# Helmut 4 - HIO

# Admin Guide

Software documentation

Copyright © 2022 by MoovIT GmbH

1. HIO - Job Controller ..... 4
1.1. Helmut4 - Connect Client ..... 4
1.2. Login ..... 5
2. Side Menu ..... 6
2.1. Hover Icon ..... 7
2.2. Custom User Action Button (FX/IO/CO/HK) ..... 7
2.3. Log Out Button (FX/IO/CO/HK) ..... 7
2.4. Dashboard ..... 7
2.5. User/Group Menu (FX/IO/CO/HK) ..... 7
2.6. Profiles Menu ..... 7
2.6.1. All Tab ..... 8
2.6.2. Group Tab ..... 8
2.6.3. Profile Name ..... 8
2.6.4. Stream Type ..... 8
2.6.5. Prestream Name ..... 8
2.6.6. Stream Name ..... 8
2.6.7. Metadata Set Name ..... 8
2.6.8. Priority ..... 9
2.6.9. Add Group Button ..... 9
2.6.10. Add Profile Button ..... 9
2.6.10.1. Profile Name ..... 9
2.6.10.2. Stream Type ..... 9
2.6.10.3. Prestream ..... 10
2.6.10.4. Stream Name ..... 10
2.6.10.5. Priority Assignment ..... 10
2.6.10.6. Metadata Set ..... 10
2.6.10.7. Group Assignment ..... 10
2.6.10.8. Hide from User ..... 10
2.6.10.9. Render Node Assignment ..... 10
2.6.10.10. PreStream Render Node Assignment ..... 11
2.6.10.11. Save/Cancel Button ..... 11
2.6.11. Action Button ..... 11
2.7. Watchfolder Menu ..... 11
2.7.1. Wach Folder Name ..... 12
2.7.2. Watch Folder Path ..... 12
2.7.3. Watch Folder Profile ..... 12

2.7.4. Recursiv Switch ..... 12
2.7.5. Check Intervall ..... 12
2.7.6. Growth Checks ..... 12
2.7.7. Enabled Switch ..... 12
2.7.8. Action Button ..... 12
2.7.9. Add Watch Folder Button ..... 12
2.7.9.1. Watch Folder Name ..... 13
2.7.9.2. Watch Folder Path ..... 13
2.7.9.3. Group Name (optional) ..... 13
2.7.9.4. Profile ..... 13
2.7.9.5. Recursiv ..... 13
2.7.9.6. Enabled ..... 13
2.7.9.7. Scan Interval in Seconds ..... 13
2.7.9.8. Growth Check Tries ..... 13
2.7.9.9. Use cron ..... 13
2.8. Preferences Menu (FX/IO/CO/HK) ..... 14
2.9. Metadata Menu ..... 14
2.9.1. All Tab ..... 14
2.9.2. Metadata Set Tab ..... 14
2.10. Streams Menu ..... 15
2.10.1. All Tab ..... 15
2.10.2. Triggers Tab ..... 15
2.11. License Menu (FX/IO/CO/HK) ..... 15
2.11.1. Import License ..... 15
2.11.2. Show Hardware ID ..... 15
2.12. Helmut Version ..... 16
2.13. Client Version ..... 16
2.14. Client Download ..... 16
3. Panel Extension ..... 16

# 1. HIO - Job Controller

HelmutIO controls import and export operations of audio and video files as well as Premiere Pro sequences and After Effects compositions. Access for the user takes place via defined profiles, which are assigned group-based and contain all necessary processes in the form of a stored workflow. Using Adobe Media Encoder, transcoding operations can be performed either via the local workstation or distributed on a render farm.

The possible operations are subdivided for the user into import, export, auto import and web import operations. The user gets these options in the form of a panel extension for Adobe Premiere Pro and Adobe After Effects, as well as HelmutCO (sold separately).

