



# Helmut 4 - HHK

## Admin Guide

Software documentation  
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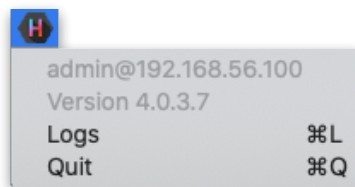
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## 1. HHK - Housekeeper

Helmut Housekeeper completes the Helmut product range and allows the user to archive, delete, create backup or consolidate projects in a controlled manner. Both manually and via timed tasks. Here the information of the Cosmo database is available and can be used to process assets across projects. As with all other products in the Helmut product line, it is possible to control the processing of the assets via the Streams Engine. Not only is it possible to selectively process assets based on their attributes (codec, extension, size, etc.), but also based on their affiliation to projects and sequences. A distinction is made between all assets in the project, assets that belong only to the selected project, assets that were blended in one or more sequences.

### 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.

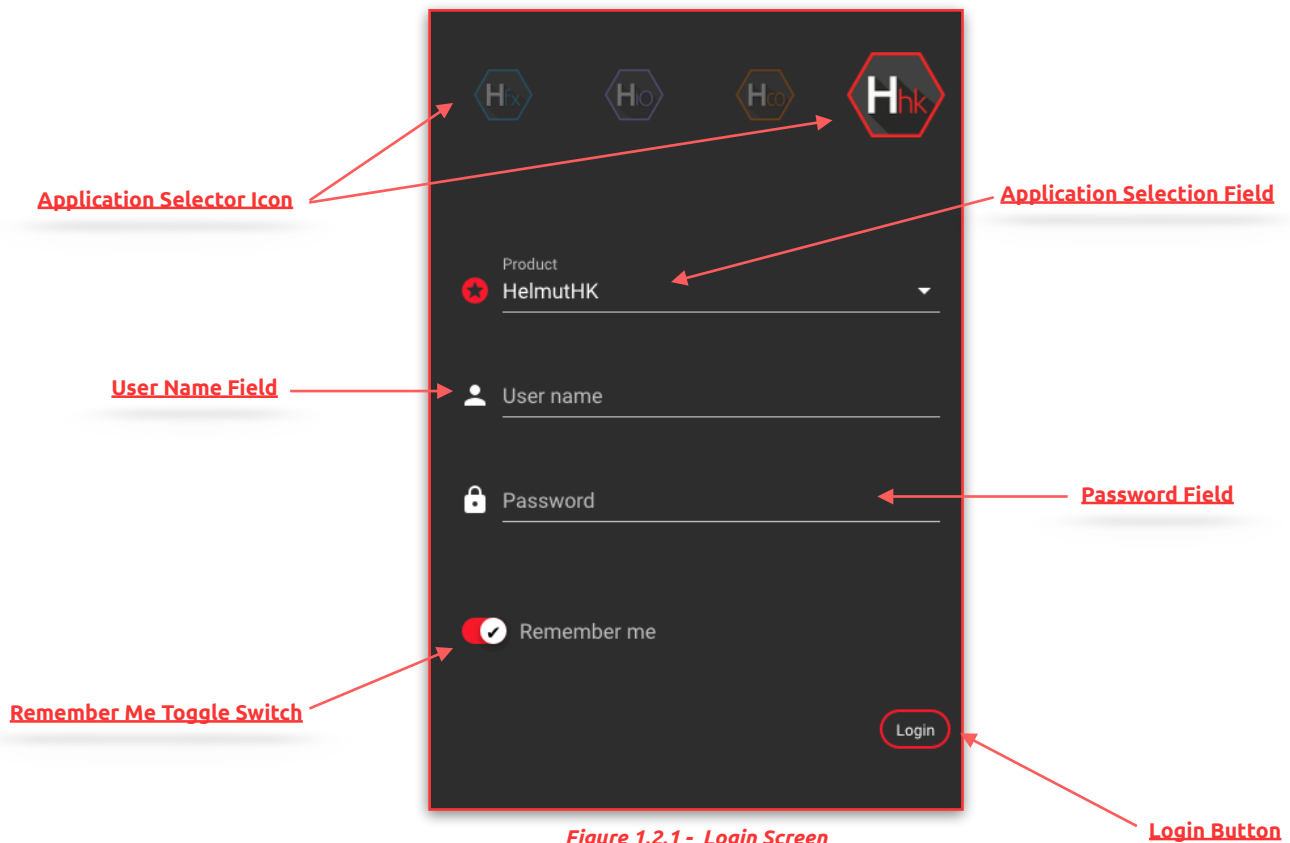
Clicking logs or command L (MAC) opens the location of the client's log files.

