



Matterhorn Remote Inbox (MHRI)

Manual for Version 1.8.x

The Matterhorn Remote Inbox (MHRI) is a tool which simplifies the collaboration between external hardware and the Opencast Matterhorn Project¹.

MHRI has an easy-to-use graphical user interface to manage and upload recordings. At the first start an arbitrary main directory is being set up, which is then, including every contained and future files and directories, being watched. The sub-directories get the status of an 'Inbox' which stands for a series in Matterhorn. Every change of one of the inboxes is being registered. When e.g. a new recording has been created - that means a new directory has been created in one of the inboxes - the new recording will be marked for later upload and processing after no new changes occurred. The graphical user interface displays among other features the status of the recordings on the machine and on the server. Besides there are functions for planning, stopping and repeating the process and for the creation and modification of series on the server. Workflows can be assigned and different editors are available.

The Matterhorn Remote Inbox qualifies to work together with TheRec Matterhorn². TheRec Matterhorn is able to record videos synchronously from multiple sources. When TheRec Matterhorn directly records into one of the Inboxes, all changes will be registered and uploaded by MHRI after the recording has finished.

MHRI was developed by the currently active developer Denis Meyer and the former developer Benjamin Wulff. Organizations behind: ELAN e.V³, virtUOS⁴, University of Osnabrueck⁵.

¹ <http://www.opencast.org/matterhorn>

² <http://zentrum.virtuos.uos.de/therec>

³ <http://www.elan-ev.de>

⁴ <http://www.virtuos.uni-osnabrueck.de>

⁵ <http://www.uni-osnabrueck.de>



Authors

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Former

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Requirements

- Oracle Java 8 Java Runtime Environment (JRE)
- Windows 7, Windows 8⁶

Server requirements

It is recommended to use Opencast Matterhorn version 1.4.x, 1.5.x or 1.6.x.

Opencast Matterhorn version 1.3.x is supported as well.

Versions greater than 1.6.x have not been tested, yet.

⁶ This software has been developed for the Windows Operating System. Other operating systems have not been sufficiently tested.



Installation

- Install Java⁷ if not already installed (Have a look at “Install Java”)
- Unzip "mhri-x.y.z-setup.zip"
- Open the unzipped directory
- Double click "MHRI x.y.z Setup"
- Follow the installer steps

Uninstallation

- Make sure you exported your key file
 - Have a look at “Register your copy of MHRI” – “Loading a previously saved key for re-installations, backups, etc.”
- Open the Windows uninstall program
- Search for “Matterhorn Remote Inbox”
- Follow the uninstall steps

Install Java

- Install Oracle Java 8 JRE from the Java setup
- Right click on “Computer” on your Desktop
- Select “Properties”
- Go to “Advanced system settings” in the left control panel
- Click on “Environment variables”
- Under “System variables” search for and select “Path”
- Click on “Edit” while “Path” is selected
- Add “;” and your Java Path, e.g. “C:\Program Files\Java\jre8”
- Click on “Ok” and leave the “Advanced system settings”

⁷ Java 8 is required, older versions are not supported



Preparation

- If you already have recordings in your inbox make sure that your file system meets the given criteria
- The following file system scheme is required:
 - Main directory = Inbox (folder)
 - Inbox 1 (folder)
 - [series.xml]
 - Recording 1 (folder)
 - Recording files
 - [episode.xml]
 - Recording 2 (folder)
 - ...
 - Recording n (folder)
 - Inbox 2 (folder)
 - ...
 - Inbox n (folder)
- series.xml is automatically generated when you assign a series to an inbox
- episode.xml is automatically generated either by TheRec Matterhorn or by MHRI for every recording folder

Starting the software manually

- Make sure that no MHRI is currently running
 - Make sure that no MHRI tray icon is being displayed
 - If a tray icon is being displayed right click it and click on “Quit”
- Via shortcut:
 - Double click the shortcut “Matterhorn Remote Inbox” on your Desktop
- Manually:
 - Double click the file "start.bat" in the program directory ("C:\Program Files\mhri-x.y.z")
 - After a short delay the program icon will appear in the system tray close to the Windows clock as a tray icon



Register your copy of MHRI

Finding the key

- Right click on the tray icon
- Click on “About”
- The About window opens

Register your copy

- Copy the key
 - Click on “Copy” in the About dialog to copy your key to your clipboard
- Alternative 1: Via web (+ email client)
 - Go to the official [MHRI website](http://zentrum.virtuos.uni-osnabrueck.de/mhri#register)
 - <http://zentrum.virtuos.uni-osnabrueck.de/mhri#register>
 - Fill out the form and click on “Send” (email client required)
- Alternative 2: Via email
 - Send an email to one of the developers mentioned above containing your name, your institution (optional) and the key

Save the key for re-installations, backups, etc.

- Click on “Save” in the About dialog and select a location to save the key file to
- The key file will be saved to the location under the name “mhri.key”

Loading a previously saved key for re-installations, backups, etc.

- Click on “Import” in the About dialog and select a location to load the key file from

Sending a log file

When you registered your copy of MHRI you can send your log files to us. This makes the process of finding errors and fixing bugs much easier.

Just follow the following steps:

- Right click on the tray icon
- Click on “Send log file”
- The Send log file window opens
- Click on the button “Send log file”



Usage

Creating an Inbox

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes
- Select "Create new inbox"
- Enter a name for the new Inbox in the appearing dialog
- Click "Ok" when finished

Removing an Inbox

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes
- Select "Delete"
- Click "Yes"

Inbox information

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes
- Select "Inbox information"

Or

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the inboxes
- Click the first button in the menu bar (the one with the tooltip "Inbox information")

Series editor

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes
- Select "Series editor"

Selecting a series

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes
- Select "Assign series"
- Select a series from the appearing dialog

When another series file has already been downloaded or has already been placed into the Inbox a dialog will appear that asks you whether to overwrite it. If you really want to replace the old series file with a new series file click "Yes"



Selecting a workflow

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Right click one of the inboxes or one of the recordings in one of the inboxes
- Select "Set workflow"
- Select a workflow from the appearing dialog

If an inbox is selected all its recordings will be set to the selected workflow. If a recording is selected only the workflow of the recording will be changed

Schedule ingesting a file

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the inboxes
- Right click one of the recordings
- Select "Schedule ingest"

Schedule ingesting a file in Trim Hold State

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the Inboxes
- Right click one of the recordings
- Select "Trim"
- Proceed with step "Schedule ingesting a file"

Schedule ingesting a file with scene detection

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the Inboxes
- Right click one of the recordings
- Select "Scene detection"
- Proceed with step "Schedule ingesting a file"

Stop ingesting a file

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the Inboxes
- Right click one of the recordings
- Select "Stop ingest"
- Click "Ok" in the appearing dialog

Deleting a file

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the Inboxes
- Right click one of the recordings
- Select "Delete"
- Type in the given answer in the appearing dialog

Mark recording as



- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Select one of the Inboxes
- Right click one of the recordings
- Select "Mark as X"
- Only recordings with the states idle, completed or failed can be marked

Filter recordings

- Open the Inbox Overview (click the tray icon to open it or right click the tray icon and select "Inboxes")
- Click the dropdown menu named "Filter recordings" in the menu bar to filter the recordings

