



# Helmut 4 - HIO

## User Guide

Software documentation  
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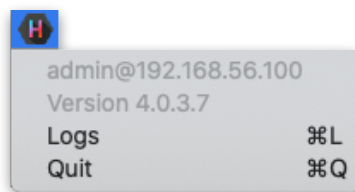
## 1. HIO - Job Controller

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.

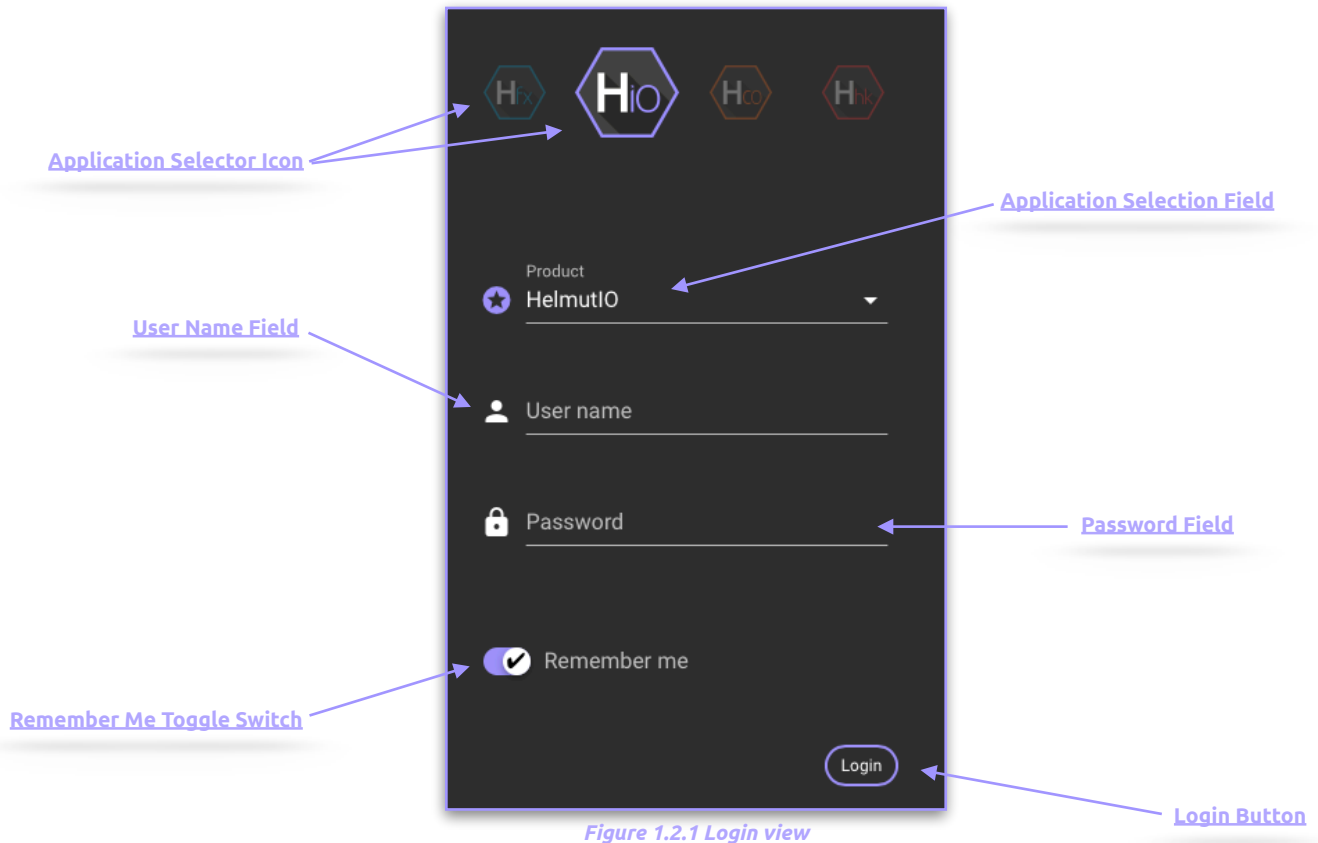


Figure 1.2.1 Login view

- **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.

