



DL3 Master Film Name, Film Name, and Segment Entry, Change, and Deletion Procedures V2.0

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IMPORTANT NOTE:

When converting OMS4 Film Names to DL3 Film Names, you may run into previously existing film naming issues inherent to (and left over from) the previous Operations Management System (OMS4). If, during your usage of DL3, you are confronted with conversion problems related to previous film naming practices in OMS4, please consult your supervisor to resolve the issue before converting film names to DL3, or entering new names in DL3.

OMS4 Film Naming practices or issues are outside the scope of this document.

1. OVERVIEW OF MASTER FILM NAMES, FILM NAMES AND SEGMENTS

DL3 handles the titles of content by using **Master Film Names**, **Film Names**, and **Segments**. A **Master Film Name** identifies the “root” name for content. A **Film Name** identifies a more specific piece of content related to the root content, but at times can also match the **Master Film Name**. A **Segment** identifies an even more specific piece of content related to the root content.

For each of these three items, for different types of content, a variety of results can occur. See the examples below.

EXAMPLE 1: Using the TV show “Stargate: Atlantis”

Root content (an episodic TV show): “Stargate: Atlantis”

Master Film Name: Stargate Atlantis [Episodic (60 min)]

More specific content: “Season 3”

Film Name: Stargate Atlantis [Episodic (60 min)]_Season 03

Most specific content: “Hot Zone”

Segment: - Episode 000113 – Hot Zone

EXAMPLE 2: Using the theatrical release feature “Hot Tub Time Machine”

Root content (a feature): “Hot Tub Time Machine”

Master Film Name: Hot Tub Time Machine - 2010 [Feature]

More specific content: “Hot Tub Time Machine”

Film Name: Hot Tub Time Machine - 2010 [Feature]

Most specific content: “Hot Tub Time Machine”

Segment: Feature

EXAMPLE 3: Using the trailer for the theatrical release feature “Casino Royale”

Root content (a feature): “Casino Royale”

Master Film Name: Casino Royale - 2006 [Feature]

More specific content: “Casino Royale”

Film Name: Casino Royale - 2006 [Feature]

Most specific content: “Trailer”

Segment: Casino Royale 2006 – Trailer –

This document illustrates how to correctly enter the above information into **DL3** for **Master Film Names**, **Film Names** and **Segments**.

2. SPECIFIC FACTS ABOUT FILM NAMES, MASTER FILM NAMES, AND ENTRY OF BOTH

1. The only **Film Names** and **Master Film Names** in **DL3** must be correctly formatted **DL3** names.
2. **Film Names** and **Master Film Names** play a distinct role compared to each other, and **DL3** has dedicated fields for each.
3. **Film Names** can be either properly converted film names from the previous Operations Management System (OMS4), or newly created in **DL3**.
4. **Master Film Names** do not exist in previous Operation Management Systems... they are created and used in **DL3**, under which multiple **Film Names** (new or converted) can exist.
5. If you need to create a new **Film Name**, and a previously existing OMS4 Film Name exists for the identical content, the OMS Film Name *must* be converted and used as the **DL3 Film Name** you need, rather than a new, independent **DL3 Film Name** being created and used.
6. If you're creating a new **DL3 Film Name**, or converting an OMS Film Name to one, a **Master Film Name** must either be
 - Simultaneously created, or
 - Exist previously, to which the **Film Name** must be associated (connected) and saved.
7. You *can* create or set up new **Master Film Names** without yet converting /creating or creating (new) associated **Film Names**.

IMPORTANT NOTE: When converting OMS4 Film Names to **DL3 Film Names**, you may run into previously existing film naming issues inherent to (and left over from) the previous Operations Management System (OMS4). If, during your usage of **DL3**, you are confronted with conversion problems related to previous film naming practices in OMS4, please consult your supervisor to resolve the issue before converting film names to **DL3** or entering new names in **DL3**. OMS4 Film Naming practices or issues are outside the scope of this document.

2.1. VARIOUS POSSIBLE RESULTS WHEN SEARCHING FOR ALREADY ENTERED FILM NAMES AND MASTER FILM NAMES IN DL3

In certain fields, where you search for **Film Names** or **Master Film Names** already in **DL3**, an auto-populating list of already-entered names will appear, and you may encounter these four search results:

1. Correct **Film Name** entry
2. Incorrect **Film Name** entry
3. Correct **Master Film Name** entry
4. Incorrect **Master Film Name** entry

Below are descriptions of the four search result situations.

2.1.1. Possible *correct* Film Name search situations:

1. A newly created, correctly formatted **Film Name** exists in **DL3**, where there was *not* a previous OMS4 Film Name to convert. In the **Film Name** field you can choose it and use it.
2. A newly created, correctly formatted name **Film Name** exists in **DL3**, which *is* a correctly converted OMS4 Film Name. In the **Film Name** field you can choose it and use it.
3. There is not a **Film Name** for your film (nothing matching the content you're working on appears when you begin to type the name in the **Film Name** field). In this case you'll need to create a new **DL3 Film Name**, or convert an OMS Film Name to a **DL3 Film Name**, and in both cases you may need to simultaneously create a new **Master Film Name** if one does not already exist.

For this third, correct **Film Name** search result situation, consult the table on page 8 to ascertain what your specific name-entry or name-conversion situation requires.

2.1.2. Possible *incorrect* Film Name search situations:

1. There is a matching name in **DL3**, but it's not correctly formatted, and no previous OMS4 Film Name exists that is waiting to be converted.
2. There is a matching name in **DL3**, but it's not correctly formatted, and an OMS4 Film Name does exist and is waiting to be converted.
3. There is a newly created, correctly formatted name in **DL3** where the matching OMS4 Film Name (which exists) was not converted.

These three incorrect situations require corrective action! For any of these incorrect situations, please see chapter [10: CORRECTIVE ACTION FOR AN INCORRECTLY ADDED \(OR FORMATTED\) DL3 MASTER FILM NAME](#) of this document.

2.1.3. Possible *correct* Master Film Name search situations:

1. A correctly formatted **Master Film Name** exists in **DL3**. If it matches the content you're working with, you can choose it and use it.
2. A **Master Film Name** does not exist in **DL3** (as you type in the **Master Film** field, nothing appears matching the content you're working with). You need to create a new, correctly formatted **Master Film Name**. There are multiple scenarios in which you may need to create a new **Master Film Name**, but for simply creating a **Master Film Name** and nothing else, please click on this hyperlink to go to chapter [9: CREATE ONLY A DL3 MASTER FILM NAME WITHOUT A DL3 FILM NAME AND WITHOUT AN OMS FILM NAME TO CONVERT](#) of this document.

2.1.4. Possible *incorrect* Master Film Name search situations:

1. An incorrectly formatted **Master Film Name** exists in **DL3**. This situation requires corrective action! Please see chapter [10: CORRECTIVE ACTION FOR AN INCORRECTLY ADDED \(OR FORMATTED\) DL3 MASTER FILM NAME](#).

2.2. THE ADD NEW FILM WINDOW

In all OMS Film Name conversion scenarios, and all **DL3 Master Film Name** and **Film Name** creation and editing scenarios (all of the scenarios in the table on page 8), the **Add New Film** window is employed. It is accessible from a variety of places in **DL3**, where you may find yourself needing it in the middle of procedures such as

1. Creating a **Job**
2. Editing or creating a **Film Name** or **Master Film name** for an **Asset** on the **Asset Details** page, or
3. Working in the **Film Converter**.

For most of the examples in this document, we'll access the **Add New Film** window from the easiest location; the **Film Converter**. To see how this works, please click the hyperlinks in the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document, or just keep reading!

3. SPECIFIC FACTS ABOUT SEGMENTS AND SEGMENT ENTRY

In **DL3**, the **Segment** field is a required field to submit an **Asset** into **DL3**, and you custom create **Segments** to describe the **Asset's** specific content. **Segments** (their names, their type, etc.) are dependent upon what sort of content the actual file is. The term "Segment" comes most notably from the DVD/BD world of "Disc Segment," but is similarly applicable to a "Segment" of content on a tape. It describes a **set of content** (regardless of whether there is audio, video, cc, subs, menus, or any other type of asset) that play together. The **Segment** field (and associated **Segment** creation windows) are where we describe the

1. **Segment Name** – Name of VAM or anything else needed to uniquely identify the segment of content separate from the **Film Name**. For features, this field can be left blank.
2. **Segment Type** – Feature, trailer, VAM, etc.
3. **Episode Number** – If applicable
4. **Episode Name** – If applicable

Segment DOES NOT describe the sync or timing of the content; In **DL3** that is handled by a component of the application called the '**Sibling Relationship**.' '**Segment**' simply indicates that various assets are of the SAME SET OF CONTENT and could be used together.

Segment entry can be accessed in multiple places throughout **DL3**. For the purposes of this document, we'll access it via the **Film Converter**. Please click on this hyperlink to go to chapter [11: CREATE A SEGMENT](#) of this document.

4. TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3

The following table illustrates

1. The four possible scenarios you will encounter when needing to convert an OMS Film Name,
2. The eight possible scenarios you will encounter when needing to create a **DL3 Film Name** and,
3. The six possible scenarios you will encounter when needing to create a **DL3 Master Film Name**.

[In the table, click the hyperlinks below each scenario to go to the chapter of this document containing instructions for that scenario.]

DL3 Master Film Name and DL3 Film Name Creation, and OMS Film Name Conversion Scenarios	Need To Create	Type	Pre-Existing OMS Film Name Conversion Needed?	Pre-Existing DL3 Master Film Name?
Scenario #1 (Chapter 5)	Master Film Name and Film Name	Non-Episodic	Yes	No
Scenario #2 (Chapter 5)	Master Film Name and Film Name	Episodic	Yes	No
Scenario #3 (Chapter 6)	Master Film Name and Film Name	Non-Episodic	No	No
Scenario #4 (Chapter 6)	Master Film Name and Film Name	Episodic	No	No
Scenario #5 (Chapter 7)	Film Name	Non-Episodic	Yes	Yes
Scenario #6 (Chapter 7)	Film Name	Episodic	Yes	Yes
Scenario #7 (Chapter 8)	Film Name	Non-Episodic	No	Yes
Scenario #8 (Chapter 8)	Film Name	Episodic	No	Yes
Scenario #9 (Chapter 9)	Master Film Name	Non-Episodic	No	No
Scenario #10 (Chapter 9)	Master Film Name	Episodic	No	No

IMPORTANT TO NOTE: You will never create a **Film Name** without also creating a **Master Film Name** at the same time, or without attaching the **Film Name** to an already existing **Master Film Name**. The point is, no **DL3 Film Name** exists without an accompanying **DL3 Master Film Name**. But the opposite is possible; a **Master Film Name** can exist without a **Film Name**.

5. CONVERT AN OMS FILM NAME TO A DL3 FILM NAME AND CREATE A NEW DL3 MASTER FILM NAME FOR IT

You need to convert an OMS Film Name to a correctly formatted **DL3 Film Name**, simultaneously creating a **DL3 Master Film Name** for it as well.

- For the *episodic* version of this procedure, please click this hyperlink to go to section [5.2: Scenario #2: CONVERT AN EPISODIC OMS FILM NAME TO AN EPISODIC DL3 FILM NAME AND CREATE A NEW EPISODIC DL3 MASTER FILM NAME FOR IT](#) of this chapter.
- For the *non-episodic* version of this procedure, continue below.

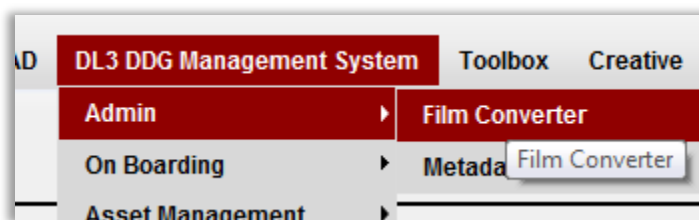
5.1. Scenario #1: CONVERT A *NON-EPISODIC* OMS FILM NAME TO A *NON-EPISODIC* DL3 FILM NAME AND CREATE A NEW *NON-EPISODIC* DL3 MASTER FILM NAME FOR IT

5.1.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

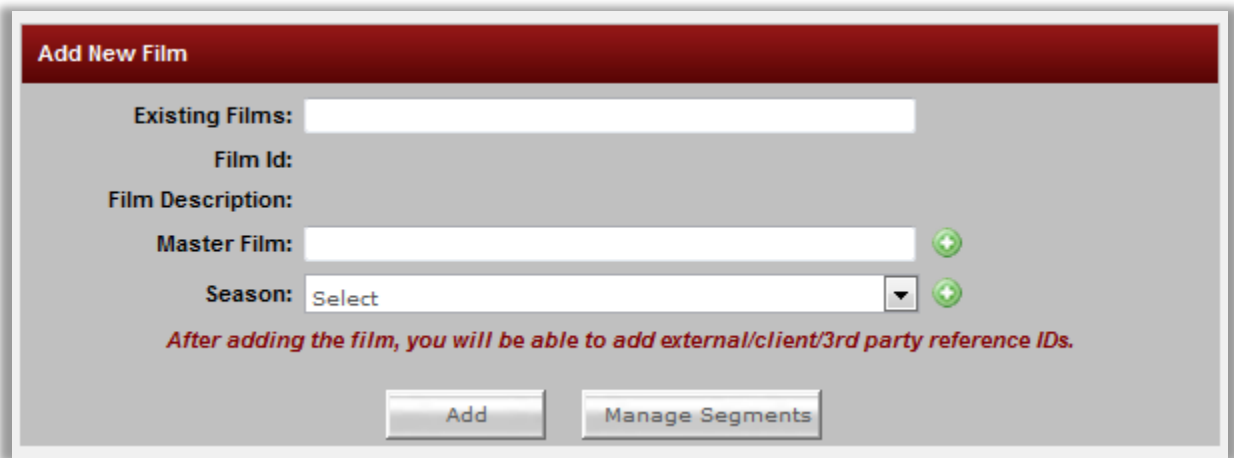
In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 1 below).

Figure 1



The **Add New Film** window appears (see Figure 2 below).

Figure 2



Before following this procedure, you should make sure the OMS Film Name to convert exists, and both the **DL3 Film Name** and **DL3 Master Film Name** don't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [5.1.4: SELECT THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) to start the Scenario #1 procedure.

5.1.2. SEARCH THE EXISTING FILMS FIELD FOR NON-EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: "Existing OMS4 Film Name, or alternately, "Existing OMS4 Film Name converted to a **DL3 Film Name**," or "Existing new **DL3 Film Name**") is where you search for an existing film's name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should only see your film's name arranged in an OMS4 format (see example below).

Example

OMS4 format: 6543 - Ah My Goodness

OMS4 format: 6543 - Ah My Goodness 1994

OMS4 format: 6543 - Ah My Goodness [Feature]

OMS4 format: 6543 - Ah My Goodness (1994)

Etc.

[The OMS Name should be in any format but the **DL3** formats below.]

DL3 format: 6543 - Ah My Goodness – 1994 [Feature]

DL3 format: 1234 - Trouble With Jim, The – 1998 [Feature]

Etc.

Three situations can occur as you search this field:

1. ONE FILM NAME APPEARS: If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use.
 - If it is an OMS Film Name, this is the situation you want, but first you also need to check the **Master Film** field for any applicable **DL3 Master Film Names** you should match your **Film Name** to (instead of making a new one). You can see the instructions for searching the **Master Film** field now by clicking on this hyperlink to the section [5.1.3: SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME](#), or continue reading about other possible situations below.
 - If it is a **DL3 Film Name** ready to use, and there is no OMS Film Name to convert, there is no **Film Name** creation or conversion to do, and no **DL3 Master Film Name** to create. You are free to use the **DL3 Film Name** and its accompanying **Master Film Name** for any applicable **Assets**.
2. NO OMS FILM NAME APPEARS: If you *don't* see an OMS4 formatted name, it could mean a couple things:
 - THE OMS FILM NAME WAS ALREADY CORRECTLY CONVERTED: This name was already correctly converted from OMS4 and thus you should be seeing it appear in a **DL3** format (look for it!) as one of the other choices in the auto-populate list, meaning there's a good chance you should choose *that* name to use (if that name is, indeed, designated for the exact title you're working on and not some similar title). If this is the case, there is no film name entry process for you to do.
 - NO OMS FILM NAME TO CONVERT, BUT A DL3 FILM NAME NEEDS CREATED: The name you're looking for is a completely new name in the system. There is no OMS Film Name to convert. Thus, a **Film Name** needs to be created in **DL3** from scratch. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #3](#) is a good possibility)
3. Both an OMS FILM NAME AND A **DL3 FILM NAME** APPEAR: If you see an OMS4 formatted name AND a **DL3** formatted name you could use, test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
 - THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an

OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this “bad” name, note the **Master Film Name** the “bad” **Film Name** was attached to, then go to section [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.

- **BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT:** If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

5.1.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need already exists. There is no need to enter a new **Master Film Name** to represent your content. Follow section [7.1.4. CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this document to convert a non-episodic OMS Film Name to a **DL3 Film Name** and match it to a pre-existing **DL3 Master Film Name**. If you do not see a name that matches the content you’re working with, you’ll need to create a **Master Film Name** for your content, which is part of this current procedure. Please continue below.

5.1.4. SELECT THE NON-EPISODIC OMS FILM NAME TO CONVERT

If you searched to make sure no non-episodic **DL3 Film Names** and **DL3 Master Film Names** exist for your non-episodic OMS Film Name that needs converted, and you’re ready to begin the conversion process, refresh the **Add New Film** window by pressing the F5 key on your keyboard, or the refresh (reload) button at the top of your browser, and begin to type the name of your title in the **Existing Films** field. (see Figure 3 below).

Figure 3

When the OMS Film Name appears in the list, click it. The **Edit Film** window appears (see Figure 4 below).

Figure 4

Here you can see the OMS4 Film ID at the top. Click the green and white plus-sign (+) button to the right of the **Master Film** field (see Figure 5 below).



The **Create Master Film** window appears.

5.1.5. CREATE THE NON-EPISODIC DL3 MASTER FILM NAME FOR THE OMS FILM NAME BEING CONVERTED

In the **Master Film Name** field, type the name of your film in a **DL3** appropriate format (words like “The” and “An” or “A” follow the other words in the title, like “Incredible Hulk, The”). In the **Master Film Type** field, choose the correct film type, and enter the release year in the **Release Year** field. Then press the **Add** button at the bottom of the window.

The **Edit Master Film** window appears, and at the bottom of the window (in green letters), it lets you know your request (to create a **Master Film Name**) was successfully submitted (see Figure 6 below). If you need to edit anything else before saving, do it now. Press the **Save** button to save your edits, then press the **Back** button at the bottom of the window.



Your request has been submitted successfully!

An updated **Edit Film** window appears, now with a **Master Film Name** present (see Figure 7 below). You have the option to add a **Client/Third Party Film Reference Number** (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document).

Figure 7

The screenshot shows the 'Edit Film' window with a red header. The fields are as follows:

- Existing Films:** 4024 - Reality Bites
- Film Id:** 4024
- Film Description:** Reality Bites - 1994 [Feature]
- Master Film:** Reality Bites - 1994 [Feature] (with a green plus icon and a pencil icon)
- Season:** Select (with a dropdown arrow)
- Client/3rd Party:** -- (with a dropdown arrow)
- Film Ref #'s:** (with a green plus icon)

At the bottom, there is a checkbox labeled 'Update Film Description' which is checked. Below the checkbox are two buttons: 'Save' and 'Manage Segments'.

5.1.6. DL3 AUTO-CREATES THE FILM NAME BASED ON THE NEWLY ENTERED MASTER FILM NAME

In the **Film Description** field of the current **Edit Film** window, notice **DL3** has automatically (and temporarily) created a **Film Name** for you, based on the **Master Film Name** you just created. This **Film Name** is not saved yet, allowing you the choice to save it now or later. Since non-episodic **Film Names** always match their accompanying **Master Film Names**, go ahead and press the **Save** button at the bottom of the window (see Figure 8 below), which will save the **Film Name** into **DL3**.

Figure 8

Edit Film

Existing Films: 4024 - Reality Bites

Film Id: 4024

Film Description: Reality Bites - 1994 [Feature]

Master Film: Reality Bites - 1994 [Feature]

Season: Select

Client/3rd Party	Film Ref #'s
------------------	--------------

☒ Update Film Description

Your request has been submitted successfully!

Save Manage Segments

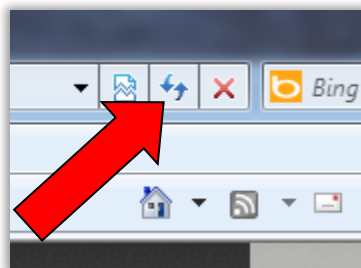
The OMS Film Name has been converted, and both the **Master Film Name** and **Film Name** have been entered into **DL3**.

5.1.7. VERIFY THE NEW NON-EPISODIC MASTER FILM NAME IS IN DL3

You can verify your new **Master Film Name** is available in **DL3** a few different ways. One way to check, from the **Edit Film** window in the **Film Converter**, is to click the refresh button on your browser to get back to the **Add New Film** window. In Internet Explorer, click the button illustrated in Figure 9 below.

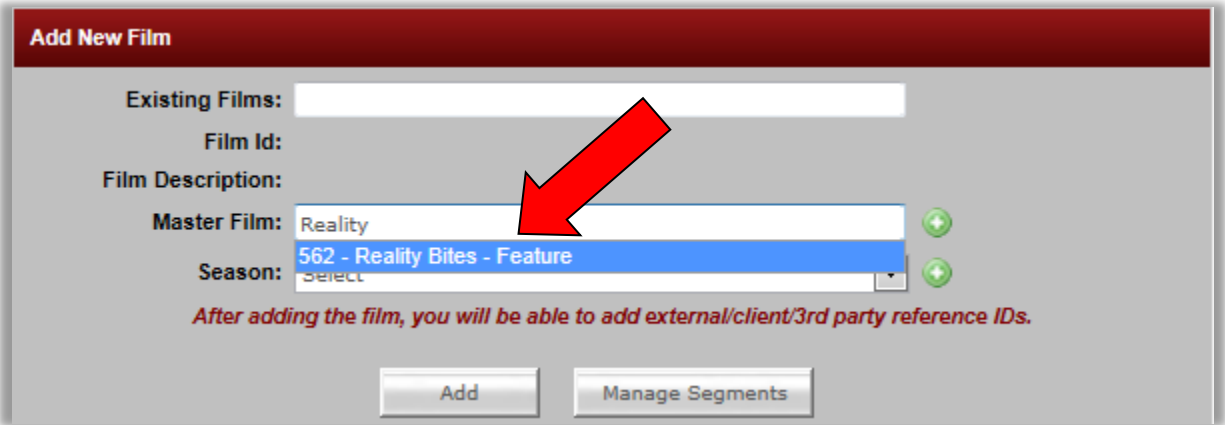
[NOTE: If you accessed the **Add New Film** window from the **Asset Detail** page, click anywhere on that window so the window will repost (refresh), click the **Add/Edit/Modify** button to the right of the **Film Name** field, then continue below.]

Figure 9



The **Add New Film** window reappears and is reset. Enter the name of the newly created non-episodic **DL3 Master Film Name** into the **Master Film** field. The field begins to auto-populate, and you can see your **Master Film Name** available in the list (see Figure 10 below).

Figure 10



The screenshot shows the 'Add New Film' window with the following fields and values:

- Existing Films:** (empty text field)
- Film Id:** (empty text field)
- Film Description:** (empty text field)
- Master Film:** Reality (dropdown menu)
- Season:** 562 - Reality Bites - Feature (dropdown menu)

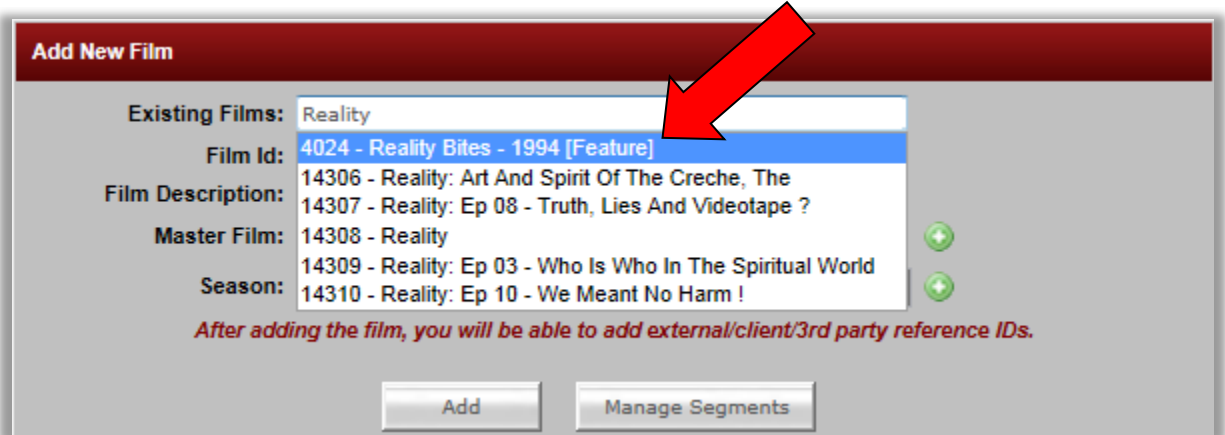
A red arrow points to the 'Master Film' dropdown menu. Below the fields, there is a note: "After adding the film, you will be able to add external/client/3rd party reference IDs." At the bottom, there are two buttons: "Add" and "Manage Segments".

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

5.1.8. VERIFY THE NEW NON-EPISODIC FILM NAME IS IN DL3

Refresh the **Add New Film** window, and in the **Existing Films** field, begin to type the **Film Name** you created. The field begins to auto-populate, and you can see your **Film Name** available in the list (see Figure 11 below). Alternately, you can do the same thing in the **Film Name** field on the **Asset Details** page.

Figure 11



The screenshot shows the 'Add New Film' window with the following fields and values:

- Existing Films:** Reality (dropdown menu)
- Film Id:** 4024 - Reality Bites - 1994 [Feature] (dropdown menu)
- Film Description:** 14306 - Reality: Art And Spirit Of The Creche, The (dropdown menu)
- Master Film:** 14307 - Reality: Ep 08 - Truth, Lies And Videotape ? (dropdown menu)
- Season:** 14308 - Reality (dropdown menu)

A red arrow points to the 'Existing Films' dropdown menu. Below the fields, there is a note: "After adding the film, you will be able to add external/client/3rd party reference IDs." At the bottom, there are two buttons: "Add" and "Manage Segments".

You have now successfully converted a non-episodic OMS4 Film Name to a correctly formatted, non-episodic **DL3 Film Name**, and created a non-episodic **Master Film Name** for it. This procedure is now complete, and both names are available in **DL3** for use with any applicable **Assets**.

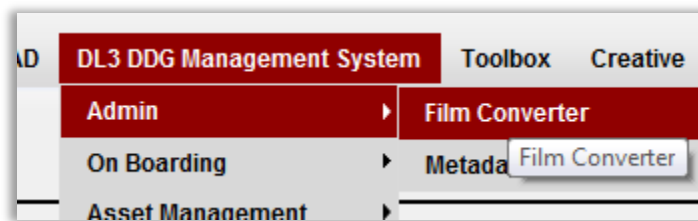
5.2. Scenario #2: CONVERT AN *EPISODIC* OMS FILM NAME TO AN *EPISODIC* DL3 FILM NAME AND CREATE A NEW *EPISODIC* DL3 MASTER FILM NAME FOR IT

5.2.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 12 below).


Figure 12



The **Add New Film** window appears (see Figure 13 below).

Figure 13

A screenshot of the 'Add New Film' window. It has a red header bar with the title 'Add New Film'. Below the header, there are several input fields: 'Existing Films:' with a text box, 'Film Id:' with a text box, 'Film Description:' with a text box, 'Master Film:' with a text box and a green plus icon, and 'Season:' with a dropdown menu and a green plus icon. Below these fields, there is a red italicized message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom, there are two buttons: 'Add' and 'Manage Segments'.

 Before following this procedure, you should make sure both the **DL3 Film Name** and **DL3 Master Film Name** don't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [5.2.4 SELECT THE EPISODIC OMS FILM NAME TO CONVERT](#) to start the Scenario #2 procedure.

5.2.2. SEARCH THE EXISTING FILMS FIELD FOR EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: “Existing OMS4 Film Name, or alternately, “Existing OMS4 Film Name converted to a **DL3 Film Name**,” or “Existing new **DL3 Film Name**”) is where you search for an existing film’s name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should only see your film’s name arranged in an OMS4 format (see example below).

Example

OMS4 format: 13227 - Stargate SG1 Season 10
OMS4 format: 13227 - Stargate SG1 (Season 10)
OMS4 format: 13227 - Stargate SG1 S10
OMS4 format: 13227 - Stargate SG1 Season 10 1997

Etc.

[The OMS Name should be in any format but the **DL3** formats below.]

