



DL3 CAPTURE PROCESS USER GUIDE V1.0

5/29/2013

For DL3 Capture Process help, email:

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1. Introduction

The tape **Capture** functionality contained in DL3 is designed to integrate seamlessly with already established “tape to file” encoding procedures practiced by Deluxe production teams, and to centralize and track (for easy reference) all steps contained within the **Capture** process.

1.1.Purpose

The purpose of this user guide is to instruct readers on how to use the tape **Capture** functionality integrated into DL3, and to show what DL3 offers for various types of **Capture** options.

1.2.Application

The information in this user guide applies to Project Managers (PMs), Client Services Representatives (CSRs), and any Deluxe ingest or vault teams who need to capture content from tape to digital file for all **Capture** purposes practiced by Deluxe.

1.3.Definitions

Capture: A **Capture** is the conversion of a **Segment** of digital content, provided on tape by the content provider, to a digital file, usually at the highest feasible quality, which eventually leads to associating the file to an **Asset** in DL3.

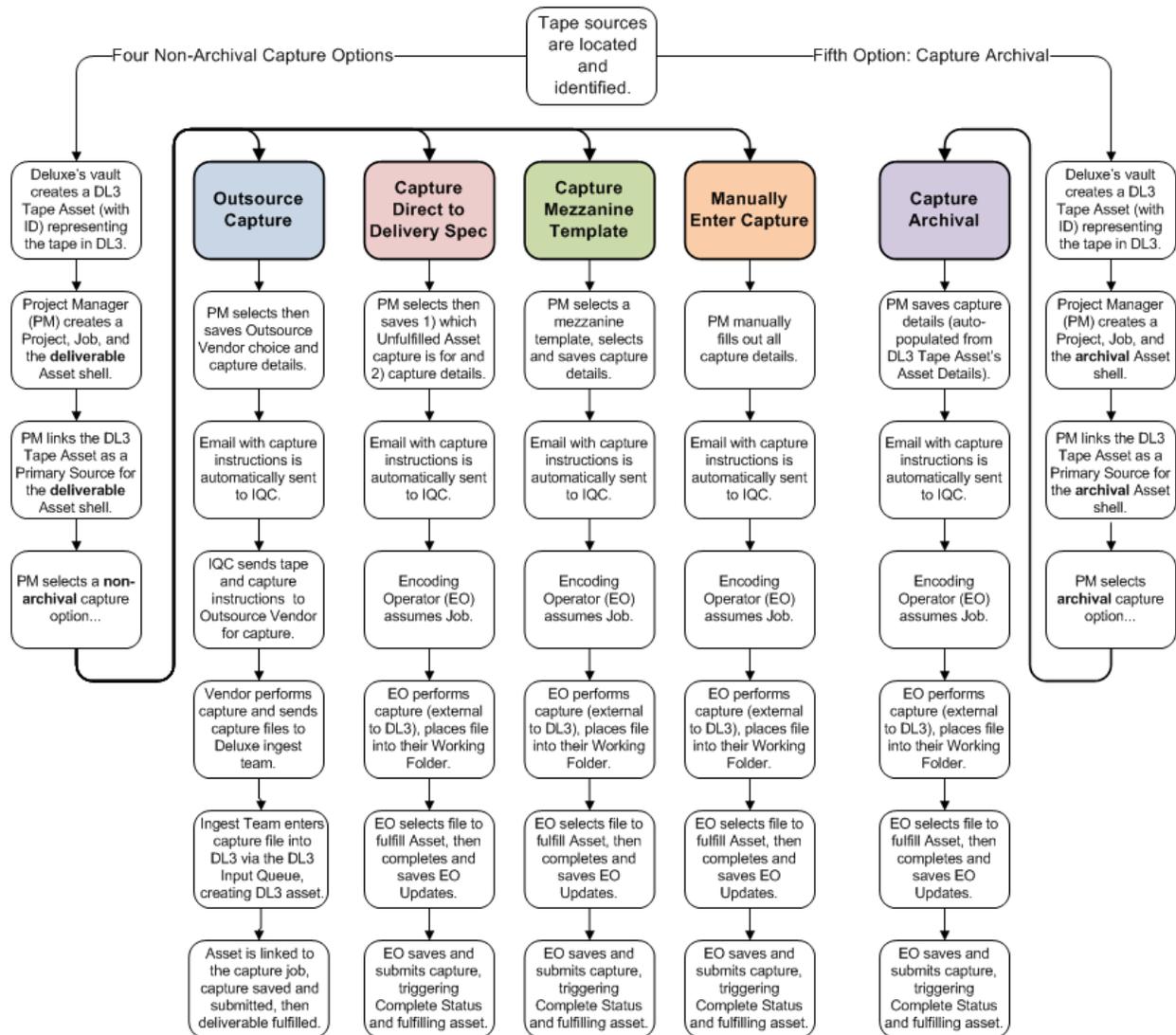
Delivery Spec: A **Delivery Spec** is a specification defining the technical details or attributes of the digital file to be created from the tape. The **Delivery Spec** is used as a template and is applied to DL3 **Projects** and **Jobs** for the processing or production of deliverable, internal working, or archival files.

Tapes Tab: The **Tapes** tab is a selectable item on the **Job Details** page where the tape and all **Captures** associated with the **Job** are shown. A new row of information appears for each **Capture**, and each row contains details about the **Capture**, including a hyperlinked barcode of the tape the **Capture** is associated with, and a colored status indicator showing the progress of the **Capture**. An **Add Capture** button appears in each row to create a new **Capture**.

Capture Tab: The **Capture** tab is a selectable item on the **Job Details** page where Project Managers and Encoding Operators trigger top-level **Capture** actions such as adding a **Delivery Spec**, saving a **Capture**, assuming work on the **Capture**, redoing (if captured file is corrupt), rejecting, and deleting a **Capture**. The **Capture** tab also displays the requirements of each **Capture** associated with the tape and **Job**, including the **Capture Name**, type, and date, as well as video, audio, subtitle, and closed caption requirements. **Resource Management**, **Encoding Operator Updates**, **Comments**, and **Additional Capture Instructions** sections also appear here. It is also from this location that the Encoding Operator selects the **Capture** file to save and submit, triggering a status of *Complete* for the **Capture** and fulfilling the **Asset**.

Unfulfilled Asset: An **Unfulfilled Asset** is a placeholder containing a set of details about a particular **Segment** of digital content not yet entered into the DL3 **Shared Space**. Once the digital file of content exists, it can be entered into DL3 and linked to the **Unfulfilled Asset**, at which time the **Asset** becomes *Fulfilled*, and the status of the **Capture Job** is shifted to *Complete*.

