



MediaCentral | Graphics Management Installation Guide

Version 2023.3

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Using This Guide

Congratulations on your purchase of Avid® MediaCentral | Graphics Management, a powerful system for handling and managing images and clips in a shared storage environment. This guide describes installing Graphics Management and is intended for all administrators.

 *All tasks described in this guide can only be performed by users with administrative privileges.*

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
	A note provides important related information, reminders, recommendations, and strong suggestions.
	A warning describes an action that could cause you physical harm. Follow the guidelines in this document or on the unit itself when handling electrical equipment.
	A caution means that a specific action you take could cause harm to your computer or cause you to lose data.
	This symbol indicates menu commands (and subcommands) in the order you select them. For example, File > Import means to open the File menu and then select the Import command.
	This symbol indicates a single-step procedure. Multiple arrows in a list indicate that you perform one of the actions listed.
Bold font	Bold font is primarily used in task instructions to identify user interface items and keyboard sequences.
<i>Italic font</i>	Italic font is used to emphasize certain words and to indicate variables. Variables are often enclosed in angled brackets: < >.
Courier Bold font	Courier Bold font identifies text that you type.
Ctrl+key or mouse action	Press and hold the first key while you press the last key or perform the mouse action. For example, Command+Option+C or Ctrl+drag.

If You Need Help

If you are having trouble using your Avid product:

1. Retry the action, carefully following the instructions given for that task in this guide. It is especially important to check each step of your workflow.
2. Check the latest information that might have become available after the documentation was published. You should always check online for the most up-to-date release notes or ReadMe because the online version is updated whenever new information becomes available. To view these online versions, select ReadMe from the Help menu, or visit the Knowledge Base at www.avid.com/support.
3. Check the documentation that came with your Avid application or your hardware for maintenance or hardware-related issues.
4. Visit the online Knowledge Base at www.avid.com/support. Online services are available 24 hours per day, 7 days per week. Search this online Knowledge Base to find answers, to view error messages, to access troubleshooting tips, to download updates, and to read or join online message-board discussions.

Avid Training Services

Avid makes lifelong learning, career advancement, and personal development easy and convenient. Avid understands that the knowledge you need to differentiate yourself is always changing, and Avid continually updates course content and offers new training delivery methods that accommodate your pressured and competitive work environment.

For information on courses/schedules, training centers, certifications, courseware, and books, please visit www.avid.com/support and follow the Training links, or call Avid Sales at 800-949-AVID (800-949-2843).

1 Getting Started

Avid MediaCentral Graphics Management is a powerful application to administer and process media assets. MediaCentral Graphics Management can be integrated into the Avid's Maestro News and Maestro Designer on-air graphics and video solutions for broadcast.

Avid Maestro News is a universal graphics and video controller that lets users create and manage template-based, on-air 3D graphics. A Maestro News user works with a data entry template (page), which is linked to a 3D graphic scene created in Maestro Designer. The Maestro News user can add graphics, media, and text to the page, update these data elements in real time, preview the complete graphic for broadcast, and send it to air.

Starting with Maestro News v7.1, you can connect to an MediaCentral Asset Management database and add Asset Management images and clips to a Maestro News template. In the same way you can connect MediaCentral Graphics Management and add Graphics Management images and clips to a Maestro News template. For more information on how to integrate Graphics Management into Avid's Maestro News, see the following [Maestro News documentation on the Avid Knowledge Base](#):

- *Avid Maestro | News Installation and Configuration Guide*
- *Avid Maestro | News User Guide*, chapter *Working with MediaCentral | Asset Management*

Starting with version 2018.11, Graphics Management can be integrated with Maestro | Designer. The integration enables drag and drop operations of image and video content into graphic scenes and scene archiving features. For more information on how to integrate Graphics Management into Avid's Maestro Designer, see the following [Maestro Designer documentation on the Avid Knowledge Base](#):

- *Avid Maestro | Designer Setup Guide*
- *Avid Maestro | Designer User Guide*, chapter *The Media Browser*

Graphics Management is usually installed on a single server. The required SQL Server database can run on the Graphics Management server or on its own database server. Installing Graphics Management, as described in this guide, requires Windows operating systems.

This chapter describes:

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Hardware Recommendations

MediaCentral Graphics Management runs on commodity IT hardware. All host servers for Graphics Management services are Intel/Windows servers. This chapter recommends hardware for Graphics Management installations. Any server type that is supported by the database is acceptable as a database server, provided it offers sufficient performance.



A final hardware configuration recommendation requires details about the number of users, ingests, imports, transfers, transcodings, and exports.

Avid recommends the following basic parameters for servers.

Operating System

The MediaCentral Graphics Management backend is available for:

- Microsoft Windows Server 2016
- Microsoft Windows Server 2019
- Microsoft Windows Server 2022

MediaCentral Graphics Management is only qualified on an English operating system.



Make sure that the Microsoft .Net Framework v4.7.2 or higher is installed on the Graphics Management backend server(s).



Make sure that the latest version of the Microsoft Visual C++ Runtime is installed on the Graphics Management backend server(s). If it is not installed, the Graphics Management installation will be aborted.

The database can be hosted on any operating system supported by the selected database:

- Microsoft SQL Server 2016 Express Edition Service Pack 2, Microsoft SQL Server Express Edition 2017 with the latest available CU or SQL Server Express 2019 with the latest available CU (recommended when installed on the MediaCentral Graphics Management server)
- Microsoft SQL Server 2016 Service Pack 2, Microsoft SQL Server 2017 with the latest available CU (cumulative update) or Microsoft SQL Server 2019 with the latest available CU.

MediaCentral Graphics Management is only qualified with an English SQL Server backend.

MediaCentral Graphics Management Server

- HP DL360p G8
- Two 8-Core Intel Xeon E5 2650 with 2 GHz
- 32 GB RAM
- 2* 1 TB 3.5" SATA HDD enterprise class - 7200 rpm
- Mirrored System Disk (150 GB)
- Dual 1 GBit/s TCP/IP Network Adapter
- Microsoft Windows Server 2016, 2019 or 2022
- Microsoft SQL Server 2016 Express SP2, or SQL Server Express 2017 with the latest available CU, or SQL Server Express 2019 with the latest available CU

(Optional) Database Server

- HP DL360p G8
- Two 8-Core Intel Xeon E5 2650 with 2 GHz
- 32 GB RAM
- 2* 1 TB 3.5" SATA HDD enterprise class - 7200 rpm
- Mirrored System Disk (150 GB)
- RAID for database storage (750 GB)

- Dual 1 GBit/s TCP/IP Network Adapter
- Microsoft Windows Server Server 2016, 2019 or 2022
- Microsoft SQL Server 2016 Express SP2, or SQL Server Express 2017 with the latest available CU, or SQL Server Express 2019 with the latest available CU

For larger systems: Microsoft SQL Server 2016 Standard SP2, or SQL Server 2017 with the latest available CU, or SQL Server 2019 with the latest available CU

MediaCentral Cloud UX



For the latest information on MediaCentral Cloud UX, see the documentation available from the [MediaCentral Cloud UX page of the Avid Knowledge Base](#).

Browse Online Storage

- Disk-Based IT storage (SAN or NAS)
- Capacity depends on the amount of content ingested
- File system level access required for the MediaCentral Graphics Management server

Installation Overview

The following main steps are required when installing MediaCentral Graphics Management:

1. Comply with the installation requirements and prerequisites for the Graphics Management installation. For more information, see the following sections:
 - ["Recommendation for Virus Scanners" on the next page](#)
 - ["Configuring the Database" on the next page](#)
 - ["MediaCentral | Graphics Management Requirements" on page 10](#)
2. Obtain the Graphics Management installer.
For more information, see ["Obtaining the MediaCentral Graphics Management Installer" on page 12](#).
3. Install Graphics Management .
For more information, see ["Installing MediaCentral Graphics Management" on page 12](#).
4. Activate your Graphics Management license.
For more information, see ["Activating Licenses" on page 27](#).
5. Mount volumes.
For more information, see ["Mounting Volumes" on page 30](#).
6. Configure Graphics Management for use with MediaCentral Cloud UX.
For more information, see ["Configuring Graphics Management for Use with MediaCentral Cloud UX" on page 32](#).

MediaCentral | Graphics Management System Accounts

Installing and running Graphics Management requires system accounts, as listed in the following table.



Note that the account names shown in the table are only recommendations.

Account Name	Task	Role	Type	Member of MAM_Administrators Group	Needs Admin Permissions in GM
Administrator	Install Control Center / Service	Local administrator	Windows account	No	n/a
mam_service	Run Graphics Management Service	Local administrator	Windows account	No	n/a
mam_admin	Use Control Center Web UI	User	Windows account	Yes	n/a
admin	Graphics Management Administrator	GM administrator	GM account	n/a	Yes

The MAM_Administrators group is used to control which users have access to the Control Center Web UI. The mam_admin user must be part of that group.

Recommendation for Virus Scanners

Graphics Management is tested in a secure environment with a virus scanner enabled.

Because of potential performance issues, some directories on the Graphics Management server should be excluded from real-time scans.

 *The following list of directories that should be excluded from real-time scans is only a recommendation to maximize security and minimize impact on the system and users.*

- Temporary directories in the System Workspace directory such as Video Analysis, Export targets, and Import directories.
 - Video analysis results are keyframes, which do not need to be scanned in real time.
 - Export files should be scanned on the client machine that accesses the files.
 - Import directories should only contain files that were delivered from secured, previously scanned drives.
- The System Archive directory should not be scanned in real time. Scans should be scheduled — during the night, for example, to minimize impact on users.

All files that are added to the System Archive directory should be scanned on the source device before they are saved to the MediaCentral Graphics Management system.

Every virus scan impacts performance, but the proper configuration can minimize the impact on the system.

Configuring the Database

MediaCentral Graphics Management requires a database. Avid recommends installing Microsoft SQL Server 2016 Express SP2, or SQL Server Express 2017 with the latest available CU, or SQL Server Express 2019 with the latest available CU on the Graphics Management server.

 *Graphics Management is only qualified with an English SQL Server backend.*

Note the following limitations of the MS SQL Server Express Edition:

- Maximum 4 GB of memory
- Up to 4 cores on a single CPU
- Maximum DB size of 10 GB

Larger systems, which require more than the 10 GB database size, have to use Microsoft SQL Server (Standard edition). Graphics Management also supports:

- Microsoft SQL Server 2019 with latest CU
- Microsoft SQL Server 2017 with latest CU
- Microsoft SQL Server 2016 with Service Pack 2

During the installation of the MS-SQL Database, the following issues must be considered:

- The “Fulltext Option” of the MS-SQL Database must be activated.
- The name and password of the database system administrator must be known.
- The TCP port for SQL Server must be enabled in the Windows firewall. Typically, SQL Server uses TCP port 1433.



When installing Microsoft SQL Server, the server collation must be set to “Latin1_General_CI_AI.” If the collation is different, the Graphics Management installation fails.

For more information, see the following documents:

- *MediaCentral | Asset Management Installation Manual MS SQL Server 2019*
- *MediaCentral | Asset Management Installation Manual MS SQL Server 2017*
- *MediaCentral | Asset Management Installation Manual MS SQL Server 2016*
- *MediaCentral | Asset Management Installation Manual MS SQL Server 2016 Express Edition*

MediaCentral | Graphics Management Requirements

Perform the following operations when you install Graphics Management:

- Prepare one or two Windows shares for files handled by Graphics Management. The shares should reside on a very fast, very large, and very reliable storage system.

The paths of the shares must be entered when installing the AssetManagement.Core package:

- System Archive Directory: The folder is used to store all media files, including HiRes video files, proxy files, thumbnails, and keyframe sets.
- System Workspace Directory: The folder is used to store temporary data. For example, it contains the folders monitored by WatchFolder services or files uploaded in the context of a business process.

If you want to use a single share to store all files, you must use different subfolders within the share.

- To avoid the error “An established connection is aborted by the software in your host machine,” change the network configuration of Windows Server 2016. Enable IPv6 by selecting the “Internet Protocol Version 6 (TCP/IPv6)” check box in the Properties of your Network Adapter.
- Create a domain user that is used to run the Graphics Management Control Center and Graphics Management Control Service web services. Avid recommends using the following account name: mam_service.

Add the account to the Administrators group on the Graphics Management server.

- Create a user group in your Active Directory domain and assign all users who have administrative permissions for the Graphics Management system to this group. Avid recommends naming the group MAM_Administrators.

MediaCentral Graphics Management Limitations

Graphics Management has the following limitations:

- All Graphics Management services are installed on a single server.
- Transfer jobs that can run in parallel: 5
- Ingest instances (video analysis and proxy generation) that can run in parallel: 5

2 Installing and Updating MediaCentral Graphics Management

The following topics describe the main procedures for installing and updating MediaCentral Graphics Management:

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Before you start the installation or update, make sure that the Microsoft .Net Framework v4.7.2 or higher is installed on the Graphics Management server.



Before you start the installation or update, make sure that the latest version of the Microsoft Visual C++ Runtime is installed on the Graphics Management backend server. If it is not installed, the Graphics Management installation will fail.

Obtaining the MediaCentral Graphics Management Installer

The MediaCentral Graphics Management software is available from the Avid Download Center. After you have logged in to the Download Center, download the following:

- MediaCentral_GraphicsManagement_2023_3_Win.zip



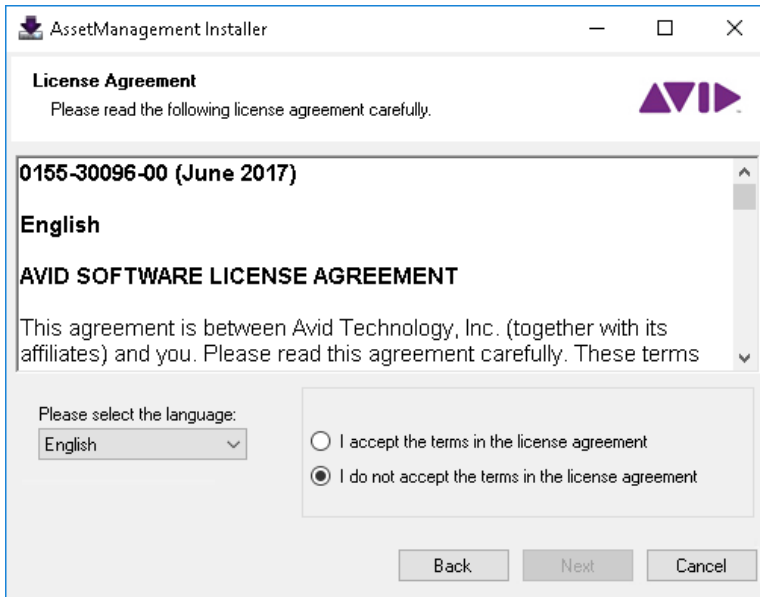
If the MediaCentral Graphics Management installer is not available through the Download Center, contact your Avid representative to obtain the necessary software.

Installing MediaCentral Graphics Management

Install Graphics Management on your Graphics Management server as described in the following procedure.

