



Dashboard User Guide

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1. PURPOSE

A DL3 user guide detailing the functionality of the DL3 Dashboard, a tool to track and manage Account, Asset Inventory, Orders, Production, Title Package, and Reports information related to client **Assets** in the possession of Deluxe.

2. APPLICATION

This user guide supports all clients who need to use the DL3 Dashboard tool to track and manage their **Assets** as they are contained and generated in the Deluxe DL3 digital asset management system content via Deluxe Media's DL3 digital workflow management system.

3. PROCESS OWNER(S)

If this document seems incorrect or outdated, please contact dl3support@bydeluxe.com.

4. Introduction

4.1. Tool Description:

Deluxe Media's **DL3 Dashboard** is an interactive, web-based, production-monitoring interface. The tool's features include:

- 4.1.1. **Project** and **Job** monitoring within the Deluxe Media production environment, and real-time monitoring of all milestone and work.
- 4.1.2. Customizable inventory search for **Assets** housed/stored/created at Deluxe.
- 4.1.3. Location tracking of a client's physical media, including dates of transfer between locations
- 4.1.4. A full-text search for any **Asset** attribute
- 4.1.5. A highly customizable production **Job** search
- 4.1.6. An archived content search
- 4.1.7. **Title Package** access (an interactive digital mastering workflow module), with status view and comment inclusion options
- 4.1.8. A client account detail menu
- 4.1.9. Excel document export options for search results in almost every area of the tool

- 4.1.9.1. **Note:** In the Deluxe Media production environment, **Projects** contain one or more **Jobs**, and **Jobs** contain one or more files. **Projects** and **Jobs** are essentially "tasks of work" to be applied to designated content. By default, the Dashboard's user interface is focused at the **Job** level, for focused workflow oversight.

4.2. DL3 Dashboard Access

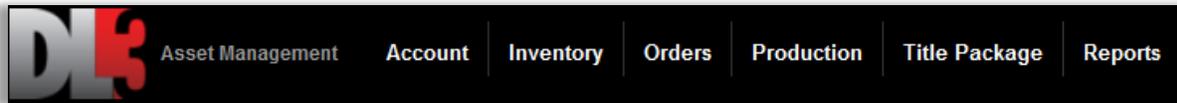
<https://prod.deluxe-dl3.com/Dashboard/>

- 4.2.1. Enter your username and password, and press the **Log In** button.



The default view after login is the Asset Inventory Search window, which is covered later in this document.

4.2.2. The **DL3 Dashboard** has six main menus of information (see below). We'll start with the **Account** menu at the far left, and work to the right. To access any menu, just click on a menu name.



5. The Account Menu

5.1. Usage

The **Account** menu, accessible only to some users depending on client management preferences, provides an editable summary of client information with **Content Owner Account Configurations** associated with the selected **Distributor** listed below the **Distributor** summary.

5.2. Account Configurations

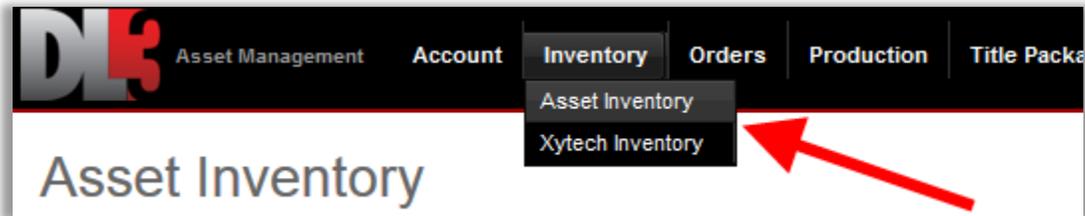
Account configurations are editable, and new ones can be added by clicking the **Add Account Config** button, filling out the various fields on the **Account Configuration Creation** page, and then clicking the **Update** button at the bottom.

Content Owner	Territory	Financial Section % Complete	Content Section % Complete	Technical Section % Complete	Delivery Section % Complete	Locked?	Edit
MGM	United States	0%	39%	29%	0%	<input type="checkbox"/>	
Google	Worldwide	--	0%	15%	0%	No	
Alchemy (fka Millennium Entertainment)	United States	--	0%	0%	0%	No	
Sonar Entertainment	United States	--	0%	0%	0%	No	

6. The Inventory Menu

6.1. Usage

The **Inventory** menu provides users with the ability to search both DL3 and Xytech for client content in the possession of Deluxe.



Searches can employ any of dozens of different **Asset** attribute search filters, with many filters offering dozens of additional filtering options to refine searches even further. The default view upon arriving at this menu is the **Asset Inventory Search** window, the search tool for **Asset Inventory** information.

6.2. Asset Inventory

6.2.1. Search Criteria

- 6.2.1.1. **Keyword Search Field:** Type to return search results containing keywords related to the desired **Asset**.
- 6.2.1.2. **Files and Tapes Search Filter:** Select from the drop-down menu to filter search results by digital files, tape, or to return all results on both formats simultaneously.
- 6.2.1.3. **Title Package Search Filter:** Select from the drop-down menu to only search **Title Package Assets**, to exclude **Title Package Assets** from your search, or to disable this filter (by selecting the **Title Package- No Filter** option).
- 6.2.1.4. **Linked To/Used In Filter:** Place a check in any of the boxes to search for **Assets** linked to or used in CEA Projects or DL3 **Jobs**, or leave them unchecked to exclude these filters from the search.
- 6.2.1.5. **Date Filter:** Place a check in either box to search for **Assets** by **Asset** creation date or by file (or tape) received date.
- 6.2.1.6. **Date Filter From and To Fields:** Enter the date range for search criteria selected in 6.2.5 above.
- 6.2.1.7. **Film Name or Title Field:** Enter a **Film Name** or content title and then click the gray and white plus sign at the right to add one or more items to the **Selected Films** search field below. All selections will be included in the search.
- 6.2.1.8. **Selected Films Field:** Displays content selected via the **Film Name or Title** search filter above to be used as search criteria. Click the gray and white minus button at the right to remove selected content from the **Selected Films** field.
- 6.2.1.9. **Segment Name:** If there is a **Segment** name unique from the typical **Segment Types** listed in the **Segment Types** pull-down below this field, enter the name to refine the search with this criteria.
- 6.2.1.10. **Additional Asset Attributes:** Select from the additional **Asset** attributes to refine the search as desired.
- 6.2.1.11. **Search/Export/Reset:** Click to search, to export search criteria, or to reset set selected criteria.

