DATABOX USER MANUAL

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Please, address your comments or questions to:

Playbox Technology UK Ltd
Brookmans Park Teleport
Great North Road
Hatfield AL96NE
United Kingdom

www.playboxtechnology.com

support@playboxtechnology.com

DataBox *User's Manual*

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Preface

Dear **PlayBox** customer,

Thank you for purchasing our product! We would like to assure you that you have chosen the most cost-effective and versatile TV automation system on the market. As always, we are trying to stay close to our customers' needs, making sure they all receive adequate support and satisfaction. Your opinion about our product is an exceptionally valuable source of information for us. The ease of working with the **PlayBox** products results mainly from the suggestions and comments of our current respected customers.

This manual is structured into several sequential chapters, each aiming to ease the installation, fine tuning, and use of our products. We hope that you will enjoy working with it, and we are anxiously looking forward to receiving your feedback.

Please, send your questions, suggestions, and assistance requests to:

> support@playboxtechnology.com

General feedback:

> info@playboxtechnology.com

Style Conventions

- File names, software, documents or terms are written in *italics*
  - The data is written in the *settings.ini* file.
  - The file is located in *C:\Program Files\DMT**AirBox***
  - For further information read *Shortcuts* reference book.
  - The *VTR* is controlled via *RS-422*.
- Direct quotations from the computer screen are presented as follows:
  - **Menu Items and commands**
  - ***Tab/Page names***
  - **Column names (i.e. in a playlist or another grid)**
  - *Field names, check boxes*
  - ***Buttons***
  - Screen readings are written in [square brackets]
  - **The keyboard keys are enclosed in <> signs**
  - *Terms are defined in the Glossary at the end of the manual*
- The arrows, used in the setting procedures mean as follows:
  - ➔ A menu item follows;
  - ⇨ A page(tab) name follows;
  - → A field name, a check box name, or a value name follows.

Except for arrows, you can distinguish between the relevant menu categories also by the styles, listed above.

GETTING STARTED

DataBox is an SQL-based database for media & content management. Content is classified by using many indices, such as *type*, *category*, *genres*, *keywords*, *credits*, *media*, etc. The Other **PlayBox** modules (**AirBox** and **ListBox**) obtain information about the visual content from **DataBox**.

> **NOTE:** The following chapter contains description of the full **DataBox** version. Please, note that some of these functionalities are not available in **DataBox LE** and in **DataBox Reader**.

In **DataBox LE** you can have up to 5,000 records; a single instance, stream, part & media per record. You have no Advanced Boolean Search engine; no Sequence description; no grouping & linking; no advanced credits; no Additional info (description, rating, trivia, etc.).

In **DataBox Reader** you can only view and search the database, but there are no editing options.

Quick Start

1. Launch **DataBox**;

2. Activate the Grid by pressing the **GRID** button;

3. Selecta file from your media folder and *drag-n-drop* it in the grid.

4. A record appears in the grid, with the same name as the media file name

Congratulations! You have just created your first record in the **PlayBox** database!

USER INTERFACE

The main part of the interface is dedicated to database visualization. It consists of three areas: *TREE VIEW*, *SEARCHFIELDS,* and *GRID.*

Tree View

This area contains a tree chart of the **Classification scheme**, the **Credits** *(Persons, Companies, and Countries)*, the **Sequences**, the **Templates,** and the **Expired entries**.

You can add, delete, or change elements in the *Tree View* by using the right mouse button.

Classification scheme and Credits

Here you can see the classification scheme and credits as they are defined in the relevant managers.

When a particular [*Type*]*,* [*Keyword*]*,* [*Group*]*,* or [*Credit*] is selected, only the entries that correspond to the selected criteria are displayed in the *GRID*.

You can add some entry to a specific classification element or credit by drag-n-dropping it to that element.

Sequences node

This node displays the sequences. You can add a new sequence by right mouse clicking on the node and selecting **New** from the context menu. A dialog box window appears to fill-in the sequence's properties:

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Sequence name – the relevant name of the sequence.

Color – for color coding.

First episode – the number of the first episode.

Last episode – the number of the last episode.

> **NOTE:** The first episode number cannot be higher than that of the last episode.
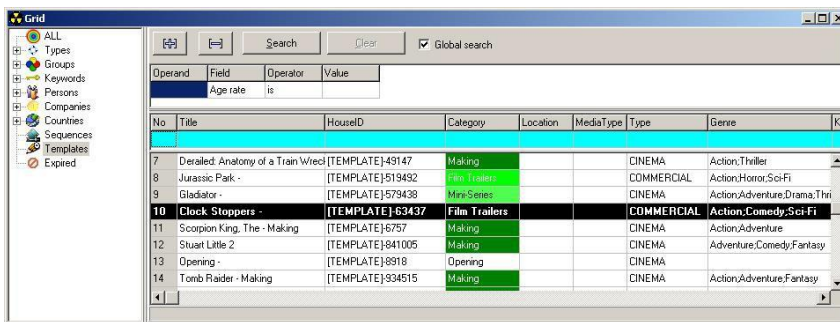
Templates – the template record name for this sequence. You may choose it from the list, create a new template record or not set a template. By default, this field is set to [NONE].

After setting the episode numbers and the template record for a sequence, press the **OK** button to create as many records as the defined number of episodes. The data in these records will be the same as that in the template record.

To delete a sequence, right-click on it and then click on **Delete**.

To change the sequence's properties or to add new episodes, right-click the sequence name and choose **Properties** from the context menu. A Property dialog box will appear and you will be able to change the number of episodes or the template record.

Templates node

This node is used for viewing and editing the templates. Templates are used as models for creating new records. Using templates saves efforts for entering uniform data in multiple records. They are very useful for creating sequences that consist of many records with the same data.

You can create a new template record by pressing the ![New record] button the **Menu Bar,** selecting the *General* tab and placing a check in the ☑*Template record* box, or by right-clicking over the **Templates** node in *Tree View* and selecting **New** from the context menu.

If the record is set as a template, the following fields are not active:

![New record] ⇨ **General** ➔ *House ID* and *Episode No*

![New record] ⇨ **Instances** ➔ **[Media]** *Notes* and *Location*.

> **IMPORTANT:** If the template record is designed for a sequence and there are no series created for this sequence, you cannot edit the template record anymore!
>
> **NOTE:** Templates do not appear in the **Grid** of ordinary records.

Expired node

This node is used to show the records that have expired instances. You have to decide how to proceed with these instances, delete them or change their *kill dates*.
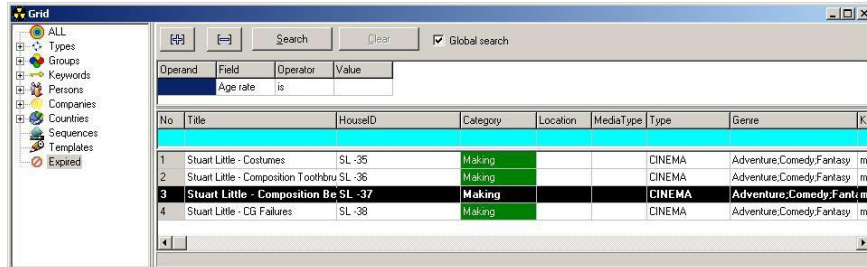
NOTE: The expired instances are automatically displayed in this node only if you have assigned [notify] in [Options] ⇨ *General*➔*After kill date expired.*

Search Fields
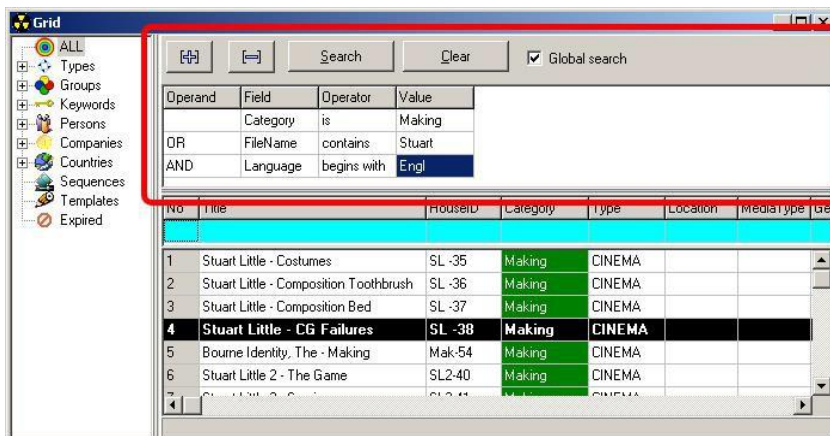
The search fields' area could be shown or hidden from the *GRID* by pressing **<Ctrl> + F** .as well as by right mouse clicking on the grid and checking **Search** from the context menu.