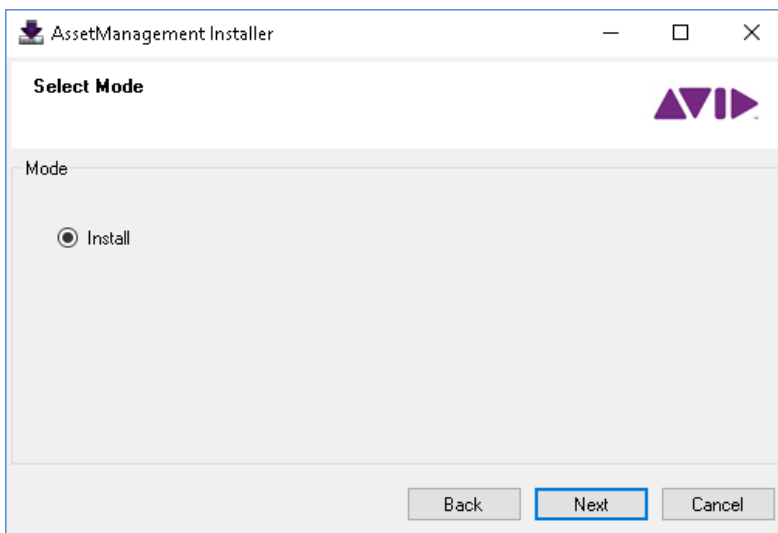
To install Graphics Management:

1. Unzip and copy the installer to a folder of your choice on the MediaCentral Graphics Management server (for example, C:\Temp).
2. Open the folder and double-click AssetManagementInstaller.exe.
The AssetManagement Installer starts and shows a Welcome dialog box.
3. Click Next.
The License Agreement dialog box opens.



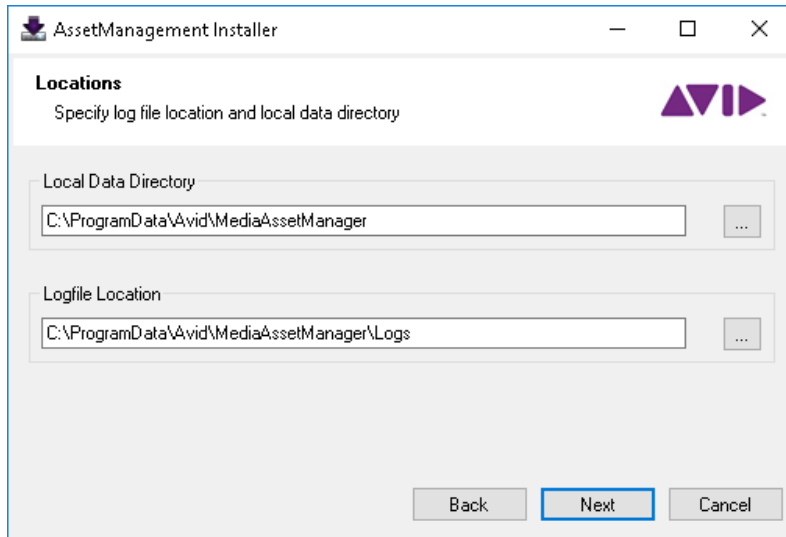
4. Select the language of the AVID SOFTWARE LICENCE AGREEMENT, and read it.
5. Select “I accept the terms in the license agreement” and click Next.

The Select Mode dialog box opens.



6. Click Next.

The Locations dialog box opens.



7. Define the following locations:

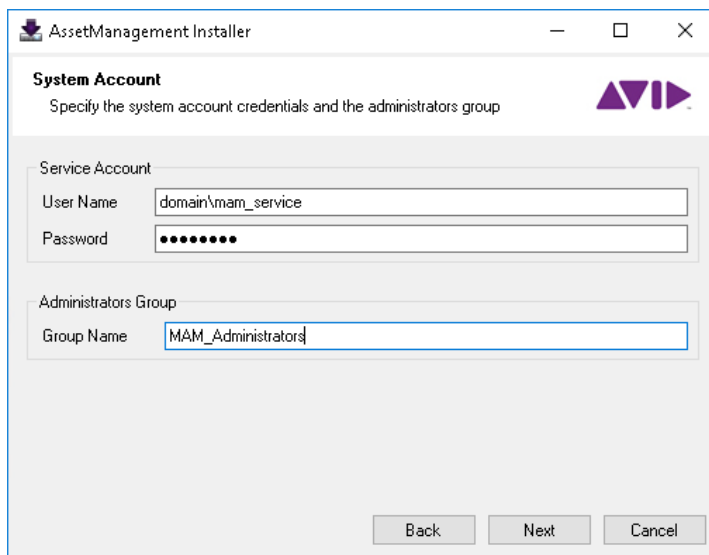
- Local Data Directory: The server folder used to store local data. This can include:
 - Configuration settings of MediaCentral Graphics Management Control Platform
 - Installation Package files
 - Files for Download (for the Graphics Management Control Center “Download Center”)
- Logfile Location: The folder used to store log files.

Use the Change buttons to select different locations for the folders.

 *Avid recommends using a dedicated data disk (D:) for the Local Data Directory and Logfile Location. All folders must be folders on the local disk.*

8. Click Next.

The System Account dialog box opens.



9. Enter the account that is used to run MediaCentral Graphics Management Control Platform and all services that are installed with packages.

Service Account:

- User name: Domain name and user name of the account, separated by a backslash.
- Password: The password for the account.

 *Avid recommends using a domain user named “mam_service.”*

Administrative Group:

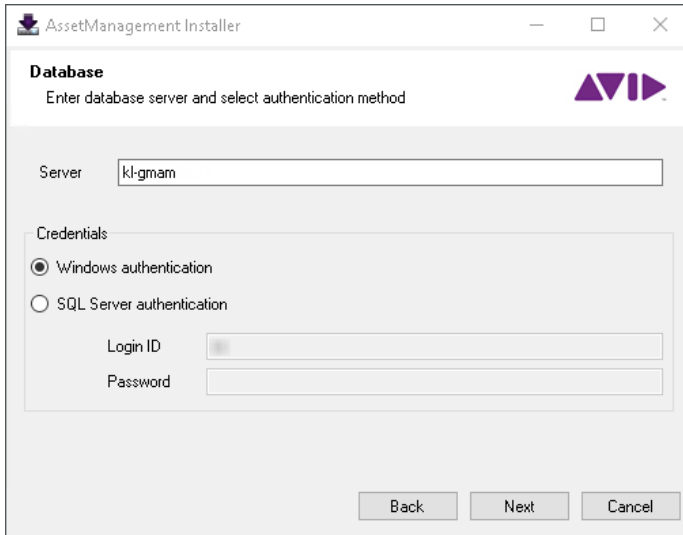
- Group Name: Enter the name of the user group that has permission to use Graphics Management Control Center. All members of that user group are Graphics Management administrators who can modify the Graphics Management installation.

 *Avid recommends defining a domain user group MAM_Administrators and assigning Graphics Management administrators to this group.*

When you click Next, the installer checks if the specified user and group exist. If not, a corresponding message opens. Click No if you do not want to create the user/group automatically. Click Yes if the user/group is to be created automatically. If this fails - for example, if you are trying to create a domain user - create the user/group manually.

10. Press the Tab key and click Next.

The Database Server dialog box opens.



11. Enter the connection data for the database:

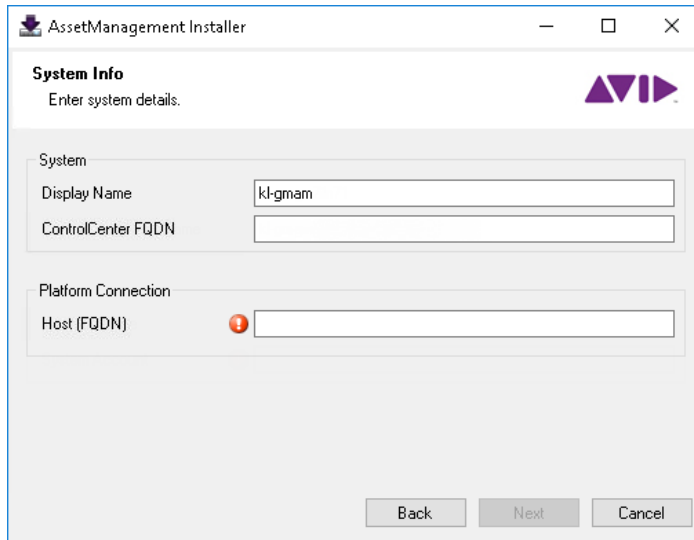
- Server: Enter the host name of the server that is running Microsoft SQL Server.

Select one of the following Credentials options:

- Windows authentication: Graphics Management Control Center uses the current Windows account (under which the installer is executed) to connect to the database. SQL Server has to be configured to accept that account as administrative login.
- SQL Server authentication: Graphics Management Control Center uses the SQL Server account with the given login ID and password to connect to the database. SQL Server has to be configured to accept that account as administrative login.

12. Press the Tab key and click Next.

The System Info dialog box opens.



AssetManagement Installer

System Info
Enter system details.

System

Display Name:

ControlCenter FQDN:

Platform Connection

Host (FQDN):

Back Next Cancel

13. Specify the following System Information.

System:

- Display Name: Enter the name that is to be displayed as the server name in Graphics Management Control Center.
- ControlCenter FQDN: Enter the Fully Qualified Domain Name (FQDN) of the Graphics Management Control Center server. This is the server on which you are running AssetManagement Installer.

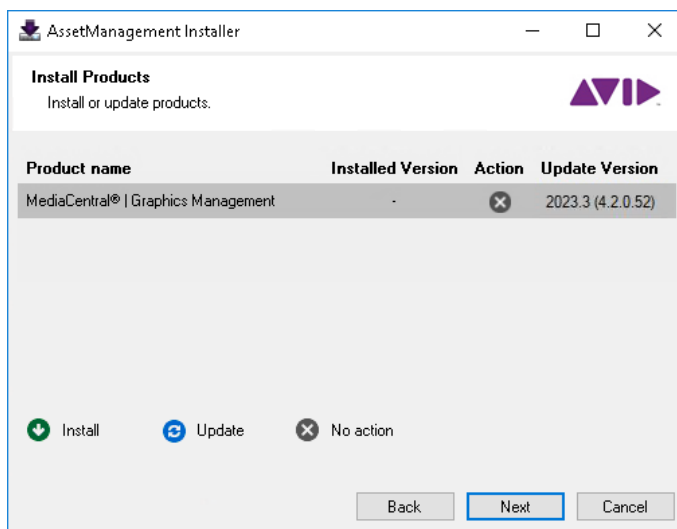
Platform Connection:

- Host (FQDN): Enter the Fully Qualified Domain Name of the server running the MediaCentral Cloud UX Services.

If the provided platform host is not reachable, a warning message is shown that lets you decide to terminate the installation or continue with the installation. If you continue, you must execute the Setup Tasks manually in Graphics Management Control Center after the installer has finished and the platform host is available.

14. Press the Tab key and click Next.

The Install Products dialog box opens.



AssetManagement Installer

Install Products
Install or update products.

Product name	Installed Version	Action	Update Version
MediaCentral® Graphics Management	-		2023.3 (4.2.0.52)

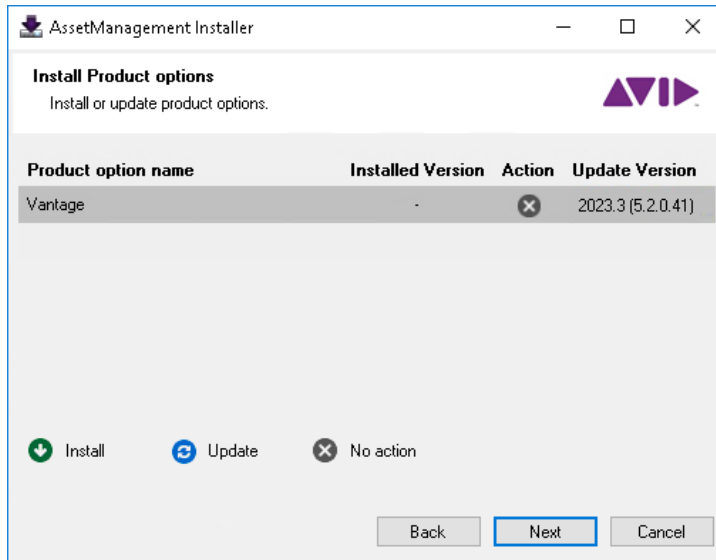
Install
 Update
 No action

Back Next Cancel

15. Click the Action button for MediaCentral Graphics Management until it shows “Install.”

16. Click Next.

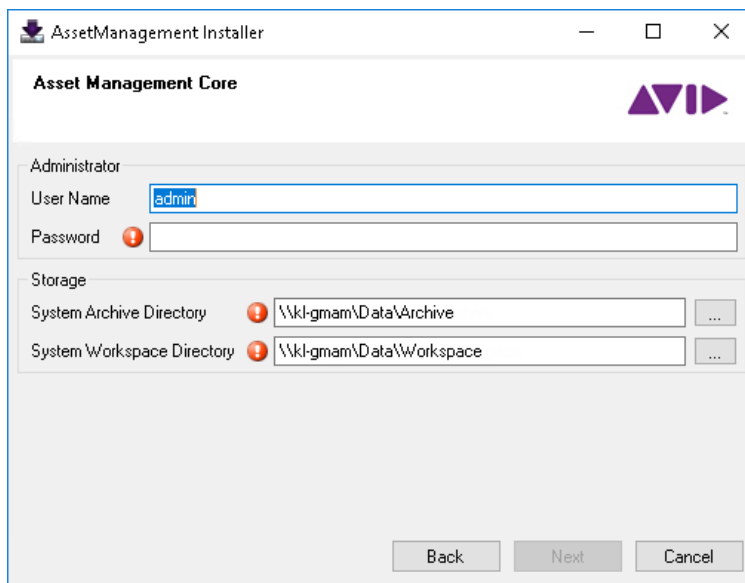
The Install Product Options dialog box opens.



17. (optional) Click the Action button for the Vantage product option until it shows “Install.”

18. Click Next.

The Asset Management Core dialog box opens.



19. Specify the following settings.

Administrator:

- User Name: Enter the name of the Graphics Management default admin account.
- Password: Enter the password for the Graphics Management default admin account.

Storage:

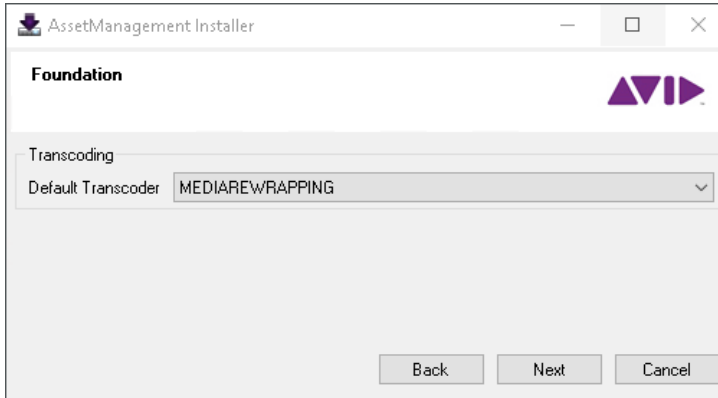
- System Archive Directory: Specify the base directory for essences. This must be a UNC path. Make sure that the UNC share exists and access rights are granted. The default is: \\<server name>\Data\Archive

- **System Workspace Directory:** Specify the base directory for the workspace (export folders, watch folders). This must be a UNC path. Make sure that the UNC share exists and access rights are granted.

