Woody apps

Configuration guide

version 3.3

Woody Outgest   Woody Social   Woody in2it

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Introduction

Woody Technologies offers a unique installer for all products and all deployments.

Enablement of product features and deployment options are based on the Woody license file, required during execution of the Woody configuration wizard.

To learn more about Woody prerequisites and installation procedure, please refer to document **UG2006-WApp 3.3-EN - Woody Apps - Installation Guide**.

From version 3.3, Woody Ingest has been replaced by Woody in2it server.

This document covers the usual configuration operations.

ⓘ   *Upgrades from 3.2 or previous cannot be done. Installation and configuration must be done from scratch. Please contact Woody Technologies support if you need assistance in migrating your existing workflows.*

1. Tabs introduction

- Manager tab allows you to check the health and status of Woody components.
- Setup tab is the tab where you can define the general settings of Woody.
- Users tab allow you to create and manage users for Woody.
- Profiles tab is where you'll create and manage ingest and outgest profiles for Woody according to your workflow.
- Monitoring tab allows to check the status of Woody jobs.
- Logs tab will show you more information about Woody components.

Jump to next pages to get details about each tab parameters.

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2. Manager tab

This tab allows the management of the Woody components, and displays the status of all nodes of the Woody installation.

- The first line controls all the application components of a given node.

- When stopping a script (grey indicator), Woody will complete its current task (scan / analysis/ ingest / outget / check in) before stopping.

ⓘ *By default, the Stop button is visible when the script runs, the button Start appears when the script is stopped.*

If necessary, the shortcut Alt + A displays for each component, the PID and the command line details:

Use the shortcut Alt+U to come back to the normal User mode.

ⓘ *To stop all components of the running Woody application, it is necessary to stop the Woody service through the Windows services console, or to quit Woody in2it through the systray icon.*

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3. Setup tab

Woody setup tab allows you to set up the general settings of the software, such as the number of media processing streams, the logs management, the special characters handling, the watchfolders, the mail server and more.

3.1. Ingest streams configuration

Number of simultaneous ingest streams (maximum 16)

Folder where temporary files will be located during processing

(for Woody in2it only) Default browser used by the app.

For Avid modes - If the number of existing files in the ISIS target foler is higher than this value, Woody automatically creates a new folder for new processed files.

Three log levels are available.

ⓘ *Debug mode will generate a lot of log files, that could affect the performances in some cases.*

3.2. User interface

The choice between French and English impacts the Profiles configuration tab and the user interface of Woody in2it.

3.3. Priority and queues

- You can also define a priority and queue for shorter clips.

Clips shorter than this value will be processed with a higher priority.

3.4. Special characters handling

The rules described below apply:

- To clips naming
- To the target folder names, when they are automatically created
- To the target attributes for Avid modes

The following settings allow you to manage the potential limitations of your production environment.

- **Convert diacritics**: diacritics will be replaced by equivalent non-diacritics characters
- **Convert to uppercase:** All characters used in clips and folder naming as well as in metadata will be forced to uppercase
- **Forbid non ANSI**: All non ANSI characters will be replaced
- **Forbid non ASCII**: All non ASCII characters will be replaced
- **Allow only**: Only the characters present in this field will be allowed. All others will be replaced. If this field is empty, all characters are allowed and the other rules apply
- **Replacement character**: You can define here the replacement character used when the rule above apply

3.5. E-mail notifications settings

You can define in Woody profiles configuration if email notifications are sent after a clip is processed, depending on the result of the processing (success or failure).

▶ Enter your SMTP server details here:
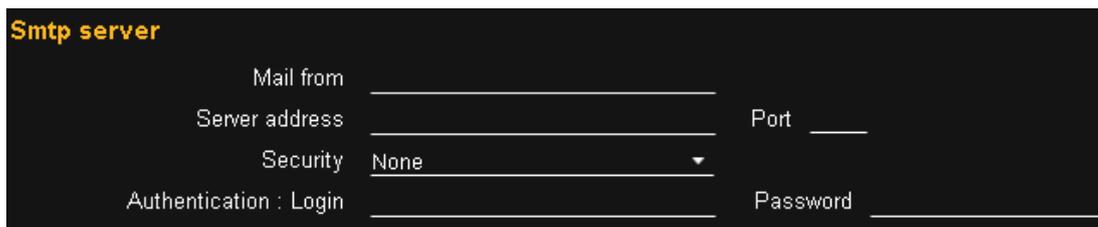
▶ Don't forget to Save your changes.

3.6. Logs management

These sections allows you to:

- Download application logs of the last days. The report includes also configuration files that can help Woody support team.
- Define automatic archive of the logs and temporary files

Logs and config files will be zipped and available for download from your browser.

You can define the specified time when the logs archive will occur every day.

ⓘ *You can observe the archive status in the Logs tab*

3.7. Watchfolders configuration

Woody in2it server and Woody Outgest allow watchfolder configuration.

- **Woody in2it server**

    → You can configure several watchfolders in Woody in2it server setup tab, clicking the New button or copying an existing one.
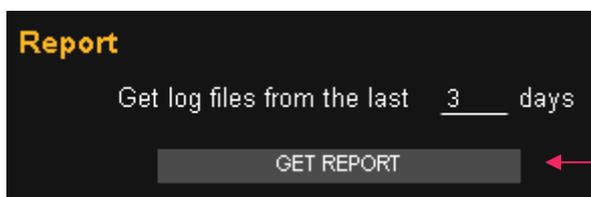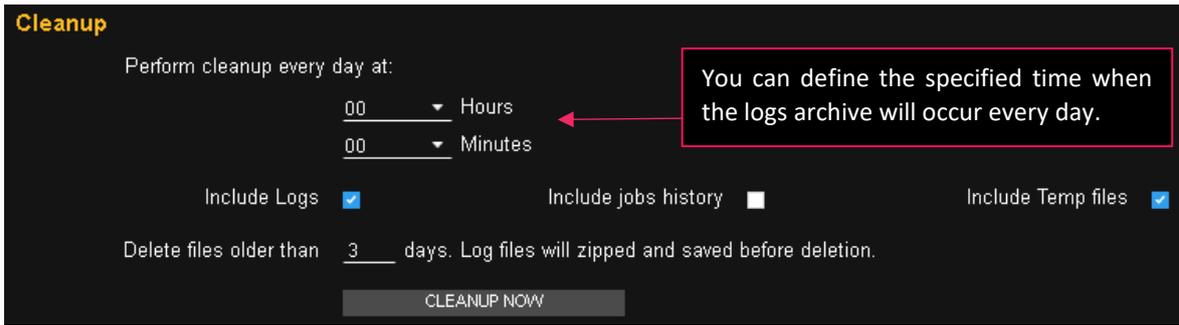
    For each watchfolder, you can configure:

    - Name   It is the watchfolder name that will be displayed in Manager, Monitoring and Logs pages.

