



MediaCentral | Shared Library User's Guide

Version 2024.10

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Contents

Using This Guide	9
Symbols and Conventions	9
If You Need Help	9
Avid Training Services	10
1 Getting Started	11
MediaCentral Shared Library Basic Features	11
MediaCentral Shared Library Processes	11
MediaCentral Shared Library Basic Concepts	13
Production Management Concepts	13
Newsroom Management Concepts	18
2 Using Basic Features	21
Signing In to MediaCentral Cloud UX	21
Understanding the Fast Bar	24
Opening and Closing Apps	25
Docking Apps	26
Navigating the Browse App	27
Module Icons	27
Shared Library Asset Type Icons	28
Choosing the App for Opening Assets	30
Locating Assets in Folders	32
Creating and Using Browse Favorites	33
Creating a Browse Favorite	35
Using a Browse Favorite	36
Renaming a Browse Favorite	36
Changing the Private / Public Status of a Browse Favorite	37
Reordering Browse Favorites	37
Deleting a Browse Favorite	38
Creating a Browse Favorites Team	39
Editing a Browse Favorites Team	39

Deleting a Browse Favorites Team	40
Creating a Folder	40
Reordering and Renaming Folders	41
Deleting a Folder	42
The Asset Editor	42
Working with Remote Assets	44
Searching for Assets for Archiving and Restoring	46
Using References for Archived Assets	51
Monitoring Processes in the Process App	53
Archive and Restore Processes	53
Maintenance and Export Processes	54
Working with the Process App	55
3 Archiving Assets and Stories in MediaCentral Shared Library	58
Archiving an Individual Production Management Asset	58
Archiving Several Production Management Assets at the Same Time	60
Archiving Production Management Assets Using the Auto Archive Folder	61
Archiving Selected Stories of a Newsroom Management Queue	62
Archiving all Stories of a Newsroom Management Queue	63
Manually Archiving to a HSM	64
4 Reviewing and Maintaining Archived Assets	66
Displaying Extracted Story Script Text	66
Checking the Markers and Restrictions of Archived Assets	68
Checking the Essence Files of Archived Assets	69
Using Relations of Archived Assets	74
Monitoring and Synchronizing the Archive Status	77
Triggering the Video Analysis	80
Creating the Browse Proxy	81
Removing Locations	82
Modifying Online Cleanup	84
Exporting Media from Shared Library	86
Cleaning Up Resolution Essence Packages	88

Deleting Archived Assets from Shared Library	89
5 Restoring Assets and Stories from MediaCentral Shared Library	92
Restoring Assets to Production Management	92
Restoring Media to Production Management	94
Performing a Partial Restore Using Quick Send	95
Restoring Using a Media Container	96
Restoring Stories to Newsroom Management	98
Manually Restoring from a HSM	100

Using This Guide

This guide describes how to archive MediaCentral | Production Management assets to MediaCentral | Shared Library and restore archived assets back to MediaCentral Production Management using the Avid MediaCentral | Cloud UX user interface. The guide contains all the task-oriented instructions and conceptual information you need to work with MediaCentral Shared Library. For detailed information on the MediaCentral Cloud UX user interface, see the *Avid MediaCentral | Cloud UX User's Guide*.

Revision History

Date Revised	Changes Made
June 26, 2025	Updated "Restoring Using a Media Container" on page 96
November 14, 2024	Initial release

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
	A note provides important related information, reminders, recommendations, and strong suggestions.
	A caution means that a specific action you take could cause harm to your computer or cause you to lose data.
	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, visit the [Knowledge Base](#).
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1 Getting Started

Avid MediaCentral Shared Library is a powerful archive solution that lets you archive MediaCentral | Production Management assets in OP-1a format and MediaCentral | Newsroom Management queues and stories. MediaCentral Shared Library uses the MediaCentral | Cloud UX user interface to perform all archive and restore workflows.

The following topics provide information on basic Shared Library features and concepts:

MediaCentral Shared Library Basic Features	11
MediaCentral Shared Library Processes	11
MediaCentral Shared Library Basic Concepts	13

MediaCentral | Shared Library Basic Features

Shared Library provides the following basic features:

- Archive and Restore workflows for Production Management master clips, audio-only clips, subclips, and sequences
- Support for archiving multiple resolutions for the same master clip (one OP-1a file per resolution)
- Assets are archived as “standard” OP-1a MXF files
- Rendered effects of a sequence are stored as OP-Atom files
- Archive workflows for Newsroom Management queues, Archive and Restore workflows for Newsroom Management stories; includes Archive workflows for sequences or playout files associated with stories and restore workflows for sequences and playout files (as master clips) in Production Management
- (Optional) Usage of the platform service Media Composer Distributed Processing to consolidate sequences before archiving
- (Optional) Support of Microsoft Cognitive Services using MediaCentral Analytics for archived master clips and archived sequences
- (Optional) Support of Enterprise Editing workflows for local assets to combine archived master clips and MediaCentral Production Management assets together in the same sequence in MediaCentral Cloud UX
- (Optional) Integration with third-party Hierarchical Storage Management (HSM) vendors
 - Telestream DIVArchive
 - Quantum StorNext
 - SGL FlashNet
 - Spectra BlackPearl
- Support of disk-only configuration without HSM
- Support of partial restore of media files
- Full integration into MediaCentral Cloud UX
- Automatic proxy video generation of archived assets for playback

MediaCentral | Shared Library Processes

Shared Library provides the following processes that you can use for archiving and restoring assets:

Process	Description
Auto Archive	Archives Production Management assets that are pasted into the “Auto Archive” folder. For each pasted asset, one Auto Archive process is started. The process evaluates the type of the pasted asset and triggers the corresponding archive process: Archive Masterclip, Archive Subclip, or Archive Sequence.
Archive Asset(s)	Archives multiple Production Management assets at once to Shared Library. The process is initiated in MediaCentral Cloud UX when a user selects multiple assets and then selects the process from the Actions menu. The process evaluates the type of each attached asset and triggers for each asset the corresponding archive process: Archive Masterclip, Archive Subclip, or Archive Sequence.
Archive Masterclip	Archives a master clip from Production Management to Shared Library . The process is initiated in MediaCentral Cloud UX when you select an individual master clip and then select the process from the Actions menu.
Archive Subclip	Archives a subclip from Production Management to Shared Library . As a subclip can only exist with its parent master clip, the master clip is archived, too. The process is initiated in MediaCentral Cloud UX when you select an individual subclip and then select the process from the Actions menu.
Archive Sequence	Archives a sequence from Production Management to Shared Library. As a sequence is only valid with its related master clips, the master clips are archived, too. The process is initiated in MediaCentral Cloud UX when you select an individual sequence and then select the process from the Actions menu.
Archive Show	Archives a rundown/queue from Newsroom Management to Shared Library. The process is initiated in MediaCentral Cloud UX. The process uses the Archive Story process as a technical sub-process to archive the stories of the queue.
Archive Stories	Archives selected stories from Newsroom Management to MediaCentral Shared Library. The process can be initiated by a user interaction in MediaCentral Cloud UX. The process uses the Archive Story process as a technical sub-process to archive the selected stories of the queue.
Restore Asset(s)	Restores assets that have been archived (from Production Management to Shared Library) back to Production Management. The process supports the following assets: • Master clips (asset type ARCHIVED_MASTERCLIP, created by the Archive Masterclip process) • Subclip objects (asset type ARCHIVED_SUBCLIP, created by the Archive Subclip process) • Sequence objects (asset type ARCHIVED_SEQUENCE, created by the Archive Sequence process) The process checks for the existence of formerly imported Production Management subclips and makes sure subclips are transferred if the user has chosen the appropriate option.
Restore Media from Archive	Restores the essence of Production Management sequences, master clips, and subclips from MediaCentral Shared Library. It is started as a technical sub-process of the Restore Assets process but can also be initiated by users in the MediaCentral Cloud UX user interface on a selected Production

Process	Description
Restore Story	Management asset. Restores Newsroom Management stories from Shared Library. The process creates a story in the specified queue with preserved metadata information. It is initiated by users in MediaCentral Cloud UX on a selected Newsroom Management story.
Synchronize Archive Status	Synchronizes the archive status information for Production Management assets from Shared Library. The Synchronize Archive Status business process is triggered by administrators in MediaCentral Cloud UX on Production Management and Shared Library assets. Synchronize Archive Status is a maintenance process to manually update archive status information in error case.

MediaCentral | Shared Library Basic Concepts

The following topics provide information on basic concepts of the business processes provided by MediaCentral Shared Library:

Production Management Concepts	13
Newsroom Management Concepts	18

For additional information, see the *MediaCentral Shared Library Processes Reference*.

Production Management Concepts

The following topics provide basic information on the interaction between Shared Library and Production Management.

Archiving Master Clips

Archiving Master Clips

A master clip can only exist once in the archive. If a master clip is already archived, any additional archiving action will lead to an update of the metadata. The archived media file will not be changed at all. An additional archiving action with multi-resolution might lead to the archiving of additional media. The master clip is archived by using the PAM2MAM_MASTERCLIP business process.

When a master clip is archived, metadata is stored in AAF format and media files are stored in MXF OP-1a format. In addition, metadata (attributes, locators, restrictions) will be mapped during archiving to be displayed on the archived asset. Regardless if metadata are mapped for display purposes or not, all will be present in the AAF and used when an asset is restored.

Shared Library supports archiving of audio-only clips. An audio-only clip is a master clip without video tracks. For an audio-only clip, one audio resolution can be archived. Which resolution is archived, is controlled by the configuration of the used Archive profile. An audio-only clip is archived with the stream class "Audio;" keyframes and thumbnails are not created for an archived audio-only clip. The archived audio resolution is registered in a Resolution essence package that shows the label of the audio resolution as its name. It contains the archived HiRes file. The HiRes is copied and registered as new proxy essence in the MAIN essence package.

Archive Workflow

If the master clip is archived for the first time:

- Associated media is archived as MXF OP-1a files: one file per video/audio resolution defined in the selected Archive profile.
- Master clip metadata is archived as Masterclip object in the Shared Library database
- The metadata AAF file is archived
- A proxy video is automatically generated from the master clip

If the master clip is archived again:

- Associated media is not archived again; if another profile is used for archiving, additional media might be archived
- Master clip metadata is updated for the Masterclip object in the Shared Library database
- The metadata AAF file is overwritten
- The existing master clip's proxy video is kept

Archiving Subclips

Master Clip-Subclip Relation

A subclip in Production Management represents a shortcut to a span of a master clip. A subclip has its own set of metadata and reuses the physical essence of its parent master clip. When a subclip is archived in Shared Library, the same approach is used: The master clip asset holds the full video as the essence file; the subclip references the same essence files with specific start of content (SOC) and end of content (EOC) values; the values for SOC and EOC represent the borders of the subclip in Production Management. Due to this model, a subclip can never exist without its parent master clip. As a result, when archiving a subclip, the parent master clip is also archived (if it was not already archived).

Archiving Subclips

The subclip is represented by an ARCHIVED_SUBCLIP asset holding the subclip's MOB-ID in the PAM_SUBCLIP_MOBID property and the parent master clip's SYSTEM_REFERENCE_ID in the PAM_PARENT_MASTERCLIP_REFID property.

To visualize the relation between the master clip and the subclip, an association between both assets is created. In addition, the HiRes essence, proxy, and key frame set are referenced from the master clip asset. The SOC and EOC values are set to the borders of the subclip and the SOC frame is set as the thumbnail.

The AAF of the subclip in Production Management is stored as the physical essence of the subclip in Shared Library. The metadata mapping performs a mapping of properties in Production Management to properties in Shared Library, as well as a mapping of locators in Production Management to strata in Shared Library.

Archive Workflow

If the subclip is archived for the first time:

- Associated media of the complete source master clip is archived as one MXF OP-1a file (if not already present)
- Subclip metadata is archived as a Subclip asset in the Shared Library database
- Metadata is archived as an AAF file
- A proxy video from the master clip is generated (if not already present), the subclip In- and Out-markers define the boundaries

If the subclip is archived again:

- Associated media is not archived again; if another profile is used for archiving, additional media might be archived
- Subclip metadata is updated for the Subclip object in the Shared Library database

- The metadata AAF file is overwritten
- The existing proxy video from the master clip is kept, the subclip In- and Out-markers define the boundaries

Archiving Sequences

Sequence-Master Clip Relation

A sequence in Production Management represents a compilation of different spans of different master clips. A sequence has its own set of metadata and reuses the physical essences of its related master clips. When a sequence is archived in Shared Library, a new asset is created that holds the original AAF of the sequence. The related master clips are also archived (if they have not been archived before). If activated in the configuration, a mixdown of the sequence's compilation is created and stored on the sequence in Shared Library. This mixdown is used as a preview of the original sequence in Production Management. If the sequence mixdown is not activated, the sequence is archived but no preview proxy will be available.



If a sequence contains a span that is linked to proxy media, it has to be relinked to HiRes media first to enable archiving to Shared Library.

Archiving Sequences

The sequences are archived by using the PAM2MAM_SEQUENCE business process. The process is initialized with values read from the configuration. The AAF of the sequence is stored as the physical essence of the sequence.

If the sequence is archived for the first time:

- Associated media of the complete source master clips is archived as one MXF OP-1a file (if not already present)
- Sequence metadata is archived as Sequence object in the Shared Library database
- Metadata is archived as an AAF file
- A proxy video from the consolidated sequence (automatic mixdown) is generated (if enabled by configuration)

If the sequence is archived again:

- Associated media is archived again
- Sequence metadata is updated for the Sequence object in the Shared Library database
- The metadata AAF file is overwritten
- A proxy video from the consolidated Sequence (automatic mixdown) is generated and the existing proxy video is overwritten

Archiving Sequences Using Consolidate Sequence

If the Consolidate Sequence flag in the Archive profile is set, the sequence will be consolidated by using the platform service Distributed Processing before archiving it in Shared Library. Instead of archiving the full master clips, only the required parts will be archived. The consolidation is done by the PAM_CONSOLIDATE_SEQUENCE process. It includes also dynamic relinking of the sequence to the needed video resolution. When Consolidate Sequence is active, not the original sequence is archived, but archiving a sequence always consolidates and archives a **new** sequence.

Archiving Assets

When archiving an individual asset, users select the corresponding process to be used from the Actions menu, such as "Archive Masterclip" if one master clip is to be archived.

If a user selects several assets with the same or different types (master clip, subclip, sequence), the Actions menu only offers the wrapper process “Archive Asset(s)” (PAM_ARCHIVE_ASSETS).

The wrapper process evaluates the types of the attached assets and starts for each attached asset the corresponding sub-process:

- PAM2MAM_MASTERCLIP for each master clip
- PAM2MAM_SUBCLIP for each subclip
- PAM2MAM_SEQUENCE for each sequence

Auto Archiving

Shared Library provides an “Auto Archive” feature, which adds an “Auto Archive” folder to the folder structure of the connected Production Management systems.

If a user pastes one or more assets to the Auto Archive folder, the wrapper process Auto Archive (PAM_AUTO_ARCHIVE) is triggered. The wrapper process reads and validates the Production Management system-related configuration, evaluates the types of the pasted assets, and starts for each asset the corresponding sub-process:

- PAM2MAM_MASTERCLIP for each master clip
- PAM2MAM_SUBCLIP for each subclip
- PAM2MAM_SEQUENCE for each sequence

Restoring Assets

The Restore Asset(s) process restores an asset back to Production Management, including media and metadata.

Restore Workflow

If the master clip, subclip, or sequence has missing or offline media:

- The process Restore Media from Archive can be triggered on a Production Management asset from MediaCentral Cloud UX
- Associated media is restored to the Avid NEXIS/ISIS workspace

If the master clip, subclip, or sequence was deleted in Interplay Engine:

- The process Restore Assets can be triggered on an archived asset from MediaCentral Cloud UX
- The master clip, subclip, or sequence metadata is restored in the Interplay Engine database (AvidWG)
- The metadata AAF file is overwritten
- For a master clip, the associated media is restored to the Avid NEXIS/ISIS workspace; for a subclip or sequence, the associated media is (partially) restored to the Avid NEXIS/ISIS workspace

Destination Folder in MediaCentral | Production Management

The following input parameters of the Restore Asset(s) process determine in which Production Management system folder the resulting asset is restored.

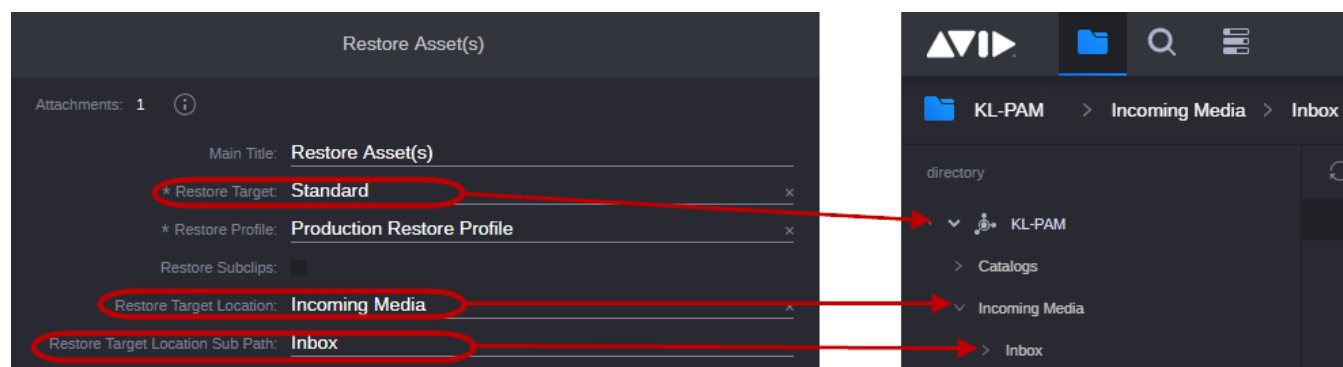
- Restore Target: A set of configuration settings that specify the destination folder in Production Management.
- Restore Target Location: This optional parameter specifies a specific folder in Production Management. If it is set, it overrules the folder specified by the parameter Restore Target.

Target locations have to start with one of the “top-level” folders: Catalogs, Incoming Media, or Projects.

By selecting the value Original Folders(s) you can restore an asset to its original location in Production Management.

- **Restore Target Location Sub Path:** This optional parameter defines a sub path that is concatenated with the folder defined by the parameters Restore Target or Restore Target Location. If the value Original Folders(s) is selected for the parameter Restore Target Location, the sub path is ignored.

The following illustration shows the definition of the destination folder during the creation of a Restore Asset(s) process.



Restoring Using Quick Send or Media Container

Starting with v2022.3, you can additionally initiate a restore operation on archived master clips, subclips, or sequences by using the Quick Send feature or a Media container in the Collaborate app:

- Using the Quick Send feature in the Asset Editor triggers the Quicksend Restore to Production Mgmt process for the asset open in the Asset Editor. A partial restore is performed based on the In/Out marks set in the Asset Editor.
- Triggering the Restore Container process for a Media container of the Collaborate app restores all assets collected in the container. For media that have been added with In/Out marks to the container, a partial restore is performed; for media without set In/Out marks, a full restore is performed.

⚠ MediaCentral Cloud UX v2025.6 discontinued the support for the Collaborate app. If Shared Library is connected to MediaCentral Cloud UX v2025.6 or higher, you cannot use the Collaborate option any longer.

Note the following special restore results when using Quick Send or the Media Container process:

- (Partially restored) archived masterclip: The master clip's metadata in Production Management are not updated, if the clip already exists.
- (Partially restored) archived subclip: The subclip metadata will not be restored. Instead, the referenced master clip is restored.
- In case of an archived sequence, the sequence metadata itself is not restored to Production Management. Instead, only the mixdown media, which was created during the archiving operation, will be restored by creating a new master clip.

If enabled by configuration, for the media span requested to be restored a subclip is created. The subclip creation is supported for the following Shared Library asset types:

- Partially restored ARCHIVED_MASTERCLIP
- Partially restored ARCHIVED_SUBCLIP

Newsroom Management Concepts

The following topics provide basic information on the interaction between Shared Library and Newsroom Management.

Archiving Queues

Shared Library offers you a specific process to archive all stories of a selected queue: NEWS_ARCHIVE_SHOW (Archive Show). The process is used to archive assets of type “queue” (also named “show” or “rundown”) from a Newsroom Management system to Shared Library. The process creates an asset in Shared Library with preserved Newsroom Management metadata information. The Archive Show process is started in the MediaCentral Cloud UX Browse app.

To use the Archive Show process, a Newsroom Management Archive profile must be defined in the MediaCentral Cloud UX Workflow Settings app. The profile configuration determines the following:

- If a “Show Asset” is created in Shared Library for the archived queue.
- Which stories are archived (all in the queue or only “flagged”).
- If playout files or Production Management sequences associated with the stories in the queue are also archived.
- If the stories are deleted in Newsroom Management after they have been archived in Shared Library.

Depending on the configuration of the used profile, a corresponding “Show Asset” for the queue can be created in Shared Library. For each story in the queue, a corresponding “Archived Story” asset is created in Shared Library. All Archived Stories are connected by a hierarchical association with the Show Asset.

The Archive Show process triggers the Archive Story process as a sub-process to archive the stories and associated sequences or playout files.

Archiving Stories

Shared Library offers you a specific process to archive selected stories of a queue: NEWS_ARCHIVE_MULTIPLE_STORIES (Archive Stories). The process Archive Stories is used to archive up to 50 assets of type “story” from a Newsroom Management system to Shared Library. For each story, the process creates an asset in Shared Library with preserved Newsroom Management metadata information. The Newsroom Management metadata attributes are mapped to the archived story asset in Shared Library.

If the processed story has an associated Production Management sequence, it can also be archived in Shared Library. If a playout file is available for the processed story on the configured playout server, the playout file can also be archived in Shared Library.

The Archive Stories process is designed as a wrapper process, which triggers the technical sub-process NEWS_ARCHIVE_STORY process for archiving the individual stories.

To use the Archive Stories process, a Newsroom Management Archive profile must be defined in the MediaCentral Cloud UX Workflow Settings app. Among others, the profile configuration determines if a Production Management sequence or a playout file associated with the story is also archived.

The Archive Stories process can be started in the MediaCentral Cloud UX Rundown and Search apps.

Archiving Playout Files

Starting with version 2019.9.1, Shared Library supports archiving playout files with Newsroom Management stories and creating corresponding master clips in Production Management when restoring the archived stories.

Workflow:

1. A user creates a Newsroom Management story in the iNEWS Workstation or MediaCentral Cloud UX Rundown app and sets the “Video ID.”
2. An editor creates a new sequence in Media Composer and sets the same “Video ID” for the sequence in the Tape ID field.



*The connection between the playout file and the story can **only** be set by the Video ID (“video-id” form field in iNEWS, Tape ID on Media Composer).*

3. When editing is completed, the editor does a “Send to Playback” (STP), so that a playout file is transferred to the playout server and the playout file goes on-air.
4. Later the operator starts the manual archiving of a Newsroom Management show or story in MediaCentral Cloud UX. Alternatively, the Shared Library Scheduling Service starts archiving of a show automatically.
5. The show and/or stories are archived in Shared Library and corresponding Archived Show and Archived Story assets are created.
6. The technical background process Archive Playout File is triggered. The process transfers the playout file from the playout server via FTP to the Shared Library storage.

For the playout file, an archived masterclip asset with flag “playout file” is created in Shared Library. The playout file is imported and registered on the HiRes carrier for the archived masterclip. Additionally, a browse proxy is created to allow previewing the archived playout file in MediaCentral Cloud UX. The browse proxy is also referenced by the archived story. Shared Library also creates an association between the archived story and the archived masterclip (playout file).

Once a playout file is archived with a story, it cannot be archived again. If archiving of a story which has a playout file is triggered again in Shared Library, the story will be archived but the Archive Playout File process will terminate with an error. Updating an already archived playout file is not supported.

Restoring Stories

Shared Library offers you a specific process to restore stories to a queue in Newsroom Management: NEWS_RESTORE_STORY (Restore Story). The process is used to restore stories from Shared Library to a Newsroom Management system. The process creates a story in a specified queue in the Newsroom Management system from an asset in Shared Library with preserved Newsroom Management metadata information. If an associated Production Management sequence was archived with the story, the sequence is also restored. If a playout file was archived with the story, the playout file can be stored as a master clip in Production Management.

The Restore Story process can be started in the MediaCentral Cloud UX Browse and Search apps.

To use the Restore Story process, a Newsroom Management Restore profile must be defined in the MediaCentral Cloud UX Workflow Settings app. The profile configuration determines the following:

- The Newsroom Management system to which the stories are to be restored.
- The queue in which the stories are to be restored.
- If media associated with a story (sequence or playout file) is to be restored.
- The profile that is to be used for restoring associated Production Management sequences or creating a master clip for an archived playout file in Production Management.

Restoring Archived Masterclips with “Playout File” Flag

In MediaCentral Cloud UX you have two options to restore a playout file and create a corresponding master clip in Production Management:

- Trigger the Restore Story process on a story that has an associated archived masterclip with “playout file” flag.
- Trigger the Restore Asset(s) process on an archived masterclip with “playout file” flag.

In both cases, the PAM_RESTORE_MASTERCLIP is triggered, which does the following:

- Delivers and checks-in the media to Production Management and sets the display name on the checked-in master clip in the form “Playout file <Video ID>”.
- In Shared Library, the process changes the archived masterclip with “playout” flag to a “normal” archived masterclip.

Starting with v2022.3, you can additionally initiate a restore operation on an archived masterclip with “playout file” flag in the following MediaCentral Cloud UX apps:

- Using the Quick Send feature in the Asset Editor, which triggers the Quicksend Restore to Production Mgmt process.
- Restoring all assets collected in a Media container of the Collaborate app, which triggers the Restore Container process.



MediaCentral Cloud UX v2025.6 discontinued the support for the Collaborate app. If Shared Library is connected to MediaCentral Cloud UX v2025.6 or higher, you cannot use the Collaborate option any longer.



If an archived masterclip with “playout file” flag is restored by using the Quicksend Restore or Restore Container process, always a new master clip is created. The archived masterclip keeps its status as “Playout File”.

2 Using Basic Features

The following topics provide information on how to use MediaCentral Shared Library features in MediaCentral Cloud UX:

Signing In to MediaCentral Cloud UX	21
Understanding the Fast Bar	24
Opening and Closing Apps	25
Docking Apps	26
Navigating the Browse App	27
Choosing the App for Opening Assets	30
Locating Assets in Folders	32
Creating and Using Browse Favorites	33
The Asset Editor	42
Working with Remote Assets	44
Searching for Assets for Archiving and Restoring	46
Using References for Archived Assets	51
Monitoring Processes in the Process App	53

For information on how to use the optional, licensed features “MediaCentral Analytics” and “MediaCentral Enterprise Editing”, see the following:

- “Triggering MediaCentral Analytics Processes in MediaCentral | Cloud UX” in the *Avid MediaCentral | Analytics ReadMe*.
- “Editing Mixed Sequences” in the *Avid MediaCentral | Cloud UX User’s Guide*.

Signing In to MediaCentral Cloud UX

You can access Avid MediaCentral Cloud UX by entering the Fully Qualified Domain Name (FQDN) of the server in the address bar of a supported web browser.

