



# Viz Object Store User's Guide

Product Version 5.7

July 11, 2013







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# 1 Introduction

This is the user guide for Viz Object Store. Viz Object Store (VOS) is a tool to organize still images (stills) and person information, and to search for videos and stills stored on Viz Media Engine. VOS is a part of the Viz Content Pilot product family.

This section contains information on the following topics:

- [About the Guide](#)
- [Customer Feedback and Suggestions](#)
- [Customer Support Requests](#)

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## 1.1 About the Guide

The most efficient way to learn our systems, is to go through our system adaptive documentation. This *Viz Object Store User's Guide* is designed to fit people with no or little experience in using Viz Object Store (VOS). The purpose of this document is to help new VOS users become familiar with the system; to illustrate the main workflow, and to show the available options.

This section contains information on the following topics:

- [Document Structure](#)
- [Related Documents](#)
- [Conventions](#)

### 1.1.1 Document Structure

The [Introduction](#) and [Viz Object Store](#) sections introduce the user manual and Viz Object Store.

The [Getting Started](#) section describes how to start Viz Object Store.

The [User Interface](#) section describes the user interface and how to use it.

The [Settings](#) section describes the settings and how to configure the application.

### 1.1.2 Related Documents

1. *Viz Content Pilot User's Guide*: How to install all the components of Viz Content Pilot (e.g. Viz Content Pilot client, Newsroom Component, database etc.), create playlists, data elements, request and monitor newsroom playlists and so on.
2. *Viz Template Wizard User's Guide*: How to create and organize templates.
3. *Viz Link Administrator's Guide*: How to setup a Viz Link integration with Viz Content Pilot, Viz Media Engine and Viz Engine for graphics and video payout.
4. *Viz Artist User's Guide*: How to create scenes and use the Device manager.

### 1.1.3 Conventions

The following typographic conventions are used in this document:

- **Bold Text:** Bold is used to indicate emphasized text.
- **Italic Text:** *Italic is used to indicate text that should be typed, or variables that should be entered. Italic is also used to refer to related documents.*
- **Cross References:** [The color blue is used to indicate cross-references.](#)
- **Numbered Paragraphs:** Numbered paragraphs are used to indicate tasks that need to be carried out. Text in paragraphs without numbering represent ordinary information.

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## 1.2 Customer Feedback and Suggestions

We encourage your suggestions and feedback regarding the products and this documentation. To give feedback and, or suggestions, please identify your local Vizrt customer support team at [www.vizrt.com](http://www.vizrt.com).

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## 1.3 Customer Support Requests

Support Requests are supported by Vizrt if customers have a valid Service Agreement in operation. Customers who do not have a Service Agreement and would like to set up a Service Agreement should contact their regional sales representative.

When submitting a Support Request, relevant and correct information should be given to Vizrt Support, to make sure that Vizrt Support can give the quickest and best solution to your Support Request.

This section contains information on the following topics:

- [Before Submitting a Support Request](#)
- [Submitting a Support Request](#)
- [Viz Log Files](#)

### 1.3.1 Before Submitting a Support Request

Before a Support Request is submitted make sure that you:

**Read:**

- The relevant User Guide or Guides
- The release notes

**and Check:**

- That the system is configured correctly
- That you have the specified hardware, tested and recommended versions

Always refer to your Vizrt Service Level Agreement document.

### 1.3.2 Submitting a Support Request

**When completing a Support Request, add as much information as possible.**

#### Content of a Support Request

The report should contain information about these topics:

- **Problem description:** Include a good description of what the problem is and how to reproduce it. Specify your workflow. Remember to use simple English.
- **Screen shots and illustrations:** Use these to simplify the message. These are extremely useful for Vizrt Support.
- **Software configuration:** Add exact versions of software (-build) used. This is also extremely important information.
- **System locale:** Specify the Region and Language settings of the system.
- **System log files:** Send the system log files (see [Viz Log Files](#)).
- **Crash log files:** Send the error report and crash log files from the crash (e.g. Viz Content Pilot program folder <viz install directory>).

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**Note:** Check: If the operating system is Windows 7 and up, dump files can be stored at: <userdir>\AppData\Local\VirtualStore\<viz install directory> (check user rights).

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- **System Config file:** Send the system config file(s) (e.g. VCP initialization files, Viz Engine config file, and default.xml for the Media Sequencer Engine).
- **Hardware configuration:** Add exact versions of hardware used, especially for Viz Engine.

Optional:

- **System setup:** Describe differences in the installation, if any, from the recommended setup.
- **System Network:** Add a description of how the network, bandwidth, routers, and switches are configured.

Always refer to your Vizrt Service Level Agreement document.

## To submit the Support Request:

- Go to the Customer & Partner Portal at: [www.vizrt.com/support/report\\_case/](http://www.vizrt.com/support/report_case/). Login to the [Customer Portal](#) (1) and complete the online form with as much detail as possible. Refer to the Vizrt Customer Portal Guide.

or

- Go to [www.vizrt.com/contact/](http://www.vizrt.com/contact/). Click on 'VIZRT ALL OFFICES' in the [Support Offices](#) screen (1) to find the email address of your local Service Team. On receipt of a Support Request email your local Service Team will enter it into the Support System.

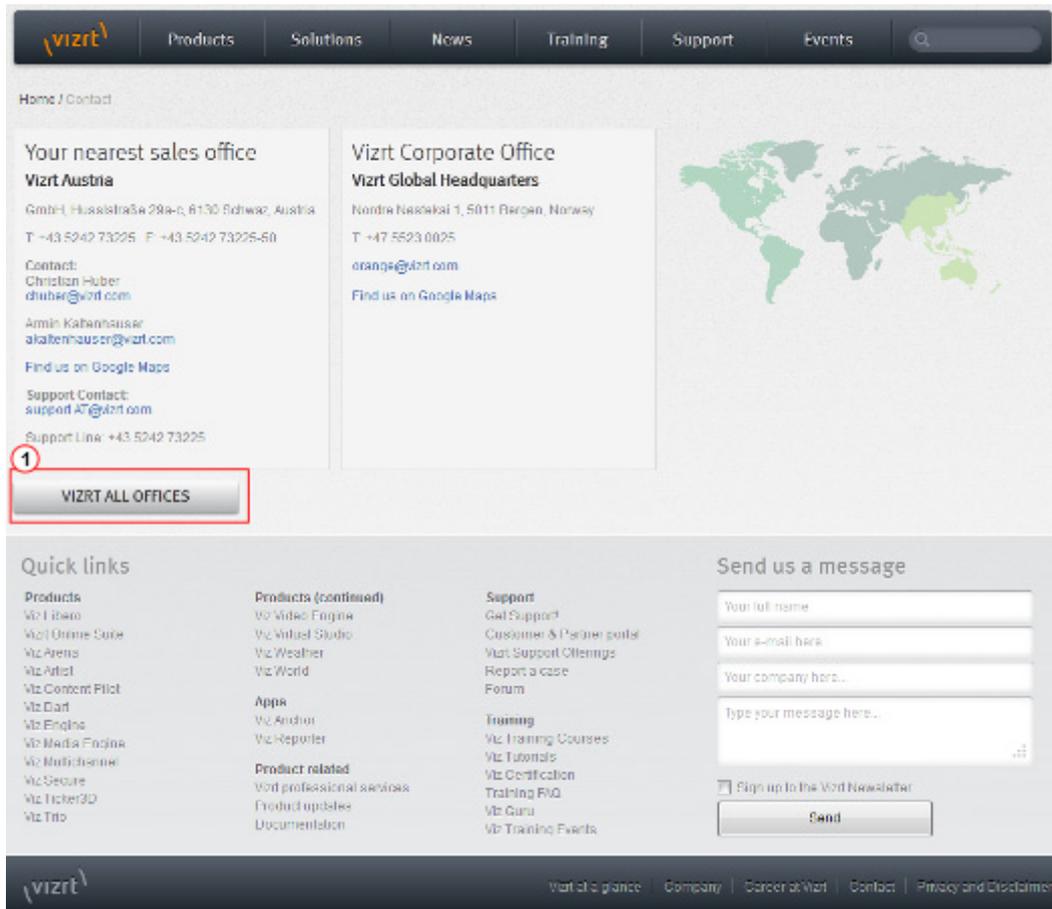
To track the status of open support tickets login to the Customer & Partner Portal. Add information or communicate about the cases directly with the support team.

**When reporting an error by Email make sure that the Email contains all the information detailed in [Content of a Support Request](#).**

Figure 1: Customer Portal

The screenshot shows the Vizrt Customer Portal website. The top navigation bar includes links for Products, Solutions, News, Training, Support, and Events. The main content area is titled 'Support' and features a 'Vizrt support offer' section. A prominent box titled 'Customer & partner portal' contains an image of keys and a red circle with the number '1' next to a 'LOG IN' button. Below this box, there is text explaining the portal and a note about the MAM support portal. To the right, a 'PRODUCT NEWS & UPDATES' section lists recent releases like 'Viz Trio 2.11.2' and 'Viz World and Viz Curious Maps 12.1.1'. The bottom of the page has a 'Quick links' section with categories like Products, Apps, and Product related, and a 'Send us a message' form with fields for name, email, company, and message.