A search inquiry line consists of the following cells:

Field – a field from the entry description– *Title, Type, Genre,* etc.

Operator:

[is] – means that the search result should be exactly the same as the keyword;
[isn't] – the search result should not be the same as the keyword;
[contains] – the result should contain the keyword;
[does not contain] – the result should not contain the keyword;
[begins with] – the result should begin with the keyword;
[ends with] – the result should end with the keyword;
[before] – the result should be before the keyword (when the keyword is a date);

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[after] – the result should be after the keyword (when the keyword is a date).

Value – this is a **keyword** for searching. If the keyword is a date, it must be in: yyyy.mm.dd format.

Operand – defines Boolean operands (**OR/AND**) between the search lines to refine or limit your search.

The following buttons are situated above the search fields:

Add ⊞ button adds a new search inquiry line.

Remove ⊟ button removes the selected line from the inquiry.
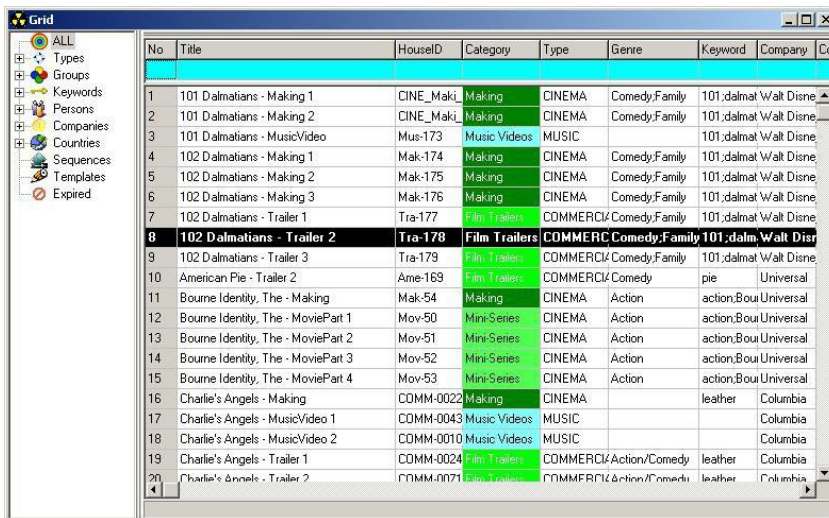
Search button starts the search.

Clear button clears the search inquiry.

☑*Global search*– If checked, the search proceeds in the entire database. If it is not checked, the search proceeds only in the previous search result.

NOTE: The Search procedure is not case-sensitive.

NOTE: After performing a search, the grid will display only the records that match this inquiry. If you want to see all records, clear the search inquiry and click [**All**] in the *Tree View.*

Data Grid

The database list of entries is displayed in the **GRID**. The grid columns correspond to the fields from the entry's description. You can define which columns to be visible from **Options** ⇨ *Grid* ➔ [double click on the relevant column visibility status to change it]. The column position in the grid could be changed by *drag-n-dropping* the column name. Right mouse clicking on a column name will resize the column.

The records are arranged in order of their registration in the database. You can define a default field to serve as a sorting filter for the entries in **Options** ⇨ *Default values* ➔ *AutoSort by*. Clicking on any column name will arrange the records according to the relevant feature. Clicking the same name once again will invert the arrangement. Thus, if you click on **Title**, the records will be arranged in alphabetical order; and if you click on it again, they will be rearranged in reverse order.

If you click on a field that contains figures once, the records will be arranged in descending order. If you click on it twice, they will be arranged in ascending order.

A Black bar marks the currently selected entry. Clicking twice over it invokes the entry properties dialog, which is the same as the <u>dialog</u> that appears after pressing the New record button.

The database grid supports the following functionalities:

Drag-and-drop

You can drag clips from one grid to another (from *DataBox* to *AirBox* or from *DataBox* to *ListBox)* or from the *Grid* to a specific *Tree View* node.

Multi-selection

You can manipulate many clips simultaneously – **move**, **delete**, **edit**, etc. To add more clips to the selection, hold down the **<Shift>** or the**<Ctrl>** key while clicking on the clips to add. **<Shift>** selects from-to, while **<Ctrl>** adds a single clip to the selection.

Multi-editing

This feature allows you to edit data in several records simultaneously. Select the records, right-click and choose **Edit** from the context menu. A *Multiple Records* window opens. It shows only the data fields that are identical for all the records. Differing data will appear as "**Various**" in the data fields.

> **NOTE: Multiple records⇨*Instances*** tab is not subject to multi-editing. Therefore, the *Instances* tab will not appear in the window at all. Other than that the **Multiple records** dialog is the same as the <u>dialog</u> that appears after pressing the New record button.

After multi-editing, click *OK* and the changes you've made will take effect in all the selected records.

Sorting

By clicking over a field (column) name you can sort the grid according to the data in that field.

Filtering

If you write a word in the row under a column header, you can filter the Grid by this word in the relevant field. The way to update the filtering result (after pressing **<Enter>** or after any key-stroke) is defined in Options ⇨ *Grid* ➔ *Filter options*.

You can sort by one field and filter by another one at the same time.

> **NOTE:** When a filtering is done, being made, <u>only</u> the records that correspond to this inquiry are shown in the grid. If you want to view all records, just remove the filtering word from the line.

Right-click menu

Right-clicking over a line in the database grid invokes the following <u>context menu</u>:

- **New Record** – opens an empty **New Record** dialog box.

Delete Record – deletes the selected record.

Edit Record – opens the selected record's properties for editing.

Options – opens the **Options** menu.

Update – updates the database. Thus, the changes you've made will take effect.

Print current table – opens a dialog box for printing the database.

Preview – invokes the ***Clip Trimmer*** for clip preview, if there is an MPEG file connected to the record.

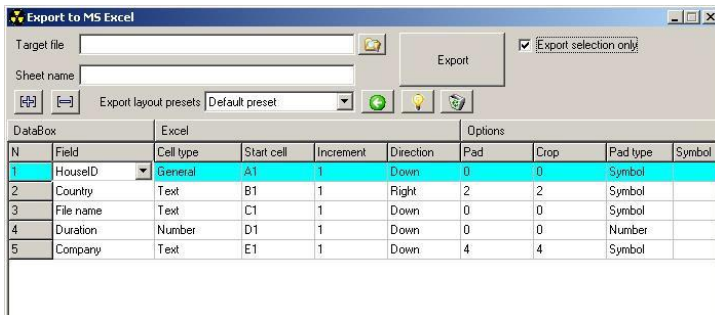**Search** – shows/hides the search area in the **GRID**.

Check files – starts checking the availability of the files connected to the records. This procedure updates the information on missing files.

Export to/Import from XML – These features will allow you to exchange metadata with other applications.

Export to MS Excel – opens a dialog box for exporting records to ***MS Excel***.

DataBox		Excel				Options			
N	Field	Cell type	Start cell	Increment	Direction	Pad	Crop	Pad type	Symbol
1	HouseID	General	A1	1	Down	0	0	Symbol	
2	Country	Text	B1	1	Right	2	2	Symbol	
3	File name	Text	C1	1	Down	0	0	Symbol	
4	Duration	Number	D1	1	Down	0	0	Number	
5	Company	Text	E1	1	Down	4	4	Symbol	

Target file – the name of the *.xls* file, to which you want to export the data. Use it, if you have a previously created *.xls* file. For example, you could prepare a template form in ***MS Excel*** to be filled with records from ***DataBox***.

If you leave the *Target file* field empty or type a non-existing file name, a new *.xls* file will be created (***book1.xls***, by default).

Sheet name – enter the name of a sheet in the *.xls* file. If you do not enter a name, the data will be exported to the first sheet in the file.

