



# Helmut 4 - HCO

## Admin Guide

Software documentation  
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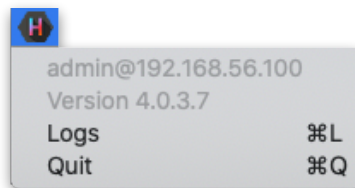
## 1. HCO - “The” Database

Helmut CO is a database in which all relevant information about projects existing in HelmutFX is stored. This includes information about the project object itself, as well as information about project-related files and their use in projects and sequences. Cosmo offers the possibility to extract this information in order to feed it to external systems (MAM / PAM systems, for example) or to change this information. This information forms the basis of a proper housekeeping.

Cosmo considerably expands the functionality of the Helmut4 family by providing functions that were previously only possible via Premiere itself, or the HIO Panel Extension, via the web interface. For example, it offers the possibility to export sequences directly from the web interface. Files can be added to projects without having to open the application (Premiere Pro / After Effects).

### 1.1. Helmut4 - Connect Client

Helmut4 connects to the server via an application on the workstation. This application has only the possibility of being executed or closed again and does not provide any further functions. It has no graphical interface and appears as a Menu Bar icon on Mac and a Task Bar icon on Window



**Figure 1.1 Client Application Menu Bar Icon MAC**

The Connect Client handles the communication with the server. The connector in turn is addressed by the Web UI. As soon as a user logs on to the web interface, the client connector connects to the server and shows the username and the server the user is logged into. This leads to a license being counted. The status “Connected” is attached to the Streams trigger: *Connected*

If a user logs on to the web interface without the client connector running, it is not possible to access projects. To ensure that an administrator can configure the system via the web interface, all menu items required for the administrator are displayed, even without a connection via the connector. No license is used here.

Clicking logs or command L (MAC) opens the location of the client's log files.

Via the web interface the Connect Client for Windows and MAC can be downloaded. The installer includes the Connect Client, as well as the Premiere Pro and After Effects panel extension. Both will be installed automatically. After successful installation the panel can be opened via Windows -> Extension -> Helmut within Premiere Pro and After Effects.

In addition to the Helmut4 panel for Premiere and After Effects, 2 hidden panels are also installed. One for Premiere and one for AME. Both start automatically and enable communication between streams and the respective applications.

## 1.2. Login

Figure 2.1.1 shows the login page, which can be reached via the IP address of the server via any browser. For this, the address must be entered in the browser search field.

