Titan®

User's Guide

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Using This Guide

Congratulations on your purchase of a Sundance automation system. You can use your Titan application to automate the master control operations of a broadcast television station.

Designed for your multi-channel, server-based broadcast facility or geographically distributed central casting, Titan facilitates centrally automated operations. This is the most scalable automation available permitting control over high channel count systems. In addition, Titan controls the widest range of peripheral devices.

This guide contains all the task-oriented instructions, conceptual information, and reference material you need to use your Titan automation system. Al users, from beginning to advanced, should read through and reference this guide.

All material in this document applies to the Windows® XP operating systems.



This documentation describes the features and hardware of a standard system. Therefore, your system might contain different features and hardware that are not covered in this document.

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
	A note provides important related information, reminders, recommendations, and strong suggestions.
	A caution means that a specific action you take could cause harm to your computer or cause you to lose data.
	A warning describes an action that could cause you physical harm. Follow the guidelines in this document or on the unit itself when handling electrical equipment.
>	This symbol indicates menu commands (and subcommands) in the order you select them. For example, File > Import means to open the File menu and then select the Import command.
‣	This symbol indicates a single-step procedure. Multiple arrows in a list indicate that you perform one of the actions listed.

Symbol or Convention	Meaning or Action
Bold font	Bold font is primarily used in task instructions to identify user interface items and keyboard sequences.
Italic font	Italic font is used to emphasize certain words and to indicate variables.
`Courier Bold font`	Courier Bold font identifies text that you type.
Ctrl+key or mouse action	Press and hold the first key while you press the last key or perform the mouse action. For example, Command+Option+C or Ctrl+drag.

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- Browse to the Online Library folder, and then double-click the MainMenu file.

  The Online Library folder is in the same location as the application itself, for example:

  (Windows) C:\Program Files\Avid*Avid editing application*\Online Library

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3 Using This Guide

4 Introduction

In a Titan automation system, day-to-day operations take place on the Media Prep station and the Titan air control station. The Prep and air stations are your operational control centers. These and other applications interact in the Titan system via the Sundance database and ListProcessor. The air station uses SIDON and ListProcessor to send commands and receive information from your server and other hardware. Many hardware devices can be controlled through GPI, like the emergency alert system (EAS). A basic Titan system can run up to 10 channels and control 16 ports through SIDON.

Increase the efficiency of your Titan automation system by becoming familiar with the information in the following sections:

- Media Prep
- Titan Air Control
- List Processor & Titan Sync
- SIDON
- GPI Control and the Launch Box
- Automation Add-Ons
- Operating Best Practices

Media Prep

After traffic completes the daily log, the operator processes it at the Media Prep station. Media Prep allows you to create automation playlists. A playlist is a chronological list of events that play to air. Each event contains commands telling the automation system what to do. Titan and Media Prep have three event types:

- Video server event - Titan instructs the ListProcessor to play a selected event in the database and simultaneously switch to the server's crosspoint on the master control switcher.
- Switcher event - Titan switches to a selected crosspoint on the master control switcher or routing switcher. The crosspoint source can be network, satellite feed, or live studio feed.

- Tape event - Titan switches to a selected VTR crosspoint on the master control switcher or routing switcher. The VTR is controlled by SIDON through the ListProcessor.

With Media Prep, you can quickly access a clip, schedule it in a playlist, or delete the data and/or the associated clip from the server. Specifically, the Media Prep station has the following four main functions:

- Quick Add

  Quick Add digitizes commercials and other programs into the video server.

- New on-air operations log

  Log processing compares events in the traffic log with the server and tape inventory databases. A program that is not in the system appears as a red-lined event in the playlist. The new traffic log becomes a playlist on the Air station as soon as it is processed on the Media Prep station.

- Server program segments

  Segmenting creates a sub-ID and allows you to quickly mark the “in” and “out” points of each segment, placing segment information directly into the database.

- Archive

  Server media can be copied to and retrieved from the archive.

After digitizing, programs are ready for air. However, you may need to change trigger types, switcher transitions, or offset events such as GPI triggers or bug inserters.

Trigger functions are programmed in the traffic interface, at the Media Prep station, or at the Air station–even moments before the event goes to air. Many traffic interfaces set up these functions automatically.

Trigger types to start playing an event to air include the following:

- Manual Trigger

  The operator physically triggers the event with a mouse click or an external button. When the list reaches a manual trigger, the list stops and waits for the operator to act.

- Clock Trigger

  The scheduled time in the playlist triggers an event. The list must be playing or cued for a clock trigger to work.

- Follow Trigger

  An event follows the previous event; it is triggered by the previous event finishing. This is the default trigger for Titan.

- JIP (Join-in-Progress) Trigger

This starts the event after automatically cuing forward by the amount of time that has elapsed since the scheduled time.

A group of events that plays sequentially (as follow triggers) between a clock or manual trigger and the next clock or manual trigger is called a break.

Color plays an important role in Media Prep. Events may have different backgrounds or fonts. Default colors and styles indicate certain activities.

Text	Background	Event Status
Black	Blue	Played to air.
Black	Gray	Passed event's last playtime. This is an optional setting.
Black	Light blue	Not on server and archive. This feature must be enabled.
Black	Light gray	Past event's scheduled date. This is an optional setting.
Black	Light green	Ready to air. This is an optional setting.
Black	Orange	Disk Kill Date has expired; the kill date for that spot has arrived or passed. This status overwrites the background color for Ready to Air. This is an optional setting.
Black	Red	Archive Status error. Archive status only updates if you have SAM. This status overwrites other background colors.
Black	Tan	SAM is transferring. Archive status only updates if you have SAM. This status overwrites other background colors.
Black	White	On the server, in a multi-server environment.
Black	Yellow	Being transferred.
Blue	White	On the archive and the server.
Blue, bold	White	On the archive.
Bold	White	On local server, if connected to DataMover and in a multi-server environment. This feature must be enabled.
Red	White	On the archive system, but not on the server.
Red strike-through	White	Not in the server or archive, but exists in the Inventory. This element has no essence, only metadata.
White	Blue	Currently being archived.
White	Light-yellow	Queued for archive.

Text	Background	Event Status
White	Red	Archive Status Error after queued for archive.

Related Topics

Media Prep Introduction

Media Prep Screen

Media Prep Basics

Appending or Inserting a Playlist

Editing Best Practices

Titan Air Control

After preparing the daily playlist file in Media Prep, the master control operator (MCO) uses the Air Control station to select the playlist file for that channel. The operator appends the new playlist to the current playlist. See “Appending or Inserting a Playlist” on page 155 for details.

A playlist consisting of events, typically with clips. Each event has a number and clips have unique IDs so Titan addresses the correct one. Through playlists in Titan Air, you control the air product on each air .

If an event on the playlist indicates it does not exist on the video server (as indicated by the Not on Disk or Not on Local Server label), it cannot play to air. The system warns you about this and (depending upon the Options setting) skips, plays through, or stops the playlist.

Video clips in the server require a specific duration. Servers usually start clips at the zero timecode reference. However, if the clip is trimmed, a trimmed play-start timecode reference is used.

Titan supports most master control switcher functions and transitions. The preview bus activates with the next source as the playlist cues the following events. If the operator has selected a unique transition type, that transition is also readied as the playlist cues the next event.

Titan uses three event types in the playlist: video server, switcher, and tape. A switch is a master control switcher or router crosspoint controlled by Titan such as a live, studio, or network feed. A switch could also be a character generator sequence. Some switch events

might appear in the playlist as non-duration events to allow the source to remain on air until the next event. See “Inserting a Switch Event” on page 170 for instructions on programming switch events.

In addition to the basic types of events, Titan also controls the insertion of keyed events through its versatile FlexEvent™ feature. A FlexEvent is a separate action, such as a GPI, programmed as a secondary event to any playlist event. When a FlexEvent triggers alongside the primary event, ListProcessor triggers the event via the associated SIDON server.

FlexEvents provide the ability to control character generators, bug-inserters, and other devices via GPI triggers. For example, to insert a station logo five seconds after the start of a clip, you would program a five-second positive offset to trigger the logo inserter. The traffic department may also program FlexEvents in the log. FlexEvents stored in the inventory are directly associated with program events and can be stored in the inventory for use in other playlists. See “Adding a FlexEvent” on page 177 for details on programming FlexEvents.

Color also plays an important role for events in Titan Air. Event colors and styles indicate certain activities in Titan. Refer to the following table for the default playlist colors:

Color	Description
Dark Gray	Messages
Dark Red	Lost ListProcessor Connection
Gray	Done
Green	Playing
Light Blue	Switch
Light Green	Selected Play
Light Orange	Partial Play
Light Yellow	Selected Cue
Melon	Past Kill Date
Olive	Cued Tape
Orange	Loss of VDCP Connection
Pale Blue	Program
Purple	Cueing
Red	Cueing
White	Normal

Color	Description
Yellow	Cued

Refer to the following table for default progress bar colors:

Color	Description
Blue	Event Progress
Red	Break Progress

Refer to the following table for default timeline colors:

Color	Description
Beige	Past Kill Date
Dark Gray	Messages
Blue	Clock Event
Dark Gray	Normal 1
Dark Red	Warning: Gap or Overlap
Green	Playing
Light Gray	Normal 2
Olive	Cued
Olive	Cued Clock
Orange	Warning: Others
Purple	Aborted
Red	Cueing

You can customize these colors, so your playlist might not reflect the colors shown in this guide. See “Setting Titan Air Preferences” on page 212 for more information on changing colors.

Related Topics

Titan Main Screen

Titan Menus

Running the Playlist Channels

Editing the Active Playlist

Editing Best Practices

List Processor & Titan Sync

The ListProcessor is the nerve center that handles most of the work in a Titan system. The Titan Air control station directs the ListProcessor to execute items in the playlists. Each playlist references its own ListProcessor. Each ListProcessor controls the devices with commands from the associated Titan playlist.

ListProcessor must be working for Titan to control peripheral devices.

When ListProcessor is working, a message in the Titan Warnings window indicates “ListProcessor started.” If not, the playlist Title bar background turns red and an icon indicates ListProcessor disconnected.

ListProcessor applications can run minimized in the background, but must maintain connectivity to the SIDON computer. Several ListProcessors run at the same time. Up to ten ListProcessor applications can run on a single ListProcessor computer.

The ListProcessor computer typically includes the following:

- Sixteen RS-422 ports for server control
- Sixteen GPI input triggers for external playlist control
- Sixteen GPI output triggers from ListProcessor and Titan Sync for SIDON failover
- On-bard network interface cards
- Four USB ports

Depending upon your system and available technologies, your ListProcessor computer may be different.

When a Titan system includes a backup ListProcessor, the backup is known as Titan Sync. Titan Sync has all the capabilities of a ListProcessor, but typically runs a duplicate, synchronized playlist in the background.

Related Topics

ListProcessor Screen

Basic ListProcessor Operation

Titan Sync Overview

Titan Sync Operation

Housekeeping Old Log Files

SIDON

In the Titan system, ListProcessor directs SIDON to execute commands to peripheral devices including the router, master control switcher, GPI outputs, character generators, and other offset event devices. These devices include GPI inputs for remote playlist control and other peripherals connected via SIDON–such as the router or master control switcher, logo inserters and DVEs.

SIDON must be working for Titan to control peripheral devices.

Related Topics

SIDON Gateway Screen

SIDON Device Server Screen

SIDON Operation

Reconnecting ListProcessor to SIDON

Monitoring SIDON Connectivity

GPI Control and the Launch Box

Although Titan Air has on-screen controls accessible with a mouse, you can also connect GPI inputs to a push-button control panel such as the Sundance Launch Box or a custom built panel.

The Titan computer has a 78-pin connector for GPI input and output triggers for external playlist control. List Processor and Titan Sync can accept up to 16 GPI input and 16 output triggers, each numbered 1 through 16. Connecting various combinations of GPIs can allow multiple ListProcessors to trigger simultaneously or individually using different GPI assignments in the Options tables.

You can run GPIs in parallel. For example, if you set the GPI Start to the same value for two channels on the same ListProcessor server, whenever that GPI is fired, both channels will start. This is beneficial to link the two channels. Wire the GPI inputs directly to the master control switcher buttons or to momentary contact buttons in a remote panel located near

your switcher. Remote panels allow the operator to control playlist functions using simple, momentary contact switch closures. This is the same as clicking the computer mouse buttons. The following table shows common GPI in commands.

GPI In	Action
Start Play	Triggers the Play command for the cued playlist event. The trigger typically connects to the master control switcher transition or “take” button to allow a pre-selected source to trigger directly to air.
Abort Playback	Stops the playlist on the current event.
Start Next	Immediately advances the playlist to the next event.
Tally for AsRun	Writes a code on the asrun when a tally comes from a master control switcher.

In addition to GPI input commands, Titan can send GPI out commands via ListProcessor or Titan Sync. The following table shows some common GPI out commands.

GPI Out	Action
Titan Sync Failover	Sends a GPI when Titan Sync goes into Primary.
SIDON Failover	Sends a GPI when main SIDON fails.
Tally Cue	Sends a GPI when the server channel is cued.
Tally Play	Sends a GPI when the server channel is playing.

Related Topics

Adding a Launch Box

Mapping Launch Box Functions

Sending Commands from the Launch Box

Changing or Unmapping a Button

Removing a Button Box

Automation Add-Ons

Your Titan automation system may include the following products, depending upon your custom installation:

- Automatic Transfer and Deletion Tool (ATDT)

ATDT is a simple, flexible utility to create jobs that run continually, at a set time each day, or at a specific time on a specific day of the week. Each job can do a variety of tasks including delete elements, move or copy elements to another server, and send or retrieve elements from the near-line archive.

- BXF Gateway

  The BXF Gateway gives Sundance Digital automation systems a standardized means of data exchange with various third party traffic, program management and digital content distribution systems.

- Cart Interface (CI)

  Cart Interface is a small application that remotely controls robotic tape cart machines, allowing Titan automation to select a specific tape and insert it in a specific VTR.

- DataMover or MirrorMover

  DataMover and MirrorMover communicate with video servers to copy or mirror content from one server to another. They continuously update the database with the location of the content.

- DDMS (Digital Delivery Management System) or DDME (Digital Delivery Management Engine)

  DDMS provides an easy-to-use application to manage the movement of media and metadata between cache servers deployed at stations and the Sundance media database.

  DDME is a combination of hardware and software designed specifically for managing the movement of media and metadata between the cache servers and the Sundance database.

- FileSel takes a raw traffic file and converts it to a playlist format usable in Titan Append.

- FlexEvent Editor

  FlexEvent Editor creates and manages offset events triggered by a single command in the playlist.

- Intelli-Sat Record Manager and Schedule Manager

  Intelli-Sat is a powerful and versatile tool for automating and managing recording tasks from satellites and other incoming feeds. Intelli-Sat consists the Schedule Manager and Record Manager applications.

- Media Cacher

  MediaCacher efficiently and automatically caches content from tape to server. Transferring large quantities of tape-based content from shelf to server is less time consuming and labor intensive with MediaCacher

- NewsRecorder

NewsRecorder automatically segments newscasts or other live broadcasts avoiding operator work to repurpose the show for later broadcast.

- ProgramView or SalesView

  SalesView and ProgramView extend the reach of automation beyond Master Control and into the Sales, Quality Control, Engineering, and Management areas of the facility. SalesView and ProgramView permit anyone within the facility, or remotely over a Wide Area Network, to view the database of video server contents and play elements on the desktop.

- Publish To Sundance (P2S)

  Publish to Sundance (P2S) enables the seamless migration of finished content directly to the broadcast facility's play-to-air server, complete with its metadata. It is available only in conjunction with Avid editing systems.

- Schema Suite

  Schema Suite defines user-specific dub and purge files for importing into the Sundance Inventory

- Segmenter

  Segmenter breaks tapes into segments for ingesting with MediaCacher or Media Prep.

- Segment Share

  Segment Share allows stations to share and transfer content. This allows one station to set up the clip info and other stations in the network or group to access the pre-segmented clips.

- Server Mapping Tool (SMT)

  SMT keeps the database updated with accurate information based on the files available in the video Server.

- Simple Network Management Protocol (SNMP) Agents

  SNMP agents for List Processor, Data Mover, SAM, Intelli-Sat and SIDON respond to the third-party manager's requests with information as specified by the management information base (MIB).

- Sundance Archive Engine (SAE)

  The Sundance Archive Engine integrates with any Sundance Digital automation system, providing managed near-line storage for all popular broadcast video servers. The system is based on a robust Avid-built storage chassis with SATA drives and hardware RAID controller.

- Sundance Archive Manager (SAM)

  The Sundance Archive Manager manages media on both the server and the archive, deciding which clips should be sent to or retrieved from the Archive Engine.

- Titan Append Utility

  Quickly appends a new playlist created from a traffic log in Media Prep to an existing playlist in Titan Air.

- Web Inventory

  Web Inventory is an easy-to-use web-based application for viewing your Titan automation system from any computer with an internet connection. Because it functions like a server, Web Inventory can reside in any location and pass on status information to your computer either locally or remotely.

Other modules and tools may be available especially for your system and workflow. Contact your Avid sales representative or visit the Avid website for more information on available products.

Related Topics

Server Inventory

Tape Inventory

Testing the ListProcessor Connection to DataMover

Testing the ListProcessor Connection to SAM

Testing the ListProcessor Connection to NewsRecorder

Processing a Traffic Log

Programming FlexEvents

Downloading Segment Timings

Using Subclips

Operating Best Practices

Basic, safe operation of the Titan automation system relies on common sense and a few general tips:

- Ensure that everyone who operates the master control switcher or router also understands the automation system.
- Keep the video server files updated to maintain consistency between the databases. Avid recommends you occasionally check the server inventory.
- When you reboot your video server, wait until the server is running to restart the SIDON, ListProcessor, and Titan applications. This allows the serial control ports to regain connection to the server and the ListProcessors to reconnect to SIDON.

- If you close the ListProcessor application, Titan can no longer control devices. When the ListProcessor restarts, it automatically reconnects to the appropriate Titan channel. Be aware of the connection status by noting the green connection indicator.
- If you close the SIDON application, the ListProcessors loses device control. After restarting SIDON, you have to reconnect to the ListProcessors.
- ListProcessor usually controls several channels. If you close SIDON, you might still have server playback.

Related Topics

Editing Best Practices

Housekeeping Old Log Files

Handling Error Messages

Recovering, Resetting, and Restarting

Ingesting Workflow

5 SIDON

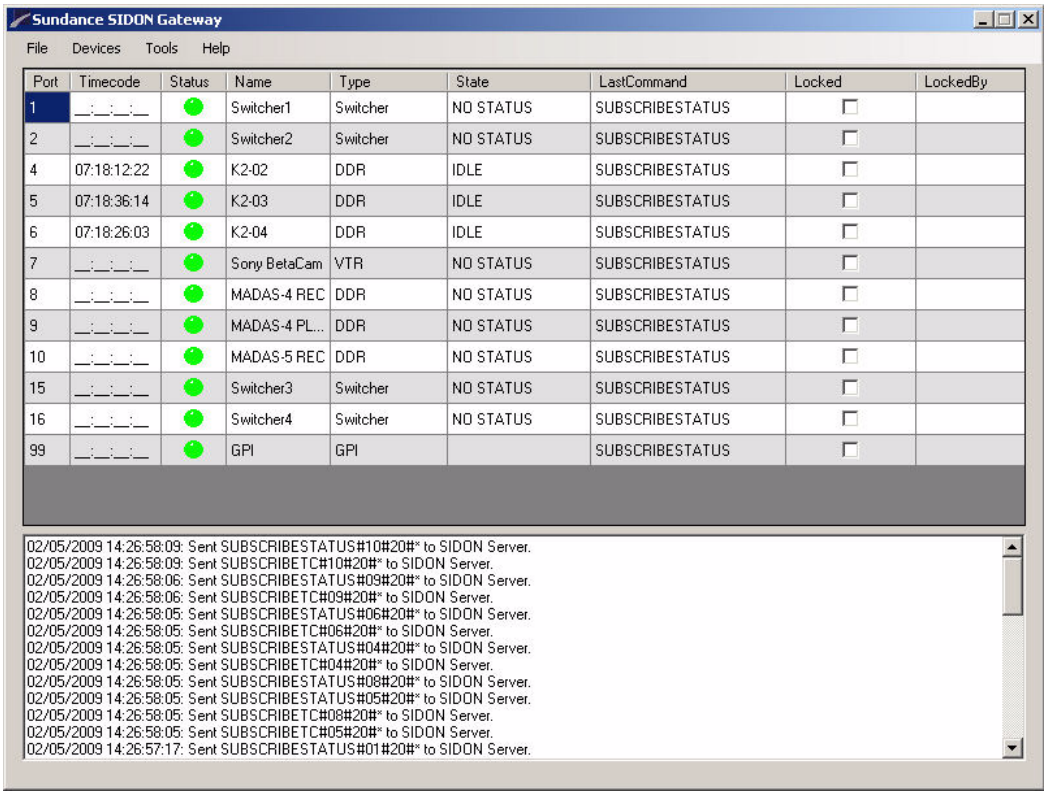
Your Titan automation system controls many types of hardware devices. Titan uses the SIDON servers to communicate with these devices. SIDON Gateway lets you monitor and control the SIDON servers.

The following sections provide essential information for using SIDON:

- SIDON Gateway Screen
- SIDON Device Server Screen
- SIDON Operation

SIDON Gateway Screen

The interface for SIDON Gateway is very simple. Most of the functionality of the SIDON Gateway should already be set up by the field engineer. The field engineer connects the devices to SIDON, places their information in SIDON Gateway, and prepares the interface for you. Once all this is done, your can simply consult the SIDON Gateway to keep an eye on what and how your SIDON servers are doing.



Review this section to become familiar with SIDON Gateway. The SIDON Gateway interface contains the components shown below.

Item	Description
File Menu	Accesses the exit function. Closing the SIDON Gateway may interfere with the function of SIDON device servers depending on your settings.

Item	Description
Devices Menu	Accesses the configure function. Your SIDON network should already be fully configured. If not, contact Technical Support.
Tools Menu	Accesses the following selections: • Options - Sets up custom options. • Import - Imports database directories. • Align Servers - Aligns the SIDON Device Server interfaces to the left and top of your screen.
Help Menu	Accesses information about SIDON and the help system.
Devices Table	Provides information about devices connected to each SIDON port. Text boxes include the following: • Port - The port where the device connects to SIDON. • Timecode - The timecode from the device. • Status - Whether the port is connected to the device. Green is connected. Red is disconnected. Yellow is connection in progress. Red is broken connection. Blue is a virtual port. • Name - The device name. • Type - The type of device • State - The device's current state. This might be cued, cuing, playing, stop, still, varplay, idle, fast forward, rewind, jog, busy, or another state depending on the device. • Last Command - The last command the device received. • Locked - Whether another application has locked out control to the device. For example, ListProcessor could lock a VTR to prevent another program from using it, but others can still see the status. • Locked By - The channel or software that locked control of the device. • SIDON Server Version - The version of SIDON Server running the device.
Status Pane	Shows the status history including connections, disconnections, and commands to devices.

Related Topics

SIDON Device Server Screen

ListProcessor Screen

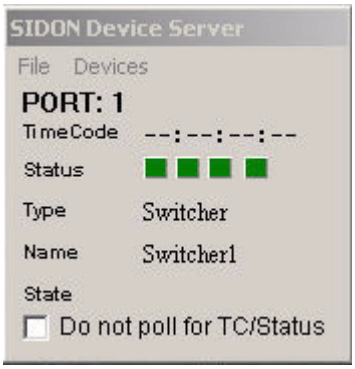
Media Prep Screen

Titan Main Screen

Customizing the Workspace

SIDON Device Server Screen

The interface for the SIDON Device Server is very basic. Most of the SIDON functionality should already be set up by the field engineer. The field engineer connects the devices to SIDON, places their information in SIDON Gateway, and prepares the interface for you. Once all this is done, simply consult the SIDON Device Server interface to keep an eye on what and how your SIDON server is doing.



Review this section to become familiar with the SIDON Device Server interface. The SIDON Device Server interface contains the components shown below.

Menu	Option	Description
File	Minimize	Minimizes the SIDON Server Device interface.
	Exit	Closes the SIDON Server. SIDON cannot control devices when it is closed.
Devices	TiltRac Setup	Sets control for TiltRac.
	Turn Off Status Polling	Toggles Status Polling.

Menu	Option	Description
	Update Device Connections	Updates all connections.
	Reset GPI Card	Resets the GPI Card in case of disconnection.
	Reconnect to TiltRac	Reconnects after losing connection with TiltRac.
	Show User Bits	Selects which user bits to show.
Help	SIDON Help	Accesses information about SIDON.
Do not poll for TC/Status		Turns off timecode and status polling from SIDON Gateway. Select only when you do not want SIDON Gateway to update information for this SIDON server.

Related Topics

SIDON Gateway Screen

ListProcessor Screen

Media Prep Screen

Titan Main Screen

Customizing the Workspace

SIDON Operation

SIDON requires very little and rare human intervention. Primarily, you should consult the SIDON windows to verify they are properly controlling devices.

This section includes the following topics:

- Starting SIDON
- Viewing the SIDON About Window
- Exiting SIDON

Related Topics

Monitoring SIDON Connectivity

Defining Devices

Recovering from Power Failure

Basic ListProcessor Operation

Media Prep Basics

Starting SIDON

Before you start ListProcessor, Titan, or almost any other part of a Sundance automation system, you must first start the SIDON servers.

To start up SIDION Gateway and Device Servers Interface:

1. Double click the SIDON Gateway icon on the desktop.

   SIDON Gateway opens, opens all SIDON Device Server windows, and aligns the windows to the top left of the screen.

2. If SIDON Gateway does not launch the SIDON Device Server interfaces:

   a. Select Tools > Options.

      The Options dialog box opens.

   b. Select Launch SIDON Servers at startup.

   c. Click the Apply button.

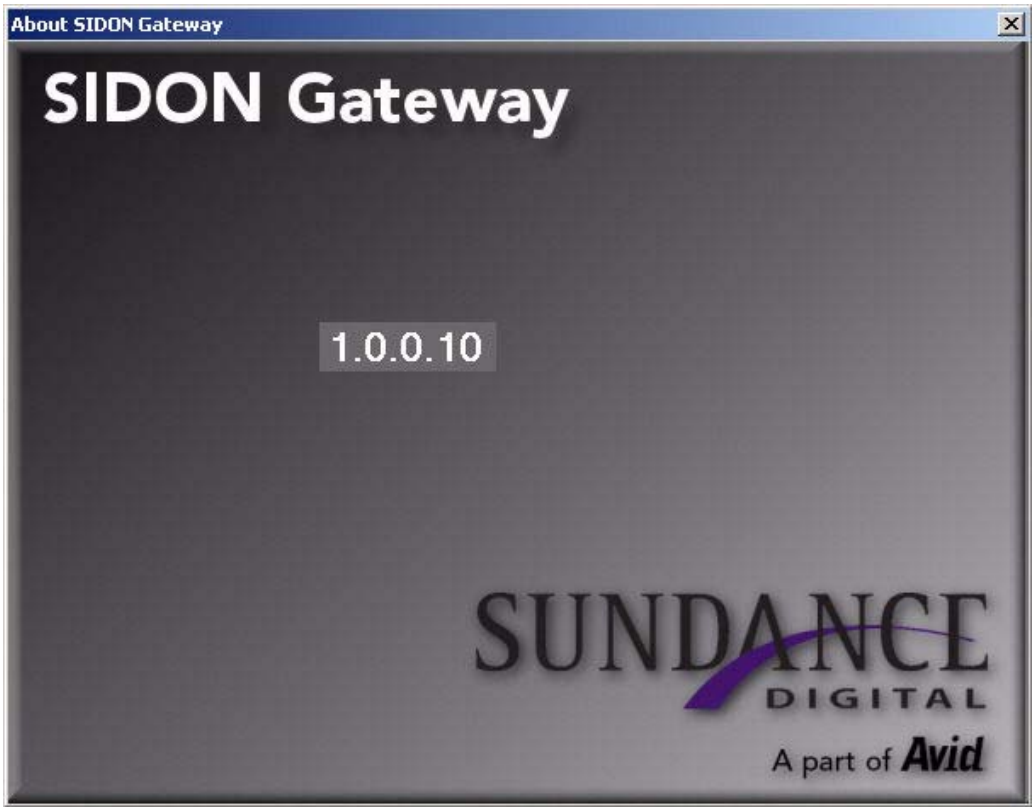
   d. Restart SIDON Gateway.

Viewing the SIDON About Window

The SIDON About window shows the version and other software information. This is helpful when you call Technical Support.

To view the About Window.

- Select Help > About.



Exiting SIDON

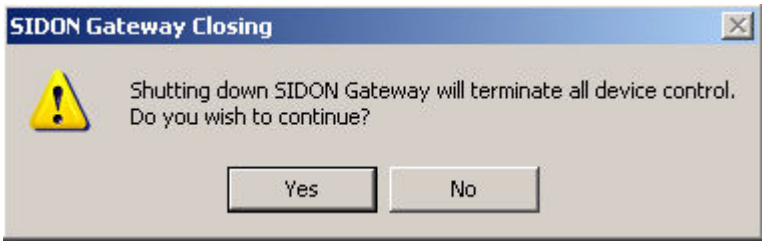
When shutting down automation, one of the last programs you should shut down is SIDON.

Do not close the SIDON Device Servers while automation is running.

To exit SIDON and stop device control:

1. Turn off all other parts of the Titan automation system.
2. Select File > Exit.

   A message warns you that you are terminating device control.



3. Click the Yes button.

   SIDON Gateway and all SIDON Device Server windows close in succession.

6 ListProcessor and Titan Sync

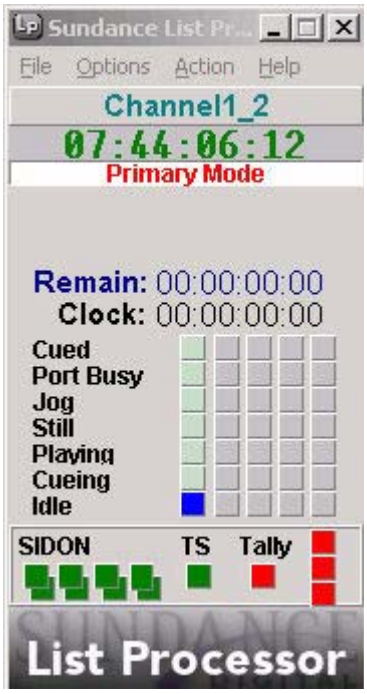
Within the Titan system, one of the major components is the ListProcessor.

This section contains the following topics:

- ListProcessor Screen
- Basic ListProcessor Operation
- Titan Sync Overview
- Titan Sync Operation

ListProcessor Screen

The ListProcessor application is small and easy to use. Familiarizing yourself with the screen elements and functions will make for a much smoother workflow. The ListProcessor interface contains the components shown below.



Item	Description
Menu Bar	Provides access to the ListProcessor tables and functions. See "ListProcessor Menu Bar" on page 42.
Channel Name	Indicates the Titan playlist connected to the ListProcessor.
System Clock	Indicates the Windows time with any channel offset. The time is maintained by the Dimension 4 client.
Mode Indicator	Indicates the ListProcessor mode for Titan Sync operations: • Primary Mode means this ListProcessor is in control. • Backup Mode means this ListProcessor is not in control.

Item	Description
On Air ID	Shows the ID of the clip currently playing to air on the associated playlist. In an A/B roll system, the ID for channel A is on the left and channel B is on the right.
Next ID	Shows the ID of the next clip to play on the associated playlist. In an A/B roll system, the ID for channel A is on the left and channel B is on the right.
Countdown Timers	Provide two types of information: • The Remain countdown timer, in blue text, on the top, indicates the time remaining in the current on-air spot. • The clock countdown timer, in black text on the bottom, indicates the time remaining to the next clock trigger in the playlist.
Server Status	Indicates the VDCP status of the connected video server. • Blue means connected. • Yellow means disconnected. • Gray means inactive.
SIDON Status	Indicates the status of the associated SIDON: • Red means disconnected. • Green means connected.
DataMover Status	Indicates the status of DataMover • Red means disconnected. • Green means connected.
NewsRecorder Status	Indicates the status of NewsRecorder • Red means disconnected. • Green means connected.
SAM Status	Indicates the status of SAM • Red means disconnected. • Green means connected.
Titan Sync Status	Indicates the status of Titan Sync: • Red means disconnected. • Green means connected.

Related Topics

SIDON Gateway Screen

SIDON Device Server Screen

Media Prep Screen

Titan Main Screen

Customizing the Workspace

ListProcessor Menu Bar

The Menu bar provides access to ListProcessor tables and functions This tool bar consists of the selections in the following table.

Menu	Sub-menu	Selection	Details
File		Display Warnings	Shows ListProcessor warning messages.
		Move Window to Upper Left	Aligns the ListProcessor window with the upper left corner of the screen.
		Exit	Exits and closes the ListProcessor application. When closed, ListProcessor cannot control playlists, servers, or other hardware.
Action		Reconnect to SIDON Servers	Restores the connection to the SIDON server.
		Test SAM Connection	Tests the connection to SAM.
		Test DataMover Connection	Tests the connection to DataMover.
	Reinitialize	All	Attempts to reconnect all ports.
		Port 1	Attempts to reconnect the selected port.
		Port 2	Attempts to reconnect the selected port.
		Port 3	Attempts to reconnect the selected port.
		Port 4	Attempts to reconnect the selected port.
		N+1 Port	Attempts to reconnect the selected port.
	Close Server Ports	All	Disconnects from all ports.
		Port 1	Disconnects from the selected port.

Menu	Sub-menu	Selection	Details
		Port 2	Disconnects from the selected port.
		Port 3	Disconnects from the selected port.
		Port 4	Disconnects from the selected port.
		N+1 Port	Disconnects from the selected port.
		Switch Control to Backup (N+1) Server	Places the selected ListProcessor into Titan Sync mode.
		Switch Control to Primary server	Places the selected Titan Sync into ListProcessor mode.
	Switch Control to Backup (N+1) Server		Changes to the backup server.
	Switch Control to Primary Server		Changes to the primary server.
	Force this ListProcessor Backup Mode		Puts this ListProcessor into Primary mode.
	Force this ListProcessor Primary Mode		Puts this ListProcessor into Backup mode.
	Arm Auto Advance Mode		Turns on auto-advance.
	Disarm Auto Advance Mode		Turns off auto-advance.
Options		Modify Options	Opens the Modify Options dialog box.
		Modify Switcher Information	Opens the Modify Switcher Information dialog box.
		Switcher Crosspoints	Opens the Crosspoints dialog box.
		SIDON Servers	Opens the SIDON Servers dialog box.
		Modify Server Transfer Information	Opens the Modify Server Transfer dialog box.
		Modify VTR Information	Opens the Modify VTR Information dialog box.

Menu	Sub-menu	Selection	Details
Help		About	Opens the About window featuring product information including software version.
		ListProcessor Help	Accesses information about ListProcessor.

Basic ListProcessor Operation

This section covers some of the most commonly used functions of ListProcessor. If you have not already, review the "ListProcessor Screen" on page 40 before performing the actions in this section.

Topics covered in this section include:

- Reconnecting ListProcessor to SIDON
- Testing the ListProcessor Connection to DataMover
- Testing the ListProcessor Connection to SAM
- Testing the ListProcessor Connection to NewsRecorder
- Reinitializing Server Ports
- Arming Auto-Advance Mode
- Disarming Auto-Advance Mode
- Viewing the ListProcessor About Window

Reconnecting ListProcessor to SIDON

In a Titan automation system, ListProcessor relies on SIDON to control devices. When the connection with SIDON breaks, ListProcessor can no longer communicate playlist actions to your broadcast devices. The following process reconnects ListProcessor to SIDON.

To reconnect to the SIDON servers:

- Select Action > Reconnect to SIDON Servers.

  The ListProcessor verifies the SIDON connection.

- If the connection fails to reset, troubleshoot your hardware and network connection. Ultimately, you may need to contact Support for further assistance.

Related Topics

SIDON Gateway Screen

ListProcessor Screen

ListProcessor Menu Bar

List Processor & Titan Sync

SIDON

Testing the ListProcessor Connection to DataMover

In a system with DataMover, ListProcessor needs to maintain communication with DataMover.

To test the connection to DataMover:

- Select Action > Test DataMover Connection.

  The ListProcessor verifies the DataMover connection.
- If the connection fails, troubleshoot your hardware and network connection. Ultimately, you may need to contact Support for further assistance.

Related Topics

ListProcessor Screen

ListProcessor Menu Bar

List Processor & Titan Sync

Automation Add-Ons

Titan Menus

Testing the ListProcessor Connection to SAM

In a system with SAM, ListProcessor needs to maintain communication with SAM.

To test the connection to SAM:

- Select Action > Test SAM Connection.

  The ListProcessor verifies the connection to the Sundance Archive Manager.
- If the connection fails, troubleshoot your hardware and network connection. Ultimately, you may need to contact Support for further assistance.

Related Topics

ListProcessor Screen

ListProcessor Menu Bar

List Processor & Titan Sync

Automation Add-Ons

Working with a Remote Server

Testing the ListProcessor Connection to NewsRecorder

In a system with NewsRecorder, ListProcessor needs to maintain communication with NewsRecorder.

To test the connection to NewsRecorder:

- Select Action > Test NewsRecorder Connection.

  The ListProcessor verifies the NewsRecorder connection.

- If the connection fails, troubleshoot your hardware and network connection. Ultimately, you may need to contact Support for further assistance.

Related Topics

ListProcessor Screen

ListProcessor Menu Bar

List Processor & Titan Sync

Automation Add-Ons

Reinitializing Server Ports

The server ports needs to maintain connection.

To reinitialize the server ports:

1. Select Action > Reinitialize.
2. Select one of the following:
   - All
   - Port 1
   - Port 2
   - Port 3
   - Port 4
   - N+1 Port

The ports to the server reinitialize.

Related Topics

ListProcessor Screen

ListProcessor Menu Bar

List Processor & Titan Sync

Server Inventory

Restarting After the Video Server

Arming Auto-Advance Mode

Auto-advance mode waits for a GPI to play a manual event. If the GPI play commands is not received within the specified time, ListProcessor advances to the next manual event.

To arm auto-advance mode:

- Select Action > Arm Auto Advance Mode.

The Auto-advance mode is now active.

Related Topics

GPI Control and the Launch Box

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Titan Menus

Disarming Auto-Advance Mode

With auto-advanced turned off, ListProcessor waits on a manual trigger until someone presses the Play button.

To disarm auto-advance mode:

- Select Action > Disarm Auto Advance Mode.

The Auto-advance mode is now off.

Related Topics

GPI Control and the Launch Box

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Titan Menus

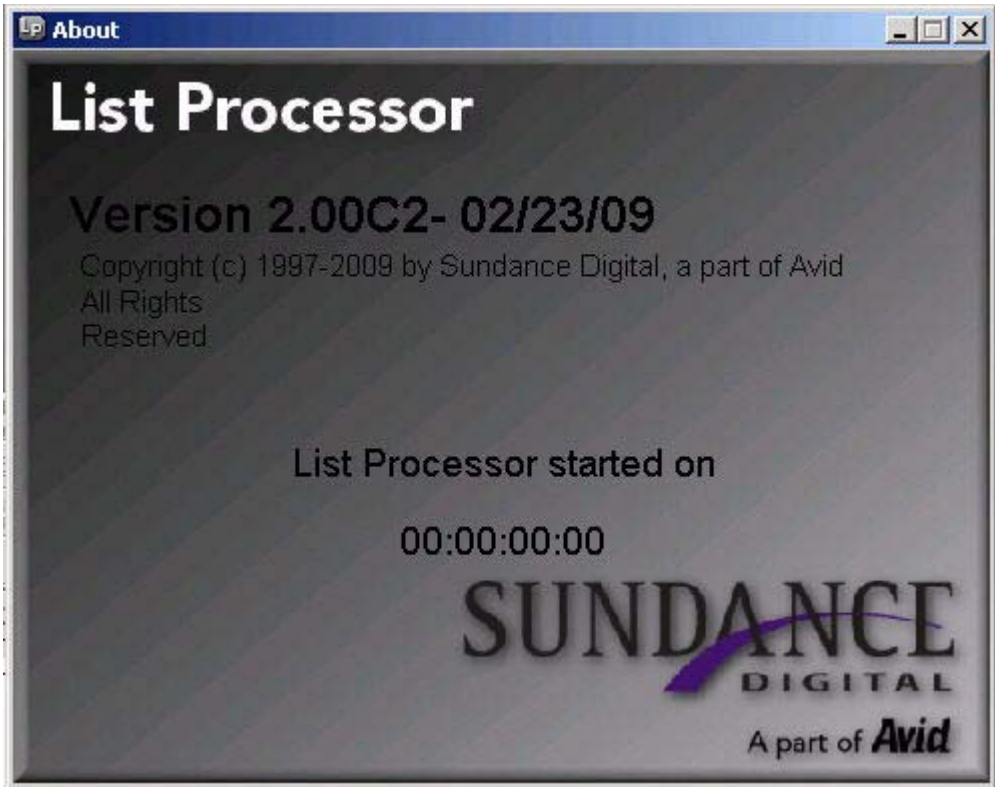
Viewing the ListProcessor About Window

The About window shows the ListProcessor copyright, version, date, and how long it has been running.

To view the About window:

1. Select Help > About.

   The About window opens.



2. Click the OK button to close the dialog box.

Related Topics

List Processor & Titan Sync

ListProcessor Screen

Viewing the SIDON About Window

Viewing the Media Prep About Window

Viewing the Titan About Window

Titan Sync Overview

Titan Sync™ is a powerful option in the Titan automation system. It offers redundancy through synchronous playlist operation. In a standard Titan operation, ListProcessor controls one video server decoder. The video server has an assigned crosspoint, serial port, and VDCP port in ListProcessor on the Options Modify form. If the ListProcessor computer fails or loses the connection, the primary server channel and playlist are not protected.

In Titan Sync mode, a backup playlist with its own server channel runs a separate database synchronized with the main playlist. This backup also runs on a separate computer from Titan. This way, if the ListProcessor channel goes down or loses communication, the Titan Sync channel can instantly assume the primary role. Setup parameters in the Options Modify form determine the ListProcessor channel's IP address, server, crosspoints, and instructions on what action to take if the connection is lost.

TitanSync provides playlist redundancy by keeping main and sync playlists synchronized. In this setup, any change to the main playlist is instantly reflected in the sync playlist. The following examples illustrate the power of TitanSync:

- When you add an event to the main playlist, it automatically adds to the sync playlist.
- When you append a new playlist to the main playlist, it automatically appends to the sync playlist.
- When you add a trigger to an event in the main playlist, Titan adds the same trigger in the sync playlist.
- If you perform a Next or Drop Next action to the main playlist, the identical action happens to the sync playlist.