    - Ingest Profile Assign one of the profiles previously created (see Profiles tab description). The profile settings will be applied to each file detected in this watchfolder.

    - Mode   The protocol used to reach the watchfolder (SMB, FTP, SFTP…) and its related parameters

    - Watch Timer Interval in seconds between two detections.

    - Safe Usage   Interval in seconds between the time the file has stopped growing, and the time when the process should begin.

    - Delete source files after   Period after which source files processed by Woody in2it server will be deleted from the source folder.

    - Priority Level Priority level for jobs generated by the files detected in this watchfolder.

    - Files extensions filter   Extensions of the files you want to include or exclude from the ingest. Use comma as separator.

    - Files and subfolder names filters Wildcards and commas can be used to add several filters

    - Subfolder depth Folder tree levels in which the application will scan the files to process. Level 0 corresponds to the watchfolder path, the other levels correspond to prospective subfolders. The maximum value is equal, at least, to the minimum + 1

    - Local copy If checked, the remote file will be copied locally before processing. This applies only to SMB locations. For FTP, SFTP or FTPS locations, the source file is always downloaded before processing.

- **Woody Outgest**

    → You can configure the Avid Transcode Services settings and manage Avid Interplay watchfolders in Woody Outgest setup tab.

For each watchfolder, you can configure:

- Name   It is the watchfolder name that will be displayed in Manager, Monitoring and Logs pages.

- Ingest Profile Assign one of the profiles previously created (see Profiles tab description). The profile settings will be applied to each file detected in this watchfolder.

- Watchfolder Interplay folder that will be monitored.

- Interplay WS Interplay Web Services parrmeters.

- Watch Timer Interval in seconds between two detections.

- Autostart This option determines if the watchfolder will automatically start when the WoodyOutgest service starts.

- Reject assets without Video ID   If checked, all assets with an empty Video ID will be ignored. If unchecked, a Video ID calculated by Woody Outgest will be added to the processed assets.

3.8. Woody Social accounts and trends configuration

- **Woody Social**
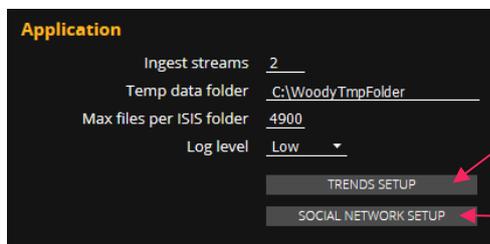
Configure countries to use, to display trends topics in user interface

Configure social networks accounts, to perform searches from the user interface

- In the setup tab of Woody Social you can configure social networks and countries from where you want to display the trending topics.
- You need to configure social network accounts to perform searches from the user interface.
- Woody Social UI will display the trending topics corresponding to the country the user has selected. You can manage available countries in Trends Setup menu. If no country is added, the World trends are available in the user interface.
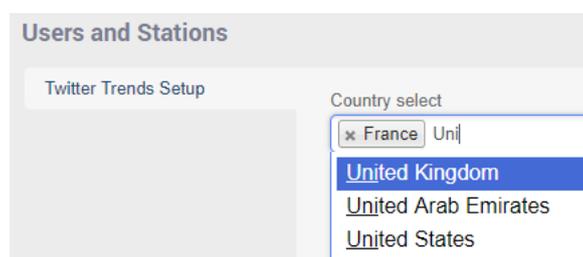
- The social network setup settings allow you to configure Twitter, YouTube and Vimeo accounts that will be use by Woody Social to search content. This configuration is required before you can search content from user interface.
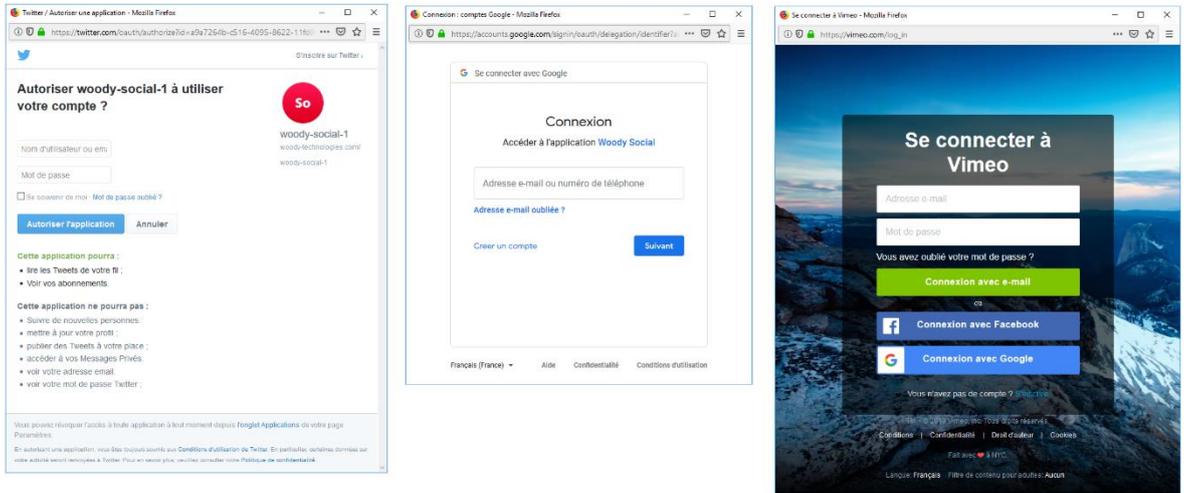
▶ Twitter, YouTube and Vimeo credentials must be filled in these windows. If you don't access these pages, check your browser security, sometimes it block popup window.

After saving, you can see on your socials networks parameters that Woody Social is now authorized to use this account.

This doesn't allow Woody Social to post any content on your socials networks.