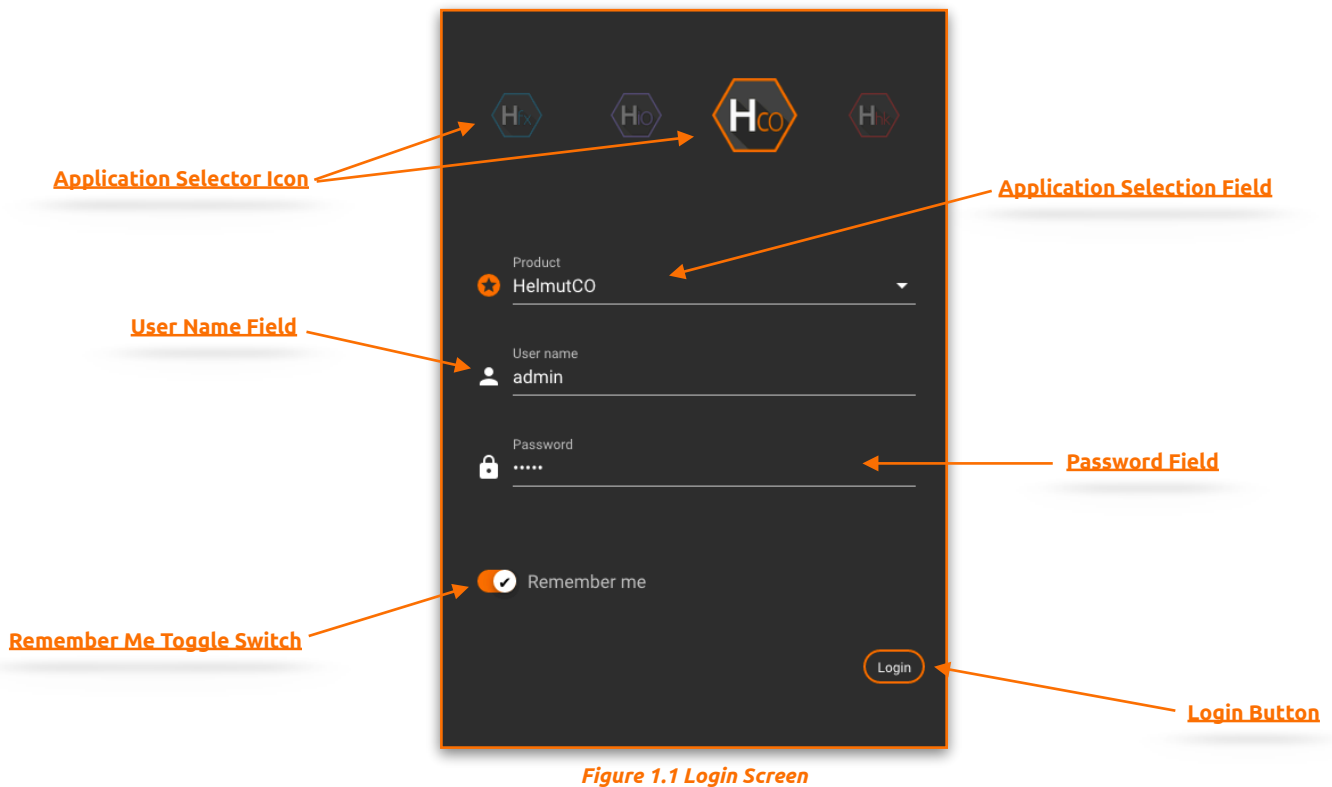
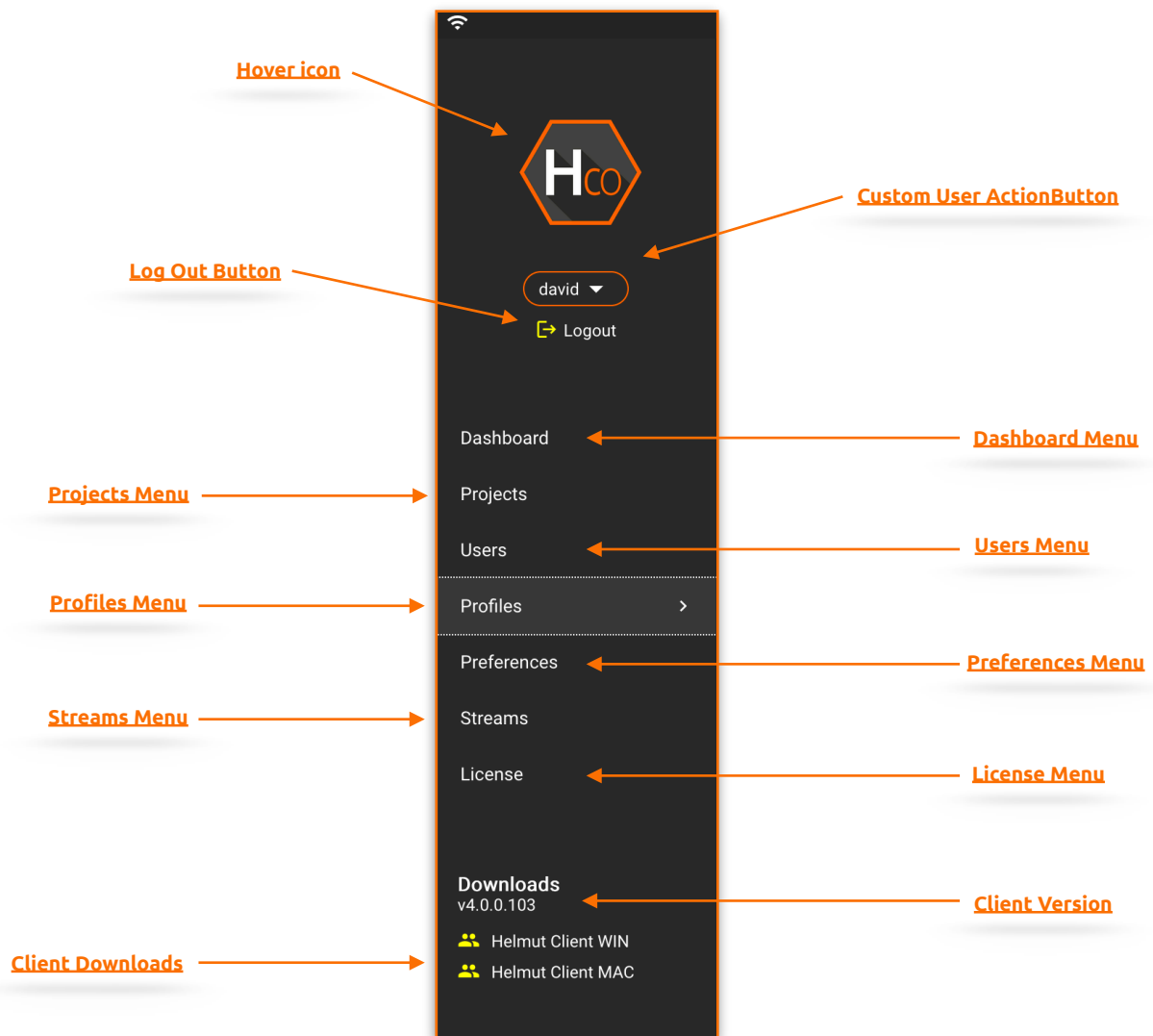


