



BBCW Coast Compliance Editor

User Guide

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1. PURPOSE

A user guide detailing functionality of DL3's **Compliance Editor**, including searching for and accepting **Assignments**, starting **Milestones**, using the **Editing Tool**, and submitting an **Assignment**.

2. APPLICATION

This user guide supports all BBCW users participating in the management and production of BBCW-related content via Deluxe Media's DL3 digital workflow management system, with a focus on specific users of the **Compliance Editor**.

3. PROCESS OWNER(S)

If this document seems incorrect or outdated, please contact the below persons for updates:

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4. Introduction

4.1. Tool Description:

Deluxe Media's DL3 **Compliance Editor** is an interactive tool created by Deluxe to allow clients to use **Assets** held with Deluxe to generate compliance editing logs for original content to produce new content versions. Features include:

4.1.1. Customizable **Assignment** search

4.1.2. **Assignment** acceptance, decline, extension request, download (to local), and start buttons

4.1.3. Comprehensive, multi-paned **Editing Tool**

4.1.4. **Assignment** submission

4.2. Compliance Editor URL

<https://dl3tools.bydeluxe.com/ComplianceEditor/>



Work Assignment Due Date	Priority	Billable Client	Film Name	Segment	Product Type	Run Time*	Language Code	Milestone	Status
4/29/2015 5:16:12 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Ap
5/22/2015 5:59:05 PM	✗	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:56:11.0	EU	Compliance	Vie
4/16/2015 11:49:22 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:59:49.44	EU	Compliance	Ap
4/16/2015 11:49:22 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:59:49.44	EU	Compliance	Ap
4/13/2015 1:49:24 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/11/2015 1:49:24 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
✓ 4/18/2015 1:40:54 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/18/2015 1:40:54 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 1 - testBBC_EpNameOne 12345	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/24/2015 12:02:42 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/24/2015 7:21:48 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Ap
4/24/2015 7:21:48 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 4 - testBBC_EpNameFour 2	TV-Broadcast	0:0:0.0	EU	Compliance	Ap
4/24/2015 1:33:06 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/24/2015 1:33:06 PM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 4 - testBBC_EpNameFour 2	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/24/2015 6:59:37 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Vie
4/24/2015 6:59:37 AM	✓	BBCW Coast	testBBC - 2015 [Episodic (60 min)]_Volume 1	Episode 3 - testBBC_EpNameThree 1	TV-Broadcast	0:0:0.0	EU	Compliance	Vie

Priority: +High -Low

Assignment Id: 6179
StreamAsset Id: 8105317
Milestone Description: View content for compliance purposes
Asset Type: Metadata
QTY (unit): 0 (Runtime Minute)

Total Download Progress: 100%

Include the video, waveform and thumbnail up to

ID	Size	Type	Download Progress
3161	8MB	Thumbnail	100%
3162	8MB	Waveform	100%
3165	90.7MB	Video	100%

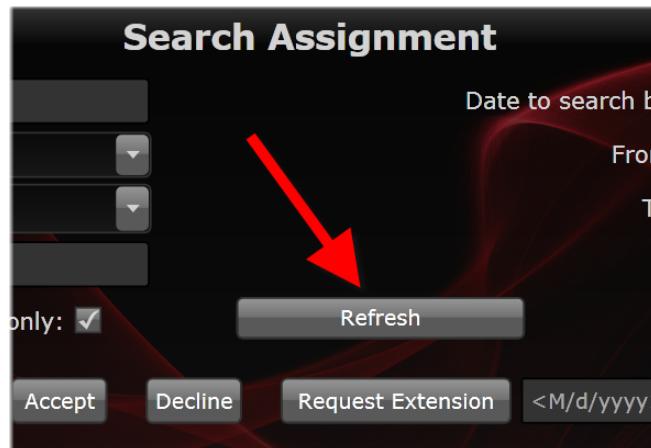
Assignment: 6179

5. Assignment Page

5.1. Usage

Upon launching, **Compliance Editor** will load the **Assignments** window, with a view of search options and a listing of all existing **Assignments**.

- 5.1.1. **Assignment List Updates:** Updated in real-time upon page refresh, following any new **Milestone** assignments in the **Client View Scheduling** panel.



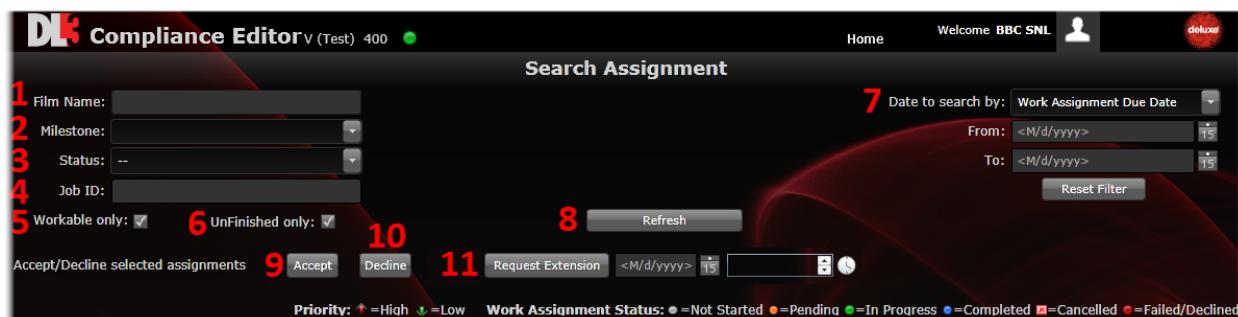
- 5.1.2. From this location, users can

- Search & accept **Assignments**.
- View **Assignments** data.
- View **Assignments** details.
- Start a compliance **Milestone**.

5.2. Search/Accept Assignments

Search

Filter the full list of **Assignments** by any combination of **Assignment** properties to narrow the list and more easily identify specific **Assignments**.



- 5.2.1. **Film Name:** Enter any piece of **Title**, series, or episode data, or enter a **House ID**.

- 5.2.2. **Milestone:** Select between compliance approval or compliance viewing types.

- 5.2.3. **Status:** Select between **Assignment** statuses. All statuses are in relation to actions taken (or not taken) by the logged-in user.

- 5.2.3.1. **Not Started:** Accepted but not begun.

- 5.2.3.2. **Pending:** Not yet accepted.
- 5.2.3.3. **In Progress:** Accepted and begun.
- 5.2.3.4. **Completed:** Submitted via the editor tool.
- 5.2.3.5. **Cancelled:** Accepted or started but terminated.
- 5.2.3.6. **Failed/Declined:** **Job**, either unintentionally or intentionally, could not be done.
- 5.2.4. **Job ID:** Enter this internal DL3 compliance **Job** reference number to display only the **Milestones** specific to a given episode of content.
- 5.2.5. **Workable Only:** Check to only view operable **Assignments**, ones which have no outstanding master **Assets**.
- 5.2.6. **Unfinished Only:** Place a check in the box to return a list displaying **Assignments** that have been previously completed.
- 5.2.7. **Date to Search By (From/To):** Select to return a list displaying only **Assignments** that fall within a specific date range.
- 5.2.8. **Refresh:** Click to reload page and refresh the list of **Assignments**.

Accept

Accept (to comply) the selected **Assignment** in the search results list.

- 5.2.8.1. **Note:** **Assignments**, downloading files, or starting **Jobs** (the latter two discussed later) all require placing or ensuring there is a check in the checkbox at the left of an **Assignment** row before clicking any of the three buttons.



- 5.2.9. **Accept:** Click to accept an **Assignment**. **Milestone** status will be updated.
- 5.2.10. **Decline:** Click to decline an **Assignment**. This is available only if the **Assignment** was assigned by someone other than the user declining the **Assignment**.
- 5.2.11. **Request Extension:** Enter a date later than the **Work Assignment Due Date**, and then click the **Request Extension** button to inform all related parties of the change, if the **Assignment** needs more time to be completed.

5.3. Assignment Data

The data, formatted across titled columns, associated with each **Assignment** visible in the search results list of the **Assignments** window. Column titles are shown and defined below.