To sign into Avid MediaCentral Cloud UX:

1. Launch a supported web browser on your Windows or macOS client.
For a list of supported browsers, see the [Software Compatibility Matrix](#) on the [Avid Knowledge Base](#).
2. Enter the URL of the MediaCentral Cloud UX server in the address bar:

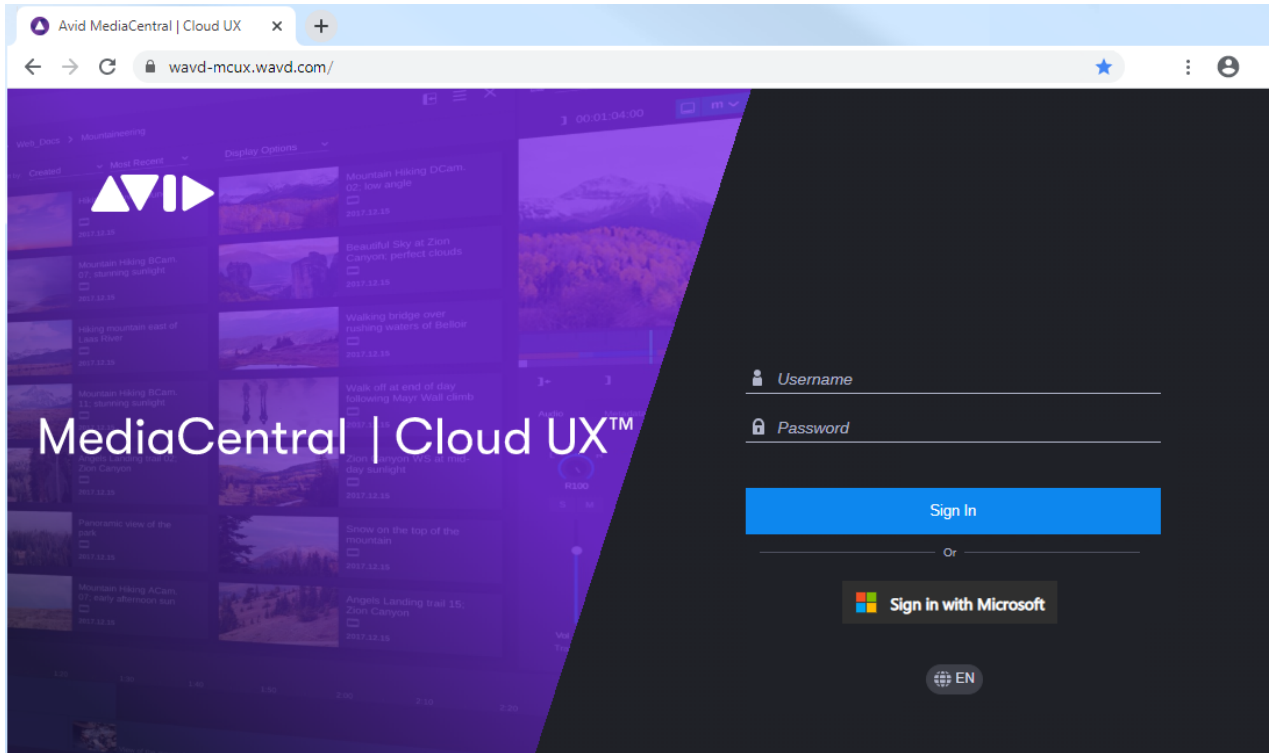
https://<hostname>

Where <hostname> is the Fully Qualified Domain Name of the server.

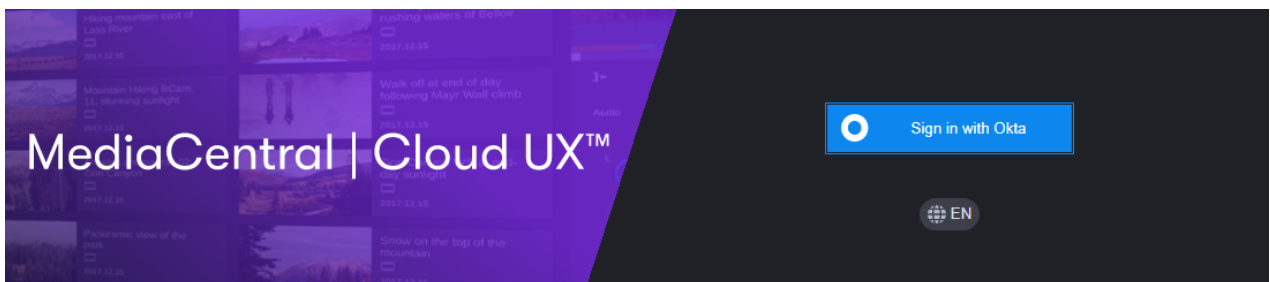


If you are connecting to a MediaCentral Cloud UX system that is included in a multi-site environment, you must use the server’s FQDN.

The MediaCentral Cloud UX sign-in page appears. Depending on the setup, you might see different sign-in options.



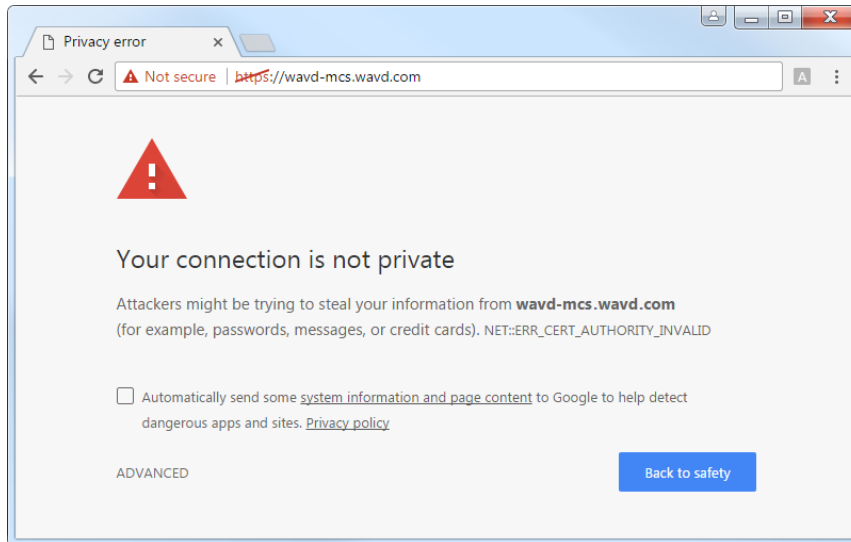
Example for the sign-in page when multi-factor authentication is not enabled.



Example for the sign-in page with multi-factor authentication through Okta enabled.

 If you click the Avid logo, the sign-in screen switches to access the MediaCentral Cloud UX Administrator apps. When this happens, the look of the screen changes slightly and the word Administrator appears over the User Name field. If you arrived at the Administrator page by accident, you can click the Avid logo again to return to the standard user login window. For more information, see “Administrator App Overview” in the Avid MediaCentral | Cloud UX Installation Guide.

In place of the sign-in screen, you might see a warning indicating that the connection is not private, as in the following illustration.

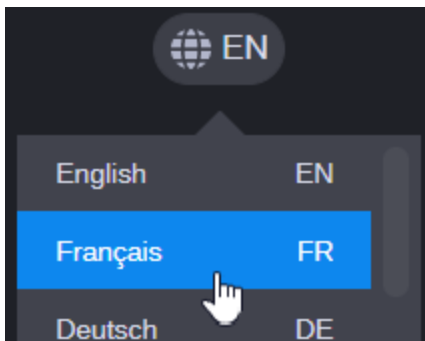


Example image from Google Chrome.

If you are presented with this or a similar page, it indicates that a security certificate for the MediaCentral Cloud UX server does not exist on your workstation. Contact your system administrator to eliminate this warning message.

⚠ Any attempt to bypass this security warning without a valid signed certificate is unsupported and could result in negative impacts to your MediaCentral Cloud UX experience.

3. (optional) Click the Language button and select an alternate language for the user interface in the drop-down menu.



After signing into the system, you can alter your language selection in the General area of the User Settings.

4. Provide your user credentials or authentication information. Depending on your system configuration, you might have any of the following options:
 - Provide your MediaCentral Cloud UX user credentials.
Enter your user name and password and click the “Sign In” button to access MediaCentral Cloud UX. If one or more users has signed in before on this workstation, a list of users might appear when you click on the user name field.
 - If your administrator has enabled the Single Sign-On option in the MediaCentral Cloud UX Configuration Settings app, you might see a Sign In With Microsoft button. If you are working on a Windows workstation, you can click this button to pass your Windows user credentials to MediaCentral Cloud UX.

- If your administrator has enabled the Multi-Factor Authentication (MFA), you need to verify your credentials using a separate authentication system. In this release, Avid supports MFA through Okta.
 - a. On the MediaCentral Cloud UX sign-in page, click the Sign in with Okta button.
 - b. On the Sign In window, enter your user name and password and click the “Sign In” button.
 - c. On the Okta Verify window, verify your identity through Okta using the method of your choice.

After you click the Sign In button, one of the following occurs:

- If you enter a valid user and password, you are granted access to MediaCentral Cloud UX. The Browse app is displayed by default for every new login.
 - If you enter valid credentials, but all licenses are consumed by other users, the system displays the following or similar message: “Your MediaCentral | Cloud UX Platform licenses are all in use. Please contact your administrator.”
 - If you enter invalid user credentials, the system alerts you to the issue and allows you to try again. If you enter invalid credentials too many consecutive times, the system temporarily blocks access to MediaCentral Cloud UX. The sign-in screen displays the following message: “Login attempt rejected, too many attempts. Next login in 5 seconds”.
 - If you keep trying, the “cool-down” period increases to a maximum of 30 seconds. This is a security measure to prevent “brute force” attacks on the system.
5. The first time any user signs in, the Avid Software License Agreement is presented.

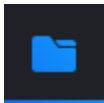
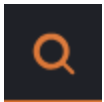
If you are presented with this screen, click the Accept License Agreement button to proceed.

To sign out of Avid MediaCentral Cloud UX:

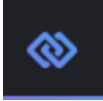
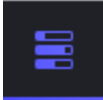
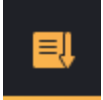
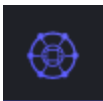
1. Click the User Profile button on the right side of the Fast Bar.
2. Select Sign Out.

Understanding the Fast Bar

The Fast Bar at the top of the screen provides easy access to available apps. When working with Shared Library, the following apps enable your roundtrip workflows for archiving and restoring.

Button	Title	Descriptions
	Browse	The Browse app gives you access to whatever databases are configured for your system, such as MediaCentral Production Management, MediaCentral Newsroom Management, MediaCentral Shared Library, or all. The app includes breadcrumbs, the navigation side bar (directory sidebar), results area and can initiate the Asset Editor. The Browse app is opened by default when you sign into MediaCentral Cloud UX.
	Search	The Search app enables you to quickly and easily locate assets across multiple modules. When you search for an asset, the system accesses an index of standard text-based metadata fields to return the desired assets.
	Collaborate	The Collaborate app provides organizations with a central hub around which users, tasks, equipment, stories, and more can be organized and tracked from the inception of a project, through its evolution, and eventual distribution.

 **MediaCentral Cloud UX v2025.6 discontinued the support for the Collaborate app. If Shared Library is connected to MediaCentral Cloud**

Button	Title	Descriptions
UX v2025.6 or higher, you cannot use the Collaborate option any longer.		
	Associations	The Associations app is used to show you all assets that are associated with the source asset open in the app. You can view the displayed associations and navigate and browse the associated assets.
	Process	The Process app lets you monitor all processes you created. Use the Process app to monitor the Archive and Restore processes.
	Rundown	In MediaCentral Cloud UX, you can create Newsroom Management stories, edit them in the Rundown app, and save them on a Newsroom Management server. The Rundown app includes an area for a Newsroom Management queue and story.
	Distributed Processing Status	The Media Composer Distributed Processing app lets you monitor the status of Distributed Processing jobs. In order to use Media Composer Distributed Processing the MediaCentral Cloud UX system must be licensed for the feature. For more information, see the chapter “Working with the Job Status App” in the <i>Media Composer Distributed Processing Administration Guide</i> .
	Layouts	Allows you to personalize the MediaCentral Cloud UX user interface. Located at the far right of the Core apps section of the Fast Bar, the Layouts button allows you to customize the MediaCentral Cloud UX user interface, and save those customizations for future use.
	User Profile	The User Profile menu includes the following entries. • About: Opens a screen with information about the product such as the version number and System ID. The About window also displays the name of the currently signed in user and the type of Client License currently consumed by the user. • User Settings: Opens the User Settings dialog box with configuration options available for modification to non-administrative users. • Help & Learn: Opens the MediaCentral Cloud UX Help & Learn system. • Sign Out: Leaves the application and returns to the sign-in screen.

For more information, see the *MediaCentral | Cloud UX User's Guide*.

Opening and Closing Apps

When you click on any of the icons in the Fast Bar, the selected app opens and the icon is highlighted to indicate that the app is active. Unless docked, clicking on a different app switches the user interface to the newly selected app. If apps are closed, the interface shows a black main area. When using the Docking feature, you can have two apps open at the same time.

Additionally, you can show the Asset Editor to the right of the core app. See ["The Asset Editor" on page 42](#).

To open an app:

- ▶ Click the app button on the Fast Bar.
- ▶ Place your cursor over the icon of a core app in the Fast Bar and drag and drop it to the **left side** of the user interface.

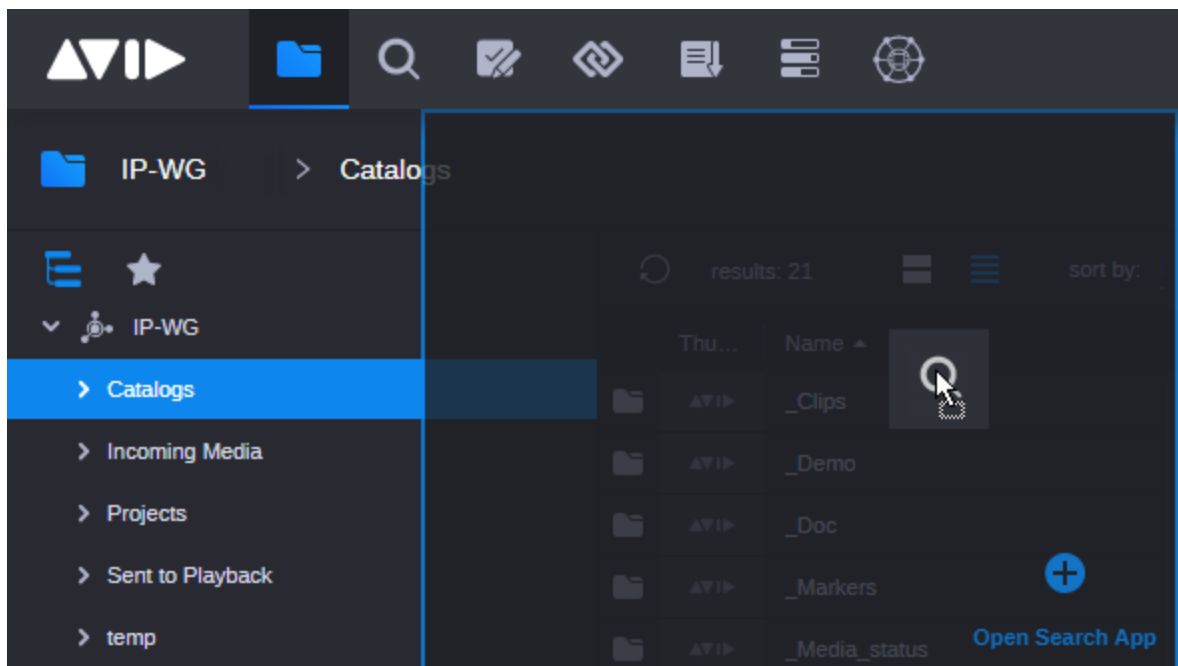
The app is docked. For more information, see ["Docking Apps" below](#).

- ▶ Place your cursor over the icon of a core app in the Fast Bar and drag and drop it downward to the **main area** of the user interface that will be highlighted as drop area (shown dimmed and marked with a blue frame).

If you do not have any other apps open, the new app is added to the main area of the user interface.

If you already have a core app loaded into the main area of the user interface, the drag action adds the new app to the main area and docks the original app.

As shown in the following example illustration, the Browse app is open and the user is in the process of dragging the Search app to the main area of the user interface. MediaCentral Cloud UX provides graphical feedback by outlining the area in blue and showing the name of the app.

**To close an app:**

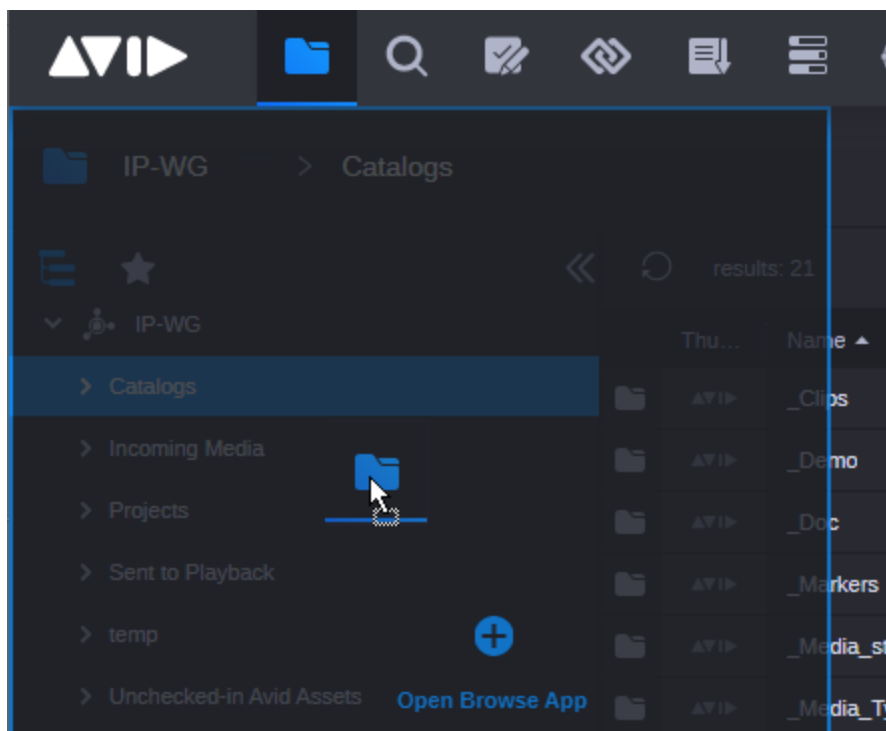
- ▶ Click the X in the app's upper right corner.

Docking Apps

The left side of the MediaCentral Cloud UX window is the place where you can dock an app. When an app is docked, the app closes up, but not completely, to the left side. You can then use the docked app alongside other apps. Apps that support docking provide a Dock/Undock toggle button in its upper right corner. You can dock any core app, but you can only dock one app at the same time. If you have one app docked and dock another app, the first app is hidden.

To dock an app, do one of the following:

- ▶ Click the app's Dock button.
- ▶ Place your cursor over the icon of a core app in the Fast Bar and drag and drop it downward to the **left side** of the user interface that will be highlighted as drop area (shown dimmed and marked with a blue frame).



To undock an app:

- ▶ To restore the app to take up the initial width, click the Dock button again.

Navigating the Browse App

The Browse app's Directory sidebar gives you access to the modules configured for your system. Each module is shown as a top-level entry in the directory and identified by a icon.

Module Icons

Modules are identified by the following icons.

Icon	Module
	MediaCentral Production Management
	MediaCentral Shared Library
	MediaCentral Newsroom Management

If included in a multi-site environment, MediaCentral Cloud UX uses different icons for remote modules than for local modules. Icons for remote modules additionally show a downward-pointing arrow. These icons help you to differentiate between the different module types.

Shared Library Asset Type Icons

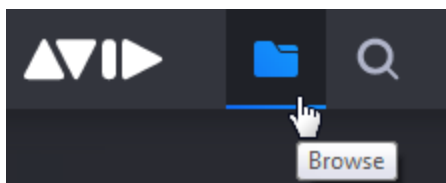
The following icons are used to identify Shared Library assets in MediaCentral Cloud UX.

Icon	Description
	Archived master clip
	Archived subclip
	Archived sequence
	Archived show
	Archived story

If your MediaCentral Cloud UX system is included in a multi-site environment, a downward-pointing arrow appears over the icon of any remote assets.

To open the Browse app:

- ▶ Click the Browse app icon.



- ▶ Place your cursor over the Browse app icon in the Fast Bar and drag and drop it to the **main area** of the user interface.
- ▶ Place your cursor over the Browse app icon in the Fast Bar and drag and drop it to the **left side** of the user interface.

The Browse app opens. If it was dropped to the left side of the user interface, the Browse app is docked and the sidebar is hidden. If it opens in the main area, the Browse sidebar is shown with the Directory being active by default.



To show the directory in the Browse sidebar:

- ▶ Click the gray Directory button on the Browse sidebar header so it turns blue.

To open a folder:

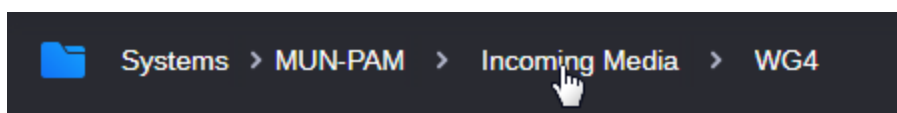
- ▶ Click the turn-down arrow to the left of the folder in the Browse app's directory.

This action expands the directory to show its subfolders while still retaining a view of the rest of the directory file structure. To close the folder, click the turn-down arrow again.

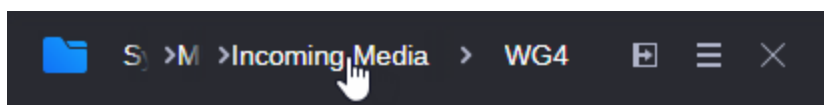
- ▶ Select the folder in the Browse app's directory.
This action opens the folder's contents in the Browse app's Results area.
- ▶ Double-click the folder in the Browse app's directory.
This action expands the directory to show its subfolders in the directory and opens the folder's contents in the Results area.
- ▶ Double-click the folder in the Browse app's Results area.
Alternatively, select the folder and press Enter. This action opens the folder's contents in the Results area.
- ▶ Right-click the folder in the Browse app's directory or Results area and in the context menu that open select Open in > Browse.
This action docks the current Browse app and opens a new instance of the Browse app in the main area of the user interface. The folder's contents is opened in the Results area of the new Browse app instance; the Directory sidebar of the new instance shows the top-level entries (modules).

To navigate using the breadcrumbs:

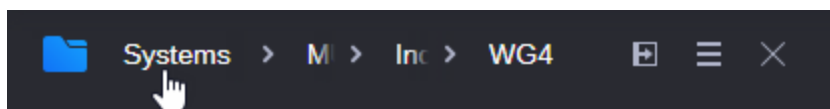
- ▶ Click the folder name in the Browse header.



You navigate to the next folder up in the hierarchy and show the folder's contents in the Browse app's Results area. When the Browse app is docked, the breadcrumbs might show shortened folder names. When you hover the mouse over a shortened folder name, the full name is shown.



- ▶ To navigate to the top-level folders in the directory, click the "Systems" folder in the Browse header as illustrated below.



To open an asset:

- ▶ Double-click the asset in the Browse app's Results area.
Alternatively, select the asset and press Enter.
The asset opens in the Asset Editor. If another app is defined as the default app, the asset also opens in the default app.
- ▶ Right-click the asset in the Browse app's Results area and in the Open in menu select the app in which you want to open the asset.
The asset opens in the selected app and in the Asset Editor.
- ▶ With an asset already loaded into the Asset Editor, click the Open in Browse button in the Asset Editor's Media and Playback Controls bar.
If the asset exists in more than one location in your connected MediaCentral module, you are presented with a window that allows you to select a specific directory path.

To close the **Browse** app:

- ▶ Click the Close button in the Browse header.
- ▶ Open another core app.

Choosing the App for Opening Assets

Starting with version 2020.4, MediaCentral Cloud UX enhances the options on how to open assets in apps. In some cases, your workflow might benefit from opening an asset by double-clicking but opening an asset of another type by selecting from a list of supported apps. Additionally, you might want to define the app in which assets of a specific type are to be opened by default. To this end, MediaCentral Cloud UX offers the following options to define the behavior how assets can be opened:

- **Double-click:** Double-clicking an asset opens it in the app that is defined as the default app.
- **Open in:** The context-menu provides to a list of apps in which the selected asset can be opened. Selecting an option in the Open in menu opens the asset directly in the app even if the app was not open yet.
- **Default app:** For each asset type, a default app is defined. This is the app in which an asset is opened when you double-click the asset. You can define the default app by using the Manage default application option in the Open in context-menu.

MediaCentral Cloud UX provides a definition of allowed applications for each asset and system type. The “Open in” context menu will show you the apps that support the selected asset type and which is the default app for the selected asset type.

When defining the default application, note the following:

- By default, the Asset Editor is defined as the default application for Production Management and Shared Library assets. For Newsroom Management queues and stories, the Rundown app is the default application. Until changed, the apps are marked as “default” in the corresponding Open in context menu and selected when you open the Manage default application dialog box.
- The Asset Editor has the highest priority for Production Management and Shared Library asset types. A Production Management or Shared Library asset will always be opened in Asset Editor when it is double-clicked even if another app is defined as the default application for that asset type. In this case, you open the asset by double-clicking both in Asset Editor and in the defined default app.
- Each changed default app definition is stored locally for your browser and persists from one session to another. The changed default app definition is not retained when you access MediaCentral Cloud UX from another device or workstation.

When using the Open in feature, note the following:

- When you use the Open in feature, the app in which you invoked the feature is docked and the asset opens in the selected app in the main area. This closes any other app which is already open in the main area.
- When you use the Open in feature in an app that is open in the main area while another app is docked:
 - If the target app is an already docked Associations or Rundown app, the asset opens in the docked app and the app in which you invoked the feature remains open in the main area.
 - If the target app is another app, the app in which you invoked the feature is docked and the asset opens in the selected app in the main area. The previously docked app is hidden.
- If you are working with the “Open in” feature in the Browse app, the current instance of the app is docked and a new instance opens in the main area of the user interface. This process enables a side-

by-side workflow. The name of each instance reflects the current location in the directory structure.

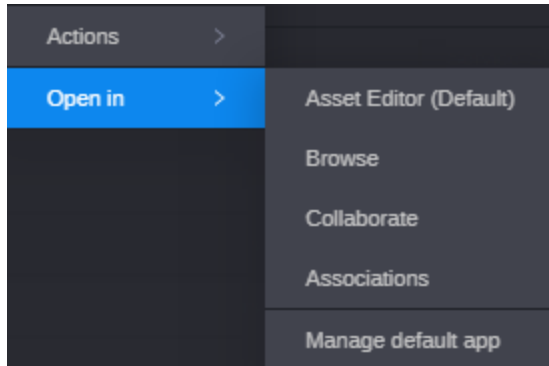
- You can apply the Open in feature to one asset at the same time. Multi-selection is not supported.

The following processes describe how to use the Open in feature and define the default application.

To open an asset using the Open in menu:

1. Right-click an asset.
2. In the Open in context menu that opens, select the app in which you want to open the selected asset.

