Helmut 4 - HIO

Admin Guide

1. HIO - Renderfarm 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
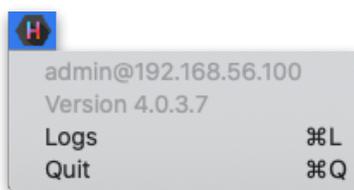
Figure 1.1 Client Application Menu Bar Icon MAC

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
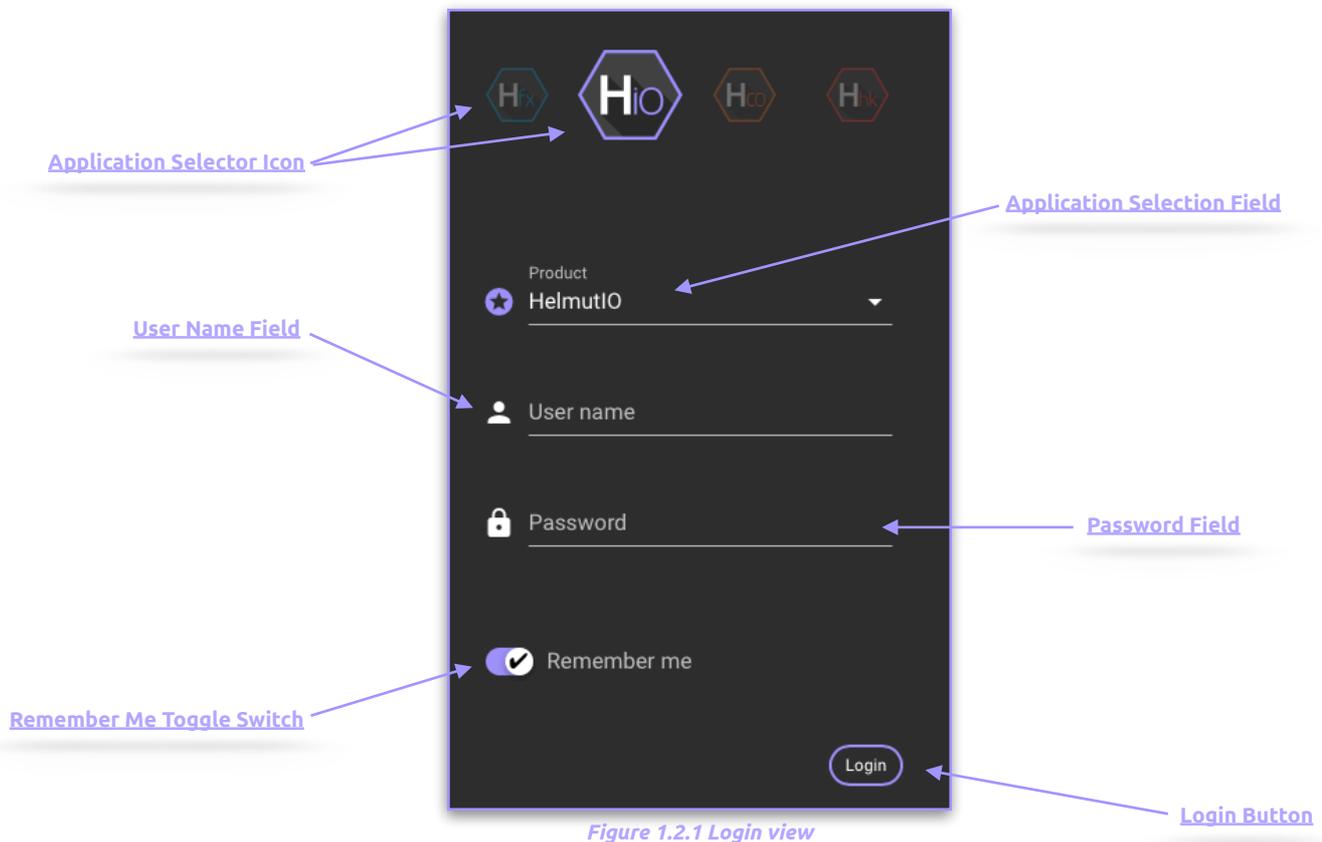
- **Application Selector Icon:** By selecting an icon you can decide in which application you want to log in. Depending on the existing core license (s) the icons will be displayed or not.
- **Application Selection Field**: Selecting a product lets you decide which application to sign up for. Depending 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.
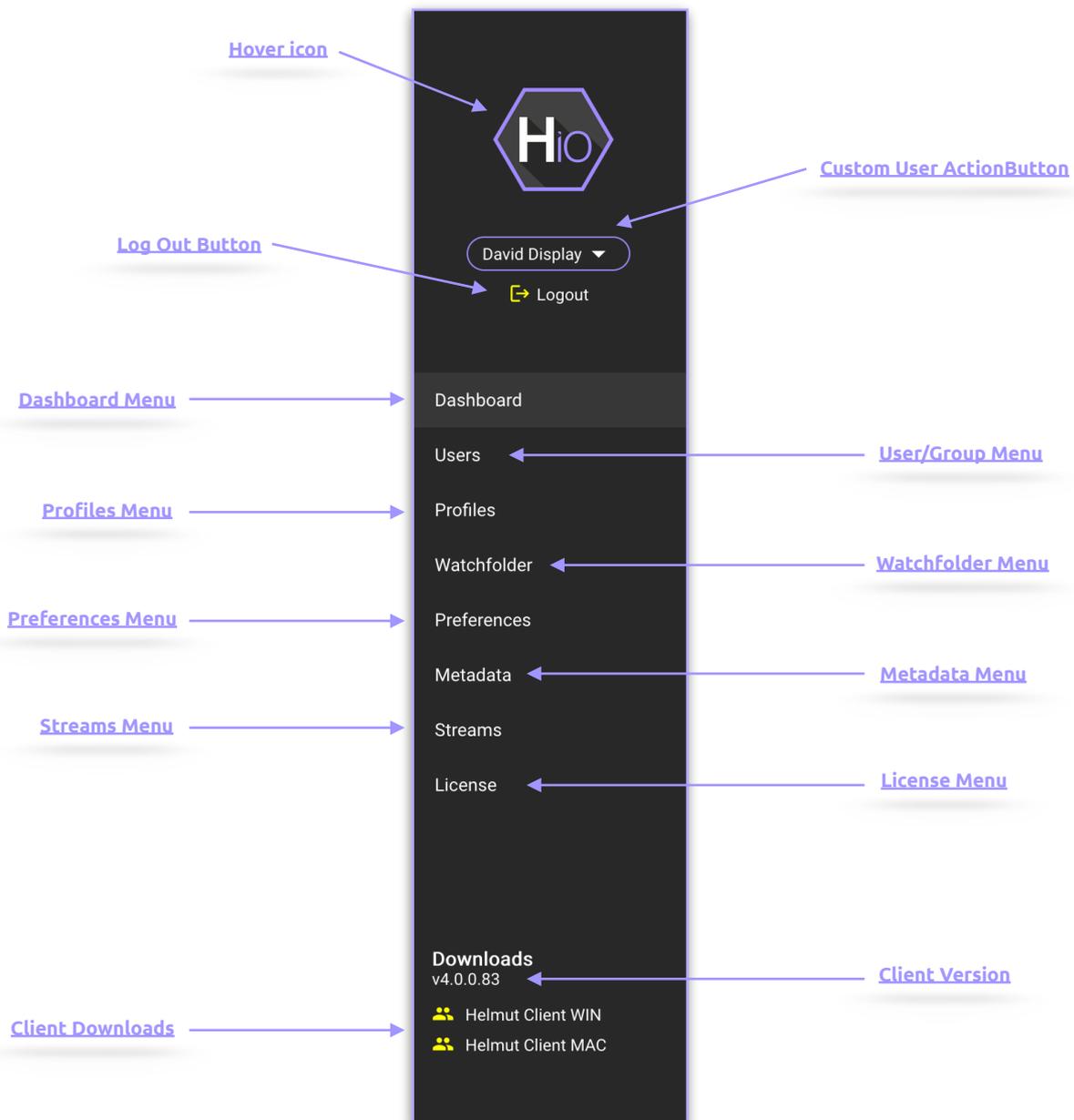
Figure 2.1 Side menu

