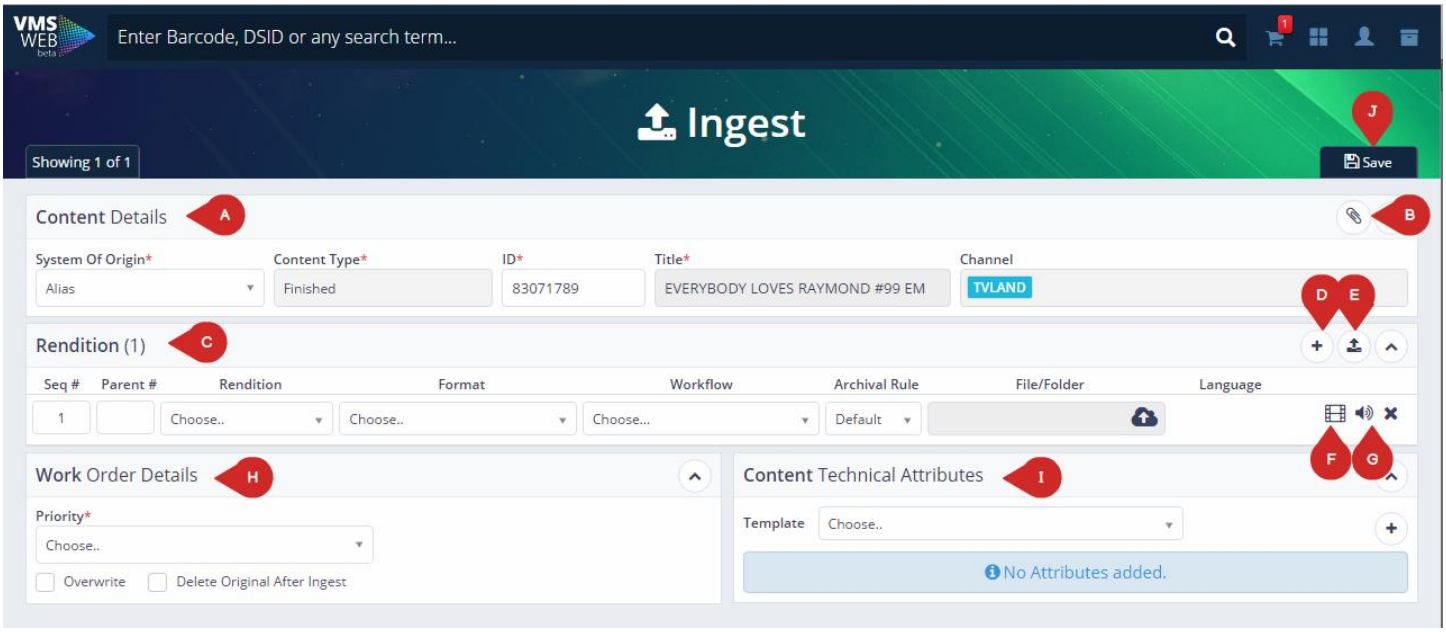
Collections:

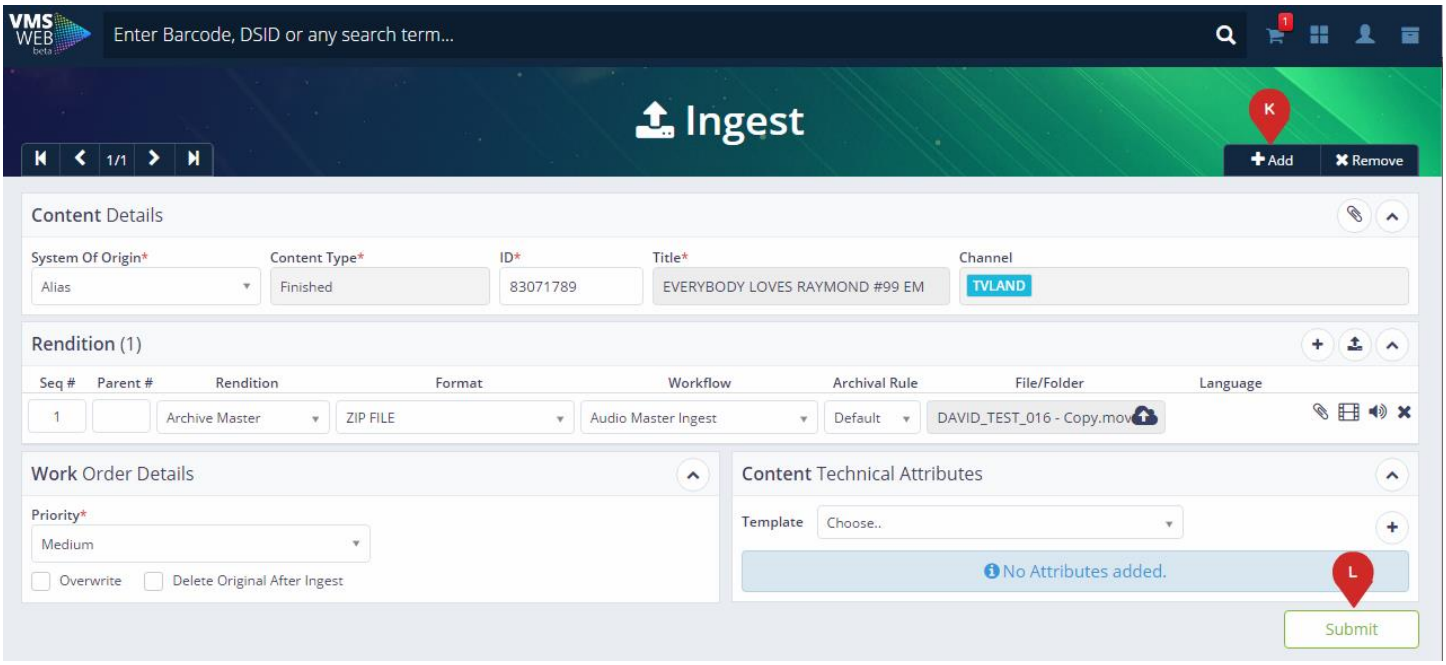


- **A:** Collection Filters – User may filter collection results
- **B**: Views **–** User may change the grid view of the collection contents (Asset, Clip, & Image).
- **C**: Collection Folder – User may select the collection name/folder from the collection side bar to view the contents of the collection in the results grid
- **D**: Add Parent Collection - User may select the **+** icon to add a new collection at the parent level.

- **E:** Add/Edit Collection – User may select the action icon to add a sub collection to a parent collection or to rename, share, and delete a collection/sub collection.

Ingest:





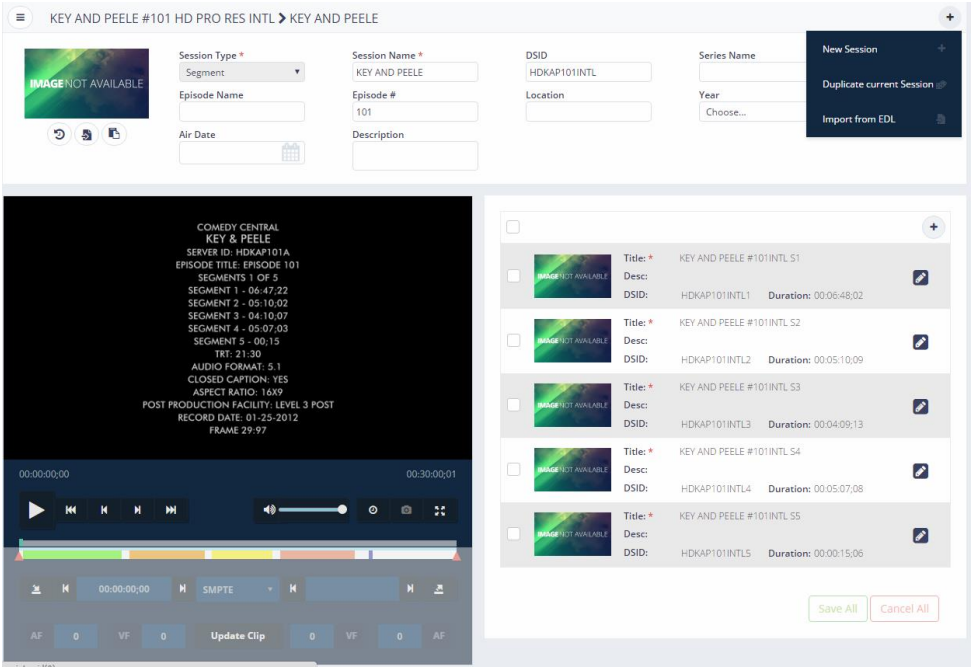
- **A:** Content Details – User may enter the system of origin (ALIAS, PTS, OAP, MVA, None) and ID.
- **B:** Attachments – User may select an attachment to ingest from local computer or ingest library.
- **C:** Rendition – User may select rendition, format, workflow, archival rule, and file/folder to ingest
- **D:** Add Rendition – Add new rendition**.**
- **E:** Add up multiples files and/or folders.
- **F:** Material Level Video Attributes – User may select a video attributes template to apply to the material.