DL3 format: 13227 - Stargate SG1 – 1997 [Episodic (60 min)]_Season 10
DL3 format: 14232 - Stargate Atlantis – 1997 [Episodic (60 min)]_Season 3

Etc.

Three situations can occur as you search this field:

1. **ONE FILM NAME APPEARS:** If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use.
 - If it is an OMS Film Name, this is the situation you want, but first you also need to check the **Master Film** field for any applicable **DL3 Master Film Names** you should match your **Film Name** to (instead of making a new one). You can see the instructions for searching the **Master Film** field now by clicking on this hyperlink to the section [5.2.3: SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME](#), or continue reading about other possible situations below.
 - If it is a **DL3 Film Name** ready to use, and there is no OMS Film Name to convert, there is no **Film Name** creation or conversion to do, and no **DL3 Master Film Name** to create. You are free to use the **DL3 Film Name** and its accompanying **Master Film Name** for any applicable **Assets**.
2. **NO OMS FILM NAME APPEARS:** If you *don’t* see an OMS4 formatted name, it could mean a couple things:

- THE OMS FILM NAME WAS ALREADY CORRECTLY CONVERTED: This name was already correctly converted from OMS4 and thus you should be seeing it appear in a **DL3** format (look for it!) as one of the other choices in the auto-populate list, meaning there's a good chance you should choose *that* name to use (if that name is, indeed, designated for the exact title you're working on and not some similar title). If this is the case, there is no film name entry process for you to do.
 - NO OMS FILM NAME TO CONVERT, BUT A DL3 FILM NAME NEEDS CREATED: The name you're looking for is a completely new name in the system. There is no OMS Film Name to convert. Thus, a **Film Name** needs to be created in **DL3** from scratch. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #4](#) is a good possibility)
3. Both an OMS FILM NAME AND A **DL3 FILM NAME** APPEAR: If you see an OMS4 formatted name AND a **DL3** formatted name you could use, test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
- THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED DL3 FILM NAME](#) of chapter 10 in this document to flag this "bad" name, then note the **Master Film Name** the "bad" **Film Name** was attached to, and go to section [7.2.4: CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.
 - BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

5.2.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME

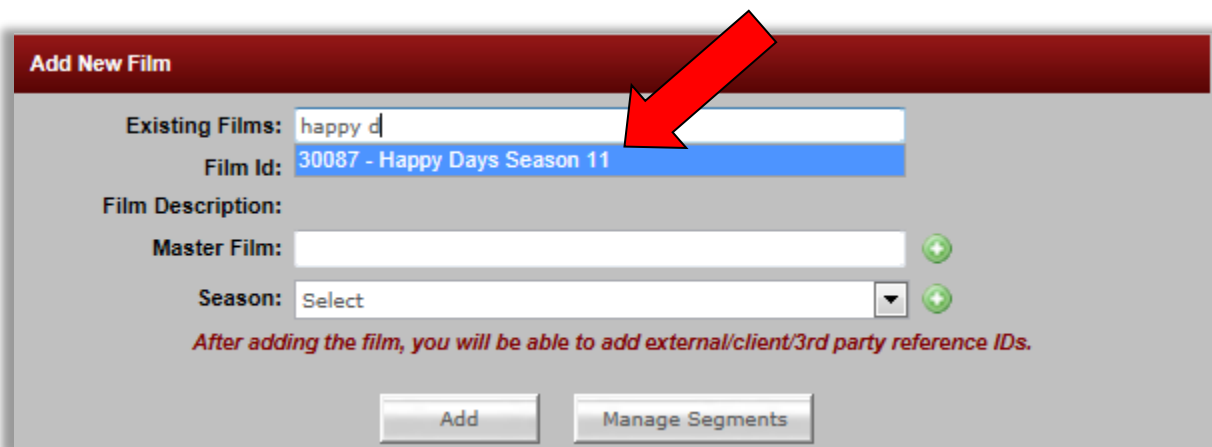
In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like "The" and "A" in titles are entered at the end of the name, as in

“Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need already exists. There is no need to enter a new **Master Film Name** to represent your content. Follow section [7.2.4. CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) of this document to convert an episodic OMS Film Name to a **DL3 Film Name** and match it to a pre-existing **DL3 Master Film Name**. If you do not see a name that matches the content you’re working with, you’ll need to create a **Master Film Name** for your content, which is part of this current procedure. Please continue below.

5.2.4. SELECT THE EPISODIC OMS FILM NAME TO CONVERT

If you searched to make sure no episodic **DL3 Film Names** and **DL3 Master Film Names** exist for your episodic OMS Film Name that needs converted, and you’re ready to begin the conversion process, refresh the **Add New Film** window by pressing the F5 key on your keyboard, or the refresh (reload) button at the top of your browser, and begin to type the name of your title in the **Existing Films** field. (see Figure14 below).

Figure 14



The screenshot shows a web application window titled "Add New Film". It has a dark red header bar. Below the header, there are several input fields and a list. The "Existing Films:" field contains the text "happy d". Below it, the "Film Id:" field shows "30087 - Happy Days Season 11" in a blue highlight. The "Film Description:" field is empty. The "Master Film:" field is empty with a green plus icon to its right. The "Season:" field is a dropdown menu with "Select" as the current selection and a green plus icon to its right. Below these fields, there is a red italicized message: "After adding the film, you will be able to add external/client/3rd party reference IDs." At the bottom, there are two buttons: "Add" and "Manage Segments". A large red arrow points from the top right towards the "Existing Films:" input field.

When the **Film Name** appears in the list, click it. The **Edit Film** window appears (see Figure 15 below).

Figure 15

The 'Edit Film' window has a red header bar. Below it, the 'Existing Films' field contains '30087 - Happy Days Season 11'. The 'Film Id' is '30087' and the 'Film Description' is 'Happy Days Season 11'. The 'Master Film' field is empty with a green and white plus-sign button to its right. The 'Season' field is a dropdown menu with 'Select' chosen, also with a green and white plus-sign button to its right. Below these are two sections: 'Client/3rd Party' with a dropdown menu showing '--' and a green and white plus-sign button, and 'Film Ref #'s' with a large empty text area and a green and white plus-sign button. At the bottom, there is a checked checkbox for 'Update Film Description' and two buttons: 'Save' and 'Manage Segments'.

Here you can see the OMS4 Film ID at the top. Click the green and white plus-sign (+) button to the right of the **Master Film** field (see Figure 16 below).

Figure 16

This screenshot is identical to Figure 15, but a large red arrow points to the green and white plus-sign button located to the right of the 'Master Film' field.

The **Create Master Film** window appears.

5.2.5. CREATE THE DL3 MASTER FILM NAME FOR THE OMS FILM NAME BEING CONVERTED

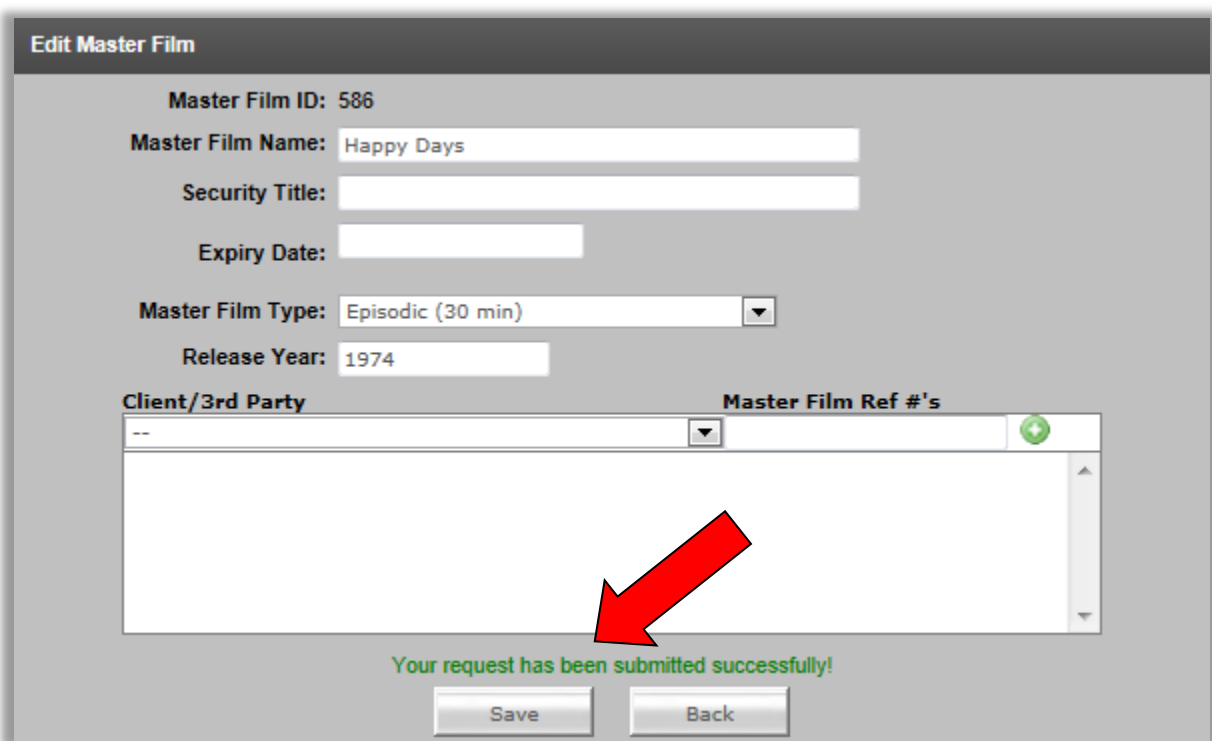
In the **Master Film Name** field, type a correctly formatted **DL3 Master Film Name** for the film. Make sure any words at the beginning of the name like “A” and “The” should follow the other words. Examples: “Bob Jones Show, The” or “Incredible Hulk, The”

Choose the **Master Film Type**. For episodics, the choices are 30 and 60 minutes.

Choose a **Release Year**. For episodics, this is always the year of the first season's first episode. Then press the **Add** button at the bottom of the window.

The **Edit Master Film** window appears, and at the bottom of the window (in green letters), it lets you know your request (to create a **Master Film Name**) was successfully submitted. If you need to edit anything else before saving, do it now. Press the **Save** button to save your edits, then press the **Back** button at the bottom of the window (see Figure 17 below).

Figure 17



The screenshot shows the 'Edit Master Film' window with the following fields and values:

- Master Film ID: 586
- Master Film Name: Happy Days
- Security Title: (empty)
- Expiry Date: (empty)
- Master Film Type: Episodic (30 min)
- Release Year: 1974

Below these fields is a section for 'Client/3rd Party' and 'Master Film Ref #'s'. The 'Client/3rd Party' field is empty, and the 'Master Film Ref #'s' field is empty. A red arrow points to the green message at the bottom: 'Your request has been submitted successfully!'. Below the message are two buttons: 'Save' and 'Back'.

An updated **Edit Film** window appears (see Figure 18 below), now with a **Master Film Name** present. You have the option to add a **Client/Third Party Film Reference Number** (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document).

Figure 18

Edit Film

Existing Films: 30087 - Happy Days Season 11

Film Id: 30087

Film Description: Happy Days - 1974 [Episodic (30 min)]

Master Film: Happy Days - 1974 [Episodic (30 min)]

Season: Select

Client/3rd Party Film Ref #'s

--

☒ Update Film Description

Save Manage Segments

5.2.6. DL3 AUTO-CREATES THE FILM NAME BASED ON THE NEWLY ENTERED MASTER FILM NAME

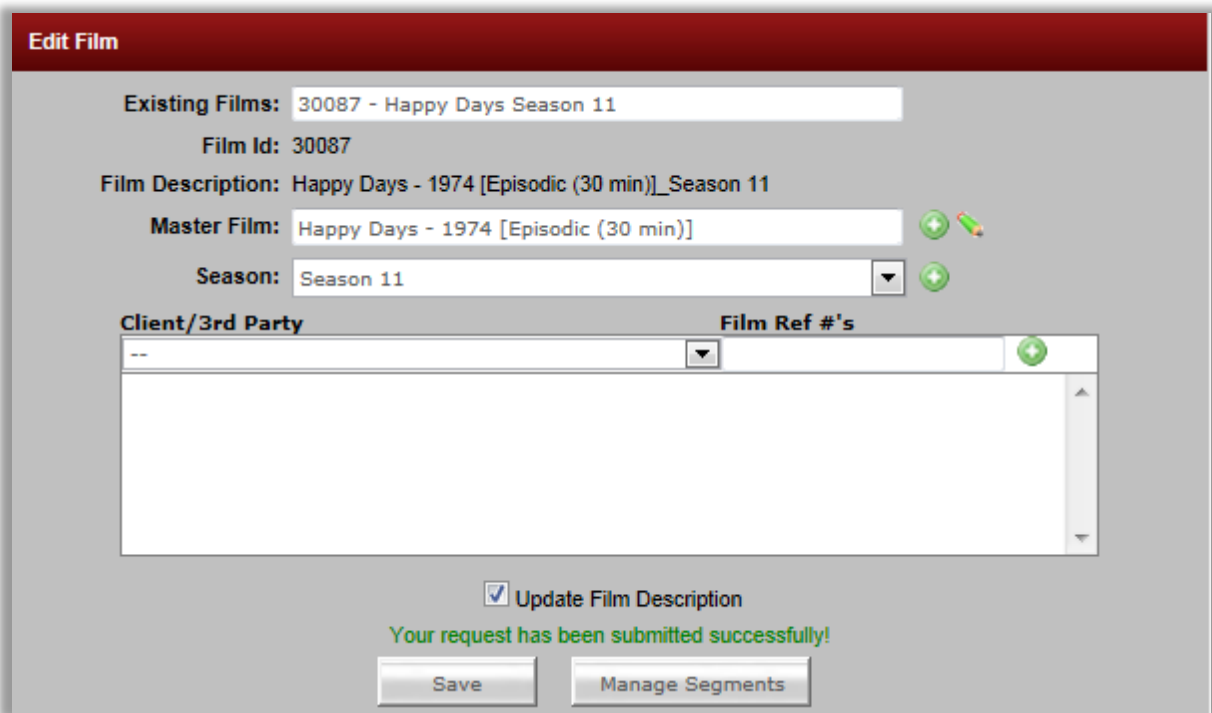
In the **Film Description** field of the current **Edit Film** window, notice **DL3** has automatically (and temporarily) created a **Film Name** for you, based on the **Master Film Name** you just created. This **Film Name** is not saved yet, allowing you the choice to save it now or later.

You *could* save the **Film Name** now as is, but for episodics, there's no use for **Film Names** to match their accompanying **Master Film Names**. This is because season indicators are appended to the end of **Film Names** so that each can represent a season of episodes for that series. So if you save this name now, you will have a useless episodic **Film Name**. So, let's append a season to this yet unsaved episodic **Film Name**, and then save it.

5.2.7. APPEND A SEASON TO THE CORRECTLY FORMATTED, EPISODIC DL3 FILM NAME, THEN SAVE IT

Before pressing the **Save** button in this window, you have the option to append a season identifier to the **Film Name**. In the Season pull-down menu, choose 'Season 1' (or whichever season you need) from the choices in the list, then press the **Save** button at the bottom of the window (see Figure 19 below), which will save the **Film Name** into **DL3**.

Figure 19



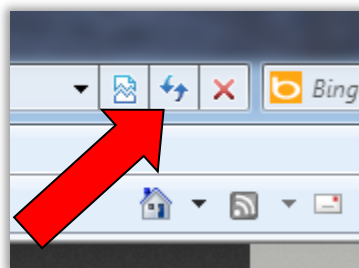
The OMS Film Name has been converted, and both the **Master Film Name** and **Film Name** have been entered into **DL3**.

5.2.8. VERIFY THE NEW EPISODIC MASTER FILM NAME IS IN DL3

You can verify your new **Master Film Name** is available in **DL3** a few different ways. One way to check, from the **Edit Film** window in the **Film Converter**, is to click the refresh button on your browser to get back to the **Add New Film** windows. In Internet Explorer, click the button illustrated in Figure 20 below.

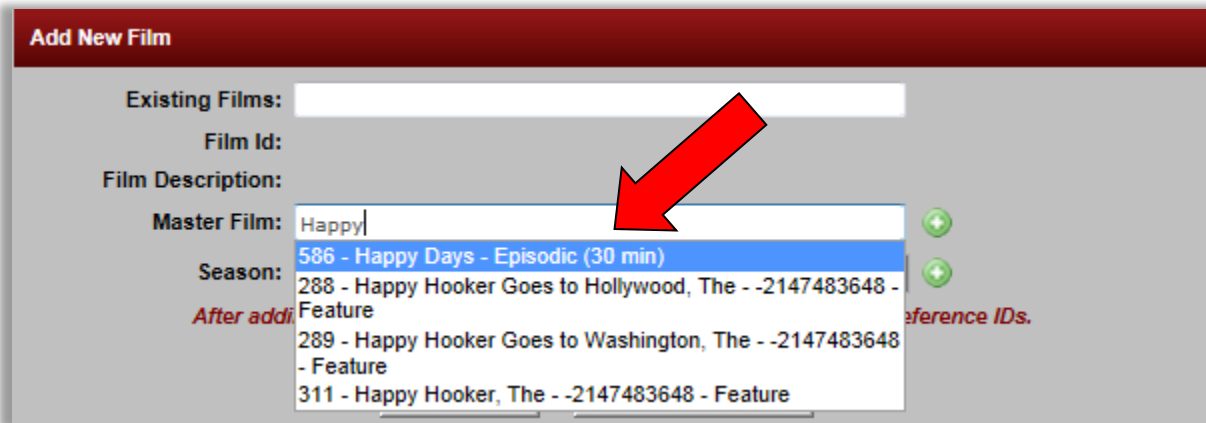
[NOTE: If you accessed the **Add New Film** window from the **Asset Detail** page, click anywhere on that window so the window will repost (refresh), click the **Add/Edit/Modify** button to the right of the **Film Name** field, then continue below.]

Figure 20



The **Add New Film** window reappears and is reset. Enter the name of the newly created **DL3 Master Film Name** into the **Master Film** field. The field begins to auto-populate, and you can see your **Master Film Name** available in the list (see Figure 21 below).

Figure 21



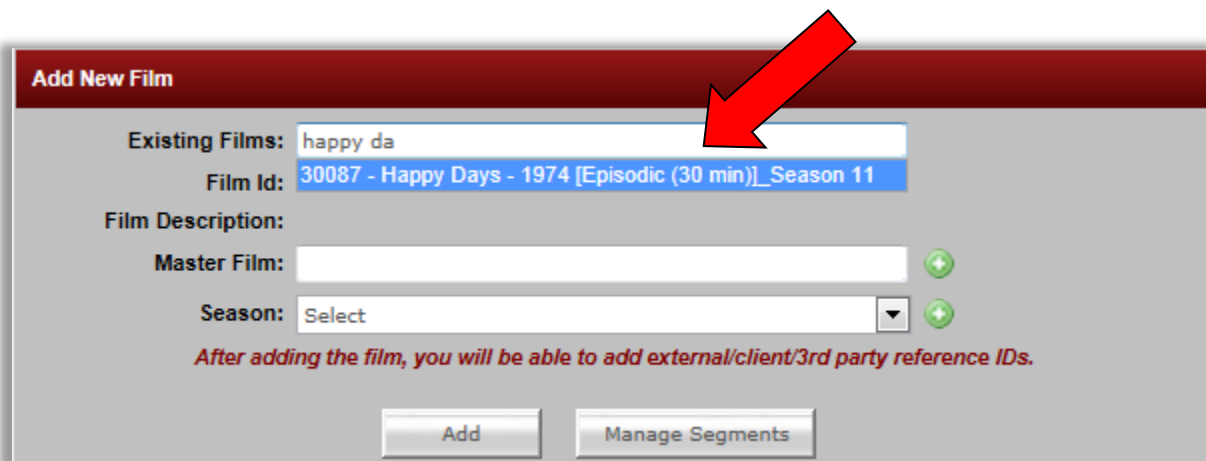
The screenshot shows the 'Add New Film' window with a red header. The 'Existing Films' field is empty. The 'Film Id' field is empty. The 'Film Description' field is empty. The 'Master Film' field contains the text 'Happy'. A dropdown menu is open, showing a list of film entries: '586 - Happy Days - Episodic (30 min)', '288 - Happy Hooker Goes to Hollywood, The - -2147483648 - Feature', '289 - Happy Hooker Goes to Washington, The - -2147483648 - Feature', and '311 - Happy Hooker, The - -2147483648 - Feature'. A red arrow points to the dropdown menu. To the right of the dropdown menu are two green plus icons. Below the dropdown menu, the text 'After adding the film, you will be able to add external/client/3rd party reference IDs.' is visible.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

5.2.9. VERIFY THE NEW EPISODIC FILM NAME IS IN DL3

Refresh the **Add New Film** window, and in the **Existing Films** field, begin to type the **Film Name** you created. The field begins to auto-populate, and you can see your **Film Name** available in the list (see Figure 22 below). Alternately, you can do the same thing in the **Film Name** field on the **Asset Details** page.

Figure 22



The screenshot shows the 'Add New Film' window with a red header. The 'Existing Films' field contains the text 'happy da'. A dropdown menu is open, showing a list of film entries: '30087 - Happy Days - 1974 [Episodic (30 min)]_Season 11'. A red arrow points to the dropdown menu. The 'Film Id' field contains the text '30087 - Happy Days - 1974 [Episodic (30 min)]_Season 11'. The 'Film Description' field is empty. The 'Master Film' field is empty. The 'Season' field is a dropdown menu with the text 'Select'. To the right of the dropdown menu are two green plus icons. Below the dropdown menu, the text 'After adding the film, you will be able to add external/client/3rd party reference IDs.' is visible. At the bottom of the window are two buttons: 'Add' and 'Manage Segments'.

You have now successfully converted an episodic OMS4 Film Name to a correctly formatted episodic **DL3 Film Name**, and created an episodic **Master Film Name** for it. This procedure is now complete, and both names are available in **DL3** for use with any applicable **Assets**.

6. CREATE BOTH A NEW DL3 MASTER FILM NAME AND DL3 FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

You need to create a new **DL3 Film Name** and **DL3 Master Film Name**, without an OMS Film Name to convert.

- For the *episodic* version of this procedure, click this hyperlink to go to section [6.2: Scenario #4: CREATE BOTH A NEW EPISODIC DL3 MASTER FILM NAME AND EPISODIC DL3 FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT](#) of this chapter.
- For the *non-episodic* version of this procedure, continue below.

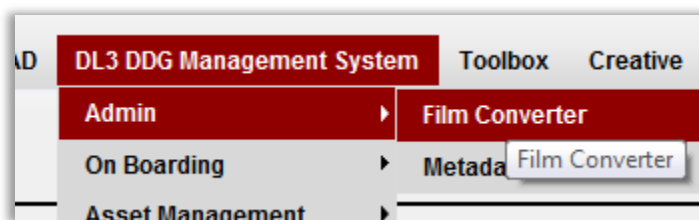
6.1. Scenario #3: CREATE BOTH A NEW *NON-EPISODIC* DL3 MASTER FILM NAME AND *NON-EPISODIC* DL3 FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

6.1.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 23 below).

Figure 23

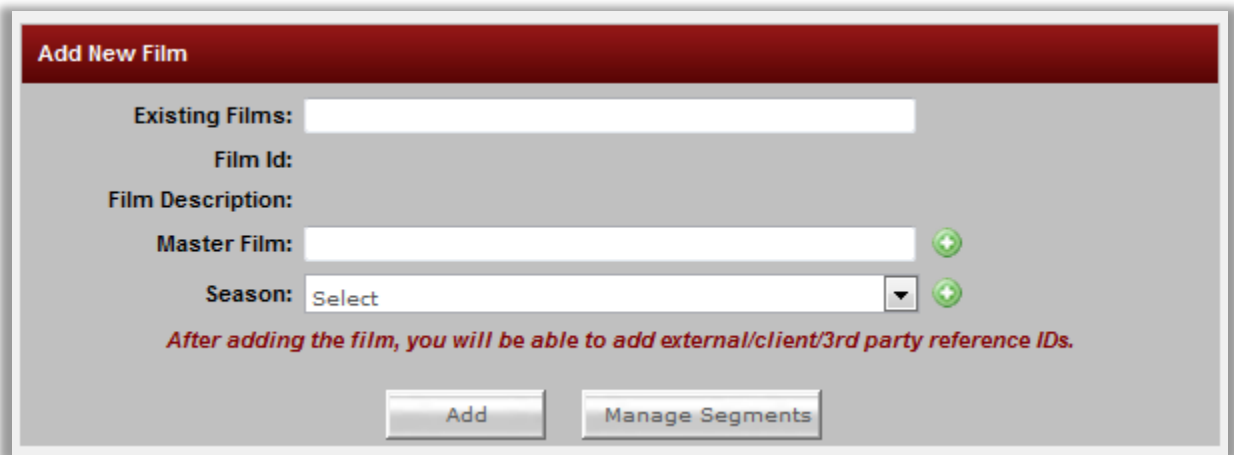


The **Add New Film** window appears (see Figure 24 below).



Before following this procedure, you should make sure the **DL3 Film Name**, the **DL3 Master Film Name**, or an OMS Film Name to convert don't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [6.1.4: CREATE A NEW, NON-EPISODIC MASTER FILM NAME](#) to start the Scenario #3 procedure.

Figure 24



6.1.2. SEARCH THE EXISTING FILMS FIELD FOR NON-EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: “Existing OMS4 Film Name, or alternately, “Existing OMS4 Film Name converted to a **DL3 Film Name**,” or “Existing new **DL3 Film Name**”) is where you search for an existing film’s name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should see no OMS (formatted) Film Names to convert, and no **DL3** (formatted) **Film Names** that match the content you’re working with (see example below). The *name* of your title should not appear.

Example

OMS4 format: 6543 - Ah My Goodness
OMS4 format: 6543 - Ah My Goodness 1994
OMS4 format: 6543 - Ah My Goodness [Feature]
OMS4 format: 6543 - Ah My Goodness (1994)
Etc.
DL3 format: Ah My Goodness – 1994 [Feature]
DL3 format: Trouble With Jim, The – 1998 [Feature]
Etc.

Three situations can occur as you search this field:

1. **ONE FILM NAME APPEARS:** If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #1](#) is a good possibility)

2. NO FILM NAME APPEARS: If you *don't* see any instance of your title in the auto-populate list in any format (OMS4 or DL3), this means the name you're looking for is a completely new name in the system, and thus needs to be created in **DL3** from scratch (which is applicable for the current scenario). Please continue to section [6.1.3 SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME](#) of this chapter below.
3. MULTIPLE FILM NAMES APPEAR: If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
 - THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this "bad" name, then note the **Master Film Name** the "bad" **Film Name** was attached to, and go to section [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.
 - BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

6.1.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like "The" and "A" in titles are entered at the end of the name, as in "Unbearable Lightness of Being, The". If you see a **Master Film Name** that matches the content you're working with, the **Master Film Name** you need already exists. There is no need to enter a new **Master Film Name** to represent your content. Follow section [8.1.4: IDENTIFY THE EXISTING, NON-EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW NON-EPISODIC DL3 FILM NAME WILL BE CREATED](#) of this document for how to handle this specific process when your **Master Film Name** already exists, you need to create a **DL3 Film Name**, and you don't have an OMS Film Name to convert. If you do not see a name that matches the content you're working with, you'll need to

create a **Master Film Name** for your content, which is part of this current procedure. Please continue below.

6.1.4. CREATE A NEW, NON-EPISODIC MASTER FILM NAME

Once you're sure no **Master Film Name** already exists in the system, click the green and white plus-sign button to the right of the **Master Film** field (see Figure 25 below).

Figure 25

The **Create Master Film** window appears (see Figure 26 below).

6.1.5. CREATE AND SAVE THE CORRECTLY FORMATTED DL3 MASTER FILM NAME

In the **Master Film Name** field, type a correctly formatted **DL3 Master Film Name** for the film. Make sure any words at the beginning of the name like "A" and "The" should follow the other words.

Examples: "Time For Love, A" or "Incredible Hulk, The"

Choose the **Master Film Type**. Enter a **Release Year**. Once you've filled in any additional fields (the rest are optional... below we also entered a **Security Title**), press the **Add** button at the bottom of the window (see Figure 26 below).

Figure 26

Create Master Film

Master Film ID:

Master Film Name: Story of No-Luck Jones, The

Security Title: Bootstraps

Expiry Date: 03/10/2012

Master Film Type: Feature

Release Year: 1988

After adding the master film, you will be able to add external/client/3rd party reference IDs.

Add Back

The **Edit Master Film** window appears (see Figure 27 below). In green letters it lets you know your request was submitted successfully, and it assigns a **Master Film ID** (at the top) to the **Master Film Name** you're creating.

[Also notice, in our example, the current visible name is the **Security Title**. This is because in the example a **Security Title** was chosen. At the **Expiry Date**, the name will change to the actual title of the film. If you didn't enter a **Security Title**, the visible name will be the actual film title.]