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

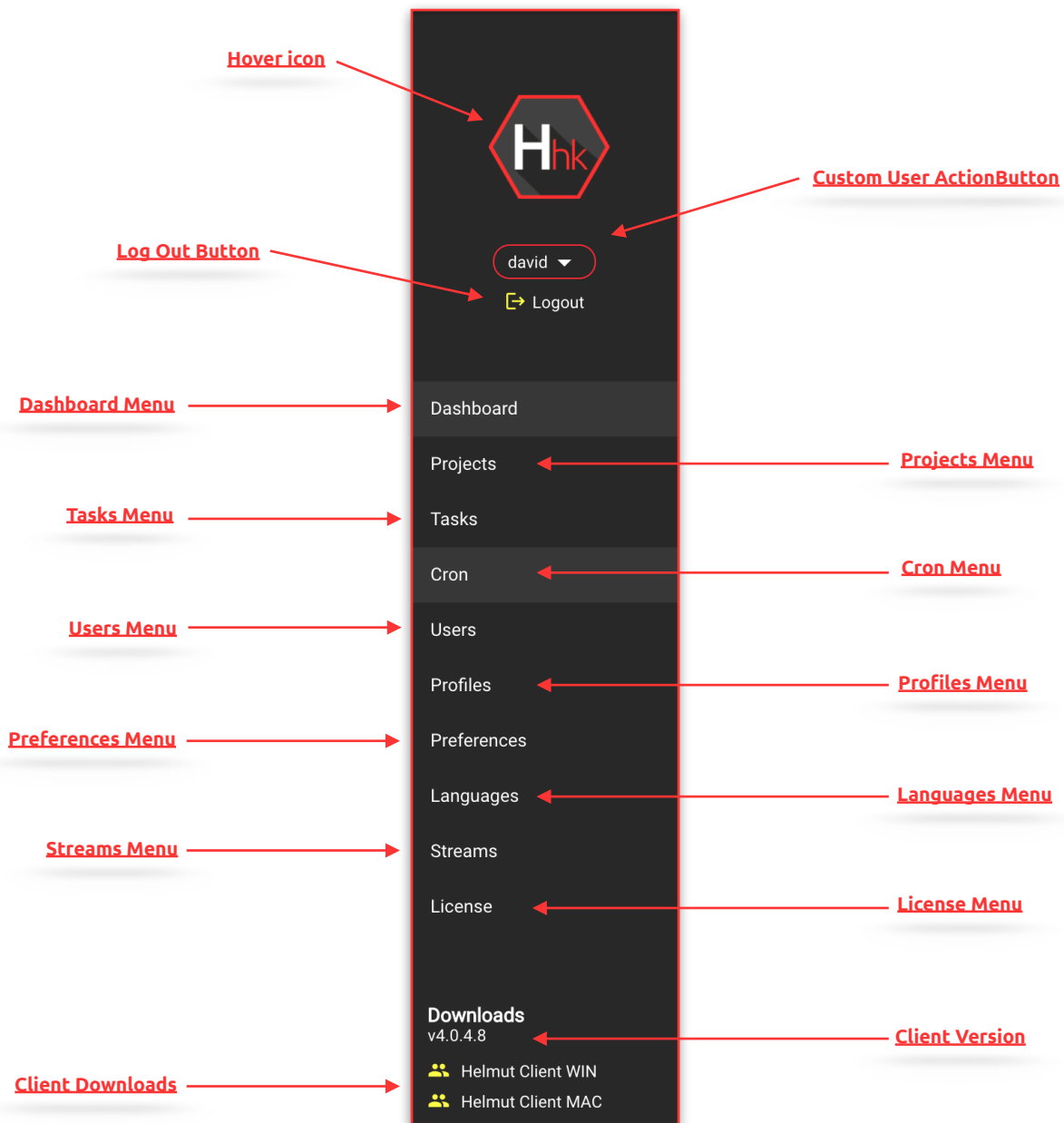
Figure 2.1.1 shows the login page, which can be reached via the IP address of the server via any browser. For this, the address must be entered in the browser search field.