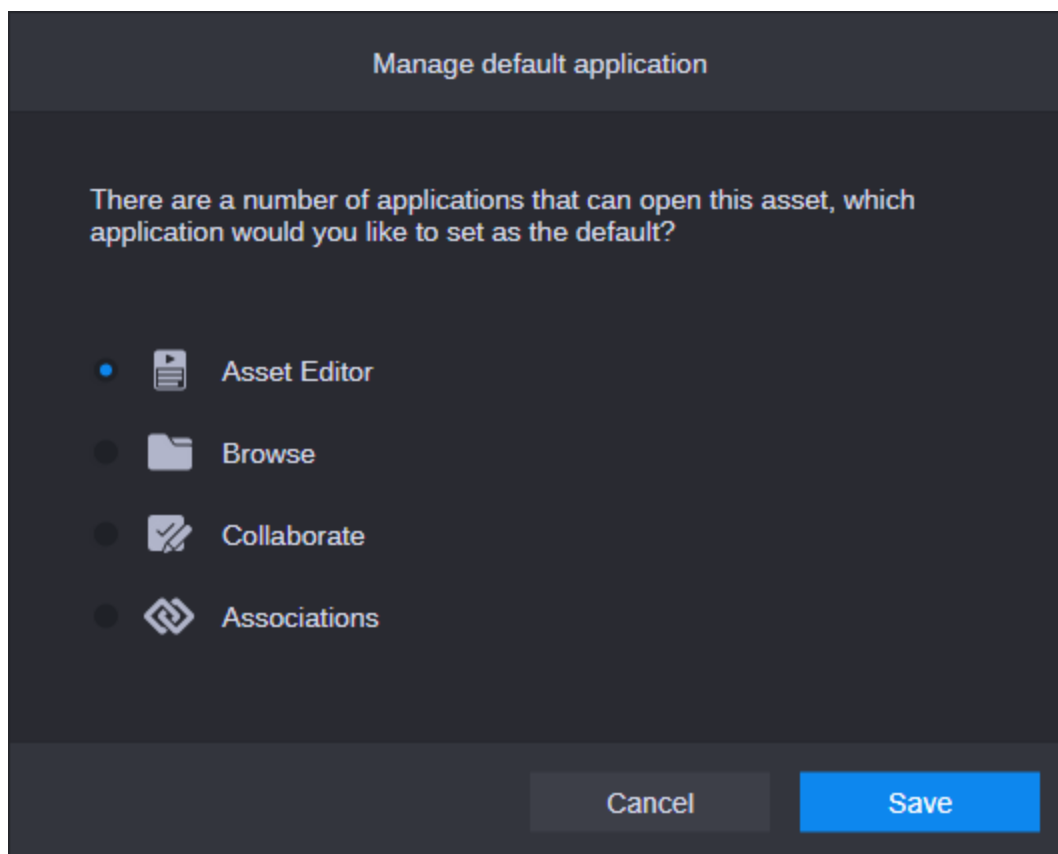
The following illustration shows the Open in menu for a Shared Library asset.



To define the default app:

1. Right-click an asset and in the Open in context menu that opens select Manage default app.

The Manage default application dialog box opens. The dialog box shows all apps that can open the selected asset type. Therefore, the entries in the Manage default application dialog box may vary depending on the asset for which the dialog box was opened. For example, the dialog box will show other apps for a Production Management master clip than for a Newsroom Management story. The following illustration shows the Management default application dialog box for a Shared Library asset.



2. Select the option button of the app you want to define as the default app.
3. Click Save.

Double-clicking an asset of the selected type will now open the asset in the new default app.

Locating Assets in Folders

You can use the “Open in > Browse” command to open a folder that contains a selected asset in a new Browse app instance. For example, you might want to locate a folder that holds a master clip you found in the Search app; or you might want to see other locations of the asset already open in a Browse app folder.

- You can locate Production Management assets and Shared Library asset references in a Browse app folder.
- For a Newsroom Management story selected in the Search app, you can locate the folder of the corresponding queue in the Browse app.
- You can use the Open in > Browse feature for an asset you select in a Browse app folder and in the Search app’s result list; for Shared Library, also for an asset selected in the Associations app.
- You can apply the Open in > Browse feature to one asset at the same time. Multi-selection is not supported.

To locate an asset in a folder:

1. Do one of the following:
 - ▶ In the Search app conduct a search.
 - ▶ In the Browse app, open the contents of a folder in the Results area.
 - ▶ In the Associations app, open an asset and expand all association types so that the associated assets are displayed.

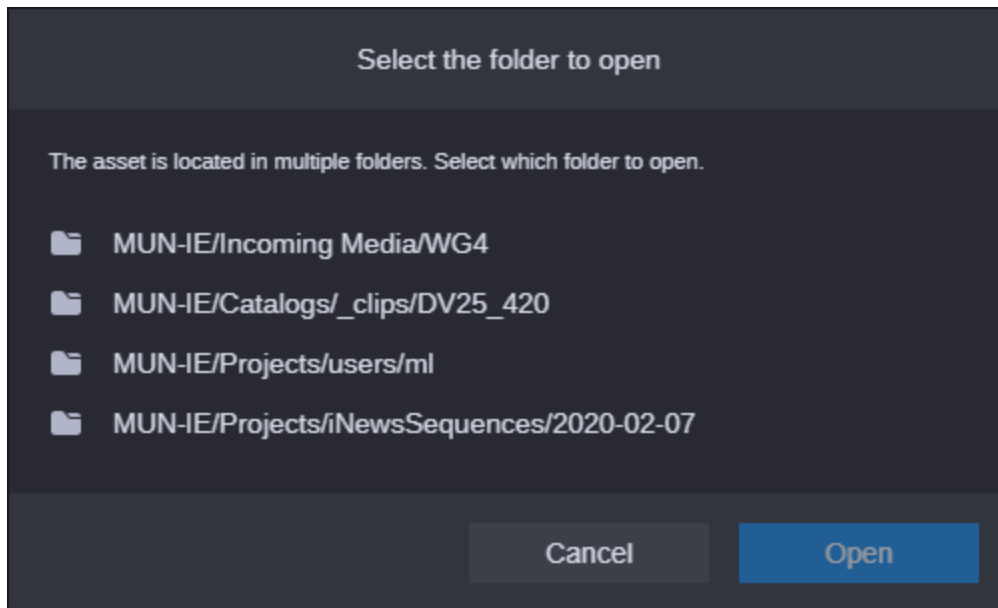
2. Right-click an asset and in the context menu that opens select Open in > Browse.

The source app is docked.

If the asset is not saved in a folder, an “Error while opening asset in folder” message opens. A new Browse app instance opens in the main area and shows the top-level entries (modules) both in its Directory sidebar and Results area.

If the asset is stored only in one folder, the folder opens in a new Browse app instance in the main area, with the selected asset highlighted. If the folder contains more assets than can be displayed in the visible range of the Results area, the Results area scrolls up or down to bring the highlighted asset into the visible range. For a Newsroom Management story, the folder containing the queue to which the story belongs, is opened in the Browse app; the queue is not highlighted.

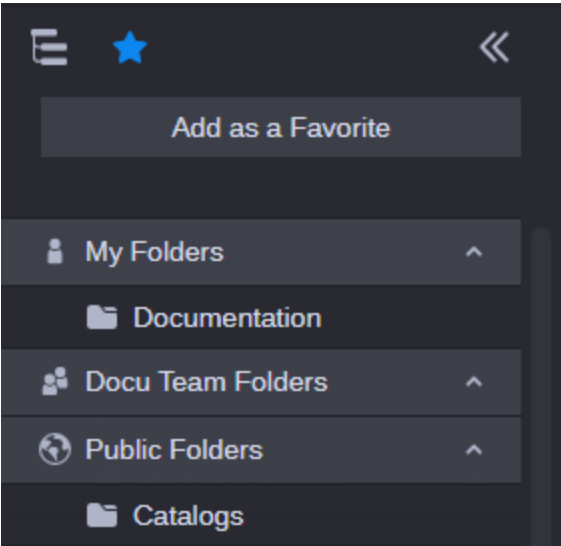
If the asset is stored in more than one folder, the Select the folder to open window opens and displays a list of folders that contain the asset.



3. Double-click one of the listed folders or select a folder and click Open. The folder opens in a new Browse app instance in the main area, with the selected asset highlighted.

Creating and Using Browse Favorites

It is very common for a user to access the contents of some folders more often than other folders. To address this workflow, MediaCentral Cloud UX allows you to save and access frequently used folders as browse favorites.



As shown in the illustration above, browse favorites are divided into three categories:

- **Personal:** Appearing in the list under the My Folders category, personal browse favorites are created by individual users and they are not included in the list of Favorites for any other user.
- **Team:** Favorites created within a team are shared with specific user groups. The creator of the team can allow all users to contribute to the team, or restrict access by configuring the team for read-only access.
- **Public:** Created by an administrator, public browse favorites are available to all users that are connected to the same MediaCentral Cloud UX system. If your system is included in a multi-site environment, the public favorite appears only to users connected to your local site.

Browse favorites are identified by a folder icon and displayed in a list view. Personal favorites appear first in the list under the My Folders area, followed by favorite teams (if applicable), and then public favorites.

When working in Team or Public folders, you might see changes appear (or disappear) automatically as other users populate these areas with content. However in some cases, depending on the nature of the change (for example, when you have opened a public folder and another user in another instance of MediaCentral Cloud UX adds a new favorite to that folder), you might see a red indicator light appear to the left of a private, team or public folder. When this happens, you must either open the associated folder, or take another action to refresh the Favorites list to view the update. If you hover your cursor over the status indicator, the system displays a tool-tip with more information about the change.

 *This release of MediaCentral Cloud UX allows each user to create a maximum of 99 personal browse favorites and 99 team favorites. If you attempt to create additional favorites, you are prompted to delete an existing favorite first. Administrators can create an additional maximum of 99 public favorites.*

The following topics are covered in this section:

Creating a Browse Favorite	35
Using a Browse Favorite	36
Renaming a Browse Favorite	36
Changing the Private / Public Status of a Browse Favorite	37
Reordering Browse Favorites	37
Deleting a Browse Favorite	38

Creating a Browse Favorites Team	39
Editing a Browse Favorites Team	39
Deleting a Browse Favorites Team	40
Creating a Folder	40
Reordering and Renaming Folders	41
Deleting a Folder	42

Creating a Browse Favorite

The following process describes how to create a new browse favorite. Browse favorites are associated with your MediaCentral Cloud UX user account and not with your local workstation. If you work in an environment with multiple workstations, you can create a favorite on one PC, and then move to another PC later in the day — your browse favorite list follows you to the next session and workstation.

Note that you can create only one favorite at the same time. If your selection includes more than one folder — or an asset —, the Create Favorite feature is disabled.

To create a browse favorite:

1. Click the Directory button at the top of the Browse sidebar.
2. Use the Browse app directory and Results area to navigate to the folder for which you want to create a favorite.
3. Do one of the following:
 - ▶ In the Directory, right-click on the folder and select Create Favorite.
 - ▶ In the Results area, right-click on a folder and select Create Favorite.
If you right-click in an empty area of the Results area and select Create Favorite, the favorite will be created for the parent folder.
 - ▶ Click the Favorites button at the top of the Browse sidebar and then click the “Add as a Favorite” button.
 - ▶ Click the Favorites button at the top of the Browse sidebar, in the Favorites sidebar navigate to a sub-folder of a favorite, right-click the folder and then select Create Favorite.

The New Favorite window appears. The name of the current folder is shown as the favorite name.

New Favorite

Changing the folder name here only affects the display name in the Favorites.

Documentation

☐ Make this browse favorite public

Cancel Save

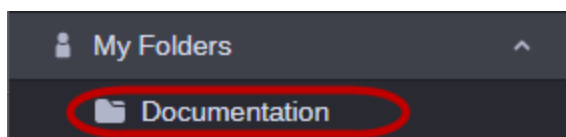
4. Enter a custom name.

You set the name of the favorite but do not change the name of the folder. You are not required to create a unique name for each favorite. If desired, you can have multiple favorites with the same name.

5. (optional, administrators only) Enable the “Make this browse favorite public” check box to make the favorite public.
6. Click the Save button to save your new favorite.

Alternatively, you can click Cancel to abort the process.

The new favorite appear first in the list under the My Folders area.



If you made the favorite public, it is moved to the top of the Public Folders area

Using a Browse Favorite

After you create one or more favorites, you can use the following process to use the browse favorites.

To use a browse favorite:

1. (if necessary) Click the Favorites button at the top of the Browse sidebar.
2. Navigate the list of folders.
3. Click on the browse favorite in the list.

The contents of the folder is shown in the Results area.

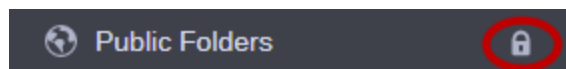
If you click a public or Teams favorite that is set on a folder for which you do not have access rights in the source module or click a favorite that is set on a folder that has been deleted, the contents of the folder is not shown but a "This folder no longer exists or you do not have permission to open it" message opens.

4. (optional) Work with the items in the folder, as described in ["Using References for Archived Assets" on page 51](#).

Renaming a Browse Favorite

After you create one or more favorites, you can change the name of the favorite at any time.

If you are not an administrator, a lock icon appears to the right of both Public Folders and any read-only favorites team folder when you enter edit mode.



To rename a browse favorite:

1. Right-click on the favorite and select Edit Details from the context menu.
2. In the Edit Favorite dialog box, enter a new name.
3. Click the Save button to save your changes.

Alternatively, you can click Cancel to abort the process.

Changing the Private / Public Status of a Browse Favorite

As an administrator you can set the public / private status while creating a favorite, but you can change the status of a favorite at any time, as described in the following procedure.

If you are an administrator and you edit a public favorite, the changes are propagated to other users automatically.

To change the public / private status of a browse favorite:

1. Right-click on the favorite and select Edit Details from the context menu.
2. Alter the parameters of the favorite in the Edit Favorite dialog box:
 - ▶ Enable the “Make this browse favorite public” check box to make the favorite public.
 - ▶ Disable the “Make this browse favorite public” check box to make the favorite private again.
3. Click the Save button to save your changes.

A public favorite is moved to the top of the Public Folders area. If you made the favorite private, it is moved to the top of the My Folders area.

Reordering Browse Favorites

When you create a new browse favorite, it appears at the top of the list of the My Folders area.

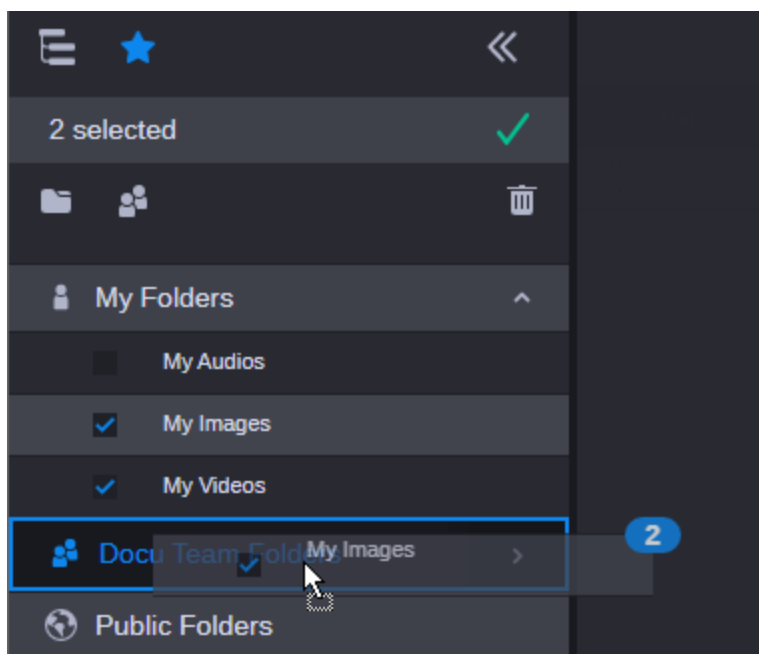
After you create two or more favorites, you can reorganize the order that the favorites appear in the list using a simple drag and drop operation. Alternatively, you can use this same process to move favorites from one folder to another — for example to move a favorite from My Folders to a team folder, or the Public Folders area.

To reorder the list:

1. Right-click on a favorite, folder or empty area in the Browse Favorites sidebar and then click on the Manage Browse Favorites option in the context menu. Note that right-clicking on the area or folder of an expanded favorite does not open the context menu.
2. Do one of the following:
 - ▶ Click and drag a favorite to a new position or folder.
 - ▶ Click the check box to the left of one or more favorites and drag the selection to a new position or folder.

If you select more than one favorite, a number appears in Manage Favorites header and in the top-

right corner of image during the drag action.



3. Release the mouse button to add the favorites to the new position or location.

Deleting a Browse Favorite

MediaCentral Cloud UX allows you to delete a single favorite or multiple favorites simultaneously. You can use the following processes to delete one or more browse favorites.



Standard users can delete favorites from the My Folders area or any team folder to which they have read / write access. Only system administrators have the ability to delete Public browse favorites.

To delete a single browse favorite:

1. Right-click on the favorite and select Delete Favorite from the context menu.
A confirmation window appears.
2. Click the Delete button to confirm the removal of the favorite.
Alternatively, you can click Cancel to abort the deletion process.

To delete multiple favorites:

1. Right-click on a favorite, folder or empty area in the Browse Favorites sidebar and then click on the Manage Browse Favorites option in the context menu. Note that right-clicking on the area or folder of an expanded favorite does not open the context menu.
2. Click the check boxes to the left of all favorites that you want to delete.
You can select multiple favorites within the same folder or group, but after you select a favorite in one group, you cannot select a favorite in any other folder or group. For example, you cannot select a favorite in My Folders and a team folder simultaneously.
3. Click the Delete button at the top of the list.
A confirmation window appears.
4. Click the Delete button to confirm the removal of the favorite.
Alternatively, you can click Cancel to abort the deletion process.
5. Click the green check mark at the top of the list to exit edit mode.

Creating a Browse Favorites Team

The Favorite tab allows system administrators to create special team folders that allow you to group multiple favorites together around a common theme. Teams are shared with specific groups of users that are defined by the administrator. As a result, your folder favorites list might or might not include any team folders. Teams are listed alphabetically in the Favorites list between My Folders and Public Folders.

When creating a team, the administrator can enable or disable a Read-Only check box. If enabled, users can see the team, but not make changes. If disabled, users have the ability to add, edit, or delete favorites from the team folder.

If you hover your cursor over the team icon, the system displays a tool-tip that shows the names of the groups that are associated with the team.

To create a favorites team:

1. Right-click on a favorite, folder or empty area in the Browse Favorites sidebar and then click on the Manage Browse Favorites option in the context menu. Note that right-clicking on the area or folder of an expanded favorite does not open the context menu.
2. (optional) Select the check boxes for one or more existing favorites before you create the team. When you create the team, the selected favorites are added to the team automatically.
3. Click on the Team button at the top of the list.

The New Team Folder window is displayed.

4. Enter a name for the new team.
5. (optional) If you want to restrict access to this team folder so that other users cannot add, edit, or delete favorites in this location, click the read-only check box.
6. In the Share Browse Favorite area of the window, click one or more check boxes to the left of the list of user groups to define the users that should have access to the team.

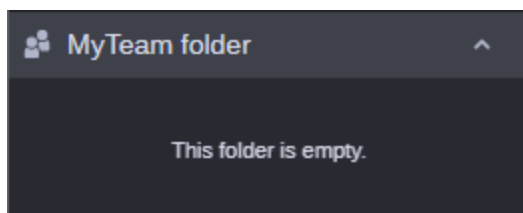
If your system includes a large number of groups, you can enter a value in the Find a User Group field to filter the list to display only those groups that include your filter criteria.

7. Click the Save button.

The team is created as a new category in the Browse Favorites sidebar.

8. Click the green check mark at the top of the Favorites list to exit edit mode.

If you did not assign favorites to the Team (see step 2), the new Team folder will be empty.



For information on how to add a favorite to a team folder, see ["Reordering Browse Favorites" on page 37](#).

Editing a Browse Favorites Team

After you create one or more teams, administrators can edit the properties of the favorite team using the following process.

To edit a favorites team:

1. Right-click on the team and select Update Folder from the context menu.
An Update Team Folder window appears with options to adjust the team name, read-only status, and user group access.
2. Update the properties of the team folder as necessary.
3. Click the Save button to save your changes.

Deleting a Browse Favorites Team

If you want to delete a favorites team, you can do so through the Favorites tab in the Browse sidebar. When you delete a team, you also delete all favorites within the team. The ability to delete a team is restricted to system administrators.

To delete a favorites team:

1. Right-click on the team and select Delete Folder from the context menu.
A Delete Folder and Enclosed Favorites confirmation dialog appears.



The option to delete a favorites team is also available when you access the Manage Browse Favorites function.

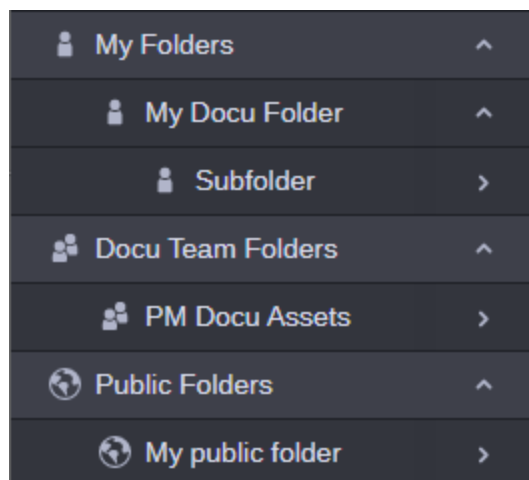
2. Click the Delete button to confirm the removal of the team.

Alternatively, you can click Cancel to abort the deletion process.

Creating a Folder

In addition to creating individual favorites, you can create folders within each favorite category to better organize and manage your saved browse favorites. Nested folder structures are also supported, allowing you to create multiple folders within folders.

Folders are identified by the icon of the category in which they are created.

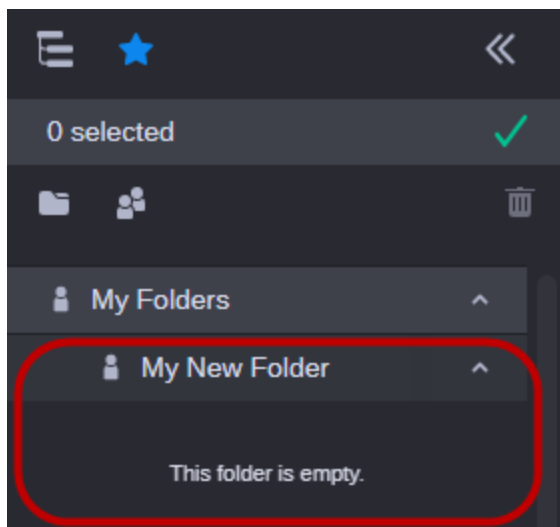


Each user is allowed to create a total maximum of 99 folders in the Personal and Team categories. If you attempt to create additional folders, you are prompted to delete an existing folder first. Administrators can create an additional 99 folders in the Public category.

To create a folder:

1. Right-click on a favorite, folder or empty area in the Browse Favorites sidebar and then click on the Manage Browse Favorites option in the context menu. Note that right-clicking on the area or folder of an expanded favorite does not open the context menu.
 2. (optional) Click the box to the left of one or more favorites to automatically move the selected favorites into the new folder.
 3. Click on the New Folder button.
- The New Folder window is displayed.
4. Enter a name for the new folder.
 5. Click the Save button to save your changes.

The new folder is created at the top of your My Folders area.



6. (optional, administrators only) To make the folder public, select the folder and drop it to the Public Folders area.
7. Click the green check mark at the top of the Favorites list to exit edit mode.

Reordering and Renaming Folders

When you create a new folder, the folder is added to the top of your My Folders area. However, you are not required to keep the folder at that position. You can drag and drop the folder to a different position in the Favorites list or even nest the folder inside another existing custom folder. You can also rename the folder at any point.

To reposition the folder in the Favorites list:

1. Right-click on a favorite, folder or empty area in the Browse Favorites sidebar and then click on the Manage Browse Favorites option in the context menu. Note that right-clicking on the area or folder of an expanded favorite does not open the context menu.
2. Click and begin to drag your folder to a new position in the list of favorites. You can do any of the following:
 - Drag the folder to a new position in your My Folders area.

If you drag the folder to a position between two other folder, a thin blue position indicator bar appears between the folders.

- ▶ Drag the folder over the My Folders area to move the folder to the top position in the list.
 - ▶ Drag the folder to another existing folder to create a nested folder structure.
 - ▶ (if applicable) Drag the folder to a Team or to the Public area of the Folder Favorites list.
3. When over your desired position, release the mouse button to drop the folder to the new location.
The folder and all of its contents (favorites, other folders) are relocated to the new position.
 4. Click the green check mark at the top of the list to exit edit mode.

To rename a folder:

1. Right-click on your custom folder and select Update Folder from the context menu.
2. Enter a new name for the folder.
3. Click the Save button to save your changes.

The renamed folder remains in its position.

Alternatively, you can click Cancel to abort the process.

Deleting a Folder

If you want to delete a folder, you can do so through the Favorites tab in the Browse sidebar. When you delete a folder, you also delete all favorites and sub-folders within the folder.



In this release of MediaCentral Cloud UX, you can delete one folder at a time only.

To delete a folder:

1. Right-click on the folder and select Delete Folder from the context menu.
A Delete Folder and Enclosed Favorites confirmation dialog appears.
2. Click the Delete button to confirm the removal of the folder.

Alternatively, you can click Cancel to abort the process.

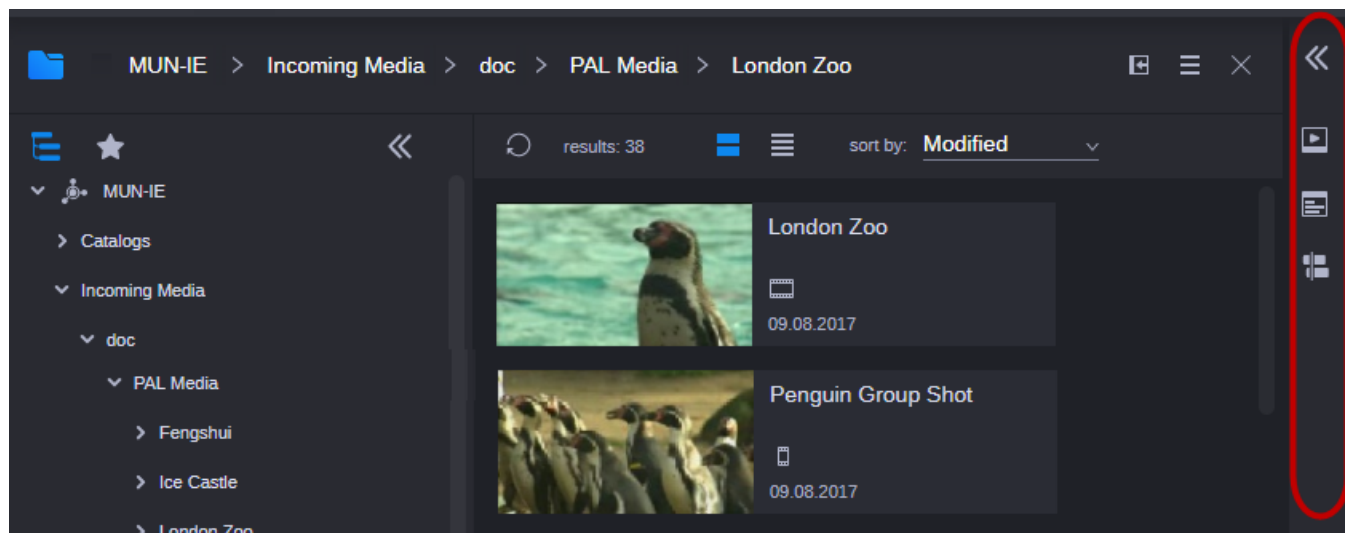
The Asset Editor

The Asset Editor is a MediaCentral utility that allows you to take a closer look at items in your MediaCentral environment, such as clips and sequences. If you find an asset that you are interested in viewing, double-click it to view the asset in the Asset Editor. The Asset Editor opens on the right side of the window, with the asset loaded into the Media Viewer. The Media Viewer includes a Source Monitor and Record Monitor toggle button that allows you to switch between individual media assets and any sequence that is loaded into the Sequence Timeline.

In the middle part of the Asset Editor, there is an area that displays several tabs to show different categories of metadata for the asset. These are the Audio, Metadata, Storyboard and File Info tabs.

The Sequence Timeline at the bottom of the Asset Editor allows you load and edit a sequence. You can use the trim controls on the timeline to adjust assets already contained in the sequence or you can dock the Browse or Search apps to allow you to add new content to the sequence.