In the following fields you can define the export details:

DataBox:

Field – which field from the record description in ***DataBox*** should be exported.

Excel:

Cell type – the type of the cell (text, number, etc.);

Start cell – the number of the first cell in ***MS Excel***, from which on will be placed the exported data;

Increment – the cell's increment;

Direction – the direction of filling the cells in the **MS Excel**'s table (down or right).

Options:

Pad – the number of symbols, which should appear in Excel's table for the respective field. It is used, if you select cropping, but the **DataBox's** field does not contain enough symbols. In such cases, you can complete it with some symbol (a padding symbol).

Crop – defines the number of symbols from **DataBox** field content that will be exported.

Pad type – the padding symbol type (symbol or number).

Symbol – the padding symbol itself.

Each **DataBox** field you want to export should be entered at a new line in the **Export** dialog box. Enter new line by pressing the **Plus** ⊞ button. To delete a line, select it and press the **Minus** ⊟ button.

If you want to export only the selected records from the **DataBox** grid, you have to check the ☑ *Export Selection only* box.

Press the **Export** button to start exporting the records.

> **WARNING!** If you have not entered a **Start cell**, the exported data will overwrite any existing data in the *.xls* sheet, as the default start cell is A1.
>
> **IMPORTANT:** To be able to export to *.xls* files, you need to have **MS Excel** installed on the **DataBox** machine.

MENU BAR
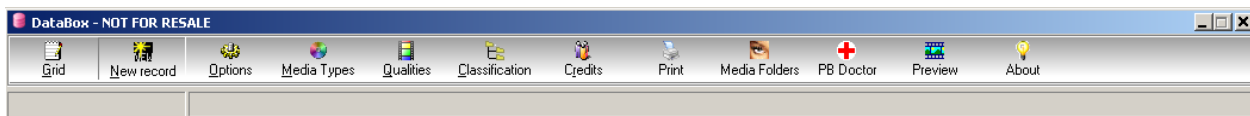
Grid

Pressing this icon will invoke the database grid. It has already been described in details above.

New Record
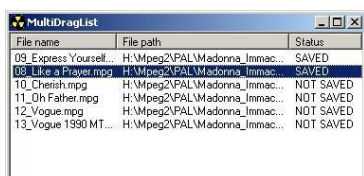
A new record can be created either by *drag-n-dropping* a file from local or network devices, or by invoking and filling up the ⬛ New record dialog box. You can *drag-n-drop* several files simultaneously and create records for them.

During *drag-n-dropping*, a **Multi-Drag** window will appear to confirm entering and describing of each file. There are three columns in the Multi-Drag list:

File name, File path, and **Status**. Double-click on a file to create a record in the database. The ⬛ New record dialog box will appear. After entering the file, its status becomes "SAVED".

During the next *drag-n-drop,* you will see the Multi-Drag list with all previously dragged files that have not been saved. To remove a file from the list, right-click on it and choose **Delete** from the context menu. To remove the whole list, choose **Clear list** from the context menu.

> **NOTE:** The Multi-Drag list is not a default option. If you want to see it during drag-n-dropping, you will have to activate it by un-checking the ☑*Use Auto insert* box ([Options] ⇨ **General →** ☐ *Use Auto insert*)
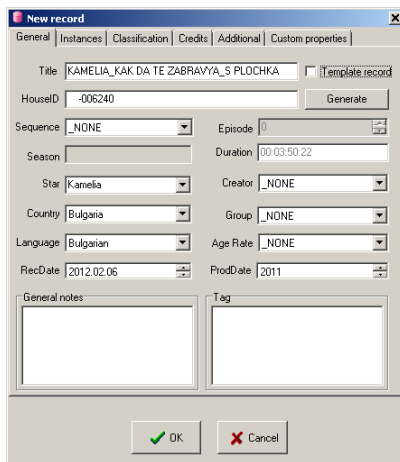
If you do not want to describe each entry separately during *drag-n-dropping*, check [Options] ⇨ **General →** ☑ *Use Auto insert* box and select a template record or *Default options* for describing the files. Thus, most of the data will be filled-up automatically.

If a specific category from the *Tree View* is selected during *drag-n-dropping* (or upon pressing the **New Record** button), the new record will be automatically added to this element.

After pressing the [New record] button in the **Menu** bar, a *New Record* dialog box appears. It consists of six pages: ***General, Instance, Classification, Credits, Additional,*** and ***Custom Properties.***

> **IMPORTANT!** The system now supports both Unicode and non-Unicode records with more than 20 characters!

General

This is the main information form about the new entry.

The *Title* string contains the entry's name. If the entry has been created by *drag-n-dropping*, this string will be automatically filled with the filename, without its extension.

The ☑ *Template record* – if you check it, the record will become a template record.

Template records are very useful for creating sequences that comprise of many records with the same data. When the record is a **template**, the following fields in this page are not editable: *House ID, Episode No., Instances' notes,* and *Instance's location*.

> **NOTE:** If the template record is intended for a sequence and there are some series created in this sequence, you cannot edit the template record anymore!

The *House ID* is a unique identification of production house, including some extra data, such as production date and/or version, etc. The *House ID* can be entered manually or generated automatically, depending on your settings (Options ⇨ ***HouseID***).

Generate button – you can press it if the ***HouseID*** *Automatic generation* option has been activated beforehand (Options ⇨ ***HouseID*** → ☑ *Automatic generation)*. Use it, if you want to regenerate a House ID.

> *Sequence* – this string is designed for description of content that participates in certain types of sequences – music album, TV series, Mini Series, etc. You can define the sequence properties in advance from the *Tree View*.

> *Episode* – a unique number of the entry in the selected sequence. This field is not active when there is no sequence selected.

> *Season* – Many TV Series are usually made in batches, called Seasons.

> *For example,* a typical TV series is made of up to 20 seasons, each containing up to 20 episodes. This field is not active when there is no sequence selected.

> *Duration* – displays the total duration of the entry. It is calculated automatically.

> *Star* – Usually this is the name of the main talent of the program. It corresponds to the *"Star"* category in New record ⇨ ***Credits*** ⇨ ***People***.

> *Creator* – Usually this is the main producing company. It corresponds to the *"Creator"* category in New record ⇨ ***Credits*** ⇨ ***Company***.

> *Country* – As a rule it should contain the Country of Origin. It corresponds to *"Country of origin"* in New record ⇨ ***Credits*** ⇨ ***Countries/Locations***.

> *Language* – Describes the original language of the entry.

> *Group* – Generally used to classify a program in a group, other than the standard classification scheme – Type/Category/Genre. To choose a group, select it from the list. To add a new group, choose "Add new group…" from the list and enter a new group name.

> *Age Rate* – you can include some age restrictions for the item you are including, if applicable.

> *RecDate* stands for the date, when the entry was recorded in the database or received at the TV facility. By default, this field is filled-in with the current date.

> *ProdDate* usually stands for the program production date or year. By default, this field is set to current date.

> *General notes* – Used for storing useful notes about the program. It is a text field, limited to 255 symbols (including spaces and punctuation).

> *Tag* – gives the user the ability to add tags to the included item.

Instances

The separate **instances** (copies) of each entry are described here. It is possible to have several copies of the same program. Each copy might contain several **streams** (video/audio/text) and they could be recorded or split on separate **media**.

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Main Instance

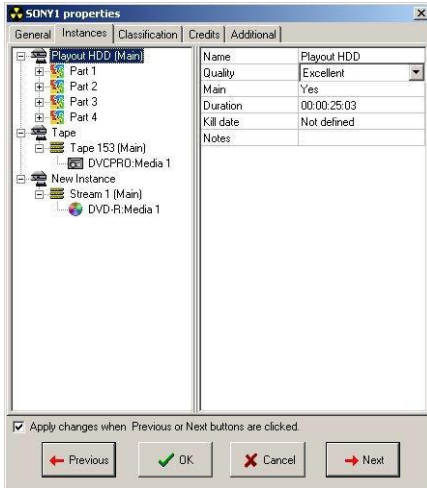It is the default name of the first (original) copy. Its description appears in the right half of the window:

> *Name* – name of the instance. By default, the name is "main".

> *Quality* – subjective measurement of the instance's quality. It can be chosen from a list, previously prepared in the **Qualities** Manager from the **Main Menu**.