If you have a Client/Third Party **Master Film** Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document), add the third-party name and number here (optional), then press the **Save** button and then the **Back** button, both at the bottom.

Figure 27

Edit Master Film

Master Film ID: 446

Master Film Name:

Security Title: Bootstraps

Expiry Date: 03/10/2012

Master Film Type: Feature

Release Year: 1988

Client/3rd Party -- Master Film Ref #'s

Your request has been submitted successfully!

Save Back

An updated **Add New Film** window appears (see Figure 28 below), showing the new **Master Film** with its **DL3 Master Film Name** (in this case, the **Security Title**).

Figure 28

6.1.6. DL3 AUTO-CREATES THE FILM NAME BASED ON THE NEWLY ENTERED MASTER FILM NAME

In the **Film Description** field of the current **Add New Film** window, notice **DL3** has automatically (and temporarily) created a **Film Name** for you, based on the **Master Film Name** you just created. This **Film Name** is not saved yet, allowing you the choice to save it now or later. For non-episodic **Film Names**, you can save the name **DL3** auto-created now, since non-episodic **Film Names** always match their associated **Master Film Names**.

6.1.7. SAVE THE NEWLY CREATED, CORRECTLY FORMATTED, NON-EPISODIC DL3 FILM NAME

Press the **Add** button at the bottom of the **Add New Film** window.

The **Add New Film** window expands (see Figure 29 below), and green letters at the bottom let you know your request (to save the **Film Name**) was submitted successfully. This film now has its own **Film ID** (this is different than the **Master Film ID** from a couple steps earlier).

Here, you are offered the option of adding a Client/Third Party **Film** Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document).



Once you've completed any further editing in this window, press the **Save** button at the bottom of the window (see Figure 29 below).


Figure 29



Add New Film

Existing Films:

Film Description: Bootstraps - 1988 [Feature]

Master Film:  

Season: 

Client/3rd Party	Film Ref #'s
-- 	
<div></div>	

Your request has been submitted successfully!

Depending on which location in **DL3** you accessed the **Add New Film** window from, it will now either disappear, or, in this case, by accessing it through the **Film Converter**, it will stay open.

6.1.8. VERIFY THE NEW NON-EPISODIC FILM NAME IS IN DL3

You can verify your new **Film Name** is available in **DL3** in a few different ways. One way is to type the name of your film in the **Film Name** field on the **Asset Detail** page, a page which shows technical details for a selected **Asset** in **DL3**. If you're already on the **Asset Detail** page, click [this link](#) to the Asset Details page Film Name search step on page 34 of this document to skip to the next step. Otherwise, continue below to navigate to the **Asset Detail** page.

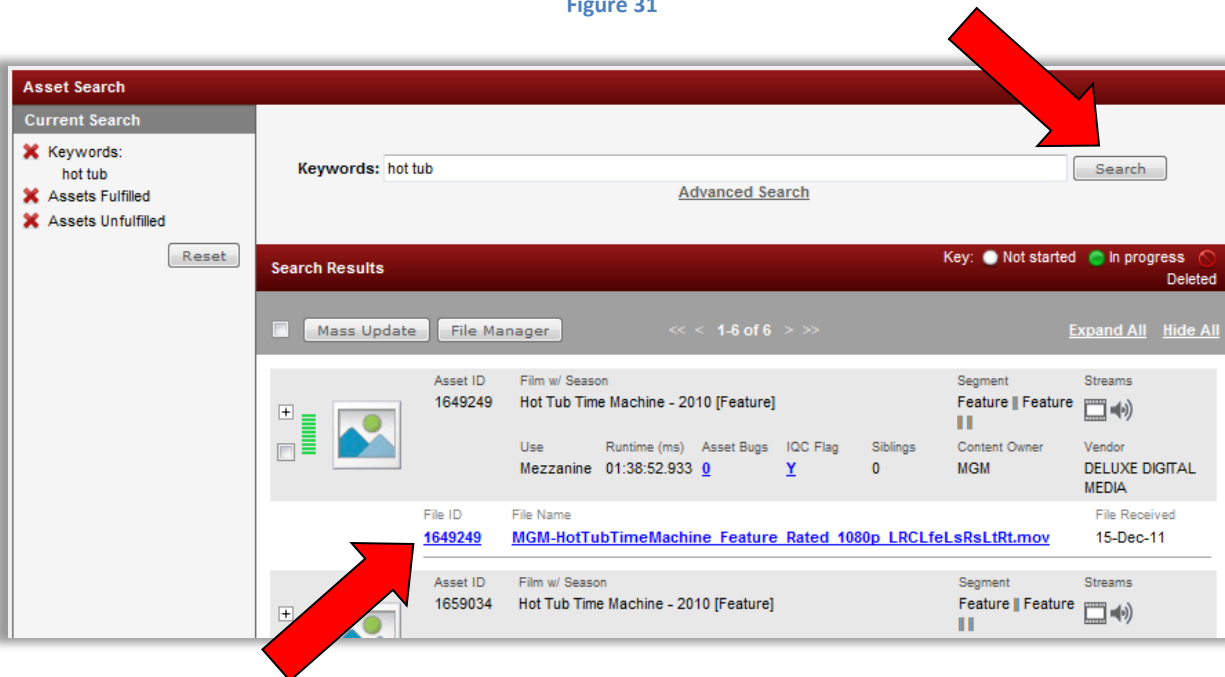
In the **DL3 DDG Management System** menu on the OMS Home Page, go into the **Asset Management** sub-menu and choose the **Asset Search** item (see Figure 30 below).

Figure 30



To access the **Asset Detail** page, you need to open the **Asset Detail** page of an **Asset** (a file) already in **DL3**. So, in the **Keywords** search field on the **Asset Search** page that appears, type the words, “hot tub,” then press the search button to the right. Search results should appear below (see Figure 31 below).

Figure 31



Click on the **File ID** of any files that appear (see lower red arrow in Figure 31 above). The **Asset Details** window appears, and you'll find the **Film Name** field already populated with the **DL3 Film Name** for the **Asset** from your search results (see “Hot Tub...” in Figure 32 below). Completely delete this name in the field, then click anywhere outside of the field to let the page repost (refresh).

Figure 32

Content Descriptors

Note: Changes to content descriptor level attributes will automatically cascade.

* Film Name Hot Tub Time Machine - 2010 [Feature]

* Segment Feature - Feature - -

Siblings

Begin to type the **DL3 Film Name** (or **Security Title**) you created in the **Film Name** field, and you will now find your **Film Name** (in our example the **Security Title**) appearing as one of the auto-populate choices (see Figure 33 below).

[NOTE: If, like in our example, you created a **Security Title**, and now you type the actual **Film Name**, the **Film Name** will not appear available (compare Figures 33 and 34 below). If you did *not* create a **Security Title**, the **Film Name** you created will appear.]

Figure 33 - Security Title appears

Note: Changes to content descriptor level attributes will automatically cascade.

* Film Name Bo

* Segment 15302 - Bowling For Columbine - 2002 [Feature]

Siblings 33803 - Bond 50 BluRay Trailer-2012 [Feature]

20454 - Boxcar Bertha - 1972 [Feature]

3915 - Bond 50 BluRay Trailer-2012 [Feature]

[Feature] Season 1

34319 - Bootstraps - 1988 [Feature]

Note: Changes to file-level attributes are managed per file and will cascade.

Figure 34 - Actual title does not appear

Content Descriptors

Note: Changes to content descriptor level attributes will automatically cascade.

* Film Name Story of No

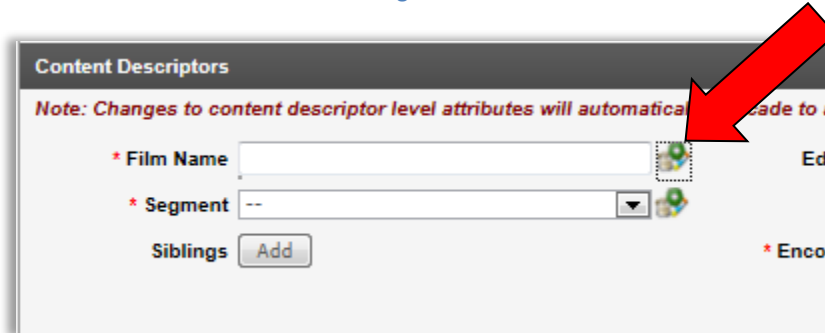
* Segment --

Siblings

6.1.9. VERIFY THE NEW NON-EPISODIC MASTER FILM NAME IS IN DL3

Clear out the **Film Name** in the **Film Name** field, click anywhere else in the **Asset Details** window (except on another button or field!) to refresh the page, then to the right of the **Film Name** field, click the **Add/Edit/Modify Film** button (see Figure 35 below).

Figure 35

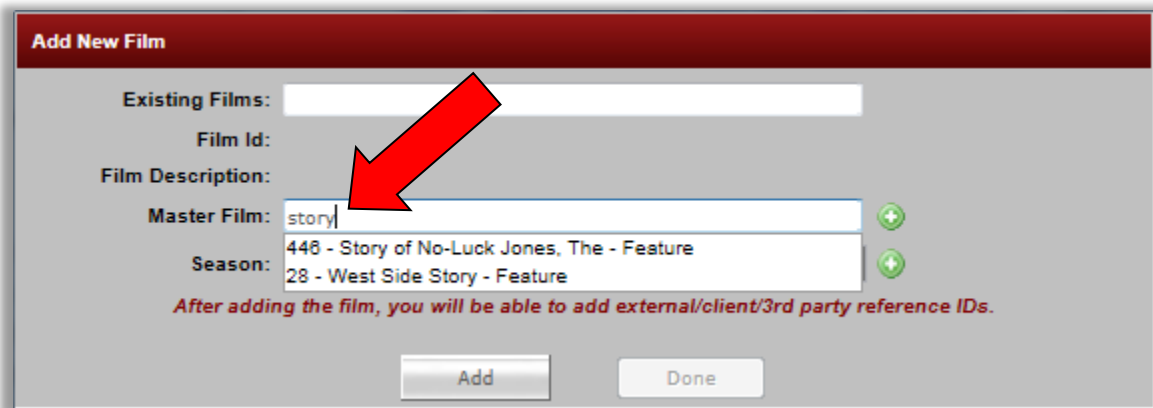


The image shows a window titled "Content Descriptors". At the top, there is a red note: "Note: Changes to content descriptor level attributes will automatically be made to all". Below this, there is a form with two main fields: "* Film Name" and "* Segment". The "* Film Name" field is a text input box, and the "* Segment" field is a dropdown menu. To the right of the "* Film Name" field, there is a small icon of a film strip with a plus sign. To the right of the "* Segment" field, there is a small icon of a film strip with a minus sign. Below these fields, there is a "Siblings" label and an "Add" button. To the right of the "Add" button, there is a label "* Encod". A large red arrow points from the top right towards the film strip icon next to the "* Film Name" field.

The **Add New Film** window appears. In the **Master Film Field**, begin typing the name of your film (see Figure 36 below).

[In the example, the **Expiry Date** we entered earlier has passed, so we've typed the original **Film Name**. If the **Expiry Date** has not passed, type the **Security Title**.]

Figure 36



The image shows a window titled "Add New Film". It has a dark red header bar. Below the header, there are several fields: "Existing Films:" (a text input box), "Film Id:" (a text input box), "Film Description:" (a text input box), "Master Film:" (a text input box), and "Season:" (a dropdown menu). The "Master Film:" field contains the text "story". Below the "Master Film:" field, there is a list of two items: "446 - Story of No-Luck Jones, The - Feature" and "28 - West Side Story - Feature". To the right of each item in the list is a green plus icon. Below the list, there is a red note: "After adding the film, you will be able to add external/client/3rd party reference IDs." At the bottom of the window, there are two buttons: "Add" and "Done". A large red arrow points from the top right towards the "Master Film:" field.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

The original (and new) **Master Film Name** appears as a choice in the auto-populate list below the field, confirming you successfully entered a new **DL3 Master Film Name**. This procedure for entering a new, non-episodic **DL3 Master Film Name** and **Film Name** without an OMS Film Name to convert is complete.

You have now successfully created a brand new, non-episodic **DL3 Master Film Name** and **Film Name** in DL3, with no OMS Film Name to convert. This procedure is now complete, and both names are available for use with any applicable **Assets**.

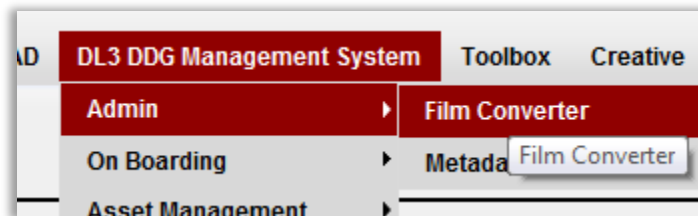
6.2. Scenario #4: CREATE BOTH A NEW *EPISODIC* DL3 MASTER FILM NAME AND *EPISODIC* DL3 FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

6.2.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 37 below).

Figure 37



The **Add New Film** window appears (see Figure 38 below).

Figure 38

A screenshot of the 'Add New Film' window. The window has a red header bar with the title 'Add New Film'. Below the header, there are several input fields: 'Existing Films:' with a text input, 'Film Id:' with a text input, 'Film Description:' with a text input, 'Master Film:' with a text input and a green plus icon, and 'Season:' with a dropdown menu and a green plus icon. Below these fields, there is a red italicized message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the window, there are two buttons: 'Add' and 'Manage Segments'.



Before following this procedure, you should make sure the **DL3 Film Name**, the **DL3 Master Film Name**, or an OMS Film Name to convert don't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [6.2.4: CREATE A NEW, EPISODIC MASTER FILM NAME](#) to start the Scenario #4 procedure.

6.2.2. SEARCH THE EXISTING FILMS FIELD FOR EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: "Existing OMS4 Film Name, or alternately, "Existing OMS4 Film Name converted to a **DL3 Film Name**," or "Existing new **DL3 Film Name**") is where you search for an existing film's name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should see no OMS (formatted) Film Names to convert, and no **DL3** (formatted) **Film Names** that match the content you're working with (see example below). The *name* of your title should not appear.

Example

OMS4 format: 13227 - Stargate SG1 Season 10
OMS4 format: 13227 - Stargate SG1 (Season 10)
OMS4 format: 13227 - Stargate SG1 S10
OMS4 format: 13227 - Stargate SG1 Season 10 1997
Etc.

DL3 format: 13227 - Stargate SG1 – 1997 [Episodic (60 min)]_Season 10
DL3 format: 14232 - Stargate Atlantis – 1997 [Episodic (60 min)]_Season 3
Etc.

Three situations can occur as you search this field:

1. **ONE FILM NAME APPEARS:** If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #2](#) is a good possibility)
2. **NO FILM NAME APPEARS:** If you *don't* see any instance of your title in the auto-populate list in any format (OMS4 or DL3), this means the name you're looking for is a completely new name in the system, and thus needs to be created in **DL3** from scratch (which is applicable for the current scenario). Please continue to section [6.2.3: SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME](#) of this chapter below.

3. **MULTIPLE FILM NAMES APPEAR:** If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
- **THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED:** If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this “bad” name, then note the **Master Film Name** the “bad” **Film Name** was attached to, and go to section [7.2.4: CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.
 - **BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT:** If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

6.2.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need already exists. There is no need to enter a new **Master Film Name** to represent your content. Follow section [8.2.4: IDENTIFY THE EXISTING EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW NON-EPISODIC DL3 FILM NAME WILL BE CREATED](#) of this document for how to handle this specific process when your **Master Film Name** already exists, you need to create a **DL3 Film Name**, and you don’t have an OMS Film Name to convert. If you do not see a name that matches the content you’re working with, you’ll need to create a **Master Film Name** for your content, which is part of this current procedure. Please continue below.

6.2.4. CREATE A NEW, EPISODIC MASTER FILM NAME

Once you’re sure no **Master Film Name** already exists in the system, click the green and white plus-sign button to the right of the **Master Film** field (see Figure 39 below).

Figure 39

The **Create Master Film** window appears.

6.2.5. CREATE AND SAVE THE CORRECTLY FORMATTED DL3 MASTER FILM NAME

In the **Master Film Name** field, type a correctly formatted **DL3 Master Film Name** for the film. Make sure any words at the beginning of the name like “A” and “The” should follow the other words.

Examples: “Bob Jones Show, The” or “Incredible Hulk, The”

Choose the **Master Film Type**, for episodics, the choices are 30 and 60 minutes.

Choose a **Release Year**. For episodics, this is always the year of the first season’s first episode. Then press the **Add** button at the bottom of the window.

The **Edit Master Film** window appears (see Figure 40 below). In green letters it lets you know your request was submitted successfully (the **Master Film** was created), and it assigns a **Master Film ID** (at the top) to the **Master Film Name** you’re creating.

If you have a Client/Third Party **Master Film** Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document), add the third-party name and number here (optional), then press the **Save** button and then the **Back** button, both at the bottom.

Figure 40

Edit Master Film

Master Film ID: 587

Master Film Name: John Brown Show, The

Security Title:

Expiry Date:

Master Film Type: Episodic (30 min)

Release Year: 2003

Client/3rd Party	Master Film Ref #'s
--	

Your request has been submitted successfully!

Save Back

An updated **Add New Film** window appears (see Figure 41 below), showing the new **Master Film** with its **DL3 Master Film Name**.

Figure 41

Add New Film

Existing Films:

Film Id:

Film Description: John Brown Show, The - 2003 [Episodic (30 min)]

Master Film: John Brown Show, The - 2003 [Episodic (30 min)]

Season: Select

After adding the film, you will be able to add external/client/3rd party reference IDs.

Add Manage Segments

6.2.6. DL3 AUTO-CREATES THE FILM NAME BASED ON THE NEWLY ENTERED MASTER FILM NAME

In the **Film Description** field of the current **Add New Film** window, notice **DL3** has automatically (and temporarily) created a **Film Name** for you, based on the **Master Film Name** you just created. This **Film Name** is not saved yet, allowing you the choice to save it now or later.

You *could* save the **Film Name** now as is, but for episodics, there's no use for **Film Names** to match their accompanying **Master Film Names**. This is because season indicators are appended to the end of **Film Names** so that each can represent a season of episodes for that series. So if you save this name now, you will have a useless episodic **Film Name**. But, let's append a season to this yet unsaved episodic **Film Name**, and then save it.

6.2.7. APPEND A SEASON TO THE CORRECTLY FORMATTED, EPISODIC DL3 FILM NAME, THEN SAVE IT

In the Season pull-down menu, choose 'Season 1' from the choices in the list, then press the **Add** button at the bottom of the **Add New Film** window.

The **Add New Film** window expands (see Figure 42 below), and green letters at the bottom let you know your request (to save the **Film Name**) was submitted successfully. This film now has its own **Film ID** (this is different than the **Master Film ID** from a couple steps earlier), and a season identifier.

Here, you are offered the option of adding a Client/Third Party Film Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document).

Once you've completed any further editing in this window, press the **Save** button at the bottom of the window (see Figure 42 below).

Figure 42

The screenshot shows the 'Add New Film' window with a dark red header. The form contains the following fields and values:

- Existing Films:** A text input field with a red arrow pointing to it.
- Film Id:** 34419
- Film Description:** John Brown Show, The - 2003 [Episodic (30 min)]_Season 01
- Master Film:** John Brown Show, The - 2003 [Episodic (30 min)] with a green plus icon and a red arrow pointing to it.
- Season:** Season 01 with a dropdown arrow and a green plus icon.
- Client/3rd Party:** A dropdown menu with a green plus icon.
- Film Ref #'s:** A large empty text area with a red arrow pointing to it.

Below the form, a green message states: "Your request has been submitted successfully!". At the bottom are two buttons: "Save" and "Manage Segments".

Depending on which location in **DL3** you accessed the **Add New Film** window from, it will now either disappear, or, in this case, by accessing it through the **Film Converter**, it will stay open.

6.2.8. VERIFY THE NEW EPISODIC FILM NAME IS IN DL3

You can verify your new **Film Name** is available in **DL3** a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your episodic **Film Name** into the **Existing Films** field (see Figure 43 below).

Figure 43

The screenshot shows the 'Add New Film' window with a dark red header. The form contains the following fields and values:

- Existing Films:** A text input field containing "John Brow".
- Film Id:** A dropdown list showing two options: "34417 - John Brown Show, The - 1997 [Episodic (30 min)]" and "34419 - John Brown Show, The - 2003 [Episodic (30 min)]". The second option is highlighted in blue.
- Film Description:** _Season 01
- Master Film:** A text input field with a green plus icon.
- Season:** Select with a dropdown arrow and a green plus icon.

Below the form, a red message states: "After adding the film, you will be able to add external/client/3rd party reference IDs.". At the bottom are two buttons: "Add" and "Manage Segments".

6.2.9. VERIFY THE NEW EPISODIC MASTER FILM NAME IS IN DL3

Refresh the **Film Converter**, then enter the new **Master Film Name** in the **Master Film** field. The name appears as a choice in the auto-populate list below the field, confirming you successfully entered a new **DL3 Master Film Name** (see Figure 44 below).


Figure 44


Add New Film

Existing Films:

Film Id:

Film Description:

Master Film: 

Season: 

After adding the film, you will be able to add external/client/3rd party reference IDs.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

You have now successfully created a brand new, episodic **DL3 Master Film Name** and **Film Name** in **DL3** with no OMS Film Name to convert. This procedure is now complete, and both names are available for use with any applicable **Assets**.

7. CREATE A NEW DL3 FILM NAME FOR A PRE-EXISTING OMS FILM NAME, AND ASSIGN IT TO A PRE-EXISTING DL3 MASTER FILM NAME

You need to convert an OMS Film Name to a **DL3 Film Name**, then assign it to a **DL3 Master Film Name** already in the system.

- For the *episodic* version of this procedure, click this hyperlink to go to section [7.2: Scenario #6: CREATE A NEW EPISODIC DL3 FILM NAME FOR A PRE-EXISTING EPISODIC OMS FILM NAME, AND ASSIGN IT TO A PRE-EXISTING DL3 EPISODIC MASTER FILM NAME](#) of this chapter.
- For the *non-episodic* version of this procedure, continue below.

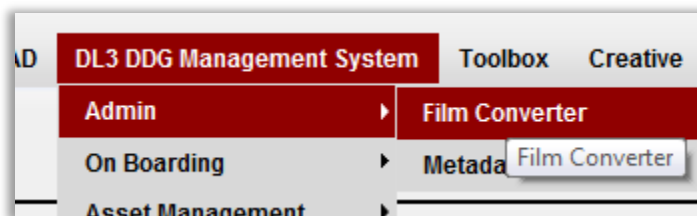
7.1. Scenario #5: create a new *non-episodic* dl3 film name for a pre-existing *non-episodic* oms film name, and assign it to a pre-existing *non-episodic* dl3 master film name

7.1.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

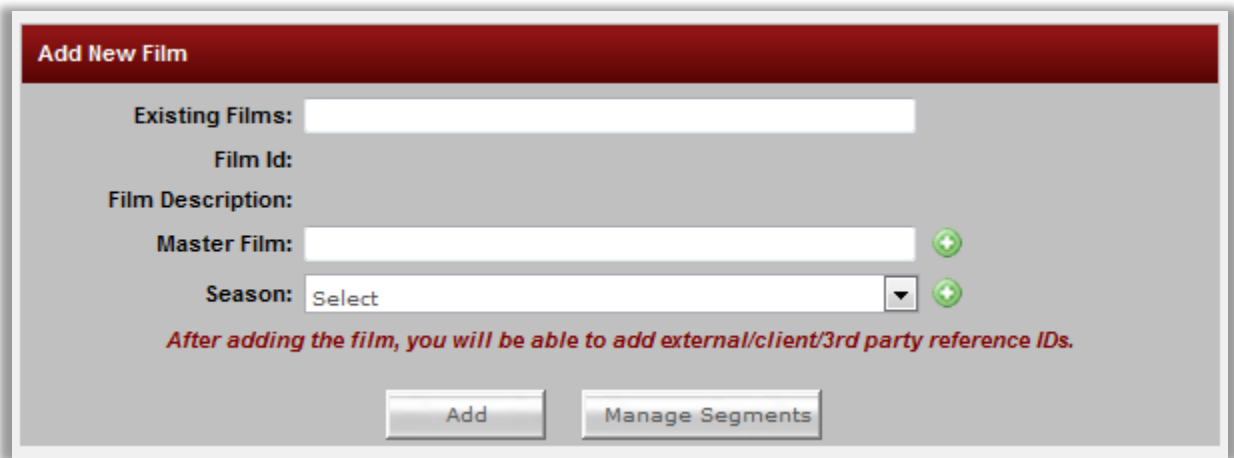
In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 45 below).


Figure 45



The **Add New Film** window appears (see Figure 46 below).

Figure 46



 Before following this procedure, you should make sure the **DL3 Film Name** doesn't already exist in the system, the **DL3 Master Film Name** *does* exist, and there *is* an OMS Film Name to convert. To do so, continue below. If you don't need to take this precaution, skip to step [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) to start the Scenario #5 procedure.

7.1.2. SEARCH THE EXISTING FILMS FIELD FOR NON-EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: "Existing OMS4 Film Name, or alternately, "Existing OMS4 Film Name converted to a **DL3 Film Name**," or "Existing new **DL3 Film Name**") is where you search for an existing film's name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should only see your film's name arranged in an OMS4 format (see example below).

Example

OMS4 format: 6543 - Ah My Goodness

OMS4 format: 6543 - Ah My Goodness 1994

OMS4 format: 6543 - Ah My Goodness [Feature]

OMS4 format: 6543 - Ah My Goodness (1994)

Etc.

[The OMS Name should be in any format but the **DL3** formats below.]

DL3 format: 6543 - Ah My Goodness – 1994 [Feature]

DL3 format: 1234 - Trouble With Jim, The – 1998 [Feature]

Etc.

Three situations can occur as you search this field:

1. ONLY A SINGLE OMS FILM NAME APPEARS:

- If your title appears in the auto-populate list *only* in an OMS4 format (so that in the list there are not other names in either an OMS format or DL3 format that may be what you need), this is the situation you want, but first you also need to check the **Master Film** field to make sure the applicable **DL3 Master Film Name** you should match your **Film Name** to exists. You can see the instructions for searching the **Master Film** field now by clicking on this hyperlink to the section [7.1.3: SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME](#), or continue reading about other possible situations below.
- If your title appears as a correctly formatted **DL3 Film Name** matching the content you're working with, and there is no OMS Film Name to convert, test the name by selecting it. If the **Master Film Name** field populates with a correctly formatted **Master Film Name**, matching the content you're working with, there is no **Film Name** creation or conversion to do, and no **DL3 Master Film Name** to create. You are free to use the **DL3 Film Name** and its accompanying **Master Film Name** for any applicable **Assets**.

2. NO OMS FILM NAME APPEARS: If you *don't* see an OMS4 formatted name, it could mean a couple things:

- THE OMS FILM NAME WAS ALREADY CORRECTLY CONVERTED: This name was already correctly converted from OMS4 and thus you should be seeing it appear in a **DL3** format (look for it!) as one of the other choices in the auto-populate list, meaning there's a good chance you should choose *that* name to use (if that name is, indeed, designated for the exact title you're working on and not some similar title). If this is the case, there is no film name entry process for you to do.
- NO OMS FILM NAME TO CONVERT, BUT A DL3 FILM NAME NEEDS CREATED: The name you're looking for is a completely new name in the system. There is no OMS Film Name to convert. Thus, a **Film Name** needs to be created in **DL3** from scratch. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #7](#) is a good possibility)

3. MULTIPLE FILM NAMES APPEAR: If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.

- THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this “bad” name, then note the **Master Film Name** the “bad” **Film Name** was attached to, and go to section [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this chapter for the correct procedure to follow.
- BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

7.1.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need does exist, and you are ready to proceed to section [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this chapter below.

NOTE: If you do not see a **Master Film Name** that matches the content you’re working with, please click this hyperlink to go to section [5.1.4 SELECT THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this document, to convert a non-episodic OMS Film Name to a non-episodic **DL3 Film Name** and create an accompanying **DL3 Master Film Name** as well.

7.1.4. CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT

If you searched in the **Existing Films** field and found only an OMS Film Name (see Figure 47 below), click on it. Notice in the **Film Description** field the name is an incomplete name (the information is only from the OMS Film Name). Notice there is nothing in the **Master Film** field. This does not mean a **Master Film Name** does not exist for this film, it only means the OMS Film Name has not been matched to a **Master Film Name** in DL3. Continue to the step below.

Figure 47

The 'Edit Film' window has a dark red header. Below it, the 'Existing Films' field contains '6712 - High Anxiety'. The 'Film Id' is '6712' and the 'Film Description' is 'High Anxiety'. The 'Master Film' field is empty with a green plus icon to its right. The 'Season' field is a dropdown menu with 'Select' chosen and a green plus icon to its right. Below these is a table with two columns: 'Client/3rd Party' and 'Film Ref #'s. The table is currently empty. At the bottom, there is a checkbox labeled 'Update Film Description' which is checked, and two buttons: 'Save' and 'Manage Segments'.