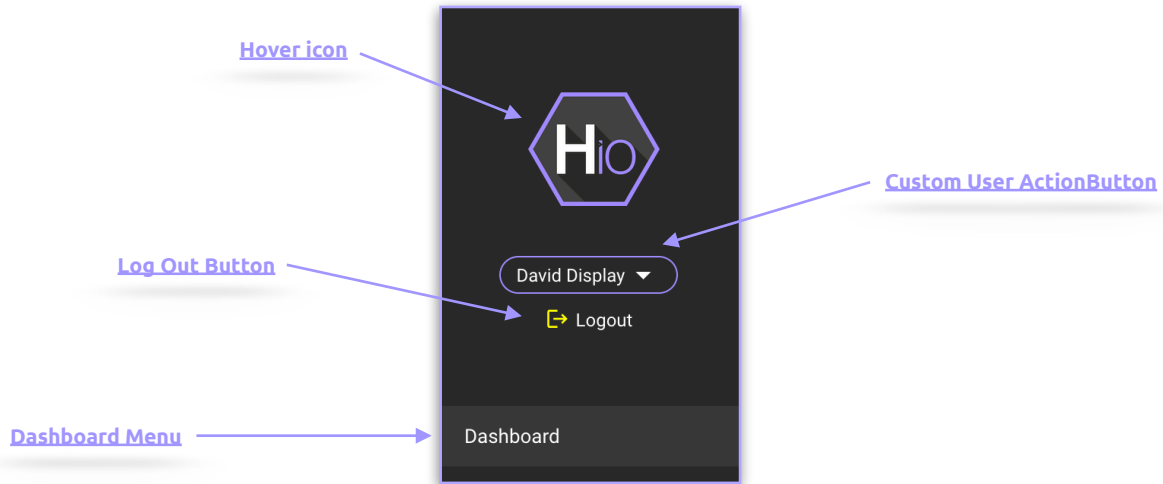


Figure 2.1 Side menu

### 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

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. It is possible to select several jobs (shift or command) and to execute actions on the selected jobs. Only the action options that apply to all jobs are displayed. For example, if a "queued" job and a "canceled" job are selected at the same time, the "cancel" action cannot be performed because one of the two jobs has already been canceled. This is indicated by the color of the action and a tooltip. In addition, only the actions that the user is authorised to are displayed.

