



# Woody in2it Installation and administration guide

- Introduction ..... 1
- 1. Installation ..... 2
  - 1.1. Technical requirements ..... 2
  - 1.2. Disable USB ports standby ..... 2
  - 1.3. Details for Avid Interplay mode..... 2
  - 1.4. Details for A/V File + Metadata and Backup modes ..... 2
  - 1.5. Woody in2it Installation..... 3
  - 1.6. First Start..... 3
  - 1.7. Start Woody in2it ..... 4
  - 1.8. Update from a previous version..... 5
- 2. Manager tab..... 5
- 3. Setup tab..... 6
  - 3.1. Ingest streams configuration ..... 6
  - 3.2. Audio/video/image file extensions allowed..... 7
  - 3.3. User interface..... 7
  - 3.4. Media volumes handling..... 7
  - 3.5. Special characters handling..... 8
  - 3.6. E-mail notification server settings..... 8
- 4. Monitoring tab ..... 9
- 5. Logs tab..... 10
- 6. Administration..... 11
  - 6.1. Automatic housekeeping ..... 11
  - 6.2. Statistics..... 11

## Introduction

---

Woody in2it is an ingest software dedicated to technicians and reporters back from the field. Its aim is to optimize and make the acquisition of material easier.

Woody in2it is precisely configurable by its administrator:

- customizing the user interface for an appropriate management of metadata
- configuration of ingest formats and conditional transcoding rules
- definition of clips naming rules and destination folders in the production system

## 1. Installation

---

### 1.1. Technical requirements

- Windows 7 - 64 bits and Windows 8
- Minimum recommended hardware: CPU Xenon quad core - 4GB RAM
- Windows Media Player plugin – Installer: WMP 12.0.7xxx. If it is not yet installed on your workstation, you will find it with the [Woodyin2it](#) installer or in the customer area of our FTP server.
- **Chromium** browser: It is included in Woody in2it installer. Chromium will be automatically properly installed *in All users* mode.

#### **Requirements for Avid Interplay mode**

- Isis: from v 1.4
- Interplay: from v 1.2.3
- Interplay WebServices: from v 2.2

### 1.2. Disable USB ports standby

- In the Device Manager, open the properties of all USB bus controllers and uncheck [Allow the computer to turn off this device to save power](#).
- In the [Power options/Advanced settings](#) deactivate the [Parameter of the USB selective suspend](#).

### 1.3. Details for Avid Interplay mode

① *Ingest modes are displayed in the profiles configuration (see separate documentation).*

- Install the ISIS client on the same workstation as [Woody in2it](#). The workstation must have write access onto the destination workspaces.
- The workstation must have access to Interplay WebServices and to the production storage.
- Interplay WebServices can optionally be installed on the same workstation. For more information about Interplay WebServices installation, please to refer to the Avid documentation.

### 1.4. Details for A/V File + Metadata and Backup modes

① *Ingest modes are displayed in the profiles configuration (see separate documentation)*


- If the target folders are hosted on remote storage, they have to be mounted as a network folder

## 1.5. Woody in2it Installation

Ensure that you have the administrator rights on the workstation

① *Afterwards, the use of **Woody in2it** is possible with the different Windows rights, such as the group "Power users".*

→ Run the file [woodyin2itxxx.msi](#) and answer **Next**, **Yes** or **OK** for all dialog boxes.

↳ A shortcut is created on the desktop.  **Woody in2it**

→ Connect the **Woody in2it** dongle to your workstation.