- **G:** Material Level Audio Attributes - User may select an audio attributes template to apply to the material.
- **H:** Work Order Details – User may select priority, overwrite, or delete original after ingest
- **I:** Content Level Technical Attributes – User may select a technical attributes template to apply to the content.
- **J**: Save – Save once all required fields are completed.
- **K**: Add – User can add additional materials to be ingested and submitted all at once.
- **L**: Submit – Submit ingest work order(s).

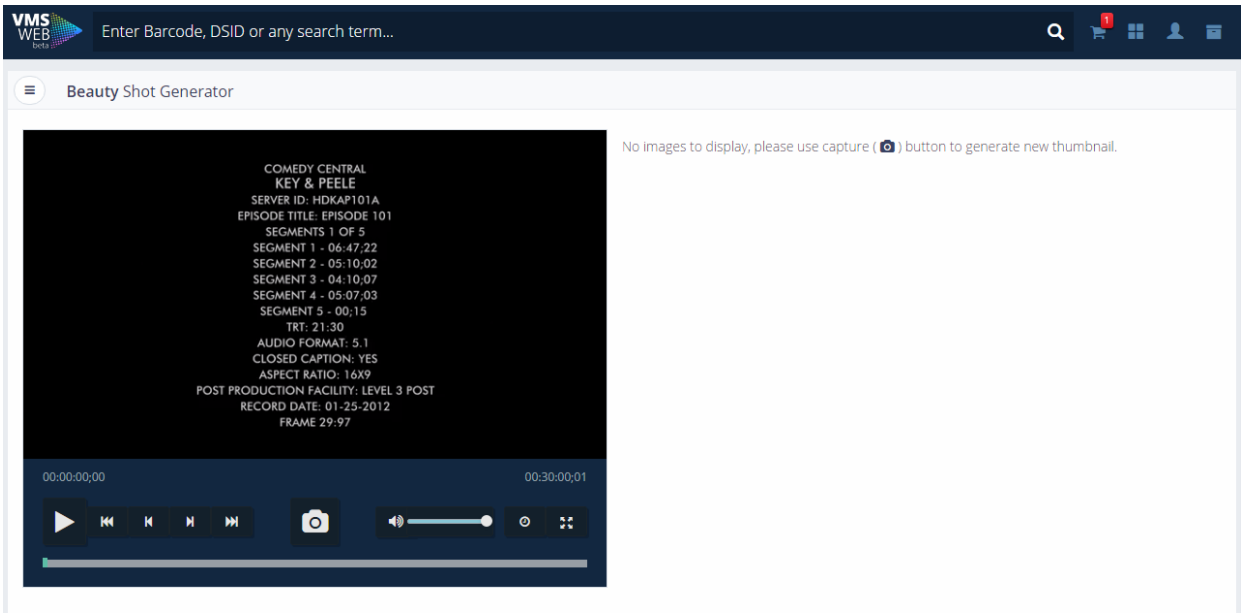
Video Logger:



- **A**: Logger Icon – Select the logger icon from a material to proceed to the logger/beauty shot modal.
- **B**: Logger Session - User may either select an existing session or create a new session to begin logging.