Figure 2: Support Offices



### 1.3.3 Viz Log Files

The default location of Viz Content Pilot log files is  
%LOCALAPPDATA%\Vizrt\VCP\logs.

**Tip:** If this path is empty, check the ContentPilot.ini settings, as the default path may be overridden by settings in the *Pilot* section of the ini file.

The Thumbnail Generator has its own log files, as described in the Viz Content Pilot User's Guide.

Other useful log files include the Media Sequencer Engine logs, and the Viz Engine logs.

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## 2 Viz Object Store

This section introduces the basic concepts of Viz Object Store (VOS), and briefly explains the workflow when using VOS in a production environment.

VOS is basically a tool to add, edit and search for still images (stills), person information and videos from a database; however, by letting users organize their own media library by adding custom meta data fields, VOS also encourage users to customize their workflow. Hence, VOS is an important tool that can help users create their stories fast and efficiently.

This section contains information on the following topics:

- [New Features in Viz Content Pilot 5.7](#)
- [Workflow](#)

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### 2.1 New Features in Viz Content Pilot 5.7

Viz Content Pilot has the following changes and enhanced features:

#### General

- VOS searches now support searching for images by person name.
- It is possible to disable the built in VOS search. This is useful when moving to the new RESTful VOS search API, or if only using VME for asset storage.
- Viz Video Hub (VVH) is no longer supported. Any customer using VVH that is upgrading to VCP 5.7 will also need to upgrade their VVH to Viz Media Engine (VME).
- The spell checker library has been replaced, and can offer improved suggestions.

#### Newsroom Component

- The timeline editor now supports multiple tracks.
- The default channel of a template can be exposed to an external automation system via MOS.
- When opening a video in the Timeline Editor, the user can now set mark-in and mark-out positions which are honored during playout of the created MOS item.
- It is now possible to set a poster frame using Timeline editor.
- Improved keyboard accessibility.
- Templates are now sorted by tag, if tags are set.
- Videos used in templates can now be previewed.
- The search results view now has a details view which displays detailed information about the currently selected item.
- The icons for media search types have been updated.

### Viz Content Pilot client

- New macros have been added for manipulation of the playlist and groups.
- Videos used in templates can now be previewed.
- The name of the default profile in VCP has changed from 'vizroom1' to 'default'.
- Local GPI control is now supported for Windows 7 and x64 systems.
- When exporting and importing templates, custom execution logic is now included as well.
- It is now possible to deselect a required keyword in *requireOne* mode.
- The search results view now has a details view which displays detailed information about the currently selected item.

### Viz Template Wizard

- VTW now includes support for setting tags on templates.
- A new property on the image control allows templates to prevent users from selecting an image which contains disallowed keywords.
- Viz Template Wizard will now use the MSE host setting from the ini file if set.
- Save to/Load from file in VTW will now include any execution logic from the template.

### Viz Content Pilot Data Server

- Now includes a web page to manage tags (create, rename and delete).
- The installer now allows the user to specify the database connection information at install time.
- A new shortcut in the Start Menu opens a web browser at the Data Server settings page.

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**Note:** For a complete overview of new features, please see the release notes.  
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## 2.2 Workflow

The basic workflow from graphics design to template and content creation is as follows:

- A graphics scene is created in Viz Artist.
- A template, based on a scene, is created in Viz Template Wizard.
- A story is typically created in a newsroom system where a template is used to open VOS for adding stills, person information, audio and video.
- The story is placed in a playlist which in turn is read and played out by a control application such as the Viz Content Pilot or Viz Trio clients.

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## 3 Getting Started

Viz Object Store (VOS) is installed using the Viz Content Pilot (VCP) installer. VOS is dependent on a running Viz Content Pilot database, an image file share and/or a Viz Media Engine for access to content. Configuration parameters are set during installation (**database**) and after installation (see [Save Paths](#)).

This section contains information on the following topics:

- [Starting](#)
- [Initialization file](#)
- [Configuration](#)

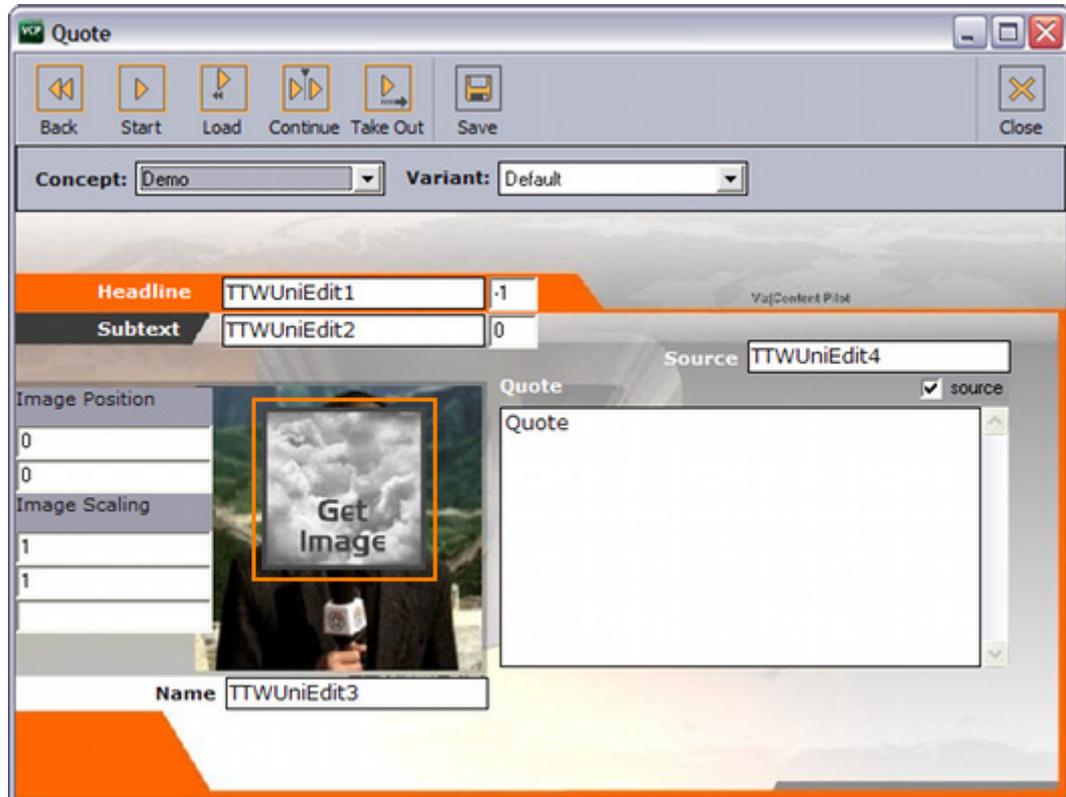
### Starting

VOS itself is a standalone application that can be started from the program menu or a desktop shortcut.



1. Double-click the icon on the desktop or
2. Select the program from the Start menu (All Programs > Vizrt > Viz Content Pilot 5.x > Viz Object Store 5.x)

**Figure 3:** Viz Content Pilot template with Image component



Viz Object Store is also accessible through the VCP client, Viz Trio, Viz Template Wizard, VCP's Newsroom Component and others. The integrations only allow for searching the VCP database (in addition to Viz Media Engine).

### Initialization file

Viz Object Store depends on an initialization file to read and connect to its database. On installation you will use the `ContentPilot.ini` file found in the Virtual Store program folder; however, Viz Object Store also supports using `objectstore.ini`. If you use a separate initialization file for VOS you only need to add the database settings.

**IMPORTANT!** If Viz Content Pilot is started with the `-inifile` command line option, then values in `objectstore.ini` are overridden by `ContentPilot.ini`. VCP will not read VOS connection data from `objectstore.ini`.

**IMPORTANT!** It is no longer possible for a user to edit or save files directly in the program folder (`C:\Program Files`), so edits are made to copies stored in the VirtualStore (`%LOCALAPPDATA%\VirtualStore`).

- **login** – User ID for the database connection
- **pwd** – Password for the database connection
- **utf8** – Sets whether the program and database should use UTF8 font encoding.
- **nls\_lang** – If UTF-8 is used for the database, the NLS\_LANG environment setting must be here.

- **name** – This entry must contain the connection string for the database in the form: “hostname/instance name”. If a database client (e.g. Oracle Client) is used enter the TNS name.

### **Configuration**

Viz Object Store configuration is simple. Provided that you configured your database connection settings during installation you only have to configure the save path (see [Save Paths](#)). If you did not configure your database settings during installation or need to change them, please read the Viz Content Pilot User’s Guide for more information.