2. Capture Process Overview and First Steps



The diagram above is an overview illustrating the five **Capture** types. The four on the left are intended as a procedure within the daily production process where completion of a deliverable file is the completion of the **Job**. The fifth **Capture** type on the right is intended to support the creation of an archival master file (a digital replication of the tape) for any future use, where fulfillment of the archival **Asset** is the completion of the **Job**.

2.1. Capture First Steps

To begin following this guide, PM's identify their **Capture** type above. Instructions below begin at the third box seen at the sides of the diagram starting with, "PM links..."

3. Link Tapes as Primary Sources in Jobs

Once the PM has located the tape source and setup the **Project, Job,** and **Unfulfilled Asset** (commonly referred to as an “asset shell”) for the digital file to be captured from the tape, on the **Project and Job Details** page in the **Workability** tab the PM needs to link the **Primary Source** (tape) to the asset shell. This indicates to the encoding operator (who will perform the **Capture**) which tape, and then captured digital file, goes with which **Unfulfilled Asset**.

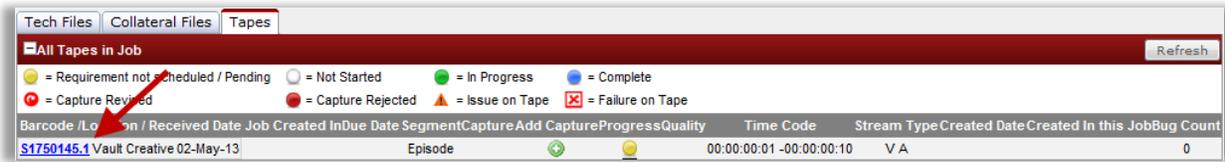
The screenshot shows the 'Asset 2430852' interface. At the top, there is a 'Search Primary Sources' button (1). Below it, a table displays asset details for Video (V) and Audio (A). The V row shows 16:9, 4:2:2, ProRes 422 (HQ), 709, 1920 x 1080, 10 bit, 18 Mbps, CBR. The A row shows 2.0, English (USA), Left Total, PCM, 48 KHz, 24 bit, CBR. Below this is the 'Primary Source Selector' window. It has a 'Save' button (6) and a 'Cancel' button. A message states 'Only assets that are valid primary sources will be set.' There is a 'Set All' button (5) and a 'Set Selected' button. The 'Current Search' section shows 'Keywords: 2430855' (2) and a 'Search' button (3). Below that is the 'Search Results' section, which includes a table with columns for Asset ID, Film w/ Season, Segment, Channels, Barcode / Client Ref, Runtime (ms), Asset Bugs, IQC Linear, IQC Scrub, Siblings, Media Content Owner, and Media-level Vendor. The first result is for Asset ID 2430855, Film w/ Season 'Happy Days - 2013 [Episodic (60 min)]_Season 02', Segment 'Episode || 2', and Channels '33 1/3'. A 'Tape ID' of 2430855 is highlighted (4). At the bottom, there are navigation controls and 'Items per page: 10 | 25 | 50'.

1. Click the **Search Primary Sources** button.
2. In the **Keywords** field, type the DL3 **Tape Asset ID** of the tape to link to the **Unfulfilled Asset**.
3. Click the **Search** button.
4. Select the DL3 **Tape Asset** from the search results.
5. Click the **Set All** button to link the **Asset** streams from the tape to the **Asset** streams of the **Unfulfilled Asset**.
6. Click the **Save** button.

Once the PM has linked Primary Source for the **Unfulfilled Asset**,

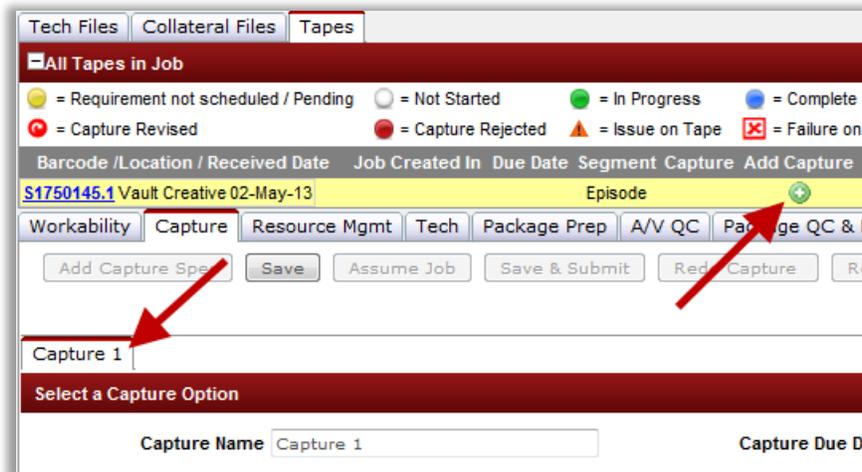
The screenshot shows the 'Asset 2430852' interface. At the top, there is a 'Search Primary Sources' button. Below it, a table displays asset details for Video (V) and Audio (A). The V row shows 16:9, 4:2:2, ProRes 422 (HQ), 709, 1920 x 1080, 10 bit, 18 Mbps, CBR. The A row shows 2.0, English (USA), Left Total, PCM, 48 KHz, 24 bit, CBR. The 'Search Primary Sources' button is highlighted with a red box.

in the **All Tapes in Job** section of the **Tapes** tab, a hyperlinked source tape barcode will appear.



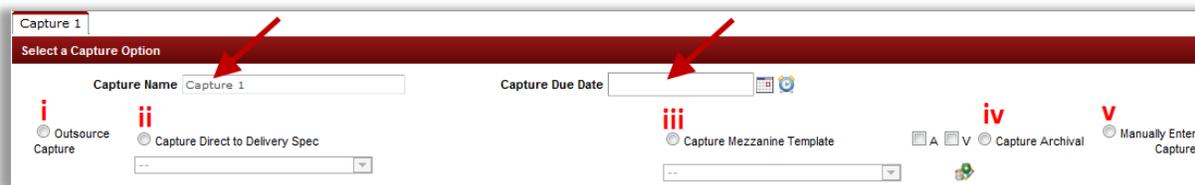
4. Create Capture Requirements

On the **Capture** tab, the PM initiates a new **Capture** requirement by clicking on the green plus sign icon in the **Add Capture** column of the **All Tapes in Job** section. In the **Capture** tab, an empty **Capture** requirement page (with default name "Capture 1") will appear as its own tab below the **Capture** tab.