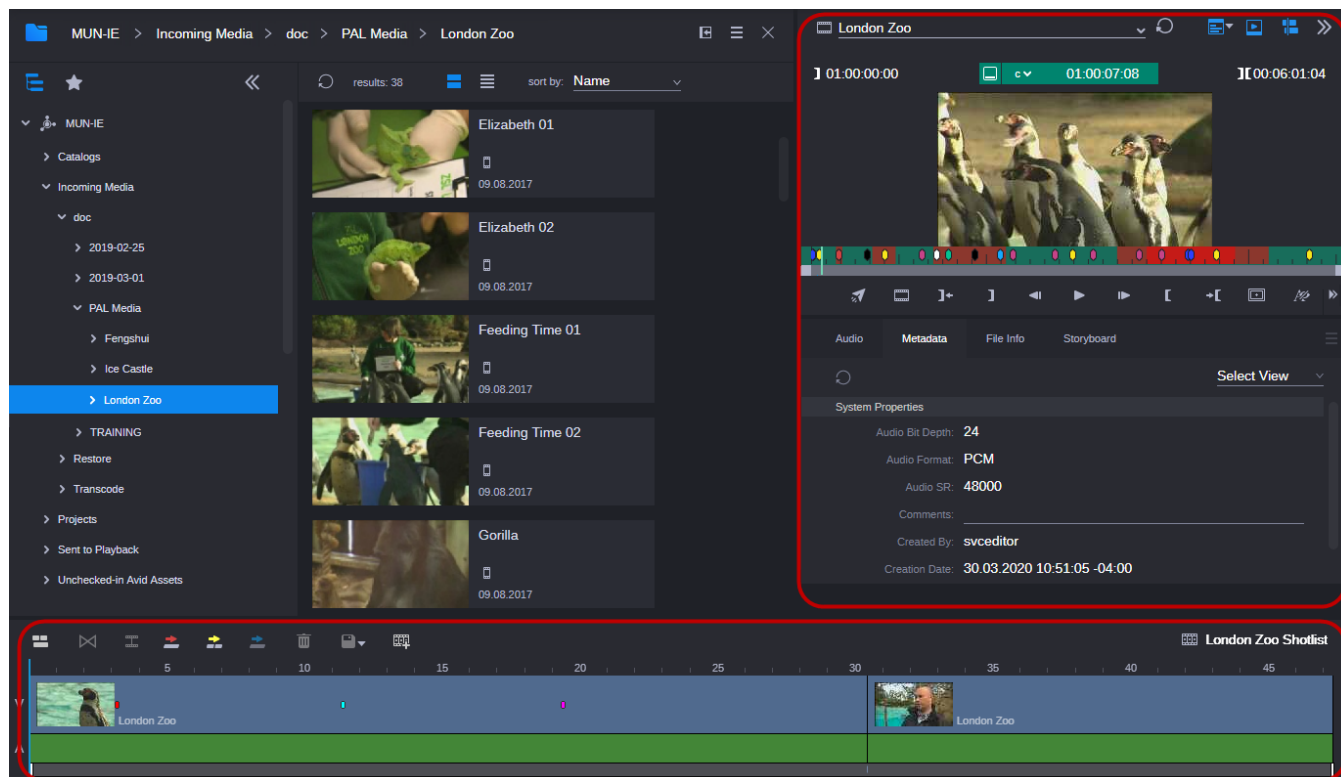
As shown in the following illustration, the Asset Editor is collapsed by default when you first sign in to MediaCentral Cloud UX or when you open an app. Opening an asset expands the Asset Editor automatically. The Asset Editor is always positioned on the right side of the core app.



When collapsed, the Asset Editor includes buttons to quickly access different areas of the tool. These buttons include:

Button Image	Button Name
	Expand / Collapse Asset Editor
	Media Viewer
	Tabs: Enables / disables the tabs area as well as toggles the single and dual column view of the Asset Editor.
	Sequence Timeline

The following illustration shows the Browse app to the left and Asset Editor expanded to the right side of the app. Part of the Asset Editor, the Timeline is shown at the bottom of the MediaCentral Cloud UX user interface.



Once the Asset Editor is fully expanded, the Media Viewer, Tabs, and Timeline buttons appear at the top of the tool and are colored blue to indicate that they are open and active. You can click on any of the buttons to show or hide different areas of the Asset Editor.

To show or hide the Asset Editor:

- Click the Expand / Collapse Asset Editor button.

To display the Asset Editor as one or two columns:

- Click the orientation menu to the right of the Tabs button in the Asset Editor toolbar and select the single or dual column view.

To open an asset in the Asset Editor:

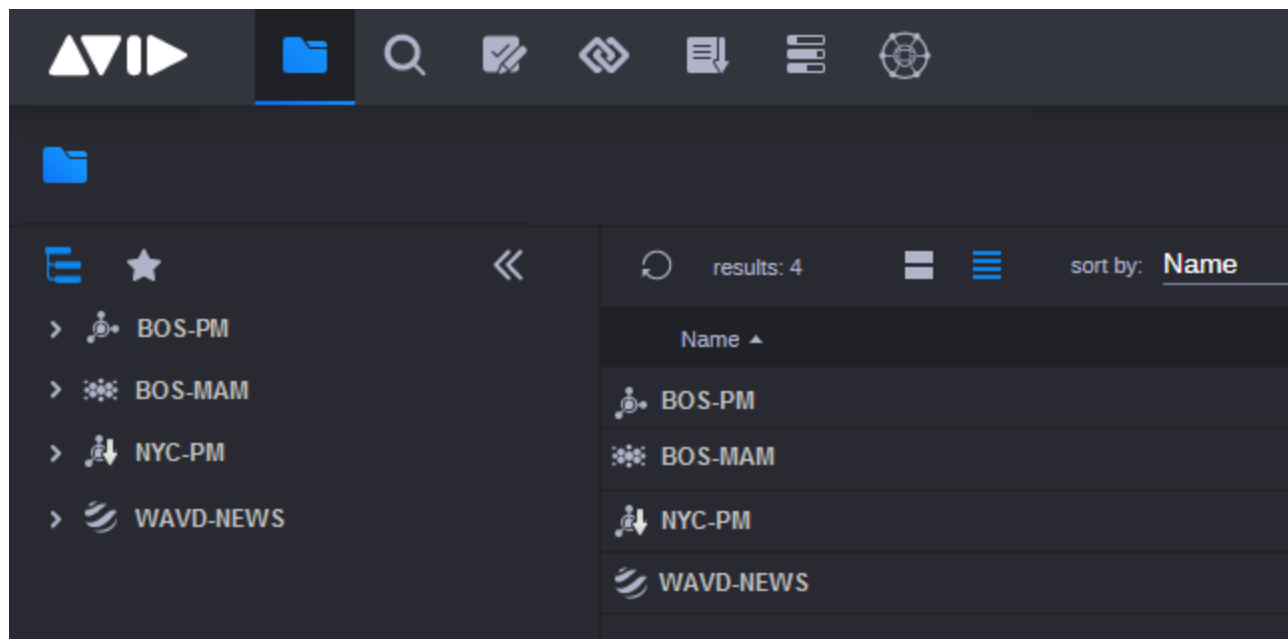
- Double-click an asset in the Browse or Search app's Results pane.

Working with Remote Assets

MediaCentral Cloud UX allows you to connect multiple MediaCentral Cloud UX systems together to create a more seamless user experience for Enterprise-level organizations. When multiple systems are connected, this is referred to as a Multi-Site configuration. Systems that connect through multi-site might consist of departments in the same physical location (News, Sports, Production) or might be district offices in geographically disperse locations (Boston, Beijing, Paris).

Your multi-site experience can vary depending on the MediaCentral modules available to each system. The following example illustration shows the Browse app with two Production Management modules (BOS-PM and NYC-PM), one Shared Library module (BOS-MAM), and one Newsroom Management module (WAVD-NEWS).

If included in a multi-site environment, MediaCentral Cloud UX uses different icons for remote modules than for local modules. Icons for remote modules additionally show a downward-pointing arrow. These icons help you to differentiate between the different module types. In this example, the Production Management module NYC-PM is identified as a remote system.



The number of connected multi-site systems, the available modules, and your level of access to these systems are determined by your system administrator. For more information, see “Using the Multi-Site Settings App” in the *Avid MediaCentral | Cloud UX Installation Guide*.

The following sections detail how different areas of the MediaCentral Cloud UX system benefit from a multi-site configuration.



In this release of MediaCentral Cloud UX, multi-site supports the Browse app, the Search app, the Asset Editor, Rundown app, and – partially – Process app.

Browse App

You can use the Browse app to navigate the directory tree of all remote MediaCentral modules as if they were locally connected systems. If you double-click on an asset in the Browse app, it appears in the Asset Editor for review.

When browsing (or searching) through a remote database, MediaCentral Cloud UX displays a downward-pointing arrow over the icon of any remote asset. These alternate icons help you to differentiate between local and remote assets.

Search App

When you create a text-based metadata search in a multi-site configuration, the results include assets from all indexed MediaCentral Cloud UX modules – both local and remote.

Asset Editor

You can load assets from the Browse and Search apps into the Asset Editor as if they were local assets. Once loaded, you can play the remote assets; review and edit the metadata in the Metadata tab; review markers and restrictions and inspect the thumbnails in the Storyboard tab; and check technical information in the File Info tab.

Deliver To Me

The multi-site workflow adds a new Deliver-to-Me option to the context menus in the Browse and Search apps for Production Management assets. Other standard options available in the context menu for local media assets are disabled for remote asset.

Rundown App

The multi-site workflow adds the following functionality for Rundown app users who have proper read/write permissions:

- Users can open rundowns that are on a remote Newsroom Management system.
- Users can create, edit, and delete stories on a remote Newsroom Management system.

Users can associate sequences from remote Production Management systems to stories in the following manner:

- Local story / Remote sequence
- Remote story / Local sequence
- Remote story / Remote sequence

Story and sequence is set according to the configured fields. You can update the timing field for a story when you associate a sequence with it so that the duration of a story matches the duration of the sequence. Likewise, if you un-associate a sequence from a story, the duration of the story returns to its original value.

Process Creation and Process Monitoring in the Process App

For the Shared Library processes you initiate using the App and context menus of the Browse and Search apps, the following limitations for multi-site setups apply:

- You can trigger Archive and Restore processes on local and remote Production Management assets.
- Shared Library maintenance processes can only be triggered on local archived assets.
- The Platform Export process can also be triggered on remote Production Management assets.

For monitoring the Shared Library processes in the Process app, the following limitations for multi-site setups apply:

- Processes triggered on local assets show up only in the Process app of the local MediaCentral Cloud UX.
- Processes triggered on remote Production Management assets show up in the Process app as follows:
 - In the Process app of the local MediaCentral Cloud UX, only the main processes but no subprocesses are shown.
 - In the Process app of the remote MediaCentral Cloud UX, the main processes and the subprocesses are shown.

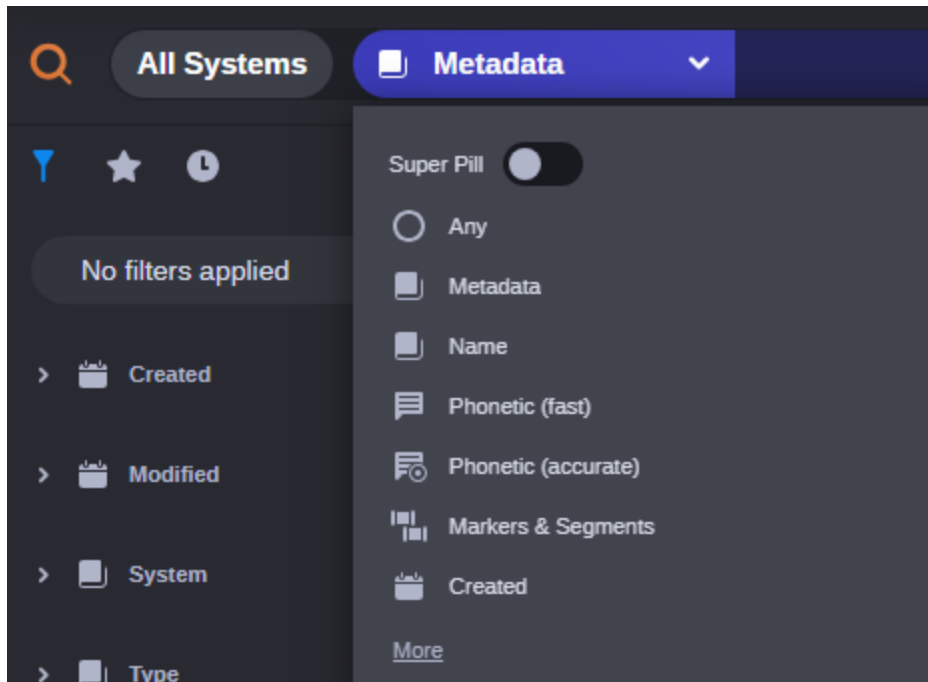
Searching for Assets for Archiving and Restoring

When you open the Search app for the first time in a new session, a default search term or “pill” is displayed in the left side of the Search header. You can add text to this field, add more terms to narrow your search, or delete all terms to create a search based solely on filters that you select in the sidebar. If you add more than one term, each is displayed in the Search header with a randomly selected color.

Use the following to find the asset by creating a custom search with the tools in the Search header:

- All Systems: The Location pill defaults to searching in all connected modules (All Systems). For MediaCentral Cloud UX systems that are integrated with a Production Management module, the location pill allows you to limit your search to a specific location in the Production database. When you click the pill, the Search app displays a menu that lists all available local and remote Production Management systems.

- When you add a new term, the Search app associates the entry with a search type that partially determines how your search is executed.



Metadata is the default search type for every new search term, but multiple other search types exist — each with their own icon. When you select the Metadata search type, MediaCentral Cloud UX searches for text-based metadata - including both statically assigned values such as format and resolution, as well as user-defined values such as asset names. This search type does not return time-based metadata such as information included in marker data. When you select the Any search type, MediaCentral Cloud UX looks for your search term across all text-based and time-based metadata fields (Markers & Segments).

The phonetic search type is available if your MediaCentral Cloud UX system is licensed for MediaCentral Phonetic Index. This metadata is created by phonetically analyzing assets that include one or more audio tracks.

- If you click the More button, the Search Type menu expands to display a tree of additional options. The search types displayed in the long menu of the Search pill are divided into the following three categories:
 - Primary: Search types such as Metadata or Phonetic allow you to search for values that are common to multiple MediaCentral modules. For example, Production Management and Shared Library both have a “Duration” metadata field. However, the actual name of that metadata value might vary between each system. By selecting the common “Duration” search type, you can search across all databases without selecting or knowing the name of each custom metadata value.
 - Secondary: Some search types are associated with a sub menu of secondary options. For example, the Metadata search type includes an extensive list of secondary values. You can access secondary search types by clicking the arrow to the left of the primary name.
 - Module: The bottom of the Search Type menu includes a line item for each of the MediaCentral modules that are connected to your system (Production Management, Shared Library, Newsroom Management). Each module is associated with a sub-menu of metadata values that are custom to that module.

- Some search types require you to specify *qualifier* before you can enter any values. For example the Created search type allows you to select a qualifier such as Between, On, or others from a menu of possible options.

The following procedures provide you best practices to search for assets to be archived and restored. For detailed information on how to conduct searches, see the chapter “Searching for Assets” in the *Avid MediaCentral | Cloud UX User’s Guide*.

To search for assets to be archived:

1. Open the Search app.
2. (optional) To limit your search to a specific location in the Production Management database:
 - a. Click the Location pill.
 - b. Do one of the following:
 - ▶ Select a Production Management database.
 - ▶ Click the chevrons to the left of any Production Management database to expand the tree and select an individual folder within the database.

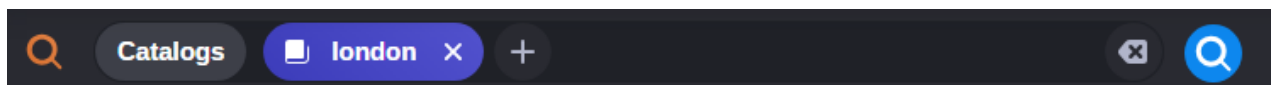
You can select only one database or one location in the database using this feature.

Do not use the Locations pill if you conduct a search for Newsroom Management stories to be archived. Leave the default selection “All Systems” unchanged.

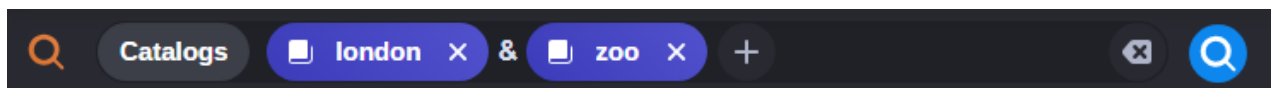
3. (optional) Change the default search type by doing one of the following:
 - ▶ Click on the Search Type icon and select a search type from the short menu.
 - ▶ Open the short menu, click the More button to reveal the long menu, and click on the name of a primary or secondary search type to add it directly to the search term.

You can exit the Search Type menu at any time by pressing the ESC key on the keyboard.

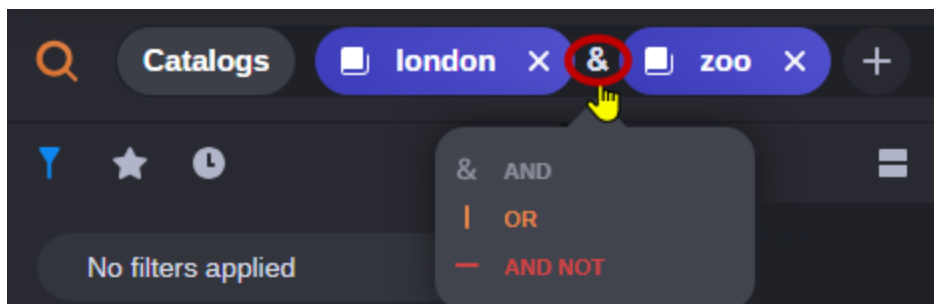
4. Enter custom data into the Search pill, including data in any required qualifiers.



5. (optional) Click the + button and enter additional phrases in the new Search pill that appears to narrow the search.



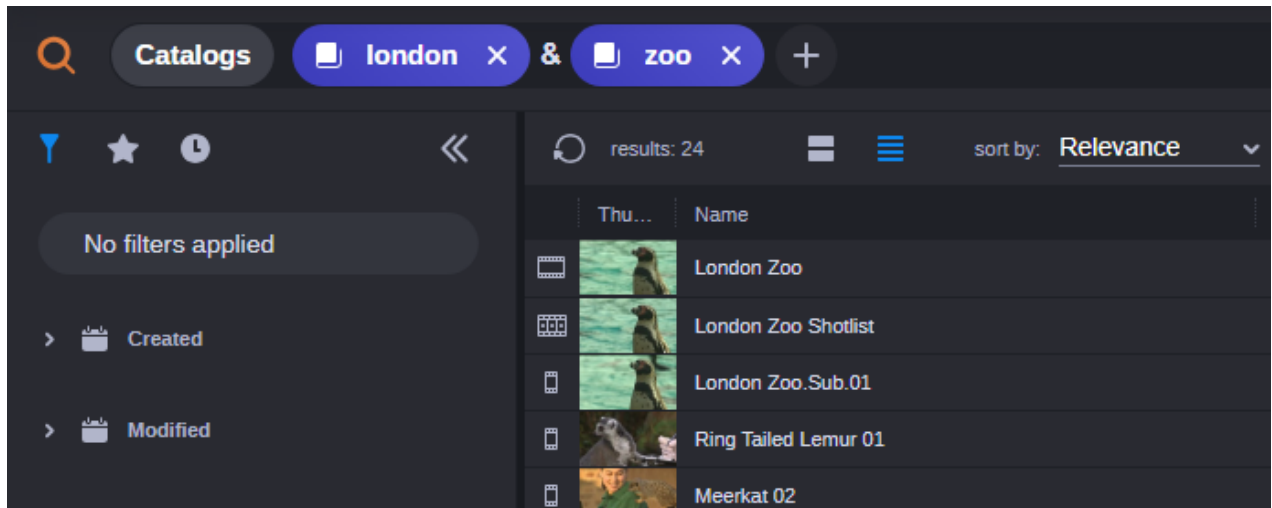
If entering more than one phrase, you can optionally customize the Matching options: Click the & button (“AND”) to toggle the matching option to | (“OR”) or – (“AND NOT”).



As an alternative to adding multiple individual pills with single phrases to your search, the Search app allows you to combine multiple search terms within a single compound pill. See “Searching with Multiple Terms (Single Compound Pill)” in the *Avid MediaCentral Cloud UX User’s Guide*.

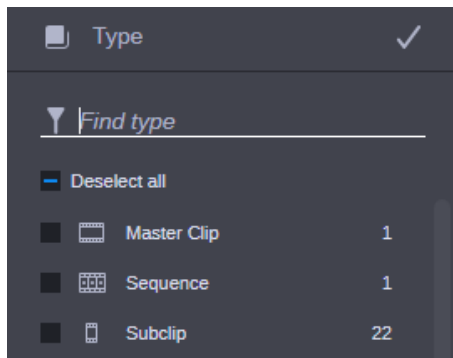
- Click the Search button or press Enter (Windows) or Return (macOS).

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

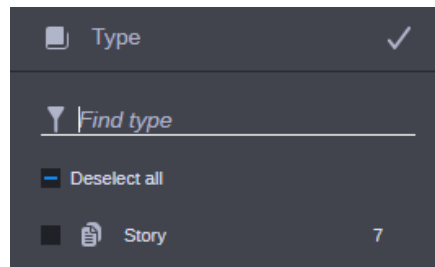


- To apply a type-based filter, click the Filter button in the Sidebar and. select the desired asset type from the Type category.

The sidebar displays up to six selections for each filter category by default. For the Type filter, the app displays a “show all” link that allows you to select from additional filter options. You can click the Show all link to open a break-out window that displays all possible filters for the Type.

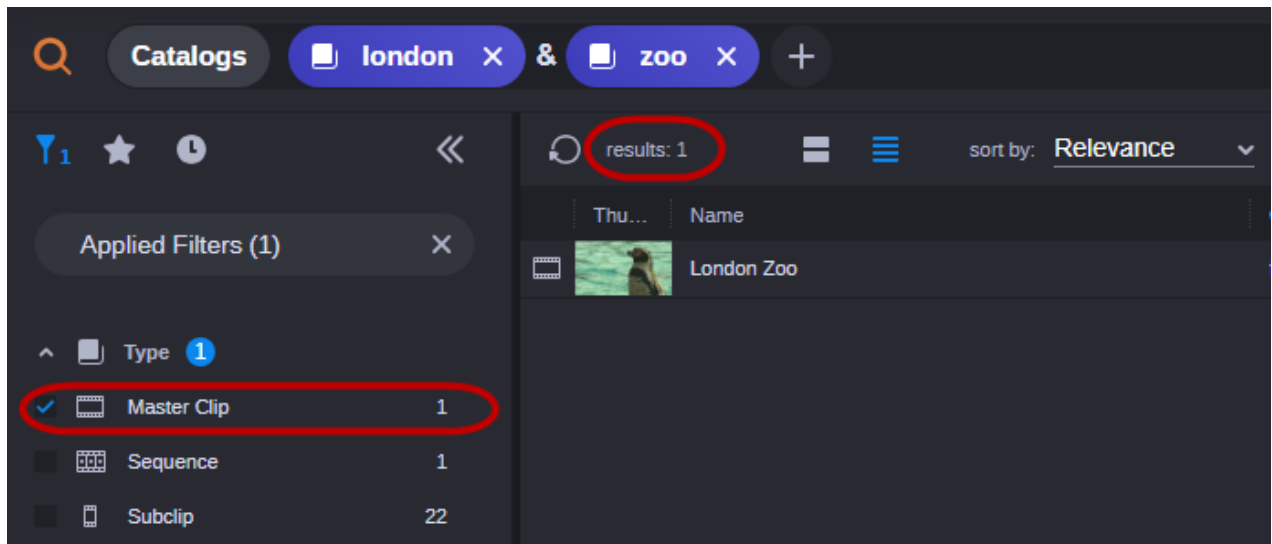


Production Management asset types



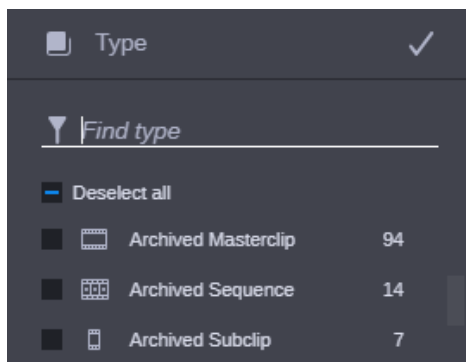
Newsroom Management asset type

The filter is applied to the search results.

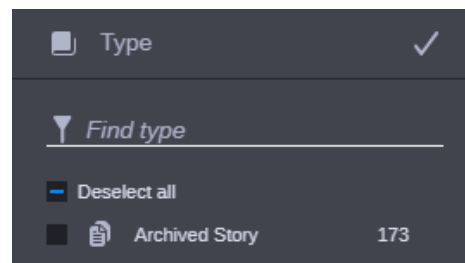


To search for archived assets to be restored:

1. Enter a value in the Search pill.
2. (optional) Click the + button and enter additional phrases in the new Search pill that appears to narrow the search.
3. Click the Search button or press Enter (Windows) or Return (macOS).
The system clears any existing search results from the results list and returns assets that match the criteria in the search results list.
4. To apply a type-based filter, click the Filter button in the Sidebar and select the desired asset type from the Type category.
You might need to click the “show all” link to open a break-out window that displays all possible filters for the Type.



Archived Production Management asset types



Archived Newsroom Management asset type

The filter is applied to the search results.

To create a favorite search using the Search sidebar:

1. Create a search using any combination of phrases and filters.
2. (optional) Customize the view of the Results area.
Since the look of the Results area is saved with your favorite, you might want to take a moment to make sure that the sorting and display options are configured optimally for future use of the favorite.
3. (if necessary) Click the Favorite button at the top of the Search Sidebar.

4. Click the “Create a New Favorite” button.

The New Favorite window appears.

5. Enter a custom name.

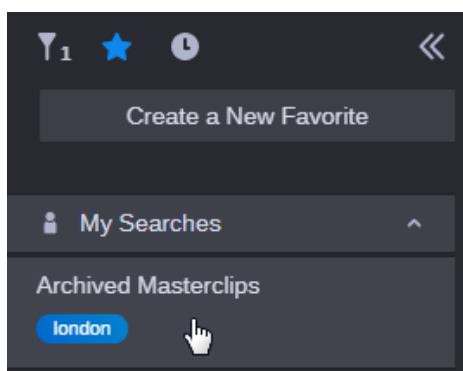
You are not required to create a unique name for each favorite. If desired, you can have multiple favorites with the same name.

6. Click the Save button to save your new favorite.

Alternatively, you can click Cancel to abort the process.

To run a saved favorite search:

1. Click the Favorite button at the top of the Search Sidebar.
2. Click the saved favorite search you want to run.



The Search header is updated to reflect the favorite search. If the Search header included terms from a prior search, those terms are cleared when the favorite is loaded.

The search is run immediately. The search results display in the Search app.

Using References for Archived Assets

The Browse app gives you access to the Workspace of the connected Shared Library system. You can see all folders with their contents that are released to you in the Browse app.

- You can create new folders in the Shared Library Workspace. Your ability to create a new folder depends on Shared Library rules. As a Media Archivist user, you can create folders in the folder “Personal Folders.”
- You can add archived assets to a folder from the Search app’s search results list. This action does not save or copy the asset to the folder. You are creating and saving only a bookmark — a reference to the archived asset.
- You can double-click an asset reference to open the archived asset in the Asset Editor and display aspects of that asset.
- You can initiate restore and maintenance processes for archived assets on the asset references in the Browse app.

To create a new folder in the Shared Library workspace:

1. In the Browse app, open the folder structure for Shared Library and select a folder in the directory or the Results area.
2. Do one of the following:

- ▶ Click the menu button and select Create Folder.
- ▶ Right-click the folder and select Create Folder.
- ▶ Right-click in the empty area of the Results area and select Create Folder.

The Folder Details dialog box opens.

3. Type a title and click Create.

The new folder is created as a subfolder within the selected folder.

To add asset references to a folder:

1. Open the folder in the Browse app into which you want to paste asset references.
2. Dock the Browse app.
3. Open the Search app and conduct a search for archived assets. For more information, see ["Searching for Assets for Archiving and Restoring" on page 46](#).
4. Select one or more assets in the search results list.
5. Drag the selection in the folder in the Browse app and release the mouse button.

