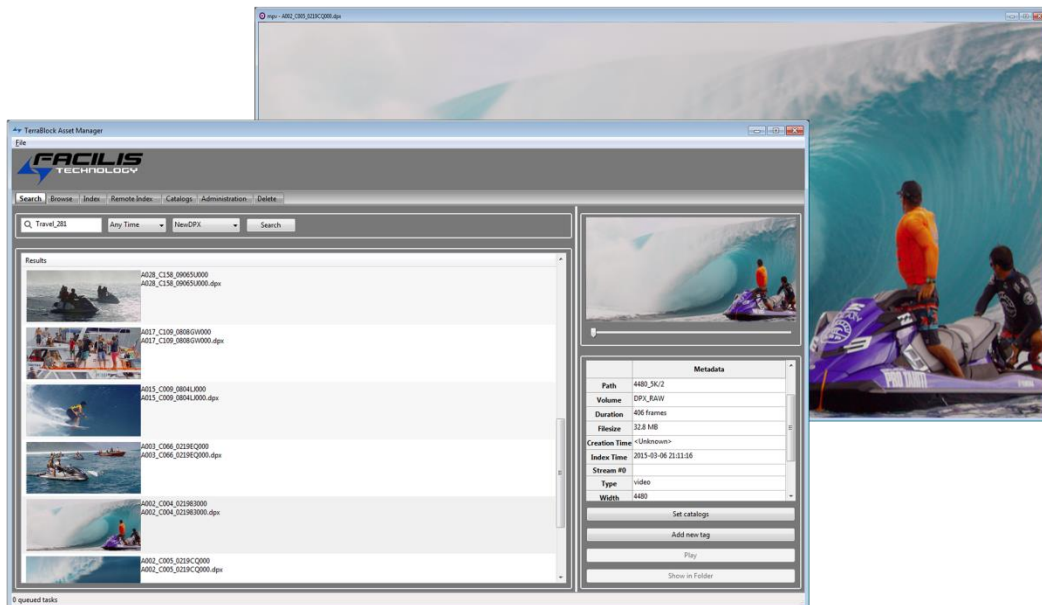




FastTracker

Version 1.0 QuickStart Guide



Overview

The Facilis FastTracker is a server and client application for cataloging, searching and viewing any media type within the Facilis TerraBlock Shared Storage System. This easy-to-use system includes custom metadata tags, per-catalog user permissions, real "Boolean" search capability and incremental indexing functionality. Facilis FastTracker includes a desktop player that supports most popular image formats, including file sequences like DPX and Targa. Even when the edit room is busy, users can browse content, play finished mix-downs for approval, and log shot comments into custom metadata fields.

System Requirements

Server: TerraBlock Version 6.5

Windows Client: Windows 7/8/10 64bit Server 2008/2012 64bit

OSX: 10.9.x/10.10.x/10.11.x

Licensing

You will need to request a license from Facilis to install Facilis FastTracker. You will be asked to provide the TBLicensedata file from your TerraBlock server. The FastTracker software on a new system initially includes a 5 seat license. Each seat is tied to a workstation name. Do not install and launch FastTracker on a workstation that is not expected to be counted among the five initial workstations. Only a restart of the FastTracker service will clear the workstation list.

Installation

The FastTracker Installer includes the Server and Client components. In order to access the FastTracker database from a client workstation, you must have Ethernet access to the server through a static or assigned IP address. TerraBlock clients that do not have Ethernet access to the server (like fibre channel-attached TerraBlock clients) will have to be connected to the same network as the TerraBlock server before launching the client-side application.

Server installation: The first step is to run the FastTracker server installer on the TerraBlock server. This will not require a reboot, and can be done while the TerraBlock server is active.

- Click on the FastTrackerinstaller.exe and the Facilis FastTracker Setup dialog will launch. It is recommended to close all other applications before continuing.
- Click Next. You will be prompted to select "Client only" or "Server and client". Select the "Server and client" option and click Next.
- You can select the location of the server install or leave as default. Click Next.
- The setup is ready, click Install. Click Finish to Exit the Setup.

The service starts automatically, and is listening for connections on port 3000 over any IP address active on the server.

The database and thumbnails folders should be backed-up regularly, as this information is not recoverable without re-indexing all assets.


Windows client installation: The FastTracker client installer can be run at any time on the client workstations. It does not require a reboot.