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 belonging to the groups to which the logged-in user belongs are displayed. 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. Several entries in the dashboard can be selected by clicking on shift or command. These are displayed on the right edge of the screen in an overlay and a common action can be carried out for all selected entries using the Action button. All possible actions are displayed, but only the options common to all selected entries can be carried out. If, for example, a successful job and a running job are selected, the "delete" action cannot be carried out, since running jobs must first be canceled before they can be deleted. The possible actions are defined according to this pattern. If an action is not possible, it is greyed out and a tooltip is displayed when the action is hovered over with the mouse. Multiselect is also available for the Panel Extension Helmut4.
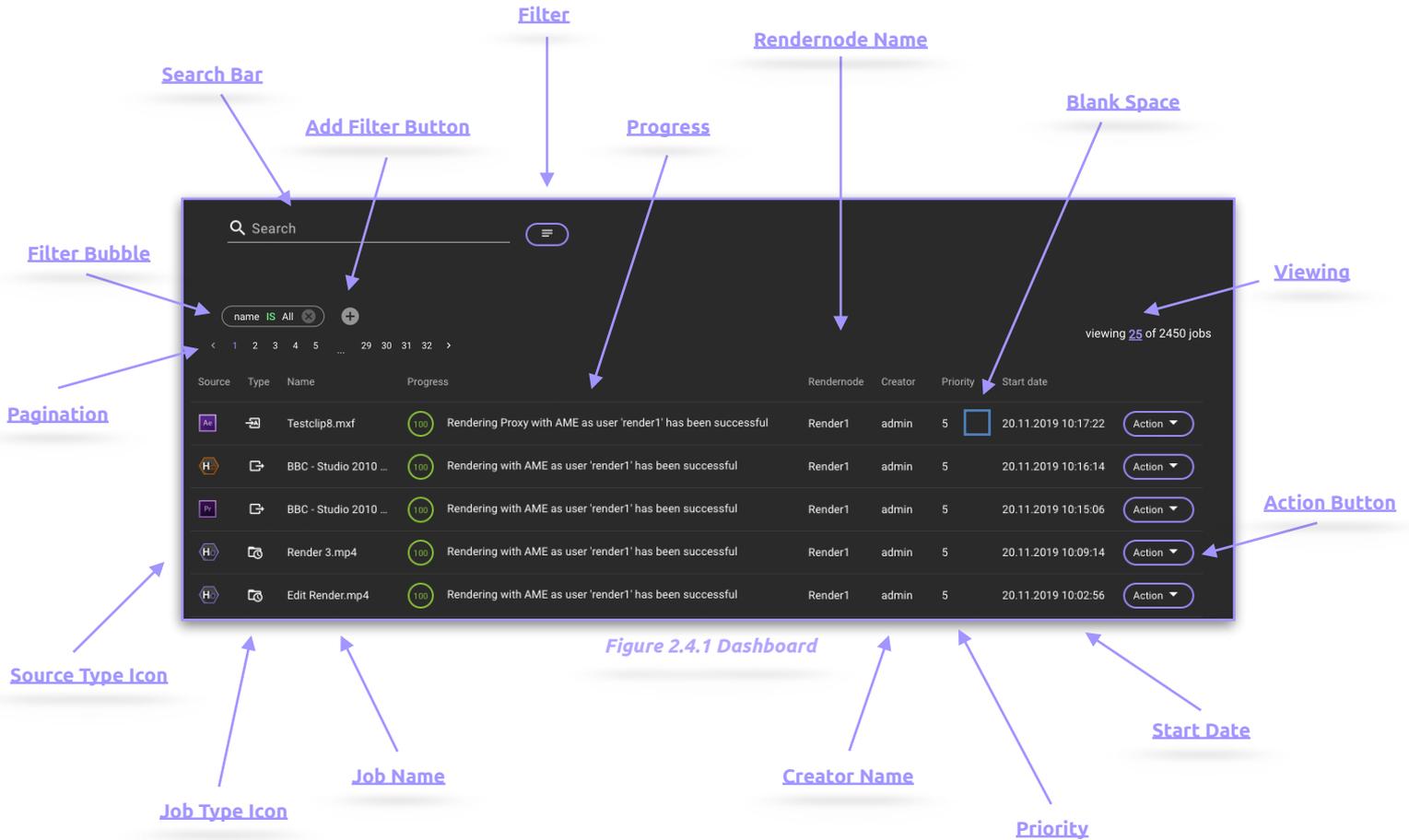
Figure 2.4.1 Dashboard