## 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

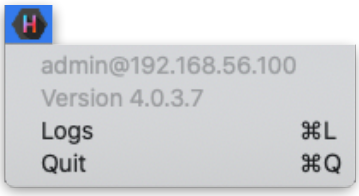



*Figure 1.1 Client Application Menu Bar Icon MAC*

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.

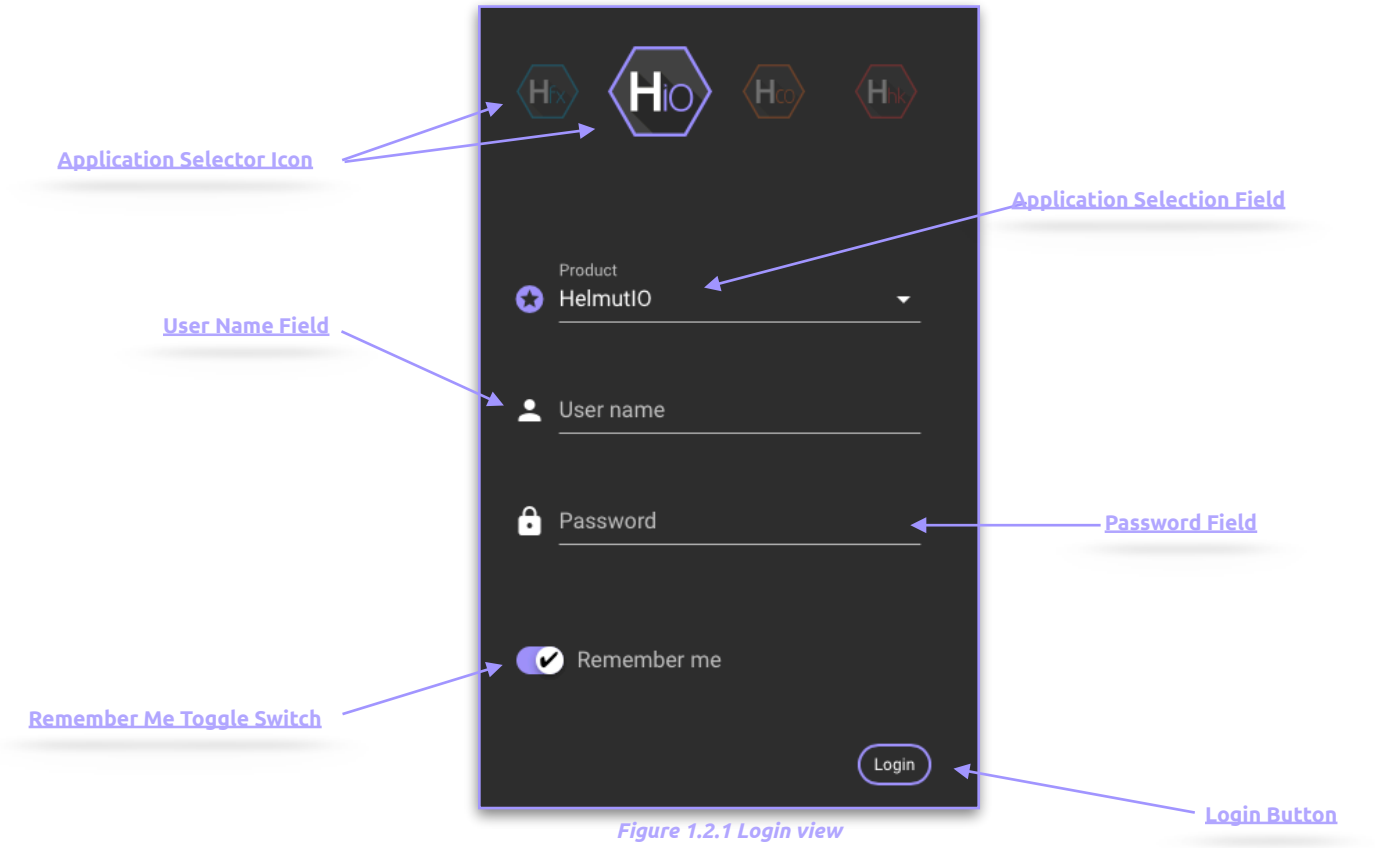



*Figure 1.2.1 Login view*

- **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 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

For more information see: *H4 HelmutIO - User Guide.pdf*

## 2.5. 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 more information see: H4 *HelmutFX - Admin Guide.pdf*

## 2.6. Profiles Menu

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.