Related Topics

Titan Sync Operation

List Processor & Titan Sync

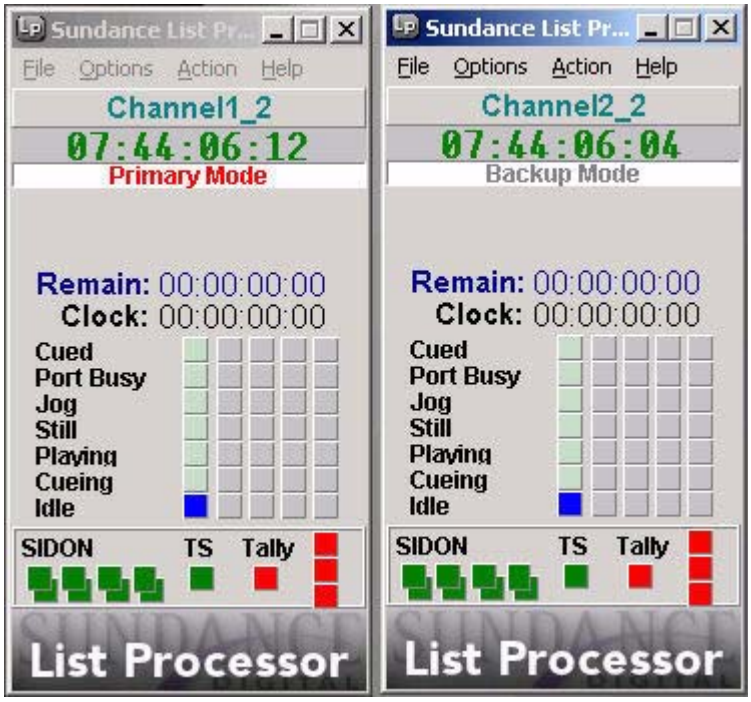
ListProcessor Menu Bar

ListProcessor Screen

Titan Menus

Titan Sync Conventions

Each primary playlist has an associated backup Titan Sync. Titan Sync has several noticeable differences from a standard ListProcessor. The following example shows a regular ListProcessor playlist and a Titan Sync playlist running side-by-side.



The TitanSync channel name displays in the Title bar, usually with a suffix like –BK. ListProcessor and TitanSync have the same interface with only the status box to show which is TitanSync. When in ListProcessor mode, the status box shows Primary in red. When in Titan Sync mode, the status box indicates Backup in gray. Otherwise, ListProcessor and Titan Sync are identical.

Related Topics

Titan Sync Operation

ListProcessor Screen

List Processor & Titan Sync

ListProcessor Menu Bar

Titan Menus

Titan Sync Operation

During normal Titan Sync operations–when the main playlist is running in primary and the sync playlist is running in backup–the operator manages the primary playlist as usual. The backup automatically reflects any action performed to the primary.

When the main playlist goes down, Titan Sync:

- Is now primary and operates in primary mode until the main ListProcessor is restored to primary mode.
- Is on air with the TitanSync server channel.
- Controls the channel's output.
- Controls the master control switcher.
- Runs a copy of the automation log.
- Keeps a copy of the spot database.
- Allows you to interact with the backup playlist in the normal manner: adding and dropping events, appending playlists, renumbering, and so on.

If the Titan Sync computer is down or loses communication, the primary ListProcessor continues to function as normal. This means that the primary list still works, but there is no backup protection. You can continue to interact with the primary playlist in the normal manner. However, you should restore Titan Sync as soon as possible for full protection.

Ensure that Titan Sync is setup and properly configured for each ListProcessor.

This section discusses aspects of operating Titan Sync:

- Operating When a Channel is Down
- Switching to the Backup Server
- Returning to the Primary Server
- Forcing ListProcessor or Titan Sync to Backup
- Forcing ListProcessor or Titan Sync to Primary

Operating When a Channel is Down

When the primary channel goes down, you have no time to panic. Follow these instructions to keep your station on-air.

To operate when a channel is down:

1. Operate Titan Sync channel the same as a ListProcessor channel until the ListProcessor computer can be restarted. See "Switching to the Backup Server" on page 52 for details.
2. Contact your facility's technical staff to determine why the ListProcessor is down or the connection has been lost.
3. Ask your technical support staff to alert you when the ListProcessor computer as been restored.
4. Perform a Quick Recovery when appropriate. See "Using Quick Recovery" on page 206 for details.

Related Topics

Titan Sync Conventions

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Using Channel Redundancy

Switching to the Backup Server

Avoid prolonged periods of black by following the instructions in this section when the ListProcessor goes down.

To switch control to the backup server:

- Select Action > Switch Control to backup (N+1) server from the ListProcessor interface.

  The backup server takes control of the playlist.

Related Topics

Titan Sync Conventions

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Using Channel Redundancy

Returning to the Primary Server

When the main server is working again, this process returns control to the primary server.

To return control to the primary server:

- Select Action > Switch Control to primary server from the ListProcessor interface.

Air control returns to the primary server.

Related Topics

Titan Sync Conventions

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Using Channel Redundancy

Forcing ListProcessor or Titan Sync to Backup

When recovering from the failure of the primary ListProcessor, you might need to manually force the ListProcessor to backup. Either Titan Sync or ListProcessor can be forced into backup mode. In backup mode, the ListProcessor runs a parallel playlist, but does not control playout devices.

To force into Backup mode:

- Select Action > Force This ListProcessor to Backup Mode from the ListProcessor interface.

The Mode Indicator switches to indicate Backup mode.

Related Topics

Titan Sync Conventions

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Using Channel Redundancy

Forcing ListProcessor or Titan Sync to Primary

In a Titan Sync system, either Titan Sync or ListProcessor can be forced into primary mode. In primary mode, the ListProcessor runs the channel's playlist and controls playout devices.

To force the channel into primary mode:

- Select Action > Force This ListProcessor to Primary Mode from the ListProcessor interface.

The Mode Indicator switches to indicate Backup mode.

Related Topics

Titan Sync Conventions

List Processor & Titan Sync

ListProcessor Screen

ListProcessor Menu Bar

Using Channel Redundancy

7 Media Prep

Media Prep is an application in the Titan system that controls ingesting (recording) into your video server, manages the server and automation databases, and processes traffic logs. Media Prep integrates smoothly into Sundance automation systems and allows for continued growth in your facility

The following sections provide essential information for using Media Prep:

- Media Prep Introduction
- Media Prep Screen
- Media Prep Basics
- Media Prep Advanced Functions

Media Prep Introduction

In Media Prep, you can quickly access and process the traffic log file on the network. This eliminates manually creating playlists. A Titan system with Media Prep includes custom traffic software to insure airtight communication between the business office and automation. This type of Titan system supports closed-loop reconciliation of the day's asrun log. If your operation does not use a traffic system, you can create your daily traffic logs manually.

Media Prep works with many types of servers. The Media Prep application is usually on a separate, networked computer and operates independently from Titan Air Control. In some cases, the Media Prep application may be on the same computer as another Sundance product, but you must have sufficient server encoder and decoder resources to avoid conflicts between applications. Several Media Prep workstations can connect to the system so you can dub new material from multiple locations.



Make sure you understand the role of the playlist in an automation system.

Related Topics

Ingesting Workflow

Operating Best Practices

Media Prep

Media Prep Screen

Media Prep Basics

Ingesting Workflow

You might wonder how to use Media Prep in your automation process. Although there are many ways to use Media Prep, the following steps illustrate an sample Media Prep workflow. Use the workflow that best meets the needs of your station and environment.

To use Media Prep for automation:

1. Process a traffic log or create a new playlist from scratch.
2. Select the events to dub to the server. Dub events that are earlier in your playlist because these air first. In the playlist, all events that have not been dubbed are red-lined.
3. Review the events visually or use the Dub File that automatically generates when you process a playlist. The dub file provides a convenient report of all red-lined events in the list.
4. Double-click a red-lined event in the playlist to record the event to disk.
5. Trim the recorded clip for cleaner marks.

6. Use in any playlist the clip saved in the database with associated metadata.
7. Edit the playlist as required.

Related Topics

Media Prep

Media Prep Screen

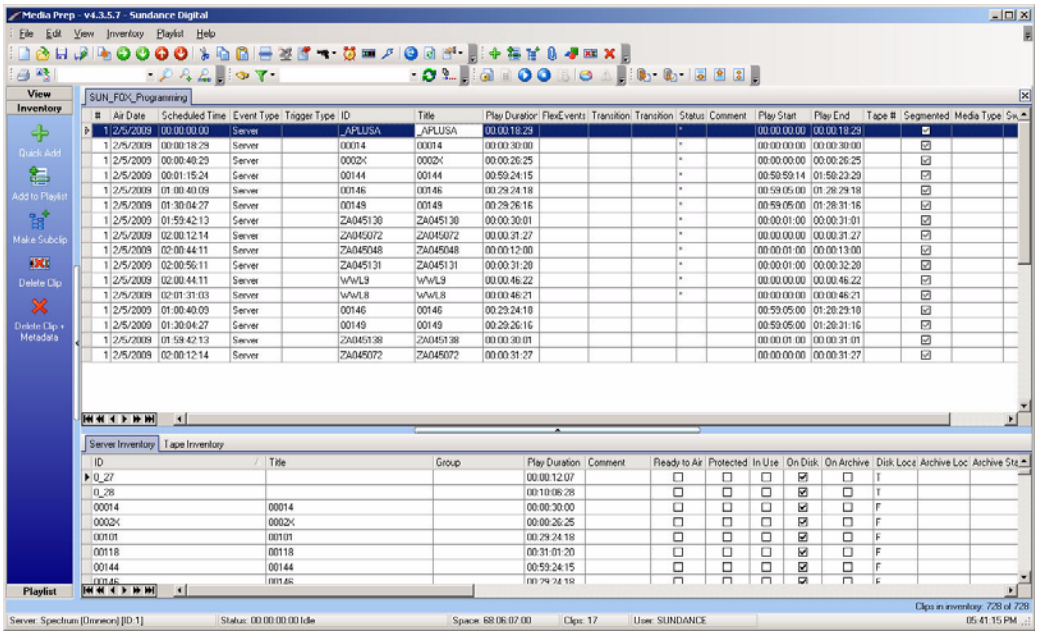
Media Prep Basics

Appending or Inserting a Playlist

Automation Add-Ons

Media Prep Screen

This section introduces the Media Prep application's main screen. The main Media Prep screen contains various menus and icons. Familiarize yourself with Media Prep screen elements and functions for a smoother workflow. The Media Prep interface contains the components shown below.



Item	Description
Menu Bar	Contains functions supported by Media Prep, organized into sections. See “Media Prep Menu Bar” on page 58.
Icon Bars	Provide easy, graphical access to playlist and inventory functions. For a complete list of icons, see “Media Prep Shortcuts and Icons” on page 255.
Side Bars	Provide convenient, graphical shortcuts to commonly used Media Prep functions. For a complete list of icons, see “Media Prep Shortcuts and Icons” on page 255.
Work Area	Consists of the Inventory, Tape Inventory and active playlist.
Context Menus	Appear when you right-click the Server Inventory or active playlist and provide an alternative method for reaching selections from the menus and icon bars.

This section includes the following topics:

- Media Prep Menu Bar
- Media Prep Work Area

Media Prep Menu Bar

The menu bar in Media Prep manages playlist files. Some selections may be grayed out when they do not apply to the current work context, like when a playlist is inactive, or you may not have those privileges assigned in Rights Management. See “Assigning User Access” on page 219.

Menu	Sub-menu	Options	Description
File		Register User	Changes users without closing the application.
		New	Creates a new blank playlist.
		Open	Opens an exiting playlist file.
		Save & Close	Saves and closes the active playlist.
		Save As	Saves the active playlist to disk with another name.
		Print	Prints the open playlist or the inventory.
		Export	Exports the open playlist or the inventory.
		Exit	Exits and closes the Media Prep application.

Menu	Sub-menu	Options	Description
Edit		Cut	Cuts the selected events from the playlist and places them in the clipboard.
		Copy	Copies the currently selected events to the clipboard.
		Paste	Pastes from the clipboard immediately below the highlighted event the last cut or copied event or group of events,.
		Find	Locates text in the Inventory tab or in the open playlist.
		Find Next	Locates the next instance of the found text.
		Select All	Selects all clips in the inventory or events in the active playlist.
		Hide/Unhide Columns	Opens the Customize dialog box revealing any hidden columns.
		Rights Management	Opens the Rights Management dialog box.
		Options	Opens the Options dialog box.
View		Total Playtime	Calculates the total playtime for a group of selected events or inventory clips.
		Play Low Res	Plays low-resolution video for the selected event or clip, if available.
		Play	Plays the selected event or clip.
		Stop	Stops playing the selected event or clip.
		Server Space Usage	Calculates the amount of space used on the server.
		VDCP Status	Indicates the status of server channels: • Red = Active • Green = Connected • Yellow = Inactive
		Warnings	Indicates warnings from traffic log imports and/or data exchange such as BXF, Protrack, or Louise.
Inventory		Quick Add	Opens the Quick Add dialog box.

Menu	Sub-menu	Options	Description
		Add to playlist	Adds the selected clip from the inventory to the playlist.
		Make subclip	Creates a subclip from the selected clip.
		Attach subclips to master clip	Attaches selected subclips to a master clip.
		Edit clip groups	Changes or adds clip groups.
	Delete	Delete clip from server(s) and/or archive	Deletes only the selected clip. Select any combination of servers and archive.
		Delete clip + metadata from all servers and archive	Deletes both the clip and associated metadata from all locations.
		Transfer (Video Server)	Transfers clips to/from the video server.
		Transfer (Archive Server)	Transfers clips to/from the archive server.
	Statistics	Clips by group	Shows statistics for clip groups.
		Dubs by user	Shows statistics for user dubs.
		Dubs per day	Shows statistics for daily dubs.
		Modifications by user	Shows statistics for user modifications.
		Modifications by day	Shows statistics for daily modifications.
		Filters	Lists available filters and adds new or changes existing filters.
		Refresh	Refreshes the inventory view.
Playlist		Process traffic log	Imports traffic files and processes them into a form that is usable by the Titan automation system.

Menu	Sub-menu	Options	Description
		Insert playlist	Inserts an existing playlist file to the active playlist.
		Append playlist	Appends an existing playlist file to the active playlist.
		Delete to top	Deletes from the selected event to the top of the playlist.
		Insert Clip	Inserts a clip to the active playlist.
		Insert Switch	Inserts a switch to the active playlist.
		Set Trigger	Sets the trigger type.
		Set Hit Time	Sets the Hit Time for a clock trigger.
		Set Transition	Sets the transition type.
		Set FlexEvents	Sets FlexEvents in the active playlist.
		Renumber & Reschedule	Renumbers and reschedules the playlist.
		Update playlist Metadata	Compares the playlist to the inventory. An event with a clip in the playlist that does not exist in the inventory changes to red-lined text and vice versa.
		Play from this point	Plays the playlist from that point forward.
	Reports	All playlist clips not ready to air	Runs a report of events in the playlist with clips that are not ready to air.
		All playlist FlexEvents	Runs a report of FlexEvents in the playlist.
		Dub file	Runs a report of dub activity.
		Write playlist to DNF 3040	Exports the playlist in DNF file format (DNF 3040PL), enabling a DNF control box to use the playlist as required.
Help		About	Contains Media Prep version, date, and copyright information.
	MediaPrep	Help	Accesses information about Media Prep.

Menu	Sub-menu	Options	Description
		Reconnect to SIDON	Reconnects to the SIDON computer.

Related Topics

Media Prep Introduction

Media Prep Work Area

ListProcessor Menu Bar

Titan Menus

SIDON Gateway Screen

Media Prep Work Area

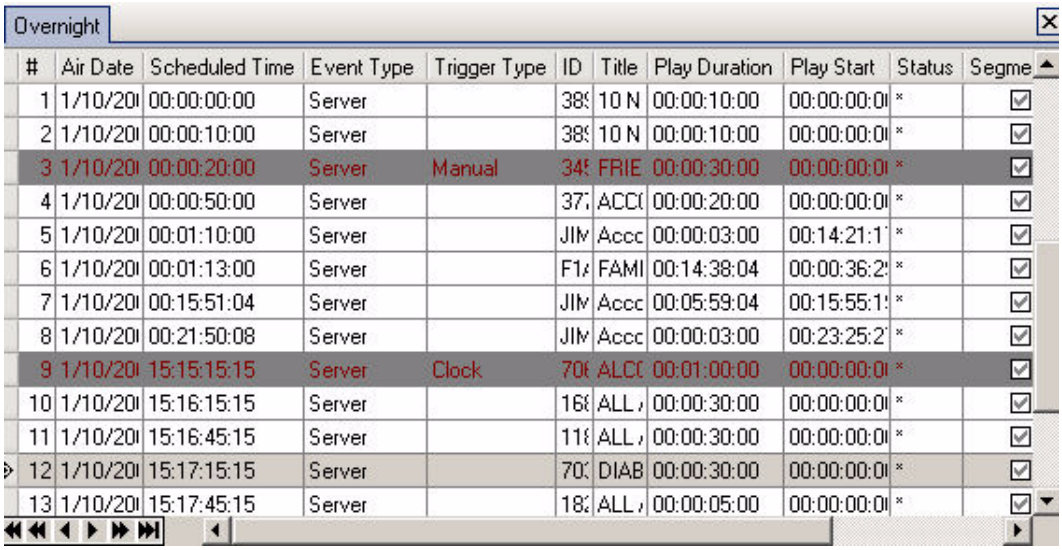
When you first start the Media Prep application, the Server Inventory is the default view. When you open a playlist, the inventories appear as tabs in the lower half of the window You can customize this view. See “Appending or Inserting a Playlist” on page 155.

This section discusses the main parts of the work area:

- Playlist
- Server Inventory
- Tape Inventory
- Playlist and Inventory Grid
- Operating Best Practices

Playlist

The playlist allows you to create, edit, and process traffic logs. You have to open, append, import or create a playlist. The playlist appears at the top and the server and tape inventories at the bottom of the main view in Media Prep. This view lets you see and use the inventories without changing screens. Refer to the Server Inventory and Tape Inventory sections for details. You can rearrange these columns to view the fields in the most useful order for your operation.



Related Topics

Server Inventory

Tape Inventory

Playlist and Inventory Grid

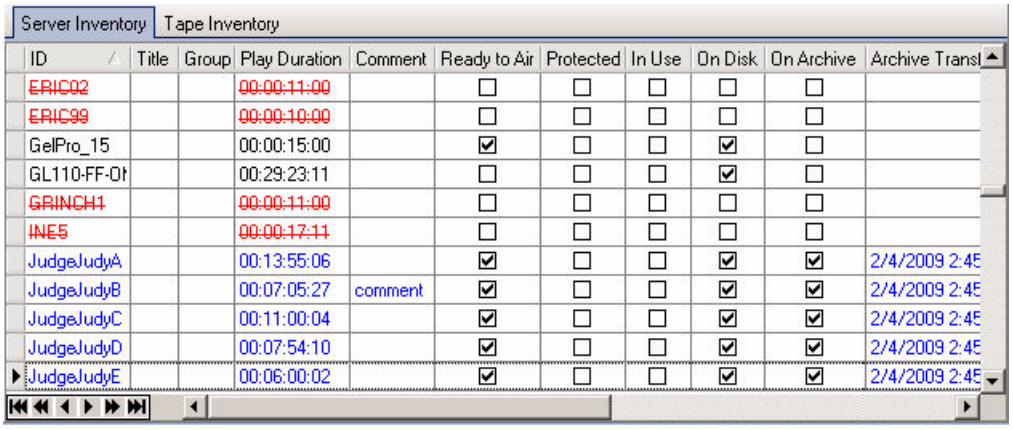
Using the Playlist in Media Prep

Running the Playlist Channels

Server Inventory

The server inventory displays all clips in the database that have been ingested including those which are on the server and those without associated content. Using the inventory, you can manage the database, sort and find clips, and create playlists.

Each row in the server inventory represents a clip that you can view, modify, or add to a playlist. Columns contain fields populated from the Quick Add dialog box, Intelli-Sat, DDMS, and log processing. The column configuration saves when you close the application.



Related Topics

Playlist

Tape Inventory

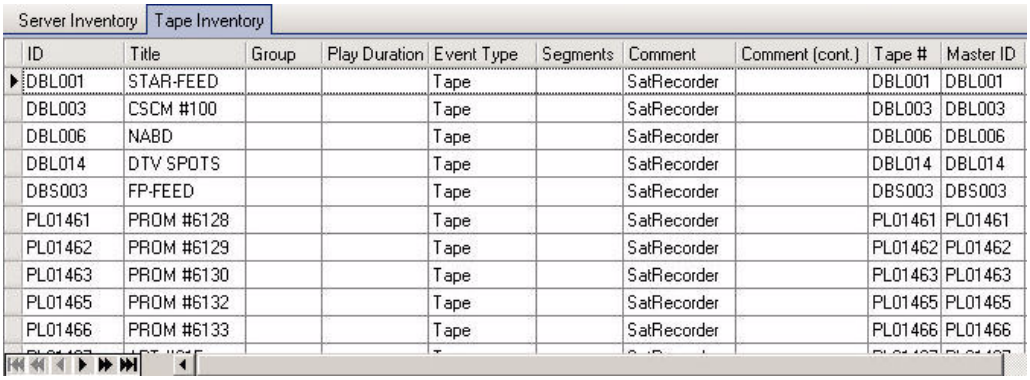
Playlist and Inventory Grid

Viewing the Inventories

Media Prep

Tape Inventory

The Tape Inventory lists programs or segments that are on tape, rather than the server. Clips arrive via Sundance Segmenter. You can transfer clips from the tab to the open playlist by dragging and dropping the clip.



Related Topics

Playlist

Server Inventory

Playlist and Inventory Grid

Viewing the Inventories

Media Prep

Playlist and Inventory Grid

The table below describes the text boxes in the playlist and inventories grids:

Text Box	Description
#	A counter for the number of events.
Actual Time	The time that the event plays to air.
Air Date	The date on which the clip will play to air.
Archive Kill On	The date on which the clip is due to be removed from the archive.
Archive Location	Displays the archive server on which the clip resides, in a multiple archive environment.
Archive Status	Status in the archive process.
Cart Bin	The location of a tape on a cart machine.
Clip Duration	The timecode duration of the entire clip, excluding all subclip marks.
Clip End	The entire master clip outpoint, excluding all subclip marks.
Clip Start	The inpoint of the entire master clip, excluding all subclip marks.
Comment	A user-defined comment or message regarding the clip or event.
Comment (cont)	An extension of the user-defined comment or message regarding the tape.
Device	The tape device used to transfer the clip.
Disk Kill On	The date the clip needs to be removed from the inventory and the video server.
Disk Location	Which server the clip is on.
Disk Transferred on (Disk Transfer Date)	The date on which the clip was transferred to disk.

Text Box	Description
End TC	The end timecode of the tape segment.
Episode Information	A user-defined comment or message regarding the episode.
Event Type	Indicates server-based or tape-based event. Tape is default type for clips in the tape inventory.
First Dubbed By	The user or program that first ingested the clip into the Media Prep inventory.
FlexEvent Event Tag	FlexEvent identifier.
Group	A custom category defined in the Group Modify dialog box.
ID	The clip's unique identification.
In Use	Identifies whether a clip is currently in use on an active playlist.
ISCI	The ISCI code that provides a unique identifier, as supplied by an advertising agency.
Kill Date	The date to remove the clip from the server.
Last Modified By	The user who last modified or trimmed the selected clip.
Last Played On	The date the clip was last played to air.
Last Sched Play	The last date and time a clip played.
Locked	Reflects the Delete Protected check box in the Modify Clip window.
Mark In	The Mark In value from the Quick Add dialog box.
Mark Out	The Mark Out value from the Quick Add dialog box.
Master Clip	The master clip associated with that clip.
Master ID	The ID of the master tape.
Master Record	When the check box is enabled, indicates that the tape is a master from which segments are created.
Media Descriptor	An alternate way to identify the master tape.
Media Type	The type of media on which the clip originates, for example, Beta, SP, or SX.
Next Play	The date and time the clip is next scheduled to play to air.
Notes	A user-defined note regarding the tape.
Num Segments	Indicates the number of segments for a given master tape.
On Archive	This is enabled when the clip resides on the archive system.

Text Box	Description
On Disk	Whether the clip exists on a video server.
Play Count	The number of times that the clip has played to air.
Play Date	The date on which the clip is scheduled to play.
Play Duration	The amount of time a subclip plays to air.
Play End	The outpoint of the subclip within the parent clip. That is, the point at which a clip or subclip stops playing. If a clip does not have subclips, displays the outpoint of the master clip.
Play Start	The inpoint of the subclip within the parent clip. That is, the point at which a clip starts playing. If a clip does not have subclips, displays the inpoint of the master clip.
ProTrack Key	A tracking value used by the traffic system.
Ready to Air	Indicates a clip has been quality-checked and is ready for broadcast.
Record Date	The date the tape was recorded.
Record Time	The time the tape was recorded.
Scheduled Time	The time the event is scheduled to play.
Segment Date	The date the tape was segmented.
Segmented	Whether the clip has subclips.
Segmented By	The user who segmented the tape.
Segments	The number of segments associated with a clip.
Service	The medium on which the clip exists, such as DDR or VTR.
Start TC	The starting timecode of the tape segment.
Status	The current playback status of the clip.
Tape #	The original tape reel that included the clip.
Tape Reel	The Tape Reel number from the Quick Add dialog box.
Time Code	When the check box is enabled, timecode is resent on tape.
Title	The description of the clip from the Quick Add dialog box.
Traffic Key	A value from the traffic log that is used for reconciliation.

Text Box	Description
Transition	The type of switcher transition associated with the clip or event as added in the Modify Transition dialog box.
Transition Duration	The duration of the associated switcher transition.
Trigger Type	The type of trigger used.
Volume ID	The archive manager uses this field.

Related Topics

Playlist

Server Inventory

Tape Inventory

Media Prep

Titan Playlist Event Columns

Media Prep Basics

This section discusses the main features and functions of Media Prep.

Media Prep basics include the following:

- Using the Playlist in Media Prep
- Editing a Playlist
- Ingesting Clips
- Modifying Clips
- Using Subclips
- Managing the Inventory

Using the Playlist in Media Prep

Nearly every function in Media Prep deals with the playlist directly or indirectly. This means you need a to get or make a playlist to begin using Media Prep.

This section includes the following topics:

- Starting Media Prep
- Creating a New Playlist in Media Prep

- Processing a Traffic Log
- Opening a Playlist
- Inserting a Playlist
- Appending a Playlist
- Previewing a Playlist

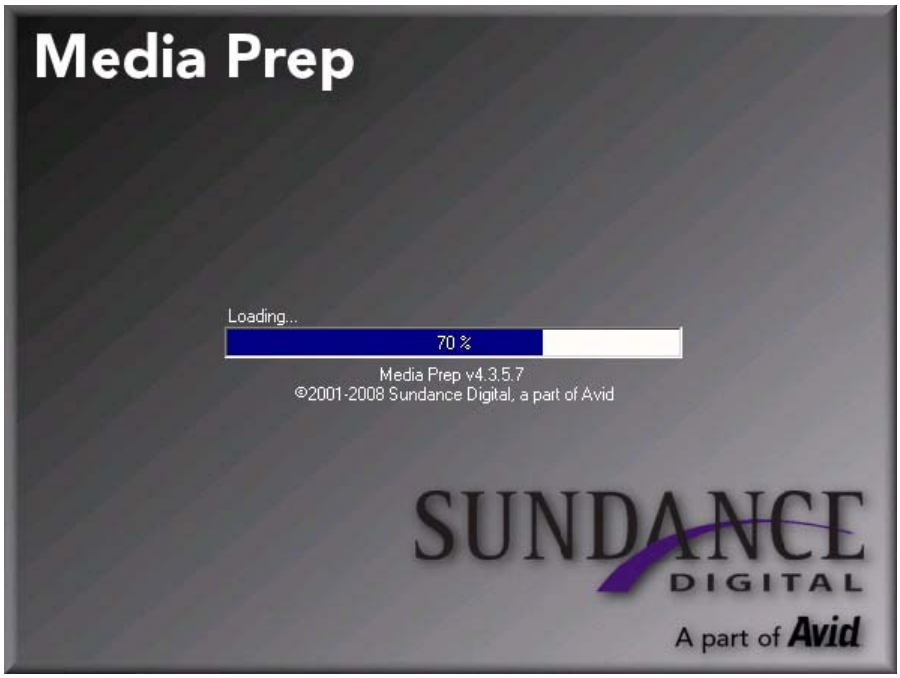
Starting Media Prep

The Media Prep application is easy to start, but you must have a login and password to use the Prep station. An Administrator determines what degree of control each user has. If you do not know your user name and password, see your Administrator.

To start the Media Prep application:

1. Double-click the Media Prep icon on the desktop.

   The splash screen opens and Media Prep begins loading. A dialog box opens requesting login information.



2. Type your user name and password.
3. Click the OK button.

The Media Prep application opens.

Related Topics

Media Prep Screen

Viewing the Media Prep About Window

Titan Main Screen

SIDON Gateway Screen

ListProcessor Screen

Creating a New Playlist in Media Prep

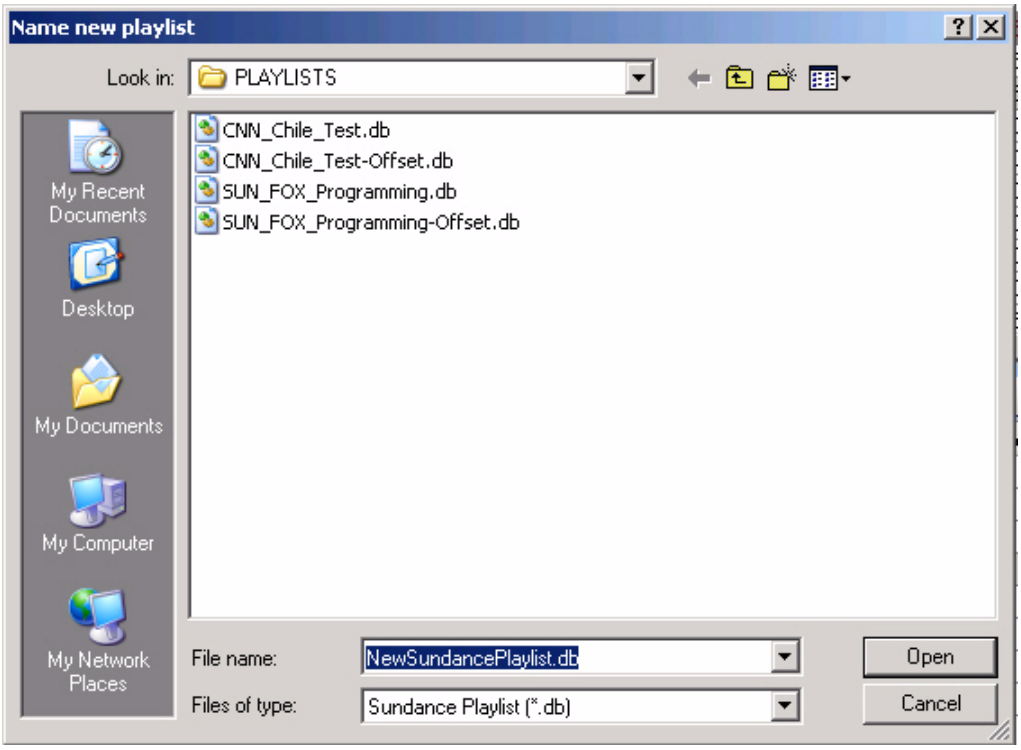
The first step in creating a new playlist is to create a new file. Give the new file a name that corresponds to the broadcast day. Your station should develop a standard naming convention for these files so that operators can quickly find their logs.

Do not use / or \ slashes in the playlist name.

To create a new playlist:

1. Select File > New playlist.

   The Name New File dialog box opens.



2. Ensure the correct folder opens, for example, C:\Sundance playlist. If necessary, navigate to the folder.
3. Type the name of the new playlist in the File Name text box, for example, WSDI20090123.
4. Click the Open button to create and open the blank playlist file.

Related Topics

Processing a Traffic Log

Opening a Playlist

Inserting a Playlist

Appending a Playlist

Previewing a Playlist

Processing a Traffic Log

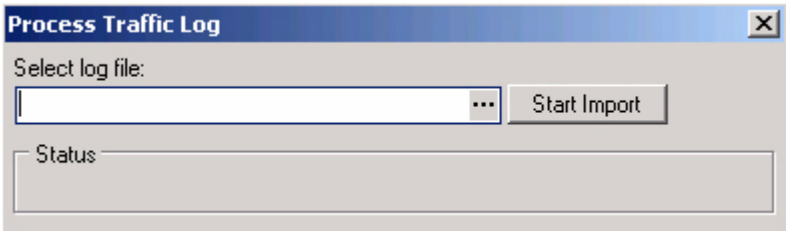
A fast way to fill in the playlist file is by processing a traffic log. Processing changes the traffic department's log into a format that is readable by the Sundance automation system. This also adds events referencing clips that are not already in the inventory.

Although traffic files can have different names than your Sundance playlist, establishing a naming convention ensures operators select the correct files.

To process a traffic log:

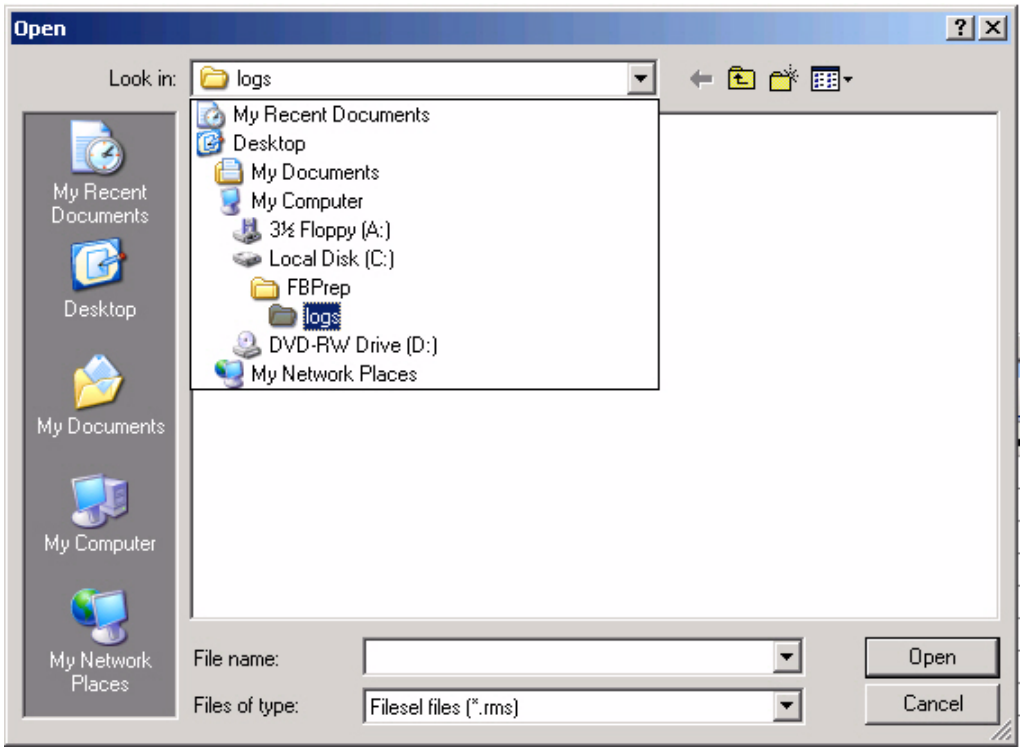
1. Select Playlist > Process Traffic Log.

   The Process Traffic Log dialog box opens.



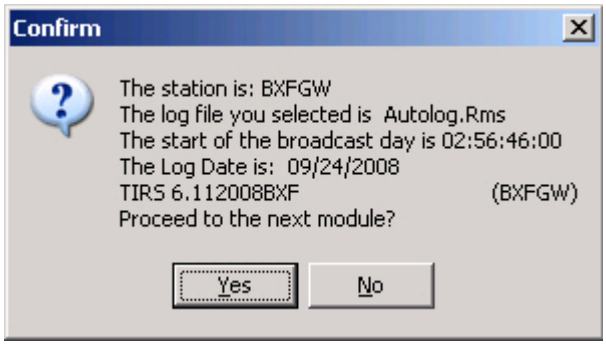
2. Click the browse button to select the traffic log file.

   The default file directory opens.



3. Select the traffic log file to process to return to the Process Traffic Log dialog box.
4. Click the Open button to return to the Process Traffic Log dialog box.

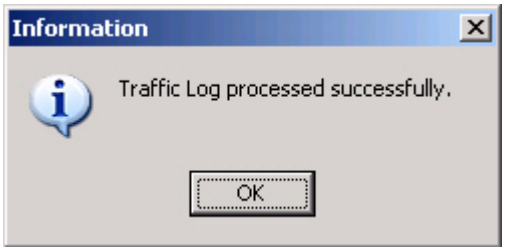
   A filesel message indicates the contents of the traffic log. Depending on the version of Filesel your system uses, the dialog box may appear different from the example below.



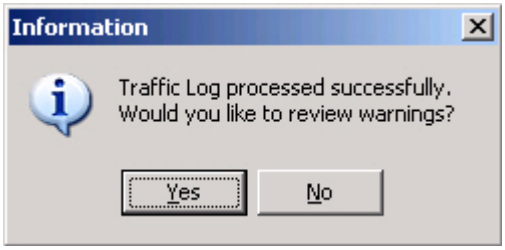
5. Click the OK or Yes button.

6. Click the Start Import button. The Status field graphically indicates the progress of the traffic log processing.

   When the import completes, a message confirms that the log processed successfully.



7. If the import generated warnings, a warning message dialog box opens.



8. Click the Yes button to view the warnings or the No button to view the playlist.

Related Topics

Creating a New Playlist in Media Prep

Opening a Playlist

Inserting a Playlist

Appending a Playlist

Previewing a Playlist

Opening a Playlist

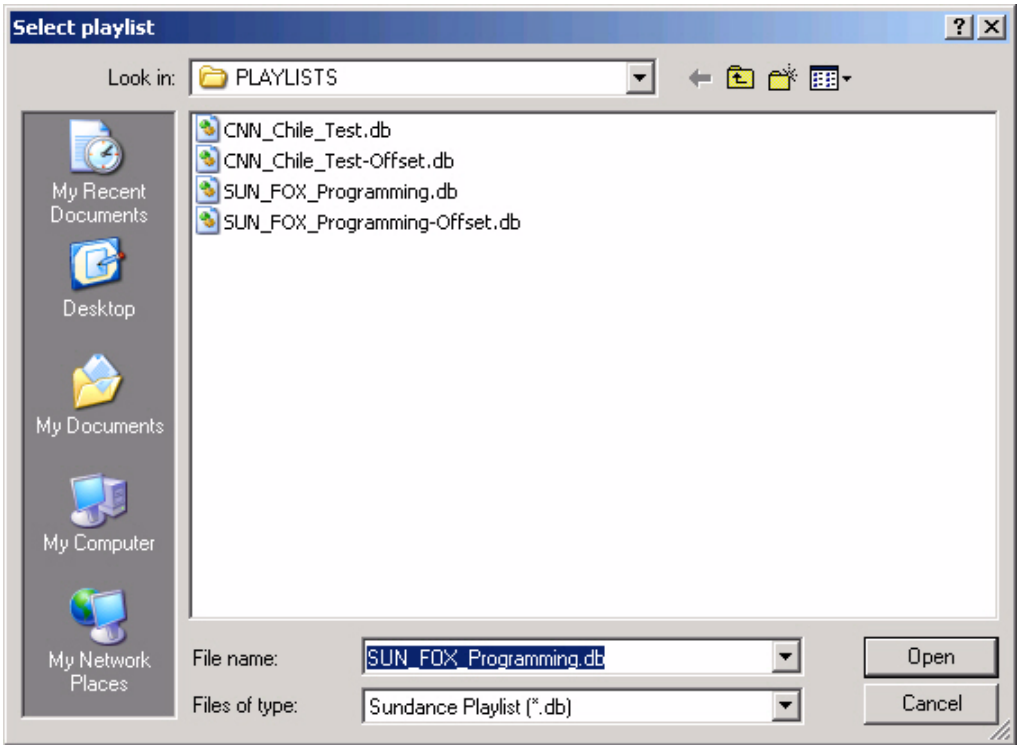
When working with a previously created playlist, you can open a new playlist. If you have one already open, the current playlist closes.

Each playlist has two associated files: one containing the playlist and one with offsets of FlexEvents. The offset file contains commands for operating secondary events. If you try to open this file, you receive an error message.

To open a playlist:

1. Select File > Open.

   The Select Playlist dialog box opens to the default file directory.



2. If the correct folder does not open in the Look in field, select the correct path and folder.
3. Select the desired playlist.
4. Click the Open button.

   The playlist opens.

Related Topics

Creating a New Playlist in Media Prep

Processing a Traffic Log

Inserting a Playlist

Appending a Playlist

Previewing a Playlist

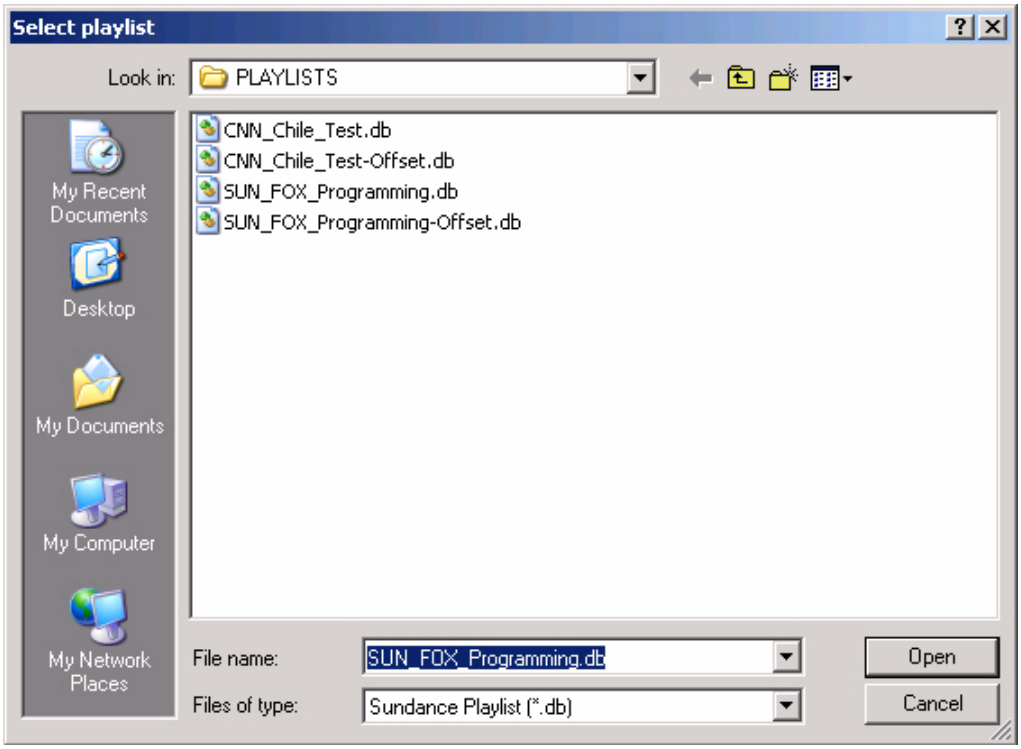
Inserting a Playlist

This process allows you to drop another playlist in the open playlist.

To insert a playlist:

1. Ensure that a playlist file is opened in the playlist tab.
2. Select a point in the playlist where you want to insert the new playlist file. The file will insert below the highlighted event.
3. Select Playlist > Insert Playlist.

   The Select Playlist dialog box opens to the default file directory.



4. Select the file you want to insert.
5. Click the Open button.

   The Information dialog box opens.
6. Click the Yes button to insert the file.