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.
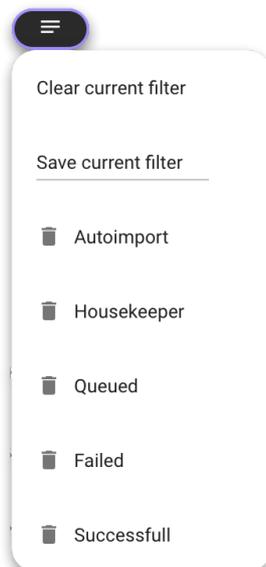
Figure 2.4.2 Filter Button

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.
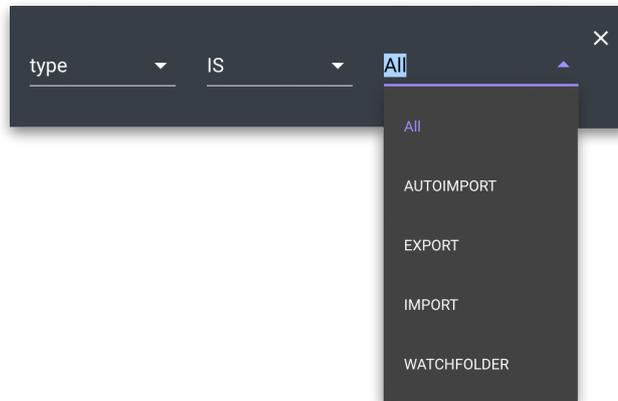
Figure 2.4.3 Edit Filter Bubble

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. See figure 2.4.5
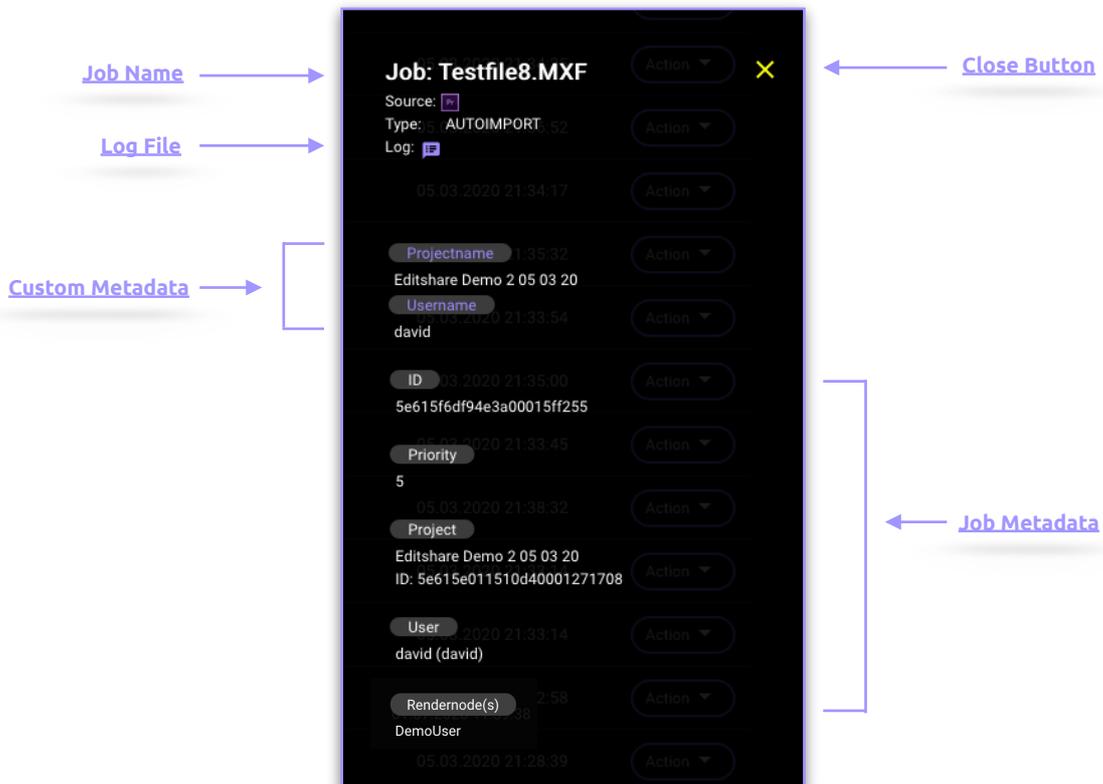
Figure 2.4.5 Hidden Overlay