Figure 1.1 Login Screen

- **Application Selector Icon:** By selecting an icon you can decide in which application you want to log in. Depending on the existing core license (s) the icons will be displayed or not.
- **Application Selection Field:** Selecting a product lets you decide which application to sign up for. Depending on the existing core licenses, products may or may not be listed.
- **User Name Field:** Input field for the user name. Displayname and Username can be used.
- **Password Field:** Input field for the user's password.
- **Remember Me Toggle Switch:** If the toggle switch is set to true, the credentials entered are saved.
- **Login Button:** Executes the login process with the selected and entered values.

## 2. Side Menu

After a successful login as an administrator the complete side menu view will be loaded. This contains the following menu items: Some menu items correspond exactly to the menu items from HelmutFX.



*Figure 2.1.0 Side Menu*

## 2.1. Hover Icon

If the mouse pointer is moved over the product icon, the product icons of the other applications of Helmut4 appear. This depends on the respective user settings and the acquired licenses. Click on one of the appearing icons to change to the respective application.

## 2.2. Custom User Action Button (FX/IO/CO/HK)

If a custom user stream has been created under menu item 1.3.10 "Streams menu", the entry can be reached via this button and the stream can be executed. Custom user actions are visible to all users. To learn how to create a custom user action button, see chapter 1.3.10

## 2.3. Log Out Button (FX/IO/CO/HK)

The user can log out via this button. The logout process closes the connection to the server, the client connector and redirects to the log in page.

## 2.4. Dashboard

After successful login, the dashboard view is loaded. All jobs that the logged in user has initiated are displayed here. The subdivision is done in import and export operations, as well as source product types (Premiere Pro, After Effects, HIO, HCO). The list view can be filtered by source, tType and pProgress, render node, creator and date, by clicking on the corresponding icon. The list shows 25 entries per page.