For any **Capture**, in the **Select a Capture Option** section,

- Create a **Capture Name** and select a **Capture Due Date**.
- Via radio buttons to the left of the **Capture** types, select one of five **Capture** types:
 - i. [Outsource Capture](#)
 - ii. [Capture Direct to Delivery Spec](#)
 - iii. [Capture Mezzanine Template](#)
 - iv. [Capture Archival](#) or
 - v. [Manually Enter Capture](#)



5. Capture Options

5.1. Outsource Capture

This **Capture** type allows users to specify that a **Capture** be performed by a company outside of Deluxe. A section unique to this **Capture** type called **For Outsource Capture Only** will appear below the new **Capture** requirement, along with three other sections (**General**, **Additional Capture Instructions**, and **Resource Management**), which are available for all **Capture** types. Items with red asterisks are required.

The screenshot shows a software interface for configuring capture options. The top section is titled "For Outsource Capture Only". It includes several sub-sections: 5.1.1 Outsource Vendor (with a dropdown menu and "Link Files" and "Print" buttons), 5.1.2 General (with dropdown menus for "Intended use", "File Extension", and "File Format/Wrapper"), 5.1.3 Additional Capture Instructions (with checkboxes for "CC Formatting", "Concatenate on Capture", "Time Code From Source", "Pull Commercial Blacks", "Add Pre/Post Black (2 seconds)", and "Remove Head Build", plus a "Notes" text area), 5.1.4 Resource Management (with checkboxes for "Audio Legalizer", "Clipster", "Digital Rapids", "Dolby E Encoder", "Dolby E Decoder", "Final Cut", "Nexguard SDI", "Teranex", and "Video Legalizer"), and 5.1.5 Comments (with a "Job Logs" button and an "Add Comment" button). At the bottom, there are links for "View Comment Log (0)" and "View Change Log".

5.1.1. Outsource Vendor

In the **For Outsource Capture Only** section, in the **Outsource Vendor** pulldown, select the vendor that will perform the **Capture**.

[The **Link Files** button is used (later) to link the captured file received from the external capturing facility to the **Job**.]

5.1.2. General File Attributes

In the **General** section, select

- The intended use for the file
- The file extension of the file
- The file format/wrapper

5.1.3. Additional Capture Instructions

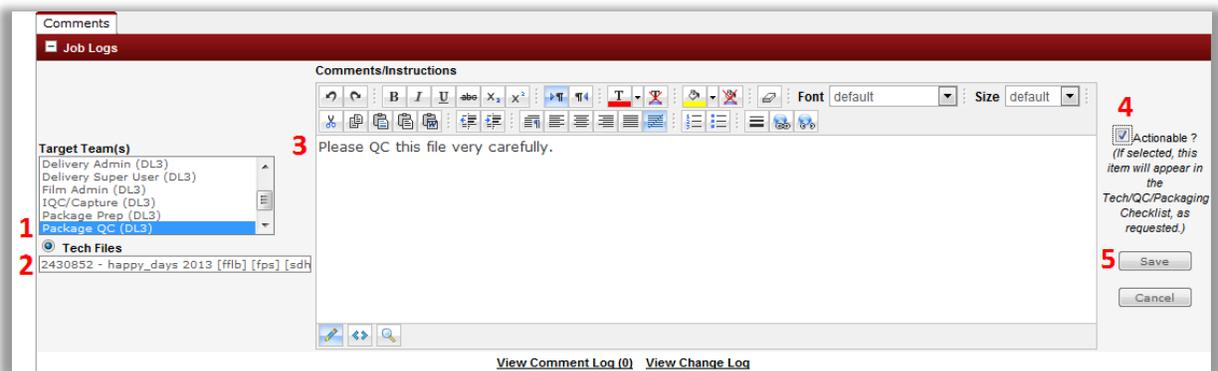
In the **Additional Capture Instructions** section, to make this section active for selection, in the section header place a check in the checkbox appearing after the word "instructions," and then place a check in checkboxes next to any of the additional requirements necessary to complete the **Capture**. Notes (or instructions) can also be manually entered, which are only applicable to the specific **Capture** in to which they're entered.

5.1.4. Resource Management

In the **Resource Management** section, in the section header place a check in the checkbox appearing after the word “management” to make this section active for selection, and then place a check in the checkbox next to any of the listed **Capture** tools to specify that resource should be used for the **Capture**.

5.1.5. Comments

The **Comments** section is a multi-use area. It can be used to enter general notes about **Jobs**, or it can be used to provide additional, “actionable” instructions related to the **Job** and/or the various departments doing work on the **Job**.



After clicking the **Add Comments** button at the right of the **Jobs Log** header, either enter some general comments and save them at the right or, if instructions are needed,

1. Select a **Target Team** at the left
2. Select one, all, or multiple files below that (tech or collateral)
3. Type the instructions in the **Comments/Instructions** field
4. Place a check in the **Actionable** checkbox at the right, and then
5. Click **Save**

The instructions will appear in the checklist of the designated team, as requested.

5.1.6. Save the Capture

When the **Capture** requirements selection is complete, click the **Save** button at the top of the **Capture** tab. The PM coordinates with the vault to get the tape to the vendor.

5.1.7. Vendor Performs Capture Then Sends Captured Files Back to Deluxe

Once the vendor has completed the **Capture**, the captured files are sent back to Deluxe for ingest into DL3.

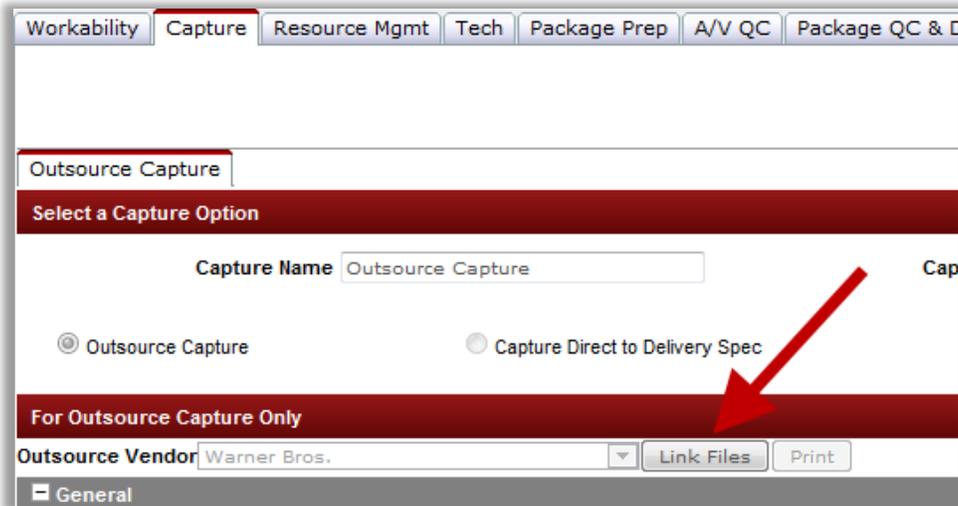
5.1.8. Captured Files are entered into the DL3 Input Queue