The default is: \\<server name>\Data\Workspace

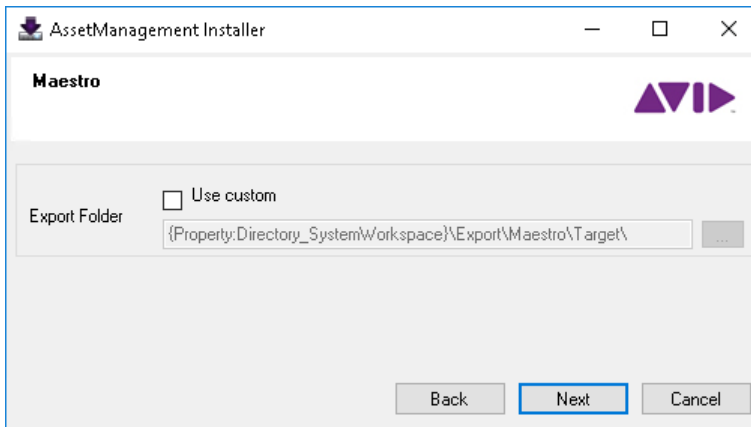
20. Press the Tab key and click Next.

The Foundation dialog box opens.



21. Select the default transcoder that fits to the option selected in step 16 (Vantage). If no transcoder option was selected, keep the default “MediaRewrapping.”
22. Click Next.

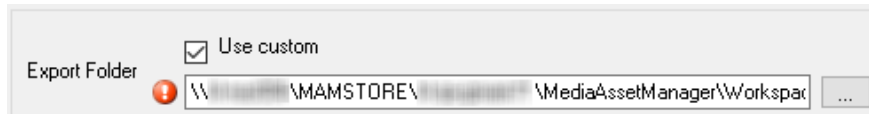
The Maestro dialog box opens.



23. Specify the Export Folder:

- If you want to specify a dedicated share, select the Use custom check box.

The placeholder shown in the Export Folder text box is replaced by the actual value, as shown in the following example.



Enter the target path or click the Browse button and select the folder in the Browse For Folder dialog box.

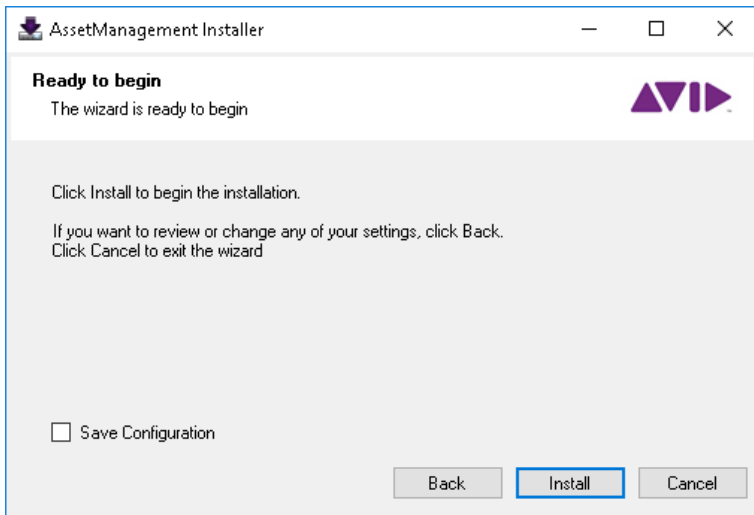
- If you leave the Use custom check box deselected, the default value of the package is used (this might not be the placeholder value shown in the text box).

24. Click Next.

(If you selected Vantage in step 16) In the dialog box that opens, enter the Host Name for the Vantage transcoder.

25. Press the Tab key and click Next.

The Ready to begin dialog box opens.

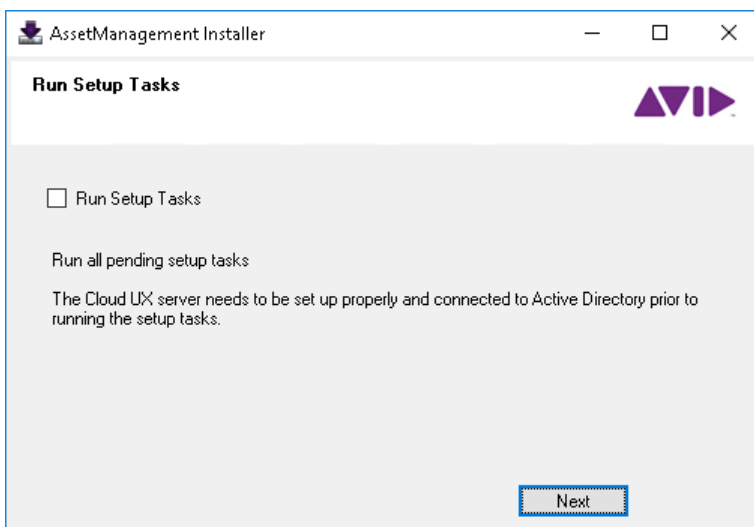


26. (Option) Select the Save Configuration check box if you want to save configuration data to the file Config.xml that is located in the directory: %localappdata%\Avid\AssetManagementInstaller
27. Click Install.

The AssetManagement Installer installs the Graphics Management Control Platform, registers the servers, installs the packages, and creates setup tasks. This can take about an hour. During installation, several messages show the installation progress.

If the latest version of the Microsoft Visual C++ Runtime has not been installed on the Graphics Management backend server before, the installation will fail.

When the package installation has finished, the Run Setup Tasks dialog box opens.



28. Select the Run Setup Tasks check box and click Next.

The setup tasks are executed.

When all setup tasks are executed, the Installation finished successfully dialog box opens.

29. Click Close to exit the installer.

Activate the MediaCentral Graphics Management and transcoder option licenses. See ["Activating Licenses" on page 27](#).

Updating the MediaCentral Graphics Management Installation

If you run a newer version of the AssetManagement installer, it offers you the option to update your Graphics Management installation.

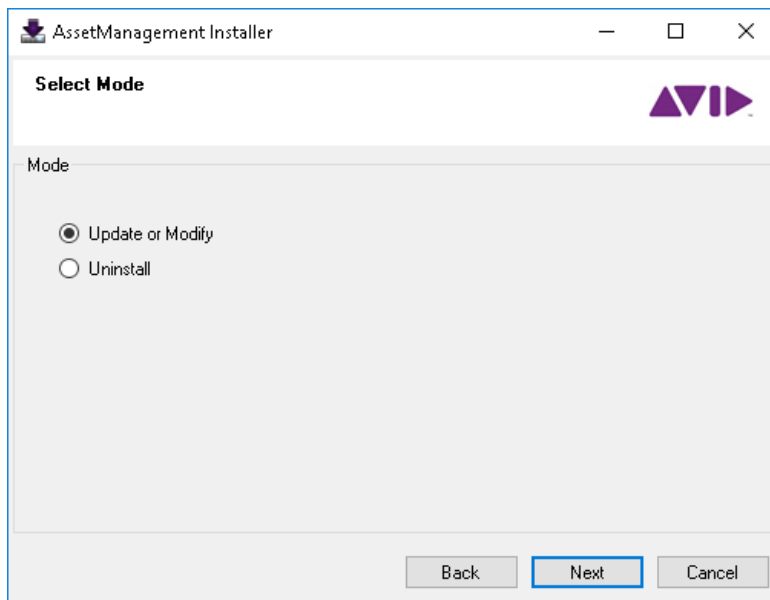
 *If you are updating from a version prior 2018.11 to the current Graphics Management version, the update procedure requires three actions:*

1. *Run the AssetManagement installer until you reach the Run Setup Tasks screen.*
2. *Adapt Server and System Settings in Graphics Management Control Center.*
3. *Run the setup tasks in the AssetManagement installer to finish the update.*

To start the Graphics Management update:

1. Unzip and copy the installer to a folder of your choice on the Graphics Management server (for example, C:\Temp).
2. Open the folder and double-click AssetManagementInstaller.exe.
The AssetManagement Installer starts and shows a Welcome dialog box.
3. Click Next.
The License Agreement dialog box opens.
4. Select the language of the AVID SOFTWARE LICENCE AGREEMENT, and read it.
5. Select "I accept the terms in the license agreement" and click Next.

The Select Mode dialog box opens.



6. Click Next.
The System Account dialog box opens.

7. Enter the password for the account that is used to run Graphics Management Control Platform and all services that are installed with packages.

 *Type the same System Account password that you provided during the installation of Graphics Management.*

8. Press the Tab key and click Next.

The Database Server dialog box opens.

9. (SQL Server authentication only) Enter the password to connect to the database.

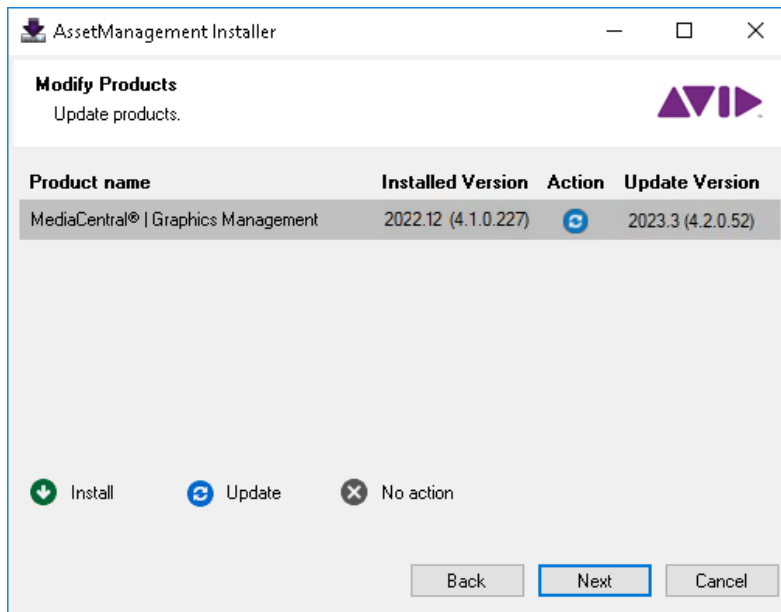
 *Type the same database password that you provided during the installation of Graphics Management.*

10. Press the Tab key and click Next.

The System Info dialog box opens.

11. Press the Tab key and click Next.

The Modify Products dialog box opens. The Action mode is already set to “Update.”



12. Click Next.

The Modify Product Options dialog box opens.

13. (Option) If you want to install Vantage as a new transcoder option, click the Action button for the Vantage option until it shows “Install.”
14. Click Next.

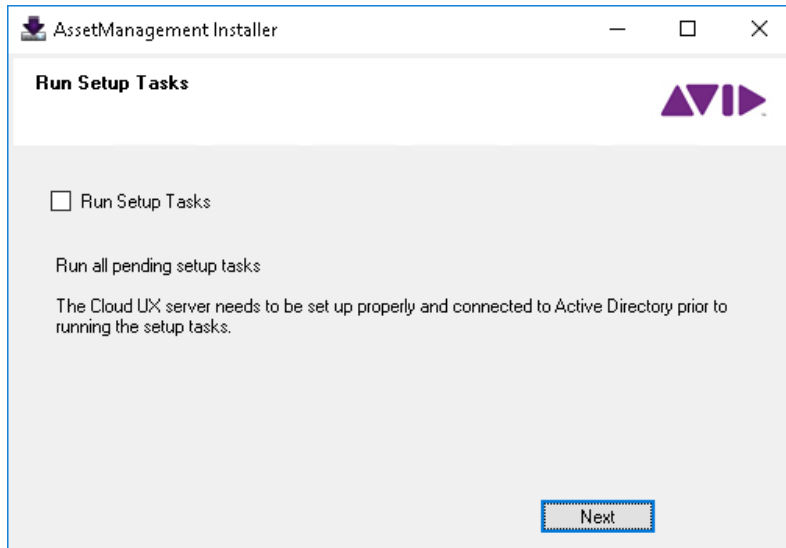
If you selected Vantage as new transcoder for installation, enter the Host Name for the Vantage transcoder in the dialog box that opens. Then, press the Tab key and click Next.

The Ready to Update dialog box opens.

15. (Option) Select the Save Configuration check box if you want to save configuration data to the file Config.xml that is located in the directory: %localappdata%\Avid\AssetManagementInstaller
16. Click Update.

The AssetManagement Installer updates the Graphics Management Control Platform and installs the new packages. This can take about an hour. During update, several messages show the update progress.

When the packages update has finished, the Run Setup Tasks dialog box opens.



17. Do one of the following:

- ▶ When updating from v2018.11 or later, finish the update by running the Setup Tasks. See “To finish the update”.
- ▶ When updating from a version prior to v2018.11, do not continue with the installation but leave the AssetManagement installer open. If you run the setup tasks at this point in time, the update will fail. Continue as described in the procedure “To modify settings in Graphics Management Control Center.”

To modify settings in Graphics Management Control Center:

1. Open a supported web browser and enter the following URL in the address bar:
https://<hostname>:9911/ControlCenter/web

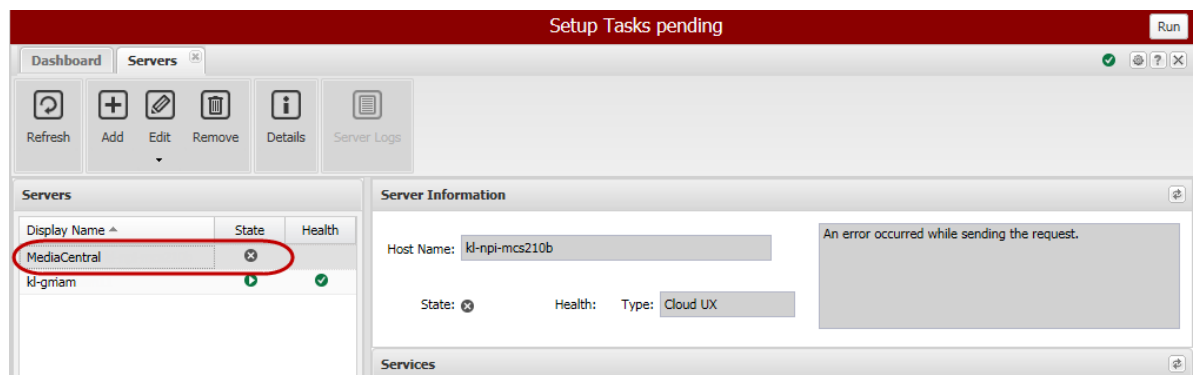
The Graphics Management Control Center login dialog opens.

2. Provide the Control Center credentials and click Login.

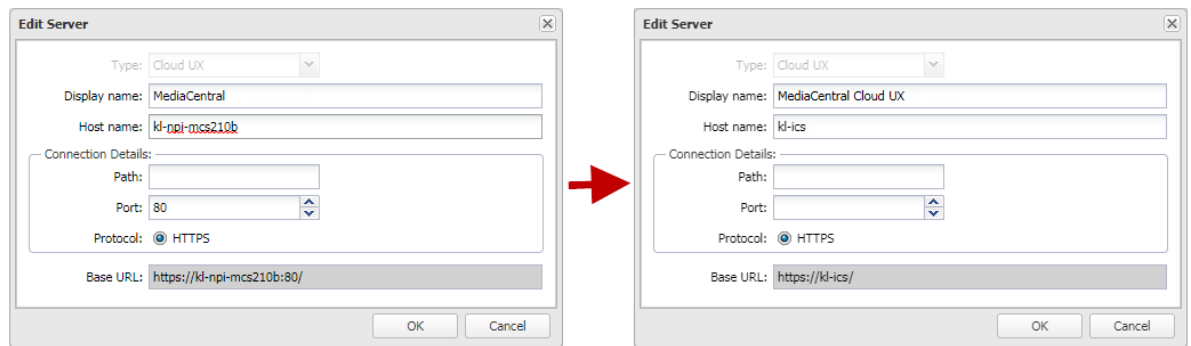
Control Center opens.