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

Indicates if the job type. If the There are the following options:

- **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. 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.
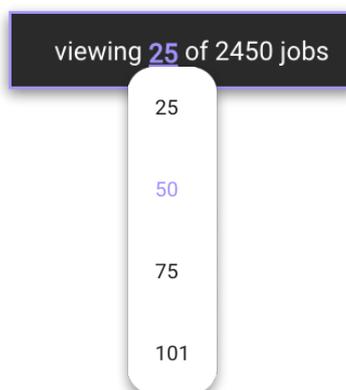
Figure 2.4.6 Change viewing

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.

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 detailed information see: *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.
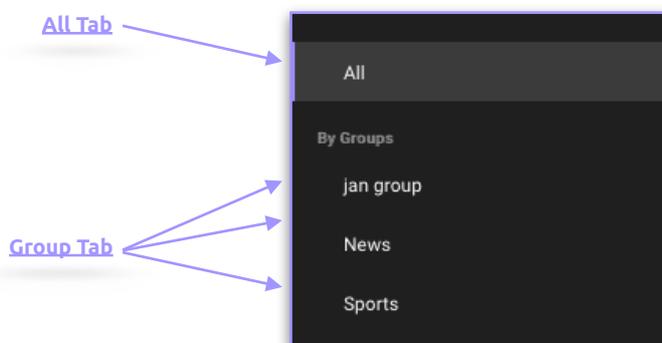
Figure 2.6.1 Sidebar Menu

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
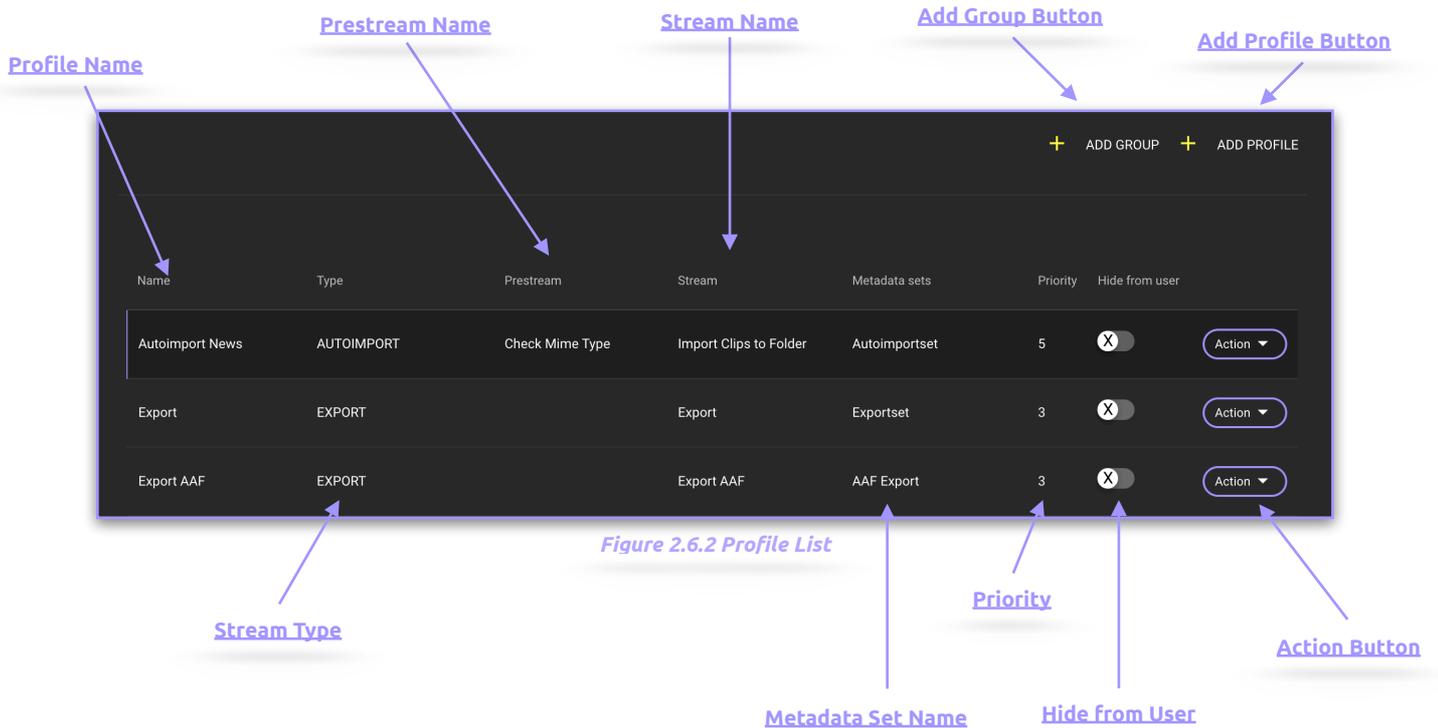
2.6.3. Profile Name

