

User manual

v.2018.04.eng

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1. GENERAL INFORMATION

May24 client is a web-based interface available through Internet browsers.

It's important to understand that you sign in as one of many users in a system meant for collaborative work. Other users may work simultaneously with you (using their own devices).

Your client interface enables access to shared data situated on one central computer — the May24 server. No changes you make are stored on your device; instead, you introduce changes to data stored on the server, i.e. in one place.

Any change you make is instantly shown on each client device which is currently signed in.

The system has:

Item Main working unit Items comprise a newscast. There are several types. Each item can have multiple types of data.

News Items can be grouped into stories, or news. For example, a simple group can be 'intro + news'.

Newscast Multiple items that make up a specific newscast.

Program Your administrator sets up a list of programs according to your company's production schedule, e.g. 'news', 'Sunday analytics', 'morning' etc.

Newscast release schedule Each program has its own newscast schedule.

Media files Media files can be attached to any item. Files can have any format or type — video, photo, PDF etc. However, the main use of this tool is to attach videos. You can attach multiple video files, e.g. 'source video', 'final edit'. One of the video files is set up as the 'main file'. It opens in the player by default and then goes to the playout (airs).

Besides programs and release schedules, the system has a few more things to offer:

Copybox Used to store drafts, items with no newscast attached yet, etc.

Templates A place for storing special edits of newscasts, news, and individual items meant for reuse. There is no need to create each newscast from scratch. When you have a set structure, you can put it into a template and use it for each new newscast, e.g. you can take previously made graphic items and just insert them into the video you are currently editing when and where needed.

Archive A place for newscasts that have aired and should be archived. You can search texts, dates, and authors in archived materials. Any archived newscast can be restored and brought back into your release schedule.

Incoming news feed This section is enabled if your administrator set up RSS feeds for incoming news feeds. You can use keyword filters.

Messenger Use it to send messages to other users in the system.

User rights and roles:

Our software has a flexible user rights system using 'roles'. Your administrator can assign 'roles' to users with various access levels to programs, schedules, archive etc.

A 'role' is a set of 'rights' in a specific program. User rights may be set to read-only, editing only one's own items, editing or deleting anyone's items etc.

Same user may be the 'chief editor' in the morning program and a simple correspondent in the 'evening news' program. User rights will vary, too.

Activity log:

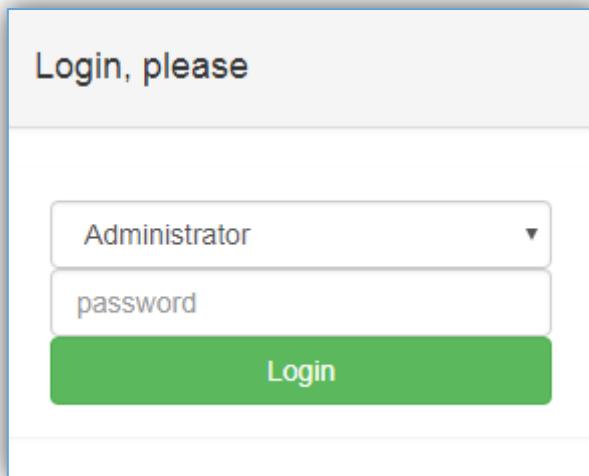
Each user action that modifies or deletes data is logged.

Recycle bin:

When you delete a newscast or an item, it is moved to the recycle bin, and any user with appropriate access level can restore it.

2. SIGN IN

To access May24, you need to get a link from your administrator. Following the link, you will find the sign-up page.

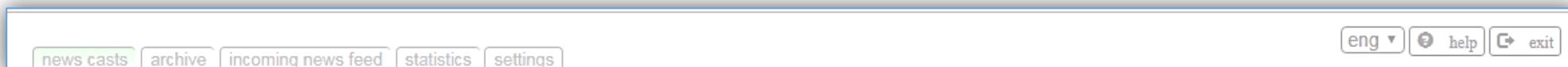


User	the list of users This list only contains users created by the administrator in advance.
Password	user password The system only recognizes passwords created for users in advance in the administration module.
Login	when you press this button, the system checks whether the user-password combination is right and then opens the main page.

On the main page, you may see the release schedule for the program set as 'default'. Your administrator may change this setting. When the main page loads, the system will ask you to choose a newscast from the release schedule to show.

3. GENERAL CONTROLS

3.1 Top control panel

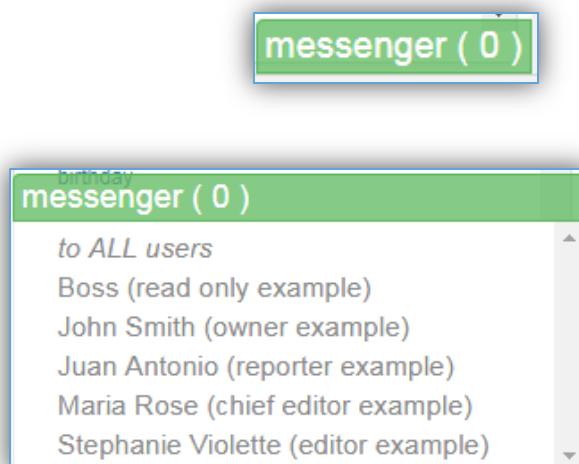


- Newscasts** 'Release schedule' main screen
Archive Upload and search archived materials
News feeds Search incoming news
Statistics Statistics filter page
Settings System administration page

- Eng** Language
Help Open this manual
Exit Sign out of May24

3.2 Messenger

You will find a messenger window in the bottom-right corner of the page.



The window is maximized when you click it. Double click minimizes it.

The messenger shows the full user list. All users must be introduced to the system by the administrator.
Online users are highlighted with green color.
Offline users will get incoming messages once they log in.

4. NEWSCASTS MAIN PAGE

The screenshot shows the main interface for planning a news broadcast. At the top, there's a navigation bar with tabs: news casts, archive, incoming news feed, statistics, and settings. On the far right are links for eng (dropdown), help, and exit.

The main area is titled "News24 04.09. 11:00 AM". It displays the following details:

- owner: John Smith (owner example)
- date: 09.04.2018 11:00:00
- duration: 00:06:00
- time: 00:05:36
- planned: 00:05:04
- calculated: 00:06:07

The interface includes a sidebar with sections for planned, today, and past news casts, as well as shared and personal copyboxes. The central workspace lists items with their types, titles, and duration details:

	Type	Title	Planned	Final
1	graphics	NEWS24 INTRO	00:00:00	00:00:21
2	LIVE	Greeting	00:00:02	00:00:02
3	VIDEO	Announcement	00:00:30	00:00:30
4	LIVE	The Motherland Calls statue INTRO	00:00:12	00:00:12
5	PKG	The Motherland Calls statue	00:01:20	00:01:45
6	LIVE	Riots on Tahrir Square in Cairo INTRO	00:00:08	00:00:06
7	VIDEO	Riots on Tahrir Square in Cairo	00:00:30	00:00:58
8	LIVE	Female pilot flies the massive Hercules INTRO	00:00:50	00:00:50
9	PKG	Female pilot flies the massive Hercules	00:01:30	00:00:48
10	LIVE	Farewell	00:00:04	00:00:04

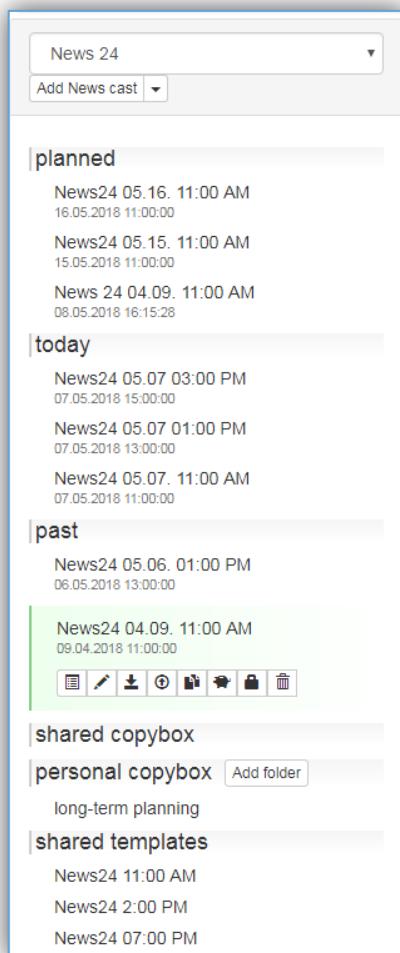
At the bottom of the central workspace, there's a button labeled "approve all".

To the right, a "News feed" panel shows a list of recent news items with their dates and titles:

- 07.05.2018 14:57:52: Trump backs CIA nominee Gina Haspel after she offered to quit
- 07.05.2018 11:51:25: University of Florida apologizes for inappropriately ushering graduates off stage
- 07.05.2018 11:44:57: Second raped teenager set alight in India
- 07.05.2018 10:37:52: Plane makes emergency landing after windshield shatters during flight
- 07.05.2018 8:24:20: Phnom Penh Post's sale to PR director increases media freedom fears
- 07.05.2018 6:40:01: Iran nuclear deal: Johnson tells Trump 'don't walk away'
- 07.05.2018 4:55:34: Putin set to be inaugurated for fourth term as president of Russia
- 07.05.2018 4:39:03: Air Force reservist fatally stabbed in road rage incident; suspect on the lam
- 07.05.2018 4:21:50: WATCH: Boy gets his only wish granted on his 9th birthday
- 07.05.2018 4:19:12: WATCH: National recall on UTZ tortilla chips
- 07.05.2018 2:43:11: Slain teens honored at Florida high school's senior prom

A green button at the bottom right of the feed panel says "messenger (0)".

4.1 Programs, newscasts, copyboxes, and templates menu



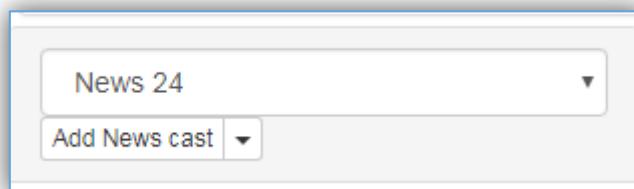
Choose programs, add new newscasts

Newscasts schedule

Copyboxes

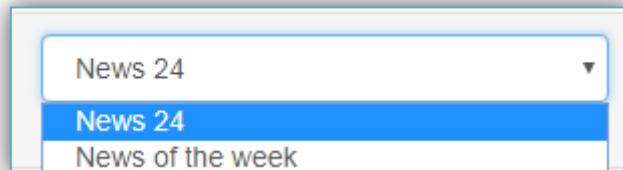
Templates

4.1.1 Choose programs, add new newscasts



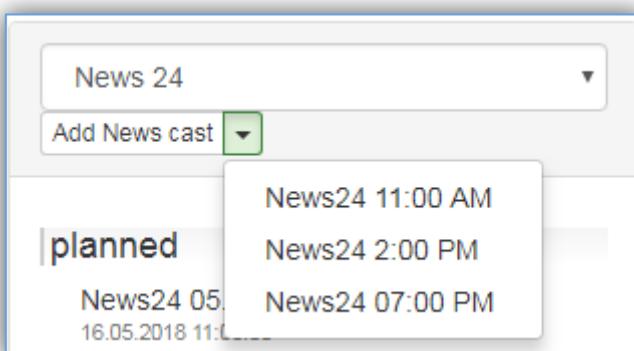
Program

A vital part of the system. The administrator puts in the full list of programs produced in your company and assigns roles in those programs to users.