3. Adapt the MediaCentral server settings:

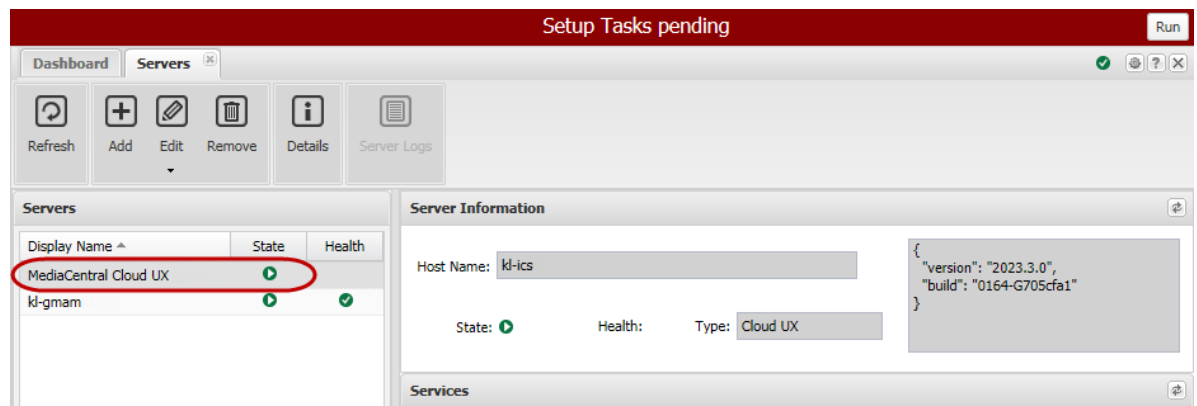
- a. Select Servers on the Views side bar.
- b. In the Servers view, select the MediaCentral server and click Edit.



- c. In the Edit Server dialog box, replace the displayed old Host name with the name of the server running the MediaCentral Cloud UX Services, adapt the Display name, delete the value 80 from the Port field, and click OK.



The Servers view shows the new server name.



4. Adapt the System Settings:
 - a. Select System Settings on the Views side bar to open the System Settings view.
 - b. Select System.Bus.HostName, double-click the Value field and replace the old value with the name of the server running the MediaCentral Cloud UX Services. This must be the same as the one you entered before in the Edit Server dialog box Host name field.

5. Quit Control Center.

To finish the update:

1. Go back to the Asset Management installer.
2. On the Run Setup Tasks dialog box, select the Run Setup Tasks check box and click Next.

The setup tasks are executed.

When all setup tasks are executed, the Installation finished successfully dialog box opens.

3. Click Close to exit the installer.

If you installed a new transcoder option, activate the license. See ["Activating Licenses" on page 27](#).

Uninstalling MediaCentral Graphics Management

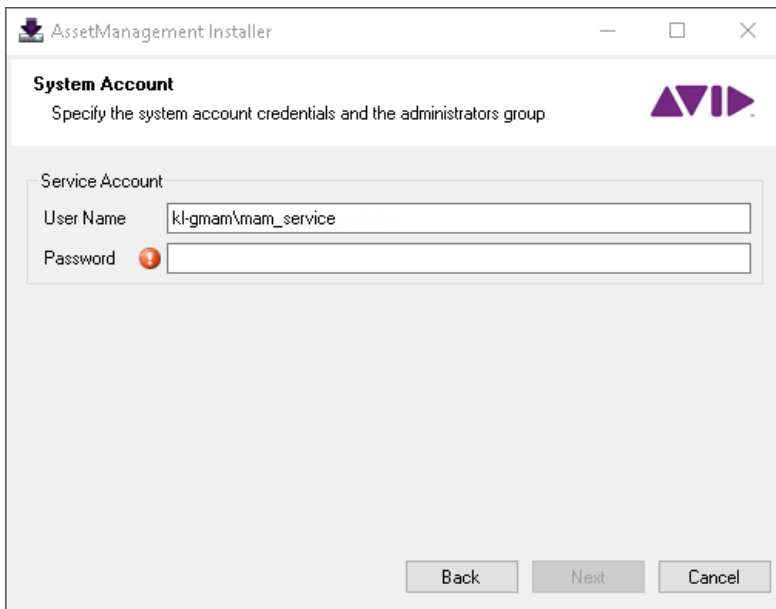
The Graphics Management software can be removed through a few simple steps. However, you can exclude the Config.xml configuration file from this process. Leaving the configuration file in place enables you to install a new version of the software without needing to reconfigure all settings.

 You cannot deactivate the Graphics Management license after you uninstall the software. To free up the Graphics Management license for use in another system, deactivate the license before you start the uninstallation procedure.

 Uninstalling MediaCentral Graphics Management also uninstalls the used SQL databases.

To uninstall Graphics Management:

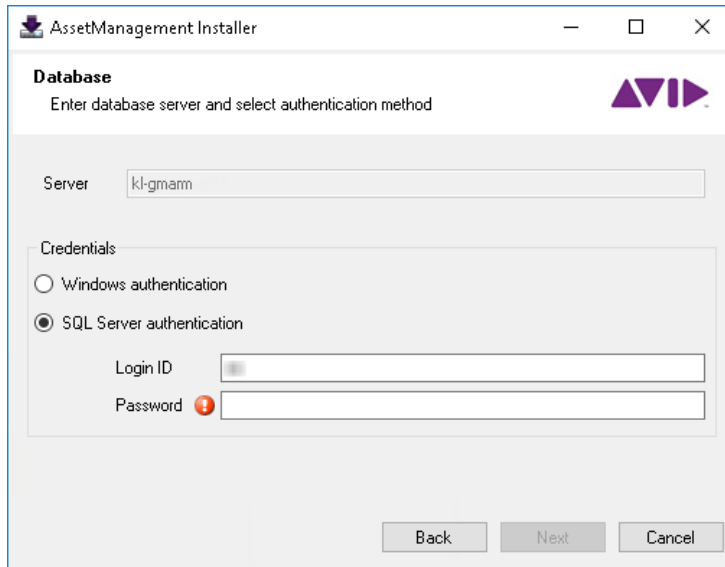
1. Unzip and copy the installer to a folder of your choice on the Graphics Management server (for example, C:\Temp).
2. Open the folder and double-click AssetManagementInstaller.exe.
The AssetManagement Installer starts and shows a Welcome dialog box.
3. Click Next.
The License Agreement dialog box opens.
4. Select the language of the AVID SOFTWARE LICENCE AGREEMENT, and read it.
5. Select “I accept the terms in the license agreement” and click Next.
The Select Mode dialog box opens.
6. Select Uninstall and click Next.
The System Account dialog box opens.



7. Enter the password for the account that is used to run Graphics Management Control Platform and all services that are installed with packages.

 Type the same System Account password that you provided during the installation of Graphics Management.

8. Press the Tab key and click Next.
The Database Server dialog box opens.



The screenshot shows the 'AssetManagement Installer' window with the 'Database' tab selected. The title bar reads 'AssetManagement Installer'. The main heading is 'Database' with the instruction 'Enter database server and select authentication method'. The 'Server' field contains 'kl-gmam'. Under the 'Credentials' section, 'SQL Server authentication' is selected with a radio button. Below this, the 'Login ID' field is empty, and the 'Password' field is also empty, marked with a red exclamation point icon. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

9. (SQL Server authentication only) Enter the password to connect to the database.

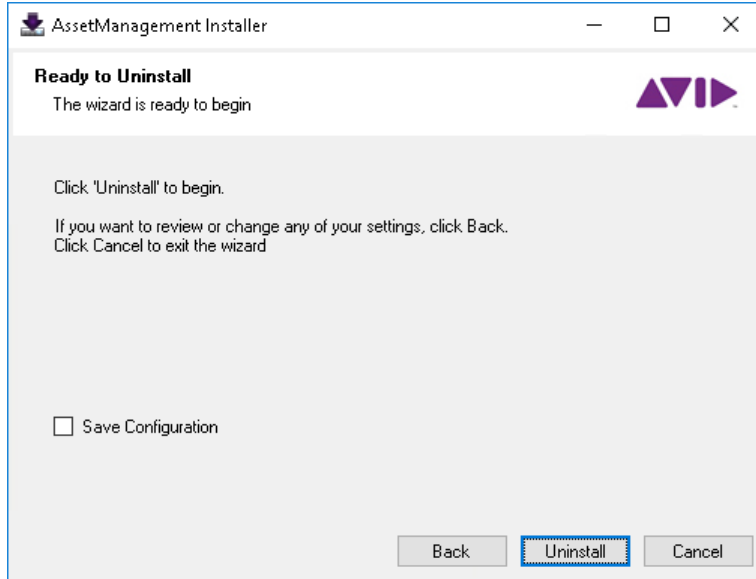
 *Type the same database password that you provided during the installation of Graphics Management.*

10. Press the Tab key and click Next.

The System Info dialog box opens.

11. Click Next.

The Ready to Uninstall dialog box opens.



The screenshot shows the 'AssetManagement Installer' window with the 'Ready to Uninstall' tab selected. The title bar reads 'AssetManagement Installer'. The main heading is 'Ready to Uninstall' with the instruction 'The wizard is ready to begin'. Below this, it says 'Click 'Uninstall' to begin.' and 'If you want to review or change any of your settings, click Back. Click Cancel to exit the wizard'. There is a checkbox labeled 'Save Configuration' which is currently unchecked. At the bottom are 'Back', 'Uninstall', and 'Cancel' buttons. The 'Uninstall' button is highlighted with a blue border.

12. (Option) Select the Save Configuration check box if you want to save configuration data to the file Config.xml that is located in the directory: %localappdata%\Avid\AssetManagementInstaller.

13. Click Uninstall.

The Uninstall security prompt opens.

14. Click Yes.

The AssetManagement Installer removes the Graphics Management Control Platform and packages. This can take several minutes. During uninstall, several messages show the progress.

When the uninstall procedure has finished, the Uninstall finished successfully dialog box opens.

15. Click Close to exit the installer.

Activating Licenses

In this release, the following licensing types are supported:

- ["Activating Licenses Using the License App" below](#)
- ["Activating Licenses Using Application Manager" below](#)

Activating Licenses Using the License App

Starting with v2021.11, Graphics Management fully integrates with the MediaCentral Platform License Manager Service and supports the subscription license model by default.

For each new installation v2021.11 or later and for each installation updated to v2021.11 or later that switches to subscription licensing, use the MediaCentral Cloud UX Licensing app to activate the following subscription license:

- MediaCentral | Flex Graphics Management: subscription license for Graphics Management

Additionally, activate the following license:

- Graphics Management: module license required for MediaCentral Cloud UX

For more information, see “Activating a License” in the *Avid MediaCentral Cloud UX Installation Guide*.

Activating Licenses Using Application Manager

Starting with v2021.11, activating licenses using the Application Manager is only supported for updating or setting up a system with an already existing license (System ID and Activation ID).

Before you can activate your license, you need to reconfigure Graphics Management to use the Application Manager.

Activating a license requires access to the Avid activation server through the Internet. If you activate the Graphics Management product license, all mandatory license features are activated automatically.

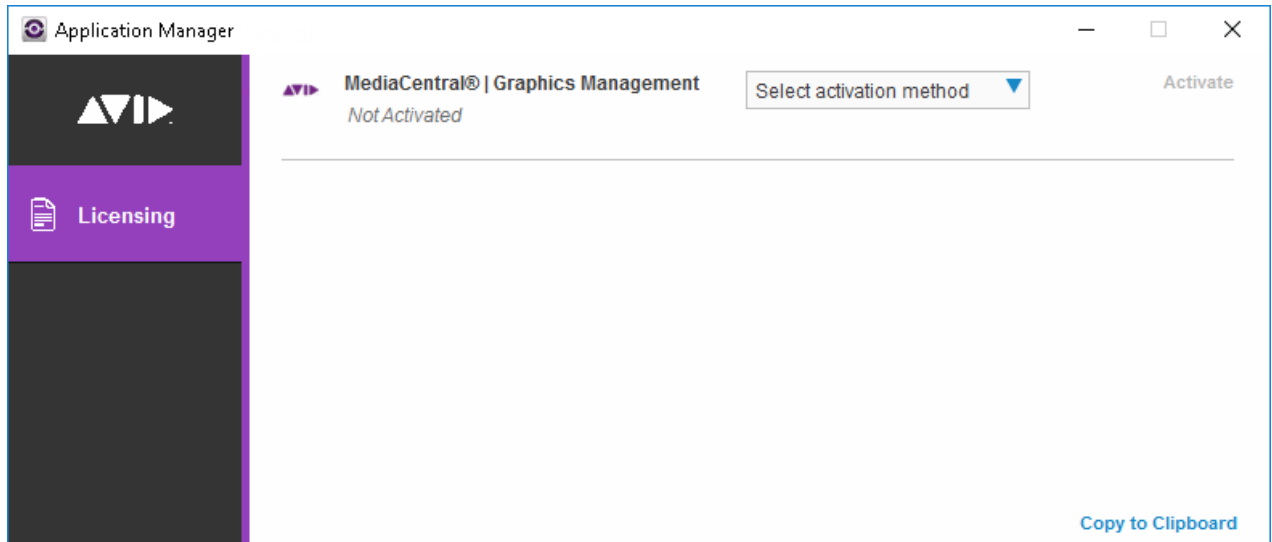
To enable Application Manager usage:

1. Sign-in to Graphics Management Control Center.
2. Click System Settings on the Views side bar.
3. In the System Settings view, go to the setting System.LegacyLicenses.Enabled and change its value to “true.”
4. On the Graphics Management server, start the Internet Information Services (IIS) Manager and restart the Application Pool MAM_0000_Management.

To activate the Graphics Management license:

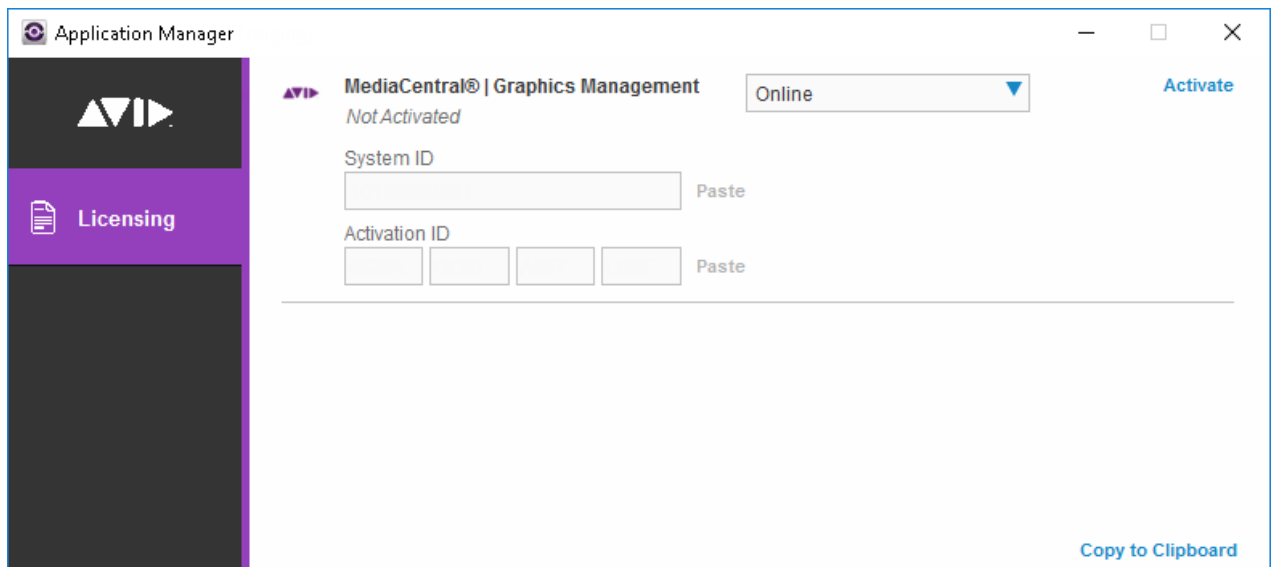
1. On the Graphics Management server, press the Windows key, enter “Application Manager” in the Search box, and press Enter.