You can revoque Woody Social access to your social account from these URL :
• Twitter : https://twitter.com/settings/sessions
• YouTube : https://myaccount.google.com/permissions
• Vimeo : https://vimeo.com/settings/apps
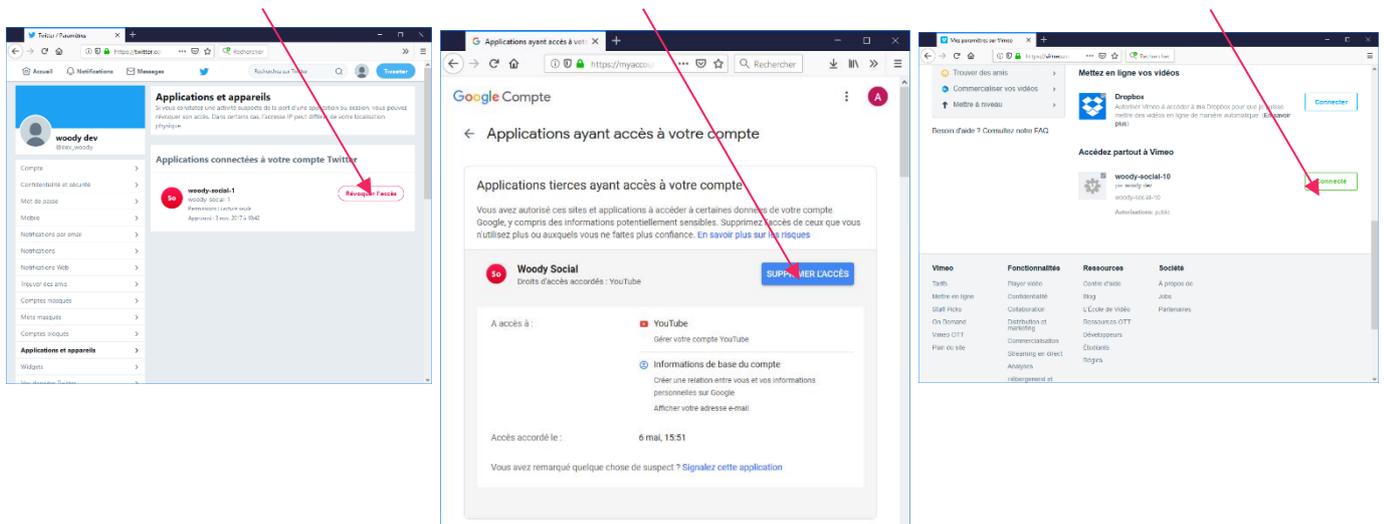
☣ **All components must be started in the Manager tab before completing the Woody Social configuration. Otherwise, you will get an error message when you try to save.**

3.9. Woody in2it volumes handling

Woody in2it contains specific settings for volumes handling.

Browsing and cards handling

Allow files system browsing ☑	Browse multi levels structures ☐	Detect Camera cards insertion ☑	Open browser on card insertion ☑
Show all drives ☑			

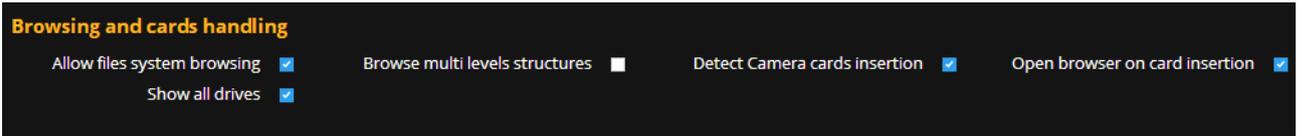- **Allow File system browsing** Allows the user to browse the local filesystem to load folders and cards.

- **Browse multi-levels structure** Enables a group display if several structures are located at the same level of a folder

- **Detect Camera cards insertion** Clips are loaded automatically in the user interface when a card is inserted in a reader attached to the computer.

- **Open browser on card insertion** Camera card insertion will automatically open the browser and load the clips in the user interface.

- **Show all drives** If unchecked, Woody will use the value of the registry key that allows to hide some volumes to the user. This registrey entry is located in HKEY_CURRENT_USER\software\Microsoft\Windows\CurrentVersion\Policies\Explorer.

3.10. Woody Outgest: Interplay|Transcode service configuration

Woody Outgest relies on Avid Interplay|Transcode service to mixdown non-continuous sequences or material in a different source format than the target expected format.

Avid Interplay|Transcode requires a temporary workspace on ISIS/NEXIS and a temporary check-in folder in Interplay, that can be configured in the Setup tab of Woody Outgest.

|	
Avid Transcode Workspace	TEMP
Avid Transcode Checkin Folder	Projects/TEMP_Transcode
Interplay WS - Address	10.22.6.220 User woody Password ••••• Workgroup AvidWG

☝ **Please note that the Production Services hostname must be set in your Interplay Web Services configuration. Please refer to Avid Interplay Web Services documentation.**

3.11. Configure inactivity time for Woody in2it and Woody Social

Woody in2it and Woody Social UX are used to prepare and trigger ingest tasks.
Users must login to the UX page to perform operations.
You can configure the idle time period after which the user will be automatically logged out.

UX setup

auto disconect user if inactive ☑	inactivity period in minutes 20
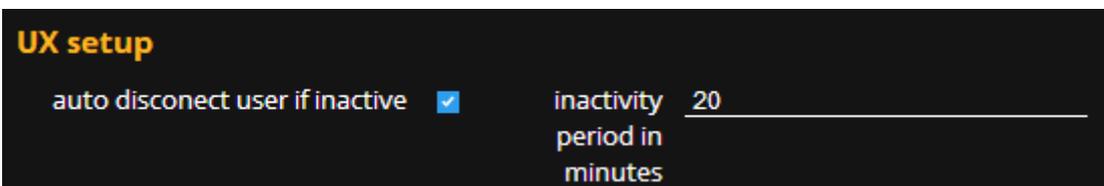
4. Users tab

The users tab allows you to manage authentification within Woody solutions.

In this tab you will be able to:

- Create users groups and users

- Assign ingest profiles to users groups

- Manage permissions

- Bind users management to Active Directory

4.1. Users groups

▶ Creating user groups allows to filter which profiles will be visible by the users assigned to this group

4.2. Users

▶ Users can belong to one or several user groups If no group is selected, the user will belong to all_access group by default.

4.3. Persmissions

▶ Custom permissions can also be created and managed for each kind of users:


▶ Anonymous access can be enabled in the Users menu of Woody in2it and Woody Social. It allows users to access the main user interface without login and password. The configuration pages cannot be accessed without authentication.