Valid asset references are pasted into the folder. References to assets that are not allowed as contents of the folder are not pasted.

To open an asset using its reference:

- ▶ Double-click the asset reference in your Browse app folder.

The asset opens in the Asset Editor. If another app is defined as the default app, the asset also opens in the default app.

- ▶ Right-click the asset reference in your Browse app folder and in the Open in menu select the app in which you want to open the asset.

The asset opens in the selected app and in the Asset Editor.

To initiate a restore process:

1. Open the Browse app folder that contains references to assets you want to restore.
2. Select the assets you want to restore.
3. To restore an archived asset to Production Management, do one of the following:
 - ▶ Click the App Menu and select Actions > Restore Asset(s).
 - ▶ Right-click the asset, and select Restore Asset(s) in the context menu.

The Restore Asset(s) process creation dialog box opens. Continue with the restore process, as described in ["Restoring Assets to Production Management" on page 92](#).

4. To restore an archived story to Newsroom Management, do one of the following:
 - ▶ Click the App Menu and select Actions > Restore Story.
 - ▶ Right-click the asset, and select Restore Story in the context menu.

The Restore Story process creation dialog box opens. Continue with the restore process, as described in ["Restoring Stories to Newsroom Management" on page 98](#).

To remove asset references from a folder:

1. Select an asset reference.
2. Do one of the following:
 - ▶ Right-click and select Delete.
 - ▶ Click the App Menu button and select Delete.

A security prompt is displayed.

3. Click Yes.

If your credentials allow delete operations, the asset reference is deleted. Note that this action removes only the reference from the folder but does not delete the archived asset itself.

Monitoring Processes in the Process App

MediaCentral Cloud UX offers process monitoring features in the Process app. You can monitor the processes you initiated when archiving or restoring assets and processes that are started as subprocesses during the process workflow.

- Example 1: When you initiate the Archive Masterclip process, the Import Video Files, Create Proxy, Analyse Video, and Media Rewrap processes are subsequently started to complete the Archive Masterclip process.
- Example 2: When you initiate the Restore Asset(s) process, the Restore Masterclip and Deliver Media processes are subsequently started to complete the Restore Asset(s) process.

Archive and Restore Processes

The following table shows the Archive and Restore processes that are used in the different MediaCentral Shared Library contexts.

Note the following limitations for multi-site setups:

- You can trigger Archive and Restore processes on local and remote Production Management assets.
- Newsroom Management does not support multi-site setups. You can trigger the Archive and Restore processes only on local queues and stories.
- Processes triggered on local assets show up only in the Process app of the local MediaCentral Cloud UX.
- Processes triggered on remote Production Management assets show up in the Process app as follows:
 - In the Process app of the local MediaCentral Cloud UX, only the main processes but not the subprocesses are shown.
 - In the Process app of the remote MediaCentral Cloud UX, the main processes and the subprocesses are shown.

Context	Included Processes and Subprocesses	
Archiving (Production Management)	Processes:	Subprocesses:
	• Auto Archive Asset • Archive Asset(s) • Archive Masterclip • Archive Subclip • Archive Sequence	• Archive Essence (if HSM is connected) • Import Video Files • Import Subclip • Create Proxy • Analyse Video

Context	Included Processes and Subprocesses	
		- Media Rewrap - Sequence Mixdown
Archiving (Newsroom Management)	Processes: - Archive Show - Archive Stories	Subprocesses: - Archive Story - Archive Sequence - Archive Layout File
Restoring (Production Management)	Processes: - Restore Asset(s) - Restore Media from Archive	Subprocesses: - Restore Masterclip - Restore Subclip - Restore Media from Archive (for sequences) - Deliver Media - Deliver Multiple Media - Restore Essence (if HSM is connected)
	Processes: - Restore Container to Production - Quicksend Restore to Production	Subprocesses: - Restore Multiple Assets Core - Deliver Media - Restore Masterclip - Restore Subclip
Restoring (Newsroom Management)	Process: Restore Story	Subprocess: Restore Assets

Maintenance and Export Processes

The following table shows the maintenance and export processes that you can use in Shared Library.

 *The maintenance processes can only be triggered for local archived assets and monitored in the Process app of your local MediaCentral Cloud UX. The Synchronize Archive Status and Platform Export processes can also be triggered on remote Production Management assets.*

Context	Included Processes and Subprocesses	
Asset tracking (archive status)	Process: Synchronize Archive Status	Subprocesses: none
Triggering video analysis	Process: Analyse Multiple Videos	Subprocess: Analyse Video
Creating browse proxy	Process: Create Proxy	Subprocess: Analyse Video

Context	Included Processes and Subprocesses	
Archiving to an HSM	Process:	Subprocess:
	Archive Multiple Objects	none
Restoring from an HSM	Process:	Subprocess:
	Restore Multiple Objects	none
Removing locations	Process:	Subprocess:
	Remove Locations	none
Cleaning online carriers	Process:	Subprocess:
	Modify Multiple Assets	none
Exporting assets	Process:	Subprocesses:
	Platform Export	- Clip Export - Spliced Sequence Export
Cleaning essence packages	Process:	Subprocess:
	Cleanup Essence Packages	none
Deleting assets	Process:	Subprocess:
	Delete Assets and Sequences	none

Working with the Process App

Processes are displayed in the Process List, which is updated automatically upon process changes, matching the filter criteria. When signed into MediaCentral Cloud UX as a standard user, you are allowed to see only the jobs that you submit in the Process app. If an administrator enables the Master of Jobs entitlement for a user group, the users within that group can see the list of jobs submitted by all users.

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 Archive or Restore processes, as described in the following procedure. Starting with version 2020.9, you can visualize the hierarchy between processes. If you enable the Show Hierarchy feature, processes that have been started by another process are shown under their parent process.

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.

To monitor processes in the Process app:

1. Click the Process button on the Fast Bar.
2. To show only Archive or Restore processes.
 - a. Open the Filters sidebar.
 - b. Expand the Groups list in the Filters sidebar.
 - c. Select the check boxes of the processes you want to monitor in the Groups list.

The Process app shows you the corresponding processes.

3. 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.
4. (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. (Filters sidebar and Toolbar) To show only processes of a specific life cycle, expand the Status list and select the Life cycle status you want to show or click the corresponding Status button in the toolbar. Multi-selection is supported.
 - c. (Toolbar) To show only top-level processes, click the Top Level Filter button so it turns blue.
 - d. (Toolbar) To arrange child processes below their parent process in the Process List, click the Show Hierarchy button so it turns blue.

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

5. Monitor the displayed processes, for example regarding progress and state changes and messages.

You can identify the processes by the main title you provided when you created the process. If you deleted the main title, the default title, such as “Archiving Asset” or “Creating EDL,” is shown.

Archiving Production Management assets: An archive process can show the following states during its life cycle:

- Initializing: The process initializes.
- Archiving: The process archives the asset.
- Checking result: The process checks the results.
- Finished: The process has finished.
- Failed: The process has failed.

Archiving Show: An Archive Show process can show the following states during its life cycle:

- Reading Archive Profile: The process reads the archive profile from the Workflows Settings.
- Handling Queue: The process archives the queue metadata.
- Executing Archive Stories: The process archives the stories of the queue.
- Deleting Stories: The process deleted the stories from the queue in Newsroom Management.
- Finished: The process has finished.
- Failed: The process has failed.

Archiving Stories: An Archive Stories process can show the following states during its life cycle:

- Reading Archive Profile: The process reads the archive profile from the Workflows Settings.
- Handling Story: The process archives the story metadata.
- Executing Archive Sequence: The process archives the Production Management sequence associated with the story.
- Associating Sequence with Story: The process associates the archived sequence object with the archived story object in Shared Library.
- Finished: The process has finished.
- Failed: The process has failed.

Restoring Asset(s): The Restore Asset(s) process can show the following states during its life cycle:

- Initializing: The process initializes.
- Restoring: The process restores the assets to Production Management.
- Analyzing Restore: The process analyzes the Restore result.
- Finished: The process has finished.
- Failed: The process has failed.

Restoring Media from Archive: The Restore Media from Archive process can show the following states during its life cycle:

- Reading Configuration: The process initializes and reads the configuration.
- Checking if resolution is online: The process checks if the material is online now.
- Restoring from Asset Management: The process restores media from Shared Library to Production Management.
- Checking result: The process checks the results.
- Finished: The process has finished.
- Failed: The process has failed.

Restoring Story: A Restore Story process can show the following states during its life cycle:

- Reading Restore Profile: The process reads the restore profile from the Workflows Settings.
- Preparing Restore: The process prepares internal processing data.
- Executing Restore Story: The process restores the metadata and associated Production Management of the story.
- Finished: The process has finished.
- Failed: The process has failed.

3 Archiving Assets and Stories in MediaCentral | Shared Library

The following topics provide information on how to archive Production Management assets and Newsroom Management stories in MediaCentral Shared Library:

Archiving an Individual Production Management Asset	58
Archiving Several Production Management Assets at the Same Time	60
Archiving Production Management Assets Using the Auto Archive Folder	61
Archiving Selected Stories of a Newsroom Management Queue	62
Archiving all Stories of a Newsroom Management Queue	63
Manually Archiving to a HSM	64

Archiving an Individual Production Management Asset

When you archive an individual asset, Shared Library offers you the specific process required for archiving the selected asset type. For example, if you select a master clip, the Actions menu only offers you the required Archive Masterclip process and hides the Archive Subclip and Archive Sequence process types.

To archive an individual asset in Shared Library:

1. Do one of the following:
 - ▶ In the Browse app, open the folder that contains the asset you want to archive.
 - ▶ In the Search app, conduct a search for Production Management assets. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
2. Select the asset you want to archive.
3. Do one of the following:
 - ▶ Click the App Menu and select Actions > Archive Masterclip, Archive Subclip, or Archive Sequence.
 - ▶ Right-click the asset, and select Archive Masterclip, Archive Subclip, or Archive Sequence in the context menu.

The Archive Masterclip, Archive Subclip, or Archive Sequence dialog box opens.

Archive Masterclip

Attachments: 1 ⓘ

^ Metadata

* Main Title: Archiving Asset

* Archive Profile: Default Archive

^ Attachments

Thu...	Name	Type	Size	Status
	London Zoo	Masterclip		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Archiving Asset” is shown as the process title in the Process app.
5. (Media Archivists and Administrators only) Select the archive profile from the Archive Profile list.

* Main Title: Archiving Asset

* Archive Profile: Default Archive ×

▼

- ArchiveAll
- ArchiveAllMatching
- ArchiveFirstMatching
- HrProxy
- Default Archive**

For non-administrative users, the Archive Profile is disabled and shows the configured default profile.

* Main Title: Archiving Asset

Archive Profile: Default Archive

6. Click OK to start the archive process.
7. (optional) Monitor the archive process in the Process app. See ["Working with the Process App" on page 55](#).

A corresponding “Archived Masterclip,” “Archived Subclip,” or “Archived Sequence” asset is created in MediaCentral Shared Library. For more information, see ["Archiving Master Clips" on page 13](#), ["Archiving Subclips" on page 14](#) and ["Archiving Sequences" on page 15](#).

Archiving Several Production Management Assets at the Same Time

You can archive multiple Production Management assets at once to Shared Library using the Archive Asset(s) process. As soon as you select more than one asset, the Actions menu only offers the Archive Asset(s) process type. The process evaluates the type of each attached asset and triggers for each asset the corresponding archive process: Archive Masterclip, Archive Subclip, or Archive Sequence.

To archive several assets at the same time to Shared Library:

1. Do one of the following:
 - ▶ In the Browse app, open the folder that contains the assets you want to archive.
 - ▶ In the Search app, conduct a search for Production Management assets. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
2. Select the assets you want to archive.
3. Do one of the following:
 - ▶ Click the App Menu and select Actions > Archive Asset(s).
 - ▶ Right-click the selection, and select Archive Asset(s) in the context menu.

The Archive Asset(s) dialog box opens.

Thu...	Name	Type	Size	Status
	London Zoo_Feeding	Subclip		
	London Zoo_Feed.Sub.01	Subclip		
	LONDON ZOO SEQUENCE...	Sequence		

4. Provide a main title for the process. If you do not provide a title, the default title “Archiving Assets” is shown as the process title in the Process app.
5. (Media Archivists and Administrators only) Select the archive profile from the Archive Profile list. For non-administrative users, the Archive Profile is disabled and shows the configured default profile.

6. Click OK to start the archive process.
7. (optional) Monitor the archive process in the Process app. See ["Working with the Process App" on page 55](#).

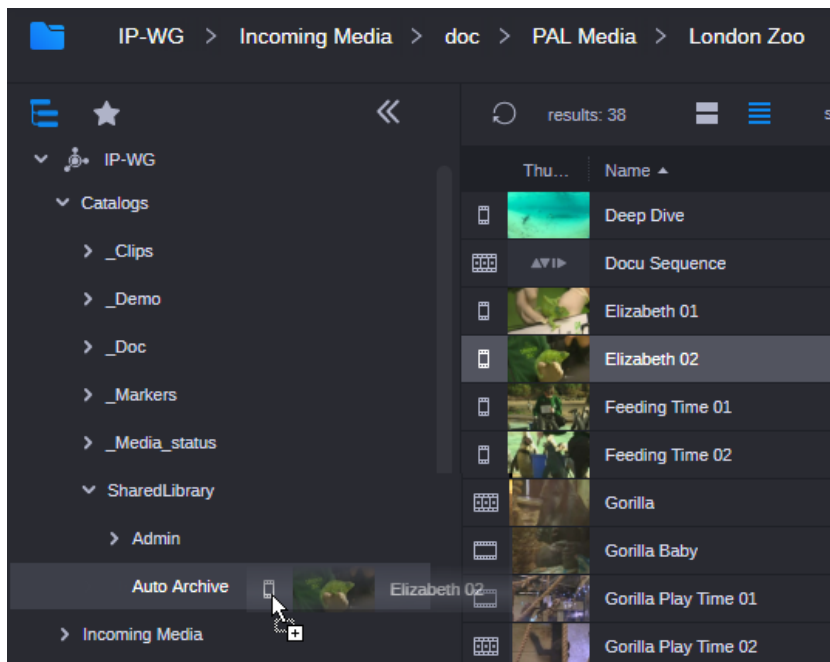
For each asset, a corresponding “Archived Masterclip,” “Archived Subclip,” or “Archived Sequence” asset is created in MediaCentral Shared Library. For more information, see ["Archiving Master Clips" on page 13](#), ["Archiving Subclips" on page 14](#) and ["Archiving Sequences" on page 15](#).

Archiving Production Management Assets Using the Auto Archive Folder

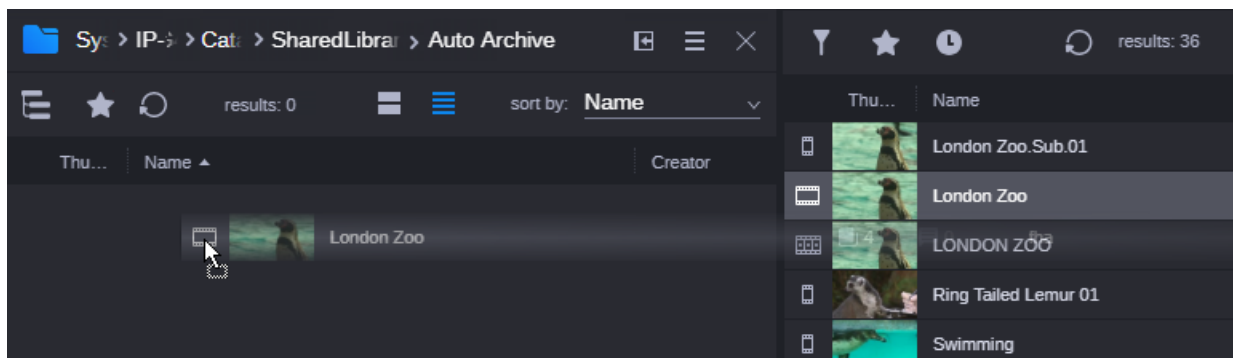
Shared Library adds an “Auto Archive” folder to the folder structure of the connected Production Management system. Assets pasted to the Auto Archive folder are archived to a configurable folder. For each pasted asset, one Auto Archive process is started. The process evaluates the type of the pasted asset and triggers the corresponding archive process: Archive Masterclip, Archive Subclip, or Archive Sequence.

To archive assets using the Auto Archive folder:

1. In the Browse app directory, expand the folder structure so that the Auto Archive folder is shown. By default, the Auto Archive folder is a subfolder of the Catalogs/SharedLibrary folder.
2. To archive from the Browse app:
 - a. Open the folder that contains the assets you want to archive.
 - b. Select the assets you want to archive.
 - c. Drag the selection to the name of the Auto Archive folder and release the mouse button.



3. To archive from the Search app:
 - a. Select the Auto Archive folder so that its results area is shown and then dock the Browse app.
 - b. Open the Search app and conduct a search for Production Management assets. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
 - c. Select the assets you want to archive.
 - d. Drag the selection into the Auto Archive folder results area and release the mouse button.



The assets are archived. Successfully archived assets are moved to the Success > Auto Archive folder. Assets that failed auto-archiving are moved to the Failed Success > Auto Archive folder.

4. (optional) Monitor the archive process in the Process app. See ["Working with the Process App" on page 55](#)

For each asset, a corresponding "Archived Masterclip," "Archived Subclip," or "Archived Sequence" asset is created in MediaCentral Shared Library. For more information, see ["Archiving Master Clips" on page 13](#), ["Archiving Subclips" on page 14](#) and ["Archiving Sequences" on page 15](#).

Archiving Selected Stories of a Newsroom Management Queue

When you archive individual stories of a queue, Shared Library offers you the specific process required for archiving the stories. You can select and archive up to 50 stories at the same time. The configuration of the Archive profile you select in the Archive Story process dialog box determines if a Production Management sequence or a playout file associated with the story is also archived.

Shared Library does not support archiving of Maestro graphics and media referenced by a Newsroom Management story. The story is archived but not the Maestro graphics or media.

To archive selected stories in Shared Library:

1. Do one of the following:
 - ▶ Open a rundown in the Rundown app.
 - ▶ In the Search app, conduct a search for Newsroom Management stories. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
2. Select the stories you want to archive. You can select up to 50 stories.
3. Do one of the following:
 - ▶ Click the App Menu and select Actions > Archive Stories.
 - ▶ Right-click the story, and select Archive Stories in the context menu.

The Archive Stories dialog box opens.

Archive Stories

Attachments: 3 ⓘ

^ Metadata

* Main Title: Archive Stories

* Archive Profile: News Archive Profile

^ Attachments

Thu...	Name	Type	Size	Status
	HEADLINES	Story		
	EDUCATION SUMMIT	Story		
	HOUSING LOANS	Story		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Archive Stories” is shown as the process title in the Process app.
5. (Media Archivists and Administrators only) Select the archive profile from the Archive Profile list.
6. For non-administrative users, the Archive Profile is disabled and shows the configured default profile.
7. Click OK to start the archive process.
8. (optional) Monitor the archive process in the Process app. See ["Working with the Process App" on page 55](#).

For each attached story, a corresponding “Archived Story” asset is created in MediaCentral Shared Library. If a sequence or playout files was archived along with the story, an association to the Archived Story is created.

Archiving all Stories of a Newsroom Management Queue

Shared Library offers you a specific process to archive all stories of a selected queue. The configuration of the Archive profile you select in the Archive Show process dialog box determines if the Production Management sequences or the playout files associated with the stories in the queue are also archived. The profile configuration also determines if the stories are deleted in Newsroom Management after they have been archived in Shared Library.

Shared Library does not support archiving of Maestro graphics and media referenced by Newsroom Management stories. The stories are archived but not the Maestro graphics or media.

To archive all stories of a queue in Shared Library:

1. In the Browse app, navigate to the desired Newsroom Management folder that contains the queue you want to archive.
2. Select the queue.

3. Do one of the following:

- ▶ Click the App Menu and select Actions > Archive Show.
- ▶ Right-click the queue, and select Archive Show in the context menu.

The Archive Show dialog box opens.

Thu...	Name	Type	Size	Status
	MASTER	Folder-item		

4. Provide a main title for the process. If you do not provide a title, the default title “Archive Show” is shown as the process title in the Process app.
5. (Media Archivists and Administrators only) Select the archive profile from the Archive Profile list.
For non-administrative users, the Archive Profile is disabled and shows the configured default profile.
6. Click OK to start the archive process.
7. (optional) Monitor the archive process in the Process app. See ["Working with the Process App" on page 55](#).

Depending on the profile configuration, a corresponding “Show Asset” for the queue can be created in MediaCentral Shared Library. For each story in the queue, a corresponding “Archived Story” asset is created in MediaCentral Shared Library. All Archived Stories are connected by a hierarchical association with the Show Asset.

Manually Archiving to a HSM

If you have integrated with a third-party Hierarchical Storage Management (HSM) system, archiving from Production Management to Shared Library also archives to the connected HSM system. If, however, the archiving to the HSM fails, you can use the Archive Multiple Objects process to manually trigger archiving to the HSM.

The Archive Multiple Objects process is designed to archive an online available essence to a nearline carrier: For each attached asset, the process archives the essence, which is determined by configured filter criteria (default: the HiRes essence) and online available, to a nearline carrier. If multiple essences match the filter

criteria, the first essence, which is online available and is not already archived, will be archived. This is done for the representative essence package as well as for all essence packages of type “RESOLUTION.” Therefore, multiple essences can be archived per asset, but only one essence per essence package.

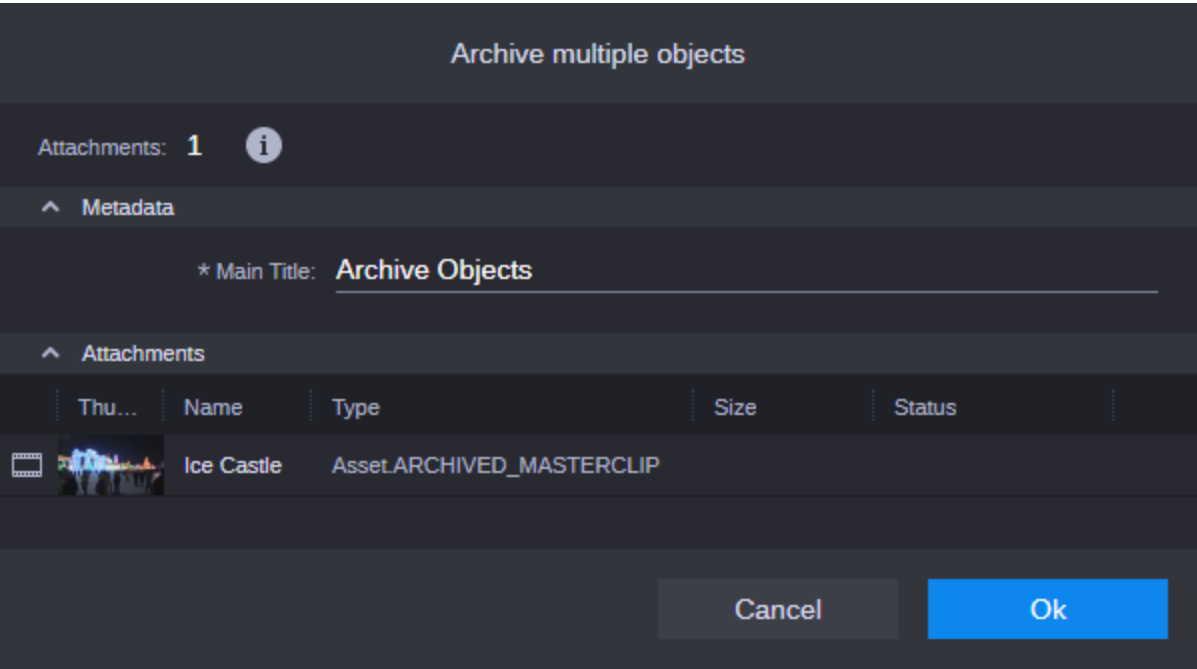
Note the following:

- You can trigger the Archive Multiple Objects process only if you have the proper permissions in Shared Library.
- You can trigger the Archive Multiple Objects process for archived master clips and sequences.
- The Archive Multiple Objects process supports multi-selection: you can trigger the process for up to 1,000 assets at the same time.

To trigger the Archive Multiple Objects process:

1. Do one of the following:
 - ▶ In the Browse app, open the folder that contain the assets for which you want to archive the HiRes essence to a nearline carrier and select the assets.
 - ▶ In the Search app, search for and select the assets for which you want to archive the HiRes essence to a nearline carrier.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Archive Multiple Objects process type.

The Archive Multiple Objects process dialog box opens.



4. Provide a main title for the process. If you do not provide a title, the default title “Archive Objects” is shown as the process title in the Process app.
5. Click OK.
The Archive Multiple Objects process dialog box is closed and the process is triggered.
6. (optional) Monitor the progress of the Archive Multiple Objects process in the Process app.

4 Reviewing and Maintaining Archived Assets

The following topics provide information on how to review and maintain archived assets in MediaCentral Cloud UX:

Displaying Extracted Story Script Text	66
Checking the Markers and Restrictions of Archived Assets	68
Checking the Essence Files of Archived Assets	69
Using Relations of Archived Assets	74
Monitoring and Synchronizing the Archive Status	77
Triggering the Video Analysis	80
Creating the Browse Proxy	81
Removing Locations	82
Modifying Online Cleanup	84
Exporting Media from Shared Library	86
Cleaning Up Resolution Essence Packages	88
Deleting Archived Assets from Shared Library	89

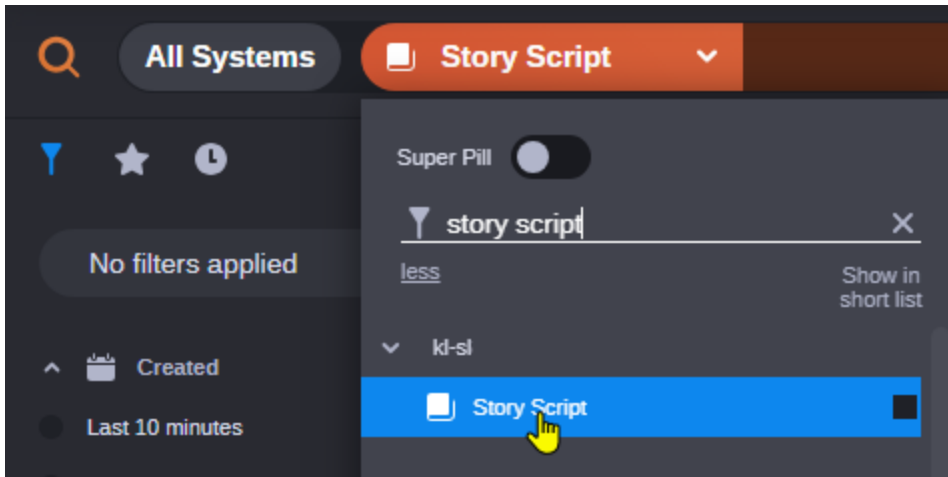
Displaying Extracted Story Script Text

When a story is archived in Shared Library, the story's script body text is extracted and displayed in a readable format for the archived story. You can search for archived stories in the MediaCentral Cloud UX Search app by using the property "Story Script." This allows you to directly search for text extracted from the story script body.

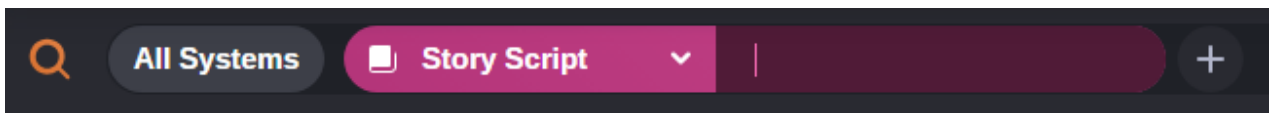
When you open the Asset Editor Metadata tab for an archived story, you can see the script body text in the field Story Script, which is positioned on top of the Metadata tab. Note that the field does not show text formatting and colors.