   The file inserts after the selected event in the opened playlist file.

Related Topics

Creating a New Playlist in Media Prep

Processing a Traffic Log

Opening a Playlist

Appending a Playlist

Previewing a Playlist

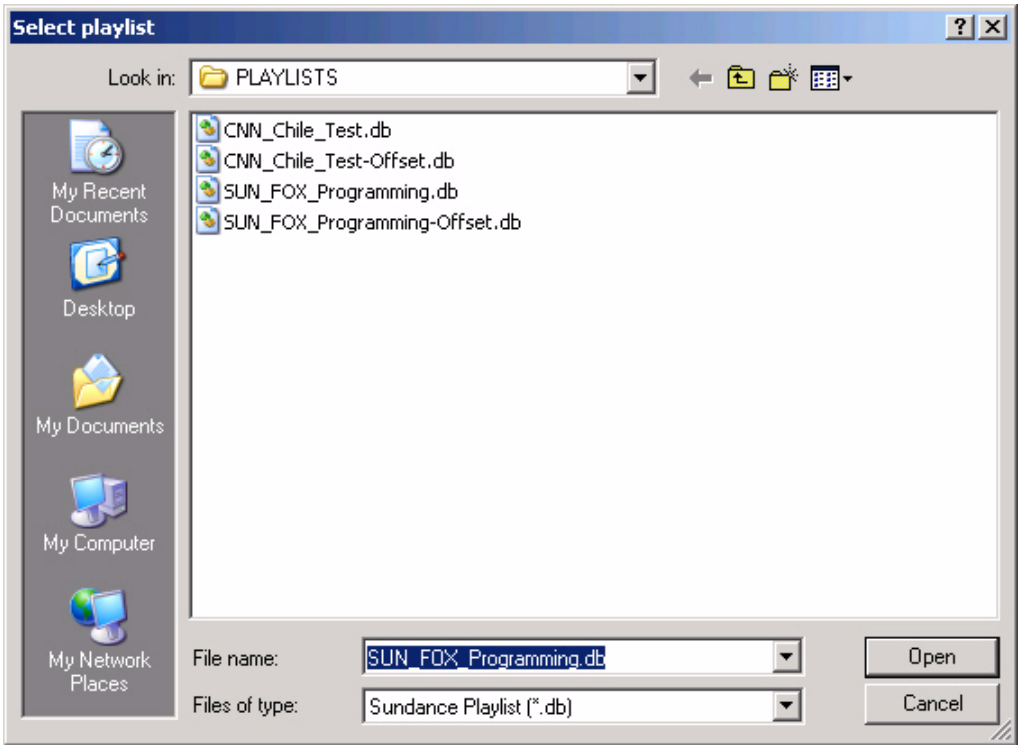
Appending a Playlist

Append allows you to attach another playlist file to the end of the currently opened playlist.

To append a playlist:

1. Open the playlist to which you want to append the new file.
2. Select Playlist > Append playlist.

   The Select Playlist dialog box opens to the default file directory.



3. Select the playlist you want to append.
4. Click the Open button.

   The Information dialog box opens.
5. Click the Yes button to insert the file at the end of the playlist.

Related Topics

Creating a New Playlist in Media Prep

Processing a Traffic Log

Opening a Playlist

Inserting a Playlist

Previewing a Playlist

Previewing a Playlist

You may need to preview a playlist to ensure it runs correctly. The playlist plays from the highlighted event to the next clock or a manual trigger or the end of the playlist, whichever comes first.

Media Prep only previews server events with content in the server controlled by the Prep station. This means that the preview skips tape events, switch events, and remote server events.

To preview a playlist:

- Select Playlist > Play from this point.

Related Topics

Creating a New Playlist in Media Prep

Processing a Traffic Log

Opening a Playlist

Inserting a Playlist

Appending a Playlist

Editing a Playlist

The last step before assigning the playlist to the automation system is to edit the playlist. The editing procedures in this section help you build an event list.

Complete changes to the playlist before opening the playlist in Titan Air. This reduces the amount of processing and allows greater efficiency of resources. After editing, always renumber the list. See “Renumbering and Rescheduling the Playlist” on page 82.

The following topics appear in this section:

- Cutting, Copying, and Pasting Elements
- Inserting Events using the ID
- Adding Events from the Inventory
- Renumbering and Rescheduling the Playlist
- Applying Triggers
- Setting the Hit Time
- Inserting Switch Events
- Setting Switcher Transitions
- Adding Playlist FlexEvents
- Editing FlexEvents in Media Prep
- Deleting to the Top of the Playlist
- Viewing the Clips Not Ready for Air Report
- Working with Dub Files

- Running the Playlist FlexEvent Report
- Saving As a New File

Cutting, Copying, and Pasting Elements

Like most Windows software, Media Prep offers basic editing features that allow you to cut, copy, and paste items. These playlist activities are similar to cut, copy, and paste in other programs, but include all the event information and metadata. Use these functions to add or move events from the playlist. As in other programs, copying or cutting an item replaces the last item in the clipboard. After editing, always renumber the list. See "Renumbering and Rescheduling the Playlist" on page 82.

To cut, copy, and paste an element:

1. Select the element in the playlist.
2. Do one of the following:
   - Select Edit > Cut to cut the event from the playlist and place it on the clipboard.
   - Select Edit > Copy to copy the event to the clipboard,

   The event moves to the clip board.
3. Find the place you want to put the clipboard event.
4. Select Edit > Paste to insert the cut or copied event.

   The event pastes into the playlist after the selected event.

Related Topics

Inserting Events using the ID

Adding Events from the Inventory

Renumbering and Rescheduling the Playlist

Inserting Switch Events

Adding Playlist FlexEvents

Inserting Events using the ID

Media Prep lets you add events in two different ways. When you know the ID of the clip, you can quickly add events using this first method. After editing, always renumber the list. See "Renumbering and Rescheduling the Playlist" on page 82.

To insert a clip using its ID:

1. Select the event in the playlist that you want to precede the new event.
2. Select Playlist > Insert Clip.

The Insert Clip dialog box opens.

3. Type the ID of the clip.
4. Click Insert ID.

   The new event appears below the selected playlist event.

Related Topics

Cutting, Copying, and Pasting Elements

Adding Events from the Inventory

Renumbering and Rescheduling the Playlist

Inserting Switch Events

Adding Playlist FlexEvents

Adding Events from the Inventory

If you don't know the ID of a clip, you can insert events directly from the inventory. After editing, always renumber the list. See "Renumbering and Rescheduling the Playlist" on page 82.

To add an event when you do not know the ID:

1. Select the event in the playlist that you want to precede the new event.
2. Type part of the ID or title you want to find in the Search field.
3. Click the Find icon to search the inventory.
4. To find the next instance, click the Find Next icon.
5. Select Inventory > Add to playlist.

   The new event appears below the selected playlist event.

Related Topics

Cutting, Copying, and Pasting Elements

Inserting Events using the ID

Renumbering and Rescheduling the Playlist

Inserting Switch Events

Adding Playlist FlexEvents

Renumbering and Rescheduling the Playlist

Renumber and Reschedule maintain proper indexing after making changes to the playlist–especially if you moved or inserted events. The index numbers reference an event's position in the playlist and helps determine the placement of clips.

To renumber and reschedule the list:

- Select Playlist > Renumber and Reschedule

Related Topics

Inserting Events using the ID

Adding Events from the Inventory

Inserting Switch Events

Deleting to the Top of the Playlist

Viewing the Clips Not Ready for Air Report

Applying Triggers

Trigger types tell the on-air automation system how to start events in the playlist. Media Prep allows three types of triggers:

- Follow - Triggers the event as soon as the previous one finishes. That is, it follows the event before it. Follow is the default trigger in Media Prep.
- Manual - Requires a mouse click or button switch to trigger the event. When the list reaches a manual trigger, the list stops and waits for operator intervention.
- Clock - Plays the event at a scheduled time. The list must be playing or cued in order for a clock trigger to work.

To apply a trigger:

- Select the trigger from Playlist > Set Trigger.

Related Topics

Renumbering and Rescheduling the Playlist

Setting Switcher Transitions

Media Prep

Titan Air Control

GPI Control and the Launch Box

Setting the Hit Time

When you need to change the time of a clock trigger, use Media Prep to set the Hit Time. Set Hit Time specifies the exact time the event plays. If the event is not a clock trigger, specifying a hit time automatically changes it to a clock trigger.

To set the hit time:

1. Select the event.
2. Select Playlist > Set Hit Time.

Related Topics

Inserting Events using the ID

Adding Events from the Inventory

Applying Triggers

Setting Switcher Transitions

Adding Playlist FlexEvents

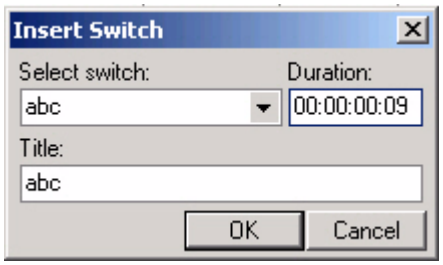
Inserting Switch Events

In addition to server and tape events, Media Prep can schedule events that originate from your master control switcher such as a network program, satellite feed, or a live studio event.

To insert a switch event into the playlist:

1. Select the place in the playlist where you want to insert the switch event.
2. Select Playlist > Insert Switch.

   The Insert Switch dialog box opens.



3. Select the switch from the drop-down menu.
4. Type the Duration to remain on air.
5. Type the Title of the switch event.
6. Click the OK button to insert the switch event.

Related Topics

Cutting, Copying, and Pasting Elements

Renumbering and Rescheduling the Playlist

Setting Switcher Transitions

Deleting to the Top of the Playlist

Setting Switcher Transitions

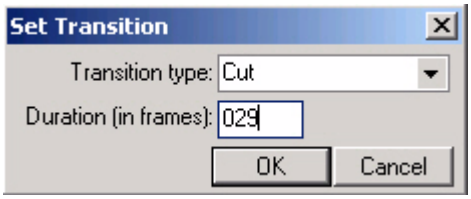
Setting Switcher Transitions

When you import the playlist to the automation system, the transition and duration information comes with each event. If a transition is missing or incorrect, you can easily change it in Media Prep

To set a switcher transition on an event:

1. Select the event in the playlist.
2. Select Playlist > Set Transition.

   The Set Transition dialog box opens.



3. Select the transition from the drop-down menu:
   - Cut
   - Cut/Fade
   - V-Fade
   - Fade/Cut
   - Dissolve

In order to use a dissolve transition in Titan automation, you must have A/B Roll enabled. Setting a dissolve without A/B Roll causes the events to revert to the default transition. See the Titan System Installation and Configuration Guide *for details on A/B Roll.*

4. Type the transition duration in frames.
5. Click the OK button.

Related Topics

Media Prep

Titan Air Control

GPI Control and the Launch Box

Media Prep Menu Bar

Inserting Switch Events

Adding Playlist FlexEvents

The Titan system uses FlexEvents to trigger devices connected to the system by serial, GPI, and other types of connections. These devices include character generators, logo inserters, audio servers, and more. FlexEvents are user-defined to meet your station's needs.

Playlist FlexEvents are one of two types of FlexEvents in a Titan automation system. See "Adding FlexEvents" on page 191 . Unlike inventory FlexEvents, playlist FlexEvents do not recur.

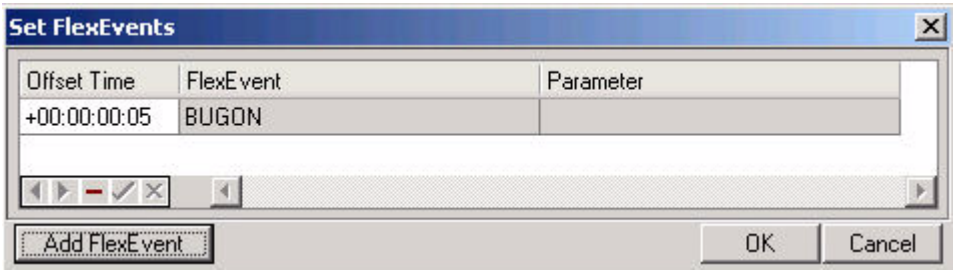
When you import the playlist to Titan, both playlist and inventory FlexEvents play to air with the main event. See "Appending or Inserting a Playlist" on page 155.

You can add, delete, and use a playlist FlexEvent only in the open playlist and only for that specific event.

To add a playlist FlexEvent to an event:

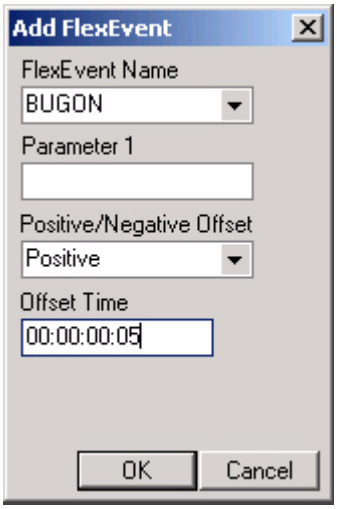
1. Select the event to which you want to add a FlexEvent.
2. Select Playlist > Set FlexEvents.

   The Set FlexEvents dialog box opens.



3. Click the Add FlexEvent button.

   The Add FlexEvent dialog box opens.



4. Select the FlexEvent Name from the menu.
5. If appropriate, type the parameter value in Parameter 1.
6. Select Positive or Negative from the menu.
7. Type the amount of Offset Time.
8. Click the OK button to return to the Set FlexEvents dialog box.
9. Repeat steps 3 - 8 as needed
10. Click the OK button when you are done.

Related Topics

Editing FlexEvents in Media Prep

Viewing Server Inventory FlexEvents

Adding Server Inventory FlexEvents

FlexEvent Panel

Viewing FlexEvents

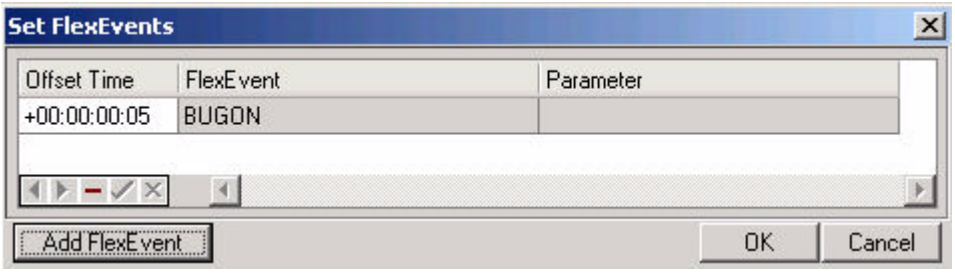
Editing FlexEvents in Media Prep

Using the Playlist menu, you can change the associated FlexEvents or add more. For more information about FlexEvents, see “Titan Air Control” on page 20.

To edit a FlexEvent:

1. Select Playlist > Set FlexEvents.

   The Set FlexEvents dialog box opens.



2. Highlight the FlexEvent.
3. Do any of the following:
   - Click the — button in the Editing tool bar to delete the FlexEvent.
   - Click the > button in the Editing tool bar to move to the next FlexEvent.
   - Click the < button in the Editing tool bar to move to the previous FlexEvent.
4. Click the OK button on the Confirm dialog box.
5. Click the OK button to close the Set FlexEvents dialog box.

Related Topics

Adding Playlist FlexEvents

Viewing Server Inventory FlexEvents

Adding Server Inventory FlexEvents

FlexEvent Panel

Viewing FlexEvents

Deleting to the Top of the Playlist

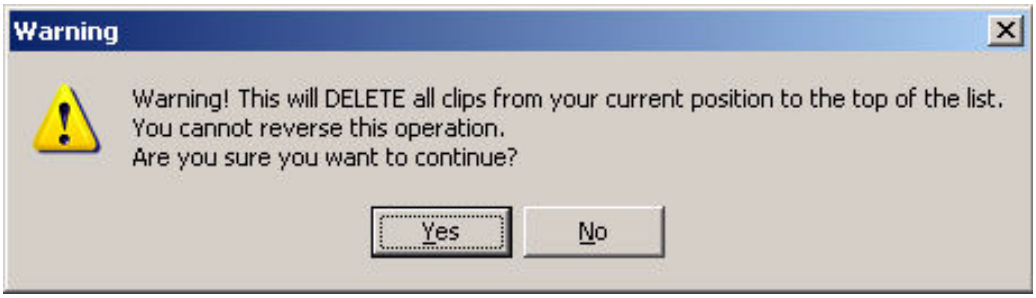
The Delete to Top function allows you to delete from a selected event to the top of the list. This function is useful for deleting events that have already aired.

This action cannot be undone. Once you have deleted to the top, you cannot undo the delete. You may want to save under a different file name in case you need to 'undo' the delete to top. See "Saving As a New File" on page 92.

To delete to the top of the playlist:

1. Ensure the correct playlist is open.
2. Highlight the event above which you want to delete. The selected event will become the first event in the list.
3. Select Playlist > Delete to Top.

A warning window opens.



4. Click the Yes button to delete to the top of the file or the No button to cancel the action.

Related Topics

Deleting to the Bottom of the Playlist

Appending a Playlist

Renumbering and Rescheduling the Playlist

Saving Server Space

Deleting Clips from Both the Server and Inventory

Deleting to the Bottom of the Playlist

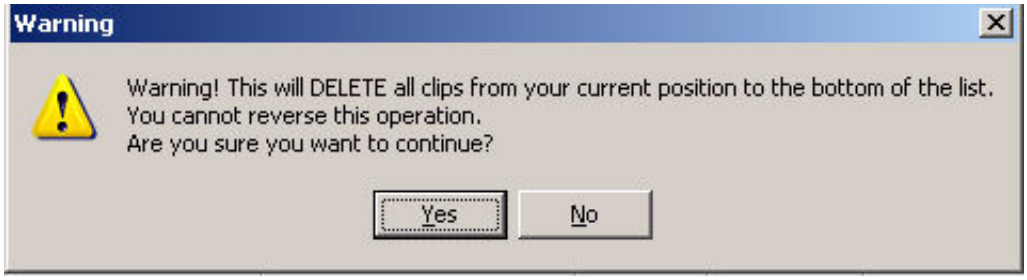
The Delete to Bottom function allows you to delete from a selected event to the bottom of the list. This is useful for removing all events at the bottom of a playlist.

This action cannot be undone. Once you have deleted to the bottom, you cannot undo the delete. You may want to save under a different file name in case you need to 'undo' the delete to bottom. See "Saving As a New File" on page 92 .

To delete to the bottom of the playlist:

1. Ensure the correct playlist is open.
2. Highlight the event below which you want to delete. The selected event will become the last event in the list.
3. Select Playlist > Delete to Bottom.

   A warning window opens.



4. Click the Yes button to delete to the bottom of the file or the No button to cancel the action.

Related Topics

Deleting to the Top of the Playlist

Appending a Playlist

Renumbering and Rescheduling the Playlist

Saving Server Space

Deleting Clips from Both the Server and Inventory

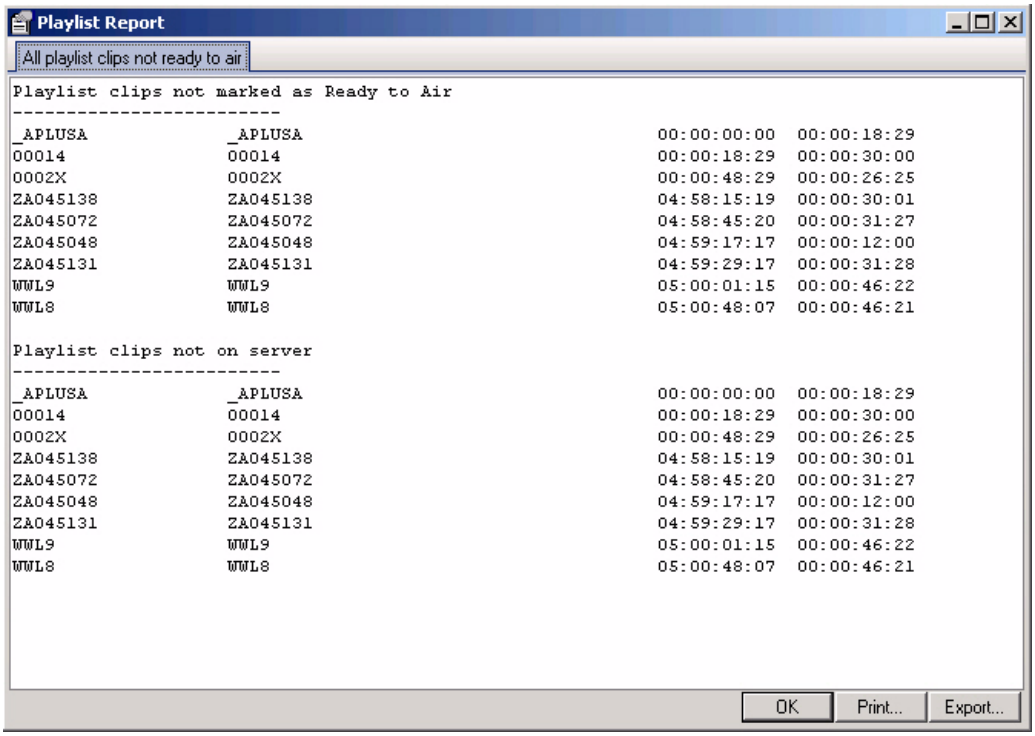
Viewing the Clips Not Ready for Air Report

Media Prep can produce a report of all red-lined clips in the playlist. The Clips Not Ready to Air report saves you from manually or visually searching the playlist for events that are not ready to air. This report includes not only the red-lined events but also any event that does not have “Ready for Air” selected.

To view the Clips Not Ready for Air report:

1. Select Playlist > Reports > All playlist clips not ready to air.

   The report opens in another window.



2. Do one of the following:
   - To print a hardcopy version of the report, click the Print button.
   - To export the report to another format, click the Export button.
3. Click the OK button to close the report.

Related Topics

Working with Dub Files

Ingesting Workflow

Media Prep Menu Bar

Media Prep

Running the Playlist FlexEvent Report

Working with Dub Files

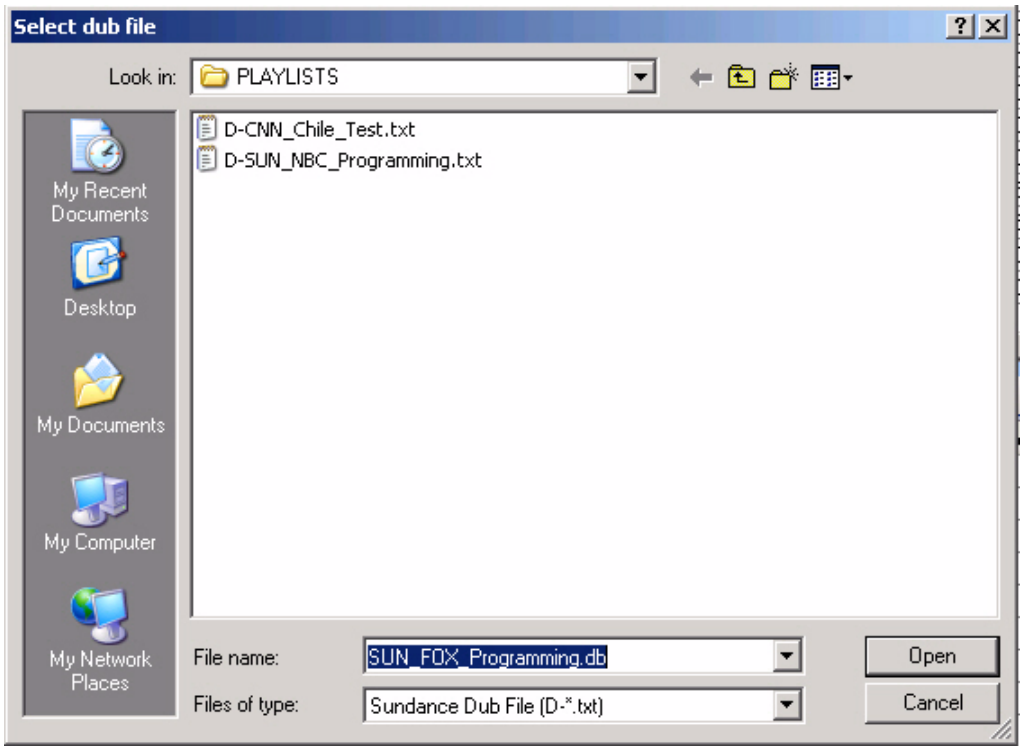
The dub list is an alternative to viewing a report of all clips not ready to air. Dub files are text files (.txt) with the prefix “D-” before the playlist filename. For example, if your playlist file name is WSDI1012010.db, the dub file name is D-WSDI1012010.txt.

When you process a traffic log, Media Prep automatically generates this report of all red-lined events in the list. You can view or print this list to avoid manually searching the playlist for which events are not on the server.

To view and print a dub file:

1. Process a log as usual to automatically create a dub file.
2. Select Playlist > Reports > Dub File.
3. Select the dub file.

   The View Dub File window opens. Each line in the file represents a red-lined event in the imported traffic log.



4. Click the Open button.
5. To generate a hard copy printout, click Print Dub File.
6. Use the Search tool to quickly find the events that need dubbing.

Related Topics

Viewing the Clips Not Ready for Air Report

Ingesting Workflow
Media Prep Menu Bar
Media Prep
Running the Playlist FlexEvent Report

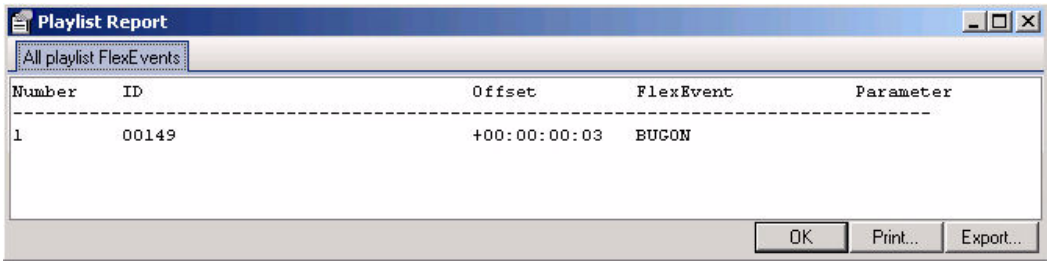
Running the Playlist FlexEvent Report

Media Prep can quickly create a report of all FlexEvents.

To run a report of the playlist FlexEvents:

1. Select Playlist > Report > All Playlist FlexEvents.

   The report opens in another window.



2. Do any of the following:
   - To print the report, click the Print button.
   - To export the report, click the Export button.
3. Click the OK button to close the report window.

Related Topics

Adding Playlist FlexEvents
Editing FlexEvents in Media Prep
Viewing Server Inventory FlexEvents
Adding Server Inventory FlexEvents
Deleting a Server Inventory FlexEvent

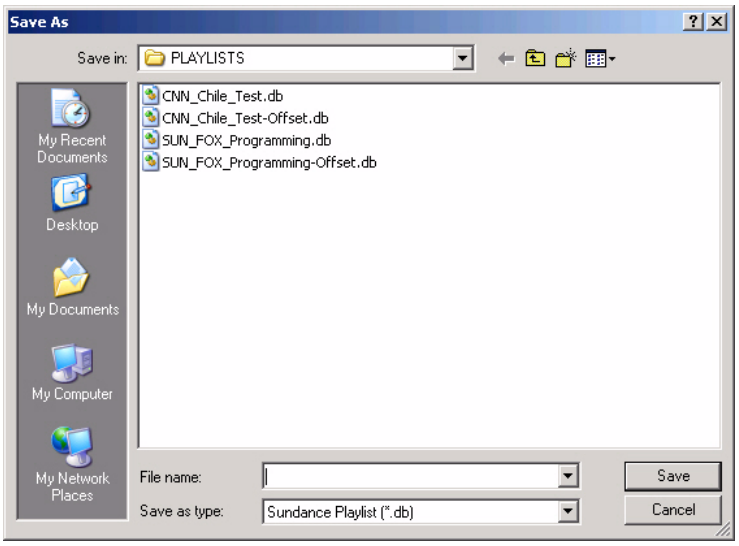
Saving As a New File

You can use a playlist as a template for another slightly different playlist, like a rain list or alternate list. The Save As function lets you easily make a copy of the currently open playlist and save it with a new name.

To save the current playlist with a new name:

1. Ensure that the playlist you want to save is open.
2. Select File > Save As.

   The Save As dialog box opens.



3. Type a new file name.
4. Click the Save button.
5. Edit the new file as necessary.

   The original file remains in the directory.

Related Topics

Ingesting Workflow

Using the Playlist in Media Prep

Starting Media Prep

Editing Best Practices

Recovering, Resetting, and Restarting

Ingesting Clips

Using Media Prep with VTR devices to easily record and modify media from tape. This section discusses the processes related to ingesting clips to the server from tape.

This section includes the following topics:

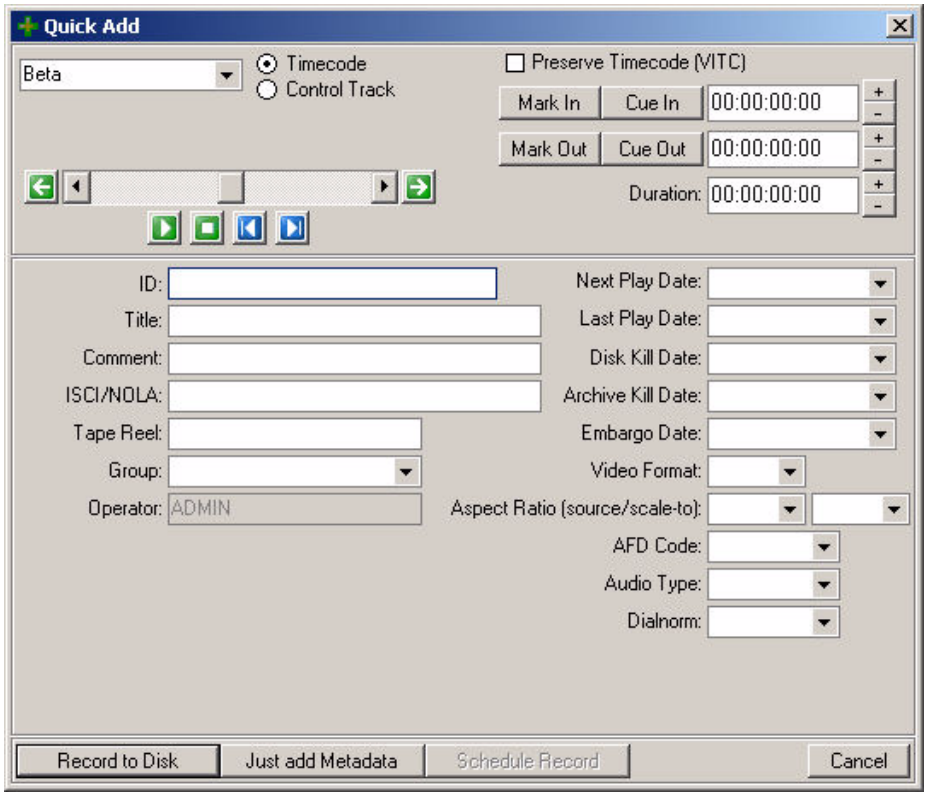
- Recording from Tape
- Removing Padding
- Shuttling the Tape
- Using Tape Timecode
- Using Control Track
- Marking In and Out
- Setting Duration
- Trimming the Clip
- Recording from an External Source

Recording from Tape

In a Titan automation system you need to use Media Prep for recording even if your facility has a utility allowing you to ingest directly from tape to server. Ingesting with Media Prep ensures that the Titan system contains important metadata.

To record material from a VTR to the server:

1. Verify the following:
   - Server and VTRs have been connected and tested for proper operation.
   - The servers are receiving audio and video.
   - The tape is in the VTR.
2. Do one of the following to select a tape event:
   - Double-click a red-lined event in the playlist to record on a clip shell in the inventory.
   - Click the Quick Add icon to record from a fresh source.
   - The Quick Add window opens.



3. Select a device from the VTR drop-down menu.
4. Do one of the following:
   - Select Timecode for best frame accuracy.
   - Select Control Track if the tape lacks timecode or it is non-continuous. See "Using Control Track" on page 99.
5. To retain the original timecode, select Preserve Timecode (VITC).
6. Click the Play button.
7. Use the jog and shuttle controls for cuing to recording start point. See "Controlling the Transport" on page 97.
8. Click Mark In to set the inpoint. See "Marking In and Out" on page 99.
9. Cue the tape to the recording stop point.
10. Click Mark Out to set the outpoint and automatically calculate the Duration. See "Marking In and Out" on page 99.
11. Type additional metadata based on the following table:

Text Box	Description
ID	The unique ID for the clip.
Title	The title of the show.
Comment	Any comments related to the clip.
ISCI/NOLA	A unique identifier: ISCI = Industry Standard Coding Identification; NOLA = Network Operations Logging Application.
Tape Reel	The reel on which this tape resides. This reduces the search time for a clip when a re-dub is required.
Group	Custom group as defined in the Inventory menu.
Operator	Indicates the operator.
Next Play Date	The next date the clip is scheduled to play to air.
Last Play Date	The last date the clip played to air.
Disk Kill Date	The date the clip should be deleted from the disk. This type of housekeeping improves the amount of available space on your server.
Archive Kill Date	When the event should be deleted from the archive. This improves the housekeeping of available space on your archive system.
Embargo Date	The date on/after which this event can be played.
Video Format	Format of standard or high definition.
Aspect Ratio (source/scale-to)	Select the ratio of width to the height: • SD is 4x3. • HD is 16x9.
Audio Type	Options for stereo, mono, or 5.1 audio.

12. Do one of the following:
    - To immediately begin recording, click Record to Disk.
    - To place marks and metadata into the database, but not record, click the Just Add Metadata button.

If the feature is enabled, the Modify Clip window opens when the recording finishes so you can review and trim the recorded clip. See “Modifying a Clip after Ingesting” on page 107.

Related Topics

Removing Padding

Shuttling the Tape

Using Tape Timecode

Recording from an External Source

Automation Add-Ons

Removing Padding

If the feature is enabled, Media Prep automatically adds one second of padding to a marked outpoint.

To remove padding:

- Ensure Disable padding on Quick Add ingests is enabled on the Inventory tab in the Options.

Related Topics

Recording from Tape

Controlling the Transport

Shuttling the Tape

Using Tape Timecode

Recording from an External Source

Controlling the Transport

The Media Prep’s transport control works like the buttons on a VTR. This allows you to select and control a VTR to locate content on the tape.

To control the VTR through Media Prep:

- Click the > button to play the VTR forward at 1x speed.
- Click the -> button to jog forward by one frame.
- Click the <- to jog backward by one frame.

Related Topics

Recording from Tape

Shuttling the Tape

Using Tape Timecode
Removing Padding
Recording from an External Source

Shuttling the Tape

Media Prep makes it easy to shuttle the tape to the point you need without going to the VTR.

To shuttle the tape:

1. Click and drag the shuttle button in the shuttle bar:
   - Right to move forward in the timecode.
   - Left reverse to move backward in the timecode.
2. Release the mouse when you reach the desired position.
3. To shuttle to the Mark In point, click Cue In.
4. To shuttle to the Mark Out point. click Cue Out.
5. To control the shuttle rate, click the shuttle rate buttons at to left and right of the shuttle bar. The longer you hold the buttons, the faster the shuttle rate.
6. Click the Stop button to stop shuttling.

Related Topics

Controlling the Transport
Using Tape Timecode
Using Control Track
Recording from Tape
Recording from an External Source

Using Tape Timecode

For the best frame accuracy when ingesting, use the tape's Timecode.

To use timecode off tape for positional reference:

- Click the timecode radio button.

Related Topics

Controlling the Transport
Shuttling the Tape
Using Control Track

Recording from Tape

Recording from an External Source

Using Control Track

Use control track when timecode is not present on tape or if the timecode is non-continuous.

To use control track for positional reference:

- Click the control track radio button.

Related Topics

Controlling the Transport

Using Tape Timecode

Removing Padding

Recording from Tape

Recording from an External Source

Marking In and Out

The Mark section of the Quick Add dialog box lets you mark, trim, and cue the edit points of the clip.

To set a mark the point at which you want to begin recording:

- Click Mark In to set the point to begin recording.
- Click Mark Out to set the point to stop recording.
- Click + to increment the value.
- Click – to decrement the value.

The value changes in the adjacent timecode field.

Related Topics

Controlling the Transport

Using Control Track

Setting Duration

Recording from Tape

Recording from an External Source

Setting Duration

Media Prep automatically calculates the duration between the in point and out point. However, you can manually set the value.



For Quick Add to work, you must set a duration.

To set the duration:

- Type the value into the Duration text field.
- Click + to increment the duration.
- Click – to decrement the duration.

Related Topics

Controlling the Transport

Using Control Track

Trimming the Clip

Recording from Tape

Recording from an External Source

Trimming the Clip

When you trim a clip, Media Prep automatically updates the inpoint, outpoint, and duration:

- If you trim the inpoint, the outpoint automatically trims keeping the duration constant.
- If you trim the outpoint, the duration is automatically trims keeping the inpoint constant.
- If you trim the duration, the outpoint is automatically trims keeping the inpoint constant.

To trim the clip:

- Use the small trim buttons to trim any of the timecode fields.
- Type a timecode value directly in any timecode field.

Related Topics

Controlling the Transport

Shuttling the Tape

Using Tape Timecode

Recording from Tape

Recording from an External Source

Recording from an External Source

MediaPrep allows you to record external sources directly to the server. Sources can include the following:

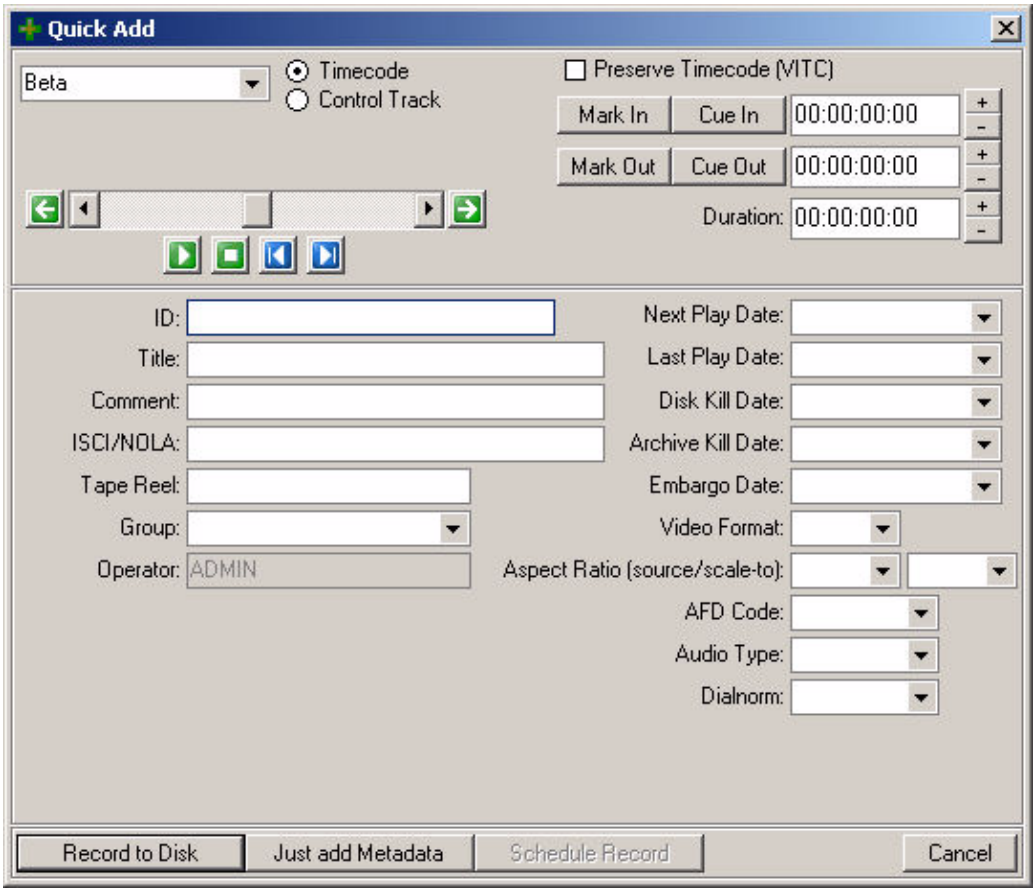
- Satellite feeds
- Live studio shots
- Microwave feeds
- Commercial feeds from a digital storage device
- Recordings not supported by Quick Add

These sources route through a switcher and feed to the server. Use Quick Add to control the recording and save the data in the database. Some servers do not support the external record feature. For more information, contact Sundance Technical Support.

To record from an external source:

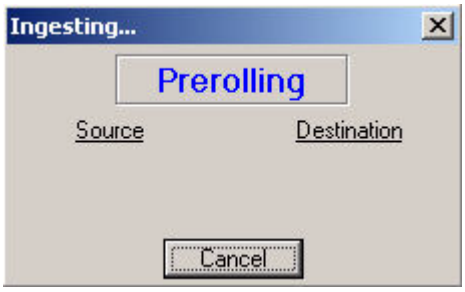
1. Click the Quick Add icon.

   The Quick Add dialog box opens.



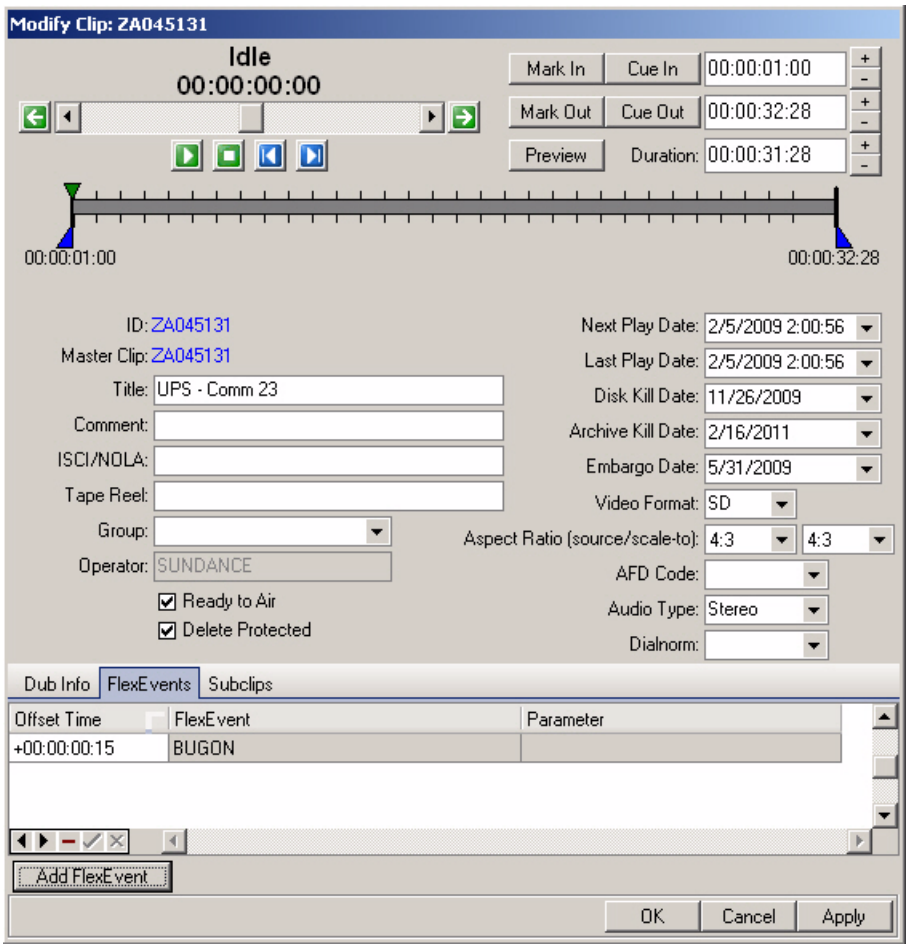
2. Select the external source from the drop-down menu. VTR control and timecode fields are grayed-out except for Duration.
3. Ensure that signals are properly routed from the external source to the video server.
4. Type the ID and metadata in the data section.
5. Type the clip's duration in the Duration field.
6. Ensure that you are in communication with another operator if you need the help to start playback on the external source or to cue live talent.
7. Click Record when you are ready.