4.4. Connections (floating license)

In the Connections menu, you can see all active connections and the number of available seats. This tab is active only for floating licenses.
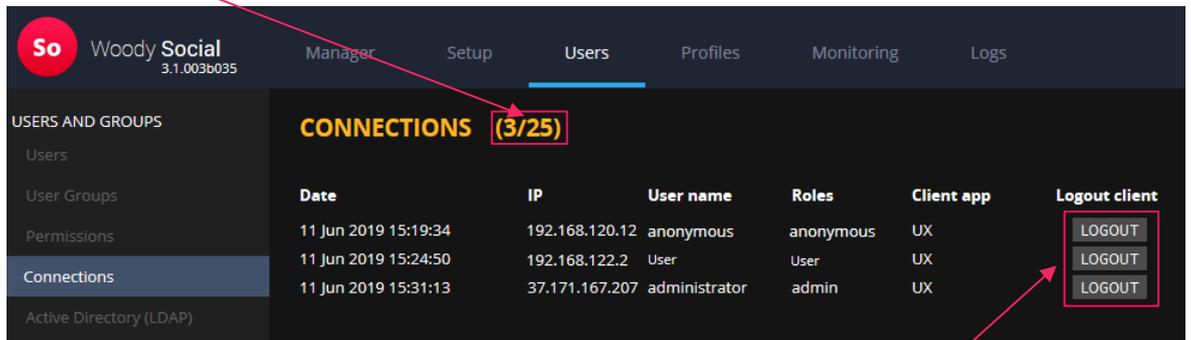
You also have the ability to force a user to disconnect, to release a seat.

4.5. Active Directory integration

The Active Directory menu will allow you to import user account from an AD users group.
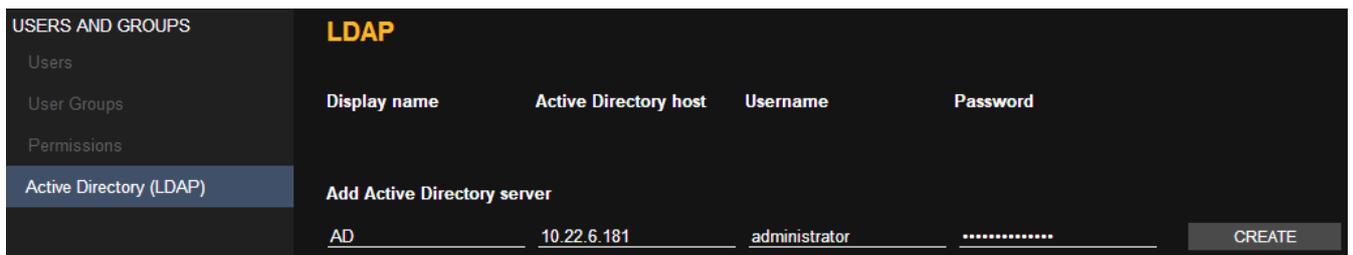
▶ Display name: Name of the Active Directory server

▶ IP: IP of the Active Directory server

▶ Username: Administrator account of your Active Directory

▶ Password: Password of the administrator account.

Once you have created the LDAP settings, you'll be able to import users. To do so, just type the beginning of the group name in the columns "Name group", select the desired group and then select "IMPORT"
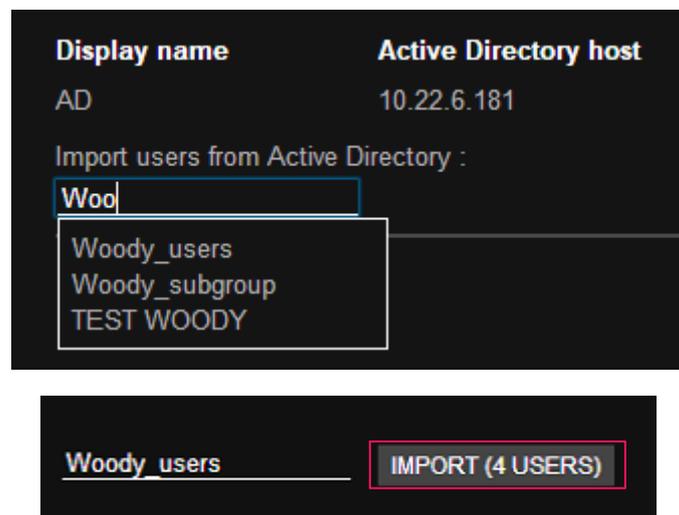
When the import is done, a popup will appear with all accounts name that was correctly imported. You can now go to the users menu and assign permission and groups to your active directory users.

ⓘ *To log in in Woody in2it with active directory users, users may need to type the active directory name, for instance labo.local\woody*
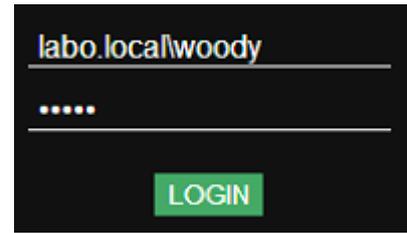
5. Profiles tab

5.1. Profiles tab overview

This tab is divided in 4 to 5 sections depending on the Woody solution:

- **Target**
  - → You can define here the ingest mode, target format, storage and folder.

- **Metadata**
  - → You can create, configure and map the metadata.

- **Naming and grouping**
  - → You can define here the naming rules for target clips and folders.

- **Notifications**
  - → You can define here the notification settings (http, e-mail and file)

- **Automatic cards backup**
  - → Only available in Woody in2it, this section allow you to define a target folder where a full backup of your cards will be droped.

5.2. Profile management

- ▶ Click on the New button to create a profile
- ▶ You can also create it by Copy of an existing profile

Profile Name
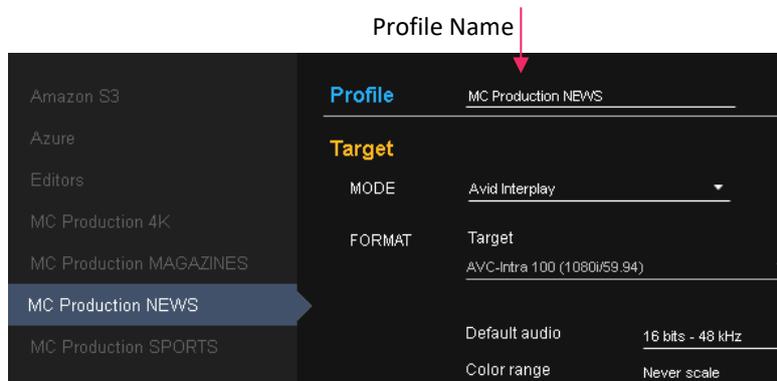
ⓘ *The number of profiles is not limited*

5.3. Target mode settings

Several ingest modes are available:

- **Avid Interplay**
  - → This mode will check-in content in an Avid Interplay database through Avid WebServices. MXF OpAtom files will be created on a NEXIS/ISIS workspace storage.
    Available for all Woody solutions except Woody Outgest.