The dashboard is the same dashboard as in HelmutIO. For more information see:

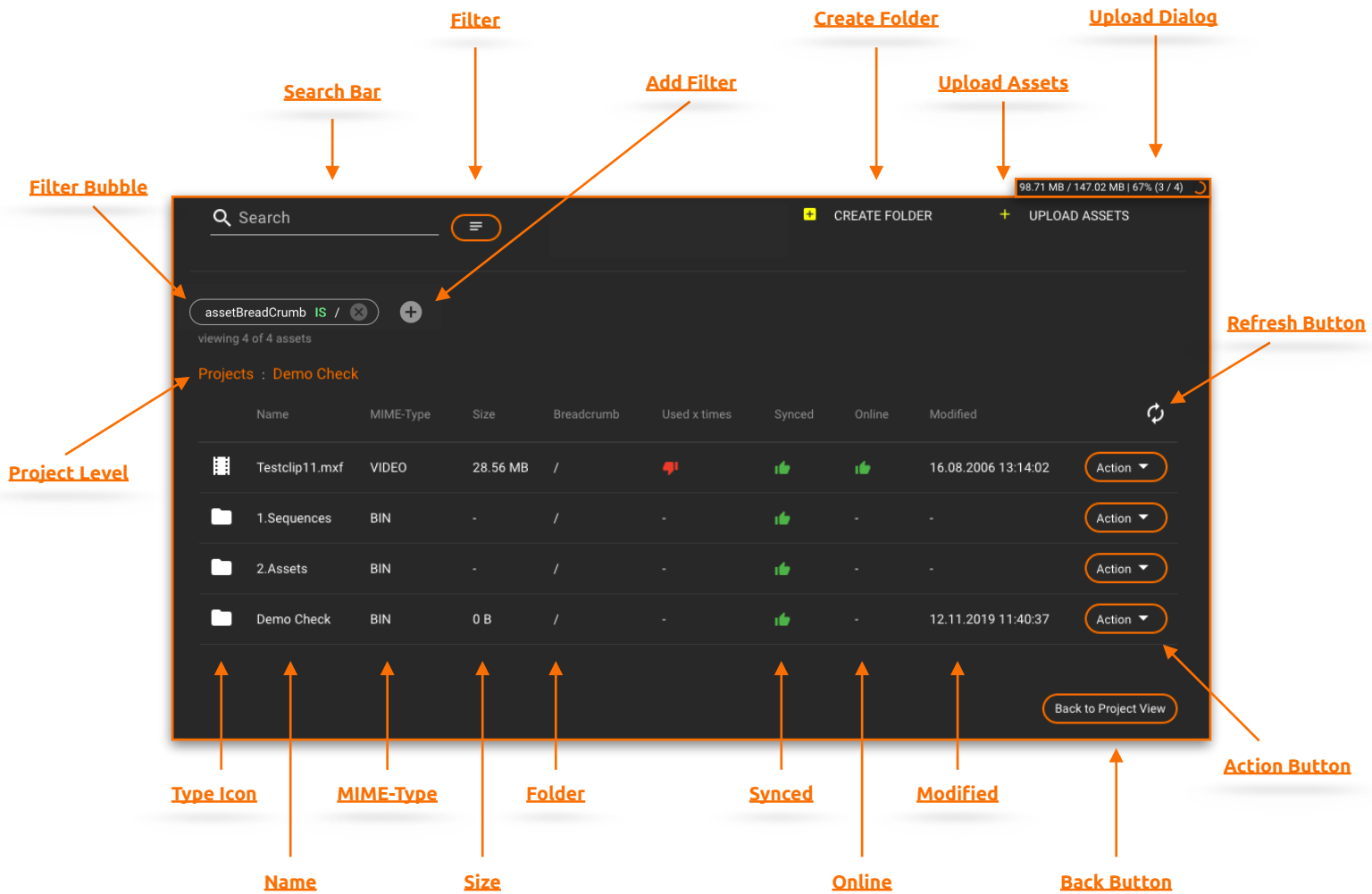
*HelmutIO - admin Guide.pdf*

## 2.5. Projects

After a successful login the project management view will be loaded. Here, all projects that are assigned to the logged-in user via his group affiliation are listed in a table. The main page is an exact replica of the Project Tab from HelmutFX. For more information see: HelmutFX - User Guide.pdf

In contrast to HelmutFX, a click on the project name does not open the corresponding NLE, but the content of the project. The prerequisite for this is that the project has been previously indexed. During indexing, all information from the project file is read out and entered in the Cosmo database. This is always a snapshot. There is no possibility to create a live match. This can be done via a stream. See Streams - Admin Guide.pdf

Folders, subfolders, assets (video / audio), as well as sequences and compositions are displayed.