> *Main* – Determines whether the instance is the main one or not. Only one program instance could be "main instance". If there is only one instance, it will be named "main" by default.

The main instance is used in calculating the program duration, displayed in the **Grid** and in **New Record ⇨ General**. When you have more than one instance, the main one is transferred to **AirBox** via drag-and-dropping the clip.

> *Duration* contains the Program duration. If the instance consists of several parts, their durations are cumulated.

> *Kill date* – The expiration date, when the particular instance (copy) has to be deleted. It appears if an Expiry period has been defined beforehand in Options **⇨ Default Values**. You can change the *Kill date* later. When the *Kill date* comes, there are two possibilities, definable in Options **⇨ General** – deleting the instance without notification or notifying for expired instances and showing them in **Expired node** in the *Tree View*.

> *Notes* – Used for storing useful notes about the instance. It is a text field, limited to 255 symbols.

To add a new **Instance,** right-click on the left window and select New instance from the context menu.

To delete an **Instance**, right-click it and then click Delete**.**

> *Part* – It appears only when the entry has different parts, i.e., it has been divided (and recorded) in several parts or trimmed (split) in separate sections with the **Clip Trimmer**.

If you want to add a new *part,* right-click on the *Main Instance* and select New part from the context menu. If you trim the file, the parts will be created automatically, according to the succession of the trimmed sections.

To delete a *part*, right-click on it and then click on Delete.

Under one part you can define Streams and Media.

Main Stream
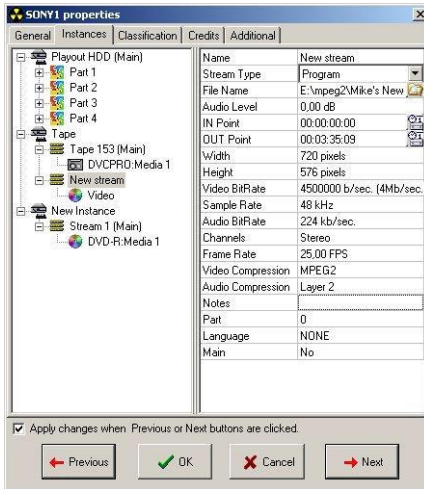
It is automatically set, if the entry was created through *drag-n-dropping* a file.

The description form to the right contains:

Name – name of the currently selected stream.

Stream Type – describes the stream type. It can be a Program, Video, Audio, Subtitles, etc. stream.

File Name contains the stream filename and path. You can enter a file name using the **Browse** 🗀 button next to the field or by typing the file name manually. After typing the file name, you have to press **<Enter>**, in order to save the changes.

Audio Level – describes the absolute audio level of an audio stream. Currently, this value should be entered manually. Defining it helps **AirBox** to determine the average audio level of each program in order to avoid annoying audio level discrepancies when switching from one program to another while on-air.

IN Point – By default it is 00:00:00:00. It can be changed by pressing the button in the right of the field. It invokes the **Clip Trimmer** and a new *IN Point* can be defined.

TIP (!) You can use the Clip Trimmer to split your media files into separate parts:

Press the *In Point* clock to invoke the **Clip Trimmer**. In it, use the cursor to locate the out point for a part and mark it by using the **Split** button:
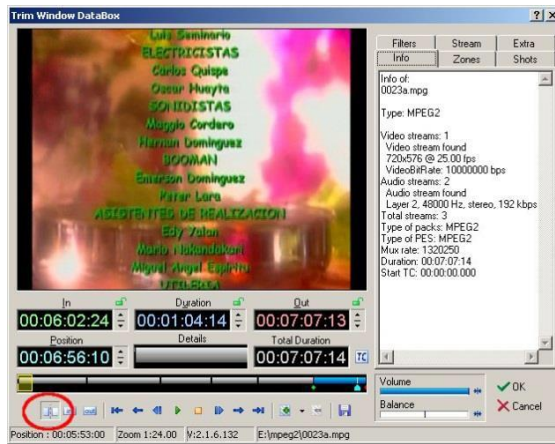
You can create as many parts as you wish. After Pressing **OK**, all parts will be displayed under the Stream row.
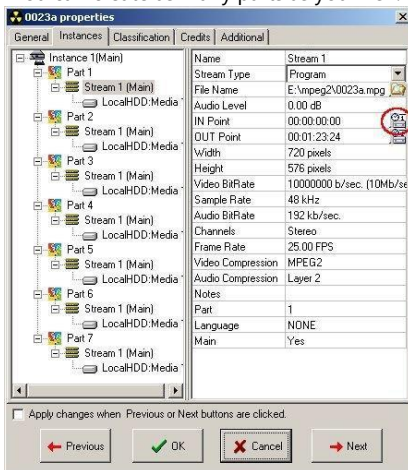
OUT Point – By default it contains the latest available timecode, depending on the program duration. It can be changed by pressing the button in the right of the field. It invokes the **Clip Trimmer** and a new *OUT Point* can be defined.

Width – the Video Image width in pixels. This field is not available when describing a tape.

Height– the Video Image height in pixels. This field is not available when describing a tape.

Video Bit Rate – the Video bitrate extracted from the stream properties. This field is not available when a tape instance is being created.

Sample Rate – the Audio sampling rate.

Audio Bit Rate – Audio bitrate extracted from the stream properties. This field is not available when a tape instance is being created.

Channels – The number of audio channels found in the audio stream. This field is used only when describing files.

Frame Rate – The actual video frame rate of the stream.

Video Compression – the type of video stream compression.

Audio Compression – the type of audio stream compression.

Notes – Used for storing useful notes about the stream. It is a text field, limited to 255 symbols.

Part **–** The number of the part. By default, this field is set to '0', i.e., there are no parts.

When the instance (copy) is not a file, the *Main Stream* fields are not applicable, except for the *Stream Name, Stream Type, Note,* and *Part*.

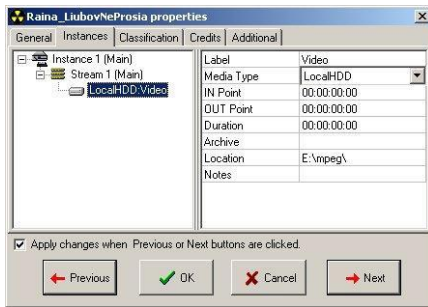To add a new *Stream*, right-click on the *Main Instance* and select **New stream** from the context menu.

To delete a *Stream*, you should right-click on it and then click **Delete** from the context menu.

Main Data

Label – Media label (CD or partition label, tape user bits, etc.).

Media Type – It is selected from a list, previously prepared in the [Media Types] manager. You can also add new Media types in this field by selecting [Media type manager] from the drop-down menu. This will invoke the **Media Types** dialog box. Right-click on any row from the list and click on **New** from the context menu. Then, specify the name, the prepare time, the color for color-coding, and the properties. See also the Media Types section.

IN Point– This field is visible if the media is a video tape (*Betacam, DVCam, DVCPro*, etc.). It shows the program's initial time-code on the tape (HH:MM:SS:FF). A media type is considered a videotape if its *Random Access* flag is not checked (**Media Types**→☐ *Random Access*).

OUT Point – This field is visible if the media is a video tape (Betacam, DVCam, DVCPro, etc.). It shows the program's final time-code on that media (HH:MM:SS:FF). A media type is considered a videotape if its *Random Access* flag is not checked (**Media Types**→☐ *Random Access*).

Archive describes the physical location of the copy (building, floor, room). The Archives are defined in **Classification**→Archive→*right-click* →**New archive**.

Location – this is the exact position of the copy. It may be a shelf number, a barcode number, etc. If the copy is a file, this will be its location on the local or network devices.

Notes **–** Used for storing useful notes about the media. It is a text field, limited to 255 symbols.

To add a new *Media*, right-click on the respective *Stream* and choose **New media** from the context menu.

To delete a *Media,* right-click on it and then click **Delete.**

Classification

In this tab you can classify an entry by using the classification scheme, created in the [Classification] manager in the **Main Menu**.

> *Type* – this field describes the type of content – cinema, news, sport, etc. When you choose a *Type*, only the relevant *Category* and *Genre* will appear.