To search for archived stories using story script text:

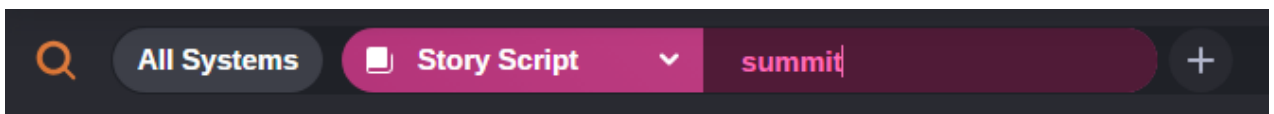
1. Open the Search app.
2. In the Location pill, leave the "All Systems" selection unchanged.
3. Click the arrow of the Search pill and select More.
4. Do the following:
 - a. Click in the Filter field and type story script.
 - b. Scroll down in the menu and select the Story Script property.



Story Script is set in the Search pill and a text field shown to the right.



5. Type a value.

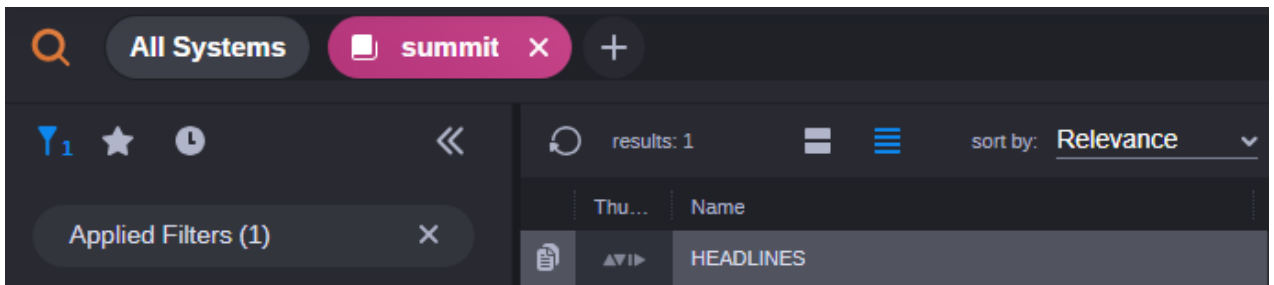


6. Click the Search button.

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, click the Filter button in the Sidebar and select the desired asset type in the Type category: Archived Story.

The filter is applied to the search results.



To display story script text of archived stories:

1. Double-click the archived story in the search results.

The Asset Editor opens.

2. (optional) Click the Media Viewer button in the Asset Editor toolbar to hide the Media Viewer.

3. Click the Metadata tab.

The extracted story script text is shown in the top-most property on the Metadata view (labelled "Story Script").

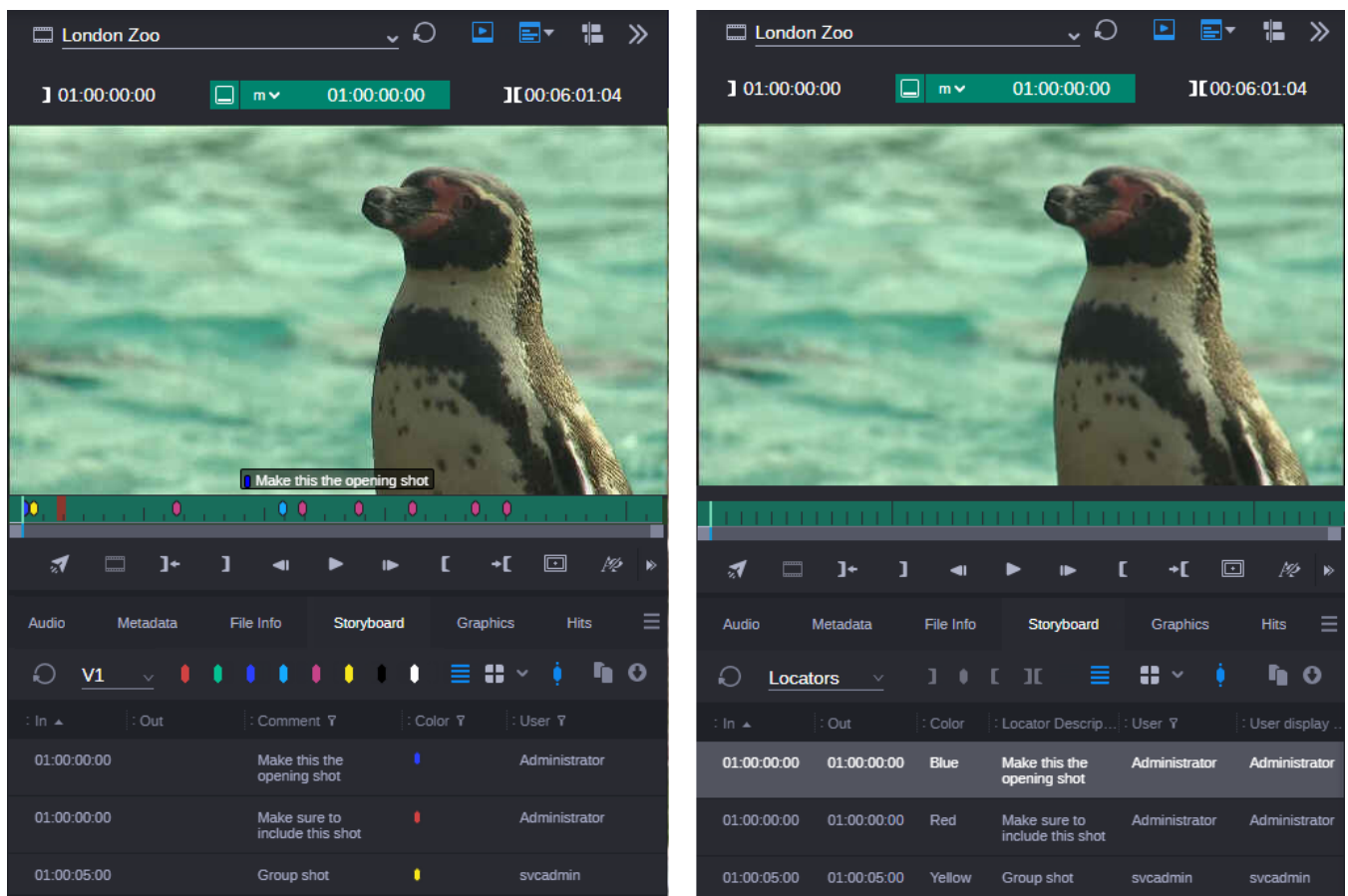
Checking the Markers and Restrictions of Archived Assets

When editing a Production Management asset in MediaCentral Cloud UX, you create and view markers and marker text in the Asset Editor's Storyboard tab. You can also view restrictions, if the clip or sequence contains them. For more information, see the chapter "Working with the Storyboard Tab" in the *Avid MediaCentral | Cloud UX User's Guide*.

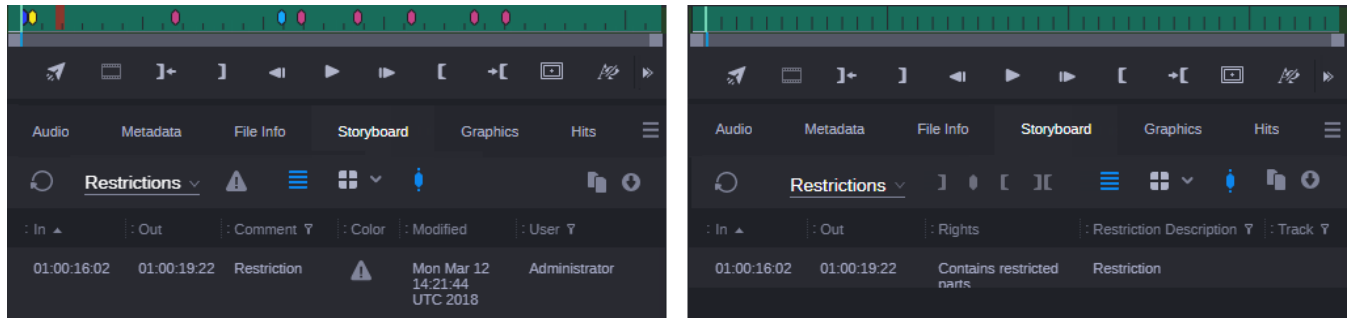
After archiving the asset to Shared Library, you can use the Storyboard tab to review the markers and restrictions of the archived asset.

- Marker information of a Production Management asset — including position, color, and text — is mapped to the stratum "Locators" of the archived asset.
- Restriction information of the Production Management asset is mapped to the stratum "Restrictions" of the archived asset.

The following illustration shows markers in the Storyboard tab for a master clip (left) and the archived master clip asset in Shared Library (right).



The following illustration shows restrictions in the Storyboard tab for a master clip (left) and the archived master clip asset in Shared Library (right).



To show marker information in the Media Viewer timeline, select the Locators stratum in the Storyboard tab. Each marker is displayed as a segment with one frame duration. You can click a marker segment to jump to it. The same procedure applies if you want to show restriction information.

To open an archived asset in the Storyboard tab:

- ▶ Double-click an archived asset in the Browse or Search app and click the Asset Editor's Storyboard tab.

The asset opens in the Storyboard tab in read-only mode.

To show markers or restrictions for an archived asset:

- ▶ To show markers, select Locators from the layer selector control.
- ▶ To show restrictions, select Restrictions from the layer selector control.

To navigate by segments:

- ▶ With the focus in the Storyboard tab, press the Up Arrow key to navigate to the previous segment.
- ▶ With the focus in the Storyboard tab, press the Down Arrow key to navigate to the next segment.

Checking the Essence Files of Archived Assets

The File Info tab displays all files (“essences”) that are managed for the archived asset open in the Asset Editor and how they are organized.

- Archived Production Management assets: Detail information is shown for archived master clip, subclips, and sequences.
- Archived Newsroom Management assets: The File Info tab does not provide information for archived show or archived story assets. If an archived story has an associated archived sequence or archived masterclip with “playout file” flag, detail information for the archived sequence or archived masterclip with “playout file” flag is shown.

In the File Info tab, information about essences is organized as follows:

- Essence packages: An essence package is some kind of container that contains a set of essences that represent the same content and share the same general purpose. In MediaCentral Shared Library, the following essence packages are used:
 - MAIN: Contains the essences created for an archived asset (browse proxy, thumbnail, key frames) and the archived metadata file.
 - Rendered Effects: Contains the rendered effects of an archived sequence.
 - Resolution: Contains the HiRes essence in the resolution defined by the used Archive profile. For each resolution, an own package is created. For an archived audio-only clip, there is only one resolution package. The package name shows the Video or Audio Resolution Label.

One essence package is defined as the representative essence package of the asset. The representative essence package contains the essences that represent the purpose of the asset. By default, the MAIN package is the representative essence package.

- **Essences:** In Shared Library, essence refers to the pure media data of an asset without any descriptive metadata; for example, a video file. Essences are added to the essence packages when they are archived. In Shared Library, an archived asset contains the following essences:
 - The archived HiRes files in OP-1a format.
 - The archived metadata file in AAF format.
 - A browse proxy used for playback in MediaCentral Cloud UX.
 - A set of key frames that you can show in the Thumbnails tab.
 - A thumbnail that is shown as the representative image of the asset in the Browse and Search app.
 - The archived rendered effects of a sequence in OP-Atom format included in a Zip archive. Each effect is archived in a separate Zip file.
- **Locations:** The essences are managed in locations on carriers and pools. A carrier is a physical medium that stores essence files. Carriers can be disks, tapes, or even entire tape archive systems. The scope of a carrier depends on the granularity that is required to access an essence. A pool is a device or part of a device that holds one or more carriers.

London Zoo

Audio Metadata **File Info** Storyboard Graphics Hits

Essences associated with asset London Zoo

Name	Classification	Repr.	SOC	EOC	
MAIN	MAIN	☒	01:00:00:00	01:06:01:03	
MPEG 50	RESOLUTION	☐	00:00:00:00	00:00:00:00	
XDCAM-HD 50mbps 108	RESOLUTION	☐	00:00:00:00	00:00:00:00	

Essences in package 'MAIN'

- Name: ---
Stream **AAAF**
Type: >
- Name: **1f60b868-056a-4773-ad40-f8f30db657fe_201811291...**
Stream **MXF**
Type: >
- Name: ---
Stream **FSET**
Type: >
- Name: **Thumbnail.jpg**
Stream **JPEG**
Type: >

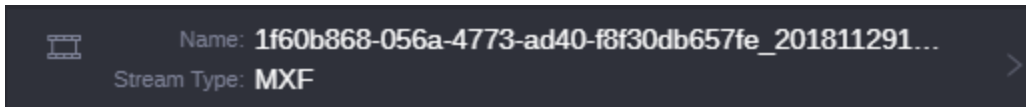
In the File Info tab, for the essence package selected in the Essences Packages table all essences are shown as cards in the “Essences in package” table. For the essence selected in the Essences in package table, you open the Essence Details view that shows the locations where it has been saved in the Locations table. For the location selected in the Locations table, you can display technical data in the Location Details view. All location and location details data is read-only.

To display information in the File Info tab:

1. Double-click an archived asset in the Browse or Search app.
2. Click the Asset Editor’s File Info tab.
3. (optional) To hide the Media Viewer and show only the File Info tab, click the Media Viewer button in the Asset Editor’s header.

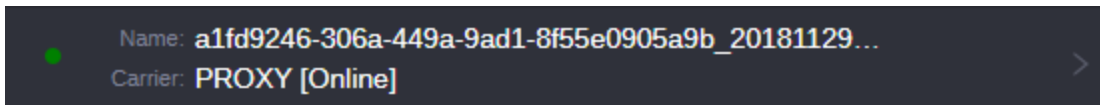
To access details:

- ▶ Select an essence package in the Essence Packages table.
The essences of the package are displayed in the “Essences in package <essence package name>” list as cards.
- ▶ Select an essence card in the Essences in package list.



The Essence Details view opens and shows the properties of the essence and location cards.

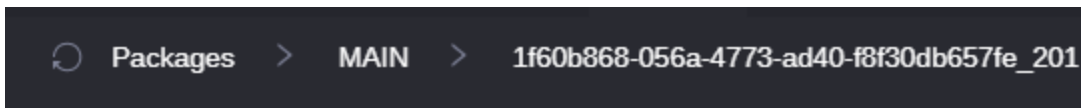
- ▶ Select a location card in the Essence Details view.



The Location Details view opens and shows the details of the selected location (read-only).

To navigate using the breadcrumbs:

- ▶ Click the name in the File Info tab header.



You navigate up in the hierarchy and show the details.

- ▶ To navigate to the Essence Packages view, click Packages in the File Info tab header.

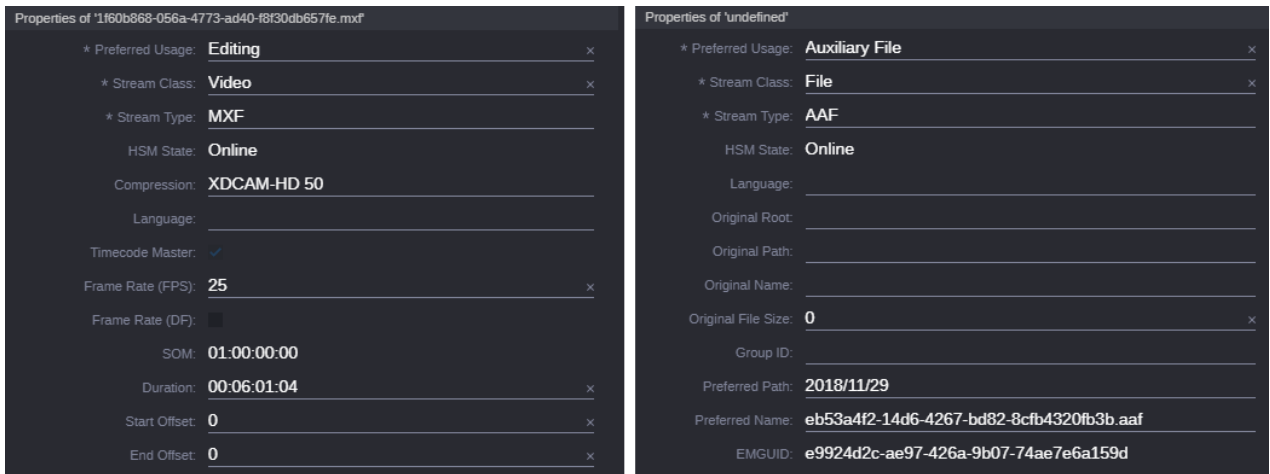
To display essences and essence details:

1. Open the asset for which you want to display essence properties in the File Info tab.
2. Select the essence package in the Essences Packages table.
 - The “Essences in package” area shows all essences of the selected package essence cards. Each essence card provides the following information:
 - Icon: An icon identifies the Stream Class of the essence.
 - Name: Shows the original name of the essence file. This is the name of the essence when it was archived in MediaCentral Shared Library (HiRes and metadata) or created during the archiving process (proxy, thumbnail, and keyframe set). For a rendered effect, its MOB ID is shown. The Name column is empty for the keyframe set.

- **Stream Type:** The file format of the essence. The stream type is recognized when an essence is archived or created in MediaCentral Shared Library. The base for determining the essence's stream type is its file extension.

3. Select the essence in the Essences in package table.

The Essence Details view opens and shows the details of the selected essence. For each stream class the relevant properties are shown. Therefore the displayed properties differ depending on the stream class of the selected essence, as shown in the following examples.



The following are some of the most important properties.

- **Preferred Usage:** The intended usage of the essence. The usage is assigned to an essence when it is archived or created in MediaCentral Shared Library.
- **Stream Class:** The stream class of the essence. It is assigned to an essence when it is archived or created in MediaCentral Shared Library. It gives a top-level indication of the primary content of the essence and is detailed by the stream type.
- **Timecode Master:** Indicates the essence for which the timecode is referred during operations in MediaCentral Shared Library. The timecode master is indicated by a selected check box in the Timecode Master property.

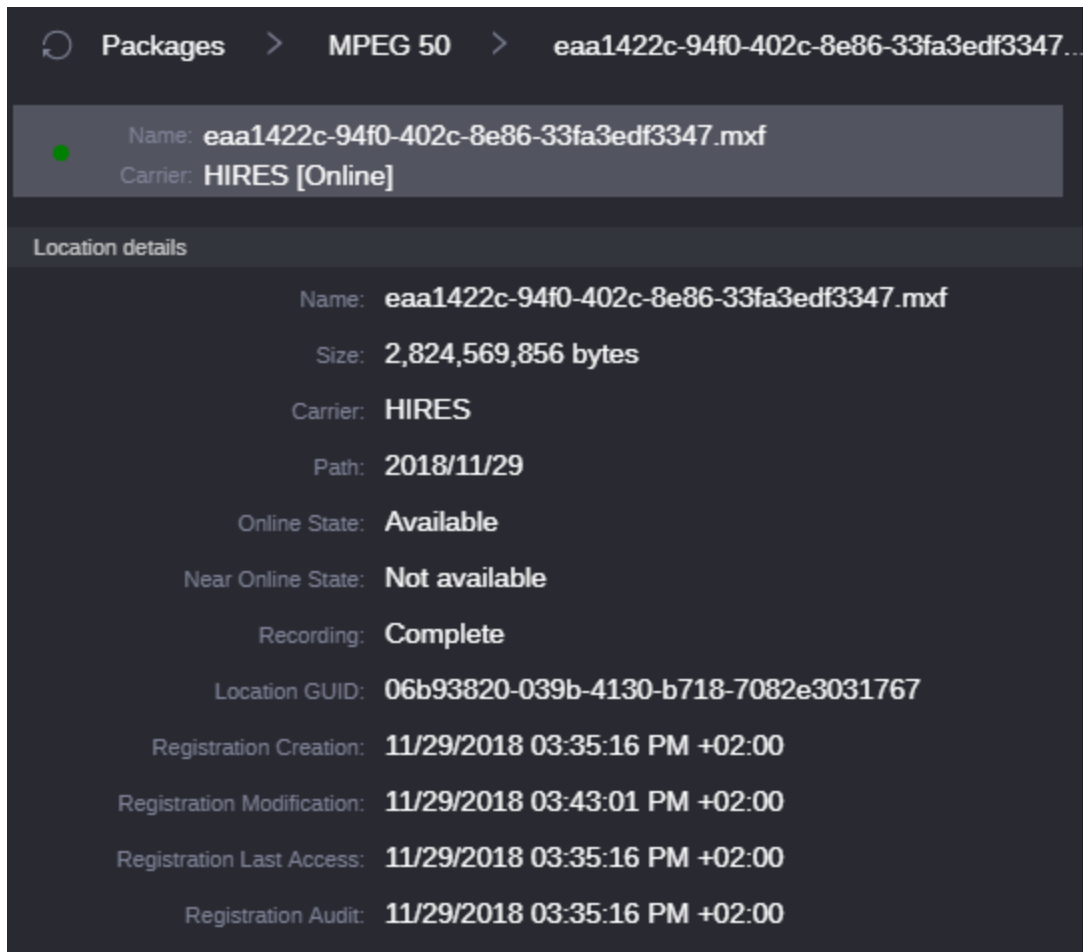
For each archived asset, you can identify the different files by the following information:

File	Preferred Usage	Stream Class	Stream Type
HiRes	Editing	Video, Audio	MXF
Metadata	Auxiliary File	File	AAF
Proxy	Preview	Video, Audio	MXF
Keyframes	Preview	Key Frames	FSET
Thumbnail	Thumbnail	Image	JPEG
Rendered Effect	Auxiliary File	File	ZIP

To display location details for an essence:

1. Open the asset for which you want to display location details in the File Info tab.
2. Select the essence package in the Essences Packages table.
3. Select the essence in the “Essences in package” table.
The Essence Details view opens.
4. Select the location in the Locations table.

The Location Details view opens.



The following location details are shown:

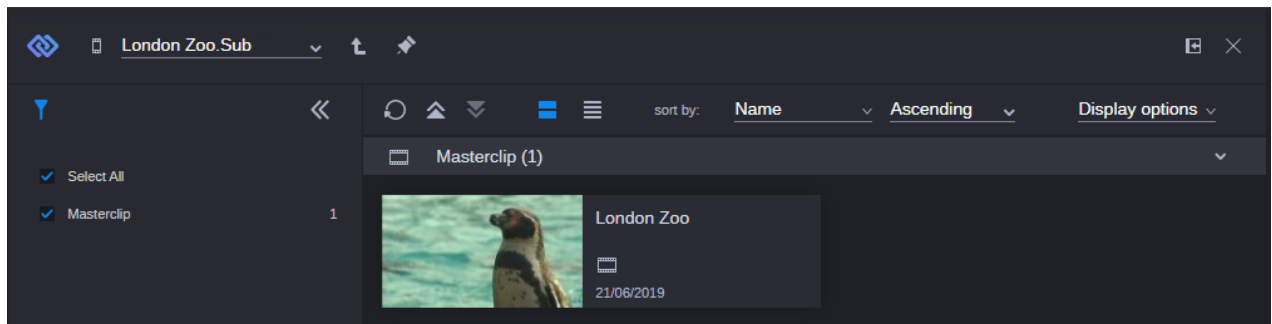
- Name: Shows the file name of the essence's copy on that location. The original name of the essence is shown as the value of the Original Name property in the Essence Details area.
- Size: Size of the essence's copy on that location in bytes.
- Carrier: A GUID for the carrier to identify references to essences by locations contained on that carrier; it also specifies which pool a carrier currently resides in.
- For an Online location, the following carriers can be shown: HIRES (for the HiRes), PROXY (for the browse proxy), COLLATERAL (for the AAF metadata and rendered effects), and KEYFRAMES (for key frames and the thumbnail).
- For a Near Online location, the name of the connected HSM system is shown, such as BLACKPEARL.
- Path: The path where the essence's copy is located. This can be either a UNC path or a relative file path. For files located directly in the essence pool's root, the path is empty.
- Online State: Indicates the online status of the essence's copy on that specific location — Available or Not Available.
- Near Online State: Indicates the near online status of the essence's copy on that specific location — Available or Not Available.
- Recording State: Indicates whether the file is still being recorded to the specific location — Recording or Complete.

- Location GUID: The Globally Unique Identifier of the location. The location GUID is used internally by MediaCentral Shared Library to define and identify the exact location, for example if path names are changed.
- Registration Creation: Date and time when the essence file was registered on that location.
- Registration Modification: Date and time when the essence registration for that location was last modified.
- Registration Last Access: Date and time when the essence registration for that location was last opened or accessed.
- Registration Audit: Date and time when the essence file on that location was last checked during an audit by the Essence Server managing that location.

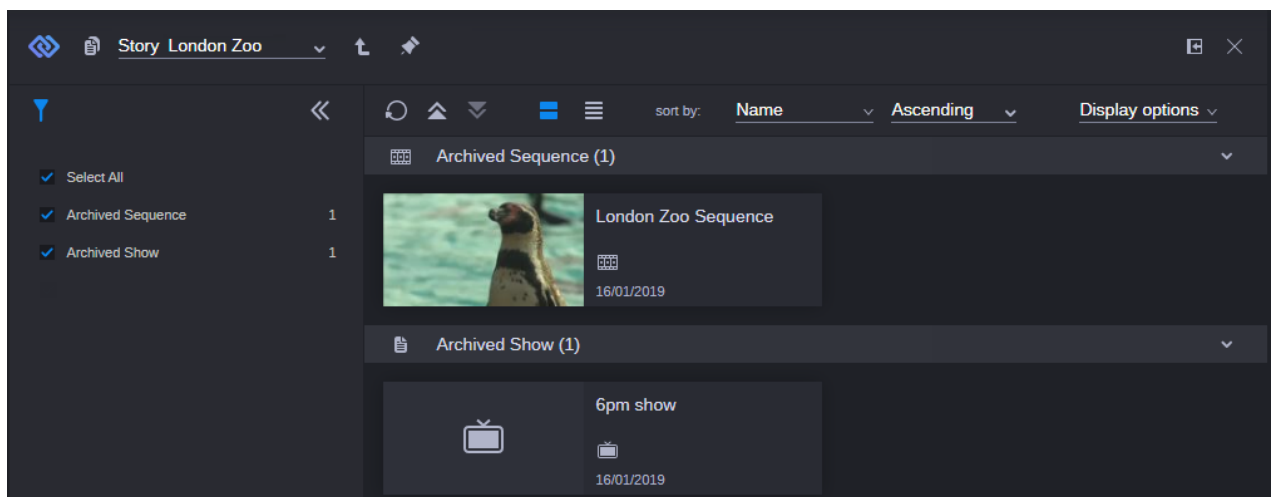
Using Relations of Archived Assets

Associations are relations between assets that help structure your assets. Associations also allow easy and quick navigation (without searching) between assets. Associations are created automatically by the Shared Library system for the following asset types:

- Between an archived Production Management master clip and its subclips, and the reverse

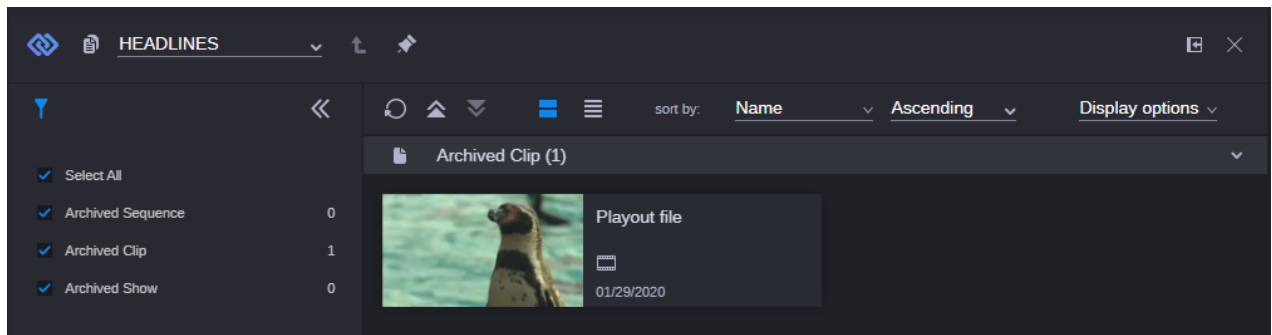


- Between an archived Newsroom Management queue and its related archived stories, and
Between an archived Newsroom Management story and its associated archived sequence



- Between an archived Newsroom Management story and its associated archived masterclip with

“playout file” flag. The label is “Archived Clip.”