- Click on the FastTrackerinstaller.exe and the Facilis FastTracker Setup dialog will launch. It is recommended to close all other applications before continuing.
- Click Next. You will be prompted to select "Client only" - click Next.
- You can select the location of the install or leave as default. Click Next.
- The setup is ready, click Install. Click Finish to Exit the Setup
- Launch FastTracker from the Windows Start menu
- In the File menu, select Network Configuration
- Remove localhost, and add the IP address or DNS name of the TerraBlock server.
- Use the name "Admin" and blank password for initial setup

OSX Client installation

- Extract the FastTrackerOSXBeta file onto the desktop.
- Move the mpv application to the Applications folder
- Add the FastTracker Client application to the Applications folder, and shortcut to the Dock or desktop.
- Launch FastTracker from the shortcut or application
- In the File menu, select Network Configuration
- Add the IP address or DNS name of the TerraBlock server.
- Use the name "Admin" and blank password for initial setup

The "File Types" folder contains empty files with popular extensions. These are used to set certain file types to open in MPV, the dedicated FastTracker player. This is important, as not all file types supported in FastTracker will be playable in Quicktime.

 **Only change the file types that you cannot open in Quicktime. Changing file types that are normally associated with Quicktime may change the behavior of some applications.**

To change default application for file types:

- Select the file you want to change association to MPV ("changeme.mts" for example)
- Right mouse, Get Info (or Command-I)
- In the info window, chose Open with: and select MPV (if MPV is not listed, choose other, browse to the Applications folder and choose MPV)
- Once MPV is selected, select Change All... to apply to all of the files of that type.

Client software operation:

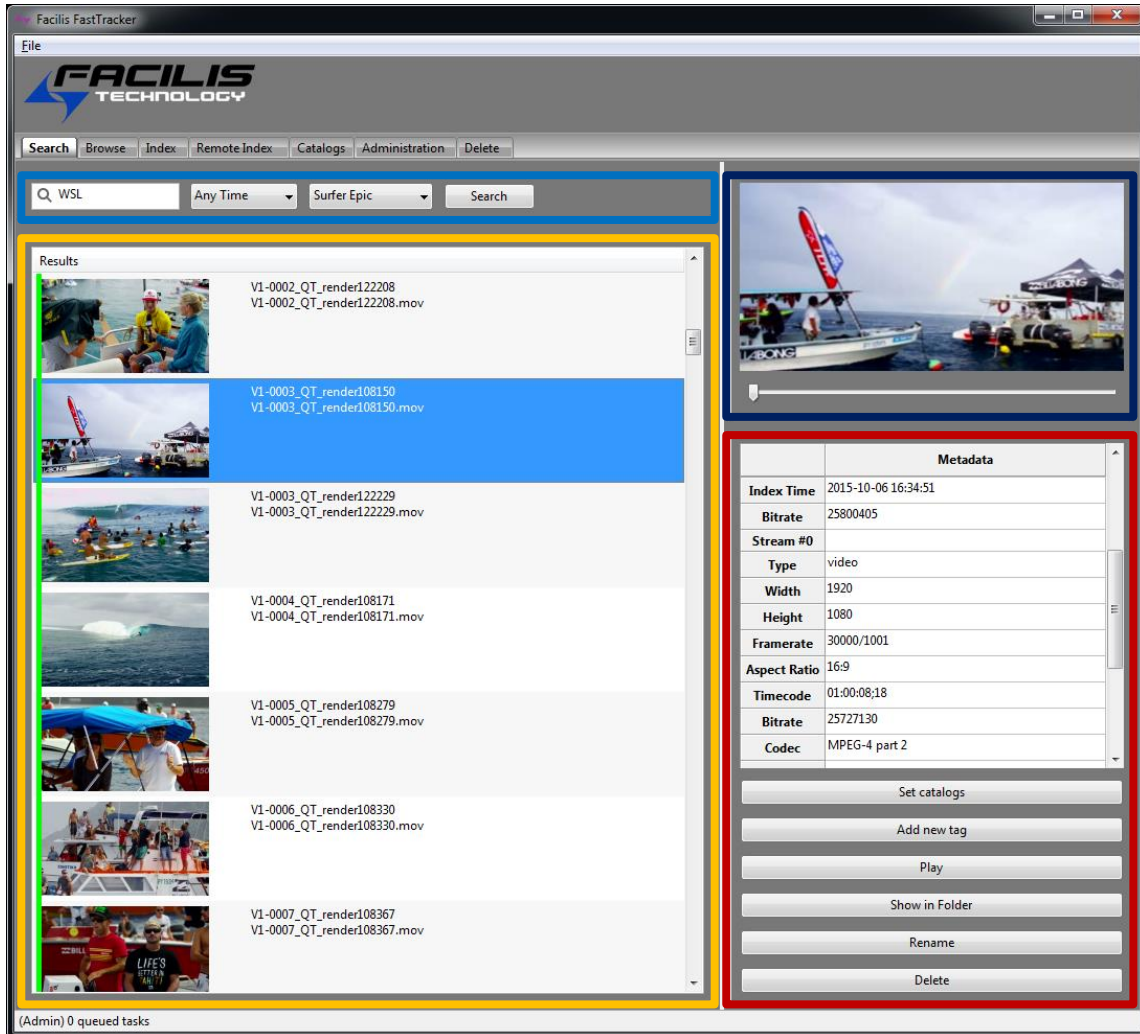
FastTracker is set up with tabs to access different functions in the software. The tabs included in the admin view are:

- | | |
|----------------|------------------|
| • Search | • Catalogs |
| • Browse | • Administration |
| • Index | • Delete |
| • Remote Index | |

The tabs included in the non-admin view are:

- Search
- Browse
- Index
- Remote Index

Search Tab



Search area – Type in a search term to find records. You can use a * after a portion of the search term for wildcard searches. Boolean search is also supported (AND, OR, NOT). This will search all the meta tags, clip name and clip path. The catalog time can be used to narrow down search results (10 min, 1 hour, today, etc.). The catalog to be searched can be set, or left at <select catalog> to perform a global search.

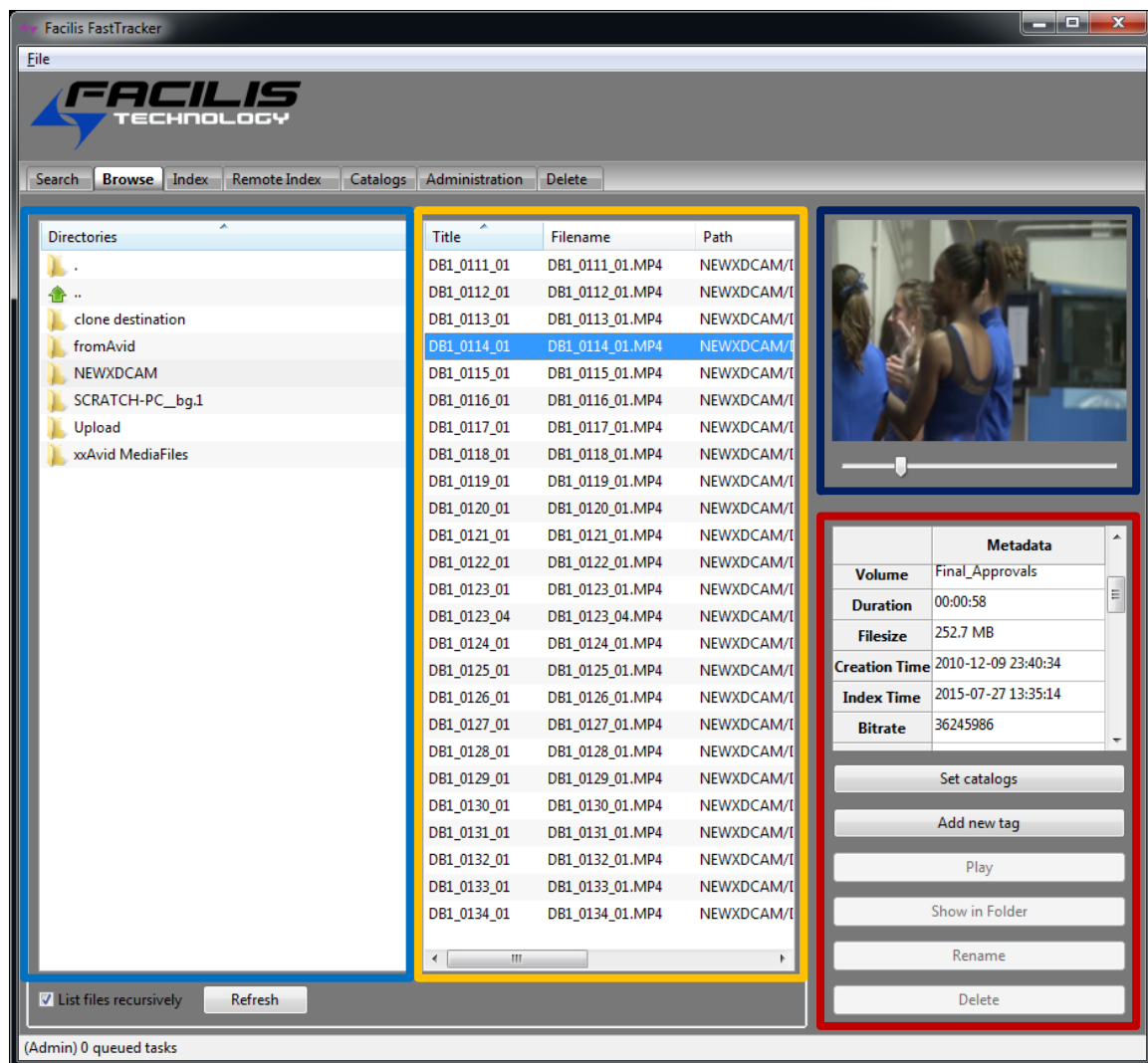
Record display area – Records found in search are displayed with a head frame, clip title and file name. The green or red bar notifies the user whether the clip is available for playback on the local workstation. In order for the clip to be played, displayed in its location, or dragged out of the search window, the source volume must be mounted to the local workstation and bar must be green.