7.1.5. SELECT THE MASTER FILM NAME TO MATCH THE NEW FILM NAME TO

In the **Master Film** field, enter the name of the film (again with any words like “The” or “A” at the end of the name). The name you’re looking for should appear in the auto-populate list like the one in Figure 48 below appears:

Figure 48

This screenshot shows the 'Edit Film' window with the 'Master Film' dropdown menu open. A red arrow points to the selected item, '569 - High Anxiety - Feature'. The dropdown list also shows '443 - Slow Times at Valley High - Feature', '220 - Hang Em High - Feature', and '221 - Hang 'Em High - Feature'. The other fields in the window remain the same as in Figure 47.

Choose the **Master Film** you want from the list.

[NOTE; You *could* press the **Save** button now, but this would *only* attach the OMS Film Name to the **DL3 Master Film** Name, without correctly formatting the **Film Name**. Continue below to format the **Film Name** as well.]

A green pencil appears to the right of the **Add** button (the green plus sign) to the right of the **Master Film** field. Click on the green pencil, and the **Edit Master Film** window will appear. If you need to edit anything in this window, do so, then click the **Save** button at the bottom of the window. Green letters at the bottom of the window let you know your request was submitted successfully (edits were saved, and the OMS Film name was formatted to a **DL3 Film Name** (see Figure 49 below).

Figure 49

The screenshot shows a window titled "Edit Master Film". It contains the following fields and controls:

- Master Film ID:** 569
- Master Film Name:** High Anxiety
- Security Title:** (empty text box)
- Expiry Date:** (empty text box)
- Master Film Type:** Feature (dropdown menu)
- Release Year:** 1977
- Client/3rd Party:** (dropdown menu showing "--")
- Master Film Ref #'s:** (table with a green plus icon in the top right corner)

At the bottom of the window, there is a green message: "Your request has been submitted successfully!". Below this message are two buttons: "Save" and "Back".

Click the **Back** button and you are returned to an updated **Edit Film** window (see Figure 50 below). You can see the updated **Film Name** represented in the **Film Description** window, but it has not been saved!

Figure 50

Edit Film

Existing Films: 6712 - High Anxiety

Film Id: 6712

Film Description: High Anxiety - 1977 [Feature]

Master Film: High Anxiety - 1977 [Feature]

Season: Select

Client/3rd Party	Film Ref #'s
--	

☒ Update Film Description

Save Manage Segments

Click the **Save** button at the bottom of the **Edit Film** window. The new **DL3 Film Name** has been saved (the OMS Film Name has been converted).

7.1.6. VERIFY THE NEW NON-EPISODIC FILM NAME IS IN DL3

You can verify your OMS Film Name has been converted to a new **DL3 Film Name** (and attached to the correct **Master Film Name**) a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your non-episodic **Film Name** into the **Existing Films** field in the **Add New Film** window. The new **Film Name** should appear in the auto-populate list below the field (see Figure 51 below).

Figure 51

Add New Film

Existing Films: High An

Film Id: 6712 - High Anxiety - 1977 [Feature]

Film Description: 7672 - High And The Mighty, The

Master Film:

Season: Select

After adding the film, you will be able to add external/client/3rd party reference IDs.

Add Manage Segments

Choose the name from the list, and the **Master Film Name** field and **Film Description** field auto-populate with the correct information, verifying the conversion process was successful (see Figure 52 below).

Figure 52

Edit Film

Existing Films: 6712 - High Anxiety - 1977 [Feature]

Film Id: 6712

Film Description: High Anxiety - 1977 [Feature]

Master Film: High Anxiety - 1977 [Feature]

Season: Select

Client/3rd Party Film Ref #'s

--

Save Manage Segments

This is the end of the procedure to convert a non-episodic OMS Film Name to a correctly formatted non-episodic **DL3 Film Name** and link it to a pre-existing, non-episodic **DL3 Master Film Name**. The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

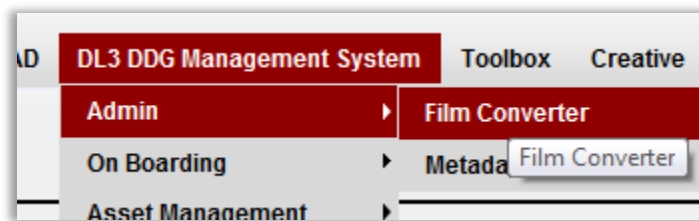
7.2. Scenario #6: CREATE A NEW *EPISODIC* DL3 FILM NAME FOR A PRE-EXISTING *EPISODIC* OMS FILM NAME, AND ASSIGN IT TO A PRE-EXISTING *EPISODIC* DL3 MASTER FILM NAME

7.2.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 53 below).

Figure 53



The **Add New Film** window appears (see Figure 54 below).

Figure 54

A screenshot of a web form titled 'Add New Film'. The form has a red header bar with the title. Below the header, there are several input fields: 'Existing Films:' with a text input, 'Film Id:' with a text input, 'Film Description:' with a text input, 'Master Film:' with a text input and a green plus icon, and 'Season:' with a dropdown menu and a green plus icon. Below these fields, there is a red italicized note: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the form, there are two buttons: 'Add' and 'Manage Segments'.

Before following this procedure, you should make sure the **DL3 Film Name** doesn't already exist in the system, the **DL3 Master Film Name** *does* exist, and there *is* an OMS Film Name to convert. To do so, continue below. If you don't need to take this precaution, skip to step [7.2.4: CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) to start the Scenario #6 procedure.

7.2.2. SEARCH THE EXISTING FILMS FIELD FOR EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: “Existing OMS4 Film Name, or alternately, “Existing OMS4 Film Name converted to a **DL3 Film Name**,” or “Existing new **DL3 Film Name**”) is where you search for an existing film’s name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should only see your film’s name arranged in an OMS4 format (see example below).

Example

OMS4 format: 13227 - Stargate SG1 Season 10
OMS4 format: 13227 - Stargate SG1 (Season 10)
OMS4 format: 13227 - Stargate SG1 S10
OMS4 format: 13227 - Stargate SG1 Season 10 1997

Etc.

[The OMS Name should be in any format but the **DL3** format below.]

DL3 format: 13227 - Stargate SG1 – 1997 [Episodic (60 min)]_Season 10
DL3 format: 14232 - Stargate Atlantis – 1997 [Episodic (60 min)]_Season 3

Etc.

Three situations can occur as you search this field:

1. ONLY A SINGLE OMS FILM NAME APPEARS:

- If your title appear in the auto-populate list *only* in an OMS4 format (so that in the list there are not other names in either an OMS format or DL3 format that may be what you need), this is the situation you want, but first you also need to check the **Master Film** field to make sure the applicable **DL3 Master Film Name** you should match your **Film Name** to exists. You can see the instructions for searching the **Master Film** field now by clicking on this hyperlink to the section [7.2.3: SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME](#), or continue reading about other possible situations below.
- If your title appears as a correctly formatted **DL3 Film Name** matching the content you’re working with, and there is no OMS Film Name to convert, test the name by selecting it. If the **Master Film Name** field populates with a correctly formatted **Master Film Name**, matching the content you’re working with, there is no **Film Name** creation or conversion to do, and no **DL3 Master Film Name** to create. You are free to use the **DL3 Film Name** and its accompanying **Master Film Name** for any applicable **Assets**.

2. NO OMS FILM NAME APPEARS: If you *don't* see an OMS4 formatted name, it could mean a couple things:
- THE OMS FILM NAME WAS ALREADY CORRECTLY CONVERTED: This name was already correctly converted from OMS4 and thus you should be seeing it appear in a **DL3** format (look for it!) as one of the other choices in the auto-populate list, meaning there's a good chance you should choose *that* name to use (if that name is, indeed, designated for the exact title you're working on and not some similar title). If this is the case, there is no film name entry process for you to do.
 - NO OMS FILM NAME TO CONVERT, BUT A DL3 FILM NAME NEEDS CREATED: The name you're looking for is a completely new name in the system. There is no OMS Film Name to convert. Thus, a **Film Name** needs to be created in **DL3** from scratch. If this is the case, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions. (Based on your arrival at this location, [Scenario #8](#) is a good possibility)
3. MULTIPLE FILM NAMES APPEAR: If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
- THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this "bad" name, then note the **Master Film Name** the "bad" **Film Name** was attached to, and go to section [7.2.4: CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) of this chapter for the correct procedure to follow.
 - BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

7.2.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need does exist, and you are ready to proceed to section [7.2.4](#) of this chapter below.

NOTE: If you do not see a **Master Film Name** that matches the content you’re working with, please click this hyperlink to go to section [5.2.4 SELECT THE EPISODIC OMS FILM NAME TO CONVERT](#) of this document, to convert an episodic OMS Film Name to an episodic **DL3 Film Name** and create an accompanying **DL3 Master Film Name** as well.

7.2.4. CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT

If you searched in the **Existing Films** field and found only an OMS Film Name (see Figure 55 below), click on it. Notice in the **Film Description** field the name is an incomplete name (the information is only from the OMS Film Name). Notice there is nothing in the **Master Film** field. This does not mean a **Master Film Name** does not exist for this film, it only means the OMS Film Name has not been matched to a **Master Film Name** in DL3. Continue to the step below.

Figure 55

The screenshot shows the 'Edit Film' form with the following fields and values:

- Existing Films:** 7112 - Buffy the Vampire Slayer Season 1
- Film Id:** 7112
- Film Description:** Buffy the Vampire Slayer Season 1
- Master Film:** (empty field with a green plus icon)
- Season:** Select (dropdown menu with a green plus icon)
- Client/3rd Party:** -- (dropdown menu)
- Film Ref #'s:** (empty list box with a green plus icon)
- ☒ Update Film Description
- Buttons:** Save, Manage Segments

7.2.5. SELECT THE MASTER FILM NAME TO MATCH THE NEW FILM NAME TO

In the **Master Film** field, enter the name of the film (again with any words like “The” or “A” at the end of the name). The name you’re looking for should appear in the auto-populate list like the one in Figure 56 below appears:

Figure 56

The screenshot shows a software window titled "Edit Film" with a red header bar. The window contains the following fields and controls:

- Existing Films:** A text field containing "7112 - Buffy the Vampire Slayer Season 1".
- Film Id:** A text field containing "7112".
- Film Description:** A text field containing "Buffy the Vampire Slayer Season 1".
- Master Film:** A dropdown menu with "Buffy" selected. A green plus icon is to its right.
- Season:** A dropdown menu with "588 - Buffy the Vampire Slayer - Episodic (60 min)" selected. A green plus icon is to its right.
- Client/3rd Party:** A dropdown menu with "--" selected.
- Film Ref #'s:** A large empty text area with a scrollbar. A green plus icon is to its top right.
- Update Film Description:** A checkbox that is checked.
- Buttons:** "Save" and "Manage Segments" buttons at the bottom.

Choose the **Master Film** you want from the list.

[NOTE; You *could* press the **Save** button now, but this would *only* attach the OMS Film Name to the **DL3 Master Film** Name, without correctly formatting the **Film Name**. Continue below to format the **Film Name** as well.]

A green pencil appears to the right of the **Add** button (the green plus sign) to the right of the **Master Film** field. Click on the green pencil, and the **Edit Master Film** window will appear. If you need to edit anything in this window, do so, then click the **Save** button at the bottom of the window. Green letters at the bottom of the window let you know your request was submitted successfully (edits were saved, and the OMS Film name was formatted to a **DL3 Film Name** (see Figure 57 below).

Figure 57

Edit Master Film

Master Film ID: 588

Master Film Name:

Security Title:

Expiry Date:

Master Film Type:

Release Year:

Client/3rd Party	Master Film Ref #'s
--	

Your request has been submitted successfully!

Click the **Back** button and you are returned to an updated **Edit Film** window (see Figure 58 below). You can see the updated **Film Name** represented in the **Film Description** window, but it has not been saved!

Figure 58

Edit Film

Existing Films:

Film Id: 7112

Film Description:

Master Film:

Season:

Client/3rd Party	Film Ref #'s
--	

☒ Update Film Description

Additionally, because this is an episodic, a season identifier needs to be appended to the end of the **Film Name**. In the pull-down menu for **Season**, choose the season (if you need to add a season to the list, click the **Add** button to the right of the pull down and add the season name you need. Then, in the pull-down menu, choose the season you added). Notice the season identifier has been added to the **Film Name** (see Figure 59 below). Click the **Save** button at the bottom of the **Edit Film** window. The new **DL3 Film Name** has been saved (the OMS Film Name has been converted).

Figure 59

The screenshot shows the 'Edit Film' window with a red arrow pointing to the 'Existing Films' field. The window contains the following fields and controls:

- Existing Films:** 7112 - Buffy the Vampire Slayer Season 1
- Film Id:** 7112
- Film Description:** Buffy the Vampire Slayer - 1996 [Episodic (60 min)]_ Season 01
- Master Film:** Buffy the Vampire Slayer - 1996 [Episodic (60 min)]
- Season:** Season 01
- Client/3rd Party:** --
- Film Ref #'s:** --
- ☒ Update Film Description
- Green text: Your request has been submitted successfully!
- Buttons: Save, Manage Segments

7.2.6. VERIFY THE NEW EPISODIC FILM NAME IS IN DL3

You can verify your OMS Film Name has been converted to a new **DL3 Film Name** (and attached to the correct **Master Film Name**) a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your non-episodic **Film Name** into the **Existing Films** field in the **Add New Film** window. The new **Film Name** should appear in the auto-populate list below the field (see Figure 60 below).

Figure 60

The screenshot shows the 'Add New Film' form. The 'Existing Films' dropdown menu is open, displaying a list of film entries. A red arrow points to the selected item, '7112 - Buffy the Vampire Slayer - 1996 [Episodic (60 min)]_Season 01'. The form fields are as follows:

Field	Value
Existing Films:	Buffy the vampire slaye
Film Id:	5368 - Buffy the Vampire Slayer Season 5
Film Description:	6616 - Buffy the Vampire Slayer Season 3
Master Film:	6965 - Buffy the Vampire Slayer Season 2
Season:	7007 - Buffy the Vampire Slayer Season 4
After addi	7112 - Buffy the Vampire Slayer - 1996 [Episodic (60 min)]_Season 01
	7686 - Buffy the Vampire Slayer Season 7
	7776 - Buffy the Vampire Slayer Season 6
	8152 - Buffy The Vampire Slayer: Tales From The Hellmouth
	8878 - Buffy The Vampire Slayer: Harvest
	9725 - Buffy the Vampire Slayer
	27438 - Buffy the Vampire Slayer Season 8

Choose the name from the list, and the **Master Film Name** field and **Film Description** field auto-populate with the correct information, verifying the conversion process was successful (see Figure 61 below).

Figure 61

The screenshot shows the 'Edit Film' form. The 'Existing Films' field is now populated with '7112 - Buffy the Vampire Slayer - 1996 [Episodic (60 min)]'. The 'Film Id' is '7112'. The 'Film Description' is 'Buffy the Vampire Slayer - 1996 [Episodic (60 min)]_Season 01'. The 'Master Film' is 'Buffy the Vampire Slayer - 1996 [Episodic (60 min)]'. The 'Season' is 'Season 01'. The 'Client/3rd Party' field is empty. The 'Film Ref #'s field is empty. The 'Save' and 'Manage Segments' buttons are at the bottom.

Field	Value
Existing Films:	7112 - Buffy the Vampire Slayer - 1996 [Episodic (60 min)]
Film Id:	7112
Film Description:	Buffy the Vampire Slayer - 1996 [Episodic (60 min)]_Season 01
Master Film:	Buffy the Vampire Slayer - 1996 [Episodic (60 min)]
Season:	Season 01
Client/3rd Party	--
Film Ref #'s	

This is the end of the procedure to convert an episodic OMS Film Name to a correctly formatted episodic **DL3 Film Name** and link it to a pre-existing episodic **DL3 Master Film Name**. The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

8. CREATE A NEW DL3 FILM NAME AND ASSIGN IT TO A PRE-EXISTING DL3 MASTER FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

You need to enter a completely new **DL3 Film Name** (with no OMS Film Name to convert) and assign it to a pre-existing **DL3 Master Film Name**.

- For the *episodic* version of this procedure, click this hyperlink to go to section [8.2: Scenario #8: CREATE A NEW EPISODIC DL3 FILM NAME AND ASSIGN IT TO A PRE-EXISTING EPISODIC DL3 MASTER FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT](#) of this chapter.
- For the *non-episodic* version of this procedure, continue below.

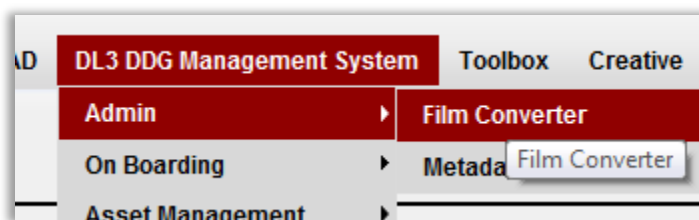
8.1. Scenario #7: CREATE A NEW *NON-EPISODIC* DL3 FILM NAME AND ASSIGN IT TO A PRE-EXISTING *NON-EPISODIC* DL3 MASTER FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

8.1.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

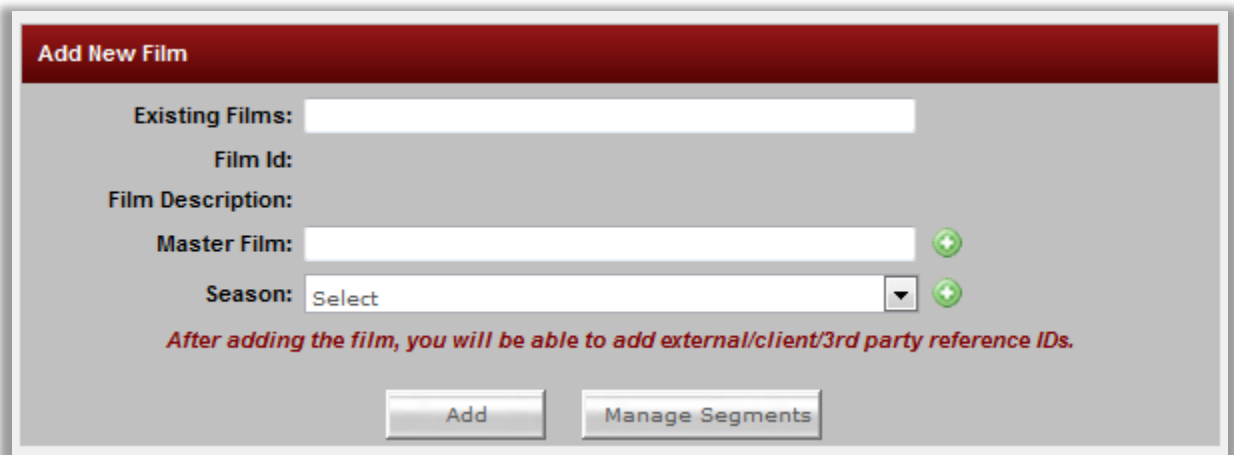
In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 62 below).

Figure 62



The **Add New Film** window appears (see Figure 63 below).

Figure 63



Before following this procedure, you should make sure the **DL3 Film Name** doesn't already exist in the system, there is no OMS Film Name to convert, and the **DL3 Master Film Name** does exist. To do so, continue below. If you don't need to take this precaution, skip to step [8.1.4: IDENTIFY THE EXISTING, NON-EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW NON-EPISODIC DL3 FILM NAME WILL BE CREATED](#) to start the Scenario #7 procedure.

8.1.2. SEARCH THE EXISTING FILMS FIELD FOR NON-EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: "Existing OMS4 Film Name, or alternately, "Existing OMS4 Film Name converted to a **DL3 Film Name**," or "Existing new **DL3 Film Name**") is where you search for an existing film's name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should see no OMS (formatted) Film Names to convert, and no **DL3** (formatted) **Film Names** that match the content you're working with (see example below). The *name* of your title should not appear.

Example

OMS4 format: 6543 - Ah My Goodness
OMS4 format: 6543 - Ah My Goodness 1994
OMS4 format: 6543 - Ah My Goodness [Feature]
OMS4 format: 6543 - Ah My Goodness (1994)
Etc.
DL3 format: Ah My Goodness – 1994 [Feature]
DL3 format: Trouble With Jim, The – 1998 [Feature]
Etc.

Three situations can occur as you search this field:

1. ONE FILM NAME APPEARS: If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use.
 - If it is an OMS Film Name that has appeared, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions (Based on your arrival at this location, [Scenario #5](#) is a good possibility).
 - If it is a **DL3 Film Name**, correctly formatted and matching the content you're working with, select it. If the **Master Film** field populates with a correctly formatted **DL3 Master Film Name**, matching the content you're working with, there is no film name conversion or creation work for you to do. You can use the name for any applicable **Assets** in **DL3**.
2. NO FILM NAME APPEARS: If you *don't* see any instance of your title in the auto-populate list in any format (OMS4 or DL3), this means the name you're looking for is a completely new name in the system, and thus needs to be created in **DL3** from scratch (which is applicable for the current scenario). Please continue to section [8.1.3 SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME](#) of this chapter below.
3. MULTIPLE FILM NAMES APPEAR: If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
 - THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED: If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this "bad" name, then note the **Master Film Name** the "bad" **Film Name** was attached to, and go to section [7.1.4: CHOOSE THE NON-EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.
 - BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names

that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

8.1.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME


In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Unbearable Lightness of Being, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need does exist, and you are ready to proceed to section [8.1.4](#) of this chapter below.

NOTE: If you do not see a **Master Film Name** that matches the content you’re working with, please click this hyperlink to go to section [6.1.4: CREATE A NEW, NON-EPISODIC MASTER FILM NAME](#) of this document, to create both a non-episodic **DL3 Film Name** and an accompanying non-episodic **DL3 Master Film Name**, without out converting an OMS Film Name.

8.1.4. IDENTIFY THE EXISTING, NON-EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW NON-EPISODIC DL3 FILM NAME WILL BE CREATED

In the **Master Film Name** field, begin to type the name of the non-episodic name you’re working with. An auto-populate list should appear below the field, and the name you’re looking for should be in the list. Select it from the list (see Figure 64 below).

Figure 64



The screenshot shows a web form titled "Add New Film". It has several input fields: "Existing Films:", "Film Id:", "Film Description:", and "Master Film:". The "Master Film:" field contains the text "Jones". Below this field is a dropdown list of suggestions. The suggestions are:

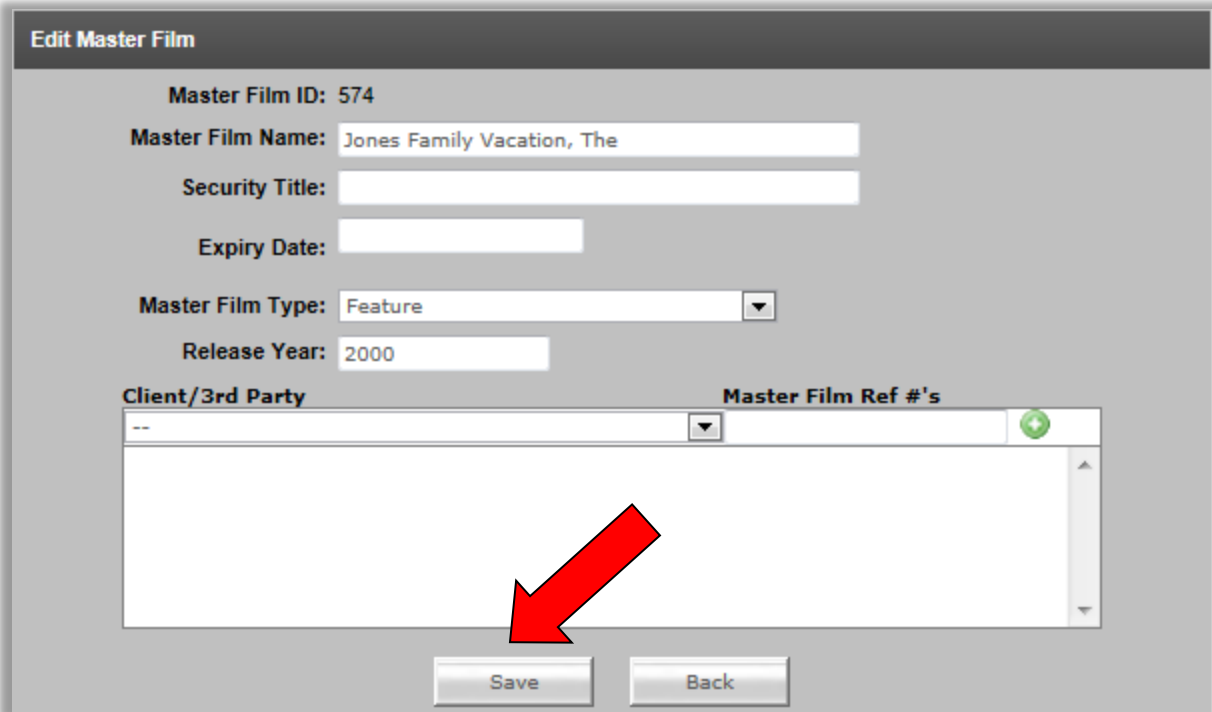
- 446 - Story of No-Luck Jones, The - Feature
- 518 - Jones and Brown Chronicles, The - Feature
- 541 - Bill Jones Show, The - -2147483648 - Episodic (30 min)
- 559 - Bob Jones Show, The - -2147483648 - Episodic (60 min)
- 560 - Dave Jones Show, The - -2147483648 - Episodic (30 min)
- 561 - Barry Jones Show, T - -2147483648 - Episodic (30 min)
- 574 - Jones Family Vacation, The - Feature

The last entry, "574 - Jones Family Vacation, The - Feature", is highlighted in blue. A large red arrow points to this entry. To the right of the dropdown list, there are two green plus icons and the text "reference IDs."

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a useable **Master Film Name**.]

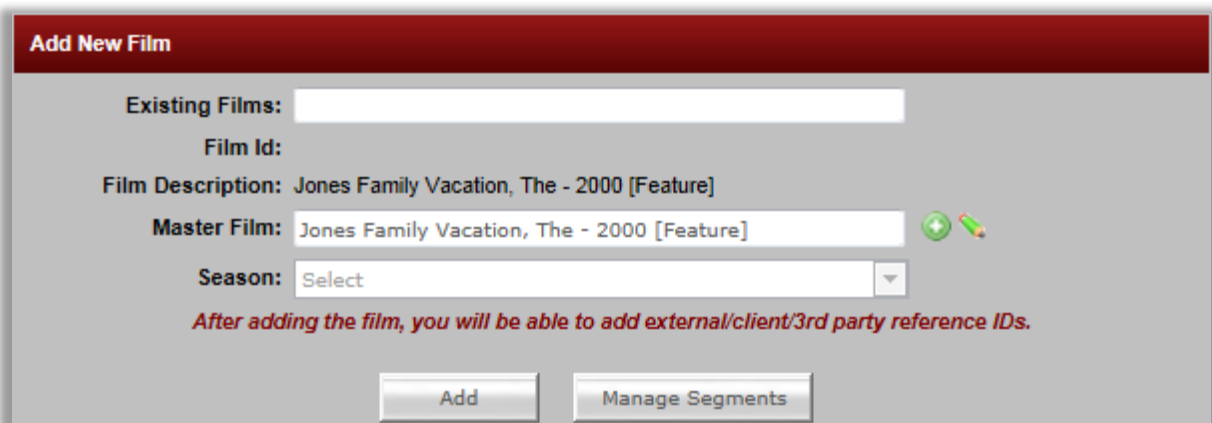
To the right of the **Master Film** field, a green pencil appears. Click on the pencil and the **Edit Master Film** window appears. If you need to edit any additional **Master Film** items in this window, do so, then click the **Save** button at bottom (see Figure 65 below).

Figure 65



Clicking the **Save** button in the **Edit Master Film** window triggered a matching **Film Name** to be created. Click the **Back** button, and an updated **Add New Film** window appears with the new **Film Name** in the **Film Description** field (see Figure 66 below).