The Avid Application Manager opens. The Application Manager icon is added to the taskbar.



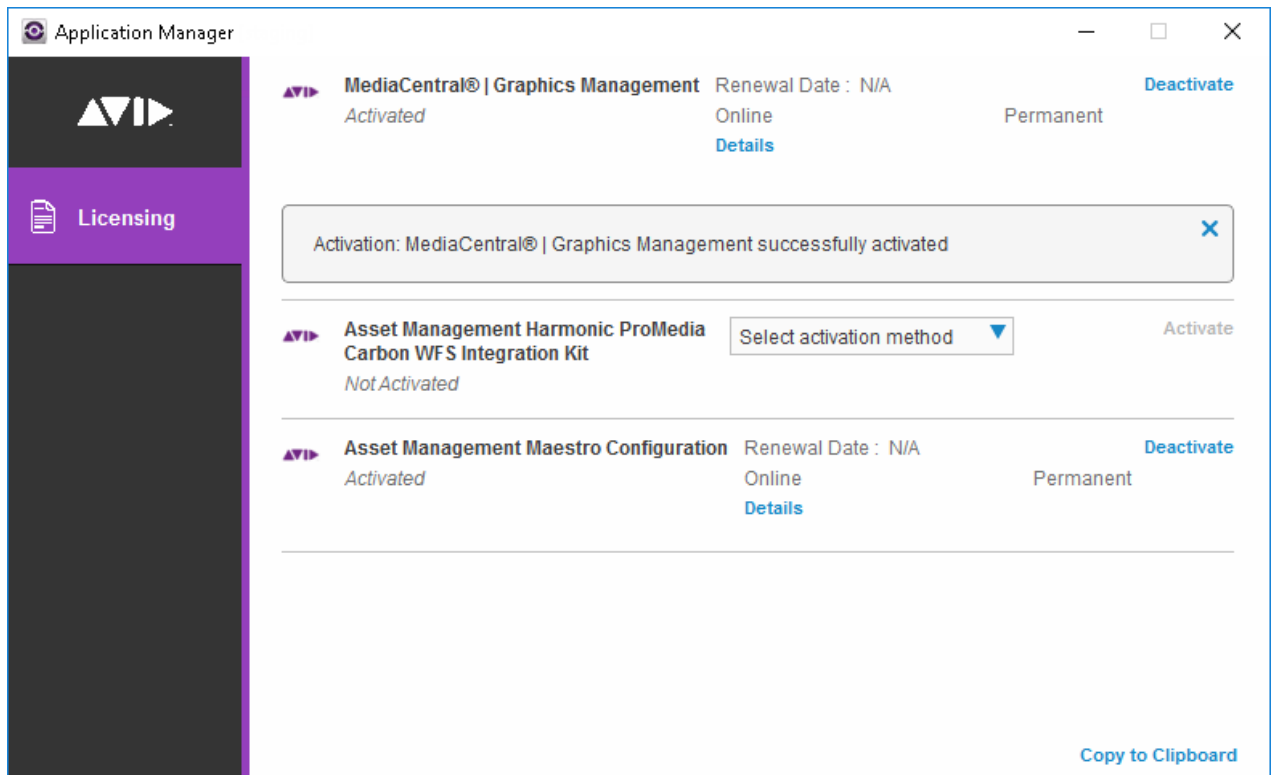
2. Select the activation method "Online."

The System ID and Activation ID fields are shown.



3. Enter the System ID and Activation ID that you received when you purchased the software. A "Paste" link lets you paste the number from the clipboard.
4. Click ACTIVATE to start the license activation process.

The Avid Application Manager confirms your system information. When the activation completes, a message confirms the successful activation. The ACTIVATE button changes to DEACTIVATE.



To view information about activated licenses, click the Details link.

5. Repeat steps 2 through 4 for all options you need to license.
6. Close the Application Manager.

To deactivate the Graphics Management license using the Application Manager:

1. On the Graphics Management server, open the Application Manager application.
2. Click the DEACTIVATE button for MediaCentral Graphics Management .

When the deactivation completes, a message confirms the successful deactivation. Below the product name, “Deactivated” is shown.

3. Close the Application Manger.

3 Mounting Volumes

The following topics describe required mount operations on the MediaCentral Cloud UX server:

Mounting for Playback and Video Analysis	30
Mounting for File Upload and Download	30

Mounting for Playback and Video Analysis

To play and run the video analysis for MediaCentral Graphics Management media, the file system containing the Graphics Management proxies must be mounted on the MediaCentral Cloud UX (MCCUX) server. Volume mounting is completed at the operating system level using standard Linux commands (for example, mount). To automate the mounting of the Graphics Management file system, create an entry in /etc/fstab.

To mount volumes on the MCCUX server:

1. To create the directory vol1, type: `sudo mkdir /mnt/media/vol1`
2. To create a new directory for your server, type: `sudo mkdir /mnt/media/vol1/<system-id>`
3. To edit the file fstab, type: `sudo vi /etc/fstab`
4. Press INS to switch to edit mode.
5. At the end of the file, add a line similar to the following (including the blank spaces between “Archive” and “/mnt”):

```
//<HOST NAME OF GRAPHICS MANAGEMENT SYSTEM>/<DataDirectory>/Archive
/mnt/media/vol1/<system-id> cifs rw, mand, username=<user>,password=<pwd>
```

Example:

```
//MediaCentralGraphicsManagement/Data/Archive /mnt/media/vol1/FD7C43F0-A1BD-4499-A5D5-0406D185F69C cifs rw,mand,username=mam_service,password=DummyPWD
```
6. Save and exit the vi session. Press <ESC> and type :wq
7. To mount this mount point defined in fstab, type: `sudo mount /mnt/media/vol1/FD7C43F0-A1BD-4499-A5D5-0406D185F69C`

Mounting for File Upload and Download

Starting with version 2019.6, MediaCentral Cloud UX supports uploading files to processes upon process creation and uploading files to and downloading files from user tasks in the Tasks app. For MediaCentral Cloud UX to upload and download files to processes and user tasks, the avid-mam-upload service requires the right mount points on the MCCUX server to access a specific Graphics Management folder share.



Starting with v2022.12, the avid-mam-upload service does not run as root user but as avid:avid service user (UID:1000, GID:1000). Therefore, this information needs to be included in the mount configuration. On a system with already existing mounted workspace, the configuration needs to be adapted accordingly.

Volume mounting is completed at the operating system level using standard Linux commands (for example, mount). To automate the mounting of the Graphics Management file system, create an entry in /etc/fstab

To mount volumes for file upload and download operations:

1. To create the directory vol1, type: `sudo mkdir -p /mnt/media/mam/workspaces/<system-id>/UploadDownload`
2. To edit the file fstab, type: `sudo vi /etc/fstab`
3. Press INS to switch to edit mode.
4. At the end of the file, add a line similar to the following (including the blank spaces between "UploadDownload" and "/mnt"):

```
//<HOST NAME OF GRAPHICS MANAGEMENT SYSTEM>/<DataDirectory>/Workspace/UploadDownload
/mnt/media/mam/workspaces/<system-id>/UploadDownload cifs
username=<user>,password=<pwd>,uid=1000,gid=1000 0 0
```

Example:

```
//MediaCentralGraphicsManagement/Data/Workspace/UploadDownload
/mnt/media/mam/workspaces/FD7C43F0-A1BD-4499-A5D5-0406D185F69C/UploadDownload cifs
username=mam_service,password=DummyPWD,uid=1000,gid=1000 0 0
```
5. Save and exit the vi session. Press <ESC> and type :wq
6. To mount this mount point defined in fstab, type: `sudo mount /mnt/media/mam/workspaces/FD7C43F0-A1BD-4499-A5D5-0406D185F69C/UploadDownload`

To modify existing mount information for file upload and download operations:

1. To edit the file fstab, type: `sudo vi /etc/fstab`
2. Modify the line where it states
3. `//<HOST NAME OF GRAPHICS MANAGEMENT SYSTEM>/<DataDirectory>/Workspace/UploadDownload /mnt/media/mam/workspaces/<system-id>/UploadDownload cifs username=<user>,password=<pwd> 0 0`
 by inserting: `,uid=1000,gid=1000`
 Afterwards, the line should look like the following:

```
//MediaCentralGraphicsManagement/Data/Workspace/UploadDownload
/mnt/media/mam/workspaces/FD7C43F0-A1BD-4499-A5D5-0406D185F69C/UploadDownload cifs
username=mam_service,password=DummyPWD,uid=1000,gid=1000 0 0
```
4. To save the changes and quit vi, type :wq
5. Type `sudo umount /mnt/media/mam/workspaces/<system-id>`
6. Type `sudo mount -a`
7. Type `sudo kubectl delete po -l app=avid-mam-upload`

Note that steps 1 through 5 need to be done on all nodes that have the mount points configured, step 6 is only needed once.

4 Configuring Graphics Management for Use with MediaCentral Cloud UX

The following topics provide information on how to connect MediaCentral Graphics Management to MediaCentral Cloud UX:

MediaCentral Cloud UX License	32
Adapting the Graphics Management User Management	32
Assigning Graphics Management Users to the Media Managers or Media Users Group	32
Configuring MediaCentral Search for Graphics Management	34
Defining Folder Permissions in Graphics Management Workspace Management	38

MediaCentral Cloud UX License

Using Graphics Management with MediaCentral Cloud UX requires the following licenses available in MediaCentral Cloud UX:

- (Subscription license, default in v2021.11 and later) MediaCentral | Flex Graphics Management
- Graphics Management

See the “Using the Licensing App” chapter in the *Avid MediaCentral | Cloud UX Installation Guide*.

Adapting the Graphics Management User Management

Authentication providers are used to verify user access to the MediaCentral Cloud UX user interface. MediaCentral Cloud UX requires a connection to Windows Active Directory (AD) to act as the authentication provider.

MediaCentral Graphics Management does not need to be connected to an Active Directory but directly queries the user information from the Platform User Management (IAM).

 **After the installation is complete use the Graphics Management User Manager to assign usage rights to the groups queried from Platform User Management.**

For information on how to assign usage rights, see ["Assigning Graphics Management Users to the Media Managers or Media Users Group"](#) below.

Assigning Graphics Management Users to the Media Managers or Media Users Group

MediaCentral Graphics Management provides two preconfigured user roles for use with MediaCentral Cloud UX. These roles are created as groups with corresponding usage rights in Graphics Management User Management:

- “mediamanagers” are allowed to do the following:
 - Upload clips and images
 - Export files
 - Create proxies
 - Trigger the video analysis for uploaded clips
 - Delete assets and clean up essence packages
 - Change the expiration settings
 - Work with expired assets
- “mediausers” are allowed to do the following:
 - Upload clips and images
 - Work with assets until they expire

To use the preconfigured roles, assign the MediaCentral Graphics Management user accounts to the “mediamanagers” or “mediausers” group. To do this, use the Graphics Management User Manager’s Groups view as described in the following procedure.

To assign a user to a group:

1. Sign in to Graphics Management Control Center.
2. Click the User Manager link on Control Center’s Views side bar.
 - ▶ If you are already signed-in to Graphics Management — by signing-in to another administration tool or using the User Info link from within Control Center —, User Manager opens in a new tab.
 - ▶ If you are not signed-in to Graphics Management, the login page opens. Type your user name and password, and click Login. User Manager opens in a new tab.
3. Open the Groups view.
4. Select the group “mediamanagers” in the Groups pane.

The Group Info, Group Rights, and Members panes are activated for the “mediamanagers” group.
5. Click the Change Group Members button in the Members pane.

The Edit Group Members dialog opens.
6. Do one of the following:
 - ▶ Click a user in the Available Users box to assign the user to the group.

Repeat this for all users you want to assign to the “mediamanagers” group. Do not assign a “Service-⟨service name⟩” user to the “mediamanagers” group.
 - ▶ Click the Add All (right arrow) icon above the Available Users box to assign all users to the group at the same time.

Then, in the Members box, click all users you do not want to assign to the “mediamanagers” group. Unassign all “Service-⟨service name⟩” users.
7. Click OK.

The user assignment is applied. The assigned users are shown in the Members pane.
8. Select the group “mediausers” in the Groups pane and repeat steps 6 through 7 to assign users to that group.

Configuring MediaCentral | Search for Graphics Management

To use MediaCentral Search for Graphics Management in MediaCentral Cloud UX, the following procedures are required:

Checking Basic Search Settings	34
(Optional) Enabling and Configuring Phonetic Search	34
Triggering Index Synchronization	37
Enabling Kafka Topic Compaction After System Update	37

Checking Basic Search Settings

To use MediaCentral Search for Graphics Management in MediaCentral Cloud UX, check the following settings, which have been configured during the Graphics Management installation. They should already display correct values.

To check MediaCentral Search settings:

1. Sign in to Graphics Management Control Center.
2. Click Profiles on the Views side bar.
The Configuration Profiles view opens.
3. Select the profile DataManagerWS, go to the section CentrallIndex and make sure that **MarkForSynchronization** is set to `true`.
If you change the setting, click the Save button in the Configuration Profiles view toolbar and then flush the DataManagerWS service cache or restart the pool MAM_0900_DataManager in Control Center's Services view.
4. Select the profile SyncCentrallIndex, go to the section Settings and make sure that **EnableDataPropagation** is set to `true`.
If you change the setting, click the Save button in the Configuration Profiles view toolbar and then flush the SyncCentrallIndex service cache or restart the pool MAM_2200_SyncCentrallIndex in Control Center's Services view.

(Optional) Enabling and Configuring Phonetic Search

If your organization is licensed for using MediaCentral | Phonetic Index with MediaCentral Cloud UX, enable and configure the Phonetic Search feature for Graphics Management assets. Starting with version 2019.9, multiple audio tracks are supported for Phonetic Indexing.

The Phonetic Search configuration is done in Graphics Management Control Center's Configuration Profiles view (profile SyncCentrallIndex) and includes the following:

- Enable Phonetic Indexing and check the media path.
- If you have licensed alternate language packs, create a key for each language pack.
- Define the Phonetic Indexing configuration for all asset types that do not have a specific configuration section. By default, Phonetic Indexing is enabled for all asset types, for audio tracks 1 and 2, and language pack International English.
- (Optional) Define the Phonetic Indexing configuration for specific asset types.

After you changed the settings, you need to flush the SyncCentrallIndex service cache.