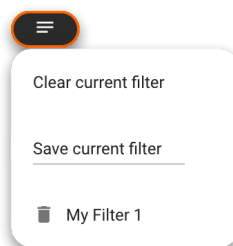


### 2.5.1. Search Bar

The search bar is designed as a free text search. The search takes place directly during the input and is automatically created as a filter bubble. If a filter bubble is set, the search will automatically be performed over the list generated by the filter.

### 2.5.2. Filter

Displays the user-specific saved filters and allows you to select and remove them as well as to save a current configured filter.

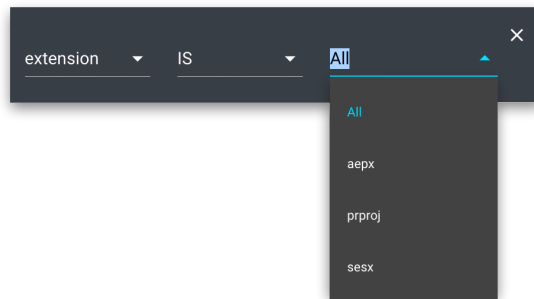


**Figure 2.5.1 Saved Filter**



### 2.5.3. Filter Bubble

A filter bubble can be created by clicking on a metadata entry in the project overview or by clicking on a metadata entry in the hidden overlay. By clicking on the filter bubble itself, a dialog opens to edit it. See Figure 2.5.2. By default, the filters for group, category and template are active and set to ALL. If the group filter bubble is edited and a group is selected via the dialog that opens, only the categories belonging to the selected group can be selected via the category filter bubble. The same applies to the template filter bubble. If a filter bubble has been edited, it is possible to reset the filter bubble to ALL using the displayed minus sign.