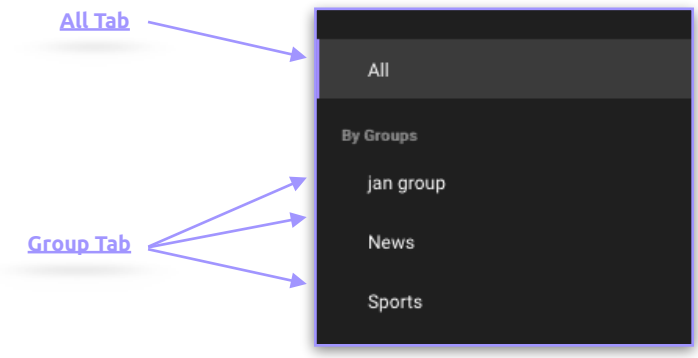



*Figure 2.6.1 Sidebar Menu*

### 2.6.1. All Tab

Displays all profiles created in the system.

### 2.6.2. Group Tab

Displays all profiles created in the system and filters profiles displayed in the list view when selecting a group.

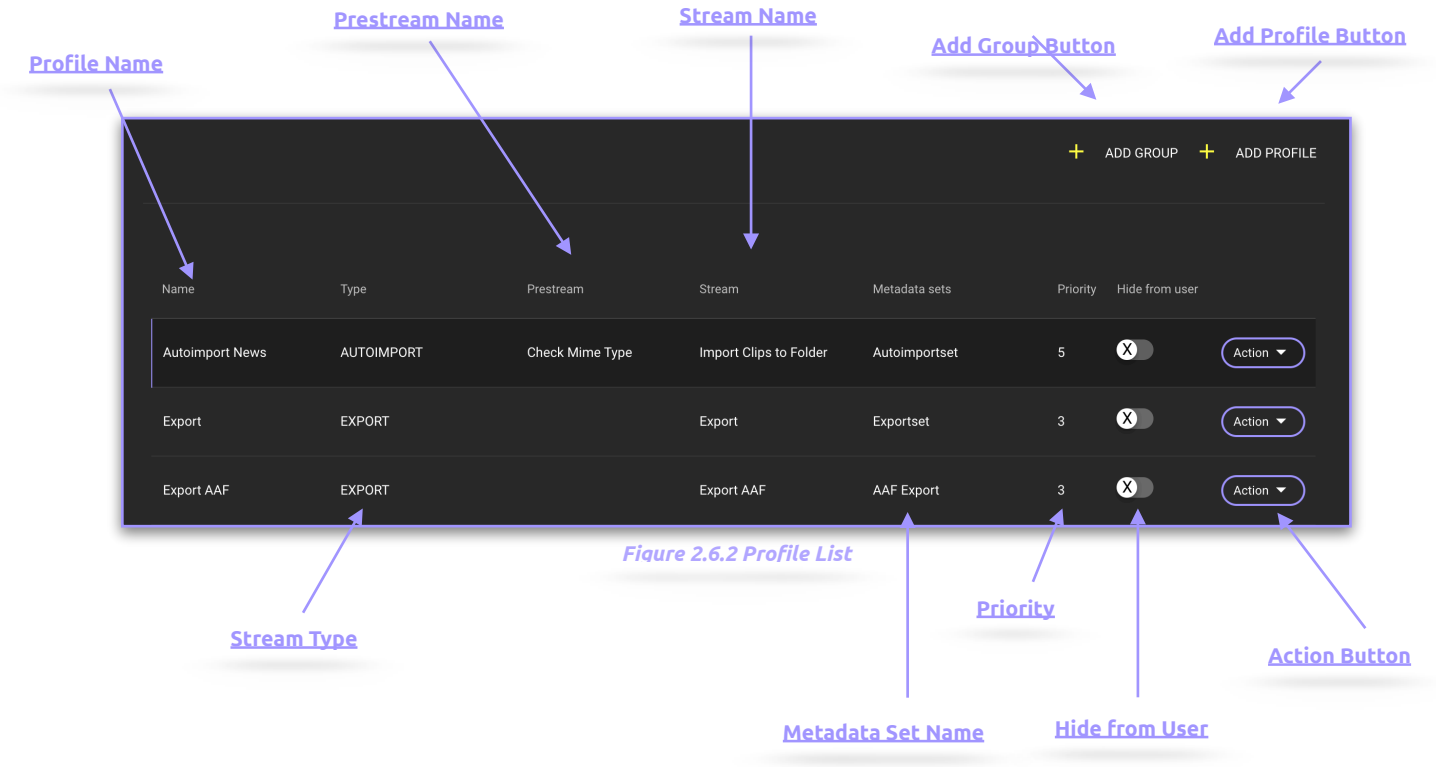



*Figure 2.6.2 Profile List*

### 2.6.3. Profile Name

Displays the profile's name that has been defined by the creator of the profile.

### 2.6.4. Stream Type

Displays the stream type used in the selected profile. If the name is clicked, the stream builder for this stream is opened.

### 2.6.5. Prestream Name

Displays the name of the prestream used in the selected profile. If the name is clicked, the stream opens in the Stream Designer.

### 2.6.6. Stream Name

Displays the name of the stream used in the selected profile. If the name is clicked, the stream opens in the Stream Designer.

### 2.6.7. Metadata Set Name

Displays the name of the metadata set used in the selected profile. If the name is clicked, the view changes to metadata.

### 2.6.8. Priority

Displays the profiles default priority.

### 2.6.9. Add Group Button

Opens a dialog for entering the name of the group to be created. By clicking on "Cancel" the dialog can be ended and via "Save" the group is created. “Save” is attached to the Streams trigger: *Create_Group*