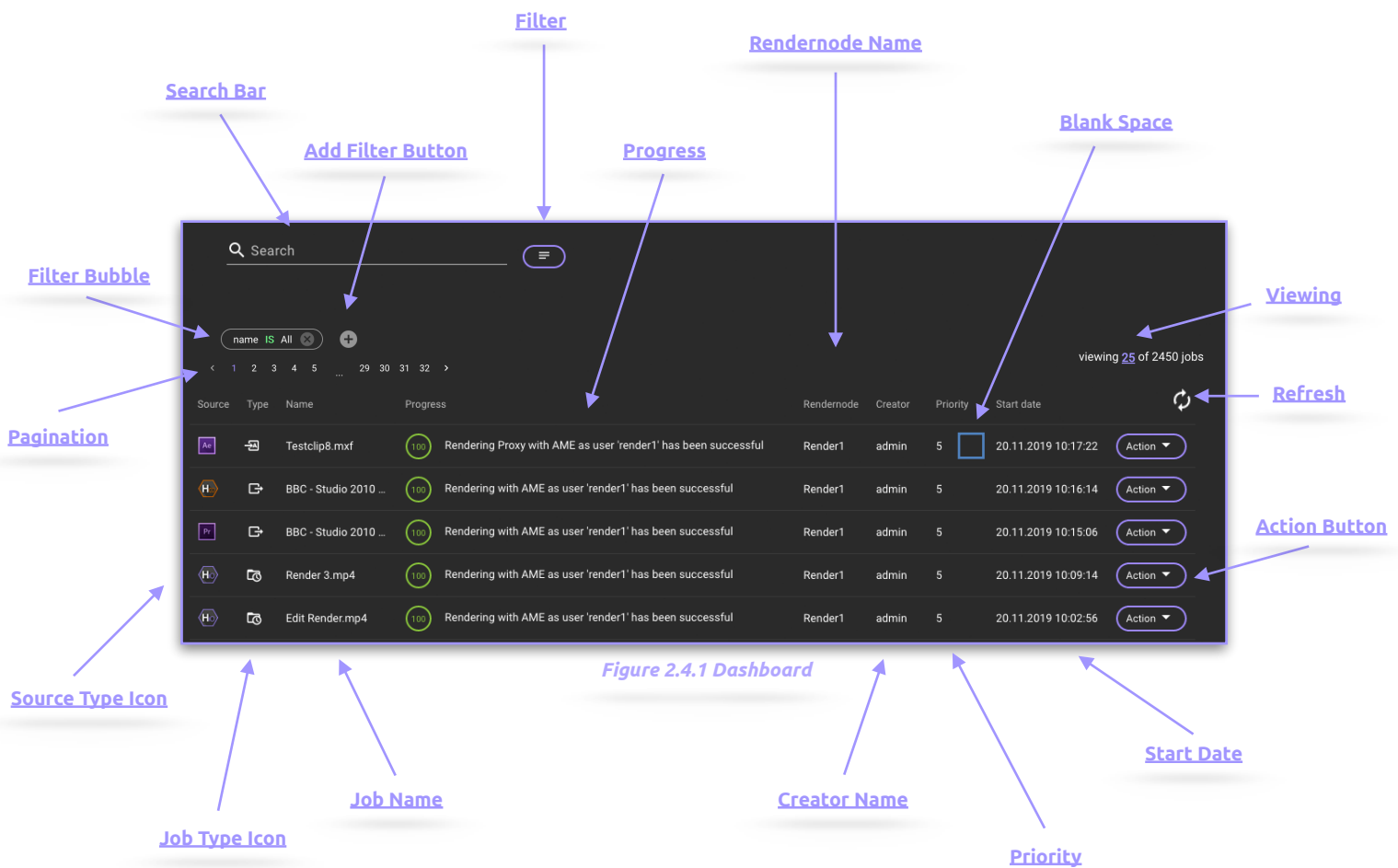


Figure 2.4.1 Dashboard

### 2.4.1. Search Bar

Free text search to search for a job. It is possible to search by name and by status message (Progress).

### 2.4.2. Filter Button

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

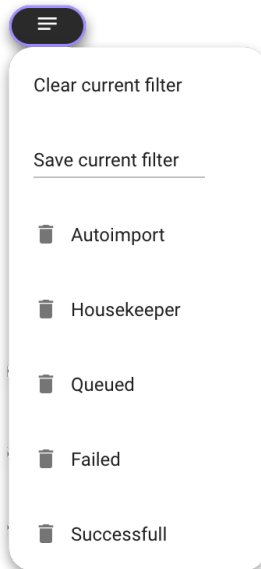


Figure 2.4.2 Filter Button

### 2.4.3. Filter Bubble

A filter bubble can be created by clicking on a metadata entry in the job 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 2.4.4.

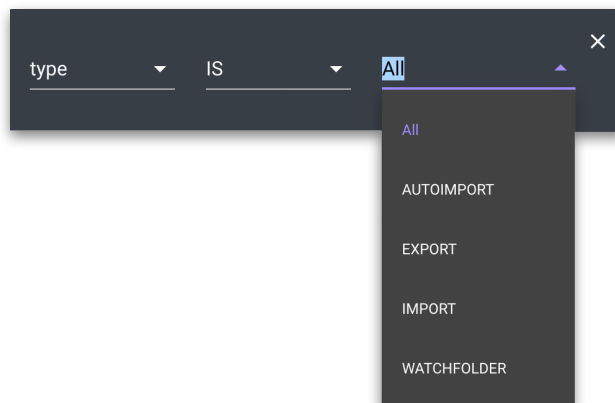


Figure 2.4.3 Edit Filter Bubble

### 2.4.4. Add Filter Button

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

### 2.4.5. Blank Space

The blank space can be clicked to open up the hidden overlay and clicked again to hide it. See figure 2.4.5



