1. Purpose

The purpose of this work instruction is to detail both the process of compressing and archiving finished CFF projects and the process of archiving the resulting files as Assets in DL3.

2. Application

This work instruction applies to the fifth of five steps in the UltraViolet CFF (Common File Format) file creation process.

3. Process Owner(s)

If this document seems incorrect/outdated, please contact the below person for updates:

Role (BU & Dept.)	Contact Person
Technical Writer, Applications Development	Aaron Pillar (818-565-3893)
POD Leader, DDS Burbank 4 BD	Tom Lai
Director of Global Quality Assurance, Global QA	Justine Mannino

4. Flow Chart
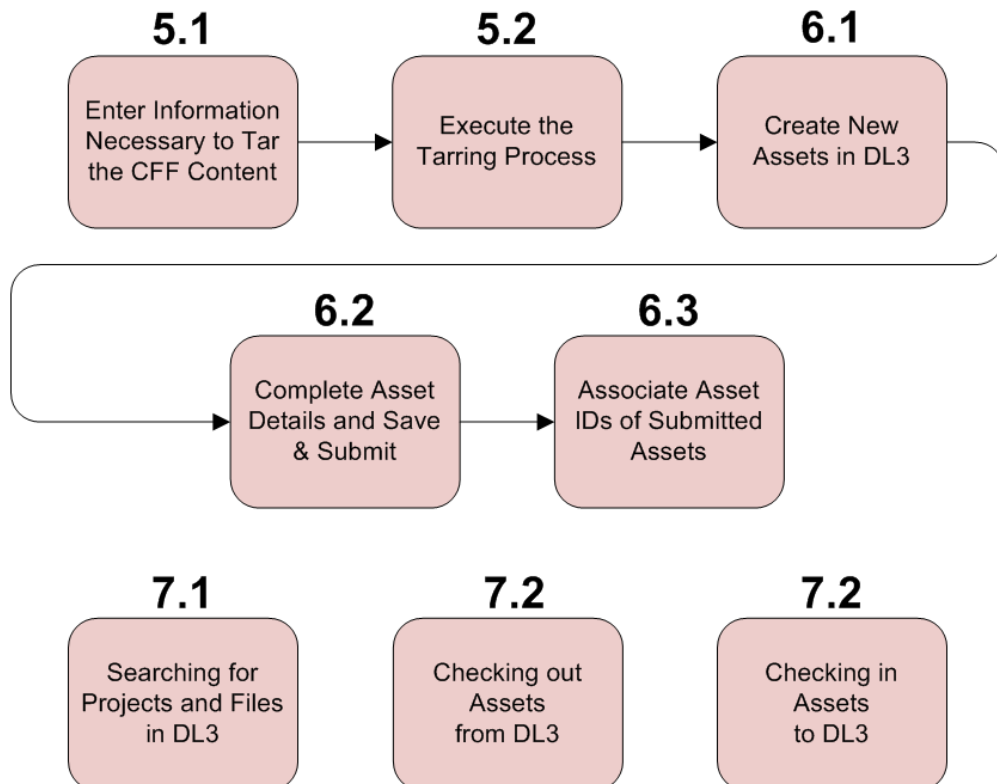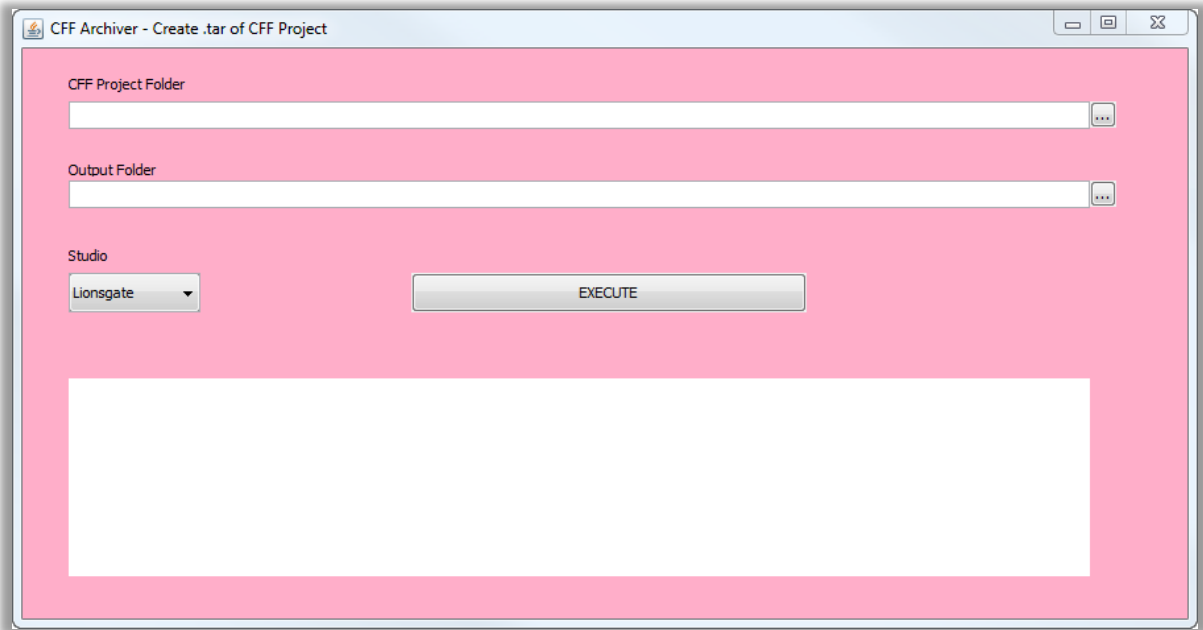
5. Creating .tar Files from Finished CFF Projects