### 2.6.10. Add Profile Button

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

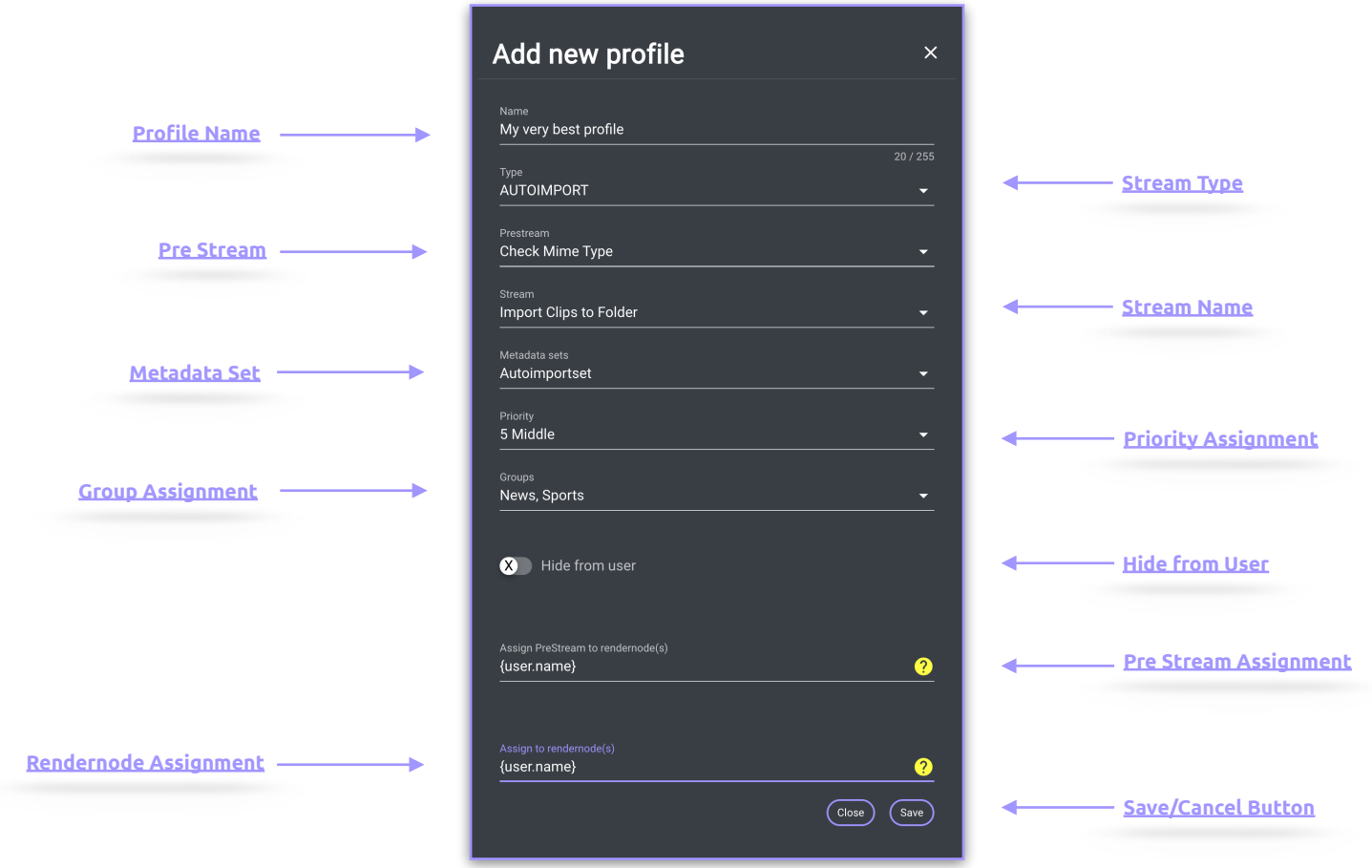



*Figure 2.6.3 Add New Profile*

#### 2.6.10.1. Profile Name

Free text field for defining the name of the profile.

#### 2.6.10.2. Stream Type

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

#### 2.6.10.3. Prestream

PRESTREAM is a separate trigger that is only available within IO. If a stream is linked to this trigger, it can be defined within a profile. For example, if a prestream is defined in addition to an autoimport trigger within a profile, the corresponding prestream is executed each time an autoimport trigger is triggered. The prestream defines whether the actual stream is executed or not. If the prestream is successful, the actual stream is executed and a job appears in the dashboard. If the prestream fails, the actual stream is not executed. In this case it is possible to delete the failed prestream job (Job delete action node) or to display it (Job status update action). If several jobs are started whose profile contains a prestream, all prestreams are executed one by one. The number of possible prestreams is not infinite and prestreams should be used with care. They are designed to take on easy tasks. Example: If you only want to process video files in auto import, it is possible to filter all video files via a prestream and only create a job for these files. A prestream should not contain asynchronous tasks and is designed to be processed within 60 seconds.

#### 2.6.10.4. 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.

#### 2.6.10.5. 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.

#### 2.6.10.6. Metadata Set

Drop-down menu to select the desired metadata set. All previously created sets under the menu item "Metadata" are displayed here and can be selected.

#### 2.6.10.7. 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.

#### 2.6.10.8. Hide from User

Due to the fact that a profile is visible in all groups if it is not assigned to any group, it is possible to hide a profile from the user. This allows profiles that are assigned to a job as job profiles via the Job Create Job Action to be hidden.