Work Assignment Due Date	Priority	BillableClient	Film Name	Product Type	Run Time*	Language
	●	BBCW Coast	Sherlock Holm	TV-Broadcast	0:0:00	EUK
1/24/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK
1/24/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK
1/22/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK
1/22/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK
1/22/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK
1/22/2015 3:00:00 PM	●	BBCW Coast	testBBC - 201	TV-Broadcast	0:0:00	EUK

- 5.3.1. **Work Assignment Due Date:** The **Milestone Due Date** set by Deluxe as part of the SLA or otherwise discussed / negotiated lead time.
- 5.3.2. **Priority:** Priorities that can be associated by Deluxe to **Milestones** during production.
- 5.3.2.1. **High** (Rush order): An up arrow or status indicator colored red.
 - 5.3.2.2. **Low** – (Standard order): A down arrow or status indicator colored green.
- 5.3.3. **Billable Client:** The entity to be billed for work completed, also useful in tracking work that is chargeable outside of agreed fees, in situations where content belongs to one entity but another is being billed for the work, where Deluxe needs to Edit / QC to a different standard or spec.
- 5.3.4. **Film Name:** The content hierarchy **Title** data for each **Assignment**, including:
- 5.3.4.1. **Title** / Series
 - 5.3.4.2. Episode Name / Number
 - 5.3.4.3. Client ID
- 5.3.5. **Product Type:** Type of content, such as DVD, Blu-ray, Airline, TV-Broadcast, etc., used by some clients to classify different Edit / QC practices/workflows, depending on content type.
- 5.3.6. **Run Time:** The runtime of a source master linked to a **Job** as a source **Asset** pulled into an **Assignment**, displayed here in hh:mm:ss:ff format.
- 5.3.7. **Language Code:** The client-associated **Language Code** for the particular language to be created.
- 5.3.8. **Milestone:** The type of compliance **Milestone** (viewing or approval) the **Assignment** is.
- 5.3.9. **Milestone Description:** A brief description of what the **Milestone** represents or is to be used for.
- 5.3.10. **QTY (unit):** A billable QTY value (sometimes it's zero) associated to **Milestones**, such as "Per Runtime Minute," "Hourly," "Flat," etc.
- 5.3.11. **Status:** Production status of the **Milestone**. Options are:
- 5.3.11.1. **Not Started:** Accepted but not begun.
 - 5.3.11.2. **Pending:** Not yet accepted.
 - 5.3.11.3. **In Progress:** Accepted and begun.
 - 5.3.11.4. **Completed:** Submitted via the editor tool.
 - 5.3.11.5. **Cancelled:** Accepted or started but terminated.
 - 5.3.11.6. **Failed/Declined:** **Job**, either unintentionally or intentionally, could not be done.
- 5.3.12. **Workable:** This field will show whether or not the **Assignment** is workable. Non-workable **Milestones** can be assigned from the compliance schedule via the DL3 **Client View Portal**. If a source **Asset** is not yet linked by Deluxe (or not yet available) to a compliance **Job**, the associated **Milestone(s)** will display as **Not Workable**.
- 5.3.13. **Accepted:** The status of a user's acceptance of an **Assignment**, where the appearance of a red check means they've accepted the **Assignment**, the appearance of a red "X" means they've declined the **Assignment**, and where nothing visible means no action to accept or decline has happened.
- 5.3.14. **Start Date:** The date a user started an **Assignment**. An empty field indicates an **Assignment** has not yet been started.
- 5.3.15. **End Date:** The date a user submitted an **Assignment**. An empty field indicates an **Assignment** has not yet been submitted.
- 5.3.16. **Requested Extension End Time:** The date of a newly requested deadline if an extension was requested by the user.

5.3.17. **Job ID:** An internal DL3 reference to the compliance **Job** and associated **Milestones**. A unique identifier to only the **Milestones** specific to a given episode of content. When searching for **Assignments**, it can be used in place of using content hierarchy.

5.3.18. **Milestone ID:** Each **Milestone** created by Deluxe has a unique ID.

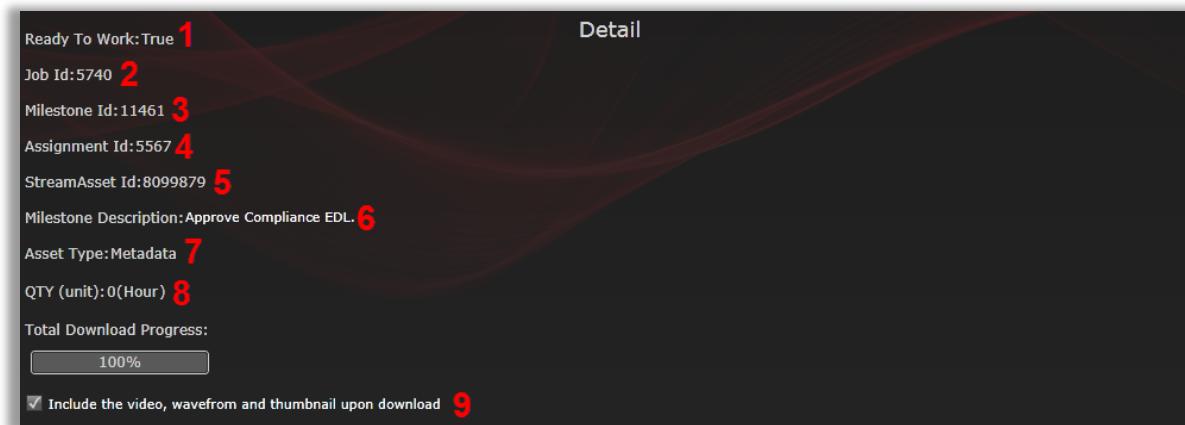
5.3.19. **Assignment ID:** Each **Assignment** created has a unique ID.

5.3.20. **Stream ID:** The stream identification number of the video stream contained in the source master (file) linked to a **Job** as a source **Asset** pulled into an **Assignment**, where each **Asset** (file) in DL3 can be comprised of one or more content streams (a video stream, audio stream(s), subtitle(s), etc.).

5.3.21. **Asset Type** Indicates file-type output by compliance, which is always an EDL file, and is referenced in DL3 as a **Metadata Asset** type. The word "Metadata" will always display in this field.

5.4. Assignment Detail

A display of basic **Assignment** data for the currently selected (clicked-on) **Assignment** in the **Assignment Search Results** list, also displaying a bar indicating download progress of **Assignment** files (video, waveform, and thumbnail), as well as an **EDL** (Edit Decision List) button (once content in an **Assignment** has been edited), to access the EDL formatted version of the edit log. All values are empty if no **Assignment** is selected.



5.4.1. **Ready to Work:** With either the word "True" or "False" visible in the field, **Ready to Work** indicates whether or not an **Assignment** is workable, where workability of **Milestones** is determined by whether or not Deluxe has already linked a source **Asset** (available or not yet available) to a compliance **Job**.

5.4.2. **Job ID:** An internal DL3 reference to the compliance **Job** and associated **Milestones**. A unique identifier to only the **Milestones** specific to a given episode of content. When searching for **Assignments**, it can be used in place of using content hierarchy.

5.4.3. **Milestone ID:** Each **Milestone** created by Deluxe has a unique ID.

5.4.4. **Assignment ID:** Each **Assignment** created has a unique ID.

5.4.5. **StreamAsset ID:** The stream identification number of the video stream contained in the source master (file) linked to a **Job** as a source **Asset** pulled into an **Assignment**, where each **Asset** (file) in DL3 can be comprised of one or more content streams (a video stream, audio stream(s), subtitle(s), etc.).

5.4.6. **Milestone Description:** A brief description of what the **Milestone** represents or is to be used for.

- 5.4.7. **Asset Type:** Indicates file-type output by compliance, which is always an EDL file, and is always referenced in DL3 as a **Metadata Asset Type**. The word "Metadata" will always display in this field.
- 5.4.8. **QTY (unit):** A billable QTY value (sometimes it's zero) associated to **Milestones**, such as "Per Runtime Minute," "Hourly," "Flat," etc.
- 5.4.9. **Include the video, waveform, and thumbnail upon download:** The proxy to be downloaded for the tool is actually a set of files. Placing a check in this box will indicate to download the full file set required to playback and use the **Compliance Editor Tool**.
- 5.4.10. **EDL:** Appears after edits are added to the EDL log, which can be clicked to display the EDL formatted version of the edit log.

5.5. Start Milestone

After acceptance of an **Assignment**, users can start **Assignments** immediately (or later), which involves downloading **Assignment** video files to the user's local hard drive and beginning work. Compliance **Milestone** work (logged edits to be applied to a piece of content) creates an edit log that will either result in an auto-rendered transcode, or trigger a request for a craft edit directed at the Deluxe editing team.

Note: Accepting **Assignments**, downloading files, or starting **Jobs** (the latter two discussed below) all require placing or making sure there is a check in the checkbox at the left of an **Assignment** row before clicking any of the three buttons.