Asset Inventory Search ✕

1 Keywords

2 Files and Tapes **3** Title Package- No Filter

4 Linked to/used in: CEA Project DL3 Job

11

5 Date: Asset Created File/Tape Received **6** From: To:

7 Film Name or Title
Selected Films:
8

9 Segment Name

All Segment Types All Release Versions

All Content Owners All Vendors

All Intended Use All Frame Rates

All Timecode Formats

Picture Aspect Ratio: To: All Display Aspect Ratio

Audio Con All Audio Languages Audio Alt Content Type

Asset Standard:
4K
BD Upscale
Film (24 fps)

10

Assets with: Files Associated Files Pending Files Removed

All File Wrapper All File Extensions

All Video Codec All Audio Codec

Video Bitrate: To Mbps Sibling of: (Asset ID)

All Subtitle Languages Subtitle Alt Content Type

File Name

Asset Notes

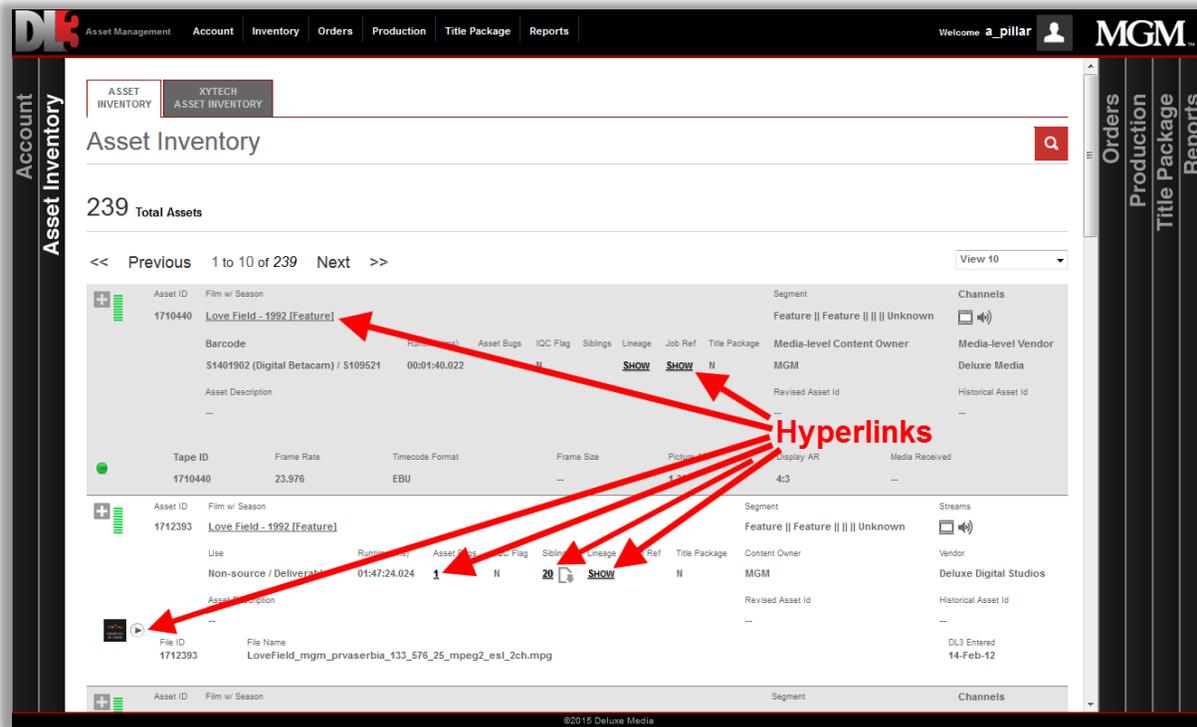
Contains: Video Audio Subtitles CC Graphics Asset Notes

Contains ONLY: All Video Audio Subtitles Closed Captions Graphics

All Tape Facilities Exists On

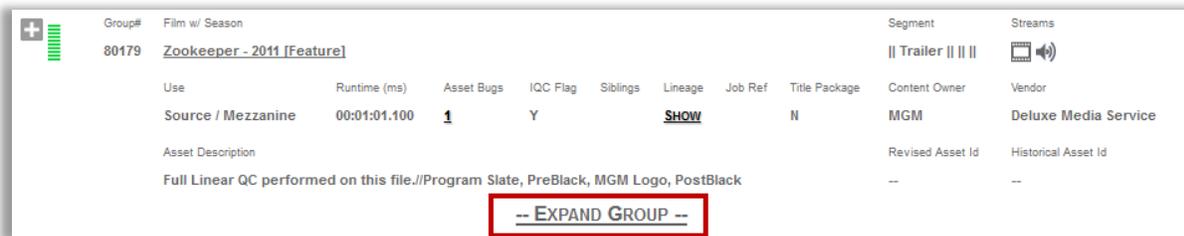
6.2.2. Asset Inventory Search Results

For each search result, items including bugs, lineage, **Film Names**, proxy playback access, Netflix and iTunes icons for each asset that has delivered to those distributors, and a link to reference **Jobs** the **Asset** has been or is associated with, are all hyperlinks leading to additional **Asset** information.



6.2.2.1. Expand Group

Some search results may be part of a collection of **Assets** grouped together. In this case, an **Expand Group** hyperlink to expand the view to all **Assets** in that group will appear at the bottom of the **Asset** entry.



6.2.2.2. Expanded View "More" and Proxy Links

Each **Asset** in the expanded view has an additional **More** link to show further **Asset** details, as well as proxy viewing links and a **Collapse Group** button, which will revert the view back to the original search result view.

6.3. Xytech Inventory

The **Inventory** menu also provides access to the **Xytech Asset Inventory** menu, which displays the asset inventory of the client in Xytech. After entering search criteria, search results show **Asset Details**, including barcodes and storage location.

Title	Episode	Gold Title No.	Essence Filename	Barcode	Alt Barcode	Asset ID	Created By	Media Type	Standard	Status	Notes	Format	Set No	Set Total	Date Added	Vault	Location	Languages	Audio Channels
TASMANIAN DEVILS				H353275	0010014687	24889368		Video	1080p	MOVE		HDCam SR			7/6/2015	DMDC Staging Vault	Ready to Vault 08		12
ARACHNOQUAKE				H381019		24888044		Video	1080psf	MOVE		HDCam SR			7/6/2015	DMDC Staging Vault	QC 02	English, Spanish (Latin Am)	12
ARACHNOQUAKE				H381018		24888042		Video	1080psf	MOVE		HDCam SR			7/6/2015	DMDC Staging Vault	QC READY CKBK02		10
MGM DRIVE 0125				H346784		24888013		Disk		MOVE	LACIE RUGGED HDA002 3/1 39951411083075GR W/ USB 3.0 pickerer 07/06/2015 5:20 pm perezb 07/06/2015 5:28 pm	Hard Drive			7/6/2015	DMDC Staging Vault	Retrieval 02		0
FOREIGN INTRIGUE				H353226	0233553	24887859			NTSC	MOVE		DVD-R			7/6/2015	DMDC Staging Vault	Film Prep 06		0
PACKAGE, THE				H353217	B10208050	24887638			NTSC	MOVE		1"			7/6/2015	DMDC Staging Vault	QA SUPPORT04		2