#### 2.6.10.9. 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 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

#### 2.6.10.10.PreStream Render Node Assignment

Works in the same way as the render node assignment, but for pre Streams.

#### 2.6.10.11.Save/Cancel Button

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

### 2.6.11. Action Button

Via the Action Button it is possible to delete, duplicate and edit existing profiles.

## 2.7. Watchfolder Menu

With the help of watch folders, assets can be processed automatically via HIO streams. Watch folders can be created, edited, deleted and activated / deactivated in the Watch folder menu. This menu item defines how the watch folder monitored by Helmut should behave. The following information and functionalities are available.

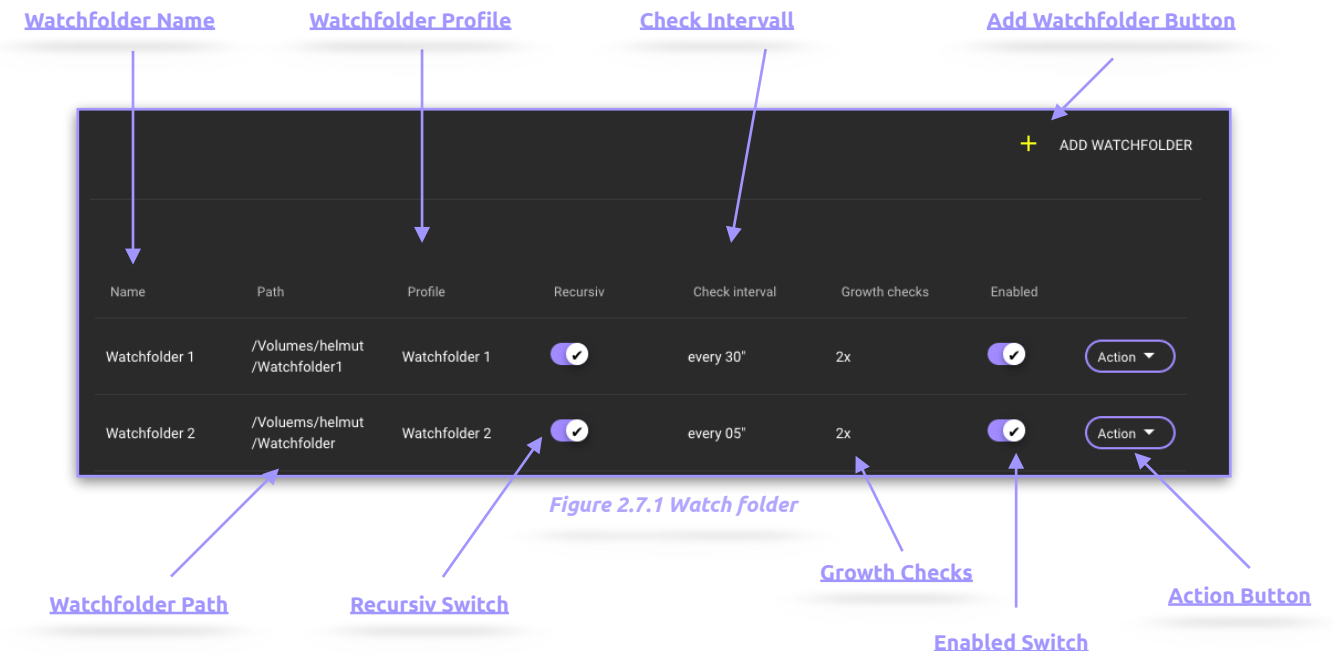



*Figure 2.7.1 Watch folder*

### 2.7.1. Wach Folder Name

Displays the name of the watch folder. This is not the name of the storage-level folder.

### 2.7.2. Watch Folder Path

Displays the full path to the storage-level folder monitored by Helmut.