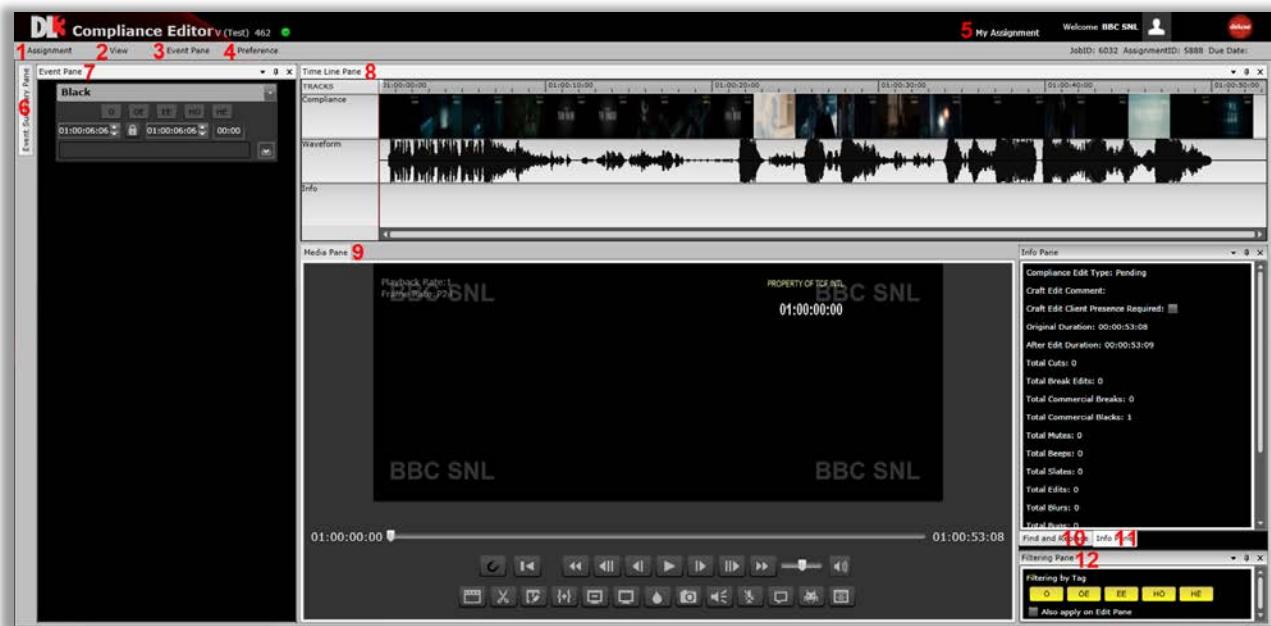
- 5.5.1. **Download:** Click to download **Assignment** files to the local hard drive.
- 5.5.2. **Cancel Download:** Click to cancel an "in progress" download of **Assignment** files.
- 5.5.3. **Start Job (Open Job):** Click to start work on a **Job**, or click to re-enter a **Job** already started (will show "Open Job").
- 5.5.4. **Purge Local Storage:** Click to delete all downloaded (local) content for all **Assignments**.
- 5.5.5. **Delete Content:** Click to delete video, thumbnail, and waveform data for any **Assignments** selected ("check-marked") in the search results **Assignments** list.
- 5.5.6. **Available Space:** Available local storage space used and available for **Compliance Editor** content (minimum requirements to use Compliance Editor are 5GB's).

6. Editing Tool

6.1. Usage

For compliance *viewing Milestones*, use the editor to create a log of events/compliance edits for content, and then to "Save & Submit" that edit log for approval via compliance approval **Milestone Jobs**. For compliance *approval/Milestones*, use the editor to review edits suggested from within compliance *viewing Milestones*, and then to either accept or reject:

- **Acceptance:** Update the **Compliance Schedule and Assignments** page to "Complete," and trigger either the auto-rendering transcode process to implement the edits or the craft edit process (with or without client attendance) to implement the edits, or
- **Rejection:** Update the **Compliance Schedule and Assignments** page to "Rejected," where edit updates are then required to be made by the compliance viewer.



6.1.1. **Assignment:** Click to reveal save and submission options.

6.1.2. **View:** Click to reveal any editor panes currently hidden.

6.1.2.1. **Save:** Save editing progress and stay in tool.

6.1.2.2. **Save & Close:** Save editing progress and close the tool.

6.1.2.3. **Submit:**

6.1.2.3.1. **Compliance Viewer Milestones:** Click to indicate that upon approval, the **Job** should be submitted for an auto-rendered transcode.

6.1.2.3.2. **Compliance Approver Milestones:** Click to accept or reject edits suggested in a compliance viewer **Milestone**, and to trigger whichever file-creation process (auto or manual craft) was selected in the compliance viewer **Milestone**.

6.1.2.4. **Submit/Request Craft Ed(it)**

6.1.2.4.1. **Compliance viewer Milestones only:** Click to indicate that upon approval, the **Job** should be submitted to Deluxe to have the edits specified in the edit log applied manually. This

choice also provides the option to indicate whether or not the client should attend the editing session, and if so, in turn alerts Deluxe to schedule an on-site client attended craft edit session.

6.1.3. **Event Pane:** Click to reveal both the event cloning option and the event deletion option.

6.1.4. **Preference:** Click to reveal access to both the editable **Hot Keys** window and the editable **Job Setting** window.

6.1.4.1. **Hot Keys:** Settings are predefined by BBCW but can be adjusted per user.

6.1.4.2. **Job Settings:**

6.1.5. **My Assignment:** Click to return to the **Assignment** window.

6.1.6. **Event Summary Pane:** A chronological, simplified (text only) view of **Assignment** edit data.

6.1.7. **Event Pane:** A chronological, editable, full view of **Assignment** edit data.

6.1.8. **Time Line Pane:** A visual, linear depiction of time code, video, audio, and notes, as well as compliance edits (editable in the time line) applied to content, all measured chronologically by time code.

6.1.9. **Media Pane:** View content playback with or without applied edits, with playback and edit buttons and a selectable time line denoted in time code.

6.1.10. **Find and Replace:** Multiple use:

6.1.10.1. Find all edits with certain words in their comments and replace those words.

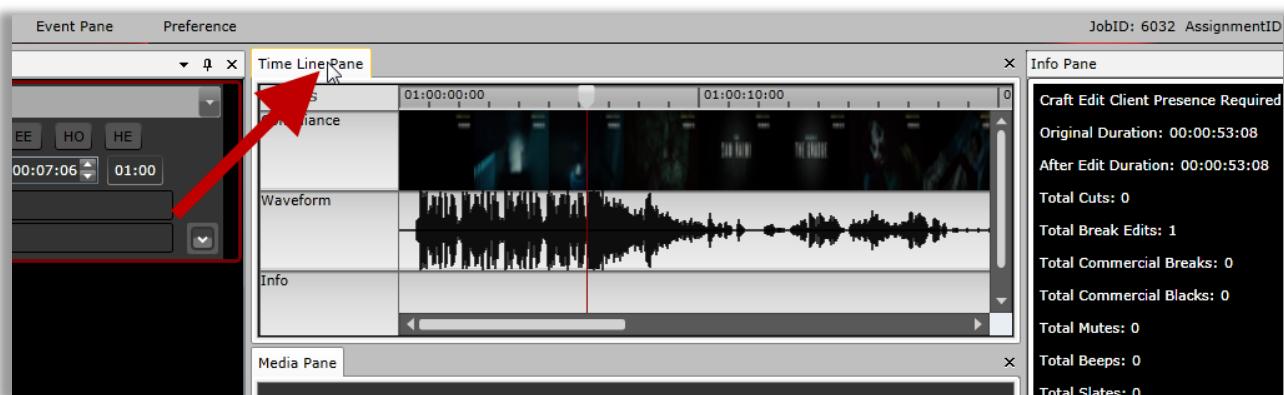
6.1.10.2. Find previously inserted **Note** edits noting inappropriate words (in content) tagged for update to mutes or other edits.

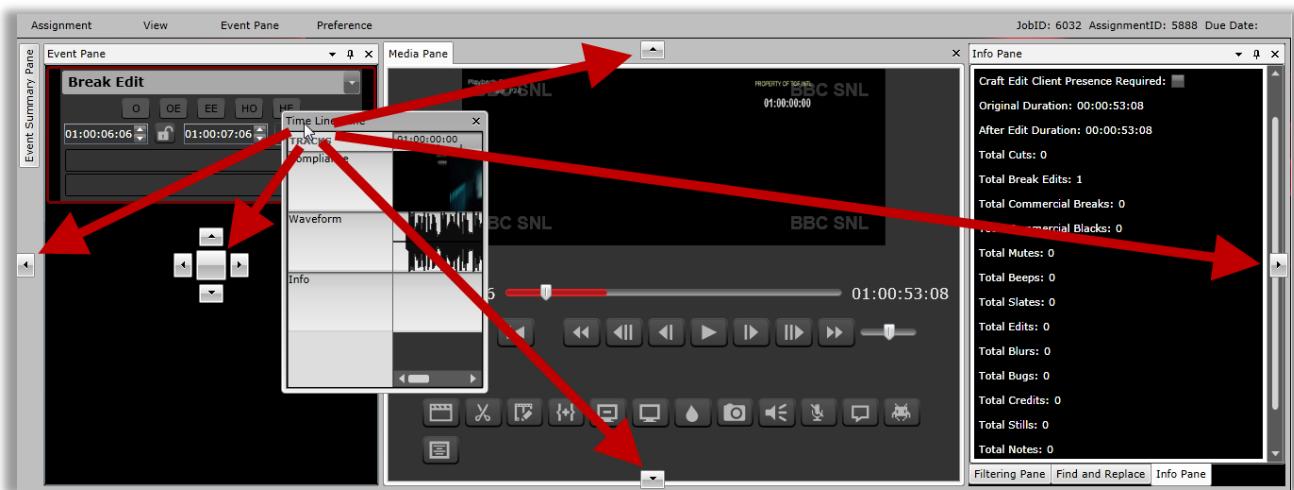
6.1.11. **Info Pane:** Summary of editing data.

