

Setting up your personalized demo instance.

We will need to know;

- Who will be the administrator? Who are we helping to set up? A contact who is well versed in the configuration of the facility and has administrative privileges is desirable for this internal testing.
- Are you working on an internal network, external network or both?
- Your schema structure – see below
- Which applications you use. E.g Final Cut Pro, Illustrator, VFX packages.
- Your path to the SAN, or if not, local storage. This is your first check if FPS does not function correctly straight away, it must be correct. See Fig. 1.
- The names of users
- Metadata for tracking progress in status fields e.g In Progress/Finished/Awaiting Graphics.

Some guidance;

- If your instance is a URL, please use Firefox not Chrome – It is quicker and easier to click through. We do not recommend using Safari as currently Apple have disabled Web Start.

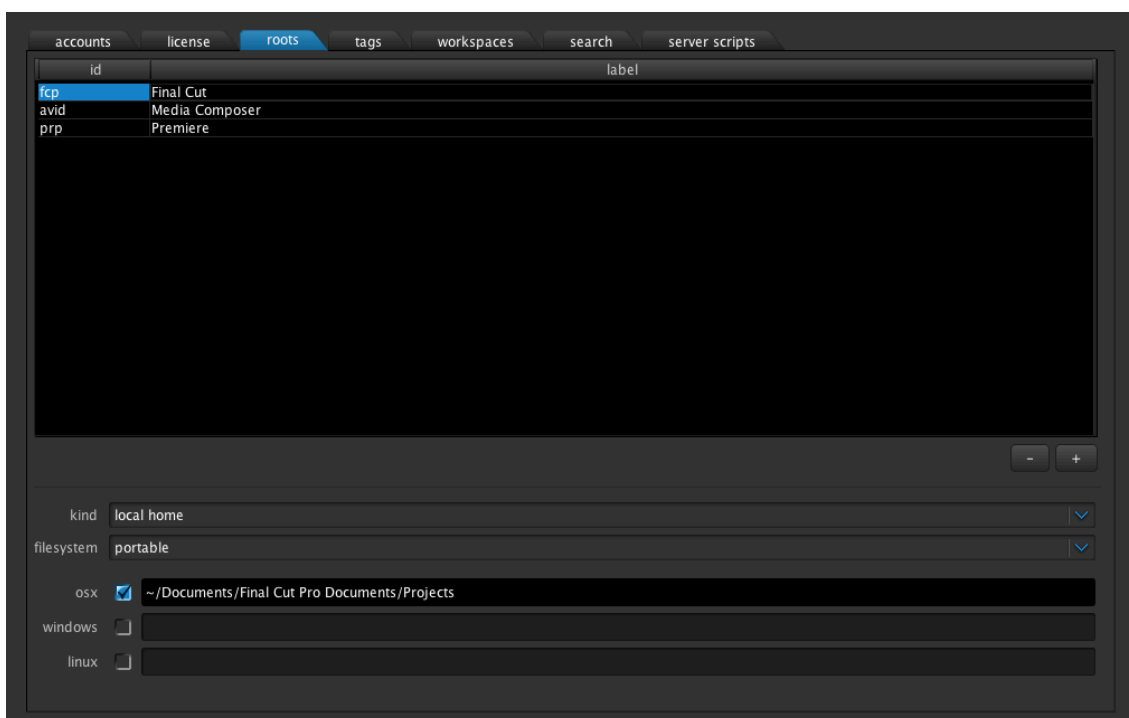


Fig. 1

Planning your personal Schema

Your schema should be based around your own set up and workflow, simply follow your company’s structure (E.g **Department/Show/Subject**) and then some finer details (E.g. **Platform/Format**).