- **Avid Mediafiles + Aaf**
  - → This mode will generate an AAF file that can be openned into a bin in Avid Media Composer. MXF OpAtom files will be created on a NEXIS/ISIS workspace storage, a network share or a local folder.
    Available for all Woody solutions except Woody Outgest

- **A/V File + Metadata**
  - → This mode will deliver an MXF Op1a, MP4 or MOV file on a shared or local folder (ftp, sftp, ftps, smb, cloud etc…). An XML file can be created along the media files containing all the metadata information from the media/asset. Available for all Woody solutions.

- **Cantemo Portal**
  - → This mode allows you to import your media into the Cantemo Portal Media Asset Management.
    You need PortalScript module for Cantemo Portal to be installed in order to ingest with Woody in2it, Woody Social and Woody in2it server to Cantemo Portal.

- **Backup**
  - → Only available for Woody in2it, this mode allow you to perform a backup an entire structure card to a local or shared folder.

- **Multi-target**
  - → Only available for Woody in2it, this mode allow you use two ingest profiles at the same time to handle multiple destinations. You can use this mode for multi-resolution workflows in Avid environments to generate HiRes and Proxy versions of the same clip.

5.4. Transcoding settings

You can define the target format for content (photo, audio and video). After analyzing the source, the Woody media processing engine will determine if the source files must be transcoded, copied or rewrapped.

> Depending on the source clip format you can set the target format in wich the clips will be encoded, if necessary or it will be rewrapped/copied by Woody media processing engine. In Woody Social, you can only define the target format.

🚨 **Make sure that audio settings are compatible with video settings.**

- You can define the minimal or maximun number of audio tracks. If the source has less audio tracks than expected, silent tracks will be added.

- You can define audio settings for the cases where the source audio in not compatible with Woody formats.

- Rewrap target is available for all broadcast formats supported by Woody

- Audio only and still images processing is optional and can be disabled. .

5.5. Avid Interplay Mode

ISIS/NEXIS target folder path
Syntax: \\serveur\workspace\folder

Interplay target folder
Syntax: folder/subfolder

A sequence can be created for each ingested clip. You can also define the starting timecode for this sequence.

Syntax: IPadresse:port
or   hostname:port

Interplay WebServices Settings

If you choose to enable Edit While Ingest feature, you can define the refreshing rate of the masterclip in Avid Interplay. Note that a low rate can affect the ingest performances.

5.6. Avid Mediafiles + AAF Mode

This mode works in the same way than Avid Interplay, without checking-in clips to Interplay.
MXF files are created on any local or shared storage, and an AAF file is generated for each clip. This AAF file can be easily imported in a bin of your Avid editing software, making the clip available for editing.

Mediafiles target location on the storage
Syntax: \\server\share\Avid MediaFiles\MXF\folder

AAF target folder
Syntax: \\server\share\AAF_folder or F:\folder

5.7. A/V File + Metadata Mode

In this mode, Woody will create an audio/video media file and a metadata file for each clip. Depending on the target format, the target media file can be identical to source, rewrapped to another container or transcoded. You can also configure the format of the metadata file.

This mode is made to ingest files in any production environment.

You can choose the delivery mode among various possibilities.

Media and metadata files target folder
Syntax: \\server\share\Mediafiles_folder or F:\Folder

You can define file extension (xml, json, txt or html) depending on the xsl configuration.

If needed, you can define a xsl transformation file to reformat the metadata.
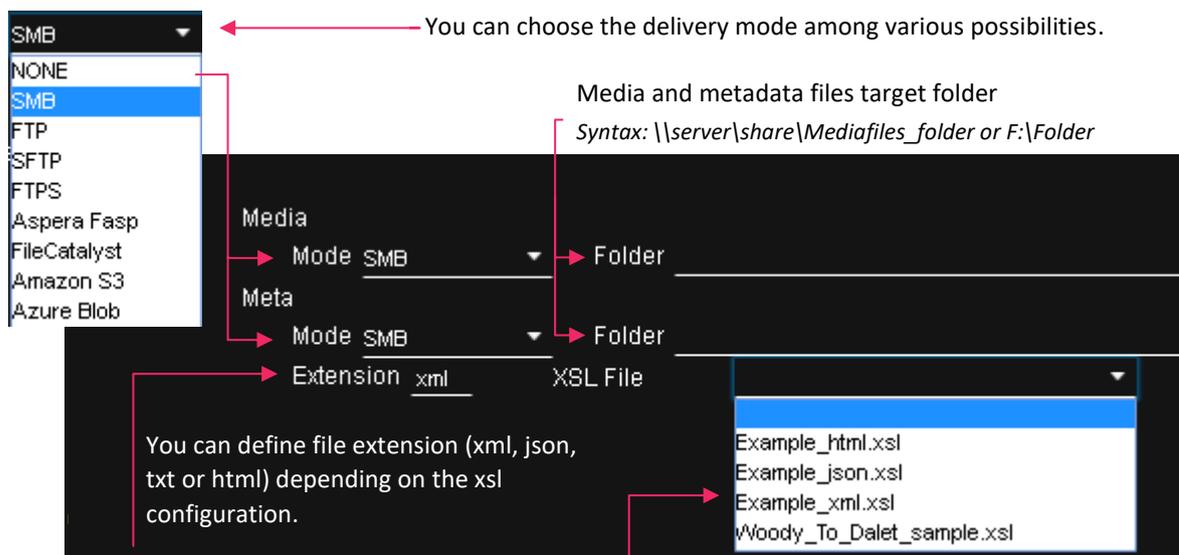
Xsl sample files are available, you can also use your own xsl files putting them in C:\ProgramData\Woody Technologies\Woody {app}\config\userdata.
By default, Woody creates an XML file containing all metadata of the source clip, the job processing and the resulting files.

5.8. Custom Transcoding Setup

You can customize target format as you wish. Those formats will be available in the dropdown list. MXF Op1a and MP4 containers are available.

This is only available for the A/V File + Metadata and Cantemo Portal mode.