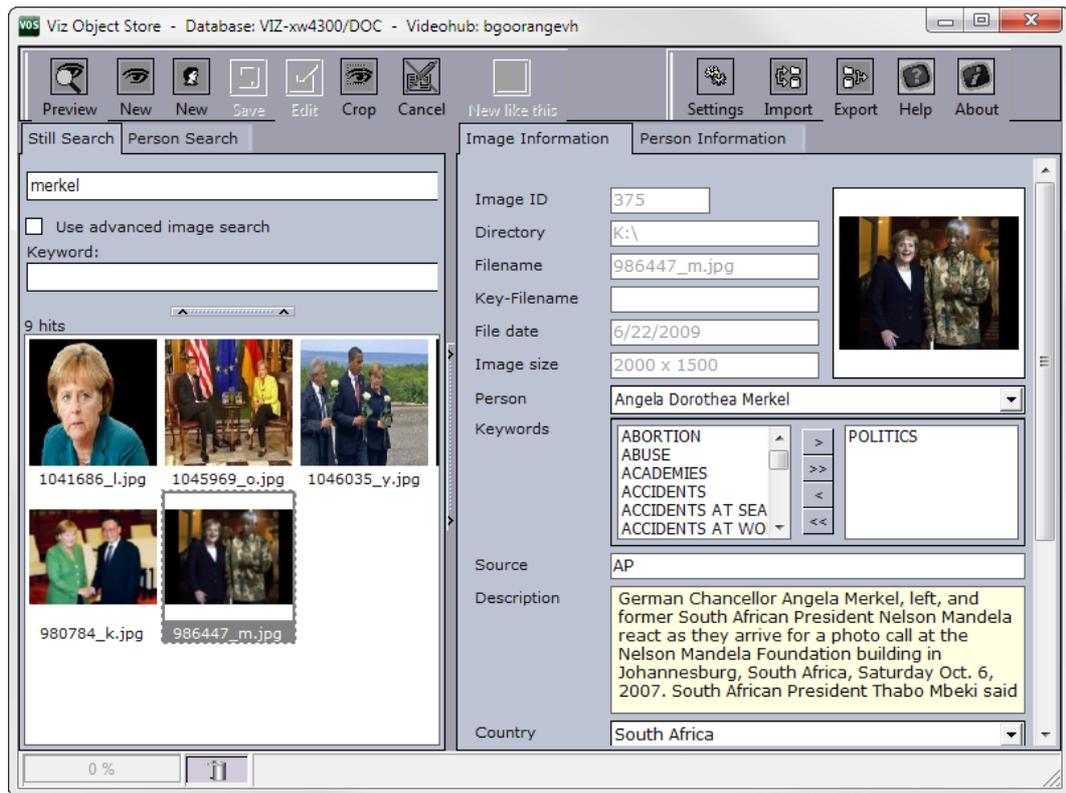
### **See Also**

- *Viz Content Pilot User’s Guide* on initialization files
- [Save Paths](#)

## 4 User Interface

This section describes the user interface in Viz Object Store (VOS), including some procedures on how to perform certain tasks in VOS.

**Figure 4:** Image search and editing



The user interface consists of the following areas:

- [Toolbar](#)
- [Search Options](#)
- [Information Panels](#)
- [Status Bar](#)
- [Crop Tool](#)
- [Export and Import](#)

### 4.1 Toolbar



- **Preview Image:** Previews the image shown in the [Image Information](#) panel in the [Image Preview](#) window.

- **New Image (CTRL+N):** Opens a file browser and a new [Image Information](#) panel for adding a new image to the database.
- **New Person:** Opens a new [Person Information](#) panel for adding a new person to the database.
- **Save (CTRL+S):** Saves [Image Information](#) or [Person Information](#) to the database and shared file server.
- **Edit (CTRL+E):** Edits the selected still image or person for editing [Image Information](#) or [Person Information](#), respectively.
- **Crop:** Opens the image shown in the [Image Information](#) panel in the [Crop Tool](#).
- **Cancel:** Cancels New or Edit operations for [Image Information](#) or [Person Information](#).
- **New Like This:** Adds a new image by using the same meta data as an already opened image. You can choose to delete the “old” image or not. Meta data that is reused is Person information, Keywords, Source, Description, Country and City.
- **Settings:** Opens the [Settings](#) window.
- **Import:** Opens the [Import](#) window for browsing and selecting exported files.
- **Export:** Opens the [Export](#) tab for exporting images.
- **Help:** Opens the Viz Object Store help file (user’s guide).
- **About:** Displays the Viz Object Store version information.

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## 4.2 Search Options



The search panel consists of two tabs; [Still Search](#) and [Person Search](#). The tabs can be enabled or disabled through the [Settings](#) window.

Still searches are used for image and image information searches. Person search are used for person information and related image and image information searches. Both searches will search for related information on Viz Content Pilot’s database.

When searching for an image or person, it is possible to double-click a search result item to preview and view the metadata in the corresponding information tab. Any linked image and person information is also available by selecting the respective information tab.

The [Context Menus](#) available in the results pane can be used to sort, filter and delete images and person information.

### 4.2.1 Still Search

Still searches are performed two ways. A standard search consists of a search criteria and an optional selected keyword from the Keyword drop-list, while an advanced search can refine the search narrowing the hits down to certain dates, multiple keywords, location and custom made additional fields.

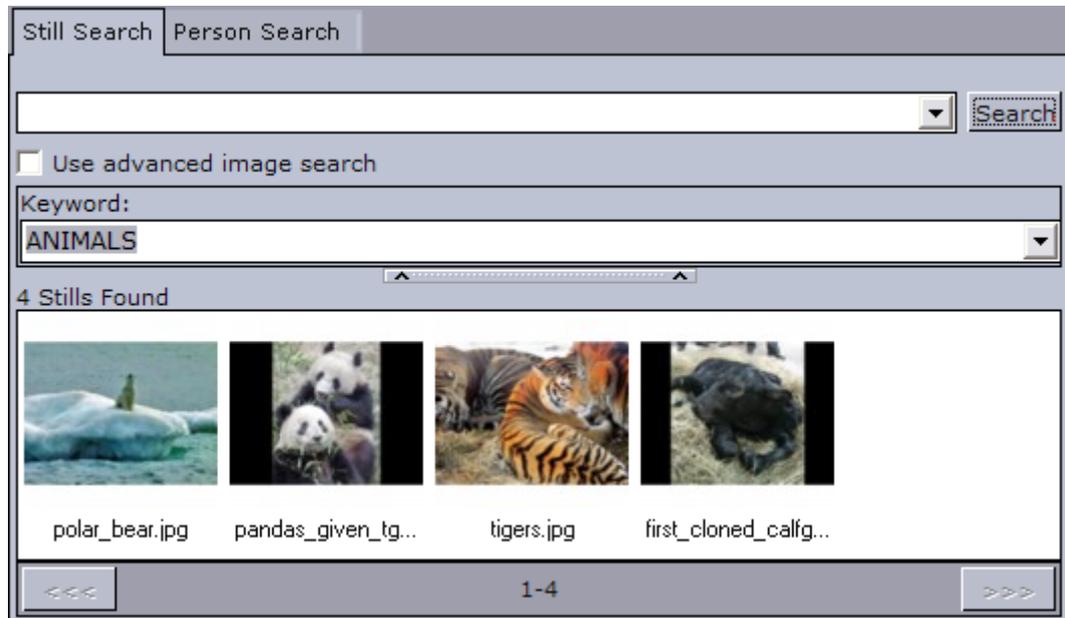
This section contains information on the following topics:

- [Standard Search](#)

- [Advanced Search](#)
- [Stills with Key](#)

## Standard Search

**Figure 5:** Standard search



The standard still search contains a combo box, a check box, and a drop-list. The first search field searches the image Description, Country and City and the related person's first and last name. The Keyword drop-list sets a selected keyword that searches the Image information Keywords field.

.....  
**Tip:** Right-click to open the context menu and sort the search results.  
 .....

## Advanced Search

Figure 6: Advanced search

Still Search Person Search

obama Search

Use advanced image search

Keywords:

PLATEOMTALER  
POISON  
POLICE  
POLICE BRUTALITY  
POLITICS  
POLLUTION

POLITICS

Country:  
United States of America

City:

12.09.2008  
 12.09.2008  
 Must have all keywords

Portraits Only

Additional Fields:

Add

4 hits

barack\_obama\_lf... barack\_obama\_lf... barack\_obama\_rf... barack\_obama\_rf...

As with Standard search, Advanced search is capable of doing simple searches. In addition searches can be refined using more than one search criteria.

- **Keyword:** Use of multiple keywords enable a more precise search with an *unlimited* number of chosen keywords.
- **Country and City:** Country and City corresponds to the drop-down list and text field used when registering Image information.
- **Dates:** Clicking on the arrow opens a calendar from where dates can be selected. There are two check boxes for dates to enable search based on dates in three different ways.
  - If only the first check box is selected, images from the selected date to present date will be searched for.
  - If only the second check box is selected, images before the selected date will be searched for.