▣ Thumbnail display – The thumbnail(s) for a clip will be displayed here. If the clip is less than 10 seconds long, only the lead thumbnail is displayed. If longer, thumbnails are displayed at variable points in the clip.


▣ Metadata display and function buttons – Here metadata is displayed that was extracted from the clip on index, and any custom metadata added during or after indexing. Functions for clips in the display include:


- **Set catalog:** Add or remove the clip(s) catalog location. A clip can live in multiple catalogs, and each catalog can be permissioned separately.
- **Add new tag:** Chose a new tag from the list of available tags, and immediately enter custom metadata to the clip record.
- **Play:** If the clip location is available (volume is mounted and directory location has not changed), the clip will open in the compatible player (MPV). See the OSX client installation for more information about configuring MPV.
- **Show in folder:** If the clip location is available (volume is mounted and directory location has not changed), the source directory will open.
- **Rename:** The user can rename the clip here to maintain the database link. It is not recommended to rename clips after indexing outside of FastTracker.
- **Delete:** Select one or more clips to mark as inactive and remove from existing catalogs. The records now can only be seen in the Delete tab.


Browse Tab



 **Browse area** – In this window you can navigate the paths to indexes files. The green arrow “..” goes up one level, and “.” selects the root level. If the root level is selected, and “List files recursively” is selected below, all records below the root level will be displayed.

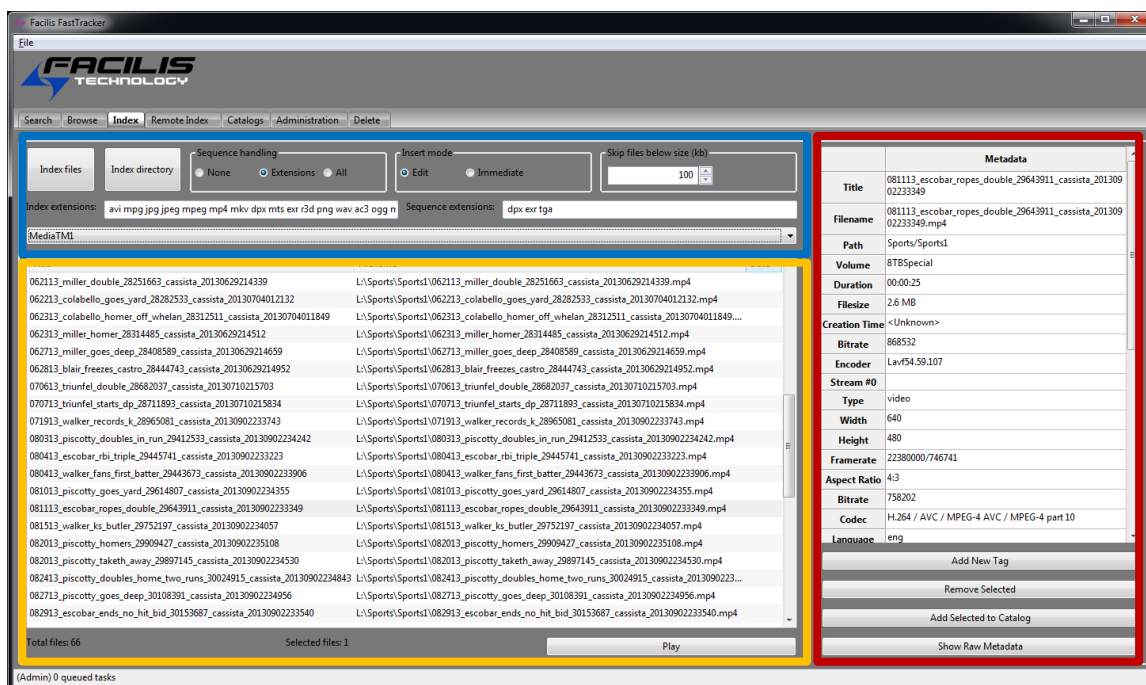
 **Record display area** – Records found in search are displayed with clip title, file name and path. In order for the clip to be played, displayed in its location, or dragged out of the browse window, the source volume must be mounted to the local workstation.

 **Thumbnail display** – The thumbnail(s) for a clip will be displayed here. If the clip is less than 10 seconds long, only the lead thumbnail is displayed. If longer, thumbnails are displayed at variable points in the clip.