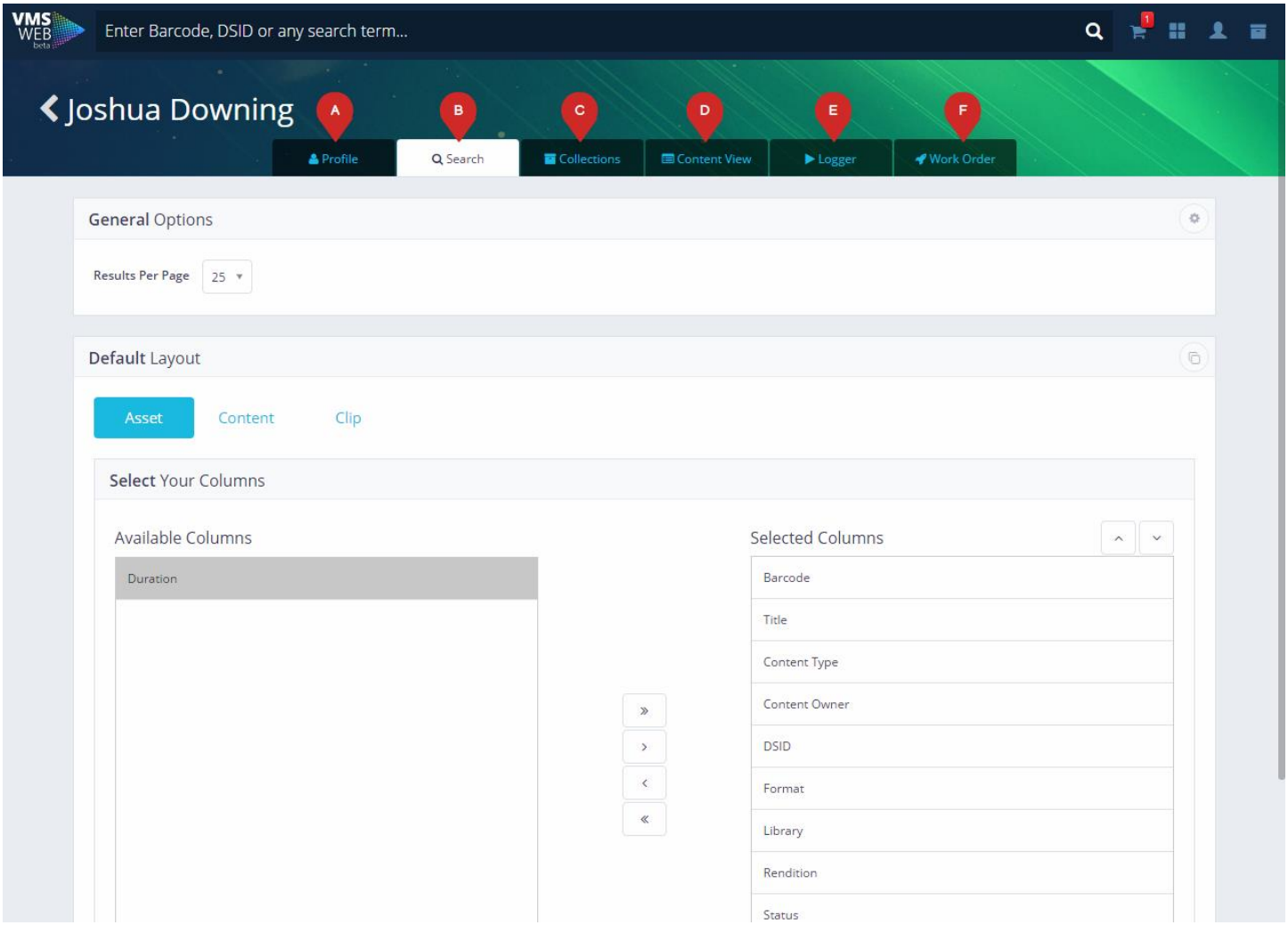
- **C**: Beauty Shot Generator – User may also select the beauty shot generator to capture still images from a video.



- **D**: Video Logger Shortcuts

Keyboard Shortcut	Shortcut Description
shift+alt+right	Step Forward
shift+alt+left	Step Back
alt+up	Seek to Time-In Frame
alt+down	Seek to Time-Out Frame
alt+k	Play/Pause
alt+j	Rewind 2x
alt+h	Rewind 4x
alt+g	Rewind 8x
alt+l	Fast Forward 2x
alt+;	Fast Forward 4x
alt+'	Fast Forward 8x
alt+i	Mark In Frame
alt+o	Mark Out Frame
alt+n	Mark Video Fade In
alt+m	Mark Audio Fade In
alt+,	Mark Video Fade Out
alt+.	Mark Audio Fade Out
alt+b	Capture Beauty Shot

User Preferences:



- **A:** Profile – User may update profile information such as delivery location, approver, and destination path, show proxy, and user details.
- **B:** Search – User may update their results per page and default search layout for asset, content, and clip searches.
- **C:** Collections – User may update their results per page, default layout, and default filters for collections.
- **D:** Content View – User may update their default layout for content view.
- **E:** Logger – User may update their default Logger preferences such as file, frame, and tape relative in/out points or video fade.
- **F:** Work Order – User may update their default work order preferences such as quick click work flows and facility, location, and supervisor information for physical work orders.