   The Ingesting dialog box opens and the server cues.



8. Click the OK button to begin recording.

   The server begins recording and an elapsed time display appears. The Modify Clip window opens when the external recording finishes if this function is enabled in the options.



9. Click the Cancel button to stop recording.

   The server stops and the recorded portion remains in the inventory.

Related Topics

Recording from Tape

Modifying Clips

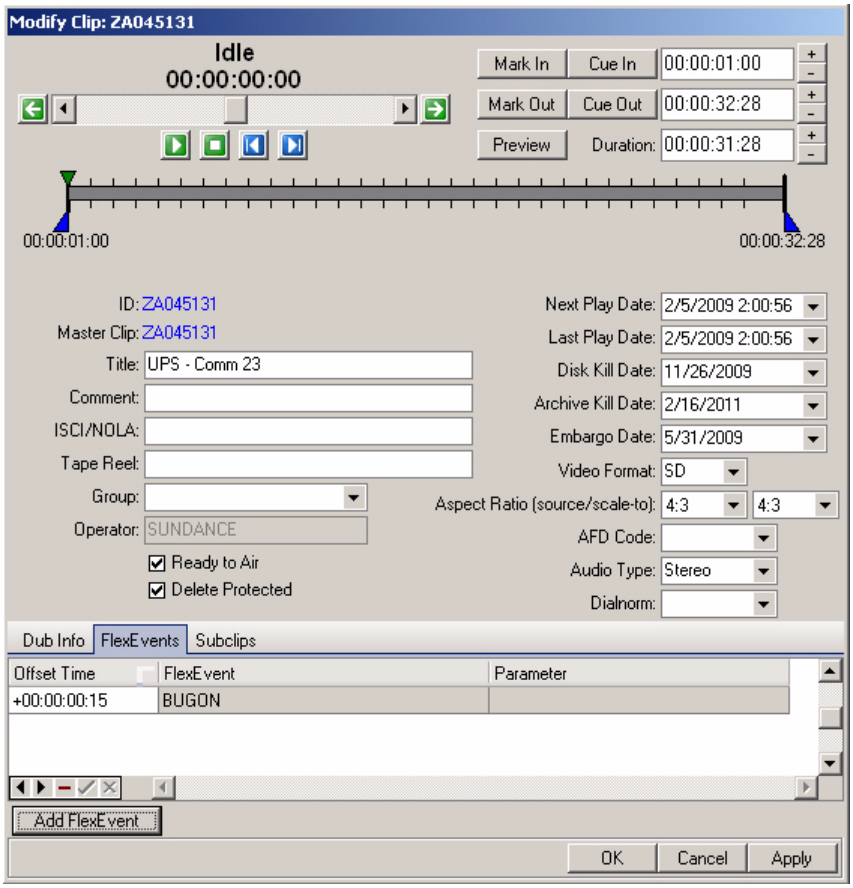
Modifying a Clip after Ingesting

Ingesting Workflow

Automation Add-Ons

Modifying Clips

While Quick Add plays from tape, Modify Clip plays from the server. When you mark inpoints and outpoints in the Modify Clip window, Media Prep sets references for clip playback. This process does not remove video from the original recording. The original recording remains on the server with its original marks. An original clip begins with timecode reference zero (00:00:00:00) and has a unique ID number.



When you modify a clip's mark points, they change only within the boundaries of the original server recording. A modified inpoint cannot be set prior to the original mark nor can a modified outpoint be set after the original mark.

The Modify Clip feature is accessible to users with Modify Clip privileges assigned in Rights Management see "Changing User Access" on page 220 .

This section includes the following topics:

- Modifying a Clip on the Server
- Modifying a Clip after Ingesting
- Previewing a Clip
- Creating Subclips as You Go
- Subclipping with Unknown Durations

- Generating the Subclip Report
- Uploading Segment Timings
- Downloading Segment Timings

Modifying a Clip on the Server

To make editing of a recently ingested clip easy, the Modify Clip window opens after you digitize a clip if the option is enabled.

To modify a clip:

1. Double-click a clip in the server inventory that is not red-lined.

   The Modify Clip window opens.

2. Refer to the following table for each section:

Section	Description
Transport Control	Similar to the Transport Control in Quick Add, but without VTR and timecode selections.
Metadata	Identical to the mark section in the Quick Add window.
Mark and Cue In/Out	Displays the metadata from the Quick Add window.
Dub Info tab	Displays ingest information.
FlexEvents tab	Shows all associated FlexEvents.
Subclips tab	Shows all associated subclips.
Shows tab	Displays Segment Share information.

3. Click the OK button to close the window and accept all changes.

Related Topics

Modifying a Clip after Ingesting

Ingesting Clips

Server Inventory

Using Subclips

Deleting Clips from the Server

Modifying a Clip after Ingesting

The Modify Clip dialog box automatically opens after digitizing a clip when you have the option enabled. The clip data in the Modify Clip window also appears in the Inventory and playlist columns. Only some of the clip metadata in the Data section is modifiable. These all appear with white text boxes next to the name. Metadata without a text box is locked.

To modify a clip after ingesting:

1. Click the Play button in the Modify Clip window.
2. Verify the following:
   - The head of the clip has minimal black.
   - The tail of the clip has minimal black.
3. Use the transport tools as needed:
   - Jog and shuttle to find the desired mark points.
   - Use the Cue In and Cue Out buttons for fast random-access cueing.
   - Click Mark In to set a new inpoint as required.
   - Click Mark Out to set a new outpoint as required.
4. Play the clip again to verify the new marks for playout.
5. Click Cue In to re-cue the clip if your server requires it.
6. Complete or modify the clip's metadata fields.
7. Do one of the following to save the changes:
   a. Click the Apply button to keep the dialog box open.
   b. Click the OK button to close the dialog box.

Related Topics

Modifying a Clip on the Server

Ingesting Clips

Ingesting Workflow

Server Inventory

Tape Inventory

Previewing a Clip

You must have server control and proper audio/video monitoring and software to view a clip.

To preview an event in the inventory or the open playlist:

- Click the Play Element button.
- Click the Still button to pause playback.

Related Topics

Server Inventory

Modifying a Clip on the Server

Ingesting Clips

Ingesting Workflow

Automation Add-Ons

Using Subclips

For longer server events, like a full-length program, you may need to break a master clip into subclips or segments. This allows you to program each segment of the show between commercial breaks. You can create as many subclips as desired from a master clip. You can also create subclips from subclips.

Each subclip has a new sub-ID with the appropriate timecode marks. These marks are pointers to locations in the master clip. However, no new media is created in the server. Each subclip is only a portion of the parent clip, so you generally do not delete the parent clip from the server. If you delete or archive the parent clip, but leave the subclips in the database, you can reattach subclips to the parent later.

If Segment Share is enabled in the Options, you can upload and download subclip timings from a shared server in your local group.

This section includes the following topics:

- Creating Subclips as You Go
- Subclipping with Unknown Durations
- Subclipping with Known Durations
- Attaching Subclips to the Parent Clip
- Generating the Subclip Report
- Uploading Segment Timings

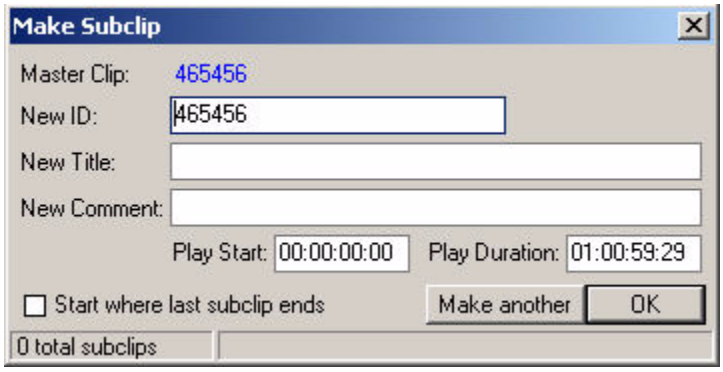
Creating Subclips as You Go

At the bottom of the Modify Clip window, the Subclips tab displays existing subclips and enables you to create new subclips from the master clip. The master clip appears at the top and subclips appear in the table below.

To make subclips:

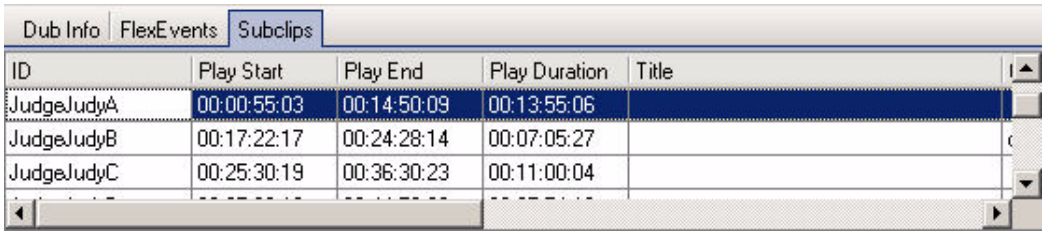
1. Select the clip in the Inventory.
2. Select Inventory > Make Subclip.

   The Make Subclip dialog box opens.



3. Click the Play button to start the video.
4. Click the Stop button to stop playing where the next segment starts.
5. Click the Make a Subclip button at the bottom of the dialog box.

   The Play Start of each segment sets to the current timecode and the Play Duration automatically updates based on the remaining duration of the master clip.
6. Repeat steps 3 - 4 until you reach the end of the master clip.
7. Click the Subclips tab.



8. Select each subclip.

9. Set the out point of each subclip.
10. Do one of the following to save the changes:
    a. Click the Apply button to keep the Modify Clip dialog box open.
    b. Click the OK button to close the dialog box.

Related Topics

Subclipping with Unknown Durations

Subclipping with Known Durations

Attaching Subclips to the Parent Clip

Generating the Subclip Report

Uploading Segment Timings

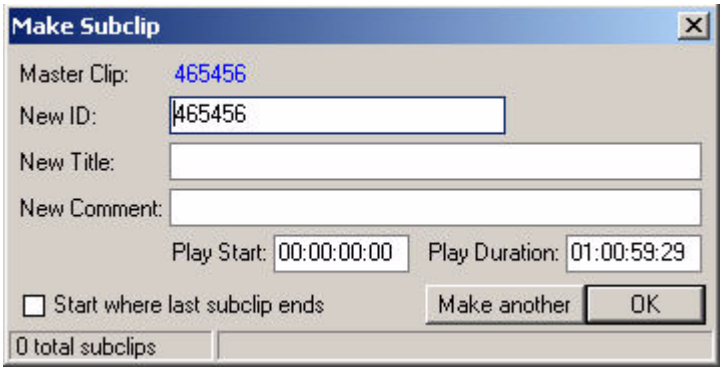
Subclipping with Unknown Durations

If you know the number of segments, but know the duration of each, you can create subclips with the same duration as the master clip and then adjust the in and out points afterward.

To create a subclip with an unknown duration:

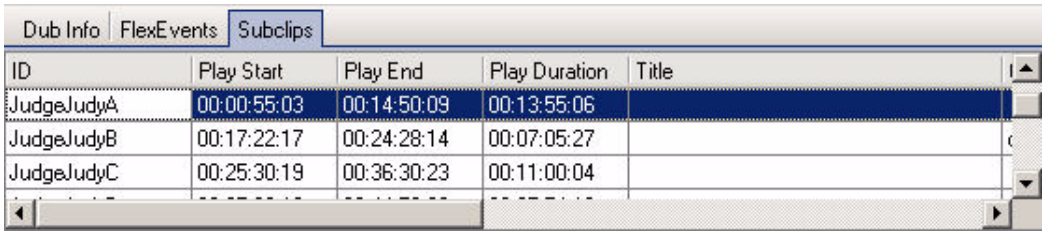
1. Select the clip in the Inventory.
2. Select Inventory > Make Subclip.

   The Make Subclip dialog box opens.



3. Deselect Start where last subclip ends. This causes Play Start and Duration to default to the master clip's information.
4. Leave the master clip's Play Start and Duration so the in and out points of the subclips will ripple down. This ripple only works when the subclips have the same duration as the master. Later update do not ripple down to the other subclips.

5. Update the following subclip information:
   a. New ID
   b. New Title
   c. New Comment
6. Click the Make Another button.
7. Repeat steps 4-6 until you reach the end of the master clip.
8. Click the Subclips tab.



9. Select a subclip.
10. Adjust the in and out points, if needed.

    The out point of each subclip sets the in-point of the next subclip.
11. Do one of the following to save the changes:
    a. Click the Apply button to keep the Modify Clip dialog box open.
    b. Click the OK button to close the dialog box.

Related Topics

Creating Subclips as You Go

Subclipping with Known Durations

Attaching Subclips to the Parent Clip

Generating the Subclip Report

Uploading Segment Timings

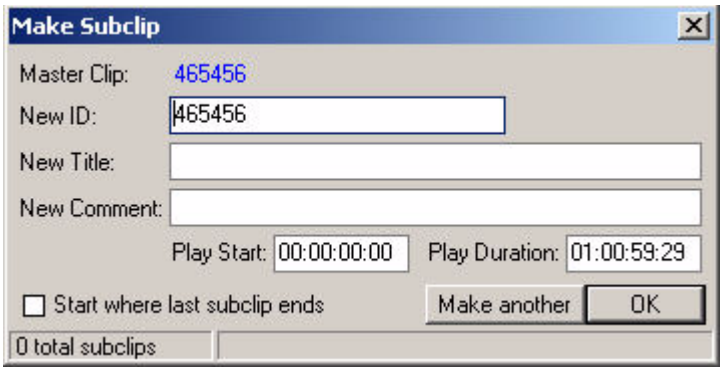
Subclipping with Known Durations

If you already know the number and duration for every segment, you can create the segments and set the in and out points at the same time.

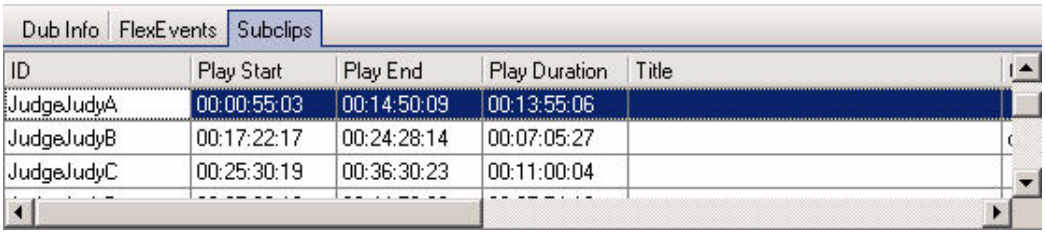
To create a subclip with a known duration:

1. Select the clip in the Inventory.
2. Select Inventory > Make Subclip.

   The Make Subclip dialog box opens.



3. Enable “Start where last subclip ends” to automatically set the Play Start of the following segment as you type the Play Duration.
4. Update the following subclip information:
   a. New ID
   b. New Title
   c. New Comment
5. Click the Make Another button.
6. Repeat steps 4-6 until you reach the end of the master clip.
7. Click the Subclips tab.



8. Select a subclip.
9. Adjust the in and out points, if needed.

   The out point of each subclip sets the in-point of the next subclip.

10. Do one of the following to save the changes:
    a. Click the Apply button to keep the Modify Clip dialog box open.
    b. Click the OK button to close the dialog box.

Related Topics

Creating Subclips as You Go

Subclipping with Unknown Durations

Attaching Subclips to the Parent Clip

Generating the Subclip Report

Uploading Segment Timings

Attaching Subclips to the Parent Clip

After a master clip has been segmented into subclips, you can delete the master video and metadata from the server to save space. This leaves the subclips in the inventory as red-lined clips. If the program will air again at a later date, you can reattach the subclips to the parent when the master is added to the inventory again. This prevents you from having to repeat the subclip process. Use the subclip report to keep track of the segments.

To reattached the subclip to its parent clip:

1. Return the master clip or program to the server using Quick Add.
2. Locate the master clip and the associated subclips in the inventory using Sort and Find.
3. Highlight the master clip and all associated subclips.
4. Select Inventory > Attach subclips to master clip.

   The Confirm dialog box opens.



5. Click the Yes button to attach subclips to the parent clip.

Related Topics

Creating Subclips as You Go

Subclipping with Unknown Durations

Subclipping with Known Durations
Generating the Subclip Report
Uploading Segment Timings

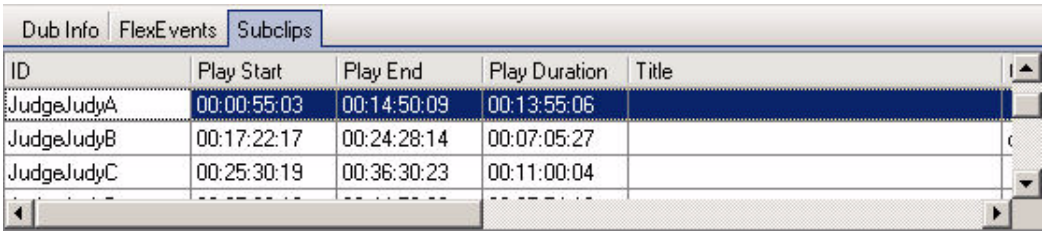
Generating the Subclip Report

From an open Modify Clip window you can generate the subclip report which shows all segments associated with a master clip.

To generate a subclip report:

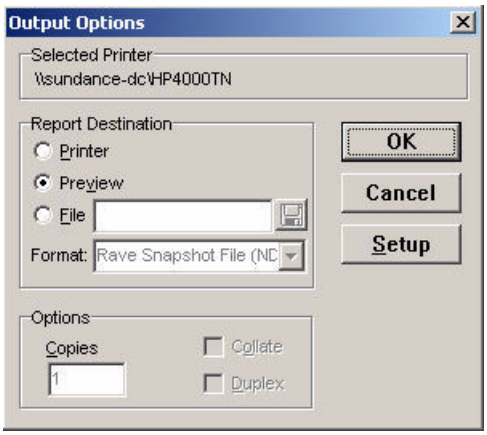
1. Click the Subclips tab.

   A table of existing subclips opens.



2. Click the Segment Report button.

   The Output Options dialog box opens.



3. Select the Report Destination:

Option	Description
Printer	Selects the local printer for hard-copy output.
Preview	Selects on-screen print-preview display.
Format	Saves as a file; select the format below.
File	Indicates the file format to use.

4. Selection appropriate options.
5. Click the OK button.

Related Topics

Creating Subclips as You Go

Subclipping with Unknown Durations

Subclipping with Known Durations

Attaching Subclips to the Parent Clip

Uploading Segment Timings

Uploading Segment Timings

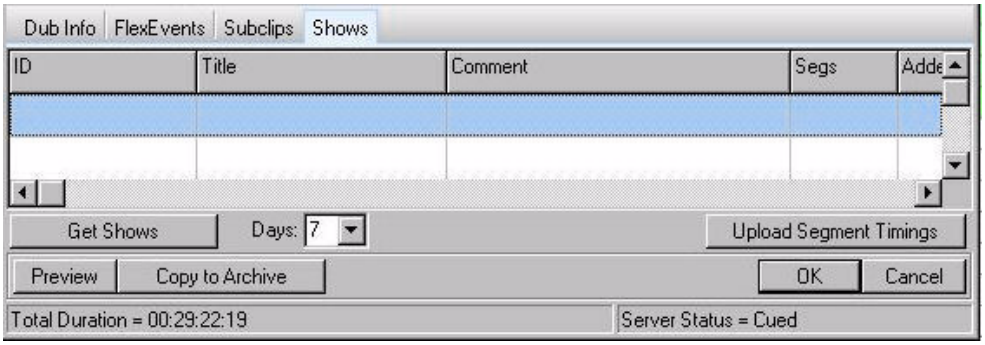
At the bottom of the Modify Clip window, the Shows tab enables you to upload segment timings (subclips) to other shared servers in your group. This avoids remaking a show's subclips. This tab only appears when you have a Segment Share Server and Segment Share is enabled on the Segment tab in the Options window.

All stations in your group need to agree on a common starting point for shows. If one station times shows based on five frames of black before the show starts, and another uses one frame, you will have accuracy problems.

To upload subclips to a shared server:

1. Verify the following:
   - The server is properly connected.
   - All subclips have been created from the parent clip.
2. Double-click the parent clip in the inventory.
3. Click the Shows tab.

   The Shows tab opens.



4. Click the Upload Segment Timings button.

   The Upload Timings window opens.



5. Type the Syndicator Episode Number. This is a common name or number that other stations in your group can use to easily identify programs.

If your station group does not use common numbers for programs, use the number that is on the program's slate. You can also use an easily-understood phrase. For example, "Oprah for Monday Air."

6. Click the OK button.

Related Topics

Creating Subclips as You Go

Subclipping with Unknown Durations

Subclipping with Known Durations

Attaching Subclips to the Parent Clip

Downloading Segment Timings

Downloading Segment Timings

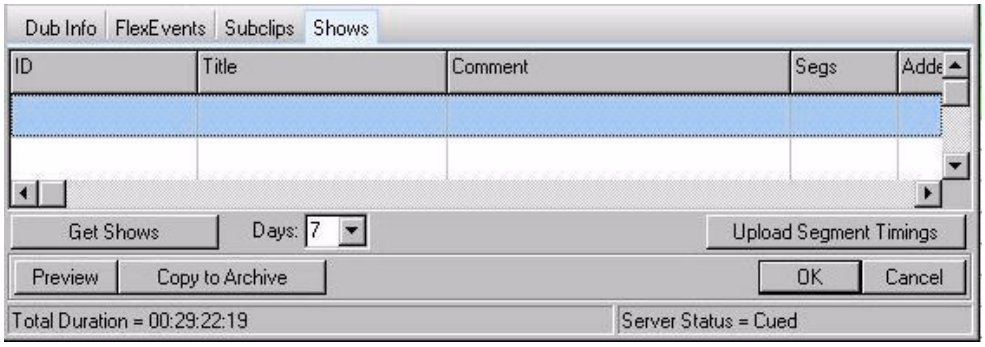
At the bottom of the Modify Clip window, the Shows tab enables you to download segment timings (subclips) from other shared servers in your group. This avoids remaking a show's subclips. This tab only appears when you have a Segment Share Server and Segment Share is enabled on the Segment tab in the Options window.

Consult with stations in your group to agree on a common starting point for shows. If one station times shows based on five frames of black before the show starts and another uses one frame, you will have accuracy problems.

To download subclips from a shared server:

1. Verify the following:
   - The server is properly connected.
   - The program has been recorded via Intelli-Sat and segment timings have been created on a shared server.
2. Double-click the program in the inventory.

   The Modify Clip window opens.
3. Use the Shuttle Bar to find the last frame of black before program video starts.
4. Click the Shows tab at the bottom of the window.



5. Select the number of days back that you want to search in the Segment Share database.
6. Click Get Shows.

   A list of programs in the table at the bottom of the window appears. This list represents the programs that have been uploaded by stations in your group.
7. Double-click the show in the list.

   The Confirm window opens asking if you want to update timings with download timings.

8. Click the Yes button.

   The system reminds you to verify the inpoint.

9. Click the OK button.

   A message confirms that the transfer is complete.

10. Click the Subclips tab to view the subclips.

11. Double-check each segment to ensure that it was timed correctly by the other station.

Related Topics

Creating Subclips as You Go

Subclipping with Unknown Durations

Subclipping with Known Durations

Attaching Subclips to the Parent Clip

Uploading Segment Timings

Managing the Inventory

Media Prep uses several features that allow you to manage the multitude of clips in your inventory. Always perform inventory management operations through Media Prep. Although server manufacturers provide interfaces to record and manage server inventory, you must use Media Prep for those functions in a Titan automation system. This ensures that both the server and the inventory are identical.This section includes the following topics:

- Viewing Server Inventory FlexEvents
- Adding Server Inventory FlexEvents
- Deleting a Server Inventory FlexEvent
- Adding a Red-Lined Clip
- Sorting the Inventory
- Finding Clips in the Inventory
- Saving Server Space
- Deleting Clips in Media Prep
- Deleting Clips from Both the Server and Inventory
- Deleting Clips Past Their Kill Dates

Viewing Server Inventory FlexEvents

FlexEvents trigger devices connected to the systems by serial connections. These devices include character generators, logo inserters, audio servers and more. FlexEvents are user-defined to meet your station's needs.

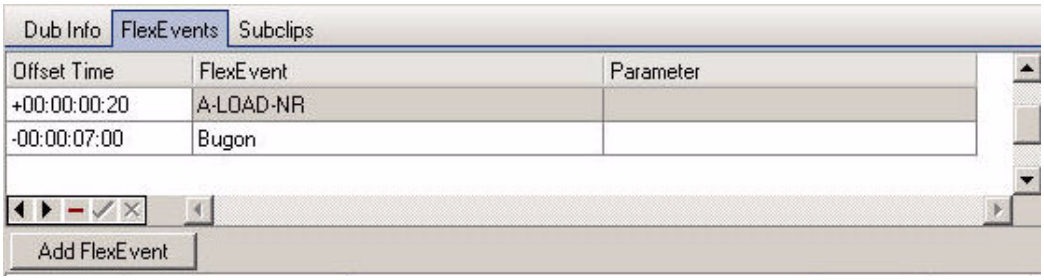
Inventory FlexEvents are one of the two types of FlexEvents. See Using Playlist FlexEvents for information about playlist FlexEvents. Importing a playlist to Titan or FastBreakNXT causes both playlist and inventory FlexEvents to play to air with the main playlist event.

When you add Inventory FlexEvents from the Modify Clip window, the FlexEvents become a permanent part of a clip. Every time you add the clip to a playlist the FlexEvent is automatically applied.

The FlexEvents tab is a list of the existing FlexEvents. at the bottom of the Modify Clip window. You can add or remove FlexEvents from this tab. FlexEvents sort according to their Offset time.

To view existing FlexEvents:

1. Double-click the clip in the server inventory.
2. Click the FlexEvents tab.



3. To move through the FlexEvents:
   - Use > to move up one FlexEvent.
   - Use < to move down on FlexEvent.

Related Topics

Adding Server Inventory FlexEvents

Deleting a Server Inventory FlexEvent

Adding a Red-Lined Clip

Sorting the Inventory

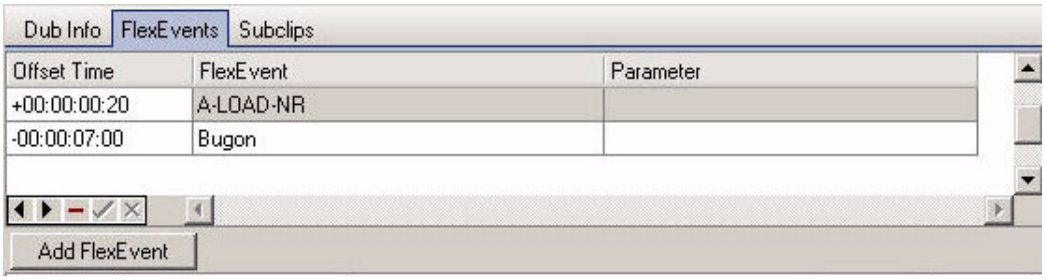
Finding Clips in the Inventory

Adding Server Inventory FlexEvents

From the FlexEvents tab you can add server inventory FlexEvents.

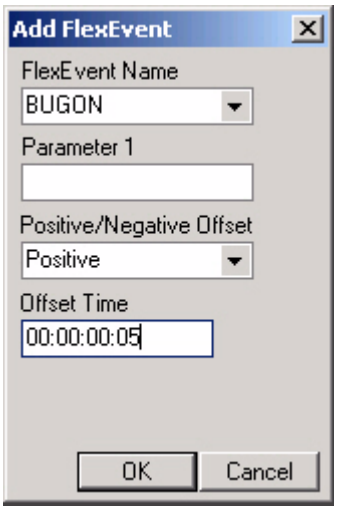
To add inventory FlexEvents to a clip:

1. Double-click the clip in the server inventory.
2. Click the FlexEvents tab.



3. Click the Add FlexEvent button.

   The Add FlexEvent dialog box opens.



4. Select the FlexEvent Name.
5. Set the parameter, if needed.
6. Select Positive or Negative.

7. Set the offset Time in hh:mm:ss:ff.
8. Click the OK button.

Related Topics

Viewing Server Inventory FlexEvents

Deleting a Server Inventory FlexEvent

Adding a Red-Lined Clip

Sorting the Inventory

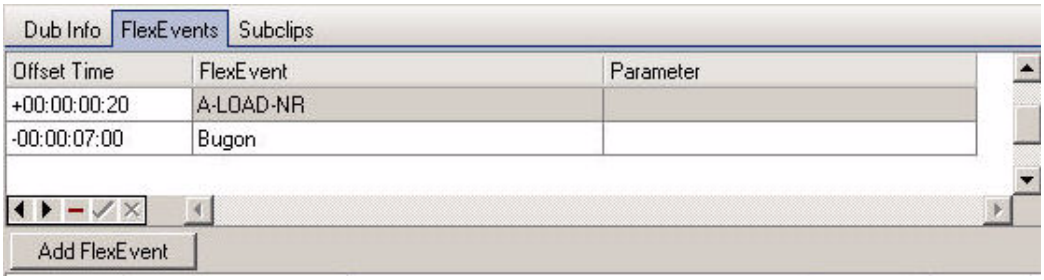
Finding Clips in the Inventory

Deleting a Server Inventory FlexEvent

Because inventory FlexEvents stay with the clip, only delete an inventory FlexEvent when you know it will not be used any more.

To delete an inventory FlexEvent from the clip:

1. Double-click the clip in the server inventory.
2. Click the FlexEvents tab.



3. Select the FlexEvent you want to delete.
4. Click the — button.
5. Click the OK button.

Related Topics

Viewing Server Inventory FlexEvents

Adding Server Inventory FlexEvents

Adding a Red-Lined Clip

Sorting the Inventory

Finding Clips in the Inventory

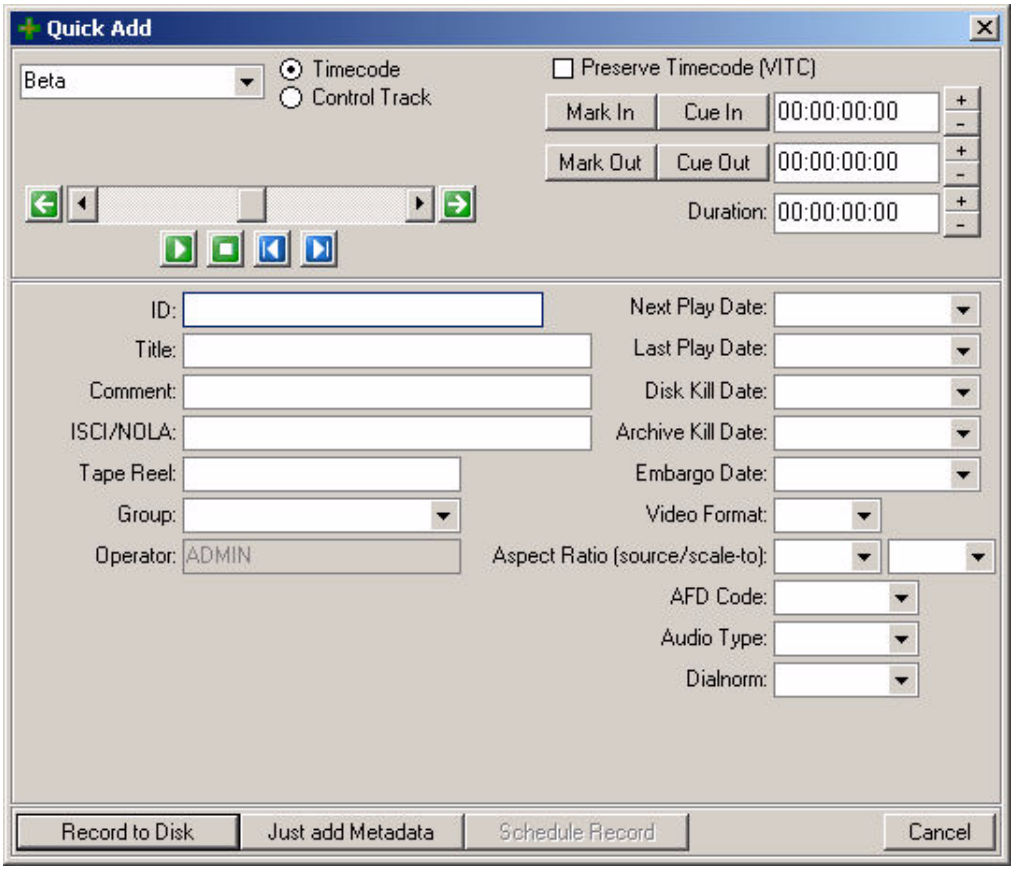
Adding a Red-Lined Clip

When a clip's source material is not on-hand or you plan on recording at a later time, you can add only the marks and metadata to the inventory.

To place only marks and metadata into the inventory:

1. Click Quick Add.

   The Quick Add window opens.



2. Fill in the appropriate clip text boxes. See "Recording from Tape" on page 94 .
3. Click the Just Add Metadata button.

   The clip is red-lined in the inventory.

Related Topics

Viewing Server Inventory FlexEvents

Adding Server Inventory FlexEvents

Deleting a Server Inventory FlexEvent

Sorting the Inventory

Finding Clips in the Inventory

Sorting the Inventory

With thousands of clips in your inventory, it could be very difficult to find just one clip. One way to effectively manage your inventory is to use Media Prep's Filter bar.

When you sort, search, and group fields using the Filter bar, Media Prep displays the items together. Media Prep sorts entries in the following order:

- Blank
- Symbols
- Numbers
- Letters

To sort the Inventory:

1. Click the Filter bar menu to reveal the list of filters.
2. Select the desired filter.

   The clips display according to that filter. This means that all records with the same data entries in the selected field are grouped together. Some common filter fields appear in the following table:

Filter	Description
IDs Only	Groups similar IDs together, representing different clip categories.
Title	Groups the same title, sponsor or vendor together.
Play Duration	Quickly find groups of similar length clips, useful when a specific duration is needed in a playlist.
Disk Transfer Date	Finds out which and how many clips transferred to the server on a given day.
Disk Kill Date	Locates clips that are no longer used in playlists.
Tape Reel	Determines which clips came from the same tape reel.

3. Click a column heading in the inventory grid to sort by that category in ascending or descending order.

4. Click the Select Filter menu and select All to re-display all inventory clips.

Related Topics

Finding Clips in the Inventory

Viewing Server Inventory FlexEvents

Adding Server Inventory FlexEvents

Adding a Red-Lined Clip

Deleting a Server Inventory FlexEvent

Finding Clips in the Inventory

The Filter bar is especially useful when combined with Media Prep's Quick Find function. For example, when you sort by Title, all similarly titled clips are grouped together below the first occurrence. If you then use Find, an entire series of similar clips can easily be located. Media Prep performs a string search on the ID, Title, and Comment fields to find a clip. You can also search for a partial string.

To find an clip:

1. Type the characters to search for in the Search Field.
2. Click the Find icon.

   If a match is found, the highlight jumps to the selected inventory clip. If no match is found, an error dialog notifies you.
3. Click the Find Next icon to search for the next occurrence of the text string.

Related Topics

Sorting the Inventory

Adding Events from the Inventory

Saving Server Space

Deleting Clips from the Server

Deleting Clips from Both the Server and Inventory

Saving Server Space

Every server has limits on the amount of disk space available and requires some degree of supervision. As long as you do all recording and deleting from Media Prep, it can keep you informed of available disk space. Media Prep tells you when you get close to the maximum storage space. This warning is based on the Total space on DDR field on the Server tab in the Options window. You can also use the Free Space window to manage server space.

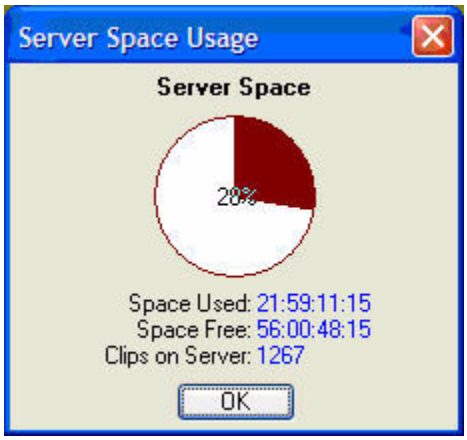
Media Prep always warns you and asks if you are certain that you want to delete it. You should delete clips from the server as soon as their run expires.

Use the Disk Kill Date field to help determine which material remains on the server.

To view available server space:

1. Click View > Server Space Used.

   The Server Space dialog box opens.



2. Click the OK button to clear the box.

Related Topics

Saving Server Space

Deleting Clips from the Server

Deleting Clips from Both the Server and Inventory

Sorting the Inventory

Finding Clips in the Inventory

Deleting Clips in Media Prep

Using Find and Sort, you can quickly find clips that need to be deleted. One or more features may appear grayed out if you do not have delete privileges assigned in Rights Management. You have two options when deleting clips with Media Prep:

- Delete clips from the server, but leave the metadata in the inventory. See “Deleting Clips from the Server” on page 126.
- Delete clips and metadata from both the server and inventory. See “Deleting Clips from Both the Server and Inventory” on page 127.

Deleting Clips from the Server

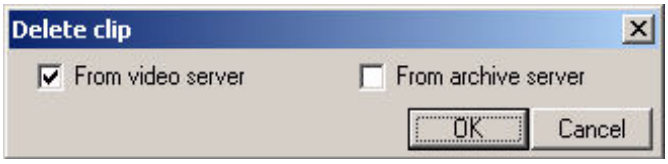
You can delete the clip from the server, but keep the metadata in the inventory. Saving the metadata means you can reuse that clip again. Deleting the clip from only the server frees up disk space, but leaves the database information including mark points. When you prepare that clip again, you only need to double-click the red-lined clip, select the source (VTR or external source), and record the clip.

Deleting clips from the server and inventory is an irretrievable action. You cannot undelete the clips.

To delete clips from the server:

1. Select the clips in the inventory that you want to delete. For multiple clips, press the Ctrl or Shift key and select the clips.
2. Click Inventory > Delete > Delete clip from server(s) and/or archive.

   The Delete Clip dialog box opens.



3. Select from the following options:
   - From video server
   - From archive server
4. Click the OK button.

   The clips delete from the server, but the metadata remains in the inventory and the clip becomes red-lined.

Related Topics

Deleting Clips from Both the Server and Inventory

Saving Server Space

Deleting Clips Past Their Kill Dates

Finding Clips in the Inventory

Ingesting Workflow

Deleting Clips from Both the Server and Inventory

When you have no intention of using either the clip or the metadata, you can delete the clip from both the server and the inventory.

To delete an event from the inventory and the video server:

1. Select the inventory clips that you want to delete. To select multiple clips, press the Ctrl or Shift key and select the clips.
2. Select Inventory > Delete > Delete clip + metadata form all servers and archive.

   The Confirm dialog box opens.



3. Click the Yes button.

   The clip(s) and all associated metadata delete from the inventory.

Related Topics

Deleting Clips from the Server

Saving Server Space

Deleting Clips Past Their Kill Dates

Finding Clips in the Inventory

Ingesting Workflow

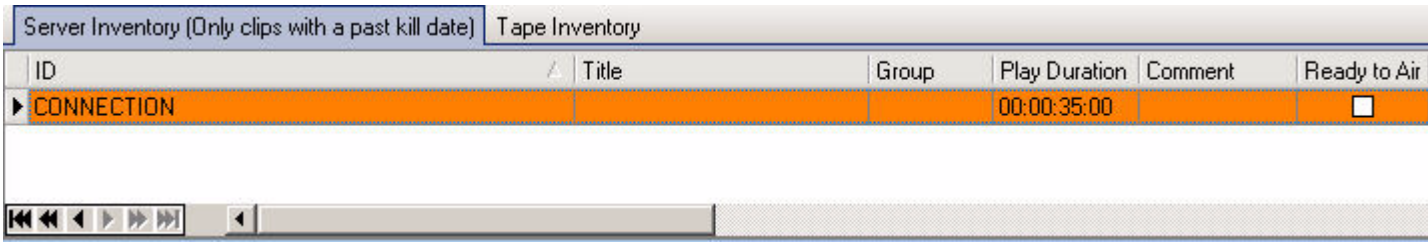
Deleting Clips Past Their Kill Dates

If you set kill dates during the Quick Add process, Media Prep has a simple way to manage spots past their kill dates. Kill dates normally come from the Traffic Department.

To delete all clips past their kill dates:

1. Click Inventory > Filters > Only server clips with a past kill date.

   The inventory shows all clips with Kill Dates prior to the current date.



2. Select the clips that you want to delete.
3. Select Inventory > Delete.
4. Delete clips from just the server or both the server and database. See "Deleting Clips in Media Prep" on page 125.

Related Topics

Deleting Clips from the Server

Saving Server Space

Server Inventory

Finding Clips in the Inventory

Ingesting Workflow

Media Prep Advanced Functions

This section details more advanced functions in Media Prep. Advanced functions include the following topics:

- Managing User Rights
- Working with a Remote Server
- Copying to Archive
- Moving to Archive
- Deleting from Archive Only
- Restoring from Archive
- Clearing Archive Error Messages
- Exporting the Inventory and Playlist
- Playing a Low-Resolution Proxy
- Working with Filters
- Creating Groups

- Creating a Dub Reel
- Viewing the Media Prep About Window

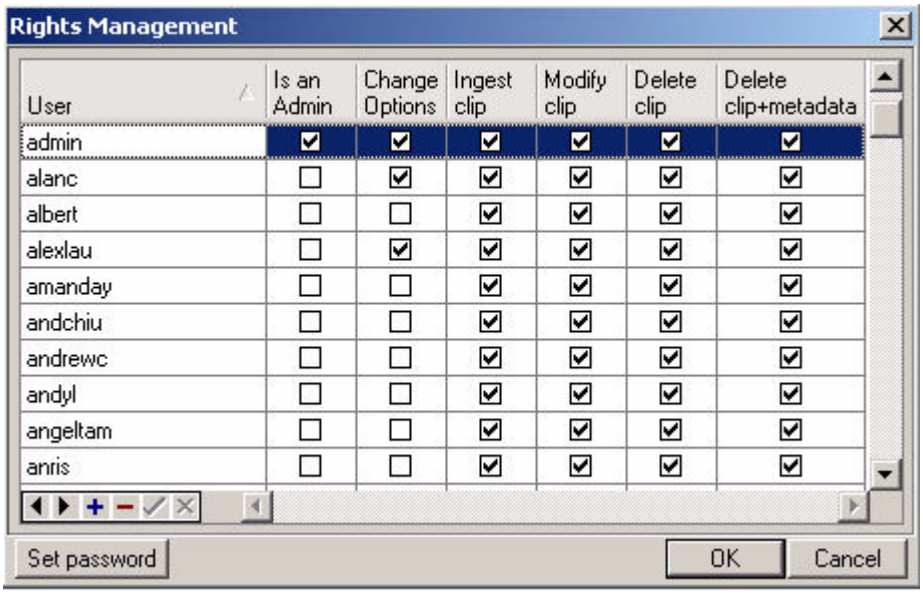
Managing User Rights

Your system administrator, chief engineer, or supervisor can set up specifics rights and permissions for your team of Media Prep users. If one or more of your menus and windows is grayed out, you do not have access rights for that area. The Administrator can add users and change their permissions in the Rights Management window.