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:

Profile Name →

Pre Stream →

Metadata Set →

Group Assignment →

Rendernode Assignment →

Add new profile ✕

Name
My very best profile

20 / 255

Type
AUTOIMPORT ▾

Prestream
Check Mime Type ▾

Stream
Import Clips to Folder ▾

Metadata sets
Autoimportset ▾

Priority
5 Middle ▾

Groups
News, Sports ▾

Ⓧ Hide from user

Assign PreStream to rendernode(s)
{user.name} ❓

Assign to rendernode(s)
{user.name} ❓

(Close) (Save)

← **Stream Type**

← **Stream Name**

← **Priority Assignment**

← **Hide from User**

← **Pre Stream Assignment**

← **Save/Cancel Button**

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*
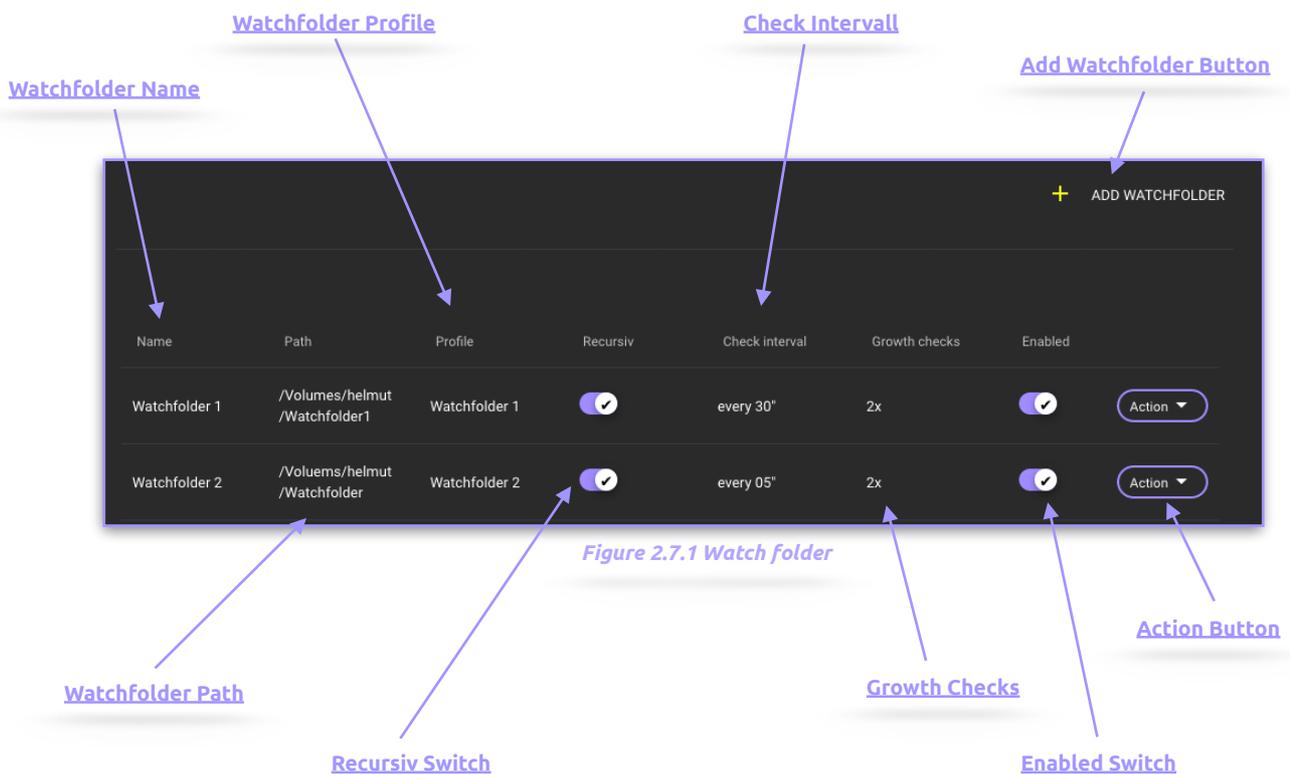
2.7.1. Wach Folder Name

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

Figure 2.7.2 Add New Watch Folder

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 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.