 **Metadata display and function buttons** – Here metadata is displayed that was extracted from the clip on index, and any custom metadata added during or after indexing. Functions for clips in the display include:

- **Set catalog:** Add or remove the clip(s) catalog location. A clip can live in multiple catalogs, and each catalog can be permissioned separately.
- **Add new tag:** Chose a new tag from the list of available tags, and immediately enter custom metadata to the clip record.
- **Play:** If the clip location is available (volume is mounted and directory location has not changed), the clip will open in the compatible player (MPV). See the OSX client installation for more information about configuring MPV.
- **Show in folder:** If the clip location is available (volume is mounted and directory location has not changed), the source directory will open.
- **Rename:** The user can rename the clip here to maintain the database link. It is not recommended to rename clips after indexing outside of FastTracker.
- **Delete:** Select one or more clips to mark as inactive and remove from existing catalogs.

Index Tab



Index Selector – There are two ways to locally index files, direct file probe or directory probe. When indexing files, none of the extension filters below are used. When indexing a directory, the filters for file types are used, only displaying files that match the Index Extensions. Sequence handling extensions determine which file types will be seen as single files if a number of frames are named sequentially. The options are:

None – No sequential files will be combined into single files for cataloging


Extensions – Only sequential files of the type in Sequence Extensions will be combined as single files for cataloging.


All – Every sequential file type allowed in either extension list will be combined as single files for cataloging

Insert Mode – This will determine if all indexed files are added to the catalog immediately, or if the index display will appear, waiting for the user to select which files to add to the catalog.

Skip files below size – this selector allows the user to avoid cataloging very small files that are not likely to be needed. Thumbnails, resource images, etc. can number in the thousands and should be avoided during indexing.

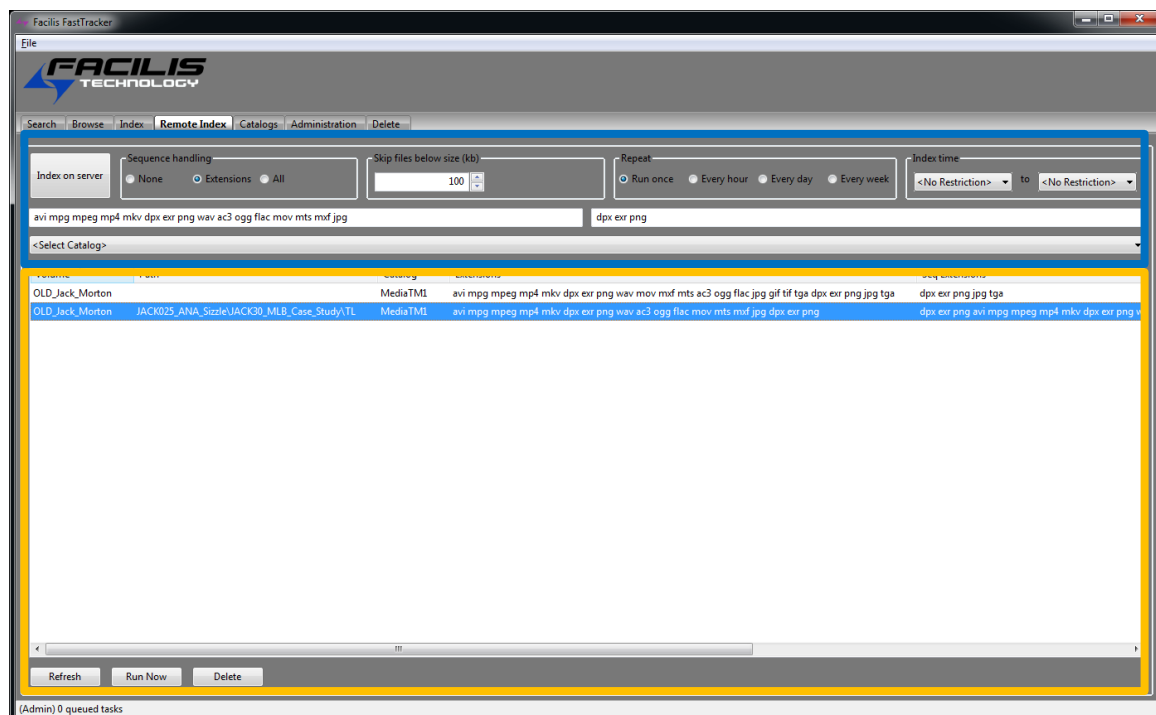
The catalog selection area determines where selected files will be cataloged.


 **File display area** – Files found after navigating to the directory or file set to be indexed are displayed with clip title, file name and path. Select files here or select all (control/command-a) to activate the function buttons. Play individual clips here in the player (MPV or VLC).