The list of programs

This list will only include programs available to current user. When you choose a program, the main page will load its newscast release schedule.

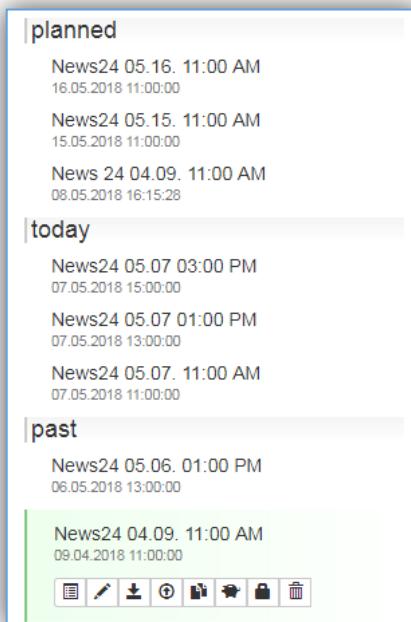


Add newscast

This button adds a newscast to the release schedule by default. It opens the 'Edit newscast' page. Clicking the dropdown list will allow you to use a template to create a newscast. At least one template should be created beforehand. See 'Templates' chapter to find more.

4.1.2 Newscast release schedule

Planned. Today. Past. Newscast grouping is done automatically according to their release date.



When you choose a newscast, the main page will show its content and an action panel.



Script opens an additional window with the text for the newscast. See 'Scripts' chapter for more on how to work with them.



Edit newscast info. E. g. name, timing, date, time. See 'Newscast info' chapter for more.



Save to RTF — save the newscast in an RTF file.



Copy from another newscast — this link opens a window to choose and insert items from other newscasts. Chosen items are copied into current newscast.



To templates — create a template from this newscast. See 'Templates' chapter to find more.



To copybox — move the newscast to the copybox. See 'Copybox' for details on how to work with it.



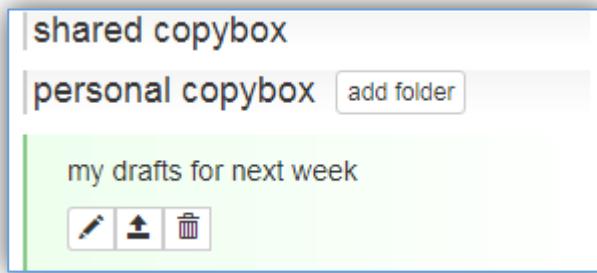
To archive — move current newscast to the archive. See - 'Archive' chapter for details on how to work with it.



Delete — moves current newscast to the recycle bin and removes it from the release schedule. It can be restored later though, see 'Restoring deleted data' for more.

4.1.3 Copybox

Used to store drafts, items with no newscast attached yet, etc.



Click a folder, and its contents will load to the main page together with the action panel.



Shared copybox — a copybox available to every user with access to current program. You can only move items to this copybox from newscasts or your personal copybox.

Personal copybox — your personal copybox, unavailable to other users.

Add folder — open a dialog window to add a personal folder.

Edit — open folder info editing dialog window.

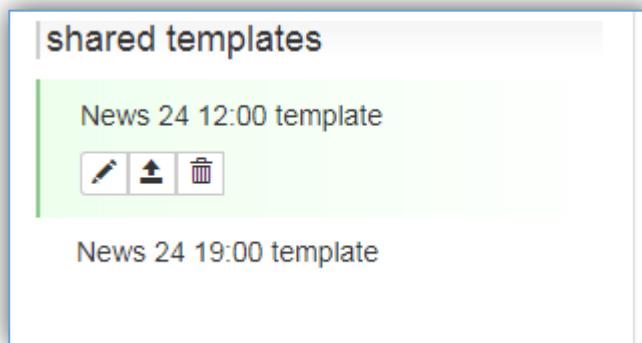


Move to newscast — move the whole folder into the newscast release schedule.

Delete — move the folder into the recycle bin and remove it from the release schedule. The folder can be restored, see 'Restoring deleted data' for more.

4.1.4 Templates

Store your newscast templates here. To create a template, add a newscast to the release schedule, fill it with some content, and then move it to the templates.



Clicking the template will open it in the main frame and bring up its action panel.



Edit — open template info editing window.

Move to newscasts — create a newscast from the template and add it to the release schedule.

Delete — move the template to the recycle bin and remove it from the release schedule. The template can be restored, see 'Restoring deleted data' for more.

4.2 'Edit newscast' (folder, copybox, template, or newscast) window

Clicking 'Add newscast' (see 1.2.1) or 'Edit' (see 1.2.2, 1.2.3, 1.2.4) opens 'Edit newscast' window.

Edit News cast information

Title	News24 04.09. 11:00 AM	
owner	John Smith (owner example)	
date and time	09.04.2018	duration
	11:00:00	00:06:00
comments	comments	
time	planned	calculated
00:05:36	00:05:04	00:06:07
carrier	Kacera №	
	00:00:00	
<input type="button" value="Save"/> <input type="button" value="Close"/>		

Name	The name of the newscast.
Owner	Choose a user to assign them production editor rights.
Date	Date and time for newscast airing (or readiness deadline)
Duration	Newscast duration.
Chrono	Total duration of all the items in a newscast. Read only.
Planned	Planned total duration of all items in the newscast. Read only.
Calculated	Calculated total duration of all items in the newscast. Read only.
Carrier	Path to the release media file and timecode. Filled if needed before archiving the newscast.
Save	Click to save data.
Close	Click to close the dialog window.

4.3 Main window

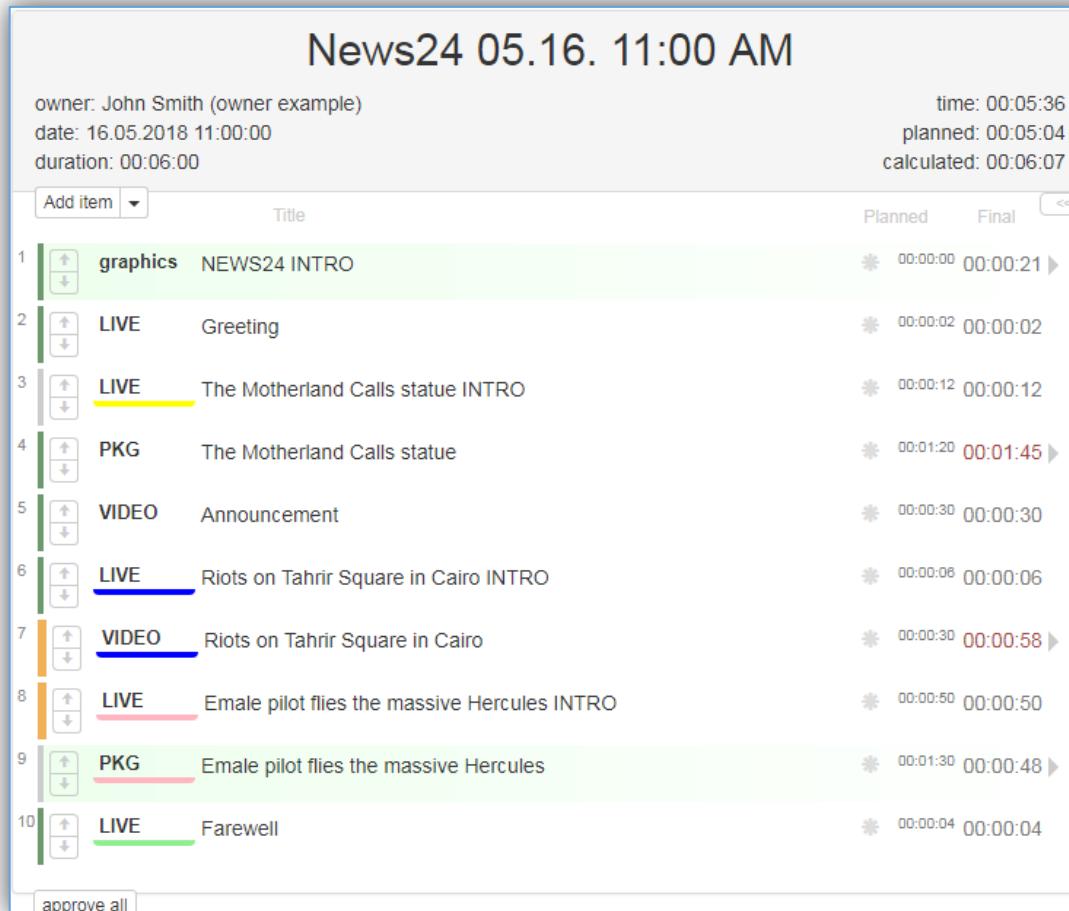
Shows info on current newscast from the release schedule, one of the copybox folders, or template.

News24 05.16. 11:00 AM

owner: John Smith (owner example) time: 00:05:36
date: 16.05.2018 11:00:00 planned: 00:05:04
duration: 00:06:00 calculated: 00:06:07

	Add item ▾	Title	Planned	Final
1	graphics	NEWS24 INTRO	00:00:00	00:00:21 ▶
2	LIVE	Greeting	00:00:02	00:00:02
3	LIVE	The Motherland Calls statue INTRO	00:00:12	00:00:12
4	PKG	The Motherland Calls statue	00:01:20	00:01:45 ▶
5	VIDEO	Announcement	00:00:30	00:00:30
6	LIVE	Riots on Tahrir Square in Cairo INTRO	00:00:06	00:00:06
7	VIDEO	Riots on Tahrir Square in Cairo	00:00:30	00:00:58 ▶
8	LIVE	Emale pilot flies the massive Hercules INTRO	00:00:50	00:00:50
9	PKG	Emale pilot flies the massive Hercules	00:01:30	00:00:48 ▶
10	LIVE	Farewell	00:00:04	00:00:04

approve all



4.3.1 Newscast info

News24 05.16. 11:00 AM

owner: John Smith (owner example)

date: 16.05.2018 11:00:00

duration: 00:06:00

time: 00:05:36

planned: 00:05:04

calculated: 00:06:07

Newscast name

Owner Shows the user with production editor rights for current newscast.

Date Date and time for newscast airing (or readiness deadline).

Duration Newscast duration.

Time Total duration of all the items in a newscast. Read only.

Planned Planned total duration of all items in the newscast. Read only.

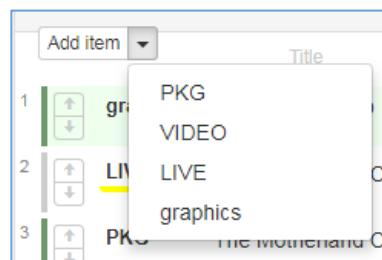
Calculated Calculated total duration of all items in the newscast. Read only.

4.3.2 Newscast content — items list

The screenshot shows a list of items with the following details:

Order	Title	Planned	Final
1	graphics NEWS24 INTRO	00:00:00	00:00:21
2	LIVE The Motherland Calls statue INTRO	00:00:12	00:00:12

Add item — add an item to the list. Use the drop-down list to choose a specific type of items.



Approve all — changes the status of all items in the newscast to 'ready' and 'approved'.