- **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 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 2.9 "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 2.9

## 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

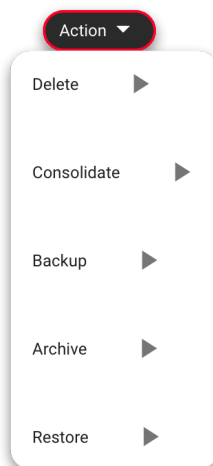
After successful login, the dashboard view is loaded. All jobs that the logged in user has initiated are displayed here. The subdivision is done in import, auto import, export, watch folder, web import, web export and API (external) driven operations, as well as source product types (Premiere Pro, After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

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

## 2.5. Projects Menu

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*

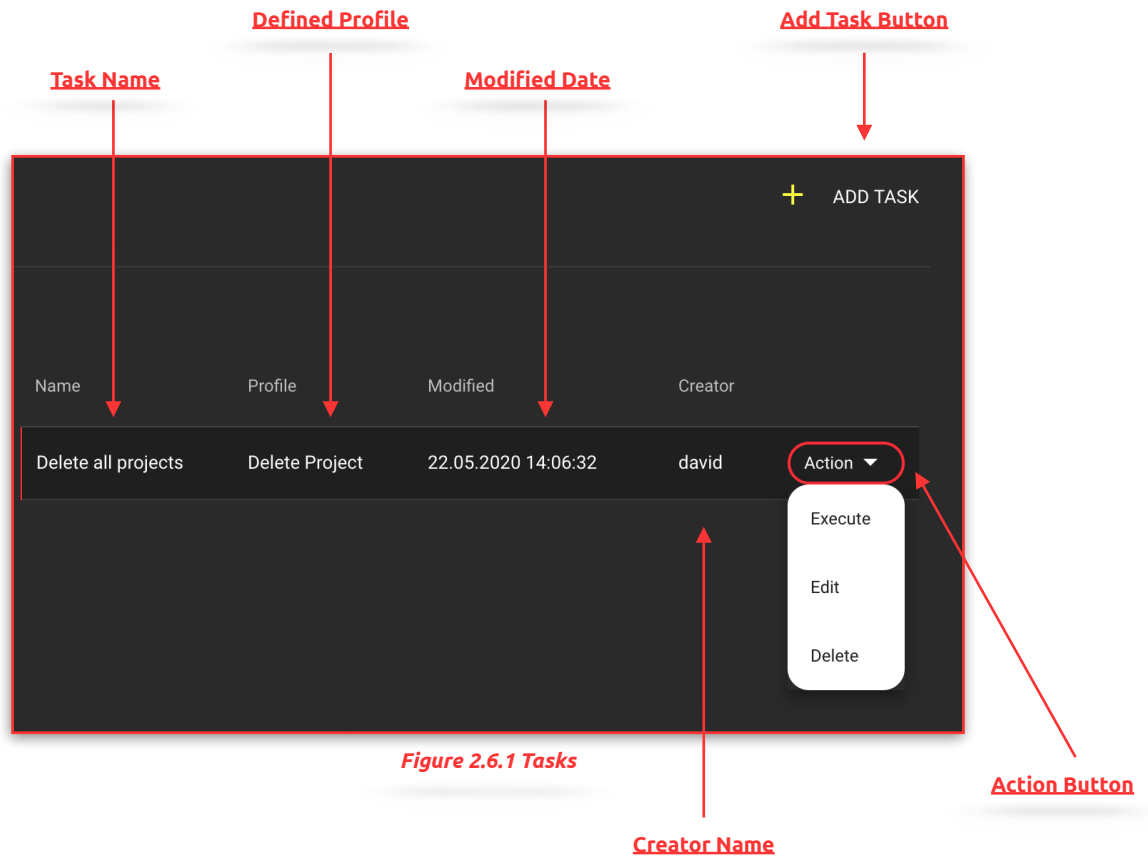
In contrast to HelmutFX, a click on the project name does not open the corresponding NLE. In addition, the function of the action button is different. The functions shown under the action button are only housekeeper functions and only appear as soon as a corresponding stream has been created and configured for the respective stream trigger in HK. See figure 2.5.1



**Figure 2.5.1 Action Button**

## 2.6. Tasks Menu

The Tasks menu allows you to create a defined task for a created profile, which automatically applies the selected profile to several projects using a filter. This is the preliminary stage to fully automated housekeeper tasks via cron jobs. A task must be carried out manually.



### 2.6.1. Task Name

Displays the name of the task.

### 2.6.2. Defined Profile

Shows the name of the profile which is used for the selected task.

### 2.6.3. Modified Date

Displays the time and date when the task was last modified. In order to. Also the creation date.

### 2.6.4. Creator Name

Shows the name of the person who created the task.