To enable Phonetic Search:

1. In Control Center's Configuration Profiles view, select the SyncCentralIndex profile.
2. Go to the section *PhoneticIndexing*, adjust the following values and save your changes:
 - **Enabled:** Set to `true` to enable Phonetic Indexing.
 - **AudioRenderUrl:** Make sure that exactly the following is shown:

`http://{mcshost}:30880/render?r=%2F{filename}&t=wav&a={trackbitmask}&b=0&ext=.wav`

In Graphics Management prior v2020.9, the setting `RenderUrl` was used. During installation of version 2020.9, `RenderUrl` is replaced by the new setting `AudioRenderUrl`. If you had applied modifications to the `RenderUrl` setting, you need to re-apply these modifications to the new setting `AudioRenderUrl`.

Make sure to keep the `%2F` in front of the `{filename}` template variable, otherwise phonetic indexing might fail.

To enable alternate language packs:

1. In Control Center's Configuration Profiles view, select the SyncCentralIndex profile.
2. Select the section *PhoneticIndexing/LanguagePacks* and create a separate key for each alternate language pack you have licensed. By default, the key `en` with the ID of the International English language pack is provided.
 - a. Click the Add > Setting button.
 - b. Type the name in the NewSetting field that is shown and press Enter.
 - c. Paste or type the ID of the language pack that you obtained (for example, from the Search Grid console during the installation of the alternate language pack on the Search Grid server) in the Value field.
 - d. Click the Save button on the Configuration Profiles view toolbar.

To configure Phonetic Search settings for all asset types:

1. In Control Center's Configuration Profiles view, select the SyncCentralIndex profile.
2. Go to the section *PhoneticIndexing/Default* and adjust the key **Enabled**:
 - ▶ **true:** Phonetic Indexing is enabled for all asset types except the ones that have a separate configuration section (in *PhoneticIndexing/Class*).
 - ▶ **false:** Phonetic Indexing is disabled for all asset types except the ones that have a separate configuration section. If there is no asset type specific section in *PhoneticIndexing/Class*, Phonetic Indexing is completely disabled.
3. Click the Save button on the Configuration Profiles view toolbar.
4. Go to the section *PhoneticIndexing/Default/Tracks* and create a new subsection. Each subsection represents one entity for phonetic indexing.
 - a. Select the subsection "Primary".
 - b. Click the Copy button.
The section is copied and shown with the name `Primary_1`.
 - c. In the `Primary_1` field, type the name of the new subsection. Use a name that clarifies what you want to configure, such as `OriginalTrack`.
 - d. Press Enter.
The new subsection is saved.
 - e. Adapt the keys of the new subsection and save the changes:

- **AudioTracks:** Provide a comma-separated list of audio track numbers. The track numbers are used to select the tracks of the asset to be analyzed by Phonetic Indexing. The track numbers start at 1 for the first track. The default value is `1 , 2`.
- **Enabled:** Enables or disables Phonetic Indexing for this audio track. The key is set to `true` by default.
- **LanguagePack:** Provide the ID or name of the Language Pack. You can provide the Language Pack ID or the language pack name defined in the section `PhoneticIndexing/LanguagePacks`. The default value is `en`.

5. Repeat step 4 for each audio track you want to configure.

To configure Phonetic Search settings for a specific asset type:

1. In the `SyncCentralIndex` profile, go to the section `PhoneticIndexing/Class` and create a new subsection. Each subsection defines one asset type (object class) for phonetic indexing.
 - a. Select the subsection “`_Example`”.
 - b. Click the Copy button.
The subsection is copied and shown with the name `_Example_1`.
 - c. In the `_Example_1` field, type the name of the new subsection. This must be the asset type name of an object class defined in the Graphics Management data model.
 - d. Press Enter.
The new subsection is saved.
 - e. Adjust the key **Enabled** of the new subsection `PhoneticIndexing/Class/<asset type name>` and save the changed value:
 - ▶ **true:** Phonetic Indexing is enabled for this asset type.
 - ▶ **false:** Phonetic Indexing is disabled for this asset type.
2. (Option) Select and rename the new subsection `PhoneticIndexing/Class/<asset type name>/Tracks/Primary`.
 - a. Double-click the Primary field.
 - b. In the Primary text box, replace “Primary” with a name that clarifies what you want to configure, such as `OriginalTrack`. Do not change the `PhoneticIndexing/Class/<asset type name>/Tracks/` part.
 - c. Press Enter.
3. Adapt the keys of the new (renamed) subsection and save the changes:
 - **AudioTracks:** Provide a comma-separated list of audio track numbers. The track numbers are used to select the tracks of the asset to be analyzed by Phonetic Indexing. The track numbers start at 1 for the first track. The default value is `1 , 2`.
 - **Enabled:** Enables or disables Phonetic Indexing for this audio track. The key is set to `true` by default.
 - **LanguagePack:** Provide the ID or name of the Language Pack. You can provide the Language Pack ID or the language pack name defined in the section `PhoneticIndexing/LanguagePacks`. The default value is `en`.
4. Repeat steps 1 through 4 for each asset type you want to configure.

To refresh the SyncCentralIndex configuration, do one of the following:

- ▶ While the SyncCentralIndex profile is selected, click the Flush Service Cache button in the Control Center's Configuration Profile view.
- ▶ Restart the pool MAM_2200_SyncCentralIndex in Control Center's Services view.

Triggering Index Synchronization

With the Graphics Management installation, the required metadata namespace for Graphics Management assets is initialized in MediaCentral Search. Basically, there is no need to trigger the index synchronization manually.



After upgrading your MediaCentral Cloud UX system software, you might need to reset the text metadata search index and the phonetic index (if applicable) and re-index your assets. See “Updating MediaCentral Search” in the Avid MediaCentral | Cloud UX ReadMe to determine if a re-index is required for your upgrade path.



When you enable Phonetic Index for a Graphics Management system that already has archived assets, you need to re-index your assets.

To re-index assets:

1. Sign in to Graphics Management Control Center.
2. Open Control Center's Services view and restart the pool MAM_2200_SyncCentralIndex.
3. Start Sync Service Administrator from within Control Center.
4. On the Monitor tab, select the option “Synchronize all objects (low priority),” provide a description, and click the Synchronize button.

All Graphics Management assets are synchronized to MediaCentral Search. Depending on the size of the database, the re-index process could take a significant amount of time to complete. As long as synchronization is enabled, all changes are propagated automatically to MediaCentral Search.

Enabling Kafka Topic Compaction After System Update

Starting with version 2021.11, MediaCentral Search uses Kafka's “topic compaction” feature to save disk space. The SyncCentralIndex service supports the topic compaction and sends a “key” with each message (schema, CBA rules, assets, layers, segments, taxonomies) to MediaCentral Search.

The topic compaction support is controlled by the following configuration setting:
SyncCentralIndex/MediaCentralSearch/EnableCompaction

This setting defines if SyncCentralIndex requests Kafka topic compaction when initially registering in the search-queue-config service of MediaCentral Search. The default value is “true.” Topic compaction is therefore enabled for any new installation of Graphics Management v2021.11 and later.

Note that you cannot use this setting to enable or disable topic compaction for an existing system with an already existing Kafka topic. The setting is only applied when registering for the very first time. The search-queue-config service will only enable topic compaction if compaction is requested from the very start. If the system is already known or the topic exists, the search-queue-config service will not enable topic compaction to avoid issues with existing messages without key.

If you want to enable topic compaction for a Graphics Management system after updating to v2021.11 or later, the Kafka topic must be emptied and re-created, and assets and taxonomies must be re-synchronized.

To enable topic compaction after a system update:

1. Sign in to Graphics Management Control Center.
2. Open Control Center's Services view and stop the pool MAM_2200_SyncCentralIndex.
3. Delete the Graphics Management's Kafka topic, as described in “Deleting a Topic from Kafka” in the *Avid MediaCentral Cloud UX Installation Guide*.
4. Go back to Control Center, open the Services view and start the pool MAM_2200_SyncCentralIndex.
5. In Control Center, click Sync Service Administrator on the Views side bar. If required, sign-in to Graphics Management.
6. On the Monitor tab, do the following:
 - a. Select the option “Synchronize taxonomies,” make sure that “All Taxonomies” is selected, type a description in the “Synchronization reason” field, and click the Synchronize button.
 - b. Select the option “Synchronize all objects (low priority),” type a description in the “Synchronization reason” field, and click the Synchronize button.

All Graphics Management assets are synchronized to MediaCentral Search. Depending on the size of the database, the re-index process could take a significant amount of time to complete. As long as synchronization is enabled, all changes are propagated automatically to MediaCentral Search.

Defining Folder Permissions in Graphics Management Workspace Management

Graphics Management is delivered with a default folder structure that is shown in the MediaCentral Cloud UX Browse app. This folder structure can be enhanced and edited based on Graphics Management folder permissions.



You cannot set folder permissions in MediaCentral Cloud UX. You need to use the Graphics Management Workspace Management to define read and write access for folders shown in the Browse app.

As a Graphics Management administrator, the Graphics Management Workspace Management offers you options to set permissions for each individual folder. Each folder provides a Permissions dialog box to administrate its permissions.

To change the permissions of a folder of another user, you must either have the Graphics Management User Management privilege Administration/Platform_Administration, or your group must have the Change Permissions right for a folder. As a Graphics Management administrator you have both rights assigned by default.

See the following topics:

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Layout of the Permissions Dialog Box	39
Setting Folder Permissions	41
Working with Folders	42
Assigning Create Folder Rights in Graphics Management User Manager	43

Accessing Graphics Management Workspace Management

As a Graphics Management administrator, you can set the permissions for the folders shown in the MediaCentral Cloud UX Browse app. Use the Graphics Management Workspace Management, which is a module of Asset Management Desktop, to set folder permissions.

To access the Graphics Management Workspace Management:

1. Sign in to Graphics Management Control Center.

2. Click Desktop on the Views sidebar.

The MediaCentral Asset Management Desktop login page opens.

3. Provide your administrator credentials and click Login.

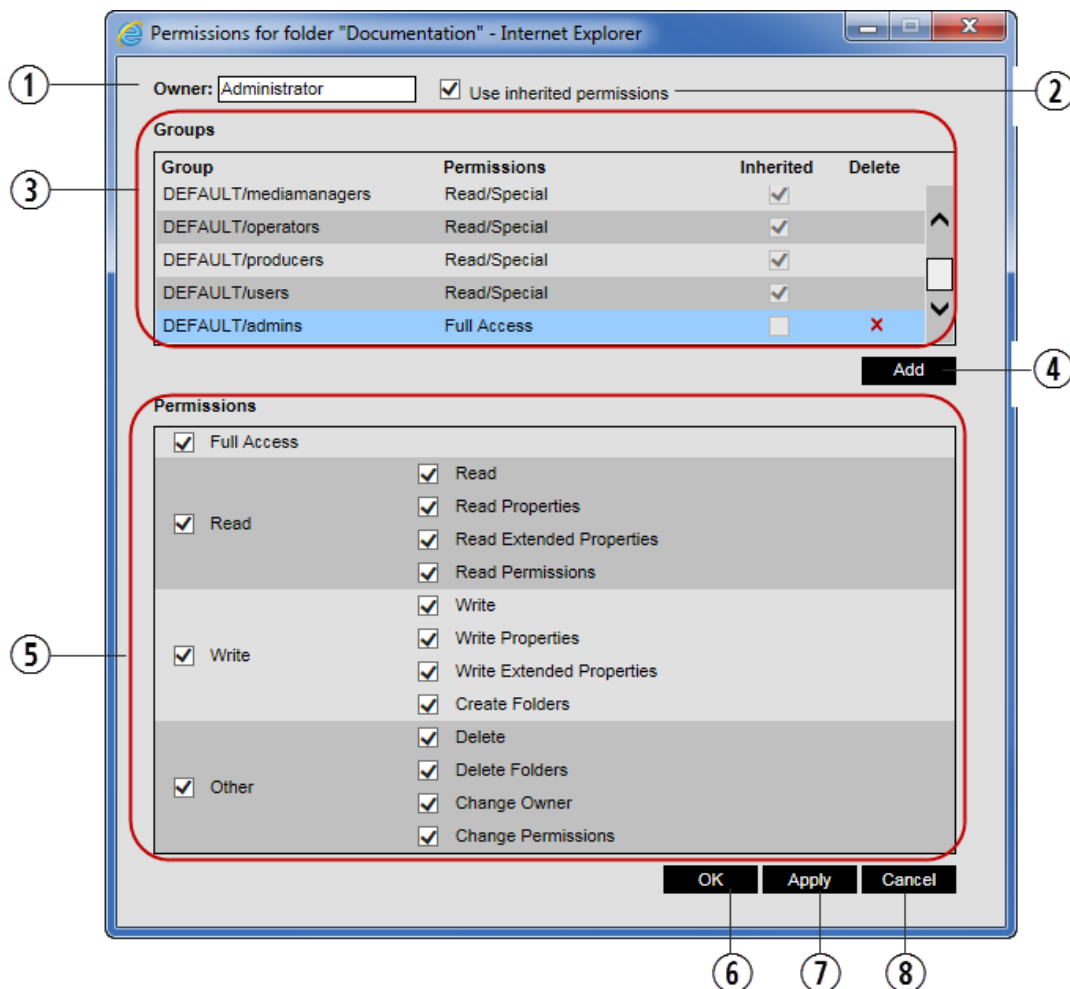
Asset Management Desktop opens. The Workspace module provides the MediaCentral Graphics Management folders that are shown in the MediaCentral Cloud UX Browse app.



MediaCentral Archive Workspace Management offers different folder types. Only folders of type "Folder" are shown in the MediaCentral Cloud UX Browse app.

Layout of the Permissions Dialog Box

You can open the Permissions dialog box by selecting Permissions from the context menu of a folder. In the Permissions dialog box you can grant folder access permissions and editing options to user groups.



	Element	Description
1	Owner	Shows the name of the folder owner; this is the login name of the user who created the folder.
2	Inheritance check box	Inherits the folder permissions of the parent folder (checked by default). Deselecting the check box allows you to convert inherited permissions to local permissions for the folder, or to remove all groups with inherited permissions from the Groups table.
3	Groups	Shows groups with their permissions on the folder and indicates if the permissions are inherited from the parent folder; allows deletion of groups from the Permissions dialog. For additional information, see "Elements of the Groups table" below .
4	Add button	Opens a control that lists all groups defined in MediaCentral Graphics Management User Management and allows the selection of individual groups for assigning folder permissions.
5	Permissions	Allows the assignment or removal of folder permissions. The permissions are arranged in four categories: • Full Access • Read • Write • Other Except Full Access, each category has several permissions that can be selected individually. Checking a permissions category check box checks all included permissions automatically. Inherited permissions are displayed read-only. For additional information, see "Elements of the Permissions table" on the next page.
6	Buttons	Control the application of changes in the Permissions dialog: • OK: Applies the changes and closes the Permissions dialog. • Apply: Applies the changes without closing the Permissions dialog. • Cancel: Closes the Permissions dialog without applying the changes.

Elements of the Groups table

The Groups table provides the following information and controls:

Element	Description
Group	Shows the groups that are inherited from the parent folder or have been added by using the Add button. Selecting a group shows its permissions in the Permissions table.
	For users with Administration/Platform_Administration rights, the name of the group's tenant is shown in front of the group name — for example, DEFAULT/admins.
Permissions	Shows the group's permissions category on the folder as defined in the Permissions table (Full Access, Read, Write, or Other) separated by a slash. If only individual permissions are assigned, and not a full category, "Special" is shown instead.
Inherited	The check box indicates if the permissions are inherited from the parent folder.
Delete	Deletes the group from the Groups table.

Elements of the Permissions table

The Permissions table provides check boxes to apply permissions, as described in the following table. The check boxes are grayed out for inherited permissions.