 **Metadata display and function buttons** – Here metadata is displayed that was extracted from the clip on index, and any custom metadata added. Functions for clips in the display include:

- **Add new tag:** Chose a new tag from the list of available tags, and immediately enter custom metadata to the clip record.
- **Remove Selected:** This removes any selected clips from the display area.
- **Add Selected to Catalog:** Any selected clip will be added to the catalog selected above the file display area.
- **Show Raw Metadata:** This displays the raw metadata for the clip, including any information that is not captured during the index process.

Remote Index Tab



 **Index on Server Selector** – After selecting the directory to be indexed and cataloged, the process will start immediately. When indexing a directory, the filters for file types are used, only cataloging files that match the Index Extensions.

Sequence handling - determines which file types will be seen as single files if a number of frames are named sequentially. The options are:

None – No sequential files will be combined into single files for cataloging

Extensions – Only sequential files of the type in Sequence Extensions will be combined as single files for cataloging.


All – Every sequential file type allowed in either extension list will be combined as single files for cataloging

Skip files below size – this selector allows the user to avoid cataloging very small files that are not likely to be needed. Thumbnails, resource images, etc. can number in the thousands and should be avoided during indexing.

Repeat – This allows the user to select the frequency of indexing

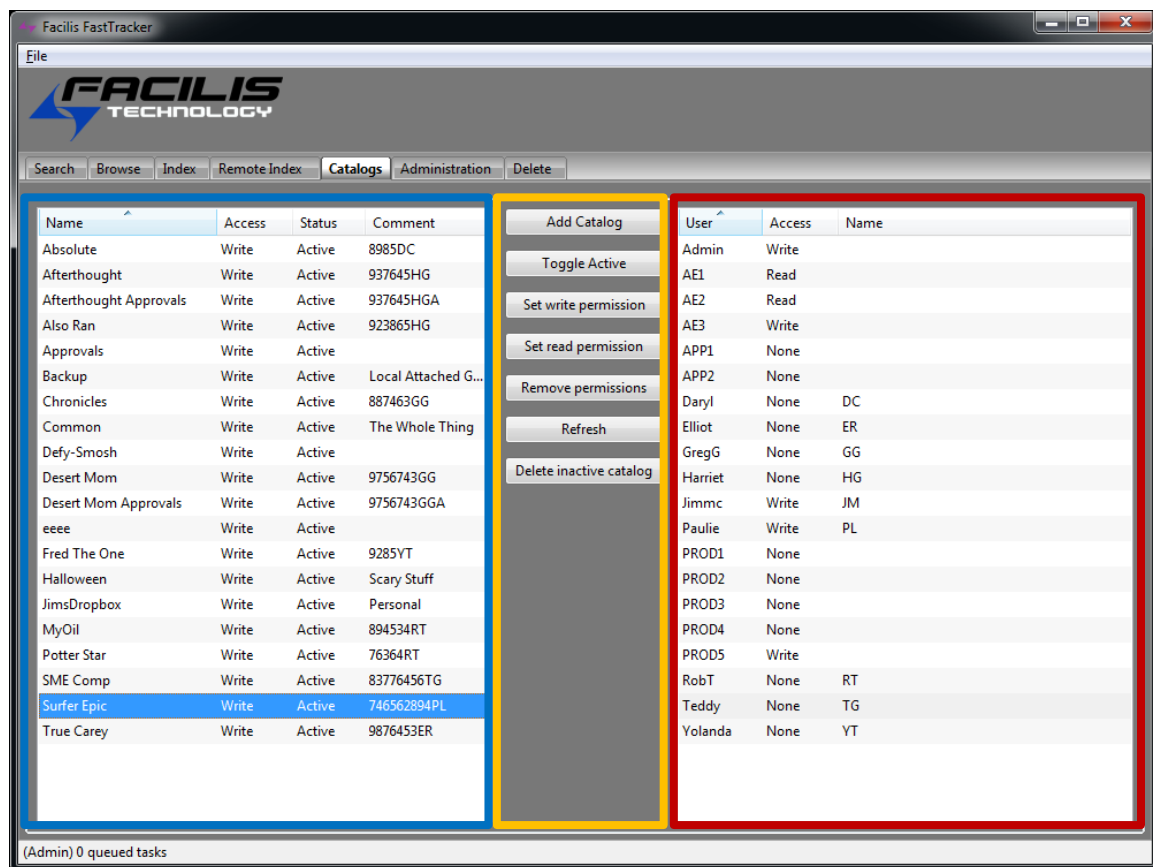
Index Time – Indexing on a schedule, excluding certain hours can keep the server from being tasked with large cataloging sessions during the critical part of the day, for example when outputs, QC sessions or supervised screenings are occurring.


The catalog selection area determines where selected files will be cataloged. In order to index on TerraBlock server, a catalog must be selected first.

 **Remote index display area** – Any directories selected for remote index will appear here, with the directory volume and path; selected catalog; extension filters; current state; interval; last time tried and if successful, last run. Only a 1 hour (3600 seconds) interval is available.