### 2.6.5. Add Task Button

Opens a dialog via which a new task can be created.

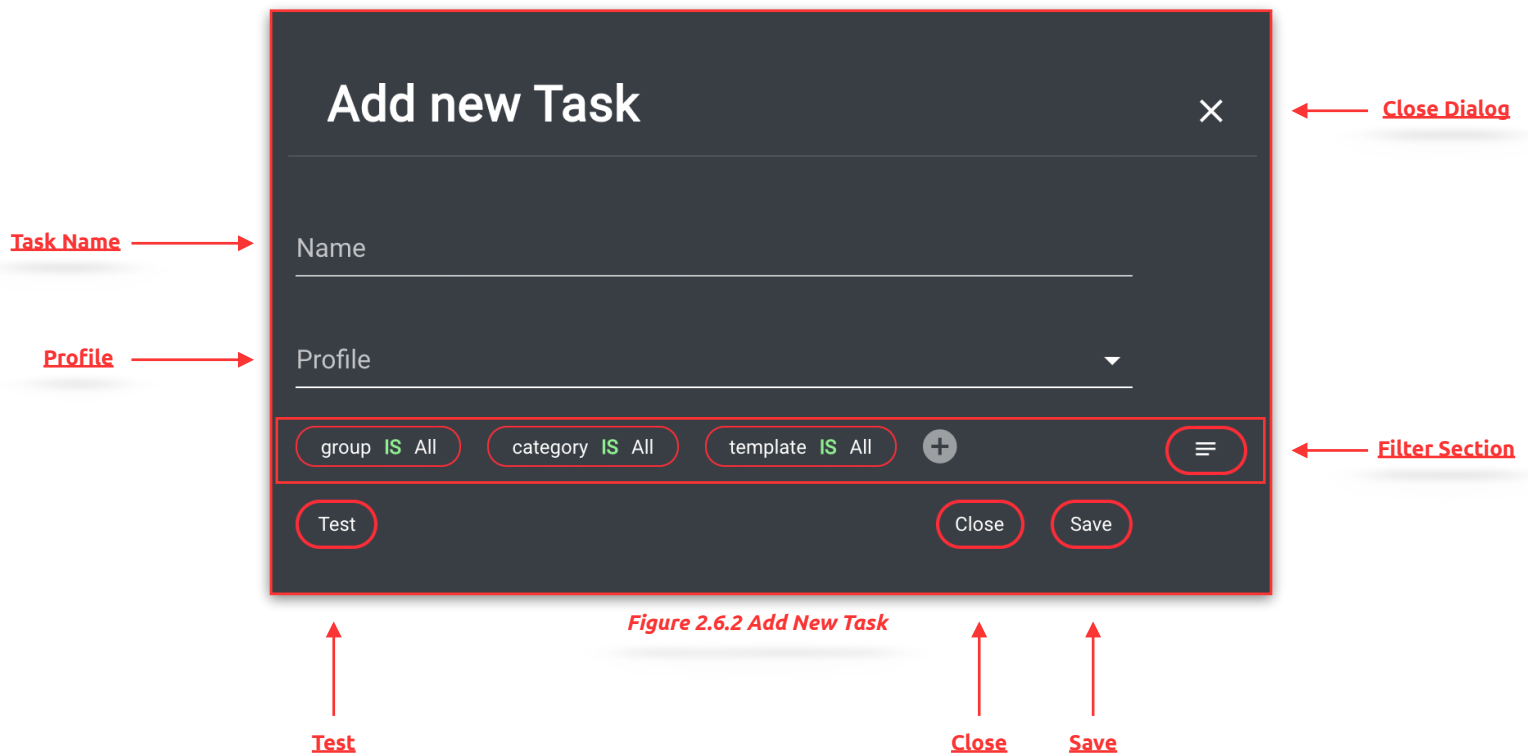


Figure 2.6.2 Add New Task

#### 2.6.5.1. Task Name

Free text field via which the name of the task can be defined.

#### 2.6.5.2. Profile

Dropdown list via which an already defined profile can be selected and assigned to the task.

#### 2.6.5.3. Close Dialog

Closes the "Add new Task" - Dialog.

#### 2.6.5.4. Filter Section.

The filter section is the same as in FX and offers the possibility to define a filter that filters the projects to be processed. These filters can be saved and loaded.

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

#### 2.6.5.5. Test

A click on the Test button, tests the set filter and displays the result, i.e. the projects found, in a separate window.