Category	Permission	Description
Full Access		Includes all permissions of the Read, Write, and Other levels.
Read	Read	Grants the right to see the folder and its contents.
	Read Properties	Not needed for Graphics Management/MediaCentral Cloud UX.
	Read Extended Properties	Not needed for Graphics Management/MediaCentral Cloud UX.
	Read Permissions	Grants the right to open the folder's Permission dialog in read-only mode.
Write	Write	Grants the right to add and edit assets in the folder.
	Write Properties	Not needed for Graphics Management/MediaCentral Cloud UX.
	Write Extended Properties	Not needed for Graphics Management/MediaCentral Cloud UX.
	Create Folders	Grants the right to create subfolders in the folder.
Other	Delete	Grants the right to delete assets from the folder and the folder itself.
	Delete Folders	Grants the right to delete subfolders from the folder.
	Change Owner	Has no effect in the UI (the owner can be changed via the API)
	Change Permissions	Grants the right to edit the folder's permissions in the Permission dialog.

Setting Folder Permissions

When setting folder permissions, consider the following basic concepts:

- Folder permissions operate on group level: You can grant the permissions of a folder to a group — meaning all users of the group — but not to individual users.
- Folder permissions can be restricted by the MediaCentral Graphics Management User Management group settings: If a group does not have the User Management right to create a folder, no member of that group is able to create a folder — even if you grant the permission to that group in the Permissions dialog. See ["Assigning Create Folder Rights in Graphics Management User Manager" on page 43](#).
- By default, the “Use inherited permissions” flag is set for each folder and the permissions of a parent folder are automatically inherited to its subfolders. You can convert inherited permissions to local permissions and adapt them. If you select the Use inherited permissions check box again, you add inherited permissions to the local permissions. Inherited and local permissions are cumulative.
- Releasing a subfolder does not automatically make it visible in the Browse app folder structure. To make a released subfolder visible, grant the Read right to its parent folder or all parent folders of the node.
- A newly released folder is not automatically visible to users already signed in to MediaCentral Cloud UX. To see the newly released folder, users must refresh the display.

To set folder permissions:

1. Open the context menu of the desired folder and select Permissions.
The Permissions dialog opens. It shows the permissions inherited from the parent folder by default.
2. To change inherited permissions for the folder, deselect the Use inherited permissions check box.
A security prompt opens.
3. Do one of the following:
 - ▶ Click Yes: The inherited permissions are converted to local permissions.
 - ▶ Click No: All groups and their inherited permissions are removed from the Groups table.
 - ▶ Click Cancel: The inherited permissions are kept.
4. Define the groups for which you want to set the folder permissions:
 - ▶ To add a new group, click the Add button and select the group in the control that opens. The group is shown in the Groups table. The Permissions column shows the entry “None.”
 - ▶ To remove a group, select it in the Groups table and click the Delete button. The group is removed from the Groups table.
5. Select the desired group in the Groups table and define the permissions in the Permissions table:
 - ▶ Select the check boxes of the permissions categories or individual permissions that you want to assign to the selected group.
 - ▶ Deselect the check boxes of the permissions categories or individual permissions that you want to unassign from the selected group.
6. (Option) Select another group and set the folder permissions for it.
7. Click OK to save and activate the changes and close the Permissions dialog.

Working with Folders

As a MediaCentral Graphics Management administrator, you can create, rename, and delete folders that are shown in MediaCentral Cloud UX Browse app also in MediaCentral Graphics Management Workspace Management.



MediaCentral Graphics Management Workspace Management offers different folder types. Only use folders of type “Folder.” All other folder types are not supported by MediaCentral Cloud UX.



Modifying the folder structure in MediaCentral Graphics Management Workspace Management does not affect the folder sort order in the MediaCentral Cloud UX Browse app. In the Browse app, folders are sorted alphabetically by the Name column.

If you delete a folder, all the references to assets that it contains will also be deleted without any separate confirmation prompt. Check whether you need the references to assets contained in a folder before you delete it.

To create a folder:

1. Right-click the folder to which you want to add a folder.
2. Select Add folder from the context menu that opens.
The Add new folder dialog box opens.
3. Type a name for the folder in the Name field.
4. Click OK.

The new folder is displayed in the folder structure.

5. Set the folder permissions.

To rename a folder:

1. Right-click the folder's icon or name.
2. Select Rename from the context menu that opens.

The Rename dialog box opens.

3. Change the name in the Name field.
4. Click OK.

The new name is displayed in the folder structure.

To delete a folder:

1. Right-click the folder's icon or name.
2. Select Delete folder from the context menu that opens.
3. Click Delete in the confirmation prompt that opens.

The folder and its contents are deleted and removed from the folder structure.

Assigning Create Folder Rights in Graphics Management User Manager

Folder permissions defined in Workspace Management can be restricted by the Graphics Management User Management group settings: If a group does not have the User Management right to create a folder, no member of that group is able to create a folder — even if the permission is granted to that group in the Permissions dialog box. See ["Setting Folder Permissions" on page 41](#).

When working with folder permissions, check if the Create Folder right is assigned to all required groups. If not, assign it as described in the following procedure.

To assign the Create Folder right to a group:

1. Sign in to Graphics Management Control Center.
2. Open the User Manager from within Control Center.
3. Click the Groups tab.
4. Select the group in the Groups pane.
5. Click the Edit Group Rights button in the Group Rights pane.

The Edit Group Rights dialog box opens.

6. Click the right WSM/CreateFolder in the Available Rights box to assign the right to the group.
7. Click OK.

The right is moved to the Granted Rights box.

8. Click OK.
- The rights assignment is applied. The assigned right is shown in the Group Rights pane.

8. Quit User Manager.

5 Importing Assets and Monitoring Imports

The following topics provide information on how to import and upload MediaCentral Graphics Management assets and monitor import processes:

Importing Assets Using Watch Folders	44
Monitoring Imports in Graphics Management Orchestration Monitor	44
Monitoring Imports in MediaCentral Cloud UX	47

Importing Assets Using Watch Folders

As an administrator, you can use Graphics Management watch folders to import clips and images to MediaCentral Graphics Management.

To import assets using watch folders:

1. Open Windows Explorer.
2. Navigate to the Watch Folder directory
`\\<server>\MediaAssetManager\Workspace\WatchFolder\WatchServiceGMamImport\ WatchFolder`
3. Do one of the following:
 - ▶ Paste image files to be imported in the IMAGES folder.
 - ▶ Paste video files (clips) to be imported in the CLIPS folder.

The file import starts.

The watch folder import does the following:

- For images, it creates an asset of type “Image” in the Graphics Management database, creates an image proxy, and extracts a thumbnail.
- For clips, it creates an asset of type “Video” in the Graphics Management database, starts the video analysis (shot detection) that creates the Default stratum and key frames, creates a browse proxy, and extracts a thumbnail.
- If configured in the MAM_Foundation profile, the expiration date is set for each imported asset. See ["Setting the Expiration Date for Images and Clips" on page 49](#) .

In MediaCentral Cloud UX, references to the images imported by the watch folder are shown in the Browse app folder “Images,” references to clips in the folder “Clips.”

Monitoring Imports in Graphics Management Orchestration Monitor

MediaCentral Graphics Management uses processes and workflows to import and upload files. As an administrator, you can monitor the processes and workflows in Graphics Management Orchestration Monitor. Orchestration Monitor provides a number of options to search for processes and workflow scripts, display basic information, and access detail information for monitoring purposes.

- Use the Processes view to search for processes, display basic information on processes and their workflow scripts, and get access to detail information on processes and workflow scripts.
- Use the Script Jobs view to search for workflow scripts, display basic information, and get access to detail information on workflow scripts. The Script Jobs view offers additional features that exceed workflow monitoring. For more information, see the *MediaCentral | Asset Management Orchestration Monitor User's Guide*.

To start Orchestration Monitor:

1. Open a supported web browser and enter the URL `https://<hostname>:9911/ControlCenter/web`
The Graphics Management Control Center login dialog opens.
2. Provide the Control Center credentials and click Login.
Control Center opens.
3. Click the Orchestration Monitor link on the Control Center's Views side bar.
 - ▶ If you are already signed-in to Asset Management — by signing-in to another administration tool or using the User Info link from within Control Center —, Orchestration Monitor opens in a new tab.
 - ▶ If you are not signed-in to Asset Management, the Asset Management login page opens. Type your user name and password, and click Login. Orchestration Monitor opens in a new tab.

To monitor processes in the Orchestration Monitor's Processes view:

1. In Orchestration Monitor, click the Processes tab.
2. In the Processes view, set search options for processes:
 - ▶ In the "Name(s)" control, select the class of the process for which you are looking or select "Select all" to search with no specified class. For monitoring image and video imports, the following process classes are relevant:
For images: MAM_UPLOAD_FILE and MAM_IMPORT_FILE
For videos: MAM_UPLOAD_VIDEO and MAM_IMPORT_VIDEO, MAM_ANALYSE_VIDEO, and MAM_CREATE_PROXY.
 - ▶ In the Lifecycle(s) control, select the life cycle of the process for which you are looking (such as Error) or select "Select all" to search with no specified life cycle.
 - ▶ Use the Startup time control elements to search for processes that were started during a specific time interval.
Use the list to the right of the end time text box to select a predefined time interval.
 - ▶ (Optional) Select the "Only Top Processes" check box to show only processes that do not have a parent process (are not started by another process).
Selecting this check box directly executes the search.
3. Click Search or press Enter.

The Hit list pane displays the result of your search. The following illustration shows the results of a search for processes of class MAM_IMPORT_VIDEO that have been started "Since last week" and ended in life cycle "Error."

No.	Name	Title	Lifecycle	State	Progress	Startup time	End time	Actions
1	MAM_IMPORT_VIDEO	MAM_IMPORT_VIDEO/39 [9e540431-030d-406e-abb1-6e2b0118e982]	Error	WaitGrowingFileFailed		06/01/2022 18:29:57 +02:00	06/01/2022 23:59:59	[Icons]
2	MAM_IMPORT_VIDEO	MAM_IMPORT_VIDEO/39 [9c04adb5-4d75-4144-9633-20056f522e56]	Error	ImportHiRes_Error		06/01/2022 17:46:28 +02:00	06/01/2022 23:59:59	[Icons]
3	MAM_IMPORT_VIDEO	MAM_IMPORT_VIDEO/39 [ee6c72aa-2321-45c4-803d-017be544a0e2]	Error	CheckFile_Error		06/01/2022 16:41:19 +02:00	06/01/2022 23:59:59	[Icons]

- In the Hit List pane, click the toggle icon in front of a process.

The display expands and all workflow scripts that are started by script tasks of the selected process are shown.

No.	Name	Title	State	Progress	Startup time	End time
1	MAM_CheckFile.wf	/6 CheckFile	Error		06/01/2022 16:41:22 +02:00	06/01/2022 23:59:59
2	MAM_ImportVideo_SetDefaults.wf	/3 SetDefaults	Finished		06/01/2022 16:41:20 +02:00	06/01/2022 23:59:59

- Do one of the following:

- Click the Show Process Details icon to display information on the tasks and variables of the process for error analysis and troubleshooting in a new tab.
- Click the Show AXF icon to display the AXF information of the process in a new tab.
- Click the Download icon to display or download information on the current status of the of the process in a JSON file.
- Click a workflow script to open its details in the Details view.

To monitor workflow scripts in the Orchestration Monitor's Script Jobs view:

- In Orchestration Monitor, click the Script Jobs tab.
- In the Script Jobs view, set search options for workflow scripts:
 - In the Script name list, select the type of the workflow script for which you are looking (such as MAM_AnalyseVideo.wf) or select the asterisk to search with no specified type.
 - In the Status list, select the status of the workflow script for which you are looking (such as Error) or select the asterisk to search with no specified status.
 - Use the Startup time control elements to search for workflow scripts that were started during a specific time interval.

Use the list to the right of the end time text box to select a predefined time interval.

- (Optional) Select the "Hide sub workflows" check box to hide sub-workflow scripts from being displayed in the Hit list pane as separate entries. A workflow script is considered a sub-workflow script if it is started by another workflow script.
- Click Search.

The Hit list pane displays the result of your search, as shown in the following illustration for MAM_AnalyseVideo workflow scripts in Cancelled status.

Processes | **Script Jobs** | **Script Details** | **Start** | **Models**

Type: SWoDL
Name: MAM_AnalyseVideo.wf
Status: Cancelled
Startup time: 05/26/2022 00:00:00 to 06/02/2022 23:59:59
Max. hits: 30 (1-300) Hide sub jobs
Number of matching jobs: 1 (00:00:00.0627630)

Properties:
☐ Id ☐ Engine Instance
☐ User Name ☐ User Guid
☐ External Id ☐ Cancelled
☐ Correlation Id ☐ Status
☐ Elapsed Time

No.	Name	Title	State	Progress	Startup time	End time
1.	MAM_AnalyseVideo.wf	MAM_AnalyseVideo.wf 2022-05-31 07:19:40Z	Cancelled		05/31/2022 09:19:40 +02:00	05/31/2022

- In the Hit List pane, click a workflow script to open its details in the Script Details view.

Monitoring Imports in MediaCentral Cloud UX

MediaCentral Cloud UX offers process monitoring features in the Process app. Users with administrator privileges can monitor processes triggered by the watch folder import.

Processes are displayed in the Process List, which is updated automatically upon process changes, matching the filter criteria. By default, processes of all process types currently being used are shown as a list in the Process app that is sorted by the Name column in alphabetical order. You can modify the Process List layout and process display to show only upload and import processes, as described in the following procedure.

Note that filters are cumulative. For example, if you apply a group-based filter and then life cycle-based filter, the life cycle-based filter is applied to the already filtered Processes List. Each filter is saved as a user setting and persists from one session to another.

To monitor processes in the Process app:

- Open a supported web browser and enter the URL of the MediaCentral Cloud UX server in the address bar: `https://<hostname>`
 Where `<hostname>` is the Fully Qualified Domain Name of the server.
- Provide administrator credentials and click Sign In.
 After a few moments, the Avid MediaCentral Cloud UX application opens and displays the Browse app.
- Click the Process button on the Fast Bar.
- To show only Import processes, do the following:
 - Open the Filters sidebar.
 - Expand the Groups list in the Filters sidebar.
 - Select the processes you want to monitor in the Process app.
 - For images: Upload File and Import File
 - For clips: Upload Video, Import Video Files, Create Proxy, and Analyze Video

The Process app shows you the corresponding processes.

- To define the grouping behavior:

- a. Click the Display Group button so it turns blue.

Processes are grouped by the process group property in the Process List.

- b. Click the Expand/Collapse toggle button of each process group to show its processes.

6. (Optional) Apply additional filter criteria.

- a. (Filters sidebar) To filter the processes by creation time ranges, expand the Creation Time list and select one of the time ranges.
- b. To show only processes of a specific life cycle, select the Life cycle status you want to show.
- c. To show only top-level processes, click the Top Level Filter button on the toolbar so it turns blue.

The Process app shows you the processes that match the defined filter criteria.

The Process List updates automatically upon process changes matching the filter criteria.

7. Monitor the displayed processes, for example regarding progress and state changes and messages.
8. (Optional) While you monitor the displayed processes, click the Refresh button to manually reload processes in the Process List.