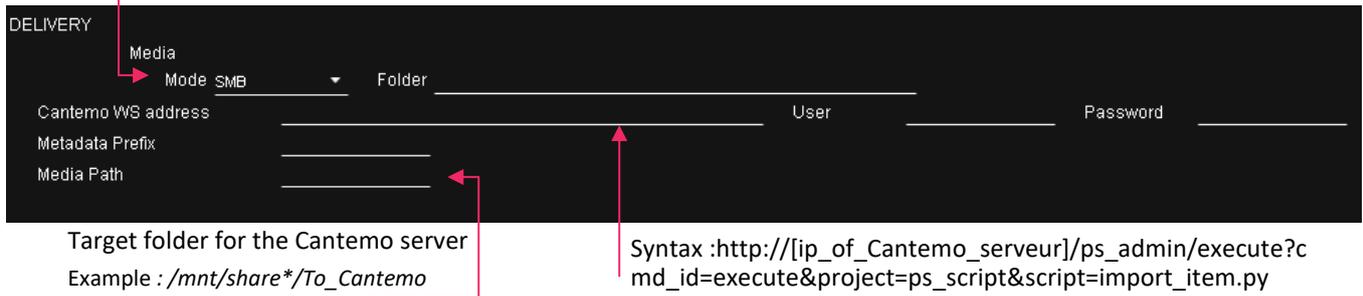The Transcoding setup button allows the creation of new presets.
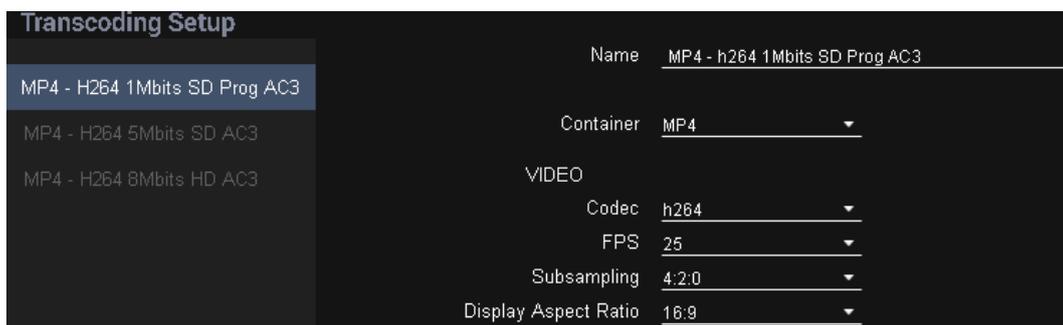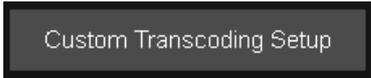
5.9. Cantemo Portal Mode

This mode allows you to import your media into the Cantemo Portal Media Asset Management.
You need PortalScript module for Cantemo Portal to be installed in order to ingest with Woody to Cantemo Portal.

The target storage location defined in the Media section must be shared with the Cantemo server. This target location will be used to store the video files that will be imported.


Target folder for the Cantemo server

Example : /mnt/share*/To_Cantemo

Syntax :http://[ip_of_Cantemo_serveur]/ps_admin/execute?cmd_id=execute&project=ps_script&script=import_item.py

5.10. Backup mode

This mode is only available for Woody in2it.
This mode allows to backup the entire media structures supported by Woody in2it.
The copy is made to the appropriate storage location, in a structured folder tree.

If Checksum is enabled, a Sha1 hash is performed, after the copy, on the source and target to check its integrity.

Syntax: \\server\share\folder
or   E:\Backups

Prefix
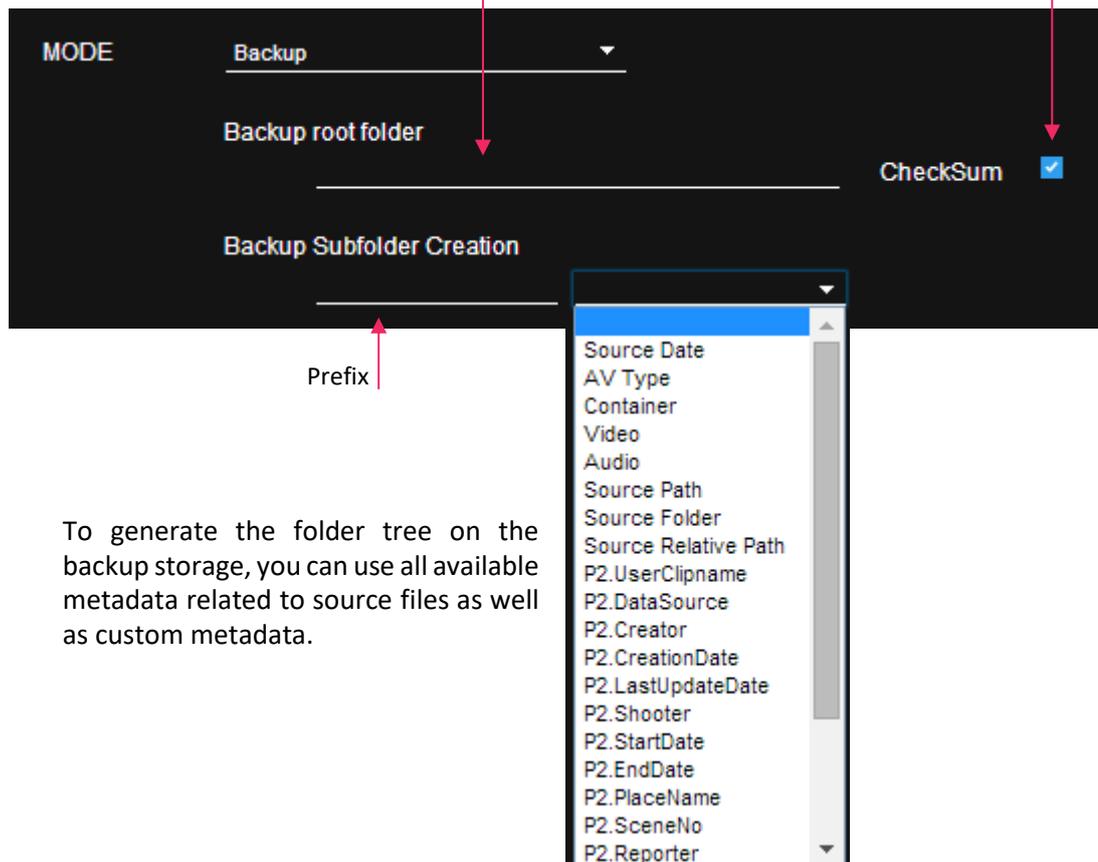
To generate the folder tree on the backup storage, you can use all available metadata related to source files as well as custom metadata.

5.11. Multitarget mode

The multi target mode allows you to ingest the content to different ingest profile at the same time. It is based on the ingest profiles already created.

In this mode, you can define the ingest profile that will be used in the multi target mode.

6. Metadata

Woody solutions can handle metadata from the source media and populate Interplay attribute, Avid Media Composer bin collums, Dalet metadata etc... You can also create custom metadata which will be filled by the users during the process.

Custom metadata is only available for Woody in2it and Woody Social and Woody Outgest with Avid MediaCentral Cloud|UX connector.

In the metadata menu, you can:

- Define which metadata of the source clip will be displayed in the Woody in2it user interface.