Refresh brings the latest remote index schedule into view. Run now allows the user to start the index outside of the interval schedule. Delete removes the index schedule from the list. The records already cataloged are not removed.

Catalogs Tab (Admin user only)



 **Catalog List** – Catalogs are displayed here, with the current user's access (currently Admin is logged in with write access to all catalogs), status (active or disabled), and comment.

 **Catalog Function Buttons** - These include:

Add catalog: Admin users can create catalogs, and give them a description. The user that creates the catalog has Write permission by default.

Toggle Active: This allows the Admin to disable a catalog so it can no longer be used, but still exists. No records are removed by disabling a catalog, but records cannot be viewed in search or browse and are added to the delete list, as active records.


Set Write Permission – Select a catalog and add users that can index to, and change metadata within the catalog.

Set Read Permission – Select a catalog and add users that can only search and view records in the catalog.

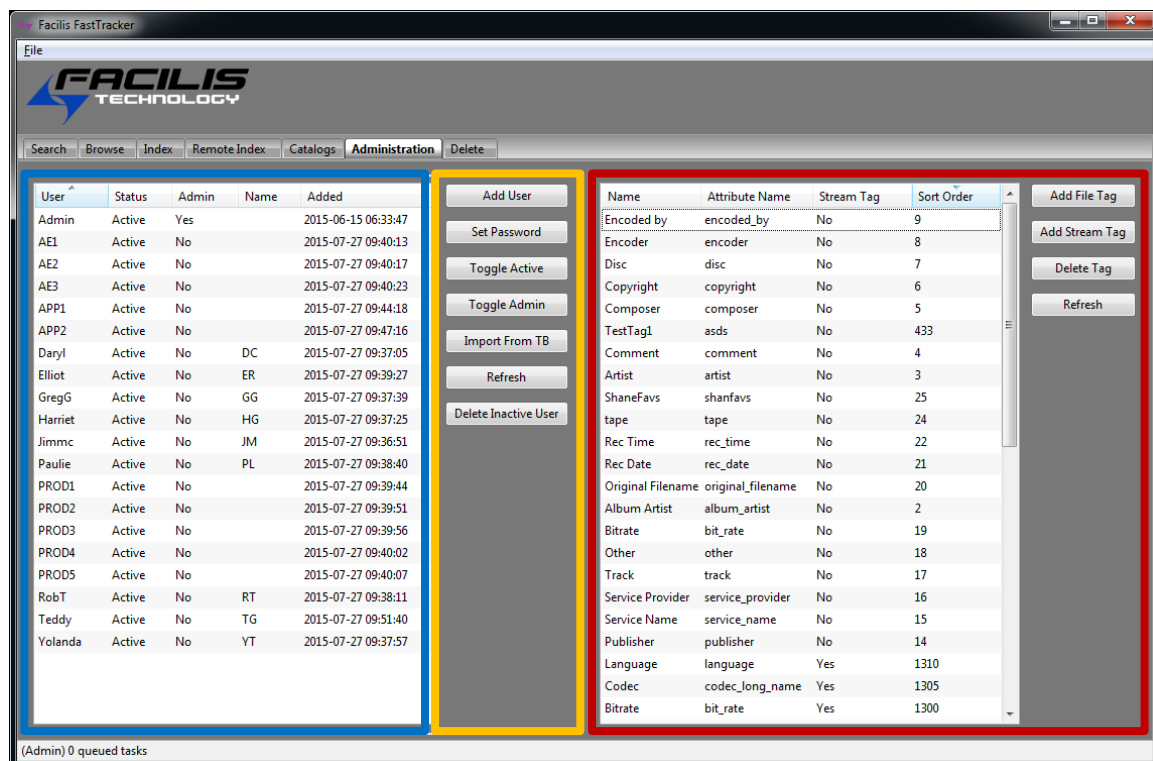
Remove Permissions – Select users and remove their permissions to a catalog.


Refresh – Update the lists with any new information added elsewhere since the window was opened.

Delete Inactive Catalog – after deactivating a catalog, remove it from the list. The records in the catalog are active, but can only be viewed in the delete tab.

 **Catalog Permissions List** - When selecting a catalog, the user list populates and shows the permissions for each user on the catalog.

Administration Tab (Admin user only)



 **User List** – Users are displayed here, with the current status (Active or Disabled) Admin level (Yes or No), description and time created.

 **User Function Buttons** - These include:

Add User: Admin users can create users, and give them a password and description.

Set Password: This allows the Admin to set the user password after creation. This can also be changed by the user after logging in.


Toggle Active – Select a user and set to disabled or active. If disabled, that user is not able to log in.

Toggle Admin – Select a user and set to admin or back to normal.

Import from TB – Import user list from the TerraBlock on which the FastTracker server is operating.