6.3.1. Click to search for **Assets**.

6.3.2. Click a page number to navigate to other search result pages.

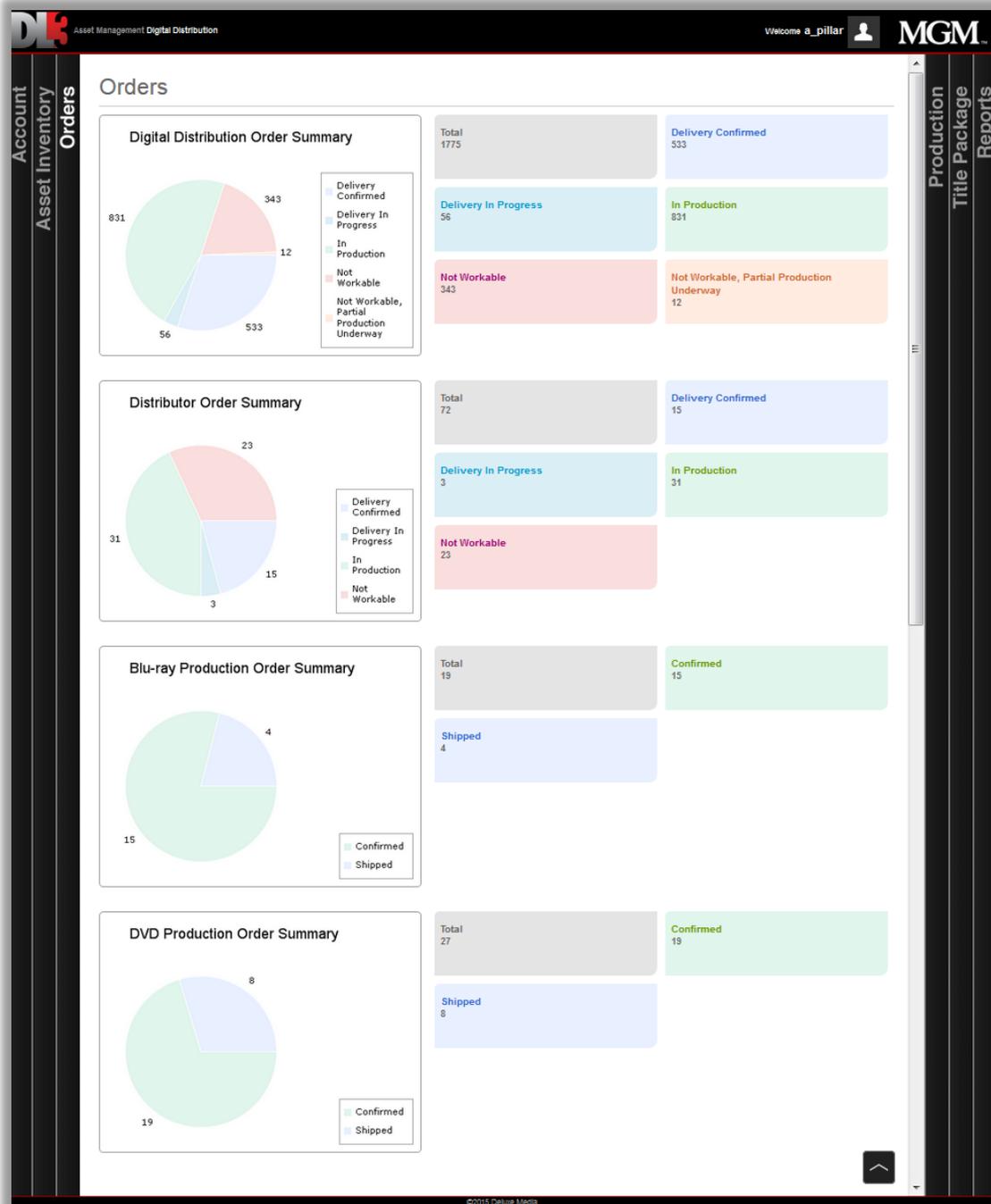
6.3.3. Click the gray page icon to export the search results, in Excel format, to user's desktop/local machine.

6.3.4. Click the hyperlinked number in the **Audio Channels** column to display the **Audio Channel Details** window indicating channel positions, content, language, and configuration.

7. The Orders Menu

7.1. Usage

Utilizing pie-charts, the **Orders** menu provides a high-level view of the current **Orders** being processed at Deluxe within each of the various status categories, per product line. These categories are color-coded for viewing ease and apply to Digital Distribution **Orders**, Distributor **Orders**, Blu-ray Production **Orders**, and DVD Production **Orders**.



7.2. Status categories

7.2.1. **Not Workable:** All or some source content is not yet available. Thus, some work may be able to be done, but not all.

7.2.2. **Not Workable, Partial Production Underway:** Some parts of the **Job** are not workable. Others that are workable have been started.

7.2.3. **Confirmed:** In the case of BDs or DVDs, production is complete.

7.2.4. **In Production:** The **Job** is anywhere within the transcoding, packaging, or QC processes.

7.2.5. **Delivery In Progress:** The delivery process has begun, but is not finished.

7.2.6. **Delivery Confirmed:** The **Job** is completed, there are no open requirements, and the deliverable has been delivered to the distributor. This status automatically stays active for 3 calendar days after the delivery date.

7.2.7. **Shipped:** In the case of BDs or DVDs, the disc has been sent to destination indicated by client.

8. The Production Menu

8.1. Usage

The **Production** menu offers six distinct sub-menus, but the fundamental idea behind each sub-menu is the same; each sub-menu offers the ability for clients to access detailed information about the status of **Jobs** (or in the case of Xytech, **Orders**) in production in DL3. Also, initial entry into each menu defaults to the specific menu's search window.

8.2. The Digital Distribution Content Owner Menu

On the **Digital Distribution Content Owner** menu, a horizontal, color-coded status bar above the list of search results indicates that for all the client's **Jobs** in the system, how many are in each production stage.

The screenshot displays the 'Digital Distribution (Content Owner)' interface. At the top, there are navigation tabs: Asset Management, Account, Inventory, Orders, Production, Title Package, and Reports. A user profile for 'Pillarco' is visible in the top right. Below the navigation, the page title is 'Digital Distribution (Content Owner)' with a search icon and the number '1'. The main heading is '382 Current Jobs'. A status bar shows counts for various stages: Non-Workable (155), Not-Workable (12), Partial Prod (151), In Production (64), Delivery Confirmed (69), Past Due (135), and Delivery Risk (135). Below this is a pagination bar with numbers 1 through 8. A table of jobs is shown with columns: Job ID, Title/Episode, File Count, PO Description, Job Description, Distributor, Project Mgr, Access Letter, Delivery Risk, Workable Date, Why Not Workable?, Due Date, and Production Status. The first job is highlighted with a red '5' in the File Count column. Below the table is a progress bar with stages: Stage 1 (Capture), Stage 2 (Tech), Stage 3 (AV QC), Stage 4 (Package Prep), Stage 5 (Package QC), and Stage 6 (Delivery). A 'Job File Details' window is open, showing PO Number 4846624, PO Created 02/02/2016, and File Name 4846624.pdf. A red '8' is next to the file name, and a red '9' is next to the Job Quality Issues count.