#### 2.6.5.6. Save

Saves the new Task

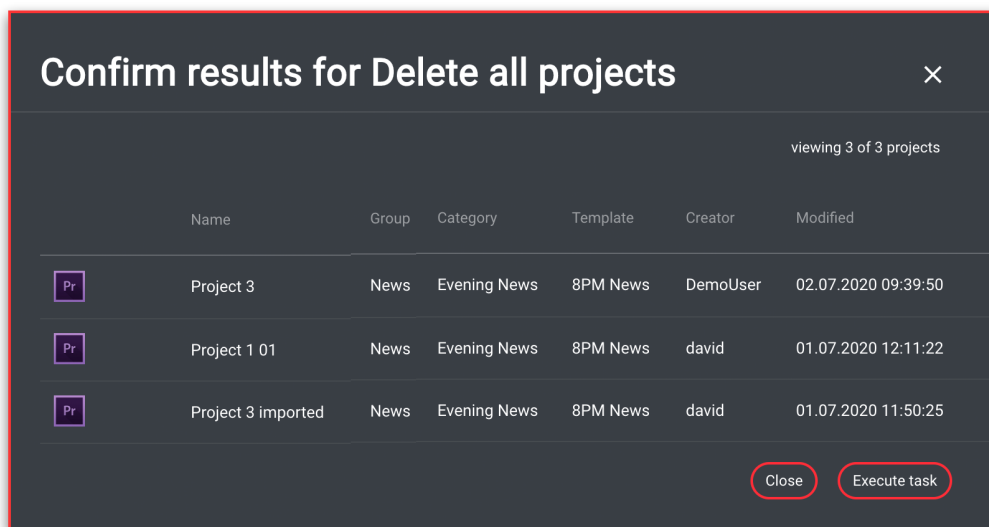
## 2.6.6. Action Button

With the action button it is possible to execute, edit or delete a task that has already been created.

### 2.6.6.1. Execute Task

Clicking on the "Execute" action button opens a new dialog that uses the filter defined in the task and displays the result in the form of a list. Here it is possible to apply the selected task to the selection found using the filter. If this is done, jobs are created in the IO dashboard for all projects found and the corresponding projects are blocked in the FX project overview. Then these projects are processed with the parameters stored in the profile (stream / rendering node / metadata, etc.). This can't be undone.

If the displayed filtering does not show the desired projects, it is possible to cancel the process with "cancel".



**Figure 2.6.3 Execute Task**

### 2.6.6.2. Edit Task

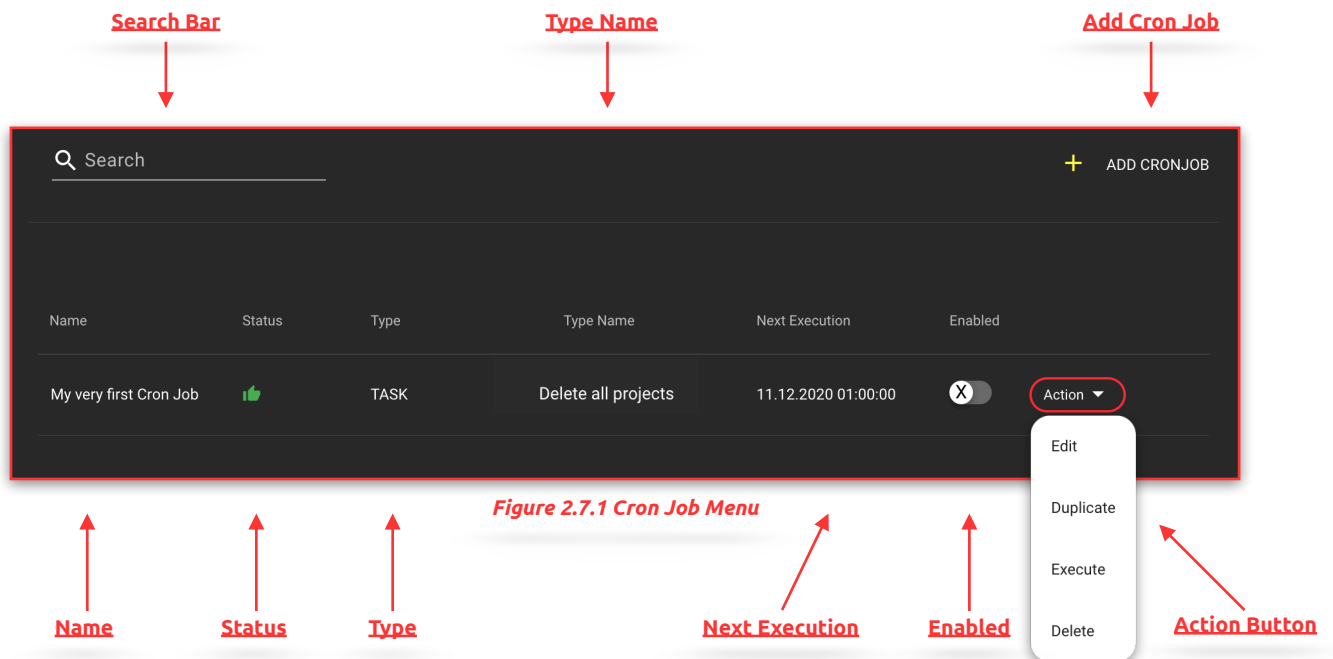
Opens the "Edit Task" dialog, which behaves exactly like the "Add new Task" dialog.