Requirements are:

- *CFF Archiver Tool (CFFArchiver.jar)

- 7 Zip (A file compression tool – should be bundled and in the same folder with the CFF Archiver)
- The necessary DL3 access level (a "DL3 DDG MS" menu should be available to you)
  - o Logging in to the DL3 landing page (http://dl3.dgmusa.com/OMS4/login_n.aspx?lo=1) with DL3 credentials yields access to the menu (see screen shot below):
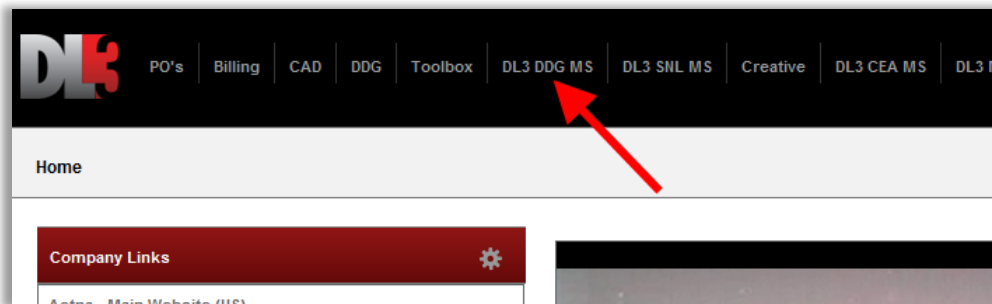
- DL3 user folders on the storage volume to ingest (into DL3) the files from.

Contact your manager or dl3support@bydeluxe.com if the DL3 DDG MS menu or these folders are not enabled in your DL3 account.

*The executable for the CFF Archiver tool can be found at the following locations:

- DDSPROD: \\dmburisix1\CFF \UltraViolet\TOOLS\CFF_Archiver
- CORP svn: http://hd-svn01/svn/NTBU/Projects/Blu-ray/Tools/CFF/CFFArchiver

5.1. Enter Information Necessary to Tar the CFF Content

Launch the CFF Archiver and fill in the information the tool needs to begin the process (browse/paths can be dragged in).

- **CFF Project Folder**: Provide the root location of the CFF title folder.
- **Output Folder**: Typically your DL3 user Input folder on the DL3 volume to ingest from (in other words, you're outputting from the CFF Archiver *into* your DL3 Input folder, from which ingestion will occur *into* the DL3 File Repository.
- **Studio**: Content Owner (Select the appropriate value for the title; the dropdown list of studio options can be configured by updating the studios.txt file inside the jar file).

5.2. Execute the Tarring Process

Start the tarring process by clicking on the Execute button. Once completed, files will be outputted through the CFF Archiver tool and should appear in the DL3 Input Queue (IQ) for your DL3 account (see section 6 of this document), but *only* if you specified one of your DL3 user Input folders as the output of the tool. If not, you'll first need to manually copy the tar files, from where they were outputted to, to your DL3 Input folder.