① *If the dongle is not connected, **Woody in2it** will operate in trial mode (Trial version). The ingest duration is then limited to 15 secondes maximum and a prefix "Trial Mode" is added to the clips name.*

*If the dongle is not connected, a message will warn that you work on a "Trial Version".*

💡 **If an antivirus program is installed on the workstation, it is strongly recommended to avoid the real-time scan of connected volumes. You should also configure exclusion rules for the **Woody in2it** installation folder.**

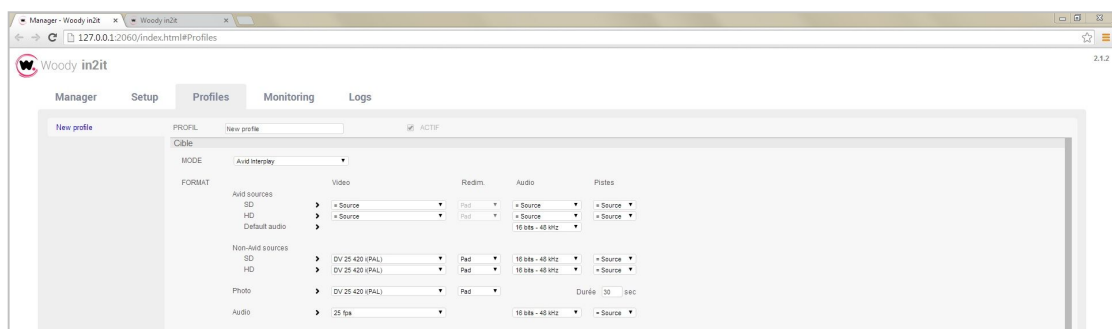
## 1.6. First Start

→ Double click on the desktop icon or **Start Menu / Programs / Woody Technologies / Woody in2it**

① *If the Windows firewall is activated, one or more warnings can be displayed.*

↳ The html page dedicated to **Woody in2it** opens in Chromium and the message "first start" is visible. Wait for the end of this step.

① *The **Profiles** tab dedicated to the configuration of different ingest profiles is described in a separate documentation (**Profiles configuration**).*



- To play videos in the **Woody in2it** user interface, it is necessary to activate the Windows Media Player plug-in on Chromium.

In **Menu / Tools / Extensions**

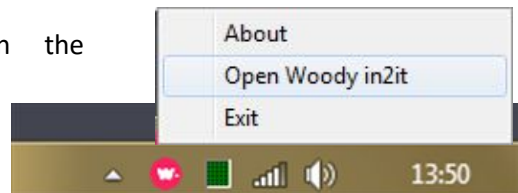
- If the plug-in Windows Media Player Extension for HTML5 is present: Check box **Activated**
- Otherwise, in **C:\Program Files (x86)\Woody Technologies\Woody in2it**, drag the file **wmpChrome.crx** onto the Chromium extension page.  
Ensure the box **Activated** is checked.

If this action is not done, the following message: *Windows Media Player plug-in is necessary to display some elements on this page* will display when you'll try to play a media or a "loading" message will be visible.

- Close this alert message (do not click on **Install plug-in**)

- ↳ The workflow engine running is represented by the following icon visible i the notification bar.

In Chromium, a right click on the icon and on **Open Woody in2it** will open the html user interface page, for a new session.



## 1.7. Start Woody in2it

- To open **Woody in2it** after it was closed or after a workstation reboot.

- Click on the desktop icon



- ↳ The user interface automatically opens in Chromium.
- ↳ The workflow engine is started and the corresponding icon is visible in the notification tray.

① *The repetition of these actions - from the desktop icon or the icon in the notification bar / Woody in2it Open - will open the user interface page and / or will start the engine only if this is not already running. Thus, there are no more instances of the application opened at the same time, or several identical tabs in your browser.*

- To access the administration pages of **Woody in2it**

- In a new Chromium tab, type the following address and « Enter » :

[127.0.0.1:2060/index.html](http://127.0.0.1:2060/index.html)

or

- Use the shortcut **Alt+A** from the user interface. That opens the administration pages in a new Chromium tab.