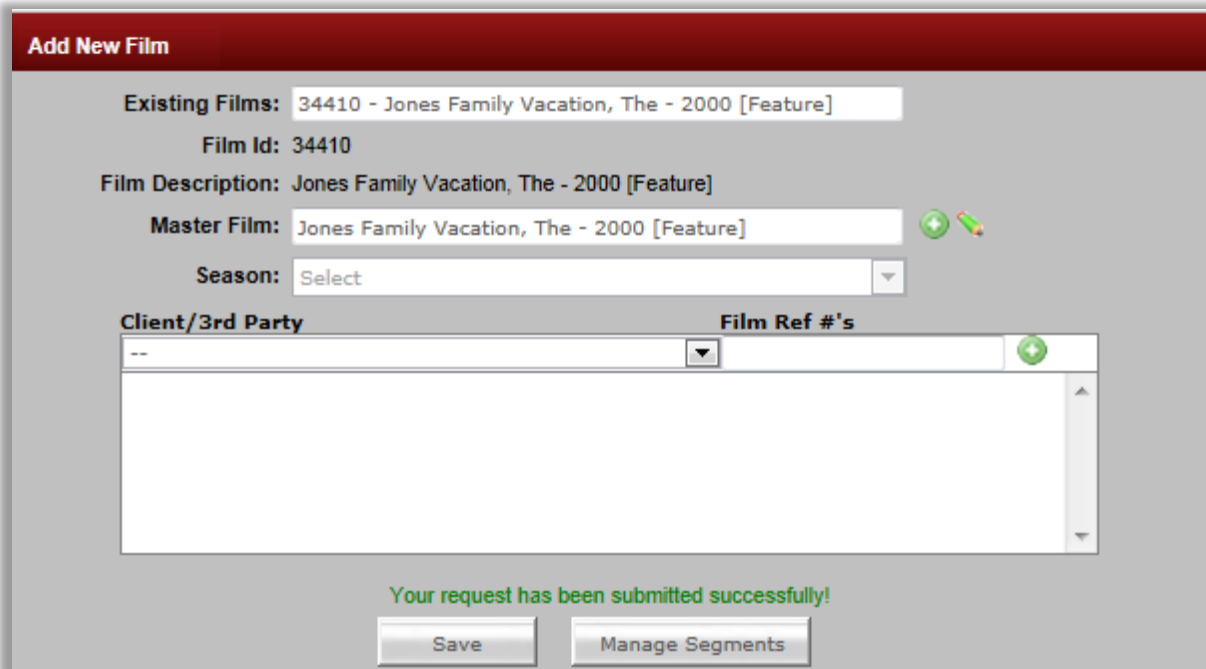
Figure 66



The **Film Name** is not saved yet! Click the **Save** button, and the new **DL3 Film Name** is now saved in the system and attached to the **Master Film Name** you see in the **Master Film** field. Green letters

appear at the bottom of the window to let you know your request was submitted successfully (see Figure 67 below).

Figure 67

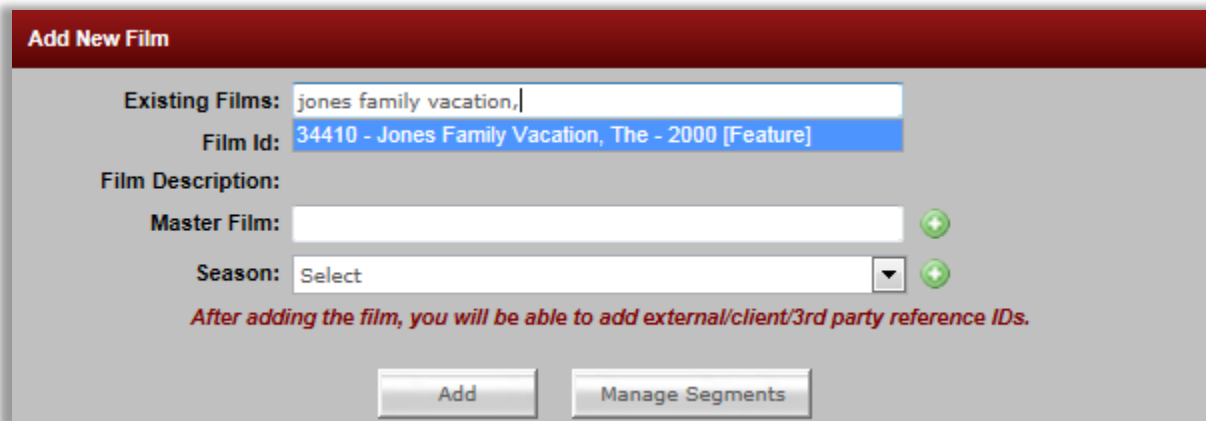


The screenshot shows the 'Add New Film' window with a red header bar. The 'Existing Films' field contains '34410 - Jones Family Vacation, The - 2000 [Feature]'. Below it, 'Film Id:' is '34410', 'Film Description:' is 'Jones Family Vacation, The - 2000 [Feature]', and 'Master Film:' is 'Jones Family Vacation, The - 2000 [Feature]'. The 'Season:' dropdown is set to 'Select'. A table with two columns, 'Client/3rd Party' and 'Film Ref #'s', is empty. At the bottom, a green message states 'Your request has been submitted successfully!'. Below the message are 'Save' and 'Manage Segments' buttons.

8.1.3. VERIFY THE NEW NON-EPISODIC FILM NAME IS IN DL3

You can verify your new **DL3 Film Name** exists in the system (and is attached to the correct **Master Film Name**) a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your non-episodic **Film Name** into the **Existing Films** field in the **Add New Film** window. The new **Film Name** should appear in the auto-populate list below the field (see Figure 68 below).

Figure 68



The screenshot shows the 'Add New Film' window with a red header bar. The 'Existing Films' field contains 'jones family vacation,'. Below it, the 'Film Id:' dropdown is open, showing '34410 - Jones Family Vacation, The - 2000 [Feature]'. The 'Film Description:' field is empty. The 'Master Film:' field is empty. The 'Season:' dropdown is set to 'Select'. At the bottom, a red message states 'After adding the film, you will be able to add external/client/3rd party reference IDs.'. Below the message are 'Add' and 'Manage Segments' buttons.

Choose the **Film Name** from the auto-populate list that appears. The **Master Film Name** field and **Film Description** field auto-populate with the correctly formatted names, verifying the **Film Name** creation process was successful (see Figure 69 below).

Figure 69

The screenshot shows the 'Edit Film' window. The 'Existing Films' field contains '34410 - Jones Family Vacation, The - 2000 [Feature]'. The 'Film Id' field contains '34410'. The 'Film Description' field contains 'Jones Family Vacation, The - 2000 [Feature]'. The 'Master Film' field contains 'Jones Family Vacation, The - 2000 [Feature]' with a green plus icon. The 'Season' field is a dropdown menu with 'Select' selected. The 'Client/3rd Party' field is a dropdown menu with '--' selected. The 'Film Ref #'s' field is a text box with a green plus icon. At the bottom are 'Save' and 'Manage Segments' buttons.

This is the end of the procedure to create a new, non-episodic **DL3 Film Name** and link it to a pre-existing non-episodic **DL3 Master Film Name** (with no OMS Film Name to convert). The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

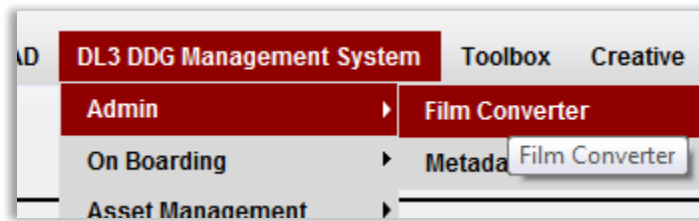
8.2. Scenario #8: CREATE A NEW *EPISODIC* DL3 FILM NAME AND ASSIGN IT TO A PRE-EXISTING *EPISODIC* DL3 MASTER FILM NAME WITHOUT AN OMS FILM NAME TO CONVERT

8.2.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 70 below).


Figure 70



The **Add New Film** window appears (see Figure 71 below).

Figure 71

A screenshot of the 'Add New Film' window. The window has a red header bar with the title 'Add New Film'. Below the header, there are several input fields: 'Existing Films:', 'Film Id:', 'Film Description:', 'Master Film:', and 'Season:'. The 'Master Film' and 'Season' fields have green plus icons next to them. Below these fields, there is a red warning message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the window, there are two buttons: 'Add' and 'Manage Segments'.

 Before following this procedure, you should make sure the **DL3 Film Name** doesn't already exist in the system, there is no OMS Film Name to convert, and the **DL3 Master Film Name** does exist. To do so, continue below. If you don't need to take this precaution, skip to step [8.2.4: IDENTIFY THE EXISTING, EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW EPISODIC DL3 FILM NAME WILL BE CREATED](#) to start the Scenario #8 procedure.

8.2.2. SEARCH THE EXISTING FILMS FIELD FOR EPISODIC FILMS ALREADY IN THE SYSTEM

The **Existing Films** field (read: "Existing OMS4 Film Name, or alternately, "Existing OMS4 Film Name converted to a **DL3 Film Name**," or "Existing new **DL3 Film Name**") is where you search for an existing film's name (either in an OMS or **DL3** format). Start typing the **Film Name** in the **Existing Films** field. An auto-populate list begins to appear below the field. For this scenario, you should see no OMS (formatted) Film Names to convert, and no **DL3** (formatted) **Film Names** that match the content you're working with (see example below). The *name* of your title should not appear.

Example

OMS4 format: 13227 - Stargate SG1 Season 10

OMS4 format: 13227 - Stargate SG1 (Season 10)

OMS4 format: 13227 - Stargate SG1 S10

OMS4 format: 13227 - Stargate SG1 Season 10 1997

Etc.

DL3 format: 13227 - Stargate SG1 – 1997 [Episodic (60 min)]_Season 10

DL3 format: 14232 - Stargate Atlantis – 1997 [Episodic (60 min)]_Season 3

Etc.

Three situations can occur as you search this field:

1. **ONE FILM NAME APPEARS:** If you see a single instance of your title in the auto-populate list in any format (OMS4 or DL3), this would indicate you *do have* either an OMS Film Name to convert, or a pre-existing **DL3 Film Name** you can use.
 - If it is an OMS Film Name that has appeared, pick a new scenario from the table in chapter [4: THE TABLE OF TEN SCENARIOS FOR ENTERING MASTER FILM NAMES OR FILM NAMES INTO DL3](#) of this document for instructions (Based on your arrival at this location, [Scenario #6](#) is a good possibility).
 - If it is a **DL3 Film Name**, correctly formatted and matching the content you're working with, select it. If the **Master Film** field populates with a correctly formatted **DL3 Master Film Name**, matching the content you're working with, there is no film name conversion or creation work for you to do. You can use the name for any applicable **Assets** in **DL3**.
2. **NO FILM NAME APPEARS:** If you *don't* see any instance of your title in the auto-populate list in any format (OMS4 or DL3), this means the name you're looking for is a completely new name in the system, and thus needs to be created in **DL3** from scratch (which is applicable for the current scenario). Please continue to section [8.2.3 SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME](#) of this chapter below.
3. **MULTIPLE FILM NAMES APPEAR:** If you see an OMS4 formatted name to convert, AND a **DL3** formatted name, your course of action is now different. Test the **DL3** formatted name by choosing it from the list. Two possible results can occur.
 - **THE DL3 FORMATTED FILM NAME WAS INCORRECTLY ENTERED:** If, in the resulting **Edit Film** window, the **Master Film** field *does* populate with a **Master Film Name**, this means the **DL3** formatted name you chose is valid (it is a **DL3 Film Name**, not an OMS Film Name coincidentally given a **DL3** format), but someone did not convert the original OMS4 Film Name to a **DL3 Film Name**. They ignored the OMS Film Name

that needed to be converted, and simply created a new **DL3 Film Name** to use. Corrective action is required! Follow the steps in section [10.2: FIX AN INCORRECTLY ADDED FILM NAME](#) of chapter 10 in this document to flag this “bad” name, then note the **Master Film Name** the “bad” **Film Name** was attached to, and go to section [7.2.4: CHOOSE THE EPISODIC OMS FILM NAME TO CONVERT](#) of this document for the correct procedure to follow.

- BOTH NAMES ARE OMS FILM NAMES TO POTENTIALLY CONVERT: If, in the resulting **Edit Film** window, the **Master Film** field *does not* populate with a **Master Film Name**, the OMS Film Name you chose only happens to be in a **DL3** format, but it has, in fact, not been converted. In this case you have found *two* OMS Film Names that may be what you need. If this is the case, please see the [Important Note](#) after the table of contents in this document.

8.2.3. SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like “The” and “A” in titles are entered at the end of the name, as in “Bob Jones Show, The”. If you see a **Master Film Name** that matches the content you’re working with, the **Master Film Name** you need does exist, and you are ready to proceed to section [8.2.4](#) of this chapter below.

NOTE: If you do not see a **Master Film Name** that matches the content you’re working with, please click this hyperlink to go to section [6.2.4: CREATE A NEW, EPISODIC MASTER FILM NAME](#) of this document, to create both an episodic **DL3 Film Name** and an accompanying episodic **DL3 Master Film Name**, without out converting an OMS Film Name.

8.2.4. IDENTIFY THE EXISTING, EPISODIC DL3 MASTER FILM NAME FROM WHICH THE NEW EPISODIC DL3 FILM NAME WILL BE CREATED

In the **Master Film Name** field, begin to type the name of the episodic name you’re working with. An auto-populate list should appear below the field, and the name you’re looking for should be in the list. Select it from the list (see Figure 72 below).

Figure 72

Add New Film

Existing Films:

Film Id:

Film Description:

Master Film:

Season:

After adding the film, you will be able to add external/client/3rd party reference IDs.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a useable **Master Film Name**.]

To the right of the **Master Film** field, a green pencil appears. Click on the pencil and the **Edit Master Film** window appears. If you need to edit any additional **Master Film** items in this window, do so, then click the **Save** button at bottom (see Figure 73 below).

Figure 73

Edit Master Film

Master Film ID: 589

Master Film Name:

Security Title:

Expiry Date:

Master Film Type:

Release Year:

Client/3rd Party

Master Film Ref #'s

Your request has been submitted successfully!

Clicking the **Save** button in the **Edit Master Film** window triggered a matching **Film Name** to be created. Click the **Back** button, and an updated **Add New Film** window appears with the new **Film Name** in the **Film Description** field (see Figure 74 below).



Figure 74



Add New Film

Existing Films:

Film Id:

Film Description: Robert Davis Show, The - 2001 [Episodic (60 min)]

Master Film: Robert Davis Show, The - 2001 [Episodic (60 min)]  

Season: Select  

After adding the film, you will be able to add external/client/3rd party reference IDs.

Additionally, because this is an episodic, a season identifier needs to be appended to the end of the **Film Name**. In the pull-down menu for **Season**, choose the season (if you need to add a season to the list, click the **Add** button to the right of the pull down and add the season name you need. Then, in the pull-down menu, choose the season you added). Notice the season identifier has been added to the **Film Name** (see Figure 75 below).



Figure 75




Add New Film

Existing Films:

Film Id:

Film Description: Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 03

Master Film: Robert Davis Show, The - 2001 [Episodic (60 min)]  

Season: Season 03   

After adding the film, you will be able to add external/client/3rd party reference IDs.

Click the **Add** button at the bottom of the **Edit Film** window. The **Add New Film** window now expands and green letters at the bottom let you know your request was submitted successfully (see Figure 76 below). The new **DL3 Film Name** has been saved (the OMS Film Name has been converted).

Figure 76

The screenshot shows the 'Add New Film' window with the following fields and values:

- Existing Films: [Empty text box]
- Film Id: 34422
- Film Description: Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 03
- Master Film: Robert Davis Show, The - 2001 [Episodic (60 min)]
- Season: Season 03
- Client/3rd Party: [Empty dropdown menu]
- Film Ref #'s: [Empty list box]

Below the fields, a green message states: "Your request has been submitted successfully!". At the bottom are two buttons: "Save" and "Manage Segments".

8.2.5. VERIFY THE NEW EPISODIC FILM NAME IS IN DL3

You can verify your new **DL3 Film Name** has been saved in the system (and attached to the correct **Master Film Name**) a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your episodic **Film Name** into the **Existing Films** field in the **Add New Film** window. The new **Film Name** should appear in the auto-populate list below the field (see Figure 77 below).

Figure 77

The screenshot shows the 'Add New Film' window with the 'Existing Films' field containing the text 'robert'. Below the field is a list of film names:

- 5407 - Robert Redford Special Collection
- 14175 - Robert Dinero Special Collection
- 14176 - Robert Deniro Special Collection
- 29386 - Robert Johnson: Can't You Hear The Wind Howl?
- 34420 - Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 01
- 34421 - Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 02
- 34422 - Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 03

A red arrow points to the last item in the list, '34422 - Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 03'. To the right of the list, there is a green plus icon and a red text label 'ce IDs.'.

Choose the name from the list, and the **Master Film Name** field and **Film Description** field auto-populate with the correct information, verifying the conversion process was successful (see Figure 78 below).

Figure 78

The screenshot shows a software window titled "Edit Film" with a dark red header. The main area is light gray and contains several fields and a list:

- Existing Films:** A text field containing "34422 - Robert Davis Show, The - 2001 [Episodic (60 min)]".
- Film Id:** A text field containing "34422".
- Film Description:** A text field containing "Robert Davis Show, The - 2001 [Episodic (60 min)]_Season 03".
- Master Film:** A text field containing "Robert Davis Show, The - 2001 [Episodic (60 min)]". To its right is a green plus icon and a pencil icon.
- Season:** A dropdown menu showing "Season 03". To its right is a green plus icon and a pencil icon.
- Client/3rd Party:** A dropdown menu showing "--".
- Film Ref #'s:** A large text area for listing film references. It currently contains a single entry: "--". To the right of this entry is a green plus icon.

At the bottom of the window are two buttons: "Save" and "Manage Segments".

This is the end of the procedure to create an episodic **DL3 Film Name** and link it to a pre-existing episodic **DL3 Master Film Name** (with no OMS Film Name to convert). The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

9. CREATE ONLY A DL3 MASTER FILM NAME WITHOUT A DL3 FILM NAME AND WITHOUT AN OMS FILM NAME TO CONVERT

You need to enter a completely new **DL3 Master Film Name**, without creating or converting any **Film Names**.

- For the *episodic* version of this procedure, click this hyperlink to go to section [9.2: Scenario #10: CREATE ONLY AN EPISODIC DL3 MASTER FILM NAME WITHOUT A DL3 FILM NAME AND WITHOUT AN OMS FILM NAME TO CONVERT](#) of this chapter.
- For the *non-episodic* version of this procedure, continue below.

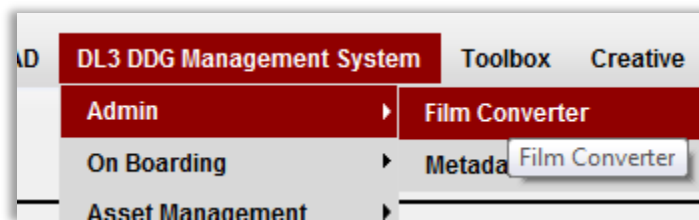
9.1. Scenario #9: CREATE ONLY A NON-EPISODIC DL3 MASTER FILM NAME WITHOUT A DL3 FILM NAME AND WITHOUT AN OMS FILM NAME TO CONVERT

9.1.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

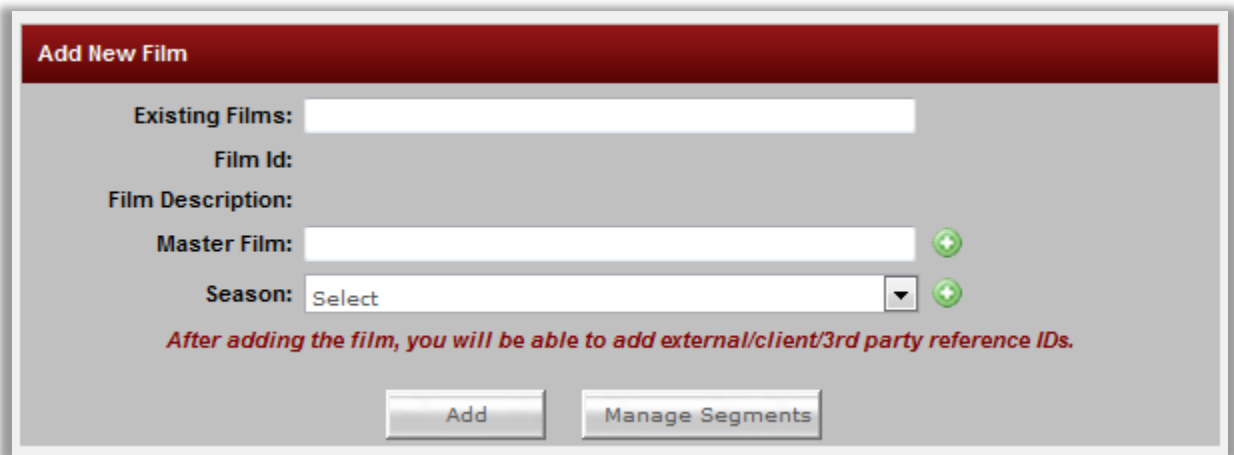
In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 79 below).

Figure 79



The **Add New Film** window appears (see Figure 80 below).

Figure 80



Before following this procedure, you should make sure the **DL3 Master Film Name** doesn't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [9.1.3: CREATE A NEW, NON-EPISODIC MASTER FILM NAME](#) to start the Scenario #9 procedure.

9.1.2. SEARCH THE MASTER FILM FIELD FOR AN EXISTING NON-EPISODIC DL3 MASTER FILM NAME

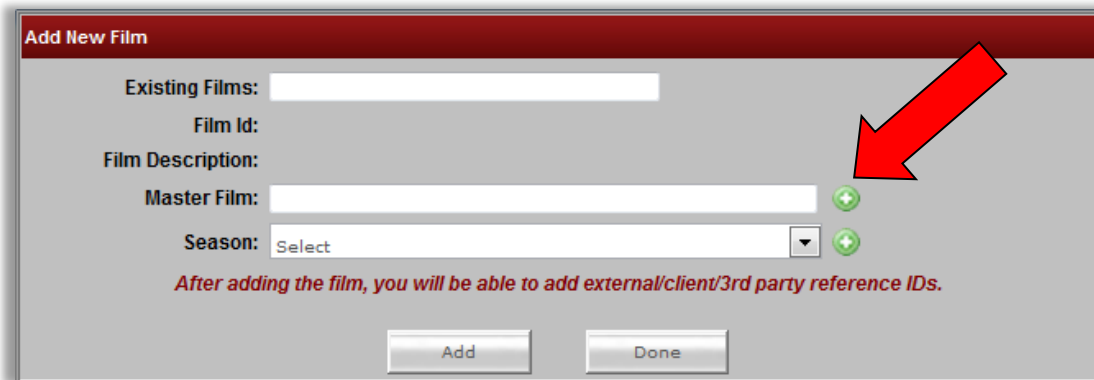
In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like "The" and "A" in titles are entered at the end of the name, as in "Unbearable Lightness of Being, The". If you see a name that is your title (like Unbearable Lightness of Being, The - 1988 [Feature]), a **Master Film Name** already exists for your title. There is no need to enter a new **Master Film Name** to represent your title. If you do not see a name that is your title, proceed to the section below.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon.]

9.1.3. CREATE A NEW, NON-EPISODIC MASTER FILM NAME

Once you're sure no **Master Film Name** already exists in the system, click the green and white plus-sign button to the right of the **Master Film** field (see Figure 81 below).

Figure 81



The **Create Master Film** window appears (see Figure 82 below).

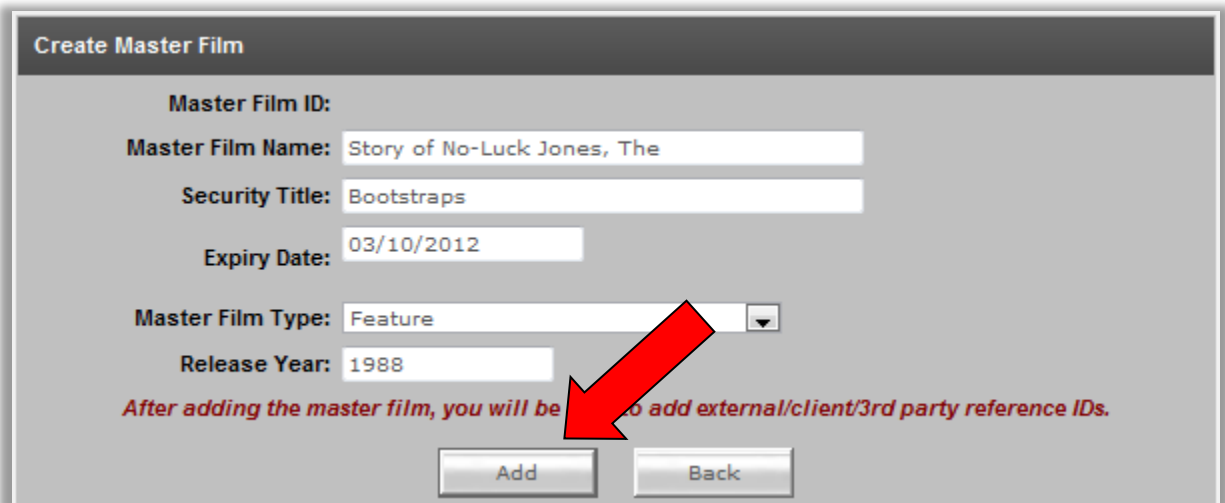
9.1.4. ENTER THE CORRECTLY FORMATTED DL3 MASTER FILM NAME

In the **Master Film Name** field, type a correctly formatted **DL3 Master Film Name** for the film. To create a correct **DL3 Master Film Name**, any words at the beginning of the name like “A” and “The” should follow the other words.

Examples: “Time For Love, A” or “Incredible Hulk, The”

Choose the **Master Film Type**. Enter a **Release Year**. Once you’ve filled in any additional fields (the rest are optional... below we also entered a **Security Title** and its **Expiry Date**), press the **Add** button at the bottom of the window.

Figure 82

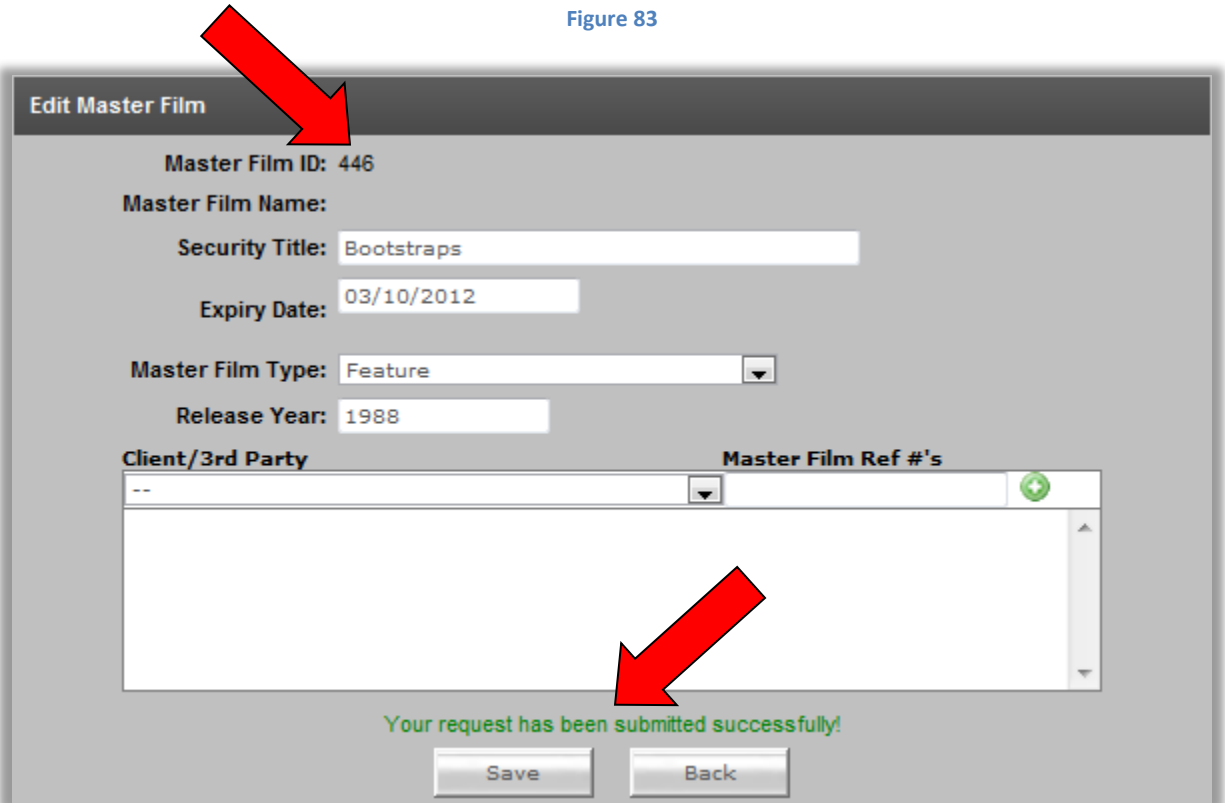


The **Edit Master Film** window appears (see Figure 83 below). In green letters it lets you know your request was submitted successfully, and it assigns a **Master Film ID** to the film (at the top).

[Also notice, in our example, the current name is the **Security Title**. This is because in the example a **Security Title** was chosen. At the **Expiry Date**, the name will change to the actual title of the film. If you didn't enter a **Security Title**, the visible name will be the actual film title.]

If you have a Client/Third Party **Master Film** Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document), add the third-party name and number here (optional), then press the **Save** button and then the **Back** button, both at the bottom.