### 2.7.3. Watch Folder Profile

Displays the name of the HelmutIO profile that will be used for the watch folder and run for each job.

### 2.7.4. Recursiv Switch

If this switch is activated, all subfolders of the watch folder are also recursively monitored.

### 2.7.5. Check Intervall

Defines the time interval in seconds within which the folder is monitored.

### 2.7.6. Growth Checks

Defines the number of verified asset scans for their growth. For example, a three-time growth check, with a defined check interval of 30 seconds, will take at least 90 seconds to pass a detected asset as a job to the queue.

### 2.7.7. Enabled Switch

Allows to turn on and off the watch folder monitoring.

### 2.7.8. Action Button

Allows to edit and delete the monitoring of a watch folder.

### 2.7.9. Add Watch Folder Button

#### 2.7.9.1. Watch Folder Name

Free text field for defining the name of the watch folder monitoring. This is not the name of the storage-level folder.

#### 2.7.9.2. Watch Folder Path

Free text field for defining the full path to the storage-level folder monitored by Helmut.
The complete path need to be entered.

- **Example:** /Volumes/Volumename/FolderA/Folder_to_be_monitored

#### 2.7.9.3. Group Name (optional)

Due to the fact, that the creator for every Watchfolder Job is the server, and therefore the admin user, watch folder jobs can't be seen in the IO Dashboard (web) by any user. If you want to make the jobs visible, it's possible to add the desired group in here.

#### 2.7.9.4. Profile

Dropdown to select the HelmutIO profile that will be used for the watch folder and run for each job. Only watch folder profiles are displayed.

#### 2.7.9.5. Recursiv

If this switch is activated, all subfolders of the watch folder are also recursively monitored.

#### 2.7.9.6. Enabled

Allows to turn on and off the watch folder monitoring

#### 2.7.9.7. Scan Interval in Seconds

Allows to defines the time interval in seconds within which the folder is monitored.

#### 2.7.9.8. Growth Check Tries

Allows to define the number of verified asset scans for their growth. For example, a three-time growth check, with a defined check interval of 30 seconds, will take at least 90 seconds to pass a detected asset as a job to the queue.

#### 2.7.9.9. Use cron

This button, which is disabled by default, will only be shown and can be activated when the used license provides the HK product. By enabling the button a cronjob of the type "Watchfolder" can be created. In that case the profile will be triggered from cron and therefore the "Scan interval seconds" can not be defined in that mask, but all further settings within the cron menu in HK.

*For more information see: H4 HelmutHK - Admin Guide.pdf*

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

The preferences menu is identical to the preferences menu in HelmutFX

For more Information see: H4 *HelmutFX - Admin Guide.pdf*

## 2.9. Metadata Menu

The Metadata menu is used to manage metadata. It is divided into a sidebar menu, a list view, and a hidden overlay. Entries are unique and can not be created multiple times with the same name. Metadata can be created, edited and deleted, as well as assigned to sets. Metadata entries can be used in IO to assign them to sets and thus to profiles. A profile, in turn, will be assigned to one or more groups.

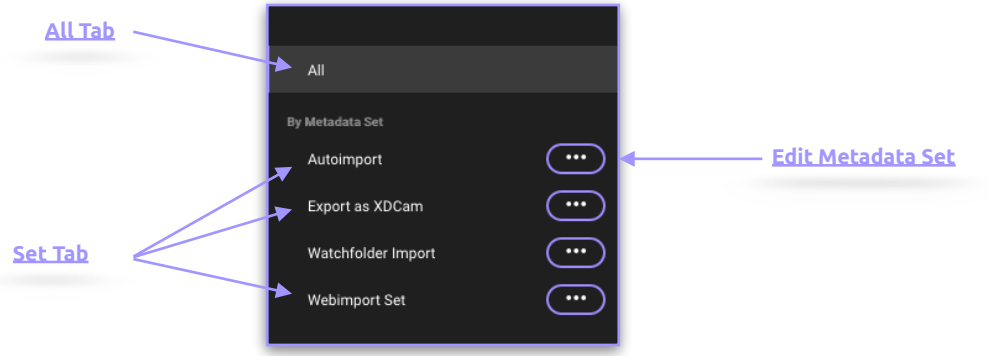



*Figure 2.9.1 Sidebar Menu*

### 2.9.1. All Tab

Displays all metadata entries created in the system.