To manage user rights and permissions:

1. Log into Media Prep as a user with administrative permissions.
2. Select Options > Rights.

   The Rights Management window opens.



3. Click + to add a new user.
4. Type the new user's name in the User field.
5. Type True in any text box to assign rights or False to deny rights.

Text Box	Description
Is an Admin	Controls administrative privileges.

Text Box	Description
Change Options	Permits access to the Options menu.
Ingest Clip	Allows ingesting of clips.
Modify Clip	Permits access to the Modify Clip window.
Delete Clip	Controls the ability to delete clips from the local server.
Delete clip + metadata	Controls the ability to delete clips from the local server and the inventory.

6. Double-click the user name to assign or change the user's password.

   The Set Password dialog box opens.



7. Type the new password.
8. Confirm the new password.
9. Click the OK button.
10. Click the OK button to close the window.

Related Topics

Assigning User Access

Media Prep Menu Bar

Ingesting Workflow

Creating Groups

Viewing the Media Prep About Window

Working with a Remote Server

Media Prep can work with multiple video servers in conjunction with DataMover. In this type of setup, Media Prep connects locally via serial port connection to one video server and interacts with remote video servers over the network to perform a variety of functions:

- Copying to Archive
- Moving to Archive
- Deleting from Archive Only
- Restoring from Archive
- Clearing Archive Error Messages

Copying to Archive

Your Media Prep setup may include an archiving systems in conjunction with the Sundance Archive Manager (SAM). In this set up, Titan can move, copy, retrieve, and delete video on both the local and archive severs.

To copy the current event to your archive system using SAM:

1. Select the clips you want to copy to the archive.
2. Select Inventory > Transfer > Copy selected clips to archive.

Related Topics

Working with a Remote Server

Moving to Archive

Deleting from Archive Only

Restoring from Archive

Clearing Archive Error Messages

Moving to Archive

Media Prep can move the clip to the archive, deleting the local copy of the clip.

To move a clip to the Archive:

1. Select the clips you want to move to the archive.
2. Select Inventory > Transfer > Move selected clips to archive.

Related Topics

Working with a Remote Server

Copying to Archive
Deleting from Archive Only
Restoring from Archive
Clearing Archive Error Messages

Deleting from Archive Only

Media Prep can remove the clip on the archive while still maintaining the local copy of the clip.

To delete clips from the archive system, but leave them in the inventory:

1. Select the clips you want to delete from the archive.
2. Select Inventory > Delete > Delete clip from server(s) and/or archive.

   The Delete clip dialog box opens.



3. Select From archive server.
4. Click the OK button.

Related Topics

Working with a Remote Server
Copying to Archive
Moving to Archive
Restoring from Archive
Clearing Archive Error Messages

Restoring from Archive

Media Prep can restore a clip to the local drive from the archive.

To restore a clip from the Archive:

1. Select the clips you want to restore.
2. Select Inventory > Transfer > Restore selected clips from archive.

Related Topics

Working with a Remote Server

Copying to Archive

Moving to Archive

Deleting from Archive Only

Clearing Archive Error Messages

Clearing Archive Error Messages

Transferring clips between servers might produce an error message. Once you have read the messages and handled the problems, you can remove the error indicators.

To clear archive errors:

- For errors on specific clips, select Inventory > Transfer > Clear archive error on selected clips.
- For all errors on all clips, select Inventory > Transfer > Clear all archive errors.

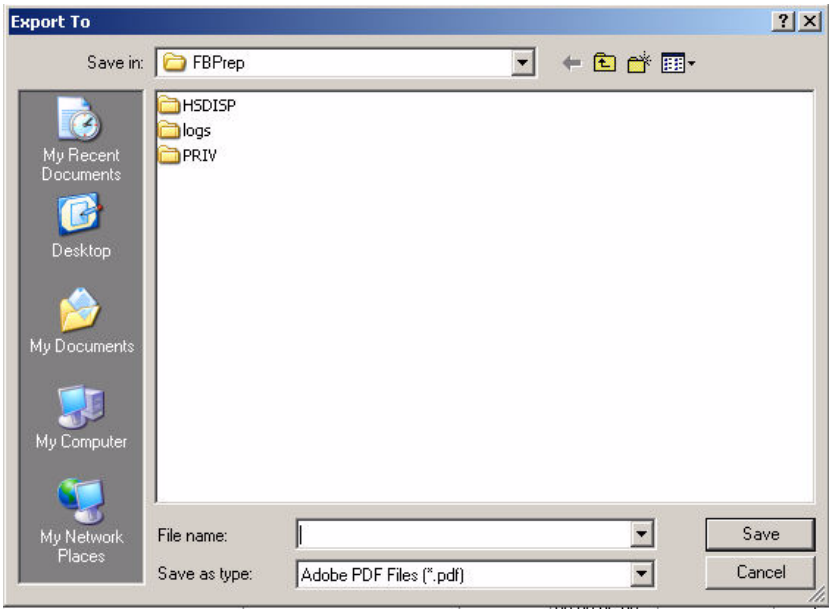
Exporting the Inventory and Playlist

Media Prep can run a report of the inventory and playlist contents and export it to other formats.

To export the inventory report and an open playlist to a file:

1. Select File > Export.

   The Export To window opens.



2. Type the file name.
3. Select the file type from the Save as type field.
4. Click the Save button.

Related Topics

Working with a Remote Server

Copying to Archive

Moving to Archive

Deleting from Archive Only

Restoring from Archive

Playing a Low-Resolution Proxy

This option appears in the Side Bar when FlipFactory Installed is enabled in Options.

To playback a low-resolution proxy version of the selected event:

- Click the Play Low Res button.

Related Topics

Media Prep Menu Bar

Titan Menus

Choosing System Options

Automation Add-Ons

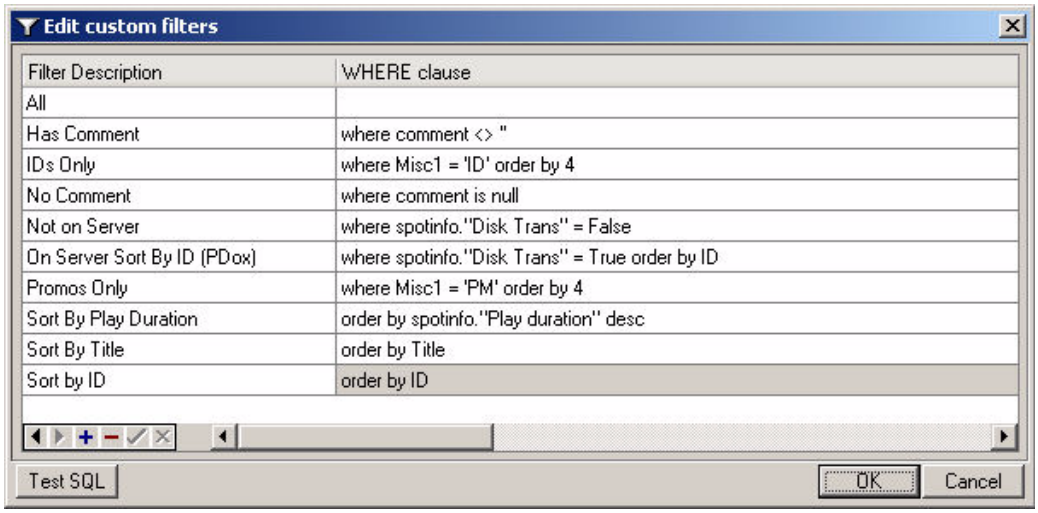
Working with Filters

The Filter menu contains filters that allow you to sort the inventory. You can add your own custom filters to suit specific requirements at your facility. Adding filters is an advanced function that requires basic knowledge of SQL (Structured Query Language). For more detailed information, contact Technical Support.

To add or edit a filter:

1. Select Inventory > Filters > Edit custom filters.

   The Edit Custom Filters dialog box opens. The left side of the window shows the filter description. These appear in the Filter bar menu. The right side includes WHERE clause.



2. Click + to add a new line.
3. Type a name for the new filter in the Filter Description column.
4. Type the SQL query statement in the Where clause column. The following table shows a few examples.

Query	Function
Where ID > '7000'	Returns all spots with IDs in the 7000 range and up.

Query	Function
Where ID like '8%'	Returns all spots with IDs starting exactly with 8. The character % is a wildcard.
Where Title like 'ABC%'	Returns all spots with titles starting with ABC.
Where Title like '%Ford%'	Returns all spots with titles that include the word Ford.
Where Misc1 = 'PSA'	Sorts for the group name PSA.
Where ID > '5500' order by title	Returns all spots with IDs in the 5500 range and sorts by Title.
Where Title like 'Value%' order by ID	Returns all spots with titles starting with Value and sorts by ID.

5. Click the check button to post the new query statement.
6. Click Test SQL to test the new statement.
7. Click the OK button to accept all new settings.

Related Topics

Server Inventory

Tape Inventory

Sorting the Inventory

Finding Clips in the Inventory

Operating Best Practices

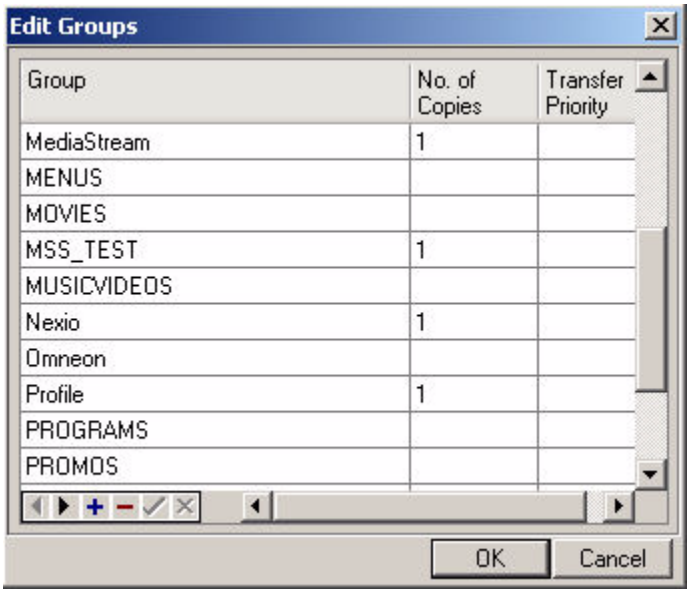
Creating Groups

Media Prep can create custom categories such as PGM or PSA. Assign these groups to clips in the Quick Add and Modify Clip windows. This lets you sort the inventory by the Group column and create custom query statements.

To create custom groups:

1. Select Inventory > Edit clip groups.

   The Edit Group dialog box opens.



2. Click + to add a new line.
3. Type a name for the new group in the Group column.
4. Click the check button to post the new group.
5. Click the OK button to accept and close the dialog box.

The new group becomes available to the Group menu in the Quick Add and Modify Clip windows.

For No of Copies or Transfer Priority selection information, contact Technical Support.

Related Topics

Ingesting Clips

Modifying Clips

Media Prep

Media Prep Menu Bar

Managing User Rights

Creating a Dub Reel

You may want to create a dub reel to cover times when the system is down. The dub reel becomes your alternative playout when automation is down for maintenance or other reasons.

To create a dub reel:

1. Build or edit a traffic log so that it is only commercials.
2. Insert a five-second line of black between the breaks.
3. Route the server channel to a VTR.
4. Manually begin recording on the VTR.
5. Select Playlist > Play from this point.

Related Topics

Processing a Traffic Log

Media Prep

Operating Best Practices

Editing Best Practices

Using Quick Recovery

Viewing the Media Prep About Window

The Media Prep About window contains helpful information such as the software version. You need this information if you contact Technical Support.

To view the Media Prep version, date, and copyright info:

- Click Help > About.

  The About window opens.



Related Topics

Media Prep Screen

Viewing the SIDON About Window

Viewing the ListProcessor About Window

Viewing the Titan About Window

7 Media Prep

8 Titan Air

Throughout most of the broadcast day, Titan runs on its own without human interference. When the master control operator must intervene, familiarity with the Titan Air interface is essential.



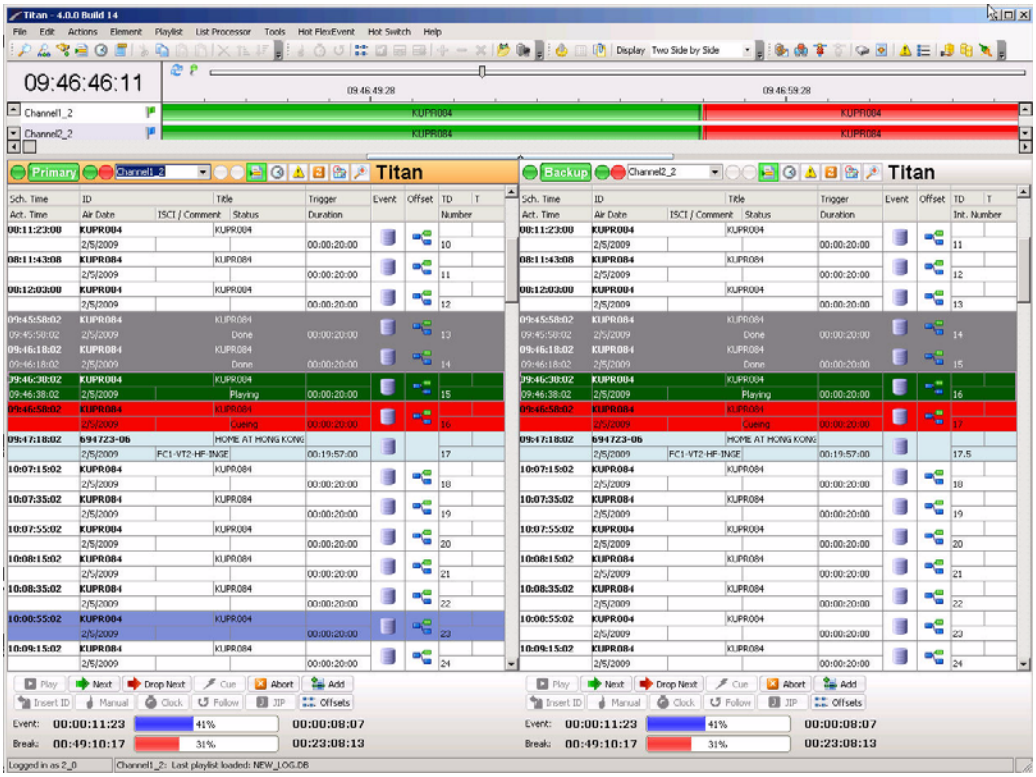
You should attend the training classes provided by Sundance before you try putting the system on-air.

The following sections provide essential information for using Titan Air:

- Titan Main Screen
- Titan Menus
- Titan Playlist Event Columns
- Device Control Panel

Titan Main Screen

The main screen in Titan is the command center of your automation system. The Primary components of the main screen appear with descriptions in this section.



Item	Description
Menu Bar	Provides access to most Titan commands and functions. See “Titan Menus” on page 143 for menu selections. You can also access many of the Menu functions using shortcut keys. See “Titan Air Shortcuts and Icons” on page 259 for all shortcuts.
Icon Bar	Provides single-click access to a variety of Titan functions. You can also access many of the Icon bar functions using shortcut keys. See “Titan Air Shortcuts and Icons” on page 259 for all shortcuts.
House Time	The House Time displays the current house time. Titan relies on your house clock to synchronize play-to-air. When the house time is not available, Titan uses Windows time.

Item	Description
Timeline	Displays playing events in a linear timeline. The timeline visually indicates the progress of each event. To conserve visual real estate, you can hide the timeline. See "Hiding or Displaying the Timeline" on page 224 for instructions.
Channel Status Box	Contains the status of each playlist in a quick visual reference. • A green flag indicates that a playlist is in primary and functioning normally. • A blue flag shows that the playlist is in backup and functioning correctly. • A red flag indicates LP is disconnected. • A Gap notice indicates there is a gap in the playlist time. • An Overlap notice indicates there is an overlap in the playlist timeline. • A Warning icon indicates that a playlist has warnings. • A Tape Not Loaded icon warns that the VTR is not loaded. • A Not on Disk icon displays when the upcoming clip is not on the local server.
Playlist panel	Displays event information and playlist buttons. You can view up to four playlists at the same time. Each playlist panel shows a channel corresponding to a ListProcessor. Clicking on a playlist panel activates the channel controls. See "Titan Air Shortcuts and Icons" on page 259 for a description of each playlist icon.
Time Remaining bars	Indicate both visually and by percent.the amount of time remaining: • Event Time Remaining displays the amount of time left in the on-air event as both timecode and percentage (blue bar). • Break Time Remaining displays the amount of time left in the current break (until the next Manual or Clock trigger) as both timecode and percentage (red bar).

Related Topics

Titan Menus

SIDON Gateway Screen

ListProcessor Screen

Media Prep Screen

Setting Titan Air Preferences

Titan Menus

The Titan Air menus contain the selections shown in the following table.

When using an editing function, carefully select the playlist event before executing the function.

Menu	Option	Description
File	Print playlist	Exports the playlist for printing.
	Print Missing Data	Creates a report of all clips not on disk.
	Export Data	Exports the playlist to an external device.
	Switch User	Changes the Titan Air user.
	Exit	Closes the Titan Air program.
Edit	Find ID	Locates a clip by ID.
	Replace ID	Locates an event by ID and replaces it with another event.
	Find in Timeline	Finds an element in the timeline.
	Go to Current	Shows the currently playing event.
	Go to Time	Finds the event in the timeline.
	View Bins	Displays the contents of the bins.
	Cut	Removes an event from the playlist. The cut event can be pasted in another place on the playlist.
	Copy	Makes a copy of the event that can be pasted in another place on the playlist.
	Paste	Places a cut or copied event into the playlist after the selected element.
	Paste Without Offsets	Pastes a copied or cut event without the offsets.
	Delete Selected	Removes the selected events from the playlist.
	Delete to Top	Removes events in the playlist from the selected element to the top of the playlist.
	Delete to Bottom	Removes events in the playlist from the selected element to the bottom of the playlist.
Action	Cue	Cues the active event in the playlist.
	Play	Plays a cued event.
	Cue and Play	Combines both cue and play commands.

Menu	Option	Description
	Abort	Aborts the playlist.
	Pause Playback	Pauses the playing event.
	Next	Advances the playlist to the next cued event.
	Drop Next	Removes the cued event and cues the following event.
	JIP	Allows you to JIP (join-in-progress) an event.
	JIP Cue	Sets up a JIP.
	Auto JIP	Automatically joins-in-progress.
Element	Manual	Places a manual trigger on the event. The even only plays when you press the Play button or select Play from the Element menu.
	Clock	Inserts a a trigger which plays the event at a specific time.
	Follow	Plays the event following the previous event.
	Offsets	Opens the Offsets window.
	Modify Element	Opens the Modify Element window.
	Edit Transition	Changes the type of transition.
	Default Transition	Resets to the default duration recorded in the clip metadata.
	Increment Duration	Increases the duration of an element.
	Decrement Duration	Decreases the duration of an element.
	Default Duration	Resets the element's duration to the default.
	Play Low-Res Video	Plays a low-resolution version of the clip.
	Retrieve from Archive	Copies a clip from archive to the server.
Playlist	Add	Adds an event to the playlist.
	Insert ID	Inserts an event by ID.
	Insert Switch	Inserts a switch event after the selected element.
	Insert Message	Places a message in the playlist.
	Update Schedule Times	Updates the times shown on the playlist.

Menu	Option	Description
	Refresh	Refreshes the view of the playlist.
	Zoom In/Out	Zooms in and out of the playlist.
	Compare Regional Breaks	Compares breaks for the selected elements.
	Export to DNF File	Exports the playlist to a DNF format file.
ListProcessor	Synchronize playlists	Synchronizes the primary and backup playlists.
	Switch to Backup Mode	Switches the playlist to backup from the primary.
	Disconnect from Primary/Backup	Disconnects the backup from the primary.
	Quick Recover	Quickly returns the main channel to Primary.
	Turn Hold Switching On/Off	Toggles hold switching.
	Turn Auto Advance On/Off	Toggles the Auto Advance mode.
	Warnings	Shows important warning messages.
	Total Runtime Details	Shows details for the total run time.
	Reconnect to DataMover	Reconnects ListProcessor to DataMover.
	Reconnect to SAM	Reconnects ListProcessor to SAM.
	Reconnect to SIDON	Reconnects ListProcessor to SIDON.
Tools	Options	Shows configuration options.
	Button Box Setup	Sets up the button box.
	Append to playlist	Appends a new playlist to the current playlist.
	Display	Changes the layout of the channels on your screen: • One Channel • Two: Horizontally • Two: Vertically • All Four

Menu	Option	Description
	Magnifying Glass	Zooms in or out Titan Air.
	Break Time Display	Shows the total break time.
Hot FlexEvent	Edit Hot FlexEvents	Programs and edits hot FlexEvents.
Hot Switch	Edit Hot Switches	Programs and edits hot switches
Help	About	Shows the version and date of the application.
	Titan Help	Accesses information about Titan Air and most parts of the Titan automation system.

Viewing the Titan About Window

The Titan About window shows information about the software version. This is helpful when you call Technical Support.

To view the About Window.

- Select Help > About.

Related Topics

Titan Main Screen

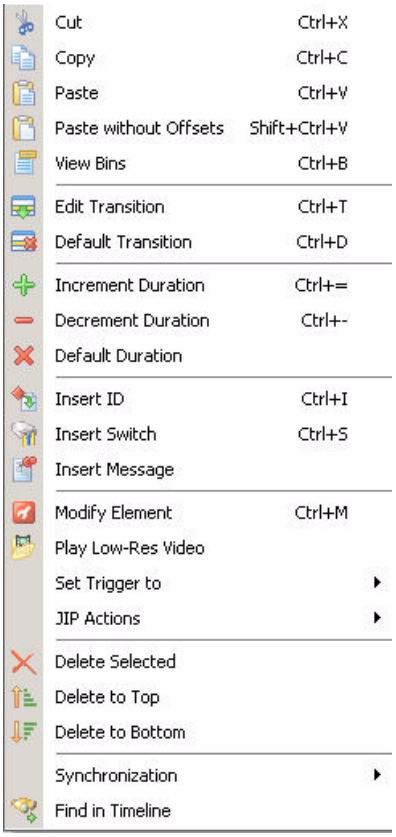
Viewing the SIDON About Window

Viewing the ListProcessor About Window

Viewing the Media Prep About Window

Context Menu

The Context Menu appears when you right-click on a playlist. This menu and its sub-menus allow you to quickly and easily perform various event- or playlist-specific functions. These are the same functions that appear on other menus, icons, and buttons.



Related Topics

Titan Main Screen

Titan Playlist Event Columns

Device Control Panel

Titan Playlist Event Columns

Event columns provide vital information for events in the playlists. The titles of these events are at the top of the playlist, under the playlist Title bars. Refer to the following table for explanations of each column.

Column	Description
Sch. Time	The time the event is scheduled to play. This is normally provided by the traffic department and automatically entered. When you play a break, the scheduled times automatically update–or “ripple”– to the next manual or clock trigger in the list. All follow triggers ripple based on the trigger time of the first event in the break plus duration.
Act. Time	Displays the actual time when the event plays. This time goes in the system asrun file.
ID	The unique identifier of each event in the server inventory. Duplicate IDs cannot exist in the server or tape inventories. The ID is assigned by the traffic department. IDs must be composed of only alphanumeric characters with no spaces or special characters (such as !@#$%^&*/). Hyphens (-) and underscores (_) can only be used between characters. Master IDs should contain eight or less characters. A subclip ID can contain 20 or 32 characters, depending on how your system is configured.
Title	The title of the event.
Trigger	Displays icons that depict Manual, Clock, and JIP triggers. No icon displays for a follow trigger. See “Changing Trigger Types” on page 174 and “Setting a JIP Cue” on page 179 for details.
Air Date	The date the event aired.
ISCI/Comment	Shows the ISCI code or comment message.

Column	Description
Status	Provides information about an event: • Ready indicates the event is physically in the server and available for play. • Not Ready for Air indicates the event is not available for play. • Not on Disk indicates the event is not available in the server, and should be replaced, deleted (cut), or updated prior to play. • Not on Local Server indicates the event is not available in the local server, but that it does exist on another video server within the system. Depending on your system, ListProcessor may direct DataMover to retrieve the media from the other server. Otherwise, the operator must take action. • No Tape indicates that this program has not been assigned a tape deck. • Cueing indicates the even is preparing to be played. • Cued indicates an event is ready to play. • Playing indicates an event already triggered and on-air. • Aborted indicates that an even has been aborted. • Partial indicates that the event partially played to air.
Duration	Lists the actual event duration as entered from the server inventory or by the operator in the case of a switch event.
Event	Displays an icon depicting the event's type.
Offset	Indicates that an event has an offset or FlexEvent associated with it. See "Adding a FlexEvent" on page 177 for details.
Num	Displays the line number of the playlist event. This number has no operational impact on the system; it is simply a useful tool for the operator to reference locations in the log. When you delete or insert an event in the list, the playlist automatically renumbers to accommodate the change.
Transition Duration	Displays the duration of the transition in frames. See "Modifying Transitions" on page 175 for details on programming switcher transitions.
Transition	Displays the selected transition icon whenever a master control switcher transition is programmed. See "Modifying Transitions" on page 175 for details on programming switcher transitions.

Related Topics

Device Control Panel

Titan Main Screen

Playlist and Inventory Grid

ListProcessor Screen
SIDON Gateway Screen

Device Control Panel

The Titan screen has an optional view of device control. When this view is enabled in the options, you can use the slider to open and close the Device Control Panel. This panel includes the following:

- VTR Control Panel
- FlexEvent Panel

VTR Control Panel

The VTR section of the Device Control panel shows available tape device information. See "Controlling a VTR Manually" on page 162 for more information.



Item	Description
Name	The VTR name.
Status	The current status of the VTR.
Time Code	The current timecode on the VTR.
Tape In	Whether a tape is in the VTR.
Tape ID	The ID of the tape in the VTR.
Locked	Whether the VTR is in use and locked.
SIDON IP	The IP of the SIDON controlling the VTR.
Port	The port where the VTR connects to the SIDON.

Related Topics

FlexEvent Panel

SIDON Gateway Screen

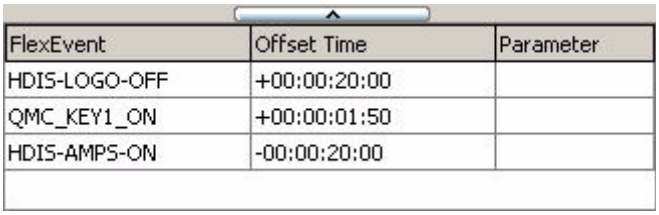
Titan Main Screen

Media Prep Screen

ListProcessor Screen

FlexEvent Panel

The FlexEvent section of the Device Control panel shows offset information. See “Viewing FlexEvents” on page 163 for more information.



FlexEvent	Offset Time	Parameter
HDIS-LOGO-OFF	+00:00:20:00	
QMC_KEY1_ON	+00:00:01:50	
HDIS-AMPS-ON	-00:00:20:00	

Item	Description
Offset Time	The duration of the FlexEvent.
Action	What the FlexEvent does.
Device	The device the FlexEvent uses.

Related Topics

VTR Control Panel

SIDON Gateway Screen

Titan Main Screen

Media Prep Screen

ListProcessor Screen

9 Basic Titan Operations

The Titan Air information in the sections below covers operating essentials for a standard installation where Titan runs the station. Although Titan can completely automate the on-air functions of your station, sometimes you need to operate the system manually. Manual operation allows master control operators greater flexibility in performing their tasks.

The following topics provide instructions and information related to everyday operation of Titan Air:

- Running the Playlist Channels
- Editing the Active Playlist

Before operating Titan, ensure that you recognize the main features:

- “Media Prep” on page 17.
- “Titan Air Control” on page 20.
- “List Processor & Titan Sync” on page 23.

If you have not read these topics, do so now.

Running the Playlist Channels

The topics in this section will help you with basic actions for preparing and running the playlist in Titan. This section includes:

- Deleting to the Top of Playlist
- Appending or Inserting a Playlist
- Deleting to the Bottom of the Playlist
- Cueing the Playlist for Air
- Playing the Break
- Stopping or Aborting Playback
- Working with Warning Indicators
- Changing Channel Layout
- Viewing Channels
- Monitoring SIDON Connectivity
- Controlling a VTR Manually
- Viewing FlexEvents

Deleting to the Top of Playlist

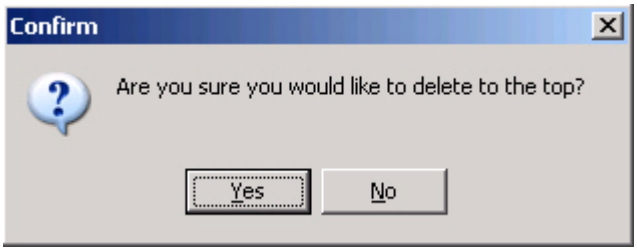
When you delete to the top of the playlist, make sure you have sufficient time remaining in the active, on-air event.

Perform this procedure during a long segment.

To delete to the top of the playlist:

1. Select the last event you want to delete.
2. Select File > Edit >Delete to Top.

   A dialog box asks whether you want to delete to the top.



3. Click the Yes button to clear all of the played events from that event to the top of the list.

Related Topics

Appending or Inserting a Playlist

Deleting to the Bottom of the Playlist

Editing the Active Playlist

Titan Playlist Event Columns

Using the Playlist in Media Prep

Appending or Inserting a Playlist

After creating, editing, and preparing the playlist in Media Prep, you can begin the append or insert procedure. The append and insert processes avoid interruption of on-air operation. This way you never open a playlist on a channel, but attach it to the end of the currently running playlist.

- Appending the current playlist means that you attach the new playlist to the end of the old.
- Inserting a playlist adds it after the selected event.



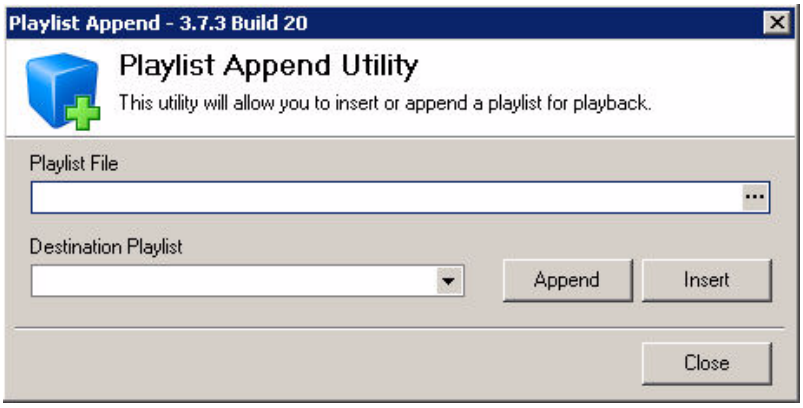
Only insert or append during a longer segment.

To append or insert a new playlist:

1. Ensure that the new playlist has been created, edited, and readied for air.
2. Delete the part of the old playlist that has already aired.
3. Select the event after which you want to append the new playlist.
4. Select Tools > Append to playlist.

   The Open dialog box opens.
5. Navigate to and run the Playlist Append executable file if this is the first time appending a playlist.

   Playlist Append opens.



6. Select the playlist File with a .db extension.

Do not open the file with the "-Offset" name. The offset file only contains data for operating offset devices within the playlist

7. Select the Destination playlist.
8. Click the Append or Insert button.
9. Click the Close button.

The new playlist joins the existing playlist. To undo this process, see "Deleting to the Bottom of the Playlist" on page 156.

Related Topics

Deleting to the Top of Playlist

Deleting to the Bottom of the Playlist

Editing the Active Playlist

Titan Playlist Event Columns

Using the Playlist in Media Prep

Deleting to the Bottom of the Playlist

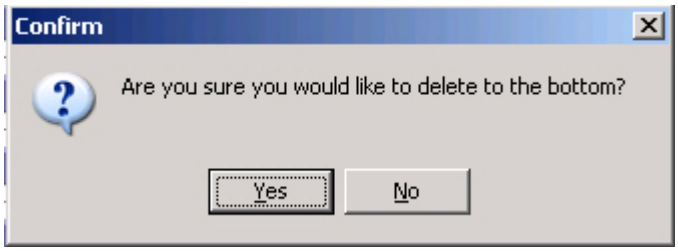
When you need to undo an appended playlist, use the following process. Make sure you have sufficient time remaining in the active, on-air event.

Perform this procedure during a long segment.

To delete to the bottom of the playlist:

1. Select the first event you want to delete.
2. Select File > Edit > Delete to Bottom.

   A dialog box asks whether you want to delete to the bottom.



3. Click the Yes button to clear all of the played events from that element to the bottom of the playlist.

Related Topics

Appending or Inserting a Playlist

Deleting to the Top of Playlist

Cueing the Playlist for Air

Editing the Active Playlist

Titan Playlist Event Columns

Cueing the Playlist for Air

After appending the new playlist, the next step toward getting the system on air is to cue a break or an event. The playlist does not run until the operator cues it.

Cuing the list arms the system for a manual or a clock trigger and cues the server to the selected event. The selected event remains cued until the play button is pressed or a clock trigger fires.

When the event plays, the preset crosspoint to air from the preview bus and ListProcessor plays the selected event. Although a break begins and ends with a clock or manual trigger, Titan allows you to cue from any point in a playlist, regardless of the trigger type.

To cue the playlist for air:

1. Select the event to cue.

   The event appears in blue indicating it is selected.

2. Select Action > Cue.

   The event appears in yellow indicating it is cued.

Related Topics

Appending or Inserting a Playlist

Playing the Break

Stopping or Aborting Playback

Editing the Active Playlist

Titan Playlist Event Columns

Playing the Break

Once you have the event cued, a play command or clock trigger starts automation.

To send a play command, do one of the following:

- Select Action > Play.
- Use the Launch Box to fire a GPI.
- Use a custom-built switch to fire a GPI.

The on-air event changes color as it begins to play. The next event also changes color to indicate it is cuing then cued. As the next event cues, the master control switcher presets the preview bus with any selected transitions and crosspoints. When the break finishes, the next break automatically cues and waits for the trigger.

Related Topics

Appending or Inserting a Playlist

Cueing the Playlist for Air

Stopping or Aborting Playback

Editing the Active Playlist

Titan Playlist Event Columns

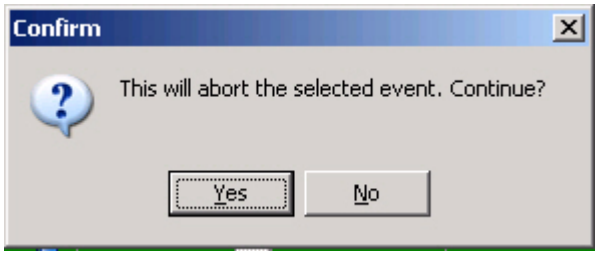
Stopping or Aborting Playback

Any time during playout, you can stop the playlist using the Abort command. Depending upon the event type, the on-air event might not continue to play out.

To stop the playlist:

1. Check the event type. If the playlist is running a server event, manually switch to another source.
2. Select Action > Abort to abort the event.

   A confirmation dialog box opens.



3. Click the Yes button to abort the selected event and immediately stop automation.

The aborted event changes color indicating the list has stopped.

Related Topics

Appending or Inserting a Playlist

Cueing the Playlist for Air

Playing the Break

Viewing Channels

Editing the Active Playlist

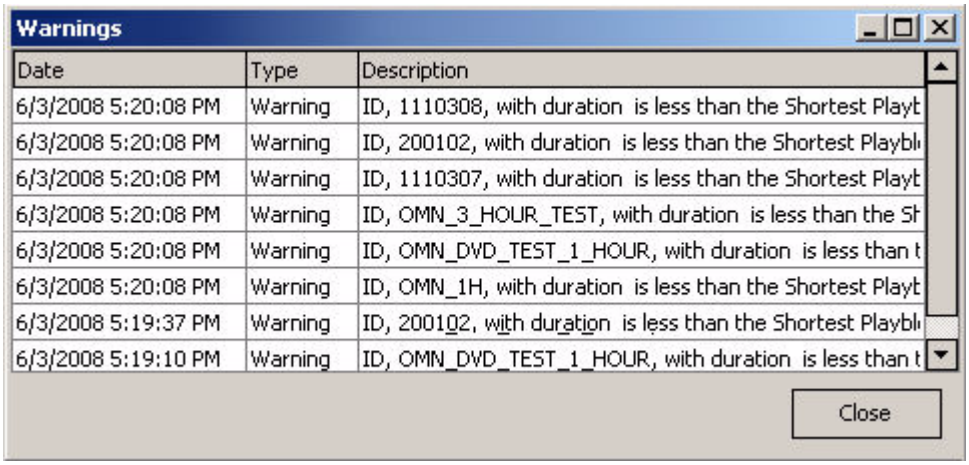
Working with Warning Indicators

In the Channel Status box, Titan displays a Warnings icon. This icon alerts operators of possible problems. It also acts as a friendly reminder to perform certain functions in a timely manner. When Titan issues a warning for a particular channel, the Warnings icon on the playlist Title bar flashes red and yellow. The button stops flashing when you view the Warnings dialog box.

To view the details of the warnings:

1. Click the Warnings icon.

   The Warnings dialog box opens.



2. Click the Close button when you are done reading the warnings.

Related Topics

Setting Display and Warnings Options

Titan Main Screen

Cueing the Playlist for Air

Playing the Break

Changing Channel Layout

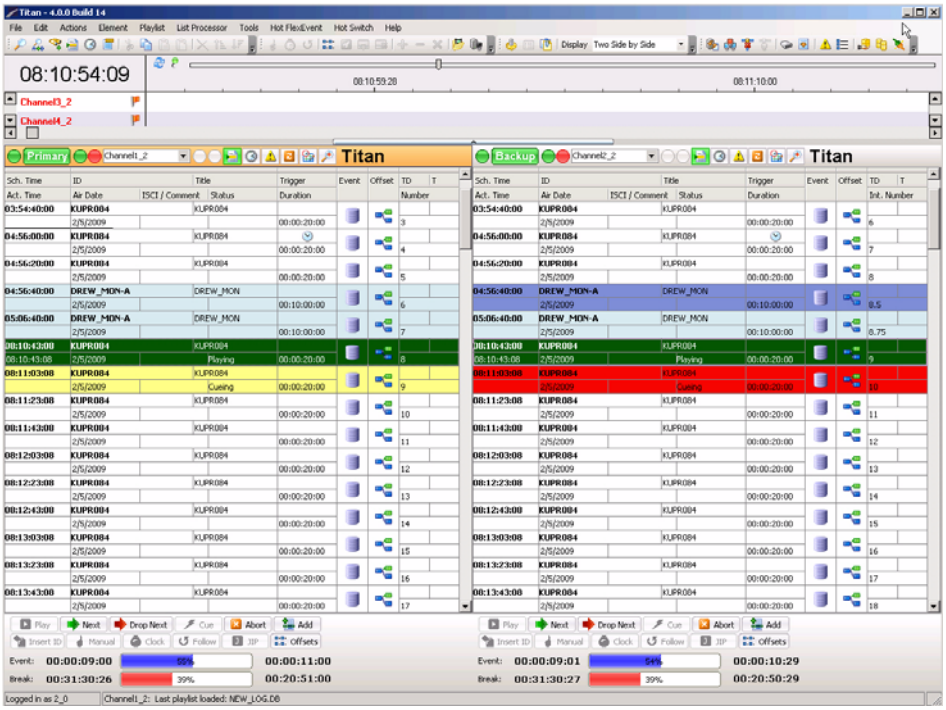
Titan can show between one and four channels. For two channels, you can choose to view them side-by-side (vertically) or one above the other (horizontally).

To change the number or orientation of channels displayed:

1. Select Tools > Display.
2. Select one of the following from the menu:
   - One Channel
   - Two: Horizontally
   - Two: Vertically
   - Four

Viewing Channels

Whether you choose to view one, two, or four playlists at a time, you have the added ability to set which channel each playlist shows. A common example is to view two channels vertically (side-by-side) when one is a primary playlist and the other a backup running on Titan Sync.



To change which channel Titan is displaying:

1. Click the channel name in the Title bar.



2. Select the channel from the menu.

The playlist for the selected channel opens.

Related Topics

Viewing Channels

Playing the Break

Stopping or Aborting Playback

Titan Playlist Event Columns

Setting Titan Air Preferences

Monitoring SIDON Connectivity

The SIDON status window shows connectivity to up to four SIDON computers. Leaving this window open while running the playlists allows you to keep an eye on the status of the SIDON connection.

- If the status box is green, that SIDON is connected.
- If the status box is red, that SIDON is no longer communicating with Titan. See "Reconnecting ListProcessor to SIDON" on page 44 for details.

Related Topics

Device Control Panel

Titan Main Screen

Reconnecting ListProcessor to SIDON

SIDON Gateway Screen

SIDON Device Server Screen

Controlling a VTR Manually

A time-saving feature in Titan is the manual VTR control. When you need to adjust a tape or VTR in a different location, use the Primary tab in the Device Control panel to manually play, stop, reverse, forward, or pause a previously inserted tape.

To manually control a VTR:

1. Ensure the Device Control panel is open. See "Device Control Panel" on page 151 for details.
2. Use the Device panel buttons to control the tape.
   - Play
   - Stop
   - Reverse
   - Forward
   - Pause

Related Topics

VTR Control Panel

Titan Main Screen

Controlling the Transport

Tape Inventory

Automation Add-Ons

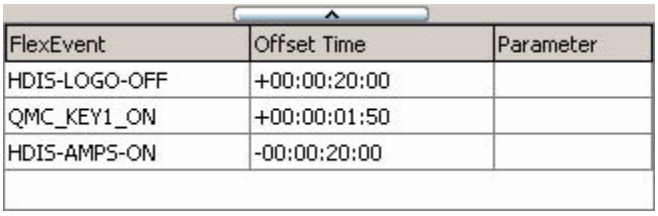
Viewing FlexEvents

The playlist shows when a FlexEvent is attached to an event, but not which ones. View FlexEvents associated with the playlist event. The Offsets window in Titan shows available FlexEvents. See "Adding a FlexEvent" on page 177 for more information.

To view an event's associated FlexEvents:

1. Ensure the Device Control panel is open. See "Showing and Hiding Device Control" on page 224.
2. Select the event in the playlist.

FlexEvent information displays in the Device panel.