'Full screen schedule'
Maximizes the list of items.

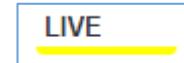


Order number. Click to change. When you close the editing window, the item will move to the new position in the list.



Color indicator — shows an item's readiness level. Gray: Item 'not ready' and 'not approved', Yellow: Item marked as 'ready' by the author, but not approved by the production. Green: Item 'ready' and 'approved'.

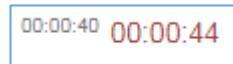
Move the item up or down in the list.



Color underlining for items. Shows item type. Clicking changes color. Color is used to group items in a piece of news. See 'Edit item' for more about item types.



Item name. Clicking opens 'Edit item' window.

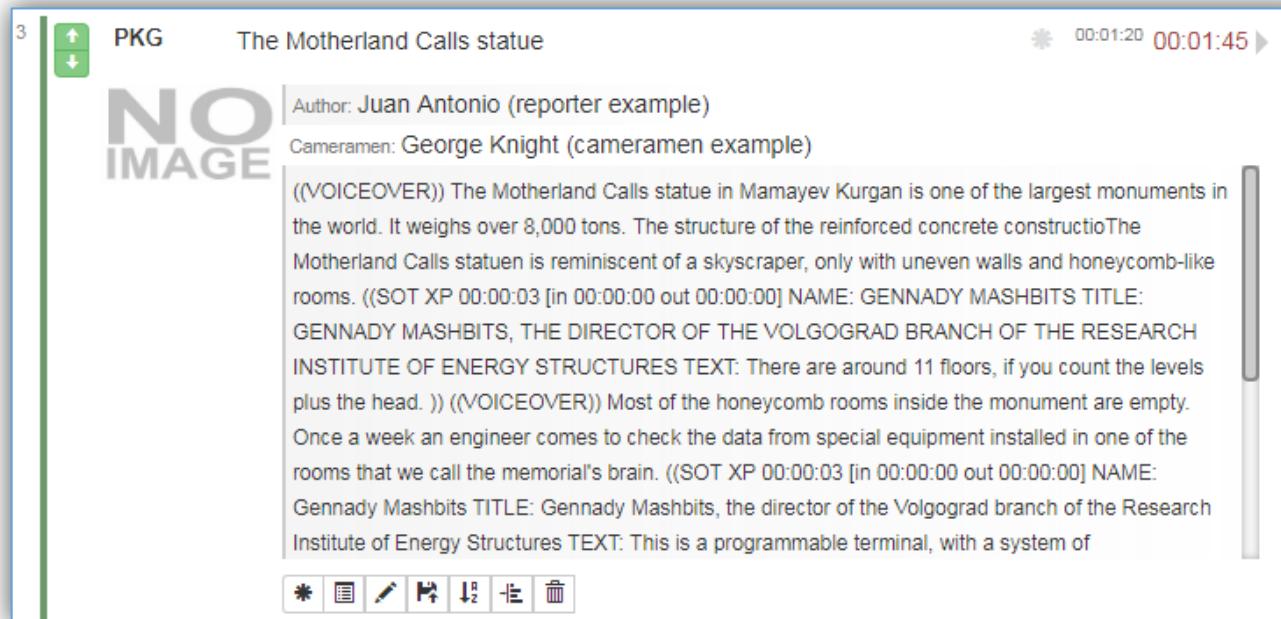


Edit the item's name without bringing up the 'Edit item' window.

Planned and calculated duration.

4.3.3 Item

Item is maximized when you click its name (see 'The Motherland Calls statue' on the picture).



Then you see a screenshot of the main media file attached to the item, item text, and names of the author and operators. Clicking the screenshot opens the media file dialog window (see 'Media file dialog' chapter).

Click the name again to minimize the item ('The Motherland Calls statue' on the picture).

Item actions.

Use the action bar to interact with the item.



InLine Edit — opens the item in the newscast's item list for editing. Editing functionality is limited in this view. For full functionality, open the 'Edit item' window.



Script — opens a window to see the script (see 'Script view window' for more).



Edit — opens the 'Edit item' window.



Add file — attach a new media file to the item. This function is also available in the 'Edit item' window.



Append item — adds a new item to the newscast's item list after the current one and opens the new item for editing.

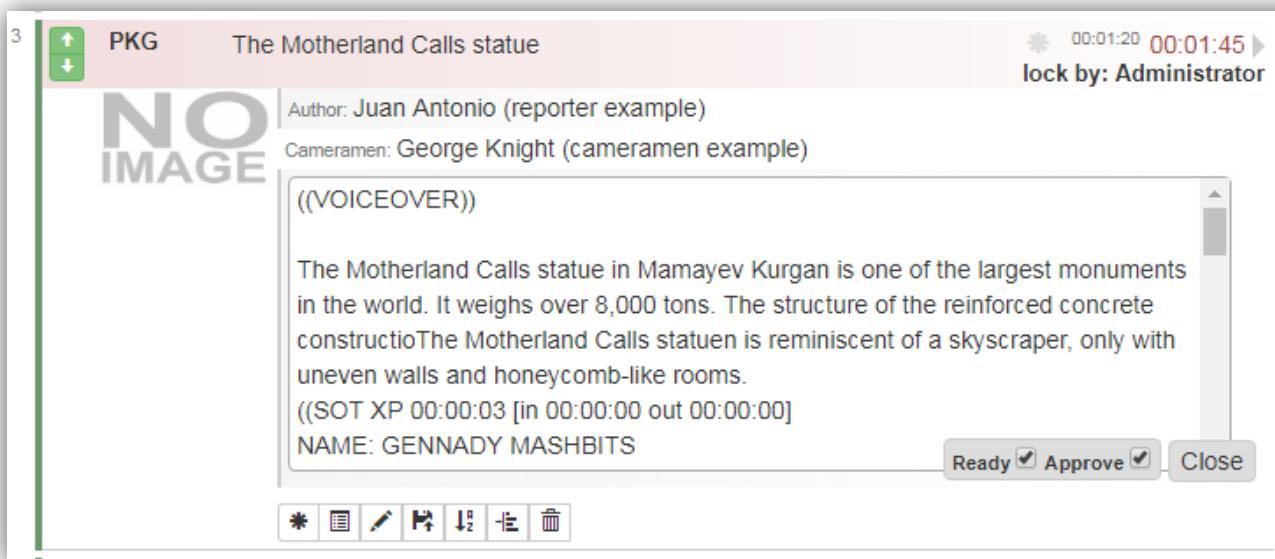


EDL (Editing Decision List) — export media file markup (if it is created by the user in the 'Edit item' window) to an XML file for further use on an editing workstation.



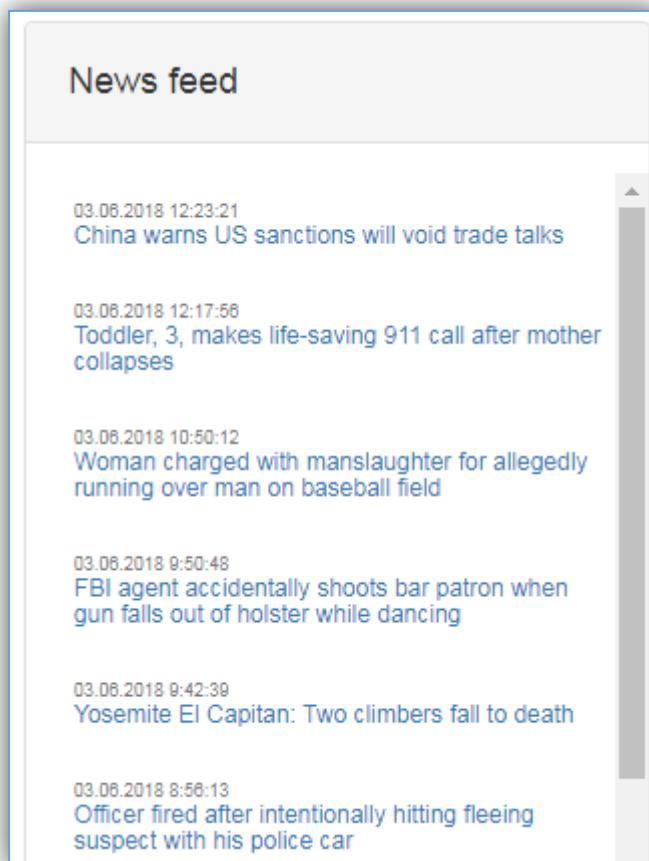
Delete — moves the item to the recycle bin.

InLine Edit.



You can edit texts and readiness flags for the item **Ready Approve** in-line. Item is locked while you edit it. Other users will see red highlighting, which means the item is now blocked for editing by user X. Same lock mechanism is triggered if the full 'Edit item' window is open (see 'Edit item' chapter).

4.4 Incoming news feed

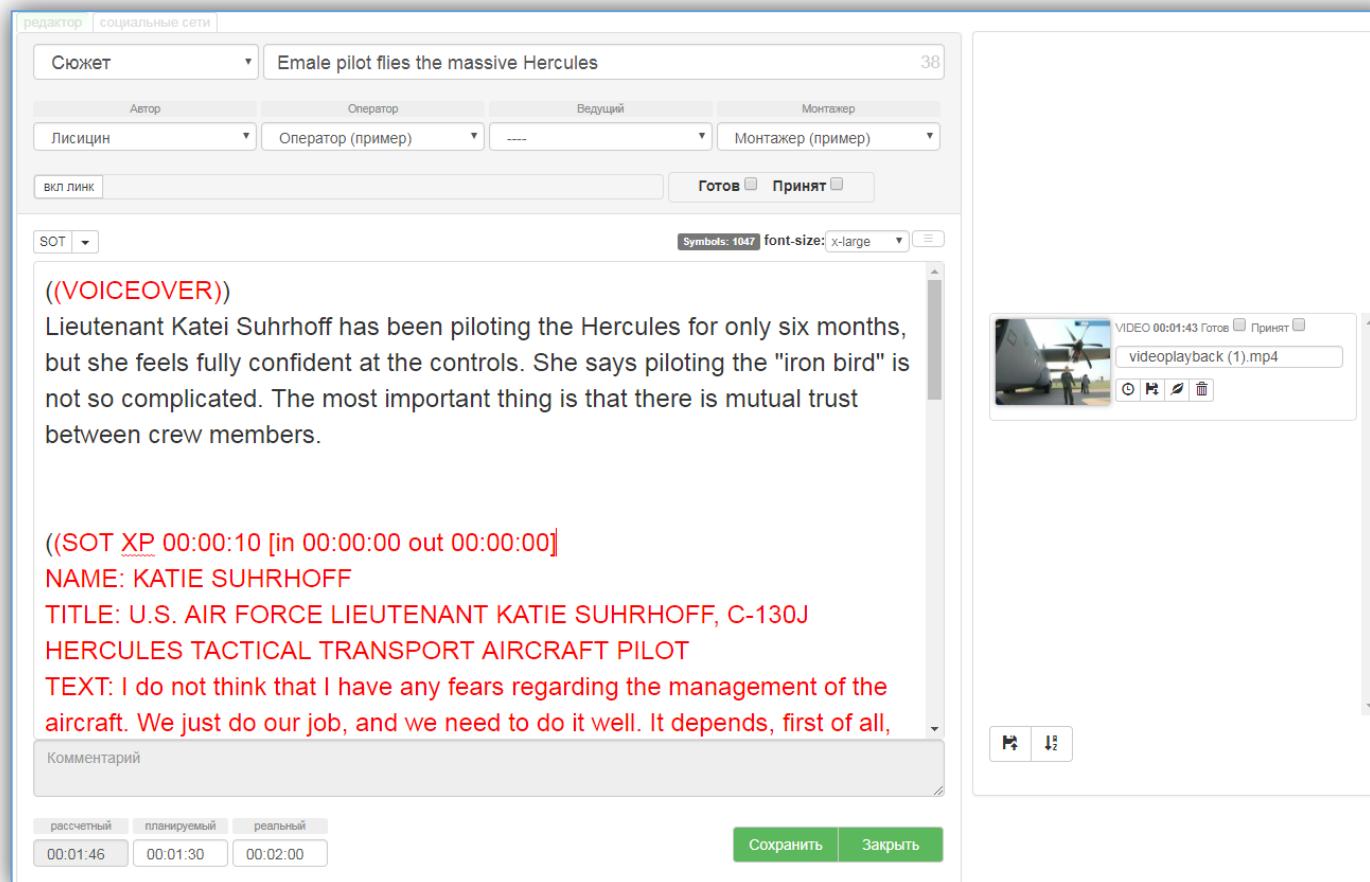


Newscast name

Incoming news feed. Created from your RSS subscriptions. Your administrator can add feeds on the 'Settings' screen.