For example; BBC Sports chose this basic schema structure;

Department	Outlet (Event)	Sport
5Live	ATP World Tour - ATP	Football
Football	Australian Open - AUO	Basketball
Multimedia	Breakfast – BRK	Hockey
Olympics	British Masters - BRM	Netball
Sports News	Bulletins - BUL	Skiing
Online	Challenge Cup - CHC	Baseball
TV Sport	Davis Cup - DAC	Swimming

This schema is completely customizable; the number of fields as well as their Labels. These fields will be your drop down menus when you create a portfolio/new project. See Fig. 2

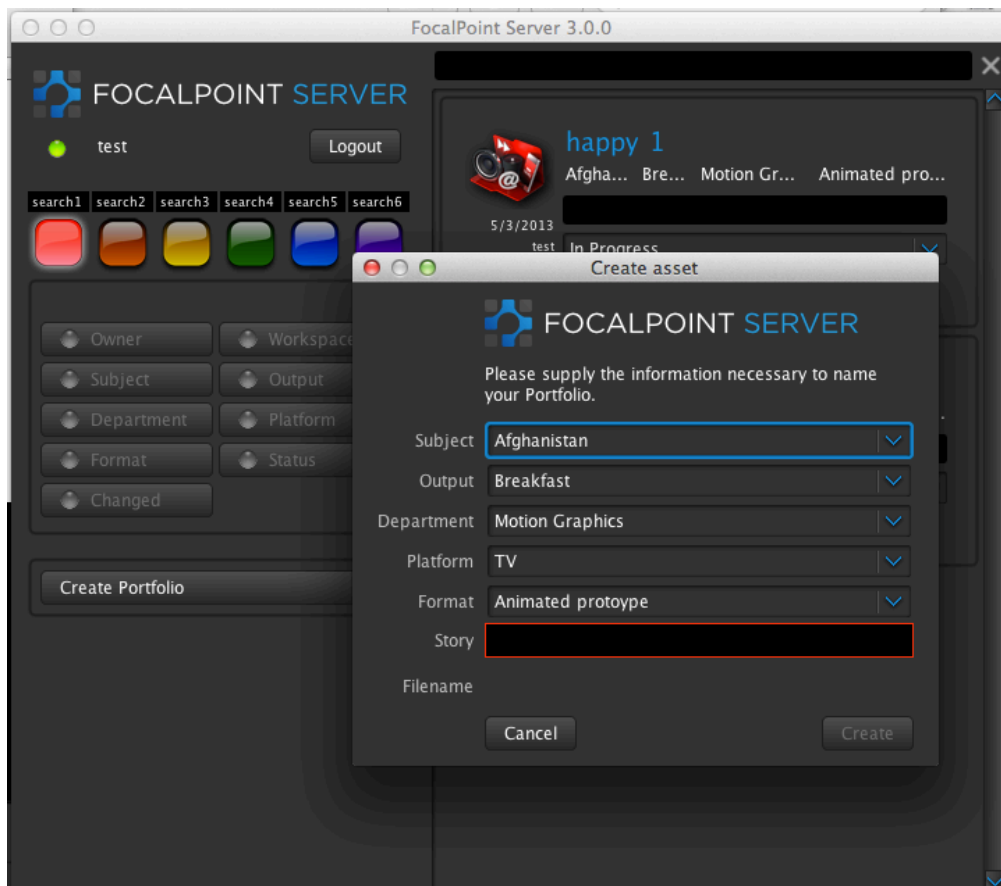


Fig. 2

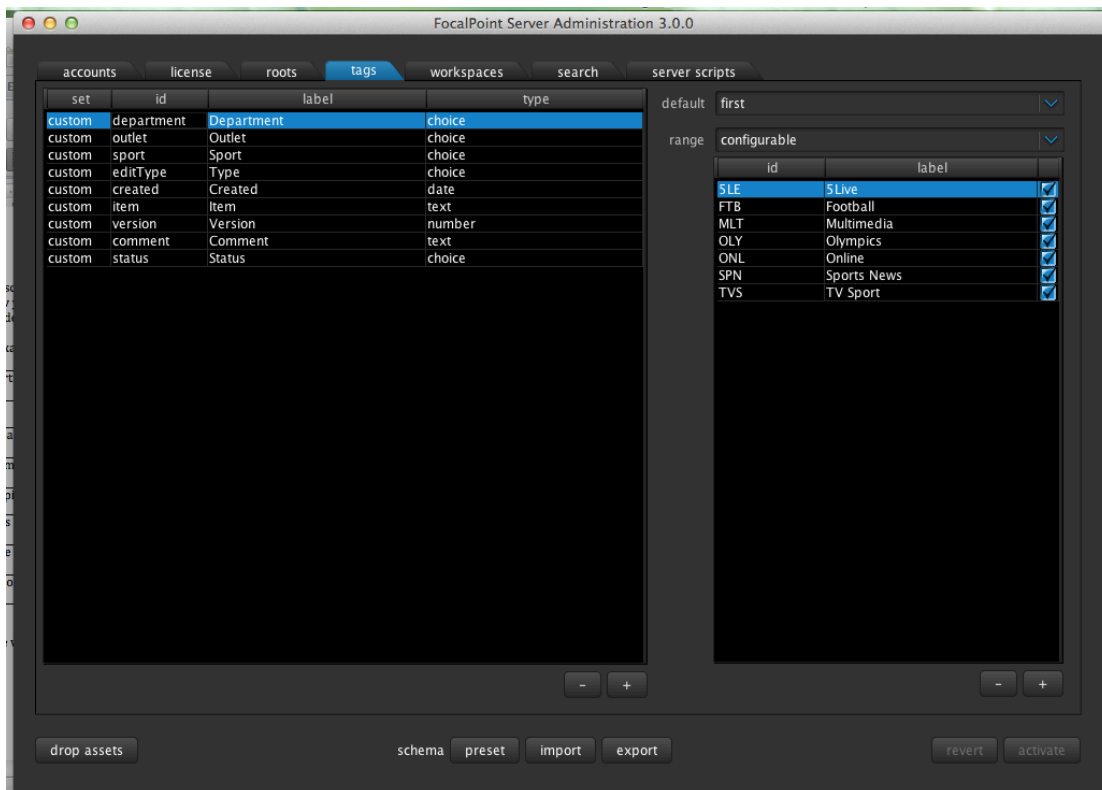
Note that there is only one freeform text field, to avoid too much error opportunity. This schema will also define your search buttons. Note that the number of buttons can also be customized. While **Owner** and **Platform** are common to many workflows, you may wish to change Labels like **Subject**;



Fig. 3

Each Label will have its own three-letter acronym or 'id,' that will make up the file name. (So a 5 Live, Football 1st version piece from Ken will become 5LE_FTB_KEN_v1.fcp) These acronyms must be unique. Duplications mean that the filter systems will accept both duplicates into your search results. Fig. 4 demonstrates where the ids and Labels are edited in the back end.

Fig. 4



Models

Model A:

Model A is based on the default install settings of most applications. ie on a Mac your path would be *local ~/Documents/Final Cut Pro Documents* or *~/Documents/Adobe/Premiere Pro/6.0*.