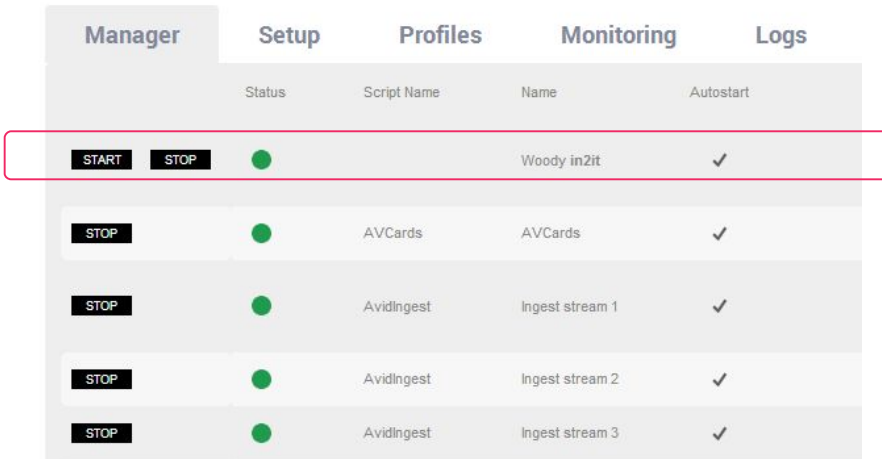
① *It is recommended to create bookmarks in the browser, if the users are authorized to modify the ingest profiles.*

## 1.8. Update from a previous version

- Uninstall the previous version, using the Windows Programs area of the control Panel
- Execute the msi installer, as described above.
- After opening the administration page, go to the Chromium settings and erase all navigation data (Browser cache).
- If they are not displayed automatically, you can import your profiles using the “[Import profiles](#)” button in the Profiles tab.  
By default, imported profiles are disabled. You have to enable and save them for use.

## 2. Manager tab

This tab is the [Woody in2it](#) management interface, it can control components of the application.



Manager	Setup	Profiles	Monitoring	Logs
Status	Script Name	Name	Autostart	
START STOP ●		Woody in2it	✓	
STOP ●	AVCards	AVCards	✓	
STOP ●	AvidIngest	Ingest stream 1	✓	
STOP ●	AvidIngest	Ingest stream 2	✓	
STOP ●	AvidIngest	Ingest stream 3	✓	

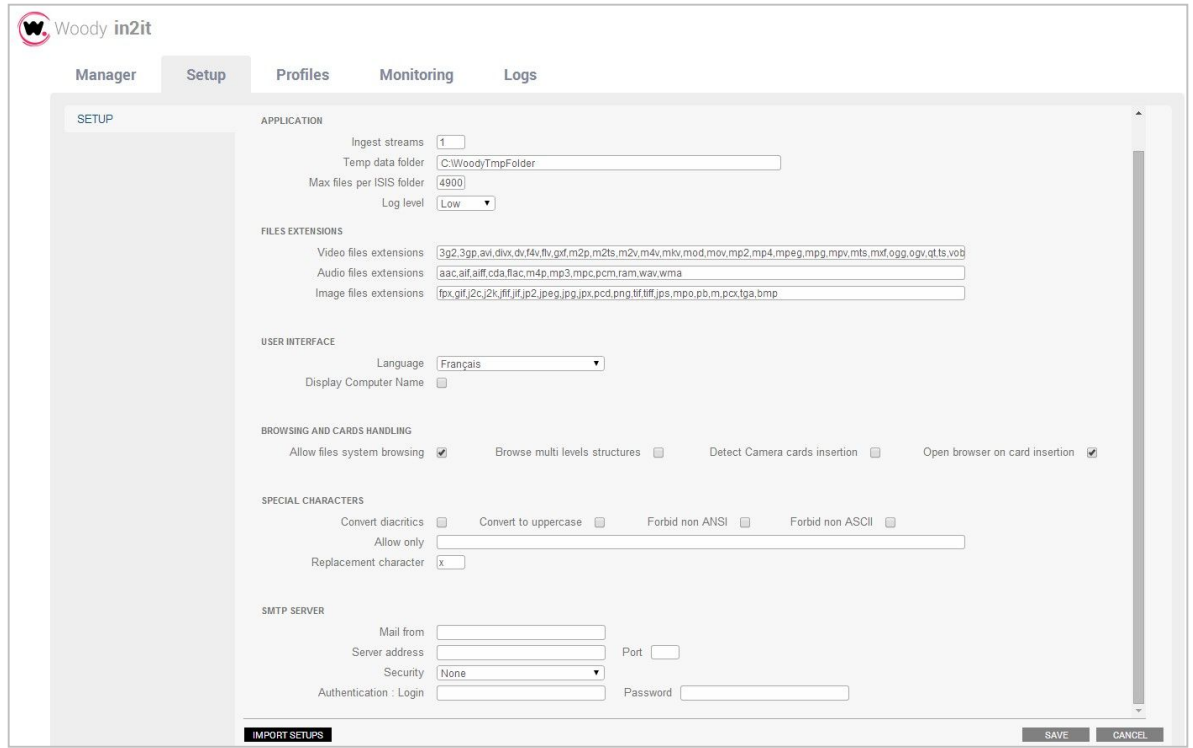
The first line concerns all the application components.