- Create custom metadata fields to be filled by the users before ingest, and that can be used in naming and grouping rules.

  ▶ Fill an empty field to create a new custom metadata.

  ▶ Choose the metadata type

  - Free Text field to be filled-in by the user.

  - Static metadata for a fixed value to be used in the naming rule (i.e 'News') or, in Avid Interplay mode, used to always set an attribute to this value.

ⓘ *A static metadata can't be displayed in the user interface.*

  - List metadata for a closed list of values.

   ▶ Click on the "…" opens the following dialog to create or modify the list of values available.
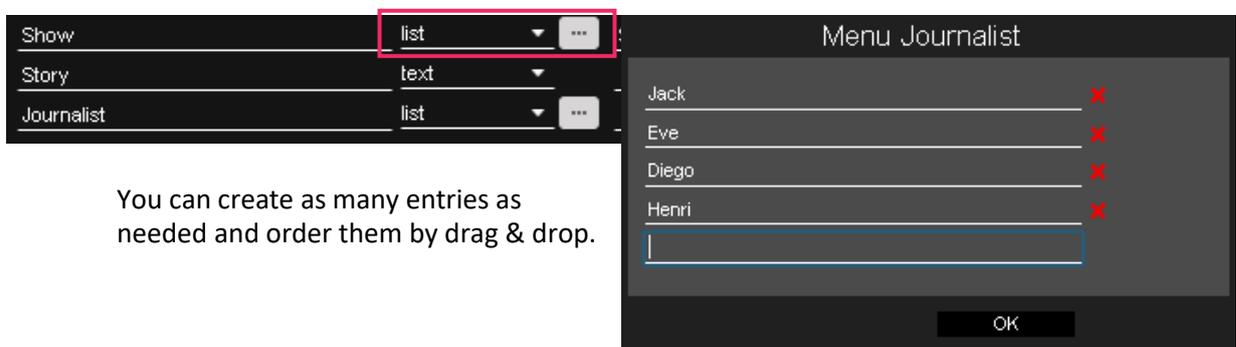
You can create as many entries as needed and order them by drag & drop.

  - External list for a dynamic update of the values based on a csv file. The csv file must be copied in C:\ProgramData\Woody Technologies\Woody {app}\config\external to be available in the selection dialog.

You can also decide if the fields are mandatory or not with the corresponding checkbox.

In some ingest modes (Avid Interplay, Stratus SCS, Cantemo Portal), you can configure mapping of source metadata to target attribute/fields during ingest.
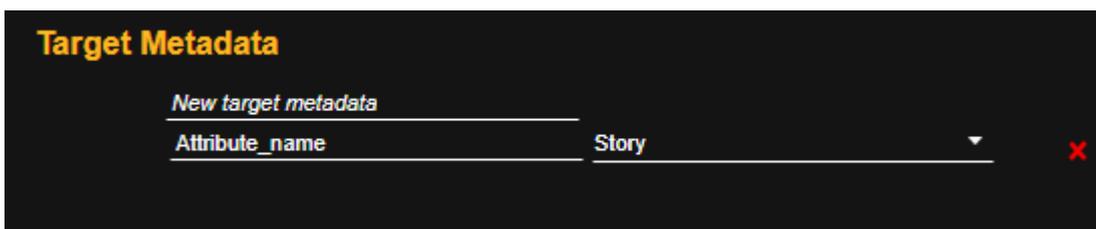
For Avid Interplay, Woody will create the attribute if it doesn't exist in Interplay.
These attributes can be displayed in Avid Interplay clients and in Avid editing software.
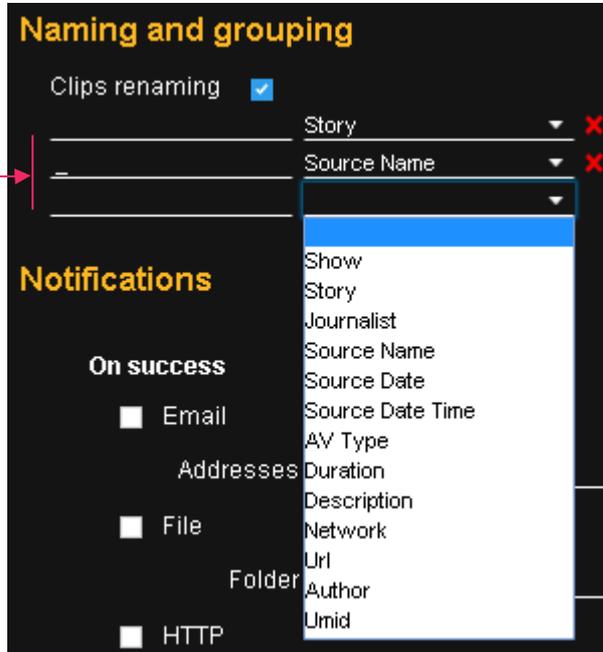
ⓘ   *If the custom metadata are used in naming rules, they should me mandatory for the users. If not, when you save the profile, Woody will make them mandatory.*

7. Naming and grouping rules

Based on metadata, you can define rules to rename clips, create subfolder and for Avid Interplau mode, shotlist and TapeName.

7.1. Clips naming rule

Prefix, suffix and separators (cf. details below)

You can use as many metadata as you need in the naming rule.

They can be chosen in the dropdown list, where the custom metadata are also available.

7.2. Target folders and subfolders rule

The naming rule for target subfolder is defined in the same way than for clips.

Depending on the ingest mode, the folder naming rule allows you to create a complete folder tree from the root folder defined in the Destination part of the profile.

▶ Use a / as separator when you want to create a subfolder

☆ **Special characters / \ : * ? " < > | % & can't be used as separators in the naming rules.**

\ and / are only allowed for creation of subfolders.

7.3. Avid Interplay Shotlist creation and naming rule

In Woody in2it, you can enable the Shotlist creation for Avid Interplay mode to generate a sequence containing all the clips of the ingest job. The sequence is located in the same folder than the ingested clips.

7.4. Tape Name naming rule

In Avid Interplay mode, you can enable the Tape Name creation to dynamically generate a Tape Name attribute based on metadata.

## 8. Post-processing notifications

After the processing of each content, and depending on the result (success or failure), you can configure various notifications.