The ingest team will receive the captured files from the vendor and drop them into their DL3 **Input** folder, which auto-scrapes metadata information from the file into DL3. The file will then appear in the DL3 **Input Queue**, where ingest will create a new DL3 **Asset** from the file (then fill

out its **Asset Details** and **Save & Submit** it into DL3), so that a record of the file's attributes is now searchable in the DL3 database, and the file is available for use in the **Job**.

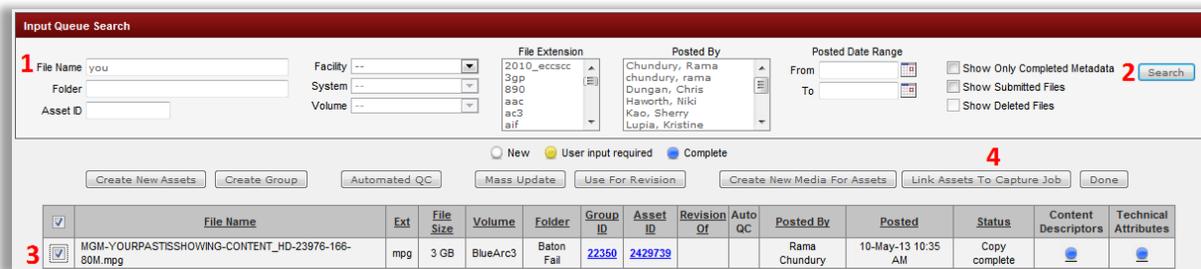
5.1.9. New DL3 Asset is Linked to Job

In the **For Outsource Capture Only** section of the **Capture**, the PM clicks the **Link Files** button,

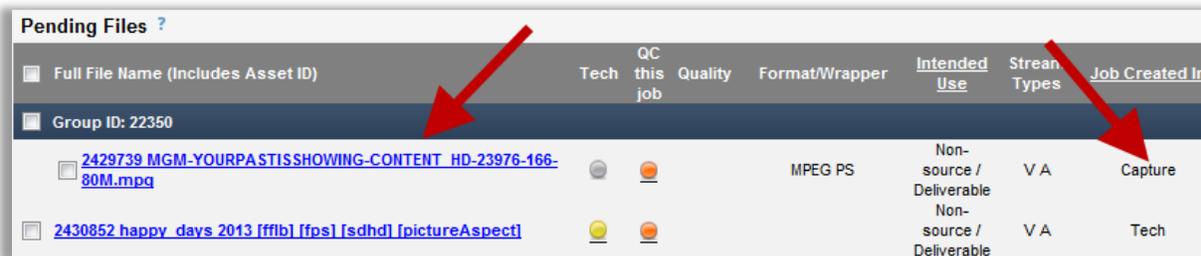


which opens a window showing the DL3 **Input Queue**.

Using the DL3 **Input Queue** search fields, the PM searches for the file (1 and 2 below), places a check in the checkbox for the desired file from the search results (3 below), then clicks the **Link Assets To Capture Job** button at the right (4 below).

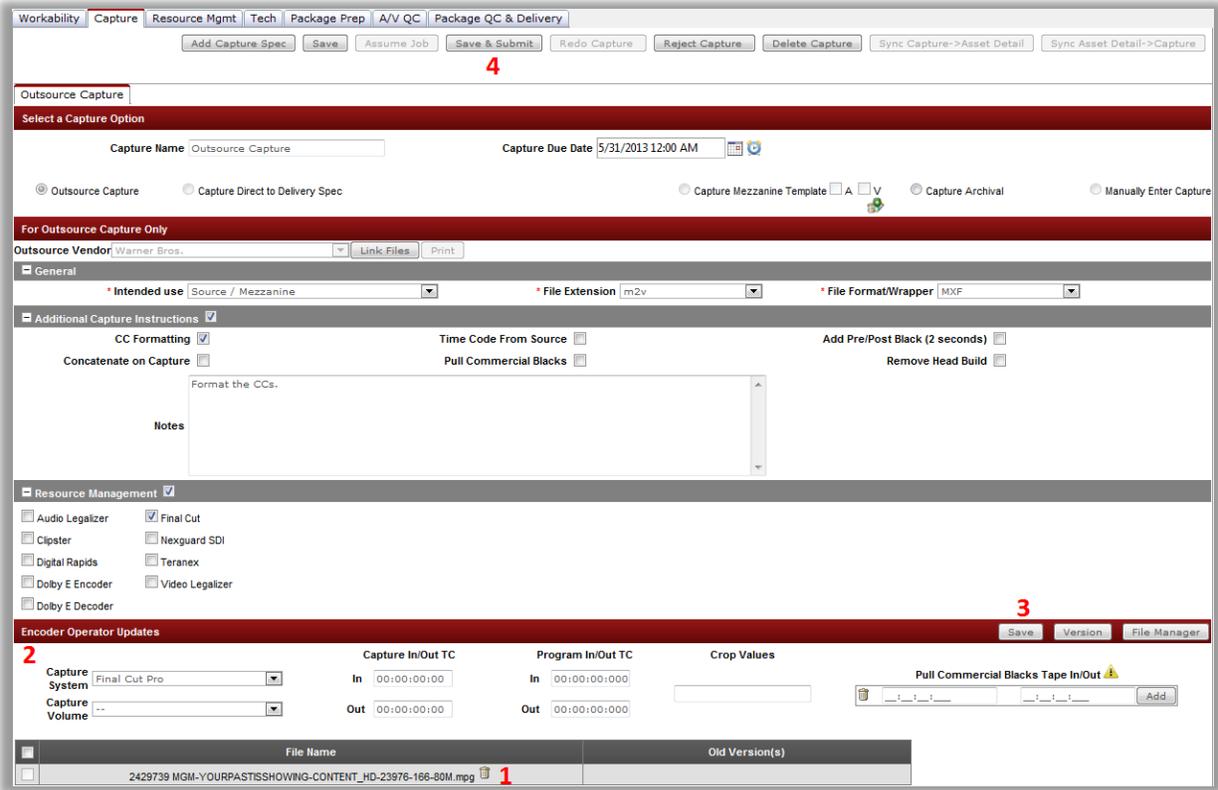


The file will appear in the **Pending Files** section in the **Tech** tab within the **Job** as an intermediate or internal working file (IWF).