6.1.12. **Filtering Pane:** Filter the **Timeline** and **Event** panes by a set of events associated with certain compliance versions. Before submitting for auto-rendering or craft edit, use to play back each separate compliance version one at a time to ensure all edits are accounted for and accurate.

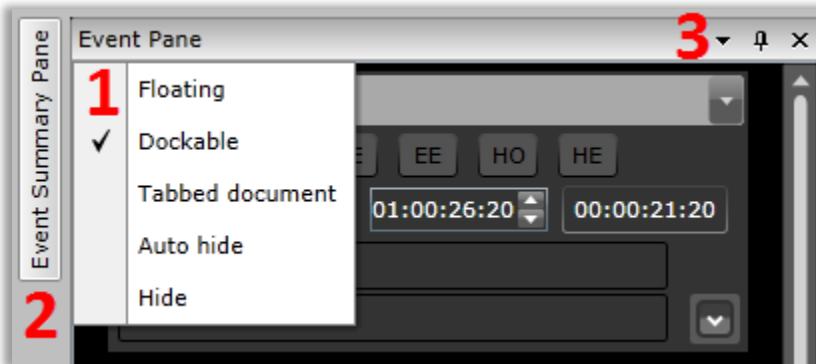
6.2. Interface Customization

6.2.1. **Rearrange Panes:** Move the various panes that make up the editor interface by clicking and holding on the pane name (first screen shot below), and then dragging and selecting a new location for the pane by placing the held cursor on one of the location indicators that appear after you've begun to drag the window (second screen shot below).





6.2.2. Pane View Status:



6.2.2.1. Right-click Menu Items:

- 6.2.2.1.1. **Floating:** Click to set pane status to a floating window visible in front of the remaining panes on the interface.
- 6.2.2.1.2. **Dockable:** Click to set pane status to a dockable window, allowing users to place/fit the window into the interface, arranged with the other panes, via the location indicators.
- 6.2.2.1.3. **Tabbed Document:** Click to add the selected pane to a single location on the interface, where view of multiple panes in one location can be toggled via tabs for each pane arranged horizontally at the edge of that single pane location.
- 6.2.2.1.4. **Auto-hide:** Click to default a pane's view to only its title arranged vertically along the edge of the interface, where a mouse-over temporarily reveals the pane until the mouse is moved away.
- 6.2.2.1.5. **Hide:** Click to remove a pane from view. Use the **View** menu to return the hidden pane to view.

6.2.2.2. **Auto-hide Access:** Mouse-over the pane title to temporarily reveal the pane.

6.2.2.3. Pane Tools:

- 6.2.2.3.1. **Menu (downward arrow):** Click as an alternate way to reveal the menu items defined above (section 7.2.2.1) in the **Right-click Menu Items** section.

6.2.2.3.2. **Pin:** Click to default a pane's view to only its title arranged vertically along the edge of the interface, where a mouse-over temporarily reveals the pane until the mouse is moved away (same functionality as **Auto-hide** function defined above (item 7.2.2.1.4 in **Right-click Menu Items** section).

6.2.2.3.3. **Close Pane (x):** Click to remove the pane from view. Use the View menu to return the hidden pane to view (same functionality as **Hide** function defined above (item 7.2.2.1.5 in **Right-click Menu Items** section).

6.3. Media Pane

Use this pane to both view content playback (displays watermark and time code) with or without edits, and to create compliance edits. Click and drag the playhead, or click anywhere on the timeline, to quickly go to other locations in the content. The timecode at the left of the timeline indicates playhead location, and the time code at the right of the timeline indicates total running time of the content.



6.3.1. **Media Pane Tools:** Access these tools to insert edits into the content, and to manage playback status as work is conducted. Each tool is defined below.



6.3.1.1. **Snap:**  Click icon to enable. Then, in the **Time Line** pane, grab the edge of an edit region and drag it to either the selected playhead location (frame), or to the edge of another edit region. Once close enough, the region edge being held will jump (snap) to the playhead location, or against the edge of the other edit's region. Uses are to enable frame-accurate placement of edit region edges, or to create a sealed transition from one edit region to another. Users can also drag the playhead and snap it to edit region edges as well.

6.3.1.2. **Beginning:**  Jump to the start of **Assignment** content.

6.3.1.3. **Fast Backward:**  Reverse content playback at faster than normal, and adjustable, speeds.

6.3.1.4. **Slow Backward:**  Reverse content playback at slower than normal speed.

6.3.1.5. **Frame Backward:**  Reverse content playback at one frame per click.

6.3.1.6. **Play/Pause:**  Use to play or pause content.

6.3.1.7. **Frame Forward:**  Advance content playback at one frame per click.

6.3.1.8. **Slow Forward:**  Advance content playback at slower than normal speed.

6.3.1.9. **Fast Forward:**  Advance content playback at faster than normal, and adjustable, speeds.

6.3.1.10. **Volume Tools:**  Adjust volume level, and mute or unmute audio.

6.3.1.11. **Slate:**  A digital clapperboard. **Compliance Editor** inserts a zero-duration gray region into to the **Time Line** pane **Info** track at the playhead location (indicating a request to add a slate during render/edit), and an adjustable event into the **Event** pane. **Slate** content is entered into the text box of the **Slate Edit** panel inside the **Event** pane, and only appears at rendering. See the **Event Pane** section of the help material for **Slate** edit panel details.

6.3.1.12. **Cut:**  A removal of content. **Compliance Editor** places a default, one-second red and black diagonal striped region into the **Time Line** pane **Compliance** track at the playhead location (indicating a request to remove the selected content during render/edit), and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Cut** edit panel details.

6.3.1.13. **Edit:**  An indication to change content. **Compliance Editor** places a default, one-second, gray region on the **Time Line** pane **Info** track, at the playhead location (indicating a request for a "lift and replace" edit), and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Edit** edit panel details.

6.3.1.14. **Break:**  A generic space between content. **Compliance Editor** places a default, one-second, orange region on the **Time Line** pane **Compliance** track at the playhead location (indicating to add a black to the content in a given area), and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Break** edit panel details.

6.3.1.15. **Commercial Break:**  A space between content where an advertisement can be placed. **Compliance Editor** inserts a zero-duration purple-topped region into the **Time Line** pane **Info** track at the playhead location (indicating that a commercial break without a black slug should be inserted between the content), and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Commercial Break** edit panel details.

6.3.1.16. **Black:**  An electronic slug which appears as black fill on the timeline. **Compliance Editor** inserts a zero-duration black region into the **Time Line** pane **Compliance** track at the playhead location (indicating to add a black slug to the content in a given area), and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Black** edit panel details.

6.3.1.17. **Blur:**  An indication to visually obscure content (forcing a craft edit because **Blurs** cannot be auto-rendered at this time). **Compliance Editor** places a default, five-second, blue region on the **Time Line** pane **Info** track at the playhead location, and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Blur** edit panel details.

6.3.1.18. **Still:**  An indication to copy and export a single frame of content (forcing a craft edit because auto-rendering of still images is still in development). **Compliance Editor** places a default, one-frame, blue region on the **Time Line** pane **Info** track at the playhead location, and an adjustable event into the **Event** pane. See the **Event Pane** section of the help material for **Still** edit panel details.

6.3.1.19. **Beep:**  An indication to insert a single pitch of sound replacing the audio track. **Compliance Editor** places a default, 12-frame, purple region on the **Time Line** pane **Waveform** track, starting at the playhead location, and an adjustable event into the **Event** pane. In the **Time Line** pane **Waveform** track, grab the left or right edge of the region to adjust its duration. In the **Event** pane, numerically edit the timecode start and end indicators, as well as the frequency and volume of the pitch. See the **Event Pane** section of the help material for **Beep** edit panel details.

6.3.1.20. **Mute:**  An indication to affect audio, for a certain period of time, by either replacing it with silence (mute) or by lowering it to a certain level (attenuate). **Compliance Editor** places a default, one-second, purple region on the **Time Line** pane **Waveform** track, starting at the playhead location, and an adjustable event into the **Event** pane. In the **Event** pane, numerically edit the timecode start and end indicators, as well as the frequency and volume of the beep. See the **Event Pane** section of the help material for **Mute** edit panel details.