Figure 83



The screenshot shows the 'Edit Master Film' window. At the top, a red arrow points to the title bar. The form contains the following fields: 'Master Film ID: 446', 'Master Film Name:' with a sub-field 'Security Title: Bootstraps', 'Expiry Date: 03/10/2012', 'Master Film Type: Feature' (dropdown), and 'Release Year: 1988'. Below these is a section for 'Client/3rd Party' and 'Master Film Ref #'s' with a large empty text area. At the bottom, a green message states 'Your request has been submitted successfully!'. Two buttons, 'Save' and 'Back', are at the very bottom. A second red arrow points to the 'Save' button.

An updated **Add New Film** window appears (see Figure 84 below), showing the new **Master Film** with its **DL3 Master Film Name** (in this case, the **Security Title**).

Figure 84

This is the end of the procedure to enter a new, non-episodic **Master Film Name** into **DL3**. Do not press the **Add** button in this window! In the next section, we will verify the new **Master Film Name** is now, indeed, in **DL3**. But before we do that, in the **Film Description** field of the current **Add New Film** window, notice **DL3** has automatically setup a **Film Name** for you, in case you wanted to go ahead and add a **Film Name** as well. If you pressed the **Add** button in this **Add New Film** window, it would also enter that **Film Name** into **DL3**. Please see the XYZ section... Otherwise, continue below to verify the new, non-episodic **Master Film Name** is in **DL3**.

9.1.5. VERIFY THE NEW NON-EPISODIC MASTER FILM NAME IS IN DL3

You can verify your new **Master Film Name** is available in **DL3** a few different ways. One way is to access the **Add New Film** window on the **Asset Detail** page, a page which shows technical details for a selected **Asset** in **DL3**. If you're already on the **Asset Detail** page, click [this link to the Asset Details page Film Name search step on page 78 of this document](#) to continue in this document to the next step (after Figure 10). Otherwise, continue below to navigate to the **Asset Detail** page.

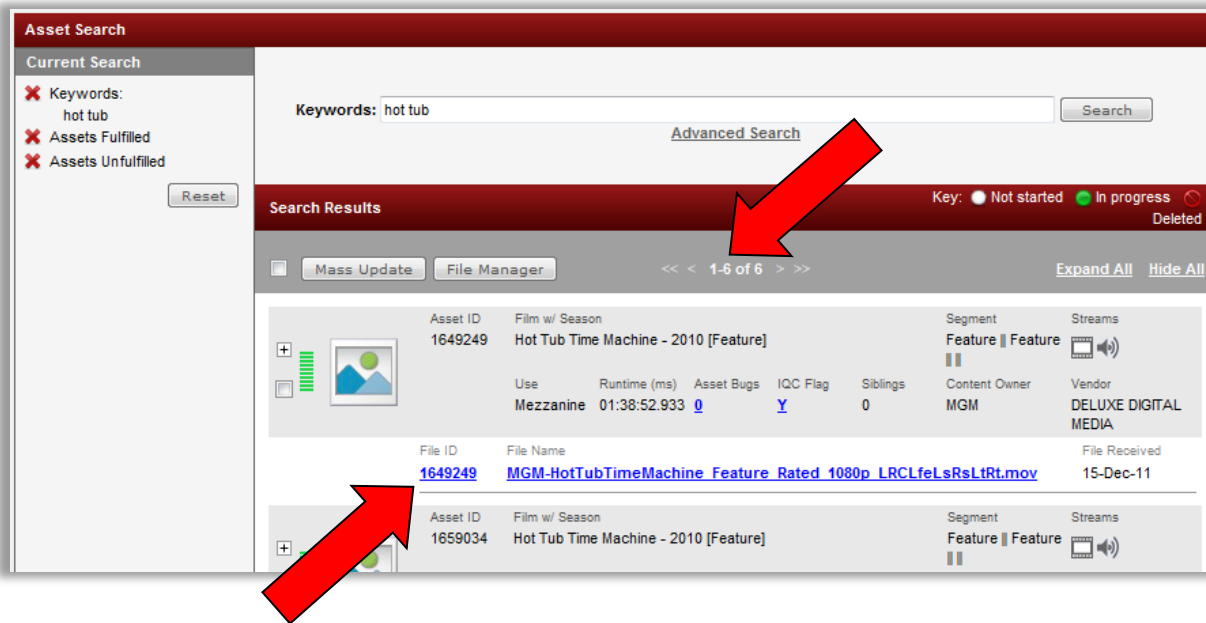
In the **DL3 DDG Management System** menu on the OMS Home Page, go into the **Asset Management** sub-menu and choose the **Asset Search** item (see Figure 85 below).

Figure 85



To access the **Asset Detail** page, you need to open the **Asset Detail** page of an **Asset** (a file) already in **DL3**. So, in the **Keywords** search field on the **Asset Search** page that appears, type the words, “hot tub,” then press the search button to the right. Search results should appear below (see Figure 86 below).

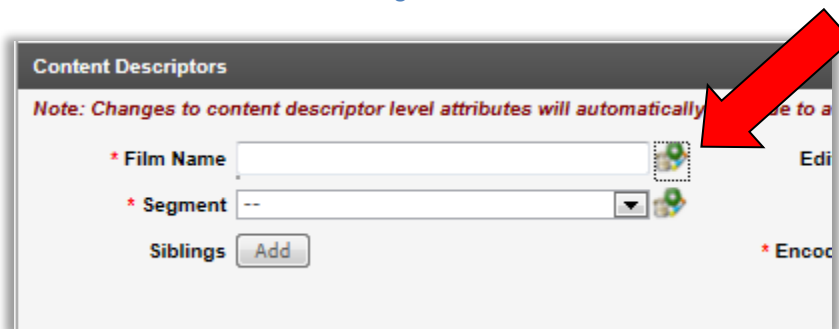
Figure 86



Click on the **File ID** of any files that appear (see lower red arrow in Figure 86 above). The **Asset Details** window appears.

Clear out the **Film Name** in the **Film Name** field, click anywhere else in the **Asset Details** window (except on another button or field!) to refresh the page, then to the right of the **Film Name** field, click the **Add/Edit/Modify Film** button (see Figure 87 below).

Figure 87



The **Add New Film** window appears. In the **Master Film Field**, begin typing the name of your film (see Figure 88 below).

[In the example, the **Expiry Date** we entered earlier has passed, so we've typed the original **Film Name**. If the **Expiry Date** has not passed, type the **Security Title**.]

Figure 88

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

The original (and new), non-episodic **Master Film Name** appears as a choice in the auto-populate list below the field, confirming you successfully entered a new non-episodic **DL3 Master Film Name**. This procedure for entering a new, non-episodic **DL3 Master Film Name** is complete, and the **Master Film Name** is available for all applicable uses in **DL3**.

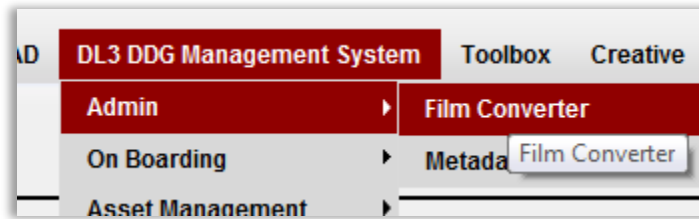
9.2. Scenario #10: CREATE ONLY AN *EPISODIC* DL3 MASTER FILM NAME WITHOUT A DL3 FILM NAME AND WITHOUT AN OMS FILM NAME TO CONVERT

9.2.1. ACCESS THE ADD NEW FILM WINDOW

For the purposes of this procedure, we will access the **Add New Film** window from the **Film Converter**, though clicking on the green button next to the **Film Name** field on the **Asset Detail** page is another place to reveal the same window.

In the **DL3 DDG Management System** menu, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 89 below).


Figure 89



The **Add New Film** window appears (see Figure 90 below).

Figure 90

A screenshot of the 'Add New Film' window. The window has a red header bar with the title 'Add New Film'. Below the header, there are several input fields: 'Existing Films:' with a text box, 'Film Id:' with a text box, 'Film Description:' with a text box, 'Master Film:' with a text box and a green plus icon, and 'Season:' with a dropdown menu showing 'Select' and a green plus icon. Below these fields, there is a red italicized message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the window, there are two buttons: 'Add' and 'Manage Segments'.

 Before following this procedure, you should make sure the **DL3 Master Film Name** doesn't already exist in the system. To do so, continue below. If you don't need to take this precaution, skip to step [9.2.3: CREATE A NEW, EPISODIC MASTER FILM NAME](#) to start the Scenario #10 procedure.

9.2.2. SEARCH THE MASTER FILM FIELD FOR AN EXISTING EPISODIC DL3 MASTER FILM NAME

In the **Master Film** field, type the name of your title. A list of already-entered **Master Film Names** appears. Make sure words like "The" and "A" in titles are entered at the end of the name, as in "Bill Jones Show, The". If a name appears that is your title (like "Bill Jones Show, The [Episodic (30 min)]"), a **Master Film Name** already exists for your title. There is no need to enter a new **Master Film Name** to represent your title. If you do not see a name that is your title, proceed to the section below.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon.]

9.2.3. CREATE A NEW, EPISODIC MASTER FILM NAME

Once you're sure no **Master Film Name** already exists in the system, click the green and white plus-sign button to the right of the **Master Film** field (see Figure 91 below).

Figure 91

The **Create Master Film** window appears (see Figure 92 below).

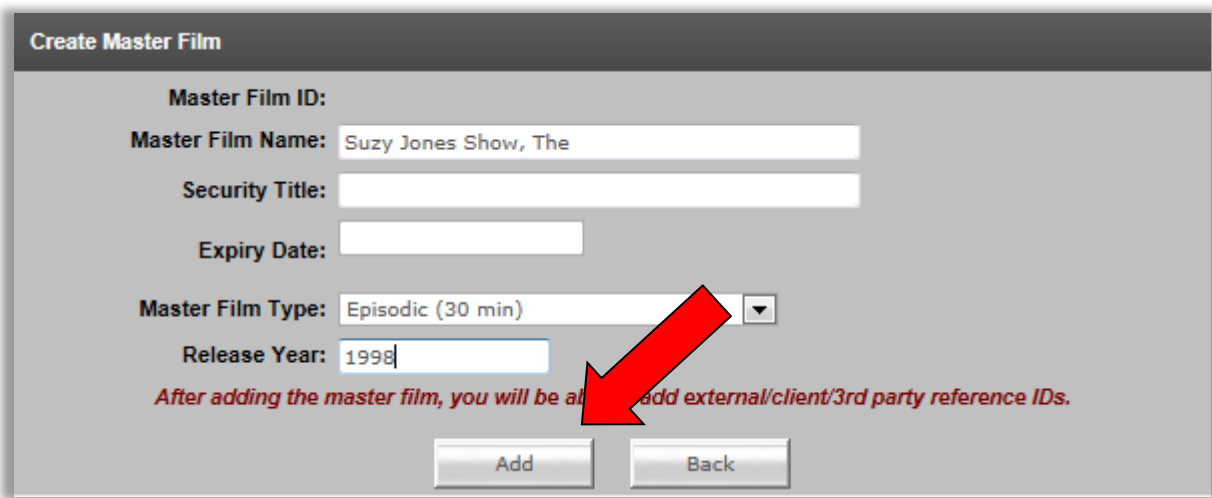
9.2.4. ENTER THE CORRECTLY FORMATTED DL3 MASTER FILM NAME

In the **Master Film Name** field, type a correctly formatted **DL3 Master Film Name** for the film. To create a correct **DL3 Master Film Name**, any words at the beginning of the name like “A” and “The” should follow the other words.

Examples: “Great TV Show, A” or “Bill Jones Show, The”

Additionally, choose an episodic type from the **Master Film Type** pull-down, and select a **Release Year** (the **Release Year** is always the year of the first season's first episode). Then press the **Add** button at the bottom of the window (see Figure 92 below).

Figure 92



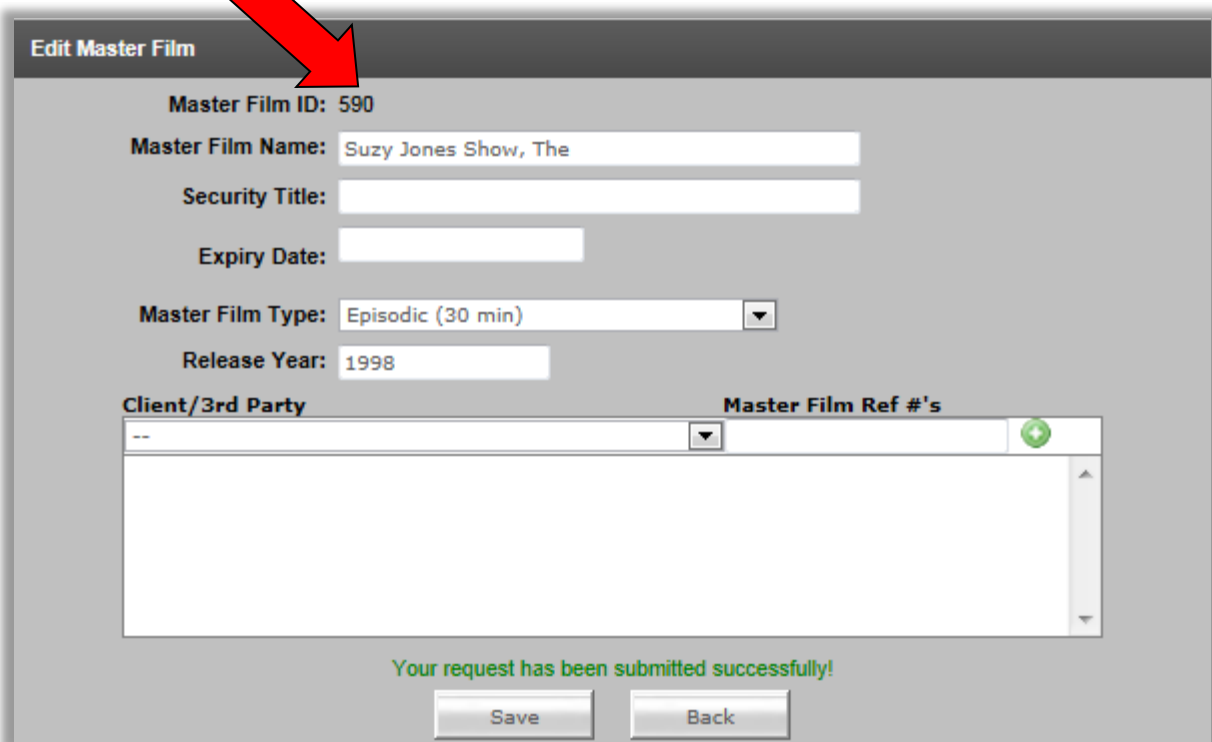
The 'Create Master Film' form contains the following fields and controls:

- Master Film ID:** (empty text field)
- Master Film Name:**
- Security Title:**
- Expiry Date:**
- Master Film Type:** (dropdown menu)
- Release Year:**
- Message:** *After adding the master film, you will be able to add external/client/3rd party reference IDs.*
- Buttons:** and

A red arrow points from the 'Add' button to the 'Master Film ID' field.

The **Edit Master Film** window appears (see Figure 93 below). In green letters it lets you know your request was submitted successfully, and it assigns a **Master Film ID** to the film (at the top).

Figure 93



The 'Edit Master Film' form contains the following fields and controls:

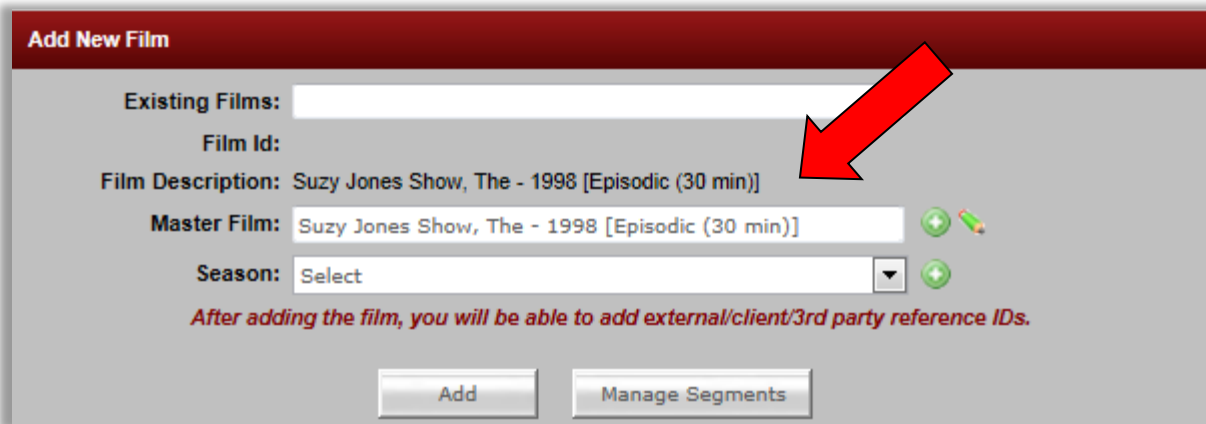
- Master Film ID:** 590
- Master Film Name:**
- Security Title:**
- Expiry Date:**
- Master Film Type:** (dropdown menu)
- Release Year:**
- Client/3rd Party:** (dropdown menu)
- Master Film Ref #'s:** (with a green plus icon)
- Message:** *Your request has been submitted successfully!*
- Buttons:** and

A red arrow points from the top left to the 'Master Film ID' field.

If you have a Client/Third Party **Master Film** Reference Number (discussed further in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document), add the third-party name and number here (optional), then press the **Save** button and then the **Back** button, both at the bottom.

An updated **Add New Film** window appears, showing the new **Master Film** with its **DL3 Master Film Name** (see red arrow in Figure 94 below).

Figure 94



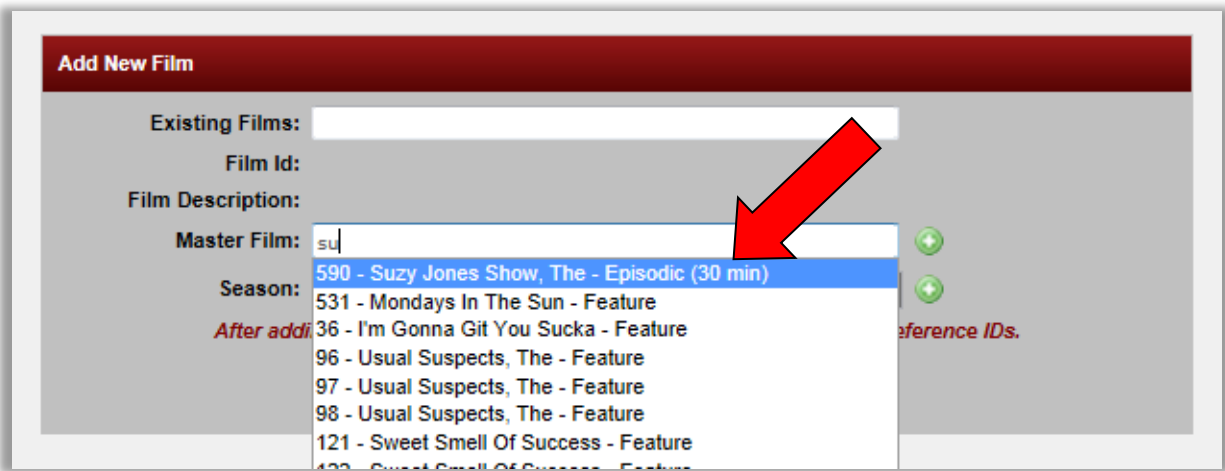
This is the end of the procedure to enter a new episodic **Master Film Name** into **DL3**. Do not press the **Add** button in this window! A season is still not chosen in the **Season** field below the **Master Film** field but remember, from [Example 1 on page 4](#), for episodics **Master Film Names** will not include season identifiers. Seasons are part of **Film Names**.

In the next section, we will verify the new **Master Film Name** is now, indeed, in **DL3**. But before we do that, in the **Film Description** field of the current **Add New Film** window, notice **DL3** has automatically setup a **Film Name** for you, in case you wanted to go ahead and add a **Film Name** as well. If you pressed the **Add** button in this **Add New Film** window, it would also enter that **Film Name** into **DL3**. Please see the XYZ section... Otherwise, continue below to verify the new, episodic **Master Film Name** is in **DL3**.

9.2.5. VERIFY THE NEW EPISODIC MASTER FILM NAME IS IN DL3

You can verify your new **Master Film Name** is available in **DL3** a few different ways. One way is to refresh the **Film Converter** (press F5 button at the top of your PC keyboard, or refresh your browser page), and then begin to type the name of your episodic **Master Film Name** into the **Master Film** field (see Figure 95 below).

Figure 95



The screenshot shows a web form titled "Add New Film" with a dark red header. The form contains several input fields: "Existing Films:", "Film Id:", "Film Description:", and "Master Film:". The "Master Film:" field has a dropdown menu open, showing a list of film titles. A red arrow points to the first item in the list, "590 - Suzy Jones Show, The - Episodic (30 min)". Below the "Master Film:" field is a "Season:" field. To the right of the dropdown menu, there are two green plus icons and the text "reference IDs.".

Master Film
590 - Suzy Jones Show, The - Episodic (30 min)
531 - Mondays In The Sun - Feature
36 - I'm Gonna Git You Sucka - Feature
96 - Usual Suspects, The - Feature
97 - Usual Suspects, The - Feature
98 - Usual Suspects, The - Feature
121 - Sweet Smell Of Success - Feature
122 - Sweet Smell Of Success - Feature

The original (and new), episodic **Master Film Name** appears as a choice in the auto-populate list below the field, confirming you successfully entered a new episodic **DL3 Master Film Name**.

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. For now, if your name appears, formatted like the name in the example above, consider this a successful **Master Film Name** entry.]

This procedure for entering a new, episodic **DL3 Master Film Name** is complete, and the **Master Film Name** is available for all applicable uses in **DL3**.

10. CORRECTIVE ACTION FOR INCORRECTLY ADDED OR FORMATTED DL3 FILM NAMES AND INCORRECTLY FORMATTED MASTER FILM NAMES

Many incorrect choices can be made when creating or entering **Film Names** and **Master Film Names** in **DL3**. Below are the procedures to use when corrective action for incorrectly added or formatted **Film Names** (section [10.1](#)), and incorrectly formatted **Master Film Names** (section [10.4](#)) is required.

10.1. RECOGNIZING INCORRECTLY ADDED OR FORMATTED DL3 FILM NAMES

As you type the name of your film in the **Film Name** field, the name you're looking for can appear and be an incorrectly added or formatted **Film Name**, or a combination of both.

INCORRECTLY ADDED: An OMS Film Name should have been converted, but instead someone created a new **DL3 Film Name** for the content they were working with and used that as the **Film Name**. Now there are two **Film I.D numbers** for the identical content (an OMS I.D. number and a **DL3 I.D. number**) (see Figure 96 below).

Figure 96

Add New Film

Existing Films: Welcome to Coll

Film Id: 7703 - Welcome to Collinwood

Film Description: 34425 - Welcome To Collinwood - 2002 [Feature]

Master Film:

Season: Select

After adding the film, you will be able to add external/client/3rd party reference IDs.

Add Manage Segments

To begin the correction process for an incorrectly added **DL3 Film Name**, go to section [10.2: FIX AN INCORRECTLY ADDED DL3 FILM NAME](#) of this chapter.

INCORRECTLY FORMATTED: While an existing OMS Film Name was indeed converted, the **DL3 Film Name** is not arranged in the correct **DL3 Film Name** format (see Figures 97 and 98 below).

Figure 97

<input type="checkbox"/> Film Name	<input type="checkbox"/> Release V
casin	--
Casino Royale - 2006 [Feature]	--
	--

Correct

Number of Jobs to Create: 3

Add Done

Figure 98

<input type="checkbox"/> Film Name	<input type="checkbox"/> Rele
dev	--
Devil's Brigade [Feature]	--
	--

Incorrect

Number of Jobs to Create: 3

Add Done

To begin the correction process for an incorrectly formatted **DL3 Film Name**, go to section [10.3: FIX AN INCORRECTLY FORMATTED DL3 FILM NAME](#) of this chapter.

10.2. FIX AN INCORRECTLY ADDED DL3 FILM NAME

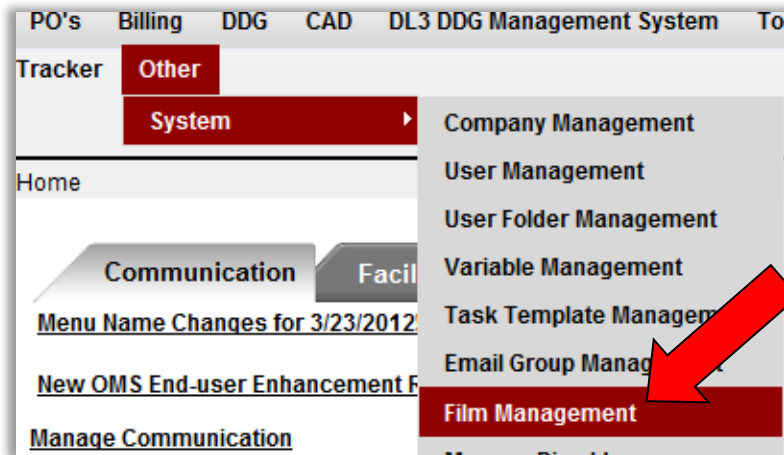
[NOTE: Changing Film Names can have wide-ranging consequences (positive and negative). Assets may already be associated with a Film Name you are about to change. Once you change the name, the Film Name those Assets are associated with (linked to) will also change. In the process below, where an original name will be flagged “bad” for eventual deletion, and a new name created, Assets already linked to that “bad” name MUST be relinked to the new name you’re creating, before the original “bad” name is deleted! Proceed carefully, and take care to notify all necessary parties of the changes you’re making.]

10.2.1. ACCESS THE FILM MANAGEMENT PAGE

[NOTE: If you can't access the page below, consult with your supervisor to get your permissions settings changed, or inform them the name needs flagged and an email containing the flagged name needs to be sent to Al Dommes.]

On the OMS4 Home Page, navigate to the **Other Menu**, into the **System Menu**, and click on the **Film Management** choice (see Figure 99 below).

Figure 99



10.2.2. ENTER THE FILM NAME TO APPEND

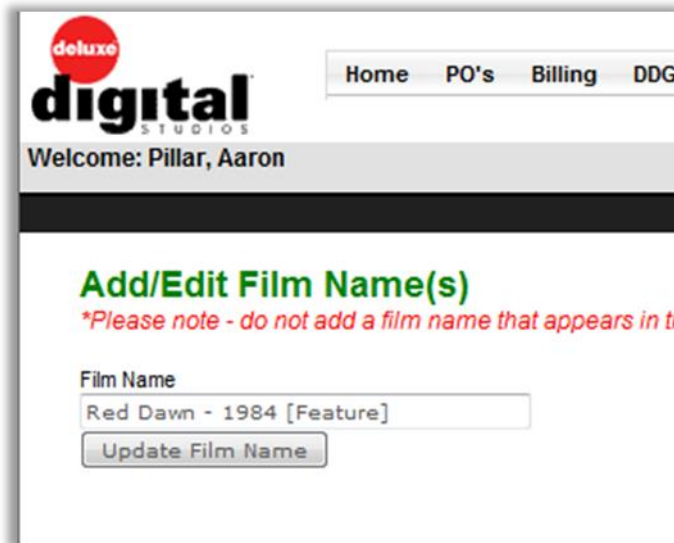
In the Film Management window that appears (see Figure 100 below), begin to type the name of the film until an automated list appears, then choose the **Film Name** that needs appended. This name needs to be appended (flagged) for deletion.

Figure 100



The list updates to show only the **Film Name** you selected (in an editable field) which is the new (yet incorrect) **DL3 Film Name** previously added (see Figure 101 below).

Figure 101



The screenshot shows the Deluxe Digital Studios web interface. At the top, there's a navigation bar with links: Home, PO's, Billing, and DDG. Below the navigation bar, a welcome message reads "Welcome: Pillar, Aaron". The main heading is "Add/Edit Film Name(s)" in green. A red italicized note below it says "*Please note - do not add a film name that appears in the". Below this, there's a label "Film Name" and a text input field containing "Red Dawn - 1984 [Feature]". At the bottom of the form is a button labeled "Update Film Name".

10.2.3. APPEND THE FILM NAME

Append something to the end of the incorrect **DL3 Film Name** that will help identify it later as the one to be deleted, and then press the **Update Film Name** button (see Figure 102).

Figure 102



This screenshot is similar to Figure 101, but the text input field now contains "Red Dawn - 1984 [Feature] BAD 2". A large red arrow points to the "BAD 2" text, highlighting the addition of a suffix to the film name. The "Update Film Name" button remains at the bottom of the form.

After you complete the **Film Name** appending process, you'll want to create a new, correctly formatted **DL3 Film Name** to replace the "bad" name you just flagged, by correctly converting the OMS Film Name that should have been converted in the first place. To do so, follow [Scenario #5](#) or [Scenario #6](#) in this document to correctly convert the OMS4 Film Name to a **DL3 Film Name**.