5.1.10. Save & Submit Capture to the Job

Once the file is linked to the **Job**, the file is visible at the bottom of the **Capture** Tab (1 below). The **Encoder Operator Updates** section can be edited and saved (2 and 3 below), and then the **Capture** is saved and submitted at the top (4 below).



This completes the DL3 **Outsource Capture** process, and the file is now fulfilled and ready to be used as source/lineage for the actual deliverable.

5.2. Capture Direct to Delivery Spec

This **Capture** type will occur in-house, and the captured file will be the deliverable file. Items available in the pulldown are pre-defined **Unfulfilled Assets** (based on certain pre-selected **Delivery Specs**) within the **Job** that the **Capture** is intended to fulfill. Selecting one of the **Assets** pre-populates the various sections of the **Capture** with the requirements of the selected **Asset**. All requirement sections (**General**, **Video Spec**, **Audio Spec**, **CC Spec**, **Subtitle Spec**, **Additional Capture Instructions**, and **Resource Management**) are available for editing if necessary.

5.2.1 General

* Intended use -- * File Extension -- * File Format/Wrapper --

5.2.2 Video Spec

Codec -- Time Code Format -- Scan Type --

Bit Depth -- Frame Rate --

Average Bitrates -- Standard --

Peak Bitrates -- Textless Required --

Frame Size x

Display Aspect Ratio --

5.2.3 Audio Spec

Criteria -- Sample Rate -- Channel Assignments

Peak Bitrate -- File Extension -- Ch 1 Ch 7

Codec -- File Format/Wrapper -- Ch 2 Ch 8

Bitrates Mode -- Audio Element Type -- Ch 3 Ch 9

Bit Depth -- Average Bitrates -- Ch 4 Ch 10

Ch 5 Ch 11

Ch 6 Ch 12

5.2.4 CC Spec

Criteria --

CC Type --

File Extension --

5.2.5 Subtitle Spec

Format --

Coding --

5.2.6 Additional Capture Instructions

CC Formatting Time Code From Source Add Pre/Post Black (2 seconds)

Concatenate on Capture Pull Commercial Blacks Remove Head Build

Notes

5.2.7 Resource Management

Audio Legalizer Final Cut

Clipster Nexguard SDI

Digital Rapids Teranex

Dolby E Encoder Video Legalizer

Dolby E Decoder

5.2.8 Comments

Job Logs Add Comment

View Comment Log (0) View Change Log

5.2.1. General

In the **General** section, select

- The intended use for the file
- The file extension of the file
- The file format/wrapper

5.2.2. Video Spec

In the **Video Spec** section, fields will have been pre-populated with selections based off of the requirements of the **Unfulfilled Asset** selected. Edits to the various fields can be made, but proceed carefully and be sure about what is needed). If edits were made, make sure to use the **Sync Capture->Asset Detail** button so that the captured file can be linked to the **Unfulfilled Asset** without any information discrepancies.

5.2.3. Audio Spec

In the **Audio Spec** section, fields will have been pre-populated with selections based off of the requirements of the **Unfulfilled Asset** selected. Edits to the various fields can be made, but proceed carefully and be sure about what is needed). If edits were made, make sure to use the **Sync Capture->Asset Detail** button so that the captured file can be linked to the **Unfulfilled Asset** without any information discrepancies.

5.2.3.1. Channel Assignments section

The fields in the **Channel Assignments** section are used to indicate the desired audio stream configuration for the captured file. Any configurations shown in the center, and the twelve channels displayed on each side, describe what's on the tape. In the example below, tape channels 1-4 all have content (shown via the four audio configurations in the middle). In the fields next to the channels, users enter stream numbers of the captured file, indicating which file stream that channel from the tape should be mapped to. Below, the user has chosen to map the audio on channels 1 and 2 of the tape to stream 1 of the captured file, and by entering zero for channels 3 and 4, they have chosen to exclude the audio on channels 3 and 4 of the tape from the captured file.

Channel Assignments		
Ch 1	<input type="text" value="1"/>	2.0 English (USA) Ch 7 <input type="text"/>
Ch 2	<input type="text" value="1"/>	2.0 English (USA) Ch 8 <input type="text"/>
Ch 3	<input type="text" value="0"/>	2.0 Music & Effects Ch 9 <input type="text"/>
Ch 4	<input type="text" value="0"/>	2.0 Music & Effects Ch 10 <input type="text"/>
Ch 5	<input type="text"/>	Ch 11 <input type="text"/>
Ch 6	<input type="text"/>	Ch 12 <input type="text"/>

5.2.4. CC Spec

In the **CC Spec** section, fields will have been pre-populated (or not) with selections based off of the attributes of the **Unfulfilled Asset** selected. Edits to the various fields can be made, but proceed carefully and be sure about what is needed). If edits were made, make sure to use the **Sync Capture->Asset Detail** button so that the captured file can be linked to the **Unfulfilled Asset** without any information discrepancies.

5.2.5. Subtitle Spec

In the **Subtitle Spec** section, fields will have been pre-populated (or not) with selections based off of the attributes of the **Unfulfilled Asset** selected. Edits to the various fields can be made, but proceed carefully and be sure about what is needed). If edits were made, make sure to use the **Sync Capture->Asset Detail** button so that the captured file can be linked to the **Unfulfilled Asset** without any information discrepancies.

5.2.6. Additional Capture Instructions

If this section is not already active, in the section header place a check in the checkbox appearing after the word "instructions," and then place a check in checkboxes next to any of the additional requirements necessary to complete the **Capture**. Notes (or instructions) can also be manually entered, which are only applicable to the specific **Capture** in to which they're entered.

5.2.7. Resource Management

In the **Resource Management** section, in the section header place a check in the checkbox appearing after the word "management" to make this section active for selection, and then

place a check in checkboxes next to any of the listed **Capture** tools to specify that resource should be used for the **Capture**.