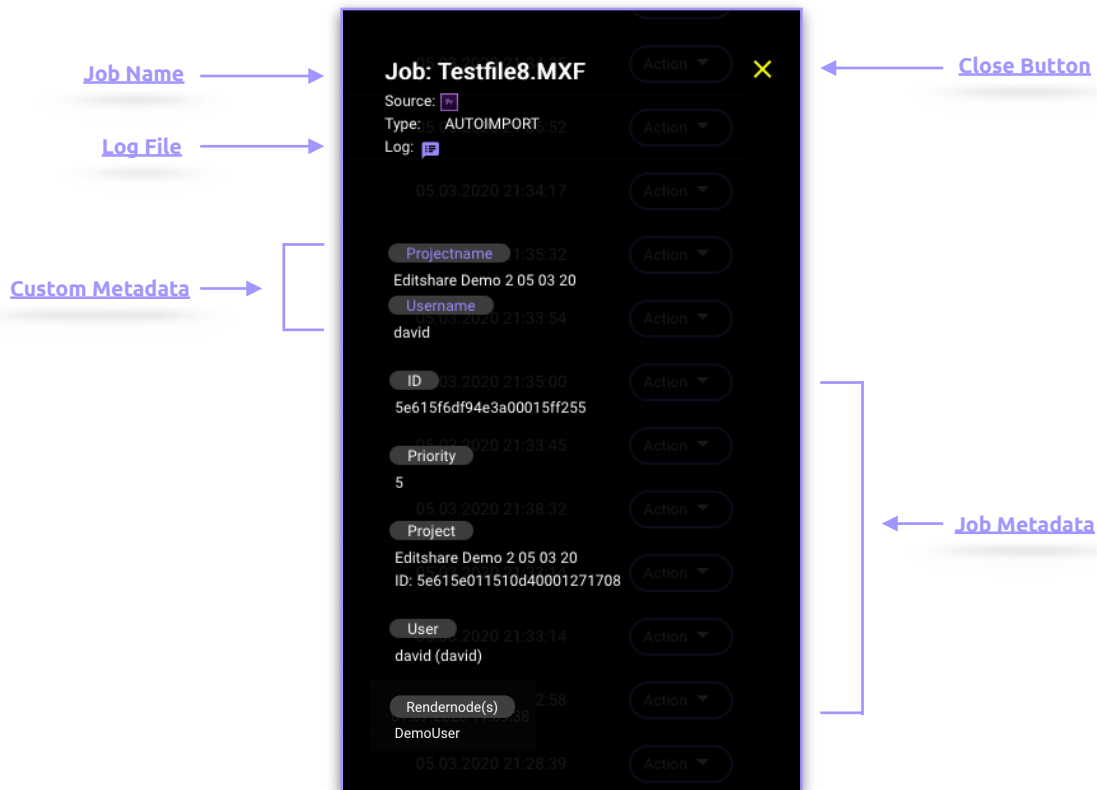


Figure 2.4.4 Hidden Overlay

#### 2.4.5.1. Log File

Shows whether a log file for the job exists or not. Clicking on the symbol opens the stream debugger entry assigned to the job. This contains all information.

#### 2.4.5.2. Custom Metadata

Displays the custom metadata that has been added to the asset during the ingest process. By clicking on a custom metadata field, a filter bubble is set in the Dashboard view.

#### 2.4.5.3. Job Metadata

Displays Asset Metadata:

- **ID:** Displays the Asset ID
- **Priority:** Displays the job priority
- **Project:** Displays the project associated with the asset and its project ID
- **User:** Shows the name of the user that has started the job.
- **Rendernodes:** Shows the render nodes the job was initially assigned to.

#### 2.4.5.4. Close Button

Clicking on the icon closes the hidden overlay.

#### 2.4.6. Pagination

Shows the amount of pages. Every page shows 25 Items.

#### 2.4.7. Source Type Icon

If, for example, a job has been created via the Premiere Panel, this will be displayed via the Premiere icon. The same goes for After Effects. If a job has been submitted as a result of an upload via Cosmo, Cosmo is used as the source.