FlexEvent	Offset Time	Parameter
HDIS-LOGO-OFF	+00:00:20:00	
QMC_KEY1_ON	+00:00:01:50	
HDIS-AMPS-ON	-00:00:20:00	

Related Topics

Viewing Server Inventory FlexEvents

Adding a FlexEvent

Creating FlexEvents

Removing FlexEvents from Playlist Events

Operating Best Practices

Editing the Active Playlist

Titan features powerful tools that allow you to edit active playlists almost up to the time an event airs. This ability to edit a playlist gives stations great flexibility in making last-minute changes to the daily schedule.

Make all changes carefully. Changes made to an active, operating playlist can enhance the on-air product–or ruin it.

The following topics appear in this section:

- Editing Best Practices
- Updating Schedule Times
- Viewing the Inventories
- Inserting Events into the Playlist
- Removing Events
- Copying Events
- Pasting Events
- Inserting a Switch Event
- Finding Elements by ID
- Replacing Elements by ID
- Changing Trigger Types
- Setting the Hit Time
- Modifying Transitions
- Inserting a Message
- Adding a FlexEvent
- Assigning a VTR
- Setting a JIP Cue
- Setting an Auto JIP
- Exiting Titan Air

Editing Best Practices

Before you begin editing the play list, review these best practices:

- Work deliberately and without distraction. Pick a quiet time to make changes to the list, rather than trying to get too many things done at once.
- Turn off Center On Air Item while editing the playlist. When turned on, the playlist jumps and centers itself when an event completes its on-air run and the next event is triggered. This can cause the event to jump, resulting in editing the wrong event.
- Do not make changes to the playlist from the Media Prep station once the list has been appended to a channel. Changes you make in Media Prep will not affect the playlist in Titan because it is no longer the same file.
- Perform editing operations only when there is sufficient time.
- Edit while the on-air program has minutes remaining, rather than seconds.
- Do not delete anything from the active list until you have replaced it. Insert the replacement event before deleting the old.

Related Topics

Operating Best Practices

Titan Air Control

Titan Main Screen

Titan Menus

Viewing the Titan About Window

Updating Schedule Times

Any time you make changes to the playlist that affect the order and times of events, make sure to update the schedule times.

To update schedule times in the playlist:

1. Click the desired playlist window.
2. Select Playlist > Update schedule times.

Related Topics

Inserting Events into the Playlist

Inserting a Switch Event

Removing Events

Copying Events

Pasting Events

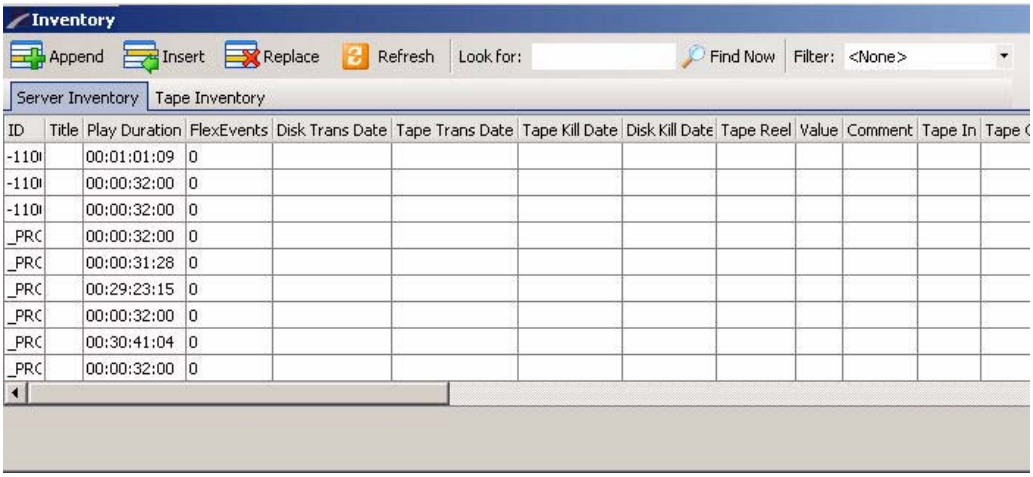
Viewing the Inventories

From the Inventory dialog box, you can append, insert, replace, browse, or search for clips. The following process is helpful when you do not know the ID of an event you need to add to the playlist.

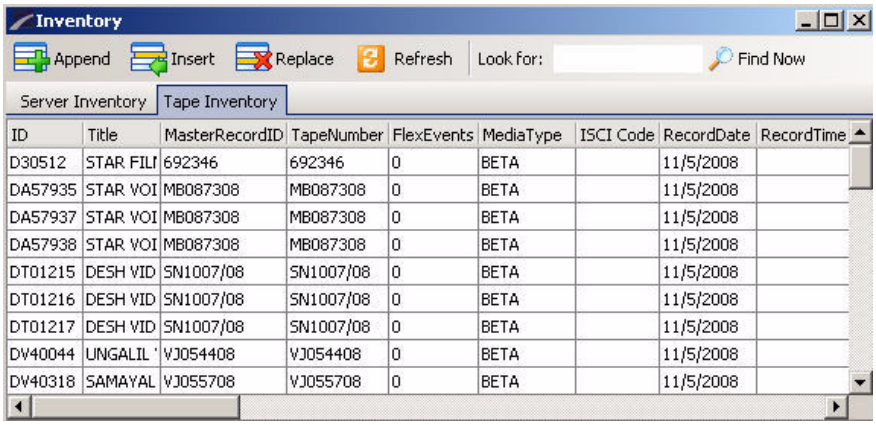
To view the server and tape inventories:

1. Select the playlist in which you want to add an event from the inventory.
2. Clicking the Add button.

   The Inventory dialog box opens.



3. To display the tape inventory:
   - Click the Tape Inventory tab.



ID	Title	MasterRecordID	TapeNumber	FlexEvents	MediaType	ISCI Code	RecordDate	RecordTime
D30512	STAR FILI	692346	692346	0	BETA		11/5/2008	
DA57935	STAR VOI	MB087308	MB087308	0	BETA		11/5/2008	
DA57937	STAR VOI	MB087308	MB087308	0	BETA		11/5/2008	
DA57938	STAR VOI	MB087308	MB087308	0	BETA		11/5/2008	
DT01215	DESH VID	SN1007/08	SN1007/08	0	BETA		11/5/2008	
DT01216	DESH VID	SN1007/08	SN1007/08	0	BETA		11/5/2008	
DT01217	DESH VID	SN1007/08	SN1007/08	0	BETA		11/5/2008	
DV40044	UNGALIL '	VJ054408	VJ054408	0	BETA		11/5/2008	
DV40318	SAMAYAL	VJ055708	VJ055708	0	BETA		11/5/2008	

4. Do one of the following to locate events:
   - Select a pre-programmed filter.
   - Begin typing the first few letters of the event. As you type each letter, the selector moves through the database.
   - Type the name in the Look for box to search the inventory.
   - Browse through the inventory using the scroll bar or the up and down arrows.
5. Select one or more events to append, insert, or replace.
6. Do one of the following:
   - Click Append to append to the bottom of the playlist.
   - Click Insert to insert below the current playlist selection.
   - Click Replace to replace the current playlist selection.

   The events selected in the inventory move to the playlist.
7. Click the close button to close the Inventory dialog box.

Related Topics

Inserting Events into the Playlist

Copying Events

Pasting Events

Removing Events

Updating Schedule Times

Inserting Events into the Playlist

Titan has several ways to insert events into the playlist depending on whether you know the event ID. These insert methods are in addition to the standard cut, copy, and paste methods.

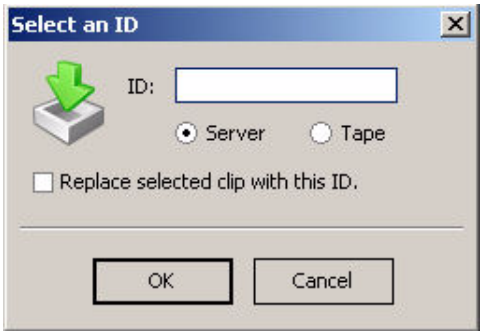
When you do not know the ID of the event, see "Viewing the Inventories" on page 166 for instructions on how to insert server events.

When you know the ID of a clip on the server, use the following method. This is useful when you have a paper log of the required events

To insert an event by its ID:

1. Select the place in the playlist to insert the new event. The new event will insert just below this point.
2. Select Playlist > Insert an ID.

   The Select an ID dialog box opens.



3. Type the ID of the event you want to insert.
4. Select Server or Tape.
5. If you need to replace a selected event, select Replace selected clip with this ID.
6. Click the OK button.

Related Topics

Inserting a Switch Event

Updating Schedule Times

Copying Events

Pasting Events

Removing Events

Removing Events

Events in Titan are easy to move around with cut-and-paste features. When you cut an event, you remove the event from the list and place it in an unseen clipboard. The event remains available for pasting elsewhere until you cut or copy another item.

To remove or cut an event from the playlist:

1. Select the appropriate event.
2. Select Edit > Cut.

The cut event moves to the clipboard.

Related Topics

Inserting Events into the Playlist

Updating Schedule Times

Copying Events

Pasting Events

Deleting to the Top of Playlist

Copying Events

Copying an event moves an event to an unseen clipboard so you can paste it elsewhere--similar to a cut function. However, unlike cutting, the original event stays in same location. Remember that the event is only in the clipboard until you cut or copy another item.

To copy a playlist event in preparation for pasting:

1. Select the appropriate event.
2. Select Edit > Copy.

Related Topics

Pasting Events

Updating Schedule Times

Inserting Events into the Playlist

Inserting a Switch Event

Inserting a Message

Pasting Events

When you paste an event, you insert it into the playlist immediately after the highlighted event.

To paste an event from the clipboard:

1. Select the playlist event to precede the pasted event.
2. Select Edit > Paste.

The last event cut or copied to the clipboard pastes below the selected playlist event.

Related Topics

Copying Events

Updating Schedule Times

Inserting Events into the Playlist

Inserting a Switch Event

Inserting a Message

Inserting a Switch Event

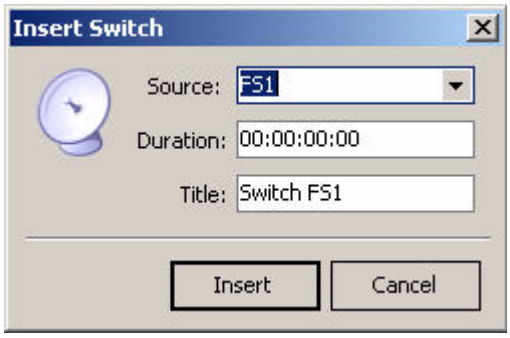
Most events are scheduled during playlist editing at the Media Prep station. However, schedule changes, last minute additions, and mistakes can mean short-notice adjustments such as adding a switch event. A switch event displays the Switch icon and duration.

If you do not know the duration of a live event, type zeros in the duration text box. This is called a non-duration switch. Non-duration switches are helpful when the event is open-ended or a specified duration is unavailable, for example, when you are returning from a live network or studio feed such as a ball game or a newscast. A non-duration switch is typically followed by a manual trigger. This causes the playlist to stop and wait for the operator to trigger the following event.

To insert a switch event using the playlist menu:

1. Select the event after which you want to insert the switch.
2. Select Playlist > Insert Switch.

   The Insert Switch dialog box opens.



3. Select the Source from the drop-down menu.
4. Set the Duration.
5. Give the switch a title.
6. Click the Insert button.

Related Topics

Updating Schedule Times

Removing Events

Inserting Events into the Playlist

Inserting a Message

Setting the Hit Time

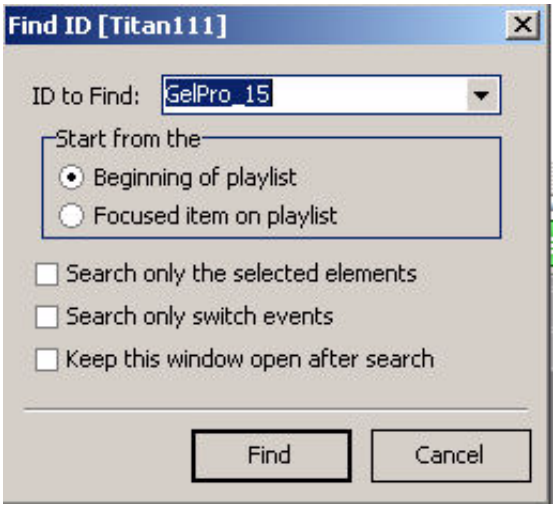
Finding Elements by ID

Locating an event in the playlist is easy if you know it's unique ID. If you do not know the ID, try the locating the ID in the inventory. See "Viewing the Inventories" on page 166.

To find elements by ID:

1. Select Edit > Find ID.

   The Find ID dialog box opens.



2. Type the ID of the event.
3. Select whether to find from the beginning of the playlist or from the selected clip.
4. Set the appropriate options:
   - Select Search only the selected elements to search a highlighted range.
   - Select Search only switch events to search only switches.
   - Select Keep this window open after search to keep the dialog box open.
5. Click the Find button.

Related Topics

Inserting Events into the Playlist

Replacing Elements by ID

Updating Schedule Times

Inserting Events using the ID

Titan Air Control

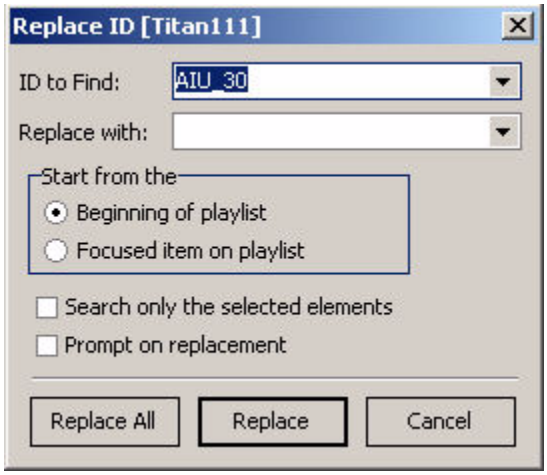
Replacing Elements by ID

Replacing events is as easy as locating them by ID.

To find or replace elements by ID:

1. Select Edit > Replace ID.

   The Replace ID dialog box opens.



2. Type the ID of the element you want to find.
3. Type the ID you want to replace it with.
4. Select whether to find from the beginning of the playlist or from the selected clip.
5. Set the appropriate options:
   - Select Search only the selected elements to search a highlighted range.
   - Select Prompt on replacement to be prompted for each item found.
6. Do one of the following:
   - Click the Replace button to replace one instance.
   - Click the Replace All button to replace every instance.

Related Topics

Finding Elements by ID

Updating Schedule Times

Titan Menus

Inserting Events using the ID

Titan Air Control

Changing Trigger Types

During the playlist editing process, you can set different trigger types for playlist events. Trigger types tell the automation system how to start playlist events. Once a trigger is set, its corresponding icon appears in the Trigger column.

If your program is locally-originated on tape or server, start the first segment with a clock trigger and fill the remaining program slots with follow triggers. This assures good continuity between segments and commercial breaks.

To change trigger types:

1. Select the event.
2. Click one of the following buttons under the playlist:
   - Manual
   - Clock
   - Follow



Related Topics

Applying Triggers

Setting Up JIP Trigger

Media Prep

Titan Menus

Setting the Hit Time

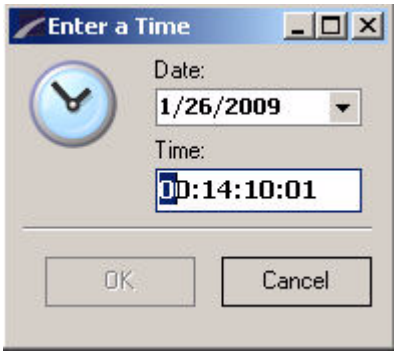
Setting the Hit Time

Clock triggers can help you stay on time when starting programs at exact times is critical. When you program or change a clock trigger, you have the option of setting the hit time.

To set the hit time:

1. Click Element > Clock.

   The Enter a Time dialog box opens.



2. Set the date.

   You can type the date as mm/dd/yyyy or click the arrow to select from a calendar.

3. Type the time as hh:mm:ss:ff.
4. Click the OK button.

The clock trigger updates with the specified hit time.

Related Topics

Applying Triggers

Changing Trigger Types

Setting Up JIP Trigger

Media Prep

Titan Menus

Modifying Transitions

When you import and process the traffic log, the process creates switcher transitions based on preset conditions. You might want to change the types of transitions between sources to better fit real world conditions and the on-air look of your station.

Titan displays master control switcher transitions graphically. You can set the desired type and duration in frames. You can choose any of these transitions:

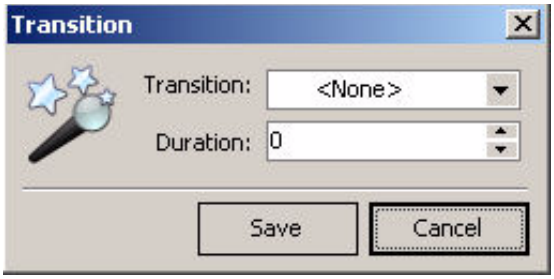
- Cut
- Fade/Cut
- V-Fade
- Cut/Fade
- Dissolve

In order to use a dissolve transition in Titan automation, you must have A/B Roll enabled. Setting a dissolve without A/B Roll causes the events to revert to the default transition. See the Titan System Installation and Configuration Guide for details on A/B Roll.

To modify a switcher transition:

1. Select the event into which you want to transition.
2. Select Element > Edit Transition.

   The Transition dialog box opens.



3. Select the Transition from the menu.
4. Set the Duration in frames.
5. Click the Save button.

The transition column displays an icon to indicate the transition and the duration that will be used to transition into this event.

If the transition is a dissolve, the next event plays simultaneously with the current event for the duration of the dissolve.

Related Topics

Titan Menus

Setting Switcher Transitions

Media Prep

GPI Control and the Launch Box

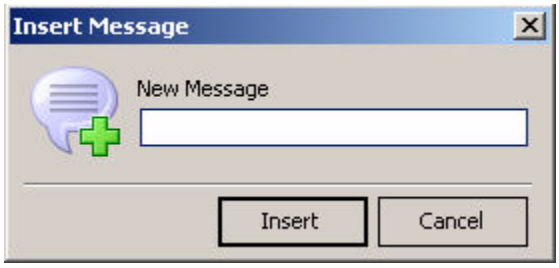
Inserting a Message

The message feature in Titan allows you to leave reminders or notes for yourself or other operators. These messages have no effect on the events played to air.

To insert a message into the playlist:

1. Select Playlist > Insert message.

   The Insert Message dialog box opens.



2. Type a message that you want to appear in the playlist.
3. Click the Insert button.

The message appears in the playlist after the selected element.

Related Topics

Inserting Events into the Playlist

Inserting a Switch Event

Removing Events

Clearing Archive Error Messages

Handling Error Messages

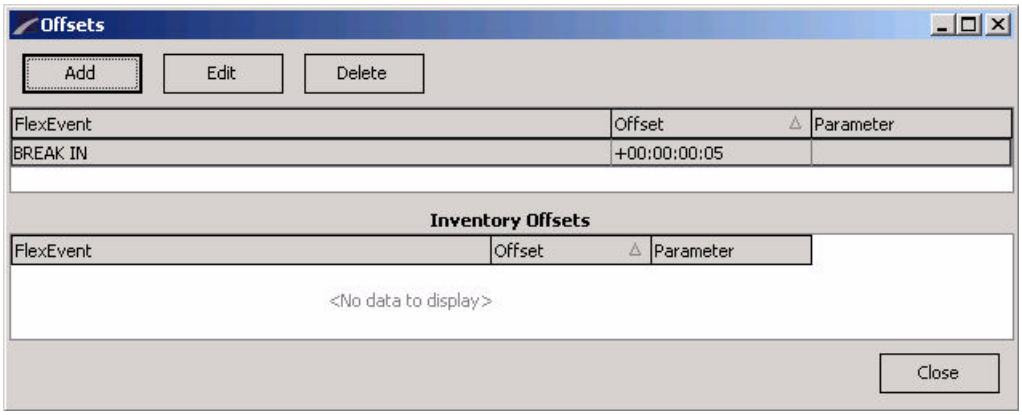
Adding a FlexEvent

FlexEvents contain one or more offset events attached to a regular event. FlexEvents that start before the event have a negative offset event time. FlexEvents that start after the event have a positive offset event time. See “Programming FlexEvents” on page 188 for more information.

To insert a FlexEvent:

1. Select the event.
2. Select Element > Offsets.

   The Offsets dialog box opens.



3. Select a FlexEvent.
4. Set the Parameter, if appropriate.
5. Set the Offset Time.
6. Select Positive or Negative offset.
7. If you plan to apply the FlexEvent to multiple events, select Retain Values to retain the last values entered when you close the dialog.
8. Click the Save button.

Related Topics

Adding Playlist FlexEvents

Viewing FlexEvents

FlexEvent Panel

Editing FlexEvents in Media Prep

Running the Playlist FlexEvent Report

Assigning a VTR

When you add a tape element into the playlist, you must identify which device will play the tape.

To assign a VTR to a tape element:

1. Ensure that you have enabled the Devices Control frame. See “Showing and Hiding Device Control” on page 224 for instructions on how to view the Device Control frame.
2. Insert the tape in the deck.
3. Verify the tape is properly positioned in the time code.

4. Ensure the deck is in Remote.
5. Select the deck from the Devices panel.
6. Click the Assign ID button.
7. Select or type the Tape ID in the Tape Number text box.

The tape icon appears on the selected event in the playlist. Depending on your configuration, the tape may eject when the last segment of the show completes.

Related Topics

VTR Control Panel

Controlling a VTR Manually

Defining Devices

Ingesting Clips

Showing and Hiding Device Control

Setting a JIP Cue

A JIP Cue prepares the event to join in-progress. See "Setting Up JIP Cue" on page 185 for more information.

To set a JIP Cue:

1. Select the appropriate event.
2. Select Action > JIP Cue.

   The JIP Enter a Time dialog box opens.



3. Type the time in the JIP Offset Time box.
4. Click the OK button.

Related Topics

Setting an Auto JIP

Setting Up JIP Cue

Setting Up JIP Trigger

Titan Menus

Joining In-Progress

Setting an Auto JIP

An auto-JIP prepares the playlist to automatically calculate and join an in-progress event. See “Setting Up Auto JIP” on page 186 for more information.

To set an Auto JIP:

1. Select the event.
2. Select Action > Auto JIP.

Related Topics

Setting a JIP Cue

Setting Up JIP Cue

Setting Up JIP Trigger

Titan Menus

Joining In-Progress

Exiting Titan Air

When you need to shut down automation to upgrade part of your Titan system, you can easily close Titan air. Always close Titan Air before turning off any hardware.

To exit the Titan application:

1. Select File > Exit.

   A confirm dialog box opens.



2. Click the Yes button to exit Titan.

Related Topics

Titan Menus

Viewing the Titan About Window

ListProcessor Menu Bar

Starting SIDON

Exiting SIDON

10 Advanced Operations

Titan is an extremely versatile automation solution because it can operate unassisted, but also allows direct intervention by the Master Control Operator in maintaining the air product. In addition to typical daily activities, the master control operator may occasionally need to use some of the advanced features in Titan. Ensure that you are familiar with basic operations before attempting advanced operations.

The following sections provide information on advanced functions in Titan Air:

- Applying Next and Drop Next
- Joining In-Progress
- Programming FlexEvents
- Using Hot Switches
- Operating the Launch Box
- Retrieving from the Archive
- Filling Program Blocks with Open-Ended Events
- Using a Non-Duration Switch for Network Programs
- Disabling Automation with Hold Switching
- Using Channel Redundancy
- Reading Asrun Files

Applying Next and Drop Next

This section discusses the Next and Drop Next functions. The Next function manually plays the next cued event in the playlist. You can assign the Next function to an external GPI.

The Next and Drop Next buttons are active only when an element is playing. The Next or Drop Next information appears in the asrun file as a skipped event.

The Drop Next utility allows you to cut out an event that is up next in an automation sequence. The Drop Next button becomes inactive when the preceding on-air event has less time remaining than specified in the Server Preroll text box. This allows the server time to cue the next event.

This section includes the following topics

- Applying Next
- Applying Drop Next

Applying Next

The Next feature immediately changes the airing event to the next cued event.

To immediately play the next event in the playlist:

- Click the Next button.

The current event aborts, advancing the list to the next cued event.

Related Topics

Applying Drop Next

Cueing the Playlist for Air

Playing the Break

Stopping or Aborting Playback

Editing Best Practices

Applying Drop Next

The Drop Next feature allows you to skip the next event and cue the one immediately following.

To cut out the next event in the playlist:

- Click the Drop Next button.

Titan completely removes the cued event and cues the following event. This process leaves a gap in the line numbering.

Related Topics

Applying Next

Cueing the Playlist for Air

Playing the Break

Stopping or Aborting Playback

Editing Best Practices

Joining In-Progress

When you have live or continuing coverage of an event, the “come back time” is estimated and imprecise. When the broadcast schedule changes unexpectedly or a program runs long, Titan provides several helpful Join-in-Progress (JIP) modes. The following topics detail different ways to joining a server program that is already playing:

- Setting Up JIP Cue
- Setting Up Auto JIP
- Setting Up JIP Trigger

Setting Up JIP Cue

This join-in-progress method allows you to manually enter an offset time. Use this JIP Cue when you know the exact amount of time that you want to cue into a selected event.

For example, you break away from normal programming to live coverage of a news story. Afterward, you want return to the interrupted program at a specific point. You know a natural starting point within the interrupted event and you know the exact time at which this point occurs. In this situation, you are most concerned about starting from a specific point.

To join-in-progress at a specific point in the event:

1. Ensure that you know the exact point within the event where you want to start, for example, at 00:02:30:00.
2. Ensure the playlist is stopped.
3. Select the element.
4. Select Actions > JIP Cue.

   The JIP Enter a Time dialog box opens.



5. Type the amount of offset time that you want to cue into the event. For example, if the selected event is 10 minutes long and you type 00:02:30:00 in the dialog box, when you click the Play button the event starts two minutes and thirty seconds past the inpoint.
6. Click the OK button.
7. When you are ready to start the event, click the Play button.

The event airs at the set amount of time past the inpoint.

Related Topics

Setting Up Auto JIP

Setting Up JIP Trigger

Setting a JIP Cue

Setting an Auto JIP

Recovering from Power Failure

Setting Up Auto JIP

This join-in-progress method enables you recover from a mistake that causes your list to stop or advance early. It automatically calculates the JIP time, then cues and plays the element with a single click.

For example, someone inadvertently aborts the playlist. Auto JIP allows you to cue the segment forward to the correct location in the show. This helps you keep your playlist on time and allows you to recover from an accidental abort or advance in the playlist.

Auto JIP performs two actions: Cue and Play

To automatically join an in-progress event:

1. Select the event.
2. Select Action > Auto JIP.

Titan compares the current time against the playlist. Titan cues into the selected event by the appropriate amount and plays the event.

Related Topics

Setting Up JIP Cue

Setting Up JIP Trigger

Setting a JIP Cue

Setting an Auto JIP

Recovering from Power Failure

Setting Up JIP Trigger

This join-in-progress method is ideal for running terminal breaks into a JIP event. Placing a JIP Trigger on an event causes the playlist to automatically cue the amount of time that has elapsed since the originally scheduled time.

For example, you run into overtime in a sporting event and have to add bonus breaks and terminal breaks before joining the originally scheduled program in progress.

Build the breaks ahead of time as a separate playlist and insert them into the current on-air list.

To set a JIP Trigger:

1. Build the break just before the JIP event.
2. Set a Clock trigger on the event that you want to join in-progress. This is a temporary trigger to specify the schedule time and ensure that the end break for the live event directly precedes the JIP trigger.
3. Add a join-in-progress announcement clip between the end break and the JIP event, if appropriate.
4. Select the event you want to join in-progress.
5. Click the JIP Trigger button.
6. Cue and run the breaks.

When the playlist reaches the JIP Trigger, the system compares the event's scheduled time with the current hit time and cues into the event by the appropriate amount

Related Topics

Setting Up JIP Cue

Setting Up Auto JIP

Setting a JIP Cue
Setting an Auto JIP
Recovering from Power Failure

Programming FlexEvents

This section describes how to use the Sundance FlexEvent Editor. The FlexEvent Editor is a tool for making and editing offsets triggered by a single command. This single FlexEvent™ command allows most traffic systems to automate the insertion of offsets into the playlist. Once the FlexEvents have been programmed in the FlexEvent Editor, they can be both helpful and time-saving. You can manually insert a FlexEvent into the list from the Titan playlist panel.

This section includes the following topics relating to FlexEvents:

- Defining Devices
- Creating FlexEvents
- Adding FlexEvents
- Removing FlexEvents from Playlist Events
- Editing Offsets in FlexEvents
- Deleting FlexEvents
- Setting Hot FlexEvents
- Using Hot FlexEvents

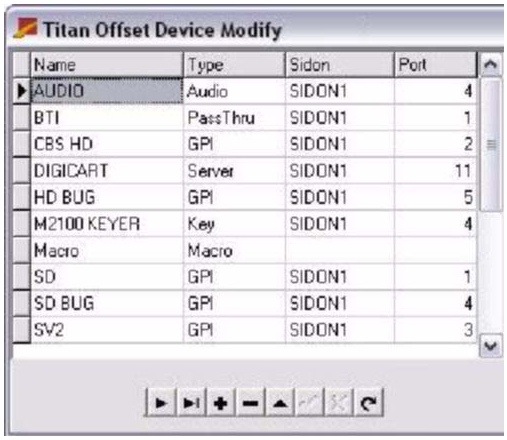
Defining Devices

FlexEvents consist of offsets which generally require devices. Before you can use these devices, you have to set them up in the Offset Device Editor. This is usually done during installation, but you may need to set up new devices added at a later time.

To define offset devices:

1. Double-click the Offset Device Editor icon on the desktop.

   The Titan Offset Device Modify dialog box opens.



2. Type device Name.
3. Select Type from the menu.
4. Set the SIDON server.
5. Type the port number, if required.
6. Click the check button to post the changes made to the table.

Related Topics

Creating FlexEvents

Adding FlexEvents

Removing FlexEvents from Playlist Events

Editing Offsets in FlexEvents

Deleting FlexEvents

Creating FlexEvents

You can use Titan to handle your favorite secondary events or offsets. To use offsets you, must first create a FlexEvent.

To create a FlexEvent:

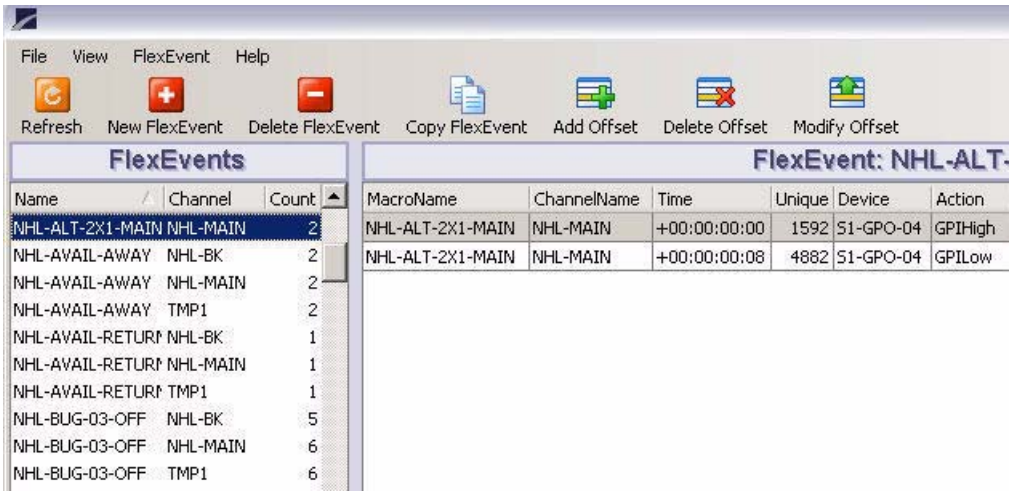
1. Open the FlexEvent Editor application.
   a. Double-click the FlexEvent Editor shortcut on the desktop.

      The Register User dialog box opens.

   b. Type your User Name and Password. If you do not know your user name or password, contact your system administrator.

c. Click the OK button.

The FlexEvent Editor dialog box opens.



2. Click the New FlexEvent icon.

   The New FlexEvent dialog box opens.

3. Type a name for the new FlexEvent. Ensure the names complies with your Traffic department's standards.

4. Do one of the following:

   - To use this FlexEvent only on one channel, select the channel name.
   - To use this FlexEvent on more than one channel, select Apply to all channels.

5. Click the OK button.

   The Offset dialog box opens.

6. Set the Flex Event options.

   a. Select the device from the Offset Device menu.

      The Offset Event dialog box changes to accommodate the specific device settings.

   b. Select the action from the Action menu.

   c. Set any other parameters for the offset, if appropriate.

   d. Type the Offset Time.

   e. Select one of the following:

      - Positive - This causes the offset to happen during the event.
      - Negative - This causes the offset to happen before the event.

For example, if the Offset Time is 00:05:43:21 and Positive, the offset will fire 5 minutes, 43 seconds and 21 frames after the event starts.

7. Click the Save button to save the first offset event in the FlexEvent.

A new FlexEvent with the specified name and one offset appears in the FlexEvents frame on the left. To add more offsets to the Flexevent, "Editing Offsets in FlexEvents" on page 192.

Related Topics

Defining Devices

Adding FlexEvents

Removing FlexEvents from Playlist Events

Editing Offsets in FlexEvents

Deleting FlexEvents

Adding FlexEvents

After you create the FlexEvent, it becomes available for you to program into a playlist. Once a FlexEvent is assigned to an event, you can add additional offsets to the same event. You can use pre-programmed times or program the offset time in the FlexEvent.



Before using FlexEvents, ensure that you have properly set up the offsets using the Offset Device Editor.

To add a FlexEvent to a playlist event:

1. Click the FlexEvent button in Titan.

   The FlexEvent dialog box opens.
2. Click the Add button.
3. Type the appropriate offset information.
4. Click the Save button.
5. Repeat steps 2 - 4, as needed.
6. Click the Close button.

An FlexEvent icon appears on the event.

Related Topics

Defining Devices

Creating FlexEvents

Removing FlexEvents from Playlist Events

Editing Offsets in FlexEvents

Deleting FlexEvents

Removing FlexEvents from Playlist Events

When you add a FlexEvent to a playlist event, the FlexEvent remains attached to that event until you remove it.

To remove a FlexEvent from a playlist event:

1. Double-click the FlexEvent icon for the selected event.

   The Offsets dialog box opens.

2. Select the Device.
3. Click the Delete button.
4. Click the Close button.

The FlexEvent is removed and, if no other offsets remain on the event, the Offset icon disappears.

Related Topics

Defining Devices

Creating FlexEvents

Adding FlexEvents

Editing Offsets in FlexEvents

Deleting FlexEvents

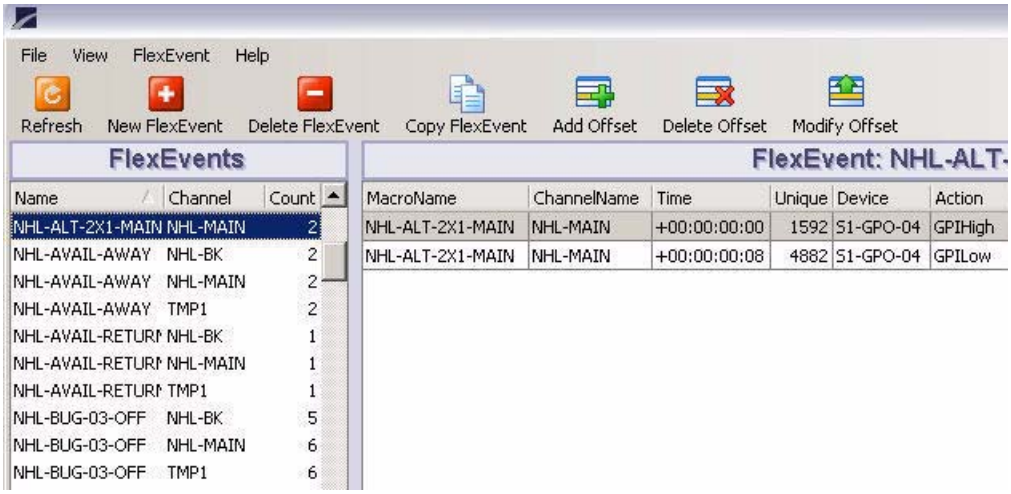
Editing Offsets in FlexEvents

Once FlexEvents are created, they are easy to modify or delete in the FlexEvent Editor.

To edit a FlexEvent:

1. Double-click the FlexEvent Editor icon on the desktop.

   The FlexEvent Editor opens.



2. Select the desired FlexEvent in the left-hand pane.
3. Click Modify Offset.

   The Modify Offset dialog box opens.
4. Edit the information as required.
5. Click the OK button to save the changes.
6. Close the FlexEvent Editor.

Related Topics

Creating FlexEvents

Adding FlexEvents

Removing FlexEvents from Playlist Events

Deleting FlexEvents

Setting Hot FlexEvents

Deleting FlexEvents

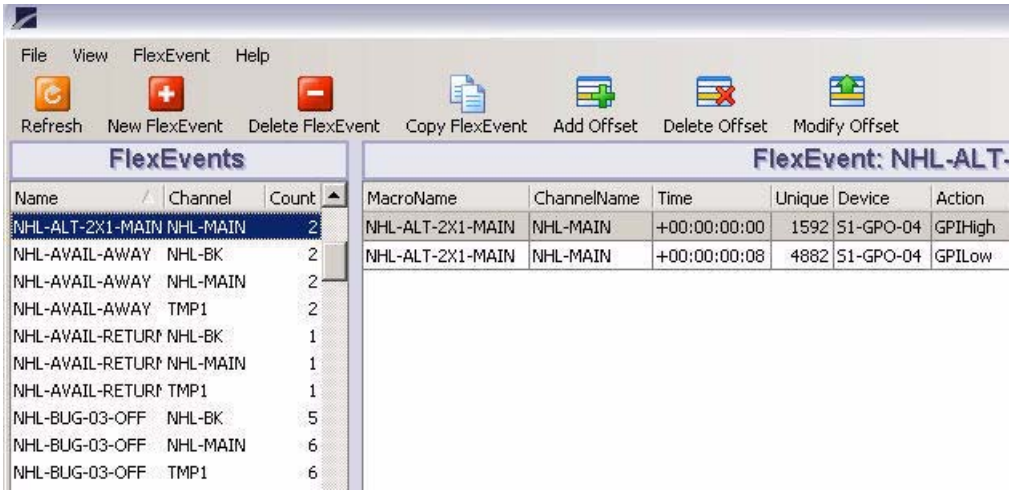
FlexEvents are reusable, but you might find that you no longer need a FlexEvent and want to delete it.

Delete a FlexEvent only when it is no longer required for any of your channels.

To delete a FlexEvent:

1. Double-click the FlexEvent Editor icon on the desktop.

   The FlexEvent Editor opens.



2. Select the FlexEvent to delete.
3. Click Delete FlexEvent

   A message asks you to confirm deletion of the FlexEvent.
4. Do one of the following:
   - To delete the entire FlexEvent, click Yes.
   - To delete the entire FlexEvent, click No to exit the procedure.
5. Close the FlexEvent Editor.

Related Topics

Creating FlexEvents

Adding FlexEvents

Removing FlexEvents from Playlist Events

Setting Hot FlexEvents

Using Hot FlexEvents

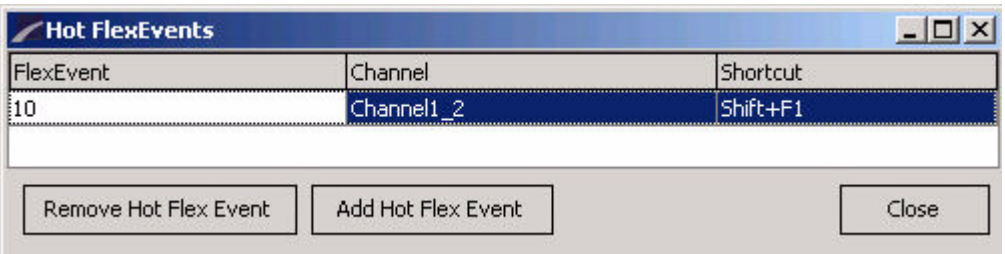
Setting Hot FlexEvents

The fastest way to apply offsets and FlexEvents is using the Hot FlexEvent feature. A Hot Flexevent allows you to assign shortcut keys to specific FlexEvents and activate them at any time. See "Titan Air Shortcuts and Icons" on page 259 for a table of hot keys.

To set up Hot FlexEvents:

1. Select Hot FlexEvent > Edit Hot FlexEvents.

   The Hot FlexEvents dialog box opens.



2. Click Add Hot FlexEvent.
3. Select the name of the FlexEvent using the pull-down FlexEvent menu.
4. Select the Titan channel for this Hot FlexEvent.
5. Select the shortcut for this Hot FlexEvent.
6. Repeat steps 3 through 6 to assign or reassign FlexEvents, as necessary.
7. When finished assigning Hot FlexEvents, click the Close button.
8. Click the Hot FlexEvent menu to verify the new assignments.

Related Topics

Adding FlexEvents

Removing FlexEvents from Playlist Events

Using Hot FlexEvents

Adding or Editing Hot Switches

Applying Hot Switches

Using Hot FlexEvents

After assigning FlexEvents to hot keys, you can activate them with a single action.

To manually activate a Hot FlexEvent:

- Press the appropriate key combination simultaneously, for example, Shift+Ctrl+F9.
- Select from the Hot FlexEvent menu.

The Hot FlexEvent immediately triggers the offsets as programmed.

Related Topics

Adding FlexEvents

Removing FlexEvents from Playlist Events

Deleting FlexEvents

Setting Hot FlexEvents

Adding or Editing Hot Switches

Using Hot Switches

Hot switches are available on the menu bar. They allow the system to jump out of current programming to something else specified in the switch. Hot Switches are useful when what you have on-air needs to be preempted immediately. For example, a hot switch can jump to a "trouble" slide or to network for breaking news.

- Adding or Editing Hot Switches
- Applying Hot Switches

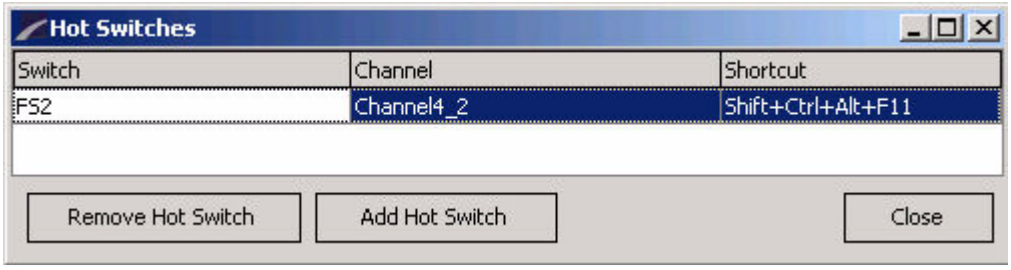
Adding or Editing Hot Switches

You must have administrator access to create or edit Hot Switches.

To edit or add a Hot Switch:

1. Select Hot Switch > Edit Hot Switches.

   The Hot Switches dialog box opens.



2. Click Add Hot Switch our select an existing switch.
3. Select the switch and channel.
4. Select the shortcut to assign for the Hot Switch.
5. Repeat steps 2 through 4 to assign Hot Switches, as necessary.
6. Click the close button when you are done.