*Figure 2.5.2 Define Filter*

### 2.5.4. Edit Filter

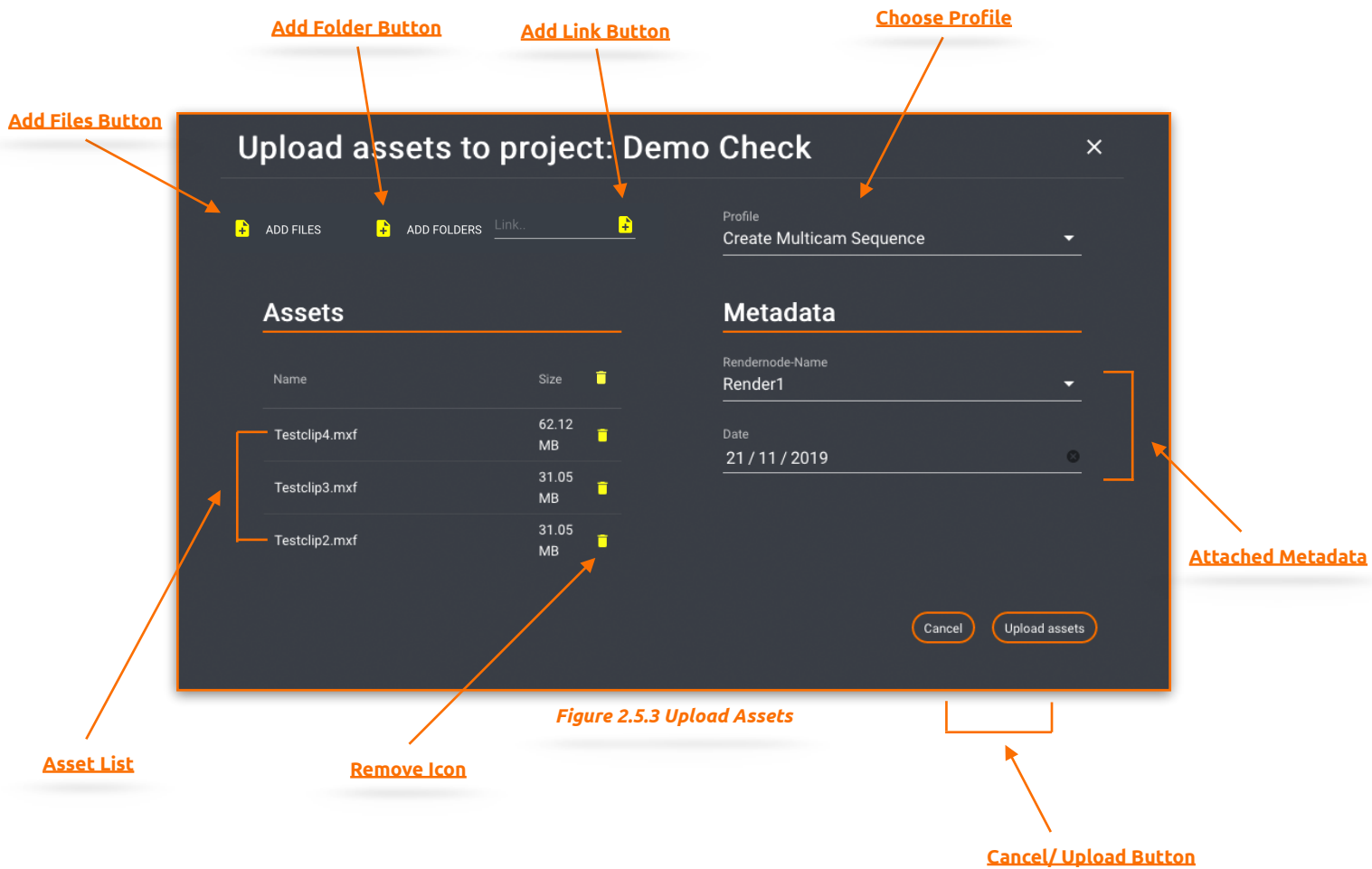
The Edit filter button adds another filter bubble to the current selected filters.

### 2.5.5. Create Folder

Opens a dialog for entering the name of the new folder. At the current project level, a new folder is created, which is specified in the description of the project level. A new folder will be synced to the project file the next time the project and the Helmut4 Panel extension are opened.

### 2.5.6. Upload Assets

Opens a dialog for uploading assets into the project. Assets can only be uploaded when a profile is selected. Since a profile always contains a stream, a HIO job is created in the dashboard for each uploaded asset, which is processed via a render node. Each asset is first uploaded to a temporary folder that can be configured via the Preference menu.



*Figure 2.5.3 Upload Assets*

#### 2.5.6.1. Asset List

Displays the selected asset to be uploaded.

#### 2.5.6.2. Remove Icon

Can be used to remove one or all asset(s) from the list of assets to be uploaded.

#### 2.5.6.3. Attached Metadata

Displays all metadata records based on the selected profile. The definition takes place via the profile, which is created in HIO.

#### 2.5.6.4. Cancel/ Upload Button

"Cancel" or "X" closes the dialog and "Upload Asset" starts the process.

#### 2.5.6.5. Add Files Button

Opens a selection dialog via which one or more files can be selected. Video and audio files are supported underneath.

#### 2.5.6.6. Add Folder Button

Opens a selection dialog via which a folder can be selected. All contents of the folder are added to the list of assets to be uploaded.

#### 2.5.6.7. Add Link Button

An https link to a video can be entered here and added to the list using the + button. This link can be processed within the stream that was added to the selected profile.

#### 2.5.6.8. Choose Profile

Dropdown to choose a profile for the upload job. A profile has to be created in HIO. For more information see: HelmutIO - Admin Guide.pdf

#### 2.5.7. Upload Dialog

During an update, the upload process will be displayed in the top right corner. A click on the button opens a hidden overlay, which displays more detailed information about the Upload. It is possible to cancel single assets or the complete upload queue.