Job ID	Title/Episode	File Count	PO Description	Job Description	Distributor	Project Mgr	Access Letter	Delivery Risk	Workable Date	Why Not Workable?	Due Date	Production Status
377823	Vikings [Episodic]_Season 04 Yoi 404 Episode	5	4846617 Vikings S4	p2p +CC	VUDU, Inc.(United States)	David Bax	170025	6	02/27/16	Workable	03/05/16	Delivery Confirmed 7
396398	1984 - 1984 [Feature] Trailer	2	4846973 Various Titles		Nos Lusomundo TV(Portugal)	Floyd Reeves		II	02/27/16	Workable	03/05/16	In Production
396401	1984 - 1984 [Feature]	3	4846973 Various Titles		Nos Lusomundo TV(Portugal)	Floyd Reeves		II	02/27/16	Workable	03/05/16	In Production
396408	Arabian Nights - 1974 [Feature]	2	4846973 Various Titles		Nos Lusomundo TV(Portugal)	Floyd Reeves		II	02/27/16	Workable	03/05/16	In Production
377881	Vikings [Episodic]_Season 04 Yoi 404 Episode	1	4846624	Castilian	Turner(Spain)	Floyd Reeves		II	02/29/16	Workable	03/07/16	Delivery Confirmed

8.2.1. Click to search for specific **Jobs**.

8.2.2. Click a page number to navigate to other search result pages.

8.2.3. Click the gray page icon to export the search results in Excel format.

8.2.4. Click the gray plus or minus sign to expand or collapse the **Job** details. When expanded, a color-coded **Job**-specific status bar is available within each **Job's** details.

8.2.5. Click to see the **Job File Details** window. In that window, click the **Asset ID**, **File ID**, or the **File Name** for any related file to see full **Asset Details** for that file.

8.2.6. Click to view, in PDF format, authorization documentation related to the **Job**.

8.2.7. Click the **Delivery Confirmed** hyperlink (when available) to see a delivery confirmation pdf with delivery details.

8.2.8. Click to view, in PDF format, the purchase order related to the **Job**.

8.2.9. Click to see logged **Bugs** in the **Job**.

8.3. The Digital Distribution Distributor Menu

Digital Distribution (Distributor) 1

15 Current Jobs

Status			Performance	
Non-Workable	In Production	Delivery Confirmed	Past Due	Delivery Risk
10	4	1	1	10

Job ID	Title/Episode	File Count	PO Description	Job Description	Distributor	Workable Due	Why Not Workable?	Due Date	Production Status
388041	Friday Foster - 1975 [Feature] Trailer	1	4846913 - MGM Mastering - Friday Foster		MGM(United States)	02/29/16	Workable	03/07/16	Delivery Confirmed
345145	Vikings [Episode]_Season 04 What Might Have Been 406 Episode	0	4845778 - Vikings s4 Extended p2e Ep 406	p2e	MGM(United States)	03/02/16	Researching Asset	03/09/16	Not Workable
345146	Vikings [Episode]_Season 04 What Might Have Been 406 Episode	0	4845778 - Vikings s4 Extended p2e Ep 406	p2e Non-subtitled	MGM(United States)	03/02/16	Researching Asset	03/09/16	Not Workable
345149	Vikings [Episode]_Season 04 The Profit and the Loss 407 Episode	2	4845793 - Vikings s4 Extended - p2e Ep 407	p2e	MGM(United States)	03/02/16	Workable	03/09/16	In Production

8.3.1. Click to search for specific **Jobs**.

8.3.2. Click a page number to navigate to other search result pages.

8.3.3. Click the gray page icon to export the search results in Excel format.

8.3.4. Click the gray plus or minus sign to expand or collapse the **Job** details.

8.3.5. Click to view, in PDF format, authorization documentation related to the **Job**.

8.3.6. Click to see logged **Bugs** in the **Job**.

8.3.6. Click the **Delivery Confirmed** hyperlink (when available) to see a delivery confirmation pdf with delivery details.

8.4. The Blu-ray Distribution Menu

Blu-ray Distribution 1

16 Current Jobs

Project #	Title	BOM?	Status	Authoring Facility	Title Manager	Asset Due Date	DLT Date	Assets Missing
91742	After Party- 2015 [Feature] GBR Disc-1 (Region A- North/South America Southeast Asia B- Europe, Middle East, Africa, Australia C- Russia, Central Asia, India, HD 1080p, BD 50)	Yes	Confirmed	DDS	Tolle, Christopher	06/17/15	07/10/15	Fully workable
Project has no missing assets!								
91724	After Party- 2015 [Feature] 3D DEU Disc-1 (Region A- North/South America Southeast Asia B- Europe, Middle East, Africa, Australia C- Russia, Central Asia, India, HD 1080p, BD 50)	Yes	Confirmed	DDS	Tolle, Christopher	05/31/15	07/10/15	Fully workable
Sorry, No Purchase Order Information found for this Order!								
93169	Collected Works of Hayao Miyazaki, The [Compilation] KIKI's Delivery Service USA Disc-1 (Region BD Open Region (A-Primary)	Yes	Confirmed	DDS	Benjamin, Kevin	05/31/15	07/10/15	Fully workable

8.4.1. Click to search for specific **Projects**.

8.4.2. Click the gray page icon to export the search results, in Excel format, to user's desktop/local machine.

8.4.3. Click the gray plus or minus sign to expand or collapse the **Project** and see a list of missing **Assets** (if there *are* missing **Assets**) and their details, and any available purchase order information.

8.4.4. Click the hyperlinked title name to see details and status of all **Assets** associated with the **Project**.

8.5. The DVD Distribution Menu

Project #	Title	BOM?	Status	Authoring Facility	Title Manager	Asset Due Date	DLT Date	Assets Missing
91709	After Party - 2015 [Feature] AUS Disc-1 (Region 2 - Europe, South Africa, Japan, Middle East 4 - Latin America, South America, Oceania 5 - Africa, India, Eastern Europe, Russia, PAL, DVD-9)	Yes	Shipped	DDS	Tolle, Christopher	06/19/15	07/10/15	Fully workable
Project has no missing assets!								
Sorry, No Purchase Order Information found for this Order!								
91722	After Party - 2015 [Feature] SEA Disc-1 (Region 1 - USA, North America 3 - South East Asia, Hong Kong, Korea 5 - Africa, India, Eastern Europe, Russia, NTSC, DVD-9)	Yes	Confirmed	DDS	Tolle, Christopher	06/22/15	07/13/15	Fully workable

8.5.1. Click to search for specific **Projects**.

8.5.2. Click the gray page icon to export the search results, in Excel format, to user's desktop/local machine.

8.5.3. Click the gray plus or minus sign to expand or collapse the **Project** and see a list of missing **Assets** (if there *are* missing **Assets**) and their details, and any available purchase order information.

8.5.4. Click the hyperlinked title name to see details and status of all **Assets** associated with the **Project**.

8.6. The Tape Orders (Xytech Tape Orders) Menu

The **Tape Orders (Xytech Tape Orders)** menu displays all the work orders created for Xytech tape orders. These work orders reflect the work that is conducted in Xytech to create a tape. When first accessing this menu, users enter search criteria in the search window pop-up. After clicking the **Search** button, search results appear on the menu.