> *For example*, for *Type*[CINEMA]**,** the *Categories* are [movie film], [documentary], [animation], etc.; and *Genres* are [action], [comedy], [drama], etc.

> *Category* – a category of the selected type. You can select only one category from the pop-up list.

> *Genre* – all the genres of a type. Select a genre from the left-hand field and move it to the right-hand field. You can do this in three ways: by double-clicking on it, by pressing the right-arrow **>>** button, or by right-clicking on it and then clicking on **Assign** from the context menu. Discarding a genre from the list is done in much the same manner as adding one – by using the left-arrow **<<** button, or double-clicking. To add/delete a *Genre* from the list, right-click on it and choose **Add/Delete** from the context menu.

> *Keywords* – any keywords for the entry. They are managed in the same way as *Genres*.

Credits
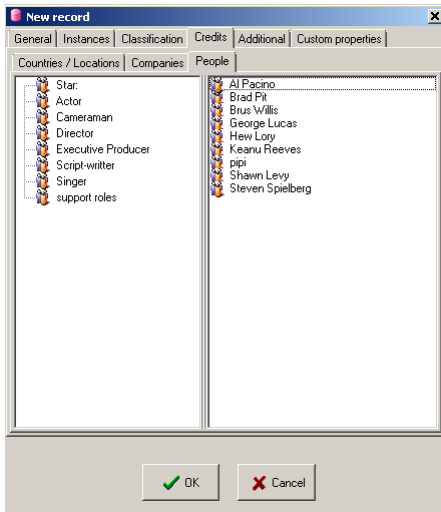
Here are the program creation factors: ***Countries, Locations, Companies,*** and ***People***.

This page contains three tabs with identical structure. Each of them has a tree view that consists of two fields. The left field contains a description of some activities.

> For example, the activities for ***Countries*** might be **country of origin, target country,** etc.; the activities for ***People*** can be **star**, **director**, **editor**, etc.

The names of the credits are listed in the right field. For ***Countries –*** country names, for ***Companies***– company names, etc.

To make a choice, you have to *drag-and-drop* a credit's name to some activity (i.e., from right to left).

To create a new **element** (activity or name), right-click somewhere in the left field and click on **Add new** from the context menu. To change/delete an element, right-click on it and choose **Properties/Delete** from the context menu.

It is also possible to create lists of activities and names in advance – just open the **Credits** manager from the **Main Menu**.

> ***Countries/Locations*** – here the countries that have taken part in the creation of the content are described. Several countries could be added to each activity, except for **Country of origin**. The selected **Country of origin** is displayed in **New Record ⇨ General →** *Country*.

> ***Companies*** – companies took part in content creation. Several companies could be added to each activity, except for [**Company: creator**]. The selected [**Company: creator**] is displayed in **New Record ⇨ General →** *Company*.

> ***People*** – artists that have participated in the creation of content. Several people could be added to each activity, except for **Star**. The **Star** is displayed in **New Record ⇨ General →** *Star*.

Additional

Here you can enter additional information about the record, like *Plot Outline*, *Taglines*, *Comments,* and *Trivia*. Also, you can add a rating to the item by using the *Rating* spin-box.
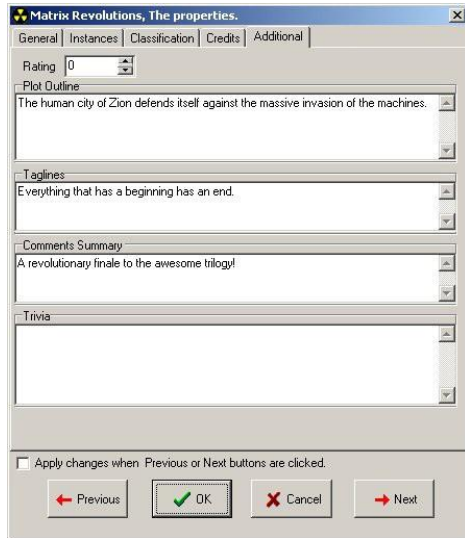
Custom properties

In this window, the user can add any additional fields, not existing in **DataBox**.
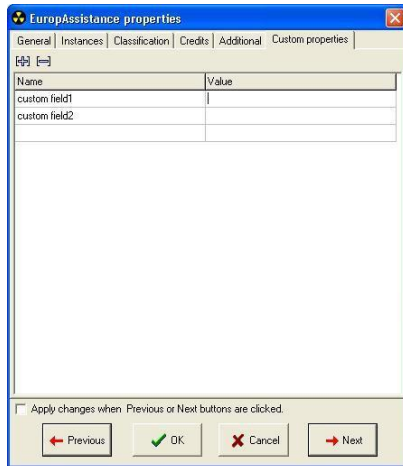
Press the **Plus** ![plus] button to add new field line. Click on the line and add a new custom property or select one from a list of existing custom properties.

In the relative **Value** field, enter the content of this new custom property.

If you want to delete a property, select it and press the **Minus** ![minus] button.

NOTE: All custom properties could be included in xml import/export of **DataBox**.

Options

The ![Options icon] dialog box allows for defining useful settings, as well as defining some default settings. It contains several tabs: *General, Grid, HouseID* and *Default Values*.

General

> For example, if your ***.gdb** file is on drive **D**, it should be shared <u>EXACTLY</u> as "**D**". *Windows XP* tends to make the default share names explanatory (*i.e., D on PC Name*), so you have to be very careful with that.

❏ *Use Auto insert* – check it to make auto insertion of files into the database, when creating new records via *drag-n-dropping* files.

Template – you can choose [Default] options for describing the inserted files as well as a template record.

Date format – defines a format for entering and viewing dates.

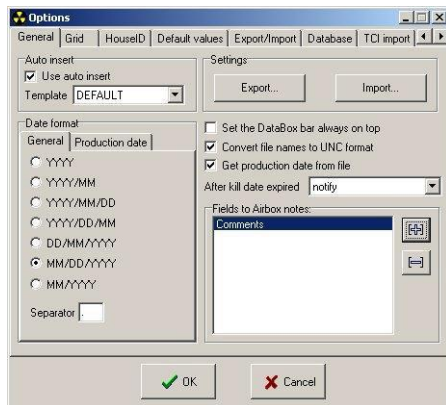*General* – Click on the respective ⊙radio button of the preferred format *(year; year/month, year/month/day, year/day/month, day/month/year, month/day/year, month/year)* and define the separator sign. By default, the date format is DD/MM/YYYY and the separator is a *dot*.

Production date – You can define a separate format for the *Production date,* which can differ from the other dates. By default, the production date format is YYYY.

Settings – You can import / export all settings, applied in the **Options** dialog.

The **Export** button will save the settings into a ***.dbs** file.

The **Import** button will open an already created ***.dbs** file and apply the settings to the current **DataBox** instance.

After kill date expired determines how **DataBox** should proceed with expired instances. There are two possibilities:

    - delete the instances (if they are files) without notification.

    - notify for expired instances and show their records in **Expired node** in the *Tree View*.

Fields to AirBox Notes – here you can define which fields should appear in the *Notes* field in **AirBox**.

To add a field, press the **Plus** ![Plus icon] button to the right of the window and choose a field from the list. To delete a field, select it and press the **Minus** ![Minus icon] button.
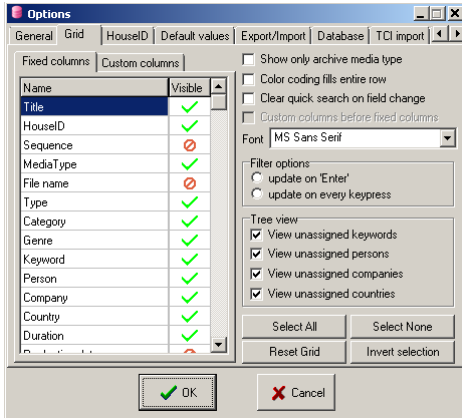
Grid

All available data fields are listed to the left of this page.

Data Fields List

Name - the name of the data field

Visible – Each field could be visible [Yes] or not [No] in the **Grid**. To switch the visibility status of a field, just double-click it.

Buttons

These buttons are valid only for to the fields' area.

Select All button – sets all fields visible.

Select None button – sets all fields to invisible.

Reset Grid button – resets the fields' settings as defined in the program.