### 2.6.6.3. Delete Task

Deletes the task. This can't be undone.

## 2.7. Cron Menu

Via the cron menu, cron jobs can be created for tasks as well as for active directories. This makes it possible to automatically execute tasks at regular intervals, or to automatically synchronise AD groups with Helmut groups.



**Figure 2.7.1 Cron Job Menu**

### 2.7.1. Search Bar

The search bar is designed as a free text search. The search takes place directly during the input. It is possible too search by Name.

### 2.7.2. Name

Shows the name of the created cron job

### 2.7.3. Status

Shows the status of the selected cron job. If the status is OK, the defined parameters within the cron job are valid.

### 2.7.4. Type

Shows the type of the created cron job. This can be Task or Active Directory

### 2.7.5. Type Name

Shows the typename of the created cron job. In this example the name of the task.

### 2.7.6. Next Execution

Displays the date of the next execution.

### 2.7.7. Enabled

With this toggle switch it is possible to activate or deactivate a cron job.

### 2.7.8. Action Button

A cron job can be modified via the action button. It is possible to edit, duplicate, execute or delete an entry. When an entry is edited, the same dialog opens as the Add Cronjob button.

### 2.7.9. Add Cron Job

Opens the “Add new cronjob” dialog to define the following parameters:

The screenshot shows the 'Add new cronjob' dialog box with the following fields and annotations:

- Name:** A text field containing 'My Cron Job'. An arrow points to it from the label 'Name' on the left.
- Type:** A dropdown menu showing 'TASK'. An arrow points to it from the label 'Type' on the right.
- Task/AD:** A dropdown menu showing 'Delet all projects'. An arrow points to it from the label 'Task/AD' on the left.
- Template:** A dropdown menu showing 'First of every month at 03, April to July'. An arrow points to it from the label 'Template' on the right.
- Time:** A section containing three input fields: 'Second' (0), 'Minute' (0), and 'Hour' (3). An arrow points to this section from the label 'Time' on the left.
- Date:** A section containing three input fields: 'Day of month' (1), 'Month' (APR-JUL), and 'Day of Week' (\*). An arrow points to this section from the label 'Date' on the right.
- Enabled:** A checkbox labeled 'Enabled' which is checked. An arrow points to it from the label 'Enabled' on the left.
- Close/Save Button:** Two buttons at the bottom right labeled 'Close' and 'Save'. An arrow points to them from the label 'Close/Save Button' on the right.

Below the dialog box, the text 'The next 3 execution times: 01.04.2021 05:00:00, 01.05.2021 05:00:00, 01.06.2021 05:00:00' is displayed.

**Figure 2.7.2 Add New Cronjob**

#### 2.7.9.1. Name

Free text field for specifying the desired name for the new cron job to be created.

#### 2.7.9.2. Type

Drop-down menu to select the desired type. It is possible to choose between Task and Active Directory.

#### 2.7.9.3. Task/AD

Drop-down menu to select the desired Task or the desired AD. The name of the field changes depending on the previously selected type.

#### 2.7.9.4. Template

Drop-down menu for selecting one of the predefined templates. When one of the templates is selected, the time and date are automatically filled in.

#### **2.7.9.5. Time**

Defines the time at which the selected task should be executed. If only one time is selected, the task will be executed at that time every day. If a time is combined with a date, the selected time only applies to the selected days / months.

#### **2.7.9.6. Date**

Defines a date on which the selected task should be executed. If only one date is selected, the task will run at 00:00 on that day. If a date is combined with a time, the selected date will be executed at the selected time.