Order Number	Order Number	PO Number	Title	Due Date	Ship End Date	Xytech Date Stamp
2458980-2	Dina Woolums	4838074	Duplication	6/4/2015	6/4/2015	6/4/2015

Order Number	Order Number	PO Number	Primary Title	Episode Number	Episode Description	Service	QTY	Format	Type	Standard	Frame Rate	Length	Status	Status Desc	Ship To / Distributor	Ship Via	Air Waybill	Billing	Ship End Date
808583	2458980-2	4838074	BIO DOME			D Duplic SD	1	Betacam SP		NTSC		100:53	Complete		AURIX Corporation	UPS		Invoice	6/4/2015
808583	2458980-2	4838074	BIO DOME			D Duplic SD	1	Betacam SP		NTSC		100:57	Complete		AURIX Corporation	UPS		Invoice	6/4/2015
808583	2458980-2	4838074	BIO DOME			D Duplic SD	1	Betacam SP		NTSC		102:10	Complete		AURIX Corporation	UPS		Invoice	6/4/2015

- 8.6.1. Click to search start another search, or to refine the current search with criteria adjustments.
- 8.6.2. Click the row of numbers to jump to additional search result pages.
- 8.6.3. Click the gray page icon to export the search results, in Excel format, to user's desktop/local machine.
- 8.6.4. Click the gray plus or minus sign to expand or collapse a specific **Tape Order** and see a list of services contained within that **Work Order**. Details of the service for each title are listed in the revealed columns.
- 8.6.5. In the **Order Number** column of one of the services, click the **Sources** hyperlink to see all the sources being used in that service, with columns of **Asset Details** for each source.

Sources										
Source No Barcode No	Ship Type	Primary Title	Episode No & Desc	Asset Desc	Format Aspect	Framing Frame Rate	Type Standard	Size Length	Part of	Vault Location
1 J132362	LIB_VAULT	Bridge To Nowhere		Full Frame Master	D1 4X3	Full Frame	Master NTSC	59:09	1 / 2	SOS PC14 PUTAWAYCART14
2 LS801988	LIB_VAULT	BRIDGE TO NOWHERE			D1		NTSC	27:02	2 / 2	SOS PC14 PUTAWAYCART14
4 H257708	LIB_VAULT	BRIDGE TO NOWHERE			DBC 4X3 1.33	Full Frame	Protection Master NTSC	124 min. 86:27	1 / 1	SOS PC09 PUTAWAYCART09

8.7. The (Xytech) Remastering with Digital Restoration Menu

The **(Xytech) Remastering with Digital Restoration** menu, currently available only for users with access to Client Twentieth Century Fox International Dashboard information, displays all the Xytech work orders created by the Post and Restoration Services Team for Twentieth Century Fox International. When first accessing this menu, users enter search criteria in the search window pop-up. After clicking the **Search** button, search results appear on the menu.

Order Number	Order Contact	PO Number	Title	Due Date	Ship End Date	Xytech Date Stamp						
2376120-1	Paul Engelberg	TSC313849	Secret Life of Walter Mitty	12/23/2013	12/23/2013	12/10/2013						
2378052-1	Anthea Pigao	TSC308232	Wolverine	12/16/2013	12/16/2013	12/12/2013						
Order Number	Primary Title	Episode Number	Episode Description	Service	QTY	Format	Type	Standard	Frame Rate	Length	Status	Status Desc
2378052-1	WOLVERINE, THE (2013)			SO Data Management	1	Hard Drive				125:58	⚠	Pending
2378052-1	WOLVERINE, THE (2013)			SO Data Management	1	J2K				125:58	⚠	Pending
2378052-1	WOLVERINE, THE (2013)			SO Data Management	1	AVI				125:58	⚠	Pending
2378052-1	WOLVERINE, THE (2013)			SO Data Management	1	DV25				125:58	⚠	Pending

- 8.7.1. Click to search start another search, or to refine the current search with criteria adjustments.
- 8.7.2. Click the gray page icon to export the search results in Excel format.

8.7.3. Click the gray plus or minus sign to expand or collapse a specific **Work Order** and see a list of services contained within that **Work Order**. Details of the service for each title are listed in the revealed columns.

8.8. **Media Center:** [Coming soon...](#)

9. The Title Package Menu

9.1. Usage

The **Title Package** menu displays in list and graphical form all film asset requirement combination options (title packages) Deluxe currently has created and logged for package production, with the ability for clients to add, per package, any additional production-related comments.

9.2. Title Packages Search Window

Upon first arrival at this menu, enter search criteria in the **Search** window.

9.2.1. After selecting a **Film Name**, click the gray plus sign to add the film to the **Selected Films** field.

9.2.2. To remove films from the **Selected Films** field, click on a **Film Name**, and then click the gray minus sign.

9.2.3. Place a check in the **Email me a copy of the results** checkbox and enter an email address to receive an email of the search results.

9.3. Title Packages Search Results

Owner	Types	Film W/Season	Assets Fulfilled	Assets Expected	% Complete	Potential Assets	% Potential Complete (Approximate Title Marketability)
MGM	HD	12 Angry Men TWELVEAN	139	272	51%	272	51%

Owner	Film	ID	Name	Type	Assets Fulfilled	Assets Expected	% Complete	Potential Assets	% Potential Complete	Comments
MGM	12 Angry Men - 1957 [Feature] 87232U	394	MGM Mastering - Top Shelf - Cohort #2	HD	139	272	61%	272	51%	
MGM			1984 1984		164	168	97%	468	98%	

- 9.3.1. Click to search for specific **Title Packages**.
- 9.3.2. Click a page number to navigate to other search result pages.
- 9.3.3. Click the gray page icon to export the search results in Excel format.
- 9.3.4. Click the gray plus or minus sign to expand or collapse a specific package in the search results.
- 9.3.5. Enter checks in any of the checkboxes to export data only for specific **Title Packages**.
- 9.3.6. Click to open the **Title Package Details** page.

9.4. The Title Package Details Page

At the top of the **Title Package Details** page, user can (1) select to export the details below, or (2) add general comments and save.

The screenshot shows a web interface for 'Title Package Details'. At the top, there is a summary bar with the following text: 'TOTAL: ASSETS EXPECTED: 141 ASSETS FULFILLED: 139 PERCENTAGE COMPLETE: 99% POTENTIAL FILES: 272 PERCENTAGE POTENTIAL COMPLETE: 51'. Below this, the interface is split into two main sections. The left section, titled 'Packages', contains a single entry: '394 - MGM Mastering - Top Shelf - Cohort #2'. To the right of this entry is a red number '1' and a circular refresh icon. The right section, titled 'Title Package Comments', contains a large text input area. At the bottom right of this section is a red number '2' and a 'SAVE' button.