6.3.1.20.1. **Note:** A red line will be visible inside the purple **Mute** region reflecting the fade and volume level choices.

6.3.1.21. **Note:**  A comment logged, noting spoken words, actor appearances, pertinent content data, or a general observation. **Compliance Editor** places a default, one-second, yellow region on the **Time Line** pane **Info** track, starting at the playhead location, and an adjustable event into the **Event** pane. In the **Event** pane, numerically edit the timecode start and end indicators, as well as the frequency and volume of the pitch. See the **Event Pane** section of the help material for **Note** edit panel details.

6.3.1.22. **Bug:**  A comment logged, noting a problem, error, or content fault related to viewing **Assets**. **Compliance Editor** places a default, one-second, pink region on the **Time Line** pane **Info** track, starting at the playhead location, and an adjustable event into the **Event** pane. In the **Event** pane, numerically edit the timecode start and end indicators. See the **Event Pane** section of the help material for **Bug** edit panel details.

6.3.1.23. **Credits:**  An event added to the **Timeline** and **Event** panes indicating the start and end of the credits associated to the content. **Compliance Editor** places a default, one-frame, brown region on the **Time Line** pane **Info** track, starting at the playhead location, and an adjustable event into the **Event** pane. In the **Event** pane, numerically edit the timecode start and end indicators. See the **Event Pane** section of the help material for **Credits** edit panel details.

6.4. Time Line Pane

Use this pane to

- View, as colored regions, a graphical representation of the timecode location and duration of edit events on separate video, audio, and information content tracks.
- Insert edits by grabbing and placing the playhead at a specific timecode location and then clicking the desired tool insertion icon in the **Media** pane.
- Grab and drag edit region edges to adjust the length of edits.
- Grab and place the Playhead at a desired playback location using the timecode ruler or the graphics on the content tracks as guides.



6.4.1. **Compliance (video) Track:** Displays a thumbnail summary of video content, chronologically running from left to right, with colored regions representing any video related compliance edits applied. Edits are positioned at, and stretched across, the desired timecode range.

6.4.2. **Waveform (audio) Track:** Displays a full-resolution waveform graphic of the video's audio stream, chronologically running from left to right, with colored regions representing any audio-related compliance edits applied. Edits are positioned at, and stretched across, the desired timecode range.

6.4.3. **Info Track:** Displays, also as colored regions, any non-edit events users have registered for the compliance log, such as **Bugs**, **Notes**, and **Credits**.

6.5. Event Pane

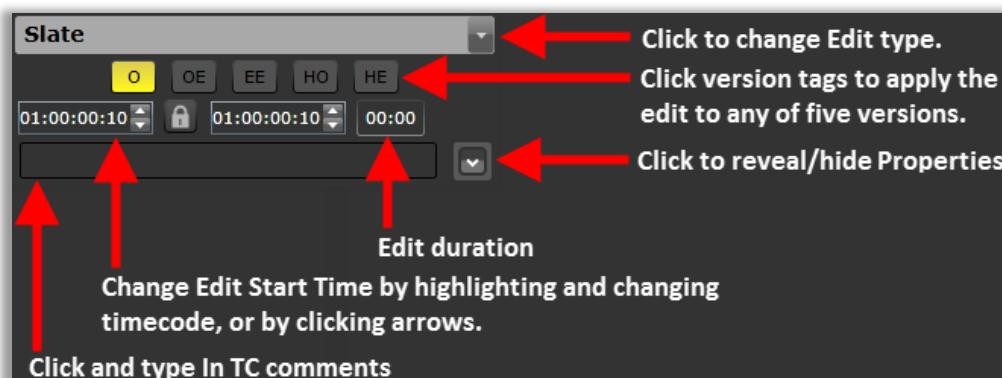
Use this pane to adjust **Edit** details, and to view a list of all **Edits** in a singular, chronological, scrollable column. In the list, each event has its own separate panel. Panels *may* contain some, but *may not* contain all, of the follow features:

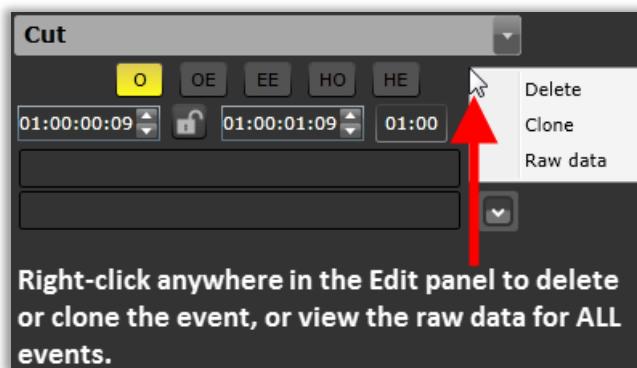
- **Universal Functionality**
- **Additional Universal Functionality**, and then
- **Properties:** Some panels can be expanded to reveal adjustable **Edit** properties

See screen shots below.

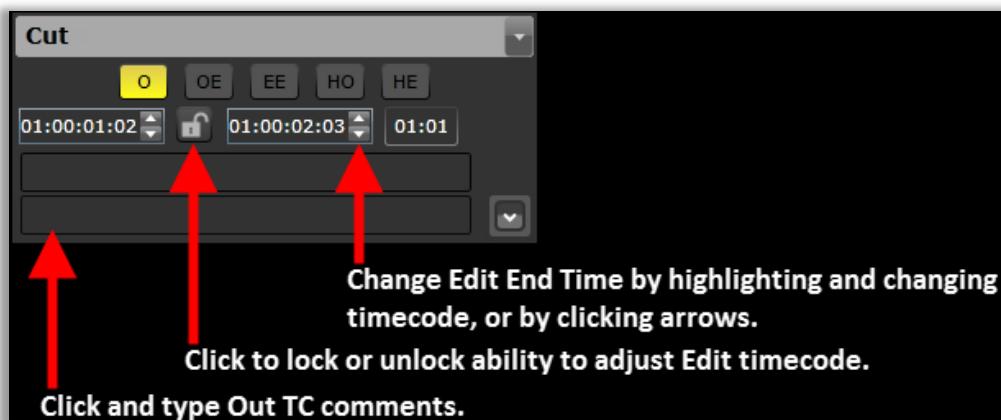
Users can also click the background of an **Edit's** panel to jump the playhead in the **Time Line** pane to that **Edit's** "In" time code (In TC).

6.5.1. Edit Panel Overview





6.5.2. Edit Panel Additional Universal Functionality



6.5.3. Edit Panels Details

6.5.3.1. "Slate Edit" Panel Functionality (collapsed and expanded)

The image shows two views of the Slate panel. On the left, the panel is labeled "Collapsed" in red text. It contains basic controls for Out Timecode (O), Edit End Time (EE), and Edit Start Time (ES). The Out Timecode is set to 01:00:00:09, the EE is set to 01:00:00:09, and the ES is set to 00:00. On the right, the panel is labeled "Expanded" in red text. It includes all the controls from the collapsed view plus additional settings: Duration (10.0 S / 240 F), Time FadeIn (0.0 S / 0 F), Time FadeOut (0.0 S / 0 F), Audio Fade (checkbox), and a field for "Slate Text".

Collapsed

Slate

O OE EE HO HE

01:00:00:09 01:00:00:09 00:00

Expanded

Slate

O OE EE HO HE

01:00:00:09 01:00:00:09 00:00

i Duration: 10.0 (S) 240 (F)
ii Time FadeIn: 0.0 (S) 0 (F)
iii Time FadeOut: 0.0 (S) 0 (F)
iv Audio Fade:
v Slate Text:

6.5.3.1.1. Collapsed: Universal only (no Additional Universal Functionality)

6.5.3.1.2. **Expanded:** Universal plus Properties:

6.5.3.1.2.1. **Duration:** Adjust in seconds and frames

6.5.3.1.2.2. **Time FadeIn:** Video fade-in adjustment in seconds and frames

6.5.3.1.2.3. **Time FadeOut:** Video fade-out adjustment in seconds and frames

6.5.3.1.2.4. **Audio Fade:** Check for "yes," leave unchecked for "no"

6.5.3.1.2.4.1. **Note:** If an **Audio Fade** needs to be added with a duration that is *different* than the **Time FadeIn** and **Time FadeOut** settings (those relate to video), remove the default check in the **Audio Fade** checkbox and create an **Audio Mute/Fade Edit** to match the time code.