You can drag an incoming news item to the items list to create a new item on its basis.

5. 'EDIT ITEM' DIALOG WINDOW



Control elements.**5.1 Top control panel**

editor box social networks

editor box

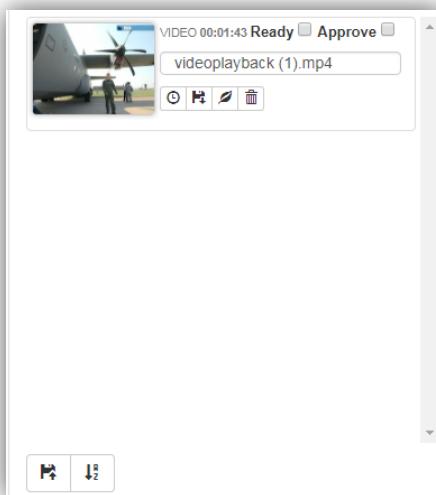
'Editor box' bookmark. Opens item editing page.

social networks

'Social networks' bookmark. Opens social networks sharing page.

5.2 Right media files control panel

Shows a list of uploaded media files attached to the item.



VIDEO 00:01:43

Ready Approve

videoplayback (1).mp4



Duration

Readiness flags. With both flags checked, the video becomes the main material and goes straight to the playout.

File name

Insert media file's timing into the item. Mostly used with the final edition of the video. Updates the item's timing and total chrono of the newscast.

Download file. Downloads the video file into specified folder. The file is in LRV format (proxy copy).

Insert video info into item's script text.

Inserts timecode and file marker to item script text (at cursor position).

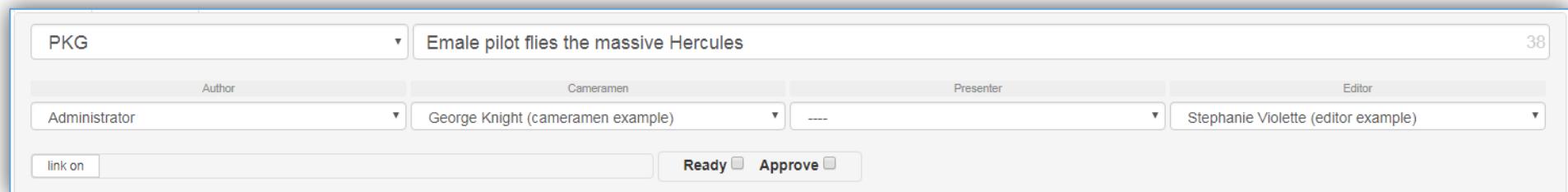
Delete

Upload a media file and attach to the item. Main action for manual ingestion. You can add new video files to the item this way. After attaching a file the system automatically converts the video into HRV and LRV formats. You will see the LRV (proxy copy) in the interface.

File list sorting.

5.3 Editor box

5.3.1 Top panel



Item type – By default the system will have following item types:

- Graphics – shows the item's design elements in the structure, e.g. intro, outro, cut-ins.
- Live – shows studio items with the presenter on-screen.
- Video – shows studio presenter's voiceover text. On-set video, studio sound.
- PKG – video and sound come from the set.

You can set your own item types in settings. Also sets which items' texts will go to the teleprompter.

Item name – Name shown in newscasts lists and playlists. The number at the end of the field shows symbols count for the name.

Author – An important field which allows authors to check materials planned assigned specifically to them. Final chrono is automatically calculated using given text length and presenter's reading speed. When no presenter is set, the system uses reading speed for 'Author'.

Cameramen – Usually left empty for studio items. Also used to search in the archive and calculate working time.

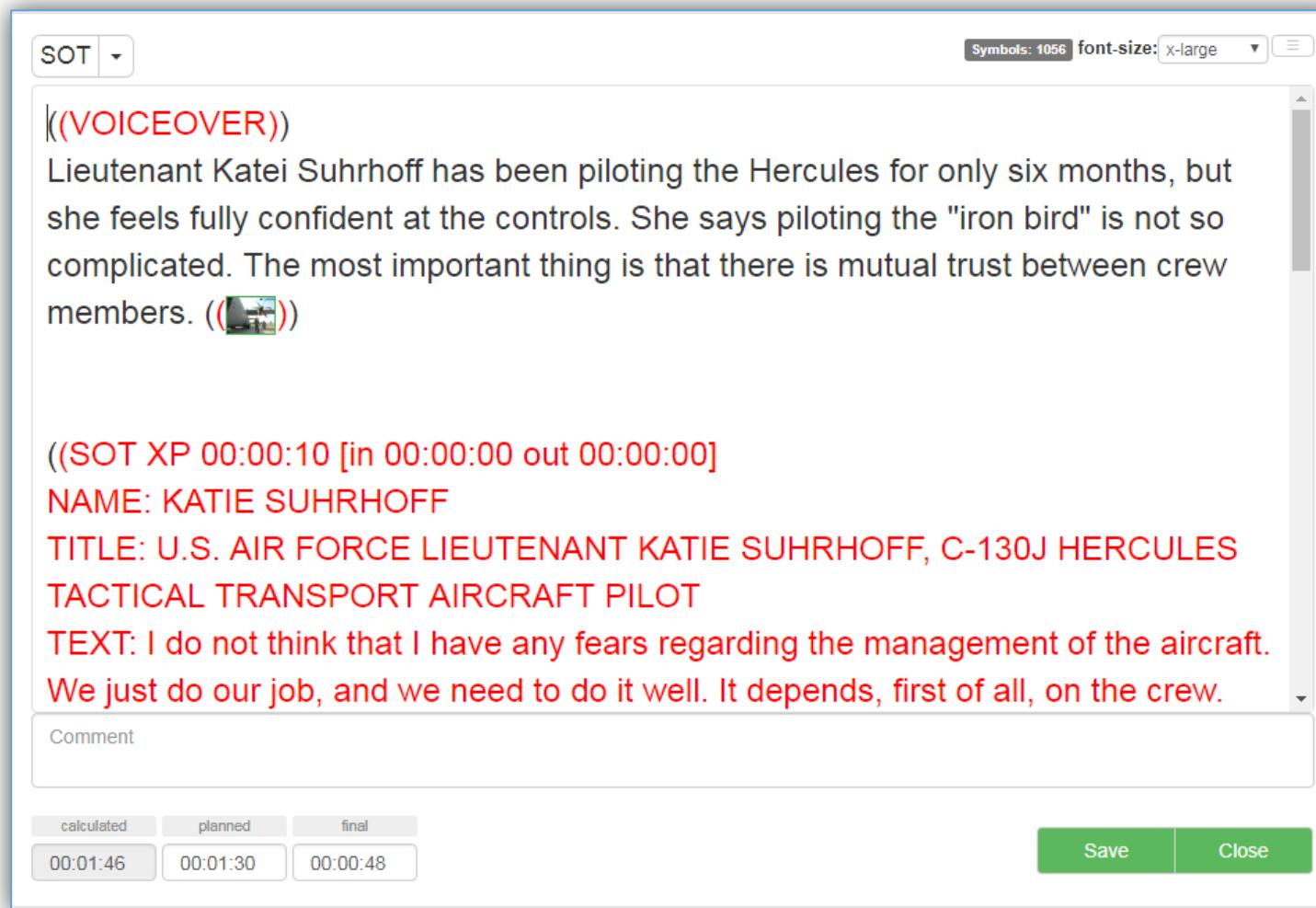
Presenter – Set for items with presenters. Final chrono is automatically calculated using given text length and presenter's reading speed. When no presenter is set, the system uses reading speed for 'Author'.

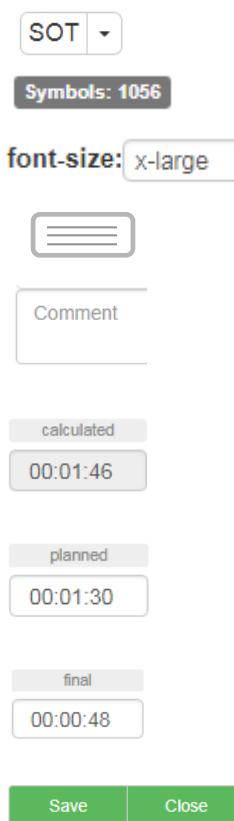
Editor – Set for items with edited videos. If you set a particular editor during planning, they will receive an editing task.

Link on – Get a one-time external text link to the item. Useful when you need to get an approval from someone not registered in MAY24. You can set an expiry date for the link.

Ready & Approve – item's readiness flags. Ready flag is checked by the author when the text is ready. Approve flag is checked by the production editor. The item is highlighted yellow or green in the item list correspondingly.

5.3.2 Script text editor area





Insert special text blocks and markup into the item text. See below for more.

Item text symbol count.

Change item text font size for your convenience.

Change history. See below.

Comments. Used by both production editor and item author as a memo field for item text.

Calculated time. Read-only field. Calculated using item text and authors'/presenter's reading speed (when set). Summed up with SOT and intervoice times (if item text has SOT and/or intervoice blocks).

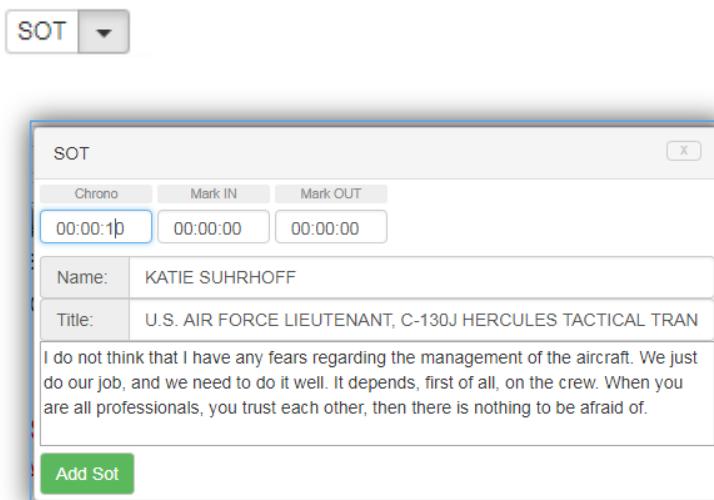
Planned time. Usually set for each item in the newscast during planning stage. You can allocate total newscast time among items and set time limits for authors within their tasks.