Related Topics

Applying Hot Switches

Using Hot FlexEvents

Setting Hot FlexEvents

Inserting a Switch Event

Titan Air Control

Applying Hot Switches

When you select a Hot Switch, Titan sends a command to the ListProcessor to take the specified action. This action switches master control to the assigned cross point quickly and efficiently.

To apply a Hot Switch:

- Press the appropriate key combination simultaneously, for example, Shift+Alt+F7.
- Select from the Hot Switch menu.

The Hot Switch immediately triggers the preset switch.

Related Topics

Adding or Editing Hot Switches

Using Hot FlexEvents

Setting Hot FlexEvents

Inserting a Switch Event

Titan Air Control

Operating the Launch Box

The Sundance Launch Box is an optional device with three rows of five buttons. The box can manually trigger functions from a remote location–typically near the master control switcher. The Launch Box is a fast way to fire a FlexEvent™ or quickly send commands from Master Control.

This section includes the following topics:

- Adding a Launch Box
- Mapping Launch Box Functions
- Sending Commands from the Launch Box
- Changing or Unmapping a Button
- Removing a Button Box

Adding a Launch Box

Before you can use the button box, you have to add it in the Options. The install engineer sets up this tab, but you may need to add a button box at a later time. Ensure that you fully understand the consequences of each setting before changing any of them. If you have questions, contact Sundance Technical Support.

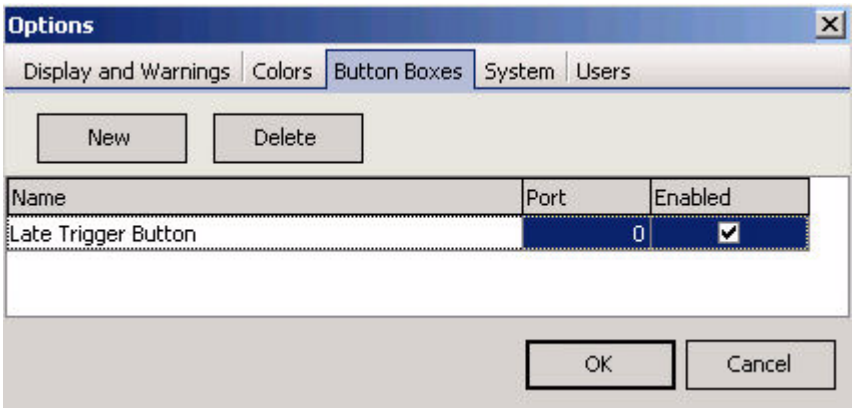
To add a button box to Titan:

1. Select Tools > Options.

   The Options dialog box opens.

2. Click the Button Boxes tab.

   The Button Boxes tab opens.



3. Click the New button.

   A new button box line appears.

4. Type the port number.
5. Select Enabled.
6. Click the OK button.

Related Topics

Mapping Launch Box Functions

Sending Commands from the Launch Box

Changing or Unmapping a Button

Removing a Button Box

GPI Control and the Launch Box

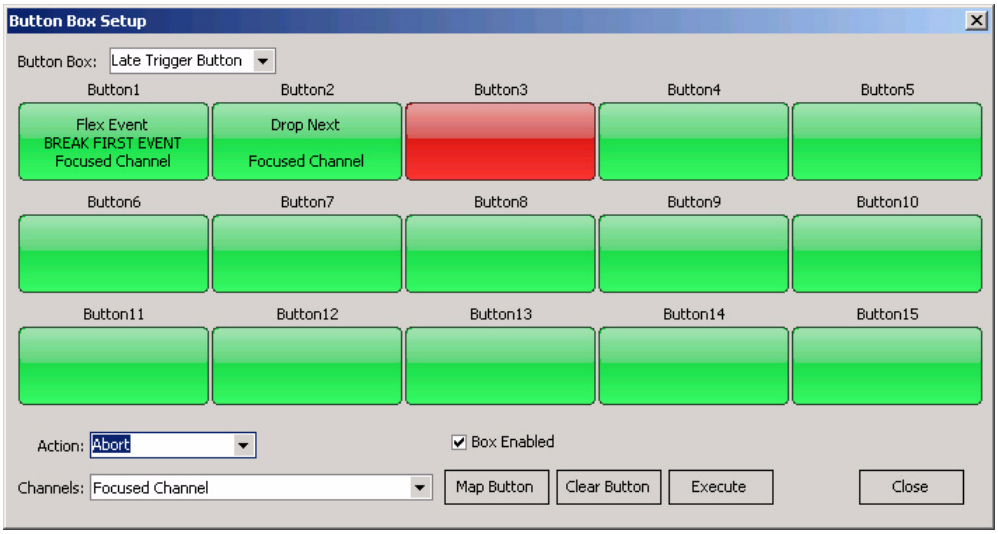
Mapping Launch Box Functions

The Launch Box is fully customizable and arrives without any preset functions. You must set which functions you want each button to perform in order for your Launch Box to work.

To map Titan functions to buttons:

1. Select Tools > Button Box Setup.

   The Button Box Setup dialog box opens.



2. Select the Button Box name.
3. Click the button icon.
4. Select the Action to occur when the button is pressed.
5. If the Action is a FlexEvent, select the FlexEvent to fire.
6. Select the Channels that you want the button to affect.
7. Click Map Button.
8. Click the Close button when you are done.

Related Topics

Adding a Launch Box

Sending Commands from the Launch Box

Changing or Unmapping a Button

Removing a Button Box

GPI Control and the Launch Box

Sending Commands from the Launch Box

After mapping the functions, the functions are available through both the actual Launch Box and the representation in Titan.

To activate a Launch Box function:

- Press the physical button on the Launch Box to activate from the box.
- Click the Execute button in the Button Box Setup dialog box to activate from Titan Air.

The corresponding command fires.

Related Topics

Adding a Launch Box

Mapping Launch Box Functions

Changing or Unmapping a Button

Removing a Button Box

GPI Control and the Launch Box

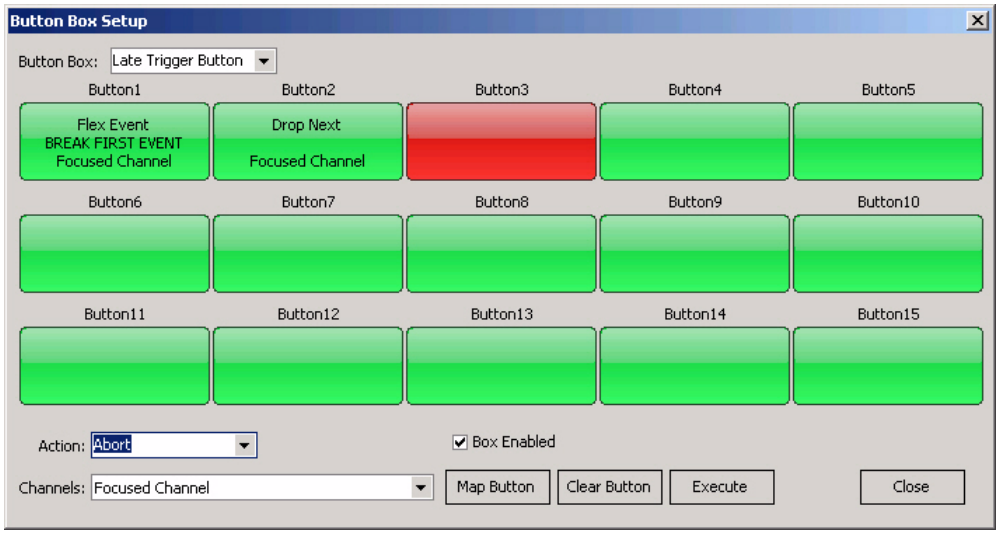
Changing or Unmapping a Button

If you need to change the function of a button, you can easily reset the button.

To un-map or change the button:

1. Select Tools> Button Box Setup.

   The Button Box Setup dialog box opens.



2. Select the Button Box name.
3. Click the button icon.
4. Click Clear Button.
5. Re-map with a new function, if appropriate. See “Mapping Launch Box Functions” on page 199 for details.
6. Click the Close button when you are done.

Related Topics

Adding a Launch Box

Mapping Launch Box Functions

Sending Commands from the Launch Box

Removing a Button Box

GPI Control and the Launch Box

Removing a Button Box

Although you can reuse a button box in a variety of different ways, you may decide to delete it from the list.

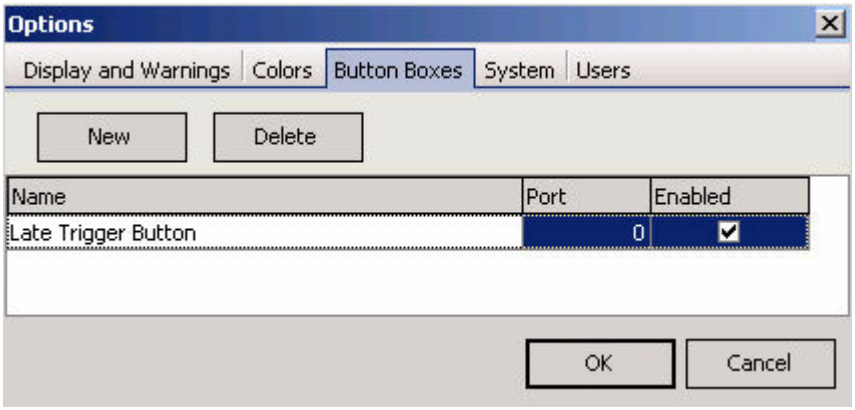
To remove a button box:

1. Select Tools > Options.

   The Options dialog box opens.

2. Click the Button Boxes tab

   The Button Boxes tab opens.



3. Select the button box to remove.
4. Click the Delete button.
5. Click the OK button.

Related Topics

Adding a Launch Box

Mapping Launch Box Functions

Sending Commands from the Launch Box

Changing or Unmapping a Button

GPI Control and the Launch Box

Retrieving from the Archive

Your Titan system may have a local or remote archive available to store clips. This allows more space and faster retrieval on the local server. With this type of system, you can easily retrieve clips from the local server and the archive. These events are retrieved according to their priority level. Make sure you transfer clips with plenty of time before they will be needed.

To move or copy a clip to archive, see “Copying to Archive” on page 131 and “Moving to Archive” on page 131. Also, ATDT can copy and move between archives and servers.

To get clips from the Archive:

1. Select Inventory > Transfer (Archive Server) > Retrieve selected clips from archive.

   The Retrieve from Archive dialog box opens.

2. Select the priority. This indicates in what order clips move to the local server. High priority transfers should be reserved for clips needed quickly while Low priority clips won’t be needed until much later.
3. Click the OK button.

Related Topics

Copying to Archive

Moving to Archive

Deleting from Archive Only

Restoring from Archive

Clearing Archive Error Messages

Filling Program Blocks with Open-Ended Events

A common practice in automation is to start a major program block with a clock trigger at a precise time such as on the hour or half-hour. Open-ended events, like an ID or promo that can be shortened by a clock trigger, make it easy to keep program blocks on time.

If a program block ends with space available for more events and the time allows only for a short station ID segment, consider using an open-ended event. You can “up cut” or fade and follow it with a clock trigger for the next major program block.



Program a smooth, fading transition out of the open-ended event for a better on-air look.

Related Topics

Changing Trigger Types

Setting the Hit Time

Modifying Transitions

Playing the Break

Editing Best Practices

Using a Non-Duration Switch for Network Programs

Certain programs do not provide you with exact segment durations. Programs such as sporting events, network special announcements, and studio news productions often fit this category. Automation can operate these events using a semi-automated approach toward playlist programming.

Applying a Non-Duration Switch

This process lets you run a break on cue then accurately return to the source. Use this process when you know the exact break duration ahead of time

To use a non-duration switch:

1. Schedule a live network or studio events as a non-duration switch by leaving the duration timecode box as zero.
2. Set the break out of the non-duration switch to begin with a manual trigger.
3. If necessary, set a follow trigger on another non-duration switch to rejoin the source out of the break.

Related Topics

Using Hot Switches

Inserting a Switch Event

Inserting Switch Events

Setting Switcher Transitions

Disabling Automation with Hold Switching

Disabling Automation with Hold Switching

Sometimes you need to join a rolling program in progress. This means that you need to play your program sources in the background, but not to air. The simplest way to run the playlist without operating the switcher is to disable automation at the switcher. If your switcher doesn't have a disable automation feature, use Hold Switching.

The key advantage to using Hold Switching over pressing a button on the switcher is that hold switching prevents writing to the asrun file. This provides easier reconciliation for traffic. See "Joining In-Progress" on page 185 for additional information on JIP.

Turning On or Off Hold Switching

To Toggle Hold Switch:

- Click the Hold Switch button on the playlist Title bar.

Related Topics

Joining In-Progress

Reading Asrun Files

Operating the Launch Box

Using a Non-Duration Switch for Network Programs

Using Hot Switches

Using Channel Redundancy

In a Titan system with backup channels, the loss of a ListProcessor does not mean the loss of a functional playlist. Every channel contains a redundant backup channel identical to the primary playlist. This section shows you how to get the most out of a redundant system. See "Titan Sync Overview" on page 49 for more information.

This section includes the following topics:

- Switching the Primary and Backup Playlists
- Using Quick Recovery
- Disconnecting from the Backup or Primary Channel
- Reconnecting to the Backup or Primary Channel

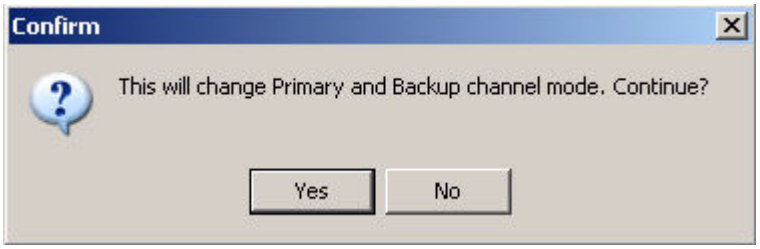
Switching the Primary and Backup Playlists

Easily change between primary and backup playlists without losing air time.

To switch a playlist between primary and backup mode:

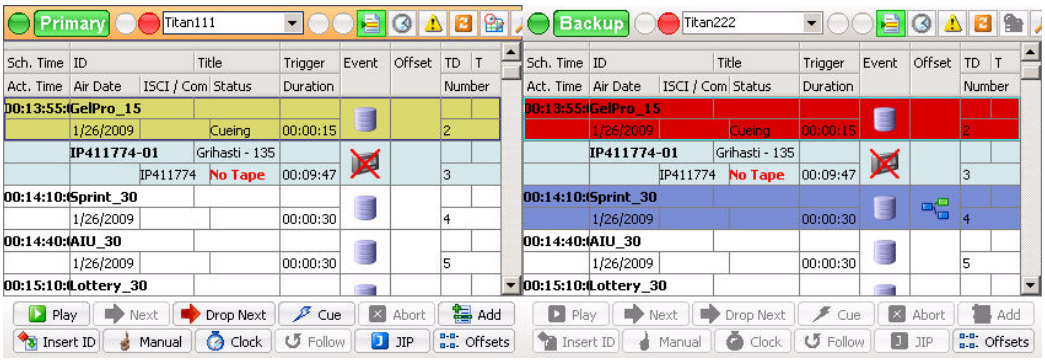
1. Wait until an event longer than 30 seconds is running on the backup channel.
2. Select ListProcessor > Switch to Backup Mode or Switch to Primary Mode, as appropriate.

   The Confirm dialog box opens.



3. Click the Yes button.

The playlist switches to indicate Primary or Backup. All playlist buttons are active when the channel is primary, but the buttons are grayed-out on a backup channel of this feature is enabled in your system.



Related Topics

Using Quick Recovery

Disconnecting from the Backup or Primary Channel

Reconnecting to the Backup or Primary Channel

Titan Sync Overview

Titan Sync Operation

Using Quick Recovery

Quick Recovery becomes active after the primary ListProcessor is restored and the primary playlist is in backup mode, ready for full recovery.

To restore normal operations on each playlist:

1. Right-click the playlist.

   The context menu opens.

2. Select Titan Sync > Quick Recovery.

   A confirm dialog box asks you to confirm changing primary and backup channels.

3. Click the Yes button.

   The primary ListProcessor is restored.

Related Topics

Switching the Primary and Backup Playlists

Disconnecting from the Backup or Primary Channel

Reconnecting to the Backup or Primary Channel

Titan Sync Overview

Titan Sync Operation

Disconnecting from the Backup or Primary Channel

You may want a channel to run independent of its backup. For example, when you need to change or update ListProcessor without affecting Titan Sync. See for more information on Titan Sync.

To disconnect from the backup or primary channel:

- Select ListProcessor > Disconnect from Backup/Primary.

Related Topics

Switching the Primary and Backup Playlists

Using Quick Recovery

Reconnecting to the Backup or Primary Channel

Titan Sync Overview

Titan Sync Operation

Reconnecting to the Backup or Primary Channel

During or after a recovery, you might need to reconnect the backup to the primary playlist.

To reconnect to the primary or backup playlist:

1. Select ListProcessor > Synchronize playlists.

   A confirmation dialog box asks whether you want to synchronize.



2. Click the Yes button.

A progress window indicates Titan is synchronizing the playlists.

Related Topics

Switching the Primary and Backup Playlists

Using Quick Recovery

Disconnecting from the Backup or Primary Channel

Titan Sync Overview

Titan Sync Operation

Reading Asrun Files

Titan creates asrun files containing information that helps the traffic system reconcile program logs. The Titan asrun file provides an accurate log of what events played including the date and time of air, ID, Title, Duration, and if the event was aborted.

Stations without an automatic traffic reconciliation utility use the Titan asrun file format. This format is more easy to understand. Other formats are available, but are unique to traffic systems and not easy to understand.

Accessing an Asrun File

Asrun files automatically save to a specified location at the beginning of every broadcast day. The Titan system has a folder for each channel and shares access to those folders with the traffic department. For example, a folder for WSDI might be called Z:\Traffic\AsRuns\WSDI AsRun.

To access an asrun file:

- Open the file in the appropriate station folder.

Related Topics

Cleaning Traffic AsRun Files

Applying Next and Drop Next

Disabling Automation with Hold Switching

Titan Playlist Event Columns

GPI Control and the Launch Box

11 Customization

Enhance your workflow by customizing your Titan system for your needs or preferences. In this chapter, you find basics on personalizing Titan, ListProcessor, Media Prep, and more.

The following sections provide information for customizing your Titan system:

- Setting Titan Air Preferences
- Setting ListProcessor and Media Prep Preferences
- Customizing the Workspace

Setting Titan Air Preferences

The Titan allows you to set a variety of options. These options promote efficiency as well as improve appearance based on user preference.

This section includes the following topics:

- Setting Display and Warnings Options
- Selecting Custom Color Schemes
- Choosing System Options
- Assigning User Access

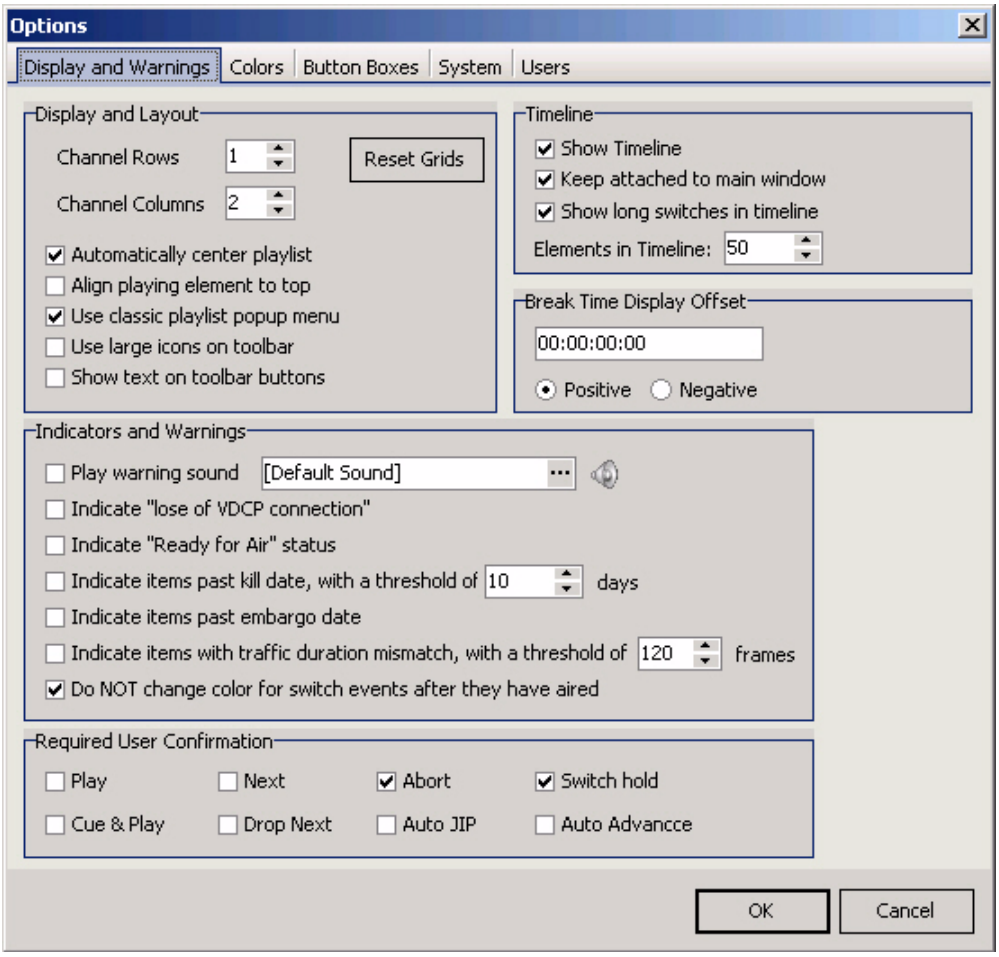
Setting Display and Warnings Options

In the Display and Warnings tab sets a variety of system-wide options. This tab is configured at the time of installation, but you can change the settings at any time. Ensure that you fully understand the purpose of each setting and the consequences of the options before changing any of them. If you have questions, contact Sundance Technical Support.

To change the Display and Warnings options:

1. Select Tools > Options.

   The Display and Warnings tab opens.



2. Refer to the following table for Display and Layout options:

Option	Definition
Channel Rows	Increases or decreases the number of rows to show.
Channel Columns	Increases or decreases the number of columns to show.
Reset Grids	Resets the channel grids to default.
Automatically center playlist	Centers playlists on the currently playing event.
Align playing element to top	Aligns to the top of the playlist the currently playing event.
Use classic playlist popup menu	Returns the playlist popup menu to the older style.

Option	Definition
Use large icons on tool bar	Displays larger icons on the tool bar.
Show text on tool bar buttons	Shows the text on the tool bar buttons.

3. Refer to the following table for Timeline options:

Option	Definition
Show Timeline	Shows the timeline above the playlist.
Keep attached to main window	Attaches the timeline to the main window.
Show long switches in timeline	Shows long switches in the timeline.
Elements in Timeline	Sets the number of elements to display in the timeline.

4. Refer to the following table for Indicators and Warnings options

Option	Definition
Play warning sound	Plays a warning sound. Navigate to a different sound to change from the default warning. Click the sound icon to hear the warning sound.
Indicate “Ready for Air” status	Displays Not Ready for Air in the Status column of the playlist if that flag has not been set in the inventory.
Do NOT change color for switch events after they have aired	Prevents switch events from changing color after airing.
Indicate items past kill date with a threshold of… days	Indicates when an event is past its kill date by the selected number of days.
Indicate items with traffic duration mismatch with a threshold of… frames	Indicates a mismatch in durations greater than the selected number of frames.
Indicate items past embargo date	Indicates an event past its embargo date.

5. Click the OK button to apply the changes.

Related Topics

Working with Warning Indicators

Titan Main Screen

Selecting Custom Color Schemes
Choosing System Options
Assigning User Access

Selecting Custom Color Schemes

The Colors tab shows the colors your system uses for playlist event conditions. You can select different colors, but consistent color schemes prevent confusion between operators, channels, and stations. Titan stores display color settings for each User ID. This allows different users to have different color schemes.

Keeping the default colors for your system makes it easier for Sundance Support to assist you in case of a problem.

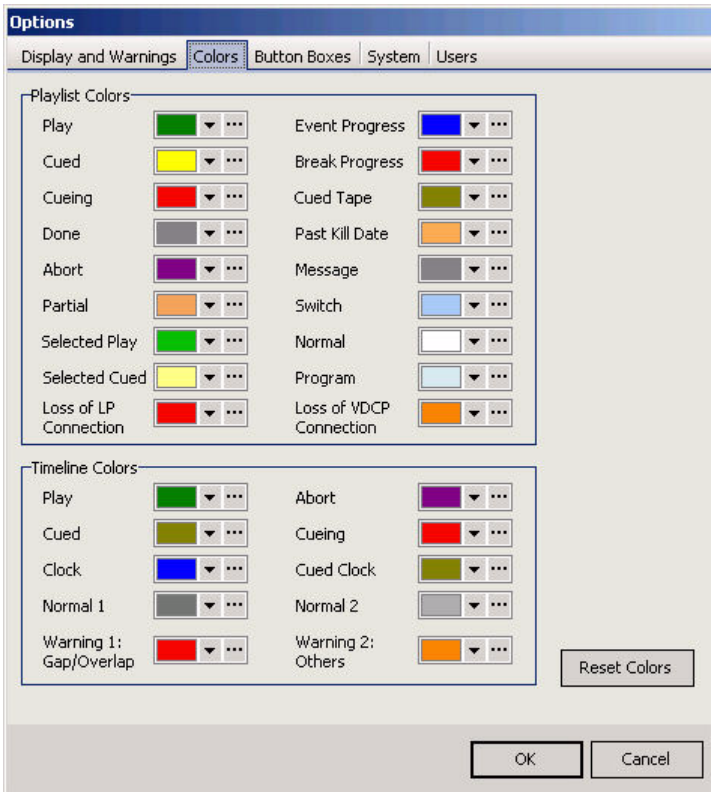
To customize the Titan color scheme:

1. Select Tools > Options.

   The Options dialog box opens.

2. Click the Colors tab.

   The Colors tab opens.



3. Select the colors.
4. Click the OK button.

The color changes apply to Titan for the current user. Other users cannot see these changes.

Related Topics

Titan Main Screen

Customizing the Windows Color Scheme

Setting Display and Warnings Options

Choosing System Options

Assigning User Access

Choosing System Options

These options affect the Titan system. The install engineer typically sets up this tab at the time of installation. If you need to change them, contact Sundance Technical Support.

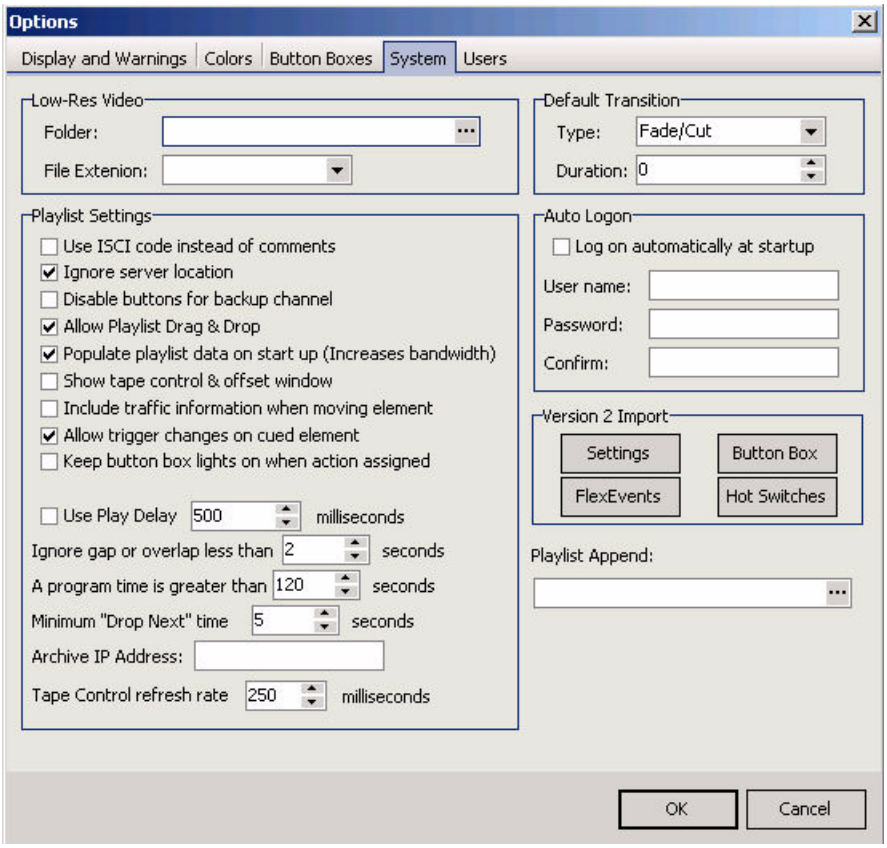
To set the system options:

1. Select Tools > Options.

   The Options dialog box opens.

2. Click the System tab.

   The System tab opens.



3. Use the following table to select Low-Res Video options:

Option	Definition
Folder	Selects the folder where you keep low-resolution “proxy” clips of server events.
File Extension	Sets the type of file to use for low-resolution clips.

4. Use the following table to select playlist Settings options:

Option	Definition
Use ISCI code instead of comments	Shows the ISCI code instead of comments in the playlist.
Ignore server location	Ignores server location on the playlist. Select when the system only has one server. Deselect for multi-server environments.
Disable buttons for backup channel	Grays out playlist buttons on the backup channel. Select for stations running Titan Sync. Deselect to activate channel buttons on the backup playlist. In active mode, you can operate the backup channel independently.
Allow playlist Drag & Drop	Allows drag-and-drop between and within playlists.
Populate playlist data on start up (increases bandwidth)	Fills the playlist when you start Titan.
Show tape control and offset window	Opens the tape and offset windows to the right of the playlists.
Include traffic information when moving element	Moves traffic information with an element.
Allow trigger changes on cued element	Permits changes to the trigger type even when the element is already cued.
Keep button box lights on when action assigned	Lights buttons on the button box with actions assigned to them.
Use Play Delay… milliseconds	Delays playout by the selected number of milliseconds.
Ignore gap or overlap less than… seconds	Prevents a gap or overlap warning for gaps or overlaps less than the indicated number of seconds.
A program time is greater than… seconds	Defines a program as an event greater than the selected number of seconds. Events less than that are considered commercials.
Minimum “Drop Next” time… seconds	Sets the minimum amount of time to protect the server from the use of the Drop Next function, allowing the server enough time to cue. A Drop Next command issued within [n] seconds of the next cued playlist event is not performed. The default time is five seconds.
Archive IP Address	Points to the IP address of the SAM.

5. Use the following table to select the Default Transition options:

Option	Definition
Type	Sets the default type for a transition. Default transition is Cut.
Duration	Sets the default duration of a transition. Default transition duration is zero (0).

6. Use the following table to select the Auto Logon options:

Option	Definition
Log on automatically at startup	Automatically logs into Titan when the program starts.
User name	The user name to use when automatically logging on to Titan.
Password	The password to use when automatically logging on to Titan.
Confirm	Confirms the password to use when automatically logging on to Titan.

7. Select the playlist append file location if it has changed or moved.
8. Click the OK button to apply changes to the options.

Related Topics

Titan Main Screen

Setting Display and Warnings Options

Selecting Custom Color Schemes

Assigning User Access

Customizing the Workspace

Assigning User Access

In Titan Options, the User Access tab shows all users and their levels of access for Titan Air. Administrators can add, remove, or change user privileges. You must be logged in as an Administrator to change these settings.

This section includes the following tasks

- Changing User Access
- Changing User Groups

Changing User Access

You must be logged in as an Administrator to change user access.

To change user access:

1. Select the user name.
2. Select or deselect the group from Member of.
3. Click the OK button when you are done.

Related Topics

Changing User Groups

Managing User Rights

Media Prep Menu Bar

Playlist and Inventory Grid

Titan Menus

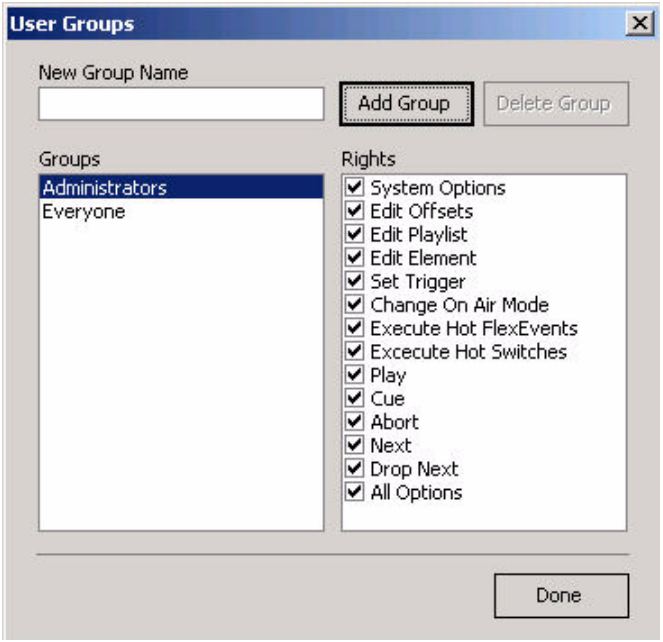
Changing User Groups

You must be logged in as an Administrator to change user groups.

To change user groups:

1. Click the Modify Groups button.

   The User Groups dialog box opens.



2. Select the group in the Groups window.
3. Select or deselect the Rights.
4. Click the Done button.
5. Click the OK button when you are done.

Related Topics

Changing User Access

Managing User Rights

Creating Groups

Media Prep Menu Bar

Titan Menus

Setting ListProcessor and Media Prep Preferences

Most Media Prep and ListProcessor options apply to configuration for initial setup. For more information on these features, see the *Media Prep Installation and Configuration Guide* or the *ListProcessor Installation and Configuration Guide.*

This section includes the following topics:

- Moving the ListProcessor Window
- Modifying the Media Prep Screen
- Aligning SIDON Servers

Moving the ListProcessor Window

With several ListProcessor applications open, the windows may prevent you from seeing multiple instances at once. Or you may want to move the window out of the way. You can easily arrange the ListProcessor application windows from left to right, top to bottom on your screen.

To align the ListProcessor window with the upper left corner of the screen:

- Select File > Move Window to Upper Left.

Related Topics

Modifying the Media Prep Screen

Aligning SIDON Servers

Showing and Hiding Device Control

Hiding or Displaying the Timeline

Resizing Playlist Columns

Modifying the Media Prep Screen

The Media Prep screen has several movable aspects.

To modify the interface for Media Prep:

- Use the scroll bar at the bottom to view hidden columns.
- Point the mouse to the line dividing any two columns; click and drag to resize.
- Click the column heading and then drag it to the desired location. A small green arrows show you where the column will insert.
- Click any column heading once to sort that column by ascending order; click it again to sort by descending order.

Related Topics

Moving the ListProcessor Window

Aligning SIDON Servers

Showing and Hiding Device Control

Hiding or Displaying the Timeline

Resizing Playlist Columns

Aligning SIDON Servers

If you move the SIDON Server Device windows, you can easily realign them again.

To align the SIDON Device Server windows to the top and left side of the screen.

- Select Tools > Align Servers.

Related Topics

Moving the ListProcessor Window

Modifying the Media Prep Screen

Showing and Hiding Device Control

Hiding or Displaying the Timeline

Resizing Playlist Columns

Customizing the Workspace

Both Titan Air and the Windows operating system allow you to set a variety of display preferences that affect the way Titan looks and how you use it.

You can customize your work area in many ways:

- Showing and Hiding Device Control
- Hiding or Displaying the Timeline
- Resizing Playlist Columns
- Customizing the Windows Color Scheme
- Displaying the Customize Icon Bar Menu
- Moving Tool Bars
- Hiding and Showing Tool Bars
- Resetting the Icons
- Creating a New Tool Bar
- Renaming a Custom tool bar
- Adding Items to a Tool Bar
- Deleting a Custom tool bar

- Organizing by Usage
- Using Large Icons
- Viewing Tooltip Help
- Viewing Shortcuts in Tooltip Help
- Animating Menus

Showing and Hiding Device Control

The Titan main screen has an optional panel containing VTR and Offset information in addition to SIDON connection status. You can choose whether to display this optional panel in the Display Options. The panel opens to the right of the playlists. Even with this option turned on, you can hide the panel using the vertical slider.

To open, close, or resize the FlexEvent and Device windows:

- Click and drag the slider bars.

Related Topics

Hiding or Displaying the Timeline

Resizing Playlist Columns

Customizing the Windows Color Scheme

Displaying the Customize Icon Bar Menu

Moving Tool Bars

Hiding or Displaying the Timeline

When you need more space on your screen for the playlists, follow this procedure to toggle the timeline and channel status.

To hide or display the Timeline and Channel Status dialog box:

- Click the horizontal slider bar.

Related Topics

Resizing Playlist Columns

Customizing the Windows Color Scheme

Displaying the Customize Icon Bar Menu

Moving Tool Bars

Hiding and Showing Tool Bars

Resizing Playlist Columns

Resizing columns allows you to view more information in a single column or more columns in one window.

To resize a column:

- Click and drag the line between columns to resize the column.

Related Topics

Customizing the Windows Color Scheme

Displaying the Customize Icon Bar Menu

Moving Tool Bars

Hiding and Showing Tool Bars

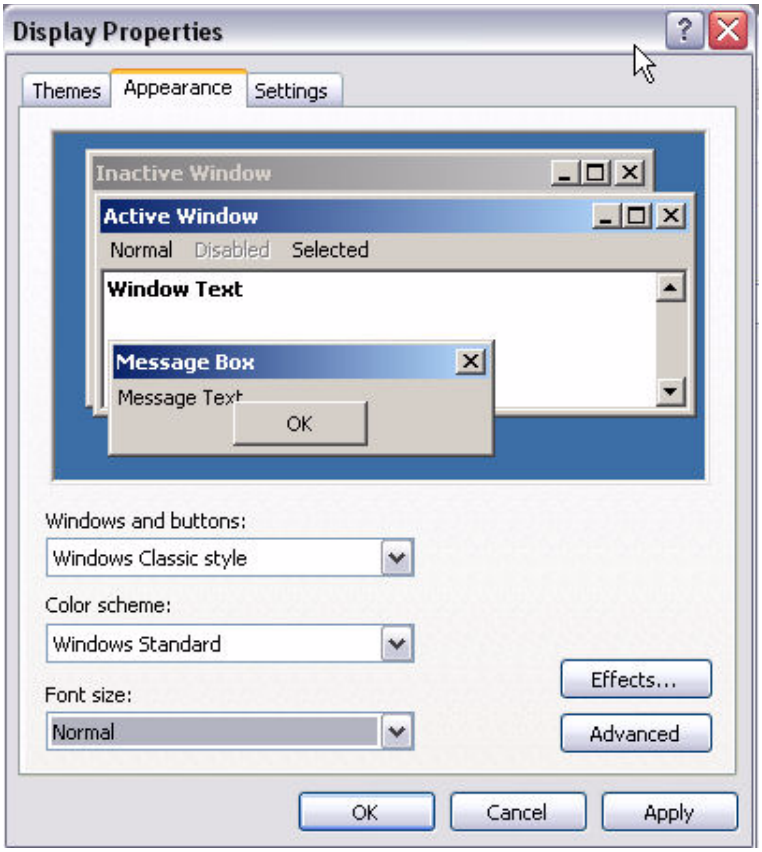
Resetting the Icons

Customizing the Windows Color Scheme

Your Titan system arrives with a default color scheme. However, if these colors do not fit your environment or tastes, you can simply change them.

To change the Windows color scheme:

1. Right-click the desktop.
2. Select Properties.
3. Click the Appearance tab.



4. Select Windows Standard from the Scheme drop-down menu.

Related Topics

Displaying the Customize Icon Bar Menu

Moving Tool Bars

Hiding and Showing Tool Bars

Resetting the Icons

Creating a New Tool Bar

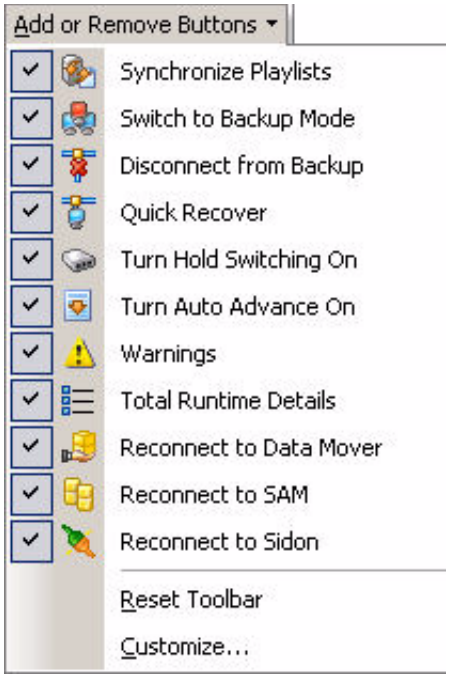
Displaying the Customize Icon Bar Menu

Add or remove icons on the icon bar in the Customize Icon Bar menu.

Removing icons may prevent other users from locating important functions.

To display the Customize Icon bar menu:

1. Click arrow at the end of the icon bar
2. Select Add or Remove Buttons > Customize.



3. Select boxes to show or hide icons as desired.

Related Topics

Moving Tool Bars

Hiding and Showing Tool Bars

Resetting the Icons

Creating a New Tool Bar

Renaming a Custom tool bar

Moving Tool Bars

If the position of a tool bar interferes with your workspace, you can easily move it.

To move a tool bar:

1. Point your mouse over the left side of the menu bar until your pointer changes to a four-way arrow.
2. Click and drag the menu bar to the desired location.

Related Topics

Hiding and Showing Tool Bars

Resetting the Icons

Creating a New Tool Bar

Renaming a Custom tool bar

Adding Items to a Tool Bar

Hiding and Showing Tool Bars

If you choose not to use tool bars altogether, you can remove them from your screen.

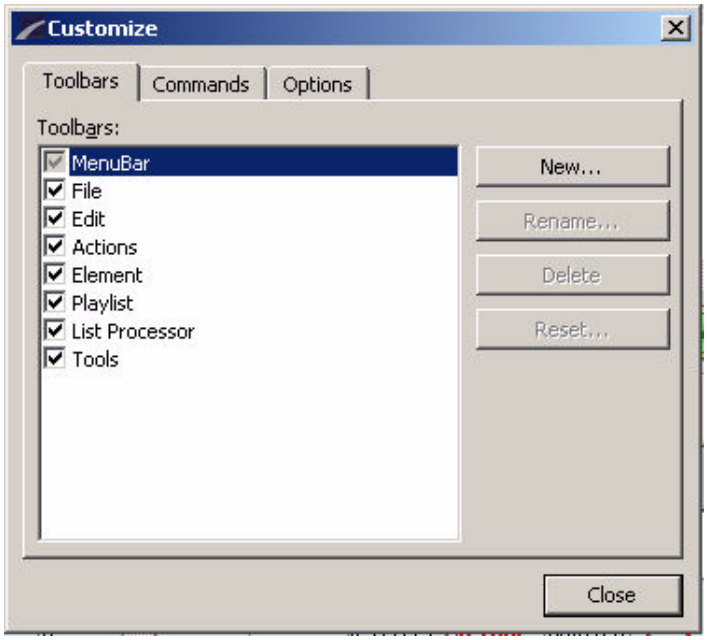


Removing tool bars may prevent other users from locating important functions.