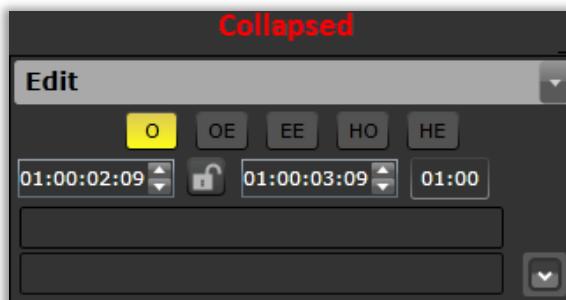
6.5.3.1.2.5. **Slate Text:** Enter text to appear on Slate upon rendering

6.5.3.2. "Cut" Edit Panel Functionality (collapsed only)



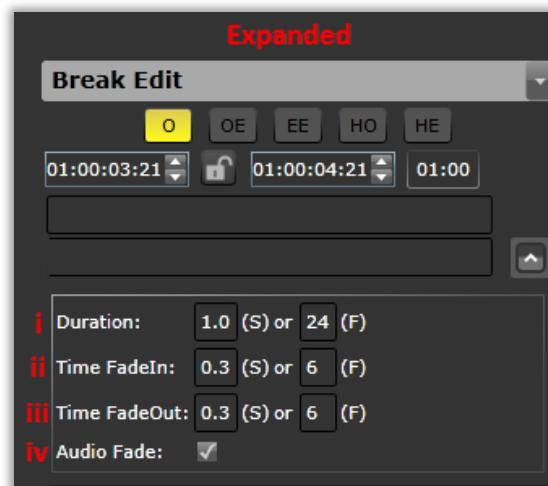
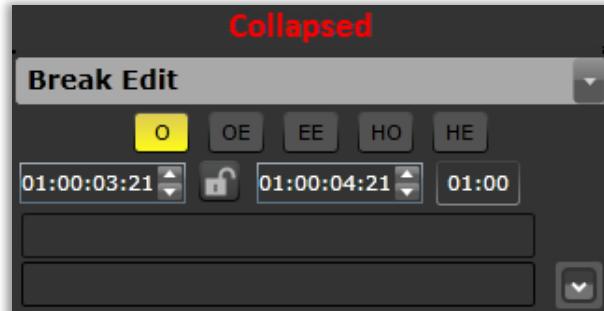
6.5.3.2.1. **Collapsed (only):** Universal plus Additional Universal Functionality

6.5.3.3. "Edit" Edit Panel Functionality (collapsed only)



6.5.3.3.1. **Collapsed (only):** Universal plus Additional Universal Functionality

6.5.3.4. "Break" Edit Panel Functionality (collapsed and expanded)



6.5.3.4.1. **Collapsed:** Universal and Additional Universal Functionality

6.5.3.4.2. **Expanded:** Universal plus Properties:

6.5.3.4.2.1. **Duration:** Adjust in seconds and frames

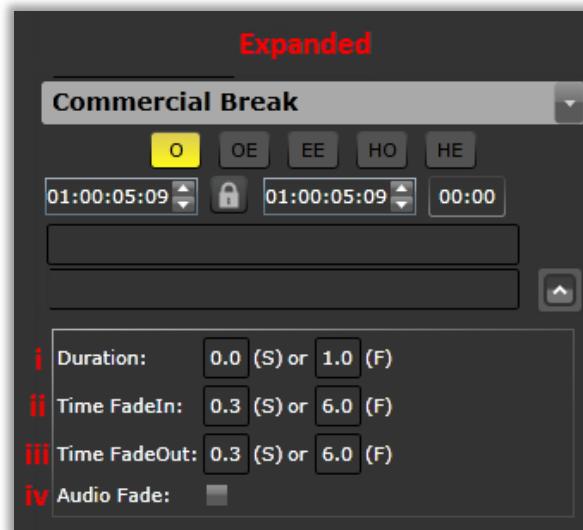
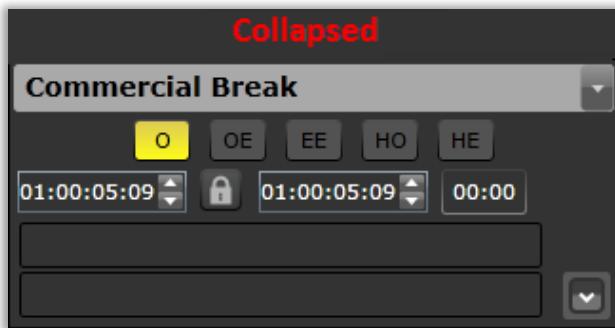
6.5.3.4.2.2. **Time FadeIn:** Video fade-in adjustment in seconds and frames

6.5.3.4.2.3. **Time FadeOut:** Video fade-out adjustment in seconds and frames

6.5.3.4.2.4. **Audio Fade:** Check for "yes," leave unchecked for "no"

6.5.3.4.2.4.1. **Note:** If an **Audio Fade** needs to be added with a duration that is *different* than the **Time FadeIn** and **Time FadeOut** settings (those relate to video), remove the default check in the **Audio Fade** checkbox and create an **Audio Mute/Fade Edit** to match the time code.

6.5.3.5. "Commercial Break" Edit Panel Functionality (collapsed and expanded)



6.5.3.5.1. **Collapsed:** Universal only (no Additional Universal Functionality)

6.5.3.5.2. **Expanded:** Universal plus Properties:

6.5.3.5.2.1. **Duration:** Adjust in seconds and frames

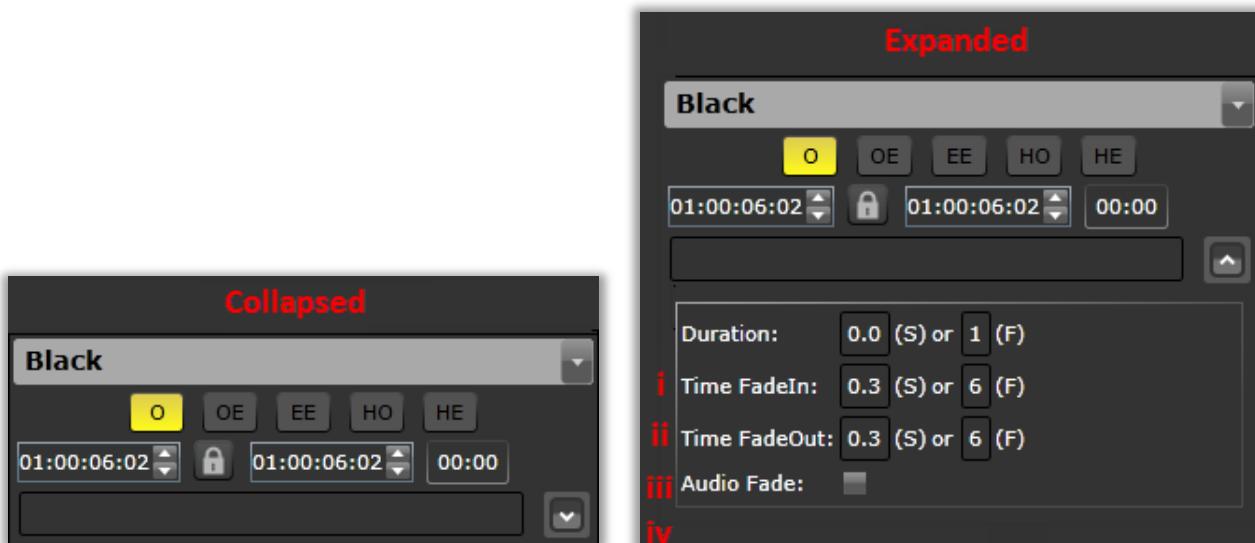
6.5.3.5.2.2. **Time FadeIn:** Video fade-in adjustment in seconds and frames

6.5.3.5.2.3. **Time FadeOut:** Video fade-out adjustment in seconds and frames

6.5.3.5.2.4. **Audio Fade:** Check for "yes," leave unchecked for "no"

6.5.3.5.2.4.1. **Note:** If an **Audio Fade** needs to be added with a duration that is *different* than the **Time FadeIn** and **Time FadeOut** settings (those relate to video), remove the default check in the **Audio Fade** checkbox and create an **Audio Mute/Fade Edit** to match the time code.