NOTE: After you've created the new **Film Name**, continue reading this section (see notes in **bold red** on **Asset** re-matching below), and then go to section [10.2.4](#) below to complete the process.

RE-MATCHING ASSETS TO THE NEW FILM NAME: Before emailing Al Dommes to delete the Film Name you've just changed, see section [10.5](#) if Assets (single or multiple) need to be re-matched to the new name you'll create, if they were matched to the previous name that is now flagged as "bad."

10.2.4. WHO TO EMAIL TO HAVE THE APPENDED FILM NAME DELETED

Once this step is complete, please email [Al Dommes](#) with the flagged name so it can be deleted from the system.

10.3. FIX AN INCORRECTLY FORMATTED DL3 FILM NAME

The **Film Name** you're looking for appears in the **Film Name** field but is incorrectly formatted. This can be one of three situations:

1. It's a brand new, incorrectly formatted **DL3 Film Name**, with no OMS4 Film Name still sitting around waiting to be converted.
2. It's a converted OMS Film Name, but an incorrectly formatted **DL3 Film Name**.

The first two situations require the incorrect names to be fixed. **Film Names** get everything in their name except the season from their accompanying **Master Film Names**.

- For *non-episodic Film Names*, if the **Film Name** is incorrectly formatted, it is also the **Master Film Name** that is incorrectly formatted, since they will always match. Follow the steps in section [10.3.1: FIX AN INCORRECTLY FORMATTED NON-EPISODIC FILM NAME WITH NO OMS FILM NAME NEEDING CONVERTED](#) of this chapter.
- For *episodic Film Names*, if the episodic **Film Name** is incorrectly formatted, the correction process may include adjusting the **Master Film Name**, or just the season in the **Film Name**. Follow the steps in section [10.3.2: FIX AN INCORRECTLY FORMATTED EPISODIC DL3 FILM NAME WITH NO OMS FILM NAME NEEDING CONVERTED](#) section of this chapter.

3. It's an incorrectly formatted **DL3 Film Name**, where an OMS4 Film Name does exist and should have been converted.

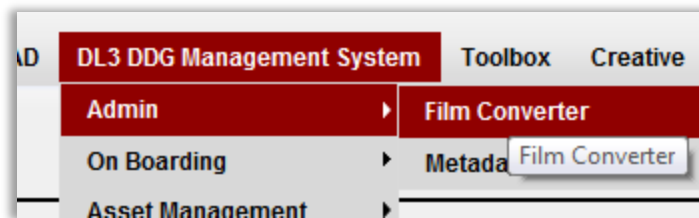
Since in the third situation an OMS Film Name should have been converted but wasn't, the name's incorrect formatting is irrelevant. The incorrect name needs to be flagged as "bad," a new **Film Name** needs to be created to replace it (**Assets** attached to the "bad" name need to be re-assigned to the new correct name), and then the "bad" name needs to be deleted. Follow section [10.2: FIX AN INCORRECTLY ADDED DL3 FILM NAME](#) of this chapter.

10.3.1. FIX AN INCORRECTLY FORMATTED NON-EPISODIC DL3 FILM NAME WITH NO OMS FILM NAME NEEDING CONVERSION

10.3.1.1. ACCESS THE ADD NEW FILM WINDOW

You need to access the **Add New Film** window. While there are multiple locations in **DL3** to do this, for the purposes of this document we'll go in the **DL3 DDG Management System** menu on the OMS Home Page, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 103 below).

Figure 103



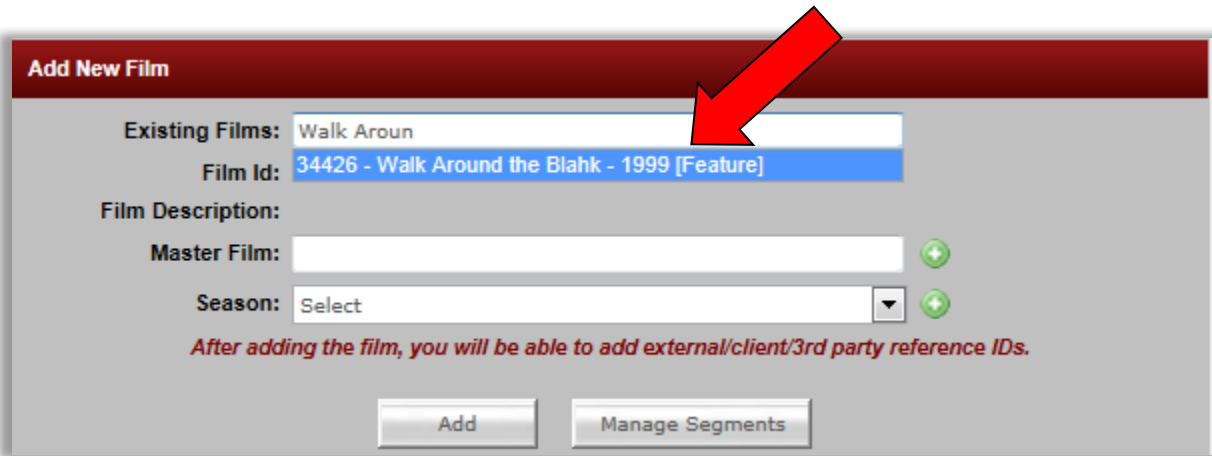
The **Add New Film** window appears (see Figure 104 below).

Figure 104

A screenshot of the 'Add New Film' window. The window has a red header bar with the text 'Add New Film'. Below the header, there are several input fields: 'Existing Films:' with a text input, 'Film Id:' with a text input, 'Film Description:' with a text input, 'Master Film:' with a text input and a green plus icon, and 'Season:' with a dropdown menu and a green plus icon. Below these fields, there is a red italicized message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the window, there are two buttons: 'Add' and 'Manage Segments'.

In the **Existing Films** field, begin typing your **Film Name** (see Figure 105 below).

Figure 105



Add New Film

Existing Films: Walk Aroun

Film Id: 34426 - Walk Around the Blahk - 1999 [Feature]

Film Description:

Master Film:

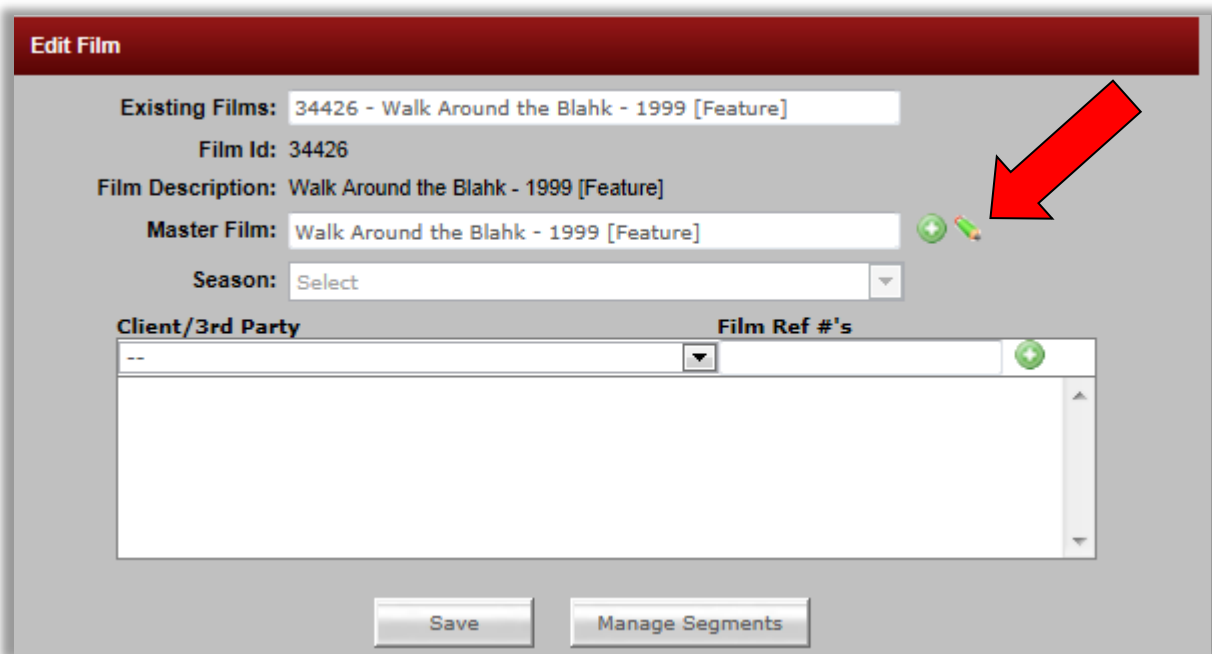
Season: Select

After adding the film, you will be able to add external/client/3rd party reference IDs.

Add Manage Segments

Select your **Film Name** from the list. As you can see, the incorrect spelling also appears in the **Master Film Name**. Click the green pencil icon to the right of the **Master Field** (see Figure 106 below).

Figure 106



Edit Film

Existing Films: 34426 - Walk Around the Blahk - 1999 [Feature]

Film Id: 34426

Film Description: Walk Around the Blahk - 1999 [Feature]

Master Film: Walk Around the Blahk - 1999 [Feature]

Season: Select

Client/3rd Party: --

Film Ref #'s

Save Manage Segments

The **Edit Master Film** window appears. In the **Master Film Name** field, correct the name of the film (see Figure 107 below).

Figure 107

The screenshot shows a web application window titled "Edit Master Film". It contains several form fields: "Master Film ID" is set to 595; "Master Film Name" is "Walk Around the Block"; "Security Title" is empty; "Expiry Date" is empty; "Master Film Type" is set to "Feature" in a dropdown menu; "Release Year" is set to 1999. Below these fields is a table with two columns: "Client/3rd Party" and "Master Film Ref #'s". The table is currently empty. At the bottom of the window are two buttons: "Save" and "Back".

At the bottom of the window, press the **Save** button. The window refreshes and lets you know you have saved the changes to the **Master Film** (see Figure 108 below).

Figure 108

This screenshot shows the same "Edit Master Film" window after the changes have been saved. The form fields remain the same. A green message "Your request has been submitted successfully!" is displayed at the bottom of the window, above the "Save" and "Back" buttons. A large red arrow points to this message.

Press the **Back** button and the **Edit Film** window appears. In the **Master Film** field you can see the saved **Master Film Name**, and in the **Film Description** field you can see the changed but *unsaved* **Film Name**. Press the **Save** button at the bottom of the window, and the window refreshes to let you know you have saved the changes to the **Film Name** (see Figure 109 below).

Figure 109

Edit Film

Existing Films: 34426 - Walk Around the Blahk - 1999 [Feature]

Film Id: 34426

Film Description: Walk Around the Block - 1999 [Feature]

Master Film: Walk Around the Block - 1999 [Feature]

Season: Select

Client/3rd Party Film Ref #'s

--

Your request has been submitted successfully!

Save Manage Segments

10.3.1.2. VERIFY THE EDITED FILM NAME IS SAVED INTO DL3

Refresh the **Film Converter** by either pressing F5 on your keyboard or clicking the refresh button in your browser. The **Add New Film** window reappears. In the **Existing Films** field, begin to type your editing **Film Name**, then choose it from the list (see Figure 110 below).

Figure 110

Add New Film

Existing Films: Walk A

Film Id: 17194 - Walk All Over Me

Film Description: 34426 - Walk Around the Block - 1999 [Feature]

Master Film: Walk Around the Block - 1999 [Feature]

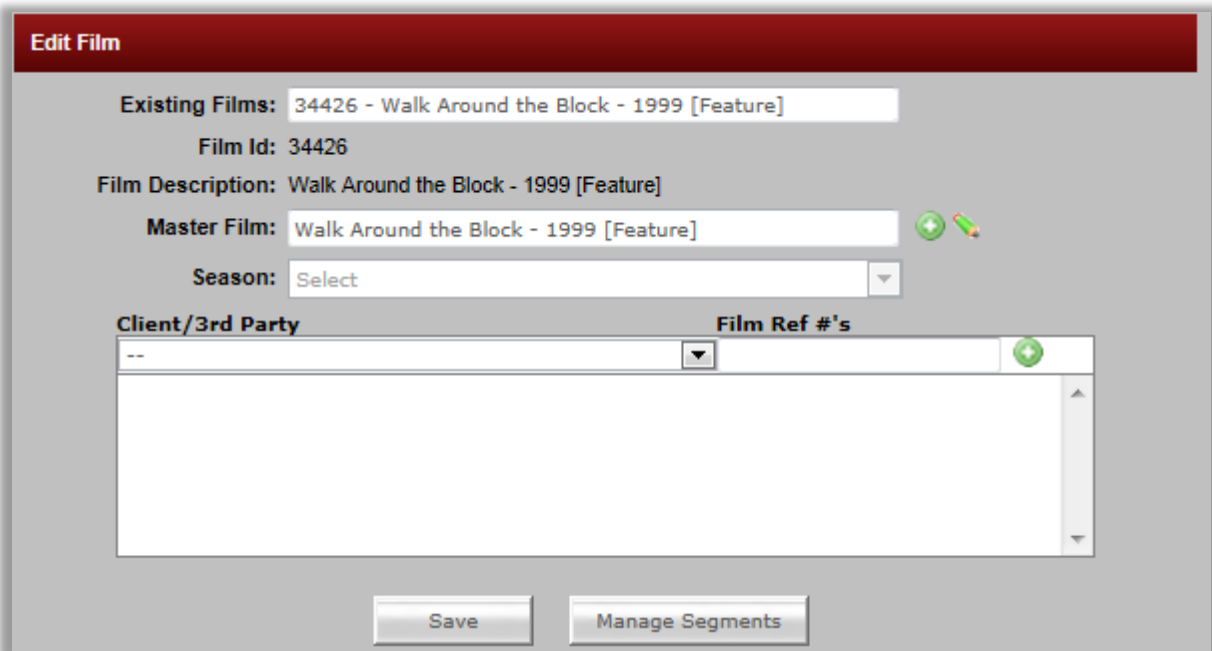
Season: Select

After adding the film, you will be able to add external/client/3rd party reference IDs.

Add Manage Segments

The correct **DL3 Film Name** and **Master Film Name** both appear, verifying the correction process was successful (see Figure 111 below).

Figure 111



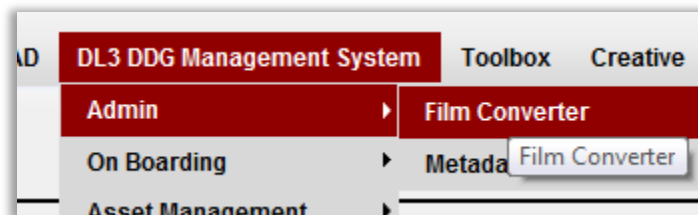
This is the end of the procedure to fix an incorrectly formatted, non-episodic **DL3 Film Name**, with no OMS Film Name to convert. The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

10.3.2. FIX AN INCORRECTLY FORMATTED EPISODIC DL3 FILM NAME WITH NO OMS FILM NAME NEEDING CONVERTED

10.3.2.1. ACCESS THE ADD NEW FILM WINDOW

You need to access the **Add New Film** window. While there are multiple locations in **DL3** to do this, for the purposes of this document we'll go in the **DL3 DDG Management System** menu on the OMS Home Page, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 112 below).

Figure 112



The **Add New Film** window appears (see Figure 113 below).

Figure 113

The screenshot shows a web form titled "Add New Film" with a red header bar. Below the header, there are several input fields: "Existing Films:" (a text box), "Film Id:" (a text box), "Film Description:" (a text box), "Master Film:" (a text box with a green plus icon to its right), and "Season:" (a dropdown menu with "Select" as the current selection and a green plus icon to its right). Below these fields is a red italicized message: "After adding the film, you will be able to add external/client/3rd party reference IDs." At the bottom of the form are two buttons: "Add" and "Manage Segments".

In the **Existing Films** field, begin typing your **Film Name** (see Figure 114 below).

Figure 114

This screenshot shows the same "Add New Film" form, but with the "Existing Films:" dropdown menu open. The dropdown list contains several entries: "Bob J", "13866 - Bob James: Live", "34400 - Bob Jones Show, The [Episodic (60 min)]", "34403 - Bob Jones Show, The - 1997 [Episodic (30 min)]", and "_Season 02". The "_Season 02" entry is currently selected and highlighted in blue. The other fields and the red italicized message remain the same as in Figure 113.

In the example, the **Film Name** needs to say "Season 01," instead of "Season 02."

- If the part of the name you need to change occurs to the left of the **Season Identifier**, you can follow the instructions in section [10.3.1](#) of this chapter.

In the **Season** pull-down menu, select the item called, "Season 01," then press the **Save** button. In the **Film Description** field the **Season Identifier** changes to "Season 01," and in green letters the system lets you know the **Film Name** changes have been saved (see Figure 115 below).

Figure 115

The 'Edit Film' window displays the following information:

- Existing Films:** 34403 - Bob Jones Show, The - 1997 [Episodic (30 min)]_S
- Film Id:** 34403
- Film Description:** Bob Jones Show, The - 1997 [Episodic (30 min)]_Season 01
- Master Film:** Bob Jones Show, The - 1997 [Episodic (30 min)]
- Season:** Season 01
- Client/3rd Party:** --
- Film Ref #'s:** (Empty list)

A green message at the bottom states: "Your request has been submitted successfully!". Below this are two buttons: "Save" and "Manage Segments".

10.3.2.2. VERIFY THE EDITED FILM NAME IS SAVED INTO DL3

Refresh the **Film Converter** by either pressing F5 on your keyboard or clicking the refresh button in your browser. The **Add New Film** window reappears. In the **Existing Films** field, begin to type your edited **Film Name**, then choose it from the list (see Figure 116 below).

Figure 116

The 'Add New Film' window displays the following information:

- Existing Films:** bob jon
- Film Id:** 34400 - Bob Jones Show, The [Episodic (60 min)]
- Film Description:** 34403 - Bob Jones Show, The - 1997 [Episodic (30 min)]_Season 01
- Master Film:** (Empty)
- Season:** Select

A red message at the bottom states: "After adding the film, you will be able to add external/client/3rd party reference IDs.". Below this are two buttons: "Add" and "Manage Segments".

The correct **DL3 Film Name** and **Master Film Name** both appear, verifying the correction process was successful (see Figure 117 below).

Figure 117

Edit Film

Existing Films: 34403 - Bob Jones Show, The - 1997 [Episodic (30 min)]_S

Film Id: 34403

Film Description: Bob Jones Show, The - 1997 [Episodic (30 min)]_Season 01

Master Film: Bob Jones Show, The - 1997 [Episodic (30 min)]

Season: Season 01

Client/3rd Party Film Ref #'s

--

Save Manage Segments

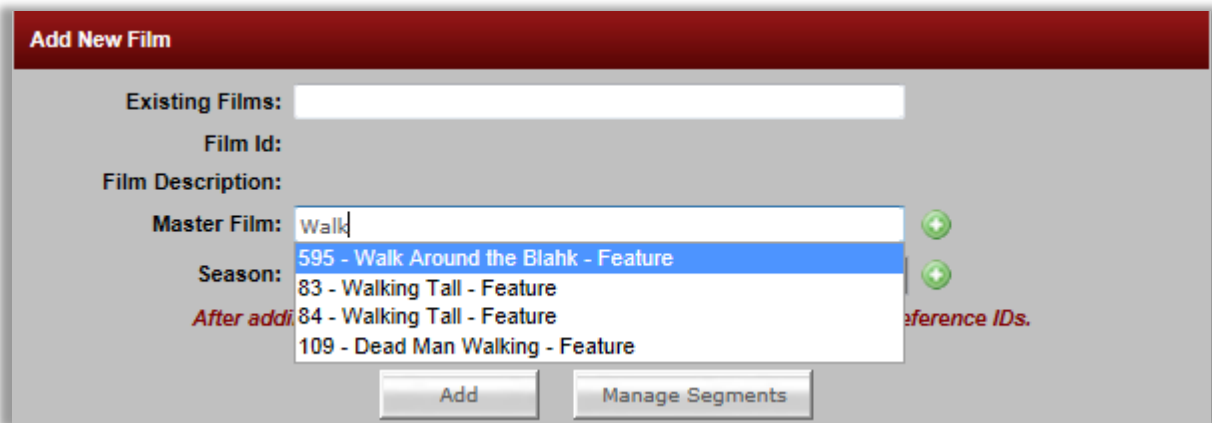
This is the end of the procedure to fix an incorrectly formatted episodic **DL3 Film Name**, with no OMS Film Name to convert. The new **DL3 Film Name** is available to use with any applicable assets in **DL3**.

10.4. RECOGNIZING INCORRECTLY FORMATTED DL3 MASTER FILM NAMES

[NOTE: Changing Master Film Names can have wide-ranging consequences (positive and negative). Assets may already be associated with a Master Film Name you are about to change. Once you change the name, the Master Film Name those Assets are associated with (linked to) will also change. Proceed carefully, and take care to notify all necessary parties of the changes you're making or, for example, they will not be able to locate Assets as they had before your edits.]

In the **Add New Film** window, as you type the name of your film in the **Master Film Name** field, the name you're looking for can appear and be an incorrectly formatted **Film Name**. Any part of the name can be incorrect and changed (even to and from an episodic or non-episodic format), but in the example below, it is the spelling that needs corrected. The name should be, "Walk Around the Block – 1999 [Feature]" (see Figure 118 below).

Figure 118

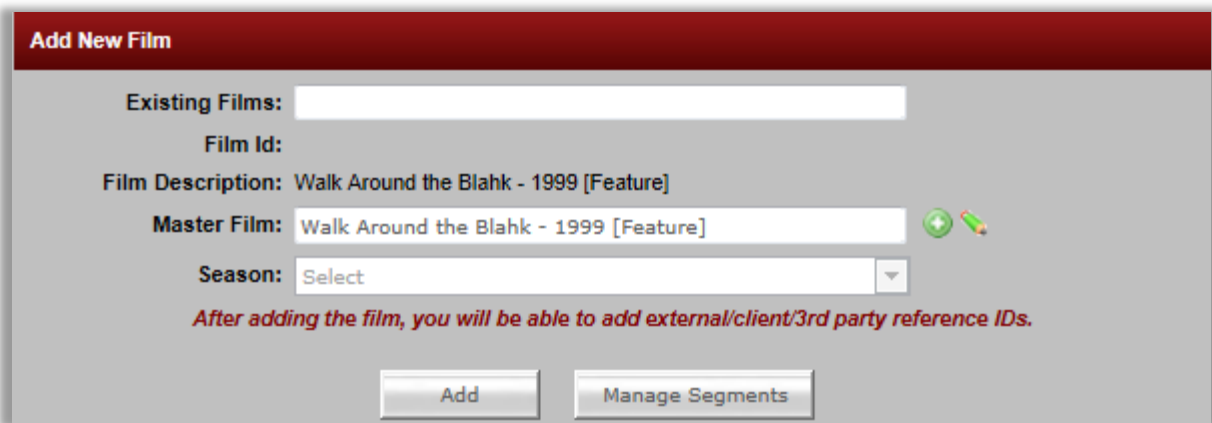


The screenshot shows the 'Add New Film' window with a dropdown menu open for the 'Master Film' field. The dropdown lists four options: '595 - Walk Around the Blahk - Feature' (highlighted), '83 - Walking Tall - Feature', '84 - Walking Tall - Feature', and '109 - Dead Man Walking - Feature'. To the right of the dropdown are two green plus icons. Below the dropdown are 'Add' and 'Manage Segments' buttons. A red note at the bottom says 'After adding the film, you will be able to add external/client/3rd party reference IDs.'

[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. In the meantime, follow the work-around procedure below to identify if a **Master Film Name** is (or is not) correctly formatted.

WORKAROUND: After choosing your **Master Film Name** from the choices in the **Master Film Name** field, a green pencil appears to the right of the **Master Film** field. Click the green pencil, and in the **Edit Master Film** window, press the **Save** and then **Back** buttons. You are returned to the **Add New Film** window, and the **Master Film Name** in the **Master Film** field is the currently accurate **DL3 Master Film Name** for your title (see Figure 119 below)]

Figure 119



The screenshot shows the 'Add New Film' window with the 'Master Film' field populated with 'Walk Around the Blahk - 1999 [Feature]'. A green plus icon and a green pencil icon are to the right of the field. The 'Season' field is a dropdown menu with 'Select' chosen. Below the fields is a red note: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom are 'Add' and 'Manage Segments' buttons.

As you can see, the problem with this **Master Film Name** is the incorrect spelling of the word, "block." Click the green pencil to the right of the **Master Film** field to access the **Edit Master Film** window. In the **Edit Master Film** window, correct whatever is incorrect with the name, then press the **Save** and **Back** buttons at the bottom. You are returned to the **Add New Film** window, offering

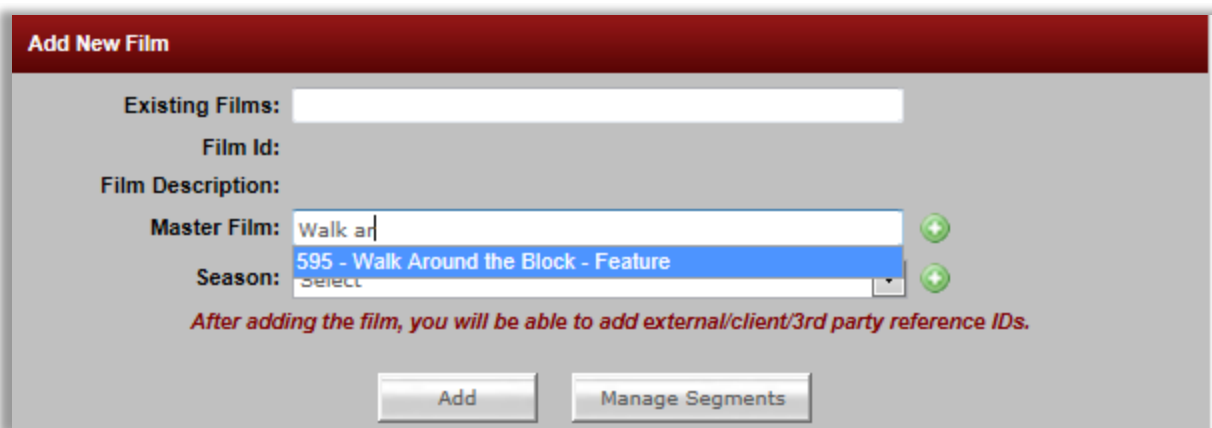
you the option to create a new **Film Name** from the corrected **Master Film Name**. In this case, we only wanted to correct the **Master Film Name**, so do not press the **Add** button.

[NOTE: Section [10.3](#) of this chapter illustrates how by changing the **Master Film Name** you can also make the same change to **Film Names**.]

10.4.1. VERIFY THE EDITED MASTER FILM NAME IS SAVED INTO DL3

Refresh the **Film Converter** by either pressing F5 on your keyboard or clicking the refresh button in your browser. The **Add New Film** window reappears. In the **Master Film** field, begin to type your edited **Master Film Name**, then choose it from the list (see Figure 120 below).

Figure 120

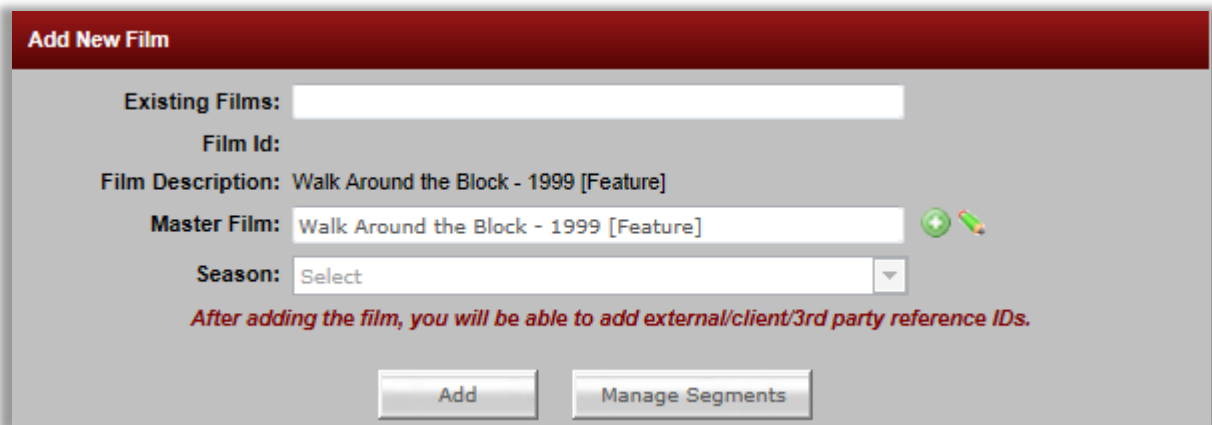


[As of 4/17/12 this field has a bug, where accurate **Master Film Name** formatting does not appear when searching for **Master Film Names**. This should be fixed soon. In the meantime, follow the work-around procedure below to identify if a **Master Film Name** is (or is not) correctly formatted.