Final time. Depending on item type you can set it manually for the presenter's script or using a video item's duration. There is a timer below that shows reading time for each item and calculated chrono. See below.

Save – save changes. Close – save changes and close editor.

Insert special text blocks and markup into item text.

SOT dialog



piloting the "iron bird" is not so complicated. The most important thing is that there is mutual trust between crew members. (())

((SOT XP 00:00:10 [in 00:00:00 out 00:00:00]
NAME: KATIE SUHRHOFF
TITLE: U.S. AIR FORCE LIEUTENANT KATIE SUHRHOFF, C-130J HERCULES TACTICAL TRANSPORT AIRCRAFT PILOT
TEXT: I do not think that I have any fears regarding the management of the aircraft. We just do our job, and we need to do it well. It depends, first of all, on the crew. When you are all professionals, you trust each other, then there is nothing to be afraid of.))

SOT (Sound on tape) – Clicking SOT opens SOT insert dialog window.

Chrono – shows chrono.

Mark IN, Mark OUT – shows when SOT start and finish timecode is known in the video.

Name – speaker name.

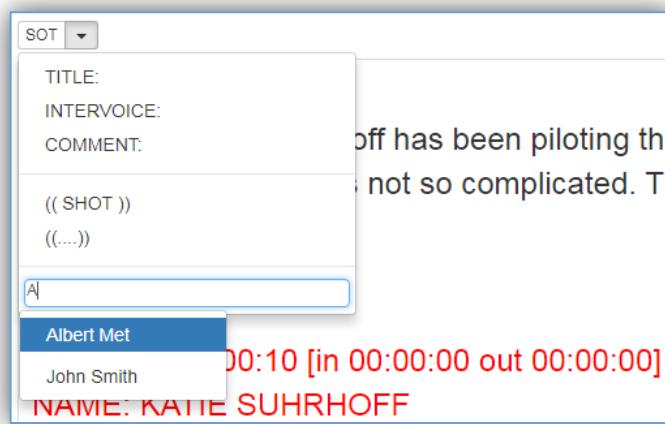
Title – job title or other info about the speaker.

These fields can later be used for your captioning system, during editing or on air.

Then goes the sync text.

SOT is inserted after you fill the fields and press 'Add SOT'.

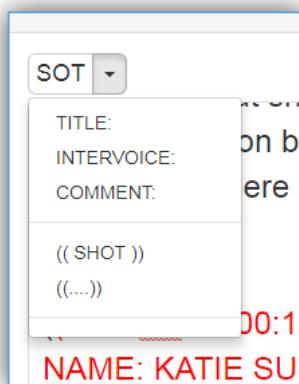
Insert SOT from templates (how to set up templates – see part 11.1)



Type in the initials of the person you need into the drop-down list below. If the person's name has been previously entered in the settings, it will show automatically.

It's useful when working with popular newsmakers and their syncs.

Markup



Same drop-down list allows you to choose other text blocks for internal use. Admin can add markup elements that your editorial uses to the drop-down list.

All markup and comments in the item text have double brackets around them. This text doesn't count towards item calculated time nor does it go to the teleprompter (in case the item has a presenter set and is meant for the teleprompter).

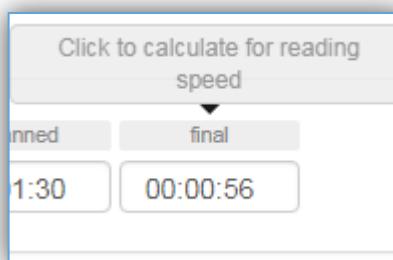
TITLE: inserts title. Later titles can be used in the title workstation.

Nat SOT: set natural sound tag and its chrono.

COMMENT: insert a comment (this text not calculated in total chrono nor sent to the teleprompter).

((SHOT)) and others: any other internal markup or comments set up by your admin in the settings tab.

Reading speed timer



There are several options for setting item final time.

When you set up reading speed for the block's author or presenter, the whole text is read with this particular person's speed.

When you know the duration of the video attached to the final version of the item, you can just copy it into 'final time' using video control panel.

Pressing 'final' launches a timer (it blinks red). Then the author or the presenter can read the text and press the button again to stop the timer. Recorded time will be saved as final time.

This action only applies to current item and doesn't affect default reading speed in your settings.

Working with source video and item text. Creating EDLs – Editing Decision Lists.

You can watch source video and enter timecodes for certain parts into the item text. When you finish editing item text, you can get your EDL in the newscast list to send to the cutter.

The screenshot shows a dual-pane interface. On the left is a text editor pane with the following content:

```

editor box | social networks
PKG
Author: Juan Antonio (reporter e)
Cameraman: George Knight (camerar)
Presenter: ---
Editor: Stephanie Violette (edito)
link on
Ready  Approve 
SOT 
Symbols: 1074 font-size: x-large
^((VOICEOVER))
Lieutenant Katei Suhrhoff has been piloting the Hercules for only six months, but she feels fully confident at the controls. She says piloting the "iron bird" is not so complicated. The most(( )) important thing is that there is mutual trust between crew members.(( ))
((SOT XP 00:00:10 [in 00:00:00 out 00:00:00]
NAME: KATIE SUHRHOFF
TITLE: U.S. AIR FORCE LIEUTENANT KATIE SUHRHOFF, C-130J
HERCULES TACTICAL TRANSPORT AIRCRAFT PILOT
TEXT: I do not think that I have any fears regarding the management of the aircraft. We just do our job, and we need to do it well. It depends,
Comment
calculated planned final
00:01:47 00:01:30 00:00:56
Save Close

```

On the right is a video preview window showing a scene of a Hercules aircraft. A yellow highlight bar is overlaid on the video timeline, with red circles numbered 4, 6, and 7 marking specific points along its length. The timeline shows timecodes: 00:00:02.49, 00:00:03.87, and 00:00:04.99. Below the video are playback controls: a play/pause button, a volume icon, and a trash bin icon.

1. Place the cursor where you need to paste.
2. You can paste timecodes for the whole file or...
View file.
3. Click the initial timecode to fix mark-in.
4. Offset start of the video is shown red on the timeline.
5. Click the final timecode to set mark-out.
6. Offset end of the video is shown in yellow. Player cycles only selected fragment.
7. Clicking the timecode pastes mark-in and mark-out into the text.
Clicking the thumbnail in the text plays the fragment.

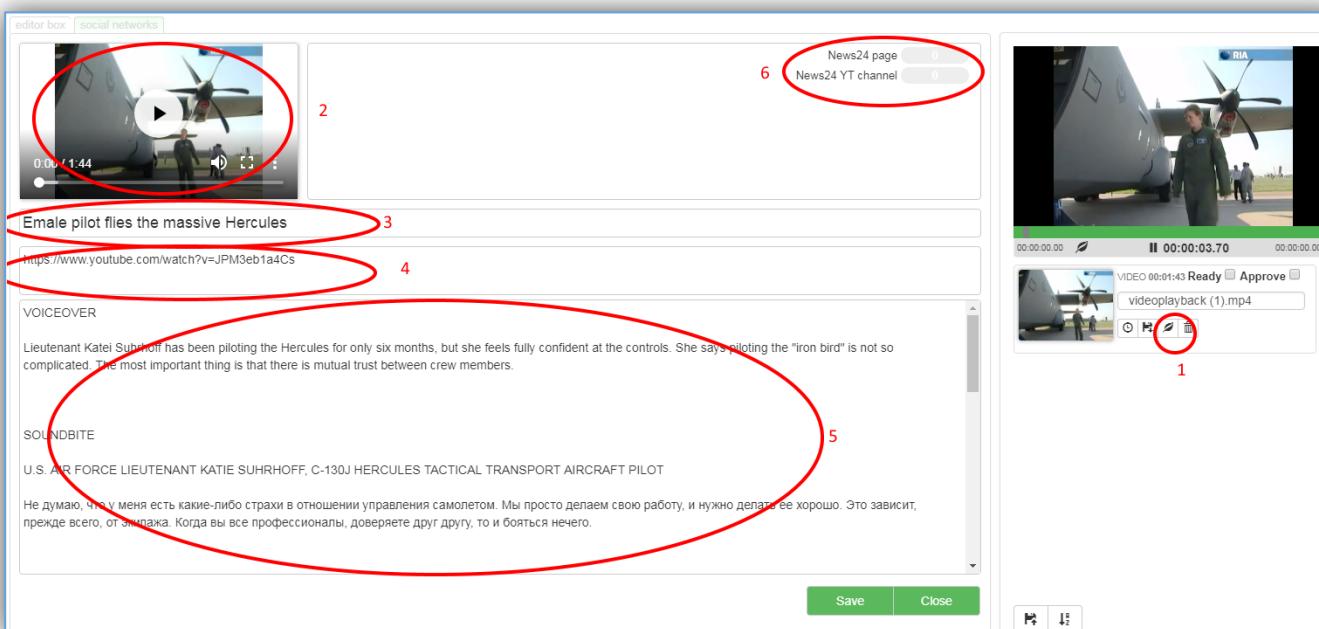
The screenshot shows a software interface for video editing or scheduling. On the left, there's a sidebar with sections for 'planned', 'today', 'past', 'shared copybox', 'personal copybox' (with an 'Add folder' button), and 'shared templates'. The 'today' section lists several scheduled items. The main area is a 'playlist editor' showing a timeline with 10 items:

- Item 1: graphics NEWS24 INTRO (Planned: 00:00:00, Final: 00:00:21)
- Item 2: LIVE Greeting (Planned: 00:00:02, Final: 00:00:02)
- Item 3: VIDEO Announcement (Planned: 00:00:30, Final: 00:00:30)
- Item 4: LIVE The Motherland Calls statue INTRO (Planned: 00:00:12, Final: 00:00:12)
- Item 5: PKG The Motherland Calls statue (Planned: 00:01:20, Final: 00:01:45)
- Item 6: LIVE Riots on Tahrir Square in Cairo INTRO (Planned: 00:00:06, Final: 00:00:06)
- Item 7: VIDEO Riots on Tahrir Square in Cairo (Planned: 00:00:30, Final: 00:00:58)
- Item 8: LIVE Female pilot flies the massive Hercules INTRO (Planned: 00:00:50, Final: 00:00:50)
- Item 9: PKG Female pilot flies the massive Hercules (Planned: 00:01:30, Final: 00:00:56)
- Item 10: LIVE Farewell (Planned: 00:00:04, Final: 00:00:04)

Below the timeline, there's a detailed description of Item 9, which includes author information (Juan Antonio), cameraman information (George Knight), and a VOICEOVER transcript. A red circle highlights the 'Download EDL' button at the bottom of the timeline.

- When you exit the editor and see the playlist, you can download EDL by clicking a button.

5.4 Social networks



1. Insert the media file you want as a picture for your item.
2. Thumbnail.
3. Title (item title is used by default).
4. Lead.
5. Publication text Item text is shown by default.
6. Publication platforms list (see below).