6.5.3.6. "Black" Edit Panel Functionality (collapsed and expanded)



6.5.3.6.1. **Collapsed:** Universal only (no Additional Universal Functionality)

6.5.3.6.2. **Expanded:** Universal plus Properties:

6.5.3.6.2.1. **Duration:** Adjust in seconds and frames

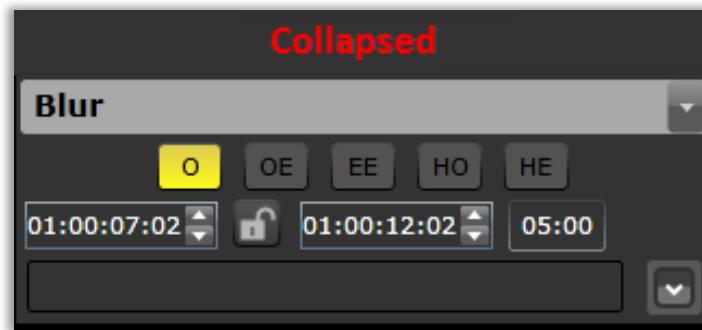
6.5.3.6.2.2. **Time FadeIn:** Video fade-in adjustment in seconds and frames

6.5.3.6.2.3. **Time FadeOut:** Video fade-out adjustment in seconds and frames

6.5.3.6.2.4. **Audio Fade:** Check for "yes," leave unchecked for "no"

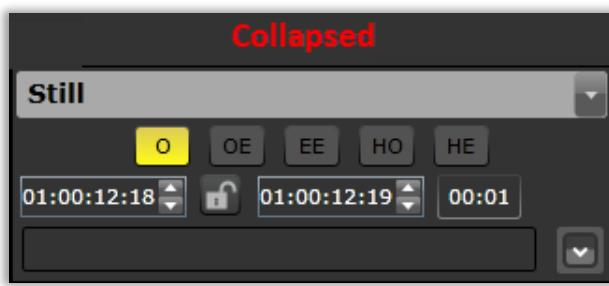
6.5.3.6.2.4.1. **Note:** If an **Audio Fade** needs to be added with a duration that is *different* than the **Time FadeIn** and **Time FadeOut** settings (those relate to video), remove the default check in the **Audio Fade** checkbox and create an **Audio Mute/Fade Edit** to match the time code.

6.5.3.7. "Blur" Edit Panel Functionality (collapsed only)



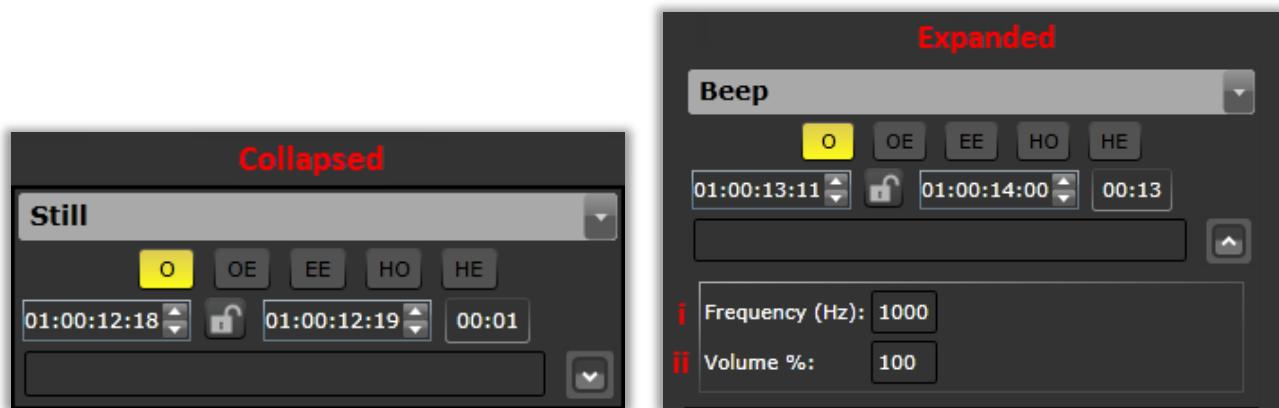
6.5.3.7.1. **Collapsed (only)**: Universal plus Additional Universal Functionality

6.5.3.8. "Still" Edit Panel Functionality (collapsed only)



6.5.3.8.1. **Collapsed (only)**: Universal plus Additional Universal Functionality

6.5.3.9. "Beep" Edit Panel Functionality (collapsed and expanded)



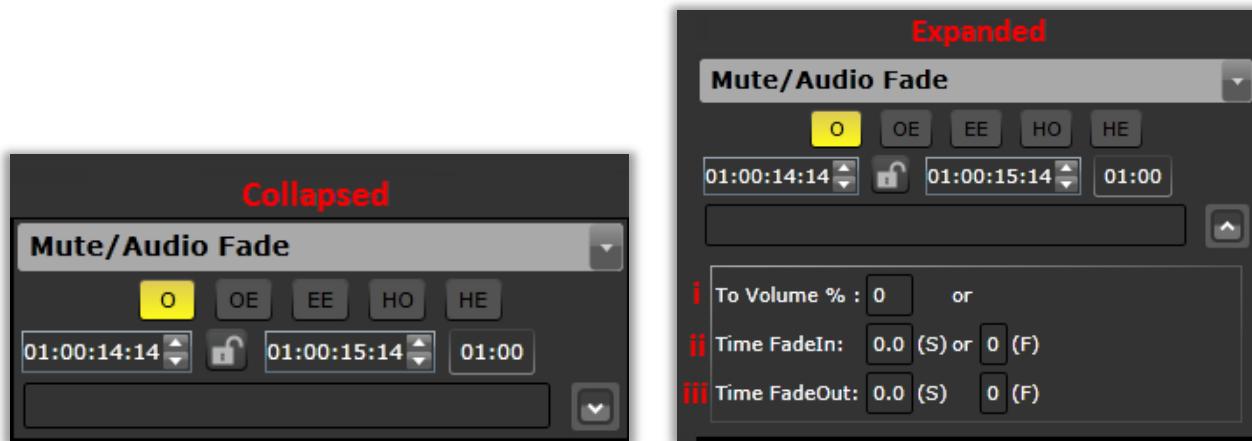
6.5.3.9.1. **Collapsed**: Universal and Additional Universal Functionality

6.5.3.9.2. **Expanded**: Universal plus Properties:

6.5.3.9.2.1. **Frequency (Hz)**: Adjust pitch of **Beep**

6.5.3.9.2.2. **Volume %**: Adjust the loudness of the **Beep**

6.5.3.10. "Mute" Edit Panel Functionality (collapsed and expanded)



6.5.3.10.1. **Collapsed:** Universal and Additional Universal Functionality

6.5.3.10.2. **Expanded:** Universal plus Properties:

6.5.3.10.2.1. **To Volume %:** Adjust how much volume decrease is applied to the audio

6.5.3.10.2.2. **Time FadeIn:** Audio fade-in adjustment in seconds and frames

6.5.3.10.2.3. **Time FadeOut:** Audio fade-out adjustment in seconds and frames

6.5.3.11. "Note" Edit Panel Functionality (collapsed only)



6.5.3.11.1. **Collapsed:** Universal and Additional Universal Functionality

6.5.3.12. "Bug" Edit Panel Functionality (collapsed only)



6.5.3.12.1. **Collapsed:** Universal and Additional Universal Functionality

6.5.3.13. “Credits” Edit Panel Functionality (collapsed and expanded)



6.5.3.13.1. **Collapsed:** Universal only (no Additional Universal Functionality)

6.6. Event Summary Pane

Use this pane to view **Event** pane data in a linear data format.

Type	In TC	In Comment	Out Comment	Out TC	O	OE	EE	HO	HE
Slate	01:00:00:09			01:00:00:09	*				
Slate	01:00:00:09			01:00:00:09	*				
Cut	01:00:00:09			01:00:01:09	*				
Edit	01:00:02:09			01:00:03:09	*				
Break Edit	01:00:03:21			01:00:04:21	*				
Commercial Break	01:00:05:09			01:00:05:09	*				
Black	01:00:06:02			01:00:06:02	*				
Blur	01:00:07:02			01:00:12:03	*				
Still	01:00:12:18			01:00:12:19	*				
Beep	01:00:13:11			01:00:14:00	*				
Mute/Audio Fade	01:00:14:14			01:00:15:14	*				
Note	01:00:16:03			01:00:17:03	*				
Bug	01:00:17:21			01:00:18:21	*				
Credits	01:00:19:10			01:00:19:10	*				