2.8.   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*

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.
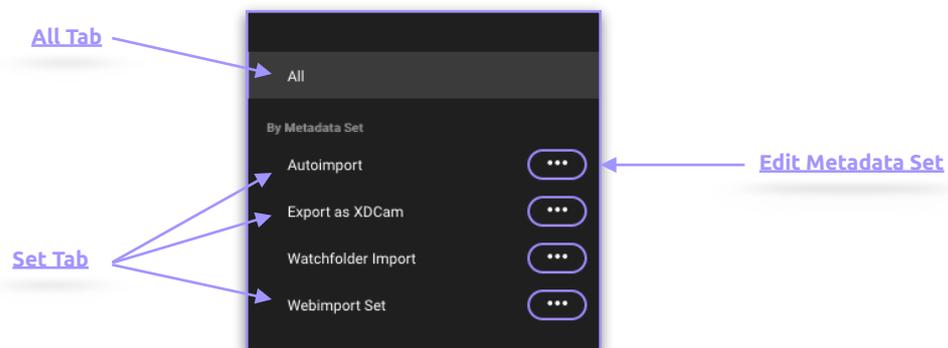
Figure 2.9.1 Sidebar Menu

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*
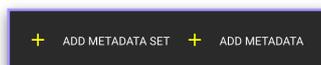
Figure 2.9.2 Add Metadata Set

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 *Helmut4 Streams Admin Guide.pdf*
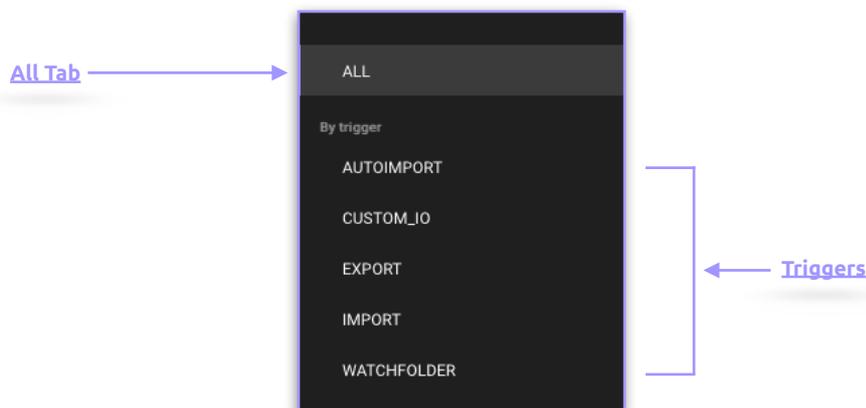

Figure 2.10.1. Side Menu

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: *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. Client Version

Shows which client version is available.

2.13. 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.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.

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.
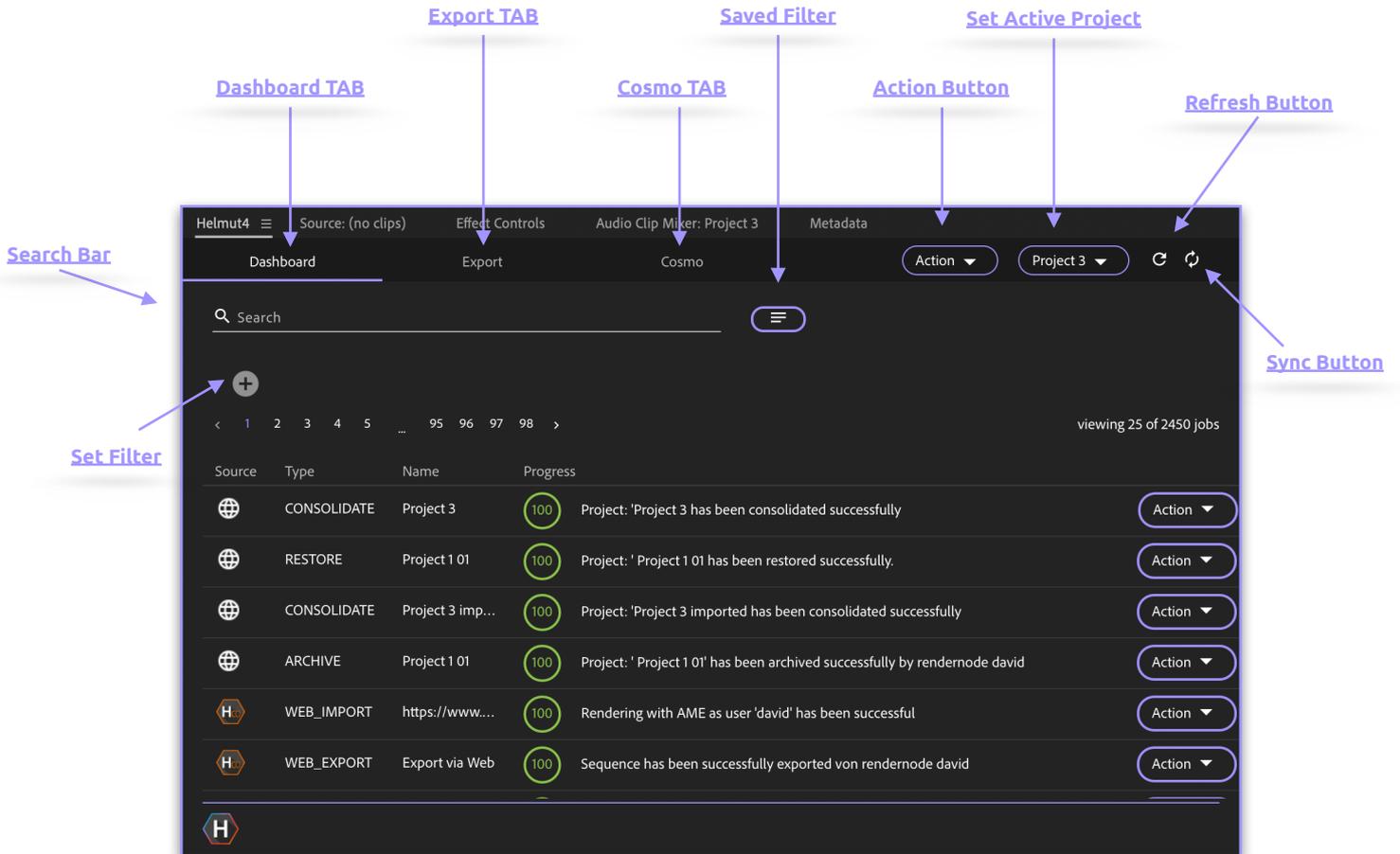
Figure 3.2.1. Panel Extension - Dashboard