- All listed components are automatically started so the application can work correctly.
- However, when stopping an ingest script, [Woody in2it](#) will complete the current running task before stopping. The status of each processed file is visible in the [Monitoring](#) (see § 5).

① *By default, the [Stop](#) button is visible as the script runs, the [Start](#) button appears when the script is stopped.*

### 3. Setup tab

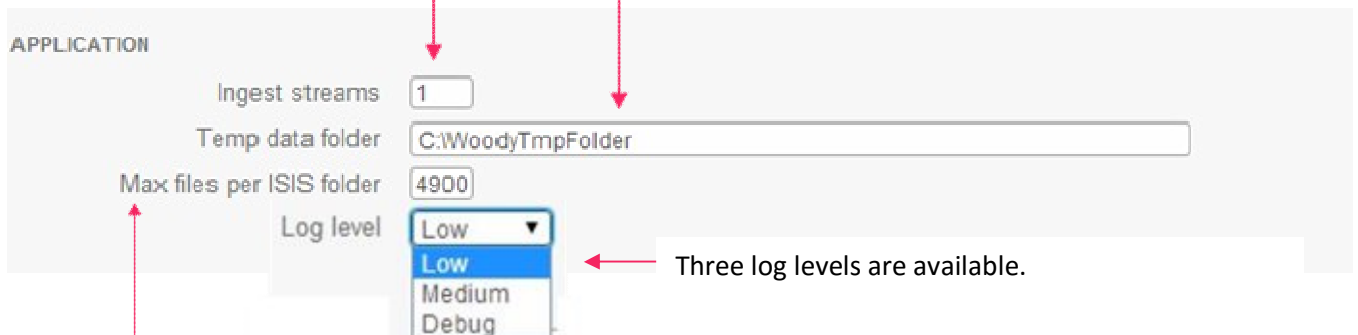
This tab contains on the same page all the general parameters of Woody in2it. The different settings are described below.



#### 3.1. Ingest streams configuration

Number of simultaneous ingest streams (maximum 4).

Woody in2it temporary files location.



For Avid Interplay mode - If the number of existing files in the ISIS target folder is higher than this value, **Woody in2it** automatically creates a new folder for new processed files.

Three log levels are available.

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

### 3.2. Audio/video/image file extensions allowed

**FILES EXTENSIONS**

Video files extensions

Audio files extensions

Image files extensions

By default, a list of supported files extension in **Woody in2it** is set. According to your workflow, you can exclude some extensions by removing them from the list or add a new one, using the coma as separator.

### 3.3. User interface

Language choice (english or french) affects the user interface and the profiles configuration tab (cf. profiles configuration guide).

If checked, the hostname of the workstation will be displayed on top of the user interface.