You can use the Associations app to switch between the source asset and an associated asset directly within the app. If the asset is included in a hierarchical association — such as an archived subclip and its archived master clip, or an archived masterclip with “playout file” flag and its archived story — you can directly open the parent asset in the Associations app. The Parent button is enabled only if the asset open in the app has one parent asset.

 *Starting with version 2020.9, you can also view relatives of Production Management assets in the Associations app: you can find an asset's media relatives (clips that are referenced by a sequence or sequences that reference a clip) through the Associations app. In the following therefore the umbrella term “relations” is used if both associations and relatives are affected at the same time; in the same way the umbrella term “relation types” is used for association types and relative types.*

You can use the existing relations to directly open connected assets in other apps. For example, you can play the archived subclips of an archived master clip in the Asset Editor.

The Associations app lets you see all relations of the asset currently open in the app. You can apply a filter to show and hide specific related asset types. The filter persists from one session to another. For more information, see the chapter “Using the Associations App” in the *Avid MediaCentral | Cloud UX User's Guide*.

To open the Associations app from the Fast Bar:

- ▶ Click the Associations app button on the Fast Bar.
- ▶ Place your cursor over the Associations app button in the Fast Bar and drag and drop it to the **main area** of the user interface.
- ▶ Place your cursor over the Associations app button in the Fast Bar and drag and drop it to the **left side** of the user interface.

The app opens. If dropped to the left side of the user interface, the Associations app is docked.

To open the Associations app and load an asset at the same time:

1. Open the Browse or Search app.
2. Do one of the following:
 - ▶ Right-click an asset and in the context menu that opens select Open in > Associations.
 - ▶ (If the Associations app is defined as the default app) Double-click an asset in the Browse or Search app.

The Browse or Search app is docked. The Associations app opens in the main area and the asset is loaded into the app.

To load an asset in the already open Associations app:

1. If the Associations app is not docked, do one of the following:
 - ▶ Dock the Associations app and then open the Browse or Search app.
 - ▶ Open the Browse or Search app in docked mode.
2. Do one of the following:
 - ▶ Right-click an asset and in the context menu that opens select Open in > Associations.
 - ▶ (If the Associations app is defined as the default app) Double-click an asset in the Browse or Search app.
 - ▶ (Only if “No asset loaded” is shown) Select an asset in the Browse and Search app, drag it to the Associations app, and drop it on the “Open in Associations App” overlay.

You see the following:

- If an asset is already open in the Associations app and the asset is not pinned, the new asset opens in the app.
- If an asset is already open in the Associations app and the asset is pinned, the new asset does not open in the app.

To toggle the Associations area layout:

- ▶ Click the Card view button to show the Associations area in Card view layout.
- ▶ Click the List view button to show the Associations area in List view layout.

To filter the displayed relation types:

1. Open the asset for which you want to see the relations in the Associations app.
2. Click the Filter button.

The Filters sidebar opens. It shows all relation types that can be set for the asset and the number of existing relations for each type.

3. In the Filters sidebar, select the relation types you want to show or deselect the relation types you want to hide. Use the Select All check box to select or deselect all relation types at the same time.

The number beneath the Filter button indicates the number of selected relation types. If all relation types are selected, no number is shown. If you deselect all relation types, 0 is shown.

The Relations area only shows the relation that match the selected filter. If you have deselected all relation types, an “All association types have been filtered. Open the filters panel to revise the selection” message is shown on the empty Relations area.

4. Do one of the following:
 - ▶ To keep the filter but only hide the Filters sidebar, click the blue Filter button or the Filters sidebar’s Collapse button.
 - ▶ To show the Filter again, click the white Filter button.

To navigate using relations:

1. Open the asset for which you want to see the relations in the Associations app.
2. Expand the relation types.
3. Do one of the following:

- ▶ In Card view, hover the mouse over the asset card of the related asset you want to open in the Associations app and click the Show Associations button that is shown on the asset card.
- ▶ In List view, click the Show Associations button that is shown on the right side of each row.
- ▶ Click the Navigate to Parent button to navigate to the parent asset of the asset open in the app.

The asset is opened and set as new source asset in the Associations app. The previously opened source asset is added to the recently opened asset list.

To open related assets in the Asset Editor:

1. Open the asset for which you want to see the relations in the Associations app.
2. Expand the relation types in the Associations area.
3. To open a relation asset, do one of the following in Card or List view:
 - ▶ Double-click the asset entry of the relation.
 - ▶ Right-click the asset entry and in the Open in context menu that opens select Asset Editor.
 - ▶ Drag the asset entry of the relation to the Asset Editor.

The related asset is opened in Asset Editor's Source Monitor.

4. To open the source asset, hover the mouse pointer over the asset title in the Associations app toolbar and do one of the following:
 - ▶ Double-click the asset card of the source asset.
 - ▶ Drag the asset card of the source asset to the Asset Editor.

The source asset is opened in the Asset Editor.

Monitoring and Synchronizing the Archive Status

Starting with v2021.3, Shared Library provides an "Asset Tracking" feature: information about the archive status of an asset archived in Shared Library can be displayed for the corresponding Production Management asset using the MediaCentral Cloud UX Metadata tab. The asset tracking information is updated on every relevant interaction of Shared Library with the asset: archiving, restoring, deleting, and cleaning up essence packages.

Although the asset tracking information is set automatically on each relevant action, users with administrator privileges can trigger the archive status synchronization for Production Management manually; for example, if a synchronization error occurred and the archive status could not be synchronized. To do so, administrators can start the "Synchronize Archive Status" process.

Note the following limitations:

- To make the asset tracking information visible in the MediaCentral Cloud UX Metadata tab, the corresponding properties must have been configured in Interplay Administrator's Property Layout as "Custom Metadata."
- You can trigger the Synchronize Archive Status process only if you have the proper permissions in Shared Library.
- You can trigger the Synchronize Archive Status process for Production Management master clips, subclips, sequences and Shared Library archived master clips and archived subclips.
- The Synchronize Archive Status process supports multi-selection: you can trigger the process for up to 50 assets at the same time.
- If the process is triggered on Production Management sequences, the archive status information is updated in the Production Management system where the process was started.

If the process is triggered on Production Management master clips or subclip, or on Shared Library archived masterclips or archived subclips, the archive status information is updated in all Production Management systems where the clip reference exists for the Shared Library asset.

To monitor the archive status:

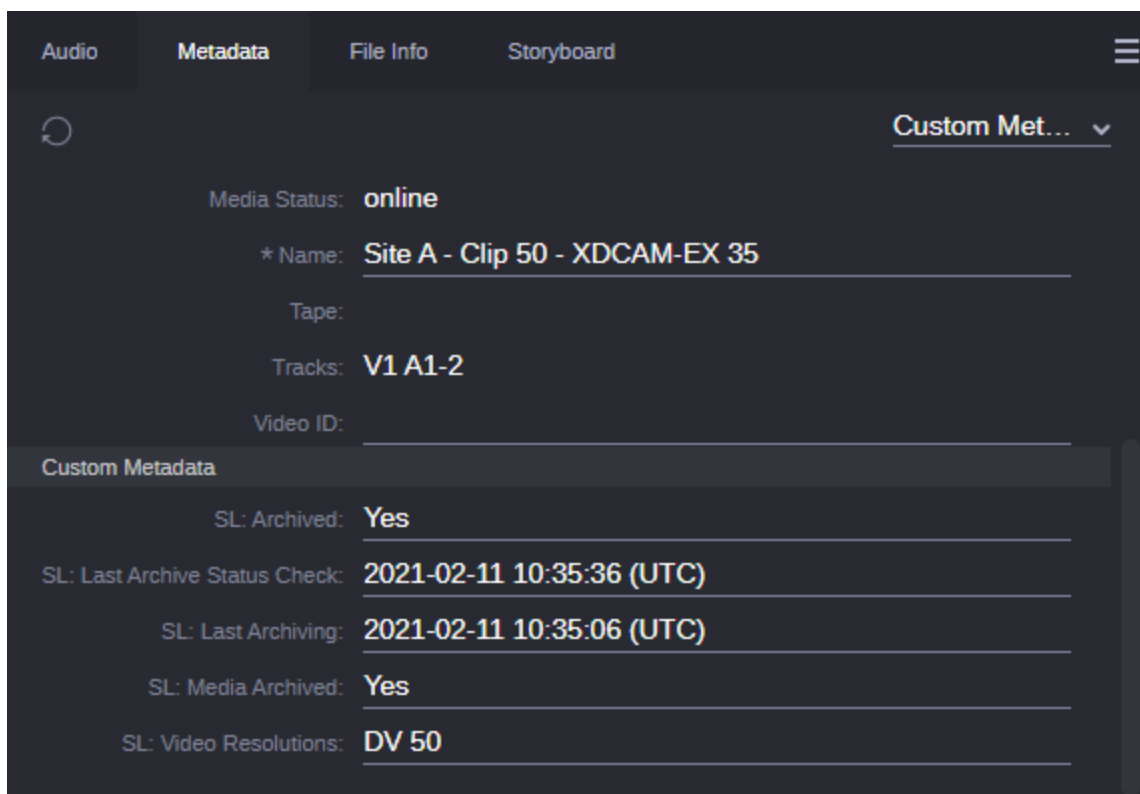
1. Open the Browse or Search app.
2. Do one of the following:
 - ▶ Right-click a Production Management asset and in the context menu that opens select Open in > Asset Editor.
 - ▶ (If the Asset Editor is defined as the default app) Double-click a Production Management asset in the Browse or Search app.

The Browse or Search app is docked. The Asset Editor opens.

3. (optional) Click the Media Viewer button in the Asset Editor toolbar to hide the Media Viewer.
4. Click the Metadata tab.
5. (optional) Select Custom Metadata from the Select View menu.

The Metadata tab scrolls down to the Custom Metadata section.

6. Inspect the values of the following properties:



- SL: Archived: Indicates if the asset is archived in Shared Library or not.
- SL: Media Archived: Indicates if the media related to the asset is archived in Shared Library or not.
- SL: Last Archiving: The time stamp when the asset has been archived in Shared Library for the last time.

- SL: Last Archive Status Check: The time stamp when the asset tracking information has been updated for the last time.
- SL: Video Resolutions: The pipe separated list of video resolutions which are archived for the asset in Shared Library.



Although the properties are editable, Avid recommends to not change their values.

7. (optional) Click the Reload button.

The data is reloaded from the server and the Metadata tab is refreshed.

To trigger the Synchronize Archive Status process:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the assets you want to synchronize.
 - ▶ In the Search app, conduct a search and select the assets you want to synchronize.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Synchronize SL Archive Status process type.

The Synchronize SL Archive Status process dialog box opens and shows the asset(s) for which the archive status is to be synchronized as attachment(s).

Synchronize SL Archive Status

Attachments: 2

^ Metadata

* Main Title: Synchronizing Archive Status

^ Attachments

Thu...	Name	Type	Size	Status
	London Zoo	AssetARCHIVED_MASTERCLIP		
	LONDON ZOO SEQUENCE ...	Sequence		

4. Provide a main title for the process. If you do not provide a title, the default title “Synchronizing Archive Status” is shown as the process title in the Process app.
5. Click OK.

The Synchronize Archive Status process dialog box is closed and the process is triggered.

6. (optional) Monitor the progress of the Synchronize Archive Status process in the Process app.
7. Open the asset in the Asset Editor's Metadata tab and check the updated archive status information.

Triggering the Video Analysis

When you archive a Production Management asset or sequence, Shared Library creates a browse proxy and runs the video analysis. The video analysis is started on the Browse proxy of the asset and is responsible for shot detection, key frame extraction, and generation of technical metadata. Without finished video analysis, the archived asset is lacking the following:

- A thumbnail in the Browse and Search app
- The segmentation for the Default stratum in the Storyboard tab
- Marker-based thumbnails in the Storyboard tab
- Technical metadata for the Browse proxy such as SOM (Start of Media), frame rate, duration and offset.

If the video analysis however fails, you can re-run the video analysis. Starting with v2021.3, you can use the Analyse Multiple Videos process, which enables you to run the Video Analysis for several assets at the same time: The process accepts up to 300 assets.

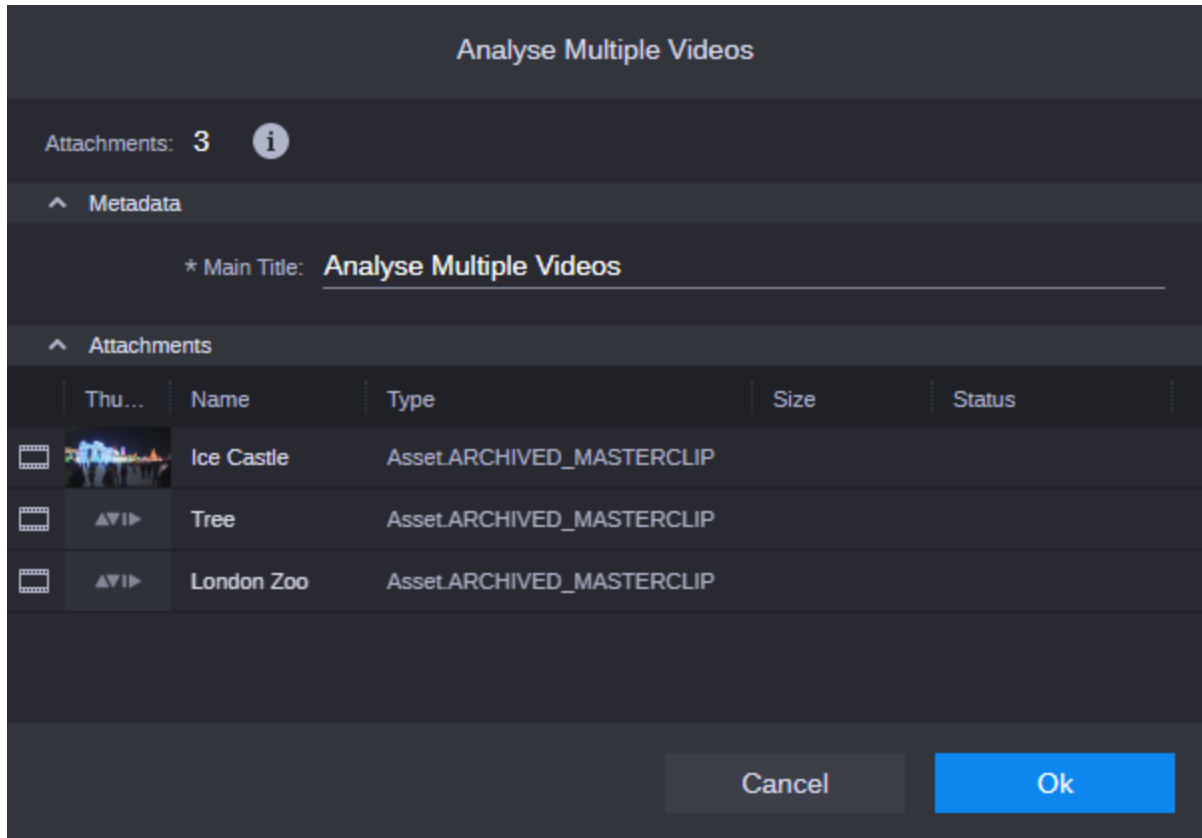
Note the following limitations:

- You can trigger the Analyse Multiple Videos process only if you have the proper permissions in Shared Library.
- The Analyse Multiple Videos process starts an Analyse Video process for each attached asset as a child process.
- You can trigger the video analysis for archived master clips and sequences.
- By triggering the video analysis you remove all information in the current Shots stratum, delete the existing keyframe set in the MAIN essence package, and create a new keyframe set.

To trigger the Analyse Multiple Videos process:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the archived master clip(s) or sequence(s).
 - ▶ In the Search app, conduct a search and select the archived master clip(s) or sequence(s).
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Analyse Multiple Videos process type.

The Analyse Multiple Videos process dialog box opens and shows the asset(s) for which the video analysis is to be triggered as attachment.



4. Provide a main title for the process. If you do not provide a title, the default title “Analyse Multiple Videos” is shown as the process title in the Process app.
5. Click OK.

The Analyse Multiple Videos process dialog box is closed and the process is triggered.

6. (optional) Monitor the progress of the Analyse Multiple Videos process in the Process app. The Analyse Multiple Videos process starts an Analyse Video process for each attached asset as a child process and monitors the status of the child processes. The child processes are named as follows: “(No) Analyse Asset: <name of analysed video>”.

Creating the Browse Proxy

When you archive a Production Management asset or sequence, Shared Library creates a browse proxy and runs the video analysis. The Browse proxy creation is started on the HiRes essence of the asset. The browse proxy is played back when you open the archived asset in the Asset Editor. If the proxy creation failed, the Media Viewer in the Asset Editor only shows a black frame when you open the asset.

If the proxy creation fails, you can re-run the proxy creation by starting the Create Proxy process on a selected asset. If you trigger the process for an asset that already has a browse proxy, the current browse proxy is deleted and replaced by the new proxy. Deletion is done after proxy transcoding is successfully finished to not leave a corrupted asset if transcoding fails for some reason.

Note the following limitations:

- You can trigger the Create Proxy process only if you have the proper permissions in Shared Library.
- You can trigger the Create Proxy process for archived master clips and sequences.
- The Create Proxy process supports multi-selection: you can trigger the process for up to 300 assets at the same time.

To trigger the Create Proxy process:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the archived master clips or sequences or both.
 - ▶ In the Search app, conduct a search and select the archived master clips or sequences or both.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Create Proxy process type.

The Create Proxy process dialog box opens and shows the asset(s) for which the proxy creation is to be triggered as attachment(s).

Thu...	Name	Type	Size	Status
	London Zoo	Asset:ARCHIVED_MASTERCLIP		

4. Provide a main title for the process. If you do not provide a title, the default title “Create Proxy” is shown as the process title in the Process app.
 5. (optional) Deselect the Do Video Analysis check box if the Create Proxy process should not start the Analyse Video process as sub-process. The check box is selected by default.
 6. Click OK.
- The Create Proxy process dialog box is closed and the process is triggered.
7. (optional) Monitor the progress of the Create Proxy process in the Process app.

Removing Locations

If you have integrated with a third-party Hierarchical Storage Management (HSM) system and archived assets on the HSM system, you can use the Remove Locations process to clean up the Shared Library locations: If an asset is stored on the HSM, you might want to remove its Shared Library online location; if the asset has been restored to Shared Library, you might want to remove the nearline location.

Note the following:

- You can trigger the Remove Locations process only if you have the proper permissions in Shared Library.
- You can trigger the Remove Locations process for archived master clips and sequences.
- The Remove Locations process supports multi-selection: you can trigger the process for up to 1,000 assets at the same time.
- For security reasons, the Remove Locations process checks before removing a location if files are present on the kept location: If you try to remove an online location but there are no files on the nearline location, the process will not remove the online location, and the reverse. In either case, the process will fail and show a corresponding error message in the Process app.

To trigger the Remove Locations process:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select archived master clips or sequences, or both.
 - ▶ In the Search app, conduct a search and select archived master clips or sequences, or both in the results list.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Remove Locations process type and then one of the following:
 - ▶ Remove nearline locations
 - ▶ Remove online locations

The Remove Locations process dialog box opens and shows the assets for which the location is to be removed as attachments. Depending on the selected location, the “Location to remove” field shows either “Remove nearline locations” or “Remove online locations.”

Thu...	Name	Type	Size	Status
	London Zoo	AssetARCHIVED_MASTERCLIP		

4. Provide a main title for the process. If you do not provide a title, the default title “Remove Nearline Locations” or “Remove Online Locations” is shown as the process title in the Process app.
5. Click OK.
The Remove Locations process dialog box is closed and the process is triggered.
6. (optional) Monitor the progress of the Remove Locations process in the Process app.

Modifying Online Cleanup

If the Tape Archive option is enabled in your Shared Library setup, the Cache Management service can be used for cleaning up online storage. The service finds the HiRes files of assets that can be deleted from the HIREs pool by performing regular searches for preconfigured property values. If enabled by your administrator, Cache Management cleans up the online storage after a configurable time span (default: HiRes files that reside more than 30 days on the online storage are deleted).

If you, however, want to exclude assets from the online cleanup, you can apply a “Keep Online” flag to them using the Modify Multiple Assets process. Conversely, you can remove the “Keep Online” flag from assets you want to include in the cleanup.

By default, Cache Management is configured so that online locations are only allowed to be deleted if the corresponding file exists on nearline storage. Cache Management marks each asset for which the delete criteria apply but where the HiRes file does not exist on the nearline storage as an “Archive candidate.” You can use the “Archive candidate” property to search for affected assets and archive them manually using the Archive Multiple Objects process.

Note the following:

- Keep Online and Archive Candidate features are only available if the Tape Archive option is installed and the Cleanup Online feature is enabled by your administrator.
- You can trigger the Modify Multiple Assets process only if you have the proper permissions in Shared Library.
- You can trigger the Modify Multiple Assets process for archived master clips and sequences.
- The Modify Multiple Assets process supports multi-selection: you can trigger the process for up to 1,000 assets at the same time.

To change the Keep Online flag:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select archived master clips or sequences, or both.
 - ▶ In the Search app, conduct a search and select archived master clips or sequences, or both in the results list.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Modify Multiple Assets process type and then one of the following:
 - ▶ Set Keep Online Flag
 - ▶ Reset Keep Online Flag

The Modify Multiple Assets process dialog box opens and shows the assets for which the “Keep Online” flag is to be changed as attachments. Depending on the selected option, the “Action” field shows either “Keep hires on online storage” or “Allow clean-up of hires on online storage.”

Modify multiple assets

Attachments: 2 ⓘ

^ Metadata

* Main Title: Set Keep Online Flag

Action: Keep hires on online storage

^ Attachments

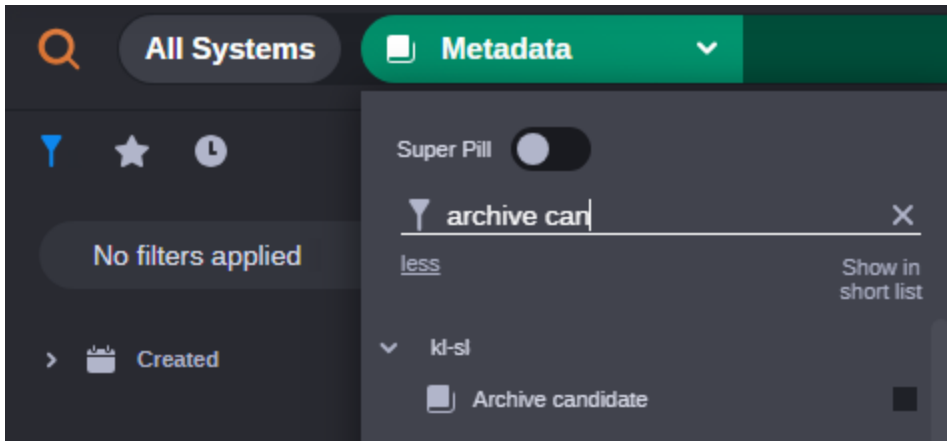
	Thu...	Name	Type	Size	Status
	⏮⏭	AVID-TEST-MasterClip Big ...	AssetARCHIVED_MASTERCLIP		
	⏮⏭	Playout file Demo	AssetARCHIVED_MASTERCLIP		

Cancel Ok

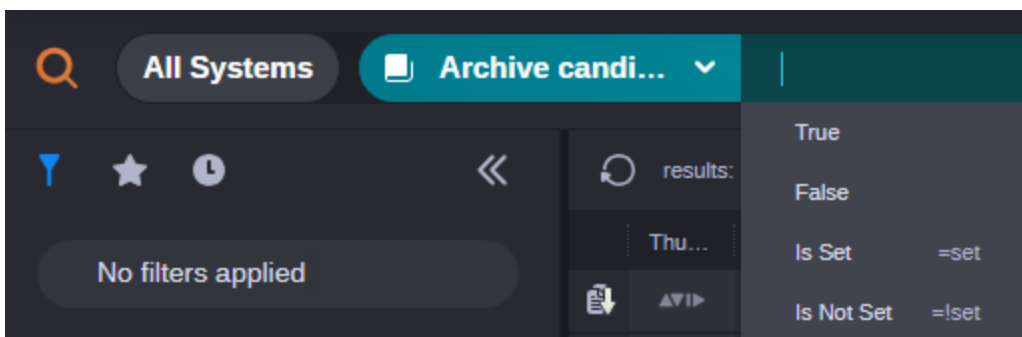
4. Provide a main title for the process. If you do not provide a title, the default title “Set Keep Online Flag” or “Reset Keep Online Flag” is shown as the process title in the Process app.
 5. Click OK.
- The Modify Multiple Assets process dialog box is closed and the process is triggered.
6. (optional) Monitor the progress of the Modify Multiple Assets process in the Process app.

To search for Archive Candidates and trigger archiving:

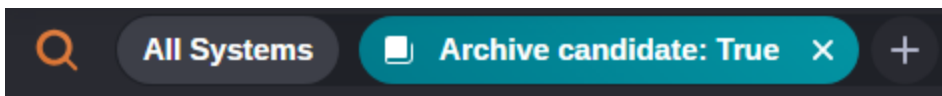
1. Click the Search button on the Fast Bar to open the Search app.
2. Leave the default "All Systems" selection in the Location pill.
3. Leave the default “Metadata” selection in the Search pill.
4. Click on the Search Type icon and select More to reveal the long menu.
5. Click in the Filter field and start typing the name of the property Archive Candidate.



6. Scroll down in the menu and select the property.
The property is set in the Search pill and a list of supported qualifiers opens.



7. Select the qualifier True.



8. Click the Search button.
9. In the Search results list, select the assets for which you want to archive the HiRes essence to a nearline carrier.
10. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
11. Select the Archive Multiple Objects process type.
12. In the Archive Multiple Objects process dialog box, provide a main title for the process and click OK.

For more information, see ["Manually Archiving to a HSM" on page 64](#).

Exporting Media from Shared Library

As a Shared Library user, you can export media of assets and sequences from Shared Library. To do so, you can start a Platform Export process from the Browse and Search apps. The Platform Export process exports full or partial OP-1a media from Shared Library or Production Management assets to pre-configured UNC or FTP destinations. You can export up to 50 assets and sequences at the same time.

Note the following:

- You can export media only if you have the proper permissions in Shared Library.
- You can export media of local and remote Production Management assets.
- You can export media of local Shared Library assets. In case of an archived sequence, the mixdown of the sequence is exported.
- If you have created a Shared Library shotlist with material from archived masterclips and/or archived subclips, you can export the Shared Library shotlist as one new spliced OP-1a clip or multiple (partial) OP-1a clips.

To export assets:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the assets you want to export.
 - ▶ In the Search app, conduct a search and select the assets to be exported in the results list.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Platform Export process type and then one of the following:
 - ▶ All destinations: Lets you select export profiles in the Platform Export dialog box.
 - ▶ Standard: Uses a predefined default export target.

The Platform Export process dialog box opens and shows the assets that are to be exported.