WORKAROUND: After choosing your **Master Film Name** from the choices in the **Master Film Name** field, a green pencil appears to the right of the **Master Film** field. Click the green pencil, and in the **Edit Master Film** window, press the **Save** and then **Back** buttons. You are returned to the **Add New Film** window, and the **Master Film Name** in the **Master Film** field is the currently accurate **DL3 Master Film Name** for your title (see Figure 121 below)]

The correct **DL3 Master Film Name** appears, verifying the correction process was successful (see Figure 121 below).

Figure 121



This is the end of the procedure to fix an incorrectly formatted **DL3 Master Film Name**. The new **DL3 Master Film Name** is available to use with any applicable assets in **DL3**.

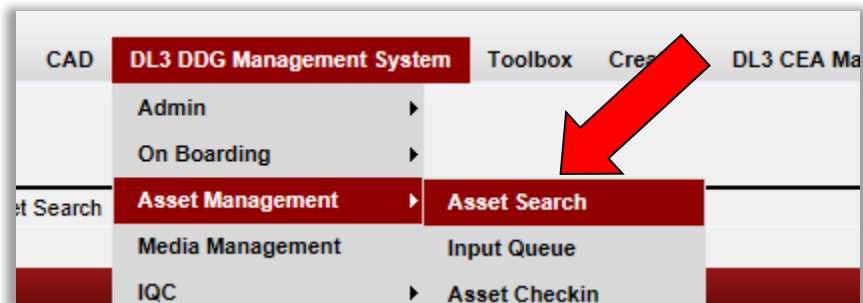
10.5. REMATCHING ASSETS TO NEW FILM NAMES

Once you've flagged a **Film Name** as "bad," but before you email Al Dommes to delete the name, you **MUST** re-match **Assets** currently matched to the "bad" name to the new name you've created. To do this you need to go to the **Asset Search** page within **DL3**.

For the purposes of this procedure, we will access the **Asset Search** page from the **DL3 DDG Management System** menu on the **OMS Home Page**.

On the OMS Home Page, select the **DL3 DDG Management System** menu, and in the **Asset Management** item sub-menu, choose the **Asset Search** item (see Figure 122 below).

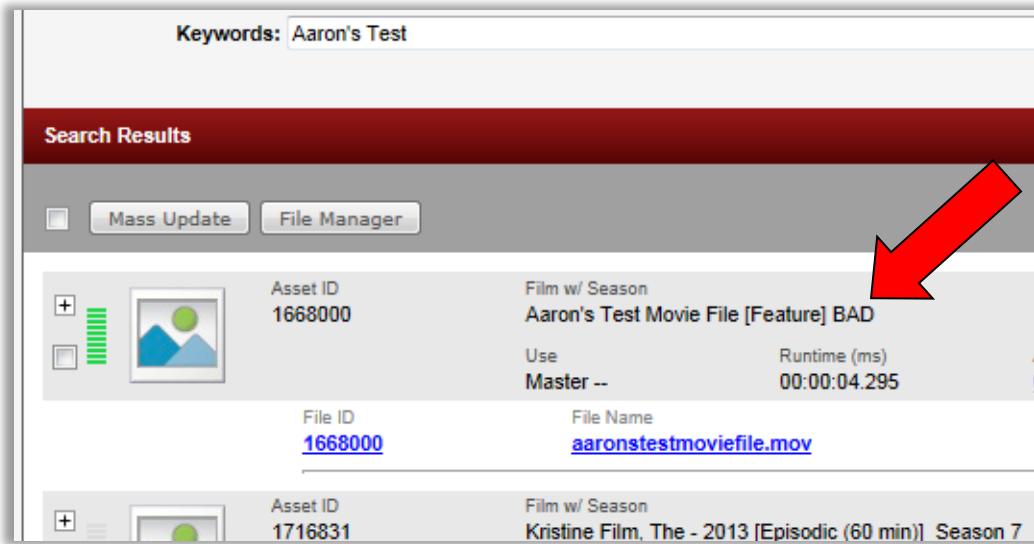
Figure 122



In the **Keywords** field of the resulting **Asset Search** page, type the flagged (bad) **Film Name** you've just edited (including the added words you appended to the original name) and then press the

Search button to the right. **Assets** currently linked to the “bad” name should appear in the search results (see Figure 123 below).

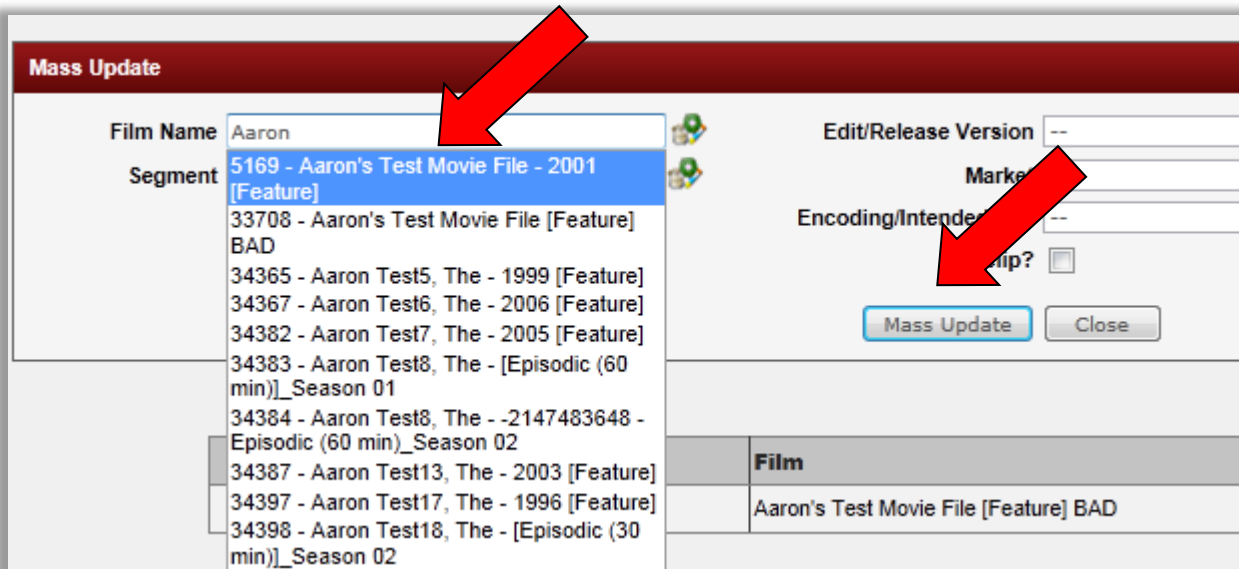
Figure 123



Select the checkbox to the left of ALL **Assets** linked to the “bad” name.

The **Mass Update** window appears. In the **Film Name** field, begin to type the name of the new **Film Name**. Notice the old and new names in the list. Choose the new name from the auto-populate list that appears below the field, reselect the **Segment** from the **Segment** pull-down below that, then press the **Mass Update** button above the first search result (see Figure 124 below).

Figure 124



The **Mass Update** window reposts (refreshes), green letters let you know your update was successful, and you can see the **Film Name(s)** of your **Asset(s)** has been updated (see Figure 125 below).

Figure 125

The screenshot shows a 'Mass Update' window with a red header. It contains several input fields: 'Film Name' (5169 - Aaron's Test Movie File - 2001 [Fea]), 'Segment' (- Feature - -), 'Edit/Release Version' (--), 'Market' (--), 'Encoding/Intended Use' (--), and 'Is Clip?' (unchecked). There are 'Mass Update' and 'Close' buttons. A green message 'Assets successfully updated.' is displayed. Below the message is a table with one row of data. Two red arrows point to the 'Assets successfully updated.' message and the 'Film' column of the table.

	File ID	File Name	Film
<input checked="" type="checkbox"/>	1668000	aaronstestmoviefile.mov	Aaron's Test Movie File - 2001 [Feature]

You are not finished! The last step in the **Asset** re-matching process is illustrated in section [10.2.4](#) of this document.

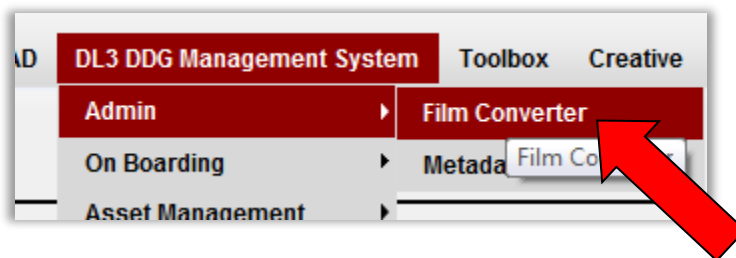
11. CREATE A SEGMENT

11.1. NAVIGATE TO THE SEGMENT WINDOW

There are multiple places in **DL3** to access the **Segment** window. One is by clicking the **Add/Edit/Delete Segment** button to the right of the **Segment** field on the **Asset Detail** page. If that's where you are, read the following illustration and example, then pick up your next step at section [11.2](#).

For our example, we'll navigate to the **Segments Window** by accessing the **Add New Film** window on the **Film Converter** page. Go into the **DL3 DDG Management System** menu on the OMS Home Page, access the **Admin** sub-menu, then choose the **Film Converter** item (see Figure 126 below).

Figure 126



The **Add New Film** window appears (see Figure 127 below).

Figure 127

A screenshot of the 'Add New Film' window. The window has a red header bar with the title 'Add New Film'. Below the header, there are several input fields: 'Existing Films:' with a text box, 'Film Id:' with a text box, 'Film Description:' with a text box, 'Master Film:' with a text box and a green plus icon, and 'Season:' with a dropdown menu and a green plus icon. Below these fields, there is a red italicized message: 'After adding the film, you will be able to add external/client/3rd party reference IDs.' At the bottom of the window, there are two buttons: 'Add' and 'Manage Segments'.

To illustrate previous **Segment** creation, begin to type the words "Hot Tub" into the **Existing Films** field, and choose the following item from the auto-populate list: "23943 - Hot Tub Time Machine - 2010 [Feature]". The window should update to look like Figure 128 below:

Figure 128

Edit Film

Existing Films: 23943 - Hot Tub Time Machine - 2010 [Feature]

Film Id: 23943

Film Description: Hot Tub Time Machine - 2010 [Feature]

Master Film: Hot Tub Time Machine - 2010 [Feature]

Season: Select

Client/3rd Party: --

Film Ref #'s: --

Save Manage Segments

At the bottom of the window, click on the **Manage Segments** button to open the **Add/Edit/Delete Segment** window. The new window appears (see Figure 129 below) with a list of **Segments** previously entered by other users for this title.

Figure 129

Manage Segment - Windows Internet Explorer

http://oms4.dgmusa.com/OMS4/DAM/DiscSegmentManagement.aspx?Location=Film&FilmId=23943&DiscSegmentId=0

Add/Edit/Delete Segment

Segment Name: -- Segment Type: -- Episode #: -- Episode Name: --

Segment Name	Segment Type	Episode #	Episode Name	Created/Updated By	Date Time Created/Updated	# of Jobs	# of Assets	External Id	
2010 Domestic Digital Copy "How To"	Trailer			Mark Gutmann	09-Apr-10 03:22:10 AM	0			
2010 Domestic Digital Copy trailer (without How To)	Trailer			Mark Gutmann	09-Apr-10 03:24:48 AM	0			
Deleted Scenes	VAM			Alissa Kerslake	02-Mar-10 09:46:51 AM	0			
Digital Copy (New- Without How To)	Trailer			Mark Gutmann	15-Apr-10 09:48:23 AM	0			
F2 Territory Supplied Trailer Build	Trailer			Mark Gutmann	21-Oct-10 03:24:04 AM	0			
F3 Territory Supplied Trailer Build (France)	Trailer			Mark Gutmann	19-Oct-10 03:48:45 AM	0			
F6 Japan Territory Supplied Forced Trailer Build	Trailer			Mark Gutmann	30-Nov-10 02:02:23 AM	0			
F6 Japan trailers for Menus	Trailer			Mark Gutmann	30-Nov-10 02:04:19 AM	0			
Feature	Feature			Blair West	15-Dec-11 12:39:10 AM	0			

Depending on which title you're working on, this window will either have **Segments** already entered (like above), or there will be no **Segments** entered yet, in which case all you'll see are the empty fields at the top, with the **Add** button (green plus-sign) to the right. In either situation, the window will always have this same general layout.

Close this window, go back out to the **Add New Film** window, refresh the window, and then enter the **Film Name** you're working on, then click on the **Manage Segments** button to bring up the **Add/Edit/Delete Segment** window again.

11.2. CREATE THE SEGMENT

The data entry fields at the top are self-explanatory (and previously defined in chapter [3: SPECIFIC FACTS ABOUT SEGMENTS AND SEGMENT ENTRY](#) of this document), but here is the procedure to create a **Segment**:

- 1) **Segment Name**: Enter a **Segment Name** if the **Segment** has a special name, like "Behind The Scenes." If the Segment is a feature or an episode of a series, there's usually no need to enter a **Segment Name**, since the name of the **Segment** is already clear from the **Film Name** and **Master Film** name for feature, and (if it's an episode) will also be clear when you enter the **Episode Number** and **Episode Name**. Reserve **Segment Names** mostly for VAM items.
- 2) **Segment Type**: Choose a **Segment Type**. In most cases, your **Segment Type** is either a feature, episode, trailer, or VAM.
- 3) **Episode #**: If your **Segment** is an episode in a series, enter its number here (consult your supervisor for exactly what numbers are needed, i.e. production numbers, air-date numbers, etc.)
- 4) **Episode Name**: Enter the name of the episode here. If nowhere else, these can usually be identified from IMDB (Internet Movie Database) on the Internet.
- 5) **External I.D.s**: These are discussed in chapter [12: CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.](#) of this document.

Once you've finished adding information, click the green plus-sign button to add the **Segment** to the list of **Segments** below (see Figure 130 below).

Figure 130

Segment Name	Segment Type	Episode #	Episode Name	Created/Updated By	Date Time Created/Updated	# of Jobs	# of Assets	External Id
Feature 1	Feature			Aaron Pillar	01-Mar-12 01:03:33 AM	0	Other	54321-2

The window will update, and green letters will appear indicating your **Segment** was successfully added (see Figure 131 below). Click the **Done** button in the upper or lower right to close the window. (You may have to manually close the window after clicking the **Done** button.)

Figure 131

Segment Name	Segment Type	Episode Name	Created/Updated By	Date Time Created/Updated	# of Jobs	# of Assets	External Id
Behind The Scenes	VAM		Aaron Pillar	02-Mar-12 06:54:01 AM	0		
Feature 1	Feature		Aaron Pillar	01-Mar-12 01:03:33 AM	0	Other	54321-2

If you created a **Segment** by getting to the **Segment** window by clicking the **Add/Edit/Delete Segment** button on the **Asset Detail** page, click [here](#) to go to the next step at the bottom of page 104 (which is to choose the newly created **Segment** from the **Segment** field on the **Asset Detail** page). But for our workflow, close the **Add/Edit/Delete Segment** window, then proceed back to the **Edit Film** window, and click the **Save** button at the bottom of the window (see Figure 132 below). Green letters will appear saying your request has been submitted successfully.

Figure 132

Client/3rd Party	Film Ref #'s
Other	54321-1

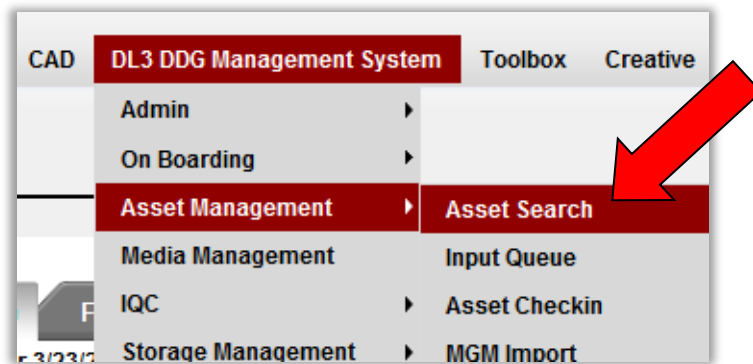
11.3. USE THE NEWLY CREATED SEGMENT

You'll usually be choosing a **Segment** when you've created an **Asset** and you're filling out the details of the **Asset** on the **Asset Detail** page (if that's the case, click [here](#) to go to the bottom of page 104 for the next step). But in our current workflow we have not accessed the **Add/Edit/Delete Segment** window from the **Asset Detail** page (which is where **Segments** are chosen). So to see how the newly created **Segment** is chosen, we need to get to the **Asset Detail** page of either an **Asset** you're working on or the **Asset Detail** page of the example title below.

[For the steps below, choose the example title below or insert your title in place of it.]

In the **DL3 DDG Management System** menu on the OMS HOME PAGE, in the **Asset Management** sub-menu, choose the **Asset Search** item (see figure 133 below).

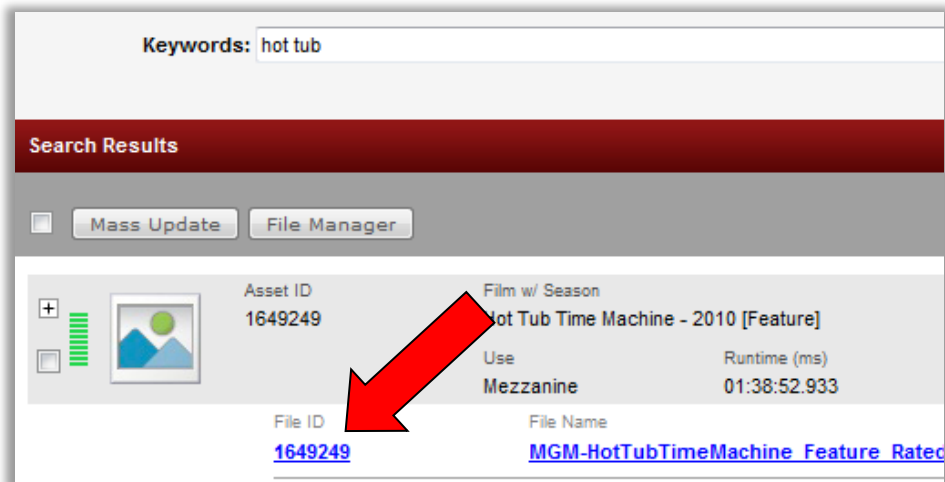
Figure 133



The **Asset Search** window appears.

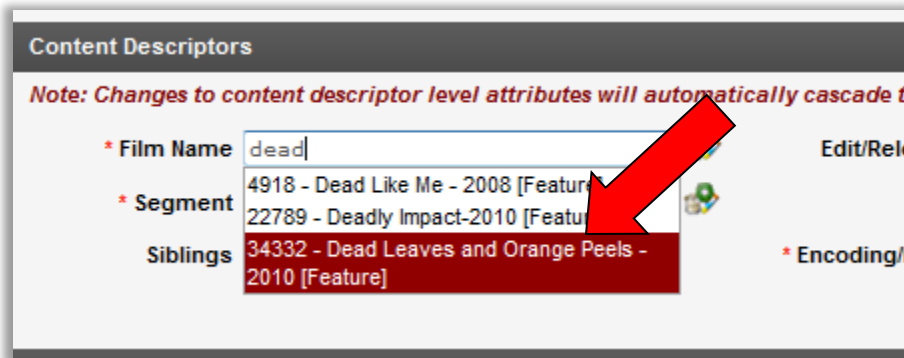
To access the **Asset Details** page from here, type the words, "hot tub," in the **Keywords** field, then click the **Search** button at the right. In the search results that appear, click on the **File I.D.** one of the results (see Figure 134 below).

Figure 134



A new window opens and reveals the **Asset Detail** page for the title 'Hot Tub Time Machine' (the feature in the **Film Name** field). For your own title, clear the information out of the field, then click somewhere outside of the field to let the page refresh. After a couple moments, the page refreshes. In the **Film Name** field, start typing the name of the film you were working on, and in the auto-populate list appears, choose it (see Figure 135 below).

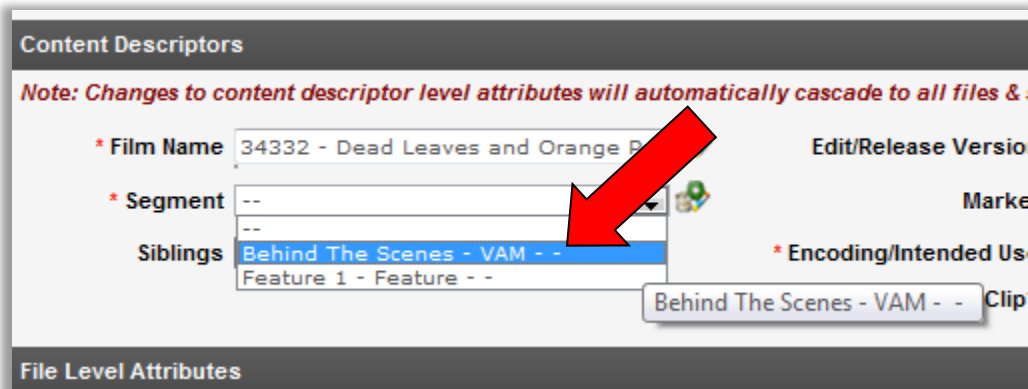
Figure 135



The screenshot shows a window titled "Content Descriptors". At the top, a red note reads: "Note: Changes to content descriptor level attributes will automatically cascade to all files &...". Below this, there are three main fields: "* Film Name", "* Segment", and "Siblings". The "* Film Name" field contains the text "dead". Below it, an auto-populate list is visible, showing three items: "4918 - Dead Like Me - 2008 [Feature]", "22789 - Deadly Impact-2010 [Feature]", and "34332 - Dead Leaves and Orange Peels - 2010 [Feature]". A red arrow points to the third item in the list. To the right of the fields, there are buttons labeled "Edit/Release Version" and "Marked".

For either our example title ('Hot Tub Time Machine') or your own title, in the **Segment** field below the **Film Name** field, click the pull-down arrow to the right, and you will see the new **Segment** name in the list (see Figure 136 below).

Figure 136



The screenshot shows the same "Content Descriptors" window. The "* Film Name" field now contains the text "34332 - Dead Leaves and Orange Peels". The "* Segment" field is set to "--". A red arrow points to the pull-down arrow on the right side of the "* Segment" field. Below the field, a dropdown menu is open, showing two items: "Behind The Scenes - VAM - -" and "Feature 1 - Feature - -". The first item is highlighted in blue. To the right of the fields, there are buttons labeled "Edit/Release Version" and "Marked". At the bottom of the window, there is a section titled "File Level Attributes".

The **Segment** is now available any time, to use for this **Film Name**, in DL3.

12. CLIENT/THIRD-PARTY/REFERENCE/EXTERNAL I.D.s

Client, Third-party, Reference, or External I.D.s are any identifiers used by other companies to recognize a specific item in **DL3**. You will find fields and buttons available to enter these I.D.s in a variety of places within **DL3**.

There is a field for **Master Film Reference Numbers** on the **Edit Master Film** window (see Figure 137 below):

Figure 137

Edit Master Film

Master Film ID: 467

Master Film Name: Dead Leaves and Orange Peels

Security Title:

Expiry Date:

Master Film Type: Feature

Release Year: 2010

Client/3rd Party: --

Master Film Ref #'s

Client/3rd Party	Master Film Ref #'s
Other	54321

Save Back

There is a field for **Film Reference Numbers** on the **Edit Film** window (see Figure 138 below):

Figure 138

Edit Film

Existing Films: 23943 - Hot Tub Time Machine - 2010 [Feature]

Film Id: 23943

Film Description: Hot Tub Time Machine - 2010 [Feature]

Master Film: Hot Tub Time Machine - 2010 [Feature]

Season: Select

Client/3rd Party: --

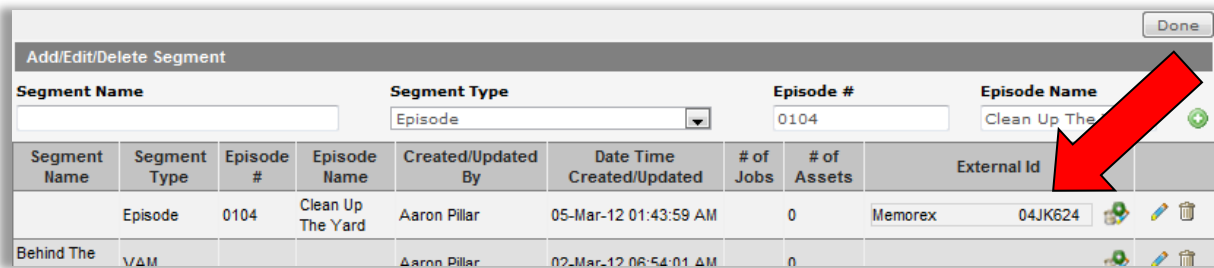
Film Ref #'s

Client/3rd Party	Film Ref #'s
------------------	--------------

Save Done

There is a field for **Segment Reference Numbers** on the **Add/Edit/Delete Segment** window (see Figure 139 below):

Figure 139

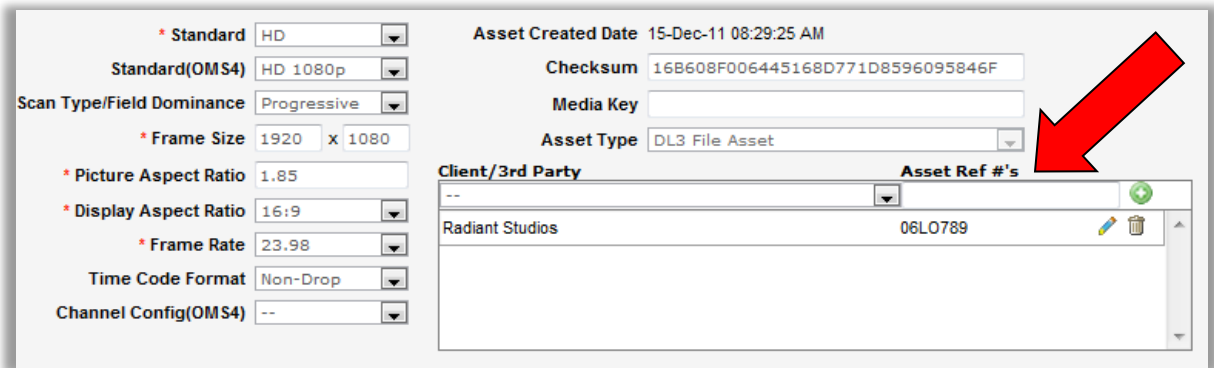


The screenshot shows the 'Add/Edit/Delete Segment' window. At the top, there are input fields for 'Segment Name', 'Segment Type' (set to 'Episode'), 'Episode #' (set to '0104'), and 'Episode Name' (set to 'Clean Up The Yard'). Below these is a table with columns: Segment Name, Segment Type, Episode #, Episode Name, Created/Updated By, Date Time Created/Updated, # of Jobs, # of Assets, and External Id. A red arrow points to the 'External Id' column. The table contains two rows: one for 'Clean Up The Yard' with External Id '04JK624' and another for 'Behind The' with External Id 'V4M'.

Segment Name	Segment Type	Episode #	Episode Name	Created/Updated By	Date Time Created/Updated	# of Jobs	# of Assets	External Id
Clean Up The Yard	Episode	0104	Clean Up The Yard	Aaron Pillar	05-Mar-12 01:43:59 AM	0	Memorex	04JK624
Behind The	V4M			Aaron Pillar	02-Mar-12 06:54:01 AM	0		

And there is a field for **Asset Reference Numbers** on the **Asset Detail** page (see Figure 140 below).

Figure 140



The screenshot shows the 'Asset Detail' page. On the left, there are various settings for the asset, including 'Standard' (HD), 'Standard(OMS4)' (HD 1080p), 'Scan Type/Field Dominance' (Progressive), 'Frame Size' (1920 x 1080), 'Picture Aspect Ratio' (1.85), 'Display Aspect Ratio' (16:9), 'Frame Rate' (23.98), 'Time Code Format' (Non-Drop), and 'Channel Config(OMS4)' (--). On the right, there are fields for 'Asset Created Date' (15-Dec-11 08:29:25 AM), 'Checksum' (16B608F006445168D771D8596095846F), 'Media Key', and 'Asset Type' (DL3 File Asset). Below these is a table with columns: Client/3rd Party and Asset Ref #'s. A red arrow points to the 'Asset Ref #'s column. The table contains one row for 'Radiant Studios' with Asset Ref #'s '06LO789'.

Client/3rd Party	Asset Ref #'s
--	--
Radiant Studios	06LO789

The procedure to add these identifiers is the same for all locations. Choose the Client/3rd Party entity from the **Client/3rd Party** pull-down menu, and then in the **Ref #'s** field, enter the alphanumeric I.D. Then, press the green plus-sign button to add the I.D. To the right of the newly entered I.D. you can use the green pencil to edit an I.D., and the trash can to delete one. Enter as many I.D.s as needed.