Two notes:

- The archiver tool's log window should show progress made and a 7-Zip window will also trigger at this point. The files are processed in this order: Description.txt file > Source.tar > Project.tar.
- If you get a warning stating the project folder is larger than the .tar of the source folder, it may be necessary to manually inspect the output for correctness (check file sizes and contents).
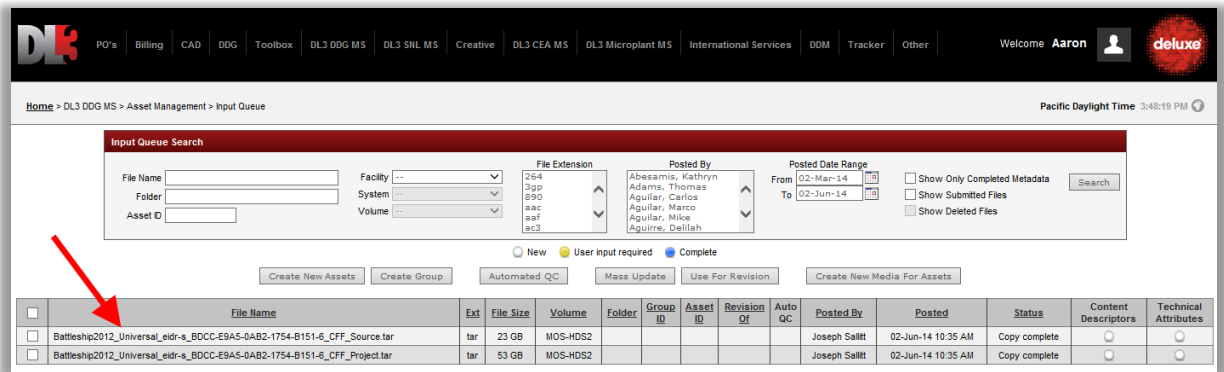
6. Create New Assets in DL3 for the Outputted .tar Files

From the DL3 landing page:

http://dl3.dgmusa.com/OMS4/landing.aspx

Go to DL3 DDG MS > Asset Management > Input Queue. If you selected your DL3 Input folder as the output destination for the .tar files, the interface should look similar to the screen shot below:

You can see both the Source.tar and Project.tar files you created.

6.1. Create New Assets in DL3

Place a check in the checkbox to the left of both .tar files and click the Create New Assets button. A new asset record representing each file is created, but the Asset as not yet been saved and submitted into the system.

Note: Select "No" and "Continue" when asked if IQC is required.

Notice that an Asset ID has been assigned to each file. Click on the Asset ID link for the Source.tar file to proceed into its Asset Details page. You'll return here to do the same for the Project.tar file.

6.2. Complete Asset Details and Save & Submit

In the Content Descriptors section, complete the required information (indicated by a red asterisk next to a field).

Note: From here on, save your progress often/as necessary!

6.2.1. Film Name
Select the correct option – The film name of the project you're working on.
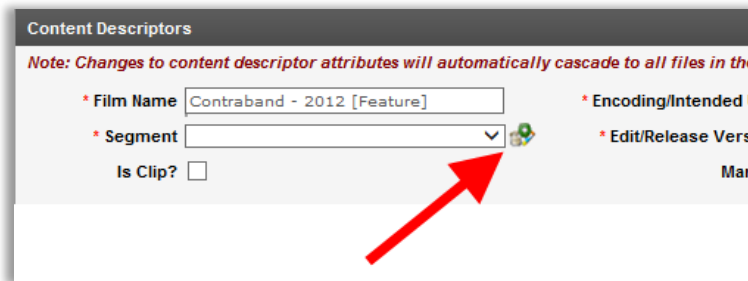
6.2.2. Segment

Select "Feature" or "Feature-Feature." If these options don't exist, you can manually create a new Segment option.

To manually create the required Segment, to the right of the Segment dropdown menu, click the Add Edit Delete button.

This brings you to the Add Segment window, where all previously added Segment choices are listed and can be edited or deleted.

To add a Segment choose a Segment Type (in this case "Feature") at the top left, and then click the green plus sign button at the far right. Click the Done button at the upper right when finished, and now select the newly created Segment from the Segment dropdown on the Asset Details page.