6.6.1. **Type:** The edit event's type

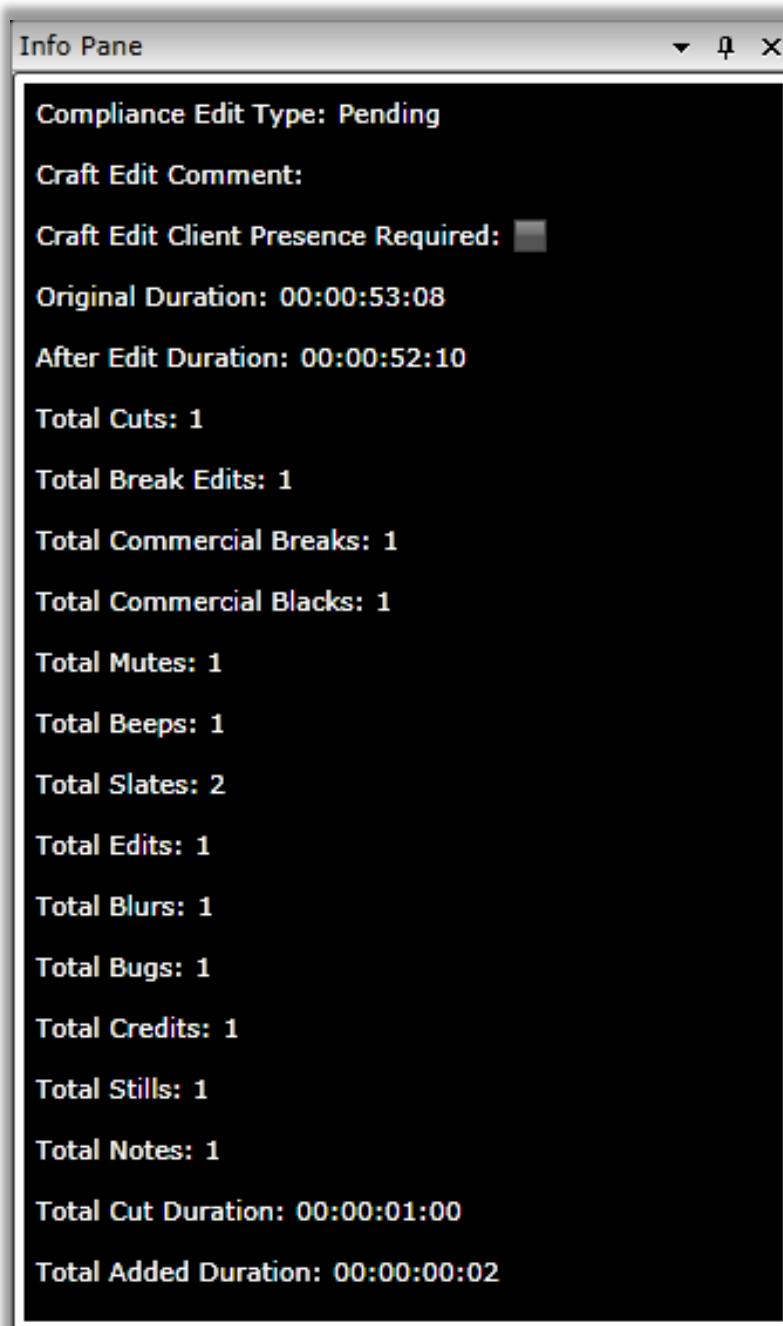
6.6.2. **In TC/Out TC:** The start and end of the event.

6.6.3. **In Comment/Out Comment:** Comments for In/Out time codes.

6.6.4. **Tagged Versions:** Versions to which the event is tagged.

6.7. Info Pane

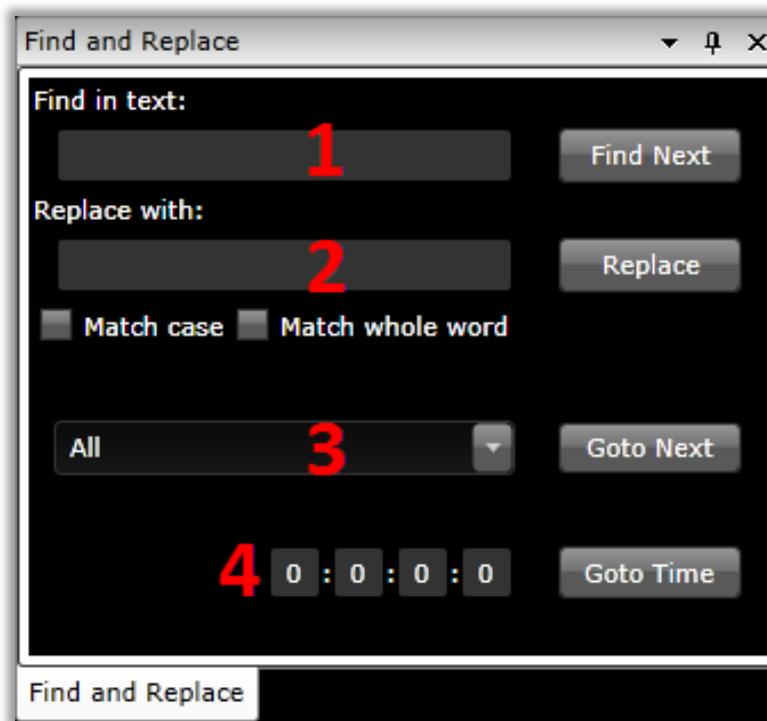
Use this pane to view a summary of editing statistics throughout the content. Below are some of the terms defined for clarity.



- 6.7.1. **Compliance Edit Type:** Displays only for approver once an **Assignment** has been submitted by a viewer and an edit decision (auto-transcode or craft edit) has been requested.
- 6.7.2. **Craft Edit Comment:** If the viewer entered a comment when they submitted the viewer milestone with a craft edit, it will display here for the approver.
- 6.7.3. **Craft Edit Client Presence Required:** If when submitting the viewer milestone with a craft edit, the viewer indicated client attendance was required, it will display here for the approver.
- 6.7.4. **Original Duration:** Displays the true end to end playback duration of the source file linked to the **Job**.
- 6.7.5. **After Edit Duration:** Displays the revised duration after all cuts and/or additions are taken into account.
- 6.7.6. **Total Cut Duration:** Displays the total duration of the cuts made to the video.
- 6.7.7. **Total Added Duration:** Displays the total duration of content added to the video.

6.8. Find & Replace

Use this pane to locate edits containing specific, previously entered notes (visible in the **Event** pane) regarding inappropriate words, key words or names, etc., in the content, so those edits can be identified then updated with **Mutes** or **Cuts** on different output versions.



- 6.8.1. **Find in text:** Enter search terms and click the **Find Next** button to locate the search terms in the text fields of edits.
- 6.8.2. **Replace with:** Enter a term with which to replace the searched for term, and then click the **Replace** button to execute.
- 6.8.3. **Goto Next:** From the pulldown menu, select the type of events to step through, and then click the **Goto Next** button.

6.8.4. **Timecode Seek:** Enter a specific timecode location and click the **Goto Time** button to jump to a specific timecode location.

6.9. Filtering Pane

Use this pane to filter the **Time Line** and **Event** panes by a single or set of events associated to the five output versions, to facilitate playback of a specific version at a time, to ensure all edits are accurate and correct, before submitting for render or craft edit.



6.9.1. **O** – Master version with commercial black (always created)

6.9.2. **OE** – Original with **Edits** (created 20% of the time)

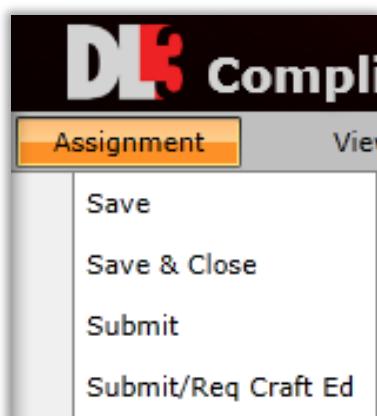
6.9.3. **EE –Extended Edit** (created 5% of the time for territories such as Asia which has strict broadcast standards and policies)

6.9.4. **HO** – “O” high definition

6.9.5. **HE** – “OE” high definition

6.10. Assignment Submission

Use the **Assignment** menu to submit **Assignments**, whether in a compliance viewer or compliance approver **Milestone**. Depending on the **Milestone** type, menu functionality varies.



6.10.1. Submitting a Compliance Viewer Milestone Assignment

6.10.1.1. **Save:** Save **Assignment** progress and stay in the tool.

6.10.1.2. **Save & Close:** Save **Assignment** progress and close the tool.

6.10.1.3. **Submit:** Submit the **Assignment** for an auto-rendered transcode.

6.10.1.4. **Submit/Request Craft Edit:** Submit the **Assignment** to Deluxe for a manual edit to be created.

6.10.1.4.1. Select whether craft edit requires attendance by the client or not.

6.10.1.4.1.1. Deluxe schedules an on-site client-attended craft edit.

6.10.1.4.2. **Note:** On the **Compliance Schedule** and the **Assignments** page of the **Compliance Editor Tool**, choosing **Submit** or **Submit/Req Craft Ed** updates **Milestones** to a "Complete" status, which in turn updates the workability of the **Milestone**.

6.10.2. **Submitting a Compliance Approver Milestone Assignment**

6.10.2.1. **Save:** Save **Assignment** progress and stay in the tool.

6.10.2.2. **Save & Close:** Save **Assignment** progress and close the tool.

6.10.2.3. **Submit:** Select to accept or reject a submitted compliance viewer **Milestone**.

6.10.2.3.1. **Accept:** The approval **Milestone** will update to a "Complete" status in the **Compliance Schedule** and **Compliance Editor Assignments** pages.

6.10.2.3.2. **Reject:** The approval **Milestone** will update to a "Failed" status in the **Compliance Schedule** and **Compliance Editor Assignments** pages.

6.10.2.3.2.1. Selecting "Reject" will require updates to be made by the compliance viewer.

6.10.3. **Submit/Request Craft Edit:** N/A