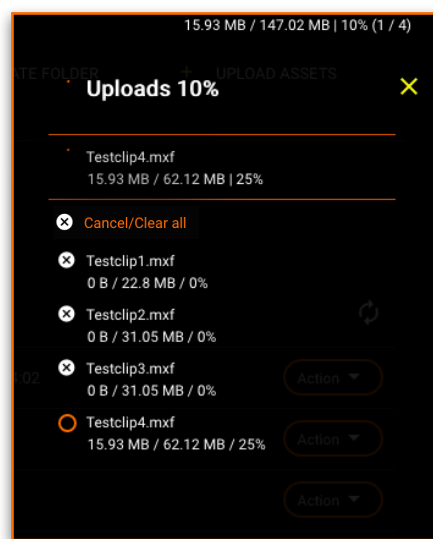


Figure 2.5.4 Hidden Overlay

#### 2.5.8. Project Level

Indicates at which level within the project you are currently located. The root level (Projects) is always displayed first. After the colon follow project name, folders and subfolders separated by an arrow symbol. It is possible to click on part of the displayed project level to get back.

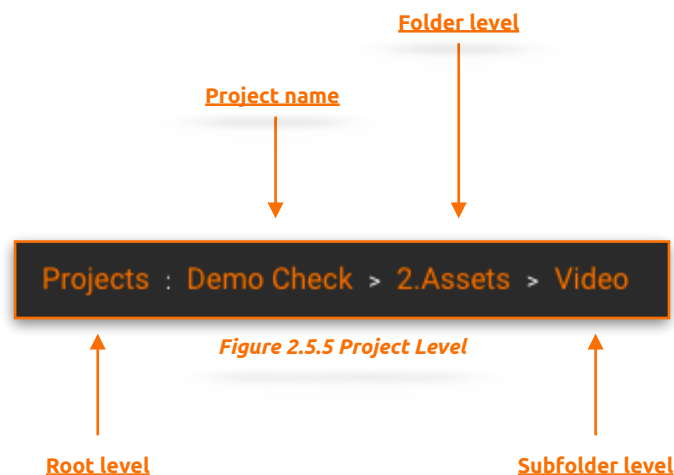


Figure 2.5.5 Project Level

### 2.5.9. Refresh Button

The refresh button is grayed out by default. Once an asset is added to the project, the color changes as an indication that there are new files available.

### 2.5.10. Type Icon

Displays the asset type as an icon. There is an icon for folders, video/audio files and sequences/compositions.

### 2.5.11. Name

Displays the name of the asset in the list.

### 2.5.12. MIME-Type

Describes the Type of Assets.

### 2.5.13. Size

Displays the size of the project after indexing, or the size of an asset.

### 2.5.14. Folder (Breadcrumb)

Displays in addition to the project level the folder structure in which the displayed asset is located.

### 2.5.15. Synced

Indicates if an asset has already been synchronized with the project. This means that an asset can indeed be assigned to the project in Cosmo, but may never have been synchronized with the physical project object. (Premiere Pro / After Effects / Audition)

### 2.5.16. Online

Indicates whether the path to the asset stored in the database can be reached by Helmut. If this is true, the file is displayed as Online.

### 2.5.17. Modified

Displays the time of the last change of the asset.

### 2.5.18. Back Button

A click on the Back button leads back to the project overview.

### 2.5.19. Action Button

The action button has two functions:

- **Function 1:** For each asset, ie for each folder, subfolder and every audio and video file, the synced status can be reset. If the asset has already been synced it is possible to set the status to unsynced. If the asset has not yet been synced, it is possible to set the status to synced.
- **Function 2:** If the asset is a sequence or composition, an export can be performed using the same profiles created for the group and intended for use through panel extension. This can be used to generate video files of the sequence by encoding a file via AME, as well as transferring all information about the sequence to other systems. This can be done in the form of a file such as an XML or in the form of an API call. The corresponding configuration must be made in the stream of the used profile.