### 3.4. Media volumes handling

**BROWSING AND CARDS HANDLING**

Allow files system browsing  Browse multi levels structures  Detect Camera cards insertion  Open browser on card insertion

Allows the user to browse the local filesystem to open files.

Allows a group display if several structures are present in the same folder.

Camera cards are automatically detected when they are inserted. Clips are loaded automatically in the user interface.

Camera card insertion will automatically open the browser and load the clips in the user interface.

### 3.5. Special characters handling

The rules described below apply:

- To clips renaming
- To metadata typed by the user
- To the target folder names, when they are automatically created

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

SPECIAL CHARACTERS

Convert diacritics     Convert to uppercase     Forbid non ANSI     Forbid non ASCII

Allow only

Replacement character

- **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.

### 3.6. E-mail notification server settings

You can define in **Woody in2it** profiles configuration if email notifications are sent after a clip is processed, depending on the result of the processing (success or failure). See the profiles configuration guide to know how to use this feature.

→ Enter your SMTP server details.

SMTP SERVER

Mail from

Server address     Port

Security

Authentication : Login     Password

→ Save your changes.



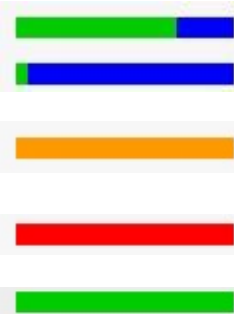


## 4. Monitoring tab

This tab allows to monitor, clip by clip, the status of ingest jobs started for the last two days.

Manager	Setup	Profiles	Monitoring	Logs	State
17.MTS	00:00:58:11	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 1 Ingest running 5/100
16.mxf	00:00:02:04	MPEG2 - 4:2:2 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 1 Delivery Ok (54 frames)
15.MTS	00:00:19:13	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 2 Ingest running 74/100
14.mxf	00:00:02:14	MPEG2 - 4:2:2 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 2 Delivery Ok (64 frames)
13.MTS	00:00:07:17	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 2 Delivery Ok (192 frames)
12.mp4	00:00:30:01	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 1 Delivery Ok (751 frames)
11.mxf	00:00:03:10	JPEG2000 - RGB - 1920x1080 - 16:9 - 25fps - P...			Ingest new 2 Delivery Ok (85 frames)
10.MTS	00:00:43:06	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 3 Delivery Ok (1081 frames)
09.MP4	00:00:10:14	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - Prog.			Ingest new 3 Ingest running 100/100
08.mov	00:00:30:00	DV - 4:2:2 - 1440x1080 - 4:3 - 25fps - BFF			Ingest new 2 Delivery Ok (750 frames)
07.m2ts	00:00:29:01	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 3 Delivery Ok (726 frames)
06.MXF	00:01:37:14	H264 - 4:2:2 10bits - 1920x1080 - 16:9 - 25fps - ...			Ingest new 1 Delivery Ok (2439 frames)
05.MTS	00:00:01:09	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 3 Delivery Ok (34 frames)
04.mp4	00:00:40:20	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - Prog.			Ingest new 2 Delivery Ok (1020 frames)
03.MOV	00:00:11:04	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - Prog.			Ingest new 1 Delivery Ok (279 frames)
02.M2TS	00:00:09:19	H264 - 4:2:0 - 1920x1080 - 16:9 - 25fps - TFF			Ingest new 3 Delivery Ok (244 frames)
01.mp3	00:00:01:07				Ingest new 2 Ingest error: status:500 message:error 0 AMT_COULD_N...

For each clip, the ingest progress and delivery status are displayed.



In progress – the green level indicates the progression. Moving the mouse, the percentage achieved is visible.

The orange warning indicates to check in the Logs (see §6) the reasons of the bad progress of the process

Error – next column describes the type of error. The logs (see §6) give the details.

Ingest / transcoding and delivery are properly completed.