#### **2.7.9.7. Close/ Save Button**

Closes the dialog or saves the defined parameters.

### **2.8. 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*

### **2.9. Profiles Menu**

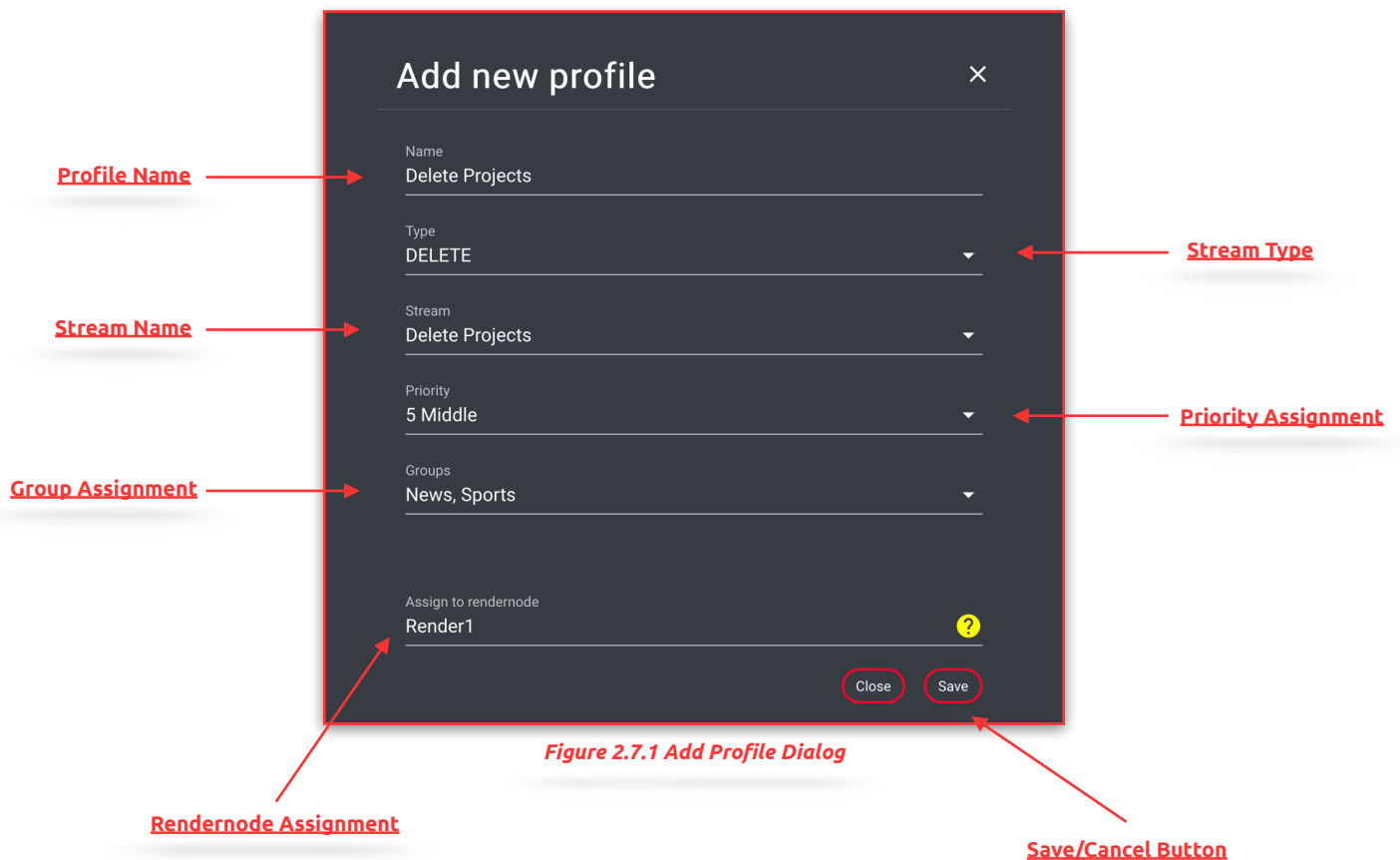
Profiles are used to define all relevant links between workflows, metadata, user groups, and rendering codes. Here it is determined which user group is allowed to see and execute the corresponding profile, which metadata is transferred when the job is executed and which render nodes from the pool can take over the job. It is divided into a sidebar menu, a list view, and a hidden overlay.