6.2.3. Encoding/Intended Use
Select Source/Mezzanine.

6.2.4. Edit/Release Version
This may vary depending on the Project being worked on. Most projects should have "Theatrical" selected in this field.

6.2.5. Content Owner
The content owner for the Project being worked on (this field should have auto-populated based on the Film Name selected).

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6.2.6. Vendor

Should always be "Deluxe Media Services."

In the File Level Attributes section the information should populate automatically. If any fields *did not* auto-populate, manually input the information required by taking it from the "...CFF Description.txt" file that was generated by the CFF Archiver tool in the tarring process. The Actual Run Time (ms) item is the only field that may be left blank (zeroes), as it is not necessary for these tar files.

Note: If DL3 auto-scraped any file-level attributes that don't make sense for the .tar file (which contains multiple AV files), please manually clear those attributes.

6.2.7. Client/3rd Party

This field will hold four IDs taken from the Description.txt file:
Content ID, ALID, Active APID (SD) and Active APID (HD). Look up "DECE" in the input box (left) and enter the first ID by using the plus (+) sign. Repeat this until all four IDs have been entered.

Note: In the Streams section, if DL3 auto-scraped some video/audio streams, you will need to manually delete those streams.
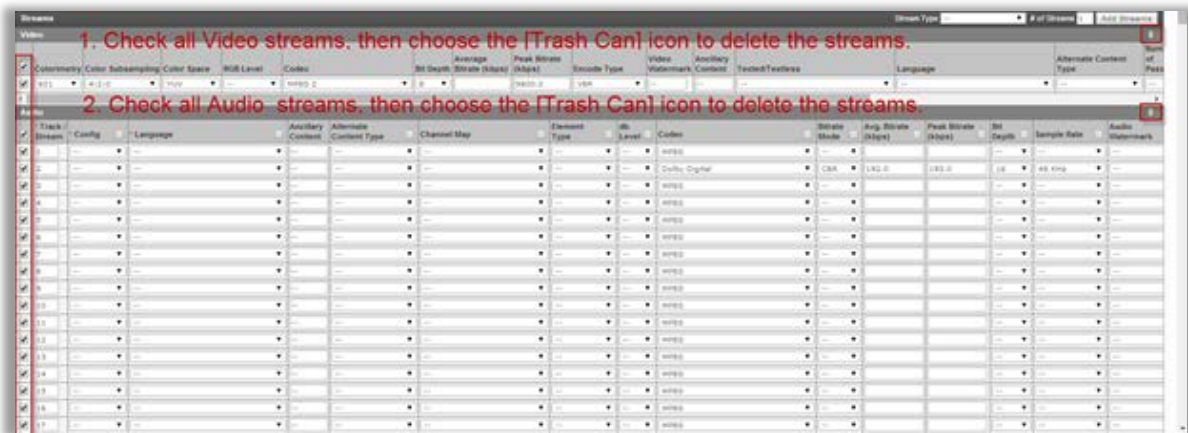
6.2.8. Asset Comments

Finally, at the bottom of the Asset Details page, click Add Comment at the right, in the Target Team field at the left select "All," then copy/paste the entirety of the CFF Description.txt file and add it in as a comment. Then click the Save button at the right.

6.2.9. Click Save and Submit

Once all of the Asset Metadata has been filled out, click on the Save & Submit button to trigger the actual ingest of the file into the DL3 File Repository. Until Save & Submit is clicked, the file

will continue to sit in your Input folder and is not actually ingested yet. The act of submitting the Asset into DL3 will cause the file to be removed from your Input folder and moved into DL3 managed system space and permanently become read-only.

After Save & Submit is clicked, you will be returned to the Input Queue page and you'll notice that the Asset you just submitted will no longer show up in your IQ Search results unless you check the Show Submitted Files box.

Start step 6.1 over again for the Project.tar file, and continue through step 6.2.9, with this single difference: On the Asset Details page, in the Encoding/Intended Use dropdown in the Content Descriptors section, instead of selecting the "Source/Mezzanine" option, select "Non-Source/Deliverable."