- By selecting both check boxes, images within the selected dates will be searched for.
- **Must have all keywords:** When selected this option results in hits that contain all the selected keywords.
- **Portraits only:** Sets the search to only search for images that are set to be portraits linked to a person (see [Person Information](#)).
- **Additional fields:** Adds customized additional fields with the option of adding a search criteria. Clicking the Add button adds the customized search to the standard search field.

Additional fields:

Weight	▼
80	Add

Mr. Somebody <Weight=80>	▼	Search
--------------------------	---	--------

The additional fields search criteria entered in the example above is appended to the existing search criteria.

### Stills with Key

**Figure 7:** Stills tagged with K for Key (alpha)



Still images with a key/alpha channel will get the character K as a tag in the upper right corner.

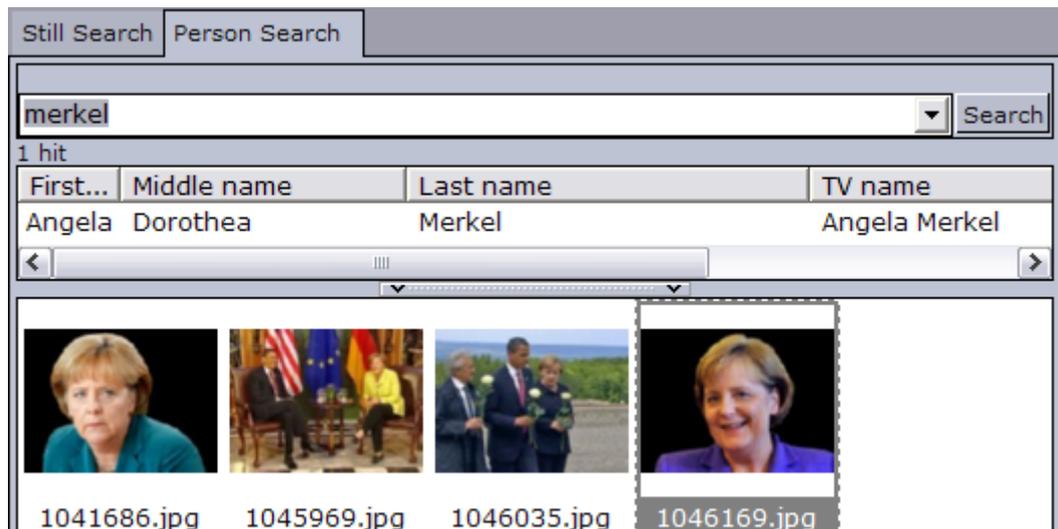
### See Also

- [Context Menus](#)
- [Image Information](#)

## 4.2.2 Person Search

The following fields from the Person information panel are used in Person search; First name, Middle name and Last name.

**Figure 8:** Person search



Searching for a person works the same way as with [Standard Search](#). The only difference is that results are given as a list of persons that match the search criteria.

When clicking a list item, all images linked to that person are shown. Double-clicking a list item will open the [Person Information](#) panel. Double-clicking any of the images opens the [Image Information](#) panel related to the image.

#### See Also

- [Still Search](#)
- [Context Menu](#)

### 4.2.3 Context Menus

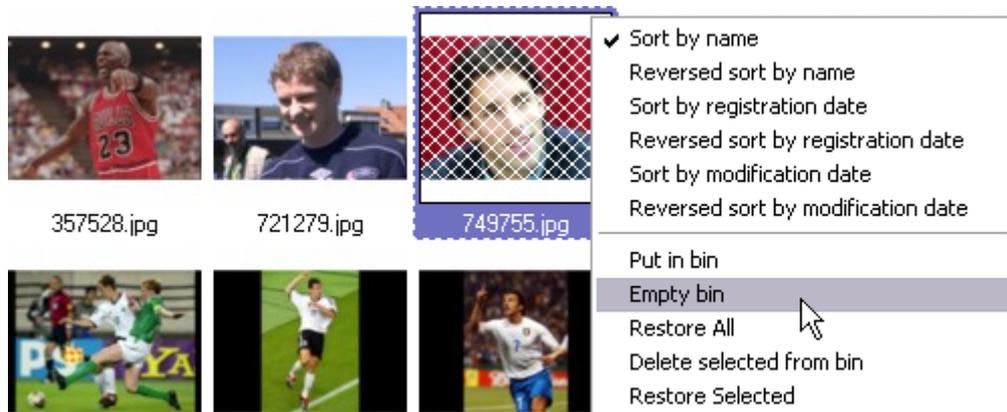
All search options have context menus with options to sort. In addition they have separate and differing menu options to delete person or image, and restore deleted images from the bin.

This section contains information on the following topics:

- [Sorting](#)
- [Delete, Purge and Restore](#)

## Sorting

Figure 9: Image search context menu



- **Sort by name:** Sorts ascending by name.
- **Reversed sort by name:** Sorts descending by name.
- **Sort by registration date:** Sorts ascending on registration date.
- **Reversed sort by registration date:** Sorts descending on registration date.
- **Sort by modification date:** Sorts ascending on modification date.
- **Reversed sort by modification date:** Sorts descending on modification date.

**Note:** The search result is either ordered ascending (a,b,c) or descending (c,b,a).

## Delete, Purge and Restore

**CAUTION!** Deleting person information is permanent. Images linked to a person are permanently deleted. Restoring images and information is not possible.

### Person Search:

- **Delete person(s):** Permanently deletes person(s) from the database. See how [To delete person information](#).

### Still Search:

- **Put in bin:** Puts selected still(s) in the bin.
- **Empty bin:** Purges all previously deleted stills from the database and shared file server.
- **Restore All:** Restores all stills from the bin.
- **Delete selected from bin:** Purges selected still(s) from the database and shared file server.
- **Restore Selected:** Restores selected stills from the bin.

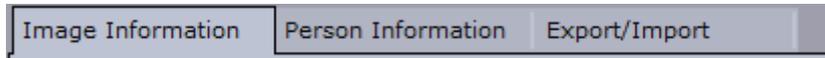
**Note:** If a password is set, enter a valid password to confirm the deletion of images.

**Note:** The delete and restore options cannot be used with Viz Media Engine instances.

---

## 4.3 Information Panels

This section explains how to add, view and edit information about still images (stills) or persons in Viz Object Store (VOS).



By default, the information panel consists of the tabs [Image Information](#) and [Person Information](#). These can be enabled or disabled through the [Settings](#) window

The [Export and Import](#) tab appears in the information panel when doing an Export/Import by clicking the export or import buttons on the [Toolbar](#).

This section contains information on the following topics:

- [Image Information](#)
- [Image Preview](#)
- [Working with Images](#)
- [Person Information](#)
- [Working with Person Information](#)

### See Also

- [Export and Import](#)

### 4.3.1 Image Information

The Image Information panel displays the currently selected image and its meta data. Some fields are auto-generated by the system, others are auto-filled based on meta data appended to the image itself while some data is added manually. The latter can be keywords which is often manually added to categorize the image and to filter the search. Required fields are highlighted with a pale yellow color.

Viz Object Store reads image meta data attributes defined by the International Press Telecommunications Council (IPTC) and automatically adds it to the appropriate information fields.

Below, a default set of fields are shown. It is possible to add new fields to the Image information panel in the settings for [Keywords, Additional Fields, Organizations and Countries](#).

**Figure 10:** Image information

Image Information		Person Information	Export/Import
Image ID	910		
Directory	K:\images\		
Filename	crop_788926.png		
Key-Filename			
File date	8/30/2007		
Image size	701 x 701		
Person	Alessandro Del Piero		
Keywords	ABORTION ABUSE ACADEMIES ACCIDENTS ACCIDENTS AT SEA ACCIDENTS AT WORK	> >> < <<	FOOTBALL / SOCCER SPORTS
Source	AP		
Description	Crop of: Alessandro Del Piero, as 2002 Italy National World Cup Soccer Team player celebrates scoring goal against Mexico during Group G match, Oita, Japan.]		
Country	Japan		
City	Oita		
Registered by	PILOT		
Date registered	8/30/2007 2:31:56 PM		
Date modified	9/4/2007 11:58:55 AM		
Approved	<input type="checkbox"/>		
Weight			

Save

Auto-generated fields:

- **Image ID:** Sets the ID for the file in the database.
- **Directory:** Sets the file location based on the [Save Paths](#) setting.
- **Filename:** Shows the actual file name.
- **Key-Filename:** Sets a separate filename for matching stills that are keyed.
- **File date:** When the image was last modified.
- **Image size:** In pixels.
- **Description:** Sets the filename by default if no other information is embedded with the file.
- **Date registered:** Sets the date for when the still was first registered.
- **Date modified:** Sets the date for when the still was last modified.