## 2.6. User/Group Menu (FX/IO/CO/HK)

The user / group menu can be used to manage users, their access rights and group assignments. It is divided into a sidebar view and a list view .The following functions are available:

For detailed information see: *HelmutFX - Admin Guide.pdf*

## 2.7. Profiles Menu (IO/CO/HK)

Profiles are used to define all relevant affiliations between workflows, metadata, user groups and rendering nodes. This defines who is allowed to see and execute the corresponding profile, which metadata is passed when the job is executed, and which render nodes from the pool are allowed to take over the job. It is divided into a sidebar menu, a list view, and a hidden overlay.

For detailed information see: *HelmutIO - Admin Guide.pdf*

## 2.8. Preferences Menu (FX/IO/CO/HK)

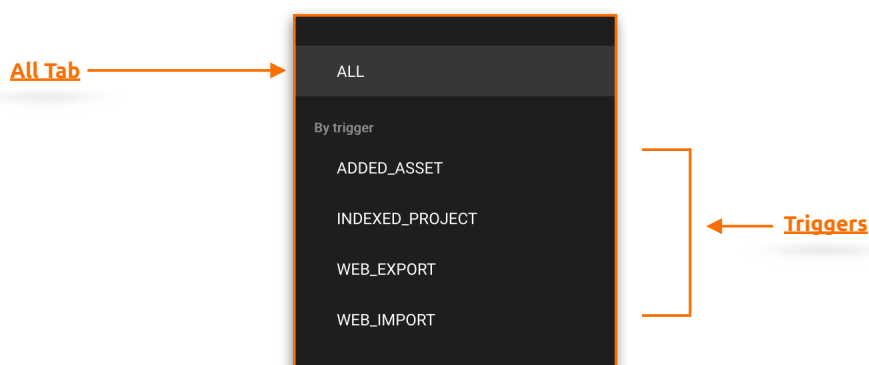
The preferences menu is identical to the preferences menu in HelmutFX.

For detailed Information see: *HelmutFX - Admin Guide.pdf*

The only difference is that there are two more paths that need to be configured to properly guarantee the functionality of Cosmo. On the one hand the upload directory, on the other hand the temporary upload directory.

## 2.9. Streams Menu

The Streams menu is used to manage workflows via Streams.. It is divided into a sidebar menu and a list view. In Helmut4, streams are workflows that are linked to a trigger event. These triggers are displayed under the menu item in the side menu. The displayed triggers serve as filters for displaying the associated streams in the list view. For more details see *Helmut4 Streams Admin Guide.pdf*



**Figure 2.9.1 Streams Trigger**

### 2.9.1. All Tab

Displays all HIO Streams created in the system.

### **2.9.2. Triggers Tab**

Displays all HIO triggers created in the system and filters the streams displayed in the list view when selecting a trigger.

For more information see: Helmut Streams - *Admin Guide.pdf*

## **2.10. License Menu (FX/IO/CO/HK)**

The License Menu tab provides insight into various license information, such as number and expiration date. The license transmitted by the manufacturer can be inserted via the button "Import License". Every license is a perpetual floating license. Therefore it is possible to install as much clients and create as much users as desired. Each logged in user is counted. Once the license limit is reached, no other user is able to log in.

### **2.10.1. Import License**

Opens the import license dialog via which the license can be imported. The license must be imported in the form of the complete text of the license file. To do this, copy the text from the license file into the free-text field of the dialog. By clicking on "Cancel" the dialog can be ended and via "Save" the license is imported.

### **2.10.2. Show Hardware ID**

If Helmut4 is installed on a piece of hardware and not on a VM, it is possible to generate a hardware ID using this button. This is required to create the license.

## **2.11. Client Version**

Shows which client version is available.

## **2.12. Client Download**

Allows you to download the Helmut 4 Client Application for Mac and Windows. An uninstaller is available for Windows after installation.