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.

3.3. 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.
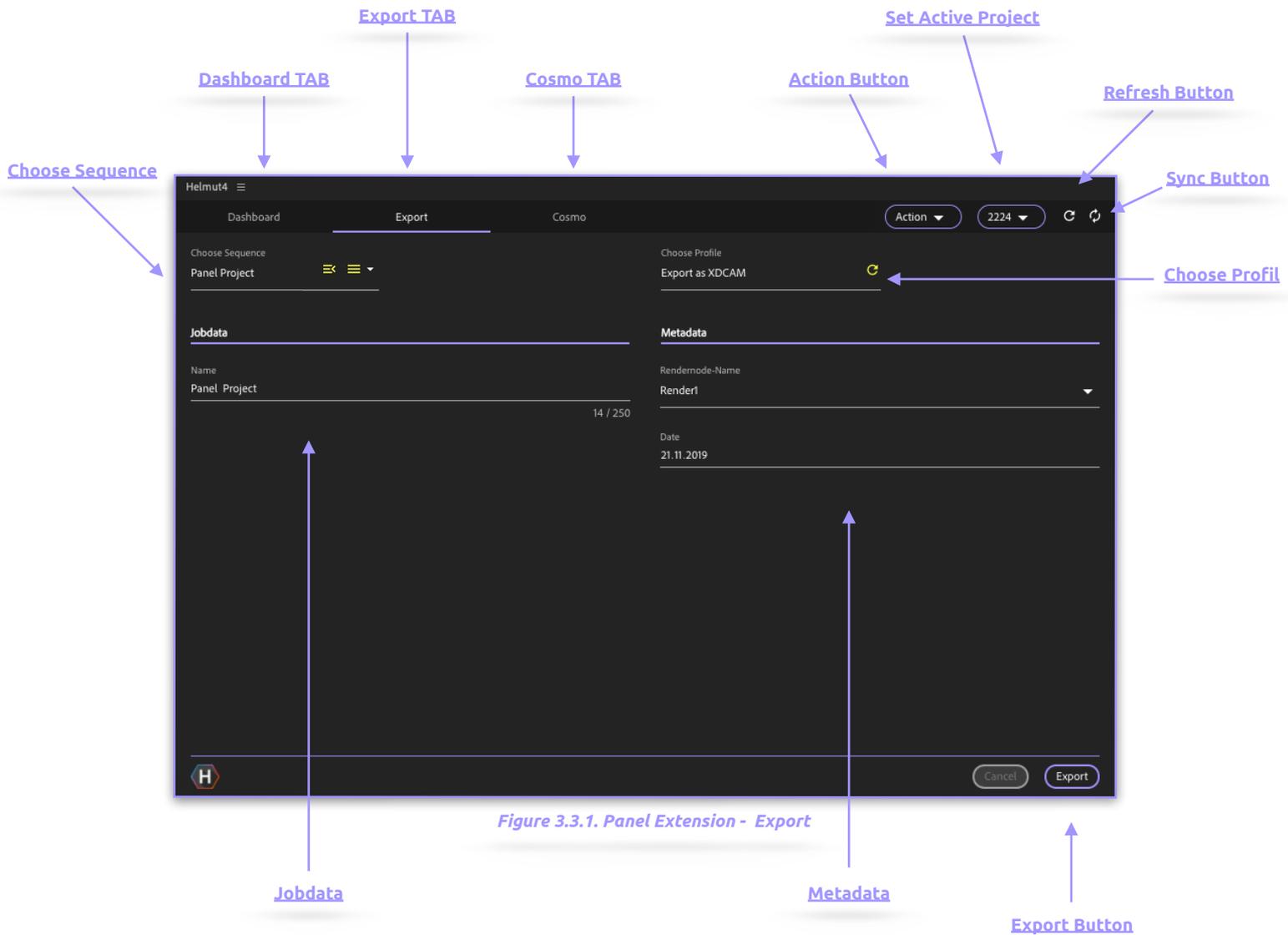
Figure 3.3.1. Panel Extension - Export