5.2.8. Comments

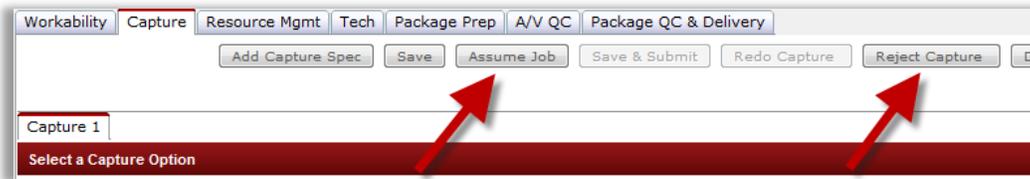
See section [5.1.5](#) of this document.

5.2.9. Save the Capture Requirements

When the **Capture** requirements selection is complete, click the **Save** button at the top of the **Capture** tab. The **Capture** requirements are saved and two emails are automatically deployed; one as a notification to IQC, and one to the vault to pull the tape.

5.2.10. Encoding Operator Performs Capture

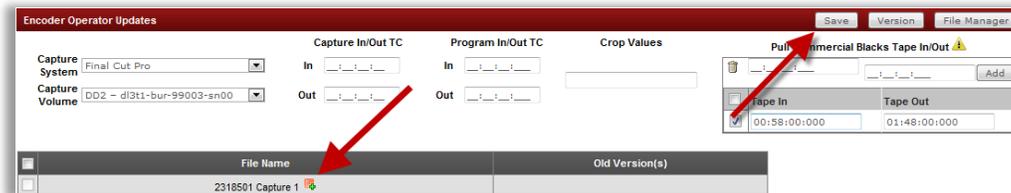
The Encoding Operator (EO) will begin the **Capture** process as it relates to DL3 by clicking the **Assume Job** button at the top of the **Capture** tab.



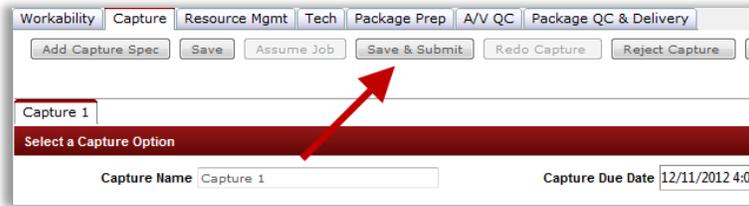
The EO will compare the **Capture** requirements on the **Capture** tab with the tape. If they match, they'll begin the **Capture**. If they don't match (or there are other issues), they will reject the **Capture** by clicking the **Reject Capture** button. Upon rejection, a reason is typed in the subsequent window (an email with that information will be sent to the PM), and then a new **Capture** will appear, ready to be saved (as is or adjusted), after which the new **Job** can be assumed.

5.2.11. Encoding Operator Saves & Submits Capture

Once the **Capture** is completed, the EO puts the file into the EO's DL3 **Working** folder. In the **Encoder Operator Updates** section of the **Capture** tab, the EO clicks the file selector button, locates the file in their **Working** folder, and then links it to the **Job**. If other items in the **Encoder Operator Updates** section also need edited, the EO then needs to click the **Save** button at the right of the **Encoder Operator Updates** section.



Once additional edits in that section are saved, or if no edits were needed, at the top of the **Capture** tab the EO clicks the **Save & Submit** button to complete the **Capture**.



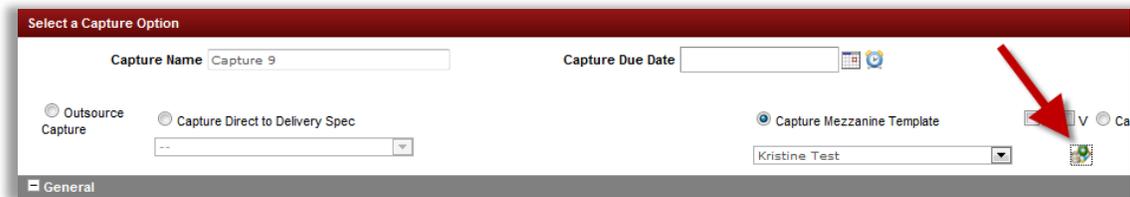
This completes the DL3 **Capture Direct to Delivery Spec** process.

5.3.Capture Mezzanine Template

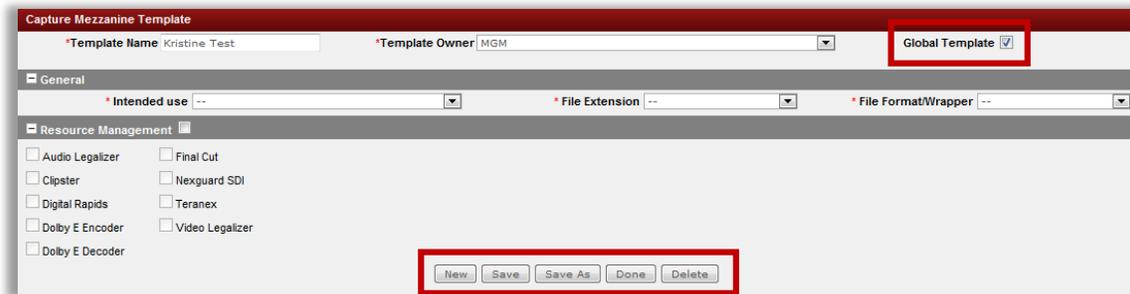
This **Capture** type occurs in-house and is for the purpose of creating a mezzanine (transitional) file to be used as a source for a deliverable, where instead of filling out **Capture** requirements for each **Capture**, the selection of a **Capture** template from the pulldown is employed to speed production. Users can also create and edit templates, or sort the list of available templates (audio/video) by placing a check in the “A” or “V” checkboxes next to the pulldown. All requirement sections (**General**, **Video Spec**, **Audio Spec**, **CC Spec**, **Subtitle Spec**, **Additional Capture Instructions**, and **Resource Management**) are available for editing if necessary. For details about these sections, please refer to sections [5.2.1](#) through [5.2.8](#) of this document.

5.3.1. Creating, Editing, and Deleting Mezzanine Templates

Beyond selecting a pre-created mezzanine template from the template list, users can create new templates and edit or delete existing templates.



Click the **Add/Edit/Capture Template** button. The **Capture Mezzanine Template** page appears (the view of the template is trimmed below).