The Profile menu in HK provides almost the same functionality as the profile menu in IO. For more information see: *Helmut4 - HIO - Admin Guide.pdf*

Only the differences are considered below.

#### **2.9.1. Add Profile Button**

Opens the "Add new profile" dialog to define the following parameters. The only difference between the profile dialogs in HK and IO is that there is no metadata set assignment in HK.



#### 2.9.1.1. Profile Name

Free text field for defining the name of the profile.

#### 2.9.1.2. Stream Type

Selection box for defining the stream type to be used in the profile. Selecting a type filters the available streams by type.

#### 2.9.1.3. Stream Name

Drop-down menu to select the desired stream. All previously created streams under the menu item "Streams" are displayed here and can be selected.

#### 2.9.1.4. Priority Assignment

Drop-down menu to select the desired priority for the profile. By default, the priority is set to 5 (middle) and can be set in the range of 1 to 10, with 1 being the highest and 10 being the lowest priority. The priority defines the rank of the job in relation to the render nodes stored in the profile. Example: If there are two profiles and all existing render nodes are entered in both profiles, all jobs that were created with a profile that has a higher priority are processed preferentially.

#### 2.9.1.5. Group Assignment

Drop-down menu to select the desired group (s). All previously created groups under the menu item "User" are displayed here and can be selected. If one or more groups are selected, the profile is available only to this group.

#### 2.9.1.6. Render Node Assignment

Free text field for defining the name of the render node (s) which should process the jobs created with this profile. There are different ways to define this render nodes:

- **Processed by the local workstation:** To automatically assign every job to the user that has created that job, it is possible to use the wildcard %user.name%. This wildcard is always automatically replaced by the username and thus transferred from the server to the workstation via the client connector.
- **Processed by a dedicated user/render node:** To assign a job to a specific user or a dedicated render node, regardless of whether or not he has created the job, the name of the user can be entered here.
  - o Example: "User1" or "rendernode 1"
- **Processed by one user of a group:** To assign a job to multiple users or render nodes, regardless of whether or not he has created the job, the names of all users can be entered here. The next available user will automatically start to process the job. The Usernames need to added separated by a comma without any blank space (Example1). Alternatively it is possible to assign the jobs to a group of users that start with dedicated letters (Example2)
  - o Example: User1,User2,User3,rendernode1,rendernode2
  - o Example": User\* or render\*
- **Processed by any available user:** Leave this filed blank

#### 2.9.1.7. Save/Cancel Button

"Save" closes the dialog and saves the profile. "Cancel" or "X" closes the dialog without saving.

### 2.10. 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*

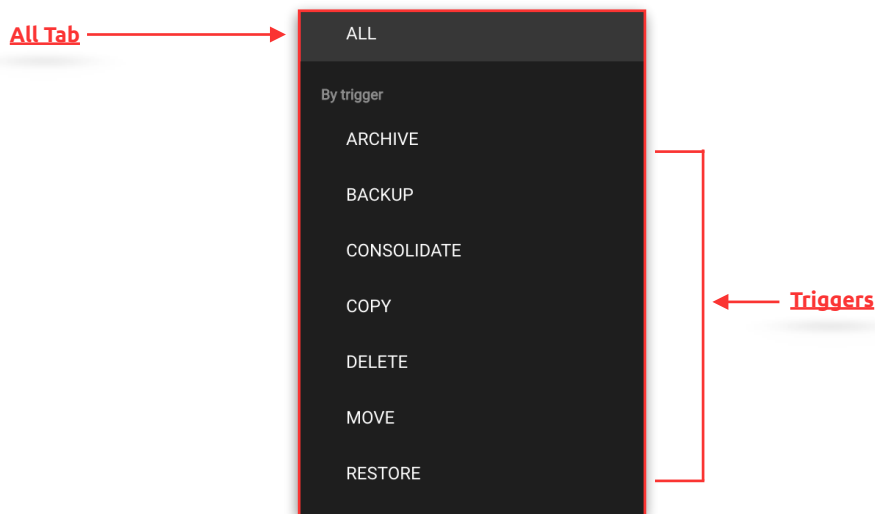
### 2.11. Languages (FX/IO/CO/HK)

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

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

### 2.12. 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 2.10.1. Side Menu**

### 2.12.1. All Tab

Displays all HHK Streams created in the system.

### 2.12.2. Triggers Tab

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

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

## 2.13. 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.

### 2.13.1. 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.

### 2.13.2. 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.

## 2.14. Client Version

Shows which client version is available.

## **2.15. Client Download**

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