Editing publication platforms list. Publishing.

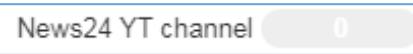
You can set up a list of platforms in settings. Your admin can do that when setting up the system.

A user can send their ready items to any or all platforms.

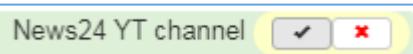
Separate platform-dependent versions are available.

You can also publish edited versions of the same item on the same platform again.

You can see a full list of publications for each platform.



Platform name, publish button, number of publications



Clicking publish button brings up a confirmation dialog.



Publication counter increases after confirmation. Yellow highlight means that publishing task has been received by the system. Green means publication was successful.

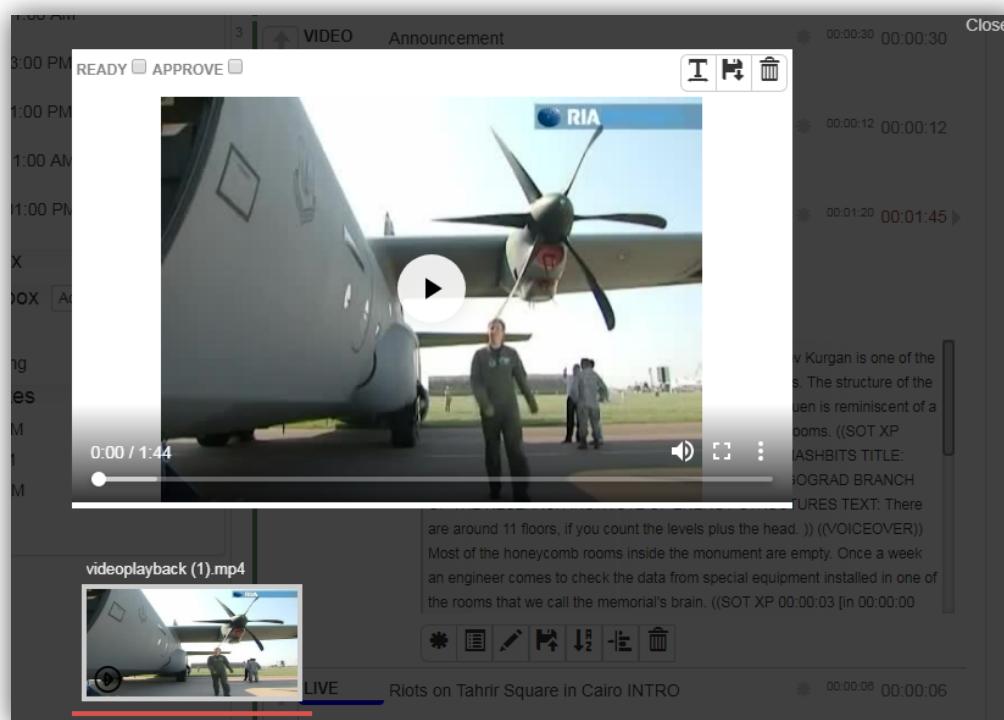
6. WORKING WITH VIDEOS FROM NEWSCAST SCHEDULE

The screenshot displays a software interface for managing video content. On the left, a sidebar lists shared and personal copyboxes, and shared templates for news segments at various times. The main area shows a news schedule with items numbered 4 through 9. Item 4 is a live video titled "The Motherland Calls statue INTRO". Item 5 is a package titled "The Motherland Calls statue" with a thumbnail showing the statue. Item 6 is a live video titled "Riots on Tahrir Square in Cairo INTRO". Item 7 is a video titled "Riots on Tahrir Square in Cairo". Item 8 is a live video titled "Emale pilot flies the massive Hercules INTRO". Item 9 is a package titled "Emale pilot flies the massive Hercules" with a thumbnail showing an aircraft. Below the schedule is a "News feed" section listing recent news stories with their dates and titles.

Date	Title
16.07.2018 12:07:28	Gas station clerk helps woman escape alleged kidnappers
16.07.2018 0:41:35	Arrest made in 1988 child murder after genealogy research matches DNA
03.08.2018 12:23:21	China warns US sanctions will void trade talks
03.08.2018 12:17:58	Toddler, 3, makes life-saving 911 call after mother collapses
03.08.2018 10:50:12	Woman charged with manslaughter for allegedly running over man on baseball field
03.08.2018 9:50:48	FBI agent accidentally shoots bar patron when gun falls out of holster while dancing
03.08.2018 9:42:39	Yosemite El Capitan: Two climbers fall to death
03.08.2018 8:58:13	Officer fired after intentionally hitting fleeing suspect with his police car
03.08.2018 7:13:26	Jordanians in third night of tax rise protests
03.08.2018 5:53:41	Lava flows cut off access to more Hawaii neighborhoods
03.08.2018 4:26:48	

You will see a screenshot for items with media in the schedule. You don't need to open the editor to work with them. Clicking the thumbnail opens a dialog window.

6.1 Item videos dialog



Readiness flags

NB! Item flags and video flags are separate. Each one is set up individually.

Opens captions dialog (see below for more)



Download video

Downloads proxy copy of the video into specified folder.

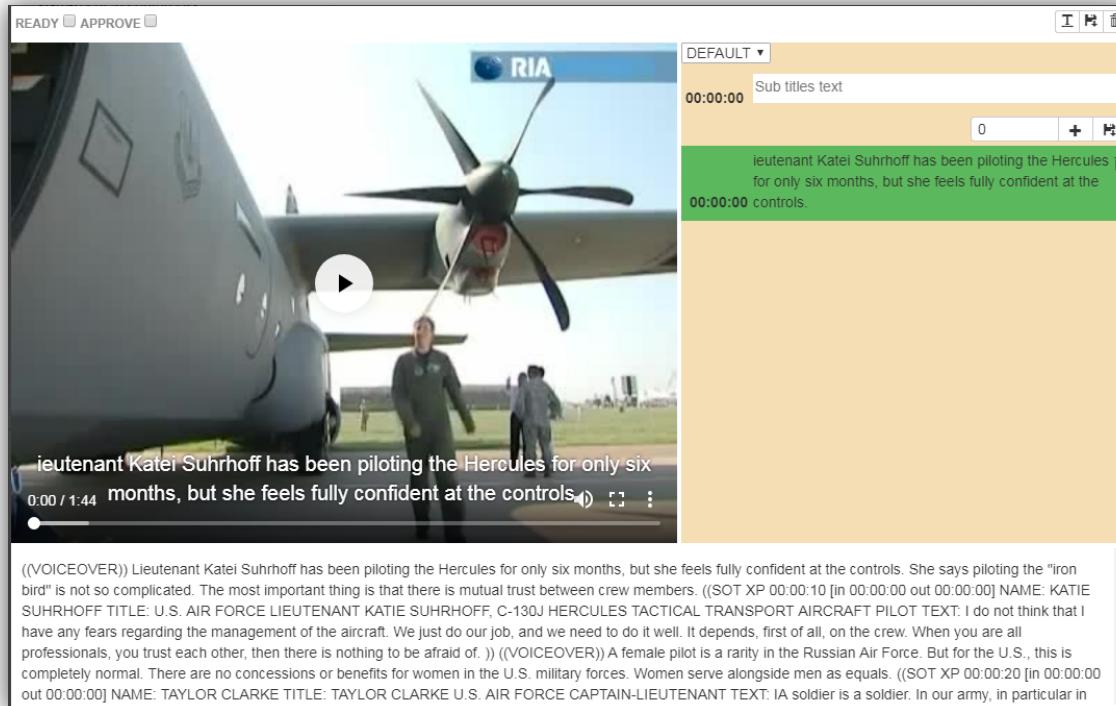
Delete video

You will see a list of all videos attached to the item below the player.

6.2 Captions dialog



button in the previous dialog brings up caption dialog



Hotkeys: Ctrl+Space – play/stop, Enter — paste timecode and text into the list. The system takes initial timecode for the fragment from the player.

DEFAULT ▾

00:00:00

Sub titles text

0



ieu
for
00:00:00 co

Layers list

Caption pop up timecode

Caption text

Time shift for all captions
Use when you need to
shift all captions
appearance time

Add caption to the list

Export a text file with
captions

Caption lines

You will see item text below the player. You can use it to copy item text and paste it into the captions list.

Creating captions

You can create the captions list (timecode + caption) in several ways.

Simplest way:

- Stop your player at a certain frame,
- Copy item text and paste it into the text field,
- Press Enter.

If you need to transcript the sound for the captions:

- Stop your player at the beginning of the video.
- Press Ctrl+Space to play and start typing the text you hear.
- Press Ctrl-Space again to stop the player.
- Press Enter. Text and timecode will be automatically pasted into the list.

7. SCRIPTS

News24 07.29. 11:00 AM

owner: John Smith (owner example)
date: 29.07.2018 11:00:00
duration: 00:06:00

	Title	Planned	Final
1	graphics NEWS24 INTRO	00:00:00	00:00:21
2	LIVE Greeting	00:00:02	00:00:02
3	VIDEO Announcement	00:00:30	00:00:30
4	LIVE The Motherland Calls statue INTRO	00:00:12	00:00:12
5	PKG The Motherland Calls statue	00:01:20	00:01:45
6	LIVE Riots on Tahrir Square in Cairo INTRO	00:00:06	00:00:06
7	VIDEO Riots on Tahrir Square in Cairo	00:00:30	00:00:58

Author: Juan Antonio (reporter example)
Cameramen: George Knight (cameramen example)

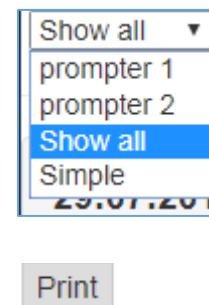
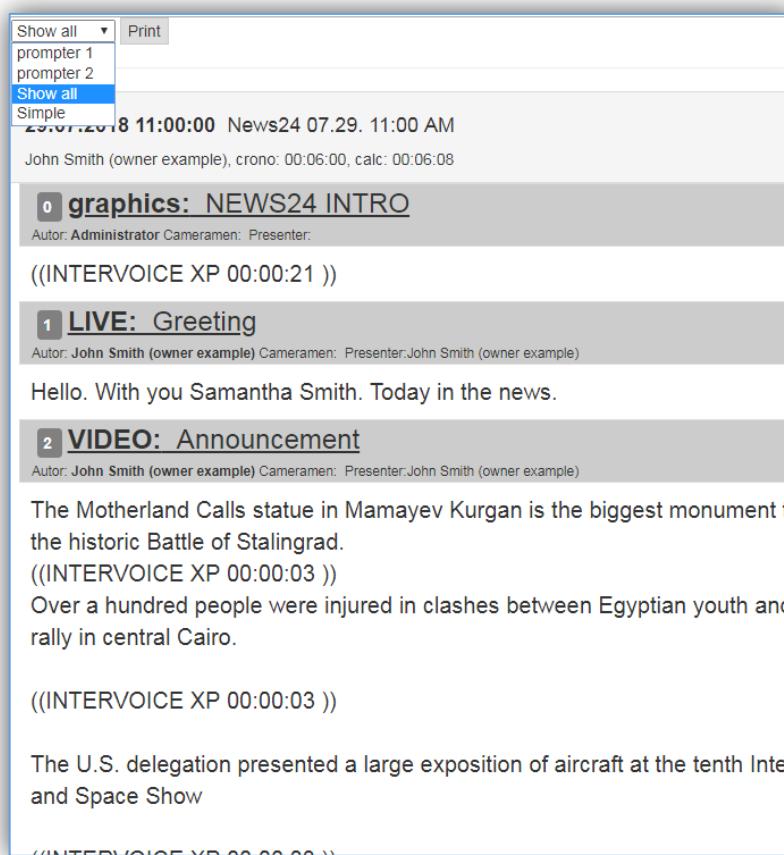
Over six hundred people were injured in clashes between Egyptian youth and police during a rally in central Cairo. Thousands of hardcore football fans, known as Ultras, as well as various political movements marched on Cairo's Tahrir Square on Thursday to protest against what they called police negligence during Wednesday's football disaster that left more than 70 people dead and up to 300 injured. Earlier on Wednesday, players, coaches and fans of the club were attacked after a match at Port Said. Aggressive fans were destroying concrete barriers, setting trees fire and throwing rocks at police. A dozen police officers were injured. The protests took place as Egypt has announced a national three-day mourning period following the riot at the Port Said stadium, which broke out when thousands of fans rushed onto the field after their home team from Port Said, Al-Masry, defeated Al-Ahly, one of

The system allows you to convert the whole newscast or certain items into a text script. You can choose text formatting and info to show using script templates. Script templates are edited in the settings tab.