Required fields:

- **Keywords:** Sets the keyword for the still image. One keyword is required. If no appropriate keywords are available, new ones can be added in the [Settings](#) window.

Optional fields:

- **Person:** Sets the link to [Person Information](#). Only one Person can be linked.
- **Source:** Sets the name of the copyright holder or image origin.

- **Country:** When selected, gives the still a geographical location by country.
- **City:** When entered, gives the still a geographical location by city.
- **Registered by:** Sets the logged in user is as the registrant when information is saved.
- **Approved:** When set, indicates that the still is ready for use.
- **Additional fields:** Displays additional fields added in the [Settings](#) window.
- **Image:** Displays the uploaded image. Double-clicking the image will open the [Image Preview](#).

### 4.3.2 Image Preview

Once an image has been selected and is displayed in the [Image Information](#) panel, it can be previewed by clicking the Preview button (CTRL+P) in the [Toolbar](#), or double-clicking the thumbnail in the Image Information panel.

Figure 11: Preview options



- **Clipboard:** Puts the image on the clipboard allowing the image to be pasted into other applications.



- **Key & RGB:** Shows the key and RGB version of the image. If the image has no key an all white image (full key) is shown. When clicking the Key button the button is replaced by the RGB button, and conversely.
- **Blended:** Shows the key image blended with a white background.
- **Crop:** Opens the Crop image window.
- **Save** –Saves a copy of the image on the computer. The following formats are available: Bitmap, JPEG, RGB, Targa, TIFF and PNG. By default the format is set to TIFF.
- **Close:** Closes the Preview dialog box.

-----  
**Note:** The RGB, Key & Blended views are also available as part of the [Image Information](#).  
 -----

#### To preview an image

1. Search for an image.
2. Double-click the thumbnail to open the Information panel.
3. To preview the image click the Preview button (CTRL+P) in the [Toolbar](#), or double-click the thumbnail in the Image Information panel.

-----  
**Note:** Stills are shown in full size unless it is larger than the screen resolution.  
 -----

#### See Also

- [Crop Tool](#)

### 4.3.3 Working with Images

This section contains information on the following topics:

- [To add a new image](#)
- [To edit image information](#)
- [To link a person to an image](#)

#### See Also

- [To preview an image](#)

#### To add a new image

1. Click the **New Image** button on the [Toolbar](#), or use the keyboard shortcut CTRL+N.
2. Browse for and select an image from a local drive or a network drive, and click **Open**.
3. Fill in image information.
4. When done, click the **Save** button (CTRL+S).

#### To edit image information

1. Search for the image using [Still Search](#).
2. Double-click to open the selected image in the [Image Information](#) panel.
3. Click the **Edit** button (CTRL+E) on the [Toolbar](#) to enable editing.
4. When done, click the **Save** button (CTRL+S).

#### To link a person to an image

1. Open an image and make it editable (see how [To edit image information](#)).
2. Click the ellipse button  to search for a new person using [Person Search](#).
3. Double-click the list item representing the new person to replace the old Person information link.
4. When done, click the **Save** button (CTRL+S).

---

**Note:** Only one person can be linked to an image at a time. This is a limitation that relates to how portrait images are linked to person information.

---

## 4.3.4 Person Information

Figure 12: Person Information

The screenshot shows a web form titled "Person Information" with the following fields and controls:

- Image Information** (tab)
- Person Information** (tab)
- First name:** Charles
- Middle name:** Wade
- Last name:** Barkley
- TV name:** Sir Charles
- Title:** (empty)
- Comment:** Charles Wade Barkley (born February 20, 1963) is a retired American professional basketball player. Commonly nicknamed "Sir Charles" and "The Round Mound of Rebound", Barkley established himself as one of the most dominating power forwards in the history of the National Basketball Association (NBA).
- Organization:** A dropdown menu showing "UN", "UNITED NATIONS", and "VIZRT".
- Place:** (empty)
- Save:** A button to save the information.
- 4 images linked:** A section with an eye icon and a bin icon.

Required fields:

- **First name**
- **Last name**
- **TV name:** The name the TV station uses.

Optional fields:

- **Middle name**
- **Title:** Can be used to add a title to the person (for example Lady, Sir, Dr, Mr, Mrs etc.).
- **Comment:** Can be used as an open text field describing the person.
- **Organization:** Can be used to link an organization to the person.
- **Place:** Can be used to place the person geographically.
- **Images Linked:** Can be used to link images to a person.
- **Bin (icon):** *Removes images that are linked to the person.*
- **Save:** Saves new or updated person information to the database.

## 4.3.5 Working with Person Information

This section contains information on the following topics:

- To add person information
- To edit person information
- To delete person information
- To link images to a person
- To unlink images to a person

### To add person information

The screenshot shows a 'Person Information' form with the following fields and content:

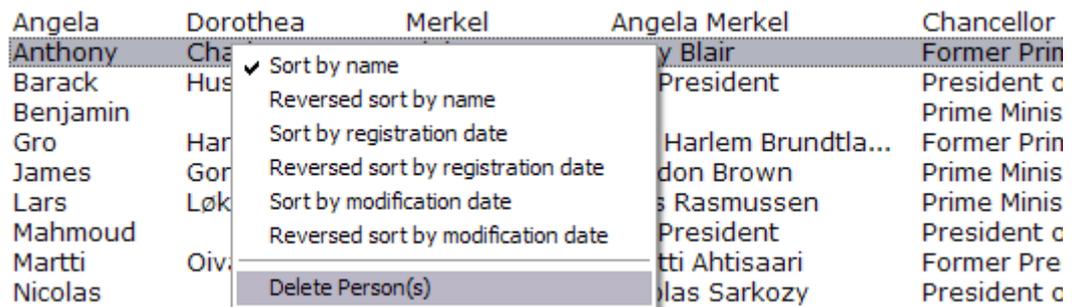
- First name:** Mahmoud
- Middle name:** (empty)
- Last name:** Ahmadinejad
- TV name:** Mr. President
- Title:** President of Iran
- Comment:** Mahmoud Ahmadinejad is the sixth and current President of the Islamic Republic of Iran. He became president after winning the 2005 presidential election and was re-elected to a second term in 2009 following a
- Organization:** Two empty boxes with navigation arrows (>, >>, <, <<)
- Place:** (empty)
- Save button:** A button labeled 'Save'.
- Image icon:** An eye icon.
- 0 images linked:** Text indicating no images are linked.
- Trash icon:** A trash can icon.

1. Click the **New Person** button on the [Toolbar](#).
2. Fill in the person information.
3. When done, click the **Save** button (CTRL+S).

### To edit person information

1. Search for a person using [Person Search](#).
2. Double-click to open the selected person in the [Person Information](#) panel.
3. Click the **Edit** button (CTRL+E) on the [Toolbar](#) to enable editing.
4. When done, click the **Save** button (CTRL+S).

### To delete person information



1. Search for a person using [Person Search](#).
2. Right-click the person list entry, and from the appearing context menu select **Delete Person(s)**.
3. Click **Yes** to confirm the delete operation.

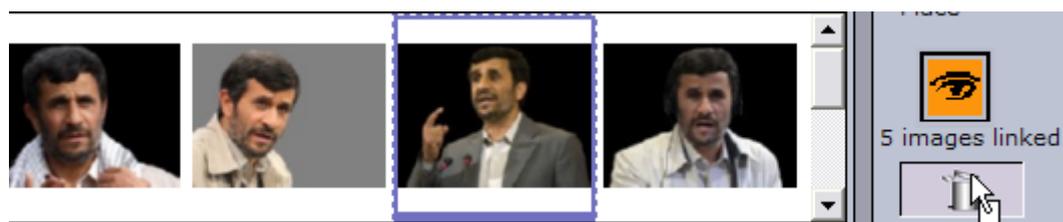
**CAUTION!** Deleted persons from the database cannot be restored. Images linked to the person will also be permanently deleted.

### To link images to a person



1. Search for a person using [Person Search](#).
2. Double-click to open the selected person in the [Person Information](#) panel.
3. Click the **Edit** button (CTRL+E) on the [Toolbar](#) to enable editing.
4. Search for images using [Still Search](#).
5. Drag and drop images onto the eye icon visible in the [Person Information](#) panel.
6. When done, click the **Save** button (CTRL+S).

### To unlink images to a person



1. Search for a person using [Person Search](#).
2. Double-click to open the selected person in the [Person Information](#) panel.

3. Click the **Edit** button (CTRL+E) on the [Toolbar](#) to enable editing.
4. Drag and drop images that are to be unlinked onto to bin in the [Person Information](#) panel.
5. When done, click the **Save** button (CTRL+S).