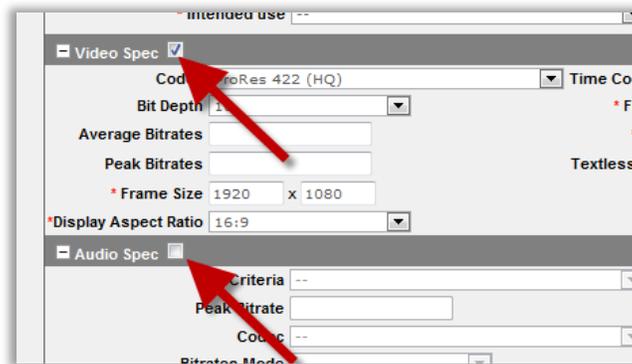
Use the buttons at the bottom of the page to manage templates. The buttons are:

- **New:** Start a new template (clear all currently populated fields).
- **Save:** Save a new template or save edits to the current template you just edited.

- **Save As:** Save the currently edited template as an additional template.
- **Done:** Close window.
- **Delete:** Delete current template.

Before saving a template and closing the window, use the **Global Template** button at the upper right to make the template available for selection regardless of the specific owner chosen in the **Template Owner** pulldown to the left.

NOTE: All available **Capture** requirement fields are visible and can be edited (view is not trimmed on tool). Clear or activate a section using the main checkbox for that selection.

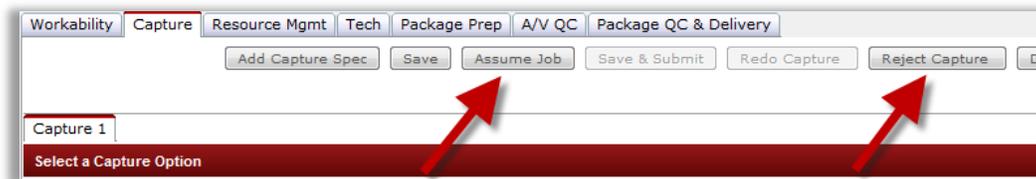


5.3.2. Save the Capture

When the template selection is complete, click the **Save** button at the top of the **Capture** tab. The **Capture** requirements are saved and two emails are automatically deployed; one as a notification to IQC, and one to the vault to pull the tape.

5.3.3. Encoding Operator Performs Capture

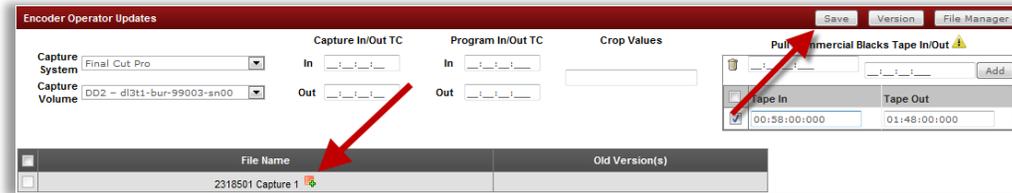
The Encoding Operator (EO) will begin the **Capture** process as it relates to DL3 by clicking the **Assume Job** button at the top of the **Capture** tab.



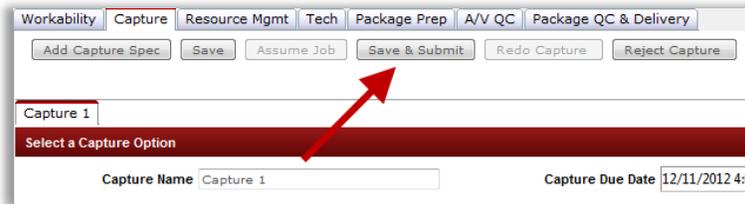
The EO will compare the **Capture** spec on the **Capture** tab with the tape. If they match, they'll begin the **Capture**. If they don't match (or there are other issues), they will reject the **Capture** by clicking the **Reject Capture** button. Upon rejection, a reason is typed in the subsequent window (an email with that information will be sent to the PM), and then a new **Capture** will appear, ready to be saved (as is or adjusted), after which the new **Job** can be assumed.

5.3.4. Encoding Operator Saves & Submits Capture

Once the **Capture** is completed, the EO puts the file into the EO's DL3 **Working** folder. In the **Encoder Operator Updates** section of the **Capture** tab, the EO clicks the file selector button, locates the file in their **Working** folder, and then links it to the **Job**. If other items in the **Encoder Operator Updates** section also need edited, the EO then needs to click the **Save** button at the right of the **Encoder Operator Updates** section.



Once additional edits in that section are saved, or if no edits were needed, at the top of the **Capture** tab the EO clicks the **Save & Submit** button to complete the **Capture**.



This completes the DL3 **Capture Mezzanine Template** process.

5.4. Capture Archival

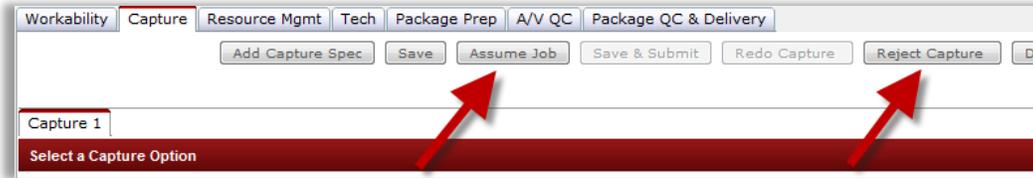
This **Capture** type occurs in-house and is for creating an archived master file as a replica of a tape for all future production needs. Upon selection of the **Capture Archival** choice, requirements designated to auto-populate with information from the DL3 **Tape Asset** representing the tape's technical details (manually entered by the vault when they created the DL3 **Tape Asset** for the tape) will do so. Currently users should not make adjustments to any requirements, but only click the **Save** button. The point is to save everything that is on the tape, "as is."

5.4.1. Save the Capture

After selecting the **Capture Archival** choice, click the **Save** button at the top of the **Capture** tab. The **Capture** requirements are saved and two emails are automatically deployed; one as a notification to IQC, and one to the vault to pull the tape.

5.4.2. Encoding Operator Performs Capture

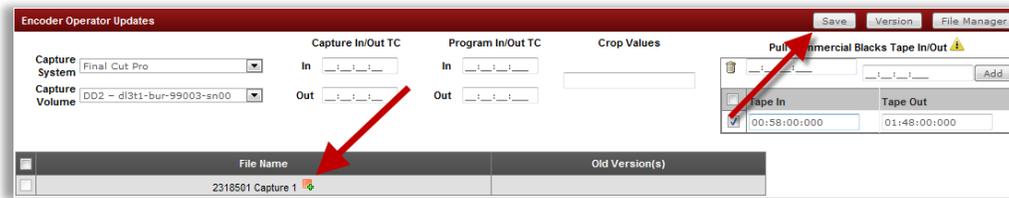
The Encoding Operator (EO) will begin the **Capture** process as it relates to DL3 by clicking the **Assume Job** button at the top of the **Capture** tab.