3.3.1. Choose Sequence

Drop-down menu for selecting the sequence(s) to be exported. There are 2 different methods. See figure 3.3.2
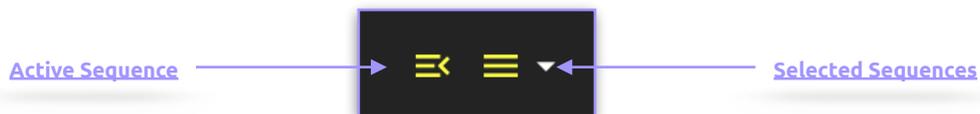

Figure 3.3.2 Choose methods

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. If an Export is executed, Helmut4 writes a Premiere Pro project file into folder called "HelmutIO" which will be placed right next to the main project file. This project file just contains the sequence and this project will be handed over to AME. Additionally the Helmut4 Panel Extension writs a JSON file that includes all information about the exported sequence . This JSOn file can be used within the stream by using the JSON Extract Action Node.

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.

Dashboard TAB   **Export TAB**   **Cosmo TAB**   **Saved Filter**   **Action Button**   **Set Active Project**   **Refresh Button**

Search Bar

Sync Button
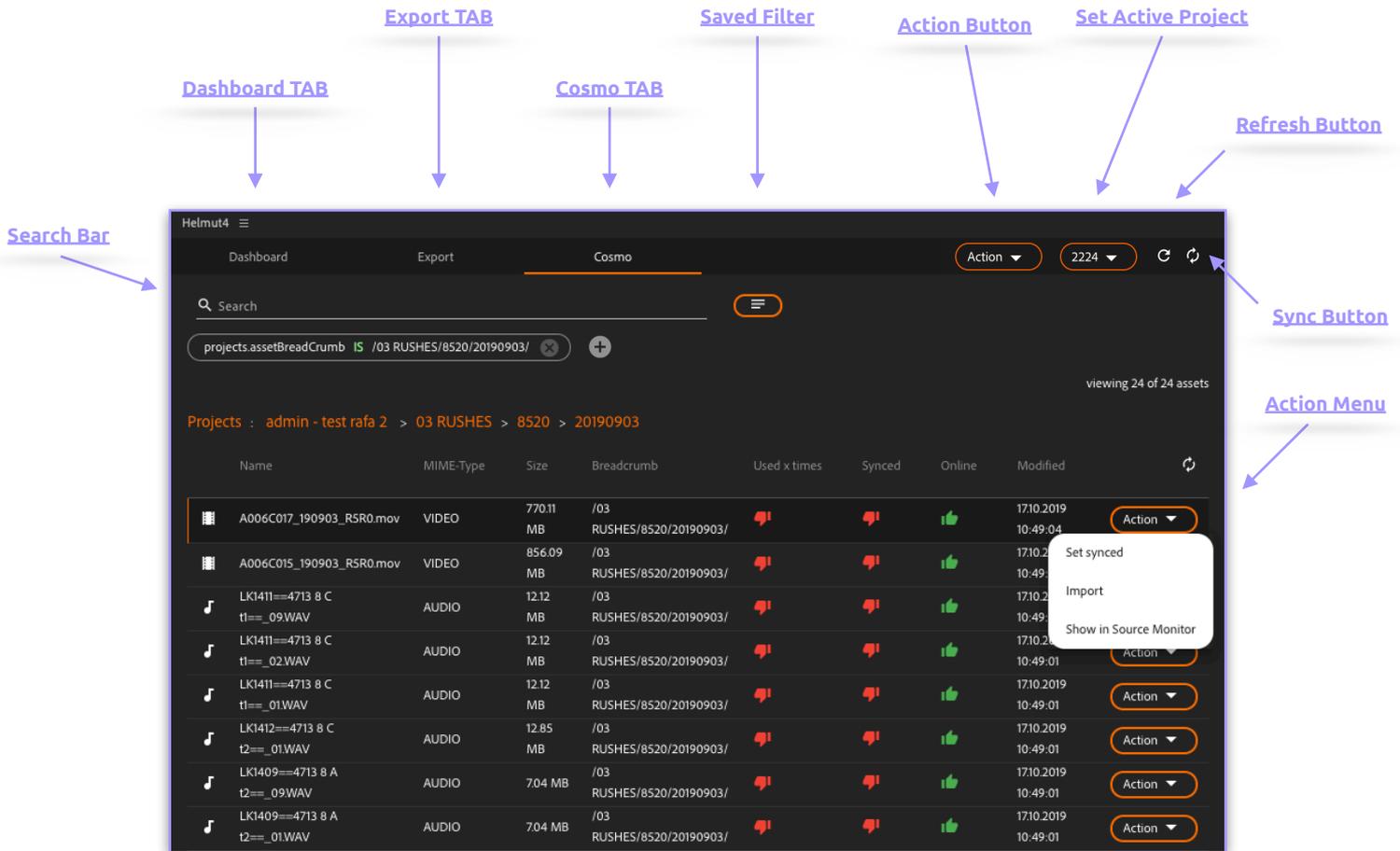
Action Menu

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, but does not run a stream. Therefore the asset is linked to the project and left at it's original location on the storage. 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)