View scripts:

1. Find 'newscast editing' on the control panel if you need to see the whole newscast script
- or
2. Find 'item editing' if you need to see the script for a certain item.

7.1 View and print script dialog

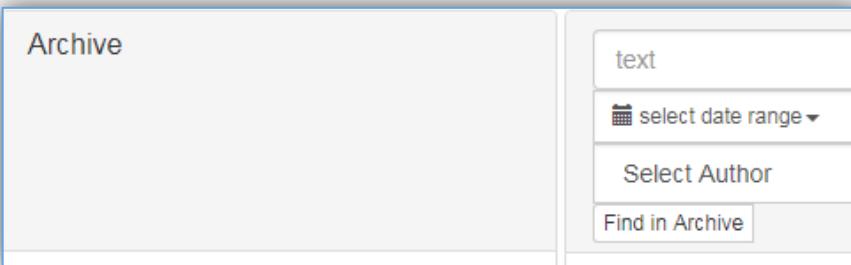


Script templates list

Print

Print script

8. ARCHIVE



text
select date range
Select Author
Find in Archive

Search text

Date range

Search author

Launch search

Archive search results

The screenshot shows the 'Archive' search results page. The search term 'razbakov' is entered in the search bar. Below the search bar are filters for 'select date range' and 'Select Author'. At the bottom of the search bar are 'Find in Archive' and 'Hide results' buttons.

The main area displays a single search result:

- News24 07.16. 11:00 AM**
16.07.2018 11:00:00
- PKG** The Motherland Calls statue
- NO IMAGE**
- Author:** Juan Antonio (reporter example)
- Cameramen:** George Knight (cameramen example)
- Text:** the head.)) ((VOICEOVER)) Most of the honeycomb rooms inside the monument are empty. Once a week an engineer comes to check the data from special equipment installed in one of the rooms that we call the memorial's brain. ((SOT XP 00:00:03 [in 00:00:00 out 00:00:00] NAME: Gennady Mashbits TITLE: Gennady Mashbits, the director of the Volgograd branch of the Research Institute of Energy Structures TEXT: This is a programmable terminal, with a system of microprocessors, controllers and switches)) ((VOICEOVER)) The electronic system controls the tension level of the cables, and the temperature and distortion level of the concrete. The data comes from 150 different sensors located inside the monument, including in the uppermost section ((STAND-UP)) ((TITLE: SERGEI razbakov, CORRESPONDENT)) We find ourselves at a height of 52 meters inside the head of the statue, which houses one of the largest technical areas.

Three red numbers are overlaid on the interface:

- Red number 1 is circled around the 'News24 07.16. 11:00 AM' entry.
- Red number 2 is circled around the name 'razbakov' in the text.
- Red number 3 is circled around the small icon next to the date entry.

1. Choose a newscast
2. Open the item you need
3. You can unarchive a newscast and bring it back to current newscast list

9. INCOMING NEWS FEED

News feed
Find Items:6

neighborhood
select date range ▾
Select source

[Find in news feed](#) [Hide results](#)

abc news Lava flows cut off access to more Hawaii neighborhoods
03.06.2018 5:50:41
Volcano has cut off access to two more neighborhoods on Hawaii's Big Island.

abc news WATCH: Officials monitoring air quality after Hawaii eruption
15.05.2018 5:47:17
ABC News' Marci Gonzalez visits Leilani Estates, the neighborhood hit hardest by Kilauea.

abc news Florida neighborhood evacuated due to massive sinkholes
02.05.2018 16:22:58
At least 12 sinkholes have been reported in the Wynchase neighborhood of Ocala.

abc news Residents in Florida neighborhood evacuated due to massive sinkholes
02.05.2018 14:32:15
At least 12 sinkholes have been reported in the Wynchase neighborhood of Ocala.

abc news 'Golden State Killer' suspect threatened to kill family dog: Neighbor
27.04.2018 18:36:54
Joseph DeAngelo yelled and cursed in the neighborhood and once threatened to kill a family's dog, neighbors recalled.

abc news Waffle House suspect remains on the run, may be armed
23.04.2018 16:03:55
As an intensive manhunt continues for the suspect in a Waffle House restaurant shooting that killed four people, police are warning residents of a Nashville neighborhood to beware of the alleged killer

text

select date range ▾

Select source

[Find in news feed](#)

Search text

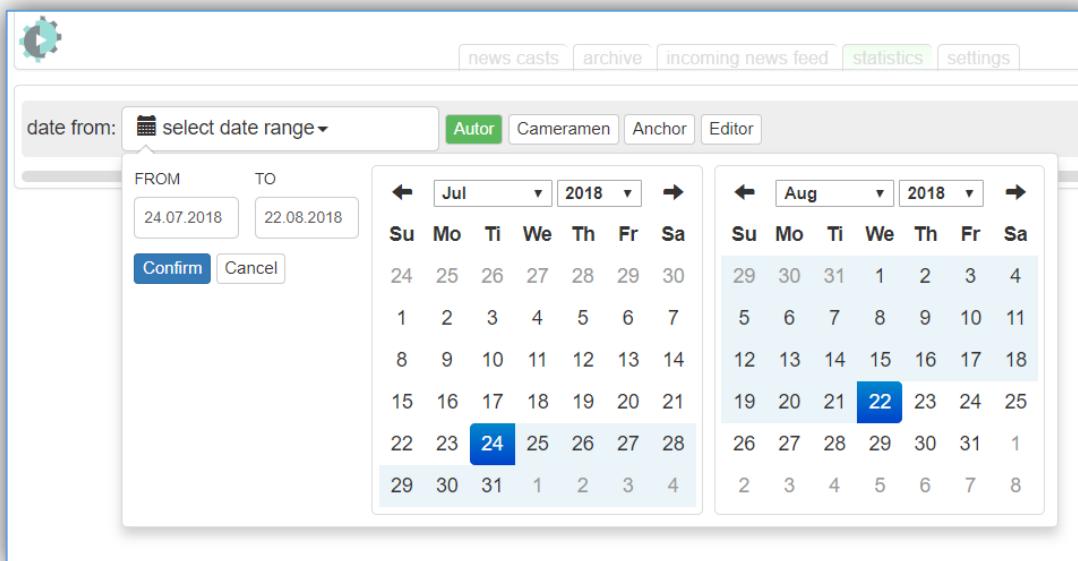
Date range

Source search

Launch search

10. STATISTICS

Search



date from:

Date range
selector

Set – search in
the date range,
Cancel –
deselect range.

Result view

The screenshot shows a search interface for newscasts. At the top, there are tabs for "news casts", "archive", and "incoming news feed". Below these are date filters: "дата с: 01.06.2018 - 31.07.2018" and buttons for "Autor", "Cameramen", "Anchor", and "Editor". The "Autor" button is highlighted in green. The results section is titled "Результаты" and contains two main items:

- Administrator (3)**
 - GRAPHICS(3)**
 - NEWS24 INTRO / 30.06.2018 / News24 11:00 AM
 - NEWS24 INTRO / 29.07.2018 / News24 07.29. 11:00 AM
 - NEWS24 INTRO / 18.07.2018 / News24 07.16. 11:00 AM
- John Smith (owner example) (3)**
 - LIVE(1)**
 - Greeting / 29.07.2018 / News24 07.29. 11:00 AM
 - VIDEO(2)**
 - Announcement / 29.07.2018 / News24 07.29. 11:00 AM
 - Announcement / 18.07.2018 / News24 07.16. 11:00 AM

Autor

Anchor

Editor

Author filter

Presenter filter

Editor filter

GRAPHICS(3)

NEWS24 INTRO / 30

Clicking item type
shows a list of
newscasts

11. SETTINGS

SOT templates
Administrator
Social networks
RSS feed
Deleted Items
Programs
Users roles
Users
Item types
Scripts templates

SOT templates – edit sync templates

Current user (Administrator) – settings for the user currently logged in

Social networks – edit publishing platforms

RSS feed – edit news feeds sources

Deleted Items – Recycle Bin

Programs – set up and edit programs

Users roles – create and edit user roles and rights

Users – edit users

Item types – set up item types

Scripts templates – edit script templates

11.1 SOT templates

SOT templates		
Name	Position	
Albert Met	pilot	<button>Delete</button>
John Smith	worker	<button>Delete</button>

add

Name

Position

Delete

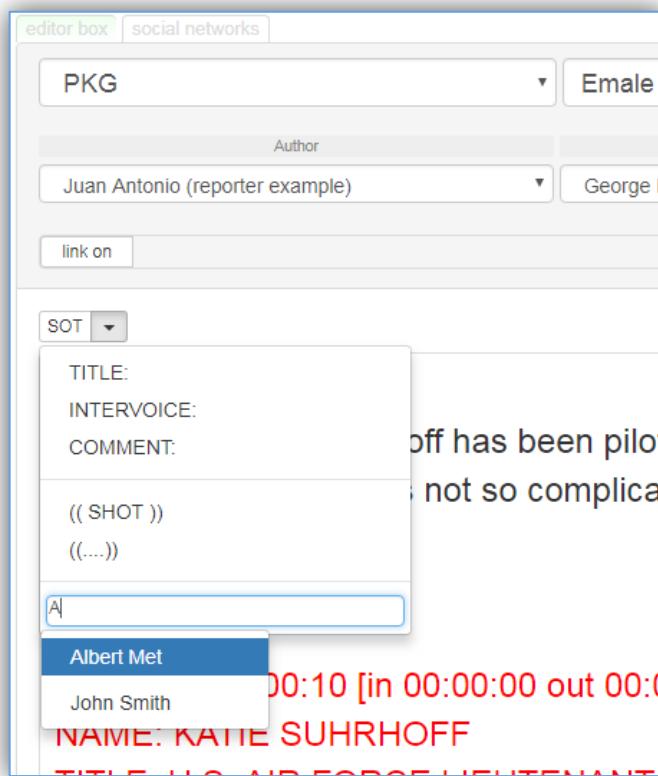
New template

Name of the speaker

Job title of speaker

Delete template

SOT templates usage



Use SOT templates in the editor. Typing the first letters in the field shows speakers' names. Choose one to insert into SOT.