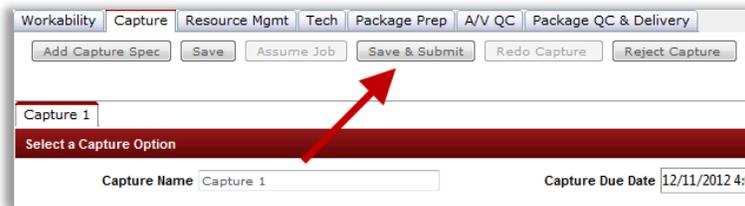
The EO will compare the **Capture** spec on the **Capture** tab with the tape. If they match, they'll begin the **Capture**. If they don't match (or there are other issues), they will reject the **Capture** by clicking the **Reject Capture** button. Upon rejection, a reason is typed in the subsequent window (an email with that information will be sent to the PM), and then a new **Capture** will appear, ready to be saved (as is or adjusted), after which the new **Job** can be assumed.

5.4.3. Encoding Operator Saves & Submits Capture

Once the **Capture** is completed, the EO puts the file into the EO's DL3 **Working** folder. In the **Encoder Operator Updates** section of the **Capture** tab, the EO clicks the file selector button, locates the file in their working folder, and then links it to the **Job**. If other items in the **Encoder Operator Updates** section also need edited, the EO then needs to click the **Save** button at the right of the **Encoder Operator Updates** section.



Once additional edits in that section are saved, or if no edits were needed, at the top of the **Capture** tab the EO clicks the **Save & Submit** button to complete the **Capture**.



This completes the DL3 **Capture Archival** process.

5.5. Manually Enter Capture

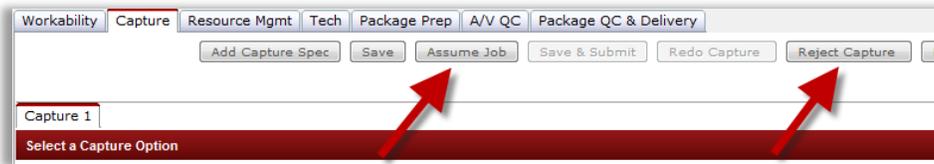
This **Capture** type occurs in-house and is for special requests where templates containing the desired **Capture** requirements do not exist, or where the unique **Capture** will occur only once. All requirement sections (**General**, **Video Spec**, **Audio Spec**, **CC Spec**, **Subtitle Spec**, **Additional Capture Instructions**, and **Resource Management**) are available for editing if necessary.

5.5.1. Save the Capture

After selecting the **Manually Enter Capture** choice and entering the **Capture** requirements (for details about the various fields, please refer to sections [5.2.1](#) through [5.2.8](#) of this document), click the **Save** button at the top of the **Capture** tab. The **Capture** is saved and two emails are automatically deployed; one as a notification to IQC, and one to the vault to pull the tape.

5.5.2. Encoding Operator Performs Capture

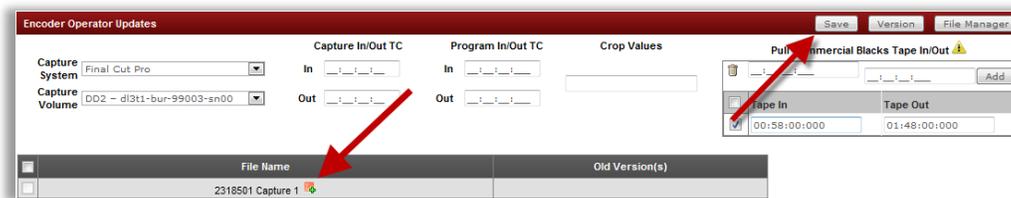
The Encoding Operator (EO) will begin the **Capture** process as it relates to DL3 by clicking the **Assume Job** button at the top of the **Capture** tab.



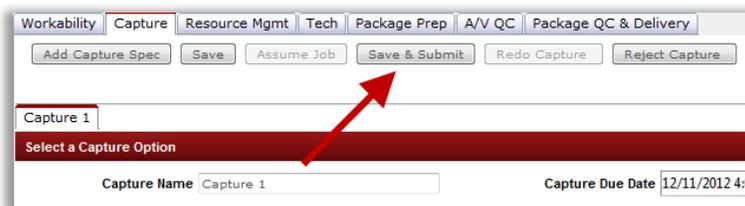
The EO will compare the **Capture** spec on the **Capture** tab with the tape. If they match, they'll begin the **Capture**. If they don't match (or there are other issues), they will reject the **Capture** by clicking the **Reject Capture** button. Upon rejection, a reason is typed in the subsequent window (an email with that information will be sent to the PM), and then a new **Capture** will appear, ready to be saved (as is or adjusted), after which the new **Job** can be assumed.

5.5.3. Encoding Operator Saves & Submits Capture

Once the **Capture** is completed, the EO puts the file into the EO's DL3 **Working Folder**. In the **Encoder Operator Updates** section of the **Capture** tab, the EO clicks the file selector button, locates the file in their **Working** folder, and then links it to the **Job**. If other items in the **Encoder Operator Updates** section also need edited, the EO then needs to click the **Save** button at the right of the **Encoder Operator Updates** section.



Once additional edits in that section are saved, or if no edits were needed, at the top of the **Capture** tab the EO clicks the **Save & Submit** button to complete the **Capture**.



This completes the DL3 **Manually Enter Capture** process.

6. Status Indicators

The various statuses of a **Capture** are as follows:



1. **Requirement Not Scheduled:** The tape is available but the PM has not created the **Capture** Specs for this particular **Asset/Segment/Capture**.
2. **Not Started:** The PM has created/selected the **Capture** requirements, the system has created the **Capture Asset**, but the **Capture** process has not yet started for this particular **Asset/Segment/Capture**.
3. **In Progress:** The **Capture** process has started.
4. **Complete:** The **Capture** process is complete.
5. **Capture Revised:** The **Capture** has been redone.
6. **Capture Rejected:** The **Capture** was rejected due to a discrepancy between the tape and the **Capture** spec.
7. **Issue on Tape:** There is a technical issue with the tape (the **Capture** is on hold).
8. **Failure on Tape:** The **Capture** cannot continue using the selected tape because there has been a failure of the tape to properly playback the desired content.