6.3. Associate Asset IDs of Submitted Assets

Both Source.tar and Project.tar have been archived and the pertinent information filled in at this point. Now, the two Asset IDs must be associated. Navigate to the Related Assets panel within the Asset Details page for either project or source file. Select the Project File option from the dropdown menu and click the Link button to the right.
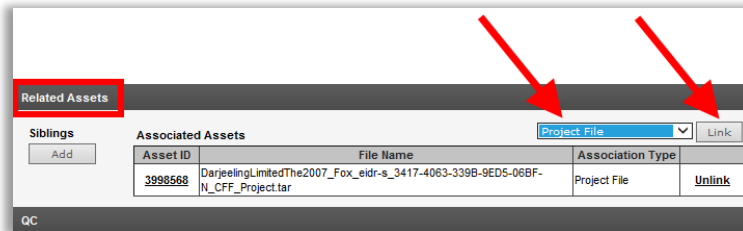
The Link Project Files window will open.
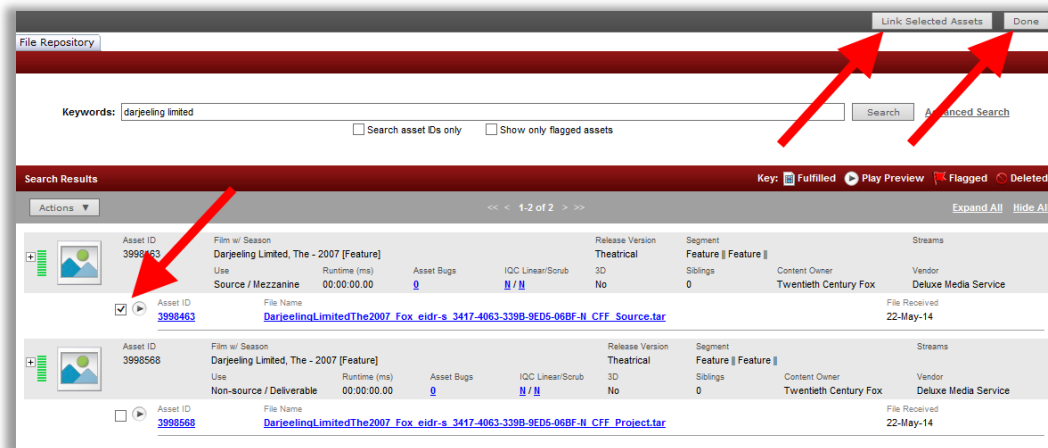
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Search for the other tar file (using its Asset ID or other identifying value). When you see it in the search results, place a check in its checkbox (at the left) and click the Link Selected Assets button at the far top right of the window.

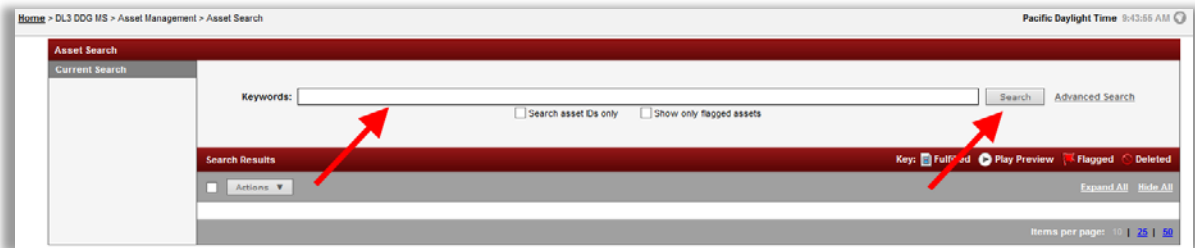Exit the page by clicking the Done button at the far upper right, or by closing the browser window.

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7. Search and Checkin/Checkout Actions in DL3

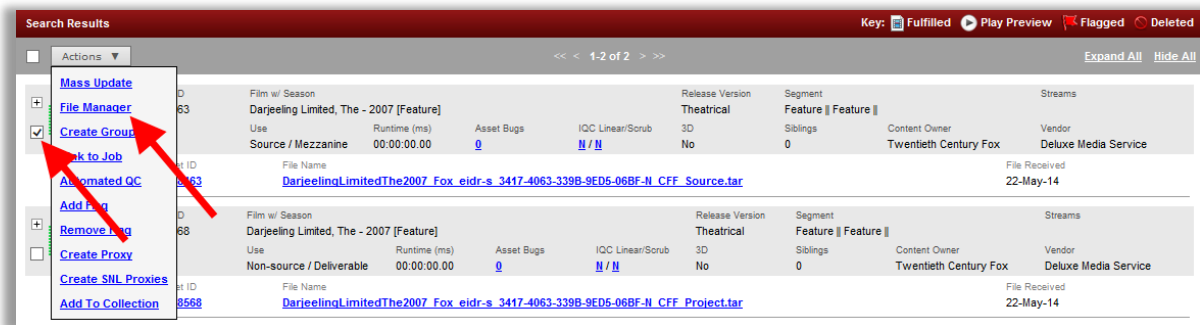### 7.1. Searching for Projects and Files in DL3