#### To add an image to a person

1. Search for a person using [Person Search](#).
2. Double-click to open the selected person in the [Person Information](#) panel.
3. Double-click the eye icon to open the file browser.
4. Browse for and select an image from a local drive or a network drive, and click **Open**.
5. Fill in image information, and click the **Save** button (CTRL+S) to return to the [Person Information](#) panel.
6. When done, click the **Save** button (CTRL+S).

#### See Also

- [Image Information](#)
- [Organizations](#)

---

## 4.4 Status Bar



The status bar consists of two parts; a search progress bar and a bin.

To use the bin, simply drag and drop an image onto the bin icon.

## 4.5 Crop Tool

Figure 13: VOS Crop tool



The Crop Tool is a tool for basic cutting, zooming and rotating of images. An edited image will not affect an already saved image.

This section contains information on the following topics:

- [Working with the Crop Tool](#)
- [Scene and Template Design](#)

### 4.5.1 Working with the Crop Tool

All edited images are saved as Portable Network Graphics (PNG) images. An edited image is saved with the same image and person information as the original image. The new file is given a default prefix “*Crop\_*”. The image Description field is also updated by adding the following text: “*Crop of: Description*” where the phrase *Description* represents the image description from the original image. Images with key is also preserved.

-----  
**Note:** PNG is a bit-mapped image format with loss less data compression.  
-----

The Crop Image tool is divided in three; a menu bar, an edit area (left), and a preview area (right).



- **Save:** Saves the image to the image directory set in the crop tool save path.

- **Cancel:** Resets editing and closes the Crop Image tool.
- **Left 90:** Rotates the image 90 degrees to the left.
- **Right 90:** Rotates the image 90 degrees to the right.
- **Zoom:** Zooms the editable version of the image to a size of; 500%, 200%, 150%, 100%, 75%, 50%, 25% and 10% of the original image size. In addition there is an option to Fit the image to the available space. Zoom can also be performed by using the mouse wheel. Zoom does not resize the saved image.

**Note:** Still store images can be played out as *fullscreen stillstore images*; however, this requires a still store scene. For details, see the Viz Content Pilot User's Guide.

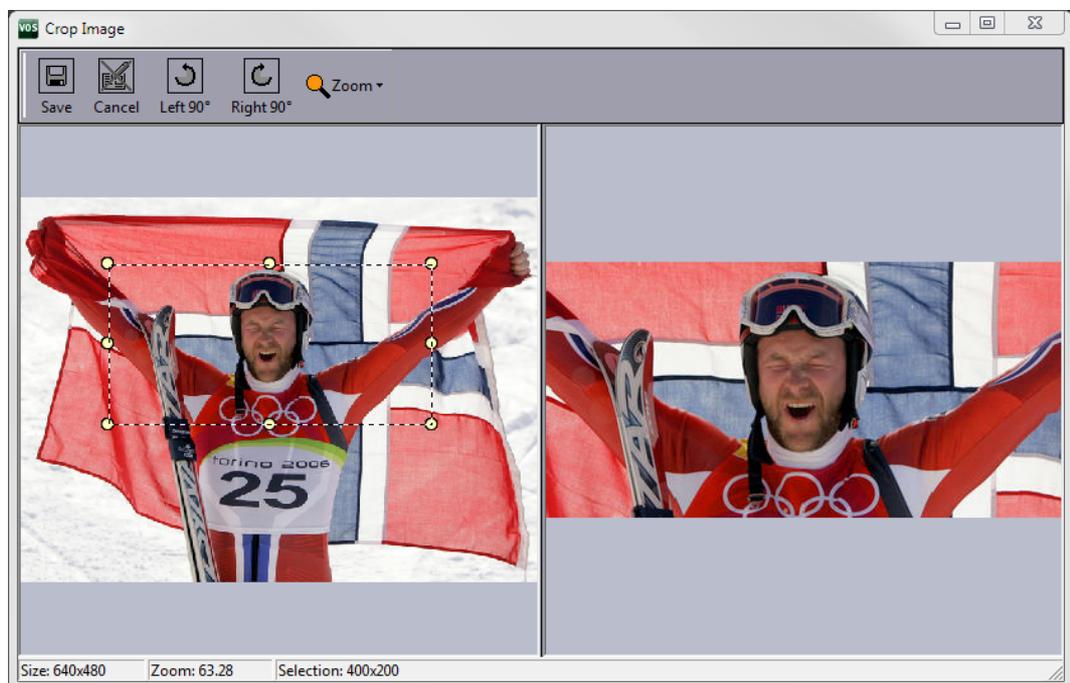
### To crop an image

1. Open an image in the [Image Information](#) panel.
2. Click the **Crop** button on the [Toolbar](#), or the Crop button on the [Image Preview](#) toolbar (already in preview), to open the [Crop Tool](#).
3. Crop the image seen in the left pane by adjusting the anchored frame.
4. When done, click the **Save** button (CTRL+S).

### See Also

- [Image Preview](#)

## 4.5.2 Scene and Template Design



A scene designer can design a scene to use an image of a specific aspect ratio. By setting a specific width and height the template designer can, in accordance with the scene design, control the image aspect ratio. When selecting an image from Viz Object Store (VOS), that does not match the parameters, the [Crop Tool](#) will be

automatically opened, forcing the user to edit the image according to the pre-configured parameters.

In Viz Template Wizard the Image component parameters *DestWidth* and *DestHeight* must be set for this to work.

If an original image is size 2000 x 1500 pixels, and the destination width and height is 200 x 100 pixels (aspect 2:1), the template user can select a size of 1250 x 625 pixels. The image will then be automatically cropped and scaled according to the *DestWidth* and *DestHeight* parameters set by the template designer which is 100 x 200 pixels.

---

**Note:** It will not rescale if the destination height and width is larger than 10000 pixels (for example 100px x 100px). This is to avoid problems with old templates where designers have set aspect to 4:3 or 16:9 or similar.

---

If the selection is too small, a warning is issued. The image can still be used, but with less quality because the image will be scaled up. As a consequence the image may look pixelated on air.

---

## 4.6 Export and Import

This section describes how to export images and import images. To enable the Export/Import tab click the Import or Export button on the [Toolbar](#). Once enabled it will remain visible until VOS is restarted.

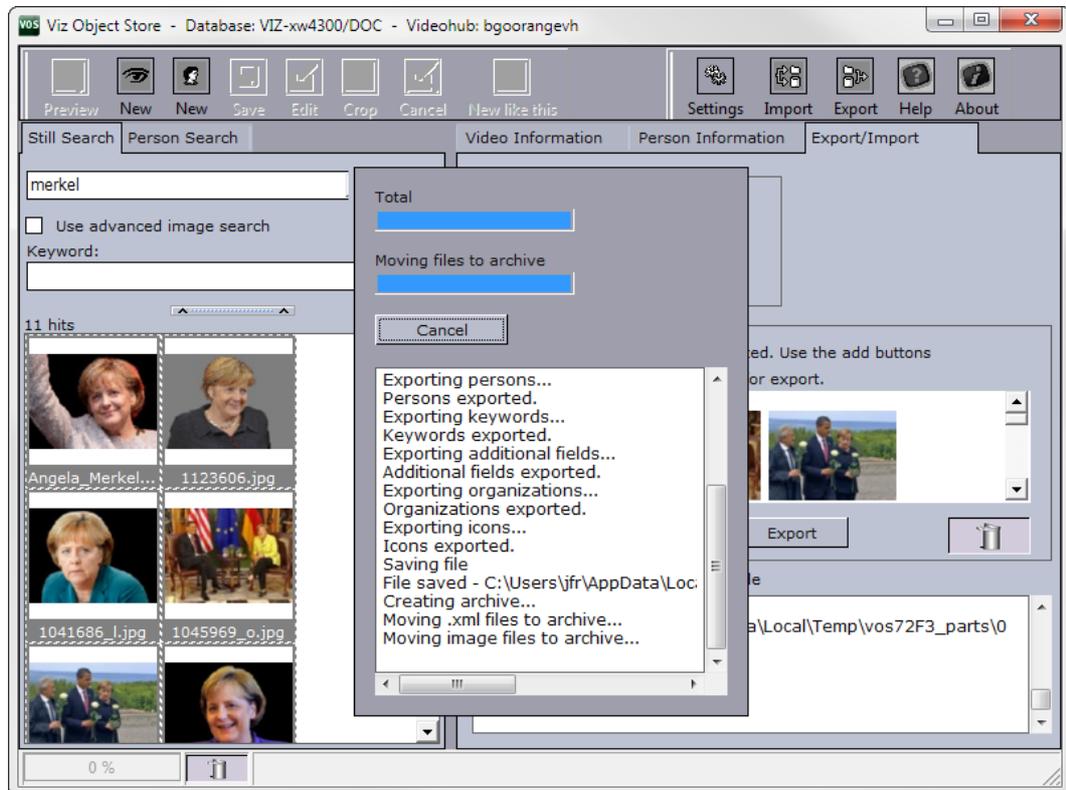
Viz Object Store (VOS) uses an Oracle database and a shared file server to store image and person information. Original images are stored on the shared file server, and information together with a thumbnail, of the original image, is stored on the database.