6 Using the Expiration Date Feature

As an administrator, you can use Graphics Management watch folders to import clips and images to Graphics Management. During import, an expiration date can be set for each imported asset. This defines the span of how long an asset is available to users in Graphics Management. When the expiration date is reached, the asset is available for administrators only. As an administrator, you can delete expired assets manually, or configure when expired assets are deleted automatically.

To use the expiration date feature, enable these preconfigured Graphics Management options:

- In the MAM_Foundation profile, set the expiration date value for images and clips.
- In Scheduling Administrator, enable the preconfigured scheduled tasks for setting the “expired” flag and deleting expired assets, if needed.
- In Datamodel Administrator, enable the expiration date CBA rules.

When the expiration date features are enabled, you can maintain expired Graphics Management assets in MediaCentral Cloud UX.

The following topics provide information on how to enable the expiration date feature and maintain expired assets:

Setting the Expiration Date for Images and Clips	49
Modifying and Enabling the Scheduled Expiration and Cleanup Tasks	50
Enabling CBA Rules	51
Maintaining Expired Assets in MediaCentral Cloud UX	52

Setting the Expiration Date for Images and Clips

If you want to enable setting an expiration date on assets when they are created, you need to enter the expiration date value in System Administrator, as described in the following procedure.

To set the expiration date:

1. Sign in to Graphics Management Control Center.
2. Click Profiles on the Views side bar.
The Configuration Profiles view opens.
3. Select the profile MAM_Foundation.
4. To set the expiration date for Image assets, go to the section ImportFile.
5. Select the key AssetExpirationSpanDays.
6. Click the Value field and type the integer value to define how many days image assets are to be accessible for users after the import process for the image was started.
7. Click the Save button.
8. To set the expiration date for Video assets (clips), go to the section ImportVideo and select the key AssetExpirationSpanDays.
9. Provide the value and click the Save button.

Modifying and Enabling the Scheduled Expiration and Cleanup Tasks

When you install Graphics Management, the following scheduled tasks are installed. The schedules of both tasks are disabled by default.

- **MarkAsExpired:** Sets the “expired” flag to all assets that exceeded the configured `AssetExpirationSpanDays` value. The task is scheduled to run at 01:00 AM each night. This task needs to be enabled if assets that are flagged as expired are not to be accessible for users any longer.
- **CleanupExpiredAssets:** Triggers the Delete Assets process that deletes all assets flagged as “expired” at 2:00 A.M. each night. This task needs to be enabled if expired assets are to be deleted automatically. Additionally, the references to the deleted assets can be removed from the MediaCentral Cloud UX Images and Clips folders. This feature needs to be enabled independently in the `CleanupExpiredAssets` task.

As an administrator, enable the schedules to use the expiration and automatic cleanup features in Graphics Management Scheduling Service.

To enable and modify the `MarkAsExpired` scheduled task:

1. Sign in to Graphics Management Control Center.
2. Click the Scheduling Administrator link on Control Center’s Views side bar.
 - ▶ If you are already signed-in to Graphics Management — by signing-in to another administration tool or using the User Info link from within Control Center —, Scheduling Administrator opens in a new tab.
 - ▶ If you are not signed-in to Graphics Management, the login page opens. Type your user name and password, and click Login. Scheduling Administrator opens in a new tab.
3. Select the task `MarkAsExpired` in the Tasks pane.

The Task Details pane shows the details of the task.

The screenshot shows the Scheduling Administrator interface. On the left, the 'Tasks' pane lists three tasks: 'CleanupExpiredAssets', 'MarkAsExpired', and '_Example'. The 'MarkAsExpired' task is selected. On the right, the 'Details for Task MarkAsExpired' pane is displayed. It shows the task name 'MarkAsExpired' and an 'Enabled' checkbox that is checked. Below this, the 'Process' section shows 'Process Type' as 'MAM_MODIFY_MULTIPLE_OE' and 'Priority' as '1'. The 'Attributes' section contains a table with three rows: 'ATTRIBUTE_NAME' with value 'EXPIRED', 'ATTRIBUTE_VALUE' with value '1', and 'MAINTITLE' with value 'Mark assets as expired'.

Name	Process	Enabled	Schedules	Search
CleanupExpiredAssets	MAM_DELETE_OBJECTS	☒	☐	☒
MarkAsExpired	MAM_MODIFY_MULTIPLE_OBJECTS	☒	☐	☒
_Example	EXAMPLE_PROCESS	☐	☒	☐

Name	Value
ATTRIBUTE_NAME	EXPIRED
ATTRIBUTE_VALUE	1
MAINTITLE	Mark assets as expired

4. Double-click the EveryNight schedule in the Schedules table.

The Edit Schedule dialog box opens. The following illustration shows the default configuration: the task is scheduled to run at 1:00 A.M. each night.

5. Select the Enabled check box.
6. (Optional) Change the schedule as needed. Type the new expression in the Cron Expression text box. For more information, see <http://www.quartz-scheduler.net/documentation/quartz-2.x/tutorial/crontrigger.html>
7. Click OK to close the Edit Schedule dialog box.
8. Click Apply.

The task is executed according to the configured schedule.

To enable and modify the CleanupExpiredAssets scheduled task:

1. Select the task CleanupExpiredAssets in the Tasks pane.
The Task Details pane shows the details of the task.
2. Double-click the EveryNight schedule in the Schedules table.
The Edit Schedule dialog box opens. The task is scheduled to run at 2:00 A.M. each night.
3. Select the Enabled check box.
4. (Optional) Change the schedule as needed. Type the new expression in the Cron Expression text box. For more information, see <http://www.quartz-scheduler.net/documentation/quartz-2.x/tutorial/crontrigger.html>
5. Click OK to close the Edit Schedule dialog box.
6. (Optional) To enable the folder cleanup feature, double-click the DELETE_FOLDER_REFERENCES attribute in the Attributes table.
The Edit Attribute dialog box opens.
7. Replace the default value 0 with 1.
8. Click OK to close the Edit Attribute dialog box.
9. Click Apply.

The cleanup task is executed according to the configured schedule.

Enabling CBA Rules

The Graphics Management data model provides two preconfigured CBA rules that you can use for enabling the expiration date feature.

- **HIDE_EXPIRED_ASSETS:** Grants access only to assets that are not expired. This CBA rule is assigned as an access right to the group “mediausers” in Graphics Management User Management.
- **SHOW_ALL_ASSETS:** Grants access to all assets. This CBA rule is assigned as an access right to the group “mediamanagers” in Graphics Management User Management.

Both are Level 2 CBA rules, which are disabled by default.

To enable CBA rules:

1. Start Datamodel Administrator.
2. Open the data model from the Graphics Management server.
3. In the Navigation pane, select CBA Rules.
The Content Based Access Control view opens.
4. Select the “Enable level 2 CBA rules” check box.
5. Activate the data model.

Maintaining Expired Assets in MediaCentral Cloud UX

As a Graphics Management media manager, you have access to expired assets in MediaCentral Cloud UX. MediaCentral Cloud UX offers you options to maintain and delete expired assets.

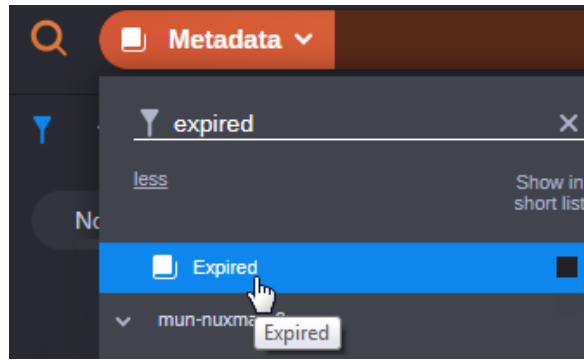
- If the automatic cleanup feature for expired assets is not enabled, you can delete expired assets manually. You can search for expired assets, for example, by using the Expiration Date or the Expired flag.
- If the automatic cleanup feature for expired assets is enabled but you want to keep an expired asset in Graphics Management, you can cancel the “expired” flag.
- You can modify the Expiration Date and the Expired properties for individual assets.

Deleting Expired Assets

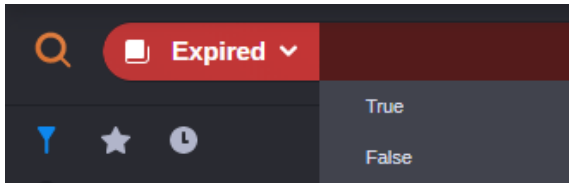
As a Graphics Management media manager, you can delete expired assets in MediaCentral Cloud UX. To do so, you can start a Delete process from the Browse and Search apps. The most efficient way is to search for and delete expired assets in the Search app, as described in the following procedure. For detailed information on how to conduct searches, see the chapter “Searching for Assets” in the *Avid MediaCentral | Cloud UX User’s Guide*.

To delete expired assets:

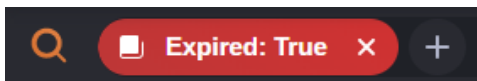
1. Sign in to MediaCentral Cloud UX as media manager.
2. Open the Search app.
3. Click the arrow of the Search pill and select More.
4. Do the following:
 - a. Click in the Filter field and type expired.
 - b. Scroll down in the menu, expand the Graphics Management entry, and select the Expired property.



Expired is set in the Search pill and a list of supported qualifiers opens.



5. Select True to search for assets for which the Expired flag is set.



6. Click the Search button.

The system clears any existing search results from the results list and returns assets that match the criteria in the search results list.

7. (Optional) To apply an asset type-based filter, select the asset type Image or Video in the Filters sidebar.
8. Select the assets to be deleted in the search results list. You can select up to 50 assets at a time.
9. Do one of the following:

- ▶ Right-click and select Actions > Delete Assets and Sequences.
- ▶ Click the App Menu and select Actions > Delete Assets and Sequences.

The Delete Assets and Sequences process dialog box opens and shows the assets that are to be deleted as attachments.

10. Provide a main title for the delete process and a reason for deletion.
11. (Optional) Select the Delete Folder References check box if the Delete process shall also remove the reference to the deleted asset from the Browse app folders.
12. Click OK.

The Delete Assets and Sequences process dialog box is closed and the delete process is triggered.

13. (Optional) Open the Process app and monitor the progress of the delete process.

If you have not selected the “Delete folder references” check box in the Delete Assets and Sequences process dialog box, the Delete process does not remove the reference to the deleted asset from the Browse app. Delete the reference from the Browse app folder.

Keeping Expired Assets

As a Graphics Management media manager, you can overrule the automatic cleanup of expired assets in MediaCentral Cloud UX. If the automatic cleanup feature for expired assets is enabled but you want to keep an expired asset in Graphics Management, you can trigger a Clear Expiration process. This process does the following:

- It removes the “expired” flag from the asset (sets the value of the Expired property to “false”).
- It clears the expiration date (deletes the value of the Expiration Date property).

The most efficient way is to search for assets using the Expiration Date in the Search app, as described in the following procedure.

To keep expired assets:

1. Sign in to MediaCentral Cloud UX as media manager.
2. Open the Search app and search for expired asset, as described in ["Keeping Expired Assets" on the previous page](#).
3. Select the assets in the search results list. You can select up to 1,000 assets at a time.
4. Do one of the following:
 - ▶ Right-click and select Actions > Modify Multiple Assets > Clear Expiration.
 - ▶ Click the App Menu and select Actions > Modify Multiple Assets > Clear Expiration.

The Modify Multiple Assets process dialog box opens and shows the assets from which the expiration information is to be removed as attachments.

5. Provide a main title for the process.
6. Click OK.

The Modify Multiple Assets process dialog box is closed and the clearing process is triggered.

7. (Optional) Open the Process app and monitor the progress of the process Modify Multiple Assets.

Modifying the Expiration Properties

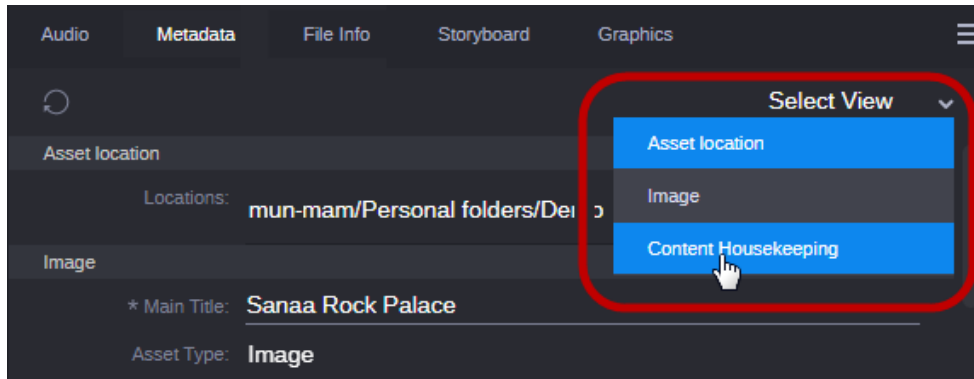
As a Graphics Management media manager, you can manually set and modify expiration information for assets in MediaCentral Cloud UX: You can set and change the Expiration Date and Expired properties for individual assets in the Asset Editor’s Metadata tab.

To change the expiration properties for an individual asset:

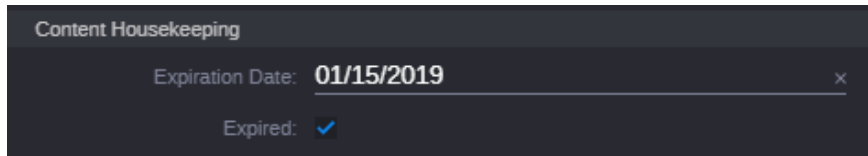
1. Sign in to MediaCentral Cloud UX as media manager.
2. Do one of the following:
 - ▶ In the Browse app, open the folders containing the asset you want to edit and double-click the asset.
 - ▶ In the Search app, search for the asset you want to edit and double-click the asset in the results list.

The asset opens in the Asset Editor.

3. Click the Asset Editor’s Metadata tab.
4. (Optional) To hide the Media Viewer and show only the Metadata tab, click the Media Viewer button in the Asset Editor’s header.
5. (Optional) Select Content Housekeeping from the Select View menu.



The Metadata tab scrolls down to the Content Housekeeping group.



6. Go to the Expired property and change the status of the check box.
7. Go to the Expiration Date property and select a date from the calendar picker.
8. Click Save.

Monitoring Expired Assets

Use the MediaCentral Cloud UX Process app to monitor processes that are triggered by expiration date features. The Process app lets you monitor the processes that you created in MediaCentral Cloud UX and that are triggered by the scheduled expiration and cleanup tasks.

To monitor processes in the Process app:

1. Sign in to MediaCentral Cloud UX as media manager.
2. Open the Process app.
3. Click the Display Group Button so it turns blue to group the processes by the process group properties in the Process List.
4. Define filter criteria.
 - a. Open the Filters sidebar.
 - b. Expand the Groups list in the Filters sidebar.
 - c. Select the processes you want to monitor in the Process app.
 - For deleted assets (manually or by the scheduled deletion task): Delete Assets and Sequences.
 - For assets for which expiration information was cleared: Modify Multiple Assets.

The Process app shows you the corresponding processes.

5. (Optional) Apply additional filter criteria in the Filters sidebar.
 - a. To filter the processes by creation time ranges, expand the Creation Time list and select one of the time ranges.
 - b. To show only processes of a specific life cycle, expand the Status list and select the Life cycle status you want to show.

The Process app shows you the processes that match the defined filter criteria.

The Process List updates automatically upon process changes matching the filter criteria.

6. (Optional) While you monitor the displayed processes, click the Refresh button to reload processes in the Process List manually.

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