#### 2.4.8. Job Type Icon

This will indicate the job type. There are the following options based on the corresponding event trigger:

- **Autoimport**
- **Import**
- **Export**
- **Archive**
- **Restore**
- **Watchfolder**

#### 2.4.9. Job Name

Indicates the job's source name and the job's extension.

#### 2.4.10. Progress

Shows the progress of each node of the stream that the job is based on. The progress graphs are displayed after each other and overwritten. For example, if copying, then transcoding, and then quality control within a job is executed, 3 consecutive progress graphs are displayed. It also displays the text specified in the respective node in the stream.

#### 2.4.11. Render Node Name

Displays the name of the render node that has executed the job.

#### 2.4.12. Creator Name

Displays the name of the job creator.

#### 2.4.13. Start Date

Displays the start time and start date of the job. A job is started as soon as a render node has accepted it.

#### 2.4.14. Priority

Displays the priority of the job, defined via profiles.

#### 2.4.15. Action Button

The action button in the dashboard allows different functions depending on the status of the job. This button is also visible when clicking inside the blank space of a job and can be used for the multi selection of jobs as well. The following functions are available:

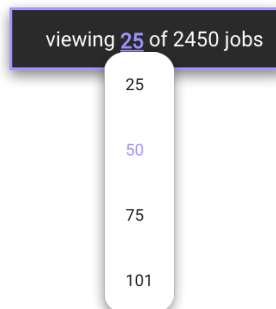
- **Queued Jobs:** If a job is in the queue, it can be canceled and moved. Moved means that he is placed at the end of the list within the priority level. Jobs with the same priority are processed by date. In addition, the priority of the job can be changed to the highest priority. This means that the job has a higher priority than 1 and is always performed before all other jobs.
- **Running Jobs:** Running jobs can be canceled. As a result, all subsequent parts of the workflow (nodes) are no longer executed. If a workflow is used in which, for example, the "Copy File Action Node" or the

"Render in AME Node" is used, not only is the process interrupted, but the associated application is closed. Example AME. This does not necessarily work for any Thrid Party application that is addressed.

- **Canceled Jobs** : Abandoned jobs can be restarted. They maintain their priority and are added to the list of jobs with the same priority, with the restart date.Password Field: Input.

#### 2.4.16. Viewing

The viewing numbering shows the number of jobs displayed in relation to all jobs in the dashboard. The maximum number of jobs displayed per page is 25 and can be changed by clicking on the coloured number.



*Figure 2.4.5 Change viewing number*

#### 2.4.17. Refresh

If a filter has been set, only the jobs that existed at the time the filter was set are displayed in the dashboard. When new jobs are added, they must be loaded using the Refresh button. If the color of the refresh button changes, this indicates that new jobs can be added to the dashboard. If the button is pressed while a filter is set, only the jobs that correspond to the filtering are reloaded.

### 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 on 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. The following functions are available:

#### 3.1. Auto Import

The Auto Import feature is a hidden, respectively, as the name implies, an auto-running feature. As soon as the panel is active and a profile has been created in HIO that has been assigned to the group in which the opened project was created, the panel detects any asset added to the project. These assets are automatically added to the dashboard as a job, and processed using the stream stored in the profile, via the renderer stored in the profile. Although it is possible to deposit several auto import profiles for each HFX group, this does not make sense, as there can not be any logical differentiation. In order for the feature to work properly, only one Auto Import profile per group should be created.

The Auto Import profile always works only with the active project, which is why it is possible to change the active project by selecting the project to be activated and pressing the "set active project" button.

There are several ways to use the auto import feature. For example, it is possible to simply move the added assets to bring them to the central storage. A complex workflow would, for example, first sort the added assets according to various criteria, convert them into house format, perform a quality control, and automatically link this via Cosmo in the project to the newly created file, rename it and move it to a defined folder.

It is therefore possible to perform a fully automated ingest, for which the user does not need any background knowledge. It even does not matter which files are added since Helmut takes over the entire organisation of the files in the background.