11.2 Current user settings (Administrator in this instance)

Administrator

current password	new password	new password
change		
17 symbols per second	change read rate	

current password
new password
New password

Repeat new password
Change password

17 symbols per second

change

change read rate

11.3 Social networks

Social networks			
YouTube	Title	auth Key	<button>Delete</button>
FaceBook	News24 FB page	auth Key	<button>Delete</button>
YouTube	News24 YT channel	auth Key	<button>Delete</button>

add

YouTube ▾

Title

auth Key

Delete

Add a publishing platform
Choose platform
Internal platform name for the editorial
Authentication key
Delete platform

11.4 RSS feed

RSS feed		
Title	RSS URL	
abc news	http://abcnews.go.com/abcnews/usheadlines	<button>Delete</button>
bbc world	http://feeds.bbci.co.uk/news/world/rss.xml?edition=uk	<button>Delete</button>
testobj	https://www.objectiv.tv/feed/	<button>Delete</button>

<button>add</button>
<input type="text"/> Title
<input type="text"/> RSS URL
<button>Delete</button>

Add a news feed

Source name

Source URL

Delete news feed

11.5 Deleted Items

Deleted Items	
id	programm
title	
Person	
21698567	News24 07.29. 11:00 AM 29.07.2018 11:00:00
--	
<i>Administrator 03.04.2018 17:08:06</i>	restore
93328496	News24 07.29. 11:00 AM 29.07.2018 11:00:00
123	
<i>Administrator 16.04.2018 13:53:33</i>	restore
2543166355313	News24 07.29. 11:00 AM 29.07.2018 11:00:00
The Motherland Calls statue VOICEOVER	
<i>Administrator 31.03.2018 14:41:00</i>	restore
3170593918237	News24 07.29. 11:00 AM 29.07.2018 11:00:00
NEWS24 INTRO	
<i>Administrator 31.03.2018 18:24:01</i>	restore

Recycle bin

Shows all deleted items with deletion date and username who deleted it



Restore item

11.6 Programs

Programs

Title	Delete
News 24	Delete
News of the week	Delete
Sport 24	Delete

add

add

Title

Delete

Add a program

Program name

Delete program

NB! Deleting a program deletes all newscasts in it. To restore them, contact MAY24 support.

11.7 User roles

The system has some preset roles. You can't change them. Your admin can create any other roles.

Users roles			
Title	Edit	copy	Delete
chief editor		copy	
correspondent	Edit	copy	Delete
executive editor		copy	
reporter		copy	
viewer		copy	



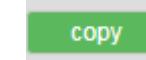
New role



Role name



Edit role rights



Use current role as a template for new role



Delete role

NB! Deleting a role already used in programs removes all rights user had in those programs. To restore their access to newscasts you will need to assign them new roles.

Assigning rights

Any role is a set of rights. Each user is given a certain role (a set of rights) in each assigned program. E.g. John can be Chief Editor in News24 program and a Reporter in another program.



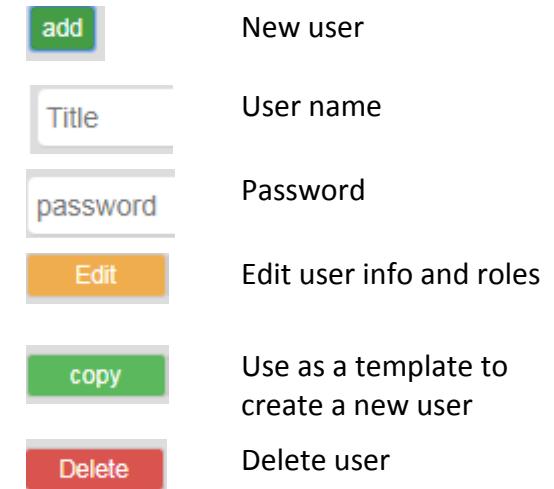
Press **Edit** to assign role rights. See section 11.8 for user roles assignment.

right to create Newscasts only where you are Owner	Users can create newscasts. They will be assigned Newscast Owner role automatically, and no other Owner can be assigned thereafter.
right to edit Newscasts only as Owner	Users can edit newscasts only if they have Owner rights.
read only access to Newscasts	Users can only view newscasts. No edit access given.
right to create any Newscasts	Users can create newscasts and add them to the schedule.
right to edit information about Newscasts only where you are Owner	Users can edit newscast info only when they have Owner role assigned.
right to delete any Newscasts	Users can delete newscasts.
right to create Newscasts only as Owner	Users can create newscasts only under their name
right to delete Newscasts only where you are Owner	Users can delete only those newscasts where they have Chief Editor rights.
right to be on the list of Chief Editors	Users with this right can be included into the Chief Editors list. This list is used to assign Chief Editor to programs.
right to be on the list of Owners	Users with this right can be included into the Production Editors list. This list is used to assign Production Editor to newscasts.
right to change the order of Items	Change item order in newscasts.
right to create any Items	
right to edit any Items	
right to delete any Items	
right to create Items only where you are Author	Users can create items and become authors automatically. This doesn't mean they can reassign authors.
right to edit any Items only where you are Author	Users can only edit items they authored.

right to delete any Items only where you are Author	Users can delete items where they have Author role.
right to edit items as Presenter	Users can edit items where they have Presenter role.
right to be on the list of Cameramen	
right to be on the list of Presenters	
right to be on the list of Authors	
right to edit accepted Item	Users with this right can edit items after they were accepted by the editor. The editor will get a notification that an accepted item is being edited.
right to edit Media	

11.8 Users

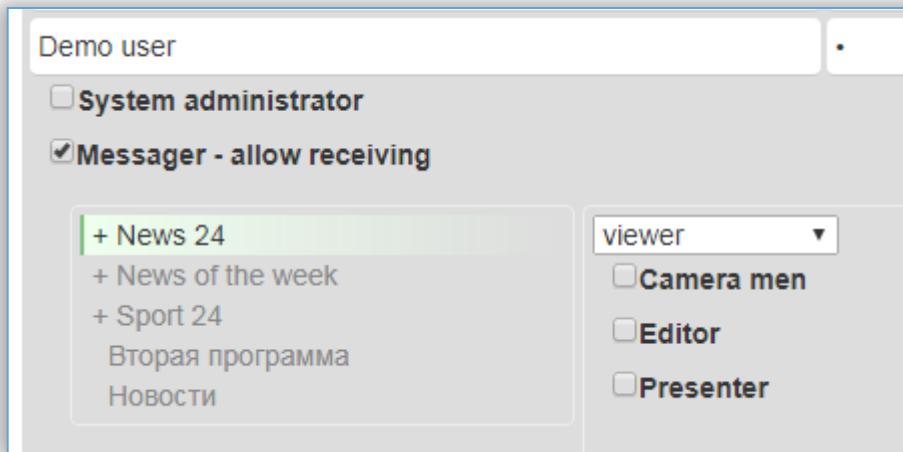
Users				
Title	password	Edit	copy	Delete
Administrator	•		copy	
Boss (read only example)	•	Edit	copy	Delete
George Knight (cameramen example)	•	Edit	copy	Delete
John Smith (owner example)	•	Edit	copy	Delete
Juan Antonio (reporter example)	•	Edit	copy	Delete
Maria Rose (chief editor example)	•	Edit	copy	Delete
Patrick Oak (reporter example)	•	Edit	copy	Delete
Stephanie Violette (editor example)	•	Edit	copy	Delete



NB! Deleting a user does not delete their name in any current or archived newscasts.

Edit user info

Clicking Edit button (Demo user in this instance) brings up the following options



This screenshot shows the 'Edit user info' dialog for 'Demo user' with the 'Messenger - allow receiving' checkbox checked. It displays a list of programs ('News 24', 'News of the week', 'Sport 24') and a 'viewer' dropdown menu with 'Camera men', 'Editor', and 'Presenter' roles.

Allows a user to become an admin

Allows a user to use internal IM

Program list. + sign shows that the user has a role in this program.

Selected program

Role in selected program. In this instance, Demo user has 'read only' rights and cannot be a cameraman, editor, or presenter.

11.9 Item types

Item types

Item type	Author	Cameramen	Presenter
GRAPHICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PKG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VIDEO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Action when you click on the Item type field

auto-grouping Items ▾
auto-grouping items
 manual grouping items



Add new item type



Item type name



This flag shows whether current item can have an author. E.g. GRAPHICS items can't have an author. This type is used for design elements.



This flag shows whether current item can have a cameraman. E.g. LIVE items can have no cameraman assigned if you only specify them for on-set PKG videos.



This flag shows whether current item can have a presenter. E.g. PKG items don't have a presenter since it's a ready video (news story, report) inside a newscast.

11.10 Scripts templates

Scripts templates			
	Edit	copy	Delete
autocue	Edit	copy	Delete
autocue2	Edit	copy	Delete
full info	Edit	copy	Delete
simple	Edit	copy	Delete
table	Edit	copy	Delete



New template



Template name



Edit template



Use current template
to create a new one



Delete template

Editing templates. General principles

NB! This section is only available to admins. You will need some HTML experience to work with templates.

Templates are simple HTML (like a web page) with special tags — variables. A template has two sections: newscast and item. Markup is the same.

Newscast

The screenshot shows a template editor interface. On the left, under the heading "Newscast section", is the raw HTML code for the newscast section. On the right, a vertical list of variables is shown, each with a brief description:

- \$NewsChronoReal - News cast real time
- \$NewsCronoCalc - News cast calculated time
- \$NewsCronoTask - News cast task time
- \$NewsDate - News cast broadcast date
- \$NewsDuration - News cast planned time
- \$NewsId - ID of News cast
- \$NewsName - News cast title
- \$NewsOwner - News cast owner
- \$NewsSourceLabel - Label of place, where newscast is storage
- \$NewsTimeCode - News cast start timecode
- @BLOCK - This variable be change of item

Left side shows raw HTML script. Right side shows variables for the newscast.

When editing, insert variables into your HTML code where needed to be replaced by current newscast data later when viewing.

Item

Item section

```
<link href="/bootstrap/bootstrap-3.3.2-dist/css/bootstrap.min.css" rel="stylesheet">
<style>
@media print{
#tMainForm{
font-size:20px !important;
width:100% !important;;
}
.pBlockBody{
width:100% !important;
font-size:20px !important;
}
}
</style>
<div class='panel-body' style='padding:0 10px'>
<div class='pBlockBody' style='border:1px solid #ddd; width: calc(90vw - 30px);'>
<div style='background-color:#ccc;padding: 0 10px'>
<b>
<span style='color:white; background:gray;padding:5px; margin:5px; border-radius:4px'>
<script>
var timeBlock=parseInt('$BlockNumber');
document.write(( timeBlock/10)-1);
</script>
```

- \$BlockAutor - Item author
- \$BlockCronoCalc - Item calculated time
- \$BlockCronoReal - Item real time
- \$BlockCronoTask - Item task time
- \$BlockId - Id if item
- \$BlockJockey - Item anchor
- \$BlockName - Item title
- \$BlockOperator - Item cameramen
- \$BlockText - Item text

Left side shows raw HTML script. Right side shows variables for the newscast. When editing, insert variables into your HTML code where needed to be replaced by current item data later when viewing.