To show or hide system bars

1. Right-click the tool bar and select Customize.

   The Customize dialog box opens.



2. Select or deselect the appropriate options.

Related Topics

Resetting the Icons

Creating a New Tool Bar

Renaming a Custom tool bar

Adding Items to a Tool Bar

Deleting a Custom tool bar

Resetting the Icons

If icons in your tool bar have been changed and you want to return to the original configuration, you can easily reset the icons.

To reset the icons to the default state:

- Click Reset tool bar.

Related Topics

Creating a New Tool Bar

Renaming a Custom tool bar

Adding Items to a Tool Bar
Deleting a Custom tool bar
Organizing by Usage

Creating a New Tool Bar

You can further organize the tool bar by adding additional tool bars.

To create a new tool bar:

1. Click the New button.

   The Add tool bar dialog box opens.



2. Type a tool bar name.
3. Click the OK button.

   The new tool bar appears in its own window.
4. Fill the new tool bar with commands using the Commands tab in the Customize window.

Related Topics

Renaming a Custom tool bar
Adding Items to a Tool Bar
Deleting a Custom tool bar
Organizing by Usage
Using Large Icons

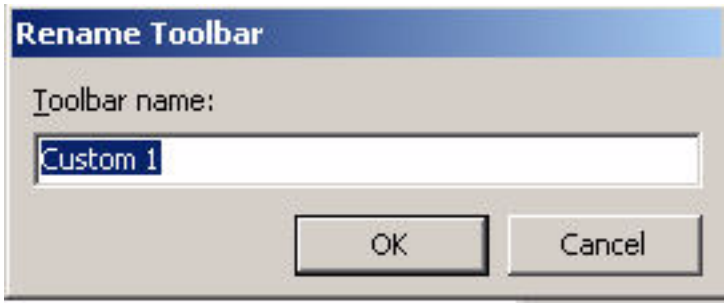
Renaming a Custom tool bar

You can rename only custom tool bars.

To rename a custom tool bar:

1. Select a custom tool bar
2. Click Rename button.

   The Rename tool bar dialog box opens.



3. Type a new tool bar name.
4. Click the OK button.

Related Topics

Adding Items to a Tool Bar

Deleting a Custom tool bar

Organizing by Usage

Using Large Icons

Viewing Tooltip Help

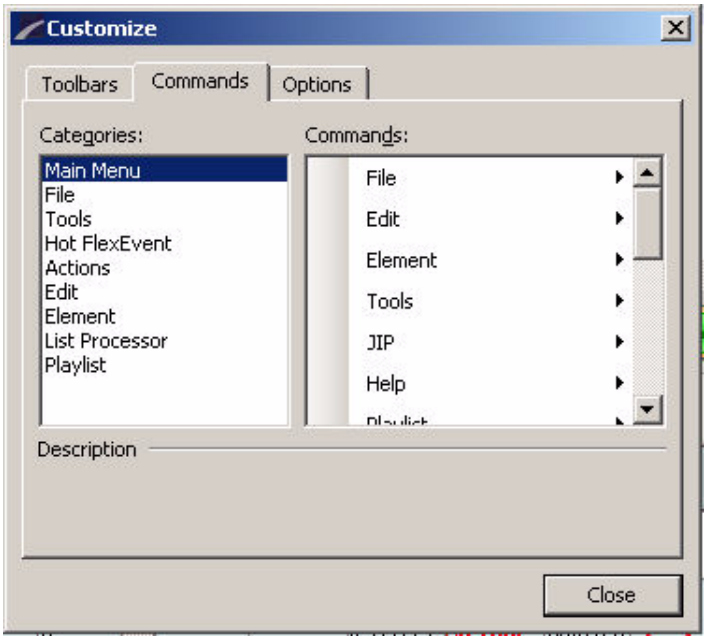
Adding Items to a Tool Bar

Filling a blank tool bar is easy.

To fill a custom tool bar with menu functions:

1. Right-click the custom tool bar and select Customize.
2. Click the Commands tab.

   The left column lists menu categories. The right column lists commands and icons included in the selected category.



3. Select the category from the left column.
4. Click and drag the desired function from the Commands column and drag it into the custom tool bar.

   The new function automatically adds to the tool bar if the custom tool bar is already docked.
5. To remove a function from a tool bar, click and drag the desired icon from the tool bar back into the Commands column.
6. To rearrange the order of commands in a tool bar, click and drag the icon to the new desired position.
7. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Organizing by Usage

Using Large Icons

Viewing Tooltip Help

Viewing Shortcuts in Tooltip Help

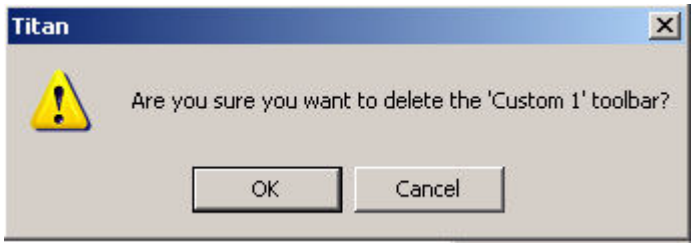
Deleting a Custom tool bar

This function deletes only tool bars created by users.

To delete a custom tool bar:

1. Select a custom tool bar.
2. Click Delete.

   A confirm dialog box opens.



3. Click the OK button to delete the custom tool bar.

Related Topics

Organizing by Usage

Using Large Icons

Viewing Tooltip Help

Viewing Shortcuts in Tooltip Help

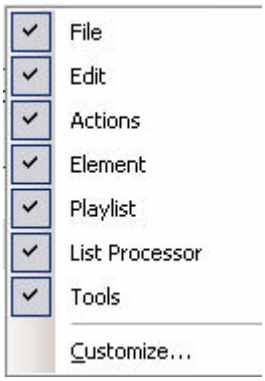
Animating Menus

Organizing by Usage

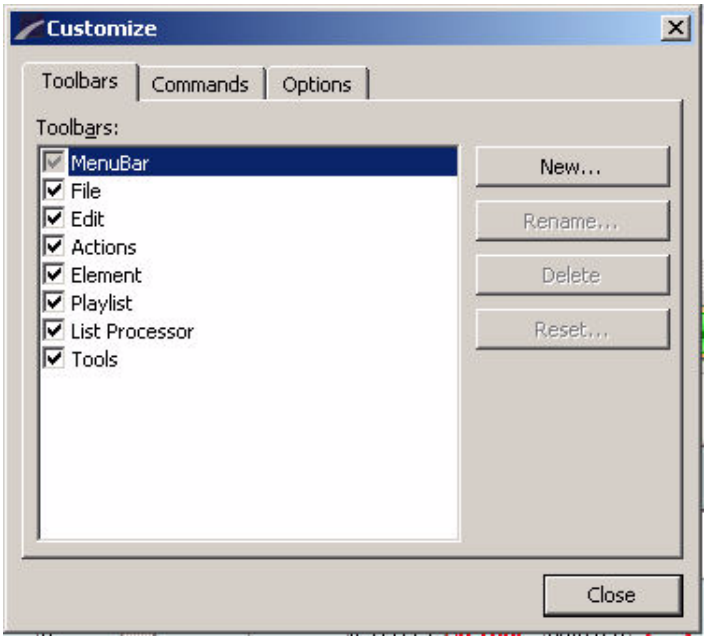
This option displays commonly used functions in the menus with a double arrow at the bottom.

To organize system menus according to usage:

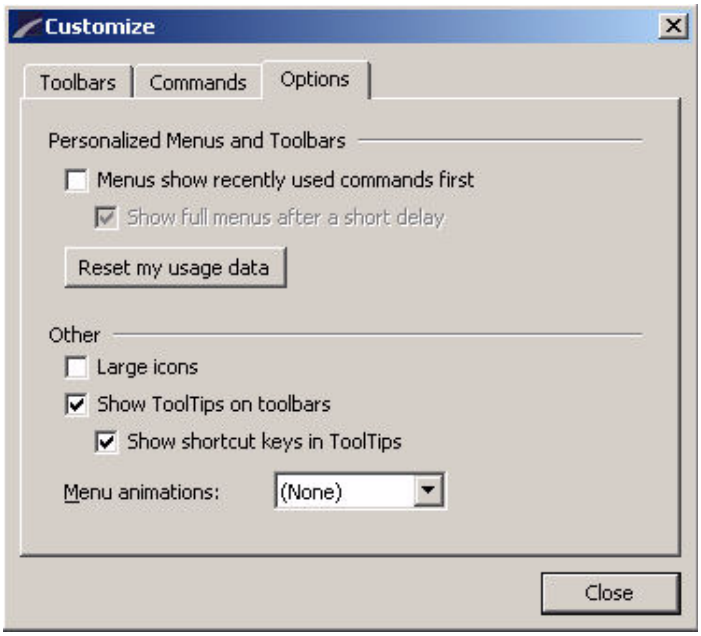
1. Right-click any tool bar and select Customize.



The Customize dialog box opens.



2. Click the Options tab.



3. Select Menus show recently used commands first.
4. To expand the menus after a short pause, select Show full menus after a short delay.
5. To return options to the default settings, click the Reset my usage data button.
6. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Using Large Icons

Viewing Tooltip Help

Viewing Shortcuts in Tooltip Help

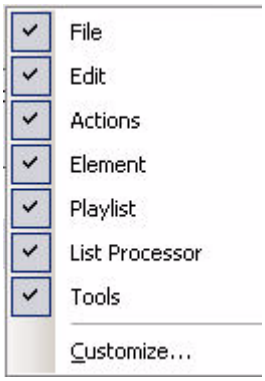
Animating Menus

Using Large Icons

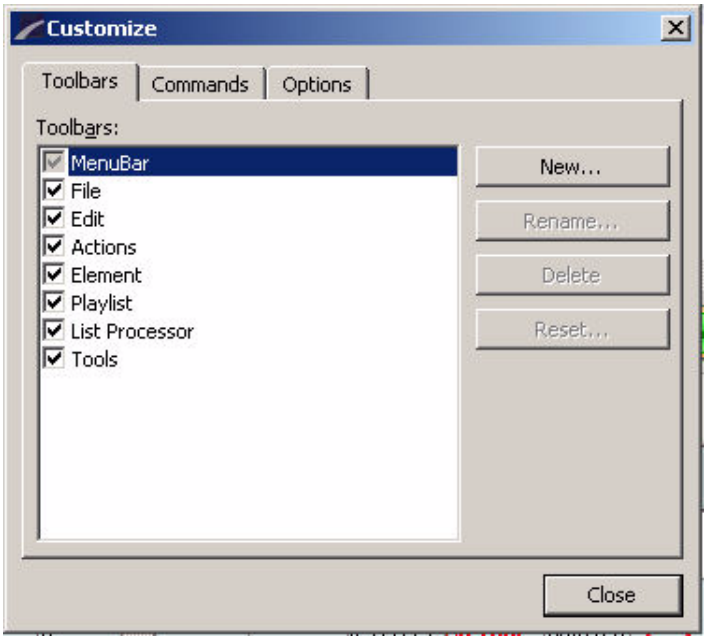
If the icons on the menu bar appear too small, you can increase their size. However, this does take up more space on the screen and may limit your workspace.

To use large icons in the Tool bar:

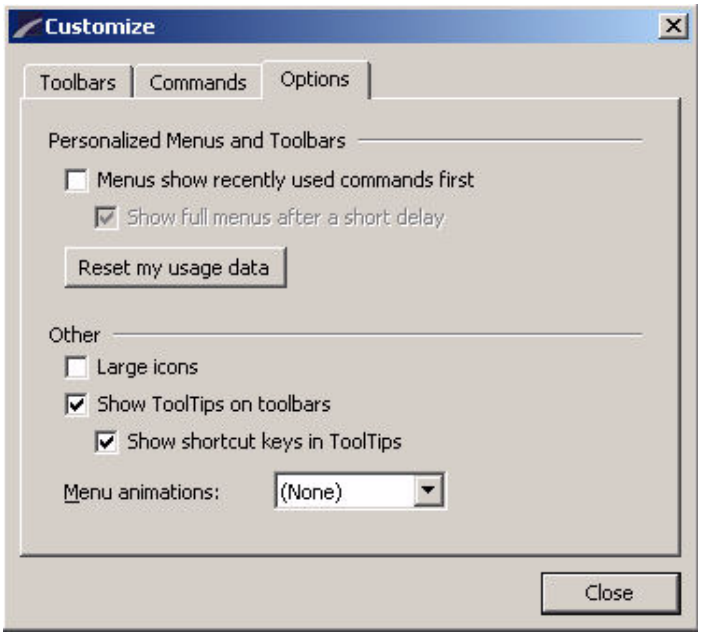
1. Right-click any tool bar and select Customize.



The Customize dialog box opens.



2. Click the Options tab.



3. Select Large Icons.
4. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Organizing by Usage

Viewing Tooltip Help

Viewing Shortcuts in Tooltip Help

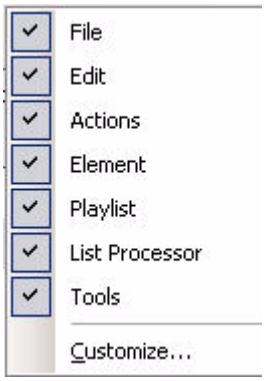
Animating Menus

Viewing Tooltip Help

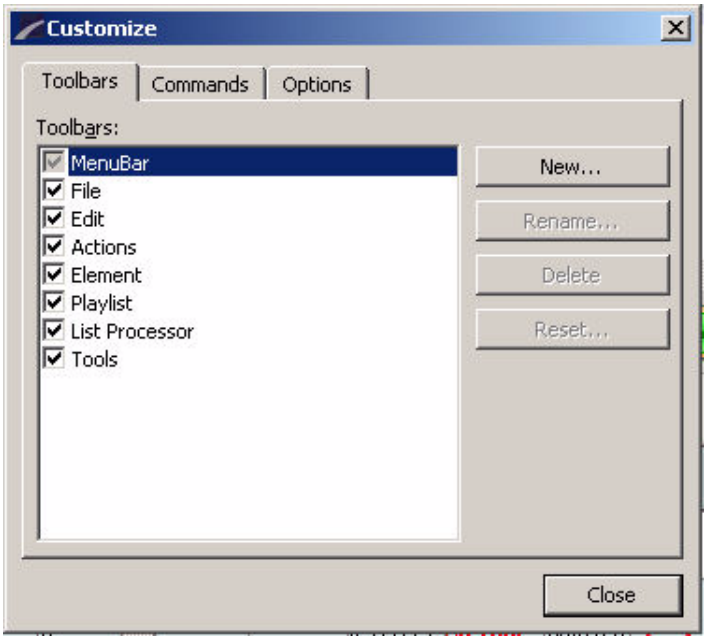
Tooltip Help causes the name of an icon to pop up when you mouse over an icon.

To view icon names when you mouse over an icon:

1. Right-click any tool bar and select Customize.



The Customize dialog box opens.



2. Click the Options tab.
3. Select Show ToolTips on tool bars.
4. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Organizing by Usage

Using Large Icons

Viewing Shortcuts in Tooltip Help

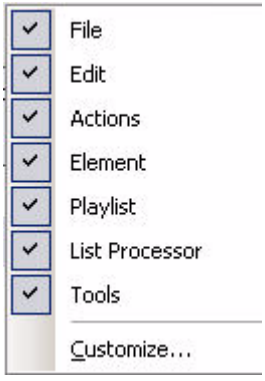
Animating Menus

Viewing Shortcuts in Tooltip Help

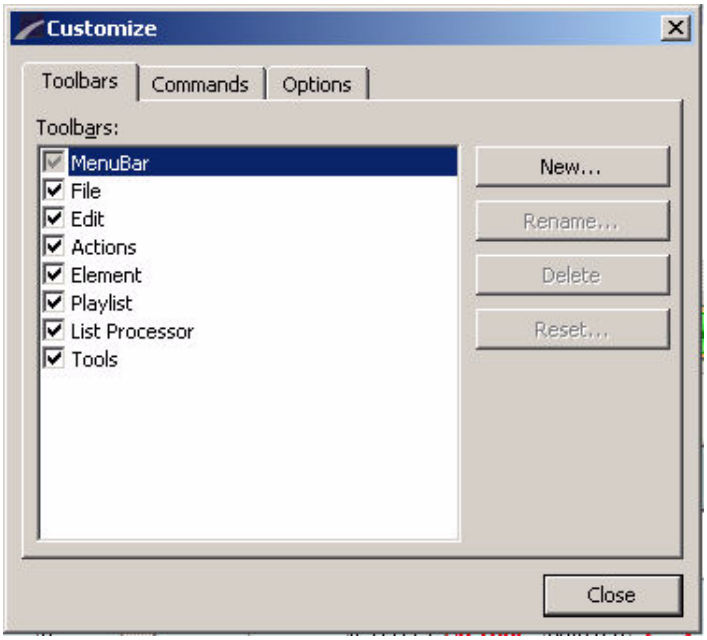
Aside from the icon name, you can also see the shortcut key combination when you scroll over an icon.

To include shortcut key combinations when ToolTip help is displayed:

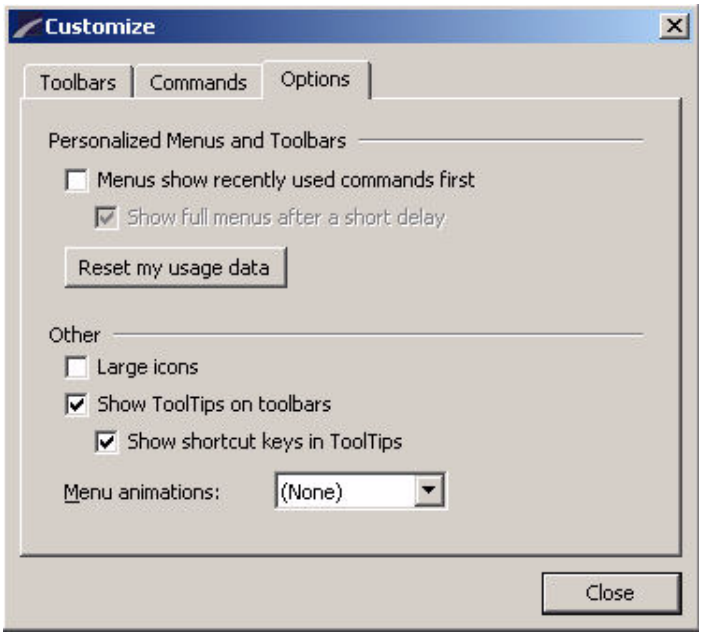
1. Right-click any tool bar and select Customize.



The Customize dialog box opens.



2. Click the Options tab.



3. Select Show shortcut keys in ToolTips.

4. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Organizing by Usage

Using Large Icons

Viewing Tooltip Help

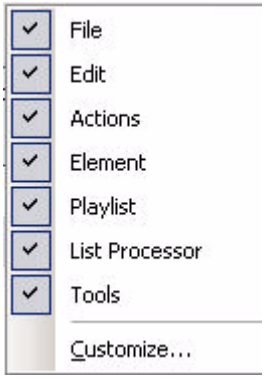
Animating Menus

Animating Menus

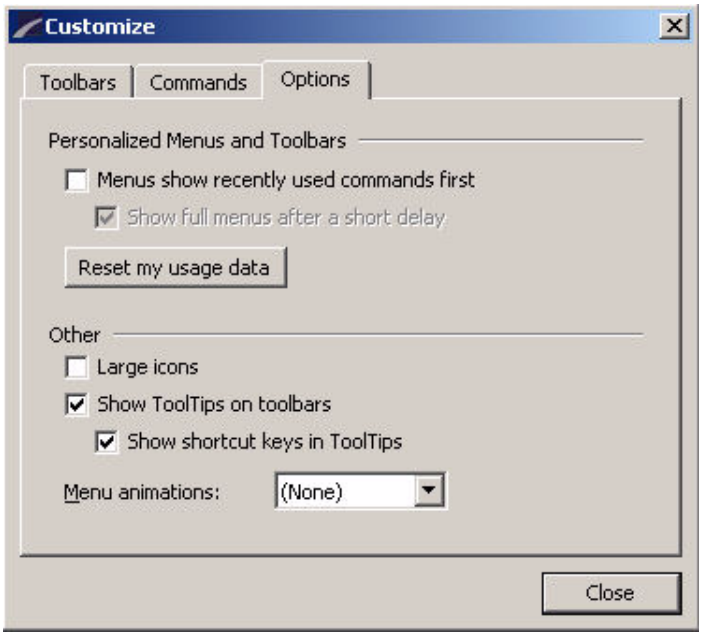
Several Windows effects allow the menus to become dynamic. Turn on this feature only if it helps and does not distract from everyday use.

To animate menus:

1. Right-click any tool bar and select Customize.



2. Click the Options tab.



3. Select an animation option from the menu:
   - Ransom
   - Unfold
   - Slide
   - Fade
4. Click the Close button when done.

Related Topics

Deleting a Custom tool bar

Organizing by Usage

Using Large Icons

Viewing Tooltip Help

Viewing Shortcuts in Tooltip Help

12 Maintenance

Titan has many hands-free features, but even when working perfectly requires some human intervention. On occasion, you may need to perform common, but necessary, maintenance. Basic maintenance prevents avoidable difficulties with your Titan system.

The following sections provide information for maintaining your Titan system:

- Housekeeping Old Log Files
- Handling Error Messages
- Recovering, Resetting, and Restarting

Housekeeping Old Log Files

Your Titan system generates log files that you need to routinely clear out. Set up a schedule to delete these files every month. Cleaning out the old files keeps Titan running quickly and smoothly. Skipping maintenance will bog down your system with unnecessary files and eventually affects your ability to play to air.

Some of the log files are in folders alongside system operating files. If you delete any of the operating files, your system will not run properly. Ensure you remove only the specified files.

This section includes the following topics

- Cleaning Traffic AsRun Files
- Cleaning Traffic Log Files
- Cleaning Air Automation Logs
- Cleaning ListProcessor Action Log Files

Cleaning Traffic AsRun Files

ListProcessor creates asrun files that traffic can use for log reconciliation. The completed traffic asrun files save to Z:\Traffic\AsRuns every day. Delete files over a month old.

Delete only the specified files.

To clean out the traffic asrun files:

1. Double-click My Computer on the desktop.

   Explorer opens.



2. Open Z:\Traffic\AsRuns.
3. Right-click the file name and select delete.

Related Topics

Accessing an Asrun File

Cleaning Traffic Log Files

Cleaning Air Automation Logs

Cleaning ListProcessor Action Log Files

GPI Control and the Launch Box

Cleaning Traffic Log Files

The traffic system generates a daily log file used by Media Prep to create the Titan playlist. Schedule a time to routinely delete them.

Delete only the specified files.

To clean out the traffic log files:

1. Double-click My Computer on the ListProcessor computer.

   Explorer opens.



2. Open Z:\Traffic\Traffic Logs.
3. Right-click the file name and select Delete.

Related Topics

Cleaning Traffic AsRun Files

Cleaning Air Automation Logs
Cleaning ListProcessor Action Log Files
Processing a Traffic Log
Media Prep

Cleaning Air Automation Logs

When you save a playlist, several playlist files are created in addition. For example, saving a playlist file named “Monday” creates Monday.db and the following eight files with the same name, but different extensions:

- Monday.xg0
- Monday.yg1
- Monday.px
- Monday.xg1
- Monday-Offset.db
- Monday.val
- Monday.yg0
- Monday-Offset.px



Use the Details view to select the files from a chronological list. This makes identification and deletion of the files easier than an icon view.

To clean out the automation log files:

1. Double-click My Computer on the ListProcessor computer.

   Explorer opens.



2. Open Z:\Logs\KSDI_Logs.
3. Right-click the file name and select Delete.

Avoid selecting or deleting files from a required log.

Related Topics

Cleaning Traffic AsRun Files

Cleaning Traffic Log Files

Cleaning ListProcessor Action Log Files

Titan Sync Operation

Media Prep Introduction

Cleaning ListProcessor Action Log Files

ListProcessor generates action log files each day. The action log files provide a record of every command issued to each ListProcessor device. Action log files save to the folder and at the time specified in ListProcessor Options.

Delete only the specified files.

To clean out ListProcessor action log files:

1. Look in ListProcessor Options to identify the folder containing action logs.
2. Double-click My Computer on the Media Prep station.

   Explorer opens.



3. Navigate to the location indicated in ListProcessor Options.
4. Find the file with your channel name and date, for example, WSDI_Action_Log20081130.txt
5. Right-click the file name and select Delete.

Related Topics

Cleaning Traffic AsRun Files

Cleaning Traffic Log Files

Cleaning Air Automation Logs

Basic ListProcessor Operation

Media Prep Introduction

Handling Error Messages

The Titan system provides error messages to alert the operator to possible operational problems. The causes of these problems can be traced by using the information provided in the messages themselves. Typically, errors fall into two categories:

- Operator Errors - Tell you to perform (or not perform) certain functions. These errors may require a yes-or-no response or a request specific information.
- System Application Errors - Indicate internal problems due to a variety of possible reasons such as file corruption or hardware failure. These error messages provide clues to where the problem exists. Handle this type of error carefully to avoid further problems or damage to the system.

To handle a system application error:

1. Recall exactly what action caused the error message.
2. Write down the following: cause, time, and any observations you may have about the conditions of the error. For example, a spilled beverage nearby.
   - Suspected cause
   - Time of occurrence
   - What you were doing or attempting to do
   - What the system was doing or attempting to do
   - The error message on-screen
3. Use a screen capture utility to take a screenshot of the error message, if possible.
4. Clear the message to see if the system continues to operate normally.
5. If you cannot solve or do not understand the problem, contact someone in your station who does.
6. If no one can correctly assess the situation, call Sundance Technical Support.

Related Topics

Clearing Archive Error Messages

ListProcessor Menu Bar

Titan Menus

Operating Best Practices

Editing Best Practices

Recovering, Resetting, and Restarting

This section addresses troubleshooting basics for restarting your system under different conditions. You might need to shut down the system in the following cirucmstances:

- Performing maintenance or upgrade hardware or software
- Shutting down the video server
- Restarting after a power failure or an unrecoverable error message

This section includes the following recovery solutions:

- Resolving a Program Lock Up
- Restarting After the Video Server

- Restoring Server Control
- Recovering from Power Failure

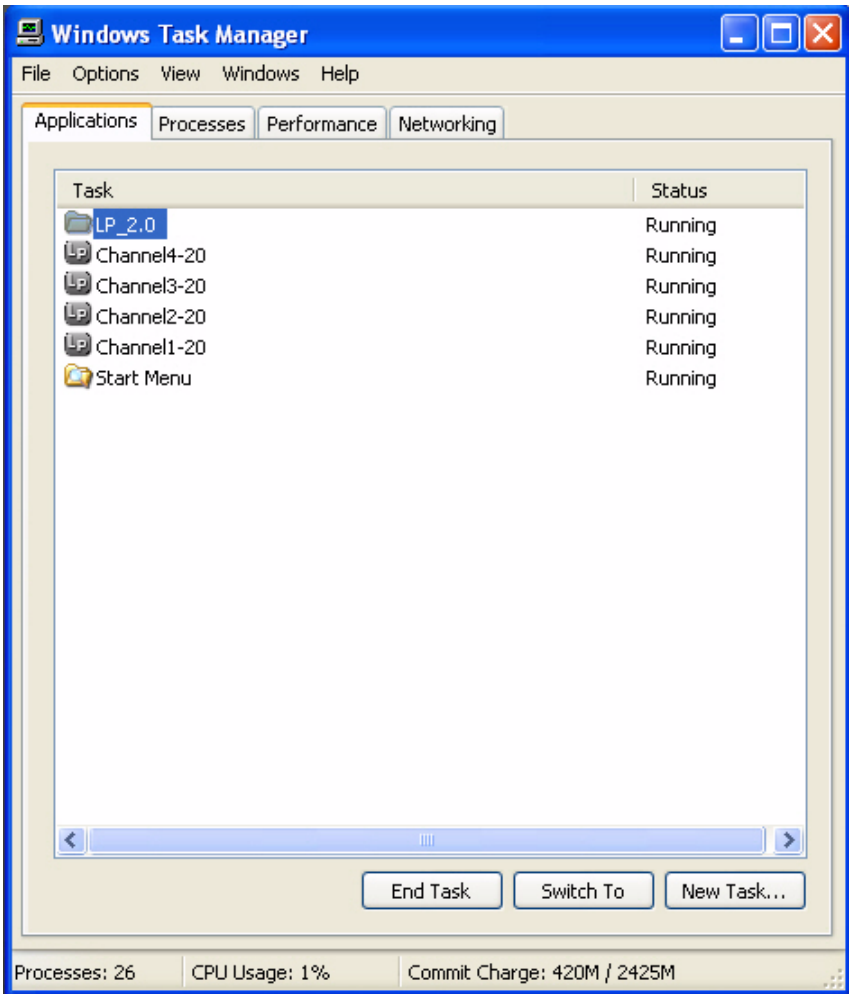
Resolving a Program Lock Up

Some errors may cause the application to “lock up” or freeze. In these kinds of situations you are unable to interact with the computer using the mouse or keyboard.

To recover when the program locks up:

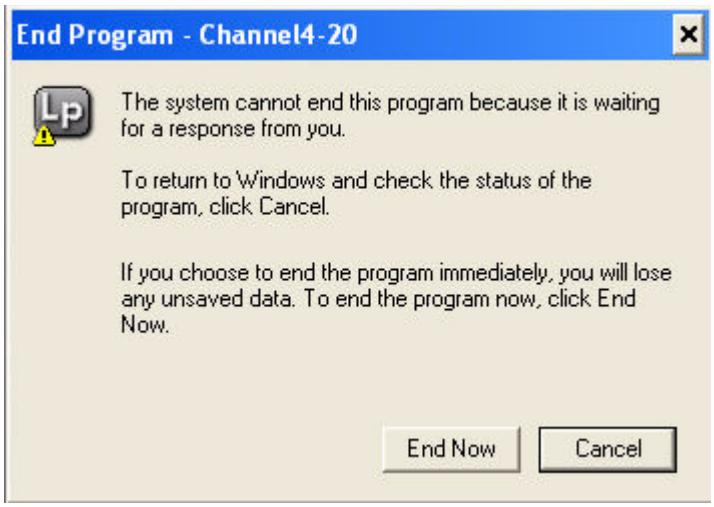
1. Press Ctrl+Alt+Delete.

   The Task Manager window opens.



2. Select the locked-up application.
3. Click the End Task button.

   The End Program dialog box opens.



4. Click End Task.
5. If the application request sending a report, click the Yes or OK button.
6. Restart the application.

Related Topics

Restarting After the Video Server

Restoring Server Control

Recovering from Power Failure

Operating Best Practices

Editing Best Practices

Restarting After the Video Server

After you restart the video server, reconnect the Sundance applications. This procedure allows the applications to properly re-access serial control ports.

To recover after the video server has been restarted:

1. Close the ListProcessor application.
2. Ensure the server is running.
3. Start ListProcessor.

4. Reconnect the Titan application.

Related Topics

Resolving a Program Lock Up

Restoring Server Control

Recovering from Power Failure

Operating Best Practices

Editing Best Practices

Restoring Server Control

When Titan cannot control the server, check the serial connection between the ListProcessor and the server. After resolving physical connection issues, assess your connection to Titan and regain control of the server

To recover when Titan is not controlling the server:

1. Verify timecode and server connection status in ListProcessor.
2. If server status is not available, check the server's interface to ensure the server is working.
3. Restart the ListProcessor.
4. Check whether timecode is present.
5. If timecode is not present, check the physical connections.
6. If you still cannot obtain connectivity, contact Sundance Technical Support.

Related Topics

Resolving a Program Lock Up

Restarting After the Video Server

Recovering from Power Failure

Operating Best Practices

Editing Best Practices

Recovering from Power Failure

When your station has a power outage, shut down all computers until power returns. When power is restored to your facility, perform the following procedure.

To recover after a power failure:

1. Start all computers including the video server, if not automatically started.
2. Ensure the video server and Sundance computers are working before starting Sundance programs.
3. Start the SIDON application.
4. Start the ListProcessor application.
5. Start the Titan air application.
6. Start other applications, as appropriate.
7. Check the Titan interface and playlist for errors.
8. If you are unable to restart any part of the Titan system, contact Sundance Technical Support.

Related Topics

Resolving a Program Lock Up

Restarting After the Video Server

Restoring Server Control

Operating Best Practices

Editing Best Practices

13 Shortcuts and Icons

This appendix provides reference tables of shortcuts and icons. A shortcut or icon in one part of the Titan system may not function the same way as another, so ensure you refer to the table that corresponds to the program you are using.

Media Prep Shortcuts and Icons

The following table contains shortcut commands for Media Prep.

Shortcut	Description
Alt+X	Exits the Media Prep application.
Ctrl+A	Displays the Quick Add window.
Ctrl+B	Adds a line of black before a break, f the option is enabled.
Ctrl+C	Copies a highlighted playlist event to the clipboard.
Ctrl+Click	Selects more than one element.
Ctrl+D	Deletes the selected clip from the inventory and video servers.
Ctrl+Del	Deletes the selected event from the inventory, the video server, and all archive systems.
Ctrl+F	Finds the selected text in the inventory or in the open Playlist.
Ctrl+G	Calculates the total duration of two or more clips in the inventory.
Ctrl+Home	Jumps to the beginning of the playlist.
Ctrl+I	Opens the Insert ID window
Ctrl+O	Opens the FlexEvents window.
Ctrl+P	Displays the Log Process window.
Ctrl+R	Renumbers the open playlist.
Ctrl+S	Selects all records in the inventory.

Shortcut	Description
Ctrl+T	Calculates the scheduled times of events in the playlist based on each event's duration. When performed on a highlighted event, all scheduled times from that point to the end of the playlist are updated.
Ctrl+V	Pastes an event from the clipboard to the playlist, immediately below the highlighted event.
Ctrl+X	Cuts a highlighted event from the playlist and place it in the clipboard.
F5	Refreshes the Inventory tab to ensure an updated view of the inventory tables
Shift-Click	Selects a continuous range of elements.

The following table contains icon definitions for Media Prep.

Name	Icon	Description
Add clip to inventory		Add a clip to the inventory.
Add clip to playlist		Adds a clip to the playlist.
Append a playlist		Appends a playlist to the currently open playlist.
Attach subclips to master clip		Attaches subclips to the master clip.
Cut		Cuts an element and places it on the clipboard.
Copy		Copies and element to the clipboard.
Copy clips		Copies the selected clips.
Copy clips to archive		Copies the selected clips to archive.
Delete clip from servers and archives		Deletes a clip from the servers and/or archives.
Delete clip and metadata		Deletes a clip and it's metadata from all servers and archive.
Delete to bottom		Deletes all elements to the bottom of the playlist.
Delete to top		Deletes all elements to the top of the playlist.

Name	Icon	Description
Edit clip groups		Edits the clip groups.
Export to other format		Exports the inventory and playlist to another format.
Filters		Filters the inventory based on the selected criteria.
Find		Finds an element based on the search criteria.
Find next		Finds the next element based on the search criteria.
Insert clip		Inserts a clip.
Insert message		Inserts a message.
Insert playlist		Inserts a playlist into the currently open playlist.
Insert Switch		Inserts a switch.
Make subclip		Makes one or more subclips.
Move clips to archive		Moves the selected clips to archive
New playlist		Opens a blank playlist.
Open playlist		Opens an existing playlist.
Paste		Pastes an element form the clipboard.
Pause clip		Pauses a clip.
Play clip		Plays a clip.
Play from this point		Plays the list from this point forward.
Play low-res		Plays a low-resolution copy of the clip.
Playlist reports		Generates playlist reports.
Print		Prints the selected items.

Name	Icon	Description
Process traffic log		Processes a traffic log into an automation playlist.
Refresh inventory		Refreshes the inventory view.
Renumber and reschedule		Renumbers and reschedules the playlist.
Retrieve clips		Retrieves the selected clips.
Retrieve clips from archive		Retrieves the selected clips from archive.
Save and close playlist		Saves and closes the currently open playlist.
Save playlist with a new name		Saves the current playlist with a new name.
Server space		Indicates the approximate amount of server space that has been used.
Set FlexEvent		Sets a FlexEvent.
Set hit time		Sets the hit time.
Set transition		Sets a transition: Cut, Cut/Fade, V-Fade, Fade/Cut, or Dissolve.
Set trigger		Sets a trigger: manual, clock, or follow.
Stop clip		Stops playing a clip.
Total play time		Indicates the total play time of the selected elements.
Update metadata		Updates the playlist metadata to match the inventory.

Titan Air Shortcuts and Icons

The following table contains shortcut commands for Titan Air.

Shortcut	Description
Ctrl+-	Decreases the duration of an element.
Ctrl+=	Increases the duration of an element.
Ctrl+A	Displays the Inventory dialog box.
Ctrl+B	Opens the bins.
Ctrl+C	Copies a highlighted playlist event to the event buffer.
Ctrl+F	Restores the default transition.
Ctrl+F	Finds an ID.
Ctrl+H	Replace one ID with another.
Ctrl+I	Inserts an event by ID.
Ctrl+L	Moves the ListProcessor window to the upper left.
Ctrl+N	Opens the Modify Element dialog box.
Ctrl+N	Goes to the currently playing event.
Ctrl+O	Displays the Settings Dialog box.
Ctrl+R	Renumbers the playlist in the highlighted channel.
Ctrl+S	Displays the Insert Switch Dialog box.
Ctrl+T	Sets a transition for the selected event.
Ctrl+V	Pastes an event from the buffer and inserts it in the playlist.
Ctrl+V	Updates schedule times.
Ctrl+X	Cuts a highlighted event from the playlist.
Ctrl+F5	Displays the Enter Offset Time Dialog box for JIP cue.
F2	Plays the low-resolution clip of the selected event.
F3	Plays the highlighted channel.
F4	Plays the next event in the highlighted channel.
F5	Cues the selected event in the highlighted channel.

Shortcut	Description
F6	Aborts list playback in the highlighted channel.
F7	Sets a manual trigger in the selected event.
F8	Sets a clock trigger in the selected event.
F9	Set a follow trigger in the selected event.
Shift+Ctrl+F1	Triggers Hot FlexEvent 1.
Shift+Ctrl+F2	Triggers Hot FlexEvent 2.
Shift+Ctrl+F3	Triggers Hot FlexEvent 3.
Shift+Ctrl+F4	Triggers Hot FlexEvent 4.
Shift+Ctrl+F5	Triggers Hot FlexEvent 5.
Shift+Ctrl+F6	Triggers Hot FlexEvent 6.
Shift+Ctrl+F7	Triggers Hot FlexEvent 7.
Shift+Ctrl+F8	Triggers Hot FlexEvent 8.
Shift+Ctrl+F9	Triggers Hot FlexEvent 9.
Shift+Ctrl+F10	Triggers Hot FlexEvent 10.
Shift+Ctrl+F11	Triggers Hot FlexEvent 11.
Shift+Ctrl+F12	Triggers Hot FlexEvent 12.
Shift+Ctrl+V	Pastes an event without offsets.

The following table contains icon definitions for Titan Air.

Name	Icon	Description
Abort		Aborts the playlist.
About		Opens the About dialog box.
Add		Adds an event to the playlist.
Align Grid		Aligns the grid to the current time.

Name	Icon	Description
Append		Appends a new playlist to the current playlist.
Assign Tape ID		Lets you assign a tape ID.
Auto Advance		Turns on or off auto advance mode.
Auto JIP		Automatically joins-in-progress.
Backup flag		Blue indicates the channel is in backup mode and functioning correctly.
Button box		Sets up the button box.
Clock trigger		Triggers the event at a specific time.
Copy		Makes a copy of the event that can be pasted in another place on the playlist.
Cue		Cues the active event in the playlist.
Cue and play		Combines both cue and play commands.
Cut		Cuts a selected event.
Decrement duration		Decreases the duration of an element.
Default duration		Resets the element's duration to the default.
Default transition		Resets to the default transition.
Delete selected		Removes the selected events from the playlist.
Delete to bottom		Removes events from the selected from the active element to the bottom of the playlist.
Delete to top		Removes events from the selected from the active element to the top of the playlist.
Disconnect from backup		Disconnects the backup playlist from the primary.

Name	Icon	Description
Drop next		Removes the cued event and cues the following event.
Edit Transition		Changes the type of transition.
Eject		Ejects a tape from the VTR.
Exit		Exits the Titan Air program.
Export data		Exports playlist data.
Fast-forward tape		Plays the VTR at high speed.
Find ID		Locates a clip by ID.
Find in timeline		Locates an event in the timeline.
Follow trigger		Sets the event to follow the previous event.
Gap		Indicates the playlist has a gap in the schedule.
Go to current time		Shows the currently playing event.
Go to time		Finds the specified time in the playlist.
Hold switching		Toggles hold switching.
Increment duration		Increases the duration of an element.
Insert ID		Inserts an event by ID.
Insert message		Places a message in the playlist.
Insert switch		Inserts a switch after the selected element.
JIP		Allows you to JIP (join-in-progress) an event.

Name	Icon	Description
JIP cue		Sets up a JIP.
ListProcessor disconnected		Red indicates that the ListProcessor for that channel is not connected to Titan Air.
Manual trigger		Indicates a manual trigger on the event.
Missing media report		Prints a missing media report.
Modify element		Opens the Modify Element.
Modify transition		Advances the playlist to the next cued event.
Next		Warns that an upcoming event is not on the server.
Not on disk (playlist)		Indicates the media that is not yet on the server.
Offset		Indicates an event has one or more offsets or FlexEvents.
Offsets		Places an offset or FlexEvent on an event.
On server		Indicates the media is on the server.
Options		Shows configuration options.
Overlap		Indicates an overlap in playlist elements.
Paste		Places a cut or copied event into the playlist after the selected element.
Paste without offsets		Pastes a copied or cut event without the offsets.
Play event		Plays a cued event.
Play low-res		Shows a low-resolution version of the event.
Play VTR		Plays the tape in the VTR.

Name	Icon	Description
Primary flag		Green indicates the playlist is in primary and working correctly.
Print playlist		Exports the playlist for printing.
Quick recover		Quickly returns the main channel to Primary.
Reconnect to DataMover		Reconnects ListProcessor to DataMover.
Reconnect to SAM		Reconnects Titan to SAM.
Reconnect to SIDON		Reconnects Titan to SIDON.
Refresh playlist		Refreshes and updates the information for a playlist.
Refresh all		Refreshes and updates the information for all channels.
Replace ID		Locates an event by ID and replaces it with another event.
Retrieve from archive		Moves a clip from archive to the server.
Rewind VTR		Rewinds the tape in the VTR.
Stop VTR		Stops playing the tape in the VTR.
Switch to backup		Switches the playlist to backup from the primary.
Switch user		Changes the Titan Air user.
Synchronize playlists		Synchronizes the primary and backup playlists.
Tape not loaded		Warns that an upcoming event does not have a tape in the VTR.
Timeline slider		Moves you forward and backward through the timeline.
Total runtime		Shows details fro the total run time.

Name	Icon	Description
Update schedule time		Updates the times shown on the playlist.
View bins		Opens the bins
Warning		Notifies you to read important warning messages. Click to view warnings.
Zoom in		Zooms in to the playlist.
Zoom out		Zooms out of the playlist.

13 **Shortcuts and Icons**

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