#### 3.2. Dashboard

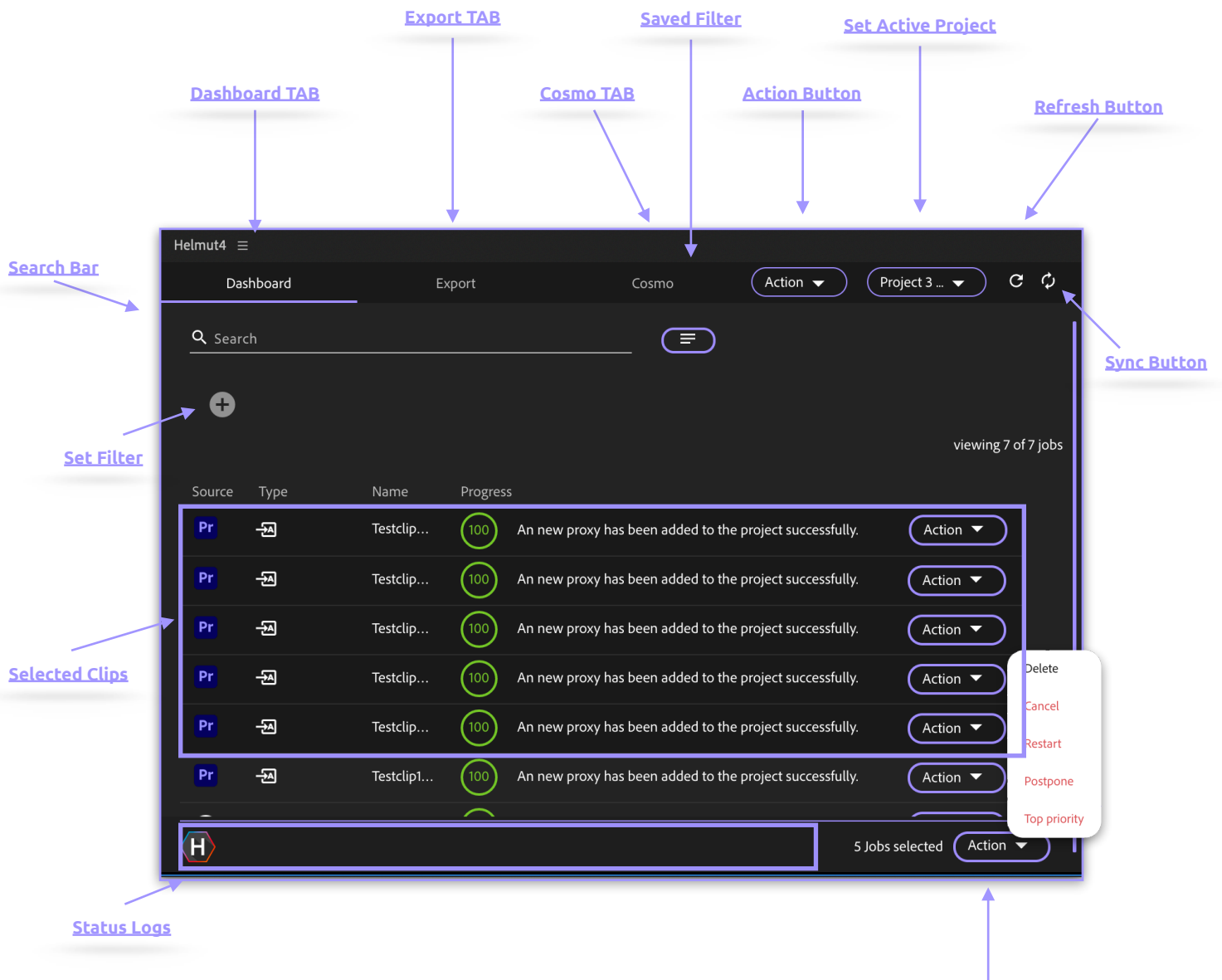
The dashboard in the panel largely corresponds to the dashboard in the web interface. There are a few differences that are explained here. One difference is, that it only shows jobs belonging to the project itself. The dashboard supports multi select and if multiple Jobs are selected an action button appears on the right side of the footer.

##### 3.2.1. Action Button

The dashboard in the panel largely corresponds to the dashboard in the web interface. There are a few differences that are explained here. Via the action button in the panel it is possible to execute all streams that have the trigger Custom\_IO. In doing so, both the user object, which contains all the information about the logged-in user, and the project object, which contains all relevant information about the active project, are transferred to the stream.