It targets individual user machines and folders and aggregates them within its database. It can be thought of as a cloud based deployment. It was developed for BBC SPORTS to answer the needs of the BBC workflows during the busy summer of 2012. It was considered a fail-safe plan as in the event of a FocalPoint Server outage, work could continue as normal. In addition the applications own autosave features are still operational.

Model B:

Model was developed for BBC NEWS. It is predicated on a shared storage model and the FPServer creates the folder structures on the SAN and manages file based ingest. It is best demonstrated with a VMWare virtualisation at the client end, which we can provide through talks with your IT department/appointed technical expert.

Your choices

For demonstration purposes we can provide a link to our servers in Munich and demonstrate Model A in action. The advantage to the end user is that this is virtually a zero configuration demo. Run the link on two machines at their facility and they are instantly linked together and can share **Projects** between each other. What we are showing however is the metadata schema of BBC SPORTS. If the end user can send us a schema contained within an Excel spreadsheet we can upload this into FPServer.

Portfolios or Collections are a more advanced model (Model B) within FPServer. It is best thought of as a folder that contains multiple projects that are used to create the final media . These could include Photoshop , Illustrator , FinalCut etc as well as **Project** files. A contact who is well versed in the configuration of the facility and has administrative privileges is desirable for this internal testing to set up or aide us to set up a VMWare image.

We value your feedback, so if anything is not clear, please do not hesitate to get in touch if anything is unclear or if we can assist you in anyway.