Invert selection button – inverts all settings.

Check boxes

❏ *Show only archive media type* – The Media type column, shows only **Media types** that have *Archive* flag (see the <u>Media types</u> section below for further details).

❏ *Color coding fill entire row* – fills the entire grid row with the color of the field as selected for color coding in **Options ➔ *Default values*** and previously set in the relevant **Main menu** item.

❏ *Clear quick search on field change* – when typing in a column header to perform a quick search, ***DataBox*** will filter only the entries that correspond to your requirements. Then, if you click on a category in the tree view, the filter will still apply. Thus, you will actually refine the search. If you want to be able to view all entries that belong to a category from the tree view after a quick search has been performed, check this box.

❏ *Custom columns before fixed columns* – check this to order the custom columns before the fixed columns in the Grid.

Filter Options

This field defines how the **Grid** will be refreshed during grid column filtering.

⊙ ***Update on Enter*** – the **Grid** will be refreshed after pressing **<Enter>**.

⊙ ***Update on every key press*** – the **Grid** will be refreshed after each key stroke.

Tree View Options

The Tree view displays the classification scheme of records as a tree (similar to Windows Explorer). You can define various classification criteria and enter their representatives in advance, such as countries, persons, keywords, etc. If you want to see all of these entries (no matter if they are assigned to any record or not) in the Tree View, check ☑ the corresponding boxes in **Options** ⇨ **Grid** ➔ *Tree View*. If you want to view only the entries, that are assigned to some record, do not check the boxes ☐.

A more detailed description of the Tree View and the Classifications can be found in the corresponding sections of this manual.

HouseID

The *House ID* is a unique identification number. It can be entered manually or generated automatically. This **Options** submenu helps you create your own pattern for auto-generating House IDs.

Automatic generation – check it to perform auto-generation of House ID.

Insert field button – inserts a new field to the House ID.

Delete field button – deletes the selected field from the House ID.

House ID fields – this area shows the House ID sequential.

By default, the House ID consists of two fields, separated by a hyphen. The first field contains three symbols from the entry's **Title** and the second field contains a *Random number* between 0 and 10,000.

Double-clicking on the white *House ID fields* area (☑*Automatic generation* - checked) invokes a context menu with the following items:

[Insert field] – invokes a dialog box for choosing a field.

[Insert separator] – inserts a separator. The default separator is a hyphen.

[Delete field] – deletes the selected field.

To change a House ID field, double-click on it. A list of possible fields (a text-containing field from an entry's description, a separator or a number) will appear.

Choosing a text-containing field opens the following property window:

> *Field type* – shows the field name.

> ❏ *Crop at* – check it ☑, if you want to use only a part of the field's content in the

House ID number: Define the number of symbols to be included.

> *For example: Field type*[Title], ☑ *Crop at*[3], means that only the first three symbols from the field *Title* will be included in the House ID number. If you check the ☑ *Pad to* box, you will be able to fill in the missing symbols from the field's content with a specific symbol. This option is applied when the number of symbols in the text field is less than the number in the ☑ *Crop at* box.
>
> *For example*, if you define ☑ *Crop at* [4] symbols, but the concrete entry's field contains only **3** symbols, it is one symbol short. The missing symbol could be filled-up with a specific symbol or will be left empty, depending on the ☑/☐ status of the ☑ *Pad to* box. The padding symbol is the same for all fields and it is defined in **Options ⇨ HouseID → *Text padding symbol*.**

Choosing a number-containing field, opens the following property window:

> *Field type* – shows the field name. It could be a random or a sequential number.

> ❏ *Pad to*– check it if you want to fill-up the random/sequential number with a specific symbol and define the number of symbols. This option is used when you want to visualize numbers with equal length.

> *For example*, if you define a **Random number** between 0 and 100, it will appear in *House ID* like that: 2, 34, 98, 5, etc. If you check the ☑ *Pad to* box, define *pad to*[3] and the previously set padding symbol is [0] (it is defined in **Options ⇨ HouseID → *Number padding symbol***), the numbers will appear like that: 002, 034, 098, 005, etc.

Choosing [separator] opens a property window, where you can define the separator *Symbol*. By default, the separator sign is a slash.
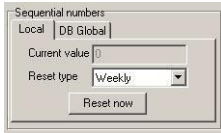
Text padding symbol – here you can define a symbol for filling-up missing characters, when the *Pad up* box is checked. By default, it is an interval.

Number padding symbol – symbol for filling-up missing digits, when ☑ *Pad to* box is checked. By default, it is zero.

Sequential numbers – this field contains the sequential number features, presented in two tabs:

Local

This page concerns the generation of sequential numbers when the computer is in local mode, i.e., the records are created by one user. The sequential numbers are stored in the registry. If you want to use such a number in the **House ID**, select **Sequential number** from the pop-up menu that appears after double-clicking on the **House ID** fields.

Current value– this field displays the current sequential number on a local machine.

Reset type – By default, the sequential number is never reset [None]. If you want to reset the sequential number, specify the reset period: *Daily, Weekly, Monthly,* or *Annually*.

Reset now button – press it to reset the sequential numbering immediately.

DB Global
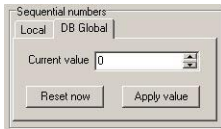
This page is used when many users work simultaneously on the database. The sequential numbers are generated in accordance to the moment of creating the record (i.e., upon opening the **New record** dialog box). The numbers are saved in the database. If you want to use such a number in the **House ID**, select **DB sequential number** from the dialog box that appears after double-clicking on the *House ID fields*.

Current value – displays the sequential number in the data base

The **Reset now** and **Apply value** buttons are self-explanatory.

The *Random number* field contains a description of the random number features:
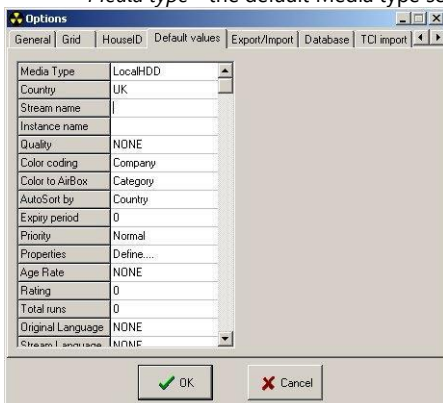
Minimum – set the minimum value of the random number. By default, it is zero.

Maximum – set the maximum value of the random number. By default, it is 10,000.

Default Values

You can define values for the mostly used record's fields in this tab. By default, they are not defined.

Media type - the default Media type set in **New Record**⇨**Instances**➔ *Media Type*.

Country **–** the default *Country of origin* set in **New Record** ⇨ **General** ➔ *Country***.**

Stream name – the default stream name set in **New Record** ⇨ **Instances** ➔ **[Stream]** *Name***.**

Instance name – the default name of the instance set in **New Record** ⇨ **Instances** ➔ **[Instance]** *Name*.

Quality – the default instance visual quality set in **New Record** ⇨ **Instances** ➔ **[Instance]** *Quality***.**

Color-coding – in this cell you can define which **grid** column will be color-coded.

Color to AirBox – defines which field color will be transferred during *drag-n-dropping* to **AirBox.**

Auto sort by – defines a field which will be used for **Grid** sorting by default.

Expiry period – the number of days after an instance (copy) was created, whereupon the instance (copy) will be considered expired. If it is set to zero, no expiration will take place. It corresponds to the *Kill date* in **New Record** ⇨ **Instances** ➔ *Main Instance***.**

Priority – click on it and select a priority from the drop-down menu that appears.

Properties – click on this field and set your desired properties by checking the relevant check-boxes in the dialog that appears.

Age rate – the default Age rate, set in **New Record** ⇨ **General** ➔ *Age Rate*.

Rating – the default Rating, set in **New Record** ⇨ **Additional** ➔ *Rating***.**

Total runs – click on this field in order to set the total number of runs.

Original Language – the language of the record's content.

Stream Language – the language of the main stream.

Export/Import

This feature will help you in exchanging metadata and instances. It will create automatically an ***.xml** file containing all the metadata for an instance, and will attach it to the instance file. Thus, you can transfer not only instances, but all the metadata related to them.

❑ *Exclude files from import/export* will not include the stream links (file paths to instances) from the exported metadata as they will probably not be the same at the destination workstation.