The other columns of the page can be configured as desired, thanks to the menu located on top right of the page.

**i** By clicking on the column headers you change the sort criteria.



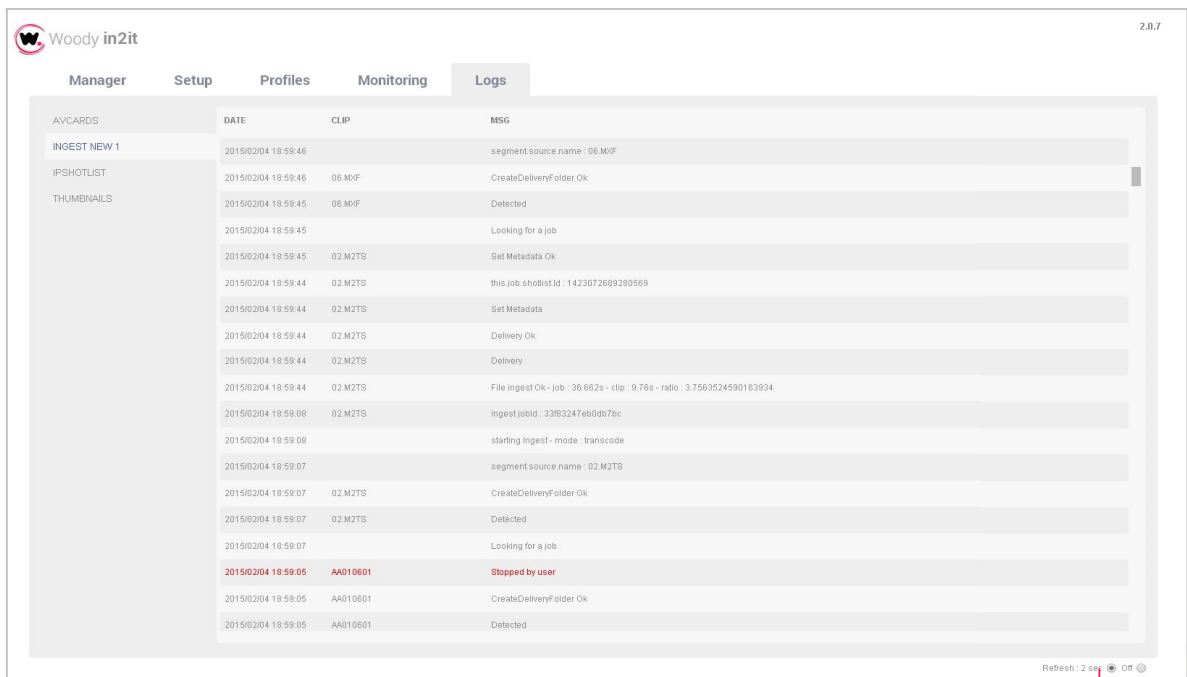
You can choose (bottom right of page) to enable or not the automatic refresh of the page.



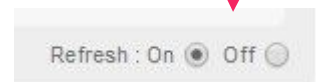
You can also apply filters at display.

## 5. Logs tab

This tab is used to inquire about the logs of **Woody in2it** and helps to find the reason of an error. They can eventually be sent to the Woody Technologies support team. You can find all log files in the folder <C:\ProgramData\Woody Technologies\Woody in2it\log>.



You can define if the logs page refreshes automatically.



## 6. Administration

---

### 6.1. Automatic housekeeping

The temporary folders and files as well as unfinished jobs are automatically deleted when starting the application (C:\ProgramData\Woody Technologies\Woody in2it\tmp).

### 6.2. Statistics

Some job parameters are saved for statistics purposes. The content of the following file can be imported into an Excel sheet. It gives many information about codecs, performed processing and duration of tasks:

C:\ProgramData\Woody Technologies\Woody in2it\DataLog\IntestLog\_YYYYMMDD.log

...

[support.woody-technologies.com](http://support.woody-technologies.com)