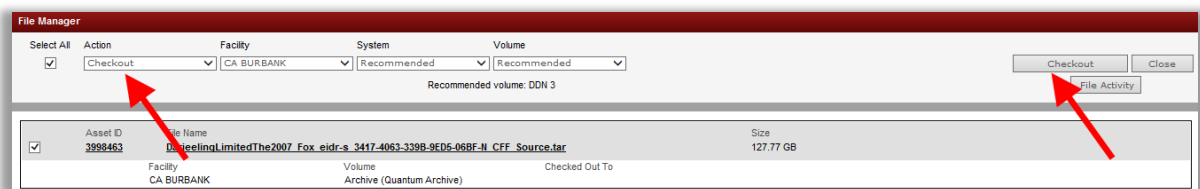7.1.1. Navigate to DL3 DDG MS >Asset Management >Asset Search.

7.1.2. Search for Project – Project Name, Asset ID, ALID, APID, etc. Partial strings should also work.

7.2. Checking out Assets from DL3

7.2.1. Search for Assets via the Asset Search page.

7.2.2. Checkmark the Assets to checkout and choose the File Manager option from the Actions dropdown.

7.2.3. The File Manager prompt will open. Choose the Checkout option from the Action dropdown. Change the storage you want to check out to if the DL3 recommended one isn't

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what you want (Ideally, you want to check out to a volume for which the file already exists, to avoid a wait time to copy from another volume or from tape archive). Then, click the Checkout button.

Note: If there is *no* copy time needed, the file will instantaneously check-out and appear in your Output folder on the volume selected for checkout.

Note: If there *is* copy/wait time, then you can check the progress of your file via the DL3 DDG MS > Asset Management > Checkout Queue page. Manually refresh the view at the top right.

Note: The File Manager prompt can also be accessed from the Asset Details page but will only allow you to check out one file at a time (in this case, the Asset whose Asset Details page you accessed the File Manager from).

7.3. Checking in Assets to DL3

7.3.1. Navigate to DL3 DDG MS > Asset Management > Asset Checkin.
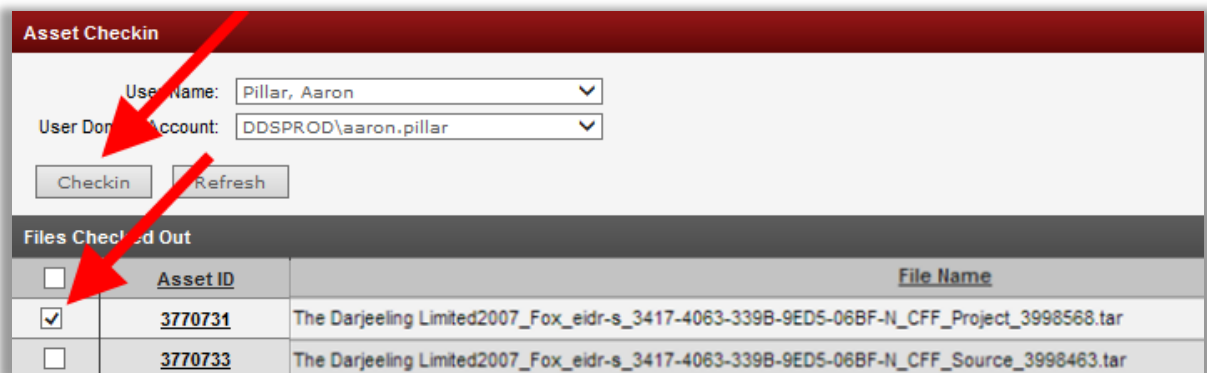
7.3.2. Checkmark the files to check-in and click the Checkin button.

Note: The File Manager can also be used to check-in Assets in the same way they are checked out except that you would choose the checkin option.