Platform Export

Attachments: 1 ⓘ

^ Metadata

* Main Title:

* Export Profile:

Overwrite: ☐

Enable Sequence Splicing: ☐

Spliced Sequence Start TC Source:

^ Attachments

Thu...	Name	Type	Size	Status
	Ice Castle	Masterclip		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Export Assets” is shown as the process title in the Process app.
5. Select the profile to be used for the export from the Export Profile drop-down list.
6. (optional) Select the Overwrite check box if files with the same name are to be overwritten on the export target.
7. (optional) Select the Enable Sequence Splicing check box if the segments of a shotlist are to be exported as a single composite OP1a file. In case of a news sequence, only the segments referencing master clips on the V1 track are exported.
8. (optional) Define the source from which the timecode is to be used as start for the spliced sequence file. Select one of the following from the Spliced Sequence Start TC Source drop-down list:
 - ▶ Configuration: The start timecode is read from the Platform Export configuration.
 - ▶ First Segment: The start timecode of the first sequence segment is used.
9. Click OK.
The Platform Export process dialog box is closed and the process is triggered.
10. (optional) Monitor the progress of the Platform Export process. See ["Working with the Process App" on page 55](#).
When all attached assets are exported, the Process app shows a “Finished” message.

Cleaning Up Resolution Essence Packages

As a Shared Library administrator, you can delete files from essence packages in MediaCentral Cloud UX. If the resolutions of a masterclip were not archived properly, you can delete the Resolution essence packages. This enables you to re-archive the masterclip without archiving the metadata again.

To do so, you can start a Cleanup essence packages process. You can clean up the essence packages of up to 50 assets at the same time.

Note the following limitations:

- You can clean up essence packages if you have the proper permissions in Shared Library.
- You can only clean up the Resolution essence packages of archived masterclips. If you select another essence package type for cleaning-up, the process will fail.

Cleaning-up the essence packages of archived subclips and archived sequences is not supported at all.

- The cleanup essence package process removes all files from all Resolution essence package of the archived masterclip but it does not delete the essence package itself.



If you plan to trigger the Cleanup essence packages process, check the Resolution essence packages to be cleaned up in the File Info tab prior to invoking the clean up process.

To clean up Resolution essence packages of archived masterclips:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the archived masterclips whose Resolution essence packages you want to clean up.
 - ▶ In the Search app, search and select the archived masterclips whose Resolution essence packages you want to clean up.
2. Do one of the following:

- ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Cleanup Essence Packages process type.

The Cleanup Essence Packages process dialog box opens and shows the selected archived masterclips as attachments.

Cleanup Essence Packages

Attachments: 1 

^ Metadata

* Main Title: Cleanup essence package(s)

* Deletion Reason:

* Essence Package to Clear:

^ Attachments

Thu...	Name	Type	Size	Status
	London Zoo	Asset	ARCHIVED_MASTERCLIP	

Cancel

Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Cleanup Essence Package(s)” is shown as the process title in the Process app.
5. Provide a reason for deletion in the Deletion Reason field.
6. Click the Essence Package to Clear list and select Resolution.
If you select another essence package type, the process will fail.
7. Click OK.
The Cleanup Essence Packages process dialog box is closed and the cleanup process is triggered.
8. (Option) Open the Process app and monitor the progress of the cleanup process.
When all Resolution essence packages are cleared, the Process app shows a “Finished” message.

Deleting Archived Assets from Shared Library

As a Shared Library administrator, you can delete archived assets and sequences from the Shared Library database. To do so, you can start a Delete process from the Browse and Search apps. You can delete up to 50 assets and sequences at the same time. When triggering the delete operation, you can decide if you also want to remove the reference to the deleted asset or sequence from Browse app folders.

Note the following limitations:

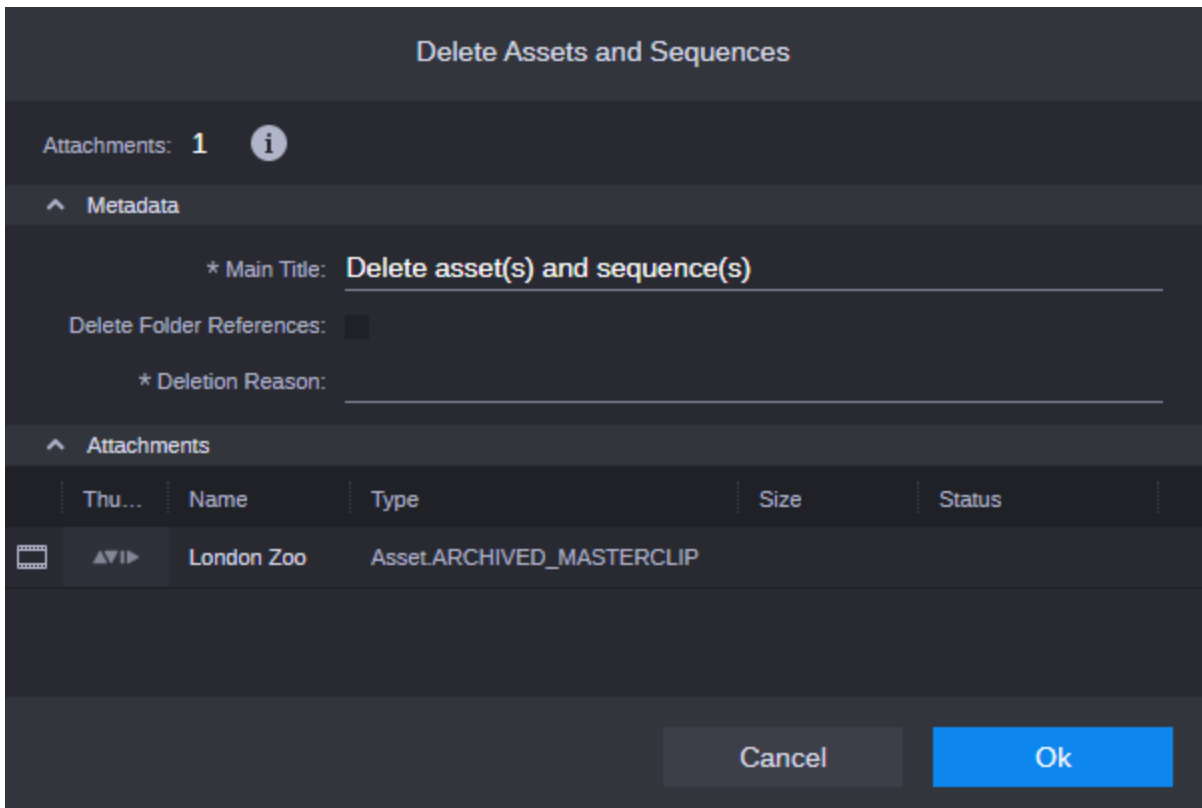
- You can delete archived assets, sequences, and stories only if you have the proper permissions in Shared Library.
- You cannot delete an individual essence file from an asset.
- You cannot delete assets and sequences from the connected Production Management database.
- You cannot delete stories from the connected Newsroom Management database.

 **When deleting archived assets, Shared Library does not check if the original assets are still available in the Production Management or Newsroom Management databases. Before you delete an archived asset, Avid recommends using the Avid Interplay Access client to check if the original asset is still available in the Production Management database. Before you delete an archived story, Avid recommends to check if the original story is still available in the Newsroom Management database.**

To delete archived assets from the Shared Library database:

1. Do one of the following:
 - ▶ In the Browse app, navigate to the desired folder and select the archived assets, sequences, or stories to be deleted.
 - ▶ In the Search app, conduct a search and select the archived assets, sequences, or stories to be deleted in the results list.
2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
3. Select the Delete Assets and Sequences process type.

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



Delete Assets and Sequences

Attachments: 1 

^ Metadata

* Main Title: Delete asset(s) and sequence(s)

Delete Folder References: ☐

* Deletion Reason: _____

^ Attachments

Thu...	Name	Type	Size	Status
	 London Zoo	Asset_ARCHIVED_MASTERCLIP		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Delete Asset(s) and Sequence(s)” is shown as the process title in the Process app.
5. (optional) Select the Delete Folder References check box if you want to remove the reference to the deleted asset or sequence from the Browse app folders.
6. Provide a reason for deletion in the Deletion Reason field.
7. Click OK.

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

8. (optional) Monitor the progress of the delete process. See ["Working with the Process App" on page 55](#).

When all attached assets are deleted, the Process app shows a “Finished” message.

5 Restoring Assets and Stories from MediaCentral | Shared Library

The following topics provide information on how to restore assets and stories from Shared Library back to Production Management and Newsroom Management in MediaCentral Cloud UX:

Restoring Assets to Production Management	92
Restoring Media to Production Management	94
Performing a Partial Restore Using Quick Send	95
Restoring Using a Media Container	96
Restoring Stories to Newsroom Management	98
Manually Restoring from a HSM	100

Restoring Assets to Production Management

You can perform a search that includes the Shared Library database. If you find that an asset and its media is archived, you can restore the asset and its media to your local Production Management database. You can then play and edit the asset.

There are several scenarios in which an asset needs to be restored; for example:

- The asset and its media does not exist on the local Production Management system.
- The asset exists on the local Production Management system, but the media is missing or offline.

Note the following:

- The template of the Restore Asset(s) process dialog box, which determines in which Production Management system folder the resulting asset is restored, must be configured properly. For information on the target configuration, see the *MediaCentral | Shared Library Installation and Configuration Guide*.
- The Restore Profile that you select in the Restore Asset(s) process dialog box, which determines which resolution is to be restored, must be configured properly. Since for audio-only clips only one resolution was archived, the profile does not influence the resolution that is restored for audio-only clips. For information on the profile configuration, see the *MediaCentral | Shared Library Installation and Configuration Guide*.
- Multiple selection is supported. You can restore up to 50 assets at a time.



Restoring from MediaCentral Shared Library always overwrites the current metadata with the archived AAF file.

To restore assets from Shared Library:

1. In the Search app, perform a search for archived assets. You can improve search time by selecting the MediaCentral Shared Library system or the corresponding asset types as a criterion. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
2. In the results list, select the assets you want to restore.
3. Do one of the following:

- ▶ Click the App Menu and select Actions > Restore Asset(s).
- ▶ Right-click the asset, and select Restore Asset(s) in the context menu.

The Restore Asset(s) process creation dialog box opens.

Restore Asset(s)

Attachments: 1 ⓘ

^ Metadata

* Main Title: **Restore Asset(s)**

* Restore Target: **mun-ie**

* Restore Profile: **Default Restore**

Resource Priority LL ID: ▼

Restore Subclips: ☐

Restore Target Location: ▼

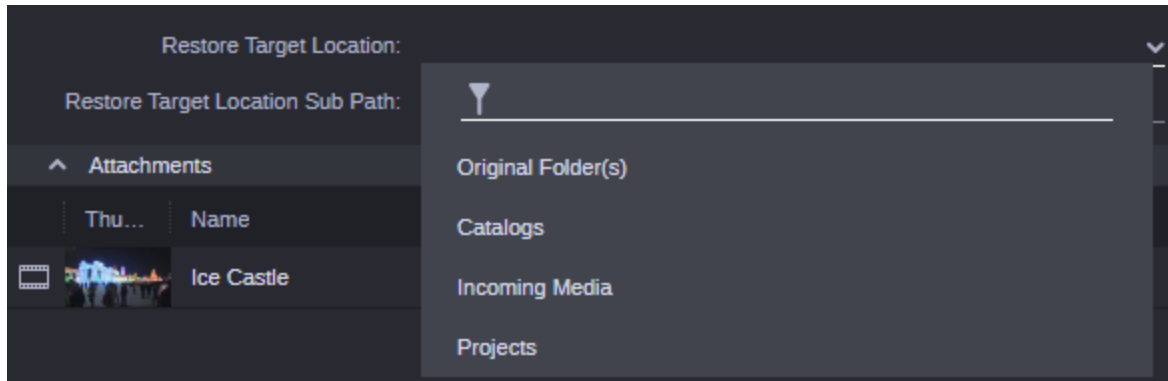
Restore Target Location Sub Path: _____

^ Attachments

Thu...	Name	Type	Size	Status
	Ice Castle	Asset.ARCHIVED_MASTERCLIP		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Restore Asset(s)” is shown as the process title in the Process app.
5. (Media Archivist and Administrators only) Select the restore target to be used from the Restore Target list (the default is “Standard”). For non-administrative users, the Restore Target is disabled and shows the configured default target.
6. (Media Archivist and Administrators only) Select the restore profile to be used from the Restore Profile list. If you are restoring audio-only clips, the profile does not influence the resolution that is restored. For non-administrative users, the Restore Profile is disabled and shows the configured default profile.
7. (optional) Check the Restore subclips check box if all associated subclips from the attached master clips are to be restored as well.
8. (optional) Select a specific destination folder in Production Management for the restore operation from the Restore Target Location list. If set, the destination folder specified by the selected Restore Target is overruled. If left empty, “Original Folder(s)” is used as the default.



9. (optional) Type a sub-path in the Restore Target Location Sub Path field, which is concatenated with the folder defined by the parameters Restore Target or Restore Target Location. If you selected the value “Original Folders(s)” from the Restore Target Location list, the sub-path is ignored.
10. Click OK to start the restore process.
11. (optional) Monitor the restore process in the Process app. See ["Working with the Process App" on page 55](#).

The asset, including media and metadata, is restored back to Production Management.

Restoring Media to Production Management

If you find that the media of an asset is missing or offline, you can restore the media by using the Restore Media from Archive process. The process restores the associated media of Production Management sequences, master clips, and subclips to the Avid shared storage workspace.

The Restore Media from Archive process is started as a technical sub-process of the Restore Asset(s) process but can also be initiated by you in MediaCentral Cloud UX on a local Production Management asset.

Note the following:

- The Restore Profile that you select in the Restore Media from Archive process dialog box, which determines which resolution is to be restored, must be configured properly. Since for audio-only clips only one resolution was archived, the profile does not influence the resolution that is restored for audio-only clips. For information on the profile configuration, see the *Avid MediaCentral | Shared Library Installation and Configuration Guide*.
- You can restore media for one asset at a time. Multiple selection is not supported.

To restore media from Shared Library:

1. Locate the asset in the Browse app or in the Search app’s result list.
2. Open the asset containing offline media in the Asset Editor’s Media viewer.
3. Do one of the following:
 - ▶ In the Browse app, click the App Menu button or right-click the asset and select Actions › Restore Media from Archive.
 - ▶ In the Search app, click the App Menu button or right-click the asset and select Actions › Restore Media from Archive.

The Restore Media from Archive process creation dialog box opens.

Restore Media from Archive

Attachments: 1 ⓘ

^ Metadata

* Main Title: Restoring Asset(s)

* Restore Profile: Default Restore

^ Attachments

Thu...	Name	Type	Size	Status
	News Sequence	Sequence		

Cancel Ok

4. Provide a main title for the process. If you do not provide a title, the default title “Restoring Asset(s)” is shown as the process title in the Process app.
5. (Media Archivist and Administrators only) Select the restore profile to be used from the Restore Profile list. If you are restoring audio-only clips, the profile does not influence the resolution that is restored. For non-administrative users, the Restore Profile is disabled and shows the configured default profile.
6. Click OK to start the restore process.
7. (optional) Monitor the restore process in the Process app. See ["Working with the Process App" on page 55](#).
8. Go back to the Asset Editor’s Media Viewer and check if the media is online. You might need to click the Reload Asset button.

Performing a Partial Restore Using Quick Send

Starting with v2022.3, you can do a partial restore of a single archived asset using the Quick Send feature. When you create a Quick Send process, you select the process type and attach the asset that is open in the Media Viewer to the process, but you do not need to provide additional data in a Create Process dialog box. Information about In and Out points and the restore target on the configured Quick Send template are passed to the process.

Note the following limitations:

- If you are working in a Multi-Site environment, the Quick Send feature is supported for local assets only. Only assets from the local Shared Library system are respected, assets from remote Shared Library systems or of other system types are ignored.
- Using Quick Send, you can restore one asset at a time.
- Your ability to initiate the Quick Send process depends on your Shared Library user privileges and rules.

- In which Production Management system folder the resulting asset is restored, is determined by the process input parameter “Restore Target” and referenced settings. By default, this is Incoming Media > MPI > From Archive. For information on the target configuration, see the *MediaCentral | Shared Library Installation and Configuration Guide*.

The Restore operation will result in the following:

- For an archived master clip, the master clip's metadata in Production Management are not updated, if the clip already exists.
- For an archived master clip flagged as “playout file” the operation will always create new small master clips in Production Management that have no links to Shared Library. So the same partial restore will create a new master clip again.
- In case of an archived subclip, the related master clip and requested media span are restored.
- In case of an archived sequence, the sequence is not restored; instead, the restore of the media is related to the mixdown. This creates always a new independent master clip in Production Management.
- If enabled in the Shared Library configuration, an additional subclip is created in case a partial span of the media must be restored. The subclip creation only happens when media of an archived masterclip or archived subclip is restored.

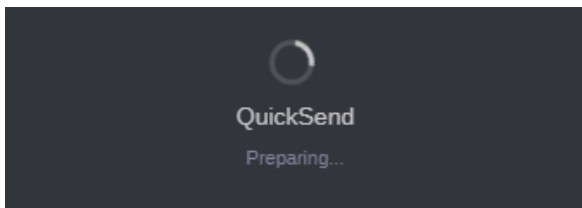
To restore an asset using the Quick Send feature:

1. Locate the asset in the Browse app or in the Search app's result list.
2. Double-click the asset to be restored.

The Asset Editor expands and loads the asset in the Media Viewer.

3. Set the In and Out marks in the Media Viewer timeline.
4. Click the Quick Send button, select the system and then the Partial Restore to Production Mgmt process type.

While the process is being created you see a Preparing message.



5. (optional) Monitor the restore process in the Process app. See ["Working with the Process App" on page 55](#).

Restoring Using a Media Container

 **MediaCentral Cloud UX v2025.6 discontinued the support for the Collaborate app. If Shared Library is connected to MediaCentral Cloud UX v2025.6 or higher, you cannot use the Collaborate app any longer.**

Starting with v2022.3, you can trigger a (partial) restore of all archived assets gathered in a Media container of the Collaborate app. For media that has been added with In/Out marks to the container, a partial restore is performed; for media without set In/Out marks, a full restore is performed.

Note the following limitations:

- If you are working in a Multi-Site environment, the feature is only supported for local assets. Only assets from the local Shared Library system are respected, assets from remote Shared Library systems or of other system types are ignored. If you mix local and remote assets in the container, only the local assets will be restored.

You can nevertheless select a remote Shared Library system for running the Restore Container process. In this case, only assets that have been added from this system to the container will be considered as “local” and be restored.

- You can restore one Collaborate Container at a time.
- If enabled in the Shared Library configuration, successfully restored assets are automatically removed from the container after the Restore operation has finished. This operation removes the asset from the Collaborate container only, it does not delete the asset from Shared Library.
- In which Production Management system folder the resulting asset is restored, is determined by the process input parameter “Restore Target” and referenced settings. By default, this is Incoming Media > MPI > From Archive. For information on the target configuration, see the *MediaCentral | Shared Library Installation and Configuration Guide*.

The Restore operation will result in the following:

- (Partially restored) archived masterclip: The master clip's metadata in Production Management are not updated, if the clip already exists.
- (Partially restored) archived masterclip marked as “playout file”: A new master clip is always created. The asset keeps its status as “Playout File.”
- (Partially restored) archived subclip: The subclip metadata will not be restored. Instead, the referenced master clip is restored.
- In case of an archived sequence, the sequence metadata itself is not restored to Production Management. Instead, only the mixdown media, which was created during the archiving operation, will be restored by creating a new master clip.
- If enabled in the Shared Library configuration, an additional subclip is created in case a partial span of the media must be restored. The subclip creation only happens media of an archived masterclip or archived subclip is restored.

To restore assets using a Media container:

1. In the Search app, perform a search for assets to be restored. You can improve search time by selecting the Shared Library system or the corresponding asset types as a criterion.
2. Open the Collaborate app.
3. Open your topic or assignment. If you are working in a topic, you must also select the Media tab.
4. Gather all media you want to restore in a Media container:
 - ▶ Add entire assets through a simple drag and drop operation from the Browse or Search app.
 - ▶ Load an asset in the Asset Editor, set and In and Out mark, and drag and drop the selection to the Media Container.
 - ▶ Open the Asset Editor's Storyboard tab, select the appropriate layer and drag a segment, thumbnail or sequence of thumbnails to the Media container.
5. Right-click either an individual asset or an area of empty space in the Media container, and in the context-menu that opens select Container Actions > [Shared Library system to run the process] > Partial Restore to Production Mgmt.

The Partial Restore to Production Mgmt process creation template opens.

Partial Restore to Production Mgmt

Attachments: 1 ⓘ

^ Metadata

* Main Title: **Partial Restore Container Items**

* Restore Target: ▾

Target Location: ▾

Target Location Sub Path: _____

^ Attachments

Thu...	Name	Type	Size	Status
📄	▶▶▶ MWE_Test	Ca-container		

Cancel Ok

6. Provide a main title for the process. If you do not provide a title, the default title “Partial Restore Container Items” is shown as process title in the Process app.
7. Select the restore target to be used from the Restore Target list (unless customized, only “Standard” is provided).
8. (optional) Select the target location to be used from the Target Location list.
9. (optional) Provide a target location sub path. You can use / as a separator for sub directories.
10. Click OK.

The Restore process is triggered for all assets in the container. For assets that have been added with In/Out marks to the container, a partial restore is performed; for assets without set In/Out marks, a full restore is performed.

11. (optional) Monitor the restore process in the Process app. See ["Working with the Process App" on page 55](#).

Restoring Stories to Newsroom Management

Shared Library offers you a specific process to restore stories. The process creates a Newsroom Management story in a specified queue in the Newsroom Management system from the selected Archived Story asset in Shared Library with preserved Newsroom Management metadata information. If the story has a Production Management sequence associated and the sequence was archived with the story, the sequence can also be restored. If the story has an associated playout file and the playout file was archived with the story (as masterclip with “playout file” flag), the masterclip can be created in Production Management.

The restore settings are read from the configuration of the Restore profile you select in the Restore Story process dialog box. The profile defines in which Newsroom Management system and in which queue the story is restored. Starting with version 2019.9, you can restore archived stories to remote Newsroom Management systems. From the Production Restore Target list in the Restore Story process dialog box you can select the Production Management system to which an associated sequence is to be restored or in which a masterclip is to be created based on the archived playout file of the archived story.

To restore a story:

1. In the Search app, perform a search for archived stories. You can improve search time by selecting the MediaCentral Shared Library system or the corresponding asset type as a system criterion. See ["Searching for Assets for Archiving and Restoring" on page 46](#).
2. In the results list, select the stories you want to restore.
3. Do one of the following:
 - ▶ Click the App Menu and select Actions > Restore Story.
 - ▶ Right-click the asset, and select Restore Story in the context menu.

The Restore Story process creation dialog box opens.

Thu...	Name	Type	Size	Status
	KICKER	AssetARCHIVED_STORY		
	BREAK FIVE	AssetARCHIVED_STORY		
	SPORTS BUMP	AssetARCHIVED_STORY		
	HEADLINES	AssetARCHIVED_STORY		

4. Provide a main title for the process. If you do not provide a title, the default title “Restore Story” is shown as the process title in the Process app.
5. (Media Archivist and Administrators only) Select the restore profile to be used from the Restore Profile list. For non-administrative users, the Restore Profile is disabled and shows the configured default profile. The profile defines in which Newsroom Management system and in which queue the story is

restored.

6. From the Production Restore Target list, select the Production Management system to which an associated sequence is to be restored or in which a masterclip based on the archived playout file is to be created.
7. Click OK to start the restore process.
8. (optional) Monitor the restore process in the Process app. See ["Working with the Process App" on page 55](#).
9. Check in the Rundown app if the restored story is available in the corresponding queue.

Manually Restoring from a HSM

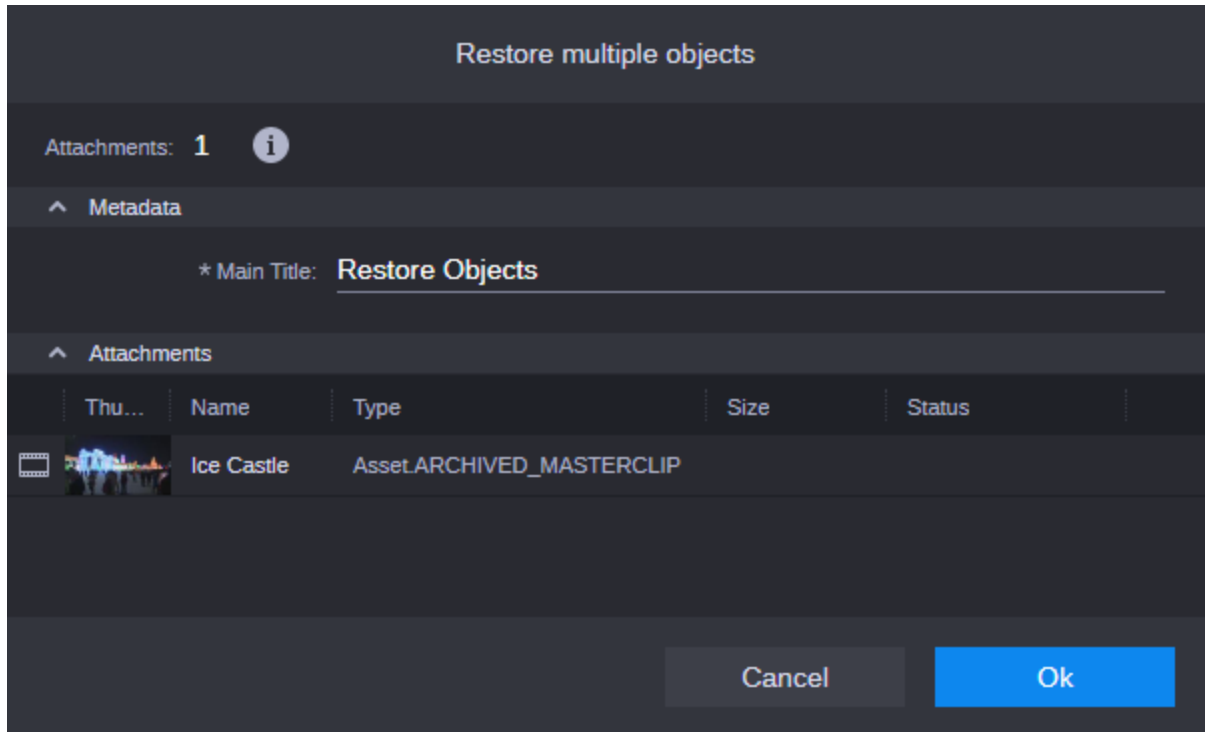
The Restore Multiple Objects process is designed to restore a nearline available essence to an online carrier: For each attached asset, the process restores the essences, which are determined by configured filter criteria (default: the HiRes essence) and nearline available, to an online carrier. If multiple essences match the filter criteria, the first essence, which is nearline available and is not already online, will be restored. This is done for the representative essence package as well as for all essence packages of type "RESOLUTION." Therefore, multiple essences can be restored per asset, but only one essence per essence package.

Note the following:

- You can trigger the Restore Multiple Objects process only if you have the proper permissions in Shared Library.
- You can trigger the Restore Multiple Objects process for archived master clips and sequences.
- The Restore Multiple Objects process supports multi-selection: you can trigger the process for up to 1,000 assets at the same time.

To trigger the Restore Multiple Objects process:

1. Do one of the following:
 - ▶ In the Browse app, open the folder that contain the assets for which you want to restore the HiRes essence to an online carrier and select the assets.
 - ▶ In the Search app, search for and select the assets for which you want to restore the HiRes essence to an online carrier.
 2. Do one of the following:
 - ▶ Click the App Menu button and select Actions.
 - ▶ Right-click and select Actions.
 3. Select the Restore Multiple Objects process type.
- The Restore Multiple Objects process dialog box opens.



4. Provide a main title for the process. If you do not provide a title, the default title “Restore Objects” is shown as the process title in the Process app.
5. Click OK.

The Restore Multiple Objects process dialog box is closed and the process is triggered.

6. (optional) Monitor the progress of the Restore Multiple Objects process in the Process app.