Below the export and general comments area, there are three sections to the **Title Package Details** page, from top to bottom:

Asset Management Account Inventory Orders Production Title Package Reports Welcome Pillarco

12 Angry Men - 1957 [Feature] HD

TOTAL: ASSETS EXPECTED: 141 ASSETS FULFILLED: 139 PERCENTAGE COMPLETE: 99% POTENTIAL FILES: 272 PERCENTAGE POTENTIAL COMPLETE: 51

Packages: 384_MGM Mastering_Top Shelf_Cohort #2

Title Package Comments

Graphical View (Hide)

Hide Legend

- Complete: Asset is complete and fulfilled
- In Progress: Source has been received and work is in progress
- Source Received - Not Siblinged
- Source Received - But inactive for Client
- Source Not Found
- Source Issue
- Source NOT viable
- Source NOT Required (ie Forced subs, textless vers)

Associated Files Lineage

Video - Core - OAR

Assets Expected: 12
Assets Fulfilled: 12
% Complete: 100%

Video - Supplemental - OAR

Assets Expected: 8
Assets Fulfilled: 8
% Complete: 100%

Video - Core - 178

Assets Expected: 4
Assets Fulfilled: 4
% Complete: 100%

Video - Supplemental - 178

Assets Expected: 3
Assets Fulfilled: 3
% Complete: 100%

Video - Core - 133

Assets Expected: 8
Assets Fulfilled: 8
% Complete: 100%

Video - Supplemental - 133

Assets Expected: 8
Assets Fulfilled: 8
% Complete: 100%

AUDIO

Assets Expected: 8
Assets Fulfilled: 8
% Complete: 100%

SUBTITLES

Assets Expected: 25
Assets Fulfilled: 23
% Complete: 92%

KEY ART

Assets Expected: 80
Assets Fulfilled: 80
% Complete: 100%

OTHERS

Assets Expected: 1
Assets Fulfilled: 1
% Complete: 100%

Results

Sort By: [v] Then By: [v] Then By: [v] Show: [v]

Direction: [v] Direction: [v] Direction: [v]

APPLY SORT

Asset ID	File Name	Element Type	Language	Intended Use	Edit/Release Version	Bugs On File	Status	Comments
3325489	twelveangrymen_headbuild_mgm...	Headbuild - OAR	Audies: 1.0 English (USA), English (USA)	Source / Mezzanine	Unknown	0	Complete: Asset is complete and fulfilled	
3325512	twelveangrymen_feature_mgm...	P2P - OAR	Video: Textless Without Textless Bed/English (USA) Audies: 2.0 English (USA), English (USA)	Source / Mezzanine	Unknown	0	Complete: Asset is complete and fulfilled	

- 9.4.1. **Legend:** Click the **Show/Hide Legend** button at the top to see the **Legend**.
- 9.4.2. **Element Graphic:** Graphically shows the specific film related elements available for inclusion in DL3 **Projects** and **Jobs**. Click an item name to see only that item in the **Element List** below, which initially shows all elements.
- 9.4.3. **Element List:** Sort and show as a list the specific film related elements available for inclusion in DL3 **Projects** and **Jobs**. Access proxies by clicking any icons under the **Asset ID** at the left, and enter specific comments at the right.

10. The Reports Menu

10.1. Usage

The **Reports** menu sub-menus all offer users search result export options (look for either **Export** buttons or an Excel export icon at the top right of search results) for the variety of archived content, distributor specification, **Asset** inventory, OMS shipping, **Title Package**, activity, and spec utilization report searches.

10.2. The Film Asset Export Menu

In the **Film Asset Export** menu, search for **Film Names** and then in the search results click the hyperlinked **Film Name** to export in Excel format a list of **Assets** in the possession of Deluxe related to that film.

Film Name	Asset Count
.com for Murder - 2002 [Feature]	13
1 Chance 2 Dance - 2014 [Feature]	5
1 Love - 2003 [Feature]	2
1,000 Convicts and a Woman - 1971 [Feature]	3
10 Rules for Sleeping Around - 2013 [Feature]	4
10 To Midnight - 1983 [Feature]	20
10:30 P.M. Summer-1966 [Feature]	10
190 Film and a Feature - 2003 [Feature]	22

10.3. The Archive Content Search Menu

In the **Archive Content Search** menu, use search criteria to see a list of all client-specific content Deluxe has *archived*.

IQ #	Film Name	Film Segment	File Name	Run Time	Aspect Ratio	Format	Migrated	Ext	Asset ID	Intended Use	Content
50550	Basketball Diaries [Feature]		MGM_BasketballDiaries_Trail...	00:02:24.768		None	No	mp2	9745	Mezzanine	
50551	Basketball Diaries [Feature]		MGM_BasketballDiaries_Trail...	00:02:24.768		None	No	mp2	9746	Mezzanine	
50501	Casino Royale [Feature]		MGM-CASINOROYALE-TEST_HD-23...	00:05:02.344		None	No	wav	8614	Mezzanine	
50502	Die Another Day [Feature]		MGM-DIEANOTHERDAY-CONTENT_H...	02:12:17.429			No	wav	1527	Mezzanine	
50503	Die Another Day [Feature]		MGM-DIEANOTHERDAY-CONTENT_H...	02:12:17.429		WAV	No	wav	1528	Mezzanine	
50504	Die Another Day [Feature]		MGM-DIEANOTHERDAY-CONTENT_H...	02:12:17.429			No	wav	1529	Mezzanine	
50505	Die Another Day [Feature]		MGM-DIEANOTHERDAY-CONTENT_H...	02:12:17.429			No	wav	1530	Mezzanine	

10.4. The Distributor Profile Search Menu

In the **Distributor Profile Search** menu, view any distributor specifications in the system, per the search selections made at the top (distributor and territory).

The screenshot shows the 'Distributor Profile' search interface. At the top, there are navigation tabs: Asset Management, Account, Inventory, Orders, Production, Title Package, and Reports. The user is logged in as 'Pillarco'. Below the navigation, there are two dropdown menus for 'Distributor' (set to 'ALL') and 'Territory' (set to 'ALL'), with a 'SEARCH' button below them. A table lists the search results:

Distributor Company	Distributor Territory	# Specs Onboarded	Recent Orders Count	Latest Order Date	Last Modified by
1+1	Finland	0	0	--	Michael Kisseburg
1+1	Ukraine	5	0	11/25/2015	Leighton Strout
223 Post Services	United States	3	0	06/04/2014	Michael Kisseburg
2G Digital Post	United States	0	0	09/01/2015	
2X2 (aka CJSC, Closed Joint Stock Company)	Russia	0	0	--	Kenneth Secor
3-D Film Archive, LLC	United States	0	0	11/17/2015	
385 Media	Iceland	2	0	11/18/2015	Kenneth Secor
A-F Networks	United Kingdom	1	1	03/03/2016	Kenneth Secor

10.4.1. Distributor Profile Page

Once the desired list of distributors is retrieved, users can click on a distributor's hyperlinked name to see an update-able **Distributor Profile** page, which contains four sections:

- General distributor details: Users can add notes and adjust Access Client
- **Distributor Content Info**: Users can select options from pulldowns then update
- **Preferred Selection**: **Coming soon...**
- **Custom Specs**: See **Specification Details** section below

The screenshot shows the 'Distributor Profile' page for '2X2 (aka CJSC, Closed Joint Stock Company)'. The page includes the following sections:

- General Details:**
 - Distributor: 2X2 (aka CJSC, Closed Joint Stock Company) Total Onboarded Specs: 0
 - Territory: Russia Delivery Methods Onboarded: MGM - Client FaspeX (fas...)
 - Access Client: Yes No
 - Notes: [Text area]
 - Last Updated: --
 - UPDATE button
- Distributor Content Info:**
 - HD Aspect Ratio: --
 - SD Aspect Ratio: --
 - Head Build: --
 - Textless Material: --
 - Trailers: --
 - Metadata: --
 - Subtitles: --
 - Subtitle Languages: English (USA), English (UK), Afrikaans
 - Format/Embed Type: --
 - Subtitle Conform: --
 - Subtitle Full/Forced: --
 - Alternate Audio Tracks: --
 - Track Languages: English (USA), English (UK), Afrikaans
 - Track Format/Embed Type: --
 - Track Channel Config: --
 - Music & Effects Tracks: --
- Preferred Selection:** [Section header]
- Custom Specs:**

Audio & Video Specs			
Spec ID	Description	Job Due Date	Recent Job Count
2432	ProResHQ 720x480 [Active Picture] 2398 24bit 2.0 "Match Language" (1-Tracks)	12/31/2016	101
2427	ProResHQ 1920x1080 [Active Picture] 2398 24bit 5.1 + 2.0 "Match Language" (7-Tracks)	12/31/2016	305

10.4.2. Specification Details

Here you can click on the hyperlinked **File Spec Name** to see the spec details window sectioned into **File Level Attributes**, **Streams**, **Video**, **Audio**, **Job Logs**, and **Automation Profiles**. If profiles have been entered in the **Automation Profiles** section, users can further refine the list of visible profiles by selecting a production stage and corresponding system.

Spec Details ✕

Spec ID: 92 **Spec Name: ProResHQ 1920x1080 2398 24bit 2.0 Eng (2-tracks)**

>> **File Level Attributes**

File Format/Wrapper	QuickTi	Mux Type	-	Scan Type/Field Dominance	Progressive
Frame Rate	23.976	Standard	-	Picture Aspect Ratio	-
Time Code Format	Non-Dro	Frame Size	1920 X 1080	Display Aspect Ratio	-
File Extension	mov	Naming Convention	[Studio]_[Title]_[Portal]_ProRes_1920x1080_2398_2ch_[Asp		

>> **Streams**

>> **Video**

Colorimetry	Color SubSampling	Color Space	RGB Level	Codec	Bit Depth	Average BitRate (kbps)	Peak BitRate (kbps)	Encode Type	Video Watermark
709	4:2:2			ProRes 422 (HQ)	10	0		VBR	

< >

>> **Audio**

Track / Stream	Config(Stream)	Language	Alternate Content Type	Channel Map	Audio Element Type	Audio Codec	Bitrate Mode	Average Bitrate (kbps)	Peak Bitrate (kbps)
1	2.0	English (USA)		Stereo Left		PCM	CBR		
2	2.0	English (USA)		Stereo Right		PCM	CBR		

< >

>> **Job Logs**

Comments Not Found

>> **Automation Profiles**

Select a Stage and Corresponding System Profiles for Selected Stage/System

Stages and Profiles Not Found

10.5. The OMS Asset Inventory Menu

The **OMS Asset Inventory** menu allows users to search for and return a list of any client specific **Assets** Deluxe has in its *OMS* inventory. Search results retrieve various **Asset Details** including bar codes, creator, and storage location.

OMS Asset Inventory

Media Type: ALL Received Date:

Film: Media:

Asset Type: ALL Disc Segment:

Language: ALL Client: All

Asset ID: PO Number:

Client ID: Source Barcode:

Barcode:

SEARCH

<< Previous 1 to 50 of 101 Next >>

Creator	Client ID	PO Number	Bar Code	Status	Media Label	Media Type	Part	Date Received	Location
			539846	Production	Evelyn MPAA Slate Video NTSC	Internal Server	1		
			539847	Production		Internal Server	1		
			539848	Production	Evelyn Motion Menus 16x9 Menu Video NTSC	Internal Server	1		
			539849	Production	Terminator 4x3 FF DVD Trailer	Internal Server	1		

10.5.1. OMS Asset Details

Click on the hyperlinked **Bar Code** number to see additional **Asset Details**.

OMS Asset Inventory Details

Asset ID: 539846 Client: MGM

Barcode#: 539846 Creator:

Media Type: Internal Server Media Label: Evelyn MPAA Slate Video NTSC

Part#: 1 Description:

Received Date: Mar-08-2016 Status: Shipped

Asset QC Approved Asset In-Activated

Asset Type	TV Type	Language	Audio Encoding Format	Stds. Conversion Required	C/E Req	Minutes	Avg Bitrate	Peak Bitrate	Total Mbytes
Evelyn - 2002 [Feature] - MPAA Slate									
Video	NTSC	N/A	N/A	No	No	0:0:0:0	9,000,000	9,000,000	N/A

10.6. The OMS Shipping Report Menu

The **OMS Shipping Report** menu allows users to search for and retrieve information on any OMS shipments of **Assets** based on the selected search criteria at the top. Click on the hyperlinked **Bar Code** number to see additional shipment details.

10.7. The Title Package Activity Report Menu

The **Title Package Activity Report** menu allows users to search for **Title Package** activity related to a specific film.

10.7.1. Title Package Activity Report Film Search

In the field, type to retrieve a **Film Name**, then click the gray plus sign button to add that **Film Name** to the **Selected Films** field.

10.7.2. Title Package Activity Report Major/Minor Element Type Selection

Select an option from the film **Major Element Type** pull-down. This will populate the **Minor Element Type** pull-down with related items to choose to refine the search.

10.7.3. Title Package Activity Report Selected Films Removal

Click the gray minus sign to remove selected **Film Names** from the **Selected Films** field.

10.7.4. Title Package Activity Report Excel Export

Click to export results as an Excel document.

10.8. The Title Package Report Menu

The **Title Package Report** menu allows users export a report of **Title Package** search results.

The screenshot shows the 'Title Package Report' interface. It includes a navigation bar with 'Asset Management', 'Account', 'Inventory', 'Orders', 'Production', 'Title Package', and 'Reports'. The user is logged in as 'Pillarco'. The main form has several fields: 'Title Package Name' and 'Title Package ID' (both with input boxes), 'Film' (with a dropdown and a '+' button labeled '1'), 'Major Element Type' (with a dropdown), 'Minor Element Type' (with a dropdown labeled '2'), 'Asset ID' (with an input box), and 'Element Language' (with a dropdown). Below these is a 'Selected Films' field with a '-' button labeled '3'. At the bottom right of the form area is a 'SEARCH' button and a small icon labeled '4'. Below the form is a table with columns: Title Package ID, Title Package Name, Film, Reference #, Major Element, Minor Element, Asset ID, File Name, Delivered, Language, Status, Intended Use, Release Version, Element Comments, Updated By, and Updated Date. The table contains two rows of data.