❑ *Exclude notes from import/export* will not include the note fields in the ***.xml** file. Since generally the notes are related to personal opinion and workstation-specific matters, checking this field will prevent notes from exporting and you-from importing such information.

❏ *Multi-file export* – When you have selected more than one file for export at the same time, this feature will create a separate ***.xml** file for each instance exported. If the box is not checked☐, the metadata for all exported instances will be saved in one ***.xml** file. Thus, the recipient will not be able to forward or process these files independently from each other without losing their metadata.

When importing existing record – There are several ways to proceed if there are some duplicate entries in the current database and in the database you're importing. You can choose one of the following:

⊙ **Skip** – the duplicate entry will not be imported at all

⊙ **Overwrite** – the duplicate entry will replace the currently existing record

⊙ **Rename** – the duplicate entry of the imported database will be entered in the grid as a separate row, its house ID will be incremented with a grave accent character and a number (2 for the first duplicate).

⊙ **Prompt** – a dialog will pop-up, informing you that a duplicate entry was detected during import. You will have to choose the way to proceed manually.

NOTE: Export to ***.xml** is valid only for the currently selected row(s) in the grid. If you need to export the entire database, please select all lines first (<**Ctrl> + <A>** on your keyboard).

Database
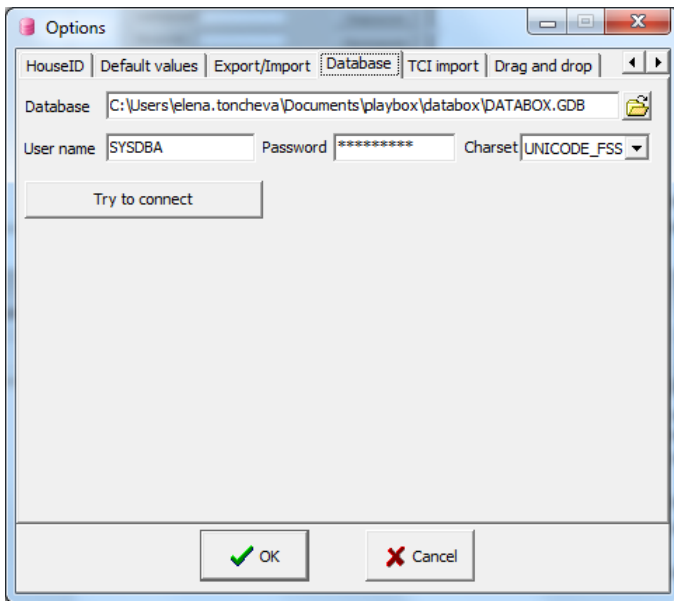
In the **Database** tab you can change the database to be edited in **DataBox**. The name of the currently open database is displayed in the *Database* field. You can browse for another database using the ⬜ button to the right of this string.

IMPORTANT: The "server" station, which will host the database (***.gdb**) file should have the hard-drive shared as a single letter (***d, c***, etc.).

Below you will see the default *User name* and *Password*. These are used automatically when connecting to a database. Select the desired character set to be used from the *Charset* drop-down list.

To check if you have entered the password correctly, push the **Try to connect** button.

> **WARNING!** Always check if you can connect to the database, using the new password, before closing **DataBox**! If the password is wrong, you will not be able to connect to the database and you will not have access to the **Database** tab to recover it!
>
> **IMPORTANT:** Please, make sure to write a clear secret question and answer to avoid such occasions! We will NOT be able to recover your password and the database will become inaccessible!

TCI Import
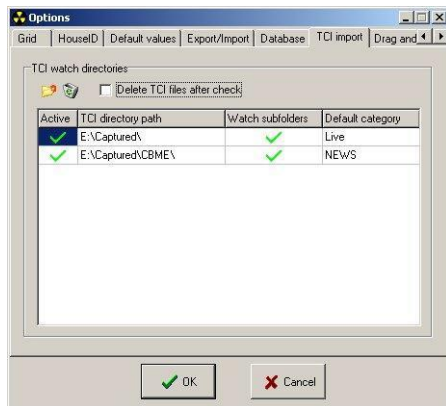
This feature provides options for automated media assets insertion. It uses the *.TCI files, generated by **CaptureBox** during ingest. **DataBox** watches a number of pre-defined folders. When a new *.tci file appears in a watch folder, a new record is automatically created in the database. If an already existing *.tci file has been modified in the watch folder, **DataBox** checks if such a filename exists in the database (in the stream filename filed). If not – a new record is created. If yes – no new record will be created in the database.

The fields from *.tci files are imported in **DataBox** as follows:

*.TCI field	DataBox field
Name	Title
File	Stream filename
Comments	Notes
TC In	Media TC In string
TC Out	Media TC Out string
Tape ID	Media label

> **NOTE:** The remaining *.tci fields are not imported in **DataBox**.

Use the 🖿 button to browse for a watch folder. To enable/disable a watch folder, double click in the Active cell in the beginning of its row. Double-click in the watch folder's path to change it. To the right of it, you can enable/disable watching subfolders.

In last column in the watch directories grid, you can assign a default category for each watch folder. Thus, every time a new clip appears in the relevant folder, the default category will be assigned automatically during its import in the database.

This means that if you specify "Documentary" as *Default Category*, all clips, imported from*TCI Directory 'path* D:_test db\ will automatically become category "Documentary".

NOTE: As Categories are subentries of database types, it is quite possible that the same categories appear in more than one type. In such a case, all new entries will be assigned as the highest TYPE in the database tree that contains the specified default category. For example, if both type CINEMA and type NEWS contain category Documentary, the new entries will be assigned as type CINEMA as it is higher than NEWS in the database tree.

To delete a watch folder, select it in the folders list and click on the 🗑 button.

❑ *Delete TCI files after check* can be used, if you want **DataBox** to delete all *.tci* files after each import operation.

IMPORTANT: Automated database insertion will not be carried out if there are no *.tci* files!

Drag and Drop
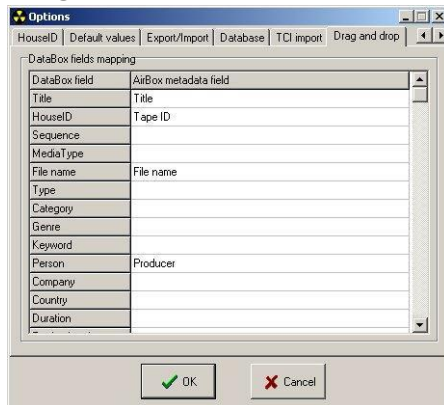
This page allows importing additional metadata from **DataBox** when dragging clips into **ListBox** and **AirBox**. All explanations in this paragraph apply for both **ListBox** and **AirBox**.

As the **General** clip properties can accommodate a limited number of data, now you can use the Metadata page of clip properties in **ListBox** to add as many additional fields, as necessary.

All you have to do is map the relevant fields in **DataBox** to the corresponding Metadata categories in **ListBox**.

The gray column to the left of this tab contains a list of all fields available in **DataBox**. The column to the right of it allows you type the names of the metadata fields in **ListBox**. Thus, you can map the *Person* from **DataBox** to the *Producer* metadata in the clips' properties in **ListBox**.

NOTE: This mapping does not affect the standard drag-n-drop operation of **DataBox**: Even if you do not assign the **DataBox** *Title* to the corresponding *Title* field in **ListBox**, it will still be transferred to the relevant cell in the **General** clip properties. However, if you want to copy the **DataBox** *Title* to a metadata field as well, you will have to type that field's name here. \\192.168.60.218\Soft\mp2\CaptureBox\CB_help.chm

Media Types
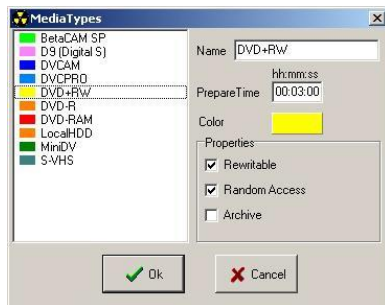
It defines the types of media that is typically used in a TV facility – *CD, DVD, DVCAM, DVCPro* etc.

There is a list of predefined media types in the left area of the window.