### 3.2.2. Set Active Project Button

Sets the selected project to be the activated project. The panel can only work with one project at the same time.



### 3.2.3. Refresh Button

Refreshes the Panel and reloads it.

### 3.2.4. Sync Button

Refreshes the Panel and reloads it. Synchronizes the activated projects with Cosmo. If assets are assigned to the selected project in Cosmo that are set to "unsynced" in Cosmo, they will be synchronized when this button is clicked and set to synced in Cosmo.

### 3.2.5. Multi Select Action Button

If several job entries are selected, an action button appears in the lower right footer. This shows the possible actions for the selected job entries in black, and those that do not apply to all selected job entries are grayed out. If you move the mouse over these entries, an info is displayed that explains why the action is not possible

### 3.2.6. Status Logs

The Helmut Panel Status Logs will be synchronized automatically for corresponding panel updates. While working in Premiere or After Effects it makes processes way easier to track and the user can be aware of what the panel is currently doing. The Status Logs also represent all important action results and failures, e.g. if a certain connection can not be established and jobs won't be executed. In case this makes things much faster to do troubleshooting.

### 3.3. Export

The export tab allows to export sequences via the panel. Here the activated sequence is preselected. It is possible to select one of the export profiles assigned to the group. If this profile is assigned a metadata set, this is displayed and can or may not be edited depending on the configuration. Depending on the configuration of the IO profile, an export can be made locally or via dedicated render nodes.



Figure 3.3.1. Panel Extension - Export

### 3.3.1. Choose Sequence

Drop-down menu for selecting the sequence(s) to be exported. It is possible to select the active sequence, all sequences that are pre selected in the project view, or select specific sequences by clicking on the arrow. It is possible to select all sequences at once. See figure 3.3.2.



Figure 3.3.2 Choose methods

#### 3.3.1.1. Active Sequence

By clicking on this icon, the active sequence will be loaded into the export tab.

#### 3.3.1.2. Selected Sequence

By clicking on this icon, the selected sequences (project window) will be loaded into the export tab.

### 3.3.2. Choose Profile

Drop-down menu to select the profile to use. Only profiles belonging to the group in which the project was created or to which the project belongs are displayed. The Refresh button allows you to update the profiles if they have been changed in the meantime. Profiles are sorted alphabetically.

### 3.3.3. Jobdata

Displays the name of the job. This can be edited. If this is forbidden to the user, the stream configuration must be defined accordingly so that the name entered here has no relevance.

### 3.3.4. Metadata

Displays the metadata entries of the set assigned to the profile. If no set was assigned, no entries appear here.

### 3.3.5. Export Button

Executes the export and changes the tab back to the dashboard.

## 3.4. Cosmo

The Cosmo Tab gives the user access to all projects of the groups to which he belongs. In principle, the same functions are available, which are also available via the project area of the Cosmo web interface. The differences are explained here.

Through the Cosmo tab of the panel the user is able to import assets from other projects into the active project, and the way around. Import from other projects is been done by using the action menu. (See 3.4.1). Export (move) to a chosen project is been done by drag and drop from premiere pro's project view to the selected breadcrumb within the Cosmo tab.