Title Package ID	Title Package Name	Film	Reference #	Major Element	Minor Element	Asset ID	File Name	Delivered	Language	Status	Intended Use	Release Version	Element Comments	Updated By	Updated Date
5	MGM Mastering - Bus Ticket (PO# 4930753)	1984 - 1984 [Feature]	08965K	Audio	Audio 2.0 Stereo	3295479	1984_feature_mgm_pcm_1152kb_brp_2ch_20mix_audioonly_v2.mov	No	Audio: 2.0 Portuguese (Brazil), Portuguese (Brazil)	Complete: Asset is complete and fulfilled	Source / Mezzanine	Unknown			11/16/2013 03:22:23
5	MGM Mastering 1984	1984 - 1984	08965K	Audio	Audio 2.0 Stereo	3308416	1984_feature_mgm_mezz_pcm_1152kb_fr_20mix_2ch_audioonly_v2.mov	No	Audio: 2.0 French (France), French	Complete: Asset is	Source / Mezzanine	Unknown			11/19/2013 07:50:00

10.8.1. The Title Package Report Film Search

In the field, type to retrieve a **Film Name**, then click the gray plus sign button to add that **Film Name** to the **Selected Films** field.

10.8.2. Title Package Report Major/Minor Element Type Selection

Select an option from the film **Major Element Type** pull-down. This will populate the **Minor Element Type** pull-down with related items to choose to refine the search.

10.8.3. Title Package Report Selected Films Removal

Click the gray minus sign to remove selected **Film Names** from the **Selected Films** field.

10.8.4. Title Package Report Excel Export

Click to export results as an Excel document.

10.9. The Title Package Delivery Report Menu

The **Title Package Delivery Report** menu allows users export a report of **Title Package** delivery search results.

Title Package ID	Title Package Name	Film	Reference #	Major Element	Minor Element	Asset ID	File Name	Language	Intended Use	Release Version
3610	A.D.: The Bible Continues - Episodic - 112: Abomination - Domestic	A.D.: The Bible Continues [Episodic] Season 01: Abomination, The 112 Episode	05651H, ADSERI01	Subtitles	Closed Caption	5827335	ad_mgmdomestic_international_s1ep112_abomination_p2p_uamg_mezz_23976_ecc_v2.scc	Caption: English (USA)	Non-source / Deliverable	Domestic
3610	A.D.: The Bible Continues -	A.D.: The Bible Continues [Episodic] Season	05651H, ADSERI01	Video - Core - OAR	P2P - OAR	5399720	ad_mgmdomestic_s1ep112_abomination_p2p_uamg_mezz_178_1080_23976_prores422hq_eng_sch.mov	Audio: 2.0 English (USA), 5.1 English (USA)	Source / Mezzanine	Domestic

10.9.1. The Title Package Delivery Report Film Search

In the field, type to retrieve a **Film Name**, then click the gray plus sign button to add that **Film Name** to the **Selected Films** field.

10.9.2. Title Package Delivery Report Major/Minor Element Type Selection

Select an option from the film **Major Element Type** pull-down. This will populate the **Minor Element Type** pull-down with related items to choose to refine the search.

10.9.3. Title Package Delivery Report Selected Films Removal

Click the gray minus sign to remove selected **Film Names** from the **Selected Films** field.

10.9.4. Title Package Delivery Report Excel Export

Click to export results as an Excel document.

10.10. The DL3 Job Expected Delivery Date Activity Report Menu

The **DL3 Job Expected Delivery Date Activity Report** menu allows users export to Excel an expected delivery date activity report for **Jobs**.

Job ID	Current Job Expected Delivery Date	Transaction Date	User Name	New Date Value	Old Date Value
358892	4-April-16 11:59:59 PM	2-March-16 08:06:39 AM	Greg Porter	4-April-16 11:59:59 PM	1-March-16 11:59:59 PM
358893	4-April-16 11:59:59 PM	2-March-16 08:06:39 AM	Greg Porter	4-April-16 11:59:59 PM	1-March-16 11:59:59 PM
368290	3-March-16 11:59:00 PM	1-March-16 05:53:08 PM	Morgan McCann	3-March-16 11:59:00 PM	1-March-16 11:59:00 PM
372502	4-March-16 11:59:00 PM	1-March-16 07:29:00 PM	Morgan McCann	4-March-16 11:59:00 PM	1-March-16 11:59:00 PM
378058	17-March-16 11:59:00 PM	2-March-16 07:33:41 PM	Vibeke Boe	17-March-16 11:59:00 PM	3-March-16 11:59:00 PM

10.10.1. DL3 Job Expected Delivery Date Activity Excel Export

Click to export results as an Excel document.

10.11. The DL3 Spec Utilization Menu

The **DL3 Spec Utilization** menu allows users to see how many **Jobs** specs have been used in (via the **Job Count** column).

Distributor	Territory	Spec Name	Spec #	Job Count
MGM (Bus Ticket)	United States	3.5mbps AVC H@4 1920x1080 2398p 2.0 "Match Language" 192kpbs ACC-LC MP4 (Rhozet Spec 2017)	1103	2246
iTunes	United States	ProResHQ 1920x1080 2398 24bit 2.0 "Match Language" w/Full Subs (1-track)	823	1749
iTunes	United States	ProResHQ 720x480 2398 24bit 2.0 "Match Language" w/Full Subs (1-track)	831	1076
MGM	United States	ProResHQ 1920x1080 2398 24bit 5.1 + 2.0 "Match Language" (7-tracks)	215	861
MGM (Bus Ticket)	United States	50mbps XDCAM HD422 DCP10 1920x1080 25i 24bit 5.1 + 2.0 "Match Language" MXF (8-tracks)	631	751
MGM (Bus Ticket)	United States	80mbps MPQ2-TS H@H 4:2:2 1920x1080 2398 5.1 + 2.0 "Match Language" TS (mpg)	21	742
MGM (Bus Ticket)	United States	50mbps XDCAM HD422 1920x1080 25i 24bit Dual Mono "Match Language" + 6.0 MOS MXF (8-tracks)	1108	730

10.11.1. The DL3 Spec Utilization Spec Details

Click the spec number hyperlink to view the **Spec Details** window.

10.11.2. The DL3 Spec Utilization Spec Excel Export

Click to export results as an Excel document.

10.12. The Preferred Spec Menu

The **Preferred Spec** menu allows users to search for and identify preferred distributor specifications for a specific territory. As with other **Reports** search tabs, export of search results via the Excel icon at the top right of the search results is available as well.

DM3 Asset Management Account Inventory Orders Production Title Package Reports Welcome Pillarco 

Distributor Specs Search

Distributor: ALL Territory: ALL Spec: HD Custom, HD MIPES-2 23.976, HD MXF 23.976, HD MXF 25

Distributor	Territory	Company Name	Spec	Last Modified Date	User
1+1	Ukraine	MGM		04/06/15	Michael Kisselburg
223 Post Services	United States	MGM		04/06/15	Michael Kisselburg
2G Digital Post	United States	MGM		04/06/15	Michael Kisselburg
2X2 (aka CJSC, Closed Joint Stock Company)	Russia	MGM			
3-D Film Archive, LLC	United States	MGM			
365 Media	Iceland	MGM			
A&E Networks	United Kingdom	MGM			
ABS-CBN Corporation	Philippines	MGM		12/02/15	Michael Kisselburg
Academy of Motion Picture Arts and Sciences	United States	MGM			