This section contains information on the following topics:

- [Export](#)
- [Import](#)

## 4.6.1 Export

Figure 14: Export



Access the image export option by clicking the Export button on the toolbar. This can for instance be used for exporting images and related information to other VOS installations.

The Export buttons for both export options creates an compressed file with original images, thumbnails and image data. The compressed file can be opened by a traditional extraction tool, or opened using Viz Object Store.

The lower right part of VOS's main window shows a step by step status when importing or exporting images.

- **Export:** Exports all or selected images to a compressed file (e.g. *foo.vos*).
- **Add All:** Adds all images based on the search result.
- **Clear:** Removes all images from the drop-zone.
- **Bin:** Removes selected images from the drop-zone using drag and drop.

### To export selected images

1. Click the **Export** button on the main menu to open the Export/Import tab.
2. Search for the images to be exported.
3. Drag and drop pictures onto the drop-zone in the Select pictures for export frame.
4. Click the **Export** button.
5. Enter a file name and click **Save**.

### To export all images

1. Click the **Export** button on the main menu to open the Export/Import tab.
2. Click the **Export** button in the **Direct Export** frame.
3. Enter a file name and click **Save**.

## 4.6.2 Import

Import is traditionally used when moving or copying images and information from one system to another. While importing the images, VOS will extract all thumbnails and image data from the attached XML file, store it on the VCP database and place the original images to the location specified in the VOS settings.

---

**Note:** Duplicates are not imported.

---

### To import exported images

1. Click the **Import** button in Viz Object Store (VOS) and select the compressed file (e.g. *foo.vos*), or
2. Double-click the compressed file to open VOS, or
3. Right-click and select **Import** from the appearing context menu to open VOS.

### To extract exported images

- Open the compressed file (e.g. *foo.vos*) using an extraction tool (e.g. 7-zip).

---

## 5 Settings

The Settings menu in the Settings window consists of six tabs:

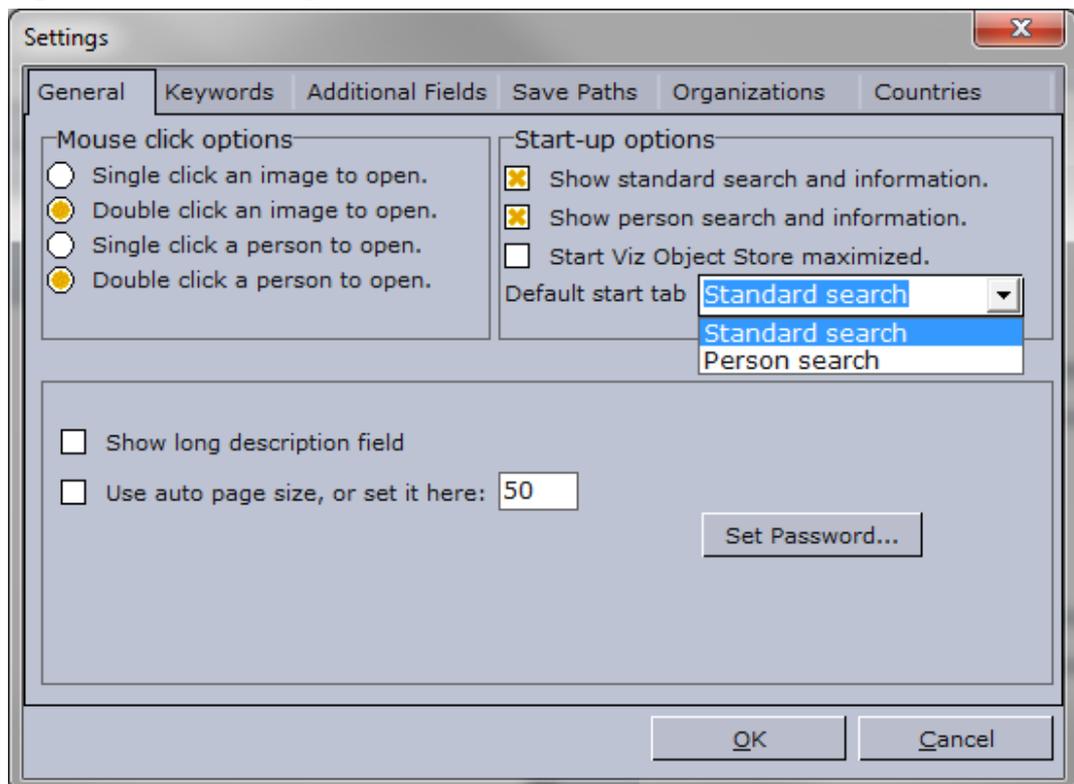
- [General](#)
- [Keywords, Additional Fields, Organizations and Countries](#)
- [Save Paths](#)

---

### 5.1 General

The General settings tab contains the Viz Object Store (VOS) environment variables. For example the ability to enable and disable the different search options.

**Figure 15:** General settings.



This section contains information on the following topics:

- [General Settings](#)
- [Password and Access Control](#)
- [To enable access control](#)
- [To disable access control](#)

## General Settings

- **Mouse click options:** Select to use single or double-clicks when opening an image or person in the information panels. By default these are set to double-click.
- **Start-up options:** Switch on or off search and information options, Start VOS maximized and select a Default start tab. The options are:
  - Show standard search and information.
  - Show person search and information.
  - Start Viz Object Store maximized.
  - Default start tab: Sets one of the search options as default.
- **Show long description field:** The Image information panel contains two description fields; Description and Long description. Select this check box to show the Long description field.
- **Use auto page size or set it here:** Check this option to if VOS should automatically adjust the number of hits displayed, or set the number of hits a search will show per page. If the number of hits exceed the page size, VOS creates new pages.
- **Set Password:** Click the Set Password... button to change the VOS password. A dialog box appears asking for the current password. Enter and confirm the new password and click the Apply button or Cancel to dismiss any changes. See also [Password and Access Control](#).

## Password and Access Control

If a password has been set for restricting access to the settings (that are saved to the VCP database), an access control dialog box will appear asking for a valid password. Restrictions apply to all settings except General settings which allow users to customize the appearance of the Viz Object Store client.

Note that access control is by default disabled; however, it can be enabled by setting a password. The same dialog is used to change the password, but not to disable it which is done from the Viz Content Pilot client's *Preferences* window.

### To enable access control

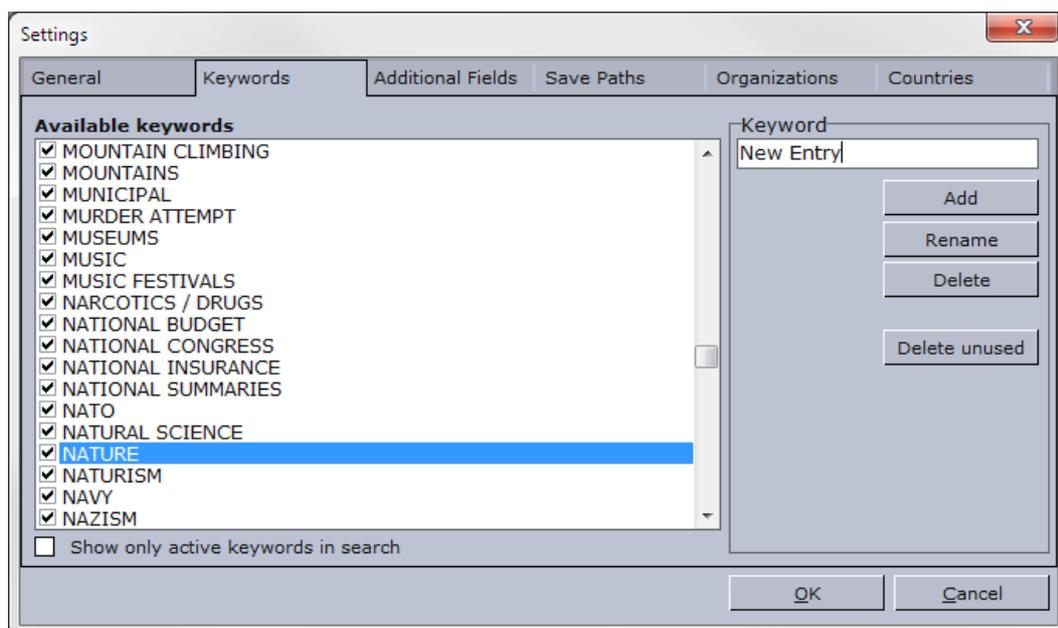
1. Start the Viz Object Store client.
2. Click the **Settings** button on the toolbar to open the Settings window.
3. Click the **Set Password...** button under the **General** tab to open the Change password dialog.
4. Enter the new password, confirm it, and click **Apply**.