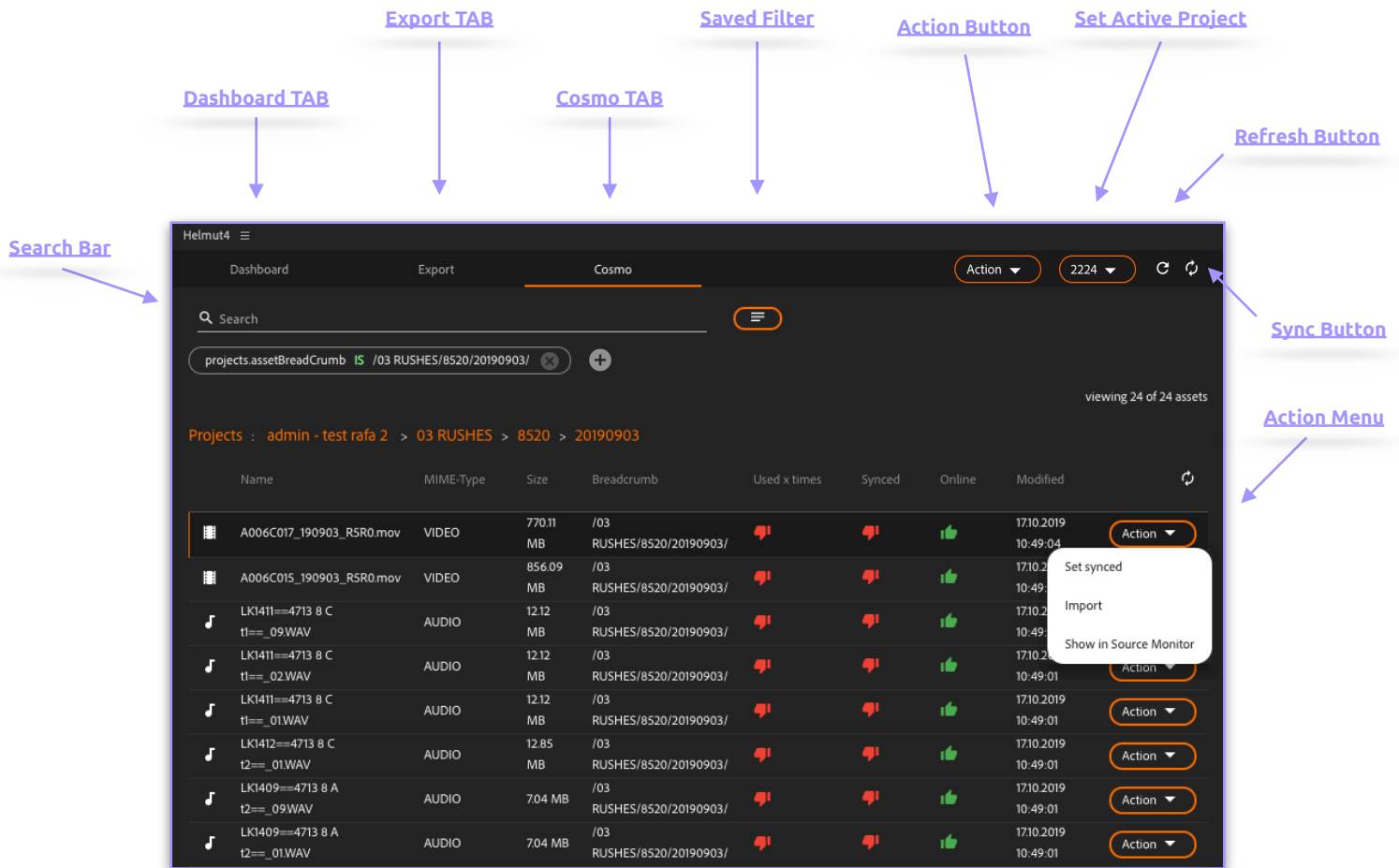


Figure 3.4.1 Panel Extension - Cosmo

### 3.4.1. Action Menu

If a project has been found via the panel, a click on the name of the project, analogous to the webinterface, opens the contents of the project. All folders, sequences, video, and audio files are displayed. For all sequences, assets and compositions the action button is available, which offers the following functions.

- **Set synced/unsynced:** 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 un-synced. If the asset has not yet been synced, it is possible to set the status to synced.
- **Import:** Imports an asset into the active project, and runs a stream, if a profile that uses the trigger "panel\_import" has been created and added. The asset is linked to the project and left at it's original location on the storage and the stream attached to the "panel\_import" trigger is executed. The folder structure of the asset is taken from the project and added to the opened project.
- **Show in Source Monitor:** Opens the selected item in the Source Monitor of Premiere Pro. The asset can be played back via the Source Monitor. If the asset that was previously loaded into the Source Monitor is dragged and dropped from the Source Monitor into the project area of the opened project, Premiere treats the asset like a new file and the auto importer recognises it as well. This allows the file in the project to be treated as a new asset and also be copied to a new location on the storage. (Autoimport will be executed)