To add new right-click in the left area and then click **New** from the context menu. A dialog box appears to enter the name of the new media type.

To rename a *Media Type*, right-click on it and select **Rename**. To delete a *Media Type*, right-click on it and then press **Delete**.

When you select a *Media Type* from the list, its properties are displayed to the right and you can edit them:

> *Name* – media name.
>
> *Prepared time* – the time needed to start playback from this media type. This time should account for the time needed to bring it (out) from an archive and upload it to the online storage.
>
> *Color* – chose color for media type color-coding;
>
> *Properties* – define if the media is Rewritable, Random Access, and/or Archive.

When ☑*Archive* is checked, the *Archive* field in **New Record ⇨ *Instances* → Media** becomes editable. This field describes the physical location of the program instance.

When ☑*Random Access* is checked, the fields *InPoint* and *OutPoint* in **New Record ⇨ *Instances* → Media** become non-editable.

> **NOTE:** DO NOT set *Random access* for video tapes.

Qualities
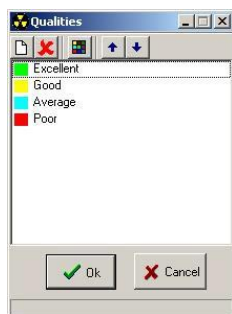
This **Main menu** item allows you to define a subjective measuring of the visual quality of an instance. Different quality levels can be user-defined. If a new instance with different quality is received later, this data field will help you determine which instance is better.

A new is added by pressing the *New* icon from the menu-bar or by right-clicking and selecting **New** from the context menu. Doing so will open a dialog box where you can enter the name of the new quality and define a color for it.


To **change** the name or the color of a **Quality** level, select it and press the *Property* icon in the menu-bar. You can also do that by right-clicking on it and choosing **Properties**.

To delete a **Quality** level, select it and press the *Delete* icon in the menu-bar or right-click it and then click **Delete**.

The *Up* and *Down* arrows in the menu-bar are used for changing the *Qualities'* order.

Classification
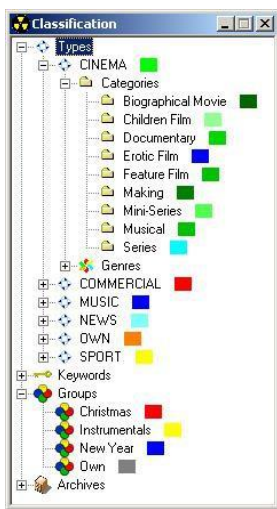
This is the structure of the entries. The available classification criteria are **Type, Keyword** and **Group. Type** describes the content type (cinema, news, sport, music etc.**)**. This criterion has two sub-branches:

> **Category** – defines categories for each **Type**.

For example, for **Cinema** these are Children film, Making, Series, etc.

> **Genres** – defines genres for each **Type**.

For example, for **Cinema** these are Action, Drama, Comedy, etc.

> **Keywords** – specific, keywords, assigned to the entry that are used for easier search.

> **Groups –** despite their type, entries may pertain to the same group.

For example, it may be a special (gold) fund or Christmas/New Year programs, etc.

> **Archive** – describes the physical location of the copy (building, floor, room, etc.).

To add a **new** classification criterion (such as **Type**, **Category**, **Genre**, **Keyword,** or **Group**) or **Archive**, you have to right-click on an existing element and choose **New** from the context menu. This will open a dialog box to enter the name of the new element (type, category, etc.) and define a color for color-coding. The default color is white, i.e., there is no color.

To change an element feature (name or color), right-click on it and choose **Properties** from the context menu.

To delete an element, right-click on it and choose **Delete**.
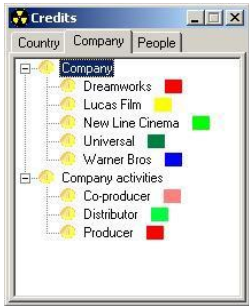
Credits

This is a manager for description of video-content creators divided in three pages: **Countries**, **Companies,** and **People**. Each page contains two lists: a list of **activities/positions** and a list of **names**.

> For example, the **activities** for **Countries** might be country of origin, target country, shooting location, etc.; the **activities/positions** for **People** might be star, director, editor, etc.

The lists of **Names** in the relevant pages contain country names, company names, and personal names.

To add a new **Activity** or a new **Name,** right-click on the relevant list and then click **New** from the context menu. Enter a name and define a color for color-coding in the dialog box.

To change the name or the color of a credit entry (**name** or **activity**) – right-click on it and choose **Properties** from the context menu.

To delete a credit entry, right-click it and then click **Delete**.

Print
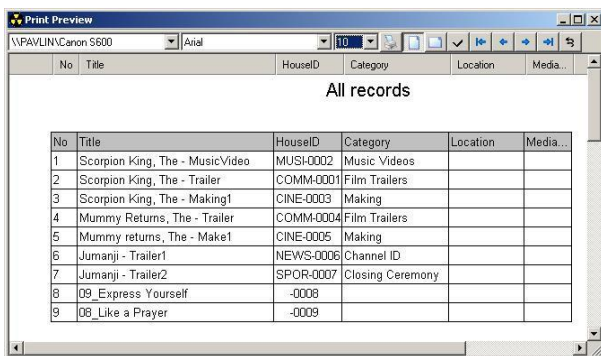
The print-preview window opens after pressing the *Print* button in the **Main menu**. It shows the database grid and the records listed in it – the entire database, or a search result, etc.

The column size and order are the same as in the grid.

The following fields and buttons are situated along the upper panel of the window:

Name of the printer (it may be local or network connected printer).

Font type and *Font size* `Arial` `10`

Button **Print** – press this button to start printing the list.

Page Orientation buttons – select **Portrait** or **Landscape**

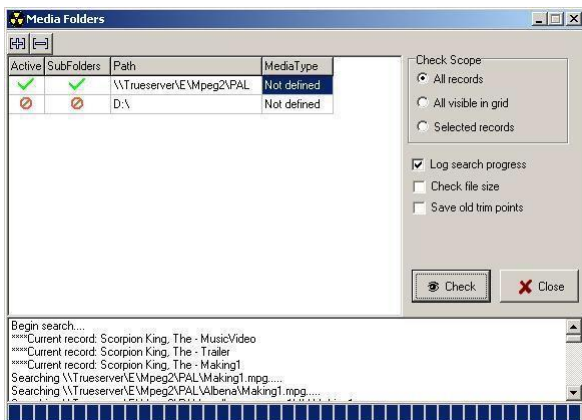Button **Selection** – hit it to print only the selected grid rows.

Button **First page** - go to the first page

Button – go to the previous page

Button **Last page** - go to the last page

Button – go to the next page

Button **Refresh table** – refreshes the table if the content has been changed in the meantime.

Media Folders

This option is used for searching for files, described in the database, but not presented in the respective folders. The search concerns only the main instances of the records.

In the **Media Folders** window you can create a list of search locations.

Active – ✓ check this cell to permit searching in the selected folder.

SubFolders – ✓ check it to search in the subfolders as well.

Path – the searching location; double-click in the field to open the browse window.

Media Type – which **Media Type** to be assigned to the record's instance.

To add a new line in the window, i.e., a new searching location, press the **Plus** button. To delete a line, select it and press the **Minus** button.

Check Scope– it is used to define the scope of records, within which the search will be carried out. You have the following options:

◉ **All records** in the database

◉ **All visible in the grid** records

◉ **Selected records** only

❐ *Log search progress* – If this box is checked ☑, the search progress will be shown in the bottom area of the window.

❐ *Check file size*– check this to perform a checking for the file.

❐ *Save old trim points*– check this, if you want to save already entered trim points into the record.

Press ◉ **Check** to start the search.

APPENDIX – DATABOX KEYBOARD SHORTCUTS

Function	Shortcut
New record	Alt+N; Insert
Multi-selection	Shift+up/down; Ctrl+click
Page turning	PageUp/PageDown
Grid activation	Alt+G
Grid beginning	Ctrl+Home; Home
Grid end	Ctrl+End
Row end	End
Search	Ctrl+F

DataBox *User's Manual*

Playbox Technology UK Ltd
Brookmans Park Teleport
Great North Road
Hatfield AL96NE
United Kingdom

www.playboxtechnology.com

support@playboxtechnology.com