Refresh – Update the lists with any new information added elsewhere since the window was opened.

Delete Inactive User – after disabling a user, remove them from the list.

 **Tag list** – This is the list of tags that can be applied to a record. Many of these tags are populated automatically when indexing a file. The remaining tags are available when selecting "Add New Tag" in the Index, Browse or Search tab. Tag function buttons include:

Add File Tag: Add a new tag that will be related to the file.

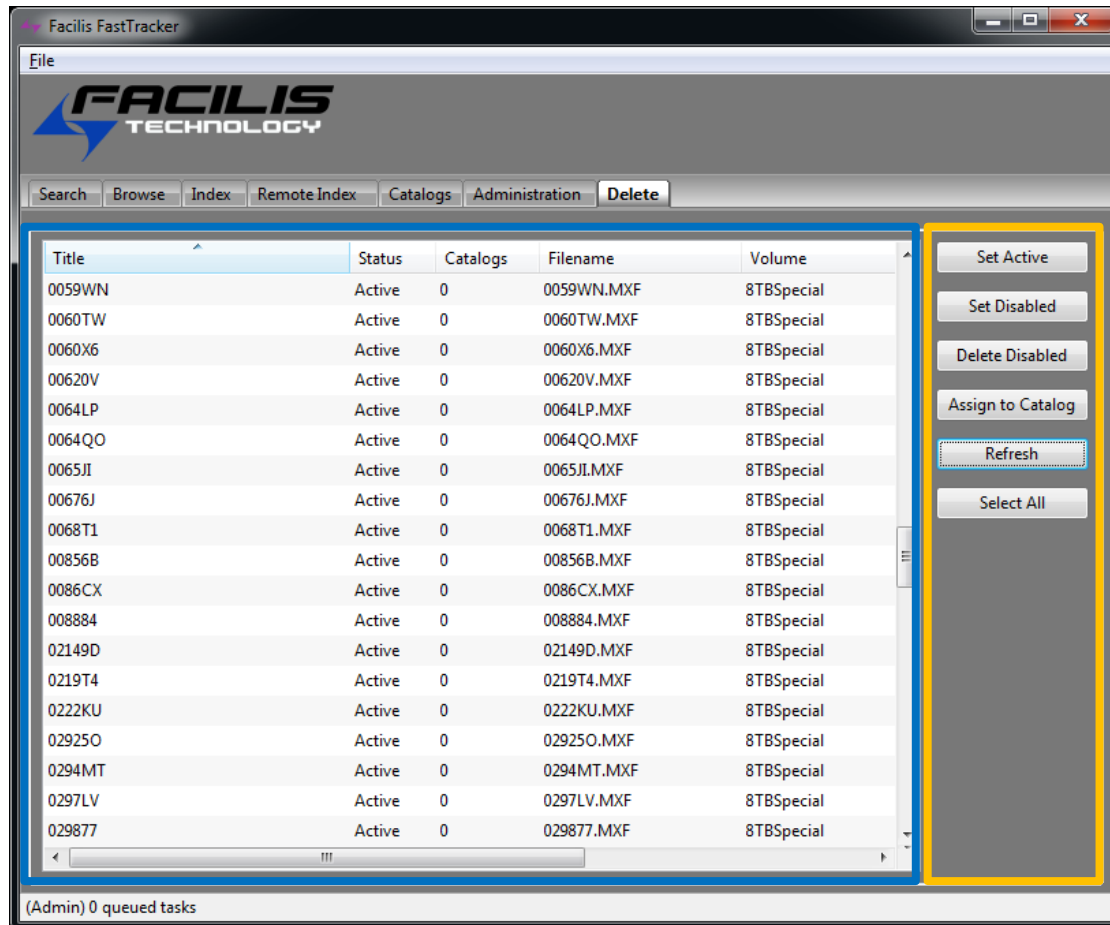
Add stream Tag: Add a new tag that will be related to the audio or video streams of the file.


Delete Tag: Remove a tag from the list, and the selectable tags for adding

metadata to records.

Refresh: Update the lists with any new information added elsewhere since the window was opened.

Delete Tab (Admin user only)



 Orphaned Records List – Records are displayed here that have been deleted from active catalogs, or are members of inactive catalogs. If deleted from a catalog, the record is disabled. If the record is a member of a disabled catalog, the status is active, and must be moved to disabled in order to be deleted.

 Delete Function Buttons - These include:

Set Active: Return a disabled record to Active status, so it can be added to a catalog.

Set Disabled: Move a record to disabled status so it can be deleted.

Delete Disabled: Delete any selected records that have the status of disabled.

Assign to Catalog: Assign an active clip to an active catalog.

Refresh: Update the lists with any new information added elsewhere since the window was opened.

Select All: Select all records in the list.