### 2.9.2. Metadata Set Tab

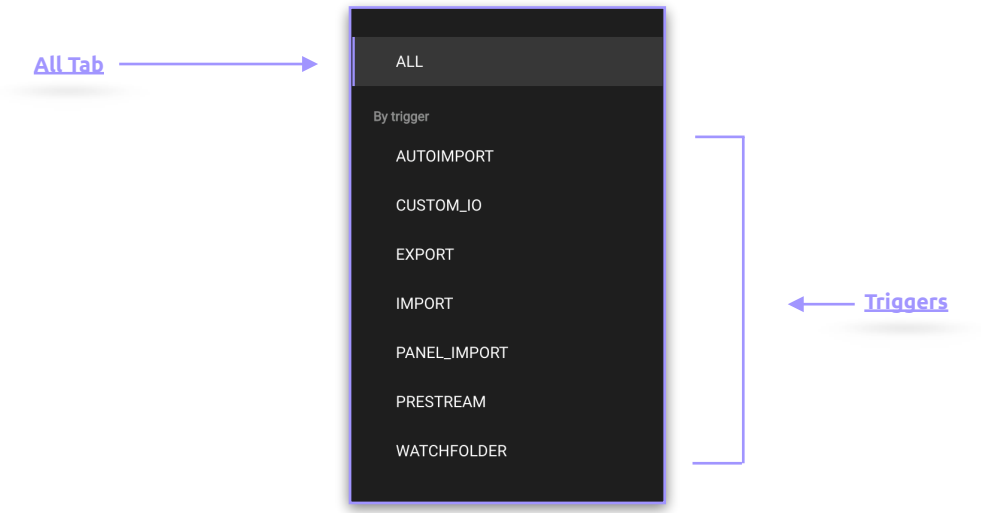
Displays all sets created in the system and filters the metadata entries displayed in the list view when selecting a set. To add a set click on the “Add Metadata Set Button” on the top right. This Button only appears in the Metadata tab in HIO. See figure 2.9.2

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

*Figure 2.9.2 Add Metadata Set*

## 2.10. 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: *H4 Streams - Admin Guide.pdf*




### 2.10.1. All Tab

Displays all HIO Streams created in the system.

### 2.10.2. 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: H4 *HelmutFX - Admin Guide.pdf*

## 2.11. 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.

### 2.11.1. 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.

### 2.11.2. 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.

## 2.12. Helmut Version

For every executed *helmut-snapshot* command the snapshot version will be written to the host system into /etc/helmut4/helmut4-snapshot file. This file will be read out from the license container and will be displayed in the frontend marked as Helmut Version. In order to let it work ones have to add the volume to **mcc_license** like following:

**volumes:**

**- /etc/helmut4/:/version**

## 2.13. Client Version

Shows which client version is available.

## 2.14. Client Download

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

# 3. Panel Extension

The Panel Extension is automatically installed when the client is installed. Logging on to the server is automatic, since every user who works with projects must already log in to the web interface. If the panel is opened in a project that has not been opened or created via HelmutFX, the use is not possible. For the panel to work properly, a JSON file containing all information about the project must be saved in the folder where the project is stored. For example, this JSON file can be created in the Create Project stream. A node is available for this purpose. If the user is connected to the server (client connection established), the panel automatically establishes a connection as soon as it is opened. When the user logs out, the client or the Helmut4 website are closed, the panel automatically logs out.

For more information please see: *H4 HelmutIO - User Guide.pdf*