- Email sending to one or more recipients
- Creation of an XML file in a local directory or distant storage
  - XSL transformation can be applied to get the proper format with the desired metadata
  - Location of custom XSL files: C:\ProgramData\Woody Technologies\Woody {app}\config\userdata
- Http request to an external web service
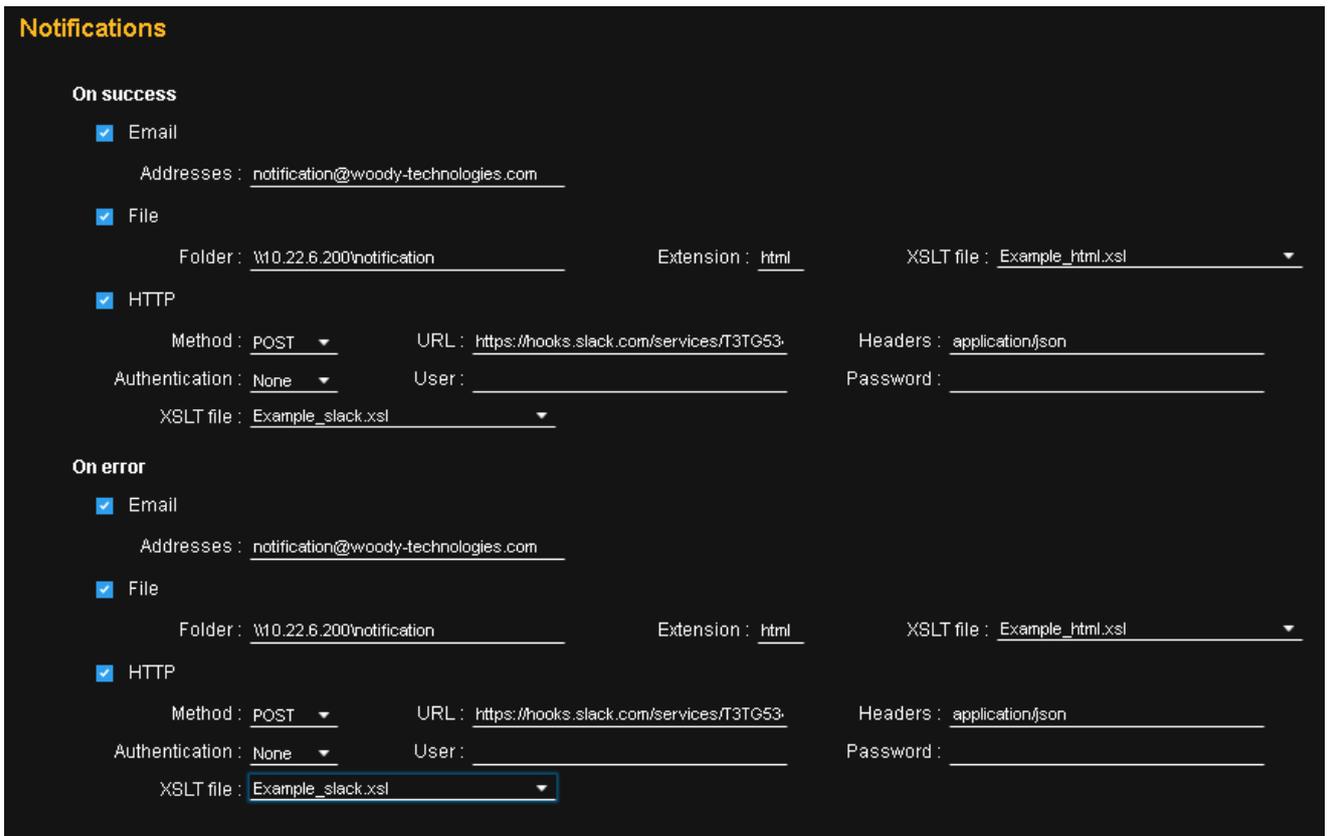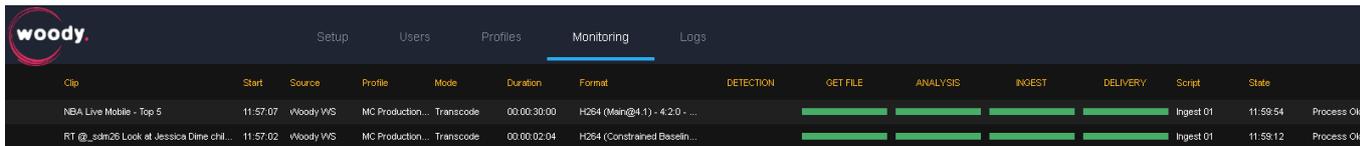

For http requests, you can define:

- Method

- Authentication

- Xsl file used to generate the content of the request
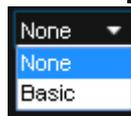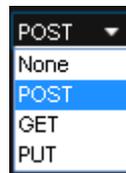
If there is no xsl file set, the standard Woody XML structure will be sent as content of the request.

9. Monitoring and Logs

9.1. Monitoring tab


The Monitoring tab displays for each process:

- The name of the source file

- The profile used for this job

- Dates and hour of the last event

- The status of each step of the process

███████	In progress
███████	In error
███████	Completed
███████	Warning, see in the Logs (§12.2)

- The script involved

You can also stop the running jobs with the **STOP** button.

The top right menu, allows to choose which column to display.

Define if the monitoring refreshes automatically
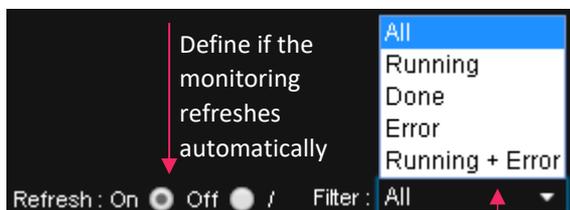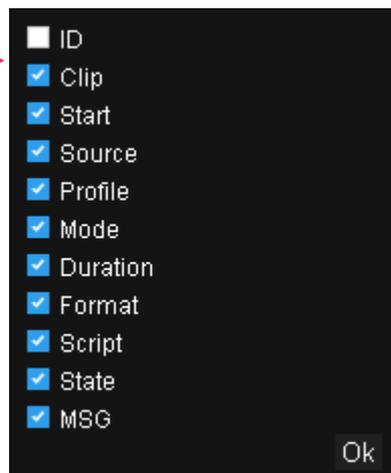
You can apply filters to display only certain jobs.

9.2. Logs

Log files are located in C:\ProgramData\Woody Technologies\Woody {app}\logs on each node of the Woody installation.

ⓘ *In case of issues with Woody solutions, please contact the Woody Technologies support team at support.woody-technologies.com and send the logs report generated from the Setup menu.*

10. Working with Woody API

Woody in2it server and Woody Outgest offers Web Services that allows jobs creation, control and monitoring. Please contact Woody Technologies support or sales team to obtain the API documentation.

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