### To disable access control

1. Start the Viz Content Pilot client.
2. On the **Options** menu, and select **Preferences** to open the Preferences window.
3. Select the **Advanced** category to open the Advanced pane.
4. Select the **VOS\_PASSWORD** and delete the encrypted password in the Value column.
5. Click **Apply** and **OK** to close the Preferences window.

-----  
**CAUTION!** The Advanced pane displays different database settings related to different VCP applications. All changes are effective once they are applied.  
-----

## 5.2 Keywords, Additional Fields, Organizations and Countries



The Keywords, Additional Fields and Organizations settings all have similar functions. From the Settings window it is possible to add, rename or delete keywords, additional fields, organizations or countries. It is also possible to delete all unused entries, *except* those in the Countries category.

- **Add:** Adds a new entry. If an entry already exists the Add button is automatically disabled.
- **Rename:** Renames the selected entry. If an entry already exists, the Rename button is automatically disabled.
- **Delete:** Deletes the selected entry.
- **Delete unused:** Deletes unused entries. Does not apply to countries.

This section contains information on the following topics:

- [Keywords](#)
- [Additional Fields](#)
- [Organizations](#)
- [Countries](#)
- [Working with Keywords, Additional Fields, Organizations and Countries](#)

### 5.2.1 Keywords

Keywords are used to categorize images. VOS provides a default set of categories, but new ones can be added and old ones deleted and renamed. Images or persons

registered with keywords that are deleted will lose the keyword. Images or persons with keywords that are renamed will get the renamed keyword.

**Figure 16:** Enabled and disabled keyword

WORLD CHAMPIONSHIP  WORLD CHAMPIONSHIP

Available keywords for new image registrations can be selected. Disabled keywords can still be used in searches. To disallow disabled keywords from searches, select the “*Show only active keywords in search*” option.

---

**Note:** New keywords are all saved in upper case.

---

## 5.2.2 Additional Fields

In addition to the default set of information fields provided, users often need additional customizable fields. To add new fields click the Settings button on the toolbar and select the Additional fields tab.

**Figure 17:** Enabled and disabled Additional field

Weight  Weight

Available additional fields for new image registrations must be checked. Disabled additional fields are not available for new registrations, but are still available as search options.

When importing images from other VOS databases, users may experience that field names are different from one VOS installation to another. To overcome this issue VOS adds new field names according to the XML file used when importing images. By default all new field names are enabled in the Image information panel.

### See Also

- Viz Template Wizard’s user guide on use of additional fields

## 5.2.3 Organizations

Organizations are used as part of Person information to describe what kind of organization a person is linked to. Add new organizations by using this setting.

**Figure 18:** Enabled and disabled Organizations

UNITED NATIONS  UNITED NATIONS

Checked organizations are available when registering new persons. Unchecked organizations are not available for new registrations, but are still visible as search options.

Person information showing organizations that are not available for new registrations, will lose the registered organization when the Person information is edited and saved. Until then the organization information is visible to the user.

---

**Note:** New organizations are all saved in upper case.

---

## 5.2.4 Countries

Countries are used as part of Image information to set the country in which the image was taken. Add, rename and delete countries by using this setting.

Northern Mariana Islands  
Norway  
Oman

All countries are available at all times. Countries that should not be shown as part of the list must be deleted.

## 5.2.5 Working with Keywords, Additional Fields, Organizations and Countries

### To add an instance

1. Click the **Settings** button on the [Toolbar](#) and select the appropriate tab.
2. Add a new entry to the **Keyword, Additional, Organizations or Countries** field, or select one from the list, and edit it.
3. When done, click **Add and OK to close the Settings window**.

### To rename an instance

1. Click the **Settings** button on the [Toolbar](#) and select the appropriate tab.
2. Select an entry from the list of **Available keywords, additional fields, organizations or countries**.
3. Edit it, and click **Rename** to change it.
4. When done, click **OK to close the Settings window**.

### To delete an instance

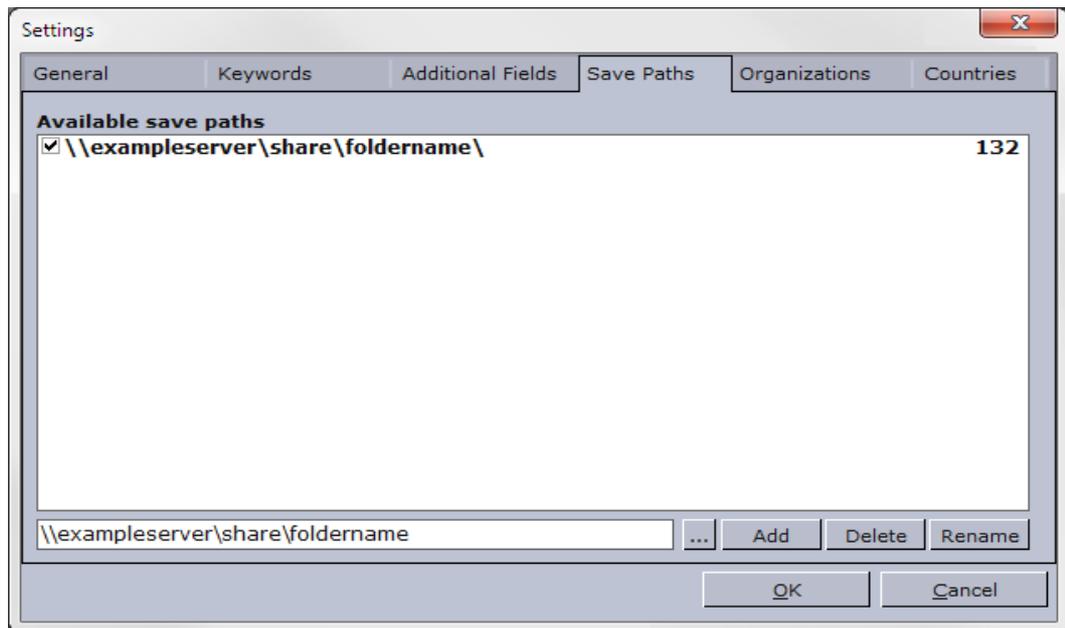
1. Click the **Settings** button on the [Toolbar](#) and select the appropriate tab.
2. Select an entry from the list of **Available keywords, additional fields, organizations or countries**.
3. Click **Delete** to remove it from the list and all still images using it.
4. When done, click **OK to close the Settings window**.

---

## 5.3 Save Paths

VOS can add, rename and delete save paths. Save paths are paths to directories where images are stored, preferably on a shared file server.

**Figure 19:** Save paths



This section contains information on the following options:

- [Managing Save Paths](#)
- [To add a save path](#)
- [To change a save path](#)
- [To rename a save path](#)
- [To delete a save path](#)

### Managing Save Paths

Only one path can be used at a time, though different save paths can be added to keep track of available save paths. The different save paths also keep track of the number of images that are stored for each save path.

---

**IMPORTANT!** When using a remote server for storing data, the Universal Naming Convention (UNC) name must be used. Therefore, the save path set in the VOS client should use the UNC path rather than the mapped-drive letter. For example \\server\share\foldername.

---

All images that are registered to the database will store the save path as metadata. Even though the path is disabled under the VOS settings the images are still searchable in VOS; however, it is not possible to add or edit images to/from a disabled save path. Hence, the image cannot be edited unless the drive is mapped and activated in VOS.

---

**Note:** It is possible to use any image for playout as long as the drive is mapped; however, it is not recommended to use more than one shared file server.

---

Images are preferably stored on a shared file server. When images are added to VOS, a thumbnail image and data related to the image is saved on a database. The

original full size image itself is saved according to the Save Path setting. For more information about database settings, see the *Viz Content Pilot User's Guide*.

---

**Note:** Save Paths with stored images cannot be deleted.

---

- **Add:** Adds a new save path.
- **Delete:** Deletes a save path.
- **Rename:** Renames a save path. This is useful if a file share is moved to a new location.

#### To add a save path

1. Click the **Settings** button on the **Toolbar** and select the **Save Paths** tab.
2. Click the **browse** button and select the folder where the still images will be stored, and click **OK**.
3. When done, click **Add** and then **OK to close the Settings window**.

#### To change a save path

1. Click the **Settings** button on the **Toolbar** and select the **Save Paths** tab.
2. Check the check box for the new path, and confirm the change of the active path.
3. When done, click **OK to close the Settings window**.

#### To rename a save path

1. Click the **Settings** button on the **Toolbar** and select the **Save Paths** tab.
2. Click the **browse** button and select the folder of the new location where the still images are stored, and click **OK**.
3. Click **Rename** and confirm the change.
4. When done, click **OK to close the Settings window**.

#### To delete a save path

1. Click the **Settings** button on the **Toolbar** and select the **Save Paths** tab.
2. Select a save path, click the **Delete** button, and confirm the delete operation.
3. When done, click **OK** to close the **Settings** window.

